

**CITY OF LAKE ELMO  
CITY COUNCIL MINUTES  
NOVEMBER 20, 2018**

**CALL TO ORDER/PLEDGE OF ALLEGIANCE**

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

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

Staff present: Administrator Handt, City Attorney Sonsalla, City Engineer Griffin, City Planner Prechal, Public Works Director Weldon, Assistant City Administrator Foster, Finance Director Iverson, and City Clerk Johnson.

**APPROVAL OF AGENDA**

*Councilmember Nelson, seconded by Mayor Pearson, moved TO APPROVE THE AGENDA. Motion passed 4 – 0.*

**PUBLIC COMMENTS/INQUIRIES**

None

**PRESENTATIONS**

None

**CONSENT AGENDA**

1. Approve Payment of Disbursements and Payroll
2. Accept Fire Department October 2018 Report
3. Accept Public Works October 2018 Report
4. Approve Special Assessment Policy Amendments – *Resolution 2018-130*
5. Appointments to Joint Airport Zoning Board
6. Approve Winter 2018 Newsletter
7. Approve 2018 Street Improvements – Payment Request No. 4.
8. Approve Old Village Ph4 Street & Utility Improvements – Pay Request No. 4.
9. Approve Development Security Reductions for Hammes 1st and 2nd Additions
10. Approve Letter of Credit Reduction for Village Preserve
11. Approve Massage Therapy License Renewal
12. Approve Liquor License Renewals
13. Approve 2018 Audit Contract

*Councilmember Nelson, seconded by Mayor Pearson, moved TO APPROVE THE CONSENT AGENDA AS PRESENTED. Motion passed 4 - 0.*

**ITEM 14: 2019 Streets – Improvement Hearing; Authorize Plans and Specifications**

City Engineer Griffin presented proposed street improvements to be completed in 2019 and reviewed water system options.

***Councilmember Lundgren, seconded by Mayor Pearson, moved TO OPEN THE PUBLIC HEARING. Motion passed 4 – 0.***

Ray Stregge, 8808 36<sup>th</sup> Street N., commented on the 36<sup>th</sup> and 37<sup>th</sup> Street portions of the project and reviewed his written comments that were included in the meeting packet.

Gordon Johnson, 8804 37<sup>th</sup> Street N., commented on drainage and minimal use of the current road.

Geraldine Breheim, 8415 38<sup>th</sup> Street N., stated that funds from the 3M settlement should be used toward the proposed water main in the project.

Gary Wright, 8225 39<sup>th</sup> Street N., objected to the cost and design of the proposed road.

Ryan Schmidt, 8268 39<sup>th</sup> Street N., commented on the costs for connecting to city water and asked to leave the road as is.

Alfred Schmitt, 8173 39<sup>th</sup> Street N., commented on water coming from the 3M dump.

Richard Quinn, 8929 36<sup>th</sup> Street N., stated that the current road is adequate.

Dan Van Ampting, 8367 39<sup>th</sup> Street N., stated he prefers to keep his private well.

Zack Diesslin, 8030 38<sup>th</sup> Street N., commented on road material and stated that he prefers the existing rural road.

Taylor Smith, 8390 39<sup>th</sup> Street N., stated he does not see the cost benefit in the proposed project.

***Councilmember Fliflet, seconded by Councilmember Nelson, moved TO CLOSE THE PUBLIC HEARING. Motion passed 4 – 0.***

***Mayor Pearson, seconded by Councilmember Nelson, moved TO ADOPT RESOLUTION NO. 2018-131 ORDERING THE PREPARATION OF PLANS AND SPECIFICATIONS FOR THE 2019 STREET AND UTILITY IMPROVEMENTS.***

***Councilmember Fliflet, seconded by Councilmember Lundgren, moved TO AMEND THE PRIMARY MOTION BY ADDING THAT NO WATER MAIN BE INCLUDED IN THE 38<sup>TH</sup> AND 39<sup>TH</sup> STREET NEIGHBORHOOD AND A RURAL ROAD PLAN WOULD BE USED THAT DOES NOT INCLUDE CURB AND GUTTER WHEREVER POSSIBLE. Motion failed 2 – 2. (Pearson, Nelson – nay)***

Primary motion failed 2 – 2. (Fliflet, Lundgren – nay)

**ITEM 15: Redemption of Outstanding G.O. Refunding Bonds, Series 2009A**

Tammy Omdahl of Northland Securities outlined the proposal to pay off the Series 2009A bonds.

***Councilmember Fliflet, seconded by Councilmember Lundgren, moved TO ADOPT RESOLUTION 2018-132 CALLING FOR THE REDEMPTION OF THE OUTSTANDING GENERAL OBLIGATION REFUNDING BONDS, SERIES 2009A. Motion passed 4 – 0.***

**ITEM 16: 2019 LMCIT Renewal**

Dan Greensweig, League of Minnesota Cities Insurance Trust, reported on the recent reduction of the City's liability insurance deductible.

***Mayor Pearson, seconded by Councilmember Lundgren, moved TO APPROVE MAINTAINING THE CURRENT \$1,000 DEDUCTIBLE FOR THE CITY'S PROPERTY AND LIABILITY INSURANCE, AND AUTHORIZE ELECTION TO NOT WAIVE THE STATUTORY TORT LIMITS. Motion passed 4 – 0.***

**ITEM 17: Sidewalk Snow Removal**

Public Works Director Weldon reviewed staff recommendations for sidewalk snow removal.

***Councilmember Lundgren, seconded by Councilmember Fliflet, moved to postpone item 17 to the next agenda for a full Council. Motion passed 3 – 1. (Nelson – nay)***

**ITEM 18: Parks Commission Ordinance**

City Planner Prchal presented proposed updates to Chapter 32 of the City's Ordinances.

***Councilmember Nelson, seconded by Councilmember Lundgren, moved TO APPROVE AMENDMENTS TO CHAPTER 32 AS OUTLINED IN ORDINANCE 08-217. Motion passed 4 – 0.***

**COUNCIL REPORTS**

**Mayor Pearson:** Thanked departing Parks Commission Ellen Neuenfeldt for her service.

**Councilmember Nelson:** Met with residents regarding the 2019 Street Improvements and attended the Buckthorn Festival.

**Councilmember Lundgren:** Met with residents regarding various issues.

**Councilmember Fliflet:** Acknowledged Ellen Neuenfeldt for her volunteer efforts in the City.

**LAKE ELMO CITY COUNCIL MINUTES  
NOVEMBER 20, 2018**

**STAFF REPORTS AND ANNOUNCEMENTS**

**Administrator Handt:** Reviewed significant progress made by the 3M work group.

**City Clerk Johnson:** Reported that Precinct 1 was chosen at random by Washington County for a hand recount of the ballots.

**City Attorney Sonsalla:** Working on temporary access for Boulder Ponds and the snow removal policy.

**Sgt Osterman:** Warned that scams are on the rise.

**City Engineer Griffin:** Working on Wyndam and Royal Golf Developments.

Meeting adjourned at 9:25 p.m.

**LAKE ELMO CITY COUNCIL**

ATTEST:

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

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



## **STAFF REPORT**

DATE: December 4, 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	\$ 71,284.33	Payroll 11/21/18
48194 – 48281	\$ 502,549.97	Accounts Payable 12/04/18
<b>TOTAL</b>	<b>\$ 573,834.30</b>	

### **RECOMMENDATION:**

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

***“Motion to approve the aforementioned disbursements in the amount of \$ 573,834.30”.***

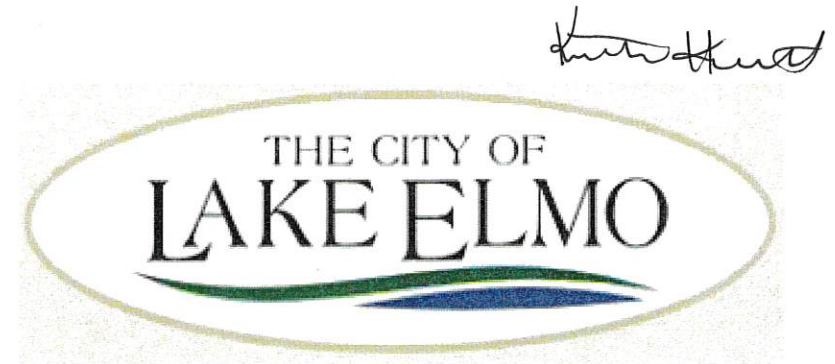
### **ATTACHMENTS:**

1. Accounts Payable – proof list(s)

# Accounts Payable

## To Be Paid Proof List

User: AmyLabelle  
 Printed: 11/29/2018 - 12:47PM  
 Batch: 00006.11.2018 - AP 120418



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description		Reference						
ADVAUTO	Advanced Auto Parts								
456451	10/22/2018	287.40	0.00	12/04/2018				No	0
	101-430-3100-42210 Repair/Maint. Supplies				Batteries for 86-1				
	456451 Total:	287.40							
456453	10/22/2018	31.05	0.00	12/04/2018				No	0
	101-430-3100-42210 Repair/Maint. Supplies				Misc. shop supplies				
	456453 Total:	31.05							
	ADVAUTO Total:	318.45							
AMERICAN	American Eng and Testing, Inc.								
904076	11/7/2018	858.95	0.00	12/04/2018				No	0
	411-430-8000-45200 Buildings and Structures				Salt Shed - soil and concrete inspections				
	904076 Total:	858.95							
	AMERICAN Total:	858.95							
ASPENMI	Aspen Mills, Inc.								
*** 226018	11/1/2018	170.30	0.00	12/04/2018				No	0
	101-420-2220-42400 Small Tools & Equipment				Radio Holders x 2				
	226018 Total:	170.30							
	ASPENMI Total:	170.30							
BIFFS	Biff's Inc.								

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
W701237-W701246	11/7/2018	673.98	0.00	12/04/2018				No	0
101-450-5200-44120 Rentals - Buildings				Portable Restrooms					
W701237-W701246 Total:		673.98							
BIFFS Total:		673.98							
BOLTONME Bolton & Menk, Inc									
0225795	11/20/2018	213.50	0.00	12/04/2018				No	0
409-480-8000-43150 Contract Services				2018 Street Improvements Proj 2017.156					
0225795 Total:		213.50							
BOLTONME Total:		213.50							
BRAUN Braun Intertec Corporation									
B151225	11/21/2018	2,983.25	0.00	12/04/2018				No	0
409-480-8000-43150 Contract Services				2018 Street Improvements Project 2017.156					
B151225 Total:		2,983.25							
*** B151226	11/21/2018	1,482.41	0.00	12/04/2018				No	0
409-480-8000-43150 Contract Services				OV Phase 4 Project 2017.157					
*** B151226	11/21/2018	446.77	0.00	12/04/2018				No	0
601-494-9400-43150 Contract Services				OV Phase 4 Project 2017.157					
*** B151226	11/21/2018	502.00	0.00	12/04/2018				No	0
602-495-9450-43150 Contract Services				OV Phase 4 Project 2017.157					
*** B151226	11/21/2018	343.82	0.00	12/04/2018				No	0
404-480-8000-45200 Buildings and Structures				OV Phase 4 Project 2017.157					
B151226 Total:		2,775.00							
BRAUN Total:		5,758.25							
CINTAS Cintas Corporation #754									
*** 4012204476	11/14/2018	112.74	0.00	12/04/2018				No	0
101-430-3100-44170 Uniforms				Uniforms					
*** 4012204476	11/14/2018	94.91	0.00	12/04/2018				No	0
101-430-3100-42150 Operating Supplies				Rugs/soap/rags					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	4012204476 Total:	207.65							
*** 4012838794	11/28/2018	227.61	0.00	12/04/2018				No	0
221-460-6301-43150 Contract Services					Brookfiled II Cleaning & maintenance supplies				
*** 4012838794	11/28/2018	75.87	0.00	12/04/2018				No	0
101-410-1940-44010 Repairs/Maint Contractual B					City Hall Cleaning & maintenance supplies				
	4012838794 Total:	303.48							
	CINTAS Total:	511.13							
CIVIL Civil Methods, Inc.									
201811510	11/26/2018	225.00	0.00	12/04/2018				No	0
803-000-0000-22910 Developer Payments					Wasatch Storage Bldg Project 2016.129				
	201811510 Total:	225.00							
	CIVIL Total:	225.00							
CONSTANC Constance Keefe Smith Trust									
*** 20181119	11/19/2018	360.50	0.00	12/04/2018				No	0
601-000-0000-37170 Meter Sales					Refund - returned water meter 3200 Lake Elmo Ave				
	20181119 Total:	360.50							
	CONSTANC Total:	360.50							
CREATHOM Creative Home Construction									
*** 20181126	11/26/2018	2,000.00	0.00	12/04/2018				No	0
803-000-0000-22900 Deposits Payable					Refund Escrow-4068 Lavendar Ave				
*** 20181126	11/26/2018	2,000.00	0.00	12/04/2018				No	0
803-000-0000-22900 Deposits Payable					Refund Escrow-11235 40th St				
*** 20181126	11/26/2018	2,000.00	0.00	12/04/2018				No	0
803-000-0000-22900 Deposits Payable					Refund Escrow-4005 Lady Slipper				
*** 20181126	11/26/2018	2,000.00	0.00	12/04/2018				No	0
803-000-0000-22900 Deposits Payable					Refund Escrow-4069 Lady Slipper				
*** 20181126	11/26/2018	2,000.00	0.00	12/04/2018				No	0
803-000-0000-22900 Deposits Payable					Refund Escrow-4116 Lavendar Ave				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
*** 20181126	11/26/2018	2,000.00	0.00	12/04/2018				No	0
803-000-0000-22900 Deposits Payable				Refund Escrow-4171 Upper 42nd					
20181126 Total:		12,000.00							
CREATHOM Total:		12,000.00							
DELTA Delta Dental Of Minnesota									
7473266	11/15/2018	1,075.05	0.00	12/04/2018				No	0
101-000-0000-21706 Medical Insurance				December 2018 Premium					
7473266 Total:		1,075.05							
DELTA Total:		1,075.05							
EJ-BBJOR Bjorkman, Barb									
*** 20181130	11/30/2018	180.00	0.00	12/04/2018				No	0
101-410-1410-41030 Part-time Salaries				2018 Election Judge Service					
20181130 Total:		180.00							
EJ-BBJOR Total:		180.00							
EJ-BKIEL Kiesling, Barb									
*** 20181130	11/30/2018	100.00	0.00	12/04/2018				No	0
101-410-1410-41030 Part-time Salaries				2018 Election Judge Service					
20181130 Total:		100.00							
EJ-BKIEL Total:		100.00							
EJ-BSCHU Schumacher, Bob									
*** 20181130	11/30/2018	115.00	0.00	12/04/2018				No	0
101-410-1410-41030 Part-time Salaries				2018 Election Judge Service					
20181130 Total:		115.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
EJ-BSCHU Total:		115.00							
EJ-CARJA	Carlson, Janet								
*** 20181130	11/30/2018	110.00	0.00	12/04/2018	2018 Election Judge Service			No	0
101-410-1410-41030 Part-time Salaries									
20181130 Total:		110.00							
EJ-CARJA Total:		110.00							
EJ-CARLJ	Carlson, James								
*** 20181130	11/30/2018	100.00	0.00	12/04/2018	2018 Election Judge Service			No	0
101-410-1410-41030 Part-time Salaries									
20181130 Total:		100.00							
EJ-CARLJ Total:		100.00							
EJ-DALLE	Allen, Diane								
20181130	11/30/2018	434.50	0.00	12/04/2018	2018 Election Judge Service			No	0
101-410-1410-41030 Part-time Salaries									
20181130 Total:		434.50							
EJ-DALLE Total:		434.50							
EJ-JALLE	Allen, Jim								
*** 20181130	11/30/2018	407.00	0.00	12/04/2018	2018 Election Judge Service			No	0
101-410-1410-41030 Part-time Salaries									
20181130 Total:		407.00							
EJ-JALLE Total:		407.00							
EJ-JKIEG	Kiefner, Jan								
*** 20181130	11/30/2018	235.00	0.00	12/04/2018	2018 Election Judge Service			No	0
101-410-1410-41030 Part-time Salaries									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	20181130 Total:	235.00							
	EJ-JKIEG Total:	235.00							
EJ-JKRUE	Krueger, Jan								
*** 20181130	11/30/2018	190.00	0.00	12/04/2018				No	0
101-410-1410-41030	Part-time Salaries			2018 Election Judge Service					
	20181130 Total:	190.00							
	EJ-JKRUE Total:	190.00							
EJ-JPIER	Pierre, Jackie								
*** 20181130	11/30/2018	345.00	0.00	12/04/2018				No	0
101-410-1410-41030	Part-time Salaries			2018 Election Judge Service					
	20181130 Total:	345.00							
	EJ-JPIER Total:	345.00							
EJ-JROTH	Roth, Jim								
*** 20181130	11/30/2018	190.00	0.00	12/04/2018				No	0
101-410-1410-41030	Part-time Salaries			2018 Election Judge Service					
	20181130 Total:	190.00							
	EJ-JROTH Total:	190.00							
EJ-KVOGE	Vogel, Kim								
*** 20181130	11/30/2018	260.00	0.00	12/04/2018				No	0
101-410-1410-41030	Part-time Salaries			2018 Election Judge Service					
	20181130 Total:	260.00							
	EJ-KVOGE Total:	260.00							
EJ-LINDB	Lindberg, Margitta								

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
*** 20181130	11/30/2018	245.00	0.00	12/04/2018				No	0
101-410-1410-41030 Part-time Salaries				2018 Election Judge Service					
20181130 Total:		245.00							
EJ-LINDB Total:		245.00							
EJ-LWAGN Wagner, Linda									
*** 20181130	11/30/2018	180.00	0.00	12/04/2018				No	0
101-410-1410-41030 Part-time Salaries				2018 Election Judge Service					
20181130 Total:		180.00							
EJ-LWAGN Total:		180.00							
EJ-MBEST Best, Mary Ellen									
*** 20181130	11/30/2018	260.00	0.00	12/04/2018				No	0
101-410-1410-41030 Part-time Salaries				2018 Election Judge Service					
20181130 Total:		260.00							
EJ-MBEST Total:		260.00							
EJ-MBURR Burrell, Michael									
*** 20181130	11/30/2018	100.00	0.00	12/04/2018				No	0
101-410-1410-41030 Part-time Salaries				2018 Election Judge Service					
20181130 Total:		100.00							
EJ-MBURR Total:		100.00							
EJ-MDARM Menendez, Armando									
*** 20181130	11/30/2018	270.00	0.00	12/04/2018				No	0
101-410-1410-41030 Part-time Salaries				2018 Election Judge Service					
20181130 Total:		270.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description				Reference				
EJ-MDARM Total:		270.00							
EJ-MENEL *** 20181130	Menendez, Ella 11/30/2018	180.00	0.00	12/04/2018	2018 Election Judge Service			No	0
101-410-1410-41030 Part-time Salaries									
20181130 Total:		180.00							
EJ-MENEL Total:		180.00							
EJ-MEYJO *** 20181130	Meyer, JoAnne 11/30/2018	200.00	0.00	12/04/2018	2018 Election Judge Service			No	0
101-410-1410-41030 Part-time Salaries									
20181130 Total:		200.00							
EJ-MEYJO Total:		200.00							
EJ-MGRUN *** 20181130	Grundeen, Mary 11/30/2018	215.00	0.00	12/04/2018	2018 Election Judge Service			No	0
101-410-1410-41030 Part-time Salaries									
20181130 Total:		215.00							
EJ-MGRUN Total:		215.00							
EJ-OCONN *** 20181130	O'Connor, Dan 11/30/2018	230.00	0.00	12/04/2018	2018 Election Judge Service			No	0
101-410-1410-41030 Part-time Salaries									
20181130 Total:		230.00							
EJ-OCONN Total:		230.00							
EJ-PODON *** 20181130	O'Donnell, Pat 11/30/2018	255.00	0.00	12/04/2018	2018 Election Judge Service			No	0
101-410-1410-41030 Part-time Salaries									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	20181130 Total:	255.00							
	EJ-PODON Total:	255.00							
EJ-QUINN	Quinn, Lisa								
*** 20181130	11/30/2018	205.00	0.00	12/04/2018				No	0
101-410-1410-41030	Part-time Salaries			2018 Election Judge Service					
	20181130 Total:	205.00							
	EJ-QUINN Total:	205.00							
EJ-ROTHJ	Roth, Janice								
*** 20181130	11/30/2018	180.00	0.00	12/04/2018				No	0
101-410-1410-41030	Part-time Salaries			2018 Election Judge Service					
	20181130 Total:	180.00							
	EJ-ROTHJ Total:	180.00							
EJ-SDURA	Durand, Shirley								
*** 20181130	11/30/2018	180.00	0.00	12/04/2018				No	0
101-410-1410-41030	Part-time Salaries			2018 Election Judge Service					
	20181130 Total:	180.00							
	EJ-SDURA Total:	180.00							
EJ-SSIMP	Simpson, Sharon								
*** 20181130	11/30/2018	270.00	0.00	12/04/2018				No	0
101-410-1410-41030	Part-time Salaries			2018 Election Judge Service					
	20181130 Total:	270.00							
	EJ-SSIMP Total:	270.00							
EJ-THIEL	Thiel, Brad								

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
*** 20181130	11/30/2018	215.00	0.00	12/04/2018				No	0
101-410-1410-41030 Part-time Salaries				2018 Election Judge Service					
20181130 Total:		215.00							
EJ-THIEL Total:		215.00							
EJ-TODON O'Donnell, Tom									
*** 20181130	11/30/2018	100.00	0.00	12/04/2018				No	0
101-410-1410-41030 Part-time Salaries				2018 Election Judge Service					
20181130 Total:		100.00							
EJ-TODON Total:		100.00							
EJ-WACKE Wacker, Sallyann									
*** 20181130	11/30/2018	180.00	0.00	12/04/2018				No	0
101-410-1410-41030 Part-time Salaries				2018 Election Judge Service					
20181130 Total:		180.00							
EJ-WACKE Total:		180.00							
EJ-WLOOS Loos, Wendy									
*** 20181130	11/30/2018	185.00	0.00	12/04/2018				No	0
101-410-1410-41030 Part-time Salaries				2018 Election Judge Service					
20181130 Total:		185.00							
EJ-WLOOS Total:		185.00							
ELITERES Elite Restoration Pro LLC									
*** 2018-1384	11/20/2018	1,017.65	0.00	12/04/2018				No	0
101-000-0000-32210 Building Permits				Refund - Permit 2018-1384 issued in error 5193 Keats					
*** 2018-1384	11/20/2018	40.00	0.00	12/04/2018				No	0
101-000-0000-20801 Building Permit Surcharge				Refund - Surcharge 2018-1384 issued in error 5193 Keats					
2018-1384 Total:		1,057.65							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
ELITERES Total:		1,057.65							
EMERGAPP	Emergency Apparatus Maint. Inc								
103181	11/13/2018	5,917.15	0.00	12/04/2018				No	0
101-420-2220-44040 Repairs/Maint Eqpt				E1 - Turbo and fuel repairs					
103181 Total:		5,917.15							
EMERGAPP Total:		5,917.15							
EMERGAUT	Emergency Automotive Tech, Inc								
DL111418-21	11/15/2018	347.42	0.00	12/04/2018				No	0
101-430-3100-42210 Repair/Maint. Supplies				Strobe light for 98-1					
DL111418-21 Total:		347.42							
DL111418-29	11/15/2018	649.00	0.00	12/04/2018				No	0
101-430-3100-42210 Repair/Maint. Supplies				Plow head lights for 98-1					
DL111418-29 Total:		649.00							
DL111518-26	11/15/2018	649.00	0.00	12/04/2018				No	0
101-430-3100-42210 Repair/Maint. Supplies				Plow head lights for 00-1					
DL111518-26 Total:		649.00							
EMERGAUT Total:		1,645.42							
Erespsol	Emergency Response Solutions								
12009	11/13/2018	125.69	0.00	12/04/2018				No	0
101-420-2220-42400 Small Tools & Equipment				Helmet fronts & reflective labels					
12009 Total:		125.69							
Erespsol Total:		125.69							
FIRSTTIR	First State Tire Recycling								
110043	11/13/2018	156.60	0.00	12/04/2018				No	0
101-430-3100-43840 Refuse				Collected tire disposal					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	110043 Total:	156.60							
	FIRSTTIR Total:	156.60							
FURYDODG      Fury Dodge LLC									
4032105	11/15/2018	385.60	0.00	12/04/2018				No	0
101-450-5200-42210	Repair/Maint. Supplies			Seat for Dodge 1-ton					
	4032105 Total:	385.60							
	FURYDODG Total:	385.60							
GONYEA      Gonyea Homes									
*** 20181126	11/26/2018	2,000.00	0.00	12/04/2018				No	0
803-000-0000-22900	Deposits Payable			Refund Escrow - 11174 41st Street Cir					
*** 20181126	11/26/2018	2,000.00	0.00	12/04/2018				No	0
803-000-0000-22900	Deposits Payable			Refund Escrow - 11162 41st Street					
*** 20181126	11/26/2018	2,000.00	0.00	12/04/2018				No	0
803-000-0000-22900	Deposits Payable			Refund Escrow - 4024 Lady Slipper Rd					
*** 20181126	11/26/2018	2,000.00	0.00	12/04/2018				No	0
803-000-0000-22900	Deposits Payable			Refund Escrow - 4125 Lady Slipper Rd					
*** 20181126	11/26/2018	2,000.00	0.00	12/04/2018				No	0
803-000-0000-22900	Deposits Payable			Refund Escrow - 4059 Lavendar Ave					
*** 20181126	11/26/2018	2,000.00	0.00	12/04/2018				No	0
803-000-0000-22900	Deposits Payable			Refund Escrow - 11077 Lady Slipper Ct					
	20181126 Total:	12,000.00							
	GONYEA Total:	12,000.00							
GREATAM      Great America Financial									
23726197	11/15/2018	430.24	0.00	12/04/2018				No	0
101-410-1940-44040	Repairs/Maint Contractual E			Sharp MX-5141N Maint October 2018 Bldg Dept					
	23726197 Total:	430.24							
23726198	11/15/2018	385.47	0.00	12/04/2018				No	0
101-410-1940-44040	Repairs/Maint Contractual E			Sharp MX-5070N Maint October 2018 Admin Office					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	23726198 Total:	385.47							
	GREATAM Total:	815.71							
GREYSTON 27206	Greystone Construction Company 11/14/2018	11,000.00	0.00	12/04/2018	Salt shed - Final Payment			No	0
	411-430-8000-45200 Buildings and Structures								
	27206 Total:	11,000.00							
	GREYSTON Total:	11,000.00							
GUSTAF *** 20181115	Gustafson, Richard 11/15/2018	175.00	0.00	12/04/2018	Reimbursement - Boots RG			No	0
	101-430-3100-44170 Uniforms								
	20181115 Total:	175.00							
	GUSTAF Total:	175.00							
HOLIDAYC *** 20181115	Holiday Credit Office 11/15/2018	254.15	0.00	12/04/2018	Fuel			No	0
	101-420-2220-42120 Fuel, Oil and Fluids								
	20181115 Total:	254.15							
	HOLIDAYC Total:	254.15							
INNOVAT IN2288601	Innovative Office Solutions, LLC 11/15/2018	69.74	0.00	12/04/2018	Business Cards - KR			No	0
	101-410-1910-42000 Office Supplies								
	IN2288601 Total:	69.74							
	INNOVAT Total:	69.74							
JOHNJULI	Johnson, Julie								

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
*** 20181126	11/26/2018	29.25	0.00	12/04/2018				No	0
101-410-1410-44300 Miscellaneous				Reimbursement - Ballot Recount					
20181126 Total:		29.25							
*** 20181128	11/28/2018	146.80	0.00	12/04/2018				No	0
101-410-1320-43310 Mileage				Reimbursement - Mileage					
*** 20181128	11/28/2018	38.15	0.00	12/04/2018				No	0
101-410-1410-43310 Travel Expense				Reimbursement - Mileage					
20181128 Total:		184.95							
JOHNJULI Total:		214.20							
JOHNSON& Johnson & Turner Attorneys									
75380	10/31/2018	3,500.00	0.00	12/04/2018				No	0
101-420-2150-43045 Attorney Criminal				Prosecution Svs October 2018					
75380 Total:		3,500.00							
JOHNSON& Total:		3,500.00							
KENGRIVE Kennedy & Graven, Chartered									
*** 145764	11/21/2018	2,468.62	0.00	12/04/2018				No	0
101-410-1320-43040 Legal Services				General Matters					
*** 145764	11/21/2018	38,319.20	0.00	12/04/2018				No	0
601-494-9400-43040 Legal Services				3M litigation					
*** 145764	11/21/2018	582.75	0.00	12/04/2018				No	0
101-410-1320-43040 Legal Services				Haz Bldg - 9240 31st Street					
*** 145764	11/21/2018	161.25	0.00	12/04/2018				No	0
803-000-0000-22910 Developer Payments				Boulder Ponds 3rd					
*** 145764	11/21/2018	53.75	0.00	12/04/2018				No	0
803-000-0000-22910 Developer Payments				Boulder Ponds 4th					
*** 145764	11/21/2018	591.25	0.00	12/04/2018				No	0
803-000-0000-22910 Developer Payments				Royal Golf 2nd					
*** 145764	11/21/2018	2,028.25	0.00	12/04/2018				No	0
803-000-0000-22910 Developer Payments				Four Corners 1st					
*** 145764	11/21/2018	53.75	0.00	12/04/2018				No	0
803-000-0000-22910 Developer Payments				Growing Explorers					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number	Description			Reference					
	145764 Total:	44,258.82							
	KENGRAVE Total:	44,258.82							
LENNAR	Lennar Family of Builders								
*** 20181119	11/19/2018	48,000.00	0.00	12/04/2018				No	0
803-000-0000-22900	Deposits Payable				Refund Escrow - Multiple properties				
	20181119 Total:	48,000.00							
20181120	11/20/2018	21,000.00	0.00	12/04/2018				No	0
803-000-0000-22900	Deposits Payable				Refund Escrow - Multiple properties				
	20181120 Total:	21,000.00							
	LENNAR Total:	69,000.00							
LOFF	Loffler Companies, Inc.								
2959224	11/9/2018	9.97	0.00	12/04/2018				No	0
101-410-1940-44040	Repairs/Maint Contractual E				Copies Konica C253 (City Hall) 1010-1109				
	2959224 Total:	9.97							
	LOFF Total:	9.97							
LYNCHTOD	Lynch, Todd								
2018-1427	11/27/2018	11.00	0.00	12/04/2018				No	0
101-420-2400-34207	Building Code Surcharges				Refund Overpayment permit 2018-1427 3255 Linden				
	2018-1427 Total:	11.00							
	LYNCHTOD Total:	11.00							
MARONEYS	Maroney's Sanitation, Inc								
*** 749498	11/7/2018	127.48	0.00	12/04/2018				No	0
101-410-1940-43840	Refuse				Trash Service 1001-1031				
*** 749498	11/7/2018	53.30	0.00	12/04/2018				No	0
101-420-2220-43840	Refuse				Trash Service 1001-1031				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
*** 749498	11/7/2018	232.22	0.00	12/04/2018				No	0
101-450-5200-43840 Refuse				Trash Service 1001-1031					
*** 749498	11/7/2018	1,335.62	0.00	12/04/2018				No	0
101-430-3100-43840 Refuse				Trash Service 1001-1031					
*** 749498	11/7/2018	388.56	0.00	12/04/2018				No	0
221-460-6301-43150 Contract Services				Trash Service 1001-1031					
749498 Total:		2,137.18							
MARONEYS Total:		2,137.18							
MCDONALD McDonald Construction									
*** 20181120	11/20/2018	2,000.00	0.00	12/04/2018				No	0
803-000-0000-22900 Deposits Payable				Refund Escrow-11105 Lady Slipper Ct 2017-719					
*** 20181120	11/20/2018	2,000.00	0.00	12/04/2018				No	0
803-000-0000-22900 Deposits Payable				Refund Escrow-4151 Upper 42nd St 2017-585					
20181120 Total:		4,000.00							
MCDONALD Total:		4,000.00							
MCDONOUS McDonough's Sewer Service, Inc.									
*** 178205	7/31/2018	888.25	0.00	12/04/2018				No	0
221-460-6301-43150 Contract Services				Brookfield II Plumbing Repair					
178205 Total:		888.25							
MCDONOUS Total:		888.25							
MCGINNLI McGinn, Lisa									
20181116	11/16/2018	1,000.00	0.00	12/04/2018				No	0
101-410-1110-42001 Computer Reimbursement				Reimbursement - Computer					
20181116 Total:		1,000.00							
MCGINNLI Total:		1,000.00							
MENARDSO Menards - Oakdale									

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
66116	11/6/2018	101.32	0.00	12/04/2018				No	0
601-494-9400-42210 Repair/Maint. Supplies				Misc. repair/maint supplies					
66116 Total:		101.32							
MENARDSO Total:		101.32							
MICHAEL Michael Lee Inc.									
*** 20181120	11/20/2018	24,000.00	0.00	12/04/2018				No	0
803-000-0000-22900 Deposits Payable				Refund Escrow - Multiple properties					
20181120 Total:		24,000.00							
MICHAEL Total:		24,000.00							
MNCLEANS MN Clean Services, Inc.									
1218AJ01	12/1/2018	395.00	0.00	12/04/2018				No	0
221-460-6301-43150 Contract Services				Brookfield II Cleaning Svs October 2018					
1218AJ01 Total:		395.00							
MNCLEANS Total:		395.00							
MNDOH MN Dept of Health									
20181114	11/14/2018	2,585.00	0.00	12/04/2018				No	0
601-494-9400-43820 Water Utility				2018 4th Q Water Connection Fees					
20181114 Total:		2,585.00							
MNDOH Total:		2,585.00							
NORTHSEC Northland Securities, Inc.									
*** 5500	11/12/2018	1,160.00	0.00	12/04/2018				No	0
601-494-9400-43150 Contract Services				2018 Utility Funds Financial Mgt Plan					
*** 5500	11/12/2018	1,160.00	0.00	12/04/2018				No	0
602-495-9450-43150 Contract Services				2018 Utility Funds Financial Mgt Plan					
*** 5500	11/12/2018	1,160.00	0.00	12/04/2018				No	0
603-496-9500-43150 Contract Services				2018 Utility Funds Financial Mgt Plan					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
		5500 Total:	3,480.00						
5509	11/23/2018	500.00	0.00	12/04/2018				No	0
315-000-7000-43150 Contract Services				2009A Bond - cosulting fee for calling bond					
		5509 Total:	500.00						
		NORTHSEC Total:	3,980.00						
POSTOFFI Postmaster									
20181129	11/29/2018	673.53	0.00	12/04/2018				No	0
101-410-1320-43090 Newsletter/Website				Postage for Newsletter Winter 2018					
		20181129 Total:	673.53						
		POSTOFFI Total:	673.53						
PRCHALBE Prchal, Benjamin									
20181127	11/27/2018	20.11	0.00	12/04/2018				No	0
101-410-1910-43310 Mileage				Reimbursement - Mileage					
		20181127 Total:	20.11						
		PRCHALBE Total:	20.11						
REDSTONB Redstone Builders LLC									
*** 20181119	11/19/2018	2,000.00	0.00	12/04/2018				No	0
803-000-0000-22900 Deposits Payable				Refund Escrow - 11433 Wildflower Dr 2017-561					
*** 20181119	11/19/2018	2,000.00	0.00	12/04/2018				No	0
803-000-0000-22900 Deposits Payable				Refund Escrow - 11397 Wildflower Dr 2017-1400					
		20181119 Total:	4,000.00						
		REDSTONB Total:	4,000.00						
RITCHIET Ricci Media Group LLC.									
*** 20181126	11/26/2018	55.00	0.00	12/04/2018				No	0
101-410-1450-43620 Cable Operations				Cable Oper - Parks Comm 111918					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	20181126 Total:	55.00							
	RITCHIET Total:	55.00							
SCHLOMKA	Schlomka Services LLC								
*** 22518	11/7/2018	250.00	0.00	12/04/2018				No	0
	101-430-3100-44010 Repairs/Maint Bldg				Public Works - holding tank pumping				
*** 22518	11/7/2018	220.00	0.00	12/04/2018				No	0
	601-494-9400-44010 Repairs/Maint Imp Bldgs				Booster Station - holding tank pumping				
	22518 Total:	470.00							
	SCHLOMKA Total:	470.00							
SEH	Short Elliott Hendrickson, Inc								
*** 358528	11/12/2018	3,180.17	0.00	12/04/2018				No	0
	409-480-8000-43150 Contract Services				OV Phase 4 Project 2017.157				
*** 358528	11/12/2018	958.46	0.00	12/04/2018				No	0
	601-494-9400-43150 Contract Services				OV Phase 4 Project 2017.157				
*** 358528	11/12/2018	1,076.92	0.00	12/04/2018				No	0
	601-494-9400-43150 Contract Services				OV Phase 4 Project 2017.157				
*** 358528	11/12/2018	737.60	0.00	12/04/2018				No	0
	601-494-9400-43150 Contract Services				OV Phase 4 Project 2017.157				
	358528 Total:	5,953.15							
	SEH Total:	5,953.15							
SHC	Swanson Haskamp Consulting								
*** 687	11/23/2018	405.00	0.00	12/04/2018				No	0
	101-410-1910-43150 Contract Services				Bentley Village - concept plan review (city portion)				
*** 687	11/23/2018	877.50	0.00	12/04/2018				No	0
	803-000-0000-22910 Developer Payments				Bentley Village - concept plan review				
	687 Total:	1,282.50							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
SHC Total:		1,282.50							
SPRINT	Sprint								
*** 761950227-188	11/18/2018	65.62	0.00	12/04/2018				No	0
101-410-1320-43210 Telephone					Cell Phone Service - 1015-1114				
*** 761950227-188	11/18/2018	11.51	0.00	12/04/2018				No	0
101-410-1910-43210 Telephone					Cell Phone Service - 1015-1114				
*** 761950227-188	11/18/2018	216.63	0.00	12/04/2018				No	0
101-420-2220-43210 Telephone					Cell Phone Service - 1015-1114				
*** 761950227-188	11/18/2018	224.58	0.00	12/04/2018				No	0
101-420-2400-43210 Telephone					Cell Phone Service - 1015-1114				
*** 761950227-188	11/18/2018	32.53	0.00	12/04/2018				No	0
101-430-3100-43210 Telephone					Cell Phone Service - 1015-1114				
*** 761950227-188	11/18/2018	57.37	0.00	12/04/2018				No	0
101-450-5200-43210 Telephone					Cell Phone Service - 1015-1114				
761950227-188 Total:		608.24							
SPRINT Total:		608.24							
SRFCONS	SRF Consulting Group, Inc								
08132.01-8	10/31/2018	2,285.68	0.00	12/04/2018				No	0
101-410-1930-43030 Engineering Services					State Hwy 36 South Frontage Road Study				
08132.01-8 Total:		2,285.68							
SRFCONS Total:		2,285.68							
STONEGAT	Stonegate Builders								
*** 20181126	11/26/2018	2,000.00	0.00	12/04/2018				No	0
803-000-0000-22900 Deposits Payable					Refund Escrow-11220 40th St 2018-168				
20181126 Total:		2,000.00							
STONEGAT Total:		2,000.00							
TARGET	Target Solutions Learning, LLC								
*** 20181116	11/16/2018	2,462.60	0.00	12/04/2018				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
101-420-2220-44370 Conferences & Training				2019 Career Tracking Platform & Maintenance Fee					
	20181116 Total:	2,462.60							
	TARGET Total:	2,462.60							
TASCH	T.A. Schifsky & Sons Inc								
63868	11/12/2018	123.38	0.00	12/04/2018				No	0
101-430-3100-42240 Str. Maint/Landscape Materi				Hot mix					
	63868 Total:	123.38							
	TASCH Total:	123.38							
TJBHOMCO	TJB Homes Construction								
*** 20181120	11/20/2018	2,000.00	0.00	12/04/2018				No	0
803-000-0000-22900 Deposits Payable				Refund Escrow-4061 Monarch Lane 2017-563					
	20181120 Total:	2,000.00							
	TJBHOMCO Total:	2,000.00							
TRISTATE	Tri State Bobcat, Inc.								
A50284	11/13/2018	369.01	0.00	12/04/2018				No	0
101-430-3100-42210 Repair/Maint. Supplies				Sidewalk snow blower repair parts					
	A50284 Total:	369.01							
	TRISTATE Total:	369.01							
VALPAVNG	Valley Paving, Inc.								
*** Pay Request 3	9/30/2018	246,415.75	0.00	12/04/2018				No	0
409-480-8000-43030 Engineering Services				2018 Street Project 2017.156					
	Pay Request 3 Total:	246,415.75							
*** Pay Request 5	11/27/2018	10,103.58	0.00	12/04/2018				No	0
409-480-8000-43030 Engineering Services				2018 Street Project 2017.156					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
		<u>10,103.58</u>							
	Pay Request 5 Total:								
		<u>256,519.33</u>							
	VALPAVNG Total:								
VERIZON	Verizon Wireless								
9818209692	11/10/2018	35.01	0.00	12/04/2018				No	0
101-420-2220-43210 Telephone				Air Card for tablet 1011 - 1110					
		<u>35.01</u>							
	9818209692 Total:								
		<u>35.01</u>							
	VERIZON Total:								
Whiteani	White, Anita								
*** 20181126	11/26/2018	55.00	0.00	12/04/2018				No	0
101-410-1450-43620 Cable Operations				Cable Oper - City Council Workshop 111318					
		<u>55.00</u>							
	20181126 Total:								
		<u>55.00</u>							
	Whiteani Total:								
WHITEJAS	White, Jason								
*** 20181126	11/26/2018	55.00	0.00	12/04/2018				No	0
101-410-1450-43620 Cable Operations				Cable Oper - Finance Comm 112018					
*** 20181126	11/26/2018	55.00	0.00	12/04/2018				No	0
101-410-1450-43620 Cable Operations				Cable Oper - Council Mtg 112018					
		<u>110.00</u>							
	20181126 Total:								
		<u>110.00</u>							
	WHITEJAS Total:								
XCEL	Xcel Energy								
615729868	11/16/2018	412.41	0.00	12/04/2018				No	0
602-495-9450-43810 Electric Utility				Lift Station					
		<u>412.41</u>							
	615729868 Total:								
		<u>412.41</u>							
615784725	11/16/2018	72.15	0.00	12/04/2018				No	0
101-450-5200-43810 Electric Utility				Pebble Park					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
615784725 Total:		72.15							
615785234	11/16/2018	92.02	0.00	12/04/2018				No	0
101-450-5200-43810 Electric Utility				Parks Bldg					
615785234 Total:		92.02							
615802326	11/16/2018	290.20	0.00	12/04/2018				No	0
101-450-5200-43810 Electric Utility				Legion Park					
615802326 Total:		290.20							
615805513	11/16/2018	40.93	0.00	12/04/2018				No	0
101-430-3100-43810 Electric Utility				Traffic Lights					
615805513 Total:		40.93							
615805932	11/16/2018	16.47	0.00	12/04/2018				No	0
602-495-9450-43810 Electric Utility				Lift Station					
615805932 Total:		16.47							
615807567	11/16/2018	28.74	0.00	12/04/2018				No	0
101-430-3100-43810 Electric Utility				Traffic Lights					
615807567 Total:		28.74							
615809477	11/16/2018	17.51	0.00	12/04/2018				No	0
602-495-9450-43810 Electric Utility				Lift Station					
615809477 Total:		17.51							
615813401	11/16/2018	134.75	0.00	12/04/2018				No	0
601-494-9400-43810 Electric Utility				Water Tower 2					
615813401 Total:		134.75							
615821295	11/16/2018	12.57	0.00	12/04/2018				No	0
101-430-3100-43810 Electric Utility				Speed Sign Hwy 5					
615821295 Total:		12.57							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
615830531	11/16/2018	196.57	0.00	12/04/2018				No	0
601-494-9400-43810 Electric Utility				Pumphouse					
615830531 Total:		196.57							
615835942	11/16/2018	1,985.43	0.00	12/04/2018				No	0
601-494-9400-43810 Electric Utility				Pumphouse					
615835942 Total:		1,985.43							
615838079	11/16/2018	12.75	0.00	12/04/2018				No	0
101-450-5200-43810 Electric Utility				Sunfish Park					
615838079 Total:		12.75							
615840831	11/16/2018	39.80	0.00	12/04/2018				No	0
101-430-3100-43810 Electric Utility				Traffic Lights					
615840831 Total:		39.80							
615844338	11/16/2018	50.81	0.00	12/04/2018				No	0
101-430-3100-43810 Electric Utility				Traffic Lights					
615844338 Total:		50.81							
615852040	11/16/2018	47.75	0.00	12/04/2018				No	0
101-430-3100-43810 Electric Utility				Traffic Lights					
615852040 Total:		47.75							
615862959	11/16/2018	372.27	0.00	12/04/2018				No	0
601-494-9400-43810 Electric Utility				Water Tower 3					
615862959 Total:		372.27							
615877125	11/16/2018	463.76	0.00	12/04/2018				No	0
101-420-2220-43810 Electric Utility				Fire Station 1					
615877125 Total:		463.76							
615879783	11/16/2018	563.96	0.00	12/04/2018				No	0
602-495-9450-43810 Electric Utility				Lift Station					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
615879783 Total:		563.96							
615949198	11/16/2018	11.31	0.00	12/04/2018				No	0
101-450-5200-43810	Electric Utility			Tennis Court					
615949198 Total:		11.31							
616003535	11/16/2018	471.25	0.00	12/04/2018				No	0
101-420-2220-43810	Electric Utility			Fire Station 2					
616003535 Total:		471.25							
616423092	11/23/2018	28.96	0.00	12/04/2018				No	0
101-430-3100-43810	Electric Utility			Street Lights					
616423092 Total:		28.96							
XCEL Total:		5,362.37							
Report Total:		502,549.97							



## STAFF REPORT

DATE: December 4, 2018

**CONSENT**

ITEM #: 3

**TO:** City Council

**FROM:** Greg Malmquist, Fire Chief

**AGENDA ITEM:** Fire Department Update for November

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

---

**ISSUE BEFORE COUNCIL:** Review monthly activity through the 28<sup>th</sup>, from fire department. Advise on any additional information requested.

**PROPOSAL DETAILS/ANALYSIS:**

We had 36 calls in November as of the 28th:

- 3 Fire Alarms
- 1 Good Intent call
- 4 Cancelled en route
- 27 Medicals
- 1 Car accidents with injuries
- 36 Total

A Command vehicle did not respond on 6 calls for a response rate of 83%. Our average response time was 8 minutes from alarm to arrival. 25 calls had 3 or less responders minus the Duty Officer with 6 calls having only 1 personnel on the first due apparatus. 12 calls this month had only shift personnel for responders.

**Drills for the Month:**

- #1 - CEU – Scene Preservation
- #2 - Aerial Operations
- #3 - Quarterly EMS

**Points of Interest:**

- Fire Fighter Richard Sachs retired after a 43 year career with the department. Richard served in nearly every position in the department including a period of time as the Chief of the Department.
- 1 new PT Fire Fighter started and is now in the rotation.
- 1 new PT Fire Fighter is moving through the process for hiring.
- PT positions are nearly filled pending the final hire. Staffing continues to be an issue on the POC side though. Thankfully, two new POC personnel are in the process of either training or joining.
- Several personnel assisted Bayport Fire with a house burn.
- Several personnel attended extra Auto Extrication training held at the East Metro Training Center this month.
- Mutual Aid had to be requested for a fire alarm due to lack of responders.
- Several calls required double pages due to lack of responders so far this month.

**Part Timer Accomplishments:**

- Groundskeeping and landscaping at both stations.
- Cleaning and general maintenance at both station.
- Practical drills as assigned during shifts.
- Orientation and training of new PT personnel.
- Vehicle and equipment inspections.
- Assisted with Burn Permit applications.
- Researched hose that failed hose testing and disposed of unrepairable lines.
- Assisted department with semi-annual Bunker Gear Washing.
- Assisted with pumping out septic at Station Two.
- Implemented radio rotation system for PT personnel on shift.



## MAYOR AND COUNCIL COMMUNICATION

DATE: 12/4/2018

**CONSENT**

ITEM #: 4

**AGENDA ITEM:** Public Works Director Report

**SUBMITTED BY:** Rob Weldon, Public Works Director

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

---

### **ISSUE BEFORE COUNCIL:**

City Council is asked to review and accept, as part of Consent Agenda, a brief description of activities that have taken place in the Public Works Department in the month of November 2018.

### **PROPOSAL DETAILS/ANALYSIS:**

- Meet w/ Sanctuary resident about drainage issues
- Booster Station warranty walk through
- Water Efficiency mtg. with Met Council
- Election set up and take down
- 2019 Mill and Overlay Mtg. w/Focus Engineering
- Minnesota Street Supt. Assoc. training Weldon, Wier, Leko, Coleman
- Meet w/Hydro Corp. on meter install project
- Remove Buckthorn piles from Sunfish Lake Park
- Submit for cross country ski trail maint. reimbursement
- Irrigation shut offs
- Hunters Crossing walk through inspection
- Safety Training
- New communication antennas installed on I-94 and Keats Lift Stations
- Install track on Kubota for trail grooming
- Completion of new salt shed
- Start annual pond inspections
- Adjust water tower levels for winter
- Minor repairs/improvements to plow trucks
- Work on Tree City USA renewal

### **RECOMMENDATION:**

Base on the activities listed above, City Council is respectfully asked to accept the November 2018 Public Works Report.



## STAFF REPORT

DATE:  
**REGULAR  
MOTION**

**TO:** City Council  
**FROM:** Michael Bent, Building Official  
**AGENDA ITEM:** Approve Monthly Building Department Report for November 2018  
**REVIEWED BY:** Kristina Handt, City Administrator

---

### BACKGROUND:

#### ISSUE BEFORE COUNCIL:

As part of its Consent Agenda, the City Council is asked to accept the monthly Building Department report. No specific motion is needed, as this is recommended to be part of the overall approval of the *Consent Agenda*.

#### PROPOSAL DETAILS/ANALYSIS:

Below is a snapshot of the monthly statistics for November 2018. Comparison data is also include from prior years for November new home single family construction and total permitting activity for the month. Attached are the system summary reports breaking out this information further, including the statistics related to the inspection activity.

	<u>2018</u>	<u>2017</u>	<u>2016</u>
New Homes	13	29	16
Total Valuation	\$4,223,859	\$8,411,708	\$6,080,223
Average Home Value	\$324,912	\$290,058	\$380,014
Total Permit Valuation YTD	\$102,048,559	\$123,109,585	\$115,725,993
Total Residential Units YTD	250	283	235

#### FISCAL IMPACT:

None

#### OPTIONS:

#### RECOMMENDATION:

Motion to accept the November 2018 monthly building permit report as presented.

#### ATTACHMENTS:

1. Valuation Report
2. Permits Issued & Fees Report
3. Inspection statistic report for November 2018
4. YTD Building Department Revenue Report

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

Issued Date From: 11/1/2018 To: 11/29/2018  
 Permit Type: All Property Type: All Construction Type: All  
 Include YTD: Yes

Permit Kind	Permit Count	Valuation	Dwell Units	
Permit Type: BUILDING				
COMMERCIAL RETAINING WALL	2	\$75,000.00	0	
COMMERCIAL TENNANT SPACE REMODEL	1	\$214,598.00	0	
SINGLE FAMILY ACCESSORY BUILDING	2	\$76,000.00	0	
SINGLE FAMILY ADDITION	1	\$101,000.00	0	
SINGLE FAMILY BASEMENT FINISH	1	\$86,000.00	0	
SINGLE FAMILY DECK	1	\$20,000.00	0	
SINGLE FAMILY DRAIN TILE WATERPROOFING	3	\$27,473.00	0	
SINGLE FAMILY EGRESS WINDOW	1	\$1,800.00	0	
SINGLE FAMILY NEW CONSTRUCTION	13	\$4,223,859.00	0	
SINGLE FAMILY REMODEL	4	\$451,000.00	0	
SINGLE FAMILY ROOFING	11	\$141,166.00	0	
SINGLE FAMILY SIDING	2	\$40,950.00	0	
SINGLE FAMILY SOLAR PANEL INSTALL	1	\$9,000.00	0	
SINGLE FAMILY WINDOWS	7	\$109,937.60	0	
Permit Type: BUILDING - Total	Period	50	\$5,577,783.60	0
	YTD	935	\$102,048,559.41	0
Report Total:	Period	50	\$5,577,783.60	0
	YTD	935	\$102,048,559.41	0

**CITY OF LAKE ELMO**  
**Permits Issued & Fees Report - Summary**  
**Issued Date From: 10/1/2018 To: 10/31/2018**  
**Permit Type: All Property Type: All Construction Type: All**  
**Include YTD: Yes Status: Not Voided**

Permit Kind	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	Total Fees
<b>Permit Type: BUILDING</b>										
<b>COMMERCIAL ADDITION</b>										
	Period	1	0	150,000.00	1,834.15	990.70			75.00	2,999.85
	YTD	1	0	150,000.00	1,834.15	990.70			75.00	2,999.85
<b>COMMERCIAL REMODEL</b>										
	Period	1	0	485,000.00	3,885.40	2,460.51			242.50	6,588.41
	YTD	2	0	1,010,000.00	8,807.05	4,986.83	5,000.00		492.50	19,386.38
<b>COMMERCIAL RETAINING WALL</b>										
	Period	0								
	YTD	4	0	138,126.00	2,124.50				69.06	2,193.56
<b>COMMERCIAL ROOFING</b>										
	Period	4	0	200,000.00	3,056.00				100.00	3,156.00
	YTD	5	0	210,200.00	3,288.45				105.10	3,393.55
<b>COMMERCIAL TENNANT SPACE REMODEL</b>										
	Period	0								
	YTD	2	0	1,226,650.00	10,209.60	5,351.48			592.70	16,153.78
<b>MANUFACTURED HOME ROOFING</b>										
	Period	0								
	YTD	1	0	1,053.00	50.20				0.53	50.73
<b>MANUFACTURED HOME SIDING</b>										
	Period	0								
	YTD	1	0	500.00	29.50				0.25	29.75
<b>PUBLIC ROOFING</b>										
	Period	0								
	YTD	1	0	9,000.00	199.35				4.50	203.85
<b>SINGLE FAMILY ACCESSORY BUILDING</b>										
	Period	0								

Permit Kind	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	Total Fees
<b>Permit Type: BUILDING</b>										
<b>SINGLE FAMILY ADDITION</b>										
	YTD	6	0	138,500.00	2,960.50	1,402.97	69.25			4,432.72
	Period	2	0	175,000.00	2,602.05	1,405.33	87.50			4,094.88
	YTD	10	0	1,086,988.00	13,991.70	7,729.60	543.49			22,264.79
<b>SINGLE FAMILY ATTACHED NEW CONSTRUCTION</b>										
	Period	4	0	1,096,000.00	12,514.60	6,139.00	548.00	4	13,940.00	42,983.60
	YTD	28	0	6,844,000.00	81,453.20	39,340.14	3,422.00	28	97,580.00	296,689.34
<b>SINGLE FAMILY ATTACHED REMODEL</b>										
	Period	0								
	YTD	1	0	40,000.00	1,104.00	418.60	20.00			1,542.60
<b>SINGLE FAMILY BASEMENT FINISH</b>										
	Period	3	0	45,200.00	957.30	395.20	22.60			1,375.10
	YTD	16	0	301,850.00	7,001.70	3,086.48	150.92			10,239.10
<b>SINGLE FAMILY DECK</b>										
	Period	5	0	54,900.00	1,178.80	766.22	27.45			1,972.47
	YTD	83	0	894,549.00	19,104.95	11,789.63	447.27			31,341.85
<b>SINGLE FAMILY DEMOLITION</b>										
	Period	0								
	YTD	1	0		200.00		1.00		0.00	201.00
<b>SINGLE FAMILY DOOR</b>										
	Period	0								
	YTD	9	0	80,025.00	1,827.25		40.01			1,867.26
<b>SINGLE FAMILY EGRESS WINDOW</b>										
	Period	0								
	YTD	2	0	2,700.00	118.90		1.35			120.25
<b>SINGLE FAMILY FUEL TANK REMOVAL</b>										
	Period	1	0		250.00		1.00			251.00
	YTD	2	0		499.00		2.00			501.00
<b>SINGLE FAMILY MANUFACTURED HOME</b>										
	Period	0								
	YTD	31	0		6,199.00		31.00			6,230.00

Permit Kind	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	Total Fees
Permit Type: BUILDING										
SINGLE FAMILY NEW CONSTRUCTION										
Period	17	0	5,796,217.00	61,498.30	30,914.52	2,898.11	34,000.00	15	52,275.00	214,214.43
YTD	209	0	76,074,450.00	778,159.35	397,763.88	37,937.69	420,000.00	201	700,485.00	2,654,070.42
SINGLE FAMILY POOL - IN GROUND										
Period	1	0		75.00		1.00				226.00
YTD	10	0		950.00		10.00	1,683.10			4,143.10
SINGLE FAMILY PORCH										
Period	0									
YTD	8	0	233,030.00	3,830.90	2,373.10	116.51				6,320.51
SINGLE FAMILY REMODEL										
Period	2	0	56,300.00	1,050.25	496.60	28.15				1,575.00
YTD	23	0	708,825.35	12,510.60	5,967.42	354.41				18,832.43
SINGLE FAMILY ROOFING										
Period	26	0	461,354.17	8,712.25		230.67				8,942.92
YTD	331	0	4,823,596.16	96,901.25		2,411.73				99,312.98
SINGLE FAMILY SIDING										
Period	3	0	17,110.00	449.10		8.54				457.64
YTD	76	0	1,113,509.19	22,221.75		556.71				22,778.46
SINGLE FAMILY SOLAR PANEL INSTALL										
Period	1	0	40,000.00	644.00		20.00				664.00
YTD	3	0	81,688.00	1,417.00	161.85	40.84				1,619.69
SINGLE FAMILY THREE SEASON PORCH										
Period	1	0	40,000.00	704.00	418.60	20.00				1,142.60
YTD	2	0	55,000.00	1,002.65	612.72	27.50				1,642.87
SINGLE FAMILY WINDOWS										
Period	7	0	84,680.00	1,790.70		42.35				1,833.05
YTD	61	0	1,246,536.11	20,948.14		623.28				21,571.42
Permit Type: BUILDING - Totals										
Period	79	0	8,701,761.17	101,201.90	43,986.68	4,352.87	38,000.00	19	66,215.00	292,476.95
YTD	929	0	96,470,775.81	1,098,944.64	481,975.40	48,146.60	460,683.10	229	798,065.00	3,250,133.24

Permit Kind	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	Total Fees
Permit Type: MECHANICAL										
COMMERCIAL HVAC										
	Period	1	0	118.20		3.94				122.14
	YTD	4	0	368.70		10.29				378.99
COMMERCIAL VALUATION OTHER										
	Period	0								
	YTD	1	0	1,075.76		35.86				1,111.62
MANUFACTURED HOME HVAC										
	Period	0								
	YTD	3	0	300.00		3.00				303.00
PUBLIC HVAC										
	Period	0								
	YTD	1	0	60.00		1.00				61.00
SINGLE FAMILY FIREPLACE										
	Period	2	0	120.00		2.00				122.00
	YTD	13	0	900.00		13.00				913.00
SINGLE FAMILY FIXTURE INSTALLATION / APPLIANCE										
	Period	0								
	YTD	1	0	60.00		1.00				61.00
SINGLE FAMILY HVAC										
	Period	11	0	658.00		11.00				669.00
	YTD	110	0	8,700.00		110.00				8,810.00
Permit Type: MECHANICAL - Totals										
	Period	14	0	896.20		16.94				913.14
	YTD	133	0	11,464.46		174.15				11,638.61
Permit Type: PLUMBING										
COMMERCIAL FIXTURE INSTALLATION / APPLIANCE										
	Period	2	0	120.00		2.00				1,737.00
	YTD	4	0	240.00		4.00				2,899.00
COMMERCIAL SEWER CONNECTION										

Permit Kind	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	Total Fees
<b>Permit Type: PLUMBING</b>										
PUBLIC FIXTURE INSTALLATION / APPLIANCE	Period	1	0	4,060.00		1.00		8	31,880.00	36,371.00
	YTD	6	0	19,800.00		5.00		26	96,655.00	141,250.50
<b>SINGLE FAMILY BASEMENT FINISH</b>										
SINGLE FAMILY BASEMENT FINISH	Period	0								
	YTD	1	0	60.00		1.00				61.00
<b>SINGLE FAMILY FIXTURE INSTALLATION / APPLIANCE</b>										
SINGLE FAMILY FIXTURE INSTALLATION / APPLIANCE	Period	0								
	YTD	1	0	180.00		1.00				181.00
<b>SINGLE FAMILY RPZ</b>										
SINGLE FAMILY RPZ	Period	2	0	180.00		2.00				182.00
	YTD	21	0	1,800.00		21.00				4,046.00
<b>SINGLE FAMILY SEWER &amp; WATER CONNECTION</b>										
SINGLE FAMILY SEWER & WATER CONNECTION	Period	0				3.00				242.00
	YTD	3	0	239.00						
SINGLE FAMILY SEWER CONNECTION	Period	1	0	2,060.00		1.00		1	5,485.00	16,706.50
	YTD	2	0	2,120.00		2.00		1	5,485.00	16,767.50
<b>SINGLE FAMILY WATER CONNECTION</b>										
SINGLE FAMILY WATER CONNECTION	Period	2	0	620.00		2.00		2	4,482.00	5,104.00
	YTD	20	0	9,700.00		19.00		19	62,775.00	72,494.00
SINGLE FAMILY WATER HEATER	Period	1	0	1,060.00		1.00				7,321.50
	YTD	2	0	2,060.00		1.00				17,471.50
SINGLE FAMILY WATER METER	Period	5	0	300.00		5.00				305.00
	YTD	17	0	1,020.00		17.00				1,037.00
SINGLE FAMILY WATER SOFTNER	Period	0								
	YTD	5	0	300.00		5.00				5,040.00
SINGLE FAMILY WATER SOFTNER	Period	11	0	658.00		11.00				669.00

Permit Kind	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	Total Fees
Permit Type: PLUMBING										
YTD	93	0		5,577.00		93.00				5,670.00
Permit Type: PLUMBING - Totals										
Period	25	0		9,058.00		25.00		11	41,847.00	68,396.00
YTD	175	0		43,096.00		172.00		46	164,915.00	267,159.50
Permit Type: SPRINKLER AND ALARM										
COMMERCIAL NEW CONSTRUCTION										
Period	0									
YTD	1	0		320.00		8.00				328.00
Permit Type: SPRINKLER AND ALARM - Totals										
Period	0									
YTD	1	0		320.00		8.00				328.00
Permit Type: ZONING										
COMMERCIAL SIGN										
Period	2	0		205.00						205.00
YTD	11	0		2,185.00						2,185.00
SINGLE FAMILY ACCESSORY BUILDING										
Period	2	0		150.00						150.00
YTD	6	0		450.00						450.00
SINGLE FAMILY BED AND BREAKFAST										
Period	0									
YTD	2	0								200.00
SINGLE FAMILY DRIVEWAY										
Period	1	0		50.00						50.00
YTD	21	0		1,120.00						1,120.00
SINGLE FAMILY FENCE										
Period	8	0		1,200.00						1,200.00
YTD	25	0		3,670.00						3,670.00

Permit Kind	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	Total Fees
Permit Type: ZONING										
SINGLE FAMILY GRADING										
	Period	0								
	YTD	1	0	125.00			500.00			625.00
SINGLE FAMILY PATIO										
	Period	0								
	YTD	3	0	225.00						225.00
SINGLE FAMILY SIDEWALK										
	Period	0								
	YTD	1	0	75.00						75.00
Permit Type: ZONING - Totals										
	Period	13	0	1,605.00						1,605.00
	YTD	70	0	7,850.00			500.00			8,550.00
Report Total										
	Period	131	0	112,761.10	43,986.68	4,394.81	38,000.00	30	108,062.00	363,391.09
	YTD	1,308	0	1,161,675.10	481,975.40	48,500.75	461,183.10	275	962,980.00	3,537,809.35

**CITY OF LAKE ELMO**  
**Inspection Statistics Report - Detail**

Actual Date From: 11/1/2018 To: 11/29/2018  
 Permit Type: All Property Type: All Construction Type: All

Inspection Type	Pass	Fail	No Status	Reinsp	Period Total	YTD Total
ABOVE CEILING	0	0	0	0	0	2
ACCESSIBILITY	0	0	0	0	0	1
AS BUILT	91	0	0	0	91	114
AIRTEST	0	0	0	0	0	10
BALANCE REPORT	1	0	0	0	1	1
BUILDING FINAL	38	4	0	6	42	442
DECK FINAL	7	1	0	3	8	89
DECK FOOTING	1	0	0	0	1	8
DECK FRAMING	0	0	0	0	0	2
DRYWALL	0	0	0	0	0	14
DUCTWORK	0	0	0	0	0	1
ELECTRICAL FINAL	6	0	0	0	6	115
ELECTRICAL ROUGH IN	1	0	0	0	1	41
EMERGENCY LIGHTING	0	0	0	0	0	2
ESCROW FINAL	95	2	0	1	97	142
EXIT SIGNS	0	0	0	0	0	1
FIRE ALARM FINAL	0	0	0	0	0	3
FIRE ALARM ROUGH	0	0	0	0	0	1
FENCE FINAL	2	0	0	0	2	13
FINAL	4	0	1	0	5	48
FIREPLACE ROUGH IN	10	2	0	3	12	270
FOOTINGS/SLAB	25	1	0	0	26	373
FIREPLACE FINAL	0	0	0	0	0	10
FOUNDATION PRIOR TO BACKFILL	0	0	0	0	0	3
FRAMING 2	0	0	0	0	0	11
FRAMING	23	5	0	2	28	398
FIRE SEPERATION WALL	6	0	0	0	6	79
FIRE SUPPRESSION FINAL	3	0	0	0	3	38
FIRE SUPPRESSION ROUGH IN	0	0	0	0	0	1
GASLINE / PRESSURE TEST	35	5	0	6	40	398
HEATING ROUGH 2	0	0	0	0	0	5
HOUSE WRAP	1	1	0	2	2	85
HYDROSTATIC TEST	0	0	0	0	0	1
IN FLOOR HEAT AIR TEST	0	0	0	0	0	6
INSULATION	18	2	0	1	20	327
LATH	12	2	0	2	14	258
HEATING FINAL	36	2	0	2	38	413
HEATING ROUGH IN	23	3	1	2	27	348
FIRE SPRINKLER ROUGH	0	0	0	0	0	29
PLUMBING BASEMENT ROUGH	0	0	0	0	0	2
PLUMBING FINAL	35	0	0	0	35	422
POOL FINAL	0	0	0	0	0	1
PLUMBING ROUGH IN	22	0	0	0	22	325
PLUMBING ROUGH 2	0	0	0	0	0	4
PLUMBING UNDERGROUND	17	0	0	0	17	294
PLUMBING VISUAL	0	0	0	0	0	3
POLY/UNDER SLAB	17	0	0	0	17	290
PORCH FOOTING	0	0	0	0	0	1
PUMPING REPORT	0	0	0	0	0	1
POURED WALL	20	0	0	0	20	252
RADON UNDERGROUND	5	0	0	1	5	171

Inspection Type	Pass	Fail	No Status	Reinsp	Period Total	YTD Total
ROOFING FINAL	4	0	0	0	4	266
ICE & WATER	1	0	0	0	1	210
SEPTIC	0	0	0	0	0	4
SEWER & WATER	12	2	0	0	14	222
SEWER	0	0	0	0	0	22
SIDING FINAL	2	2	0	1	4	71
FOOTINGS SIGN	0	0	0	0	0	2
SILT FENCE	0	0	0	0	0	144
SOLAR FINAL	0	0	0	0	0	1
SPRINKLER FINAL	0	0	0	0	0	3
SPRINKLER ROUGH IN	0	0	0	0	0	2
STRUCTURAL STEEL	0	0	0	0	0	1
VISUAL	0	0	0	0	0	2
WATER CONNECTION	0	0	0	0	0	1
WALL FOOTING	0	0	0	0	0	2
POURED WALL	1	0	0	0	1	6
WINDOW REPLACEMENT	2	0	0	0	2	52
WATERPROOF / DRAINTILE	13	0	0	0	13	216
WEATHER RESISTIVE BARRIER	10	0	0	0	10	248
<b>Report Totals</b>	<b>599</b>	<b>34</b>	<b>2</b>	<b>32</b>	<b>635</b>	<b>7,344</b>



## STAFF REPORT

DATE:  
**REGULAR  
MOTION**

**TO:** City Council  
**FROM:** Michael Bent, Building Official  
**AGENDA ITEM:** Approve Monthly Building Department Report for October 2018  
**REVIEWED BY:** Kristina Handt, City Administrator

---

### BACKGROUND:

#### ISSUE BEFORE COUNCIL:

As part of its Consent Agenda, the City Council is asked to accept the monthly Building Department report. No specific motion is needed, as this is recommended to be part of the overall approval of the *Consent Agenda*.

#### PROPOSAL DETAILS/ANALYSIS:

Below is a snapshot of the monthly statistics for October 2018. Comparison data is also include from prior years for October new home single family construction and total permitting activity for the month. Attached are the system summary reports breaking out this information further, including the statistics related to the inspection activity.

	<u>2018</u>	<u>2017</u>	<u>2016</u>
New Homes	21	31	27
Total Valuation	\$6,892,217	\$10,867,545	\$8,781,000
Average Home Value	\$328,201	\$350,565	\$325,222
Total Permit Valuation YTD	\$96,470.776	\$111,510,624	\$108,974,918
Total Residential Units YTD	237	254	219

#### FISCAL IMPACT:

None

#### OPTIONS:

#### RECOMMENDATION:

**Motion to accept the October 2018 monthly building permit report as presented.**

#### ATTACHMENTS:

1. Valuation Report
2. Permits Issued & Fees Report
3. Inspection statistic report for October 2018
4. YTD Building Department Revenue Report

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

Issued Date From: 10/1/2018 To: 10/31/2018  
 Permit Type: All Property Type: All Construction Type: All  
 Include YTD: Yes

Permit Kind	Permit Count	Valuation	Dwell Units	
Permit Type: BUILDING				
COMMERCIAL ADDITION	1	\$150,000.00	0	
COMMERCIAL REMODEL	1	\$485,000.00	0	
COMMERCIAL ROOFING	4	\$200,000.00	0	
SINGLE FAMILY ADDITION	2	\$175,000.00	0	
SINGLE FAMILY ATTACHED NEW CONSTRUCTION	4	\$1,096,000.00	0	
SINGLE FAMILY BASEMENT FINISH	3	\$45,200.00	0	
SINGLE FAMILY DECK	5	\$54,900.00	0	
SINGLE FAMILY NEW CONSTRUCTION	17	\$5,796,217.00	0	
SINGLE FAMILY REMODEL	2	\$56,300.00	0	
SINGLE FAMILY ROOFING	26	\$461,354.17	0	
SINGLE FAMILY SIDING	3	\$17,110.00	0	
SINGLE FAMILY SOLAR PANEL INSTALL	1	\$40,000.00	0	
SINGLE FAMILY THREE SEASON PORCH	1	\$40,000.00	0	
SINGLE FAMILY WINDOWS	7	\$84,680.00	0	
Permit Type: BUILDING - Total	Period	77	\$8,701,761.17	0
	YTD	885	\$96,470,775.81	0
Report Total:	Period	77	\$8,701,761.17	0
	YTD	885	\$96,470,775.81	0

**CITY OF LAKE ELMO**  
**Permits Issued & Fees Report - Summary**  
**Issued Date From: 10/1/2018 To: 10/31/2018**  
**Permit Type: All Property Type: All Construction Type: All**  
**Include YTD: Yes Status: Not Voided**

Permit Kind	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	Total Fees
<b>Permit Type: BUILDING</b>										
<b>COMMERCIAL ADDITION</b>										
	Period	1	0	150,000.00	1,834.15	990.70				2,999.85
	YTD	1	0	150,000.00	1,834.15	990.70				2,999.85
<b>COMMERCIAL REMODEL</b>										
	Period	1	0	485,000.00	3,885.40	2,460.51				6,588.41
	YTD	2	0	1,010,000.00	8,807.05	4,986.83	5,000.00			19,386.38
<b>COMMERCIAL RETAINING WALL</b>										
	Period	0								
	YTD	4	0	138,126.00	2,124.50		69.06			2,193.56
<b>COMMERCIAL ROOFING</b>										
	Period	4	0	200,000.00	3,056.00		100.00			3,156.00
	YTD	5	0	210,200.00	3,288.45		105.10			3,393.55
<b>COMMERCIAL TENNANT SPACE REMODEL</b>										
	Period	0								
	YTD	2	0	1,226,650.00	10,209.60	5,351.48	592.70			16,153.78
<b>MANUFACTURED HOME ROOFING</b>										
	Period	0								
	YTD	1	0	1,053.00	50.20		0.53			50.73
<b>MANUFACTURED HOME SIDING</b>										
	Period	0								
	YTD	1	0	500.00	29.50		0.25			29.75
<b>PUBLIC ROOFING</b>										
	Period	0								
	YTD	1	0	9,000.00	199.35		4.50			203.85
<b>SINGLE FAMILY ACCESSORY BUILDING</b>										
	Period	0								

Permit Kind	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	Total Fees
<b>Permit Type: BUILDING</b>										
<b>SINGLE FAMILY ADDITION</b>										
YTD	6	0	138,500.00	2,960.50	1,402.97	69.25				4,432.72
Period	2	0	175,000.00	2,602.05	1,405.33	87.50				4,094.88
YTD	10	0	1,086,988.00	13,991.70	7,729.60	543.49				22,264.79
<b>SINGLE FAMILY ATTACHED NEW CONSTRUCTION</b>										
Period	4	0	1,096,000.00	12,514.60	6,139.00	548.00	4,000.00	4	13,940.00	42,983.60
YTD	28	0	6,844,000.00	81,453.20	39,340.14	3,422.00	34,000.00	28	97,580.00	296,689.34
<b>SINGLE FAMILY ATTACHED REMODEL</b>										
Period	0									
YTD	1	0	40,000.00	1,104.00	418.60	20.00				1,542.60
<b>SINGLE FAMILY BASEMENT FINISH</b>										
Period	3	0	45,200.00	957.30	395.20	22.60				1,375.10
YTD	16	0	301,850.00	7,001.70	3,086.48	150.92				10,239.10
<b>SINGLE FAMILY DECK</b>										
Period	5	0	54,900.00	1,178.80	766.22	27.45				1,972.47
YTD	83	0	894,549.00	19,104.95	11,789.63	447.27				31,341.85
<b>SINGLE FAMILY DEMOLITION</b>										
Period	0									
YTD	1	0		200.00		1.00	0.00			201.00
<b>SINGLE FAMILY DOOR</b>										
Period	0									
YTD	9	0	80,025.00	1,827.25		40.01				1,867.26
<b>SINGLE FAMILY EGRESS WINDOW</b>										
Period	0									
YTD	2	0	2,700.00	118.90		1.35				120.25
<b>SINGLE FAMILY FUEL TANK REMOVAL</b>										
Period	1	0		250.00		1.00				251.00
YTD	2	0		499.00		2.00				501.00
<b>SINGLE FAMILY MANUFACTURED HOME</b>										
Period	0									
YTD	31	0		6,199.00		31.00				6,230.00

Permit Kind	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	Total Fees
Permit Type: BUILDING										
SINGLE FAMILY NEW CONSTRUCTION										
Period	17	0	5,796,217.00	61,498.30	30,914.52	2,898.11	34,000.00	15	52,275.00	214,214.43
YTD	209	0	76,074,450.00	778,159.35	397,763.88	37,937.69	420,000.00	201	700,485.00	2,654,070.42
SINGLE FAMILY POOL - IN GROUND										
Period	1	0		75.00		1.00				226.00
YTD	10	0		950.00		10.00	1,683.10			4,143.10
SINGLE FAMILY PORCH										
Period	0									
YTD	8	0	233,030.00	3,830.90	2,373.10	116.51				6,320.51
SINGLE FAMILY REMODEL										
Period	2	0	56,300.00	1,050.25	496.60	28.15				1,575.00
YTD	23	0	708,825.35	12,510.60	5,967.42	354.41				18,832.43
SINGLE FAMILY ROOFING										
Period	26	0	461,354.17	8,712.25		230.67				8,942.92
YTD	331	0	4,823,596.16	96,901.25		2,411.73				99,312.98
SINGLE FAMILY SIDING										
Period	3	0	17,110.00	449.10		8.54				457.64
YTD	76	0	1,113,509.19	22,221.75		556.71				22,778.46
SINGLE FAMILY SOLAR PANEL INSTALL										
Period	1	0	40,000.00	644.00		20.00				664.00
YTD	3	0	81,688.00	1,417.00	161.85	40.84				1,619.69
SINGLE FAMILY THREE SEASON PORCH										
Period	1	0	40,000.00	704.00	418.60	20.00				1,142.60
YTD	2	0	55,000.00	1,002.65	612.72	27.50				1,642.87
SINGLE FAMILY WINDOWS										
Period	7	0	84,680.00	1,790.70		42.35				1,833.05
YTD	61	0	1,246,536.11	20,948.14		623.28				21,571.42
Permit Type: BUILDING - Totals										
Period	79	0	8,701,761.17	101,201.90	43,986.68	4,352.87	38,000.00	19	66,215.00	292,476.95
YTD	929	0	96,470,775.81	1,098,944.64	481,975.40	48,146.60	460,683.10	229	798,065.00	3,250,133.24

Permit Kind	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	Total Fees
Permit Type: MECHANICAL										
COMMERCIAL HVAC										
	Period	1	0	118.20		3.94				122.14
	YTD	4	0	368.70		10.29				378.99
COMMERCIAL VALUATION OTHER										
	Period	0								
	YTD	1	0	1,075.76		35.86				1,111.62
MANUFACTURED HOME HVAC										
	Period	0								
	YTD	3	0	300.00		3.00				303.00
PUBLIC HVAC										
	Period	0								
	YTD	1	0	60.00		1.00				61.00
SINGLE FAMILY FIREPLACE										
	Period	2	0	120.00		2.00				122.00
	YTD	13	0	900.00		13.00				913.00
SINGLE FAMILY FIXTURE INSTALLATION / APPLIANCE										
	Period	0								
	YTD	1	0	60.00		1.00				61.00
SINGLE FAMILY HVAC										
	Period	11	0	658.00		11.00				669.00
	YTD	110	0	8,700.00		110.00				8,810.00
Permit Type: MECHANICAL - Totals										
	Period	14	0	896.20		16.94				913.14
	YTD	133	0	11,464.46		174.15				11,638.61
Permit Type: PLUMBING										
COMMERCIAL FIXTURE INSTALLATION / APPLIANCE										
	Period	2	0	120.00		2.00				1,737.00
	YTD	4	0	240.00		4.00				2,899.00
COMMERCIAL SEWER CONNECTION										

Permit Kind	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	Total Fees
<b>Permit Type: PLUMBING</b>										
PUBLIC FIXTURE INSTALLATION / APPLIANCE	Period	1	0	4,060.00		1.00		8	31,880.00	36,371.00
	YTD	6	0	19,800.00		5.00		26	96,655.00	141,250.50
SINGLE FAMILY BASEMENT FINISH	Period	0								
	YTD	1	0	60.00		1.00				61.00
SINGLE FAMILY FIXTURE INSTALLATION / APPLIANCE	Period	0								
	YTD	1	0	180.00		1.00				181.00
SINGLE FAMILY RPZ	Period	2	0	180.00		2.00				182.00
	YTD	21	0	1,800.00		21.00				4,046.00
SINGLE FAMILY SEWER & WATER CONNECTION	Period	0								
	YTD	3	0	239.00		3.00				242.00
SINGLE FAMILY SEWER CONNECTION	Period	1	0	2,060.00		1.00		1	5,485.00	16,706.50
	YTD	2	0	2,120.00		2.00		1	5,485.00	16,767.50
SINGLE FAMILY WATER CONNECTION	Period	2	0	620.00		2.00		2	4,482.00	5,104.00
	YTD	20	0	9,700.00		19.00		19	62,775.00	72,494.00
SINGLE FAMILY WATER HEATER	Period	1	0	1,060.00		1.00				7,321.50
	YTD	2	0	2,060.00		1.00				17,471.50
SINGLE FAMILY WATER METER	Period	5	0	300.00		5.00				305.00
	YTD	17	0	1,020.00		17.00				1,037.00
SINGLE FAMILY WATER SOFTNER	Period	0								
	YTD	5	0	300.00		5.00				5,040.00
SINGLE FAMILY WATER SOFTNER	Period	11	0	658.00		11.00				669.00

Permit Kind	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	Total Fees
<b>Permit Type: PLUMBING</b>										
	YTD	93	0	5,577.00		93.00				5,670.00
<b>Permit Type: PLUMBING - Totals</b>										
	Period	25	0	9,058.00		25.00		11	41,847.00	68,396.00
	YTD	175	0	43,096.00		172.00		46	164,915.00	267,159.50
<b>Permit Type: SPRINKLER AND ALARM</b>										
<b>COMMERCIAL NEW CONSTRUCTION</b>										
	Period	0								
	YTD	1	0	320.00		8.00				328.00
<b>Permit Type: SPRINKLER AND ALARM - Totals</b>										
	Period	0								
	YTD	1	0	320.00		8.00				328.00
<b>Permit Type: ZONING</b>										
<b>COMMERCIAL SIGN</b>										
	Period	2	0	205.00						205.00
	YTD	11	0	2,185.00						2,185.00
<b>SINGLE FAMILY ACCESSORY BUILDING</b>										
	Period	2	0	150.00						150.00
	YTD	6	0	450.00						450.00
<b>SINGLE FAMILY BED AND BREAKFAST</b>										
	Period	0								
	YTD	2	0							200.00
<b>SINGLE FAMILY DRIVEWAY</b>										
	Period	1	0	50.00						50.00
	YTD	21	0	1,120.00						1,120.00
<b>SINGLE FAMILY FENCE</b>										
	Period	8	0	1,200.00						1,200.00
	YTD	25	0	3,670.00						3,670.00

Permit Kind	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	Total Fees
Permit Type: ZONING										
SINGLE FAMILY GRADING										
Period	0									
YTD	1	0		125.00			500.00			625.00
SINGLE FAMILY PATIO										
Period	0									
YTD	3	0		225.00						225.00
SINGLE FAMILY SIDEWALK										
Period	0									
YTD	1	0		75.00						75.00
Permit Type: ZONING - Totals										
Period	13	0		1,605.00					1,605.00	
YTD	70	0		7,850.00			500.00		8,550.00	
Report Total										
Period	131	0	\$8,701,761.17	112,761.10	43,986.68	4,394.81	38,000.00	30	108,062.00	363,391.09
YTD	1,308	0	\$96,470,775.81	1,161,675.10	481,975.40	48,500.75	461,183.10	275	962,980.00	3,537,809.35

**CITY OF LAKE ELMO**  
**Inspection Statistics Report - Detail**

Actual Date From: 10/1/2018 To: 10/31/2018  
 Permit Type: All Property Type: All Construction Type: All

Inspection Type	Pass	Fail	No Status	Reinsp	Period Total	YTD Total
ABOVE CEILING	0	0	0	0	0	2
ACCESSIBILITY	0	0	0	0	0	1
AS BUILT	0	0	0	0	0	23
AIRTEST	0	0	0	0	0	10
BUILDING FINAL	42	7	0	8	49	400
DECK FINAL	6	4	0	1	10	81
DECK FOOTING	2	0	0	0	2	7
DECK FRAMING	1	0	0	0	1	2
DRYWALL	0	0	0	0	0	14
DUCTWORK	0	0	0	0	0	1
ELECTRICAL FINAL	5	0	0	0	5	109
ELECTRICAL ROUGH IN	1	0	0	0	1	40
EMERGENCY LIGHTING	0	0	0	0	0	2
ESCROW FINAL	2	0	0	0	2	45
EXIT SIGNS	0	0	0	0	0	1
FIRE ALARM FINAL	0	0	0	0	0	3
FIRE ALARM ROUGH	0	0	0	0	0	1
FENCE FINAL	0	0	0	0	0	11
FINAL	6	1	0	0	7	43
FIREPLACE ROUGH IN	24	4	0	3	28	258
FOOTINGS/SLAB	29	0	0	0	29	347
FIREPLACE FINAL	0	0	0	0	0	10
FOUNDATION PRIOR TO BACKFILL	1	0	0	0	1	3
FRAMING 2	0	0	0	0	0	11
FRAMING	37	8	0	7	45	370
FIRE SEPERATION WALL	4	0	0	0	4	73
FIRE SUPPRESSION FINAL	7	0	0	0	7	35
FIRE SUPPRESSION ROUGH IN	0	0	0	0	0	1
GASLINE / PRESSURE TEST	35	6	0	5	41	358
HEATING ROUGH 2	0	0	0	0	0	5
HOUSE WRAP	6	1	0	0	7	83
HYDROSTATIC TEST	0	0	0	0	0	1
IN FLOOR HEAT AIR TEST	0	0	0	0	0	6
INSULATION	39	1	0	1	40	307
LATH	28	3	0	1	31	244
HEATING FINAL	41	4	0	3	45	375
HEATING ROUGH IN	35	6	0	5	41	321
FIRE SPRINKLER ROUGH	6	0	0	0	6	29
PLUMBING BASEMENT ROUGH	0	0	0	0	0	2
PLUMBING FINAL	34	0	0	0	34	387
POOL FINAL	0	0	0	0	0	1
PLUMBING ROUGH IN	37	1	0	1	38	303
PLUMBING ROUGH 2	0	0	0	0	0	4
PLUMBING UNDERGROUND	23	0	0	0	23	277
PLUMBING VISUAL	0	0	0	0	0	3
POLY/UNDER SLAB	23	0	0	1	23	273
PORCH FOOTING	0	0	0	0	0	1
PUMPING REPORT	0	0	0	0	0	1
POURED WALL	14	0	0	0	14	232
RADON UNDERGROUND	10	0	0	0	10	166
ROOFING FINAL	15	0	0	1	15	262

Inspection Type	Pass	Fail	No Status	Reinsp	Period Total	YTD Total
ICE & WATER	0	0	0	0	0	209
SEPTIC	2	0	0	0	2	4
SEWER & WATER	9	0	1	0	10	208
SEWER	3	0	0	0	3	22
SIDING FINAL	4	2	0	0	6	67
FOOTINGS SIGN	0	0	0	0	0	2
SILT FENCE	0	0	0	0	0	144
SOLAR FINAL	0	0	0	0	0	1
SPRINKLER FINAL	0	0	0	0	0	3
SPRINKLER ROUGH IN	0	0	0	0	0	2
STRUCTURAL STEEL	0	0	0	0	0	1
VISUAL	0	0	0	0	0	2
WATER CONNECTION	1	0	0	0	1	1
WALL FOOTING	0	0	0	0	0	2
POURED WALL	0	0	0	0	0	5
WINDOW REPLACEMENT	4	1	0	0	5	50
WATERPROOF / DRAINTILE	13	0	0	0	13	203
WEATHER RESISTIVE BARRIER	24	0	0	0	24	238
<b>Report Totals</b>	<b>573</b>	<b>49</b>	<b>1</b>	<b>37</b>	<b>623</b>	<b>6,709</b>



## **STAFF REPORT**

DATE: December 4, 2018

CONSENT #6

**AGENDA ITEM:** 2019 Pay Scale

**TO:** Mayor and Council

**SUBMITTED BY:** Jake Foster, Assistant City Administrator

---

### **BACKGROUND:**

In 2016 the City hired David Drown and Associates (DDA) last year to complete a job classification and compensation study. In 2017, Council approved an updated step and grade compensation policy resulting from the DDA study and HR Committee recommendations. The DDA study also provided the city with a list of comparable cities that could be used for future planning.

In order to effectively recruit and retain employees, annual cost of living adjustments should be incorporated into step and grade pay scale annually. These adjustments are based on the data collected from the DDA study-determined comparable cities.

### **ISSUE BEFORE COUNCIL:**

What cost of living adjustment should the City approve?

### **PROPOSAL DETAILS/ANALYSIS:**

Using 2019 data from the comparable cities that responded, it was determined that the average COLA from those comparable cities was 2.75%. Therefore, staff recommends that the step and grade plan include a 2.75% COLA for 2019.

### **FISCAL IMPACT:**

The 2019 step and grade plan pay scale will include a 2.75% COLA across all positions and steps.

### **OPTIONS:**

- 1) Approve the 2019 pay scale with 2.75% COLA
- 2) Approve the 2019 pay scale with different COLA
- 3) Do not approve 2019 pay scale

### **RECOMMENDATION:**

If removed from the consent agenda:

***“Move to approve the 2019 Pay Scale.”***

### **ATTACHMENT:**

- 2019 Pay Ranges
- 2019 Salary Adjustments for Comparable Cities

## 2019 Proposed Salary Adjustments for Comparable Cities

City	Non-union
Vadnais Heights	2.00%
Waconia	2.00%
Orono	2.50%
Hugo	3.00%
Ham Lake	3.00%
Mounds View	3.00%
Albertville	3.00%
Mahtomedi	N/A
Rogers	N/A
Victoria	3.50%
Minnetrista	N/A
Mound	N/A
Little Canada	N/A

<b>Median</b>	<b>3.00%</b>
<b>Mean</b>	<b>2.75%</b>

	Evaluation Points		Range Steps									
Grade	Point Min	Point Max	Min	2	3	4	5	6	7	8	9	Max
1	130	139	\$14.43	\$14.91	\$15.39	\$15.87	\$16.35	\$16.84	\$17.32	\$17.80	\$18.28	\$18.76
2	140	151	\$15.40	\$15.92	\$16.43	\$16.95	\$17.46	\$17.97	\$18.49	\$19.00	\$19.51	\$20.03
3	152	163	\$16.44	\$16.99	\$17.54	\$18.09	\$18.64	\$19.19	\$19.73	\$20.28	\$20.83	\$21.38
4	164	176	\$17.55	\$18.14	\$18.73	\$19.31	\$19.90	\$20.48	\$21.07	\$21.65	\$22.24	\$22.82
5	177	190	\$18.74	\$19.36	\$19.99	\$20.61	\$21.24	\$21.86	\$22.49	\$23.11	\$23.74	\$24.36
6	191	205	\$20.00	\$20.67	\$21.34	\$22.01	\$22.67	\$23.34	\$24.01	\$24.67	\$25.34	\$26.01
7	206	222	\$21.35	\$22.07	\$22.78	\$23.49	\$24.20	\$24.91	\$25.63	\$26.34	\$27.05	\$27.76
8	223	240	\$22.80	\$23.56	\$24.32	\$25.08	\$25.84	\$26.60	\$27.36	\$28.12	\$28.88	\$29.64
9	241	259	\$24.34	\$25.15	\$25.96	\$26.77	\$27.58	\$28.39	\$29.20	\$30.01	\$30.82	\$31.64
10	260	280	\$25.98	\$26.84	\$27.71	\$28.58	\$29.44	\$30.31	\$31.17	\$32.04	\$32.91	\$33.77
11	281	302	\$27.73	\$28.66	\$29.58	\$30.50	\$31.43	\$32.35	\$33.28	\$34.20	\$35.13	\$36.05
12	303	326	\$29.60	\$30.59	\$31.58	\$32.56	\$33.55	\$34.54	\$35.52	\$36.51	\$37.50	\$38.48
13	327	353	\$31.60	\$32.65	\$33.71	\$34.76	\$35.81	\$36.87	\$37.92	\$38.97	\$40.03	\$41.08
14	354	381	\$33.73	\$34.86	\$35.98	\$37.11	\$38.23	\$39.36	\$40.48	\$41.61	\$42.73	\$43.85
15	382	411	\$36.01	\$37.21	\$38.41	\$39.61	\$40.81	\$42.01	\$43.21	\$44.41	\$45.61	\$46.81
16	412	444	\$38.44	\$39.72	\$41.00	\$42.29	\$43.57	\$44.85	\$46.13	\$47.41	\$48.69	\$49.97
17	445	480	\$40.75	\$42.11	\$43.47	\$44.82	\$46.18	\$47.54	\$48.90	\$50.26	\$51.62	\$52.97
18	481	518	\$43.19	\$44.63	\$46.07	\$47.51	\$48.95	\$50.39	\$51.83	\$53.27	\$54.71	\$56.15
19	519	560	\$45.79	\$47.31	\$48.84	\$50.36	\$51.89	\$53.42	\$54.94	\$56.47	\$57.99	\$59.52
20	561	605	\$48.53	\$50.15	\$51.77	\$53.39	\$55.00	\$56.62	\$58.24	\$59.86	\$61.47	\$63.09



## **STAFF REPORT**

DATE: December 4, 2018

CONSENT #7

**AGENDA ITEM:** 2019 Paid on Call Firefighter Compensation

**TO:** Mayor and Council

**SUBMITTED BY:** Jake Foster, Assistant City Administrator

---

### **BACKGROUND:**

In previous years the City has given Paid on Call (POC) firefighters the same cost of living adjustment (COLA) as non-union employees. After discussion with the Fire Department, in lieu of the COLA for POC firefighters, staff has proposed that the Training and Meeting Pay is eliminated and the Call Pay is used for trainings and meetings and categorized as an “Hourly Pay.”

### **ISSUE BEFORE COUNCIL:**

Should council approve the proposed 2019 Paid on Call Firefighter compensation plan?

### **PROPOSAL DETAILS/ANALYSIS:**

In order to better recruit new POC Firefighters the Fire Department and Staff recommend the elimination of the “Training and Meeting Pay” category in Paid on Call Firefighter Compensation Plan for 2019. POC Firefighters will then be hired under their full wage. This will make for one hourly pay category to replace the “Call Pay” category in the Paid on Call Firefighters Compensation Plan, and provide equity across the department. The changes are proposed in lieu of the 2.75% annual COLA that was proposed for non-union office staff.

### **FISCAL IMPACT:**

The 2019 Paid on Call Firefighter compensation plan as proposed would be roughly the same cost as providing the same 2.75% COLA to POC firefighters.

### **OPTIONS:**

- 1) Approve the 2019 Paid on Call Firefighter Compensation Plan as proposed
- 2) Make changes to the 2019 Paid on Call Firefighter Compensation Plan with changes
- 3) Do not approve 2019 Paid on Call Firefighter Compensation Plan

### **RECOMMENDATION:**

If removed from the consent agenda:

***“Move to approve the 2019 Paid on Call Firefighter Compensation.”***

### **ATTACHMENT:**

- Proposed FF Compensation 2019

# **2019 FIRE DEPT RATES OF PAY**

- ~~**HOURLY PAY CALL PAY**~~ = \$13.33/hr
  - Certified EMT's shall receive an additional \$1.15 per hour.
  - ⊖ Certified ENGINEERS shall receive an additional \$1.15 per hour.
  - ⊖ Officers shall receive an additional \$1.15 per hour.
- ~~**TRAINING and MEETING PAY**~~ = ~~\$12.17/hr.~~
  - Probationary Incentive Pay = \$573.78
- **OFFICERS PAY =**
  - ASSISTANT CHIEF (1) - \$2444.77/year
  - CAPTAINS (4) - \$1631.34/year
  - LIEUTENANTS (2) - \$815.67/year
- **DUTY CREW/STANDBY PAY** - \$2.28 per hour.

	<u><b>BASED ON YEAREND PERCENTAGE TOTALS</b></u>	
<b>YEAR END INCENTIVE PAY</b>	<b>26% - Less than 31% = \$460.04</b>	<b>51% - Less than 61% = \$660.42</b>
	<b>31% - Less than 41% = \$516.42</b>	<b>61% - Less than 71% = \$745.93</b>
	<b>41% - Less than 51% = \$603.03</b>	<b>71% &amp; ABOVE = \$860.69</b>

- **Part Time Shifts** = \$17/hr
- **Substitute Firefighter** = \$17/hr

**PAY RATES EFFECTIVE JULY 1, 2018**



## STAFF REPORT

DATE: December 4, 2018  
CONSENT #8

**AGENDA ITEM:** Rental Lease Agreement Amendments

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

---

### **BACKGROUND:**

When the City purchased the Brookfield building in April, it assumed the leases of current tenants. Although the EDA took over the ownership the building the leases stayed with the City. The last time rent amounts were adjusted was January 1, 2017.

### **ISSUE BEFORE COUNCIL:**

Should the City Council approve the rental agreement amendments?

### **PROPOSAL:**

Staff has proposed a 3% increase for leases that either expire 12/31/18 (Barr Engineering) or those that allow for a 60-90 notice period (Focus Engineering, Keystone Automation). Included in your packet is a copy of the signed agreements.

### **FISCAL IMPACT:**

Annual increase in revenue of \$516

### **OPTIONS:**

- 1) Approve the rental agreement amendments
- 2) Amend and then approve the rental agreement amendments
- 3) Do not approve amendments to the rental agreements

### **RECOMMENDATION:**

If removed from the consent agenda:

***“Motion to approve the rental agreement amendments.”***

### **ATTACHMENTS:**

- Rental Agreement Amendments



**MONTHLY RENT ADJUSTMENT AGREEMENT**

Rent increasing from \$504.00 to \$519.00 per month effective January 1, 2019

Keystone Automation - David Jaeger - partner

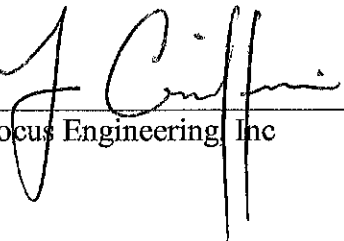
Mike Pearson, Mayor, City of Lake Elmo

Julie Johnson, Clerk, City of Lake Elmo



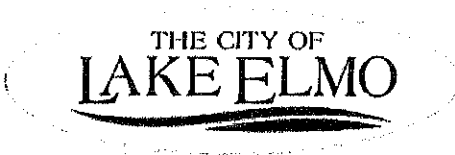
**MONTHLY RENT ADJUSTMENT AGREEMENT**

Rent increasing from \$700.00 to \$721.00 per month effective January 1, 2019

 9/25/2018  
Focus Engineering, Inc

\_\_\_\_\_  
Mike Pearson, Mayor, City of Lake Elmo

\_\_\_\_\_  
Julie Johnson, Clerk, City of Lake Elmo



**LEASE EXTENSION AGREEMENT**

This Lease Extension Agreement, made this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between the City of Lake Elmo (hereafter called "Landlord") and Barr Engineering Company, a Minnesota Corporation ("hereafter called "Tenant").

**WITNESSES:**

1. The Landlord and Tenant agree that the Tenant's present Lease assumed by the Landlord on April 25, 2018 (dated October 13, 2000) shall be extended for an additional term of one (1) year through and including the 31<sup>st</sup> day of December 2019.
2. All of the terms and conditions of the said existing Lease shall remain except for rent to be paid by the Tenant to the Landlord shall increase to \$232.00 per month, effective January 1, 2019.

**LANDLORD**

City of Lake Elmo

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

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

Date: \_\_\_\_\_

**TENANT**

Barr Engineering Company

By: Gregory D. Keil

Its: Gregory D. Keil  
Chief Operating Officer

Date: Oct. 1, 2018



## STAFF REPORT

DATE: December 4, 2018  
CONSENT #9

**AGENDA ITEM:** Cable Franchise Extension  
**SUBMITTED BY:** Kristina Handt, City Administrator

---

### **BACKGROUND:**

At the July 3<sup>rd</sup> meeting, Council approved a Cable Franchise Agreement Extension to allow the Ramsey Washington Cable Commission to continue to negotiate a new agreement with Comcast. The cable commission is asking for another extension in order to continue the negotiations.

### **ISSUE BEFORE COUNCIL:**

Should the Council extend the cable franchise agreement with Comcast?

### **PROPOSAL:**

The cable commission is requesting an extension of the cable franchise agreement with Comcast until August 31, 2019 to allow good faith negotiations to continue.

### **RECOMMENDATION:**

If removed from the consent agenda:

***“Motion to approve the resolution to extend the cable franchise agreement until August 31, 2019.”***

### **ATTACHMENTS:**

- Email from Tim Finnerty
- Resolution to extend cable franchise agreement
- Updated Timeline for Contract Negotiations

**From:** [Tim Finnerty](#)  
**To:** [Kristina Handt](#)  
**Cc:** [Ginny Holder](#)  
**Subject:** Proposed extension agreement  
**Date:** Monday, November 19, 2018 3:50:20 PM  
**Attachments:** [Extension Agreement November 2018-c1 \(1\).PDF](#)  
[Franchise Renewal Timeline \(October 2018\).pdf](#)

---

Hi Kristina:

Attached please find a proposed Agreement for another extension of the Franchise with Comcast. The Cable Commission is recommending that the City Council approve the Extension Agreement. The Agreement will extend the expiration date of the current Franchise from March 31, 2019 to August 31, 2019. The purpose of the proposed extension is to allow for continued informal negotiations between Comcast and the Cable Commission regarding the long-term renewal of the Franchise. Comcast is in agreement with this.

The extension is necessary in part due to Comcast being unable to meet for negotiations in the past two months, including due to illness of one of its key negotiation participants.

## **Background**

As you know, the Cable Commission has been working on the matter of Franchise renewal with Comcast given that the existing Franchise Agreement that is set to expire March 31, 2019. The Commission and Comcast have been in direct negotiations for approximately a year, and prior to that, the Commission had developed and documented a comprehensive needs assessment to serve as the negotiation objective on behalf of member cities. The needs assessment report is available at:

[https://drive.google.com/drive/folders/0B37m--\\_T9u7TcUNaZUh6MzlPWms](https://drive.google.com/drive/folders/0B37m--_T9u7TcUNaZUh6MzlPWms)

Renewal issues can be resolved through “informal” processes (negotiation), or through a “formal” hearing process. Based on the time required to complete the formal process, the Commission has adopted and updated two schedules. In both, the parties start with negotiations, but move the formal process forward so that it would be completed by roughly the date scheduled for franchise expiration if negotiations were not successful. One schedule assumed that the expiration date stayed as is (March 31, 2019), and effectively required the parties to reach negotiated deal points by mid October. In the other, the parties would extend the franchise to give themselves more time to engage in negotiations.

## **Recommendation to Approve Extension**

The Cable Commission and Comcast have exchanged proposed terms and counterproposals and held several negotiation sessions over the past year. While no proposed deal has yet been reached, both parties recommend extending the time schedule to allow for continuation of negotiations. Therefore, the parties have agreed to recommend extending the franchise expiration date to August 31, 2019 in order to allow negotiations to continue to proceed informally.

To accomplish this, Cable Commission recommends that the City approve the attached Extension Agreement. The Cable Commission believes this simple extension of the current franchise expiration will allow both parties to continue informal negotiations without being put at a disadvantage. The extension preserves the City's right to use the I-NET, and preserves existing support and channels (including high definition channels) for local cable programming. It does not harm the communities in any way.

Finally, please find attached a revised the franchise renewal schedule to reflect how the timeline proceeds under this extension. The Commission leadership believes it is important to follow this schedule to protect the interests of its Member Municipalities.

Please feel free to contact me after you have had a chance to review this if you wish to discuss it or have any questions. Thank you!



- Tim Finnerty

Executive Director

Ramsey/Washington Cable Commission

651-775-0042

[timfinnerty@scctv.org](mailto:timfinnerty@scctv.org)

EXTENSION AGREEMENT BETWEEN AND AMONG THE MEMBERS OF THE RAMSEY WASHINGTON SUBURBAN CABLE COMMISSION AND COMCAST OF MINNESOTA

**WHEREAS**, Comcast of Minnesota, Inc., (“Franchisee”) operates a cable television system (the “System”) in communities which are members of the Ramsey/Washington Suburban Cable Commission (RWSCC) pursuant to a franchise scheduled to expire on November 1, 2018, to which the City of Birchwood Village, the City of Dellwood, the City of Grant, the City of Lake Elmo, the City of Mahtomedi, the City of North St. Paul, the City of Oakdale, the City of Vadnais Heights, the City of White Bear Lake, White Bear Township and the City of Willernie, Minnesota, are parties (each community is a “Franchisor”); a March 9, 1995 Memorandum of Understanding; and the April 10, 2014 Settlement Agreement, as amended by Section 2 of that certain 2015 Transfer Agreement Between and Among The Members of the Ramsey Washington Suburban Cable Commission, Comcast of Minnesota, Inc. and Midwest Cable, Inc. (collectively, the Franchise and these documents are the “Franchise Documents”); and

**WHEREAS**, the parties previously agreed to extend the expiration date of the Franchise, and of obligations in the Settlement Agreement, through March 31, 2019; and

**WHEREAS**, the parties wish to extend certain time periods provided under the Franchise Documents to provide time for the parties to work together to attempt to resolve renewal issues,

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

Section 1. The Franchise is extended through and including August 31, 2019.

Section 2. Paragraph 10 of the “Settlement Agreement Regarding PEG Capacity” is amended so that the reference to March 31, 2019 is changed to August 31, 2019.

Section 3. Otherwise, the Franchise Documents shall remain in full force and effect in accordance with their terms.

Section 4. Both parties agree that the further extension will not require recommencement of the renewal process under state or federal law, or require either party to re-conduct any studies or proceedings that may have been or are being conducted.

Section 5. This Extension Agreement does not confer upon the Franchisee any additional rights under Section 626 of the Cable Act.

Section 6. By entering into this Extension Agreement, the parties do not otherwise waive their rights to rely upon the rights, procedures, protections and recourses granted to them pursuant to applicable Federal, state, or local rule, regulation, law or precedent.

Section 7. This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement

IN WITNESS WHEREOF, the Parties have caused this Extension Agreement to be executed by duly authorized representatives of each Party on the dates written below.

COMCAST OF MINNESOTA, INC.

By: \_\_\_\_\_  
John D. Keller  
Title: Regional Vice President

Date:

CITY OF BIRCHWOOD VILLAGE

By: \_\_\_\_\_  
Title:

Date:  
CITY OF DELLWOOD

By: \_\_\_\_\_  
Title:

Date:  
CITY OF GRANT

By: \_\_\_\_\_  
Title:

Date:  
CITY OF LAKE ELMO

By: \_\_\_\_\_  
Title:

Date:  
WHITE BEAR TOWNSHIP

By: \_\_\_\_\_  
Title:

Date:

CITY OF MAHTOMEDI

By: \_\_\_\_\_  
Title:

Date:

CITY OF NORTH ST. PAUL

By: \_\_\_\_\_  
Title:

Date:  
CITY OF OAKDALE

By: \_\_\_\_\_  
Title:

Date:  
CITY OF VADNAIS HEIGHTS

By: \_\_\_\_\_  
Title:

Date:  
CITY OF WHITE BEAR LAKE

By: \_\_\_\_\_  
Title:

Date:  
CITY OF WILLERNIE

By: \_\_\_\_\_  
Title:

Date:

**Ramsey/Washington Cable Commission - Franchise Renewal Timeline  
(Revised October 2018)**

DATE	INFORMAL PROCESS	FORMAL PROCESS
October 2018-March 2019	Informal negotiations	Preparation for drafting/issuing of renewal RFP
March, 2019	Negotiations Update/recommendations as to whether to issue RFP (formal process), or continue negotiations; final document preparation begins if applicable	Negotiations Update/deadline for recommendations as to whether to issue RFP (formal process), or continue negotiations; issue renewal RFP no later than March 15, 2019 if applicable
April, 2019	Final Franchise documentation is complete and provided to Commission office	Issue RFP with return date of no later than April 15, 2019
May, 2019	Public hearing on proposed Franchise	
June, 2019	Commission approval of final Franchise to be recommended to municipalities	Decision made to preliminarily deny or accept proposal; recommendations for conduct of formal proceeding
July, 2019	Final Franchise provided to each municipality for approval and signing	
August, 2019	Existing Franchise with Comcast expires; existing payment arrangement could terminate at earliest on October 28, 2019	Hearing commences on formal process (90 days of prehearing discovery)
September, 2019		
November, 2019	Municipal approval of final Franchise is completed; approved Franchises for each municipality if forwarded to Comcast for signing	
December, 2019		Hearing completed; recommendations for final action on franchise submitted to municipalities



## STAFF REPORT

DATE: December 4, 2018  
CONSENT  
ITEM #: 10

**AGENDA ITEM:** TH36-Keats Avenue Acceleration Lane -Authorize Engineering Services

**SUBMITTED BY:** Jack Griffin, City Engineer

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

---

**ISSUE BEFORE COUNCIL:** Should the City Council authorize engineering services to prepare and submit a Municipal Agreement Program application to MnDOT for FY-2021 Funding for the TH36-Keats Avenue Acceleration Lane?

**BACKGROUND/PROPOSAL DETAILS/ANALYSIS:** SRF Consulting has submitted an Engineering Task Order outlining the scope of services to prepare and submit, on behalf of the City of Lake Elmo, a Municipal Agreement Program application to MnDOT for FY-2021. The application is for State Funding to design and construct an eastbound acceleration lane on TH36 extending east from Keats Avenue. The proposed project is intended to be similar to the eastbound acceleration lane constructed east of the DeMontreville Trail N intersection with TH36.

The proposed services include the preparation of a geometric layout for the scope of improvements together with a one-page summary of the project including benefits and project cost splits for all contributing agencies. The geometric layout and scope of improvements will include the identification of storm water management and right-of-way needs that may be required to implement the improvements.

The engineering work would commence in January 2019 and would be completed with sufficient time for City review, adoption of a Resolution of Support by the City Council, and submittal of the complete application in June 2019.

**FISCAL IMPACT:** \$6,000.

**RECOMMENDATION:** Staff is recommending that the City Council approve engineering services to prepare and submit a Municipal Agreement Program application to MnDOT for FY-2021 Funding for the TH36-Keats Avenue Acceleration Lane. The recommended motion for the action is as follows:

***“Move to approve an Engineering Services Task Order for SRF Consulting in the amount not to exceed \$6,000 to prepare and submit a Municipal Agreement Program application to MnDOT for FY-2021 Funding for the TH36-Keats Avenue Acceleration Lane”.***

**ATTACHMENTS:**

1. Engineering Task Order No. 7.

In accordance with ARTICLE 1 of the Master AGREEMENT between the City of Lake Elmo ("CITY") and SRF Consulting Services, Inc. ("ENGINEER"), dated JUNE 27, 2012 ("AGREEMENT"), the ENGINEER agrees to provide Professional Engineering Support Services as follows:

**TH36-KEATS AVENUE ACCELERATION LANE  
MNDOT MUNICIPAL AGREEMENT PROGRAM APPLICATION**

**PROJECT OVERVIEW:** SRF agrees to provide professional Engineering Services to prepare and submit, on behalf of the City of Lake Elmo, a Municipal Agreement Program application to MnDOT for FY-2021. We understand that the proposed project is to design and construct an eastbound acceleration lane on TH 36 extending east from Keats Avenue. The proposed project is intended to be similar to the eastbound acceleration lane constructed east of the De Montreville Trail N intersection with TH 36.

**SERVICES TO BE PROVIDED BY ENGINEER:** SRF Consulting Services, Inc. shall provide the following Professional Engineering Services:

Mn DOT requires that the application submittal package shall include the following:

1. A cover letter describing the benefit of the project to trunk highway system and the city.
2. Geometric Layout or concept drawing.
3. Cost Estimate/ Cost Split to include all agencies contributing funds to the project.
4. Signed Resolution of support from the City Council.
5. One-page summary of the project including the benefits and cost splits.
6. Additional Materials as necessary.

SRF shall prepare, for the City's submittal, all required application documents.

**CITIES RESPONSIBILITIES:** The City (or its consultants) will provide the following:

1. Base mapping with contours.
2. Any previous work completed.
3. Feedback of concepts and cost estimates.
4. Setting up meetings.
5. Provide concrete or bituminous pavement preference and typical depths.
6. Provide unit costs for Right of Way takes.
7. Provide locations of septic, wells and potential soil issue areas during concept development in order to avoid impacts.

**TIMES FOR RENDERING SERVICES:** ENGINEER shall perform its services and provide deliverables in accordance with the following schedule:

1. Agreed based on available meeting times with agencies and council.
2. Draft application submitted to CITY by May 1, 2019.
3. Final application submitted by SRF to MnDOT prior to June 2019 deadline.

**CITY'S REPRESENTATIVE AND CONTRACT ADMINISTRATION:** The CITY's representative with respect to services rendered by ENGINEER under this TASK ORDER shall be the City Engineer. Project correspondence must be addressed to:

Jack Griffin, P.E., City Engineer  
City of Lake Elmo  
3800 Laverne Avenue North  
Lake Elmo, MN 55042  
651.300.4264  
Email: [Jack.griffin@focusengineeringinc.com](mailto:Jack.griffin@focusengineeringinc.com)

**COMPENSATION:** Compensation to ENGINEER shall be on an hourly rate basis using the hourly billing rates provided in the ENGINEER's Proposal for the work, in a not to exceed amount of \$6,000.

Payment for Services shall be in accordance with ARTICLE 3.2 of the Master AGREEMENT. Invoices should be sent to the attention of the City Engineer.

**APPROVAL AND ACCEPTANCE:** Approval and Acceptance of this Task Order, including the attachment(s) listed above, shall incorporate this document as part of the AGREEMENT. ENGINEER is authorized to begin performance of services upon receipt of a copy of this Task Order signed by CITY.

The Effective Date of this Task Order is December 4, 2018.

SRF CONSULTING SERVICES, INC.

CITY OF LAKE ELMO, MINNESOTA

By \_\_\_\_\_

(Authorized Principal of the Firm)

By \_\_\_\_\_

City Administrator



## STAFF REPORT

DATE: December 4, 2018

**CONSENT**

ITEM #: 11

**AGENDA ITEM:** Lake Elmo Avenue (CSAH17) Phase 3 Pavement and Drainage Improvements – Approve Concurrence to Award a Construction Contract and Approve a Revised Cooperative Cost Share Agreement No. 11802

**SUBMITTED BY:** Jack Griffin, City Engineer

**REVIEWED BY:** Kristina Handt, City Administrator  
Rob Weldon, Public Works Director  
Chad Isakson, Assistance City Engineer

---

**ISSUE BEFORE COUNCIL:** Should the City Council concur with Washington County to award a construction contract and approve a revised Cooperative Agreement No. 11802 with Washington County for the Design and Construction for the Lake Elmo Avenue (CSAH17) Phase 3 Pavement and Drainage Improvements?

**BACKGROUND:** The Lake Elmo Avenue (CSAH17) Phase 3 Pavement and Drainage Improvements includes a full-depth reclaim pavement rehabilitation from I-94 to 20th Street, including the construction of new turn lanes at 5th Street North (Hunters Crossing & Southwind developments), at 24th Street North (new entrance for Royal Golf), and along CSAH 10 at the new Royal Golf entrance. Between 20th Street North and 30th Street North, the improvements will also include a full-depth reclaim pavement rehabilitation, however new concrete curb and gutter will be installed to replace existing bituminous curb along the east side and to replace a rural section shoulder along the west side. Stormwater runoff will be captured and conveyed by the new concrete curb and gutter to various sump manholes to pretreat the storm water runoff prior to discharging to Lake Elmo.

At the April 3, 2018 council meeting the City Council approved Resolution No. 2018-035 providing City support for the preliminary design layout for the Lake Elmo Avenue (CSAH17) Phase 3 Pavement and Drainage Improvements. With this approval the County proceeded with the final project design and property acquisition, and received contractor bids with the intention to construct the improvements in 2018. However, bids received were deemed too high at the time and the bids were rejected.

**PROPOSAL DETAILS/ANALYSIS:** Washington County rebid the project on November 27, 2018 and is recommending an award of contract to the lowest responsible bidder in the amount of \$3,820,315.

On June 19, 2018 the City Council approved the Cost Share and Maintenance Cooperative Agreements with Washington County for the project and approved a Resolution establishing No On-Street Parking Zones to meet State Aid design requirements. The purpose for the Cooperative Agreements are to outline the cost participation requirements by the City and to address the respective ownership and maintenance responsibilities for the new improvements. Key elements of the agreements are as follows:

- The County shall be responsible for implementing the project including design and construction.
- The estimated cost share participation by Lake Elmo is \$672,230. These costs are based on estimated quantities. See cost breakdown below under Fiscal Impacts.

- The agreement includes a payment schedule with three City payments. 1) 10% of City cost share due upon the bid award (December 2018). 2) 50% of City cost share due August 1, 2019. 3) 50% of City cost share due February 1, 2020.
- There are no new maintenance responsibilities for the City. The City currently owns and operates a trunk watermain, gravity sanitary sewer main and sanitary sewer forcemain within County right-of-way. The Cooperative Maintenance Agreement specifies that the City shall own and maintain, under this project, the municipal utilities, including sanitary sewer, forcemain, and water main, and all permanent roadway signing on City roads.
- The County will be responsible for the maintenance for all other improvements including the storm sewer trunk line, catch basins and sump manholes.

The Cooperative Agreement has been revised to address an updated payment schedule due to the delayed construction from 2018 to 2019 and has been updated with the Post-Bid project costs.

**FISCAL IMPACT:** The estimated total project cost is \$4,487,200 with the City post-bid cost share participation estimated to be \$672,230. Because the agreement is based on estimated quantities, the actual cost share is determined once the project is complete and the final quantities and costs are known. The City estimated costs are shown below for the various related improvements.

CSAH 10 Turn Lane (Royal Golf Club):	\$342,200	To be reimbursed by Royal Golf.
CSAH 17 Turn Lane (Royal Golf Club):	\$208,100	To be reimbursed by Royal Golf.
CSAH 17 Turn Lane at 5 <sup>th</sup> Street:	\$ 50,000	\$50,000 received Southwind/Hunters Crossing.
CSAH 17 Street & Drainage Cost Share:	\$ 56,800	Includes 10% VBWD grant contribution.
City Utilities Cost Share:	\$ 15,130	Watermain/Sewer Forcemain Adjustments

City cost participation is based on 50% cost share for the west side concrete curb and gutter between 20th Street and 30th Street, miscellaneous project overhead costs, and 55% cost share for right-of-way costs. In addition, the County will require cost reimbursement from the City for turn lanes at 5th Street North (Hunters Crossing/Southwind), 24th Street North (Royal Golf), and along CSAH 10 (Royal Golf). The City has included language in the respective development agreements to obtain turn lane cost reimbursement.

**RECOMMENDATION:** Staff is recommending that the City Council, *as part of the Consent Agenda*, concur with Washington County to award a construction contract and approve the revised Cooperative Agreement No. 11802 with Washington County for Design and Construction for the Lake Elmo Avenue (CSAH17) Phase 3 Pavement and Drainage Improvements. If removed from the consent agenda, the recommended motion for the action is as follows:

***“Move to approve Resolution No. 2018-133 concurring with Washington County to award a construction contract and approving the revised Cooperative Agreement 11802 with Washington County for the Design and Construction for the Lake Elmo Avenue (CSAH17) Phase 3 Pavement and Drainage Improvements.”***

**ATTACHMENTS:**

1. Resolution Concurring with Washington County to Award a Construction Contract and Approving a Revised Cooperative Agreement 11802.
2. Revised Cooperative Agreement 11802 for Cost Sharing.

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

**RESOLUTION NO. 2018-133**

**A RESOLUTION CONCURRING WITH WASHINGTON COUNTY TO  
AWARD A CONSTRUCTION CONTRACT AND APPROVING  
COOPERATIVE AGREEMENT 11802 FOR THE LAKE ELMO AVENUE  
(CSAH 17) PHASE 3 PAVEMENT AND DRAINAGE IMPROVEMENTS**

**WHEREAS**, the County intends to construct County State Aid Highway (CSAH) 17 from I-94 to 300' south of 30th Street in the City of Lake Elmo; and

**WHEREAS**, the County intends to construct County State Aid Highway (CSAH) 10 from 2200' east of County State Aid Highway (CSAH) 15 to 700' east of County State Aid Highway (CSAH) 15 in the City of Lake Elmo; and

**WHEREAS**, items included in the project require City cost participation in accordance with "Washington County Cost Participation Policy #8001 for Cooperative Highway Improvement Projects"; and

**WHEREAS**, the County desires to use local funds and State Aid funds for these improvements; and

**WHEREAS**, Washington County received, opened, and tabulated bids, and is recommending the award of a construction contract; and

**WHEREAS**, a cooperative effort between the City and County is the appropriate method to facilitate the construction of these transportation improvements; and

**WHEREAS**, this Agreement is made pursuant to statutory authority contained in Minnesota Statute 162.17 sub.1 and Minnesota Statute 471.59.

**NOW, THEREFORE, BE IT RESOLVED,**

1. The City Council hereby concurs with Washington County to award a construction contract.
2. That the revised Cooperative Agreement 11802 between the City of Lake Elmo and Washington County is hereby approved, and the Mayor and City Administrator are hereby authorized to execute the revised agreement on behalf of the City of Lake Elmo.

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE FOURTH DAY OF DECEMBER, 2018.**

**CITY OF LAKE ELMO**

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

(Seal)  
ATTEST:

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

**COOPERATIVE AGREEMENT BETWEEN THE CITY OF  
LAKE ELMO AND WASHINGTON COUNTY FOR  
CONSTRUCTION COST OF COUNTY STATE AID HIGHWAY  
(CSAH) 17 FROM I-94 TO 300' SOUTH OF 30<sup>TH</sup> STREET AND  
COUNTY STATE AID HIGHWAY (CSAH) 10 FROM 2200'  
EAST OF CSAH 15 TO 700' EAST OF CSAH 15**

WASHINGTON COUNTY	
CONTRACT NO.	11802
DEPT.	PUBLIC WORKS
DIVISION	TRANSPORTATION
TERM	SIGNATURE - END OF PROJECT

**THIS AGREEMENT**, by and between the City of Lake Elmo, a municipal corporation, herein after referred to as the "City", and Washington County, a political subdivision of the State of Minnesota, hereinafter referred to as the "County."

**WITNESSETH:**

WHEREAS, the County intends to construct County State Aid Highway (CSAH) 17 from I-94 to 300' south of 30<sup>th</sup> Street; and

WHEREAS, the County intends to construct County State Aid Highway (CSAH) 10 from 2200' east of County State Aid Highway (CSAH) 15 to 700' east of County State Aid Highway (CSAH) 15; and

WHEREAS, items included in the project require City cost participation in accordance with "Washington County Cost Participation Policy #8001 for Cooperative Highway Improvement Projects"; and

WHEREAS, the County desires to use local funds and State Aid for these improvements; and

WHEREAS, a cooperative effort between the City and County is the appropriate method to facilitate the construction of these transportation improvements; and

WHEREAS, this Agreement is made pursuant to statutory authority contained in Minnesota Statute 162.17 sub.1 and Minnesota Statute 471.59.

**NOW THEREFORE, IT IS HEREBY MUTUALLY AGREED AS FOLLOWS:**

**A. PURPOSE**

The purpose of this agreement is set forth in the above whereas clauses which are all incorporated by reference as if fully set forth herein and shall consist of this agreement, Exhibit A (Location Map) and Exhibit B (Estimated Construction Cost and Cost Splits).

**B. PLANS AND SPECIFICATION PREPARATION**

1. The County shall be responsible for the preparation of all the plans and specifications for the project, including but not limited to, compliance with all applicable standards and policies and obtaining all approvals required in formulating the bid specifications for all County and City components of this project.
2. The following County project numbers have been assigned to the project: SAP 082-617-011 (CSAH 17) AND 082-610-016 (CSAH 10).

**C. RIGHT OF WAY AND EASEMENTS**

1. The County shall acquire all permanent rights of way, permanent easements, and temporary slope easements, which will be acquired in the name of the County.

#### **D. ADVERTISEMENT AND AWARD OF CONTRACT**

After plans and specifications have been approved by the County, all permits and approvals obtained, and acquisition of necessary rights-of-way and easements, the County shall advertise for construction bids

Once bids are received, the City will be given the opportunity to review and evaluate the bid and provide City Council concurrence on the approval of the bids. Once City concurrence is provided, the County shall award the contract to the lowest responsible bidder.

#### **E. CONSTRUCTION ADMINISTRATION, OBSERVATION, AND TESTING**

The County shall be responsible for the construction administration, inspection, and for the observation and testing for all construction items.

#### **F. COST PARTICIPATION ITEMS AND ESTIMATED COSTS**

The City's cost participation is set forth in Table 1 and is broken down into four categories which are: 1) Construction; 2) Design Engineering; 3) Construction Engineering/Contract Administration; 4) Right of Way. The cost participation breakdown is based on "Washington County Cost Participation Policy #8001 for Cooperative Highway Improvement Projects".

##### **1. Construction**

Construction costs shall be the cost to construct the project. The County has prepared a statement of estimated quantities and cost splits hereto attached as Exhibit B. The City shall pay to the County its share of the total cost as shown in Exhibit B and set forth in Table 1. After the County has awarded the construction contract, Exhibit B will be updated to reflect the actual contractor's unit prices.

##### **2. Design Engineering**

Design engineering costs shall be professional design engineering services, project coordination, preparation of plans and specification, stakeholder engagement, geotechnical studies, and other administrative functions necessary for the project. Based on the City's share of the construction cost, the City shall pay the prorated cost of design engineering for the entire project as set forth in Table 1.

##### **3. Construction Engineering/Contract Administration**

Construction engineering/contract administration costs shall be construction observation, construction testing, construction administration, staking, conducting and recording the pre-bid, pre-construction and weekly construction meetings, reviewing monthly pay estimates, labor compliance, and other administrative functions necessary for the project. Construction engineering/contract administration is 8% of the construction cost. Based on the City's share of the construction cost, the City shall pay the prorated cost of construction engineering/contract administration as set forth in Table 1.

##### **4. Right of Way**

Right of Way costs shall be permanent right-of-way, permanent utility and/or drainage easements, temporary easements, title work costs, appraisal costs, relocation specialist costs, relocation costs, and condemnation commissioner costs. If applicable, the City shall pay their share of the final right of way cost. The estimated amount is set forth in Table 1.

<b>TABLE 1 – ESTIMATED COSTS City of Lake Elmo Cost Summary</b>			
<b>ITEM</b>	<b>TOTAL COST</b>	<b>CITY SHARE</b>	<b>CITY COST</b>
Construction	\$3,870,315	14.66%	\$567,491
Design Engineering	\$357,500	17.95%	\$64,158
Construction Engineering/Contract Administration	\$305,625	13.47%	\$41,399
Right of Way	\$10,000	55%	\$5,500
VBWD Grant	(\$6,240)	100%	(\$6,318)
<b>TOTAL ESTIMATED COST</b>	<b>\$4,537,200</b>		<b>\$672,230</b>

5. The costs and shares attributable to the City and payable to the County as shown in Table 1 are merely estimated and a final reconciliation of costs as set forth in Section G below shall be done at the end of the project. Actual City costs and shares are based on the following:
- Construction shall be based on the contractor's unit prices and final quantities at project completion including all contract changes.
  - Design engineering shall be based on the contractor's unit prices at the time of contract award.
  - Construction engineering/contract administration shall be based on the contractor's unit prices at the time of contract award.
  - Right of way shall be based on the final costs to acquire right of way.

#### **G. PAYMENT**

- Right of way, preliminary design, final design, construction inspection/administration and construction costs for the City's cost share shall be invoiced by the County to the City with no interest. The payment due dates are presented on Table 2.

<b>TABLE 2 – PAYMENT DUE DATES</b>		
<b>Date</b>	<b>Percentage</b>	<b>Estimated Payment</b>
Bid Award	<b>10%</b> of Estimated Total City Cost	\$67,223
August 1, 2019	<b>50%</b> of Estimated Total City Cost	\$336,115
February 1, 2020	<b>Remaining</b> Estimated Total City Cost	\$268,892

- In the event that the City paid more in advance than the actual cost of the City's portion of the project, the County shall refund without interest the amount to the City.
- The City shall pay 100 percent of an undisputed invoice amount within thirty (30) days of receipt.

#### **H. CONTRACT CHANGES**

Any modifications or additions to the final approved plans and/or specifications of the project shall be made part of the construction contract through a written amendment to the construction contract and the cost for such changes shall be appropriated as set forth in Section F. of this Agreement.

#### **I. LIQUIDATED DAMAGES**

Any liquidated damages assessed the contractor in connection with the work performed on the project shall be shared by the City and the County in the following proportion: The respective total share of construction work to the total construction cost without any deduction for liquidated damages.

**J. CONDITIONS**

The City shall not assess or otherwise recover any portion of its cost for this project through special assessment of County property on County-owned property.

**K. CIVIL RIGHTS AND NON-DISCRIMINATION**

The provisions of Minn. Stat. 181.59 and of any applicable ordinance relating to civil rights and discrimination shall be considered part of this Agreement as if fully set further herein, and shall be part of any Agreement entered into by the parties with any contractor subcontractor, or material suppliers.

**L. WORKERS COMPENSATION**

It is hereby understood and agreed that any and all employees of the City and all other persons employed by the City in the performance of construction and/or construction engineering work or services required or provided for under this agreement shall not be considered employees of the County and that any and all claims that may or might arise under the Worker's Compensation Act of the State of Minnesota on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act or omission on the part of said City employees while so engaged on any of the construction and/or construction engineering work or services to be rendered herein shall in no way be the obligation or responsibility of the County.

**M. INDEMNIFICATION**

1. The City agrees that it will defend, indemnify and hold harmless the County against any and all liability, loss, damages, costs and expenses which the County may hereafter sustain, incur or be required to pay by reason of any negligent act by the City, its agents, officers or employees during the performance of this agreement.
2. The County agrees that it will defend, indemnify and hold harmless the City against any and all liability, loss, damages, costs and expenses which the City may hereafter sustain, incur or be required to pay by reason of any negligent act by the County, its agents, officers or employees during the performance of this agreement.
3. To the fullest extent permitted by law, actions by the parties to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, as set forth in Minnesota Statutes, Section 471.59, subd. 1a.(b). The parties to this Agreement are not liable for the acts or omissions of another party to this Agreement except to the extent they have agreed in writing to be responsible for the acts or omissions of the other parties as provided for in Section 471.59, subd. 1a.
4. Each party's liability shall be governed by the provisions of Minnesota Statutes, Chapter 466 and other applicable law. The parties agree that liability under this Agreement is controlled by Minnesota Statute 471.59, subdivision 1a. and that the total liability for the parties shall not exceed the limits on governmental liability for a single unit of government as specified in 466.04, subdivision 1(a).

**N. DATA PRACTICES**

All data collected, created, received, maintained, disseminated, or used for any purposes in the course of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes 1984, Section 13.01, et seq. or any other applicable state statutes and state rules adopted to implement the Act, as well as state statutes and federal regulations on data privacy.

IN TESTIMONY WHEREOF the parties have duly executed this agreement by their duly authorized officers.

**WASHINGTON COUNTY**

\_\_\_\_\_  
Chair Date  
Board of Commissioners

\_\_\_\_\_  
Molly O'Rourke Date  
County Administrator

Approved as to form:

\_\_\_\_\_  
Assistant County Attorney Date

**CITY OF LAKE ELMO**

\_\_\_\_\_  
Mayor Date

\_\_\_\_\_  
City Administrator Date

Approved as to form:

\_\_\_\_\_  
City Attorney Date

# CSAH 17 (LAKE ELMO AVE N) PROJECT LOCATION

CSAH 17 (Lake Elmo Ave N)  
I- 94 to 600' south of 30th St N

Project Location

Proposed Turn Lanes  
into  
Royal Golf Development

New Turn Lanes  
into 5th Street/  
Hunters Crossing

0 0.5 1  
Miles

Washington  
County

THIS MAP IS THE RESULT OF A COMPILATION  
AND REPRODUCTION OF LAND RECORDS AS THEY  
APPEAR IN VARIOUS WASHINGTON COUNTY OFFICE  
PURPOSES ONLY WASHINGTON COUNTY IS NOT  
RESPONSIBLE FOR ANY INACCURACIES

EXHIBIT A



11/27/2018

ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST	RECONSTRUCTION								RECONDITIONING								RECONDITIONING							
						S.A.P. 082-617-011				CITY PW-010				S.A.P. 082-617-011								S.A.P. 082-610-016		CP 18-31706					
						ROADWAY		DRAINAGE		ROADWAY		UTILITES		ROADWAY		DRAINAGE		CSAH17 TURN LANE		CSAH10 TURN LANE		C.R. 17B		CITY UTILITIES		C.R. TURN LANE TO 50TH ST N			
						EST. QUANT.	EST. COST	EST. QUANT.	EST. COST	EST. QUANT.	EST. COST	EST. QUANT.	EST. COST	EST. QUANT.	EST. COST	EST. QUANT.	EST. COST	EST. QUANT.	EST. COST	EST. QUANT.	EST. COST	EST. QUANT.	EST. COST	EST. QUANT.	EST. COST	EST. QUANT.	EST. COST		
2011.601	VIBRATION MONITORING	LUMP SUM	\$17,000.00	1	\$17,000.00	0.35	\$5,950.00	0.15	\$2,550.00	0.02	\$340.00			0.29	\$4,930.00			0.08	\$1,360.00	0.11	\$1,870.00								
2016.601	QUALITY MANAGEMENT SPECIAL - PAVER MOUNTED THERMAL PROFILE (PMTP) METHOD	LUMP SUM	\$8,000.00	1	\$8,000.00	0.24	\$1,920.00	0.11	\$880.00	0.02	\$160.00			0.21	\$1,680.00			0.06	\$480.00	0.07	\$560.00	0.29	\$2,320.00						
2016.601	QUALITY MANAGEMENT SPECIAL - INTELLIGENT COMPACTION	LUMP SUM	\$10,000.00	1	\$10,000.00	0.24	\$2,400.00	0.11	\$1,100.00	0.02	\$200.00			0.21	\$2,100.00			0.06	\$600.00	0.07	\$700.00	0.29	\$2,900.00						
2021.501	MOBILIZATION	LUMP SUM	\$165,000.00	1	\$165,000.00	0.24	\$39,600.00	0.11	\$18,150.00	0.02	\$3,300.00			0.21	\$34,650.00			0.06	\$9,900.00	0.07	\$11,550.00	0.29	\$47,850.00						
2031.502	FIELD OFFICE TYPE D	LUMP SUM	\$18,500.00	1	\$18,500.00	0.24	\$4,440.00	0.11	\$2,035.00	0.02	\$370.00			0.21	\$3,885.00			0.06	\$1,110.00	0.07	\$1,295.00	0.29	\$5,365.00						
2101.505	CLEARING	ACRE	\$4,250.00	0.26	\$1,105.00	0.11	\$467.50						0.05	\$212.50			0.05	\$212.50			0.05	\$212.50							
2101.505	GRUBBING	ACRE	\$4,250.00	0.26	\$1,105.00	0.11	\$467.50						0.05	\$212.50			0.05	\$212.50			0.05	\$212.50							
2101.524	CLEARING	TREE	\$266.00	15	\$3,990.00	8	\$2,128.00										1	\$266.00			6	\$1,596.00							
2101.524	GRUBBING	TREE	\$133.00	15	\$1,995.00	8	\$1,064.00										1	\$133.00			6	\$798.00							
2102.503	PAVEMENT MARKING REMOVAL	LIN FT	\$0.72	54350	\$39,132.00	33950	\$24,444.00						20400	\$14,688.00															
2104.502	REMOVE MANHOLE OR CATCH BASIN	EACH	\$685.00	3	\$2,055.00	3	\$2,055.00																						
2104.502	REMOVE PIPE APRON	EACH	\$450.00	2	\$900.00																	2	\$900.00						
2104.502	REMOVE SIGN TYPE C	EACH	\$41.20	87	\$3,584.40	29	\$1,194.80						26	\$1,071.20			3	\$123.60	29	\$1,194.80									
2104.502	REMOVE SIGN TYPE D	EACH	\$200.00	2	\$400.00								1	\$200.00							1	\$200.00							
2104.502	REMOVE SIGN TYPE SPECIAL	EACH	\$105.00	3	\$315.00					3	\$315.00																		
2104.502	REMOVE ENERGY ABSORBING TERMINAL	EACH	\$285.00	4	\$1,140.00								4	\$1,140.00															
2104.502	SALVAGE SIGN PANEL TYPE C	EACH	\$41.20	2	\$82.40								2	\$82.40															
2104.502	SALVAGE PIPE APRON	EACH	\$325.00	4	\$1,300.00																	4	\$1,300.00						
2105.502	SALVAGE METAL APRON	EACH	\$450.00	2	\$900.00												2	\$900.00											
2104.502	SALVAGE SIGN TYPE C	EACH	\$41.20	3	\$123.60																	3	\$123.60						
2104.502	SALVAGE SIGN TYPE D	EACH	\$200.00	2	\$400.00																	2	\$400.00						
2104.503	REMOVE BITUMINOUS CURB	LIN FT	\$0.80	4998	\$3,998.40	4998	\$3,998.40																						
2104.503	REMOVE GUARDRAIL	LIN FT	\$3.35	551	\$1,845.85								551	\$1,845.85															
2104.503	REMOVE PIPE CULVERTS	LIN FT	\$12.75	1248	\$15,912.00	351	\$4,475.25						391	\$4,985.25								506	\$6,451.50						
2104.503	SALVAGE PIPE CULVERTS	LIN FT	\$17.00	70	\$1,190.00																	70	\$1,190.00						
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	\$10.00	75	\$750.00	75	\$750.00																						
2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	\$1.95	5350	\$10,432.50	473	\$922.35						210	\$409.50				1913	\$3,730.35	2640	\$5,148.00	114	\$222.30						
2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$20.00	52	\$1,040.00	52	\$1,040.00																						
2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SQ YD	\$10.50	243	\$2,551.50	243	\$2,551.50																						
2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	\$4.05	26038	\$105,453.90	21911	\$88,739.55																						
2104.601	HAUL SALVAGED MATERIAL	LUMP SUM	\$2,500.00	1	\$2,500.00								1	\$2,500.00						1212	\$4,908.60	2580	\$10,449.00	335	\$1,356.75				
2401.601	REMOVE AND HAUL TREATED WOOD	LUMP SUM	\$310.00	1	\$310.00								1	\$310.00															
2105.507	COMMON EXCAVATION (P)	CU YD	\$19.25	1781	\$34,284.25																	1781	\$34,284.25						
2105.507	COMMON BORROW (CV) (P)	CU YD	\$22.50	1484	\$33,390.00																	1484	\$33,390.00						
2106.507	EXCAVATION - COMMON (P)	CU YD	\$16.50	7795	\$128,617.50	4173	\$68,854.50						1212	\$19,998.00					1147	\$18,925.50	1263	\$20,839.50							
2106.507	EXCAVATION - SUBGRADE (P)	CU YD	\$17.50	2237	\$39,147.50														654	\$11,445.00	1583	\$27,702.50							
2106.507	GRANULAR EMBANKMENT (CV)	CU YD	\$36.25	88	\$3,190.00	44	\$1,595.00												44	\$1,595.00									
2106.507	SELECT GRANULAR EMBANKMENT (P)	CU YD	\$17.00	3296	\$56,032.00														1408	\$23,936.00	1888	\$32,096.00							
2106.507	COMMON EMBANKMENT (CV) (P)	CU YD	\$3.10	6476	\$20,075.60	1037	\$3,214.70						2796	\$8,667.60					1639	\$5,080.90	1004</								

ITEM NO.	ITEM DESCRIPTION	UNIT	UNIT COST	TOTAL ESTIMATED QUANTITY	TOTAL ESTIMATED COST	RECONSTRUCTION								RECONDITIONING								RECONDITIONING					
						S.A.P. 082-617-011				CITY PW-010				S.A.P. 082-617-011						S.A.P. 082-610-016		CP 18-31706					
						ROADWAY		DRAINAGE		ROADWAY		UTILITES		ROADWAY		DRAINAGE		CSAH17 TURN LANE		CSAH10 TURN LANE		C.R. 17B		CITY UTILITIES		C.R. TURN LANE TO 50TH ST N	
						EST. QUANT.	EST. COST	EST. QUANT.	EST. COST	EST. QUANT.	EST. COST	EST. QUANT.	EST. COST	EST. QUANT.	EST. COST	EST. QUANT.	EST. COST	EST. QUANT.	EST. COST	EST. QUANT.	EST. COST	EST. QUANT.	EST. COST	EST. QUANT.	EST. COST	EST. QUANT.	EST. COST
2503.604	4" INSULATION	SQ YD	\$37.00	125	\$4,625.00			118	\$4,366.00							7	\$259.00										
2504.602	ADJUST HYDRANT	EACH	\$2,800.00	4	\$11,200.00							1	\$2,800.00	2	\$5,600.00									1	\$2,800.00		
2405.602	FURNISH AND INSTALL GATE VALVE BOX	EACH	\$1,500.00	4	\$6,000.00							4	\$6,000.00														
2504.602	ADJUST GATE VALVE	EACH	\$450.00	29	\$13,050.00	14	\$6,300.00							11	\$4,950.00			4	\$1,800.00								
2506.502	CASTING ASSEMBLY	EACH	\$950.00	62	\$58,900.00			62	\$58,900.00																		
2506.502	ADJUST FRAME & RING CASTING	EACH	\$975.00	8	\$7,800.00			3	\$2,925.00			1	\$975.00	2	\$1,950.00			1	\$975.00			1	\$975.00				
2506.503	CONST DRAINAGE STRUCTURE DESIGN H	LIN FT	\$506.00	56	\$28,336.00			56	\$28,336.00																		
2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	LIN FT	\$455.00	231	\$105,105.00			231	\$105,105.00																		
2506.503	CONST DRAINAGE STRUCTURE DES 60-4020	LIN FT	\$760.00	32	\$24,320.00			32	\$24,320.00																		
2506.503	CONST DRAINAGE STRUCTURE DES 72-4020	LIN FT	\$1,600.00	5	\$8,000.00			5	\$8,000.00																		
2506.602	CONSTRUCT CONTROL STRUCTURE	EACH	\$5,400.00	7	\$37,800.00			7	\$37,800.00																		
2511.504	GEOTEXTILE FILTER TYPE 4	SQ YD	\$3.00	333	\$999.00			135	\$405.00							198	\$594.00										
2511.507	RANDOM RIPRAP CLASS II	CU YD	\$118.00	21	\$2,478.00																	21	\$2,478.00				
2511.507	RANDOM RIPRAP CLASS III	CU YD	\$118.00	86	\$10,148.00			35	\$4,130.00							51	\$6,018.00										
2512.507	RANDOM RIPRAP CLASS IV	CU YD	\$118.00	38	\$4,484.00	30	\$3,540.00							8	\$944.00												
2531.503	CONCRETE CURB & GUTTER DESIGN B424	LIN FT	\$14.95	9608	\$143,639.60	7206	\$107,729.70			2402	\$35,909.90																
2531.503	CONCRETE CURB & GUTTER - MANUAL PLACEMENT	LIN FT	\$30.90	108	\$3,337.20	108	\$3,337.20																				
2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$61.15	270	\$16,510.50	270	\$16,510.50																				
2540.602	MAIL BOX SUPPORT	EACH	\$120.00	35	\$4,200.00	25	\$3,000.00															10	\$1,200.00				
2554.502	GUIDE POST TYPE B	EACH	\$77.25	8	\$618.00																	8	\$618.00				
2554.502	ANCHORAGE ASSEMBLY - PLATE BEAM	EACH	\$824.00	3	\$2,472.00																	3	\$2,472.00				
2554.502	END TREATMENT- TANGENT TERMINAL	EACH	\$2,884.00	5	\$14,420.00									4	\$11,536.00							1	\$2,884.00				
2554.503	TRAFFIC BARRIER DESIGN TYPE 31	LIN FT	\$22.70	1646	\$37,364.20									525	\$11,917.50							1121	\$25,446.70				
2554.503	TRAFFIC BARRIER DESIGN B8307	LIN FT	\$27.30	88	\$2,402.40																	88	\$2,402.40				
2554.503	PERMANENT BARRICADES	EACH	\$567.00	1	\$567.00									1	\$567.00												
2563.601	TRAFFIC CONTROL SUPERVISOR	LUMP SUM	\$9,270.00	1	\$9,270.00	0.24	\$2,224.80	0.11	\$1,019.70	0.02	\$185.40			0.21	\$1,946.70			0.06	\$556.20	0.07	\$648.90	0.29	\$2,688.30				
2563.601	TRAFFIC CONTROL	LUMP SUM	\$115,000.00	1	\$115,000.00	0.24	\$27,600.00	0.11	\$12,650.00	0.02	\$2,300.00			0.21	\$24,150.00			0.06	\$6,900.00	0.07	\$8,050.00	0.29	\$33,350.00				
2563.601	ALTERNATE PEDESTRAIN ROUTE	LUMP SUM	\$6,700.00	1	\$6,700.00	0.35	\$2,345.00	0.15	\$1,005.00	0.02	\$134.00			0.29	\$1,943.00			0.08	\$536.00	0.11	\$737.00						
2563.602	FLEXIBLE DELINEATOR TYPE A	EACH	\$36.00	17	\$612.00			8	\$288.00							9	\$324.00										
2563.610	FLAGGER	HOURL	\$76.00	600	\$45,600.00	200	\$15,200.00															400.00	\$30,400.00				
2563.610	POLICE OFFICER	HOURL	\$125.00	20	\$2,500.00	20	\$2,500.00																				
2363.613	PORTABLE CHANGEABLE MESSAGE SIGN	UDAY	\$128.75	41	\$5,278.75	21	\$2,703.75															20.00	\$2,575.00				
2563.618	CONSTRUCTION SIGN - SPECIAL	SQ FT	\$21.65	641	\$13,877.65	150	\$3,247.50							491	\$10,630.15												
2564.502	INSTALL SIGN PANEL TYPE C	EACH	\$140.00	5	\$700.00									2	\$280.00							3	\$420.00				
2564.502	INSTALL SIGN PANEL TYPE D	EACH	\$170.00	2	\$340.00																	2	\$340.00				
2564.518	SIGN PANELS TYPE C	SQ FT	\$37.60	673	\$25,304.80	236	\$8,873.60							216	\$8,121.60			13	\$488.80	74	\$2,782.40	134	\$5,038.40				
2564.518	SIGN PANELS TYPE D	SQ FT	\$43.80	107	\$4,686.60									48	\$2,102.40					43	\$1,883.40	16	\$700.80				
2564.518	SIGN PANELS TYPE SPECIAL	SQ FT	\$41.00	48	\$1,968.00					48	\$1,968.00																
2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	\$2,000.00	1	\$2,000.00	1	\$2,000.00																				
2573.502	STORM DRAIN INLET PROTECTION	EACH	\$135.00	58	\$7,830.00	58	\$7,830.00																				
2573.502	CULVERT END CONTROLS	EACH	\$250.00	8	\$2,000.00	3	\$750.00							5	\$1,250.00												
2573.503	SILT FENCE, TYPE MS	LIN FT	\$1.75	14294	\$25,014.50	4381	\$7,666.75																				



## STAFF REPORT

DATE: December 4, 2018

**CONSENT**

ITEM #: 12

**AGENDA ITEM:** Approve 2019 Meeting Schedule

**SUBMITTED BY:** Julie Johnson, City Clerk

---

### **BACKGROUND:**

Adopting a meeting calendar serves as the official notice for the year of all upcoming meetings; thereby, satisfying legal requirements and increasing transparency to the general public. If approved, the meeting calendar will be posted at City Hall and on the City's website.

### **PROPOSAL:**

As part of its Consent Agenda, the City Council is respectfully requested to approve the 2019 City Meeting schedule or amend as necessary.

### **RECOMMENDATION:**

*“Move to approve the amended 2019 Meeting Calendar.”*

### **FISCAL IMPACT:**

None

### **ATTACHMENTS:**

2019 Meeting Schedule



## **2019 REGULAR COUNCIL MEETING DATES**

<b>January 2</b>	<b>City Council</b>	<b>July 2</b>	<b>City Council</b>
<b>January 8</b>	<b>City Council Workshop</b>	<b>July 9</b>	<b>City Council Workshop</b>
<b>January 15</b>	<b>City Council</b>	<b>July 16</b>	<b>City Council</b>
<b>February 5</b>	<b>City Council</b>	<b>August 7</b>	<b>City Council</b>
<b>February 12</b>	<b>City Council Workshop</b>	<b>August 13</b>	<b>City Council Workshop</b>
<b>February 19</b>	<b>City Council</b>	<b>August 20</b>	<b>City Council</b>
<b>March 5</b>	<b>City Council</b>	<b>September 3</b>	<b>City Council</b>
<b>March 12</b>	<b>City Council Workshop</b>	<b>September 10</b>	<b>City Council Workshop</b>
<b>March 19</b>	<b>City Council</b>	<b>September 17</b>	<b>City Council</b>
<b>April 2</b>	<b>City Council</b>	<b>October 1</b>	<b>City Council</b>
<b>April 9</b>	<b>City Council Workshop</b>	<b>October 8</b>	<b>City Council Workshop</b>
<b>April 16</b>	<b>City Council</b>	<b>October 15</b>	<b>City Council</b>
<b>April 24</b>	<b>Local Bd of Appeal and Equalization (tentative)</b>	<b>November 5</b>	<b>City Council</b>
<b>May 7</b>	<b>City Council</b>	<b>November 12</b>	<b>City Council Workshop</b>
<b>May 14</b>	<b>City Council Workshop</b>	<b>November 19</b>	<b>City Council</b>
<b>May 21</b>	<b>City Council</b>	<b>December 3</b>	<b>City Council</b>
<b>June 4</b>	<b>City Council</b>	<b>December 10</b>	<b>City Council Workshop</b>
<b>June 11</b>	<b>City Council Workshop</b>	<b>December 17</b>	<b>City Council</b>
<b>June 18</b>	<b>City Council</b>		

City Council Meetings are held at 7:00 p.m. & Workshops are held at 6:30 p.m.

Planning Commission Meetings are held at 7:00 p.m.

Parks Commission Meetings are held at 6:30 p.m.

Board of Appeal and Equalization held 5:00 p.m. – 7:00 p.m.

All meetings are held in the Council Chambers unless otherwise noted



## STAFF REPORT

DATE: December 4, 2018

**CONSENT**

ITEM #: 13

**AGENDA ITEM:** Hiring Public Works Operator

**SUBMITTED BY:** Jake Foster, Assistant City Administrator

---

**BACKGROUND:**

The City advertised for applications for the Public Works Operator position from July 9<sup>th</sup> to July 25<sup>th</sup>, 2018. On August 14<sup>th</sup>, staff interviewed four applicants. The application materials for these applicants will be retained for one year.

From the application materials that have been retained. A hiring pool was created. As stated in the City's personnel policy handbook, "The city administrator or designee will determine if a vacancy will be filled through an open recruitment or by promotion, transfer, or some other method. This determination will be made on a case-by-case basis." As this is a position that has been posted several times in the last year, and several interviews have taken place, the City Administrator elected to use the candidate pool that has been created to hire for this position. An offer of employment contingent upon Council approval and passing pre-employment medical and physical evaluations and drug screen was made to Jason Monroe.

This is an additional FTE which was created and budgeted based on the recommendations of a 2016 TKDA Utility Operations study.

**ISSUE BEFORE COUNCIL:**

Should Jason Monroe be hired as the Public Works Operator at the terms described below?

**PROPOSAL DETAILS/ANALYSIS:**

Staff recommends hiring Jason Monroe as the Public Works Operator contingent upon a satisfactory medical/physical evaluation and drug screen. Staff is further recommending a starting wage of \$23.97/hour which is the pay rate offered for a probationary Public Works Operator III per the union contract in 2019. His proposed start date will be early in 2019.

Mr. Monroe has experience with operating heavy equipment including snow plows, dump trucks, front end loaders, and skid steers. He has also welding and equipment care and maintenance experience. Additionally he has a class A Commercial Driver's License with air break endorsement.

Mr. Monroe has already passed a criminal background check and a check of the Minnesota Predatory Offender Registry.

**FISCAL IMPACT:**

The total cost to the City for the hiring the Public Work Operator at this wage would be approximately \$75,000 including wages, taxes, and benefits. This cost has been budgeted for 2019.

**RECOMMENDATION:**

If removed from the consent agenda:

***“Move to hire Jason Monroe as the Public Works Operator at a starting wage of \$23.97/hour contingent upon passing pre-employment medical and physical evaluations and drug screen.”***

**ATTACHMENTS:** None



## STAFF REPORT

DATE: December 4, 2018  
CONSENT #14

**AGENDA ITEM:** Plan Review Services Agreement

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

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

---

### **BACKGROUND:**

As staff mentioned during the budgeting process, we have been looking for the most efficient ways to provide building department services. Rather than filling a third full time position we have been looking at other options to help with the peak demand times. One of those is to have a contract for services that could be used as needed.

### **ISSUE BEFORE COUNCIL:**

Should the City Council approve the agreement with MNSPECT?

### **PROPOSAL:**

Staff reached out to two contractors to provide assistance with plan review activities. MNSPECT's fee came in at half of the permit fee so staff began working with them on developing a contract. Included in your packet is a copy of the contract which has been reviewed by legal and approved by MNSPECT. It would allow for the city to utilize MNSPECT for plan review services on an as needed basis. It allows for termination by either party with a 30 day notice.

### **FISCAL IMPACT:**

Dependent upon how many plan reviews are sent to MNSPECT for review. The plan review fee is determined per the fee schedule to be 65% of the building permit fee which varies based upon valuation. Staff intends to mostly use MNSPECT for commercial plan review. None of that revenue is figured into any budget documents, so a minimal impact is expected.

### **OPTIONS:**

- 1) Approve the Agreement for Back-Up Services with MNSPECT
- 2) Amend and then approve the Agreement with MNSPECT
- 3) Do not approve the agreement

### **RECOMMENDATION:**

If removed from the consent agenda:

***"Motion to approve the Agreement for Back-up Services with MNSPECT."***

### **ATTACHMENTS:**

- Agreement for Back-up Services

## AGREEMENT FOR BACK-UP SERVICES

**THIS AGREEMENT** is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between the City of Lake Elmo, Minnesota, a Minnesota municipal corporation (City) and MNSPECT, LLC, a Minnesota Limited Liability Company (Inspector).

### WITNESSETH:

**WHEREAS**, the City is desirous of contracting with Inspector for the performance of back-up plan review services on an as-needed basis; and

**WHEREAS**, Inspector is agreeable to rendering said services on the terms and conditions hereinafter set forth;

**NOW, THEREFORE**, the parties hereto agree as follows:

1. Plan Review Services.

Inspector will provide the following services (Services) for the City:

- A. Perform plan review services for residential and commercial building permit applications on an as-needed basis, if and when requested by the City in the City's sole discretion.
- B. Prepare and provide records and other necessary information to the City for it to maintain permanent records of all services performed by Inspector.

Inspector shall complete plan reviews for applications related to residential properties within ten (10) days of receipt of the permit application, relevant plans, and required submittal documents and shall complete plan reviews for applications related to commercial properties within fifteen (15) days of receipt of the permit application, relevant plans, and required submittal documents.

2. Qualifications of Inspector's Employees and Contractors; Independent Contractor.

All Services provided by Inspector shall be performed by qualified individuals certified by the State of Minnesota as Building Officials or Limited Building Officials.

City and Inspector acknowledge and agree that Inspector is an independent contractor contracting with the City to perform the Services pursuant to this Agreement and is not an employee of the City. Inspector shall have control over the manner in which the Services are performed under this Agreement. Inspector shall supply, at its own expense, all personnel, materials, supplies, equipment, and tools required to provide the Services contemplated by this Agreement. Inspector shall not be entitled to any benefits from the City, including without limitation, insurance benefits, sick and vacation leave,

workers' compensation benefits, unemployment compensation, disability, severance pay, or retirement benefits. Nothing in this Agreement shall be deemed to constitute a partnership, joint venture, or agency relationship between the Parties. Inspector shall be responsible for all individuals performing Services on behalf of Inspector pursuant to this Agreement.

### 3. Insurance

Inspector, at its expense, shall procure and maintain in force for the duration of this Agreement, the following minimum insurance coverages:

- A. General Liability. Inspector agrees to maintain commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence; \$2,000,000 annual aggregate. The policy shall cover liability arising from premises, operations, products-completed operations, personal injury, advertising injury, and contractually assumed liability. The City shall be endorsed as additional insured.
- B. Automobile Liability. If Inspector operates a motor vehicle in performing the Services under this Agreement, Inspector shall maintain commercial automobile liability insurance, including owned, hired, and non-owned automobiles, with a minimum liability limit of \$1,000,000 combined single limit.
- C. Workers' Compensation. Inspector agrees to provide workers' compensation insurance for all its employees in accordance with the statutory requirements of the State of Minnesota. The Contractor shall also carry employers liability coverage with minimum limits as follows:
  - i) \$500,000 – Bodily Injury by Disease per employee
  - ii) \$500,000 – Bodily Injury by Disease aggregate
  - iii) \$500,000 – Bodily Injury by Accident

Inspector shall, prior to commencing the Services, deliver to the City a Certificate of Insurance as evidence that the above coverages are in full force and effect. The insurance requirements may be met through any combination of primary and umbrella/excess insurance. Inspector's policies shall be the primary insurance to any other valid and collectible insurance available to the City with respect to any claim arising out of Contractor's performance under this Agreement. The Contractor's policies and Certificate of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days advanced written notice to the City.

### 4. Effective Date of Agreement.

The effective date of this Agreement shall be December 1, 2018.

5. Termination of Agreement.

This agreement shall remain in force and effect from the effective date until cancelled by either party, with or without cause, upon thirty (30) days' advance written notice. In the event of termination, City shall only be responsible to pay for the Services satisfactorily performed by the Inspector through the effective date of termination.

6. Cost to the City for Services.

The City shall pay Inspector for Services performed by Inspector within 30 days of submission of a written invoice to the City for the following Services at the following rates:

- A. The fee for the performance of plans examination shall be 50% of the permit fee as listed in the City's fee schedule.

Inspector shall submit logs with its invoices for services rendered under this subsection.

7. Amendments and Assignment.

Any modification or amendment to this Agreement shall require a written agreement signed by both Parties. Inspector may not assign any of its rights or duties under this Agreement without the prior written consent of the City.

8. Indemnification.

To the fullest extent permitted by law, Inspector agrees to defend, indemnify, and hold-harmless the City and its employees, officials, and agents from and against all claims, actions, damages, losses, and expenses, including reasonable attorney fees, arising out of the Inspector's negligence or Inspector's performance or failure to perform its obligations under this Agreement. Inspector's indemnification obligation shall apply to Inspector's subcontractor(s), or anyone directly or indirectly employed or hired by Inspector, who performs Services on behalf of Inspector, or anyone for whose acts Inspector may be liable. Inspector agrees this indemnity obligation shall survive the completion or termination of this Agreement. This indemnification requirement is subject to the provisions of MN Rule 1300.0110, Subpart 9.

9. Legal Compliance.

Inspector agrees to comply with all federal, state, and local laws and ordinances applicable to the Services to be performed under this Agreement, including safety standards. Inspector shall be solely responsible for the safety of all persons and property during performance of the Services. Inspector represents and warrants that it has the requisite training, skills, and experience necessary to provide the

Services and is appropriately licensed by all applicable agencies and governmental entities and will perform the Services with reasonable skills and care.

10. Ownership of Documents; Data Privacy.

All reports and other documents produced by Inspector in the performance of Services under this Agreement shall be the property of the City. Inspector agrees to abide by the applicable provisions of the Minnesota Government Data Practice Act, Minnesota Statutes, Chapter 13, and all other applicable state or federal rules, regulations, or orders pertaining to privacy or confidentiality. Inspector understands that all of the data created, collected, received, stored, used, maintained, or disseminated by Inspector in performing those functions that the City would perform is subject to the requirements of Chapter 13, and Inspector will cooperate with City to furnish or provide requested data to City. This does not create a duty on the part of Inspector to provide the public with access to public data if the public data is available from the City, except as required by the terms of this Agreement.

11. Entire Agreement.

This is the entire agreement of the parties.

12. Choice of Law.

This agreement shall be governed and construed in accordance with the State of Minnesota Law.

13. Representation of Authority.

The undersigned executing this agreement for MNSPECT, LLC, represents and warrants that he has been duly authorized to execute this agreement on behalf of MNSPECT, LLC, by the organization's Board of Directors, and that this agreement shall bind it to the terms and obligations contained herein.

**IN WITNESS THEREOF**, the parties have executed this agreement in duplicate this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

**CITY OF LAKE ELMO**

**MNSPECT, LLC**

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

By: \_\_\_\_\_  
Scott Qualle, President

Attest: \_\_\_\_\_  
City Clerk



## STAFF REPORT

DATE: December 4, 2018  
CONSENT 15

**TO:** Mayor and City Council  
**FROM:** Ben Prchal, City Planner  
**AGENDA ITEM:** Boulder Ponds 4<sup>th</sup> Addition Development Agreement Amendment  
**REVIEWED BY:** Kristina Handt, City Administrator  
Sarah Sonsalla, City Attorney

---

### **BACKGROUND:**

The City has received a request by Trident Development to amend the Developers Agreement for Boulder Ponds 4<sup>th</sup> addition to reflect the responsible parties for the development, Lake Elmo AFL Partners. The plat opinion letter reflects that this was the intention all along. Simply put, they are requesting City approval to change the names in an existing Development Agreement.

### **ISSUE BEFORE COUNCIL:**

Does the City Council have questions or comments regarding the amendment?

### **PROPOSAL:**

Amend the Developers agreement so “Trident Development, LLC” is replaced with “Lake Elmo ALF Partners.”

### **FISCAL IMPACT:**

A minimal amount of staff time has been asserted towards reviewing the proposed amendment. This type of amendment can be expected and if need be, costs can be drawn from the escrow fund. The proposed change to the Developers Agreement will not require any additional City responsibilities.

### **OPTIONS:**

- 1) Approve Resolution approving the amendments.
- 2) Deny amendments to the Development Agreement.

### **RECOMMENDATION:**

Staff recommends that the Council approve the proposed amendments to the Boulder Ponds 4<sup>th</sup> Addition Development Agreement.

***“Motion to approve the amendments proposed for the Development Agreement as it pertains to the Boulder Ponds 4<sup>th</sup> Addition”***

### **ATTACHMENTS:**

- Amended Developers Agreement

*(reserved for recording information)*

## **DEVELOPMENT AGREEMENT**

*(Public sewer and water)*

### ***Boulder Ponds 4<sup>th</sup> Addition***

**THIS DEVELOPMENT AGREEMENT is** dated \_\_\_\_\_, 2018, by and between the **CITY OF LAKE ELMO**, a Minnesota municipal corporation (the “City”) and Lake Elmo ALF Partners, LLC, a Minnesota limited liability company (the “Developer”).

**1. REQUEST FOR PLAT APPROVAL.** The Developer has asked the City to approve a plat for Boulder Ponds 4<sup>th</sup> Addition (referred to in this Agreement as the “Subdivision”). The property being platted is situated in the County of Washington, State of Minnesota, and is legally described on **Exhibit A**.

**2. CONDITIONS OF PLAT APPROVAL.** The City hereby approves the Subdivision on condition that the Developer enter into this Agreement, furnish the security required by it, and record the plat with the County Recorder or Registrar of Titles within 180 days after the City Council approves the final plat.

**3. RIGHT TO PROCEED.** This Agreement is intended to regulate the development of the Property and the construction therein of certain public and private improvements. The

Developer may not grade or otherwise disturb the earth, remove trees, or construct public or private improvements or any buildings within the Subdivision until all the following conditions precedent have been satisfied:

- A. the Developer has executed and recorded with Washington County all drainage and utility easements required for the Subdivision by the City Engineer and Public Works Director in the City's standard form or the easements have been dedicated to the City on the plat;
- B. this Agreement has been executed by the Developer and the City;
- C. the required Security (as hereinafter defined) have been received by the City from or on behalf of the Developer;
- D. final construction plans and specifications have been submitted by the Developer and approved by the City Engineer;
- E. the Developer has paid the City for all legal, engineering, and administrative expenses incurred by the City regarding the City approvals and has given the City the additional City Engineering Administration Escrow required by this Agreement;
- F. the Developer has paid any outstanding assessments and taxes for the property or property being deeded to the City;
- G. the Developer has fulfilled any park dedication requirements as specified under this Agreement;
- H. the Developer has received all necessary permits from the MPCA, MDH, DNR, applicable watershed, Washington County, and any other agency having jurisdiction over the Subdivision;
- I. the Developer has provided the City with a certificate of insurance required by this Agreement;

- J. the Developer or the Developer's engineer and the Developer's contractor(s) have initiated and attended a preconstruction meeting with the City Engineer, and City staff;
- K. the final plat has been recorded with Washington County;
- L. a title insurance policy has been issued in the amount of \$100,000 in favor of the City insuring the City's interest as they appear on the plat; and
- M. the City has issued a written notice that all above conditions have been satisfied and that the Developer may proceed.

**4. PHASED DEVELOPMENT.** If the plat is a phase of a multi-phased preliminary plat, the City may refuse to approve final plats of subsequent phases of the development if the Developer is not in compliance with any term of this Agreement and the non-compliance has not been remedied. Development of subsequent phases of the development may not proceed until development agreements for such phases are approved by the City. Park dedication charges and availability charges for sewer and water referred to in this Agreement are not being imposed on outlots that are designated in the plat for future subdivision into lots and blocks, if any, in the plat. Such charges will be calculated and imposed when these outlots, if any, are platted into lots and blocks.

**5. PRELIMINARY PLAT STATUS.** If the Subdivision is a phase of a multi-phased preliminary plat, the preliminary plat approval for all phases not final platted shall lapse and be void unless final platted into lots and blocks, not outlots, within five years after preliminary plat approval.

**6. CHANGES IN OFFICIAL CONTROLS.** For five years from the date of this Agreement, no amendments to the City's Comprehensive Plan or official controls shall apply to or affect the use, development density, lot size, lot layout, or dedications of the approved final plat unless required by state or federal law or agreed to in writing by the City and the Developer. Thereafter, notwithstanding anything in this Agreement to the contrary, to the full extent

permitted by state law, the City may require compliance with any changes to the City's Comprehensive Plan, official controls, platting, or dedication requirements enacted after the date of this Agreement.

**7. DEVELOPMENT PLANS.** The Developer agrees to develop the Property in accordance with the City approvals, including the terms and conditions of approval of the final plat as detailed in City Council Resolution **No. 2018-108**, and to construct all improvements in accordance with the approved construction plans and specifications (collectively, the "Plans") prepared by a professional engineer registered in the State of Minnesota at its sole expense. All terms and conditions of the City approvals are hereby incorporated by reference into this Agreement. The documents which constitute the Plans are those on file with and approved by the City and are listed on **Exhibit B** attached hereto. The Plans may not be modified by the Developer without the prior written approval of the City.

**8. IMPROVEMENTS.** In developing the Subdivision in accordance with the Plans, the Developer shall make or install at its sole expense the following public and private improvements (collectively, the "Subdivision Improvements"):

- A. Grading and erosion control;
- B. Sanitary sewer;
- C. Water system improvements;
- D. Stormwater improvements (storm sewer pipe, control structures, ponds, BMPs, etc.);
- E. Underground private utilities;
- F. Landscaping;
- G. Tree preservation and reforestation; and
- H. Monuments required by Minnesota Statutes.

All improvements shall be installed in accordance with the approved Plans, the City approvals, the City Code, the City's Engineering Design and Construction Standards Manual, and the City's Landscape and Irrigation Standards. The Developer shall instruct its engineer to

provide adequate field inspection personnel to assure an acceptable level of quality control to the extent that the Developer's engineer will be able to certify that the construction work meets the approved Plans, the City approvals, the City Code, the City's Engineering Design and Construction Standards Manual, and the City's Landscape and Irrigation Standards as a condition of City acceptance. In addition, the City may, at the City's discretion and at the Developer's expense, have one or more City inspectors or a soil engineer inspect the Developer's work on a full or part-time basis. The Developer's engineer shall provide for on-site project management. The Developer's engineer is responsible for design changes and contract administration between the Developer and the Developer's contractor.

**9. CITY ADMINISTRATION AND CONSTRUCTION OBSERVATION.** At the time of the City's approval of the final plat for the Subdivision, the Developer shall submit to the City an amount to be escrowed by the City for City administration and construction observation costs in an amount provided under paragraph 34 of this Agreement - Summary of Cash Requirements. Thereafter, the Developer shall reimburse the City each month, within 30 days of receiving an invoice, for all administration and construction observation costs incurred by the City during the construction of the Subdivision Improvements by the City's engineering, public works, planning, and landscape architecture staff and consultants. After 30 days of the invoice, the City may draw upon the escrow and stop the work on site until the escrow has been replenished in its full amount. City administration and oversight will include monitoring of construction progress and construction observation, consultation with the Developer and the Developer's professionals on status or problems regarding the project, coordination for testing, final inspection and acceptance, project monitoring during the warranty period, and processing of requests for reduction in the Security. Construction observation shall include, at the discretion of the City, part or full time inspection of proposed public utilities and street construction. Services will be billed by the City on an hourly basis.

The direction and review provided by the City through the inspection of the Subdivision Improvements should not be considered a substitute for the Developer-required management of the construction of the Subdivision Improvements. The Developer must require the Developer's contractor(s) to furnish the City with a schedule of proposed operations at least five days prior to the commencement of construction of each type of Subdivision Improvement. The City shall inspect all Developer-installed Subdivision Improvements during and after construction for compliance with the Plans, the City approvals, the City Code, the City's Engineering Design and Construction Standards Manual, and the City's Landscape and Irrigation Standards. The Developer will notify the City at such times during construction as the City requires for inspection purposes. Such inspection is pursuant to the City's governmental authority, and no agency or joint venture relationship between the City and the Developer is thereby created.

**10. CONTRACTORS/SUBCONTRACTORS.** City Council members, City employees, and City Planning Commission members, and corporations, partnerships, and other entities in which such individuals have greater than a 25 percent ownership interest or in which they are an officer or director may not act as contractors or subcontractors for the Subdivision Improvements identified in paragraph 8 above.

**11. TIME OF PERFORMANCE.** The Developer shall install all required Subdivision Improvements by October 31, 2019. The Developer may, however, request an extension of time from the City. If an extension is granted, it shall be conditioned upon updating the Security posted by the Developer to reflect cost increases and amending this Agreement to reflect the extended completion date.

**12. MAINTENANCE DURING CONSTRUCTION.** The Developer shall be responsible for all maintenance of the Subdivision Improvements until the Subdivision Improvements are accepted by the City in writing. The Developer is also responsible to locate all underground utilities until the Subdivision is accepted in writing by the City. Warning signs shall be placed by

the Developer when hazards develop in streets to prevent the public from traveling on same and to direct attention to detours. If and when streets become impassable, such streets shall be barricaded and closed by the Developer. Jade Trail North and Hudson Boulevard must remain open to traffic at all times unless a right-of-way obstruction permit is obtained from the City. The Developer shall be responsible for keeping streets within and outside of the Subdivision clean and clear of dirt and debris that may spill, track, or wash onto the street from the Developer's operations. The Developer shall contract for street cleaning for streets within and immediately adjacent to the Subdivision. At a minimum, scraping and sweeping shall take place on a weekly basis and on a daily basis during heavy tracking days.

**13. LICENSE.** The Developer hereby grants the City, its agents, employees, officers, and contractors a license to enter the Property to perform all work and inspections deemed appropriate by the City in conjunction with the development of the Property and this Agreement.

**14. CONSTRUCTION ACCESS AND PARKING.** Construction traffic access and egress for all work on the site including grading, utility construction, building construction, and Subdivision Improvements is restricted to access the Subdivision via Jade Trail North at the designated rock construction entrance per the approved erosion control plans. No construction traffic is permitted on other adjacent local streets or at any other location along Jade Trail North. All construction parking, and loading and unloading of equipment and supplies must be completed interior to the Subdivision and is not allowed to occur within any public right-of-way without a right-of-way obstruction permit.

**15. CONSTRUCTION SEQUENCE AND COMPLIANCE.** The City will require the Developer to construct the Subdivision Improvements in a sequence which will allow progress and compliance points to be measured and evaluated. The Developer and the Developer's representatives are required to supervise and coordinate all construction activities for all Subdivision Improvements and must notify the City in writing stating when the work is ready for

the inspection at each of the measurable points defined in the following paragraphs.

**16. EROSION CONTROL.** All construction regarding the Subdivision Improvements shall be completed in a manner designed to control erosion and in compliance with the City Code, the City's Engineering Design and Construction Standards Manual, all watershed district permits, the Minnesota Pollution Control Agency's best management practices, and other requirements including the City's permit with the Minnesota Pollution Control Agency for the municipal separate storm sewer system program. Prior to initiating any work on the site, an erosion control plan must be implemented by the Developer and inspected and approved by the City. Erosion and sediment control measures shall be coordinated with the various stages of development. The City may impose additional erosion control requirements at any stage in development as deemed necessary to maintain a compliant site. All areas disturbed for site improvements must be reseeded by the Developer promptly after the work in the area is complete unless construction of the next stage of the improvements will begin in that area within seven days. The parties recognize that time is of the essence in controlling erosion.

If the Developer does not comply with the erosion control plan and schedule or supplementary instructions received from the City, the City may take such action as it deems appropriate to control erosion. The City will endeavor to notify the Developer in advance of any proposed action, but failure of the City to do so will not affect the Developer's and City's rights or obligations hereunder. If the Developer does not reimburse the City for any cost the City incurred for such work within 10 days, the City may draw down the Security to pay any costs. No development, utility, or street construction will be allowed and no building permits will be issued by the City unless the Subdivision is in full compliance with the approved erosion control plan.

If building permits are issued prior to the acceptance of public Subdivision Improvements, the Developer assumes all responsibility for erosion control compliance throughout the Subdivision and the City may take such action as allowed by this Agreement

against the Developer for any noncompliant issue as stated above. Erosion control plans for individual lots will be required in accordance with the City's building permit requirements, or as required by the City or City Engineer.

**17. SITE GRADING.** In order to construct the Subdivision Improvements and otherwise prepare the Property for development, it will be necessary for the Developer to grade the Subdivision. All grading must be done in compliance with this Agreement and the approved grading plans. Within 30 days after completion of the grading, the Developer shall provide the City with an "as built" grading plan and a certification by a registered land surveyor or engineer as required in the City's Engineering Design and Construction Standards Manual.

**18. STREET AND UTILITY IMPROVEMENTS.** All storm sewers, sanitary sewers, and watermain improvements, shall be installed in accordance with the approved Plans, the City approvals, the City Code, and the City's Engineering Design and Construction Standards Manual. Once the work is completed, the Developer or the Developer's representative shall submit a written request to the City asking for an inspection of the initial improvements. The City will then schedule a walk-through to create a punch list of outstanding items to be completed. Upon receipt of the written punch list provided by the City, the punch list items must be completed by the Developer and the City notified to re inspect the improvements.

**19. LANDSCAPING AND TREE REPLACEMENT IMPROVEMENTS.**

- A. The Developer agrees to install landscaping in accordance with the approved Plans, the City approvals, the City Code, the City's Engineering Design and Construction Standards Manual, and the City's Landscape and Irrigation Standards. All landscaping materials such as trees, shrubs, grasses, or other vegetation installed by the Developer must be warrantied and maintained for a period of two years. The two year warranty period shall be deemed to start once all required landscaping identified as responsibility of Developer in the approved

Plans has received acceptance by the City. The Developer agrees to have the installer of the landscaping complete an inspection 30 days prior to the end of the two year warranty period and provide the City with a written report identifying the condition of all landscaping. In the event any landscaping installed by the Developer is deemed to be in poor condition or dead, the Developer is to replace the landscaping with like kind materials or as otherwise approved by the City.

- B. The Developer shall be responsible for maintaining regular watering, fertilizing, and over-seeding necessary to establish final lawns and yards as identified in the approved Plans for outlots, public rights-of-way, and any disturbed areas outside the Subdivision boundaries according to a landscape maintenance plan approved by the City. The Developer agrees to achieve “substantial performance” on all seeded or sodded areas disturbed during the construction of Subdivision Improvements. For the purpose of this Agreement “substantial performance” shall be defined for areas seeded or sodded with a turf or lawn mix as “square foot turf areas with an average blade height of three inches free of eroded, bare, or dead spots and free from perennial weeds or unwanted grasses with no visible surface soil.” For areas seeded with a native grass or flower mix “substantial performance” shall be defined as “square foot native grass or flower areas with an average height of eight inches free of eroded, bare, or dead spots and no visible surface soil.”

**20. SIGNAGE, STREET LIGHTING, AND OTHER UTILITIES.** The Developer agrees to install street signs, traffic and parking signs, and pavement markings within the Subdivision all in accordance with the approved Plans and the City Engineering Design Standards Manual. Street and traffic sign details shall be submitted by the Developer to the City for approval prior to

installation. In addition, the Developer shall be responsible for the cost and all coordination work to extend private utilities along with street lighting within the Subdivision all in accordance with the approved plans and right-of-way permits.

**21. OWNERSHIP OF IMPROVEMENTS.** Upon completion of the work and construction required by this Agreement, the Subdivision Improvements lying within public easements shall become City property. Prior to acceptance of the public Subdivision Improvements by the City, the Developer must furnish the City with a complete set of reproducible "record" plans and an electronic file of the "record" plans in accordance with the City's Engineering Design and Construction Standards Manual together with the following affidavits:

- Developer/Developer Engineer's Certificate
- Land Surveyor's Certificate

certifying that all construction has been completed in accordance with the terms of this Agreement. All necessary forms will be furnished by the City. Upon receipt of "record plans" and affidavits, and upon review and verification by the City Engineer that the public Subdivision Improvements have been completed in accordance with the terms of this Agreement, the City Engineer will accept the completed public Subdivision Improvements.

**22. PARK DEDICATION.** The Developer shall pay a cash contribution of \$123,500 in satisfaction of the City's park dedication requirements. The amount of the cash contribution was calculated as follows: 10 percent of the agreed-to purchase price of the property for \$1,235,000.

**23. SANITARY SEWER AND WATER UTILITY AVAILABILITY CHARGES (SAC AND WAC).** The Developer shall be responsible for the payment of all sewer availability charges (SAC) and all water availability charges (WAC) with respect to the Subdivision Improvements required by the City and any state or metropolitan government agency.

The sewer availability charge (SAC) in the amount of \$3,000.00 per REC shall be payable and collected by the City at the time the building permit is issued for the building.

The water availability charge (WAC) in the amount of \$3,000.00 per REC shall payable and collected by the City at the time the building permit is issued for the building.

In addition, a sewer connection charge in the amount of \$1,000.00 per REC, a Metropolitan Council sewer availability charge in the amount of \$2,485.00 per REC, and a water connection charge in the amount of \$1,000.00 per REC will be payable by the Developer and collected by the City at the time the building permit is issued for the building.

**24. BUILDING PERMITS/CERTIFICATES OF OCCUPANCY.**

- A. No building permit shall be issued for any lot within the Subdivision, or within a completed phase of the Subdivision in a City preapproved phasing plan, until such time that sanitary sewer, water, and storm sewer are installed and grading as-built plans have been submitted and approved by the City. A “preapproved phasing plan” is defined as a phased construction plan that has been submitted by the Developer and approved by the City in advance of the preconstruction meeting for the Subdivision. Once the construction has started, the City will not consider revisions to the phasing plan for the purpose of issuing building permits.
- B. Breach of the terms of this Agreement by the Developer, including nonpayment of billings from the City, shall be grounds for denial of building permits, certificates of occupancy, and withholding of other permits, inspection or actions and the halting of all work in the Subdivision.
- C. If building permits are issued prior to the acceptance of the public Subdivision Improvements by the City, the Developer assumes all liability and costs resulting in delays in completion of public Subdivision Improvements and damage to public Subdivision Improvements caused by the City, the Developer, the Developer’s contractors, subcontractors, materialmen, employees, agents, or any third parties.
- D. No sewer and water connection permits may be issued until the streets needed for

access have been paved with a bituminous surface and the utilities are tested and approved by the City Engineer.

## **25. RESPONSIBILITY FOR COSTS.**

- A. In the event that the City receives claims from labor, materialmen, or others that work required by this Agreement has been performed and the amounts due to them have not been paid, and the laborers, materialmen, or others are seeking payment from the City, the Developer hereby authorizes the City to commence an Interpleader action pursuant to Rule 22, Minnesota Rules of Civil Procedure for the District Courts, to draw upon the Security in an amount up to 125 percent of the claim(s) and deposit the funds in compliance with the Rule, and upon such deposit, the Developer shall release, discharge, and dismiss the City from any further proceedings as it pertains to the funds deposited with the District Court, except that the Court shall retain jurisdiction to determine attorneys' fees pursuant to this Agreement.
- B. Except as otherwise specified herein, the Developer shall pay all costs incurred by it or the City in conjunction with the development of the Subdivision, including but not limited to legal, planning, engineering, and inspection expenses incurred in connection with the City's approval and acceptance of the plat and the Subdivision, the preparation of this Agreement, the City's review of construction plans and documents, and all costs and expenses incurred by the City in monitoring and inspecting development of the Subdivision. All amounts incurred and due to the City at the time of the recording of the final plat must be fully paid by the Developer prior to the City executing and releasing the final plat for recording.
- C. The Developer shall hold the City and its officials, employees, and agents harmless from claims made by itself and third parties for damages sustained or costs

incurred resulting from the City's approval of the plat and the development of the Subdivision. The Developer shall indemnify the City and its officials, employees, and agents for all costs, damages, or expenses which the City may pay or incur in consequence of such claims, including attorneys' fees.

- D. The Developer shall reimburse the City for costs incurred in the enforcement of this Agreement, including reasonable engineering and attorneys' fees.
- E. The Developer shall pay, or cause to be paid when due, and in any event before any penalty is attached, all special assessments referred to in this Agreement. This is a personal obligation of the Developer and shall continue in full force and effect even if the Developer sells one or more lots, the entire Property, or any portion of it.
- F. The Developer shall pay in full all bills submitted to it by the City for obligations incurred under this Agreement within 30 days after receipt. Bills not paid within 30 days shall be assessed a late fee per the City adopted fee schedule. Upon request, the City will provide copies of detailed invoices of the work performed by the City and its consultants.

**26. SPECIAL PROVISIONS.** The following special provisions shall apply to the Subdivision:

- A. Implementation of the recommendations listed in the August 16, 2018, Engineering memorandum.
- B. The Developer must obtain a sign permit from the City Building Official prior to installation of any subdivision identification signs.

**27. MISCELLANEOUS.**

- A. The Developer may not assign this Agreement without the written permission of the City Council. The Developer's obligations hereunder shall continue in full force and

effect even if the Developer sells one or more lots, the entire Property, or any portion of it.

- B. Retaining walls that require a building permit shall be constructed in accordance with plans and specifications prepared by a professional engineer licensed by the State of Minnesota. Following construction, a certification signed by the design engineer shall be filed with the City Engineer evidencing that the retaining wall was constructed in accordance with the approved Plans. All retaining walls identified on the Plans or by special conditions referred to in this Agreement shall be constructed before any other building permit is issued for a lot on which a retaining wall is required to be built.
- C. Legal documents regarding any covenants and restrictions, if applicable, shall be submitted to the City prior to recording of the final plat for review and approval by the City Attorney.
- D. The Developer shall take out and maintain or cause to be taken out and maintained until six months after the City has accepted the public Subdivision Improvements, public liability and property damage insurance covering personal injury, including death, and claims for property damage which may arise out of Developer's work or the work of its subcontractors or by one directly or indirectly employed by any of them.

Limits for bodily injury and death shall be not less than \$500,000 for one person and \$1,500,000 for each occurrence; limits for property damage shall be not less than \$200,000 for each occurrence; or a combination single limit policy of \$1,500,000 or more. The City shall be named as an additional insured on the policy, and the Developer shall file with the City a certificate of insurance evidencing coverage prior to the City signing the plat. The certificate shall provide

that the City must be given 30 days' advance written notice of the cancellation of the insurance.

- E. Third parties shall have no recourse against the City under this Agreement.
- F. If any portion, section, subsection, sentence, clause, paragraph, or phrase of this Agreement is for any reason held invalid, such decision shall not affect the validity of the remaining portion of this Agreement.
- G. The action or inaction of the City shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers shall be in writing, signed by the parties and approved by written resolution of the City Council. The City's failure to promptly take legal action to enforce this Agreement shall not be a waiver or release.
- H. This Agreement shall run with the land and may be recorded against the title to the Property at the Developer's expense. The Developer covenants with the City, its successors and assigns, that the Developer has fee title to the Property being final platted and has obtained consents to this Agreement, in the form attached hereto, from all parties who have an interest in the Property, including, but not limited to, mortgagees; that there are no unrecorded interests in the Property being final platted; and that the Developer will indemnify and hold the City harmless for any breach of the foregoing covenants.
- I. Each right, power or remedy herein conferred upon the City is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, available to City, at law or in equity, or under any other agreement, and each and every right, power and remedy herein set forth or otherwise so existing may be exercised from time to time as often and in such order as may be deemed expedient by the City and shall not be a waiver of the right to exercise at any time thereafter any other right, power or remedy.

- J. The Developer represents to the City that the Subdivision and the Subdivision Improvements comply or will comply with all City, County, metropolitan, state, and federal laws and regulations, including but not limited to: subdivision ordinances, zoning ordinances, and environmental regulations. If the City determines that the Subdivision is not in compliance, the City may, at its option, refuse to allow construction or development work in the Subdivision until it is brought into compliance. Upon the City's demand, the Developer shall cease work until there is compliance.

**28. EVENTS OF DEFAULT.** The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean, whenever it is used in this Agreement, any one or more of the following events:

- A. Subject to unavoidable delays, failure by the Developer to commence and complete construction of the public Subdivision Improvements pursuant to the terms, conditions and limitations of this Agreement.
- B. Failure by the Developer to substantially observe or perform any material covenant, condition, obligation or agreement on its part to be observed or performed under this Agreement.

**29. REMEDIES ON DEFAULT.** Whenever any Event of Default occurs, the City, subject to any rights of third parties agreed to by the City pursuant to this Agreement, or otherwise by written, executed instrument of the City, may take any one or more of the following:

- A. The City may suspend its performance under the Agreement until it receives assurances from the Developer, deemed adequate by the City, that Developer will cure its default and continue its performance under the Agreement. Suspension of performance includes the right of the City to withhold permits including, but not limited to, building permits.

- B. The City may initiate such action, including legal or administrative action, as is necessary for the City to secure performance of any provision of this Agreement or recover any amounts due under this Agreement from the Developer, or immediately draw on the Security, as set forth in this Agreement.

**30. ENFORCEMENT BY CITY; DAMAGES.** The Developer acknowledges the right of the City to enforce the terms of this Agreement against the Developer, by action for specific performance or damages, or both, or by any other legally authorized means. In the event of a default by the Developer as to construction or repair of any of the Subdivision Improvements or any other work or undertaking required by this Agreement, the City may, at its option, perform the work and the Developer shall promptly reimburse the City for any expense incurred by the City. This Agreement is a license for the City to act, and it shall not be necessary for the City to seek an order from any court for permission to enter the Subdivision for such purposes. If the City does such work, the City may, in addition to its other remedies, levy special assessments against the land within the Subdivision to recover the costs thereof. For this purpose, the Developer, for itself and its successors and assigns, expressly waives any and all procedural and substantive objections to the special assessments, including, but not limited to, hearing requirements, and any claim that the assessments exceed the benefit to the land so assessed. The Developer, for itself and its successors and assigns, also waives any appeal rights otherwise available pursuant to Minnesota Statutes Section 429.081.

The Developer also acknowledges that its failure to perform any or all of the Developer's obligations under this Agreement may result in substantial damages to the City; that in the event of default by the Developer, the City may commence legal action to recover all damages, losses and expenses sustained by the City; and that such expenses may include, but are not limited to, the reasonable fees of legal counsel employed with respect to the enforcement of this Agreement.

**31. WARRANTY.** During the warranty period, the Developer warrants that all Subdivision Improvements will be free from defects and that they will continue to meet all technical specifications and standards. During the warranty period, the Developer agrees to repair or replace any Subdivision Improvement, or any portion or element thereof, which shows signs of failure, normal wear and tear excepted. If the Developer fails to repair or replace a defective Subdivision Improvement during the warranty period, the City may repair or replace the defective portion and may use the Security to reimburse itself for such costs. The Developer agrees to reimburse the City fully for the cost of all Subdivision Improvement repair or replacement if the cost thereof exceeds the remaining amount of the Security. Such reimbursement must be made within 45 days of the date upon which the City notifies the Developer of the cost due under this paragraph. The Developer hereby agrees to permit the City to specially assess any unreimbursed costs against the Subdivision if the Developer fails to make required payments to the City. The Developer, on behalf of itself and its successors and assigns, acknowledges the benefit to the Subdivision of the repair or replacement of the Subdivision Improvements and hereby consents to such assessment and waives the right to a hearing or notice of hearing or any appeal thereon under Minnesota Statutes, Chapter 429.

- A. The required warranty period for all work relating to the public sewer and water shall be two years from the date of final written City acceptance of the work.
- B. The required warranty period for sod, trees, and landscaping is two years from the date of final written City acceptance of the installation.

**32. SUMMARY OF SECURITY REQUIREMENTS.** To guarantee compliance with the terms of this Agreement, payment of special assessments, payment of the costs of all public Subdivision Improvements, and construction of all public Subdivision Improvements, the Developer shall furnish the City with an irrevocable letter of credit or a cash escrow or a combination of a cash escrow and letter of credit (the "Security") in the amount of \$488,881. The

bank originating the letter of credit shall be determined by the City to be solvent and creditworthy. The letter of credit shall substantially be in the form attached to this Agreement and must be approved by the City. The amount of the Security was calculated as itemized on **Exhibit C**. If at any time the City reasonably determines that the bank issuing the letter of credit no longer satisfies the City's requirements regarding solvency and creditworthiness, the City shall notify the Developer and the Developer shall provide to the City within 45 days a substitute for the letter of credit from another bank meeting the City's requirements. If the Developer fails to provide the City within 45 days with a substitute letter of credit from an issuing bank satisfactory to the City, the City may draw under the existing letter of credit.

This breakdown is for historical reference; it is not a restriction on the use of the Security. The City may draw down the Security, without notice, for any violation of the terms of this Agreement or if the Security is allowed to lapse prior to the end of the required term. If the required public Subdivision Improvements are not completed at least 30 days prior to the expiration of the Security, the City may also draw it down. If the Security is drawn down, the proceeds shall be used by the City to cure the default.

**33. REDUCTION OF SECURITY.** Upon written request by the Developer and upon receipt of proof satisfactory to the City Engineer that work has been completed in accordance with the approved Plans and the terms of this Agreement and that all financial obligations to the City have been satisfied, the City Engineer may approve reductions in the Security in the following instances:

- A. Upon completion of grading operations, including temporary site restoration. The Developer must submit an as-built grading survey to the City that at a minimum establishes the as-built grades at all lot corners and downstream drainage conveyance systems and storm water ponds. Upon inspection of the site and approval of the as-built survey by the City, 100 percent, or \$133,125, of the Security associated with grading may be released. This Security reduction does not include amounts related to

erosion and sedimentation control.

B. Up to 75 percent of the Security associated with the itemization on **Exhibit C** may be released upon completion of the following key milestones of the project as determined by the City Engineer:

1. Construction Categories 2 and 3: The amount of \$71,742 may be released when all sanitary sewer and watermain utilities have been installed, all testing and televising has been successfully completed, sanitary sewer as-built inverts have been verified, and the utilities are considered ready for use by the City Engineer.
2. Construction Categories 4 and 5: The amount of \$101,527 may be released when the storm sewer has been installed and tested, and has been found to be complete to the satisfaction of the City Engineer including all corrective work for any identified punch list items and including verification of storm sewer as-built inverts.
3. Construction Categories 6-10 and 14-17: The amount of \$22,781 may be released when all remaining Developer's obligations under this Agreement have been completed including: (1) iron monuments for lot corners have been installed, if required; (2) all financial obligations to the City satisfied; (3) the required "record" plans in the form of the City standards have been received and approved by the City; and (5) the public Subdivision Improvements are accepted by the City Engineer and the City Council.
4. Construction Categories 11, 12 and 13: The amount of \$70,205 may be released when landscaping Subdivision Improvements have been installed to the satisfaction of the City including all corrective work for any identified punch list items.

C. Twenty-five percent of the original Security amount, excluding grading and landscaping

improvements shall be retained until: (1) all Subdivision Improvements have been fully completed and accepted by the City, including all corrective work and warranty punch list items; (2) all financial obligations to the City have been satisfied; and (3) the warranty period has expired.

- D. Twenty-five percent of the original Security amount associated with landscaping shall be retained by the City until: (1) all landscaping Subdivision Improvements have been fully completed and accepted by the City, including all corrective work and warranty punch list items being completed by the Developer; (2) all financial obligations to the City have been satisfied; and (3) the warranty period has expired.
- E. It is the intent of the parties that the City at all times have available to it Security in an amount adequate to ensure completion of all elements of the Subdivision Improvements and other obligations of the Developer under this Agreement, including fees or costs due to the City by the Developer. To that end and notwithstanding anything herein to the contrary, all requests by the Developer for a reduction or release of the Security shall be evaluated by the City in light of that principle.

**34. SUMMARY OF CASH REQUIREMENTS.** The following is a summary of the cash requirements under this Agreement which must be paid to the City prior to recording the final plat:

Park Dedication:	\$123,500
Special Assessments Due:	\$0
City Engineering Administration Escrow:	\$10,000
<b>TOTAL CASH REQUIREMENTS:</b>	<b>\$133,500</b>

**35. NOTICES.** Required notices to the Developer shall be in writing, and shall be either hand delivered to the Developer, its employees or agents, or mailed to the Developer by certified mail at the following address: 3601 18<sup>th</sup> Street South #103, St. Cloud, MN 56301. Notices to the City shall be in writing and shall be either hand delivered to the City

Administrator, or mailed to the City by certified mail in care of the City Administrator at the following address: Lake Elmo City Hall, 3880 Laverne Avenue N, Suite 101, Lake Elmo, Minnesota 55042.

**36. EVIDENCE OF TITLE.** The Developer shall furnish the City with evidence of fee ownership of the property being platted by way of a title insurance policy dated not earlier than 30 days prior to the execution of the plat.

**37. COMPLIANCE WITH LAWS.** The Developer agrees to comply with all laws, ordinances, regulations, and directives of the state of Minnesota and the City applicable to the Subdivision. This Agreement shall be construed according to the laws of the Minnesota.

**38. SEVERABILITY.** In the event that any provision of this Agreement shall be held invalid, illegal, or unenforceable by any court of competent jurisdiction, such holding shall pertain only to such section and shall not invalidate or render unenforceable any other provision of this Agreement.

**39. NON-WAIVER.** Each right, power, or remedy conferred upon the City by this Agreement is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, or available to the City at law or in equity, or under any other agreement. Each and every right, power, and remedy herein set forth or otherwise so existing may be exercised from time to time as often and in such order as may be deemed expedient by the City and shall not be a waiver of the right to exercise at any time thereafter any other right, power, or remedy. If either party waives in writing any default or nonperformance by the other party, such waiver shall be deemed to apply only to such event and shall not waive any other prior or subsequent default.

**40. COUNTERPARTS.** This Agreement may be executed simultaneously in any number of counterparts, each of which shall be an original and shall constitute one and the same Agreement.

**CITY OF LAKE ELMO**

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

By: \_\_\_\_\_  
Julie Johnson  
Its: City Clerk

STATE OF MINNESOTA       )  
  ) ss.  
COUNTY OF WASHINGTON    )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by Mike Pearson and Julie Johnson, the Mayor and City Clerk, respectively, of the City of Lake Elmo, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

\_\_\_\_\_  
NOTARY PUBLIC

**Lake Elmo ALF Partners, LLC**

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MINNESOTA     )  
  ) ss.  
COUNTY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me this \_\_\_\_, day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_, the \_\_\_\_\_ of Lake Elmo ALF  
Partners, LLC, a Minnesota limited liability company on behalf of the company.

\_\_\_\_\_  
NOTARY PUBLIC

DRAFTED BY:  
City of Lake Elmo  
3800 Laverne Avenue North  
Lake Elmo, MN 55042  
(651) 747-3901

# FEE OWNER CONSENT TO DEVELOPMENT AGREEMENT

\_\_\_\_\_, fee owners of all or part of the subject property, the development of which is governed by the foregoing Development Agreement, affirm and consent to the provisions thereof and agree to be bound by the provisions as the same may apply to that portion of the subject property owned by them.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

STATE OF MINNESOTA           )  
COUNTY OF \_\_\_\_\_) ss.

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NOTARY PUBLIC

DRAFTED BY:  
City of Lake Elmo  
3800 Laverne Avenue North  
Lake Elmo, MN 55042  
(651) 747-3901

**MORTGAGEE CONSENT TO  
DEVELOPMENT AGREEMENT**

\_\_\_\_\_, which holds a mortgage on the Property, the development of which is governed by the foregoing Development Agreement, agrees that the Development Agreement shall remain in full force and effect even if it forecloses on its mortgage.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_

STATE OF MINNESOTA     )  
  ) ss.  
COUNTY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

DRAFTED BY:  
City of Lake Elmo  
3800 Laverne Avenue North  
Lake Elmo, MN 55042  
(651) 747-3901

**CONTRACT PURCHASER CONSENT TO  
DEVELOPMENT AGREEMENT**

\_\_\_\_\_,  
which/who has a contract purchaser's interest in all or part of the Property, the development of which is governed by the foregoing Development Agreement, hereby affirms and consents to the provisions thereof and agrees to be bound by the provisions as the same may apply to that portion of the Property in which there is a contract purchaser's interest.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_

STATE OF MINNESOTA     )  
  ) ss.  
COUNTY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

DRAFTED BY:  
City of Lake Elmo  
3800 Laverne Avenue North  
Lake Elmo, MN 55042  
(651) 747-3901

## **EXHIBIT A TO DEVELOPMENT AGREEMENT**

### **Legal Description of Property Being Final Platted**

Outlot B and Outlot C, Boulder Ponds, according to the recorded plat thereof, Washington County, Minnesota.

## EXHIBIT B TO DEVELOPMENT AGREEMENT

### List of Plan Documents

The following documents prepared by Carlson McCain constitute the Plans:

THOSE DOCUMENTS BY

AS FOLLOWS:

<b><u>SHEET</u></b>	<b><u>TITLE</u></b>	<b><u>REVISION DATE</u></b>
<b>C1 of 9</b>	<b>Title Sheet</b>	
<b>C2 of 9</b>	<b>Existing Conditions &amp; Removals Plan</b>	
<b>C3 of 9</b>	<b>Site &amp; Sign Plan</b>	
<b>C4 of 9</b>	<b>Utility Plan</b>	
<b>C5 of 9</b>	<b>Grading, Drainage, &amp; Erosion Control Plan</b>	
<b>C6 of 9</b>	<b>Stormwater Pollution Prevention Plan</b>	
<b>C7-C9 of 9</b>	<b>Details</b>	
<b>L1-L3 of L3</b>	<b>Landscape Plan</b>	
<b>SW1.0</b>	<b>SWPPP Existing Conditions</b>	
<b>SW1.1</b>	<b>SWPPP Proposed Conditions</b>	
<b>SW1.2</b>	<b>SWPPP Details</b>	
<b>SW1.3</b>	<b>SWPPP Narrative</b>	

## EXHIBIT C TO DEVELOPMENT AGREEMENT

### Subdivision Improvements Cost/Security Amount Estimate

<u>CONSTRUCTION CATEGORY</u>		<u>COST</u>	<u>125 percent</u>
1	<u>Grading</u>	\$106,500	\$133,125
2	<u>Sanitary Sewer</u>	\$11,120	\$13,900
3	<u>Watermain</u>	\$65,405	\$81,756
4	<u>Storm Sewer (includes pond structures and outfall pipes)</u>	\$79,300	\$99,125
5	<u>Streets and Sidewalks</u>	\$28,995	\$36,244
6	<u>Trails</u>	\$NA	\$NA
7	<u>Surface Water Facilities</u>	\$NA	\$NA
8	<u>Street Lighting</u>	\$NA	\$NA
9	<u>Street and Traffic Signs</u>	\$NA	\$NA
10	<u>Private Utilities</u>	\$NA	\$NA
11	<u>Landscaping Improvements</u>	\$74,885	\$93,606
14	<u>Monuments</u>	\$600	\$750
15	<u>Erosion and Sedimentation Control</u>	\$19,300	\$24,125
17	<u>Developer's Record Drawings</u>	\$5,000	\$6,250
<b><u>TOTALS</u></b>		<b>\$391,105</b>	<b>\$488,881</b>

## **FORM OF IRREVOCABLE LETTER OF CREDIT**

No. \_\_\_\_\_

Date: \_\_\_\_\_

TO: City of Lake Elmo

Dear Sir or Madam:

We hereby issue, for the account of \_\_\_\_\_ (Name of Developer) and in your favor, our Irrevocable Letter of Credit in the amount of \$\_\_\_\_\_ available to you by your draft drawn on sight on the undersigned bank.

The draft must:

- a) Bear the clause, "Drawn under Letter of Credit No. \_\_\_\_\_, dated \_\_\_\_\_, 20\_\_\_\_, of (Name of Bank)" \_\_\_\_\_;
- b) Be signed by the Mayor or City Administrator of the City of Lake Elmo.
- c) Be presented for payment at \_\_\_\_\_ (Address of Bank), on or before 4:00 p.m. on November 30, 20\_\_\_\_.

This Letter of Credit shall automatically renew for successive one-year terms unless, at least forty-five (45) days prior to the next annual renewal date (which shall be November 30 of each year), the Bank delivers written notice to the Lake Elmo City Administrator that it intends to modify the terms of, or cancel, this Letter of Credit. Written notice is effective if sent by certified mail, postage prepaid, and deposited in the U.S. Mail, at least forty-five (45) days prior to the next annual renewal date addressed as follows: City Administrator, City Hall, 3880 Laverne Ave. N., Suite 101, Lake Elmo Minnesota 55042 and is actually received by the City Administrator at least thirty (30) days prior to the renewal date.

This Letter of Credit sets forth in full our understanding which shall not in any way be modified, amended, amplified, or limited by reference to any document, instrument, or agreement, whether or not referred to herein.

This Letter of Credit is not assignable. This is not a Notation Letter of Credit. More than one draw may be made under this Letter of Credit.

This Letter of Credit shall be governed by the most recent revision of the Uniform Customs and Practice for Documentary Credits, International Chamber of Commerce Publication No. 500.

We hereby agree that a draft drawn under and in compliance with this Letter of Credit shall be duly honored upon presentation.

By: \_\_\_\_\_

Its: \_\_\_\_\_



## STAFF REPORT

DATE: December 4, 2018

**REGULAR**

ITEM #16 – Consent

**MOTION**

**TO:** Honorable Mayor and City Council  
**FROM:** Sue Iverson – Finance Director  
**AGENDA ITEM:** 2019 Fee Schedule  
**REVIEWED BY:** Kristina Handt – City Administrator

---

### **BACKGROUND:**

In 2016, the LMCIT had special underwriting conditions on the City's policy which raised the deductible from \$500 to \$200,000. As a result, on December 20, 2016, the City Council passed a resolution committing \$200,000 of the General Fund balance to be used against any deductible amount charged to the City as the duration of the special underwriting was uncertain.

### **ISSUES BEFORE THE CITY COUNCIL:**

- 1) Should the Council remove the commitment on General Fund reserves and return it to the undesignated fund balance reserves?

### **DISCUSSION:**

The LMCIT has removed all of the special underwriting conditions from the City's policy effective for 2019. The City Council has approved a \$1,000 deductible for 2019. The original action approved by the City Council was that the monies be replaced in the General Fund reserves with no restrictions if the special underwriting conditions were terminated.

### **FISCAL IMPACT:**

The \$200,000 commitment would be removed from the General Fund reserves and move the amount to undesignated reserves.

### **OPTIONS:**

- 1) Approve removing the \$200,000 commitment on General Fund reserves.
- 2) Amend and then approve removing the \$200,000 commitment on General Fund reserves.
- 3) Do not approve removing the \$200,000 commitment on General Fund reserves.

### **RECOMMENDATION:**

*If removed from consent agenda:*

***Motion to adopt Resolution 2018-134, a resolution removing the commitment on General Fund balance.***

### **ATTACHMENTS:**

- 1) Resolution 2018-134 Resolution Removing the Commitment on General Fund Balance.

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

**RESOLUTION NO. 2018-134**

**RESOLUTION REMOVING THE COMMITMENT ON GENERAL FUND  
BALANCE**

**WHEREAS**, the City Council of the City of Lake Elmo adopted Resolution 2016-112 placing a commitment of \$200,000 on General Fund reserves for insurance deductibles; and

**WHEREAS**, the special underwriting conditions placed on the City which resulted in the \$200,000 deductible has now been removed; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Lake Elmo, that the commitment on the General Fund reserves for insurance deductibles be removed.

Dated: December 4, 2018.

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

ATTEST:

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

(SEAL)



## STAFF REPORT

DATE: December 4, 2018

**CONSENT**

ITEM #: 17

**TO:** City Council

**FROM:** Greg Malmquist, Fire Chief

**AGENDA ITEM:** Conditional Job Offer to Part Time Firefighter Applicant Katie Hawke and Paid on Call Applicant Mike Schwarz

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

---

### **BACKGROUND:**

While the City continues to advertise for Paid on Call applications, we have also received a few applications for Part Time Firefighter positions from word of mouth. We will continue to advertise for Paid on Call, and accept Part Time Applications for the purpose of filling current vacancies and establishing a “hire wait list”.

### **ISSUE BEFORE COUNCIL:**

Should the Council make a conditional job offer to Part Time Applicant Katie Hawke and Paid on Call Applicant Mike Schwarz to allow them to continue in the hiring process?

### **PROPOSAL DETAILS/ANALYSIS:**

Staff is recommending the Council make the offer to both applicants to allow them to proceed in the process.

Part Time Applicant Katie Hawke has met the minimum requirements of the hiring process, (background check and ability test) as well as the interview process. We were also able to obtain a copy of her Psychological Evaluation from her current fire department, Lower St. Croix Valley, which saves us the \$425.00 exam cost. Upon approval of this Conditional Job Offer the applicant will move forward in the process. Pending successful completion of the following: Pre-Placement Physical, the applicant will be placed on the department as Part Time Firefighters under a six month probationary period. This could potentially fill our last Part Time opening.

Paid on Call Applicant Mike Schwarz has met the requirements of the hiring process to date. These include attending at least 3 department training drills, complete a background check, successfully completed the Ability Test, and has been interviewed. Upon approval of this Conditional Job Offer, the applicant will move forward in the process. Pending successful completion of the Pre-Placement Physical and Psychological Evaluation, the applicant will be placed on the department as a Probationary Firefighter. During the probationary period, the applicant will meet all the training requirements of Firefighter I & II, HazMat Operations, First Responder and CPR/AED. Mike comes to us with an extensive background and training that we are in the process of converting over to MN Standards.

### **FISCAL IMPACT:**

Psychological Exam = \$425.00 x 1, Preplacement Physical Exam = \$363.00 x 2 for a total of \$1,151.00.

PT wage of \$17.00/hour when shift coverage starts. Wage and benefits are provided within the 2018 adopted budget.

POC wage in budget.

**OPTIONS:**

- 1) Make conditional job offers to continue with process.
- 2) Do not approve conditional job offers

**RECOMMENDATION:**

If removed from consent agenda:

**Motion of a conditional job offer to Part Time Firefighter Applicant Katie Hawke and Paid on Call Applicant Mike Schwarz to allow them to continue with and complete the additional requirements of the hiring process.**

**ATTACHMENTS:**

None



## STAFF REPORT

DATE: December 4, 2018  
CONSENT  
ITEM #: 18

**AGENDA ITEM:** 2018 Street Improvements – Pay Request No. 5

**SUBMITTED BY:** Amanda Groh, Project Engineer

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

---

**ISSUE BEFORE COUNCIL:** Should the City Council approve Pay Request No. 5 for the 2018 Street Improvements?

**BACKGROUND:** Valley Paving, Inc. was awarded a construction contract on May 15, 2018 to complete the 2018 Street Improvements project. Construction work remains in progress. On October 2, 2018, the contractor was granted a three-week extension from their original completion date of September 21, 2018. The current substantial completion date for the project is October 12, 2018.

**PROPOSAL DETAILS/ANALYSIS:** Valley Paving, Inc., has submitted Partial Pay Request No. 5 in the amount of \$10,103.58. The request has been reviewed and payment is recommended in the amount requested. In accordance with the contract documents, the City has retained 5% of the total work completed. The amount retained is \$46,302.42.

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

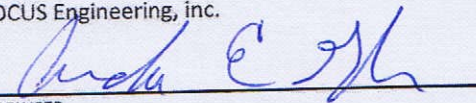

**RECOMMENDATION:** Staff is recommending that the City Council approve, *as part of the Consent Agenda*, Pay Request No. 5 for the 2018 Street Improvements. If removed from the consent agenda, the recommended motion for the action is as follows:

***“Move to approve Pay Request No. 5 to Valley Paving, Inc. in the amount of \$10,103.58 for the 2018 Street Improvements project”.***

**ATTACHMENTS:**

1. Partial Pay Estimate No. 5

# PROJECT PAY FORM

PARTIAL PAY ESTIMATE NO. <u>5</u>			<b>FOCUS</b> ENGINEERING, inc.		
2018 STREET IMPROVEMENTS PROJECT NO. 2017.156			PERIOD OF ESTIMATE FROM <u>11/1/2018</u> TO <u>11/24/2018</u>		
PROJECT OWNER: <b>CITY OF LAKE ELMO</b> 3800 LAVERNE AVENUE NORTH LAKE ELMO, MN 55042 ATTN: JACK GRIFFIN, CITY ENGINEER			CONTRACTOR: <b>VALLEY PAVING, INC.</b> 8800 13TH AVE E SHAKOPEE, MN 55379 ATTN: BRANDT SYLVESTRE, PROJECT MANAGER		
CONTRACT CHANGE ORDER SUMMARY			PAY ESTIMATE SUMMARY		
No.	Approval Date	Amount			
		Additions	Deductions		
CO1	10/2/2018			1. Original Contract Amount <u>\$1,043,136.70</u>	
CO2	10/16/2018	\$2,066.87		2. Net Change Order Sum <u>\$2,066.87</u>	
				3. Revised Contract (1+2) <u>\$1,045,203.57</u>	
				4. *Work Completed <u>\$926,048.45</u>	
				5. *Stored Materials <u>\$0.00</u>	
				6. Subtotal (4+5) <u>\$926,048.45</u>	
				7. Retainage* <u>5.0%</u> <u>\$46,302.42</u>	
				8. Previous Payments <u>\$869,642.45</u>	
				9. Amount Due (6-7-8) <u>\$10,103.58</u>	
TOTALS		\$2,066.87	\$0.00	*Detailed Breakdown Attached	
NET CHANGE		\$2,066.87			
CONTRACT TIME					
START DATE: <u>7/9/2018</u>		ORIGINAL DAYS <u>123</u>		ON SCHEDULE	
SUBSTANTIAL COMPLETION: <u>10/12/2018</u>		REVISED DAYS <u>21</u>		YES <input type="checkbox"/>	
FINAL COMPLETION: <u>11/9/2018</u>		REMAINING <u>-15</u>		NO <input checked="" type="checkbox"/>	
ENGINEER'S CERTIFICATION: The undersigned certifies that the work has been reviewed and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.			FOCUS Engineering, inc.  ENGINEER <u>11/28/18</u> DATE		
CONTRACTOR'S CERTIFICATION: The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work for which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.			CONTRACTOR  BY <u>11/28/18</u> DATE		
APPROVED BY OWNER: <b>CITY OF LAKE ELMO, MINNESOTA</b>					
BY _____			BY _____		
DATE _____			DATE _____		

PARTIAL PAY ESTIMATE NO. 5

2018 STREET IMPROVEMENTS  
CITY OF LAKE ELMO, MINNESOTA  
PROJECT NO. 2017.156

**FOCUS** ENGINEERING, inc.

PROJECT NO. 2017.156									
ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
BASE BID									
1	MOBILIZATION	LS	1	\$36,000.00	\$36,000.00	0.00	\$0.00	1.00	\$36,000.00
2	TRAFFIC CONTROL	LS	1	\$4,000.00	\$4,000.00	0.00	\$0.00	1.00	\$4,000.00
3	SILT FENCE, HAND INSTALLED	LF	500	\$4.50	\$2,250.00	16.00	\$72.00	32.00	\$144.00
4	INLET PROTECTION	EA	30	\$135.00	\$4,050.00	0.00	\$0.00	20.00	\$2,700.00
5	DITCH CHECK	EA	5	\$230.00	\$1,150.00	0.00	\$0.00	0.00	\$0.00
6	STREET SWEEPING	HR	30	\$150.00	\$4,500.00	0.00	\$0.00	29.50	\$4,425.00
7	CLEARING	EA	10	\$450.00	\$4,500.00	0.00	\$0.00	4.00	\$1,800.00
8	GRUBBING	EA	10	\$150.00	\$1,500.00	0.00	\$0.00	4.00	\$600.00
9	SALVAGE AND REINSTALL MAILBOX	EA	88	\$100.00	\$8,800.00	0.00	\$0.00	67.00	\$6,700.00
10	SAWCUT BITUMINOUS PAVEMENT	LF	1,400	\$2.00	\$2,800.00	0.00	\$0.00	1,130.00	\$2,260.00
11	SAWCUT CONCRETE PAVEMENT	LF	460	\$4.10	\$1,886.00	0.00	\$0.00	392.00	\$1,607.20
12	REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT (DRIVEWAY)	SY	800	\$5.50	\$4,400.00	0.00	\$0.00	743.00	\$4,086.50
13	REMOVE AND DISPOSE OF EXISTING CONCRETE PAVEMENT (DRIVEWAY)	SY	300	\$14.00	\$4,200.00	0.00	\$0.00	362.00	\$5,068.00
14	REMOVE AND DISPOSE OF EXISTING CONCRETE CURB AND GUTTER	LF	270	\$9.00	\$2,430.00	0.00	\$0.00	121.00	\$1,089.00
15	REMOVE AND DISPOSE OF MODULAR BLOCK RETAINING WALL	SF	36	\$15.00	\$540.00	0.00	\$0.00	42.00	\$630.00
16	SUBGRADE CORRECTION (CV)	CY	500	\$24.00	\$12,000.00	0.00	\$0.00	0.00	\$0.00
17	RECLAIM EXISTING BITUMINOUS AND BASE MATERIALS, 8" DEPTH	SY	32,255	\$1.40	\$45,157.00	0.00	\$0.00	30,766.00	\$43,072.40
18	HAUL EXCESS RECLAIMED MATERIAL OFF SITE (LV)	CY	2,130	\$7.00	\$14,910.00	0.00	\$0.00	2,317.00	\$16,219.00
19	SUBGRADE PREPARATION OF RECLAIMED SURFACE	RS	102	\$170.00	\$17,340.00	0.00	\$0.00	102.00	\$17,340.00
20	TYPE SP 12.5 BITUMINOUS NON WEARING COURSE MIXTURE (2,B) [SPNWB230B]	TN	3,630	\$49.00	\$177,870.00	0.00	\$0.00	3,353.00	\$164,297.00
21	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B) [SPWEA230B]	TN	2,722	\$53.50	\$145,627.00	0.00	\$0.00	2,612.00	\$139,742.00
22	BITUMINOUS MATERIAL FOR TACK COAT	GAL	1,921	\$1.50	\$2,881.50	0.00	\$0.00	1,000.00	\$1,500.00
23	BITUMINOUS DRIVEWAY PAVEMENT	SY	800	\$21.00	\$16,800.00	16.70	\$350.70	772.70	\$16,226.70
24	6" CONCRETE DRIVEWAY PAVEMENT (HIGH EARLY)	SY	300	\$70.00	\$21,000.00	0.00	\$0.00	362.00	\$25,340.00
25	PATCH GRAVEL DRIVEWAY	TN	10	\$55.00	\$550.00	13.03	\$716.65	30.53	\$1,679.15
26	SAW & SEAL STREET (40' INTERVALS)	LF	6,300	\$2.32	\$14,616.00	0.00	\$0.00	0.00	\$0.00
27	8418 CONCRETE CURB & GUTTER	LF	13,810	\$11.00	\$151,910.00	0.00	\$0.00	13,103.00	\$144,133.00
28	CONCRETE RIBBON CURB	LF	6,425	\$10.00	\$64,250.00	0.00	\$0.00	6,496.00	\$64,960.00
29	SURMOUNTABLE CONCRETE CURB AND GUTTER	LF	110	\$21.00	\$2,310.00	0.00	\$0.00	98.00	\$2,058.00
30	CONCRETE VALLEY GUTTER	SY	40	\$72.00	\$2,880.00	0.00	\$0.00	46.00	\$3,312.00
31	6" CONCRETE FLUME	SF	100	\$7.00	\$700.00	0.00	\$0.00	115.00	\$805.00
32	HIGH CAPACITY CONCRETE APRON	EA	4	\$575.00	\$2,300.00	0.00	\$0.00	4.00	\$2,300.00
33	CONCRETE MATURITY TESTING	LS	1	\$2,900.00	\$2,900.00	0.00	\$0.00	0.50	\$1,450.00
34	PERFORATED PVC EDGE DRAIN	LF	300	\$21.00	\$6,300.00	0.00	\$0.00	0.00	\$0.00
35	DRAINTILE CLEANOUT	EA	6	\$500.00	\$3,000.00	0.00	\$0.00	0.00	\$0.00
36	REMOVE AND REPLACE CASTING AND RINGS	EA	9	\$900.00	\$8,100.00	0.00	\$0.00	10.00	\$9,000.00
37	REMOVE AND REPLACE 4' DIA BARREL SECTION	EA	1	\$1,500.00	\$1,500.00	0.00	\$0.00	3.00	\$4,500.00
38	REMOVE AND DISPOSE OF EXISTING STORM SEWER PIPE	LF	246	\$9.00	\$2,214.00	0.00	\$0.00	261.00	\$2,349.00
39	REMOVE AND DISPOSE OF EXISTING STORM SEWER STRUCTURE	EA	6	\$350.00	\$2,100.00	0.00	\$0.00	6.00	\$2,100.00
40	CONNECT TO EXISTING STORM SEWER	EA	5	\$900.00	\$4,500.00	0.00	\$0.00	5.00	\$4,500.00
41	2' X 3' CATCH BASIN WITH CASTING PER DETAIL 404	EA	6	\$2,400.00	\$14,400.00	0.00	\$0.00	6.00	\$14,400.00
42	27" DIA MH WITH CASTING	EA	1	\$2,400.00	\$2,400.00	0.00	\$0.00	1.00	\$2,400.00
43	4' DIA CBMH WITH SUMP AND CASTING PER DETAIL 405	EA	3	\$4,500.00	\$13,500.00	0.00	\$0.00	3.00	\$13,500.00
44	4' DIA CBMH WITH CASTING PER DETAIL 406	EA	6	\$3,100.00	\$18,600.00	0.00	\$0.00	6.00	\$18,600.00
45	4' DIA MH WITH CASTING PER DETAIL 409	EA	1	\$3,650.00	\$3,650.00	0.00	\$0.00	1.00	\$3,650.00
46	12" RCP STORM SEWER, CLASS 5	LF	94	\$46.00	\$4,324.00	0.00	\$0.00	95.00	\$4,370.00
47	15" RCP STORM SEWER, CLASS 5	LF	370	\$48.00	\$17,760.00	0.00	\$0.00	365.00	\$17,520.00
48	18" RCP STORM SEWER, CLASS 5	LF	112	\$56.00	\$6,272.00	0.00	\$0.00	109.00	\$6,104.00
49	15" RCP FLARED END SECTION INCL TRASH GUARD	EA	2	\$1,100.00	\$2,200.00	0.00	\$0.00	2.00	\$2,200.00
50	18" RCP FLARED END SECTION INCL TRASH GUARD	EA	3	\$1,250.00	\$3,750.00	0.00	\$0.00	3.00	\$3,750.00
51	CLASS 3 RIP RAP WITH FABRIC	CY	17	\$116.00	\$1,972.00	0.00	\$0.00	15.00	\$1,740.00
52	DITCH GRADING	LF	340	\$9.00	\$3,060.00	0.00	\$0.00	290.00	\$2,610.00
53	IMPORT AND PLACE TOPSOIL BORROW (LV)	CY	2,260	\$21.50	\$48,590.00	0.00	\$0.00	1,525.00	\$32,787.50
54	SEEDING, FERTILIZER, AND EROSION CONTROL BLANKET	SY	1,500	\$1.80	\$2,700.00	0.00	\$0.00	821.00	\$1,477.80
55	SODDING	SY	12,100	\$5.80	\$70,180.00	1,620.00	\$9,396.00	4,845.00	\$28,101.00
56	SALVAGE AND REINSTALL SIGN	EA	13	\$50.00	\$650.00	2.00	\$100.00	2.00	\$100.00
SUBTOTAL - BASE BID					\$1,020,729.50		\$10,635.35		\$891,303.25
ALTERNATE NO. 1									
1	BITUMINOUS MIXTURE SPNWB230C IN LIEU OF SPNWB230B (ADD / DEDUCT TO BASE BID)	TN	3,630	\$6.00	\$21,780.00	0.00	\$0.00	3,353.00	\$20,118.00
2	BITUMINOUS MIXTURE SPWEA230C IN LIEU OF SPWEA230B (ADD / DEDUCT TO BASE BID)	TN	2,722	\$5.60	\$15,243.20	0.00	\$0.00	2,612.00	\$14,627.20
3	DELETE BID ITEM 25 - SAW & SEAL STREET (40' INTERVALS)	LF	-6,300	\$2.32	-\$14,616.00	0.00	\$0.00	0.00	\$0.00

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
					\$22,407.20		\$0.00		\$34,745.20
SUBTOTAL - ALTERNATE NO. 1									

TOTALS - BASE CONTRACT

\$1,043,136.70

\$10,635.35

\$926,048.45



## STAFF REPORT

DATE: December 4, 2018

**CONSENT**

ITEM #: 19

**TO:** City Council  
**FROM:** Amy LaBelle – Accountant  
**AGENDA ITEM:** Authorize Certification of Delinquent Storm Water Bills & Utility Bills  
**REVIEWED BY:** Kristina Handt – City Administrator and Sue Iverson – Finance Director

---

### **BACKGROUND:**

Property owners have until November 30, 2018 to make payment in full on their past due storm water bills and past due utility bills. For those past due amounts that remain unpaid, the City of Lake Elmo has authority under Minnesota State Statute 444.075, subdivision 3, to certify the delinquent balances. For those property owners to be certified, the City prepares an assessment roll, and sends it to Washington County in December. Upon receipt, Washington County will then certify the amount to the property owner as part of their property taxes for payment in 2019.

### **QUESTIONS BEFORE THE CITY COUNCIL:**

- 1) Does the City Council approve of certifying delinquent storm water and delinquent utility amounts to Washington County for payment on the 2019 property taxes?

### **DISCUSSION:**

The Storm Water and Utility Funds are enterprise funds that the City operates, and are therefore meant to operate similar to a business enterprise. As such, utility rates are reviewed on a regular basis and are set based on full and timely payments. The certification process is a tool that enables the City to receive payment for those accounts that become delinquent.

### **FISCAL IMPACT:**

As of November 30, 2018, the number of properties that will be certified is 681 for a total of \$66,636.66.

### **RECOMMENDATION:**

- 1) *“Motion to Adopt Resolution No. 2018-135 authorizing certification of delinquent storm water and utility bills to be sent to Washington County, MN, which will be assessed on property owner’s taxes payable in 2019.”*

### **ATTACHMENTS:**

- 1) Resolution No. 2018-135
- 2) Delinquent Utility Accounts – Exhibit A

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

**RESOLUTION NO. 2018-135**

**RESOLUTION AUTHORIZING CERTIFICATION OF DELINQUENT UTILITY BILLS  
TO BE SENT TO WASHINGTONCOUNTY, MN, WHICH WILL BE CERTIFIED TO  
PROPERTY TAXES PAYABLE IN 2019**

**WHEREAS**, Minn. Stat. 444.075, subdivision. 3, permits certification of unpaid charges to the county auditor for collection with taxes payable;

**WHEREAS**, the Municipal Code for the City of Lake Elmo contains a provision to certify delinquent accounts to the County Auditor for the collection with taxes payable.

**NOW, THEREFORE, BE IT RESOLVED** BY THE CITY COUNCIL OF THE CITY OF LAKE ELMO, MINNESOTA, THAT:

1. The list of delinquent accounts, a copy of which is attached hereto as “Delinquent Utility Accounts – Exhibit A”, and made part hereof, is hereby accepted and shall be certified to the Washington County Auditor for collection with taxes payable.
2. The certified amount shall be payable over a period of one year.
3. The owner of the property may at any time prior to certification to the County Auditor, pay the delinquent amount to the City of Lake Elmo.
4. The City Finance Director shall forthwith transmit information to the County Auditor to be extended on the property tax lists of Washington County. Such delinquent accounts shall be collected and paid over in the same manner as other municipal taxes.

**ADOPTED**, by the Lake Elmo City Council on the 4<sup>th</sup> day of December, 2018.

---

Mike Pearson  
Mayor

ATTEST:

---

Julie Johnson  
City Clerk

# Exhibit A

	Account	Payoff Amt	PIN	Balance	Cert Fee	SPASMT Amt
1	01-00001991-00-1	\$ 3,092.36	22.029.21.21.0026	\$ 3,092.36	\$ 247.39	\$ 3,339.75
2	01-00000034-00-4	\$ 1,051.75	14.029.21.44.0012	\$ 1,051.75	\$ 84.14	\$ 1,135.89
3	01-00000142-02-8	\$ 1,036.17	24.029.21.22.0003	\$ 1,036.17	\$ 82.89	\$ 1,119.06
4	03-00000171-00-2	\$ 1,023.29	34.029.21.34.0004	\$ 1,023.29	\$ 81.86	\$ 1,105.15
5	01-00000189-00-1	\$ 896.13	13.029.21.43.0007	\$ 896.13	\$ 71.69	\$ 967.82
6	01-00001331-00-1	\$ 781.75	11.029.21.33.0021	\$ 781.75	\$ 62.54	\$ 844.29
7	01-00008421-00-8	\$ 758.82	34.029.21.42.0088	\$ 758.82	\$ 60.71	\$ 819.53
8	01-00004770-00-7	\$ 727.14	34.029.21.41.0053	\$ 727.14	\$ 58.17	\$ 785.31
9	01-00000989-00-7	\$ 674.49	06.029.20.31.0020	\$ 674.49	\$ 53.96	\$ 728.45
10	04-00000175-00-7	\$ 610.32	21.029.21.12.0022	\$ 610.32	\$ 48.83	\$ 659.15
11	01-00010501-00-0	\$ 603.91	13.029.21.41.0014	\$ 603.91	\$ 48.31	\$ 652.22
12	01-00000192-00-7	\$ 569.84	13.029.21.43.0012	\$ 569.84	\$ 45.59	\$ 615.43
13	01-00007120-00-7	\$ 565.77	33.029.21.11.0007	\$ 565.77	\$ 45.26	\$ 611.03
14	01-00000158-00-1	\$ 489.77	14.029.21.41.0016	\$ 489.77	\$ 39.18	\$ 528.95
15	01-00000521-00-3	\$ 475.88	15.029.21.32.0022	\$ 475.88	\$ 38.07	\$ 513.95
16	01-00007981-00-2	\$ 468.24	13.029.21.42.0020	\$ 468.24	\$ 37.46	\$ 505.70
17	04-00000273-00-2	\$ 457.19	21.029.21.13.0019	\$ 457.19	\$ 36.58	\$ 493.77
18	01-00008833-00-1	\$ 451.64	13.029.21.41.0018	\$ 451.64	\$ 36.13	\$ 487.77
19	01-00000247-00-4	\$ 435.63	14.029.21.44.0020	\$ 435.63	\$ 34.85	\$ 470.48
20	01-00000603-00-6	\$ 430.94	16.029.21.41.0012	\$ 430.94	\$ 34.48	\$ 465.42
21	04-00000289-00-1	\$ 428.96	21.029.21.13.0004	\$ 428.96	\$ 34.32	\$ 463.28
22	01-00008061-00-2	\$ 428.11	12.029.21.33.0044	\$ 428.11	\$ 34.25	\$ 462.36
23	01-00000849-00-8	\$ 403.80	12.029.21.42.0019	\$ 403.80	\$ 32.30	\$ 436.10
24	01-00000064-00-3	\$ 389.95	13.029.21.34.0007	\$ 389.95	\$ 31.20	\$ 421.15
25	04-00000093-00-4	\$ 385.51	22.029.21.23.0012	\$ 385.51	\$ 30.84	\$ 416.35
26	01-00000153-00-6	\$ 374.43	14.029.21.41.0012	\$ 374.43	\$ 29.95	\$ 404.38
27	04-00000243-00-3	\$ 366.24	21.029.21.22.0007	\$ 366.24	\$ 29.30	\$ 395.54
28	01-00000819-00-9	\$ 364.11	12.029.21.12.0020	\$ 364.11	\$ 29.13	\$ 393.24
29	01-00000861-00-6	\$ 361.38	12.029.21.42.0031	\$ 361.38	\$ 28.91	\$ 390.29
30	04-00000083-00-1	\$ 360.35	22.029.21.22.0014	\$ 360.35	\$ 28.83	\$ 389.18
31	01-00007951-00-3	\$ 350.75	12.029.21.33.0095	\$ 350.75	\$ 28.06	\$ 378.81
32	01-00005510-00-4	\$ 349.03	36.029.21.32.0036	\$ 349.03	\$ 27.92	\$ 376.95
33	04-00000127-00-4	\$ 347.11	21.029.21.12.0011	\$ 347.11	\$ 27.77	\$ 374.88
34	01-00001451-00-4	\$ 333.35	02.029.21.14.0011	\$ 333.35	\$ 26.67	\$ 360.02
35	01-00002091-00-7	\$ 330.14	10.029.21.41.0016	\$ 330.14	\$ 26.41	\$ 356.55
36	01-00004685-00-8	\$ 327.05	34.029.21.41.0036	\$ 327.05	\$ 26.16	\$ 353.21
37	01-00000078-00-0	\$ 325.66	13.029.21.34.0025	\$ 325.66	\$ 26.05	\$ 351.71
38	01-00001435-00-2	\$ 324.35	01.029.21.14.0007	\$ 324.35	\$ 25.95	\$ 350.30
39	01-00006012-00-0	\$ 323.81	99.999.99.99.9999	\$ 323.81	\$ 25.90	\$ 349.71
40	04-00000019-00-6	\$ 317.23	15.029.21.33.0040	\$ 317.23	\$ 25.38	\$ 342.61
41	04-00000215-00-6	\$ 306.47	21.029.21.23.0007	\$ 306.47	\$ 25.00	\$ 331.47
42	01-00004755-00-6	\$ 299.94	34.029.21.41.0050	\$ 299.94	\$ 25.00	\$ 324.94
43	01-00009241-00-9	\$ 297.18	12.029.21.33.0058	\$ 297.18	\$ 25.00	\$ 322.18
44	04-00000205-00-3	\$ 295.64	21.029.21.23.0014	\$ 295.64	\$ 25.00	\$ 320.64
45	01-00006011-00-9	\$ 292.66	99.999.99.99.9999	\$ 292.66	\$ 25.00	\$ 317.66
46	01-00000244-00-1	\$ 283.72	14.029.21.41.0027	\$ 283.72	\$ 25.00	\$ 308.72
47	01-00000249-01-9	\$ 276.50	13.029.21.23.0036	\$ 276.50	\$ 25.00	\$ 301.50
48	01-00000020-00-7	\$ 275.87	13.029.21.34.0004	\$ 275.87	\$ 25.00	\$ 300.87
49	01-00003810-00-7	\$ 269.29	34.029.21.41.0069	\$ 269.29	\$ 25.00	\$ 294.29

50	01-00005580-00-5	\$ 266.58	36.029.21.32.0059
51	01-00000175-00-4	\$ 241.31	24.029.21.21.0027
52	01-00000230-01-7	\$ 237.49	13.029.21.22.0010
53	01-00007088-00-6	\$ 232.69	33.029.21.13.0018
54	01-00000122-00-6	\$ 227.38	13.029.21.32.0040
55	04-00000165-00-4	\$ 225.74	16.029.21.34.0019
56	01-00000607-00-0	\$ 223.58	16.029.21.14.0029
57	01-00004330-00-7	\$ 211.55	34.029.21.41.0024
58	03-00000775-00-8	\$ 211.03	99.999.99.99.9999
59	01-00004030-00-6	\$ 204.09	34.029.21.41.0005
60	01-00000210-00-8	\$ 198.79	13.029.21.32.0048
61	04-00000213-00-4	\$ 197.09	21.029.21.23.0006
62	01-00000074-00-6	\$ 196.69	13.029.21.24.0003
63	01-00000119-00-0	\$ 183.12	13.029.21.32.0084
64	01-00000252-00-2	\$ 180.00	13.029.21.24.0016
65	01-00004230-00-0	\$ 179.24	34.029.21.42.0016
66	01-00000338-00-9	\$ 178.16	24.029.21.11.0012
67	04-00000181-00-6	\$ 174.61	21.029.21.21.0013
68	01-00001756-00-0	\$ 173.64	01.029.21.13.0015
69	01-00000878-00-6	\$ 172.57	12.029.21.43.0018
70	01-00006016-00-4	\$ 170.54	
71	01-00004495-00-7	\$ 169.46	34.029.21.42.0032
72	01-00008401-00-2	\$ 168.84	34.029.21.43.0009
73	01-00003996-00-4	\$ 167.20	34.029.21.41.0162
74	01-00000053-00-9	\$ 162.39	13.029.21.33.0035
75	01-00000981-00-9	\$ 157.79	06.029.20.32.0027
76	01-00001013-00-6	\$ 155.32	06.029.20.31.0055
77	01-00000624-00-3	\$ 151.07	16.029.21.14.0027
78	01-00007106-00-7	\$ 150.57	33.029.21.12.0008
79	01-00008411-00-5	\$ 150.57	34.029.21.42.0086
80	01-00001233-00-6	\$ 150.13	22.029.21.21.0011
81	01-00010671-00-8	\$ 149.73	10.029.21.32.0005
82	04-00000013-00-0	\$ 146.75	15.029.21.34.0002
83	01-00005500-00-1	\$ 142.19	36.029.21.32.0030
84	01-00004280-00-5	\$ 141.85	34.029.21.41.0021
85	04-00000211-00-2	\$ 141.09	21.029.21.23.0005
86	01-00000905-00-9	\$ 134.79	06.029.20.33.0023
87	04-00000049-00-5	\$ 125.38	15.029.21.33.0021
88	01-00000322-00-0	\$ 116.96	24.029.21.14.0008
89	01-00000102-00-0	\$ 115.94	13.029.21.23.0050
90	01-00000970-00-5	\$ 114.84	06.029.20.32.0067
91	01-00005230-00-9	\$ 113.39	36.029.21.32.0020
92	01-00000549-00-7	\$ 112.91	16.029.21.14.0015
93	01-00000113-00-4	\$ 106.59	13.029.21.32.0036
94	01-00001641-00-5	\$ 91.37	15.029.21.42.0003
95	01-00003818-00-5	\$ 87.64	34.029.21.41.0073
96	01-00003972-00-4	\$ 87.43	34.029.21.41.0150
97	01-00000516-00-5	\$ 85.16	15.029.21.32.0027
98	01-00000063-00-2	\$ 85.13	24.029.21.21.0007
99	01-00000272-00-8	\$ 75.75	05.029.21.44.0015
100	01-00011741-00-5	\$ 75.40	34.029.21.31.0024

\$ 266.58	\$ 25.00	\$ 291.58
\$ 241.31	\$ 25.00	\$ 266.31
\$ 237.49	\$ 25.00	\$ 262.49
\$ 232.69	\$ 25.00	\$ 257.69
\$ 227.38	\$ 25.00	\$ 252.38
\$ 225.74	\$ 25.00	\$ 250.74
\$ 223.58	\$ 25.00	\$ 248.58
\$ 211.55	\$ 25.00	\$ 236.55
\$ 211.03	\$ 25.00	\$ 236.03
\$ 204.09	\$ 25.00	\$ 229.09
\$ 198.79	\$ 25.00	\$ 223.79
\$ 197.09	\$ 25.00	\$ 222.09
\$ 196.69	\$ 25.00	\$ 221.69
\$ 183.12	\$ 25.00	\$ 208.12
\$ 180.00	\$ 25.00	\$ 205.00
\$ 179.24	\$ 25.00	\$ 204.24
\$ 178.16	\$ 25.00	\$ 203.16
\$ 174.61	\$ 25.00	\$ 199.61
\$ 173.64	\$ 25.00	\$ 198.64
\$ 172.57	\$ 25.00	\$ 197.57
\$ 170.54	\$ 25.00	\$ 195.54
\$ 169.46	\$ 25.00	\$ 194.46
\$ 168.84	\$ 25.00	\$ 193.84
\$ 167.20	\$ 25.00	\$ 192.20
\$ 162.39	\$ 25.00	\$ 187.39
\$ 157.79	\$ 25.00	\$ 182.79
\$ 155.32	\$ 25.00	\$ 180.32
\$ 151.07	\$ 25.00	\$ 176.07
\$ 150.57	\$ 25.00	\$ 175.57
\$ 150.57	\$ 25.00	\$ 175.57
\$ 150.13	\$ 25.00	\$ 175.13
\$ 149.73	\$ 25.00	\$ 174.73
\$ 146.75	\$ 25.00	\$ 171.75
\$ 142.19	\$ 25.00	\$ 167.19
\$ 141.85	\$ 25.00	\$ 166.85
\$ 141.09	\$ 25.00	\$ 166.09
\$ 134.79	\$ 25.00	\$ 159.79
\$ 125.38	\$ 25.00	\$ 150.38
\$ 116.96	\$ 25.00	\$ 141.96
\$ 115.94	\$ 25.00	\$ 140.94
\$ 114.84	\$ 25.00	\$ 139.84
\$ 113.39	\$ 25.00	\$ 138.39
\$ 112.91	\$ 25.00	\$ 137.91
\$ 106.59	\$ 25.00	\$ 131.59
\$ 91.37	\$ 25.00	\$ 116.37
\$ 87.64	\$ 25.00	\$ 112.64
\$ 87.43	\$ 25.00	\$ 112.43
\$ 85.16	\$ 25.00	\$ 110.16
\$ 85.13	\$ 25.00	\$ 110.13
\$ 75.75	\$ 25.00	\$ 100.75
\$ 75.40	\$ 25.00	\$ 100.40

101	01-00009871-00-0	\$ 74.33	34.029.21.41.0115
102	01-00010341-00-8	\$ 71.71	13.029.21.41.0028
103	01-00000984-00-2	\$ 70.30	06.029.20.31.0024
104	01-00000241-02-4	\$ 68.95	24.029.21.42.0010
105	01-00000552-00-3	\$ 65.51	09.029.21.44.0020
106	04-00000033-00-6	\$ 64.87	15.029.21.33.0005
107	04-00000009-00-3	\$ 63.71	22.029.21.21.0001
108	01-00000077-00-9	\$ 62.44	13.029.21.34.0022
109	01-00000269-00-2	\$ 58.96	13.029.21.33.0002
110	01-00000121-00-5	\$ 56.77	13.029.21.32.0039
111	01-00000062-00-1	\$ 55.00	13.029.21.34.0010
112	01-00000213-00-1	\$ 54.88	13.029.21.23.0027
113	01-00000900-00-4	\$ 53.00	06.029.20.33.0025
114	01-00000560-00-4	\$ 41.49	09.029.21.44.0010
115	01-00000006-00-7	\$ 39.30	13.029.21.32.0015
116	04-00000171-00-3	\$ 39.30	21.029.21.12.0001
117	01-00004310-00-1	\$ 35.37	34.029.21.41.0023
118	01-00000172-00-1	\$ 30.57	24.029.21.12.0016
119	01-00000532-00-7	\$ 30.57	15.029.21.32.0006
120	01-00000225-00-6	\$ 29.16	13.029.21.23.0001
121	01-00004813-00-9	\$ 22.45	34.029.21.42.0093
122	01-00009311-00-7	\$ 21.84	34.029.21.14.0060
123	01-00011871-00-1	\$ 21.84	25.029.21.11.0047
124	04-00000045-00-1	\$ 21.84	15.029.21.33.0027
125	04-00000237-00-4	\$ 21.84	21.029.21.22.0009
126	04-00000269-00-5	\$ 21.84	21.029.21.24.0006
127	01-00001350-00-6	\$ 20.95	01.029.21.14.0021
128	01-00009761-00-0	\$ 20.56	12.029.21.33.0075
129	01-00001377-00-9	\$ 20.15	01.029.21.13.0023
130	01-00001450-00-3	\$ 20.15	01.029.21.11.0008
131	01-00001325-00-2	\$ 19.38	01.029.21.11.0017
132	01-00009921-00-2	\$ 19.13	12.029.21.33.0059
133	01-00000134-00-1	\$ 18.10	13.029.21.33.0040
134	01-00008191-00-8	\$ 17.54	33.029.21.11.0011
135	01-00000932-00-5	\$ 14.85	06.029.20.32.0044
136	01-00000248-00-5	\$ 11.82	13.029.21.32.0006
137	01-00001353-00-9	\$ 10.59	01.029.21.13.0025
138	01-00008055-00-3	\$ 9.52	12.029.21.33.0042
139	01-00000519-00-8	\$ 9.46	15.029.21.32.0020
140	01-00005730-00-4	\$ 7.81	36.029.21.32.0045
141	01-00000845-00-4	\$ 6.38	12.029.21.41.0019
142	01-00000991-00-2	\$ 5.67	06.029.20.31.0019
143	01-00000057-00-3	\$ 5.46	13.029.21.34.0032
144	05-00030080-00-8	\$ 2,071.25	03.029.21.21.0003
145	05-00031350-00-9	\$ 794.75	34.029.21.34.0004
146	05-00030060-00-2	\$ 756.38	33.029.21.44.0036
147	05-00030860-00-8	\$ 682.68	16.029.21.43.0006
148	05-00030810-00-3	\$ 397.72	16.029.21.42.0001
149	05-00030120-00-7	\$ 299.53	13.029.21.21.0006
150	05-00030850-00-5	\$ 215.87	16.029.21.42.0010
151	05-00000670-00-8	\$ 179.49	13.029.21.12.0001

\$ 74.33	\$ 25.00	\$ 99.33
\$ 71.71	\$ 25.00	\$ 96.71
\$ 70.30	\$ 25.00	\$ 95.30
\$ 68.95	\$ 25.00	\$ 93.95
\$ 65.51	\$ 25.00	\$ 90.51
\$ 64.87	\$ 25.00	\$ 89.87
\$ 63.71	\$ 25.00	\$ 88.71
\$ 62.44	\$ 25.00	\$ 87.44
\$ 58.96	\$ 25.00	\$ 83.96
\$ 56.77	\$ 25.00	\$ 81.77
\$ 55.00	\$ 25.00	\$ 80.00
\$ 54.88	\$ 25.00	\$ 79.88
\$ 53.00	\$ 25.00	\$ 78.00
\$ 41.49	\$ 25.00	\$ 66.49
\$ 39.30	\$ 25.00	\$ 64.30
\$ 39.30	\$ 25.00	\$ 64.30
\$ 35.37	\$ 25.00	\$ 60.37
\$ 30.57	\$ 25.00	\$ 55.57
\$ 30.57	\$ 25.00	\$ 55.57
\$ 29.16	\$ 25.00	\$ 54.16
\$ 22.45	\$ 25.00	\$ 47.45
\$ 21.84	\$ 25.00	\$ 46.84
\$ 21.84	\$ 25.00	\$ 46.84
\$ 21.84	\$ 25.00	\$ 46.84
\$ 21.84	\$ 25.00	\$ 46.84
\$ 20.95	\$ 25.00	\$ 45.95
\$ 20.56	\$ 25.00	\$ 45.56
\$ 20.15	\$ 25.00	\$ 45.15
\$ 20.15	\$ 25.00	\$ 45.15
\$ 19.38	\$ 25.00	\$ 44.38
\$ 19.13	\$ 25.00	\$ 44.13
\$ 18.10	\$ 25.00	\$ 43.10
\$ 17.54	\$ 25.00	\$ 42.54
\$ 14.85	\$ 25.00	\$ 39.85
\$ 11.82	\$ 25.00	\$ 36.82
\$ 10.59	\$ 25.00	\$ 35.59
\$ 9.52	\$ 25.00	\$ 34.52
\$ 9.46	\$ 25.00	\$ 34.46
\$ 7.81	\$ 25.00	\$ 32.81
\$ 6.38	\$ 25.00	\$ 31.38
\$ 5.67	\$ 25.00	\$ 30.67
\$ 5.46	\$ 25.00	\$ 30.46
\$ 2,071.25	\$ 165.70	\$ 2,236.95
\$ 794.75	\$ 63.58	\$ 858.33
\$ 756.38	\$ 60.51	\$ 816.89
\$ 682.68	\$ 54.61	\$ 737.29
\$ 397.72	\$ 31.82	\$ 429.54
\$ 299.53	\$ 25.00	\$ 324.53
\$ 215.87	\$ 25.00	\$ 240.87
\$ 179.49	\$ 25.00	\$ 204.49





















662	05-00030620-00-2	\$ 17.68	13.029.21.32.0049
663	05-00030230-00-7	\$ 15.79	13.029.21.23.0026
664	05-00021020-00-6	\$ 15.60	22.029.21.23.0012
665	05-00000360-00-4	\$ 15.31	04.029.21.44.0001
666	05-00030680-00-0	\$ 11.53	16.029.21.41.0017
667	05-00018660-00-0	\$ 11.03	16.029.21.22.0015
668	05-00012440-00-6	\$ 10.28	11.029.21.31.0009
669	05-00027490-00-9	\$ 10.00	10.029.21.41.0025
670	05-00031270-00-8	\$ 9.80	33.029.21.44.0031
671	05-00012170-00-4	\$ 9.38	10.029.21.43.0005
672	05-00031080-00-7	\$ 9.26	33.029.21.44.0012
673	05-00031300-00-4	\$ 9.26	33.029.21.44.0034
674	05-00031310-00-7	\$ 9.26	33.029.21.44.0035
675	05-00016920-00-1	\$ 7.73	14.029.21.44.0029
676	05-00029930-00-4	\$ 7.73	36.029.21.33.0004
677	05-00031110-00-3	\$ 7.16	33.029.21.44.0015
678	05-00031280-00-1	\$ 7.16	33.029.21.44.0032
679	05-00009370-00-8	\$ 6.15	09.029.21.31.0002
680	05-00008510-00-5	\$ 5.70	09.029.21.11.0007
681	05-00022360-00-8	\$ 5.33	24.029.21.32.0004

\$ 17.68	\$ 25.00	\$ 42.68
\$ 15.79	\$ 25.00	\$ 40.79
\$ 15.60	\$ 25.00	\$ 40.60
\$ 15.31	\$ 25.00	\$ 40.31
\$ 11.53	\$ 25.00	\$ 36.53
\$ 11.03	\$ 25.00	\$ 36.03
\$ 10.28	\$ 25.00	\$ 35.28
\$ 10.00	\$ 25.00	\$ 35.00
\$ 9.80	\$ 25.00	\$ 34.80
\$ 9.38	\$ 25.00	\$ 34.38
\$ 9.26	\$ 25.00	\$ 34.26
\$ 9.26	\$ 25.00	\$ 34.26
\$ 9.26	\$ 25.00	\$ 34.26
\$ 7.73	\$ 25.00	\$ 32.73
\$ 7.73	\$ 25.00	\$ 32.73
\$ 7.16	\$ 25.00	\$ 32.16
\$ 7.16	\$ 25.00	\$ 32.16
\$ 6.15	\$ 25.00	\$ 31.15
\$ 5.70	\$ 25.00	\$ 30.70
\$ 5.33	\$ 25.00	\$ 30.33

\$ 66,636.66



## STAFF REPORT

DATE: December 4, 2018

ITEM #: 20

**AGENDA ITEM:** Sidewalk Snow Removal Ordinance Amendment

**SUBMITTED BY:** Rob Weldon, Public Works Director

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

---

### **BACKGROUND:**

The Council discussed changes to the current city ordinance relating to the timing of snow removal from public sidewalks during the November 7, 2018 City Council Meeting. Staff has included an amended ordinance which currently falls within Chapter 96, Nuisances affecting Peace and Safety section of the City Code and is proposing an additional language be added to the Streets and Sidewalks, Chapter 93, of the city code to further cover the intent of sidewalk snow removal.

### **ISSUE BEFORE COUNCIL:**

Should the City Council amend the existing ordinances related to snow removal from public sidewalks?

### **PROPOSAL DETAILS/ANALYSIS:**

Included in your packet is a redlined ordinance to show the proposed changes to Chapter 96, along with additional language to be included in Chapter 93 of the City Code. Both ordinances are consistent in language and directly address the removal of snow from public sidewalks abutting city streets.

### **OPTIONS:**

- Approve amendment of City Code as it relates to sidewalk snow removal
- Amend and approve amendment of City Code as it relates to sidewalk snow removal
- Deny amendment of City Code as it relates to sidewalk snow removal

### **RECOMMENDATION:**

*“Motion to approve Ordinance Amendment 08-216 amending Chapters 96 and 93 regarding Snow Removal from Sidewalks.”*

### **ATTACHMENTS:**

- Ordinance Amendment

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

**ORDINANCE NO. 08-216**

**AN ORDINANCE AMENDING THE LAKE ELMO CITY CODE OF ORDINANCES BY  
AMENDING CHAPTERS 96 AND 93 REGARDING SNOW REMOVAL FROM  
SIDEWALKS**

**SECTION 1.** The City Council of the City of Lake Elmo hereby amends Title IX, Chapter 96, Nuisances, Section 96.03, paragraph (A)(23) by deleting the ~~stricken~~ language and adding the underlined language as follows:

**§ 96.03 PUBLIC NUISANCES AFFECTING PEACE AND SAFETY.**

(A) The following are declared to be nuisances affecting peace and safety.

(23) *Snow on streets and sidewalks.* All snow and ice not removed from public sidewalks ~~12 24~~ hours following after the termination of any snow ~~and or~~ ice formation has stopped ~~precipitating~~. Snow plowed or shoveled into a public street shall also be ~~declared~~ a nuisance;

**SECTION 2.** The City Council of the City of Lake Elmo hereby amends Title IX, Chapter 93, Streets and Sidewalks, by adding a new Section 93.50, Sidewalks which shall read as follows.

**SIDEWALKS**

**§ 93.50 SIDEWALK SNOW REMOVAL.**

(A) *Removal of snow and ice from sidewalks.* The owner or occupant of any property within the city's corporate limits that fronts upon any public street that has an abutting sidewalk must remove any snow or ice from the sidewalk within 24 hours following the termination of any snow or ice formation. The owner or occupant of the property abutting the sidewalk must keep the abutting sidewalk reasonably clear and free of any snow or ice.

(B) *Nuisance.* Failure by the owner or occupant of the property abutting the sidewalk to comply with this section shall constitute a nuisance and the nuisance may be abated by the city in accordance with Chapter 96 of the city code.

**SECTION 3. Effective Date.** This ordinance shall become effective immediately upon adoption and publication in the official newspaper of the City of Lake Elmo.

**SECTION 4. Adoption Date.** This Ordinance 08-216 was adopted on this \_\_\_\_\_ day of \_\_\_\_\_ 2018, by a vote of \_\_\_\_ Ayes and \_\_\_\_ Nays.

**LAKE ELMO CITY COUNCIL**

---

Mike Pearson, Mayor

ATTEST:

---

Julie Johnson, City Clerk

This Ordinance 08-216 was published on the \_\_\_\_ day of \_\_\_\_\_, 2018.



## STAFF REPORT

DATE: December 4, 2018

**REGULAR**

ITEM #: 21

**MOTION**

**TO:** Honorable Mayor and City Council  
**FROM:** Sue Iverson – Finance Director  
**AGENDA ITEM:** 2019 Budget – General Fund, EDA Fund and Tax Levy  
**REVIEWED BY:** Kristina Handt – City Administrator

---

### **INTRODUCTION:**

In preparation for adoption of the final tax levy, the City Council needs to hold a Truth-N-Taxation hearing. Following the hearing, the Council is asked to adopt the final budgets and property tax levy. This memo addresses the following information: discussion on levy, assumptions used to prepare the final budgets and tax levy.

### **ISSUE BEFORE THE COUNCIL:**

- 1) What changes, if any should be made to the final budgets?
- 2) What Final Property Tax Levy would the City Council like to set for certification to Washington County for Payable 2019?

### **FINAL LEVY**

At the November 13, 2018, City Council worksession, council directed staff to remove the \$35,000 from the line item for Keats Ave Turn Lane and add that amount to the Vehicle Replacement Fund transfer. Council did discuss the Sealcoating and Crack Sealing line item which also included the Discover Bridge Crossing and directed staff to leave the line item and description as is for the time being. The Snow Removal Contract Services line item was left as is given the City Council was still undecided on this issue. The City Council instructed staff to set the levy to increase the tax rate by 2% over the 2018 rate. Staff prepared a budget that would increase the tax rate by 2% over the 2018 tax rate, which the City Council adopted as the Preliminary Levy for certification at its September 18, 2019 meeting.

As you can see from the table on the next page, the Pay 2018 rate was 22.4442% with an overall levy of \$3,596,601. The preliminary tax rate for Pay 2019 is 22.902% with an overall levy increase of \$593,236 to \$4,189,837.

**\*\*\*PLEASE NOTE THESE ARE ESTIMATES USING NUMBERS FROM THE COUNTY\*\*\***

Item		Actual Pay 2018 (A)	Proposed Pay 2019 (B)	% Change (C)
1. Levy before reduction for state aids		\$3,596,601	\$4,189,837	16.5%
2. State Aids	-	\$0	\$0	0.0%
3. <b>Certified Property Tax Levy</b>	=	<b>\$3,596,601</b>	<b>\$4,189,837</b>	16.5%
4. Fiscal Disparity Portion of Levy	-	\$149,615	\$199,221	33.2%
5. Local Portion of Levy	=	\$3,446,986	\$3,990,616	15.8%
6. Local Taxable Value	÷	15,359,350	17,424,380	13.4%
7. <b>Local Tax Rate</b>	=	<b>22.442%</b>	<b>22.902%</b>	<b>2.0%</b>
8. Market Value Referenda Levy		\$0	\$0	0.0%
9. Fiscal Disparity Portion of Levy (SDs only)	-	\$0	\$0	0.0%
10. Local Levy	=	\$0	\$0	0.0%
11. Referenda Market Value	÷	1,417,942,900	1,614,873,700	13.9%
12. <b>Market Value Referenda Rate</b>	=	<b>0.00000%</b>	<b>0.00000%</b>	<b>0.0%</b>

Below shows the impact to median valued home of \$396,964. The table shows both the increase resulting from the increase in market value of 3.7% and Fiscal Disparities (\$35.06), and the amount attributed to the proposed levy increase (\$17.91) for a total of \$52.97.

Taxable Market Value B/4 Credit	Homestead Exclusion Credit	Taxable Market Value	Tax Capacity		Taxing District Net Tax				
<b>Proposed Pay 2019</b>									
Pay 2019 MV X 0.988	76,000@.40% rem up to 413799 @.08	(D - E)	500,000@1.0% rem @ 1.25%		(B7 x G) + (B12 x D)				
Estimated Tax District rate as % of total rate:									
150,000	23,740	126,260	1,263		\$289.25	\$19.05	\$ 1.59	\$13.33	\$ 1.11
396,964	1,513	395,451	3,955		\$905.77	\$52.97	\$ 4.41	\$35.06	\$ 2.92
350,000	5,740	344,260	3,443		\$788.52	\$46.59	\$ 3.88	\$30.99	\$ 2.58
500,000	-	500,000	5,000		\$1,145.10	\$62.95	\$ 5.25	\$40.30	\$ 3.36
750,000	-	750,000	8,125		\$1,860.79	\$112.56	\$ 9.38	\$75.75	\$ 6.31

	2018	2019
GO 2009B	\$50,911	\$43,580
GO 2010A	61,206	59,356
GO 2010B	204,519	205,989
GO 2011A	73,254	76,719
GO 2012A		
GO 2012B	61,141	65,275
GO 2013A		
GO 2014A	203,045	203,885
GO 2015A	28,683	25,113
GO 2016A	189,419	189,419
GO 2017A	341,610	346,598
<b>Total Debt Levies</b>	<b>\$1,213,788</b>	<b>\$1,215,932</b>
<b>General Fund</b>	<b>\$2,382,813</b>	<b>\$2,973,905</b>
<b>Total Levy</b>	<b>\$3,596,601</b>	<b>\$4,189,837</b>

The overall City levy is made up of the General Fund Operating Levy and the Debt Levies. The table to the left shows the Actual 2018 levy and the Preliminary 2019 levy with the tax rate increased by 2%.

**Note:** the 2019 General Fund budget includes \$645,076 in transfers to the Vehicle Replacement Fund to reduce future borrowing and debt for equipment and vehicle purchases, meaning, after 2019, if the Vehicle Replacement Fund continues to be funded, the City will not have to borrow for equipment.

The 2019 General Fund budget also includes \$67,859 in transfers to debt service. The reduction in assessments for Old Village Phase 3 assessments results in an increase of \$23,833 each year for the GO 2017A debt levy. Since we cannot increase the levy after the

preliminary levy was set this year, we will have transfer funds from the General Fund to cover this for the 2018 and 2019 levy years totaling \$47,766. The Equipment Certificates issued in 2018 will have an interest payment due for 2019 of \$20,093 that is also transferred as the Debt Levy for this issue cannot be added for 2019 since this bond closed after the preliminary levy was certified.

## OPERATING BUDGETS

### Salary and Benefits

The 2019 preliminary budget is currently being prepared assuming a 2.5% cost-of-living adjustment (COLA) for non-union staff and 3.0% COLA for union staff with no other changes to the compensation policies, step and grade system. Medical benefits for non-union staff decreased by 4%, however, union staff are estimated to increase by 6% as this increase will not be known until March of 2019. A contingency of \$3,788 has been built into the budget this reason.

### General Fund

Revenues are largely increased due to the proposed operating levy for the General Fund. Since the City is in an expansion phase we have projected a conservative estimate for building permits, planning, and zoning fees. Cable franchise revenues are increasing as the City builds out. State Fire Aid and Municipal State Aids (MSA) for road maintenance are based on the current estimates done this year. Tower Rent has increased as we have two additional leases and current lease increases.

The Mayor and Council budget remains fairly flat with the exception of some IT expenses. Communications shows a reduction of which \$33,700 is expenditures for IT that are reallocated throughout the budget to the proper departments.

#### **General Fund Revenues**

Property Tax Levy	\$771,207
Fiscal Disparities	49,606
Building/Mechanical Permits	77,000
State Fire Aid	13,000
MSA Maintenance	16,166
Planning & Zoning Fees	15,005
Cable Franchise Revenue	17,000
Tower Rent	55,148
Miscellaneous	<u>-13,857</u>
	\$1,000,275

#### **General Fund Expenditures**

Assessing Services	\$28,150
Elections	-8,500
Finance Director	102,147
Finance Consultant	-105,150
Finance software costs	-16,682
Comprehensive Plan	-31,000
Keats Ave Turn Lane	35,000
Sheriff's contract	37,093
Building Inspector change	-25,266
Sealcoating & Crack Sealing	165,000
Sunfish Management	10,000
Mowing Contracts	58,000
Snow removal sidewalks	10,000
Fund balance to Vehicle Fund	100,000
Budget transfer to Vehicle Fund	75,000
Additional transfer to Vehicle Fund	470,076
Transfer to Debt Service 2017A	47,766
Transfer to Debt Service 2018A	20,093
Non-union insurance	-16,755
Contingency for union insurance	3,788
Miscellaneous	<u>-28,485</u>
	\$930,275

Finance has an overall decrease of 15.19% as a result of hiring a full-time Finance Director as opposed to contracting with a consultant, and elimination of the one-time software costs in 2018 for the software conversion. The most notable change in Planning & Zoning is the decrease of \$31,000 as the result of completing the Comprehensive Plan.

Keats Ave Turn Lane has been added in Engineering. The Sheriff's contract increased 5.58%.

Building Inspections had an additional Inspector in the 2018 budget, but since that position has not been filled, staff has reevaluated and changed this for 2019 to reflect a part-time position. A new vehicle for Building Inspections had previously been budgeted for 2018 and has been moved to 2019.

Public Works is comprised of Streets (General Fund), Parks (General

Fund), Water, Sewer, and Storm Water. An additional employee has been added to the budget consistent with the consultant recommendation from 2016, but has been spread across all funds. Staff reevaluated the Public Works employees' time cards and has changed the allocation of salaries and benefits to more accurately reflect costs in the proper departments. \$10,000 has been budgeted for Sunfish Lake Park Management and \$58,000 has been budgeted for mowing contracts.

The Finance Committee recommended that a Vehicle Replacement Fund be established with \$100,000 from the General Fund Balance and \$75,000 as a budgeted transfer from Fire, Streets, and Parks & Recreation. Additional funds of \$470,076 from the tax levy not needed for the operating budget is also being placed into this fund, thus reducing the need to bond for equipment in the future.

Since the Levy cannot be increased once the Preliminary Levy was certified to the county, transfers from the General Fund to Debt Service funds for the 2017A Bond and 2018A Equipment Certificates have been included in the budget as previously discussed. The 2017A Bond includes assessments from the Old Village Phase 3 project. Since the final assessment roll was adopted with some reductions in the assessments, an updated calculation for the tax levy was done showing an increase in the tax levy needed of \$23,833 per year, 2018 and 2019 levies needed a total of \$47,766 and have been included in the budget. The 2018A Equipment Certificates closed in October of this year and the levy for that issue will begin in 2020. An interest payment on this debt of \$20,093 will be required in 2019 and is included in the budget.

### **EDA Fund**

Attached is the 2019 Budget for the EDA Brookfield Building Fund. Since the building was purchased in 2018, there was no 2018 budget for this fund. Revenues consist of tenant rents and expenditures are building maintenance, operation, and debt service.

## **FINANCIAL MANAGEMENT PLAN**

Per direction from the City Council, staff has prepared the forecast keeping the City's Tax Rate at a 2% increase through 2022. This was done to deal with the concerned of fluctuating tax rates in the original 10 year projections, especially in year 2023 when the new City Hall/Fire Station costs/debt would be added to the tax rolls. This stabilizes the increases much like you would do with utility rates. This provides several benefits:

1. The tax increase is a steady increase of 3.6% or about \$33-\$36 a year (2020 – 2022) and 5.2% or \$52-\$56 a year (2023 – 2024) on the median valued home (projecting a 1.5% market value increase each year).

Revenue Inflation Rate	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Expenses Inflation Rate	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
	2019 Budget	2020	2021	2022	2023 Projected	2024	2025	2026	2027	2028	2029
GENERAL FUND OPERATING TAX LEVY ANNUAL INCREASE	2,973,905 24.8%	3,239,137 8.9%	3,268,509 0.9%	3,582,939 9.6%	3,276,211 -8.6%	3,443,417 5.1%	3,655,441 6.2%	4,025,358 10.1%	4,252,295 5.6%	4,869,510 14.5%	5,500,376 13.0%
TOTAL OTHER GENERAL LEVIES	0	0	0	0	0	0	0	0	0	0	0
EXISTING DEBT SERVICE LEVIES	1,215,932	1,215,932	1,158,723	1,022,051	1,025,432	937,558	834,293	706,568	711,996	486,825	179,314
TOTAL EXISTING TAX LEVIES	4,189,837	4,455,069	4,427,232	4,604,990	4,301,643	4,380,975	4,489,734	4,731,926	4,964,291	5,356,335	5,679,690
TOTAL NEW ADDITIONS TO TAX LEVY									2,613,306	2,615,181	2,696,301
GROSS LEVY TO TAXPAYERS									7,577,597	7,971,516	8,375,991
FISCAL DISPARITIES									-199,221	-199,221	-199,221
NET LEVY TO TAXPAYERS									7,378,376	7,772,295	8,176,770
EXISTING TAX BASE									27,086,379	28,574,077	30,100,311
NEW CONSTRUCTION TAX CAP (from lines 86-89)									1,085,421	1,081,402	1,097,623
TOTAL TAX CAPACITY									28,151,800	29,655,479	31,197,934
TAX RATE ON TAX CAPACITY									26.209%	26.209%	26.209%
TAX RATE % CHANGE									0.00%	0.00%	0.00%
Existing \$382,800 home Market Value (inflated by line 81)	396,964	402,918	408,962	415,096	421,323	427,643	434,057	440,568	447,177	453,884	460,692
City Taxes (with inflation on value)	906	939	973	1,009	1,061	1,117	1,138	1,155	1,172	1,190	1,207
Percentage City tax increase in home (\$382,800 inflated)	6.21%	3.65%	3.68%	3.65%	5.15%	5.29%	1.85%	1.50%	1.50%	1.50%	1.50%
Existing Tax Base Inflation	3.7%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
Total Tax Base Increase	13.4%	7.0%	6.7%	6.5%	6.2%	6.0%	5.8%	5.7%	5.5%	5.3%	5.2%
% from New Growth	9.7%	5.5%	5.2%	5.0%	4.7%	4.5%	4.3%	4.2%	4.0%	3.8%	3.7%
New tax capacity assumptions											
Residential units completed in beginning of year	250	250	250	250	250	250	250	250	250	250	250
New home average value (\$383,989 in 2018 inflated)	383,989	389,749	395,595	401,529	407,552	413,665	419,870	426,168	432,561	439,049	445,635
Commercial - New construction (15,000 s.f./year)	0	0	0	0	0	0	0	0	0	0	0
New Home Value Construction Inflation	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
Percentage of Tax Levy for Debt	30.47%	30.21%	35.27%	33.09%	44.38%	46.71%	45.47%	43.19%	42.99%	37.86%	33.14%

Tax increase is a steady increase of 3.6% or about \$33-\$36 a year for 3 years (2020-2022), then it goes to 5.5% or \$52-\$56 a year for 2 years (2023-2024) when City Hall/Fire Station debt comes on, 1.85% in 2025, and then 1.5% in following years as we are projecting a 1.5% market increase each year.

2. The plan shows that existing properties would be paying for the normal increases in the budget and costs due to inflation (as the City is *estimating* expenses increasing by 4% per year) while new development would be paying for the increased costs in services and equipment due to development as these have been worked into the plan as well as current expenses.

Revenue Inflation Rate	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Expenses Inflation Rate	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
	2019 Budget	2020	2021	2022	2023 Projected	2024	2025	2026	2027	2028	2029
GENERAL FUND OPERATING TAX LEVY ANNUAL INCREASE	2,973,905 24.8%	3,239,137 8.9%	3,268,509 0.9%	3,582,939 9.6%	3,276,211 -8.6%	3,443,417 5.1%	3,655,441 6.2%	4,025,358 10.1%	4,252,295 5.6%	4,869,510 14.5%	5,500,376 13.0%
TOTAL OTHER GENERAL LEVIES	0	0	0	0	0	0	0	0	0	0	0
EXISTING DEBT SERVICE LEVIES								706,568	711,996	486,825	179,314
TOTAL EXISTING TAX LEVIES								4,731,926	4,964,291	5,356,335	5,679,690
TOTAL NEW ADDITIONS TO TAX LEVY								2,461,418	2,613,306	2,615,181	2,696,301
GROSS LEVY TO TAXPAYERS								7,193,343	7,577,597	7,971,516	8,375,991
FISCAL DISPARITIES								-199,221	-199,221	-199,221	-199,221
NET LEVY TO TAXPAYERS								6,994,122	7,378,376	7,772,295	8,176,770
EXISTING TAX BASE								25,636,412	27,086,379	28,574,077	30,100,311
NEW CONSTRUCTION TAX CAP (from lines 86-89)								1,049,675	1,065,421	1,081,402	1,097,623
TOTAL TAX CAPACITY	17,424,380	18,645,718	19,899,776	21,187,260	22,508,892	23,865,405	25,257,549	26,686,088	28,151,800	29,655,479	31,197,934
TAX RATE ON TAX CAPACITY	22.902%	23.361%	23.829%	24.306%	25.094%	26.037%	26.124%	26.209%	26.209%	26.209%	26.209%
TAX RATE % CHANGE	2.05%	2.00%	2.00%	2.00%	3.24%	3.76%	0.33%	0.33%	0.00%	0.00%	0.00%
Existing \$382,800 home Market Value (inflated by line 81)	396,964	402,918	408,962	415,096	421,323	427,643	434,057	440,568	447,177	453,884	460,692
City Taxes (with inflation on value)	906	939	973	1,009	1,061	1,117	1,138	1,155	1,172	1,190	1,207
Percentage City tax increase in home (\$382,800 inflated)	6.21%	3.65%	3.68%	3.65%	5.15%	5.29%	1.85%	1.50%	1.50%	1.50%	1.50%
Existing Tax Base Inflation	3.7%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
Total Tax Base Increase	13.4%	7.0%	6.7%	6.5%	6.2%	6.0%	5.8%	5.7%	5.5%	5.3%	5.2%
% from New Growth	9.7%	5.5%	5.2%	5.0%	4.7%	4.5%	4.3%	4.2%	4.0%	3.8%	3.7%
New tax capacity assumptions											
Residential units completed in beginning of year	250	250	250	250	250	250	250	250	250	250	250
New home average value (\$383,989 in 2018 inflated)	383,989	389,749	395,595	401,529	407,552	413,665	419,870	426,168	432,561	439,049	445,635
Commercial - New construction (15,000 s.f./year)	0	0	0	0	0	0	0	0	0	0	0
New Home Value Construction Inflation	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
Percentage of Tax Levy for Debt	30.47%	30.21%	35.27%	33.09%	44.38%	46.71%	45.47%	43.19%	42.99%	37.86%	33.14%

Shows that existing properties would be paying for the normal operating increases due to inflation, while new development would be paying for the increased costs in services and equipment due to development.

3. The costs of the new City Hall and Fire Station are minimized to current residents as the impact would be about 5.2% increase or \$52-\$56 on the median valued home in 2023 and 2024.

Revenue Inflation Rate	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Expenses Inflation Rate	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	Budget				Projected						
GENERAL FUND OPERATING TAX LEVY	2,973,905	3,239,137	3,268,509	3,582,939	3,276,211	3,443,417	3,655,441	4,025,358	4,252,295	4,869,510	5,500,376
ANNUAL INCREASE	24.8%	8.9%	0.9%	9.6%	-8.6%	5.1%	6.2%	10.1%	5.6%	14.5%	13.0%
TOTAL OTHER GENERAL LEVIES	0	0	0	0	0	0	0	0	0	0	0
EXISTING DEBT SERVICE LEVIES	1,215,932	1,215,932	1,158,723	1,022,051	1,025,432	937,558	834,293	706,568	711,996	486,825	179,314
TOTAL EXISTING TAX LEVIES	4,189,837	4,455,069	4,427,232	4,604,990	4,301,643	4,380,975	4,489,734	4,731,926	4,964,291	5,356,335	5,679,690
TOTAL NEW ADDITIONS TO TAX LEVY	0	100,000	513,915	744,035	1,545,858	2,032,143	2,307,861	2,461,418	2,613,306	2,615,181	2,696,301
GROSS LEVY TO TAXPAYERS	4,189,837	4,555,069	4,941,147	5,349,025	5,847,501	6,413,118	6,797,595	7,193,344	7,577,597	7,971,516	8,375,991
FISCAL DISPARITIES	-199,221	-199,221	-199,221	-199,221	-199,221	-199,221	-199,221	-199,221	-199,221	-199,221	-199,221
NET LEVY TO TAXPAYERS	3,990,616	4,355,848	4,741,926	5,149,804	5,648,280	6,213,897	6,598,374	6,994,123	7,378,376	7,772,295	8,176,770
EXISTING TAX BASE	17,424,380	17,685,746	18,000,000	18,312,500	18,625,000	18,937,500	19,250,000	19,562,500	19,875,000	20,187,500	20,500,000
NEW CONSTRUCTION TAX CAP (from lines 86-89)	0	959,973	974,372	988,958	1,003,822	1,018,880	1,034,163	1,049,675	1,065,421	1,081,402	1,097,623
TOTAL TAX CAPACITY	17,424,380	18,645,718	19,899,776	21,187,260	22,508,892	23,865,405	25,257,549	26,686,088	28,151,800	29,655,479	31,197,934
TAX RATE ON TAX CAPACITY	22.902%	23.361%	23.829%	24.306%	25.094%	26.037%	26.124%	26.209%	26.209%	26.209%	26.209%
TAX RATE % CHANGE	2.05%	2.00%	2.00%	2.00%	3.24%	3.76%	0.33%	0.33%	0.00%	0.00%	0.00%
Existing \$382,800 home Market Value (inflated by line 81)	396,954	402,918	408,962	415,096	421,323	427,643	434,057	440,568	447,177	453,884	460,692
City Taxes (with inflation on value)	906	939	973	1,009	1,061	1,117	1,138	1,155	1,172	1,190	1,207
Percentage City tax increase in home (\$382,800 inflated)	6.21%	3.65%	3.68%	3.65%	5.15%	5.29%	1.85%	1.50%	1.50%	1.50%	1.50%
Existing Tax Base Inflation	3.7%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
Total Tax Base Increase	13.4%	7.0%	6.7%	6.5%	6.2%	6.0%	5.8%	5.7%	5.5%	5.3%	5.2%
% from New Growth	9.7%	5.5%	5.2%	5.0%	4.7%	4.5%	4.3%	4.2%	4.0%	3.8%	3.7%
New tax capacity assumptions											
Residential units completed in beginning of year	250	250	250	250	250	250	250	250	250	250	250
New home average value (\$383,989 in 2019 inflated)	383,989	389,749	395,595	401,529	407,552	413,665	419,870	426,168	432,561	439,049	445,635
Commercial - New construction (15,000 s.f./year)	0	0	0	0	0	0	0	0	0	0	0
New Home Value Construction Inflation	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
Percentage of Tax Levy for Debt	30.47%	30.21%	35.27%	33.09%	44.38%	46.71%	45.47%	43.19%	42.99%	37.86%	33.14%

4. Additional reserves would be accumulating to assist with future equipment expenses, thus eliminating the need to borrow or bond, thus growing our fund balances to maintain reserve levels to achieve favorable bond ratings. *(The fund balance reserve is calculated using the percent of the current year's operating budget less transfers, so as the budget grows so will the required reserves to meet this level. The reserves can be an accumulation of all governmental funds excluding the enterprise funds, it is not just the general fund reserves.)* So placing funds in the Vehicle Replacement Fund rather than leaving them in the Undesignated General Fund Balance shows greater transparency on what the reserves will be used for and does not hurt our chances for a favorable bond rating.

Revenue Inflation Rate	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Expenses Inflation Rate	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	Budget										
REVENUE											
PROPERTY TAX LEVY	2,973,905	3,239,137	3,268,509	3,582,939	3,276,211	3,443,417	3,655,441	4,025,358	4,252,295	4,869,510	5,500,376
Adjust for Fiscal Disparities	199,221	199,221	199,221	199,221	199,221	199,221	199,221	199,221	199,221	199,221	199,221
Other Taxes (Delinq., Mobile Home, Penalties)	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500
LICENSE AND PERMIT	1,056,900	1,078,038	1,099,176	1,120,314	1,141,452	1,162,590	1,183,728	1,204,866	1,225,999	1,247,137	1,268,275
INTERGOVERNMENTAL (excludes Fiscal Disparities)	267,835	267,835	267,835	267,835	267,835	267,835	267,835	267,835	267,835	267,835	267,835
CHARGES FOR SERVICES	628,600	639,132	649,664	660,196	670,728	681,260	691,792	702,324	712,856	723,388	733,920
FINES/FOREFEITS	49,000	49,980	50,960	51,940	52,920	53,900	54,880	55,860	56,840	57,820	58,800
INTEREST EARNINGS	40,000	40,800	41,600	42,400	43,200	44,000	44,800	45,600	46,400	47,200	48,000
MISC. (See note 1 below)	233,048	237,709	242,370	247,031	251,692	256,353	261,014	265,675	270,336	274,997	279,658
SALE OF ASSETS	0	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUE	5,477,009	5,782,352	5,834,498	6,189,925	5,944,637	6,155,260	6,411,569	6,904,537	7,076,653	7,739,931	7,629,408
EXPENDITURES											
GENERAL GOVERNMENT	1,179,538	1,226,720	1,273,902	1,321,084	1,368,266	1,415,448	1,462,630	1,509,812	1,556,994	1,604,176	1,651,358
PUBLIC SAFETY	1,841,679	1,915,346	1,989,013	2,062,680	2,136,347	2,210,014	2,283,681	2,357,348	2,431,015	2,504,682	2,578,349
PUBLIC WORKS	1,418,134	1,489,041	1,559,948	1,630,855	1,701,762	1,772,669	1,843,576	1,914,483	1,985,390	2,056,297	2,127,204
CULTURE AND RECREATION	385,935	401,372	416,809	432,246	447,683	463,120	478,557	493,994	509,431	524,868	540,305
MISCELLANEOUS	3,789	0	0	0	0	0	0	0	0	0	0
CAPITAL OUTLAY	0	0	0	0	0	0	0	0	0	0	0
GENERAL GOVERNMENT	35,000	0	0	0	0	0	0	0	0	0	0
PUBLIC SAFETY	24,000	0	0	0	0	0	0	0	0	0	0
PUBLIC WORKS	0	0	0	0	60,000	0	0	0	0	0	0
CULTURE AND RECREATION	0	0	0	0	0	0	0	0	0	0	0
TRANSFER OUT	67,859	0	0	0	0	0	0	0	0	0	0
CAPITAL EQUIPMENT	75,000	100,000	125,000	150,000	175,000	200,000	200,000	200,000	200,000	200,000	200,000
Additional Transfer to Capital Equipment	570,076	632,440	460,830	505,675	125,500	118,500	111,500	104,500	97,500	90,500	83,500
TOTAL EXPENDITURES	5,601,009	5,764,919	5,834,498	6,189,925	5,944,637	6,155,260	6,411,569	6,904,537	7,076,653	7,739,931	7,629,408
REVENUE OVER (UNDER) EXPENSES	(124,000)	17,433	18,139	18,874	(0)	0	0	22,122	23,018	23,981	24,920
BEGINNING FUND BALANCE	3,915,326	3,791,326	3,808,759	3,826,898	3,845,772	3,845,772	3,845,772	3,845,773	3,867,894	3,890,912	3,914,862
ENDING FUND BALANCE	3,791,326	3,808,759	3,826,898	3,845,772	3,845,772	3,845,772	3,845,772	3,867,894	3,890,912	3,914,862	3,939,783

5. The chart below gives an illustration on taxes paid by average home values with the proposed budget:

Real City Taxes Paid by Average Homes												
	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
<b>Taxes Paid-City Only</b>												
<b>Market value</b>	<b>150,000</b>	<b>155,550</b>	<b>157,883</b>	<b>160,251</b>	<b>162,655</b>	<b>165,095</b>	<b>167,571</b>	<b>170,085</b>	<b>172,636</b>	<b>175,226</b>	<b>177,854</b>	<b>180,522</b>
Market Value Exclusion	23,740	23,241	23,031	22,817	22,601	22,381	22,159	21,932	21,703	21,470	21,233	20,993
Taxable Market Value	126,260	132,309	134,852	137,434	140,054	142,714	145,412	148,153	150,933	153,756	156,621	159,529
Tax capacity	1,263	1,323	1,349	1,374	1,401	1,427	1,454	1,482	1,509	1,538	1,566	1,595
<b>Property taxes</b>	<b>\$283.44</b>	<b>\$302.99</b>	<b>\$315.14</b>	<b>\$327.41</b>	<b>\$340.53</b>	<b>\$359.33</b>	<b>\$379.83</b>	<b>\$388.42</b>	<b>\$395.49</b>	<b>\$403.09</b>	<b>\$410.43</b>	<b>\$418.03</b>
<b>Market value</b>	<b>200,000</b>	<b>207,400</b>	<b>210,511</b>	<b>213,669</b>	<b>216,874</b>	<b>220,127</b>	<b>223,429</b>	<b>226,780</b>	<b>230,182</b>	<b>233,635</b>	<b>237,140</b>	<b>240,697</b>
Market Value Exclusion	19,240	18,574	18,294	18,010	17,721	17,429	17,131	16,830	16,524	16,213	15,897	15,577
Taxable Market Value	180,760	188,826	192,217	195,659	199,153	202,698	206,298	209,950	213,658	217,422	221,243	225,120
Tax capacity	1,808	1,888	1,922	1,957	1,992	2,027	2,063	2,100	2,137	2,174	2,212	2,251
<b>Property taxes</b>	<b>\$405.75</b>	<b>\$432.39</b>	<b>\$449.00</b>	<b>\$466.33</b>	<b>\$484.18</b>	<b>\$510.42</b>	<b>\$538.92</b>	<b>\$550.39</b>	<b>\$560.09</b>	<b>\$569.78</b>	<b>\$579.74</b>	<b>\$589.96</b>
<b>Market value</b>	<b>382,800</b>	<b>396,964</b>	<b>402,918</b>	<b>408,962</b>	<b>415,096</b>	<b>421,322</b>	<b>427,642</b>	<b>434,057</b>	<b>440,568</b>	<b>447,177</b>	<b>453,885</b>	<b>460,693</b>
Market Value Exclusion	2,788	1,513	977	433	-	-	-	-	-	-	-	-
Taxable Market Value	380,012	395,451	401,941	408,529	415,096	421,322	427,642	434,057	440,568	447,177	453,885	460,693
Tax capacity	3,800	3,955	4,019	4,085	4,151	4,213	4,276	4,341	4,406	4,472	4,539	4,607
<b>Property taxes</b>	<b>\$852.80</b>	<b>\$905.77</b>	<b>\$938.88</b>	<b>\$973.41</b>	<b>\$1,008.94</b>	<b>\$1,060.88</b>	<b>\$1,117.02</b>	<b>\$1,137.73</b>	<b>\$1,154.77</b>	<b>\$1,172.07</b>	<b>\$1,189.63</b>	<b>\$1,207.45</b>
<b>Market value</b>	<b>500,000</b>	<b>518,500</b>	<b>526,278</b>	<b>534,172</b>	<b>542,185</b>	<b>550,318</b>	<b>558,573</b>	<b>566,952</b>	<b>575,456</b>	<b>584,088</b>	<b>592,849</b>	<b>601,742</b>
Market Value Exclusion	-	-	-	-	-	-	-	-	-	-	-	-
Taxable Market Value	500,000	518,500	526,278	534,172	542,185	550,318	558,573	566,952	575,456	584,088	592,849	601,742
Tax capacity	5,000	5,231	5,328	5,427	5,527	5,629	5,732	5,837	5,943	6,051	6,161	6,272
<b>Property taxes</b>	<b>\$1,122.10</b>	<b>\$1,198.00</b>	<b>\$1,244.67</b>	<b>\$1,293.20</b>	<b>\$1,343.39</b>	<b>\$1,417.44</b>	<b>\$1,497.37</b>	<b>\$1,529.82</b>	<b>\$1,557.60</b>	<b>\$1,585.91</b>	<b>\$1,614.74</b>	<b>\$1,643.83</b>
<b>Tax Rate</b>	<b>22.44200%</b>	<b>22.90200%</b>	<b>23.36100%</b>	<b>23.82900%</b>	<b>24.30600%</b>	<b>25.18100%</b>	<b>26.12300%</b>	<b>26.20900%</b>	<b>26.20900%</b>	<b>26.20900%</b>	<b>26.20900%</b>	<b>26.20900%</b>

6. Since the City is in an expansion phase, traditional budgeting using inflation factors does not always capture what is really happening and the future effect of decisions made in one year over time. As you can see from the illustration below, using a budget process of only looking at the current year without looking to the future did not capture the increased revenues from the growth in the market value in the City. It lowered the taxes of existing homes and did not build reserves to pay for future costs. This results in fluctuations in the tax rate and taxes over time.

Revenue Inflation Rate					2.00%	2.00%
Expenses Inflation Rate					4.00%	4.00%
	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2019 Budget
GENERAL FUND OPERATING TAX LEVY	2,421,588	2,421,588	2,190,706	1,818,847	2,382,813	2,973,905
ANNUAL INCREASE		0.0%	-9.5%	-17.0%	31.0%	24.8%
TOTAL OTHER GENERAL LEVIES	256,957	231,261	256,957	256,957	0	0
EXISTING DEBT SERVICE LEVIES	484,814	484,814	664,541	874,622	1,213,788	1,215,932
TOTAL EXISTING TAX LEVIES	3,163,359	3,137,663	3,112,204	2,950,426	3,596,601	4,189,837
TOTAL NEW ADDITIONS TO TAX LEVY	0	0	0	0	0	0
GROSS LEVY TO TAXPAYERS	3,163,359	3,137,663	3,112,204	2,950,426	3,596,601	4,189,837
FISCAL DISPARITIES	-161,313	-187,743	-157,509	-161,272	-149,615	-199,221
NET LEVY TO TAXPAYERS	3,002,046	2,949,920	2,954,695	2,789,154	3,446,986	3,990,616
EXISTING TAX BASE	10,814,010	12,395,813	12,779,339	13,933,542	15,359,350	17,424,380
NEW CONSTRUCTION TAX CAP (from lines 86-89)						0
TOTAL TAX CAPACITY	10,814,010	12,395,813	12,779,339	13,933,542	15,359,350	17,424,380
TAX RATE ON TAX CAPACITY	27.761%	23.798%	23.121%	20.018%	22.442%	22.902%
TAX RATE % CHANGE		-14.28%	-2.84%	-13.42%	12.11%	2.05%
Existing \$382,800 home Market Value (inflated by line 81)	325,900	364,700	364,700	369,100	382,800	396,964
City Taxes (with inflation on value)	883	857	833	731	853	906
Percentage City tax increase in home (\$382,800 inflated from 2017)		-2.87%	-2.84%	-12.27%	16.68%	6.21%
Existing Tax Base Inflation	-0.6%	11.9%	0.0%	2.1%	1.2%	3.7%
Total Tax Base Increase	0.8%	14.6%	3.1%	9.0%	10.2%	13.4%
% from New Growth	1.4%	2.7%	3.1%	6.9%	9.0%	9.7%
New tax capacity assumptions						
Residential units completed in beginning of year					0	250
New home average value (\$383,989 in 2018 inflated)					0	383,989
Commercial - New construction (15,000 s.f./year)						0
New Home Value Construction Inflation					0.0%	1.5%
Percentage of Tax Levy for Debt	16.15%	16.43%	22.49%	31.36%	35.21%	30.47%

As shown below, if the City would have had this tool in 2015 and had looked at keeping the tax rate flat, it would have resulted in a \$190 tax increase on the median valued home between 2014-2019, \$117 of this coming from the market value increase in 2015 of 11.9% (*all increases would have been a result of market value increases and the loss of the market value exclusion as the value rose*). **None of the increase would have been from a City tax increase.** A total of \$3,827,252 in additional reserves could have been collected to reduce the amount of debt or borrowing.

Revenue Inflation Rate					2.00%	2.00%
Expenses Inflation Rate					4.00%	4.00%
	2014 Actual	2015 Actual	2016 Actual	2017 Actual	2018 Budget	2019 Budget
GENERAL FUND OPERATING TAX LEVY	2,421,588	2,912,838	2,783,706	2,897,847	3,199,813	3,820,905
ANNUAL INCREASE		20.3%	-4.4%	4.1%	10.4%	19.4%
TOTAL OTHER GENERAL LEVIES	256,957	231,261	256,957	256,957	0	0
EXISTING DEBT SERVICE LEVIES	484,814	484,814	664,541	874,622	1,213,788	1,215,932
TOTAL EXISTING TAX LEVIES	3,163,359	3,628,913	3,705,204	4,029,426	4,413,601	5,036,837
TOTAL NEW ADDITIONS TO TAX LEVY	0	0	0	0	0	0
GROSS LEVY TO TAXPAYERS	3,163,359	3,628,913	3,705,204	4,029,426	4,413,601	5,036,837
FISCAL DISPARITIES	-161,313	-187,743	-157,509	-161,272	-149,615	-199,221
NET LEVY TO TAXPAYERS	3,002,046	3,441,170	3,547,695	3,868,154	4,263,986	4,837,616
EXISTING TAX BASE	10,814,010	12,395,813	12,779,339	13,933,542	15,359,350	17,424,380
NEW CONSTRUCTION TAX CAP (from lines 86-89)						0
TOTAL TAX CAPACITY	10,814,010	12,395,813	12,779,339	13,933,542	15,359,350	17,424,380
TAX RATE ON TAX CAPACITY	27.761%	27.761%	27.761%	27.761%	27.762%	27.763%
TAX RATE % CHANGE		0.00%	0.00%	0.00%	0.00%	0.00%
Existing \$382,800 home Market Value (inflated by line 81)	325,900	364,700	364,700	369,100	382,800	396,964
City Taxes (with inflation on value)	883	1,000	1,000	1,014	1,055	1,098
Percentage City tax increase in home (\$382,800 inflated from 2017)		13.30%	0.00%	1.33%	4.08%	4.08%
Existing Tax Base Inflation	-0.6%	11.9%	0.0%	2.1%	1.2%	3.7%
Total Tax Base Increase	0.8%	14.6%	3.1%	9.0%	10.2%	13.4%
% from New Growth	1.4%	2.7%	3.1%	6.9%	9.0%	9.7%
New tax capacity assumptions						
Residential units completed in beginning of year					0	250
New home average value (\$383,989 in 2018 inflated)					0	383,989
Commercial - New construction (15,000 s.f./year)						0
New Home Value Construction Inflation					0.0%	1.5%
Percentage of Tax Levy for Debt	16.15%	14.09%	18.73%	22.61%	28.47%	25.13%

Tax Levy Schedule 2018A GO Equip Cert	
Year	Tax Levy
2019	-
2020	128,996
2021	123,848
2022	126,404
2023	123,569
2024	125,984
2025	128,258
2026	125,139
2027	127,271
2028	124,010

For example, the 2018A G.O. Equipment Certificates were \$940,000 with a debt levy shown on the left.

Based on this schedule, if we were to use \$125,000 and add it to this year's debt levy, it would increase the tax rate to 5.25%, or increase it by 3.20%. This

illustrates the effect of debt issuance on the tax rate. Using a Financial Management Model to look at future forecasting, this can help show that developing a policy on a steady or moderate increases in the tax rate can help build reserves and reduce the amount of borrowing in the future.

Revenue Inflation Rate	2.00%	2.00%
Expenses Inflation Rate	4.00%	4.00%
	2018 Budget	2019 Budget
GENERAL FUND OPERATING TAX LEVY	2,382,813	2,973,905
ANNUAL INCREASE	31.0%	24.8%
TOTAL OTHER GENERAL LEVIES	0	0
EXISTING DEBT SERVICE LEVIES	1,213,788	1,215,932
TOTAL EXISTING TAX LEVIES	3,596,601	4,189,837
TOTAL NEW ADDITIONS TO TAX LEVY	0	125,000
GROSS LEVY TO TAXPAYERS	3,596,601	4,314,837
FISCAL DISPARITIES	15	-199,221
NET LEVY TO TAXPAYERS	3,596,616	4,115,616
EXISTING TAX BASE	10,814,010	17,424,380
NEW CONSTRUCTION TAX CAP (from lines 86-89)		0
TOTAL TAX CAPACITY	10,814,010	17,424,380
TAX RATE ON TAX CAPACITY	27.442%	23.620%
TAX RATE % CHANGE	-12.11%	5.25%
Existing \$382,800 home Market Value (inflated by line 81)	325,900	396,964
City Taxes (with inflation on value)	853	906
Percentage City tax increase in home (\$382,800 inflated from 2017)	16.68%	6.21%
Existing Tax Base Inflation	1.2%	3.7%
Total Tax Base Increase	10.2%	13.4%
% from New Growth	9.0%	9.7%
New tax capacity assumptions		
Residential units completed in beginning of year	0	250
New home average value (\$383,989 in 2018 inflated)	0	383,989
Commercial - New construction (15,000 s.f./year)		0
New Home Value Construction Inflation	0.0%	1.5%
Percentage of Tax Levy for Debt	35.21%	32.58%

7. In looking at the tax rate in 2014 of 27.761% the forecast shows that the tax rate thru 2029, even with the proposed increase of 2% for 2019 - 2022 and the City Hall/Fire Station will still not be at the 2014 level. The City continues to compare favorably to other cities and taxing jurisdictions in Washington County when looking at 2018 tax rates.
8. As these forecasts are high level indications of what is planned at this point, they will constantly be monitored and changes based on decisions and economic factors as they occur. They are meant to provide a look into the future to better assist in making decisions and policy based on our long-range plans. Out years after 2024 will need refining to help build reserve funds to pay for maintaining infrastructure and repairs and minimize the need for bonding as once development slows, the City will need to have reserves for these purposes.

<b>Washington County Tax Rates</b>		
<b>Rank</b>	<b>Taxing Authority</b>	<b>2018</b>
1	Landfall	80.743
2	Hastings	60.964
3	Newport	58.736
4	Marine	55.060
5	Oak Park Heights	54.462
6	Stillwater	53.790
7	Willernie	49.748
8	Lake St. Croix Beach	47.497
9	St. Paul Park	42.591
10	Forest Lake	41.871
11	Cottage Grove	40.583
12	Oakdale	38.544
13	Lakeland	36.540
14	Hugo	36.330
15	Bayport	36.017
16	Scandia	35.058
17	Mahtomedi	33.972
18	Woodbury	33.670
19	Afton	32.255
20	Birchwood	24.904
21	Lakeland Shores	24.653
22	St. Mary's Point	22.517
23	<b>Lake Elmo</b>	<b>22.442</b>
24	Grey Cloud Island	21.834
25	Stillwater Township	21.759
26	White Bear Lake	19.058
27	Dellwood	14.614
28	Grant	13.907
29	Baytown Township	13.730
30	Denmark Township	11.063
31	May Township	10.832
32	Pine Springs	8.730
33	West Lakeland Township	8.157

#### **FISCAL IMPACT:**

The proposed budgets and tax levy will help support necessary city services to be provided in 2019. In addition, consideration of the impact of the decisions made today will help the City plan for the future with the goal of sound fiscal management.

#### **OPTIONS:**

- 1) Approve the 2019 General Fund and EDA Budgets and authorize the 2019 Final Property Tax Levy.
- 2) Amend and then approve the 2019 General Fund and EDA Budgets and authorize the 2019 Final Property Tax Levy.

#### **RECOMMENDATION:**

- 1) Motion to adopt Resolution No. 2018-136 Adopting the 2018 Tax Levy Collectible in 2019 and Adopting the 2019 General Fund and EDA Budgets.

#### **ATTACHMENTS:**

- 2019 Proposed General Fund Budget Worksheets
- 2019 Proposed EDA Budget Worksheet
- Draft Long-Range Financial Management Plan
- Resolution No. 2018-136 Adopting the 2018 Tax Levy Collectible in 2019 and Adopting the 2018 General Fund and EDA Budgets.

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

**RESOLUTION NO. 2018-136**

**RESOLUTION ADOPTING THE 2018 TAX LEVY COLLECTIBLE IN 2019  
AND  
ADOPTING THE 2018 GENERAL FUND AND EDA BUDGETS**

**WHEREAS,** The City of Lake Elmo is required by State law to approve a resolution setting forth an annual property tax levy to the Washington County Auditor; and

**WHEREAS,** Minnesota Statutes currently in force require approval of a property tax levy and a budget in December of each year; and

**WHEREAS,** the City Council has received the budget documents;

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Lake Elmo, that the 2019 General Fund Budget shall be as follows:

	<b>2019 Adopted</b>
<b>General Fund Revenues:</b>	
Property Taxes	\$2,382,813
Licenses and Permit	994,400
Intergovernmental	205,896
Charges for Services	611,595
Fines and Forfeits	49,000
Interest on Investments	40,000
Miscellaneous	387,030
<b>Total General Fund Revenues</b>	<b>\$4,670,734</b>
<b>General Fund Expenditures:</b>	
Personnel	\$2,017,290
Materials and Supplies	743,015
Charges and Services	1,705,988
Capital Outlay	194,000
Miscellaneous	10,441
<b>Total General Fund Expenditures</b>	<b>\$4,670,734</b>

And the 2019 EDA Budget shall be as follows:

	<b>2019 Adopted</b>
<b>EDA Revenues:</b>	
Tenant Rents	\$108,852
Transfers	30,000
<b>Total EDA Revenues</b>	<b>\$138,852</b>
<b>EDA Expenditures:</b>	
Materials and Supplies	\$5,100
Charges and Services	56,305
Miscellaneous	1,000
Debt Payments and Fiscal Fees	44,038
<b>Total EDA Expenditures</b>	<b>\$106,443</b>

**BE IT FURTHER RESOLVED** that the Public Hearing was held on Tuesday December 4, 2018 at 7:00 p.m.; and

**BE IT FURTHER RESOLVED** that the City Council of the City of Lake Elmo, Washington County, Minnesota, that the following sums of money be levied in 2018, for collection in 2019 upon the taxable property in said City of Lake Elmo for the following purposes:

<b>TAX CAPACITY BASED TAX LEVY</b>	<b>FINAL LEVY</b>
General Fund	\$2,973,905
G.O. Imp. Bonds - Series 2009B	43,580
G.O. Imp. Bonds - Series 2010A	59,356
G.O. Cap. Imp. Xover Ref. Bonds - Series 2010B	205,989
G.O. Imp. Bonds - Series 2011A	76,719
G.O. Imp. Bonds - Series 2012B	65,275
G.O. Imp. Bonds - Series 2014A	203,885
G.O. Imp. Bonds - Series 2015A	25,113
G.O. Imp. Bonds - Series 2016A	189,419
G.O. Imp. Bonds - Series 2017A	346,598
<b>TOTAL LEVY:</b>	<b>\$4,189,837</b>

And

**BE IT FURTHER RESOLVED** that the Finance Director is hereby authorized and directed to transmit this information to the County Auditor of Washington County, Minnesota and the Minnesota Department of Revenue, if applicable, in the format requested as required by law.

ADOPTED, by the Lake Elmo City Council on the 4th day of December, 2018.

---

Mike Pearson  
Mayor

ATTEST:

---

Julie Johnson  
City Clerk

## CITY OF LAKE ELMO

## 2019 PROPOSED BUDGET

## SUMMARY

		General Fund	Adopted 2018 to	Dollar Change	
		2018	2019	Proposed 2019	2018 Adopt to
Account Number	Description	Adopted	Proposed	Percent Change	2019 Proposed
<b>General Fund Revenues:</b>					
Total Taxes		\$ 2,382,813	\$ 3,203,626	34.45%	\$ 820,813
Total Licenses and Permits		\$ 994,400	\$ 1,056,900	6.29%	\$ 62,500
Total Intergovernmental		\$ 238,026	\$ 267,835	12.52%	\$ 29,809
Total Charges for Services		\$ 611,595	\$ 626,600	2.45%	\$ 15,005
Total Fines and Forfeits		\$ 49,000	\$ 49,000	0.00%	\$ -
Total Investment Earnings		\$ 40,000	\$ 40,000	0.00%	\$ -
Total Miscellaneous		\$ 160,900	\$ 233,048	44.84%	\$ 72,148
Total General Fund Revenues:		\$ 4,476,734	\$ 5,477,009	22.34%	\$ 1,000,275
<b>General Fund Expenditures:</b>					
1110 Mayor & Council					
Total Personnel		\$ 27,854	\$ 27,893	0.14%	\$ 39
Total Materials and Supplies		\$ 330	\$ 3,526	968.48%	\$ 3,196
Total Charges and Services		\$ 20,220	\$ 20,800	2.87%	\$ 580
1110 Total Mayor & Council		\$ 48,404	\$ 52,219	7.88%	\$ 3,815
1320 Administration					
Total Personnel		\$ 294,732	\$ 298,725	1.35%	\$ 3,993
Total Materials and Supplies		\$ 5,385	\$ 4,350	-19.22%	\$ (1,035)
Total Charges and Services		\$ 218,020	\$ 241,351	10.70%	\$ 23,331
Total Miscellaneous		\$ 600	\$ 1,791	198.50%	\$ 1,191
1320 Total Administration		\$ 518,737	\$ 546,217	5.30%	\$ 27,480
1410 Elections					
Total Personnel		\$ 7,500	\$ -	-100.00%	\$ (7,500)
Total Charges and Services		\$ 1,660	\$ 1,660	0.00%	\$ -
Total Capital Outlay		\$ -	\$ -	#DIV/0!	\$ -
Total Miscellaneous		\$ 1,000	\$ -	-100.00%	\$ (1,000)
1410 Total Elections		\$ 10,160	\$ 1,660	-83.66%	\$ (8,500)
1450 Communications					
Total Personnel		\$ 40,620	\$ 43,191	6.33%	\$ 2,571
Total Charges and Services		\$ 46,500	\$ 11,785	-74.66%	\$ (34,715)
1450 Total Communications		\$ 87,120	\$ 54,976	-36.90%	\$ (32,144)
1520 Finance					

**CITY OF LAKE ELMO  
2019 PROPOSED BUDGET**

**SUMMARY**

		2018	General Fund 2019	Adopted 2018 to Proposed 2019	Dollar Change 2018 Adopt to	
<u>Account Number</u>	<u>Description</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Percent Change</u>	<u>2019 Proposed</u>	<u>Comments</u>
Total Personnel		\$ 33,624	\$ 135,771	303.79%	\$ 102,147	Hired new Finance Director
Total Materials and Supplies		\$ 975	\$ 1,175	20.51%	\$ 200	
Total Charges and Services		\$ 160,383	\$ 24,802	-84.54%	\$ (135,581)	Contract Service reduced due to hire of Finance Director
Total Miscellaneous		\$ 1,625	\$ 5,000	207.69%	\$ 3,375	
1520	Total Finance	\$ 196,607	\$ 166,748	-15.19%	\$ (29,859)	
1910	Planning & Zoning					
Total Personnel		\$ 203,930	\$ 211,365	3.65%	\$ 7,435	Salary incr. and Insurance Incr.
Total Materials and Supplies		\$ 800	\$ 500	-37.50%	\$ (300)	
Total Charges and Services		\$ 66,640	\$ 39,215	-41.15%	\$ (27,425)	Comprehensive Plan
Total Miscellaneous		\$ 200	\$ 200	0.00%	\$ -	
1910	Total Planning & Zoning	\$ 271,570	\$ 251,280	-7.47%	\$ (20,290)	
1930	Engineering Services					
Total Charges and Services		\$ 36,216	\$ 74,000	104.33%	\$ 37,784	Capital Outlay for Keats Ave Turn Lane
1930	Total Engineering Services	\$ 36,216	\$ 74,000	104.33%	\$ 37,784	
1940	City Hall					
Total Materials and Supplies		\$ 800	\$ 800	0.00%	\$ -	Reduction in costs but added IT charges for City Hall previously in Communications
Total Charges and Services		\$ 66,337	\$ 64,839	-2.26%	\$ (1,498)	
Total Miscellaneous		\$ 1,016	\$ 1,800	77.17%	\$ 784	
1940	Total City Hall	\$ 68,153	\$ 67,439	-1.05%	\$ (714)	
2100	Police					
Total Charges and Services		\$ 665,675	\$ 702,768	5.57%	\$ 37,093	Per Washington County
2100	Total Police	\$ 665,675	\$ 702,768	5.57%	\$ 37,093	
2150	Prosecution					
Total Charges and Services		\$ 44,996	\$ 45,792	1.77%	\$ 796	
2150	Total Prosecution	\$ 44,996	\$ 45,792	1.77%	\$ 796	
2220	Fire					
Total Personnel		\$ 401,803	\$ 432,285	7.59%	\$ 30,482	Wage Incr, POC pay rate change, retirement, workers comp
Total Materials and Supplies		\$ 35,375	\$ 37,925	7.21%	\$ 2,550	2 AEDs
Total Charges and Services		\$ 131,265	\$ 169,222	28.92%	\$ 37,957	IT costs now charged here - previously in Communications, 5 new computers - replacement, replace 2 portable radios
Total Capital Outlay		\$ -	\$ 9,438	#DIV/0!	\$ 9,438	Transfer to Vehicle Replacement Fund
Total Miscellaneous		\$ 2,000	\$ 2,000	0.00%	\$ -	
2220	Total Fire	\$ 570,443	\$ 650,870	14.10%	\$ 80,427	

## CITY OF LAKE ELMO

## 2019 PROPOSED BUDGET

## SUMMARY

		General Fund	Adopted 2018 to	Dollar Change	
		2018	2019	Proposed 2019	2018 Adopt to
Account Number	Description	Adopted	Proposed	Percent Change	2019 Proposed
2250	Fire Relief				
Total Charges and Services		\$ 47,000	\$ 60,000	27.66%	\$ 13,000
					Pass Thru based on revenue received from State
2250	Total Fire Relief	\$ 47,000	\$ 60,000	27.66%	\$ 13,000
2400	Building Inspection				
Total Personnel		\$ 369,228	\$ 343,962	-6.84%	\$ (25,266)
Total Materials and Supplies		\$ 5,700	\$ 5,700	0.00%	\$ -
Total Charges and Services		\$ 19,570	\$ 30,245	54.55%	\$ 10,675
Total Capital Outlay		\$ 24,000	\$ 24,000	0.00%	\$ -
Total Miscellaneous		\$ 1,000	\$ 1,000	0.00%	\$ -
2400	Total Building Inspection	\$ 419,498	\$ 404,907	-3.48%	\$ (14,591)
2500	Emergency Communications				
Total Charges and Services		\$ 1,780	\$ 1,780	0.00%	\$ -
2500	Total Emergency Communications	\$ 1,780	\$ 1,780	0.00%	\$ -
2700	Animal Control				
Total Charges and Services		\$ 7,725	\$ 9,000	16.50%	\$ 1,275
2700	Total Animal Control	\$ 7,725	\$ 9,000	16.50%	\$ 1,275
3100	Streets				
Total Personnel		\$ 467,620	\$ 452,242	-3.29%	\$ (15,378)
Total Materials and Supplies		\$ 154,850	\$ 166,600	7.59%	\$ 11,750
Total Charges and Services		\$ 631,500	\$ 798,292	26.41%	\$ 166,792
Total Capital Outlay		\$ 145,000	\$ 50,745	-65.00%	\$ (94,255)
Total Miscellaneous		\$ 1,800	\$ 1,000	-44.44%	\$ (800)
3100	Total Streets	\$ 1,400,770	\$ 1,468,879	4.86%	\$ 68,109
5200	Parks & Recreation				
Total Personnel		\$ 170,380	\$ 223,775	31.34%	\$ 53,395
Total Materials and Supplies		\$ 13,800	\$ 18,300	32.61%	\$ 4,500
Total Charges and Services		\$ 65,500	\$ 142,860	118.11%	\$ 77,360
Total Capital Outlay		\$ 25,000	\$ 14,817	-40.73%	\$ (10,183)
Total Miscellaneous		\$ 1,200	\$ 1,000	-16.67%	\$ (200)
5200	Total Parks & Recreation	\$ 275,880	\$ 400,752	45.26%	\$ 124,872
9000	Transfers				

**CITY OF LAKE ELMO  
2019 PROPOSED BUDGET  
SUMMARY**

		General Fund	Adopted 2018 to	Dollar Change	
		2018	2019	Proposed 2019	2018 Adopt to
<u>Account Number</u>	<u>Description</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Percent Change</u>	<u>2019 Proposed</u>
					<b>Comments</b>
<b>Total Transfers</b>		\$ -	\$ 637,935	#DIV/0!	\$ 637,935
					\$100,000 use of fund balance transferred to Vehicle Replacement Fund per CIP, \$470,076 transfer to Vehicle Replacement Fund from 2019 Budget, \$47,766 transfer to debt service for 2018 and 2019 as a result of the Old Village 3 assessments being reduced, and \$20,093 for interest payment for Equipment Certificates issued in 2018.
<b>9000</b>	<b>Total Transfers</b>	<b>\$ -</b>	<b>\$ 637,935</b>	<b>#DIV/0!</b>	<b>\$ 637,935</b>
<b>9000</b>	<b>Contingency Reserve</b>				
<b>Contingency</b>					
<b>Total Contingency Reserve</b>		-	3,788	#DIV/0!	\$ 3,788
<b>Total Contingency</b>		\$ -	\$ 3,788	#DIV/0!	\$ 3,788
					Reserve for increases that might occur that are currently unknown, Union insurance will not be known until March.
<b>9000</b>	<b>Total Contingency Reserve</b>	<b>\$ -</b>	<b>\$ 3,788</b>	<b>#DIV/0!</b>	<b>\$ 3,788</b>
<b>Total General Fund Expenditures:</b>		<b>\$ 4,670,734</b>	<b>\$ 5,601,009</b>	<b>19.92%</b>	<b>\$ 930,275</b>
<b>Total Gen Fund Revs. Over/(Under) Expenditures:</b>		<b>\$ (194,000)</b>	<b>\$ (124,000)</b>	<b>-36.08%</b>	
					Use of Fund Balance Budgeted, \$100,000 to start Vehicle Replacement Fund, \$24,000 Building Insp Vehicle not replaced in 2018 but budgeted - moved to 2019
<b>Totals by Category</b>					
Personnel		\$ 2,017,291	\$ 2,169,209	7.53%	\$ 151,918
Materials and Supplies		\$ 218,015	\$ 238,876	9.57%	20,861
Charges and Services		\$ 2,230,987	\$ 2,438,410	9.30%	207,423
Capital Outlay		\$ 194,000	\$ 99,000	-48.97%	(95,000)
Miscellaneous		\$ 10,441	\$ 13,791	32.09%	3,350
Transfers		\$ -	\$ 637,935	#DIV/0!	637,935
Contingency Reserve		\$ -	\$ 3,788	#DIV/0!	3,788
<b>TOTALS:</b>		<b>\$ 4,670,734</b>	<b>\$ 5,601,009</b>	<b>19.92%</b>	<b>\$ 930,275</b>
<b>Total by Function</b>					
General Government		\$ 1,236,967	\$ 1,218,326	-1.51%	\$ (18,641)
Public Safety		\$ 1,733,117	\$ 1,841,679	6.26%	\$ 108,562
Public Works		\$ 1,255,770	\$ 1,418,134	12.93%	\$ 162,364
Culture & Recreation		\$ 250,880	\$ 385,935	53.83%	\$ 135,055

**CITY OF LAKE ELMO**  
**2019 PROPOSED BUDGET**

**SUMMARY**

			General Fund	Adopted 2018 to	Dollar Change	
		2018	2019	Proposed 2019	2018 Adopt to	
<u>Account Number</u>	<u>Description</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Percent Change</u>	<u>2019 Proposed</u>	<u>Comments</u>
Capital Outlay		\$ 194,000	\$ 99,000	-48.97%	\$ (95,000)	
Transfers		\$ -	\$ 637,935	#DIV/0!	\$ 637,935	
<b>Total</b>		<b>\$ 4,670,734</b>	<b>\$ 5,601,009</b>	<b>19.92%</b>	<b>\$ 930,275</b>	

CITY OF LAKE ELMO

2019 PROPOSED BUDGET

Master Worksheet - All Budgets - REVISED

		2016	2017	2018	2018	2018	2019	Adopted 2018 to	
		Actual	Actual	Adopted	YTD - Sep 2018	Projected	Proposed	Proposed 2019	
Account Number	Description							Percent Change	Comments
General Fund Revenues:									
Taxes									
101-410-1320-31010	Current Ad Valorem Taxes	\$ 2,019,331	\$ 1,643,358	\$ 2,202,698	\$ 1,347,588	\$ 2,382,813	\$ 2,973,905	35.01%	
101-410-1320-31020	Delinquent Ad Valorem Taxes	13,546	18,313	15,000	13,864	15,000	15,000	0.00%	
101-410-1320-31030	Mobile Home Tax	14,366	17,547	15,000		15,000	15,000	0.00%	
101-410-1320-31030	Delinquent Mobile Home Tax				3,145			#DIV/0!	
101-410-1320-31040	Fiscal Disparities	157,096	159,325	149,615	98,957	193,117	199,221	33.16%	
101-410-1320-31045	Delinquent Fiscal Disparities							#DIV/0!	
101-410-1320-31050	Tax Abatement							#DIV/0!	
101-410-1320-31910	Penalty & Interest on Taxes	185	2,400	500	754	500	500	0.00%	
101-410-1320-31920	Forfeited Tax Sale Apportionment	-	269					#DIV/0!	
Total Taxes		\$ 2,204,524	\$ 1,841,212	\$ 2,382,813	\$ 1,464,308	\$ 2,606,430	\$ 3,203,626	34.45%	
Licenses and Permits									
101-410-1320-32110	Liquor License	7,025	8,300	8,300	200	8,300	8,300	0.00%	
101-410-1320-32180	Wastehauler License	1,560		1,000		1,000	1,000	0.00%	
101-410-1320-32181	General Contractor License	150			50		-	#DIV/0!	
101-410-1320-32183	Heating Contractor License	3,450	900				-	#DIV/0!	
101-410-1320-32184	Blacktopping Contractor License				300			#DIV/0!	
101-420-2400-32210	Building Permits	902,690	1,146,350	800,000	818,608	787,714	800,000	0.00%	
101-410-1910-32211	Driveway Permits	10,190	19,390	17,500	14,720	17,460	15,000	-14.29%	
101-420-2400-32212	Fireplace Permits				1,740	16,320	16,000	#DIV/0!	
101-420-2400-32220	Heating Permits	128,558	135,814	60,000	65,258	58,718	60,000	0.00%	
101-420-2400-32230	Plumbing Permits	92,752	107,948	60,000	64,661	57,084	60,000	0.00%	
101-420-2400-32232	Pool Permits				150	900	1,000	#DIV/0!	
101-420-2400-32213	Siding Permits					14,927	12,500	#DIV/0!	
101-420-2400-32214	Roof Permits					60,022	50,000	#DIV/0!	
101-410-1320-32240	Animal License	1,900	1,875	2,000	1,325	1,500	-	-100.00%	Discontinue in 2019
101-420-2400-32250	Utility Permits	60,234	43,393	33,000	44,520	26,880	27,000	-18.18%	
101-420-2220-32260	Burning Permit	2,035	1,575	2,500	1,595	2,000	2,000	-20.00%	
101-410-1320-32270	Massage Therapy Licenses	75	100	100	200	200	100	0.00%	
101-420-2400-32275	Fire Suppression Permits	-		8,500	500	1,300	2,500	-70.59%	
101-420-2400-32278	Fire Permit Plan Check Fee		12,273	1,500	851	1,500	1,500	0.00%	
101-420-2400-32282	Miscellaneous Permits	-	-	-	3,815	-	-	#DIV/0!	
Total Licenses and Permits		\$ 1,210,619	\$ 1,477,918	\$ 994,400	\$ 1,018,493	\$ 1,055,825	\$ 1,056,900	6.29%	
Intergovernmental									
101-410-1320-33418	MSA - Maintenance	123,433	122,883	135,561	144,502	144,502	151,727	11.93%	From City Engrineer
101-420-2220-33420	State Fire Aid	59,136	61,147	47,000		47,000	60,000	27.66%	November receipt
101-410-1320-33422	PERA Aid	2,749	2,749	2,749	1,375	2,749	2,749	0.00%	July and December receipt.
101-450-5200-33426	Miscellaneous State Grants	8,367	19,406	4,820		4,820	4,820	0.00%	DNR/Sunfish Lake Trail Grooming
101-410-1320-33623	Payment in Lieu of Taxes	-		32,130	32,250	32,130	32,773	2.00%	ISD 916 Service Fee Due in Dec. - 2% incr./yr. End in 2026
101-410-1320-33521	Recycling Grant	15,688	-	15,766	-	-	15,766	0.00%	June/July Every other year?
Total Intergovernmental		\$ 209,373	\$ 206,185	\$ 238,026	\$ 178,127	\$ 231,201	\$ 267,835	12.52%	
Charges for Services									
101-410-1910-34103	Zoning & Subdivision Fees	33,490	54,956	55,000	79,425	40,000	45,000	-18.18%	
101-420-2400-34104	Plan Check Fees	500,965	580,817	525,000	437,857	525,000	525,000	0.00%	
101-410-1320-34105	Sale of Copies, Books, Maps	213	27	200	38	200	200	0.00%	
101-410-1520-34107	Assessment Searches	4,905	1,140	1,395	870	1,395	1,400	0.36%	
101-450-5200-34207	Building Code Surcharges		12					#DIV/0!	
101-450-5200-34710	Rent		12		12			#DIV/0!	
101-410-1450-34111	Cable Operation Reimbursement	1,600	2,104	5,000	5,000	5,000	5,000	0.00%	Offset with Cable Operators charge in Communications
101-420-2400-34112	Planning & Zoning Review Fee		69,524		22,900	25,000	25,000	#DIV/0!	\$100 every new review charged
101-420-2400-34114	Street Light Fee				4,644			#DIV/0!	

CITY OF LAKE ELMO

2019 PROPOSED BUDGET

Master Worksheet - All Budgets - REVISED

		2016	2017	2018	2018	2018	2019	Adopted 2018 to	
		Actual	Actual	Adopted	YTD - Sep 2018	Projected	Proposed	Proposed 2019	
Account Number	Description							Percent Change	Comments
101-410-1910-34115	Base Map Upgrading Fee				7,500			#DIV/0!	
101-410-1910-36206	Escrow Administration Fee	2,800	30,000	25,000	21,600	25,000	25,000	0.00%	\$100 every new escrow is charged
Total Charges for Services		\$ 543,973	\$ 738,592	\$ 611,595	\$ 579,846	\$ 621,595	\$ 626,600	2.45%	
Fines and Forfeits									
101-410-2100-35100	Fines	49,505	41,418	49,000	34,749	42,000	49,000	0.00%	Based on averages
Total Fines and Forfeits		\$ 49,505	\$ 41,418	\$ 49,000	\$ 34,749	\$ 42,000	\$ 49,000	0.00%	
Investment Earnings									
101-410-1320-36210	Interest Earnings	20,437	27,665	40,000	-	40,000	40,000	0.00%	Incr Int rates and Investing
Total Investment Earnings		\$ 20,437	\$ 27,665	\$ 40,000	\$ -	\$ 40,000	\$ 40,000	0.00%	
Miscellaneous									
101-410-1320-31811	Cable Franchise Revenue	98,218	67,178	68,000	81,581	81,581	85,000	25.00%	Based on 2018 amounts
101-410-1320-36200	Miscellaneous Revenue	28,205	78,241	29,900	864	29,900	29,900	0.00%	misc. accts. Receivable, dev. Fees.
101-410-1910-36236	Conservation Easement Fee				20,000	20,000		#DIV/0!	
101-420-2220-36204	Reimbursements - Fire	1,500	9,940		2,552	-	-	#DIV/0!	
101-410-1320-36230	Donations	10,000	17,837	10,000	14,036	10,000	10,000	0.00%	
101-410-1320-34120	Tower Rent	-	47,084	53,000	46,043	53,000	108,148	104.05%	Based on contracts. 3% incr ATT, plus 2 new tower leases
Total Miscellaneous		\$ 137,923	\$ 220,280	\$ 160,900	\$ 165,076	\$ 194,481	\$ 233,048	44.84%	
Total General Fund Revenues:		\$ 4,376,354	\$ 4,553,270	\$ 4,476,734	\$ 3,440,599	\$ 4,791,533	\$ 5,477,009	22.34%	
General Fund Expenditures:									
1110	Mayor & Council								
Personnel									
101-410-1110-41030	Part-time Salaries	25,690	25,690	25,690	12,845	25,690	25,690	0.00%	
101-410-1110-41220	FICA Contributions	1,593	1,593	1,593	796	1,593	1,593	0.00%	
101-410-1110-41230	Medicare Contributions	373	373	373	186	373	373	0.00%	
101-410-1110-41510	Workers Compensation	-	67	198	237	237	237	19.70%	
Total Personnel		\$ 27,655	\$ 27,723	\$ 27,854	\$ 14,064	\$ 27,893	\$ 27,893	0.14%	
Materials and Supplies									
101-410-1110-42000	Office Supplies	72	114	30		30	125	316.67%	business cards, name tags, etc
101-410-1110-42001	Computer Reimbursement	-	1,911				2,000	#DIV/0!	potential 2 new members
101-410-1110-43310	Mileage	-	-	300	-	300	300	0.00%	
101-410-1110-43185	IT Support						1,101	#DIV/0!	Council Email Support (Roseville)
101-410-1110-42002	IT Hardware							#DIV/0!	
101-410-1110-43190	Software Programs	-	-	-	-	-	-	#DIV/0!	
Total Materials and Supplies		\$ 72	\$ 2,025	\$ 330	\$ -	\$ 330	\$ 3,526	968.48%	
Charges and Services									
101-410-1110-44300	Miscellaneous	15,691	6,568	6,750	150	6,750	7,000	3.70%	\$5250 YSB, misc
101-410-1110-44330	Dues & Subscriptions	11,986	16,045	12,470	3,655	12,470	12,800	2.65%	\$9k LMC, \$3,750 MC, \$30 MA
101-410-1110-44370	Conferences & Training	520	180	1,000		1,000	1,000	0.00%	
Total Charges and Services		\$ 28,197	\$ 22,793	\$ 20,220	\$ 3,805	\$ 20,220	\$ 20,800	2.87%	
1110	Total Mayor & Council	\$ 55,924	\$ 52,540	\$ 48,404	\$ 17,870	\$ 48,443	\$ 52,219	7.88%	
1320	Administration								
Personnel									
101-410-1320-41010	Full-time Salaries	195,150	240,650	217,946	192,309	217,946	222,374	2.03%	Allocation Change for 2018 (Deputy Clerk)
101-410-1320-41030	Part-time Salaries			-				#DIV/0!	
101-410-3120-41020	Overtime							#DIV/0!	

CITY OF LAKE ELMO

2019 PROPOSED BUDGET

Master Worksheet - All Budgets - REVISED

		2016	2017	2018	2018	2018	2019	Adopted 2018 to	
		Actual	Actual	Adopted	YTD - Sep 2018	Projected	Proposed	Proposed 2019	
Account Number	Description							Percent Change	Comments
101-410-3120-41040	Temporary Employees	5,613	17,733					#DIV/0!	Intern
101-410-1320-41210	PERA Contributions	14,378	18,049	16,346	15,646	16,346	16,678	2.03%	
101-410-1320-41220	FICA Contributions	11,823	15,185	13,146	12,212	13,146	17,012	29.41%	
101-410-1320-41230	Medicare Contributions	2,765	3,509	3,160	2,856	3,160		-100.00%	
101-410-1320-41300	Insurance	28,335	39,840	42,456	17,772	42,456	39,114	-7.87%	6% Ins increase
101-410-1320-41325	Life Insurance				138		344	#DIV/0!	
101-410-1320-41330	STD/LTD				532		1,198	#DIV/0!	
101-410-1320-41420	Unemployment Benefits	-						#DIV/0!	
101-410-1320-41510	Workers Compensation	6,252	818	1,678	2,005	2,005	2,005	19.49%	
Total Personnel		\$ 264,317	\$ 335,784	\$ 294,732	\$ 243,470	\$ 295,059	\$ 298,725	1.35%	
Materials and Supplies									
101-410-1320-42000	Office Supplies	5,113	4,683	4,500	2,058	4,000	4,250	-5.56%	
101-410-1320-42030	Printed Forms	771	84	785	1,039	1,050	100	-87.26%	Deposit slips & Receipt books?
101-410-1320-43090	Newsletter/Website	-	2,091	100		90	-	-100.00%	Move all to Communications in 2019
Total Materials and Supplies		\$ 5,885	\$ 6,858	\$ 5,385	\$ 3,098	\$ 5,140	\$ 4,350	-19.22%	
Charges and Services									
101-410-1320-43100	Assessing Services	52,049	51,646	53,350	7,983	7,983	81,500	52.76%	Wash Co bills June for previous year
101-410-1320-43040	Legal Services	322,842	140,883	100,000	88,165	100,000	90,000	-10.00%	
101-410-1320-43150	Contract Services	1,019	15,921	3,000	2,131	3,000	3,100	3.33%	Shred it, misc
101-410-1320-43180	Information Technology/Web	470	909	4,500	7,291	13,291		-100.00%	created 3 new accounts below
101-410-1320-43185	IT Support						6,682	#DIV/0!	Roseville
101-410-1320-42002	IT Hardware						1,500	#DIV/0!	One computer at \$1000 (laptop)
101-410-1320-43190	Software Programs	2,338	2,601	3,750	2,011	3,750	1,309	-65.09%	laser fiche, adobe, etc (Roseville \$1309)
101-410-1320-43210	Telephone	1,574	1,585	1,770	967	1,770	2,511	41.86%	Roseville \$1169, Sprint \$741
101-410-1320-43220	Postage	3,741	(87)	4,000	1,157	3,000	3,000	-25.00%	
101-410-1320-43310	Mileage	418	832	1,000	494	1,000	1,100	10.00%	
101-410-1320-43510	Legal Publishing	8,003	2,655	13,000	1,473	13,000	10,000	-23.08%	Recodification
101-410-1320-43610	Insurance	26,121	27,130	29,400	25,565	30,999	35,649	21.26%	2018 Inc due to 2016 lawsuits - corr allocation incr 15% over prev yr
101-410-1320-43152	Cable Operation Expense	-		-				#DIV/0!	
101-410-1320-44330	Dues & Subscriptions	1,877	1,227	2,250	1,889	1,890	2,000	-11.11%	
101-410-1320-44370	Conferences & Training	844	1,453	2,000	2,637	2,500	3,000	50.00%	
Total Charges and Services		\$ 421,296	\$ 246,756	\$ 218,020	\$ 141,763	\$ 182,184	\$ 241,351	10.70%	
Miscellaneous									
101-410-1320-44300	Miscellaneous	538	534	600	1,063	1,000	1,791	198.50%	inc \$ for public service recognition
Total Miscellaneous		\$ 538	\$ 534	\$ 600	\$ 1,063	\$ 1,000	\$ 1,791	198.50%	
1320	Total Administration	\$ 692,035	\$ 589,932	\$ 518,737	\$ 389,394	\$ 483,383	\$ 546,217	5.30%	
1410	Elections								
Personnel									
101-410-1410-41030	Part-time Salaries	7,037		7,500		7,500	-	-100.00%	No elections in 2019
101-410-1410-41510	Workers Compensation	-	-	-	-	-	-	#DIV/0!	
Total Personnel		\$ 7,037	\$ -	\$ 7,500	\$ -	\$ 7,500	\$ -	-100.00%	
Charges and Services									
101-410-1410-43310	Travel Expense				6				
101-410-1410-43510	Legal Notices Publishing				20				
101-410-1410-43150	Contract Services	1,200	1,660	1,660	1,660	1,660	1,660	0.00%	Wash. Cty. charges for elections
Total Charges and Services		\$ 1,200	\$ 1,660	\$ 1,660	\$ 1,686	\$ 1,660	\$ 1,660	0.00%	
Capital Outlay									

CITY OF LAKE ELMO

2019 PROPOSED BUDGET

Master Worksheet - All Budgets - REVISED

		2016	2017	2018	2018	2018	2019	Adopted 2018 to	
		Actual	Actual	Adopted	YTD - Sep 2018	Projected	Proposed	Proposed 2019	
Account Number	Description							Percent Change	Comments
101-480-8000-45800	Other Equipment	20	-	-		-	-	#DIV/0!	
Total Capital Outlay		\$ 20	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
Miscellaneous									
101-410-1410-44300	Miscellaneous	835	-	1,000	229	1,000	-	-100.00%	
Total Miscellaneous		\$ 835	\$ -	\$ 1,000	\$ 229	\$ 1,000	\$ -	-100.00%	
1410	Total Elections	\$ 9,092	\$ 1,660	\$ 10,160	\$ 1,915	\$ 10,160	\$ 1,660	-83.66%	
1450	Communications								
Personnel									
101-410-1450-41010	Full-time Salaries		7,759	28,434	22,156	28,434	30,800	8.32%	
101-410-1450-41030	Part-time Salaries							#DIV/0!	
101-410-1450-41020	Overtime							#DIV/0!	
101-410-1450-41040	Temporary Employees							#DIV/0!	Interns
101-410-1450-41210	PERA Contributions		582	2,133	1,662	2,133	2,310	8.30%	
101-410-1450-41220	FICA Contributions		477	1,763	1,390	1,763	2,356	33.64%	
101-410-1450-41230	Medicare Contributions		112	412	325	412		-100.00%	
101-410-1450-41300	Insurance		933	7,659	1,290	7,659	7,243	-5.43%	
101-410-1450-41325	Life Insurance				20		63	#DIV/0!	
101-410-1450-41330	STD/LTD				37		157	#DIV/0!	
								#DIV/0!	
101-410-1450-41510	Workers Compensation	-	-	219	262	262	262	19.63%	
Total Personnel		\$ -	\$ 9,863	\$ 40,620	\$ 27,142	\$ 40,663	\$ 43,191	6.33%	
Charges and Services									
101-410-1450-43090	Newsletter			5,000	2,069	5,000	3,000	-40.00%	printing only
101-410-1450-43180	Information Technology/Web	50,580	58,147	35,500	46,524	35,500	1,800	-94.93%	\$1200 Website, \$600 Constant Contact
101-410-1450-43185	IT Support						535	#DIV/0!	Roseville
101-410-1450-42002	IT Hardware							#DIV/0!	
101-410-1450-43190	Software Programs							#DIV/0!	
101-410-1450-43210	Telephone	308						#DIV/0!	
101-410-1450-43220	Postage			1,000		1,419	1,450	45.00%	newsletter postage
101-410-1450-43310	Mileage							#DIV/0!	
101-410-1450-43510	Public Notices							#DIV/0!	
101-410-1450-43152	Cable Operations	3,955	6,035	5,000	3,815	5,000	5,000	0.00%	
101-410-1450-44370	Conferences and Training	-	1,314	-	-	-	-	#DIV/0!	
Total Charges and Services		\$ 54,843	\$ 65,496	\$ 46,500	\$ 52,408	\$ 46,919	\$ 11,785	-74.66%	
1450	Total Communications	\$ 54,843	\$ 75,359	\$ 87,120	\$ 79,550	\$ 87,582	\$ 54,976	-36.90%	
1520	Finance								
Personnel									
101-410-1520-41010	Full-time Salaries	63,053	68,372	14,665	44,200	68,942	97,334	563.72%	2018 & 2017 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	12,702	5,874	6,760		6,600	6,760	0.00%	Interns
101-410-1520-41210	PERA Contributions	5,281	1,833	1,100	3,315	5,171	7,300	563.64%	2018 & 2017 Hired Full Time Fin Dir
101-410-1520-41220	FICA Contributions	4,500	4,461	1,328	2,930	4,274	7,963	499.62%	2018 & 2017 Hired Full Time Fin Dir (FT \$7446, Intern \$517)
101-410-1520-41230	Medicare Contributions	1,052	1,043	311	685	1,000		-100.00%	2018 & 2017 Hired Full Time Fin Dir
101-410-1520-41300	Insurance	10,938	7,572	3,831	3,029	12,989	15,211	297.05%	2018 & 2017 Hired Full Time Fin Dir
101-410-1520-41325	Life Insurance				42		125	#DIV/0!	2018 & 2017 Hired Full Time Fin Dir
101-410-1520-41330	STD/LTD				8		638	#DIV/0!	2018 & 2017 Hired Full Time Fin Dir
101-410-1520-41420	Unemployment Benefits		3,220	5,464		-		-100.00%	16 weeks in 2017 and 10 weeks in 2018 at 80%
101-410-1520-41510	Workers Compensation	204	440	165	244	244	440	166.67%	

CITY OF LAKE ELMO

2019 PROPOSED BUDGET

Master Worksheet - All Budgets - REVISED

		2016	2017	2018	2018	2018	2019	Adopted 2018 to	
		Actual	Actual	Adopted	YTD - Sep 2018	Projected	Proposed	Proposed 2019	
Account Number	Description	Actual	Actual	Adopted	YTD - Sep 2018	Projected	Proposed	Percent Change	Comments
Total Personnel		\$ 97,730	\$ 92,814	\$ 33,624	\$ 60,090	\$ 99,220	\$ 135,771	303.79%	
Materials and Supplies									
101-410-1520-42000	Office Supplies	338	621	600	1,295	1,500	800	33.33%	
101-410-1520-42030	Printed Forms	1,117	-	375	-	375	375	0.00%	Checks ordered in Oct. 2016.
Total Materials and Supplies		\$ 1,456	\$ 621	\$ 975	\$ 1,295	\$ 1,875	\$ 1,175	20.51%	
Charges and Services									
101-410-1520-43010	Audit Services	29,345	26,575	30,425	29,425	30,425	7,987	-73.75%	5% incr. \$31,946 split GF, Water, Sewer, SW
101-410-1520-43150	Contract Services	114	187,453	108,150	77,120	77,420	3,000	-97.23%	Finance Consultant /CLA was in 2017 and 2018
101-410-1520-43185	IT Support				607		3,779	#DIV/0!	Roseville
101-410-1520-42002	IT Hardware					1,600	1,200	#DIV/0!	Replace 1 laptop/1 desk 2018, 2 desk 2019
101-410-1520-43190	Software Programs	-	6,400	19,433	18,066	19,433	2,752	-85.84%	Accela support \$2306.5 (slit with W, S, SW \$9226)/Banyon/Credit Card Services (0), Roseville \$445
101-410-1520-43210	Telephone	427	881	875	387	875	585	-33.14%	Roseville IT Phone
101-410-1520-43310	Mileage	-	-	250		300	500	100.00%	Mileage for training and conferences.
101-410-1520-44330	Dues & Subscriptions	170	330	500	1,037	1,500	2,000	300.00%	GFOA, MNGFOA, GFOA Program Fees, Select Acct, Ins Prog Fees
101-410-1520-44370	Conferences & Training	-	344	750	260	2,000	3,000	300.00%	MNGFOA Confr (2 people) and Govt. Acctg. Courses, OSA Training, Public Finance Training, Monthly MnGFOA Mtgs
Total Charges and Services		\$ 30,056	\$ 221,983	\$ 160,383	\$ 126,902	\$ 133,553	\$ 24,802	-84.54%	
Miscellaneous									
101-410-1520-44300	Miscellaneous	1,627	46,172	1,625	333	5,000	5,000	207.69%	Bank Fees, Wire Transfer Fees, Excise Tax, Penalties, County charges, Health Partners, Ind Health Svs Network
Total Miscellaneous		\$ 1,627	\$ 46,172	\$ 1,625	\$ 333	\$ 5,000	\$ 5,000	207.69%	
1520	Total Finance	\$ 130,869	\$ 361,590	\$ 196,607	\$ 188,619	\$ 239,648	\$ 166,748	-15.19%	
1910	Planning & Zoning								
Personnel									
101-410-1910-41010	Full-time Salaries	149,034	168,582	146,468	127,759	146,468	148,632	1.48%	
101-410-1910-41030	Part-time Salaries				4,626			#DIV/0!	
101-410-1910-41020	Overtime							#DIV/0!	
101-410-1910-41040	Temporary Employees			6,760		5,280	6,760	0.00%	Intern
101-410-1910-41210	PERA Contributions	11,211	12,612	10,985	9,588	10,985	11,147	1.47%	FT \$11147, Intern \$0
101-410-1910-41220	FICA Contributions	9,075	9,984	9,500	8,123	9,500	11,887	25.13%	FT \$11370, Intern \$517
101-410-1910-41230	Medicare Contributions	2,122	2,335	2,222	1,900	2,222		-100.00%	
101-410-1910-41300	Insurance	23,249	30,840	26,803	2,531	26,803	30,422	13.50%	
101-410-1910-41325	Life Insurance				104		288	#DIV/0!	
101-410-1910-41330	STD/LTD				352		805	#DIV/0!	
101-410-1910-41510	Workers Compensation	415	783	1,192	1,424	1,424	1,424	19.46%	
Total Personnel		\$ 195,106	\$ 225,136	\$ 203,930	\$ 156,407	\$ 202,682	\$ 211,365	3.65%	
Materials and Supplies									
101-410-1910-42000	Office Supplies	810	336	800	160	500	500	-37.50%	
101-410-1910-42030	Printed Forms	-	-	-	-	-	-	#DIV/0!	
Total Materials and Supplies		\$ 810	\$ 336	\$ 800	\$ 160	\$ 500	\$ 500	-37.50%	
Charges and Services									
101-410-1910-43020	Comprehensive Planning	-	44,058	36,000	50,885	50,942	5,000	-86.11%	Comp Plan: \$5000 in 2019 left over to use for any last minute changes to Comp Plan from adjacent jurisdictional review for SHC and /or Engr
101-410-1910-43030	Engineering Services	18,688	6,608	15,000	8,938	15,000	15,000	0.00%	
101-410-1910-43150	Contract Services	25,133	5,964	10,000	973	5,000	5,500	-45.00%	Codification 2020
101-410-1910-43180	Information Technology/Web		406					#DIV/0!	

CITY OF LAKE ELMO

2019 PROPOSED BUDGET

Master Worksheet - All Budgets - REVISED

		2016	2017	2018	2018	2018	2019	Adopted 2018 to	
		Actual	Actual	Adopted	YTD - Sep 2018	Projected	Proposed	Proposed 2019	
Account Number	Description							Percent Change	Comments
101-410-1910-43185	IT Support						5,505	#DIV/0!	Roseville
101-410-1910-42002	IT Hardware						2,000	#DIV/0!	\$2000 in budget for 2019 for laptops
101-410-1910-43190	Software Programs	-	407	100	26	407	1,383	1283.00%	ACAD \$407, Roseville \$976
101-410-1910-43210	Telephone	775	738	1,100	485	750	678	-38.41%	Roseville \$584.5, Sprint \$93
101-410-1910-43220	Postage	6	220	25	79	100	100	300.00%	
101-410-1910-43310	Mileage	342	344	300	107	350	350	16.67%	
101-410-1910-43510	Legal Publishing	-	1,410	500	1,590	1,200	1,400	180.00%	
101-410-1910-44330	Dues & Subscriptions	617		1,115	170	300	800	-28.25%	ULI \$220/AICP \$475
101-410-1910-44350	Books	-		-		-	-	#DIV/0!	
101-410-1910-44370	Conferences & Training	1,520	405	2,500	273	1,000	1,500	-40.00%	APA - Rochester
Total Charges and Services		\$ 47,081	\$ 60,559	\$ 66,640	\$ 63,524	\$ 75,049	\$ 39,215	-41.15%	
Miscellaneous									
101-410-1910-44300	Miscellaneous	31	10	200	-	200	200	0.00%	
Total Miscellaneous		\$ 31	\$ 10	\$ 200	\$ -	\$ 200	\$ 200	0.00%	
1910	Total Planning & Zoning	\$ 243,028	\$ 286,042	\$ 271,570	\$ 220,091	\$ 278,431	\$ 251,280	-7.47%	
1930	Engineering Services								
Charges and Services									
101-410-1930-43030	Engineering Services	34,034	44,332	36,000	30,782	39,000	39,000	8.33%	
101-410-1930-43210	Telephone	195	178	216	-	-	-	-100.00%	
Total Charges and Services		\$ 34,229	\$ 44,510	\$ 36,216	\$ 30,782	\$ 39,000	\$ 39,000	7.69%	
Capital Outlay									
101-480-8000-45900	Construction Projects	-	-	-	-	-	35,000	#DIV/0!	assume Keats Ave turn lane
Total Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	#DIV/0!	
1930	Total Engineering Services	\$ 34,229	\$ 44,510	\$ 36,216	\$ 30,782	\$ 39,000	\$ 74,000	104.33%	
1940	City Hall								
Materials and Supplies									
101-410-1940-42110	Cleaning Supplies							#DIV/0!	
101-410-1940-42230	Building Repair Supplies	4	550	800	769	800	800	0.00%	Menard's charges
Total Materials and Supplies		\$ 4	\$ 550	\$ 800	\$ 769	\$ 800	\$ 800	0.00%	
Charges and Services									
101-410-1940-43180	Information Technology/Web		185	389		389	400	2.83%	
101-410-1940-43185	IT Support						5,090	#DIV/0!	Roseville
101-410-1940-42002	IT Hardware							#DIV/0!	
101-410-1940-43190	Software Programs						372	#DIV/0!	Roseville
101-410-1940-43210	Telephone	614	691	900	913	900	877	-2.58%	Roseville \$876.75
101-410-1940-43810	Utilities	3,851	3,840	6,500	2,543	4,340	4,500	-30.77%	xcel, water, sewer
101-410-1940-43840	Refuse	1,129	1,561	1,325	892	1,530	1,600	20.75%	
101-410-1940-44010	Repairs/Maint Contractual Bldg	21,350	9,735	6,000	7,916	8,100	6,000	0.00%	cintas and cleaning, changed locks in 2018
101-410-1940-44040	Repairs/Maint Contractual Eqpt	11,365	12,346	18,000	9,650	16,000	16,000	-11.11%	copier leases
101-410-1940-44120	Rentals - Building	30,147	31,992	33,223	7,998	33,223	30,000	-9.70%	city lease space
Total Charges and Services		\$ 68,456	\$ 60,348	\$ 66,337	\$ 29,912	\$ 64,482	\$ 64,839	-2.26%	
Miscellaneous									
101-410-1940-44300	Miscellaneous	1,981	568	1,016	835	950	1,800	77.17%	water
Total Miscellaneous		\$ 1,981	\$ 568	\$ 1,016	\$ 835	\$ 950	\$ 1,800	77.17%	
1940	Total City Hall	\$ 70,441	\$ 61,466	\$ 68,153	\$ 31,516	\$ 66,232	\$ 67,439	-1.05%	

CITY OF LAKE ELMO

2019 PROPOSED BUDGET

Master Worksheet - All Budgets - REVISED

		2016	2017	2018	2018	2018	2019	Adopted 2018 to	
		Actual	Actual	Adopted	YTD - Sep 2018	Projected	Proposed	Proposed 2019	
Account Number	Description							Percent Change	Comments
2100	Police								
Charges and Services									
101-420-2100-43151	Law Enforcement Contract	536,330	615,054	664,675	634	664,675	701,768	5.58%	Per Washington County
101-420-2100-44301	Misc. - Community Event	-	1,800	1,000	1,800	1,000	1,000	0.00%	
Total Charges and Services		\$ 536,330	\$ 616,854	\$ 665,675	\$ 2,434	\$ 665,675	\$ 702,768	5.57%	
2100	Total Police	\$ 536,330	\$ 616,854	\$ 665,675	\$ 2,434	\$ 665,675	\$ 702,768	5.57%	
2150	Prosecution								
Charges and Services									
101-420-2150-43045	Attorney Criminal	44,144	42,874	44,996	24,500	44,496	45,792	1.77%	2019 rate is \$3816/mth
Total Charges and Services		\$ 44,144	\$ 42,874	\$ 44,996	\$ 24,500	\$ 44,496	\$ 45,792	1.77%	
2150	Total Prosecution	\$ 44,144	\$ 42,874	\$ 44,996	\$ 24,500	\$ 44,496	\$ 45,792	1.77%	
2220	Fire								
Personnel									
101-420-2220-41010	Full-time Salaries	71,918	82,258	85,515	65,264	85,515	90,636	5.99%	
101-420-2220-41030	Part-time Salaries	96,663	124,580	158,179	142,657	158,179	172,649	9.15%	Witter \$24,149 plus 148,500 for Part-time Fire Fighters
101-420-2220-41035	Paid On Call Salaries			70,000		70,000	71,400	2.00%	Incr training pay to call pay (Paid on Call)
101-420-2220-41210	PERA Contributions	14,699	20,713	39,180	23,523	39,180	30,594	-21.91%	GM/NW \$19,456 Police/Fire rate incr for 2019, Part-time \$11,138
101-420-2220-41220	FICA Contributions	6,038	7,839	4,340	8,845	4,340	18,669	330.16%	GM/NW \$1847, other \$16,852
101-420-2220-41230	Medicare Contributions	2,364	2,943	1,015	2,951	1,015		-100.00%	
101-420-2220-41300	Insurance	13,673	14,619	17,093	4,959	17,093	14,487	-15.25%	
101-420-2220-41325	Life Insurance				40		500	#DIV/0!	
101-420-2220-41330	STD/LTD				176		1,715	#DIV/0!	
101-420-2220-41510	Workers Compensation	12,879	19,249	26,481	31,635	31,635	31,635	19.46%	
Total Personnel		\$ 218,234	\$ 272,201	\$ 401,803	\$ 280,050	\$ 406,957	\$ 432,285	7.59%	
Materials and Supplies									
101-420-2220-42000	Office Supplies	1,444	1,494	500	489	1,600	500	0.00%	
101-420-2220-42080	EMS Supplies	888	4,074	1,200	236	1,200	3,750	212.50%	Odd year costs - 2 AEDs
101-420-2220-42090	Fire Prevention	722	2,741	3,000	332	3,000	3,000	0.00%	
101-420-2220-42120	Fuel, Oil and Fluids	7,644	8,804	8,000	8,058	8,000	8,000	0.00%	
101-420-2220-42400	Small Tools & Equipment	10,539	5,280	22,675	19,683	22,675	22,675	0.00%	3 PT hires
Total Materials and Supplies		\$ 21,237	\$ 22,394	\$ 35,375	\$ 28,798	\$ 36,475	\$ 37,925	7.21%	
Charges and Services									
101-420-2220-43050	Physicals	4,221	5,186	8,075	5,484	10,559	8,198	1.52%	3 PT hires
101-420-2220-43150	Contract Services				1,000			#DIV/0!	
101-420-2220-43180	Information Technology/Web		(440)					#DIV/0!	
101-420-2220-43185	IT Support						18,130	#DIV/0!	Roseville
101-420-2220-42002	IT Hardware						7,000	#DIV/0!	5 new Computers/4 Ipad for vehicles
101-420-2220-43190	Software Programs						341	#DIV/0!	Roseville \$341
101-420-2220-43210	Telephone	3,682	4,435	4,200	2,539	4,200	4,063	-3.26%	Sprint \$2335, TDS \$1308, Verizon \$420.12
101-420-2220-43230	Radio	18,917	20,676	21,615	11,055	21,615	25,636	18.60%	Replace 2 portables (gradual replacement as curr going off support)
101-420-2220-43310	Mileage	814	220	500	171	500	500	0.00%	
101-420-2220-43630	Insurance	7,290	7,571	8,549	7,195	7,195	8,274	-3.22%	corrected allocation, incr 15% over prev yr.
101-420-2220-43810	Utility	9,520	13,231	15,500	9,079	15,500	16,000	3.23%	Based on history
101-420-2220-43840	Refuse	2,948	3,890	3,200	373	3,200	4,000	25.00%	Based on history
101-420-2220-44010	Repairs/Maint Bldg	17,938	11,134	7,000	6,139	7,000	7,000	0.00%	
101-420-2220-44040	Repairs/Maint Eqpt	41,975	43,613	25,896	32,274	26,051	30,896	19.31%	
101-420-2220-44170	Uniforms	5,255	4,550	9,821	4,326	9,821	9,821	0.00%	3 PT hires

CITY OF LAKE ELMO

2019 PROPOSED BUDGET

Master Worksheet - All Budgets - REVISED

		2016	2017	2018	2018	2018	2019	Adopted 2018 to	
		Actual	Actual	Adopted	YTD - Sep 2018	Projected	Proposed	Proposed 2019	
Account Number	Description							Percent Change	Comments
101-420-2220-44330	Dues & Subscriptions	3,275	3,044	3,955	3,230	3,955	5,980	51.20%	Tablet Command/Cty CAD \$1800 Tablets \$450/Device, NFPA \$1495, IM Resonding \$650
101-420-2220-44350	Books	230	180	440		440	440	0.00%	
101-420-2220-44370	Conferences & Training	17,663	14,110	22,514	12,206	22,514	22,944	1.91%	
Total Charges and Services		\$ 133,728	\$ 131,401	\$ 131,265	\$ 95,069	\$ 132,550	\$ 169,222	28.92%	
Capital Outlay									
101-480-8000-45500	Vehicle		64					#DIV/0!	
101-480-8000-45800	Equipment	-	2,538	-			-	#DIV/0!	
101-900-9000-47200	Transfer to Vehicle Replacement Fund	-	-	-	-	-	9,438	#DIV/0!	
Total Capital Outlay		\$ -	\$ 2,602	\$ -	\$ -	\$ -	\$ 9,438	#DIV/0!	
Miscellaneous									
101-420-2220-44300	Miscellaneous	2,290	1,391	2,000	1,034	2,000	2,000	0.00%	
Total Miscellaneous		\$ 2,290	\$ 1,391	\$ 2,000	\$ 1,034	\$ 2,000	\$ 2,000	0.00%	
2220	Total Fire	\$ 375,489	\$ 429,989	\$ 570,443	\$ 404,951	\$ 577,982	\$ 650,870	14.10%	
2250	Fire Relief								
Charges and Services									
101-420-2250-44920	Fire State Aid	59,136	61,147	47,000	-	47,000	60,000	27.66%	Relief Assoc. pass through
Total Charges and Services		\$ 59,136	\$ 61,147	\$ 47,000	\$ -	\$ 47,000	\$ 60,000	27.66%	
2250	Total Fire Relief	\$ 59,136	\$ 61,147	\$ 47,000	\$ -	\$ 47,000	\$ 60,000	27.66%	
2400	Building Inspection								
Personnel									
101-420-2400-41010	Full-time Salaries	167,498	217,052	272,754	146,814	155,813	219,756	-19.43%	1 additional Bldg Insp in 2018 not filled
101-420-2400-41030	Part-time Salaries						30,690	#DIV/0!	added Part-time for 2019 Bldg Insp
101-420-2400-41020	Overtime							#DIV/0!	authorized as postion not filled in 2018
101-420-2400-41040	Temporary Employees							#DIV/0!	Interns
101-420-2400-41210	PERA Contributions	12,102	16,241	20,457	9,795	11,686	21,085	3.07%	FT \$18783, PT 2302
101-420-2400-41220	FICA Contributions	10,062	12,881	16,911	7,886	10,682	21,507	27.18%	FT \$19159, PT 2348
101-420-2400-41230	Medicare Contributions	2,353	3,012	3,955	1,844	2,498		-100.00%	
101-420-2400-41300	Insurance	24,554	49,757	53,002	7,122	53,002	46,357	-12.54%	
101-420-2400-41325	Life Insurance				88		500	#DIV/0!	
101-420-2400-41330	STD/LTD				352		1,500	#DIV/0!	
101-420-2400-41510	Workers Compensation	1,260	919	2,149	2,567	2,567	2,567	19.45%	
Total Personnel		\$ 217,829	\$ 299,862	\$ 369,228	\$ 176,468	\$ 236,248	\$ 343,962	-6.84%	
Materials and Supplies									
101-420-2400-42000	Office Supplies	1,602	1,722	1,750	789	900	1,750	0.00%	
101-420-2400-42030	Printed Forms	-		350		200	350	0.00%	
101-420-2400-42120	Fuel, Oil and Fluids	521	198	3,600	-	3,600	3,600	0.00%	
Total Materials and Supplies		\$ 2,123	\$ 1,920	\$ 5,700	\$ 789	\$ 4,700	\$ 5,700	0.00%	
Charges and Services									
101-420-2400-43030	Engineering	2,465	248	1,000		250	1,000	0.00%	
	Computers							#DIV/0!	
101-420-2400-43180	Information Technology/Web	6,010	6,114	7,405	4,312	7,405		-100.00%	See below separated out for 2019
101-420-2400-43185	IT Support						5,654	#DIV/0!	Roseville
101-420-2400-42002	IT Hardware						1,800	#DIV/0!	Computer Desktops replaced 3
101-420-2400-43190	Software Programs						8,126	#DIV/0!	i-pads and PermitWorks, \$721 Roseville
101-420-2400-43210	Telephone	1,912	3,208	2,500	2,391	2,500	3,325	32.99%	Roseville \$876.75, Sprint \$2448
101-420-2400-43510	Legal Publishing		141					#DIV/0!	
101-420-2400-43630	Insurance	178	185	400	3,566	3,566	4,101	925.23%	corrected allocation, incr 15% over prev yr.

CITY OF LAKE ELMO

2019 PROPOSED BUDGET

Master Worksheet - All Budgets - REVISED

		2016	2017	2018	2018	2018	2019	Adopted 2018 to	
		Actual	Actual	Adopted	YTD - Sep 2018	Projected	Proposed	Proposed 2019	
Account Number	Description							Percent Change	Comments
101-420-2400-44040	Repairs/Maint Eqpt	965	786	1,000	221	1,000	1,000	0.00%	
101-420-2400-44170	Uniforms	80	986	1,200	160	800	800	-33.33%	Jackets, shirts, ID's
101-420-2400-44330	Dues & Subscriptions	185	310	740	65	740	740	0.00%	
101-420-2400-44350	Books	870	345	500	231	500	500	0.00%	
101-420-2400-44370	Conferences & Training	2,596	1,066	4,825	1,415	3,200	3,200	-33.68%	
Total Charges and Services		\$ 15,261	\$ 13,388	\$ 19,570	\$ 12,361	\$ 19,961	\$ 30,245	54.55%	
Capital Outlay									
101-480-2400-45500	Vehicle	-	-	24,000	-	-	24,000	0.00%	Paid from fund balance. Moved from 2018 to 2019
Total Capital Outlay		\$ -	\$ -	\$ 24,000	\$ -	\$ -	\$ 24,000	0.00%	
Miscellaneous									
101-420-2400-44300	Miscellaneous	266	3,833	1,000	-	1,000	1,000	0.00%	
Total Miscellaneous		\$ 266	\$ 3,833	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	0.00%	
2400	Total Building Inspection	\$ 235,479	\$ 319,004	\$ 419,498	\$ 189,618	\$ 261,909	\$ 404,907	-3.48%	
2500	Emergency Communications								
Charges and Services									
101-420-2500-43150	Contract Services	4,945	2,729	1,780	900	1,780	1,780	0.00%	Monitoring System (Woodbury) Sirens
Total Charges and Services		\$ 4,945	\$ 2,729	\$ 1,780	\$ 900	\$ 1,780	\$ 1,780	0.00%	
2500	Total Emergency Communications	\$ 4,945	\$ 2,729	\$ 1,780	\$ 900	\$ 1,780	\$ 1,780	0.00%	
2700	Animal Control								
Charges and Services									
101-420-2700-43150	Contract Services	3,086	11,448	7,725	6,027	8,868	9,000	16.50%	
Total Charges and Services		\$ 3,086	\$ 11,448	\$ 7,725	\$ 6,027	\$ 8,868	\$ 9,000	16.50%	
2700	Total Animal Control	\$ 3,086	\$ 11,448	\$ 7,725	\$ 6,027	\$ 8,868	\$ 9,000	16.50%	
3100	Streets								
Personnel									
101-430-3100-41010	Full-time Salaries	253,303	317,102	321,079	291,989	321,079	290,012	-9.68%	1 additional worker split Streets 30%, Parks 20%, Water 20%, Sewer 20%, SW 10%
101-430-3100-41030	Part-time Salaries				7,507			#DIV/0!	
101-430-3100-41020	Overtime			4,000			6,000	50.00%	On call pay should go here
101-430-3100-41040	Temporary Employees		5,240	9,360		7,000	9,360	0.00%	Seasonals
101-430-3100-41210	PERA Contributions	18,494	23,647	24,081	21,945	24,081	21,751	-9.68%	
101-430-3100-41220	FICA Contributions	15,066	19,422	20,735	18,048	20,735	22,186	7.00%	
101-430-3100-41230	Medicare Contributions	3,524	4,542	4,849	4,221	4,849		-100.00%	
101-430-3100-41300	Insurance	44,655	46,887	62,796	20,148	62,796	75,728	20.59%	Added an additional person and incr of 6%
101-430-3100-41325	Life Insurance				161		819	#DIV/0!	
101-430-3100-41330	STD/LTD				555		2,049	#DIV/0!	
101-430-3100-41600	Safety Clothing Allowance			971	160	971	744	-23.38%	Boots (\$175 per person allocated by Salary Allocation)
101-430-3100-41510	Workers Compensation	12,028	17,290	19,749	23,593	23,593	23,593	19.46%	
Total Personnel		\$ 347,070	\$ 434,130	\$ 467,620	\$ 388,326	\$ 465,104	\$ 452,242	-3.29%	
Materials and Supplies									
101-430-3100-42000	Office Supplies	1,666	658	800	367	800	800	0.00%	
101-430-3100-42120	Fuel, Oil and Fluids	24,049	33,536	28,500	30,128	30,000	15,000	-47.37%	\$30,000 - \$15K Streets, \$2K Parks, \$4.5K W, \$4.5K S, \$0.4K SW
101-430-3100-42150	Operating Supplies	2,431	3,009	2,000	3,377	2,000	2,500	25.00%	
	Contract Service ROW							#DIV/0!	
101-430-3100-42210	Repair/Maint. Supplies	3,964	4,250	12,750	18,539	20,000	10,000	-21.57%	

CITY OF LAKE ELMO

2019 PROPOSED BUDGET

Master Worksheet - All Budgets - REVISED

		2016	2017	2018	2018	2018	2019	Adopted 2018 to	
		Actual	Actual	Adopted	YTD - Sep 2018	Projected	Proposed	Proposed 2019	
Account Number	Description	Actual	Actual	Adopted	YTD - Sep 2018	Projected	Proposed	Percent Change	Comments
101-430-3100-42211	Repair/Maint. Supplies S&I		5,448				10,000	#DIV/0!	
101-430-3100-42240	Street Maintenance & Landscaping - Materials	16,112	17,453	20,000	19,768	20,000	20,000	0.00%	Sealcoat and Crackseal materials - potholes, landscape fixes, etc
101-430-3120-42260	Street Signs	2,389	5,631	5,000	1,575	5,000	5,000	0.00%	
101-430-3125-42290	Sand/Salt S&I	49,616	74,202	75,000	80,587	75,048	80,000	6.67%	
101-430-3100-42400	Small Tools & Minor Equipment	2,788	3,777	8,000	3,065	8,000	20,500	156.25%	forklift for PW
101-430-3100-44375	Personal Protection Equipment	1,465	1,828	2,800	685	2,500	2,800	0.00%	
Total Materials and Supplies		\$ 104,480	\$ 149,793	\$ 154,850	\$ 158,089	\$ 163,348	\$ 166,600	7.59%	
Charges and Services									
101-430-3100-43030	Engineering Services	4,676	6,311	4,800	4,335	4,800	4,800	0.00%	
101-430-3100-43090	Sealcoating & Crack Sealing	258,223	411,254	425,000	148,372	425,000	590,000	38.82%	Sealcoat, crackseal, mill/overlay, LE Ave Ph3, Discover Bridge Crossing
101-430-3100-43150	Contract Services	24,156	32,636	24,500	9,109	20,000	24,500	0.00%	Striping, guard rail repair, etc.
101-430-3100-43180	Information Technology/Web		3,601		877			#DIV/0!	
101-430-3100-43185	IT Support						7,482	#DIV/0!	Roseville
101-430-3100-42002	IT Hardware						1,200	#DIV/0!	2 computers
101-430-3100-43190	Software Programs						1,604	#DIV/0!	Roseville \$604, BeHlve Asset Mgmt \$1000
101-430-3100-43151	Snow Removal Contract Services						10,000	#DIV/0!	Snow removal contract sidewalks
101-430-3100-44050	Tree Program							#DIV/0!	
101-430-3100-43210	Telephone	7,347	7,278	7,800	4,570	7,500	5,930	-23.98%	Roseville \$350.7, Sprint \$1175,TDS \$2484, Verizon \$1920
101-430-3100-43230	Radio	1,236	1,200	24,000	22,116	24,000	7,000	-70.83%	Wash Co. fees (\$4,000) new radio \$3,000
101-430-3120-43510	Public Notices		152					#DIV/0!	
101-430-3100-43630	Insurance	15,105	15,688	19,000	17,740	17,740	20,401	7.37%	corrected allocation, incr 15% over prev yr.
101-430-3100-43810	Utilities	34,935	18,427	19,124	45,188	18,388	19,698	3.00%	
101-430-3100-43811	Street Lights		31,677	32,876		31,612	33,000	0.38%	
101-430-3100-43840	Refuse	2,407	2,343	3,000	2,987	3,000	3,000	0.00%	
101-430-3100-44010	Repairs/Maint Bldg.	10,996	11,438	21,000	27,619	20,000	21,000	0.00%	new garage doors/openers at PW
101-430-3100-44030	Repairs/Maint Imp Other Than Bldg.	165	1,203	1,500	2,330	1,500	1,500	0.00%	
101-430-3100-44040	Repairs/Maint Equip	25,364	36,570	22,000	18,315	22,000	20,000	-9.09%	
101-430-3100-44041	Repairs/Maint Equip S&I		4,928	12,000	2,500	12,000	14,000	16.67%	
101-430-3100-44130	Equipment Rental			2,000	5,472	2,000	2,000	0.00%	Consolidated w/ Streets - \$1K
101-430-3100-44170	Uniforms	5,886	7,118	7,500		6,000	5,578	-25.63%	Allocate to all dept
101-430-3100-44330	Dues & Subscriptions	294	531	600	661	700	800	33.33%	
101-430-3100-44370	Conferences & Training	3,889	2,242	4,800	1,312	4,800	4,800	0.00%	
101-430-3100-44380	Clean-up Days	9,557	14,256	-	-	-	-	#DIV/0!	
Total Charges and Services		\$ 404,236	\$ 608,853	\$ 631,500	\$ 313,501	\$ 621,040	\$ 798,292	26.41%	
Capital Outlay									
101-900-9000-47200	Transfer to Vehicle Replacement Fund						50,745		
101-480-3100-45500	Capital Purchases	-	-	145,000	36,045	-	-	-100.00%	Fleet Purchases - 1 ton, vac trlr, asphalt roller.
Total Capital Outlay		\$ -	\$ -	\$ 145,000	\$ 36,045	\$ -	\$ 50,745	-65.00%	
Miscellaneous									
101-430-3100-44300	Miscellaneous	762	631	1,800	365	1,800	1,000	-44.44%	
Total Miscellaneous		\$ 762	\$ 631	\$ 1,800	\$ 365	\$ 1,800	\$ 1,000	-44.44%	
3100	Total Streets	\$ 856,548	\$ 1,193,408	\$ 1,400,770	\$ 896,326	\$ 1,251,292	\$ 1,468,879	4.86%	
5200	Parks & Recreation								
Personnel									
101-450-5200-41010	Full-time Salaries	70,421	56,356	99,036	29,437	99,036	132,127	33.41%	1 additional worker split Streets 30%, Parks 20%, Water 20%, Sewer 20%, SW 10%
101-450-5200-41030	Part-time Salaries				9,759			#DIV/0!	
101-450-5200-41020	Overtime							#DIV/0!	On call pay

CITY OF LAKE ELMO

2019 PROPOSED BUDGET

Master Worksheet - All Budgets - REVISED

		2016	2017	2018	2018	2018	2019	Adopted 2018 to	
								Proposed 2019	
Account Number	Description	Actual	Actual	Adopted	YTD - Sep 2018	Projected	Proposed	Percent Change	Comments
101-450-5200-41040	Temporary Employees	30,934	24,543	28,080		7,000	14,000	-50.14%	Seasonal Workers/Park Summer-Ice Rink Winter
101-450-5200-41210	PERA Contributions	5,798	4,583	7,428	2,378	7,428	9,910	33.41%	
101-450-5200-41220	FICA Contributions	6,027	4,846	7,857	2,379	7,857	10,108	28.65%	
101-450-5200-41230	Medicare Contributions	1,410	1,133	1,843	556	1,843		-100.00%	
101-450-5200-41300	Insurance	18,232	19,091	18,481	1,773	18,481	34,493	86.64%	
101-450-5200-41325	Life Insurance				17		200	#DIV/0!	
101-450-5200-41330	STD/LTD				59		544	#DIV/0!	
101-450-5200-41600	Safety Clothing Allowance			236		236	315	33.47%	Boots (\$175 per person allocated by Salary Allocation)
101-450-5200-41420	Unemployment Benefits		1,367					#DIV/0!	
101-450-5200-41510	Workers Compensation	3,735	4,206	7,419	22,078	22,078	22,078	197.59%	
Total Personnel		\$ 136,557	\$ 116,124	\$ 170,380	\$ 68,436	\$ 163,959	\$ 223,775	31.34%	
Materials and Supplies									
101-450-5200-42000	Office Supplies	60	611	800	319	800	800	0.00%	
101-450-5200-42120	Fuel, Oil and Fluids						2,000	#DIV/0!	\$30,000 - \$15K Streets, \$2K Parks, \$4.5K W, \$4.5K S, \$0.4K SW
101-450-5200-42150	Operating Supplies	1,338	182	1,000	836	1,000	1,000	0.00%	
101-450-5200-42160	Chemicals	1,057	577	2,000	579	2,000	2,000	0.00%	
101-450-5200-42210	Repair/Maint. Supplies	4,505	1,153	7,000	3,061	5,000	7,000	0.00%	Combined with Landscaping materials
101-450-5200-42230	Building Repair Supplies	619	100	500	43	500	500	0.00%	
101-450-5200-42250	Landscaping Materials		2,593					#DIV/0!	
101-450-5200-42400	Small Tools & Minor Equipment	2,365	2,548	2,500	3,198	2,500	5,000	100.00%	
Total Materials and Supplies		\$ 9,944	\$ 7,762	\$ 13,800	\$ 8,035	\$ 11,800	\$ 18,300	32.61%	
Charges and Services									
101-450-5200-43150	Contracted Services		7,592	13,000	35,134	56,000	80,000	515.38%	Sunfish Mgmt (GRG)\$10K, Mowing \$58k, \$13k Fertilizer, \$9k misc
101-450-5200-43185	IT Support						4,636	#DIV/0!	Roseville
101-450-5200-42002	IT Hardware							#DIV/0!	
101-450-5200-43190	Software Programs						340	#DIV/0!	Roseville
101-450-5200-43210	Telephone	1,358	948	1,200	619	1,200	993	-17.28%	Roseville \$350.7, Sprint \$642
101-450-5200-43510	Public Notices		66					#DIV/0!	
101-450-5200-43630	Insurance	3,079	3,198	5,000	5,403	5,403	6,214	24.27%	corrected allocation, incr 15% over prev yr.
101-450-5200-43810	Utilities	6,446	10,641	10,500	5,455	10,500	10,500	0.00%	Water costs added in.
101-450-5200-43840	Refuse	20	1,991	1,000	1,626	1,200	1,000	0.00%	
101-450-5200-44010	Repairs/Maint Bldg	63	130	2,800	1,875	3,000	5,000	78.57%	garage door repairs at pole shed
101-450-5200-44030	Repairs/Maint Imp Not Bldgs	2,959	9,113	3,200	1,177	3,200	3,200	0.00%	
101-450-5200-44040	Repairs/Maint Eqpt	2,235	1,170	3,200	4,030	2,000	3,200	0.00%	
101-450-5200-44120	Rentals - Buildings	6,476	7,627	7,000	3,624	7,600	8,000	14.29%	porta-potties at new parks
101-450-5200-44170	Uniforms	67	58	100		100	1,078	978.00%	Allocated from Streets
101-450-5200-44301	Events	-	450	500	482	482	500	0.00%	Tree Give Away
101-450-5200-44302	Lakes	-	7,499	15,000	5,000	15,000	15,000	0.00%	Grant to treat Invasive Species
101-450-5200-44370	Conferences & Training	-		1,200	1,195	1,200	1,200	0.00%	
101-450-5200-44130	Equipment Rental	-		1,000	325	1,000	1,200	20.00%	
101-450-5200-44375	Personal Protection Equipment	341	1,521	800	806	800	800	0.00%	
Total Charges and Services		\$ 23,044	\$ 52,003	\$ 65,500	\$ 66,750	\$ 108,685	\$ 142,860	118.11%	
Capital Outlay									
101-900-9000-47200	Transfer to Vehicle Replacement Fund						14,817	#DIV/0!	Transfer to Vehicle Replacement Fund
101-900-5200-45500	Capital Purchases	-	-	25,000	-	-	-	-100.00%	
Total Capital Outlay		\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ 14,817	-40.73%	
Miscellaneous									
101-450-5200-44300	Miscellaneous	521	(1,434)	1,200	505	1,200	1,000	-16.67%	
Total Miscellaneous		\$ 521	\$ (1,434)	\$ 1,200	\$ 505	\$ 1,200	\$ 1,000	-16.67%	

CITY OF LAKE ELMO

2019 PROPOSED BUDGET

Master Worksheet - All Budgets - REVISED

								Adopted 2018 to	
		2016	2017	2018	2018	2018	2019	Proposed 2019	
Account Number	Description	Actual	Actual	Adopted	YTD - Sep 2018	Projected	Proposed	Percent Change	Comments
5200	Total Parks & Recreation	\$ 170,066	\$ 174,456	\$ 275,880	\$ 143,726	\$ 285,644	\$ 400,752	45.26%	
9000	Transfers								
Transfers									
101-900-9000-47200	Transfer to Washington County (Library)		7,966						Transfer Fund Balance to Washington Co.
									Additional transfer to Debt service as a result of the OV3 assessments being reduced at Final Assessment adoption 2018 & 2019 \$47,766 and Interest payment for 2018 Equipment Certificates \$20,093
101-900-9000-47200	Transfer to Debt Service						67,859		
101-900-9000-47200	Transfer to Vehicle Replacement Fund						470,076		Additional \$35,000 from reduction in Engr Costs for Keats Turn Lane
101-900-9000-47200	Transfer to Vehicle Replacement Fund	-	-	-	-	-	100,000	#DIV/0!	Using Fund Balance to Start Fund
Total Transfers		\$ -	\$ 7,966	\$ -	\$ -	\$ -	\$ 637,935	#DIV/0!	
9000	Total Transfers	\$ -	\$ 7,966	\$ -	\$ -	\$ -	\$ 637,935	#DIV/0!	
9000	Contingency Reserve								
Contingency Reserve									
	Reserve for possible Insurance Increase	-	-	-	-	-	3,788	#DIV/0!	Set aside for possible Insurance increase Union insurance. Will not be known until March.
Total Contingency Reserve		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,788	#DIV/0!	
9000	Contingency Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,788	#DIV/0!	
Total General Fund Expenditures:		\$ 3,575,684	\$ 4,332,972	\$ 4,670,734	\$ 2,628,219	\$ 4,397,525	\$ 5,601,009	19.92%	
Total Gen Fund Revs. Over/(Under) Expenditures:		\$ 800,670	\$ 220,298	\$ (194,000)	\$ 812,381	\$ 394,008	\$ (124,000)	-36.08%	Use of Fund Balance if negative

CITY OF LAKE ELMO

2019 PROPOSED BUDGET

Master Worksheet - All Budgets - REVISED

		2016	2017	2018	2018	2018	2019	Adopted 2018 to	
Account Number	Description	Actual	Actual	Adopted	YTD - Sep 2018	Projected	Proposed	Proposed 2019	Comments
								Percent Change	
221	EDA Brookfield Building Fund								
	EDA Brookfield Bldg Fund Revenues:								
221-000-0000-34110	Tenant Rents				44,636	71,386	108,852	#DIV/0!	
221-000-0000-39300	Bond Proceeds				904,417	904,417		#DIV/0!	
221-000-0000-39201	Transfer from City Hall Budget					25,225	30,000	#DIV/0!	
		-	-	-	-	-	-	#DIV/0!	
Total EDA Brookfield Building Fund Revenues:		\$ -	\$ -	\$ -	\$ 949,053	\$ 1,001,028	\$ 138,852	#DIV/0!	
	EDA Brookfield Bldg Fund Expenses:								
	Materials and Supplies								
221-460-6301-42110	Repair/Maint. Maint Supplies				935	3,335	5,000	#DIV/0!	
221-460-6301-42150	Operating Supplies				36	70	100	#DIV/0!	
		-	-	-	-	-	-	#DIV/0!	
Total Materials and Supplies		\$ -	\$ -	\$ -	\$ 971	\$ 3,405	\$ 5,100	#DIV/0!	
	Charges and Services								
221-460-6301-43150	Contract Services				3,667	6,380	9,480	#DIV/0!	HVAC, cleaning, pet control, misc
221-460-6301-44386	Real Estate Taxes				11,537	11,537	16,825	#DIV/0!	
221-460-6301-43810	Utilities				2,980	14,000	21,000	#DIV/0!	Xcel, w&s
221-460-6301-43840	Refuse				1,397	3,660	6,000	#DIV/0!	
221-460-6301-43610	Insurance						1,500	#DIV/0!	
221-460-6301-44040	Repairs/Maint Equip				1,698	1,200	1,500	#DIV/0!	
221-460-6301-44030	Repairs/Maint Not Bldg							#DIV/0!	
		-	-	-	-	-	-	#DIV/0!	
Total Charges and Services		\$ -	\$ -	\$ -	\$ 21,280	\$ 36,777	\$ 56,305	#DIV/0!	
	Capital Outlay								
221-460-6301-45200	Buildings				887,965	903,500			
221-460-6301-45300	Improvements Other Than Bldgs	-	-	-	-	-	-	#DIV/0!	
Total Capital Outlay		\$ -	\$ -	\$ -	\$ 887,965	\$ 903,500	\$ -	#DIV/0!	
	Miscellaneous and Non-operating								
								#DIV/0!	
221-460-6301-44300	Miscellaneous Expenses					1,000	1,000	#DIV/0!	
221-460-6301-47285	Transfer to Debt Service								
221-460-6301-46010	Bond Principal							#DIV/0!	
221-460-6301-46110	Bond Interest						43,638	#DIV/0!	
221-460-6301-46220	Deferred Charges Amort							#DIV/0!	
221-460-6301-46200	Fiscal Agent Fees						400	#DIV/0!	
221-460-6301-46300	Bond Issuance Costs	-	-	-	21,583	21,583	-	#DIV/0!	
Total Misc. and Non-operating		\$ -	\$ -	\$ -	\$ 21,583	\$ 22,583	\$ 45,038	#DIV/0!	
Total EDA Brookfield Bldg Fund Expenses:		\$ -	\$ -	\$ -	\$ 931,798	\$ 966,265	\$ 106,443	#DIV/0!	
Total EDA Brookfield Bldg Fund Revs. Over/(Under) Expenses:		\$ -	\$ -	\$ -	\$ 17,255	\$ 34,763	\$ 32,409	#DIV/0!	

Revenue Inflation Rate							2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
Expenses Inflation Rate							4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
	*	*															
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
	Actual	Actual	Actual	Actual	Budget	Budget				Projected							
REVENUE																	
1 PROPERTY TAX LEVY	2,237,110	2,206,350	2,019,331	1,643,358	2,202,698	2,973,905	3,239,137	3,268,509	3,582,939	3,276,211	3,443,417	3,655,441	4,025,358	4,252,295	4,869,510	5,500,376	
2 Adjust for Fiscal Disparities	140,432	179,607	157,096	159,325	149,615	199,221	199,221	199,221	199,221	199,221	199,221	199,221	199,221	199,221	199,221	199,221	
Other Taxes (Delinq., Mobile Home, Penalties)	39,696	48,272	28,097	38,529	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	30,500	
3 LICENSE AND PERMIT	451,953	828,494	1,210,619	1,477,918	994,400	1,056,900	1,078,038	1,099,599	1,121,591	1,144,023	1,166,903	1,190,241	1,214,046	1,238,327	1,263,093	500,000	
4 INTERGOVERNMENTAL (excludes Fiscal Disparities)	190,148	222,352	209,373	206,185	238,026	267,835	267,835	267,835	267,835	267,835	267,835	267,835	267,835	267,835	267,835	267,835	
5 CHARGES FOR SERVICES	30,192	35,796	543,973	738,580	611,595	626,600	639,132	651,915	664,953	678,252	691,817	705,653	719,766	734,162	748,845	763,822	
6 FINES/FOREFEITS	48,647	48,739	49,505	41,418	49,000	49,000	49,980	50,980	51,999	53,039	54,100	55,182	56,286	57,411	58,560	59,731	
7 INTEREST EARNINGS	71,813	23,501	20,437	27,665	40,000	40,000	40,800	41,616	42,448	43,297	44,163	45,046	45,947	46,866	47,804	48,760	
8 MISC. (See note 1 below)	192,355	74,772	146,102	220,280	160,900	233,048	237,709	242,463	247,312	252,259	257,304	262,450	267,699	273,053	278,514	284,084	
9 SALE OF ASSETS			0		0	0	0	0	0	0	0	0	0	0	0	0	
10 TOTAL REVENUE	3,402,346	3,667,883	4,384,533	4,553,258	4,476,734	5,477,009	5,782,352	5,852,637	6,208,799	5,944,637	6,155,260	6,411,570	6,826,658	7,099,670	7,763,882	7,654,329	
11																	
12 EXPENDITURES																	
13 GENERAL GOVERNMENT	1,046,906	1,025,320	1,290,461	1,473,094	1,236,966	1,179,538	1,226,720	1,275,788	1,326,820	1,379,893	1,435,088	1,492,492	1,552,192	1,614,279	1,678,850	1,746,004	
14 PUBLIC SAFETY	1,198,546	1,203,765	1,258,609	1,481,443	1,733,118	1,841,679	1,915,346	1,991,960	2,071,638	2,154,504	2,240,684	2,330,311	2,423,524	2,520,465	2,621,283	2,726,135	
15 PUBLIC WORKS	585,071	686,401	856,548	1,193,408	1,255,770	1,418,134	1,489,041	1,563,493	1,641,667	1,723,751	1,809,938	1,900,435	1,995,457	2,095,230	2,199,991	2,309,991	
16 CULTURE AND RECREATION	208,204	229,595	170,066	174,456	250,880	385,935	401,372	417,427	434,124	451,489	469,549	488,331	507,864	528,179	549,306	571,278	
18 MISCELLANEOUS		69,403	107,094	7,966		3,788	0	0	0	0	0	0	0	0	0	0	
19 CAPITAL OUTLAY							0	0	0	0	0	0	0	0	0	0	
20 GENERAL GOVERNMENT						35,000	0	0	0	0	0	0	0	0	0	0	
21 PUBLIC SAFETY				2,602	24,000	24,000	0	0	0	60,000	0	0	0	0	0	0	
22 PUBLIC WORKS					145,000		0	0	60,000	0	0	0	0	0	0	0	
23 CULTURE AND RECREATION					25,000		0	0	0	0	0	0	0	0	0	0	
24 TRANSFER OUT	360,000	447,118				67,859	0	0	0	0	0	0	0	0	0	0	
25 CAPITAL EQUIPMENT						75,000	100,000	125,000	150,000	175,000	200,000	200,000	200,000	200,000	200,000	200,000	
Additional Transfer to Capital Equipment						570,076	632,440	460,830	505,675				125,500	118,500	490,500	76,000	
29							0	0	0	0	0	0	0	0	0	0	
30 TOTAL EXPENDITURES	3,398,727	3,661,602	3,682,778	4,332,969	4,670,734	5,601,009	5,764,919	5,834,498	6,189,925	5,944,637	6,155,260	6,411,569	6,804,537	7,076,653	7,739,931	7,629,408	
31																	
32 REVENUE OVER (UNDER) EXPENSES	3,619	6,281	701,755	220,289	(194,000)	(124,000)	17,433	18,139	18,874	(0)	0	0	22,122	23,018	23,951	24,920	
33																	
34 BEGINNING FUND BALANCE	3,177,382	3,181,001	3,187,282	3,889,037	4,109,326	3,915,326	3,791,326	3,808,759	3,826,898	3,845,772	3,845,772	3,845,772	3,845,773	3,867,894	3,890,912	3,914,862	
38 ENDING FUND BALANCE	3,181,001	3,187,282	3,889,037	4,109,326	3,915,326	3,791,326	3,808,759	3,826,898	3,845,772	3,845,772	3,845,772	3,845,773	3,867,894	3,890,912	3,914,862	3,939,783	
41																	
42																	
43 GENERAL FUND OPERATING TAX LEVY	2,421,588	2,421,588	2,190,706	1,818,847	2,382,813	2,973,905	3,239,137	3,268,509	3,582,939	3,276,211	3,443,417	3,655,441	4,025,358	4,252,295	4,869,510	5,500,376	
44 ANNUAL INCREASE		0.0%	-9.5%	-17.0%	31.0%	24.8%	8.9%	0.9%	9.6%	-8.6%	5.1%	6.2%	10.1%	5.6%	14.5%	13.0%	
45																	
48 TOTAL OTHER GENERAL LEVIES	256,957	231,261	256,957	256,957	0	0	0	0	0	0	0	0	0	0	0	0	
49																	
50 EXISTING DEBT SERVICE LEVIES	484,814	484,814	664,541	874,622	1,213,788	1,215,932	1,215,932	1,158,723	1,022,051	1,025,432	937,558	834,293	706,568	711,996	486,825	179,314	
51																	
55 TOTAL EXISTING TAX LEVIES	3,163,359	3,137,663	3,112,204	2,950,426	3,596,601	4,189,837	4,455,069	4,427,232	4,604,990	4,301,643	4,380,975	4,489,734	4,731,926	4,964,291	5,356,335	5,679,690	
56																	
64 TOTAL NEW ADDITIONS TO TAX LEVY	0	0	0	0	0	0	100,000	513,915	744,035	1,545,858	2,032,143	2,307,861	2,461,418	2,613,306	2,615,181	2,696,301	
65																	
66 GROSS LEVY TO TAXPAYERS	3,163,359	3,137,663	3,112,204	2,950,426	3,596,601	4,189,837	4,555,069	4,941,147	5,349,025	5,847,501	6,413,118	6,797,595	7,193,343	7,577,597	7,971,516	8,375,991	
67 FISCAL DISPARITIES	-161,313	-187,743	-157,509	-161,272	-149,615	-199,221	-199,221	-199,221	-199,221	-199,221	-199,221	-199,221	-199,221	-199,221	-199,221	-199,221	
68 NET LEVY TO TAXPAYERS	3,002,046	2,949,920	2,954,695	2,789,154	3,446,986	3,990,616	4,355,848	4,741,926	5,149,804	5,648,280	6,213,897	6,598,374	6,994,122	7,378,376	7,772,295	8,176,770	
69																	
70 EXISTING TAX BASE	10,814,010	12,395,813	12,779,339	13,933,542	15,359,350	17,424,380	17,685,746	18,925,404	20,198,273	21,505,069	22,846,525	24,223,386	25,636,412	27,086,379	28,574,077	30,100,311	
71 NEW CONSTRUCTION TAX CAP (from lines 86-89)						0	959,973	974,372	988,988	1,003,822	1,018,880	1,034,163	1,049,675	1,065,421	1,081,402	1,097,623	
73 TOTAL TAX CAPACITY	10,814,010	12,395,813	12,779,339	13,933,542	15,359,350	17,424,380	18,645,718	19,899,776	21,187,260	22,508,892	23,865,405	25,257,549	26,686,088	28,151,800	29,655,479	31,197,934	
74																	
75 TAX RATE ON TAX CAPACITY	27.761%	23.798%	23.121%	20.018%	22.442%	22.902%	23.361%	23.829%	24.306%	25.094%	26.037%	26.124%	26.209%	26.209%	26.209%	26.209%	
76 TAX RATE % CHANGE		-14.28%	-2.84%	-13.42%	12.11%	2.05%	2.00%	2.00%	2.00%	3.24%	3.76%	0.33%	0.33%	0.00%	0.00%	0.00%	
77																	
91 Existing \$382,800 home Market Value (inflated by line 81)	331,100	370,500	370,500	378,300	382,800	396,964	402,918	408,962	415,096	421,323	427,643	434,057	440,568	447,177	453,884	460,692	
78 City Taxes (with inflation on value)	883	857	833	731	853	906	939	973	1,009	1,061	1,117	1,138	1,155	1,172	1,190	1,207	
79 Percentage City tax increase in home (\$382,800 inflated from 2017)		-2.87%	-2.84%	-12.27%	16.68%	6.21%	3.65%	3.68%	3.65%	5.15%	5.29%	1.85%	1.50%	1.50%	1.50%	1.50%	
80																	
81 Existing Tax Base Inflation	-0.6%	11.9%	0.0%	2.1%	1.2%	3.7%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	
82 Total Tax Base Increase	0.8%	14.6%	3.1%	9.0%	10.2%	13.4%	7.0%	6.7%	6.5%	6.2%	6.0%	5.8%	5.7%	5.5%	5.3%	5.2%	
83 % from New Growth	1.4%	2.7%	3.1%	6.9%	9.0%	9.7%	5.5%	5.2%	5.0%	4.7%	4.5%	4.3%	4.2%	4.0%	3.8%	3.7%	
84																	
85 New tax capacity assumptions																	
86 Residential units completed in beginning of year					0	250	250	250	250	250	250	250	250	250	250	250	
87 New home average value (\$383,989 in 2018 inflated)					0	383,989	389,749	395,595	401,529	407,552	413,665	419,870	426,168	432,561	439,049	445,635	
88 Commercial - New construction (15,000 s.f./year)					0	0	0	0	0	0	0	0	0	0	0	0	
89 New Home Value Construction Inflation					0.0%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%	
90																	
Percentage of Tax Levy for Debt	16.15%	16.43%	22.49%	31.36%	35.21%	30.47%	30.21%	35.27%	33.09%	44.38%	46.71%	45.47%	43.19%	42.99%	37.86%	33.14%	



## STAFF REPORT

DATE: December 4, 2018

**REGULAR**

ITEM #: 22

**MOTION**

**TO:** Honorable Mayor and City Council  
**FROM:** Sue Iverson – Finance Director  
**AGENDA ITEM:** 2019 Utility Budgets  
**REVIEWED BY:** Kristina Handt – City Administrator

---

### **INTRODUCTION:**

In preparation for adoption of the utility fund budgets, this memo addresses the following information: assumptions used to prepare the final budgets and Utility Financial Management Plan.

### **ISSUE BEFORE THE COUNCIL:**

- 1) What changes, if any should be made to the final budgets?
- 2) What changes, if any should be made to the 2019 rates? (Note these will be adopted as part of the 2018 Fee Schedule agenda item)

### **DISCUSSION**

The utility funds follow the Utility Rate Study projections in the Financial Management Plan with a few updates as the City has been building out faster than anticipated. Many line items follow the same allocation changes and additional personnel as the Street and Parks budgets in the General Fund. Staff has worked to charge the correct costs to each fund/department. The Utility Financial Management Plan has been updated and reviewed by the Finance Committee at its November meeting recommending no significant changes to the projected rates from the previous plan.

### **Revenues:**

The revenues for the funds are from the Utility Financial Management Plan prepared by Northland Securities which is attached for your review. These assumptions are based upon the increased rates recommended in the report as well. In summary, here are the proposed rate increases:

- 1) **Water Fund** – Proposed three percent (3%) rate increase across the base and variable rates compared from the 2018 Adopted to 2019 Proposed. Water Availability Charge (WAC) and the Water Connection Charge would remain the same.
- 2) **Sewer Fund** – Proposed one percent (1%) rate increase for the commercial usage, residential usage, and residential base fee, compared from the 2018 Adopted to 2019 Proposed. Sewer Availability Charge (SAC) and the Sewer Connection Charge would remain the same.

- 3) **Storm Water Fund** – Service fee would increase by five dollars (\$5.00) from the 2018 Adopted to 2019 Proposed.

**Expenses:**

**Water Fund:**

- Personnel costs increased due to salary allocation changes and the addition of a Maintenance Worker. Staff reevaluated the Public Works employees' time cards and has changed the allocation of salaries and benefits to more accurately reflect the costs in the proper departments since Public Works is comprised of Streets (General Fund), Parks (General Fund), Water, Sewer, and Storm Water. The additional employee is consistent with the consultant recommendation from 2016, but has been spread across all funds.
- Other cost changes are minimal, capital outlay costs have been addressed with the Capital Improvement Plan.

**Sewer Fund:**

- Personnel costs increased due to salary allocation changes and the addition of a Maintenance Worker. Staff reevaluated the Public Works employees' time cards and has changed the allocation of salaries and benefits to more accurately reflect the costs in the proper departments since Public Works is comprised of Streets (General Fund), Parks (General Fund), Water, Sewer, and Storm Water. The additional employee is consistent with the consultant recommendation from 2016, but has been spread across all funds.
- Metropolitan Council charges are increasing by \$77,219 due to the increase in usage.
- Other cost changes are minimal, capital outlay costs have been addressed with the Capital Improvement Plan.

**Storm Water Expenses:**

- Personnel costs increased due to salary allocation changes and the addition of a Maintenance Worker. Staff reevaluated the Public Works employees' time cards and has changed the allocation of salaries and benefits to more accurately reflect the costs in the proper departments since Public Works is comprised of Streets (General Fund), Parks (General Fund), Water, Sewer, and Storm Water. The additional employee is consistent with the consultant recommendation from 2016, but has been spread across all funds.
- Other cost changes are minimal, capital outlay costs have been addressed with the Capital Improvement Plan.

**FINANCIAL MANAGEMENT PLAN**

Attached is the Updated Financial Management Plan for the Utilities completed by Northland Securities, Inc., and reviewed by the Finance Committee at its November 20, 2018 meeting. The Highlights of the report are as follows:

- Funds are in sound financial condition
- Future performance will be impacted by timing of future development and receipt of revenue
- Increases in fees will be required but the rate of increase will depend on the pace of growth
  - The Storm Water fund does project short term shortfall in unrestricted cash in years 2022 to 2023 which the City should be able to manage

The recommended utility rates for years through 2021 is illustrated in the following chart prepared by Northland:

TABLE B-1 Utility Rates					
Service	2017	2018	2019	2020	2021
<b>WATER RATES</b>					
Residential Quarterly Base Fee	\$20.00	\$20.60	\$21.22	\$21.85	\$22.51
Residential Tier 1	\$2.00	\$2.06	\$2.12	\$2.19	\$2.25
Commercial Quarterly Base Fee	\$25.00	\$25.75	\$26.52	\$27.32	\$28.14
Commercial Tier 1	\$3.11	\$3.20	\$3.30	\$3.40	\$3.50
Water Availability Charge	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Water Connection Charge	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
<b>SANITARY SEWER RATES</b>					
Sanitary Sewer Quarterly Base Fee	\$52.50	\$53.03	\$53.56	\$54.09	\$54.63
Sewer per 1,000 gallons	\$4.50	\$4.55	\$4.59	\$4.64	\$4.68
Sanitary Sewer Availability Charge	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Sanitary Sewer Connection Charge	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
<b>STORM WATER RATES</b>					
Annual fee	\$50.00	\$55.00	\$60.00	\$65.00	\$75.00

Average annual utility rate increases are:

- 3% for water between 2019-2027
- 1% between 2019-2023 and 2% between 2024-2027 for sanitary sewer
- \$5 per year for storm water between 2019-2020 and \$10 between 2021-2027

There was no change in conclusions and recommendations from the prior “2017 Plan”. The funds are projected to remain in sound financial condition, however, WAC and SAC and connection charges are needed to pay a portion of debt service expense and future operating revenue is also needed to cover the debt service expense.

#### **FISCAL IMPACT:**

The 2019 Proposed Utility Budgets will help support necessary city services to be provided in 2019. In addition, consideration of the impact of the decisions made today will help the City plan for the future with the goal of sound fiscal management.

#### **OPTIONS:**

- 1) Approve the 2019 Water, Sewer, and Storm Water Budgets.
- 2) Amend and then approve the 2019 Water, Sewer, and Storm Water Budgets.

#### **RECOMMENDATION:**

- 1) Motion to adopt Resolution No. 2018-137 adopting the 2019 Water, Sewer, and Storm Water Fund Budgets.

#### **ATTACHMENTS:**

- 1) 2019 Proposed Utility Fund Budgets
- 2) Financial Management Plan for Water, Sanitary Sewer, and Storm Water Funds
- 3) Resolution No. 2018-137 Adopting the 2019 Water, Sewer and Storm Water Fund Budgets

**CITY OF LAKE ELMO  
2019 PROPOSED BUDGET  
SUMMARY**

		2018	Utility Funds 2019	Adopted 2018 to Proposed 2019	Dollar Change 2018 Adopt to 2019 Proposed	
<u>Account Number</u>	<u>Description</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Percent Change</u>		<u>Comments</u>
<b>Water Revenues</b>						
Special Assessments		\$ 111,077	\$ 108,550	-2.27%	\$ (2,527)	
Interest on Investments		\$ 20,000	\$ 20,000	0.00%	\$ -	
Water Sales		\$ 597,769	\$ 937,421	56.82%	\$ 339,652	Faster build out than anticipated in Northland Study
Charges for Services		\$ 4,820	\$ 4,820			
Bulk Water		\$ 2,000	\$ -	-100.00%	\$ (2,000)	
Water Access Revenue		\$ 960,000	\$ 960,000	0.00%	\$ -	
Investment Earnings		\$ 611,595	\$ 626,600			
Water Connections - Municipal		\$ 320,000	\$ 320,000	0.00%	\$ -	
Meter Sales		\$ 87,500	\$ 90,000	2.86%	\$ 2,500	
<b>Total Water Revenues:</b>		<b>\$ 2,098,346</b>	<b>\$ 2,435,971</b>	<b>16.09%</b>	<b>\$ 337,625</b>	
<b>Water fund Expenses:</b>						
<b>9400</b>	<b>Water</b>					
Total Personnel		\$ 149,309	\$ 244,033	63.44%	\$ 94,724	Allocation change and 1 additional Maintenance Worker
Total Materials and Supplies		\$ 182,650	\$ 192,650	5.47%	\$ 10,000	\$4,500 Fuel, Oil, and Fluids now being spread across all PW & Utility Dept., \$3,000 Water Meters, \$2,500 Small Tools and Minor Equipment
Total Charges and Services		\$ 352,333	\$ 368,678	4.64%	\$ 16,345	\$45,000 Legal Services, \$7,987 Audit costs not previously allocated, \$1,800 Computer replacements, (\$33,859) Decr in IT support as allocation now spreads based on users, \$1,972 Credit Card fees
Total Capital Outlay		\$ 137,500	\$ 358,000	160.36%	\$ 220,500	\$50,000 Service Truck, \$120,000 hammes ByPass, \$188,000 oversizing, Per CIP vs. 2018
Total Misc and Non-operating		\$ 1,013,631	\$ 1,127,041	11.19%	\$ 113,410	Bond Payments and Fiscal Agents Fees per Northland Schedule
<b>9400</b>	<b>Total Water Fund Expenses</b>	<b>\$ 1,835,423</b>	<b>\$ 2,290,402</b>	<b>24.79%</b>	<b>\$ 454,979</b>	
<b>Total Water Fund Revs. Over/(Under) Expenses:</b>		<b>\$ 262,923</b>	<b>\$ 145,569</b>	<b>-44.63%</b>		
<b>Sewer Revenues</b>						
Special Assessments		\$ 77,874	\$ 141,799	82.09%	\$ 63,925	Per Northland schedule
Interest on Investments		\$ 20,000	\$ 20,000	0.00%	\$ -	
Sewer Sales		\$ 247,599	\$ 339,840	37.25%	\$ 92,241	Per Northland schedule
SAC Early Pay Discount/revenue		\$ 5,800	\$ -	-100.00%	\$ (5,800)	
Sewer Lat Benefit Fee		\$ 25,500	\$ 31,050	21.76%	\$ 5,550	
Sewer Connection Fee Rev (SAC)		\$ 883,200	\$ 901,500	2.07%	\$ 18,300	Per Northland schedule
Sewer Connection Fees Municipal		\$ 345,500	\$ 339,500	-1.74%	\$ (6,000)	Per Northland schedule
<b>Total Sewer Revenues:</b>		<b>\$ 1,605,473</b>	<b>\$ 1,773,689</b>	<b>10.48%</b>	<b>\$ 168,216</b>	
<b>Sewer Fund Expenses:</b>						

**CITY OF LAKE ELMO  
2019 PROPOSED BUDGET  
SUMMARY**

		2018	Utility Funds 2019	Adopted 2018 to Proposed 2019	Dollar Change 2018 Adopt to 2019 Proposed	
<u>Account Number</u>	<u>Description</u>	<u>Adopted</u>	<u>Proposed</u>	<u>Percent Change</u>		<u>Comments</u>
<b>9450</b>	<b>Sewer</b>					
Total Personnel		\$ 90,298	\$ 119,932	32.82%	\$ 29,634	Allocation change and 1 additional Maintenance Worker
Total Materials and Supplies		\$ 12,100	\$ 15,600	28.93%	\$ 3,500	\$4,500 Fuel, Oil, and Fluids now being spread across all PW & Utility Dept., (\$1,000) Small Tools and Minor Equipment
Total Charges and Services		\$ 185,948	\$ 276,178	48.52%	\$ 90,230	\$7,987 Audit costs not previously allocated, \$800 Computer replacements, (\$29,493) Decr in IT support as allocation now spreads based on users, \$1,972 Credit Card fees, \$77,219 Met Council Sewer Charges, \$13,800 Lisbon Lift Station paving, \$6,000 SCADA agreement, \$3,500 utilities
Total Capital Outlay		\$ 85,000	\$ 345,000	305.88%	\$ 260,000	\$50,000 Service Truck, \$295,000 Sewer oversizing, Per CIP vs. 2018
Total Misc and Non-operating		\$ 470,624	\$ 714,754	51.87%	\$ 244,130	Bond Payments, Issuance costs, and Fiscal Agents Fees per Northland Schedule
<b>9450</b>	<b>Total Sewer Fund Expenses</b>	<b>\$ 843,970</b>	<b>\$ 1,471,464</b>	<b>74.35%</b>	<b>\$ 627,494</b>	
<b>Total Sewer Fund Revs. Over/(Under) Expenses:</b>		<b>\$ 761,503</b>	<b>\$ 302,225</b>	<b>-60.31%</b>		
<b>Storm Water Revenues</b>						
Interest on Investments		\$ 7,000	\$ 7,000	0.00%	\$ -	
Surface Water Utility Sales		\$ 283,587	\$ 337,303	18.94%	\$ 53,716	Per Northland schedule
SW Review Fee Revenue		\$ 29,375	\$ 29,051	-1.10%	\$ (324)	Per Northland schedule
<b>Total Storm Water Revenues:</b>		<b>\$ 319,962</b>	<b>\$ 373,354</b>	<b>16.69%</b>	<b>\$ 53,392</b>	
<b>Storm Water Fund Expenses:</b>						
<b>9500</b>	<b>Storm Water</b>					
Total Personnel		\$ 47,470	\$ 76,635	61.44%	\$ 29,165	Allocation change and 1 additional Maintenance Worker
Total Materials and Supplies		\$ 8,100	\$ 8,500	4.94%	\$ 400	\$400 Fuel, Oil, and Fluids now being spread across all PW & Utility Dept.
Total Charges and Services		\$ 88,700	\$ 118,360	33.44%	\$ 29,660	\$7,987 Audit costs not previously allocated, \$1,000 Computer replacements, \$360 Credit Card fees, (\$11,833) Decr in IT support as allocation now spreads based on users, Allocation changes
Total Capital Outlay		\$ 40,000	\$ 40,000	0.00%	\$ -	
Total Misc and Non-operating		\$ 220,294	\$ 232,400	5.50%	\$ 12,106	Bond Payments, and Fiscal Agents Fees per Northland Schedule
<b>9500</b>	<b>Total Storm Water Fund Expenses</b>	<b>\$ 404,564</b>	<b>\$ 475,895</b>	<b>17.63%</b>	<b>\$ 71,331</b>	
<b>Total Storm Water Fund Revs. Over/(Under) Expenses:</b>		<b>\$ (84,602)</b>	<b>\$ (102,541)</b>	<b>21.20%</b>		

CITY OF LAKE ELMO

2019 PROPOSED BUDGET

Master Worksheet - All Budgets - REVISED

		2016	2017	2018	2018	2018	2019	Adopted 2018 to	
		Actual	Actual	Adopted	YTD - Sep 2018	Projected	Proposed	Proposed 2019	
Account Number	Description							Percent Change	Comments
601	Water Fund								
Water Fund Revenues:									
601-000-0000-33422	PERA Pension Revenue	525	38					#DIV/0!	
601-000-0000-33426	Miscellaneous State Grants	3,433,298	67,698					#DIV/0!	
601-000-0000-36100	Special Assessments	11,334	21,137	111,077	23,485	111,077	108,550	-2.27%	Per Northland schedule
601-000-0000-36200	Miscellaneous				82			#DIV/0!	
601-000-0000-36205	Refunds and Reimbursements		1,902					#DIV/0!	
601-000-0000-36210	Interest on Investments	13,987	18,096	20,000		20,000	20,000	0.00%	
601-000-0000-37100	Water Sales	275,019	883,610	597,769	414,918	910,118	937,421	56.82%	Faster build out than estimated
601-000-0000-37120	Bulk Water	5,423	3,184	2,000	1,122	2,000		-100.00%	
601-000-0000-37130	Water Lat Benefit Fee		25,100		11,600			#DIV/0!	
601-000-0000-39250	Contribution of Capital Assets		137					#DIV/0!	
601-000-0000-37140	Water Access Revenue	979,500	1,425,000	960,000	778,000	960,000	960,000	0.00%	Per Northland schedule
601-000-0000-37150	Water Connections - Municipal	244,500	172,000	320,000	431,000	320,000	320,000	0.00%	Per Northland schedule
601-000-0000-37170	Meter Sales	244,260	118,052	87,500	90,897	87,500	90,000	2.86%	
601-000-0000-37180	Tower Rent	52,526	-	-				#DIV/0!	Moved to G.F for 2017
601-000-0000-39200	Transfer In	(59,872)	-	-	-	-	-	#DIV/0!	
Total Water Fund Revenues:		\$ 5,200,500	\$ 2,735,954	\$ 2,098,346	\$ 1,751,105	\$ 2,410,695	\$ 2,435,971	16.09%	
Water Fund Expenses:									
Personnel									
601-494-9400-41010	Full-time Salaries	127,902	111,772	101,194	83,283	112,194	166,020	64.06%	1 additional worker split Streets 30%, Parks 20%, Water 20%, Sewer 20%, SW 10%
601-494-9400-41030	Part-time Salaries							#DIV/0!	
601-494-9400-41020	Overtime	-	-	4,000			6,000	50.00%	On call pay should go here
601-494-9400-41040	Temporary Employees							#DIV/0!	
601-494-9400-41210	PERA Contributions	15,792	15,925	7,590	6,240	8,090	12,452	64.06%	
601-494-9400-41220	FICA Contributions	7,346	6,854	6,497	4,941	6,997	12,701	95.49%	
601-494-9400-41230	Medicare Contributions	1,718	1,603	1,525	1,155	1,525		-100.00%	
601-494-9400-41300	Insurance	29,467	19,044	21,743	6,556	22,743	38,620	77.62%	
601-494-9400-41325	Life Insurance				79		237	#DIV/0!	
601-494-9400-41330	STD/LTD				184		685	#DIV/0!	
601-494-9400-41301	Unemployment Insurance	-	-	683		683		-100.00%	
601-494-9400-41600	Safety Clothing Allowance			193			289	49.74%	Boots (\$175 per person allocated by Salary Allocation)
601-494-9400-41510	Workers Compensation	1,904	3,980	5,884	7,744	7,029	7,029	19.46%	
Total Personnel		\$ 184,129	\$ 159,177	\$ 149,309	\$ 110,181	\$ 159,261	\$ 244,033	63.44%	
Materials and Supplies									
601-494-9400-42000	Office Supplies	771	975	800	321	800	800	0.00%	
601-494-9400-42120	Fuel, Oil and Fluids						4,500	#DIV/0!	\$30,000 - \$15K Streets, \$2K Parks, \$4.5K W, \$4.5K S, \$0.4K SW
601-494-9400-42030	Printed Forms	499	247	750	167	750	750	0.00%	
601-494-9400-42150	Operating Supplies	-	-	1,000	303	800	1,000	0.00%	
601-494-9400-42160	Chemicals	3,157	5,992	13,000	5,461	8,000	13,000	0.00%	
601-494-9400-42210	Repair/Maint. Supplies	25,014	3,614	26,000	9,098	26,000	26,000	0.00%	
601-494-9400-42270	Utility System Maintenance				647			#DIV/0!	
601-494-9400-42300	Water Meters & Supplies	105,477	124,127	132,000	138,582	132,000	135,000	2.27%	Water meters
601-494-9400-44375	Personal Protective Equipment		262	800	411	800	800	0.00%	
601-494-9400-42400	Small Tools & Minor Equipment	3,955	2,218	8,300	6,002	10,000	10,800	30.12%	
Total Materials and Supplies		\$ 138,873	\$ 137,435	\$ 182,650	\$ 160,994	\$ 179,150	\$ 192,650	5.47%	
Charges and Services									
601-494-9400-43030	Engineering Services	-	50,457	20,000	9,454	20,000	20,000	0.00%	
601-494-9400-43040	Legal Services	2,323	118,260	155,000	33,260	155,000	200,000	29.03%	

CITY OF LAKE ELMO

2019 PROPOSED BUDGET

Master Worksheet - All Budgets - REVISED

		2016	2017	2018	2018	2018	2019	Adopted 2018 to	
		Actual	Actual	Adopted	YTD - Sep 2018	Projected	Proposed	Proposed 2019	
Account Number	Description							Percent Change	Comments
601-494-9400-43010	Audit Services						7,987	#DIV/0!	5% incr. \$31,946 split GF, Water, Sewer, SW
601-494-9400-43150	Contract Services	7,459	73,154	47,400	21,741	47,400	31,000	-34.60%	new SCADA agreement \$6k. Mowing \$6k, CLA was 2017 & 2018
	Computers							#DIV/0!	
601-494-9400-43185	IT Support	5,556	6,289	37,133	18,781	37,133	7,297	-80.35%	Roseville \$7297.5
601-494-9400-42002	IT Hardware						1,800	#DIV/0!	Computer Replacements
601-494-9400-43190	Software Programs						3,274	#DIV/0!	Roseville \$604, Banyon \$363.34, Accela \$2306.5
601-494-9400-43210	Telephone	793	687	800	648	700	987	23.34%	Roseville \$350.7, TDS \$636
601-494-9400-44377	Credit Card Fees						1,972	#DIV/0!	
601-494-9400-43220	Postage	1,800	2,178	2,000	9	2,000	2,000	0.00%	
601-494-9400-43310	Mileage	189			119		200	#DIV/0!	
601-494-9400-43610	Insurance	8,975	9,322	12,000	7,981	7,981	9,178	-23.51%	corrected allocation, incr 15% over prev yr.
601-494-9400-43810	Electric Utility	34,392	54,894	45,000	52,080	43,500	45,000	0.00%	
601-494-9400-43820	Water Utility	144,932	242,929	-	23,281	38,658		#DIV/0!	Agreement ends w/ City of Oakdale
601-494-9400-44030	Repairs\Maint Imp Not Bldgs	8,617	17,363	20,000	34,878	20,000	20,000	0.00%	Tower 2 Inspection
601-494-9400-44040	Repairs/Maint. Equip.	-	-	8,000	3,443	10,000	12,000	50.00%	Well 2 PLC & Screen
601-494-9400-44010	Repairs\Maint Imp Bldgs	-	-	2,000	33,391	3,039	2,000	0.00%	
601-494-9400-44150	Equipment Rental	-	-	1,000		1,000	1,000	0.00%	
601-494-9400-44170	Uniforms						984	#DIV/0!	Allocated from Streets
601-494-9400-44330	Dues & Subscriptions		196					#DIV/0!	
601-494-9400-44370	Conferences & Training	103	1,880	2,000	707	2,000	2,000	0.00%	
Total Charges and Services		\$ 215,139	\$ 577,608	\$ 352,333	\$ 239,773	\$ 388,411	\$ 368,678	4.64%	
Capital Outlay									
601-494-9400-45300	Improvments Other Than Bldgs	-	-	137,500	52,826	137,500	358,000	160.36%	\$50K Service Truck, \$120K Hammes ByPass, \$188K oversizing
Total Capital Outlay		\$ -	\$ -	\$ 137,500	\$ 52,826	\$ 137,500	\$ 358,000	160.36%	
Miscellaneous and Non-operating									
601-494-9400-43320	Depreciation Expense	612,353	808,865					#DIV/0!	
601-494-9400-44300	Miscellaneous	3,178	38,696	2,000	712	1,000	2,000	0.00%	
601-494-9400-46010	Bond Principal	-	-	710,000		710,000	810,000	14.08%	
601-494-9400-46110	Bond Interest	241,142	295,328	300,775	146,193	300,775	292,041	-2.90%	Per Northland schedule
601-494-9400-46200	Fiscal Agent Fees - Bond Payments	16,014	675	856	495		11,000	1185.05%	
601-494-9400-46250	Fiscal Agent Fees - Bond Issuance							#DIV/0!	
601-494-9400-46220	Deferred Charges Amort		(6,599)					#DIV/0!	
601-494-9400-46300	Bond Issuance Costs		11,262				12,000	#DIV/0!	
601-494-9400-47200	Transfer Out	40,427	-	-	-	-	-	#DIV/0!	
Total Misc. and Non-operating		\$ 913,114	\$ 1,148,226	\$ 1,013,631	\$ 147,400	\$ 1,011,775	\$ 1,127,041	11.19%	
Total Water Fund Expenses:		\$ 1,451,255	\$ 2,022,445	\$ 1,835,423	\$ 711,173	\$ 1,876,097	\$ 2,290,402	24.79%	
Total Water Fund Revs. Over/(Under) Expenses:		\$ 3,749,245	\$ 713,509	\$ 262,923	\$ 1,039,932	\$ 534,598	\$ 145,569	-44.63%	

CITY OF LAKE ELMO

2019 PROPOSED BUDGET

Master Worksheet - All Budgets - REVISED

		2016	2017	2018	2018	2018	2019	Adopted 2018 to	
		Actual	Actual	Adopted	YTD - Sep 2018	Projected	Proposed	Proposed 2019	
Account Number	Description							Percent Change	Comments
602	Sewer Fund								
Sewer Fund Revenues:									
602-000-0000-33422	PERA Pension Revenue		9					#DIV/0!	
602-000-0000-36100	Special Assessments	21,073	1,229,699	77,874	209,731	77,874	141,799	82.09%	Per Northland schedule
602-000-0000-36210	Interest on Investments	14,584	20,362	20,000		20,000	20,000	0.00%	
602-000-0000-37200	Sewer Sales	120,974	267,130	247,599	145,094	247,599	339,840	37.25%	Per Northland schedule
602-000-0000-37220	SAC Early Pay discount/revenue	8,474	8,474	5,800	5,666	5,800		-100.00%	Based on averages
602-000-0000-37230	Sewer Lat Benefit Fee		11,000	25,500		25,500	31,050	21.76%	
602-000-0000-39250	Contribution of Capital Assets		71,269					#DIV/0!	
602-000-0000-37240	Sewer Connecton Fee Revenue (SAC)	803,000	1,450,165	883,200	661,000	883,200	901,500	2.07%	Per Northland schedule
602-000-0000-37250	Sewer Connection Fees Regional		21,000	-	596,294			#DIV/0!	Pass-through of approx \$21K
602-000-0000-37260	Sewer Connection Fees Municipa	383,500	677,980	345,500	433,500	345,500	339,500	-1.74%	Per Northland schedule
Total Sewer Fund Revenues:		\$ 1,351,605	\$ 3,757,088	\$ 1,605,473	\$ 2,051,285	\$ 1,605,473	\$ 1,773,689	10.48%	
Sewer Fund Expenses:									
Personnel									
602-495-9450-41010	Full-time Salaries	39,678	23,073	62,250	23,180	69,750	79,409	27.56%	1 additional worker split Streets 30%, Parks 20%, Water 20%, Sewer 20%, SW 10%
602-495-9450-41030	Part-time Salaries				227			#DIV/0!	
602-495-9450-41020	Overtime		-	4,000		123	6,000	50.00%	On call pay
602-495-9450-41040	Temporary Employees							#DIV/0!	
602-495-9450-41210	PERA Contributions	4,270	3,807	4,669	1,748	4,919	5,956	27.56%	
602-495-9450-41220	FICA Contributions	1,987	1,609	4,058	1,389	4,308	6,075	49.70%	
602-495-9450-41230	Medicare Contributions	464	376	961	325	961		-100.00%	
602-495-9450-41300	Insurance	8,352	8,429	10,744	1,696	11,275	17,825	65.91%	
602-495-9450-41325	Life Insurance				25		125	#DIV/0!	
602-495-9450-41330	STD/LTD				62		491	#DIV/0!	
602-495-9450-41600	Safety Clothing Allowance						140	#DIV/0!	Boots (\$175 per person allocated by Salary Allocation)
602-495-9450-41301	Unemployment Insurance	-	-	342		342		-100.00%	
602-495-9450-41510	Workers Compensation	989	2,004	3,274	4,626	3,911	3,911	19.46%	
Total Personnel		\$ 55,740	\$ 39,300	\$ 90,298	\$ 33,277	\$ 95,589	\$ 119,932	32.82%	
Materials and Supplies									
602-495-9450-42270	Repair/Maint. Supplies	5,873	1,724	4,000		5,000	4,000	0.00%	
602-495-9450-42000	Office Supplies	-	73	800	1,350	1,199	800	0.00%	
602-495-9450-42030	Printed Forms	-			167			#DIV/0!	
602-495-9450-42120	Fuel, Oil and Fluids						4,500	#DIV/0!	\$30,000 - \$15K Streets, \$2K Parks, \$4.5K W, \$4.5K S, \$0.4K SW
602-495-9450-42150	Operating Supplies	-	-	1,000	332	1,000	1,000	0.00%	
602-495-9450-42270	Repair/Maint. Supplies	-			(236)			#DIV/0!	
602-495-9450-44375	Personal Protective Equipment	-	262	800	702	800	800	0.00%	
602-495-9450-42400	Small Tools & Minor Equipment	2,860	2,462	5,500	2,437	4,500	4,500	-18.18%	
Total Materials and Supplies		\$ 8,733	\$ 4,521	\$ 12,100	\$ 4,753	\$ 12,499	\$ 15,600	28.93%	
Charges and Services									
602-495-9450-43030	Engineering Services	-	5,310	20,000	3,495	20,000	20,000	0.00%	
602-495-9450-43010	Audit Services						7,987	#DIV/0!	5% incr. \$31,946 split GF, Water, Sewer, SW
602-495-9450-43150	Contract Services	8,059	291,285	21,400	19,886	40,000	30,400	42.06%	new SCADA agreement \$6k/Mowing \$3000, CLA was 2017 & 2018
602-495-9450-43185	IT Support	4,591	5,989	33,533	19,756	33,533	4,041	-87.95%	Roseville \$4257.5
602-495-9450-42002	IT Hardware						800	#DIV/0!	Computer Replacements
602-495-9450-43190	Software Programs						3,010	#DIV/0!	Roseville \$340, Banyon \$363.33, Accela \$2306.5
602-495-9450-43210	Telephone	1,008	1,146	1,500	1,021	1,500	1,707	13.78%	Roseville \$350.7, TDS \$1236, T-Mobile \$120
602-495-9450-44377	Credit Card Fees						1,972	#DIV/0!	
602-495-9450-43220	Postage	-	2,500	1,175		1,175	1,175	0.00%	

CITY OF LAKE ELMO

2019 PROPOSED BUDGET

Master Worksheet - All Budgets - REVISED

		2016	2017	2018	2018	2018	2019	Adopted 2018 to	
		Actual	Actual	Adopted	YTD - Sep 2018	Projected	Proposed	Proposed 2019	
Account Number	Description							Percent Change	Comments
602-495-9450-43310	Mileage	-	-	-				#DIV/0!	
602-495-9450-43610	Insurance	581	603	2,000	3,187	3,187	3,665	83.27%	corrected allocation, incr 15% over prev year
602-495-9450-43810	Electric Utility	5,125	5,739	5,500	7,300	7,000	9,000	63.64%	
602-495-9450-43820	Sewer Utility - Met Council	16,621	83,809	92,140	69,105	92,140	169,359	83.81%	Per Met Council
602-495-9450-44040	Repairs/Maint. Equip.	-	1,148	4,500	3,523	4,500	4,500	0.00%	
602-495-9450-44150	Equipment Rental	-	-	1,000		1,000	1,000	0.00%	
602-495-9450-44170	Uniforms						563	#DIV/0!	Allocated from Streets
602-495-9450-44030	Repairs\Maint Imp Not Bldgs	1,391		1,200		1,200	15,000	1150.00%	Pave Lisbon Lift Station
602-495-9450-44370	Conferences & Training	80	3,718	2,000	863	2,000	2,000	0.00%	
Total Charges and Services		\$ 37,456	\$ 401,246	\$ 185,948	\$ 128,136	\$ 207,235	\$ 276,178	48.52%	
Capital Outlay									
602-495-9450-45300	Improvements Other Than Bldgs	-	-	85,000	81,578	-	345,000	305.88%	Sewer Oversizing - \$295k, Service Truck \$50k
Total Capital Outlay		\$ -	\$ -	\$ 85,000	\$ 81,578	\$ -	\$ 345,000	305.88%	
Miscellaneous and Non-operating									
602-495-9450-43320	Depreciation Expense	132,265	350,903		-	-	-	#DIV/0!	
602-495-9450-44300	Miscellaneous Expenses	26,036	50,873	300	-	300	300	0.00%	
602-495-9450-46010	Bond Principal	0	-	275,000		275,000	470,000	70.91%	Per Northland schedule
602-495-9450-46110	Bond Interest	116,715	168,587	195,324	93,452	195,324	208,454	6.72%	Per Northland schedule
602-495-9450-46220	Deferred Charges Amort		(3,811)					#DIV/0!	
602-495-9450-46300	Bond Issuance Costs		18,437				20,000	#DIV/0!	
602-495-9450-46250	Fiscal Agent Fees	3,707					16,000	#DIV/0!	
602-495-9450-47200	Transfer Out	102,678	-	-	-	-	-	#DIV/0!	
Total Misc. and Non-operating		\$ 381,401	\$ 584,989	\$ 470,624	\$ 93,452	\$ 470,624	\$ 714,754	51.87%	
Total Sewer Fund Expenses:		\$ 483,330	\$ 1,030,056	\$ 843,970	\$ 341,197	\$ 785,947	\$ 1,471,464	74.35%	
Total Sewer Fund Revs. Over/(Under) Expenses:		\$ 868,275	\$ 2,727,033	\$ 761,503	\$ 1,710,088	\$ 819,526	\$ 302,225	-60.31%	

CITY OF LAKE ELMO

2019 PROPOSED BUDGET

Master Worksheet - All Budgets - REVISED

		2016	2017	2018	2018	2018	2019	Adopted 2018 to	
		Actual	Actual	Adopted	YTD - Sep 2018	Projected	Proposed	Proposed 2019	
Account Number	Description							Percent Change	Comments
603	Storm Water Fund								
Storm Water Fund Revenues:									
603-000-0000-33422	PERA Pension Revenue		5					#DIV/0!	
603-000-0000-36100	Special Assessments				20,674			#DIV/0!	Delinquent S/A's for '17 and estimate for '18
603-000-0000-36210	Interest on Investment	15,933	8,247	7,000		7,000	7,000	0.00%	
603-000-0000-39250	Contribution of Capital Assets		(18)					#DIV/0!	
603-000-0000-36232	Developer Contributions		100,000					#DIV/0!	
603-000-0000-37300	Surface Water Utility Sales	185,858	251,025	283,587	201,539	283,587	337,303	18.94%	Per Northland schedule
603-000-0000-34113	SW Review Fee Revenue	27,375	38,350	29,375	29,088	29,375	29,051	-1.10%	Per Northland schedule
Total Storm Water Fund Revenues:		\$ 229,166	\$ 397,609	\$ 319,962	\$ 251,301	\$ 319,962	\$ 373,354	16.69%	
Storm Water Fund Expenses:									
Personnel									
603-496-9500-41010	Full-time Salaries	20,591	12,962	34,273	13,086	34,773	54,068	57.76%	1 additional worker split Streets 30%, Parks 20%, Water 20%, Sewer 20%, SW 10%
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	2,408	1,909	2,570	982	2,820	4,055	57.78%	
603-496-9500-41220	FICA Contributions	1,129	790	2,099	770	2,349	4,136	97.05%	
603-496-9500-41230	Medicare Contributions	264	185	497	180	497		-100.00%	
603-496-9500-41300	Insurance	5,856	5,276	6,275	1,748	6,806	12,318	96.30%	
603-496-9500-41325	Life Insurance				16		81	#DIV/0!	
603-496-9500-41330	STD/LTD				28		263	#DIV/0!	
603-496-9500-41600	Safety Clothing Allowance			53		53	88	66.04%	Boots (\$175 per person allocated by Salary Allocation)
603-496-9500-41301	Unemployment Insurance	-	-	342		342		-100.00%	
603-496-9500-41510	Workers' Compensation	-	1,150	1,361	1,626	1,626	1,626	19.47%	
Total Personnel		\$ 30,248	\$ 22,271	\$ 47,470	\$ 18,437	\$ 49,266	\$ 76,635	61.44%	
Materials and Supplies									
603-496-9500-42000	Office Supplies	499	428	800	148	800	800	0.00%	
603-496-9500-42120	Fuel, Oil and Fluids						400	#DIV/0!	\$30,000 - \$15K Streets, \$2K Parks, \$4.5K W, \$4.5K S, \$0.4K SW
603-496-9500-42030	Printed Forms		247		167			#DIV/0!	
603-496-9500-42270	Repair/Maint. Maint Supplies	3,972	135	2,000	315	2,000	2,000	0.00%	
603-496-9500-42150	Operating Supplies	-	-	1,000	38	1,000	1,000	0.00%	
603-496-9500-44375	Personal Protective Equipment	-		800	411	800	800	0.00%	
603-496-9500-42400	Small Tools & Minor Equipment	-	1,241	3,500	2,306	3,500	3,500	0.00%	
Total Materials and Supplies		\$ 4,471	\$ 2,051	\$ 8,100	\$ 3,385	\$ 8,100	\$ 8,500	4.94%	
Charges and Services									
603-496-9500-43030	Engineering Services	11,827	6,311	20,000	2,170	20,000	20,000	0.00%	
603-496-9500-43010	Audit Services						7,987	#DIV/0!	5% incr. \$31,946 split GF, Water, Sewer, SW
603-496-9500-43150	Contract Services	2,400	18,116	17,200	5,709	15,000	6,000	-65.12%	\$3k mowing, CLA was 2017 & 2018
603-496-9500-43185	IT Support	4,067	3,558	15,500		15,500	3,668	-76.34%	Roseville \$3554.5
603-496-9500-42002	IT Hardware						1,000	#DIV/0!	Ipad for Pond Insp
603-496-9500-43190	Software Programs						3,010	#DIV/0!	\$340 Roseville, Banyon \$363.33, Accela \$2306.5
603-496-9500-43210	Telephone						351	#DIV/0!	Roseville \$350.7
603-496-9500-44377	Credit Card Fees						360	#DIV/0!	
603-496-9500-43220	Postage	1,800	-	2,000	5,001	2,000	2,000	0.00%	
603-496-9500-43610	Insurance	-	-	1,500		5,001	5,751	283.43%	corrected allocation, incr 15% over prev yr.
603-496-9500-44010	Street Sweeping	10,318	20,958	25,000	13,986	25,000	30,000	20.00%	more streets with development
603-496-9500-44040	Repairs/Maint Equip	-	-	1,000	99	750	1,000	0.00%	
603-496-9500-44030	Repairs/Maint Not Bldg	1,368		3,000		33,358	33,500	1016.67%	Additional maintenance costs \$30,500
603-496-9500-44150	Equipment Rental	-	-	1,000		1,000	1,000	0.00%	

CITY OF LAKE ELMO

2019 PROPOSED BUDGET

Master Worksheet - All Budgets - REVISED

		2016	2017	2018	2018	2018	2019	Adopted 2018 to	
		Actual	Actual	Adopted	YTD - Sep 2018	Projected	Proposed	Proposed 2019	
Account Number	Description							Percent Change	Comments
603-496-9500-44170	Uniforms						234	#DIV/0!	Allocated from Streets
603-496-9500-44370	Conferences & Training	2,500	1,875	2,500	985	1,500	2,500	0.00%	
Total Charges and Services		\$ 34,280	\$ 50,819	\$ 88,700	\$ 27,950	\$ 119,109	\$ 118,360	33.44%	
Capital Outlay									
603-496-9500-45300	Improvements Other Than Bldgs	-	-	40,000	-	-	40,000	0.00%	Storm Water Comp Plan Update
Total Capital Outlay		\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ 40,000	0.00%	
Miscellaneous and Non-operating									
603-496-9500-43320	Depreciation Expense	15,963	56,298					#DIV/0!	
603-496-9500-44300	Miscellaneous Expenses	20,577	21,157	2,000	666	2,000	2,000	0.00%	
603-496-9500-46010	Bond Principal	-	-	160,000		160,000	175,000	9.38%	Per Northland schedule
603-496-9500-46110	Bond Interest	44,765	62,781	58,294	28,138	58,294	54,500	-6.51%	Per Northland schedule
603-496-9500-46220	Deferred Charges Amort		(3,193)					#DIV/0!	
603-496-9500-46200	Fiscal Agent Fees						900	#DIV/0!	
603-496-9500-46300	Bond Issuance Costs	-	1,064	-	-	-	-	#DIV/0!	
Total Misc. and Non-operating		\$ 81,305	\$ 138,107	\$ 220,294	\$ 28,804	\$ 220,294	\$ 232,400	5.50%	
Total Storm Water Fund Expenses:		\$ 150,304	\$ 213,249	\$ 404,564	\$ 78,575	\$ 396,769	\$ 475,895	17.63%	
Total Storm Water Fund Revs. Over/(Under) Expenses:		\$ 78,862	\$ 184,360	\$ (84,602)	\$ 172,726	\$ (76,807)	\$ (102,541)	21.20%	



**FINAL DRAFT**  
**City of Lake Elmo, MN**  
**Financial Management Plan**  
**for**  
**Water, Sanitary Sewer, and**  
**Storm Water Funds**

**2018 Plan**  
**November 20, 2018**



Northland Securities, Inc.  
150 South Fifth Street, Suite 3300  
Minneapolis, MN 55402  
(800) 851-2920  
Member NASD and SIPC  
Registered with SEC and MSRB

## Letter of Transmittal

## Executive Summary 1

Organization of the Plan.....	1
Study Approach.....	1
Conclusions and Recommendations.....	2
Table A - Growth in Residential Equivalent Units.....	3
Table B - Annual Estimated Rate Increases .....	3
Table B-1 - Utility Rates .....	3
Table C-1 - Water Fund Operating Expenses and Unrestricted Cash .....	4
Table C-2 - Sanitary Sewer Fund Operating Expenses and Unrestricted Cash .....	5
Chart 1 - Year-end Cash Balances.....	6

## Background 7

Water .....	7
Sanitary Sewer .....	7
Storm Sewer .....	7

## Capital Improvement Plan 8

Capital Projects.....	8
Source of Funding for Capital Projects .....	8
Debt Service .....	8
Table D-1 - Capital Improvement Plan Water .....	10
Table D-2 - Capital Improvement Plan Sanitary Sewer .....	11
Table D-3 - Capital Improvement Plan Storm Water .....	12
Chart 2 - Estimated Debt Outstanding at Year End .....	13
Chart 3 - Estimated Annual Debt Service .....	14

## Utility Rates 15

Key Factors .....	15
Annual Operating Expenditures .....	15
Metropolitan Council Environmental Services.....	15
Annual Capital Expenditures.....	16
Debt Service .....	16
Growth in Customers .....	16
Available Other Revenue Sources .....	16
Historical Utility Rates.....	17
Future Utility Rates.....	17
Estimated Volumes of Water Sold and Sanitary Sewer Billed .....	17
Table E - Growth Projections.....	18
Chart 4 - Sanitary Sewer REU Platted and Connected by Year.....	19
Chart 5 - Water REU Planned and Connected by Year .....	19
Table F - Water Fund - Fees and Charges and Customer Data .....	20

---

Table G - Sanitary Sewer Fund - Fees and Charges and Customer Data.....	21
Table H - Storm Water Fund - Fees and Charges and Customer Data.....	22
Chart 6 - Estimated Volumes of Water and Sanitary Sewer .....	23

## Financial Plans 24

Key Assumptions .....	24
Water Fund .....	25
Table I-1 - Pro Forma.....	26
Table I-2 - Cash Balance .....	27
Table I-3 - Operating and Other Expenses.....	28
Chart 7 - Year End Cash Balances .....	29
Chart 8 - Source and Use of Funds .....	29
Sanitary Sewer Fund .....	30
Table J-1 - Pro Forma.....	31
Table J-2 - Cash Balance.....	32
Table J-3 - Operating and Other Expenses .....	33
Chart 9 - Year End Cash Balances .....	34
Chart 10 - Source and Use of Funds.....	34
Storm Water Fund .....	35
Table K-1 - Pro Forma.....	36
Table K-2 - Cash Balance .....	37
Table K-3 - Operating and Other Expenses .....	38
Chart 11 - Year End Cash Balances.....	39
Chart 12 - Source and Use of Funds.....	39

## Appendix 40

Appendix A-Example Quarterly Utility Fees Payable by Property Types .....	40
Appendix B-Chart 13-Combined Utility Funds Restricted Cash and Debt .....	41
Appendix C-Chart 14-Total Bonds Outstanding/Bonds Subject to Call Provision.	42



November 20, 2018

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

**RE: Final Draft 2018 Financial Management Plan for City Utility Funds**

Dear Kristina:

Northland Securities, Inc. is pleased to present the City of Lake Elmo with a preliminary draft of the Financial Management Plan for the City Utility Funds, dated November 6, 2018.

The City has requested Northland to provide service to the City to update the 2017 Financial Management Plan, dated October 3, 2017. The service includes updating data and prior assumptions to perform a utility rate analysis for the Water, Sanitary Sewer, and Storm Water Utility Systems of the Lake Elmo. The analysis and report includes a review of the past performance of the systems, projected updated growth in residential equivalent connections from new development, determines the adequacy of current revenues, and provides recommendation on future rates which reflect recent and projected cost experience in addition to anticipated capital project expenditures and estimated future debt service.

We appreciate the opportunity to provide service to the City of Lake Elmo.

Sincerely,

A handwritten signature in black ink, appearing to read "Tammy Omdal".

Tammy Omdal  
Senior Vice President

## EXECUTIVE SUMMARY

The Plan was prepared by Northland Public Finance, a division of Northland Securities, Inc., for the purpose of reviewing the financial performance of the City of Lake Elmo's enterprise funds, including the Water Fund, the Sanitary Sewer Fund, and the Storm Water Fund to determine the appropriate fees and charges to fund the systems.

This Plan presents an update to the Financial Plan for the Water, Sanitary Sewer, and Storm Water Funds, Dated October 3, 2017.

The process for preparing the Plan involved the projection of revenues and expenditures and incorporation of the City's plans for capital improvements, and plans for financing, into the financial projections along with estimated growth in customers.

Recommendations included in the Plan are based on information provided to Northland from City staff and other City consultants and certain assumptions as prepared by Northland and detailed in the Plan.

To the extent the assumptions in the Plan change in the months and years ahead, which they will, the City will need to continue to adjust its financial plans accordingly.

Before offering conclusions and recommendations from the study, an explanation of the organization of the Plan and the study approach is offered.

### Organization of Plan

This Plan is organized into six sections:

1. Executive Summary provides information on the organization of the Plan, study approach, and conclusions

and recommendations.

2. Background discusses the historical context, including growth and development of the community, and performance of the utilities.
3. Capital Improvement Plan provides information on the plans for infrastructure improvements for the utilities. This includes estimates on project costs and sources of funds to pay for the improvements. Information on debt service is also included.
4. Utility Rates provides current, and future estimated utility rates that will be necessary to maintain a positive financial condition for the utility funds. Information is provided in the Appendix for impact of rates changes on customers.
5. Financial Plans are provided for the Water Fund, Sanitary Sewer Fund, and Storm Water Fund. The financial plans provide both historical, current, and future sources and uses of funds and balance sheet information. Financial plans take into account capital improvement plans, debt service, and proposed rates.
6. Appendix provides supplemental information.

### Study Approach

The following steps were taken as part of the study:

- City provided information on the following:
  - historical spending and revenues, and future capital improvement plans;
  - estimated growth in customer units from residential and commercial development;
  - City's Comprehensive Annual Financial Reports as of December 31, 2017; and
  - projected 2018 financial results and preliminary

2019 budget.

- Information provided by the City was organized, analyzed, and used to support the development of financial plans. Once the preliminary financial plans were developed then different scenarios were considered and analyzed with City staff.
- City staff offered input and feedback on the assumptions and desired outcomes, along with explanation of adjusting entries the City made to its general ledger for fiscal year 2017.
- A draft of the Plan was prepared.

It is important to note aspects not reviewed as part of the study, which include:

- The validity of the assumptions and figures provided by the City on future estimated growth was not reviewed.
- The financial impact of changes to the existing tier structure for charging for water and sanitary sewer services was not reviewed.
- Northland did not review any City prepared pro forma as part of the study and we are not aware of how the Plan may compare to any prior or current City pro forma.
- The scope of the study did not include a review and comparison of the City's utility fees and charges to other cities.
- The City is not able to provide historical/current volume data by tier or otherwise. The Plan includes certain assumptions for future volume of water and sanitary sewer volume billed by tier and in total. Changes to the assumption for average volume per customer will impact the financial results included in the Plan.

## Conclusions and Recommendations

The following conclusions and recommendations are offered as a result of the study:

### 1. Growth in Customers (Residential Equivalent Units)

To meet service demands from growth in customers, the City is planning for capital improvement projects. It needs to be emphasized that the scope, timing, and cost of the capital improvement projects included in the Plan are preliminary estimates. The City provided a list of proposed improvement projects and with gross estimates for project costs to provide a basis for the pro forma analysis included in the Plan. The City reviews and revises its capital improvement plans on a regular basis.

Timing for capital projects will be driven by development. The planned improvements that are currently included in the capital improvement plan are anticipated to be paid through a combination of debt issuance, special assessments, grants, and cash.

In addition to the impact of future growth on the capital improvement plan, the actual timing for the build out of already approved housing development and commercial areas will significantly impact future revenues.

Table A on page 3 provides a summary of the total estimated growth for residential equivalent units (platted and connected). The growth estimates were prepared by City staff. Table E on page 18 provides detailed information on the total estimated growth summarized in **Table A** for the 2018 Plan. The estimates for growth in customers has an impact on the establishment of future utility rates and the resulting revenue and year-

end cash projections for the utility funds. The City should continue to carefully monitor its estimates for future growth in customers against actual development.

<b>Table A</b> <b>Growth in Residential Equivalent Units (REU)</b> <i>Total Projected REU to Be Added Between Years 2017 and 2026</i>	
Type of REU	2018 Plan
Platted - Sewer Access	2,677
Platted - Water Access	2,370
Connected - Sewer	2,981
Connected - Water	2,661

Note to Table A: There is a difference between Sewer and Water units shown in Table A because some customers will connect to either municipal water or sanitary sewer, but not both. The sanitary sewer improvements in the Old Village also accounts for the differences.

availability charges) only to the base and usage fees for service. **Table B** provides information on the annual estimated rate increases. **Table B-1** on the next page provides a summary of the utility rates as included in the Plan. Actual financial results and growth in customers will impact the actual utility rate increases that may be needed.

The City should establish annual user rates concurrent with the development of the following year's budget. It is important to maintain a long term, forward looking view for the ongoing management of the utility funds to avoid potential adjustments to utility rates based on prior year financial performance alone without taking into account future financial projections and potential challenges. Future financial challenges may come from the difference between estimated and actual growth in customers, unanticipated capital funding pressures, and other unanticipated expense or revenue shortfalls.

<b>Table A-1</b> <b>Total Projected Residential Equivalent Customers by Year 2026</b>	
Customer	2018 Plan
Water	4,357
Sanitary Sewer	3,566
Storm Water	7,783

<b>Table B</b> <b>Annual Projected Rate Increases for Utility Base Charges and Usage Charges</b>			
Year	Water	Sanitary Sewer	Storm Water
2018	3.00%	1.00%	\$5.00
2019	3.00%	1.00%	\$5.00
2020	3.00%	1.00%	\$5.00
2021	3.00%	1.00%	\$10.00
2022	3.00%	1.00%	\$10.00
2023	3.00%	1.00%	\$10.00
2024	3.00%	2.00%	\$10.00
2025	3.00%	2.00%	\$10.00
2026	3.00%	2.00%	\$10.00

## 2. Establishment of Utility Rates

The Plan assumes annual increases in the fees and charges for utility services. The increases will ensure the City is able to maintain sufficient cash in the funds over the long-term. There is no change estimated in the fees charged for development (connection and

TABLE B-1 Utility Rates					
Service	2017	2018	2019	2020	2021
<b>WATER RATES</b>					
Residential Quarterly Base Fee	\$20.00	\$20.60	\$21.22	\$21.85	\$22.51
Residential Tier 1	\$2.00	\$2.06	\$2.12	\$2.19	\$2.25
Commercial Quarterly Base Fee	\$25.00	\$25.75	\$26.52	\$27.32	\$28.14
Commercial Tier 1	\$3.11	\$3.20	\$3.30	\$3.40	\$3.50
Water Availability Charge	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Water Connection Charge	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
<b>SANITARY SEWER RATES</b>					
Sanitary Sewer Quarterly Base Fee	\$52.50	\$53.03	\$53.56	\$54.09	\$54.63
Sewer per 1,000 gallons	\$4.50	\$4.55	\$4.59	\$4.64	\$4.68
Sanitary Sewer Availability Charge	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Sanitary Sewer Connection Charge	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
<b>STORM WATER RATES</b>					
Annual fee	\$50.00	\$55.00	\$60.00	\$65.00	\$75.00

Note to Table B-1: Table B-1 does not include all of the tier rates. See Tables F-H for more information.

There are no changes recommended at this time to the City's rate structure. As the City gains more experience operating the expanded utilities and more financial history becomes available, the City should evaluate whether the current rate structure is continuing to meet the City's objectives.

### 3. Management of Cash Balances and Assets

The utility rates included in the Plan, combined with the estimated volumes for water and sanitary sewer plus the estimated revenue to be collected from development charges, will provide cash needed to operate the utilities, maintain capital assets, and to pay debt service. The Financial Plan Section of the Plan provides a break-down of cash balances for each of the utility funds based on the following: 1) restricted cash for planned capital; 2) restricted cash for debt service/

calling of bonds; and 3) unrestricted cash available equivalent to 50% of operating expense.

Table C-1 on the next page provides a summary of the estimated annual year-end unrestricted cash balance and operating expenses (not including depreciation) and unrestricted cash as a percentage of operating expenses for the Water Fund. Table C-2 on the next page provides the same information for the Sanitary Sewer Fund. Chart 1 on page 6, provides a summary of the total estimated year end cash balances by fund. It is estimated that the funds will begin to draw on cash balances to cover capital and debt service. The City may need to consider modified rate adjustments from what are included in the Plan. Actual financial results will need to be monitored to determine what may be necessary in the future years.

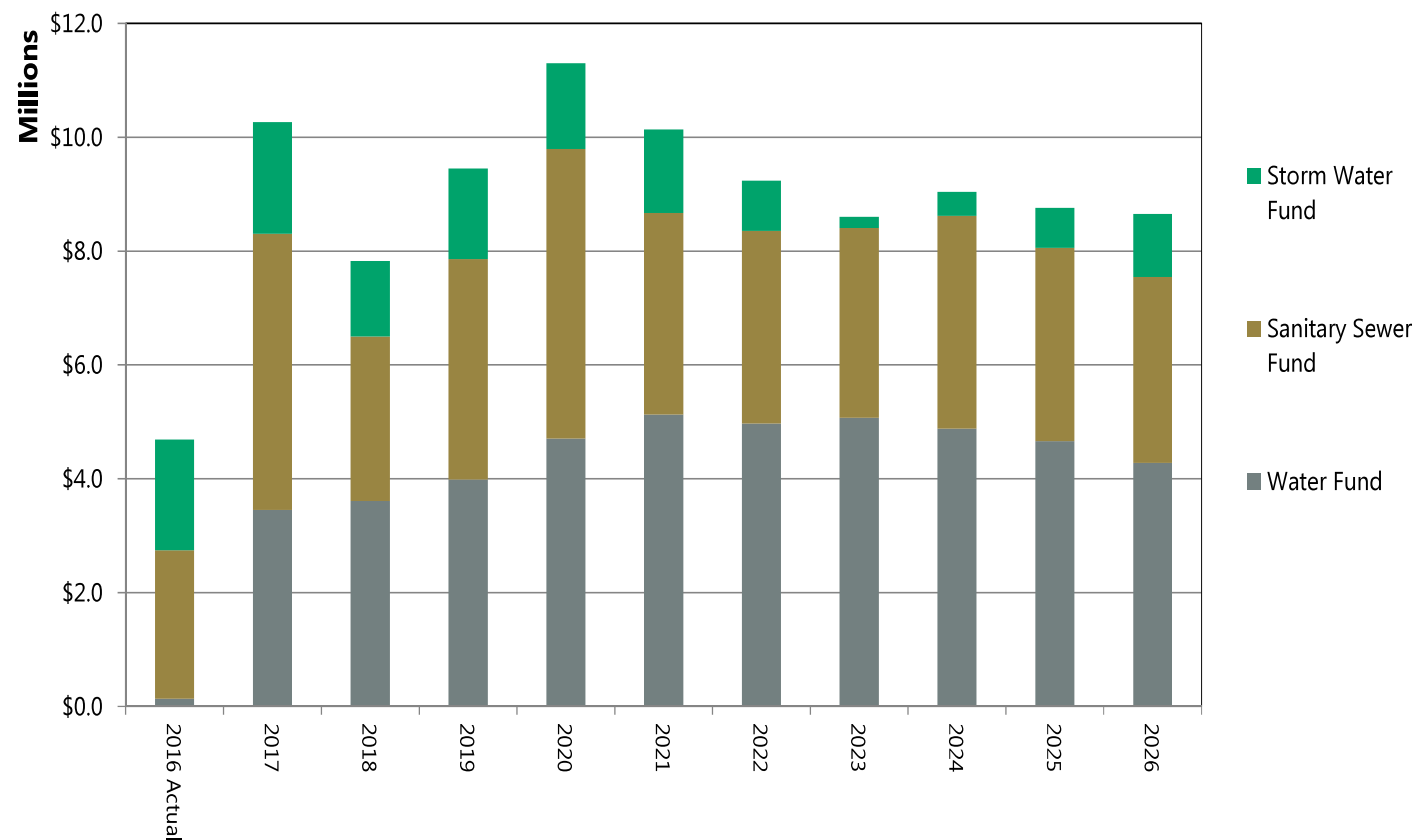
Table C-1 Operating Expenses and Unrestricted Cash Water Fund			
Year	Operating Expenses (Not Including Depreciation )	Unrestricted Cash	Unrestricted Cash as % of Expense
2017	\$727,822	\$363,911	50%
2018	\$819,601	\$409,801	50%
2019	\$831,993	\$415,997	50%
2020	\$844,633	\$422,316	50%
2021	\$692,316	\$346,158	50%
2022	\$650,034	\$325,017	50%
2023	\$663,035	\$331,517	50%
2024	\$705,034	\$352,517	50%
2025	\$719,135	\$359,568	50%
2026	\$733,518	\$366,759	50%

Note to Table C-1: Amounts shown are estimates based on the assumptions and information included in the Plan.

Table C-2 Operating Expenses and Unrestricted Cash Sanitary Sewer Fund			
Year	Operating Expenses (Not Including Depreciation )	Unrestricted Cash	Unrestricted Cash as % of Expense
2017	\$315,323	\$157,661	50%
2018	\$412,221	\$206,111	50%
2019	\$438,674	\$219,337	50%
2020	\$505,036	\$252,518	50%
2021	\$599,330	\$299,665	50%
2022	\$671,699	\$335,849	50%
2023	\$754,367	\$377,183	50%
2024	\$859,639	\$429,820	50%
2025	\$932,480	\$466,240	50%
2026	\$1,005,735	\$502,868	50%

Note to Table C-2: Amounts shown are estimates based on the assumptions and information included in the Plan.

**Chart 1**  
**Year End Cash Estimates By Fund**



**Chart 1** shows that cash balances in the utility funds will remain stable, with some growth, over the long term as customers and volumes billed increase.

Cash balance will decline between years 2020 and 2023 as revenue collected from development is used to pay down debt outstanding as scheduled.

The Plan does not presently include the use of cash to call bonds at optional redemption dates. Optional redemption of outstanding bonds should be monitored.

The increase in cash from 2016 actual to 2017 is due to the collection of the approximate \$3.4 million receivable from other governments (state funding) in 2017 for capital improvements made in 2016.

---

## BACKGROUND

The City of Lake Elmo is located on the eastern edge of the Twin Cities metropolitan area. The City's 2030 Comprehensive Plan forecasts and provides for approximately eight times the growth in households and population during the 2000-2030 planning period than was experienced during the 1980-2000 period.

The City reports an estimated 2010 population of 8,069 and 2,774 households (2010 Census). Population is estimated to increase to 10,500 by 2020 and households to 3,800 (*source: Metropolitan Council's System Statement Dated September 17, 2015*). The land area for the City encompasses approximately 15,250 acres.

The City's 2030 Comprehensive Plan provides guidance on the City's plans for managing future demand for utility infrastructure. The City is in the process of updating its Comprehensive Plan, the updated Plan will likely have implications for the assumptions included in the Plan.

### Water Utility

Lake Elmo owns, operates and maintains a municipal water supply and distribution system. The City has a goal to serve existing population desiring public water supply while preparing the system to allow people to connect as development occurs or existing areas request service. This policy guides the City's capital improvement planning and the need to maintain a flexible and responsive water system. Capital planning includes projects to correct existing deficiencies and to expand the system.

The City uses an enterprise fund to account for its water operations. The net position in the Water Fund totaled

\$14.11 million and cash balance \$3.45 million as of December 31, 2017.

### Sanitary Sewer Utility

Property owners in the City are served by individual sewer systems or in limited areas by municipal sewer. Capital plans will provide for an increase in the number of properties to be served by municipal sewer and connection to the Regional Sewer System. The Metropolitan Council Environmental Services (MCES) has extended regional sewer service to serve a greater area of the City.

The City uses an enterprise fund to account for its sewer operations. The net position in the Sewer Fund totaled \$8.30 million and cash balance \$4.85 million as of December 31, 2017.

### Storm Water Utility

The City operates a storm water utility. The system of conveyances is owned and operated by the City and designed for collecting or conveying storm water. The City collects an annual fee from property owners that is used to pay for the cost of constructing and maintaining the system.

The City uses an enterprise fund to account for its storm water operations. The net position in the Storm Water Fund totaled \$1.60 million and cash balance \$1.96 million as of December 31, 2017.

### CAPITAL IMPROVEMENT PLAN AND DEBT SERVICE

The Plan includes a capital improvement plan (the “CIP”), as prepared by the City, that includes capital projects funded from utility revenues and accounted for in the utility funds. **Tables D-1 through D-3** beginning on page 10, provide details on planned capital spending for each of the utility funds.

It is important to emphasize that the CIP included in the Plan is a working draft. The cost estimates for the projects provides an input to the pro forma analysis included in the Plan. It is important to recognize that the specific projects that may actually be authorized in the future, and the actual costs, may vary greatly from what is included in the Plan.

#### Capital Projects

The projects included in the CIP include projects to expand the capacity and correct deficiencies of the water and sanitary sewer systems. The City is a developing community with utility expansion needs. Planned projects include expansion of the City’s water supply capacity and distribution system. Sanitary sewer services have been expanded through the construction of connections to the Regional Sewer System.

As a developing community, the City’s CIP focus on expansion and does not presently include any material capital spending for maintenance of existing systems. This will need future consideration by the City as the community develops and infrastructure ages and requires major maintenance and/or replacement.

#### Storm Water Projects

For the storm water system, it should be noted that the CIP includes projects for Phases 2 and 3 for regional drainage improvements. The City Engineer has identified the following issues for the storm water utility that are anticipated to be addressed in the next five to ten years:

- Phase 2 Downtown Regional Drainage project consisting of land acquisition (Shiltgen property west of Lake Elmo Avenue and north of CSAH 14), and a storm water pond.
- Phase 3 Downtown Regional Drainage project consisting of storm sewer piping south of CSAH 14 near Hagbergs. The ponding may be developer paid, but for the purposes of the Plan it is assumed to be paid from utility revenue.
- Kraemer Lake Floodplain study will be needed before development can occur in I-94 corridor, Phase 3 area (between Keats-Lake Elmo Avenue). The City anticipates grant funds to pay for the study.

#### Source of Funding for Capital Projects

The source of funding for the utility projects in the CIP includes one of the following sources or a combination thereof: fund balance (cash); bond proceeds; special assessments; and/or grants.

#### Debt Service

Planned funding for utility infrastructure projects anticipates the issuance of debt to undertake certain planned improvements and to manage annual utility fee increases.

The projections assume that the City will issue general obligation bonds secured by revenues from the utility funds to pay principal and interest. This approach provides the lowest cost of debt. These bonds will not count against

---

the City's debt limit. Debt management is an important factor in ongoing capital improvements planning.

The estimates for debt service are based on bonds to be paid over 15 years and level annual debt service. For bonds supported by special assessments, the special assessments are estimated to be payable over 20 years, past the term of the bonds.

The estimated interest rates used to calculate annual debt service are generally based on today's current rate environment. The actual interest rates will depend on final structure and market conditions at time of issuance.

**Charts 2 and 3** on pages 13 and 14, provide information on the City's existing and estimated future debt obligations supported by the utility funds. **Chart 2** includes information on estimated debt (bonds) outstanding as of year-end for the combined utility funds. **Chart 3** includes information on estimated annual debt service (principal and interest) payments for the combined utility funds.

### Municipal Facilities

The City is preparing to undertake capital spending for municipal facility, including space for city hall. The City is planning for the Water Fund and Sewer Fund to pay a portion of the debt service on anticipated bonds to be issued to finance facility improvements. The portion of costs allocated to the utility funds recognizes that the utility operations will benefit from the municipal facilities improvements.

The Plan anticipates the Water Fund and Sewer Fund will each pay 10% of the annual debt service, respectively, on an estimated total bond issuance of \$11,100,000 (\$10,950,000 for construction plus cost of issuance) for municipal facilities improvements. The municipal facilities improvements will not be recorded as an asset in the Wa-

ter Fund or the Sanitary Sewer Fund. And, the outstanding debt obligation for the municipal facilities improvements will not be a liability of the Water Fund or the Sanitary Sewer Fund.

It is anticipated in the Plan that the Water Fund and the Sanitary Sewer Fund will transfer cash annually to a City governmental debt service fund to pay an allocated portion of the debt service on the bonds issued to finance the municipal facilities improvements. The annual transfers from the Water Fund and the Sanitary Sewer Fund to a governmental debt service fund is anticipated to be in the approximate range of \$85,000 per year (\$170,000 in total from both funds).

**Table D-1  
City of Lake Elmo, MN  
Water Fund CIP**

Source/Use of Funds	2018	2019	2020	2021	2022	2023	2024	2025	2026
<b>Use of Funds</b>									
Future Projects <sup>2</sup>								200,000	200,000
W-007 Hammes Estates Trunk WM 12" Prv with Bypass		120,000							
W-008 Village East Trunk WM 12" Prv with Bypass			132,000						
W-004 Low Pressures Zone 12" Prv with Bypass - Connection to WT #3			120,000						
W-027 Pressure Reduction Station-Connection to WT#3						132,000			
W-028 Blackfrod Water Ext (Grant Funded)			75,000						
W-029 31st Street Area Water Extension (Grant Funded)			225,000						
Pull and Rebuild Well Pump #4							35,000		
W-010 Paint Water Tower #2 (PWs Bldg)						800,000			
W-019 SCADA Upgrade					50,000				
W-022 Utility Vehicle				35,000					
PW-043 Service Truck		50,000							
PW-044 Trac Hoe			15,000						
Old Village Sewer Extensions Phase 4: 32nd St. W & Layton/36th St	372,500								
W-005 Old Village Sewer Extensions - Phase 5: Up 33rd, Low-33rd, 34/36th St.W.				486,530					
W-005 Old Village Sewer Extensions - Phase 6: Water Component					110,220				
W-025 OV Sewer Extensions - Phase 6 & 5: Water Component					596,750				
W-026 Old Village Sewer Extensions - Phase 7: Water Component						253,000			
W-001 2019 Street and Utility Improvements: Watermain: 37th/38th & Irwin <sup>1</sup>		1,357,400							
W-017 2020 Street and Utility Improvements: Watermain:Herritage Farms (\$675,000 Grant Funded)			725,000						
W-018 2021 Street and Utility Improvements: Watermain: Fields/Tamarack FMS				50,000					
W-030 2023 Street Projects Water Component						100,000			
W-023 Water Meter Changeout (accounted for in operating budget)									
W-024 Automated Radio Read System					300,000				
W-006 Elevated Storage Tank No. 3 (for low pressure systems)		275,000	3,200,000						
W-014 Well & Pumphouse No. 5 (@10,000 Water service population)				2,100,000					
W-013 Watermain oversizing - Based on Developer Pace and Phasing	105,000	188,000			115,000		119,000		
Total	477,500	1,990,400	4,492,000	2,671,530	1,171,970	1,285,000	154,000	200,000	200,000
<b>Source of Funds</b>									
GO Bonds - Portion Paid by Utility Revenues	372,500	1,037,800	3,200,000	2,585,000	705,000	1,285,000			
GO Bonds - Portion Paid by Special Assessments		594,600							
Grants/Donations (W-017; W-028; and W-029)			975,000						
Cash from Water Fund	105,000	358,000	317,000	86,530	466,970	-	154,000	200,000	200,000
Total	477,500	1,990,400	4,492,000	2,671,530	1,171,970	1,285,000	154,000	200,000	200,000

Notes:

1. Project W-001 is proposed to be funded from \$594,6000 of special assessment revenue. The Plan assumes the City will issue bonds to finance the cost of the improvements and special assessment revenue collected will be used to pay a portion of the debt service on the bonds.
2. The plan includes a placeholder amount of \$200,000 for future projects to recognize that the Water system will require future capital improvements, both maintenance and build-out that have yet to be defined for these future years.
3. GO Bonds to finance 2018 projects are planned to be issued in 2019; bond proceeds will reimburse project costs.

**Table D-2  
City of Lake Elmo, MN  
Sanitary Sewer CIP**

	2018	2019	2020	2021	2022	2023	2024	2025	2026
<b>Use of Funds</b>									
Old Village Sewer Extensions Phase 4: 32nd St. W & Layton/36th St <sup>1</sup>	418,500								
S-005 Old Village Sewer Extensions Phase 5: Up 33rd, Low-33rd, 34/36th St.W <sup>1</sup>				885,500					
S-016 Old Village Sewer Extensions Phase 6 <sup>1</sup>					885,500				
S-017 Old Village Sewer Extensions Phase 7 <sup>1</sup>						522,500			
S-012 Section 36 Trunk Sewer Main (Cimarron/Oakland Jr High Section 35 Lift Station and Forcemain				1,500,000				700,000	
S-013 Sewer Oversizing - Based on Developer Pace and Phasing		295,000							
S-003 Hamlet on Sunfish Lake Sewer Extension and Liftstation <sup>1</sup>		250,000							
PW-043 Service Truck (portion charged to Water and Sewer)		50,000							
W-022 Utility Truck (portion charged to Water and Sewer)				35,000					
Capital contribution from 2017 projects (adjusting entry)	2,000,000								
Future projects <sup>2</sup>									200,000
<b>Total</b>	<b>2,418,500</b>	<b>595,000</b>	<b>-</b>	<b>2,420,500</b>	<b>885,500</b>	<b>522,500</b>	<b>-</b>	<b>700,000</b>	<b>200,000</b>
<b>Source of Funds</b>									
GO Bonds - Portion Paid by Utility Revenues	58,900								
GO Bonds - Portion Paid by Special Assessments	359,600	250,000		885,500	885,500	522,500			
Cash from Sewer Fund	2,000,000	345,000	-	1,535,000	-	-	-	700,000	200,000
<b>Total</b>	<b>2,418,500</b>	<b>595,000</b>	<b>-</b>	<b>2,420,500</b>	<b>885,500</b>	<b>522,500</b>	<b>-</b>	<b>700,000</b>	<b>200,000</b>

Notes:

1. These projects will be funded in full or part from special assessment revenue. The Plan assumes the City will issue bonds to finance the cost of the improvements and special assessment revenue collected will be used to pay debt service on the bonds.
2. The plan includes a placeholder amount of \$200,000 for future projects to recognize that the Sanitary Sewer system will require future capital improvements, both maintenance and build-out that have yet to be defined for these future years.
3. GO Bonds to finance 2018 projects are planned to be issued in 2019; bond proceeds will reimburse project costs.

**Table D-3  
City of Lake Elmo, MN  
Storm Water CIP**

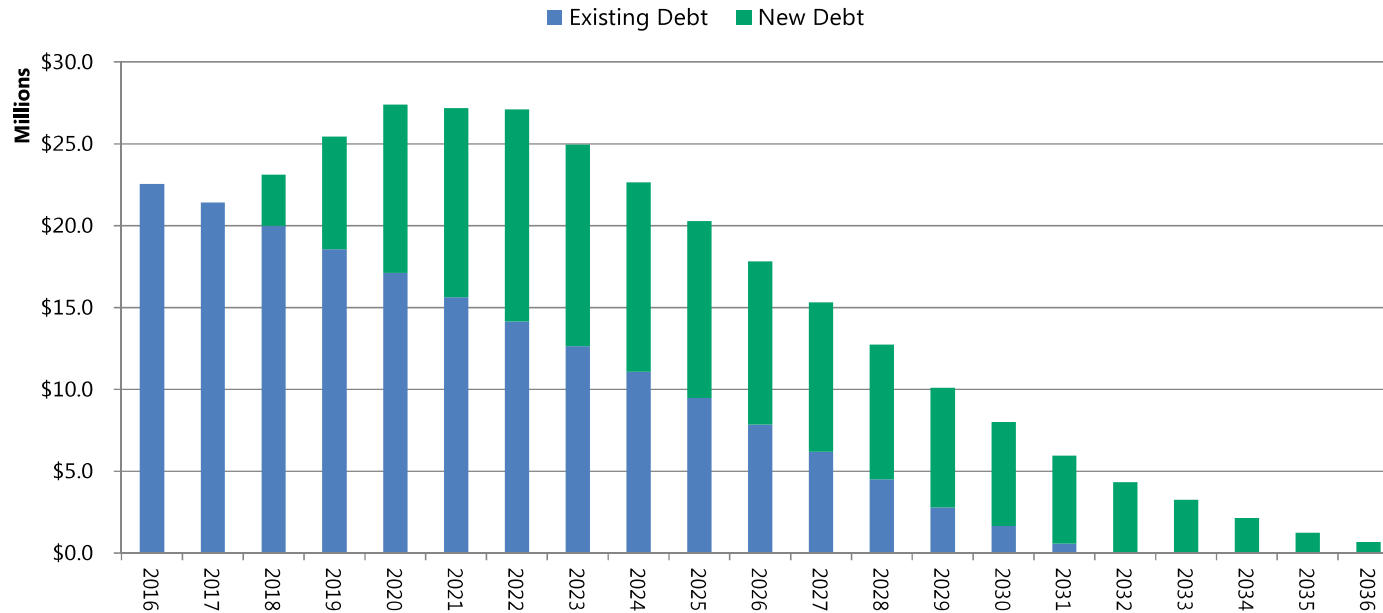
	2018	2019	2020	2021	2022	2023	2024	2025	2026
<b>Use of Funds</b>									
SW-001 Phase 2 Regional Drainage Improvements: Land Acquisition					600,000				
SW-001 Phase 2 Regional Drainage Improvements: Sunfish Lake Retention/Diversion						800,000			
SW-002 Phase 3 Regional Drainage Improvements: Lions Park Drainage Retention			500,000						
SW-003 Kramer Lake Floodplain Study					60,000				
SW-004 Surface Water Management Plan Update (accounted for in operating)									
PW-044 Trac Hoe			15,000						
Old Village Phase 4	379,000								
Capital contribution from 2017 projects (adjusting entry)	155,000								
Future annual estimate for projects <sup>1</sup>									
<b>Total</b>	534,000	-	515,000	-	660,000	800,000	-	-	-
<b>Source of Funds</b>									
GO Revenue Bonds	379,000		500,000						
Grant funds/developer funds					60,000				
Cash from Storm Water Fund	155,000	-	15,000	-	600,000	800,000	-	-	-
<b>Total</b>	534,000	-	515,000	-	660,000	800,000	-	-	-

Notes:

1. The plan does not include any placeholder amounts for future projects.
2. GO Bonds to finance 2018 projects are planned to be issued in 2019; bond proceeds will reimburse project costs.

## Capital Improvement Plan and Debt Service

**Chart 2**  
**City of Lake Elmo, MN**  
**Estimated Debt Outstanding at Year-End**  
**Includes Existing Debt and Projected Debt Issuance**  
**Includes Debt Supported by Utility Funds Only**



Note to Chart 2:

Existing Bonds Outstanding by Bond Series	Final Maturity Year	Call Date	Par Amount Subject to Optional Redemption On Call Date, Portion Payable from Utility Revenues			
			Water Fund	Sanitary Sewer Fund	Storm Water Fund	Total
GO Ref Bond 2009A (Refund 2002B)	2021	12/1/2017	\$195,000			\$195,000
GO Ref Bond 2012A (Refund 2005A)	2030	12/1/2021	\$2,810,000			\$2,810,000
GO 2013A Bonds	2033	7/15/2021	\$595,000	\$1,775,000		\$2,370,000
GO 2014A Bonds	2030	1/15/2022	\$1,460,000	\$480,000		\$1,940,000
GO 2015A Bonds	2031	1/15/2023	\$530,000	\$160,000		\$690,000
GO 2016A Bonds	2032	1/15/2024	\$1,840,000	\$490,000	\$1,580,000	\$3,910,000
GO 2017A Bonds	2033	1/15/2025	\$950,000	\$1,555,000	\$85,000	\$2,590,000

1. The existing bonds listed in the schedule above are subject to certain optional redemption provisions.
2. The City may elect on the call date, and on any day thereafter, to redeem outstanding bonds in whole or in part.
3. The resolution authorizing the sale of a bond series and the official statement for the bonds provides the specific language for redemption of bonds.

The estimated debt outstanding at year-end shown in **Chart 2** includes general obligation revenue bonds secured by water, sanitary sewer, and storm water revenues.

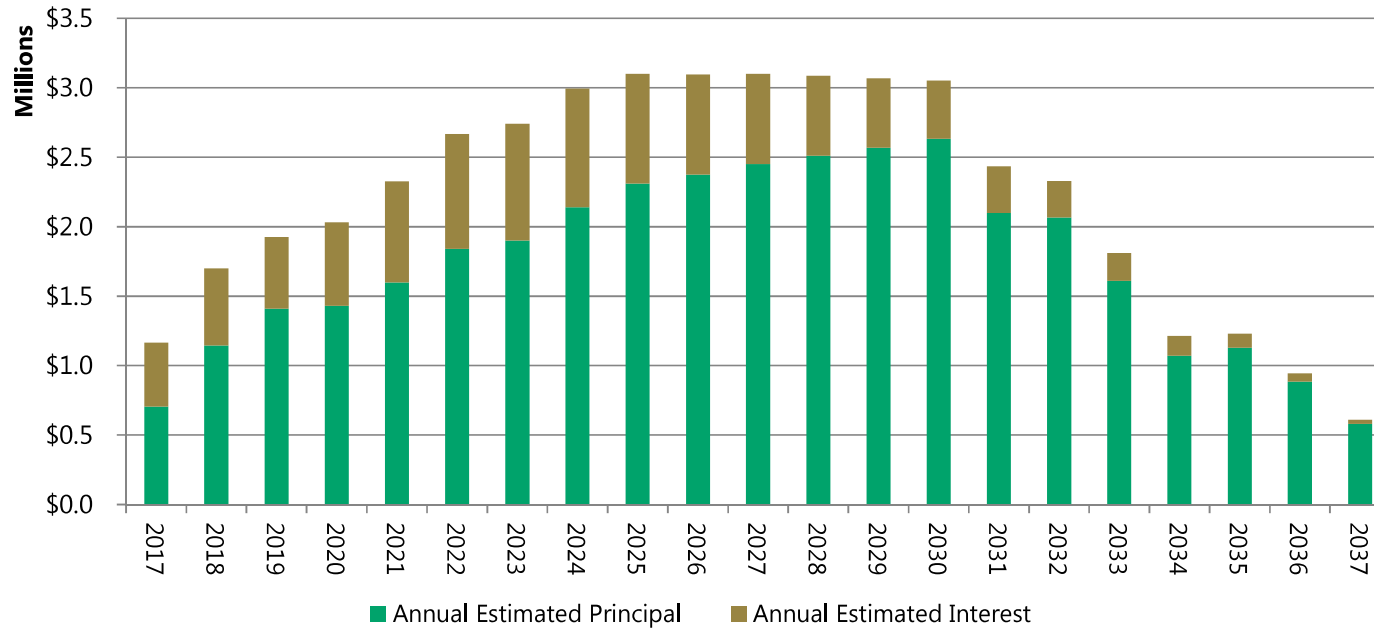
The chart includes both existing debt outstanding (as of November 2, 2018) and estimated debt anticipated to be issued in the future and paid from utility revenues. Future bond issuance estimates are based on the Plan.

**Chart 2** includes debt supported by utility revenue only and does not include existing or future estimated debt that is paid from property tax levy.

The Note to **Chart 2** provide information on optional redemption of outstanding bonds at future dates. **Appendix C** on page 42 provides additional information for optional redemption of existing bonds.

## Capital Improvement Plan and Debt Service

**Chart 3**  
**City of Lake Elmo, MN**  
**Estimated Annual Debt Service**  
**Includes Existing Debt and Projected Debt Issuance**  
**Includes Debt Supported by Utility Funds Only**



The estimated annual debt service shown in **Chart 3** includes general obligation revenue bonds secured by water, sanitary sewer, and storm water revenues.

The annual amounts include both existing debt service (on outstanding bonds) and estimated debt service on bonds anticipated to be issued in the future and paid from utility revenues. Future bond issuance estimates are based on the Plan (see **Table D**).

**Chart 3** includes debt supported by utility revenue only and does not include existing or future estimated debt that is paid from property tax levy.

## UTILITY RATES

### Key Factors

Projecting the utility rates necessary to maintain the financial stability of the utility operations requires development and analysis of the following key factors:

- Estimates for future annual operating expenditures, including personnel, materials and supplies, cost of electricity, and other operating expenses.
- Metropolitan Council Environmental Service (MCES) sewer fee charges to the City by the Metropolitan Council for regional collection and treatment of waste water. This is an operating expense that the City does not have control over.
- Annual capital expenditure to maintain and improve the utility systems.
- Annual debt service on bonds issued to finance capital improvements.
- Growth in customers using and paying for the systems. Growth in customers will provide additional revenue to the systems at time of platting, connection, and on-going usage, but will also create additional demand for services.
- Available other revenue sources other than fees and charges paid by customers of the utility systems.

### Annual Operating Expenditures

Costs incurred in operating the utility systems, which are used up in the period in which acquired, are recorded as operating expenditures. Annual growth in operating

expenditures, not including the MCES charge, has been modest. It is estimated that annual increase in expenses will be approximately 2.0% annually, above 2019 budget, with some limited exceptions. The limited exceptions are for the following line items:

- Legal services payable from the Water Fund is projected at approximately \$200,000 annually between years 2019 and 2021, then reducing to approximately \$10,000 annually.
- Water meters and supplies is projected at approximately \$132,000 to \$143,000 annually between years 2018 and 2022, then reducing to \$90,000 annually.
- New staff is anticipated to be added in 2022 and 2025. The Plan anticipates that 50% of the cost of new positions in the Public Works Department (1.0 FTE in 2021 and 1.0 FTE in 2025) and the Finance Department (1.0 FTE in 2021 and 1.0 FTE in 2025) will be allocated to the utility funds. The Water Fund and Sanitary Sewer Fund will pay 40% of the allocated costs and the Storm Water Fund will pay 20%.

Depreciation is reported as an operating expenditures and is the process of allocating the costs of an asset over its useful life in a systematic and rational manner. Depreciation is estimated to change with capital spending and depreciation of both existing and future acquired assets.

### Metropolitan Council Environmental Services

The MCES charge to cities for regional collection and treatment has been volatile in recent years. MCES experienced revenue losses from the significant drop in regional development during the recession which has caused a corresponding decline in revenue collected by the Council for Sewer Availability Charges (a one time fee for new connec-

tions). Future charges payable to the MCES are calculated based on total projected annual sanitary sewer volume and the MCES current rate (for year 2019) inflated by 5.5% annually. This is an operating expense for the Sewer Fund.

The City accounts for the collection and payment of the MCES "Sewer Availability Charge" (SAC) through an accounts payable account. The operating expense report for the Sanitary Sewer Fund (see **Tables J-1 and J-3** on pages 31 and 33 do not include a separate revenue and expense line item for the MCES SAC.

### Annual Capital Expenditures

The CIP anticipates paying for future capital improvement project costs with a combination of revenue sources. The City anticipates future development will provide revenue to the City for paying for utility expansion through the collection of development fees (an availability and a connection charge).

Paying for annual planned capital improvement projects with cash may be a sound strategy depending on the details of the project. It avoids incurring annual interest expense. However, this strategy requires advance planning and implementation of utility fees and charges that provide adequate cash flow.

For large (non-routine) capital expenditures or unanticipated capital expenditures, the use of bonding to fund capital minimizes annual rate increases that otherwise would be necessary. It also allows the City to charge future customers the cost of infrastructure with a longer useful life, versus putting the entire burden on today's customers. The CIP anticipates bonding. The resulting annual debt service on the bonds is included in the financial plans for the funds.

### Debt Service

Debt service in the funds is paid from revenue collected from utility fees and charges, availability and connection charges, and special assessments. The CIP anticipates debt issuance to be supported by revenue within the utility funds. All current and future debt is accounted for in the financial plans that are included in the Plan. The estimated debt service on future bonds is based on 15 years and bonds payable at current market interest rates. Future estimated utility fees and charges reflect the cost of the estimated increase for debt service.

### Growth in Customers

Growth in customers from development is the most important factor in determining the projections for future utility rates. Build out of approved developments will bring an increase in revenue to the utility funds through the collection of availability and connection charges and fees collected for service and usage of the systems. Availability charges and connection charges are one time charges collected at the time of development and connection to the system. Estimating the increase in future customers is the most volatile factor in developing financial projections for the utility funds. **Table E** on page 18 and **Charts 4 and 5** on page 19 include information on the estimated growth in customers or residential equivalent units ("REU") from development. The estimated growth in REU's was prepared by City staff and provided to Northland for the Plan.

The pace of growth in customers from development will directly impact the estimated revenues shown in the Plan and the planned utility rates. The City must continue to update its financial plans based on actual growth.

### Available Other Revenues

There is limited other revenue. The majority of the cost

to operate and maintain the system is paid from charges collected from those using the system. Other revenue includes interest income, special assessments, and grants.

### Historical Utility Rates

Information on historical rates is provided in **Tables F-H** beginning on page 20 for each of the utility funds. Rates shown are billed quarterly, with the exception of the storm water fee which is billed to customers receiving this charge on an annual basis. Prior to 2017, the City charged a basic service fee for water only.

### Future Utility Rates

Information on utility rates for years 2019 to 2026 is included in **Tables G-H** for each utility fund. The future rates reflect the rates necessary to maintain adequate cash balance in the utility funds. These rates applied against estimated customers and usage is used to calculate the annual estimated charges for services fees shown in the financial plans (pro forma) for each utility fund. The rates in the Plan are the same rates as included in the 2017 Plan.

The Plan assumes a 3.0% annual increase in water rates and a 1.0% annual increase in and sewer rates beginning in 2019. The annual rate increase is assumed on the quarterly base fee and usage fees only. The annual fee for storm water is assumed to increase by \$5.00 per year beginning in 2019 and then by \$10.00 per year beginning in 2021. The increases are needed to ensure the City is able to maintain sufficient cash in the utility funds over the long-term. There is no estimated change to the rates charged for development, the connection and available charges.

The tier structure the City uses for charging customers for water, based on volume of water sold, was not reviewed as part of this study. The current adopted tier structure appears to be reasonable.

The City changed the basis for charging sanitary sewer customers in 2017. Residential customers are charged a base fee for the first 10,000 gallons of sewer volume billed per quarter and then charged on a per 1,000 gallons basis for volume billed above this usage.

### Estimated Volumes of Water Sold and Sanitary Sewer Billed

Annual estimated volume of water sold by tier and estimated sanitary sewer billed by year is included in **Table F and Table G** beginning on page 20. The estimated gallons of water sold and sanitary sewer billed is summarized in **Chart 6** on page 23.

The City is not able to provide information on historical volume sold per tier, or in total, so assumptions were made on the volumes sold in order to prepare the Plan and to project future revenues from billing of water usage.

The Plan assumes average annual volume of just under 97,925 gallons per residential customer (or approximately 8,160 gallons per month). This volume is pro-rated across the City's tier structure using estimated historical data (actual volume data is not available from the City). For commercial customers, annual volume is calculated based on prior year estimated volumes adjusted by the percentage increase in commercial and school customers. The Plan assumes annual sewer volume biller per customer for both residential and commercial of 48,000 gallons (or 4,000 gallons per month). The MCES reports total sewer volume for the City of approximately 38 million gallons for year 2017 and estimated 67 million gallons for year 2018.

The estimates for residential and commercial customers volume usage for both water and sanitary sewer needs to be revisited and reviewed when better information is available from the City's utility billing system.

**Table E**

**City of Lake Elmo, MN**

**Growth Projections**

**Amounts Shown Equal Growth in Residential Equivalent Units (REU)**

	Actual		Projected										Grand Total 2014 - 2026
	Total for Years 2014 to 2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	Total 2017- 2026	

WATER CONNECTIONS - PAID AT TIME OF PERMIT													
Residential	494	303	270	268	268	268	220	188	140	141	117	2,183	2,677
Commercial	86	36	10	70	77	50	65	50	40	40	40	478	564
School	40	0	0	0	0	0	0	0	0	0	0	0	40
<b>Total</b>	<b>620</b>	<b>339</b>	<b>280</b>	<b>338</b>	<b>345</b>	<b>318</b>	<b>285</b>	<b>238</b>	<b>180</b>	<b>181</b>	<b>157</b>	<b>2,661</b>	<b>3,281</b>
<b>Aggregate Total</b>	<b>620</b>	<b>959</b>	<b>1,239</b>	<b>1,577</b>	<b>1,922</b>	<b>2,240</b>	<b>2,525</b>	<b>2,763</b>	<b>2,943</b>	<b>3,124</b>	<b>3,281</b>		

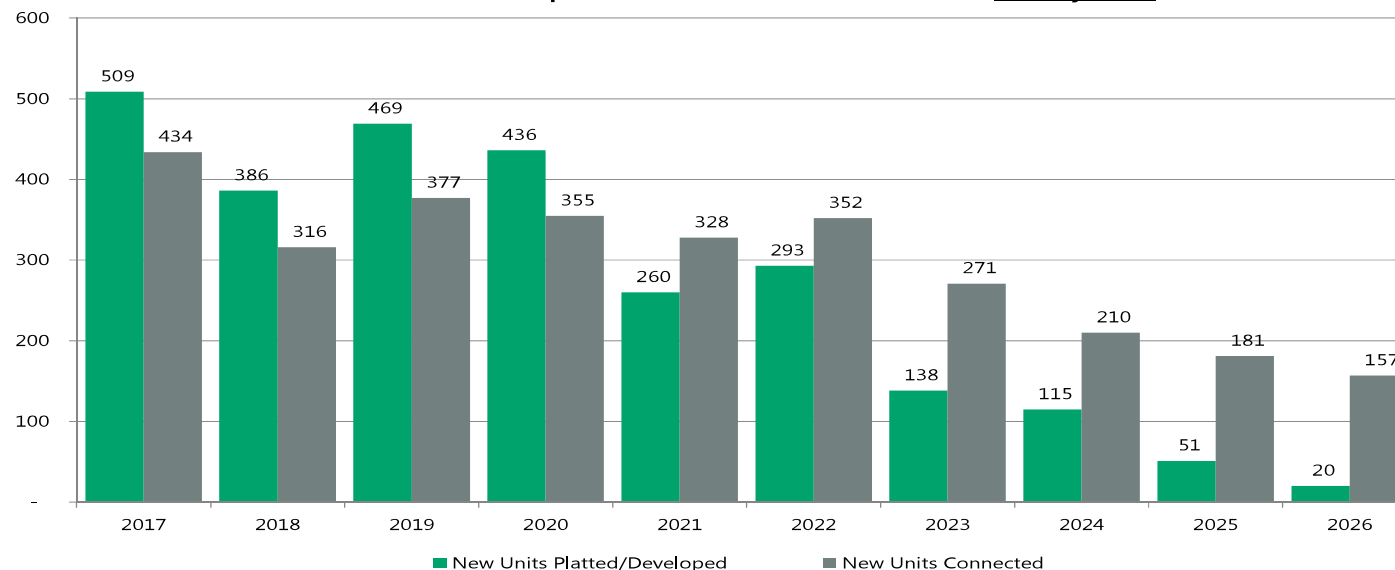
SANITARY SEWER CONNECTIONS - PAID AT TIME OF PERMIT													
Residential	385	303	270	268	268	268	220	188	140	141	117	2,183	2,568
Residential Downtown	28	20	20	20	0	0	57	14	23	0	0	154	182
Commercial	116	35	0	70	77	50	65	50	40	40	40	467	583
Commercial Downtown	25	16	26	19	10	10	10	19	7	0	0	117	142
School	40	60	0	0	0	0	0	0	0	0	0	60	100
<b>Total</b>	<b>594</b>	<b>434</b>	<b>316</b>	<b>377</b>	<b>355</b>	<b>328</b>	<b>352</b>	<b>271</b>	<b>210</b>	<b>181</b>	<b>157</b>	<b>2,981</b>	<b>3,575</b>
<b>Aggregate Total</b>	<b>594</b>	<b>1,028</b>	<b>1,344</b>	<b>1,721</b>	<b>2,076</b>	<b>2,404</b>	<b>2,756</b>	<b>3,027</b>	<b>3,237</b>	<b>3,418</b>	<b>3,575</b>		

WATER AVAILABILITY CHARGE - PAID AT TIME OF PLATTING													
Residential	767	383	340	360	349	200	149	55	45	41	10	1,932	2,699
Commercial	86	36	0	70	77	50	65	50	40	30	20	438	524
School	40	0	0	0	0	0	0	0	0	0	0	0	40
<b>Total</b>	<b>893</b>	<b>419</b>	<b>340</b>	<b>430</b>	<b>426</b>	<b>250</b>	<b>214</b>	<b>105</b>	<b>85</b>	<b>71</b>	<b>30</b>	<b>2,370</b>	<b>3,263</b>
<b>Aggregate Total</b>	<b>893</b>	<b>1,312</b>	<b>1,652</b>	<b>2,082</b>	<b>2,508</b>	<b>2,758</b>	<b>2,972</b>	<b>3,077</b>	<b>3,162</b>	<b>3,233</b>	<b>3,263</b>		

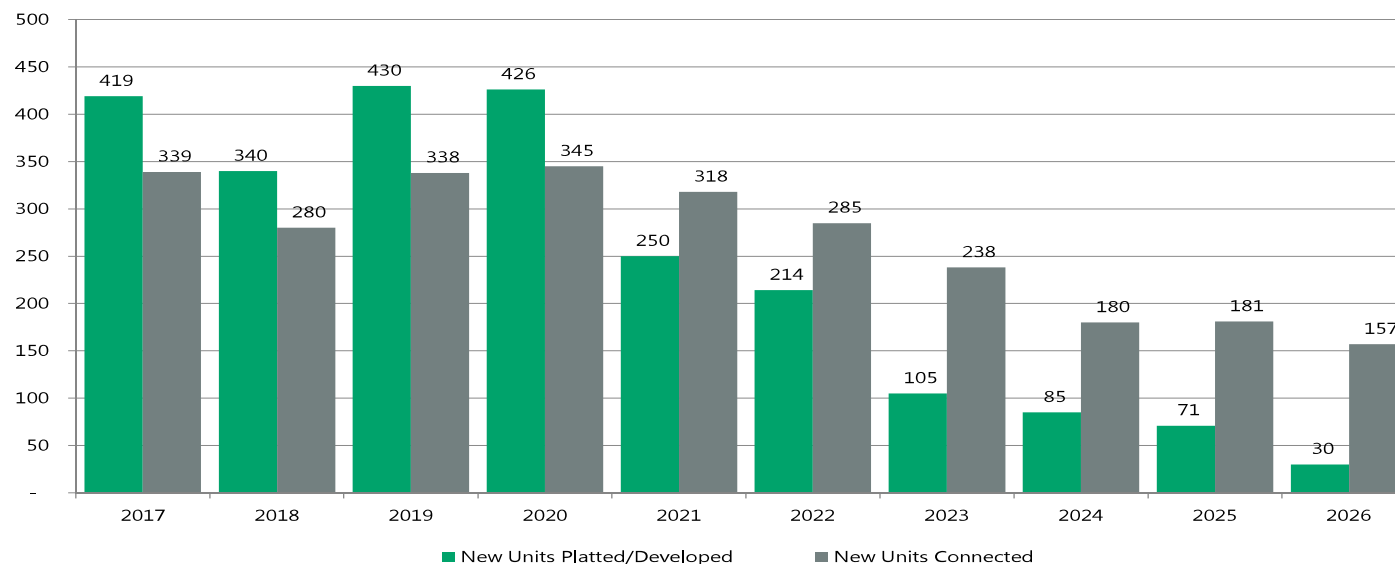
SANITARY SEWER AVAILABILITY CHARGE - PAID AT TIME OF PLATTING													
Residential	694	378	340	360	349	200	161	55	45	41	10	1,939	2,633
Residential Downtown	28	20	20	20	0	0	57	14	23	0	0	154	182
Commercial	116	35	0	70	77	50	65	50	40	10	10	407	523
Commercial - Downtown	25	16	26	19	10	10	10	19	7	0		117	142
School	40	60	0	0	0	0	0	0	0	0	0	60	100
<b>Total</b>	<b>903</b>	<b>509</b>	<b>386</b>	<b>469</b>	<b>436</b>	<b>260</b>	<b>293</b>	<b>138</b>	<b>115</b>	<b>51</b>	<b>20</b>	<b>2,677</b>	<b>3,580</b>
<b>Aggregate Total</b>	<b>903</b>	<b>1,412</b>	<b>1,798</b>	<b>2,267</b>	<b>2,703</b>	<b>2,963</b>	<b>3,256</b>	<b>3,394</b>	<b>3,509</b>	<b>3,560</b>	<b>3,580</b>		

## Utility Rates

**Chart 4**  
**City of Lake Elmo, MN**  
**Estimated Residential Equivalent Units Platted and Connected to Sanitary Sewer**



**Chart 5**  
**City of Lake Elmo, MN**  
**Estimated Residential Equivalent Units Platted and Connected to Water**



The estimates for future growth from development, shown in residential equivalent units in **Chart 4** and **Chart 5**, was prepared by City staff.

The data was provided to Northland as an input for the Plan.

The estimates for growth, and annual units platted and connected, is an important input for estimating future revenue.

Revenue from increased residential equivalent units comes from a one time payment of the City's availability charge and connection charge and then from on-going payment for use of the systems. The availability charge is paid at time of platting and the connection charge at time of connection.

**TABLE F**  
**City of Lake Elmo, MN**  
**Water Fund**  
**Fees and Charges and Customer Data**

	Actual		Projected								
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
<b>Customer Units Billed (Quarterly Average)</b>											
Residential customer units	1,250	1,732	2,035	2,305	2,573	2,841	3,109	3,329	3,517	3,657	3,798
Commercial and school customer units	54	121	157	167	237	314	364	429	479	519	559
<b>Total customer units</b>	<b>1,304</b>	<b>1,853</b>	<b>2,192</b>	<b>2,472</b>	<b>2,810</b>	<b>3,155</b>	<b>3,473</b>	<b>3,758</b>	<b>3,996</b>	<b>4,176</b>	<b>4,357</b>
<b>Total Volume Sold Per Year in Thousand of Gallons (Gal)</b>											
Residential Usage per 1,000 gallons:											
Tier 1: 0-15,000 gallons	35,668	47,516	56,948	64,504	72,004	79,504	87,003	93,160	98,421	102,339	106,285
Tier 2: 15,001-30,000 gallons	74,287	98,963	118,607	134,344	149,964	165,584	181,204	194,027	204,984	213,144	221,362
Tier 3: 30,001-50,000 gallons	14,857	19,793	23,721	26,869	29,993	33,117	36,241	38,805	40,997	42,629	44,272
Subtotal	124,812	166,272	199,277	225,717	251,961	278,204	304,448	325,992	344,402	358,111	371,919
Commercial Usage per 1,000 gallons											
Tier 1: 0-15,000 gallons	1,814	19,893	18,113	19,267	27,343	36,226	41,995	49,494	55,263	59,878	64,492
Tier 2: 15,001-30,000 gallons	2,268	24,867	22,642	24,084	34,179	45,283	52,494	61,868	69,078	74,847	80,615
Tier 3: 30,001-50,000 gallons	636	6,969	6,345	6,749	9,578	12,690	14,711	17,338	19,359	20,976	22,592
Subtotal	4,718	51,729	47,100	50,100	71,100	94,200	109,200	128,700	143,700	155,700	167,700
<b>Total Volume Billed (in thousand of gallons)</b>	<b>129,530</b>	<b>218,001</b>	<b>246,377</b>	<b>275,817</b>	<b>323,061</b>	<b>372,404</b>	<b>413,648</b>	<b>454,692</b>	<b>488,102</b>	<b>513,811</b>	<b>539,619</b>
<i>Average Volume Per Month Customer Per 1,000 gallons</i>	8.28	9.80	9.37	9.30	9.58	9.84	9.93	10.08	10.18	10.25	10.32
Connections (Number of REC)	239	339	280	338	345	318	285	238	180	181	35
Availability Charge (Number of REC)	321	419	340	430	426	250	214	105	85	71	10
<b>Charges for Service Fees (per 1,000 gallons)</b>											
Residential quarterly base fee	\$20.00	\$20.00	\$20.60	\$21.22	\$21.85	\$22.51	\$23.19	\$23.88	\$24.60	\$25.34	\$26.10
Residential Tier 1: 0-15,000 gallons	\$2.00	\$2.00	\$2.06	\$2.12	\$2.19	\$2.25	\$2.32	\$2.39	\$2.46	\$2.53	\$2.61
Residential Tier 2: 15,001-30,000 gallons	\$2.60	\$2.40	\$2.47	\$2.55	\$2.62	\$2.70	\$2.78	\$2.87	\$2.95	\$3.04	\$3.13
Residential Tier 3: 30,001-50,000 gallons	\$3.38	\$2.88	\$2.97	\$3.06	\$3.15	\$3.24	\$3.34	\$3.44	\$3.54	\$3.65	\$3.76
Commercial quarterly base fee	\$25.00	\$25.00	\$25.75	\$26.52	\$27.32	\$28.14	\$28.98	\$29.85	\$30.75	\$31.67	\$32.62
Commercial Tier 1: 0-15,000 gallons	\$3.11	\$3.11	\$3.20	\$3.30	\$3.40	\$3.50	\$3.61	\$3.71	\$3.82	\$3.94	\$4.06
Commercial Tier 2: 15,001-30,000 gallons	\$3.26	\$3.26	\$3.36	\$3.46	\$3.56	\$3.67	\$3.78	\$3.89	\$4.01	\$4.13	\$4.25
Commercial Tier 3: 30,001-50,000 gallons	\$3.77	\$3.77	\$3.88	\$4.00	\$4.12	\$4.24	\$4.37	\$4.50	\$4.64	\$4.78	\$4.92
<b>Development Fees</b>											
Connection charge Per REC Unit	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Availability charge Per REC Unit	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Sewer lateral benefit charge	\$5,800	\$5,800	\$5,800	\$5,800	\$5,800	\$5,800	\$5,800	\$5,800	\$5,800	\$5,800	\$5,800
<b>Annual Revenue</b>											
Base charges	\$105,400	\$150,660	\$183,855	\$213,347	\$250,825	\$291,147	\$330,532	\$369,225	\$404,948	\$436,352	\$469,379
Usage charges	\$330,132	\$558,753	\$639,565	\$734,879	\$899,172	\$1,080,393	\$1,240,963	\$1,414,622	\$1,570,450	\$1,707,975	\$1,852,637
<i>Adjusting entries in financial statements</i>	\$77,836	\$274,296									
<b>Total Charges for Service Fees</b>	<b>\$513,368</b>	<b>\$983,709</b>	<b>\$823,420</b>	<b>\$948,226</b>	<b>\$1,149,997</b>	<b>\$1,371,540</b>	<b>\$1,571,495</b>	<b>\$1,783,846</b>	<b>\$1,975,399</b>	<b>\$2,144,326</b>	<b>\$2,322,016</b>
Connection charges	\$239,000	\$339,000	\$280,000	\$338,000	\$345,000	\$318,000	\$285,000	\$238,000	\$180,000	\$181,000	\$35,000
Availability charges	\$963,000	\$1,257,000	\$1,020,000	\$1,290,000	\$1,278,000	\$750,000	\$642,000	\$315,000	\$255,000	\$213,000	\$30,000
<i>Adjusting entries in financial statements</i>	\$22,000	\$1,000									
<b>Total Development Fees</b>	<b>\$1,224,000</b>	<b>\$1,597,000</b>	<b>\$1,300,000</b>	<b>\$1,628,000</b>	<b>\$1,623,000</b>	<b>\$1,068,000</b>	<b>\$927,000</b>	<b>\$553,000</b>	<b>\$435,000</b>	<b>\$394,000</b>	<b>\$65,000</b>
<b>Total Revenue</b>	<b>\$1,737,368</b>	<b>\$2,580,709</b>	<b>\$2,123,420</b>	<b>\$2,576,226</b>	<b>\$2,772,997</b>	<b>\$2,439,540</b>	<b>\$2,498,495</b>	<b>\$2,336,846</b>	<b>\$2,410,399</b>	<b>\$2,538,326</b>	<b>\$2,387,016</b>

Note: Adjusting entries reflect classification changes, recording of receivables, and/or other audit entry adjustments as reported in the City's financial statements.

**TABLE G**  
**City of Lake Elmo, MN**  
**Sanitary Sewer Fund**  
**Fees and Charges and Customer Data**

	Actual		Projected								
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
<b>Customer Units Billed (Quarterly Average)</b>											
Residential customer units	327	649	972	1,262	1,550	1,818	2,086	2,363	2,565	2,728	2,869
Commercial customer units	97	93	204	230	319	406	466	541	610	657	697
Total customer units	424	742	1,176	1,492	1,869	2,224	2,552	2,904	3,175	3,385	3,566
<b>Total Volume Sold Per Year in Thousand of Gallons (Gal)</b>											
Residential Tier 1: per 1,000 gallons	13,875	31,152	46,656	60,576	74,400	87,264	100,128	113,424	123,120	130,944	137,712
Less Residential Tier Volume included in base		(25,960)	(38,880)	(50,480)	(62,000)	(72,720)	(83,440)	(94,520)	(102,600)	(109,120)	(114,760)
Net Residential Volume Billed		5,192	7,776	10,096	12,400	14,544	16,688	18,904	20,520	21,824	22,952
Commercial Tier 1: per 1,000 gallons	4,116	4,464	9,792	11,040	15,312	19,488	22,368	25,968	29,280	31,536	33,456
Less Commercial Tier Volume included in base											
Net Commercial Volume Billed		4,464	9,792	11,040	15,312	19,488	22,368	25,968	29,280	31,536	33,456
Total Volume Billed (in thousand of gallons)	17,991	9,656	17,568	21,136	27,712	34,032	39,056	44,872	49,800	53,360	56,408
Average Volume Per Month Customer Per 1,000 gallons	3.54	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Connections (Number of REC)	301	434	316	377	355	328	352	271	210	181	35
Availability Charge (Number of REC)	374	473	340	430	426	250	226	105	85	51	10
Availability Charge (Number of REC) - Downtown	70	36	46	39	10	10	67	33	30	-	-
Early Incentive Units Included Above (Pay at 50% of Rate)	70	36	46	39	10	10	67	33	30	-	-
<b>Charges for Service Fees</b>											
Residential quarterly base fee (first 10 units)	\$0.00	\$52.50	\$53.03	\$53.56	\$54.09	\$54.63	\$55.18	\$55.73	\$56.84	\$57.98	\$59.14
Residential usage per 1,000 gallons:	\$4.50	\$4.50	\$4.55	\$4.59	\$4.64	\$4.68	\$4.73	\$4.78	\$4.87	\$4.97	\$5.07
Commercial quarterly base fee	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Commercial usage per 1,000 gallons:	\$4.50	\$4.50	\$4.55	\$4.59	\$4.64	\$4.68	\$4.73	\$4.78	\$4.87	\$4.97	\$5.07
<b>Development Fees</b>											
Connection charge Per REC Unit	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Availability charge Per REC Unit	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Sewer lateral benefit charge	\$5,800	\$11,000	\$11,300	\$11,600	\$11,900	\$12,200	\$12,500	\$12,800	\$13,100	\$13,400	\$13,700
SAC Charge (pass-thru payable to Met Council)	\$2,485	\$2,485	\$2,485	\$2,485	\$2,485	\$2,485	\$2,485	\$2,485	\$2,485	\$2,485	\$2,485
<b>Annual Revenue</b>											
Base charges	\$0	\$136,290	\$206,161	\$270,347	\$335,363	\$397,282	\$460,405	\$526,758	\$583,224	\$632,692	\$678,701
Usage charges	\$80,960	\$43,452	\$79,847	\$97,024	\$128,483	\$159,362	\$184,717	\$214,346	\$242,644	\$265,190	\$285,945
Adjusting entries in financial statements	\$27,557	\$87,388									
<b>Total Charges for Service Fees</b>	<b>\$108,517</b>	<b>\$267,130</b>	<b>\$286,008</b>	<b>\$367,371</b>	<b>\$463,846</b>	<b>\$556,644</b>	<b>\$645,123</b>	<b>\$741,105</b>	<b>\$825,868</b>	<b>\$897,882</b>	<b>\$964,646</b>
Connection charges	\$266,000	\$416,000	\$293,000	\$357,500	\$350,000	\$323,000	\$318,500	\$254,500	\$195,000	\$181,000	\$35,000
Availability charge Per REC Unit	\$1,017,000	\$1,365,000	\$951,000	\$1,231,500	\$1,263,000	\$735,000	\$577,500	\$265,500	\$210,000	\$153,000	\$30,000
Availability charge Per REC Unit - Downtown	\$10,500	\$15,900	\$22,800	\$28,650	\$30,150	\$31,650	\$41,700	\$46,650	\$51,150	\$51,150	\$51,150
Adjusting entries in financial statements	-\$107,000	\$352,245									
<b>Total Development Fees</b>	<b>\$1,186,500</b>	<b>\$2,149,145</b>	<b>\$1,266,800</b>	<b>\$1,617,650</b>	<b>\$1,643,150</b>	<b>\$1,089,650</b>	<b>\$937,700</b>	<b>\$566,650</b>	<b>\$456,150</b>	<b>\$385,150</b>	<b>\$116,150</b>
<b>Total Revenue</b>	<b>\$1,295,017</b>	<b>\$2,416,275</b>	<b>\$1,552,808</b>	<b>\$1,985,021</b>	<b>\$2,106,996</b>	<b>\$1,646,294</b>	<b>\$1,582,823</b>	<b>\$1,307,755</b>	<b>\$1,282,018</b>	<b>\$1,283,032</b>	<b>\$1,080,796</b>

Notes:

1. The Availability charger per REC Unit is broken-out separately for the "Downtown" because the charge to the Downtown units is spread over 20 years. Beginning in 2017, the base charge includes 10 units.
2. Adjusting entries reflect classification changes, recording of receivables, and/or other audit entry adjustments as reported in the City's financial statements.

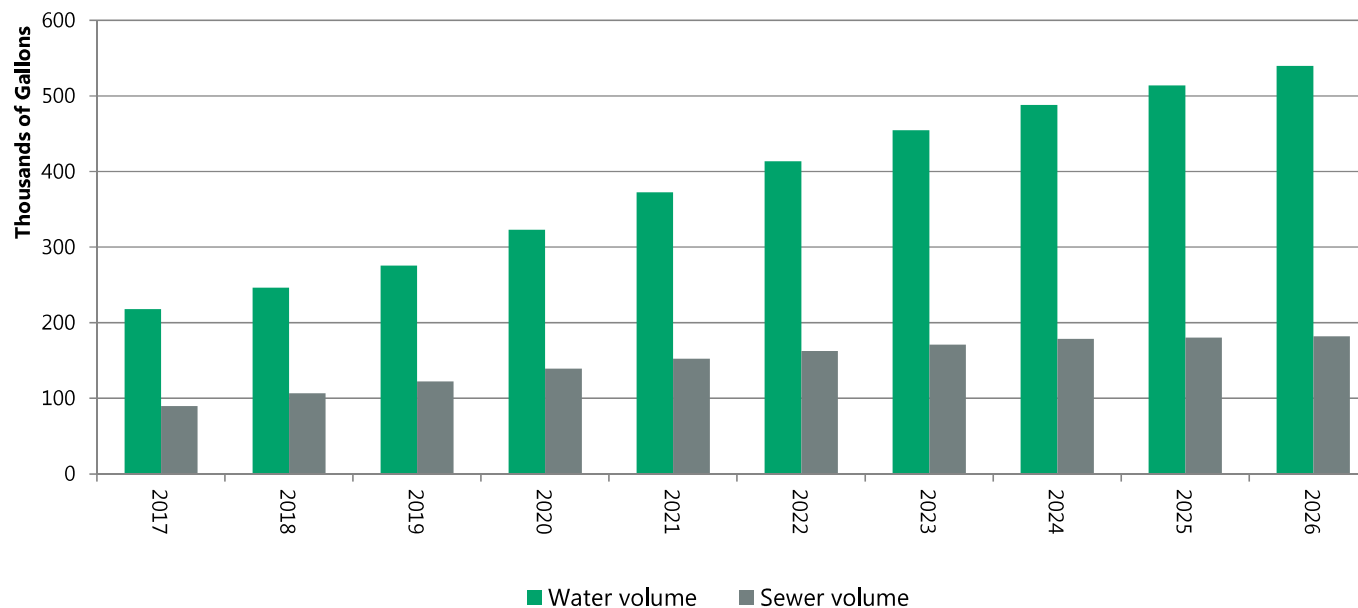
**Table H**  
**City of Lake Elmo, MN**  
**Storm Water Fund**  
**Fees and Charges and Customer Data**

	Actual		Projected								
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
<b>Customer Units Billed (Quarterly Average)</b>											
Residential units billed	2,742	3,157	3,460	3,730	3,998	4,266	4,534	4,754	4,942	5,082	5,223
Commercial residential equivalent units billed	1,695	1,211	1,322	1,352	1,568	1,805	1,959	2,159	2,313	2,437	2,560
Total residential equivalent units billed	4,437	4,368	4,782	5,082	5,566	6,071	6,493	6,913	7,255	7,519	7,783
<b>Charges for Service Fees</b>											
Residential fee	\$50.00	\$50.00	\$55.00	\$60.00	\$65.00	\$75.00	\$85.00	\$95.00	\$105.00	\$115.00	\$125.00
Commercial fee	\$50.00	\$50.00	\$55.00	\$60.00	\$65.00	\$75.00	\$85.00	\$95.00	\$105.00	\$115.00	\$125.00
<b>Annual Revenue</b>											
Base charges	\$221,850	\$218,388	\$262,990	\$304,946	\$361,793	\$455,340	\$551,922	\$656,773	\$761,817	\$864,639	\$972,850
<i>Adjusting entries in financial statements</i>	-\$35,992	\$70,987									
<b>Total Revenue</b>	<b>\$185,858</b>	<b>\$289,375</b>	<b>\$262,990</b>	<b>\$304,946</b>	<b>\$361,793</b>	<b>\$455,340</b>	<b>\$551,922</b>	<b>\$656,773</b>	<b>\$761,817</b>	<b>\$864,639</b>	<b>\$972,850</b>

Notes:

1. The commercial residential equivalents units (REU) billed are based on a factor of 3.08X the amount billed for a single REU.
2. Adjusting entries reflect classification changes, recording of receivables, and/or other audit entry adjustments as reported in the City's financial statements.

**Chart 6**  
**City of Lake Elmo, MN**  
**Projected Volume of Water and Sanitary Sewer (Thousands of Gallons)**



Note: Future water volume billed is calculated based on 8,160 gallons per month of consumption for new residential customer units and 25,000 gallons per month for commercial customers. Future volume for sanitary sewer is calculated based on an average of 4,000 gallons per month per customer; this is less than water billed because of winter usage average. The City's billing system does not presently provide for query of volume billed. City is in the processing of software to provide this data. The averages used to project future volume will vary from actual activity.

The estimated annual gallons of volume will increase as more customers connect to the water and sanitary sewer systems.

The Plan assumes that the average annual usage per customer for residential and commercial remains fairly constant.

## FINANCIAL PLANS

Based on historical financial performance, estimated utility rates, and future capital projects, financial plans (pro-forma) have been prepared for each the utility funds.

### Key Assumptions

The financial plans for each utility funds was developed based on key assumptions, which are summarized as follows:

- Operating expenditures, including personnel costs and materials supplies and all other operating expense will increase by approximately 2.0% annually, based on the 2019 budget, with an exception for legal fees, meter and supplies, and MCES payments.
- No change in existing tier structure for fees and charges.
- Depreciation is estimated based on estimated capital improvements with new assets assumed to be depreciated over a 40 year term.
- Current capital improvement plan will be implemented at estimated project costs and estimated sources of funding as included in the Plan. This includes an increase in future debt service for payment on bonds to be issued.
- Utility fees for use of the system are assumed to increase for water and sanitary sewer services, beginning in year 2019, see **Table B** on page 3 for annual percentage increases for water and sewer fees and the fee adjustment for storm water. The annual rate increase is assumed on the quarterly base fee and usage fees only. The annual fee for storm water is assumed

to increase by \$5.00 per year, beginning in year 2019.

- Connection and availability charges are assumed to remain constant for years 2019-2026. Revenue from these charges is used to pay for the system, including the planned capital projects and related debt service.
- The estimated utility fees and charges are shown to be at a level that is adequate to maintain cash balances in the funds sufficient to cover the following over the next five years: 1) restricted cash for planned capital; 2) restricted cash for debt service/calling of bonds; and 3) unrestricted cash available equivalent to 50% of anticipated operating expenses.

---

## WATER FUND

### Fund Description

The Water Fund is used to account for the operating and capital improvement costs of the water utility system.

### Background

The Water Fund is in sound financial condition. Future financial performance will be impacted by the timing of development of land in the City and the timing of receipt of development fees that will support debt service on the infrastructure and receipt of charges for service for usage of the system.

### Source of Funds

There are two major source of funds: 1) collection of charges for service fees (base fee and volume usage fees) and 2) development fees collected at time of platting and time of connection to the system. Revenue from charges for service fees will increase as the number of customers increases and the volume of water sold increases.

The financial plan assumes no change to the rate structure with annual rate increases of 3.0% beginning in 2019.

As of year 2017, the City no longer deposits receipt of revenue from a rental fee for private commercial access to water towers to the Water Fund, this represented about a \$50,000 reduction in annual revenue to the Water Fund. Interest income earned on cash balance is recorded as revenue. The investment earnings rate is estimated to be 0.5% for future years. Special assessments levied for water infrastructure improvements is recorded as revenue in the Water Fund. Grant funds in the amount of \$975,000 in year 2020 is for capital projects.

### Use of Funds

The use of funds is to pay for the operation of the water system, interest and fiscal expense on debt, depreciation, and authorized transfers to other funds that may occur from time to time. Principal payments on bonds supported by the Water Fund result in a reduction of liability for the Fund. Operating expense line item details can be found in **Table I-3** on page 28.

### Transfers

Beginning in year 2021, a transfer of cash from the Water Fund to a governmental debt service fund is planned to pay a portion of debt service on bonds to be issued to finance municipal facilities improvements. The exact timing of the bond issuance and terms is not certain at this time, but for purpose of planning a bond issuance year of 2020 is assumed for the Plan. The Plan anticipates the Water Fund will pay 10% of the annual debt service on an estimated total bond issuance of \$11,100,000 (\$10,950,000 for construction plus cost of issuance) for municipal facilities improvements. The municipal facilities improvements will not be recorded as an asset in the Water Fund. The outstanding debt obligation for the municipal facilities improvements will not be a liability of the Water Fund.

Presently the City does not charge the utility funds for General Fund overhead but does directly charge the fund for administrative staff time.

### Balance Sheet Items

The financial plan includes estimated assets and liabilities, this includes estimated annual year-end cash balance. **Table I-2** on page 27 provides details on estimated change in cash. The City reported \$3.4 million as receivable from other governments (State of Minnesota) in 2016; the receivable was collected in 2017.

# Financial Plans WATER FUND

**Table I-1**  
**City of Lake Elmo, MN**  
**Water Fund**  
**Pro Forma**

	Actual		Projected								
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
<b>Source of Funds</b>											
Charges for service fees	269,108	865,657	823,420	948,226	1,149,997	1,371,540	1,571,495	1,783,846	1,975,399	2,144,326	2,322,016
Charges for service fees - meters	244,260	118,052	87,500	90,000	87,700	90,454	93,263	40,000	41,800	43,636	45,509
Special assessments	11,334	21,137	21,776	21,776	21,776	73,616	73,303	72,149	72,149	72,149	72,149
Intergovernmental	525	38									
Investment income	13,987	18,096	17,265	18,061	19,941	23,533	25,629	24,865	25,354	24,415	23,312
Contributions and donations											
Water availability charge	979,500	1,425,000	1,020,000	1,290,000	1,278,000	750,000	642,000	315,000	255,000	213,000	30,000
Water connection fee	244,500	172,000	280,000	338,000	345,000	318,000	285,000	238,000	180,000	181,000	35,000
Water lateral benefit fee		25,100									
Rents/leases	52,526	-	-	-	-	-	-	-	-	-	-
Miscellaneous		1,902	1,940	1,979	2,018	2,059	2,100	2,142	2,185	2,228	2,273
Capital contributions	3,443,636	88,972			975,000						
<b>Total Source of Funds</b>	<b>5,259,376</b>	<b>2,735,954</b>	<b>2,251,902</b>	<b>2,708,042</b>	<b>3,879,432</b>	<b>2,629,202</b>	<b>2,692,790</b>	<b>2,476,002</b>	<b>2,551,887</b>	<b>2,680,755</b>	<b>2,530,259</b>
<b>Use of Funds</b>											
Operating and other expense	559,789	924,177	727,822	819,601	831,993	844,633	692,316	650,034	663,035	705,034	719,135
Interest and fiscal expense	237,691	289,404	300,775	280,258	344,370	455,120	535,065	531,976	546,075	505,350	461,575
Depreciation	612,352	808,865	820,803	870,563	982,863	1,049,651	1,078,950	1,111,075	1,114,925	1,119,925	1,124,925
Transfer out to other funds	40,427		-	-	-	46,620	84,693	84,683	84,609	84,473	84,788
<b>Total Use of Funds</b>	<b>1,450,259</b>	<b>2,022,446</b>	<b>1,849,400</b>	<b>1,970,421</b>	<b>2,159,226</b>	<b>2,396,024</b>	<b>2,391,024</b>	<b>2,377,768</b>	<b>2,408,644</b>	<b>2,414,782</b>	<b>2,390,423</b>
<b>Change in net assets</b>	<b>3,809,117</b>	<b>713,508</b>	<b>402,502</b>	<b>737,621</b>	<b>1,720,207</b>	<b>233,179</b>	<b>301,766</b>	<b>98,235</b>	<b>143,243</b>	<b>265,973</b>	<b>139,836</b>
<i>Prior period adjustment</i>											
<b>Net Position, End of Year</b>	<b>13,394,649</b>	<b>14,108,157</b>	<b>14,510,659</b>	<b>15,248,280</b>	<b>16,968,487</b>	<b>17,201,666</b>	<b>17,503,432</b>	<b>17,601,667</b>	<b>17,744,910</b>	<b>18,010,883</b>	<b>18,150,719</b>
<b>Assets</b>											
Cash and investments	135,048	3,453,036	3,612,106	3,988,104	4,706,652	5,125,780	4,972,934	5,070,877	4,883,029	4,662,382	4,281,037
Due from other governments	3,432,485										
Special assessments receivable	360,690	314,073	292,297	865,120	843,344	791,837	740,331	689,138	639,099	589,059	539,020
Other assets	130,481	800,579	800,579	800,579	800,579	800,579	800,579	800,579	800,579	800,579	800,579
Capital assets	25,947,871	28,240,277	28,717,777	30,708,177	35,200,177	37,871,707	39,043,677	40,328,677	40,482,677	40,682,677	40,882,677
<i>Less accumulated depreciation</i>	<i>(4,387,149)</i>	<i>(5,196,014)</i>	<i>(6,016,817)</i>	<i>(6,887,379)</i>	<i>(7,870,242)</i>	<i>(8,919,892)</i>	<i>(9,998,842)</i>	<i>(11,109,917)</i>	<i>(12,224,842)</i>	<i>(13,344,767)</i>	<i>(14,469,692)</i>
Deferred outflows of resources	102,405	72,224	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000	70,000
<b>Total Assets and Deferred Outflows</b>	<b>25,721,831</b>	<b>27,611,951</b>	<b>27,475,942</b>	<b>29,474,601</b>	<b>33,680,510</b>	<b>35,670,011</b>	<b>35,558,678</b>	<b>35,779,354</b>	<b>34,580,542</b>	<b>33,389,930</b>	<b>32,033,621</b>
<b>Liabilities</b>											
Due to other funds and government	8,306	20,422									
Unearned revenue	379,000	479,000	606,000	707,000	757,000	807,000	807,000	807,000	807,000	807,000	807,000
Net Unamortized Prem/Discount	126,149	160,099	149,426	139,464	130,166	121,489	113,389	105,830	98,775	92,190	86,044
Bonds payable	11,500,000	12,655,000	11,945,000	13,175,000	15,620,000	17,335,000	16,930,000	17,060,000	15,725,000	14,275,000	12,785,000
Accounts payable / Other	294,284	254,857	254,857	254,857	254,857	254,857	254,857	254,857	254,857	254,857	254,857
Deferred inflows of resources	19,443	6,640	10,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,001
<b>Total Liabilities and Deferred Inflows</b>	<b>12,327,182</b>	<b>13,576,018</b>	<b>12,965,283</b>	<b>14,296,321</b>	<b>16,782,023</b>	<b>18,538,346</b>	<b>18,125,246</b>	<b>18,247,687</b>	<b>16,905,632</b>	<b>15,449,047</b>	<b>13,952,902</b>
<b>Total Liabilities and Net Assets</b>	<b>25,721,831</b>	<b>27,684,175</b>	<b>27,475,942</b>	<b>29,544,601</b>	<b>33,750,510</b>	<b>35,740,011</b>	<b>35,628,678</b>	<b>35,849,354</b>	<b>34,650,542</b>	<b>33,459,930</b>	<b>32,103,621</b>

## Financial Plans WATER FUND

**Table I-2**  
**City of Lake Elmo, MN**  
**Water Fund**  
**Year-End Cash Balance**

	Actual		Projected								
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Beginning Cash	2,038,821	135,048	3,453,036	3,612,106	3,988,104	4,706,652	5,125,780	4,972,934	5,070,877	4,883,029	4,662,382
Plus operating revenues	591,740	1,024,882	951,902	1,080,042	1,281,432	1,561,202	1,765,790	1,923,002	2,116,887	2,286,755	2,465,259
Plus development revenues	1,224,000	1,622,100	1,300,000	1,628,000	1,623,000	1,068,000	927,000	553,000	435,000	394,000	65,000
Plus capital contributions	3,443,636	88,972	-	-	975,000	-	-	-	-	-	-
Plus bond proceeds	3,225,000	1,640,000	-	2,040,000	3,265,000	2,635,000	720,000	1,285,000	-	-	-
Less acquisition of capital assets	(6,187,933)	(2,292,406)	(477,500)	(1,990,400)	(4,492,000)	(2,671,530)	(1,171,970)	(1,285,000)	(154,000)	(200,000)	(200,000)
Less principal on debt	(415,000)	(485,000)	(710,000)	(810,000)	(820,000)	(920,000)	(1,125,000)	(1,155,000)	(1,335,000)	(1,450,000)	(1,490,000)
Less interest on debt	(209,330)	(273,321)	(300,775)	(280,258)	(344,370)	(455,120)	(535,065)	(531,976)	(546,075)	(505,350)	(461,575)
Less operating and other costs	(588,150)	(940,260)	(727,822)	(819,601)	(831,993)	(844,633)	(692,316)	(650,034)	(663,035)	(705,034)	(719,135)
Less transfers out	(40,427)	-	-	-	-	(46,620)	(84,693)	(84,683)	(84,609)	(84,473)	(84,788)
Incr/decr in other assets and liabilities	(2,947,309)	2,933,021	123,265	(471,785)	62,479	92,829	43,407	43,634	42,984	43,454	43,894
<b>Change in cash</b>	<b>(1,903,773)</b>	<b>3,317,988</b>	<b>159,070</b>	<b>375,998</b>	<b>718,548</b>	<b>419,128</b>	<b>(152,846)</b>	<b>97,943</b>	<b>(187,848)</b>	<b>(220,647)</b>	<b>(381,345)</b>
<b>Total Ending Cash</b>	<b>135,048</b>	<b>3,453,036</b>	<b>3,612,106</b>	<b>3,988,104</b>	<b>4,706,652</b>	<b>5,125,780</b>	<b>4,972,934</b>	<b>5,070,877</b>	<b>4,883,029</b>	<b>4,662,382</b>	<b>4,281,037</b>
<b>Ending Cash Balance by Purpose</b>											
Cash for next year planned capital		105,000	358,000	317,000	86,530	466,970	-	154,000	200,000	200,000	200,000
Cash for next year debt service	758,321	1,010,775	1,090,258	1,164,370	1,375,120	1,660,065	1,686,976	1,881,075	1,955,350	1,951,575	1,965,806
Restricted WAC		1,973,350	1,754,048	2,090,737	2,822,685	2,652,587	2,960,940	2,704,285	2,375,162	2,151,239	1,748,472
Unrestricted cash	(623,273)	363,911	409,801	415,997	422,316	346,158	325,017	331,517	352,517	359,568	366,759
<b>Total Ending Cash</b>	<b>135,048</b>	<b>3,453,036</b>	<b>3,612,106</b>	<b>3,988,104</b>	<b>4,706,652</b>	<b>5,125,780</b>	<b>4,972,934</b>	<b>5,070,877</b>	<b>4,883,029</b>	<b>4,662,382</b>	<b>4,281,037</b>
<b>Unrestricted cash as % of operating expenditures</b>	<b>-67.4%</b>	<b>50.0%</b>	<b>50.0%</b>	<b>50.0%</b>	<b>50.0%</b>	<b>50.0%</b>	<b>50.0%</b>	<b>50.0%</b>	<b>50.0%</b>	<b>50.0%</b>	<b>50.0%</b>

**Notes:**

- The cash balance at year end 2016 includes an accounts receivable of \$3,432,485 in due from other governments. The 2017 cash balance includes (cash) collection of this receivable. The 2016 balance does not include any unspent bond proceeds. The Plan includes future bond issuance to fund project costs to be paid 100% from utility revenues, with the exception of year 2019, which includes bond proceeds to also fund the portion of project costs to be special assessed to benefiting property in the amount of \$594,600.
- City policy guidelines provide that the City maintain unrestricted cash equal to 50% of operating expenditures (not including depreciation). This minimum is achieved in the pro forma.

# Financial Plans

## WATER FUND

**Table I-3**  
**City of Lake Elmo, MN**  
**Water Fund**  
**Operating and Other Expenses (Not Including Depreciation)**

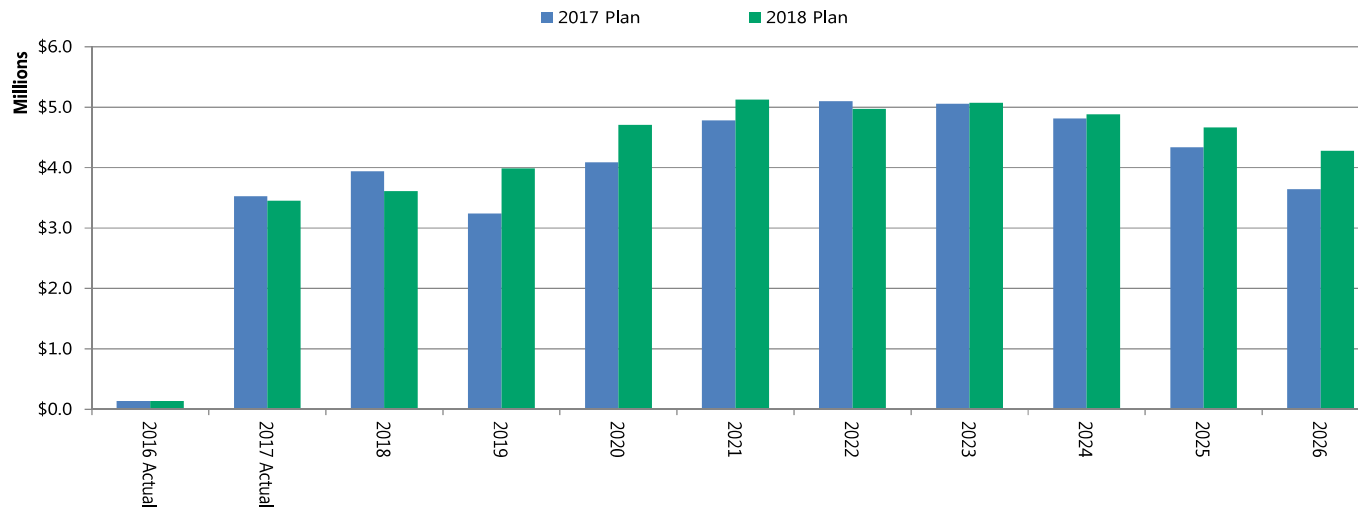
	Actual		Projected								
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
<b>Personnel Services</b>											
Salaries	127,902	111,772	112,194	166,020	169,340	172,727	176,182	179,705	183,299	186,965	190,705
Allocation of New FTEs			-	-	-	-	24,790	25,286	25,792	55,047	56,148
Overtime				6,000	6,120	6,242	6,367	6,495	6,624	6,757	6,892
PERA Contributions	15,792	15,925	8,090	12,452	12,701	12,955	13,214	13,478	13,748	14,023	14,303
FICA Contributions	7,346	6,854	6,997	12,701	12,955	13,214	13,478	13,748	14,023	14,303	14,589
Medicare Contributions	1,718	1,603	1,525	-	-	-	-	-	-	-	-
Health\Dental Insurance	29,467	19,044	22,743	39,859	40,656	41,469	42,299	43,145	44,008	44,888	45,785
Other			683	1,211	1,235	1,260	1,285	1,311	1,337	1,364	1,391
Workers Compensation	1,904	3,980	7,029	7,029	7,170	7,313	7,459	7,608	7,761	7,916	8,074
<b>Total Personnel Services</b>	<b>184,129</b>	<b>159,178</b>	<b>159,261</b>	<b>245,272</b>	<b>250,177</b>	<b>255,181</b>	<b>285,075</b>	<b>290,777</b>	<b>296,592</b>	<b>331,263</b>	<b>337,888</b>
<b>Supplies</b>											
Office Supplies	771	975	800	800	816	832	849	866	883	901	919
Printed Forms	499	247	750	750	765	780	796	812	828	845	862
Operating Supplies			800	1,000	1,020	1,040	1,061	1,082	1,104	1,126	1,149
Fuel, Oil, and Fluids				4,500	4,590	4,682	4,775	4,871	4,968	5,068	5,169
Chemicals	3,157	5,992	8,000	13,000	13,260	13,525	13,796	14,072	14,353	14,640	14,933
Utility System Maintenance	25,014	3,614	26,000	26,000	26,520	27,050	27,591	28,143	28,706	29,280	29,866
Water Meters & Supplies	105,477	124,127	132,000	135,000	137,700	140,454	143,263	90,000	91,800	93,636	95,509
Personal Protective Equipment		262	800	800	816	832	849	866	883	901	919
Small Tools & Minor Equipment	3,955	2,218	10,000	10,800	11,016	11,236	11,461	11,690	11,924	12,163	12,406
<b>Total Supplies</b>	<b>138,873</b>	<b>137,435</b>	<b>179,150</b>	<b>192,650</b>	<b>196,503</b>	<b>200,433</b>	<b>204,442</b>	<b>152,402</b>	<b>155,450</b>	<b>158,559</b>	<b>161,730</b>
<b>Other Services and Charges</b>											
Engineering Services	-	50,457	20,000	20,000	20,400	20,808	21,224	21,649	22,082	22,523	22,974
Legal Services	2,323	118,260	155,000	200,000	200,000	200,000	10,000	10,200	10,404	10,612	10,824
Audit Services				7,987	8,147	8,310	8,476	8,645	8,818	8,995	9,175
Contract Services	7,459	73,154	47,400	31,000	31,620	32,252	32,897	33,555	34,227	34,911	35,609
Software Support	5,556	6,289	37,133	7,297	7,443	7,592	7,744	7,899	8,056	8,218	8,382
Telephone	793	687	700	987	1,007	1,027	1,047	1,068	1,090	1,112	1,134
IT Hardware and Software Programs				5,074	5,175	5,279	5,385	5,492	5,602	5,714	5,828
Credit Card Fees				1,972	2,011	2,052	2,093	2,135	2,177	2,221	2,265
Postage	1,800	2,178	2,000	2,000	2,040	2,081	2,122	2,165	2,208	2,252	2,297
Mileage	189			200	204	208	212	216	221	225	230
Insurance	8,975	9,322	7,981	9,178	9,362	9,549	9,740	9,935	10,133	10,336	10,543
Electric Utility	34,392	54,894	43,500	45,000	45,900	46,818	47,754	48,709	49,684	50,677	51,691
Water Utility	144,932	242,929	38,658	-	-	-	-	-	-	-	-
Repairs\Maint Imp Bldgs		-	3,039	2,000	2,040	2,081	2,122	2,165	2,208	2,252	2,297
Repairs\Maint Imp Equipment			10,000	12,000	12,240	12,485	12,734	12,989	13,249	13,514	13,784
Repairs\Maint Imp Not Bldgs	8,617	17,363	20,000	20,000	20,400	20,808	21,224	21,649	22,082	22,523	22,974
Miscellaneous and Other	2,456	38,018	1,000	2,000	2,040	2,081	2,122	2,165	2,208	2,252	2,297
Equipment Rental			1,000	1,000	1,020	1,040	1,061	1,082	1,104	1,126	1,149
Uniforms				984	1,004	1,024	1,044	1,065	1,086	1,108	1,130
Conferences & Training	103	1,880	2,000	2,000	2,040	2,081	2,122	2,165	2,208	2,252	2,297
Other costs related to financing	3,178	11,262			-	-	-	-	-	-	-
Fiscal Agent Fees	16,014	675		11,000	11,220	11,444	11,673	11,907	12,145	12,388	12,636
Dues & Subscriptions		196			-	-	-	-	-	-	-
<b>Total Other Services and Charges</b>	<b>236,787</b>	<b>627,564</b>	<b>389,411</b>	<b>381,679</b>	<b>385,313</b>	<b>389,019</b>	<b>202,799</b>	<b>206,855</b>	<b>210,992</b>	<b>215,212</b>	<b>219,516</b>
<b>Total Operating and Other Expenses</b>	<b>559,789</b>	<b>924,177</b>	<b>727,822</b>	<b>819,601</b>	<b>831,993</b>	<b>844,633</b>	<b>692,316</b>	<b>650,034</b>	<b>663,035</b>	<b>705,034</b>	<b>719,135</b>

Notes:

1. Future year amounts are projected based on the 2019 budget plus 2.0% annual increase per year, with a few exceptions. The budget for legal services is projected to be reduced in year 2020 from \$200,000 to \$10,000. Water Meter & Supplies is projected to be reduced after meter change-out project is completed in year 2022.

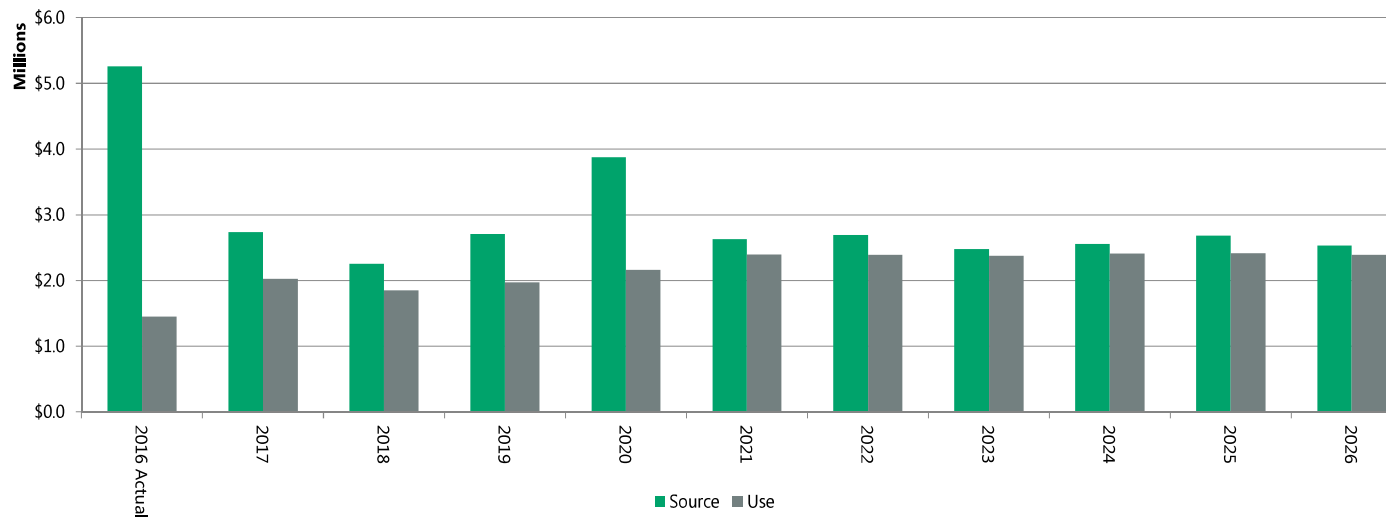
## Financial Plans WATER FUND

**Chart 7**  
**City of Lake Elmo, MN**  
**Water Fund**  
**Year End Cash Balance Projections**



Note: The cash balance at year end 2016 includes an accounts receivable of \$3,432,485 in due from other governments. The 2017 cash balance includes (cash) collection of this receivable.

**Chart 8**  
**City of Lake Elmo, MN**  
**Water Fund**  
**Difference Between Source and Use of Funds (Change in Net Assets) Projections**



Estimated year end cash balances are estimated to increase and then be spent down to pay debt service and capital spending over the coming years.

The source and use of funds in **Chart 8** includes depreciation and capital contributions. The difference between the annual source and use of funds is the change in net assets of the fund. The difference comes from the collection of development fees (source of funds) for payment of debt service on outstanding bonds (liability of the fund) and collection of revenue for build-out of the system.

---

## **SANITARY SEWER FUND**

### **Fund Description**

The Sanitary Sewer Fund is used to account for the operating and capital improvement costs of the sanitary sewer utility system.

### **Background**

The Sanitary Sewer Fund is in sound financial condition. Future financial performance will be impacted by the timing of future development of land and the timing of receipt of development fees (trunk line availability charges and connection charges) that will support infrastructure costs and receipt of charges for service for usage of the system.

### **Source of Funds**

There are two major source of funds: 1) collection of charges for service fees (base fee and volume usage fees) and 2) development fees collected at time of platting and time of connection to the system. Revenue from charges for service fees will increase as the number of customers increases and the volume of water sold increases. Future development of land through platting will result in increased revenue from water availability and connection charges.

The financial plan assumes no change in the rate structure and annual rate increases of 1.0% beginning in 2019 and then 2.0% annually beginning in 2024.

Interest income is earned on cash balance is recorded as revenue. The investment earnings rate is estimated to be 0.5% for future years. Special assessments levied for sanitary sewer infrastructure improvements is recorded as revenue in the Sanitary Sewer Fund.

### **Use of Funds**

The use of funds is to pay for the operation of the sanitary sewer system, interest and fiscal expense on debt, depreciation, and authorized transfers to other funds that may occur from time to time. Principal payments on bonds supported by the Sanitary Sewer Fund result in a reduction of liability for the Fund. Operating expense line item details can be found in **Table J-3** on page 33.

### **Transfers**

Beginning in year 2021, a transfer of cash from the Sanitary Sewer Fund to a governmental debt service fund is planned to pay a portion of debt service on bonds to be issued to finance municipal facilities improvements. The exact timing of the bond issuance and terms is not certain at this time, but for purpose of planning a bond issuance year of 2020 is assumed for the Plan. The Plan anticipates the Water Fund will pay 10% of the annual debt service on an estimated total bond issuance of \$11,100,000 (\$10,950,000 for construction plus cost of issuance) for municipal facilities improvements. The municipal facilities improvements will not be recorded as an asset in the Water Fund. The outstanding debt obligation for the municipal facilities improvements will not be a liability of the Sanitary Sewer Fund.

Presently the City does not charge the utility funds for General Fund overhead but does directly charge the fund for administrative staff time.

### **Balance Sheet Items**

The financial plan includes estimated assets and liabilities for, this includes estimated annual year-end cash balance. **Table J-2** on page 32 provides a detailed summary on estimated change in cash year by year. The City recorded an receivable for special assessments in 2017 that is inclusive of future development fee revenue.

# Financial Plans

## SANITARY SEWER FUND

**Table J-1**  
**City of Lake Elmo, MN**  
**Sanitary Sewer Fund**  
**Pro Forma**

	Actual		Projected								
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
<b>Source of Funds</b>											
Charges for service fees	108,517	267,130	286,008	367,371	463,846	556,644	645,123	741,105	825,868	897,882	964,646
Special assessments	20,931	1,229,699	141,799	139,525	137,250	364,656	444,229	557,271	632,198	675,478	673,203
Intergovernmental	142										
Investment income	14,584	20,362	24,244	14,444	19,358	25,450	17,726	16,909	16,652	18,695	16,963
Contributions and donations											
Sewer availability charge	803,000	1,471,165	973,800	1,260,150	1,293,150	766,650	619,200	312,150	261,150	204,150	81,150
Sewer connection fee	383,500	677,980	293,000	357,500	350,000	323,000	318,500	254,500	195,000	181,000	35,000
Sewer lateral benefit		11,000									
Miscellaneous		8,483	8,653	8,826	9,002	9,182	9,366	9,553	9,744	9,939	10,138
Capital contributions	20,931	71,269									
<b>Total Source of Funds</b>	<b>1,351,605</b>	<b>3,757,088</b>	<b>1,727,503</b>	<b>2,147,814</b>	<b>2,272,606</b>	<b>2,045,583</b>	<b>2,054,143</b>	<b>1,891,488</b>	<b>1,940,613</b>	<b>1,987,143</b>	<b>1,781,100</b>
<b>Use of Funds</b>											
Operating and other expense	133,154	514,379	315,323	412,221	438,674	505,036	599,330	671,699	754,367	859,639	932,480
Interest and fiscal expense	115,231	164,776	195,324	180,679	198,516	188,241	212,956	236,285	242,076	224,464	205,776
Depreciation	132,265	350,903	411,366	426,241	426,241	486,753	508,891	521,953	521,953	539,453	544,453
Transfer out to other funds	102,678		-	-	-	46,620	84,693	84,683	84,609	84,473	84,788
<b>Total Use of Funds</b>	<b>483,328</b>	<b>1,030,058</b>	<b>922,012</b>	<b>1,019,140</b>	<b>1,063,431</b>	<b>1,226,650</b>	<b>1,405,870</b>	<b>1,514,619</b>	<b>1,603,005</b>	<b>1,708,029</b>	<b>1,767,496</b>
<b>Change in net assets</b>	<b>868,277</b>	<b>2,727,030</b>	<b>805,491</b>	<b>1,128,674</b>	<b>1,209,175</b>	<b>818,933</b>	<b>648,274</b>	<b>376,869</b>	<b>337,608</b>	<b>279,115</b>	<b>13,604</b>
<i>Prior period adjustment</i>											
<b>Net Position, End of Year</b>	<b>5,570,928</b>	<b>8,297,958</b>	<b>9,103,450</b>	<b>10,232,124</b>	<b>11,441,298</b>	<b>12,260,231</b>	<b>12,908,505</b>	<b>13,285,374</b>	<b>13,622,981</b>	<b>13,902,096</b>	<b>13,915,700</b>
<b>Assets</b>											
Cash and investments	2,606,515	4,848,717	2,888,709	3,871,604	5,089,999	3,545,165	3,381,809	3,330,386	3,738,976	3,392,699	3,265,911
Due from other funds	54,305	54,305									
Special assessments receivable	1,131,468	2,382,251	2,741,851	2,973,871	2,955,891	3,810,911	4,665,931	5,113,676	4,994,646	4,849,491	4,704,336
Other assets	42,240	161,774	161,774	161,774	161,774	161,774	161,774	161,774	161,774	161,774	161,774
Capital assets	6,954,644	9,234,854	11,653,354	12,248,354	12,248,354	14,668,854	15,554,354	16,076,854	16,076,854	16,776,854	16,976,854
<i>Less accumulated depreciation</i>	<i>(381,713)</i>	<i>(732,616)</i>	<i>(1,143,982)</i>	<i>(1,570,222)</i>	<i>(1,996,463)</i>	<i>(2,483,216)</i>	<i>(2,992,106)</i>	<i>(3,514,059)</i>	<i>(4,036,012)</i>	<i>(4,575,465)</i>	<i>(5,119,918)</i>
Deferred outflows of resources	16,581	9,959	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
<b>Total Assets and Deferred Outflows</b>	<b>10,424,040</b>	<b>15,959,244</b>	<b>16,311,707</b>	<b>17,695,381</b>	<b>18,469,555</b>	<b>19,713,488</b>	<b>20,781,762</b>	<b>21,178,631</b>	<b>20,946,238</b>	<b>20,615,353</b>	<b>19,998,957</b>
<b>Liabilities</b>											
Due to other governments	145,493	178,320									
Net Unamortized Prem/Discount	35,429	101,974	101,974	101,974	101,974	101,974	101,974	101,974	101,974	101,974	101,974
Bonds payable	4,505,000	6,970,000	6,695,000	6,950,000	6,515,000	6,940,000	7,360,000	7,380,000	6,810,000	6,200,000	5,570,000
Accounts payable / Other	160,420	407,283	407,283	407,283	407,283	407,283	407,283	407,283	407,283	407,283	407,283
Deferred inflows of resources	6,770	3,709	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
<b>Total Liabilities and Deferred Inflows</b>	<b>4,853,112</b>	<b>7,661,286</b>	<b>7,208,257</b>	<b>7,463,257</b>	<b>7,028,257</b>	<b>7,453,257</b>	<b>7,873,257</b>	<b>7,893,257</b>	<b>7,323,257</b>	<b>6,713,257</b>	<b>6,083,257</b>
<b>Total Liabilities and Net Assets</b>	<b>10,424,040</b>	<b>15,959,244</b>	<b>16,311,707</b>	<b>17,695,381</b>	<b>18,469,555</b>	<b>19,713,488</b>	<b>20,781,762</b>	<b>21,178,631</b>	<b>20,946,238</b>	<b>20,615,353</b>	<b>19,998,957</b>

## Financial Plans SANITARY SEWER FUND

**Table J-2**  
**City of Lake Elmo, MN**  
**Sanitary Sewer Fund**  
**Year-End Cash Balance**

	Actual		Projected								
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Beginning Cash	850,198	2,606,515	4,848,717	2,888,709	3,871,604	5,089,999	3,545,164	3,381,808	3,330,385	3,738,976	3,392,699
Plus operating revenues	165,105	1,596,943	460,703	530,164	629,456	955,933	1,116,443	1,324,838	1,484,463	1,601,993	1,664,950
Plus development revenues	1,186,500	2,160,145	1,266,800	1,617,650	1,643,150	1,089,650	937,700	566,650	456,150	385,150	116,150
Plus bond proceeds	860,000	2,685,000		680,000		905,000	905,000	535,000			
Less acquisition of capital assets	(538,590)	(2,280,210)	(2,418,500)	(595,000)	-	(2,420,500)	(885,500)	(522,500)	-	(700,000)	(200,000)
Less principal on debt	(200,000)	(220,000)	(275,000)	(425,000)	(435,000)	(480,000)	(485,000)	(515,000)	(570,000)	(610,000)	(630,000)
Less interest on debt	(115,231)	(164,776)	(195,324)	(180,679)	(198,516)	(188,241)	(212,956)	(236,285)	(242,076)	(224,464)	(205,776)
Less operating and other costs	(133,154)	(514,379)	(315,323)	(412,221)	(438,674)	(505,036)	(599,330)	(671,699)	(754,367)	(859,639)	(932,480)
Less transfers out	(102,678)	-	-	-	-	(46,620)	(84,693)	(84,683)	(84,609)	(84,473)	(84,788)
Incr/decr in other assets and liabilities	634,365	(1,020,521)	(483,365)	(232,020)	17,980	(855,020)	(855,020)	(447,745)	119,030	145,155	145,155
<b>Change in cash</b>	<b>1,756,317</b>	<b>2,242,202</b>	<b>(1,960,008)</b>	<b>982,895</b>	<b>1,218,395</b>	<b>(1,544,834)</b>	<b>(163,356)</b>	<b>(51,423)</b>	<b>408,591</b>	<b>(346,277)</b>	<b>(126,788)</b>
<b>Ending cash</b>	<b>2,606,515</b>	<b>4,848,717</b>	<b>2,888,709</b>	<b>3,871,604</b>	<b>5,089,999</b>	<b>3,545,164</b>	<b>3,381,808</b>	<b>3,330,385</b>	<b>3,738,976</b>	<b>3,392,699</b>	<b>3,265,910</b>
<b>Ending Cash Balance by Purpose</b>											
Cash for next year planned capital	321,000	2,000,000	345,000	-	1,535,000	-	-	-	700,000	200,000	200,000
Cash for next year debt service	384,776	470,324	605,679	633,516	668,241	697,956	751,285	812,076	834,464	835,776	831,456
Restricted WAC	1,643,550	2,220,732	1,731,920	3,018,750	2,634,239	2,547,543	2,294,674	2,141,126	1,774,693	1,890,683	1,731,587
Unrestricted cash	257,190	157,661	206,111	219,337	252,518	299,665	335,849	377,183	429,820	466,240	502,868
<b>Total Ending Cash</b>	<b>2,606,515</b>	<b>4,848,717</b>	<b>2,888,709</b>	<b>3,871,604</b>	<b>5,089,999</b>	<b>3,545,164</b>	<b>3,381,808</b>	<b>3,330,385</b>	<b>3,738,976</b>	<b>3,392,699</b>	<b>3,265,910</b>
<b>Unrestricted cash as % of operating expenditures</b>	<b>50.0%</b>	<b>50.0%</b>	<b>50.0%</b>	<b>50.0%</b>	<b>50.0%</b>	<b>50.0%</b>	<b>50.0%</b>	<b>50.0%</b>	<b>50.0%</b>	<b>50.0%</b>	<b>50.0%</b>

**Notes:**

1. The Plan includes future bond issuance to fund project costs to be special assessed to benefiting property. All other capital improvement costs to be paid from cash estimated to be available in the Sanitary Sewer Fund.
2. City policy guidelines provide that the City maintain unrestricted cash equal to 50% of operating expenditures (not including depreciation). The Plan anticipates unrestricted cash as % of operating expense will exceed the minimum in certain years due to timing of planned use of cash for capital.

# Financial Plans

## SANITARY SEWER FUND

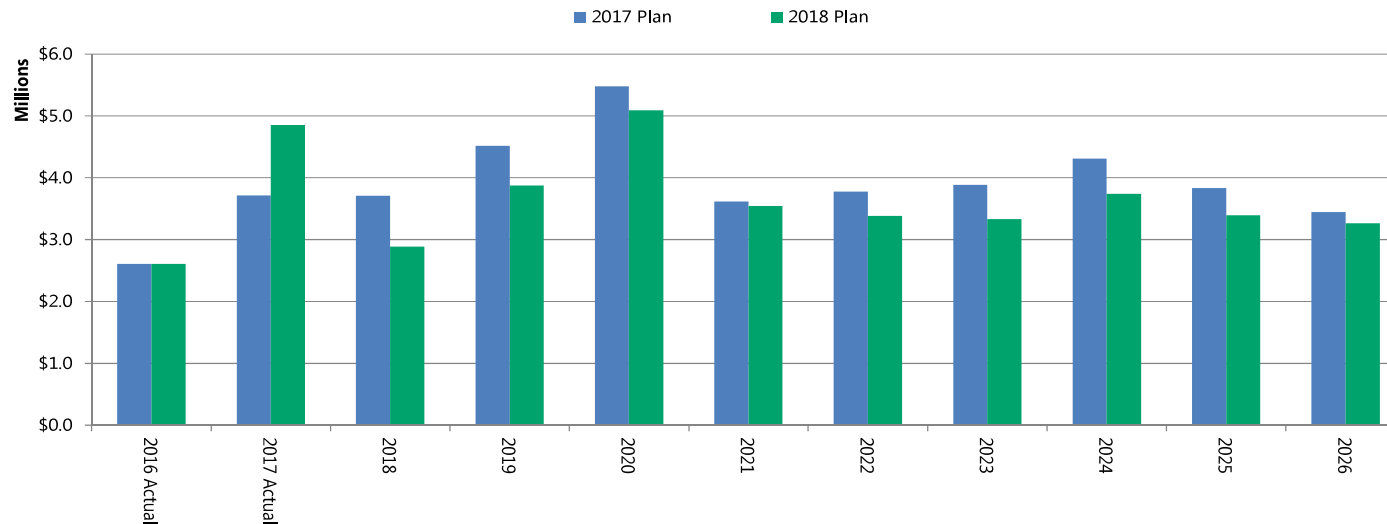
**Table J-3**  
**City of Lake Elmo, MN**  
**Sanitary Sewer Fund**  
**Operating and Other Expenses (Not Including Depreciation)**

	Actual		Projected								
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
<b>Personnel Services</b>											
Full-time Salaries	39,678	23,073	69,750	79,409	80,997	82,617	84,269	85,955	87,674	89,427	91,216
Allocation of New FTEs			-	-	-	-	24,790	25,286	25,792	55,047	56,148
Overtime			123	6,000	6,120	6,242	6,367	6,495	6,624	6,757	6,892
PERA Contributions	4,270	3,807	4,919	5,956	6,075	6,197	6,321	6,447	6,576	6,707	6,842
FICA Contributions	1,987	1,609	4,308	6,075	6,197	6,320	6,447	6,576	6,707	6,841	6,978
Medicare Contributions	464	376	961	-	-	-	-	-	-	-	-
Health\Dental Insurance	8,352	8,429	11,275	18,335	18,702	19,076	19,457	19,846	20,243	20,648	21,061
Other Benefits (Life, Disab, Clothes)				756	771	787	802	818	835	851	868
Unemployment Benefits	-		342	-	-	-	-	-	-	-	-
Workers Compensation	989	2,004	3,911	3,911	3,989	4,069	4,150	4,233	4,318	4,404	4,493
<b>Total Personnel Services</b>	55,740	39,298	95,589	120,442	122,851	125,308	152,604	155,657	158,770	190,684	194,498
<b>Supplies</b>											
Repair/Maint/Supplies	5,873	1,724	5,000	4,000	4,080	4,162	4,245	4,330	4,416	4,505	4,595
Office Supplies		73	1,199	800	816	832	849	866	883	901	919
Fuel, Oil, and Fluids				4,500	4,590	4,682	4,775	4,871	4,968	5,068	5,169
Operating Supplies			1,000	1,000	1,020	1,040	1,061	1,082	1,104	1,126	1,149
Personal Protective Equipment	-	262	800	800	816	832	849	866	883	901	919
Small Tools & Minor Equipment	2,860	2,462	4,500	4,500	4,590	4,682	4,775	4,871	4,968	5,068	5,169
<b>Total Supplies</b>	8,733	4,521	12,499	15,600	15,912	16,230	16,555	16,886	17,224	17,568	17,919
<b>Other Services and Charges</b>											
Engineering Services	-	5,310	20,000	20,000	20,400	20,808	21,224	21,649	22,082	22,523	22,974
Audit Services				7,987	8,147	8,310	8,476	8,645	8,818	8,995	9,175
Contract Services	8,059	291,285	40,000	30,400	31,008	31,628	32,261	32,906	33,564	34,235	34,920
IT Support	4,591	5,989	33,533	4,041	4,122	4,204	4,288	4,374	4,462	4,551	4,642
IT Hardware				800	816	832	849	866	883	901	919
Software Prorams				3,010	3,070	3,132	3,194	3,258	3,323	3,390	3,458
Telephone	1,008	1,146	1,500	1,707	1,741	1,776	1,811	1,848	1,885	1,922	1,961
Credit Card Fees				1,972	2,011	2,052	2,093	2,135	2,177	2,221	2,265
Postage		2,500	1,175	1,175	1,199	1,222	1,247	1,272	1,297	1,323	1,350
Insurance	581	603	3,187	3,665	3,738	3,813	3,889	3,967	4,046	4,127	4,210
Electric Utility	5,125	5,739	7,000	9,000	9,180	9,364	9,551	9,742	9,937	10,135	10,338
Sewer Utility - Met Council	16,621	83,809	92,140	169,359	190,955	252,362	316,812	383,531	460,436	531,090	597,360
Repairs\Maint Imp Equipment		1,148	4,500	4,500	4,590	4,682	4,775	4,871	4,968	5,068	5,169
Repairs\Maint Imp Not Bldgs	1,391		1,200	15,000	15,300	15,606	15,918	16,236	16,561	16,892	17,230
Equipment Rental			1,000	1,000	1,020	1,040	1,061	1,082	1,104	1,126	1,149
Uniforms				563	574	586	597	609	622	634	647
Conferences & Training	80	3,718	2,000	2,000	2,040	2,081	2,122	2,165	2,208	2,252	2,297
Miscellaneous	8,197	50,834			-	-	-	-	-	-	-
Other Costs Related to Financing	23,028	18,479			-	-	-	-	-	-	-
<b>Total Other Services and Charges</b>	68,681	470,560	207,235	276,179	299,911	363,498	430,171	499,156	578,373	651,387	720,062
<b>Total Operating and Other Expenses</b>	133,154	514,379	315,323	412,221	438,674	505,036	599,330	671,699	754,367	859,639	932,480

## Financial Plans

### SANITARY SEWER FUND

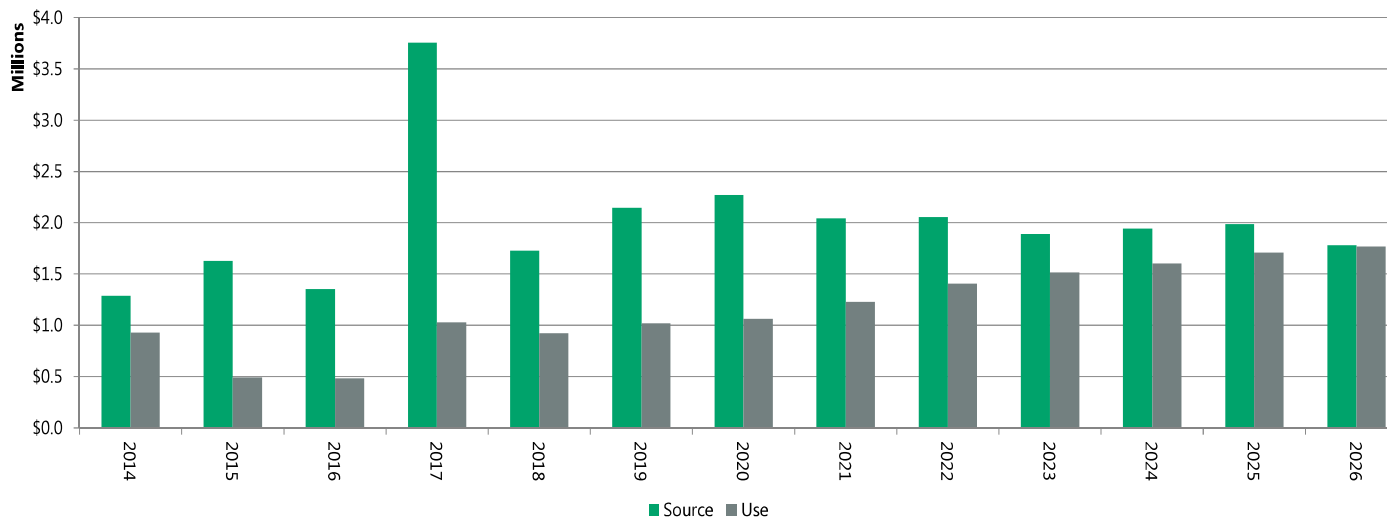
**Chart 9**  
City of Lake Elmo, MN  
Sanitary Sewer Fund  
Year End Cash Balance Projections



Estimated year end cash balance is estimated to increase between years 2018 and 2020 due to development and connections.

The actual year-end cash balance will be impacted by changes in planned capital spending. As projects are implemented, beyond what is included in the CIP, cash balance may be lower than what is estimated in the Plan.

**Chart 10**  
City of Lake Elmo, MN  
Sanitary Sewer Fund  
Difference Between Source and Use of Funds (Change in Net Assets)



The source and use of funds shown in **Chart 10** includes depreciation and capital contributions. The difference between the annual source and use of funds is the change in net assets. The difference comes from the collection of development fees (source of funds) for payment of debt service on outstanding bonds (liability of the fund) and collection of revenue for build-out of the system.

---

## **STORM WATER FUND**

### **Fund Description**

The Storm Water Fund is used to account for the operating and capital improvement costs of the storm water utility system.

### **Background**

The Storm Water Fund is in sound financial condition. Future financial performance will be impacted by the timing of future development of land in the City. Future development will increase the demands on the storm water utility infrastructure and provide opportunity for increased revenue to support the infrastructure and operation of the system.

### **Source of Funds**

There is one major source of fund, the collection of a fixed annual charge for service fee. The City does not charge an availability fee for the storm water utility system. Build out of the system has been paid as part of the developer's project costs.

The annual fee, presently at \$55.00, is assumed to increase annually by \$5.00 per year until 2021, and then by \$10.00 per year. The increases will maintain cash balance sufficient to meet operating and capital needs and to cover debt service. In 2017, the City began paying debt service on bonds issued in 2016.

The City received a developer contribution of \$100,000 (related to the Northport Development) as an escrow contribution, included in the cash balance for the Storm Water Fund as of year-end 2017. The funds are available in the event the storm water pipe installed for the project needs to be moved in a few years when Manning Avenue is ex-

panded. The City anticipates \$60,000 in grants/contributions in 2022 related to a capital project.

Some cities choose to manage storm water utility fees through financing certain capital improvements with tax levy, the City will have the ability in the future to consider what costs, if any, of the storm water utility should be spread over the cities entire tax base.

Interest income is earned on the cash balance and recorded as revenue. The investment earnings rate is estimated to be 0.5% for future years. Any special assessments levied and recorded as revenue to the Storm Water Fund relates to unpaid utility bills and are not related to project costs.

### **Use of Funds**

The use of funds is to pay for the operation of the storm water system, interest and fiscal expense on debt, depreciation, and authorized transfers to other funds that may occur from time to time. Principal payments on bonds supported by the Storm Water Fund result in a reduction of liability for the Fund. Operating expense line item details can be found in **Table K-3** on page 38.

### **Transfers**

The financial plan does not anticipate any future transfers in or out of funds from the Storm Water Fund to other city funds. Presently the City does not charge the utility funds for General Fund overhead but does directly charge the fund for administrative staff time.

### **Balance Sheet Items**

The financial plan includes estimated assets and liabilities for, this includes estimated annual year-end cash balance. **Table K-2** on page 37 provides a detailed summary on estimated change in cash year by year.

## Financial Plans STORM WATER FUND

**Table K-1**  
**City of Lake Elmo, MN**  
**Storm Water Fund**  
**Pro Forma**

	Actual		Projected								
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
<b>Source of Funds</b>											
Charges for service fees	185,858	289,375	262,990	304,946	361,793	455,340	551,922	656,773	761,817	864,639	972,850
Special assessments		-	-	-	-	-	-	-	-	-	-
Intergovernmental	81										
Investment income	15,852	8,247	9,820	6,643	7,949	7,529	7,330	4,405	994	2,071	3,525
Contributions and donations		99,982					60,000				
Miscellaneous (Review Fee Revenue)	27,375	5	5	5	5	5	6	6	6	6	6
<b>Total Source of Funds</b>	<b>229,166</b>	<b>397,609</b>	<b>272,815</b>	<b>311,595</b>	<b>369,747</b>	<b>462,874</b>	<b>619,258</b>	<b>661,184</b>	<b>762,817</b>	<b>866,716</b>	<b>976,381</b>
<b>Use of Funds</b>											
Operating and other expense	106,293	97,627	178,475	205,933	210,052	214,253	230,933	235,552	240,263	259,437	264,626
Interest and fiscal expense	28,047	59,588	58,294	54,500	58,750	83,350	78,350	72,800	67,200	61,400	55,200
Depreciation	15,962	56,299	69,648	69,648	82,523	82,523	99,023	119,023	119,023	119,023	119,023
<b>Total Use of Funds</b>	<b>150,302</b>	<b>213,514</b>	<b>306,417</b>	<b>330,081</b>	<b>351,325</b>	<b>380,126</b>	<b>408,306</b>	<b>427,375</b>	<b>426,486</b>	<b>439,860</b>	<b>438,849</b>
<b>Change in net assets</b>	<b>78,864</b>	<b>184,095</b>	<b>(33,602)</b>	<b>(18,486)</b>	<b>18,422</b>	<b>82,749</b>	<b>210,952</b>	<b>233,809</b>	<b>336,331</b>	<b>426,855</b>	<b>537,532</b>
<i>Prior period adjustment</i>											
<b>Net Position, End of Year</b>	<b>1,414,436</b>	<b>1,598,531</b>	<b>1,564,929</b>	<b>1,546,443</b>	<b>1,564,865</b>	<b>1,647,614</b>	<b>1,858,565</b>	<b>2,092,375</b>	<b>2,428,706</b>	<b>2,855,561</b>	<b>3,393,093</b>
<b>Assets</b>											
Cash and investments	1,945,366	1,963,916	1,328,652	1,589,814	1,505,759	1,466,031	881,005	198,838	414,192	705,070	1,101,625
Due from other funds	23,915	23,915									
Special assessments receivable	14,431	38,545	38,545	38,545	38,545	38,545	38,545	38,545	38,545	38,545	38,545
Other assets	221,944	403,078	403,078	403,078	403,078	403,078	403,078	403,078	403,078	403,078	403,078
Capital assets	2,224,788	2,369,238	2,903,238	2,903,238	3,418,238	3,418,238	4,078,238	4,878,238	4,878,238	4,878,238	4,878,238
<i>Less accumulated depreciation</i>	<i>(118,413)</i>	<i>(174,711)</i>	<i>(244,359)</i>	<i>(314,007)</i>	<i>(396,530)</i>	<i>(479,053)</i>	<i>(578,076)</i>	<i>(697,099)</i>	<i>(816,122)</i>	<i>(935,145)</i>	<i>(1,054,168)</i>
Deferred outflows of resources	9,698	6,379									
<b>Total Assets and Deferred Outflows</b>	<b>4,321,729</b>	<b>4,630,360</b>	<b>4,429,154</b>	<b>4,620,668</b>	<b>4,969,090</b>	<b>4,846,839</b>	<b>4,822,790</b>	<b>4,821,600</b>	<b>4,917,931</b>	<b>5,089,786</b>	<b>5,367,318</b>
<b>Liabilities</b>											
Net Unamortized Prem/Discount	53,817	54,711	49,711	44,711	39,711	34,711	29,711	24,711	19,711	14,711	9,711
Bonds payable	2,770,000	2,925,000	2,765,000	2,980,000	3,315,000	3,115,000	2,885,000	2,655,000	2,420,000	2,170,000	1,915,000
Accounts payable / Other	79,338	49,514	49,514	49,514	49,514	49,514	49,514	49,514	49,514	49,514	49,514
Deferred inflows of resources	4,138	2,604									
<b>Total Liabilities and Deferred Inflows</b>	<b>2,907,293</b>	<b>3,031,829</b>	<b>2,864,225</b>	<b>3,074,225</b>	<b>3,404,225</b>	<b>3,199,225</b>	<b>2,964,225</b>	<b>2,729,225</b>	<b>2,489,225</b>	<b>2,234,225</b>	<b>1,974,225</b>
<b>Total Liabilities and Net Assets</b>	<b>4,321,729</b>	<b>4,630,360</b>	<b>4,429,154</b>	<b>4,620,668</b>	<b>4,969,090</b>	<b>4,846,839</b>	<b>4,822,790</b>	<b>4,821,600</b>	<b>4,917,931</b>	<b>5,089,786</b>	<b>5,367,318</b>

## Financial Plans STORM WATER FUND

**Table K-2**  
**City of Lake Elmo, MN**  
**Storm Water Fund**  
**Year-End Cash Balance**

	Actual		Projected								
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Beginning Cash	446,885	1,945,366	1,963,916	1,328,652	1,589,814	1,505,759	1,466,031	881,005	198,838	414,192	705,070
Plus revenues	229,166	297,626	272,815	311,595	369,747	462,874	559,258	661,184	762,817	866,716	976,381
Plus bond proceeds	2,770,000	155,000	-	390,000	510,000	-	-	-	-	-	-
Plus capital contributions	-	99,982	-	-	-	-	60,000	-	-	-	-
Less acquisition of capital assets	(1,481,250)	(144,450)	(534,000)	-	(515,000)	-	(660,000)	(800,000)	-	-	-
Less principal on debt	-	-	(160,000)	(175,000)	(175,000)	(200,000)	(230,000)	(230,000)	(235,000)	(250,000)	(255,000)
Less interest on debt	(28,047)	(59,588)	(58,294)	(54,500)	(58,750)	(83,350)	(78,350)	(72,800)	(67,200)	(61,400)	(55,200)
Less operating and other costs	(106,293)	(97,627)	(178,475)	(205,933)	(210,052)	(214,253)	(230,933)	(235,552)	(240,263)	(259,437)	(264,626)
Incr/decr in other assets and liabilities	114,905	(232,393)	22,690	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)
<b>Change in cash</b>	<b>1,498,481</b>	<b>18,550</b>	<b>(635,264)</b>	<b>261,162</b>	<b>(84,055)</b>	<b>(39,728)</b>	<b>(585,025)</b>	<b>(682,168)</b>	<b>215,354</b>	<b>290,878</b>	<b>396,555</b>
<b>Ending cash</b>	<b>1,945,366</b>	<b>1,963,916</b>	<b>1,328,652</b>	<b>1,589,814</b>	<b>1,505,759</b>	<b>1,466,031</b>	<b>881,005</b>	<b>198,838</b>	<b>414,192</b>	<b>705,070</b>	<b>1,101,625</b>
<b>Ending Cash Balance by Purpose</b>											
Cash for next year planned capital	1,288,750	155,000	-	15,000	-	600,000	800,000	-	-	-	-
Cash for next year debt service	59,588	218,294	229,500	233,750	283,350	308,350	302,800	302,200	311,400	310,200	303,950
Unrestricted cash	597,028	1,590,622	1,099,152	1,341,064	1,222,409	557,681	(221,795)	(103,362)	102,792	394,870	797,675
<b>Total Ending Cash</b>	<b>1,945,366</b>	<b>1,963,916</b>	<b>1,328,652</b>	<b>1,589,814</b>	<b>1,505,759</b>	<b>1,466,031</b>	<b>881,005</b>	<b>198,838</b>	<b>414,192</b>	<b>705,070</b>	<b>1,101,625</b>
<b>Unrestricted cash as % of operating expenditures</b>	612%	891%	534%	638%	571%	241%	-94%	-43%	40%	149%	296%

Notes:

1. City policy guidelines provide that the City maintain unrestricted cash equal to 50% of operating expenditures (not including depreciation).

## Financial Plans

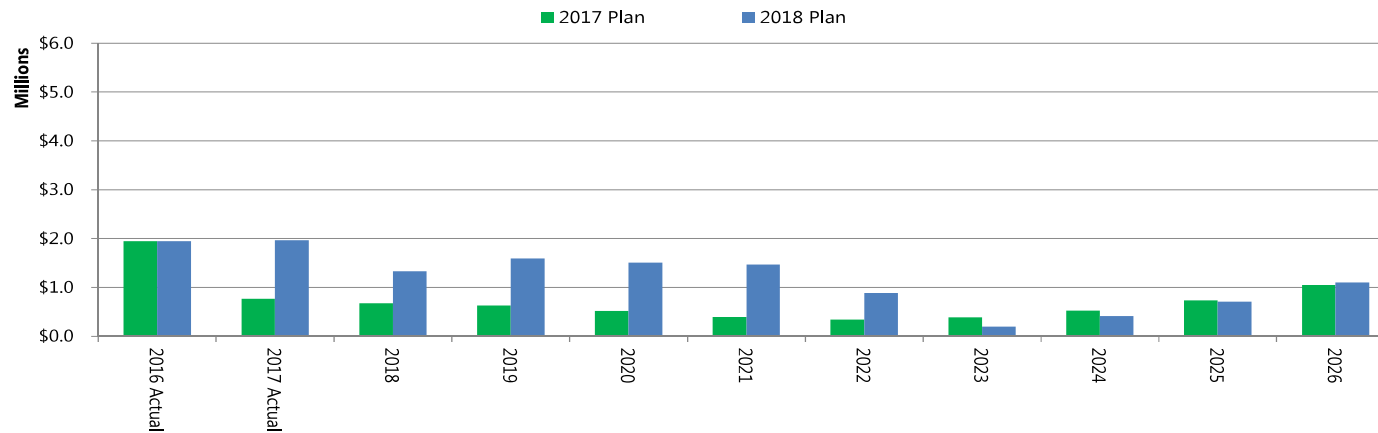
### STORM WATER FUND

**Table K-3**  
**City of Lake Elmo, MN**  
**Storm Water Fund**  
**Operating and Other Expenses (Not Including Depreciation)**

	Actual		Projected								
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
<b>Personnel Services</b>											
Full-time Salaries	20,591	12,962	34,773	54,068	55,149	56,252	57,377	58,525	59,695	60,889	62,107
Allocation of New FTEs			-	-	-	-	12,395	12,643	12,896	27,523	28,074
PERA Contributions	2,408	1,909	2,820	4,055	4,136	4,219	4,303	4,389	4,477	4,567	4,658
FICA Contributions	1,129	790	2,349	4,136	4,219	4,303	4,389	4,477	4,566	4,658	4,751
Medicare Contributions	264	185	497	-	-	-	-	-	-	-	-
Health\Dental Insurance	5,856	5,276	6,806	12,755	13,010	13,270	13,536	13,806	14,083	14,364	14,651
Other Benefits (Life, Disab, Clothes)			53	432	441	449	458	468	477	487	496
Unemployment Benefits	-	-	342	-	-	-	-	-	-	-	-
Workers Compensation	-	1,150	1,626	1,626	1,659	1,692	1,726	1,760	1,795	1,831	1,868
<b>Total Personnel Services</b>	<b>30,248</b>	<b>22,272</b>	<b>49,266</b>	<b>77,072</b>	<b>78,613</b>	<b>80,186</b>	<b>94,185</b>	<b>96,068</b>	<b>97,990</b>	<b>114,319</b>	<b>116,605</b>
<b>Supplies</b>											
Office Supplies	499	428	800	800	816	832	849	866	883	901	919
Fuel, Oil, and Fluids				400	408	416	424	433	442	450	459
Repair/Maint/Maint Supplies	3,972	135	2,000	2,000	2,040	2,081	2,122	2,165	2,208	2,252	2,297
Operating Supplies			1,000	1,000	1,020	1,040	1,061	1,082	1,104	1,126	1,149
Printed Forms		247			-	-	-	-	-	-	-
Other Equipment	-	1,241	4,300	4,300	4,386	4,474	4,563	4,654	4,748	4,842	4,939
<b>Total Supplies</b>	<b>4,471</b>	<b>2,051</b>	<b>8,100</b>	<b>8,500</b>	<b>8,670</b>	<b>8,843</b>	<b>9,020</b>	<b>9,201</b>	<b>9,385</b>	<b>9,572</b>	<b>9,764</b>
<b>Other Services and Charges</b>											
Engineering Services	11,827	6,311	20,000	20,000	20,400	20,808	21,224	21,649	22,082	22,523	22,974
Audit Services				7,987	8,147	8,310	8,476	8,645	8,818	8,995	9,175
Contract Services	2,400	18,116	15,000	6,000	6,120	6,242	6,367	6,495	6,624	6,757	6,892
IT Support	4,067	3,558	15,500	3,668	3,741	3,816	3,893	3,970	4,050	4,131	4,213
IT Hardware				1,000	1,020	1,040	1,061	1,082	1,104	1,126	1,149
Software Programs				3,010	3,070	3,132	3,194	3,258	3,323	3,390	3,458
Telephone				351	358	365	372	380	388	395	403
Credit Card Fees				360	367	375	382	390	397	405	414
Postage	1,800	-	2,000	2,000	2,040	2,081	2,122	2,165	2,208	2,252	2,297
Insurance			5,001	5,751	5,866	5,983	6,103	6,225	6,350	6,477	6,606
Street Sweeping	10,318	20,958	25,000	30,000	30,600	31,212	31,836	32,473	33,122	33,785	34,461
Repairs/Maint Equip			750	1,000	1,020	1,040	1,061	1,082	1,104	1,126	1,149
Repairs/Maint Not Bldg	1,368	-	33,358	33,500	34,170	34,853	35,550	36,261	36,987	37,726	38,481
Equipment Rental			1,000	1,000	1,020	1,040	1,061	1,082	1,104	1,126	1,149
Uniforms				234	239	243	248	253	258	264	269
Miscellaneous Expenses	20,577	21,157	2,000	2,000	2,040	2,081	2,122	2,165	2,208	2,252	2,297
Conferences & Training	2,500	1,875	1,500	2,500	2,550	2,601	2,653	2,706	2,760	2,815	2,872
Other Costs Related to Financing		1,064	-	-	-	-	-	-	-	-	-
Other/adjustments	16,717	265			-	-	-	-	-	-	-
<b>Total Other Services and Charges</b>	<b>71,574</b>	<b>73,304</b>	<b>121,109</b>	<b>120,361</b>	<b>122,768</b>	<b>125,224</b>	<b>127,728</b>	<b>130,283</b>	<b>132,888</b>	<b>135,546</b>	<b>138,257</b>
<b>Total Operating and Other Expenses</b>	<b>106,293</b>	<b>97,627</b>	<b>178,475</b>	<b>205,933</b>	<b>210,052</b>	<b>214,253</b>	<b>230,933</b>	<b>235,552</b>	<b>240,263</b>	<b>259,437</b>	<b>264,626</b>

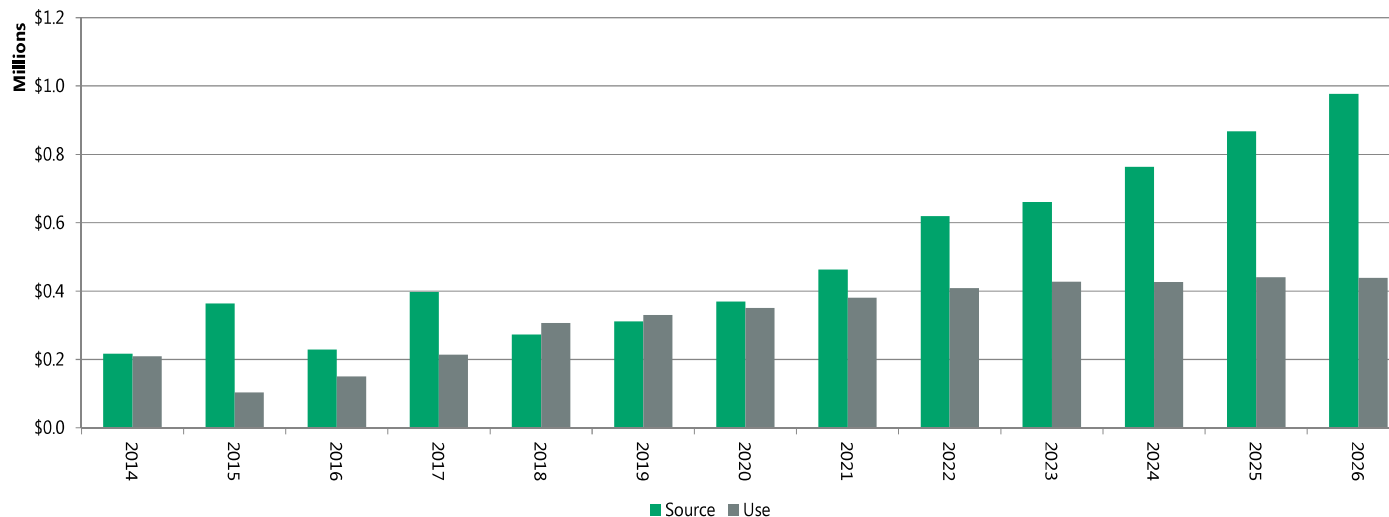
## Financial Plans STORM WATER FUND

**Chart 11**  
**City of Lake Elmo, MN**  
**Storm Water Fund**  
**Year End Cash Balance Projections**



Note: "2017 Actual" year end cash was greater than anticipated in the 2017 Plan. This was due to the actual recorded use of cash for capital project costs being less in the City's 2017 audited financial statements than what was anticipated in the 2017 Plan by \$155,000. Also included in the "2017 Actual" year end cash for the 2018 Plan is the receipt of \$99,982 in developer funds that are to be escrowed.

**Chart 12**  
**City of Lake Elmo, MN**  
**Storm Water Fund**  
**Difference Between Source and Use of Funds (Change in Net Assets)**



Estimated year end cash balance is improved over the prior 2017 Plan. The reason for this comes from a reduction in the planned use of cash for capital projects. Cash balances are expected to be maintained due to a planned annual increase in the storm water fee.

The actual year-end cash balance will be impacted by changes in planned capital spending. As projects are implemented, beyond what is included in the CIP, cash balances may be lower than what is estimated in the Plan.

The source and use of funds shown in **Chart 12** includes depreciation. The difference between the annual source and use of funds is the change in net assets. The difference comes from the collection of charges and payment of debt service on outstanding bonds (liability of the fund).

## APPENDIX A

## City of Lake Elmo, MN

## Example Quarterly Utility Fees Payable by Property Types

	Based on Actual Rates		Projected							
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
<b>Residential Customer</b>										
<i>Gallons of water per month</i>	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000	8,000
Water Bill	\$36	\$37	\$38	\$39	\$41	\$42	\$43	\$44	\$46	\$47
Sanitary Sewer Bill	\$116	\$117	\$118	\$119	\$120	\$121	\$123	\$125	\$128	\$130
Storm Sewer Bill <sup>1</sup>	\$13	\$14	\$15	\$16	\$19	\$21	\$24	\$26	\$29	\$31
Total	\$164	\$167	\$171	\$175	\$179	\$184	\$189	\$196	\$202	\$208
<b>Commercial Customer</b>										
<i>Gallons of water per quarter</i>	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Water Bill	\$196	\$202	\$208	\$214	\$221	\$227	\$234	\$241	\$248	\$256
Sanitary Sewer Bill	\$225	\$227	\$230	\$232	\$234	\$236	\$239	\$244	\$248	\$253
Storm Sewer Bill <sup>1, 2</sup>	\$39	\$42	\$46	\$50	\$58	\$65	\$73	\$81	\$89	\$96
Total	\$459	\$471	\$484	\$496	\$512	\$529	\$546	\$565	\$585	\$605

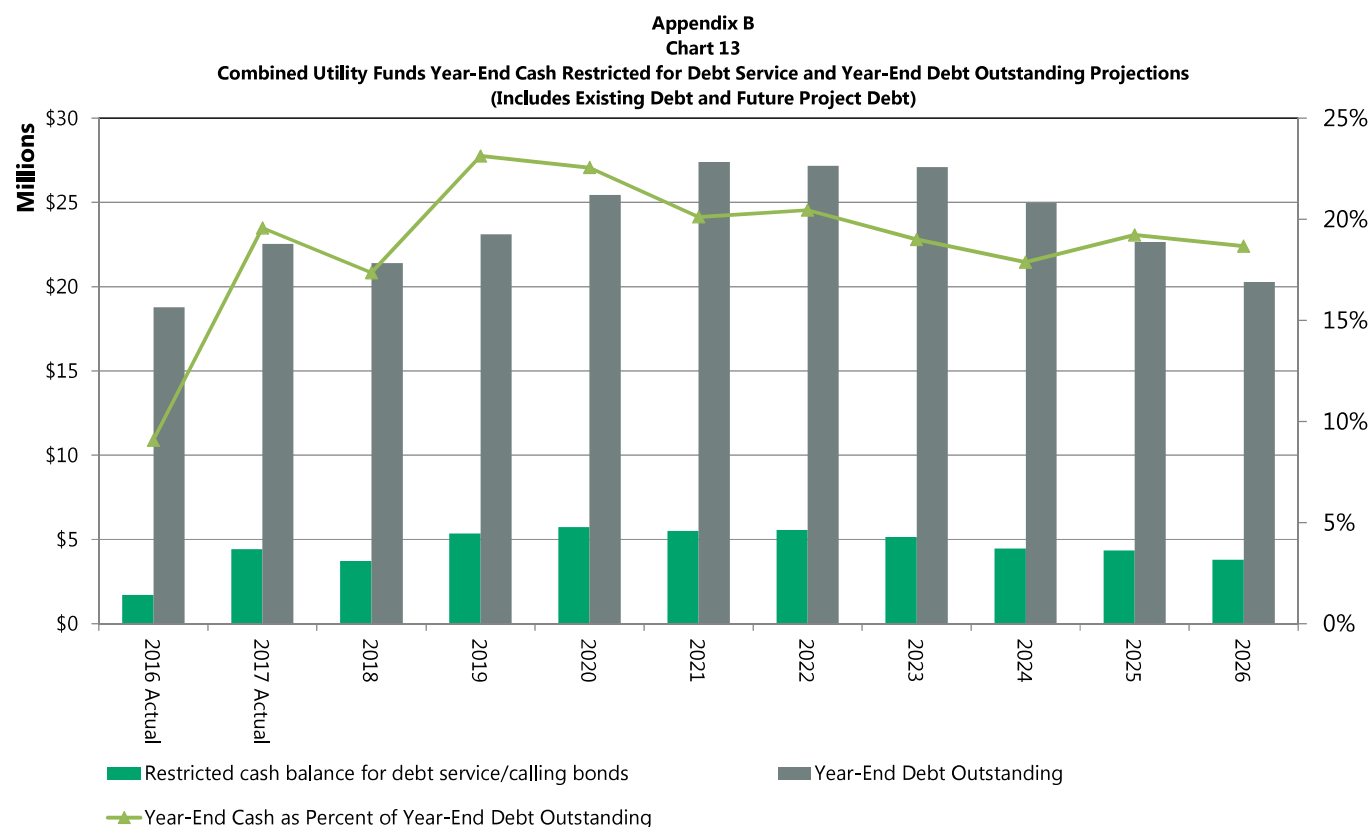
Note:

1. City bills the storm sewer charge on an annual basis. For the purpose of this report it is shown on a quarterly basis.
2. Commercial property is billed at the equivalent of 3.08X of one residential equivalent unit (REU).

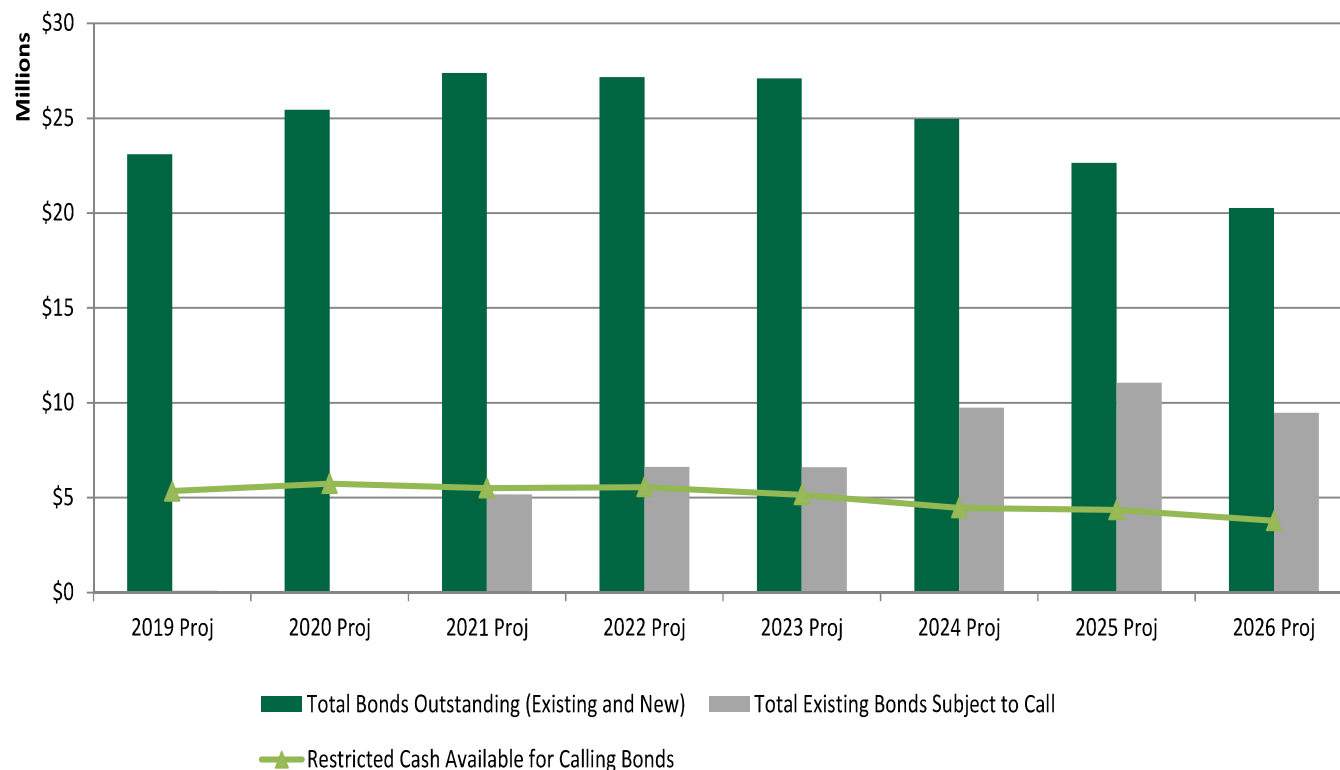
## Appendix

The CIP anticipates the issuance of additional debt in the future to pay for capital improvements. **Chart 13** includes both existing and anticipated issuance of new debt.

The estimated future restricted cash balance for debt service as a percent of year-end debt outstanding will increase as cash increases from the collection of development fees. The cash collected will be used to pay future debt service.



Appendix C  
Chart 14  
Total Bonds Outstanding and Bonds Subject to Call Provision



Note: For purpose of illustration Chart 14 combines all bonds outstanding payable by net revenues (with general obligation pledge) of the Water Fund, Sanitary Sewer Fund, and Storm Water Fund. Restricted cash available for calling bonds is also a combination of cash from these three funds. Before considering the calling of bonds, the City will need to review options, and available cash, on a specific fund basis.

The City may determine in future years to use cash to call bonds outstanding that are subject to an optional redemption provision.

A decision to call bonds with cash will depend on several factors, including future financial performance of the utility funds and the “actual” cash that may be available in the future to call bonds.

The City’s on-going financial management planning will help to inform any future decision to call bonds. See page 13 for more detailed information by bond series on the par amount of bonds subject to a future call date.



Northland Securities, Inc.  
150 South Fifth Street, Suite 3300  
Minneapolis, MN 55402  
(800) 851-2920  
Member NASD and SIPC  
Registered with SEC and MSRB

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

**RESOLUTION NO. 2018-137**

**RESOLUTION ADOPTING 2019 WATER, SEWER AND STORM WATER FUND  
BUDGETS**

**WHEREAS,** The City of Lake Elmo is to approve a resolution setting forth an annual budget for the Water, Sewer and Storm Water Funds; and

**WHEREAS,** the City Council has received the budget document;

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Lake Elmo, that the 2019 Water, Sewer and Storm Water Fund Budgets shall be as follows:

	<b>2019 Water Adopted</b>	<b>2019 Sewer Adopted</b>	<b>2019 Storm Adopted</b>
<b>Fund Revenues:</b>			
Charges for Services	\$ 937,421	\$ 339,840	\$366,354
Connections	1,280,000	1,272,050	-
Special Assessments	108,550	141,799	-
Miscellaneous	90,000	-	-
Interest on Investments	20,000	20,000	7,000
<b>Total Fund Revenues</b>	<b>\$2,435,971</b>	<b>\$1,773,689</b>	<b>\$373,354</b>
<b>Fund Expenses:</b>			
Personnel	\$ 244,033	\$ 119,932	\$ 76,635
Materials and Supplies	192,650	15,600	8,500
Charges and Services	368,678	276,178	118,360
Capital Outlay	358,000	345,000	40,000
Miscellaneous	1,127,041	714,754	232,400
<b>Total Fund Expenses</b>	<b>\$2,290,402</b>	<b>\$1,471,464</b>	<b>\$475,895</b>

ADOPTED, by the Lake Elmo City Council on the 4th day of December, 2018.

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

ATTEST:

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



## STAFF REPORT

DATE: December 4, 2018

**REGULAR**

ITEM #23

**TO:** Honorable Mayor and City Council  
**FROM:** Sue Iverson – Finance Director  
**AGENDA ITEM:** 2019 Fee Schedule  
**REVIEWED BY:** Kristina Handt – City Administrator

---

### **BACKGROUND:**

Annually the City reviews its Fee Schedule and adjusts fees per recommendation from the Finance Committee. The Fee Schedule was last updated on December 5, 2017.

### **ISSUES BEFORE THE CITY COUNCIL:**

- 1) Should the Council adopt the proposed fee schedule?

### **DISCUSSION:**

Staff has reviewed the attached Fee Schedule and the Finance Committee recommends the following changes:

- Increasing the “Returned Check (NSF)” fee from \$25.00 to \$30.00.
- Added the cost for “Water Meters” to the Fee Schedule.
- Added Fee for violation of the Odd/Even Watering Ban as follows:
  - 1<sup>st</sup> violation – warning
  - 2<sup>nd</sup> violation - \$100
  - Each subsequent violation – shall increase by \$100 for the same property owner within the same calendar year up to a max of \$500
- Added delinquent fees on utility accounts to the Fee Schedule.
- Corrected the Departments listed to correlate with the proper department related to expenditures for providing the services.
- Utility rates have increased as shown in the Utility Financial Management Plan.

### **FISCAL IMPACT:**

By adopting the utility rates proposed in the 2019 Fee Schedule, this will be consistent with the long range financial management plan for the utility funds and working to achieve long-term sustainability. Regular review of the plan and utility rates are crucial to achieving the goal of long-term sustainability in the Water, Sewer and Storm Water funds for the City.

### **OPTIONS:**

- 1) Approve the attached Fee Schedule for 2019 as presented.
- 2) Amend and then approve the attached Fee Schedule for 2019 as presented.

**RECOMMENDATION:**

- 1) Approve Ordinance 08-217 adopting the 2019 City of Lake Elmo Fee Schedule.
- 2) Adopt Resolution 2018-138 Authorizing Publication of Ordinance 08-217 By Title and Summary.

**ATTACHMENTS:**

- 1) Ordinance 08-217 amending the 2019 City of Lake Elmo Fee Schedule.
- 2) Resolution 2018-138 Authorizing Publication of Ordinance 08-217 By Title and Summary.
- 3) 2019 City of Lake Elmo Fee Schedule

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

**ORDINANCE NO. 08-217**

**AN ORDINANCE ADOPTING A 2019 FEE SCHEDULE FOR THE CITY OF LAKE  
ELMO**

The City Council of the City of Lake Elmo ordains:

**SECTION I. Schedule Adopted.** The attached fee schedule is hereby adopted.

**SECTION II. Not Codified.** This ordinance is transitory in nature and shall not be codified in the City Code. This ordinance and the fee schedule established hereby shall be placed on file and available for public inspection at City Hall.

**SECTION III. Effect.** The fees set out in the attached fee schedule apply notwithstanding any other fees the City has established which may be inconsistent. Any other fees imposed by the City which do not appear on the attached fee schedule remain in full force and effect.

**SECTION IV. Effective Date.** This ordinance shall become effective for all billings rendered after December 31, 2018, and upon adoption and publication in the official newspaper of the City of Lake Elmo.

**SECTION V. Adoption Date.** This Ordinance No. 08-217 was adopted on this 4th day of December, 2018, by a vote of \_\_\_Ayes and \_\_\_Nays.

**LAKE ELMO CITY COUNCIL**

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

ATTEST:

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

This Ordinance \_\_\_\_\_ was published on the \_\_\_\_\_ day of \_\_\_\_\_, 2018.

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

**RESOLUTION NO. 2018-138**

**RESOLUTION AUTHORIZING PUBLICATION OF ORDINANCE 08-217 BY TITLE  
AND SUMMARY**

**WHEREAS**, the City Council of the City of Lake Elmo has adopted Ordinance No. 08-217, an ordinance amending the City Code of Ordinances by amending the City's provisions related to the City Council; and

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Lake Elmo, that the City Clerk shall cause the following summary of Ordinance No. 08-217 to be published in the official newspaper in lieu of the entire ordinance:

**Public Notice**

The City Council of the City of Lake Elmo has adopted Ordinance No. 08-217, which adopts the City's 2019 Fee Schedule.

The full text of Ordinance No. 08-217 is available for inspection at Lake Elmo city hall during regular business hours.

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

Dated: December 4, 2018.

---

Mike Pearson, Mayor

ATTEST:

---

Julie Johnson, City Clerk

(SEAL)

The motion for the adoption of the foregoing resolution was duly seconded by member

\_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against same:

Whereupon said resolution was declared duly passed and adopted.



## City of Lake Elmo - 2019 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2019 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
Amateur Radio Antenna	\$875.00		Planning
Appeal (to Board of Adjustment and Appeals)	\$250.00		Administration
Bed and Breakfast Permit Fee	\$100.00		Planning
Bee Keeping Permit	\$25.00	Valid for 2 years from issuance	Administration
Building Regulations		* State Sur Charge Collected per MN Statute 326B.148 on all permits	Building
<b>Building Permit Fee Schedule</b>			
<b>Total Valuation</b>			
\$1.00 to \$500.00	\$29.50		Building
\$501.00 to \$2,000.00	\$28.00 for the first \$500.00 plus \$3.70 for each additional \$100.00, or fraction thereof, to and including \$2,000.00.		Building
\$2,001.00 to \$25,000.00	\$83.50 for the first \$2,000.00 + \$16.55 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00.		Building
\$25,001.00 to \$50,000.00	\$464.15 for the first \$25,000.00 + \$12.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.		Building
\$50,001.00 to \$100,000.00	\$764.15 for the first \$50,000.00 + \$8.45 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.		Building
\$100,001.00 to \$500,000.00	\$1,186.65 for the first \$100,000.00 + \$6.75 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.		Building
\$500,001.00 to \$1,000,000.00	\$3,886.65 for the first \$500,000.00 + \$5.50 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.		Building
\$1,000,001.00 and up	\$6,636.65 for the first \$1,000,000.00 + \$4.50 for each additional \$1,000.00, or fraction thereof.		Building
Planning and Zoning Compliance Review and Verification	\$100.00		Planning
Plan Review Fee	65% of building permit fee		Building
Plan review for similar plans	25% of normal building permit fee (MN Rules 1300.0160 subp. 5)		Building
Single Family Decks	Fee based on Valuation		Building
Single Family Residential Basement Finish	Fee Based on Valuation		Building
Swimming Pool In-Ground	\$150.00		Building
Swimming Pool Above-Ground	\$75.00		Building
Reinspection Fee	\$75.00		Building
Inspection outside normal business hours	\$120.00 per hour - 2 hour minimum		Building
Investigation fee - work started without required permit	Equal to permit fee amount		Building
Replace Inspection Record Card	\$25.00		Building



## City of Lake Elmo - 2019 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2019 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
Additional Plan Review required by changes, addendum or revisions to plans	\$75.00 per hour, one hour minimum		Building
Building Demolition - Residential	\$200.00		Building
Building Demolition - Commercial	\$300.00		Building
Fuel Tank Removal (Underground)	\$250.00		Building
Fuel Tank Installation	2% Value of the work		Building
Roofing - Residential	Fee Based on Valuation		Building
Roofing - Commercial	Fee Based on Valuation		Building
Siding - Residential	Fee Based on Valuation		Building
Siding - Commercial	Fee Based on Valuation		Building
Retaining Walls over 4'	Fee Based on Valuation		Building
Commercial Plumbing	\$60.00 per unit, Up to 3 Units or 1.5% Value of work, whichever is greater		Building
Residential Plumbing	\$60.00 per Unit, max fee \$180.00		Building
Sewer Service Installation Inspection	\$60.00		Building
Water Service Installation Inspection	\$60.00		Building
Sewer & Water Service Installation Inspection when completed together	\$60.00		Building
Investigation fee - Plumbing work started without required permit	Equal to permit fee amount		Building
Commercial HVAC	\$60.00 per unit, Up to 3 Units or 1.5% Value of work, whichever is greater		Building
Residential HVAC	\$60.00 per Unit, max fee \$180.00		Building
Fireplace Installation	\$60 per unit		Building
Investigation fee - HVAC work started without required permit	Equal to permit fee amount		Building
Manufactured Home Move In	\$200.00		Building
Manufactured Home Move Out	\$200.00		Building
Moving House or Primary Structure into the City	2% Value of the Work plus security amount determined by the Building Official		Building
Moving Accessory Structure into the City	2% Value of the Work plus security amount determined by the Building Official		Building
Automatic Fire Extinguishing Systems	2% Value, \$100.00 minimum		Building
Investigation fee - Fire Suppression work started without required permit	Equal to permit fee amount		Building
Fire Alarm Systems	2% Value, \$100.00 minimum		Building
Investigation fee - Fire Alarm work started without required permit	Equal to permit fee amount		Building



## City of Lake Elmo - 2019 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2019 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
Annual Retail Consumer Fireworks (retailers only selling fireworks)	\$350.00		Fire
Annual Retail Consumer Fireworks (all other retailers)	\$100.00		Fire
Outdoor Public Fireworks Display	\$150.00		Fire
Residential Day Care Inspections	\$50.00		Building
Residential Adult Care/Foster Care/Adoption Inspections	\$50.00		Building
Escrow Administration Fee	\$100.00		Finance
New Single Family Dwelling Construction Escrow	\$2,000.00		Building
Two or more dwelling units per building Construction Escrow	\$1,000.00 per unit		Building
Commercial/Industrial and Other structures	\$5,000.00 or amount determined by the Building Official		Building
<b>Burning Permit</b>			Fire
Residential	\$45.00		Fire
Commercial	\$80.00		Fire
Illegal Burn	see notes →	Additional fees may be incurred based on Wash. Cty. Chief's fee schedule and # of responding units	Fire
Chicken Keeping Permit	\$25.00	Initial permit expires on 12/31 of 2nd year.	Administration
Comprehensive Plan Amendment	\$1,300.00	Land Use Escrow \$2500	Planning
<b>Conditional Use Permit (CUP)</b>		Wireless Communication Facilities Fee Escrow \$10,000.00.	Planning
New	\$1,050.00	Flood Plain Ordinance Fee Escrow \$500.00 Land Use Escrow \$2500	Planning
Amended	\$500.00		Planning
<b>Contractor License Fees</b>			
Driveway	\$50.00		Administration
Solid Waste Hauler	\$120.00		Administration
<b>Copy Services (Paper/Electronic)</b>			Administration
Copies (B&W)	\$0.25 per page	100 pages or more are charged at actual cost of production	Administration
Copies (Color)	\$0.50 per page	100 pages or more are charged at actual cost of production	Administration
Copies (B&W) 11x17	\$1.00 per page	100 pages or more are charged at actual cost of production	Administration
Copies (Color) 11x17	\$2.00 per page	100 pages or more are charged at actual cost of production	Administration
Data DVD Fee	\$15.00		Administration
GIS Scaled Aerial	\$25.00		Administration
Existing Maps	\$5.00		Administration
Custom (Per Hour Rate)	\$70.00		Administration
Plan Size Maps (Larger than 11x17)	\$15.00		Administration
Development Standards Specs/Details	\$55.00		Administration



## City of Lake Elmo - 2019 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2019 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
Video reproduction	\$10.00		Administration
Culverts in Developments with Rural Section	\$160.00		Administration
Dog License- altered	\$20.00		Administration
Dog License- unaltered	\$25.00		Administration
Dog License- late fee	\$2.50 per month	Maximum \$10	Administration
Service Dog License	No Charge		Administration
Dog - duplicate license or tag	\$1.00		Administration
<b>Dog and Cat Impound fees</b>			
First Impound- Unlicensed Dog	\$60.00	All Impound Fees plus \$20/day Boarding Fee	Administration
First Impound- Licensed Dog	\$42.00		Administration
First Impound- Cat	\$42.00		Administration
Subsequent dog/ cat impound	\$85.00		Administration
<b>Driveway</b>			
Residential - no curb cut on residential street	\$50	\$1,000 security	Planning
Residential - curb cut on residential street	\$100	\$1,000 security	Planning
Residential - curb cut on collector or arterial street	\$150	\$1,000 security	Planning
Residential - second curb cut	additional \$100	\$1,000 security (per curb cut)	Planning
Commercial	\$160.00		Planning
Easement Encroachment	\$100.00	Staff & Recording Fee	Planning
Electronic Fund Withdrawal/Bill Payment	Fee + Trans. Charge		Finance
<b>Environmental Review (EAW/EIS)</b>	\$1,500.00	\$2,500 Land Use escrow	Planning
Village Area AUAR Fee	\$230.00	Per REC Unit. To be charged to development applications that increase the number of REC units above existing conditions within the Village AUAR Area. The fee will be based on the difference between the proposed and existing REC units. Fee to be paid as part of a developer's agreement for larger projects or at the time a building permit is issued for smaller projects. Once paid, the same land will not be charged again.	Planning
<b>Erosion Control</b>			Planning
Re-inspection Fee (portal to portal from City Hall: 1 Hr. min)	\$50.00 per hour	\$5,000.00 Security	Planning
Excavating & Grading ≥ 50 cubic yards, up to 400 cubic yds	\$125.00	Security \$500.00	Planning
Excavating & Grading ≥ 400 cubic yards/acre of site area	\$500.00	\$500.00 fee escrow. Plus Security as Determined by the Planning Department	Engineering
<b>False Alarms (12 Month Period)* (*1-3 no charge)</b>			Fire
Residential			Fire



## City of Lake Elmo - 2019 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2019 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
4-6 False Alarms	\$110.00		Fire
In Excess of 6 False Alarms	\$185.00		Fire
Commercial			Fire
4-6 False Alarms	\$315.00		Fire
In Excess of 6 False Alarms	\$520.00		Fire
Flood Plain District Delineation	\$500.00		Planning
Golf Cart Operation Permit	\$30.00		Planning
<b>Interim Use Permit (IUP)</b>			
Fee	\$1,050.00	\$2,500.00 Escrow	Planning
Renewal	\$300.00		Planning
<b>Liquor License</b>			
Club On-Sale Intoxicating	\$100.00		Administration
On-Sale Intoxicating	\$1,500.00		Administration
Off-Sale Intoxicating	\$200.00		Administration
Off-Sale Non-Intoxicating	\$150.00		Administration
On-Sale Intoxicating- 2nd Building	\$750.00		Administration
On-Sale Non-Intoxicating	\$100.00		Administration
Investigation	\$350.00		Administration
On-Sale Sunday Intoxicating	\$200.00		Administration
Temporary Intoxicating	\$25.00		Administration
Wine	\$300.00		Administration
Lot Line Adjustment	\$325.00	None	Planning
<b>Massage Therapy Premises License</b>			
Application Fee	\$100.00	Fee includes one Therapist	Administration
Investigation Fee	\$100.00		Administration
<b>Massage Therapy Practitioner License</b>			Administration
Application Fee	\$50.00		Administration
Investigation Fee	\$25.00		Administration
Massage Therapy Premises License Renewal	\$50.00	Fee includes one Therapist	Administration
Massage Therapy Practitioner License Renewal	\$25.00		Administration
Massage Therapy License Amendment	\$25.00		Administration
Minor Subdivision	\$525.00	\$1,000.00 escrow	Planning
<b>Park Dedication</b>			
Residential - Up to three lots	\$3,600.00 per lot	Four or more lots per \$153.14	Planning
Commercial	\$4,500.00 per acre		Planning



## City of Lake Elmo - 2019 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2019 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
<b>Parking Lots</b>			
Commercial	\$200.00	\$500 Fee Escrow. Plus Security as Determined by the Planning Department	Planning
<b>Platting</b>			
Sketch Plan Review (Subdivision)	\$500.00	\$3,500 Fee Escrow	Planning
Preliminary Plat (Subdivision)	\$1,850.00	\$10,000 Fee Escrow	Planning
Final Plat (Subdivision)	\$1,250.00	\$8,000 Fee Escrow	Planning
Final Plat (Extension Fee)	\$100.00		Planning
Development Agreement Amendment	\$500.00		Planning
<b>Planned Unit Development</b>			
General Concept Plan	\$1,250.00	\$7,500 Fee Escrow (Waive Subdivision Escrow)	Planning
Development Stage Plan	\$1,850.00	\$10,000 Fee Escrow (Waive Subdivision Escrow)	Planning
Final Plat	\$1,250.00	\$8,000 Fee Escrow (Waive Subdivision Escrow) and (City will retain escrows to reimburse review costs for each stage of Development)	Planning
Private Roads (Permitted only in AG zone)	\$150.00		Planning
Restrictive Soils and Wetland Restoration Protection and Preservation Permit	\$800.00		Planning
Returned Check (NSF)	\$30.00		Finance
<b>Right-of-Way Permit</b>			
Annual Registration	\$200.00	\$5,000 Security	Public Works
Excavation Permit	\$275.00 + \$.60/foot		Public Works
Joint Trench Permit (per lot per utility)	\$275.00 + \$.60/foot		Public Works
Obstruction Permit	\$275.00		Public Works
Small Wireless Permit Fee	\$275.00		Public Works
Permit Extension	\$100.00		Public Works
Delay Penalty (per calendar day)	\$25.00		Public Works
SAC Charge (City) (Sewer Availability Charge)	\$3,000.00	Per REC Unit: collected at time of plat for new lot. This fee may be deferred through special assessment for parcels with existing structures.	Sewer
SAC Charge (Met Council) (Sewer Availability Charge)	\$2,485.00	Per REC Unit: \$2,485 to Met Council at time of connection.	Sewer
Sewer Connection Charge	\$1,000.00	Per REC Unit collected at time of plat for new lot. This fee may be deferred through special assessment for parcels with existing structures.	Sewer
Sewer Lateral Benefit Charge	\$11,600.00	Per REC Unit connecting to a Trunk Sewer Main and that has never been assessed	Sewer



## City of Lake Elmo - 2019 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2019 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
Sewer Base Charge - Residential - Non 201 Off Site	\$53.56 per quarter	Allowance of 10,000 gallons (10 Units) per quarter	Sewer
<b>Sewer Rate</b>	\$4.60/1,000 Gal		Sewer
201 Off-Site Maintenance Fee	\$76.51/unit/quarter		Sewer
Real Estate Searches	\$15.00/Search	For special assessment or utility search	Finance
Signs - Permanent	\$180.00		Planning
<b>Signs - Temporary</b>	\$75.00		Planning
Temporary Renewal	\$25.00		Planning
Re-inspection Fee	\$25.00		Planning
Special Event Permit	\$75.00	City must be listed as additional insured	Administration
<b>Surface Water</b>			
Residential	\$60.00		Storm Water
Non-Residential (Commercial etc.)	\$60.00	Utility rate factor per code	Storm Water
Review Fee	\$142.50	\$82.50 Review/\$60 Storm Water Fund	Storm Water
<b>Vacations (Streets or Easements)</b>			
Easements	\$515.00	\$500 Fee Escrow	Planning
Streets	\$515.00	\$500 Fee Escrow	Planning
<b>Variance</b>	\$750.00	\$500 Fee Escrow	Planning
Shoreland Variance	\$1,500.00	\$500 Fee Escrow	Planning
<b>Utility Delinquent Accounts</b>			
Regular	6% per quarter	Plus \$25.00 or 8%, whichever is greater, if certified to County for collection with taxes	Water
Sewer	6% per quarter	Plus \$25.00 or 8%, whichever is greater, if certified to County for collection with taxes	Sewer
Storm Water	10% per year or \$5 minimum	Plus \$25.00 or 8%, whichever is greater, if certified to County for collection with taxes	Storm Water
Water Availability Charge (WAC)	\$3,000.00	Per REC Unit; collected at time of plat for new lot. This fee may be deferred through special assessment for parcels with existing structures.	Water
Water Connection Charge	\$1,000.00	Per REC Unit, collected at time of plat for new lot. This fee may be deferred through special assessment for parcels with existing structures.	Water
<b>Water Equipment/Set up</b>			
Meter (3/4" or less)	\$360.50	Additional fees apply to larger sized meters.	Water
1" Meter	\$430.00		Water
1 & 1/2" Meter	\$1,040.00		Water



## City of Lake Elmo - 2019 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2019 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
2" Meter	\$1,185.00	Additional fees apply to larger sized meters	Water
3" Meter	\$1,415.00		Water
4" Meter	\$2,530.00		Water
Driveway Curb Stop Lid	\$103.00		Water
Disconnect Service	\$82.40		Water
Reconnect Service	\$82.40		Water
Water Lateral Benefit Charge	\$5,800.00	Per REC Unit connecting to a Trunk Water Main and that has never been assessed	Water
<b>Water Usage</b>			
Residential - Quarterly Base Rate	\$21.22 Base		Water
Residential - Plus Rate per 1,000 Gallons			Water
Plus Rate for 0-15,000 Gallons	\$2.12		Water
Plus Rate for 15,001-30,000 Gallons	\$2.54		Water
Plus Rate for 30,001-50,000 Gallons	\$3.06		Water
Plus Rate for 50,001-80,000 Gallons	\$3.67		Water
Plus Rate for 80,001 + Gallons	\$4.40		Water
<b>Water Usage</b>			
Commercial - Quarterly Rate	\$26.52 Base		Water
Commercial - Plus Rate Per 1,000 Gallons			Water
Plus Rate for 0 - 15,000 Gallons	\$3.30		Water
Plus Rate for 15,001 - 30,000 Gallons	\$3.46		Water
Plus Rate for 30,001 - 50,000 Gallon	\$4.00		Water
Plus Rate for 50,001 - 80,000 Gallons	\$5.31		Water
Plus Rate for 80,001 + Gallons	\$7.04		Water
<b>Water Usage</b>			
Hotel / Motel - Quarterly Rate	\$26.53 Base	For metered non-irrigation (domestic) consumption	Water
Hotel / Motel - Plus Rate Per 1,000 Gallons			Water
Plus Rate for 0 -30,000 Gallons	\$3.30		Water
Plus Rate for 30,001 - 50,000 Gallons	\$3.46		Water
Plus Rate for 50,001 + Gallons	\$4.24		Water
<b>Bulk Water Purchase</b>			
Water from Hydrant	106.09	Plus \$3.36/additional 1,000 gallons	Water
<b>Violation of Odd/Even Watering Ban Penalty</b>	see notes →	<b>1st violation</b> - warning. <b>2nd violation</b> - \$100 . <b>Each subsequent violation</b> shall increase by \$100 for the same property owner within the same calendar year up to a maximum of \$500.	



## City of Lake Elmo - 2019 Fee Schedule

APPLICATION/FEE/PERMIT TYPE	2019 FEE	ADDITIONAL CHARGE, ESCROW or NOTES	DEPARTMENT
Wind Generator	\$850.00	\$2,000 Fee Escrow	Planning
Wireless Communication Permit	\$500.00	\$10,000 Fee Escrow	Planning
Zoning Amendment (Text or Map)	\$1,245.00	\$2,500 Escrow	Planning
Zoning Certification Letter	\$25.00		Planning
<b>Zoning Permit - Certificate of Zoning Compliance</b>			Planning
Accessory Structures < 200 SF	\$75.00		Planning
Fence (less than 6')	\$75.00		Planning
Other	\$75.00		
<b>Definition of Terms</b>			
<i>* <b>Fee Escrow:</b> City will maintain a fee escrow to cover all City review costs. Application fees include all professional fees and expenses incurred by the City.</i>			
<i>** <b>Security:</b> City will retain a security escrow to ensure completion of work as directed by the approved permit/application and compliance with the State Building Code and the City of Lake Elmo Municipal Code.</i>			
Adopted by City Council - 12-4-18			



## **STAFF REPORT**

DATE: December 4, 2018  
#24

**AGENDA ITEM:** 2019-2023 CIP  
**TO:** Mayor and City Council  
**SUBMITTED BY:** Kristina Handt, City Administrator

---

### **BACKGROUND:**

In May staff developed recommendations for updates to the 2019-2023 Capital Improvement Plan (CIP) working in consultation with the Public Safety Committee, Maintenance Advisory Committee and the Parks Commission. Beginning in July, the Finance Committee began reviewing the plan and made a recommendation to the Council at their August meeting.

The Planning Commission held the public hearing in September. There were no members from the public that spoke at the meeting and no written comments received prior to the public hearing. After increasing the priority of some water projects, the Planning Commission passed a motion recommending the 2019-2023 CIP is consistent with the Comprehensive Plan. Staff had no concerns with the change and the draft has been updated to reflect this.

### **ISSUE BEFORE COMMISSION:**

Should the Council adopt the proposed 2019-2023 Capital Improvement Plan?

### **PROPOSAL DETAILS/ANALYSIS:**

A copy of the 2019-2023 CIP is included in your packet. It includes projects that cost at least \$25,000 and have a useful life span of five years or longer. Projects are prioritized and funding sources are identified.

The 2019-2023 CIP includes 73 separate projects with a total estimated cost of about \$52.5 million. These projects include street work, new facilities (city hall and fire station), equipment (fire, public works, parks and utilities), park and trail improvements, and utility infrastructure.

For 2019, the street project (36<sup>th</sup>, 37<sup>th</sup>, 38<sup>th</sup>, 39<sup>th</sup> Innsdale, and Irwin) is still in the draft CIP. Since Council did not approve the ordering of plans for this project at the November 20<sup>th</sup> meeting, it could be removed from the plan. Staff would recommend it be removed and the \$1.755 million planned to be spent on those streets could be redirected to the CSAH 19/Hudson Blvd Traffic Signal Improvements. The CIP includes only \$500,000 in MSA funds for the traffic signal, however very recently we learned that the project cost could be in excess of \$1.8 million. Staff will continue to look at financing options for this project as we move into 2019. They could include MSA funds, general obligation bonds, or grant funds.

### **FISCAL IMPACT:**

The total estimated costs of all the projects is about \$52.5 million. Funding sources are identified for each project with a summary included on page 14.

The park dedication fund is projected to have a balance of approximately \$735,000 at 12/31/18

### **OPTIONS:**

- 1) Approve the 2019-2023 CIP as presented

2) Amend and then Approve the 2019-2023 CIP

**RECOMMENDATION:**

*“Motion to approve the 2019-2023 CIP”*

**ATTACHMENT:**

- Draft 2019-2023 Capital Improvement Plan



**City of Lake Elmo  
Capital Improvement Program  
2019 – 2023**

City Council 12/4/18

## TABLE OF CONTENTS

### Introduction

What is a CIP? .....	1
Scope of the Draft CIP .....	1
Funding Sources.....	2
Project Priorities.....	3

### 2019-2023 CIP Overview

Street Projects .....	4
Project Highlights by Department .....	4

### CIP Reports (Appendix)

Projects Listings.....	7
Projects by Year & Priority .....	10
Funding Source Summary.....	14
Projects by Funding Source 2019-2023 .....	15
Projects by Funding Source 2019-2028 .....	18
Projects & Funding Sources by Department.....	23
Project Detail.....	27

# INTRODUCTION

## What is a CIP?

A Capital Improvement Program, or CIP, is a multi-year (typically 5 years) capital expenditure plan for a city's infrastructure (such as streets, parks and utility systems), vehicles, equipment and public buildings. It identifies the major projects needed and desired by the community, their potential costs and how they would be financed. Including a project in a CIP does not commit the city to that project. The City Council must specifically authorize each one, and the associated funding, before any project may proceed. When the CIP is reviewed (ideally annually, in conjunction with the budgeting process), projects may go forward as planned, advance ahead of schedule, be removed entirely, or new projects may be added, depending upon changes in circumstances and priorities.

The Minnesota Land Planning Act requires that the implementation plan portion of the Comprehensive Plan include a CIP for major infrastructure needs (transportation, wastewater, water supply, parks and open space) for a five-year time period. Cities often expand the scope of their CIPs to include other capital needs (major equipment replacements, for example) and sometimes look beyond the five-year time period, up to 20 years in the future for some projects. Such projects represent more of a "wish-list" that can be evaluated each time the plan is updated.

As a part of the Comprehensive Plan, the CIP has some legal standing. Minnesota Statutes Chapter 473.865 provides that "a local governmental unit shall not adopt any official control or fiscal device which is in conflict with its comprehensive plan." A fiscal device includes a budget or bond issue; so it is important that the plan and CIP be kept-up-to date and in sync with city budgets.

The primary benefit of a CIP is as a financial planning tool to help the city plan for the impact of capital needs on future budgets and property taxes, and to help forecast the need for borrowing to undertake major projects. The information developed as part of the capital planning process can help document the need for various projects and assist the City Council to sort out competing priorities.

## Scope of the CIP

Lake Elmo's CIP includes all capital projects that **cost at least \$25,000 and have a useful life span of five years or longer.** Projects include **all capital needs including major repairs to buildings and equipment purchases and replacements.** Any projects not meeting these parameters would be reviewed as part of the annual operating budget, but would not be included in the CIP.

## Funding Sources

The CIP identifies a possible funding source(s) for each project listed. The various funding sources are as follows:

Debt Service Fund	<i>Projects financed by borrowing, later to be repaid with property taxes, and potentially special assessments depending upon the characteristics of the project.</i>
General Fund	<i>Annual operating budget, primarily funded by property tax revenues.</i>
Park Improvement Fund	<i>Existing City fund, receipts from cash-in-lieu of land park dedication fees paid by developers and others who subdivide their land.</i>
Stormwater Fund	<i>Funds come from fees paid by users of the Stormwater system</i>
Wastewater Fund	<i>Funds come from fees paid by users of the Wastewater System</i>
Water Fund	<i>Funds come from fees paid by users of the Water System</i>
Municipal State Aid (MSA)	<i>State aid funds allocated to the City each year; annual allocation grows as the City grows.</i>

In addition to these sources, it is possible that future projects could be funded from donations, grants, user fees or other sources not listed. The City also has a City Facility Fund that was created during the building of the public works barn. There is no plan to continue contributing to the fund but staff expects to spend the remaining balance in 2018 on the library parking lot and salt shed at public works.

Staff is also proposing the Vehicle Replacement Fund be revived during this planning period. The Vehicle Replacement Fund would allow the city to set aside funds each year in a designated account for the purchase of future vehicles. Staff proposes transferring \$100,000 from fund balance in 2019 to start the fund. In addition, each year funds would be transferred from the General Operating Budgets of the departments consistent with their percentage of vehicle replacement needs in the next ten year period. The allocation would begin with \$75,000 in 2019 and increase by \$25,000 each year until 2024. The 2019 allocation among funds in the General Fund would be \$9,438 for fire, \$50,745 for public works, and \$14,818 for parks.

If Council approves the 2% tax rate increase, 2019 will be the last year the City will need to borrow for vehicle replacements. Given Council direction at the August 28, 2018 work session to plan for a 2% increase in the tax rate, the proposed schedule is included below:

			\$100,000
Year	Revenue	Expense	Balance
2019	\$510,076	\$365,000	\$245,076
2020	\$732,440	\$460,000	\$517,516
2021	\$585,830	\$170,000	\$933,346
2022	\$655,675	\$985,000	\$604,021
2023	\$175,000	\$250,000	\$529,021
2024	\$200,000	\$191,500	\$537,521
2025	\$200,000	\$0	\$737,521
2026	\$325,500	\$35,000	\$1,028,021
2027	\$318,500	\$965,500	\$381,021
2028	\$690,500	\$0	\$1,071,521

Revenue from the sale of equipment is not included in the above table.

### **Project Priorities**

Capital improvement projects should be prioritized in some way so that limited funding can be allocated to those which are most important. This is difficult because the varying nature of the projects and their benefits and objectives are so disparate as to be essentially not comparable. Some public agencies have developed elaborate rating and ranking systems to try to set priorities. Complicated scoring systems may have some disadvantages because they may give a false sense of objectivity or precision to the priority setting process. Others use simpler systems, or simply do not try to compare projects that are like “apples and oranges.” There is no accepted system or “industry standard” for prioritizing projects.

The following system has been utilized by staff:

- 1 Critical or urgent, high-priority projects that should be done if at all possible; a special effort should be made to find sufficient funding for all of the projects in this group.
- 2 Very important, high-priority projects that should be done as funding becomes available.
- 3 Important and worthwhile projects to be considered if funding is available; may be deferred to a subsequent year.
- 4 Less important, low-priority projects; desirable but not essential.
- 5 Future Consideration

## **2019-2023 CIP OVERVIEW**

For 2019 through 2023, the draft CIP includes 73 separate projects (active, pending and new recommendations) with a total estimated cost of \$52,497,916. All cost estimates are preliminary and based on current dollars. No assumptions have been made about inflation. It will be important to refine and update costs when the plan is reviewed, especially for projects in the first year or two of the plan.

Some projects beyond the five-year planning period are also included in the CIP. Most of these projects are replacements for equipment and vehicles (such as fire trucks) which may have a life span of 10, 15 or 20 years and more. The plan may include “pending” projects for which timelines (and in most cases, cost estimates) have not yet been identified. As more information is developed about the need for, cost, and possible funding sources for these projects, they will be included in future CIP updates.

### **Street Projects**

The update includes the following street projects in the CIP:

- PW-013, 36<sup>th</sup>, 37<sup>th</sup>, 38<sup>th</sup>, 39<sup>th</sup>, Irwin and Innsdale streets are planned for reconstruction in 2019 at a revised estimated cost of \$1,755,000.
- PW-026, Reclaim roads in Heritage Farms, Stonegate 2<sup>nd</sup> at a cost of \$1,305,000 in 2020
- PW-027, Reconstruction of roads in Fields of St Croix, Tamarack Farms, and Hamlet on Sunfish Lake and Old Village Phase 5 for \$3,437,500 in 2021.
- PW-029, CSAH 19/Hudson Blvd Signal and Turn Lanes for an estimated \$500,000 has been back to 2019 from 2018.
- PW-030, CSAH 15/30<sup>th</sup> St Signal for \$250,000 in 2023
- PW-034, 15<sup>th</sup> St N (MSA Street) for \$950,000 in 2020
- PW-035, UP RR Crossing-Village Parkway for \$500,000 moved to 2020 from 2019
- PW-036, UP RR Crossing-Private Drive Closure for \$100,000 moved to 2020 from 2019
- PW-037, UP RR Crossing-Klondike Ave for \$250,000 moved to 2020 from 2019
- PW-038, 2022 Street Improvements and Old Village Phase 6 streets, \$2,187,500
- PW-039, 2023 Street Improvements, \$1,867,500 (new)
- PW-051, CSAH 14/CSAH 15 realignment payment in 2019, \$500,000
- PW-052, Ideal Ave (Phase 2) for \$800,000 in 2021 (new)
- PW-053, Ideal Ave (CSAH 13) from CSAH 14 to CSAH 6, costs estimates needed from county for project in 2021 (new)
- PW-057, Manning Phase 3 for \$400,000 in 2023
- PW-058, TH 36/Manning Interchange for \$2 million (very rough estimate) in 2021 (new)
- PW-059, Keats Ave/TH 36 Acceleration Lane for \$70,000 in 2019 and \$710,000 in 2020 if grant received from state (new)

### **Project Highlights by Department**

***Administration/Finance:***

- AF-001, New City Hall, Fire Station and Public Works Improvements, is the only request in this department. The project description has been modified to reflect the recent purchase of the Brookfield building and utilizes the recent cost estimates from Leo A Daly. The project would be split over three years 2020-2022 since the last tenant lease expires in June 2022.

***Fire:***

- F-004, Replace Tender 1 for revised estimated cost of \$425,000 in 2019
- F-005, Replacement of the parking lot at Station 2 for \$87,560 is still pending.
- F-007, Self-Contained Breathing Apparatus (SCBA) replacements for revised estimated cost of \$245,500 in 2019
- F-010, Replace B1 for revised estimated cost of \$60,000 in 2021.
- F-011, Engine E1 replacement for revised estimated cost of \$580,000 in 2022
- F-017, Turnout Gear Replacements for \$60,000 in 2022

***Parks and Recreation:***

- PR-005, Pebble Park Improvements for \$65,000 in 2019 (tennis court paving, two volleyball courts, lighting and security features).
- PR-007, Sunfish Lake Park Improvements for \$120,000 in 2019 for mountain bike trails and \$90,000 in 2021 includes paving hiking trails to meet ADA standards.
- PR-009, Lake Elmo Regional Trail for \$827,316 in 2021 and \$765,600 in 2022. This project would be 75% grant funded and is dependent upon County participation. The City share is estimated at \$398k.
- PR-014, Tri Deck Mower for \$70,000 in 2020
- PR-015, One Ton Truck for \$130,000 in 2022
- PR-017, New or Refurbished Ballfields for \$1 million in 2022.
- PR-018, New Park Development for \$105,000 in 2019 (Village Preserve/Wildflower) \$150,000 in 2020 (Inwood) (new)
- PR-019, Dog Park for \$25,000 in 2023 (new)

***Public Works:***

- Street Projects were mentioned above
- The remaining projects are equipment purchases. The only new equipment purchase from the last CIP is the skid loader (PW-054) for \$65,000 in 2023

***Sewer System:***

- S-003, Sunfish Lake Sewer (Includes Hamlet), for \$250,000 in 2019. This is per an agreement with MPCA
- The City Engineer has proposed doing S-005, Old Village Sewer Extension Phase Five and S-016 Old Village Phase Six combined over a two year period in 2021 and 2022
- S-012, Section 36 Trunk Sewer for \$1,500,000 in 2021
- S-013, Sewer Oversizing for \$295,000 in 2019
- S-017, Old Village Sewer Extension Phase Seven for \$522,500 in 2023

***Storm Water System:***

- SW-001, Phase 2 Regional Drainage Improvements for \$600,000 in 2022 and \$800,000 in 2023. The costs and dates are estimates and will depend upon development.
- SW-002, Phase 3 Regional Drainage Improvements for \$500,000 in 2022. The costs and dates are estimates and will depend upon development.
- SW-003, Kramer Lake Floodplain Study for \$60,000 in 2022 assumes a grant from the watershed district
- SW-004, Surface Water Management Plan (Comp Plan) update for \$40,000 in 2019

***Water System:***

- W-001, 36<sup>th</sup>, 37<sup>th</sup>, 38<sup>th</sup>, 39<sup>th</sup>, Innsdale and Irwin water main for revised estimate of \$1,020,000 in 2019
- W-004, Pressure reduction Station-Hammes Bypass for \$120,000 in 2020
- W-005, Old Village water main Phase Five and Phase 6 (W-025) done combined over two years for revised estimated cost of \$596,750 each year in 2021 and 2022
- W-006, Elevated Storage Tank #3, for revised estimated costs of \$275,000 in 2019 and 3,200,000 in 2020
- W-007, Hammes Estates bypass, for \$120,000 in 2019
- W-008, Village East Trunk Water main, for \$120,000 in 2020
- W-013, Water main Oversizing for \$188,000 in 2019
- W-014, Well & Pump house #5 for \$2,100,000 in 2021
- W-017, Water Main replacement consistent with 2020 Street Replacement for \$725,000 in 2020 assumes funding for water extension to Stonegate is paid for by the state
- W-018, Water Main replacement consistent with 2021 Street Replacement for \$50,000 in 2021.
- W-019, SCADA System Upgrade for revised estimated costs of \$50,000 in 2022
- W-022, Utility Truck for \$70,000 in 2021 with costs split equally amongst water and sewer
- W-023, Water Meter Change out for revised cost of \$50,000 each year in 2019-2022
- W-024, Automated Radio Read System for \$300,000 in 2022
- W-026, Old Village water extension Phase Seven for revised cost estimate of \$253,000 in 2023
- W-027, Pressure Reduction Station-Connection to WT #3 for revised cost estimate of \$132,000 in 2022
- W-028, Blackford Water Extension for \$75,000 in 2020 assumes state funding (new)
- W-029, 31<sup>st</sup> St Water Extension for \$225,000 in 2020 assume state funding (new)
- W-030, water component of 2023 street work. Cost would increase if water extended to Parkview Estates but would only be done if covered by state funds (new)

City of Lake Elmo, Minnesota  
*Capital Improvement Plan - 2019 - 2023*

**PROJECT LISTING**

**Includes Projects from All Years**

---

**Admin/Finance Department**

<u>Status</u>	<u>Project #</u>	<u>Project Name</u>
Active	AF-001	New City Hall, Fire Station, PW Improvements

**Building Department**

<u>Status</u>	<u>Project #</u>	<u>Project Name</u>
Active	B-001	Replacement Inspection Truck

**Fire Department**

<u>Status</u>	<u>Project #</u>	<u>Project Name</u>
Pending	F-005	Replacement of Parking Lot at Station #2
Active	F-001	Rescue Engine E2
Active	F-004	Tender 1
Active	F-007	SCBA Replacements
Active	F-010	B 1
Active	F-011	E1 Engine
Active	F-012	B 2
Active	F-013	T2 Tender/Engine
Active	F-014	Boat and Trailer
Active	F-015	Ranger
Active	F-016	L1 Ladder Truck
Active	F-017	Turnout Gear Replacements

**Parks and Recreation**

<u>Status</u>	<u>Project #</u>	<u>Project Name</u>
Active	PR-001	Manning Trail Updates
Active	PR-002	50th Street Trail
Active	PR-003	Demontreville Park Improvements
Active	PR-004	Lions Park Renovations
Active	PR-005	Pebble Park Improvements
Active	PR-007	Sunfish Lake Park Improvements
Active	PR-009	Lake Elmo Regional Trail
Active	PR-010	Pickup Truck
Active	PR-011	Savona Park
Active	PR-014	Tri-Deck Mower
Active	PR-015	One Ton Truck
Active	PR-016	Cushman
Active	PR-017	New or Refurbished Ballfields
Active	PR-018	New Park Development
New Recommendation	PR-019	Dog Park
New Recommendation	PR-020	Utility Vehicle/Trail Groomer

**Public Works Department**

<u>Status</u>	<u>Project #</u>	<u>Project Name</u>
Active	PW-002	Dump Truck/Plow wing/Sander
Active	PW-004	Loader
Active	PW-006	Tractor
Active	PW-009	Manning Trail Reconstruction CSAH 15
Active	PW-010	Lake Elmo Ave at 5th St Turn Lane

Active	PW-011	2018 Street Improvements
Active	PW-013	2019 Street Improvements
Active	PW-019	PickupTruck
Active	PW-020	Pickup Truck
Active	PW-022	Dump Truck/Plow/Sander
Active	PW-023	Vac Trailer
Active	PW-026	2020 Street Improvements
Active	PW-027	2021 Street Improvements
Active	PW-028	CSAH15/50th Street Temp Signal Imp.
Active	PW-029	CSAH19/Hudson Blvd Signal & Turn Lane
Active	PW-030	CSAH 15/30th Street Signal
Active	PW-031	CSAH 6/Inwood Signal
Active	PW-033	CSAH13 - Ideal Avenue Improvements
Active	PW-034	15th Street North (MSA Street)
Active	PW-035	UP RR Crossing - Village Parkway
Active	PW-036	UP RR Crossing - Private Drive Closure
Active	PW-037	UP RR Crossing: Klondike Ave
Active	PW-038	2022 Street Improvements
Active	PW-039	2023 Street Improvements
Active	PW-040	2024 Street Improvements
Active	PW-041	2025 Street Improvements
Active	PW-042	2026 Street Improvements
Active	PW-043	Service Truck
Active	PW-044	Trac Hoe
Active	PW-045	Tandem Plow Truck
Active	PW-046	Asphalt Roller
Active	PW-047	Dump Truck w/Plow
Active	PW-048	Mini Loader
Active	PW-049	Asphalt Hot Box
Active	PW-050	Dump Truck with Plow
Active	PW-051	CSAH 14/CSAH 15 Realignment
Active	PW-055	2027 Street Improvements
Active	PW-056	2028 Street Improvements
New Recommendation	PW-052	Ideal Ave (CSAH 13) Phase 2
New Recommendation	PW-053	Ideal Ave (CSAH 13) CSAH 14 to CSAH 6
New Recommendation	PW-054	Skidloader
New Recommendation	PW-057	Manning Ave Phase 3
New Recommendation	PW-058	TH 36/Manning Interchange
New Recommendation	PW-059	Keats Ave/TH 36 Acceleration Lane
New Recommendation	PW-060	Pickup w/plow
New Recommendation	PW-061	Pickup
New Recommendation	PW-062	DumpTruck w/plow, sander & underbody
New Recommendation	PW-063	Pickup w/lift gate & plow
New Recommendation	PW-064	Pickup w/lift gate & plow
New Recommendation	PW-065	Dump Truck w/plow, sander & underbody

### Sewer Department

<u>Status</u>	<u>Project #</u>	<u>Project Name</u>
Active	S-003	Sunfish Lake Sewer Extension & Lift Station
Active	S-004	Old Village Sewer Extension Phase 4
Active	S-005	Old Village Sewer Extension Phase 5 & 6
Active	S-007	Utility Vehicle
Active	S-011	Old Village Sewer Extension Phase 3
Active	S-012	Section 36 Trunk Sewer Main
Active	S-013	Sewer Oversizing
Active	S-016	Old Village Sewer Extension Phase 5 & 6
Active	S-017	Old Village Sewer Extension Phase 7

---

**Storm Water Department**

<u>Status</u>	<u>Project #</u>	<u>Project Name</u>
Active	SW-001	Phase 2 Regional Drainage Improvements
Active	SW-002	Phase 3 Regional Drainage Improvements
Active	SW-003	Kramer Lake Floodplain Study
Active	SW-004	Surface Water Management Plan (Comp Plan) update

**Water Department**

<u>Status</u>	<u>Project #</u>	<u>Project Name</u>
Active	W-001	2019 Street Improvement Project - water component
Active	W-003	OV sewer extension phase 4; water component
Active	W-004	Pressure Reduction Valve
Active	W-005	OV Sewer Extension; Phase 5&6; water component
Active	W-006	Elevated Storage Tank #3
Active	W-007	Hammes Estates 12" bypass
Active	W-008	Village East Trunk Watermain
Active	W-009	Utility Vehicle
Active	W-010	Paint Water Tank at PW
Active	W-011	Well #2 Pull and rebuild pump
Active	W-012	Well #4 Pump - Pull and Rebuild
Active	W-013	Watermain Oversizing
Active	W-014	Well & Pumphouse #5
Active	W-015	OV Sewer Extension Phase 3; water component
Active	W-017	2020 Street & Utility Improvements-Water
Active	W-018	2021 Street & Utility Improvements-Water
Active	W-019	SCADA Upgrade
Active	W-022	Utility Truck
Active	W-023	Water Meter Change Out
Active	W-024	Automated Radio Read System
Active	W-025	OV sewer extension phase 6 & 5; water component
Active	W-026	OV sewer extension Phase 7; water component
Active	W-027	Pressure Reduction Station-Connection to WT #3
New Recommendation	W-028	Blackford Water Ext
New Recommendation	W-029	31st St Area Water Extension
New Recommendation	W-030	2023 Street Projects-water component

City of Lake Elmo, Minnesota  
*Capital Improvement Plan - 2019 - 2023*  
**2019 thru 2023**

**PROJECTS BY YEAR & PRIORITY**

Project Name	Department	Project #	Priority	Project Cost
<b>2019</b>				
<b>Priority 1 Critical</b>				
Tender 1	Fire Department	F-004	1	425,000
SCBA Replacements	Fire Department	F-007	1	245,500
Service Truck	Public Works Department	PW-043	1	200,000
Tandem Plow Truck	Public Works Department	PW-045	1	265,000
Elevated Storage Tank #3	Water Department	W-006	1	275,000
Water Meter Change Out	Water Department	W-023	1	50,000
<i>Total for: Priority 1</i>				1,460,500
<b>Priority 3 Important</b>				
Pebble Park Improvements	Parks and Recreation	PR-005	3	65,000
Sunfish Lake Park Improvements	Parks and Recreation	PR-007	3	120,000
2019 Street Improvements	Public Works Department	PW-013	3	1,755,000
CSAH19/Hudson Blvd Signal & Turn Lane	Public Works Department	PW-029	3	500,000
CSAH 14/CSAH 15 Realignment	Public Works Department	PW-051	3	500,000
Keats Ave/TH 36 Acceleration Lane	Public Works Department	PW-059	3	70,000
Sunfish Lake Sewer Extension & Lift Station	Sewer Department	S-003	3	250,000
Sewer Oversizing	Sewer Department	S-013	3	295,000
Surface Water Management Plan (Comp Plan) update	Storm Water Department	SW-004	3	40,000
2019 Street Improvement Project - water component	Water Department	W-001	3	1,020,000
Watermain Oversizing	Water Department	W-013	3	188,000
<i>Total for: Priority 3</i>				4,803,000
<b>Priority 4 Less Important</b>				
New Park Development	Parks and Recreation	PR-018	4	105,000
Hammes Estates 12" bypass	Water Department	W-007	4	120,000
<i>Total for: Priority 4</i>				225,000
<b>Total for 2019</b>				<b>6,488,500</b>

<b>2020</b>				
<b>Priority 1 Critical</b>				
Dump Truck w/Plow	Public Works Department	PW-047	1	240,000
Elevated Storage Tank #3	Water Department	W-006	1	3,200,000
Water Meter Change Out	Water Department	W-023	1	50,000
<i>Total for: Priority 1</i>				3,490,000
<b>Priority 2 Very Important</b>				
New City Hall, Fire Station, PW Improvements	Admin/Finance Department	AF-001	2	1,250,000
UP RR Crossing - Village Parkway	Public Works Department	PW-035	2	500,000
UP RR Crossing - Private Drive Closure	Public Works Department	PW-036	2	100,000
UP RR Crossing: Klondike Ave	Public Works Department	PW-037	2	250,000
Trac Hoe	Public Works Department	PW-044	2	60,000

Project Name	Department	Project #	Priority	Project Cost
Mini Loader	Public Works Department	PW-048	2	120,000
Village East Trunk Watermain	Water Department	W-008	2	132,000
Blackford Water Ext	Water Department	W-028	2	75,000
31st St Area Water Extension	Water Department	W-029	2	225,000
<i>Total for: Priority 2</i>				2,712,000
<b>Priority 3 Important</b>				
Tri-Deck Mower	Parks and Recreation	PR-014	3	70,000
2020 Street Improvements	Public Works Department	PW-026	3	1,305,000
15th Street North (MSA Street)	Public Works Department	PW-034	3	950,000
Keats Ave/TH 36 Acceleration Lane	Public Works Department	PW-059	3	710,000
Pressure Reduction Valve	Water Department	W-004	3	120,000
2020 Street & Utility Improvements-Water	Water Department	W-017	3	725,000
<i>Total for: Priority 3</i>				3,880,000
<b>Priority 4 Less Important</b>				
New Park Development	Parks and Recreation	PR-018	4	150,000
<i>Total for: Priority 4</i>				150,000
<b>Total for 2020</b>				<b>10,232,000</b>

## 2021

<b>Priority 1 Critical</b>				
Well & Pumphouse #5	Water Department	W-014	1	2,100,000
Water Meter Change Out	Water Department	W-023	1	50,000
<i>Total for: Priority 1</i>				2,150,000
<b>Priority 2 Very Important</b>				
New City Hall, Fire Station, PW Improvements	Admin/Finance Department	AF-001	2	4,475,000
Tractor	Public Works Department	PW-006	2	110,000
TH 36/Manning Interchange	Public Works Department	PW-058	2	2,000,000
<i>Total for: Priority 2</i>				6,585,000
<b>Priority 3 Important</b>				
B 1	Fire Department	F-010	3	60,000
Sunfish Lake Park Improvements	Parks and Recreation	PR-007	3	90,000
Lake Elmo Regional Trail	Parks and Recreation	PR-009	3	827,316
2021 Street Improvements	Public Works Department	PW-027	3	3,437,500
Ideal Ave (CSAH 13) Phase 2	Public Works Department	PW-052	3	800,000
Ideal Ave (CSAH 13) CSAH 14 to CSAH 6	Public Works Department	PW-053	3	0
Old Village Sewer Extension Phase 5 & 6	Sewer Department	S-005	3	885,500
Section 36 Trunk Sewer Main	Sewer Department	S-012	3	1,500,000
OV Sewer Extension; Phase 5&6; water component	Water Department	W-005	3	596,750
2021 Street & Utility Improvements-Water	Water Department	W-018	3	50,000
Utility Truck	Water Department	W-022	3	70,000
<i>Total for: Priority 3</i>				8,317,066
<b>Priority 4 Less Important</b>				
Asphalt Hot Box	Public Works Department	PW-049	4	60,000
<i>Total for: Priority 4</i>				60,000
<b>Total for 2021</b>				<b>17,112,066</b>

Project Name	Department	Project #	Priority	Project Cost
<b>2022</b>				
<b>Priority 1 Critical</b>				
E1 Engine	Fire Department	F-011	1	580,000
Turnout Gear Replacements	Fire Department	F-017	1	60,000
New or Refurbished Ballfields	Parks and Recreation	PR-017	1	1,000,000
Dump Truck with Plow	Public Works Department	PW-050	1	245,000
Water Meter Change Out	Water Department	W-023	1	50,000
<b>Total for: Priority 1</b>				<b>1,935,000</b>
<b>Priority 2 Very Important</b>				
New City Hall, Fire Station, PW Improvements	Admin/Finance Department	AF-001	2	5,225,000
SCADA Upgrade	Water Department	W-019	2	50,000
<b>Total for: Priority 2</b>				<b>5,275,000</b>
<b>Priority 3 Important</b>				
Lake Elmo Regional Trail	Parks and Recreation	PR-009	3	765,600
One Ton Truck	Parks and Recreation	PR-015	3	130,000
2022 Street Improvements	Public Works Department	PW-038	3	2,187,500
Old Village Sewer Extension Phase 5 & 6	Sewer Department	S-016	3	885,500
Phase 2 Regional Drainage Improvements	Storm Water Department	SW-001	3	600,000
Phase 3 Regional Drainage Improvements	Storm Water Department	SW-002	3	500,000
Kramer Lake Floodplain Study	Storm Water Department	SW-003	3	60,000
Automated Radio Read System	Water Department	W-024	3	300,000
OV sewer extension phase 6 & 5; water component	Water Department	W-025	3	596,750
<b>Total for: Priority 3</b>				<b>6,025,350</b>
<b>Priority 4 Less Important</b>				
Pickup Truck	Public Works Department	PW-019	4	30,000
<b>Total for: Priority 4</b>				<b>30,000</b>
<b>Total for 2022</b>				<b>13,265,350</b>

<b>2023</b>				
<b>Priority 2 Very Important</b>				
Loader	Public Works Department	PW-004	2	185,000
<b>Total for: Priority 2</b>				<b>185,000</b>
<b>Priority 3 Important</b>				
CSAH 15/30th Street Signal	Public Works Department	PW-030	3	250,000
2023 Street Improvements	Public Works Department	PW-039	3	1,867,500
Skidloader	Public Works Department	PW-054	3	65,000
Manning Ave Phase 3	Public Works Department	PW-057	3	400,000
Old Village Sewer Extension Phase 7	Sewer Department	S-017	3	522,500
Phase 2 Regional Drainage Improvements	Storm Water Department	SW-001	3	800,000
OV sewer extension Phase 7; water component	Water Department	W-026	3	253,000
Pressure Reduction Station-Connection to WT #3	Water Department	W-027	3	132,000
2023 Street Projects-water component	Water Department	W-030	3	100,000
<b>Total for: Priority 3</b>				<b>4,390,000</b>
<b>Priority 4 Less Important</b>				
Dog Park	Parks and Recreation	PR-019	4	25,000
Paint Water Tank at PW	Water Department	W-010	4	800,000
<b>Total for: Priority 4</b>				<b>825,000</b>

Project Name	Department	Project #	Priority	Project Cost
	Total for 2023			5,400,000
GRAND TOTAL				52,497,916

City of Lake Elmo, Minnesota  
*Capital Improvement Plan - 2019 - 2023*  
**2019 thru 2023**

**FUNDING SOURCE SUMMARY**

<b>Source</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>Total</b>
Debt Service	3,970,500	6,105,000	13,294,750	9,994,750	3,067,500	36,432,500
General Fund	70,000		60,000	60,000		190,000
Grants/Donation		2,185,000	2,120,487	1,634,200		5,939,687
Municipal State Aid (MSA)	1,000,000	950,000	1,000,000		250,000	3,200,000
Park Dedication Fund	290,000	150,000	296,829	191,400	25,000	953,229
Sewer Fund	345,000		35,000		522,500	902,500
Storm Water Fund	40,000	15,000				55,000
Vehicle Replacement Fund	365,000	460,000	170,000	985,000	250,000	2,230,000
Water Fund	408,000	367,000	135,000	400,000	1,285,000	2,595,000
<b>GRAND TOTAL</b>	<b>6,488,500</b>	<b>10,232,000</b>	<b>17,112,066</b>	<b>13,265,350</b>	<b>5,400,000</b>	<b>52,497,916</b>

City of Lake Elmo, Minnesota  
*Capital Improvement Plan - 2019 - 2023*  
**2019** thru **2023**

**PROJECTS BY FUNDING SOURCE**

Source	Project #	Priority	2019	2020	2021	2022	2023	Total
<b>Debt Service</b>								
New City Hall, Fire Station, PW Improvements	AF-001	2		1,250,000	4,475,000	5,225,000		10,950,000
Tender 1	F-004	1	425,000					425,000
SCBA Replacements	F-007	1	245,500					245,500
2019 Street Improvements	PW-013	3	1,755,000					1,755,000
2020 Street Improvements	PW-026	3		1,305,000				1,305,000
2021 Street Improvements	PW-027	3			3,437,500			3,437,500
UP RR Crossing - Private Drive Closure	PW-036	2		100,000				100,000
UP RR Crossing: Klondike Ave	PW-037	2		250,000				250,000
2022 Street Improvements	PW-038	3				2,187,500		2,187,500
2023 Street Improvements	PW-039	3					1,867,500	1,867,500
Ideal Ave (CSAH 13) Phase 2	PW-052	3			800,000			800,000
Ideal Ave (CSAH 13) CSAH 14 to CSAH 6	PW-053	3			0			0
Manning Ave Phase 3	PW-057	3					400,000	400,000
TH 36/Manning Interchange	PW-058	2			1,000,000			1,000,000
Sunfish Lake Sewer Extension & Lift Station	S-003	3	250,000					250,000
Old Village Sewer Extension Phase 5 & 6	S-005	3			885,500			885,500
Old Village Sewer Extension Phase 5 & 6	S-016	3				885,500		885,500
Phase 2 Regional Drainage Improvements	SW-001	3				600,000	800,000	1,400,000
Phase 3 Regional Drainage Improvements	SW-002	3				500,000		500,000
2019 Street Improvement Project - water component	W-001	3	1,020,000					1,020,000
OV Sewer Extension; Phase 5&6; water component	W-005	3			596,750			596,750
Elevated Storage Tank #3	W-006	1	275,000	3,200,000				3,475,000
Well & Pumphouse #5	W-014	1			2,100,000			2,100,000
OV sewer extension phase 6 & 5; water component	W-025	3				596,750		596,750
<b>Debt Service Total</b>			<b>3,970,500</b>	<b>6,105,000</b>	<b>13,294,750</b>	<b>9,994,750</b>	<b>3,067,500</b>	<b>36,432,500</b>
<b>General Fund</b>								
Turnout Gear Replacements	F-017	1				60,000		60,000
Asphalt Hot Box	PW-049	4			60,000			60,000
Keats Ave/TH 36 Acceleration Lane	PW-059	3	70,000					70,000
<b>General Fund Total</b>			<b>70,000</b>		<b>60,000</b>	<b>60,000</b>		<b>190,000</b>
<b>Grants/Donation</b>								
Lake Elmo Regional Trail	PR-009	3			620,487	574,200		1,194,687
New or Refurbished Ballfields	PR-017	1				1,000,000		1,000,000
UP RR Crossing - Village Parkway	PW-035	2		500,000				500,000
Keats Ave/TH 36 Acceleration Lane	PW-059	3		710,000				710,000
Section 36 Trunk Sewer Main	S-012	3			1,500,000			1,500,000
Kramer Lake Floodplain Study	SW-003	3				60,000		60,000
2020 Street & Utility Improvements-Water	W-017	3		675,000				675,000
Blackford Water Ext	W-028	2		75,000				75,000

Source	Project #	Priority	2019	2020	2021	2022	2023	Total
31st St Area Water Extension	W-029	2		225,000				225,000
<b>Grants/Donation Total</b>				<b>2,185,000</b>	<b>2,120,487</b>	<b>1,634,200</b>		<b>5,939,687</b>
<b>Municipal Sate Aid (MSA)</b>								
CSAH19/Hudson Blvd Signal & Turn Lane	PW-029	3	500,000					500,000
CSAH 15/30th Street Signal	PW-030	3					250,000	250,000
15th Street North (MSA Street)	PW-034	3		950,000				950,000
CSAH 14/CSAH 15 Realignment	PW-051	3	500,000					500,000
TH 36/Manning Interchange	PW-058	2			1,000,000			1,000,000
<b>Municipal Sate Aid (MSA) Total</b>			<b>1,000,000</b>	<b>950,000</b>	<b>1,000,000</b>		<b>250,000</b>	<b>3,200,000</b>
<b>Park Dedication Fund</b>								
Pebble Park Improvements	PR-005	3	65,000					65,000
Sunfish Lake Park Improvements	PR-007	3	120,000		90,000			210,000
Lake Elmo Regional Trail	PR-009	3			206,829	191,400		398,229
New Park Development	PR-018	4	105,000	150,000				255,000
Dog Park	PR-019	4					25,000	25,000
<b>Park Dedication Fund Total</b>			<b>290,000</b>	<b>150,000</b>	<b>296,829</b>	<b>191,400</b>	<b>25,000</b>	<b>953,229</b>
<b>Sewer Fund</b>								
Service Truck	PW-043	1	50,000					50,000
Sewer Oversizing	S-013	3	295,000					295,000
Old Village Sewer Extension Phase 7	S-017	3					522,500	522,500
Utility Truck	W-022	3			35,000			35,000
<b>Sewer Fund Total</b>			<b>345,000</b>		<b>35,000</b>		<b>522,500</b>	<b>902,500</b>
<b>Storm Water Fund</b>								
Trac Hoe	PW-044	2		15,000				15,000
Surface Water Management Plan (Comp Plan) update	SW-004	3	40,000					40,000
<b>Storm Water Fund Total</b>			<b>40,000</b>	<b>15,000</b>				<b>55,000</b>
<b>Vehicle Replacement Fund</b>								
B 1	F-010	3			60,000			60,000
E1 Engine	F-011	1				580,000		580,000
Tri-Deck Mower	PR-014	3		70,000				70,000
One Ton Truck	PR-015	3				130,000		130,000
Loader	PW-004	2					185,000	185,000
Tractor	PW-006	2			110,000			110,000
Pickup Truck	PW-019	4				30,000		30,000
Service Truck	PW-043	1	100,000					100,000
Trac Hoe	PW-044	2		30,000				30,000
Tandem Plow Truck	PW-045	1	265,000					265,000
Dump Truck w/Plow	PW-047	1		240,000				240,000
Mini Loader	PW-048	2		120,000				120,000
Dump Truck with Plow	PW-050	1				245,000		245,000
Skidloader	PW-054	3					65,000	65,000

Source	Project #	Priority	2019	2020	2021	2022	2023	Total
<b>Vehicle Replacement Fund Total</b>			<b>365,000</b>	<b>460,000</b>	<b>170,000</b>	<b>985,000</b>	<b>250,000</b>	<b>2,230,000</b>
<b>Water Fund</b>								
Service Truck	PW-043	1	50,000					50,000
Trac Hoe	PW-044	2		15,000				15,000
Pressure Reduction Valve	W-004	3		120,000				120,000
Hammes Estates 12" bypass	W-007	4	120,000					120,000
Village East Trunk Watermain	W-008	2		132,000				132,000
Paint Water Tank at PW	W-010	4					800,000	800,000
Watermain Oversizing	W-013	3	188,000					188,000
2020 Street & Utility Improvements-Water	W-017	3		50,000				50,000
2021 Street & Utility Improvements-Water	W-018	3			50,000			50,000
SCADA Upgrade	W-019	2				50,000		50,000
Utility Truck	W-022	3			35,000			35,000
Water Meter Change Out	W-023	1	50,000	50,000	50,000	50,000		200,000
Automated Radio Read System	W-024	3				300,000		300,000
OV sewer extension Phase 7; water component	W-026	3					253,000	253,000
Pressure Reduction Station-Connection to WT #3	W-027	3					132,000	132,000
2023 Street Projects-water component	W-030	3					100,000	100,000
<b>Water Fund Total</b>			<b>408,000</b>	<b>367,000</b>	<b>135,000</b>	<b>400,000</b>	<b>1,285,000</b>	<b>2,595,000</b>
<b>GRAND TOTAL</b>			<b>6,488,500</b>	<b>10,232,000</b>	<b>17,112,066</b>	<b>13,265,350</b>	<b>5,400,000</b>	<b>52,497,916</b>

City of Lake Elmo, Minnesota  
*Capital Improvement Plan - 2019 - 2023*  
**2019 thru 2028**

**PROJECTS BY FUNDING SOURCE**

Source	#	Priority	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Total
<b>Debt Service</b>													
New City Hall, Fire Station, PW Improvements	AF-001	2		1,250,000	4,475,000	5,225,000							10,950,000
Tender 1	F-004	1	425,000										425,000
SCBA Replacements	F-007	1	245,500										245,500
2019 Street Improvements	PW-013	3	1,755,000										1,755,000
2020 Street Improvements	PW-026	3		1,305,000									1,305,000
2021 Street Improvements	PW-027	3			3,437,500								3,437,500
UP RR Crossing - Private Drive Closure	PW-036	2		100,000									100,000
UP RR Crossing: Klondike Ave	PW-037	2		250,000									250,000
2022 Street Improvements	PW-038	3				2,187,500							2,187,500
2023 Street Improvements	PW-039	3					1,867,500						1,867,500
2024 Street Improvements	PW-040	3						1,500,000					1,500,000
2025 Street Improvements	PW-041	3							1,500,000				1,500,000
2026 Street Improvements	PW-042	3								1,500,000			1,500,000
Ideal Ave (CSAH 13) Phase 2	PW-052	3			800,000								800,000
Ideal Ave (CSAH 13) CSAH 14 to CSAH 6	PW-053	3			0								0
2027 Street Improvements	PW-055	3									1,500,000		1,500,000
2028 Street Improvements	PW-056	3										1,500,000	1,500,000
Manning Ave Phase 3	PW-057	3					400,000						400,000
TH 36/Manning Interchange	PW-058	2			1,000,000								1,000,000
Sunfish Lake Sewer Extension & Lift Station	S-003	3	250,000										250,000
Old Village Sewer Extension Phase 5 & 6	S-005	3			885,500								885,500
Old Village Sewer Extension Phase 5 & 6	S-016	3				885,500							885,500
Phase 2 Regional Drainage Improvements	SW-001	3				600,000	800,000						1,400,000

Source	#	Priority	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Total
Phase 3 Regional Drainage Improvements	SW-002	3				500,000							500,000
2019 Street Improvement Project - water component	W-001	3	1,020,000										1,020,000
OV Sewer Extension; Phase 5&6; water component	W-005	3			596,750								596,750
Elevated Storage Tank #3	W-006	1	275,000	3,200,000									3,475,000
Well & Pumphouse #5	W-014	1			2,100,000								2,100,000
OV sewer extension phase 6 & 5; water component	W-025	3				596,750							596,750
<b>Debt Service Total</b>			<b>3,970,500</b>	<b>6,105,000</b>	<b>13,294,750</b>	<b>9,994,750</b>	<b>3,067,500</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>43,932,500</b>
<b>General Fund</b>													
Turnout Gear Replacements	F-017	1				60,000							60,000
Asphalt Hot Box	PW-049	4			60,000								60,000
Keats Ave/TH 36 Acceleration Lane	PW-059	3	70,000										70,000
<b>General Fund Total</b>			<b>70,000</b>		<b>60,000</b>	<b>60,000</b>							<b>190,000</b>
<b>Grants/Donation</b>													
Lake Elmo Regional Trail	PR-009	3			620,487	574,200							1,194,687
New or Refurbished Ballfields	PR-017	1				1,000,000							1,000,000
UP RR Crossing - Village Parkway	PW-035	2		500,000									500,000
Keats Ave/TH 36 Acceleration Lane	PW-059	3		710,000									710,000
Section 36 Trunk Sewer Main	S-012	3			1,500,000								1,500,000
Kramer Lake Floodplain Study	SW-003	3				60,000							60,000
2020 Street & Utility Improvements-Water	W-017	3		675,000									675,000
Blackford Water Ext	W-028	2		75,000									75,000
31st St Area Water Extension	W-029	2		225,000									225,000
<b>Grants/Donation Total</b>				<b>2,185,000</b>	<b>2,120,487</b>	<b>1,634,200</b>							<b>5,939,687</b>
<b>Municipal Sate Aid (MSA)</b>													
CSAH19/Hudson Blvd Signal & Turn Lane	PW-029	3	500,000										500,000
CSAH 15/30th Street Signal	PW-030	3					250,000						250,000
CSAH 6/Inwood Signal	PW-031	3						100,000					100,000
15th Street North (MSA Street)	PW-034	3		950,000									950,000
CSAH 14/CSAH 15 Realignment	PW-051	3	500,000										500,000
TH 36/Manning Interchange	PW-058	2			1,000,000								1,000,000

Source	#	Priority	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Total
<b>Municipal Sate Aid (MSA) Total</b>			<b>1,000,000</b>	<b>950,000</b>	<b>1,000,000</b>		<b>250,000</b>	<b>100,000</b>					<b>3,300,000</b>
<b>Park Dedication Fund</b>													
Pebble Park Improvements	PR-005	3	65,000										65,000
Sunfish Lake Park Improvements	PR-007	3	120,000		90,000								210,000
Lake Elmo Regional Trail	PR-009	3			206,829	191,400							398,229
New Park Development	PR-018	4	105,000	150,000									255,000
Dog Park	PR-019	4					25,000						25,000
<b>Park Dedication Fund Total</b>			<b>290,000</b>	<b>150,000</b>	<b>296,829</b>	<b>191,400</b>	<b>25,000</b>						<b>953,229</b>
<b>Sewer Fund</b>													
Service Truck	PW-043	1	50,000										50,000
Sewer Oversizing	S-013	3	295,000										295,000
Old Village Sewer Extension Phase 7	S-017	3					522,500						522,500
Utility Truck	W-022	3			35,000								35,000
<b>Sewer Fund Total</b>			<b>345,000</b>		<b>35,000</b>		<b>522,500</b>						<b>902,500</b>
<b>Storm Water Fund</b>													
Trac Hoe	PW-044	2		15,000									15,000
Surface Water Management Plan (Comp Plan) update	SW-004	3	40,000										40,000
<b>Storm Water Fund Total</b>			<b>40,000</b>	<b>15,000</b>									<b>55,000</b>
<b>Vehicle Replacement Fund</b>													
B 1	F-010	3			60,000								60,000
E1 Engine	F-011	1				580,000							580,000
B 2	F-012	3						90,000					90,000
T2 Tender/Engine	F-013	4								650,000			650,000
Boat and Trailer	F-014	3								20,000			20,000
Tri-Deck Mower	PR-014	3		70,000									70,000
One Ton Truck	PR-015	3				130,000							130,000
Utility Vehicile/Trail Groomer	PR-020	3						35,500					35,500
Loader	PW-004	2					185,000						185,000
Tractor	PW-006	2			110,000								110,000
PickupTruck	PW-019	4				30,000							30,000
Pickup Truck	PW-020	4						30,000					30,000
Service Truck	PW-043	1	100,000										100,000

Source	#	Priority	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Total
Trac Hoe	PW-044	2		30,000									30,000
Tandem Plow Truck	PW-045	1	265,000										265,000
Dump Truck w/Plow	PW-047	1		240,000									240,000
Mini Loader	PW-048	2		120,000									120,000
Dump Truck with Plow	PW-050	1				245,000							245,000
Skidloader	PW-054	3					65,000						65,000
Pickup w/plow	PW-060	3						36,000					36,000
Pickup	PW-061	3								35,000			35,000
Dump Truck w/plow, sander & underbody	PW-062	3									205,500		205,500
Pickup w/lift gate & plow	PW-063	3									45,000		45,000
Pickup w/lift gate & plow	PW-064	3									45,000		45,000
<b>Vehicle Replacement Fund Total</b>			<b>365,000</b>	<b>460,000</b>	<b>170,000</b>	<b>985,000</b>	<b>250,000</b>	<b>191,500</b>		<b>35,000</b>	<b>965,500</b>		<b>3,422,000</b>

### Water Fund

Service Truck	PW-043	1	50,000										50,000
Trac Hoe	PW-044	2		15,000									15,000
Pressure Reduction Valve	W-004	3		120,000									120,000
Hammes Estates 12" bypass	W-007	4	120,000										120,000
Village East Trunk Watermain	W-008	2		132,000									132,000
Paint Water Tank at PW	W-010	4					800,000						800,000
Well #4 Pump - Pull and Rebuild	W-012	3							35,000				35,000
Watermain Oversizing	W-013	3	188,000					119,000					307,000
2020 Street & Utility Improvements-Water	W-017	3		50,000									50,000
2021 Street & Utility Improvements-Water	W-018	3			50,000								50,000
SCADA Upgrade	W-019	2				50,000							50,000
Utility Truck	W-022	3			35,000								35,000
Water Meter Change Out	W-023	1	50,000	50,000	50,000	50,000							200,000
Automated Radio Read System	W-024	3				300,000							300,000
OV sewer extension Phase 7; water component	W-026	3					253,000						253,000
Pressure Reduction Station-Connection to WT #3	W-027	3					132,000						132,000
2023 Street Projects-water component	W-030	3					100,000						100,000
<b>Water Fund Total</b>			<b>408,000</b>	<b>367,000</b>	<b>135,000</b>	<b>400,000</b>	<b>1,285,000</b>	<b>119,000</b>	<b>35,000</b>				<b>2,749,000</b>

Source	#	Priority	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Total
	GRAND TOTAL		6,488,500	10,232,000	17,112,066	13,265,350	5,400,000	1,910,500	1,535,000	1,535,000	2,465,500	1,500,000	61,443,916

City of Lake Elmo, Minnesota  
*Capital Improvement Plan - 2019 - 2023*  
**2019 thru 2023**

**PROJECTS & FUNDING SOURCES BY DEPARTMENT**

Department	Project #	Priority	2019	2020	2021	2022	2023	Total
<b>Admin/Finance Department</b>								
New City Hall, Fire Station, PW Improvements	AF-001	2		1,250,000	4,475,000	5,225,000		10,950,000
Debt Service				1,250,000	4,475,000	5,225,000		10,950,000
Admin/Finance Department Total				1,250,000	4,475,000	5,225,000		10,950,000
<b>Fire Department</b>								
Tender 1	F-004	1	425,000					425,000
Debt Service			425,000					425,000
SCBA Replacements	F-007	1	245,500					245,500
Debt Service			245,500					245,500
B 1	F-010	3			60,000			60,000
Vehicle Replacement Fund					60,000			60,000
E1 Engine	F-011	1				580,000		580,000
Vehicle Replacement Fund						580,000		580,000
Turnout Gear Replacements	F-017	1				60,000		60,000
General Fund						60,000		60,000
Fire Department Total			670,500		60,000	640,000		1,370,500
<b>Parks and Recreation</b>								
Pebble Park Improvements	PR-005	3	65,000					65,000
Park Dedication Fund			65,000					65,000
Sunfish Lake Park Improvements	PR-007	3	120,000		90,000			210,000
Park Dedication Fund			120,000		90,000			210,000
Lake Elmo Regional Trail	PR-009	3			827,316	765,600		1,592,916
Grants/Donation					620,487	574,200		1,194,687
Park Dedication Fund					206,829	191,400		398,229
Tri-Deck Mower	PR-014	3		70,000				70,000
Vehicle Replacement Fund				70,000				70,000
One Ton Truck	PR-015	3				130,000		130,000
Vehicle Replacement Fund						130,000		130,000
New or Refurbished Ballfields	PR-017	1				1,000,000		1,000,000
Grants/Donation						1,000,000		1,000,000
New Park Development	PR-018	4	105,000	150,000				255,000
Park Dedication Fund			105,000	150,000				255,000
Dog Park	PR-019	4					25,000	25,000
Park Dedication Fund							25,000	25,000
Parks and Recreation Total			290,000	220,000	917,316	1,895,600	25,000	3,347,916
<b>Public Works Department</b>								
Loader	PW-004	2					185,000	185,000
Vehicle Replacement Fund							185,000	185,000
Tractor	PW-006	2			110,000			110,000

Department	Project #	Priority	2019	2020	2021	2022	2023	Total
<i>Vehicle Replacement Fund</i>					110,000			110,000
2019 Street Improvements	PW-013	3	1,755,000					1,755,000
<i>Debt Service</i>			1,755,000					1,755,000
Pickup Truck	PW-019	4				30,000		30,000
<i>Vehicle Replacement Fund</i>						30,000		30,000
2020 Street Improvements	PW-026	3		1,305,000				1,305,000
<i>Debt Service</i>				1,305,000				1,305,000
2021 Street Improvements	PW-027	3			3,437,500			3,437,500
<i>Debt Service</i>					3,437,500			3,437,500
CSAH 19/Hudson Blvd Signal & Turn Lane	PW-029	3	500,000					500,000
<i>Municipal Sate Aid (MSA)</i>			500,000					500,000
CSAH 15/30th Street Signal	PW-030	3					250,000	250,000
<i>Municipal Sate Aid (MSA)</i>							250,000	250,000
15th Street North (MSA Street)	PW-034	3		950,000				950,000
<i>Municipal Sate Aid (MSA)</i>				950,000				950,000
UP RR Crossing - Village Parkway	PW-035	2		500,000				500,000
<i>Grants/Donation</i>				500,000				500,000
UP RR Crossing - Private Drive Closure	PW-036	2		100,000				100,000
<i>Debt Service</i>				100,000				100,000
UP RR Crossing: Klondike Ave	PW-037	2		250,000				250,000
<i>Debt Service</i>				250,000				250,000
2022 Street Improvements	PW-038	3				2,187,500		2,187,500
<i>Debt Service</i>						2,187,500		2,187,500
2023 Street Improvements	PW-039	3					1,867,500	1,867,500
<i>Debt Service</i>							1,867,500	1,867,500
Service Truck	PW-043	1	200,000					200,000
<i>Sewer Fund</i>			50,000					50,000
<i>Vehicle Replacement Fund</i>			100,000					100,000
<i>Water Fund</i>			50,000					50,000
Trac Hoe	PW-044	2		60,000				60,000
<i>Storm Water Fund</i>				15,000				15,000
<i>Vehicle Replacement Fund</i>				30,000				30,000
<i>Water Fund</i>				15,000				15,000
Tandem Plow Truck	PW-045	1	265,000					265,000
<i>Vehicle Replacement Fund</i>			265,000					265,000
Dump Truck w/Plow	PW-047	1		240,000				240,000
<i>Vehicle Replacement Fund</i>				240,000				240,000
Mini Loader	PW-048	2		120,000				120,000
<i>Vehicle Replacement Fund</i>				120,000				120,000
Asphalt Hot Box	PW-049	4			60,000			60,000
<i>General Fund</i>					60,000			60,000
Dump Truck with Plow	PW-050	1				245,000		245,000
<i>Vehicle Replacement Fund</i>						245,000		245,000
CSAH 14/CSAH 15 Realignment	PW-051	3	500,000					500,000
<i>Municipal Sate Aid (MSA)</i>			500,000					500,000
Ideal Ave (CSAH 13) Phase 2	PW-052	3			800,000			800,000
<i>Debt Service</i>					800,000			800,000
Ideal Ave (CSAH 13) CSAH 14 to CSAH 6	PW-053	3			0			0
<i>Debt Service</i>					0			0
Skidloader	PW-054	3					65,000	65,000
<i>Vehicle Replacement Fund</i>							65,000	65,000
Manning Ave Phase 3	PW-057	3					400,000	400,000
<i>Debt Service</i>							400,000	400,000
TH 36/Manning Interchange	PW-058	2			2,000,000			2,000,000
<i>Debt Service</i>					1,000,000			1,000,000

Department	Project #	Priority	2019	2020	2021	2022	2023	Total
<i>Municipal State Aid (MSA)</i>					1,000,000			1,000,000
Keats Ave/TH 36 Acceleration Lane	PW-059	3	70,000	710,000				780,000
<i>General Fund</i>			70,000					70,000
<i>Grants/Donation</i>				710,000				710,000
<b>Public Works Department Total</b>			<b>3,290,000</b>	<b>4,235,000</b>	<b>6,407,500</b>	<b>2,462,500</b>	<b>2,767,500</b>	<b>19,162,500</b>

### Sewer Department

Sunfish Lake Sewer Extension & Lift Station	S-003	3	250,000					250,000
<i>Debt Service</i>			250,000					250,000
Old Village Sewer Extension Phase 5 & 6	S-005	3			885,500			885,500
<i>Debt Service</i>					885,500			885,500
Section 36 Trunk Sewer Main	S-012	3			1,500,000			1,500,000
<i>Grants/Donation</i>					1,500,000			1,500,000
Sewer Oversizing	S-013	3	295,000					295,000
<i>Sewer Fund</i>			295,000					295,000
Old Village Sewer Extension Phase 5 & 6	S-016	3				885,500		885,500
<i>Debt Service</i>						885,500		885,500
Old Village Sewer Extension Phase 7	S-017	3					522,500	522,500
<i>Sewer Fund</i>							522,500	522,500
<b>Sewer Department Total</b>			<b>545,000</b>		<b>2,385,500</b>	<b>885,500</b>	<b>522,500</b>	<b>4,338,500</b>

### Storm Water Department

Phase 2 Regional Drainage Improvements	SW-001	3				600,000	800,000	1,400,000
<i>Debt Service</i>						600,000	800,000	1,400,000
Phase 3 Regional Drainage Improvements	SW-002	3				500,000		500,000
<i>Debt Service</i>						500,000		500,000
Kramer Lake Floodplain Study	SW-003	3				60,000		60,000
<i>Grants/Donation</i>						60,000		60,000
Surface Water Management Plan (Comp Plan) update	SW-004	3	40,000					40,000
<i>Storm Water Fund</i>			40,000					40,000
<b>Storm Water Department Total</b>			<b>40,000</b>			<b>1,160,000</b>	<b>800,000</b>	<b>2,000,000</b>

### Water Department

2019 Street Improvement Project - water component	W-001	3	1,020,000					1,020,000
<i>Debt Service</i>			1,020,000					1,020,000
Pressure Reduction Valve	W-004	3		120,000				120,000
<i>Water Fund</i>				120,000				120,000
OV Sewer Extension; Phase 5&6; water component	W-005	3			596,750			596,750
<i>Debt Service</i>					596,750			596,750
Elevated Storage Tank #3	W-006	1	275,000	3,200,000				3,475,000
<i>Debt Service</i>			275,000	3,200,000				3,475,000
Hammes Estates 12" bypass	W-007	4	120,000					120,000
<i>Water Fund</i>			120,000					120,000
Village East Trunk Watermain	W-008	2		132,000				132,000
<i>Water Fund</i>				132,000				132,000
Paint Water Tank at PW	W-010	4					800,000	800,000
<i>Water Fund</i>							800,000	800,000
Watermain Oversizing	W-013	3	188,000					188,000
<i>Water Fund</i>			188,000					188,000
Well & Pump house #5	W-014	1			2,100,000			2,100,000
<i>Debt Service</i>					2,100,000			2,100,000
2020 Street & Utility Improvements-Water	W-017	3		725,000				725,000

Department	Project #	Priority	2019	2020	2021	2022	2023	Total
<i>Grants/Donation</i>				675,000				675,000
<i>Water Fund</i>				50,000				50,000
2021 Street & Utility Improvements-Water	W-018	3			50,000			50,000
<i>Water Fund</i>					50,000			50,000
SCADA Upgrade	W-019	2				50,000		50,000
<i>Water Fund</i>						50,000		50,000
Utility Truck	W-022	3			70,000			70,000
<i>Sewer Fund</i>					35,000			35,000
<i>Water Fund</i>					35,000			35,000
Water Meter Change Out	W-023	1	50,000	50,000	50,000	50,000		200,000
<i>Water Fund</i>			50,000	50,000	50,000	50,000		200,000
Automated Radio Read System	W-024	3				300,000		300,000
<i>Water Fund</i>						300,000		300,000
OV sewer extension phase 6 & 5; water component	W-025	3				596,750		596,750
<i>Debt Service</i>						596,750		596,750
OV sewer extension Phase 7; water component	W-026	3					253,000	253,000
<i>Water Fund</i>							253,000	253,000
Pressure Reduction Station-Connection to WT #3	W-027	3					132,000	132,000
<i>Water Fund</i>							132,000	132,000
Blackford Water Ext	W-028	2		75,000				75,000
<i>Grants/Donation</i>				75,000				75,000
31st St Area Water Extension	W-029	2		225,000				225,000
<i>Grants/Donation</i>				225,000				225,000
2023 Street Projects-water component	W-030	3					100,000	100,000
<i>Water Fund</i>							100,000	100,000
<b>Water Department Total</b>			<b>1,653,000</b>	<b>4,527,000</b>	<b>2,866,750</b>	<b>996,750</b>	<b>1,285,000</b>	<b>11,328,500</b>
<b>GRAND TOTAL</b>			<b>6,488,500</b>	<b>10,232,000</b>	<b>17,112,066</b>	<b>13,265,350</b>	<b>5,400,000</b>	<b>52,497,916</b>

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Admin/Finance Department

Contact City Administrator

Project # AF-001  
Project Name New City Hall, Fire Station, PW Improvements

Type Improvement

Useful Life 40 years

Category Buildings

Priority 2 Very Important

Status Active

Total Project Cost: \$11,215,000

## Description

New City Facilities

1. Space Needs Study in 2017 including fire station and public works needs
2. cost estimates from BKV Space Needs Study dated November 21, 2017 for public works improvements
3. cost estimates for new fire station/city hall from Leo A Dlay study April 4, 2018 (\$10.2m)
4. Public Works Improvements to existing facility
  - \$250,000 in 2018 for larger salt shed
  - \$500,000 in 2020 for office addition
  - \$250,000 in 2021 for yard improvements
5. New City Hall/Fire Station 2020-2022

## Justification

Would allow all staff (except public works) to be at one site, community meeting rooms, updated council chambers. Locate single fire station in more central location with better access to main roads. Brookfield lease was \$33k per year and increasing. Brookfield office building and land purchased in 2018

Lease expirations:

4- month to month with 60-90 day notice

1-annual 12/31/18

1-3/31/20

1-12/31/20

1-12/31/21

1-6/30/22

\*relocation costs: personal propoerty moving costs and reestablishment costs

Expenditures	2019	2020	2021	2022	2023	Total
Planning/Design		750,000				750,000
Construction/Maintenance		500,000	4,475,000	5,225,000		10,200,000
<b>Total</b>		<b>1,250,000</b>	<b>4,475,000</b>	<b>5,225,000</b>		<b>10,950,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Debt Service		1,250,000	4,475,000	5,225,000		10,950,000
<b>Total</b>		<b>1,250,000</b>	<b>4,475,000</b>	<b>5,225,000</b>		<b>10,950,000</b>

## Budget Impact/Other

Borrowing split over multiple years. 50% of funds borrowed must be spent within 12 months.

Debt payments to be split amongst General Fund (80%), Water (10%) and Sewer (10%)

2020: degisn and preconstruction costs of new city hall/fire station (\$750,000); public works office addition (\$500,000)

2021: council chambers and fire apparatus bay additions (\$4,225,000) and public works yard impr (\$250,000)

2022: remodel of Brookfield and repurchase from EDA (\$5,225,000)

costs are based off of 2019 build estimates and do not include construction inflation of 3-4%

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Fire Department

Contact Fire Chief

Type Equipment

Useful Life 20 years

Category Vehicles

Priority 1 Critical

Status Active

Total Project Cost: \$925,000

Project # F-004

Project Name Tender 1

## Description

Replacement of 1987 Tender that was refurbished in 2004.

## Justification

End of Useful Life

Priority for providing service in non-hydrant areas

Expenditures	2019	2020	2021	2022	2023	Total
Equip/Vehicles/Furnishings	425,000					425,000
<b>Total</b>	<b>425,000</b>					<b>425,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Debt Service	425,000					425,000
<b>Total</b>	<b>425,000</b>					<b>425,000</b>

## Budget Impact/Other

None.

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Fire Department

Contact Fire Chief

Type Equipment

Useful Life 15 years

Category Equipment: Fire Equip

Priority 1 Critical

Status Active

Total Project Cost: \$245,500

Project # F-007

Project Name SCBA Replacements

## Description

Replacement of Self Contained Breathing Apparatus (SCBA) 25, plus 2-RIT packs

Repairs done in Sept 2014 to extend the life of the SCBA's by 5 years.

Only option now is to replace.

## Justification

End of Useful Life, NFPA requirement

Expenditures	2019	2020	2021	2022	2023	Total
Equip/Vehicles/Furnishings	245,500					245,500
<b>Total</b>	<b>245,500</b>					<b>245,500</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Debt Service	245,500					245,500
<b>Total</b>	<b>245,500</b>					<b>245,500</b>

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Fire Department

Contact Fire Chief

Type Equipment

Useful Life 15 years

Category Vehicles

Priority 3 Important

Status Active

Total Project Cost: \$135,000

Project # F-010

Project Name B 1

## Description

Replace 2001 B1  
brush/grass rig=F350 w/markings and lighting

## Justification

End of Useful Life  
Replaces 2001 F-350

Expenditures	2019	2020	2021	2022	2023	Total
Equip/Vehicles/Furnishings			60,000			60,000
<b>Total</b>			<b>60,000</b>			<b>60,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Vehicle Replacement Fund			60,000			60,000
<b>Total</b>			<b>60,000</b>			<b>60,000</b>

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Fire Department

Contact Fire Chief

Type Equipment

Useful Life 25 years

Category Vehicles

Priority 1 Critical

Status Active

Total Project Cost: \$580,000

Project # F-011

Project Name E1 Engine

## Description

Replacement of 1997 Engine that was refurbished in 2007

## Justification

End of Useful Life

May not be needed if in one station, depending on staffing and pumping capacity

Expenditures	2019	2020	2021	2022	2023	Total
Equip/Vehicles/Furnishings				580,000		580,000
<b>Total</b>				<b>580,000</b>		<b>580,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Vehicle Replacement Fund				580,000		580,000
<b>Total</b>				<b>580,000</b>		<b>580,000</b>

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Fire Department

Contact Fire Chief

Type Maintenance

Useful Life

Category Equipment: Fire Equip

Priority 1 Critical

Status Active

Total Project Cost: \$60,000

Project # F-017

Project Name Turnout Gear Replacements

## Description

Replacement of 24 sets of turnout gear

## Justification

End of useful life

Expenditures	2019	2020	2021	2022	2023	Total
Equip/Vehicles/Furnishings				60,000		60,000
Total				60,000		60,000

Funding Sources	2019	2020	2021	2022	2023	Total
General Fund				60,000		60,000
Total				60,000		60,000

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Parks and Recreation

Contact City Administrator

Type Improvement

Useful Life

Category Park Improvements

Priority 3 Important

Status Active

Total Project Cost: \$65,000

Project # PR-005

Project Name Pebble Park Improvements

## Description

Phase 1 Improvements were completed in 2016 which included a new shelter.

Phase 2 (2019) Improvements would include paving the parking area, development of two volleyball courts and lighting and security features. Resurfacing of tennis courts and basketball court.

Cost estimates:

Volleyball Courts estimate is \$10,000

Lighting and Security Features: \$15,000

Court resurfacing: \$40,000

## Justification

Feedback from park user survey in 2013

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance	65,000					65,000
<b>Total</b>	<b>65,000</b>					<b>65,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Park Dedication Fund	65,000					65,000
<b>Total</b>	<b>65,000</b>					<b>65,000</b>

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Parks and Recreation

Contact City Administrator

Type Improvement

Useful Life

Category Park Improvements

Priority 3 Important

Status Active

Total Project Cost: \$210,000

Project # PR-007

Project Name Sunfish Lake Park Improvements

## Description

(2019)

Development of 5 miles of mountain biking trails at \$24,000 per mile per Trail Source

(2021)

Paving of trails

Cost estimate:

Improve trails to ADA standards in Area 2 (prairie area): \$90,000 for 6 foot wide asphalt 1 mile trail

## Justification

Explore Mt biking at direction of Council (10/17)

ADA trails consistent with Development Guide for Sunfish Lake Park as approved by MN Land Trust

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance	120,000		90,000			210,000
<b>Total</b>	<b>120,000</b>		<b>90,000</b>			<b>210,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Park Dedication Fund	120,000		90,000			210,000
<b>Total</b>	<b>120,000</b>		<b>90,000</b>			<b>210,000</b>

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Parks and Recreation

Contact City Administrator

Type Improvement

Useful Life

Category Park Improvements

Priority 3 Important

Status Active

Total Project Cost: \$1,592,916

Project # PR-009

Project Name Lake Elmo Regional Trail

## Description

Regional east west trail through Lake Elmo

Phase 1: (\$827,316-construction only, no land)

Connect to existing Oakdale trail at Stillwater Blvd and Helmo/Ideal Ave

Travel through Tablyn Park to Lake Elmo Park Reserve (LEPR)

Pass through LEPR-provide exit point to Sunfish Lake Park

Continue down Hwy5/CSAH 14 right of way to Gorman's-connect to existing trail

Phase 2: (\$765,600-construction only, no land)

Lake Elmo to Stillwater Senior High

## Justification

Trail would address the following community needs:

-Deliver students safely to school

-Bring people to our downtown

-Bring people to our parks

-Provide safe recreation

-Trail Diversity-Provide feel of Lake Elmo

-Omit need to bike down Hwy 5/CSAH 14

-Compatibility with public grant opportunities

-Compatibility with private funding opportunities

Feasibility of land acquisition

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance			827,316	765,600		1,592,916
<b>Total</b>			<b>827,316</b>	<b>765,600</b>		<b>1,592,916</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Grants/Donation			620,487	574,200		1,194,687
Park Dedication Fund			206,829	191,400		398,229
<b>Total</b>			<b>827,316</b>	<b>765,600</b>		<b>1,592,916</b>

## Budget Impact/Other

Additional trails to maintain-labor and materials

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Parks and Recreation

Contact Public Works Director

Type Equipment

Useful Life

Category Vehicles

Priority 3 Important

Status Active

Total Project Cost: \$70,000

Project # PR-014

Project Name Tri-Deck Mower

## Description

Tri-Deck 10ft mower replaces 2002 model

## Justification

End of Useful Life

Expenditures	2019	2020	2021	2022	2023	Total
Equip/Vehicles/Furnishings		70,000				70,000
Total		70,000				70,000

Funding Sources	2019	2020	2021	2022	2023	Total
Vehicle Replacement Fund		70,000				70,000
Total		70,000				70,000

## Budget Impact/Other

lease options available

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Parks and Recreation

Contact Public Works Director

Type Equipment

Useful Life

Category Vehicles

Priority 3 Important

Status Active

Total Project Cost: \$130,000

Project # PR-015

Project Name One Ton Truck

## Description

One ton hook truck replaces 2009 vehicle. Truck will have interchangeable boxes and flat beds for multiple uses.

## Justification

End of Useful life

Expenditures	2019	2020	2021	2022	2023	Total
Equip/Vehicles/Furnishings				130,000		130,000
<b>Total</b>				<b>130,000</b>		<b>130,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Vehicle Replacement Fund				130,000		130,000
<b>Total</b>				<b>130,000</b>		<b>130,000</b>

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Parks and Recreation

Contact City Administrator

Type Improvement

Useful Life 40 years

Category Park Improvements

Priority 1 Critical

Status Active

Total Project Cost: \$1,000,000

Project # PR-017

Project Name New or Refurbished Ballfields

## Description

New ballfields to be constructed or refurbished after Tartan ball fields are no longer used by the public

## Justification

Replacement of some of the fields at Tartan Park lost to development of Royal Oaks Golf Course Community

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance				1,000,000		1,000,000
<b>Total</b>				<b>1,000,000</b>		<b>1,000,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Grants/Donation				1,000,000		1,000,000
<b>Total</b>				<b>1,000,000</b>		<b>1,000,000</b>

## Budget Impact/Other

Funding to be provided from developer in development agreement with Royal Golf. Funds to be used for acquisition of land, if necessary, and buildidngor refurbishing of (a) new ballfield(s).

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Parks and Recreation

Contact City Administrator

Type Improvement

Useful Life 40 years

Category Park Improvements

Priority 4 Less Important

Status Active

Total Project Cost: \$255,000

Project # PR-018

Project Name New Park Development

## Description

New park to be developed in the Wildflower/Village Preserve area in 2019 and in Inwood in 2020

## Justification

Areas identified during development as a park search area to provide recreational opportunities to new residents.

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance	105,000	150,000				255,000
<b>Total</b>	<b>105,000</b>	<b>150,000</b>				<b>255,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Park Dedication Fund	105,000	150,000				255,000
<b>Total</b>	<b>105,000</b>	<b>150,000</b>				<b>255,000</b>

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Parks and Recreation

Contact Public Works Director

Type Improvement

Useful Life 25 years

Category Park Improvements

Priority 4 Less Important

Status New Recommendation

Total Project Cost: \$25,000

Project # PR-019

Project Name Dog Park

## Description

Parks commission recommended the search and planning for a dog park somewhere near the denser developments

Improvements would be minimal such as fencing

## Justification

Residents on small lots in denser developments need a place to take their dogs for exercise.

By providing a dog park those who let their dogs run off leash in other parks can be redirected

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance					25,000	25,000
Total					25,000	25,000

Funding Sources	2019	2020	2021	2022	2023	Total
Park Dedication Fund					25,000	25,000
Total					25,000	25,000

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Public Works Director

Project # PW-004

Project Name Loader

Type Equipment

Useful Life 15 years

Category Vehicles

Priority 2 Very Important

Status Active

Total Project Cost: \$185,000

## Description

Replace 1999 loader

## Justification

End of Useful Life

Expenditures	2019	2020	2021	2022	2023	Total
Equip/Vehicles/Furnishings					185,000	185,000
Total					185,000	185,000

Funding Sources	2019	2020	2021	2022	2023	Total
Vehicle Replacement Fund					185,000	185,000
Total					185,000	185,000

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Public Works Director

Project # PW-006

Project Name Tractor

Type Equipment

Useful Life 15 years

Category Vehicles

Priority 2 Very Important

Status Active

Total Project Cost: \$110,000

## Description

Replace 2004 Tractor

Cost include all ditch and mowing attachments

Additional cost for snowblower (\$30k included in total)

## Justification

End of Useful Life

Expenditures	2019	2020	2021	2022	2023	Total
Equip/Vehicles/Furnishings			110,000			110,000
<b>Total</b>			<b>110,000</b>			<b>110,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Vehicle Replacement Fund			110,000			110,000
<b>Total</b>			<b>110,000</b>			<b>110,000</b>

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Engineer

Type Improvement

Useful Life 25 years

Category Street Construction

Priority 3 Important

Status Active

Total Project Cost: \$1,755,000

Project # PW-013

Project Name 2019 Street Improvements

## Description

36th, 37th St, 38th, 39th, Innsdale, Irwin

## Justification

Annual street improvements per Engineering program/recommendation

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance	1,755,000					1,755,000
<b>Total</b>	<b>1,755,000</b>					<b>1,755,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Debt Service	1,755,000					1,755,000
<b>Total</b>	<b>1,755,000</b>					<b>1,755,000</b>

## Budget Impact/Other

\$526,500 assessment revenue

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Public Works Director

Project # PW-019  
Project Name PickupTruck

Type Equipment

Useful Life 10 years

Category Vehicles

Priority 4 Less Important

Status Active

Total Project Cost: \$30,000

## Description

Replacement for 2012 F250

End of usefull life (7 years)

## Justification

Replacement for 2012 F250

End of useful life

Expenditures	2019	2020	2021	2022	2023	Total
Equip/Vehicles/Furnishings				30,000		30,000
Total				30,000		30,000

Funding Sources	2019	2020	2021	2022	2023	Total
Vehicle Replacement Fund				30,000		30,000
Total				30,000		30,000

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Engineer

Type Improvement

Useful Life 25 years

Category Street Reconstruction

Priority 3 Important

Status Active

Total Project Cost: \$1,305,000

Project # PW-026

Project Name 2020 Street Improvements

## Description

Reconstruction of roads in Heritage Farms, Stonegate 2nd

## Justification

Per pavement management plan reviewed by Engineer and Public Works Director

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance		1,305,000				1,305,000
<b>Total</b>		<b>1,305,000</b>				<b>1,305,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Debt Service		1,305,000				1,305,000
<b>Total</b>		<b>1,305,000</b>				<b>1,305,000</b>

## Budget Impact/Other

\$391,500 assessment revenue

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Engineer

Type Improvement

Useful Life 25 years

Category Street Reconstruction

Priority 3 Important

Status Active

Total Project Cost: \$3,437,500

Project # PW-027

Project Name 2021 Street Improvements

## Description

\$2,200,000 Fields of St. Croix 2, Tamarack Farms & Hamlet on Sunfish Lake Street Improvements.  
\$1,237,500 for Ov Phase 5 & 6 (completed in 2 years)

## Justification

Per pavement management plan reviewed by Engineer and Public Works Director

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance			3,437,500			3,437,500
<b>Total</b>			<b>3,437,500</b>			<b>3,437,500</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Debt Service			3,437,500			3,437,500
<b>Total</b>			<b>3,437,500</b>			<b>3,437,500</b>

## Budget Impact/Other

\$660,000 assessment revenue

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Engineer

Type Improvement

Useful Life 25 years

Category Street Reconstruction

Priority 3 Important

Status Active

Total Project Cost: \$500,000

Project # PW-029

Project Name CSAH19/Hudson Blvd Signal & Turn Lane

## Description

CSAH 19/Hudson Blvd Signal and Turn Lane Improvements

## Justification

Traffic levels warrant a stop light per study completed by Washington County

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance	500,000					500,000
<b>Total</b>	<b>500,000</b>					<b>500,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Municipal State Aid (MSA)	500,000					500,000
<b>Total</b>	<b>500,000</b>					<b>500,000</b>

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Engineer

Type Maintenance

Useful Life 25 years

Category Street Construction

Priority 3 Important

Status Active

Total Project Cost: \$250,000

Project # PW-030

Project Name CSAH 15/30th Street Signal

## Description

CSAH 15/30th Street signal improvements. May be stand alone project or with CSAH 15 Phase 3

## Justification

Improvement needed due to increase of traffic  
Washington County study

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance					250,000	250,000
Total					250,000	250,000

Funding Sources	2019	2020	2021	2022	2023	Total
Municipal State Aid (MSA)					250,000	250,000
Total					250,000	250,000

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Engineer

Type Improvement

Useful Life 25 years

Category Street Reconstruction

Priority 3 Important

Status Active

Total Project Cost: \$950,000

Project # PW-034

Project Name 15th Street North (MSA Street)

## Description

15th Street reconstruction

## Justification

Significant patching made in 2018 to extend road life a couple years.  
Recon needed per pavement management plan reviewed by Engineer and Public Works Director

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance		950,000				950,000
Total		950,000				950,000

Funding Sources	2019	2020	2021	2022	2023	Total
Municipal State Aid (MSA)		950,000				950,000
Total		950,000				950,000

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Engineer

Type Improvement

Useful Life 40 years

Category Street Construction

Priority 2 Very Important

Status Active

Total Project Cost: \$500,000

Project # PW-035

Project Name UP RR Crossing - Village Parkway

## Description

UP RR Crossing - Village Parkway

## Justification

To allow connectivity between developing neighborhoods north and south of the tracks

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance		500,000				500,000
Total		500,000				500,000

Funding Sources	2019	2020	2021	2022	2023	Total
Grants/Donation		500,000				500,000
Total		500,000				500,000

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Engineer

Type Improvement

Useful Life 40 years

Category Unassigned

Priority 2 Very Important

Status Active

Total Project Cost: \$100,000

Project # PW-036

Project Name UP RR Crossing - Private Drive Closure

## Description

UP RR Crossing - Private driveway closure required for Village Parkway Crossing

## Justification

Railroad requirement in order to get new crossing at Village Parkway

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance		100,000				100,000
Total		100,000				100,000

Funding Sources	2019	2020	2021	2022	2023	Total
Debt Service		100,000				100,000
Total		100,000				100,000

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Engineer

Type Unassigned

Useful Life 40 years

Category Street Construction

Priority 2 Very Important

Status Active

Total Project Cost: \$250,000

Project # PW-037

Project Name UP RR Crossing: Klondike Ave

## Description

UP RR Crossing - Klondike - upgraded crossing to include light and gates

## Justification

Railroad requirement in order to build new crossing at Village Parkway

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance		250,000				250,000
<b>Total</b>		<b>250,000</b>				<b>250,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Debt Service		250,000				250,000
<b>Total</b>		<b>250,000</b>				<b>250,000</b>

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Engineer

Project # PW-038

Project Name 2022 Street Improvements

Type Improvement

Useful Life 25 years

Category Street Reconstruction

Priority 3 Important

Status Active

Total Project Cost: \$2,187,500

## Description

Annual Street Improvements- Fields of St Croix and Irish Court: \$950,000

And \$1,237,500 for OV 5 & 6 (Over 2 years)

## Justification

Annual street improvements per Engineering recommendation

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance				2,187,500		2,187,500
Total				2,187,500		2,187,500

Funding Sources	2019	2020	2021	2022	2023	Total
Debt Service				2,187,500		2,187,500
Total				2,187,500		2,187,500

## Budget Impact/Other

\$285,000 assessment revenue

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Engineer

Type Improvement

Useful Life 25 years

Category Street Reconstruction

Priority 3 Important

Status Active

Total Project Cost: \$1,867,500

Project # PW-039

Project Name 2023 Street Improvements

## Description

Annual Street Improvements

\$1.4 million-Tana Ridge, Parkview Estates, Beaut Crest  
\$467,500-Old Village Phase 7 (Legion Ave N)

## Justification

Annual street improvements per Engineering recommendation

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance					1,867,500	1,867,500
<b>Total</b>					<b>1,867,500</b>	<b>1,867,500</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Debt Service					1,867,500	1,867,500
<b>Total</b>					<b>1,867,500</b>	<b>1,867,500</b>

## Budget Impact/Other

\$420,000 assessment revenue

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

## City of Lake Elmo, Minnesota

Department Public Works Department

Contact Public Works Director

Project # PW-043  
Project Name Service Truck

Type Equipment

Useful Life

Category Vehicles

Priority 1 Critical

Status Active

Total Project Cost: \$200,000

### Description

truck will be multi-function with boom for tree trimming and other high work, crane for pulling lift station pumps, air compressor and tools for street sign work, line of tools and equipment to make fleet field repairs

### Justification

New vehicle to improve efficiencies in dept due to multiple functions

Expenditures	2019	2020	2021	2022	2023	Total
Equip/Vehicles/Furnishings	200,000					200,000
<b>Total</b>	<b>200,000</b>					<b>200,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Sewer Fund	50,000					50,000
Vehicle Replacement Fund	100,000					100,000
Water Fund	50,000					50,000
<b>Total</b>	<b>200,000</b>					<b>200,000</b>

### Budget Impact/Other

\$200,000 total cost split equally amongst water (W-020), sewer (S-014), streets and parks (PR-012)

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Public Works Director

Type Equipment

Useful Life

Category Vehicles

Priority 2 Very Important

Status Active

Total Project Cost: \$60,000

Project # PW-044

Project Name Trac Hoe

## Description

Replace 2006 Case Backhoe with a more maneuverable unit.

## Justification

End of Useful Life

Expenditures	2019	2020	2021	2022	2023	Total
Equip/Vehicles/Furnishings		60,000				60,000
<b>Total</b>		<b>60,000</b>				<b>60,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Storm Water Fund		15,000				15,000
Vehicle Replacement Fund		30,000				30,000
Water Fund		15,000				15,000
<b>Total</b>		<b>60,000</b>				<b>60,000</b>

## Budget Impact/Other

\$60,000 total cost split equally amongst water (W-021), stormwater (SW-006), streets and parks (PR-013)

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Public Works Director

Type Equipment

Useful Life

Category Vehicles

Priority 1 Critical

Status Active

Total Project Cost: \$265,000

Project # PW-045

Project Name Tandem Plow Truck

## Description

Plow will replace a 2000 model year that has mech problems due to a past accident. A larger truck is needed due to growth and increased traffic on 5th St/Hudson Blvd. Will also be utilized in larger OP developments in the north side of city. Larger truck of this size is capable of carrying more salt so it can stay on routes longer w/out returning to refill.

## Justification

End of Useful life and increase in lane miles

Expenditures	2019	2020	2021	2022	2023	Total
Equip/Vehicles/Furnishings	265,000					265,000
<b>Total</b>	<b>265,000</b>					<b>265,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Vehicle Replacement Fund	265,000					265,000
<b>Total</b>	<b>265,000</b>					<b>265,000</b>

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Public Works Director

Type Equipment

Useful Life

Category Vehicles

Priority 1 Critical

Status Active

Total Project Cost: \$240,000

Project # PW-047

Project Name Dump Truck w/Plow

## Description

Single Axel plow truck to replace 1998 model

## Justification

End of Useful Life

Expenditures	2019	2020	2021	2022	2023	Total
Equip/Vehicles/Furnishings		240,000				240,000
<b>Total</b>		<b>240,000</b>				<b>240,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Vehicle Replacement Fund		240,000				240,000
<b>Total</b>		<b>240,000</b>				<b>240,000</b>

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Public Works Director

Type Equipment

Useful Life

Category Equipment: PW Equip

Priority 2 Very Important

Status Active

Total Project Cost: \$120,000

Project # PW-048

Project Name Mini Loader

## Description

Mini loader to replace 2006 Case Back Hoe with a more manuverable unit. Will be outfitted with a plow for cul de sacs and other narrow streets.

## Justification

End of Useful Life

Expenditures	2019	2020	2021	2022	2023	Total
Equip/Vehicles/Furnishings		120,000				120,000
Total		120,000				120,000

Funding Sources	2019	2020	2021	2022	2023	Total
Vehicle Replacement Fund		120,000				120,000
Total		120,000				120,000

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Public Works Director

Type Equipment

Useful Life

Category Equipment: PW Equip

Priority 4 Less Important

Status Active

Total Project Cost: \$60,000

Project # PW-049

Project Name Asphalt Hot Box

## Description

Slide in unit for dump truck. Will replace a trailer hot box and utilize a single axel dump truck during the summer months

## Justification

End of Useful Life

Expenditures	2019	2020	2021	2022	2023	Total
Equip/Vehicles/Furnishings			60,000			60,000
Total			60,000			60,000

Funding Sources	2019	2020	2021	2022	2023	Total
General Fund			60,000			60,000
Total			60,000			60,000

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Public Works Director

Type Equipment

Useful Life

Category Vehicles

Priority 1 Critical

Status Active

Total Project Cost: \$245,000

Project # PW-050

Project Name Dump Truck with Plow

## Description

Replace 2006 model

## Justification

End of Useful Life

Expenditures	2019	2020	2021	2022	2023	Total
Equip/Vehicles/Furnishings				245,000		245,000
Total				245,000		245,000

Funding Sources	2019	2020	2021	2022	2023	Total
Vehicle Replacement Fund				245,000		245,000
Total				245,000		245,000

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Engineer

Project # PW-051

Project Name CSAH 14/CSAH 15 Realignment

Type Improvement

Useful Life 25 years

Category Street Construction

Priority 3 Important

Status Active

Total Project Cost: \$500,000

## Description

Realignment of CSAH 15 (Manning Ave) and CSAH 14 (Stilwater Blvd)

## Justification

County led project to improve traffic flow south on Manning Ave

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance	500,000					500,000
Total	500,000					500,000

Funding Sources	2019	2020	2021	2022	2023	Total
Municipal State Aid (MSA)	500,000					500,000
Total	500,000					500,000

## Budget Impact/Other

Construction scheduled for 2018, payment request for 2019 when more MSA funds available

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Engineer

Type Improvement

Useful Life 20 years

Category Street Reconstruction

Priority 3 Important

Status New Recommendation

Total Project Cost: \$800,000

Project # PW-052

Project Name Ideal Ave (CSAH 13) Phase 2

## Description

Cooperatvie project between Washington County, City of Oakdale and City of Lake Elmo

Improvements to CSAH 13 from CSAH 14 to 44th St

## Justification

Need determined by Washington County

New development in Oakdale will increase traffic in area

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance			800,000			800,000
<b>Total</b>			<b>800,000</b>			<b>800,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Debt Service			800,000			800,000
<b>Total</b>			<b>800,000</b>			<b>800,000</b>

## Budget Impact/Other

No Cost Estimates available from County at this time

30% assessment to residential properties and public works building

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Engineer

Type Improvement

Useful Life 20 years

Category Street Reconstruction

Priority 3 Important

Status New Recommendation

Total Project Cost: \$0

Project # PW-053

Project Name Ideal Ave (CSAH 13) CSAH 14 to CSAH 6

## Description

Cooperative project between Washington County, City of Oakdale and City of Lake Elmo

## Justification

Need determined by Washington County

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance			0			0
Total			0			0

Funding Sources	2019	2020	2021	2022	2023	Total
Debt Service			0			0
Total			0			0

## Budget Impact/Other

No cost estimates available at this time  
One Ag property owned by 3M

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

## City of Lake Elmo, Minnesota

Department Public Works Department

Contact Public Works Director

Type Equipment

Useful Life

Category Equipment: PW Equip

Priority 3 Important

Status New Recommendation

Total Project Cost: \$65,000

Project # PW-054

Project Name Skidloader

### Description

Additional skidloader to be used to mow park trails and asphalt in the summer. During the winter it can be used to aid in snow removal at city parking lots and possibly on park trails.

### Justification

additional skidloader needed due to growth in streets and parks

Expenditures	2019	2020	2021	2022	2023	Total
Equip/Vehicles/Furnishings					65,000	65,000
Total					65,000	65,000

Funding Sources	2019	2020	2021	2022	2023	Total
Vehicle Replacement Fund					65,000	65,000
Total					65,000	65,000

### Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Engineer

Type Improvement

Useful Life 25 years

Category Street Reconstruction

Priority 3 Important

Status New Recommendation

Total Project Cost: \$400,000

Project # PW-057

Project Name Manning Ave Phase 3

## Description

CSAH 15 from CSAH 14 to CSAH 10

## Justification

Need deterined by Washington County  
Increased traffic due to growth in the area

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance					400,000	400,000
Total					400,000	400,000

Funding Sources	2019	2020	2021	2022	2023	Total
Debt Service					400,000	400,000
Total					400,000	400,000

## Budget Impact/Other

No cost estimates from Wash Co  
30% assessment to residential properties  
Trail could come from park dedication funds

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Engineer

Type Improvement

Useful Life 25 years

Category Street Construction

Priority 2 Very Important

Status New Recommendation

Total Project Cost: \$2,000,000

Project # PW-058

Project Name TH 36/Manning Interchange

## Description

New Interchange to replace stop lights at TH 36 and Manning

## Justification

Cooperative project with MNDOT, Washington County, Stillwater, Grant, Oak Park Heights and Stillwater Township.

Increased traffic on TH 36

Fatality at intersection in 2013

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance			2,000,000			2,000,000
<b>Total</b>			<b>2,000,000</b>			<b>2,000,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Debt Service			1,000,000			1,000,000
Municipal Sate Aid (MSA)			1,000,000			1,000,000
<b>Total</b>			<b>2,000,000</b>			<b>2,000,000</b>

## Budget Impact/Other

No cost estimates available

Cost share between Wash Co, Mn DOT, Lake Elmo, Grant, Stillwater, and Stillwater Twp

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Public Works Department

Contact Engineer

Type Improvement

Useful Life 40 years

Category Street Construction

Priority 3 Important

Status New Recommendation

Total Project Cost: \$780,000

Project # PW-059

Project Name Keats Ave/TH 36 Acceleration Lane

## Description

Acceleration lane added to TH 36 at Keats Ave to go westbound on TH 36

## Justification

Multiple requests from community members, particularly those leaving services at Rock Point Church

Expenditures	2019	2020	2021	2022	2023	Total
Planning/Design	70,000					70,000
Construction/Maintenance		710,000				710,000
<b>Total</b>	<b>70,000</b>	<b>710,000</b>				<b>780,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
General Fund	70,000					70,000
Grants/Donation		710,000				710,000
<b>Total</b>	<b>70,000</b>	<b>710,000</b>				<b>780,000</b>

## Budget Impact/Other

Predesign engineering costs required to apply for grant for construction costs from MNDOT

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Sewer Department  
 Contact Public Works Director  
 Type Improvement  
 Useful Life 40 years  
 Category Wastewater  
 Priority 3 Important  
 Status Active

Project # S-003  
 Project Name Sunfish Lake Sewer Extension & Lift Station

Total Project Cost: \$250,000

## Description

Sewer Extension to Sunfish Lake Park

## Justification

Per 2016 MPCA agreement

100% assessed

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance	250,000					250,000
<b>Total</b>	<b>250,000</b>					<b>250,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Debt Service	250,000					250,000
<b>Total</b>	<b>250,000</b>					<b>250,000</b>

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Sewer Department

Contact Engineer

Type Improvement

Useful Life 40 years

Category Wastewater

Priority 3 Important

Status Active

Total Project Cost: \$885,500

Project # S-005

Project Name Old Village Sewer Extension Phase 5 & 6

## Description

Sewer extension in the Old Village Phases 5 & 6 (over 2 years)

OV 5: 33rd, Kraft , Lampert, 32nd, Langley

OV 6: Upper 33rd, 34th, 35th, 36th

Properties just south of railroad track would only be completed if easements granted to reach properties

## Justification

Met Council requirement to extend sewer

Failing septic systems

100% Assessed

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance			885,500			885,500
<b>Total</b>			<b>885,500</b>			<b>885,500</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Debt Service			885,500			885,500
<b>Total</b>			<b>885,500</b>			<b>885,500</b>

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Sewer Department

Contact Engineer

Type Improvement

Useful Life 40 years

Category Wastewater

Priority 3 Important

Status Active

Total Project Cost: \$1,500,000

Project # S-012

Project Name Section 36 Trunk Sewer Main

## Description

Section 36 Trunk Sewer Main (Cimarron/Oakland Jr High)

## Justification

Section 36 Trunk Sewer Main to Cimarron and Oakland Jr. High

Development driven from Hudson Blvd to the north

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance			1,500,000			1,500,000
<b>Total</b>			<b>1,500,000</b>			<b>1,500,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Grants/Donation			1,500,000			1,500,000
<b>Total</b>			<b>1,500,000</b>			<b>1,500,000</b>

## Budget Impact/Other

Developer paid except for oversizing costs possibly

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Sewer Department

Contact Engineer

Type Improvement

Useful Life 40 years

Category Wastewater

Priority 3 Important

Status Active

Total Project Cost: \$476,500

Project # S-013

Project Name Sewer Oversizing

## Description

Sewer Oversizing

## Justification

Sewer oversizing based on developer pace and phasing

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance	295,000					295,000
<b>Total</b>	<b>295,000</b>					<b>295,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Sewer Fund	295,000					295,000
<b>Total</b>	<b>295,000</b>					<b>295,000</b>

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Sewer Department

Contact Engineer

Type Improvement

Useful Life

Category Wastewater

Priority 3 Important

Status Active

Total Project Cost: \$885,500

Project # S-016

Project Name Old Village Sewer Extension Phase 5 & 6

## Description

Sewer extension in the Old Village Phases 5 & 6 (over 2 years)  
 OV 5: 33rd, Kraft , Lampert, 32nd, Langley  
 OV 6: Upper 33rd, 34th, 35th, 36th  
 Properties just south of railroad track would only be completed if easements granted to reach properties

## Justification

Met Council requirement to extend sewer

Failing septic systems

100% Assessed

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance				885,500		885,500
<b>Total</b>				<b>885,500</b>		<b>885,500</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Debt Service				885,500		885,500
<b>Total</b>				<b>885,500</b>		<b>885,500</b>

## Budget Impact/Other

Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Project # S-017  
Project Name Old Village Sewer Extension Phase 7

Department Sewer Department  
Contact Engineer  
Type Improvement  
Useful Life  
Category Wastewater  
Priority 3 Important  
Status Active

Total Project Cost: \$522,500

Description

Legion Ave N

Justification

Met Coucnil requirement to extend sewer  
  
Failing septic systems  
  
100% Assessed

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance					522,500	522,500
Total					522,500	522,500

Funding Sources	2019	2020	2021	2022	2023	Total
Sewer Fund					522,500	522,500
Total					522,500	522,500

Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Storm Water Department

Contact Engineer

Type Improvement

Useful Life 40 years

Category Storm Sewer/Drainage

Priority 3 Important

Status Active

Total Project Cost: \$1,400,000

Project # SW-001

Project Name Phase 2 Regional Drainage Improvements

## Description

Land acquisition (Schiltgen) and/or possible diversion to Sunfish Lake Park

## Justification

2nd Phase to improving the regional drainage issues

timing dependent upon development

Expenditures	2019	2020	2021	2022	2023	Total
Land Acquisition				600,000		600,000
Construction/Maintenance					800,000	800,000
<b>Total</b>				<b>600,000</b>	<b>800,000</b>	<b>1,400,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Debt Service				600,000	800,000	1,400,000
<b>Total</b>				<b>600,000</b>	<b>800,000</b>	<b>1,400,000</b>

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Storm Water Department

Contact Engineer

Type Improvement

Useful Life 40 years

Category Storm Sewer/Drainage

Priority 3 Important

Status Active

Total Project Cost: \$500,000

Project # SW-002

Project Name Phase 3 Regional Drainage Improvements

## Description

Phase 3 of Regional Drainage Improvements (VFW Park)

## Justification

3rd Phase of Regional Drainage Improvements (VFW Park)

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance				500,000		500,000
<b>Total</b>				<b>500,000</b>		<b>500,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Debt Service				500,000		500,000
<b>Total</b>				<b>500,000</b>		<b>500,000</b>

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Storm Water Department

Contact

Type Improvement

Useful Life 40 years

Category Unassigned

Priority 3 Important

Status Active

Total Project Cost: \$60,000

Project # SW-003

Project Name Kramer Lake Floodplain Study

## Description

Kramer Lake Floodplain Study

## Justification

Required for I94 Phase 3 area development

Expenditures	2019	2020	2021	2022	2023	Total
Planning/Design				60,000		60,000
<b>Total</b>				<b>60,000</b>		<b>60,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Grants/Donation				60,000		60,000
<b>Total</b>				<b>60,000</b>		<b>60,000</b>

## Budget Impact/Other

Funding to come from developer or included as watershed study

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Storm Water Department

Contact Engineer

Type Improvement

Useful Life 10 years

Category Storm Sewer/Drainage

Priority 3 Important

Status Active

Total Project Cost: \$40,000

Project # SW-004

Project Name Surface Water Management Plan (Comp Plan) update

## Description

Surface Water Management Plan (Comp Plan) update

## Justification

Part of the Comprehensive Comp Plan Update Requirement

Expenditures	2019	2020	2021	2022	2023	Total
Planning/Design	40,000					40,000
<b>Total</b>	<b>40,000</b>					<b>40,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Storm Water Fund	40,000					40,000
<b>Total</b>	<b>40,000</b>					<b>40,000</b>

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Water Department

Contact Engineer

Type Improvement

Useful Life 40 years

Category Water

Priority 3 Important

Status Active

Total Project Cost: \$1,020,000

Project # W-001

Project Name 2019 Street Improvement Project - water component

## Description

Water component of 2019 Street Improvement Projects

## Justification

Need to upgrade the water services as street improvements are done

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance	1,020,000					1,020,000
<b>Total</b>	<b>1,020,000</b>					<b>1,020,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Debt Service	1,020,000					1,020,000
<b>Total</b>	<b>1,020,000</b>					<b>1,020,000</b>

## Budget Impact/Other

Additional utility and maintenance costs will be realized.

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Water Department

Contact Engineer

Type Improvement

Useful Life 40 years

Category Water

Priority 3 Important

Status Active

Total Project Cost: \$120,000

Project # W-004

Project Name Pressure Reduction Valve

## Description

Pressure reduction station-12" Tower #3

## Justification

Necessary to control pressures due to the city having multiple pressure zones in the water system

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance		120,000				120,000
<b>Total</b>		<b>120,000</b>				<b>120,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Water Fund		120,000				120,000
<b>Total</b>		<b>120,000</b>				<b>120,000</b>

## Budget Impact/Other

None.

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Water Department

Contact Engineer

Type Improvement

Useful Life 40 years

Category Water

Priority 3 Important

Status Active

Total Project Cost: \$596,750

Project # W-005

Project Name OV Sewer Extension; Phase 5&6; water component

## Description

Replace waterman in Old Village phase 5; Upper 33rd, Lower 33r. 34/36th St. W

OV Phase 5 and 6 done over 2 years

## Justification

Watermain past useful life

Replace when street already dug up for sewer to be most efficient

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance			596,750			596,750
<b>Total</b>			<b>596,750</b>			<b>596,750</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Debt Service			596,750			596,750
<b>Total</b>			<b>596,750</b>			<b>596,750</b>

## Budget Impact/Other

100% covered by water fund

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Water Department

Contact Engineer

Type Equipment

Useful Life 40 years

Category Water

Priority 1 Critical

Status Active

Total Project Cost: \$3,475,000

Project # W-006

Project Name Elevated Storage Tank #3

## Description

Water Tower #3

## Justification

needed for development in Phase 2

400 RECs available before needed

Can be located in either Phase 2 or 3, the closer to Lake Elmo Ave the better

Expenditures	2019	2020	2021	2022	2023	Total
Land Acquisition	275,000					275,000
Construction/Maintenance		3,200,000				3,200,000
<b>Total</b>	<b>275,000</b>	<b>3,200,000</b>				<b>3,475,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Debt Service	275,000	3,200,000				3,475,000
<b>Total</b>	<b>275,000</b>	<b>3,200,000</b>				<b>3,475,000</b>

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Water Department

Contact Engineer

Type Improvement

Useful Life 40 years

Category Water

Priority 4 Less Important

Status Active

Total Project Cost: \$120,000

Project # W-007

Project Name Hammes Estates 12" bypass

## Description

12" water main bypass in Hammes

## Justification

Needed to reduce water pressure and make flows

Contingent upon whether a developer comes forward on the project

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance	120,000					120,000
<b>Total</b>	<b>120,000</b>					<b>120,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Water Fund	120,000					120,000
<b>Total</b>	<b>120,000</b>					<b>120,000</b>

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Water Department

Contact Engineer

Type Improvement

Useful Life 40 years

Category Water

Priority 2 Very Important

Status Active

Total Project Cost: \$132,000

Project # W-008

Project Name Village East Trunk Watermain

## Description

12" water main bypass

## Justification

need to reduce pressure and accommodate water flows

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance		132,000				132,000
Total		132,000				132,000

Funding Sources	2019	2020	2021	2022	2023	Total
Water Fund		132,000				132,000
Total		132,000				132,000

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Water Department

Contact Public Works Director

Project # W-010

Project Name Paint Water Tank at PW

Type Equipment

Useful Life 25 years

Category Water

Priority 4 Less Important

Status Active

Total Project Cost: \$800,000

Description

Justification

Recommended by TKDA Utility study in 2016

Regular maintenance of water tank

Expenditures	2019	2020	2021	2022	2023	Total
Equip/Vehicles/Furnishings					800,000	800,000
Total					800,000	800,000

Funding Sources	2019	2020	2021	2022	2023	Total
Water Fund					800,000	800,000
Total					800,000	800,000

Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Water Department

Contact Engineer

Type Improvement

Useful Life 40 years

Category Water

Priority 3 Important

Status Active

Total Project Cost: \$613,000

Project # W-013

Project Name Watermain Oversizing

## Description

Oversizing cost of watermain pipe installed by developers.

## Justification

Ensures all pipe in the City will have flow capacity necessary for water system

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance	188,000					188,000
<b>Total</b>	<b>188,000</b>					<b>188,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Water Fund	188,000					188,000
<b>Total</b>	<b>188,000</b>					<b>188,000</b>

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Water Department

Contact Engineer

Type Equipment

Useful Life 40 years

Category Water

Priority 1 Critical

Status Active

Total Project Cost: \$2,100,000

Project # W-014

Project Name Well & Pumphouse #5

## Description

Well and Pumphouse #5

## Justification

A 5th well and pumphouse will be necessary when the City water system reaches a population of 10,000 or sooner if well#1 taken offline

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance			2,100,000			2,100,000
<b>Total</b>			<b>2,100,000</b>			<b>2,100,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Debt Service			2,100,000			2,100,000
<b>Total</b>			<b>2,100,000</b>			<b>2,100,000</b>

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Water Department

Contact Engineer

Type Improvement

Useful Life 40 years

Category Water

Priority 3 Important

Status Active

Total Project Cost: \$725,000

Project # W-017

Project Name 2020 Street & Utility Improvements-Water

## Description

2020 street improvement project - water component  
Hertitage Farms (existing water) and Stonegate 2nd (new water)

## Justification

improvements to existing watermain in Heritage farms \$50,000  
extension of water to Stonegate 2nd due to PFCs \$675,000

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance		725,000				725,000
<b>Total</b>		<b>725,000</b>				<b>725,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Grants/Donation		675,000				675,000
Water Fund		50,000				50,000
<b>Total</b>		<b>725,000</b>				<b>725,000</b>

## Budget Impact/Other

funding for Stonegate 2nd water component subject to city receving 3M settlement funds from the state

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Water Department

Contact Engineer

Type Improvement

Useful Life 40 years

Category Water

Priority 3 Important

Status Active

Total Project Cost: \$50,000

Project # W-018

Project Name 2021 Street & Utility Improvements-Water

## Description

2021 Street & Utility Improvements-water component

## Justification

City needs to upgrade water infrastructure when doing street improvement projects

Fields of St. Croix 2 and Tamarack Farms

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance			50,000			50,000
Total			50,000			50,000

Funding Sources	2019	2020	2021	2022	2023	Total
Water Fund			50,000			50,000
Total			50,000			50,000

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Water Department

Contact Engineer

Type Equipment

Useful Life 15 years

Category Water

Priority 2 Very Important

Status Active

Total Project Cost: \$50,000

Project # W-019

Project Name SCADA Upgrade

## Description

Upgrade current water system SCADA

## Justification

Current 2008 system useful life through 2023; however upgrades would provide critical functionality improvements

Expenditures	2019	2020	2021	2022	2023	Total
Equip/Vehicles/Furnishings				50,000		50,000
Total				50,000		50,000

Funding Sources	2019	2020	2021	2022	2023	Total
Water Fund				50,000		50,000
Total				50,000		50,000

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Water Department

Contact Public Works Director

Type Equipment

Useful Life

Category Vehicles

Priority 3 Important

Status Active

Total Project Cost: \$70,000

Project # W-022

Project Name Utility Truck

## Description

Replaces current 2007 vehicle

## Justification

End of Useful Life

Expenditures	2019	2020	2021	2022	2023	Total
Equip/Vehicles/Furnishings			70,000			70,000
<b>Total</b>			<b>70,000</b>			<b>70,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Sewer Fund			35,000			35,000
Water Fund			35,000			35,000
<b>Total</b>			<b>70,000</b>			<b>70,000</b>

## Budget Impact/Other

\$70,000 total cost shared equally amongst water and sewer (S-015)

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Water Department

Contact Public Works Director

Project # W-023

Project Name Water Meter Change Out

Type Improvement

Useful Life 15 years

Category Water

Priority 1 Critical

Status Active

Total Project Cost: \$247,000

## Description

Replace 200 obsolete Sensus and Neptune meters each year with new Sensus 1 pro meters

## Justification

Old meters not working properly leads to the need to estimate usage

therefore billing process takes more staff time

Expenditures	2019	2020	2021	2022	2023	Total
Equip/Vehicles/Furnishings	50,000	50,000	50,000	50,000		200,000
<b>Total</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>		<b>200,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Water Fund	50,000	50,000	50,000	50,000		200,000
<b>Total</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>		<b>200,000</b>

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Water Department

Contact Public Works Director

Type Improvement

Useful Life

Category Water

Priority 3 Important

Status Active

Total Project Cost: \$300,000

Project # W-024

Project Name Automated Radio Read System

## Description

Automated radio read system for water meters.

## Justification

Eliminates the need to drive around and obtain reads. Improves billing and gives "real time" readings to help detect leaks.

Expenditures	2019	2020	2021	2022	2023	Total
Equip/Vehicles/Furnishings				300,000		300,000
Total				300,000		300,000

Funding Sources	2019	2020	2021	2022	2023	Total
Water Fund				300,000		300,000
Total				300,000		300,000

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Water Department

Contact Engineer

Type Improvement

Useful Life

Category Water

Priority 3 Important

Status Active

Total Project Cost: \$596,750

Project # W-025

Project Name OV sewer extension phase 6 & 5; water component

## Description

Replacement of water mains in conjunction with sewer extension to Phase 6 and 5 done over 2 years

## Justification

Watermain past useful life

Replace when street already dug up for sewer to be most efficient

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance				596,750		596,750
<b>Total</b>				<b>596,750</b>		<b>596,750</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Debt Service				596,750		596,750
<b>Total</b>				<b>596,750</b>		<b>596,750</b>

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Water Department

Contact Engineer

Type Improvement

Useful Life

Category Water

Priority 3 Important

Status Active

Total Project Cost: \$253,000

Project # W-026

Project Name OV sewer extension Phase 7; water component

## Description

Old Village Phase 7 water main replacement on Legion Ave

## Justification

Watermain past useful life

Replace when street already dug up for sewer to be most efficient

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance					253,000	253,000
Total					253,000	253,000

Funding Sources	2019	2020	2021	2022	2023	Total
Water Fund					253,000	253,000
Total					253,000	253,000

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Water Department

Contact Engineer

Type Improvement

Useful Life 40 years

Category Water

Priority 3 Important

Status Active

Total Project Cost: \$132,000

Project # W-027

Project Name Pressure Reduction Station-Connection to WT #3

## Description

Pressure reduction station-12"

## Justification

needed when water crosses Keats Ave

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance					132,000	132,000
Total					132,000	132,000

Funding Sources	2019	2020	2021	2022	2023	Total
Water Fund					132,000	132,000
Total					132,000	132,000

## Budget Impact/Other

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Water Department

Contact Engineer

Type Improvement

Useful Life 40 years

Category Water

Priority 2 Very Important

Status New Recommendation

Total Project Cost: \$75,000

Project # W-028

Project Name Blackford Water Ext

## Description

Extension of water main to Blackford property

## Justification

some private wells have received health based advisories and are on bottled water

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance		75,000				75,000
<b>Total</b>		<b>75,000</b>				<b>75,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Grants/Donation		75,000				75,000
<b>Total</b>		<b>75,000</b>				<b>75,000</b>

## Budget Impact/Other

project contingant upon city recevieng state funds

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Water Department

Contact Engineer

Type Improvement

Useful Life 40 years

Category Water

Priority 2 Very Important

Status New Recommendation

Total Project Cost: \$225,000

Project # W-029

Project Name 31st St Area Water Extension

## Description

Petition received from city in 2017 to extend water on 31st St south of the UP Railroad

## Justification

private wells received health based advisories due to PFCs

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance		225,000				225,000
<b>Total</b>		<b>225,000</b>				<b>225,000</b>

Funding Sources	2019	2020	2021	2022	2023	Total
Grants/Donation		225,000				225,000
<b>Total</b>		<b>225,000</b>				<b>225,000</b>

## Budget Impact/Other

project contingent upon city receiving state funds

# Capital Improvement Plan - 2019 - 2023

2019 *thru* 2023

City of Lake Elmo, Minnesota

Department Water Department

Contact Engineer

Type Improvement

Useful Life 40 years

Category Water

Priority 3 Important

Status New Recommendation

Total Project Cost: \$100,000

Project # W-030

Project Name 2023 Street Projects-water component

## Description

\$100,000 for valve and hydrant replacement in the Tana Ridge and Beaut Crest areas to be done when road is redone.

Any additional costs for extending water to Parkview Estates would only be done if funding from state is received

## Justification

Opportune time for water replacements is when road is already opened for construction

Expenditures	2019	2020	2021	2022	2023	Total
Construction/Maintenance					100,000	100,000
Total					100,000	100,000

Funding Sources	2019	2020	2021	2022	2023	Total
Water Fund					100,000	100,000
Total					100,000	100,000

## Budget Impact/Other



## STAFF REPORT

DATE: December 4, 2018

**REGULAR**

ITEM #: 25

**AGENDA ITEM:** County State Aid Highway (CSAH) 19 and Hudson Boulevard Intersection Improvements – Approve Preliminary Geometric Layout and Authorize Final Design

**SUBMITTED BY:** Jack Griffin, City Engineer

**REVIEWED BY:** Kristina Handt, City Administrator  
Rob Weldon, Public Works Director  
Chad Isakson, Assistance City Engineer

---

**ISSUE BEFORE COUNCIL:** Should the City Council approve the Preliminary Geometric Layout and Authorize the Final Design for the County State Aid Highway (CSAH) 19 and Hudson Boulevard Intersection Improvements?

**BACKGROUND AND PROPOSAL DETAILS/ANALYSIS:** In September 2017, Washington County, in coordination with the City of Lake Elmo, began reviewing alternatives and identifying a preferred geometric layout for the installation of a new steel pole traffic signal at the intersection of County State Aid Highway (CSAH) 19 and Hudson Boulevard in the City of Lake Elmo. Washington County had completed traffic studies and analysis and determined that a new permanent traffic signal is required at the intersection to address increasing traffic volumes and growing delays on the Hudson Boulevard approaches. Washington County was the lead agency for project coordination and preliminary design, and through an RFP process, retained the services of Kadmas, Lee & Jackson, Inc (KLJ) as the engineering consultant.

Through the preliminary design process, several key design issues were identified that requires the reconstruction of the Hudson Boulevard approaches for approximately 900 feet both east and west of the intersection. The primary issues being the change of the existing stop condition (stop sign control to a through condition at a 45mph design speed) together with an existing road surface superelevation that does not meet the required design speed, and a complex subwatershed drainage area. In addition, the traffic signal install must be accompanied with dedicated left and right turn lanes constructed along each of the Hudson Boulevard approaches.

At this time the preliminary design phase has been completed including the preparation of a preferred geometric layout, utility coordination, preliminary hydraulics evaluation, and the determination of the project construction limits defining the right-of-way, permanent and temporary easements to be acquired for the improvements. The recommended Preliminary Geometric Layout, dated November 9, 2018, is attached, showing the proposed roadway and drainage improvements for the Project.

A storm water infiltration basin is needed in the northeast quadrant of the intersection, to be located on the Durow property. This will require the acquisition of approximately 1.5 acres of permanent drainage and utility easement and/or right-of-way, and about 0.6 acres of temporary construction easement. Other acquisition needs are minor and include approximately 1,500 sf of permanent drainage and utility easement

and/or right-of-way from MFC Properties, and roughly 11,000 sf of temporary construction easement from MFC Properties, the Ebertz property, and Kwik Trip.

To ready the proposed project for construction in 2019, the City Council is being asked to support the recommended Preliminary Geometric Layout, dated November 9, 2018, support the City becoming the lead agency for continuing with the final design and construction of the Project, and direct the City Engineer to oversee the preparation of the Plans and Specifications and construction services for the project. The City would execute an engineering Task Order to retain the services of Kadmas, Lee & Jackson, Inc (KLJ) as the consulting engineering firm to complete the final design services and to support the City Engineer during the construction phase of the project.

**FISCAL IMPACT:** The Preliminary Estimated Project Cost, dated November 9, 2018 is attached. The Preliminary Estimated Project Cost is \$2,084,000 with the City cost share of \$1,840,000 and County cost share of \$244,000. These costs are estimates without the benefit of final design information and do not include right-of-way/easement acquisition identified above. The actual project costs will be better known upon the completion of the final design for the project. The cost split is based on the County Cost Participation Policy with the County contributing 50% of the traffic signal system.

City staff is reviewing additional funding options for the project.

**RECOMMENDATION:** Staff is recommending that the City Council approve a Resolution Approving the Preliminary Geometric Layout and Authorizing Final Design for the County State Aid Highway (CSAH) 19 and Hudson Boulevard Intersection Improvements. The recommended motion for the action is as follows:

***“Move to approve Resolution No. 2018-139 Approving the Preliminary Geometric Layout and Authorizing Final Design for the County State Aid Highway (CSAH) 19 and Hudson Boulevard Intersection Improvements.”***

**ATTACHMENTS:**

1. Resolution Approving the Preliminary Geometric Layout and Authorizing Final Design for the County State Aid Highway (CSAH) 19 and Hudson Boulevard Intersection Improvements.
2. Preliminary Geometric Layout, dated November 9, 2018.
3. Preliminary Estimated Project Cost, dated November 9, 2018.

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

**RESOLUTION NO. 2018-139**

**A RESOLUTION APPROVING THE PRELIMINARY GEOMETRIC LAYOUT  
AND AUTHORIZING FINAL DESIGN FOR THE COUNTY STATE AID  
HIGHWAY (CSAH) 19 AND HUDSON BOULEVARD INTERSECTION  
IMPROVEMENTS**

**WHEREAS**, the City of Lake Elmo, in coordination with Washington County, intends to construct intersection improvements, including the installation of a traffic signal together with associated roadway improvements and turn lanes, at the intersection of County State Aid Highway (CSAH) 19 and Hudson Boulevard in the City of Lake Elmo; and

**WHEREAS**, Washington County has completed traffic studies and analysis and has determined that a new permanent steel pole traffic signal is required at the intersection to address increasing traffic volumes and growing delays on the Hudson Boulevard approaches to the intersection; and

**WHEREAS**, Washington County was the lead agency for project coordination and preliminary design, and in September 2017, retained the services of Kadmas, Lee & Jackson, Inc (KLJ) as the design consultant for the project; and

**WHEREAS**, the preliminary design phase has been completed including the preparation of a preferred geometric layout, utility coordination, preliminary hydraulics evaluation, and the determination of the project construction limits defining the right-of-way, permanent and temporary easements to be acquired for the improvements; and

**WHEREAS**, the recommended Preliminary Geometric Layout, dated November 9, 2018, showing proposed roadway and drainage improvements for the Project has been prepared and presented to the City; and

**WHEREAS**, a preliminary project cost estimate for the Project, dated November 9, 2018, has been prepared and presented to the City.

**NOW, THEREFORE, BE IT RESOLVED,**

1. The City Council supports the recommended Preliminary Geometric Layout, dated November 9, 2018, for the traffic signal and related intersection improvements at the intersection of County State Aid Highway (CSAH) 19 and Hudson Boulevard in the City of Lake Elmo.
2. The City of Lake Elmo supports the City becoming the lead agency for continuing with the final design and construction of the Project and hereby directs the City Engineer, to oversee the preparation of the Plans and Specifications and construction services for the making of such improvements.

3. The City Engineer shall retain the services of Kadmas, Lee & Jackson, Inc (KLJ) as the consulting engineering firm to assist, where directed, to prepare Plans and Specifications for the making of such improvement and to assist the City Engineer during the construction phase of the improvement as requested.

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE FOURTH DAY OF  
DECEMBER, 2018.**

**CITY OF LAKE ELMO**

By: \_\_\_\_\_

Mike Pearson

Mayor

(Seal)

ATTEST:

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

LAYOUT NOTES

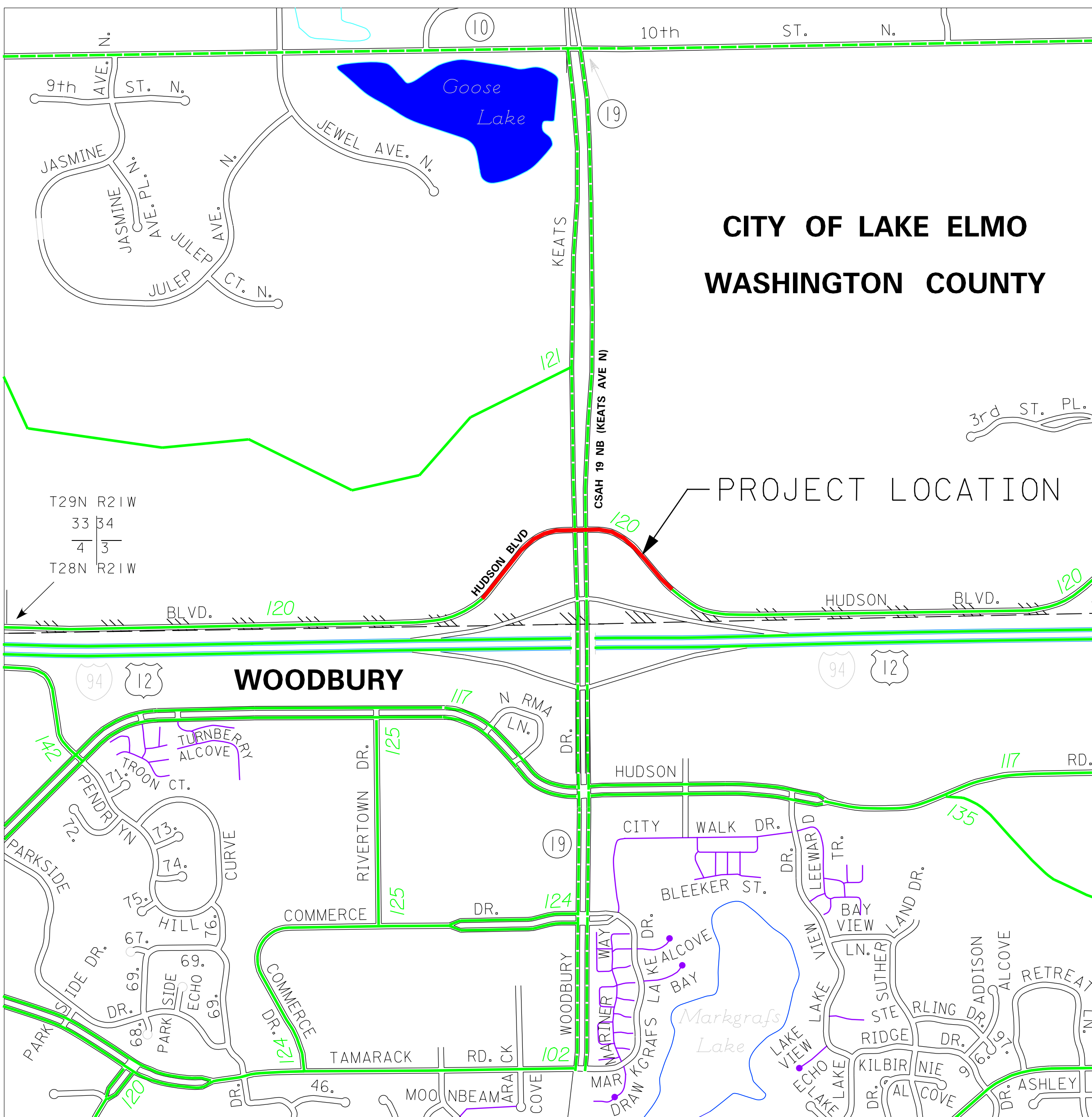
- WASHINGTON COUNTY WILL ACQUIRE, OWN, AND MAINTAIN ROW FROM EXISTING WDOOT PROPERTY. THE CITY OF LAKE ELMO WILL ACQUIRE, OWN, AND MAINTAIN ALL R/W AND EASEMENTS NEEDED FROM NON-WDOOT PROPERTY.
- THE BIOMEDFILTRATION BASIN WILL BE OWNED AND MAINTAINED BY THE CITY OF LAKE ELMO.
- CURRENT AND FORECASTED TRAFFIC AND TURNING VOLUMES ARE FROM WASHINGTON COUNTY, COLLECTED ON DECEMBER 8TH, 2016.
- PAVEMENT RECOMMENDATION WILL COME FROM CITY OF LAKE ELMO ENGINEERING STANDARDS/RECOMMENDATIONS.
- THE ALIGNMENT SHOWN IS A DESIGN ALIGNMENT AND SHALL NOT BE USED FOR R/W STAKING.
- ONLY MAJOR UTILITY LINES ARE SHOWN.
- THE PRELIMINARY DESIGN LAYOUT IS CONTINGENT UPON MEETING WDOOT, WDOOT, AND CITY OF LAKE ELMO STORMWATER MANAGEMENT RULES AND PERMITTING.

DESIGN EXCEPTIONS

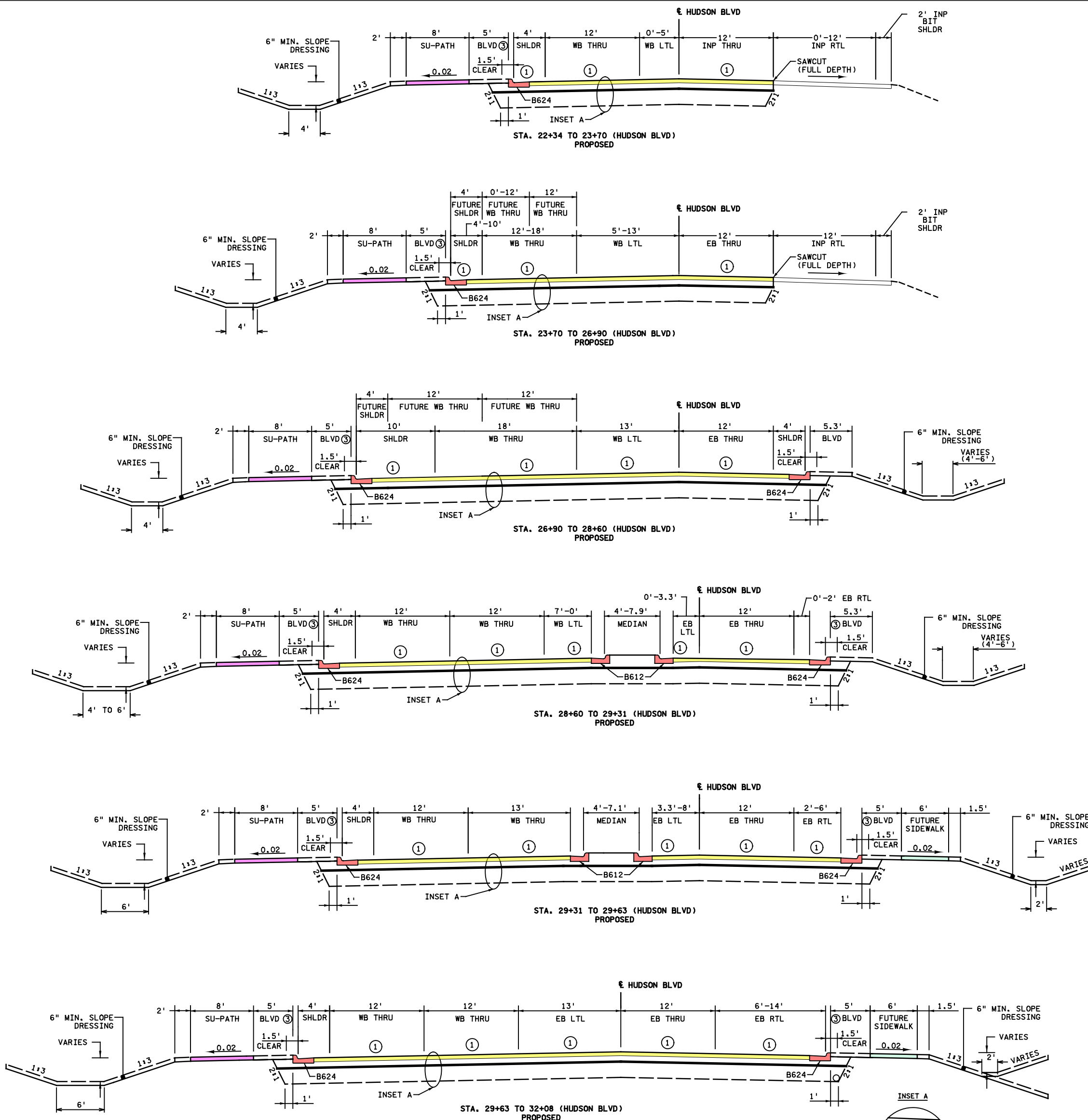
- MINIMUM SUPERELEVATION RATE NOT MET FOR CURVES HUDSON BLVD AND HUDSON BLVD



INDEX MAP

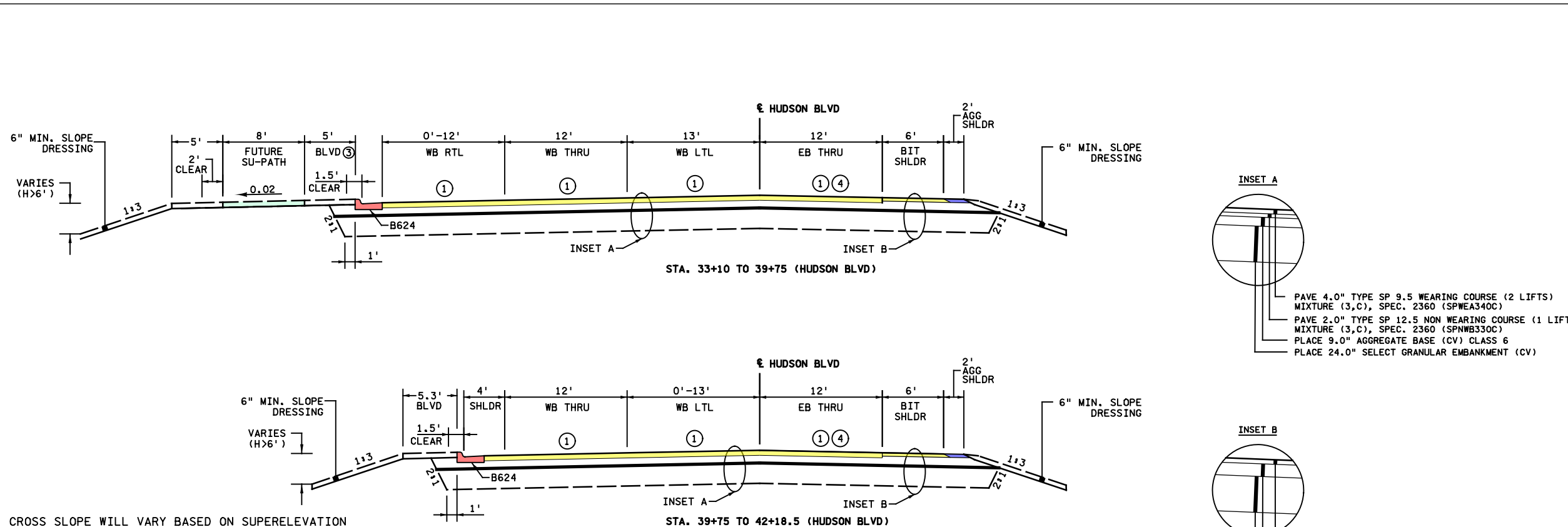


HUDSON BLVD TYPICAL SECTIONS - WEST OF CSAH 19



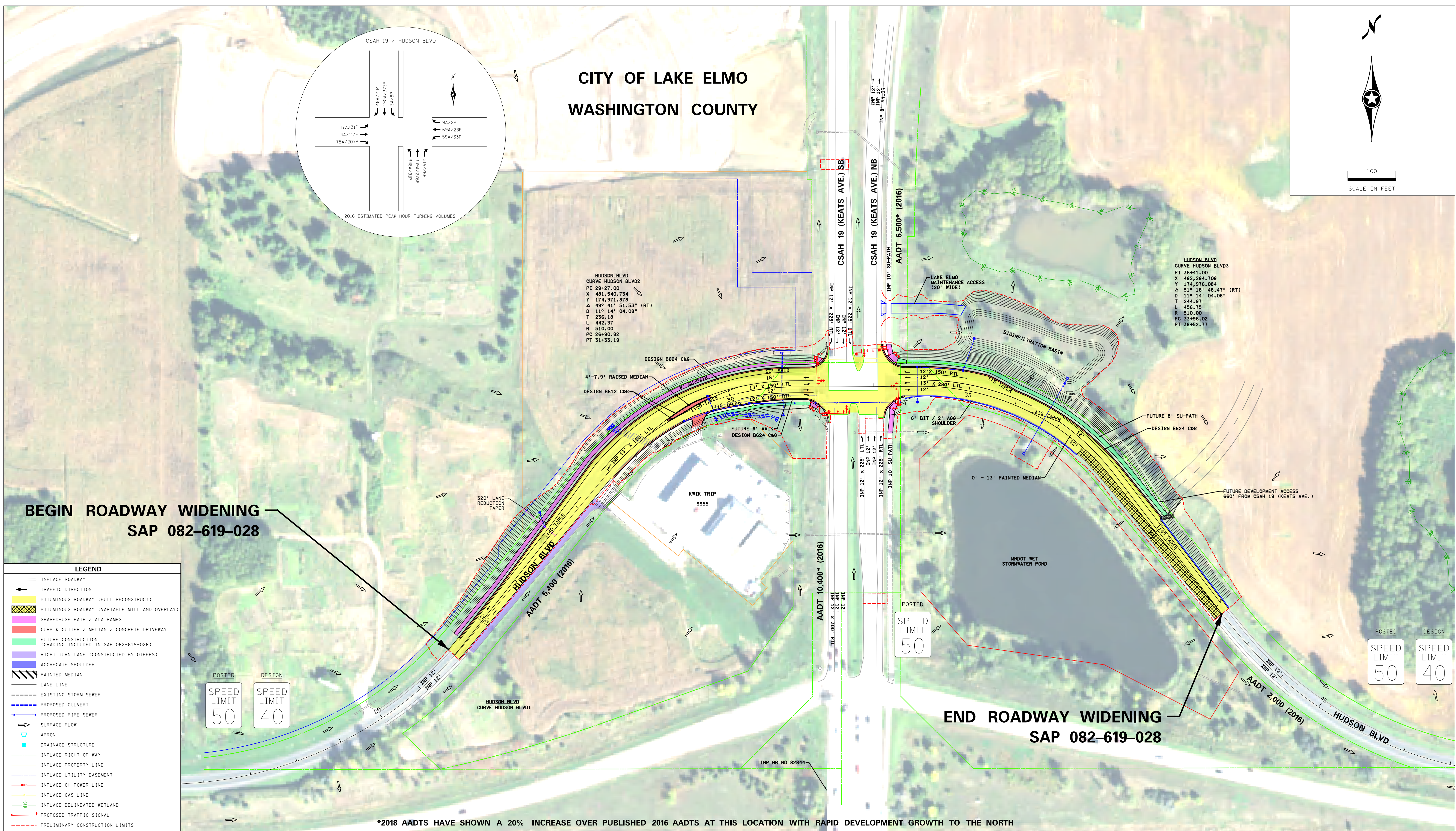
- SPECIFIC NOTES
- ① -0.08% P/F/T CROSS SLOPE TYPICAL. CROSS SLOPE WILL VARY BASED ON SUPERELEVATION
  - ② PAVEMENT SECTION MAY CHANGE WITH FINAL PAVEMENT DESIGN.
  - ③ -0.04% P/F/T CROSS SLOPE TYPICAL FOR BOULEVARD.
  - ④ 4" PVC EDGE DRAIN LOCATED AT LOW POINT. SEE OF PLANS FOR ADDITIONAL DETAILS.

HUDSON BLVD TYPICAL SECTIONS - EAST OF CSAH 19



- SPECIFIC NOTES
- ① -0.03% P/F/T CROSS SLOPE TYPICAL. CROSS SLOPE WILL VARY BASED ON SUPERELEVATION
  - ② PAVEMENT SECTION MAY CHANGE WITH FINAL PAVEMENT DESIGN.
  - ③ -0.04% P/F/T CROSS SLOPE TYPICAL FOR BOULEVARD.
  - ④ VARIABLE SLOPE AND OVERLAY SHOWN IN CONSTRUCTION & DRAINAGE PLANS FROM STA. 37467 TO 37468.

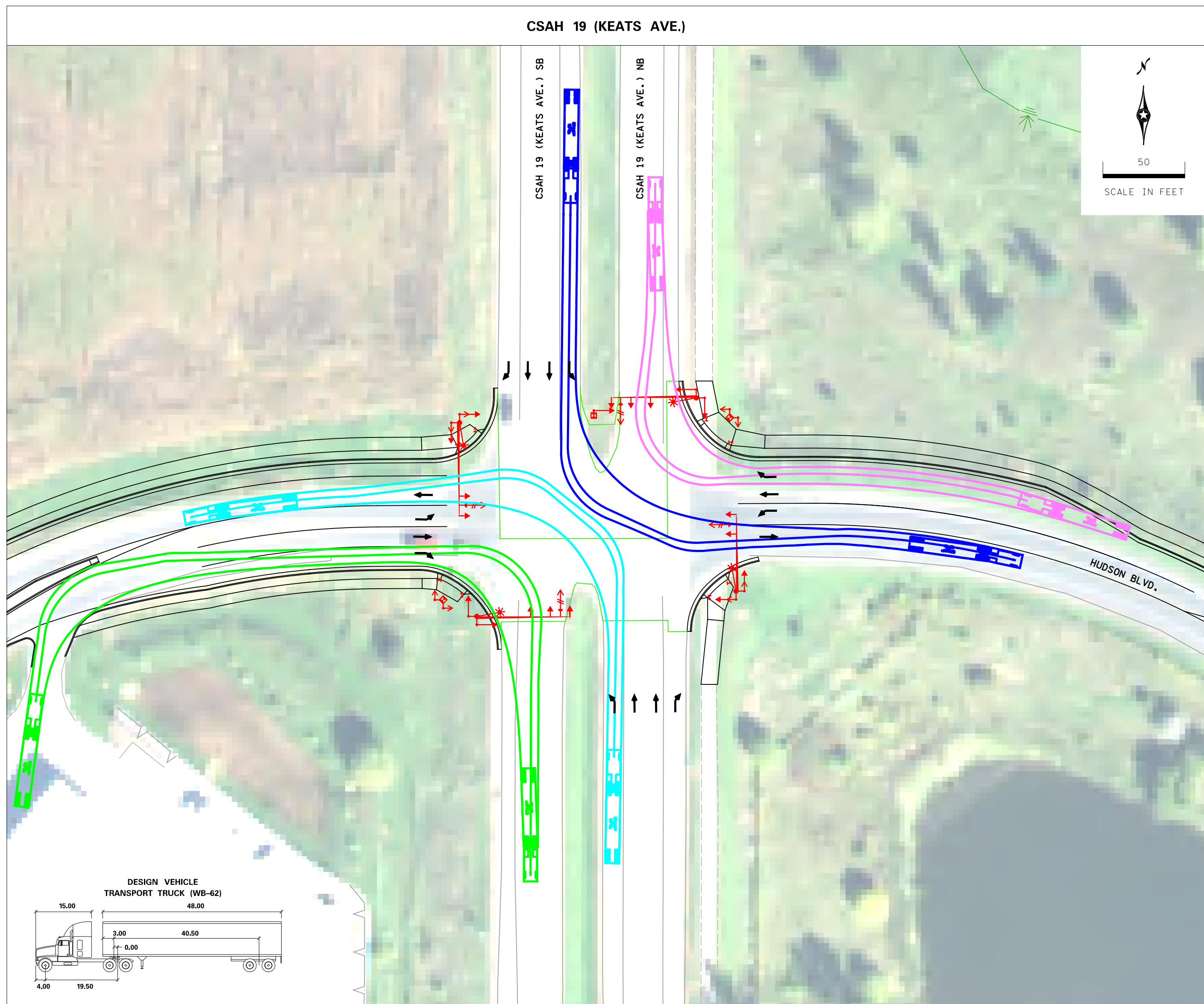
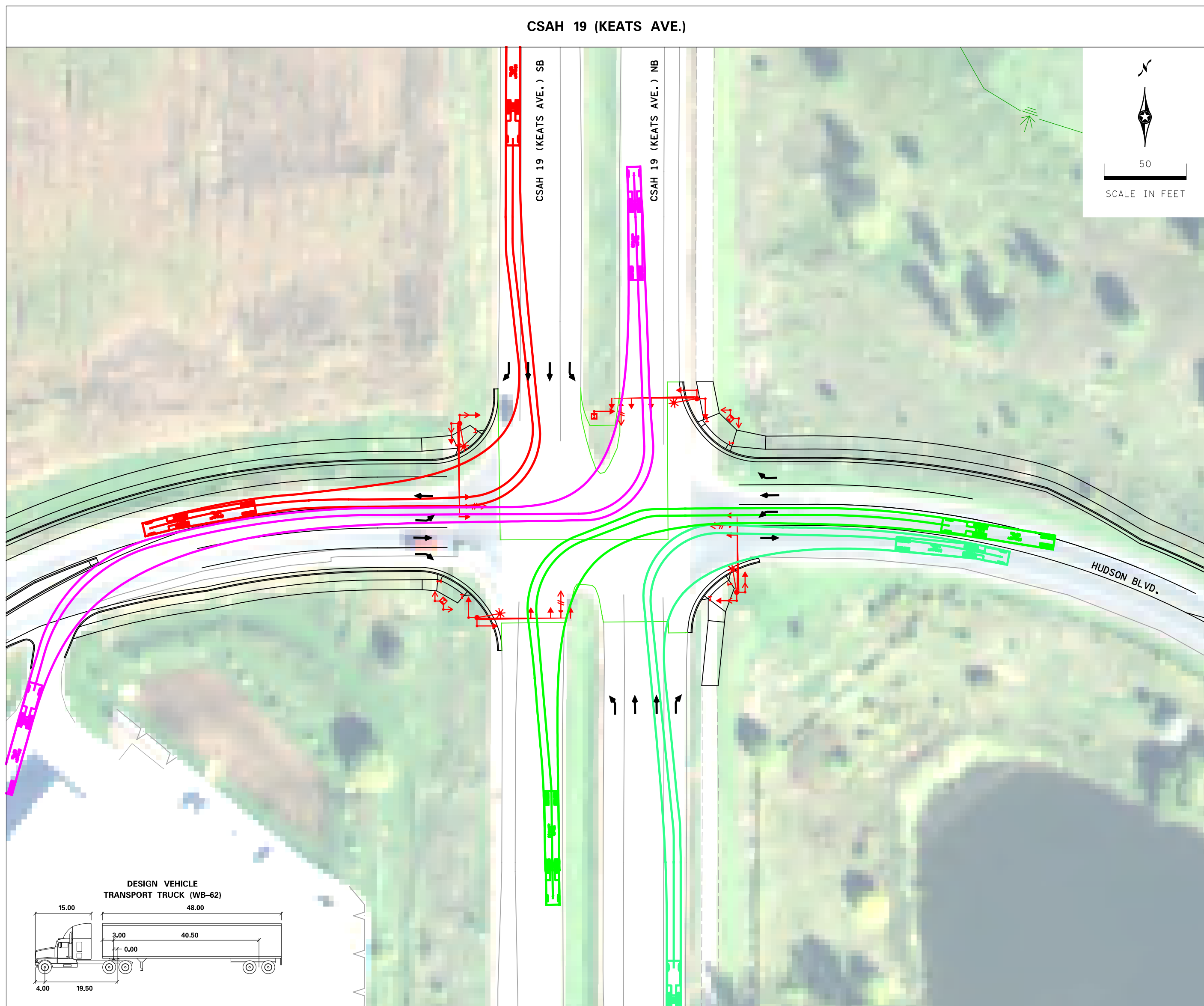
CITY OF LAKE ELMO  
WASHINGTON COUNTY



BEGIN ROADWAY WIDENING  
SAP 082-619-028

END ROADWAY WIDENING  
SAP 082-619-028

\*2018 AADTS HAVE SHOWN A 20% INCREASE OVER PUBLISHED 2016 AADTS AT THIS LOCATION WITH RAPID DEVELOPMENT GROWTH TO THE NORTH





**SAP 082-619-028**  
**PRELIMINARY COST ESTIMATE**  
**11/9/2018**

ITEM NO.	ITEM DESCRIPTION	UNITS	QUANTITY		TOTAL ESTIMATED	UNIT BID PRICE	ESTIMATED PRICE CITY OF LAKE ELMO	ESTIMATED PRICE WASHINGTON COUNTY	TOTAL ESTIMATED PRICE
			CITY FUNDS	COUNTY FUNDS					
2021.501	MOBILIZATION	LUMP SUM	0.882	0.118	1	\$82,000.00	\$72,324.00	\$9,676.00	\$82,000.00
2051.501	MAINT & RESTORATION OF HAUL ROADS	LUMP SUM	1		1	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00
2101.501	CLEARING & GRUBBING	LUMP SUM	1		1	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00
2101.524	CLEARING	TREE	13		13	\$175.00	\$2,275.00	\$0.00	\$2,275.00
2104.502	REMOVE SIGN	EACH	10		10	\$50.00	\$500.00	\$0.00	\$500.00
2104.502	SALVAGE DELINEATOR	EACH	4		4	\$50.00	\$200.00	\$0.00	\$200.00
2104.502	SALVAGE CONCRETE APRON	EACH	7		7	\$375.00	\$2,625.00	\$0.00	\$2,625.00
2104.502	SALVAGE CULVERT MARKER	EACH	4		4	\$50.00	\$200.00	\$0.00	\$200.00
2104.502	SALVAGE SIGN	EACH	5		5	\$50.00	\$250.00	\$0.00	\$250.00
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	22		22	\$4.50	\$99.00	\$0.00	\$99.00
2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	1350	197	1547	\$2.25	\$3,037.50	\$443.25	\$3,480.75
2104.503	REMOVE CURB & GUTTER	LIN FT	25		25	\$4.25	\$106.25	\$0.00	\$106.25
2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ YD	62		62	\$9.00	\$558.00	\$0.00	\$558.00
2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	7965		7965	\$3.50	\$27,877.50	\$0.00	\$27,877.50
2104.518	REMOVE CONCRETE WALK	SQ FT	131		131	\$2.00	\$262.00	\$0.00	\$262.00
2106.507	EXCAVATION - COMMON	CU YD	16220		16220	\$9.00	\$145,980.00	\$0.00	\$145,980.00
2106.507	SELECT GRANULAR EMBANKMENT (CV)	CU YD	7700		7700	\$12.50	\$96,250.00	\$0.00	\$96,250.00
2106.507	COMMON EMBANKMENT (CV)	CU YD	11150		11150	\$5.00	\$55,750.00	\$0.00	\$55,750.00
2111.519	TEST ROLLING	ROAD STA	19		19	\$100.00	\$1,900.00	\$0.00	\$1,900.00
2118.507	AGGREGATE SURFACING (CV) CLASS 1 MOD	CU YD	30		30	\$50.00	\$1,500.00	\$0.00	\$1,500.00
2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOOR	50		50	\$130.00	\$6,500.00	\$0.00	\$6,500.00
2131.604	DUST PALLIATIVE	SQ YD	10000		10000	\$0.25	\$2,500.00	\$0.00	\$2,500.00
2211.507	AGGREGATE BASE (CV) CLASS 6	CU YD	3340		3340	\$24.50	\$81,830.00	\$0.00	\$81,830.00
2232.504	MILL BITUMINOUS SURFACE (2.0")	SQ YD	915		915	\$5.00	\$4,575.00	\$0.00	\$4,575.00
2331.603	JOINT ADHESIVE	LIN FT	2100		2100	\$0.65	\$1,365.00	\$0.00	\$1,365.00
2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (3:C)	TON	1142	6	1148	\$70.00	\$79,940.00	\$420.00	\$80,360.00
2360.509	TYPE SP 9.5 WEARING COURSE MIX (3:C)	TON	2486	12	2498	\$75.00	\$186,450.00	\$900.00	\$187,350.00
2411.507	GRANULAR BACKFILL (CV)	CU YD	300		300	\$15.00	\$4,500.00	\$0.00	\$4,500.00
2451.507	FINE FILTER AGGREGATE (CV)	CU YD	275		275	\$36.00	\$9,900.00	\$0.00	\$9,900.00
2501.502	INSTALL CONCRETE APRON	EACH	7		7	\$400.00	\$2,800.00	\$0.00	\$2,800.00
2501.502	12" RC PIPE APRON	EACH	1		1	\$800.00	\$800.00	\$0.00	\$800.00
2501.502	15" RC PIPE APRON	EACH	1		1	\$900.00	\$900.00	\$0.00	\$900.00
2501.502	24" RC PIPE APRON	EACH	2		2	\$1,200.00	\$2,400.00	\$0.00	\$2,400.00
2501.503	18" RC PIPE CULVERT DES 3006 CL V	LIN FT	72		72	\$75.00	\$5,400.00	\$0.00	\$5,400.00
2501.503	24" RC PIPE CULVERT DES 3006 CL V	LIN FT	268		268	\$85.00	\$22,780.00	\$0.00	\$22,780.00
2501.503	28" SPAN RC PIPE-ARCH CULV CL IIA	LIN FT	64		64	\$95.00	\$6,080.00	\$0.00	\$6,080.00
2502.503	4" TP PIPE DRAIN	LIN FT	200		200	\$10.00	\$2,000.00	\$0.00	\$2,000.00
2502.602	4" PVC PIPE DRAIN CLEANOUT	EACH	2		2	\$200.00	\$400.00	\$0.00	\$400.00
2503.503	12" RC PIPE SEWER DES 3006 CL V	LIN FT	28		28	\$40.00	\$1,120.00	\$0.00	\$1,120.00
2503.503	15" RC PIPE SEWER DES 3006 CL V	LIN FT	84		84	\$50.00	\$4,200.00	\$0.00	\$4,200.00
2503.503	18" RC PIPE SEWER DES 3006 CL V	LIN FT	78		78	\$70.00	\$5,460.00	\$0.00	\$5,460.00
2503.503	24" RC PIPE SEWER DES 3006 CL V	LIN FT	752		752	\$105.00	\$78,960.00	\$0.00	\$78,960.00
2504.602	ADJUST HYDRANT & GATE VALVE	EACH	1		1	\$1,200.00	\$1,200.00	\$0.00	\$1,200.00
2506.502	CASTING ASSEMBLY	EACH	9		9	\$750.00	\$6,750.00	\$0.00	\$6,750.00
2506.503	CONST DRAINAGE STRUCTURE DESIGN SPEC 1	LIN FT	11.4		11	\$350.00	\$3,990.00	\$0.00	\$3,850.00



**SAP 082-619-028**  
**PRELIMINARY COST ESTIMATE**

11/9/2018

ITEM NO.	ITEM DESCRIPTION	UNITS	QUANTITY		TOTAL ESTIMATED	UNIT BID PRICE	ESTIMATED PRICE CITY OF LAKE ELMO	ESTIMATED PRICE WASHINGTON COUNTY	TOTAL ESTIMATED PRICE
			CITY FUNDS	COUNTY FUNDS					
2506.503	CONST DRAINAGE STRUCTURE DES 48-4020	LIN FT	53.8		54	\$350.00	\$18,830.00	\$0.00	\$18,900.00
2506.601	INFILTRATION/FILTRATION SYSTEM	LUMP SUM	1.0		1	\$7,000.00	\$7,000.00	\$0.00	\$7,000.00
2506.602	CONST DRAINAGE STRUCTURE DESIGN SPEC 2	EACH	1		1	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00
2511.504	GEOTEXTILE FILTER TYPE 4	SQ YD	33.4		33	\$5.00	\$167.00	\$0.00	\$165.00
2511.507	RANDOM RIPRAP CLASS III	CU YD	27.0		27	\$85.00	\$2,295.00	\$0.00	\$2,295.00
2521.618	CONCRETE WALK	SQ FT	839		839	\$8.00	\$6,712.00	\$0.00	\$6,712.00
2531.503	CONCRETE CURB & GUTTER DESIGN B612	LIN FT	210		210	\$20.00	\$4,200.00	\$0.00	\$4,200.00
2531.503	CONCRETE CURB & GUTTER DESIGN B624	LIN FT	2520		2520	\$21.00	\$52,920.00	\$0.00	\$52,920.00
2531.504	CONCRETE MEDIAN	SQ YD	56		56	\$80.00	\$4,480.00	\$0.00	\$4,480.00
2531.602	CONCRETE MEDIAN NOSE-SPECIAL	EACH	2		2	\$500.00	\$1,000.00	\$0.00	\$1,000.00
2531.618	TRUNCATED DOMES	SQ FT	160		160	\$45.00	\$7,200.00	\$0.00	\$7,200.00
2531.504	8" CONCRETE DRIVEWAY PAVEMENT	SQ YD	73		73	\$75.00	\$5,475.00	\$0.00	\$5,475.00
2563.601	TRAFFIC CONTROL	LUMP SUM	0.882	0.118	1	\$22,500.00	\$19,845.00	\$2,655.00	\$22,500.00
2564.502	SIGNING	LUMP SUM	1		1	\$7,000.00	\$7,000.00	\$0.00	\$7,000.00
2565.501	EMERGENCY VEHICLE PREEMPTION SYSTEM	LUMP SUM	0.5	0.5	1	\$8,000.00	\$4,000.00	\$4,000.00	\$8,000.00
2565.501	TRAFFIC CONTROL INTERCONNECT	LUMP SUM	0.5	0.5	1	\$22,000.00	\$11,000.00	\$11,000.00	\$22,000.00
2565.516	TRAFFIC CONTROL SIGNAL SYSTEM	SYSTEM	0.5	0.5	1	\$273,000.00	\$136,500.00	\$136,500.00	\$273,000.00
2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	2		2	\$1,500.00	\$3,000.00	\$0.00	\$3,000.00
2573.502	EROSION CONTROL	LUMP SUM	0.882	0.118	1	\$15,000.00	\$13,230.00	\$1,770.00	\$15,000.00
2575.501	TURF ESTABLISHMENT	LUMP SUM	0.882	0.118	1	\$12,500.00	\$11,025.00	\$1,475.00	\$12,500.00
2582.503	PAVEMENT MARKING	LUMP SUM	1		1	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00
NOTES: BID PRICES ADJUSTED TO REFLECT YEAR 2019 ESTIMATED CONSTRUCTION COST		SUBTOTAL CONSTRUCTION				\$1,275,373.25	\$168,839.25		\$1,444,212.50
		15% CONSTRUCTION CONTINGENCY				\$191,305.99	\$25,325.89		\$216,631.88
		TOTAL CONSTRUCTION				\$1,466,679.24	\$194,165.14		\$1,660,844.38
		RIGHT-OF-WAY ACQUISITION				\$0.00	\$0.00		\$0.00
		CE / ADMINISTRATION (10% TOTAL CONSTRUCTION)				\$146,667.92	\$19,416.51		\$166,084.43
		PRELIMINARY DESIGN ENGINEERING (PD)				\$127,118.68	\$17,031.02		\$144,149.70
		FINAL DESIGN ENGINEERING (FD)				\$86,228.09	\$11,552.61		\$97,780.70
		GEOTECHNICAL ANALYSIS				\$13,227.78	\$1,772.22		\$15,000.00
		TOTAL COST				\$1,839,921.71	\$243,937.50		\$2,083,859.21

PRELIMINARY DESIGN INCLUDES THE INITIAL CONTRACT FOR HUDSON BLVD OF \$100,000 AND AMENDMENT 1 OF \$44,149.70.