

**CITY OF LAKE ELMO
CITY COUNCIL MINUTES
FEBRUARY 7, 2018**

CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

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

Staff present: Administrator Handt, City Attorney Sonsalla, City Engineer Griffin, Planning Director Becker, Fire Chief Malmquist, Assistant Administrator Foster and City Clerk Johnson.

APPROVAL OF AGENDA

Item 6, “Approve Chicken Ordinance,” Item 4, “Approve Drug Testing and Drug Free Workplace Policies,” and Item 5, “Approve Service Agreements with Industrial Health Services Network” were moved to the Regular Agenda.

Councilmember Lundgren, seconded by Councilmember Bloyer moved TO APPROVE THE AGENDA AS AMENDED. Motion passed 4 – 0.

ACCEPT MINUTES

Minutes of the January 16, 2018 Regular Meeting were accepted as presented.

PUBLIC COMMENTS/INQUIRIES

None

PRESENTATIONS

None

CONSENT AGENDA

2. Approve Payment of Disbursements and Payroll
3. Approve Extension of Comcast Cable Franchise Agreement
4. ~~Approve Drug Testing and Drug Free Workplace Policies~~
5. ~~Approve Service Agreements with Industrial Health Services Network (IHSN)~~
6. ~~Approve Chicken Ordinance Ordinance No 08-196~~
7. Approve Consultant for Brookfield Building Fit Test/Analysis
8. Approve Old Village Ph3 Street & Utility Improvements – Change Order No. 4.
9. Approve Old Village Ph3 Street & Utility Improvements – Pay Request No. 6.
10. Approve Private Development Security Reductions – Easton Village 2nd & Easton Village 3rd.
11. Approve 5th Street North – Resolution Authorizing MnDOT to Perform Speed Zone Study
12. Approve Non Profit Donation Policy

Councilmember Bloyer, seconded by Councilmember Lundgren, moved TO APPROVE THE CONSENT AGENDA AS PRESENTED. Motion passed 4 - 0.

ITEM 13: Wyndham Village Subdivision Sketch Plan Review & Comprehensive Plan Amendment

Planning Director Becker stated that the developer is requesting an extension of time to allow for further revisions to the plan.

Joe Bush, J.P. Bush Homes, stated that he has been working to address Council and staff concerns and requested an extension to April 18, 2018.

Councilmember Bloyer, seconded by Councilmember Lundgren, moved TO TABLE TO THE APRIL 17TH MEETING OR EARLIER IF THE DEVELOPER AGREES. Motion passed 4 - 0.

ITEM 14: Legacy at North Star Preliminary Plat and PUD Plans

Planning Director Becker reviewed the proposal for preliminary plat and PUD approval and reviewed recommended conditions.

Joe Chavez, 3505 Kelvin Avenue N., spoke in support of the development and commented on potential trespassing onto his property from the trail in the Hamlet neighborhood.

Craig Allen, GWSA Land Development, commented on the proposed buffer, noting that it would be difficult to achieve a 50 foot buffer on the north border of the development. Discussion was also held concerning fencing around the ponds and acquiring right of way to the south of the proposed development.

Mayor Pearson, seconded by Councilmember Bloyer, moved TO TABLE TO A FUTURE MEETING. Motion passed 4 - 0.

ITEM 15: Short Term Rental Ordinance Amendment

Planning Director Becker presented the proposed ordinance revisions to allow for short term home rentals in certain zoning districts.

Pat Dean, 8028 Hill Trail, asked that the Council consider allowing short term rentals throughout the City, lengthen the length of stay restriction and lower the proposed fee.

Councilmember Bloyer, seconded by Mayor Pearson, moved TO ADOPT ORDINANCE 08-197 AMENDING THE ALLOWED USE OF BED AND BREAKFASTS WITHIN THE CITY.

Councilmember Bloyer, seconded by Councilmember Nelson, moved TO AMEND THE PRIMARY MOTION TO ADD RURAL RESIDENTIAL AND RURAL ESTATES AS AREAS ALLOWED. Motion passed 3 – 1. (Lundgren – nay)

Councilmember Bloyer, seconded by Councilmember Nelson, moved TO AMEND THE PRIMARY MOTION BY STRIKING THE NOTICE REQUIREMENT IN SECTION 6.A.1.d. Motion passed 3 – 1. (Lundgren – nay)

Councilmember Bloyer, seconded by Councilmember Nelson, moved TO AMEND THE PRIMARY MOTION BY STRIKING THE LANGUAGE IN SECTION 7 DEFINING AN OWNER OCCUPIED RESIDENCE. Motion passed 3 – 1. (Lundgren – nay)

Councilmember Bloyer, seconded by Councilmember Nelson, moved TO AMEND THE PRIMARY MOTION BY STRIKING SECTION 6.A.2. Motion passed 4 – 0.

Councilmember Bloyer, seconded by Councilmember Nelson, moved TO AMEND THE PRIMARY MOTION BY STRIKING SECTION 6.A.3. Mayor Pearson moved TO AMEND THE MOTION BY ADDING A 3 DAY MINIMUM AND 30 DAY MAXIMUM STAY. Amendment failed – no second. Motion passed 3 – 1. (Lundgren – nay)

Councilmember Bloyer, seconded by Councilmember Nelson, moved TO AMEND THE PRIMARY MOTION BY LIMITING GUEST STAYS TO UP TO 30 DAYS. Motion passed 3 – 1. (Lundgren – nay)

Primary motion as amended passed 3 – 1. (Lundgren – nay)

Mayor Pearson, seconded by Councilmember Bloyer, moved TO ADOPT ORDINANCE 08-200 AMENDING THE CITY'S FEE SCHEDULE TO INCLUDE A BED AND BREAKFAST PERMIT FEE. Motion passed 3 – 0 – 1. (Lundgren – abstain)

Mayor Pearson, seconded by Councilmember Bloyer, moved TO ADOPT RESOLUTION 2018-014 AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 08-197 AND ORDINANCE 08-200. Motion passed 4 – 0.

ITEM 16: Fairfield Inn Final PUD and CUP

Planning Director Becker reviewed the application for construction of a 90 unit Fairfield Inn hotel in the Eagle Point Business Park.

Councilmember Bloyer, seconded by Councilmember Lundgren, moved TO ADOPT RESOLUTION 2018-008 APPROVING THE REQUEST BY CENTRAL DESIGN GROUP, LLC FOR APPROVAL OF FINAL PLANNED UNIT DEVELOPMENT PLANS ASSOCIATED WITH A 90 UNIT HOTEL TO BE LOCATED ON LOT 1, BLOCK 1, HOA

2ND ADDITION, SUBJECT TO THE CONDITIONS OF APPROVAL AS RECOMMENDED BY STAFF. Motion passed 4 – 0.

Councilmember Bloyer, seconded by Councilmember Nelson, moved TO ADOPT RESOLUTION 2018-009 APPROVING THE REQUEST BY CENTRAL DESIGN GROUP, LLC FOR APPROVAL OF A CONDITIONAL USE PERMIT ASSOCIATED WITH A 90 UNIT HOTEL TO BE LOCATED ON LOT 1, BLOCK 1, HOA 2ND ADDITION, SUBJECT TO THE APPROVAL OF FINAL PLANNED UNIT DEVELOPMENT PLANS. Motion passed 4 – 0.

ITEM 17: Solar Ordinance

Planning Director Becker presented the proposed ordinance amending the City’s zoning code related to solar energy systems and solar farms.

Councilmember Nelson, seconded by Mayor Pearson, moved TO ADOPT ORDINANCE 08-198 APPROVING AMENDMENTS TO THE SOLAR ORDINANCE.

Councilmember Bloyer, seconded by Councilmember Nelson, moved TO AMEND THE PRIMARY MOTION BY STRIKING LANGUAGE IN SECTION 2.2 REQUIRING SIGNAGE. Mayor Pearson, seconded by Councilmember Lundgren, moved TO AMEND THE MOTION BY STRIKING SECTION 2.2 AND REPLACING WITH A REQUIREMENT FOR AT LEAST ONE SIGN IN CONSULTATION WITH PUBLIC SAFETY OFFICIALS. Amendment failed 2 – 2. (Bloyer, Nelson –nay) Motion to amend failed 2 – 2. (Lundgren, Nelson – nay)

Primary motion passed 4 – 0.

Councilmember Lundgren, seconded by Councilmember Nelson, moved TO ADOPT RESOLUTION 2018-010 AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 08-198. Motion passed 4 – 0.

ITEM 18: Windpower Ordinance

Planning Director Becker reviewed the proposed ordinance amendments to update the wind generator ordinance.

Councilmember Lundgren, seconded by Councilmember Nelson, moved TO ADOPT ORDINANCE 08-199 APPROVING PROPOSED AMENDMENTS TO THE CITY’S WIND GENERATOR REGULATIONS. Motion passed 4 – 0.

Councilmember Lundgren, seconded by Councilmember Nelson, moved TO ADOPT RESOLUTION 2018-011 AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 08-199. Motion passed 4 – 0.

Mayor Pearson, seconded by Councilmember Bloyer, moved TO RECONSIDER THE SOLAR ORDINANCE. Motion passed 4 – 0.

Mayor Pearson, seconded by Councilmember Lundgren, moved TO STRIKE PARAGRAPH 10, SECTION 2 RELATED TO RESTRICTIONS ON SOLAR ENERGY SYSTEMS Motion passed 3 – 1. (Bloyer – nay)

ITEM 19: CSAH15/CSAH14 Realignment – Resolution Approving Cooperative Agreements

Councilmember Lundgren, seconded by Councilmember Nelson, moved TO APPROVE RESOLUTION 2018-012 APPROVING COOPERATIVE AGREEMENT 11400, COOPERATIVE AGREEMENT 11522, AND COOPERATIVE MAINTENANCE AGREEMENT 11523 FOR THE CSAH15 AND CSAH14 REALIGNMENT IMPROVEMENTS. Motion passed 4 – 0.

ITEM 20: Finance Director – Job Description and Posting

Assistant Administrator Foster provided an overview of the proposed Finance Director job description and posting.

Councilmember Bloyer, seconded by Councilmember Nelson, moved TO APPROVE THE JOB DESCRIPTION AND UATHROIZE ADVERTISING FOR FINANCE DIRECTOR. Motion passed 4 – 0.

ITEM 21: Personnel Policy Amendment for Substitute Firefighters

Fire Chief Malmquist reviewed the proposed policy amendment to allow Paid on Call Firefighters to fill part time shifts.

Councilmember Bloyer, seconded by Councilmember Lundgren, moved TO AMEND THE PERSONNEL POLICY TO CREATE THE SUBSTITUTE FIREFIGHTER EMPLOYMENT CATEGORY UNDER THE DEFINITIONS SECTION. Motion passed 4 – 0.

ITEM 4: Approve Drug Testing and Drug Free Workplace Policies

Councilmember Bloyer, seconded by Councilmember Lundgren, moved TO TABLE ITEM 4. Motion passed 4 – 0.

ITEM 5: Approve Service Agreements with Industrial Health Services Network

Councilmember Lundgren, seconded by Councilmember Bloyer, moved TO TABLE ITEM 5. Motion passed 4 – 0.

ITEM 6: Approve Chicken Ordinance

Councilmember Bloyer, seconded by Councilmember Nelson, moved TO TABLE ITEM 6.
Motion passed 3 - 1. (Lundgren – nay)

COUNCIL REPORTS

Mayor Pearson: Attended the library grand re-opening, holding a visit with the Mayor on Friday, February 9th, attended the staff and volunteer appreciation party, thanked Wally Nelson for his service on the Finance Committee and reminded residents of the 2018 Kindness Campaign.

Councilmember Nelson: Thanked Wally Nelson for his service and announced grand opening of the Sally Manzara Nature Center is tentatively scheduled for June 2nd.

Councilmember Lundgren: Announced a planning meeting for the farmers market will be held in March at the library.

Councilmember Bloyer: Thanked Wally Nelson for his service to the City, thanked Mr. Stoudt for use of his facility for the staff and volunteer appreciation party.

STAFF REPORTS AND ANNOUNCEMENTS

Administrator Handt: Reported on water issues that could impact the City, welcomed the public to an open house on February 15th for feedback on the space needs study.

City Attorney Sonsalla: Will be attending the city attorney conference.

Planning Director Becker: Reported that a comp plan advisory committee meeting will be held at the end of the month.

City Engineer Griffin: Held a neighborhood meeting for input on the Old Village Phase 4 project. Reported that the Inwood water tower is operational.

Fire Chief Malmquist: Reported on the Safe Haven program, hydrant shoveling and joint training with the Oakdale Fire Department.

Meeting adjourned at 9:56 pm.

LAKE ELMO CITY COUNCIL

ATTEST:

Julie Johnson, City Clerk

Mike Pearson, Mayor



STAFF REPORT

DATE: February 15, 2018
CONSENT

TO: Mayor and City Council
FROM: Amy La Belle, Accountant
AGENDA ITEM: Approve 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	\$ 71,082.89	Payroll 02/15/18
47019-47076	\$ 319,049.83	Accounts Payable 02/20/18
2887	\$ 271.56	Accounts Payable (Library Checks) 02/20/18
TOTAL	\$ 390,404.28	

RECOMMENDATION:

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

“Motion to approve the aforementioned disbursements in the amount of \$ 390,404.28.”

ATTACHMENTS:

1. Accounts Payable – check register

2017
K. Hunt

Accounts Payable To Be Paid Proof List

User: Amy
Printed: 02/15/2018 - 3:48 PM
Batch: 028-12-2017

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
Bolton & Menk, Inc										
BOLTONME										
0213159	01/19/2018	3,747.00	0.00	02/20/2018	2018 Street Project 2017.156		-		No	0000
409-480-8000-43150	Contract Services									
	0213159 Total:	3,747.00								
0213160	01/19/2018	2,456.00	0.00	02/20/2018	I-94 Lift Station Project 2016.134		-		No	0000
602-495-9450-43150	Contract Services									
	0213160 Total:	2,456.00								
0213161	01/19/2018	1,908.00	0.00	02/20/2018	Northport 1st		-		No	0000
803-000-0000-22910	Developer Payments									
	0213161 Total:	1,908.00								
	BOLTONME Total:	8,111.00								
	Bolton & Menk, Inc Total:	8,111.00								
Coordinated Business Systems										
COORDIN										
CNIN259413	11/13/2017	271.56	0.00	02/20/2018	Library IT Support 112117-113017		-		No	0000
206-450-5300-43180	Information Technology									
	CNIN259413 Total:	271.56								
	COORDIN Total:	271.56								
	Coordinated Business Systems Total:	271.56								
Emergency Apparatus Maint. Inc										
EMERGAPP										
97706	01/16/2018	394.93	0.00	02/20/2018	E1 Insp		-		No	0000
101-420-2220-44040	Repairs/Maint Eqpt									
	97706 Total:	394.93								
97707	01/16/2018	334.13	0.00	02/20/2018	E2 Insp		-		No	0000
101-420-2220-44040	Repairs/Maint Eqpt									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	97707 Total:	334.13								
97708	01/16/2018	334.13	0.00	02/20/2018	L1 Insp		-		No	0000
101-420-2220-44040	Repairs/Maint Eqpt									
	97708 Total:	334.13								
97709	01/16/2018	334.13	0.00	02/20/2018	T1 Insp		-		No	0000
101-420-2220-44040	Repairs/Maint Eqpt									
	97709 Total:	334.13								
97710	01/16/2018	334.13	0.00	02/20/2018	T2 Insp		-		No	0000
101-420-2220-44040	Repairs/Maint Eqpt									
	97710 Total:	334.13								
97815	01/16/2018	2,692.15	0.00	02/20/2018	E1 Repairs		-		No	0000
101-420-2220-44040	Repairs/Maint Eqpt									
	97815 Total:	2,692.15								
	EMERGAPP Total:	4,423.60								
Emergency Apparatus Maint. Inc Total:		4,423.60								
Emergency Response Solutions										
Erespsol										
10293	01/29/2018	340.00	0.00	02/20/2018	Restock Foam		-		No	0000
101-420-2220-42400	Small Tools & Equipment									
	10293 Total:	340.00								
	Erespsol Total:	340.00								
Emergency Response Solutions Total:		340.00								
League of MN Cities Ins. Trust										
LMCIT										
3249	01/24/2018	23,212.84	0.00	02/20/2018	Agin Court Settlement		-		No	0000
101-000-0000-25300	Fund Balance									
	3249 Total:	23,212.84								
	LMCIT Total:	23,212.84								
League of MN Cities Ins. Trust Total:		23,212.84								
RL Larson Excavating, Inc.										
RLLARSON										
Pay Reg 2	02/12/2018	85,810.54	0.00	02/20/2018	1-94 Lift Station 2016.134		-		No	0000
602-495-9450-43150	Contract Services									
	Pay Reg 2 Total:	85,810.54								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	RLLARSON Total:	85,810.54								
	RL Larson Excavating, Inc. Total:	85,810.54								
United Land LLC UNITEDLA SCS-12-2642	01/31/2018	232.00	0.00	02/20/2018	Eagle Pt Easement Maint 063017-123117		-			No 0000
101-410-1320-44300	Miscellaneous									
	SCS-12-2642 Total:	232.00								
	UNITEDLA Total:	232.00								
	United Land LLC Total:	232.00								
	Report Total:	122,401.54								

2018

Kethura

Accounts Payable To Be Paid Proof List

User: Amy
Printed: 02/15/2018 - 3:43 PM
Batch: 020-02-2018

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Abukhudeer Yahya										
ABUKHUDE										
20180205	02/05/2018	35,000.00	0.00	02/20/2018	Escrow Refund 2017-410 520 Lake Elmo Ave		-			No 0000
803-000-0000-22900	Deposits Payable									
	20180205 Total:	35,000.00								
	ABUKHUDE Total:	35,000.00								
Abukhudeer Yahya Total:		35,000.00								
Alex Air Apparatus, Inc										
ALEXAIR										
35270	02/01/2018	1,946.74	0.00	02/20/2018	2018 SCBA Inspections		-			No 0000
101-420-2220-44040	Repairs/Maint Eqpt									
	35270 Total:	1,946.74								
	ALEXAIR Total:	1,946.74								
Alex Air Apparatus, Inc Total:		1,946.74								
ANCOM Communications, Inc.										
ANCOM										
75816	01/18/2018	138.00	0.00	02/20/2018	Pager Repair		-			No 0000
101-420-2220-43230	Radio									
	75816 Total:	138.00								
	ANCOM Total:	138.00								
ANCOM Communications, Inc. Total:		138.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Bayerl Water Resources										
BAYERLWA										
18-221	01/28/2018	1,882.86	0.00	02/20/2018	Wellhead Protection Plan		-		No	0000
601-494-9400-43150	Contract Services									
	18-221 Total:	1,882.86								
	BAYERLWA Total:	1,882.86								
Bayerl Water Resources Total:		1,882.86								
Biff's Inc.										
BIFFS										
W667225-W667227	01/31/2018	218.00	0.00	02/20/2018	Portable Restrooms		-		No	0000
101-450-5200-44120	Rentals - Buildings									
W667225-W667227	01/31/2018	-96.00	0.00	02/20/2018	CREDIT - overpayment		-		No	0000
101-450-5200-44120	Rentals - Buildings									
	W667225-W667227 Total:	122.00								
	BIFFS Total:	122.00								
Biff's Inc. Total:		122.00								
Central Pension Fund										
CENTRALP										
20180201	02/01/2018	474.00	0.00	02/20/2018	CPF Contributions - 020118		-		No	0000
101-000-0000-21714	Union Pension									
20180201	02/01/2018	54.00	0.00	02/20/2018	CPF Contributions - 020118 Retro		-		No	0000
101-000-0000-21714	Union Pension									
	20180201 Total:	528.00								
	CENTRALP Total:	528.00								
Central Pension Fund Total:		528.00								
Cintas Corporation #754										
CINTAS										
754824218	01/31/2018	101.92	0.00	02/20/2018	Uniforms		-		No	0000
101-430-3100-44170	Uniforms									
754824218	01/31/2018	77.90	0.00	02/20/2018	Rugs/soap/rags		-		No	0000
101-430-3100-42150	Operating Supplies									
	754824218 Total:	179.82								
754826868	02/07/2018	106.02	0.00	02/20/2018	Uniforms		-		No	0000
101-430-3100-44170	Uniforms									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
754826868	02/07/2018	56.34	0.00	02/20/2018	Rugs/soap/rags		-			No 0000
101-430-3100-42150	Operating Supplies									
	754826868 Total:	162.36								
	CINTAS Total:	342.18								
	Cintas Corporation #754 Total:	342.18								
City of Bloomington										
CTYBLOOM										
1800007	02/01/2018	42.00	0.00	02/20/2018	Lab Bacteria Testing - Jan 2018		-			No 0000
601-494-9400-42270	Utility System Maintenance									
	1800007 Total:	42.00								
	CTYBLOOM Total:	42.00								
	City of Bloomington Total:	42.00								
City of Roseville										
CTYROSEV										
224122	02/01/2018	96.72	0.00	02/20/2018	Monthly Phones - Jan 2018		-			No 0000
101-410-1320-43210	Telephone									
224122	02/01/2018	48.36	0.00	02/20/2018	Monthly Phones - Jan 2018		-			No 0000
101-410-1520-43210	Telephone									
224122	02/01/2018	48.36	0.00	02/20/2018	Monthly Phones - Jan 2018		-			No 0000
101-410-1910-43210	Telephone									
224122	02/01/2018	24.18	0.00	02/20/2018	Monthly Phones - Jan 2018		-			No 0000
101-410-1940-43210	Telephone									
224122	02/01/2018	48.36	0.00	02/20/2018	Monthly Phones - Jan 2018		-			No 0000
101-420-2100-43210	Telephone									
224122	02/01/2018	72.54	0.00	02/20/2018	Monthly Phones - Jan 2018		-			No 0000
101-420-2400-43210	Telephone									
224122	02/01/2018	145.07	0.00	02/20/2018	Monthly Phones - Jan 2018		-			No 0000
101-430-3100-43210	Telephone									
	224122 Total:	483.59								
	CTYROSEV Total:	483.59								
	City of Roseville Total:	483.59								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
Clifton, Larson, Allen LLP										
CLIFTON										
1655474	02/01/2018	17,365.80	0.00	02/20/2018	CLA Services 122817-012918		-		No	0000
101-410-1520-43150	Contract Services									
1655474	02/01/2018	2,170.73	0.00	02/20/2018	CLA Services 122817-012918		-		No	0000
601-494-9400-43150	Contract Services									
1655474	02/01/2018	1,085.36	0.00	02/20/2018	CLA Services 122817-012918		-		No	0000
602-495-9450-43150	Contract Services									
1655474	02/01/2018	1,085.36	0.00	02/20/2018	CLA Services 122817-012918		-		No	0000
603-496-9500-43150	Contract Services									
	1655474 Total:	21,707.25								
	CLIFTON Total:	21,707.25								
Clifton, Larson, Allen LLP Total:		21,707.25								
Compass Minerals										
COMPASS										
183301	01/29/2018	3,586.91	0.00	02/20/2018	Road Salt - Treated		-		No	0000
101-430-3100-42290	Sand/Salt									
	183301 Total:	3,586.91								
	COMPASS Total:	3,586.91								
Compass Minerals Total:		3,586.91								
Core & Main LP										
CORE										
1242941	01/17/2018	227.09	0.00	02/20/2018	Gate valve markers and parts		-		No	0000
601-494-9400-42210	Repair/Maint. Supplies									
	1242941 Total:	227.09								
	CORE Total:	227.09								
Core & Main LP Total:		227.09								
Dell Marketing L.P.										
DELLMARK										
10219445346	01/22/2018	635.02	0.00	02/20/2018	Dell Notebook - Latitude 5285		-		No	0000
601-494-9400-42400	Small Tools & Minor Equipment									
10219445346	01/22/2018	635.03	0.00	02/20/2018	Dell Notebook - Latitude 5285		-		No	0000
602-495-9450-42400	Small Tools & Minor Equipment									
	10219445346 Total:	1,270.05								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
DELLMARK Total:		1,270.05								
Dell Marketing L.P. Total:		1,270.05								
Deluxe Business Checks										
DELUXE										
02041792879	02/09/2018	1,039.41	0.00	02/20/2018	A/P Check Stock Qty: 2500		-		No	0000
101-410-1320-42030	Printed Forms									
02041792879 Total:		1,039.41								
DELUXE Total:		1,039.41								
Deluxe Business Checks Total:		1,039.41								
Emergency Automotive Tech, Inc										
EMERGAUT										
WC020118-26	02/01/2018	122.96	0.00	02/20/2018	Strobe light repair - loader		-		No	0000
101-430-3100-42210	Repair/Maint. Supplies									
WC020118-26 Total:		122.96								
EMERGAUT Total:		122.96								
Emergency Automotive Tech, Inc Total:		122.96								
Focus Engineering, Inc.										
FOCUS										
4377	01/29/2018	2,500.00	0.00	02/20/2018	General Engineering - Retainer		-		No	0000
101-410-1930-43030	Engineering Services									
4377 Total:		2,500.00								
4378	01/29/2018	441.25	0.00	02/20/2018	General Engineering - Planning		-		No	0000
101-410-1910-43030	Engineering Services									
4378	01/29/2018	210.00	0.00	02/20/2018	Minor Sub 4564 Kimbro		-		No	0000
803-000-0000-22910	Developer Payments									
4378	01/29/2018	21.25	0.00	02/20/2018	Wildflower 1st		-		No	0000
803-000-0000-22910	Developer Payments									
4378 Total:		672.50								
4379	01/29/2018	297.50	0.00	02/20/2018	General Engineering - ROW		-		No	0000
101-430-3100-43030	Engineering Services									
4379 Total:		297.50								
4380	01/29/2018	148.75	0.00	02/20/2018	General Engineering - Water		-		No	0000
601-494-9400-43030	Engineering Services									
4380 Total:		148.75								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
4381	01/29/2018	2,010.00	0.00	02/20/2018	CSAH 15		-		No	0000
602-495-9450-43030	Engineering Services									
	4381 Total:	2,010.00								
4382	01/29/2018	545.00	0.00	02/20/2018	LE Ave Corridor		-		No	0000
409-480-8000-43030	Engineering Services									
	4382 Total:	545.00								
4383	01/29/2018	240.00	0.00	02/20/2018	State Highway 36		-		No	0000
409-480-8000-43030	Engineering Services									
	4383 Total:	240.00								
4384	01/29/2018	85.00	0.00	02/20/2018	Inwood Booster Station		-		No	0000
601-494-9400-43030	Engineering Services									
	4384 Total:	85.00								
4385	01/29/2018	367.50	0.00	02/20/2018	Beehive Asset Mgmt		-		No	0000
409-480-8000-43030	Engineering Services									
	4385 Total:	367.50								
4386	01/29/2018	183.75	0.00	02/20/2018	CSAH 13		-		No	0000
409-480-8000-43030	Engineering Services									
	4386 Total:	183.75								
4387	01/29/2018	1,162.50	0.00	02/20/2018	Inwood Water Tower		-		No	0000
601-494-9400-43030	Engineering Services									
	4387 Total:	1,162.50								
4388	01/29/2018	2,091.25	0.00	02/20/2018	OV Phase 3		-		No	0000
409-480-8000-43030	Engineering Services									
	4388 Total:	2,091.25								
4389	01/29/2018	497.50	0.00	02/20/2018	I-94 Lift Station		-		No	0000
602-495-9450-43030	Engineering Services									
	4389 Total:	497.50								
4390	01/29/2018	676.25	0.00	02/20/2018	2017 Street Project		-		No	0000
409-480-8000-43030	Engineering Services									
	4390 Total:	676.25								
4391	01/29/2018	30.00	0.00	02/20/2018	Lake Elmo Ave Phase 3		-		No	0000
409-480-8000-43030	Engineering Services									
	4391 Total:	30.00								
4392	01/29/2018	60.00	0.00	02/20/2018	TH36/CSAH 15		-		No	0000
101-430-3100-42250	Street Maintenance									
	4392 Total:	60.00								
4393	01/29/2018	461.99	0.00	02/20/2018	CSAH 19		-		No	0000
101-430-3100-42250	Street Maintenance									
	4393 Total:	461.99								
4394	01/29/2018	242.50	0.00	02/20/2018	2018 Street Project		-		No	0000
409-480-8000-43030	Engineering Services									
	4394 Total:	242.50								
4395	01/29/2018	1,281.25	0.00	02/20/2018	OV Phase 4		-		No	0000
409-480-8000-43030	Engineering Services									
	4395 Total:	1,281.25								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
4396	01/29/2018	171.50	0.00	02/20/2018	2018 Seal Coat Project		-			No 0000
101-430-3100-42250	Street Maintenance									
	4396 Total:	171.50								
4397	01/29/2018	73.50	0.00	02/20/2018	2018 Crack Seal Project		-			No 0000
101-430-3100-42250	Street Maintenance									
	4397 Total:	73.50								
4398	01/29/2018	373.00	0.00	02/20/2018	2018 Mill & Overlay Project		-			No 0000
101-430-3100-42250	Street Maintenance									
	4398 Total:	373.00								
4399	01/29/2018	54.50	0.00	02/20/2018	Savona 1st		-			No 0000
803-000-0000-22910	Developer Payments									
	4399 Total:	54.50								
4400	01/29/2018	612.23	0.00	02/20/2018	Boulder Pond 1st		-			No 0000
803-000-0000-22910	Developer Payments									
	4400 Total:	612.23								
4401	01/29/2018	150.00	0.00	02/20/2018	Wildflower 1st		-			No 0000
803-000-0000-22910	Developer Payments									
	4401 Total:	150.00								
4402	01/29/2018	276.00	0.00	02/20/2018	Village Preserve 1st		-			No 0000
803-000-0000-22910	Developer Payments									
	4402 Total:	276.00								
4403	01/29/2018	120.00	0.00	02/20/2018	Easton Village 1st		-			No 0000
803-000-0000-22910	Developer Payments									
	4403 Total:	120.00								
4404	01/29/2018	215.23	0.00	02/20/2018	Village East Trunk Sewer		-			No 0000
803-000-0000-22910	Developer Payments									
	4404 Total:	215.23								
4405	01/29/2018	597.50	0.00	02/20/2018	Northport 1st		-			No 0000
803-000-0000-22910	Developer Payments									
	4405 Total:	597.50								
4406	01/29/2018	283.50	0.00	02/20/2018	Savona 3rd		-			No 0000
803-000-0000-22910	Developer Payments									
	4406 Total:	283.50								
4407	01/29/2018	635.50	0.00	02/20/2018	Savona 4th		-			No 0000
803-000-0000-22910	Developer Payments									
	4407 Total:	635.50								
4408	01/29/2018	60.00	0.00	02/20/2018	Easton Village 2nd		-			No 0000
803-000-0000-22910	Developer Payments									
	4408 Total:	60.00								
4409	01/29/2018	250.50	0.00	02/20/2018	Boulder Ponds 2nd		-			No 0000
803-000-0000-22910	Developer Payments									
	4409 Total:	250.50								
4410	01/29/2018	216.00	0.00	02/20/2018	Village Preserve 2nd		-			No 0000
803-000-0000-22910	Developer Payments									
	4410 Total:	216.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
4411	01/29/2018	6,413.00	0.00	02/20/2018	Royal Golf		-			No 0000
803-000-0000-22910	Developer Payments									
	4411 Total:	6,413.00								
4412	01/29/2018	30.00	0.00	02/20/2018	Hidden Meadows 2nd		-			No 0000
803-000-0000-22910	Developer Payments									
	4412 Total:	30.00								
4413	01/29/2018	260.00	0.00	02/20/2018	Southwind		-			No 0000
803-000-0000-22910	Developer Payments									
	4413 Total:	260.00								
4414	01/29/2018	150.00	0.00	02/20/2018	Wasatch Storage		-			No 0000
803-000-0000-22910	Developer Payments									
	4414 Total:	150.00								
4415	01/29/2018	376.00	0.00	02/20/2018	Wildflower 2nd		-			No 0000
803-000-0000-22910	Developer Payments									
	4415 Total:	376.00								
4416	01/29/2018	570.52	0.00	02/20/2018	Hammes 2nd		-			No 0000
803-000-0000-22910	Developer Payments									
	4416 Total:	570.52								
4417	01/29/2018	85.00	0.00	02/20/2018	Inwood 5th		-			No 0000
803-000-0000-22910	Developer Payments									
	4417 Total:	85.00								
4418	01/29/2018	1,083.75	0.00	02/20/2018	Easton Village 3rd		-			No 0000
803-000-0000-22910	Developer Payments									
	4418 Total:	1,083.75								
4419	01/29/2018	150.00	0.00	02/20/2018	Legacy North		-			No 0000
803-000-0000-22910	Developer Payments									
	4419 Total:	150.00								
4420	01/29/2018	30.00	0.00	02/20/2018	McLeod Res/Bush Homes		-			No 0000
803-000-0000-22910	Developer Payments									
	4420 Total:	30.00								
4421	01/29/2018	90.00	0.00	02/20/2018	Emerson-Section 36 Comm Sub		-			No 0000
101-410-1930-43030	Engineering Services									
	4421 Total:	90.00								
4422	01/29/2018	420.00	0.00	02/20/2018	Metro Transit Park & Ride		-			No 0000
101-410-1930-43030	Engineering Services									
	4422 Total:	420.00								
4423	01/29/2018	360.00	0.00	02/20/2018	Fairfield Inn		-			No 0000
803-000-0000-22910	Developer Payments									
	4423 Total:	360.00								
4424	01/29/2018	392.50	0.00	02/20/2018	Hammes 3rd		-			No 0000
803-000-0000-22910	Developer Payments									
	4424 Total:	392.50								
	FOCUS Total:	28,052.97								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
Focus Engineering, Inc. Total:		28,052.97								
Francotyp-Postalia, Inc										
FRANCOTY										
RI103531674	01/24/2018	306.65	0.00	02/20/2018	Postbase Ink Cartridge X 2		-		No	0000
101-410-1320-43220	Postage									
RI103531674 Total:		306.65								
RI103533281	01/24/2018	242.23	0.00	02/20/2018	Postbase Ink Cartridge X 2		-		No	0000
101-410-1320-43220	Postage									
RI103533281 Total:		242.23								
FRANCOTY Total:		548.88								
Francotyp-Postalia, Inc Total:		548.88								
Freshwater Society										
FRESHWAT										
20180126B	01/26/2018	270.00	0.00	02/20/2018	Roadsalt Symposium JS & ML		-		No	0000
603-496-9500-44370	Conferences & Training									
20180126B Total:		270.00								
FRESHWAT Total:		270.00								
Freshwater Society Total:		270.00								
Great America Financial										
GREATAM										
21988330	01/16/2018	365.58	0.00	02/20/2018	Sharp MX-5070 Main 120617-123117		-		No	0000
101-410-1940-44040	Repairs/Maint Contractual Eqpt									
21988330 Total:		365.58								
GREATAM Total:		365.58								
Great America Financial Total:		365.58								
H & L Mesabi Corp										
H & L										
84	01/31/2018	700.00	0.00	02/20/2018	Curb guards		-		No	0000
101-430-3100-42210	Repair/Maint. Supplies									
84 Total:		700.00								
H & L Total:		700.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
H & L Mesabi Corp Total:		700.00								
Hawkins, Inc.										
HAWKINS										
4216894	01/18/2018	62.40	0.00	02/20/2018	Water Treatment Chemicals		-		No	0000
601-494-9400-42160	Chemicals									
4216894 Total:		62.40								
4219583	01/26/2018	20.00	0.00	02/20/2018	Chlorine		-		No	0000
601-494-9400-42160	Chemicals									
4219583 Total:		20.00								
HAWKINS Total:		82.40								
Hawkins, Inc. Total:		82.40								
Innovative Office Solutions										
INNOVAT										
IN1919594	02/01/2018	63.98	0.00	02/20/2018	Paper		-		No	0000
101-410-1320-42000	Office Supplies									
IN1919594	02/01/2018	17.00	0.00	02/20/2018	Paper - Permit Cards		-		No	0000
101-410-1320-42000	Office Supplies									
IN1919594 Total:		80.98								
SO-1901248	01/04/2018	105.48	0.00	02/20/2018	Misc. Office Supplies		-		No	0000
101-450-5200-42000	Office Supplies									
SO-1901248 Total:		105.48								
INNOVAT Total:		186.46								
Innovative Office Solutions Total:		186.46								
IUOE Local 49										
IUOEDUES										
20180206	02/06/2018	241.50	0.00	02/20/2018	Union Dues - February 2018		-		No	0000
101-000-0000-21712	Union Dues									
20180206 Total:		241.50								
IUOEDUES Total:		241.50								
IUOE Local 49 Total:		241.50								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
Jani-King of Minnesota, Inc										
JANIKING										
MIN02180182	02/01/2017	204.00	0.00	02/20/2018	Cleaning Svs - Public Works		-		No	0000
101-430-3100-43150	Contract Services									
	MIN02180182 Total:	204.00								
	JANIKING Total:	204.00								
Jani-King of Minnesota, Inc Total:		204.00								
Kath Fuel Oil Service Co										
kathfuel										
614758	01/23/2018	1,915.87	0.00	02/20/2018	Diesel Fuel		-		No	0000
101-430-3100-42120	Fuel, Oil and Fluids									
	614758 Total:	1,915.87								
614759	01/23/2018	786.87	0.00	02/20/2018	Unleaded Fuel		-		No	0000
101-430-3100-42120	Fuel, Oil and Fluids									
	614759 Total:	786.87								
615620	02/01/2018	1,068.23	0.00	02/20/2018	Unleaded Fuel		-		No	0000
101-430-3100-42120	Fuel, Oil and Fluids									
	615620 Total:	1,068.23								
615621	02/01/2018	1,239.24	0.00	02/20/2018	Diesel Fuel		-		No	0000
101-430-3100-42120	Fuel, Oil and Fluids									
	615621 Total:	1,239.24								
	kathfuel Total:	5,010.21								
Kath Fuel Oil Service Co Total:		5,010.21								
Lake Elmo Associates, LLP										
LEASSOC										
20180301	03/01/2018	2,666.00	0.00	02/20/2018	3880 Brookfield Rent - March 2018		-		No	0000
101-410-1940-44120	Rentals - Building									
	20180301 Total:	2,666.00								
	LEASSOC Total:	2,666.00								
Lake Elmo Associates, LLP Total:		2,666.00								
Lake Elmo Oil, Inc.										
LEOIL										
20180131	01/31/2018	521.47	0.00	02/20/2018	Fuel		-		No	0000
101-420-2220-42120	Fuel, Oil and Fluids									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
	20180131 Total:	521.47								
	LEOIL Total:	521.47								
	Lake Elmo Oil, Inc. Total:	521.47								
Lake Elmo Repair, Inc										
LEREPAIR										
177375	01/31/2018	844.56	0.00	02/20/2018	Power steering repair 14-2		-		No	0000
101-450-5200-44040	Repairs/Maint Eqpt									
	177375 Total:	844.56								
	LEREPAIR Total:	844.56								
	Lake Elmo Repair, Inc Total:	844.56								
Make The Move Training, LLC										
MAKETHEM										
18-01	02/05/2018	700.00	0.00	02/20/2018	2018 FF Survival Training 01.29.18		-		No	0000
101-420-2220-44370	Conferences & Training									
	18-01 Total:	700.00								
	MAKETHEM Total:	700.00								
	Make The Move Training, LLC Total:	700.00								
Maroney's Sanitation, Inc										
MARONEYS										
715610	02/07/2018	127.48	0.00	02/20/2018	Trash Service - City Hall 0101-0131		-		No	0000
101-410-1940-43840	Refuse									
715610	02/07/2018	53.30	0.00	02/20/2018	Trash Service - Fire Station 0101-0131		-		No	0000
101-420-2220-43840	Refuse									
715610	02/07/2018	232.22	0.00	02/20/2018	Trash Svs-Parks Bldg/Storage 0101-0131		-		No	0000
101-450-5200-43840	Refuse									
715610	02/07/2018	242.60	0.00	02/20/2018	Trash Service - Public Works 0101-0131		-		No	0000
101-430-3100-43840	Refuse									
	715610 Total:	655.60								
	MARONEYS Total:	655.60								
	Maroney's Sanitation, Inc Total:	655.60								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Menards - Oakdale										
MENARDSO										
47879	01/22/2018	100.99	0.00	02/20/2018	Ladder & Bungee Kit		-		No	0000
101-430-3100-42400	Small Tools & Minor Equipment									
	47879 Total:	100.99								
48089	01/25/2018	324.50	0.00	02/20/2018	Snowblower		-		No	0000
601-494-9400-42400	Small Tools & Minor Equipment									
48089	01/25/2018	324.50	0.00	02/20/2018	Snowblower		-		No	0000
602-495-9450-42400	Small Tools & Minor Equipment									
	48089 Total:	649.00								
48358	01/30/2018	12.88	0.00	02/20/2018	Station # 2 repairs		-		No	0000
101-420-2220-44010	Repairs/Maint Bldg									
	48358 Total:	12.88								
48484	02/01/2018	71.82	0.00	02/20/2018	Windshield Scrapers (plow trucks)		-		No	0000
101-430-3100-42150	Operating Supplies									
48484	02/01/2018	128.54	0.00	02/20/2018	Replacement hose for garage door		-		No	0000
101-430-3100-42210	Repair/Maint. Supplies									
	48484 Total:	200.36								
	MENARDSO Total:	963.23								
	<hr/>									
	Menards - Oakdale Total:	963.23								
	<hr/>									
Metropolitan Council										
METCOU										
1078034	02/06/2018	7,678.30	0.00	02/20/2018	Waste Water Services Mar 2018		-		No	0000
602-495-9450-43820	Sewer Utility - Met Council									
	1078034 Total:	7,678.30								
20180131	01/31/2018	47,215.00	0.00	02/20/2018	SAC Charges - January 2018		-		No	0000
602-000-0000-20802	SAC due Met Council									
20180131	01/31/2018	-472.15	0.00	02/20/2018	SAC Charges-Jan 2018 prompt pay disc		-		No	0000
602-000-0000-37220	SAC Early Pay discount/revenue									
	20180131 Total:	46,742.85								
	METCOU Total:	54,421.15								
	<hr/>									
	Metropolitan Council Total:	54,421.15								
	<hr/>									
MN PEIP										
MNPEIP										
678264	02/09/2018	10,410.92	0.00	02/20/2018	March 2018 PEIP Health Ins Premium		-		No	0000
101-000-0000-21706	Medical Insurance									
	678264 Total:	10,410.92								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
	MNPEIP Total:	10,410.92								
	MN PEIP Total:	10,410.92								
MN Street Superintendents Assn										
MSSA										
2018	02/06/2018	150.00	0.00	02/20/2018	2018 MN Street Sup. Assoc Dues RW & JC		-		No	0000
101-430-3100-44330	Dues & Subscriptions									
	2018 Total:	150.00								
	MSSA Total:	150.00								
	MN Street Superintendents Assn Total:	150.00								
NCPERS Minnesota										
NCPERS										
5662218	01/23/2018	96.00	0.00	02/20/2018	February 2018 Premium		-		No	0000
101-000-0000-21708	Other Benefits									
	5662218 Total:	96.00								
	NCPERS Total:	96.00								
	NCPERS Minnesota Total:	96.00								
Niebur Tractor & Equipment										
NIEBUR										
01-107967	01/15/2018	63.16	0.00	02/20/2018	Kubota strut repair		-		No	0000
101-450-5200-44040	Repairs/Maint Eqpt									
	01-107967 Total:	63.16								
	NIEBUR Total:	63.16								
	Niebur Tractor & Equipment Total:	63.16								
Overhead Door Company										
OVERHEAD										
103565	01/26/2018	1,577.95	0.00	02/20/2018	Repairs to door #1 and wash bay - PW		-		No	0000
101-430-3100-44010	Repairs/Maint Bldg									
	103565 Total:	1,577.95								
	OVERHEAD Total:	1,577.95								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
Overhead Door Company Total:		1,577.95								
River Country Cooperative										
RIVRCOOP										
20180131	01/31/2018	1,547.12	0.00	02/20/2018	Fuel		-		No	0000
101-420-2220-42120	Fuel, Oil and Fluids									
20180131 Total:		1,547.12								
RIVRCOOP Total:		1,547.12								
River Country Cooperative Total:		1,547.12								
Sam's Club										
SAMSCLUB										
20180207	02/07/2018	99.74	0.00	02/20/2018	Rehab Supplies		-		No	0000
101-420-2220-44300	Miscellaneous									
20180207	02/07/2018	51.46	0.00	02/20/2018	Station Supplies		-		No	0000
101-420-2220-44010	Repairs/Maint Bldg									
20180207 Total:		151.20								
SAMSCLUB Total:		151.20								
Sam's Club Total:		151.20								
Schlomka Services LLC										
SCHLOMKA										
21177	01/30/2018	220.00	0.00	02/20/2018	Booster Station pump out 012618		-		No	0000
601-494-9400-43150	Contract Services									
21177	01/30/2018	250.00	0.00	02/20/2018	PW pump out 012618		-		No	0000
101-430-3100-44010	Repairs/Maint Bldg									
21177 Total:		470.00								
SCHLOMKA Total:		470.00								
Schlomka Services LLC Total:		470.00								
Sela Roofing Inc.										
SELA										
20180202	02/02/2018	161.85	0.00	02/20/2018	Refund - Plan Review Fee chgd in error		-		No	0000
101-000-0000-34104	Plan Check Fees									
20180202 Total:		161.85								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
SELA Total:		161.85								
Sela Roofing Inc. Total:		161.85								
State of MN Dept of Public										
STATE OF										
8207500132017	01/30/2018	25.00	0.00	02/20/2018	Tier II Reporting - Fuel Storage Tanks		-		No	0000
101-430-3100-42120	Fuel, Oil and Fluids									
8207500132017 Total:		25.00								
STATE OF Total:		25.00								
State of MN Dept of Public Total:		25.00								
Target Solutions Learning, LLC										
TARGET										
22123	02/13/2018	1,991.95	0.00	02/20/2018	2018 Target Solutions Platform & Mainten		-		No	0000
101-420-2220-44370	Conferences & Training									
22123 Total:		1,991.95								
TARGET Total:		1,991.95								
Target Solutions Learning, LLC Total:		1,991.95								
TDS Metrocom - LLC										
TDS										
20180213	02/13/2018	116.12	0.00	02/20/2018	Analog Lines - Fire		-		No	0000
101-420-2220-43210	Telephone									
20180213	02/13/2018	207.76	0.00	02/20/2018	Analog Lines - Public Works		-		No	0000
101-430-3100-43210	Telephone									
20180213	02/13/2018	103.32	0.00	02/20/2018	Analog Lines - Lift Station Alarms		-		No	0000
602-495-9450-43210	Telephone									
20180213	02/13/2018	51.66	0.00	02/20/2018	Analog Lines - Alarm Well House # 2		-		No	0000
601-494-9400-43210	Telephone									
20180213 Total:		478.86								
TDS Total:		478.86								
TDS Metrocom - LLC Total:		478.86								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
Telemetry & Process Controls										
TELEMETR										
106864	01/29/2018	279.00	0.00	02/20/2018	Contract Svs - SCADA Jan 2018		-		No	0000
601-494-9400-43150	Contract Services									
106864	01/29/2018	279.00	0.00	02/20/2018	Contract Svs - SCADA Jan 2018		-		No	0000
602-495-9450-43150	Contract Services									
	106864 Total:	558.00								
	TELEMETR Total:	558.00								
Telemetry & Process Controls Total:		558.00								
TKDA, Inc.										
TKDA										
002018000253	02/08/2018	678.59	0.00	02/20/2018	2017 Street Project 2016.135		-		No	0000
409-480-8000-43150	Contract Services									
	002018000253 Total:	678.59								
002018000303	02/08/2018	231.22	0.00	02/20/2018	2017 Street Project 2016.135		-		No	0000
409-480-8000-43150	Contract Services									
	002018000303 Total:	231.22								
	TKDA Total:	909.81								
TKDA, Inc. Total:		909.81								
Verizon Wireless										
VERIZON										
9800335996	01/21/2018	177.63	0.00	02/20/2018	Wireless Charges		-		No	0000
101-430-3100-43210	Telephone									
	9800335996 Total:	177.63								
	VERIZON Total:	177.63								
Verizon Wireless Total:		177.63								
Wenck Associates Inc.										
WENCKASS										
11800182	02/05/2018	561.50	0.00	02/20/2018	Northport 1st Addition		-		No	0000
803-000-0000-22910	Developer Payments									
	11800182 Total:	561.50								
11800183	02/05/2018	262.50	0.00	02/20/2018	Royal Golf 1st Addition		-		No	0000
803-000-0000-22910	Developer Payments									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
11800183	02/05/2018	93.50	0.00	02/20/2018	Boulder Ponds 1st & 2nd		-			No 0000
803-000-0000-22910	Developer Payments									
	11800183 Total:	356.00								
	WENCKASS Total:	917.50								
	Wenck Associates Inc. Total:	917.50								
White Anita										
Whiteani										
20180212	02/12/2018	55.00	0.00	02/20/2018	Cable Oper - Council Mtg 020718		-			No 0000
101-410-1450-43620	Cable Operations									
	20180212 Total:	55.00								
	Whiteani Total:	55.00								
	White Anita Total:	55.00								
	Report Total:	184,615.00								

2018
R. Hunt

Accounts Payable To Be Paid Proof List

User: Amy
 Printed: 02/15/2018 - 8:57 AM
 Batch: 019-02-2018

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
Xcel Energy										
XCEL										
577508174	01/22/2018	29.51	0.00	02/20/2018	Street Lights		-		No	0000
101-430-3100-43810	Electric Utility									
	577508174 Total:	29.51								
577508427	01/22/2018	11.11	0.00	02/20/2018	Tennis Court		-		No	0000
101-450-5200-43810	Electric Utility									
	577508427 Total:	11.11								
577516286	01/22/2018	25.73	0.00	02/20/2018	Pebble Park		-		No	0000
101-450-5200-43810	Electric Utility									
	577516286 Total:	25.73								
577523954	01/22/2018	18.38	0.00	02/20/2018	Lift Station		-		No	0000
602-495-9450-43810	Electric Utility									
	577523954 Total:	18.38								
577525070	01/22/2018	496.25	0.00	02/20/2018	Parks Bldg		-		No	0000
101-450-5200-43810	Electric Utility									
	577525070 Total:	496.25								
577526635	01/22/2018	46.26	0.00	02/20/2018	Traffic Lights		-		No	0000
101-430-3100-43810	Electric Utility									
	577526635 Total:	46.26								
577529336	01/22/2018	19.61	0.00	02/20/2018	Lift Station		-		No	0000
602-495-9450-43810	Electric Utility									
	577529336 Total:	19.61								
577533400	01/22/2018	810.77	0.00	02/20/2018	Fire Station 1		-		No	0000
101-420-2220-43810	Electric Utility									
	577533400 Total:	810.77								
577534373	01/22/2018	564.64	0.00	02/20/2018	Legion Park		-		No	0000
101-450-5200-43810	Electric Utility									
	577534373 Total:	564.64								
577541254	01/22/2018	32.14	0.00	02/20/2018	Traffic Lights		-		No	0000
101-430-3100-43810	Electric Utility									
	577541254 Total:	32.14								
577551336	01/22/2018	202.67	0.00	02/20/2018	Water Tower 2		-		No	0000
601-494-9400-43810	Electric Utility									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	577551336 Total:	202.67								
577558577	01/22/2018	12.59	0.00	02/20/2018	Speed Sign Hwy 5		-		No	0000
101-430-3100-43810	Electric Utility									
	577558577 Total:	12.59								
577576189	01/22/2018	1,534.44	0.00	02/20/2018	Pumphouse		-		No	0000
601-494-9400-43810	Electric Utility									
	577576189 Total:	1,534.44								
577580368	01/22/2018	190.61	0.00	02/20/2018	Pumphouse		-		No	0000
601-494-9400-43810	Electric Utility									
	577580368 Total:	190.61								
577604651	01/22/2018	58.52	0.00	02/20/2018	Traffic Lights		-		No	0000
101-430-3100-43810	Electric Utility									
	577604651 Total:	58.52								
577613236	01/22/2018	57.10	0.00	02/20/2018	Traffic Lights		-		No	0000
101-430-3100-43810	Electric Utility									
	577613236 Total:	57.10								
577619334	01/22/2018	44.64	0.00	02/20/2018	Traffic Lights		-		No	0000
101-430-3100-43810	Electric Utility									
	577619334 Total:	44.64								
577633621	01/22/2018	623.61	0.00	02/20/2018	Lift Station		-		No	0000
602-495-9450-43810	Electric Utility									
	577633621 Total:	623.61								
578431008	01/29/2018	43.33	0.00	02/20/2018	VFW Ballfield		-		No	0000
101-450-5200-43810	Electric Utility									
	578431008 Total:	43.33								
578436331	01/29/2018	3,104.39	0.00	02/20/2018	Public Works		-		No	0000
101-430-3100-43810	Electric Utility									
	578436331 Total:	3,104.39								
578479993	01/29/2018	14.42	0.00	02/20/2018	Warning Lights		-		No	0000
101-420-2220-43810	Electric Utility									
	578479993 Total:	14.42								
578581463	01/30/2018	376.46	0.00	02/20/2018	City Hall		-		No	0000
101-410-1940-43810	Electric Utility									
578581463	01/30/2018	35.27	0.00	02/20/2018	Traffic Lights		-		No	0000
101-430-3100-43810	Electric Utility									
	578581463 Total:	411.73								
578828008	01/31/2018	1,873.11	0.00	02/20/2018	Booster Station		-		No	0000
601-494-9400-43810	Electric Utility									
	578828008 Total:	1,873.11								
579050233	02/02/2018	43.37	0.00	02/20/2018	Traffic Lights		-		No	0000
101-430-3100-43810	Electric Utility									
	579050233 Total:	43.37								
579623225	02/06/2018	2,035.92	0.00	02/20/2018	Wells 1 & 2		-		No	0000
601-494-9400-43810	Electric Utility									
	579623225 Total:	2,035.92								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	XCEL Total:	12,304.85								
	Xcel Energy Total:	12,304.85								
	Report Total:	12,304.85								



STAFF REPORT

DATE: February 20, 2018
CONSENT
ITEM #: 3

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

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to accept the monthly assessor report for January 2018 outlining work performed on behalf of the City of Lake Elmo. No specific motion is needed as this is recommended as part of the *Consent Agenda*.

MONTHLY ACTIVITY:

Property splits/plats – 0 Split/merge, 0 Plats

Sales collected and viewed – 18

Taxpayer inquiries – 4

Miscellaneous inquiries - 7

Inspections – Residential – 131

Inspections – Commercial - 4

Building permit reviews – 26

Pictures taken – 142

Other work performed included:

- Completion of 2018 Assessment
- Working on sales analysis, land values, neighborhood values and miscellaneous edit lists
- Monthly meeting with County residential and commercial supervisors.
- When not working in the field/inspections: Computer work includes but not limited to; data entry for all properties inspected, permit information, sales verification using MLS and other resources, and telephone inquiries.

RECOMMENDATION: Based on the aforementioned, the staff recommends the City Council accept the January 2018 monthly assessor report.



MAYOR AND COUNCIL COMMUNICATION

DATE: 2/20/2018

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 January 2018.

PROPOSAL DETAILS/ANALYSIS:

- Obtain quotes for PW ceiling fans
- Schedule 2018 Generator Maint.
- Update PW Safety Inspection Sheets
- Update City wide Safety Policy
- Attend DNR Water Management Mtg.
- Beehive Asset Management Training w/ FOCUS
- Inwood Ave Water Tower filling and testing
- Wellhead Protection Plan Mtg.
- Submit Part 1 of Annual Water Report
- Water Main break on 30th St. N
- Submit Washington Co. Haz-Mat License
- 3 Plow trucks to Little Falls for repairs after striking islands at intersections
- Submit Tier II Report
- 5 snow events
- Rink flooding
- Quotes for new plow truck and 1-ton

RECOMMENDATION:

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



STAFF REPORT

DATE: 2/20/2018

**REGULAR #5
MOTION**

TO: City Council
FROM: Michael Bent, Building Official
AGENDA ITEM: Approve Monthly Building Department Report for January 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 January 2018. Comparison data is also include from prior years for January for new home single family construction and total permitting activity for the month. Attached are the system summary reports breaking out this information further, including the statistics related to the inspection activity.

	<u>2018</u>	<u>2017</u>	<u>2016</u>
New Homes	15	21	8
Total Valuation	\$6,192,463	\$8,028,310	\$2,511,681
Average Home Value	\$412,831	\$382,300	\$313,960
Total Permit Valuation YTD	\$6,683,796	\$8,253,924	\$9,115,875
Total Residential Units YTD	15	21	8

FISCAL IMPACT:

None

OPTIONS:

RECOMMENDATION:

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

ATTACHMENTS:

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

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

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

Permit Kind	Permit Count	Valuation	Dwell Units
Permit Type: BUILDING			
COMMERCIAL TENNANT SPACE REMODEL	1	\$75,000.00	0
SINGLE FAMILY ADDITION	1	\$120,000.00	0
SINGLE FAMILY ATTACHED REMODEL	1	\$40,000.00	0
SINGLE FAMILY BASEMENT FINISH	1	\$25,000.00	0
SINGLE FAMILY DECK	2	\$36,000.00	0
SINGLE FAMILY DOOR	1	\$6,892.00	0
SINGLE FAMILY NEW CONSTRUCTION	15	\$6,192,463.00	0
SINGLE FAMILY REMODEL	3	\$83,000.00	0
SINGLE FAMILY ROOFING	1	\$15,710.00	0
SINGLE FAMILY SIDING	3	\$21,300.00	0
SINGLE FAMILY WINDOWS	2	\$68,431.00	0
Permit Type: BUILDING - Total	Period 31	\$6,683,796.00	0
	YTD 31	\$6,683,796.00	0
Report Total:	Period 31	\$6,683,796.00	0
	YTD 31	\$6,683,796.00	0

CITY OF LAKE ELMO
Permits Issued & Fees Report - Summary
Issued Date From: 1/1/2018 To: 1/31/2018
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
Permit Type: BUILDING										
COMMERCIAL TENNANT SPACE REMODEL										
Period	1	0	75,000.00	1,462.90	634.01	37.50				2,134.41
YTD	1	0	75,000.00	1,462.90	634.01	37.50				2,134.41
SINGLE FAMILY ADDITION										
Period	1	0	120,000.00	1,741.65	859.07	60.00				2,660.72
YTD	1	0	120,000.00	1,741.65	859.07	60.00				2,660.72
SINGLE FAMILY ATTACHED REMODEL										
Period	1	0	40,000.00	1,104.00	418.60	20.00				1,542.60
YTD	1	0	40,000.00	1,104.00	418.60	20.00				1,542.60
SINGLE FAMILY BASEMENT FINISH										
Period	1	0	25,000.00	464.15	301.70	12.50				778.35
YTD	1	0	25,000.00	464.15	301.70	12.50				778.35
SINGLE FAMILY DECK										
Period	2	0	36,000.00	696.60	452.79	18.00				1,167.39
YTD	2	0	36,000.00	696.60	452.79	18.00				1,167.39
SINGLE FAMILY DOOR										
Period	1	0	6,892.00	166.25		3.45				169.70
YTD	1	0	6,892.00	166.25		3.45				169.70
SINGLE FAMILY NEW CONSTRUCTION										
Period	15	0	6,192,463.00	60,976.00	31,844.14	3,096.23	30,000.00	15	52,275.00	199,941.37
YTD	15	0	6,192,463.00	60,976.00	31,844.14	3,096.23	30,000.00	15	52,275.00	199,941.37
SINGLE FAMILY REMODEL										
Period	3	0	83,000.00	1,862.65	937.72	41.50				2,841.87
YTD	3	0	83,000.00	1,862.65	937.72	41.50				2,841.87
SINGLE FAMILY ROOFING										
Period	1	0	15,710.00	315.20		7.85				323.05

Permit Kind	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Fees	Total Fees
Permit Type: BUILDING									
SINGLE FAMILY SIDING									
YTD	1	0	15,710.00	315.20		7.85			323.05
Period	3	0	21,300.00	491.15		10.65			501.80
YTD	3	0	21,300.00	491.15		10.65			501.80
SINGLE FAMILY WINDOWS									
Period	2	0	68,431.00	980.20		34.21			1,014.41
YTD	2	0	68,431.00	980.20		34.21			1,014.41
Permit Type: BUILDING - Totals									
Period	31	0	6,683,796.00	70,260.75	35,448.03	3,341.89	30,000.00	52,275.00	213,075.67
YTD	31	0	6,683,796.00	70,260.75	35,448.03	3,341.89	30,000.00	52,275.00	213,075.67
Permit Type: MECHANICAL									
COMMERCIAL HVAC									
Period	1	0		60.00		1.00			61.00
YTD	1	0		60.00		1.00			61.00
MANUFACTURED HOME HVAC									
Period	2	0		240.00		2.00			242.00
YTD	2	0		240.00		2.00			242.00
SINGLE FAMILY FIREPLACE									
Period	1	0		120.00		1.00			121.00
YTD	1	0		120.00		1.00			121.00
SINGLE FAMILY HVAC									
Period	12	0		959.00		12.00			971.00
YTD	12	0		959.00		12.00			971.00
Permit Type: MECHANICAL - Totals									
Period	16	0		1,379.00		16.00			1,395.00
YTD	16	0		1,379.00		16.00			1,395.00
Permit Type: PLUMBING									

Permit Kind	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC	SAC Fees	Total Fees
Permit Type: PLUMBING										
SINGLE FAMILY FIXTURE INSTALLATION / APPLIANCE										
Period	1	0		60.00		1.00				61.00
YTD	1	0		60.00		1.00				61.00
SINGLE FAMILY SEWER CONNECTION										
Period	4	0		1,740.00		3.00		4	12,452.00	14,195.00
YTD	4	0		1,740.00		3.00		4	12,452.00	14,195.00
SINGLE FAMILY WATER CONNECTION										
Period	1	0		1,000.00						10,150.00
YTD	1	0		1,000.00						10,150.00
SINGLE FAMILY WATER HEATER										
Period	2	0		120.00		2.00				122.00
YTD	2	0		120.00		2.00				122.00
SINGLE FAMILY WATER SOFTNER										
Period	5	0		299.00		5.00				304.00
YTD	5	0		299.00		5.00				304.00
Permit Type: PLUMBING - Totals										
Period	13	0		3,219.00		11.00		4	12,452.00	24,832.00
YTD	13	0		3,219.00		11.00		4	12,452.00	24,832.00
Report Total										
Period	60	0	\$6,683,796.00	74,858.75	35,448.03	3,368.89	30,000.00	19	64,727.00	239,302.67
YTD	60	0	\$6,683,796.00	74,858.75	35,448.03	3,368.89	30,000.00	19	64,727.00	239,302.67

CITY OF LAKE ELMO
Inspection Statistics Report - Detail
Actual Date From: 1/1/2018 To: 1/31/2018
Permit Type: All Property Type: All Construction Type: All

Inspection Type	Pass	Fail	No Status	Reinsp	Period Total	YTD Total
ABOVE CEILING	1	0	0	0	1	1
AIRTEST	2	0	0	0	2	2
BUILDING FINAL	19	3	0	1	22	22
ELECTRICAL FINAL	13	0	0	0	13	13
ELECTRICAL ROUGH IN	1	0	0	0	1	1
ESCROW FINAL	0	1	0	0	1	1
FIRE ALARM FINAL	1	0	0	0	1	1
FINAL	4	0	0	0	4	4
FIREPLACE ROUGH IN	11	1	0	0	12	12
FOOTINGS/SLAB	12	0	0	0	12	12
FIREPLACE FINAL	2	0	0	0	2	2
FRAMING	19	3	0	3	22	22
FIRE SEPERATION WALL	5	0	0	0	5	5
GASLINE / PRESSURE TEST	26	2	0	0	28	28
HOUSE WRAP	5	1	0	1	6	6
INSULATION	17	0	0	0	17	17
LATH	17	2	0	0	19	19
HEATING FINAL	32	0	0	0	32	32
HEATING ROUGH IN	23	2	0	0	25	25
FIRE SPRINKLER ROUGH	5	0	0	0	5	5
PLUMBING FINAL	43	3	0	3	46	46
PLUMBING ROUGH IN	16	1	0	0	17	17
PLUMBING ROUGH 2	1	0	0	0	1	1
PLUMBING UNDERGROUND	13	2	0	2	15	15
PLUMBING VISUAL	1	0	0	0	1	1
POLY/UNDER SLAB	12	1	0	0	13	13
POURED WALL	8	0	0	0	8	8
RADON UNDERGROUND	8	0	0	0	8	8
ROOFING FINAL	10	0	0	0	10	10
ICE & WATER	4	0	0	0	4	4
SEWER & WATER	4	0	0	0	4	4
SEWER	3	0	0	0	3	3
SIDING FINAL	4	1	0	1	5	5
SILT FENCE	2	0	0	0	2	2
SPRINKLER FINAL	2	0	0	0	2	2
SPRINKLER ROUGH IN	2	0	0	0	2	2
VISUAL	1	0	0	0	1	1
WINDOW REPLACEMENT	5	0	0	0	5	5
WATERPROOF / DRAINTILE	6	0	0	0	6	6
WEATHER RESISTIVE BARRIER	9	0	0	0	9	9
Report Totals	369	23	0	11	392	392



STAFF REPORT

DATE: February 20, 2018

CONSENT

ITEM #: 6

TO: City Council

FROM: Greg Malmquist, Fire Chief

AGENDA ITEM: Month End Fire Department Update for January 2018

REVIEWED BY: Kristina Handt, City Administrator

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

PROPOSAL DETAILS/ANALYSIS:

We had 34 calls in January.

6	Fire Alarms
2	Dispatched and Cancelled en route
19	Medicals
2	Gas leaks
5	Car accidents with injuries
34	Total

A Command vehicle did not respond on 7 calls for a response rate of 83%. Our average response time was 6.9 minutes from alarm to arrival. 13 calls had 3 or less responders minus the Duty Officer with 4 calls having only 1 personnel on the first due apparatus.

Important to point out that our response time this month improved by nearly a half minute. This was mostly due to the bulk of calls coming in during shift time so personnel were working which allowed the trucks to be en route much faster. The only personnel to respond to 6 calls this month were comprised exclusively of shift work personnel.

Safe Haven is in the works. The entire community was blanketed with the SAFE HAVEN home survey this month and an article was written about the program in the Oakdale Review. There has also been some requests coming in from community organizations and businesses as to how they can support or help with the program.

Truck Committee continues to meet and is putting the final touches on the specifications for the Rescue/Engine.

Drills for the month:

#1-CEU - Solar Panels

#2-Department updates/SOG updates

#3-Fire fighter Survivability – combined training with Oakdale Fire using our future burn house

#4-Emergency Vehicle Operations driving course was completed by 8 personnel at Dakota

County Tech



STAFF REPORT

DATE: February 20, 2018
CONSENT #7

AGENDA ITEM: Step Increase, Planning Director
SUBMITTED BY: Kristina Handt, City Administrator

BACKGROUND:

Per the city's Compensation Policy, "A probationary employee may advance to the next pay step after satisfactorily completing six months of employment which meets performance expectations, subject to approval of the City Council... Determination of satisfactory performance must be recommended by the immediate supervisor on forms prescribed by the City Administrator."

Emily Becker was appointed Planning Director effective August 21, 2017. Her probationary period will end February 21, 2018. On February 7th, a probationary performance review was completed, discussed by the employee and City Administrator. The discussion included a review of performance as it relates to the Planning Director essential functions and sets out goals for the next review period.

ISSUE BEFORE COUNCIL:

Should the Council approve a step increase for Director Becker?

PROPOSAL:

I am recommending Director Planning receive one step increase effective February 21, 2018. She was hired at the grade minimum and would move to step 2 in the non-represented pay plan. Step two is a biweekly pay rate of \$3,092.80.

FISCAL IMPACT:

Employee wage adjustments consistent with the Compensation Policy and Pay Plan were included in the 2018 budget.

RECOMMENDATION:

If removed from the consent agenda:

"Motion to approve a step increase to \$3,092.80 bi weekly for Director Becker effective February 21, 2018."

ATTACHMENTS:

- None



STAFF REPORT

DATE: February 20, 2018

CONSENT

ITEM #: 8

AGENDA ITEM: I-94 Lift Station (No. 1) & Sanitary Sewer Imp. – Pay Request No. 2

SUBMITTED BY: Chad Isakson, Project Engineer

REVIEWED BY: Kristina Handt, City Administrator
Rob Weldon, Public Works Director
Jack Griffin, City Engineer

ISSUE BEFORE COUNCIL: Should the City Council approve Pay Request No. 2 for the I-94 Lift Station (No. 1) and Sanitary Sewer Improvements?

BACKGROUND: RL Larson Excavating, Inc. was awarded a construction contract to complete the I-94 Lift Station (No. 1) and Sanitary Sewer Improvements on May 2, 2017.

PROPOSAL DETAILS/ANALYSIS: RL Larson Excavating, Inc. has submitted Partial Pay Request No. 2 in the amount of \$85,810.54. 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 \$41,162.70.

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

RECOMMENDATION: Staff is recommending that the City Council approve, *as part of the Consent Agenda*, Pay Request No. 2 for the I-94 Lift Station (No. 1) and Sanitary Sewer Improvements. If removed from the consent agenda, the recommended motion for the action is as follows:

“Move to approve Pay Request No. 2 to RL Larson Excavating, Inc. in the amount of \$85,810.54 for the I-94 Lift Station (No. 1) and Sanitary Sewer Improvements project”.

ATTACHMENTS:

1. Partial Pay Estimate No. 2.

PROJECT PAY FORM

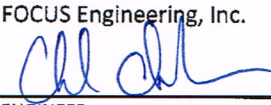
PARTIAL PAY ESTIMATE NO. <u>2</u>	FOCUS ENGINEERING, inc.
-----------------------------------	--------------------------------

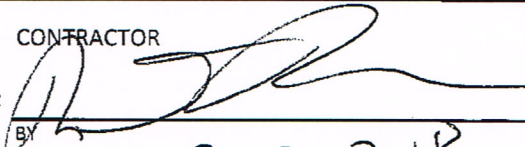
I-94 LIFT STATION (NO. 1) AND SANITARY SEWER IMPROVEMENTS PROJECT NO. 2016.134	PERIOD OF ESTIMATE FROM <u>11/1/2017</u> TO <u>1/31/2018</u>
---	---

PROJECT OWNER: CITY OF LAKE ELMO 3800 LAVERNE AVENUE NORTH LAKE ELMO, MN 55042 ATTN: JACK GRIFFIN, CITY ENGINEER	CONTRACTOR: RL LARSON EXCAVATING, INC. 2255 12TH STREET SE ST. CLOUD, MN 56304 ATTN: RANDY KIRSCHMAN
---	---

CONTRACT CHANGE ORDER SUMMARY				PAY ESTIMATE SUMMARY	
No.	Approval Date	Amount			
		Additions	Deductions		
1	6/20/2017	\$17,853.72		1. Original Contract Amount	\$809,129.70
2	10/17/2017	\$0.00	\$0.00	2. Net Change Order Sum	\$17,853.72
				3. Revised Contract (1+2)	\$826,983.42
				4. *Work Completed	\$823,253.98
				5. *Stored Materials	\$0.00
				6. Subtotal (4+5)	\$823,253.98
				7. Retainage* <u>5.0%</u>	\$41,162.70
				8. Previous Payments	\$696,280.74
				9. Amount Due (6-7-8)	\$85,810.54
TOTALS		\$17,853.72	\$0.00		
NET CHANGE		\$17,853.72		*Detailed Breakdown Attached	

CONTRACT TIME					
START DATE:	<u>10/16/2017</u>	ORIGINAL DAYS	<u>60</u>	ON SCHEDULE	
SUBSTANTIAL COMPLETION:	<u>11/17/2017</u>	REVISED DAYS	<u>0</u>	YES	<input checked="" type="checkbox"/>
FINAL COMPLETION:	<u>12/15/2017</u>	REMAINING	<u>-47</u>	NO	<input type="checkbox"/>

ENGINEER'S CERTIFICATION: The undersigned certifies that the work has been reviewed and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.	FOCUS Engineering, Inc.  _____ ENGINEER <u>02/08/2018</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>2-12-2018</u> DATE
--	--

APPROVED BY OWNER: CITY OF LAKE ELMO, MINNESOTA	
BY _____	BY _____
DATE _____	DATE _____

I-94 LIFT STATION (NO. 1) AND SANITARY SEWER IMPROVEMENTS
 CITY OF LAKE ELMO, MINNESOTA
 PROJECT NO. 2016.134



ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
DIVISION 1 - SANITARY SEWER									
1	MOBILIZATION	LS	1	\$30,000.00	\$30,000.00	0.00	\$0.00	1.00	\$30,000.00
2	TRAFFIC CONTROL	LS	1	\$6,300.00	\$6,300.00	0.10	\$630.00	1.00	\$6,300.00
3	PRECAST CONCRETE JERSEY BARRIERS	LS	1	\$33,000.00	\$33,000.00	0.00	\$0.00	1.00	\$33,000.00
4	TREE REMOVAL	EA	5	\$315.00	\$1,575.00	0.00	\$0.00	5.00	\$1,575.00
5	REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT	SY	1,500	\$4.00	\$6,000.00	0.00	\$0.00	1,510.00	\$6,040.00
6	REMOVE AND DISPOSE OF EXISTING CONCRETE PAVEMENT	SY	30	\$10.00	\$300.00	0.00	\$0.00	9.10	\$91.00
7	REMOVE AND DISPOSE OF EXISTING CONCRETE CURB AND GUTTER	LF	80	\$10.00	\$800.00	0.00	\$0.00	83.00	\$830.00
8	REMOVE AND DISPOSE OF EXISTING GUARDRAIL	LF	180	\$10.00	\$1,800.00	0.00	\$0.00	180.00	\$1,800.00
9	REMOVE AND DISPOSE OF EXISTING SANITARY SEWER PIPE	LF	1,770	\$4.00	\$7,080.00	0.00	\$0.00	1,767.00	\$7,068.00
10	REMOVE AND DISPOSE OF EXISTING STORM SEWER PIPE	LF	175	\$10.00	\$1,750.00	0.00	\$0.00	173.00	\$1,730.00
11	REMOVE AND DISPOSE OF EXISTING SANITARY SEWER MANHOLE	EA	7	\$500.00	\$3,500.00	0.00	\$0.00	7.00	\$3,500.00
12	REMOVE AND DISPOSE OF EXISTING EDGE DRAIN	LF	20	\$10.00	\$200.00	0.00	\$0.00	0.00	\$0.00
13	REMOVE AND DISPOSE OF EXISTING SIGN	EA	1	\$55.00	\$55.00	0.00	\$0.00	1.00	\$55.00
14	SALVAGE AND REINSTALL MAILBOX	EA	1	\$130.00	\$130.00	1.00	\$130.00	1.00	\$130.00
15	SALVAGE AND REINSTALL SIGN	EA	4	\$160.00	\$640.00	3.00	\$480.00	4.00	\$640.00
16	SAWING BITUMINOUS PAVEMENT	LF	1,300	\$2.50	\$3,250.00	68.00	\$170.00	1,537.00	\$3,842.50
17	CORE DRILL CONNECTION TO EXISTING STRUCTURE	EA	2	\$4,200.00	\$8,400.00	-1.00	-\$4,200.00	2.00	\$8,400.00
18	CONNECT TO EXISTING SANITARY SEWER SERVICE	EA	5	\$1,500.00	\$7,500.00	0.00	\$0.00	5.00	\$7,500.00
19	CONNECT EXISTING PIPE TO NEW MANHOLE	EA	2	\$1,605.00	\$3,210.00	0.00	\$0.00	2.00	\$3,210.00
20	15" PVC, SDR 35 SANITARY SEWER PIPE, 0' - 10' DEEP	LF	445	\$45.00	\$20,025.00	0.00	\$0.00	443.00	\$19,935.00
21	15" PVC, SDR 35 SANITARY SEWER PIPE, 10' - 15' DEEP	LF	920	\$46.00	\$42,320.00	0.00	\$0.00	920.00	\$42,320.00
22	15" PVC, SDR 35 SANITARY SEWER PIPE, 15' - 20' DEEP	LF	55	\$117.00	\$6,435.00	0.00	\$0.00	28.00	\$3,276.00
23	16" PVC, C900 SANITARY SEWER PIPE, 0' - 10' DEEP	LF	356	\$56.00	\$19,936.00	0.00	\$0.00	356.00	\$19,936.00
24	16" DIP, CL 50 SANITARY SEWER PIPE, 0' - 10' DEEP	LF	20	\$93.00	\$1,860.00	0.00	\$0.00	55.00	\$5,115.00
25	16" SANITARY SEWER OUTSIDE DROP	EA	1	\$3,317.00	\$3,317.00	0.00	\$0.00	1.00	\$3,317.00
26	15" X 6" WYE BRANCH	EA	5	\$1,025.00	\$5,125.00	0.00	\$0.00	5.00	\$5,125.00
27	4" DIAMETER SANITARY SEWER MANHOLE	EA	7	\$3,500.00	\$24,500.00	0.00	\$0.00	8.00	\$28,000.00
28	4" DIAMETER EXCESS MANHOLE DEPTH	VF	12	\$120.00	\$1,440.00	0.00	\$0.00	20.66	\$2,479.20
29	MANHOLE LINER	EA	1	\$4,200.00	\$4,200.00	0.20	\$840.00	1.00	\$4,200.00
30	REMOVAL OF UNSTABLE FOUNDATION MATERIAL	CY	50	\$20.00	\$1,000.00	0.00	\$0.00	50.00	\$1,000.00
31	ROCK FOUNDATION BORROW	CY	50	\$50.00	\$2,500.00	0.00	\$0.00	50.00	\$2,500.00
32	TELEVISION	LF	1,792	\$1.35	\$2,419.20	0.00	\$0.00	0.00	\$0.00
33	LIFT STATION	LS	1	\$350,000.00	\$350,000.00	0.05	\$17,500.00	0.95	\$332,500.00
34	STANDBY GENERATOR	LS	1	\$53,000.00	\$53,000.00	0.00	\$0.00	1.00	\$53,000.00
35	BYPASS PUMPING	LS	1	\$28,000.00	\$28,000.00	0.00	\$0.00	1.00	\$28,000.00
36	SALVAGE AND REINSTALL APRON	EA	3	\$750.00	\$2,250.00	0.00	\$0.00	3.00	\$2,250.00
37	SALVAGE AND REINSTALL STORM SEWER STRUCTURE	EA	2	\$1,650.00	\$3,300.00	0.00	\$0.00	2.00	\$3,300.00
38	SALVAGE AND REINSTALL STORM SEWER PIPE	LF	60	\$44.00	\$2,640.00	0.00	\$0.00	24.00	\$1,056.00
39	PERFORATED PVC EDGE DRAIN	LF	20	\$20.00	\$400.00	0.00	\$0.00	0.00	\$0.00
40	18" RCP STORM SEWER, CLASS V	LF	32	\$47.00	\$1,504.00	0.00	\$0.00	32.00	\$1,504.00
41	18" RCP FLARED END SECTION WITH TRASH GUARD	EA	2	\$1,064.00	\$2,128.00	0.00	\$0.00	2.00	\$2,128.00
42	18" CM DRIVEWAY CULVERT	LF	120	\$33.00	\$3,960.00	60.00	\$1,980.00	60.00	\$1,980.00
43	18" CM APRON	EA	4	\$350.00	\$1,400.00	2.00	\$700.00	2.00	\$700.00
44	RIPRAP CLASS III	CY	6	\$70.00	\$420.00	0.00	\$0.00	6.00	\$420.00
45	LIFT STATION SITE GRADING	LS	1	\$5,000.00	\$5,000.00	0.00	\$0.00	1.00	\$5,000.00
46	BITUMINOUS DRIVEWAY PAVEMENT (LIFT STATION)	SY	450	\$15.75	\$7,087.50	477.00	\$7,512.75	477.00	\$7,512.75
47	COMMON EXCAVATION (DRIVEWAY AND STREET PATCHES)	CY	450	\$35.00	\$15,750.00	0.00	\$0.00	562.21	\$19,677.35
48	GEOTEXTILE FOR ROAD STABILIZATION	SY	130	\$2.00	\$260.00	0.00	\$0.00	0.00	\$0.00
49	SELECT GRANULAR BORROW	CY	125	\$12.00	\$1,500.00	0.00	\$0.00	89.96	\$1,079.52
50	AGGREGATE BASE, CLASS 6	TON	700	\$20.00	\$14,000.00	69.41	\$1,388.20	1,195.00	\$23,900.00
51	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B)	TON	450	\$89.00	\$40,050.00	510.00	\$45,390.00	510.00	\$45,390.00
52	B618 CONCRETE CURB AND GUTTER	LF	80	\$37.00	\$2,960.00	7.00	\$259.00	90.00	\$3,330.00
53	4" CONCRETE MEDIAN	SF	130	\$10.50	\$1,365.00	3.00	\$31.50	65.00	\$682.50
54	6" CONCRETE PEDESTRIAN RAMP	EA	1	\$800.00	\$800.00	0.00	\$0.00	0.25	\$200.00
55	TRUNCATED DOME PANELS	SF	12	\$51.00	\$612.00	0.00	\$0.00	0.00	\$0.00
56	ADJUST MANHOLE CASTING	EA	1	\$500.00	\$500.00	1.00	\$500.00	1.00	\$500.00
57	ADJUST GATE VALVE BOX	EA	1	\$350.00	\$350.00	1.00	\$350.00	1.00	\$350.00
58	HYDRANT EXTENSION	EA	1	\$1,000.00	\$1,000.00	0.00	\$0.00	1.00	\$1,000.00
59	EXTEND VALVE BOX	LF	1	\$360.00	\$360.00	0.00	\$0.00	1.00	\$360.00
60	SIGN PANEL, TYPE C	SF	9	\$55.00	\$495.00	9.00	\$495.00	9.00	\$495.00
61	OFF ROAD STRUCTURE MARKER	EA	6	\$100.00	\$600.00	6.00	\$600.00	6.00	\$600.00
62	4" SOLID LINE WHITE EPOXY	LF	1,000	\$1.26	\$1,260.00	1,553.00	\$1,956.78	1,553.00	\$1,956.78
63	PAVEMENT MESSAGE, RIGHT TURN ARROW THERMOPLASTIC (GROUND IN)	EA	2	\$500.00	\$1,000.00	1.00	\$500.00	1.00	\$500.00
64	STREET SWEEPING	HR	5	\$140.00	\$700.00	9.00	\$1,260.00	9.00	\$1,260.00
65	EROSION CONTROL BLANKET	SY	6,600	\$1.74	\$11,484.00	6,469.00	\$11,256.06	6,469.00	\$11,256.06
66	TEMPORARY HYDROMULCH	SY	100	\$2.60	\$260.00	0.00	\$0.00	0.00	\$0.00
67	SEEDING	AC	1.3	\$210.00	\$273.00	1.36	\$285.60	1.36	\$285.60
68	INLET PROTECTION	EA	5	\$180.00	\$900.00	0.00	\$0.00	0.00	\$0.00
69	DITCH CHECK	EA	7	\$52.00	\$364.00	6.00	\$312.00	6.00	\$312.00
70	SILT FENCE	LF	200	\$3.15	\$630.00	0.00	\$0.00	0.00	\$0.00
SUBTOTAL - DIVISION 1 SANITARY SEWER					\$809,129.70		\$90,326.89		\$805,400.26
TOTALS - BASE CONTRACT					\$809,129.70		\$90,326.89		\$805,400.26
CHANGE ORDER NO. 1									
CO1-1	REVISE PUMP DESIGN	EA	3	\$5,951.24	\$17,853.72	0	\$0.00	3	\$17,853.72
TOTALS - CHANGE ORDER NO. 1					\$17,853.72		\$0.00		\$17,853.72
TOTALS - REVISED CONTRACT					\$826,983.42		\$90,326.89		\$823,253.98



STAFF REPORT

DATE: February 20, 2018

CONSENT

ITEM #: 9

AGENDA ITEM: Authorization to Advertise and Hire Summer Interns

SUBMITTED BY: Jake Foster, Assistant City Administrator

BACKGROUND:

The 2018 budget included intern positions to assist staff in the Finance department and in a GIS capacity from approximately May thru August. These positions are temporary and not benefit eligible.

ISSUE BEFORE COUNCIL:

Should the Council authorize advertising and hiring of two interns?

PROPOSAL:

Similar to 2017, the City Council is being asked to authorize the advertising for and hiring of the summer Finance and GIS interns proposed and approved in the 2018 budget.

FISCAL IMPACT:

Wages of approximately \$14,000 were approved in the 2018 budget.

OPTIONS:

- 1) Authorize advertising and hiring interns
- 2) Authorize advertising and hiring for some but both interns
- 3) Do not authorize advertising and hiring for any interns

RECOMMENDATION:

If removed from the agenda:

“Move to authorize staff to advertise and hire interns for the Finance and Planning/Building departments.”

ATTACHMENTS:

- None



STAFF REPORT

DATE: 2/20/2018

CONSENT

ITEM #: 10

TO: City Council

FROM: Rob Weldon, Public Works Director

AGENDA ITEM: Authorize posting and hiring of Public Works Seasonal Employees

REVIEWED BY: Kristina Handt, City Administrator

BACKGROUND: Each year the City of Lake Elmo hires seasonal employees to supplement the existing Public Works Staff with various semi-skilled tasks throughout the city.

ISSUE BEFORE COUNCIL: Should the City Council authorize staff to post and hire up to 4 Seasonal Public Works Employees?

PROPOSAL DETAILS/ANALYSIS: The addition of seasonal staff in the Public Works Dept. is paramount to the success and completion of daily tasks and seasonal projects within the city. Seasonal employees typically assist with park mowing, trimming and general maint; assist with asphalt patching and road maint; carry out hydrant painting and numerous other small tasks and projects handled by the Public Works Department. Should the city contract out mowing services only two seasonal employees would be requested to assist with seasonal tasks.

Duration of seasonal staff employment is dependent on weather, work load and budgeted funds/hours. Typically, these employees may begin working in the months of April/May and end employment in September/October.

FISCAL IMPACT: As in previous years, wages for these positions are factored into the adopted 2018 budget. Hourly wage will range from \$11 - \$14/hour depending on qualifications.

OPTIONS:

- Approve posting and hiring of up to 4 Public Works Seasonal Employees.
- Deny posting and hiring of up to 4 Public Works Seasonal Employees.
- Table posting and hiring of up to 4 Public Works Seasonal Employees.

RECOMMENDATION:

Motion to authorize posting and hiring of up to 4 Public Works Seasonal Employees.

ATTACHMENTS: None



STAFF REPORT

DATE: 2/20/2018

CONSENT

ITEM #: 11

TO: City Council

FROM: Rob Weldon, Public Works Director

AGENDA ITEM: Advertisement for Lawn Mowing RFP

REVIEWED BY: Kristina Handt, City Administrator

BACKGROUND: In 2014 the City of Lake Elmo sought Requests for Proposals (RFP') to mow city property (parks, buildings, and ROW's). This included weekly mowing of all areas excluding ROW's which are mowed on a bi-monthly basis. Staff would like to issue an RFP for these services to be conducted during the 2018 Mowing Season in an effort to determine competitive pricing versus hiring additional part-time staff.

ISSUE BEFORE COUNCIL: Should council approve an RFP for Lawn Mowing Services in 2018?

PROPOSAL DETAILS/ANALYSIS: Upon receipt and review of mowing RFP's it shall be determined if it is more cost and time effective to contract city lawn mowing services. If RFP's are found favorable there could be a reduction in the amount of seasonal staff that is required to undertake these tasks. Additionally, if contracting mowing services is beneficial excess mowing equipment could be sold.

FISCAL IMPACT: TBD

OPTIONS: Approve issuing RFP for 2018 Lawn Mowing Services
Deny issuing RFP for 2018 Lawn Mowing Services
Amend and Approve RFP for 2018 Lawn Mowing Services

RECOMMENDATION:

“Motion to approve issuing an RFP for 2018 Lawn Mowing Services of city properties.”

ATTACHMENTS:

- RFP

Request for Proposal

Lawn Mowing Services for 29 City Parks, Trails & Facilities For Growing Season 2018

The City of Lake Elmo Public Works Department is accepting proposals from qualified individuals or firms to provide lawn maintenance at 29 owned city parks, trails and turn yards servicing city-owned buildings for the FY 2018 growing season. The scope of work includes providing labor, equipment and affiliated material for lawn maintenance care to properties owned and operated by the City of Lake Elmo.

The City requires weekly mowing and trimming of 44.6 acres and bi-weekly mowing and trimming of an additional 3.3 acres from April 15, 2018 through October 15, 2018. Areas are in regularly used public parks, auxiliary yards adjoining buildings, signs, well houses, and roadway boulevards. A map and acreage listing are available on request from the Deputy Clerk at tnuss@lakeelmo.org. Questions can be answered by Rob Weldon, Director of Public Works, 651-747-3940.

Respondents agree that there will not be discrimination as to race, sex, religion, color, age, creed or national origin in regard to obligations, work and service performed under those terms of any contract ensuing from this RFP.

Respondents agree to provide the City with a Certificate of Insurance with no less than \$1,000,000 of liability coverage at the time of bid submittal.

Bids will be due no later than March 2, 2018 at 1:00 p.m. and must be delivered/mailed to the Lake Elmo City offices at 3880 Laverne Avenue North, Lake Elmo, MN 55042.

Scope of Proposal

The bidder shall be held to have examined the 29 premises and site and specifications and to have satisfied themselves as to the condition of the premises, obstructions, the actual levels and other factors necessary for carrying out the work before the delivery of their proposal. The bidders shall also acquaint themselves with the character and extent of the Owner's operations in the area of the work, so that they may plan their services accordingly. No allowances or extra payment will be made to a Contractor for or on account of costs or expenses occasioned by failure to comply with the provisions of this paragraph or by reason of error or oversight on the part of the bidder or on account of interference by the Owner's or other Contractor's activities. It shall be expressly understood that the Owner's operations will take precedence over any other activity.

Mowing Services

Mowing services shall be performed at times mutually agreed upon between Owner and Contractor. Contractor shall be responsible for complying with all local ordinance regarding working times. Contractor assumes all liability for complying with local ordinances. Any changes to the established schedule must have prior approval of the Owner and scheduled at the least disruptive time possible. All mowing shall be performed on same day at each site. **The Contractor agrees that once mowing has begun on any date, mowing will be completed within twenty-four (24) hours, unless unusual weather prevents compliance.**

All litter such as paper, cans, bottles, branches, etc. must be picked up and disposed of prior to mowing.

Mowing frequency shall be such that the grass cutting or clippings are not sufficient quantity to detract from the overall site appearance. If the time between cuttings must be extended for any reason, thereby causing an excessive amount of clippings on the lawn, the clippings shall be eliminated by whatever means are available to the Contractor and at no expense to the Owner.

Mowing shall be coordinated to prevent the depositing of mowing debris into planters or flower beds. Any clippings or debris blown into these areas shall be removed immediately. All non-turf areas such as sidewalks, patios, entrances, planters, etc. shall be free of clippings and cutting debris by means of blowers, sweepers or other equipment.

Workmanship

Performance will be evaluated based upon the expectation of a neat, professional looking appearance of the grounds. Where, not more specifically described in any of the various sections of these specifications, workmanship shall conform to all the methods and operations of best standards and accepted practices of the trade or trades involved and shall include all items required for completion of the services. Personnel skilled in their respective lines of work shall execute all work.

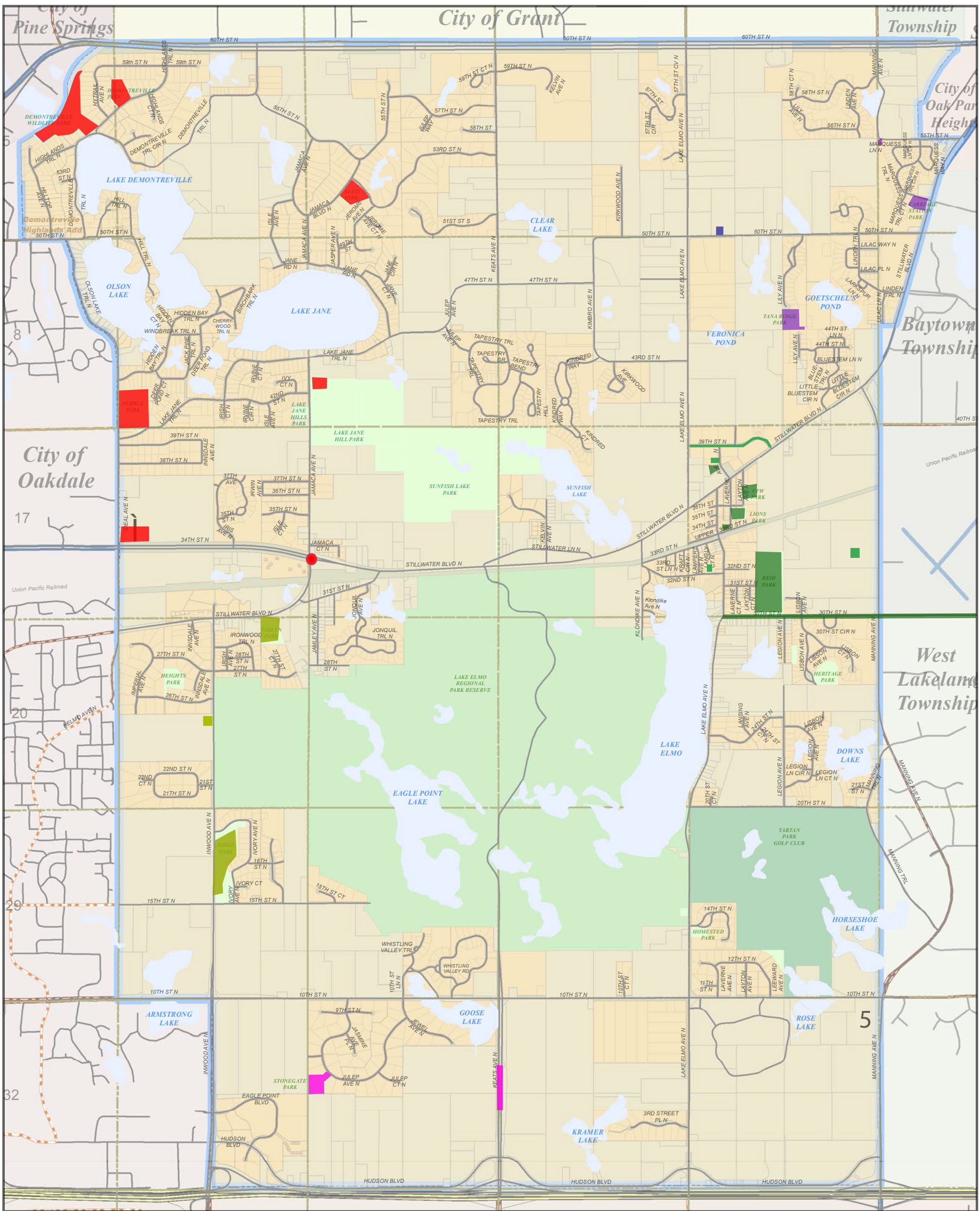
The Owner may request a meeting with the Contractor at any time for the purpose of evaluating the Contractor's performance. Item not completed to the satisfaction of the Owner will be corrected by the Contractor within a mutually agreed upon timeframe. Failure by the Contractor to remedy concerns of the Owner may result in the termination of this contract.

Trimming

Trimming shall be done simultaneously with the mowing operation. Trimming (including ditches) is to be completed each time a site is mowed. Trimming shall be done in all areas that are inaccessible to mowing equipment. This includes fence lines, ditches, back stops, play areas, playground equipment, under fixed bleachers, next to buildings where established plantings are not present and around all other obstacles to provide a neat and even appearance to the entire site. Care shall be used when trimming around trees and wooden posts to prevent damage to these items.

Attachments

- Weekly/bi-monthly park acreage schedule by area
- Lake Elmo park map



City of Pine Springs

City of Grant

Stillwater Township

City of Oak Park Heights

Baytown Township

City of Oakdale

17

20

29

32

West Lakeland Township

5

City of Lake Elmo Lawn Mowing Bid Proposals

2018 Growing Season

Contractor Name: _____

Address: _____

Business Phone: _____

Contact Person: _____

Bid Proposal

1. Weekly Mowing/Trimming (44.6 acres) \$ _____ /per occurrence

2. Bi-Monthly Mowing/Trimming (3.3 acres) \$ _____ /per occurrence

Equipment to be used: _____

Number of Staff to be used: _____



STAFF REPORT

DATE: 2/20/2018

CONSENT

ITEM #: 12

MOTION

TO: City Council
FROM: Emily Becker, Planning Director
AGENDA ITEM: Solar Energy Ordinance
REVIEWED BY: Ben Prchal, City Planner

BACKGROUND:

At its last meeting, the Council considered an amendment to the City's Zoning Code as it relates to solar energy systems. A focus of concern regarding this ordinance was the requirement of signage for properties with solar energy systems.

ISSUE BEFORE COUNCIL:

The Council is being asked to review an amendment to Ord. 08-198, which strikes the requirement for signage for properties with solar energy systems.

PROPOSAL DETAILS/ANALYSIS:

Reason for Signage Requirement. When the topic of solar energy systems was first discussed by Staff, safety was of particular focus. Solar energy systems are particularly dangerous in the case of fires, as solar energy systems are near impossible to turn off and pose serious risk for firefighters. Staff had proposed that signage be required on properties on which solar energy systems are placed in order to warn firefighters that solar energy systems are present.

Council Concern. Council was concerned about enforcement of this requirement, as signage is easily removable, and any previously erected solar energy systems would not be required to display this signage. It was felt that requiring such signage would give firefighters a false sense that so long as there is no signage, there are no solar energy systems; firefighters should always go in to a burning building assuming there is a solar energy system. There was also discussion that the pre-plan automation would (fairly) soon be available for dispatch, and if a property that had a building permit issued for a solar energy system had an emergency, such information could be communicated at the time of dispatch.

Further Discussion – No Signage Needed. After further discussion with the Fire Chief and Building Official, such a requirement is not needed to be codified in to ordinance, as a simple sticker at the entrance of the home would suffice. This is something that can be required by the Fire Code rather than Zoning Code.

Proposed Amendment. The proposed amendment strikes the requirement for signage on properties on which solar energy systems are erected.

Alternative. The Fire Chief and Building Official have concluded that instead they would like to see a sticker of some sort be put on a home or structure on which roof/building-mounted solar energy systems are erected. They will research if these are available through solar energy system companies, and these will be provided at the time of either permit issuance or inspection. An inspection will not pass unless the sticker has been applied.

FISCAL IMPACT:

None.

OPTIONS:

The Council may:

- Adopt Ord. 08-198 as amended by Staff from the last meeting and Res. 2018-010 approving summary publication of Ord. 08-198.
- Recommend amendments to Ord. 08-198 and adopt Ord. 08-198 and adopt as amended along with Res 2018-010 approving summary publication of Ord. 08-198.
- Do not adopt Ord. 08-198 or Res. 2018-010.

RECOMMENDATION:

“Move to adopt Ord. 08-198 approving amendments to the Solar Ordinance.”

“Move to adopt Res. 2018-010 authorizing summary publication of Ord. 08-198.”

ATTACHMENTS:

- Ord. 08-198
- Res. 2018-010

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

ORDINANCE NO. 08-198

**AN ORDINANCE AMENDING THE LAKE ELMO CITY CODE OF ORDINANCES BY
ADDING ADDITIONAL STANDARDS FOR SOLAR ENERGY SYSTEMS AND SOLAR
FARMS**

SECTION 1. The City Council of the City of Lake Elmo hereby amends Title XV: Land Usage; Chapter 154: Zoning Code; Article II; Section 154.012; Subd. (B) (12) by removing the current definition of Solar Equipment and adding the following to a new Subd. (B) (10): Alternative Energy:

Solar Farm. A commercial facility that converts sunlight into electricity, whether by photovoltaic (PV), concentrating solar thermal devices (CST), or other conversion technology, for the principal purpose of sales of generated electricity to off-site customers.

Solar Energy System. A device or structural design feature, a primary purpose of which is to provide for the collection, storage, and distribution of solar energy for space heating, cooling, water heating, or for power generation.

SECTION 2. The City Council of the City of Lake Elmo hereby amends Title XV: Land Usage; Chapter 154: Zoning Code; Article II; Section 154.310 (B) (12) by moving the current standards of Solary Energy Systems to a new Section entitled Alternative Energy and to read as follows.

Solar Energy Systems. Solar energy systems are permitted accessory uses in all districts, provided the system or equipment is in compliance with standards set forth below.

1. *Permits.* A building permit shall be obtained before the installation of solar arrays or panels on any property. All solar energy systems shall be installed and components labeled in accordance with the Minnesota State Electric Code Section 690.
2. *Signage.* ~~Properties with solar energy systems shall have at least one (1) sign posted at the entrance of the property or structure on which the solar energy system is mounted, containing the following information: voltage information, manufacturer's name, emergency telephone number, and emergency shutdown procedures.~~
3. *Rooftop or Building Integrated Solar Energy Systems.*
 - a. These systems are permitted accessory uses in all districts in which buildings are permitted.
 - b. *Visibility, Commercial Installations.* Commercial rooftop systems shall be placed on the roof to limit visibility from the public right-of-way or to blend into the roof design, provided that minimizing visibility still allows the property owner to reasonably capture solar energy.
4. *Ground-Mount Solar Energy Systems.*
 - a. Ground-mount energy systems are permitted accessory uses in all districts where buildings are permitted.
 - b. Ground-mount energy systems must comply with all accessory setback, height and lot coverage restrictions unless otherwise stated herein or a variance is

1. *Conditional or Interim Use Permit.* A conditional or interim use permit subject to the zoning district in which the proposed solar farm is to be located.
2. *Minimum Lot Size, Setbacks, and Screening Requirements.* Solar farms are limited to properties at least ten acres in size. Solar farms must maintain a setback of at least 50 feet from adjacent properties and be screened and fenced as determined by the City from adjacent residential properties.
3. *Stormwater and NPDES.* Solar farms are subject to the City’s and watershed district’s stormwater management and erosion and sediment control provisions and NPDES permit requirements.
4. *Foundations.* A qualified engineer shall certify that the foundation and design of the solar panels, racking and support is within accepted professional standards, given local soil and climate conditions.

SECTION 4. The City Council of the City of Lake Elmo hereby amends Title XV: Land Usage; Chapter 154: Zoning Code; Article XI: Rural Districts; Section 154.401: Permitted, Conditional, and Interim Uses to read as follows.

	RT	A	RR	RS	RE	Standard
Residential Uses						
Household Living						
Single-Family Detached Dwelling	P	P	P	P	P	154.404 (A)
Secondary Dwelling	-	P	-	-	-	154.404 (D)
Services						
Self Service Storage Facility	I ^a	I ^a	-	-	-	154.404 (G)
Outdoor Recreation						
Outdoor Recreation Facility	-	C	-	-	-	154.306 (C)
Parks and Open Areas	P	P	P	P	P	154.012 (B) (7)
Restricted Recreation	-	C	-	-	-	154.306 (B)
Agricultural and Related Uses						
Agricultural Entertainment Business	I	I	I	-	-	154.914
Agricultural Production	P	P	P	-	-	154.012 (B) (9)
Agricultural Sales Business	I	I	I	-	-	154.913
Agricultural Services	C	C	-	-	-	154.404 (J)
Forestry Operations	-	P	-	-	-	154.012 (B) (9)
Greenhouses, Non Retail	C	C	C	-	-	154.012 (B) (9)
Solar Farm	I	C	C	-	-	154.915
Wayside Stand	P	P	P	-	-	154.012 (B) (9)
Industrial and Extractive Uses						
Motor Freight and Warehousing	I ^a	-	-	-	-	154.404 (G)
Accessory Uses						
Bed and Breakfast	C	C	C	-	-	154.012 (B) (12)
Domestic Pets	P	P	P	P	P	154.012 (B) (12)
Family Day Care	P	P	P	P	P	154.012 (B) (12)
Home Occupation	P	P	P	P	P	154.012 (B) (12)
Kennel, Private	C	C	C	-	-	154.012 (B) (12)
Solar Energy Systems	P	P	P	P	P	154.310 (C)
Stable, Private	C	C	C	-	-	154.012 (B) (12)

	RT	A	RR	RS	RE	Standard
Swimming Pools, Hot Tubs, Etc.	P	P	P	P	P	154.012 (B) (12)
Temporary Sales	P	P	P	P	P	154.012 (B) (12)
Water-Oriented Accessory Structures	P	P	P	P	P	154.800
Other Structures Typically Incidental and Clearly Subordinate to Permitted Uses	P	P	P	P	P	
Commercial Wedding Ceremony Venue	I	I	I			154.310 (D)

Notes to Rural Districts Table 9-2

- a. 1 dwelling unit per 40 acres applies to all non-farm dwellings. In addition to non-farm dwellings (1 per 40 acres), each farm is allowed one farm dwelling per farm.
- b. Nominal 40 acres: a 40-acre parcel not reduced by more than 10% due to road rights-of-way and survey variations.
- c. Nominal 10 acres: a 10-acre parcel not reduced by more than 10% and/or a 10-acre parcel located on a corner or abutting a street on 2 sides not reduced by more than 15% due to road rights-of-way and survey variations.
- d. The minimum lot size for lots served by public sanitary sewer shall be 24,000 square feet per residential unit.
- e. A minimum of 1.25 acres of land above the flood plain or free of any drainage easements is required.
- f. Lots must be configured to contain a circle with a diameter of 250 feet minimum; the ratio of lot length to width shall be a maximum of 3:1 – Flag lots are prohibited.
- g. Corner properties: The side façade of a corner building adjoining a public street shall maintain the front setback of the adjacent property fronting upon the same public street, or the required front yard setback, whichever is less. If no structure exists on the adjacent property, the setback shall be as shown in the table.
- h. Setback standards do not apply to solar farms. 154.915 should be referenced for these specific standards.

SECTION 5. The City Council of the City of Lake Elmo hereby amends Title XV: Land Usage; Chapter 154: Zoning Code; Section 154.802 by amending the following:

§ 154.802 PERMITTED, CONDITIONAL, AND INTERIM USES.

Table 18-1 lists all permitted, conditional, and interim uses allowed in the Closed Landfill Restricted zoning district. “P” indicates a permitted use, “C” a conditional use, and “I” an interim use. Uses not so indicated shall be considered prohibited. Cross-references listed in the table under “Standards” indicate the location within this Ordinance of specific development standards that apply to the listed use.

	CLR	Standard
Closed Landfill Management	P	154.012 (B) (10)

Solar Farms	C	154.802, 154.803 (A), 154.915
-------------	---	-------------------------------

SECTION 6. The City Council of the City of Lake Elmo hereby amends Title XV: Land Usage; Chapter 154: Zoning Code; Section 154.802 by adding the following:

§ 154.803 LOT DIMENSIONS AND BUILDING BULK REQUIREMENTS.

	CLR
Structure setback requirements (feet)	
Front yard	50
Side yard	50
Rear yard	25

§ 154.804 SITE DESIGN AND DEVELOPMENT STANDARDS.

- A. *Solar Farms.* Proposed locations and plans for Solar Farms must be approved by both the City and Minnesota Pollution Control Agency (MPCA). Required buffer width may be waived through conditional use permit approval

SECTION 6. Effective Date. This ordinance shall become effective immediately upon adoption and publication in the official newspaper of the City of Lake Elmo.

SECTION 7. Adoption Date. This Ordinance 08-198 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 08-198 was published on the ____ day of _____, 2018.

CITY OF LAKE ELMO

RESOLUTION NO. 2018-010

**RESOLUTION AUTHORIZING PUBLICATION OF
ORDINANCE NO. 08-198 BY TITLE AND SUMMARY**

WHEREAS, the City Council of the city of Lake Elmo has adopted Ordinance No. 08-198, an ordinance amending the Lake Elmo City Code of Ordinances by adding additional standards for solar energy systems and solar farms; and

WHEREAS, the ordinance is lengthy; and

WHEREAS, Minnesota Statutes, section 412.191, subd. 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.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lake Elmo, that the City Administrator shall cause the following summary of Ordinance No. 08-198 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 the following changes to Chapter 154: Zoning Code, of the City Code of the City of Lake Elmo:

- Removed the current definition of Solar Equipment from Accessory Uses Use Types and Classifications; added a new category to Use Types and Classifications entitled Alternative Energy; and added a definition of Solar Energy System and Solar Farm.
- Added standards for solar energy systems including:
 - Accessory setback, height, and lot coverage requirements are subject to those of the zoning district in which the solar energy system is located, with the exception of solar energy systems that are under six square feet in size.

- An interconnection agreement is required if connected to the electric distribution or transmission system through the existing service of the primary use on the site.
- Glare is to be minimized. The ordinance outlines ways in which this can be done.
- Solar energy systems must be applicable code requirements.
- A decommissioning plan is required, and decommissioning shall occur when facilities are not in use for 12 consecutive months.
- Property owners may be granted or buy easements to prevent certain restrictions that would diminish solar access.
- Added standards for solar farms
 - Conditional or interim use permit is required.
 - Minimum lot size, setbacks, and screening requirements are set forth.
- Solar farms are a conditional use in the Agricultural, Rural Residential, and Closed Landfill Restricted zoning districts and an interim use in the Rural Development Transitional zoning district.

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 full copy of the ordinance be placed in a public location within the City.

Dated: February 20, 2018.

Mayor Mike Pearson

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.



STAFF REPORT

DATE: 2/20/18

REGULAR

AGENDA ITEM: #13

TO: City Council

FROM: Emily Becker, Planning Director

ITEM: Wyndham Village Subdivision Sketch Plan Review and Comprehensive Plan Amendment

REVIEWED BY: Ben Gozola, Consultant City Planner
Jack Griffin, City Engineer

BACKGROUND:

The Council considered a proposed Subdivision Sketch Plan Review and Comprehensive Plan Amendment to re-guide the development area from Rural Single Family to Village Low Density Residential for the proposed development Wyndham Village at its November 21, 2017 meeting and tabled the item at its January 16, 2018 and February 7, 2018 meetings for lack of a full Council out of respect for the applicant due to the need for a 4/5 vote to pass a Comprehensive Plan Amendment. The Council did not feel comfortable with allowing the proposed density increase because it was felt that the sketch plan did not propose sufficient backyards.

REVIEW/ANALYSIS:

Usable Backyard Issue. The developer has revised the proposed sketch plan that was previously submitted to the Council for review. The previous sketch plan did not provide backyards that the City had felt were usable, as a 66 foot wide Northern Natural Gas Easement ran along the majority of the backyards of the lots to the west of Liberty Court North. The revised plan reduces the number of proposed lots from 13 to 10, reducing the proposed density from 2.17 units per acre to 1.67 units per acre. Additionally, the developer has provided an exhibit which shows proposed building pad locations that show a 20 foot rear yard principal building setback from the Northern Natural Gas Easement. This exhibit shows that a pool and play set could reasonably fit within these backyards. The standard setback for properties located within the Village Low Density Residential Zoning District is 20 feet, and so Staff believes that so long as the lots in which the Northern Natural Gas Easement is located maintain a 20 foot principal building rear yard setback from the easement that these proposed lots will provide a sufficient rear yard.

Increased Density Issue. As mentioned above, the revised sketch plan reduces the proposed density from 2.17 units per acre to 1.67 units per acre. The allowed density within the Village Urban Low Density Residential land use is 1.5-2.49 units per acre, and the allowed density within the Rural Single Family Sewered land use category is 0.66-2 units per acre.

Greenbelt Buffer. The updated sketch plan increases the greenbelt buffer to the south of the development. The previously-provided buffer was only approximately 40 feet in width, and the applicant has increased the buffer to approximately 80 feet.

MUSA and Rural Single Family Sewered Land Use Option. The proposed development is within the Metropolitan Urban Service Area (MUSA), and sewer will be made available through Northport, the development to the north and east of the proposed development. Areas within the City that are included in the MUSA must be developed at an average of three units per acre. In 2016, the City created a new land use that is called Rural Single Family – Sewered. This land use is intended for properties that were platted for conventional subdivision prior to 2005 that have been (and will continue to be) serviced by private on-site well and septic systems, unless within the MUSA area. If within a MUSA, the City Council may consider connection to the sanitary sewer system where practical. While the property does have the option of being re-guided to this land use category, this option is not recommended by Staff for the following reasons:

- *Lot Size Variances Needed.* The smallest the lot sizes allowed would be 24,000 square feet, and the smallest lot size proposed in the revised plan is 11,184 square feet, with only one lot meeting the required minimum lot size. Therefore, variances would be required for most of the lots within the proposed subdivision.
- *Spot Zoning.* Additionally, Northport (the development to the north and east of the proposed development) is guided for Village Urban Low Density. This proposal would essentially be an extension of the Village Urban Low Density land use that currently exists. There are no properties adjacent to the proposed development that are guided for Rural Single Family Sewered, and therefore re-guiding the proposed development to Rural Single Family Sewered could be considered spot zoning.

If the Council does feel that the development should instead be re-guided to Rural Single Family Sewered, the requested Comprehensive Plan Amendment should be denied, as the public hearing advertised was specifically to re-guide the proposed development to Village Urban Low Density Residential. A new public hearing notice would need to be advertised. Staff has prepared a Resolution denying the proposed Comprehensive Plan Amendment that the Council may adopt if it so chooses.

Deadline for Action. The City has already sent the applicant an extension letter, using its 120 days to take action on this land use application. The deadline for action was February 17, 2018, but the applicant has requested an extension to April 18, 2018.

Recommended Findings. Staff recommends the following findings in regards to the proposed Comprehensive Plan Amendment:

1. That the Applicant has submitted a request to amend the Comprehensive Plan in accordance with the procedures as established by the Lake Elmo Planning Department and Lake Elmo Planning Commission; and
2. That the request is to amend the Comprehensive Land Use Plan:
 - a. On page III-11, updating Table 3-B to reflect proposed increased acreage of Village Urban Low Density Residential and decreased acreage of Rural Single Family.

- b. Updating Map 3-3 – the planned land use map.
3. That the proposed amendments are consistent with the overall goals and objectives of the Comprehensive Plan in that the Property is within the Metropolitan Urban Service Area.

Recommended Conditions of Approval. Staff recommends the following conditions in regards to the proposed Comprehensive Plan Amendment:

1. Submission of the Comprehensive Plan Amendment to the Metropolitan Council and the receipt of formal notification from the Metropolitan Council that its review has been completed and approved.
2. That the Applicant obtain Preliminary Plat approval from the City that meets the following:
 - a. Required densities of the Village Urban Low Density land use category.
 - b. Provides a sufficient Greenbelt Corridor as indicated in the Comprehensive Plan and approved by the City.
 - c. Provides usable rear yards for lots in which the Northern Natural Gas Company Easement (Document 384029) (“Northern Easement”) is located, as determined by the City by maintaining a 20 foot principal building rear yard setback from the Northern Natural Gas Company Easement.
 - d. All other applicable standards including but not limited to City Engineer Design Standards, Valley Branch Watershed District requirements, and zoning standards.

FISCAL IMPACT:

There would be no fiscal impact to the City at this time, as the developer would be required to pay for any amendments needed to accommodate the increase in REC units. Concept Plan approval does not afford the applicant development rights. When the property develops, it will have urban services and will pay sewer and water connection charges, building permit fees and the like.

OPTIONS:

- Approve the proposed Comprehensive Plan Amendment re-guiding the proposed development to Village Urban Low Density Residential with Staff-recommended findings and conditions of approval.
- Amend Staff-recommended findings and conditions of approval for the proposed Comprehensive Plan Amendment re-guiding the proposed development to Village Urban Low Density Residential and approve with amended findings and conditions.
- Deny the proposed Comprehensive Plan Amendment with Staff-recommended findings.
- Amend Staff-recommended findings and conditions for denial of the proposed Comprehensive Plan Amendment re-guiding the proposed development to Village Urban Low Density Residential and deny with amended findings.

RECOMMENDATION:

Staff and Planning Commission are recommending approval of the proposed Comprehensive Plan Amendment to re-guide PID# 13.029.21.43.0001 from Rural Single Family to Village Urban Low Density, based on the recommended findings and conditions of approval.

“Move to adopt Resolution 2018-006 approving the proposed Comprehensive Plan Amendment to re-guide PID# 13.029.21.43.0001 from Rural Single Family to Village Urban Low Density, based on the recommended findings and conditions of approval.”

Alternatively, if the Council feels that the Comprehensive Plan Amendment should be denied, Staff has prepared a Resolution for denial with recommended findings.

“Move to adopt Resolution 2018-006 denying the proposed Comprehensive Plan Amendment to re-guide PID# 13.029.21.43.0001 from Rural Single Family to Village Urban Low Density, based on the recommended findings.”

Staff is recommending that the Council accept the revised Sketch Plan provided by JP Bush Homes for a 10 unit single family detached residential development of PID#13.029.21.43.0001.

ATTACHMENTS:

1. Revised Subdivision Sketch Plan
2. Building Pad Location Exhibit
3. Previous Council Packet Item from 11/21/2017
4. Resolution 2018-006 approving the proposed Comprehensive Plan Amendment
5. Resolution 2018-006 denying the proposed Comprehensive Plan Amendment



STAFF REPORT

DATE: 11/21/17

REGULAR

AGENDA ITEM: 15

TO: City Council

FROM: Emily Becker, Planning Director

ITEM: Wyndham Village Subdivision Sketch Plan Review and Comprehensive Plan Amendment

REVIEWED BY: Ben Gozola, Consultant City Planner
Jack Griffin, City Engineer

BACKGROUND:

The Council is being asked to review a Sketch Plan for a proposed residential subdivision to the southwest of Northport (formerly known as Village Park Preserve) and immediately north of the Heritage Farm. The sketch plan includes 13 single-family residential detached homes on a total site area of 5.97 acres. A Sketch Plan review requires no formal action by the Planning Commission. The applicant is also requesting a Comprehensive Plan Amendment to re-guide the proposed development area from Rural Single Family to Urban Low Density. The aforementioned request requires review, a public hearing and recommendation to the Council.

General Information

Applicant: JP Bush Homes, 1980 Quasar Ave S, Lakeland, MN 55043

Property Owners: James McLeod, 11580 30th St N, Lake Elmo, MN 55042

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

PID: 13-029-21-43-0001

Request: Sketch Plan Review

Existing Land Use: Vacant

Existing Zoning: RS – Rural Single Family

Surrounding Area: North – Northport (Urban Low Density Residential); East – Northport (Urban Low Density Residential); West – Rural Single Family Residential; South – the Homestead (Open Space Preservation Development)

Comprehensive Plan: Rural Single Family Density Residential (0.66-2 units per acre)

Proposed Zoning: LDR – Urban Low Density Residential (2.5 - 4 units per acre)

History: The property has long been used as a single family detached dwelling unit

Deadline for Action: Application Complete – 10/20/2017
60 Day Timeline – 12/19/2017
Extension Sent – N/A

Applicable Regulations: Article XII – Urban Residential Districts (LDR)
Chapter 153: Subdivision Regulations

REVIEW/ANALYSIS:

SUBDIVISION SKETCH PLAN REVIEW

Sketch Plan Review Process. The Lake Elmo Subdivision Ordinance specifies that as part of the pre-application process for a new subdivision, the applicant must first submit a Sketch Plan for review by the City. The Ordinance notes that the purpose of the Sketch Plan review is as follows:

Sketch plan. In order to ensure that all applicants are informed of the procedural requirements and minimum standards of this chapter and the requirements or limitations imposed by other city ordinances or plans, prior to the development of a preliminary plat, the subdivider shall meet with the Planning Commission and prepare a sketch plan which explains or illustrates the proposed subdivision and its purpose. The Planning Commission shall accept the information received, but take no formal or informal action which could be construed as approval or denial of the proposed plat.

Based on this wording, the Council is not being asked to take any formal action as part of the Sketch Plan Review other than to accept the information received. Staff has completed an internal review of the Sketch Plan, and general comments from Staff are included in this memorandum and applicable attachment.

Sketch Plan Review. The Staff review comments that follow are all based on conducting a very high level review of the Sketch Plan since there is not a lot of detailed information that is required at this stage in the subdivision process. Staff has instead focused on the bigger picture items and those things that would otherwise not allow the development to move forward if they contrasted with elements from the Comprehensive Plan or the City Code.

Comprehensive Plan Amendment Required. The Property is currently guided for the Rural Single Family land use, which allows a density of 0.66-2 units per acre. Because the Applicant is proposing a density of 2.17 units per acre, a Comprehensive Plan Amendment would be required in order to allow for a higher density. The Applicant has submitted a formal application, and this request is discussed later in this report.

Zoning Map Amendment. If the proposed Comprehensive Plan Amendment is approved, the property will need to be rezoned during Preliminary Plat approval. The properties to the north and east of the subject parcel are guided for Village Urban Low Density (V-LDR) and have been rezoned to Urban Low Density Residential. This was because when these properties received Preliminary Plat approval, there did not exist a Village Urban Low Density zoning district. The V-LDR ordinance was created on 5/26/17, and so while this property could be rezoned to V-LDR, Staff would recommend that the property be re-zoned similarly to those of adjacent properties in order to avoid spot zoning. The Zoning Code states that densities within the Urban Low Density Zoning District shall range from two 2 to 4 units per acre; however, the overall density for a specific development area must be consistent with the net densities specified in the Comprehensive Plan.

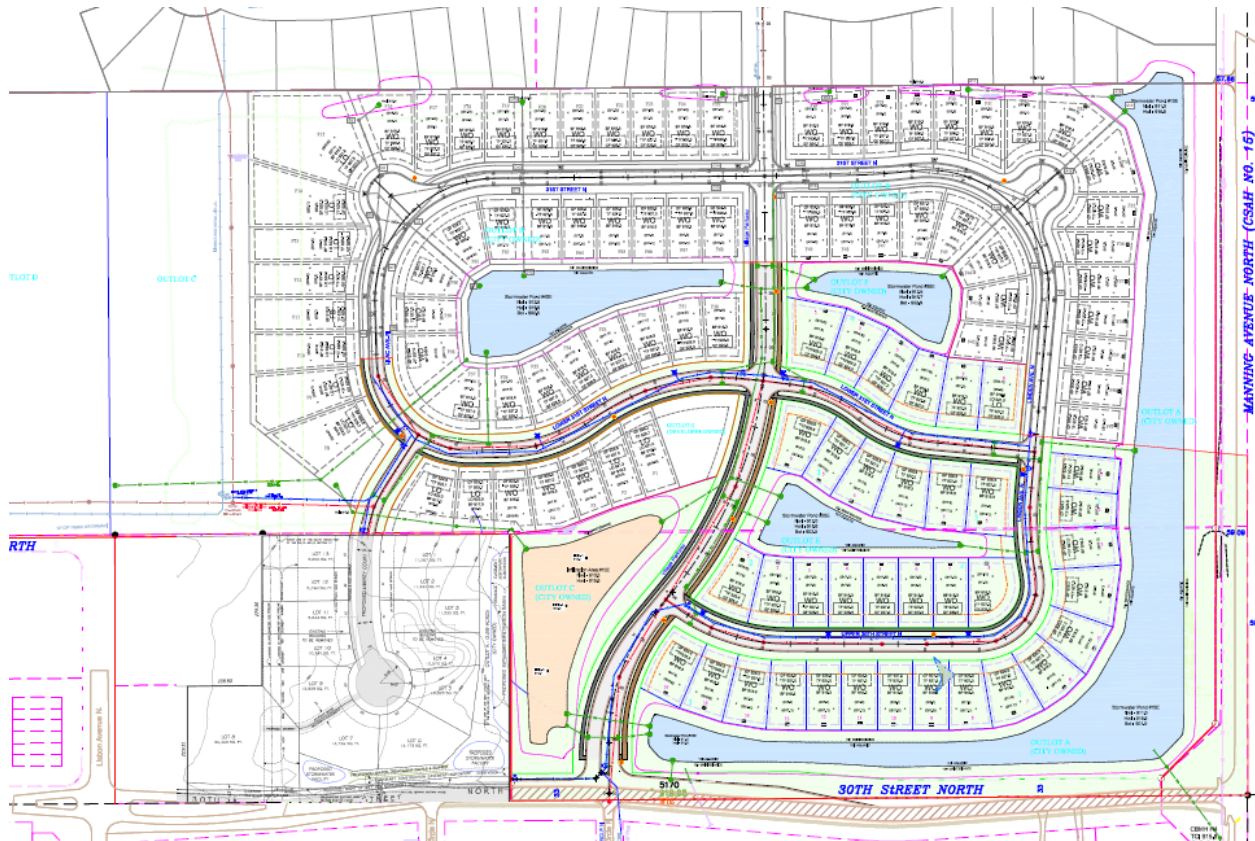
Because the proposed density of the development is consistent with both the Comprehensive Plan and is within 2 to 4 units per acre, it would be appropriate to rezone the development area to Urban Low Density Residential.

Land Use. The proposed land use within the development are single family detached homes, which are a permitted use within the Urban Low Density Residential zoning district.

Greenbelt Corridor. As previously mentioned, the Comprehensive Plan indicates that a greenbelt corridor should be established on the southern border of the proposed development. The greenbelt corridor is meant to serve as a transitional area between future sewered growth within the Village and existing rural development. The Comprehensive Plan states the following in regards to the greenbelt corridor.

“Greenbelt Corridors. Greenbelt Corridors run along the perimeter of proposed development and serve as transitional areas between future sewered growth within the Village and existing rural development. The corridor may be reduced if the design of the development includes the following: (1) a design that is mindful of the landscape features of the site, providing enhanced environmental benefit, (2) a design that is consistent with overall goals for the Village Land Use Plan, and (3) a design that meets the requirements of the underlying land use category of the parcel. At a minimum, the corridor shall be established and provided for by performance standards within the Zoning Code based upon the locations of the existing Village Boundary and area guided for commercial use in the northeastern portion of the Village. Not only will this provide a significant physical and visual amenity, but it will also encourage more residential development closer to the Village Center. Uses within the Greenbelt Corridor may include trails, passive recreation, public gathering spaces, natural areas, storm water management systems, natural water courses, small-scale or community oriented agricultural activities and other amenities intended for aesthetic enjoyment.”

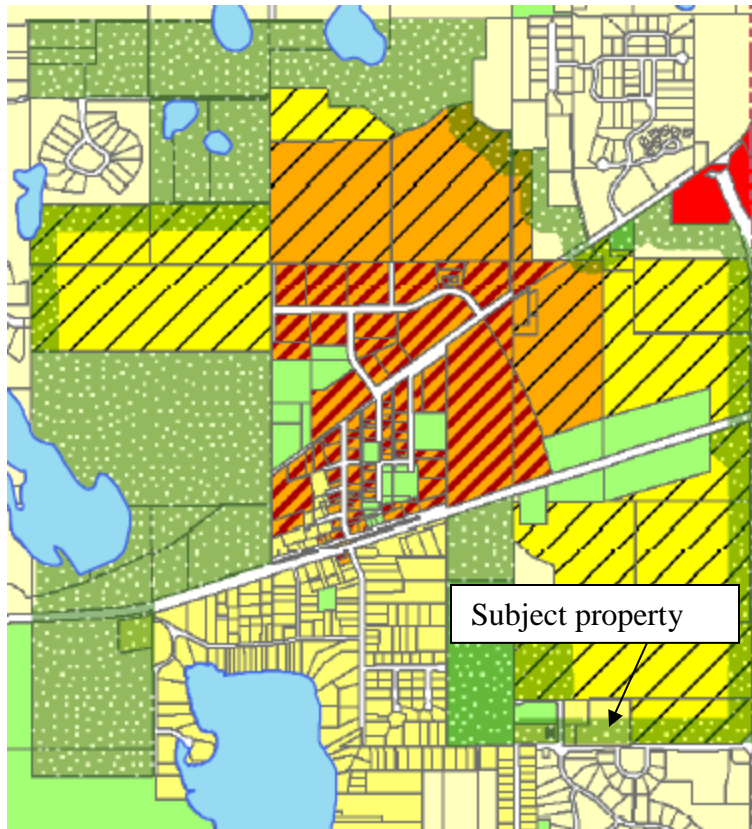
The above language does not indicate an exact width requirement for the corridor, though it appears through using a scale on the land use map that the width of the corridor is 200 feet. The proposed width of the buffer at its narrowest for this development is 40 feet. The proposed buffer's proposed use consists of a water treatment swale, which is an approved use as outlined above. Northport, to the east of the proposed development, had a buffer width of approximately 125 feet from the southern edge of the plat. The exhibit below shows how the lots within the proposed development extend further south than the Northport development.



It should be noted, however, that the Urban Residential Districts Article of the Zoning Code indicates the following in regards to required setbacks for lots within this area:

“C. Lots Adjacent to Public Greenway Corridors. On any lot that abuts a public greenway as depicted in the Comprehensive Plan the minimum setback for all structures, including accessory buildings, shall be the required rear yard setback for the district in which said structure is located.”

Additional Buffer/Screening Recommended. Because the buffer appears to encroach half way up the development as shown below, this requirement would not be able to be met with the proposed design. The southern boundary of the subdivision is along the north boulevard of 30th Street North and proposes two storm water ponds connected by a drainage swale. It is recommended that additional space be allocated at elevations higher than 30th Street to create a vegetative buffer between the lots and this collector street.



Lake Elmo Theming Study. The proposed development is within the Old Village Area. As the applicant prepares Preliminary Plans for the proposed subdivision, staff would recommend that various elements from the Lake Elmo Theming Study be included in the proposed plans.

Park Dedication. The proposed development is to the east of Reid Park. With recording of the Northport plat, the City received approximately an additional 12.5 acres of parkland for an extension of Reid Park. The Neighborhood Park Search Area map of the Comprehensive Plan's Parks and Recreation Plan does not identify this area for a neighborhood park. Therefore, Staff would not recommend that parkland be dedicated within this development and that the City accept fees in lieu of parkland dedication. Per the City's Subdivision Ordinance, 10% of the fair market value of the land will need to be paid as the parkland dedication fee. The fair market value of the land is determined by current market data, if available, or by obtaining an appraisal from a licensed real estate appraiser, and the subdivider is required to pay for the appraisal. In this case, if the owner of the property will be selling the land to the Applicant to be developed, there will be current market data available. If the owner is not selling the land, an appraisal to determine the fair market value will likely be required in order to determine the amount of parkland dedication the City will receive. The Parks Commission will review the proposed sketch plan on November 20, 2017.

Trails. No trails are being proposed within the development, only a sidewalk on the west side of Liberty Court North. There is already a trail along the south of 30th Street, and the developers of Northport will be constructing a segment of a trail from the southern edge of that development off Liberty Court North. This trail segment will not connect to the existing trails in Reid Park, however, as approved by Council. The City may extend this trail through to the existing trails in Reid Park in

the future. The City's trail plan indicates a trail along 30th Street North, which already exists on the south side of the street.



Access. Access to the proposed lots will be provided from Lower 31st Street North to the north of the subject property (part of the Northport development). Access to this parcel was pre-planned with the adjacent subdivision in order to preserve the proper access management along 30th Street North. The existing driveway will be eliminated as suggested by Staff. Access to the new Lot 8 is proposed to be provided via a 20 foot wide driveway easement off the cul-de-sac of Liberty Court North. The City Engineer is recommending this be changed to a 30 foot wide Outlot to be owned by Lot 8. This change will impact the configuration of Lots 7 and 9.

Streets. The proposed streets appear to be meeting the City's minimum standards:

- Liberty Court is proposed to be 28-feet wide within a 60-foot right-of-way;

- A 60 foot cul-de-sac right-of-way width is provided with a 45 foot pavement radius;
- The cul-de-sac length is proposed to be 510 feet long;
- There is a proposed sidewalk to the west of this street. The residential maximum longitudinal grade is 6% with a sidewalk which appears to be feasible. Potential connections to this sidewalk should be considered moving forward.
- Surmountable concrete curb and gutter needs to be installed in single family areas with future driveways.

The biggest issue of concern regarding streets is the fact that additional right-of-way must be dedicated along 30th Street North to ensure a minimum boulevard width of 16 feet is provided along the entire length of the plat. In addition to the right-of-way, a 10 foot utility corridor must also be reserved for small utilities. The proposed stormwater facilities cannot encroach into this utility corridor.

Utilities – Municipal Water Supply and Municipal Sanitary Sewer. Public water and sanitary sewer service will be extended to the site with the development of Northport. The preliminary plans will need to include detailed utility construction plans that meet City engineering standards.

Environmental Review. The proposed development is within the Village Alternative Urban Area Wide Review (AUAR), which was completed in order to address the expected cumulative environmental impacts associated with the anticipated growth and development within the Village.

Storm Water Management. The general drainage system should mimic the natural topography of the site in order to ensure a drainage system that provides positive stormwater drainage across the development. The proposed development area resides within the Valley Branch Watershed District (VBWD). City staff recommends early planning/coordination meetings with VBWD. The design of the storm water management systems must be compliant with the requirements of the State, VBWD, the City of Lake Elmo Storm Water Management Ordinance, and the City of Lake Elmo design standards manual. The applicant is advised to fully read and comprehend the City's storm water and erosion control ordinance since these standards are different, and in some cases more stringent, than the watershed district.

The storm water facilities must be platted as Outlots and deeded to the City for maintenance purposes and must fully incorporate the 100-year High Water Level, 10 foot maintenance bench and all maintenance access roads. The storm water ponds will not be allowed to encroach on to adjacent private lots. The storm sewer system shall be designed to maintain the City standard minimum pipe cover of 3.0 feet, and drain tile is required as part of the City standard street section at all localized low points in the street. All storm sewer pipe easements must be a minimum of 30 feet in width. No drainage and utility easement is shown for the storm sewer pipe along the Lot 5 and Lot 6 property line. It is likely that more land will need to be allocated for stormwater management. The preliminary grading plan shows pond encroachment on Lots 6 and 7, and additional pond depth will be required to meet City standards.

Grading restrictions along the Northern Natural Gas easement must be adhered to, and it is unclear how drainage within the Northern Natural Gas easement will be captured and conveyed to stormwater facilities. Additionally, Liberty Court drainage must be captured and treated on-site. Currently, a significant portion of the drainage is shown to be draining to the Northport subdivision,

and the stormwater management plan of this subdivision does not account for this additional impervious surface.

The ultimate discharge rate and location will be an important consideration. The stormwater management plan will need to address changes to the downstream drainage system to the extent alterations are proposed. Written permission from properties that are impacted and submitted will be required as part of the development application.

City Engineer Review. The City Engineer’s review comments are found as part of the attachments to this report and are incorporated throughout the report.

Airport. The proposed development is not within the Lake Elmo Airport Existing Runway Protection Zones; however, the Metropolitan Airports Commission will be given the opportunity to review the proposed development with the Preliminary Plat application. Staff has distributed adjacent review to the Metropolitan Airports Commission (MAC) as part of the Comprehensive Plan Amendment request, but has not yet heard back from the MAC.

Lot Dimensions and Bulk Requirements. The proposed sketch plan appears to meet the lot dimensions and bulk requirements for the Urban Low Density Residential zoning district, as shown below:

Standard	Required	Proposed
Minimum Lot Area	8,000 square feet	9,600 square feet – 36,460 square feet (average of 13,225 square feet)
Minimum Lot Width	60 feet	60-205.5 feet*, ** *See the Access portion of this report – lot widths of Lots 7 and 9 may need to be reduced, possibly not meeting the 60 foot minimum standard. ** Lot 8 will have a lot width of approximately 205.5 feet of street frontage as the lot abuts 30 th Street North, even though access will be provided through the cul-de-sac of Liberty Court North.
Maximum Impervious Surface	40%	Unknown
Minimum Front Yard Setback	25 feet	Appears to be 25 feet (grading plan scale not provided)

Minimum Interior Sideyard Setback (principal buildings)	10 feet	Appears to be 8 feet on both sides in northerly lots (grading plan scale not provided); sideyard setback averaging has been allowed in the past
Minimum Interior Sideyard Setback (accessory structures)	5 feet	N/A
Minimum Corner Sideyard Setback	15 feet	N/A
Minimum Rear Yard Setback	20 feet	All required rear yard setbacks appear to be met (grading plan scale not provided)

Lot Easements. Lot easements (front, rear and side yard) need to be shown on the plan meeting City requirements.

Northern Natural Gas Easement. A Northern Natural Gas easement runs along the western side of lots 9 through 13, and bisects lot 8 before getting to 30th Street North. As two large diameter gas mains are located in the easement, there are heavy restrictions on what can be done in this area (i.e. no building, creating, constructing, or allowing to be built any hard surface road, building, or other structure; and no grading or other work without the written consent of Northern). The City has no ordinance that requires a buildable or even usable backyard, but it is a fact that should be disclosed to future buyers should this development move forward. Owners of these lots will likely not be able to have decks, pools, accessory structures, or even landscaping without prior written consent of Northern. The Applicant should consider the value of these lots and how they will communicate these restrictions, and will need to demonstrate how the easement will be delineated within the yards to prevent homeowners from encroaching into the easement.

Landscaping. The applicant has not provided any details concerning landscaping for the site, which must be submitted at the time of Preliminary Plat submission and will need to adhere to the City's Landscape Requirements. There are a number of existing trees on the property, and the project will be subject to the City's tree protection and replacement ordinance. Additionally, it is recommended that the Applicant provide sufficient landscaping along 30th Street North to provide a sufficient buffer

COMPREHENSIVE PLAN AMENDMENT

Current Land Use. The property is currently used as a single family detached dwelling and is currently guided for Rural Single Family Zoning with a Village Open Space Overlay greenbelt corridor on the southern border of the parcel. This land use has a guided density of 0.66-2 units

per acre. The Applicant and owner of the property would like to move the existing house to a lot to the west of the proposed development, and subdivide the remaining portion of the parcel in to 12 additional parcels.

Proposed Land Use and Density. The Comprehensive Plan Amendment proposes to re-guide the property to Village Urban Low Density, which will allow a density of 1.5-2-49 units per acre. The development site is 5.97 acres, and a total of 13 residential lots are being proposed, totaling a gross density of 2.17 units per acre. There are no wetlands, wetland buffers, public waters, or other areas that are protected from development by local ordinance on the property, and because there is no public parkland or protected open space proposed nor arterial road right-of-way, the net density of the development is expected to also be 2.17 units per acre.

MUSA and Rural Single Family Sewered Land Use Option. The proposed development is within the Metropolitan Urban Service Area (MUSA), and sewer will be made available through Northport, the development to the north and east of the proposed development. Areas within the City that are included in the MUSA must be developed at an average of three units per acre. In 2016, the City created a new land use that is called Rural Single Family – Sewered. This land use is intended for properties that were platted for conventional subdivision prior to 2005 that have been (and will continue to be) serviced by private on-site well and septic systems, unless within the MUSA area. If within a MUSA, the City Council may consider connection to the sanitary sewer system where practical. While the property does have the option of being re-guided to this land use category, the density of the proposed development is higher than the allowed density within the Rural Single Family land use category (0.66-2 units per acre), and so this land use would be inappropriate for this proposed development. If the property were to re-guide to Rural Single Family Sewered, the smallest the lot sizes allowed would be 24,000 square feet, which equates to a density of 1.8 units per acre.

Adjacent Land Use. Northport (the development to the north and east of the proposed development) is guided for Village Urban Low Density. This proposal would essentially be an extension of the Village Urban Low Density land use that currently exists. Properties to the west of the proposed development would remain guided for Rural Single Family and are also within the greenbelt buffer.

Recommended Findings. Staff recommends the following findings in regards to the proposed Comprehensive Plan Amendment:

1. That the Applicant has submitted a request to amend the Comprehensive Plan in accordance with the procedures as established by the Lake Elmo Planning Department and Lake Elmo Planning Commission; and
2. That the request is to amend the Comprehensive Land Use Plan:
 - a. On page III-11, updating Table 3-B to reflect proposed increased acreage of Village Urban Low Density Residential and decreased acreage of Rural Single Family.
 - b. Updating Map 3-3 – the planned land use map.
3. That the proposed amendments are consistent with the overall goals and objectives of the Comprehensive Plan in that the Property is within the Metropolitan Urban Service Area.

Recommended Conditions of Approval. Staff recommends the following conditions in regards to the proposed Comprehensive Plan Amendment:

1. Submission of the Comprehensive Plan Amendment to the Metropolitan Council and the receipt of formal notification from the Metropolitan Council that its review has been completed and approved.
2. That the Applicant obtain Preliminary Plat approval from the City that meets the following:
 - a. Required densities of the Village Urban Low Density land use category.
 - b. Provides a sufficient Greenbelt Corridor as indicated in the Comprehensive Plan and approved by the City.
 - c. Provides a usable rear yard for lots in which the Northern Natural Gas Company Easement (Document 384029) (“Northern Easement”) is located, as determined by the City; or receives approval from the City for required rear yards for lots in which the Northern Easement is located, in which building, creating, constructing, or allowing to be built any hard surface road, building, or other structure as well as altering the grade or permitting such alteration upon which Northern Natural Gas Company has reserved its Easement rights without the written consent of Northern.
 - d. All other applicable standards including but not limited to City Engineer Design Standards, Valley Branch Watershed District requirements, and zoning standards.

Planning Commission Review. The Planning Commission reviewed the proposed Subdivision Sketch Plan and Comprehensive Plan Amendment at its meeting on November 13, 2017 and had the following comments in regards to the proposed subdivision sketch plan:

- They saw issues with the proposed greenbelt corridor and felt that additional width or extensive landscaping was needed for the proposed subdivision.
- They saw definite issues with proposed location of the lots on the west of Liberty Court that are in conflict with the Northern Natural Gas Easement. They wished to see these lots have a usable backyard.
- The Comprehensive Plan Amendment made sense in that the subject property is adjacent to the V-LDR district and in the MUSA.

The Planning Commission recommended approval of the proposed Comprehensive Plan Amendment with a vote of 7-0.

FISCAL IMPACT:

There would be no fiscal impact to the City at this time, as the developer would be required to pay for any amendments needed to accommodate the increase in REC units. Concept Plan approval does not afford the applicant development rights. When the property develops, it will have urban services and will pay sewer and water connection charges, building permit fees and the like.

RECOMMENDATION:

Staff is recommending that the Planning Commission recommend approval of the proposed Comprehensive Plan Amendment to re-guide PID# 13.029.21.43.0001 from Rural Single Family to Village Urban Low Density, based on the recommended findings and conditions of approval.

“Move to recommend approval of the proposed Comprehensive Plan Amendment to re-guide PID# 13.029.21.43.0001 from Rural Single Family to Village Urban Low Density, based on the recommended findings and conditions of approval.”

Staff is recommending that the Planning Commission accept the Sketch Plan provided by JP Bush Homes for a 13 unit single family detached residential development of PID#13.029.21.43.0001.

ATTACHMENTS:

1. Application Forms
2. Narrative
3. Preliminary Grading and Drainage Plan
4. Subdivision Sketch Plan
5. City Engineer Review Memorandum 10/20/2017
6. Resolution 2017- Approving the Proposed Comprehensive Plan Amendment

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



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

LAND USE APPLICATION

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

Applicant: J.P. BUSH HOMES.
Address: 1980 QUASAR AVE S. LAKE LAND MN. 55043
Phone # 651-775-4222
Email Address: JOE@JOEBUSHMN.COM

Fee Owner: JAMES MCLEOD
Address: 11580 30TH ST. N. LAKE ELMO MN. 55042
Phone # 651-770-6884
Email Address: _____

Property Location (Address): 11580 30TH ST. N. LAKE ELMO MN 55042
(Complete (long) Legal Description: PID # 13.029.21.43.0001
PART OF THE SOUTHWEST QUARTER OF THE SOUTH EAST QUARTER OF
PID#: SECTION 13, TOWNSHIP 29 NORTH, RANGE 21 WEST, CITY OF
LAKE ELMO, WASHINGTON COUNTY, MINNESOTA

Detailed Reason for Request: ATTACH EXISTING OWNERS (MCLEOD) PROPERTY
TO PUTE SUBDIVISION AND CHANGE DENSITY TO
LOW DENSITY RESIDENTIAL. CREATE 18 NEW HOMESITES
OF LOW DENSITY RES AND ONE SLIGHTLY LARGER LOT(8)
FOR THE USE OF THE MCLEOD'S NEW HOME SITE.

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

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

Signature of applicant: [Signature] Date: 9/19/17

Signature of fee owner: James R McLeod Trustee Date: Sept 20 2017



J.P. Bush H O M E S

September 15-2017

City of Lake Elmo Comprehensive Plan Review Narrative.

Property: 11580 30th Street North Lake Elmo MN 55043
James McLeod Revocable Trust (5.9 Acres)

Usage: Currently a single family ZONED: RURAL RESIDENTIAL
Request to Change from: RURAL RESIDENTIAL to URBAN LOW DENSITY RESIDENTIAL

Proposer: Mr. and Mrs. James McLeod Revocable Trust, Land Owner.
JP Bush Homes, Developer.

The proposed subdivision is called "Wyndham Village". Lake Elmo Minnesota and its residence have a unique old village City that continues to explore a wide range of opportunities for family living. James McLeod and the Developer, JP Bush Homes desires to keep this proposed Development in harmony with the Comprehensive Plan that Lake Elmo has adopted. Wyndham Village is simply an extension of an approved subdivision called "VILLAGE PARK PRESERVE". Gonyea Homes and The Pulte Group have developed a wonderful series of Village Home sites directly connected to The McLeods Property. VILLAGE PARK PRESERVE borders the Mcleods property directly to the North and East. Gonyea and Pulte have worked closely with City of Lake Elmo to allow home sites within the development to a standard of URBAN LOW DENSITY RESIDENTIAL. During the recent Final Plat Approval for VILLAGE PARK PRESERVE Gonyea and Pulte invited the Mcleods and JP. Bush Homes to directly connect "Wyndham Village". Zoning our subdivision to URBAN LOW DESITY RESIDENTIAL is a nature transition to an approved plan. The McLeods and JP. Bush would like the City of Lake Elmo to consider approving the request to The Comprehensive Plan and allow "Wyndham Village" to be amended per the attached documents. The developer has followed, organized and done the items listed here within to create a reasonable request for the change of Zoning.

1. Attended meetings and informal work sessions with the City of Lake Elmo Building and Zoning Gonyea and Bush to design a smooth, consistent connection between the subject Properties.
2. Scheduled additional onsite walks to discuss screening vegetation, road locations, Safety line of site for road access and appropriate storm water management.
3. Developer designed multiple modifications to the Sketch Plan of the development in accordance With recommendations noted from all meetings formal and informal. The sketch plan Is a comprehensive document performed by a local licensed Surveyor.

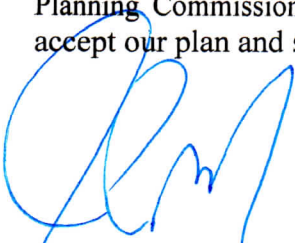
The attached documents are a complete set of the documents required for a Comprehensive plan change with in the Land Use Code. They are listed.

1. full size color copies and 11x17 copies of the Sketch plan from Landmark Surveyor.
2. Copies of the VILLAGE PARK PRESERVE planned development.
3. Copies of detailed road designs allowing the connection and use of common streets.
4. Copies of the agreements between Gonyea, Pulte, McLeods allowing easements for VILLAGE PARK PRESERVE to install their proposed road designs and storm water ponding.
5. Mailing labels from Washington County of all Neighbors within 350 feet.
6. A completed application along with required fees for sketch plan and Comprehensive plan change review.

Brief property description and planned home applications

The Project is a 13 lot single-family development on 5.9 acres. Each lot has the proper requirements for buildable area. The development sketch plan shows all the requirements of City Code for a Comprehensive plan review. Important to note that the Proposed Lot #8 is larger and is intended to be used for the McLeods Minnesota Residence. Lot #8 is a wonderful compliment to the neighborhood and is a much more desirable fit to single family homes directly to the West and North of Lot #8. The Proposed Homes within "Wyndham Village" are going to be similar in price, size and overall design the homes in VILLAGE PARK PRESERVE".

The above description along with all the required documents and planning that have been performed allow the Planning Commission and City Council proper information to make a Comprehensive Plan Change. Please accept our plan and submissions to the City of lake Elmo Planning Commission and City Council.



Joseph P Bush
J.P. Bush Homes

DRAWN BY: C.M. DESIGN BY: C.W.P.
 CHCKD BY: C.W.P. PROJ. NO. 17-1724
 ORIGINAL DATE: OCTOBER 13, 2017

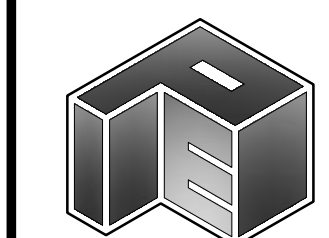
DATE REVISION DESCRIPTION

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

Charles W. Plowe
 CHARLES W. PLOWE LIC. NO. 16227
 DATE: 10.13.2017

LAKE ELMO RESIDENTIAL
LAKE ELMO, MINNESOTA
 PRELIMINARY GRADING
 & DRAINAGE PLAN

PREPARED FOR:
 J.P. BUSH HOMES

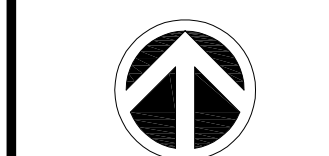


SITE PLANNING
 & ENGINEERING

PLOWE ENGINEERING, INC.

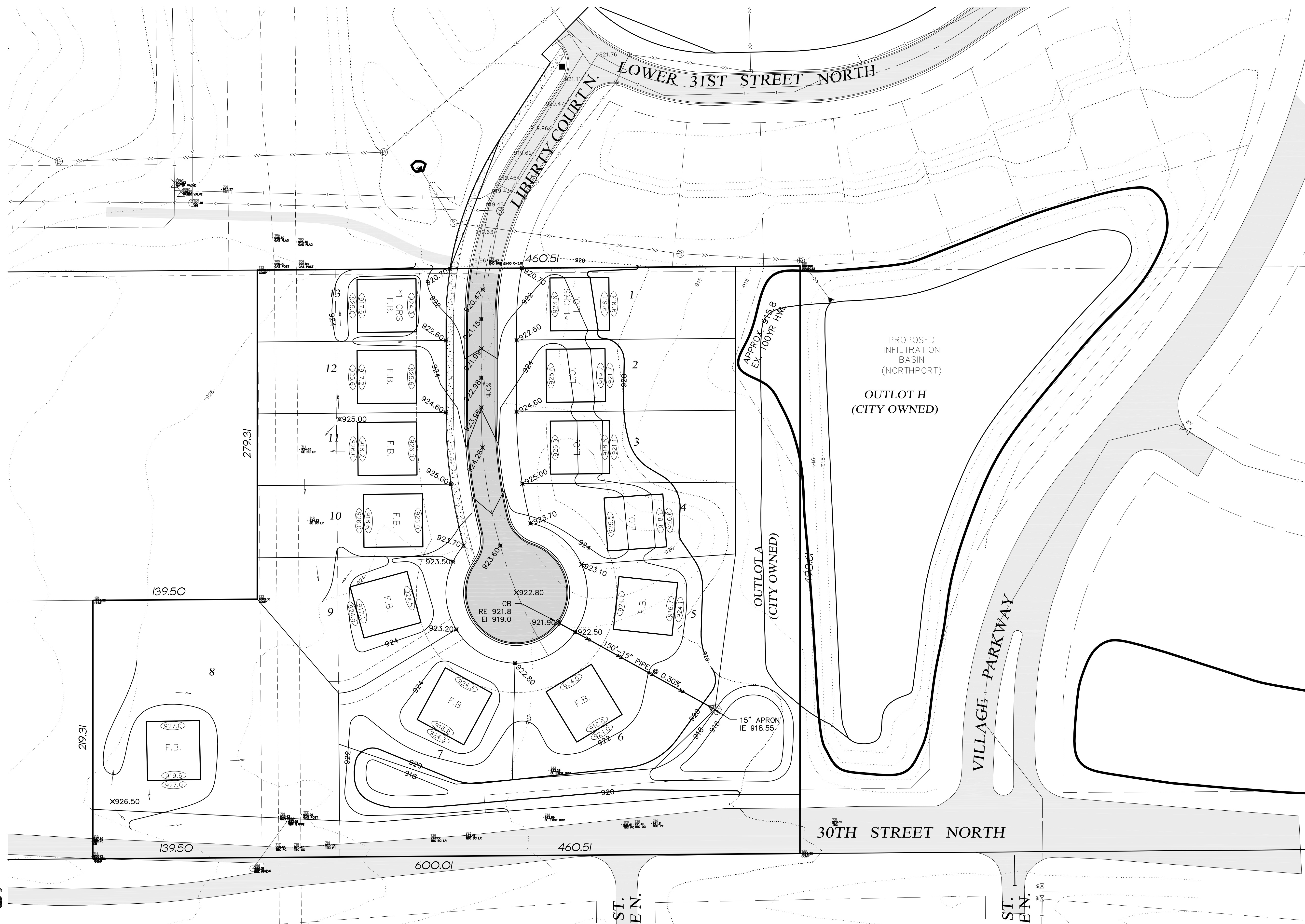
6776 LAKE DRIVE
 SUITE 110
 LINO LAKES, MN 55014
 PHONE: (651) 361-8210
 FAX: (651) 361-8701

NORTH



0 20 40
 1 INCH = 40 FEET

C2

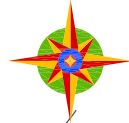


10/12/2017 17-1724 LAKE ELMO RESIDENTIAL-1724 CAD/17-1724 BASE 1.dwg



Know what's below.
 Call before you dig.

**PRELIMINARY GRADING & DRAINAGE PLAN
 LAKE ELMO RESIDENTIAL**



Landmark Surveying, Inc.

21090 Olinda Trail North
P.O. Box 65
Scandia, Minnesota 55073

Office number: 651-433-3421
Cell number: 651-755-5760
E-mail: inthefield@frontiernet.net

LOW DENSITY RESIDENTIAL - CONCEPT SUBDIVISION

Part of the Southwest Quarter of the Southeast Quarter of Section 13, Township 29 North, Range 21 West,
City of Lake Elmo, Washington County, Minnesota

Developer:



J.P. Bush
HOMES
1980 Quasar The South
Lakeland, Minnesota 55043

Property Owner:

James R. McLeod Revocable Trust
11580 30th Street North
Lake Elmo, Minnesota 55042

PID:13.029.21.43.0001

TOTAL PARCEL AREA = 5.9 acres ±

Proposed Lots = 13

Existing Zoning = RS - RURAL SINGLE FAMILY

Proposed Zoning - LDR - URBAN LOW DENSITY RESIDENTIAL

Property Description:

Quit Claim Deed, Document No. 3102032

Sec 13 Twp 029 Range 021

The east 460.50 feet of the west 1273.00 feet of the south 498.60 feet,
and also the east 139.50 feet of the west 812.50 feet of the south
219.30 feet of the SW 1/4 of SE 1/4 of Section 13, Township 29,
Range 21

Concept Notes:

Building locations were traced from aerial photography.

Contours are at 2 foot intervals and derived from data provided by the Minnesota
Department of Natural Resources and data per the preliminary plat of Northport.

REVISED: OCTOBER 11, 2017

OFFICIAL COPIES OF THIS MAP ARE CRIMP SEALED

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

Landmark Surveying, Inc.

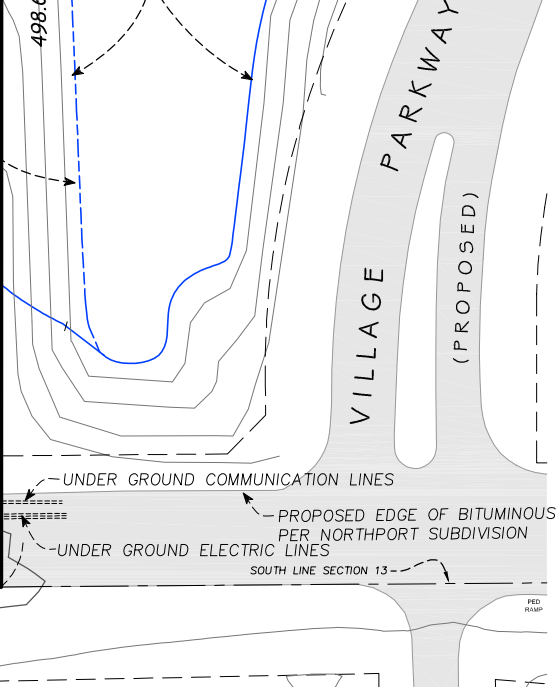
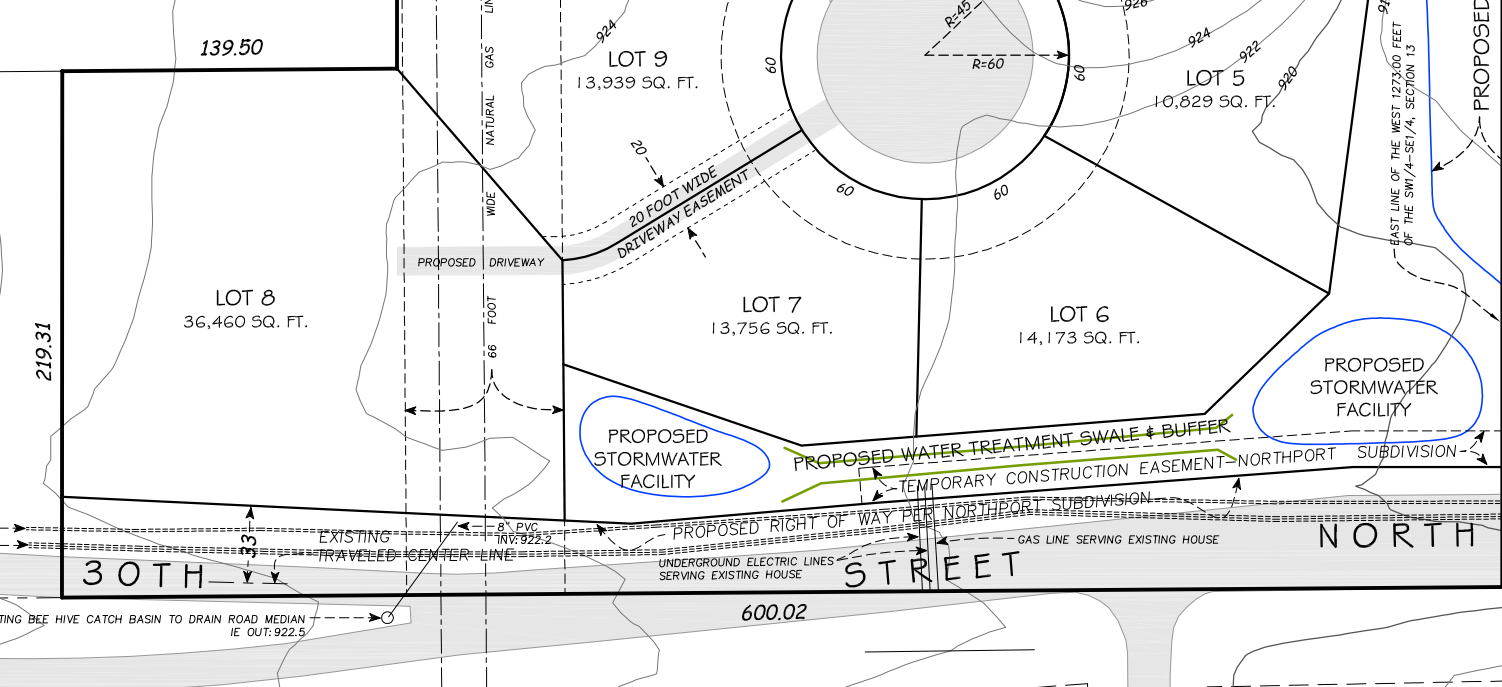
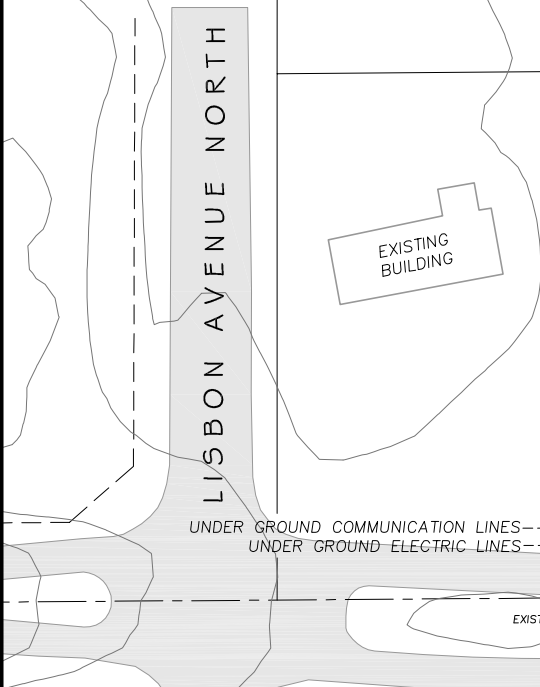
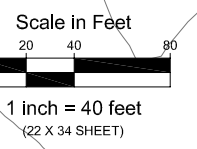
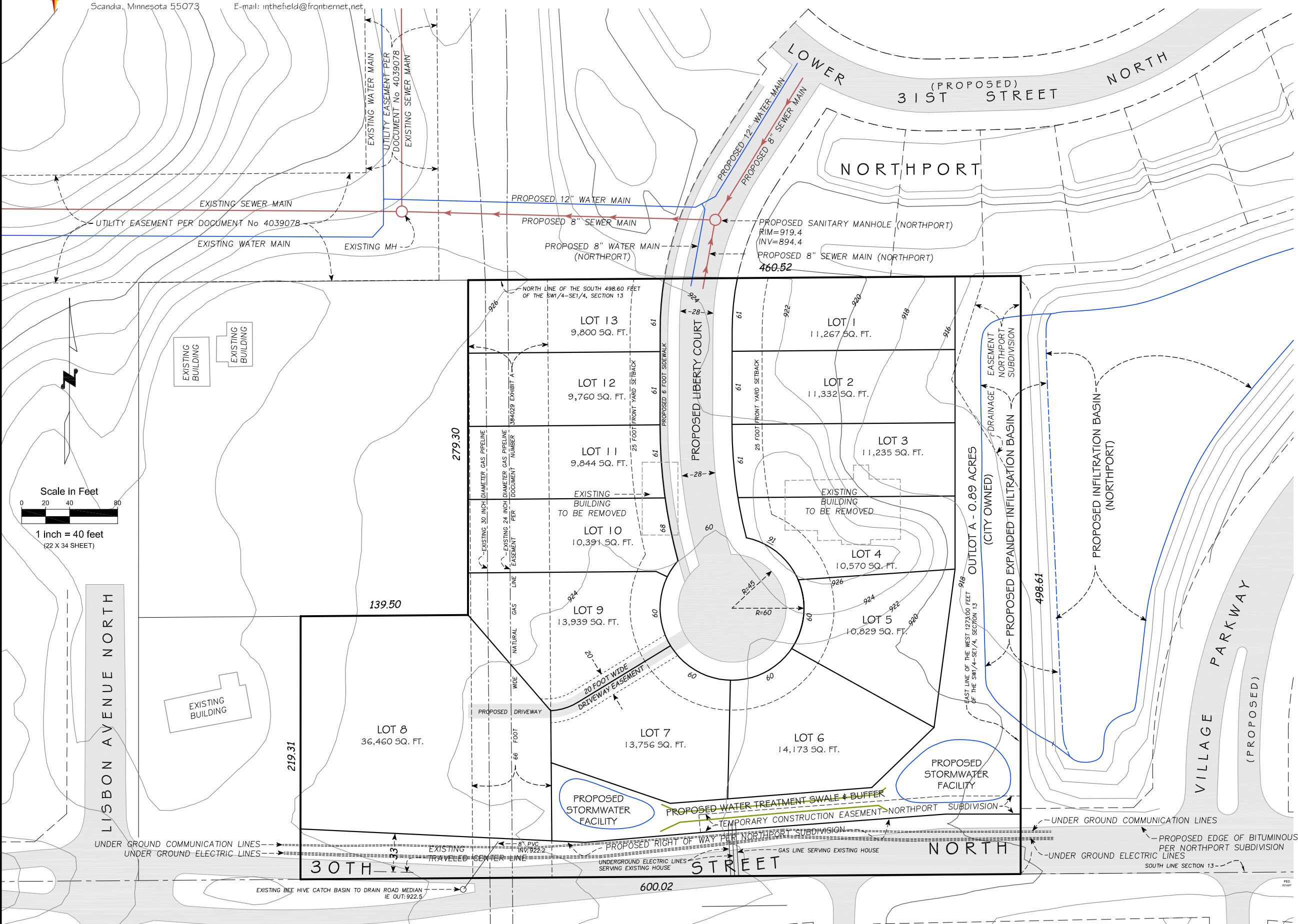
Milo B. Horak

Milo B. Horak, Minnesota License No. 52577

June 01, 2017

Date

Job No. 2016-70



MEMORANDUM

FOCUS ENGINEERING, inc.

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

Date: October 20, 2017

To: Emily Becker, Planning Director
Cc: Chad Isakson, Assistant City Engineer
From: Jack Griffin, P.E., City Engineer

Re: McLeod Residential Subdivision
Concept Plan Review

An engineering review has been completed for the McLeod Residential Subdivision Concept Plan. The submittal consisted of the following documentation received on October 13, 2017.

- Residential Concept Subdivision dated October 11, 2017 and prepared by Landmark Surveying, Inc.
 - Preliminary Grading and Drainage Plan dated October 13, 2017 and prepared by PLOWE Engineering.
 - Comprehensive Plan Amendment Narrative dated September 15, 2017.
-

We have the following review comments:

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

SITE PLAN AND TRANSPORTATION

- Access Management. The Concept plan shows access to the plat from the Northport subdivision along Liberty Court. This access was pre-planned with the adjacent subdivision and preserves the proper access management along 30th Street North.
- Right-of-way dedication. The Plat must dedicate additional right-of-way along 30th Street North to ensure a minimum 30th Street boulevard of 16 ft. along the entire length of the plat. In addition a 10 ft. utility corridor must be reserved (at boulevard grades) for small utilities. The proposed Stormwater facilities (including the 100-year HWL) cannot encroach the 10 ft. utility corridor.
- Screening along 30th Street is recommended. The south boundary of the subdivision is along the north boulevard of 30th Street North and proposes two storm water ponds connected by a drainage swale. It is recommended that additional space be allocated at elevations higher than 30th Street to create a vegetative buffer between the lots and this collector street.
- More land area is likely needed to be allocated for storm water management. The preliminary grading plan already shows pond encroachment onto Lots 6 and 7. Also, additional pond depth must be provided to meet City pond construction requirements.
- Lots 9-13 include large areas of gas main easement with 2 large diameter gas mains. There is no useable rear yard along these lots.
- Lot Easements (front, rear and side yard) should be shown on the plans meeting City requirements.

RESIDENTIAL STREETS

- Lot 8 is proposed to access Liberty Court with a 20 ft. driveway easement on Lots 7 and 9. It is recommended that this easement be revised as a 30 ft. minimum width Outlot to be owned by Lot 8.

- Public street standards. Liberty Court must be designed to meet the City's Engineering Design Standards. A 60 ft. right-of-way width with 28 ft. wide street has been shown as required; and a 60 ft. cul-de-sac R/W radius with 45 ft. cul-de-sac pavement radius has been shown as required.
- Liberty Court will result in a 510 ft. long cul-de-sac, meeting City standards.
- The residential maximum longitudinal grade is 6% with a sidewalk.
- Surmountable concrete curb and gutter shall be installed in single family residential areas with future driveways.
- Pedestrian facilities: A 6 ft. wide sidewalk has been shown along Liberty Court as required. The City should review any potential connections to this sidewalk.
- Ten (10) foot utility easements are required on either side of all right-of-ways.

STORMWATER MANAGEMENT

- The site plan is subject to a storm water management plan meeting State, VBWD and City rules.
- Storm water facilities proposed as part of the site plan to meet State and VBWD permitting requirements must be constructed in accordance with the City Engineering Design Standards Manual.
- The general drainage system should mimic the natural topography of the site in order to ensure a drainage system that provides positive storm water drainage across the development.
- Overland emergency overflows or outlets will be required as part of the site plan.
- Grading restrictions along the Northern Natural Gas easement must be adhered to as part of the development plans. It is unclear how drainage within the NNG easement will be captured and conveyed to the storm water facilities.
- Liberty Court drainage must be captured and treated on-site. A significant portion of the street is shown draining to the Northport subdivision. The Northport storm water management plan does not account for this additional impervious areas.
- The ultimate discharge rate and location will be an important consideration. The storm water management plan will need to address changes to the downstream drainage system to the extent alterations are proposed. To the extent adjacent properties are impacted, written permission from those properties must be submitted as part of the development applications.
- It appears that all storm water facilities (ponds and infiltration basins) have been placed in Outlots. These Outlots will be deeded to the City for maintenance purposes. The Stormwater Facility Outlots must fully incorporate the 100-year HWL, 10 foot maintenance bench and all maintenance access roads.
- Maintenance access roads meeting City standards must be provided for all storm water facilities and must be within Outlots dedicated to the City.
- The storm sewer system shall be designed to maintain the City standard **minimum** pipe cover of 3.0 feet. Drain tile is required as part of the City standard street section at all localized low points in the street. Drain tile considerations may impact the storm sewer design and depth requirements at low points.
- Per City requirements all storm sewer pipe easements must be a minimum 30-feet in width. No drainage and utility easement is shown for the storm sewer pipe along the Lot 5 and Lot 6 property line.

MUNICIPAL WATER SUPPLY

- Municipal water supply is available immediately adjacent to the proposed development along Liberty Court. The applicant is responsible to extend the municipal water into the development site at developer's cost.
- No trunk watermain oversizing is anticipated for this development.

MUNICIPAL SANITARY SEWER

- Municipal sanitary sewer is available immediately adjacent to the proposed development along Liberty Court. The applicant is responsible to extend sanitary sewer into the development site at developer's cost.
- No trunk sewer oversizing is anticipated.

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

RESOLUTION NO. 2018-006

A RESOLUTION APPROVING A COMPREHENSIVE PLAN AMENDMENT TO CHANGE THE LAND USE DESIGNATION OF PID# 13.029.21.43.0001 FROM RURAL SINGLE FAMILY TO VILLAGE URBAN LOW DENSITY RESIDENTIAL AND TO AUTHORIZE STAFF TO SUBMIT A COMPREHENSIVE PLAN AMENDMENT FOR SAME TO THE METROPOLITAN COUNCIL

WHEREAS, the City of Lake Elmo (the “City”) has established a Comprehensive Plan that provides a compilation of background data, policy statements, standards, and maps, which help to guide the future physical, social, and economic development of the City; and

WHEREAS, JP Bush Homes, 1980 Quasar Avenue South, Lakeland, MN 55043 (the “Applicant”) has submitted an application to the City to amend the Comprehensive Plan, a copy of which is on file in the City Planning Department; and

WHEREAS, the request to amend the Comprehensive Plan was submitted by the Applicant along with a Subdivision Sketch Plan Review which includes 10 single-family residential detached homes on 5.97 acres, and

WHEREAS, the Planning Commission held a public hearing on November 13, 2017 to consider the Applicant’s requests; and

WHEREAS, the Planning Commission adopted a motion to recommend approval to the City Council on the Applicant’s requests; and

WHEREAS, the City Council reviewed the Planning Commission and public comments regarding the Applicant’s requests at its meetings on November 21, 2017, January 16, 2018, February 7, 2018, and February 20, 2018; and

WHEREAS, the City Council has reviewed the Comprehensive Plan amendment and believes that it is consistent with the spirit and intent of the Comprehensive Plan.

NOW THEREFORE BE IT RESOLVED based upon the testimony elicited and information received, the City Council makes the following findings of fact:

FINDINGS

1. That the Applicant has submitted a request to amend the Comprehensive Plan in accordance with the procedures as established by the Lake Elmo Planning Department and Lake Elmo Planning Commission; and
2. That the request is to amend the Comprehensive Land Use Plan:
 - a. On page III-11, updating Table 3-B to reflect proposed increased acreage of Village Urban Low Density Residential and decreased acreage of Rural Single Family.
 - b. Updating Map 3-3 – the planned land use map.
3. That the proposed amendments are consistent with the overall goals and objectives of the Comprehensive Plan in that the Property is within the Metropolitan Urban Service Area.

NOW, THEREFORE, BE IT RESOLVED, that based on the above findings of fact, the Lake Elmo City Council hereby approves the Applicant's request to amend the Comprehensive Plan as follows:

1. Submission of the Comprehensive Plan Amendment to the Metropolitan Council and the receipt of formal notification from the Metropolitan Council that its review has been completed and approved.
2. That the Applicant obtain Preliminary Plat approval from the City that meets the following:
 - a. Required densities of the Village Urban Low Density land use category.
 - b. Provides a sufficient Greenbelt Corridor as indicated in the Comprehensive Plan and approved by the City.
 - c. Provides usable rear yards for lots in which the Northern Natural Gas Company Easement (Document 384029) ("Northern Easement") is located, as determined by the City by maintaining a 20 foot principal building rear yard setback from the Northern Natural Gas Company Easement.
 - d. All other applicable standards including but not limited to City Engineer Design Standards, Valley Branch Watershed District requirements, and zoning standards.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Lake Elmo City Council hereby authorizes and directs staff to submit a Comprehensive Plan amendment and MUSA expansion request consistent herewith to the Metropolitan Council for review and approval, contingent upon the City's preliminary approval of the plat based on the Subdivision Sketch Plan as proposed by the Applicant with Revision Date November 20, 2017.

Passed and duly adopted this 20th day of February 2018, by the City Council of the City of Lake Elmo, Minnesota.

Mike Pearson, Mayor

ATTEST:

Julie Johnson, City Clerk

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

RESOLUTION NO. 2018-006

*A RESOLUTION DENYING A COMPREHENSIVE PLAN AMENDMENT TO CHANGE THE
LAND USE DESIGNATION OF PID# 13.029.21.43.0001 FROM RURAL SINGLE FAMILY TO
VILLAGE URBAN LOW DENSITY RESIDENTIAL*

WHEREAS, the City of Lake Elmo (the “City”) has established a Comprehensive Plan that provides a compilation of background data, policy statements, standards, and maps, which help to guide the future physical, social, and economic development of the City; and

WHEREAS, JP Bush Homes, 1980 Quasar Avenue South, Lakeland, MN 55043 (the “Applicant”) has submitted an application to the City to amend the Comprehensive Plan, a copy of which is on file in the City Planning Department; and

WHEREAS, the request to amend the Comprehensive Plan was submitted by the Applicant along with a Subdivision Sketch Plan Review which includes 10 single-family residential detached homes on 5.97 acres with a proposed density of 1.67 units per acre, and

WHEREAS, the Planning Commission held a public hearing on November 13, 2017 to consider the Applicant’s requests; and

WHEREAS, the Planning Commission adopted a motion to recommend approval to the City Council on the Applicant’s requests; and

WHEREAS, the City Council reviewed the Planning Commission and public comments regarding the Applicant’s requests at its meetings on November 21, 2017, January 16, 2018, February 7, 2018, and February 20, 2018; and

WHEREAS, the City Council has reviewed the Comprehensive Plan amendment and believes that it would not be in the best interest of the City to allow a Comprehensive Plan Amendment to Village Urban Low Density Residential, as the proposed development should not exceed a density of 1.67 units per acre.

NOW THEREFORE BE IT RESOLVED based upon the testimony elicited and information received, the City Council makes the following findings of fact:

FINDINGS

1. That the Applicant has submitted a request to amend the Comprehensive Plan in accordance with the procedures as established by the Lake Elmo Planning Department and Lake Elmo Planning Commission; and
2. That the request is to amend the Comprehensive Land Use Plan:
 - a. On page III-11, updating Table 3-B to reflect proposed increased acreage of Village Urban Low Density Residential and decreased acreage of Rural Single Family.
 - b. Updating Map 3-3 – the planned land use map.
3. That the proposed amendment would allow a density of 1.5-2.49 units per acre.
4. That the Applicant has also submitted a Subdivision Sketch Plan Review.
5. That the proposed Subdivision Sketch Plan should not exceed a density of 1.67 units per acre, and the proposed Comprehensive Plan Amendment would allow this density to be exceeded.

NOW, THEREFORE, BE IT RESOLVED, that based on the above findings of fact, the Lake Elmo City Council hereby denies the Applicant's request to amend the Comprehensive Plan by re-guiding PID# 13.029.21.43.0001 from Rural Single Family to Village Urban Low Density.

Passed and duly adopted this 20th day of February 2018, by the City Council of the City of Lake Elmo, Minnesota.

Mike Pearson, Mayor

ATTEST:

Julie Johnson, City Clerk