



## STAFF REPORT

DATE: June 16, 2020

**CONSENT**

**AGENDA ITEM:** Approve Summer Newsletter

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

---

**BACKGROUND:**

A draft of the bi-annual City newsletter has been put together for distribution. If Council approves the draft and authorizes the printing and distribution of *The Source*, it will be mailed next week once it is printed and prepared for mailing.

Please note, the park image in the park naming section will be updated before publication.

**ISSUE BEFORE COUNCIL:**

Should the City approve and distribute a new edition of *The Source* for Summer 2020?

**PROPOSAL DETAILS/ANALYSIS:**

Staff recommends that the attached draft is approved, and it is authorized to be printed and distributed.

**FISCAL IMPACT:**

The estimated cost of the printing, preparation, and mailing of each edition of *The Source* is approximately \$2,000.

**RECOMMENDATION:**

If removed from the consent agenda:

***“Move to approve the attached draft and to authorize the printing and distribution of *The Source* newsletter for the summer of 2020.”***

- Draft of *The Source* for summer 2020

**ATTACHMENTS:**

Summer 2020



[www.lakeelmo.org](http://www.lakeelmo.org)

# THE SOURCE

Your source for City news and information

## City Drinking Water Update

Last Summer the City of Lake Elmo began preliminary survey work to identify a location for a new well and pump house in Tana Ridge Park. The City will begin drilling a new high capacity well in June to replace a well taken offline due to per- and polyfluoroalkyl (PFAS) contamination. Well No. 5 will be located in Tana Ridge Park and will be the third high capacity well supplying the City's municipal water system. Traut Companies has been retained to drill the production well. This work will begin in June and be ongoing for two months. A test pumping period will occur towards the end of the drilling work which will direct groundwater into Goetchel Pond. Once the well is complete the City will begin construction of the Pumphouse. This work will begin sometime in September and will take until the Summer of 2021 to complete. The pumphouse is a building to house the production well, pump, mechanical and electrical devices, and chemical feed equipment needed to operate a well. The schedule is to have the production well online and producing water for the City by Summer 2021. The City received about \$2 million from the State of Minnesota 3M Settlement Grant Funds for the new well and sealing of Well No. 1 in the Old Village Area.

## Well No. 5 Connecting Watermain Project Update

An additional part of the 3M Settlement Grand Funds is the construction of a trunk watermain to be installed along 50<sup>th</sup> Street North between Lake Elmo Avenue and Lily Avenue North. This work will be completed during the Summer of 2020 to make a critical connection to the City's distribution system to deliver drinking water to City consumers. The watermain will be installed underneath the eastbound riving lane of 50<sup>th</sup> Street. In order to complete the work, 50<sup>th</sup> Street will be closed to eastbound traffic for the duration of the project (6-8 weeks). Advance warning sign and traffic detours will be installed in preparation of the start of the work. Local traffic will have access to their driveways during the project.



Rendering of Well No. 5 pump house in Tana Ridge Park

3880 Laverne Avenue North Suite 100 - Lake Elmo, MN 55042 (651) 747-3900

## **2020 Crack Seal and Seal Coat Projects**

Areas to be chip sealed this year include Keats Avenue, from 47th Street to TH36, Kirkwood Avenue, Kelvin Avenue, Eagle Point Boulevard, 20th Street North, from Lake Elmo Avenue to Manning Trail, the Tapestry neighborhood, Farms of Lake Elmo neighborhood, and Hunters Crossing neighborhood. Additional streets will be crack sealed without the chip seal. More information and a map of streets being crack sealed and seal coated is available on the City website, under the Public Works and Engineering page.

## **2020 Mill and Overlay Project**

This year, the City will be completing a mill and overlay project along Jamaca Avenue from Country Road 14 (Old Highway 5) to Lake Jane Trail. construction is anticipated to begin around late June, with a completion date of August 28, 2020. A "mill and overlay" is a street maintenance technique that requires the removal of the top pavement layer of the street by the grinding action of a large milling machine. After the top layer is removed, a new layer of bituminous pavement is placed. Prior to the mill and overlay, there may be some full depth patches completed in localized areas with more significant distresses. The mill and overlay will remove the surface distresses, improve ride quality, and will preserve the lower portion of the pavement. Cracks that extend the full depth of the pavement are likely to reflect into the new pavement within a short period of time.

---

## **2020 Street Maintenance Program**

Each year the City implements preventive maintenance work on the public streets consisting of asphalt resurfacing, a thin mill and overlay with new asphalt surface, crack sealing, and seal coating. The annual Preventive Street Maintenance Program employs a cost-effective approach for street repairs to extend the life expectancy of the pavements. Streets selected for the Preventive Street Maintenance Program are determined by using a pavement management system where each street pavement in the City is assigned a condition rating based on visual inspection of the pavement distresses and observed deterioration. The number of streets selected each year is dependent upon the amount of funding available for the program.



# Lake Elmo Fire Department Update

## COVID-19 Update

Lake Elmo firefighters have been stepping up to the frontline of the pandemic, working with neighbors and law enforcement to respond at a moments notice to a record number of medical and fire calls, participating in over 40 socially distanced birthday and graduation celebrations, and keeping the department and its equipment in working order. We are honored to step up and serve our community, and we do so proudly.



## Safe Haven

While the Safe Haven program had its challenges this past year, please know that we are still here and offer services from basic 1st Aid and CPR training to an inspection of your home. We simply come in and offer basic advice for fire prevention as needed. In many cases, we can even offer free products that can help keep you and your family safe if you ever have that bad day. Our hope is that the only time you see a fire truck is during a parade or when you visit the station, but if you ever need to call us, we want to make sure you and your family are as safe as possible prior to and during that event. We can do that best through education, prevention, and an ongoing partnership. That is exactly what Safe Haven is about.

## Firefighters

The lake Elmo Fire Department is recruiting Part Time Firefighters. PT Firefighters work up to 24 hours a week and perform emergency work for the protection of life and property from fire and other hazards, as well as the treatment of emergency medical problems. Recruitment information is available on the City Website, or by calling the numbers below.

Your Lake Elmo Fire Department is comprised primarily by Paid on Call Firefighters that respond to the Station when the pager they wear is activated from our Dispatch Center. These residents respond from their homes and places of work to answer emergency calls.

***We are in need of additional Firefighters to serve the community!*** We offer competitive pay and a retirement package. If you are interested and would like additional information, call or stop by Fire Station #1, 3510 Laverne Ave. N.

Please call us with any questions or comments. 651-770-5006, 651-775-1137 Thank You!



## New City Staff

### Dawn Nguyen, Utility Billing Clerk

Dawn joined the City in March as our first Utility Billing Clerk, a newly created position. Dawn brings thirty years of experience in banking and finance. Most recently, she worked for Bremer Bank in Lake Elmo.



### Kyla Rippey, Deputy Clerk

Kyla started her public service career while interning with the City in the spring of 2019; she joins us now as our new Deputy Clerk. Kyla has a bachelor's in Elementary Education from Bemidji State University and a Master's in Advocacy and Political Leadership from Metropolitan State University.



nrpa.org/Coronavirus

## COVID-19: PHYSICAL DISTANCING IN PUBLIC PARKS AND TRAILS

The infographic features a blue background with a city skyline and a park scene. A dashed line connects five key guidelines. The park scene includes a person on a bicycle, a trash can, a bench, a street lamp, a person walking a dog, and a river.

- Do not use parks or trails if you are exhibiting symptoms.
- Be prepared for limited access to public restrooms or water fountains.
- Share the trail and warn other trail users of your presence and as you pass.
- Observe CDC's minimum recommended physical distancing of 6' from other persons at all times.
- Follow CDC's guidance on personal hygiene prior to visiting parks or trails.

**NRPA** National Recreation and Park Association  
Because everyone deserves a great park



## 2019 Consumer Confidence Report Now Available

The 2019 Lake Elmo Consumer Confidence Report is now available. The full 2019 report along with the reports from past years can be found by visiting the **Water and Sewer Utility** page under the **Public Works & Engineering** tab on the City's website at [www.lakeelmo.org](http://www.lakeelmo.org). Hard copies of the report can be requested in the Administration Offices in Suite 100 of the Brookfield II building at 3880 Laverne Ave. N.

## Water Rebate Program

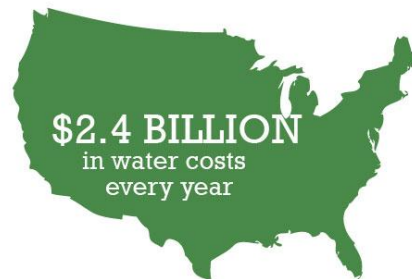
The City of Lake Elmo, in partnership with the Metropolitan Council, is offering a rebate program for purchases of eligible WaterSense Toilets and Smart Irrigation Controllers. Qualifying toilet purchases are eligible for a \$100 rebate on your water bill, and purchases of a Smart Controller device are eligible for a rebate of up to 90% of the cost of the device (up to \$200).

The EPA estimates that replacing an older toilet with a WaterSense toilet can save nearly 13,000 gallons of water per year, saving a family of four an average of \$90 a year. The installation of a Smart Irrigation controller can save an average home nearly 7,600 gallons of water a year compared to a standard timer system.

To participate in either rebate program, simply purchase and install a qualifying device, complete a rebate form and turn in your form to City Hall. Upon approval, the rebate will be applied to your utility account. Information about the rebate program is available on the City Website, City social media profiles, and the weekly FRESH E-Newsletter.



If every home with an automatic sprinkler system installed a **WATERSENSE LABELED** irrigation controller, we could save



## 2020 Election Update

The City of Lake Elmo will again maintain two polling stations, in the City Council Chambers and at Fire Station #1. There are 3 seats up for election on the City Council; Mayor and two councilmembers. Filing for the election begins on July 28, 2020 and closes on August 11, 2020. In order to file for the election please contact the City Clerk at 651-747-3900. Filing information will also be available on the City Website.



1. Wash your hands
2. Get tested when sick
3. Stay 6 feet from others
4. Wear a mask
5. Stay home when able
6. Work from home when able

## BACKYARD COMPOSTING BASICS

Washington County

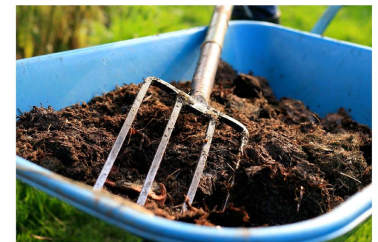
### START WITH:

1. A compost bin or structure to contain the compost pile



2. Add a mixture of brown (carbon-rich) and green (nitrogen-rich) materials at a ratio of at least 2:1

3. Maintain moisture so the pile is damp like a wrung out sponge



4. Turn the pile every 2-4 weeks during the growing season to speed up the composting process

5. Harvest the finished compost in six months to one year



## Help Name Two Lake Elmo Parks!

The City is currently seeking naming suggestions for both the soon-to-be constructed park located in the Inwood development as well as the completed park located in Easton Village. The City of Lake Elmo has policies and procedures for naming City Parks that should guide naming suggestions. In general, park names should be inspired by an outstanding feature of the area, the geographical location of the park, or an individual or organization.

To submit a park name suggestion for either park, please visit [www.polco.us/LakeElmo](http://www.polco.us/LakeElmo)

***Submissions will be accepted until July 15th at 4:30PM***



## Accessory Structure Size Requirements

In 2019 the City Council voted to amend the City Code to alter the allowable dimensions of accessory structures. The maximum structure size of accessory buildings on lots between 1-5 acres in size were increased. The City Council also voted to change the height limit of accessory structures in rural districts. Previously, accessory buildings had a maximum height of 22 feet and the amended code changes the maximum height to the height of the house. Please note that while size limits have changed, accessory structures must still conform to the style of the home. City code and zoning requirements are available on the City website, and by contacting the Planning Department.





3880 Laverne Ave. N.  
Lake Elmo, MN 55042

PRSTD STD  
US POSTAGE  
**PAID**  
PERMIT NO. 19  
LAKE ELMO, MN

**POSTAL PATRON  
LAKE ELMO MN 55042**

**Public Works Contact Info:**

**Public Works:** 651-747-3940

**Emergency:**

Monday – Friday: 8:00 a.m. – 4:30 p.m.

**City Hall:** 651-747-3900

All other hours and weekends,

**Washington County Dispatch:** 651-439-9381

**The City Wants Your Input!**

The City has been using the Polco platform to collect the opinions of residents to better improve City services. Questions have been related to the City of Lake Elmo's streets, parks, public safety, and more.

New questions are posted regularly. If you are interested in sharing your opinions, visit [www.polco.us/lakeelmo](http://www.polco.us/lakeelmo) and create an account!



**THE SOURCE**

A publication of the City of Lake Elmo  
3880 Laverne Ave. N., Lake Elmo MN 55042 • 651-747-3900

**Mayor**  
Mike Pearson

**Council**  
Justin Bloyer  
Dale Dorschner  
Lisa McGinn  
Christine Nelson

**City Administrator**  
Kristina Handt

**Internet:** [www.lakeelmo.org](http://www.lakeelmo.org)  
**Email:** [comments@lakeelmo.org](mailto:comments@lakeelmo.org)  
**POLICE-FIRE Emergency:** 9-1-1  
**Non-emergency:** (651) 439-9381



[www.facebook.com/LakeElmoMN](http://www.facebook.com/LakeElmoMN)