

LAKE ELMO CITY COUNCIL WORKSHOP
Lake Elmo City Hall
3800 Laverne Avenue N.
Lake Elmo, MN 55042

May 3, 2011

5:30 – 6:30 p.m.

AGENDA

1. Review/discussion of sanitary sewer project:

The City Engineer, City Attorney and Finance Director will be in attendance to discuss with the City Council the Lake Elmo Avenue Infrastructure (sewer) I-94 to 30th Street. Materials are included in the regular agenda packet and materials will be handed out prior or during the workshop.

City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, Minnesota

5:30 – 6:30 P.M. WORKSHOP: Review/Discussion on Sanitary Sewer

May 3, 2011

7:00 p.m.

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE:
- C. ATTENDANCE: ___ Johnston ___ Emmons, ___ Park ___ Pearson ___ Smith
- D. APPROVAL OF AGENDA: (The approved agenda is the order in which the City Council will do its business.)
- E. ORDER OF BUSINESS: (This is the way that the City Council runs its meetings so everyone attending the meeting or watching the meeting understands how the City Council does its public business.)
- F. GROUND RULES: (These are the rules of behavior that the City Council adopted for doing its public business.)
- G. ACCEPT MINUTES:
 - 1. Accept April 19, 2011 City Council Minutes
- H. PUBLIC COMMENTS/INQUIRIES: In order to be sure that anyone wishing to speak to the City Council is treated the same way, meeting attendees wishing to address the City Council on any items NOT on the regular agenda may speak for up to three minutes.
- I. CONSENT AGENDA: (Items are placed on the consent agenda by City staff and the Mayor because they are not anticipated to generate discussion. Items may be removed at City Council's request.)
 - 2. Approve payment of disbursements and payroll
 - 3. Approve Animal Control Services RFP
 - 4. 1st Quarter 2011 Financial Report
- J. REGULAR AGENDA:
 - 5. Update from Washington County RE: Library Service Considerations
 - 6. Authorize Contract for Cleaning Services
 - 7. Review Forestry Consulting Contract/ Consider RFP
 - 8. Conditional Use Permit Amendment: Jesuit Retreat House Earth-Sheltered Shop and Greenhouse Structure

9. Zoning Text Amendment Discussion Related to the Acquisition of Land for Public Purposes; Ordinance No. 08-042
10. Storm water and Erosion and Sediment Control Ordinance No. 08-043
11. Out-of-State Travel Request – Fire Department
12. Lake Elmo Avenue Infrastructure: I-94 to 30th Street, Resolution No 2011-019, 2011-020 Accepting Bids and Awarding Contract

K. REPORTS AND ANNOUNCEMENTS:

(These are verbal updates and do not have to be formally added to the agenda.)

- City Council Subcommittees: Budget and Finance Subcommittee
- Mayor and City Council Members
- Administrator
- City Engineer
- Planning Director – Update on Metropolitan Council Communications

L. Adjourn

** A social gathering may or may not be held at the Lake Elmo Inn following the meeting **

City of Lake Elmo
City Council Meeting Minutes

April 19, 2011

Mayor Johnston called the meeting to order at 7:00 p.m.

PRESENT: Mayor Johnston and Council Members Emmons, Park, Pearson, and Smith

Also Present: Administrator Messelt, Attorney Sandstrom, City Engineers Griffin and Stempski, Planning Director Klatt, Finance Director Bouthilet and City Clerk Lumby.

APPROVAL OF AGENDA:

MOTION: Council Member Emmons moved to approve the April 19, 2011 City Council agenda, as amended. Remove Agenda Items #5 and #6 to the Regular Agenda. Council Member Park seconded the motion. The motion passed 5-0

ACCEPTED MINUTES:

The March 8, 2011 Council Minutes were accepted by consensus of the City Council.

The April 5, 2011 Council Minutes, as amended, were accepted by consensus of the City Council.

PUBLIC COMMENTS/INQUIRIES: None

CONSENT AGENDA:

MOTION: Council Member Emmons moved to approve agenda items #3 and #4 as presented on the Consent Agenda. Council Member Pearson seconded the motion. The motion passed 5-0.

- Approve Payment of Disbursements and Payroll in the amount of \$158,774.90
- Approve the 2011 On-Sale Intoxicating Liquor License to Prom Management Group, Inc. for Tartan Park Restaurant located at 11455 20th Street N., contingent upon affirmative recommendation from the Washington County Sheriff's Department

REGULAR AGENDA:

- Authorize Contracting for Professional Services for Organization and Personnel-Related Matters

On March 1st, 2011, the City Council authorized the advertisement and solicitation for Professional Services to address Organization and Personnel considerations relating to the Finance Department. City staff prepared a Request for Proposals and solicited four recommended firms by the League of MN Cities. Only one of the four identified firms, Springsted Inc., responded with a qualified bid.

Council discussion followed on directing staff to re-solicit the RFP, including specifically to Virchow Krause, to provide the desired personnel and financial organizational services, with the proposals going through a selection process by the Personnel Subcommittee and the final decision made by the City Council.

MOTION: Council Member Smith moved to rebid the Request for Proposals for Professional Service for Organizational and Personnel-Related matters. The motion passed 3-2 (Mayor Johnston and Council Member Emmons voting against).

Approve Agreement for the transfer of DeMontreville Trail to Lake Elmo

The City Council was asked to approve the Agreement for the transfer of County Road 13B (DeMontreville Trail N.) from CSAH 35 (Olson Lake Trail N.) to Trunk Highway 36, to the City.

Washington County has to meet the following conditions:

- The County must complete repairs or improvements on the roadways or provide an equal amount of compensation thereof, that are necessary to meet County standard for similar roads;
- The County must properly record with the County Reorder all County interest in real estate used for the roadway;
- The County must maintain the roadway being transferred for a period of two years from the date of revocation.

The Council had directed staff to move forward without a trail addition but to work with the County to obtain a maximized width of bituminous pavement to create greater separation between pedestrian and vehicular traffic. The City Engineer reported that after several plan review discussions, the County final plans include the placement of a 24-foot wide paved road with 1.5 foot gravel shoulders. This keeps property and wetland impacts to a minimum, but does not meet standard bike/pedestrian trail requirements.

MOTION: Council Member Park moved to approve the Agreement for the Transfer of County Road 13B (DeMontreville Trail) to the City and request the County pursue, as an added safety factor, rumble strips. Mayor Johnston seconded the motion. The motion passed 5-0.

Consider Approving Resolution 2011-017, Authorizing the Mayor, City Administrator and to Execute Contract No. 98460; an Agreement with MnDot for the Community Roadside Landscaping Partnership Program

The City Council was asked to approve Resolution 2011-017 authorizing the Mayor and City Administrator to execute Contract No. 98460; an agreement with MnDOT for the reimbursement of up to \$14,955 in landscaping materials for a proposed Highway 5 beautification project. This resolution is required by MnDOT to officially enter into the agreement and for the City to receive the reimbursement money after the project is complete.

The proposed project is located in two different areas of the City. The first location, with a planting date of Saturday, May 21st, is located on the north side of Highway 5 near the entrance to Wildflower Shores and west of the new roundabout. The second planting, with a date of Saturday, June 4th, is located on the south side of Highway 5 and just west of the Highway 5 and Manning Avenue intersection with a small continuation near the Fields of St. Croix 2nd Addition entrance on the north side of the road.

MOTION: Council Member Smith moved to approve Resolution No. 2011-017, authorizing the Mayor, City Administrator and to execute Contract No. 98460; an agreement with MnDOT for the Community Roadside Landscaping Partnership Program. Council Member Emmons seconded the motion. The motion passed 5-0.

Authorization to Purchase Landscape Material for MnDOT Landscape Partnership Program Planting

The City Council was asked to authorize the purchase of landscape material for the MnDOT Landscape Partnership Program planting project. Pricing for material meeting MnDOT specifications were received from three companies: Abrahamson Nursery, Bachman Wholesale and Grove Nursery.

Staff recommended accepting the proposal by Abrahamson Nursery with the warranty. Abrahamson Nursery had a competitive and complete prices provided and it was the only complete submission based on the materials as identified in the project. If the warranty is also secured, the pricing still falls well below the \$14,955 limit identified in the grant agreement for this project.

MOTION: Council Member Smith moved to direct staff to purchase material from Abrahamson Nursery with a two year warranty for the MnDOT Landscaping Projects this spring. Council Member Emmons seconded the motion. The motion passed 5-0.

2011 Street and Water Quality Improvements; Accepting the Bids and Awarding the Contract

The City Council was asked to accept bids and award a contract for the 2011 Street and Water Quality Improvements. The City Engineer recommended that Council award the contract to the lowest responsible bidder Hardrives, Inc., as outlined in the Engineer's Recommendation of the Award of the Contract.

MOTION: Council Member Park moved to approve Resolution No. 2011-016, accepting the Bids and Awarding a Contract to Hardrives, Inc. for the 2011 Street and Water Quality Improvements in the amount of \$469,524.99, per the Engineer's Letter of Recommendation for the Award of the contract. Council Member Pearson seconded the motion. The motion passed 4-1 (Council Member Emmons voting against).

Zoning Text Amendment: Consideration of Ordinance No. 08-040 to allow a Park and Ride as a Conditional Use Permit in the HD-RR-LB District

The City Council was asked to consider Ordinance 08-042 amending Section 154.038 to allow a Park and Ride as a conditional use in the HD-RR-LB district, and to include a definition for Park and Ride in Section 11.01. This action was presented at the request of the City Council and has been recommended by the Planning Commission.

There are four properties zoned HD-RR-LB which are located south of Hudson Boulevard and located at the intersections of I-94 and Manning Avenue as well as I-94 and Keats Avenue. An application for a park and ride has not been received, nor is a specific project being discussed at this time.

Council Member Emmons wanted to include a caveat that any Park and Ride must not hamper the City's ability to provide municipal sewer and water hookups along the I-94 corridor. Emmons argued that it would be difficult for the City to have the REC units (required hookups from Met Co.) placed elsewhere along the sewer line. The City Council discussed this at length

MOTION: Council Member Park moved to approve Ordinance 08-040 amending Section 154.038 allowing a Park and Ride as a conditional use in the HD-RR-LB district. Council Member Pearson seconded the motion. The motion passed 4-1 (Council Member Emmons voting against the motion).

MOTION: Council Member Emmons moved to direct the staff to research action addressing any negative impact on the City meeting the total REC units and regain any loss of taxable revenue if Park and Ride lots are eventually built in the City. Council Member Park seconded the motion. The motion passed 5-0.

Approval of Sign Maintenance Software and Computer Purchase

The Public Works Department requested authorization to purchase new sign maintenance software, desktop computer, and monitor, as presented at the April 12th, 2011 City Council Workshop.

New federal regulations require all public agencies to inventory and develop an inspection program for all street and regulatory signs in their jurisdiction. This is the first phase of new regulations and must be completed by 2012. Three bids were received.

Staff recommended the purchase of new sign maintenance software (Simple Sign from Rowekamp Associates Inc.) as well as a desktop computer, and monitor, as presented at the April 12th, 2011 City Council Workshop.

MOTION: Council Member Parks moved to approve purchase of Sign Maintenance Software and necessary computer equipment, estimated at \$3,000. Council Member Smith seconded the motion. The motion passed 5-0.

Discussion Regarding Planning Department Intern

Council Member Pearson asked for Council input on hiring a Planning Department Intern at a cost of \$3,800 to come out of the Consulting Services line item. He questioned if this planning work could be done with in-house help. Planner Klatt noted that assistance is needed on the Old Village and I-94 Corridor Plan and to work with the stakeholder committees.

After some discussion, there was Council consensus that, if the City would be further ahead in the process of the Old Village Plan and I-94 Corridor Plan with the assistance of a planning intern, the Planning Department could proceed with a stipend for an Intern.

CITY COUNCIL REPORTS:

Council Member Smith reported she has met with Kent Green, Vice President of Emergency Services Consulting Inc, who is working on a fire study, similar to the study done 6 years ago, at a cost of \$1,300. The final report will be completed in July. Mr. Green will listen to the City needs and help the City implement a plan for the future

City Administrator Messelt reported, in his opinion, the four boutique libraries will most likely close the end of the year due to financial reasons. He suggested inviting Washington County representatives to a May Council meeting to discuss the Lake Elmo Branch library and transition opportunities.

Mayor Johnston reported on the meetings he attended.

The City Council adjourned the meeting at 9:10 p.m.



MAYOR & COUNCIL COMMUNICATION

DATE: 05/03/2011
CONSENT
 ITEM #: 2
MOTION as part of Consent Agenda

AGENDA ITEM: Approve Disbursements in the Amount of \$ 146,057.08

SUBMITTED BY: Tom Bouthilet, Finance Director

THROUGH: Bruce Messelt, City Administrator *BM*

REVIEWED BY: City Staff

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of \$146,057.08 No specific motion is needed, as this is recommended to be part of the overall approval of the *Consent Agenda*.

BACKGROUND INFORMATION: The City of Lake Elmo has fiduciary authority and responsibility to conduct normal business operation. Below is a summary of current claims to be disbursed to be paid in accordance with State law and City policies and procedures.

Claim #	Amount	Description
ACH	\$ 7,147.52	Payroll Taxes to IRS 04/21/2011
ACH	\$ 1,220.23	Payroll Taxes to MN Dept. of Revenue 04/21/2011
ACH	\$ 3,780.86	Payroll Retirement to PERA 04/21/2011
DD3315 – DD3329	\$ 24,254.27	Payroll Dated 04/21/2011 (Direct Deposit)
37001 – 37008	\$ 3,440.85	Payroll Dated 04/21/2011
37009– 37043	\$ 106,213.35	Accounts Payable Dated 05/03/2011
TOTAL	\$ 146,057.08	

STAFF REPORT: City staff has complied and reviewed the attached set of claims. All appears to be in order and consistent with City budgetary and fiscal policies and Council direction

RECOMMENDATION: It is recommended that the City Council approve as part of the Consent Agenda proposed disbursements in the amount of \$146,057.08

Alternatively, the City Council does have the authority to remove this item from the Consent Agenda or a particular claim from this item and further discuss and deliberate prior to taking action. If done so, the appropriate action of the Council following such discussion would be:

“Move to approve the May 3rd, 2011, Disbursements, as Presented [*and modified*] herein.”

ATTACHMENTS:

1. Accounts Payable Dated 05/03/2011

SUGGESTED ORDER OF BUSINESS (if removed from the Consent Agenda):

- Questions from Council to Staff..... Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion Mayor Facilitates
- Action on Motion..... Mayor & City Council

Accounts Payable To Be Paid Proof List

User: joan z

Printed: 04/28/2011 - 3:20 PM

Batch: 004-04-2011

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ARAM Aramark, Inc.										
629-7222427	04/14/2011	21.29	0.00	05/03/2011	Uniforms		-	No		0000
101-430-3100-44170	Uniforms									
	629-7222427 Total:	21.29								
629-7224248	04/18/2011	68.44	0.00	05/03/2011	Monthly rug service Station #1		-	No		0000
101-420-2220-44010	Repairs/Maint Bldg									
	629-7224248 Total:	68.44								
629-7224249	04/18/2011	69.07	0.00	05/03/2011	Monthly rug service Station #2		-	No		0000
101-420-2220-44010	Repairs/Maint Bldg									
	629-7224249 Total:	69.07								
629-7227213	04/21/2011	21.29	0.00	05/03/2011	Uniforms		-	No		0000
101-430-3100-44170	Uniforms									
	629-7227213 Total:	21.29								
629-7229025	04/25/2011	115.38	0.00	05/03/2011	Linen Services City Hall		-	No		0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
	629-7229025 Total:	115.38								
629-7229026	04/25/2011	47.63	0.00	05/03/2011	Linen Services City Hall		-	No		0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
	629-7229026 Total:	47.63								
	ARAM Total:	343.10								
ASPENMI Aspen Mills, Inc.										
107427	04/13/2011	39.50	0.00	05/03/2011	Uniform items-Andrea Friedrich		-	No		0000
101-420-2220-44170	Uniforms									
107427	04/13/2011	165.00	0.00	05/03/2011	Response gear-Andrea Friedrich		-	No		0000
101-420-2220-42400	Small Tools & Equipment									
	107427 Total:	204.50								
107653	04/21/2011	87.96	0.00	05/03/2011	Uniform items Fire Dept.		-	No		0000
101-420-2220-44170	Uniforms									
	107653 Total:	87.96								
	ASPENMI Total:	292.46								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
BOYER Boyer Trucks										
510174	04/19/2011	37.73	0.00	05/03/2011	Pedal Assembly		-	No		0000
101-430-3125-44040	Repairs/Maint Eqpt									
	510174 Total:	37.73								
	BOYER Total:	37.73								
CENTPOW Century Power Equipment										
F0051224 104001	04/01/2011	230.81	0.00	05/03/2011	Blower		-	No		0000
101-430-3100-42400	Small Tools & Minor Equipment									
	F0051224 104001 Total:	230.81								
	CENTPOW Total:	230.81								
CINDYS Cindy's Creative Celebrations										
204-450-5200-43150	04/28/2011	1,005.00	0.00	05/03/2011	Face PAinting etc. Fall Fes 50%		-	No		0000
	Contract Services									
	Total:	1,005.00								
	CINDYS Total:	1,005.00								
DETROIT Detroit Lakes Fire Conference										
101-420-2220-44370	04/28/2011	300.00	0.00	05/03/2011	MSFDA Conference Registration		-	No		0000
	Conferences & Training									
	Total:	300.00								
	DETROIT Total:	300.00								
EMERGAPP Emergency Apparatus Maint. INC										
54808	04/19/2011	479.82	0.00	05/03/2011	Emergency Repairs to BI		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt									
	54808 Total:	479.82								
	EMERGAPP Total:	479.82								
EMMONS A Emmons Alex										
4-12-2011	04/12/2011	41.25	0.00	05/03/2011	Cable Workshop 4/12/2011		-	No		0000
101-410-1450-43620	Cable Operations									
	4-12-2011 Total:	41.25								
4-19-2011	04/19/2011	55.00	0.00	05/03/2011	Cable Council Meeting 4/19/2011		-	No		0000
101-410-1450-43620	Cable Operations									
	4-19-2011 Total:	55.00								
4-25-11	04/25/2011	55.00	0.00	05/03/2011	Cable Planning Comm 4/25/2011		-	No		0000
101-410-1450-43620	Cable Operations									
	4-25-11 Total:	55.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
EMMONS A Total:		151.25								
FINANCE Finance and Commerce										
31015299	04/08/2011	114.26	0.00	05/03/2011	Advertisement for Bids 2011 Seal Coat		-	No		0000
101-410-1320-43510	Legal Publishing	114.26								
	31015299 Total:	114.26								
FINANCE Total:		114.26								
FXL FXL, Inc.										
May	04/28/2011	2,000.00	0.00	05/03/2011	Assessing Services May-2011		-	No		0000
101-410-1320-43100	Assessing Services	2,000.00								
	May Total:	2,000.00								
FXL Total:		2,000.00								
gutz Gutzmer Jeff										
101-420-2220-44370	04/14/2011	84.00	0.00	05/03/2011	CPR training & cards		-	No		0000
	Conferences & Training	84.00								
	Total:	84.00								
gutz Total:		84.00								
HACH HACH Company										
7199700	04/13/2011	395.32	0.00	05/03/2011	Lab test supplies		-	No		0000
601-494-9400-42160	Chemicals	395.32								
	7199700 Total:	395.32								
HACH Total:		395.32								
HP Hewlett-Packard Company										
49126367	04/28/2011	12.75	0.00	05/03/2011	Sales Tax on Printer		-	No		0000
101-410-1110-44300	Miscellaneous	12.75								
	49126367 Total:	12.75								
HP Total:		12.75								
IIMC IIMC										
CHK-REQ	04/14/2011	75.00	0.00	05/03/2011	Membership dues		-	No		0000
101-410-1320-44330	Dues & Subscriptions	75.00								
	CHK REQ Total:	75.00								
IIMC Total:		75.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
KDV Kern DeWenter Viere Ltd 126746	04/28/2011	5,886.00	0.00	05/03/2011	Financial Services-April		-	No		0000
101-410-1520-43150	Contract Services	5,886.00								
	126746 Total:	5,886.00								
	KDV Total:									
Leagmn League of MN Cities 151240	04/28/2011	295.00	0.00	05/03/2011	2011 Annual League of MN Cities Conferen		-	No		0000
101-410-1320-44370	Conferences & Training	295.00								
	151240 Total:	295.00								
	Leagmn Total:	295.00								
LIBERTY Liberty Art Works, Inc. 18549	04/08/2011	305.00	0.00	05/03/2011	Maltese Axe		-	No		0000
101-420-2220-44300	Miscellaneous	305.00								
	18549 Total:	305.00								
	LIBERTY Total:	305.00								
LMCIT Cities Insurance Trust League of M 36275	04/17/2011	34,178.00	0.00	05/03/2011	Insurance-Admin		-	No		0000
101-410-1320-43610	Insurance	34,178.00								
36275	04/17/2011	10,754.00	0.00	05/03/2011	Insurance-Fire & Vehicles		-	No		0000
101-420-2220-43630	Vehicle Insurance	10,754.00								
36275	04/17/2011	242.00	0.00	05/03/2011	Insurance-Building Dept Vehicle		-	No		0000
101-420-2400-43630	Insurance	242.00								
36275	04/17/2011	13,274.00	0.00	05/03/2011	Insurance-Buildings & Equipment		-	No		0000
101-430-3100-43630	Insurance	13,274.00								
36275	04/17/2011	3,595.00	0.00	05/03/2011	Insurance-Parks & Equipment		-	No		0000
101-450-5200-43630	Insurance	3,595.00								
36275	04/17/2011	6,023.00	0.00	05/03/2011	Insurance-Water Dept		-	No		0000
601-494-9400-43610	Insurance	6,023.00								
36275	04/17/2011	1,331.00	0.00	05/03/2011	Insurance-Sanitary Water		-	No		0000
602-495-9450-43610	Insurance	1,331.00								
36275	04/17/2011	263.00	0.00	05/03/2011	Insurance-Fall Festival		-	No		0000
204-450-5200-43610	Insurance	263.00								
	36275 Total:	69,660.00								
36287	04/18/2011	6,793.00	0.00	05/03/2011	Insurance-Admin		-	No		0000
101-410-1320-43610	Insurance	6,793.00								
	36287 Total:	6,793.00								
	LMCIT Total:	76,453.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
MARONEYS Maroney's Sanitation, Inc										
377664	04/11/2011	108.32	0.00	05/03/2011	Waste Removal - City Hall		-			No 0000
101-410-1940-43840	Refuse									
377664	04/11/2011	47.68	0.00	05/03/2011	Waste Removal - Fire		-			No 0000
101-420-2220-43840	Refuse									
377664	04/11/2011	207.82	0.00	05/03/2011	Waste Removal - Public Works		-			No 0000
101-430-3100-43840	Refuse									
377664	04/11/2011	207.82	0.00	05/03/2011	Waste Removal - Parks		-			No 0000
101-450-5200-43840	Refuse									
	377664 Total:	571.64								
	MARONEYS Total:	571.64								
MENARDSO Menards - Oakdale										
64032	04/25/2011	7.96	0.00	05/03/2011	Repairs		-			No 0000
101-420-2220-44300	Miscellaneous									
	64032 Total:	7.96								
	MENARDSO Total:	7.96								
MENARDST Menards - Stillwater										
74615	04/18/2011	46.94	0.00	05/03/2011	Station supplies		-			No 0000
101-420-2220-44300	Miscellaneous									
	74615 Total:	46.94								
	MENARDST Total:	46.94								
MNDEE Economic Development MN Dept. of E										
07973555	04/08/2011	6,637.41	0.00	05/03/2011	Unemployment Insurance		-			No 0000
101-410-1320-41420	Unemployment Benefits									
	07973555 Total:	6,637.41								
	MNDEE Total:	6,637.41								
NEXTEL Nextel Communications										
761950227-097	04/14/2011	65.53	0.00	05/03/2011	Cell phone service-Administration		-			No 0000
101-410-1940-43210	Telephone									
761950227-097	04/14/2011	187.89	0.00	05/03/2011	Cell phone service-Fire Dept		-			No 0000
101-420-2220-43210	Telephone									
761950227-097	04/14/2011	17.97	0.00	05/03/2011	Cell phone service-Building Dept		-			No 0000
101-420-2400-43210	Telephone									
761950227-097	04/14/2011	67.47	0.00	05/03/2011	Cell phone service-Public Works Dept		-			No 0000
101-430-3100-43210	Telephone									
761950227-097	04/14/2011	66.34	0.00	05/03/2011	Cell phone service-Parks Dept		-			No 0000
101-450-5200-43210	Telephone									
	761950227-097 Total:	405.20								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
NEXTEL Total:		405.20								
NORD Nordquist Sign Company Inc										
1320	04/08/2011	4,755.00	0.00	05/03/2011	Lake Elmo Entrance Monument Sign		-	No		0000
703-480-8000-45300 Improvements other than Bldg										
1320 Total:		4,755.00								
NORD Total:		4,755.00								
PITNEYRE Reserve Account Pitney Bowes										
101-410-1320-43220	04/11/2011	250.00	0.00	05/03/2011	Postage		-	No		0000
101-410-1320-43220 Postage										
601-494-9400-43220	04/11/2011	500.00	0.00	05/03/2011	Postage		-	No		0000
601-494-9400-43220 Postage										
Total:		750.00								
PITNEYRE Total:		750.00								
PLANTH PLANT HEALTH ASSOCIATES, INC										
1042-11	04/28/2011	825.00	0.00	05/03/2011	Forester Services April		-	No		0000
101-430-3100-43150 Contract Services										
1042-11	04/28/2011	125.00	0.00	05/03/2011	Forester Services Developments		-	No		0000
203-490-9070-43150 Contract Services										
1042-11 Total:		950.00								
PLANTH Total:		950.00								
POMPS Pump's Tire Service, Inc.										
352075	04/14/2011	200.95	0.00	05/03/2011	Tire repair & wheel for 86-1		-	No		0000
101-430-3100-44040 Repairs/Maint Eqpt										
352075 Total:		200.95								
POMPS Total:		200.95								
POSTOFFI POSTMASTER										
CHK Req	04/18/2011	750.00	0.00	05/03/2011	Postage for Newsletter		-	No		0000
101-410-1320-43220 Postage										
CHK Req Total:		750.00								
POSTOFFI Total:		750.00								
RUD Prince-Rud Diane										
4/18-25	05/03/2011	160.00	0.00	05/03/2011	Cleaning Services City Hall 4/18 4/25		-	No		0000
101-410-1940-44010 Repairs/Maint Contractual Bldg										

Invoice #	Inv Date	Amount	Quantity	Print Date	Description	Reference	Task	Type	PO #	Close POLine #
4/18-25	05/03/2011	120.00	0.00	05/03/2011	Cleaning Services Firel	4/18 4/25	-	No		0000
101-420-2220-44010	Repairs/Maint Bldg									
	4/18-25 Total:	280.00								
	RUD Total:	280.00								
S&T S&T Office Products, Inc.										
010N8668	04/28/2011	121.05	0.00	05/03/2011	Office Supplies		-	No		0000
101-410-1320-42000	Office Supplies									
	010N8668 Total:	121.05								
010N9207	04/12/2011	5.51	0.00	05/03/2011	Office supplies-4/11		-	No		0000
101-410-1320-42000	Office Supplies									
	010N9207 Total:	5.51								
010N9481	04/28/2011	-23.94	0.00	05/03/2011	Credit		-	No		0000
101-410-1320-42000	Office Supplies									
	010N9481 Total:	-23.94								
	S&T Total:	102.62								
TASCH T.A. Schifsky & Sons Inc										
51053	04/11/2011	1,028.75	0.00	05/03/2011	Asphalt		-	No		0000
101-430-3120-42240	Street Maintenance Materials									
	51053 Total:	1,028.75								
	TASCH Total:	1,028.75								
TESSMAN Tessman Company Corp										
S140797-IN	04/25/2011	222.84	0.00	05/03/2011	Seed & fert for boulevard repairs		-	No		0000
101-430-3125-42250	Landscaping Materials									
	S140797-IN Total:	222.84								
	TESSMAN Total:	222.84								
USA USA Inflatables Corp										
04/28/2011		347.35	0.00	05/03/2011	Inflatable Jumper Fall Pes 50%		-	No		0000
204-450-5200-43150	Contract Services									
	Total:	347.35								
	USA Total:	347.35								
WASHCONS Washington Conservation Dist.										
2095	03/31/2011	535.50	0.00	05/03/2011	1st Qtr SbareD Educator Program		-	No		0000
603-496-9500-44370	Conferences & Training									
	2095 Total:	535.50								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
WASHCONS Total:		535.50								
YOCUM Yocum Oil Company, Inc.										
201382	04/21/2011	160.69	0.00	05/03/2011	Bulk Oil Tanks					0000
101-430-3100-44010 Repairs/Maint Bldg										No
201382 Total:		160.69								
YOCUM Total:		160.69								
Report Total:		106,213.35								



MAYOR & COUNCIL COMMUNICATION

DATE: 05/03/2011
CONSENT
ITEM #: 3
MOTION *as part of Consent Agenda*

AGENDA ITEM: Approve Animal Control Services RFP

SUBMITTED BY: Mayor and Council Request

THROUGH: Bruce Messelt, City Administrator *BM*

REVIEWED BY: Sharon Lumby, City Clerk

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to review and approve the proposed RFP for Animal Control Services. No specific motion or action is needed if the draft RFP is acceptable, and this is included as part of the overall approval of the *Consent Agenda*.

BACKGROUND INFORMATION: The City of Lake Elmo has authority and responsibility to provide for basic Animal Control Services. In the past, this has included scheduled patrols and on-call services.

The previous Animal Control Services provider ended his service with the City in January 2011. Since that time, no calls for services have been logged by the City (informal interim emergency "on-call" arrangements were in place with other providers, if needed).

STAFF REPORT: Attached please find a proposed RFP for Animal Control Services. Based upon recent experience and historical need, it is being recommended that the contract be downgraded to an "on-call" contract and that normal patrolling be implemented only if and when clearly needed. This should help reduce City expenditure significantly.

City Staff are available prior to, at or subsequent to the Meeting to address specific questions or comments from City Council Members.

RECOMMENDATION: Based upon the above background information it is recommended that the City Council approve the proposed RFP solicitation *as part of tonight's Consent Agenda*.

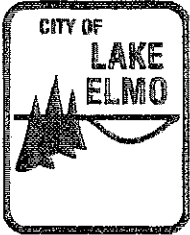
Alternatively, the City Council does have the authority to remove this item from the Consent Agenda and further discuss and review.

ATTACHMENTS:

1. Draft RFP for Animal Control Services
2. Previous Animal Control Services Contract

SUGGESTED ORDER OF BUSINESS (if removed from the Consent Agenda):

- Questions from Council to Staff Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion Mayor Facilitates
- Action on Motion Mayor & City Council



City of Lake Elmo

3800 Laverne Avenue North • Lake Elmo, MN 55042 • www.lakeelmo.org
Phone: (651) 777-5510 • Fax: (651) 777-9615

May 2011

Request for Proposals for Animal Control Services

I. PURPOSE

The City of Lake Elmo, MN is requesting proposals for Animal Control Services from individuals/companies experienced in such services.

II. PROJECT

The City of Lake Elmo seeks a contract for On-Call Animal Control Services. In particular, the City seeks On-Call Animal Control Services for the community, including collection and impounding of stray dogs (cats only upon specific request of the City), humane care, and timely disposition of such in accordance with City Ordinances and State law.

III. BACKGROUND

The City of Lake Elmo, MN is located in central Washington County. Growth and significant residential and commercial/employment development is projected for the City's Old Village and I-94 Corridor over the next several years, based upon the City's Comprehensive Plan to introduce enhanced municipal utility services to a significant portion of the community. Lake Elmo's 2010 population was estimated at approximately 8,000; expected to grow to 24,000 by 2030. Currently, some 2,500 households are situated across the City's 24 square miles, comprised of rolling farmland, rural residential and open-space developments, large park preserves, a modest Old Village, and two newer business parks.

The City operates under a statutory form of government consisting of a four member City Council and a Mayor. The City Council is responsible for adopting the City's budget and tax levy, adopting resolutions and ordinances, all hiring and firing decisions, policy making, development and growth planning, and overall direction of the City. In addition to providing general government services, the City offers a range of other services including fire protection, building and other safety inspections, planning and zoning, parks, street maintenance, snow removal, infrastructure maintenance and repair, and others. The City provides limited municipal water and sewer services that will be expanded in the coming years.

IV. PROCESS

The City will use the following process for selecting the Project Service Provider:

- A. The City Administrator and selected staff will review all proposals received. Interviews, either by telephone or in person, may or may not be held, depending upon the quality and quantity of responses received.
- B. The City Administrator will forward to the Personnel Subcommittee one or more proposals for their review, based upon who would best meet the City's needs.
- C. Pending a mutually agreeable contract arrangement, the City Council will execute an Annual Services Contract with the person/firm selected to provide the services indicated.

V. GENERAL INSTRUCTIONS

- A. Responses must provide complete information as described in this request. One (1) copy shall be submitted via email, fax or in writing no later than 4:00 PM on Friday, May 27th, 2011. Please forward proposals to:

City Administrator
City of Lake Elmo, MN
3800 Laverne Avenue N.
Lake Elmo, MN, 55042
O: (651) 777-5510
F: (651) 777-9615
bruce.messelt@lakeelmo.org

- B. To ensure fairness and uniformity, persons/firms submitting responses are requested to not contact City staff or City Council members. Written questions about this RFP may be sent by e-mail to bruce.messelt@lakeelmo.org prior to the submission deadline. Relevant responses/clarifications will be shared with all interested responders to the RFP.
- C. The City will not reimburse any expenses incurred by the firm submitting a response including, but not limited to, expenses associated with the preparation and submission of the response and/or attendance at interviews, if required.
- D. The City reserves the right to reject any and all proposals, to request additional information from any and all Proposers and to suggest modifications to the terms and conditions of an agreement from that offered by a Proposer.

VI. REQUIRED CONTENTS OF RESPONSE

- A. Professional Background: A brief history of individual's/company's background and experience, including nature of the work undertaken and any areas of specialty.
- B. Names, telephone numbers, and contact person of at least five (3) client references, at least two (1) of which shall be a city or other similar organization.
- C. Copies of appropriate licenses, bond and insurance certificates for company and/or individual(s) who will be responsible for execution of the contract.
- D. Fees: Please indicate the rate (hourly, weekly, monthly, annual, other) for all Lead and Support Staff that may be working on the contract. Alternatively, firms/individuals may propose a single, combined rate for all services.
 1. Respondents shall indicate all other costs and reimbursable expenses.
 2. Respondents shall provide an estimated monthly fee, based upon its assessment of the project description contained herein. Same for special services.
 3. The City is open to exploring alternative fee arrangements other than hourly rate (e.g. project rate). Please indicate any alternate billing arrangements you would be willing to consider and under what circumstances they would be most appropriate.
 4. The City of Lake Elmo, MN requests monthly billing statements which:
 - Itemize the date of services
 - Identify the personnel providing the services
 - List the time spent
 - Provide a description of the services performed
 - State the fees for those services
 - Organize billing on the basis of activity and City contact

VII. SERVICES REQUIREMENTS

Following are the primary responsibilities for the services required for this Contract. While this list is an attempt to identify the major areas of representation, it is not intended to be an all encompassing list.

On-Call Animal Control Services

1. Timely response during business hours to official City requests for Animal Control Services emanating from City Hall, its official Representatives, or Washington County Dispatch/ Sheriff's Office on behalf of the City.

2. Timely response after business hours during evenings, nights, weekends and holidays for emergency Animal Control Services, as need and determined by City Hall, its official Representatives, or Washington County Dispatch/ Sheriff's Office on behalf of the City.
3. If needed and agreed upon, periodic patrolling of Lake Elmo (or sections thereof) to address Animal Control Services not covered by On-Call services.
4. Utilization of an appropriately equipped and identifiable (signed) vehicle indicating Animal Control Services and use of competent personnel trained in handling of animals.
5. Use of City Ordinances, authorities, forms and receipts in apprehending and retaining animals, issuing citations, and impounding and disposing of animals.
6. Arranging for impounding of animals in a comfortable and humane manner for a period required by City Ordinance; arranging for emergency boarding and veterinary services on an "as needed" basis, with all such fees posted and established to be paid by the animal owner to the Animal Control Service Provider or in accordance with the City contract.
7. Disposal, sale or otherwise of unclaimed or impounded animals in accordance with City Ordinance and State law, at the discretion of the Service Provider
8. Assumption of liability for all harm to animals due to negligence or improper care of animals and indemnification and defense of the City against any lawsuits arising there from. Demonstration of public liability and automotive liability insurance.

VII. ANTICIPATED TIMELINE

Following is the anticipated schedule the City expects to utilize for selecting the Service Provider. This is a tentative schedule and is subject to change.

1. May 6th, 2011 Distribute RFP
2. May 27th, 2011 (4:00 p.m.) Deadline for receipt of RFP
3. Week of May 30th, 2011 Review proposals and rank preferred Service Provider
4. " " " Review by Personnel Subcommittee
5. June 7th, 2011 Recommendation to City Council
6. June 13th, 2011 Begin Contract

Attest: BAM 4/20/11

RECEIVED

FEB 17 2010

CITY OF LAKE ELMO

ANIMAL CONTROL CONTRACT

This Agreement, made effective the first day of January, 2010, by and between Animal Control Services, hereinafter referred to as "ACS," and the City of Lake Elmo, a municipal corporation, located in the County of Washington, State of Minnesota, hereinafter referred to as the "City".

In consideration of the covenants and agreements, hereinafter set forth, it is mutually agreed by and between the parties, hereto, as follows:

1. This agreement will continue in effect until December 31, 2010, unless terminated as provided herein.
2. ACS will provide Patrol services on the public streets of the City, in a vehicle suitable for the transportation of small animals, in accordance with City Ordinances and a schedule agreed upon by both parties. The vehicle shall have proper identification displayed at all times. ACS shall maintain and insure such vehicles at all times. In addition to patrol hours, ACS agrees to maintain at least one vehicle for Call Out service to attend to cases outside regular patrol hours at the specific request of a law enforcement agency as approved by the City.
3. ACS shall provide competent personnel, trained in the handling of animals, in proper uniform and identification including employee's first name and/or employee number.
4. The City authorizes ACS to apprehend and retain dogs, cats, and other animals, and/or issue citation tags for violations of the City Ordinances related to animals. ACS will not take action on private property contrary to the expressed wishes of the owner of said property, nor forcibly take an animal from any person, without the instruction, approval, and assistance of a duly licensed Minnesota Peace Officer with current jurisdiction that includes the private property where the animal is located.
5. ACS shall impound and board animals as directed by written order of an authorized City representative, or by ruling of the Minnesota Board of Health or other Minnesota or United States agency with jurisdiction.
6. Impounded animals shall be checked for identification as required by Minnesota Statutes Chapter 346 and kept at Hillcrest Animal Hospital, 1320 County Road D Cir Maplewood, MN 55109, (651) 484-7211, in a suitable, humane manner for the period specified in paragraph 9. ACS may temporarily board at an emergency facility if access and/or treatment is not immediately available at Hillcrest Animal Hospital.
7. If an animal is unclaimed, the City will pay ACS the charges as agreed to on Exhibit One to this Agreement within thirty days of the Statement Date.
8. Before an animal is released to its owner, ACS or its agent shall collect the charges specified on Exhibit One to this Agreement.

9. In the event that any dogs, cats, or other impounded animals are unclaimed after the expiration of any applicable redemption or quarantine period, or six (6) days, whichever is longer, they shall become the property of ACS and may be disposed of or sold at its sole discretion. All proceeds from the disposition of such animals shall be the sole property of ACS, including any proceeds received from any animals disposed of in accordance with Minnesota Statutes 35.71.
10. The City shall furnish to ACS any required forms or receipts and ACS shall keep records of all animals impounded.
11. ACS shall defend, indemnify, and hold the City harmless including its officers, employees or agents from any and all claims, lawsuits, losses, damages, or expenses on account of bodily injuries, sickness, disease, death, and property damage, including injury to animals caused by its employees. ACS shall provide the City proof of commercial general liability insurance including comprehensive automobile liability in an amount of at least \$500,000.00 per occurrence. ACS shall carry, and upon request of the City provide proof of Workers Compensation Insurance coverage required by Minnesota law.
12. ACS shall comply with the Minnesota Data Practices Act and all other State and Federal laws relating to data privacy or confidentiality, and shall hold the City and its employees harmless from any claims resulting from any improper disclosure or use of data it receives or maintains in performance of this Agreement. ACS shall immediately report to the City any requests from third parties for information relating to its performance of this Agreement.
13. ACS agrees to promptly respond to inquiries for information or documentation from the City related to its performance of this Agreement.
14. ACS agrees to abide by the requirements and regulations of the Americans with Disabilities Act of 1990 (ADA), the Humans Rights Act (Minnesota Chapter 363 and Title VII of the Civil Rights Act of 1964), and any laws governing discrimination based on race, gender, disability, religion, sexual preference, and sexual harassment. Violation of any of the above laws can lead to termination of this contract.
15. Either party hereto, may terminate this contract after thirty (30) days written notice to the other party. Any payments due ACS shall not be affected by termination.
16. Any notice required under applicable law or this Agreement, may be sent to the other party as indicated on Exhibit One herein.
17. ACS shall be entitled to apply a fuel surcharge in the event the average price for unleaded gasoline in the Twin Cities metropolitan area, as measured by AAA or similar reporting service, is \$3.15 per gallon or higher.



Richard L. Ruzicka
Animal Control Services

City of Lake Elmo

By: Maureen Dunphy

Its: City Clerk

**ANIMAL CONTROL CONTRACT
EXHIBIT ONE**

PATROL	\$37	4 hours per week between 8:00 A.M. and 4:00 P.M. (October-March)
	\$37	4 hours per week between 10:00 A.M. and 6:00 P.M. (April-September)
CALL OUT	\$74	6:00 P.M. to 10:00 P.M. (Mon-Fri except holidays)
	\$83	10:00 P.M. to 8:00 A.M. (Mon-Fri except holidays)
	\$91	10:00 P.M. Friday - 8:00 A.M. Monday & holidays

The Call Out rates are a flat fee, determined by the time the request is received by ACS.

ANIMAL - OWNER CHARGES - CLAIMED

\$42.00	Administrative Handling Fee
\$18.00	Daily Boarding Fee
	Statutory Veterinary Services (at cost)

ANIMAL - CITY CHARGES - UNCLAIMED

\$25.00	Animal Surrender Fee
\$17.00	Daily Boarding Fee
\$58.00	Euthanasia and Disposition
	Statutory Veterinary Services (at cost)

Charges herein do not include any applicable sales taxes.

Daily Boarding Fees are charged for all or any portion of a calendar day an animal is boarded.

Notices pursuant to this contract shall be given by deposit in the United States Mail, postage prepaid, addressed as follows:

Mr. Richard L. Ruzicka
Animal Control Services
6400 Colfax Avenue North
Brooklyn Center, MN 55430

City of Lake Elmo
Sharon Lumby
City Clerk
3800 Laverne Ave. N.
Lake Elmo, MN 55042

Alternatively, notices required by this contract may be personally delivered to the persons named above. Notice shall be deemed given as of the date of personal service or as of the date of deposit of the notice in the United States Mail



MAYOR & COUNCIL COMMUNICATION

DATE: 05/03/2011
CONSENT
ITEM #: 4
MOTION *as part of Consent Agenda*

AGENDA ITEM: 1st Quarter 2011 Financial Report

SUBMITTED BY: Tom Bouthilet, Finance Director
Joe Rigdon, KDV

THROUGH: Bruce Messelt, City Administrator *Baum*

REVIEWED BY: Sharon Lumby, City Clerk

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to receive and review the 1st Quarter Financial Report. No specific motion or action is needed, and this update is included as part of the overall approval of the *Consent Agenda*.

BACKGROUND INFORMATION: The City of Lake Elmo has fiduciary authority and responsibility to conduct normal business operation and report the financial (unaudited) statement to the City Council. City guidelines suggest the Council be updated on a quarterly basis.

STAFF REPORT: Attached please find a summary report highlighting the 2011 first quarterly financials along with the first quarterly report for year 2011. As there are no major findings or considerations from the City staff's perspective to highlight, and to further conserve City resources, no specific presentation is prepared for tonight. Rather, a written report is submitted to the Council.

City Staff are available prior to, at or subsequent to the Meeting to address specific questions or comments from the Mayor and City Council Members

RECOMMENDATION: Based upon the above background information it is recommended that the City Council receive the 1st quarterly Financial Report *as part of tonight's Consent Agenda*.

Alternatively, the City Council does have the authority to remove this item from the Consent Agenda and further discuss and review.

ATTACHMENTS:

1. Memorandum from KDV
2. 1st Quarter 2011 Financial Report

SUGGESTED ORDER OF BUSINESS (if removed from the Consent Agenda):

- Questions from Council to Staff Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion Mayor Facilitates
- Action on Motion Mayor & City Council

Memorandum

To: City of Lake Elmo City Council

From: Joe Rigdon, KDV

Date: April 22, 2011

Re: General Fund Revenues/Expenditures through 1st Quarter 2011 (Unaudited)

The attached report details year-to-date City of Lake Elmo General Fund revenues and expenditures through March 31, 2011 (unaudited). Highlights are as follows:

Revenues:

- Property taxes at 0.0% of budget, as projected (1st half taxes will be received in 07/11 and 2nd half taxes will be received in 12/11)
- Building permits through March 31, 2011 amounted to \$16,093 (14.6% of budget), as compared to \$13,699 through March 31, 2010.
- Plan check fees through March 31, 2011 amounted to \$5,135 (16.0% of budget), as compared to \$5,589 through March 31, 2010.
- 2011 1st half MSA maintenance aid received from the State totaled \$41,509, or 60.6% of budget.
- Total revenues were \$97,904 (3.4% of budget) through March 31, 2011, increasing 8.2% from \$90,484 through March 31, 2010.

Expenditures:

Note that property liability insurance was paid in the first quarter of 2010, but was not similarly paid in the first quarter of 2011.

- General government expenditures totaled \$198,860 (20.5% of budget) through March 31, 2011, decreasing 6.8% from \$213,339 through March 31, 2010. Administration department legal services for the first quarter of 2011 were approximately 5 times the comparable prior year period. Administration department miscellaneous expenditures are 2 times the full year budget due to the inclusion of City Administrator relocation costs.
- Public safety expenditures totaled \$90,789 (8.5% of budget) through March 31, 2011, decreasing 20.6% from \$114,399 through March 31, 2010.
- Public works expenditures totaled \$112,971 (22.5% of budget) through March 31, 2011, decreasing 24.3% from \$149,153 through March 31, 2010. Comparative ice and snow removal expenditures declined \$21,134 from 1st quarter 2010 to 1st quarter 2011.

- Parks and recreation expenditures totaled \$33,390 (17.3% of budget) through March 31, 2011, decreasing 20.0% from \$41,744 through March 31, 2010.
- Total expenditures were \$436,011 (14.9% of budget) through March 31, 2011, decreasing 15.9% from \$518,634 through March 31, 2010. This decrease of \$82,623 is largely attributable to timing of payment of the City's property/liability insurance and decreased ice and snow removal costs.

Quarterly Report

Quarterly Report
 04/19/2011
 1:07 PM
 Periods 01 to 03
 Fiscal Year 2011 to 2011

Account Number	Description	2011 Budget	2011 Year-to-Date (03/31/11)	2011 Percentage of Budget	2010 Year-to-Date (03/31/10)
101	General Fund				
	Revenue				
000	General				
0000	General				
101-000-0000-31010	Current Ad Valorem Taxes	-\$2,447,385.00	\$0.00	0.0%	\$0.00
101-000-0000-31030	Mobile Home Tax	-\$8,000.00	\$0.00	0.0%	\$0.00
101-000-0000-32110	Liquor License	-\$7,200.00	\$0.00	0.0%	-\$750.00
101-000-0000-32180	Wastehauler License	-\$1,000.00	\$0.00	0.0%	-\$230.00
101-000-0000-32181	General Contractor License	-\$2,000.00	-\$1,650.00	82.5%	-\$1,990.00
101-000-0000-32183	Heating Contractor License	-\$100.00	\$0.00	0.0%	\$0.00
101-000-0000-32184	Blacktopping Contractor Licens	-\$60.00	\$0.00	0.0%	\$0.00
101-000-0000-32210	Building Permits	-\$110,000.00	-\$16,092.64	14.6%	-\$13,699.49
101-000-0000-32220	Heating Permits	-\$3,000.00	-\$1,440.50	48.0%	-\$1,835.50
101-000-0000-32230	Plumbing Permits	-\$3,000.00	-\$1,045.00	34.8%	-\$850.50
101-000-0000-32231	Sewer Permits	-\$500.00	\$0.00	0.0%	-\$171.00
101-000-0000-32240	Animal License	-\$2,100.00	-\$1,056.00	50.3%	-\$2,273.00
101-000-0000-32250	Utility Permits	-\$6,000.00	-\$1,509.61	25.2%	-\$2,903.75
101-000-0000-32260	Burning Permit	-\$1,000.00	-\$90.00	9.0%	-\$630.00
101-000-0000-33418	MSA - Maintenance	-\$68,500.00	-\$41,509.00	60.6%	-\$38,673.50
101-000-0000-33420	State Fire Aid	-\$40,000.00	-\$3,000.00	7.5%	\$0.00
101-000-0000-33422	PERA Aid	-\$2,749.00	\$0.00	0.0%	\$0.00
101-000-0000-33620	Gravel Tax	-\$3,100.00	-\$817.54	26.4%	\$0.00
101-000-0000-33621	Recycling Grant	-\$15,000.00	\$0.00	0.0%	\$0.00
101-000-0000-33622	Cable Franchise Revenue	-\$35,000.00	\$0.00	0.0%	\$0.00
101-000-0000-34103	Zoning & Subdivision Fees	-\$4,000.00	-\$1,495.00	37.4%	-\$1,810.00
101-000-0000-34104	Plan Check Fees	-\$32,000.00	-\$5,134.96	16.0%	-\$5,588.75
101-000-0000-34105	Sale of Copies, Books, Maps	-\$200.00	-\$28.75	14.4%	-\$47.00
101-000-0000-34107	Assessment Searches	-\$200.00	-\$75.00	37.5%	-\$90.00
101-000-0000-34109	Clean Up Days	-\$4,000.00	\$0.00	0.0%	\$0.00
101-000-0000-34111	Cable Operation Reimbursement	-\$2,000.00	-\$9.92	0.5%	-\$367.68
101-000-0000-35100	Fines	-\$52,000.00	-\$12,508.69	24.1%	-\$10,251.03
101-000-0000-36200	Miscellaneous Revenue	-\$11,129.00	-\$941.85	8.5%	-\$322.50
101-000-0000-36210	Interest Earnings	-\$50,000.00	\$0.00	0.0%	\$0.00
101-000-0000-36230	Donations	-\$8,000.00	-\$9,500.00	118.8%	-\$8,000.00
0000	General	-\$2,919,223.00	-\$97,904.46	3.4%	-\$90,483.70
000	General	-\$2,919,223.00	-\$97,904.46	3.4%	-\$90,483.70
	Revenue	-\$2,919,223.00	-\$97,904.46	3.4%	-\$90,483.70
	Expense				
410	General Government				
1110	Mayor & Council				
101-410-1110-41030	Part-time Salaries	\$16,435.00	\$0.00	0.0%	\$0.00
101-410-1110-41220	FICA Contributions	\$1,019.00	\$0.00	0.0%	\$0.00
101-410-1110-41230	Medicare Contributions	\$238.00	\$0.00	0.0%	\$0.00
101-410-1110-43310	Mileage	\$1,000.00	\$0.00	0.0%	\$0.00
101-410-1110-44300	Miscellaneous	\$2,000.00	\$553.00	27.7%	\$500.00
101-410-1110-44330	Dues & Subscriptions	\$9,800.00	\$3,813.00	38.9%	\$3,912.00
101-410-1110-44370	Conferences & Training	\$3,500.00	\$1,567.81	44.8%	\$745.71
1110	Mayor & Council	\$33,992.00	\$5,933.81	17.5%	\$5,157.71

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Account Number	Description	2011 Budget	2011 Year-to-Date (03/31/11)	2011 Percentage of Budget	2010 Year-to-Date (03/31/10)
1320	Administration				
101-410-1320-41010	Full-time Salaries	\$221,094.00	\$45,283.83	20.5%	\$45,551.71
101-410-1320-41210	PERA Contributions	\$8,634.00	\$1,721.58	19.9%	\$1,674.54
101-410-1320-41215	ICMA Employer Contribution	\$7,395.00	\$1,561.50	21.1%	\$1,453.93
101-410-1320-41220	FICA Contributions	\$13,708.00	\$2,726.51	19.9%	\$2,757.38
101-410-1320-41230	Medicare Contributions	\$3,206.00	\$637.65	19.9%	\$644.90
101-410-1320-41300	Health/Dental Insurance	\$38,682.00	\$8,353.50	21.6%	\$10,130.26
101-410-1320-41510	Workers Compensation	\$2,579.00	\$2,141.00	83.0%	\$1,921.00
101-410-1320-42000	Office Supplies	\$7,500.00	\$674.76	9.0%	\$655.78
101-410-1320-42030	Printed Forms	\$1,000.00	\$0.00	0.0%	\$422.29
101-410-1320-43040	Legal Services	\$60,000.00	\$24,133.72	40.2%	\$4,798.12
101-410-1320-43100	Assessing Services	\$45,500.00	\$6,000.00	13.2%	\$6,000.00
101-410-1320-43220	Postage	\$7,500.00	\$1,185.00	15.8%	\$1,500.00
101-410-1320-43310	Mileage	\$3,500.00	\$554.76	15.9%	\$0.00
101-410-1320-43610	Insurance	\$39,500.00	\$456.00	1.2%	\$38,563.04
101-410-1320-44300	Miscellaneous	\$6,000.00	\$12,456.04	207.6%	\$150.00
101-410-1320-44330	Dues & Subscriptions	\$4,000.00	\$384.00	9.6%	\$860.00
101-410-1320-44370	Conferences & Training	\$3,500.00	\$80.00	2.3%	\$1,070.00
101-410-1320-44380	Staff Development	\$1,000.00	\$0.00	0.0%	\$0.00
1320	Administration	\$474,298.00	\$108,349.85	22.8%	\$118,152.95
1410	Elections				
101-410-1410-42000	Office Supplies	\$0.00	\$0.00	0.0%	\$46.61
101-410-1410-44300	Miscellaneous	\$1,350.00	\$940.00	69.6%	\$940.00
1410	Elections	\$1,350.00	\$940.00	69.6%	\$986.61
1450	Communications				
101-410-1450-41010	Full-time Salaries	\$11,139.00	\$1,050.98	9.4%	\$1,607.38
101-410-1450-41210	PERA Contributions	\$808.00	\$76.21	9.4%	\$112.25
101-410-1450-41220	FICA Contributions	\$691.00	\$65.17	9.4%	\$99.66
101-410-1450-41230	Medicare Contributions	\$162.00	\$15.24	9.4%	\$23.29
101-410-1450-41510	Workers Compensation	\$563.00	\$467.00	82.9%	\$430.00
101-410-1450-43090	Newsletter	\$5,400.00	\$0.00	0.0%	\$0.00
101-410-1450-43180	Information Technology/Web	\$31,500.00	\$5,840.31	18.5%	\$8,998.03
101-410-1450-43510	Public Notices	\$4,000.00	\$611.66	15.3%	\$195.63
101-410-1450-43620	Cable Operations	\$4,000.00	\$678.33	17.0%	\$691.01
1450	Communications	\$58,263.00	\$8,804.90	15.1%	\$12,157.25
1520	Finance				
101-410-1520-41010	Full-time Salaries	\$34,741.00	\$7,334.80	21.1%	\$7,336.00
101-410-1520-41210	PERA Contributions	\$2,519.00	\$531.77	21.1%	\$511.55
101-410-1520-41220	FICA Contributions	\$2,154.00	\$448.45	20.8%	\$451.78
101-410-1520-41230	Medicare Contributions	\$504.00	\$104.85	20.8%	\$105.67
101-410-1520-41300	Health/Dental Insurance	\$4,114.00	\$1,005.99	24.5%	\$1,096.94
101-410-1520-41510	Workers Compensation	\$279.00	\$232.00	83.2%	\$176.00
101-410-1520-42000	Office Supplies	\$500.00	\$0.00	0.0%	\$0.00
101-410-1520-43010	Audit Services	\$29,500.00	\$0.00	0.0%	\$8,000.00
101-410-1520-43150	Contract Services	\$30,000.00	\$15,862.99	52.9%	\$13,032.25
101-410-1520-43310	Mileage	\$250.00	\$0.00	0.0%	\$0.00
101-410-1520-44300	Miscellaneous	\$3,000.00	\$1,089.51	36.3%	\$970.00
101-410-1520-44330	Dues & Subscriptions	\$100.00	\$0.00	0.0%	\$0.00
101-410-1520-44350	Books	\$100.00	\$0.00	0.0%	\$0.00

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Account Number	Description	2011 Budget	2011 Year-to-Date (03/31/11)	2011 Percentage of Budget	2010 Year-to-Date (03/31/10)
101-410-1520-44370	Conferences & Training	\$300.00	\$0.00	0.0%	\$0.00
1520	Finance	\$108,061.00	\$26,610.36	24.6%	\$31,680.19
1910	Planning & Zoning				
101-410-1910-41010	Full-time Salaries	\$104,312.00	\$22,464.65	21.5%	\$17,349.13
101-410-1910-41210	PERA Contributions	\$7,563.00	\$1,628.72	21.5%	\$1,160.35
101-410-1910-41220	FICA Contributions	\$6,467.00	\$1,306.06	20.2%	\$1,032.08
101-410-1910-41230	Medicare Contributions	\$1,513.00	\$305.43	20.2%	\$241.36
101-410-1910-41300	Health/Dental Insurance	\$26,487.00	\$5,620.06	21.2%	\$3,917.29
101-410-1910-41510	Workers Compensation	\$838.00	\$696.00	83.1%	\$526.00
101-410-1910-42000	Office Supplies	\$1,000.00	\$0.00	0.0%	\$0.00
101-410-1910-42030	Printed Forms	\$0.00	\$494.01	0.0%	\$0.00
101-410-1910-43020	Comprehensive Planning	\$20,000.00	\$0.00	0.0%	\$0.00
101-410-1910-43030	Engineering Services	\$10,000.00	\$2,039.15	20.4%	\$1,953.91
101-410-1910-43150	Contract Services	\$5,000.00	\$45.00	0.9%	\$1,313.50
101-410-1910-43310	Mileage	\$500.00	\$0.00	0.0%	\$0.00
101-410-1910-44300	Miscellaneous	\$500.00	\$6.00	1.2%	\$0.00
101-410-1910-44330	Dues & Subscriptions	\$750.00	\$0.00	0.0%	\$0.00
101-410-1910-44350	Books	\$250.00	\$80.00	32.0%	\$0.00
101-410-1910-44370	Conferences & Training	\$1,500.00	\$35.00	2.3%	\$0.00
1910	Planning & Zoning	\$186,680.00	\$34,720.08	18.6%	\$27,493.62
1930	Engineering Services				
101-410-1930-43030	Engineering Services	\$70,000.00	\$5,189.95	7.4%	\$9,670.23
1930	Engineering Services	\$70,000.00	\$5,189.95	7.4%	\$9,670.23
1940	City Hall				
101-410-1940-42110	Cleaning Supplies	\$550.00	\$341.71	62.1%	\$152.90
101-410-1940-42230	Building Repair Supplies	\$1,000.00	\$0.00	0.0%	\$0.00
101-410-1940-43210	Telephone	\$7,125.00	\$1,852.95	26.0%	\$1,683.47
101-410-1940-43810	Electric Utility	\$12,500.00	\$2,609.71	20.9%	\$2,469.28
101-410-1940-43840	Refuse	\$1,300.00	\$315.64	24.3%	\$207.32
101-410-1940-44010	Repairs/Maint Contractual Bldg	\$11,000.00	\$2,634.55	24.0%	\$3,127.71
101-410-1940-44040	Repairs/Maint Contractual Eqpt	\$5,000.00	\$556.80	11.1%	\$357.27
101-410-1940-44300	Miscellaneous	\$1,000.00	\$0.00	0.0%	\$42.02
1940	City Hall	\$39,475.00	\$8,311.36	21.1%	\$8,039.97
410	General Government	\$972,119.00	\$198,860.31	20.5%	\$213,338.53
420	Public Safety				
2100	Police				
101-420-2100-43150	Law Enforcement Contract	\$483,765.00	\$0.00	0.0%	\$0.00
2100	Police	\$483,765.00	\$0.00	0.0%	\$0.00
2150	Prosecution				
101-420-2150-43045	Attorney Criminal	\$51,000.00	\$7,721.55	15.1%	\$7,597.03
2150	Prosecution	\$51,000.00	\$7,721.55	15.1%	\$7,597.03
2220	Fire				
101-420-2220-41010	Full-time Salaries	\$64,701.00	\$13,673.20	21.1%	\$13,642.20
101-420-2220-41030	Part-time Salaries	\$100,000.00	\$7,933.99	7.9%	\$8,545.52
101-420-2220-41210	PERA Contributions	\$9,008.00	\$1,904.59	21.1%	\$1,860.01

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101-420-2220-41220	FICA Contributions	\$6,468.00	\$544.64	8.4%	\$582.13
101-420-2220-41230	Medicare Contributions	\$2,388.00	\$301.30	12.6%	\$313.97
101-420-2220-41300	Health/Dental Insurance	\$16,722.00	\$3,566.15	21.3%	\$3,902.24
101-420-2220-41510	Workers Compensation	\$15,892.00	\$13,190.00	83.0%	\$12,472.00
101-420-2220-42000	Office Supplies	\$1,000.00	\$0.00	0.0%	\$245.81
101-420-2220-42080	EMS Supplies	\$1,200.00	\$889.03	74.1%	\$0.00
101-420-2220-42090	Fire Prevention	\$3,000.00	\$0.00	0.0%	\$0.00
101-420-2220-42120	Fuel, Oil and Fluids	\$10,000.00	\$1,365.21	13.7%	\$1,356.83
101-420-2220-42400	Small Tools & Equipment	\$10,000.00	\$1,500.76	15.0%	\$3,220.10
101-420-2220-43050	Physicals	\$9,250.00	\$0.00	0.0%	\$0.00
101-420-2220-43210	Telephone	\$5,000.00	\$675.84	13.5%	\$762.31
101-420-2220-43230	Radio	\$18,500.00	\$0.00	0.0%	\$25.65
101-420-2220-43310	Mileage	\$600.00	\$0.00	0.0%	\$0.00
101-420-2220-43630	Vehicle Insurance	\$15,475.00	\$0.00	0.0%	\$13,980.20
101-420-2220-43810	Electric Utility	\$12,500.00	\$3,378.53	27.0%	\$3,562.15
101-420-2220-43840	Refuse	\$1,000.00	\$138.92	13.9%	\$91.24
101-420-2220-44010	Repairs/Maint Bldg	\$11,000.00	\$3,516.34	32.0%	\$9,825.79
101-420-2220-44040	Repairs/Maint Eqpt	\$25,000.00	\$2,614.79	10.5%	\$1,733.90
101-420-2220-44170	Uniforms	\$9,200.00	\$249.03	2.7%	\$961.45
101-420-2220-44300	Miscellaneous	\$1,500.00	\$276.90	18.5%	\$7.88
101-420-2220-44330	Dues & Subscriptions	\$3,300.00	\$1,963.20	59.5%	\$1,179.00
101-420-2220-44350	Books	\$1,000.00	\$788.74	78.9%	\$635.91
101-420-2220-44370	Conferences & Training	\$22,000.00	\$5,546.04	25.2%	\$7,053.86
2220	Fire	\$375,704.00	\$64,017.20	17.0%	\$85,960.15
2250	Fire Relief				
101-420-2250-44920	Fire State Aid	\$40,000.00	\$0.00	0.0%	\$0.00
101-420-2250-44925	City Contribution	\$7,175.00	\$0.00	0.0%	\$0.00
2250	Fire Relief	\$47,175.00	\$0.00	0.0%	\$0.00
2400	Building Inspection				
101-420-2400-41010	Full-time Salaries	\$60,935.00	\$12,709.26	20.9%	\$12,542.70
101-420-2400-41210	PERA Contributions	\$4,418.00	\$921.40	20.9%	\$874.61
101-420-2400-41220	FICA Contributions	\$3,778.00	\$765.75	20.3%	\$764.10
101-420-2400-41230	Medicare Contributions	\$884.00	\$179.14	20.3%	\$178.67
101-420-2400-41300	Health/Dental Insurance	\$9,487.00	\$2,137.25	22.5%	\$2,180.95
101-420-2400-41510	Workers Compensation	\$2,451.00	\$2,034.00	83.0%	\$2,319.00
101-420-2400-42000	Office Supplies	\$300.00	\$81.00	27.0%	\$0.00
101-420-2400-42030	Printed Forms	\$300.00	\$0.00	0.0%	\$0.00
101-420-2400-42120	Fuel, Oil and Fluids	\$3,750.00	\$0.00	0.0%	\$0.00
101-420-2400-43030	Engineering	\$5,000.00	\$683.37	13.7%	\$1,081.86
101-420-2400-43050	Plan Review Charges	\$1,000.00	\$0.00	0.0%	\$0.00
101-420-2400-43060	Surcharge Payments	\$0.00	-\$943.47	0.0%	-\$1,615.51
101-420-2400-43150	Inspector Contract Services	\$1,000.00	\$0.00	0.0%	\$0.00
101-420-2400-43210	Telephone	\$425.00	\$38.44	9.0%	\$34.86
101-420-2400-43310	Mileage	\$250.00	\$0.00	0.0%	\$0.00
101-420-2400-43630	Insurance	\$1,000.00	\$0.00	0.0%	\$903.41
101-420-2400-44040	Repairs/Maint Eqpt	\$750.00	\$0.00	0.0%	\$358.48
101-420-2400-44170	Uniforms	\$300.00	\$0.00	0.0%	\$0.00
101-420-2400-44300	Miscellaneous	\$500.00	\$0.00	0.0%	\$15.41
101-420-2400-44330	Dues & Subscriptions	\$200.00	\$0.00	0.0%	\$0.00
101-420-2400-44350	Books	\$200.00	\$0.00	0.0%	\$0.00
101-420-2400-44370	Conferences & Training	\$500.00	\$0.00	0.0%	\$130.00

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Account Number	Description	2011 Budget	2011 Year-to-Date (03/31/11)	2011 Percentage of Budget	2010 Year-to-Date (03/31/10)
2400	Building Inspection	\$97,428.00	\$18,606.14	19.1%	\$19,768.54
2500	Emergency Communications				
101-420-2500-43150	Contract Services	\$2,500.00	\$0.00	0.0%	\$0.00
2500	Emergency Communications	\$2,500.00	\$0.00	0.0%	\$0.00
2700	Animal Control				
101-420-2700-42030	Printed Forms	\$150.00	\$0.00	0.0%	\$0.00
101-420-2700-43150	Contract Services	\$12,600.00	\$444.00	3.5%	\$1,073.00
101-420-2700-44300	Miscellaneous	\$100.00	\$0.00	0.0%	\$0.00
2700	Animal Control	\$12,850.00	\$444.00	3.5%	\$1,073.00
420	Public Safety	\$1,070,422.00	\$90,788.89	8.5%	\$114,398.72
430	Public Works				
3100	Public Works				
101-430-3100-41010	Full-time Salaries	\$126,033.00	\$26,969.59	21.4%	\$25,845.89
101-430-3100-41030	Part-time Salaries	\$12,824.00	\$0.00	0.0%	\$0.00
101-430-3100-41210	PERA Contributions	\$10,067.00	\$1,955.27	19.4%	\$1,802.29
101-430-3100-41220	FICA Contributions	\$8,609.00	\$1,553.09	18.0%	\$1,524.85
101-430-3100-41230	Medicare Contributions	\$2,013.00	\$363.19	18.0%	\$356.68
101-430-3100-41300	Health/Dental Insurance	\$38,177.00	\$8,143.30	21.3%	\$9,576.41
101-430-3100-41510	Workers Compensation	\$13,946.00	\$11,376.00	81.6%	\$13,541.00
101-430-3100-42000	Office Supplies	\$500.00	\$0.00	0.0%	\$108.41
101-430-3100-42150	Shop Materials	\$4,000.00	\$534.80	13.4%	\$402.35
101-430-3100-42210	Equipment Parts	\$0.00	\$1,029.35	0.0%	\$0.00
101-430-3100-42230	Building Repair Supplies	\$1,000.00	\$277.46	27.7%	\$0.00
101-430-3100-42400	Small Tools & Minor Equipment	\$3,000.00	\$99.13	3.3%	\$649.05
101-430-3100-43030	Engineering Services	\$1,000.00	\$437.96	43.8%	\$92.57
101-430-3100-43150	Contract Services	\$7,500.00	\$161.00	2.1%	\$178.30
101-430-3100-43210	Telephone	\$6,375.00	\$1,803.26	28.3%	\$1,869.24
101-430-3100-43230	Radio	\$500.00	\$0.00	0.0%	\$0.00
101-430-3100-43310	Mileage	\$100.00	\$0.00	0.0%	\$0.00
101-430-3100-43630	Insurance	\$15,670.00	\$0.00	0.0%	\$14,156.37
101-430-3100-43810	Electric Utility	\$25,000.00	\$3,399.06	13.6%	\$6,443.78
101-430-3100-43840	Refuse	\$1,800.00	\$605.56	33.6%	\$397.74
101-430-3100-44010	Repairs/Maint Bldg	\$1,500.00	\$865.17	57.7%	\$869.69
101-430-3100-44040	Repairs/Maint Eqpt	\$6,000.00	\$215.29	3.6%	\$115.78
101-430-3100-44170	Uniforms	\$1,675.00	\$532.33	31.8%	\$580.68
101-430-3100-44300	Miscellaneous	\$2,000.00	\$20.25	1.0%	\$188.50
101-430-3100-44330	Dues & Subscriptions	\$150.00	\$60.00	40.0%	\$0.00
101-430-3100-44370	Conferences & Training	\$1,000.00	\$0.00	0.0%	\$0.00
101-430-3100-44380	Clean-up Days	\$7,500.00	\$0.00	0.0%	\$0.00
3100	Public Works	\$297,939.00	\$60,401.06	20.3%	\$78,699.58
3120	Streets				
101-430-3120-42120	Fuel, Oil and Fluids	\$30,000.00	\$5,476.05	18.3%	\$4,840.21
101-430-3120-42210	Equipment Parts	\$8,500.00	\$645.11	7.6%	\$148.64
101-430-3120-42240	Street Maintenance Materials	\$15,000.00	\$138.94	0.9%	\$183.40
101-430-3120-42260	Sign Repair Materials	\$3,000.00	\$0.00	0.0%	\$1,104.68
101-430-3120-43150	Contract Services	\$16,500.00	\$0.00	0.0%	\$0.00
101-430-3120-44040	Repairs/Maint Eqpt	\$5,000.00	\$0.00	0.0%	\$0.00

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3120	Streets	\$78,000.00	\$6,260.10	8.0%	\$6,276.93
3125	Ice and Snow Removal				
101-430-3125-42250	Landscaping Materials	\$1,000.00	\$0.00	0.0%	\$0.00
101-430-3125-42290	Sand/Salt	\$65,000.00	\$36,579.93	56.3%	\$56,368.35
101-430-3125-43150	Contract Services	\$7,500.00	\$0.00	0.0%	\$0.00
101-430-3125-44040	Repairs/Maint Eqpt	\$2,500.00	\$349.53	14.0%	\$1,694.64
3125	Ice and Snow Removal	\$76,000.00	\$36,929.46	48.6%	\$58,062.99
3160	Street Lighting				
101-430-3160-43810	Street Lighting	\$24,000.00	\$8,480.83	35.3%	\$4,121.39
3160	Street Lighting	\$24,000.00	\$8,480.83	35.3%	\$4,121.39
3200	Recycling				
101-430-3200-42100	Recycling Supplies	\$3,500.00	\$0.00	0.0%	\$0.00
101-430-3200-43090	Newsletter	\$4,000.00	\$0.00	0.0%	\$0.00
101-430-3200-44300	Miscellaneous	\$7,500.00	\$0.00	0.0%	\$0.00
3200	Recycling	\$15,000.00	\$0.00	0.0%	\$0.00
3250	Tree Program				
101-430-3250-43150	Contract Services	\$10,500.00	\$900.00	8.6%	\$1,992.00
3250	Tree Program	\$10,500.00	\$900.00	8.6%	\$1,992.00
430	Public Works	\$501,439.00	\$112,971.45	22.5%	\$149,152.89
450	Culture, Recreation				
5200	Parks & Recreation				
101-450-5200-41010	Full-time Salaries	\$77,977.00	\$13,921.65	17.9%	\$14,795.67
101-450-5200-41030	Part-time Salaries	\$31,162.00	\$3,257.03	10.5%	\$3,864.70
101-450-5200-41210	PERA Contributions	\$7,912.00	\$1,245.46	15.7%	\$1,167.59
101-450-5200-41220	FICA Contributions	\$6,767.00	\$1,018.42	15.0%	\$1,126.53
101-450-5200-41230	Medicare Contributions	\$1,583.00	\$238.20	15.0%	\$263.42
101-450-5200-41300	Health/Dental Insurance	\$14,852.00	\$3,156.50	21.3%	\$3,593.30
101-450-5200-41510	Workers Compensation	\$8,426.00	\$6,994.00	83.0%	\$7,253.00
101-450-5200-42000	Office Supplies	\$300.00	\$0.00	0.0%	\$0.00
101-450-5200-42120	Fuel, Oil and Fluids	\$3,000.00	\$0.00	0.0%	\$0.00
101-450-5200-42150	Shop Materials	\$750.00	\$0.00	0.0%	\$0.00
101-450-5200-42160	Chemicals	\$1,000.00	\$0.00	0.0%	\$0.00
101-450-5200-42210	Equipment Parts	\$2,500.00	\$0.00	0.0%	\$0.00
101-450-5200-42230	Building Repair Supplies	\$500.00	\$0.00	0.0%	\$0.00
101-450-5200-42250	Landscaping Materials	\$3,500.00	\$0.00	0.0%	\$0.00
101-450-5200-42400	Small Tools & Minor Equipment	\$1,000.00	\$0.00	0.0%	\$369.79
101-450-5200-43210	Telephone	\$550.00	\$106.65	19.4%	\$17.43
101-450-5200-43310	Mileage	\$100.00	\$0.00	0.0%	\$0.00
101-450-5200-43630	Insurance	\$5,500.00	\$0.00	0.0%	\$4,968.73
101-450-5200-43810	Electric Utility	\$10,164.00	\$2,785.70	27.4%	\$3,096.15
101-450-5200-43840	Refuse	\$2,500.00	\$605.56	24.2%	\$397.74
101-450-5200-44010	Repairs/Maint Bldg	\$700.00	\$0.00	0.0%	\$0.00
101-450-5200-44030	Repairs/Maint Imp Not Bldgs	\$4,000.00	\$0.00	0.0%	\$700.27
101-450-5200-44040	Repairs/Maint Eqpt	\$2,000.00	\$0.00	0.0%	\$0.00
101-450-5200-44120	Rentals - Buildings	\$5,000.00	\$61.29	1.2%	\$0.00
101-450-5200-44300	Miscellaneous	\$1,500.00	\$0.00	0.0%	\$129.50

Quarterly Report

Quarterly Report
 04/19/2011
 1:07 PM
 Periods 01 to 03
 Fiscal Year 2011 to 2011

Account Number	Description	2011 Budget	2011 Year-to-Date (03/31/11)	2011 Percentage of Budget	2010 Year-to-Date (03/31/10)
5200	Parks & Recreation	\$193,243.00	\$33,390.46	17.3%	\$41,743.82
450	Culture, Recreation	\$193,243.00	\$33,390.46	17.3%	\$41,743.82
493	Other Financing Uses				
9360	Transfers Out				
101-493-9360-47200	Transfers Out	\$182,000.00	\$0.00	0.0%	\$0.00
9360	Transfers Out	\$182,000.00	\$0.00	0.0%	\$0.00
493	Other Financing Uses	\$182,000.00	\$0.00	0.0%	\$0.00
	Expense	\$2,919,223.00	\$436,011.11	14.9%	\$518,633.96
101	General Fund	\$0.00	\$338,106.65	0.0%	\$428,150.26



MAYOR & COUNCIL COMMUNICATION

DATE: 5/03/2011
REGULAR
ITEM #: 5
DISCUSSION

AGENDA ITEM: Update from Washington County Re: Library Service Considerations

SUBMITTED BY: City Council (Follow-up from April 19th Staff Report)

THROUGH: Bruce A. Messelt, City Administrator *BAM*

REVIEWED BY: - NA -

SUMMARY AND ACTION REQUESTED: This item has been scheduled at the request of the City Administrator in order to update the City Council on efforts to retain and enhance library services for the Lake Elmo community. Though invited, no Library or County representative was available to attend tonight's discussion but did express a willingness to schedule a future discussion with the City Council, if desired.

BACKGROUND INFORMATION: Several formal meetings and informal discussions among City and County officials have led to an understanding that long-term provision of County library services in Lake Elmo remains highly vulnerable to both budgetary considerations and County-wide consolidation of services to address identified efficiencies, economies of scale and customer preferences.

On June 29th, 2010, the City Council adopted Resolution No. 2010-031 establishing a Public Library System, authorizing a Library Levy, and establishing a Public Library Board for the City of Lake Elmo. However, this Resolution could be dissolved by action of the City Council, if sufficient progress was made in discussions directed at "maintaining and improving existing library services or transferring library services from the County to the City . . ."

On August 17th, 2010, the City Council approved Resolution 2010-041 "staying establishment of a Public Library System, authorizing a Library Levy, and Establishing a Public Library Board for the City of Lake Elmo," pending outcome of further discussions with the County.

STAFF REPORT: The City Administrator and City Attorney have formally met and/or spoken with County officials on several different occasions, and have continued to research and discuss applicable legal, operational and financial implications with various representatives from the County, as well as state and regional library authorities.

Based upon the County's 2011 Library budget, efforts have been taken to structure the retention of library services at minimum maintenance levels (generally current operations) at the four smaller branch libraries for 2011. However, ongoing State budget discussions seem to imperil even completion of 2011 at current operating levels (please note County White Paper).

In addition, the County has begun discussions with each of the four communities hosting these branch libraries regarding long-term service options, alternative future service models (such as Hugo's new Kiosk system) and the possibility of transition to a new service model (please see the attached Marine on St. Croix proposal).

City action would be required to fully assume library services by June 30th, 2011 in order to collect any municipal library levy in 2011, Payable 2012. For information, here is the 2009, Payable 2010, Levy collected by Washington County for Library operations and debt service.

	Lake Elmo Tax Capacity for LTR	Rates	Levy
Library	\$ 12,580,838	1.97180655%	\$ 248,070
Library debt	\$ 12,580,838	0.23896744%	\$ 30,064

RECOMMENDATION: It is recommended the City Council review the actions and decisions undertaken and made, to date, and discuss options for future Council consideration. Appropriate staff direction is also recommended, should the City Council wish to proceed with a specific direction or action.

ATTACHMENTS:

1. Resolution 2010-031 & Resolution 2010-041
2. "Public Library Service in Washington County" – March 2011
3. Marine Library Committee Recommendation to Marine City Council – March 2011

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item & Brief Staff Report..... City Administrator
- Questions from Council to Staff..... Mayor & City Council
- Public Input, if Appropriate..... Mayor Facilitates
- Discussion..... Mayor Facilitates
- Direction or Action?..... Mayor & City Council

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

RESOLUTION NO. 2010-31

A RESOLUTION ESTABLISHING A PUBLIC LIBRARY SYSTEM, AUTHORIZING A LIBRARY LEVY, AND ESTABLISHING A PUBLIC LIBRARY BOARD FOR THE CITY OF LAKE ELMO.

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

WHEREAS, the residents of the City currently receive library services through Washington County; and

WHEREAS, the City of Lake Elmo desires to establish and operate a City Public Library Service pursuant to Minnesota Statutes § 134.07 et seq.; and

WHEREAS, it is the intention of the City of Lake Elmo to provide well managed and quality library services for the residents of Lake Elmo; and

WHEREAS, the City of Lake Elmo intends to set aside public property of the City for the benefit of the Public Library Service; and

WHEREAS, the City Council discussed the establishment and operation of a Public Library Service at its June 29, 2010 meeting.

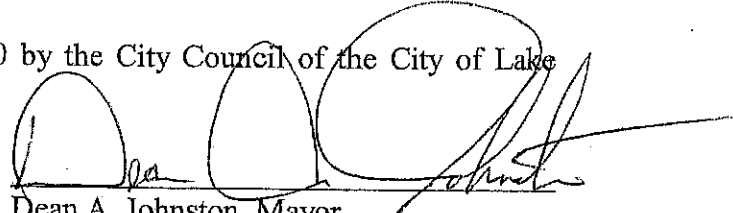
NOW, THEREFORE, IT IS HEREBY RESOLVED, the City Council of the City of Lake Elmo hereby establishes a City Public Library Service under Minnesota Statutes § 134.07 et seq., as follows:

- 1) Pursuant to Minnesota Statutes § 134.09, the City Council hereby establishes a five-person Library Board, with members to be appointed by the Mayor with the approval of the City Council from among the residents of the City.
- 2) The initial Library Board will have two residents of the City each appointed for a one-year term, two residents of the City each appointed for a two-year term, and one resident of the City appointed for a three-year term. Not more than one council member shall at any time be a member of the Library Board.
- 3) Said appointments will be effective on January 1, 2011, or a date to be determined by the City Council.

- 4) Following the initial appointment of the Library Board, all terms will be for three years, commencing on January 1 of the year the term begins, with Library Board members allowed to serve no more than three consecutive three-year terms.
- 5) The City Council will appoint an interim library director with the authority to organize and manage the Public Library System until a library director is appointed by the Library Board. The Library Board shall appoint a qualified library director and other staff as necessary, establish the compensation of employees, and remove any of them for cause.
- 6) The City Council will levy an annual tax upon all taxable property within the City for the support of the library and will place such money in a designated Library Fund.
- 7) Pursuant to Minnesota Statutes § 134.11, the Library Board shall adopt bylaws and regulations for the library, and shall have exclusive control of the expenditure of all money collected for or placed to the credit of the Library Fund, of interest earned on all money collected for or placed to the credit of the Library Fund, of the construction of library buildings, and of the grounds, rooms, and buildings provided for library purposes.
- 8) The City shall set aside certain public property to be further specified by subsequent resolution for the benefit of the Public Library Service. With the approval of the council, the Library Board may erect a library building thereon.
- 9) The City Council may create a citizens' committee, to be comprised of residents from the City of Lake Elmo, to advise the City Council and the Library Board on issues of public concern related to the City of Lake Elmo Public Library Service.

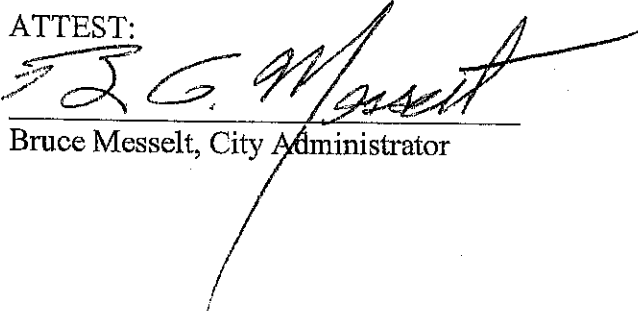
Notwithstanding the foregoing, subsequent to date of this Resolution, the City will continue good faith negotiations with Washington County for the purposes of maintaining and improving existing library services or transferring library services from the County to the City and adjusting the special levy limits therefore in accordance with Minnesota Statutes § 275.72. If within sixty (60) days of the date of this Resolution, the City and Washington County resolve to provide library services to the residents of Lake Elmo and the City Council determines that the Public Library established herein is no longer desirable for the City, the City Council may by resolution dissolve the Public Library System and Library Board. Furthermore, the establishment of the Public Library System and the Library Board herein shall be contingent upon the City's determination that there is sufficient funding for the Public Library System. If within sixty (60) days of the date of this Resolution, the City Council determines that there is not sufficient funding for the Public Library System, the City Council may by resolution dissolve the Public Library System and Library Board.

Passed and duly adopted this 29th day of June 2010 by the City Council of the City of Lake Elmo, Minnesota.



Dean A. Johnston, Mayor

ATTEST:



Bruce Messelt, City Administrator

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

RESOLUTION NO. 2010-41

*A RESOLUTION STAYING ESTABLISHMENT OF A PUBLIC LIBRARY SYSTEM,
AUTHORIZING A LIBRARY LEVY, AND ESTABLISHING A PUBLIC LIBRARY BOARD FOR
THE CITY OF LAKE ELMO.*

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

WHEREAS, the residents of the City currently receive library services through Washington County; and

WHEREAS, it is the intention of the City of Lake Elmo to provide well managed and quality library services for the residents of Lake Elmo; and

WHEREAS, the City Council passed Resolution No. 2010-031 regarding the establishment and operation of a Public Library Service at its June 29, 2010 meeting; and

WHEREAS, subsequent discussions with Washington County have led to an acceptable proposed timeline and process for advancing the objectives of the City of Lake Elmo.

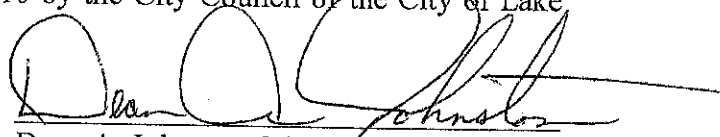
NOW, THEREFORE, IT IS HEREBY RESOLVED, the City Council of the City of Lake Elmo hereby undertakes the following:

- 1) The City Council of the City of Lake Elmo hereby stays establishment of a Municipal Public Library System pursuant to Minnesota Statutes § 134.09, including establishment of a Public Library Board.
- 2) The City Council of the City of Lake Elmo hereby stays authorization and imposition of a library levy upon all taxable property within the City, as well as the setting aside of certain public property for the benefit of the Public Library Service.
- 3) The City Council of the City of Lake Elmo extends the sixty (60)-day period for formal dissolution of Resolution No. 2010-031 for an additional one hundred and twenty (120) days.
- 4) The City Council of the City of Lake Elmo will continue good faith discussions with Washington County for the purposes of maintaining and improving existing library

services or transferring library services from the County to the City and adjusting the special levy limits therefore in accordance with Minnesota Statutes § 275.72.

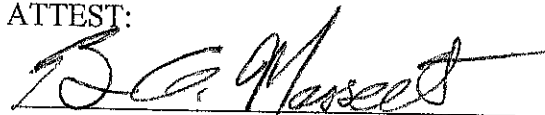
Dissolution of Resolution No. 2010-031 regarding establishment of the Public Library System and the Library Board shall be contingent upon the City's determination that there is sufficient County funding for the host community's Branch Library for 2011 or a viable alternative service arrangement of transition plan is in place. If the City Council determines that there is not sufficient funding for local library services for 2011 within either the County or City annual budgets, the City Council may by resolution dissolve the Public Library System and Library Board.

Passed and duly adopted this 17th day of August 2010 by the City Council of the City of Lake Elmo, Minnesota.



Dean A. Johnston, Mayor

ATTEST:


Bruce Messelt, City Administrator

Public Library Service in Washington County:

Maintaining Access & Quality in a Time of Fiscal Challenge, Changing Technology and User Expectations

The mission of the Washington County Library (WCL) is to enrich both the individual and the community by assisting people in their search for information, ideas, education and recreation.

As set forth in the Library's strategic framework, "2010 and Beyond," the vision of WCL is to provide leadership to preserve the best of the past and to provide access for all while seeking new ways to promote and maintain library services in Washington County.

Four strategic priorities or goals have been selected by the WCL Board that will further the Library's mission in a time of fiscal and social change. They are: 1) engage young readers; 2) provide entry to the online world; 3) promote informed, knowledgeable users; and 4) inspire curiosity.

Like all County departments, WCL finds itself in a difficult budget situation which results largely from the state budget shortfall and its impact on county services. Like most other public libraries, both local and national, WCL knows that change is in the air and in the budget. This situation leads to a re-examination of some of basic assumptions about what libraries are and what they do. From community surveys, we know that Washington County residents realize how important library services are to them.

In light of the County's financial situation, the rapid pace of technological changes that promote new types of access and changing user expectations as a result of technological innovations, change at WCL is inevitable. Fortunately, it does not mean that library service will cease or that access to the collection needs to be limited. It does mean that WCL must take advantage of the tools that technology and electronic resources have provided to it. It does mean that WCL has fewer staff and less funding available to provide traditional services at its current nine branch library locations.

To this last point here are some facts:

In 2009 WCL began the year with an adopted budget of \$6.8 M

Of this amount \$6.5 M (96%) was from property taxes

In 2011 WCL began the year with an adopted budget of \$6.5 M

Of this amount \$6.1 M (94%) is from property taxes

In 2009 WCL had a staff of 113 people [66.9 FTE and 14 shelvers]

As of March 1, 2011 WCL has a staff 98 people including 3 vacant positions [61.7 FTE plus 8 shelvers]

))

During the Great Recession libraries nationwide have seen an increase in demand for services and library materials. WCL's ability to meet even higher service level demands at its branches has been reduced as a result of staff reductions and other budget reductions. As a result there are fewer library hours, less library staff in buildings to assist the public, fewer new materials and potential safety risks for the public and staff.

2011 is projected to see further funding reductions. Specifically, the 2011 WCL budget as authorized by the County Board was constructed to include an increase in the County Program Aid from the State of Minnesota. This state property tax aid is authorized in current statute at a certain amount; however, it is very unlikely the County will receive the entire amount certified given the experience of the last few years. If the 2010 State budget reductions in County Program Aid are made permanent or simply extended for another year, the County will be forced to eliminate some of the library services funded by this aid program and possibly more depending on the extent of the total cut in state aid to the county. Based on current information about the state's budget situation, the County and WCL are starting to plan for this reduction in 2011; if it doesn't happen, so much the better **but** the Library must have a plan in place.

One final thought: In planning for the future of library services in Washington County, there are other considerations of a more long term nature that will impact the future of libraries in Washington County and the nation other than the current financial situation. WCL's long-range facilities plan looks out to 2030 and attempts to set in place a vision that encompasses the changes and challenges anticipated. First, the population growth and its various shifts must be accommodated. Second, the advances in technology within the greater society will impact how people read, how they learn and what types of virtual communities they will develop. All of these changes will also impact the public library world. Unfortunately one can only guess at the impacts right now; so WCL needs to develop a flexible model or models of service that encompass not only the traditional library but also new ways to meet demand for service, especially from the younger generations.

Library Express Service Model: A Proposal for Partnerships

For a variety of reasons, there is a need to find new service models that can expand or maintain library services that are in most demand while reducing the expense involved in staffing locations that have a low volume of service. In some instances the new models can be transitional models until an area's population grows dense enough to require a new library building; in others the models may simply expand services by providing access to library materials and programs in the more rural areas of the County. While generally referred to as "Library Express" service models, they can take several forms from automated locker systems to large vending machines (similar to Red Boxes) to other ideas still in development. There is no one model that will fit all locations needing or demanding service.

In any case the Library must find partners who will support cooperative programming and house the new service model.

A partnership could be between the County Library and another public entity or between the County Library and a private or non-profit enterprise.

In addition to the entire library collection, the County Library could provide:

- delivery services at least once per week
- programs, such as summer reading programs and author presentations, on an occasional basis
- public access computers with Internet connections
- electronic access to the Library's collection
- materials' return services.

The partner could provide:

- facility and all maintenance, e.g. refuse removal, cleaning, meeting or program space telephones and other telecommunications services needed, such as a fiber or T1 connection
- technical support for the computers if needed
- staffing which could include volunteers
- determine hours of availability
- shared space and programs, e.g. community center or coffee shop.

These and other issues surrounding a new service model(s) are open for negotiation to ensure the best service possible in a time of fiscal challenge.

--Patricia Conley, Washington County Library Director, March 2011

Marine Library Committee Recommendation to Marine City Council

Background

The Marine Library Committee (the Committee) has been asked to formulate recommendations regarding possible changes to library services now available at the Marine Branch Library of the Washington County library system. The Committee sees an important role for a library within the extended community of Marine on St. Croix/Scandia/May Township. It is recognized that use of library services is changing, including the ability for patrons to use the internet to access the County catalog and order books, the ability to download ebooks from the County or commercial sites, access to free books on various web sites. These recommendations are made with the understanding that the need to be flexible and respond to changing interests must be a part of any plan for retaining library services in Marine on St. Croix.

We appreciate Washington County including us in their strategic process reviewing the impact of potential budget reductions. While we recognize the County is mandated to provide library services to all county residents and their direction has been to place large libraries at locations accessible to many, we still believe there is value to small libraries located within walking distance or short vehicle rides from residents. Marine, being further away than most communities from the larger county libraries, depends even more on its local library. We recognize the County is facing increasing budget pressure, and want to work with the County to help formulate a model to maintain library services.

The Committee is comprised of over thirty residents from May Township, Scandia and Marine who are interested in helping ensure the continuation of library services in the Marine area. We have identified key benefits provided to the Marine/May/Scandia area by a branch library, have gathered information on and toured a variety of other small libraries, have met with County personnel to understand the County requirements for library services and to discuss anticipated budget changes. We have initiated a meeting with Marine area residents and Pat Conley, Washington County Library Director and Jim Schug, County Administrator, to discuss library services in Marine. The recommendation which follows incorporates the results of these activities.

Recommendation to the Marine Council for Retaining a Library

The Committee is suggesting a response be developed by the City and its residents, in the event library services are reduced or eliminated at the Marine Branch Library by the County. We are suggesting a short term (Phase 1), medium term and long term plan (Phases 2 and 3) be identified. By considering a long term solution in phases, local library supporters will be able to determine how well the initial phase of a partnership with the City, the County and volunteers is working, plus further evolution of library use and services, in general, will have proceeded, and both library supporters and the County will be better able to understand what library services will be needed in the future. Our recommendation reflects the Village's interest in supporting and maintaining a vital Village Center, as outlined in the Marine Comprehensive Plan, and is in keeping with the current direction of the Village Center Task Force.

Overview: The Committee is proposing a partnership between the County, the City of Marine on St. Croix and local volunteers who support the continuation of library services in the area.

- The Community Library will be funded partially through a 'Friends of the Library' type charitable organization, which will be formed to oversee the operation of the Community Library and will raise and disperse funds in support of the Community Library. In addition to the charitable organization support, the Committee is suggesting the County continue to use of the Jordan Bequest to support Marine area library services, with a proposed 4 % per year of the total asset value of the bequest directed toward annual operation.
- The City will initially provide space, cleaning of that space, telecommunication lines, and City part-time employees who will be hired to manage the Community Library and coordinate volunteer help (funding for this position will come partially through the Friends of the Library donations). The primary reason for the hiring of City staff is to satisfy the County requirements for data privacy, although it is recognized paid employees will help ensure success of the Community Library through oversight/coordination of volunteers.
- The County will provide some book/media inventory, which will be shelved at the community library and rotated on a regular basis, and will deliver/pick-up books ordered by patrons from other libraries. Computers,

shelving/tables and other depreciated assets currently in the Marine Branch Library, and hardware for self-check out/check-in will remain at the current library site in Marine. The County will also continue to provide access to MELSA services.

- We are suggesting the County create a new role, that of a 'Library Extension Agent' who will visit the Community Library periodically to enhance the partnership between the City and the County Library system, providing volunteer training (library catalog, checking books/media in and out of system, shelving procedures, etc.), information on new books, and outreach activities (book clubs, children's activities, etc).
- Volunteers will help staff the Community Library, both to ensure safe working conditions for a City employee (by being present during those hours when the library is open but City offices are not), and to help with the operation (shelving, book/media sorting, etc) of the Community Library.

Additional details of the Phase 1 concept:

A Friends of the Marine Library (FOML) will be formed to oversee the operation of the Community Library, including some of the funding. This 501c3 organization will raise funds to create an endowment, and if necessary will raise annual operating support, and will commit to directing funding to the City for the hiring of a City part time employee to manage/coordinate the Community Library. Once this recommendation is adopted by the City of Marine, the formation of the FOML will proceed (by laws created, Board members identified, etc.) so that the organization is ready to initiate Phase 1, when required.

The City will commit to allowing the Community Library to remain in some or all of the space currently housing the Marine Branch Library in the Village Hall, at least during Phase 1 of this recommendation. The City will provide telecommunication service to the Community Library space on an annual basis. The City will provide a part time City employee(s) to coordinate the Community Library operation, including helping operate the self-check terminal, signing up new county library patrons, coordinate funding needs with FOML, coordinate the volunteer scheduling, etc. It should be noted that a City employee(s) is primarily being proposed in order to satisfy the County requirements for library data privacy. If the County suggests that another solution to this issue is possible, such as signed confidentiality waivers by volunteers, the need for a City

employee(s) will be reduced. However, success of the Community Library concept will be enhanced with paid staff, especially since in a small community such as Marine on St. Croix volunteers are often over-committed and coordination of volunteers will help ensure smooth operation.

Volunteers from May, Scandia and Marine will both serve as active members and Trustees of the FOML. They will provide staffing hours and operational oversight to the Community Library, as well as provide fund-raising ideas and manpower, and critical financial support.

A partnership between a library sciences academic program, such as the one offered by St. Catherine University in St. Paul, will be investigated by the FOML. The hope is that an internship program might be developed to both help the college program and its students, and the Community Library.

Proposed Operation

It is proposed the Community Library will be open for 20 hours a week, which is same as the current number of branch library operating hours. However, the schedule will include hours on Saturday and evenings, to help encourage use by families and patrons who work outside of the area. It is believed that this re-configuration of operating hours will meet the needs of the community regarding prompt picking-up of their book/media requests.

Budget

The estimated expenses for the annual operation of the Community Library is as follows:

Compensation	\$18,200
Supplies/Misc.	\$ 800
Total Expenses	\$19,000

*These estimated expenses do not include any new book/media purchases, it is assumed those will continue to be provided by the County Library.

The estimated Sources of Funding for the annual operation of the Community Library are as follows:

Jordan Bequest (4% withdrawal rate)	\$12,000
Friends of Library Annual Contribution	\$ 4,000
<u>Washington County Support</u>	<u>\$ 3,000</u>
Total Funding	\$19,000

Savings to the County

We recognize the County anticipates needing to cut or eliminate some library services, and their strategic direction has been to direct funding to larger libraries within the County. While Committee members may question the strategic direction, seeing a value in the continuance of local library services, we recognize the difficult position the County is facing. The recommended partnership between the County, the City and volunteers will allow the County to direct most of the staffing dollars and operational budget previously directed to the Marine Branch Library, toward other purposes. During the most recent tax year, the City of Marine residents contributed about \$32,000 in tax levy toward County library services, with the contribution of residents who live in May Township and Scandia but who are considered in the Marine Branch Library service area contributing more, perhaps for a total contribution of between \$100,000 - \$150,000 (it is difficult to identify the actual total as the figure is dependent upon property values and a more careful analysis would be very labor intensive). The County has estimated the direct costs required to operate the Marine Branch Library are around \$100,000 ('overhead' expenses not included). Our recommendation, if accepted, would reduce the direct contribution from the County to only on-going inventory support (used throughout the County library system by all patrons), transportation costs associated with dlivery/pick-up of books both ordered through the catalog and for shelving purposes, and a Library Extension Agent (estimated 6 hours including transportation, bi-weekly).

Jordan Bequest

Mrs. Jordan's generous gift to Washington County, to be used for the benefit of the Marine Library, has been prudently managed by the County. We are recommending the bequest be used to support the operation of the Community Library during Phase 1, as we believe this use will be for a public good and would be in keeping with Mrs. Jordan's intent. The idea of using the bequest to

purchase and install a kiosk delivery system has been previously discussed, and could be pursued. However, this idea is not currently a part of the Committee's recommendation, as it was felt the estimated \$50,000 investment might be better used to support the operation of the Community Library as outlined. We would suggest the kiosk system be further tested at the Hugo location and the results of this testing, along with a review of the success of the Community Library concept in Marine, once implemented, will help the County and the FOML determine if the kiosk approach is suitable for the Marine area in the future.

Phase 2

As part of this recommendation, the City will allow the current Branch Library space to be used for the Community Library. The Restoration Society has retained an engineering firm to complete a review of the Village Hall and make recommendations regarding future maintenance and operation of the Hall. The City has also recognized the need to improve storage of City property, including historic City records, which are currently housed in the basement of the Village Hall, and has indicated some desire to return to holding meetings, including the monthly Council meeting, in the Council Chambers. When the information from the structural review is available, it is anticipated the City and the Restoration Society will develop a maintenance and use plan for the next twenty years of Village Hall operation. If part of that plan requires a different use of the library space, the FOML would work to identify another location for a Community Library. At that time, the investment in a kiosk delivery system may be pursued.

Phase 3

The Committee has identified other possible models for a Community Library in Marine, and these discussions have included partnerships between a Community Library and other entities such as the Stone House Museum, the Minnesota Historical Society, commercial businesses, the Community Education department of Stillwater Schools, and others. It appears the condition of the Stone House Museum and its exhibits is of special concern. Once the operation of a Community Library has been established, the FOML may work with other community organizations to investigate other options for a future co-location of the Community Library.

rwb 3/7/11

April 28th, 2011: Communication with Washington County Regarding Library Services

As explained in our prior meetings, the county's 2011 library budget does call for the continuation of all the existing library locations in the county. However, the 2011 library budget as authorized by the County Board was constructed to include the state property tax aid that is authorized in current statute at a certain amount; however, it is very unlikely the County will receive the entire amount certified given the experience of the last few years. If the 2010 State budget reductions in County Program Aid are made permanent or simply extended for another year, the county will be forced to eliminate some of the library services funded by this aid program and possibly more library services depending on the extent of the total cut in state aid to the county. As a result, the county has begun discussions with communities in which the smaller branch libraries are located.

As you may have read in recent newspapers, elements of a mutual agreement are being discussed in the cities of Marine and Newport. So, we thought it might be helpful to outline these elements for your consideration.

The elements of an agreement with the Marine Library Association are that Marine remains part of the county levy for library services and the county will provide certain library services at a location determined and managed by the city estimated at this time to be approximately 20 hours per week.

Marine: pays for rent or provides space rent free, provides maintenance services for space, provides location for an exterior access kiosk and book return, 2 part time city staff to provide oversight of city volunteers; open on a schedule to be determined by the city with at least one paid city staff at all times the location is open which is supplemented by volunteers recruited and supervised by the city, and telecommunication access.

The county: draws down Jordan trust over time and provides kiosk and book return, computers, financial oversight of Jordan trust, a small collection, and rotating or periodic programming.

Both: Effective 8/1/2011 with an evaluation at the end of 12/2012.

The elements of an agreement with the City of Newport are not are far along as with Marine.

Even though the City of Lake Elmo has voted to create their own library in 2011, the county's current library budget does include funding to keep the library open throughout 2011. Again, this budget is predicated upon the county receiving the full state allocation of County Program Aid.

If the City of Lake Elmo would like to consider something different than assumption of library services in 2011, the Marine elements could be the foundation for an agreement. Such a proposal would have a location in the City of Lake Elmo open on a schedule determined by the

city to which the county library system provides certain services and the city remains in the county library levy tax.

The City of Lake Elmo: pays for rent or provides space rent free, provides maintenance services for space, provides location for exterior access kiosk and book return for a xxx number of years, city staff covering a schedule to be determined by the city with at least one paid city staff on duty at all times the location is open, which is supplemented by volunteers recruited and supervised by the city, and provide telecommunication access.

The county: continues library service to all Lake Elmo residents and provides kiosk and book return, delivery and pick up of book orders through on-line catalog, computers, a small collection, and rotating or periodic programming

Both: an evaluation at the end of a period to be determined but after at least one year of operation of the new model.

I hope that this information will allow the City of Lake Elmo to provide more specific direction at their Tuesday meeting for our future discussions. Should our team set another meeting as a follow up to next Tuesday's City Council discussion?

Molly O'Rourke,
Deputy Administrator
Washington County

LIB	Library	2009 Actual	2010 Actual	2011 Adopted	2011 YTD	2012 Base Given	2012 Dept Propd	2012 Bd Adoptd	2012-2011 Difference	Change
	REVENUES									
510000.	Real Estate Current	5,740,940-	5,871,400-	6,066,800-					6,066,800	100-%
512000.HACA	County Program Aid	590,928-								0 %
	Total Levy Revenue	6,331,868-	5,871,400-	6,066,800-					6,066,800	100-%
513000.	Real Estate Delinquent	97,077-								0 %
	Total Other Taxes	97,077-								0 %
	Total Licenses & Permits									0 %
	Subtotal Federal Grants									0 %
535000.PILT	SSR PYMT in Lieu of Tax	8,236-								0 %
	Subtotal State Grants	8,236-								0 %
536000.MELSA	MELSA Grant	83,135-	82,731-	122,000-					122,000	100-%
536000.MISC	Misc Agencies	100,293-	101,359-	70,000-	84,472-				70,000	100-%
	Subtotal Local Grants	183,428-	184,090-	192,000-	84,472-				192,000	100-%
	Total Intergovernmental Rev	191,664-	184,090-	192,000-	84,472-				192,000	100-%
541000.	Fees for Svcs - Other	7,846-	4,773-		35-					0 %
542000.	Fees for Contracted Svcs	27,042-	29,722-	25,000-	7,297-				25,000	100-%
545000.	Collection Service Fees	45,038-	57,586-	71,000-	32,862-				71,000	100-%
	Total Fees for Services	79,926-	92,081-	96,000-	40,194-				96,000	100-%
	Total Fines & Forfeitures									0 %
560000.	Interest Earnings	4,812-	7,187-	4,600-	2,022-				4,600	100-%
	Total Investment Earnings	4,812-	7,187-	4,600-	2,022-				4,600	100-%
	Total Rents & Royalties									0 %
581000.	NSF Uncollectible	113	50-							0 %

LIE Library

	2009 Actual	2010 Actual	2011 Adopted	2011 YTD	2012 Base Given	2012 Dept Propd	2012 Bd Adoptd	2012-2011 Difference	% Change
582000- Restitution & Recovery	102,523-	84,230-	90,000-	26,483-				90,000-	100-%
583000- Misc Sales W/O Sales Tax	48	147						0 %	0 %
584000- Misc Sales W/Sales Tax	52,409-	58,373-	61,000-	14,379-				61,000-	100-%
585000- Misc Other Revenue	33,032-	46,551-	15,000-	34,208-				15,000-	100-%
586000- Donations & Contributions	187,803-	192,655-	168,500-	75,070-				168,500-	100-%
Total Misc Revenue									
	561,282-	476,013-	461,100-	201,758-				461,100-	100-%
Total Non-Levy Revenue									
	6,893,150-	6,347,413-	6,527,900-	201,758-				6,527,900-	100-%
TOTAL REVENUE									
EXPENDITURES									
600100- Direct Material	774,967	639,658	766,800	148,763				766,800-	100-%
600400- Board Meeting Per Diem	140	245	500					500-	100-%
600500- Client Exp Reimb w/Recpts	55							0 %	0 %
601055- DP Electrical Services	5,371	1,878						0 %	0 %
601056- DP Electrical Repairs	1,039							0 %	0 %
602005- Dir Pmt Svcs - Misc	73,835	77,438	65,000	14,741				65,000-	100-%
Total Direct Payments	855,407	719,219	832,300	163,504				832,300-	100-%
610800- Temporary Staff	45,898	44,597	27,900	12,707				27,900-	100-%
610900- Special Project Staff	10,359							0 %	0 %
614000- Regular Pay	2,932,650	2,885,982	2,951,700	697,682				2,951,700-	100-%
615000- Overtime Pay	113	364		73				0 %	0 %
614820- Jury Duty Reimb	10-							0 %	0 %
Total Wages	2,989,010	2,930,943	2,979,600	710,462				2,979,600-	100-%
615100- FICA (Social Security)	224,052	216,077	217,800	56,033				217,800-	100-%
615200- PERA (Public Retirement)	197,149	200,913	204,500	54,213				204,500-	100-%
615300- Group Medical Insurance	253,934	251,633	264,000	74,413				264,000-	100-%
615400- Employee Medical Pool	70,990	67,274	67,300	21,260				67,300-	100-%
615500- Group Life Insurance	5,544	4,035	4,300	1,163				4,300-	100-%
615600- Group LTD Ins	15,777	9,507	9,800	2,298				9,800-	100-%
615800- Employer Liab Funding	245,425	245,470	252,100	63,024				252,100-	100-%
616000- Unemployment Comp	278-							0 %	0 %
Total Benefits	1,016,593	994,909	1,019,800	272,404				1,019,800-	100-%
Total Wages & Benefits	4,005,603	3,925,852	3,999,400	982,866				3,999,400-	100-%

Washington County Minnesota
2012 Budget Review by DEPT
Level 7

For the Period Ending December 31, 2012

83500
BD
BUDEFILD7

LIB Library

	2009 Actual	2010 Actual	2011 Adopted	2011 YTD	2012 Base Given	2012 Dept Propd	2012 Ed Adoptd	2012-2011 Difference	Change

Total Other Operating Expense									
622100.	84	64		36					0 \$
622500.	12,881	9,668	8,000	1,915				8,000-	100-\$
622600.	720	220						0 \$	0 \$
623000.	419							0 \$	0 \$

Total Employee Expenditures	14,104	8,952	8,000	1,951				8,000-	100-\$

Total County Vehicle Expense									

530100.	15,892								0 \$
530400.	125	130							0 \$
530470.	21,237	22,891	25,900	5,295				25,900-	100-\$

Total Other Services & Chgs	37,314	23,021	25,900	5,295				25,900-	100-\$

640000.			118,400					118,400-	100-\$
642000.	115,018	89,452	86,500	23,436				86,500-	100-\$
642900.	1,224,055	1,220,007	1,105,300	303,382				1,105,300-	100-\$
643000.	2,696	3,194		701				0 \$	0 \$
644000.	2,447	2,119		1,140				0 \$	0 \$
645000.	1,032	1,248		455				0 \$	0 \$
648000.	9,888	7,472		1,611				0 \$	0 \$

Total Facilities	1,355,196	1,323,502	1,310,200	330,725				1,310,200-	100-\$

651000.	89,237	76,400	67,000	17,491				67,000-	100-\$
654000.	369-	10		10-				0 \$	0 \$
657100.	45,176	69,631	105,400	12,230				105,400-	100-\$
657200.	9,152	8,870	14,700	3,455				14,700-	100-\$
657400.	106,987	97,589	124,000	49,796				124,000-	100-\$

Total Supplies & Minor Equip	250,183	252,500	311,100	82,972				311,100-	100-\$

Total Operating Expenses	1,656,797	1,607,975	1,655,200	420,943				1,655,200-	100-\$

674000.		8,903							0 \$
674050.	17								0 \$
674110.	7,770	26,532	41,000	39,225				41,000-	100-\$
674210.	7,750								0 \$

Total Capital Expenditures	15,537	35,435	41,000	39,225				41,000-	100-\$

For the Period Ending December 31, 2012

LIB Library

	2009 Actual	2010 Actual	2011 adopted	2011 YTD	2012 Base Given	2012 Dept Propd	2012 Bd Adoptd	2012-2011 Difference	% Change
Total Debt Service	6,533,344	6,288,481	6,527,900	1,606,538				6,527,900 - 100-%	0 %
TOTAL EXPENDITURES									
EXCESS REVENUE OVER EXPENSES	359,806-	58,932-		1,404,780					0 %

OTHER FINANCING SOURCES

Bond Par:

Total Bond Par

OTHER FINANCING USES

Other Financing Sources/Uses

FUND BALANCE

359,806-	58,932-		1,404,780						0 %
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MAYOR & COUNCIL COMMUNICATION

DATE: 5/03/2011
REGULAR
ITEM #: 6
MOTION

AGENDA ITEM: Authorize Contract for Cleaning Services

SUBMITTED BY: Sharon Lumby, City Clerk
Tom Bouthilet, Finance Director

REVIEWED BY: Bruce Messelt, City Administrator *BACK*

SUMMARY AND ACTION REQUESTED: It is respectfully requested that the City Council authorize the City to enter into a contract for cleaning services at the City Hall and the City Hall Annex. Following City procurement policies, the lowest responsible Bidder is recommended via the following motion:

“Move to authorize the City to enter into a contract with Coverall of the Twin Cities for cleaning services for City Hall and City Hall Annex

BACKGROUND INFORMATION: The City of Lake Elmo is seeking cleaning services for City Hall and the City Hall Annex. In particular, the City seeks weekly cleaning services and specific monthly or quarterly cleaning services for the City Council chambers, the City hall entrance, lobby, restrooms, offices and support areas, and the City Hall Annex entrance/lobby, restroom, offices and support areas.

STAFF REPORT: The City has received three bids for cleaning services. All were deemed as responsible bids, though some specific requirements remain to be verified for some of the bidders (bonding and insured). The cost comparison is as follows:

<u>Service Provider</u>	<u>Proposed Monthly Cost</u>
Coverall of the Twin Cities	\$ 321.38
Diane Rud	\$ 388.33
Tower Cleaning Systems	\$ 395.00

If the City Council recommends Coverall of the Twin Cities, the total annual savings would be \$803.40. The City's current provider, Ms. Diane Rud, is a Lake Elmo resident who has provided cleaning services since 1990 with no increase.

RECOMMENDATION: Staff has provided the above information for Council consideration and recommendation. Following City procurement policies, the lowest responsible Bidder is recommended via the following motion:

“Move to authorize the City to enter into a contract with Coverall of the Twin Cities for cleaning services for City Hall and City Hall Annex

Alternatively, the City Council does have the authority to table this item or deviate from its procurement policy, as is reasonably and defensibly in the best interest of the City. For instance, procurement policy does allow for “local preference” as a tiebreaker for similarly priced and proposed services. Should the Council wish, an alternative motion would be as follows:

“Move to award contract for cleaning services to _____.”

ATTACHMENTS: RFP for Cleaning Services (actual Bids received are available for Council member review prior to the meeting).



City of Lake Elmo

3800 Laverne Avenue North • Lake Elmo, MN 55042 • www.lakeelmo.org
Phone: (651) 777-5510 • Fax: (651) 777-9615

March 25, 2011

Request for Proposals for Cleaning Services

I. PURPOSE

The City of Lake Elmo, MN is requesting proposals for Cleaning Services for its City Hall from individuals/companies experienced in such services.

II. PROJECT

The City of Lake Elmo seeks Cleaning Services for City Hall and the City Hall Annex. In particular, the City seeks weekly Cleaning Services and specific monthly or quarterly Cleaning Services for the City Council Chambers, the City Hall entrance, lobby, restrooms, offices and support areas, and the City Hall Annex entrance/lobby, restroom, offices and support area.

III. BACKGROUND

The City of Lake Elmo, MN is located in central Washington County. Growth and significant residential and commercial/employment development is projected for the City's Old Village and I-94 Corridor over the next several years, based upon the City's Comprehensive Plan to introduce enhanced municipal utility services to a significant portion of the community. Lake Elmo's 2010 population was estimated at approximately 8,000; expected to grow to 24,000 by 2030. Currently, some 2,500 households are situated across the City's 24 square miles, comprised of rolling farmland, rural residential and open-space developments, large park preserves, a modest Old Village, and two newer business parks.

The City operates under a statutory form of government consisting of a four member City Council and a Mayor. The City Council is responsible for adopting the City's budget and tax levy, adopting resolutions and ordinances, all hiring and firing decisions, policy making, development and growth planning, and overall direction of the City. In addition to providing general government services, the City offers a range of other services including fire protection, building and other safety inspections, planning and zoning, parks, street maintenance, snow removal, infrastructure maintenance and repair, and others. The City provides limited municipal water and sewer services that will be expanded in the coming years.

IV. PROCESS

The City will use the following process for selecting the Project Service Provider:

- A. The City Administrator and selected staff will review all proposals received. Interviews, either by telephone or in person, may or may not be held, depending upon the quality and quantity of responses received.
- B. The City Administrator will forward to the Personnel Subcommittee one or more proposals for their review, based upon who would best meet the City's needs.
- C. Pending a mutually agreeable contract arrangement, the City Council will execute an Annual Services Contract with the person/firm selected to provide the services indicated.

V. GENERAL INSTRUCTIONS

- A. Responses must provide complete information as described in this request. One (1) copy shall be submitted via email, fax or in writing no later than 4:00 PM on Friday, April 1st, 2011. Please forward proposals to:

City Administrator
City of Lake Elmo, MN
3800 Laverne Avenue N.
Lake Elmo, MN, 55042
O: (651) 777-5510
F: (651) 777-9615
bruce.messelt@lakeelmo.org

- B. To ensure fairness and uniformity, persons/firms submitting responses are requested to not contact City staff or City Council members. Written questions about this RFP may be sent by e-mail to bruce.messelt@lakeelmo.org prior to the submission deadline. Responses will be shared with all interested responders to the RFP.
- C. The City will not reimburse any expenses incurred by the firm submitting a response including, but not limited to, expenses associated with the preparation and submission of the response and/or attendance at interviews, if required.
- D. The City reserves the right to reject any and all proposals, to request additional information from any and all Proposers and to suggest modifications to the terms and conditions of an agreement from that offered by a Proposer.

VI. REQUIRED CONTENTS OF RESPONSE

- A. Professional Background: A brief history of individual's/company's background and experience, including nature of the work undertaken and any areas of specialty.
- B. Names, telephone numbers, and contact person of at least five (5) client references, at least two (2) of which shall be cities or other similar organizations (e.g. offices).
- C. Copies of appropriate licenses, bond and insurance certificates for company and/or individual(s) who will be responsible for execution of the contract.
- D. Fees: Please indicate the rate (hourly, weekly, monthly, annual, other) for all Lead and Support Staff that may be working on the contract. Alternatively, firms/individuals may propose a single, combined rate for all services.
 1. Respondents shall indicate all other costs and reimbursable expenses.
 2. Respondents shall provide an estimated weekly cleaning fee, based upon its assessment of the project description contained herein. Same for special monthly and quarterly services.
 3. The City is open to exploring alternative fee arrangements other than hourly rate (e.g. project rate). Please indicate any alternate billing arrangements you would be willing to consider and under what circumstances they would be most appropriate.
 4. The City of Lake Elmo, MN requests monthly billing statements which:
 - Itemize the date of services
 - Identify the personnel providing the services
 - List the time spent
 - Provide a description of the services performed
 - State the fees for those services
 - Organize billing on the basis of activity and City contact

VII. SERVICES REQUIREMENTS

Following are the primary responsibilities for the services required for this Contract. While this list is an attempt to identify the major areas of representation, it is not intended to be an all encompassing list. For City Hall and the City Hall Annex:

Weekly Services

Entrances - Each Weekly Service Visit:

1. Spot clean walls, doors and light switch plates
2. Spot clean entry door glass and sidelight panels
3. Full vacuuming/mats
4. Dust high, medium and low horizontal surfaces

Lobby/Reception Area - Each Weekly Service Visit:

1. Spot clean walls and doors
2. Spot clean interior lobby/reception area glass
3. Arrange furniture neatly and spot clean tables and stands
4. Arrange magazines or other publications neatly
5. Full vacuuming of mats and carpet
6. Wipe entire counter with disinfectant cleaner
7. Dust high, medium, and low horizontal surfaces

Hallways/Aisles - Each Weekly Service Visit:

1. Spot clean walls, doors and light switch plates
2. Clean and sanitize drinking fountains
3. Full vacuuming of carpeting and/or mats

Offices - Each Weekly Service Visit:

1. Empty trash and replace liners as needed
2. Recycle as directed
3. Spot clean walls, doors and light switch plates
4. Vacuum traffic areas
5. Dust personal areas (credenzas, desks, etc.)
6. Clean and sanitize telephones using disinfectant cleaner

Council Chambers - Each Weekly Service Visit:

1. Empty trash and replace liners as needed
2. Spot clean walls, doors and light switch plates
3. Clean conference table and neatly arrange chairs
4. Full Vacuuming
5. Dust high, medium and low horizontal surfaces
6. Water plants

Lunchroom Areas - Each Weekly Service Visit:

1. Empty trash and replace liners as needed
2. Recycle as directed
3. Spot clean walls, doors and light switch plates
4. Clean exterior and interior of microwave
5. Clean coffee station
6. Clean countersink with disinfectant cleaner
7. Spot clean trash receptacle
8. Full vacuum of carpeting
9. Dust

Rest Rooms - Each Weekly Service Visit:

1. Empty trash and replace liners as needed
2. Spot clean walls, partitions and doors
3. Clean and re-stock rest room dispensers
4. Clean and polish rest room mirrors
5. Clean and sanitize all rest room fixtures
6. Wet mop surface floors wall-to-wall, corners, egests, and around partitions with disinfectant cleaner

Monthly Services

Lunchroom Areas - Each Monthly Service:

1. Clean interior of refrigerator monthly

Rest Rooms - Each Monthly Service:

1. Pour disinfectant cleaner into floor drains monthly
2. Vacuum, or dust ceiling vents, lights, etc. monthly

Quarterly Services

City Hall & Annex - Each Quarterly Service

1. Dust blinds and wash windows, interior and exterior
2. Vacuum, brush, or wipe furniture and dust chair base

VII. ANTICIPATED TIMELINE

Following is the anticipated schedule the City expects to utilize for selecting the Service Provider. This is a tentative schedule and is subject to change.

1. March 25th, 2011 Distribute RFP
2. April 1st, 2011 (4:00 p.m.) Deadline for receipt of RFP
3. Week of April 4th, 2011 Review proposals and rank preferred Service Provider
4. Week of April 11th, 2011 Review by Personnel Subcommittee
5. April 19th, 2011 Recommendation to City Council
6. May 1st, 2011 Begin Contract

Attest: BAM 3/22/11



MAYOR & COUNCIL COMMUNICATION

DATE: 05/03/2011
REGULAR
ITEM #: 7
DIRECTION/MOTION

AGENDA ITEM: Review Forestry Consulting Contract/Consider RFP

SUBMITTED BY: Mayor and Council Request

THROUGH: Bruce Messelt, City Administrator *BM*

REVIEWED BY: Sharon Lumby, City Clerk

SUMMARY AND ACTION REQUESTED: As part of its scheduled review of contracted services, the City Council is asked to review and, if desired approve the proposed RFP for Forestry Consulting Services. If the Council is satisfied with the current contract, no specific motion or action is needed. However, if the draft RFP is acceptable and solicitation of Forestry Consulting Services is desired, the suggested motion would be as follows:

SUGGESTED MOTION: *“Move to solicit for Forestry Consulting Services for the remainder of 2011 and beyond via the proposed RFP.”*

BACKGROUND INFORMATION: The City of Lake Elmo has authority and some general responsibility to provide for basic Forestry Consulting Services. In the past, this has included approximately \$10,000 - \$15,000 in annual expenditures. With recent Council approval, the annual City expenditure has been augmented with grant funds for specific project (such as Sunfish Lake Park Prairie Restoration).

The current 2011 Forestry Consulting Contract is in place. Under City policy, the City Council is to review the current contracted services (every 3 years) and determine if solicitation via a new RFP is warranted. In reviewing the current contract, no significant issues with the Service provider or services provided are noted. To the contrary, both the services provided and the service provider have received predominantly positive comments from residents and staff.

STAFF REPORT: Attached please find a proposed RFP for Forestry Consulting Services. Based upon experience and historical use, it is recommended that the elements of the current contract be kept in place, with an annual budget determined by the City Council

(notwithstanding case-specific Council-approved solicitation of additional grant funds). This has helped limit City expenditures.

City Staff are available prior to, at or subsequent to the Meeting to address specific questions or comments from City Council Members.

RECOMMENDATION: Based upon the above background information it is recommended that the City Council review the current Forestry Consulting Contract and determine if solicitation for future services is warranted via the proposed RFP. If so, the suggested motion would be as follows:

“Move to solicit for Forestry Consulting Services for the remainder of 2011 and beyond via the proposed RFP.”

Alternatively, the City Council does have the authority to further discuss and review this item and/or alter the proposed RFP prior to taking action. If the latter, the suggested motion would be:

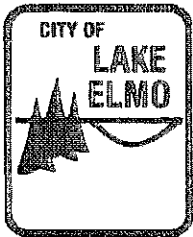
“Move to solicit for Forestry Consulting Services for the remainder of 2011 and beyond via the proposed RFP [as amended at tonight’s meeting].”

ATTACHMENTS:

1. Draft RFP for Forestry Consulting Services
2. 2010 Report from Forestry Consultant
3. Base Forestry Services Contract

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item & Report City Administrator
- Questions from Council to Staff Mayor & City Council
- Public Input, if Appropriate Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion Mayor Facilitates
- Action on Motion Mayor & City Council



City of Lake Elmo

3800 Laverne Avenue North • Lake Elmo, MN 55042 • www.lakeelmo.org
Phone: (651) 777-5510 • Fax: (651) 777-9615

May 2011

Request for Proposals for Forestry Consulting Services

I. PURPOSE

The City of Lake Elmo, MN is requesting proposals for Forestry Consulting Services from individuals/companies experienced in such services.

II. PROJECT

The City of Lake Elmo seeks a contract for Forestry Consulting Services. In particular, the City seeks limited Forestry Consulting Services for the community, including in the areas of maintenance of Public Trees, Education and Outreach, and community-wide approaches to Tree Protection and Disease Management, all in accordance with City Ordinances and State law.

III. BACKGROUND

The City of Lake Elmo, MN is located in central Washington County. Growth and significant residential and commercial/employment development is projected for the City's Old Village and I-94 Corridor over the next several years, based upon the City's Comprehensive Plan to introduce enhanced municipal utility services to a significant portion of the community. Lake Elmo's 2010 population was estimated at approximately 8,000; expected to grow to 24,000 by 2030. Currently, some 2,500 households are situated across the City's 24 square miles, comprised of rolling farmland, rural residential and open-space developments, large park preserves, a modest Old Village, and two newer business parks.

The City operates under a statutory form of government consisting of a four member City Council and a Mayor. The City Council is responsible for adopting the City's budget and tax levy, adopting resolutions and ordinances, all hiring and firing decisions, policy making, development and growth planning, and overall direction of the City. In addition to providing general government services, the City offers a range of other services including fire protection, building and other safety inspections, planning and zoning, parks, street maintenance, snow removal, infrastructure maintenance and repair, and others. The City provides limited municipal water and sewer services that will be expanded in the coming years.

IV. PROCESS

The City will use the following process for selecting the Project Service Provider:

- A. The City Administrator and selected staff will review all proposals received. Interviews, either by telephone or in person, may or may not be held, depending upon the quality and quantity of responses received.
- B. The City Administrator will forward to the Personnel Subcommittee one or more proposals for their review, based upon who would best meet the City's needs.
- C. Pending a mutually agreeable contract arrangement, the City Council will execute an Annual Services Contract with the person/firm selected to provide the services indicated.

V. GENERAL INSTRUCTIONS

- A. Responses must provide complete information as described in this request. One (1) copy shall be submitted via email, fax or in writing no later than 4:00 PM on Friday, May 27th, 2011. Please forward proposals to:

City Administrator
City of Lake Elmo, MN
3800 Laverne Avenue N.
Lake Elmo, MN, 55042
O: (651) 777-5510
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bruce.messelt@lakeelmo.org

- B. To ensure fairness and uniformity, persons/firms submitting responses are requested to not contact City staff or City Council members. Written questions about this RFP may be sent by e-mail to bruce.messelt@lakeelmo.org prior to the submission deadline. Relevant responses/clarifications will be shared with all interested responders to the RFP.
- C. The City will not reimburse any expenses incurred by the firm submitting a response including, but not limited to, expenses associated with the preparation and submission of the response and/or attendance at interviews, if required.
- D. The City reserves the right to reject any and all proposals, to request additional information from any and all Proposers and to suggest modifications to the terms and conditions of an agreement from that offered by a Proposer.

VI. REQUIRED CONTENTS OF RESPONSE

- A. Professional Background: A brief history of individual's/company's background and experience, including nature of the work undertaken and any areas of specialty.
- B. Names, telephone numbers, and contact person of at least five (3) client references, at least two (1) of which shall be a city or other similar organization.
- C. Copies of appropriate licenses, bond and insurance certificates for company and/or individual(s) who will be responsible for execution of the contract.
- D. Fees: *This is a current annual contract with a budgeted maximum of \$10,000 (plus approved grant awards in excess of such).*

Please indicate the rate (hourly, weekly, monthly, annual, other) for all Lead and Support Staff that may be working on the contract. Alternatively, firms/individuals may propose a single, combined rate for all services.

1. Respondents shall indicate all other costs and reimbursable expenses.
2. Respondents shall provide an estimated monthly fee, based upon its assessment of the project description contained herein. Same for special services.
3. The City is open to exploring alternative fee arrangements other than hourly rate (e.g. project rate). Please indicate any alternate billing arrangements you would be willing to consider and under what circumstances they would be most appropriate.
4. The City of Lake Elmo, MN requests monthly billing statements which:
 - Itemize the date of services
 - Identify the personnel providing the services
 - List the time spent
 - Provide a description of the services performed
 - State the fees for those services
 - Organize billing on the basis of activity and City contact

VII. SERVICES REQUIREMENTS

Following are the primary responsibilities for the services required for this Contract. While this list is an attempt to identify the major areas of representation, it is not intended to be an all encompassing list.

Forestry Consulting Services

1. Maintenance of Public Trees – Work with City officials and approved organizations in evaluating public trees and related public activities which may impact such, including

Boulevard Trees, Parks, Public Trails and Trail Right-of-Ways, Utility Easements, and Construction Activities.

2. Education/Outreach – Work with City officials and approved organizations in general community education and outreach, including in such areas as Newsletter and online Articles, Tree City USA and Arbor Day activities, periodic Seminars/Workshops (as approved and budgeted), and responses to citizen inquiries.
3. Tree Protection – Assist in Conservation and Damage Prevention & Recovery efforts, including Disease and Pest Management for public property and, as reasonably prudent, private property.
4. Utilization of appropriately identifiable and competent personnel trained in Forestry Consulting Services.
5. Use of City Ordinances, authorities, forms and receipts in executing these services.
6. Coordinating with City officials and approved organizations in executing these services.
7. Assumption of liability for all negligence or improper service provision and indemnification and defense of the City against any lawsuits arising thereof.

VII. ANTICIPATED TIMELINE

Following is the anticipated schedule the City expects to utilize for selecting the Service Provider. This is a tentative schedule and is subject to change.

- | | |
|---------------------------|--|
| 1. May 6th, 2011 | Distribute RFP |
| 2. May 27th, 2011 | (4:00 p.m.) Deadline for receipt of RFP |
| 3. Week of May 30th, 2011 | Review proposals and rank preferred Service Provider |
| 4. “ “ “ | Review by Personnel Subcommittee |
| 5. June 7th, 2011 | Recommendation to City Council |
| 6. July 11th, 2011 | Begin Contract |

Attest: BAM 4/20/11

Forestry Program Proposed Workplan - 2010

City of Lake Elmo

February 2nd, 2010

Prepared by: Katharine D. Widin, Ph.D.
 Plant Health Associates, Inc.
 13457 6th St. N.
 Stillwater, Minn. 55082
 (651)436-8811 h/o
 (651)338-3651 cell
kdwidin@comcast.net

Work Program	Estimated Hours	Description of Work
Public Trees & Forestry Program --	50	
Staff Meetings and Discussions	(10)	Communicate with Staff as needed regarding tree issues and the forestry program in Lake Elmo.
Records; Reports; Memos	(8)	Keep records of tree inspections and evaluations on public and private property.
Commission/Council Meetings	(8)	Attend Council, Parks and other Commission meetings and present information or reports as needed.
Ordinance Review & Discussion	(8)	Review the current tree ordinance and propose changes, if necessary.
Evaluation of Condition and Maintenance Needs of Trees on Public Property (e.g. boulevard, park, trails)	(4)	Review the current tree protection process for development in the city and recommend any additional needs.
	(12)	Inspect boulevard and park trees, upon request, for disease, storm damage and potential hazards and make recommendations for maintenance.
Education/Outreach	72	
Telephone/Site Visits - Residents	(50)	Return telephone calls and make site visits, upon request, to residents regarding tree insect, disease and cultural problems.
Publicity/Information	(8)	Write articles for several issues of the City newsletter, and also for local newspapers. Prepare informational sheets for property owners and tree information to be put on the City website.
Seminars	(4)	Prepare and present a seminar April 29, 2010 to residents on the topic of "Emerald Ash Borer - Impact, Symptoms, Management".
Tree City, USA Award	(5)	Prepare the Arbor Day/Month Proclamation, help plan and participate in a ceremonial tree planting, and write the 2010 report/application for the city's Tree City, USA award.
MNDOT planting project	(5)	Help plan and participate in MNDOT Partnership Planting Spring 2010

Tree Protection	103	
Oak Wilt	(70)	Inspect trees on public and private property for oak wilt disease. Inspection of Sunfish Lake Park, as well as other Lake Elmo parks, with GPS mapping and management plan to include all oak wilt infection centers
	(8)	Continue to make site re-inspections and management recommendations for oak wilt and prepare reports for the MnReLeaf Cost Share grant for Oak Wilt Management from the Minn. Dept. of Natural Resources. (3 year follow-up) (re-insp. paid for by DNR)
Dutch Elm Disease	(5)	Upon request, inspect elms and make management recommendations for Dutch elm disease.
Buckthorn	(8)	Emerald ash borer – ash inventories in parks, update EAB management plan and provide recommendations to city and residents.
	(12)	Provide information to property owners/managers regarding management of European buckthorn. Survey all parks for buckthorn infestation (location and degree); research best management practices for both developed and undeveloped park areas, continue to help organize and carry-out the buckthorn management and woodland restoration project in Pebble Park
Developments	*(25)	* Meet with developers and/or evaluate plans and inspect installed landscaping for development projects. In some cases, for active developments, also recommend tree protection measures. * (this is paid for by development fees and so not included in calculated hours with the city)

2009 Forestry Consulting Hours:

City = 275 Developer = 25.5

Proposed Hours of Traditional Forestry Consulting for 2010 = 225 hours @ \$48./hour = \$10,800.

The City has been awarded a Minnesota DNR Community Conservation Assistance Grant - cost-share grant in the amount of \$8,306.25 for field survey work on native plant communities and invasive plants and preparation of a natural resource management plan for Sunfish Lake Park to be completed by June 2011. The total cost of the plan is estimated at \$11,075.00 with the grant providing for a 75%/25% match. It is anticipated that required services / expenses for the project will breakdown as follows: City Forester – forestry and overall plan development / oversight (\$5,000.00), upland plant specialist – restoration ecologist consultant (\$4,875), and wetland specialist - Washington County Conservation District Staff (\$1,200).

2010 consulting hours for forester, plant ecologist and wetland specialist in 2010 Park Capital Improvement Plan for the Development of a Natural Resource Management Plan for Sunfish Lake Park: \$8,550.00. (bal. of \$2,525. to be included in 2011 budget)

Anticipated reimbursement in 2010 is: \$6,412.50

**FORESTRY CONSULTANT CONTRACT
FOR 2004**

ORIGINAL

This contract is made this 15th day of October 2004, between the City of Lake Elmo, existing under the laws of the State of Minnesota, with offices at 3800 Laverne Avenue North, Lake Elmo, Minnesota, 55042, "City", and Kathy Widin, Plant Health Associates, Inc., 13457 Sixth Street North, Stillwater, Minnesota, 55082, "Consultant".

RECITALS

The City desires to retain the services of the Consultant to provide consulting services in the development and maintenance of a forestry management program.

Consultant agrees to perform these services for the City under the terms and conditions set forth in this Contract.

In consideration of the mutual promises set forth herein, it is agreed between the City and the Consultant as follows:

**SECTION I. NATURE
OF WORK**

Consultant will perform these services as shown on the attached Exhibit "A" on behalf of the City. Services as defined in Exhibit A may be modified during the term of this contract with an approved motion by City Council.

**SECTION II. PLACE
OF WORK**

It is understood that Consultant services will be rendered largely in the field or at Consultants' place of business and not in the Office of the City.

**SECTION III.
COMPENSATION**

1. The City will pay the Consultant as follows:
 - a. \$40.00 per hour for services listed in Exhibit "A" or as otherwise approved by the City.
 - b. Ordinary and necessary business expenses incurred by the Consultant and attributable to the work will be reimbursed by the City provided that prior written approval is given by the City.

**SECTION IV.
STATUS OF CONSULTANT**

This Contract calls for the performance of the services of the Consultant as an independent contractor and the Consultant will not be considered an employee of the City for any purpose.

**SECTION V.
INDEMNIFICATION**

Any and all claims that arise or may arise against the Contractor, its agents, servants or employees as a consequence of any act or omission on the part of the Consultant or its agents, servants or employees while engaged in the performance of this Contract shall in no way be the obligation or responsibility of the City. Consultant shall indemnify, hold harmless and defend the City, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees, which the City, its officers or employees may hereafter sustain, incur or be required to pay, arising of out or by reason of any negligence or willful act of omission of the Consultant, its agents, servants or employees, in the execution, performance or failure to adequately perform Consultant's obligation under this Contact.

**SECTION VI.
AUTHORITY**

The City hereby grants to the Consultant all authority reasonably necessary to pursue and achieve the objectives of this Contract.

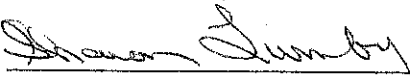
**SECTION VII.
DURATION**

This contact will be in effect from October 15, 2004, through October 14, 2005, and will be renewable on an annual basis upon mutual agreement by both parties. This agreement may be terminated by either party upon sixty (60) days written notice to terminate the agreement by the party.

IN WITNESS WHEREOF, the parties have set their hands this 1st day of October, 2004.

CITY OF LAKE ELMO

By: 
Lee Hunt, Mayor

By: 
Sharon Lumby, City Clerk

PLANT HEALTH ASSOCIATES, INC.

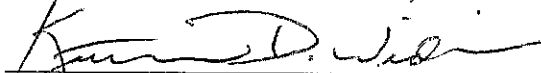
By: 
Kathy Widin

EXHIBIT "A"
FORESTRY CONSULTING WORK PROGRAM
FOR YEAR 2004

SERVICE	ESTIMATED HOURS	WORK PROPOSED
Maintenance of Public Trees		
Evaluation of Trees on Public Property Boulevard Trees Park Trees Trail Right-of-Ways Utility Easements Trees on City Property	25	Evaluations of trees on public property: to determine nature of tree problem(s) and whether or not specific trees should be removed or need other care - on a case by case basis; recommendations for tree protection, selection, planting and care. Inspections, evaluation of risk, diseased and injured trees.
Education/Outreach		
Write Articles	6	Articles for City Newsletter (5) and local newspaper on tree-related issues
Maintain Forestry Hotline	30	Return phone calls left on City voicemail regarding questions about trees and shrubs on private property. Send literature to residents regarding information requested.
Tree City USA Award Designation	6	Program administered by National Arbor Day Foundation, i.e., Arbor Day Proclamation, Tree Ordinance, Ceremonial Tree Planting
Seminars/Workshops for Residents	6	Two 1 hr. educational sessions for residents on topics, i.e., oak wilt/Dutch elm disease recognition and mgmt., tree insects and diseases, tree selection, planting and care, tree pruning, buckthorn mgmt.
Tree Protection		
Conservation of Significant Tree Resources & Construction Damage	15	Consult as needed Site design of developments (as part of City review process tree protection, landscape plan review).
Disease and Pest Management	40	Oak Wilt and Dutch Elm Disease inspections and management recommendations for trees on public and private property.

Estimated Annual Hours for 2004: City = 128 @ \$40.00/hour = \$5120.00



MAYOR & COUNCIL COMMUNICATION

DATE: 5/03/2011
REGULAR
ITEM #: 8
MOTION *Resolution No. 2011-018*

AGENDA ITEM: Conditional Use Permit Amendment: Jesuit Retreat House Earth-Sheltered Shop and Greenhouse Structure

SUBMITTED BY: Kyle Klatt, Planning Director

THROUGH: Bruce Messelt, City Administrator *BAM*

REVIEWED BY: Kelli Matzek, City Planner

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to consider a request from the Jesuit Retreat House, 8243 Demontreville Trail, for a Conditional Use Permit amendment to allow the construction of a new earth-sheltered maintenance shop and greenhouse on the northern portion of their property in Lake Elmo. The proposed building would replace an existing structure, located elsewhere on the premises, and would primarily be used to store and service the equipment needed to maintain the buildings and grounds of the Retreat Center. The recommended motion to act on this is as follows:

“Move adopt Resolution Number 2011-018 approving a Conditional Use Permit amendment for the Jesuit Retreat House at 8243 Demontreville Trail to allow the construction of an earth-sheltered maintenance shop and greenhouse”

BACKGROUND INFORMATION: The attached Staff report includes a detailed review of the application along with a Staff and Planning Commission recommendation (attached).

PLANNING COMMISSION REPORT: The Planning Commission reviewed the Conditional Use Permit amendment request at its April 25, 2011 meeting, and conducted a public hearing on the application at that time. No public comments concerning the request were received by the Planning Commission. The Commission reviewed the findings drafted by Staff and found that the proposed amendment met the requirements for a Conditional Use Permit. The Planning Commission unanimously recommended approval of the amendment request with five conditions of approval.

PLANNING COMMISSION RECOMMENDATION: Based upon the above background information, staff report and Planning Commission recommendation, it is recommended that the City Council approve the Conditional Use Permit amendment request from the Jesuit Retreat House to construct an earth-sheltered maintenance shop and greenhouse at 8243 Demontreville Trail by undertaking the following action:

“Move adopt Resolution Number 2011-018 approving a Conditional Use Permit amendment for the Jesuit Retreat House at 8243 Demontreville Trail to allow the construction of an earth-sheltered maintenance shop and greenhouse with the five conditions of approval as recommended by the Planning Commission”

Alternatively, the City Council may table taking action on the application and direct either staff or the applicant to provide additional information concerning the request. The Council may also consider denying the Conditional Use Permit amendment and, if done, should develop findings of fact to support a motion for denial, based on the evidence presented during the course of the City review.

ATTACHMENTS:

1. Resolution No 2011-018
2. Staff Report
3. Application Form
4. Location Map
5. Review Letter from TKDA
6. Review Letter from Valley Branch Watershed District
7. Site Photographs
8. Aerial Image of Site
9. Jesuit Retreat Site Diagrams
10. Site Plans

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Administrator
- Report/Presentation Planning Director
- Questions from Council to Staff Mayor & City Council
- Public Input, if Appropriate Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion Mayor Facilitates
- Action on Motion Mayor & City Council

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

RESOLUTION NO. 2011-018

*A RESOLUTION APPROVING A CONDITIONAL USE PERMIT AMENDMENT FOR THE
JESUIT RETREAT HOUSE AT 8243 DEMONTREVILLE TRAIL TO ALLOW THE
CONSTRUCTION OF AN EARTH-SHELTERED MAINTENANCE SHOP AND GREENHOUSE*

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

WHEREAS, the Jesuit Retreat House, 8243 Demontreville Trail (the "Applicant") has submitted an application to the City of Lake Elmo (the "City") for a Conditional Use Permit amendment to allow the construction of an earth sheltered maintenance shop and greenhouse on the northern portion of its 106 acre property, a copy of which is on file with the City; and

WHEREAS, notice has been published, mailed and posted pursuant to the Lake Elmo Zoning Ordinance, Section 154.018; and

WHEREAS, the Lake Elmo Planning Commission held a public hearing on said matter on April 25, 2011; and

WHEREAS, the Lake Elmo Planning Commission has submitted its report and recommendation to the City Council as part of a Staff Memorandum dated May 3, 2011; and

WHEREAS, the City Council considered said matter at its May 3, 2011 meeting.

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

FINDINGS

- 1) That the procedures for obtaining said Conditional Use Permit (CUP) Amendment are found in the Lake Elmo Zoning Ordinance, Section 154.018.
- 2) That all the submission requirements of said 154.018 have been met by the Applicant.
- 3) That the proposed CUP Amendment is to allow the construction of an earth-sheltered maintenance shop and greenhouse on the northern portion of the Jesuit Retreat House property.

- 4) That the proposed CUP Amendment will be located on property legally described as follows and commonly known as 8243 Demontreville Trail:

Lots 3 and 4 and the western half of the southeast quarter of Section 4, Township 29, Range 21, except the South 30.06 acres, being South 688 feet of both said lot 4 and western half of the southeast quarter of said Section; and

Excepting therefrom that part of Government Lot 4 in Section 4, Township 29, Range 21, containing approximately 4.8 acres, devised to Del Cisco by the Last Will and Testament of Ida May Waldorf, deceased; and

Excepting further that part of Government Lot 3, Section 4, Township 209, Range 21, containing approximately 7.77 acres, devised by the Last Will and Testament of Ida May Waldorf, deceased, to Andrew J. Waldorf, as said tracts are more definitely described in said Will recorded in Book 131 of Deeds, Page 432, and in the Final Decree in the estate of said Ida May Waldorf, recorded in Book 131 of Deeds, Page 437, in office of the Register of Deeds in and for Washington County, Minnesota, containing approximately 92 acres.

All in Washington County, State of Minnesota. PID Numbers: 13-029-21-23-0001, 13-029-21-23-0002, 13-029-21-23-0003, 13-029-21-22-0004, and 13-029-21-22-0001.

- 5) That the proposed structure will not negatively affect the health, safety, morals, convenience, or general welfare of surrounding lands. ***The proposed structure will be located in a heavily wooded and screened portion of the applicant's site, and will not generate any additional traffic, noise, or other impacts beyond what presently exists on the property.***
- 6) The proposed improvements will not affect traffic or parking conditions. ***The proposed building will house maintenance equipment currently being used on the property and stored in another portion of the site. No additional traffic from off-site will be generated from the new building.***
- 7) The proposed improvements will not have an effect on utility or school capacities. ***Sanitary sewer facilities will not be provided to the building.***
- 8) The proposed improvements would have no effect on property values of surrounding lands. ***The proposed building will not be visible from surrounding lands and will accommodate activities already occurring on the site.***
- 9) The proposed improvements would be consistent with the Comprehensive Plan. ***The Jesuit Retreat house is considered a "Place of Worship" and permitted as a Conditional Use in the PF Zoning District. The property is guided for Public and Semi-Public Facilities in the Comprehensive Plan.***

- 10) No use may exceed a ratio of 3.0 SAC units per 3.5 acres or 235 gallons per day per net acre of land based on design capacity of all facilities, whichever is more restrictive. *The proposed building will not result in any increase in the septic system capacity for the site.*
- 11) Direct access is provided to a public street classified by the Comprehensive Plan as a major collector or arterial. *Demontreville Trail is classified as a Municipal State Aid Route.*

CONCLUSIONS AND DECISION

Based on the foregoing, the Applicants' application for a Conditional Use Permit Amendment is granted subject to the following conditions:

1. The site plans shall be revised prior to the issuance of a building permit for the garage and greenhouse structure to show the retaining wall calculations for all walls over four feet in height.
2. The site plans shall be revised prior to the issuance of a building permit to either reduce all slopes depicted at a 2:1 grade to a 3:1 grade or lower. As an alternative, the applicant may provide information on how these slopes will be stabilized.
3. The erosion control plan shall be revised prior to the issuance of a building permit include all details requested by the City Engineer.
4. The site and construction plans shall be signed by an engineer registered in the State of Minnesota.
5. The proposed garage building pit shall be removed from the site plans or otherwise revised to comply with the Minnesota State Building Code.

Passed and duly adopted this 3rd day of May 2011 by the City Council of the City of Lake Elmo, Minnesota.

Dean A. Johnston, Mayor

ATTEST:

Bruce Messelt, City Administrator

City of Lake Elmo Planning Department
Conditional Use Permit Amendment Request

To: **City Council**

From: Kyle Klatt, Planning Director

Meeting Date: **5/3/11**

Applicant: **Jesuit Retreat House**

Owner: Jesuit Retreat House

Location: **8243 Demontreville Trail**

Zoning: PF – Public and Quasi-Public Open Space/Public Facilities

Introductory Information

Application Summary:

The City of Lake Elmo has received a request from the Jesuit Retreat House, 8243 Demontreville Trail, for a Conditional Use Permit amendment to allow the construction of a new earth-sheltered maintenance shop and greenhouse on the northern portion of their property in Lake Elmo. The proposed building would replace an existing structure located elsewhere on the premises, and would primarily be used to store and service the equipment needed to maintain the buildings and grounds of the Retreat Center.

Property Information:

The Jesuit Retreat Center is located on the eastern shore of Lake Demontreville, and the Retreat House owns approximately 106 acres that house the facilities associated with the center. The property is used as a retreat center for men, with visits that begin on Thursdays and extend until Sunday. During these times, the grounds are kept quiet, with maintenance and other activities typically resuming on Mondays. The stays include a religious service, counseling, and meals. Membership is required to use the grounds for a retreat (it is a layman's retreat), and although the site run by the Jesuits, it is open for all religious denominations. The maximum capacity of the site is approximately 70 men based on the number of rooms that are available.

Please note that the Jesuit Retreat House is not in any way connected with the Carmelite Monastery located immediately to the south. These entities do share a driveway; however, which provides access to both properties from Demontreville Trail. Both properties area zoned PF – Public and Quasi-Public Open Space, and the Retreat Center would be classified as a "Place of Worship" in accordance with the general City Code definitions. The use is permitted as a Conditional Use in this zoning district.

The applicant has provided a site building plan showing the improvements located on the entire site, which includes, among other things, a cook's house, caretaker's house,

chapel, horse barn, and lounge. The proposed building is labeled as #31 on this site plan (garage – greenhouse) and would replace an existing pole building currently located near the horse barn (#22). The building has already been removed from the site plan as submitted, but does still show up on the attached aerial image.

Staff has reviewed the City’s files for this site, and would like to note that the use of the site for religious purposes pre-dates the City’s current ordinances. The City’s records contain permits for several site improvements since the late 1970’s, including septic system upgrades, new septic installations, and various accessory buildings. There is no comprehensive record of the overall size of the septic facilities that are serving the site, but the system as a whole likely exceeds the maximum size permitted in a PF – Public Facility zoning district. Since the maintenance garage and greenhouse do not require any new or expanded sanitary sewer facilities, the addition of the proposed structure would be acceptable under the current PF District regulations.

Applicable Codes:

Section 154.063 PF – Public and Quasi-Public Open Space

(B) *Uses allowed by conditional use permit*

(2) Places of Worship

Section 154.018 Conditional Use Permits.

(A) Granting/Denial. Outlines the general requirements for all conditionally permitted uses in Lake Elmo.

(K) Amendment. In accordance with Section 154.018 K of the Zoning Ordinance, an amended conditional use may be administered in a manner similar to that required for a new permit.

Findings & General Site Overview

Site Data:

Lot Size: 106 acres

Existing Use: Retreat Center and Support Facilities

Existing Zoning: PF – Public and Quasi-Public Facilities

Property Identification Numbers (PID): 04-029-21-34-0001; 04-029-21-43-0001; 04-029-21-34-0002; 04-029-21-32-0003; 04-029-21-31-0002; 04-029-21-31-0001; 04-029-21-42-0001

Application Review:

Review Requirements

The establishment of the Jesuit Retreat House on the applicant’s property pre-dates the current zoning regulations, which now would require a “place of worship” to secure a Conditional Use Permit in order to be permitted on the site. In situations like this, the proper procedure is to review any expansions or alterations on the site as though a Conditional Use Permit was previously granted. The applicant has therefore

	<p>submitted their request as a Conditional Use Permit amendment to add a new structure to the uses and buildings currently established on the premises. This review process is very similar to the action taken by the City three years ago when the Carmelite Monastery wanted to add a new garage structure to its site.</p> <p>With this application, staff will be reviewing the proposed amendments to the site as a conditional use permit amendment and use the applicable criteria in the review.</p>
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<p>CUP Review:</p>	<p>The applicants are proposing to construct an earth-sheltered shop and greenhouse to house the maintenance equipment used on the grounds. The new building will be located on the northern portion of the property and over 225 feet from the Demontreville Trail right-of-way and well outside of any required property line setbacks (which is 50 feet in the PF zoning district). It would be located in a somewhat secluded portion of the site, with existing vegetation all around acting as a natural screen from other properties. The earth-sheltered design is unique in that the garage will be built into an earthen mound supported by retaining walls.</p> <p>As noted in the site plans, the proposal also includes a greenhouse facility. It is Staff's interpretation that the greenhouse is acceptable from a zoning perspective on this site because it is clearly subordinate and ancillary to the permitted uses on the property. Greenhouses as a primary activity, either as an agricultural use or sales businesses, would not be allowed in a PF zoning district.</p> <p>The City Engineer has reviewed the proposed plans and found that the proposed construction would not cause any drainage issues, major impacts to transportation, or other public infrastructure. He did note that certain modifications that are needed to the plans as described in the attached correspondence from the City Engineer. These items are listed below as recommended conditions of approval since none of them would result in any significant revisions to the proposed site plan.</p> <p>The two sections of code that contain requirements for this project include the PF District regulations and Conditional Use Permit section. First, the PF District requirements contain specific criterion for "Places of Worship". These requirements, with Staff comments, are as follows:</p> <ul style="list-style-type: none"> • Direct access is provided to a public street classified by the Comprehensive Plan as major collector or arterial. <i>Demontreville Trail is classified as a Municipal State Aid Route.</i> • No use may exceed 235 gallons wastewater generation per day per net acre of land. <i>The proposed building will not create any additional generation of wastewater from the site.</i> • No on-site sewer system shall be designed to handle more than 5,000 gallons per day. <i>The proposed building will not require the expansion or alteration of any existing septic systems.</i> • Exterior athletic fields shall not include spectator seating, public address facilities or lighting. <i>There are no athletic fields on this site.</i>
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- No freestanding broadcast or telecast antennas are permitted. No broadcast dish or antenna shall extend more than 6 feet above or beyond the principal structure. *There are no broadcast antennas on the site.*

The PF District also contains design standards for new buildings, which do not appear to apply directly to an earth-sheltered structure such as the one proposed by the applicant. These standards require that certain materials be used over a certain percentage of new buildings in the PF District, and in particular, allow lower quality materials to cover 30% of the exterior surface of new structures. In this case, less than 30% of the entire building will even be visible from underneath an earthen berm. It is Staff's interpretation of this section that that applicant will be able to use the materials allowed to cover 30% of the building for those portions of the building that will be visible. These materials will need to be specified on the final building plans.

**Conditional
Use Permit
Criteria:**

The City is also required to make findings specific to the Conditional Use Permit. For these types of applications, the burden is on the City to show why the use should not be permitted due to impacts that cannot be controlled by reasonable conditions. These findings include the following:

1. Effects on the health, safety, morals, convenience, or general welfare of surrounding lands
2. Existing and anticipated traffic conditions including parking facilities on adjacent streets and land
3. The effect on utility and school capacities
4. The effect on property values of property in the surrounding area
5. The effect of the proposed use on the Comprehensive Plan

Given the secluded nature of the proposed building site and the minimal overall site impacts associated with the replacement of an existing accessory building, Staff has found that all of these standards will be met by the applicant.

**Conditional
Use Permit
Conclusions:**

Based on the above analysis of the review criteria in City Code, Staff recommended approval of the request by the Jesuit Retreat House, 8243 Demontreville Trail, for a Conditional Use Permit amendment to allow the construction of a new earth-sheltered maintenance shop and greenhouse on the northern portion of their property based on the following:

- The proposed structure would have no impact on the Health, Safety, Morals, Convenience, General Welfare of Surrounding Lands.
- The proposed structure would not affect traffic or parking conditions on the site or surrounding lands.
- The use would have no effect on utility or school capacities.
- The proposed amendment would have no effect on property values of surrounding lands.

- The use would be consistent with the Comprehensive Plan since the Jesuit Retreat House property is guided for Public/Semi-Public Facilities on the City's future land use map.

**Planning
Commission
Report:**

The Planning Commission reviewed the proposed Conditional Use Permit amendment at its April 25, 2011 meeting. The Commission conducted a public hearing at this time, but no one spoke at the meeting. Staff has not received any other feedback from neighboring property owners regarding the Conditional Use Permit amendment. The Commission reviewed the proposed request and found that the maintenance and greenhouse building met all applicable requirements for the granting of a Conditional Use Permit. The applicant specifically noted at the meeting that the greenhouse would be used to grow plants for the extensive landscaping around the facility. The Commission unanimously recommended that the City Council approve the amendment request.

**Additional
Information:**

The Valley Branch Watershed District has reviewed the proposed site plans and found that the work would not require a permit from the Watershed District.

Conclusion:

The Jesuit Retreat House, 8243 Demontreville Trail, has applied for a Conditional Use Permit amendment to allow the construction of a new earth-sheltered maintenance shop and greenhouse on the northern portion of their property in Lake Elmo. The proposed building would replace an existing structure located elsewhere on the premises, and would primarily be used to store and service the equipment needed to maintain the buildings and grounds of the Retreat Center.

**Council
Options:**

The City Council has the following options:

- A) Approve the conditional use permit amendment request based on the findings of fact drafted by Staff and the Planning Commission;
- B) Deny the conditional use permit amendment request based on findings of fact developed by the City Council;
- C) Table taking action on the conditional use permit amendment and direct Staff and/or the applicant to provide additional information.

The 60-day review period for this application expires on May 29, 2011, but can be extended an additional 60 days if more time is needed.

**Planning
Commission
Rec:**

The Planning Commission is recommending approval of the request to amend a conditional use permit for the Jesuit Retreat House at 8243 Demontreville Trail based on the reasons stated above with the following conditions:

1. The site plans shall be revised prior to the issuance of a building permit for the garage and greenhouse structure to show the retaining wall calculations for all walls over four feet in height.
2. The site plans shall be revised prior to the issuance of a building permit to either reduce all slopes depicted at a 2:1 grade to a 3:1 grade or lower. As an alternative, the applicant may provide information on how these slopes will be stabilized.
3. The erosion control plan shall be revised prior to the issuance of a building permit include all details requested by the City Engineer.
4. The site and construction plans shall be signed by an engineer registered in the State of Minnesota.
5. The proposed garage building pit shall be removed from the site plans or otherwise revised to comply with the Minnesota State Building Code.

**Denial
Motion**

To deny the request, you may use the following motion as a guide:

Template:

I move to recommend denial of the request by the Jesuit Retreat House to amend a conditional use permit...(please site reasons for the recommendation)

**Approval
Motion**

To approve the request, you may use the following motion as a guide:

Template:

I move to recommend approval of the request by the Jesuit Retreat House to amend a conditional use permit based on the findings provided in the staff report...(or cite your own)

...with the conditions as recommended by the Planning Commission.

cc: Mike Hoven, Jesuit Retreat House
Tim Siegfried, George Siegfried Construction Company

Fee \$ 500.00

pd ck# 19803

City of Lake Elmo DEVELOPMENT APPLICATION FORM

- Comprehensive Plan Amendment
- Zoning District Amendment
- Text Amendment
- Flood Plain C.U.P. Conditional Use Permit
- Conditional Use Permit (C.U.P.) *Ammend*
- Variance * (See below)
- Minor Subdivision
- Lot Line Adjustment
- Residential Subdivision Sketch/Concept Plan
- Site & Building Plan Review
- Residential Subdivision Preliminary/Final Plat
 - 01 - 10 Lots
 - 11 - 20 Lots
 - 21 Lots or More
- Excavating & Grading Permit
- Appeal
- PUD

APPLICANT: Jesuit Retreat House 8243 Demontreville Trl 55042
(Name) (Mailing Address) (Zip)

TELEPHONES: 651-777-1311
(Home) (Work) (Mobile) (Fax)

FEE OWNER: Jesuit Retreat House 8243 Demontreville Trl 55042
(Name) (Mailing Address) (Zip)

TELEPHONES: 651-777-1311
(Home) (Work) (Mobile) (Fax)

PROPERTY LOCATION (Address and Complete (Long) Legal Description): _____

Jesuit Retreat
8243 Demontreville Trail
Lake Elmo, MN 55042

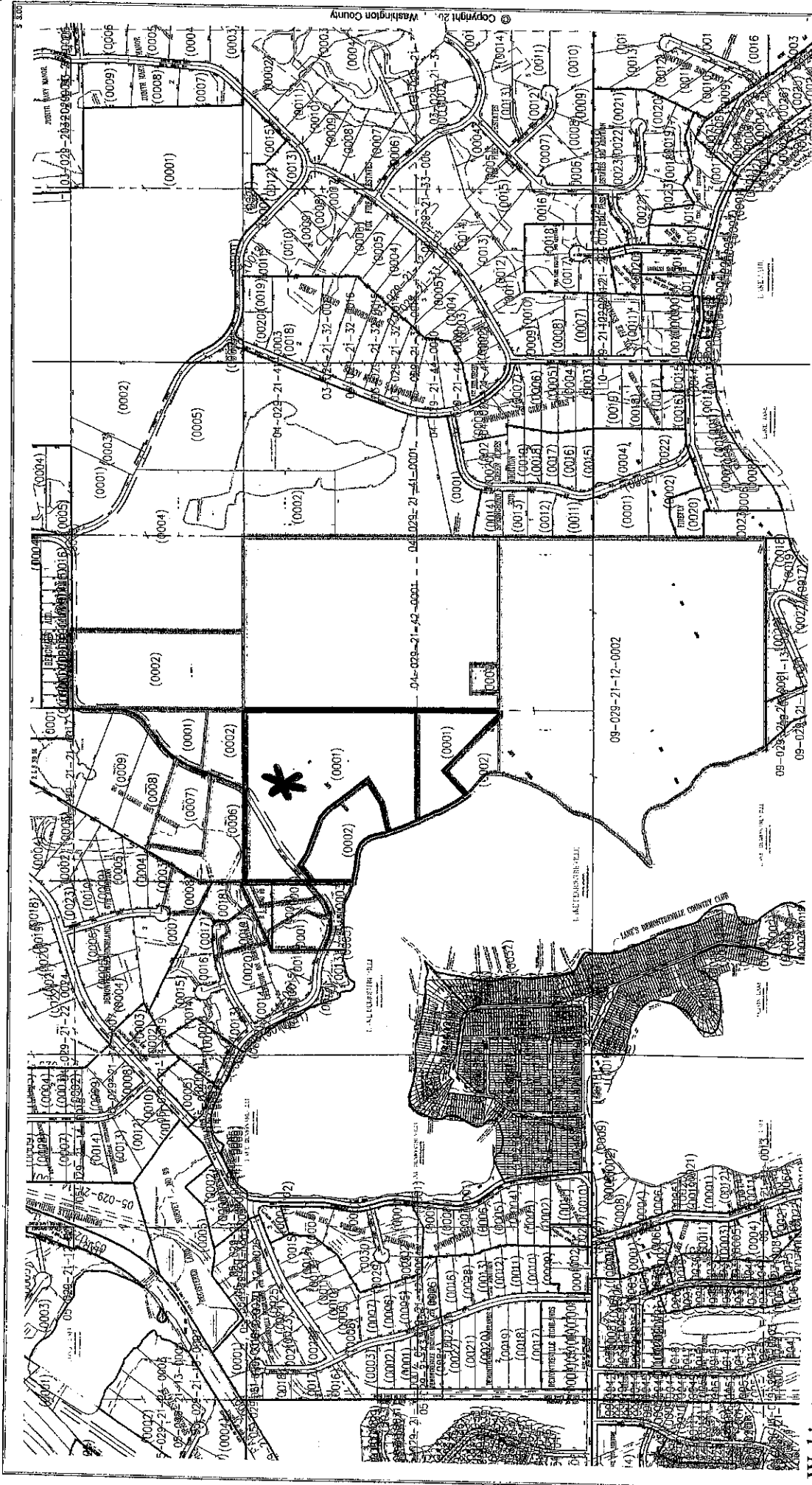
DETAILED REASON FOR REQUEST: We plan to build an earth sheltered shop/greenhouse for maintenance ~~purpose~~ purpose to replace existing structure.

*VARIANCE REQUESTS: As outlined in Section 301.060 C. of the Lake Elmo Municipal Code, the Applicant must demonstrate a hardship before a variance can be granted. The hardship related to this application is as follows:

In signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the Zoning and Subdivision Ordinances 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.

Patrick McConell 03/29/11
Signature of Applicant Date Signature of Applicant Date

MAR 29 2011



Washington County
 PUBLIC WORKS DEPARTMENT
 SURVEY AND LAND MANAGEMENT DIVISION
 1400 2nd Street North, P.O. Box 6
 Medford, Oregon 97504-0006
 541.754.2222
 www.co.washington.or.us

LEGEND
 DASH PROTECTED WATERS
 DASH PROTECTED WETLAND
 DASH PROTECTED WATERCOURSE
 DASH MUNICIPAL BOUNDARY
 DASH PARK BOUNDARY

SECTION NUMBER MAP

22	1	12	11
21	2	13	14
20	3	14	15
19	4	15	16
18	5	16	17
17	6	17	18
16	7	18	19
15	8	19	20
14	9	20	21
13	10	21	22
12	11	22	23
11	12	23	24
10	13	24	25
9	14	25	26
8	15	26	27
7	16	27	28
6	17	28	29
5	18	29	30
4	19	30	31
3	20	31	32
2	21	32	33
1	22	33	34

COUNTY VERTY MAP
 * - LOCATIONS THIS MAP

SCALE: 1 inch = 750 feet

NORTH

THIS CHANGES IS THE RESULT OF A CONSULTATION AND REPRODUCTION OF LAND RECORDS AS THEY APPEAR IN VARIOUS WASHINGTON COUNTY OFFICES. PROPERTY LINES AS SHOWN ARE FOR REFERENCE PURPOSES AND MAY NOT REPRESENT ACTUAL CONDITIONS.
 MAP LAST UPDATED: January 12, 2011
 NO ADDITIONAL CHANGES HAVE BEEN REPORTED TO DATE
 DATE OF CONTOURS: April 2009 DATE OF PHOTOGRAPHY: None

LOCATION MAP GARAGE / GREENHOUSE

Kyle Klatt

From: Ryan W. Stempksi [ryan.stempksi@tkda.com]
Sent: Wednesday, April 20, 2011 7:35 AM
To: Kyle Klatt
Cc: Kelli Matzek
Subject: 8243 DeMontreville Trail - Jesuit Home CUP

Kyle,

The location of the proposed building does not appear to cause any drainage issues, major impacts to transportation, or other public infrastructure. The following items should be included to complete the plan set that has been submitted:

- Retaining wall design calculations will need to be performed for all walls over 4' in height.
- Currently slopes are shown at 2:1. These slopes must be reduced to 3:1 or information on how the slopes will be stabilized must be provided.
- Erosion control plan will need to be submitted to include details.
- The plan will need to be signed by an engineer registered in the State of Minnesota.

Please contact me with any additional questions.

Thanks,

Ryan

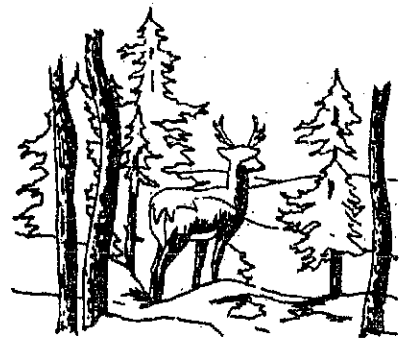
Ryan W. Stempksi, PE | Registered Engineer
TKDA | 444 Cedar Street, Suite 1500, Saint Paul, MN 55101
(651) 292-4487 dir | (651) 292-0083 fax | (612) 369-0141 mobile
www.tkda.com

TKDA

ENGINEERING • ARCHITECTURE • PLANNING

The right time. The right people. The right company.

Expert resources from a single source for over 100 years.



April 20, 2011

Ms. Kelli Matzek
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042

Re: CUP for Jesult Retreat Maintenance Shop

Dear Kelli:

Thank you for submitting information regarding the proposed maintenance shop at 8243 DeMontreville Trail. On behalf of the Valley Branch Watershed District (VBWD), I have reviewed the information and this letter provides my comments.

The proposed project involves constructing a gravel drive to sheltered shop/greenhouse. Less than one acre will be disturbed, the total new impervious area is less than 6,000 square feet, no work is proposed below the 100-year flood level of Lake DeMontreville, and no work within a wetland appears to be proposed. Therefore, the project does not require a VBWD permit.

I am pleased to see proposed temporary erosion controls included on the plans. The silt fence should be installed correctly, inspected during construction, and maintained as needed.

The property owners may wish to contact Rusty Schmidt, the VBWD Cost-Share Program Coordinator for the VBWD, at 651-275-1136, extension 36. He could design measures for the property owners to treat the stormwater runoff from the gravel surfaces.

If you have any questions, please contact me at 952-832-2622.

Sincerely,

John P. Hanson, P.E.
BARR ENGINEERING COMPANY
Engineers for the District



DAVID BUCHECK • LINCOLN FETECHEE • DALE BORASH • JILL LUCAS • EDWARD MARCHAN

VALLEY BRANCH WATERSHED DISTRICT • P.O. BOX 838 • LAKE ELMO, MINNESOTA 55042-0538

www.vbwd.org







PROPOSED BUILDING LOCATION



SAYLEN / S

LORI W DIMMICK

RODRIC L & REVEE A GUINDON

G EDWARD A MARIA YSCHUH

DAVID J & LISA R BRIERE

EMMING

JOSEPH M & PAULETTE M MCGRATH

TERRY H & CONSTANCE CANTONY

JESUIT RETREAT HOUSE

JESUIT RETREAT HOUSE

JESUIT RETREAT HOUSE

JESUIT RETREAT HOUSE

JESUIT RETREAT HOUSE

JESUIT RETREAT HOUSE

- 1 Main Entrance
- 2 Cook's House
- 3 Caretaker's Garage
- 4 Caretaker's House
- 5 Stations of the Cross
- 6 Saint Joseph
- 7 Fatima Shrine
- 8 Saint Ignatius
- 9 Sacred Heart
- 10 Blessed Mother Shrine
- 11 Manresa House
- 12 Loyola house
- 13 Regis House
- 14 Bellamine House
- 15 Champion House
- 16 Chapel
- 17 Lounge
- 18 Xavier House
- 19 Garage
- 20 Big Garage
- 21 Pheasant House
- 22 Horse Barn
- 23 Greenhouse
- 24 Caretaker' House
- 25 Garage
- 26 Carmel of our Lady of Divine Providence
- 27 Carmel of the Blessed Virgin Mary
- 28 Garage
- 29 Craft Building
- 30 Pole Barn
- 31 Garage - Greenhouse

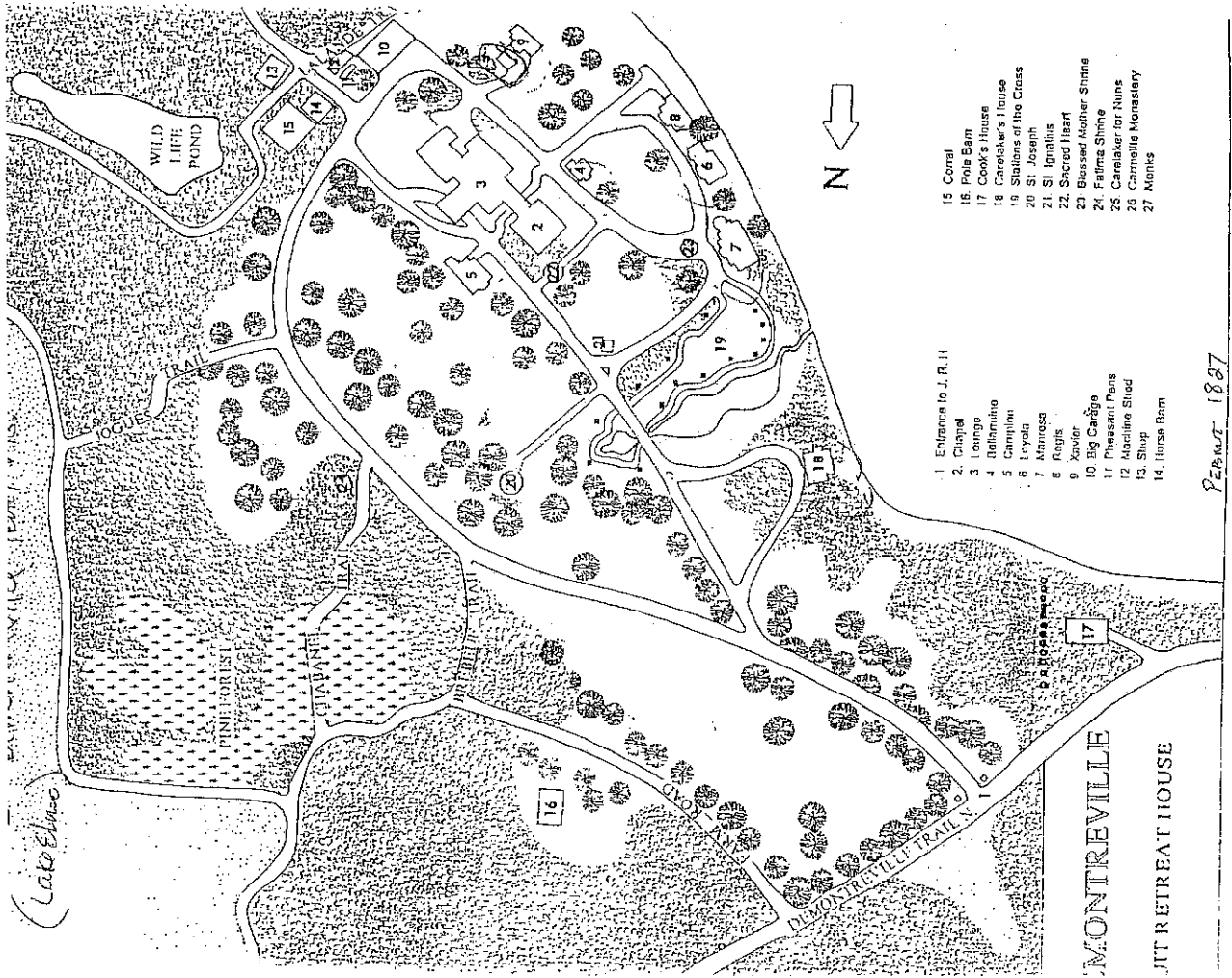


MAR 29 2011

Jesuit Retreat

8243 Dumontreville Trail
Lake Elmo, Minnesota

MAR 7 9 2011



- 1 Entrance to J. R. H.
- 2 Chapel
- 3 Lounge
- 4 Ballroom
- 5 Chapel
- 6 Levada
- 7 Marassa
- 8 Regis
- 9 Xaver
- 10 Big Carriage
- 11 Phassant Pens
- 12 Accilino Shed
- 13. Shop
- 14. Horse Barn
- 15 Corral
- 16. Polo Barn
- 17. Cook's House
- 18. Carolster's House
- 19. Stations of the Cross
- 20. St. Joseph
- 21. St. Ignatius
- 22. Sacred Heart
- 23. Blessed Mother Shrine
- 24. Fatima Shrine
- 25. Carmaker for Nuns
- 26. Carmelite Monastery
- 27. Monks

PERMUT 1887

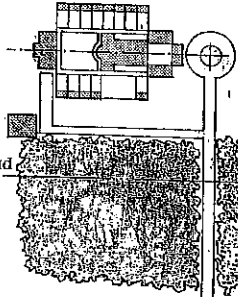
MONTREVILLE

JIT RETREAT HOUSE

MAR 7 9 2011

Property line

Proposed Carmel of the Blessed Virgin Mary



Property line

CARMEL OF THE BLESSED VIRGIN MARY

SITE PLAN



NORTH 0 100' 200' 400'

M S & R

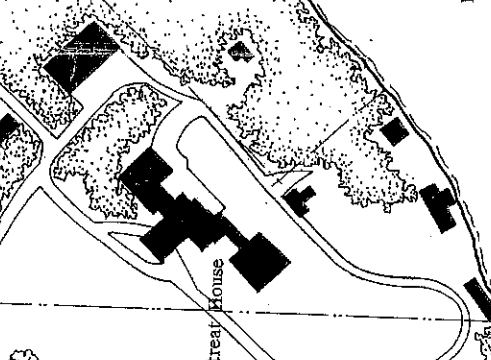
Architects

Meyer Scherer & Rockcastle, Ltd.
325 Second Avenue North
Minneapolis, Minnesota 55401-1601

Carmel of our Lady of Divine Providence



Jesuit Retreat House



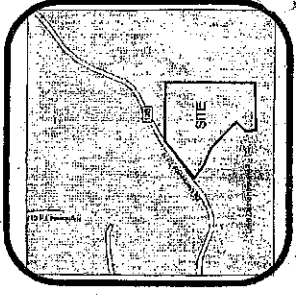
Lake Demontreville

Demontreville Trail North

GRADING AND SITE PLAN

~for~ Jesuit Retreat House

VICINITY MAP
PART OF SEC. 4, TWP. 29, RING. 2



WASHINGTON COUNTY, MINNESOTA
AND SCALE

RECEIVED
MAR 29 2011



NORTH

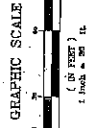
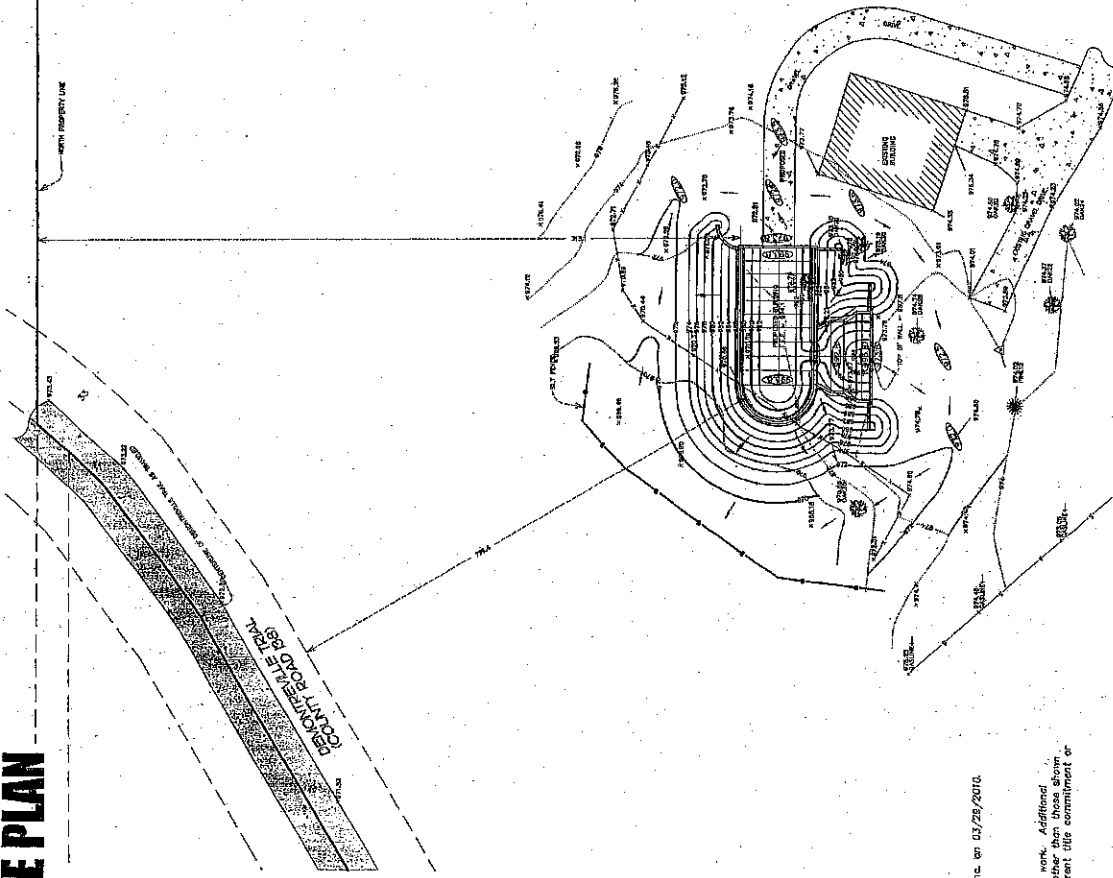
SHEET 1 of 1
17A072BT

ORDER #	DATE	JOB NO.	DATE
1		100297	09/24/10
2			
3			
BY		DESCRIPTION	

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

Daniel W. Obermiller
DANIEL W. OBERMILLER

Date: 4/22/11 License No. 25341



LEGEND

- DENOTES FENCE
- DENOTES GRAVEL SURFACE
- DENOTES BITUMINOUS SURFACE
- DENOTES PROPOSED ELEVATION
- DENOTES DIRECTION OF DRAINAGE
- DENOTES EXISTING SPOT ELEVATION
- DENOTES EXISTING CONTOUR
- DENOTES PROPOSED CONTOUR
- DENOTES SILT FENCE

NOTES

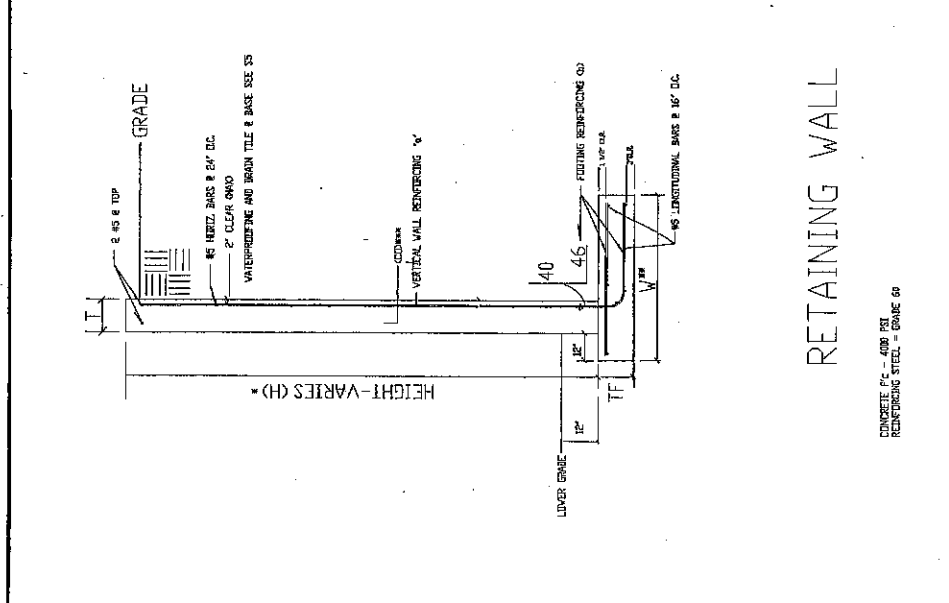
- Field survey was completed by E.G. Rud and Sons, Inc. on 03/29/2010.
- Bearings shown are on an assumed datum.
- Curve data are taken at the top and back of curb.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown on this plan. Revision upon receipt of a current title commitment or an attorney's title opinion.

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

MAR 29 2011



SET NUMBER REVISION NUMBER ISSUED	REVISION ALL DATE DESCRIPTION 1. 11/11/10 2. 11/11/10 3. 11/11/10	Building, Inc. 12345 Main Street Columbus, Ohio 43201
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RETAINING WALL

CONCRETE FC - 4000 PSI
REINFORCING STEEL - GRADE 60

NO.	WALL HEIGHT	WALL THICKNESS	WALL SETBACK	WALL REINFORCING	FOOTING REINFORCING	FOOTING BEING CUT OFF
1	4'-0"	12"	0"	#4 @ 12"	#4 @ 12"	4'-0"
2	4'-0"	12"	0"	#4 @ 12"	#4 @ 12"	4'-0"
3	4'-0"	12"	0"	#4 @ 12"	#4 @ 12"	4'-0"
4	4'-0"	12"	0"	#4 @ 12"	#4 @ 12"	4'-0"
5	4'-0"	12"	0"	#4 @ 12"	#4 @ 12"	4'-0"
6	4'-0"	12"	0"	#4 @ 12"	#4 @ 12"	4'-0"
7	4'-0"	12"	0"	#4 @ 12"	#4 @ 12"	4'-0"
8	4'-0"	12"	0"	#4 @ 12"	#4 @ 12"	4'-0"
9	4'-0"	12"	0"	#4 @ 12"	#4 @ 12"	4'-0"
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14	4'-0"	12"	0"	#4 @ 12"	#4 @ 12"	4'-0"
15	4'-0"	12"	0"	#4 @ 12"	#4 @ 12"	4'-0"
16	4'-0"	12"	0"	#4 @ 12"	#4 @ 12"	4'-0"
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19	4'-0"	12"	0"	#4 @ 12"	#4 @ 12"	4'-0"
20	4'-0"	12"	0"	#4 @ 12"	#4 @ 12"	4'-0"
21	4'-0"	12"	0"	#4 @ 12"	#4 @ 12"	4'-0"
22	4'-0"	12"	0"	#4 @ 12"	#4 @ 12"	4'-0"
23	4'-0"	12"	0"	#4 @ 12"	#4 @ 12"	4'-0"
24	4'-0"	12"	0"	#4 @ 12"	#4 @ 12"	4'-0"
25	4'-0"	12"	0"	#4 @ 12"	#4 @ 12"	4'-0"
26	4'-0"	12"	0"	#4 @ 12"	#4 @ 12"	4'-0"
27	4'-0"	12"	0"	#4 @ 12"	#4 @ 12"	4'-0"
28	4'-0"	12"	0"	#4 @ 12"	#4 @ 12"	4'-0"
29	4'-0"	12"	0"	#4 @ 12"	#4 @ 12"	4'-0"
30	4'-0"	12"	0"	#4 @ 12"	#4 @ 12"	4'-0"

REINFORCING BARS TO BE STEPPED OR TAPERED
 HEIGHT AT WHICH EVERY SECOND VERTICAL BAR MAY BE DISCONTINUED

RETAINING WALL

MAR 19 2011



237-000

SET NUMBER REFERENCE NUMBER	REVISION NO. DATE DESCRIPTION	HOVEN p.o. box 1308 davenport, ia 52802
--------------------------------	----------------------------------	--

GENERAL STRUCTURAL NOTES

1. ALL EXCAVATIONS SHALL BE STABILIZED AS NECESSARY TO PREVENT CBLASSURE OR MISHAP. DEWATER AS NECESSARY TO MINIMIZE HAZARD. THE SOIL BEARING CAPACITY AT THE BOTTOM OF ALL LOAD BEARING FOOTINGS SHALL BE MINIMUM OF 1500 PSF. EXPANSIVE SOILS CONDITIONS ARE NOT PERMITTED.
2. CONCRETE DESIGN STRENGTH AT 28 DAYS SHALL BE A MINIMUM AS FOLLOWS:
 $f'_c = 3000$ PSI FOR FOOTINGS AND SLABS
 $f'_c = 4000$ PSI FOR SHOTCRETE DOME SHELL
3. HOLLOW CONCRETE MASONRY UNITS (CMU) SHALL MEET ASTM-C140, GRADE N.
4. MORTAR AND GROUT SHALL BE TYPE II PORTLAND CEMENT $f'_c = 3000$ PSI AT 28 DAYS.
5. FLOORED CONCRETE MAY BE SUBSTITUTED FOR CMU WITH SIMILAR REINFORCING SPECIFICATIONS.
6. OWNER'S SHALL BE RESPONSIBLE TO ENSURE THAT ADEQUATE AND PROPER DRAINAGE IS PROVIDED, TO CONVEY ALL SURFACE AND SUBSURFACE GROUND WATER TO AREAS REMOTE FROM THE STRUCTURE AND FOUNDATIONS. THIS SHALL BE FOR THE LIFE OF THE STRUCTURE.
7. PLACEMENT OF THE DOME SHELL CONCRETE SHALL BE DONE IN A SYMMETRICAL MANNER IN LIFTS NOT TO EXCEED 8'-0".
8. SHELL SHALL BE GRADUALLY THICKENED FROM THE STANDARD 4" THICK AT 4'-0" ABOVE THE BASE TO A MINIMUM 8" THICK AT THE BASE AROUND THE STRUCTURE. AT ALL SHELL JOINTURES THE MINIMUM THICKNESS AT THE THROAT OF THE THICKENED FILLET SHALL BE 12", GRADUALLY TAPERED TO ADJACENT SHELL SURFACES.
9. THE FORMWORKS, INC. FORMING SYSTEM SHALL BE ADEQUATELY AND PROPERLY BRACED DURING SHOTCRETE PLACEMENT TO PREVENT DISPLACEMENT OR DISTORTION OF STEEL FROM ITS DESIGN POSITION.
10. WARNING- IF THE PREVIOUS STEP IS NOT FOLLOWED, THE STEEL FRAMEWORK COULD BE OVERSTRESSED AND POSSIBLY BECOME DISTORTED WHICH MAY NOT BE ACCEPTABLE.
11. BRACKETING AROUND THE SHELL STRUCTURE SHALL BE PLACED IN A SYMMETRICAL MANNER IN MAXIMUM 6'-0" HIGH LIFTS OF CLEAN GRANULAR MATERIAL, UNCOMPACTED EQUALLY AROUND THE STRUCTURE.
12. REINFORCING STEEL SHALL MEET ASTM A-615 GRADE 40, AND SHALL BE TIED SECURELY IN PLACE AT EACH JUNCTURE TO ADJACENT REINFORCING TO PREVENT DISPLACEMENT FROM ITS DESIGN POSITION AT ANY TIME. NO WELDING OF REINFORCING IS PERMITTED.
13. STRUCTURAL STEEL SHALL MEET ASTM A-36 GRADE 20, AS CURRENTLY ENGINEERED FOR THE STRUCTURAL SYSTEM.
14. ALL WORK, MATERIALS, AND METHODS OF INSTALLATION SHALL CONFORM TO ALL CODES AS ADOPTED OR AWARDED BY THE LOCAL BUILDING AUTHORITY.
15. IF NO CODE EXISTS, ALL WORK, MATERIALS, AND METHODS OF INSTALLATION SHALL CONFORM TO THE UNIFORM BUILDING CODE (UBC).
16. ALL LUMBER, PLYWOODS, WAFFERBOARDS, AND OSB. MATERIALS SHALL CONFORM TO THE SPAN, SPECIES, AND GRADE TABLES OF THE UBC, OR OTHER CODE CURRENTLY IN FORCE.
17. FLOOR SYSTEMS SHALL BE GLUED AND NAILED PER INDUSTRY OR MANUFACTURERS STANDARDS.
18. FIREBLOCKING SHALL NOT EXCEED 10 FEET HORIZONTALLY OR VERTICALLY IN WALLS, UNDER OR AROUND STAIRS, OR ELSEWHERE AS STIPULATED IN THE UBC.
19. DRAFTSTOP WHERE NECESSARY TO COMPLY WITH UBC SEC. 2516.14
20. ALL PENETRATIONS OR JOINTS ARE TO BE CAULKED AND/OR SEALED WITH APPROVED MATERIALS.
21. USE APPROVED PRESSURE TREATED MATERIALS OR EQUAL WHERE IN DIRECT CONTACT WITH SOIL, CONCRETE OR SUBJECT TO WEATHER OR WATER LEAKAGE (E.G.-UNDER FLASHINGS) OR PROVIDE PROPER PROTECTIVE SEPARATION MATERIAL BETWEEN.
22. IF REQUIRED, TREAT SOIL AROUND ALL PERTINENT AREAS OF STRUCTURE FOR TERMITES AND OTHER INSECT PROTECTION.
23. ALL SAFETY MEASURES SHALL BE PRACTICED AND OBSERVED DURING CONSTRUCTION TO PREVENT OR ELIMINATE MISHAP.
24. WATERPROOFING SHALL BE AS MANUFACTURED BY "PARAMOUNT", PARASEAL OR EQUAL AND SHALL BE INSTALLED TO MANUFACTURER'S RECOMMENDATIONS.
25. ALL INSULATION USED BELOW GRADE SHALL BE AN APPROVED TYPE FOR USE AS SUCH, AND ALL EXPOSED SURFACES SHALL BE PROTECTED WITH AN APPROPRIATE COATING OR COVERING TO PREVENT DAMAGE OR DETERIORATION.
26. USE 12" OF CLEAN GRANULAR MATERIAL ADJACENT TO SHELL, OR USE PROTECTION BOARD TO ELIMINATE DAMAGE OF WATERPROOFING MATERIAL.

REVISION
NO. DATE DESCRIPTION
1 11/10/10
2 11/10/10
3 11/10/10
4 11/10/10
5 11/10/10
6 11/10/10
7 11/10/10
8 11/10/10
9 11/10/10
10 11/10/10

SET NUMBER
REFERENCE NUMBER

PLANT AND EQUIPMENT
MANUFACTURER'S
SPECIFICATIONS
AND
DIMENSIONS
SHOWN
HEREON
ARE
FOR
REFERENCE
ONLY
AND
DO
NOT
CONSTITUTE
A
WARRANTY
OR
GARANTEE
OF
ANY
KIND
BY
FORNWORKS
BUILDING, INC.

STEEL PLAN

1/4" = 1'-0"

FORNWORKS BUILDING, INC.
p.o. box 1509 durango, co 81302

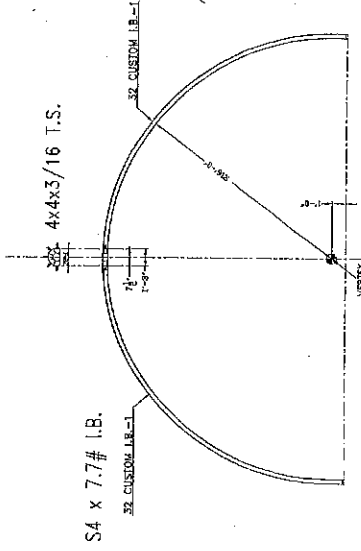
HOVEN

Building, Inc.
S6.1

2-1-2010

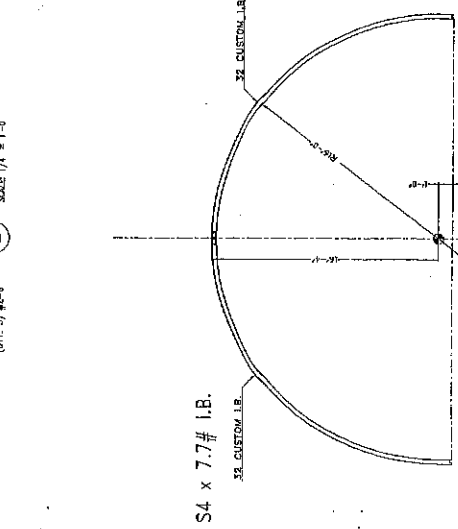
MAR 29 2011

32-1 HUB ASSY.
SCALE 1/4" = 1'-0"



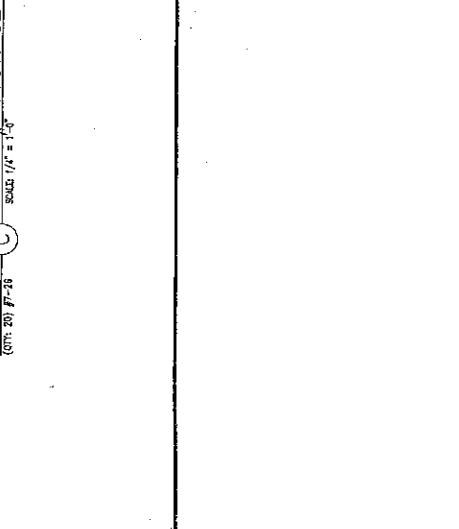
S4 x 7.7# I.B.
32 CUSTOM I.B.-1

S4x7.7# CUST. 32 I.B.-1
SCALE 1/4" = 1'-0"

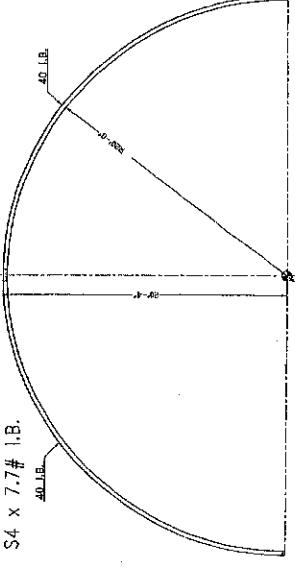


S4 x 7.7# I.B.
32 CUSTOM I.B.-1

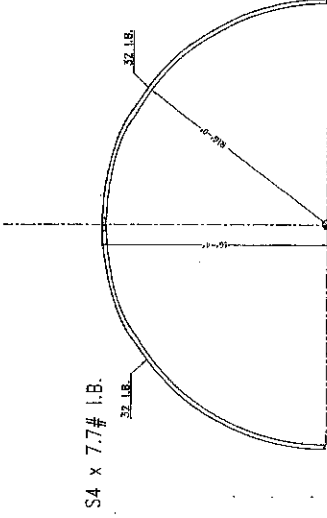
S4x7.7# CUST. 32 I.B.
SCALE 1/4" = 1'-0"



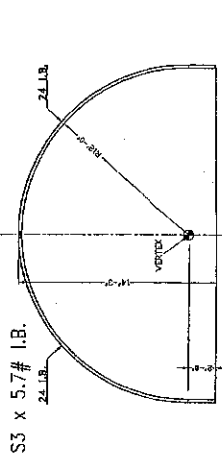
S4 x 7.7# I.B.
32 I.B.



S4x7.7# 40 I.B.
SCALE 1/4" = 1'-0"



S4x7.7# 32 I.B.
SCALE 1/4" = 1'-0"



S3x5.7# 24(B) I.B.
SCALE 1/4" = 1'-0"



PROPRIETARY INFORMATION IS THE SOLE PROPERTY OF FORNWORKS BUILDING, INC.

FORNWORKS BUILDING, INC.
1509 DURANGO, CO. 81302

STEEL PLAN

SCALE 1/4" = 1'-0"

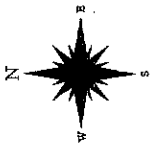
SEE S-7 FOR GENERAL NOTES

NO.	DATE	DESCRIPTION

REVISION	NO.	DATE	DESCRIPTION

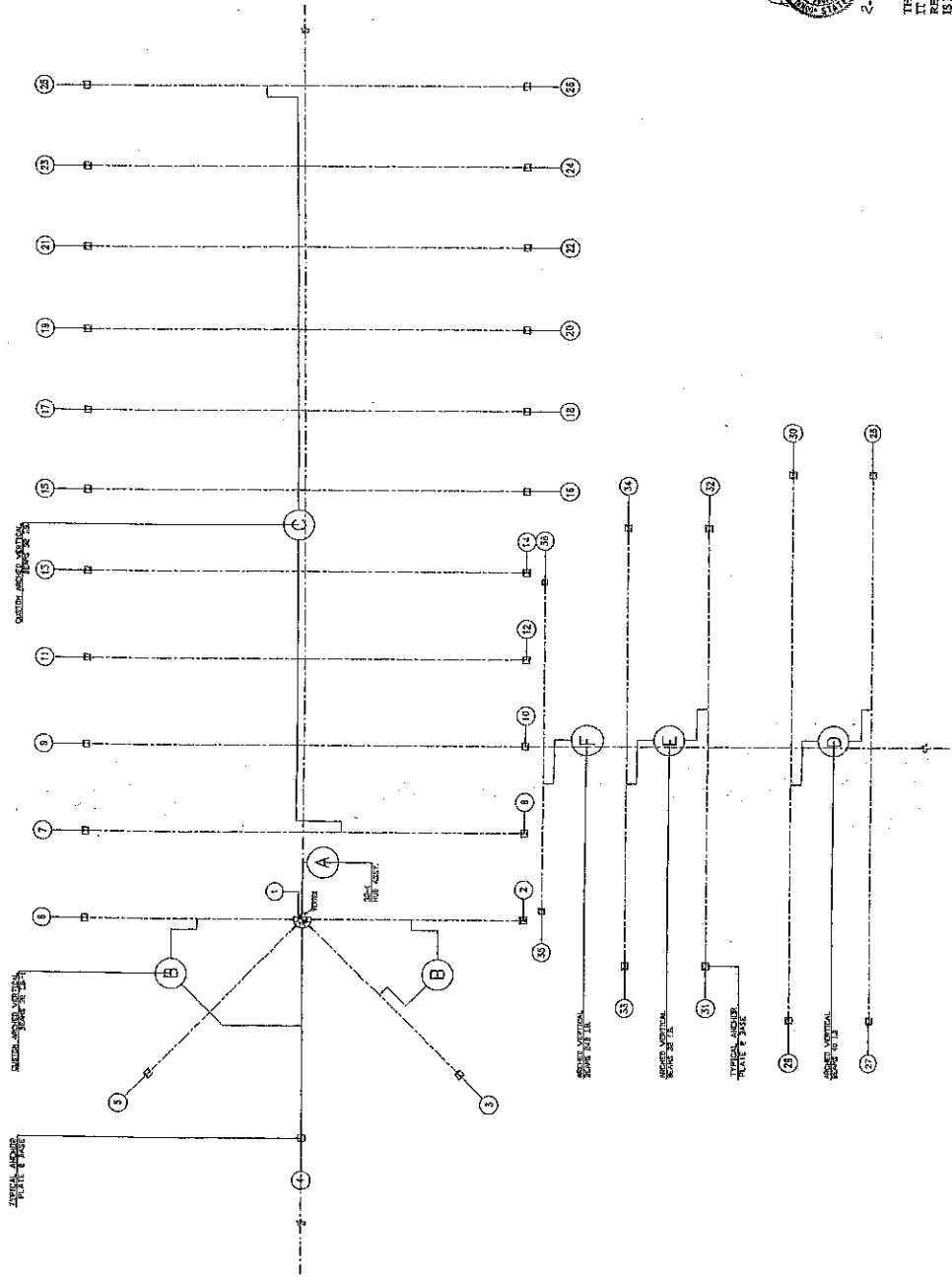
REFERENCE NUMBER
SET NUMBER

MAR 7 6 7 AM '11



THIS IS NOT A STAND ALONE STRUCTURE.
IT IS PART OF A FOUNDATION SYSTEM.
REMAINS IN PLACE AFTER THE SHELL CONCRETE
IS PLACED.

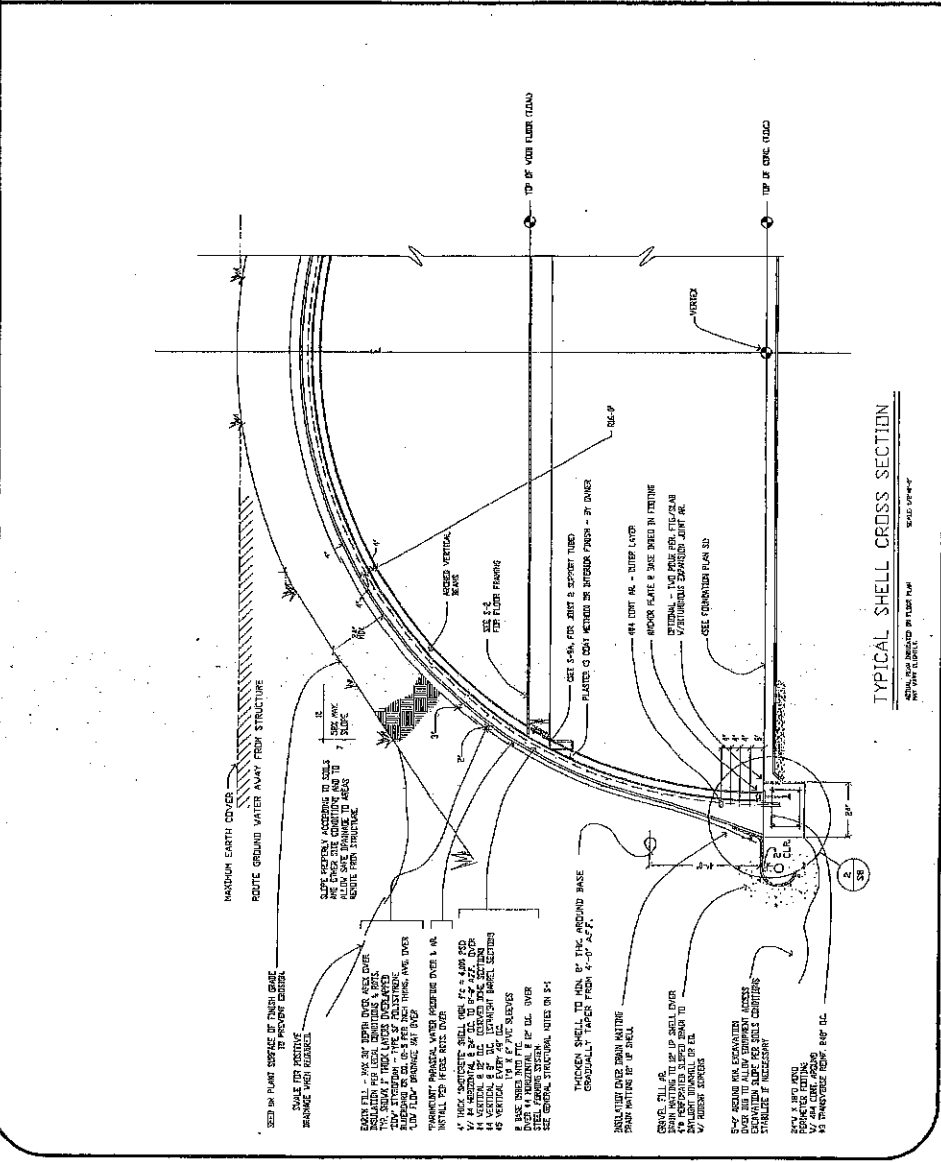
PROPERTY OF HUBBARD BUILDING, INC.



MAR 29 2011



SET NUMBER REFERENCE NUMBER	REVISION NO. DATE DESCRIPTION	HOVEN p.o. box 1309 detroit, mi 48202	Building, Inc. S5
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TYPICAL SHELL CROSS SECTION

NOT TO BE USED IN PLAN VIEW

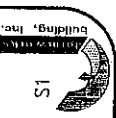
ISSUED
SET NUMBER
REFERENCE NUMBER

PLANS AND DETAILS OF THE FOUNDATION SHALL BE IN ACCORDANCE WITH THE FOUNDATION DESIGN MANUAL, 10TH EDITION, 1997, AND THE FOUNDATION DESIGN MANUAL, 11TH EDITION, 2000, PUBLISHED BY THE AMERICAN INSTITUTE OF STEEL CONSTRUCTION, INC.

REVISION	DATE	DESCRIPTION

FOUNDATION PLAN
1/4" = 1'-0"

HOVEN
Hovener Building, Inc.
P.O. Box 1009
Baltimore, MD 21202

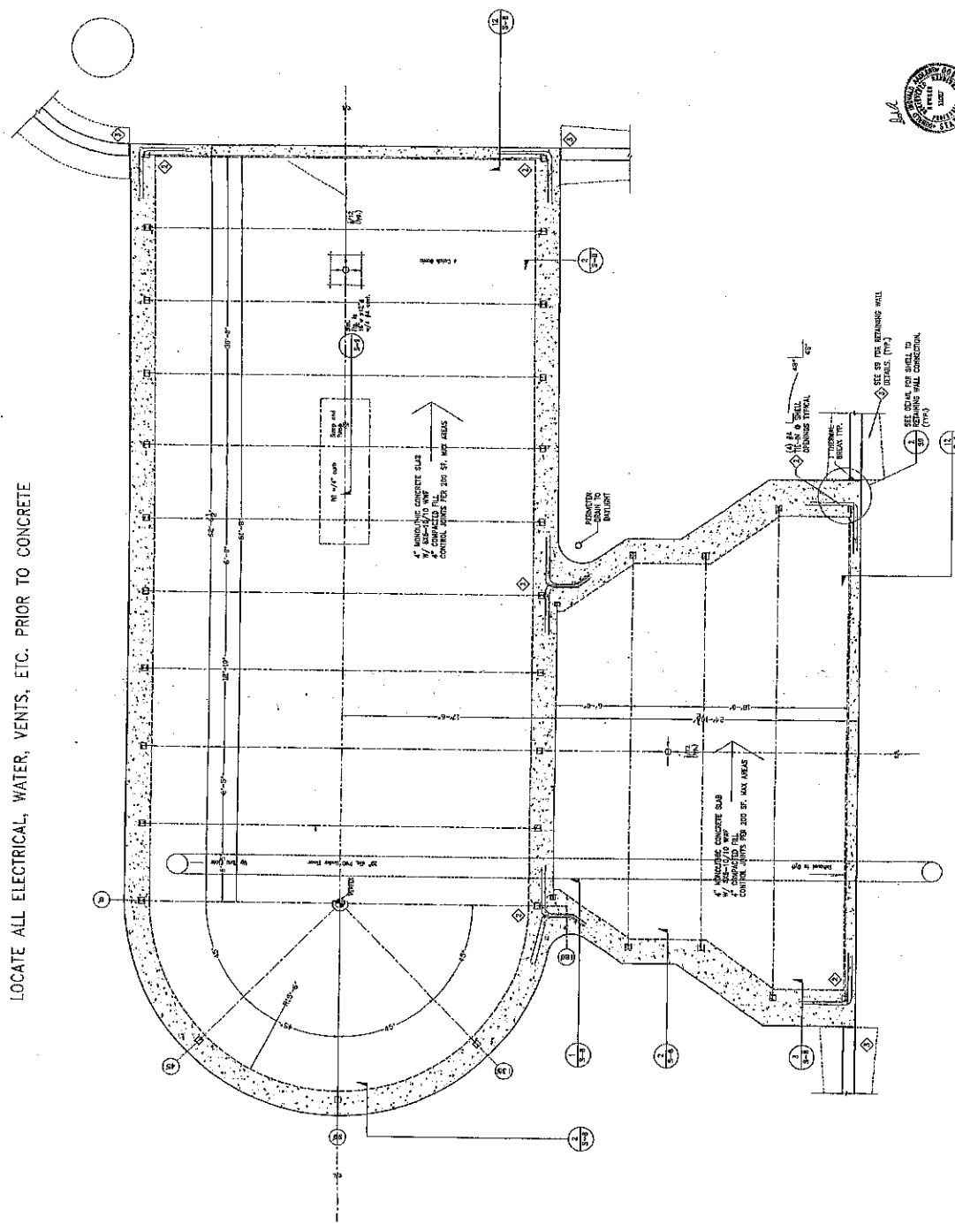


(A) #4 TIE-IN @ SHELL OPENINGS TYPICAL 48"
SEE S1 FOR RETAINING WALL DETAILS (TYP.)



LOCATE ALL ELECTRICAL, WATER, VENTS, ETC. PRIOR TO CONCRETE

MAR 29 2011



WE HAVE NOT SPECIALLY REVISIONS FOR PLACING AND CONCRETE. THESE ARE THE RESPONSIBILITIES OF THE CONTRACTOR. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL AFFECTING AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL AFFECTING AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL AFFECTING AGENCIES.

ISSUED
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 REFERENCE NUMBER

NO.	DATE	DESCRIPTION

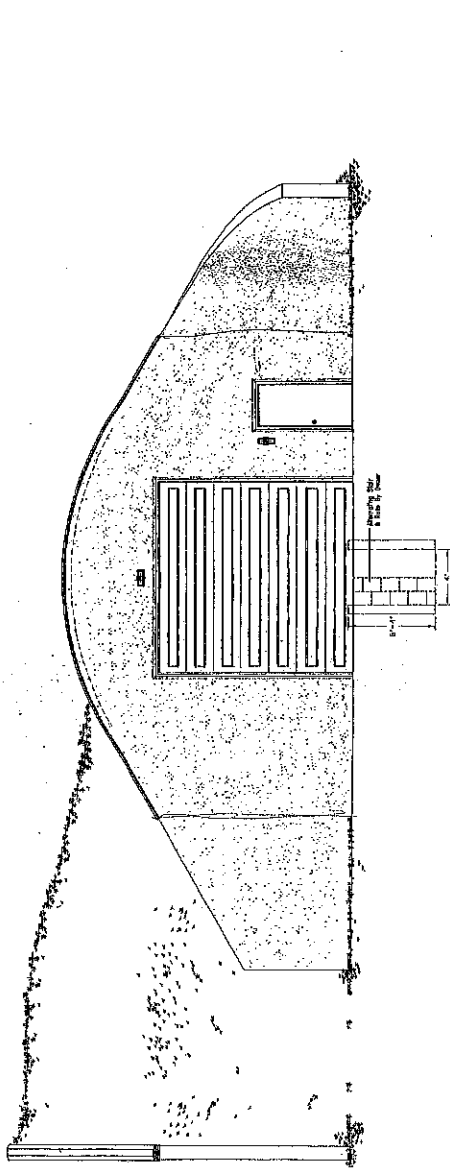
REVISION
 1/4" = 1'-0"

HOVEN
 p.o. box 1509
 dallas, tx 75202

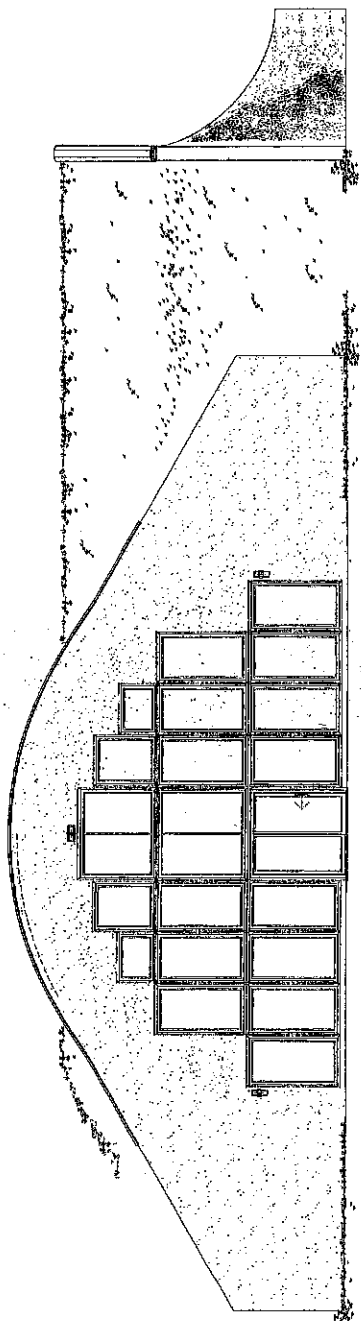
building, inc.
 A4

NOT TO BE USED FOR CONSTRUCTION OF THIS PROJECT WITHOUT THE WRITTEN PERMISSION OF THE ARCHITECT. THE OWNER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES. THE ARCHITECT SHALL NOT BE RESPONSIBLE FOR THE ACCURACY OF ANY INFORMATION PROVIDED BY THE OWNER OR ANY OTHER PARTY. THE ARCHITECT SHALL NOT BE RESPONSIBLE FOR THE ACCURACY OF ANY INFORMATION PROVIDED BY THE OWNER OR ANY OTHER PARTY.

MAR 7 9 2011



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



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

HOVEN
A2

FORNWORKS BUILDING, INC.
P.O. BOX 1505
DURHAM, N.C. 27602

FLOOR PLAN

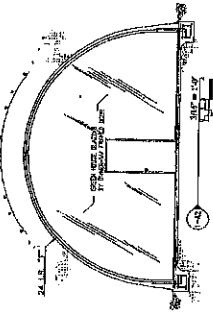
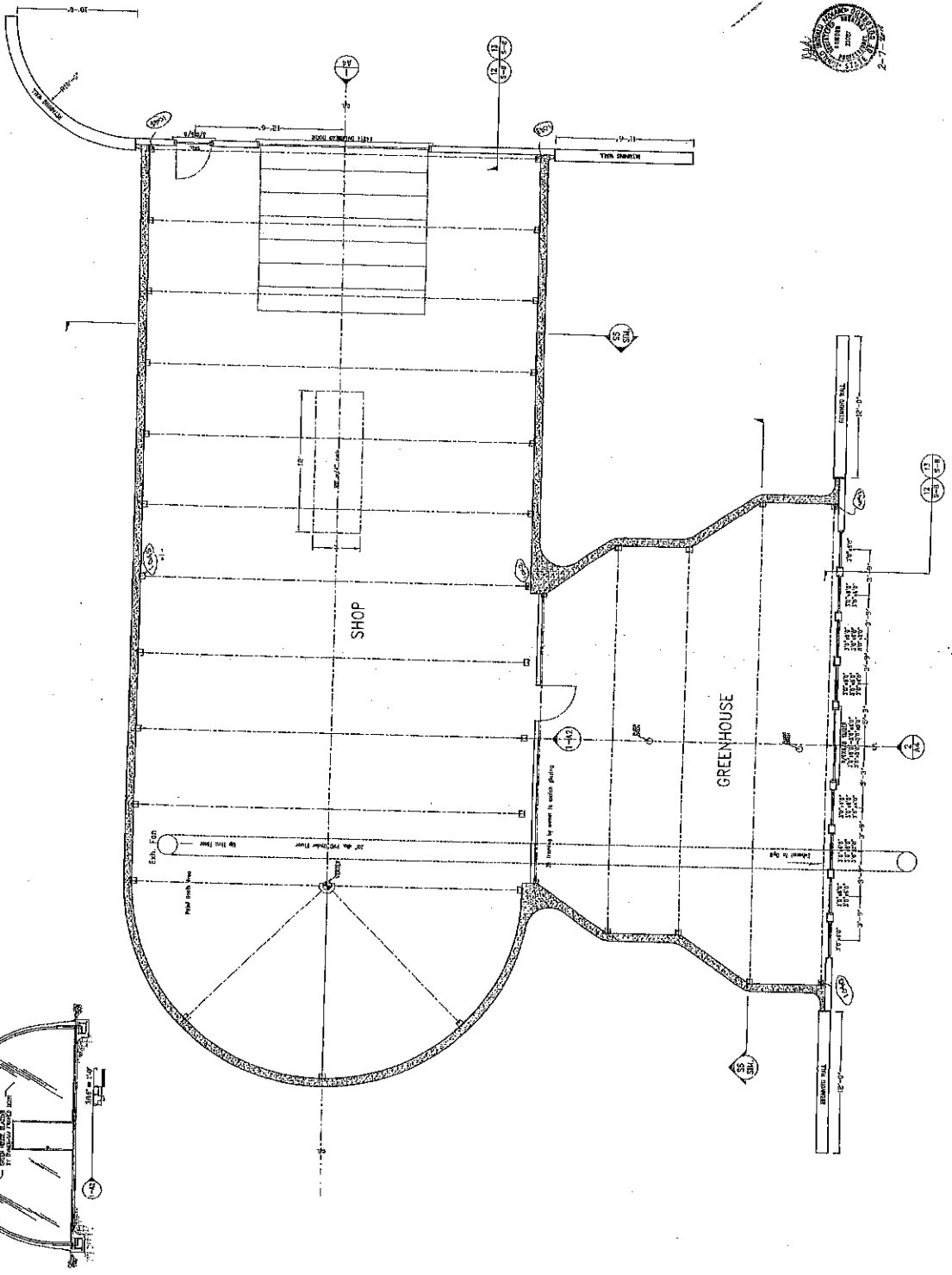
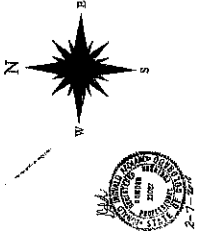
1/4" = 1'-0"

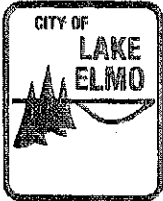
REVISION	DATE	DESCRIPTION

ISSUED
SET NUMBER
REFERENCE NUMBER

NOT BE USED FOR CONSTRUCTION OF THIS PROJECT WITHOUT THE EXPRESSED WRITTEN CONSENT OF THE ARCHITECT. THIS PROJECT IS THE PROPERTY OF THE ARCHITECT AND SHALL REMAIN HIS PROPERTY. NO PART OF THIS PROJECT IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF THE ARCHITECT.

MAR 29 2011





MAYOR & COUNCIL COMMUNICATION

DATE: 5/03/2011
REGULAR
ITEM #: 9
MOTION

AGENDA ITEM: Zoning Text Amendment Discussion Related to the Acquisition of Land for Public Purposes

SUBMITTED BY: Kyle Klatt, Planning Director

THROUGH: Bruce Messelt, City Administrator *BOM*

REVIEWED BY: Kelli Matzek, City Planner

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to consider a potential amendment to the Zoning Ordinance that would allow the City to purchase or acquire property from a land owner (for a public purpose) without impacting the rights that property owner would have otherwise maintained for that property. Staff is also seeking to incorporate some additional flexibility into the code so that the City could acquire property for a public project (i.e. a water line extension, trail, parkland expansion, public utility expansion, or similar project) in situations where a property owner is otherwise at the minimum lot area requirements within their respective zoning district. The suggested motion is as follows:

SUGGESTED MOTION: *“Move to adopt Ordinance No. 08-042 exempting land acquired for a municipal purpose from the lot size requirements of the Zoning Ordinance.”*

BACKGROUND INFORMATION: In order to accomplish the objectives noted above, Staff has drafted the attached revisions to the City Code. Specifically, the proposed amendments would revise the definition for buildable land to exclude “land that has been acquired or set aside for public purposes” and would add a new section under “ADDITIONS AND EXCEPTIONS TO MINIMUM AREA, HEIGHT, AND OTHER REQUIREMENTS” (Section 154.080) to exclude property acquired for public purposes from the calculations used to determine whether or not a lot is buildable.

This ordinance would set an upper limit on the amount of land that could be excluded in such a manner to no more than 10% of the minimum district requirements. For example, a property owner in an RR district with a minimum lot size requirement of ten acres could sell one acre of a ten acre parcel to the City and still be able build on the remaining nine acre lot.

One of the driving factors behind the need for such an ordinance has been the City's search for a new well site north of the Village and near the intersection of Lake Elmo Avenue and 50th Street North. The City Engineer has identified a general location for a new well, but would need to acquire a minimum of one acre of land around the well in order to comply with State Health Department requirements.

Nearly all properties in this portion of the City are either at the Rural Residential district minimum of 10 acres, or would otherwise be negatively impacted from the sale of one acre to the City. For example, if the City were to acquire one acre from a 20 acre site, this property could no longer be subdivided into two building sites under the present Zoning requirements.

PLANNING COMMISSION REPORT: The Planning Commission reviewed the proposed Ordinance at its April 25, 2011 meeting, and conducted a public hearing on the Ordinance, at this time. No public comments concerning the request were received by the Planning Commission. The Commission generally agreed with the intent of the Ordinance, and in particular, that it was in the public's interest to allow the exemptions permitted under the proposed amendment. The Commission also supported the proposed 10% cap (based on the maximum zoning district lot size) as suggested by Staff. The Planning Commission unanimously recommended approval of the zoning amendment request with minor wording changes as recommended by the City Attorney.

PLANNING COMMISSION RECOMMENDATION: Based upon the above background information, staff report and Planning Commission recommendation, it is recommended that the City Council approve the proposed Zoning Ordinance Amendment pertaining to municipal property acquisition by undertaking the following action:

“Move to adopt Ordinance No. 08-042 exempting land acquired for a municipal purpose from the lot size requirements of the Zoning Ordinance.”

Alternatively, the City Council may table taking action on the proposed Ordinance and/or direct staff to provide additional information concerning the proposed Ordinance. The Council may also consider denying the Zoning Ordinance amendment if it finds that the Ordinance as drafted will not serve a public purpose.

ATTACHMENTS: Ordinance No. 08-042 (Final Mark-up & Clean Versions)

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Administrator
- Report/Presentation..... Planning Director
- Questions from Council to Staff Mayor & City Council
- Public Input, if Appropriate Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion Mayor Facilitates
- Action on Motion..... Mayor & City Council

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

ORDINANCE NO. 08-042

**AN ORDINANCE TO EXEMPT LAND ACQUIRED FOR A MUNICIPAL
PURPOSE FROM THE LOT SIZE REQUIREMENTS OF THE ZONING
ORDINANCE**

SECTION 1. The City Council of the City of Lake Elmo hereby amends Title I: General Provisions; Chapter 11: General Code Provisions, by adding the following language:

§ 11.01 DEFINITIONS.

BUILDABLE LAND AREA. The gross land area less the unbuildable land area that includes hydric and restrictive soils, land with slopes over 25%, wetlands, and areas that cannot accommodate septic systems, and land that has been acquired for municipal purposes.

SECTION 2. The City Council of the City of Lake Elmo hereby amends Title XV: Land Usage; Chapter 154: Zoning Code, by amending the following language:

**§ 154.080 ADDITIONS AND EXCEPTIONS TO MINIMUM AREA, HEIGHT,
AND OTHER REQUIREMENTS.**

(A) Existing lot. An existing lot is a lot or parcel of land in a residential district which was of record as a separate lot or parcel in the office of the County Recorder or Registrar of Titles, on or before the effective date of this chapter. Any such lot or parcel of land which is in a residential district may be used for single-family detached dwelling purposes, provided the area and width of the lot are within 60% of the minimum requirements of this chapter; provided, all setback requirements of this chapter must be maintained; and provided, it can be demonstrated safe and adequate sewage treatment systems can be installed to serve the permanent dwelling. Any 1-acre lot which was of record before October 16, 1979 may be used for single-family detached dwelling purposes regardless of ownership of adjacent parcels, provided the lot meets all other requirements of this chapter.

(B) Reductions in Lot Size for Municipal Purposes. Any lot that has been reduced in size due to the acquisition of property for municipal purposes that would otherwise meet the requirements for an existing lot as described in Section 154.080 (A), may be used for a single-family detached dwelling, provided that the lot is not reduced in

size by more than 10% of the minimum district requirements due to the municipal land acquisition and further provided the lot conforms to all other zoning district and subdivision standards for the district in which it is located. This provision shall apply to the subdivision of lots in existence prior to the adoption of this ordinance that would have otherwise met the zoning district standards for lot size and that meet all requirements of this section.

SECTION 3. Effective Date

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

SECTION 4. Adoption Date

This Ordinance No. 08-042 was adopted on this 3rd day of May, 2011, by a vote of ___ Ayes and ___ Nays.

Mayor Dean Johnston

ATTEST:

Bruce Messelt
City Administrator

This Ordinance No 08-042 was published on the ___ day of _____, 2011.

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

ORDINANCE NO. 08-043

**AN ORDINANCE APPROVING MINOR REVISIONS TO SECTION 150.283
AND SECTION 150.287 OF THE CITY CODE GOVERNING STORM WATER
AND EROSION AND SEDIMENT CONTROL**

Section 1. The City Council of the City of Lake Elmo hereby ordains that Section 150.283 subdivision (A) (1) (a) is hereby amended to read as follows:

- a) Any land development activity that increases and/or replaces impervious surface with a surface area exceeding one acre, including smaller individual sites that are part of a common plan of development that may be constructed at different times; and/or

Section 2. The City Council of the City of Lake Elmo hereby ordains that Section 150.283 subdivision (A) (2) (b) and (c) are hereby amended to read as follows:

- b) . Reconstruction of existing public trails and construction of new public trails that are not a part of a proposed land development activity as defined in (A) (1) above.
- c) Reclamation and maintenance of existing public streets.

Section 3. The City Council of the City of Lake Elmo hereby ordains that Section 150.287 subdivision (A) (2) (b) (i) and (c) (i) are hereby amended to read as follows:

b) Rate Control Requirements

- i) The rate of storm water runoff discharge in from a proposed site shall not be greater than the rate of storm water runoff discharging prior to the proposed site alteration for the 2-, 10- and 100-year storm events. Storm water best management practices to meet this requirement shall be designed and constructed in accordance with the most current version of the *City Engineering Design Standards*. The City Engineer retains the authority to require the above conditions to apply to the rate of storm water runoff discharging at any point leaving the site.

The analyses for the rate of storm water runoff shall be calculated using the Soil Conservation Service Type II time distribution for the 2-, 10-, and 100-year 24-hour storm events. The rate of storm water runoff prior to the proposed

development shall be calculated at the pre-settlement condition as defined in the *State of Minnesota Stormwater Manual* for a "meadow" condition based on the applicable Hydrologic Soil Group(s) for the development (see Table 1).

c) Volume Control Requirements

- i) The volume of storm water runoff discharging from a proposed site shall not be greater than the volume of storm water runoff discharging prior to the proposed site alteration for the 2-, 10-, and 100-year storm events. Storm water best management practices to meet this requirement shall be designed and constructed in accordance with the most current version of the *City Engineering Design Standards*. The City Engineer retains the authority to require the above conditions to apply to the volume of storm water runoff discharging at any point leaving the site.

Section 4. Adoption Date

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

This Ordinance No. 08-043 was adopted on this 3rd day of May, 2011, by a vote of Ayes and Nays.

Mayor Dean A. Johnston

ATTEST:

Bruce A. Messelt, City Administrator

This Ordinance No. 08-043 was published on the day of , 2011.

CERTIFICATION

I hereby certify that the foregoing Resolution is a true and correct copy of a resolution presented to and adopted by the Council of the City of Lake Elmo at a duly authorized meeting thereof held on 3rd day of May, 2011, as shown by the minutes of said meeting in my possession.

Sharon Lumby
City Clerk



MAYOR & COUNCIL COMMUNICATION

DATE: 5/03/2011
REGULAR
ITEM #: 10
MOTION Ordinance No. 08-043

AGENDA ITEM: Storm Water and Erosion and Sediment Control in the City of Lake Elmo, Ordinance No. 08-043, Approving Minor Revisions to City Code Section 150.283 and Section 150.287

SUBMITTED BY: Jack Griffin, City Engineer

THROUGH: Bruce A. Messelt, City Administrator *BAW*

REVIEWED BY: Ryan Stempski, Assistant City Engineer
Kyle Klatt, Planning Director

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to approve Ordinance No. 08-043, which includes minor revisions to Section 150.283 and Section 150.287 of the City Code governing storm water and erosion and sediment control in the City of Lake Elmo. The minor revisions are being recommended to provide clarity for ordinance implementation. The specific motion is as follows:

SUGGESTED MOTION: *“Move to approve Ordinance 08-043, revising Section 150.283 and Section 150.287 of the City Code governing storm water and erosion and sediment control in the City of Lake Elmo.”*

BACKGROUND AND STAFF REPORT: The Storm Water and Erosion and Sediment Control Ordinance was adopted by the City Council on June 16, 2009 and was incorporated into the City Code. After processing a few applications, staff believes that the proposed minor revisions to Section 150.283 and Section 150.287 of the City Code are appropriate to further clarify the applicability of the storm water management plan requirements, and to further clarify application of the storm water criteria requirements for both rate and volume control. The minor revisions are not intended to change the intent of this section of City Code, but rather to improve the communications and expectations between the City, applicants and the Valley Branch Watershed District (VBWD).

The proposed minor revisions to Section 150.283 and Section 150.287 of the City Code are shown in Ordinance No. 08-043 (see Attachment No. 1). Since these minor revisions are not within the City’s Zoning Code, a public hearing is not required.

ADDITIONAL INFORMATION: Staff has also been working with the Valley Branch Watershed District (VBWD) to provide clarity on storm water management in the Village Area. To address this, staff has prepared an Addendum to Section 17 of the Village Area Alternate Urban Areawide Review (AUAR). The addendum will specifically amend Section 17.5 of the AUAR Storm Water Mitigation Strategies to require that land development activities meet the requirements of the City's adopted storm water management ordinance and the applicable rules of the Valley Branch Watershed District (VBWD). This requirement would replace the current mitigation strategy that says, "all land development activities provide runoff volume facilities adequate to not increase runoff volume from existing conditions as calculated by the VBWD simplified method for determining the 100-year high water levels for landlocked basins". This clarification to the AUAR is a minor revision and does not substantially change the environmental review.

When the Village Area AUAR and its Mitigation Plan was completed, the City had not yet adopted its Local Surface Water Management Plan (LSWMP) and storm water management ordinance. Both of these documents have now been completed with the intention to regulate and manage storm water facilities within the City, and both of these documents contain the provisions necessary to provide a high degree of storm water regulation and protection. Through discussions with the VBWD staff it is jointly believed that Village Area storm water mitigation strategies will be more appropriately addressed through the City's storm water ordinance together with the VBWD Rules.

STAFF RECOMMENDATION: Based upon the above information, it is recommended that the City Council approve Ordinance No. 08-043, which includes minor revisions to Section 150.283 and Section 150.287 of the City Code Governing Storm Water and Erosion and Sediment Control in the City of Lake Elmo. The suggested motion is as follows:

"Move to approve Ordinance 08-043, revising Section 150.283 and Section 150.287 of the City Code governing storm water and erosion and sediment control in the City of Lake Elmo."

Alternatively, the City Council does have the authority to remove this item from the *Consent Agenda*, table this item for future consideration, or further discuss, deliberate and/or, if appropriate, amend the recommended motion prior to taking action. If the latter is done so, the appropriate action of the Council following such discussion would be:

"Move to approve Ordinance 08-04,3 revising Section 150.283 and Section 150.287 of the City Code governing storm water and erosion and sediment control in the City of Lake Elmo [as amended and/or modified at tonight's meeting]."

ATTACHMENTS: Ordinance No. 08-043, Storm Water & Erosion and Sediment Control in the City of Lake Elmo, Minor Revisions to Section 150.283 and Section 150.287

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Administrator
- Report/Presentation..... City Engineer
- Questions from Council to Staff Mayor & City Council
- Public Input, if Appropriate Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion..... Mayor Facilitates
- Action on Motion Mayor & City Council

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

ORDINANCE NO. 08-043

**AN ORDINANCE APPROVING MINOR REVISIONS TO SECTION 150.283
AND SECTION 150.287 OF THE CITY CODE GOVERNING STORM WATER
AND EROSION AND SEDIMENT CONTROL**

Section 1. The City Council of the City of Lake Elmo hereby ordains that Section 150.283 subdivision (A) (1) (a) is hereby amended to read as follows:

- a) Any land development activity that increases and/or replaces ~~creates new~~ impervious surface with a surface area exceeding~~that exceeds~~ one acre, including smaller individual sites that are part of a common plan of development that may be constructed at different times; and/or

Section 2. The City Council of the City of Lake Elmo hereby ordains that Section 150.283 subdivision (A) (2) (b) and (c) are hereby amended to read as follows:

- b) ~~Public trail construction and reconstruction projects.~~ Reconstruction of existing public trails and construction of new public trails that are not a part of a proposed land development activity as defined in (A) (1) above.
- c) Reclamation and maintenance of existing public streets.

Section 3. The City Council of the City of Lake Elmo hereby ordains that Section 150.287 subdivision (A) (2) (b) (i) and (c) (i) are hereby amended to read as follows:

b) Rate Control Requirements

- i) The rate of storm water runoff discharge in from a proposed site shall not be greater than the rate of storm water runoff discharging prior to the proposed site alteration for the 2-, 10- and 100-year storm events. Storm water best management practices to meet this requirement shall be designed and constructed in accordance with the most current version of the City Engineering Design Standards. The City Engineer retains the authority to require the above conditions to apply to the rate of storm water runoff discharging at any point leaving the site.

The analyses for the rate of storm water runoff shall be calculated using the Soil Conservation Service Type II time distribution for the 2-, 10-, and 100-year 24-hour storm events. The rate of storm water runoff prior to the proposed

development shall be calculated at the pre-settlement condition as defined in the *State of Minnesota Stormwater Manual* for a "meadow" condition based on the applicable Hydrologic Soil Group(s) for the development (see Table 1).

c) Volume Control Requirements

- i) The volume of storm water runoff discharging from a proposed site shall not be greater than the volume of storm water runoff discharging prior to the proposed site alteration for the 2-, 10-, and 100-year storm events. Storm water best management practices to meet this requirement shall be designed and constructed in accordance with the most current version of the *City Engineering Design Standards*. The City Engineer retains the authority to require the above conditions to apply to the volume of storm water runoff discharging at any point leaving the site.

Section 4. Adoption Date

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

This Ordinance No. 08-043 was adopted on this 3rd day of May, 2011, by a vote of X Ayes and X Nays.

Mayor Dean A. Johnston

ATTEST:

Bruce A. Messelt, City Administrator

This Ordinance No. 08-043 was published on the Xth day of XXXX, 2011.



MAYOR & COUNCIL COMMUNICATION

DATE: 5/03/2011
REGULAR
ITEM #: 11
MOTION

AGENDA ITEM: Out-of-State Travel Request – Fire Department

SUBMITTED BY: Fire Chief Greg Malmquist

THROUGH: Bruce A. Messelt, City Administrator *BAW*

REVIEWED BY: Tom Bouthilet, Finance Director

SUMMARY AND ACTION REQUESTED: It is respectfully requested that the Mayor and City Council Members consider a request for out-of-state travel for Fire Chief Malmquist to attend a Conference in Florida in November 2011. If approved the suggested motion would be:

SUGGESTED MOTION: *“Move to approve Out-of-State Travel for the fire Chief to attend the IAFC Conference in November 2011 for Volunteer and Combination Officers.”*

BACKGROUND INFORMATION: City Council policy is to consider out-of-state travel on a case-by-base basis and dependent upon available funds.

The Fire Chief is requesting travel to an International Association of Fire Chiefs’ Volunteer & Combination Officers’ Section Symposium, to be held in Florida in November 2011. The unique nature and value of the training is the basis for this request.

STAFF REPORT/FINANCIAL CONSIDERATIONS: At this time, a Council decision at tonight’s meeting is not anticipated to generate immediate financial considerations, as the Fire Department has sufficient training funds available at this time to cover this proposed activity. The estimated cost for this travel is as follows (per attendee):

- Registration - \$290 (before August 1st)
 - Hotel, 4 Nights - \$736
 - Airfare - \$350 (estimate)
 - Per Diem - \$112 (\$28/day)
- TOTAL: \$ 1,488 -- proposed 2 attendees -- **\$ 2,976**

RECOMMENDATION: Based upon the above background information it is recommended that the City Council review the travel request and determine if such is warranted. If in the affirmative, the suggested motion would be as follows:

“Move to approve Out-of-State Travel for the fire Chief to attend the IAFC Conference in November 2011 for Volunteer and Combination Officers.”

Alternatively, the City Council does have the authority to deny this request, table this request, or further discuss and review this item and/or alter the proposed travel request. If the latter, the suggested motion would be:

“Move to approve Out-of-State Travel for the fire Chief to attend the IAFC Conference in November 2011 for Volunteer and Combination Officers [as amended at tonight’s meeting].”

ATTACHMENTS: Proposed Conference Materials

SUGGESTED ORDER OF BUSINESS:

- Introduction & Report.....City Administrator/Fire Chief
- Questions from Council to Staff.....Mayor Facilitates
- Public Input, if AppropriateMayor Facilitates
- Discussion..... Mayor & Council Members
- Direction to StaffMayor Facilitates

VCOS Symposium

Do you ever stop and take a look at how you lead your department and what you're really trying to accomplish?

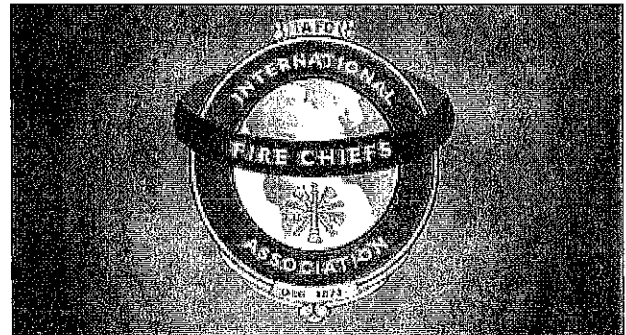
The 2011 Symposium in the Sun addresses Leading Your Organization from the Inside Out. This year's sessions are geared toward enhancing your leadership skills in a way that will motivate your department and create a greater impact on the entire community you serve.

The Symposium in the Sun has exceptional networking opportunities with leaders of volunteer and combination departments from around the country. Don't miss this opportunity for unbeatable education and networking.

Online: Register today!



Volunteer & Combination Officers Section (VCOS)
The VCOS section provides chief officers who manage volunteers within the Fire/Rescue/EMS delivery system with information, education, services and representation to enhance their professionalism and capabilities.



About the IAFC
For 135 years, the International Association of Fire Chiefs has provided leadership to career and volunteer chiefs, chief fire officers and managers of emergency services. Today, the IAFC represents the leadership of more than 1.2 million firefighters and emergency responders. IAFC members are the world's leading experts in firefighting, emergency medical services, terrorism response, hazardous materials spills, natural disasters, search and rescue, and public-safety legislation.

Education

Thursday , November 10

New Challenges To Come... Are You Prepared?

Attend this full-day pre-conference seminar that will address how to build a high performing fire and EMS organization and how to make sure you and your station are prepared for what's to come.

Tim Holman, Chief, German Township (OH) Fire & EMS; Eddie Buchanan, Division Chief, Hanover County (VA) Public Safety Department, Dennis Rubin, Chief (Ret.)

Friday, November 1

General Session

Glenn A. Gaines, U.S. Fire Administrator

Interpersonal Dynamics

Howard Cross, President, Howard Cross & Associates

Innovation, Motivation, Leadership

Vicki Pritchett, Project Manager, Fire Team USA

Saturday, November 13

Transitioning Parts 1 & 2- VCOS Project

The Benefits of Fire Chaplaincy

Skip Strans, Chaplain, Emergency Ministries

Volunteer Training

Duane Dodwell, Deputy Chief, Fairfax County (VA) Fire & Rescue Department

May Day for Mental Health

Pat Kenney

Lightweight Construction

Shane Ray, Chief, Pleasant View (TN) Volunteer Fire Department

Sunday, November 14

Fireside Chat

Alan Brunacini, Fire Chief, Ret., Phoenix Fire Department, Phoenix, AZ



MAYOR & COUNCIL COMMUNICATION

DATE: 5/3/2011
REGULAR
ITEM #: 12
MOTION: *Resolution No. 2011-019*
Resolution No. 2011-020

AGENDA ITEM: Lake Elmo Avenue Infrastructure Project I-94 to 30th Street – Resolution Accepting Bids and Awarding a Contract

SUBMITTED BY: Jack Griffin, City Engineer

THROUGH: Bruce A. Messelt, City Administrator *BAM*

REVIEWED BY: Ryan Stempski, Assistant City Engineer

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to consider approving a Resolution, Accepting Bids and Awarding the Contract for the Lake Elmo Avenue Infrastructure Project, I-94 to 30th Street. Bids were received, publicly opened, and read aloud on April 19, 2011. TKDA has prepared and attached the Bid Tabulation worksheet and a Letter of Recommendation for the Award of the Contract. The City has the right to reject all Bids, to award a contract for the lowest responsive Base Bid, or to award a contract for the lowest responsive Alternate Bid. The City may retain the Bids together with the Bid Securities for no more than 60 days from the date of the Bid Opening (or until June 19, 2011). Should the Council choose to award a contract, the suggested motion is as follows:

“Move to approve Resolution No. 2011-019, Accepting Bids and Awarding the Contract for the Lake Elmo Avenue Infrastructure Project, I-94 to 30th Street, to [S.J. Louis Construction Company for the Base Bid in the amount of \$2,710,546.00].”

or

Move to approve Resolution No. 2011-020, Accepting Bids and Awarding the Contract for the Lake Elmo Avenue Infrastructure Project, I-94 to 30th Street, to [Burschville Construction Inc. for the Alternate Bid in the amount of \$3,676,451.75].”

BACKGROUND INFORMATION: At the December 7, 2010, City Council Meeting, Council directed staff to prepare plans and specifications to incorporate a gravity trunk sewer option for all or portions of the corridor between 10th Street and I-94, and to incorporate these plans as an alternate bid for the Lake Elmo Avenue Infrastructure Project, I-94 to 30th Street. Staff was

directed to complete the necessary plans and specifications, work with the impacted property owners, and negotiate the necessary easements.

The base bid design includes a trunk sanitary sewer forcemain along the entire project corridor, connecting the proposed Village Area Lift Station to the MCES Meter Station (located near Hudson Boulevard and Lake Elmo Avenue). The project plans have been designed with the Village Area Lift Station located near Lisbon Avenue and 30th Street on a site previously presented to the Council as Site No. 3, located outside of and to the east of Reid Park. This trunk infrastructure project is the first step to provide Municipal Sewer Service for the Village Area. Once completed Municipal Sewer Service can be made available to the new Village development with the construction of the Village Parkway Trunk Sewer and/or to the Old Village with the construction of the Lake Elmo Avenue Trunk Gravity Sewer north to TH 5.

The alternate bid design is similar to the base bid design, but would construct trunk gravity sewer in lieu of forcemain near the south end of Cimarron to the MCES Meter Station. This trunk sewer plan configuration would eliminate redundant forcemain pipe infrastructure south of 10th Street and would result in lower overall Trunk Sewer Infrastructure System costs. The alignment of the gravity sewer follows the most cost-effective route south of 10th Street. Once this project is completed, Municipal Sewer Service would also be available in the southeast portion of Lake Elmo, in the areas immediately adjacent to the proposed gravity alignment.

STAFF REPORT: Bids were received on April 19, 2011. The contract documents allow the City to retain these bids together with their Bid security for a period of 60 days (June 19, 2011), before the City must either award the project or reject all bids. If the project is awarded at the May 3rd City Council Meeting, construction work would begin June 2011, The Contract substantial completion deadline is November 15, 2011 and the Contract final completion deadline is December 15, 2011.

The Engineer's preliminary estimate of total project cost for the Base Bid design was \$3.8 million and the Post Bid estimated total project cost is now \$3.65 million, after receiving contractor bids.

For the Alternate Bid design, the Engineer's preliminary estimate of total project cost was \$5.2 million and the Post Bid estimated total project cost is now \$4.85 million, after receiving contractor bids. These costs do not include easement acquisition costs for the easements south of 10th street, should any compensation be required for these easements.

In order to award a contract for the **Alternate Bid**, it is recommended that the City receive assurance that the permanent and temporary utility easements can be successfully acquired in a timely manner such that contractor delays are not incurred. Permanent and temporary utility easements are required from nine separate parcels under the ownership of six property owners. Easement agreements have been prepared and sent to each of these property owners requesting the dedication of the easements at no cost to the City. The status of each of these easements will be reported to the Council at the meeting in the Staff report.

RECOMMENDATION: Based upon the above background information and staff report, it is recommended that the City Council consider approving a Resolution Accepting Bids and Awarding the Contract for the Lake Elmo Avenue Infrastructure Project, I-94 to 30th Street for either the Base Bid, or the Alternate Bid, or the Council may consider rejecting all bids, or tabling action on this item until a future Council meeting no later than June 19, 2011. The Council is reminded that it is advisable by Staff to consider delaying the award of the project if the Council is considering award for the Alternate Bid, and the permanent and temporary easements have not yet been secured. Should the Council choose to award a contract, the suggested motion is as follows:

“Move to approve Resolution No. 2011-019, Accepting Bids and Awarding the Contract for the Lake Elmo Avenue Infrastructure Project, I-94 to 30th Street, to [S.J. Louis Construction Company for the Base Bid in the amount of \$2,710,546.00].”

or

Move to approve Resolution No. 2011-020, Accepting Bids and Awarding the Contract for the Lake Elmo Avenue Infrastructure Project, I-94 to 30th Street, to [Burschville Construction Inc. for the Alternate Bid in the amount of \$3,676,451.75].”

ATTACHMENTS: (4)

1. Resolution No. 2011-019
2. Resolution No. 2011-020
3. Engineers Letter of Recommendation for Award of Contract
4. Project Location Map

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Administrator
- Report/Presentation..... City Engineer
- Questions from Council to Staff..... Mayor & City Council
- Public Input, if AppropriateMayor Facilitates
- Call for Motion Mayor & City Council
- Discussion.....Mayor Facilitates
- Action on Motion..... Mayor & City Council

CITY OF LAKE ELMO
WASHINGTON COUNTY
STATE OF MINNESOTA

RESOLUTION NO. 2011-019

**A RESOLUTION ACCEPTING BIDS AND AWARDING THE CONTRACT
FOR THE LAKE ELMO AVENUE INFRASTRUCTURE PROJECT,
I-94 TO 30TH STREET
BASE BID AWARD**

WHEREAS, pursuant to resolutions passed by the council, TKDA was directed to prepare plans and specifications for the Lake Elmo Avenue Infrastructure Project I-94 to 30th Street, and to complete the design for an alternate bid option to include gravity sewer for portions of the corridor between 10th Street and I-94;

WHEREAS, TKDA has completed the plans and specifications and the City Council approved them on March 15, 2011, and directed staff to advertise and receive bids;

WHEREAS, pursuant to an advertisement for bids for the Lake Elmo Avenue Infrastructure Project I-94 to 30th Street, bids were received, opened and tabulated according to law, and bids were received complying with the advertisement;

WHEREAS, bids were tabulated, checked and summarized to verify that all requirements of the submittals were met;

AND WHEREAS, the City Engineer reviewed the bids and has provided a letter recommending the award of the contract to the lowest responsive bidder;

NOW, THEREFORE, BE IT RESOLVED,

1. That the Mayor and City Clerk are hereby authorized and directed to enter into a Contract in the accordance with the **BASE BID** Project, in the amount of the Contractor's lowest responsible bid, and according to the plans and specifications thereof approved by the City Council.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next two lowest bidders shall be retained until a contract has been signed.

Date: _____, 2011

CITY OF LAKE ELMO

By: _____
Dean A. Johnston, Mayor

ATTEST:

Bruce A. Messelt
City Administrator

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

RESOLUTION NO. 2011-020

**A RESOLUTION ACCEPTING BIDS AND AWARDING THE CONTRACT
FOR THE LAKE ELMO AVENUE INFRASTRUCTURE PROJECT,
I-94 TO 30TH STREET
BASE BID AWARD**

WHEREAS, pursuant to resolutions passed by the council, TKDA was directed to prepare plans and specifications for the Lake Elmo Avenue Infrastructure Project I-94 to 30th Street, and to complete the design for an alternate bid option to include gravity sewer for portions of the corridor between 10th Street and I-94;

WHEREAS, TKDA has completed the plans and specifications and the City Council approved them on March 15, 2011, and directed staff to advertise and receive bids;

WHEREAS, pursuant to an advertisement for bids for the Lake Elmo Avenue Infrastructure Project I-94 to 30th Street, bids were received, opened and tabulated according to law, and bids were received complying with the advertisement;

WHEREAS, bids were tabulated, checked and summarized to verify that all requirements of the submittals were met;

AND WHEREAS, the City Engineer reviewed the bids and has provided a letter recommending the award of the contract to the lowest responsive bidder;

NOW, THEREFORE, BE IT RESOLVED,

1. That the Mayor and City Clerk are hereby authorized and directed to enter into a Contract in the accordance with the **ALTERNATE BID** Project, in the amount of the Contractor's lowest responsible bid, and according to the plans and specifications thereof approved by the City Council.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next two lowest bidders shall be retained until a contract has been signed.

Date: _____, 2011

CITY OF LAKE ELMO

By: _____
Dean A. Johnston, Mayor

ATTEST:

Bruce A. Messelt
City Administrator

TKDA

ENGINEERING • ARCHITECTURE • PLANNING

The right time. The right people. The right company.

444 Cedar Street, Suite 1500
Saint Paul, MN 55101-2140

(651) 292-4400
(651) 292-0083 Fax
www.tkda.com

May 3, 2011

Honorable Mayor and City Council
City of Lake Elmo, Minnesota

Re: Lake Elmo Avenue Infrastructure Improvements, I-94 to 30th Street
City of Lake Elmo, Minnesota
TKDA Project No. 13857.000

Dear Mayor and City Council:

Bids for the referenced project were received on April 19, 2011, at 10:00 a.m. with the following results. A complete Tabulation of Bids is attached for your information.

<u>Contractor</u>	<u>BASE BID</u>
SJ Louis Construction Co.	\$2,710,546.00
Geislinger & Sons	\$2,753,894.00
Minger Construction, Inc.	\$2,805,181.00
LaTour Construction, Inc.	\$2,824,261.80
Ellingson Drainage	\$2,830,599.00
Burschville Construction, Inc.	\$2,880,318.00
GM Construction, Inc.	\$2,910,780.00
Duininck, Inc.	\$2,982,096.30
Veit & Company, Inc.	\$3,138,885.00
Engineer's Estimate	\$2,710,904.92

<u>Contractor</u>	<u>ALTERNATE BID</u>
Burschville Construction, Inc.	\$3,676,451.75
SJ Louis Construction Co.	\$3,684,907.45
Geislinger & Sons	\$3,688,623.75
LaTour Construction, Inc.	\$3,690,230.30
Minger Construction, Inc.	\$3,739,035.60
Duininck, Inc.	\$3,950,790.94
Veit & Company, Inc.	\$3,964,110.50
Ellingson Drainage	\$3,973,792.50
GM Construction, Inc.	\$4,452,074.78
Engineer's Estimate	\$3,808,552.12

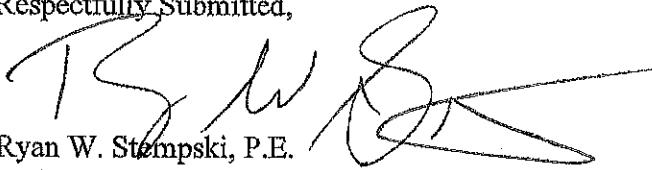
Lake Elmo Avenue Infrastructure Improvements, I-94 to 30th Street
May 3, 2011
Page 2

Recommendation

Should the City Council decide to award the **BASE BID** (forcemain only) improvements, the recommended lowest responsive and responsible bidder is SJ Louis Construction Co., for their base bid of \$2,710,546.00.

Should the City Council decide to award the **ALTERNATE BID** (forcemain and gravity sewer south of 10th Street), the recommended lowest responsive and responsible bidder is Burschville Construction, Inc., for their alternate bid of \$3,676,451.75.

Respectfully Submitted,



Ryan W. Stempski, P.E.
Project Manager

Enclosures

cc: Bruce Messelt, City Administrator
Tom Bouthilet, Finance Director
Jack W. Griffin, City Engineer

TABULATION OF BASE BIDS

LAKE ELMO AVENUE INFRASTRUCTURE IMPROVEMENTS - 104 TO 30TH STREET
 CITY OF LAKE ELMO, MINNESOTA
 TKDA PROJECT NO. 13857.000

BIDS OPENED: APRIL 19, 2011, AT 10:00 AM

*DENOTES ERROR IN BIDDERS CALCULATION



*DENOTES ERROR IN BIDDERS CALCULATION

Duhrinck, Inc.

Vett & Companies

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
DIVISION 1 - GENERAL							
1	MOBILIZATION	1	LS	\$ 98,000.00	\$ 98,000.00	\$ 98,000.00	\$ 98,000.00
2	TRAFFIC CONTROL	1	LS	\$ 58,000.00	\$ 58,000.00	\$ 58,000.00	\$ 58,000.00
3	SILT FENCE	1908	LF	\$ 1.90	\$ 3,625.20	\$ 1.90	\$ 3,625.20
4	ROCK CONSTRUCTION ENTRANCE	1	EA	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
5	WATER FOR DUST CONTROL	100	M GAL	\$ 30.00	\$ 3,000.00	\$ 30.00	\$ 3,000.00
6	CLEAR & GRUB TREE	21	EA	\$ 225.00	\$ 4,725.00	\$ 225.00	\$ 4,725.00
7	DITCH CHECKS	66	LF	\$ 3.00	\$ 198.00	\$ 3.00	\$ 198.00
8	INLET PROTECTION	2	EA	\$ 150.00	\$ 300.00	\$ 150.00	\$ 300.00
9	HYDRO MULCH W/ SEED & FERTILIZER	228	AC	\$ 1,180.00	\$ 2,690.40	\$ 1,180.00	\$ 2,690.40
10	EROSION CONTROL BLANKET (WOOD FIBER)	500	SY	\$ 0.98	\$ 490.00	\$ 0.98	\$ 490.00
11	TOPSOIL BORROW	500	CY	\$ 22.70	\$ 11,350.00	\$ 22.70	\$ 11,350.00
12	MODULAR BLOCK RETAINING WALL	60	SF	\$ 50.00	\$ 3,000.00	\$ 50.00	\$ 3,000.00
SUBTOTAL DIVISION 1 - GENERAL							
				\$ 185,207.40	\$ 185,207.40	\$ 185,207.40	\$ 185,207.40
DIVISION 2 - SANITARY SEWER							
1	LIFT STATION - STRUCTURE, VALVE MH, & PIPING	1	LS	\$ 142,000.00	\$ 142,000.00	\$ 142,000.00	\$ 142,000.00
2	LIFT STATION - PUMPS AND ACCESSORIES	1	LS	\$ 47,000.00	\$ 47,000.00	\$ 47,000.00	\$ 47,000.00
3	LIFT STATION - ELECTRICAL AND CONTROLS	1	LS	\$ 102,000.00	\$ 102,000.00	\$ 102,000.00	\$ 102,000.00
4	GENERATOR	1	LS	\$ 36,300.00	\$ 36,300.00	\$ 36,300.00	\$ 36,300.00
5	CHEMICAL FEED SYSTEM	1	LS	\$ 152,000.00	\$ 152,000.00	\$ 152,000.00	\$ 152,000.00
6	16" HDPE FORCEMAIN, INSTALLED BY HDD	16680	LF	\$ 92.00	\$ 1,534,560.00	\$ 92.00	\$ 1,534,560.00
7	16" HDPE FORCEMAIN, INSTALLED BY OPEN CUT	438	LF	\$ 74.80	\$ 32,762.40	\$ 74.80	\$ 32,762.40
8	18" PVC, PS46 SANITARY SEWER (0'-10" DEPTH)	363	LF	\$ 61.25	\$ 22,212.75	\$ 61.25	\$ 22,212.75
9	18" PVC, PS46 SANITARY SEWER (10'-42" DEPTH)	541	LF	\$ 63.30	\$ 34,245.30	\$ 63.30	\$ 34,245.30
10	18" PVC, PS46 SANITARY SEWER (12'-14" DEPTH)	504	LF	\$ 67.90	\$ 34,221.60	\$ 67.90	\$ 34,221.60
11	18" PVC, PS46 SANITARY SEWER (14'-18" DEPTH)	269	LF	\$ 70.85	\$ 19,058.65	\$ 70.85	\$ 19,058.65
12	18" PVC, PS46 SANITARY SEWER (18'-25" DEPTH)	21	LF	\$ 74.40	\$ 1,562.40	\$ 74.40	\$ 1,562.40
13	18" PVC, PS46 SANITARY SEWER (18'-25" DEPTH)	12	LF	\$ 95.30	\$ 1,143.60	\$ 95.30	\$ 1,143.60
14	48" DIAMETER SAN. MANHOLE, TYPE 30T (0'-10" DEPTH)	9	EA	\$ 2,629.00	\$ 23,661.00	\$ 2,629.00	\$ 23,661.00
15	48" DIAMETER SAN. MANHOLE, EXTRA DEPTH (>10" DEPTH)	28	EA	\$ 198.00	\$ 5,544.00	\$ 198.00	\$ 5,544.00
16	72" CLEANOUT MANHOLE	5	EA	\$ 16,890.00	\$ 84,450.00	\$ 16,890.00	\$ 84,450.00
17	72" AIR RELEASE MANHOLE	4	EA	\$ 14,670.00	\$ 58,680.00	\$ 14,670.00	\$ 58,680.00
18	EXTERNAL MANHOLE DROP	1	EA	\$ 7,510.00	\$ 7,510.00	\$ 7,510.00	\$ 7,510.00
19	18" RES. SEAT GATE VALVE & BOX	18	EA	\$ 8,660.00	\$ 155,700.00	\$ 8,660.00	\$ 155,700.00
20	TRENCH STABILIZATION ROCK	150	LF	\$ 15.00	\$ 2,250.00	\$ 15.00	\$ 2,250.00
21	TELEVISION	1730	LF	\$ 1.50	\$ 2,595.00	\$ 1.50	\$ 2,595.00
22	4" POLYSTYRENE INSULATION	7	SY	\$ 40.00	\$ 280.00	\$ 40.00	\$ 280.00
23	HORIZONTAL DIRECTIONAL DRILLING BORE PITS	1	LS	\$ 210,000.00	\$ 210,000.00	\$ 210,000.00	\$ 210,000.00
SUBTOTAL DIVISION 2 - SANITARY SEWER							
				\$ 2,707,370.70	\$ 2,707,370.70	\$ 2,707,370.70	\$ 2,707,370.70
DIVISION 3 - WATERMAIN							
1	8" X 6" WET TAP (INCLUDE SLEEVE AND VALVE)	1	EA	\$ 2,991.00	\$ 2,991.00	\$ 2,991.00	\$ 2,991.00
2	6" DIP, CL. 52 WATERMAIN	382	LF	\$ 37.40	\$ 14,286.80	\$ 37.40	\$ 14,286.80
3	6" RES. SEAT GATE VALVE & BOX	1	EA	\$ 1,227.00	\$ 1,227.00	\$ 1,227.00	\$ 1,227.00
4	8" HYDRANT ASSEMBLY (8'-6" BURY)	1	EA	\$ 3,540.00	\$ 3,540.00	\$ 3,540.00	\$ 3,540.00
SUBTOTAL DIVISION 3 - WATERMAIN							
				\$ 22,044.60	\$ 22,044.60	\$ 22,044.60	\$ 22,044.60
DIVISION 4 - STREETS & RESTORATION							
1	SAWCUT BITUMINOUS PAVEMENT	1340	LF	\$ 3.50	\$ 4,690.00	\$ 3.50	\$ 4,690.00
2	SALVAGE & REINSTALL SIGN	2	EA	\$ 100.00	\$ 200.00	\$ 100.00	\$ 200.00
3	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT, STREETS	750	SY	\$ 3.75	\$ 2,812.50	\$ 3.75	\$ 2,812.50
4	REMOVE & DISPOSE OF EXIST. CONCRETE CURB & GUTTER	20	LF	\$ 6.00	\$ 120.00	\$ 6.00	\$ 120.00
5	GRANULAR BORROW (P)	350	CY	\$ 20.25	\$ 7,087.50	\$ 20.25	\$ 7,087.50
6	CL. 5 AGGREGATE BASE	1270	TN	\$ 14.00	\$ 17,780.00	\$ 14.00	\$ 17,780.00
7	2360 TYPE LV 3 BITUMINOUS NON-WEARING COURSE, STREETS	251	TN	\$ 60.40	\$ 15,160.40	\$ 60.40	\$ 15,160.40
8	2360 TYPE LV 4 BITUMINOUS WEARING COURSE, STREETS	210	TN	\$ 89.10	\$ 18,711.00	\$ 89.10	\$ 18,711.00
9	BITUMINOUS MATERIAL FOR TACK COAT	104	GA	\$ 3.00	\$ 312.00	\$ 3.00	\$ 312.00
10	D412 CONCRETE CURB & GUTTER	20	LF	\$ 100.00	\$ 2,000.00	\$ 100.00	\$ 2,000.00
11	CL. 5 AGGREGATE BASE, SHOULDER	95	TN	\$ 20.00	\$ 1,900.00	\$ 20.00	\$ 1,900.00
12	OFF ROAD STRUCTURE MARKER	20	EA	\$ 45.00	\$ 900.00	\$ 45.00	\$ 900.00
SUBTOTAL DIVISION 4 - STREETS & RESTORATION							
				\$ 67,473.40	\$ 67,473.40	\$ 67,473.40	\$ 67,473.40
TOTAL FOR BASE BID							
				\$ 2,982,096.30	\$ 2,982,096.30	\$ 2,982,096.30	\$ 2,982,096.30

TABULATION OF ALTERNATE BIDS

LAKE ELMO AVENUE INFRASTRUCTURE IMPROVEMENTS - 104 TO 30TH STREET
 CITY OF LAKE ELMO, MINNESOTA
 TKDA PROJECT NO. 13857.000

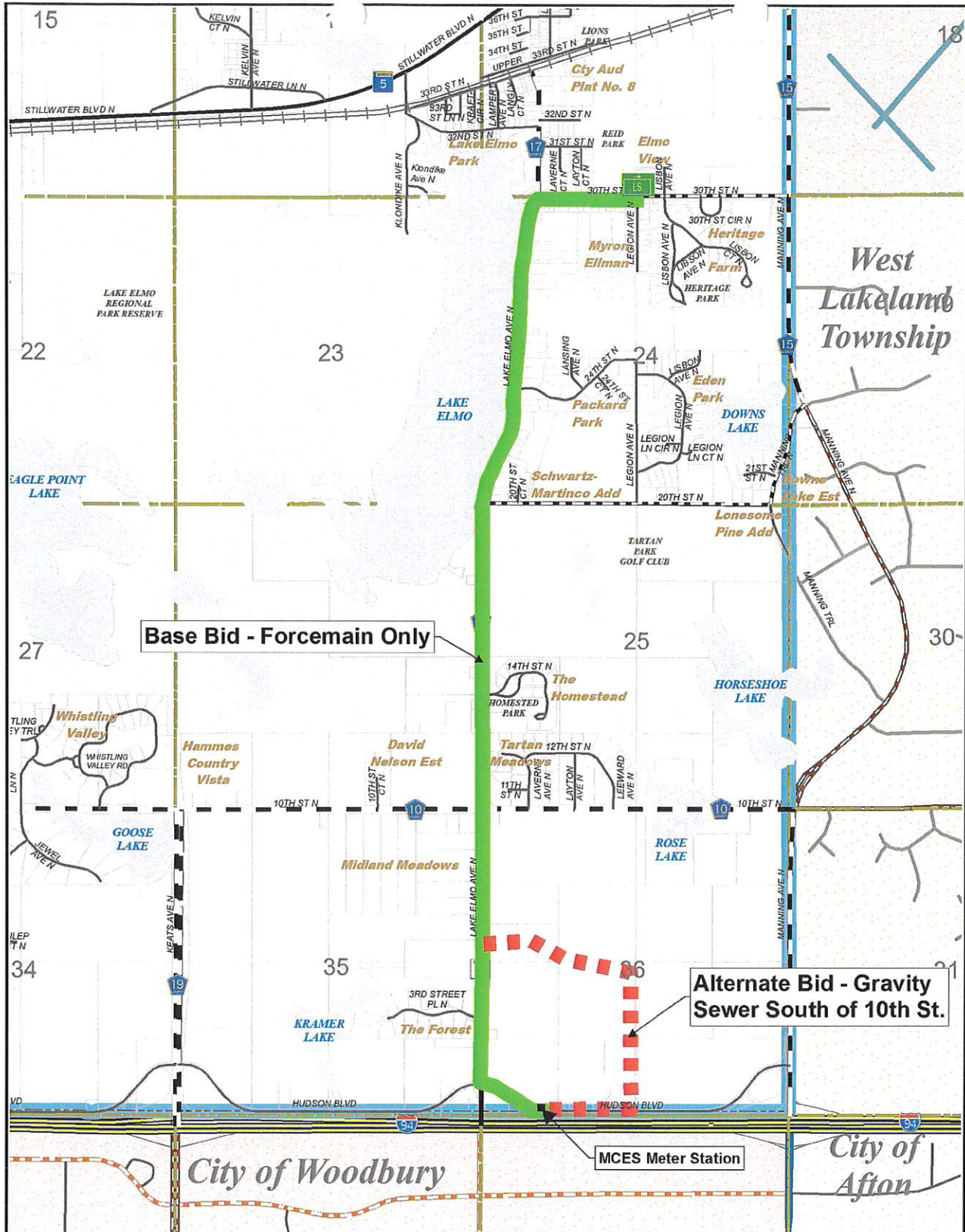


BIDS OPENED: APRIL 19, 2017, AT 10:00 AM

*DENOTES ERROR IN BIDDERS CALCULATION

*DENOTES ERROR IN BIDDERS CALCULATION

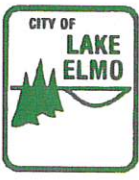
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	GM Contracting UNIT PRICE	TOTAL AMOUNT
ALTERNATE NO. 1 - ADDITIONAL GRAVITY SEWER IN UEL OF FORCEMAIN					
DIVISION 1 - GENERAL					
1	MOBILIZATION	1	LS	\$ 18,502.00	\$ 18,502.00
2	TRAFFIC CONTROL	1	LS	\$ 20,351.49	\$ 20,351.49
3	SILT FENCE	7,895	LF	\$ 1.03	\$ 8,131.85
4	ROCK CONSTRUCTION ENTRANCE	1	EA	\$ 1,000.00	\$ 1,000.00
5	WATER FOR DUST CONTROL	300	MGAL	\$ 130.00	\$ 39,000.00
6	CLEAR & GRUB TREE	274	EA	\$ 90.75	\$ 24,865.50
7	INLET PROTECTION	2	EA	\$ 174.99	\$ 349.98
8	HYDRO MULCH W/SEED & FERTILIZER	19.42	AC	\$ 1,227.24	\$ 23,833.00
9	EROSION CONTROL BLANKET (WOOD FIBER)	11,893	SY	\$ 1.21	\$ 14,390.53
10	TOPSOIL BORROW	500	CU YD	\$ 35.89	\$ 17,945.00
11	MODULAR BLOCK RETAINING WALL	60	SF	\$ 39.19	\$ 2,351.40
SUBTOTAL DIVISION 1 - GENERAL					
DIVISION 2 - SANITARY SEWER					
1	LEFT STATION STRUCTURE, VALVE VAULT, AND PIPING	1	LS	\$ 384,321.13	\$ 384,321.13
2	LEFT STATION PUMPS AND ACCESSORIES	1	LS	\$ 46,723.17	\$ 46,723.17
3	LEFT STATION ELECTRICAL AND CONTROL	1	LS	\$ 106,765.08	\$ 106,765.08
4	GENERATOR	1	LS	\$ 43,815.54	\$ 43,815.54
5	CHEMICAL FEED SYSTEM	1	LS	\$ 188,054.30	\$ 188,054.30
6	15" HDPE FORCEMAIN, INSTALLED BY HDD	14,680	LF	\$ 110.93	\$ 1,628,452.40
7	15" HDPE FORCEMAIN, INSTALLED BY OPEN CUT	466	LF	\$ 60.43	\$ 28,160.38
8	12" PVC, SDR 26 SANITARY SEWER (20'-25' DEPTH)	10	LF	\$ 59.34	\$ 593.40
9	12" PVC, SDR 26 SANITARY SEWER (10'-15' DEPTH)	235	LF	\$ 80.19	\$ 18,844.95
10	18" PVC, PS46 SANITARY SEWER (16-20' DEPTH)	164	LF	\$ 80.19	\$ 13,171.16
11	18" PVC, PS46 SANITARY SEWER (30-35' DEPTH)	60	LF	\$ 150.40	\$ 9,024.00
12	24" PVC, PS116 SANITARY SEWER (20-25' DEPTH)	10	LF	\$ 180.40	\$ 1,804.00
13	24" PVC, PS116 SANITARY SEWER (30-35' DEPTH)	72	LF	\$ 180.40	\$ 12,988.80
14	27" SANITARY SEWER (0'-10' DEPTH)	709	LF	\$ 10.91	\$ 7,735.19
15	27" SANITARY SEWER (10'-15' DEPTH)	709	LF	\$ 10.91	\$ 7,735.19
16	27" SANITARY SEWER (20'-25' DEPTH)	42	LF	\$ 60.91	\$ 2,558.22
17	27" SANITARY SEWER (30'-35' DEPTH)	228	LF	\$ 160.91	\$ 36,686.68
18	30" SANITARY SEWER (15'-20' DEPTH)	247	LF	\$ 171.62	\$ 42,390.14
19	30" SANITARY SEWER (20'-25' DEPTH)	2,305	LF	\$ 171.62	\$ 395,854.10
20	30" SANITARY SEWER (25'-30' DEPTH)	725	LF	\$ 171.62	\$ 124,431.75
21	30" SANITARY SEWER (30'-35' DEPTH)	591	LF	\$ 171.62	\$ 101,717.03
22	30" SANITARY SEWER (35'-40' DEPTH)	66	LF	\$ 171.62	\$ 11,325.58
23	48" DIAMETER SAN. MANHOLE, TYPE 301 (0'-10' DEPTH)	19	LF	\$ 4,267.00	\$ 81,073.00
24	48" DIAMETER SAN. MANHOLE, TYPE 301 (10'-15' DEPTH)	21	LF	\$ 4,267.00	\$ 89,607.00
25	48" DIAMETER SAN. MANHOLE, TYPE 301 (15'-20' DEPTH)	1	LF	\$ 4,267.00	\$ 4,267.00
26	60" DIAMETER SAN. MANHOLE, TYPE 303 (0'-10' DEPTH)	8	EA	\$ 5,920.88	\$ 47,367.04
27	60" DIAMETER SAN. MANHOLE, TYPE 303 (10'-15' DEPTH)	1	EA	\$ 474.88	\$ 474.88
28	60" DIAMETER SAN. MANHOLE, TYPE 303 (15'-20' DEPTH)	1	EA	\$ 474.88	\$ 474.88
29	180" DIAMETER SAN. MANHOLE, TYPE 303 (0'-10' DEPTH)	13	EA	\$ 11,762.24	\$ 152,909.12
30	180" DIAMETER SAN. MANHOLE, TYPE 303 (10'-15' DEPTH)	5	EA	\$ 1,095.23	\$ 5,476.15
31	172" AIR RELEASE MANHOLE	5	EA	\$ 11,474.34	\$ 57,371.70
32	172" AIR RELEASE MANHOLE	4	EA	\$ 11,955.97	\$ 47,823.88
33	160" DIAMETER SANITARY SEWER	60	LF	\$ 107.88	\$ 6,472.80
34	EXTERNAL MANHOLE DROP	2	EA	\$ 571.39	\$ 1,142.78
35	16" RES. SEAT GATE VALVE & BOX	18	EA	\$ 7,412.55	\$ 133,425.90
36	TRENCH STABILIZATION ROCK	18	LF	\$ 5.18	\$ 93.24
37	TELEVISION	7,126	LF	\$ 0.90	\$ 6,413.40
38	HORIZONTAL DIRECTIONAL DRILLING BORE PITS	1	LS	\$ 78,817.37	\$ 78,817.37
SUBTOTAL DIVISION 2 - SANITARY SEWER					
DIVISION 3 - WATERMAIN					
1	6" X 6" WET TAP (INCLUDE SLEEVE AND VALVE)	1	EA	\$ 1,919.83	\$ 1,919.83
2	6" DIP, CL 52 WATERMAIN	382	LF	\$ 32.99	\$ 12,593.18
3	6" RES. SEAT GATE VALVE & BOX	1	EA	\$ 1,816.78	\$ 1,816.78
4	6" HYDRANT ASSEMBLY (6" BURY)	1	EA	\$ 3,590.53	\$ 3,590.53
SUBTOTAL DIVISION 3 - WATERMAIN					
DIVISION 4 - STREETS & RESTORATION					
1	SAVOUT BITUMINOUS PAVEMENT	60	LF	\$ 5.35	\$ 321.00
2	2" LAYER 4" GRANULAR BASE	2,413	SY	\$ 7.35	\$ 17,635.95
3	2" LAYER 4" GRANULAR BASE	2,413	SY	\$ 4.13	\$ 9,965.67
4	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT, STREETS	20	LF	\$ 10.15	\$ 203.00
5	REMOVE & DISPOSE OF EXIST. CONCRETE CURB & GUTTER	360	CV	\$ 23.49	\$ 8,456.40
6	GRANULAR BORROW (P)	1,009	TN	\$ 10.31	\$ 10,402.79
7	CL 5 AGGREGATE BASE	2,533	SY	\$ 10.31	\$ 26,116.23
8	2380 TYPE LV4 BITUMINOUS WEAR COURSE, DRIVES	165	TN	\$ 62.29	\$ 10,277.85
9	2380 TYPE LV3 BITUMINOUS NON-WEARING COURSE, STREETS	129	TN	\$ 71.26	\$ 9,192.54
10	2380 TYPE LV4 BITUMINOUS WEARING COURSE, STREETS	69	GA	\$ 1.75	\$ 119.00
11	BITUMINOUS MATERIAL FOR TACK COAT	20	LF	\$ 49.50	\$ 990.00
12	D412 CONCRETE CURB & GUTTER	108	TN	\$ 16.97	\$ 1,832.76
13	CL 5 AGGREGATE BASE, SHOULDER	24	EA	\$ 45.22	\$ 1,085.28
14	OFF ROAD STRUCTURE MARKET	2	EA	\$ 4,060.83	\$ 8,121.66
15	TEMPORARY ACCESS FOR EXISTING DRIVEWAY	2	EA	\$ 4,060.83	\$ 8,121.66
SUBTOTAL DIVISION 4 - STREETS & RESTORATION					
TOTAL FOR ALTERNATE NO. 1 BID					\$ 4,462,074.76



Base Bid - Forcemain Only

Alternate Bid - Gravity Sewer South of 10th St.

MCES Meter Station



Legend

- Base Bid - Forcemain Only
- - - - - Alternate Bid - Gravity Sewer South of 10th Street

LOCATION MAP

- | | | | |
|--|--|--|---------------------------------|
| | City Hall
3806 Laverne Avenue N
951077-4510
www.lakeelmo.org | | Parcels |
| | Public Works Building
3445 106th Ave N
651023-6414 | | Subdivisions |
| | Fire Stations
Station No. 1
3515 Laverne Ave N
651075-3006
Station No. 2
4259 306th Ave N
651075-8621 | | City Parks |
| | Schools | | Golf Course |
| | | | Lake Elmo Regional Park Reserve |
| | | | Lakes |



0 0.05 0.1 0.2 Miles

Map Date: March 2011

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