

File

City of Lake Elmo  
3800 Laverne avenue North

May 17, 2011

7:00 p.m.

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ATTENDANCE: Johnston \_\_\_\_\_ Pearson \_\_\_\_\_ Emmons \_\_\_\_\_ Park \_\_\_\_\_ Smith \_\_\_\_\_
- D. APPROVAL OF AGENDA: (The approved agenda is the order in which the City Council will do 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 the May 3, 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. 2011 Seal Coat Project – Accepting the Bids and Awarding the Contract; Resolution No 2011-019
  - 4. Appointment to the Maintenance Advisory Committee
  - 5. Approve one-day liquor license for Team Ortho Foundation
  - 6. Consideration of an application for a Variance from the 75' setback from the OHWM for Septic variance at 8242 Hidden Bay Trail
  - 7. Approval of Hiring Seasonal Employee for Summer 2011 (Budgeted)
  - 8. Approve Sunfish Lake Parking Lot Improvements (Grant Funded)
  - 9. Approve Easement Encroachment Agreement – 5769 Linden Avenue N.
  - 10. Approve Easement Encroachment Agreement – 9590 Whistling Valley Trail

J. REGULAR AGENDA:

11. Authorize Contract for Cleaning Service
12. Authorize Contracting for Professional Services for HR/Organizational & Personnel-Related Matters
13. Commercial Water Rate Review
14. Update on Library Service Considerations
15. Lake Elmo Avenue Infrastructure Project – I-94 to 30<sup>th</sup> - Resolutions Accepting Bids and Awarding a Contract

K. REPORTS AND ANNOUNCEMENTS:

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

- Mayor and City Council
- City Administrator
- City Engineer
- City Attorney
- City Finance Director
- City Planning Director

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

May 3, 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 Snyder, and City Engineer Griffin, Planning Director Klatt, Fire Chief Malmquist, Finance Director Bouthilet and City Clerk Lumby.

APPROVAL OF AGENDA:

*MOTION: Council Member Smith moved to approve the May 3, 2011 City Council agenda, as amended. Moved Agenda Items Nos. 8, 9 and 10 to the Consent Agenda; Add: Discussion on Fence Ordinance. Council Member Park seconded the motion. The motion passed 5-0.*

ACCEPTED MINUTES:

The April 19, 2011 City Council minutes were accepted by consensus of the City Council.

PUBLIC COMMENTS: None

CONSENT AGENDA:

*MOTION: Council Member Smith moved to approve agenda items, 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 \$146,057.08
- Approve Animal Control Services Request for Proposal
- First Quarter 2011 Financial Report
- Adopt Resolution No. 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.
- Adopt Ordinance No 08-042 exempting land acquired for a municipal purpose from the lot size requirements for the zoning ordinance.
- Adopt 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

## REGULAR AGENDA:

### Update from Washington County Re: Library Service Consideration

There was discussion on the possible closure of the Lake Elmo Branch Library and having an independent library.

The Mayor wanted the library immediately removed as part of the Washington County system where Council Member Pearson believed the City should stay out of the library business and not cut ties with the county in fear that any future relationships with the library system would be damaged. Mayor Johnston noted in his opinion if the county closed the library there is little chance it will be reopened if started as a new library when Lake Elmo achieves its future growth.

Council Member Park, Emmons and Smith wanted a more detailed plan from City staff as to how such a City operated library would function. Council Smith added that the City did not have enough time before June 30<sup>th</sup> to come up with a plan to run the library separate from the county.

*MOTION: Council Member Emmons moved to direct staff, (comprised of Administrator Messelt, Council Member Emmons, Attorney Snyder) to come back to the May 17<sup>th</sup> meeting with various options including fiscal ramifications, timeline and general feasibility of operating the library. Mayor Johnston seconded the motion. The motion passed 3-2 (Council Members Pearson and Smith voting against).*

### Fence Code Issue:

Council Member Smith received an inquiry from a Carriage Station resident at 12418 Marquess Way about a possible oversight in the fence code. The resident's concern is for safety of his family because the front of his house faces a street and his rear yard abuts commercial property.

*MOTION: Council Member Smith moved to request the Planning Commission specifically address the fence code regarding double frontage lots and lots abutting commercial property. Council Member Park seconded the motion. The motion passed 5-0.*

### Authorize Contract for Cleaning Services

The City is seeking weekly cleaning services and specific monthly or quarterly cleaning services for the City Council chambers, City Hall entrance, lobby restrooms, offices and support areas. The City received three bids for cleaning services for City Hall and the City Hall Annex. All were deemed as responsible bids, though some specific requirements remain to be verified for some of the bidders (bonding and insured).

*MOTION: Council Member Smith moved to delay decision on the cleaning contract until the May 17<sup>th</sup> meeting in order for staff to verify insurance and background checks on the top two bidders. Council Member Park seconded the motion. The motion passed 4-1 (Mayor Johnston voting against.)*

#### Review Forestry Consulting Contract/Consider RFP

The City Council was asked to review the current Forestry Consulting Contract and determine if solicitation for future services is warranted via the proposed RFP for Forestry Consulting Services.

In reviewing the contract, no significant issues with the service provider were noted. To the contrary, both the services provided and the service provider had received positive comments from residents and staff.

*MOTION: Council Member Park moved to renew the 3-year contract with Forestry Consulting Services, capping the service amount at \$10,000 to work only on public land and for public purposes. Council Member Emmons seconded the motion. The motion passed 5-0.*

#### Out-of-State Travel Request – Fire Department

The Council considered a request for out-of-state travel for the Fire Chief and District Chief to attend the IAFC Conference in Florida in November 2011 for Volunteer and Combination Officers. The Council will review this request when it comes to them in 2012.

*MOTION: Mayor Johnston moved to approve Out-of-State Travel for two Fire Chiefs to attend the IAFC Conference in Florida in November 2011 for Volunteer and Combination Officers at a cost of \$2,976. Council Member Park seconded the motion. The motion passed 3-2 (Council Members Emmons and Pearson voting against.)*

#### Lake Elmo Avenue Infrastructure Project I-94 to 30<sup>th</sup> Street – Resolution Accepting Bids and Awarding a Contract

The City Engineer presented the results of bidding for construction of the Lake Elmo Avenue Infrastructure Project, I-94 to 30<sup>th</sup> Street, including ongoing efforts to acquire necessary easements.

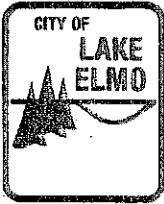
The Council discussed the City receiving assurance that permanent and temporary utility easements can be successfully acquired in a timely manner such that contractors' delays are not included. Permanent and temporary utility easements are required from nine separate parcels under the ownership of six property owners. If any of these easements are not acquired amicably, the legal process would take 6-7 months to obtain these easements.

The Council was asked to submit their specific questions to be addressed at the May 10<sup>th</sup> City Council Workshop.

The City Council adjourned the meeting at 9:40 p.m.

Respectfully submitted by Sharon Lumby, City Clerk

DRAFT



## MAYOR & COUNCIL COMMUNICATION

DATE: 05/17/2011  
CONSENT  
ITEM #: 2  
MOTION *as part of Consent Agenda*

**AGENDA ITEM:** Approve Disbursements in the Amount of \$ 247,137.15

**SUBMITTED BY:** Tom Bouthilet, Finance Director

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

**REVIEWED BY:** City Staff

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**SUMMARY AND ACTION REQUESTED:** As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of \$247,137.15. 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	\$ 6,745.88	Payroll Taxes to IRS 05/05/2011
ACH	\$ 1,264.42	Payroll Taxes to MN Dept. of Revenue 05/05/2011
ACH	\$ 3,911.22	Payroll Retirement to PERA 05/05/2011
DD3330 – DD3345	\$ 20,967.91	Payroll Dated 05/05/2011 (Direct Deposit)
37044 – 37046	\$ 3,454.08	Payroll Dated 05/05/2011
37047–	\$ 69,660.00	Replace Voided Check # 37026
37048 – 37087	\$ 141,133.64	Accounts Payable Dated 05/03/2011
<b>TOTAL</b>	<b>\$ 247,137.15</b>	

**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 247,137.15.

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 17th, 2011, Disbursements, as  
Presented *[and modified]* herein.”**

**ATTACHMENTS:**

1. Accounts Payable Dated 05/17/2011

**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: 05/12/2011 - 12:31 PM  
Batch: 002-05-2011

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ALLIED Allied Electrical Cont., Inc.										
1647	05/04/2011	55.00	0.00	05/17/2011	Repair light switches at Station #1		-		No	0000
101-420-2220-44010	Repairs/Maint Bldg	55.00								
	1647 Total:	55.00								
	ALLIED Total:									
AMFLAG American Flagpole & Flag Corp										
90505	04/27/2011	666.90	0.00	05/17/2011	Restock flags. 2-3 year supply 10 flags		-		No	0000
101-420-2220-44010	Repairs/Maint Bldg	666.90								
	90505 Total:	387.85								
93385	04/27/2011	387.85	0.00	05/17/2011	Cleat cover for flagpole, station #1		-		No	0000
101-420-2220-44010	Repairs/Maint Bldg	387.85								
	93385 Total:	1,054.75								
	AMFLAG Total:									
ANCOM ANCOM COMMUNICATIONS, INC.										
22141-22143	05/05/2011	295.00	0.00	05/17/2011	Pager repair		-		No	0000
101-420-2220-43230	Radio	295.00								
	22141-22143 Total:	295.00								
	ANCOM Total:									
ARAM Aramark, Inc.										
629-7238559	05/09/2011	115.38	0.00	05/17/2011	Linen City Hall		-		No	0000
101-410-1940-44010	Repairs/Maint Contractual Bldg	115.38								
	629-7238559 Total:	115.38								
	ARAM Total:									
C&J CONS C & J Consulting Services, LLP										
04-2011	05/02/2011	1,350.00	0.00	05/17/2011	Monthly Acctg Svcs - April 2011		-		No	0000
101-410-1520-43150	Contract Services	1,350.00								
	04-2011 Total:	1,350.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
C&J CONS Total:		1,350.00								
COMCAST COMCAST										
	04/27/2011	7.90	0.00	05/17/2011	Monthly service		-			0000
101-420-2220-44300	Miscellaneous									
	05/09/2011	151.46	0.00	05/17/2011	Fuel		-			0000
101-420-2220-42120	Fuel, Oil and Fluids									
	Total:	159.36								
COMCAST Total:		159.36								
COMPENSA Compensation Consultants, Ltd										
05/12/2011	05/12/2011	40.00	0.00	05/17/2011	Monthly Admin Fee May 2011		-			0000
101-410-1320-44300	Miscellaneous									
	05/12/2011 Total:	40.00								
COMPENSA Total:		40.00								
CTYROSEV City of Roseville										
0214630	05/04/2011	1,551.58	0.00	05/17/2011	Monthly IT Services May 2011		-			0000
101-410-1450-43180	Information Technology/Web									
	0214630 Total:	1,551.58								
CTYROSEV Total:		1,551.58								
DONALDSA Donald Salverda & Associates										
P-1105-3B	05/02/2011	46.96	0.00	05/17/2011	Advanced Effective Mgmt Books		-			0000
101-410-1320-44370	Conferences & Training									
	P-1105-3B Total:	46.96								
DONALDSA Total:		46.96								
ECKBERG Eckberg Lamers Briggs Wolff										
04-2011	04/30/2011	3,659.76	0.00	05/17/2011	Legal Services - Prosecution - April 201		-			0000
101-420-2150-43045	Attorney Criminal									
	04-2011 Total:	3,659.76								
04-2011B	04/30/2011	3,924.11	0.00	05/17/2011	Legal Services - Civil		-			0000
101-410-1320-43040	Legal Services									
04-2011B	04/30/2011	449.40	0.00	05/17/2011	Legal Services - Development		-			0000
203-490-9070-43040	Legal Services									
04-2011B	04/30/2011	1,183.00	0.00	05/17/2011	Legal Services - Infrastructure		-			0000
413-480-8000-43040	Legal Services									
	04-2011B Total:	5,556.51								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
ECKBERG Total:		9,216.27								
EMMONS A Emmons Alex										
101-410-1450-43620	05/03/2011 Cable Operations	55.00	0.00	05/17/2011	Cabled live meeting - cc - 5/3/11		-	No		0000
Total:		55.00								
05/09/2011	05/09/2011	48.11	0.00	05/17/2011	PZ Meeting 5/9/11		-	No		0000
101-410-1450-43620	05/09/2011 Cable Operations	48.11								
Total:		103.11								
EMMONS A Total:										
ENVENTIS ENVENTIS										
737500	05/01/2011 Telephone	453.57	0.00	05/17/2011	Telephone/data svc-Public Works_May 2011		-	No		0000
101-430-3100-43210	737500 Total:	453.57								
738507	05/01/2011 Telephone	567.02	0.00	05/17/2011	Telephone/data service-City Hall-May 201		-	No		0000
101-410-1940-43210	738507 Total:	567.02								
Total:		1,020.59								
ENVENTIS Total:										
FRED'S Fred's Tire										
470036	05/12/2011 Repairs/Maint Eqpt	340.58	0.00	05/17/2011	Tires for Bldg Dept Vehicle		-	No		0000
101-420-2400-44040	470036 Total:	340.58								
Total:		340.58								
FRED'S Total:										
GOPHER Gopher State One-Call										
11790	05/02/2011 Contract Services	214.90	0.00	05/17/2011	Line Locates - April 2011		-	No		0000
101-430-3100-43150	11790 Total:	214.90								
Total:		214.90								
GOPHER Total:										
HAGBERGS Hagbergs Country Market										
101-420-2220-44300	04/18/2011 Miscellaneous	3.37	0.00	05/17/2011	Station supplies		-	No		0000
Total:		3.37								
HAGBERGS Total:		3.37								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ICMAA ICMA										
383203	05/09/2011	814.53	0.00	05/17/2011	Annual Dues		-		No	0000
101-410-1320-44330	Dues & Subscriptions	814.53								
	383203 Total:	814.53								
	ICMAA Total:									
Lillie Newspapers Inc. Lillie Suburban										
101-410-1320-43510	04/29/2011 Legal Publishing	13.13	0.00	05/17/2011	4/13/11 Board of Equalization notice		-		No	0000
101-410-1320-43510	04/29/2011 Legal Publishing	18.75	0.00	05/17/2011	4/13/11 PH P2 dept - Conditional CUP		-		No	0000
101-410-1320-43510	04/29/2011 Legal Publishing	69.35	0.00	05/17/2011	4/20/11 Bid advertisement-2011 seal coat		-		No	0000
101-410-1320-43510	04/29/2011 Legal Publishing	101.23								
	Total:	38.78								
101-410-1450-43510	04/29/2011 Public Notices	38.78	0.00	05/17/2011	Newspaper - Public Notices		-		No	0000
	04/29/11 Total:	140.01								
	Lillie Total:									
LOFF Loffler Companies, Inc.										
1243420	05/02/2011	243.34	0.00	05/17/2011	Copy machines overages & May 2011 Base		-		No	0000
101-410-1940-44040	Repairs/Maint Contractual Eqpt	243.34								
	1243420 Total:	243.34								
	LOFF Total:									
MARONEYS Maroney's Sanitation, Inc										
384934	05/04/2011	108.32	0.00	05/17/2011	Waste removal - City Hall		-		No	0000
101-410-1940-43840	Refuse	47.68	0.00	05/17/2011	Waste removal - Fire		-		No	0000
384934	05/04/2011	207.82	0.00	05/17/2011	Waste removal - Public Works		-		No	0000
101-420-2220-43840	Refuse	207.82	0.00	05/17/2011	Waste removal - Parks		-		No	0000
101-430-3100-43840	Refuse	571.64								
384934	05/04/2011	571.64								
101-450-5200-43840	Refuse	571.64								
	384934 Total:	571.64								
	MARONEYS Total:									
MENARDST Menards - Stillwater										
76464	04/27/2011	2.77	0.00	05/17/2011	Station #1 repairs		-		No	0000
101-420-2220-44010	Repairs/Maint Bldg	2.77								
	76464 Total:	2.77								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
MENARDST Total:		2.77								
MESSELT Messelt Bruce										
Chk Req	05/12/2011	6.00	0.00	05/17/2011	LMC Loss Control Workshop - Parking		-	No		0000
101-410-1320-44370	Conferences & Training									
Chk Req	05/12/2011	20.51	0.00	05/17/2011	Lunch - CM Park Discussion		-	No		0000
101-410-1320-44300	Miscellaneous									
Chk Req	05/12/2011	549.89	0.00	05/17/2011	Cell Phone June 2010 - April 2011		-	No		0000
101-410-1940-43210	Telephone									
Chk Req Total:		576.40								
MESSELT Total:		576.40								
METCOU Metropolitan Council										
0000958983	05/03/2011	1,282.98	0.00	05/17/2011	Monthly Wastewater Service - June 2011		-	No		0000
602-495-9450-43820	Sewer Utility - Met Council									
0000958983	Total:	1,282.98								
METCOU Total:		1,282.98								
MNNATIVE MN Native Landscapes										
6554	04/28/2011	585.00	0.00	05/17/2011	Management Plan Writing Sys - Sunfish		-	No		0000
404-480-8000-43050	Other Park Ded Prof Services									
6554	Total:	585.00								
MNNATIVE Total:		585.00								
NORTHSEC Northland Securities, Inc.										
LKEK05A	04/05/2011	87,512.50	0.00	05/17/2011	Interest		-	No		0000
601-494-9400-46110	Bond Interest									
LKEK05A	Total:	87,512.50								
LKEL09A	04/05/2011	13,952.50	0.00	05/17/2011	Interest		-	No		0000
315-470-7000-46110	Bond Interest									
LKEL09A	04/05/2011	425.00	0.00	05/17/2011	Agent fees		-	No		0000
315-470-7000-46200	Fiscal Agent Fees									
LKEL09A	Total:	14,377.50								
NORTHSEC Total:		101,890.00								
PRESSA Anastasia Press										
05/10/11	05/10/2011	41.25	0.00	05/17/2011	5/11/11 Council Workshop		-	No		0000
101-410-1450-43620	Cable Operations									
05/10/11	Total:	41.25								

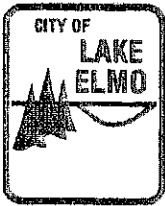
Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
PRESSA Total:		41.25								
REGIONSH Regions Hospital EMS										
768622	04/23/2011	2,434.00	0.00	05/17/2011	Yearly EMS training contract		-		No	0000
101-420-2220-44370 Conferences & Training		2,434.00								
768622 Total:		2,434.00								
REGIONSH Total:		2,434.00								
RICHTMAN Richtman Karen										
101-430-3200-42100 Recycling Supplies		970.78	0.00	05/17/2011	Reimb classroom supplies recycle grant		-		No	0000
Total:		970.78								
RICHTMAN Total:		970.78								
RIVRCOOP River Country Cooperative										
04/30/2011 04/30/2011		525.37	0.00	05/17/2011	Fuel		-		No	0000
101-420-2220-42120 Fuel, Oil and Fluids		525.37								
04/30/2011 Total:		525.37								
RIVRCOOP Total:		525.37								
ROBERTSC ROBERTS COMPANY INC.										
240278A 04/28/2011		30.38	0.00	05/17/2011	Rookie coin		-		No	0000
101-420-2220-44300 Miscellaneous		30.38								
240278A Total:		30.38								
ROBERTSC Total:		30.38								
ROGERS Rogers Printing Services, Corp										
17838 04/27/2011		1,911.99	0.00	05/17/2011	Quarterly newsletter		-		No	0000
101-410-1320-43090 Newsletter/Website		1,911.99								
17838 Total:		1,911.99								
ROGERS Total:		1,911.99								
RUD Prince-Rud Diane										
101-410-1940-44010 Repairs/Maint Contractual Bldg		160.00	0.00	05/17/2011	Cleaning City Hall & Annex		-		No	0000
05/19/2011		120.00	0.00	05/17/2011	Cleaning Fire Hall		-		No	0000
101-420-2220-44010 Repairs/Maint Bldg		14.74	0.00	05/17/2011	Supplies		-		No	0000
05/19/2011		294.74								
101-410-1940-42110 Cleaning Supplies										
Total:		294.74								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
RUD Total:		294.74								
SCHLOMKA Schlomka										
11535	04/15/2011	367.00	0.00	05/17/2011	Septic Tanks Pumped		-	No		0000
101-420-2220-44010	Repairs/Maint Bldg									
	11535 Total:	367.00								
	SCHLOMKA Total:	367.00								
STDELANO State Bank of Delano										
314-480-8000-46110	06/01/2011 Bond Interest	803.00	0.00	05/17/2011	GO Equipment of Certificate 2006A-Int		-	No		0000
	Total:	803.00								
	STDELANO Total:	803.00								
TOUSLEY Tousley Motorsports										
Q69940	04/28/2011	3,499.99	0.00	05/17/2011	Replacement tracks for Ranger		-	No		0000
410-480-8000-45500	Vehicles									
	Q69940 Total:	3,499.99								
	TOUSLEY Total:	3,499.99								
VALLEYTR Valley Trophy Inc.										
41443	05/06/2011	152.51	0.00	05/17/2011	Service recognition		-	No		0000
101-420-2220-44300	Miscellaneous									
	41443 Total:	152.51								
	VALLEYTR Total:	152.51								
VANZANDT Van Zandt Distributing										
4781	02/08/2011	52.53	0.00	05/17/2011	Straps for Stokes Basket		-	No		0000
101-420-2220-42400	Small Tools & Equipment									
	4781 Total:	52.53								
	VANZANDT Total:	52.53								
VISA-SL VISA										
05/26/2011	05/26/2011	47.37	0.00	05/17/2011	Red Savoy's Pizza		-	No		0000
101-410-1110-44300	Miscellaneous									
05/26/2011	05/26/2011	225.00	0.00	05/17/2011	APA Bookstore		-	No		0000
101-410-1910-44350	Books									
	05/26/2011 Total:	272.37								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
VISA-SL Total: 272.37										
VISALE40 VISA										
15371021	04/28/2011	240.66	0.00	05/17/2011	CPR kits				No	0000
101-420-2220-42080	EMS Supplies									
15371021 Total:		240.66								
VISALE40 Total:		240.66								
WASHTAX Washington County										
1816	04/30/2011	184.00	0.00	05/17/2011	Document copies for Rain Gardens				No	0000
603-496-9500-44300	Miscellaneous Expenses									
1816 Total:		184.00								
WASHTAX Total:		184.00								
XCEL Xcel Energy										
51-4504807-7	05/12/2011	45.75	0.00	05/17/2011	Lights at Legion Park				No	0000
101-450-5200-43810	Electric Utility									
51-4504807-7	05/12/2011	85.87	0.00	05/17/2011	Lift Station				No	0000
602-495-9450-43810	Electric Utility									
51-4504807-7	05/12/2011	31.54	0.00	05/17/2011	Traffic Lights				No	0000
101-430-3160-43810	Street Lighting									
51-4504807-7 Total:		163.16								
51-4572945-7	05/12/2011	29.31	0.00	05/17/2011	Street Lights				No	0000
101-430-3160-43810	Street Lighting									
51-4572945-7 Total:		29.31								
51-4576456-3	05/12/2011	534.55	0.00	05/17/2011	Fire Station 2				No	0000
101-420-2220-43810	Electric Utility									
51-4576456-3 Total:		534.55								
51-4580376-5	05/12/2011	747.46	0.00	05/17/2011	City Hall				No	0000
101-410-1940-43810	Electric Utility									
51-4580376-5 Total:		747.46								
51-4733556-8	05/12/2011	9.95	0.00	05/17/2011	Tennis Courts				No	0000
101-450-5200-43810	Electric Utility									
51-4733556-8 Total:		9.95								
51-5044219-0	05/12/2011	134.67	0.00	05/17/2011	Parks Bldg				No	0000
101-450-5200-43810	Electric Utility									
51-5044219-0 Total:		134.67								
51-5275289-3	05/12/2011	9.95	0.00	05/17/2011	Pebble Park				No	0000
101-450-5200-43810	Electric Utility									
51-5275289-3 Total:		9.95								
51-5356323-8	05/12/2011	1,425.30	0.00	05/17/2011	Wells 1 & 2				No	0000
601-494-9400-43810	Electric Utility									
51-5356323-8 Total:		1,425.30								



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
51-5522332-2	05/12/2011	39.92	0.00	05/17/2011	Traffic Lights		-	No		0000
101-430-3160-43810	Street Lighting									
	51-5522332-2 Total:	39.92								
51-5747685-4	05/12/2011	101.87	0.00	05/17/2011	Arts Center		-	No		0000
101-450-5200-43810	Electric Utility									
	51-5747685-4 Total:	101.87								
51-5916043-7	05/12/2011	18.89	0.00	05/17/2011	Lift Station		-	No		0000
602-495-9450-43810	Electric Utility									
	51-5916043-7 Total:	18.89								
51-6429583-8	05/12/2011	16.52	0.00	05/17/2011	Lift Station		-	No		0000
602-495-9450-43810	Electric Utility									
	51-6429583-8 Total:	16.52								
51-6433976-2	05/12/2011	337.09	0.00	05/17/2011	Fire Station 1		-	No		0000
101-420-2220-43810	Electric Utility									
	51-6433976-2 Total:	337.09								
51-6625457-1	05/12/2011	125.88	0.00	05/17/2011	Legion Park		-	No		0000
101-450-5200-43810	Electric Utility									
	51-6625457-1 Total:	125.88								
51-6736544-2	05/12/2011	1,896.22	0.00	05/17/2011	Street Lights		-	No		0000
101-430-3160-43810	Street Lighting									
	51-6736544-2 Total:	1,896.22								
51-6928283-3	05/12/2011	25.01	0.00	05/17/2011	Traffic Lights		-	No		0000
101-430-3160-43810	Street Lighting									
	51-6928283-3 Total:	25.01								
51-6956201-4	05/12/2011	43.03	0.00	05/17/2011	VFW Ballfield Lights		-	No		0000
101-450-5200-43810	Electric Utility									
	51-6956201-4 Total:	43.03								
51-7538112-1	05/12/2011	1,952.74	0.00	05/17/2011	Public Works		-	No		0000
101-430-3100-43810	Electric Utility									
	51-7538112-1 Total:	1,952.74								
51-8126093-5	05/12/2011	56.74	0.00	05/17/2011	Water Tower 2		-	No		0000
601-494-9400-43810	Electric Utility									
	51-8126093-5 Total:	56.74								
51-8711719-3	05/12/2011	11.29	0.00	05/17/2011	Speed Sign Hwy 5		-	No		0000
101-430-3160-43810	Street Lighting									
	51-8711719-3 Total:	11.29								
	XCEL Total:	7,679.55								
	Report Total:	141,133.64								



## MAYOR & COUNCIL COMMUNICATION

DATE: 5/17/2011  
CONSENT  
ITEM #: 3  
MOTION *Resolution No. 2011-019*

**AGENDA ITEM:** 2011 Seal Coat Project – Accepting the Bids and Awarding the Contract

**SUBMITTED BY:** Ryan Stempski, Assistant City Engineer

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

**REVIEWED BY:** Jack Griffin, City Engineer  
Tom Bouthilet, Finance Director  
Mike Bouthilet, Public Works Superintendent

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**SUMMARY AND ACTION REQUESTED:** The City Council is respectfully requested to accept bids and award a contract for the 2011 Seal Coat Project. No specific motion is needed, as this is recommended to be part of the overall approval of the *Consent Agenda*.

**BACKGROUND INFORMATION:** At the February 15, 2011, City Council Meeting, Council authorized the preparation of Plans and Specifications for the 2011 Seal Coat Project. At the March 15, 2011, Council Meeting, the Council entered into an agreement with West Lakeland Township to include 2.7 miles of seal coating to Lake Elmo's 2011 Seal Coat Project to increase the overall quantity and attempt to reduce unit price on the bids.

The City Council approved the Plans and Specifications for the 2011 Seal Coat Project on April 5, 2011, and authorized staff to advertise the project for bids.

**STAFF REPORT:** Bids were received, publicly opened, and read aloud on May 5, 2011. TKDA has prepared and attached the Bid Tabulation worksheet and a Letter of Recommendation for the Award of the Contract. All 3 bids for seal coating came in under the Engineer's estimate of \$1.20 per square yard. Pearson Brothers, Inc., provided the low bid of \$1 per square yard, resulting in a construction cost that was \$14,700 under the Engineer's estimate. It is hereby recommended that Council award the contract to the lowest responsible bidder, Pearson Brothers, Inc., as outlined in the Engineers Recommendation of the Award of the Contract.

**RECOMMENDATION:** Based upon the above information, it is recommended that the City Council approve as part of tonight's *Consent Agenda* Resolution No. 2011-019, accepting the bids and awarding a Contract to Pearson Brothers, Inc. for the 2011 Seal Coat Project.

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 Resolution No. 2011-019, Accepting the Bids and Awarding a Contract to Pearson Brothers, Inc. for the 2011 Seal Coat Project per the Engineers Letter of Recommendation for the Award of the Contract.[as amended and/or modified at tonight’s meeting].”***

**ATTACHMENTS:**

1. Resolution No. 2011-019
2. Engineer’s Letter of Recommendation

**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  
WASHINGTON COUNTY  
STATE OF MINNESOTA**

**RESOLUTION NO. 2011-019**

**A RESOLUTION ACCEPTING THE BIDS AND AWARDING THE  
CONTRACT**

*WHEREAS, pursuant to an advertisement for bids for the 2011 Seal Coat Project, 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 responsible bidder, Pearson Brothers, Inc.;*

*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 above ordered 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: May 17, 2011    CITY OF LAKE ELMO

By: \_\_\_\_\_  
Dean A. Johnston  
Mayor

ATTEST:

\_\_\_\_\_  
Bruce A. Messelt  
City Administrator

## 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 17th day of May 2011, as shown by the minutes of said meeting in my possession.

---

Sharon Lumby  
City Clerk

(Seal)

# 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 17, 2011

Honorable Mayor and City Council  
City of Lake Elmo, Minnesota

Re: 2011 Seal Coat Project  
City of Lake Elmo, Minnesota  
TKDA Project No. 14816.003

Dear Mayor and City Council:

Bids for the referenced project were received on May 5, 2011, at 2:00 pm with the following results. A complete Tabulation of Bids is enclosed for your information.

Contractor	Base Bid
Pearson Bros., Inc.	\$119,200.00
Allied Blacktop Company	\$128,736.00
Astech Corp.	\$135,888.00
Engineer's Estimate	\$143,040.00

## ***Recommendation***

We recommend that you award the Contract to the lowest responsible bidder, Pearson Bros., Inc., for their base bid of \$119,200.00.

Please do not hesitate to contact me with any questions or comments you may have.

Sincerely,

Ryan W. Stempski, P.E.  
Project Manager

Enclosure

Cc: Jack W. Griffin

# TABULATION OF BIDS

2011 SEAL COAT PROJECT  
CITY OF LAKE ELMO & WEST LAKE LAND TWP, MINNESOTA  
TKDA PROJECT NO. 14816.003

BIDS OPENED: MAY 5, 2011, AT 2:00 PM

\*DENOTES ERROR IN BIDDERS CALCULATION



\*DENOTES ERROR IN BIDDERS CALCULATION

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	ENGINEER'S ESTIMATE UNIT PRICE	TOTAL AMOUNT	PEARSON BROS UNIT PRICE	TOTAL AMOUNT	ALLIED BLACKTOP UNIT PRICE	TOTAL AMOUNT	ASTECH CORP UNIT PRICE	TOTAL AMOUNT
<b>CITY OF LAKE ELMO</b>											
1	BITUMINOUS SEAL COAT WITH 1/8" DRESSER TRAP ROCK	73,500	SY	\$ 1.20	\$ 88,200.00	\$ 1.00	\$ 73,500.00	\$ 1.08	\$ 79,380.00	\$ 1.14	\$ 83,790.00
<b>CITY OF WEST LAKE LAND</b>											
1	BITUMINOUS SEAL COAT WITH 1/8" DRESSER TRAP ROCK	45,700	SY	\$ 1.20	\$ 54,840.00	\$ 1.00	\$ 45,700.00	\$ 1.08	\$ 49,356.00	\$ 1.14	\$ 52,098.00
<b>TOTAL</b>					\$ 143,040.00		\$ 119,200.00		\$ 128,736.00		\$ 135,888.00



## MAYOR & COUNCIL COMMUNICATION

DATE: 5/17/2011

CONSENT

ITEM #: 4

MOTION *As part of Consent Agenda*

**AGENDA ITEM:** Appointment to Maintenance Advisory Committee

**SUBMITTED BY:** Sharon Lumby, City Clerk

**REVIEWED BY:** Bruce Messelt, City Administrator

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**SUMMARY AND ACTION REQUESTED:** It is respectfully requested that the City Council approve the appointment of David Moore to the Maintenance Advisory Committee as part of tonight's *Consent Agenda*.

**BACKGROUND INFORMATION:** Mr. Moore has 10 years experience as an equipment operator and 35 years as project superintendent on-site grading, highway construction, sanitary and storm sewer and water main installation.

The Maintenance Advisory Committee is comprised of:

George Dege  
Dick Gustafson  
Steve Ziertman  
Steve Gurney

**STAFF REPORT:** With the loss of MAC member Bud Talcott, there is a vacancy on the committee. Mr. Moore's experience with equipment will be a valuable asset to the Committee. Staff recommends Mr. Moore's appointment to the Maintenance Advisory Committee.

**RECOMMENDATION:** It is respectfully recommended that the City Council approve the appointment of David Moore to the Maintenance Advisory Committee as part of tonight's *Consent Agenda*.



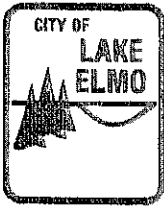
Alternatively, the City Council does have the authority to remove this item from the *Consent Agenda* and further discuss and deliberate prior to taking action. If done so, the appropriate motion to consider, following such discussion, would be:

***“Move to appoint Mr. David Moore, 8680 Stillwater Blvd N., to the  
Maintenance Advisory Committee”***

**ATTACHMENTS:** None

**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



## MAYOR & COUNCIL COMMUNICATION

DATE: 5/17/2011  
CONSENT  
ITEM #: 5  
MOTION *as part of Consent Agenda*

**AGENDA ITEM:** Consider Approval of One-Day Temporary Liquor License Requested by Team Ortho Foundation, Inc.

**SUBMITTED BY:** Sharon Lumby, City Clerk

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

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**SUMMARY AND ACTION REQUESTED:** It is respectfully requested that the City Council approve a liquor application request from Michael Swanson, Team Ortho Foundation, Inc, as part of tonight's *Consent Agenda*.

**BACKGROUND & STAFF REPORT:** The City has received a liquor application request from Michael Swanson, Team Ortho Foundation, Inc. The Foundation is holding a "Go Commando Run" that ends at Green Acres, 8989 55<sup>th</sup> Street N. Mr. Swanson has requested a one-day (June 25, 2011) temporary liquor license to provide strong beer to the runners at the end of the race.

All required fees and the proper insurance certificate have been received. The Washington County Sheriff's Department has been notified of this event. This event was a huge success in 2010 and was held without incidence.

**RECOMMENDATION:** As the application is in order, it is respectfully recommended that the City Council approve the appointment of David Moore to the Maintenance Advisory Committee as part of tonight's *Consent Agenda*.

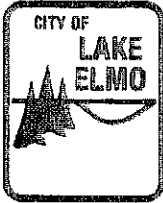
Alternatively, the City Council does have the authority to remove this item from the *Consent Agenda* and further discuss and deliberate prior to taking action. If done so, the appropriate motion to consider, following such discussion, would be:

*"Move to Approve the one-day temporary liquor license (June 25, 2011) to Michael Swanson, Team Ortho Foundation Inc. to serve beer at Green Acres located at 8989 55<sup>th</sup> Street N., Lake Elmo"*

**ATTACHMENTS:** None (a copy of the Application is on file for review).

**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



## MAYOR & COUNCIL COMMUNICATION

DATE: 5/17/2011  
CONSENT  
ITEM #: 6  
MOTION *Resolution 2011-020*

**AGENDA ITEM:** Consideration of an application for a Variance from the 75 foot setback from the Ordinary High Waterline for a septic system at 8242 Hidden Bay Trail

**SUBMITTED BY:** Lake Elmo Planning Commission  
Kelli Matzek, Planner

**THROUGH:** Bruce Messelt, City Administrator *BM*

**REVIEWED BY:** Kyle Klatt, Planning Director

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**SUMMARY AND ACTION REQUESTED:** The City Council is respectfully requested to affirmatively consider a variance request to allow a septic system to be constructed 25-feet from the Ordinary High Waterline of Olson Lake, where a 75 foot setback is required at 8242 Hidden Bay Trail. As the Planning Commission unanimously recommends this Variance and the City Council has historically approved such, this item is included on tonight's *Consent Agenda*.

**BACKGROUND INFORMATION:** For variance applications, the burden is on the applicant to demonstrate why this situation is unique and necessitates flexibility to code requirements. To make this case, a variance can only be granted by the city when strict enforcement of the code would cause undue hardship on a property owner. "Hardship" is broken down into the following three components:

- a. *The proposed use of the property and associated structures in question cannot be established under the conditions allowed by the city's zoning regulations and no other reasonable alternative use exists;*
- b. *The plight of the landowner is due to the physical conditions unique to the land, structure, or building involved and are not applicable to other lands, structures, or buildings in the same zoning district; the unique conditions of the site were not caused or accepted by the landowner after the effective date of the city's zoning regulations; and*
- c. *Granting of the variance would not alter the essential character of the neighborhood.*

Statutory changes regarding municipal reviews of variances took effect on May 6, 2011. The state statutes were amended to restore municipal variance authority in repose to *Krummenacher v. City of Minnetonka* which took place in June of 2010.

The new law renames the municipal variance standard from "undue hardship" to "practical difficulties" but otherwise retains the familiar three factor test of (1) reasonableness, (2) uniqueness and (3) essential character. Also included is a sentence new to city variance authority that was already included in the county statutes: "Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the terms of the variance are consistent with the comprehensive plan."

**PLANNING COMMISSION RECOMMENDATION & STAFF REPORT:** In reviewing the request against the three criteria listed above, staff's interpretation and the Planning Commission's unanimous recommendation are that all criteria are met. A septic system is necessary to utilize the home on the site and the current property owner did not create the nonconforming lot, or the occurring limitations of the site.

This septic system site was chosen because of the location of the house, existing septic system, the well and the driveways. In addition, the weir is located along the northern property line under an easement which controls lake levels for both Olson Lake and Lake Demontreville. The septic designer said that soil borings showed rock in the ground as it got closer to the weir, which makes for an environment unsuitable to septic systems. Given the floodplains located on the site along with the other infrastructure and structures, the proposed site was chosen.

- Staff received three letters in response to the mailing sent out regarding the application. One letter was supportive of the variance application. The other two had concerns – one with water contamination, the other with the suggestion of relocating the applicant's well and neighbor's well to have additional potential locations for the septic system.
- A representative from Washington County's Public Health Department will be attending the meeting to answer any questions the City Council may have regarding the technical aspect of the permit or his professional opinion.
- As of October 1, 2010, Washington County took over the septic permitting and inspections of septic systems for the City of Lake Elmo. Although the County now permits septic systems, the City of Lake Elmo continues to be the authority on granting or denying variances.

**RECOMMENDATION:** Based upon the above background information, Planning Commission recommendation and staff report, it is recommended that the City Council approve the septic system variance as part of tonight's *Consent Agenda*.

Alternatively, the City Council may removed this item from the Consent Agenda for further discussion, amend the motion or deny the variance application with findings of fact. To approve the recommendation, the following motion is suggested:

***“Move to approve Resolution 2011-020 granting a 50 foot variance to allow a septic system to be built at 8242 Hidden Bay Trail with conditions [and as amended at tonight’s meeting].”***

**ATTACHMENTS:** (5)

1. Detailed staff report analyzing the request
2. Septic System Map (Site Plan)
3. Area Map identifying the location of the property
4. Valley Branch Watershed District Comments
5. Resident Letters

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

- Questions from Council to Staff ..... Mayor Facilitates
- 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. 2011-020**

*A RESOLUTION APPROVING A 25 FOOT VARIANCE FROM THE REQUIRED 75 FOOT  
SETBACK TO THE ORDINARY HIGH WATERLINE AT 8242 HIDDEN BAY TRAIL NORTH*

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

**WHEREAS**, Danette Jahnke and Richard Leonard, 8242 Hidden Bay Trail (the "Applicant") has submitted an application to the City of Lake Elmo (the "City") for a variance to allow the construction of a replacement septic system 25 feet from the Ordinary High Waterline where a 75 foot setback is required, 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 154.017; 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 17, 2011; and

**WHEREAS**, the City Council considered said matter at its May 17, 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 Variance are found in the Lake Elmo Zoning Ordinance, Section 154.017.
- 2) That all the submission requirements of said 154.017 have been met by the Applicant.
- 3) That the proposed variance is to allow the construction of a replacement septic system at 8242 Hidden Bay Trail that would be set back 25 feet from the Ordinary High Waterline, which is 50 feet closer to the line. The septic system proposed is a mound system.

- 4) That the Variance will be located on property legally described as Lot 4, Block 1, Oace Acres 4<sup>th</sup> Addition, Washington Co., Minnesota.
- 5) The proposed septic system cannot be established under the conditions allowed by the city's zoning regulations and no other reasonable alternative use exists. *This property is unable to hook up to a 201 system (city-owned community septic system) and is not guided for city sewer in the 2030 Lake Elmo Comprehensive Plan. A private system is necessary to serve the existing home with wastewater services. The physical constraints of the lot, the lack of other options to sewer the house, and the need for wastewater management for the existing home to continue to be inhabitable make this situation unique.*
- 6) The plight of the landowner is due to the physical conditions unique to the land and are not applicable to other lands, structures, or buildings in the same zoning district. *In 1970, it was determined this lot could be utilized for residential purposes and a building permit was issued for a new home. The property is just over half an acre in size where a 1.5 acre minimum lot size is required and is located on a lake which, in combination with the house location, create a difficult situation in which to find a conforming location for a replacement septic system.*  
*There are floodplains on this property as well as a weir which was installed in the mid 1980's by the Valley Branch Watershed District to control water levels for Olson Lake and Lake Demontreville. The weir is identified on the applicant's site plan along the northeastern property line from Hidden Bay Trail down to the lake.*  
*Soil borings identified rock embedded in the ground the closer to the weir, which is not conducive to a septic system. Therefore land near the weir was unsuitable for the proposed replacement system. The location of the home, driveways, well, existing septic system, floodplain and weir are all restrictions that severely limit the potential location sites at which the septic tanks and drainfield could be built.*
- 7) The variance will not change the essential character of the neighborhood. *A septic system is a standard requirement for homes throughout the city, many of which have a mound system in their yard. The proposed septic system is a mound system which will be visible from the adjacent neighbors as an elevated and grassy rise. However, a raised system would have minimal, if any impact to neighbors and would not effect the character of the neighborhood.*

### CONCLUSIONS AND DECISION

Based on the foregoing, the Applicants' application for a Variance is granted with the following conditions:

- 1) No adverse impacts are allowed to the adjacent lots. Existing drainage patterns must be maintained.
- 2) The mound system must be constructed outside the FEMA floodplains.



- 3) The system shall be monitored for proper operation once in each of the first two years.
- 4) The applicant is encouraged to work with the Valley Branch Watershed District to reduce erosion on or near the weir.

Passed and duly adopted this 17<sup>th</sup> day of May 2011 by the City Council of the City of Lake Elmo, Minnesota.

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Dean A. Johnston, Mayor

ATTEST:

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Bruce Messelt, City Administrator

City of Lake Elmo Planning Department  
**Variance Request**

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*To:* **City Council**

*From:* Kelli Matzek, City Planner

*Meeting Date:* **5/17/11**

*Applicant:* **Danette Jahnke and Richard Leonard**

*Owner:* Same

*Location:* **8242 Hidden Bay Trail**

*Zoning:* R-1; Shoreland District

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***Introductory Information***

<b><i>Application Summary:</i></b>	The City of Lake Elmo has received a request from Danette Jahnke to construct a septic system 25 feet from Lake Olson's Ordinary High Waterline (OHW).
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<b><i>Property Information:</i></b>	<p>This property was platted as part of the Oace Acres 4<sup>th</sup> Addition and is subject to easements, floodplains, and regional infrastructure utilized to manage lake levels.</p> <p>A building permit was issued for a new home in 1970. The files also show an Individual Sewage Disposal System was permitted in December of 1970 for the property. Staff was not able to find any documents in the files showing that this system has been updated or moved since that time.</p> <p>A variance was approved (Resolution 2002-056) for the site in June of 2002 for home and garage additions with two conditions of approval written as follows:</p> <ol style="list-style-type: none"><li>1. Deletion of the proposed second driveway access to the fourth (lower) garage stalls.</li><li>2. Inspection of the existing private septic system by a qualified professional, with a report to the City as to inspection findings, and required upgrades to the system to comply with Section 325.06 of the City Code. Inspection report and required septic system upgrades shall be completed prior to issuance of any Building Permits for house or garage additions.</li></ol> <p>This resulted in a septic inspection and report which was included in the city's file. A February 22, 2003 report identified the septic system as "failing" in accordance with MPCA Ordinance 7080.0020 Subp. 16a because of the bottomless septic tank and the drywell tank. The report identified that the system was not an imminent threat to the public health, and while the drainfield was not considered failing at the time the report</p>
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was written, it did identify that it could fail at anytime in the future.

The lakeshore lot is 0.52 acres in size including the area below the Ordinary High Water Line (OHW). Olson Lake is categorized as a Recreational Development Lake in the shoreland code, which requires a minimum sewage treatment system setback of 75 feet from the OHW.

The property has a number of physical constraints, which are identified in more detail in the review of the variance criteria.

**Applicable  
Codes:**

**Section 150.253 Administration.**

(B 2) Variance. Identifies procedures.

**Section 150.254 Shoreland Classification.**

(B 2) Recreational Development Lakes. Identifies Lake Olson's OHW at 929.3 and the 100-Year Elevation at 931.0.

**Section 150.255 Shoreland Standards.**

(D 1 a). Identifies the sewage treatment system setback for recreational development lakes to be 75 feet.

**Section 150.253 Administration (Shoreland)**

(B 2 b) Variance.

For existing developments, the application for variance must clearly demonstrate whether a conforming sewage treatment system is present for the intended use of the property. The variance, if issued, must require reconstruction of a non-conforming sewage treatment system.

Staff has interpreted this section as "conforming" to mean functioning as necessary to serve the home.

**Section 150.255 Shoreland Standards. (D). Placement, Design and Height of Structures**

States that on-site sewage systems must be setback a minimum of 75 feet from the OHW of Recreational Development classified lakes.

***Findings & General Site Overview***

**Site Data:** Lot Size: 0.52 acres (including area below OHW)

Existing Use: Residential

Existing Zoning: R-1 (One Family Residential); Shoreland District

Property Identification Number (PID): 09-029-21-32-0008

## ***Application Review:***

***Applicable  
Definitions:***

***BUILDING.*** Any structure either temporary or permanent, having a roof and used or built for the shelter or enclosure of any person, animal, or movable property of any kind. When any portion of a building is completely separate from every other part of a building by area separation, each portion of the building shall be deemed as a separate building.

***BUILDING LINE.*** A line parallel to a lot line or the ordinary high water level at the required setback beyond which a structure may not extend.

***BUILDING SETBACK LINE.*** A line within a lot parallel to a public right-of-way line, a side or rear lot line, a bluff line, or a high water mark or line, behind which buildings or structures must be placed.

***DWELLING, SINGLE-FAMILY.*** A residential structure designed for or used exclusively as 1 dwelling unit of permanent occupancy.

***HARDSHIP.*** The proposed use of the property and associated structures in question cannot be established under the conditions allowed by the city's zoning regulations and no other reasonable alternative use exists; that the plight of the landowner is due to the physical conditions unique to the land, structure, or building involved and are not applicable to other lands, structures, or buildings in the same zoning district; and that these unique conditions of the site were not caused or accepted by the landowner after the effective date of the city's zoning regulations.

***INDIVIDUAL SEWAGE DISPOSAL SYSTEM.*** A septic tank, seepage tile sewage disposal system, or other sewage treatment device.

***INDIVIDUAL SEWAGE TREATMENT SYSTEM.*** An on-site sewage treatment system connecting to a single dwelling or other establishment, consisting of soil treatment unit, septic tank, and any associated pumping and piping systems.

***LOT, RIPARIAN.*** A separate parcel of land within a designated shoreland area having frontage along a lake or tributary stream.

***MOUND SYSTEM.*** An alternative sewage treatment system designed with the soil treatment area built above existing grade to overcome the limitations of water table, bedrock, or soil permeability.

***NON-CONFORMITY – NON-CONFORMING USE.*** Any legal use, structure or parcel of land already in existence, recorded, or authorized before the adoption of zoning regulations or amendments to the zoning regulations that would not have been permitted to become established under the terms of the zoning regulations as now written, if the zoning regulations had been in effect prior to the date it was established, recorded, or authorized.

**ORDINARY HIGH WATER MARK OR ELEVATION (O.H.W.).** The boundary of public waters and wetlands, and shall be an elevation delineating the highest water level which has been maintained for a sufficient period of time to leave evidence upon the landscape, commonly that point where the natural vegetation changes from predominantly aquatic to predominantly terrestrial. For water courses, the ordinary high water level is the elevation of the top of the bank of the channel. For reservoirs and flowages, the ordinary high water level is the operating elevation of the normal summer pool.

**SEPTIC TANK.** A sound, durable, watertight sewage tank designed and constructed to receive the discharge of sewage from a building sewer, separate solids from liquids, digest organic matter, and store liquids through a period of detention.

**SHORE IMPACT ZONE.** Land located between the ordinary high water level of a public water and a line parallel to it at a setback of 50% of the structure setback.

**SHORELAND.** Land located within the following distances from public waters: 1,000 feet from the ordinary high water level of a lake, pond, or foliage; and 300 feet from a river or stream, or the landward extend of a flood plain designated by ordinance on a river or stream; whichever is greater. The limits of shorelands may be reduced whenever the waters involved are bounded by topographic divides which extend landward from the waters for lesser distances and when approved by the Commissioner.

**STANDARD SYSTEM.** An individual sewage treatment system employing a building sewer, sewage tank, and the soil treatment system commonly known as a dram field or leach field.

**VARIANCE.** A modification of a specific permitted development standard required to allow an alternative development standard not stated as acceptable in the official control, but only as applied to a particular property for the purpose of alleviating a hardship as defined in Section 300.06, Subd. 3. Economic considerations along shall not constitute a hardship. [sic]

**Variance  
Criteria:**

Statutory changes regarding municipal reviews of variances took effect on May 6, 2011. The state statutes were amended to restore municipal variance authority in repose to *Krummenacher v. City of Minnetonka* which took place in June of 2010.

The new law renames the municipal variance standard from "undue hardship" to "practical difficulties" but otherwise retains the familiar three factor test of (1) reasonableness, (2) uniqueness and (3) essential character. Also included is a sentence new to city variance authority that was already included in the county statutes: "Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the terms of the variance are consistent

with the comprehensive plan.”

This change does not effect staff's recommendation on this application.

An applicant must establish and demonstrate compliance with the variance criteria set forth in Lake Elmo City Code Section 154.017 before an exception or modification to city code requirements can be granted. For ease of review, staff provides a three-part breakdown of the definition of “hardship” in Lake Elmo City code to ensure the requests are meeting the spirit and intent of the ordinance.

1. *The proposed use of the property and associated structures in question cannot be established under the conditions allowed by the city's zoning regulations and no other reasonable alternative use exists;*

This property is unable to hook up to a 201 system (city-owned community septic system) and is not guided for city sewer in the 2030 Lake Elmo Comprehensive Plan. A private system is necessary to serve the existing home with wastewater services.

Due to the physical constraints of the lot, the lack of other options to sewer the house, and the need for wastewater management for the existing home to continue to be inhabitable, staff finds that **this criteria is met.**

2. *The plight of the landowner is due to the physical conditions unique to the land, structure, or building involved and are not applicable to other lands, structures, or buildings in the same zoning district; the unique conditions of the site were not caused or accepted by the landowner after the effective date of the city's zoning regulations.*

In 1970, it was determined this lot could be utilized for residential purposes and a building permit was issued for a new home. The property is just over half an acre in size where a 1.5 acre minimum lot size is required and is located on a lake which, in combination with the house location, create a difficult situation in which to find a conforming location for a replacement septic system.

There are floodplains on this property as well as a weir which was installed in the mid 1980's by the Valley Branch Watershed District to control water levels for Olson Lake and Lake Demontreville. The weir is identified on the applicant's site plan along the northeastern property line from Hidden Bay Trail down to the lake.

In speaking with the septic system designer, he stated that while taking soil borings he noted the closer he got to the weir the more rocks he found. The rocks may have been a part of the weir installation and are not conducive to a septic system.

The location of the home, driveways, well, existing septic system, floodplain and weir are all restrictions that severely limit the potential location sites at which the septic tanks and drainfield could be built. In addition to the reasons cited above, staff finds that **this criteria is met.**

3. *The variance, if granted, will not change the essential character of the neighborhood.*

A septic system is a standard requirement for homes throughout the city, many of which have a mound system in their yard. The proposed septic system is a mound system which will be visible from the adjacent neighbors as an elevated and grassy rise. However, a raised system would have minimal, if any impact to neighbors and would not effect the character of the neighborhood. Therefore, staff finds that the essential character of the neighborhood would remain intact. **Staff finds this criteria is also satisfied.**

***Variance  
Conclusions:***

Based on the analysis of the review criteria in City Code both the Planning Commission and City Staff would recommend **approval of the septic variance request** for 8242 Hidden Bay Trail. City Staff believes this request meets the requirements included in the new state statute language.

***Resident  
Concerns:***

Staff has received two letters opposed to the variance. One suggested the septic system be placed where the existing well is located. The letter suggests the existing well for the applicant as well as the neighbor's well be moved to maintain the required setbacks to waste management systems. The second letter expressed concern about water contamination which has been and can be addressed by Pete Ganzel with Washington County, should that be a concern.

Staff has had a conversation with another neighbor who had some concerns about grading and drainage along the weir. Staff believes the proposed mound system would not impact the drainage of the site in the location identified by the concerned neighbor. The Valley Branch Watershed District (who owns and maintains the weir) has contacted this neighbor will be working with him to correct grading concerns on his own property.

Staff received one letter in support of the variance.

***Additional  
Information:***

The Valley Branch Watershed District did not have any concerns with the application.

***Conclusion:***

The applicants are seeking approval of a 50 foot variance to the 75 foot setback from the Ordinary High Waterline of Lake Olson to allow the construction of a replacement septic system at 8242 Hidden Bay Trail.

***Council  
Options:***

The City Council has the following options:

- A) Approval of the variance request;
- B) Denial of the variance request;
- C) Table the request and direct staff or the applicant to provide additional information concerning this application.

The deadline for a Council decision on this item is June 9, 2011, which can be extended an additional 60-days if needed.

**Planning  
Commission  
Rec:**

The Planning Commission reviewed the application, held a public hearing and made a recommendation of approval with conditions at their April 25<sup>th</sup> meeting. The commission recommended approval if other options were shown to be not practical.

**Staff Rec:**

**Staff is recommending approval** of the variance to allow construction of a septic system 25 feet from the Ordinary High Waterline at 8242 Hidden Bay Trail based on reasons stated above with the following conditions:

1. No adverse impacts are allowed to the adjacent lots. Existing drainage patterns must be maintained.
2. The mound system must be constructed outside the FEMA floodplain.
3. The system shall be monitored for proper operation once in each of the first two years.
4. The applicant is encouraged to work with the Valley Branch Watershed District to reduce erosion on or near the weir.

**Denial  
Motion**

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

**Template:**

**I move to deny the request for the construction of a septic system 25 feet from the Ordinary High Waterline at 8242 Hidden Bay Trail...(please site reasons for the recommendation)**

**Approval  
Motion  
Template:**

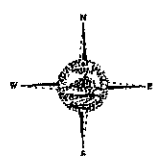
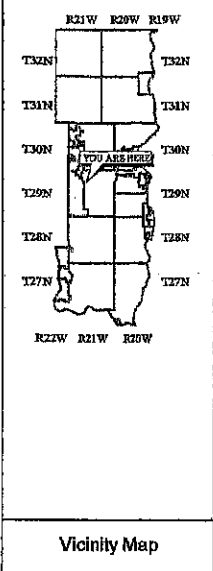
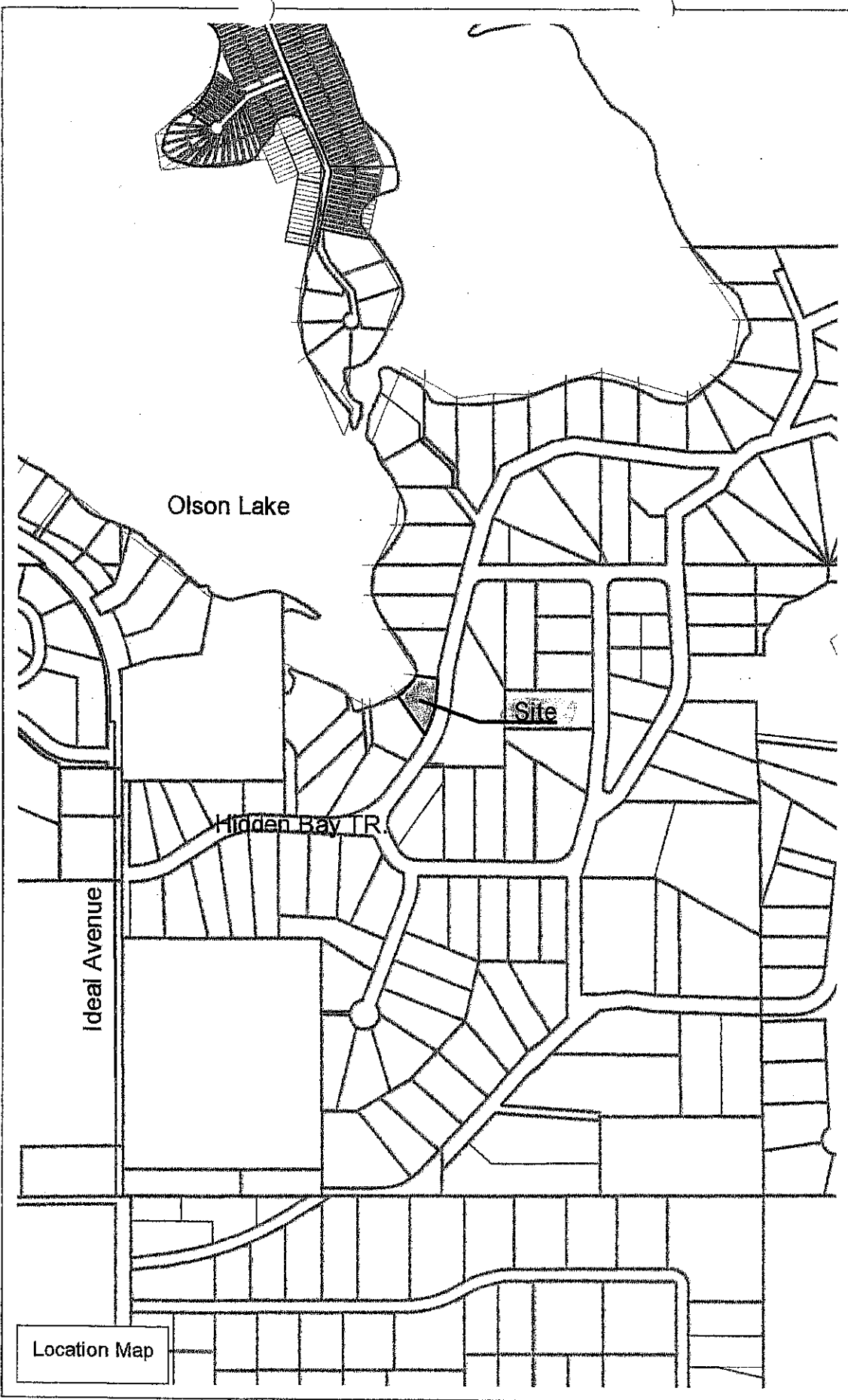
To approve the request, you may use the following motion as a guide:

**I move to approve the request for the construction of a septic system twenty five feet from the OHW setback at 8242 Hidden Bay Trail based on the findings provided in the staff report...(or cite your own)**  
...with the conditions outlined in the staff report.

cc: Danette Jahnke and Richard Leonard, applicants







Location Map

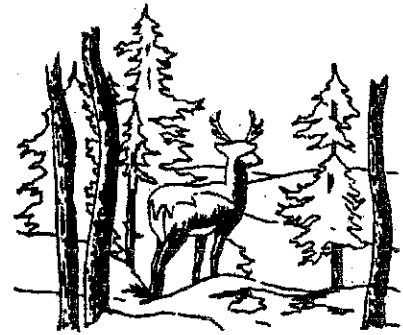
This drawing is the result of a consultation and reproduction of land records as they appear in various Washington County offices. The drawing should be used for reference purposes only. Washington County is not responsible for any mistakes.

Source: Washington County Surveyors Office, Phone (851) 480-0975

Parcel data based on AGC's information current through March 21, 2000

Map printed: May 22, 2007

April 20, 2011



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

**Re: 8242 Hidden Bay Trail Septic System Replacement – Variance Request**

Dear Kelli:

Thank you for submitting information regarding the proposed septic system replacement at 8242 Hidden Bay 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 new mound septic system adjacent to Lake Olson. Less than one acre will be disturbed, no new impervious area is proposed, and no work is proposed below the 100-year flood level of Lake Olson or within a wetland. Therefore, the project does not require a VBWD permit.

The City should ensure that Washington County finds the proposed septic system acceptable and there is adequate separation between the drain field and the water table. The drain field should be above the 100-year flood level of Lake Olson (Elevation 931.5).

Temporary erosion control measures should be installed prior to any earthwork. The erosion control measures should be inspected during construction and maintained as needed. Disturbed areas should be vegetated as soon as possible after disturbance, and no later than 14 days after final grading.

The property owners may wish to contact Rusty Schmidt, the Cost-Share Program Coordinator for the VBWD, at 651-275-1136, extension 36. He could help the property owners design an unmowed vegetative buffer adjacent to the lake. VBWD requires a minimum 35-foot wide buffer strip measured perpendicular to the OHW extending 35 feet inland. A mowed access and shoreline is allowed, but must not exceed 30% of the landowner's shoreline width or 30 feet, whichever is less. Access paths shall not be located where concentrated runoff will flow to the lake.

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 FETECHEER • DALE BORASH • JILL LUCAS • EDWARD MARCHAN

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

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

To: Kyle Klatt  
Planning Director  
City of Lake Elmo

I am the neighbor of Rick Leonard and Danette Jahnke, 2 people applying for a variance for a septic system installation at 8242 Hidden Bay Trail. I believe the hearing may be as early as Monday, April 25.

I wish to state that I have no problems with this variance and hope that the variance will be granted.

Bob and Margie Sevenich  
8224 Hidden Bay Trail



RECEIVED

APR 25 2011

CITY OF LAKE ELMO

Gord M. and Mary L. Grundeen  
8270 Hidden Bay Trail  
Lake Elmo, MN 55042  
651-770-1056 email= gordyg@teksolr.com

April 17, 2011

04/17/11

Mr. Kyle Klatt, Planning Director  
City of Lake Elmo  
3800 Laverne Ave. N  
Lake Elmo MN 55042

APR 19 2011

Re: Variance for 8242 Hidden Bay Trail

Dear Mr. Klatt:

I oppose giving a variance for a septic system that close to Lake Olson. I recommend moving the septic system to the South side of the house where the land elevation is adequate and is more than 75 feet from the High Waterline.

Here is the background information: This lot was platted in the early 1970's by the Oace's as an afterthought and not a one acre lot that everybody else has. This lot is only 0.7 acres and in the past, all parcels less than one full acre and were rejected as sub-standard. Within the past 5 years this owner came to the city requesting a variance so that they could expand the kitchen towards the lake. Again, this is expansion on a sub-standard lot.

The main problem is the elevation of the drain field – the bottom of the drain field is likely below the elevation of the High Waterline. As you may know, the horizontal velocity of water in an aquifer is about one foot per day. If this drain field is already in the aquifer, unfiltered sewage is already contaminating the aquifer. At a minimum, this drain field should be tested for contaminating the aquifer.

I recall talking to the Oace's about locating this septic system that close to Lake Olson. As best I remember, the constraint was that the adjoining lot (to the South and West) already had their well near the "new lot". Wells and septic systems have to be separated by 75 feet. A septic system on the South side of 8242 Hidden Bay probably will be less than 75 feet from the well.

The "perfect solution" probably requires moving not one but two wells. In my opinion, the best solution for preventing aquifer contamination is moving the septic system to the South side of the house.

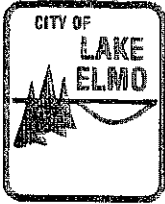
There might be enough room on the South side of the house to put a septic system 75 feet from the neighbors well. This may entail using the space under the neighbor's driveway as part of the drain field.

An alternative solution might be a holding tank solution. This would be a better choice than allowing aquifer contamination by the existing configuration.

Sincerely,

A handwritten signature in cursive script, appearing to read "Gordon M. Grundeen". The signature is written in dark ink and is positioned to the right of the word "Sincerely,".

Gordon M. Grundeen



## MAYOR & COUNCIL COMMUNICATION

DATE: 5/17/2011

**CONSENT**

ITEM #: 7

**MOTION**

**AGENDA ITEM:** Approval of Hiring of Seasonal Employee for Summer 2011

**SUBMITTED BY:** Mike Bouthilet, Public Works Director

**THROUGH:** Bruce Messelt, City Administrator *BDM*

**REVIEWED BY:** Tom Bouthilet, Finance Director

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**SUMMARY AND ACTION REQUESTED:** The Public Works Department is respectfully requesting approval to re-hire its budgeted, seasonal employee, Mr. Logan Weir, for summer 2011 employment. As this is a normal, budgeted and annual action, this item is included on tonight's *Consent Agenda*.

**BACKGROUND INFORMATION & STAFF REPORT:** This will be the third consecutive year Mr. Logan Weir has been hired as a seasonal employee. It is a budgeted position within the 2011 Budget at the same pay rate as last year.

**RECOMMENDATION:** It is recommended that the City re-hire Mr. Logan Weir for budgeted, seasonal employment. As this is a normal, budgeted and annual action, this item is included on tonight's *Consent Agenda*.

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

***"Move to approve the hiring of Mr. Logan Weir for Temporary Seasonal Employment."***

**ATTACHMENTS:** None

**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





## MAYOR & COUNCIL COMMUNICATION

DATE: 5/17/2011

**CONSENT**

ITEM #: 8

**MOTION**

**AGENDA ITEM:** Approve Sunfish Lake Parking Lot Improvements

**SUBMITTED BY:** Mike Bouthilet, Public Works Director

**THROUGH:** Bruce Messelt, City Administrator *BPM*

**REVIEWED BY:** Tom Bouthilet, Finance Director  
Carol Kreigler, Program Assistant (Parks)

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**SUMMARY AND ACTION REQUESTED:** The Public Works Department is respectfully requesting approval to contract the delineation and grading of the parking lot in Sunfish Lake Park. As this action is implementing previous Council-approved direction to undertake these improvements and is already budgeted (via a grant), this item is included on tonight's *Consent Agenda*.

**BACKGROUND INFORMATION:** The Council previously approved a budget for improvements to Sunfish Lake Park. Part of the improvements was to square off the parking lot by re-grading the millings into a defined lot with proper drainage. Black dirt (100 yds.) will be graded into the border/buffer areas. Public Works staff will seed, fertilize and water.

The delineated lot will then be bordered with 3 foot boulders to prevent motorized access to trails (not included in this quote).

**STAFF REPORT:** Pursuant to City Policy, three contractors were solicited to provide quotes for the delineation/drainage grading, black dirt and grading.

- Miller Excavating \$3,060.00
- Buelow Excavating \$3,300.00
- C & K Excavating \$3,882.00

**RECOMMENDATION:** It is respectfully recommended that the City Council authorize as part of tonight's *Consent Agenda* contracting with Miller Excavating for the project in and around the parking lot at Sunfish Lake Park for \$3,060.00.

**ATTACHMENTS:** None

**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



## MAYOR & COUNCIL COMMUNICATION

DATE: 5/17/2011  
CONSENT  
ITEM #: 9  
MOTION

**AGENDA ITEM:** Easement Encroachment Agreement – 5769 Linden Ave. N.

**SUBMITTED BY:** Kyle Klatt, Planning Director

**THROUGH:** Bruce Messelt, City Administrator *Baum*

**REVIEWED BY:** Kelli Matzek, City Planner  
Ryan Stempski, City Engineer

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**SUMMARY AND ACTION REQUESTED:** The City Council is respectfully requested to authorize as part of tonight's *Consent Agenda* the execution of an easement encroachment agreement. The City has received a request to install a retaining wall within a drainage and utility easement area as part of the grading plan associated with a building permit for a new home at 5769 Linden Avenue North. Approval of the requested agreement would allow the property owners to construct the requested improvements within the City's drainage and utility easements located on their private property.

**BACKGROUND INFORMATION:** The City holds easements of different sizes and for different purposes on many residential and commercial properties throughout the city. When a resident is interested in putting a structure within an easement, the city has requested the property owner provide a site plan showing where the improvement is proposed to be located, a detail of what the improvement will look like and how it will function.

After that information is received, the City Engineer reviews the proposed improvement and the use of the easement to determine if the proposed improvement will impede the functionality of the easement. If the engineer determines that the improvement will not negatively impact the functionality of the easement, an approved building permit showing the requested work and an Easement Encroachment Agreement is needed before the work may commence.

Of Note: The City Council reviewed and approved easement encroachment agreements at its April 20th, 2010 Regular Meeting. At that time, the City Council agreed to place future applications on the *Consent Agenda*; unless unique circumstances occur in which case the agreement is to be placed on the Regular Agenda.

**STAFF REPORT:** The Easement Encroachment Agreement submitted for Council consideration is for a retaining wall and has been reviewed by planning and engineering staff. The proposed retaining wall meets all city code requirements and Staff would have otherwise authorized construction of the retaining wall if it did not encroach into a drainage and utility easement.

**LEGAL CONSIDERATIONS:** The Easement Encroachment Agreement is a legal document which has been signed by all property owners seeking to install an improvement within an easement. The document, among other things, indemnifies the city from responsibility if damage occurs to the improvement or if it needs to be removed at some point in the future.

**RECOMMENDATION:** Based upon the above background information and staff report, it is recommended that the City Council approve the Easement Encroachment Agreement 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, table, deliberate and, if appropriate, amend the recommended motion prior to taking action. If done so, the appropriate action of the Council following such discussion would be:

**“Move to approve the proposed Easement Encroachment Agreement for 5769 Linden Avenue North, as presented [*and modified/amended*] at tonight's meeting.”**

**ATTACHMENTS:** Proposed Easement Encroachment Agreement for 5769 Linden Ave N.

**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  
ENCROACHMENT EASEMENT AGREEMENT**

PLEASE CHECK WHICH STRUCTURE APPLIES:

FENCE ☐ RETAINING WALL ☒ ACCESSORY STRUCTURE ☐

Mark Lorenson and Julie Lorenson,

(hereinafter "Owner"), owns real property situated in the City of Lake Elmo, County of

Washington, State of Minnesota, legally described as: Lot 3, Block 1,

St. Croix's Sanctuary and commonly

known as: 5769 Linden Ave N. (hereinafter the

"Property").

Owner is requesting to encroach onto a public drainage and utility easement dedicated to the City of Lake Elmo for the placement of the above-indicated structure. In conjunction with this request, Owner hereby acknowledges awareness of the requirements of the City of Lake Elmo in regard to structures and other encroachments, and in particular, agrees to be bound by the following:


1. Structural encroachments shall not be allowed on any drainage and utility easement without the express written permission of the City of Lake Elmo and only under the following circumstances:
  - a. The easement is not currently for underground utility purposes; and
  - b. The drainage will not be affected by the approved structure or other encroachment on the easement.
2. The encroachment construction must be done at the Owner's own risk and expense. If drainage and/or utility improvements on this easement become a


problem in the future, the Owner may be required by the City to remove the easement structure and regrade the easement, all at the Owner's expense.

3. All other requirements of the Zoning Ordinance will be enforced. The placement of the approved structure or other encroachment shall be located in accordance with the Certificate of Survey, attached here to as exhibit A.
4. This agreement shall be recorded with the Washington County Recorder's Office, become a part of the Property's records, and shall apply to all present and future owners of the Property.

By signing below, Owner acknowledges and understands the requirements of the City of Lake Elmo in regard to structures and other encroachments as they apply to Owner's request for this Easement Encroachment Agreement, agrees to be bound by said requirements, and agrees with the recording of this Agreement to memorialize said understanding.

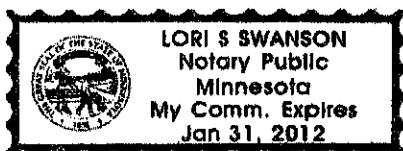
Dated: 4/13/11

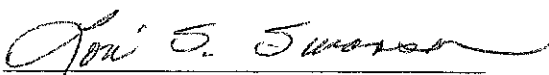
  
Owner

  
Owner

State of Minnesota       )  
  ) ss.  
County of Washington    )

On this 13<sup>th</sup> day of APRIL, 2011, before me, a Notary Public within and for said County, personally appeared MARK LORENSEN and JULIE LORENSEN (single person or husband and wife) to me known to be the owner(s) of real property situated in the City of Lake Elmo, County of Washington, State of Minnesota, legally described as: LOT 3, BLOCK 1, ST. CROIX'S SANCTUARY and that they executed the foregoing instrument as of their own free act and will.



  
Notary Public

CITY OF LAKE ELMO

By: \_\_\_\_\_  
Bruce Messelt, City Administrator

Attest: \_\_\_\_\_  
Sharon Lumby, City Clerk

State of Minnesota       )  
                                      ) ss.  
County of Washington    )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public within  
and for said County, personally appeared \_\_\_\_\_, City Clerk of the City of  
Lake Elmo, who executed the foregoing instrument and acknowledged that it was executed on  
behalf of said City.

\_\_\_\_\_  
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

The City of Lake Elmo  
3800 Laverne Ave N  
Lake Elmo, MN 55042  
651-777-5510

By: \_\_\_\_\_  
Dean Johnston, Mayor

By: \_\_\_\_\_  
Bruce Messelt, City Administrator

State of Minnesota       )  
                                      ) ss.  
County of Washington    )

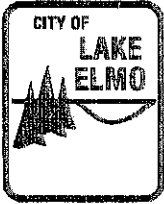
On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a Notary Public within  
and for said County, personally appeared \_\_\_\_\_, City Clerk of the City of  
Lake Elmo, who executed the foregoing instrument and acknowledged that it was executed on  
behalf of said City.

\_\_\_\_\_  
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

The City of Lake Elmo  
3800 Laverne Ave N  
Lake Elmo, MN 55042  
651-777-5510





## MAYOR & COUNCIL COMMUNICATION

DATE: 5/17/2011  
CONSENT  
ITEM #: 10  
MOTION

**AGENDA ITEM:** Easement Encroachment Agreement – 9590 Whistling Valley Trail.

**SUBMITTED BY:** Kelli Matzek, City Planner

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

**REVIEWED BY:** Kyle Klatt, Planning Director

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**SUMMARY AND ACTION REQUESTED:** The City Council is respectfully requested to authorize as part of tonight's *Consent Agenda* the execution of an easement encroachment agreement. The City has received a request to install a fence within a drainage and utility easement area as part of a backyard improvement at 9590 Whistling Valley Trail, which includes an inground swimming pool and patio. Approval of the requested agreement would allow the property owners to construct the requested improvement within the City's drainage and utility easements located on their private property.

**BACKGROUND INFORMATION:** The City holds easements of different sizes and for different purposes on many residential and commercial properties throughout the city. When a resident is interested in putting a structure within an easement, the city has requested the property owner provide a site plan showing where the improvement is proposed to be located, a detail of what the improvement will look like and how it will function.

After that information is received, the City Engineer reviews the proposed improvement and the use of the easement to determine if the proposed improvement will impede the functionality of the easement. If the engineer determines that the improvement will not negatively impact the functionality of the easement, an approved building permit showing the requested work and an Easement Encroachment Agreement is needed before the work may commence.

Of Note: The City Council reviewed and approved easement encroachment agreements at its April 20th, 2010 Regular Meeting. At that time, the City Council agreed to place future applications on the *Consent Agenda*; unless unique circumstances occur in which case the agreement is to be placed on the Regular Agenda.

**STAFF REPORT:** The Easement Encroachment Agreement submitted for Council consideration is for a fence and has been reviewed by planning and engineering staff. The proposed fence meets all city code requirements and Staff would have otherwise authorized construction of the fence if it did not encroach into a drainage and utility easement.

**LEGAL CONSIDERATIONS:** The Easement Encroachment Agreement is a legal document which has been signed by all property owners seeking to install an improvement within an easement. The document, among other things, indemnifies the city from responsibility if damage occurs to the improvement or if it needs to be removed at some point in the future.

**RECOMMENDATION:** Based upon the above background information and staff report, it is recommended that the City Council approve the Easement Encroachment Agreement 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, table, deliberate and, if appropriate, amend the recommended motion prior to taking action. If done so, the appropriate action of the Council following such discussion would be:

**“Move to approve the proposed Easement Encroachment Agreement for 9590 Whistling Valley Trail, as presented *[and modified/amended]* at tonight’s meeting.”**

**ATTACHMENTS:** Proposed Easement Encroachment Agreement for 9590 Whistling Valley Trail.

**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

Return to:  
Eckberg, Lammers, Briggs, Wolff & Vierling, P.L.L.P.  
1809 Northwestern Ave.  
Stillwater, MN 55082

### ENCROACHMENT AGREEMENT

THIS AGREEMENT is made this \_\_\_\_ day of \_\_\_\_\_, 2011, by and between the CITY OF LAKE ELMO, a Minnesota municipality (hereinafter "City"), and Timothy Lawin and Lisa Lawin (hereinafter "Owner"), husband and wife, and their successors in title.

WHEREAS, the City has an easement for drainage and utility purposes over that part of the property legally described on the attached Exhibit A, located in Washington County, Minnesota;

WHEREAS, Owner is desirous of constructing a fence ("The Improvements") within the Easement; and,

WHEREAS, the permission granted herein is limited to The Improvement proposed within the easement.

NOW, THEREFORE, in consideration of the premises and for good and valuable consideration, the receipt of which is acknowledged, the City will permit the encroachment on its easement area as set forth herein and subject to the conditions set forth below:

1. Owner and successors in title may install and maintain The Improvements in the

configuration directed by the City and in accordance herewith.

2. Owner must notify the City at least forty-eight (48) hours before construction, repair and/or maintenance work commences within the easement. No such work shall take place without the City staff being given the opportunity to be present at the site. Further, if the City determines in its reasonable estimation that any proposed work may potentially cause an unsafe condition or damage or impair the City's easement area, the City shall have the authority to prevent such work from being done by giving notice to Owner; notwithstanding the foregoing, in the event of an emergency situation and/or the existence of an unsafe condition of Owner's land, the prescribed forty-eight (48) hour notice requirement shall be waived by the City. However, in the event of such situation, said waiver shall not relieve Owner from their obligation to notify the City in a timely and practical manner. The City shall have no obligation to notify Owner of their intent to do work.

3. To the fullest extent permitted by law, Owner, their successors and assigns agree to release, defend, protect, indemnify, save and hold harmless the City, its agents, directors, employees and contractors against any and all claims, costs and liabilities, including the costs of defense for damages, injury or death arising from or in any way connected to the installation, maintenance, repair, removal and/or presence of The Improvements permitted hereunder, regardless of whether such harm is to Owner, the City, the employees or officers of either or any other person or entity, except shall not be liable under this paragraph for loss or damage to the extent resulting from the negligence or intentional acts of the indemnified parties.

4. The permission granted herein is limited exclusively to the proposed improvement within the City's easement. Owner shall not alter the grade, perform any other site disturbing activities, or permit such alteration anywhere upon the land upon which the City has reserved its

easement without proper express written consent of the City. Owner shall construct and maintain The Improvements in compliance with all applicable laws and in good repair.

Owner shall, at all times, use best efforts to conduct all of activities on said easement area in such a manner as to not interfere with or impede the operation of the City's easement and related activities in any manner whatsoever and shall remove The Improvements at no cost to the City when directed by the City. The work shall be done and The Improvements maintained in conformance with the direction of the City.

[SIGNATURES ON FOLLOWING PAGES]

CITY OF LAKE ELMO

By \_\_\_\_\_  
Dean Johnston, Mayor

By \_\_\_\_\_  
Bruce Messelt, City Administrator

STATE OF MINNESOTA     )  
  ) ss.  
COUNTY OF WASHINGTON )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2011, before me, a Notary Public, personally appeared Dean Johnston, Mayor of the City of Lake Elmo, a Minnesota municipality within the State of Minnesota, and that said instrument was signed on behalf of the City of Lake Elmo by the authority of the City Council of the City of Lake Elmo, and acknowledged said instrument to be the free act and deed of said City of Lake Elmo.

\_\_\_\_\_  
Notary Public

STATE OF MINNESOTA     )  
  ) ss.  
COUNTY OF WASHINGTON )

On this 4<sup>th</sup> day of May, 2011, before me, a Notary Public, personally appeared Bruce Messelt, City Administrator of the City of Lake Elmo, a Minnesota municipality within the State of Minnesota, and that said instrument was signed on behalf of the City of Lake Elmo by the authority of the City Council of the City of Lake Elmo, and acknowledged said instrument to be the free act and deed of said City of Lake Elmo.



Teresa M. Studer  
\_\_\_\_\_  
Notary Public

By [Signature]  
[Timothy Lawin]

By [Signature]  
[Lisa Lawin]

STATE OF MINNESOTA     )  
  ) ss.  
COUNTY OF WASHINGTON )

On this 4th day of May, 2011, before me, a Notary Public, personally appeared Timothy Lawin and Lisa Lawin, husband and wife, who signed the foregoing instrument and acknowledged said instrument to be their free act and deed.

Teresa M Studer

Notary Public

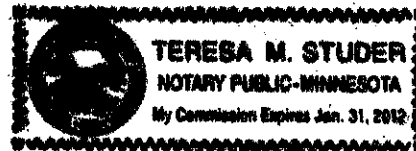
THIS INSTRUMENT DRAFTED BY:

David K. Snyder

Eckberg, Lammers, Briggs, Wolff & Vierling, P.L.L.P.

1809 Northwestern Avenue

Stillwater, MN 55082





## MAYOR & COUNCIL COMMUNICATION

DATE: 5/17/2011  
REGULAR  
ITEM #: 11  
MOTION

**AGENDA ITEM:** Authorize Contract for Cleaning Services

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

**REVIEWED BY:** Bruce Messelt, City Administrator *BAM*

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**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, and verification of references, 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 provided 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. Pursuant to Council direction on May 3rd, references for the top two bids were checked. Both bidders came highly recommended by the references provided. Also, Ms. Rud has indicated she will procure appropriate insurance, if selected as the City's Service Provider.

**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. 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 from the City Clerk for Council member review prior to the meeting).

**SUGGESTED ORDER OF BUSINESS:**

- Introduction of Item/Report ..... City Clerk
- 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](http://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](mailto: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](mailto: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: 5/17/2011  
**REGULAR**  
ITEM #: 12  
**MOTION**

**AGENDA ITEM:** Authorize Contracting for Professional Services for Organizational- and Personnel-Related Matters

**SUBMITTED BY:** Mayor and City Council

**THROUGH:** Bruce A. Messelt, City Administrator  
*On behalf of 2010 Personnel Subcommittee*

**REVIEWED BY:** Dave Snyder, City Attorney

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**SUMMARY AND ACTION REQUESTED:** It is respectfully requested that the City Council authorize the Mayor and City Administrator to contract for Professional Services to address certain organizational- and personnel-related matters, as recommended by the Personnel Subcommittee. Additional Council-directed advertizing of the RFP, direct solicitation of identified firm(s) and checking of references has been completed, pursuant to City Council direction of April 19th, 2011.

**BACKGROUND INFORMATION:** On March 1st, 2011, the City Council unanimously authorized the advertisement and solicitation for Professional Services to address Organizational and Personnel considerations relating to the Finance Department.

The 2010 Personnel and Budget/Finance Subcommittees have identified certain organizational- and personnel-related matters that require addressing but which fall beyond the scope and expertise of current City staff. Such outside Professional Services will also aid the City in addressing certain organizational- and personnel-related matters also raised by the 2010 Budget/Finance Subcommittee and the City Council, as a whole, regarding a mandated assessment and review of the City's Finance Department and its related functions.

On April 19th, 2011, the City Council directed City staff to re-advertize the RFP and directly solicit an identified firm. The RFP was posted on the League of MN Cities' website for an additional 14 days and the identified firm was contacted. Three additional Proposals were received and deemed complete.



**STAFF REPORT:** City staff prepared a Request for Proposals (attached), advertised such on the City's and League of MN Cities' websites, and actively solicited all recommended firms for consideration. Four firms responded with a qualified bid.

On May 10th, the Personnel Subcommittee reviewed and ranked (attached) the four complete Proposals and directed that references be checked on the recommended Proposal. The recommended Service Provider came highly recommended by the references provided.

The project is of limited scope and duration and sufficient budgetary resources exist within the current Annual Budget to cover the anticipated cost. In addition, sufficient General Fund savings from 2010 could be designated for such, if needed.

**RECOMMENDATION:** It is recommended that the City Council authorize the Mayor and City Administrator to contract for Professional Services to address certain organizational- and personnel-related matters. The suggestion motion is:

***“Move to authorize the Mayor and City Administrator to contract with Springsted, Inc. for Professional Services at address certain organizational- and personnel-related matters.”***

Alternatively, the City Council does have the authority to amend the recommended action. The suggestion motion for the latter action is as follows:

***“Move to authorize the Mayor and City Administrator to contract with Springsted, Inc. for Professional Services at address certain organizational- and personnel-related matter [and as directed at tonight's meeting].”***

**ATTACHMENTS:**

1. Request for Proposals (individual Proposals are available for review from the City Clerk)
2. Bid Tabulation from Personnel Subcommittee

**SUGGESTED ORDER OF BUSINESS:**

- Introduction of Item/Report ..... Personnel Subcommittee
- 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](http://www.lakeelmo.org)  
Phone: (651) 777-5510 • Fax: (651) 777-9615

April 20th, 2011

## **Request for Proposals for Human Resources/Organizational Assessment Services**

### **I. PURPOSE**

The City of Lake Elmo, MN is requesting proposals for project-specific assistance from firms experienced in Human Resource and Organizational Assessment Services.

### **II. PROJECT**

The City of Lake Elmo seeks project-specific Human Resource and Organizational Assessment Services in a Council-directed review of City financing and accounting services and activities. In particular, and in preparation for current and future municipal needs, the City seeks assistance with assessing overall and employee-specific efficiency and effectiveness of current Finance Department personnel, processes, organization, and contracted support.

### **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.

The City of Lake Elmo's Finance Department and its assigned duties, roles and functions have changed significantly over the past several years. Previous in house functions (2 FTEs) were partially contracted to the City of Roseville (accounting support services to replace 1 FTE). Additionally, Auditing services were contracted for to provide internal financial oversight and assistance with budget preparation. Recently, Accounting Support Services were transitioned from the City of Roseville to an on-site private contractor.

The City Finance Department oversees all financial activities of the City, including the General and Capital Funds, enterprise activities (storm water, wastewater and water), investments and debt issuance and management, regulatory compliance, and annual budgeting and financial reporting. The City Finance Director also serves as the City's Human Resource Manager, Risk/Loss Control Manager, and Safety Officer.

#### **IV. PROCESS**

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

- A. The City Council's Personnel Subcommittee, consisting of two Council Members, will review proposals received.
- B. Pending a mutually agreeable contract arrangement, the City Council will appoint the 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 29th, 2011. Please forward proposals to:

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

- B. To ensure fairness and uniformity, 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](mailto: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. Firm Background: A brief history of firm, including nature of the firm's practice and areas of specialty.
- B. Briefly list three examples of similar services provided.
- C. Names, telephone numbers, and contact person of at least three (3) client references, at least two (2) of which shall be cities.
- D. Fees: Please indicate the hourly rate for Principals and Support Staff that may be working on City project. Alternatively, firms may propose hourly rates for all services.
  - 1. Firms shall indicate all other costs and reimbursable expenses including travel (per mile), telephone, printing, photocopying, etc.
  - 2. Firms shall provide an estimated total Project Cost, based upon its assessment of the project description contained herein.
  - 3. The City is open to exploring alternative fee arrangements other than hourly rate (e.g. project rate). Please indicate any alternate fee structure 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 detailed description of the services performed
    - State the fees for those services
    - Organize billing on the basis of activity and City contact
    - For activities that span multiple billing periods, a project-to-date summary is requested
    - Summarize monthly and annual costs by type of activity

## VII. SERVICES REQUIREMENTS

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

- A. Interview of key personnel (City Council Members, City staff, contracted service providers, Auditor, etc.) to identify major issues and concerns, especially those related to statutory compliance, regulated business activities, utilization of accepted (ideally "best") practices, and significant revenue and expenditure considerations;
- B. Conduct of time-spent analysis and review of position descriptions/contracts for Finance Department personnel and contracted service providers to identify efficiencies, effectiveness, competencies and productivity;
- C. Review of current organizational structure and assignments, business processes (work flow) and procedures of the City's Finance Department and its related functions; especially any relevant comparison for cities of similar size and scope of services;
- D. Provision of a formal assessment of the above for the Personnel Subcommittee and City Council, including specific recommendations for changes in organizational structure, personnel roles and/or assignments, and contracted services, etc.; and
- E. Notation and prioritization of any identified areas for future improvements, including but not limited to review and/or adoption of appropriate financial policies, enhanced transparency of financial and budgetary activities for City Council and community, etc.

## VIII. ANTICIPATED TIMELINE

Following is the anticipated schedule the City expects to utilize for the identified project. This is a tentative schedule and is subject to change.

- |                         |  |
|-------------------------|--|
| 1. April 20th, 2011     | Distribute RFP                                 |
| 2. April 29th, 2011     | (4:00 p.m.) Deadline for receipt of RFP        |
| 3. April 29th – May 2nd | Personnel Subcommittee Review (exact date TBD) |
| 4. May 3rd, 2011        | Recommendation to City Council                 |
| 5. May 4th, 2011        | Begin Project                                  |
| 6. June, 2011           | Report to Sub-Committee and City Council       |

Attest: BAM 4/20/2011

## **RFP RATING SHEET**

**RFP: HR/Organizational Assessment Services**

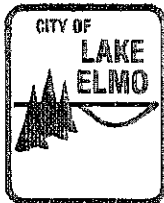
Date: May 10th, 2011

Rater: **Personnel Subcommittee (Aggregate Average)**

Please Rate the following Respondents on a 1-20 scale for each Criteria (100 Pts Maximum Total):

<b>RFP Factor</b>	<b>Baker Tilly (formerly Virchow Krause)</b>	<b>Springsted</b>	<b>Laumeyer</b>	<b>Flaherty &amp; Hood</b>
<b>Firm Background</b>	15	17.5	13.5	12
<b>Project Examples</b>	15	15	12	11
<b>Proposed Approach/Team</b>	15	16	12	9.5
<b>Understanding of City's Need</b>	10	18.5	15	11.5
<b>Fee/Cost Comparison to Value</b>	(\$ 36,700) 5	(\$ 7,250) 17	(\$ 6,000) 20	(\$16,500 - \$20,000+) 10
<b>TOTAL:</b>	<b>60</b>	<b>84</b>	<b>72.5</b>	<b>54</b>

Notes: Other firms solicited but not responding included Eide Bailey, Fox-Lawson and Ehlers.



## MAYOR & COUNCIL COMMUNICATION

DATE: 5/17/2011  
REGULAR  
ITEM #: 13  
DISCUSSION

**AGENDA ITEM:** Commercial Water Rate Review

**SUBMITTED BY:** Tom Bouthilet, Finance Director

**REVIEWED BY:** Bruce Messelt, City Administrator *BAM*

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**SUMMARY AND ACTION REQUESTED:** It is respectfully requested that the City Council receive and discuss staff's evaluation of proposed alternatives to the City's water rate structure to potentially address identified concerns with respect to large commercial water users. If appropriate, the City Council may wish to consider the following:

***"Move to direct City Staff to prepare a new ordinance, approving the amended 2011 fee schedule."***

**BACKGROUND INFORMATION:** On April 19th, 2011, the City Council directed Staff to evaluate and prepare for Council review possible changes to the City's Water rate structure to potentially address identified concerns with respect to large Commercial water users. The current Water Conservation rate structure has been in place since December, 2009. Some large commercial water users have reported significant increases in water bills, despite increased conservation efforts.

**STAFF REPORT:** The City has identified that most of the large commercial water establishments have separate irrigation meters in the southwest part of the City. Conversely, there is only one large user that has an irrigation meter in the Old Village. The City is charged a surcharge by the State for all water used in excess of the water consumed in January during the summer months. During the summer of 2010, this accounted for 25.3 million gallons or 24% of the total used in the entire year. The Southwest commercial establishment accounted for 6.6 million gallons during quarter ending August, 2010.

A majority of the surveyed northern metro cities use the same Increasing Block Rates structure that this City adopted in December, 2009. One variation is the City of Roseville, which has a rate for fewer than 30,000 and a separate summer/winter fee for gallons consumed over 30,000 gallons.

Some of the identified potential alternatives to Conservation Rates include the following:

Seasonal Rates: The rate per unit increases in the summer to encourage the efficient use of water during peak demand periods caused by outdoor water uses. Seasonal rates can take the form of a surcharge added to the normal rate or a separate fee schedule for winter and summer period.

Individualized Goal Rate (Water Budget Rate): A rate with tailored allocations developed for each customer. The rate increase as the allocation is used or exceeded by the customer. The allocation is generally based on winter or January use.

Excess Use Rates: Cost per unit increases greatly above established level, in order to trigger a strong price signal that discourages excessive use. This rate is similar to an increasing block rate but with much higher charges for the larger volume blocks.

Of the alternatives identified by either the survey or research, staff recommends Council consideration of continuing with a modified existing rate structure, but perhaps capping the gallons used to 150,000 gallons. All domestic water consumed above 150,000 gallons would revert to the City's Bulk water rate of \$3.26/one thousand gallons.

However, it is suggested that the domestic water customer would have to demonstrate little or no irrigation use or install a separate irrigation meter (to continue to incentivize conservation related to irrigation usage). The new Commercial structure would be as follows:

0 – 15,000 Gallons	\$3.11
15,001 – 30,000 Gallons	\$3.26
30,001 – 50,000 Gallons	\$3.77
50,001 – 80,000 Gallons	\$5.00
80,001 – 150,000 Gallons	\$6.63
150,000+	\$3.26 (Domestic, non-irrigation usage only)

Under this scenario, nine customers are identified at potentially benefitting from a domestic cap at 150,000 Gallons. The net revenue reduction would be \$5,258.30 to the Utility for the utilized September 2010 billing period, or an approximate 9.7% reduction in revenues for that period.

**RECOMMENDATION:** It is recommended that the City Council receive and discuss staff's evaluation of proposed alternatives to the City's water rate structure to potentially address identified concerns with respect to large commercial water users. If appropriate, the City Council may wish to consider the following, with or without specific changes or additional considerations:

***“Move to direct City Staff to prepare a new ordinance, approving the amended 2011 fee schedule [as agreed upon at tonight's meeting].”***



**ATTACHMENTS:** Analysis of Possible Domestic Usage Cap

**SUGGESTED ORDER OF BUSINESS:**

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

City of Lake Elmo

Water Comparison 2009 / 2010

DOMESTIC CAP @ 150,000

(Bulk Rate Thereafter)

(Irrigation Meter or No Irr)

Sep-09	Sep-09	Sep-10	Sep-10	Sep-10	Amount	%	2010 DIFF	Bulk Rate	REV Change
Domestic	Irrigation	Domestic	Irrigation	Domestic	Billed	Change	208,000	\$ 678.08	\$ (700.96)
318,000	277,000	358,000	220,000	358,000	\$ 3,396.50	85%			
4,000	400,000	6,000	383,000	6,000	\$ 2,352.55	88%			
32,000	325,000	33,000	131,700	33,000	\$ 805.65	51%			
509,800		464,900		464,900	\$ 2,841.60	94%	314,900	\$ 1,026.57	\$ (1,061.21)
887,400	425,624	887,400	383,061	887,400	\$ 7,897.50	98%	737,400	\$ 2,403.92	\$ (2,485.04)
33,000	967,000	38,000	529,000	38,000	\$ 3,406.60	91%			
26,279	487,166	39,479	287,526	39,479	\$ 1,842.49	76%			
23,000	1,031,000	37,000	583,000	37,000	\$ 3,753.90	15%			
			867,000		\$ 3,771.45	7%			
192,000	1,849,000	204,000	954,000	204,000	\$ 7,166.50	98%	54,000	\$ 176.04	\$ (181.98)
33,000	1,159,000	43,000	432,000	43,000	\$ 2,794.60	87%			
	377,000		290,000		\$ 1,704.75	86%			
	211,000		209,645		\$ 1,182.44	75%			
154000		174000		174000	\$ 950.75	67%	24,000	\$ 78.24	\$ (80.88)
250823		260226		260226	\$ 1,511.22	81%	110,226	\$ 359.34	\$ (371.46)
111000		172000		172000	\$ 937.75	64%	22,000	\$ 71.72	\$ (74.14)
378800		197800		197800	\$ 1,105.45	77%	47,800	\$ 155.83	\$ (161.09)
13930	214000	12537	287000	12537	\$ 1,748.49	76%			
197000		192000		192000	\$ 1,067.75	72%	42,000	\$ 136.92	\$ (141.54)
204000		125000		125000	\$ 632.25	57%			
3,368,032	7,722,790	3,244,342	5,556,932	3,244,342	\$ 50,870.19	77%	1,560,326	\$ 5,086.66	\$ (5,258.30)



## MAYOR & COUNCIL COMMUNICATION

DATE: 5/17/2011  
REGULAR  
ITEM #: 14  
DISCUSSION

**AGENDA ITEM:** Update Regarding Library Service Considerations

**SUBMITTED BY:** City Council (Follow-up from May 3rd Council Meeting)

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

**REVIEWED BY:** Dave Snyder, City Attorney

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**SUMMARY AND ACTION REQUESTED:** This item has been scheduled at the request of the City Council in order to keep the Council and Community abreast of efforts to retain and enhance library services for the Lake Elmo community. No specific Council action is recommended at this time; however, additional Council direction would be welcomed.

**BACKGROUND INFORMATION:** On May 3rd, 2011, the Lake Elmo City Council discussed the potential of closure by Washington County of the Rosalie E. Wahl Branch Library. Staff was directed to continue discussions with the County regarding this concern and begin development of options for the City Council to consider.

On May 9th, City staff met with County and Library representatives to discuss ongoing concerns over likely cuts in State assistance and potential repercussions for the Library system and the Rosalie E. Wahl Branch Library, in particular. The City has also met with members of the Friends of the Rosalie E. Wahl Branch Library to solicit their thoughts and information regarding library services needs and options.

Prior to this meeting, several previous 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).

To clarify, it is staffs' understanding after additional research that City action would be required this summer and in September (setting of levy) to fully assume library services by January 1st, 2011 in order to collect any municipal library levy, payable 2012. Any local funding in 2011 would not be reimbursable via the 2010/Payable 2011 County levy. 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

**UPDATE, TIMELINE & LEGAL CONSIDERATIONS:** Here is a brief update on additional information gathered over the past two weeks:

- The County has not developed plans to either close branch libraries or transition them to "alternative service models" in light of seemingly inevitable state budget cuts. However, neither has the County developed clear and approved contingencies to keep these branch libraries in operation;
- The County is entertaining thoughts and suggestions from the four host communities of boutique libraries as to what library services are most desired and how best to provide these. The County has also considered the addition of library services in Hugo a success;

- Key timelines to consider:
  - July 1st - Notification to Washington County to allow them to create new taxing districts (may not be a statutory deadline but rather a procedural deadline).
  - September – City must establish levy amounts for preliminary budget.
  - December – City must adopt final levy and budget.
- From a legal perspective, the following information is being provided from the City Attorney:
  1. The City can establish and maintain public library service by passing an ordinance or resolution or by vote.
  2. The City has to appoint a board of 5, 7 or 9 members to serve on a library board. The appointments shall be made before the first meeting of the library board after the end of the fiscal year. The board has some basic organizational duties which it then must attend to.
  3. A City levy would displace the County levy for library purposes, except for that portion that was needed to service debt acquired while the City was part of the county library system. Under Minn. Stat. 134.07 a city may levy a tax on taxable property for libraries except counties may not tax property which is already taxed for public library service.
  4. The library would likely be subject to levy limits (if its not part of the regional system). However, the City can adjust the general levy limits if it is shown that a transfer of services with Washington County has occurred by June 30 of the levy year. Shifts in services and functional responsibilities that are effective after June 30th of a levy year are not included in the calculation of the levy limit until the subsequent year.
  5. There is little statutory guidance about what would have to be transferred before June 30 but the Department of Revenue can make a "fair and equitable" adjustment of the levy limits/amounts for the two government units, based on the amount of the respective services offered.
- One Council Member has submitted a proposed outline of information (attached) in development of a business plan, should the City Council wish to direct staff to proceed with development of a plan for undertaking the provision of Library services, either immediately – should the County act to close the Library unilaterally – or following some pre-determined transition period.

**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 continue to proceed with a specific direction or action. At this time, the three most likely scenarios worthy of specific consideration are as follows:

1. Remain a part of the Washington County Library System under one of the following likely future models:
  - a. Retention of a Branch Library with limited services and hours (at best status quo);
  - b. Augmentation or replacement of the current County-provided Branch Library services with City resources;
  - c. Transition with the County to an "Alternative Service Model" acceptable to both parties, hopefully without interruption of essential library services in the interim.
2. Execute municipal Library authority and establish a timeline and business plan for initiating provision of library services, with a transition plan and timeline acceptable to both the City and County and, hopefully, without interruption of essential library services in the interim:
  - a. Negotiate with the County for affiliate status, associate status or for contracted library services which the City is not currently in a position to easily provide;
  - b. Develop necessary library services absent any partnership or relationship with Washington County, either independently, in affiliation with another provider, or perhaps with contracted private/non-profit library services.
3. Prepare a contingency plan for provision of interim library services, should Washington County elect to cease Branch services without any transition plan or alternative service model in place.

**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
4. Proposed Outline for Library Business Plan

**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:

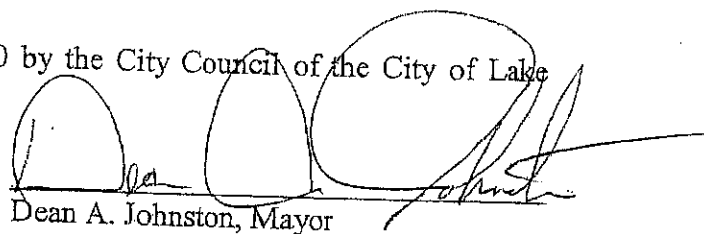
- 1) Pursuant to Minnesota Statutes § 134.09, the City Council hereby establishes a five-person Library Board, with members to be appointed by the Mayor with the approval of the City Council from among the residents of the City.
- 2) The initial Library Board will have two residents of the City each 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.

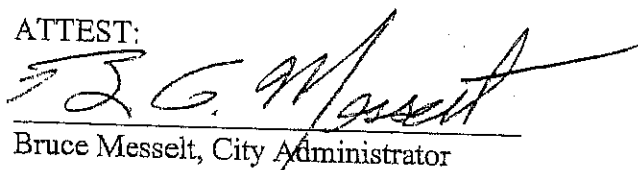
Notwithstanding the foregoing, subsequent to date of this Resolution, the City will continue good faith negotiations with Washington County for the purposes of maintaining and improving existing library services or transferring library services from the County to the City and adjusting the special levy 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.

Three circular stamps, likely official seals, are positioned above a signature. The signature is written in cursive and extends to the right.  
Dean A. Johnston, Mayor

ATTEST:

A cursive signature, appearing to read "B. G. Messelt", is written over a horizontal line.  
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.

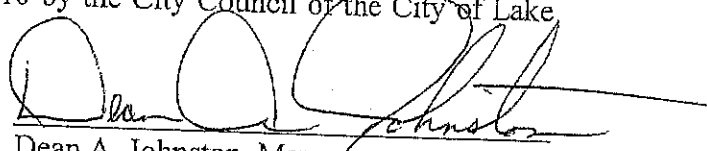
**NOW, THEREFORE, IT IS HEREBY RESOLVED**, the City Council of the City of Lake Elmo hereby undertakes the following:

- 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

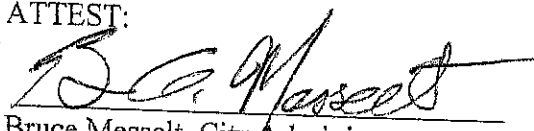
services or transferring library services from the County to the City and adjusting the special levy limits therefore in accordance with Minnesota Statutes § 275.72.

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.

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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

### **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,

## **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.



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
<u>Supplies/Misc.</u>	<u>\$ 800</u>
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 delivery/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 as 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

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LIB Library

## REVENUES

	2009 Actual	2010 Actual	2011 Adopted	2011 YTD	2012 Base Given	2012 Dept Propd	2012 Bd Adoptd	2012-2011 Difference	% Change
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	0 %
Total Levy Revenue	6,331,868-	5,871,400-	6,066,800-					6,066,800	100-%
513000. Real Estate Delinquent	97,077-							0	0 %
Total Other Taxes	97,077-							0	0 %
Total Licenses & Permits								0	0 %
Subtotal Federal Grants									
535000.PILT SSR Pymt in Lieu of Tax	8,236-							0	0 %
Subtotal State Grants									
536000.MELSA MELSA Grant	8,236-	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	181,664-	184,090-	192,000-	84,472-				192,000	100-%
541000. Fees for Svcs - Other	7,846-	4,773-		35-				0	0 %
542000. Fees for Contracted Svcs	27,042-	28,722-	25,000-	7,297-				25,000	100-%
543000. 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	0 %
560000. Interest Earnings	4,812-	7,187-	4,600-	2,023-				4,600	100-%
Total Investment Earnings	4,812-	7,187-	4,600-	2,023-				4,600	100-%
Total Rents & Royalties								0	0 %
581000. NSF Uncollectible	113	50-						0	0 %

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LFB 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- 48	84,230-	90,000-	26,483-				90,000	100-%
593000. Misc Sales W/O Sales Tax	52,409-	58,373-	61,000-	14,379-				61,000	100-%
584000. Misc Sales W/Sales Tax		3,304-	2,500-					2,500	100-%
585000. Misc Other Revenue	33,032-	46,551-	15,800-	34,208-				15,800	100-%
586000. Donations & Contributions									
Total Misc Revenue	187,803-	192,655-	168,500-	75,070-				168,500	100-%
Total Non-Levy Revenue	561,282-	476,013-	461,100-	201,758-				461,100	100-%
TOTAL REVENUE	6,893,150-	6,347,413-	6,527,900-	201,758-				6,527,900	100-%
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/Receipts	55								0-%
601055. DP Electrical Services	5,371	1,878							0-%
601056. DP Electrical Repairs	1,039								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-%
611400. Regular Pay	2,932,650	2,885,982	2,951,700	697,682				2,951,700	100-%
611500. Overtime Pay	113	364		73					0-%
614820. Jury Duty Reimb	10-								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-%
615900. Employer Liab Funding	249,425	245,470	252,100	63,024				252,100	100-%
616000. Unemployment Comp	278-								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-%



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LIB Library

	2009 Actual	2010 Actual	2011 Adopted	2011 YTD	2012 Base Given	2012 Dept Propd	2012 Rd Adoptd	2012-2011 Difference	Change
Total Other Operating Expense									
622100. Transportation	84	64		36					0 \$
622500. Mileage	12,881	8,558	8,000	1,915				8,000-	100-\$
622600. Cell Phone Allowance	720	220						0 \$	0 \$
623000. Lodging & Meals	419							0 \$	0 \$
Total Employee Expenditures	14,104	8,952	8,000	1,951				8,000-	100-\$
Total County Vehicle Expense									
630100. Consultant Service	15,892								0 \$
630400. Dues and Memberships	125	130							0 \$
630470. Other Svcs & Chgs Misc	21,297	22,891	25,900	5,295				25,900-	100-\$
Total Other Services & Chgs	37,314	23,021	25,900	5,295				25,900-	100-\$
Facilities									
640000. Telephone	115,018	89,462	118,400					118,400-	100-\$
642000. Rent/Lease of Facilities	1,224,055	1,220,007	86,500	23,436				86,500-	100-\$
643000. Electricity	2,696	3,194	1,105,300	303,382				1,105,300-	100-\$
640000. Heat	2,447	2,119		701				0 \$	0 \$
645000. Refuse Collection	1,092	1,248		1,140				0 \$	0 \$
648000. Main/Repairs-Facilities	9,888	7,472		455				0 \$	0 \$
Total Facilities	1,355,196	1,323,502	1,310,200	330,725				1,310,200-	100-\$
Supply/Minor Equip Misc									
651000. Books & Periodicals	89,237	76,400	67,000	17,491				67,000-	100-\$
654000. Minor Equip (<\$5000)	369-	10		10-				0 \$	0 \$
657100. Rental/Lease of Equipment	45,176	69,631	105,400	12,230				105,400-	100-\$
657300. Equip Repairs & Maint	9,152	8,870	14,700	3,465				14,700-	100-\$
657400. Equip Repairs & Maint	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-\$
Office Furnishings & Equip									
674000. Office Equipment >\$5,000	17	8,903							0 \$
674060. Computer Equip >\$5,000	7,770	26,532	41,000	39,225				41,000-	100-\$
674210. Computer Soft >\$5,000	7,750								0 \$
Total Capital Expenditures	15,537	35,435	41,000	39,225				41,000-	100-\$

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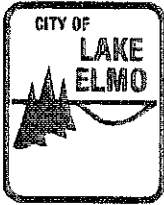
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	2009 Actual	2010 Actual	2011 Adopted	2011 YTD	2012 Base Given	2012 Dept Propd	2012 Bd Adoptd	2012-2011 Difference	\$ Change
Total Debt Service	5,533,344	6,288,481	6,527,900	1,606,538	-	-	-	-	0 %
TOTAL EXPENDITURES								6,527,900-	100-%
EXCESS REVENUE OVER EXPENSES	359,806-	58,932-		1,404,780					0 %
OTHER FINANCING SOURCES									
Bond Par:									0 %
Total Bond Par									
OTHER FINANCING USES									
Other Financing Sources/Uses									0 %
FUND BALANCE	359,806-	58,932-		1,404,780					0 %

- The Mission Statement -- It should be as direct and focused as possible, a clear picture of what our library is all about. Do we plan to run in the black? Red? Do we advertise? Costs? Is it a community center?
- Date the library begins and any expectations for expansion?
- Number of employees, their compensation (using comparables), who manages them, who hires them, who fires them. Hours of operation. Benefits? Include all payroll costs.
- Estimate of existing city staff's increased workload, including Administrator and Attorney (fielding complaints, suggestions, and effects of mixing the activities of existing government with this new operation.)
- If volunteers are proposed, anecdotal evidence (other cities history with this? I am sure there is some statistical evidence of the nature of volunteers) that these volunteers will be available long term or otherwise. My guess is that there will be plenty of "volunteers" to get this going, but I fear they will evaporate over time and force the city to expend more funds.
- Location of the business and costs. In Village I presume. Rent? Utilities? Ongoing maintenance costs and long term costs?
- Description of site, size, furniture desk tops, workstation? Is this a community center as well?
- Collection costs? Operation of same.
- Literature offered and any other products offered (coffee shop? marry with other for profit possibilities? I think if we do go this way, this might be a way to do it but I am not sure of any data privacy issues?) Additionally, as we are in competition with other libraries, how do we compare, why do they come to us versus others? What does our competition have? Child care, internet access, adjacent facilities? Again, why do our customers come here? How do we compare with our competition? Distance from potential users, proximity to other services, aesthetics, and additional available services.
- If "partnerships" are suggested with the County/MLSA and others, we would need agreed upon specifics, not "blue sky" notions.
- Outline success parameters: 1 year / 3 years / 5 years. Are we successful if we only maintain use? If we increase? Collections in comparison to county? If we have to expend money in excess of \$248k is that success? I am afraid of a slow and progressive bleed, can we agree on specifics so if parameters are not met we can pull the plug?
- As it stands now, the costs for a "loan" range from \$13 to \$4.98. We are at about \$10. Should lowering this cost be our goal?
- The additional cost to the city of opting out (\$20 a family?), do we stay in the system at all costs? Does the city pay for all? If so why?



## MAYOR & COUNCIL COMMUNICATION

DATE: 5/17/2011  
REGULAR  
ITEM #: 15  
MOTION: *Resolution No. 2011-022*  
*Resolution No. 2011-023*

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

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

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

**REVIEWED BY:** Ryan Stempski, Assistant City Engineer

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**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 30<sup>th</sup> 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. 2011-022, 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. 2011-023, 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 30<sup>th</sup> Street. Staff was



## MAYOR & COUNCIL COMMUNICATION

DATE: 5/17/2011

**REGULAR**

ITEM #: 14

**DISCUSSION**

**AGENDA ITEM:** Update Regarding Library Service Considerations

**SUBMITTED BY:** City Council (Follow-up from May 3rd Council Meeting)

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

**REVIEWED BY:** Dave Snyder, City Attorney

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**SUMMARY AND ACTION REQUESTED:** This item has been scheduled at the request of the City Council in order to keep the Council and Community abreast of efforts to retain and enhance library services for the Lake Elmo community. No specific Council action is recommended at this time; however, additional Council direction would be welcomed.

**BACKGROUND INFORMATION:** On May 3rd, 2011, the Lake Elmo City Council discussed the potential of closure by Washington County of the Rosalie E. Wahl Branch Library. Staff was directed to continue discussions with the County regarding this concern and begin development of options for the City Council to consider.

On May 9th, City staff met with County and Library representatives to discuss ongoing concerns over likely cuts in State assistance and potential repercussions for the Library system and the Rosalie E. Wahl Branch Library, in particular. The City has also met with members of the Friends of the Rosalie E. Wahl Branch Library to solicit their thoughts and information regarding library services needs and options.

Prior to this meeting, several previous 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 . . ."

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 10<sup>th</sup> 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 10<sup>th</sup> 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.

*This item has been continued from the May 3rd City Council meeting and was also presented at the May 10th Workshop.*

**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 3<sup>rd</sup> 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 10<sup>th</sup> 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 30<sup>th</sup> 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. 2011-022, 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. 2011-023, 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. 2011-022
2. Resolution No. 2011-023
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 Appropriate ..... Mayor 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. 2011-021**

**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 30<sup>th</sup> Street, and to complete the design for an alternate bid option to include gravity sewer for portions of the corridor between 10<sup>th</sup> 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 30<sup>th</sup> 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: May 17, 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. 2011-022**

**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 30<sup>th</sup> Street, and to complete the design for an alternate bid option to include gravity sewer for portions of the corridor between 10<sup>th</sup> 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 30<sup>th</sup> 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: May 17, 2011 CITY OF LAKE ELMO

By: \_\_\_\_\_  
Dean A. Johnston, Mayor

ATTEST:

\_\_\_\_\_  
Bruce A. Messelt  
City Administrator

# TKDA

ENGINEERING • ARCHITECTURE • PLANNING

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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 30<sup>th</sup> 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.

Contractor	BASE BID
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

Contractor	ALTERNATE BID
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

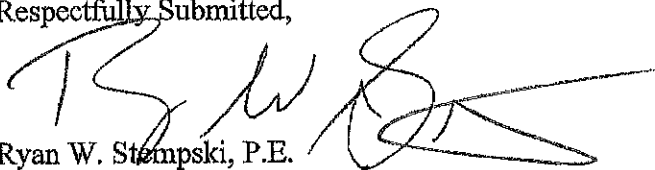
Lake Elmo Avenue Infrastructure Improvements, I-94 to 30<sup>th</sup> Street  
May 3, 2011  
Page 2

***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 10<sup>th</sup> 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 - I94 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

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	ENGINEER'S ESTIMATE		S J Louis Construction Co		Geislinger and Sons Inc.		Minger Construction Inc	
				UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
BASE BID											
GENERAL											
1	MOBILIZATION	1	LS	\$ 111,300.00	\$ 111,300.00	\$ 35,000.00	\$ 35,000.00	\$ 90,000.00	\$ 90,000.00	\$ 29,840.00	\$ 29,840.00
2	TRAFFIC CONTROL	1	LS	\$ 56,000.00	\$ 56,000.00	\$ 22,000.00	\$ 22,000.00	\$ 8,000.00	\$ 8,000.00	\$ 12,430.00	\$ 12,430.00
3	SILT FENCE	1908	LF	\$ 2.50	\$ 4,770.00	\$ 1.50	\$ 2,862.00	\$ 2.00	\$ 3,816.00	\$ 1.10	\$ 2,098.80
4	ROCK CONSTRUCTION ENTRANCE	1	EA	\$ 500.00	\$ 500.00	\$ 3,000.00	\$ 3,000.00	\$ 850.00	\$ 850.00	\$ 830.00	\$ 830.00
5	WATER FOR DUST CONTROL	100	M GAL	\$ 30.00	\$ 3,000.00	\$ 170.00	\$ 17,000.00	\$ 25.00	\$ 2,500.00	\$ 28.00	\$ 2,800.00
6	CLEAR & GRUB TREE	21	EA	\$ 250.00	\$ 5,250.00	\$ 250.00	\$ 5,250.00	\$ 250.00	\$ 5,250.00	\$ 380.00	\$ 7,980.00
7	DITCH CHECKS	65	LF	\$ 5.00	\$ 325.00	\$ 3.50	\$ 227.50	\$ 150.00	\$ 9,750.00	\$ 14.20	\$ 923.00
8	INLET PROTECTION	2	EA	\$ 300.00	\$ 600.00	\$ 85.00	\$ 170.00	\$ 250.00	\$ 500.00	\$ 114.00	\$ 228.00
9	HYDRO MULCH W/ SEED & FERTILIZER	2.28	AC	\$ 2,500.00	\$ 5,700.00	\$ 1,350.00	\$ 3,078.00	\$ 1,950.00	\$ 4,446.00	\$ 1,290.00	\$ 2,941.20
10	EROSION CONTROL BLANKET (WOOD FIBER)	550	SY	\$ 1.50	\$ 825.00	\$ 1.15	\$ 632.50	\$ 2.00	\$ 1,100.00	\$ 1.10	\$ 605.00
11	TOPSOIL BORROW	500	CY	\$ 16.00	\$ 8,000.00	\$ 18.50	\$ 9,250.00	\$ 22.00	\$ 11,000.00	\$ 19.30	\$ 9,650.00
12	MODULAR BLOCK RETAINING WALL	60	SF	\$ 40.00	\$ 2,400.00	\$ 40.00	\$ 2,400.00	\$ 250.00	\$ 15,000.00	\$ 38.30	\$ 2,298.00
SUBTOTAL DIVISION 1 - GENERAL					\$ 198,670.00		\$ 100,870.00		\$ 152,212.00		\$ 72,624.00
DIVISION 2 - SANITARY SEWER											
1	LIFT STATION - STRUCTURE, VALVE MH, & PIPING	1	LS	\$ 200,000.00	\$ 200,000.00	\$ 113,000.00	\$ 113,000.00	\$ 171,000.00	\$ 171,000.00	\$ 185,000.00	\$ 185,000.00
2	LIFT STATION - PUMPS AND ACCESSORIES	1	LS	\$ 90,000.00	\$ 90,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 43,545.00	\$ 43,545.00
3	LIFT STATION - ELECTRICAL AND CONTROLS	1	LS	\$ 70,000.00	\$ 70,000.00	\$ 87,000.00	\$ 87,000.00	\$ 120,000.00	\$ 120,000.00	\$ 104,000.00	\$ 104,000.00
4	GENERATOR	1	LS	\$ 75,000.00	\$ 75,000.00	\$ 43,750.00	\$ 43,750.00	\$ 54,000.00	\$ 54,000.00	\$ 52,170.00	\$ 52,170.00
5	CHEMICAL FEED SYSTEM	1	LS	\$ 80,000.00	\$ 80,000.00	\$ 155,000.00	\$ 155,000.00	\$ 165,000.00	\$ 165,000.00	\$ 137,715.00	\$ 137,715.00
6	16" HDPE FORCEMAIN, INSTALLED BY HDD	16680	LF	\$ 80.00	\$ 1,334,400.00	\$ 93.00	\$ 1,551,240.00	\$ 88.00	\$ 1,467,840.00	\$ 91.35	\$ 1,523,718.00
7	16" HDPE FORCEMAIN, INSTALLED BY OPEN CUT	438	LF	\$ 45.00	\$ 19,710.00	\$ 61.00	\$ 26,718.00	\$ 49.00	\$ 21,462.00	\$ 61.70	\$ 27,024.60
8	18" PVC, PS46 SANITARY SEWER (0'-10' DEPTH)	353	LF	\$ 40.00	\$ 14,120.00	\$ 61.00	\$ 21,533.00	\$ 50.00	\$ 17,650.00	\$ 45.20	\$ 15,955.60
9	18" PVC, PS46 SANITARY SEWER (10'-12' DEPTH)	541	LF	\$ 42.00	\$ 22,722.00	\$ 66.00	\$ 35,706.00	\$ 50.00	\$ 27,050.00	\$ 45.20	\$ 24,453.20
10	18" PVC, PS46 SANITARY SEWER (12'-14' DEPTH)	504	LF	\$ 44.00	\$ 22,176.00	\$ 72.50	\$ 36,540.00	\$ 60.00	\$ 30,200.00	\$ 45.20	\$ 22,780.80
11	18" PVC, PS46 SANITARY SEWER (14'-16' DEPTH)	299	LF	\$ 46.00	\$ 13,754.00	\$ 80.00	\$ 23,920.00	\$ 50.00	\$ 14,950.00	\$ 45.20	\$ 13,514.80
12	18" PVC, PS46 SANITARY SEWER (16'-18' DEPTH)	21	LF	\$ 48.00	\$ 1,008.00	\$ 85.00	\$ 1,785.00	\$ 60.00	\$ 1,260.00	\$ 45.20	\$ 949.20
13	18" PVC, PS46 SANITARY SEWER (18'-25' DEPTH)	12	LF	\$ 55.00	\$ 660.00	\$ 90.00	\$ 1,080.00	\$ 60.00	\$ 720.00	\$ 45.20	\$ 542.40
14	48" DIAMETER SAN. MANHOLE, TYPE 301 (0'-10' DEPTH)	9	EA	\$ 2,500.00	\$ 22,500.00	\$ 3,200.00	\$ 28,800.00	\$ 2,300.00	\$ 20,700.00	\$ 2,460.00	\$ 22,140.00
15	48" DIAMETER SAN. MANHOLE, EXTRA DEPTH (>10' DEPTH)	29	LF	\$ 150.00	\$ 4,200.00	\$ 89.00	\$ 2,482.00	\$ 100.00	\$ 2,800.00	\$ 125.45	\$ 3,512.60
16	72" CLEANOUT MANHOLE	5	EA	\$ 8,000.00	\$ 40,000.00	\$ 10,000.00	\$ 50,000.00	\$ 8,850.00	\$ 44,250.00	\$ 18,100.00	\$ 90,500.00
17	72" AIR RELEASE MANHOLE	4	EA	\$ 8,000.00	\$ 32,000.00	\$ 9,500.00	\$ 38,000.00	\$ 11,500.00	\$ 46,000.00	\$ 19,200.00	\$ 76,800.00
18	EXTERNAL MANHOLE DROP	1	EA	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00	\$ 4,100.00	\$ 4,100.00	\$ 6,595.00	\$ 6,595.00
19	16" RES. SEAT GATE VALVE & BOX	18	EA	\$ 4,000.00	\$ 72,000.00	\$ 8,250.00	\$ 148,500.00	\$ 7,000.00	\$ 126,000.00	\$ 6,095.00	\$ 109,710.00
20	TRENCH STABILIZATION ROCK	150	LF	\$ 9.00	\$ 1,350.00	\$ 45.00	\$ 6,750.00	\$ 6.00	\$ 900.00	\$ 15.70	\$ 2,355.00
21	TELEVISION	1730	LF	\$ 1.00	\$ 1,730.00	\$ 2.50	\$ 4,325.00	\$ 1.50	\$ 2,595.00	\$ 1.10	\$ 1,903.00
22	4" POLYSTYRENE INSULATION	7	SY	\$ 8.00	\$ 56.00	\$ 30.00	\$ 210.00	\$ 40.00	\$ 280.00	\$ 32.30	\$ 226.10
23	HORIZONTAL DIRECTIONAL DRILLING BORE PITS	1	LS	\$ 125,000.00	\$ 125,000.00	\$ 100,000.00	\$ 100,000.00	\$ 130,000.00	\$ 130,000.00	\$ 175,765.00	\$ 175,765.00
SUBTOTAL DIVISION 2 - SANITARY SEWER					\$ 2,243,886.00		\$ 2,529,349.00		\$ 2,513,757.00		\$ 2,640,875.30
DIVISION 3 - WATERMAIN											
1	8" X 6" WET TAP (INCLUDE SLEEVE AND VALVE)	1	EA	\$ 2,000.00	\$ 2,000.00	\$ 2,500.00	\$ 2,500.00	\$ 4,200.00	\$ 4,200.00	\$ 3,280.00	\$ 3,280.00
2	6" DIP, CL. 52 WATERMAIN	382	LF	\$ 38.00	\$ 14,516.00	\$ 25.00	\$ 9,550.00	\$ 36.00	\$ 13,752.00	\$ 33.25	\$ 12,701.50
3	6" RES. SEAT GATE VALVE & BOX	1	EA	\$ 1,200.00	\$ 1,200.00	\$ 1,250.00	\$ 1,250.00	\$ 1,100.00	\$ 1,100.00	\$ 1,215.00	\$ 1,215.00
4	6" HYDRANT ASSEMBLY (8'-6" BURY)	1	EA	\$ 3,000.00	\$ 3,000.00	\$ 3,250.00	\$ 3,250.00	\$ 3,600.00	\$ 3,600.00	\$ 3,995.00	\$ 3,995.00
SUBTOTAL DIVISION 3 - WATERMAIN					\$ 20,716.00		\$ 16,550.00		\$ 22,662.00		\$ 21,191.50
DIVISION 4 - STREETS & RESTORATION											
1	SAWCUT BITUMINOUS PAVEMENT	1340	LF	\$ 5.00	\$ 6,700.00	\$ 1.75	\$ 2,345.00	\$ 3.00	\$ 4,020.00	\$ 3.55	\$ 4,757.00
2	SALVAGE & REINSTALL SIGN	2	EA	\$ 100.00	\$ 200.00	\$ 100.00	\$ 200.00	\$ 150.00	\$ 300.00	\$ 164.30	\$ 328.60
3	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT, STREETS	750	SY	\$ 2.00	\$ 1,500.00	\$ 5.00	\$ 3,750.00	\$ 3.00	\$ 2,250.00	\$ 9.55	\$ 7,162.50
4	REMOVE & DISPOSE OF EXIST. CONCRETE CURB & GUTTER	20	LF	\$ 5.00	\$ 100.00	\$ 7.00	\$ 140.00	\$ 5.00	\$ 100.00	\$ 15.50	\$ 310.00
5	GRANULAR BORROW (P)	350	CY	\$ 12.00	\$ 4,200.00	\$ 9.50	\$ 3,325.00	\$ 16.00	\$ 5,600.00	\$ 1.00	\$ 350.00
6	CL. 5 AGGREGATE BASE	1270	TN	\$ 18.00	\$ 22,860.00	\$ 13.00	\$ 16,510.00	\$ 14.00	\$ 17,780.00	\$ 15.70	\$ 19,939.00
7	2360 TYPE LV 3 BITUMINOUS NON-WEARING COURSE, STREETS	251	TN	\$ 62.00	\$ 15,562.00	\$ 70.00	\$ 17,570.00	\$ 81.00	\$ 15,311.00	\$ 66.15	\$ 16,603.65
8	2360 TYPE LV 4 BITUMINOUS WEARING COURSE, STREETS	210	TN	\$ 65.00	\$ 13,650.00	\$ 80.00	\$ 16,800.00	\$ 70.00	\$ 14,700.00	\$ 75.70	\$ 15,897.00
9	BITUMINOUS MATERIAL FOR TACK COAT	104	GA	\$ 3.00	\$ 312.00	\$ 3.00	\$ 312.00	\$ 3.00	\$ 312.00	\$ 3.30	\$ 343.20
10	D412 CONCRETE CURB & GUTTER	20	LF	\$ 15.00	\$ 300.00	\$ 25.00	\$ 500.00	\$ 25.00	\$ 500.00	\$ 49.30	\$ 986.00
11	CL. 5 AGGREGATE BASE, SHOULDER	95	TN	\$ 20.00	\$ 1,900.00	\$ 15.00	\$ 1,425.00	\$ 20.00	\$ 1,900.00	\$ 28.35	\$ 2,693.25
12	OFF ROAD STRUCTURE MARKER	20	EA	\$ 150.00	\$ 3,000.00	\$ 45.00	\$ 900.00	\$ 125.00	\$ 2,500.00	\$ 55.00	\$ 1,120.00
SUBTOTAL DIVISION 4 - STREETS & RESTORATION					\$ 70,284.00		\$ 63,777.00		\$ 65,273.00		\$ 70,490.20
TOTAL FOR BASE BID					\$ 2,710,904.92		\$ 2,710,546.00		\$ 2,753,894.00		\$ 2,805,181.00

# TABULATION OF BASE BIDS

LAKE ELMO AVENUE INFRASTRUCTURE IMPROVEMENTS - I94 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

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	LaTour Construction Inc.		Ellingson Drainage, Inc.		Burschville Construction Co		GM Contracting	
				UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
BASE BID											
GENERAL											
1	MOBILIZATION	1	LS	\$ 73,000.00	\$ 73,000.00	\$ 55,000.00	\$ 55,000.00	\$ 75,000.00	\$ 75,000.00	\$ 35,000.00	\$ 35,000.00
2	TRAFFIC CONTROL	1	LS	\$ 32,000.00	\$ 32,000.00	\$ 52,450.00	\$ 52,450.00	\$ 12,000.00	\$ 12,000.00	\$ 20,078.66	\$ 20,078.66
3	SILT FENCE	1908	LF	\$ 1.05	\$ 2,003.40	\$ 2.00	\$ 3,816.00	\$ 1.10	\$ 2,098.80	\$ 1.03	\$ 1,965.24
4	ROCK CONSTRUCTION ENTRANCE	1	EA	\$ 870.00	\$ 870.00	\$ 2,000.00	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 971.97	\$ 971.97
5	WATER FOR DUST CONTROL	100	MGAL	\$ 43.00	\$ 4,300.00	\$ 19.00	\$ 1,900.00	\$ 50.00	\$ 5,000.00	\$ 133.78	\$ 13,378.00
6	CLEAR & GRUB TREE	21	EA	\$ 365.00	\$ 7,665.00	\$ 135.00	\$ 2,835.00	\$ 365.00	\$ 7,665.00	\$ 358.44	\$ 7,527.24
7	DITCH CHECKS	65	LF	\$ 3.20	\$ 208.00	\$ 5.00	\$ 325.00	\$ 3.30	\$ 214.50	\$ 3.09	\$ 200.85
8	INLET PROTECTION	2	EA	\$ 150.00	\$ 300.00	\$ 310.00	\$ 620.00	\$ 250.00	\$ 500.00	\$ 166.47	\$ 312.94
9	HYDRO MULCH W/ SEED & FERTILIZER	2.28	AC	\$ 1,240.00	\$ 2,827.20	\$ 2,050.00	\$ 4,674.00	\$ 1,300.00	\$ 2,984.00	\$ 1,215.40	\$ 2,771.11
10	EROSION CONTROL BLANKET (WOOD FIBER)	550	SY	\$ 1.05	\$ 577.50	\$ 1.30	\$ 715.00	\$ 1.10	\$ 605.00	\$ 1.20	\$ 660.00
11	TOPSOIL BORROW	500	CY	\$ 19.50	\$ 9,750.00	\$ 22.00	\$ 11,000.00	\$ 15.00	\$ 7,500.00	\$ 33.83	\$ 16,915.00
12	MODULAR BLOCK RETAINING WALL	60	SF	\$ 32.00	\$ 1,920.00	\$ 32.00	\$ 1,920.00	\$ 40.00	\$ 2,400.00	\$ 39.14	\$ 2,348.40
SUBTOTAL DIVISION 1 - GENERAL					\$ 135,421.10		\$ 137,265.00	*	\$ 116,947.30		\$ 102,129.41
DIVISION 2 - SANITARY SEWER											
1	LIFT STATION - STRUCTURE, VALVE MH, & PIPING	1	LS	\$ 160,000.00	\$ 160,000.00	\$ 205,000.00	\$ 205,000.00	\$ 150,000.00	\$ 150,000.00	\$ 295,481.48	\$ 295,481.48
2	LIFT STATION - PUMPS AND ACCESSORIES	1	LS	\$ 42,000.00	\$ 42,000.00	\$ 40,000.00	\$ 40,000.00	\$ 42,500.00	\$ 42,500.00	\$ 46,820.55	\$ 46,820.55
3	LIFT STATION - ELECTRICAL AND CONTROLS	1	LS	\$ 109,000.00	\$ 109,000.00	\$ 108,000.00	\$ 108,000.00	\$ 97,500.00	\$ 97,500.00	\$ 132,143.88	\$ 132,143.88
4	GENERATOR	1	LS	\$ 37,400.00	\$ 37,400.00	\$ 44,000.00	\$ 44,000.00	\$ 38,000.00	\$ 38,000.00	\$ 43,463.95	\$ 43,463.95
5	CHEMICAL FEED SYSTEM	1	LS	\$ 162,000.00	\$ 162,000.00	\$ 166,000.00	\$ 166,000.00	\$ 155,000.00	\$ 155,000.00	\$ 191,174.93	\$ 191,174.93
6	16" HDPE FORCEMAIN, INSTALLED BY HDD	16680	LF	\$ 98.00	\$ 1,634,640.00	\$ 83.50	\$ 1,392,780.00	\$ 97.00	\$ 1,617,960.00	\$ 96.32	\$ 1,606,617.60
7	16" HDPE FORCEMAIN, INSTALLED BY OPEN CUT	438	LF	\$ 67.00	\$ 29,346.00	\$ 59.65	\$ 26,126.70	\$ 53.00	\$ 23,214.00	\$ 52.76	\$ 23,108.88
8	18" PVC, PS46 SANITARY SEWER (0'-10' DEPTH)	353	LF	\$ 48.50	\$ 17,120.50	\$ 41.20	\$ 14,543.80	\$ 39.50	\$ 13,943.50	\$ 59.45	\$ 20,985.85
9	18" PVC, PS46 SANITARY SEWER (10'-12' DEPTH)	541	LF	\$ 52.60	\$ 28,456.60	\$ 41.20	\$ 22,289.20	\$ 40.50	\$ 21,910.50	\$ 59.45	\$ 32,162.45
10	18" PVC, PS46 SANITARY SEWER (12'-14' DEPTH)	504	LF	\$ 57.00	\$ 28,728.00	\$ 41.20	\$ 20,764.80	\$ 41.50	\$ 20,916.00	\$ 59.45	\$ 29,962.80
11	18" PVC, PS46 SANITARY SEWER (14'-16' DEPTH)	299	LF	\$ 61.20	\$ 18,298.80	\$ 42.50	\$ 12,707.50	\$ 42.50	\$ 12,707.50	\$ 59.45	\$ 17,775.55
12	18" PVC, PS46 SANITARY SEWER (16'-18' DEPTH)	21	LF	\$ 65.50	\$ 1,375.50	\$ 45.50	\$ 955.50	\$ 54.00	\$ 1,134.00	\$ 59.45	\$ 1,248.45
13	18" PVC, PS46 SANITARY SEWER (18'-26' DEPTH)	12	LF	\$ 70.00	\$ 840.00	\$ 92.00	\$ 1,104.00	\$ 94.00	\$ 1,128.00	\$ 59.45	\$ 713.40
14	48" DIAMETER SAN. MANHOLE, TYPE 301 (0'-10' DEPTH)	9	EA	\$ 2,370.00	\$ 21,330.00	\$ 2,850.00	\$ 25,650.00	\$ 2,900.00	\$ 26,100.00	\$ 3,283.29	\$ 29,549.61
15	48" DIAMETER SAN. MANHOLE, EXTRA DEPTH (>10' DEPTH)	28	LF	\$ 80.00	\$ 2,240.00	\$ 165.00	\$ 4,620.00	\$ 100.00	\$ 2,800.00	\$ 169.72	\$ 4,752.16
16	72" CLEANOUT MANHOLE	5	EA	\$ 11,700.00	\$ 58,500.00	\$ 16,500.00	\$ 82,500.00	\$ 12,000.00	\$ 60,000.00	\$ 10,782.37	\$ 53,811.85
17	72" AIR RELEASE MANHOLE	4	EA	\$ 13,100.00	\$ 52,400.00	\$ 19,500.00	\$ 78,000.00	\$ 15,000.00	\$ 60,000.00	\$ 11,888.03	\$ 47,592.12
18	EXTERNAL MANHOLE DROP	1	EA	\$ 7,285.00	\$ 7,285.00	\$ 4,550.00	\$ 4,550.00	\$ 6,000.00	\$ 6,000.00	\$ 5,196.52	\$ 5,196.52
19	16" RES. SEAT GATE VALVE & BOX	18	EA	\$ 7,300.00	\$ 131,400.00	\$ 8,635.00	\$ 155,430.00	\$ 8,400.00	\$ 151,200.00	\$ 7,045.60	\$ 126,820.80
20	TRENCH STABILIZATION ROCK	150	LF	\$ 8.50	\$ 1,275.00	\$ 11.65	\$ 1,747.50	\$ 6.50	\$ 975.00	\$ 5.15	\$ 772.50
21	TELEVISION	1730	LF	\$ 1.60	\$ 2,768.00	\$ 1.15	\$ 1,989.50	\$ 1.50	\$ 2,595.00	\$ 0.90	\$ 1,557.00
22	4" POLYSTYRENE INSULATION	7	SY	\$ 47.00	\$ 329.00	\$ 26.40	\$ 184.80	\$ 39.00	\$ 273.00	\$ 81.32	\$ 569.24
23	HORIZONTAL DIRECTIONAL DRILLING BORE PITS	1	LS	\$ 53,000.00	\$ 53,000.00	\$ 203,000.00	\$ 203,000.00	\$ 180,000.00	\$ 180,000.00	\$ 20,000.00	\$ 20,000.00
SUBTOTAL DIVISION 2 - SANITARY SEWER					\$ 2,599,732.40		\$ 2,811,943.10	*	\$ 2,685,866.50		\$ 2,732,081.57
DIVISION 3 - WATERMAIN											
1	8" X 6" WET TAP (INCLUDE SLEEVE AND VALVE)	1	EA	\$ 3,100.00	\$ 3,100.00	\$ 2,640.00	\$ 2,640.00	\$ 2,950.00	\$ 2,950.00	\$ 1,793.34	\$ 1,793.34
2	6" DIP, CL. 52 WATERMAIN	382	LF	\$ 27.00	\$ 10,314.00	\$ 30.00	\$ 11,460.00	\$ 22.50	\$ 8,595.00	\$ 27.90	\$ 10,667.80
3	6" RES. SEAT GATE VALVE & BOX	1	EA	\$ 1,375.00	\$ 1,375.00	\$ 1,325.00	\$ 1,325.00	\$ 1,050.00	\$ 1,050.00	\$ 1,562.73	\$ 1,562.73
4	6" HYDRANT ASSEMBLY (8'-6" BURY)	1	EA	\$ 3,585.00	\$ 3,585.00	\$ 3,600.00	\$ 3,600.00	\$ 3,350.00	\$ 3,350.00	\$ 3,664.53	\$ 3,664.53
SUBTOTAL DIVISION 3 - WATERMAIN					\$ 18,374.00		\$ 19,025.00		\$ 15,945.00		\$ 17,678.40
DIVISION 4 - STREETS & RESTORATION											
1	SAWCUT BITUMINOUS PAVEMENT	1340	LF	\$ 3.20	\$ 4,288.00	\$ 2.85	\$ 3,819.00	\$ 2.50	\$ 3,350.00	\$ 3.47	\$ 4,649.80
2	SALVAGE & REINSTALL SIGN	2	EA	\$ 90.00	\$ 180.00	\$ 90.00	\$ 180.00	\$ 165.00	\$ 330.00	\$ 87.55	\$ 175.10
3	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT, STREETS	750	SY	\$ 3.20	\$ 2,400.00	\$ 4.00	\$ 3,000.00	\$ 5.00	\$ 3,750.00	\$ 3.12	\$ 2,340.00
4	REMOVE & DISPOSE OF EXIST. CONCRETE CURB & GUTTER	20	LF	\$ 5.50	\$ 110.00	\$ 8.00	\$ 160.00	\$ 5.00	\$ 100.00	\$ 7.54	\$ 150.80
5	GRANULAR BORROW (P)	350	CY	\$ 17.00	\$ 5,950.00	\$ 14.75	\$ 5,162.50	\$ 11.50	\$ 4,025.00	\$ 12.50	\$ 4,375.00
6	CL. 5 AGGREGATE BASE	1270	TN	\$ 16.00	\$ 20,320.00	\$ 11.50	\$ 14,605.00	\$ 11.00	\$ 13,970.00	\$ 10.30	\$ 13,081.00
7	2360 TYPE LV 3 BITUMINOUS NON-WEARING COURSE, STREETS	251	TN	\$ 83.50	\$ 15,938.50	\$ 63.85	\$ 15,976.15	\$ 64.00	\$ 16,064.00	\$ 62.21	\$ 15,614.71
8	2360 TYPE LV 4 BITUMINOUS WEARING COURSE, STREETS	210	TN	\$ 73.00	\$ 15,330.00	\$ 73.00	\$ 15,330.00	\$ 72.00	\$ 15,267.00	\$ 71.17	\$ 14,945.70
9	BITUMINOUS MATERIAL FOR TACK COAT	104	GA	\$ 3.20	\$ 332.80	\$ 3.00	\$ 312.00	\$ 3.30	\$ 343.20	\$ 3.09	\$ 321.36
10	D412 CONCRETE CURB & GUTTER	20	LF	\$ 28.00	\$ 560.00	\$ 42.50	\$ 850.00	\$ 45.00	\$ 900.00	\$ 49.44	\$ 988.80
11	CL. 5 AGGREGATE BASE, SHOULDER	95	TN	\$ 39.00	\$ 3,705.00	\$ 22.75	\$ 2,161.25	\$ 26.00	\$ 2,470.00	\$ 15.21	\$ 1,444.95
12	OFF ROAD STRUCTURE MARKER	20	EA	\$ 81.00	\$ 1,620.00	\$ 41.00	\$ 820.00	\$ 50.00	\$ 1,000.00	\$ 40.17	\$ 803.40
SUBTOTAL DIVISION 4 - STREETS & RESTORATION					\$ 70,734.30		\$ 62,375.80		\$ 61,569.20		\$ 58,890.62
TOTAL FOR BASE BID					\$ 2,824,261.80		\$ 2,830,599.00	*	\$ 2,880,318.00		\$ 2,910,780.00

# TABULATION OF BASE BIDS

LAKE ELMO AVENUE INFRASTRUCTURE IMPROVEMENTS - I94 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

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				DuinInck, Inc.		Veit & Companies	
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
BASE BID							
GENERAL							
1	MOBILIZATION	1	LS	\$ 98,000.00	\$ 98,000.00	\$ 76,000.00	\$ 76,000.00
2	TRAFFIC CONTROL	1	LS	\$ 58,000.00	\$ 58,000.00	\$ 30,000.00	\$ 30,000.00
3	SILT FENCE	1908	LF	\$ 1.00	\$ 1,908.00	\$ 2.00	\$ 3,816.00
4	ROCK CONSTRUCTION ENTRANCE	1	EA	\$ 1,500.00	\$ 1,500.00	\$ 1,923.50	\$ 1,923.50
5	WATER FOR DUST CONTROL	100	MGAL	\$ 30.00	\$ 3,000.00	\$ 10.00	\$ 1,000.00
6	CLEAR & GRUB TREE	21	EA	\$ 225.00	\$ 4,725.00	\$ 335.00	\$ 7,035.00
7	DITCH CHECKS	65	LF	\$ 3.00	\$ 195.00	\$ 2.00	\$ 130.00
8	INLET PROTECTION	2	EA	\$ 150.00	\$ 300.00	\$ 335.50	\$ 671.00
9	HYDRO MULCH W/ SEED & FERTILIZER	2.28	AC	\$ 1,180.00	\$ 2,690.40	\$ 2,612.50	\$ 5,728.50
10	EROSION CONTROL BLANKET (WOOD FIBER)	550	SY	\$ 0.98	\$ 539.00	\$ 1.00	\$ 550.00
11	TOPSOIL BORROW	500	CY	\$ 22.70	\$ 11,350.00	\$ 14.00	\$ 7,000.00
12	MODULAR BLOCK RETAINING WALL	60	SF	\$ 50.00	\$ 3,000.00	\$ 42.50	\$ 2,550.00
SUBTOTAL DIVISION 1 - GENERAL					\$ 185,207.40		\$ 136,404.00
DIVISION 2 - SANITARY SEWER							
1	LIFT STATION - STRUCTURE, VALVE MH, & PIPING	1	LS	\$ 142,000.00	\$ 142,000.00	\$ 139,000.00	\$ 139,000.00
2	LIFT STATION - PUMPS AND ACCESSORIES	1	LS	\$ 47,000.00	\$ 47,000.00	\$ 48,000.00	\$ 48,000.00
3	LIFT STATION - ELECTRICAL AND CONTROLS	1	LS	\$ 102,000.00	\$ 102,000.00	\$ 110,000.00	\$ 110,000.00
4	GENERATOR	1	LS	\$ 36,300.00	\$ 36,300.00	\$ 47,000.00	\$ 47,000.00
5	CHEMICAL FEED SYSTEM	1	LS	\$ 152,000.00	\$ 152,000.00	\$ 172,500.00	\$ 172,500.00
6	18" HDPE FORCEMAIN, INSTALLED BY HDD	16880	LF	\$ 92.00	\$ 1,534,560.00	\$ 97.00	\$ 1,617,960.00
7	18" HDPE FORCEMAIN, INSTALLED BY OPEN CUT	438	LF	\$ 74.80	\$ 32,762.40	\$ 55.00	\$ 24,090.00
8	18" PVC, PS46 SANITARY SEWER (0'-10' DEPTH)	353	LF	\$ 61.25	\$ 21,621.25	\$ 45.00	\$ 15,885.00
9	18" PVC, PS46 SANITARY SEWER (10'-12' DEPTH)	541	LF	\$ 63.30	\$ 34,245.30	\$ 45.00	\$ 24,345.00
10	18" PVC, PS46 SANITARY SEWER (12'-14' DEPTH)	504	LF	\$ 67.90	\$ 34,221.80	\$ 45.00	\$ 22,680.00
11	18" PVC, PS46 SANITARY SEWER (14'-16' DEPTH)	299	LF	\$ 70.85	\$ 21,184.15	\$ 45.00	\$ 13,455.00
12	18" PVC, PS46 SANITARY SEWER (16'-18' DEPTH)	21	LF	\$ 74.40	\$ 1,562.40	\$ 45.00	\$ 945.00
13	18" PVC, PS46 SANITARY SEWER (18'-25' DEPTH)	12	LF	\$ 95.30	\$ 1,143.60	\$ 45.00	\$ 540.00
14	48" DIAMETER SAN. MANHOLE, TYPE 301 (0'-10' DEPTH)	9	EA	\$ 2,629.00	\$ 23,661.00	\$ 2,500.00	\$ 22,500.00
15	48" DIAMETER SAN. MANHOLE, EXTRA DEPTH (>10' DEPTH)	28	LF	\$ 138.00	\$ 3,864.00	\$ 80.00	\$ 2,240.00
16	72" CLEANOUT MANHOLE	5	EA	\$ 14,670.00	\$ 73,350.00	\$ 13,600.00	\$ 68,000.00
17	72" AIR RELEASE MANHOLE	4	EA	\$ 16,890.00	\$ 67,560.00	\$ 13,700.00	\$ 54,800.00
18	EXTERNAL MANHOLE DROP	1	EA	\$ 7,510.00	\$ 7,510.00	\$ 8,000.00	\$ 8,000.00
19	16" RES. SEAT GATE VALVE & BOX	18	EA	\$ 8,650.00	\$ 155,700.00	\$ 10,000.00	\$ 180,000.00
20	TRENCH STABILIZATION ROCK	150	LF	\$ 15.00	\$ 2,250.00	\$ 27.00	\$ 4,050.00
21	TELEVISION	1730	LF	\$ 1.50	\$ 2,595.00	\$ 1.00	\$ 1,730.00
22	4" POLYSTYRENE INSULATION	7	SY	\$ 40.00	\$ 280.00	\$ 53.50	\$ 374.50
23	HORIZONTAL DIRECTIONAL DRILLING BORE PITS	1	LS	\$ 210,000.00	\$ 210,000.00	\$ 342,000.00	\$ 342,000.00
SUBTOTAL DIVISION 2 - SANITARY SEWER					\$ 2,707,370.70		\$ 2,920,094.50
DIVISION 3 - WATERMAIN							
1	8" X 6" WET TAP (INCLUDE SLEEVE AND VALVE)	1	EA	\$ 2,991.00	\$ 2,991.00	\$ 2,761.50	\$ 2,761.50
2	6" DIP, CL. 52 WATERMAIN	382	LF	\$ 37.40	\$ 14,286.80	\$ 34.50	\$ 13,179.00
3	6" RES. SEAT GATE VALVE & BOX	1	EA	\$ 1,227.00	\$ 1,227.00	\$ 1,127.50	\$ 1,127.50
4	6" HYDRANT ASSEMBLY (6'-6" BURY)	1	EA	\$ 3,540.00	\$ 3,540.00	\$ 3,592.00	\$ 3,592.00
SUBTOTAL DIVISION 3 - WATERMAIN					\$ 22,044.80		\$ 20,660.00
DIVISION 4 - STREETS & RESTORATION							
1	SAWCUT BITUMINOUS PAVEMENT	1340	LF	\$ 3.50	\$ 4,690.00	\$ 2.00	\$ 2,680.00
2	SALVAGE & REINSTALL SIGN	2	EA	\$ 100.00	\$ 200.00	\$ 312.50	\$ 625.00
3	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT, STREETS	750	SY	\$ 3.75	\$ 2,812.50	\$ 2.50	\$ 1,875.00
4	REMOVE & DISPOSE OF EXIST. CONCRETE CURB & GUTTER	20	LF	\$ 6.00	\$ 120.00	\$ 3.50	\$ 70.00
5	GRANULAR BORROW (P)	350	CY	\$ 20.25	\$ 7,087.50	\$ 10.00	\$ 3,500.00
6	CL. 5 AGGREGATE BASE	1270	TN	\$ 14.00	\$ 17,780.00	\$ 12.00	\$ 15,240.00
7	2360 TYPE LV 3 BITUMINOUS NON-WEARING COURSE, STREETS	251	TN	\$ 60.40	\$ 15,160.40	\$ 67.50	\$ 16,942.50
8	2360 TYPE LV 4 BITUMINOUS WEARING COURSE, STREETS	210	TN	\$ 69.10	\$ 14,511.00	\$ 77.00	\$ 16,170.00
9	BITUMINOUS MATERIAL FOR TACK COAT	104	GA	\$ 3.00	\$ 312.00	\$ 3.50	\$ 364.00
10	D412 CONCRETE CURB & GUTTER	20	LF	\$ 100.00	\$ 2,000.00	\$ 39.00	\$ 780.00
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	\$ 79.00	\$ 1,580.00
SUBTOTAL DIVISION 4 - STREETS & RESTORATION					\$ 67,473.40		\$ 61,726.50
TOTAL FOR BASE BID							
					\$ 2,982,096.30		\$ 3,138,885.00



# TABULATION OF ALTERNATE BIDS

LAKE ELMO AVENUE INFRASTRUCTURE IMPROVEMENTS - 194 TO 30TH STREET  
CITY OF LAKE ELMO, MINNESOTA  
TKDA PROJECT NO. 13657.000

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



\*DENOTES ERROR IN BIDDERS CALCULATION

\*DENOTES ERROR IN BIDDERS CALCULATION

ITEM NO.		DESCRIPTION	QUANTITY	UNIT	ENGINEER'S ESTIMATE		Burachville Construction Co		S J Louis Construction Co		Gelsinger and Sons Inc.		LaTour Construction Inc.	
					UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
ALTERNATE NO. 1 - ADDITIONAL GRAVITY SEWER IN LIEU OF FORCEMAIN														
DIVISION 1 - GENERAL														
1		MOBILIZATION	1	LS	\$ 165,000.00	\$ 165,000.00	\$ 125,000.00	\$ 125,000.00	\$ 35,000.00	\$ 35,000.00	\$ 145,000.00	\$ 145,000.00	\$ 87,000.00	\$ 87,000.00
2		TRAFFIC CONTROL	1	LS	\$ 65,000.00	\$ 65,000.00	\$ 30,000.00	\$ 30,000.00	\$ 21,000.00	\$ 21,000.00	\$ 8,000.00	\$ 8,000.00	\$ 31,000.00	\$ 31,000.00
3		SILT FENCE	7,995	LF	\$ 2.50	\$ 19,987.50	\$ 1.10	\$ 8,794.50	\$ 1.50	\$ 11,992.50	\$ 2.00	\$ 15,990.00	\$ 1.05	\$ 8,394.75
4		ROCK CONSTRUCTION ENTRANCE	1	EA	\$ 500.00	\$ 500.00	\$ 1,000.00	\$ 1,000.00	\$ 3,000.00	\$ 3,000.00	\$ 850.00	\$ 850.00	\$ 850.00	\$ 850.00
5		WATER FOR DUST CONTROL	300	MGAL	\$ 30.00	\$ 9,000.00	\$ 40.00	\$ 12,000.00	\$ 170.00	\$ 51,000.00	\$ 30.00	\$ 9,000.00	\$ 42.00	\$ 12,600.00
6		CLEAR & GRUB TREE	274	EA	\$ 250.00	\$ 68,500.00	\$ 92.50	\$ 25,345.00	\$ 90.00	\$ 24,660.00	\$ 200.00	\$ 54,800.00	\$ 91.00	\$ 24,934.00
7		INLET PROTECTION	2	EA	\$ 300.00	\$ 600.00	\$ 250.00	\$ 500.00	\$ 85.00	\$ 170.00	\$ 250.00	\$ 500.00	\$ 150.00	\$ 300.00
8		HYDRO MULCH W/SEED & FERTILIZER	19.42	AC	\$ 2,500.00	\$ 48,550.00	\$ 1,200.00	\$ 23,304.00	\$ 1,300.00	\$ 25,246.00	\$ 1,750.00	\$ 33,985.00	\$ 1,125.00	\$ 21,847.50
9		EROSION CONTROL, BLANKET (WOOD FIBER)	11,893	SY	\$ 1.50	\$ 17,839.50	\$ 1.10	\$ 13,082.30	\$ 1.15	\$ 13,676.95	\$ 1.25	\$ 14,866.25	\$ 1.00	\$ 11,893.00
10		TOPSOIL BORROW	500	CY	\$ 16.00	\$ 8,000.00	\$ 15.00	\$ 7,500.00	\$ 18.50	\$ 9,250.00	\$ 22.00	\$ 11,000.00	\$ 19.00	\$ 9,500.00
11		MODULAR BLOCK RETAINING WALL	80	SF	\$ 40.00	\$ 2,400.00	\$ 40.00	\$ 2,400.00	\$ 40.00	\$ 2,400.00	\$ 250.00	\$ 20,000.00	\$ 31.00	\$ 2,480.00
SUBTOTAL DIVISION 1 - GENERAL						\$ 405,377.00		\$ 248,925.80		\$ 197,395.45		\$ 306,991.25		\$ 210,189.25
DIVISION 2 - SANITARY SEWER														
1		LIFT STATION STRUCTURE, VALVE VAULT, AND PIPING	1	LS	\$ 200,000.00	\$ 200,000.00	\$ 150,000.00	\$ 150,000.00	\$ 113,000.00	\$ 113,000.00	\$ 171,000.00	\$ 171,000.00	\$ 159,000.00	\$ 159,000.00
2		LIFT STATION PUMPS AND ACCESSORIES	1	LS	\$ 80,000.00	\$ 80,000.00	\$ 45,000.00	\$ 45,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 42,000.00	\$ 42,000.00
3		LIFT STATION ELECTRICAL AND CONTROL GENERATOR	1	LS	\$ 80,000.00	\$ 80,000.00	\$ 97,500.00	\$ 97,500.00	\$ 87,000.00	\$ 87,000.00	\$ 120,000.00	\$ 120,000.00	\$ 108,000.00	\$ 108,000.00
4		CHEMICAL FEED SYSTEM	1	LS	\$ 80,000.00	\$ 80,000.00	\$ 155,000.00	\$ 155,000.00	\$ 155,000.00	\$ 155,000.00	\$ 165,000.00	\$ 165,000.00	\$ 161,500.00	\$ 161,500.00
5		16" HDPE FORCEMAIN, INSTALLED BY HDD	14,890	LF	\$ 80.00	\$ 1,191,200.00	\$ 97.00	\$ 1,443,960.00	\$ 93.00	\$ 1,385,240.00	\$ 88.00	\$ 1,291,840.00	\$ 97.50	\$ 1,431,300.00
6		16" HDPE FORCEMAIN, INSTALLED BY OPEN CUT	466	LF	\$ 45.00	\$ 20,970.00	\$ 53.00	\$ 24,698.00	\$ 61.00	\$ 28,426.00	\$ 49.00	\$ 22,834.00	\$ 66.00	\$ 30,756.00
7		12" PVC, SDR 26 SANITARY SEWER (20' - 25' DEPTH)	10	LF	\$ 60.00	\$ 600.00	\$ 60.25	\$ 602.50	\$ 85.00	\$ 850.00	\$ 48.00	\$ 480.00	\$ 64.00	\$ 640.00
8		12" PVC, SDR 26 SANITARY SEWER (30' - 35' DEPTH)	10	LF	\$ 75.00	\$ 750.00	\$ 92.00	\$ 920.00	\$ 115.00	\$ 1,150.00	\$ 48.00	\$ 480.00	\$ 84.00	\$ 840.00
9		18" PVC, PS46 SANITARY SEWER (10'-15' DEPTH)	235	LF	\$ 72.00	\$ 16,920.00	\$ 42.50	\$ 9,987.50	\$ 66.00	\$ 15,510.00	\$ 50.00	\$ 11,750.00	\$ 59.00	\$ 13,865.00
10		18" PVC, PS46 SANITARY SEWER (15'-20' DEPTH)	164	LF	\$ 84.00	\$ 13,776.00	\$ 51.00	\$ 8,364.00	\$ 85.00	\$ 13,940.00	\$ 50.00	\$ 8,200.00	\$ 66.00	\$ 10,824.00
11		24" PVC, PS115 SANITARY SEWER (30'-35' DEPTH)	60	LF	\$ 120.00	\$ 7,200.00	\$ 136.00	\$ 8,160.00	\$ 150.00	\$ 9,000.00	\$ 95.00	\$ 5,700.00	\$ 170.00	\$ 10,200.00
12		24" PVC, PS115 SANITARY SEWER (20'-25' DEPTH)	10	LF	\$ 100.00	\$ 1,000.00	\$ 104.00	\$ 1,040.00	\$ 140.00	\$ 1,400.00	\$ 95.00	\$ 950.00	\$ 165.00	\$ 1,650.00
13		27" SANITARY SEWER (0' - 10' DEPTH)	72	LF	\$ 77.00	\$ 5,544.00	\$ 62.00	\$ 4,464.00	\$ 100.00	\$ 7,200.00	\$ 120.00	\$ 8,640.00	\$ 86.50	\$ 6,222.00
14		27" SANITARY SEWER (10' - 15' DEPTH)	748	LF	\$ 95.00	\$ 71,080.00	\$ 65.00	\$ 48,620.00	\$ 105.00	\$ 78,540.00	\$ 120.00	\$ 89,760.00	\$ 92.60	\$ 69,264.80
15		27" SANITARY SEWER (15' - 20' DEPTH)	790	LF	\$ 112.00	\$ 88,480.00	\$ 88.00	\$ 69,520.00	\$ 120.00	\$ 94,800.00	\$ 120.00	\$ 94,800.00	\$ 105.50	\$ 83,345.00
16		27" SANITARY SEWER (20' - 25' DEPTH)	738	LF	\$ 138.00	\$ 101,844.00	\$ 105.00	\$ 77,490.00	\$ 150.00	\$ 110,700.00	\$ 120.00	\$ 88,560.00	\$ 118.70	\$ 87,600.60
17		27" SANITARY SEWER (25' - 30' DEPTH)	42	LF	\$ 166.00	\$ 6,972.00	\$ 131.00	\$ 5,502.00	\$ 170.00	\$ 7,140.00	\$ 120.00	\$ 5,040.00	\$ 124.00	\$ 5,208.00
18		27" SANITARY SEWER (30' - 35' DEPTH)	226	LF	\$ 198.00	\$ 44,748.00	\$ 136.00	\$ 30,736.00	\$ 185.00	\$ 41,810.00	\$ 120.00	\$ 27,120.00	\$ 130.00	\$ 29,380.00
19		30" SANITARY SEWER (15' - 20' DEPTH)	247	LF	\$ 114.00	\$ 28,158.00	\$ 106.00	\$ 26,182.00	\$ 165.00	\$ 40,755.00	\$ 145.00	\$ 35,615.00	\$ 156.00	\$ 38,856.00
20		30" SANITARY SEWER (20' - 25' DEPTH)	2,305	LF	\$ 137.00	\$ 315,765.00	\$ 132.00	\$ 304,260.00	\$ 175.00	\$ 403,375.00	\$ 145.00	\$ 338,225.00	\$ 156.00	\$ 359,580.00
21		30" SANITARY SEWER (25' - 30' DEPTH)	725	LF	\$ 164.00	\$ 118,960.00	\$ 148.00	\$ 107,360.00	\$ 180.00	\$ 130,500.00	\$ 145.00	\$ 105,125.00	\$ 162.00	\$ 117,450.00
22		30" SANITARY SEWER (30' - 35' DEPTH)	581	LF	\$ 196.00	\$ 113,976.00	\$ 151.00	\$ 87,731.00	\$ 195.00	\$ 113,295.00	\$ 145.00	\$ 84,245.00	\$ 170.00	\$ 99,770.00
23		30" SANITARY SEWER (35' - 40' DEPTH)	66	LF	\$ 296.00	\$ 19,536.00	\$ 166.00	\$ 10,956.00	\$ 210.00	\$ 13,860.00	\$ 145.00	\$ 9,570.00	\$ 175.00	\$ 11,550.00
24		48" DIAMETER SAN. MANHOLE, TYPE 301 (0' - 10' DEPTH)	19	LF	\$ 2,750.00	\$ 52,250.00	\$ 2,900.00	\$ 55,100.00	\$ 3,200.00	\$ 60,800.00	\$ 3,640.00	\$ 69,160.00	\$ 3,735.00	\$ 70,995.00
25		48" DIAMETER SAN. MANHOLE, TYPE 301 EXTRA DEPTH (≥10' DEPTH)	221	LF	\$ 100.00	\$ 22,100.00	\$ 100.00	\$ 22,100.00	\$ 89.00	\$ 19,669.00	\$ 140.00	\$ 30,940.00	\$ 128.00	\$ 28,288.00
26		60" DIAMETER SAN. MANHOLE, TYPE 303 (0' - 10' DEPTH)	6	EA	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 2,500.00	\$ 2,500.00	\$ 3,640.00	\$ 3,640.00	\$ 3,800.00	\$ 3,800.00
27		60" DIAMETER SAN. MANHOLE, TYPE 303 EXTRA DEPTH (≥10' DEPTH)	1	EA	\$ 250.00	\$ 250.00	\$ 1,250.00	\$ 1,250.00	\$ 145.00	\$ 1,450.00	\$ 140.00	\$ 1,400.00	\$ 134.00	\$ 1,340.00
28		80" DIAMETER SAN. MANHOLE, TYPE 303 (0' - 10' DEPTH)	13	EA	\$ 11,750.00	\$ 152,750.00	\$ 9,000.00	\$ 117,000.00	\$ 4,000.00	\$ 52,000.00	\$ 7,200.00	\$ 93,600.00	\$ 6,750.00	\$ 85,950.00
29		80" DIAMETER SAN. MANHOLE, TYPE 303 (0' - 10' DEPTH)	1	EA	\$ 3,000.00	\$ 3,000.00	\$ 3,350.00	\$ 3,350.00	\$ 3,250.00	\$ 3,250.00	\$ 3,600.00	\$ 3,600.00	\$ 3,560.00	\$ 3,560.00
30		80" DIAMETER SAN. MANHOLE, TYPE 303 EXTRA DEPTH (≥10' DEPTH)	13	EA	\$ 8,000.00	\$ 104,000.00	\$ 12,000.00	\$ 156,000.00	\$ 10,000.00	\$ 130,000.00	\$ 8,850.00	\$ 115,050.00	\$ 11,600.00	\$ 150,800.00
31		72" CLEANOUT MANHOLE	4	EA	\$ 8,000.00	\$ 32,000.00	\$ 15,000.00	\$ 60,000.00	\$ 9,500.00	\$ 38,000.00	\$ 11,500.00	\$ 46,000.00	\$ 13,000.00	\$ 52,000.00
32		72" AIR RELEASE MANHOLE	60	LF	\$ 68.00	\$ 4,080.00	\$ 94.00	\$ 5,640.00	\$ 150.00	\$ 9,000.00	\$ 85.00	\$ 5,100.00	\$ 105.00	\$ 6,300.00
33		20" DIP CLASS 52 SANITARY SEWER	2	EA	\$ 1,500.00	\$ 3,000.00	\$ 5,000.00	\$ 10,000.00	\$ 3,000.00	\$ 6,000.00	\$ 4,100.00	\$ 8,200.00	\$ 6,585.00	\$ 13,170.00
34		NOT USED	18	EA	\$ 4,000.00	\$ 72,000.00	\$ 8,400.00	\$ 151,200.00	\$ 8,250.00	\$ 148,500.00	\$ 7,000.00	\$ 126,000.00	\$ 7,280.00	\$ 131,040.00
35		16" RES. SEAT GATE VALVE & BOX	150	LF	\$ 9.00	\$ 1,350.00	\$ 6.50	\$ 975.00	\$ 45.00	\$ 6,750.00	\$ 9.00	\$ 1,350.00	\$ 8.50	\$ 1,275.00
36		TRENCH STABILIZATION ROCK	7,129	LF	\$ 1.00	\$ 7,129.00	\$ 1.25	\$ 8,911.25	\$ 2.50	\$ 17,822.50	\$ 1.50	\$ 10,693.50	\$ 1.60	\$ 11,406.40
37		TELEVISION	1	LS	\$ 110,000.00	\$ 110,000.00	\$ 180,000.00	\$ 180,000.00	\$ 82,000.00	\$ 82,000.00	\$ 130,000.00	\$ 130,000.00	\$ 52,000.00	\$ 52,000.00
38		HORIZONTAL DIRECTIONAL DRILLING BORE PITS	1	LS	\$ 110,000.00	\$ 110,000.00	\$ 180,000.00	\$ 180,000.00	\$ 82,000.00	\$ 82,000.00	\$ 130,000.00	\$ 130,000.00	\$ 52,000.00	\$ 52,000.00
SUBTOTAL DIVISION 2 - SANITARY SEWER						\$ 3,029,201.00		\$ 3,310,994.25		\$ 3,376,992.50		\$ 3,273,017.50		\$ 3,353,916.80
DIVISION 3 - WATERMAIN														
1		8" X 6" WET TAP (INCLUDE SLEEVE AND VALVE)	1	EA	\$ 2,000.00	\$ 2,000.00	\$ 2,050.00	\$ 2,050.00	\$ 2,500.00	\$ 2,500.00	\$ 4,200.00	\$ 4,200.00	\$ 3,000.00	\$ 3,000.00
2		6" DIP, CL 52 WATERMAIN	382	LF	\$ 39.00	\$ 14,916.00	\$ 22.50	\$ 8,595.00	\$ 25.00	\$ 9,550.00	\$ 36.00	\$ 13,752.00	\$ 27.00	\$ 10,314.00
3		6" RES. SEAT GATE VALVE & BOX	1	EA	\$ 1,200.00	\$ 1,200.00	\$ 1,050.00	\$ 1,050.00	\$ 1,250.00	\$ 1,250.00	\$ 1,100.00	\$ 1,100.00	\$ 1,365.00	\$ 1,365.00
4		8" HYDRANT ASSEMBLY (8'-6" BURY)	1	EA	\$ 3,000.00	\$ 3,000.00	\$ 3,350.00	\$ 3,350.00	\$ 3,250.00	\$ 3,250.00	\$ 3,600.00	\$ 3,600.00	\$ 3,560.00	\$ 3,560.00
SUBTOTAL DIVISION 3 - WATERMAIN						\$ 20,716.00		\$ 15,945.00		\$ 16,550.00		\$ 22,652.00		\$ 18,239.00
DIVISION 4 - STREETS & RESTORATION														
1		SAWCUT BITUMINOUS PAVEMENT	50	LF	\$ 5.00	\$ 250.00	\$ 5.00	\$ 250.00	\$ 1.75	\$ 87.50	\$ 3.00	\$ 150.00	\$ 3.10	\$ 155.00
2		SALVAGE & REINSTALL SIGN	21	EA	\$ 100.00	\$ 2,100.00	\$ 150.00	\$ 3,150.00	\$ 100.00	\$ 2,100.00	\$ 150.00	\$ 3,150.00	\$ 77.00	\$ 1,617.00
3		REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVINO												

# TABULATION OF ALTERNATE BIDS

LAKE ELMO AVENUE INFRASTRUCTURE IMPROVEMENTS - 194 TO 30TH STREET  
CITY OF LAKE ELMO, MINNESOTA  
TKDA PROJECT NO. 13697.000

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



\*DENOTES ERROR IN BIDDERS CALCULATION

\*DENOTES ERROR IN BIDDERS CALCULATION

Minger Construction Inc				Duhinick, Inc.				Veit & Companies				Ellingson Drainage, Inc.			
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT		
ALTERNATE NO. 1 - ADDITIONAL GRAVITY SEWER IN LIEU OF FORCEMAIN															
DIVISION 1 - GENERAL															
1	MOBILIZATION	1	LS	\$ 43,050.00	\$ 43,050.00	\$ 126,000.00	\$ 126,000.00	\$ 120,000.00	\$ 120,000.00	\$ 127,000.00	\$ 127,000.00				
2	TRAFFIC CONTROL	1	LS	\$ 41,296.00	\$ 41,296.00	\$ 65,000.00	\$ 65,000.00	\$ 30,000.00	\$ 30,000.00	\$ 50,400.00	\$ 50,400.00				
3	SILT FENCE	7,995	LF	\$ 1.10	\$ 8,794.50	\$ 1.00	\$ 7,995.00	\$ 2.00	\$ 15,990.00	\$ 2.00	\$ 15,990.00				
4	ROCK CONSTRUCTION ENTRANCE	1	EA	\$ 825.00	\$ 825.00	\$ 1,500.00	\$ 1,500.00	\$ 1,623.50	\$ 1,623.50	\$ 2,050.00	\$ 2,050.00				
5	WATER FOR DUST CONTROL	300	MGAL	\$ 28.00	\$ 8,400.00	\$ 20.00	\$ 6,000.00	\$ 90.00	\$ 27,000.00	\$ 95.00	\$ 28,500.00				
6	CLEAR & GRUB TREE	274	EA	\$ 94.35	\$ 25,851.90	\$ 88.00	\$ 24,112.00	\$ 10.00	\$ 2,740.00	\$ 12.00	\$ 3,288.00				
7	INLET PROTECTION	2	EA	\$ 110.00	\$ 220.00	\$ 150.00	\$ 300.00	\$ 335.50	\$ 671.00	\$ 320.00	\$ 640.00				
8	HYDRO MULCH W/SEED & FERTILIZER	19.42	AC	\$ 1,170.00	\$ 22,721.40	\$ 1,090.00	\$ 21,167.80	\$ 1,200.00	\$ 23,304.00	\$ 1,850.00	\$ 35,927.00				
9	EROSION CONTROL BLANKET (WOOD FIBER)	11,893	SY	\$ 1.05	\$ 12,487.65	\$ 0.98	\$ 11,655.14	\$ 1.00	\$ 11,893.00	\$ 1.00	\$ 11,893.00				
10	TOPSOIL BORROW	500	CY	\$ 19.00	\$ 9,500.00	\$ 22.70	\$ 11,350.00	\$ 14.00	\$ 7,000.00	\$ 22.00	\$ 11,000.00				
11	MODULAR BLOCK RETAINING WALL	60	SF	\$ 37.55	\$ 2,253.00	\$ 50.00	\$ 3,000.00	\$ 42.50	\$ 2,550.00	\$ 33.00	\$ 1,980.00				
SUBTOTAL DIVISION 1 - GENERAL					\$ 175,398.45		\$ 278,079.94		\$ 240,991.50		\$ 288,610.00				
DIVISION 2 - SANITARY SEWER															
1	LIFT STATION STRUCTURE, VALVE VAULT, AND PIPING	1	LS	\$ 181,935.00	\$ 181,935.00	\$ 144,000.00	\$ 144,000.00	\$ 155,100.00	\$ 155,100.00	\$ 162,000.00	\$ 162,000.00				
2	LIFT STATION PUMPS AND ACCESSORIES	1	LS	\$ 43,425.00	\$ 43,425.00	\$ 47,000.00	\$ 47,000.00	\$ 44,716.50	\$ 44,716.50	\$ 53,000.00	\$ 53,000.00				
3	LIFT STATION ELECTRICAL AND CONTROL	1	LS	\$ 104,000.00	\$ 104,000.00	\$ 102,000.00	\$ 102,000.00	\$ 102,091.50	\$ 102,091.50	\$ 105,000.00	\$ 105,000.00				
4	GENERATOR	1	LS	\$ 52,055.00	\$ 52,055.00	\$ 36,300.00	\$ 36,300.00	\$ 46,652.50	\$ 46,652.50	\$ 38,300.00	\$ 38,300.00				
5	CHEMICAL FEED SYSTEM	1	LS	\$ 135,345.00	\$ 135,345.00	\$ 152,000.00	\$ 152,000.00	\$ 171,944.50	\$ 171,944.50	\$ 160,750.00	\$ 160,750.00				
6	16" HDPE FORCEMAIN, INSTALLED BY HDD	14,680	LF	\$ 90.05	\$ 1,321,934.00	\$ 94.50	\$ 1,387,260.00	\$ 97.00	\$ 1,423,980.00	\$ 85.00	\$ 1,247,800.00				
7	16" HDPE FORCEMAIN, INSTALLED BY OPEN CUT	466	LF	\$ 60.55	\$ 28,215.30	\$ 75.00	\$ 34,950.00	\$ 55.00	\$ 25,830.00	\$ 55.00	\$ 25,830.00				
8	12" PVC SDR 26 SANITARY SEWER (20' - 25' DEPTH)	10	LF	\$ 125.00	\$ 1,250.00	\$ 153.00	\$ 1,530.00	\$ 40.00	\$ 400.00	\$ 167.00	\$ 1,670.00				
9	12" PVC SDR 26 SANITARY SEWER (30' - 35' DEPTH)	10	LF	\$ 177.50	\$ 1,775.00	\$ 175.00	\$ 1,750.00	\$ 40.00	\$ 400.00	\$ 180.00	\$ 1,800.00				
10	18" PVC SDR 35 SANITARY SEWER (10-15' DEPTH)	235	LF	\$ 45.05	\$ 10,586.75	\$ 70.75	\$ 16,626.25	\$ 65.00	\$ 15,275.00	\$ 77.00	\$ 18,095.00				
11	18" PVC SDR 35 SANITARY SEWER (15-20' DEPTH)	164	LF	\$ 45.05	\$ 7,388.20	\$ 74.00	\$ 12,136.00	\$ 65.00	\$ 10,660.00	\$ 81.00	\$ 13,284.00				
12	24" PVC SDR 115 SANITARY SEWER (30-35' DEPTH)	80	LF	\$ 309.60	\$ 24,768.00	\$ 177.00	\$ 14,160.00	\$ 75.00	\$ 6,000.00	\$ 183.00	\$ 14,640.00				
13	24" PVC SDR 115 SANITARY SEWER (20-25' DEPTH)	10	LF	\$ 232.00	\$ 2,320.00	\$ 182.50	\$ 1,825.00	\$ 75.00	\$ 750.00	\$ 200.00	\$ 2,000.00				
14	27" SANITARY SEWER (0' - 10' DEPTH)	72	LF	\$ 89.95	\$ 6,476.40	\$ 91.00	\$ 6,552.00	\$ 100.00	\$ 7,200.00	\$ 96.00	\$ 6,912.00				
15	27" SANITARY SEWER (10' - 15' DEPTH)	748	LF	\$ 89.95	\$ 67,282.60	\$ 95.50	\$ 71,289.00	\$ 100.00	\$ 74,800.00	\$ 105.00	\$ 78,540.00				
16	27" SANITARY SEWER (15' - 20' DEPTH)	790	LF	\$ 89.95	\$ 71,060.50	\$ 113.00	\$ 89,270.00	\$ 100.00	\$ 79,000.00	\$ 123.00	\$ 97,170.00				
17	27" SANITARY SEWER (20' - 25' DEPTH)	738	LF	\$ 107.40	\$ 79,252.20	\$ 120.15	\$ 88,670.70	\$ 100.00	\$ 73,800.00	\$ 131.00	\$ 96,678.00				
18	27" SANITARY SEWER (25' - 30' DEPTH)	42	LF	\$ 139.70	\$ 5,867.40	\$ 127.85	\$ 5,368.70	\$ 100.00	\$ 4,200.00	\$ 140.00	\$ 5,880.00				
19	27" SANITARY SEWER (30' - 35' DEPTH)	226	LF	\$ 176.50	\$ 39,889.00	\$ 147.00	\$ 33,222.00	\$ 100.00	\$ 22,600.00	\$ 161.00	\$ 36,386.00				
20	30" SANITARY SEWER (15' - 20' DEPTH)	247	LF	\$ 121.65	\$ 29,967.55	\$ 145.65	\$ 35,975.55	\$ 155.00	\$ 38,285.00	\$ 160.00	\$ 39,520.00				
21	30" SANITARY SEWER (20' - 25' DEPTH)	2,305	LF	\$ 138.55	\$ 319,357.75	\$ 164.00	\$ 378,020.00	\$ 155.00	\$ 357,275.00	\$ 178.50	\$ 411,442.50				
22	30" SANITARY SEWER (25' - 30' DEPTH)	725	LF	\$ 220.40	\$ 159,790.00	\$ 174.00	\$ 126,150.00	\$ 155.00	\$ 112,375.00	\$ 190.00	\$ 137,750.00				
23	30" SANITARY SEWER (30' - 35' DEPTH)	581	LF	\$ 280.35	\$ 162,883.35	\$ 195.50	\$ 113,585.50	\$ 155.00	\$ 90,055.00	\$ 213.00	\$ 123,759.00				
24	30" DIAMETER SAN. MANHOLE, TYPE 303 (0' - 10' DEPTH)	86	LF	\$ 419.25	\$ 36,076.50	\$ 234.30	\$ 20,150.10	\$ 155.00	\$ 13,330.00	\$ 256.00	\$ 21,936.00				
25	30" DIAMETER SAN. MANHOLE, TYPE 303 (10' - 15' DEPTH)	19	LF	\$ 2,845.00	\$ 54,055.00	\$ 4,080.00	\$ 77,520.00	\$ 3,000.00	\$ 57,000.00	\$ 4,300.00	\$ 81,700.00				
26	30" DIAMETER SAN. MANHOLE, TYPE 303 EXTRA DEPTH (10' - 15' DEPTH)	221	LF	\$ 144.15	\$ 31,857.15	\$ 166.00	\$ 36,682.00	\$ 83.00	\$ 18,439.00	\$ 197.00	\$ 43,537.00				
27	30" DIAMETER SAN. MANHOLE, TYPE 303 (0' - 10' DEPTH)	1	EA	\$ 3,910.00	\$ 3,910.00	\$ 3,870.00	\$ 3,870.00	\$ 4,700.00	\$ 4,700.00	\$ 4,085.00	\$ 4,085.00				
28	30" DIAMETER SAN. MANHOLE, TYPE 303 EXTRA DEPTH (10' - 15' DEPTH)	8	EA	\$ 197.50	\$ 1,580.00	\$ 189.00	\$ 1,512.00	\$ 83.00	\$ 664.00	\$ 196.00	\$ 1,568.00				
29	30" DIAMETER SAN. MANHOLE, TYPE 303 (0' - 10' DEPTH)	1	EA	\$ 6,670.00	\$ 6,670.00	\$ 7,540.00	\$ 7,540.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00				
30	30" DIAMETER SAN. MANHOLE, TYPE 303 EXTRA DEPTH (10' - 15' DEPTH)	13	EA	\$ 445.10	\$ 5,786.30	\$ 435.00	\$ 5,655.00	\$ 83.00	\$ 1,079.00	\$ 480.00	\$ 6,239.00				
31	72" CLEANOUT MANHOLE	5	EA	\$ 17,790.00	\$ 88,950.00	\$ 15,670.00	\$ 78,350.00	\$ 13,800.00	\$ 69,000.00	\$ 15,500.00	\$ 82,500.00				
32	72" AIR RELEASE MANHOLE	4	EA	\$ 18,875.00	\$ 75,500.00	\$ 16,890.00	\$ 67,560.00	\$ 13,700.00	\$ 54,800.00	\$ 19,500.00	\$ 78,000.00				
33	20" DIP CLASS 52 SANITARY SEWER	80	LF	\$ 104.30	\$ 8,344.00	\$ 122.00	\$ 9,760.00	\$ 81.00	\$ 6,480.00	\$ 132.50	\$ 10,600.00				
34	NOT USED														
35	EXTERNAL MANHOLE DROP	2	EA	\$ 6,510.00	\$ 13,020.00	\$ 6,600.00	\$ 13,200.00	\$ 12,000.00	\$ 24,000.00	\$ 7,300.00	\$ 14,600.00				
36	16" RES. SEAT GATE VALVE & BOX	18	EA	\$ 5,075.00	\$ 91,350.00	\$ 5,650.00	\$ 101,700.00	\$ 10,000.00	\$ 180,000.00	\$ 8,650.00	\$ 155,700.00				
37	TRENCH STABILIZATION ROCK	150	LF	\$ 15.50	\$ 2,325.00	\$ 15.00	\$ 2,250.00	\$ 27.00	\$ 4,050.00	\$ 16.00	\$ 2,400.00				
38	TELEVISION	7,129	LF	\$ 1.10	\$ 7,841.90	\$ 1.05	\$ 7,485.45	\$ 1.00	\$ 7,129.00	\$ 1.15	\$ 8,198.35				
39	HORIZONTAL DIRECTIONAL DRILLING BORE PITS	1	LS	\$ 166,400.00	\$ 166,400.00	\$ 185,000.00	\$ 185,000.00	\$ 310,000.00	\$ 310,000.00	\$ 177,000.00	\$ 177,000.00				
SUBTOTAL DIVISION 2 - SANITARY SEWER					\$ 3,451,896.85		\$ 3,582,102.95		\$ 3,615,525.00		\$ 3,577,350.85				
DIVISION 3 - WATERMAIN															
1	8" x 6" WET TAP (INCLUDE SLEEVE AND VALVE)	1	EA	\$ 3,215.00	\$ 3,215.00	\$ 2,691.00	\$ 2,691.00	\$ 2,761.50	\$ 2,761.50	\$ 3,200.00	\$ 3,200.00				
2	6" DIP, CL 52 WATERMAIN	382	LF	\$ 32.75	\$ 12,510.50	\$ 37.40	\$ 14,296.80	\$ 34.50	\$ 13,179.00	\$ 41.00	\$ 15,662.00				
3	6" RES. SEAT GATE VALVE & BOX	1	EA	\$ 1,205.00	\$ 1,205.00	\$ 1,227.00	\$ 1,227.00	\$ 1,127.50	\$ 1,127.50	\$ 1,300.00	\$ 1,300.00				
4	6" HYDRANT ASSEMBLY (8" 6" BURY)	1	EA	\$ 3,950.00	\$ 3,950.00	\$ 3,540.00	\$ 3,540.00	\$ 3,562.00	\$ 3,562.00	\$ 3,740.00	\$ 3,740.00				
SUBTOTAL DIVISION 3 - WATERMAIN					\$ 20,880.50		\$ 22,044.80		\$ 20,950.00		\$ 28,902.00				
DIVISION 4 - STREETS & RESTORATION															
1	SAWCUT BITUMINOUS PAVEMENT	50	LF	\$ 3.45	\$ 172.50	\$ 4.50	\$ 225.00	\$ 2.00	\$ 100.00	\$ 2.90	\$ 145.00				
2	SALVAGE & REINSTALL SIGN	21	EA	\$ 160.00	\$ 3,360.00	\$ 100.00	\$ 2,100.00	\$ 312.50	\$ 6,562.50	\$ 80.00	\$ 1,680.00				
3	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT, DRIVES	2,633	SY	\$ 5.20	\$ 13,691.60	\$ 3.50	\$ 9,217.50	\$ 2.50	\$ 6,582.50	\$ 4.00	\$ 10,532.00				
4	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT, STREETS	33	SY	\$ 15.00	\$ 495.00	\$ 3.75	\$ 123.75	\$ 2.50	\$ 82.50	\$ 4.00	\$ 132.00				
5	REMOVE & DISPOSE OF EXIST. CONCRETE CURB & GUTTER	20	LF	\$ 15.10	\$ 302.00	\$ 8.00	\$ 160.00	\$ 3.50	\$ 70.00	\$ 6.65	\$ 133.00				
6	GRANULAR BORROW (P)	350	CY	\$ 1.00	\$ 350.00	\$ 20.25	\$ 7,087.50	\$ 10.00	\$ 3,500.00	\$ 14.75	\$ 5,167.50				
7	CL 5 AGGREGATE BASE	1,009	TN	\$ 15.40	\$ 15,538.60	\$ 14.00	\$ 14,126.00	\$ 12.00	\$ 12,108.00	\$ 11.50	\$ 11,603.50				
8	2380 TYPE I/4 BITUMINOUS WEAR COURSE DRIVES	2,633	SY	\$ 10.70	\$ 28,173.10	\$ 10.00	\$ 26,330.00	\$ 11.00	\$ 28,963.00	\$ 10.50	\$ 27,646.50				
9	2380 TYPE I/4 BITUMINOUS NON-WEARING COURSE, STREETS	165	TN	\$ 66.90	\$ 11,038.50	\$ 60.40	\$ 9,966.00	\$ 67.50	\$ 11,137.50	\$ 63.75	\$ 10,518.75				
10	2380 TYPE I/4 BITUMINOUS WEARING COURSE, STREETS	129	TN	\$ 74.10	\$ 9,558.90	\$ 69.10	\$ 8,913.90	\$ 77.00	\$ 9,933.00	\$ 73.00	\$ 9,417.00				
11	BITUMINOUS MATERIAL FOR TACK COAT	68	GA	\$ 1.80	\$ 122.40	\$ 1.70	\$ 115.60	\$ 2.00	\$ 136.00	\$ 1.90	\$ 129.20				
12	D412 CONCRETE CURB & GUTTER	20	LF	\$ 48.25	\$ 965.00	\$ 100.00	\$ 2,000.00								

# TABULATION OF ALTERNATE BIDS

LAKE ELMO AVENUE INFRASTRUCTURE IMPROVEMENTS - 194 TO 90TH STREET  
CITY OF LAKE ELMO, MINNESOTA  
TKDA PROJECT NO. 13857.000

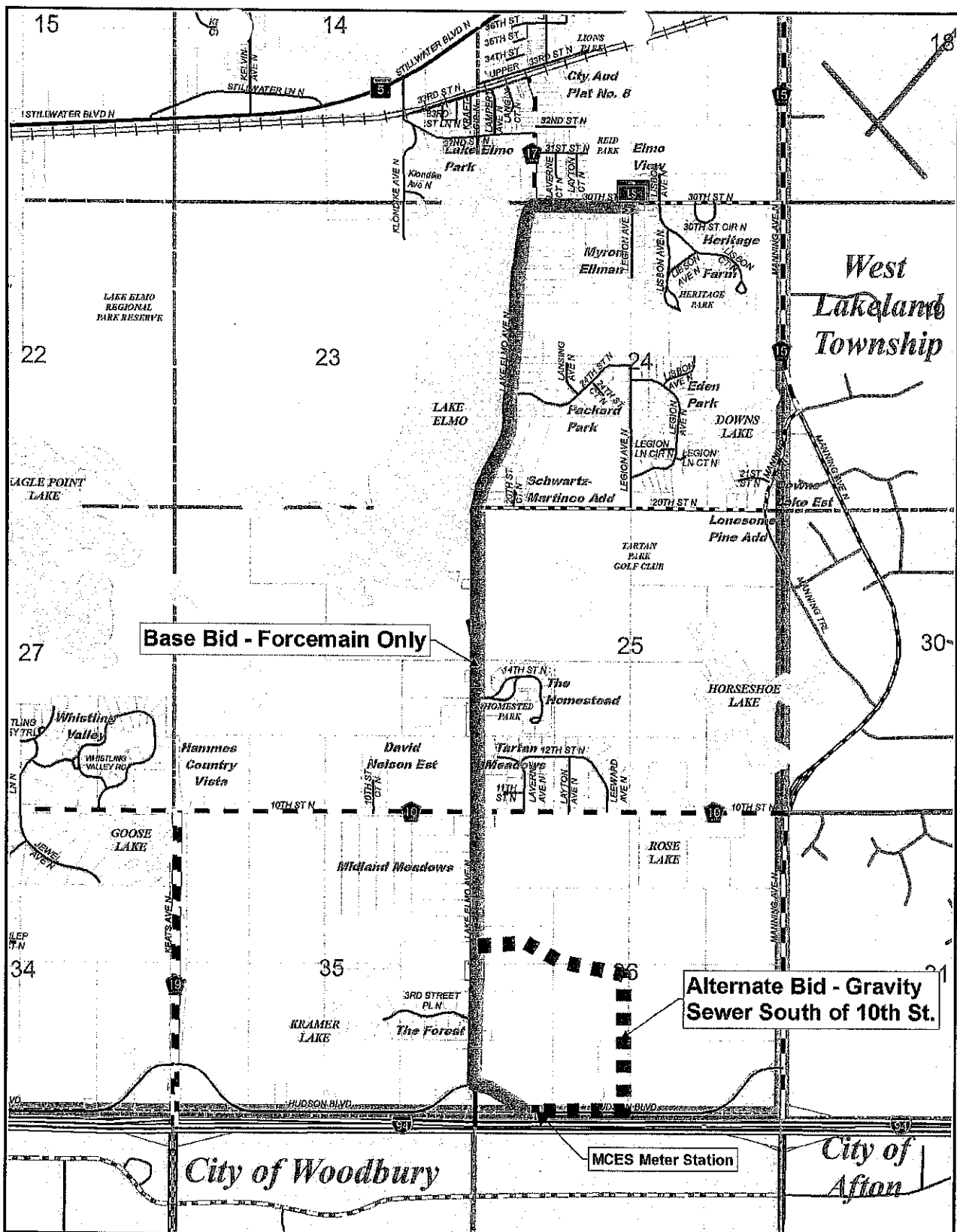
BIDS OPENED: APRIL 19, 2011, AT 10:00 AM

\*DENOTES ERROR IN BIDDERS CALCULATION



\*DENOTES ERROR IN BIDDERS CALCULATION

				GM Contracting	
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
ALTERNATE NO. 1 - ADDITIONAL GRAVITY SEWER IN LIEU OF FORCEMAIN					
DIVISION 1 - GENERAL					
1	MOBILIZATION	1	LS	\$ 18,552.00	\$ 18,552.00
2	TRAFFIC CONTROL	1	LS	\$ 20,361.49	\$ 20,361.49
3	SILT FENCE	7,995	LF	\$ 1.03	\$ 8,234.85
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	\$ 24,865.80
7	INLET PROTECTION	2	EA	\$ 174.98	\$ 349.96
8	HYDRO MULCH W/SEED & FERTILIZER	18.42	AC	\$ 1,227.24	\$ 22,833.00
9	EROSION CONTROL BLANKET (WOOD FIBER)	11,893	SY	\$ 1.21	\$ 14,390.53
10	TOPSOIL BORROW	500	CY	\$ 35.69	\$ 17,845.00
11	MODULAR BLOCK RETAINING WALL	60	SF	\$ 39.19	\$ 2,351.40
SUBTOTAL DIVISION 1 - GENERAL					\$ 170,783.75
DIVISION 2 - SANITARY SEWER					
1	LIFT STATION STRUCTURE, VALVE VAULT, AND PIPING	1	LS	\$ 364,321.13	\$ 364,321.13
2	LIFT STATION PUMPS AND ACCESSORIES	1	LS	\$ 46,723.17	\$ 46,723.17
3	LIFT STATION ELECTRICAL AND CONTROL	1	LS	\$ 196,765.08	\$ 196,765.08
4	GENERATOR	1	LS	\$ 43,815.64	\$ 43,815.64
5	CHEMICAL FEED SYSTEM	1	LS	\$ 188,084.30	\$ 188,084.30
6	16" HDPE FORCEMAIN, INSTALLED BY HDD	14,680	LF	\$ 110.93	\$ 1,628,452.40
7	16" HDPE FORCEMAIN, INSTALLED BY OPEN CUT	460	LF	\$ 60.43	\$ 28,180.38
8	12" PVC, SDR 26 SANITARY SEWER (20' - 25' DEPTH)	10	LF	\$ 59.34	\$ 593.40
9	12" PVC, SDR 26 SANITARY SEWER (30' - 35' DEPTH)	10	LF	\$ 59.34	\$ 593.40
10	18" PVC, PS48 SANITARY SEWER (10-15' DEPTH)	235	LF	\$ 80.19	\$ 18,844.65
11	18" PVC, PS48 SANITARY SEWER (15-20' DEPTH)	164	LF	\$ 80.19	\$ 13,151.15
12	24" PVC, PS115 SANITARY SEWER (30-35' DEPTH)	60	LF	\$ 150.40	\$ 9,024.00
13	24" PVC, PS115 SANITARY SEWER (20-25' DEPTH)	10	LF	\$ 150.40	\$ 1,504.00
14	27" SANITARY SEWER (0' - 10' DEPTH)	72	LF	\$ 160.91	\$ 11,585.52
15	27" SANITARY SEWER (10' - 15' DEPTH)	748	LF	\$ 160.91	\$ 120,360.68
16	27" SANITARY SEWER (15' - 20' DEPTH)	790	LF	\$ 160.91	\$ 127,118.90
17	27" SANITARY SEWER (20' - 25' DEPTH)	738	LF	\$ 160.91	\$ 118,761.58
18	27" SANITARY SEWER (25' - 30' DEPTH)	42	LF	\$ 160.91	\$ 6,758.22
19	27" SANITARY SEWER (30' - 35' DEPTH)	226	LF	\$ 160.91	\$ 36,365.66
20	30" SANITARY SEWER (15' - 20' DEPTH)	247	LF	\$ 171.62	\$ 42,390.14
21	30" SANITARY SEWER (20' - 25' DEPTH)	2,305	LF	\$ 171.62	\$ 395,584.10
22	30" SANITARY SEWER (25' - 30' DEPTH)	725	LF	\$ 171.63	\$ 124,431.75
23	30" SANITARY SEWER (30' - 35' DEPTH)	581	LF	\$ 171.63	\$ 99,717.03
24	30" SANITARY SEWER (35' - 40' DEPTH)	66	LF	\$ 171.63	\$ 11,327.58
25	48" DIAMETER SAN. MANHOLE, TYPE 301 (0' - 10' DEPTH)	19	LF	\$ 4,287.00	\$ 81,453.00
26	48" DIAMETER SAN. MANHOLE, TYPE 301 EXTRA DEPTH (>10' DEPTH)	221	LF	\$ 300.69	\$ 66,452.49
27	60" DIAMETER SAN. MANHOLE, TYPE 303 (0' - 10' DEPTH)	1	EA	\$ 5,920.88	\$ 5,920.88
28	60" DIAMETER SAN. MANHOLE, TYPE 303 EXTRA DEPTH (>10' DEPTH)	8	LF	\$ 474.98	\$ 3,799.84
29	60" DIAMETER SAN. MANHOLE, TYPE 303 (0' - 10' DEPTH)	1	EA	\$ 11,782.24	\$ 11,782.24
30	60" DIAMETER SAN. MANHOLE, TYPE 303 EXTRA DEPTH (>10' DEPTH)	13	LF	\$ 1,085.23	\$ 14,107.99
31	72" CLEANOUT MANHOLE	5	EA	\$ 11,474.34	\$ 57,371.70
32	72" AIR RELEASE MANHOLE	4	EA	\$ 11,985.67	\$ 47,943.48
33	20" DIP CLASS 52 SANITARY SEWER	80	LF	\$ 107.58	\$ 8,606.40
34	NOT USED				
35	EXTERNAL MANHOLE DROP	2	EA	\$ 5,716.39	\$ 11,432.78
36	16" RES. SEAT GATE VALVE & BOX	18	EA	\$ 7,412.55	\$ 133,425.90
37	TRENCH STABILIZATION ROCK	150	LF	\$ 5.18	\$ 777.00
38	TELEVISION	7,129	LF	\$ 0.90	\$ 6,416.10
39	HORIZONTAL DIRECTIONAL DRILLING BORE PITS	1	LS	\$ 78,817.37	\$ 78,817.37
SUBTOTAL DIVISION 2 - SANITARY SEWER					\$ 4,170,579.44
DIVISION 3 - WATERMAIN					
1	8" X 6" WET TAP (INCLUDE SLEEVE AND VALVE)	1	EA	\$ 1,919.33	\$ 1,919.33
2	6" DIP, CL. 52 WATERMAIN	392	LF	\$ 32.96	\$ 12,590.72
3	6" RES. SEAT GATE VALVE & BOX	1	EA	\$ 1,816.78	\$ 1,816.78
4	6" HYDRANT ASSEMBLY (6'-6" BURY)	1	EA	\$ 3,930.53	\$ 3,930.53
SUBTOTAL DIVISION 3 - WATERMAIN					\$ 20,257.36
DIVISION 4 - STREETS & RESTORATION					
1	SAWCUT BITUMINOUS PAVEMENT	50	LF	\$ 5.35	\$ 267.50
2	SALVAGE & REINSTALL SIGN	21	EA	\$ 77.35	\$ 1,624.35
3	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT, DRIVES	2,633	SY	\$ 4.16	\$ 10,953.28
4	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT, STREETS	33	SY	\$ 4.13	\$ 136.29
5	REMOVE & DISPOSE OF EXIST. CONCRETE CURB & GUTTER	20	LF	\$ 10.15	\$ 203.00
6	GRANULAR BORROW (P)	350	CY	\$ 25.49	\$ 8,921.50
7	CL. 5 AGGREGATE BASE	1,009	TN	\$ 10.31	\$ 10,402.79
8	2360 TYPE LV4 BITUMINOUS WEAR COURSE, DRIVES	2,633	SY	\$ 10.31	\$ 27,146.23
9	2360 TYPE LV 3 BITUMINOUS NON-WEARING COURSE, STREETS	165	TN	\$ 62.29	\$ 10,277.65
10	2360 TYPE LV 4 BITUMINOUS WEARING COURSE, STREETS	129	TN	\$ 71.26	\$ 9,192.54
11	BITUMINOUS MATERIAL FOR TACK COAT	68	GA	\$ 1.75	\$ 119.00
12	D412 CONCRETE CURB & GUTTER	20	LF	\$ 49.50	\$ 990.00
13	CL. 5 AGGREGATE BASE, SHOULDER	108	TN	\$ 16.97	\$ 1,832.76
14	OFF ROAD STRUCTURE MARKET	24	EA	\$ 40.22	\$ 965.28
15	TEMPORARY ACCESS FOR EXISTING DRIVEWAY	2	EA	\$ 4,060.93	\$ 8,121.86
SUBTOTAL DIVISION 4 - STREETS & RESTORATION					\$ 90,454.23
TOTAL FOR ALTERNATE NO. 1 BID					\$ 4,452,074.78



## Legend

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

## LOCATION MAP



City Hall  
3009 Layton Ave N  
54167-7748 MI  
www.lakeelmo.org



Public Works Building  
3441 Lake Ave N  
54167-7748 MI



Fire Stations  
Station No. 1  
2515 Layton Ave N  
54167-7748 MI



Schools  
Station No. 2  
4250 Layton Ave N  
54167-7748 MI



Parcels



Subdivisions



City Parks



Golf Course



Lake Elmo Regional  
Park Reserve  
Park Office  
661456-4000



Lakes



0 0.85 1.7 3.4 Miles

Map Date: March 2011

Created By

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The right line, the right people, the right resources.