

City of Lake Elmo
3800 Laverne Avenue North

January 4, 2011

6:30 p.m. – Social Gathering to Recognize Outgoing & Incoming Council Members

7:00 p.m. – Regular Meeting

CALL TO ORDER

A. POSTING OF THE COLORS & PLEDGE OF ALLEGIANCE

B. OATH OF OFFICE FOR NEW COUNCIL MEMBERS

C. INVOCATION

D. ATTENDANCE: ___ Johnston ___ Emmons ___ Park ___ Pearson ___ Smith

E. APPROVAL OF AGENDA: (The approved agenda is the order in which the City Council will do its business.)

F. 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.)

G. GROUND RULES: (These are the rules of behavior that the City Council adopted for doing its public business.)

H. ACCEPT MINUTES: None

I. 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.

1. Recognition of outgoing Council Member Steve DeLapp

2. Recognition of and Moment of Silence for Bud Talcott, MAC Member

J. 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.)

3. Authorize Timely Payment of Payroll and Disbursements – JAN 5-24, 2011

4. a. Adopt 2011 City Calendars:
 - a. City Council Meetings and Workshops
 - b. Planning Commission Meetings
 - c. Park Commission Meetings
 - d. MAC Commission Meetings
5. Designation of Official Newspaper
6. Appointment of 2011 City Officials:
 - a. City Engineer – Jack Griffin, TKDA
 - b. City Attorney – Dave Snyder, Eckberg & Lammers
 - c. City Auditor – Steve McDonald, Abdo, Eick & Meyers
 - d. Financial Advisor – Joe Rigdon, KDV
7. Designation of Official Depositories & Signatories

K. REGULAR 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.)

8. Appointment of Deputy Mayor
9. Update on 50th Street and Kimbro Avenue
10. Approve 2011 Fee Schedule

K. REPORTS AND ANNOUNCEMENTS:

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

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

L. Adjourn

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



MAYOR & COUNCIL COMMUNICATION

DATE: 1/04/2010
REGULAR
ITEM #: 1
PRESENTATION

AGENDA ITEM: Presentation for Outgoing City Council Member Steve DeLapp

SUBMITTED BY: Mayor and City Council

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

REVIEWED BY: - NA -

SUMMARY AND ACTION REQUESTED: It is respectfully requested that the City Council conduct a brief presentation, led by Mayor Johnston, to honor outgoing Council Member Steve DeLapp for his service on the City Council.

BACKGROUND INFORMATION & STAFF REPORT: With the consent of the City Council, the City has prepared a brief presentation to honor outgoing Council Member Steve DeLapp for his service on the City Council. The following are the proposed activities for tonight's presentation:

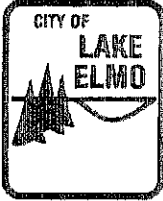
- *Pre-meeting Coffee and Cake (6:30 PM – City Council Chambers)*
- Reading of Proclamation by Mayor Johnston
- Presentation of Gift to Mr. Steve DeLapp
- Other Comments by Mayor & Council Members
- Comments by Mr. DeLapp
- Formal Thanks via Applause

RECOMMENDATION: It is respectfully recommended that the City Council conduct a brief presentation, led by Mayor Johnston, to honor outgoing Council Member Steve DeLapp for his service on the City Council.

ATTACHMENTS: None (to be distributed at the City Council Meeting)

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item Mayor
- Presentation..... Mayor
- Council Comments..... Mayor Facilitates
- Mr. DeLapp Comments Mayor Facilitates
- Formal Thanks Mayor Facilitates



MAYOR & COUNCIL COMMUNICATION

DATE: 1/04/2010
REGULAR
ITEM #: 2
RECOGNITION

AGENDA ITEM: Recognition of Mr. Bud Talcott for Services to the City of Lake Elmo

SUBMITTED BY: Mayor and City Council

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

REVIEWED BY: - NA -

SUMMARY AND ACTION REQUESTED: It is respectfully requested that the City Council conduct a brief recognition, led by Mayor Johnston, to honor the family and memory of Mr. Bud Talcott for his service to the City of Lake Elmo.

BACKGROUND INFORMATION & STAFF REPORT: With the consent of the City Council, the City has prepared a brief recognition to honor the family and memory of Mr. Bud Talcott for his service to the City of Lake Elmo. The following are the proposed activities for tonight's recognition:

- *Pre-meeting Coffee and Cake (6:30 PM – City Council Chambers)*
- Reading of Proclamation by Mayor Johnston
- Presentation of Flowers to Family of Mr. Talcott
- Comments by Mayor & Council Members
- Reading of the Athenian Oath by City Clerk
- Recognition via a Moment of Silence
- Final Words of Thanks by Mayor Johnston

RECOMMENDATION: It is respectfully recommended that the City Council conduct a brief recognition, led by Mayor Johnston, to honor the family and memory of Mr. Bud Talcott for his service to the City of Lake Elmo.

ATTACHMENTS: None (to be distributed at the City Council Meeting)

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item Mayor
- Proclamation & Presentation Mayor
- Council Comments..... Mayor Facilitates
- Athenian Oath City Clerk
- Moment of Silence and Final Words of Thanks Mayor



MAYOR & COUNCIL COMMUNICATION

DATE: 12/14/2010
CONSENT
ITEM #: 3
MOTION *as part of Consent Agenda*

AGENDA ITEM: Authorize Timely Payment of Payroll and Disbursements for the time period of January 5th-24th, 2011

SUBMITTED BY: Tom Bouthilet, Finance Director

THROUGH: Bruce Messelt, City Administrator *BM*

REVIEWED BY: City Attorney

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to authorize timely payment of payroll and disbursements for the time period of January 5th-24th, 2011. No City Council meeting will be held during this period and some payments may need to be processed during this interim. No specific motion is needed, as this is recommended to be part of the overall approval of the *Consent Agenda*.

BACKGROUND INFORMATION & STAFF REPORT: The City of Lake Elmo has fiduciary authority and responsibility to conduct normal business operation. City staff routinely complies and reviews all claims in order to ensure compliance with City budgetary and fiscal policies and Council direction.

RECOMMENDATION: It is recommended that the City Council authorize as part of tonight's *Consent Agenda* the Mayor and City Administrator to execute any timely payment of payroll and disbursements required during the January 5th through January 24th, 2011 time period. A full rectification of all activities will be provided for City Council review at its January 25th, 2011 meeting.

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 action of the Council following such discussion would be:

“Move to authorize the Mayor and City Administrator to execute timely payment of Payroll and Disbursements during the January 5th-24th, 2011 timeframe, as presented [*and modified*] herein.”

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 & City Council
- Action on Motion..... Mayor Facilitates



MAYOR & COUNCIL COMMUNICATION

DATE: 1/04/2011
CONSENT
ITEM #: 4
MOTION *as part of Consent Agenda*

AGENDA ITEM: Adopt 2011 City Calendars

SUBMITTED BY: Sharon Lumby, City Clerk

THROUGH: Bruce Messelt, City Administrator *BAM*

REVIEWED BY: City Staff

SUMMARY AND ACTION REQUESTED: Pursuant to state statute, the City Council is asked to adopt the official 2011 City Calendars for the City Council and its three standing Committees. No specific motion is needed, as this is recommended to be part of the overall approval of the *Consent Agenda*.

BACKGROUND INFORMATION: The City must adopt an official calendar of public meetings and other public forums (i.e. workshops), in accordance with state statutes and City policies. Minnesota open meeting laws also require such notification for standing Committees of the City. Thus, the following four Calendars are presented for Council consideration and approval:

- a) City Council Meetings and Workshops
- b) Planning Commission Meetings
- c) Parks Commission Meetings
- d) Maintenance Advisory Commission Meetings

Additional changes to the Council Calendar can be undertaken, as needed, on a case-by-case pursuant to the same requirements.

STAFF REPORT: City staff has prepared the attached proposed 2011 Calendars. Please note the suggested changes for January, as the second Tuesday falls close to Martin Luther King Jr. Day and the current projected Agenda is rather light. In addition to moving the Workshop by one week, the second Regular Meeting would then be scheduled for January 25th.

RECOMMENDATION: It is recommended that the City Council approve the proposed City Calendars as part of the overall approval of the *Consent Agenda*.

Alternatively, the City Council may elect to remove this item from the Consent Agenda, discuss and modify as desired, and amend the proposed motion or provide staff specific direction with preparation of the 2011 Calendars. If done so, the suggested motion would be as follows:

“Move to adopt the 2011 City Calendars as presented [and modified at tonight’s meeting]”

ATTACHMENTS: Proposed 2011 City Calendars

- a) City Council Meetings and Workshops
- b) Planning Commission Meetings
- c) Parks Commission Meetings
- d) Maintenance Advisory Commission Meetings

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

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

2011 CALENDAR OF LAKE ELMO CITY COUNCIL MEETINGS AND WORKSHOPS*

(The Mayor and Council have the right to add or cancel meetings.)

January 4 – City Council
January 11 – Workshop
January 18 – No meeting/MLK holiday
January 25 – City Council

November 1 – City Council
November 8 - Workshop
November 15 – City Council

February 1 – City Council
February 8 – Workshop
February 15 – City Council

December 6 – City Council
December 13 - Workshop
December 20 – City Council

March 1- City Council
March 8 – Workshop
March 15 – City Council

April 5 – City Council
April 12 – Workshop
April 19 – City Council

May 3 – City Council
May 10 – Workshop
May 17 – City Council

June 7 – City Council
June 14 – Workshop
June 21 – City Council

July 5 – City Council
July 12 - Workshop
July 19 – City Council

August 3 – City Council (Wednesday-date changed for National Night Out)
August 9 – Workshop
August 16 – City Council

September 6 – City Council
September 13 – Workshop
September 20 – City Council

October 4 – City Council
October 11 – Workshop
October 18 – City Council

*7:00 p.m. City Council meetings
6:30-8:30 p.m. Workshops

CITY OF LAKE ELMO PLANNING COMMISSION

2011 MEETING SCHEDULE

2010

January 10	Monday	
January 24	Monday	<i>Annual Meeting – Election of Officers</i>
February 14	Monday	
February 28	Monday	
March 14	Monday	
March 28	Monday	
April 11	Monday	
April 25	Monday	
May 9	Monday	
May 23	Monday	
June 13	Monday	
June 27	Monday	
July 11	Monday	
July 25	Monday	
August 8	Monday	
August 22	Monday	
September 12	Monday	
September 26	Monday	
October 12	Wednesday	<i>(Due to Monday Holiday)</i>
October 24	Monday	
November 14	Monday	
November 28	Monday	
December 12	Monday	
December 28	Wednesday	<i>(Due to Monday Holiday) Tentative Due to Holiday Season</i>

Sharon Lumby

Subject: FW: 2011Calendar of Park Commission meetings

2011 Calendar of Park Commission meetings

The commission established a 2011 meeting schedule at their last meeting. All are the 3rd Monday with the exception of January and February. The third Monday of those months fall on national holidays.

Wednesday, January 19

Wednesday, February 16

Monday, March 21

Monday, April 18

Monday, May 16

Monday, June 20

Monday, July 18

Monday, August 15

Monday, September 19

Monday, October 17

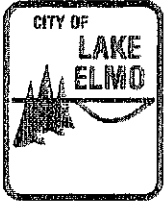
Monday, November 21

Monday, December 19

651 233-5404

2011 CALENDAR OF MAINTENANCE ADVISORY COMMITTEE MEETINGS

The MAC will meet quarterly and dates will be determined on an as-needed basis.



MAYOR & COUNCIL COMMUNICATION

DATE: 1/04/2011
CONSENT
ITEM #: 5
MOTION *as part of the Consent Agenda*

AGENDA ITEM: Designation of Official Newspaper for 2011

SUBMITTED BY: Sharon Lumby, City Clerk

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

REVIEWED BY: - NA -

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to designate the Oakdale-Lake Elmo Review as the City's official newspaper for 2011, with the Pioneer Press designated as the official backup newspaper. No specific motion is needed, as this is recommended to be part of the overall approval of the *Consent Agenda*.

BACKGROUND INFORMATION & STAFF REPORT: Three newspapers are potential candidates for the City's Official Newspaper: The Oakdale-Lake Elmo Review, the Stillwater Gazette and the St. Paul Pioneer Press. From both a financial and timeliness perspective, City staff has been comfortable utilizing the Oakdale-Lake Elmo Review as its official designated paper. In the interest of these considerations, as well as service and circulation within Lake Elmo, it is respectfully recommended that the City Council consider designating the Oakdale-Lake Elmo Review newspaper as the City's Official Newspaper for 2011, pursuant to State Statutes.

Under unique circumstances when the City needs to get a quicker turn around for a publication to serve property owners and/or to meet the specific statutory or regulatory deadlines, the Pioneer Press gives the City a two-day turn around time for publication that may be unexpected and time sensitive.

RECOMMENDATION: Based upon the above background information and Staff Report, it is respectfully recommended that the City Council approve as part of tonight's *Consent Agenda* designation of the Oakdale-Lake Elmo Review as the City's official newspaper for 2011, with the Pioneer Press as the official backup newspaper.

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. While tabling this item is not recommended, the Council may elect to amend the recommended motion. If done so, the appropriate action of the Council following such discussion would be:

“Move to designate the _____ as the official newspaper for 2011 and designate the _____ as a back up official newspaper on an as-needed basis.”

ATTACHMENTS:

1. Proposal from Lillie Suburban Newspapers, Inc. (Oakdale-Lake Elmo Review)
2. Proposal from Stillwater Gazette
3. Proposal from Pioneer Press

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 & City Council
- Action on Motion Mayor Facilitates

Sharon Lumby

From: Mark Berriman [mberriman@acnpapers.com]
Sent: Monday, December 27, 2010 10:33 AM
To: Sharon Lumby
Subject: Proposal for Legal Newspaper 2011 - City of Lake Elmo
Attachments: Audit Report.pdf

Sharon Lumby, City Clerk
City of Lake Elmo
3800 Laverne Avenue
Lake Elmo, MN 55042

Dear Sharon:

Thank you for notifying me of the City of Lake Elmo's wish to receive a bid from the Stillwater Gazette for the publication of its Legal Notices. I appreciate the opportunity to respond, and the Gazette does request consideration to be the city's legal newspaper for the year 2011.

The Gazette's 3 days per week publication schedule gives Lake Elmo government many options for presenting its legal advertising to the public in a timely manner. In addition, the Gazette continues to offer a growing number of paid circulation newspapers distributed within the city. In addition, Legals are posted on the Gazette's Website.

Below, please find information corresponding to your numbered questions.

1. Stillwater Gazette
2. American Community Newspapers, LLC
3. 1931 Curve Crest Blvd, Stillwater, MN 55082
4. Distributed in Stillwater, Lake Elmo, Oak Park Heights, Bayport, Stillwater Township, Baytown Township, Afton, Lakeland, Woodbury, Grant, Marine on St. Croix, Hugo, Somerset, WI, Houlton, WI, New Richmond, WI, Hudson, WI
5. Newspapers are carrier delivered on foot, via motor routes, and by mail
6. www.stillwatergazette.com All Legal publications are available on-line as a service to our readers.
7. Stillwater Gazette Published Wed, Thurs, Fri. Valley Life published every Saturday.
8. Legal Publications are accepted up until 10 am the day before publication
9. Cost per column inch = \$3.10
- 10A. Distributed in Stillwater, Lake Elmo, Oak Park Heights, Bayport, Stillwater Township, Baytown Township, Afton, Lakeland, Woodbury, Grant, Marine on St. Croix, Hugo, Somerset, WI, Houlton, WI, New Richmond, WI, Hudson, WI
- 10B. Currently have 101 subscribers in city of Lake Elmo.
- 10C 2,106 Stillwater Gazette Valley Lifes are distributed free of charge to homes in Lake Elmo via motor carrier. Gazette's are also available at local convenience stores.
11. Circ Audit info attached
12. 2 - 5 stories or features per week are Lake Elmo oriented.

The Gazette would appreciate the opportunity to serve the City of Lake Elmo by publishing its Legal Notices and Minutes. If you have any questions, or are in need of additional information, please contact me. Thank you.

Sincerely,

Mark Berriman

Publisher

Stillwater Gazette

1931 Curve Crest Blvd.

Stillwater, MN 55082

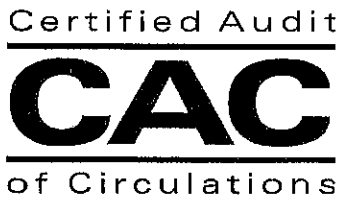
Office: (651) 796-1116

Fax: (651) 439-4713

E-mail: mberriman@acnpapers.com

Web Site: www.stillwatergazette.com

“In the Community, With the Community, For the Community”



Newspaper Publisher's Statement
VALLEY LIFE (TMC)
STILLWATER GAZETTE
Daily (Mon-Fri) with Wed. TMC
STILLWATER (WASHINGTON COUNTY) MINNESOTA

TOTAL AVERAGE CIRCULATION FOR THE SIX MONTH PERIOD ENDED MARCH 31, 2008

TYPE OF PUBLICATION: Community Newspaper
FREQUENCY: Daily & TMC
LOCATION: Stillwater, Minnesota
PUBLISHED BY: Minnesota Sun Publications
ESTABLISHED: 1870
Web: www.stillwatergazette.com

CONTACT INFORMATION:
1931 Curve Crest Blvd.
Stillwater, Minnesota 55082
Tel: (651) 439-3130
Fax: (651) 439-4713
Mark Berriman, Publisher
David Mooney, Circulation Executive

Circulation Data

1. TOTAL AVERAGE DISTRIBUTION		Mon-Fri 2,631		Wed.-TMC 20,484	
A. Paid					
1) Home Delivery	1,339	50.9	1,340	6.5	
2) Mail Subscriptions	362	13.8	361	1.8	
3) Single Copy Sales	277	10.5	258	1.3	
4) Employee Copies	104	4.0	104	0.5	
5) Newspaper in Education	-	-	-	-	
6) Bulk	38	1.4	28	0.1	
Paid Circulation	2,120	80.6	2,091	10.2	
B. Other Paid*					
1) Home Delivery	-	-	-	-	
2) Single Copy Sales	-	-	-	-	
3) Newspaper in Education	-	-	-	-	
4) Event Sales	-	-	-	-	
5) Bulk	-	-	-	-	
Total Other Paid	-	-	-	-	
Total Paid	2,120	80.6	2,091	10.2	
C. Unpaid Distribution*					
1) Home Delivery	22	0.8	17,774	86.8	
2) Mail	12	0.5	475	2.3	
3) Residential Bulk	-	-	-	-	
4) Non-Residential Bulk	-	-	144	0.7	
5) Samples	477	18.1	-	-	
Total Unpaid Distribution	511	19.4	18,393	89.8	
D. Total Distribution (sum of A,B,C)	2,631	100.0	20,484	100.0	

*See paragraph 4 for distribution explanation

2. Average circulation and distribution by quarter:

Mon-Fri

<u>Quarter Ended</u>	<u>Paid</u>	<u>Unpaid</u>	<u>Circulation</u>
12-31-2007	2,124	529	2,653
03-31-2008	2,117	494	2,611

Wed.-TMC

<u>Quarter Ended</u>	<u>Paid</u>	<u>Unpaid</u>	<u>Circulation</u>
12-31-2007	2,104	18,440	20,544
03-31-2008	2,078	18,346	20,424

3. Publisher's policy, subscription rates, other information concerning report

Policy is to publish a paid daily community newspaper Monday through Friday and a free weekly TMC. The Stillwater Gazette is printed in photo offset and broadsheet size. Advertising is sold separately or in combination with the Valley Life TMC.

Regular Subscription Rates:

Carrier home delivery: \$32.50 for 3 months; \$58.50 for 6 months; \$99.50 for 1 year.
Mail within MN: \$37.00 for 3 months; \$69.00 for 6 months; \$119.00 for 1 year.

Senior Subscription Rates:

Carrier home delivery: \$27.50 for 3 months; \$53.00 for 6 months; \$89.00 for 1 year.
Mail within MN: \$34.00 for 3 months; \$61.50 for 6 months; \$108.00 for 1 year.

The Stillwater Gazette was not published on December 25, 2007 and January 1, 2008 due to the holidays.

4. Explanatory/additional data

Paid Section TMC - Consists of free copies of Valley Life inserted into the paid daily Stillwater Gazette.

Unpaid home delivery (Item 1C1) - A single copy which is normally rubber-banded or plastic wrapped and delivered at the entrance door, yard, or driveway of a single family dwelling; or a single copy placed at the entrance door of an individual unit in apartment and condominium buildings and row houses.

Unpaid non-residential bulk (Item 1C4) - Carrier Delivery of five or more copies placed at transient locations, including stores, restaurants, motels, public buildings, shopping centers and copies placed in street boxes and display racks at high traffic locations. Number of copies is subject to weekly adjustment reflecting seasonal and other changes in demand.

5. Field verification of publisher's delivery system

As part of its auditing procedures, CAC conducted an independent field verification between the dates of April 11 and April 16, 2008, to determine the degree of household coverage of the publisher's delivery system. The field verification was conducted through telephone interviews with adult members of a random selection of households within the publisher's defined circulation area.

Respondents were asked if they regularly receive Valley Life (TMC). If "No", they were also asked if the household ever requested that delivery be stopped.

Findings indicate that the publisher's delivery system reaches 96.3% of its defined market.

The field verification has a margin of error of plus/minus 1.9% at a 95% confidence level.

Notice to users of this statement - This unaudited Publisher's Statement has been compared with the previous Audit Report. It will be included in the next Annual Audit conducted by Certified Audit of Circulations, Inc.

Lillie Suburban Newspapers, Inc.

2015 E. Seventh Avenue
North St. Paul, MN 55109
(651) 777-8800

DEC 16 2010

December 14, 2010

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

Sharon,

Here is the information you requested regarding your RFP for Legal Newspaper for the City of Lake Elmo.

- 1) Name of Paper: Oakdale-Lake Elmo Review
- 2) Owner of Paper: Lillie Suburban Newspapers
- 3) Legal Location of Newspaper: Main Office is 2515 E 7th Ave.
N. St. Paul MN 55109
- 4) Area of Distribution: The Oakdale-Lake Elmo Review is distributed throughout the cities of Lake Elmo and Oakdale.
- 5) Distribution Method: City of Lake Elmo Distribution
 - a. Direct Mail: 583 papers.
 - b. Motor Route: 900 papers
 - c. Subscriptions Direct Mail: 29 papers
 - d. Bulk Drops: 60 papers
- 6) Web Access for the Public: www.oakdalelakeelmoreview.com
- 7) Publication Schedule: The Oakdale-Lake Elmo Review is distributed once a week on a weekly basis 52 weeks per year. The primary distribution days are Tuesday/Wednesday.
- 8) Deadlines for Accepting Notices for Publication: 3PM Friday for publication the following week.
- 9) Cost Per Column Inch Per Publication: \$3.75 for first insertion.
\$3.55 for additional insertions



Ramsey County Review • Maplewood Review • Oakdale-Lake Elmo Review • Review Perspectives
New Brighton Bulletin • Shoreview Bulletin • St. Anthony Bulletin • South-West Review
Roseville-Little Canada Review • Woodbury-South Maplewood Review • East Side Review

10) Distribution:

a) Distribution Area: Throughout Lake Elmo

b) Subscribers in City of Lake Elmo: 29 paid subscribers.*

*The Oakdale-Lake Elmo Review is a legal newspaper, not a shopper. It is distributed throughout Lake Elmo and is not subscriber based, however subscriptions are available.

c) Number of None Subscriptions Papers Delivered in City of Lake Elmo:

Mailed:	612
Motor Route:	900
Drop Route:	60

Areas of distribution and distribution method: Currently we deliver 1,572 newspapers to the city of Lake Elmo comprised of 612 direct mail, 900 motor routes and 60 retail drops. This gives us the most complete and comprehensive coverage in the City of Lake Elmo.

11) Most Recent Audited Circulation: Attached.

12) Estimated Number of News Stories on Lake Elmo in the Oakdale-Lake Elmo Review:
Typically *more* than one staff written news articles per week, plus numerous submitted community events, bulletin board items, faith articles, events and letters to the editor.

Sincerely,

Ted H. Lillie
Jeff Enright
Publishers



ANNUAL AUDIT REPORT

Oakdale-Lake Elmo Review

CIRCULATION DATA FOR ISSUE DATE: 03/11/2009 TOTAL QUALIFIED CIRCULATION: 8,930

DISTRIBUTION ANALYSIS BY COUNTY:	COUNTY NAME	DISTRIBUTION
	WASHINGTON COUNTY	8,599
	MISCELLANEOUS	352
	TOTAL GROSS DISTRIBUTION	8,951
	LESS TARGET (BULK) RETURNS	(21)
	TOTAL QUALIFIED CIRCULATION	8,930

-----ESRI Business Information Systems-----				-----USPS-----				PERCENT	ESRI/USPS
ZIP CODE	COMMUNITY	COUNT	COUNTY INDEX*	U.S. INDEX*	DELIVERIES**	FREE	+ PAID = TOTAL	OF TOTAL DISTRIBUTION	COVERAGE
(NO ZONE ASSIGNED)									
55128	SAINT PAUL								
	POPULATION/HOUSEHOLDS	28,928 / 11,438			11,484 c	6,867	135	7,002	78.2%
	AVERAGE HOUSEHOLD SIZE	2.50	92.6%	96.2%					
	MEDIAN HOUSEHOLD INCOME	\$69,473	84.2%	167.9%					
	RACE***	90%-W	3%-B	3%-A	4%-O				
	HISPANIC ORIGIN***	HO: 4%							
								Carrier	6,333
								Mail	219
								Target (Bulk)	450
55042	LAKE ELMO								
	POPULATION/HOUSEHOLDS	8,769 / 3,030			3,019 c	1,543	29	1,572	17.6%
	AVERAGE HOUSEHOLD SIZE	2.90	107.4%	111.5%					
	MEDIAN HOUSEHOLD INCOME	\$99,228	120.2%	239.9%					
	RACE***	95%-W	1%-B	2%-A	2%-O				
	HISPANIC ORIGIN***	HO: 2%							
								Carrier	900
								Mail	612
								Target (Bulk)	60
ZIP CODES ACCOUNTING FOR LESS THAN 5% OF TOTAL DISTRIBUTION:									
55082	STILLWATER	34,510 / 12,825			14,030 c	25		25	0.3%
TOTAL GROSS DISTRIBUTION FOR ZONE								8,599	
								Carrier	7,233
								Mail	831
								Target (Bulk)	535
MISCELLANEOUS									352
TOTAL GROSS DISTRIBUTION								8,951	
								Carrier	7,233
								Mail	1,128
								Target (Bulk)	590
LESS TARGET (BULK) RETURNS									(21)
TOTAL QUALIFIED CIRCULATION								8,930	

* The zip code percentage for the variable compared to the county or national percentage for the variable.
 ** C-Postal Home Deliveries, PO-Post Office Boxes (may include non-rented boxes), B-Postal Business Deliveries.
 *** Race: W = White, B = Black, A = Asian, O = Other, HO = Hispanic Origin (rounding error may occur).

Source for demographic data: ESRI Business Information Solutions, (2006) (1-800-795-7483).
 October 2009 USPS Zip update

CITY OF LAKE ELMO - REQUEST FOR PROPOSALS FOR LEGAL NEWSPAPER

Please provide a list of the areas that receive this distribution and explain what distribution mechanism is distributed to these properties

The City of Lake Elmo is accepting proposals for legal newspapers to publish its legal notifications. To be considered for 2011, please email and/or send your proposal by 4 PM on December 27, 2010 to:

Sharon Lumby, City Clerk
City of Lake Elmo
3800 Laverne Avenue
Lake Elmo, Minnesota 55042

Sharon.lumby@lakeelmo.org
651 233-5404

- 1 **NAME OF PAPER:** Pioneer Press
- 2 **OWNER OF PAPER:** Media News Group
- 3 **LEGAL LOCATION OF PAPER:** St. Paul, Minnesota
- 4 **AREA OF DISTRIBUTION:** 80% of our circulation is distributed to MN Counties: Chisago, Dakota, Ramsey and Washington and WI Counties: Pierce & St. Croix .
- 5 **DISTRIBUTION METHODS:** Home Delivery, Single Copy (purchased from newsstands/racks) and the remainder is bulk sales or e-edition. **NOTE:** Other Distribution Can Include Registered College Student Copies, Newspapers In Education, Restaurants & Businesses Having Newspaper Available For Patrons, Hospitals, Hotels, Etc.
- 6 **WEB ACCESS FOR THE PUBLIC:** <http://www.twincities.com/>
- 7 **PUBLICATION SCHEDULE:** Full Circulation Publishes 7 Days A Week, Sunday through Saturday; Community Zone Editions Publishes Wednesday Through Saturday, with the exception of holidays or day following a holiday
- 8 **PROVIDE THE TIMELINE FOR ACCEPTING NOTICES FOR PUBLICATION**
In Column Line Ad Deadline: Noon, The Day Prior To Publication, For Ads Running Tuesday through Friday; Ads Running Saturday, Sunday Or Monday Deadline at 11:00 AM On Friday
Zone Ad Deadlines: Ads Running Sunday, Deadline On Wednesday, 5pm; Ads Running Wednesday Deadline Friday, 5pm; Ads Running Thursday Deadline Monday, 5pm; Ads Running Friday or Saturday, Deadline Tuesday, 5pm. **Note:** Holidays can Affect Deadlines, Which May Be Earlier Times than stated.

9 **COST PER LINE FOR LEGAL NOTICES SPACE:** The **Washington County Community Edition** should be sufficient for most Lake Elmo legal messages and we are offering a discounted rate on that basis, of \$4.28 per column inch. Minimum ad size is 4 inches.

10 **DISTRIBUTION**

A. **DISTRIBUTION AREA:** See #4 above. Washington County distribution includes Oakdale, Stillwater, Woodbury, Afton, Forest Lake, Lake Elmo, Marine on St. Coix, Oak Park Heights, St. Paul Park, Bayport, Grant Township, Lakeland, Newport, Scandia, Willernie, Cottage Grove, Hugo and Mahtomedi

B. **SUBSCRIBERS IN THE CITY OF LAKE ELMO:** Weekday circulation is 1,343 (about 25% is single copy) and Sunday is 1,702.

11 **ATTACH MOST RECENT AUDITED CIRCULATION CERTIFICATE:**
Attached

12. **ESTIMATED NUMBER OF NEWS STORIES ON LAKE ELMO IN YOUR PAPER PER WEEK**

A search of TwinCities.com archives found an average of 4-5 mentions of Lake Elmo each week in the Pioneer Press.

CONTACT INFORMATION

Legal Advertising Can Be E-Mailed To: legals@pioneerpress.com;

ADVERTISING CONTACT For Ad Placements Is LuLetta Schmitz 651-228-5154

For any other information contact Iris Ledford, Advertising Operations Manager at 651-228-5294

SUBMITTED BY: Iris Ledford, Advertising Operations Manager **DATE:** December 10, 2010

Calendar Quarter Ended	Morning													Optional Morning Days (Mon.-Sat.)	Days
	Sun	Cmbd Avg Days (Mon.-Fri.)	Mon	Tue	Wed	Thu	Fri	Sat	Days	Fri	Days	Sat	Days		
December 25, 2005	251,767	193,091	186,552	182,342	182,409	192,626	219,650	212,112	219,650	212,112	219,650	212,112	196,388		
March 26, 2006	251,326	189,069	202,315	174,976	174,713	181,607	209,166	204,249	209,166	204,249	209,166	204,249	191,700		
June 25, 2006	247,363	188,161	184,262	178,928	178,367	186,477	212,772	208,675	212,772	208,675	212,772	208,675	191,580		
September 24, 2006	243,828	180,585	175,077	172,585	169,505	177,840	207,916	208,742	207,916	208,742	207,916	208,742	185,278		
December 31, 2006	248,961	189,863	188,765	177,407	177,763	187,424	214,196	207,807	214,196	207,807	214,196	207,807	193,084		
March 25, 2007	254,965	193,497	202,949	187,288	176,949	184,380	214,023	202,708	214,023	202,708	214,023	202,708	195,076		
June 30, 2007	241,680	182,286	184,858	168,156	168,711	178,471	211,237	201,606	211,237	201,606	211,237	201,606			
September 30, 2007	249,572	186,832	183,244	168,812	172,554	179,325	230,224	206,758	230,224	206,758	230,224	206,758			
December 30, 2007	246,948	187,208	187,643	171,550	169,719	181,784	224,032	197,383	224,032	197,383	224,032	197,383			
March 30, 2008	257,157	196,329	198,897	180,843	172,011	197,440	230,783	184,344	230,783	184,344	230,783	184,344			
June 30, 2008	246,020	184,649	157,431	171,552	172,239	199,185	224,930	182,347	224,930	182,347	224,930	182,347			
September 30, 2008	246,841	185,296	152,539	173,890	173,263	205,585	222,081	177,585	222,081	177,585	222,081	177,585	13		
December 31, 2008	250,852	194,897	144,593	180,142	187,376	226,747	225,617	167,665	225,617	167,665	225,617	167,665	13		
March 31, 2009	255,641	189,905	149,211	177,360	183,848	218,632	220,007	158,970	220,007	158,970	220,007	158,970	13		
June 30, 2009	243,648	183,994	163,260	167,762	173,448	205,408	210,092	162,949	210,092	162,949	210,092	162,949	13		
September 30, 2009	249,966	186,432	166,101	170,552	176,184	208,661	211,451	166,887	211,451	166,887	211,451	166,887	13		
December 31, 2009	254,264	198,509	173,596	181,342	188,310	220,088	221,073	160,258	221,073	160,258	221,073	160,258	13		



MAYOR & COUNCIL COMMUNICATION

DATE: 1/04/2011
CONSENT
ITEM #: 6a
MOTION *as part of the Consent Agenda*

AGENDA ITEM: Designation of Official City Engineer for 2011

SUBMITTED BY: Sharon Lumby, City Clerk

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

REVIEWED BY: - NA -

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to appoint Mr. Jack Griffin of TKDA as the Official City Engineer for 2011. No specific motion is needed, as this is recommended to be part of the overall approval of the *Consent Agenda*.

BACKGROUND INFORMATION & STAFF REPORT: The City Council appoints a City Engineer on an annual basis, based upon either a proposed new or existing renewable contract. These officials are contracted by the City to provide professional Engineering advice and services. Such appointment is not specifically required by State statute or City ordinance, but it is consistent with past practice.

No additional solicitation for Engineering Services for 2011 is planned. However, should the City Council elect to direct for additional solicitation for engineering services, City staff would suggest appointing Mr. Jack Griffin of TKDA as the Official City Engineer for 120 days to allow for preparation and execution of a formal Request for Proposal solicitation and rating process.

RECOMMENDATION: Based upon the above background information and Staff Report, it is respectfully recommended that the City Council approve as part of tonight's *Consent Agenda* appointment of Mr. Jack Griffin of TKDA as the Official City Engineer for 2011. Mr. Ryan Stempski will also continue to serve as Assistant City Engineer under TKDA's contract.

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. While tabling this item is not recommended, the Council may elect to amend the recommended motion. If done so, the appropriate action of the Council following such discussion would be:

“Move to appoint _____ as City Engineer for the time period and duties as determined at tonight’s meeting [and direct City staff to proceed as specified].”

ATTACHMENTS:

1. Proposal from TKDA for 2011 Engineering Services

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 & City Council
- Action on Motion.....Mayor Facilitates

TKDA

ENGINEERING • ARCHITECTURE • PLANNING

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

DEC 22 2010

444 Cedar Street, Suite 1500
Saint Paul, MN 55101

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

December 21, 2010

Honorable Mayor and City Council
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, Minnesota 55042

Re: Annual Appointment of City Engineer
City of Lake Elmo, Minnesota

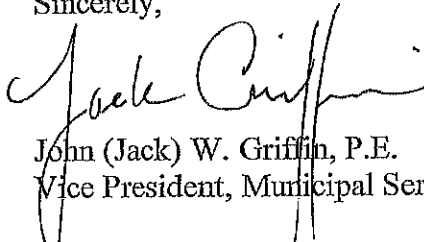
Dear Mayor and City Council:

We are pleased to express to you our continued interest in serving as the Lake Elmo City Engineer and providing day-to-day engineering services in 2011. Since 1979, TKDA has provided engineering services to the City in a professional and cost effective manner. Over these years we have established a thorough understanding of your existing and planned infrastructure that will continue to result in efficient services and lower capital infrastructure costs for your storm water management, wastewater management, drinking water, and transportation systems.

Our approach is to form a partnership with your community working as an extension of your staff. As your appointed City Engineer, we are committed to providing the City with high quality professional services that are responsive to your needs, the needs of your residents, and of your staff. Our goal is to provide only those services that add value to the community.

Thank you for this opportunity to request reappointment as your City Engineer. We look forward to continuing our long service relationship with the City. Please do not hesitate to call me at (651) 292-4552 with any questions or comments you may have regarding TKDA and the services we provide.

Sincerely,



John (Jack) W. Griffin, P.E.
Vice President, Municipal Services



Ryan W. Stempski, P.E.
Project Manager

cc: Bruce Messelt, City Administrator
Sharon Lumby, City Clerk



MAYOR & COUNCIL COMMUNICATION

DATE: 1/04/2011
CONSENT
ITEM #: 6b
MOTION *as part of the Consent Agenda*

AGENDA ITEM: Designation of Official City Attorney(s) for 2011

SUBMITTED BY: Sharon Lumby, City Clerk

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

REVIEWED BY: - NA -

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to appoint Mr. Dave Snyder, of Eckberg and Lammers, as the Official City Attorney for municipal, civil and criminal matters for 2011. No specific motion is needed, as this is recommended to be part of the overall approval of the *Consent Agenda*.

BACKGROUND INFORMATION & STAFF REPORT: The City Council appoints a City Attorney on an annual basis, based upon either a proposed new or existing renewable contract. These officials are contracted to serve the City and provide professional legal advice and services in municipal, civil and criminal matters. Such appointment is not specifically required by State statute or City ordinance, but it is consistent with past practice.

For 2010, the City Council consolidated all City legal services under a single contract. As such, no additional solicitation for legal services for 2011 is planned. However, should the City Council elect to direct for additional solicitation for municipal, civil or criminal legal services, City staff would suggest appointing Mr. Dave Snyder of Eckberg and Lammers as the City Attorney for all municipal, civil and criminal matters, for 120 days to allow for preparation and execution of a formal Request for Proposal solicitation and rating process.

RECOMMENDATION: Based upon the above background information and Staff Report, it is respectfully recommended that the City Council approve as part of tonight's *Consent Agenda* appointment of Mr. Dave Snyder, of Eckberg and Lammers, as the Official City Attorney for municipal, civil and criminal matters for 2011.

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. While tabling this item is not

recommended, the Council may elect to amend the recommended motion. If done so, the appropriate action of the Council following such discussion would be:

“Move to appoint _____ as City Attorney for the time period and duties as determined at tonight’s meeting [and direct City staff to proceed as specified].”

ATTACHMENTS:

1. Proposal from Eckberg & Lammers for 2011 Legal Services

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 & City Council
- Action on Motion..... Mayor Facilitates



Writer's Direct Dial:
(651) 351-2131

Writer's Email:
dsnyder@eckberglammers.com

Stillwater Office:
1809 Northwestern Avenue
Stillwater, Minnesota 55082
(651) 439-2878
Fax (651) 439-2923

Hudson Office:
2417 Monetary Boulevard
Hudson, Wisconsin 54016
(715) 386-3733
Fax (651) 439-2923

www.eckberglammers.com

December 23, 2010

Sharon Lumby
City Clerk
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042


Re: *City of Lake Elmo – City Attorney Services for 2011*

Dear Sharon:

Our firm desires to be reappointed as City Attorney for the year 2011. Since we partner with our clients on matters relating to their budgets, our rates would be unchanged from the 2010 rates for service. We request no change in our fees.

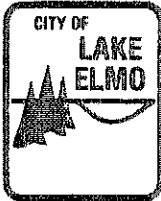
Should you have any questions, or require anything further, please do not hesitate to notify me. Thank you for the opportunity to serve the City of Lake Elmo.

Sincerely,



David K. Snyder

DKS/mah



MAYOR & COUNCIL COMMUNICATION

DATE: 1/04/2011
CONSENT
ITEM #: 6c
MOTION *as part of the Consent Agenda*

AGENDA ITEM: Designation of City Auditor for 2011

SUBMITTED BY: Tom Bouthilet, Finance Director

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

REVIEWED BY: - NA -

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to appoint Mr. Steve McDonald of Abdo, Eick & Meyers as the City Auditor for 2011. 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 assure the basic financial statement is completed in accordance State Statute, section 6.65 and in conformance with the provisions of the Minnesota Compliance Audit Guide for Local Government. The objective of the audit is the expression of opinions as to whether the basic financial statements are fairly presented. The audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of other accounting records and procedures considered necessary to enable the Auditors to express such opinions.

The City Council appoints a City Auditor on an annual basis, based upon either a proposed new or existing renewable contract. These officials are contracted by the City to provide professional auditing services, as required by State statute and consistent with past practice. Included in these services is the 2010 audit of the financial statements of governmental activities, the business-type activities (enterprise funds), each major funds and the remaining fund information, which collectively comprise the basic financial statement of the City as of and for the year ending December 31, 2010.

STAFF REPORT: City staff has reviewed past services of Abdo, Eick & Meyers LLP and have determined that there has been no significant disagreements as to the work performed. The original proposal from Abdo, Eick & Meyers requested a 3-year contract and a 2% per year

increase in remuneration. City staff has negotiated a *1-year contract* for 2011 and a 5% *reduction* in remuneration. The fee for 2011 services shall be \$26,200 for the audit and \$535 for the 2010 Office of the State Auditor's Reporting Form.

No additional solicitation for Auditing Services for 2011 is planned. However, the currently proposed City Contract Policy does recommend formal contact solicitation later in 2011 for auditing services for 2012-2014, including preparation and execution of a formal Request for Proposal and selection process. As such, and given that auditing services are conducted early in the calendar year, it is not recommended that any additional solicitation be undertaken at this time.

RECOMMENDATION: Based upon the above background information and Staff Report, it is respectfully recommended that the City Council approve as part of tonight's *Consent Agenda* appointment of Mr. Steve McDonald of Abdo, Eick & Meyers as the City Auditor for 2011.

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. While tabling this item is not recommended, the Council may elect to amend the recommended motion. If done so, the appropriate action of the Council following such discussion would be:

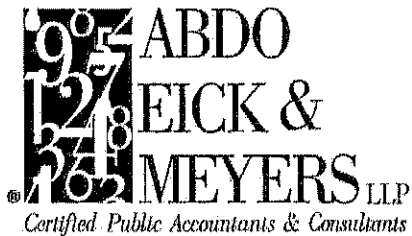
"Move to appoint _____ as City Auditor for the time period and duties as determined at tonight's meeting [and direct City staff to proceed as specified]."

ATTACHMENTS:

1. Proposal from Abdo, Eick & Meyers for 2011 Auditing Services

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 & City Council
- Action on Motion Mayor Facilitates



December 29, 2010

5201 Eden Avenue
Suite 370
Edina, MN 55436

Management, Honorable Mayor, and City Council
City of Lake Elmo
Lake Elmo, Minnesota

We are pleased to confirm our understanding of the services we are to provide the City of Lake Elmo (the City) for the year ended December 31, 2010. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the City as of and for the year ended December 31, 2010. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Schedule of funding progress for other post employment benefits

Supplementary information other than RSI also accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

- 1) Combining and Individual Fund Financial Statements and Schedules

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditor's report will not provide an opinion or any assurance.

- 1) Summary Financial Report - Revenues and Expenditures for General Operations - Governmental Funds

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.



Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. We will prepare a general ledger trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information in the general ledger into a working trial balance. As part of the audit we will prepare a draft of your financial statements and related notes. We will also use the financial statements to complete the Office of the State Auditors' City Reporting Form. We will also enter the current year capital asset transactions into our software based on information you provide. You are also responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee our assistance with the preparation of your financial statements and related notes and any other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City and the respective changes in financial position and where applicable, cash flows, in conformity with accounting principles generally accepted in the United States of America.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations. You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to present the supplementary information with the audited financial statements OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. With regard to electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.



Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City's compliance with applicable laws and regulations and the provisions of contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.



Steven R. McDonald, CPA is the engagement partner and is responsible for supervising the engagement and signing the report. We expect to begin our audit in March, 2011 and to issue our reports no later than June 1, 2011.

Our fee for these services will be as follows:

Audit	\$ 26,200
2010 Office of the State Auditor's Reporting Form	535

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. Amounts not paid within 30 days from the invoice date will be subject to a finance charge of 1 percent per month (12 percent per year). If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

ABDO, EICK & MEYERS, LLP
Certified Public Accountants & Consultants

Steven R. McDonald, CPA
Managing Partner

RESPONSE:

This letter correctly sets forth the understanding of the City of Lake Elmo.

By: _____

Title: _____



MAYOR & COUNCIL COMMUNICATION

DATE: 1/04/2011
CONSENT
ITEM #: 6d
MOTION *as part of the Consent Agenda*

AGENDA ITEM: Designation of City Financial Advisor for 2011

SUBMITTED BY: Tom Bouthilet, Finance Director

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

REVIEWED BY: - NA -

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to appoint Mr. Joe Rigdon of KDV as the City's Financial Advisor for 2011. 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 assure the basic financial statement is completed in accordance State Statute, section 6.65 and in conformance with the provisions of the Minnesota Compliance Audit Guide for Local Government. The City Council has appointed an outside City Financial Advisor on an annual basis, based upon either a proposed new or existing renewable contract. This individual is contracted by the City to provide professional and independent financial services, as suggested by the Auditor and consistent with past practice and generally accepted accounting practices (GAAP), in accordance with the Government Finance Officers' Association (GFOA).

The City currently utilizes Joe Rigdon of KDV, on the recommendation of the City Auditor, to reconcile the City's financial statements. With Joe's extensive experience in Government including being a Finance Director, he is very efficient with his time. Joe prepares quarterly revenue and expenditures reports for the City Council and City Staff, annual budget, 5 year Capital Improvement Plan and assists in preparation of the audit work papers.

STAFF REPORT City staff has reviewed last services of Joe Rigdon of KDV and has been very pleased with the added value he brings to the Finance Department. The fee for KDV services continues to be \$135.00 per hour. This rate remains unchanged for the past four years.

No additional solicitation for Auditing Services for 2011 is planned. However, should the City Council elect to accelerate this review process, City staff would still suggest appointing Mr. Joe

Rigdon of KDV as the City's Financial Advisor for at least 180 days to allow for a full organizational assessment, completion of this auditing period, and preparation and execution of a formal Request for Proposal process.

Of Note: The currently proposed City Contract Policy does recommend formal review of all internal and external financial duties and responsibilities for 2012, including potential consolidation and reassignment of duties, as well as preparation and execution of a new Request for Proposal. As such, and given that key financial services are conducted early in the calendar year, it is not recommended that any additional action be undertaken at this time.

RECOMMENDATION: Based upon the above background information and Staff Report, it is respectfully recommended that the City Council approve as part of tonight's *Consent Agenda* appointment of Mr. Joe Rigdon of KDV as the City's Financial Advisor for 2011.

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. While tabling this item is not recommended due to pending end-of-year financial activities and planned audit, the Council may elect to amend the recommended motion. If done so, the appropriate action of the Council following such discussion would be:

“Move to appoint _____ as City Financial Advisor for the time period and duties as determined at tonight's meeting [and direct City staff to proceed as specified].

ATTACHMENTS:

1. Proposal from KDV for 2011 Financial Advisory Services

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 & City Council
- Action on Motion Mayor Facilitates



November 29, 2010

Mayor and City Council
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042

The City of Lake Elmo has previously contracted for various hours of accounting, finance, and consulting services with KDV. The purpose of this letter is to revise the engagement to confirm our understanding of the services we are to provide to the City of Lake Elmo, Minnesota through December 31, 2011.

We are proposing one or more of (but not limited to) the following consulting services:

- Assistance with oversight of the accounting and finances of the City to comply with government standards and generally accepted accounting principles
- Assistance with preparation of 2010 audit working papers for the independent auditors
- Assistance with preparation of a comprehensive 2012 budget document and five-year capital improvement plan
- Attendance and presentations at City Council meetings, as requested
- Other services, as requested

If for any reason we are unable to complete these services, we will discuss such reasons with you. You agree to indemnify and hold harmless Kern, DeWenter, Viere, Ltd., its successors and affiliates, from any losses, claims, damages or liabilities relating to Kern, DeWenter, Viere, Ltd.'s services under this agreement attributable to false or incomplete representations made by you, except to the extent such losses, claims, damages or liabilities are determined to have resulted from the intentional or deliberate misconduct of Kern, DeWenter, Viere, Ltd. personnel.

The City of Lake Elmo agrees to perform the following functions in connection with this engagement:

- Make all management decisions and perform all management functions
- Designate a competent individual to oversee the services
- Evaluate the adequacy and results of the services performed
- Accept responsibility for the results of the services

Expert advice. When you need it.™

*Certified Public Accountants
Wealth Management
Payroll Services
Business Valuations
Technology Services*

Twin Cities
3800 American Boulevard W.
Suite 1000
Bloomington, Minnesota 1
55431
Phone: 952.563.6800
Fax: 952.563.6801

St. Cloud
220 Park Avenue S.
P.O. Box 1304
St. Cloud, Minnesota
56302
Phone: 320.251.7010
Fax: 320.251.1784

www.kdv.com

877.912.7696

Technology Help Desk:
866.400.6426

- Establish and maintain internal controls, including monitoring ongoing activities

Our charges for services, including travel and out-of-pocket expenses, will be billed as the work progresses on a monthly basis. Payments for our services are due upon receipt of our billing. These services will be billed at the rate of \$135 per hour for services performed through December 31, 2011. When, and if, our hours or billings approach the estimated amounts, we will discuss the progress of the above consulting services with you. We will also provide the City with progress reports on objectives accomplished on an "as requested" basis.

Should our relationship terminate before our engagement is completed, you will be billed for services to the date of termination. All bills are payable upon receipt. A service charge of 1% per month, which is an annual rate of 12%, will be added to all accounts unpaid 30 days after billing date. If collection action is necessary, expenses and reasonable attorney's fees will be added to the amount due.

Any disputes between us that arise under this agreement, or for a breach of this agreement, or that arise out of any other services performed by us for you, must be submitted to non-binding mediation before either of us can start a lawsuit against the other. To conduct mediation, each of us shall designate a representative with authority to fully resolve any and all disputes, and those representatives shall meet and attempt to negotiate a resolution of the dispute. If that effort fails, then a competent and impartial third party acceptable to each side shall be appointed to hold and conduct a non-binding mediation proceeding. You and we will equally share in the expenses of the mediator and each of us will pay for our own attorneys' fees, if any. No lawsuit or legal process shall be commenced until at least sixty (60) days after the mediator's first meeting with the parties.

The nature of our engagement makes it inherently difficult, with the passage of time, to present evidence in a lawsuit that fully and fairly establishes the facts underlying any dispute that may arise between us. We both agree that notwithstanding any statute of limitation that might otherwise apply to a claim or dispute, including one arising out of this agreement or the services performed under this agreement, or for breach of contract, fraud or misrepresentation, a lawsuit must be commenced within twenty-four (24) months after the date of our report. This twenty-four (24) month period applies and starts to run on the date of each report, even if we continue to perform services in later periods and even if you or we have not become aware of the existence of a claim or the basis for a possible claim. In the event that a claim or dispute is not asserted at least sixty (60) days before the expiration of this twenty-four (24) month period, then the period of limitation shall be extended by sixty (60) days, to allow the parties to conduct non-binding mediation.

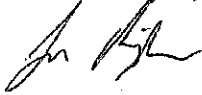
We appreciate the opportunity to be of service to the City of Lake Elmo, Minnesota and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the

terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. At any time, please feel free to contact Matthew Mayer at 952-563-6800 or Joe Rigdon at 952-563-6868.

Sincerely,



Matthew Mayer, CPA



Joe Rigdon, CPA

RESPONSE:

This letter correctly sets forth the understanding of the City of Lake Elmo, Minnesota.

By: _____

Title: _____

Date: _____

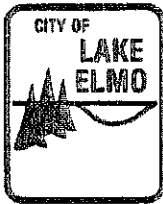
RESPONSE:

This letter correctly sets forth the understanding of the City of Lake Elmo, Minnesota.

By: _____

Title: _____

Date: _____



MAYOR & COUNCIL COMMUNICATION

DATE: 1/04/2011
CONSENT
ITEM #: 7
MOTION *as part of Consent Agenda*

AGENDA ITEM: Designation of Official Depositories & Signatories

SUBMITTED BY: Tom Bouffilet, Finance Director

THROUGH: Bruce Messelt, City Administrator *BAW*

REVIEWED BY: Sharon Lumby, City Clerk

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to appoint the Lake Elmo Bank, Northland Trust, Wells Fargo and Morgan Stanley/Smith Barney as the City's official depositories for 2011. 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. Annually, the City designates a limited number of banking and investment firms to conduct City's funds transactions. Accounts with the designated depositories are reconciled monthly by the Finance Department.

STAFF REPORT: City staff has reviewed the performance of the banking and investment firms and have concluded all transactions have complied with Minnesota State Statues 118A.04, 118A.05 and 118A.06. To further protect the City from potential financial control weaknesses and improve segregation of authorities and duties, it is further recommended that the City Council authorize updating of approved signatures for authorization of financial transactions, once the Deputy Mayor has been appointed.

As part of this process, the Mayor, Deputy Mayor, City Administrator and City Finance Director will be authorized for signing purposes. Current City policies regarding financial controls will be updated and presented for final Council approval. One recommended change will be that one Elected Official sign all checks and one appointed official co-sign all checks. Such financial controls will better protect the City from potential weaknesses identified in the current policy.

RECOMMENDATION: It is recommended that the City Council designates as part of the Consent Agenda Lake Elmo Bank, Northland Trust, Wells Fargo and Morgan Stanley/Smith Barney as the City's Depositories for 2011. It is further recommended that, once a Deputy Mayor has been selected, the City's authorized financial officers and financial policies be updated accordingly. No specific motion is needed, as this is recommended to be part of the overall approval of the *Consent Agenda*.

Alternatively, the City Council does have the authority to remove this item from the Consent Agenda and further discuss, deliberate and/or 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 the Lake Elmo Bank, Northland Trust, Wells Fargo and Morgan Stanley/Smith Barney as the City's Official Depositories for 2011, as presented [*and modified*] herein.”

ATTACHMENTS:

1. 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 & City Council
- Action on Motion Mayor Facilitates



MAYOR & COUNCIL COMMUNICATION

DATE: 1/04/2011
REGULAR
ITEM #: 8
MOTION

AGENDA ITEM: Appointment of Deputy (Acting) Mayor

SUBMITTED BY: Sharon Lumby, City Clerk

THROUGH: Bruce Messelt, City Administrator *BAW*

REVIEWED BY: Dave Snyder, City Attorney

SUMMARY AND ACTION REQUESTED: Pursuant to State Statute 412.121, the City Council is asked to select an Acting Mayor on the City's behalf, should Mayor Johnston be unavailable or unable to attend a meeting, sign an agreement, or attend functions on behalf of the City. Any member of the Council is eligible for this position. The recommended motion to act on this organizational function is as follows:

SUGGESTED MOTION: *"Move to approve Council Member _____ as Deputy [Acting] Mayor for 2011, to comply with and fulfill all duties enumerated in Minn. State Statute § 412.121 relating to selection of an 'Acting Mayor'"*

BACKGROUND INFORMATION: Minnesota State Statute § 412.121 reads: "At its first meeting each year the Council shall choose an Acting Mayor from the Council Members. The Acting Mayor shall perform the duties of Mayor during the disability or absence of the Mayor from the City, or, in case of vacancy in the office of Mayor, until a successor has been appointed and qualifies."

The City Council also queried as to whether or not a different title, specifically Deputy Mayor, may be utilized. Research and discussion with the League of Minnesota Cities and the City Attorney has identified many communities that utilize different titles to fulfill Statute § 412.121, including: Acting Mayor, Deputy Mayor, Mayor Pro Tem, Mayor Pro Tempore, Vice Mayor, Presiding Officer, etc.

STAFF REPORT: City staff has prepared this action in accordance with Minnesota State Statute § 412.121. As nothing indicates utilization of an alternative title is not in compliance with the purpose and intent of Statute § 412.121, it is the opinion of the City Attorney that the

Council may elect to utilize a title different than Acting Mayor for the purposes of complying with Statute § 412.121. To better address such decision, however, the suggested motion has been modified to specifically relate the selected title to the specific statutory language found in Statute § 412.121.

RECOMMENDATION: It is recommended that the City Council appoint a Deputy (Acting) Mayor for 2011, pursuant to State Statute, by undertaking the following action:

“Move to approve Council Member _____ as Deputy [Acting] Mayor for 2011, to comply with and fulfill all duties enumerated in Minn. State Statute § 412.121 relating to selection of an ‘Acting Mayor.’”

Alternatively, the City Council does have the authority to further discuss, deliberate and/or 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 Council Member _____ as Deputy [Acting] Mayor for 2011, to comply with and fulfill all duties enumerated in Minn. State Statute § 412.121 relating to selection of an ‘Acting Mayor,’ [as modified at tonight’s meeting].”

ATTACHMENTS: None

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Clerk
- Report/Presentation of Item City Clerk/Attorney
- Questions from Council to Staff Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion/Comments..... Mayor Facilitates
- Public Input, it Appropriate Mayor Facilitates
- Action on Motion..... Mayor & City Council



MAYOR & COUNCIL COMMUNICATION

DATE: 1/04/2011
REGULAR
ITEM #: 9
DIRECTION

AGENDA ITEM: Update on 50th Street and Kimbro Avenue Street Improvements Feasibility Report

SUBMITTED BY: Ryan Stempski, Assistant City Engineer

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

REVIEWED BY: Tom Bouthilet, Finance Director
Jack Griffin, City Engineer
Dave Snyder, City Attorney

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to review and discuss different assessment options for the Street Improvements for the 50th Street and Kimbro Avenue Feasibility Report. The options for discussion are as follows:

1. Accept the Feasibility Report as presented at the December 7, 2010, City Council Meeting, and proceed with the project to be constructed in 2011. (The Resolution and Notice of Public Hearing have been attached if the Council should choose this option.)
2. Revise the preliminary assessments in the Feasibility Report to address the unique situation of Kirkwood Avenue in relationship to the 50th Street and Kimbro Avenue Street Improvements. This will require drafting a new Feasibility Report and delaying the Public Hearing until mid-February at the earliest.
3. Postpone the recommended improvements until at least 2012 and postpone the completion of the Feasibility Report.

BACKGROUND: At the December 7, 2010, City Council Meeting, staff presented the Feasibility Report for the 50th Street and Kimbro Avenue Street Improvements including 50th Street, from Lake Elmo Avenue (CSAH 17) to Kimbro Avenue, and Kimbro Avenue, from 50th Street to 47th Street. After discussion of this item, Council directed staff to review assessment options that would include potential assessments to the benefitting properties with driveway access to Kirkwood Avenue.

The preliminary Feasibility Report, as presented on December 7, 2010, identified the following findings:

- Although 50th Street and Kimbro Avenue are identified in the 2030 Transportation Plan as a Major Collector Roadway and they are a part of the Municipal State Aid Street System (MSAS), the anticipated future traffic volumes may not necessarily warrant a high cost MSA standard reconstruction project (estimated cost of \$865,000). At least not at this time.
- The current daily traffic volumes are at or above the recommended traffic volumes to warrant paving the roadway from a gravel surface to a bituminous surface.
- A low cost Shape of Pave bituminous surfacing of the roadway is feasible and recommended for these street segments at a total project cost of \$281,000.
- Over 60% of the current daily traffic is locally generated from adjacent properties and the properties located along Kirkwood Avenue. However, with little to no growth anticipated in the area, only +/- 15% of the future traffic will be locally generated by 2030. The roadway segment is and will continue to act as a city collector street.
- From an assessment practice perspective, the Feasibility Report treats the improvements as a city collector street funded primarily through city contribution. However, the report recommends assessing properties that realize a direct benefit by having a driveway access directly accessing the collector street.
- The Feasibility Report proposes to assess six (6) existing properties. Each property would be assessed \$6,700. The City's cost contribution would be \$240,800.

STAFF REPORT: With respect to the City Council's request for an assessment of including Kirkwood Ave properties in the project's benefitting area - At the time of development, the City allowed Kirkwood Avenue to be constructed as a gravel roadway. It was successfully argued by the developer that it did not make sense to pave Kirkwood Avenue when 50th Street, the connecting collector route, remained a gravel roadway. The Development Agreement for Jesse's Hideaway, dated November 4, 1977, states that the cost of maintenance of the gravel road shall be reimbursed to the City of Lake Elmo by the Developer's successors. To date, the City has not assessed these costs to the Kirkwood properties.

As an alternative to the current project Feasibility Report, the City could define the project as a bituminous surfacing project due primarily to local traffic volumes. Under this circumstance, the preliminary assessments could be expanded to include the benefitting properties along Kirkwood Avenue. This would add seven (7) additional benefitting properties to the preliminary assessments at a unit rate of \$6,700 each. This would reduce the City's cost contribution down to \$193,900. Under this scenario, however, how to address the Kirkwood Avenue properties, if and when Kirkwood Avenue is improved in the future, would need to be determined.

Another option would be for the City to retain the services of an Appraiser to determine the market benefit to each the properties being considered. This would help the City to define the relative benefit being derived by the project and would generate support documentation should

there be an appeal. However, the Appraisal services would be an added project cost and may return a value different than that determined via the trip-generation approach. Staff would only recommend that the Council consider these services if they are fully supportive of the project and wish to define the relative benefit of the project via an appraisal process.

It should also be noted that, in the past, some Kirkwood residents have requested consideration of paving Kirkwood Avenue. Past assessments of the seven properties proved cost prohibitive, even with the City potentially picking up 70% of the project cost. It is likely that these residents may oppose being assessed for a portion of paving 50th & Kimbro and/or request inclusion of paving Kirkwood in the project scope.

Given this, as well as the complexity of the project, and contingent upon the City Council's decision to proceed (or not) and to include Kirkwood Ave in the assessment area (or not), staff would highly recommend that a neighborhood meeting be scheduled prior to the formal Public Hearing.

Options for Discussion: Based upon the above information, Council options are as follows:

1. Accept the Feasibility Report as presented at the December 7, 2010, City Council Meeting, and proceed with the project to be constructed in 2011.
2. Direct staff to revise the Feasibility Report to address the unique situation of Kirkwood Avenue in relationship to the 50th Street and Kimbro Avenue Street Improvements.
3. Postpone the recommended improvements.

RECOMMENDATION: Based upon current policies and assessment practices, it is recommended that the City Council decide: (1) Does it want to proceed with paving 50th & Kimbro in 2011; and (2) Does it want to include properties along Kirkwood in the assessment area. It is important to note that individual assessment costs will not be reduced for the properties along 50th & Kimbro if Kirkwood properties are included, based upon the current trip generation analysis. Rather, the overall City's portion of the project cost will be reduced.

However, while not recommended, if directed, determination of costs to be assessed to the Kirkwood, Kimbro and 50th St. properties could be calculated via an alternate approach, such as an appraisal of benefit or an equally rational and defensible approach (e.g. portion of paved surface versus gravel surface, etc).

Given all of the above, if the City Council wishes to proceed with pavement of 50th & Kimbro, City staff's recommendation would be follow Option 1 and proceed as originally recommended on December 7th. In addition, staff would recommend holding a neighborhood meeting prior to the Public Hearing and further evaluating for the City Council how best to maintain remaining gravel roadways in the City, especially when maintenance agreements are in place but not currently billed. The suggested motion to undertake this recommendation would be as follows:

“Move to adopt Resolution No. 2011-001 Accepting the Feasibility Report for the 50th Street and Kimbro Avenue Street Improvements and Calling for a Public Improvement Hearing to be held on February 1st, 2011.”

Alternatively, the City Council does have the authority to further discuss and/or deliberate this item and/or select a different option. However, tabling this item for future consideration is, in essence, selection option #3 (delay project), given the project timeline for design, bidding and construction. If a different action is undertaken, the suggested motion would be as follows:

“Move to proceed as directed at tonight’s meeting.”

ATTACHMENTS: (2)

1. Resolution No. 2011-001
2. Notice of Public Hearing

SUGGESTED ORDER OF BUSINESS:

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

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

RESOLUTION NO. 2011-001

**A RESOLUTION RECEIVING AND ACCEPTING THE FEASIBILITY
REPORT FOR 50TH STREET AND KIMBRO AVENUE STREET
IMPROVEMENTS AND CALLING HEARING ON IMPROVEMENTS**

WHEREAS, pursuant to City Council authorization, a feasibility report has been prepared by TKDA to provide street improvements for 50th Street (from Lake Elmo Avenue (CSAH 17) to Kimbro Avenue) and Kimbro Avenue (from 50th Street to 47th Street),

WHEREAS, the feasibility report states that the project is necessary, cost-effective, and feasible,

NOW, THEREFORE, BE IT RESOLVED,

- 1. The City Council will consider the improvements in accordance with the report and the assessments of the abutting properties for all such portion of the cost of the improvements pursuant to Minnesota Statutes, Chapter 429.*
- 2. A public hearing shall be held on such proposed improvements on the 1st day of February, 2011, in the council chambers of the City Hall at or approximately after 7:00 P.M. and the clerk shall give mailed and published notice of such hearing and improvement as required by law.*

Date: _____, 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 4th day of January 2011, as shown by the minutes of said meeting in my possession.

Sharon Lumby
City Clerk

(Seal)

CITY OF LAKE ELMO
NOTICE OF HEARING
50th STREET AND KIMBRO AVENUE STREET IMPROVEMENTS

Notice is hereby given that the City Council of Lake Elmo will meet in the council chambers of the city hall at or approximately after 7:00 P.M. on Tuesday, February 1, 2011, to consider the making of the following improvements, pursuant to Minnesota Statutes, Sections 429.011 to 429.111;

The improvement of the city streets including 50th Street from Lake Elmo Avenue (CSAH 17) to Kimbro Avenue and Kimbro Avenue from 50th Street to 47th Street will consist of shaping the existing gravel surface, adding aggregate base as necessary, and providing a new bituminous surface in the current approximate location and grade.

The area proposed to be assessed for these improvements include properties abutting the above referenced streets or properties that gain access to their property from the above referenced streets. The estimated total cost of the street improvements is \$281,000, as approved by the Lake Elmo City Council. A reasonable estimate of the impact of the assessment to each property will be available at the hearing. Such persons as desire to be heard with reference to the proposed improvements will be heard at this meeting.

DATED: January 4, 2011

BY ORDER OF THE LAKE ELMO CITY COUNCIL

Dean Johnston, Mayor

(Published in the Oakdale-Lake Elmo Review on January 12, 2011 and January 19, 2011)

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

ORDINANCE NO. 08-037

AN ORDINANCE AMENDING MUNICIPAL FEES FOR CALENDAR YEAR 2011

The Lake Elmo City Council hereby adopts the following fee schedule for calendar year 2011, applicable as services outlined in Appendix A, and directs that it be added to the Lake Elmo Municipal Code as Appendix A.

Appendix A -2011 Fee Schedule

ADOPTION DATE: Passed by the Lake Elmo City Council on the 4th day of January, 2011.

CITY OF LAKE ELMO

By: _____
Dean A. Johnston
Its: Mayor

ATTEST

Bruce A. Messelt
City Administrator

PUBLICATION DATE: Published on the ___ day of _____, 2010.

Development, Service, Building, Etc.	2010 Amended	2011 Proposed	Escrow or Additional Charge
Accessory Bldg Forward of Primary Structure	\$80.00		
Administrative Enforcement / Fines			
Amateur Radio Antenna	\$875.00		
Appeal (to Board of Adjustment and Appeals)	\$100.00	\$150.00	
Assessment Search	\$25.00		
Building Demolition			
First 1000 Square Feet	\$105.00		Plus 5.00 Surcharge (State Mandated)
Each Additional 1000 sq feet or portion thereof	\$11.00		Plus 5.00 Surcharge (State Mandated)
Burning Permits			
Residential	\$45.00		
Commercial	\$80.00		
Illegal Burn	\$65.00	\$100.00	
Comprehensive Plan Amendment	\$1,300.00	\$1,300.00	
Conditional Use Permit (CUP) <new or amended>	\$1,000.00	New \$1,050.00 Amended \$500.00	Wireless Communication Facilities Escrow \$6,000.00 Flood Plain Ordinance Escrow \$500.00
CONTRACTOR LICENSE FEES			
Blacktopping	\$70.00	\$75.00	Plus 5.00 Surcharge (State Mandated)
Excavator License	\$70.00	\$75.00	Plus 5.00 Surcharge (State Mandated)
Heating and A/C	\$70.00	\$75.00	Plus 5.00 Surcharge (State Mandated)
Sign Installer	\$60.00	\$50.00	Sign Reinspection Fee \$25.00
Solid Waste Hauler	\$120.00		
Tree Contract	\$70.00		
COPY SERVICES			
Copies (B&W)	\$0.35		
Copies (B&W) 11 X 17	\$1.00		
Copies (Color)	\$0.50		
Copies (Color) 11 X 17	\$2.00		
City Map - colored	\$3.15		
City Street Maps 36 X 40	\$20.00		
GIS / Engineering Maps			
Existing Maps	\$5.00		Provided electronically or paper
Custom (Per Hour rate)	\$70.00		Provided electronically or paper
Plan Size Maps Larger than 11 X 17	\$20.00		
Development Standards Specification & Details	\$55.00		
Code Book	\$160.00		
Sections 1, 2, 4, 6-12, 14	\$12.00		
Section 3	\$52.00		
Section 5 and 13	\$27.00		
Comprehensive Plan	\$105.00	\$125.00	
OP Ordinance	\$12.00		
Parks Plan	\$80.00		
Culverts in Developments with Rural Section	\$160.00		
Dog License	\$16.00	\$20.00	
Service Dogs License (dogs with special training to assist individual with disabilities)	\$5.00		Renew on expiration of rabies vaccination
Unlicensed dog (first impound)	\$60.00		Plus Boarding Fee-20.00/Day
Licensed dog (first impound)	\$42.00		Plus Boarding Fee-20.00/Day
Cat Impound (first impound)	\$42.00		Plus Boarding Fee-20.00/Day
Subsequent dog/cat impound	\$85.00		Plus Boarding Fee-20.00/Day
Duplicate License or Tag	\$1.00		
Driveway			
Residential	\$60.00	\$70.00	Plus 5.00 Surcharge (State Mandated)
Commercial	\$160.00		Plus 5.00 Surcharge (State Mandated)
Easement Encroachment		\$100.00	Staff & Recording Fee
Electronic Fund Withdrawal / Bill Payment		Fee & Transaction Charge	
Excavating and Grading	\$115.00	\$125.00	Erosion Control Bond, Escrow, or Letter of Credit: \$1500.00 per acre.
False Alarm			
1 to 3 False alarms	\$0.00		
In excess of 3 up to and including 6 false alarms within a twelve (12) month period			
Residential	\$110.00		
Commercial	\$315.00		

Appendix A

Development, Service, Building, Etc.	2010 Amended	2011 Proposed	Escrow or Additional Charge
In excess of six false alarms within a twelve (12) month period			
Residential	\$185.00		
Commercial	\$520.00		
Fire			
Daycare inspection Fee	\$60.00		Plus 5.00 Surcharge (State Mandated)
Fire Alarm Systems	\$60.00		Plus 1% of Value
Fire Sprinkler System (Inspection Fee)	2% of value of work		Minimum \$100.00
Fire Sprinkler System (Reinspection Fee)	\$50.00		
Flood Plain District Delineation	\$500.00		
Fuel Tank Removal (Underground)	\$80.00	\$100.00	Plus 5.00 Surcharge (State Mandated)
Fuel Tank Install	2% of value of work		Minimum \$100.00
Heating			
New Residential	\$135.00	\$150.00	Plus 5.00 Surcharge (State Mandated)
Addition to Residential	\$60.00	\$75.00	Plus 5.00 Surcharge (State Mandated)
Commercial (New or Addition)	Minimum \$175.00 or 1% of total job		Plus minimum 5.00 Surcharge
Interim Use Permit (IUP)	\$1,050.00		
Interim Use Permit (IUP)-Renewal	\$300.00		
Interim Use Permit (IUP) AG Sales & Entertainment		\$250.00	2011 Only
Lawn Sprinklers	\$120.00	\$125.00	Plus 5.00 Surcharge (State Mandated)
Liquor			
Club On Sale Intoxicating	\$100.00 per year		
Off Sale Intoxicating	\$200.00 per year		
Off-Sale Non-Intoxicating	\$150.00 per year		
On-Sale Intoxicating	\$1500.00 per year		
On-Sale Intoxicating - 2nd Bldg	\$750.00 per year		
On-Sale Investigation	\$350.00		
On-Sale Non-Intoxicating	\$100.00 per year		
On-Sale Sunday Intoxicating	\$200.00 per year		
Temporary Non-Intoxicating	\$25.00 per event		
Wine	\$300.00 per year		
Lot Line Adjustment	\$310.00		
Manufactured Home Parks	\$950.00	\$1,000.00	
New	\$1,075.00	\$1,200.00	Plus 2500.00 Escrow
Move home out of City	\$60.00	\$100.00	Plus 5.00 Surcharge (State Mandated)
Move into City	\$110.00	\$150.00	Plus 5.00 Surcharge (State Mandated)
Minor Subdivision		\$500.00	
Moving House or Primary Structure into City	\$520.00		Plus bond with amount to be determined by City w/recommendation from Building Official
Moving Accessory Structure into City	\$305.00		Plus Escrow to be determined by the City w/recommendation from Building Official
New Construction Plan Review	Per 1997 UBC (65%)		
Park Dedication (up to 3 lots)	\$3600.00 for each		Four or more lots per Section 400 Formula
Parking Lots			
New Commercial	\$160.00	\$175.00	Plus 5.00 Surcharge (State Mandated)
Existing Commercial	\$85.00	\$100.00	Plus 5.00 Surcharge (State Mandated)
Platting			
Concept (PUD or OP)	\$1,220.00	\$1,250.00	
Preliminary Plat (and Development Stage)	\$1,810.00	\$1,850.00	
Final Plat (and Final Plan)	\$1,220.00	\$1,250.00	Plus 2.5% Administrative Fee Development Agreement
Plumbing			
New Residential	\$135.00	\$150.00	Plus 5.00 Surcharge (State Mandated)
Addition to Residential	\$60.00	\$75.00	Plus 5.00 Surcharge (State Mandated)
Commercial (New or Addition)	Minimum \$175.00 or 1% of total job	175	Plus minimum 5.00 Surcharge (State Mandated)
Private Roads (permitted only in AG zone)	\$110.00	\$150.00	Plus 5.00 Surcharge (State Mandated)
Restrictive Soils and Wetland Restoration Protection and Preservation Permit	\$800.00		1500.00 escrow

Development, Service, Building, Etc.	2010 Amended	2011 Proposed	Escrow or Additional Charge
Right-of-Way Permits			
Annual Registration (1415.05 Subd.1)	\$80.00	\$100.00	
Excavation (1415.11 Subd. 1)	\$230.00		
Each Additional Excavation	\$37.00	\$40.00	
Trench Fee (boring or open cut)	.55 per foot	.60 per foot	
Overhead Installation Fee	.55 per foot	.60 per foot	
New Subdivisions (Alternate to per foot fee)	65.00 per lot per utility	\$100.00	
Street Obstruction Fee (1415.11 (Sub 2.)	\$80.00	\$100.00	
Permit Extension	\$80.00	\$100.00	
Delay Penalty	15.00 per day	25.00 per day	
Sewage Disposal			
On-Site Septic Systems			
New	\$110.00		Plus 5.00 Surcharge (State Mandated)
Alterations or Repairs	\$110.00		Plus 5.00 Surcharge (State Mandated)
Sewer Availability Charge (SAC)	\$5,400.00	\$5,730.00	per SAC unit -2100.00 to Met. Council; 3300.00 to City 2230.00 to Met Council; 3500 to City
Sewer	\$4.35 per 1,000 gallons	\$4.50 per 1,000 gallons	
Wetland Treatment			
Hookup to Existing System	\$85.00	\$100.00	Plus 5.00 Surcharge (State Mandated)
Alteration/Repair	\$60.00	\$75.00	Plus 5.00 Surcharge (State Mandated)
201 Off-Site Maintenance Fee	75.00 per unit per quarter		
Signs Permanent	\$180.00		Plus 5.00 Surcharge (State Mandated)
Signs Temporary	\$75.00		Plus 5.00 Surcharge (State Mandated)
Signs Temporary Renewal	\$25.00		Plus 5.00 Surcharge (State Mandated)
Site Plan Review (Chapter 520)	\$980.00		
Special Event Permit		\$75.00	Addl Services \$ 50.00/Hour
Street Cleaning Erosion Control			
Escrow	\$3,000.00	\$5,000.00	
Re-inspection	\$40.00 per hour	\$50.00 per hour	Portal to Portal from City Hall. Minimum: 1 hour
Processing Fee			10% of Contractor's Invoice to City
Surface Water			
Residential	\$40.00	\$50.00	
Non-Residential (commercial, ag., etc.)	\$40.00	\$50.00	Utility Rate Factor per code
Tennis Courts	Per 1997 UBC		Plus 5.00 Surcharge (State Mandated)
Vacations (Streets or Easements)			
Easements	\$515.00		\$500.00 Escrow
Streets	\$515.00		\$500.00 Escrow
Variance	\$750.00		
Video Reproduction	\$35.00		
Water			
Residential - Quarterly Rate	\$25.00 Base		
Plus Rate Per 1000 Gallons			
0-15,000 Gallons	\$2.14		
15,001 - 30,000 Gallons	\$2.86		
30,001 - 50,000 Gallons	\$3.77		
50,001 - 80,000 Gallons	\$5.00		
80,001+ Gallons	\$6.63		
Commercial - Quarterly Rate	\$25.00 Base		
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+ Gallons	\$6.63		
All Connection Permits	\$140.00		
Meters, MIU & Meter Installation Sets	\$300.00		
Delinquent Accounts	6% per quarter		Plus 25.00 or 8%, whichever is greater, if certified to County for collection with taxes
Disconnect Service	\$80.00		
Reconnect Service	\$80.00		
Service Call			
Water Storage Violation	\$15.00 per day		
Bulk Water from Hydrant	\$61.20 for first 5,000 gallons		Plus 3.26 per additional 1000 Gals

Appendix A

Development, Service, Building, Etc.	2010 Amended	2011 Proposed	Escrow or Additional Charge
Swimming Pool Fill	\$61.20 for first 5,000 gallons		Plus 3.26 per 1000 Gals & \$15.00 per labor hour
Water Availability Charge (WAC)			
Existing Structures within Old Village	\$800.00		
New Development	\$3,900.00		
Wind Generator	\$850.00		\$2000.00 Escrow
Wireless Communication Permit	\$500.00		\$2000.00 Escrow
Zoning Amendment (Text or Map)	\$1,245.00		



MAYOR & COUNCIL COMMUNICATION

DATE: 1/04/2011
REGULAR
ITEM #: 10
MOTION Ordinance No. 08-037

AGENDA ITEM: Approve 2011 Fee Schedule

SUBMITTED BY: Tom Bouthilet, Finance Director

THROUGH: Bruce Messelt, City Administrator *BAM*

REVIEWED BY: Sharon Lumby, City Clerk

SUMMARY AND ACTION REQUESTED: The Council is respectfully requested to adopt Ordinance No. 08-037, approving the 2011 Fee schedule. The suggested motion to do so is:

SUGGESTED MOTION: *“Move to adopt Ordinance No. 08-037 approving the 2011 Fee Schedule, as presented herein.”*

BACKGROUND INFORMATION: The City Council annually adopts an Ordinance approving the fee schedule. The fee schedule represents charge for services and are based on the City's time and expenditures for providing designated services. A majority of the fees increased in a range from 3% - 8%, though some proposed changes may represent slightly larger increases (or decreases) to better reflect the cost of services provided, especially if multiple years have transpired since these were last updated.

STAFF REPORT: The City reviews time and expenditures to provide services and determines the associated fees to provide the service outlined on the fee schedule. While staff labor has remained unchanged over the past few years, it should be noted that contract costs and other staff-related expenditures, as well as consumables (e.g. gas, electricity, Office products, etc.) have increased each year. In their totality, these are reflected in the recommended changes.

Of particular note: The City Council will see the changes in Water Utility rates already adopted in December 2010, the change in wastewater inspection fees with the transfer of this function to Washington County, and other various incremental increases (as well as ongoing state surcharges and other unfunded mandates).

The City Attorney and Administrator will provide the City Council with a recommended fee schedule for the new Administrative Enforcement Ordinance at Tuesday's meeting, to be incorporated as part of this item. Finally, it is recommended that the City take a look at its Liquor Fees for 2012, as these have not been updated in many years.

RECOMMENDATION: It is recommended that the City Council affirmatively consider adopting Ordinance No. 08-037 approving the 2011 fee schedule. The suggested motion to do so is as follows:

“Move to adopt Ordinance No. 08-037 approving the 2011 Fee Schedule, as presented herein.”

Alternatively, the City Council does have the authority to further discuss, deliberate and amend this proposed schedule, prior to taking action. While tabling this action is not recommended (unless the existing fee schedule is extended for the time being), if changes are made by the Council, the appropriate action following such changes would be:

“Move to adopt Ordinance No. 08-037 approving the 2011 Fee Schedule, as presented [and modified] herein.”

ATTACHMENTS:

1. Ordinance No. 08-037
2. 2011 Fee Schedule

SUGGESTED ORDER OF BUSINESS:

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

FILE

City of Lake Elmo
3800 Laverne Avenue North

January 4, 2011

7:00 p.m.

- A. Call Meeting to Order
- B. Attendance: ___Johnson, ___DeLapp, ___Emmons, ___Park, ___Smith
- C. Accept Minutes:
 - 1. December 14, 2010
- D. Approve payment of disbursements and payroll
- E. Adjourn

City of Lake Elmo
City Council Minutes

December 14, 2010

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

PRESENT: Mayor Johnston and Council Members DeLapp and Emmons,
Absent: Council Members Park and Smith

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

APPROVAL OF AGENDA:

MOTION: Council Member DeLapp moved to approve the December 14, 2010 City Council agenda, as amended (Add: Approval of Lake Elmo Wine Co. Liquor License). Council Member Emmons seconded the motion. The motion passed 3-0.

ACCEPTED MINUTES: None

PUBLIC COMMENTS/INQUIRIES:

Bill Wacker, 3663 Laverne Avenue N., commended Council Member DeLapp on his service to the City. He asked that the Council keep an open mind to proposals that may come into the City.

CONSENT AGENDA:

MOTION: Council Member DeLapp moved to approve Items 2, 4, 5 on the Consent Agenda. Council Member Emmons seconded the motion. The motion passed 3-0.

- Approve payment of disbursements and payroll in the amount of \$53,708.43
- Approve Capital Fund Reserves be utilized for an amount not to exceed \$10,000 for the Keats Avenue Welcome Monument, as presented.
- Approve the Lake Elmo Wine Company Liquor License for 2011

REGULAR AGENDA:

D&T Trucking Terminal Interim use Permit Renewal – 11530 Hudson Boulevard

Terry Emerson of EN Properties, applicant for the renewal of an Interim Use Permit related to the D&T Trucking truck terminal facility located at 11540 Hudson Boulevard request a 5-year renewal because he has a signed 5-year lease with D&T Trucking. Kyle Klatt, Planning Director, reported at its December 13th meeting the Planning Commission

recommended approval of the Interim Use Permit/Consent Agreement for a 4-year time period with a 2-year review and notification of the neighbors.

The Council didn't find any compelling reasons to change the IUP time period.

MOTION: Council Member DeLapp moved to adopt Resolution No. 2010-074 granting a renewal for an Interim Use Permit to allow a bus/truck terminal at 11530 Hudson Boulevard and approving a revised consent agreement for the interim use renewal time period of 2-years. Council Member Emmons seconded the motion. The motion passed 3-0.

Discussion of Administrative Items (City Contract Renewals, Council Retreat, 2011 Opportunity Budget)

Administrator Messelt gave a presentation on key administrative planning considerations and asked for Council direction on how to proceed.

The following are some of the key Administrative items for Council direction:

- Designation of Interim "Agent of Record" for Health Care Representatives
1-year contract with Financial Concepts. Bid in 2011 to 2012
- Review of Procedures and Calendar for Renewal of City Contracts
*City Attorney and Engineer contract rebid in 2011 for 2012.
Xcel (ROW) – Franchise Agreement vs. ordinance. Mayor, City Administrator and City Attorney will come back to the Council in January with options*

MOTION: Council Member DeLapp moved to direct staff to draft City Contract Renewals in policy format, write memo on franchise agreement vs. fees for a formal proposal for Council approval. Council Member Emmons seconded the motion. The motion passed 3-0.

- Setting of preliminary dates for City Council Retreat and Strategic Planning Session
Consider 4th week of January for retreat. Proposals will be sent out by City Administrator
- Discussion of 2011 "Opportunity Budget" Priorities
*Linear parkway on Hudson Blvd. – can use park funds
Replacement of financials, permit software in order to take on-line payments
Employee Health Care – 19% increase. Place 2% cost of living towards health care.
Street Sealcoating - \$25,000 short in budget
Regional Development - \$5,000
Special Events Policy and Community Events Policy - City Administrator and City Attorney will write policy*

The meeting was adjourned at 8:15 pm.

MOTION: Council Member DeLapp moved to enter into Executive Session regarding Litigation Strategies relating to Groundwater Contamination Issues. Council Member Emmons seconded the motion. The motion passed 3-0.

MOTION: Council Member DeLapp moved to close the Executive Session regarding Litigation Strategies relating to Groundwater Contamination Issues. Council Member Emmons seconded the motion. The motion passed 3-0.

City Attorney Dave Snyder summarized the Executive Session by noting that the City Council discussed litigation strategies relating to Groundwater Contamination Issues and concurred with previous Council direction for the City Attorney and Administrator to proceed as directed.

The Executive Session was concluded at 8:45 pm.



MAYOR & COUNCIL COMMUNICATION

DATE: 01/04/2011
CONSENT
ITEM #: D
MOTION *as part of Consent Agenda*

AGENDA ITEM: Approve Disbursements in the Amount of \$ 198,396.32

SUBMITTED BY: Tom Bouthilet, Finance Director

THROUGH: Bruce Messelt, City Administrator *BAW*

REVIEWED BY: City Staff

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of \$198,396.32 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	\$ 8,804.34	Payroll Taxes to IRS 12/16/2010
ACH	\$ 1,417.94	Payroll Taxes to MN Dept. of Revenue 12/16/2010
ACH	\$ 4,122.67	Payroll Retirement to PERA 12/16/2010
DD3115 - DD3148	\$ 26,567.62	Payroll Dated 12/16/2010 (Direct Deposit)
36550 - 36561	\$ 3,746.58	Payroll Dated 12/16/2010 Void Check # 36560
36562 - 36563	\$ 9,218.74	Accounts Payable Dated 12/20/2010
ACH	\$ 7,355.45	Payroll Taxes to IRS 12/30/2010
ACH	\$ 1,246.92	Payroll Taxes to MN Dept. of Revenue 12/30/2010
ACH	\$ 3,809.84	Payroll Retirement to PERA 12/30/2010
DD3149 - DD3169	\$ 22,387.32	Payroll Dated 12/30/2010 (Direct Deposit)
36564 - 36565	\$ 1,118.30	Payroll Dated 12/30/2010
36566 - 36615	\$ 108,600.60	Accounts Payable Dated 01/04/2011
TOTAL	\$ 198,396.32	

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 \$198,396.32

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 January 4th, 2011, payable 2010, Disbursement, as Presented [*and modified*] herein.”

ATTACHMENTS:

1. Accounts Payable Dated 01/04/2011

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 & City Council
- Action on Motion Mayor Facilitates

Accounts Payable To Be Paid Proof List

User: joan Z
 Printed: 12/29/2010 - 2:19 PM
 Batch: 001-01-2011

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
FXL FXL, Inc.										
January 2011	12/29/2010	2,000.00	0.00	01/04/2011	Assessing Services - January 2011		-	No		0000
101-410-1320-43100	Assessing Services									
	January 2011 Total:	2,000.00								
	FXL Total:	2,000.00								
METCOU Metropolitan Council										
0000946775	12/29/2010	1,282.98	0.00	01/04/2011	Monthly Wastewater Svs January 2011		-	No		0000
602-495-9450-43820	Sewer Utility - Met Council									
	0000946775 Total:	1,282.98								
	METCOU Total:	1,282.98								
	Report Total:	3,282.98								

Accounts Payable To Be Paid Proof List

User: joan z
 Printed: 12/29/2010 - 1:00 PM
 Batch: 008-12-2010

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ACS Animal Control Services 354 101-420-2700-43150 Contract Services	12/20/2010	518.00	0.00	01/04/2011	Animal Control Sys 11/22-12/19/10		-	No		0000
ACS Total:		518.00								
ALEXAIR Alex Air Apparatus, Inc 19021 12/08/2010	12/08/2010	929.81	0.00	01/04/2011	Replacement Tip for extrication Tool		-	No		0000
101-420-2220-44040 Repairs/Maint Eqpt 19021 12/08/2010	12/08/2010	80.00	0.00	01/04/2011	Installation		-	No		0000
101-420-2220-44040 Repairs/Maint Eqpt 19021 Total:	12/10/2010	1,009.81								
19035 101-420-2220-44040 Repairs/Maint Eqpt 19035 Total:	12/10/2010	605.00	0.00	01/04/2011	Annual Sys/Maint Breathing Compressor		-	No		0000
ALEXAIR Total:		1,614.81								
ALPHAVID Alpha Video & Audio Inc. SVCINV12189 101-410-1450-43620 Cable Operations SVCINV12189 Total:	12/16/2010	499.00	0.00	01/04/2011	Repair of Marshall Quad Monitor		-	No		0000
ALPHAVID Total:		499.00								
AMERTEST American Test Center, corp 2103717 101-420-2220-44040 Repairs/Maint Eqpt 2103717 Total:	12/15/2010	1,125.00	0.00	01/04/2011	Bi-Annual Ladder Safety Inspections		-	No		0000
AMERTEST Total:		1,125.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ARAM Aramark, Inc.										
629-7134744	12/09/2010	23.63	0.00	01/04/2011	Uniforms		-	No		0000
101-430-3100-44170	Uniforms									
	629-7134744 Total:	23.63								
629-7136564	12/13/2010	114.73	0.00	01/04/2011	Linen City Hall		-	No		0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
	629-7136564 Total:	114.73								
629-7139499	12/16/2010	51.23	0.00	01/04/2011	Soap		-	No		0000
101-430-3100-44010	Repairs/Maint Bldg									
	629-7139499 Total:	51.23								
629-7139500	12/16/2010	23.63	0.00	01/04/2011	Uniforms		-	No		0000
101-430-3100-44170	Uniforms									
	629-7139500 Total:	23.63								
629-7144214	12/23/2010	35.94	0.00	01/04/2011	Uniforms		-	No		0000
101-430-3100-44170	Uniforms									
	629-7144214 Total:	35.94								
	ARAM Total:	249.16								
ASPENMI Aspen Mills, Inc.										
103269	12/08/2010	112.00	0.00	01/04/2011	Uniform items, Capt. Lee Olson		-	No		0000
101-420-2220-44170	Uniforms									
	103269 Total:	112.00								
103450	12/08/2010	39.50	0.00	01/04/2011	Uniform Pants, Chief Malmquist		-	No		0000
101-420-2220-44170	Uniforms									
	103450 Total:	39.50								
CM 2249	12/08/2010	-109.95	0.00	01/04/2011	Return Rubber Ins Fire Boots		-	No		0000
101-420-2220-44170	Uniforms									
	CM 2249 Total:	-109.95								
	ASPENMI Total:	41.55								
BUELOW Buelow Excavating										
6529	12/24/2010	7,110.00	0.00	01/04/2011	Contract Snow Plowing		-	No		0000
101-430-3125-43150	Contract Services									
	6529 Total:	7,110.00								
	BUELOW Total:	7,110.00								
C&J CONS C & J Consulting Services, LLP										
Nov 2010	12/01/2010	56.25	0.00	01/04/2011	Shorted on November invoice		-	No		0000
101-410-1520-43150	Contract Services									
	Nov 2010 Total:	56.25								
	C&J CONS Total:	56.25								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
CARQUEST Car Quest Auto Parts										
2055-208962	12/10/2010	18.32	0.00	01/04/2011	Headlights		-	No		0000
101-430-3120-42210	Equipment Parts	18.32								
	2055-208962 Total:	18.32								
	CARQUEST Total:									
CENCOLLE Century College										
396915	12/14/2010	962.76	0.00	01/04/2011	FFII for 3		-	No		0000
101-420-2220-44370	Conferences & Training	962.76								
	396915 Total:	962.76								
	CENCOLLE Total:									
COLEMER Colemer Jamie										
Chk Req	09/12/2010	85.05	0.00	01/04/2011	Uniforms		-	No		0000
101-430-3100-44170	Uniforms	85.05								
	Chk Req Total:	85.05								
	COLEMER Total:									
EMERGAPP Emergency Apparatus Maint. INC										
52706	12/13/2010	441.95	0.00	01/04/2011	Vehicle Safety Inspection, Adj brakes		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt	441.95								
	52706 Total:	441.95								
52707	12/13/2010	235.00	0.00	01/04/2011	Vehicle Safety Inspection E-2		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt	235.00								
	52707 Total:	235.00								
52708	12/13/2010	235.00	0.00	01/04/2011	Vehicle Safety Inspection T-1		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt	235.00								
	52708 Total:	235.00								
52709	12/13/2010	235.00	0.00	01/04/2011	Vehicle Safety Inspection T-2		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt	235.00								
	52709 Total:	235.00								
52710	12/13/2010	235.00	0.00	01/04/2011	Vehicle Safety Inspection L-1		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt	235.00								
	52710 Total:	235.00								
	EMERGAPP Total:	1,381.95								
EMMONS A Emmons Alex										
12/13/2010	12/13/2010	55.00	0.00	01/04/2011	Planning Comm Meeting 12/13/10		-	No		0000
101-410-1450-43620	Cable Operations	55.00								
	12/13/2010 Total:	55.00								

Invoice #	Iny Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
EMMONS A Total:		55.00								
ENVENTIS ENVENTIS										
737500	12/13/2010	452.41	0.00	01/04/2011	Telephone/Data Service - PW Dec 2010		-	No		0000
101-430-3100-43210	Telephone									
737500 Total:		452.41								
738507	10/13/2010	560.60	0.00	01/04/2011	Telephone/Data Serv City Hall Dec 2010		-	No		0000
101-410-1940-43210	Telephone									
738507 Total:		560.60								
ENVENTIS Total:		1,013.01								
EXTENDOB Extendo Bed Company										
210563	11/29/2010	2,738.00	0.00	01/04/2011	Extendo Bed for CV-2		-	No		0000
410-480-8000-45800	Other Equipment									
210563 Total:		2,738.00								
EXTENDOB Total:		2,738.00								
H & L H & L Mesabi corp										
81573	12/14/2010	295.55	0.00	01/04/2011	Plow Blades		-	No		0000
101-430-3125-44040	Repairs/Maint Eqpt									
81573 Total:		295.55								
H & L Total:		295.55								
HDSUPPLY HD Supply Waterworks, Ltd.										
1916747	12/08/2010	181.69	0.00	01/04/2011	Repair of Meter Reading Handheld		-	No		0000
601-494-9400-42300	Water Meters & Supplies									
1916747 Total:		181.69								
HDSUPPLY Total:		181.69								
KLATT Klatt Kyle										
12/23/2010	12/23/2010	42.84	0.00	01/04/2011	Computer Equip for Council Chambers		-	No		0000
101-410-1910-42000	Office Supplies									
12/23/2010 Total:		42.84								
KLATT Total:		42.84								
KRIEGLER Carol Krieglger										
12/29/2010	12/29/2010	418.75	0.00	01/04/2011	Reimb Exhibit Base Prairie Interp Panel		-	No		0000
404-480-8000-45300	Improvements Other Than Bldgs									
12/29/2010	12/29/2010	63.74	0.00	01/04/2011	Reimb shipping for repair of sony equip		-	No		0000
101-410-1320-44300	Miscellaneous									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
12/29/2010	12/29/2010	39.17	0.00	01/04/2011	Reimb refreshments for Parking lot		-	No		0000
101-410-1320-44300	Miscellaneous	521.66			Ded					
	12/29/2010 Total:	521.66								
	KRIEGLER Total:	521.66								
LEAGMN League of MN Cities		100.00	0.00	01/04/2011	Balance Due on Annual Conference		-	No		0000
143120	06/18/2010	100.00								
101-410-1110-44370	Conferences & Training	100.00								
	143120 Total:	100.00								
	LEAGMN Total:	100.00								
LINNER Linner Electric Company, Inc.		1,547.00	0.00	01/04/2011	Floor Electrical Box with Covers		-	No		0000
21337	12/16/2010	1,547.00								
411-480-8000-45700	Office Equipment & Furnishings	1,547.00								
	21337 Total:	1,547.00								
	LINNER Total:	1,547.00								
MARVS Marv's Professional Tools		57.70	0.00	01/04/2011	Jaw Pliers, Bit Set		-	No		0000
232448	12/16/2010	57.70								
101-430-3100-42400	Small Tools & Minor Equipment	57.70								
	232448 Total:	57.70								
	MARVS Total:	57.70								
MATZEK Kelli Matzek		100.00	0.00	01/04/2011	Mileage for Conference in Mankato		-	No		0000
12/29/2010	12/29/2010	100.00								
101-410-1910-43310	Mileage	100.00								
	12/29/2010 Total:	100.00								
	MATZEK Total:	100.00								
MCDONALD McDonald Construction		10,750.00	0.00	01/04/2011	Escrow Release Farms of Lake Elmo		-	No		0000
12/29/2010	12/29/2010	10,750.00								
803-000-0000-22900	Deposits Payable	10,750.00								
	12/29/2010 Total:	10,750.00								
7413	12/29/2010	3,000.00	0.00	01/04/2011	Escrow Return 2932 Jonquill #7413		-	No		0000
803-000-0000-22900	Deposits Payable	3,000.00								
	7413 Total:	3,000.00								
	MCDONALD Total:	13,750.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
MENARDSO Menards - Oakdale										
29887	12/08/2010	16.97	0.00	01/04/2011	Ranger Med Cabinet			No		0000
410-480-8000-45800	Other Equipment									
	29887 Total:	16.97								
30055	12/09/2010	11.31	0.00	01/04/2011	Ranger Med Cabinet			No		0000
410-480-8000-45800	Other Equipment									
	30055 Total:	11.31								
	MENARDSO Total:	28.28								
MFR McCombs Frank Roos Assoc Inc.										
67945	12/01/2010	22.50	0.00	01/04/2011	Planning Services - November 2010			No		0000
101-410-1910-43150	Contract Services									
	67945 Total:	22.50								
	MFR Total:	22.50								
MNNATIVE MN Native Landscapes										
6459	12/08/2010	3,238.00	0.00	01/04/2011	Native Prairie Plant Seedlings			No		0000
404-480-8000-45300	Improvements Other Than Bldgs									
	6459 Total:	3,238.00								
	MNNATIVE Total:	3,238.00								
MNRURAL MN Rural Water Association										
2010-2011 Memb	12/13/2010	200.00	0.00	01/04/2011	Membership Renewal			No		0000
601-494-9400-44370	Conferences & Training									
	2010-2011 Memb Total:	200.00								
	MNRURAL Total:	200.00								
MORTON Morton Salt, Inc.										
535694	12/03/2010	3,190.98	0.00	01/04/2011	Road Salt			No		0000
101-430-3125-42290	Sand/Salt									
	535694 Total:	3,190.98								
546740	12/14/2010	5,233.96	0.00	01/04/2011	Road Salt			No		0000
101-430-3125-42290	Sand/Salt									
	546740 Total:	5,233.96								
548518	12/15/2010	1,733.76	0.00	01/04/2011	Road Salt			No		0000
101-430-3125-42290	Sand/Salt									
	548518 Total:	1,733.76								
	MORTON Total:	10,158.70								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
MSFCB MN Fire Service Cert. Board										
11/29/2010	12/29/2010	305.00	0.00	01/04/2011	Annual Membership Dues		-	No		0000
101-420-2220-44330	Dues & Subscriptions	305.00								
	11/29/2010 Total:	225.00								
657	12/16/2010	225.00	0.00	01/04/2011	FF I test, Goodspeed, Johnson, Haire		-	No		0000
101-420-2220-44370	Conferences & Training	225.00								
	657 Total:	530.00								
	MSFCB Total:									
MSFDA MSFDA										
12/10/2010	12/10/2010	216.00	0.00	01/04/2011	MSFDA Annual Dues		-	No		0000
101-420-2220-44330	Dues & Subscriptions	216.00								
	12/10/2010 Total:	216.00								
	MSFDA Total:	216.00								
NAMERICA North American Salt Company										
70608487	12/22/2010	2,202.80	0.00	01/04/2011	Treated Road Salt		-	No		0000
101-430-3125-42290	Sand/Salt	2,202.80								
	70608487 Total:	2,202.80								
	NAMERICA Total:	2,202.80								
NAPA NAPA Auto Parts										
649346	12/10/2010	26.33	0.00	01/04/2011	Headlights		-	No		0000
101-430-3120-42210	Equipment Parts	26.33								
	649346 Total:	26.33								
	NAPA Total:	26.33								
NATREPRO National Reprographics, LLC										
69835	12/14/2010	129.19	0.00	01/04/2011	Park Comp Plan Printing		-	No		0000
101-410-1320-42030	Printed Forms	129.19								
	69835 Total:	129.19								
	NATREPRO Total:	129.19								
NEXTEL Nextel Communications										
761950227-093	12/18/2010	57.38	0.00	01/04/2011	Cell Phone Service - Administration		-	No		0000
101-410-1940-43210	Telephone	57.38								
761950227-093	12/18/2010	177.12	0.00	01/04/2011	Cell Phone Service - Fire Department		-	No		0000
101-420-2220-43210	Telephone	177.12								
761950227-093	12/18/2010	17.47	0.00	01/04/2011	Cell Phone Service - Building Department		-	No		0000
101-420-2400-43210	Telephone	17.47								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
761950227-093	12/18/2010	59.41	0.00	01/04/2011	Cell Phone Service - Public Works Dept		-	No		0000
101-430-3100-43210	Telephone									
761950227-093	12/18/2010	54.01	0.00	01/04/2011	Cell Phone Service - Parks Department		-	No		0000
101-450-5200-43210	Telephone									
761950227-093 Total:		365.39								
NEXTTEL Total:		365.39								
<hr/>										
OVERHEAD Overhead Door Company										
67604	12/20/2010	694.55	0.00	01/04/2011	Garage Door Repair		-	No		0000
101-430-3100-44010	Repairs/Maint Bldg									
67604 Total:		694.55								
OVERHEAD Total:		694.55								
<hr/>										
PITNEY Pitney Bowes										
346845	12/18/2010	237.58	0.00	01/04/2011	Postage machine - Supplies		-	No		0000
101-410-1320-43220	Postage									
346845 Total:		237.58								
PITNEY Total:		237.58								
<hr/>										
PLANTH PLANT HEALTH ASSOCIATES, INC										
1030-10	12/29/2010	960.00	0.00	01/04/2011	Forester Services - December 2010		-	No		0000
101-430-3250-43150	Contract Services									
1030-10 Total:		960.00								
PLANTH Total:		960.00								
<hr/>										
PRESSA Anastasia Press										
12/14/2010	12/14/2010	55.00	0.00	01/04/2011	City Council Meeting 12/14/2010		-	No		0000
101-410-1450-43620	Cable Operations									
12/14/2010 Total:		55.00								
PRESSA Total:		55.00								
<hr/>										
RIVR COOP River Country Cooperative										
11/30/2010	11/30/2010	73.62	0.00	01/04/2011	Fuel		-	No		0000
101-420-2220-42120	Fuel, Oil and Fluids									
11/30/2010 Total:		73.62								
RIVR COOP Total:		73.62								
<hr/>										
ROGERS Rogers Printing Services, Corp										
17586	12/27/2010	32.06	0.00	01/04/2011	Business Cards - Klait		-	No		0000
101-410-1910-42030	Printed Forms									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	17586 Total:	32.06								
	ROGERS Total:	32.06								
RUD Prince-Rud Diane										
12/20/2010	12/20/2010	320.00	0.00	01/04/2011	Cleaning City Hall & Annex		-	No		0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
12/20/2010	12/20/2010	240.00	0.00	01/04/2011	Cleaning Fire Hall		-	No		0000
101-420-2220-44010	Repairs/Maint Bldg									
12/20/2010 Total:		560.00								
RUD Total:		560.00								
SAMSLUB Sam's Club										
11/22/2010	11/22/2010	9.60	0.00	01/04/2011	Rock Salt for station		-	No		0000
101-420-2220-44010	Repairs/Maint Bldg									
11/22/2010	11/22/2010	15.92	0.00	01/04/2011	Water		-	No		0000
101-420-2220-44300	Miscellaneous									
11/22/2010 Total:		25.52								
9559	12/20/2010	78.43	0.00	01/04/2011	Wiper Blades for Truck		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt									
9559	12/20/2010	20.00	0.00	01/04/2011	Spotlight for Ranger		-	No		0000
410-480-8000-45800	Other Equipment									
9559 Total:		98.43								
SAMSLUB Total:		123.95								
STILLMED Stillwater Medical Group										
12/07/2010	12/07/2010	950.86	0.00	01/04/2011	Preplacement/Physicals, Hep B Vac		-	No		0000
101-420-2220-43050	Physicals									
12/07/2010 Total:		950.86								
STILLMED Total:		950.86								
SVENDSON Svendson Heather										
Chk Req	12/29/2010	128.25	0.00	01/04/2011	Refund on Building Permit		-	No		0000
101-420-2400-44300	Miscellaneous									
Chk Req Total:		128.25								
SVENDSON Total:		128.25								
TDS TDS METROCOM - LLC										
651-779-8882	12/29/2010	163.94	0.00	01/04/2011	Analog Lines - Fire		-	No		0000
101-420-2220-43210	Telephone									
651-779-8882	12/29/2010	156.78	0.00	01/04/2011	Analog Lines - Public Works		-	No		0000
101-430-3100-43210	Telephone									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
651-779-8882	12/29/2010	104.52	0.00	01/04/2011	Analog Lines - Lift Station Alarms		-	No		0000
602-495-9450-43210	Telephone									
651-779-8882	12/29/2010	42.16	0.00	01/04/2011	Alarm Well House #2		-	No		0000
601-494-9400-43210	Telephone									
	651-779-8882 Total:	467.40								
	TDS Total:	467.40								
TKDA TKDA, Inc.										
000201003776	12/29/2010	984.85	0.00	01/04/2011	Development Whistling Valley III		-	No		0000
203-490-9070-43030	Engineering Services									
	000201003776 Total:	984.85								
000201003777	12/29/2010	210.50	0.00	01/04/2011	Lake Elmo Farms		-	No		0000
203-490-9070-43030	Engineering Services									
	000201003777 Total:	210.50								
000201003778	12/29/2010	485.93	0.00	01/04/2011	Sanctuary		-	No		0000
203-490-9070-43030	Engineering Services									
	000201003778 Total:	485.93								
000201003781	12/29/2010	16,421.09	0.00	01/04/2011	I-94 to 30th Street - village Sanitary		-	No		0000
413-480-8000-43030	Engineering Services									
	000201003781 Total:	16,421.09								
000201003783	12/29/2010	1,163.06	0.00	01/04/2011	Lake Elmo Area Village Eng Support		-	No		0000
413-480-8000-43030	Engineering Services									
	000201003783 Total:	1,163.06								
000201003784	12/29/2010	200.61	0.00	01/04/2011	Tablyn Portion		-	No		0000
416-480-8000-43030	Engineering Services									
	000201003784 Total:	200.61								
000201003785	12/29/2010	1,438.68	0.00	01/04/2011	Lake Elmo 2010 Street & Water Quality		-	No		0000
417-480-8000-43030	Engineering Services									
	000201003785 Total:	1,438.68								
000201003786	12/29/2010	381.33	0.00	01/04/2011	General Engineering		-	No		0000
101-420-2400-43030	Engineering									
000201003786	12/29/2010	461.70	0.00	01/04/2011	General Engineering		-	No		0000
101-430-3100-43030	Engineering Services									
000201003786	12/29/2010	6,329.66	0.00	01/04/2011	General Engineering		-	No		0000
101-410-1930-43030	Engineering Services									
000201003786	12/29/2010	1,005.77	0.00	01/04/2011	General Engineering		-	No		0000
101-410-1910-43030	Engineering Services									
	000201003786 Total:	8,178.46								
000201003787	12/29/2010	452.13	0.00	01/04/2011	TH 5 & Jamaica Ave Roundabout		-	No		0000
417-480-8000-43030	Engineering Services									
	000201003787 Total:	452.13								
000201003788	12/29/2010	1,174.75	0.00	01/04/2011	Lake Elmo Water System		-	No		0000
601-494-9400-43030	Engineering Services									
	000201003788 Total:	1,174.75								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PQ #	Close POLine #
000201003789	12/29/2010	3,570.00	0.00	01/04/2011	2011 Street Improvement Feasibility		-			0000
418-480-8000-43030	Engineering Services									No
	000201003789 Total:	3,570.00								
000201003790	12/29/2010	4,470.00	0.00	01/04/2011	Lake Elmo/50th St/Kimbrow MSAS St Improv		-			0000
418-480-8000-43030	Engineering Services									No
	000201003790 Total:	4,470.00								
000201003791	12/29/2010	371.94	0.00	01/04/2011	General Engineering-VRA		-			0000
101-420-2400-43030	Engineering									No
000201003791	12/29/2010	223.35	0.00	01/04/2011	General Engineering-VRA		-			0000
101-410-1910-43030	Engineering Services									No
000201003791	12/29/2010	3,558.97	0.00	01/04/2011	General Engineering-VRA		-			0000
409-480-8000-43030	Engineering Services									No
000201003791	12/29/2010	2,435.21	0.00	01/04/2011	General Engineering-VRA		-			0000
404-480-8000-43030	Engineering Services									No
000201003791	12/29/2010	548.20	0.00	01/04/2011	General Engineering-VRA		-			0000
601-494-9400-43030	Engineering Services									No
000201003791	12/29/2010	1,078.04	0.00	01/04/2011	General Engineering-VRA		-			0000
602-495-9450-43030	Engineering Services									No
000201003791	12/29/2010	1,282.27	0.00	01/04/2011	General Engineering-VRA		-			0000
603-496-9500-43030	Engineering Services									No
	000201003791 Total:	9,497.98								
	TKDA Total:	48,248.04								
XCEL Xcel Energy										
12/29/2010	12/29/2010	1,604.82	0.00	01/04/2011	Electric & Gas Wells 1 & 2		-			0000
601-494-9400-43810	Electric Utility									No
	12/29/2010 Total:	1,604.82								
	XCEL Total:	1,604.82								
	Report Total:	105,317.62								