

*Our Mission is to Provide Quality Public Services in a
Fiscally Responsible Manner in Partnership with our Community.*

NOTICE OF MEETING

City Council Meeting

Tuesday, March 1, 2022 7:00 P.M.

City of Lake Elmo | 3800 Laverne Avenue North

AGENDA

A. Call to Order/Pledge of Allegiance

B. Approval of Agenda

C. Approval of Minutes

1. February 15, 2022

D. Public Comments/Inquiries

E. Presentations

F. Consent Agenda

2. Approve Payment of Disbursements and Payroll
3. Approve Final Plat Extension – Enterprise Rent a Car
4. Approve Property Tax Abatement – 10920 32nd St. N. – *Resolution 2022-020*
5. Approve Plans and Specifications and Order Ad for Bids Section 16 Sanitary Sewer Extension – *Resolution 2022-021*
6. Approve Plans and Specifications and Order Ad for Bids for the Tapestry Sanitary Sewer Extension – *Resolution 2022-022*
7. Approve Lake Elmo City Center Public Works Addition Pay Request #1
8. Approve City Planner Hire

G. Regular Agenda

9. Approve Plans and Specifications and order Ad for Bids 2022 Street and Utility Improvements – *Resolution 2022-023*
10. 2022-2024 EDA Work Plan

H. Council Reports

I. Staff Reports

J. Adjourn

**CITY OF LAKE ELMO
CITY COUNCIL MINUTES
FEBRUARY 15, 2022**

CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

PRESENT: Mayor Charles Cadenhead and Councilmembers Katrina Beckstrom, Dale Dorschner, Jeff Holtz and Lisa McGinn.

Staff present: Administrator Handt, Assistant Administrator Dickson, City Attorney Sonsalla, City Engineer Griffin, Public Works Director Powers, Planning Director Just, Fire Chief Kalis, Finance Director Magureanu and City Clerk Johnson

APPROVAL OF AGENDA

Councilmember Dorschner, seconded by Councilmember Holtz, moved TO APPROVE THE AGENDA AS PRESENTED. Motion passed 5 – 0.

ACCEPT MINUTES

Councilmember Dorschner, seconded by Councilmember McGinn, moved TO ACCEPT THE MINUTES OF THE FEBRUARY 15, 2022 CITY COUNCIL MEETING AS PRESENTED. Motion passed 5 – 0.

PUBLIC COMMENTS/INQUIRIES

None

PRESENTATIONS

None

CONSENT AGENDA

2. Approve Payment of Disbursements and Payroll
3. Approve Resolution Supporting Housing and Local Decision Making Authority -
Resolution 2022-016
4. Approve Purchase of Turnout Gear
5. Approve Cable Caster Agreement
6. Approve Purchase of Public Works Pickup Truck
7. Approve Public Works Bulk Water Fill Station
8. Approve Concurrence to Award a Construction Contract for the CSAH 13 Phase 2
Improvements -*Resolution 2022-018*

Councilmember Dorschner, seconded by Councilmember Holtz, moved TO APPROVE THE CONSENT AGENDA AS PRESENTED. Motion passed 5 - 0.

ITEM 9: Variance for Setback at 3200 Lake Elmo Ave

Planning Director Just presented the request for a 45 foot setback variance to accommodate a deck and four season porch addition to a planned new home construction on a previously created lot adjacent to 3200 Lake Elmo Avenue, PID 13.029.21.33.0042.

Councilmember Dorschner, seconded by Councilmember McGinn, moved TO APPROVE RESOLUTION NO 2022-019, TO APPROVE THE REQUEST FROM CAROLYN HORTTOR TO AMEND RESOLUTION NO. 2007-033 APPROVING A MINOR SUBDIVISION AND LOT WIDTH VARIANCE FOR PID 13.029.21.33.0042 BY REMOVING CONDITION OF APPROVAL #8 AND ALLOWING A SETBACK OF 150 FEET FROM THE ORDINARY HIGH WATER LEVEL OF LAKE ELMO. Motion passed 5 – 0.

ITEM 10: Resolution Receiving Feasibility Report, Calling Hearing on Improvement, Approving Plans and Specifications, and Ordering Advertisement for Bids for the Parkview-Cardinal Neighborhood Street and Utility Improvements

City Engineer Isakson presented the project scope, schedule, proposed improvements, project costs and also discussed commercial properties in the project area.

Councilmember Dorschner, seconded by Councilmember McGinn, moved TO APPROVE RESOLUTION NO. 2022-017, RECEIVING THE FEASIBILITY REPORT, CALLING HEARING ON IMPROVEMENT, APPROVING THE PLANS AND SPECIFICATIONS, AND ORDERING THE ADVERTISEMENT FOR BIDS FOR THE PARKVIEW-CARDINAL NEIGHBORHOOD STREET AND UTILITY IMPROVEMENTS. Motion passed 5 – 0.

ITEM 11: Select Consultant for Classification and Compensation Study

City Administrator Handt presented an overview of the proposals received for the Classification and Compensation Study, noting staff recommendations and budget.

Councilmember Holtz, seconded by Councilmember Beckstrom, moved TO AUTHORIZE THE MAYOR AND CLERK TO EXECUTE A CONTRACT WITH BAKER TILLY FOR A JOB CLASSIFICATION AND COMPENSATION STUDY. Motion passed 5 – 0.

COUNCIL REPORTS

Mayor Cadenhead: Noted that Lake Elmo resident Sydney Petersen will be competing in Nordic Skiing in the upcoming Paralympics.

Councilmember McGinn: Reported on the Spice Bazaar ribbon cutting and grand opening.

LAKE ELMO CITY COUNCIL MINUTES
February 15, 2022

Meeting adjourned at 7:56 pm.

LAKE ELMO CITY COUNCIL

ATTEST:

Julie Johnson, City Clerk

Charles Cadenhead, Mayor

STAFF REPORT

DATE: March 1, 2022

CONSENT

TO: Mayor and City Council
FROM: Michael Kuehn, Accountant
AGENDA ITEM: Payments and Disbursements
REVIEWED BY: Sam Magureanu, Finance Director

BACKGROUND INFORMATION/STAFF REPORT:

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

FISCAL IMPACT:

Claim #	Amount	Description
ACH	\$ 300.00	Postage Meter Refill 02/16/22
ACH	\$ 92,748.68	Payroll 02/24/22 (incl Central Pension Chk 53136)
53137 - 53178	\$ 25,471.59	Accounts Payable 03/01/22 (FY 2021)
53137 - 53178	\$ 298,485.48	Accounts Payable 03/01/22 (FY 2022)
TOTAL	\$ 417,005.75	

RECOMMENDATION:

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

“Motion to approve the aforementioned disbursements in the amount of \$ 417,005.75 ”.

ATTACHMENTS:

1. Accounts Payable – proof lists (AP 123121, AP 030122)

Amgk

Accounts Payable

To Be Paid Proof List

User: Michael Kuehn
 Printed: 02/23/2022 - 2:07PM
 Batch: 00012.12.2021 - AP 123121



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
ASPENM	Aspen Mills								
285457	12/14/2021	667.47	0.00	03/01/2022				No	0
101-420-2220-44170	Uniforms			Uniform Job Shirts					
	285457 Total:	667.47							
285524	12/15/2021	516.38	0.00	03/01/2022				No	0
101-420-2220-44170	Uniforms			Uniform Q, Malone					
	285524 Total:	516.38							
	ASPENM Total:	1,183.85							
BOLTON	Bolton & Menk, Inc								
0284126	2/14/2022	2,093.00	0.00	03/01/2022				No	0
441-480-8114-43030	Engineering Services			2022 Street & Util Imp Proj 2021.128					
	0284126 Total:	2,093.00							
*** 0284127	2/14/2022	25.50	0.00	03/01/2022				No	0
803-000-0000-22910	Developer Payments			River Valley					
*** 0284127	2/14/2022	739.50	0.00	03/01/2022				No	0
101-410-1910-43150	Contract Services			Pro Services thru 12/31/21					
	0284127 Total:	765.00							
0284128	2/14/2022	6,958.50	0.00	03/01/2022				No	0
601-480-8102-43030	Engineering Services			Parkview-Cardinal Street & Util Imp 2020.121					
	0284128 Total:	6,958.50							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
0284129	2/14/2022	2,892.00	0.00	03/01/2022				No	0
602-480-8100-43030	Engineering Services			Tapestry Sanitary Sewer Ext Proj 2020.119					
	0284129 Total:	2,892.00							
0284131	2/14/2022	102.00	0.00	03/01/2022				No	0
803-000-0000-22910	Developer Payments			Horttor Variance					
	0284131 Total:	102.00							
0284132	2/14/2022	51.00	0.00	03/01/2022				No	0
101-410-1910-43150	Contract Services			Pro Services thru 12/31/21 5275 Keats Lot Line Adj					
	0284132 Total:	51.00							
	BOLTON Total:	12,861.50							
COMPAC	Companion Animal Control								
*** 20210531	5/31/2021	500.00	0.00	03/01/2022				No	0
101-420-2700-43150	Contract Services			Animal Control Svcs - May 2021					
*** 20210531	5/31/2021	612.10	0.00	03/01/2022				No	0
101-420-2700-43150	Contract Services			Call Response/Impoundment - May 2021					
	20210531 Total:	1,112.10							
*** 20210731	7/31/2021	500.00	0.00	03/01/2022				No	0
101-420-2700-43150	Contract Services			Animal Control Svcs - July 2021					
*** 20210731	7/31/2021	364.03	0.00	03/01/2022				No	0
101-420-2700-43150	Contract Services			Call Response/Impoundment - July 2021					
	20210731 Total:	864.03							
	COMPAC Total:	1,976.13							
GOODTECH	Goodpoint Technology Inc								
4200	10/4/2021	1,200.00	0.00	03/01/2022				No	0
101-430-3100-43190	Software Programs			2021 Road Ratings					
	4200 Total:	1,200.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
GOODTECH Total:		1,200.00							
SPRINT	Sprint								
*** 761950227-222-	9/18/2021	49.40	0.00	03/01/2022				No	0
101-420-2220-43210 Telephone				Cell Phone - Fire					
*** 761950227-222-	9/18/2021	52.49	0.00	03/01/2022				No	0
101-410-1320-43210 Telephone				Cell Phone - Admin					
*** 761950227-222-	9/18/2021	590.58	0.00	03/01/2022				No	0
101-420-2400-43210 Telephone				Cell Phone - Bldg Dept					
*** 761950227-222-	9/18/2021	304.28	0.00	03/01/2022				No	0
101-430-3100-43210 Telephone				Cell Phone - Public Works					
761950227-222-5 Total:		996.75							
SPRINT Total:		996.75							
YALMEC	Yale Mechanical								
229745	12/31/2021	3,310.66	0.00	03/01/2022				No	0
101-430-3100-43150 Contract Services				PW Office Heat Repair					
229745 Total:		3,310.66							
230308	12/31/2021	3,942.70	0.00	03/01/2022				No	0
101-430-3100-43150 Contract Services				PW Shop Heat Repair					
230308 Total:		3,942.70							
YALMEC Total:		7,253.36							
Report Total:		25,471.59							

Accounts Payable

To Be Paid Proof List

User: Michael Kuehn
 Printed: 02/23/2022 - 2:01PM
 Batch: 00001.03.2022 - AP 030122



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
ADAUTO	Advance Auto Parts								
2055-555258	2/9/2022	168.82	0.00	03/01/2022				No	0
602-495-9450-42210	Repair/Maintenance Supplies			Batterys for Portable Generator					
	2055-555258 Total:	168.82							
2055-555550	2/14/2022	17.10	0.00	03/01/2022				No	0
602-495-9450-42210	Repair/Maintenance Supplies			Portable Generator Repair					
	2055-555550 Total:	17.10							
2055-555718	2/16/2022	22.91	0.00	03/01/2022				No	0
601-494-9400-42210	Repair/Maint. Supplies			Supplies/Repairs					
	2055-555718 Total:	22.91							
	ADAUTO Total:	208.83							
ALXAIR	Alex Air Apparatus, Inc								
INV-45326	2/14/2022	1,350.83	0.00	03/01/2022				No	0
101-420-2220-42400	Small Tools & Equipment			Body Armor - Rifle Plates					
	INV-45326 Total:	1,350.83							
	ALXAIR Total:	1,350.83							
AMAZON	Amazon Capital Services								
1MFL-JM7F-4CQ7	2/17/2022	269.99	0.00	03/01/2022				No	0
601-494-9400-44300	Miscellaneous			Well 5 Storage Cabinet					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	1MFL-JM7F-4CQ7 Total:	269.99							
	AMAZON Total:	269.99							
ASPENM 286669	Aspen Mills 1/4/2022	24.50	0.00	03/01/2022	Name Tags - Q. Malone			No	0
	101-420-2220-44170 Uniforms								
	286669 Total:	24.50							
	ASPENM Total:	24.50							
AUTONATI 168249	AutoNation Ford White Bear Lake 2/14/2022	95.52	0.00	03/01/2022	Hub Caps for #12-1			No	0
	602-495-9450-42210 Repair/Maintenance Supplies								
	168249 Total:	95.52							
	AUTONATI Total:	95.52							
BECKER *** 5302	Becker Fire and Safety Services, LLC 2/16/2022	150.00	0.00	03/01/2022	Fire Extinguisher Inspections			No	0
	101-430-3100-43150 Contract Services								
*** 5302	2/16/2022	72.18	0.00	03/01/2022	Fire Extinguisher Inspections			No	0
	601-494-9400-43150 Contract Services								
*** 5302	2/16/2022	72.17	0.00	03/01/2022	Fire Extinguisher Inspections			No	0
	101-450-5200-43150 Contracted Services								
	5302 Total:	294.35							
5303	2/16/2022	141.90	0.00	03/01/2022	Annual Fire Extinguisher Maint			No	0
	101-420-2220-44040 Repairs/Maint Eqpt								
	5303 Total:	141.90							
5304	2/16/2022	104.00	0.00	03/01/2022	Annual Fire Extinguisher Maint			No	0
	101-420-2220-44040 Repairs/Maint Eqpt								

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	5304 Total:	104.00							
	BECKER Total:	540.25							
BELMIK	Belde, Mike								
20220113MB ClsC	1/13/2022	23.00	0.00	03/01/2022				No	0
601-494-9400-44370	Conferences & Training				Reimburse M Belde Water Test Class C from MRWA				
	20220113MB ClsC Total:	23.00							
	BELMIK Total:	23.00							
BOLTON	Bolton & Menk, Inc								
0284133	2/14/2022	20,173.50	0.00	03/01/2022				No	0
441-480-8114-43030	Engineering Services				2022 St & Util Imp Proj 2021.128				
	0284133 Total:	20,173.50							
*** 0284134	2/14/2022	25.50	0.00	03/01/2022				No	0
803-000-0000-22910	Developer Payments				River Valley Church				
*** 0284134	2/14/2022	971.50	0.00	03/01/2022				No	0
101-410-1910-43150	Contract Services				Pro Services thru 1/21/22				
	0284134 Total:	997.00							
0284135	2/14/2022	27,584.50	0.00	03/01/2022				No	0
601-480-8102-43030	Engineering Services				Parkview Cardinal St & Util Imp Proj 2020.121				
	0284135 Total:	27,584.50							
0284136	2/14/2022	13,943.00	0.00	03/01/2022				No	0
602-480-8100-43030	Engineering Services				Tapestry Sanitary Sewer Ext Proj 2020.119				
	0284136 Total:	13,943.00							
0284137	2/14/2022	1,124.00	0.00	03/01/2022				No	0
601-480-8103-43030	Engineering Services				Torre Pines St & Util Imp Proj 2020.122				
	0284137 Total:	1,124.00							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
0284138	2/14/2022	130.00	0.00	03/01/2022				No	0
803-000-0000-22910	Developer Payments			Krucger IUP Amendment					
	0284138 Total:	130.00							
0284139	2/14/2022	246.00	0.00	03/01/2022				No	0
803-000-0000-22910	Developer Payments			One Energy Solar Garden					
	0284139 Total:	246.00							
0284140	2/14/2022	918.00	0.00	03/01/2022				No	0
803-000-0000-22910	Developer Payments			Horttor Variance					
	0284140 Total:	918.00							
0284141	2/14/2022	408.00	0.00	03/01/2022				No	0
803-000-0000-22910	Developer Payments			Royal Golf CUP					
	0284141 Total:	408.00							
0284142	2/14/2022	65.00	0.00	03/01/2022				No	0
101-410-1910-43150	Contract Services			Dish Wireless					
	0284142 Total:	65.00							
0284143	2/14/2022	102.00	0.00	03/01/2022				No	0
101-410-1910-43150	Contract Services			5275 Keats Lot Line Adjstmt					
	0284143 Total:	102.00							
	BOLTON Total:	65,691.00							
CARDMBR	Cardmember Service								
*** 20220218	2/18/2022	113.82	0.00	03/01/2022				No	0
101-410-1320-44370	Conferences & Training			Adm - Grand View Lodge - KH					
*** 20220218	2/18/2022	-215.00	0.00	03/01/2022				No	0
101-410-1320-44370	Conferences & Training			Adm - Ehlers - KH Finance Seminar - Paypal Refund					
*** 20220218	2/18/2022	-885.65	0.00	03/01/2022				No	0
101-410-1450-43180	Information Technology/Web			Adm - Logmein Return					
*** 20220218	2/18/2022	211.14	0.00	03/01/2022				No	0
101-410-1520-44300	Miscellaneous			Fin - UB Clerk Headset					

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
*** 20220218	2/18/2022	70.00	0.00	03/01/2022				No	0
101-410-1520-44330 Dues & Subscriptions					Fin - MN GFOA 2022 Membership thru Mar 2023				
*** 20220218	2/18/2022	23.88	0.00	03/01/2022				No	0
101-420-2220-42080 EMS Supplies					FD - Emergency Med Prod - EMS Supps				
*** 20220218	2/18/2022	475.38	0.00	03/01/2022				No	0
101-420-2220-42080 EMS Supplies					FD - Emergency Med Prod - EMS Supps				
*** 20220218	2/18/2022	118.38	0.00	03/01/2022				No	0
101-420-2220-42400 Small Tools & Equipment					FD - Amazon - E1 Water Extinguisher				
*** 20220218	2/18/2022	95.16	0.00	03/01/2022				No	0
101-420-2220-44300 Miscellaneous					FD - Sams Club - Station Supps				
*** 20220218	2/18/2022	100.00	0.00	03/01/2022				No	0
101-420-2220-44370 Conferences & Training					FD - Natl Registry EMT - EMT Recert Vouchrs				
*** 20220218	2/18/2022	28.42	0.00	03/01/2022				No	0
101-420-2400-42000 Office Supplies					Adm - Amazon - Supplies				
*** 20220218	2/18/2022	110.06	0.00	03/01/2022				No	0
101-430-3100-43840 Refuse					PW - Wash Cnty - Hazardous Waste License				
*** 20220218	2/18/2022	25.62	0.00	03/01/2022				No	0
101-430-3100-44330 Dues & Subscriptions					PW - HSEM Tier 2 Rptg Annual Fees				
*** 20220218	2/18/2022	1,000.00	0.00	03/01/2022				No	0
101-430-3100-44370 Conferences & Training					PW - MN ShadeTree Course - for 5 - JC MC JS BW JE				
*** 20220218	2/18/2022	1,684.69	0.00	03/01/2022				No	0
410-420-2220-45500 Vehicles					FD - Amazon - Brush 1 Recovery Winch				
	20220218 Total:	2,955.90							
	CARDMBR Total:	2,955.90							
CENPOW	Century Power Equipment								
847362	2/16/2022	111.96	0.00	03/01/2022				No	0
101-430-3100-42210 Repair/Maint. Supplies					Chain Saw Repair				
	847362 Total:	111.96							
	CENPOW Total:	111.96							
CENTURY	Century College								
940424	2/1/2022	250.00	0.00	03/01/2022				No	0
101-420-2220-44370 Conferences & Training					Initial Company Operations / ICS 400 - MS				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	940424 Total:	250.00							
	CENTURY Total:	250.00							
CINTAS	Cintas								
*** 4110834201	2/16/2022	14.75	0.00	03/01/2022				No	0
601-494-9400-44170	Uniforms				Uniforms				
*** 4110834201	2/16/2022	3.41	0.00	03/01/2022				No	0
603-496-9500-44170	Uniforms				Uniforms				
*** 4110834201	2/16/2022	8.44	0.00	03/01/2022				No	0
602-495-9450-44170	Uniforms				Uniforms				
*** 4110834201	2/16/2022	16.13	0.00	03/01/2022				No	0
101-450-5200-44170	Uniforms				Uniforms				
*** 4110834201	2/16/2022	83.31	0.00	03/01/2022				No	0
101-430-3100-44170	Uniforms				Uniforms				
*** 4110834201	2/16/2022	128.54	0.00	03/01/2022				No	0
101-430-3100-42150	Operating Supplies				Rugs/Soap/Rags				
	4110834201 Total:	254.58							
	CINTAS Total:	254.58							
CTYBLO	City of Bloomington - Civic Plaza								
20378	2/11/2022	88.00	0.00	03/01/2022				No	0
601-494-9400-43150	Contract Services				Lab Testing				
	20378 Total:	88.00							
	CTYBLO Total:	88.00							
DELTA	Delta Dental Of Minnesota								
CNS0000900613	3/1/2022	1,246.60	0.00	03/01/2022				No	0
101-000-0000-21706	Medical Insurance				Monthly Dental Ins Prem				
	CNS0000900613 Total:	1,246.60							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
DELTA Total:		1,246.60							
FASTENAL	Fastenal Company								
MNT11113419	2/3/2022	17.94	0.00	03/01/2022				No	0
101-430-3100-42400 Small Tools & Minor Equipm				Tap/small tools					
MNT11113419 Total:		17.94							
MNT11113421	2/3/2022	3.40	0.00	03/01/2022				No	0
101-430-3100-42212 Repairs/Maint. S&I				Fastener					
MNT11113421 Total:		3.40							
FASTENAL Total:		21.34							
HERITEMB	Heritage Embroidery								
45648	2/15/2022	45.00	0.00	03/01/2022				No	0
101-420-2220-44170 Uniforms				Name/Rank Embroidery - JP					
45648 Total:		45.00							
HERITEMB Total:		45.00							
HLDYCC	Wex Bank								
78360510	2/7/2022	604.34	0.00	03/01/2022				No	0
101-420-2220-42120 Fuel, Oil and Fluids				Fuel					
78360510 Total:		604.34							
HLDYCC Total:		604.34							
HUCONSTR	Hoffman + Uhlhorn Construction Inc								
2021.127PmtApp1	2/16/2022	185,721.56	0.00	03/01/2022				No	0
437-480-8108-43150 Contract Services				City Hall/Fire Station Building Project 2021.127 Pmt App 1					
2021.127PmtApp1 Total:		185,721.56							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
HUCONSTR Total:		185,721.56							
IUOEDU	IUOE Local 49								
20220201	2/1/2022	315.00	0.00	03/01/2022				No	0
101-000-0000-21712 Union Dues				Monthly Union Dues Local 49					
20220201 Total:		315.00							
IUOEDU Total:		315.00							
KATH	Kath Fuel Oil Service Co								
*** 737541	2/18/2022	339.01	0.00	03/01/2022				No	0
101-450-5200-42120 Fuel, Oil and Fluids				Gas/Fuel					
*** 737541	2/18/2022	338.99	0.00	03/01/2022				No	0
601-494-9400-42120 Fuel, Oil, and Fluids				Gas/Fuel					
*** 737541	2/18/2022	0.00	0.00	03/01/2022				No	0
603-496-9500-42120 Fuel, Oil, and Fluids				Gas/Fuel					
*** 737541	2/18/2022	677.98	0.00	03/01/2022				No	0
101-430-3100-42120 Fuel, Oil and Fluids				Gas/Fuel					
*** 737541	2/18/2022	338.99	0.00	03/01/2022				No	0
602-495-9450-42120 Fuel, Oil, and Fluids				Gas/Fuel					
*** 737541	2/18/2022	161.56	0.00	03/01/2022				No	0
101-420-2400-42120 Fuel, Oil and Fluids				Gas/Fuel					
737541 Total:		1,856.53							
737542	2/18/2022	1,299.98	0.00	03/01/2022				No	0
101-430-3100-42120 Fuel, Oil and Fluids				On Road Diesel					
737542 Total:		1,299.98							
KATH Total:		3,156.51							
KWIKTR	Kwik Trip Inc								
20220131	1/31/2022	686.58	0.00	03/01/2022				No	0
101-420-2220-42120 Fuel, Oil and Fluids				Fuel					
20220131 Total:		686.58							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
		686.58							
	KWIKTR Total:	686.58							
MACQUEEN P06397 101-420-2220-42400	MacQueen Emergency 1/31/2022 Small Tools & Equipment	1,129.11	0.00	03/01/2022	L1 Headlight LED Replacement			No	0
	P06397 Total:	1,129.11							
	MACQUEEN Total:	1,129.11							
MADISON 1486349 101-000-0000-21708	Madison National Life Ins Co Inc 3/1/2022 Other Benefits	741.33	0.00	03/01/2022	Group 027048 Monthly LTD/STD Insurance Prem March 20			No	0
	1486349 Total:	741.33							
	MADISON Total:	741.33							
MENOAK 34569 101-420-2220-42120	Menards - Oakdale 1/11/2022 Fuel, Oil and Fluids	111.60	0.00	03/01/2022	Antifreeze			No	0
	34569 Total:	111.60							
35987 601-494-9400-42210	2/8/2022 Repair/Maint. Supplies	28.44	0.00	03/01/2022	Supplies			No	0
	35987 Total:	28.44							
36113 601-494-9400-42210	2/10/2022 Repair/Maint. Supplies	6.72	0.00	03/01/2022	Sampling Water			No	0
	36113 Total:	6.72							
	MENOAK Total:	146.76							
NIEBUR 01-172260 101-450-5200-42210	Niebur Tractor & Equipment 2/15/2022 Repair/Maint. Supplies	68.90	0.00	03/01/2022	Kubota Repair/Leak			No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	01-172260 Total:	68.90							
	NIEBUR Total:	68.90							
OSIENV 2096723	OSI Environmental Inc 1/25/2022	125.00	0.00	03/01/2022	Disposal of Hazardous Oil Waste/Absorbent			No	0
	101-430-3100-43840 Refuse								
	2096723 Total:	125.00							
	OSIENV Total:	125.00							
PERMITWO 2022-0020	PermitWorks 2/9/2022	3,280.00	0.00	03/01/2022	Permit Software Support Plan 2022			No	0
	101-420-2400-43180 Information Technology/Web								
	2022-0020 Total:	3,280.00							
	PERMITWO Total:	3,280.00							
PLUNKT 7411253	Plunkett's Pest Control Inc 2/2/2022	139.36	0.00	03/01/2022	Pest Control Public Works			No	0
	101-430-3100-44010 Repairs/Maint Bldg								
	7411253 Total:	139.36							
	PLUNKT Total:	139.36							
POLL 0207858	PollardWater 2/7/2022	265.44	0.00	03/01/2022	Small Tools/manhole extractor			No	0
	602-495-9450-42400 Small Tools & Minor Equipm								
	0207858 Total:	265.44							
	POLL Total:	265.44							
POMPS	Pomp's Tire Service Inc								

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
210580277	2/18/2022	327.48	0.00	03/01/2022				No	0
101-450-5200-44040	Repairs/Maint Eqpt			2 Skidsteer Trailer Tires					
	210580277 Total:	327.48							
	POMPS Total:	327.48							
RIVCOU	River Country Cooperative								
20220131	1/31/2022	57.10	0.00	03/01/2022				No	0
101-420-2220-42120	Fuel, Oil and Fluids			Fuel					
	20220131 Total:	57.10							
	RIVCOU Total:	57.10							
STANTEC	Stantec Consulting Services Inc								
1888986	2/17/2022	37.25	0.00	03/01/2022				No	0
803-000-0000-22910	Developer Payments			Northpoint - Cyphers Logistics					
	1888986 Total:	37.25							
1888987	2/17/2022	37.25	0.00	03/01/2022				No	0
803-000-0000-22910	Developer Payments			Springs at Lake Elmo					
	1888987 Total:	37.25							
1888991	2/17/2022	37.25	0.00	03/01/2022				No	0
803-000-0000-22910	Developer Payments			Boulder Ponds 3rd					
	1888991 Total:	37.25							
1888992	2/17/2022	186.25	0.00	03/01/2022				No	0
803-000-0000-22910	Developer Payments			Wildflower 4th					
	1888992 Total:	186.25							
1888993	2/17/2022	521.50	0.00	03/01/2022				No	0
803-000-0000-22910	Developer Payments			Enterprise					
	1888993 Total:	521.50							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
1889118	2/17/2022	596.00	0.00	03/01/2022				No	0
803-000-0000-22910	Developer Payments			Community Solar					
	1889118 Total:	596.00							
	STANTEC Total:	1,415.50							
TRISTATE	Tri State Bobcat								
A99842	2/16/2022	541.08	0.00	03/01/2022				No	0
101-450-5200-42210	Repair/Maint. Supplies			Bobcat Glass Door Replacement					
	A99842 Total:	541.08							
A99843	2/16/2022	10.05	0.00	03/01/2022				No	0
101-450-5200-42210	Repair/Maint. Supplies			Bobcat Glass Door Replacement					
	A99843 Total:	10.05							
T17778	1/20/2022	729.00	0.00	03/01/2022				No	0
410-430-8000-45500	Vehicles			Skid Steer Pallet Forks					
	T17778 Total:	729.00							
	TRISTATE Total:	1,280.13							
UNLMTD	Unlimited Supplies Inc								
403010	2/14/2022	633.13	0.00	03/01/2022				No	0
101-430-3100-42210	Repair/Maint. Supplies			Fasteners/Supplies					
	403010 Total:	633.13							
404330	2/21/2022	147.94	0.00	03/01/2022				No	0
101-430-3100-42210	Repair/Maint. Supplies			Shop Supplies					
	404330 Total:	147.94							
	UNLMTD Total:	781.07							
USSOLR	USS Minnesota One MT LLC								
*** 26988	2/17/2022	12.45	0.00	03/01/2022				No	0

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
101-410-1940-43810 Electric Utility *** 26988	2/17/2022	12.37	0.00	03/01/2022	US Solar Subscription			No	0
221-460-6301-43810 Utilities *** 26988	2/17/2022	98.96	0.00	03/01/2022	US Solar Subscription			No	0
101-450-5200-43810 Electric Utility *** 26988	2/17/2022	61.85	0.00	03/01/2022	US Solar Subscription			No	0
602-495-9450-43810 Electric Utility *** 26988	2/17/2022	37.11	0.00	03/01/2022	US Solar Subscription			No	0
101-420-2220-43810 Electric Utility *** 26988	2/17/2022	136.07	0.00	03/01/2022	US Solar Subscription			No	0
101-430-3100-43810 Electric Utility *** 26988	2/17/2022	74.22	0.00	03/01/2022	US Solar Subscription			No	0
601-494-9400-43810 Electric Utility					US Solar Subscription				
26988 Total:		433.03							
USSOLR Total:		433.03							
WEEKSEND Weeks-End Signs & Graphics 2657	2/16/2022	195.00	0.00	03/01/2022				No	0
601-494-9400-44300 Miscellaneous					Bulk Water Fill Signs				
2657 Total:		195.00							
WEEKSEND Total:		195.00							
WENDTDIA Wendt, Diane 20220222 ICCexm	2/22/2022	241.00	0.00	03/01/2022				No	0
101-420-2400-44370 Conferences & Training					ICC Permit Tech Exam reimbursement				
20220222 ICCexm Total:		241.00							
WENDTDIA Total:		241.00							
XCEL Xcel Energy *** 765983729	2/1/2022	3,993.25	0.00	03/01/2022				No	0
101-430-3100-43810 Electric Utility					Electric Utility				
*** 765983729	2/1/2022	4,930.28	0.00	03/01/2022				No	0
601-494-9400-43810 Electric Utility					Electric Utility				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
*** 765983729	2/1/2022	505.65	0.00	03/01/2022				No	0
101-410-1940-43810 Electric Utility				Electric Utility					
*** 765983729	2/1/2022	1,861.38	0.00	03/01/2022				No	0
602-495-9450-43810 Electric Utility				Electric Utility					
*** 765983729	2/1/2022	1,703.37	0.00	03/01/2022				No	0
221-460-6301-43810 Utilities				Electric Utility					
*** 765983729	2/1/2022	2,388.14	0.00	03/01/2022				No	0
101-420-2220-43810 Electric Utility				Electric Utility					
*** 765983729	2/1/2022	998.64	0.00	03/01/2022				No	0
101-450-5200-43810 Electric Utility				Electric Utility					
	765983729 Total:	16,380.71							
766367811	2/3/2022	4,615.14	0.00	03/01/2022				No	0
101-430-3100-43811 Street Lights				Electric Utility - Street Lights					
	766367811 Total:	4,615.14							
767108293	2/9/2022	3,202.13	0.00	03/01/2022				No	0
101-430-3100-43810 Electric Utility				Electric Utility - 3445 Ideal Ave N					
	767108293 Total:	3,202.13							
	XCEL Total:	24,197.98							
	Report Total:	298,485.48							



STAFF REPORT

DATE: 3/01/2022

CONSENT

TO: Mayor and City Council
FROM: Molly Just, Planning Director
ITEM: Enterprise Holdings Request for Extension of Time to Record Final Plat

BACKGROUND:

On September 7, 2021, the City Council approved a final plat for Pingree Addition (Enterprise Holdings). Pursuant to Lake Elmo City Code, the final plat will become void if not recorded within 180 days.

ISSUE BEFORE THE CITY COUNCIL:

The City Council is being asked to consider a request for approval of additional time for the developer to record the final plat.

TIME EXTENSION REQUEST – REVIEW AND ANALYSIS:

City Code Requirements

Section 103.00.100.b.7 of the City Code contains the requirements for approving additional time for recording a final plat.

7. Recording final plat. If the final plat is approved by the council, the subdivider shall record it with the county recorder within 180 days after the approval. If not filed within 180 days, approval of the final plat shall be considered void, unless a request for time extension is submitted in writing and approved by the council. The subdivider shall, immediately upon recording, furnish the administrator with two paper prints and one reproducible film positive of the plat showing evidence of the recording. No building permits shall be issued for construction of any structure on any lot in the plat until the city has received evidence of the plat being recorded by the county.

The developer has submitted a request asking for a time extension to record the final plat for Pingree Addition (Enterprise Holdings).

Request Details

The developer's request indicates that they are working to meet the conditions of approval for recording the final plat and are nearing acceptance of the plans for construction.

Staff supports the request for a time extension to submit the final plat. This time extension request does not change the City's final plat approval.

RECOMMENDATION:

Staff recommends that the City Council approve the requested time extension for submission of the final plat for Pingree Addition. This approval grants the developer until June 30, 2022 to record the final plat.

“Move to approve the requested time extension to June 30, 2022 to record the final plat for Pingree Addition .”



DATE: March 1, 2022
CONSENT

AGENDA ITEM: Abatement of Assessment 10920 32nd Street N

SUBMITTED BY: Samuel Magureanu, Finance Director

BACKGROUND:

The City acquired an easement from owner. Per agreement the compensation shall be credited against the assessment levied for the Old Village phase 5&6 street and utility improvements. Since the levied amount for the improvements was certified to the County, the City needs to file an abatement to remove the 2022 levied amount and adjust the remaining balance by the purchase price of \$24,438.

ISSUE BEFORE COUNCIL:

Should the Council approve the abatement of assessments by \$24,438 for PID 14.029.21.44.0019.

PROPOSAL:

Included in your packet is a resolution to abate the assessed amount by \$24,438.

FISCAL IMPACT:

Since special assessment levied fund the bond payments for the improvement project, the City will transfer funds from the project funds to cover the purchase of the easement into the debt service fund.

RECOMMENDATION:

If removed from the consent agenda:

***“Motion to Approve Resolution No 2022-020*”**

ATTACHMENT

- Resolution No 2022-020

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

RESOLUTION NO. 2022-020

**A RESOLUTION RELATED TO 2022 ASSESSMENTS
TO WASHINGTON COUNTY**

WHEREAS, 10920 32nd Street N had assessments certified to the property taxes in 2022 for 2021 Old Village phase 5&6 street and utility improvements; and

WHEREAS, the City of Lake Elmo acquired an easement from owner, and

WHEREAS, per agreement the compensation shall be credited against the levied assessment for the project improvements.

BE IT RESOLVED, by the City Council of the City of Lake Elmo, Minnesota, that the 2022 special assessment amount of \$26,200 certified to PID 14.029.21.44.0019 may be abated by \$24,438 (the acquisition price) per the attached Washington County abatement forms.

APPROVED by the Lake Elmo City Council on this 1st day of March, 2022.

By: _____
Charles Cadenhead
Mayor

ATTEST:

Julie Johnson
City Clerk

**WASHINGTON COUNTY TAXATION DIVISION
APPLICATION FOR ABATEMENT - SPECIAL ASSESSMENTS (only)**

Received: _____	Assessment Year: 2021
Worksheet# _____	Payable Year: 2022

APPLICANT

Submitter Samuel Magureanu	Phone 651-747-3909	Email smagureanu@lakeelmo.org	
Address 3880 Laverne Avenue N Ste 100	City Lake Elmo	State MN	Zip 55042

PROPERTY INFORMATION

Owner's Name(s) Wallace Joseph					
Owner's Mailing Address 10920 32nd Street N			Property Address (if different from mailing address)		
City Lake Elmo	State MN	Zip 55042	City	State	Zip
Property ID Number 14.029.21.44.0019			City or Township	School District #	TAG

Special Assessment Project Number(s) S-26331100	Certified Amount Requested to be Abated (amount appearing on property tax statement) 1,447.63
S-26602100	1,112.50

Applicant's Statement of Facts:

Credit against assessment due to property easement

Applicant's Request:

Please remove the current assesment payable in 2022 as noted above and outstanding balance amount of 24,661.67

Applicant's Signature: _____

Date: _____

NOTE: M.S. §609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000, or both."

Note: Must include City/Township Resolution for reductions on assessments

OFFICE USE ONLY

ORIGINAL							Taxes & Credits		SpAsmt	Total Tax
Class	EMVL	EMVI	EMV	TMV	Tax Capacity					
						LNTC				
Val Grp - 1						TIF				
Val Grp - 2						FD				
Val Grp - 3						STATE				
Val Grp - 4						RMV				
Val Grp - 5						PWRL CR				
TOTAL						AG CR				
							HST CR			
							TOTAL	-		-
REVISED							Taxes & Credits		SpAsmt	Total Tax
							LNTC			
							TIF			
							FD			
							STATE			
							RMV			
							PWRL CR			
							AG CR			
							HST CR			
							TOTAL	-		-
TOTAL DIFFERENCE							-	-	-	

REPORT OF INVESTIGATION

<input type="checkbox"/> Tax is paid as of: _____	Local Tax Rate: _____
<input type="checkbox"/> Tax NOT paid as of: _____	RMV Rate: _____
After examining the applicant's claims, I have carefully investigated this application and find the facts to be as follows:	
Investigator's Signature: _____	Date: _____

CERTIFICATE OF APPROVAL - COUNTY AUDITOR

AUDITOR'S RECOMMENDATION:			
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	Auditor's Signature	Date:
Deputy County Auditor / Taxation Division Manager			



DATE: March 1, 2022

CONSENT

AGENDA ITEM: Approve Resolution Approving Plans and Specifications and Ordering Advertisement for Bids for the Section 16 Sanitary Sewer Extension

SUBMITTED BY: Jack Griffin, City Engineer

REVIEWED BY: Kristina Handt, City Administrator
Marty Powers, Public Works Director
Molly Just, Planning Director
Chad Isakson, Assistant City Engineer

ISSUE BEFORE COUNCIL: Should the City Council approve the Plans and Specifications and Order the Advertisement for Bids for the Section 16 Sanitary Sewer Extension?

BACKGROUND: On September 7, 2021 the City Council ordered the improvements and preparation of the plans and specifications for the Section 16 Sanitary Sewer Extension. The project was initiated to extend municipal sanitary sewer service for the approximately 180-acres of City owned property located along County State Aid Highway (CSAH) 14 and Ideal Avenue (CSAH 13).

The project includes the extension of sanitary sewer along Ideal Avenue from the intersection of Ideal Avenue and 31st Street, south to a new connection point to the City of Oakdale's sanitary sewer system. A sewer stub will be left along the east boulevard of Ideal Avenue at 31st Street, for future connection by a developer. The Oakdale connection point is at Lift Station #6 located at the intersection of Ideal Avenue and Helmo Avenue/Stillwater Blvd. As part of the project implementation the City has previously approved a Comprehensive Plan Amendment to allow for sewer development, executed an ongoing sanitary sewer use agreement with the City of Oakdale, executed a Cooperative Agreement with Oakdale for the reconstruction of the Oakdale lift station, and has entered into a purchase agreement with NorthPoint Development, LLC to develop the approximately 75 acres located at Ideal Avenue, South of CSAH 14.

PROPOSAL DETAILS/ANALYSIS: The plans and specifications have been completed for the improvements and are ready to be advertised for contractor bids. A bid date has been scheduled for March 30, 2022. Once received, bids will be reviewed by staff with results to be presented to council on April 19, 2022 to consider awarding a construction contract.

As part of the project design, several pipeline alignments were evaluated, but due to existing utility conflicts, topographical challenges, and maintaining adequate pipe cover, the most feasible location was determined to be under the east pavement edge of Ideal Avenue. This alignment creates the need to disturb and reconstruct approximately 800 feet of Ideal Avenue, a County State Aid Highway, from the centerline to the east pavement edge.

FISCAL IMPACT: Approval of this motion does not commit the council to the project costs. Once contractor bids are received, the actual construction costs will be known and the council will be asked to consider entering into a contract to complete the work. The total estimated project cost is \$620,000. The improvements will be funded through the Sanitary Sewer Enterprise Fund.

RECOMMENDATION: Staff is recommending that the City Council approve, *as part of the consent agenda*, a Resolution approving the plans and specifications and ordering the advertisement for bids for the

Section 16 Sanitary Sewer Extension. If removed from the consent agenda, the recommended motion for this action is as follows:

“Move to approve Resolution No. 2022-021 Approving the Plans and Specifications and Ordering the Advertisement for Bids for the Section 16 Sanitary Sewer Extension.”

ATTACHMENTS:

1. Resolution Approving Plans and Specifications and Ordering Advertisement for Bids for the Section 16 Sanitary Sewer Extension.
2. Location Map.
3. Proposed Improvements.
4. Project Schedule.
5. Advertisement for Bids.

Project Plans and Specifications *(available for review at City Hall)*.

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

RESOLUTION NO. 2022-021

**A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND
ORDERING ADVERTISEMENT FOR BIDS FOR THE SECTION 16
SANITARY SEWER EXTENSION**

WHEREAS, pursuant to City Council direction provided on September 7, 2021, the City Engineer, together with SEH, Inc., has prepared plans and specifications for the Section 16 Sanitary Sewer Extension and has presented such plans and specifications to the Council for approval.

NOW, THEREFORE, BE IT RESOLVED,

1. Such plans and specifications, a copy of which is on file at Lake Elmo City Hall, and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper and posted online with Quest Construction Data Network (QuestCDN.com) an advertisement for bids upon the making of such improvements under such approved plans and specifications. The advertisement shall be published for at least 21 days, shall specify the work to be done, and shall state that sealed bids provided by following required electronic bidding procedures outlined by QuestCDN prior to the specified bid date and time and accompanied by a bid bond or cashier's check made payable to the City of Lake Elmo in an amount not less than 5% of the amount of such bid will be considered.

ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE FIRST DAY OF MARCH, 2022.

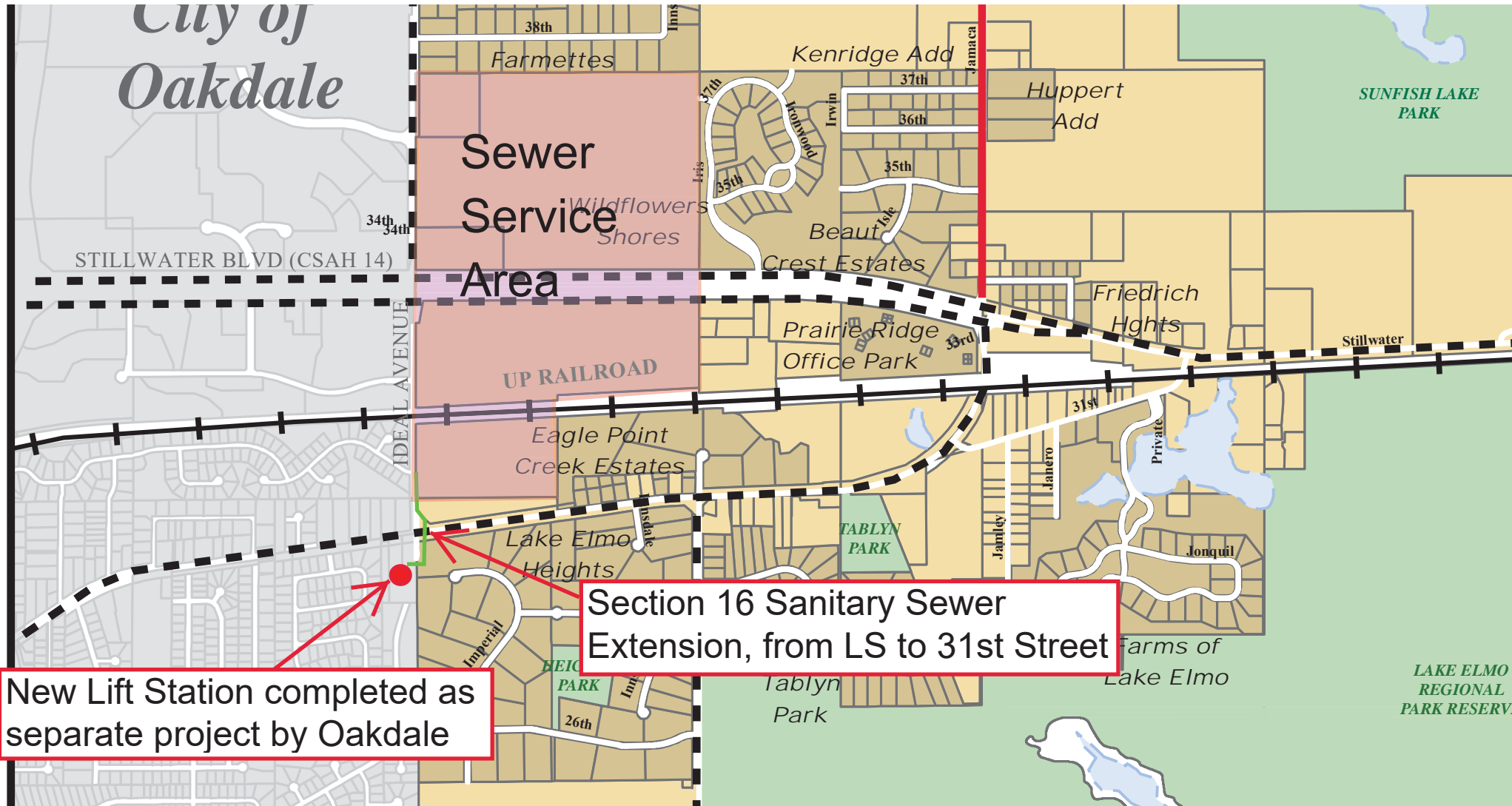
CITY OF LAKE ELMO

(Seal)
ATTEST:

By: _____
Charles Cadenhead
Mayor

Julie Johnson
City Clerk

CITY OF LAKE ELMO SECTION 16 INFRASTRUCTURE IMPROVEMENTS



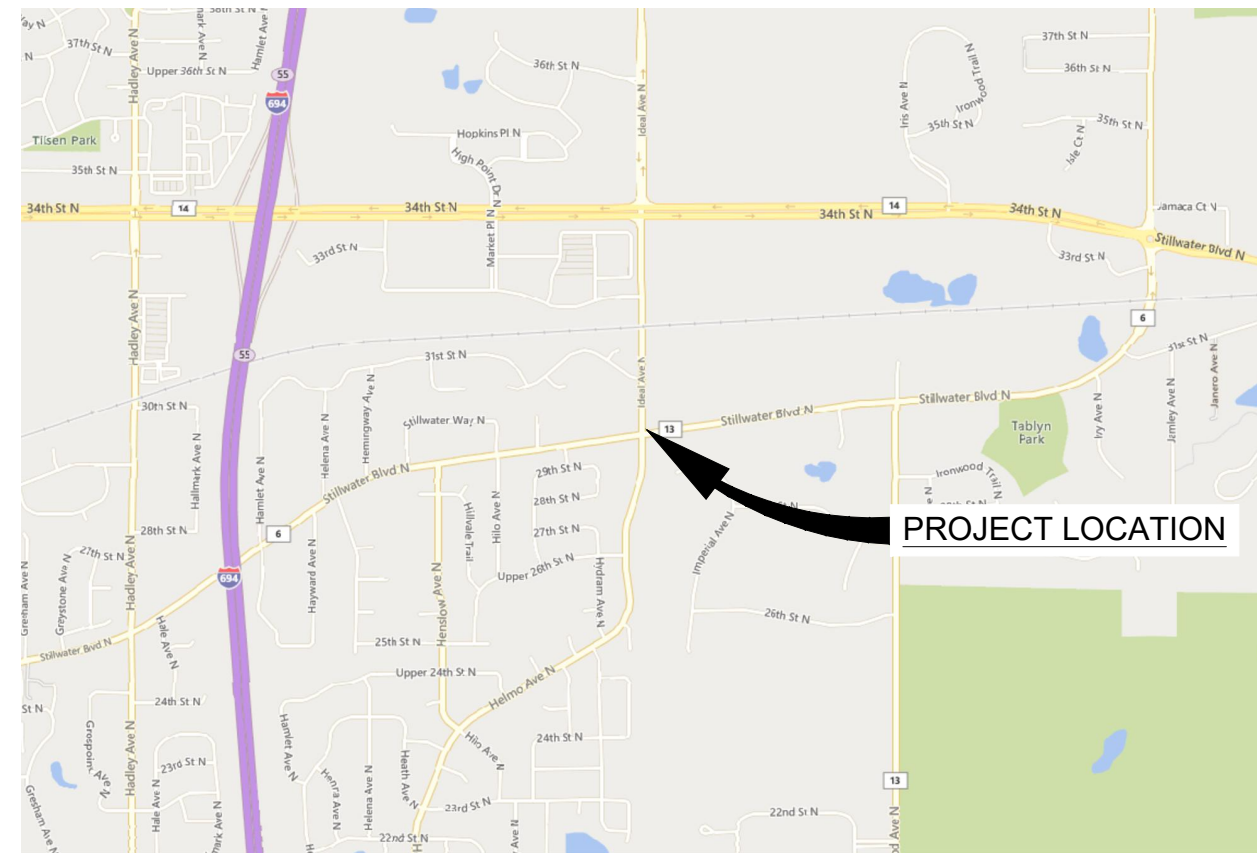
PROJECT LOCATION MAP

CITY OF LAKE ELMO, MINNESOTA

CONSTRUCTION PLANS FOR

SECTION 16 SANITARY SEWER EXTENSION

CITY PROJECT NO. 2021.116



PROJECT LOCATION

GOVERNING SPECIFICATIONS
THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN EXCEPT AS MODIFIED BY THE SPECIFICATIONS FOR THIS PROJECT.

ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	SEQ. NOTES AND STRUCTURE SCHEDULE
3-5	DETAILS
6	TYPICAL SECTIONS
7	ALIGNMENT PLAN
8	REMOVALS
9	EROSION CONTROL & RESTORATION
10	SANITARY SEWER PLAN & PROFILE
11-12	DETOUR PLAN
13	SIGNING AND STRIPING PLAN

THIS PLAN CONTAINS 13 SHEETS.

PROJECT LOCATION



LAKE ELMO, MINNESOTA



I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Signature: Todd M. Blank
Date: 3/1/2022 Lic. No. 21815

FILE NO.
163611

1
of 13

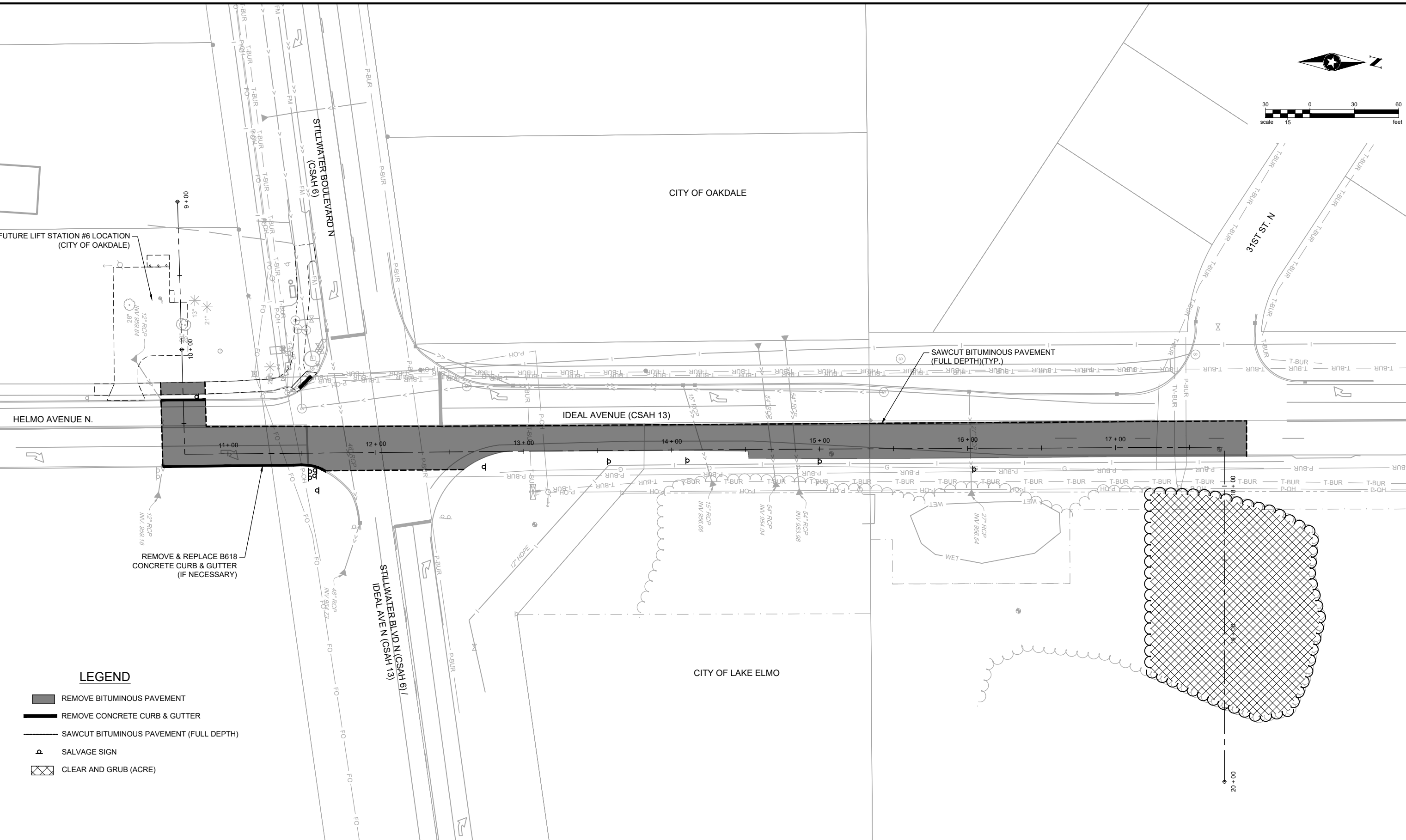
NOTE:
THE SUBSURFACE UTILITY QUALITY INFORMATION IN THIS PLAN IS LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02 ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

THE CONTRACTOR SHALL CALL THE GOPHER STATE ONE CALL SYSTEM AT 811 BEFORE COMMENCING EXCAVATION.



Save: 2/17/2022 1:39 PM abona Plot: 2/17/2022 9:48 PM X:\KOU\LAKE\MO\163611\5-final-dsgn\51-drawings\10-Civil\cad\dwg\sheet1E-163611TL.dwg

EXISTING	
	RIGHT OF WAY
	PERMANENT EASEMENT
	PROPERTY LINE
	HORIZONTAL CONTROL POINT
	BENCHMARK
	SURVEY MARKER
	SOIL BORING
	SANITARY SEWER AND MANHOLE
	FORCE MAIN AND LIFT STATION
	SANITARY SEWER SERVICE & CLEANOUT
	WATER MAIN, HYDRANT, VALVE AND MANHOLE
	WATER SERVICE AND CURB STOP BOX
	STORM SEWER, MANHOLE AND CATCH BASIN
	CULVERT AND APRON ENDWALL
	GAS MAIN, VALVE, VENT AND METER
	HANDHOLE
	BURIED FIBER OPTIC CABLE AND MANHOLE
	BURIED PHONE CABLE, PEDESTAL AND MANHOLE
	BURIED TV CABLE, PEDESTAL AND MANHOLE
	BURIED ELECTRIC CABLE, PEDESTAL, MANHOLE, TRANSFORMER AND METER
	OVERHEAD WIRE, POLE AND GUY WIRE
	LIGHT POLE
	TRAFFIC SIGNAL
	STREET NAME SIGN
	SIGN (NON STREET NAME)
	RAILROAD TRACKS
	DECIDUOUS AND CONIFEROUS TREE
	BUSH / SHRUB AND STUMP
	EDGE OF WOODED AREA
	WETLAND
	BUILDING
	FENCE (UNIDENTIFIED)
	BARBED WIRE FENCE
	CHAIN LINK FENCE
	ELECTRIC WIRE FENCE
	WOOD FENCE
	WOVEN WIRE FENCE
	PLATE BEAM GUARDRAIL
	CABLE GUARDRAIL
	POST / BOLLARD
	RETAINING WALL
PROPOSED	
	STREET CENTERLINE
	RIGHT-OF-WAY
	PERMANENT EASEMENT
	TEMPORARY EASEMENT
	CONSTRUCTION LIMITS
	SANITARY SEWER, BULKHEAD AND MANHOLE
	FORCE MAIN
	SANITARY SERVICE AND CLEANOUT
	WATER MAIN, TEE, HYDRANT, BULKHEAD AND VALVE
	WATER VALVE MANHOLE, REDUCER, BEND AND CROSS
	WATER SERVICE AND CURB STOP BOX
	STORM SEWER, MANHOLE AND CATCH BASIN
	CULVERT AND APRON ENDWALL
	DRAIN TILE
	DITCH / SWALE
	RIPRAP
	STREET NAME SIGN
	SIGN (NON STREET NAME)
	RETAINING WALL








FUTURE LIFT STATION #6 LOCATION
(CITY OF OAKDALE)

SAWCUT BITUMINOUS PAVEMENT
(FULL DEPTH)(TYP.)

REMOVE & REPLACE B618
CONCRETE CURB & GUTTER
(IF NECESSARY)

LEGEND

-  REMOVE BITUMINOUS PAVEMENT
-  REMOVE CONCRETE CURB & GUTTER
-  SAWCUT BITUMINOUS PAVEMENT (FULL DEPTH)
-  SALVAGE SIGN
-  CLEAR AND GRUB (ACRE)

Save: 2/17/2022 9:37 AM abona Plot: 2/17/2022 9:50 PM X:\KOLLAKMOY\636115-final-dsgn\5-1-drawings\10-Civil\cad\dwg\sheet\LE163611RE1.dwg

SEH Project	163611	Rev.#	Revision Issue Description	Date	Rev.#	Revision Issue Description	Date
Drawn By	AJB	.			.		
Designed By	JRT	.			.		
Checked By	TMB	.			.		



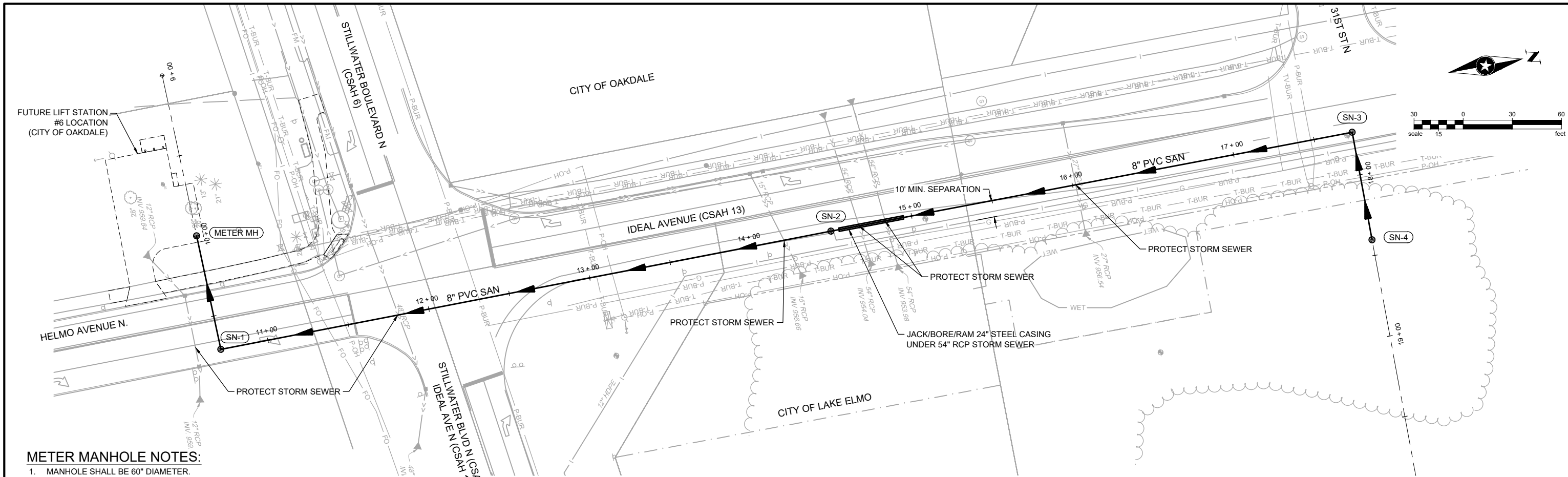
I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE 3/1/2022 Todd M. Blank
LICENSE NO. 21815

SECTION 16 SANITARY SEWER EXTENSION

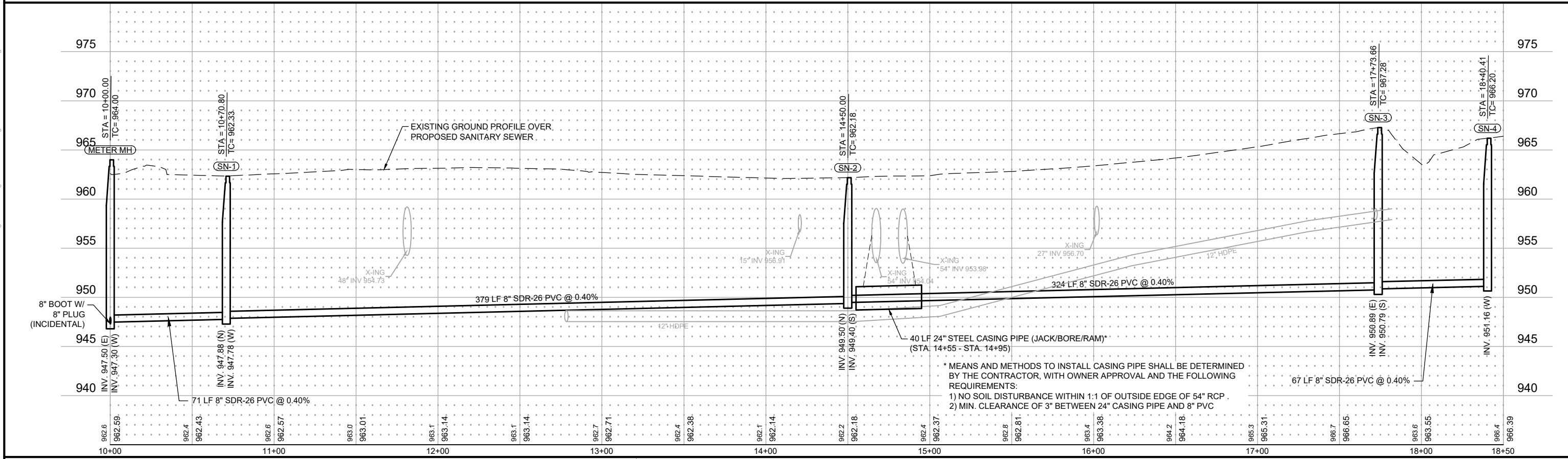
LAKE ELMO, MINNESOTA

REMOVALS




- METER MANHOLE NOTES:**
1. MANHOLE SHALL BE 60" DIAMETER.
 2. THE TOP OF THE MANHOLE BASE SHALL BE 0.5' BELOW THE LOW INVERT (INVERT WILL BE POURED BY OTHERS).
 3. CONTRACTOR SHALL INSTALL 8" PLUG IN WEST BOOT (INCIDENTAL).

SANITARY SEWER



SEH Project	163611	Rev.#	Revision Issue Description	Date	Rev.#	Revision Issue Description	Date
Drawn By	AJB						
Designed By	JRT						
Checked By	TMB						


 I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
 DATE 3/1/2022
 Todd M. Blank
 LICENSE NO. 21815

PROJECT SCHEDULE
CITY OF LAKE ELMO

FOCUS ENGINEERING, inc.

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

SECTION 16 INFRASTRUCTURE IMPROVEMENTS
PROJECT NO. 2021.116

SEPTEMBER 7, 2021	Council orders preparation of preparation of Plans and Specifications.
MARCH 1, 2022	Council approves Plans and Specifications and orders Advertisement for Bids.
MARCH 30, 2022	Project Bid Date: Receive contractor bids.
APRIL 19, 2022	Council accepts Bids and awards Contract.
MAY 30, 2022	Conduct Pre-Construction Meeting and issue Notice to Proceed. <ul style="list-style-type: none">• OCTOBER 7, 2022 Substantial Completion.• NOVEMBER 18, 2022 Final Completion.

SECTION 0100 – ADVERTISEMENT FOR BIDS

**SECTION 16 SANITARY SEWER EXTENSION
PROJECT NO. 2021.116**

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

Notice is hereby given that bids will be received online through QuestCDN.com until **Wednesday, March 30, 2022 at 10:00 a.m.**, via [QuestCDN](https://questcdn.com) for furnishing all work and materials for the construction, complete in place, of the Section 16 Sanitary Sewer Extension Project, consisting of the major work items in the following approximate quantities:

EST. QTY	UNIT	ITEM
0.6	ACRE	CLEARING & GRUBBING
2,000	SY	REMOVE BITUMINOUS PAVEMENT
315	CY	AGGREGATE BASE CLASS 5
1,100	CY	SELECT GRANULAR BORROW (5% MOD)
550	TON	BITUMINOUS MIXTURE
5	EACH	SANITARY SEWER MANHOLES
840	LF	8" PVC SANITARY SEWER (SDR 26)
40	LF	24" CASING PIPE (JACKED/AUGERED)
100	CY	TOPSOIL BORROW
1,000	SY	SEEDING W/ EROSION CONTROL BLANKET
0.6	ACRE	SEEDING
1,350	LF	PAVEMENT MARKINGS

The bid opening will be conducted via **Microsoft Teams Meeting**, at which time they will be publicly opened and read aloud:

Bid Opening – SECTION 16 SANITARY SEWER EXTENSION, PROJECT NO. 2021.116

Please join my meeting from your computer, tablet or smartphone.

<https://bit.ly/3gUm1OF>

Or call in (audio only)

[+1 872-242-7640](tel:+18722427640), [959315100#](tel:+1959315100) United States, Chicago

Phone Conference ID: 959 315 100#

Any person monitoring the meeting remotely may be responsible for any documented costs. Message and data rates may apply.

Bids must be submitted electronically through QuestCDN no later than the date and time noted above, on the Proposal Forms provided in accordance with the Contract Documents, Plans and Specifications as prepared by Short Elliott Hendrickson Inc. (SEH®), www.sehinc.com, which are on file for inspection in the office of the City Clerk and City Engineer. For this project, the City will only be accepting online electronic bids through QuestCDN. To access the electronic bid form, download the project document and click the bidding button at the top of the advertisement.

Complete digital Proposal Forms, Plans, and Specifications for use by Contractors submitting a bid are available at www.QuestCDN.com. Digital plan documents may be downloaded for a non-refundable fee of \$30.00 by inputting Quest Project No. 8136328 on the website's Project search page. Please contact QuestCDN at (952) 233-1632 or info@QuestCDN.com for assistance in free membership registration, downloading, and working with this digital project information.

For this project, bids will **ONLY** be received electronically. Contractors submitting an electronic bid will be charged an additional \$30 at the time of bid submission via the online electronic bid service QuestCDN.com. To access the electronic Bid Worksheet, download the project document and click the online bidding button at the top of the advertisement. Prospective bidders must be on the plan holders list through Quest CDN for bids to be accepted. Bids shall be completed according to the Bidding Requirements prepared by SEH dated March 1, 2022.

Bid bond in an amount not less than five percent (5%) of the total bid as a guarantee that the bidder, if successful, will enter into a contract with the City to perform the work described in the proposal. This deposit will be subject to forfeiture as provided by law. The deposits for the three lowest bidders will be retained by the City until the contract has been awarded and executed but not longer than sixty (60) days. No bid may be withdrawn for a period of sixty (60) days following the bid opening.

The City reserves the right to reject any or all bids, to waive informalities or to award the contract to the lowest responsible bidder, in the best interest of the City. For Bids exceeding \$50,000, the Bidder shall submit to the City a signed statement under oath by an owner or officer verifying compliance with each of the minimum criteria in Minnesota Statutes, section 16C.285, subdivision 3 on the Responsible Contractor Verification Form included with the Bid Proposal.

Dated: March 1, 2022

Julie Johnson, City Clerk
City of Lake Elmo

PUBLISHED: QuestCDN.com: March 4, 2022
Stillwater Gazette: March 4 and March 11, 2022



DATE: March 1, 2022

CONSENT

AGENDA ITEM: Approve Plans and Specifications and Order Advertisement for Bids for the Tapestry Sanitary Sewer Extension

SUBMITTED BY: Jack Griffin, City Engineer

REVIEWED BY: Kristina Handt, City Administrator
Marty Powers, Public Works Director
Molly Just, Planning Director
Chad Isakson, Assistant City Engineer

ISSUE BEFORE COUNCIL: Should the City Council approve the Plans and Specifications and Order the Advertisement for the Tapestry Sanitary Sewer Extension?

BACKGROUND: On November 16, 2021, following a Public Improvement Hearing, the City Council ordered the improvements and preparation of the plans and specifications for the Tapestry Sanitary Sewer Extension. The project was initiated in response to a petition received by 56 of the 65 property owners located in the neighborhood to explore the feasibility of connecting to the municipal sanitary sewer system.

The Tapestry Sanitary Sewer Extension project proposes to extend municipal sanitary sewer service to replace the private HOA owned community wastewater treatment system for the 65 residential properties. The scope of recommended improvements includes the installation of a city owned sanitary lift station, constructed near the existing community wastewater treatment facility, together with the construction of approximately 2,400 feet of a sanitary sewer forcemain. The forcemain would extend and connect to the existing 10-inch gravity sewer system located in the adjacent Hamlet on Sunfish Lake neighborhood. The forcemain would be routed generally through HOA Outlots using directional drilling to avoid or minimize construction impacts and disturbance to the public streets. The improvements to extend and connect the HOA system to city sanitary sewer is proposed to be completed during the 2022 construction season.

The scope of this project is currently limited to the construction of the city owned lift station/forcemain improvements and would provide sewer service by receiving the discharges from the privately owned sanitary collection system. The privately owned collection system is in the process of being cleaned, televised and inspected to identify potential repairs that would be necessary to ensure that discharges are maintained within standard acceptable parameters. It is anticipated this information will be received prior to consideration of the award of a contract.

The scope of this project does not include the work necessary to decommission this system. The HOA would need to pursue this work separately from the city project as required by the applicable permitting agencies.

PROPOSAL DETAILS/ANALYSIS: The plans and specifications have been completed for the improvements and are ready to be advertised for contractor bids. A bid date has been scheduled for April 5, 2022. Once received, bids will be reviewed by staff with results to be presented to council on April 19, 2022 to consider awarding a construction contract. The dates proposed are requested to be subject to change based on staff's discretion. The city will need to submit a comprehensive plan amendment application to Met Council to include the Tapestry neighborhood in the City's Municipal Urban Services Area (MUSA).

City staff worked with the design engineer to upsize the lift station structure, mechanical systems, and upsize the forcemain from a 4-inch to a 6-inch pipe. This will provide the city future flexibility to provide

access to municipal sanitary sewer if neighborhoods in the vicinity of the Tapestry neighborhood find themselves in need of a different solution than individual on site treatment systems or community 201 systems. The additional cost of oversizing the pipes and equipment is proposed to be financed through the city's sanitary sewer enterprise fund. The Tapestry community is responsible for only the base public lift station and forcemain needs to serve their neighborhood as presented in the feasibility report.

FISCAL IMPACT: Approval of this motion does not commit the council to the project costs. Once contractor bids are received, the actual construction costs will be known and the council will be asked to consider entering into a contract to complete the work. The estimated total cost for the sanitary sewer extension project is \$1,682,500 for the Tapestry neighborhood plus sewer oversizing costs for the larger forcemain and lift station upsizing. Updated project cost information will be provided once contractor bids are received.

The Tapestry improvements include \$1,089,400 for construction of the city sanitary infrastructure improvements, \$260,000 for city connection fees, \$123,500 in city oversize cost recovery fees, \$161,525 in Met Council connection fees, and \$48,000 for recommended sewer cleaning and televising costs. The Met Council fees (\$161,525) would be required to be paid in full from the HOA prior to awarding a construction contract and the remaining costs and fees would be assessed against the benefitting properties. Based on the above costs the unit assessment for each of the 65 residential properties will be \$23,400. Assessments for public sanitary sewer are levied over a 20-year period and charged an interest rate of 1% over the bond rate for the project.

RECOMMENDATION: Staff is recommending that the City Council consider, *as part of the consent agenda*, approving a Resolution approving the plans and specifications and ordering the advertisement for bids for the Tapestry Sanitary Sewer Extension. If removed from the consent agenda, the recommended motion for this action is as follows:

“Move to approve Resolution No. 2022-022, approving the Plans and Specifications and Ordering the Advertisement for Bids for the Tapestry Sanitary Sewer Extension.”

ATTACHMENTS:

1. Resolution approving the Plans and Specifications and Ordering the Advertisement for Bids for the Tapestry Sanitary Sewer Extension.
2. Location Map.
3. Proposed Improvements.
4. Project Schedule.
5. Advertisement for Bids.

Project Plans and Specifications available for review at City Hall.

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

RESOLUTION NO. 2022-022

**A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND
ORDERING ADVERTISEMENT FOR BIDS FOR THE
TAPESTRY SANITARY SEWER EXTENSION**

WHEREAS, pursuant to City Council resolution, adopted on November 16, 2021, the City Engineer, together with Bolton and Menk, Inc., has prepared plans and specifications for the Tapestry Sanitary Sewer Extension and has presented such plans and specifications to the Council for approval.

NOW, THEREFORE, BE IT RESOLVED,

1. Such plans and specifications, a copy of which is on file at Lake Elmo City Hall, and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper and posted online with Quest Construction Data Network (QuestCDN.com) an advertisement for bids upon the making of such improvements under such approved plans and specifications. The advertisement shall be published for at least 21 days, shall specify the work to be done, and shall state that sealed bids provided by following required electronic bidding procedures outlined by QuestCDN prior to the specified bid date and time and accompanied by a bid bond or cashier's check made payable to the City of Lake Elmo in an amount not less than 5% of the amount of such bid will be considered.

ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE FIRST DAY OF MARCH, 2022.

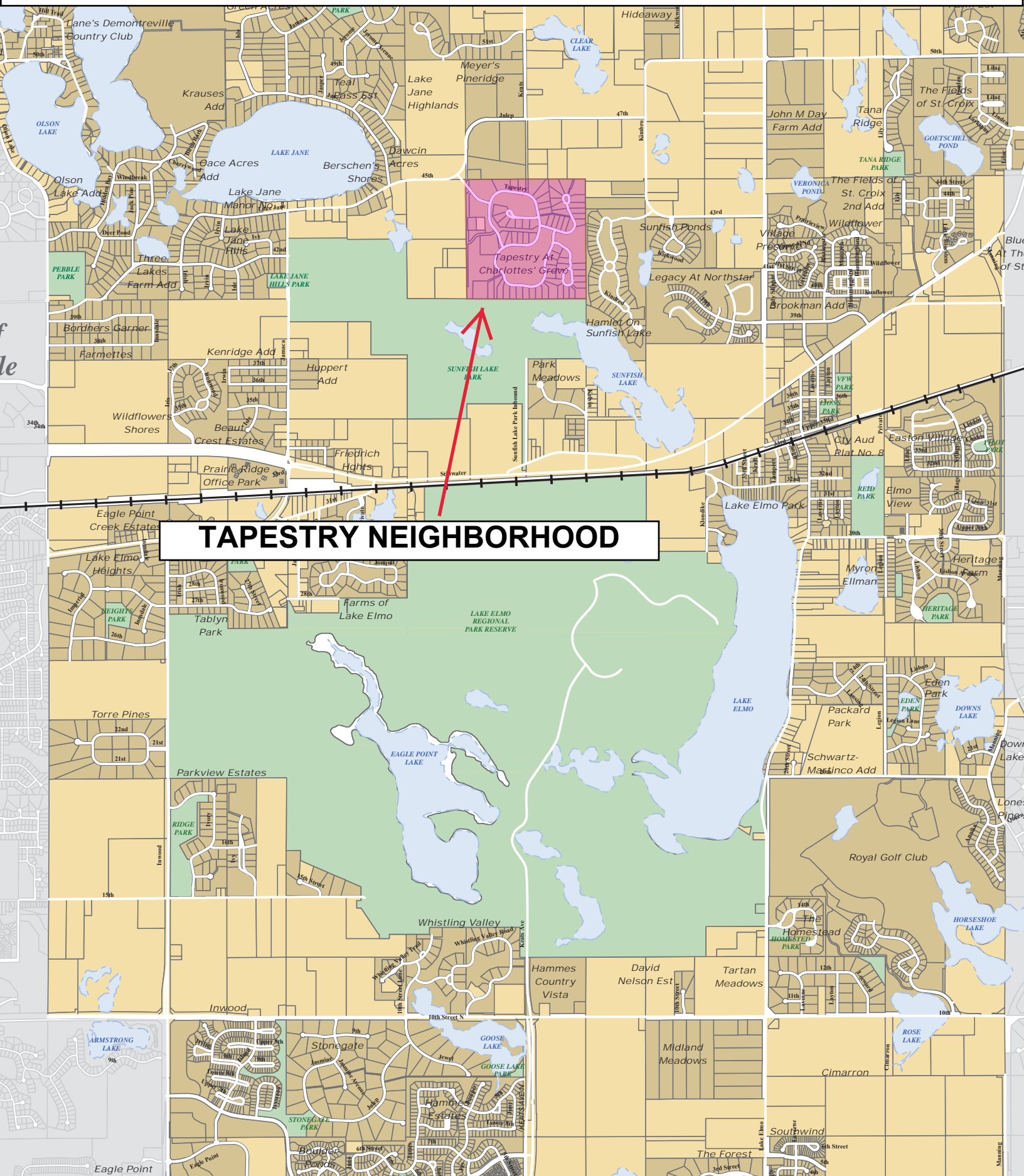
CITY OF LAKE ELMO

(Seal)
ATTEST:

By: _____
Charles Cadenhead
Mayor

Julie Johnson
City Clerk

CITY OF LAKE ELMO TAPESTRY SANITARY SEWER EXTENSION

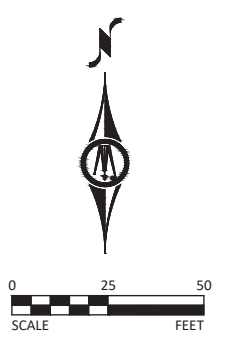


TAPESTRY NEIGHBORHOOD

PROJECT LOCATION MAP



H:\LAKE\MN\ON1125011\CAD\C3D\FIGR-Site Location Plan.dwg 10/8/2021 9:29:06 AM



H:\LAKELM\MN\1125011\CAD\C3D\FIG- Lift Station Location.dwg 10/8/2021 9:22:17 AM

PROJECT SCHEDULE
CITY OF LAKE ELMO

FOCUS ENGINEERING, inc.

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

TAPESTRY SANITARY SEWER EXTENSION IMPROVEMENTS
PROJECT NO. 2020.119

JUNE 1, 2020	City received Petition for Public Sanitary Sewer.
JULY 6, 2021	Council orders preparation of Feasibility Report and Design Phase Services.
OCTOBER 19, 2021	Presentation of Feasibility Report. Council accepts Report and calls for Improvement Hearing.
NOVEMBER 16, 2021	Public Improvement Hearing. Council Orders the Improvement.
MARCH 1, 2022	Council approves Plans and Specifications and orders Advertisement for Bids.
APRIL 5, 2022	Project Bid Date: Receive contractor bids.
APRIL 19, 2022	Council accepts Bids and awards Contract.
MAY, 2022	Conduct Pre-Construction Meeting and issue Notice to Proceed. <ul style="list-style-type: none">• OCTOBER 14, 2022 Substantial Completion.• NOVEMBER 25, 2022 Final Completion.

**Final Assessment Hearing Schedule TBD*

SECTION 0100 – ADVERTISEMENT FOR BIDS

**TAPESTRY SANITARY SEWER EXTENSION IMPROVEMENTS
PROJECT NO. 2020.119**

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

Notice is hereby given that bids will be received online through QuestCDN.com until 10:00 AM CDST, on Tuesday, April 5, 2022, via QuestCDN for furnishing all work and materials for the construction, complete in place, of the Tapestry Sanitary Sewer Extension Improvements project, consisting of the major work items in the following approximate quantities:

1 LS	Lift Station Wet Well, Valve Vault, and Natural Gas Generator
172 LF	8" PVC Sanitary Sewer
2,400 LF	6" HDPE Forcemain, Directional Drill
60 SY	Concrete Pavement
540 SY	Bituminous Driveway
2,300 SY	Seed/Blanket or Sod
200 CY	Topsoil Borrow

This project is subject to Responsible Contractor Certification.

The bid opening will be conducted via Microsoft TEAMS Meeting, at which time the bids will be publicly opened and read aloud:

Lake Elmo Tapestry Sanitary Sewer Extension Improvements Bid Opening
Tuesday, April 5, 2022 10:00 AM – 10:15 AM (CDST)

<https://tinyurl.com/TapestrySanitarySewerExtension>

Any person monitoring the meeting remotely may be responsible for any documented costs. Message and data rates may apply.

Bids must be submitted electronically through QuestCDN no later than the date and time noted above, on the Proposal Forms provided in accordance with the Contract Documents, Plans, and Specifications as prepared by Bolton & Menk, Inc., www.bolton-menk.com, which are on file for inspection in the office of the City Clerk and City Engineer. For this project, the City will only be accepting online electronic bids through QuestCDN.

To access the electronic bid form, download the project document and click the bidding button at the top of the advertisement.

Prospective bidders must be on the plan holders list through QuestCDN for bids to be accepted. Bids will only be accepted from Contractors who purchase Bidding Documents as specified above.

Complete digital Proposal Forms, Plans, and Specifications for use by Contractors submitting a bid are available at www.QuestCDN.com. Digital plan documents may be downloaded for a non-refundable fee of \$45.00 by inputting Quest Project No. 8137109 on the website's Project search page. Please contact QuestCDN at (952) 233-1632 or info@QuestCDN.com for assistance in free membership registration, downloading, and working with this digital project information.

No bid will be considered unless submitted online prior to the time noted above for the closing of the bids, and accompanied by a bid bond in an amount not less than five percent (5%) of the total bid as a guarantee that the bidder, if successful, will enter into a contract with the City to perform the work described in the proposal. This deposit will be subject to forfeiture as provided by law. The deposits for the three lowest bidders will be retained by the City until the contract has been awarded and executed but not longer than sixty (60) days. No bid may be withdrawn for a period of sixty (60) days following the bid opening.

The City reserves the right to reject any or all bids, to waive informalities or to award the contract to the lowest responsible bidder, in the best interest of the City. For Bids exceeding \$50,000, the Bidder shall submit to the City a signed statement under oath by an owner or officer verifying compliance with each of the minimum criteria in Minnesota Statutes, section 16C.285, subdivision 3 on the Responsible Contractor Verification Form included with the Bid Proposal.

Dated: March 1, 2022

Julie Johnson, City Clerk
City of Lake Elmo

PUBLISHED: QuestCDN.com: March 4, 2022
Stillwater Gazette: March 4, 2022



DATE: March 1, 2022

REGULAR

AGENDA ITEM: City Center-Public Works Addition Pay Request #1

SUBMITTED BY: Kristina Handt, City Administrator

BACKGROUND:

At the November 3rd meeting, Council awarded bids for the new city center and public works addition. Also established at that time was Guaranteed Maximum Price (GMP) with H+U for construction costs. The GMP was \$13,402,788.

ISSUE BEFORE COUNCIL:

Should Council approve Pay Request #1 for the City Center and Public Works Addition project?

PROPOSAL:

Pay request #1 is for \$184,721.56. A copy is included in your packet.

FISCAL IMPACT:

With this pay request, the project remains within budget.

OPTION:

- 1) Approve pay request #1
- 2) Don't approve pay request #1

RECOMMENDATION:

“Motion to approve Pay Request #1 for the New City Center and Public Works Addition.”

ATTACHMENTS:

- Pay Request #1

APPLICATION AND CERTIFICATE FOR PAYMENT

TO (OWNER)

City of Lake Elmo
3880 Laverne Ave N
Lake Elmo, MN 55042

PROJECT: LAKE ELMO CITY HALL, FIRE DEPARTMENT

& PUBLIC WORKS FACILITIES REMODEL
WASHINGTON COUNTY SHERIFF SUBSTATION

APPLICATION NO: 1

PERIOD TO: 1/31/2022

Distribution to:

- OWNER
 ARCHITECT
 CONST. MANAGER
 FILE

FROM (CM):

HOFFMANN + UHLHORN CONSTRUCTION, INC.
5555 W 78TH ST, SUITE A
MINNEAPOLIS, MN 55439

OVERALL

CONTRACT DATE:

APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders Approved in previous months by Owner			
TOTAL		\$0.00	\$0.00
Approved this Month			
Number	Date Approved	\$0.00	\$0.00
TOTALS		\$0.00	\$0.00
Net change by Change Orders			\$0.00

The undersigned Construction Manager certifies that to the best of his knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, and that current payments shown herein are now due.

CONSTRUCTION MANAGER: HOFFMANN + UHLHORN CONSTRUCTION, INC.

By: *Laura D. Nelson* Date: 2/3/2022

ARCHITECT'S CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractors are entitled to payment of the Amounts Certified.

Application is made for Payment, as shown below,

Continuation Sheet, AIA Document G703, is attached.

1. COMMITTED COST	\$13,402,788.00
2. Net Change by Change Orders	\$0.00
3. SUM TO DATE (Line 1+2)	\$13,402,788.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$195,496.38
5. RETAINAGE:	
a. <u> 5 </u> % of Completed Work	\$9,774.82
b. <u> </u> % of Stored Material	\$0.00
Total Retainage (Line 5a + 5b or Total in Column I of G703)	\$9,774.82
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$185,721.56
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$0.00
8. CURRENT PAYMENT DUE	\$185,721.56
9. BALANCE TO FINISH, PLUS RETAINAGE (Line 3 less Line 6)	\$13,217,066.44

State of: MINNESOTA County of: Anoka County
Subscribed and sworn to before me this 2/3/2022
Notary Public: *[Signature]*
My Commission expires: 31-Jan-23

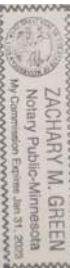
AMOUNT CERTIFIED

\$

(Attach explanation if amount certified differs from the amount applied for).

ARCHITECT:

By: *[Signature]* Date: 2022-02-16



AIA Document G723, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.
 In tabulations below, amounts are stated to the nearest dollar.

ITEM NO.	DESCRIPTION OF WORK	A SCHEDULED VALUE	B CHANGE ORDERS	C REVISED SCHEDULE VALUE (A+B)	D WORK COMPLETED		F TOTAL COMPLETED AND STORED TO DATE (D+E)	G % (F/C)	H BALANCE TO FINISH (C-F)	I RETAINAGE
					FROM PREV. APPL.	THIS PERIOD				
Insurance	Builders Risk Insurance	25,000.00	0.00	25,000.00	0.00	0.00	0.00	0%	25,000.00	0.00
0	Payment and Performance Bond	127,464.00	0.00	127,464.00	0.00	128,488.00	128,488.00	101%	(1,024.00)	6,424.40
1	General Conditions	243,080.00	0.00	243,080.00	0.00	60.61	60.61	0%	243,019.39	3.03
Reimburse	Construction Management Reimburse	488,555.00	0.00	488,555.00	0.00	19,411.25	19,411.25	4%	469,143.75	970.56
Fee	Construction Management Fee	82,595.00	0.00	82,595.00	0.00	1,262.52	1,262.52	2%	81,332.48	63.13
Trailer	Temporary City Office Trailer	53,170.00	0.00	53,170.00	0.00	0.00	0.00	0%	53,170.00	0.00
Contingency	Construction Contingency	588,330.00	0.00	588,330.00	0.00	0.00	0.00	0%	588,330.00	0.00
Testing	Testing & Special Inspections	28,000.00	0.00	28,000.00	0.00	0.00	0.00	0%	28,000.00	0.00
#0330	Cast-In-Place Concrete	668,316.00	0.00	668,316.00	0.00	0.00	0.00	0%	668,316.00	0.00
#0341	Structtural Precast	1,755,999.00	0.00	1,755,999.00	0.00	0.00	0.00	0%	1,755,999.00	0.00
#0510	Steel Erection	93,400.00	0.00	93,400.00	0.00	0.00	0.00	0%	93,400.00	0.00
#0512	Steel Supply	485,000.00	0.00	485,000.00	0.00	0.00	0.00	0%	485,000.00	0.00
#0610	Carpentry & GC	1,027,000.00	0.00	1,027,000.00	0.00	12,809.00	12,809.00	1%	1,014,191.00	640.45
#0750	Roofing & Metal Panels	1,113,300.00	0.00	1,113,300.00	0.00	0.00	0.00	0%	1,113,300.00	0.00
#0790	Caulking & Firestopping	72,350.00	0.00	72,350.00	0.00	0.00	0.00	0%	72,350.00	0.00
#0810	Doors, Frames, Hardware - Supply	171,697.00	0.00	171,697.00	0.00	0.00	0.00	0%	171,697.00	0.00
#0833	Coiling & Sectional Doors	350,000.00	0.00	350,000.00	0.00	0.00	0.00	0%	350,000.00	0.00
#0840	Aluminum Storefronts & Curtainwall	400,410.00	0.00	400,410.00	0.00	0.00	0.00	0%	400,410.00	0.00
#0920	Drywall & Fireproofing	543,770.00	0.00	543,770.00	0.00	14,500.00	14,500.00	3%	529,270.00	725.00
#0930	Tile	154,980.00	0.00	154,980.00	0.00	0.00	0.00	0%	154,980.00	0.00
#0950	Acoustical Ceilings & Panels	126,000.00	0.00	126,000.00	0.00	0.00	0.00	0%	126,000.00	0.00
#0965	Resilient Flooring & Carpet	131,940.00	0.00	131,940.00	0.00	0.00	0.00	0%	131,940.00	0.00
#0990	Painting and Wallcovering	157,727.00	0.00	157,727.00	0.00	0.00	0.00	0%	157,727.00	0.00
#1420	Conveying Equipment	82,000.00	0.00	82,000.00	0.00	0.00	0.00	0%	82,000.00	0.00
#2100	Fire Protection	112,915.00	0.00	112,915.00	0.00	0.00	0.00	0%	112,915.00	0.00
#2200	Plumbing & Heating	854,000.00	0.00	854,000.00	0.00	0.00	0.00	0%	854,000.00	0.00
#2300	HVAC & Controls	962,000.00	0.00	962,000.00	0.00	0.00	0.00	0%	962,000.00	0.00
#2600	Electrical	1,454,170.00	0.00	1,454,170.00	0.00	13,500.00	13,500.00	1%	1,440,670.00	675.00
#3100	Earthwork & Site Utilities	575,790.00	0.00	575,790.00	0.00	0.00	0.00	0%	575,790.00	0.00
#3210	Asphalt Paving	317,200.00	0.00	317,200.00	0.00	5,465.00	5,465.00	2%	311,735.00	273.25
#3290	Landscaping & Fencing	144,630.00	0.00	144,630.00	0.00	0.00	0.00	0%	144,630.00	0.00
#TBD	Hoist	12,000.00	0.00	12,000.00	0.00	0.00	0.00	0%	12,000.00	0.00
TOTAL CONTRACT AMOUNTS		13,402,788.00	0.00	13,402,788.00	0.00	195,496.38	195,496.38	1%	13,207,291.62	9,774.82



DATE: March 1, 2022

CONSENT

TO: Honorable Mayor and City Council
FROM: Jake Dickson, Assistant City Administrator
AGENDA ITEM: City Planner Hire

BACKGROUND:

The City Council authorized advertising for the vacant City Planner position last year. Staff conducted interviews in January and February of 2022.

ISSUE BEFORE COUNCIL:

Should the Council make a conditional job offer to Ben Hetzel for the City Planner position?

PROPOSAL DETAILS/ANALYSIS:

Staff is recommending the Council approve the offer to Ben Hetzel, contingent on screening.

Hetzel would start on April 4 at a starting wage of \$32.07/hour.

FISCAL IMPACT:

City Planner wages and benefits are included in the 2022 budget.

OPTIONS:

- 1) Make conditional job offer to Ben Hetzel.
- 2) Do not approve conditional job offer
- 3) Readvertise the position

RECOMMENDATION:

If removed from consent agenda:

“Motion to approve Conditional Job Offer to Ben Hetzel for the City Planner position contingent on screening.”

ATTACHMENTS:

None



DATE: March 1, 2022

REGULAR

AGENDA ITEM: Approve Plans and Specifications and Order Advertisement for Bids for the 2022 Street and Utility Improvements

SUBMITTED BY: Jack Griffin, City Engineer

REVIEWED BY: Kristina Handt, City Administrator
Marty Powers, Public Works Director
Chad Isakson, Assistant City Engineer

ISSUE BEFORE COUNCIL: Should the City Council approve the Plans and Specifications and Order the Advertisement for the 2022 Street and Utility Improvements?

BACKGROUND: On November 3, 2021, following a Public Improvement Hearing, the City Council ordered the improvements and preparation of the plans and specifications for the 2022 Street and Utility Improvements. The project was initiated as part of the City's annual Capital Street Improvement Program.

The project includes street and drainage improvements within the Fields of St. Croix 1st Addition and the Beaut Crest Estates Addition, consisting of approximately 9,800 feet (1.85 miles) of local streets. The proposed improvements include a full-depth reclamation of the existing pavement and aggregate base materials to a depth of approximately 8 inches to provide a new bituminous surface supported by a renewed recycled aggregate base. Excess aggregate materials would be hauled off site. The existing bituminous curb will be replaced with new B418 concrete curb and gutter to improve drainage, improve the construction quality, and provide edge control to protect and extend the service life of the new bituminous surface. No roadway widening or geometric alterations are proposed for either neighborhood. The proposed project will maintain the reconstructed street at or very near the existing centerline and pavement widths to minimize the construction grading and drainage impacts to adjacent properties. In both subdivision areas, the storm sewer and drainage systems will be repaired to restore the original drainage function within each neighborhood and storm sewer castings will be replaced.

The final design scope of improvements remains generally consistent with the feasibility report that was approved by the City Council on October 5, 2021, as recommended for the street and drainage improvements. Based on neighborhood feedback, no watermain will be extended to the Fields of St Croix 1st Addition as a part of this project. Hydrant nozzles will be replaced and new hydrant flags will be installed as part of the project in the Beaut Crest Estates neighborhood.

PROPOSAL DETAILS/ANALYSIS: The plans and specifications have been completed for the improvements and are ready to be advertised for contractor bids. A bid date has been scheduled for March 30, 2022. Once received, bids will be reviewed by staff with results to be presented to council on April 19, 2022 to consider awarding a construction contract.

As part of the street improvement design, the street width and geometrics were evaluated with Public Works and the Fire Department. As a result of this evaluation, the following post construction parking recommendations have been incorporated into the project plans (see attached exhibits):

Fields of St Croix 1st Addition:

- Parking restrictions are recommended along one side of all 24-foot-wide streets.

- Parking restrictions are recommended along both sides of the one-way loop streets that will be reconstructed to their existing 17.5-foot widths (Lilac Way, Lilac Place, Lilac Lane).
- Parking restrictions are recommended along both sides of the separated lanes at the Stillwater Boulevard intersection.

Beaut Crest Estates Addition:

- Parking restrictions are recommended within each cul-de-sac.

FISCAL IMPACT: The estimated total cost for the 2022 Street and Utility Improvements is \$1,960,000. The project will be funded through the issuance of general obligation bonds with a portion of the cost assessed to the benefitting properties. Approval of this motion does not commit the council to the project costs. Once contractor bids are received, the actual construction costs will be known and the council will be asked to consider entering into a contract to complete the work.

RECOMMENDATION: Staff is recommending that the City Council consider approving a Resolution approving the plans and specifications and ordering the advertisement for bids for the 2022 Street and Utility Improvements. The recommended motion for this action is as follows:

“Move to approve Resolution No. 2022-023, approving the Plans and Specifications and Ordering the Advertisement for Bids for the 2022 Street and Utility Improvements.”

ATTACHMENTS:

1. Resolution approving the Plans and Specifications and Ordering the Advertisement for Bids for the 2022 Street and Utility Improvements.
2. Location Map.
3. Post Construction No Parking Designations Exhibit – Fields of St Croix 1st Addition.
4. Post Construction No Parking Designations Exhibit – Beaut Crest Estates Addition.
5. Project Schedule.
6. Advertisement for Bids.

Project Plans and Specifications available for review at City Hall.

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

RESOLUTION NO. 2022-023

**A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND
ORDERING ADVERTISEMENT FOR BIDS FOR THE
2022 STREET AND UTILITY IMPROVEMENTS**

WHEREAS, pursuant to City Council resolution, adopted on October 5, 2021, the City Engineer, together with Bolton and Menk, Inc., has prepared plans and specifications for 2022 Street and Utility Improvements and has presented such plans and specifications to the Council for approval.

NOW, THEREFORE, BE IT RESOLVED,

1. Such plans and specifications, a copy of which is on file at Lake Elmo City Hall, and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper and posted online with Quest Construction Data Network (QuestCDN.com) an advertisement for bids upon the making of such improvements under such approved plans and specifications. The advertisement shall be published for at least 21 days, shall specify the work to be done, and shall state that sealed bids provided by following required electronic bidding procedures outlined by QuestCDN prior to the specified bid date and time and accompanied by a bid bond or cashier's check made payable to the City of Lake Elmo in an amount not less than 5% of the amount of such bid will be considered.

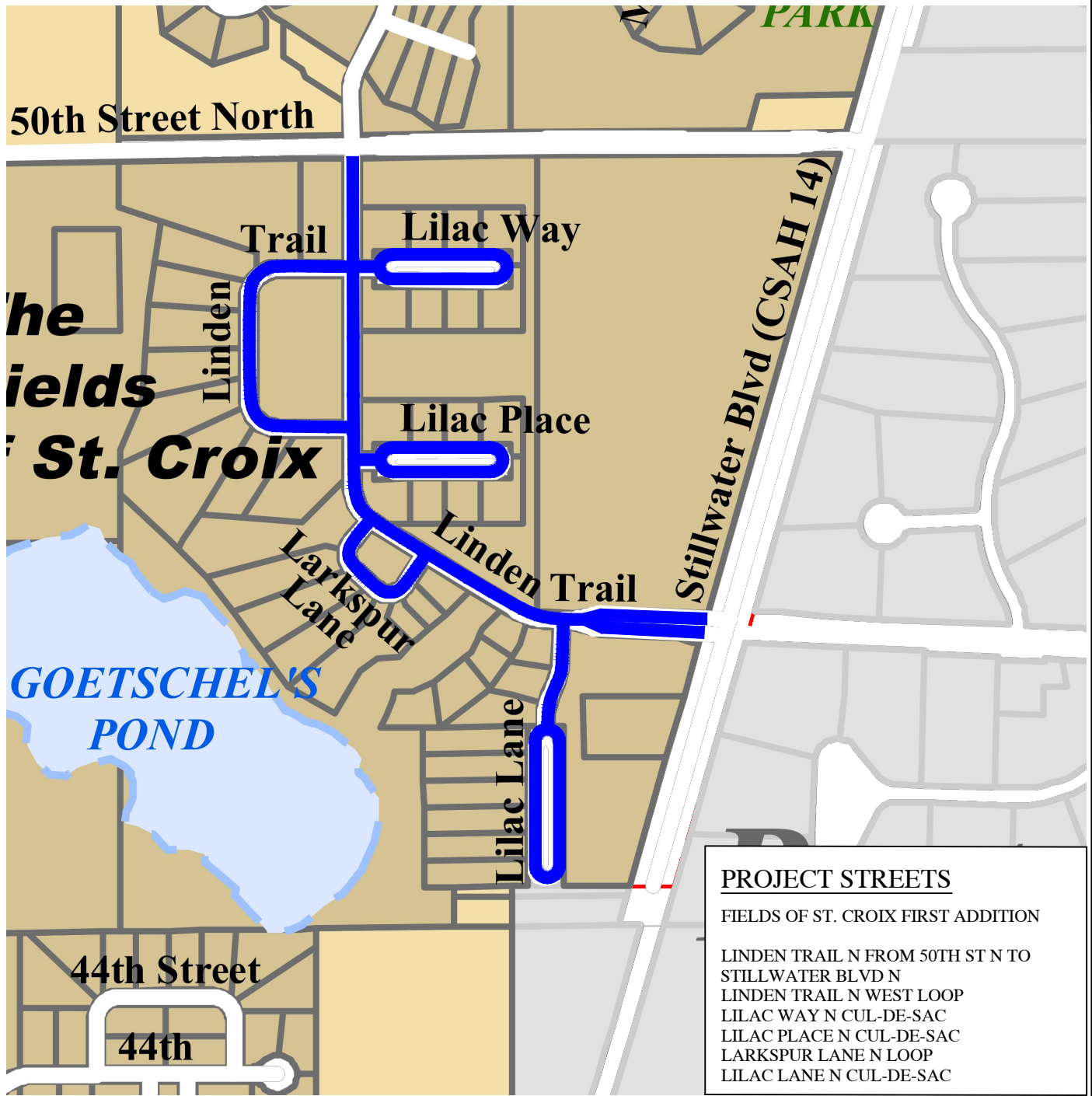
ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE FIRST DAY OF MARCH, 2022.

CITY OF LAKE ELMO

(Seal)
ATTEST:

By: _____
Charles Cadenhead
Mayor


Julie Johnson
City Clerk

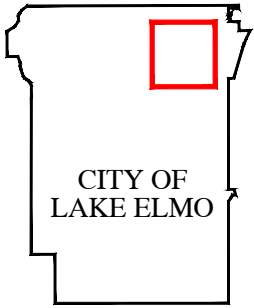


PROJECT STREETS
 FIELDS OF ST. CROIX 1ST ADDITION

- LINDEN TRAIL N FROM 50TH ST N TO STILLWATER BLVD N
- LINDEN TRAIL N WEST LOOP
- LILAC WAY N CUL-DE-SAC
- LILAC PLACE N CUL-DE-SAC
- LARKSPUR LANE N LOOP
- LILAC LANE N CUL-DE-SAC

LEGEND

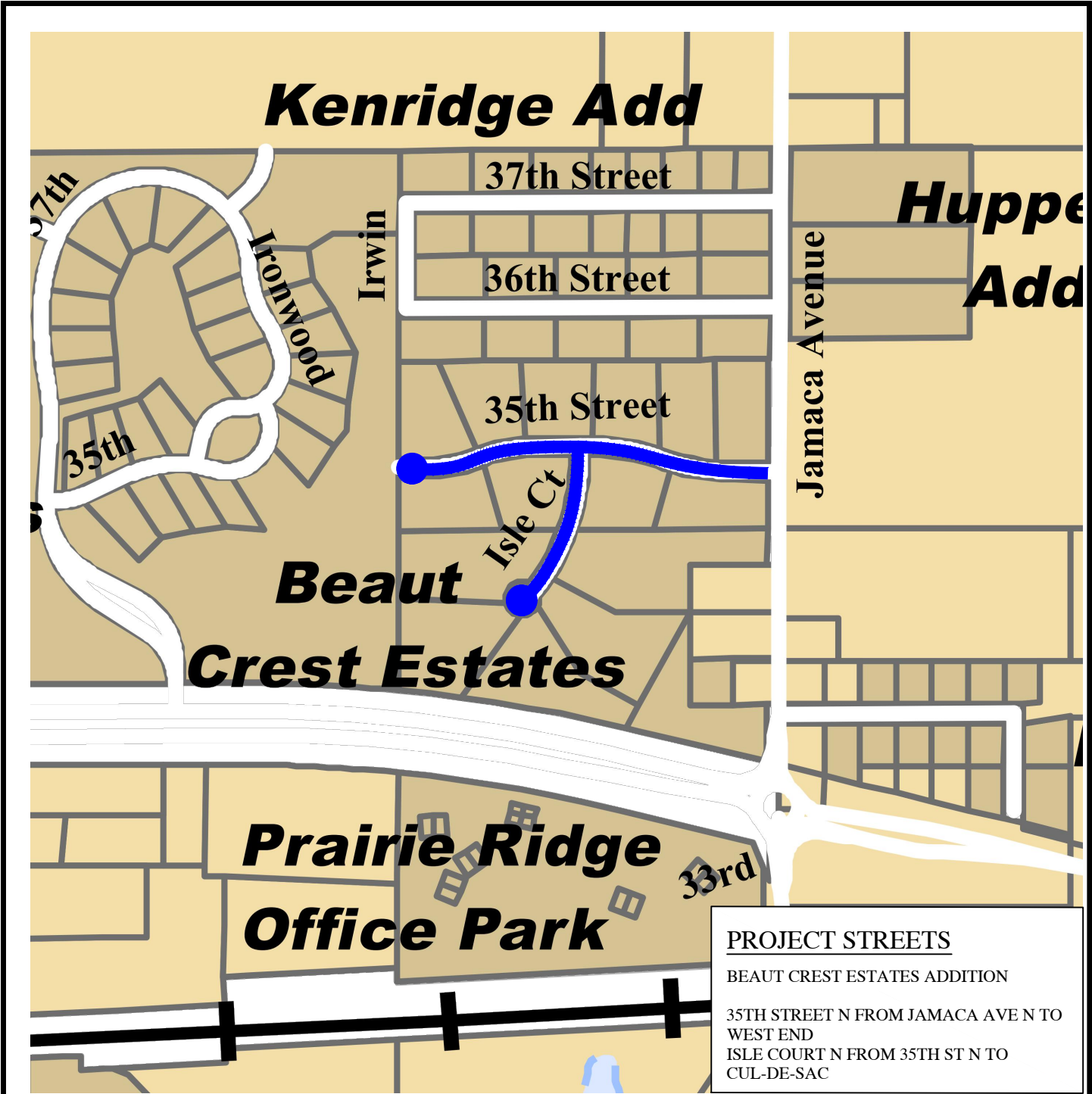
 FIELDS OF ST. CROIX 1ST ADDITION



FOCUS
 ENGINEERING, inc.

2022 STREET IMPROVEMENTS
 PROJECT NO. 2021.128
 OCTOBER, 2021

FIGURE NO. 1A
 LOCATION MAP
 FIELDS OF ST. CROIX 1ST ADDITION



PROJECT STREETS

BEAUT CREST ESTATES ADDITION

35TH STREET N FROM JAMACA AVE N TO WEST END

ISLE COURT N FROM 35TH ST N TO CUL-DE-SAC

LEGEND

 BEAUT CREST ESTATES ADDITION

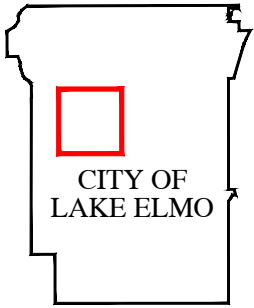


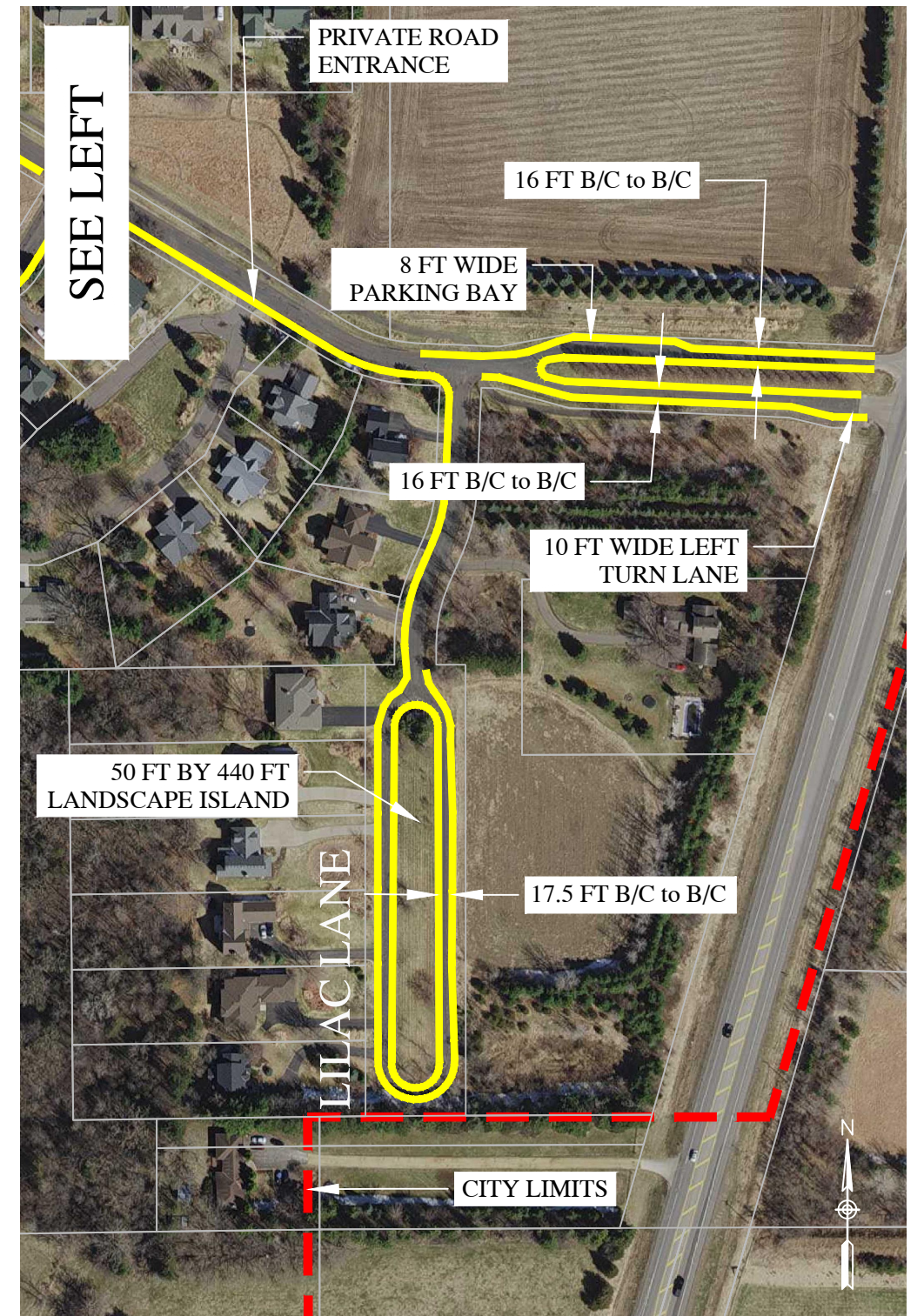
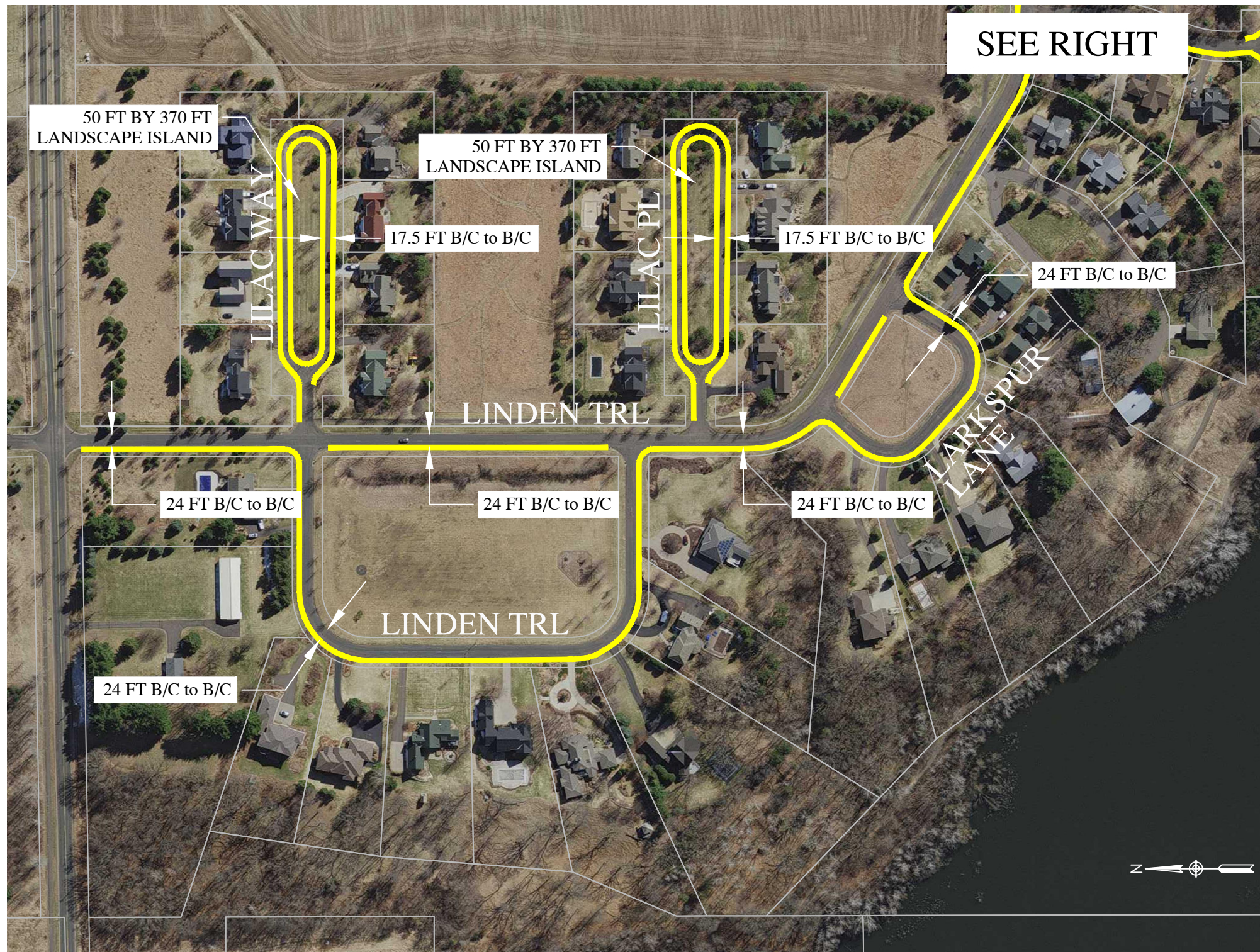
FIGURE NO. 1B

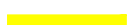
LOCATION MAP

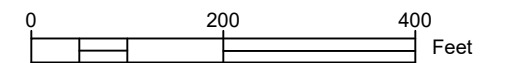
BEAUT CREST ESTATES ADDITION

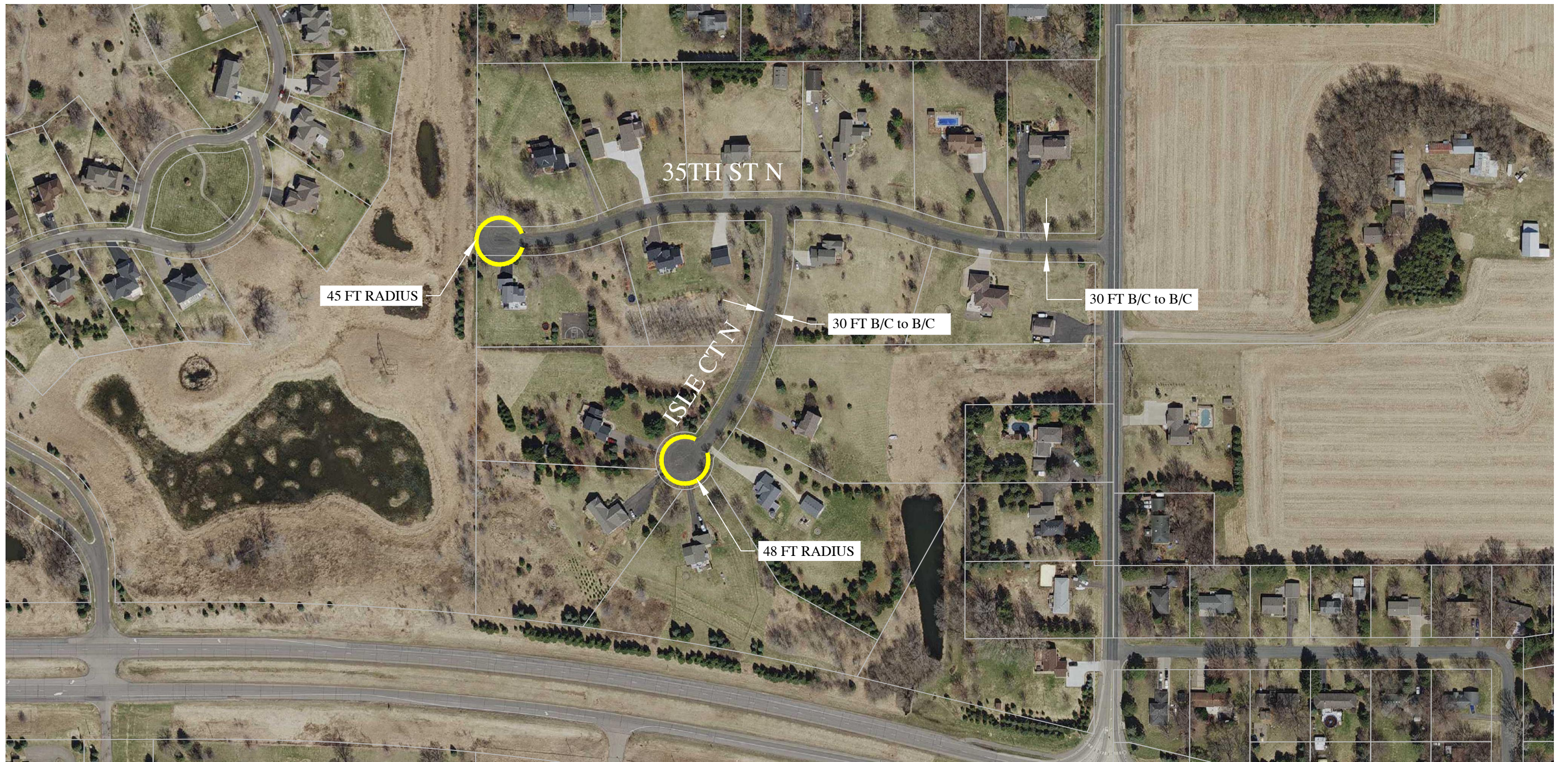
FOCUS
ENGINEERING, inc.

2022 STREET IMPROVEMENTS
PROJECT NO. 2021.128
OCTOBER, 2021



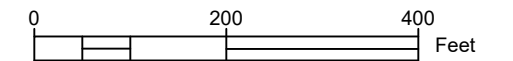
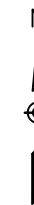
LEGEND
 NO PARKING





LEGEND

 NO PARKING



PROJECT SCHEDULE
CITY OF LAKE ELMO

FOCUS ENGINEERING, inc.

2022 STREET AND UTILITY IMPROVEMENTS
PROJECT NO. 2021.128

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

AUGUST 17, 2021	Council orders preparation of Feasibility Report.
OCTOBER 5, 2021	Presentation of Feasibility Report. Council accepts Report and calls for Improvement Hearing.
OCTOBER 21, 2021	Neighborhood informational meeting.
NOVEMBER 3, 2021	Public Improvement Hearing. Council Orders the Improvement (4/5th Vote) and preparation of Plans and Specifications.
MARCH 1, 2022	Council approves Plans and Specifications and orders Advertisement for Bids.
MARCH 30, 2022	Project Bid Date: Receive contractor bids.
APRIL 19, 2022	Council accepts Bids and awards Contract.
MAY 30, 2022	Conduct Pre-Construction Meeting and issue Notice to Proceed. <ul style="list-style-type: none">• OCTOBER 7, 2022 Substantial Completion.• NOVEMBER 18, 2022 Final Completion.

**Final Assessment Hearing Schedule TBD*

SECTION 0100 – ADVERTISEMENT FOR BIDS

**2022 STREET AND UTILITY IMPROVEMENTS
PROJECT NO. 2021.128**

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

Notice is hereby given that bids will be received online through QuestCDN.com until 2:00 PM CDST, on Wednesday, March 30, 2022, via QuestCDN for furnishing all work and materials for the construction, complete in place, of the 2022 Street and Utility Improvements project, consisting of the major work items in the following approximate quantities:

4 EA	Storm Sewer Structures
22 LF	15" RCP Storm Sewer
1,000 LF	Jet / Clean Storm Sewer Pipe
800 LF	4" Drain Tile
26,300 SY	Reclaim Bituminous Pavement
1,900 CY	Haul Reclaimed Material Off Site
5,100 TN	Bituminous Pavement
460 SY	Patch Bituminous Driveway
19,400 LF	Concrete Curb and Gutter
700 SF	Concrete Pedestrian Ramps
230 SY	Patch Concrete Driveway Pavement
100 SF	Sign Type C
2,000 SY	Seed and Blanket
22,800 SY	Sod
2,700 CY	Topsoil Borrow

This project is subject to Responsible Contractor Certification.

The bid opening will be conducted via Microsoft TEAMS Meeting, at which time the bids will be publicly opened and read aloud:

Lake Elmo 2022 Street and Utility Improvements Bid Opening
Wednesday, March 30, 2022 2:00 PM – 2:15 PM (CDST)

<https://tinyurl.com/2022StreetAndUtilityImpr>

Any person monitoring the meeting remotely may be responsible for any documented costs. Message and data rates may apply.

Bids must be submitted electronically through QuestCDN no later than the date and time noted above, on the Proposal Forms provided in accordance with the Contract Documents, Plans, and Specifications as prepared by Bolton & Menk, Inc., www.bolton-menk.com, which are on file for inspection in the office of the City Clerk and City Engineer. For this project, the City will only be accepting online electronic bids through QuestCDN.

To access the electronic bid form, download the project document and click the bidding button at the top of the advertisement.

Prospective bidders must be on the plan holders list through QuestCDN for bids to be accepted. Bids will only be accepted from Contractors who purchase Bidding Documents as specified above.

Complete digital Proposal Forms, Plans, and Specifications for use by Contractors submitting a bid are available at www.QuestCDN.com. Digital plan documents may be downloaded for a non-refundable fee of \$45.00 by inputting Quest Project No. 8137074 on the website's Project search page. Please contact QuestCDN at (952) 233-1632 or info@QuestCDN.com for assistance in free membership registration, downloading, and working with this digital project information.

No bid will be considered unless submitted online prior to the time noted above for the closing of the bids, and accompanied by a bid bond in an amount not less than five percent (5%) of the total bid as a guarantee that the bidder, if successful, will enter into a contract with the City to perform the work described in the proposal. This deposit will be subject to forfeiture as provided by law. The deposits for the three lowest bidders will be retained by the City until the contract has been awarded and executed but not longer than sixty (60) days. No bid may be withdrawn for a period of sixty (60) days following the bid opening.

The City reserves the right to reject any or all bids, to waive informalities or to award the contract to the lowest responsible bidder, in the best interest of the City. For Bids exceeding \$50,000, the Bidder shall submit to the City a signed statement under oath by an owner or officer verifying compliance with each of the minimum criteria in Minnesota Statutes, section 16C.285, subdivision 3 on the Responsible Contractor Verification Form included with the Bid Proposal.

Dated: March 1, 2022

Julie Johnson, City Clerk
City of Lake Elmo

PUBLISHED: QuestCDN.com: March 4, 2022
Stillwater Gazette: March 4, 2022



DATE: March 1, 2022

REGULAR

AGENDA ITEM: 2022-2024 Lake Elmo Economic Development Authority Work Plan

TO: Mayor and City Council

SUBMITTED BY: Kristina Handt, City Administrator

BACKGROUND:

After council review of the initial EDA plan last fall, the EDA discussed narrowing the focus of the work plan to be more manageable and updating the years of the plan to 2022-2024. At their February 15, 2022 meeting they recommended the attached draft.

ISSUE BEFORE COMMITTEE:

Should Council approve the 2022-2024 EDA Work Plan?

PROPOSAL DETAILS/ANALYSIS:

Changes to the plan from the last draft include:

- Updating the years to 2022-2024
- Limiting 2022 efforts to the Business Retention and Expansion Survey efforts
- 2023 efforts are limited to the data development goal
- Goal three was amended and includes the development of a community asset and resource list in 2024 along with an EDA website. Other actions under goal three began in 2021 and will continue as appropriate.
- While goal 4 was eliminated as a separate goal, many of the elements were included in goal 3.

I've included a track changes version so you can see the details of the plan that have been updated.

FISCAL IMPACT:

While most of the items can be completed with staff and commissioner time, the labor market study will have a financial impact. No cost estimates have been obtained at this point and no funding is included in the 2022 budget for the EDA.

RECOMMENDATION:

“Motion to approve the 2022-2024 Lake Elmo EDA Work Plan”

ATTACHMENT:

- 2022-2024 Lake Elmo Economic Development Work Plan

202~~21~~ – 202~~43~~

Lake Elmo EDA

Economic Development Work Plan

Lake Elmo EDA Mission

The Lake Elmo Economic Development Authority (EDA) is committed to preserving and enhancing our community by creating an attractive business climate and listening to businesses and residents to prepare for the economy of tomorrow.

Goals

1. Develop strong relationships with existing businesses and explore options for a Business Retention and Expansion (B,R&E) Visitation Program
2. Develop data (talent availability, business types, demographic information)
3. Increase the number of commercial and industrial business
4. Develop and maintain sense of place and create new positive community perception

Planning Process

The purpose of this document is to serve as the Lake Elmo EDA 2021 Economic Development Strategic Plan with a planning horizon through 202~~43~~.

Strengths, Weaknesses, Opportunities and Threats / 2040 Comp Plan

To assist in the EDA's discussion and to help achieve the goals and action steps identified within this plan, a summary of the July 21, 2021 group discussion on Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis and also includes maps from the 2040 Comprehensive Plan Update is included as Attachment A.

Goals/Action Steps/Deliverables

1. Develop strong relationships with existing businesses and explore options for a Business Retention and Expansion (B,R&E) Program.

Action Step: City and Washington County CDA staff will research and explore options for a business retention and expansion visitation program. Staff will: 1) work to create a list for possible businesses to visit, 2) develop and recommend a proposed program structure including timing, 3) create a draft business survey and 4) discuss the potential interview process and overall program operations including reporting the survey results. Recommendations will be brought to the EDA for consideration, input and discussion.

Deliverables: Staff will be providing potential program options to EDA for discussion and consideration. This ~~will begin~~began in the fourth quarter of 2021 and will be ongoing.

2. Develop data (including talent availability, business types, demographic data)

Action Step: City staff with assistance from Washington County CDA staff and DEED will provide community demographic information (including but not limited to: talent availability, business types, community profile, demographic data).

Action Step: City staff with assistance from the Washington County CDA will explore hiring a consultant to update/undertake a detailed labor market study and then report back to the EDA Board.

Action Step: City staff with assistance from the Washington County CDA will explore options to obtain resident input through a survey and then report back to the EDA Board.

Deliverables: The labor market study and demographic/data study update will begin in 202~~3~~2 or sooner contingent on available funding.

3. Increase the number of commercial and industrial businesses

Action Step: City staff with the assistance of CDA staff will explore opportunities to attract new businesses into the city. Updates to the EDA may include maintaining a list and periodic reports of commercial and industrial projects that are in the planning process, under construction and recently completed.

Action Step: City staff will showcase more economic development stories and business updates on the EDA website the CDA's website as well as in the City's Newsletter.

Action Step: A community asset and resources list will begin to be developed in 2024 and will be maintained on an ongoing basis.

Action Step: City staff with the assistance of CDA staff will meet with interested property owners, site selectors, commercial realtors, developers on an ongoing basis to promote development opportunities.

Deliverables: Staff will explore options to update the EDA's web presence including, considerations for a potential web platform, adding an inventory of available land and buildings, listing available business resources and developing a digital marketing plan and materials {digital rollout} for business recruitment, expansions and retention. This will begin in the first quarter of 202~~4~~2 and will be ongoing. Recommendations will be provided to the EDA members on a regular basis for discussion and input.

Deliverables: Staff will attend events attended by commercial realtors, developers and site selectors. This began in the second quarter of 2021 and will be ongoing.

~~4. Develop and maintain sense of place and create new positive community perception~~

Action Step: The EDA will explore opportunities to develop and maintain a sense of place.

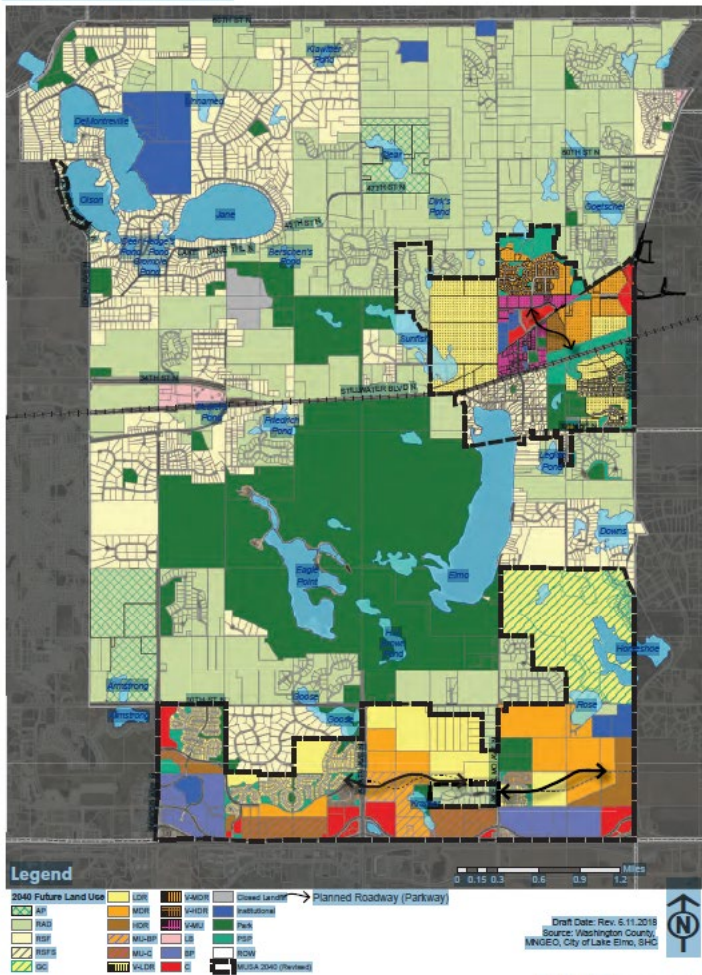
Action Step: A community asset and resources list will begin to be developed in 2021 and will be maintained on an ongoing basis.

Action Step: City staff with the assistance of CDA staff will meet with interested property owners, site selectors, commercial realtors, developers on an ongoing basis to promote development opportunities.

Deliverables: Staff will attend events attended by commercial realtors, developers and site selectors. This will begin in the second quarter of 2021 and will be ongoing.

Attachment A
2040 Lake Elmo Comprehensive Plan Map
Strengths, Weaknesses, Opportunities,
Threats Group Discussion

Map 3-3. Future Land Use Map



3-17

Strengths, Weaknesses, Opportunity, Threats Discussion

Lake Elmo EDA

July 21, 2021

Strengths

Available land (zoned, open, transportation)
Low tax base
Large residential base (high incomes)
Educated talent pool
Central geographic location
Highway 36 & I-94
Interest in development
Flexible zoning
Quality of life
Excellent schools

Opportunities

Demand for warehouse and industrial
Shift in workplace/telecommuting
Broadband
Downtown
Partner with County
Survey small businesses
Airport
Neighboring communities
Imation (4 Front)
Recreation opportunities
Truck/trailer parking

Weaknesses

Infrastructure availability
Neighboring communities
Perception (not business friendly)
Small city (talented city staff)
Conflicting goals
Clean energy
Economic incentives
Data on talent availability
Education/training
Transit

Threats

Competition neighbor communities
New workforce (post pandemic)
Social unrest
Economic future
Wisconsin
Perception of the past
Resources for businesses
Unknowns (Met Council)