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Your Weekly Source for City News and Information

Public Meetings Next Week

- Planning Commission Meeting Monday
December 13 - 7:00PM



[City Agendas and Minutes](#)

Visit our website



Tuesday, December 7 City Council Meeting Summary

At their regular meeting on Tuesday, December 7 the City Council:

- Ordered the Improvements for the Torre Pines Street and Utility Improvements
- Ordered the Improvements for the Whistling Valley Street and Utility Improvements
- Adopted the 2021 Tax Levy Adopted the 2022 General Fund Budget
- Adopted the 2022 Water, Sewer and Storm Water Fund Budgets
- Approved the 2022 Fee Schedule and Authorized Publication
- Approved the 2022-2026 Capital Improvement Plan
- Approved a Requested Time Extension to Submit the Final Plat for Applewood Pointe
- Approved the 2022 League of Minnesota Cities Insurance Trust Renewal

On the consent agenda the Council:

- Approved Payment of Disbursements
- Approved Notice of Intent for Water Tower Site-Resolution 2021-131
- Approved 2022 Pay Scale
- Authorized Certification of Delinquent Utility Bills – Resolution 2021-132
- Approved 2022 Regular Meeting Schedule
- Adopted Resolution Declaring Polling Locations for 2022 – Resolution 2021-133
- Approved Development Agreement for Crossroads-Launch Business Park – Resolution 2021-134
- Approved Security Reduction for Boulder Ponds 5th Street
- Approved Security Reduction for Boulder Ponds 3rd Addition
- Approved Royal 4th Addition Final Plat – Resolution 2021-135
- Approved State of MN Joint Powers Agreement and Court Data Services Subscriber Amendment for City Attorney Prosecution Services – Resolution 2021-136
- Approved Probationary POC Firefighter Promotion
- Authorized Lake Jane AIS Grant
- Approved Liquor License Renewals
- Approved Therapeutic Massage License Renewal – Roxanne Fogard/Body & Soul
- Approved Change Order No. 1 for Tamarack Farm Estates Street Improvements
- Approved Compensating Change Order No. 2 for Tamarack Farm Estates Street Improvements
- Approved Pay Request No. 5 (FINAL) for Tamarack Farm Estates Street Improvements
- Approved Change Order No. 1 for 38th-39th Street Neighborhood Street and Utility Improvements
- Approved Pay Request No. 5 for 38th-39th Street Neighborhood Street and Utility Improvements
- Approved Pay Request No. 6 for Old Village Phase 5 and 6 Street and Utility Improvements
- Approved Pay Request #1 (Final) for the 2021 Pavement Striping Project
- Approved Pay Request #1 (FINAL) for the 2021 Seal Coat Project
- Approved Release of Warranty Security for Inwood 1st and 2nd Additions.
- Approved City Utility Oversize Cost Reimbursements for Hammes Estates 1st and 3rd Additions

Meeting Materials Can Be Accessed
Here

Replay Available Here

Monday, December 13 Planning Commission Agenda



3800 Laverne Avenue North
Lake Elmo, MN 55042

(651) 747-3900
www.lakeelmo.org

NOTICE OF MEETING

The City of Lake Elmo
Planning Commission will conduct a meeting on
Monday December 13, 2021
at 7:00 p.m.

AGENDA

1. Pledge of Allegiance
2. Approve Agenda
3. Approve Minutes
 - a. November 22, 2021
4. Public Hearings – **None**
5. New/Unfinished Business
 - a. 2022 Planning Department Work Plan
 - b. Training – Needs and Wants
6. Communications/Updates
 - a. City Council Update
 - 12-7-2021 Meeting – Crossroads East Development Agreement
 - 12-7-2021 Meeting – Royal Golf 4th Addition Final Outlot Plat
 - 12-7-2021 Meeting – Granted additional time for Applewood Pointe to submit Final Plat/PUD
 - b. Staff Updates
 - c. Upcoming PC Meetings:
 1. December 27, 2021 – Cancelled
 2. January 10, 2022
7. Adjourn

***Note: Every effort will be made to accommodate person or persons that need special considerations to attend this meeting due to a health condition or disability. Please contact the Lake Elmo City Clerk if you are in need of special accommodations.

Meeting Materials Can Be Accessed Here



Public Works is preparing for the forecasted Winter Weather Event. Plows will be out this afternoon improving road conditions on arterial and collector roads. Plows will return around 3 am Saturday morning to plow all city streets curb to curb.

Stay off the roads this afternoon and evening if possible, and be safe

Lake Elmo Public Works

The City of Lake Elmo is Accepting Applications for Multiple Commissions and Committees

The City of Lake Elmo is currently accepting applications to serve on the Planning Commission, Parks Commission, Economic Development Authority and Capital Improvement Committee beginning in 2022. Commissioners typically serve a three year term.

The **Planning Commission** advises the City Council regarding matters relevant to city planning and zoning practices, initiatives, applications, city code and the comprehensive plan.

The **Parks Commission** advises the City Council on matters relevant to the city's parks and trail systems.

The **Economic Development Authority (EDA)** advises the Council on economic development matters including business retention, expansion and recruitment.

The **Capital Improvement Committee** serves to aid the City Council and staff in the development of the annual Capital Improvement Plan; a plan for the City's infrastructure (such as streets, parks and utility systems), vehicles, equipment and public buildings. The plan includes estimated cost, the need for each improvement, funding source and the financial impact that the improvement will have on the City. Terms will be staggered for the inaugural year. Opportunities to commit to 1, 2 or 3 year terms are available.

For information and application materials click [here](#).

REMINDER: Winter Parking Ordinance In Effect

Winter parking ordinance prohibits parking on Lake Elmo Streets from Nov. 1 through March 31 between 2:00 AM and 7:00 AM.

Public Works can't clear the roadways with cars blocking their paths!





Winter Holiday Safety

Winter holidays are a time for families and friends to get together. But that also means a greater risk for fire. Following a few simple tips will ensure a happy and fire-safe holiday season.

HOLIDAY DECORATING

- Be careful with holiday decorations. Choose decorations that are flame resistant or flame retardant.
- Keep lit candles away from decorations and other things that can burn.
- Some lights are only for indoor or outdoor use, but not both.
- Replace any string of lights with worn or broken cords or loose bulb connections. Read manufacturer's instructions for number of light strands to connect.
- Use clips, not nails, to hang lights so the cords do not get damaged.
- Keep decorations away from windows and doors.

HOLIDAY ENTERTAINING

- Test your smoke alarms and tell guests about your home fire escape plan.
- Keep children and pets away from lit candles.
- Keep matches and lighters up high in a locked cabinet.
- Stay in the kitchen when cooking on the stovetop.
- Ask smokers to smoke outside. Remind smokers to keep their smoking materials with them so young children do not touch them.
- Provide large, deep ashtrays for smokers. Wet cigarette butts with water before discarding.



Before Heading Out or to Bed

Blow out lit candles when you leave the room or go to bed. **Turn off** all light strings and decorations before leaving home or going to bed.

FACTS

- ! More than **one-third** of home decoration fires are started by candles.
- ! More than **two of every five** decoration fires happen because decorations are placed too close to a heat source.



**NATIONAL FIRE
PROTECTION ASSOCIATION**
The leading information and knowledge resource
on fire, electrical and related hazards



Christmas Tree Safety



As you deck the halls this holiday season, be fire smart. A small fire that spreads to a Christmas tree can grow large very quickly.



PICKING THE TREE

- Choose a tree with fresh, green needles that do not fall off when touched.



PLACING THE TREE

- Before placing the tree in the stand, cut 2" from the base of the trunk.
- Make sure the tree is at least three feet away from any heat source, like fireplaces, radiators, candles, heat vents or lights.
- Make sure the tree is not blocking an exit.
- Add water to the tree stand. Be sure to add water daily.



LIGHTING THE TREE

- Use lights that are listed by a qualified testing laboratory. Some lights are only for indoor or outdoor use.
- Replace any string of lights with worn or broken cords or loose bulb connections. Read manufacturer's instructions for number of light strands to connect.
- Never use lit candles to decorate the tree.
- Always turn off Christmas tree lights before leaving home or going to bed.



Your Source for SAFETY Information

NFPA Public Education Division • 1 Batterymarch Park, Quincy, MA 02169

After Christmas

Get rid of the tree after Christmas or when it is dry. Dried-out trees are a fire danger and should not be left in the home or garage, or placed outside against the home.

Check with your local community to find a recycling program.

Bring outdoor electrical lights inside after the holidays to prevent hazards and make them last longer.

FACTS

- ! Almost one third of home Christmas tree fires are caused by electrical problems.
- ! Although Christmas tree fires are not common, when they do occur, they are more likely to be serious.
- ! A heat source too close to the tree causes more than one in every five of the fires.



www.nfpa.org/education ©NFPA 2020



The City of Lake Elmo is Accepting Applications for the City Planner Position

[Visit our website for information and application materials.](#)

We Want Your Input!

The City of Lake Elmo is using Polco to gather feedback from Lake Elmo residents to make decisions with the community in mind. We post short surveys to better understand our residents.

[Sign Up Here](#)



Washington County Sheriff's Update

Nothing can ruin the Christmas spirit faster than becoming the victim of a crime. The Washington County Sheriff's Office has had an uptick in crime in several new developments. All the crimes have been opportunity crimes, meaning it has been easy for criminals. Leaving keys or key fobs in the car, valuables and money in unlocked vehicles is too tempting for the criminals. All the vehicles that were stolen from our city had the keys left in them. No one is hot wiring vehicles or punching ignitions. The break in to vehicles are also not occurring by breaking windows. All vehicles have been left unlocked. Think of everything in your car in terms of cash value. If you would not leave the equivalent in cash out, do not leave it out in the form you bought it.

This holiday season, the Sheriff's office would like to remind all residents of the following holiday crime prevention tips:

- Lock your vehicle
- Do not leave keys/key fobs in the vehicle
- Do not leave valuables in plain view
- Park in well-lit areas
- Do not leave any personal identifying papers in your vehicle
- Do not leave a vehicle running while unattended.
- Shut and secure garage doors when not in use.

Please contact the Washington County Sheriff's Office if you see a suspicious vehicle or person in your neighborhood. You can call 911 or the non-emergency number, 651-439-9381.

SGT. Erickson

Be SALT SMART!



WATER SOFTENERS

Water softeners account for up to 65% of the chloride that is discharged from municipal wastewater treatment plants statewide.

Hard water is pervasive in our state; thus, water softeners are a common fixture in many Minnesota homes. Conventional water softeners treat hard water by exchanging the hard minerals with sodium and potassium ions. When the system is 'full,' it resets or regenerates by sending a pulse of salt water through the system. Municipal wastewater treatment plants do NOT treat for chloride, meaning that salty water is then discharged to our waterways.

How do I reduce my chloride footprint?

Do you need to soften your water? If you live in a city, check to see whether your water utility softens the water before distribution. This eliminates or decreases the need for a water softener.

Optimize your water softener settings: If you have an older water softener, regeneration generally happens on a timer versus by water use – extending the timing between regeneration cycles will reduce the amount of wastewater produced.

Replace your water softener: Newer water softener models regenerate based on water use versus a timer, using less salt and water.

Don't soften ALL your water: Only soften the water from your hot water taps versus cold water drinking taps.

Reduce your overall water use: Cutting back lessens demand for softened water and conserves our water resources!

Using more than 1
40-lb bag of salt a
month?

Check with a water
professional to
optimize softener
efficiency!

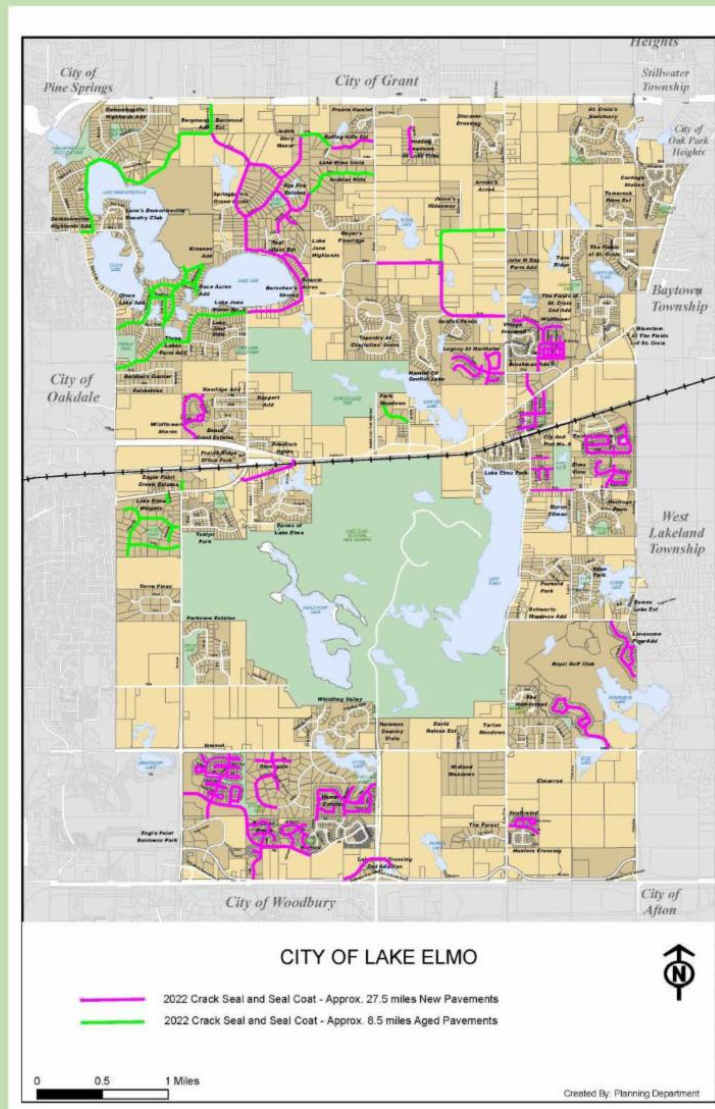
DO YOU HAVE A
**LEAKY
TOILET?**



FIND OUT:

1. Add a drop of food coloring to the tank.
2. Wait 10 minutes.
3. If you see the color in your toilet bowl, you have a leak!

As tax statements are arriving in mailboxes, the City is receiving a lot of questions about the 2022 budget. The 2022 budget increase is attributable to three major factors; the New City Center and Public Works addition, staffing increases, and the 2022 crack seal and seal coating project. The map below shows approximately 36 miles of roads that will receive maintenance next year.



Water Conservation Rebate Program

The City of Lake Elmo, in partnership with the Metropolitan Council, is offering a rebate program for purchases of eligible WaterSense toilets and Smart Irrigation Controllers. Qualifying purchases are eligible for up to a \$200 credit on your water bill.



[Program Details Available Here](#)



Lake Elmo Library: Upcoming Events **Write-In for National Novel Writing Month**

November is National Novel Writing Month! During NaNoWriMo, participants are challenged to write 50,000 words of a novel in 30 days. Each Tuesday in November from 6-7:45 p.m., join other local writers at Lake Elmo Library to work on your novel-in-progress. We'll start each session with a little time for visiting, cheering each other on, or commiserating about writer's block as needed. Then you'll have focused writing time until we close. The library will also provide writing prompts for nights when you are really feeling stuck. All ages are welcome.

Family Storytime

Fridays at 10:30 a.m. and 11:00 a.m.

Encourage early literacy skills while enjoying stories, songs, fingerplays and more at Lake Elmo Library! This is an in-person, indoor program for children of all ages and their caregivers. Please

register online at WashCoLib.org/events. Each registration covers space for one family group of up to four people.

Lake Elmo Library

Stop by Lake Elmo library to check out books, use a computer, reserve a meeting room, and participate in a variety of programs.

Library Hours:

Monday and Friday: 10 a.m.-4 p.m.

Tuesday, Wednesday, and Thursday: 12-8 p.m.

Saturday: 10 a.m.-2 p.m.

Sunday: Closed

Learn more about current library services at WashCoLib.org/Covid19

Washington County Library Events

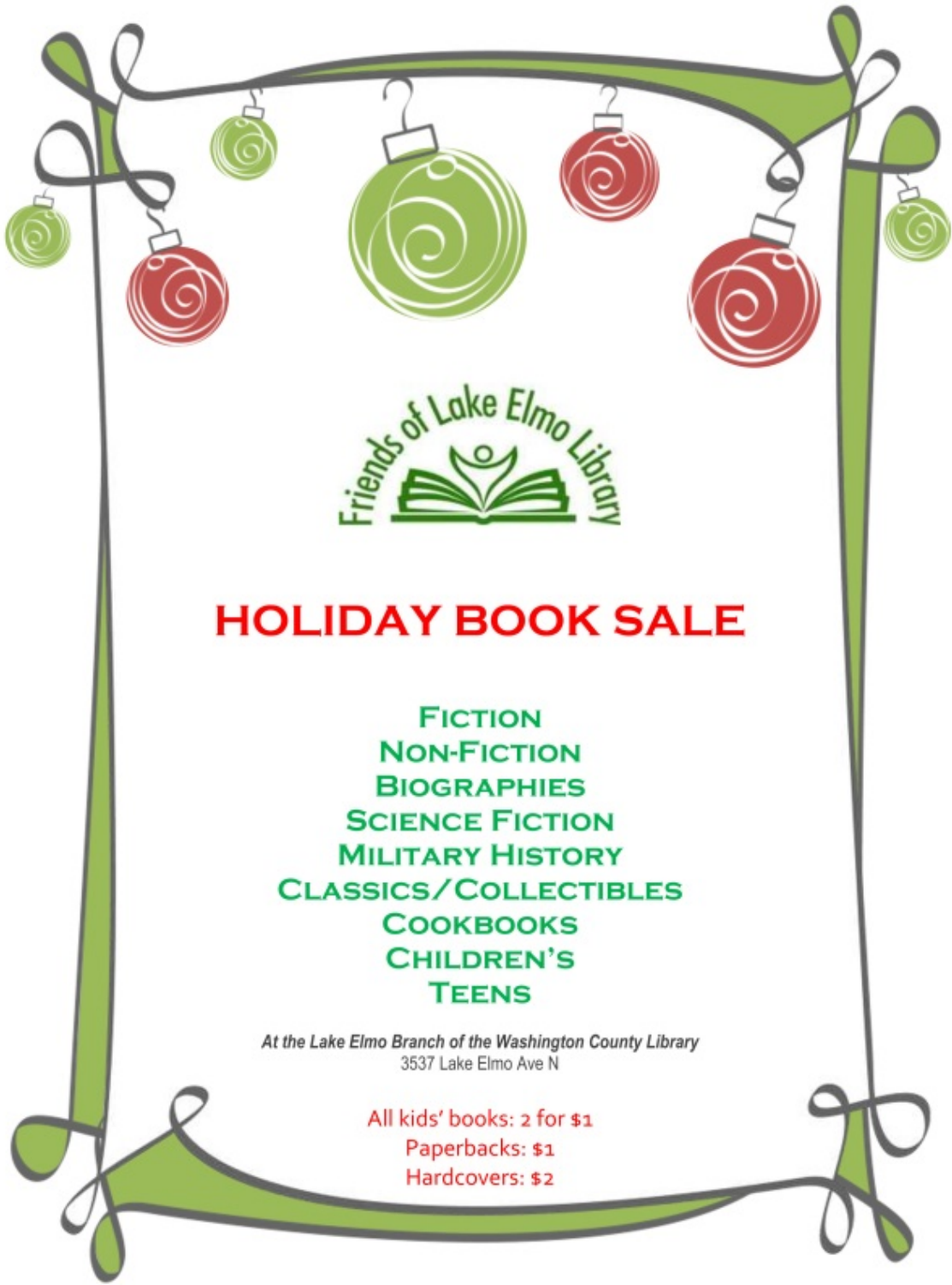


What Would Our City Look Like if Kids Were in Charge?

The Mayor for a Day Essay Contest is back to find out! To enter, fourth, fifth, and sixth graders can answer the prompt, "What would you do if you were mayor for a day?" for a chance to win \$100 and recognition in Minnesota Cities magazine.

The deadline for submissions is Monday, Dec. 6, 2021. Students and parents/caregivers can submit essays via an online form, a PDF email attachment, or through the mail. Winners only will be notified in early January.

[More Information Available Here](#)



HOLIDAY BOOK SALE

**FICTION
NON-FICTION
BIOGRAPHIES
SCIENCE FICTION
MILITARY HISTORY
CLASSICS/COLLECTIBLES
COOKBOOKS
CHILDREN'S
TEENS**

*At the Lake Elmo Branch of the Washington County Library
3537 Lake Elmo Ave N*

**All kids' books: 2 for \$1
Paperbacks: \$1
Hardcovers: \$2**



Sally Manzara Interpretive Nature Center (SMINC)

Free Family Nature Exploration Saturdays

10-11am



Most events are held outdoors, please dress appropriately for the weather.

The Sally Manzara Interpretive Nature Center is located in Sunfish Lake Park in Lake Elmo, MN

<https://sminc-lake-elmo.org/>

www.facebook.com/sunfishlakepark



November 6 Honey Bees in Winter

Learn about the three types of honey bees, what honey bees do in the winter and visit the active apiary with beekeeper Paul Liedl.



November 13 Story Stroll Hike

Drop in for a self guided outdoor storybook stroll with the book Bear Snores On.



November 20 Winter Sleepers

Learn from local behavioral biologist Mary Frick about what changes animals must make in the fall. Discover some surprising facts about animals from frogs to bears and how they survive our cold winter months.



November 27 Turkeys

Go on a hike to search for and learn about turkeys in Sunfish Lake Park with expert Audubon Society birder Chase Davies. Bring your binoculars or check them out here.

The City of Lake Elmo encourages residents to look for signs of EAB

The Minnesota Department of Agriculture (MDA) confirmed emerald ash borer (EAB) in the City of Lake Elmo. A local business reported an ash tree with bark cracks and woodpecker damage in the tree canopy, a tell-tale sign of possible EAB infestation, to the MDA for confirmation.

There are several things residents should look for when checking for emerald ash borer.

- **Be sure you've identified an ash tree.** This is an important first step since EAB only feeds on ash trees. Ash have opposite branching – meaning branches come off the trunk directly across from each other. On older trees, the bark is in a tight, diamond-shaped pattern. Younger trees have a relatively smooth bark.
- **Look for woodpecker damage.** Woodpeckers like EAB larvae and woodpecker holes may indicate the presence of EAB.
- **Check for bark cracks.** EAB larvae tunneling under the bark can cause the bark to split open, revealing the larval (S-shaped) tunnels underneath.
- **Contact a professional.** If you feel your ash tree may be infested with EAB, contact a tree care professional or the MDA at arrest.the.pest@state.mn.us or 888-545-6684 (voicemail).

Emerald ash borer larvae kill ash trees by tunneling under the bark and feeding on the part of the tree that moves nutrients up and down the trunk. Minnesota is highly susceptible to the destruction caused by this invasive insect. The state has approximately one billion ash trees, the most of any state in the nation.

The biggest risk of spreading EAB comes from people unknowingly moving firewood or other ash products harboring larvae. There are three easy steps residents can take to keep EAB from spreading:

- Don't transport firewood. Buy firewood locally from approved vendors, and burn it where you buy it;
- Be aware of the quarantine restrictions. If you live in a quarantined county, be aware of the restrictions on movement of products such as ash trees, wood chips, and firewood; and,
- Watch your ash trees for infestation. If you think your ash tree is infested, go to <https://www.mda.state.mn.us/eab-info-homeowners> for resources on identifying EAB, how to hire tree care professionals, and insecticide options for protecting your ash tree.

For more information on emerald ash borer, go to www.mda.state.mn.us/eab.



Public Facilities Project Update

At the November 3 City Council Meeting the City Council awarded bids for the new City Center and Public Works Addition.

Regular updates and documents are available [here](#).



- 1 New City Hall Entrance
- 2 New Fire Station Expansion
- 3 Council Chambers/Community room addition
- 4 Parking
- 5 Fire Department Parking
- 6 City Hall/Sheriff
- 7 Laverne Avenue

LEO A DALY

CITY OF LAKE ELMO COMBINED CITY HALL & PUBLIC SAFETY FACILITY

The new Lake Elmo City Hall / Public Safety Facility combines City Hall staff and functions, the entire Fire Department, and a satellite office for the Washington County Sheriff's department. This co-location involves renovating and expanding the City-owned Brookfield Office building to concentrate civic resources into a single structure at the historic core of the city. In addition, the Public Works facility will also be expanded to accommodate City growth and expanded service needs.



TOTAL ANTICIPATED PROJECT COST: \$14,600,000
DESIGN COMPLETION: Late summer 2021
CONSTRUCTION COMPLETION: Fall of 2022





MEETING THE DEMANDS OF AN EVOLVING FIRE SERVICE

Lake Elmo currently has two fire stations, Fire Station #1 at 3510 Laverne Ave. N. and Fire Station #2 at 4259 Jamaica Ave. N. This project will consolidate these two stations into a single, state-of-the-art station that will meet the needs of our community and firefighters today and into the future. The building is designed to accommodate increasing call volumes, meet the demands for training and to support our evolving role as all hazard responders.

Due to the changing environment of fire department staffing needs and the impacts of that in relation to incident response times and budget responsibility, the fire department is consolidating to a single station which will allow the department the ability to transition to a staffing model that provides 24/7 coverage from the single station. This change requires the updated facilities like staff dorm rooms, day room and kitchen area, fitness room, staff workspaces and offices.

Educational materials provided by the City of Lake Elmo

For more information, visit our website: www.lakeelmo.org or contact Kristina Handt, Administrator at KHandt@lakeelmo.org



The current fire stations are too small to accommodate modern apparatus and equipment and cannot provide adequate health protections for our firefighters.

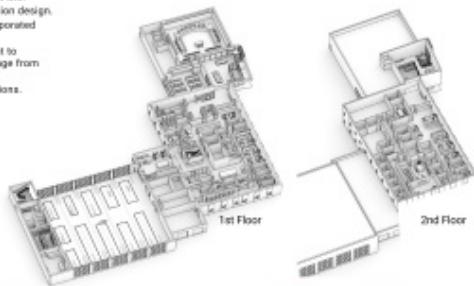
A FUNCTIONAL FIRE STATION

A new, single, state-of-the-art station will meet the needs of our community and firefighters today and into the future. Designed to accommodate our evolving role as all-hazard responders it will:

- Modernize our facilities following best practices in station design.
- Enhance firefighter training with training features incorporated into the building.
- The addition of living quarters will allow the department to transition to a staffing model that provides 24/7 coverage from the single station.
- Improve response times and overall department operations.

DESIGNED FOR FIREFIGHTER HEALTH AND SAFETY

- Distinct spaces to properly decontaminate gear and equipment. Focus to reduce staff exposure to firefighting carcinogens and other toxic materials.
- Properly ventilate the apparatus bay to reduce staff exposure to diesel exhaust and other harmful fumes.
- Space that supports the physical and mental health of staff.
- Clear separation between public and private spaces.



Lake Elmo City Hall, built in 1986, is a very small 2,806 SF. There are insufficient offices for all staff members and the restrooms are not accessible. The council chambers are small, do not provide sufficient space for department heads or members of the public, and lack modern technological updates. City staff have long outgrown this building and have since moved into the Brookfield Building located across the parking lot.

The Brookfield Building was purchased by the City in 2018 as a method of maintaining city functions next to the outgrown City Hall at a lower cost alternative to new construction. It was constructed in 1980 and will require a major overhaul to increase its useful life.

AN EXPANDED AND IMPROVED CITY HALL

- Improved service accessibility
- Community room available for public use
- New council chambers with updated technology
- Additional conference rooms
- Co-locate Washington County Sheriff staff
- Office space for growth of city staff
- Accessible restrooms.

