

NOTICE OF MEETING

City Council Meeting

Monday, January 06, 2014 7:00 P.M.

City of Lake Elmo | 3800 Laverne Avenue North

AGENDA

- 7:00 **A. Call to Order**
B. Pledge of Allegiance
C. Roll Call
D. Order of Business
E. Approval of Agenda
F. Accept Minutes
 1. Accept December 17, 2013 City Council Meeting Minutes
G. Council Reports
 • **Mayor**
 ○ **Formal Appointment of Terry Forrest to the Finance Committee**
 • **Council**
H. Public Comments/Inquiries
 • **Beth & Rich Springborn – Driveway Ordinance**
I. Speak Your Peace – Reeves
7:10 **J. Consent Agenda**
 2. Approve Payment of Disbursements and Payroll
 3. Designate Official Publication Newspaper of Record
 4. Designate Official Depositories of Funds; **Resolution 2014-01**
 5. Resolution Designating Data Practice Officials and Approving City's Data Practices Policy; **Resolution 2014-02**
 6. Appoint City Engineer and City Attorney
 7. Approve 2014 Plan of Work
 8. Storm water abatement; **Resolution 2014-03**
 9. Production Well No. 4 – Pay Request No. 5
 10. Lake Elmo Avenue Sewer Improvements – Change Order No. 3
 11. Section 34 Utility Extension Improvements – Change Order No. 2
 12. 2012 Rain Gardens – Pay Request No. 2 (Final)
7:15 **K. Regular Agenda**
 13. Appoint 2014 Acting Mayor
 14. Appoint Required Officials to Fire Relief Association Board of Trustees
7:20 15. Water Surface Use Ordinance Review
7:35 16. 2014 Street Improvements – Public Hearing; Authorize Plans and Specifications;
 Resolution 2014-04

17. Pumphouse No. 4 Improvements – Approve Plans and Specifications; **Resolution 2014-05**

L. Staff Reports and Announcements

- **City Administrator**
- **City Attorney**
- **Planning Director**
- **City Engineer**
- **Finance Director**
- **City Clerk**

8:15 **M. Adjourn**

******Item times are estimates and subject to change******

Adam Bell

From: Dean Zuleger
Sent: Thursday, January 02, 2014 4:43 PM
To: Adam Bell
Subject: FW: Springborn, Rich and Beth

From: BETH SPRINGBORN [<mailto:r.springborn@msn.com>]
Sent: Thursday, January 02, 2014 9:46 AM
To: Dean Zuleger
Subject: Springborn, Rich and Beth

Hi Dean,

I am emailing to request that we be added to Monday's City Council agenda to discuss the material required at the end of our driveway. We have tried numerous times to discuss via phone, person and letter explaining that we are following city code and we have the material that is listed in the city code that was provided by the city in person. We are still being told that we are not able to receive our escrow funds back.

Please let us know what we need to do to be added to Monday's agenda. We would also like to meet with you in person if that is possible tomorrow (1/3/14) AM at 7:30 that would be great, please let us know if that will work?

Beth and Rich Springborn

December 5, 2013

City Council Members
City of Lake Elmo
3800 Laverne Ave. No.
Lake Elmo, MN 55042

Mr. Pearson asked me for my general opinion as to how Lake Elmo Rd residents are receiving the possibilities of hooking up to water. My opinion is that it is wonderful and necessary. Only a small % of residents who received letters actually attended the meeting early in Nov. My observation is that most people are concerned, especially regarding the assessment fact. Most of the time was spent discussing costs i.e. lateral fee \$5,800; deferred cost to connect \$2,900. Our presenter was very thorough, congenial; he covered the advantages which are many for our future as individuals and the City of Lake Elmo.

I am dismayed at the lack of residents attending the meetings re. this possibility. I can't help wondering if they don't really care, or if they have received information earlier and taking it for granted and/or do not know the urgency: that the time to begin the project is **NOW**. My **GUESS** is they want it, need it, or will need it in the near future. I am leaving for the winter next week and plan to connect on line.

Marian Adkins

Thank you,
Marian Adkins
2227 Lake Elmo Ave. N.
Lake Elmo, MN 55042



Youth Service Bureau

Improving young lives

www.ysb.net

STILLWATER

Historic Court House
101 W. Pine Street
Stillwater, MN 55082
Phone 651-439-8800
Fax 651-439-1040

WI Phone 715-781-0409

WOODBURY

1976 Wooddale Drive
Suite 4
Woodbury, MN 55125
Phone 651-735-9534
Fax 651-735-8986

COTTAGE GROVE

7064 W. Point Douglas Rd.
Suite 201
Cottage Grove, MN 55016
Phone 651-458-5224
Fax 651-458-5310

December 20, 2013

Mr. Michael J. Pearson, Mayor
Mr. Dean Zuleger, City Administrator
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042-9629

Dear Mayor Pearson and Mr. Zuleger:

On behalf of Youth Service Bureau (YSB), thank you for your contribution of \$5,000 to help youth and families learn the skills they need to be more successful at home, in school and throughout the community.

Thanks to your support, youth and families in your community have the tools they need to make better decisions, solve problems, manage their anger and communicate better with each other and others.

As a result, youth stay in school and out of court, improve school performance and health outcomes, and know how to reach out for help when they need it. And parents get the support they need too!

Again, thank you for giving youth and families a chance to make better choices and have brighter futures.

Sincerely,

Mary E. Planten-Krell
Executive Director

*We're delighted
to have you on
board!*



**LAKE ELMO CITY COUNCIL MINUTES
DECEMBER 17, 2013**

**CITY OF LAKE ELMO
CITY COUNCIL MINUTES
DECEMBER 17, 2013**

Mayor Pearson called the meeting to order at 7:02 pm.

PRESENT: Mayor Mike Pearson, Council Members Wally Nelson, Anne Smith, Justin Bloyer, and Mike Reeves.

Also Present: City Administrator Zuleger, City Attorney Snyder, Planning Director Klatt, City Engineer Griffin, Finance Director Bendel, and City Clerk Bell.

PLEDGE OF ALLIGENCE

APPROVAL OF AGENDA

MOTION: Council Member Nelson moved **TO APPROVE THE DECEMBER 17, 2013 CITY COUNCIL AGENDA AS PRESENTED**. Council Member Reeves seconded the motion. **MOTION PASSED 5-0.**

ITEM 1: ACCEPT MINUTES

THE DECEMBER 03, 2013 CITY COUNCIL MINUTES WERE APPROVED AS PRESENTED BY CONSENSUS OF THE CITY COUNCIL.

COUNCIL REPORTS:

Council Member Reeves: Attended Parks Commission Meeting. It was very productive. He noted some highlights: Sunfish Lake Park master development plan. Prioritized 2014 park improvements. Worked through park audit. Commission is transitioning very well into a more productive, engaged, and cohesive group; Attended Light Up Lake Elmo.

Council Member Bloyer: Attended Light Up Lake Elmo event. Thanked all who coordinated it; noted that nonresident member of NextGen group was harshly criticized by members of community [for her recent comments about the city's lack of entertainment options]. Speak Your Peace should be implemented more. The criticism [of someone who has helped community] should not happen.

Mayor Pearson: attended Christmas tree lighting event on 12/14. Thanked John Schiltz for his contributions. Also thanked those who coordinated. Looks forward to next year; met with developers and attended 2014 bonding meetings; will be meeting with Metropolitan Council on the MOU; Thanked Dean Johnston and Sarah Hietpas for working on Met Council Parks Commission; Recognized Nick Johnson and Rick Chase for employees of the year and commended Council Member Nelson for his Guardian of the Taxpayer award.

Council Member Smith: attended Finance Committee meeting with Council Member Nelson and Finance Director Bendel; spoke with Pete Ganzel and Lowell Johnson from Washington county. The City needs to draft a broader policy for the septic system issues in the Village.

Council Member Nelson: attended Finance Committee meeting. Added Terry Forrest to the Committee; enjoyed Light Up Lake Elmo event; City Christmas party was a successful "rural" feeling event. It was a great time.

CONSENT AGENDA

2. Approve Payment of Disbursements and Payroll in the amount of \$2,088,479.40
3. Accept Financial Report dated November 30, 2013
4. Accept Building Permit Report dated November 30, 2013
5. Approve 2014 Meeting Calendar
6. Approve 2014 Fee Schedule; *Ord. No. 08-097*
7. Approve Ski Trail Grooming Agreement

**LAKE ELMO CITY COUNCIL MINUTES
DECEMBER 17, 2013**

8. Section 34 Water and Sewer Utility Extension Improvements – Pay Request No. 2.
9. Lake Elmo Sewer Infrastructure Improvements: I-94 to 30th St. – Pay Request No. 3.
10. Conditional Use Permit and Eagle Point Business Park PUD Amendment – PID: 33.029.21.42.0013;
Res. No. 2013-107

11. Approve Ki Pro Digital Recording Device Cable Equipment Upgrade

MOTION: Council Member Bloyer moved **TO APPROVE THE CONSENT AGENDA AS AMENDED.** Council Member Reeves seconded the motion. **MOTION PASSED 5-0.**

REGULAR AGENDA

ITEM 12: WASHINGTON COUNTY LIBRARY CARD REIMBURSEMENT

Mayor Pearson gave overview of the history of the city library. Library Board moved to pay fee for services in the amount of \$80,000 at last Board meeting.

Council Member Nelson asked what was being paid currently to the county. Mayor Pearson said about \$30K ~ 500 cards at \$60 each. Proposal would include \$50,000 more to the county. Council Member Bloyer asked about total levy. It is approximately \$290K, where \$30K is for bonding county buildings. Council Member Reeves asked how the additional \$50,000 was reached. Mayor Pearson noted that the current process is not convenient. This proposal would be simpler for city, residents, and county. It is win-win all around.

Council Member Smith pointed out that the city library does not use the same catalog. A real win-win would be completely back in the county system. She would rather look at seeing what would take to re-enter county system. What this proposal entailed and the experience for the residents were discussed.

Judy Gibson 10th St Ct N., spoke in support of library. She is member of Friends of the Library and former Board member. Surrounding libraries have commented their envy of some of the programs the city library has. She showed the council the Friends fundraising library calendar. Calendars are \$20. Library now has tablets available for check out to serve as e-readers.

Paul Ryberg, Library Board Treasurer, stated cards would be good throughout the seven county system. Cataloging system is same as Chisago County and several other counties. The Board made sure that system was compatible. Mr. Ryberg asserted that the county moved first to close the Lake Elmo library. Lake Elmo then withdrew from the system. Cost to city residents is about \$30-35K for bond service. He would like to know how much and for how long. He would also like to know cost for the county extending hours and actual cost to extend eBooks to Lake Elmo residents.

Mr. Reeves thanked Mr. Ryberg for coming to meeting. Mr. Bloyer asked about just how far the library card extends. It depends on the county approving it in their respective systems.

Sarah Linder, Library Board Vice President, 12th Street N., was available for questions. Mr. Bloyer asked why she voted against the Board motion. She said the board voted and she supports the action now. It was clarified that the proposal was to gain equal access to county resources.

Ann Bucheck, Library Board Member (Alternate) 2301 Legion Ave., noted that Stillwater and Bayport are affiliate members. The city library wants to be an affiliate member. She noted that people from other cities and western Wisconsin are also obtaining city cards.

Mr. Bloyer read letter from resident Nadine Obermueller. Her letter was supportive of the library. *See agenda packet for letter.*

MOTION: Mayor Pearson moved **TO APPROVE, AT THE REQUEST OF THE LAKE ELMO LIBRARY BOARD, AN ANNUAL DISTRIBUTION OF UP TO \$80,000 LIBRARY LEVY DOLLARS TO WASHINGTON COUNTY IN ORDER TO BUY LAKE ELMO RESIDENTS THE SAME EASE OF ACCESS AND USE OF THE COUNTY LIBRARY SYSTEM SIMILAR TO ALL OTHER WASHINGTON COUNTY RESIDENTS. THIS DIRECT FEE FOR SERVICE AMOUNT**

**LAKE ELMO CITY COUNCIL MINUTES
DECEMBER 17, 2013**

REFLECTS LAKE ELMO RESIDENTS' 2013 COUNTY CARD PURCHASE REVENUES PLUS AN ADDITIONAL \$50,000. Council Member Reeves seconded the motion.

Council Member Nelson supportive of motion. Believes it is win-win-win. Will be better for City and residents and provides more money for county. Mayor Pearson is supportive. He noted that the board has been very fiscally conservative. Government should be efficient, responsive and grassroots. It would be hard to reproduce other places what the library volunteers have achieved. The library encourages visitors downtown. Council Member Reeves is supportive and hopes that Washington County will be collaborative in working towards a better solution. Council Member Bloyer asked how many city residents have cards. It is unknown at this time. Mr. Bloyer pointed out that he was initially opposed to it, but he has grown more positive after seeing its success.

MOTION PASSED 5-0.

ITEM 13: ADOPT METROPOLITAN COUNCIL'S APPROVAL OF VILLAGE LAND USE PLAN

Planning Director Klatt explained what the Met Council approved. It was noted that this item was on the Met Council's consent agenda. There were no comments or questions by the Met Council. There were no questions or comments by Council.

MOTION: Council Member Smith moved TO APPROVE RESOLUTION NO. 2013-108 ADOPTING AMENDMENTS TO THE LAKE ELMO 2030 COMPREHENSIVE PLAN. Council Member Nelson seconded the motion. MOTION PASSED 5-0.

ITEM 14: BOULDER PONDS PUD CONCEPT PLAN; RES. NO. 2013-109

Planning Director Klatt gave overview of the proposal. Includes 93 single family lots; 64 multi-family lots. Proposal is at Concept Plan stage. It is along the I94 corridor and covers approximately 58 acres between Eagle Point Business Park, Stonegate neighborhood, Hudson Blvd, and Savona neighborhood. Staff believes that proposal is in line with intent of comprehensive plan.

One issue is the alignment of 5th street vis-à-vis Savona. Staff thinks that agreement can be met prior to plat. There will be three development phases. Staff recommends that the areas around 5th St. be phased first. Mr. Klatt explained that the findings recommend approval. He explained the 11 conditions of approval. *See agenda packet item for details of conditions.*

Council Member Bloyer asked about condition #1 and requiring a neighbor to permit the road and ROW. Mr. Klatt explained that part of the road will be on that property and it really is to clarify what needs to be done. Council Member Reeves asked if #s 1 and 2 are the same. Council Member Nelson interjected that the reason for the difference and use of term "consent" is that the Dale Properties involves a business transaction. The Bremer Bank does not involve a transaction.

Mr. Bloyer asked if the road is first come first served when it comes to building roads and developments. Mr. Klatt responded that the Lennar approval allows the flexibility to realign without having to go through the entire process again.

Clarification about the Concept Plan stage and process was provided. It was explained that more details will be available at the preliminary plat stage.

Mr. Nelson asked about the developer comments and objections. It was explained that staff received them this afternoon (12/17). Mr. Nelson asked if council should go through them. Mr. Klatt said staff has not had a chance to analyze and respond to each point. It was noted that the comments included the developer's desire to work with staff. The conditions of approval were further explained and discussed. It was noted that the Planning Commission vote for approval was unanimous.

Ray Pruban of Amaris Corp. provided overview of proposal. Explained the difficulty in devising proposal. End goal is to provide a higher end product. **Rick Harrison** of Rick Harrison Site Design spoke about the challenge of having the road run through the development. He explained how efficiency is

**LAKE ELMO CITY COUNCIL MINUTES
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being incorporated, including, but not limited to energy, meandering walks, coving, street and lot design, cul de sacs, set-backs, and home views. He believes that following developments will have to compete.

Mayor Pearson asked about street island maintenance. The HOA is responsible for maintenance. The price range will be between \$425-525K. Council Member Reeves said he appreciated the developer trying to exceed the minimums especially with the requirements to higher density. Council Member Smith noted her being impressed with the proposal. Council Members Bloyer and Nelson are both supportive of the proposal. Mr. Pruban noted his formal comments and objections to the required conditions of approval.

MOTION: Council Member Nelson moved TO ADOPT RESOLUTION NO. 2013-109, APPROVING THE BOULDER PONDS PUD CONCEPT PLAN. Council Member Smith seconded the motion. MOTION PASSES 5-0.

ITEM 15: RECEIVE COMMUNITY DEVELOPMENT DEPARTMENT ANNUAL REPORT

Planning Director Klatt gave overview of the Community Development Department Annual Report. It is a yearly summary of major projects. He highlighted the key activities and projects that the Planners and Planning Commission have dealt with in the last year. It was noted that the Planning Commission had 14 different commissioners over the last year.

NO FORMAL ACTION REQUESTED

ITEM 16: 2014 PLAN OF WORK

City Administrator Zuleger introduced the 2014 City Plan of Work. Mr. Zuleger highlighted some of the goals and objectives. The 2014 Parks Commission Plan of Work was also explained.

Council Member Nelson asked about land use planning and adoption of form-based codes. Planning Director Klatt explained that the next step is to develop some and see if they meet Council objectives. Placing the future sewer pipe under the railroad strategy and utility creation are both included in 2014.

Mayor Pearson wants to add: Establish TIF district if economically feasible; collaborate fire service with communities; and building plan inspections for fire. Council Member Reeves asked about adding a few Human Resources Committee goals. It was decided that the revised Plan of Work would be brought back in January.

ITEM 17: SPECIAL ASSESSMENT POLICY REVISIONS; RES. NO. 2013-110

City Engineer Griffin explained the current and proposed minor policy changes. Changes to collector roadway access management, large lots, and the duration of assessment terms were included and explained. Mayor Pearson asked for public comment. There was none.

MOTION: Council Member Smith moved TO APPROVE RESOLUTION NO. 2013-110, ADOPTING MINOR REVISIONS TO THE CITY OF LAKE ELMO SPECIAL ASSESSMENT POLICIES AND PROCEDURES FOR PUBLIC IMPROVEMENTS. Council Member Reeves seconded the motion. MOTION PASSES 5-0.

SUMMARY REPORTS AND ANNOUNCEMENTS

City Administrator Zuleger: been busy cleaning up year-end issues; 2014 bonding; obtaining Lake Elmo Ave watermain agreements; determining access to Engstrom site. It was noted that the developer may bring sewer pipe up to Gonyea site; meeting with Washington County on highway 5/Manning realignment; working with Alyssa on Source Q4 edition.

City Attorney Snyder: no report.

Planning Director Klatt: reported Planning Commission will be considering the proposals for developments on Lake Elmo Ave in early 2014; staff received a revised and amendment to preliminary plat from Lennar;

**LAKE ELMO CITY COUNCIL MINUTES
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City Engineer Griffin: both construction projects are behind due to unseasonably cold weather/frost. Lennar water main will be done in spring. Lift station too. 5-10 days of work left. Village sewer will be done about mid Jan. Council Member Reeves commended the traffic management efforts.

Finance Director Bendel: attended Finance Committee meeting; finishing water assessments. Finalizing year end; final payroll run; storm water will go out on 31st; working on year-end close; 2014 sales tax exemption mailing; 1099 preparation.

City Clerk Bell: submitted liquor license approvals to the county and state for final approval; renewing 2014 waste hauler licensing; working with building official to implement electrical inspections. Should begin February 3, 2014; Note as approved tonight the next City Council meeting will be on Monday, January 6, 2014.

The Washington County septic issue that Council Member Smith mentioned was discussed. The Mayor asked that more than one council member or staff be involved in discussions

***MOTION:** Council Member Bloyer moved **TO ENTER CLOSED SESSION**. Council Member Reeves seconded the motion. **MOTION PASSES 5-0**. Meeting closed at 9:20pm.*

ITEM 18: EXECUTIVE SESSION: ANNUAL PERFORMANCE REVIEW OF CITY ADMINISTRATOR DEAN ZULEGER

***MOTION:** Council Member Nelson moved **TO RE-ENTER OPEN SESSION**. Council Member Reeves seconded the motion. **MOTION PASSES 5-0**. Meeting reopened at 9:20pm. No formal action taken.*

Mayor Pearson adjourned the meeting at 11:15pm.

LAKE ELMO CITY COUNCIL

ATTEST:

Mike Pearson, Mayor

Adam R. Bell, City Clerk



MAYOR & COUNCIL COMMUNICATION

DATE: January 6, 2014
CONSENT
ITEM #2
MOTION

AGENDA ITEM: Approve Disbursements in the amount of \$269,770.91

SUBMITTED BY: Cathy Bendel, Finance Director

THROUGH: Cathy Bendel, Finance Director

REVIEWED BY: Dean Zuleger, City Administrator

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: Finance

FISCAL IMPACT: \$269,770.91

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of \$269,770.91. No specific motion is needed as this is recommended to be part of the *Consent Agenda*.

LEGISLATIVE HISTORY: NA

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.

Claim #	Amount	Description
ACH	\$ 13,128.47	Payroll Taxes to IRS & MN Dept of Revenue 12/26/13
ACH	\$ 6,076.54	Payroll Retirement to PERA 12/26/13
DD5197-DD5224	\$ 29,357.63	Payroll Dated (Direct Deposits) 12/26/13
40771-40775	\$ 11,862.34	Payroll Dated (City Council) 12/26/13
40776-40812	\$ 58,853.52	Accounts Payable Manual 12/31/13
40813-40825	\$ 149,652.41	Accounts Payable 1/06/14
2132-2145	\$ 840.00	Library Card Reimbursement 1/06/14
TOTAL	\$ 269,770.91	

RECOMMENDATION: Based on the aforementioned, the staff recommends the City Council approve as part of the Consent Agenda the aforementioned disbursements in the amount of \$269,770.91.

ATTACHMENTS:

1. Accounts Payable – check registers

Accounts Payable To Be Paid Proof List

User: denise

Printed: 12/31/2013 - 10:42 AM

Batch: 007-12-2013

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
ALEXAIR Alex Air Apparatus, Inc										
24906	12/19/2013	112.04	0.00	12/31/2013	Annual Inspection SCBA's & Masks- Fire Dp	-	-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt									
	24906 Total:	112.04								
	ALEXAIR Total:	112.04								
AMAZONIN Amazon Inc										
604578781032040	12/10/2013	363.38	0.00	12/31/2013	Books & DVDS - Library	-	-	No		0000
206-450-5300-42500	Library Collection Maintenance									
604578781032040	12/10/2013	-16.86	0.00	12/31/2013	Credit Memo - Library	-	-	No		0000
206-450-5300-42500	Library Collection Maintenance									
	604578781032040 Total:	346.52								
	AMAZONIN Total:	346.52								
AMERICAN American Eng and Testing, Inc.										
60709	11/30/2013	1,425.10	0.00	12/31/2013	Project Testing Services I94-30th Sewer	-	-	No		0000
602-495-9450-43030	Engineering Services									
	60709 Total:	1,425.10								
60710	11/30/2013	660.20	0.00	12/31/2013	Construction Testing Sec 34 Water	-	-	No		0000
601-494-9400-43030	Engineering Services									
60710	11/30/2013	990.30	0.00	12/31/2013	Construction Testing Sec 34 Sewer	-	-	No		0000
602-495-9450-43030	Engineering Services									
	60710 Total:	1,650.50								
	AMERICAN Total:	3,075.60								
CARDMEMB Cardmember Service										
12/19/2013	12/19/2013	212.60	0.00	12/31/2013	Pioneer Press Advert - A Bell	-	-	No		0000
101-410-1450-43510	Public Notices									
12/19/2013	12/19/2013	15.95	0.00	12/31/2013	Target - Water- Admin - A Bell	-	-	No		0000
101-410-1320-44300	Miscellaneous									
12/19/2013	12/19/2013	7.48	0.00	12/31/2013	Target - Tape - Admin - A Bell	-	-	No		0000
101-410-1320-42000	Office Supplies									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Dec 19 2013	12/19/2013	37.94	0.00	12/31/2013	Internet Service - Library		-	No		0000
206-450-5300-43250	Internet									
	Dec 19 2013 Total:	163.85								
	CENTURYL Total:	163.85								
<hr/>										
CONLEYMO Conley Morgan										
Cable Operator	12/17/2013	55.00	0.00	12/31/2013	Cable Operations-12/17/13 CC		-	No		0000
101-410-1450-43620	Cable Operations				Meeting 4hr					
	Cable Operator Total:	55.00								
	CONLEYMO Total:	55.00								
<hr/>										
DELAPP DeLapp Steve										
12/30/2013	12/30/2013	149.90	0.00	12/31/2013	Building Repair Supplies- Library		-	No		0000
206-450-5300-42230	Building Repair Supplies									
	12/30/2013 Total:	149.90								
	DELAPP Total:	149.90								
<hr/>										
EMERGAUT Emergency Automotive Tech, Inc										
AW121711304	12/17/2013	353.38	0.00	12/31/2013	Amber Lenses for 86-1 Light & Switch04-1		-	No		0000
101-430-3125-44040	Repairs/Maint Eqpt									
	AW121711304 Total:	353.38								
	EMERGAUT Total:	353.38								
<hr/>										
EMERGRES Emergency Response Solutions										
1215	12/11/2013	40.26	0.00	12/31/2013	Helmet Liner - Fire Dept		-	No		0000
101-420-2220-42400	Small Tools & Equipment									
	1215 Total:	40.26								
	EMERGRES Total:	40.26								
<hr/>										
ENVENTIS Enventis										
Acct 738507	12/01/2013	57.05	0.00	12/31/2013	Telephone/Data Ser-City Hall Dec 2013		-	No		0000
101-410-1940-43210	Telephone									
	Acct 738507 Total:	57.05								
	ENVENTIS Total:	57.05								
<hr/>										
GRAPHICR Graphic Resources Inc										
47610	12/18/2013	200.28	0.00	12/31/2013	2 Part Carbonless Dpt of Inspection Form		-	No		0000
101-420-2400-42000	Office Supplies									
	47610 Total:	200.28								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
GRAPHICR Total:		200.28								
H & L H & L Mesabi Corp										
89385	12/20/2013	3,981.56	0.00	12/31/2013	Plow Blades				No	0000
101-430-3125-44040	Repairs/Maint Eqpt									
89385 Total:		3,981.56								
H & L Total:		3,981.56								
INFINITP Infinity Printing Supplies										
453880	12/04/2013	331.01	0.00	12/31/2013	Print Cartridge				No	0000
101-410-1320-42000	Office Supplies									
453880 Total:		331.01								
INFINITP Total:		331.01								
LINNER Linner Electric Company, Inc.										
23420	12/09/2013	502.05	0.00	12/31/2013	New Outlet installed added GFI - Pole				No	0000
101-430-3160-43810	Street Lighting									
23420 Total:		502.05								
LINNER Total:		502.05								
MENARDMA Menards - Maplewood										
54394	12/03/2013	193.78	0.00	12/31/2013	Holiday Lighting Power Cords				No	0000
101-000-0000-36200	Miscellaneous Revenue									
54394 Total:		193.78								
MENARDMA Total:		193.78								
MENARDSO Menards - Oakdale										
33167	12/02/2013	190.93	0.00	12/31/2013	Holiday Lighting Power Cords				No	0000
101-000-0000-36200	Miscellaneous Revenue									
33167 Total:		190.93								
33472	12/06/2013	125.71	0.00	12/31/2013	Holiday Lighting Power Cords				No	0000
101-000-0000-36200	Miscellaneous Revenue									
33472 Total:		125.71								
34005	12/13/2013	12.66	0.00	12/31/2013	Warming House Supplies				No	0000
101-450-5200-44010	Repairs/Maint Bldg									
34005 Total:		12.66								
34441	12/19/2013	64.09	0.00	12/31/2013	Hockey Boards Lions Park				No	0000
101-450-5200-44030	Repairs/Maint Imp Not Bldgs									
34441 Total:		64.09								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
MENARDSO Total:		393.39								
MILLEREX Miller Excavating, Inc.										
17836	12/20/2013	350.00	0.00	12/31/2013	Hauling Excess Millings- Sunfish to PW		-	No		0000
101-430-3120-43150	Contract Services									
17836 Total:		350.00								
MILLEREX Total:		350.00								
MONTAGE Montage Enterprise Inc.										
25201	08/30/2013	1,240.55	0.00	12/31/2013	Flail Mower Repair parts		-	No		0000
101-430-3125-44040	Repairs/Maint Eqpt									
25201 Total:		1,240.55								
MONTAGE Total:		1,240.55								
NASALTCO North American Salt Company										
71069017	12/10/2013	1,978.16	0.00	12/31/2013	Road Salt Inv 71069017		-	No		0000
101-430-3125-42290	Sand/Salt									
71069017 Total:		1,978.16								
71069820	12/10/2013	6,381.83	0.00	12/31/2013	Road Salt Inv 71069820		-	No		0000
101-430-3125-42290	Sand/Salt									
71069820 Total:		6,381.83								
71070091	12/11/2013	1,993.27	0.00	12/31/2013	Road Salt Inv 71070091		-	No		0000
101-430-3125-42290	Sand/Salt									
71070091 Total:		1,993.27								
71071072	12/11/2013	8,198.16	0.00	12/31/2013	Road Salt Inv 71071072		-	No		0000
101-430-3125-42290	Sand/Salt									
71071072 Total:		8,198.16								
71071438	12/12/2013	2,001.23	0.00	12/31/2013	Road Salt Inv 71071438		-	No		0000
101-430-3125-42290	Sand/Salt									
71071438 Total:		2,001.23								
71073253	12/13/2013	1,988.50	0.00	12/31/2013	Road Salt Inv 71073253		-	No		0000
101-430-3125-42290	Sand/Salt									
71073253 Total:		1,988.50								
NASALTCO Total:		22,541.15								
NEXTEL Nextel Communications										
761950227-127	12/18/2013	61.29	0.00	12/31/2013	Cell Phone Service - Administration		-	No		0000
101-410-1940-43210	Telephone									
761950227-127	12/18/2013	222.99	0.00	12/31/2013	Cell Phone Service - Fire Dept		-	No		0000
101-420-2220-43210	Telephone									
761950227-127	12/18/2013	44.65	0.00	12/31/2013	Cell Phone Service - Building Dept		-	No		0000
101-420-2400-43210	Telephone									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
761950227-127	12/18/2013	84.23	0.00	12/31/2013	Cell Phone Service - Public Works Dept		-	No		0000
101-430-3100-43210	Telephone									
761950227-127	12/18/2013	91.01	0.00	12/31/2013	Cell Phone Service - Parks Dept		-	No		0000
101-450-5200-43210	Telephone									
761950227-127	12/18/2013	57.63	0.00	12/31/2013	Cell Phone Service - Taxpayer Services		-	No		0000
101-410-1450-43210	Telephone									
761950227-127	12/18/2013	15.66	0.00	12/31/2013	Cell Phone Service - Planning Dept		-	No		0000
101-410-1910-43210	Telephone									
761950227-127 Total:		577.46								
NEXTTEL Total:		577.46								
OFFICEMX OfficeMax										
350433	11/06/2013	179.91	0.00	12/31/2013	Inv 350433-6ct 10 Ream Case x 9x11		-	No		0000
101-410-1320-42000	Office Supplies									
350433 Total:		179.91								
OFFICEMX Total:		179.91								
OURTEAMA Our Team Advantage Inc.										
328	12/18/2013	2,817.50	0.00	12/31/2013	Contract Snow Plowing - Inv 328		-	No		0000
101-430-3125-43150	Contract Services									
328 Total:		2,817.50								
334	12/24/2013	2,070.00	0.00	12/31/2013	Contract Snow Plowing - Inv 334		-	No		0000
101-430-3125-43150	Contract Services									
334 Total:		2,070.00								
OURTEAMA Total:		4,887.50								
OVERHEAD Overhead Door Company										
81499	11/27/2013	393.35	0.00	12/31/2013	Garage Door Cable Repair		-	No		0000
101-430-3100-44010	Repairs/Maint Bldg									
81499 Total:		393.35								
OVERHEAD Total:		393.35								
PERFORPO Performance Pools & Spa, Inc										
12/12/2013	12/12/2013	1,500.00	0.00	12/31/2013	Refund Escrow #2013-552 5683 57th St Cir		-	No		0000
803-000-0000-22900	Deposits Payable									
12/12/2013	12/12/2013	-64.20	0.00	12/31/2013	Payment for Pool Fill		-	No		0000
601-000-0000-37120	Bulk Water									
12/12/2013 Total:		1,435.80								
PERFORPO Total:		1,435.80								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
PETTYLIB Petty Cash - Library										
12/27/2013	12/27/2013	220.22	0.00	12/31/2013	Outreach - Library		-	No		0000
206-450-5300-Miscellaneous										
12/27/2013	12/27/2013	153.63	0.00	12/31/2013	Office Supplies - Library		-	No		0000
206-450-5300-Office Supplies										
12/27/2013	12/27/2013	79.30	0.00	12/31/2013	Newspaper Subscription - Library		-	No		0000
206-450-5300-Dues & Subscriptions										
12/27/2013 Total:	12/27/2013	453.15								
PETTYLIB Total:		453.15								
POMPS Pomp's Tire Service, Inc.										
2100098434	12/28/2013	1,960.34	0.00	12/31/2013	4 ea Tires, Wheels 86-1		-	No		0000
101-430-3125-Repairs/Maint Eqpt										
2100098434 Total:		1,960.34								
POMPS Total:		1,960.34								
RENLUNDT Rentlund Terry										
13	12/17/2013	202.50	0.00	12/31/2013	Building Inspector Services - 12/13/13		-	No		0000
101-420-2400-Inspector Contract Services										
13	12/17/2013	15.26	0.00	12/31/2013	Building Inspector Mileage- 12/13/13		-	No		0000
101-420-2400-Mileage										
13 Total:		217.76								
RENLUNDT Total:		217.76								
S&T S&T Office Products, Inc.										
01QC9639	12/11/2013	18.97	0.00	12/31/2013	Office Supplies - Administration		-	No		0000
101-410-1320-Office Supplies										
01QC9639	12/11/2013	41.26	0.00	12/31/2013	Office Supplies - Planning		-	No		0000
101-410-1910-Office Supplies										
01QC9639 Total:		60.23								
01QD3681	12/19/2013	35.11	0.00	12/31/2013	Office Supplies - Administration		-	No		0000
101-410-1320-Office Supplies										
01QD3681	12/19/2013	11.70	0.00	12/31/2013	Office Supplies - Planning		-	No		0000
101-410-1910-Office Supplies										
01QD3681 Total:		46.81								
S&T Total:		107.04								
SELECTAC SelectAccount										
977023	12/07/2013	5.49	0.00	12/31/2013	Participant Fee 12/1/13 - 12/31/13		-	No		0000
101-410-1520-Contract Services										
977023 Total:		5.49								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
SELECTAC Total:		5.49								
SRFCONSUSRF Consulting Group, Inc										
08132.00-4	12/18/2013	364.50	0.00	12/31/2013	State Highway 36 S Frontage Rd Study		-	No		0000
409-480-8000-43030 Engineering Services										
08132.00-4 Total:										
SRFCONSUS Total:		364.50								
STILGAZE Stillwater Gazette										
Final Notice	12/20/2013	74.00	0.00	12/31/2013	1 Year Subscription Renewal		-	No		0000
206-450-5300-44330 Dues & Subscriptions										
Final Notice Total:										
STILGAZE Total:		74.00								
TASCH T.A. Schifsky & Sons Inc										
56099	12/08/2013	1,574.75	0.00	12/31/2013	AC Fine Asphalt	11/20/13	-	No		0000
101-430-3120-42240 Street Maintenance Materials										
56099 Total:										
TASCH Total:		1,574.75								
TDS TDS Metrocom - LLC										
651-779-8882	12/13/2013	146.72	0.00	12/31/2013	Analog Lines - Fire		-	No		0000
101-420-2220-43210 Telephone										
651-779-8882	12/13/2013	228.30	0.00	12/31/2013	Analog Lines - Public Works		-	No		0000
101-430-3100-43210 Telephone										
651-779-8882	12/13/2013	135.75	0.00	12/31/2013	Analog Lines - Lift Station Alarms		-	No		0000
602-495-9450-43210 Telephone										
651-779-8882	12/13/2013	47.45	0.00	12/31/2013	Alarm - Well House #2		-	No		0000
601-494-9400-43210 Telephone										
651-779-8882 Total:										
TDS Total:		558.22								
TKDA TKDA, Inc.										
002013003803	12/11/2013	329.20	0.00	12/31/2013	General Engineering Service		-	No		0000
101-410-1930-43030 Engineering Services										
002013003803 Total:										
002013003918	12/17/2013	5,724.46	0.00	12/31/2013	2013.123 Lake Elmo Sewer		-	No		0000
602-495-9450-43030 Engineering Services										
002013003918 Total:										
TKDA Total:		5,724.46								

Invoice # Inv Date Amount Quantity Pmt Date Description Reference Task Type PO # Close POLine #

TKDA Total: 6,053.66										
TRIP Tri State Pump & Control Inc.										
34789	12/03/2013	678.09	0.00	12/31/2013	94 Lift Station Pumps Service		-	No		0000
602-495-9450-44030 Repairs\Maint Imp Not Bldgs										
34789 Total: 678.09										
TRIP Total: 678.09										
TRKUTI Truck Utilities Inc.										
262169	12/11/2013	44.00	0.00	12/31/2013	Hyd Plow Parts & Marker		-	No		0000
101-430-3125-42210 Equipment Parts										
262169 Total: 44.00										
262671	12/20/2013	31.98	0.00	12/31/2013	Salt Spreader Valve		-	No		0000
101-430-3125-42210 Equipment Parts										
262671 Total: 31.98										
TRKUTI Total: 75.98										
WASRADIO Washington County										
77539	12/17/2013	300.06	0.00	12/31/2013	4th Quarter 800 Radio Fees- PW		-	No		0000
101-430-3100-43230 Radio										
77539 Total: 300.06										
77540	12/17/2013	3,800.76	0.00	12/31/2013	1/4rly User Fee for 800 MHz Radio-		-	No		0000
101-420-2220-43230 Radio										
77540 Total: 3,800.76										
WASRADIO Total: 4,100.82										
Report Total: 58,853.52										

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Accounts Payable To Be Paid Proof List

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Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
FOCUS Focus Engineering, Inc.										
962 - 963	12/28/2013	1,858.75	0.00	01/06/2014	General Engineering	- 12/31/13	-	No		0000
101-410-1930-43030	Engineering Services									
962 - 963	12/28/2013	1,620.00	0.00	01/06/2014	Planning- General Engineering	- 12/31/13	-	No		0000
101-410-1910-43030	Engineering Services									
962 - 963 Total:										
964	12/28/2013	3,478.75	0.00	01/06/2014	General Engineering VRA- Building		-	No		0000
101-420-2400-43030	Engineering									
964	12/28/2013	1,035.00	0.00	01/06/2014	General Engineering VRA- Planning		-	No		0000
101-410-1910-43030	Engineering Services									
964	12/28/2013	1,086.74	0.00	01/06/2014	General Engineering VRA- Parks		-	No		0000
101-410-1910-43030	Engineering Services									
964	12/28/2013	236.00	0.00	01/06/2014	General Engineering VRA- ROW		-	No		0000
404-480-8000-43030	Engineering Services									
964	12/28/2013	432.75	0.00	01/06/2014	General Engineering VRA- Water		-	No		0000
101-430-3100-43030	Engineering Services									
964	12/28/2013	1,456.00	0.00	01/06/2014	General Engineering VRA- Sewer		-	No		0000
601-494-9400-43030	Engineering Services									
964	12/28/2013	147.50	0.00	01/06/2014	General Engineering VRA- Surface		-	No		0000
602-495-9450-43030	Engineering Services									
964	12/28/2013	2,508.12	0.00	01/06/2014	Transportation & Traffic Systems	- 12/31	-	No		0000
603-496-9500-43030	Engineering Services									
964 Total:										
965	12/28/2013	6,902.11	0.00	01/06/2014	Street Maintenance	- 12/31/13	-	No		0000
409-480-8000-43030	Engineering Services									
965	12/28/2013	634.12	0.00	01/06/2014	Municipal Aid System	- 12/31/13	-	No		0000
409-480-8000-43030	Engineering Services									
965	12/28/2013	65.00	0.00	01/06/2014	Capital Improvement Planning		-	No		0000
409-480-8000-43030	Engineering Services									
965	12/28/2013	32.50	0.00	01/06/2014	Trunk Highway 36 Corridor Planning-		-	No		0000
409-480-8000-43030	Engineering Services									
965	12/28/2013	958.75	0.00	01/06/2014	Demontreville Highlands Area Street		-	No		0000
409-480-8000-43030	Engineering Services									
965	12/28/2013	59.00	0.00	01/06/2014	Imp		-	No		0000
409-480-8000-43030	Engineering Services									
965 Total:										
966	12/28/2013	1,749.37	0.00	01/06/2014			-	No		0000
419-480-8000-43030	Engineering Services									
966	12/28/2013	45.00	0.00	01/06/2014			-	No		0000
419-480-8000-43030	Engineering Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
967	12/28/2013	45.00								
601-494-9400-43030	Engineering Services	1,240.00	0.00	01/06/2014	Inwood Ave Trunk Watermain - 12/31		-	No		0000
967 Total:		1,240.00								
968	12/28/2013	165.55								
601-494-9400-43030	Engineering Services	165.55	0.00	01/06/2014	Keats Ave Watermain 43%		-	No		0000
968	12/28/2013	219.45								
409-480-8000-43030	Engineering Services	219.45	0.00	01/06/2014	Keats Ave Street 57%		-	No		0000
968 Total:		385.00								
969	12/28/2013	383.50								
203-490-9070-43030	Engineering Services	383.50	0.00	01/06/2014	Lennar 1-94 West Corridor 12/31/13		-	No		0000
970	12/28/2013	383.50								
409-480-8000-43030	Engineering Services	383.50	0.00	01/06/2014	LE Ave Infrastructure 194 to 30th St		-	No		0000
971	12/28/2013	20,084.86								
409-480-8000-43030	Engineering Services	20,084.86	0.00	01/06/2014	Water System Funding Activities (Deeds)		-	No		0000
972	12/28/2013	524.25								
601-494-9400-43030	Engineering Services	524.25	0.00	01/06/2014	Production Well Number 4		-	No		0000
972 Total:		1,092.25								
973	12/28/2013	1,092.25								
601-494-9400-43030	Engineering Services	1,092.25	0.00	01/06/2014	Section 34 Water 40%		-	No		0000
973	12/28/2013	5,289.71								
602-495-9450-43030	Engineering Services	5,289.71	0.00	01/06/2014	Section 34 Sewer Extension 60%		-	No		0000
973 Total:		7,934.56								
974	12/28/2013	13,224.27								
602-495-9450-43030	Engineering Services	13,224.27	0.00	01/06/2014	CSAH 15 (Manning Av) Corridor Mgmt		-	No		0000
974 Total:		659.05								
975	12/28/2013	659.05								
203-490-9070-43030	Engineering Services	659.05	0.00	01/06/2014	Amaris Homes (Montgomery Projects)		-	No		0000
975 Total:		351.62								
976	12/28/2013	351.62								
601-494-9400-43030	Engineering Services	351.62	0.00	01/06/2014	Well No4 Connecting Watermain Impr Feas		-	No		0000
976 Total:		1,709.00								
977	12/28/2013	1,709.00								
601-494-9400-43030	Engineering Services	1,709.00	0.00	01/06/2014	Pump House No 4		-	No		0000
977 Total:		4,092.80								
978	12/28/2013	4,092.80								
601-494-9400-43030	Engineering Services	4,092.80	0.00	01/06/2014	LE Ave Trunk Watermain Imp Feas Study		-	No		0000
978 Total:		1,198.50								
979	12/28/2013	1,198.50								
409-480-8000-43030	Engineering Services	1,198.50	0.00	01/06/2014	2014 Street Impr Feas Report		-	No		0000
979 Total:		5,329.48								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
FOCUS Total:		62,449.81								
GRAPHCICR Graphic Resources Inc										
47982	12/30/2013	357.17	0.00	01/06/2014	3000 Utility Bills & 3000 #10 Envelopes		-		No	0000
601-494-9400-42000	Office Supplies									
47982	12/30/2013	238.12	0.00	01/06/2014	2000 Utility Bills & 2000 #10 Envelopes		-		No	0000
603-496-9500-42000	Office Supplies									
47982 Total:		595.29								
GRAPHCICR Total:		595.29								
HORWATH Horwath Construction										
1171-13	12/15/2013	6,430.00	0.00	01/06/2014	Re-Build VFW Dugout (Insurance Claim)		-		No	0000
101-450-5200-42230	Building Repair Supplies									
1171-13 Total:		6,430.00								
HORWATH Total:		6,430.00								
KEYSWELL Keys Well Drilling Company										
Pay Request #5	12/30/2013	44,633.38	0.00	01/06/2014	Project No 2013.125 Well No 4		-		No	0000
601-494-9400-43030	Engineering Services									
Pay Request #5 Total:		44,633.38								
KEYSWELL Total:		44,633.38								
STCROIXV St. Croix Valley Landscaping										
12/30/2013	12/30/2013	3,560.00	0.00	01/06/2014	2012 Rain Garden Project		-		No	0000
603-496-9500-43030	Engineering Services									
12/30/2013 Total:		3,560.00								
STCROIXV Total:		3,560.00								
Report Total:		117,668.48								

DEC EXPENSES PD 1/6/14

Accounts Payable To Be Paid Proof List

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Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
COMCAST Comcast										
877210535001484	12/24/2013	4.50	0.00	01/06/2014	Monthly Service - January 2014		-	No		0000
101-410-1940-43210	Telephone									
	877210535001484 Total:	4.50								
	COMCAST Total:	4.50								
DELTA Delta Dental Of Minnesota										
5358744	12/23/2013	1,765.00	0.00	01/06/2014	January 2014 Dental Coverage		-	No		0000
101-000-0000-21706	Medical Insurance									
	5358744 Total:	1,765.00								
	DELTA Total:	1,765.00								
DONALDSA Donald Salverda & Associates										
Dec 5 2013	12/05/2013	600.00	0.00	01/06/2014	2014 Leadership Growth Group-A Bell		-	No		0000
101-410-1320-44370	Conferences & Training									
	Dec 5 2013 Total:	600.00								
	DONALDSA Total:	600.00								
FRANCOTY Francotyp-Postalia, Inc										
RI101801508	12/30/2013	160.53	0.00	01/06/2014	Postbase Rateguard 12/18/13-3/17/14		-	No		0000
101-410-1320-43220	Postage									
	RI101801508 Total:	160.53								
	FRANCOTY Total:	160.53								
NCPERS 566200-NCPERS Minnesota										
5662114	12/20/2013	176.00	0.00	01/06/2014	January 2014 Premiums		-	No		0000
101-000-0000-21708	Other Benefits									
	5662114 Total:	176.00								
	NCPERS Total:	176.00								

Invoice #	Inv Date	Amount	Quantity	Unit Date	Description	Reference	Task	Type	PO #	Close POLine #
ROTARYLE Lake Elmo Rotary Club										
1st Quarter2014	01/01/2014	125.00	0.00	01/06/2014	Membership Dues-A MacLeod 1/1-3/31/14		-	No		0000
101-410-1320-44330 Dues & Subscriptions		125.00								
1st Quarter2014 Total:		125.00								
ROTARYLE Total:		125.00								
SPRINGB Springbrook Software										
INV26727	11/15/2013	5,122.90	0.00	01/06/2014	Annual Maintenance 1/1/14-12/31/14		-	No		0000
101-410-1520-43150 Contract Services		5,122.90								
INV26727 Total:		5,122.90								
SPRINGB Total:		5,122.90								
SW/WC SW/WC Service Cooperatives										
12/26/2013	12/26/2013	24,030.00	0.00	01/06/2014	February 2014 Insurance Premiums		-	No		0000
101-000-0000-21706 Medical Insurance		24,030.00								
12/26/2013 Total:		24,030.00								
SW/WC Total:		24,030.00								
Report Total:		31,983.93								

JAN EXPENSES PD 1/6/14



MAYOR & COUNCIL COMMUNICATION

DATE: January 6, 2014
CONSENT
ITEM # 3

AGENDA ITEM: Designation of Official Newspaper

SUBMITTED BY: Beckie Gumatz, Deputy Clerk

THROUGH: Dean Zuleger, City Administrator

REVIEWED BY: Adam Bell, Assistant City Administrator/City Clerk

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: Designation is mandated by state law.

FISCAL IMPACT: None?

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to designate *The Oakdale-Lake Elmo Review* as the City’s official newspaper of record for 2014 and to designate the *St. Paul Pioneer Press* as the alternate official newspaper to be used on an as needed basis. As part of its consent agenda, no specific motion is required. Should council choose to remove this item from its consent agenda, the recommended motion for this action is as follows:

“Move to designate the Oakdale-Lake Elmo Review as the official newspaper of record for 2014 and designate the St. Paul Pioneer Press as the back-up official newspaper on an as needed basis.”

LEGISLATIVE HISTORY: Pursuant to Minn. State Statute § 412.831, the City Council is to select an official newspaper of record for legal publications.

From a financial and timeliness perspective, City Staff has had an effective working relationship with *The Oakdale-Lake Elmo Review* as its official newspaper for the past few years. *The Oakdale-Lake Elmo Review* meets all statutory requirements for legal publications, has a reasonable publication schedule/deadline for submission, and its rates for publication are very competitive.

The *St. Paul Pioneer Press* has been the back-up legal publication due to its shorter turn-around for unexpected and time sensitive publication needs. Due to its much quicker publication and vastly greater circulation, the *Pioneer Press* remains a viable back-up option. The City did not receive a proposal from the *Pioneer Press*.

BACKGROUND INFORMATION (SWOT):

Strengths The *Oakdale-Lake Elmo Review* has balanced local coverage of Lake Elmo events and news along with a relatively broad distribution in the area. The rates, publication frequency, and due dates all satisfy the City's legal publication needs the vast majority of the time. The *Pioneer Press* offers daily publication, but at a much higher price for publications. It does however have a much broader distribution rate.

Weaknesses The *Oakdale-Lake Elmo Review* only publishes weekly with a due date of the preceding Friday. The *Pioneer Press* is more expensive, but it publishes daily with a due date of noon the day before.

Opportunities Planning hearings far enough in advance to avoid having to rely on the daily publication of the *Pioneer Press* for notice would save the city money. There is discussion in the legislature to eliminate the printed newspaper publication rule.

Threats Any substantial price increase would have a negative impact on publishing costs.

RECOMMENDATION: The City Council is respectfully requested to designate *The Oakdale-Lake Elmo Review* as the City's official newspaper of record for 2014 and to designate the *St. Paul Pioneer Press* as the alternate official newspaper to be used on an as needed basis. As part of its consent agenda, no specific motion is required. Should council choose to remove this item from its consent agenda, the recommended motion for this action is as follows:

“Move to designate the Oakdale-Lake Elmo Review as the official newspaper of record for 2014 and designate the St. Paul Pioneer Press as the back-up official newspaper on an as needed basis.”

AUTHORITY:

2012 Minnesota Statutes: § 412.831 OFFICIAL NEWSPAPER

“The Council shall, annually at its first meeting of the year, designate a legal newspaper of general circulation in the city as its official newspaper, in which shall be published such ordinances and other matters as are required by law to be so published and such other matters as the council may deem it advisable and in the public interest to have published in this manner.”

ATTACHMENTS:

1. Proposal from Lillie Suburban Newspapers, Inc (*The Oakdale-Lake Elmo Review*)

Lillie Suburban Newspapers, Inc.

2515 E. Seventh Avenue
North St. Paul, MN 55109
(651) 777-8800

November 13, 2013

Adam Bell, City Clerk
City of Lake Elmo
3800 Laverne Ave. N.
Lake Elmo, MN 55042

Dear Mr. Bell:

Thank you for the opportunity to bid on public notice publication services for the City of Lake Elmo. The *Oakdale-Lake Elmo Review* has been serving the needs of the Lake Elmo area for 42 years, and is pleased to provide ongoing coverage of city government and school issues and community events. Each week we mail over 1600 copies to residents and businesses in the city of Lake Elmo.

Lillie Suburban Newspapers is the oldest weekly newspaper company in the St. Paul area. It was founded in 1938 by the late T. R. Lillie. His grandsons, Jeffery Enright and Ted H. Lillie, are continuing the family tradition of publishing award-winning community newspapers in the St. Paul suburbs.

It is our sincere desire to provide the best possible local news coverage in the Lake Elmo area. Our experienced news staff provides readers with a well-balanced, lively and informative product each week. We realize that Lake Elmo area residents look to us as one of their primary sources of information about city activities and meetings, and we will continue to publish the city's press releases and photos.

Lillie Suburban Newspapers has the official designation of the neighboring communities of North St. Paul, Maplewood and Oakdale, to name a few, as well as the North St. Paul-Maplewood-Oakdale School District.

3 P.M. Friday is the deadline each week for submitting public notices to our office. Public notices should be directed to Anne Thillen, Lillie Suburban Newspapers, 2515 E. Seventh Ave., North St. Paul, MN 55109. Our fax number is 651/777-8288. Notices may also be sent via e-mail to:

legals@lillienews.com

Legal publication rates for minutes, advertisements for bids and other notices are as follows:

\$4.40 per column inch for a one-time publication
\$4.20 per column inch for each additional publication

Thank you for considering the *Oakdale-Lake Elmo Review* as the official legal newspaper for the City of Lake Elmo for 2014. If you have any further questions, don't hesitate to call us.

Sincerely,



Jeffery Enright
Publisher

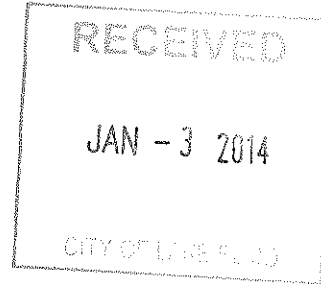


Ramsey County Review • Maplewood Review • Oakdale-Lake Elmo Review • Review Perspectives
New Brighton Bulletin • Shoreview Bulletin • St. Anthony Bulletin • South-West Review
Roseville-Little Canada Review • Woodbury-South Maplewood Review • East Side Review



4779 Bloom Ave., White Bear Lake, MN 55110 • Phone: 651-407-1200 • Fax: 651-429-1242

December 26, 2013



Mr. Adam Bell
City of Lake Elmo
3800 Laverne Avenue
Lake Elmo, MN 55042

Dear Ms. Lumby:

The *St. Croix Valley Lowdown* wishes to be considered as your designated newspaper for 2014.

We meet all the legal publication requirements under state statutes. Our circulation is audited by Verified Audit Circulation, an independent firm.

We offer submittal of legal notices by mail, fax at (651) 429-1242, or e-mail to legals@presspubs.com. Please clearly identify them as "Legal Notices."

The rate will be \$6.75 per column inch, in 7-point type at 9-lines per inch.

Our deadline for legal notices is Monday by 12:00 noon for that Friday's publication.

We look forward to the opportunity to serve you. We welcome any questions or concerns you may have.

Sincerely,

Lisa Graber
Legal Notice Coordinator

Received after Deadline
- ADAM R BELL

Misc: LakeElmo2014.doc

Your Best Source For Community Information

White Bear Press • Vadnais Heights Press • Quad Community Press • Shoreview Press • The Citizen • The Lowdown • North Oaks News
news@presspubs.com ppcomp@presspubs.com marketing@presspubs.com docirc@presspubs.com



MAYOR & COUNCIL COMMUNICATION

DATE: January 6, 2014
CONSENT
ITEM # 4

AGENDA ITEM: Designate Official Depositories of Funds; *Resolution 2014-01*
SUBMITTED BY: Cathy Bendel, Finance Director
THROUGH: Dean Zuleger, City Administrator
REVIEWED BY: Adam Bell, Assistant City Administrator/City Clerk

SUGGESTED ORDER OF BUSINESS (if removed from Consent):

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

POLICY RECOMMENDER: Finance Director; State law mandates that the City designate Official Depositories of Funds annually.

FISCAL IMPACT: None

SUMMARY AND ACTION REQUESTED:

The City Council is requested to approve Resolution No. 2014-01, Designating the Official Depositories of Funds for 2014. As part of its consent agenda, no specific motion is required. If Council wishes to remove this item from the consent agenda, the recommended motion is as follows:

“Move to designate Lake Elmo Bank, Wells Fargo Bank, Northland Securities and Morgan Stanley Smith Barney LLC as the official depositories for the City of Lake Elmo for 2014.”

LEGISLATIVE HISTORY:

Pursuant to State Statute 427.01 *et seq*, the City Council is respectfully being asked to designate official depositories for 2014. Based upon past practice as well as current and likely future needs, it is recommended that the following be designated as the official depositories for the City of Lake Elmo for 2014:

- Lake Elmo Bank

- Well Fargo Bank
- Northland Securities
- Morgan Stanley Smith Barney LLC

BACKGROUND INFORMATION (SWOT):

Strengths All financial institutions are financially sound and meet the City's needs for depositories of public funds.

Weaknesses There are no identified weaknesses.

Opportunities Continue to identify opportunities to maximize deposit returns.

Threats There are no identified threats.

RECOMMENDATION:

The City Council is requested to approve Resolution No. 2014-01, Designating the Official Depositories of Funds for 2014. As part of its consent agenda, no specific motion is required. If Council wishes to remove this item from the consent agenda, the recommended motion is as follows:

“Move to designate Lake Elmo Bank, Wells Fargo Bank, Northland Securities and Morgan Stanley Smith Barney LLC as the official depositories for the City of Lake Elmo for 2014.”

ATTACHMENT:

- 1) Resolution No. 2014-01 **A RESOLUTION DESIGNATING THE OFFICIAL DEPOSITORIES OF FUNDS FOR 2014**

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

RESOLUTION 2014-01

**A RESOLUTION DESIGNATING THE OFFICIAL DEPOSITORIES OF
FUNDS FOR 2014**

WHEREAS, Minnesota Statutes, Chapter 427, requires the adoption of certain policies and procedures pertaining to the deposit of public funds; and

WHEREAS, the statute also requires the designation of an official depository of funds by a local government each year within 30 days of the beginning of the fiscal year.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Lake Elmo, that the following financial institutions are hereby designated as the Official Depositories of Funds for 2014:

- Lake Elmo Bank
- Well Fargo Bank
- Northland Securities
- Morgan Stanley Smith Barney LLC

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF LAKE ELMO THIS
SIXTH DAY OF JANUARY 2014.**

**CITY COUNCIL
CITY OF LAKE ELMO**

By: _____
Mike Pearson
Mayor

ATTEST:

Adam Bell
City Clerk



MAYOR & COUNCIL COMMUNICATION

DATE: January 6, 2014
CONSENT
ITEM # 5

AGENDA ITEM: Designating City’s Data Practice Officials and Approving City Data Practices Policy
SUBMITTED BY: Adam Bell, Assistant City Administrator/City Clerk
THROUGH: Dean Zuleger, City Administrator
REVIEWED BY: Beckie Gumatz, Deputy Clerk

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: City Clerk/Staff. State law mandates that the City designate data practice officials.

FISCAL IMPACT: None

SUMMARY AND ACTION REQUESTED: The City Council is requested to consider approval of Resolution 2014-02, Designating City’s Data Practices Officials and Approving City’s Data Practices Policy. There are no changes from the 2013 Data Practices Policy other than the change of designated officials. As part of its consent agenda, no specific motion is required. If Council wishes to remove this item from the consent agenda, the recommended motion is as follows:

“Move to approve Resolution 2014-02, Designating City Data Practices Officials and Approving City’s Data Practices Policy; specifically, designating Adam Bell as the City’s Data Practices Responsible Authority and Beckie Gumatz as Compliance Officer and Approving City’s 2014 Data Practices Policy.”

LEGISLATIVE HISTORY: Minnesota State Statute Chapter 13 regulates the collection, creation, storage, maintenance, dissemination, and access to government data in government

entities. MN Statute 13.05 requires the government entity's Responsible Authority to annually update the City's Data Practices Policy and make any changes necessary to maintain the accuracy of the document.

The policy identifies the types of data the City maintains and how each type of data is classified. In addition, the policy provides for written procedures to ensure data requests are received and complied with in an appropriate, permitted, and prompt manner.

The City is required to have two officers to administer responsibilities set forth in the act. The required officers are the Responsible Authority and the Compliance Officer, who by state statute can be, and often are, the same person within a government entity. The Responsible Authority is responsible for collection, use and dissemination of any set of data. The Compliance Officer handles questions or issues with regard to data access. Both of these officials are required to be named specifically, not just as a position responsibility. It is recommended that the City Council designate Adam Bell as the Responsible Authority and Beckie Gumatz as the Compliance Officer.

BACKGROUND INFORMATION (SWOT):

Strengths	Naming two separate individuals increases the opportunity for legal compliance. Formally adds Data Practice duties and responsibilities to the Deputy Clerk's role.
Weaknesses	There are no identified weaknesses.
Opportunities	The Deputy Clerk will have a greater opportunity to familiarize with Data Practices for increased responsibility within administration.
Threats	There are no identified threats.

RECOMMENDATION: The City Council is requested to consider approval of Resolution 2014-02, Designating City's Data Practices Officials and Approving City's Data Practices Policy. There are no changes from the 2013 Data Practices Policy other than the change of designated officials. As part of its consent agenda, no specific motion is required. If Council wishes to remove this item from the consent agenda, the recommended motion is as follows:

“Move to approve Resolution 2014-02, Designating City Data Practices Officials and Approving City's Data Practices Policy; specifically, designating Adam Bell as the City's Data Practices Responsible Authority and Beckie Gumatz as Compliance Officer and Approving City's 2014 Data Practices Policy.”

ATTACHMENTS:

1. Resolution 2014-02

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

RESOLUTION 2014-02

**A RESOLUTION DESIGNATING CITY'S DATA PRACTICES OFFICIALS AND
APPROVING CITY'S DATA PRACTICES POLICY**

WHEREAS, Minnesota Statutes, Chapter 13, requires the adoption of certain policies and procedures pertaining to government data practices; and

WHEREAS, the statute also requires the appointment of a data practices compliance official, a data practices responsible authority and optional designee(s) to enforce the data practices policies of government agencies.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Lake Elmo, that the attached City of Lake Elmo Data Practices Policy, together with the exhibits attached thereto, are hereby adopted and approved as if fully set forth herein; and

BE IT FURTHER RESOLVED, that City Clerk Adam Bell will be appointed to serve as the city's data practices responsible authority and Deputy Clerk Beckie Gumatz will be appointed to serve as the city's data practices compliance official.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF LAKE ELMO THIS
FIFTEENTH DAY OF JANUARY 2013.**

**CITY COUNCIL
CITY OF LAKE ELMO**

By: _____
Mike Pearson
Mayor

ATTEST:

Adam Bell
City Clerk



MAYOR & COUNCIL COMMUNICATION

DATE: January 6, 2014
CONSENT
ITEM # 6

AGENDA ITEM: Appointment of Official City Engineer and City Attorney for 2014
SUBMITTED BY: Adam Bell, Assistant City Administrator/City Clerk
THROUGH: Dean Zuleger, City Administrator
REVIEWED BY: Beckie Gumatz, Deputy Clerk

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: Staff

FISCAL IMPACT: None

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to appoint an official City Engineer and City Attorney. These officials are contracted for professional engineering and legal advice. These appointments are not specifically required by statute or ordinance, but are consistent with past practice. No specific motion is needed as this item is part of the Consent Agenda. However, if Council chooses to remove this item from Consent, the recommended motions are as follows:

“Move to appoint Mr. Jack Griffin, of Focus Engineering, Inc., as the official City Engineer and principal provider of professional engineering services for 2014.”

“Move to appoint Mr. Dave Snyder, of Johnson & Turner, P.A., as the official City Attorney and principal provider of both civil and criminal legal services for 2014.”

LEGISLATIVE HISTORY: Mr. Jack Griffin of Focus Engineering currently serves as the Official City Engineer and primary provider of professional engineering services. He is

supported by Mr. Ryan Stempki. Focus Engineering and the City have an ongoing agreement for professional services effective 7/19/2011. This appointment would be a continuation of that agreement.

Mr. David Snyder of Johnson & Turner currently serves as the Official City Attorney for both civil and criminal legal services. At his last appointment, Mr. Snyder indicated that he would continue his services under the same terms and conditions as a previous agreement from 4/13/2009. This appointment would be a continuation of that previous agreement.

BACKGROUND INFORMATION (SWOT):

Strengths Mr. Griffin and Mr. Snyder are familiar with the City and its current needs. Both parties currently meet the city's legal and engineering services needs at satisfactory levels.

Weaknesses City needs may change and other or additional services may be required. No proposals were sought or received from other parties.

Opportunities All contracting parties should look to identify areas where the City can save money or maximize services provided.

Threats There are no specific identifiable threats. As with all contract services, parties may terminate the services and the City would need to find a replacement.

RECOMMENDATION: The City Council is respectfully requested to appoint an official City Engineer and City Attorney. These officials are contracted for professional engineering and legal advice. These appointments are not specifically required by statute or ordinance, but are consistent with past practice. No specific motion is needed as this item is part of the Consent Agenda. However, if Council chooses to remove this item from Consent, the recommended motions are as follows:

“Move to appoint Mr. Jack Griffin, of Focus Engineering, Inc., as the official City Engineer and principal provider of professional engineering services for 2014.”

“Move to appoint Mr. David Snyder, of Johnson & Turner, P.A., as the official City Attorney and principal provider of both civil and criminal legal services for 2014.”

THE CITY OF LAKE ELMO

2014 City of Lake Elmo Plan of Work

The 2014 City of Lake Elmo Plan of Work has been developed to reflect the governing principles established by the 2014 Lake Elmo City Council, which are:

1. **Efficient, low cost taxpayer serviced-based government;**
2. **Disciplined and balanced market driven growth;**
3. **Well-ordered, low regulatory burdened quality of life**

From an operational standpoint five core ideas of local government have been applied to reflect public trust and accountability. **First**, our work must be proactive and taxpayer-centered. **Second**, the program must add value to the community in all aspects. **Third**, our operations must be efficient, stable and consistently fair. **Fourth**, program must be cross-functional and team based. And **Fifth**, staff members must be allowed to demonstrate expertise in their individual fields.

Taxpayer Service

Mission Statement: To provide the citizens of Lake Elmo with the most informed, efficient and transparent customer service experience possible.

2014 Goals & Objectives

1. Continue to develop a multi-platform information strategy that includes a relevant website, daily, weekly and quarterly news updates, and pertinent mailings on key community issues;
2. Create procedures and standard operating guidelines to insure a 24 hour turnaround response on all taxpayer issues including an established FAQ section of the website; Continue a consistent and transparent method for taxpayer input that includes website polling, citizen surveys, focus groups and neighborhood meetings
3. Improve utilization of cable access capabilities & web streaming to maximize technology and inform the community via production of public affairs programming.
4. Continue implementation of the Speak Your Peace civil dialogue project in cooperation with Lake Elmo Elementary, Jaycees and Rotary.
5. Continue development of Next Gen Leaders group for community building and leadership development.
6. Conduct (5) neighborhood outreach meetings in community parks.

Land Use Planning

Mission Statement: To thoughtfully adopt a City-wide Comprehensive Plan that maintains the open space character of the community while balancing attractive, sustainable growth opportunities that meet the requirements of the Metropolitan Council. *(Planning Dept. will enhance plans formally by year end)*

2014 Goals & Objectives

1. Adoption of the City Zoning Code
2. Adoption of Form Based Code for Old Village;

3. Streamline & Improve Policies /Procedures for the handling of routine land matters including but not limited to variances, site plan review, setbacks et al;
4. Reduce the population expectations to 18,000 by 2040 and eliminate the MOU with the Met Council.
5. Efficiently process / approve final plats for Lennar, Amaris, Hammes, Ryland, Gonyea, Chase, Pratt and Engstrom for future housing developments as prescribed by the Comprehensive Plan
6. Resolve zoning conflicts with the Metropolitan Airports Commission / MNDOT.
7. Add Planning module from Permit Works for project tracking.
8. Fully implement escrow and developers agreement process.

Municipal Code / Recordkeeping

Mission Statement: To create a City Code that is based on the development of an orderly community, reflects state-of-the-art municipal governance, and can be fairly understood and applied to the matter regulated. To create a record retention system that provides orderly access and transparency.

2014 Goals & Objectives

1. Convert paper files from years 2000-2012 to Laserfiche record retention.
2. Establish public document destruction plan consistent with MN State Statutes.
3. Conduct, in the Spring of 2014 an Open Meeting, Data Practices & Ethics Seminar for all elected and appointed officials.

Finance

Mission Statement: To efficiently steward the tax dollars and other resources of the City of Lake Elmo in a manner that eliminates waste, maximizes the investment of our residents and maintains an affordable tax rate that is in the bottom quartile of MN Cities.

2014 Goals & Objectives

1. Implement Performance Based Budgeting for the 2015 Budget;
2. Complete City's first Comprehensive Annual Financial Review prior to 2014 Borrowing;
3. Complete New Water and Sewer Rate Study Prior to the 2015 Billing Cycle;
4. Complete Audit by May 15th / Maintain Aa2 Bond Rating;
5. Implement ACH – Credit Card electronic payment system for fees, utility bills, etc.
6. 100% recovery or assessments/ fees for service of developer created operational expense in 2014.

Public Safety / Quality of Life / Building Inspections

Mission Statement: To provide the resources and manpower to sufficiently protect taxpayers and their property values from harm.

2014 Goals & Objectives

1. To modernize the fire fleet through purchase of 78' aerial/engine that ensures state-of-the art fire suppression and maximizes firefighter safety;
2. To reduce the number of nuisance properties by 50% by the end of fiscal year 2014;
3. Improve permit review time to 5 working days or less.
4. Full implementation of electrical inspection policy
5. Implement hearing appeal process for Code Enforcement and Animal Control Issues

6. Explore collaboration with other area Fire Departments
7. Create and Implement Fire Inspection Program

Streets & Utilities

Mission Statement: To construct and maintain efficient infrastructure (streets and utilities) for the purpose of providing safe thoroughfares, potable drinking water, and the elimination of waste.

2014 Goals & Objectives:

1. Construct watermain line on Inwood to I-94 corridor;
2. Construct watermain line on LE Avenue to the I-94 corridor;
3. Develop a Village sewer phasing plan with 2015 Phase I construction;
4. Develop a water tower timing and siting plan including land acquisition;
5. Complete design specifications for Village Parkway for new development;
6. Hire (2) additional FTES for frontline sewer & water maintenance.

Sustainable Growth

Mission Statement: To allow Lake Elmo to develop as a community in an environmentally sustainable manner at a pace that reflects "open space" character and marketplace realities.

2014 Goals & Objectives:

1. Develop Business Improvement District in the Old Village District – Establish TIF District if economically feasible;
2. Complete stormwater studies (with VBWS) for growth areas
3. Create "Fresh" community Image / Branding Campaign that emphasizes open space character.
4. Recruit (3) new commercial businesses in the I-94 corridor.

Transportation

Mission Statement: To develop efficient and safe local transportation policy that allows for orderly, lawful traffic flow.

2014 Goals & Objectives:

1. Complete and approve a Highway 36 corridor plan;
2. Actively participate in the design process for the reconstruction of Lake Elmo Avenue in 2015 including the development of a downtown streetscape improvement plan;
3. Partner & Enhance Washington County's Manning Avenue Re-Construction Plan.
4. Design, Build & Assess 5th Street via 429 Process between Inwood and Keats / Design, Build & Assess 5th Street for Lake Elmo East (Ryland/Diedrich). ***Parkway will incorporate theming elements. (Project dependent on developer participation).*
5. Complete railroad crossing trade out for the creation of a new Village parkway crossing by the End of 2014.

ELECTIONS

Mission Statement: To provide for an orderly process that allows for all Lake Elmo residents to exercise their right to vote.

2014 Goals & Objectives:

1. Conduct successful primary and general elections in 2014.

Parks & Recreation

Mission Statement: To develop a comprehensive and fully accessible park, recreation and trail plan that provides use opportunities for all citizens.

2014 Goals & Objectives:

1. Obtain grant funding for the construction of the Lake Elmo Regional Trail.
2. Complete Park Commission Strategic Plan of Work (see attached)
3. Complete Sun Fish Lake Park Utilization Plan

Groundwater / Storm water / Environmental

Mission Statement: To balance the monetary realities with the protection of natural resources of the City of Lake Elmo through carefully policy development, deliberate advocacy for clean groundwater, drinking water and surface water, and proper management of storm water.

2014 Goals & Objectives:

1. Work with State Legislature secure funds \$4 million in bonding to alleviate infrastructure costs associated with the provision of clean drinking water to our taxpayers as a result of the 3M groundwater contamination – Continue to Pursue Economic Remedies of 3M Contamination;
2. Create wetland and woodlands overlay districts within land use map;
3. In cooperation with waste haulers, develop a community-wide recycling program that utilizes single-stream recycling, a centralized drop-off for over-sized items, and continual education. Create a garbage pick-up schedule that allows for free market competition and reduce the impact on the local roads;
4. Work with Washington County and the Valley Branch District to mitigate current surface water flooding issues associated with the Old Village.

Personnel / Performance

Mission Statement: To create a lean and efficient government that properly stewards taxpayer dollars and resources.

2014 Goals & Objectives:

1. Complete 30 standard operating procedure protocols in six disciplinary areas using key success factor looping including snowplowing, street maintenance, meeting efficiency, permitting, land use review, utility & assessment collections;
2. Paperless Council & Planning Commission Meetings by 3rd Quarter 2014.

Mission Statement: To establish the public trust in policy-making by creating a productive, trust-based meeting process that is relevant to the issues at hand and civil in dialogue.

2014 Goals & Objectives:

1. Complete 24 policy-focused meetings & 10 technically-based workshops;
2. Continue the creation of a citizen based Committee structure utilizing the expertise of the community;
3. Complete an error free, sound record-keeping and technically sound broadcast of all affected Planning Commission and City Council meetings.

Mission Statement: To establish best practices in the recruitment, performance management, and overall welfare of the employees of the City of Lake Elmo

2014 Goals & Objectives

1. Streamline and contemporize the City of Lake Elmo Employee Handbook;
2. Develop annual review process for technical & management staff;
3. Standardize the hiring, discipline and firing process for the City of Lake Elmo.



MAYOR & COUNCIL COMMUNICATION

DATE: January 6, 2014
CONSENT
ITEM # 8

AGENDA ITEM: Request for Approval of Storm Water Abatement

SUBMITTED BY: Cathy Bendel, Finance Director

THROUGH: Cathy Bendel, Finance Director

REVIEWED BY: Adam Bell, Assistant City Administrator/City Clerk

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: Washington County/Finance Director

FISCAL IMPACT: \$70.97

SUMMARY AND ACTION REQUESTED: Washington County contacted the City of Lake Elmo Finance Director to provide notice that parcel id #34.029.21.43.0002 was recently reclassified to an exempt status. Washington County needs the Lake Elmo City Council to approve the removal of this parcel from the 2014 tax roll since it previously approved the delinquent Storm Water fees to be assessed on October 1, 2013.

LEGISLATIVE HISTORY: NA

BACKGROUND INFORMATION (SWOT):

Strengths Our records will be up to date and match Washington County.

Weaknesses No longer able to assess the outstanding balance as a result of the parcel being classified as exempt.

Opportunities The Finance Department will continue to actively pursue direct collection of these fees as the amount will remain outstanding and due to the City.

Threats With no ability to file a lien on the parcel the collectability is no longer guaranteed.

RECOMMENDATION: The City Council is respectfully requested to approve the removal of assessment for parcel id 34.029.21.43.0002 from the 2014 tax roll files with Washington County.

AUTHORITY:

2012 Minnesota Statutes: § 444.075 Subdivision 3

“The governing body may fix and levy taxes for the payment of reasonable charges to the municipality or county itself”

ATTACHMENTS:

1. Resolution 2014-03

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

RESOLUTION 2014-03

**A RESOLUTION APPROVING REMOVAL OF PID 34.029.21.43.0002
FROM THE 2014 PROPERTY TAX ROLL**

WHEREAS, Minnesota Statutes, Chapter 444.075, Subd. 3, permits certification of unpaid charges to the county auditor for collection with taxes payable;

WHEREAS, the City Council approved said assessment on October 1, 2013 on parcel id 34.029.21.43.0002 in the amount of \$70.97;

WHEREAS, the parcel subsequently applied for and was approved to be reclassified to an exempt parcel effective 1/1/2014;

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Lake Elmo, that the utility assessment of \$70.97 for parcel id 34.029.21.43.0002 be removed from the 2014 tax roll with Washington County.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF LAKE ELMO THIS
SIXTH DAY OF JANUARY 2014.**

**CITY COUNCIL
CITY OF LAKE ELMO**

By: _____
Mike Pearson
Mayor

ATTEST:

Adam Bell
City Clerk



MAYOR & COUNCIL COMMUNICATION

DATE: January 6, 2014
CONSENT
ITEM # 9

AGENDA ITEM: Production Well No. 4 – Pay Request No. 5

SUBMITTED BY: Chad Isakson, Project Engineer

THROUGH: Dean A. Zuleger, City Administrator

REVIEWED BY: Jack Griffin, City Engineer
Cathy Bendel, Finance Director
Mike Bouthilet, Public Works

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

- Questions from Council to Staff Mayor Facilitates
- Public Input, if Appropriate.....Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

POLICY RECOMMENDER: Engineering

FISCAL IMPACT:

None. Partial payment is proposed in accordance with the Contract for the project. Payment remains within the authorized scope and budget.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider approving Pay Request No. 5 for the Production Well No. 4 project. If removed from the consent agenda, the recommended motion for the action is as follows:

“Move to approve Pay Request No. 5 to Keys Well Drilling Company in the amount of \$44,633.38, for the Production Well No. 4 Project”

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

Keys Well Drilling Co., the Contractor for the project, has submitted Partial Pay Estimate No. 5 in the amount of \$44,633.38. The request has been reviewed and payment is recommended in the amount requested. In accordance with the contract documents, the City has retained 5% of the total work completed. The amount retained is \$9,046.38.

RECOMMENDATION:

Staff is recommending that the City Council consider approving, *as part of the Consent Agenda*, Pay Request No. 5 for the Production Well No. 4 project. If removed from the consent agenda, the recommended motion for the action is as follows:

“Move to approve Pay Request No. 5 to Keys Well Drilling Company in the amount of \$44,633.38, for the Production Well No. 4 Project”

ATTACHMENT(S):

1. Partial Pay Estimate No. 5

PROJECT PAY FORM


PARTIAL PAY ESTIMATE NO. <u>5</u>	FOCUS ENGINEERING, inc.
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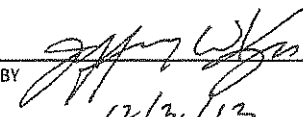
PRODUCTION WELL NO. 4 PROJECT NO. 2013.125	PERIOD OF ESTIMATE FROM <u>11/1/2013</u> TO <u>12/27/2013</u>
---	--

PROJECT OWNER: CITY OF LAKE ELMO 3800 LAVERNE AVENUE NORTH LAKE ELMO, MN 55042 ATTN: JACK GRIFFIN, P.E., CITY ENGINEER	CONTRACTOR: KEYS WELL DRILLING CO. 1156 HOMER ST ST. PAUL, MN 55116 ATTN: JEFFREY KEYS
--	--

CONTRACT CHANGE ORDER SUMMARY				PAY ESTIMATE SUMMARY	
No.	Approval Date	Amount			
		Additions	Deductions		
1	11/19/2013	na	na	1. Original Contract Amount	\$304,800.00
				2. Net Change Order Sum	\$0.00
				3. Revised Contract (1+2)	\$304,800.00
				4. *Work Completed	\$180,927.50
				5. *Stored Materials	
				6. Subtotal (4+5)	\$180,927.50
				7. Retainage* <u>5.0%</u>	\$9,046.38
				8. Previous Payments	\$127,247.75
				9. Amount Due (6-7-8)	\$44,633.38
TOTALS		\$0.00	\$0.00		
NET CHANGE		\$0.00			
*Detailed Breakdown Attached					

CONTRACT TIME					
START DATE:	<u>7/8/2013</u>	ORIGINAL DAYS	<u>158</u>	ON SCHEDULE YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
SUBSTANTIAL COMPLETION:	<u>11/29/2013</u>	REVISED DAYS	<u>0</u>		
FINAL COMPLETION:	<u>12/13/2013</u>	REMAINING	<u>-14</u>		

ENGINEER'S CERTIFICATION: The undersigned certifies that the work has been reviewed and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.	FOCUS Engineering, inc.  ENGINEER <u>12/30/2013</u> DATE
--	--

CONTRACTOR'S CERTIFICATION: The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work for which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.	CONTRACTOR  BY <u>12/30/13</u> DATE
--	---

APPROVED BY OWNER: CITY OF LAKE ELMO, MINNESOTA	
BY _____	BY _____
DATE _____	DATE _____

PARTIAL PAY ESTIMATE NO. 5

PRODUCTION WELL NO. 4
 CITY OF LAKE ELMO, MINNESOTA
 PROJECT NO. 2013.125

FOCUS ENGINEERING, inc.

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
1	MOBILIZATION / SITE WORK	LS	1	\$26,000.00	\$26,000.00	-	\$0.00	0.60	\$15,600.00
2	SILT FENCE	LF	550	\$5.00	\$2,750.00	-	\$0.00	275.00	\$1,375.00
3	24-INCH STEEL CASING	LF	95	\$200.00	\$19,000.00	-	\$0.00	89.00	\$17,800.00
4	24-INCH OPEN HOLE	LF	110	\$125.00	\$13,750.00	-	\$0.00	122.00	\$15,250.00
5	18-INCH STEEL CASING	LF	210	\$80.00	\$16,800.00	-	\$0.00	211.00	\$16,880.00
6	18-INCH OPEN HOLE	LF	85	\$60.00	\$5,100.00	-	\$0.00	81.00	\$4,860.00
7	GROUT	CY	50	\$410.00	\$20,500.00	-	\$0.00	28.00	\$11,480.00
8	EXPLOSIVES	LB	400	\$28.00	\$11,200.00	60.00	\$1,680.00	310.00	\$8,680.00
9	REMOVAL OF ROCK	CY	750	\$70.00	\$52,500.00	225.00	\$15,750.00	725.00	\$50,750.00
10	AIR SURGING MOBILIZATION	LS	1	\$4,500.00	\$4,500.00	-	\$0.00	1.00	\$4,500.00
11	AIR SURGING DEVELOPMENT	HRS	125	\$210.00	\$26,250.00	28.50	\$5,985.00	48.50	\$10,185.00
12	TELEVISION SURVEY	LS	1	\$1,400.00	\$1,400.00	-	\$0.00	-	\$0.00
13	TEST PUMP MOBILIZATION & INSTALL.	LS	1	\$5,000.00	\$5,000.00	1.00	\$5,000.00	1.00	\$5,000.00
14	TEST PUMPING	HRS	80	\$140.00	\$11,200.00	37.00	\$5,180.00	37.00	\$5,180.00
15	TEST PUMPING DISCHARGE PIPE	LF	2,500	\$5.50	\$13,750.00	2425.00	\$13,337.50	2425.00	\$13,337.50
16	SAND CONTENT TESTS	EA	5	\$50.00	\$250.00	1.00	\$50.00	1.00	\$50.00
17	CHEM. ANALYSIS & BACT. TEST	LS	1	\$4,500.00	\$4,500.00	-	\$0.00	-	\$0.00
18	SOUNDS BARRIER CONSTRUCTION	SF	1,600	\$8.00	\$12,800.00	-	\$0.00	-	\$0.00
19	GAMMA LOG	EA	1	\$800.00	\$800.00	-	\$0.00	-	\$0.00
20	RESTORATION	LS	1	\$3,500.00	\$3,500.00	-	\$0.00	-	\$0.00
21	WELL PUMP	LS	1	\$53,250.00	\$53,250.00	-	\$0.00	-	\$0.00
TOTALS - BASE CONTRACT					\$304,800.00		\$46,982.50		\$180,927.50



MAYOR & COUNCIL COMMUNICATION

DATE: January 6, 2014
CONSENT
ITEM # 10

AGENDA ITEM: Lake Elmo Avenue Sewer Infrastructure Improvements: I-94 to 30th Street
– Change Order No. 3

SUBMITTED BY: Ryan Stempki, Project Engineer

THROUGH: Dean A. Zuleger, City Administrator

REVIEWED BY: Jack Griffin, City Engineer
Cathy Bendel, Finance Director

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

- Questions from Council to Staff..... Mayor Facilitates
- Public Input, if Appropriate.....Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

POLICY RECOMMENDER: Engineering

FISCAL IMPACT:

None. This change order extends the contract times for Substantial Completion for the project with no adjustment in compensation to the Contractor.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider approving, *as part of the Consent Agenda*, Change Order No. 3 for the Lake Elmo Avenue Sewer Infrastructure Improvements: I-94 to 30th, thereby extending the contract time for Substantial Completion by 56 days, from December 20, 2013 to February 14, 2014. If removed from the consent agenda, the recommended motion for the action is as follows:

“Move to approve Change Order No. 3 for the Lake Elmo Avenue Sewer Infrastructure Improvements: I-94 to 30th Street.”

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

The Contractor, Minger Construction, requested an extension of the Substantial Completion date due to early frost conditions in December, 2013 and a delay in the lift station start-up based on the delivery date of the chemical feed system. The deep frost conditions slowed and delayed directional drilling crews, but this type of construction can continue during winter conditions. Siemens is the supplier of the chemical feed system and indicates the system will be complete and ready for delivery in the middle of January, 2014. Minger will be onsite when the chemical feed system arrives to install and connect the system, then perform a lift station start-up.

With approval of this Change Order, the revised Substantial Completion date will be February 14, 2014. The Final Completion date of June 1, 2014 remains unchanged.

RECOMMENDATION:

Staff is recommending that the City Council consider approving, *as part of the Consent Agenda*, Change Order No. 3 for the Lake Elmo Avenue Sewer Infrastructure Improvements: I-94 to 30th Street, thereby extending the contract time for Substantial Completion by 56 days; from December 20, 2013, to February 14, 2014. If removed from the consent agenda, the recommended motion for this action is as follows:

“Move to approve Change Order No. 3 for the Lake Elmo Avenue Sewer Infrastructure Improvements: I-94 to 30th Street.”

ATTACHMENT(S):

1. Change Order No. 3.

CONTRACT CHANGE ORDER FORM

CITY OF LAKE ELMO, MINNESOTA
 LAKE ELMO AVE SEWER INFRASTRUCTURE IMPROVEMENTS
 2013.123

FOCUS ENGINEERING, inc.

CHANGE ORDER NO. 3 DATE: January 6, 2014

TO: Minger Construction, Inc. 2471 Galpin Court, Suite 110, Chanhassen, MN 55317

This Document will become a supplement to the Contract and all provisions will apply hereto. The Contract Documents are modified as follows upon execution of this Change Order.

CHANGE ORDER DESCRIPTION / JUSTIFICATION:

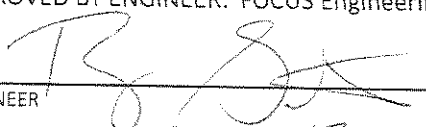
This change order extends the contract times for Substantial Completion date by 56 days (from December 20, 2013 to February 14, 2014). This extension request is early frost conditions in December and a delay in the lift station start-up based on the delivery date of the chemical feed system. The Final Completion Date of June 1, 2014 remains unchanged.

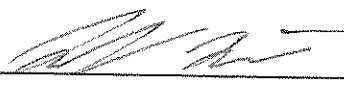
Attachments (list documents supporting change): _____

ITEM	DESCRIPTION OF PAY ITEM	UNIT	QTY	UNIT PRICE	INCREASE/(DECREASE)
CO3-1	REVISE SUBSTANTIAL COMPLETION DATE	N/A	N/A	\$0.00	\$0.00
NET CONTRACT CHANGE					\$0.00

Amount of Original Contract	\$ 3,463,201.60
Sum of Additions/Deductions approved to date (CO # 1 and # 2)	\$ (10,533.70)
Contract Amount to date	\$ 3,452,667.90
Amount of this Change Order (ADD) (DEDUCT) (NO CHANGE)	\$ 0.00
Revised Contract Amount	\$ 3,452,667.90

The Contract Period for Completion will be ~~(UNCHANGED)~~ (INCREASED) ~~(DECREASED)~~ 56 days

APPROVED BY ENGINEER: FOCUS Engineering, inc.

 ENGINEER _____
 DATE 12-19-13

APPROVED BY CONTRACTOR

 BY _____
 DATE 12-19-13

APPROVED BY OWNER: CITY OF LAKE ELMO, MINNESOTA

 BY _____
 DATE _____

 BY _____
 DATE _____

DATE: January 6, 2014
CONSENT
ITEM # 11

AGENDA ITEM: Section 34 Water & Sewer Utility Extension Improvements – Change Order No. 2

SUBMITTED BY: Ryan Stempski, Project Engineer

THROUGH: Dean A. Zuleger, City Administrator

REVIEWED BY: Jack Griffin, City Engineer
Cathy Bendel, Finance Director

SUGGESTED ORDER OF BUSINESS if removed from the Consent Agenda:

- Questions from Council to Staff Mayor Facilitates
- Public Input, if Appropriate.....Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion Mayor & City Council
- Action on Motion..... Mayor Facilitates

POLICY RECOMMENDER: Engineering

FISCAL IMPACT:

None. This change order extends the contract times for Substantial Completion for the project with no adjustment in compensation to the Contractor.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider approving, *as part of the Consent Agenda*, Change Order No. 2 for the Section 34 Water and Sewer Utility Extension Improvements, thereby extending the contract time for Substantial Completion from December 20, 2013, allowing an additional 14 calendar days beginning with the first day of spring 2014 mobilization. This change order also requires the spring mobilization to occur no later than May 5, 2014. If removed from the consent agenda, the recommended motion for the action is as follows:

*“Move to approve Change Order No. 2 for the
Section 34 Water & Sewer Utility Extension Improvements.”*

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

The Contractor, Redstone Construction, requested an extension of the Substantial Completion date due to early frost conditions in December, 2013. Frost to depths greater than 4 feet stopped productivity of open cutting pipe in the ground. There is approximately 800 feet of watermain that remains to be installed, tested and restored along Hudson Boulevard.

With approval of this Change Order, the revised Substantial Completion date will be extended 14 calendar days beginning from the first day of spring 2014 mobilization, but no later than May 19, 2014. The Final Completion date of May 30, 2014 remains unchanged.

RECOMMENDATION:

Staff is recommending that the City Council consider approving, *as part of the Consent Agenda*, Change Order No. 2 for the Section 34 Water & Sewer Utility Extension Improvements, thereby extending the contract time for Substantial Completion from December 20, 2013, to a date no later than May 19, 2014. If removed from the consent agenda, the recommended motion for this action is as follows:

***“Move to approve Change Order No. 2 for the
Section 34 Water & Sewer Utility Extension Improvements.”***

ATTACHMENT(S):

1. Change Order No. 2.

CONTRACT CHANGE ORDER FORM

CITY OF LAKE ELMO, MINNESOTA
SECTION 34 UTILITY EXTENSION IMPROVEMENTS
PROJECT NO. 2013.126

FOCUS ENGINEERING, inc.

CHANGE ORDER NO. 2 DATE: January 6, 2014

TO: REDSTONE CONSTRUCTION COMPANY, INC. , PO BOX 218, MORA, MN 55051

This Document will become a supplement to the Contract and all provisions will apply hereto. The Contract Documents are modified as follows upon execution of this Change Order.

CHANGE ORDER DESCRIPTION / JUSTIFICATION:

This change order extends the contract times for the Substantial Completion date by 14 calendar days beginning with the first day of spring 2014 mobilization. Spring mobilization must occur no later than May 5, 2014. This extension request is due to early frost conditions in December. The Final Completion Date of May 30, 2014 remains unchanged.

Attachments (list documents supporting change): _____

ITEM	DESCRIPTION OF PAY ITEM	UNIT	QTY	UNITE PRICE	INCREASE/(DECREASE)
CO2-1	REVISE SUBSTANTIAL COMPLETION DATE	N/A	N/A	\$0.00	\$0.00
NET CONTRACT CHANGE					\$0.00

Amount of Original Contract	\$ 1,701,884.50
Sum of Additions/Deductions approved to date	\$ 11,162.82
Contract Amount to date	\$ 1,713,047.32
Amount of this Change Order (ADD) (DEDUCT) (NO CHANGE)	\$ 0.00
Revised Contract Amount	\$ 1,713,047.32

The Contract Period for Completion will be (~~UNCHANGED~~) (~~INCREASED~~) (~~DECREASED~~) 14 calendar days

APPROVED BY ENGINEER: FOCUS Engineering, inc.

APPROVED BY CONTRACTOR

ENGINEER

BY

DATE

DATE

APPROVED BY OWNER: CITY OF LAKE ELMO, MINNESOTA

BY

BY

DATE

DATE



MAYOR & COUNCIL COMMUNICATION

DATE: January 6, 2014
CONSENT
ITEM # 12

AGENDA ITEM: 2012 Rain Garden Project Maintenance Contract – Pay Request No. 2 (Final)

SUBMITTED BY: Ryan Stempki, Project Engineer

THROUGH: Dean A. Zuleger, City Administrator

REVIEWED BY: Jack Griffin, City Engineer
Cathy Bendel, Finance Director
Mike Bouthilet, Public Works

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

- Questions from Council to Staff..... Mayor Facilitates
- Public Input, if Appropriate.....Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

POLICY RECOMMENDER: Engineering

FISCAL IMPACT:

None. Final payment is proposed in accordance with the Contract for the project. Payment remains within the authorized scope and budget.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider approving Pay Request No. 2 (Final) for the one year maintenance contract for the 2012 Rain Garden Project, in the amount of \$3,560. If removed from the consent agenda, the recommended motion for the action is as follows:

“Move to approve Pay Request No. 2 (Final) to St. Croix Valley Landscaping in the amount of \$3,560 for the one year maintenance contract for the 2012 Rain Garden Project.”

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

The 2012 Rain Garden Project included the construction of 17 rain gardens in conjunction with the city's 2012 Street Improvements. The rain gardens were jointly funded by the City of Lake Elmo and the Valley Branch Watershed District with the design and construction oversight being provided by the Washington Conservation District (WCD).

The 2012 Rain Garden Project was complete and accepted by the city council on November 20, 2012. The contract included a one year \$5,501 maintenance contract with St. Croix Valley Landscaping (SCVL) to maintain the 17 rain gardens that were originally installed for the project. The WCD also provided the oversight for the one year maintenance contract.

During the warranty period, the WCD reported that 6 rain gardens were not functioning properly. The 6 rain gardens were corrected in November 2013, with the exception of 1 rain garden at 5890 Highlands Trail North, which is to be corrected during the 2014 planting season. Future maintenance is now the responsibility of the adjacent property owner for each rain garden. All property owners have signed maintenance agreements committing to the ongoing maintenance work.

WCD verified the maintenance that was completed in 2013 by SCVL and provided a memorandum of one year maintenance completion (see attachment no. 3). However it is city staff's position that the maintenance was only provided for 11 of the 17 rain gardens since the remaining rain gardens were not operational. Therefore, staff is recommending a prorated payment for maintenance of 11 rain gardens in the amount of \$3,560.

RECOMMENDATION:

Staff is recommending that the City Council consider approving, *as part of the Consent Agenda*, Pay Request No. 2 (Final) for the one year maintenance contract for the 2012 Rain Garden Project, in the amount of \$3,560. If removed from the consent agenda, the recommended motion for this action is as follows:

“Move to approve Pay Request No. 2 (Final) to St. Croix Valley Landscaping in the amount of \$3,560 for the one year maintenance contract for the 2012 Rain Garden Project.”

ATTACHMENT(S):

1. Pay Estimate No. 2 (Final)
2. St. Croix Valley Landscaping Maintenance Estimate
3. Washington Conservation District Memorandum of One Year Maintenance Completion

PROJECT PAY FORM

PARTIAL PAY ESTIMATE NO. 2 (FINAL)

FOCUS ENGINEERING, inc.

2012 RAIN GARDEN PROJECT

PERIOD OF ESTIMATE
FROM 11/20/2012 TO 10/31/2013

PROJECT OWNER:
CITY OF LAKE ELMO
3800 LAVERNE AVENUE NORTH
LAKE ELMO, MN 55042
ATTN: JACK GRIFFIN, P.E., CITY ENGINEER

CONTRACTOR:
ST. CROIX VALLEY LANDSCAPING
389 280TH STREET
OSCEOLA, WI 54020

CONTRACT CHANGE ORDER SUMMARY

PAY ESTIMATE SUMMARY

No.	Approval Date	Amount	
		Additions	Deductions
1	11/20/2012	\$1,341.13	
TOTALS		\$1,341.13	\$0.00
NET CHANGE		\$1,341.13	

1. Original Contract Amount	\$46,501.16
2. Net Change Order Sum	\$1,341.13
3. Revised Contract (1+2)	\$47,842.29
4. *Work Completed	\$45,901.29
5. *Stored Materials	\$0.00
6. Subtotal (4+5)	\$45,901.29
7. Retainage* <u>0.0%</u>	\$0.00
8. Previous Payments	\$42,341.29
9. Amount Due (6-7-8)	\$3,560.00

**Detailed Breakdown Attached*

CONTRACT TIME

START DATE:	<u>9/17/2012</u>	ORIGINAL DAYS	<u>44</u>	ON SCHEDULE YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
SUBSTANTIAL COMPLETION:	<u>10/31/2012</u>	REVISED DAYS	<u>0</u>	
FINAL COMPLETION:	<u>10/31/2013</u>	REMAINING	<u>0</u>	

ENGINEER'S CERTIFICATION:

The undersigned certifies that the work has been reviewed and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.

FOCUS Engineering, inc.

ENGINEER

DATE

[Signature]
12/30/13

CONTRACTOR'S CERTIFICATION:

The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work for which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR

BY

DATE

APPROVED BY OWNER: CITY OF LAKE ELMO, MINNESOTA

BY

DATE

BY

DATE

City of Lake Elmo, MN, 2012 Raingarden Project

MEMORANDUM OF ONE YEAR MAINTENANCE COMPLETION

CONTRACTOR: *St. Croix Valley Landscaping*
PROJECT NAME: *Lake Elmo Roadways 2012*

BACKGROUND:

In 2012 St. Croix Valley Landscaping (SCVL) built 17 Lake Elmo raingardens. The one year maintenance warranty period began November 14, 2012 and ends November 14, 2013. On April 22nd, 2013 a letter was sent to SCVL stating the one year maintenance items that needed to be addressed per the August 29th, 2012 estimate provided by SCVL. The following items will need to be completed as necessary to maintain all 17 raingardens:

- Provide maintenance twice yearly. Weeding and cleaning inlets including haul away of debris and adding preen.
- Watering. Water raingardens assuming use of city water supply through fire hydrants not to exceed 5 times.
- Mulch installed. Top dress mulch 1" with delivery.

During 2013, 6 raingardens were found to be non-functioning. WCD, VBWD and the City of Lake Elmo worked with SCVL to correct these raingardens. 2 of these raingardens were filled in. As of November 21th, 2013 the 6 raingardens have been corrected. One year maintenance was performed on all raingardens unless noted.

Maintenance Performed By SCVL in 2013:

May 23rd : Weeding

July 22nd : Weeding, (SCVL was asked to weed again due to not fully removing weeds)

August 29th: Weeding

September 3rd : Watering (3.5 sites were not watered due to being under construction)

September 12th : Watering (3.5 sites were not watered due to being under construction)

October 17th: Adding plants, sod

October 22nd: Adding sod, mulch (1.5 sites did not get mulch because they were filled in)

November 19th, Final corrections on punch list were completed

Note: (3.5 site addresses were: 5715, 5750, 8010 and South raingarden at 5890),

(1.5 site addresses were 3736 and South raingarden at 5890), (Address 5890 had two raingarden, one was filled in and one maintained through the maintenance agreement)

I do hereby certify that the work to which this Memorandum applies has been maintained in accordance with the 1 year maintenance contract dated August 29th, 2012 and ends November 14, 2013.

DATE OF COMPLETION: *11/21/13*

Tara Klump

WASHINGTON CONSERVATION DISTRICT



MAYOR & COUNCIL COMMUNICATION

DATE: January 6, 2014
REGULAR
ITEM # 13

AGENDA ITEM: Appointment of Acting Mayor
SUBMITTED BY: Adam Bell, Assistant City Administrator/City Clerk
THROUGH: Dean Zuleger, City Administrator
REVIEWED BY: Beckie Gumatz, Deputy Clerk

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: This item is mandated by state statute.

FISCAL IMPACT: None

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

“Move to appoint Council Member _____ as Acting Mayor for 2014, to comply with and fulfill all duties enumerated in Minn. Statute § 412.121 relating to selection of an Acting Mayor”

LEGISLATIVE HISTORY: Minnesota State Statute § 412.121 reads: “At its first meeting each year the council shall choose an acting mayor from the council members. The acting mayor shall perform the duties of mayor during the disability or absence of the mayor from the city or, in case of vacancy in the office of mayor, until a successor has been appointed and qualifies.”

This requirement is also prescribed in Lake Elmo City Code § 31.01(E)(3). Council Member Justin Bloyer was appointed Acting mayor for 2013.

BACKGROUND INFORMATION (SWOT):

Strengths Appointing an “Acting Mayor” makes the City compliant with state law and provides a back-up for when the mayor is unavailable.
Weaknesses There are no identified weaknesses.
Opportunities The Acting Mayor is able to learn more about running meetings and serving the City/Council in a slightly different role.
Threats There are no identified threats.

RECOMMENDATION: It is recommended that the City Council appoint an Acting Mayor for 2014, pursuant to state statute, by making the following recommended motion:

“Move to appoint Council Member _____ as Acting Mayor for 2014, to comply with and fulfill all duties enumerated in Minn. Statute § 412.121 relating to selection of an Acting Mayor.”

AUTHORITIES:

2012 Minnesota Statutes: § 412.121 ACTING MAYOR

“At its first meeting each year the council shall choose an acting mayor from the council members. The acting mayor shall perform the duties of mayor during the disability or absence of the mayor from the city or, in case of vacancy in the office of mayor, until a successor has been appointed and qualifies.”

Lake Elmo, MN Code of Ordinances (2008): § 31.01 MEETINGS

(E) *Initial meeting.* At the first regular Council meeting in January of each year, the Council shall:

(3) Choose 1 of the Council Members as Acting Mayor, who shall perform the duties of the Mayor during the disability or absence of the Mayor from the city or, in case of a vacancy in the Office of Mayor, until a successor has been appointed and qualifies;

DATE: January 6, 2014
REGULAR
ITEM # 14

AGENDA ITEM: Appointment of Required Officials to Fire Relief Association Board of Trustees

SUBMITTED BY: Adam Bell, Assistant City Administrator/City Clerk

THROUGH: Dean Zuleger, City Administrator

REVIEWED BY: Beckie Gumatz, Deputy Clerk

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: Staff

FISCAL IMPACT: N/A

SUMMARY AND ACTION REQUESTED: The by-laws of the Lake Elmo Firefighters Relief Association provide that there be two officials of the City that serve on its Board of Trustees. One must be an elected official and the other may be an elected or appointed official. The Council should select one of its members (as required) and one other official (either a councilmember by name or a staff position by title) to the Firefighters Relief Association Board of Trustees. As part of its Consent Agenda, no formal motion is required. However, should Council remove this item from Consent, the recommended motion is as follows:

“Move to appoint Fire Chief Malmquist, Finance Director Bendel, and Council Member _____ to the Fire Relief Association Board of Trustees for 2014.”

LEGISLATIVE HISTORY: The practice in the past regarding City membership on the Board of Trustees has been that the Fire Chief, the Finance Director, and one Council Member have

filled these positions. These positions were held in 2013 by Fire Chief Malmquist, Finance Director Bendel, and Council Member Nelson.

BACKGROUND INFORMATION (SWOT):

Strengths Maintaining the same membership provides continuity to the Board of Trustees as well as familiarity with the subject matter by the board members. Appointing the Finance Director provides the Board with a valuable set of financial management skills.

Weaknesses Despite the above mentioned benefits, appointing the same people each year can limit the perspective of the Board. New and additional input and perspectives can be beneficial as well as continuity.

Opportunities Unknown at this time.

Threats There are no specific identifiable threats.

RECOMMENDATION: The by-laws of the Lake Elmo Firefighters Relief Association provide that there be two officials of the City that serve on its Board of Trustees. One must be an elected official and the other may be an elected or appointed official. The Council should select one of its members (as required) and one other official (either a councilmember by name or a staff position by title) to the Firefighters Relief Association Board of Trustees. As part of its Consent Agenda, no formal motion is required. However, should Council remove this item from Consent, the recommended motion is as follows:

“Move to appoint Fire Chief Malmquist, Finance Director Bendel, and Council Member _____ to the Fire Relief Association Board of Trustees for 2014.”

MAYOR & COUNCIL COMMUNICATION

DATE: January 6, 2014

ITEM #15:
ADVISORY / NO SWOT

AGENDA ITEM: Year End Review of the Surface Water Use Ordinance

SUBMITTED BY: Dean Zuleger, Administrator

THROUGH: MNDNR Commissioner

REVIEWED BY: Dean Zuleger, City Administrator, Washington County Sheriff's Department and MNDNR (Enacted on September 25, 2014 per publication)

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Administrator
- Report/Presentation..... City Administrator
- Questions from Council to Staff..... Mayor Facilitates
- Public Comment (10 Minutes) Mayor Facilitates

SUMMARY AND ACTION REQUEST: Year-end review of the newly enacted Chapter 97 regulating hours of use for wake creating activity on Olson Lake, Lake DeMontreville and Lake Jane. **No action requested.**

BACKGROUND INFORMATION: In the Spring of 2013, the City Council of Lake Elmo passed a set of amendments to Chapter 97 of the Water Surface Use that expanded use times and placed protections for riparian landowners when lake levels exceeded certain ordinary high water marks. Per State Law, these amendments had to be reviewed by the MN Department of Natural Resources for compatibility to state law. In addition, a number of riparian landowners petitioned the MNDNR to have an environmental assessment completed on the proposed amendments. MNDNR staff ruled that an environmental assessment was not necessary and began their review of the ordinance which included a comprehensive investigation on the effects of the ordinance on the lakes in the area of congestion, enforcement, environmental impact, and compatibility with state laws. During this same time the Tri-Lakes area experienced a high water event that allowed the City staff to practically apply the ordinance and protect shorelines. This event, supplemented by a two week lake use study, was submitted to the MNDNR staff for their consideration. In addition, City Council members and City Staff continued to monitor the lake use via personal observation, video surveillance, and video recording via cell phone. The Washington County

Sheriff's Department reported no major issues in the early AM with no citations, although there were incidents of wake creation by resident lakeshore owners during the wake prohibition period in late June & early July. Every effort was made to also notify lake users of the sound sensitive nature of the Jesuit Retreat Center and to date there has been no formal complaint made by the Catholic complex about disruptive activity.

MNDNR RECOMMENDATION: After a very thorough review (4 months), the MNDNR staff in conjunction with the City made two minor changes to the ordinances both affecting high water mark. MNDNR, with Lake Elmo affirmation, changed the language of the ordinance to read that once ordinary high water marks are exceeded a no wake rule can be applied immediately as opposed to a five day waiting period proposed. Similarly, the MNDNR reduced the waiting mark to 3 days – a reasonable period to mitigate any weather event that may occur.

The MNDNR concurred with Lake Elmo that the expansion of use time was not at odds with state law and should pose no problem for the lakes. Staff / Council surveillance of the lakes this summer seem to prove this point definitively.

STAFF CONCLUSION: With the revision to Chapter 97 going into effect on September 25, 2013, it is difficult to determine the overall impact of use changes at this time. In the spirit of the law, Washington County Sheriff's Department monitored use for disorderly behavior and found the Tri-Lakes to be relatively compliant. Surveillance of the lakes show that a majority of outside use (those not living on the lake) comes in the form of bass fishermen -- who are respectful in their practices.

The application of the ordinary high water mark wake prohibition in July proved to be fairly benign in its contention and allowed the City to hone its notification techniques via Facebook, e-blasts, and Code Red.

In addition, the data showed the "sharing of the lake" argument for no change had limitations. Simply put, as the act of water skiing or tubing (wake creating) requires someone to be exposed to the water and the elements while other passive activity doesn't, this past summer's weather (initially very cold and eventually, wet to the point of preventing wakes at all times) absolutely favored the more passive use. In other words, previous to the change, practically speaking, wake creating uses were incumbent upon BOTH the time of day AND reasonable weather, whereas pontoons, kayaks and paddleboards were (and still are) limited by neither. Staff will also seek data on the turbidity impact of the potentially increased wake activity.

DATE: January 6, 2014
REGULAR
ITEM # 16

AGENDA ITEM: 2014 Street Improvements – Resolution Receiving Feasibility Report and Calling Hearing on Improvement

SUBMITTED BY: Jack Griffin, City Engineer

THROUGH: Dean A. Zuleger, City Administrator

REVIEWED BY: Adam Bell, City Clerk
Cathy Bendel, Finance Director
Ryan Stempki, Project Engineer

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: Engineering

FISCAL IMPACT:

None. The Feasibility Report was previously authorized. Calling for and conducting the Public Improvement Hearing is included in the feasibility report scope of services.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider adopting Resolution No. 2014-04 receiving the Feasibility Report and calling for a Public Improvement Hearing for the 2014 Street Improvements to be held on February 4, 2014. The recommended motion for this action is as follows:

***“Move to adopt Resolution No. 2014-04, receiving the Feasibility Report
and calling Hearing for the 2014 Street Improvements.”***

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

The 2014 Street Improvement project is a \$1,811,000 capital improvement consisting of: (1) Street reclamation for the Packard Park neighborhood including 24th Street North, 24th Street Court North, Lansing Avenue North, 20th Street Court North and Legion Avenue North; (2) Street reconstruction for Manning Trail North, Deer Pond Trail North and Deer Pond Court North; and (3) A street maintenance resurfacing along 20th Street North.

This project is programmed for construction in the 2014-2018 Street Capital Improvement Plan (CIP). The feasibility report was authorized by the city council on October 1, 2013 in order to ready these improvements for the 2014 construction. The feasibility report is needed to meet state statutory requirements if any portion of the project is to be assessed to benefiting properties. The report identifies the necessary improvements, the estimated project costs, the assessment methodology and preliminary assessment amounts to be levied against properties adjacent to and benefitting from the improvements.

The proposed street improvements includes an 8-inch reclaim and bituminous surface replacement with new concrete curb and gutter within the Packard Park neighborhood; a full pavement depth reconstruction with 2-foot wide gravel shoulders on Manning Trail North and a full pavement depth reconstruction with new concrete curb and gutter on Deer Pond Trail North and Deer Pond Court North. The report further recommends a micro resurfacing along 20th Street North to defer the capital intensive reconstruction costs that were programmed for this street in the CIP. Costs were included to complete some full depth patching along 20th Street where pavement stresses were significant.

Storm sewer improvements have also been identified as part of this project to improve the drainage and water quality of storm water runoff throughout the project areas. Damaged flared end sections and corrugated metal pipe (CMP) are proposed to be replaced with new flared end sections and reinforced concrete pipe (RCP) on Legion Avenue North, 20th Street Court North, Deer Pond Trail North and Deer Pond Court North. Additional storm sewer pipe and catch basins are proposed along Deer Pond Trail North and Deer Pond Court North. Valley Branch Watershed Rules require storm water quality improvements (i.e. infiltration basins) on street reconstruction projects. Infiltration basin costs have therefore been included for Manning Trail North, Deer Pond Trail North and Deer Pond Court North.

The project will be partially funded by imposing special assessments against the benefitting property owners. The proposed unit assessment for residential property is \$6,000 for the Packard Park neighborhood, and \$6,400 for Deer Pond Trail and Deer Pond Court. The proposed unit assessment for residential property along Manning Trail, a city collector roadway, is \$3,200. Tartan Park is a non-residential property along Manning Trail and therefore a 100% front footage assessment of \$95,800 is proposed. Tartan Park fronts the improvement with over 1,700 feet. No

assessments are proposed for the 20th Street microsurfacing since this improvement is considered routine maintenance with a 5-7 year service life.

After assessments the city portion of the total project cost is estimated at \$1,329,200. From this amount it is proposed that \$89,000 in storm sewer improvements be funded through the Storm Water Utility Fund. The feasibility report findings and recommendations will be further presented at the meeting.

RECOMMENDATION:

Staff is recommending that the City Council adopt Resolution No. 2014-04, receiving the Feasibility Report and calling Hearing for the 2014 Street Improvements. The recommended motion for this action is as follows:

“Move to adopt Resolution No. 2014-04, receiving the Feasibility Report and calling Hearing for the 2014 Street Improvements.”

ATTACHMENT(S):

1. Resolution 2014-04 Receiving the Feasibility Report for the 2014 Street Improvements and Calling Hearing on Improvement.
2. Notice of Hearing on Improvement.
3. Project Schedule.
4. Location Maps.
5. Feasibility Report *(available for review at City Hall)*

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

RESOLUTION NO. 2014-04

**A RESOLUTION RECEIVING A FEASIBILITY REPORT FOR THE
2014 STREET IMPROVEMENTS
AND CALLING HEARING ON IMPROVEMENT**

WHEREAS, pursuant to city council authorization, adopted on October 1, 2013, a feasibility report has been prepared by FOCUS Engineering, Inc. for the 2014 Street Improvements consisting of the Packard Park Area (24th Street North, 24th Street Court North, Lansing Avenue North, Legion Avenue North and 20th Street Court North), 20th Street North, Manning Trail, Deer Pond Trail North, and Deer Pond Court North; and

WHEREAS, the feasibility report recommends that benefitting properties along the project route be assessed a portion of the cost of the improvements pursuant to the city's Special Assessment Policy and Minnesota Statutes, Chapter 429; and

WHEREAS, the feasibility report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvements as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

NOW, THEREFORE, BE IT RESOLVED,

1. That the City Council will consider the improvements in accordance with the report and the assessments of the abutting properties for all or a portion of the cost of the improvements pursuant to Minnesota Statutes, Chapter 429 at an estimated total project cost of \$1,811,000.
2. A public hearing shall be held on such proposed improvements on the 4th day of February, 2014, in the council chambers of the City Hall at or approximately after 7:00 P.M. and the clerk shall give mailed and published notice of such hearing and improvement as required by law.

ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE SIXTH DAY OF JANUARY, 2014.

CITY OF LAKE ELMO

By: _____
Mike Pearson
Mayor

(Seal)
ATTEST:

Adam Bell
City Clerk

CITY OF LAKE ELMO
NOTICE OF HEARING ON IMPROVEMENT
2014 STREET IMPROVEMENTS

Notice is hereby given that the City Council of Lake Elmo will meet in the council chambers of the city hall at or approximately after 7:00 P.M. on Tuesday, February 4, 2014, to consider the making of the following improvements, pursuant to Minnesota Statutes, Sections 429.011 to 429.111;

The street improvements include: (1) Reclaiming the existing pavement surface and aggregate base and placement of a new bituminous surface to the approximate current location and grade within the Packard Park Area consisting of 24th Street North, from Lake Elmo Avenue to Legion Avenue; 24th Street Court North; Lansing Avenue North; 20th Street Court North; and Legion Avenue North, from 20th Street to 24th Street. (2) Reconstruction of Manning Trail North, from Manning Avenue to city limits; Deer Pond Trail North, from Hidden Bay Trail to Jack Pine Trail; and Deer Pond Court North.

The area proposed to be assessed for these improvements include properties abutting the above referenced streets or properties that gain direct driveway access from the above referenced streets. The estimated total cost of the improvements is \$1,811,000. A reasonable estimate of the impact of the assessment will be available at the hearing. Such persons as desire to be heard with reference to the proposed improvements will be heard at this meeting.

DATED: January 6, 2014

BY ORDER OF THE LAKE ELMO CITY COUNCIL

Mike Pearson, Mayor

(Published in the Oakdale-Lake Elmo Review on January 15, 2014 and January 22, 2014)

PROJECT SCHEDULE
CITY OF LAKE ELMO
2014 STREET IMPROVEMENTS
PROJECT NO. 2013.135

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

DECEMBER 2013

October 1, 2013 Council authorizes Feasibility Report.

January 6, 2014 Presentation of Feasibility Report. Council accepts Report and Calls Hearing.

January 23, 2014 Property owner meeting. Presentation of Report findings and recommendations.

February 4, 2014 Public Improvement Hearing. Council orders Preparation of plans and specifications.

May 6, 2014 Council approves Plans and Specifications; Orders Advertisement for Bids.

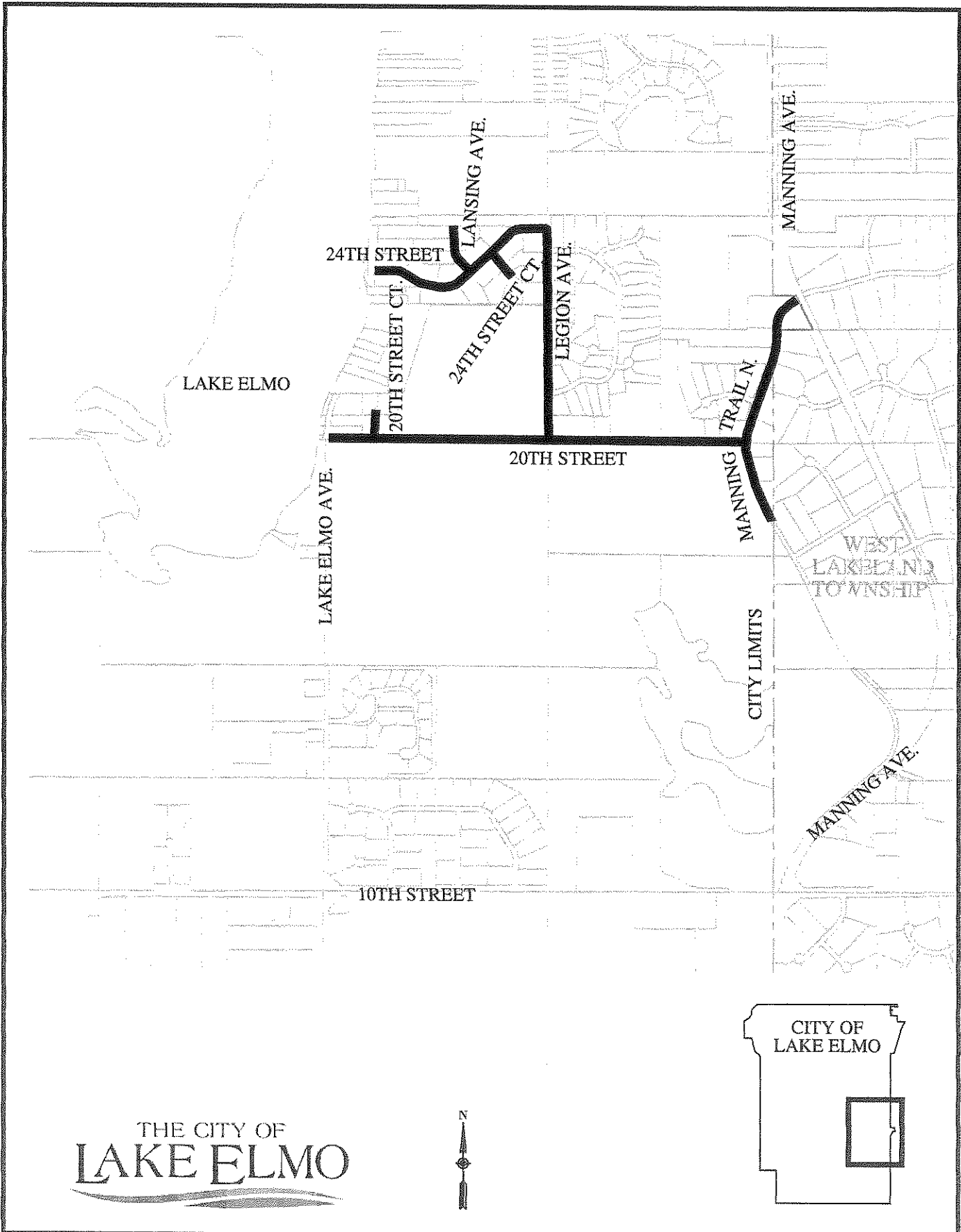
May 29, 2014 Receive Contractor Bids.

June 17, 2014 Council accepts bids and awards Contract.

July 8, 2014 Conduct Pre-construction Meeting and Issue Notice to Proceed.

October 10, 2014 Substantial completion (estimated 12-15 weeks).

November 21, 2014 Final completion.



FOCUS
ENGINEERING

2014 STREET IMPROVEMENTS
PROJECT NO. 2013.135
DECEMBER, 2013

FIGURE NO. 1
LOCATION MAP
PACKARD PARK AREA & MANNING TRAIL N.

CITY OF PINE SPRINGS

CITY OF GRANT

60TH STREET

LAKE DEMONTREVILLE

50TH STREET

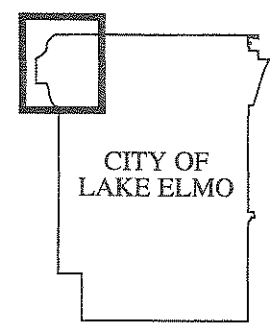
OLSON LAKE

LAKE JANE

CITY OF OAK LAKE

IDEAL AVENUE
HIDDEN BAY TRAIL
DEER POND TRAIL
DEER POND COURT

THE CITY OF
LAKE ELMO

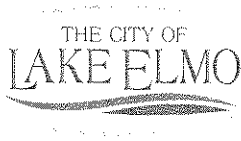


CITY OF
LAKE ELMO

FOCUS
ENGINEERING

2014 STREET IMPROVEMENTS
PROJECT NO. 2013.135
DECEMBER, 2013

FIGURE NO. 2
LOCATION MAP
DEER POND TRAIL N. AND DEER POND COURT N.



MAYOR & COUNCIL COMMUNICATION

DATE: January 6, 2014
REGULAR
ITEM # 17

AGENDA ITEM: Pumphouse No. 4 Improvements – Approve Plans and Specifications and Order Advertisement for Bids
SUBMITTED BY: Jack Griffin, City Engineer
THROUGH: Dean A. Zuleger, City Administrator
REVIEWED BY: Jack Griffin, City Engineer
Cathy Bendel, Finance Director
Mike Bouthilet, Public Works

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: Engineering.

FISCAL IMPACT:

The total estimated project cost for Pumphouse No. 4 is \$885,000. The project is scheduled to be paid through a combination of DEED grant money (\$220,000) and water enterprise funds (\$665,000). The city cost share, or water enterprise funds, will be financed through the issuance of bonds with the bond payments paid with the collection of water availability and water connection charges.

Approval of this resolution 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 contact to complete the work.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider approving the plans and specifications and ordering the advertisement for bids for the Pumphouse No. 4 Improvements. The recommended motion for this action is as follows:

“Move to approve Resolution No. 2014-05, approving the plans and specifications and ordering the advertisement for bids for the Pumphouse No. 4 Improvements.”

LEGISLATIVE HISTORY:

In accordance with the 2013-2014 Capital Improvement Plan, the city is pursuing the addition of a new water supply well, Well No. 4, to support the current and future growth and development water supply needs for the city. The project is being completed under three separate contracts to align with the various required contractor specialties including a well driller; a building contractor with electrical, controls, and HVAC specialties; and a directional drilling utility contractor. All three contracts, along with the Keats Trunk Watermain Improvements, are part of the city’s water system DEED grant, whereby the city must expend \$1.0 million in local matching funds to receive the \$1.0 million state bond grant. Per the Grant Agreement, all grant funds must be fully expended by December 31, 2014. The well drilling for Well No. 4 is near completion.

On August 6, 2013, the council authorized the preparation of plans and specifications for the Pumphouse No. 4 Improvements and the Connecting Trunk Watermain Improvements. In accordance with the project schedule, the plans and specifications for the Pumphouse have been completed and are ready to be advertised for contractor bids.

BACKGROUND INFORMATION:

Plans and Specifications have been completed for Pumphouse No. 4. The Engineer’s opinion of probable construction cost is \$730,500. The improvements include:

- Construction of a municipal building to enclose the new city well and related chemical feed equipment. The building is located on newly acquired property near 50th Street and Lake Elmo Avenue.
- Chemical feed equipment and piping to safely deliver drinking water to customers, HVAC equipment, electrical and SCADA controls, and safety equipment.
- A natural gas generator to operate the well in the event of a power outage.
- Site grading, driveway construction, and exterior work needed to adequately allow for chemical delivery, well maintenance and day-to-day operational needs.
- Erosion control, cleanup and site restoration.

Construction of Pumphouse No. 4 is needed to operate the newly drilled Municipal Well No. 4. The new well supplements the supply capacity of the city’s municipal water system in order to satisfy peak summer demands and support further expansion of the water system customer base from new growth and development. The need for Well No. 4 is documented in the City’s 2030 Comprehensive Water System Plan and has been programmed in the 2013 Capital Improvement Program.

In the near future, the city engineer will recommend that the council accept plans and specifications for the construction of the Well No. 4 Connecting Watermain. The project will extend a new 12-inch diameter trunk connecting watermain from the well location to connect with the existing watermain near the intersection of Lake Elmo Avenue and 43rd Street N.

RECOMMENDATION:

Staff is recommending that the City Council approve the plans and specifications and order the advertisement for bids for the Pumphouse No. 4 Improvements. The recommended motion for this action is as follows:

“Move to approve Resolution No. 2014-05, approving the plans and specifications and ordering the advertisement for bids for the Pumphouse No. 4 Improvements.”

ATTACHMENT(S):

1. Resolution 2014-05 Approving Plans and Specifications and Ordering Advertisement for Bids.
2. Project Schedule.
3. Pumphouse No. 4 Rendering
4. Pumphouse No. 4 Site Plan.
5. Pumphouse No. 4 Plans and Specifications (*available for review at City Hall*).

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

RESOLUTION NO. 2014-05

**A RESOLUTION APPROVING PLANS AND SPECIFICATIONS
AND ORDERING ADVERTISEMENT FOR BIDS FOR THE
PUMPHOUSE NO. 4 IMPROVEMENTS**

WHEREAS, pursuant to a resolution passed by the city council on the 6th day of August, 2013, the city engineer, together with Bolton and Menk, Inc. has prepared plans and specifications for the Pumphouse No. 4 Improvements and has presented such plans and specifications to the council for approval.

NOW, THEREFORE, IT IS HEREBY 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 to the City Clerk 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 SIXTH DAY OF
JANUARY 2014.**

CITY OF LAKE ELMO

By: _____
Mike Pearson
Mayor

(Seal)

ATTEST:

Adam Bell
City Clerk

PROJECT SCHEDULE
CITY OF LAKE ELMO

PUMPHOUSE NO. 4
PROJECT NO. 2013.132

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

REVISED DECEMBER 2013

August 6, 2013	Council authorizes preparation of Pland and Specifications. Approves Engineering Services contract.
January 6, 2014	Council approves Plans and Specifications; Orders Advertisement for Bids.
February 5, 2014	Receive Contractor Bids.
February 18, 2014	Council accepts bids and awards Contract.
March 11, 2014	Conduct Pre-construction Meeting and Issue Notice to Proceed.
October 10, 2014	Substantial completion (estimated 26 weeks).
November 21, 2014	Final Completion (estimated 7 weeks).

