

FILE

City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042

City Council Meeting
January 17, 2012

7:00 p.m.

- A. CALL TO ORDER:
- B. PLEDGE OF ALLEGIANCE:
- C. ATTENDANCE: ___ Johnston ___ Emmons ___ Park ___ Pearson ___ Smith
- D. APPROVAL OF AGENDA: (The approved agenda is the order in which the City Council will do its business.)
- E. ORDER OF BUSINESS: (This is the way that the City Council runs its meetings so everyone attending the meeting or watching the meeting understands how the City Council conducts its public business.)
- F. GROUND RULES: (These are the rules of behavior that the City Council adopted for doing its public business.)
- G. ACCEPT MINUTES:
 - 1. Accept January 10, 2012, Special City Council minutes
 - Accept January 3, 2012, City Council minutes
- H. PUBLIC COMMENTS/INQUIRIES: In order to be sure that anyone wishing to speak to the City Council is treated the same way, meeting attendees wishing to address the City Council on any items NOT on the regular agenda may speak for up to three minutes.)
- I. REPORTS AND ANNOUNCEMENTS:
(These are verbal updates and do not have to be formally added to the agenda.)
 - 2.
 - Mayor
 - Administrator
 - City Attorney
 - City Engineer
 - Planning Director

J. CONSENT AGENDA: (Items placed on the Consent Agenda by City Staff and the Mayor because they are not anticipated to generate discussion. Items may be removed at City Council's request.)

3. Approve payment of disbursements and payroll
4. Professional Engineering Services Consultant Pool

K. REGULAR AGENDA:

5. Appeal of Ruling Regarding Detachment of Land from City of Lake Elmo
6. Planning Dept. Annual Report (2011)
7. Planning Commission 2012 Work Plan
8. 2012-2016 Infrastructure Capital Improvement Plan – Adopt Plan
9. Water Supply Well No. 4 – Award Test Well Contract
10. City Council Meeting Change

L. Adjourn

CLOSED MEETING:

The City Council will hold a closed meeting regarding real estate negotiations and update on pending litigation.

**SPECIAL CITY COUNCIL MINUTES
JANUARY 10, 2012 DRAFT**

City of Lake Elmo
Special City Council Meeting Minutes

January 10, 2012

Mayor Johnston called the meeting to order at 6:18 p.m.

The City Council recessed the Open Meeting at 6:18 p.m. and recessed to a Closed Meeting at 6:19 p.m.

PRESENT: Mayor Johnston and Council Members Emmons, Park and Smith.

ABSENT: Council Member Pearson

AGENDA:

City Administrator Selection

The City Council discussed the City Administrator employment agreement and considered an amendment to the draft presented.

The City Council ended the Closed meeting and reconvened the Open meeting at 6:21 p.m.

MOTION: Council Member Park moved to authorize the execution of the employment agreement, with Salary at \$104,000.00/year. Council Member Smith seconded the motion. The motion passed 4-0.

The City Council adjourned the meeting at 6:22 p.m.

Respectfully submitted by Carole Luczak, Interim City Clerk

**SPECIALCITY COUNCIL MEETING
JANUARY 10, 2012**



LAKE ELMO CITY COUNCIL MINUTES
DRAFT

City of Lake Elmo
City Council Meeting Minutes

January 3, 2012

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

PRESENT: Mayor Johnston and Council Members Emmons, Park, Pearson, and Smith

Also Present: Interim Administrator Dawson, Attorney Snyder, City Engineer Griffin, Planning Director Klatt, Interim City Clerk Luczak

APPROVAL OF AGENDA:

MOTION: Council Member Pearson moved to approve the January 3, 2012, City Council Agenda. Council Member Park seconded the motion. The motion passed 5-0.

ACCEPTED MINUTES:

The December 6, 2011, City Council minutes were accepted by consensus of the City Council.

The December 14, 2011, City Council minutes were accepted by consensus of the City Council.

The December 20 2011, City Council minutes were accepted by consensus of the City Council as amended.

The December 29, 2011, City Council minutes were accepted by consensus of the City Council.

PUBLIC COMMENTS:

Steve DeLapp, Library Board President, 8468 Lake Jane Tr., thanked Council Member Pearson for his work on a lease for the library. He also stated that time was of the essence in considering purchase of an existing building as the current library building was out of Code compliance, and the proposed location to purchase would be an asset to the Downtown.

Sarah Linder, Library Board Member, 11108 12th St. N., expressed concern about the large financial commitment but owed it to residents to consider the constituents to purchase of a building and to proceed with negotiations.

**LAKE ELMO CITY COUNCIL MINUTES
DRAFT**

Kimberly Ommerborn, 3511 Lake Elmo Ave. N., commented that the downtown Library location would be in the best interests of the downtown business owners, and would add vibrancy to the main street.

Justin Bloyer, 8881 Jane Road N., commented that City should use the existing building for a year and then reassess the situation.

CONSENT AGENDA:

MOTION: Council Member Emmons moved to the Consent Agenda. Council Member Pearson seconded the motion. The motion passed 5-0.

Mayor Johnston stated that the Council had requested the contract services be reviewed yearly.

- Approved disbursements in the amount of \$112,444.28
- Adopted 2012 Calendar for City Council Meetings and Workshops
- Appointed Official Depositories for 2012
- Designated Official Newspaper
- Reviewed Contracted Services

REGULAR AGENDA:

Comprehensive Plan Amendment and Zoning Map Amendment-5577 Lake Elmo Avenue

Planning Director Klatt presented a request the City Council to change the zoning of property at 5577 Lake Elmo Avenue North from RR-Rural Residential to R-1 Single Family Residential, and to amend the future land map designation from RAD-Rural Agricultural Density to NC-Neighborhood Conservation for this property.

Planning Director Klatt also reported that neighboring property owners Michael and Mary Jo Newman discussed with him their concerns and were now against the rezoning, the amount of fill that would be needed for the proposed driveway, and the poor sight lines on Lake Elmo Avenue at the driveway access point.

City Council discussed the City's Comp. Plan regarding future development plans, the surrounding property owners' potential development, current ordinances, issue of precedence.

Mayor Johnston requested the City Attorney clarify the rules regarding variances.

Robert Thiel, 5599 Lake Elmo Ave. N., spoke in favor and expressed no concerns.

Keith Bergmann, 5833 Lake Elmo Ave. N., was opposed to the proposed lot split.

LAKE ELMO CITY COUNCIL MINUTES
DRAFT

Applicant Steve Weber, 5577 Lake Elmo Ave. N., stated the current home on this property does not have direct access to County Road 17 and instead utilizes a right-of-way easement on an adjacent parcel.

Attorney James Alpine, representing the applicant, stated Weber is withdrawing his application, and will follow-up this action in writing and would submit to the Planning Commission a variance request.

Appointment of Acting Mayor

Interim City Administrator Dawson reported to the Council that State Statute requires an Acting Mayor be appointed yearly.

MOTION: Council Member Smith moved to approve Council Member Emmons as Acting Mayor for 2012, to comply with and fulfill all duties enumerated in Minn. State Statute §412.121 relating to selection of an Acting Mayor. Council Member Park seconded the motion. The motion passed 5-0.

Appointment to Lake Elmo Firefighters Relief Association

Interim City Administrator Dawson reported to the City Council that by Minnesota Statute and By-Laws, the Fire Relief Association must have an elected official on the Board.

The City Council discussed the option of designating the Finance Director, or his/her designee, to the Board of Trustees.

MOTION: Council Member Smith moved to appoint Pearson and the Finance Director/designee to the Firefighters Relief Association Board of Trustees. Council Member Park seconded the motion. The motion passed 5-0.

Appointments to City Council (Sub) Committees

Interim City Administrator Dawson related that the City Council had designated subcommittees in the past few years and appointed Council Members to serve on them, and may wish to review them for 2012. He also reminded the Council that all meetings are subject to the Open Meeting Laws.

Mayor Johnston requested that the City Council consider disbanding the Subcommittees and that *ad-hoc* committees meet only on as-needed basis, as the activities may be necessary.

The City Council discussed keeping the committees in place and convening them only to address the issues when necessary.

LAKE ELMO CITY COUNCIL MINUTES
DRAFT

Council Member Park requested that the I-94 Corridor Committee remain and requested they update the City Council at the February Council Workshop.

Mayor Johnston suggested that Council members report on their committees and activities at the start of the Council meetings, as it will provide the residents the knowledge of what their Council Members are working on and discussing.

MOTION: Mayor Johnston moved to disband the (Sub)Committees and to meet on pertinent issues on an as-needed basis. Council Member Pearson seconded the motion. The motion passed 5-0.

Planning Commission Appointments:

Planning Director Klatt stated that two of the Planning Commissioners' terms had expired, and that both Todd Williams and Julie Fliflet had indicated their interest in reappointment to the Commission..

The Council was in agreement with re-appointing Todd Williams as it will provide continuity of knowledge to the Planning Commission and it would be his second term.

The tenure of Planning Commissioner Julie Fliflet was discussed. It was determined that the First Alternate should move up and to have Julie be appointed as Second Alternate at this time.

MOTION: Council Member Pearson moved to re-appoint Todd Williams to a 3-year term as a Voting Member on the Lake Elmo Planning Commission. Council Member Park seconded the motion. The motion passed 5-0.

MOTION: Mayor Johnston moved to appoint Nadine Obermueller to a 3-year term as a Voting Member on the Lake Elmo Planning Commission, Kathy Haggard as First Alternate and Julie Fliflet as Second Alternate. Council Member Smith seconded the motion. The motion passed 5-0.

Potential Additional Funding for Targeted Pay Adjustments

Interim City Administrator Dawson presented to the Council information regarding the use of funds within the Compensation Adjustment Account and whether Council wished to use the balance in the General Fund for what would be on-going expenses. Similar adjustments may be needed for the next few years to make the City's pay levels competitive for more effective retention and recruitment of Staff.

MOTION: Council Member Smith moved to spend \$3,114.00 out of the General Fund and make the suggested pay adjustments. Council Member Park seconded the motion. Motion failed 3-2, with Mayor Johnston and Council Members Emmons and Pearson voting against.

**LAKE ELMO CITY COUNCIL MINUTES
DRAFT**

City Council Reports:

Council Member Smith thanked the Public Works Staff for a fabulous job of clearing snow over the holidays, and realized the weather has kept the ice rink from remaining open due to the weather.

Council Member Park reported progress on the I-94 Corridor densities options South of 10th Street, and suggested that they present at a future Council Workshop.

Planning Director Klatt reported that the City will be working with MnDOT on a Spring 2012 Landscaping Grant.

Interim City Administrator Dawson stated that Library Consultant Mary Cummings started work today (Tuesday); approximately 40 residents had requested Library card reimbursements; and reminded Council to review the Fire Consolidation Study dvd prior to the Council Workshop next week.

The City Council recessed the Open meeting at 9:23 p.m., and reconvened as a Closed Meeting at 9:28 p.m. regarding City Administrator terms of employment.

PRESENT: Mayor Johnston and Council Members Emmons, Park, Pearson, and Smith

Also Present: Interim Administrator Dawson, Attorney Snyder

MOTION: Mayor Johnston moved to end this Closed Meeting at 9:55 p.m. Council Member Park seconded the motion. The motion passed 5-0.

City Council reconvened the Open meeting at 9:56 p.m.

The City Council recessed the Open meeting at 9:57 p.m. and convened to a Closed meeting at 9:58 p.m.

PRESENT: Mayor Johnston and Council Members Emmons, Park, Pearson, and Smith

Also Present: Interim Administrator Dawson, Attorney Snyder

Real estate negotiations were discussed.

MOTION: Council Member Smith moved to end the Closed meeting at 10:51 p.m. Council Member Park seconded the motion. Motion passed 5-0.

The meeting reconvened and was adjourned at 10:52 p.m.

Respectfully submitted by Carole Luczak, Interim City Clerk





MAYOR & COUNCIL COMMUNICATION

DATE: 1/17/2012
CONSENT
ITEM #: 3
MOTION *as part of Consent Agenda*

AGENDA ITEM: Approve Disbursements in the Amount of \$197,071.60

SUBMITTED BY: Joe Rigdon, Interim Finance Director

THROUGH: Craig Dawson, Interim City Administrator

REVIEWED BY: Joan Ziertman, Finance Consultant

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of \$197,071.60. No specific motion is needed, as this is recommended to be part of the overall approval of the *Consent Agenda*.

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

| Claim # | Amount | Description |
|-----------------|----------------------|---|
| ACH | \$ 10,884.76 | Payroll Taxes to IRS 1/12/2012 |
| ACH | \$ 1,810.70 | Payroll Taxes to MN Dept. of Revenue 1/12/2012 |
| ACH | \$ 3,821.01 | Payroll Retirement to PERA 1/12/2012 |
| DD3735 – DD3771 | \$ 36,608.99 | Payroll Dated 1/12/2012 (Direct Deposit) |
| 37931-37933 | \$ 760.77 | Payroll Dated 1/12/2012 (Payroll Paper Checks) |
| 37934-37994 | \$134,185.37 | Accounts Payable Dated 1/17/2012 |
| 1000-1149 | \$ 9,000.00 | Accounts Payable Dated 1/17/2012 (Library Checks) |
| | | |
| | | |
| | | |
| | | |
| | | |
| TOTAL | \$ 197,071.60 | |

STAFF REPORT: City staff has complied and reviewed the attached set of claims. All appears to be in order and consistent with City budgetary and fiscal policies and Council direction

RECOMMENDATION: It is recommended that the City Council approve as part of the Consent Agenda proposed disbursements in the amount of \$197,071.60.

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

“Move to approve the January 17, 2012, Disbursements as Presented [*and modified*] herein.”

ATTACHMENTS:

1. Accounts Payable Dated 1/17/2012

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

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

Accounts Payable To Be Paid Proof List

User: joan z

Printed: 01/12/2012 - 3:32 PM

Batch: 036-12-2011

| Invoice # | Inv Date | Amount | Quantity | Pmt Date | Description | Reference | Task | Type | PO # | Close POLine # |
|------------------------------|--------------------------------|----------|----------|------------|-------------------------------|-----------|------|------|------|----------------|
| ARAM Aramark, Inc. | | | | | | | | | | |
| 629-7396605 | 12/26/2011 | 113.61 | 0.00 | 01/17/2012 | Montly Rug Service Station #2 | | - | No | | 0000 |
| 101-420-2220-44010 | Repairs/Maint Bldg | | | | | | | | | |
| | 629-7396605 Total: | 113.61 | | | | | | | | |
| 629-7396606 | 12/26/2011 | 112.59 | 0.00 | 01/17/2012 | Montly Rug Service Station #1 | | - | No | | 0000 |
| 101-420-2220-44010 | Repairs/Maint Bldg | | | | | | | | | |
| | 629-7396606 Total: | 112.59 | | | | | | | | |
| 629-7401603 | 12/26/2011 | 78.32 | 0.00 | 01/17/2012 | Linen annex | | - | No | | 0000 |
| 101-410-1940-44010 | Repairs/Maint Contractual Bldg | | | | | | | | | |
| | 629-7401603 Total: | 78.32 | | | | | | | | |
| 629-7401604 | 12/26/2011 | 154.10 | 0.00 | 01/17/2012 | Linen City Hall | | - | No | | 0000 |
| 101-410-1940-44010 | Repairs/Maint Contractual Bldg | | | | | | | | | |
| | 629-7401604 Total: | 154.10 | | | | | | | | |
| 629-7404694 | 12/29/2011 | 22.86 | 0.00 | 01/17/2012 | Uniforms | | - | No | | 0000 |
| 101-430-3100-44170 | Uniforms | | | | | | | | | |
| | 629-7404694 Total: | 22.86 | | | | | | | | |
| | ARAM Total: | 481.48 | | | | | | | | |
| CTYBLOOM City of Bloomington | | | | | | | | | | |
| Dec 2011 | 12/29/2011 | 40.00 | 0.00 | 01/17/2012 | Lab Bacteria Tests | | - | No | | 0000 |
| 601-494-9400-42270 | Utility System Maintenance | | | | | | | | | |
| | Dec 2011 Total: | 40.00 | | | | | | | | |
| | CTYBLOOM Total: | 40.00 | | | | | | | | |
| CTYOAKDA City of Oakdale | | | | | | | | | | |
| 10000460-01 | 12/31/2011 | 2,884.55 | 0.00 | 01/17/2012 | Water Service I-94 | | - | No | | 0000 |
| 601-494-9400-43820 | Water Utility | | | | | | | | | |
| | 10000460-01 Total: | 2,884.55 | | | | | | | | |
| | CTYOAKDA Total: | 2,884.55 | | | | | | | | |

| Invoice # | Inv Date | Amount | Quantity | Pmt Date | Description | Reference | Task | Type | PO # | Close PO Line # |
|-------------------------------------|-------------------------------|----------|----------|------------|--------------------------------------|-----------|------|------|------|-----------------|
| ECKBERG Eckberg Lamers Briggs Wolff | | | | | | | | | | |
| Dec - 11 | 12/31/2011 | 299.00 | 0.00 | 01/17/2012 | Legal Services - Civil | - | - | No | | 0000 |
| 101-410-1320-43040 | Legal Services | | | | | | | No | | 0000 |
| Dec - 11 | 12/31/2011 | 650.00 | 0.00 | 01/17/2012 | Legal Services - Development | - | - | No | | 0000 |
| 203-490-9070-43040 | Legal Services | | | | | | | No | | 0000 |
| Dec - 11 | 12/31/2011 | 3,757.97 | 0.00 | 01/17/2012 | Legal Services - Prosecution | - | - | No | | 0000 |
| 101-420-2150-43045 | Attorney Criminal | | | | | | | No | | 0000 |
| Dec - 11 | 12/31/2011 | 169.00 | 0.00 | 01/17/2012 | Legal Services - Library | - | - | No | | 0000 |
| 206-450-5300-44300 | Miscellaneous | | | | | | | No | | 0000 |
| | Dec - 11 Total: | 4,875.97 | | | | | | | | |
| | ECKBERG Total: | 4,875.97 | | | | | | | | |
| FERGUSON Ferguson Waterworks | | | | | | | | | | |
| so1343615.002 | 12/12/2011 | 257.87 | 0.00 | 01/17/2012 | Water Main Repair Clamp, Hydrant oil | - | - | No | | 0000 |
| 601-494-9400-42300 | Water Meters & Supplies | | | | | | | No | | 0000 |
| | so1343615.002 Total: | 257.87 | | | | | | | | |
| so1344603.001 | 12/19/2011 | 355.45 | 0.00 | 01/17/2012 | Hydrant Markers | - | - | No | | 0000 |
| 601-494-9400-42300 | Water Meters & Supplies | | | | | | | No | | 0000 |
| so1344603.001 | 12/19/2011 | 170.75 | 0.00 | 01/17/2012 | Pipe Wrench | - | - | No | | 0000 |
| 601-494-9400-42400 | Small Tools & Minor Equipment | | | | | | | No | | 0000 |
| | so1344603.001 Total: | 526.20 | | | | | | | | |
| SO1345543.002 | 12/28/2011 | 2,170.42 | 0.00 | 01/17/2012 | Meters | - | - | No | | 0000 |
| 601-494-9400-42300 | Water Meters & Supplies | | | | | | | No | | 0000 |
| | SO1345543.002 Total: | 2,170.42 | | | | | | | | |
| | FERGUSON Total: | 2,954.49 | | | | | | | | |
| FOCUS Focus Engineering, Inc. | | | | | | | | | | |
| 100 | 12/31/2011 | 1,382.50 | 0.00 | 01/17/2012 | Library Assistance | - | - | No | | 0000 |
| 206-450-5300-43030 | Engineering Services | | | | | | | No | | 0000 |
| | 100 Total: | 1,382.50 | | | | | | | | |
| 90 & 91 | 12/31/2011 | 45.00 | 0.00 | 01/17/2012 | General Engineering | - | - | No | | 0000 |
| 101-430-3100-43030 | Engineering Services | | | | | | | No | | 0000 |
| 90 & 91 | 12/31/2011 | 7,319.94 | 0.00 | 01/17/2012 | General Engineering | - | - | No | | 0000 |
| 101-410-1930-43030 | Engineering Services | | | | | | | No | | 0000 |
| 90 & 91 | 12/31/2011 | 506.00 | 0.00 | 01/17/2012 | General Engineering | - | - | No | | 0000 |
| 101-410-1910-43030 | Engineering Services | | | | | | | No | | 0000 |
| | 90 & 91 Total: | 7,870.94 | | | | | | | | |
| 92 | 12/31/2011 | 1,012.50 | 0.00 | 01/17/2012 | General Engineering - VRA | - | - | No | | 0000 |
| 101-420-2400-43030 | Engineering | | | | | | | No | | 0000 |
| 92 | 12/31/2011 | 1,776.00 | 0.00 | 01/17/2012 | General Engineering - VRA | - | - | No | | 0000 |
| 101-410-1910-43030 | Engineering Services | | | | | | | No | | 0000 |
| 92 | 12/31/2011 | 2,664.62 | 0.00 | 01/17/2012 | General Engineering - VRA | - | - | No | | 0000 |
| 409-480-8000-43030 | Engineering Services | | | | | | | No | | 0000 |

| Invoice # | Inv Date | Amount | Quantity | Pmt Date | Description | Reference | Task | Type | PO # | Close POLine # |
|-------------------------|----------------------|-----------|----------|------------|--|-----------|------|------|------|----------------|
| 92 | 12/31/2011 | 651.09 | 0.00 | 01/17/2012 | General Engineering - VRA | | - | No | | 0000 |
| 404-480-8000-43030 | Engineering Services | | | | | | | | | |
| 92 | 12/31/2011 | 1,395.00 | 0.00 | 01/17/2012 | General Engineering - VRA | | - | No | | 0000 |
| 101-430-3100-43030 | Engineering Services | | | | | | | | | |
| 92 | 12/31/2011 | 3,185.33 | 0.00 | 01/17/2012 | General Engineering - VRA | | - | No | | 0000 |
| 601-494-9400-43030 | Engineering Services | | | | | | | | | |
| 92 | 12/31/2011 | 1,026.50 | 0.00 | 01/17/2012 | General Engineering - VRA | | - | No | | 0000 |
| 602-495-9450-43030 | Engineering Services | | | | | | | | | |
| 92 | 12/31/2011 | 1,033.50 | 0.00 | 01/17/2012 | General Engineering - VRA | | - | No | | 0000 |
| 603-496-9500-43030 | Engineering Services | | | | | | | | | |
| 92 Total: | | 12,744.54 | | | | | | | | |
| 93 | 12/31/2011 | 2,497.68 | 0.00 | 01/17/2012 | Development - Whistling Valley | | - | No | | 0000 |
| 203-490-9070-43030 | Engineering Services | | | | | | | | | |
| 93 Total: | | 2,497.68 | | | | | | | | |
| 94 | 12/31/2011 | 461.00 | 0.00 | 01/17/2012 | Development - Sanctuary | | - | No | | 0000 |
| 203-490-9070-43030 | Engineering Services | | | | | | | | | |
| 94 Total: | | 461.00 | | | | | | | | |
| 95 | 12/31/2011 | 45.00 | 0.00 | 01/17/2012 | 2011 Sealcoat project | | - | No | | 0000 |
| 409-480-8000-43030 | Engineering Services | | | | | | | | | |
| 95 Total: | | 45.00 | | | | | | | | |
| 96 & 100 | 12/31/2011 | 956.18 | 0.00 | 01/17/2012 | 2011 Street Improvement/Water Quality | | - | No | | 0000 |
| 418-480-8000-43030 | Engineering Services | | | | | | | | | |
| 96 & 100 Total: | | 956.18 | | | | | | | | |
| 97 | 12/31/2011 | 185.50 | 0.00 | 01/17/2012 | Lake Elmo Sidewalk Maint. | | - | No | | 0000 |
| 409-480-8000-43030 | Engineering Services | | | | | | | | | |
| 97 Total: | | 185.50 | | | | | | | | |
| 98 | 12/31/2011 | 444.00 | 0.00 | 01/17/2012 | Supply Well & Pumphouse 4 | | - | No | | 0000 |
| 601-494-9400-43030 | Engineering Services | | | | | | | | | |
| 98 Total: | | 444.00 | | | | | | | | |
| 99 | 12/31/2011 | 2,957.15 | 0.00 | 01/17/2012 | 3M Litigation | | - | No | | 0000 |
| 601-494-9400-43030 | Engineering Services | | | | | | | | | |
| 99 Total: | | 2,957.15 | | | | | | | | |
| FOCUS Total: | | 29,544.49 | | | | | | | | |
| FXL FXL, Inc. | | | | | | | | | | |
| Balance 2011 | 12/31/2011 | 15,000.00 | 0.00 | 01/17/2012 | Assessing Services - balancec due 2011 | | - | No | | 0000 |
| 101-410-1320-43100 | Assessing Services | | | | | | | | | |
| Balance 2011 Total: | | 15,000.00 | | | | | | | | |
| FXL Total: | | 15,000.00 | | | | | | | | |
| H & L H & L Mesabi corp | | | | | | | | | | |
| 84460 | 12/29/2011 | 731.17 | 0.00 | 01/17/2012 | Plow Blades | | - | No | | 0000 |
| 101-430-3125-44040 | Repairs/Maint Eqpt | | | | | | | | | |
| 84460 Total: | | 731.17 | | | | | | | | |

| Invoice # | Inv Date | Amount | Quantity | Pmt Date | Description | Reference | Task | Type | PO # | Close POLine # |
|------------------------------------|-------------------------|----------|----------|------------|------------------------------------|-----------|------|------|------|----------------|
| H & L Total: | | 731.17 | | | | | | | | |
| HAGBERGS Hagbergs Country Market | | | | | | | | | | |
| 12/23/2011 | 12/23/2011 | 2.40 | 0.00 | 01/17/2012 | Misc Supplies | | - | No | | 0000 |
| 101-410-1320-44300 | Miscellaneous | 2.40 | | | | | | | | |
| 12/23/2011 Total: | | 2.40 | | | | | | | | |
| HAGBERGS Total: | | 2.40 | | | | | | | | |
| HORNINGK Horning Karl | | | | | | | | | | |
| 12/31/2011 | 12/31/2011 | 42.10 | 0.00 | 01/17/2012 | Refund amount withheld on Payroll | | - | No | | 0000 |
| 101-420-2400-41300 | Health/Dental Insurance | 42.10 | | | | | | | | |
| 12/31/2011 Total: | | 42.10 | | | | | | | | |
| HORNINGK Total: | | 42.10 | | | | | | | | |
| KDV Kern DeWenter Viere Lid | | | | | | | | | | |
| 138836 | 12/31/2011 | 8,086.50 | 0.00 | 01/17/2012 | Financial Services - December 2011 | | - | No | | 0000 |
| 101-410-1520-43150 | Contract Services | 8,086.50 | | | | | | | | |
| 138836 Total: | | 8,086.50 | | | | | | | | |
| KDV Total: | | 8,086.50 | | | | | | | | |
| LARSON LARSON DIESEL SERVICE, Corp | | | | | | | | | | |
| 111205016 | 12/05/2011 | 250.10 | 0.00 | 01/17/2012 | Wheel Repair 98-2 | | - | No | | 0000 |
| 101-430-3100-44040 | Repairs/Maint Eqpt | 250.10 | | | | | | | | |
| 111205016 Total: | | 250.10 | | | | | | | | |
| 111214008 | 12/14/2011 | 76.64 | 0.00 | 01/17/2012 | DOT Inspection 03-1 | | - | No | | 0000 |
| 101-430-3100-44040 | Repairs/Maint Eqpt | 76.64 | | | | | | | | |
| 111214008 Total: | | 76.64 | | | | | | | | |
| 111231006 | 12/31/2011 | 26.91 | 0.00 | 01/17/2012 | Cooling System Treatment | | - | No | | 0000 |
| 101-430-3120-42120 | Fuel, Oil and Fluids | 26.91 | | | | | | | | |
| 111231006 Total: | | 26.91 | | | | | | | | |
| LARSON Total: | | 353.65 | | | | | | | | |
| LEOIL Lake Elmo Oil, Inc. | | | | | | | | | | |
| 12/31/2011 | 12/31/2011 | 56.50 | 0.00 | 01/17/2012 | Fuel | | - | No | | 0000 |
| 101-420-2220-42120 | Fuel, Oil and Fluids | 56.50 | | | | | | | | |
| 12/31/2011 Total: | | 56.50 | | | | | | | | |
| Multiple | 12/31/2011 | 5,155.15 | 0.00 | 01/17/2012 | Fuel | | - | No | | 0000 |
| 101-430-3120-42120 | Fuel, Oil and Fluids | 5,155.15 | | | | | | | | |
| Multiple Total: | | 5,155.15 | | | | | | | | |

| Invoice # | Inv Date | Amount | Quantity | Pmt Date | Description | Reference | Task | Type | PO # | Contract | POLine # |
|--------------------------------------|-----------------------------|----------|----------|------------|------------------------------------|-----------|------|------|------|----------|----------|
| | LEOIL Total: | 5,211.65 | | | | | | | | | |
| Lillie Newspapers Inc. | Lillie Suburban | | | | | | | | | | |
| 12/30/2011 | 12/30/2011 | 22.50 | 0.00 | 01/17/2012 | Publication of Ordinance | | - | No | | | 0000 |
| 101-410-1320-43510 | Legal Publishing | | | | | | | | | | |
| | 12/30/2011 Total: | 22.50 | | | | | | | | | |
| | Lillie Total: | 22.50 | | | | | | | | | |
| LINNER Linner Electric Company, Inc. | | | | | | | | | | | |
| 22030 | 12/05/2011 | 140.00 | 0.00 | 01/17/2012 | Electric Repairs to Holiday Lights | | - | No | | | 0000 |
| 204-450-5200-44300 | Miscellaneous | | | | | | | | | | |
| | 22030 Total: | 140.00 | | | | | | | | | |
| | LINNER Total: | 140.00 | | | | | | | | | |
| MES Municipal Emergency Services | | | | | | | | | | | |
| 00284413-SNV | 12/26/2011 | 1,696.88 | 0.00 | 01/17/2012 | Positive Pressure Fan | | - | No | | | 0000 |
| 101-420-2220-42400 | Small Tools & Equipment | | | | | | | | | | |
| | 00284413-SNV Total: | 1,696.88 | | | | | | | | | |
| | MES Total: | 1,696.88 | | | | | | | | | |
| MFRA McCombs Frank Roos Assoc Inc. | | | | | | | | | | | |
| 69868 | 01/01/2012 | 1,698.66 | 0.00 | 01/17/2012 | Planning Services - December 2011 | | - | No | | | 0000 |
| 101-410-1910-43150 | Contract Services | | | | | | | | | | |
| | 69868 Total: | 1,698.66 | | | | | | | | | |
| | MFRA Total: | 1,698.66 | | | | | | | | | |
| MILLEREX Miller Excavating, Inc. | | | | | | | | | | | |
| 16012 | 12/30/2011 | 3,704.95 | 0.00 | 01/17/2012 | Water Main Excavation & Materials | | - | No | | | 0000 |
| 601-494-9400-44030 | Repairs\Maint Imp Not Bldgs | | | | | | | | | | |
| | 16012 Total: | 3,704.95 | | | | | | | | | |
| | MILLEREX Total: | 3,704.95 | | | | | | | | | |
| MTA MN Trucking Association | | | | | | | | | | | |
| 58812 | 12/29/2011 | 276.79 | 0.00 | 01/17/2012 | Driver/Vehicle Inspection Books | | - | No | | | 0000 |
| 101-430-3100-44300 | Miscellaneous | | | | | | | | | | |
| | 58812 Total: | 276.79 | | | | | | | | | |
| | MTA Total: | 276.79 | | | | | | | | | |

| Invoice # | Inv Date | Amount | Quantity | Pmt Date | Description | Reference | Task | Type | PO # | Close POLine # |
|--|------------------------|----------|----------|------------|---|-----------|------|------|------|----------------|
| ONECALL Gopher State One Call 29119 101-430-3100-43150 Contract Services | 12/31/2011 | 58.30 | 0.00 | 01/17/2012 | Line Locates - December 2011 | | - | No | | 0000 |
| | 29119 Total: | 58.30 | | | | | | | | |
| ONECALL Total: | | 58.30 | | | | | | | | |
| PERA PERA 5662-00 101-000-0000-21704 PERA Withholding | 01/09/2012 | 660.81 | 0.00 | 01/17/2012 | Correct PERA Contribution - M. Cornell | | - | No | | 0000 |
| | 5662-00 Total: | 660.81 | | | | | | | | |
| PERA Total: | | 660.81 | | | | | | | | |
| PITNEYSU Pitney Bowes Supplies 868469 & 896768 101-410-1940-44010 Repairs/Maint Contractual Bldg | 01/03/2012 | 247.83 | 0.00 | 01/17/2012 | Postage Rental Machine | | - | No | | 0000 |
| | 868469 & 896768 Total: | 247.83 | | | | | | | | |
| PITNEYSU Total: | | 247.83 | | | | | | | | |
| RIVRLOOP River Country Cooperative 12/31/2011 101-420-2220-42120 Fuel, Oil and Fluids | 12/31/2011 | 684.44 | 0.00 | 01/17/2012 | Fuel | | - | No | | 0000 |
| | 12/31/2011 Total: | 684.44 | | | | | | | | |
| RIVRLOOP Total: | | 684.44 | | | | | | | | |
| ROGERS Rogers Printing Services, Corp 18368 101-410-1450-43090 Newsletter | 12/29/2011 | 1,344.49 | 0.00 | 01/17/2012 | Newsletter | | - | No | | 0000 |
| | 18368 Total: | 1,344.49 | | | | | | | | |
| 206-450-5300-42000 Office Supplies | 12/29/2011 | 293.37 | 0.00 | 01/17/2012 | Library Envelopes | | - | No | | 0000 |
| | 18369 Total: | 293.37 | | | | | | | | |
| 18382 101-410-1320-42030 Printed Forms | 12/30/2011 | 288.56 | 0.00 | 01/17/2012 | Water - Billing Stock | | - | No | | 0000 |
| | 18382 Total: | 288.56 | | | | | | | | |
| ROGERS Total: | | 1,926.42 | | | | | | | | |
| S&T S&T Office Products, Inc. 01046355 101-410-1320-42000 Office Supplies | 12/29/2011 | 285.28 | 0.00 | 01/17/2012 | Office Supplies | | - | No | | 0000 |
| | 01046355 Total: | 285.28 | | | | | | | | |

| Invoice # | Inv Date | Amount | Quantity | Pmt Date | Description | Reference | Task | Type | PO # | CL | POLine # |
|---|-----------------------------|--------|----------|------------|--|-----------|------|------|------|----|----------|
| | S&T Total: | 285.28 | | | | | | | | | |
| TKDA TKDA, Inc. | 12/08/2011 | 520.91 | 0.00 | 01/17/2012 | 2011 Street & Water Quality Improvements | | | No | | | 0000 |
| 2011003585 | Engineering Services | 520.91 | | | | | | | | | |
| 418-480-8000-43030 | 2011003585 Total: | 520.91 | | | | | | | | | |
| | TKDA Total: | | | | | | | | | | |
| TOUSLEY Tousley Motorsports | 12/09/2011 | 815.85 | 0.00 | 01/17/2012 | Repair Track System on Ranger | | | No | | | 0000 |
| 101-420-2220-44040 | Repairs/Maint Eqpt | 815.85 | | | | | | | | | |
| | 12/092011 Total: | 815.85 | | | | | | | | | |
| | TOUSLEY Total: | 815.85 | | | | | | | | | |
| UBLJEFF UBLJEFF | 01/09/2012 | 129.71 | 0.00 | 01/17/2012 | Refund overcharge of SW account | | | No | | | 0000 |
| Chk Request | Surface Water Utility Sales | 129.71 | | | | | | | | | |
| 603-000-0000-37100 | Chk Request Total: | 129.71 | | | | | | | | | |
| | UBLJEFF Total: | 129.71 | | | | | | | | | |
| WATERCON Water Conservation Services In | 01/03/2012 | 220.40 | 0.00 | 01/17/2012 | Leak Detection Service 32nd Street | | | No | | | 0000 |
| 2924 | Miscellaneous | 220.40 | | | | | | | | | |
| 601-494-9400-44300 | 2924 Total: | 220.40 | | | | | | | | | |
| | WATERCON Total: | 220.40 | | | | | | | | | |
| XCEL Xcel Energy | 12/31/2011 | 40.22 | 0.00 | 01/17/2012 | Welcome Sign | | | No | | | 0000 |
| 51-0117417-0 | Street Lighting | 40.22 | | | | | | | | | |
| 101-430-3160-43810 | 51-0117417-0 Total: | 40.22 | | | | | | | | | |
| 51-4504807-7 | 12/31/2011 | 62.99 | 0.00 | 01/17/2012 | Lights at Legion Park | | | No | | | 0000 |
| 101-450-5200-43810 | Electric Utility | 89.49 | | | | | | | | | |
| 51-4504807-7 | 12/31/2011 | 89.49 | 0.00 | 01/17/2012 | Lift Station | | | No | | | 0000 |
| 602-495-9450-43810 | Electric Utility | 35.07 | | | | | | | | | |
| 51-4504807-7 | 12/31/2011 | 35.07 | 0.00 | 01/17/2012 | Traffic Lights | | | No | | | 0000 |
| 101-430-3160-43810 | Street Lighting | 187.55 | | | | | | | | | |
| | 51-4504807-7 Total: | 319.70 | | | | | | | | | |
| 51-4572945-7 | 12/31/2011 | 319.70 | 0.00 | 01/17/2012 | Street Lights | | | No | | | 0000 |
| 101-430-3160-43810 | Street Lighting | 319.70 | | | | | | | | | |
| | 51-4572945-7 Total: | 319.70 | | | | | | | | | |

| Invoice # | Inv Date | Amount | Quantity | Pmt Date | Description | Reference | Task | Type | PO # | Close POLine # |
|---------------------|------------------|----------|----------|------------|----------------|-----------|------|------|------|----------------|
| 51-4576456-3 | 12/31/2011 | 1,028.59 | 0.00 | 01/17/2012 | Fire Station 2 | | - | No | | 0000 |
| 101-420-2220-43810 | Electric Utility | | | | | | | | | |
| 51-4576456-3 Total: | | 1,028.59 | | | | | | | | |
| 51-4580376-5 | 12/31/2011 | 388.74 | 0.00 | 01/17/2012 | City Hall | | - | No | | 0000 |
| 101-410-1940-43810 | Electric Utility | | | | | | | | | |
| 51-4580376-5 | 12/31/2011 | 31.44 | 0.00 | 01/17/2012 | Traffic Lights | | - | No | | 0000 |
| 101-430-3160-43810 | Street Lighting | | | | | | | | | |
| 51-4580376-5 | 12/31/2011 | 925.58 | 0.00 | 01/17/2012 | City Hall | | - | No | | 0000 |
| 101-410-1940-43810 | Electric Utility | | | | | | | | | |
| 51-4580376-5 Total: | | 1,345.76 | | | | | | | | |
| 51-4733556-8 | 12/31/2011 | 10.12 | 0.00 | 01/17/2012 | Tennis Court | | - | No | | 0000 |
| 101-450-5200-43810 | Electric Utility | | | | | | | | | |
| 51-4733556-8 Total: | | 10.12 | | | | | | | | |
| 51-5044219-0 | 12/31/2011 | 265.18 | 0.00 | 01/17/2012 | Parks Building | | - | No | | 0000 |
| 101-450-5200-43810 | Electric Utility | | | | | | | | | |
| 51-5044219-0 Total: | | 265.18 | | | | | | | | |
| 51-5275289-3 | 12/31/2011 | 10.15 | 0.00 | 01/17/2012 | Pebble Park | | - | No | | 0000 |
| 101-450-5200-43810 | Electric Utility | | | | | | | | | |
| 51-5275289-3 Total: | | 10.15 | | | | | | | | |
| 51-5356323-8 | 12/31/2011 | 1,595.76 | 0.00 | 01/17/2012 | Wells 1 & 2 | | - | No | | 0000 |
| 601-494-9400-43810 | Electric Utility | | | | | | | | | |
| 51-5356323-8 Total: | | 1,595.76 | | | | | | | | |
| 51-5522332-2 | 12/31/2011 | 46.82 | 0.00 | 01/17/2012 | Traffic Lights | | - | No | | 0000 |
| 101-430-3160-43810 | Street Lighting | | | | | | | | | |
| 51-5522332-2 Total: | | 46.82 | | | | | | | | |
| 51-5747685-4 | 12/31/2011 | 140.24 | 0.00 | 01/17/2012 | Arts Center | | - | No | | 0000 |
| 101-450-5200-43810 | Electric Utility | | | | | | | | | |
| 51-5747685-4 Total: | | 140.24 | | | | | | | | |
| 51-5916043-7 | 12/31/2011 | 22.10 | 0.00 | 01/17/2012 | Lift Station | | - | No | | 0000 |
| 602-495-9450-43810 | Electric Utility | | | | | | | | | |
| 51-5916043-7 Total: | | 22.10 | | | | | | | | |
| 51-6429583-8 | 12/31/2011 | 17.23 | 0.00 | 01/17/2012 | Lift Station | | - | No | | 0000 |
| 602-495-9450-43810 | Electric Utility | | | | | | | | | |
| 51-6429583-8 Total: | | 17.23 | | | | | | | | |
| 51-6433976-2 | 12/31/2011 | 703.06 | 0.00 | 01/17/2012 | Fire Station 1 | | - | No | | 0000 |
| 101-420-2220-43810 | Electric Utility | | | | | | | | | |
| 51-6433976-2 Total: | | 703.06 | | | | | | | | |
| 51-6736544-2 | 12/31/2011 | 2,024.72 | 0.00 | 01/17/2012 | Street Lights | | - | No | | 0000 |
| 101-430-3160-43810 | Street Lighting | | | | | | | | | |
| 51-6736544-2 Total: | | 2,024.72 | | | | | | | | |
| 51-6928283-3 | 12/31/2011 | 30.74 | 0.00 | 01/17/2012 | Traffic | | - | No | | 0000 |
| 101-430-3160-43810 | Street Lighting | | | | | | | | | |
| 51-6928283-3 Total: | | 30.74 | | | | | | | | |
| 51-6956201-4 | 12/31/2011 | 81.12 | 0.00 | 01/17/2012 | VFW Ballfields | | - | No | | 0000 |
| 101-450-5200-43810 | Electric Utility | | | | | | | | | |

| Invoice # | Inv Date | Amount | Quantity | Pmt Date | Description | Reference | Task | Type | PO # | Close POLine # |
|-------------------------------|--------------------|----------|----------|------------|------------------|-----------|------|------|------|----------------|
| 51-7538112-1 | 12/31/2011 | 81.12 | | | | | | | | |
| 101-430-3100-43810 | Electric Utility | 2,118.72 | 0.00 | 01/17/2012 | Public Works | | - | No | | 0000 |
| 51-6956201-4 Total: | | | | | | | | | | |
| 51-8126093-5 | 12/31/2011 | 2,118.72 | | | | | | | | |
| 601-494-9400-43810 | Electric Utility | 149.95 | 0.00 | 01/17/2012 | Water Tower 2 | | - | No | | 0000 |
| 51-7538112-1 Total: | | | | | | | | | | |
| 51-8711719-3 | 12/31/2011 | 149.95 | | | | | | | | |
| 101-430-3160-43810 | Street Lighting | 11.56 | 0.00 | 01/17/2012 | Speed Sign Hwy 5 | | - | No | | 0000 |
| 51-8126093-5 Total: | | | | | | | | | | |
| 51-8711719-3 Total: | | | | | | | | | | |
| XCEL Total: | | | | | | | | | | |
| <hr/> | | | | | | | | | | |
| YOCUM Yocum Oil Company, Inc. | | | | | | | | | | |
| 206923 | 12/27/2011 | 160.69 | | | | | | | | |
| 101-430-3100-44010 | Repairs/Maint Bldg | | 0.00 | 01/17/2012 | Bulk Oil Tanks | | - | No | | 0000 |
| 206923 Total: | | | | | | | | | | |
| YOCUM Total: | | | | | | | | | | |
| <hr/> | | | | | | | | | | |
| Report Total: | | | | | | | | | | |
| 93,608.16 | | | | | | | | | | |

Accounts Payable To Be Paid Proof List

User: joan z
 Printed: 01/12/2012 - 3:53 PM
 Batch: 003-01-2012

| Invoice # | Inv Date | Amount | Quantity | Pmt Date | Description | Reference | Task | Type | PO # | Close PO Line # |
|---|----------------------|-----------|----------|------------|-------------------------------------|-----------|------|------|------|-----------------|
| AMERICAN American Eng and Testing, Inc. | | | | | | | | | | |
| 53538 | 12/31/2011 | 10,274.24 | 0.00 | 01/17/2012 | 2012-2013 Street Improvements | | - | No | | 0000 |
| 418-480-8000-43030 | Engineering Services | 10,274.24 | | | | | | | | |
| | 53538 Total: | 10,274.24 | | | | | | | | |
| | AMERICAN Total: | | | | | | | | | |
| ARAM Aramark, Inc. | | | | | | | | | | |
| 629-7404694 | 01/05/2012 | 22.86 | 0.00 | 01/17/2012 | Uniforms | | - | No | | 0000 |
| 101-430-3100-44170 | Uniforms | 22.86 | | | | | | | | |
| | 629-7404694 Total: | 22.86 | | | | | | | | |
| | ARAM Total: | 22.86 | | | | | | | | |
| BLUECROS Blue Cross/Blue Shield | | | | | | | | | | |
| 02/01/2012 | 12/28/2011 | 11,361.00 | 0.00 | 01/17/2012 | February 2012 Premiums | | - | No | | 0000 |
| 101-000-0000-21706 | Medical Insurance | 11,361.00 | | | | | | | | |
| | 02/01/2012 Total: | 11,361.00 | | | | | | | | |
| | BLUECROS Total: | 11,361.00 | | | | | | | | |
| BRUCELEN Bruce Lenzen Design Build | | | | | | | | | | |
| Ck Req | 01/11/2012 | 3,000.00 | 0.00 | 01/17/2012 | Refund Escrow 9360 Whistling #7692 | | - | No | | 0000 |
| 803-000-0000-22900 | Deposits Payable | 3,000.00 | | | | | | | | |
| | Ck Req Total: | 3,000.00 | | | | | | | | |
| | BRUCELEN Total: | 3,000.00 | | | | | | | | |
| CAPCITY Capitol City | | | | | | | | | | |
| 1252010 | 01/05/2012 | 50.00 | 0.00 | 01/17/2012 | 2012 Dues for Capitol City Region 1 | | - | No | | 0000 |
| 101-420-2220-44330 | Dues & Subscriptions | 50.00 | | | | | | | | |
| | 1252010 Total: | 50.00 | | | | | | | | |
| | CAPCITY Total: | 50.00 | | | | | | | | |

| Invoice # | Inv Date | Amount | Quantity | Pmt Date | Description | Reference | Task | Type | PO # | Close POLine # |
|--|--------------------------------|----------|----------|------------|------------------------------------|-----------|------|------|------|----------------|
| CARQUEST Car Quest Auto Parts | | | | | | | | | | |
| 2055-245811 | 01/04/2012 | 17.53 | 0.00 | 01/17/2012 | Brake Lines 89-1 | | | | No | 0000 |
| 101-430-3120-42210 | Equipment Parts | | | | | | | | | |
| | 2055-245811 Total: | 17.53 | | | | | | | | |
| | CARQUEST Total: | 17.53 | | | | | | | | |
| COMCAST COMCAST | | | | | | | | | | |
| 12/27/2012 | 01/12/2012 | 7.90 | 0.00 | 01/17/2012 | Monthly Service | | | | No | 0000 |
| 101-420-2220-44300 | Miscellaneous | | | | | | | | | |
| | 12/27/2012 Total: | 7.90 | | | | | | | | |
| | COMCAST Total: | 7.90 | | | | | | | | |
| COMPENSA Compensation Consultants, Ltd | | | | | | | | | | |
| Jan 12 | 01/05/2012 | 40.00 | 0.00 | 01/17/2012 | Monthly FSA Admin Fee Jan 2012 | | | | No | 0000 |
| 101-410-1320-44300 | Miscellaneous | | | | | | | | | |
| | Jan 12 Total: | 40.00 | | | | | | | | |
| | COMPENSA Total: | 40.00 | | | | | | | | |
| COVERALL Coverall of The Twin Cities | | | | | | | | | | |
| 7070173747 | 01/01/2012 | 321.38 | 0.00 | 01/17/2012 | Cleaning City Hall & Annex | | | | No | 0000 |
| 101-410-1940-44010 | Repairs/Maint Contractual Bldg | | | | | | | | | |
| | 7070173747 Total: | 321.38 | | | | | | | | |
| | COVERALL Total: | 321.38 | | | | | | | | |
| CTYROSEV City of Roseville | | | | | | | | | | |
| 215646 | 01/04/2012 | 1,652.08 | 0.00 | 01/17/2012 | Monthly IT Services - January 2012 | | | | No | 0000 |
| 101-410-1450-43180 | Information Technology/Web | | | | | | | | | |
| | 215646 Total: | 1,652.08 | | | | | | | | |
| | CTYROSEV Total: | 1,652.08 | | | | | | | | |
| CUMMINGS Cummings Mary Jo | | | | | | | | | | |
| 01/11/2012 | 01/11/2012 | 1,170.00 | 0.00 | 01/17/2012 | Library Consulting Services | | | | No | 0000 |
| 206-450-5300-43150 | Contract Services | | | | | | | | | |
| | 01/11/2012 Total: | 1,170.00 | | | | | | | | |
| | CUMMINGS Total: | 1,170.00 | | | | | | | | |
| DELUXE Deluxe Business Checks | | | | | | | | | | |
| 2022879648 | 01/05/2012 | 399.63 | 0.00 | 01/17/2012 | Library Check Stock | | | | No | 0000 |
| 206-450-5300-42000 | Office Supplies | | | | | | | | | |
| | 2022879648 Total: | 399.63 | | | | | | | | |

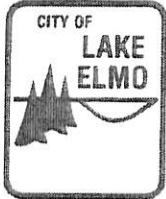
| Invoice # | Inv Date | Amount | Quantity | Pmt Date | Description | Reference | Task | Type | PO # | Close POLine # |
|--|------------------|----------|----------|------------|--------------------------------------|-----------|------|------|------|----------------|
| DELUXE Total: | | 399.63 | | | | | | | | |
| DVS DVS Renewal | 01/12/2012 | 303.25 | 0.00 | 01/17/2012 | Public Works Vehicle Registration | | - | No | | 0000 |
| Multiple | Miscellaneous | 303.25 | | | | | | | | |
| 101-430-3100-44300 | Multiple Total: | 303.25 | | | | | | | | |
| DVS Total: | | 303.25 | | | | | | | | |
| EMERGAUT Emergency Automotive tech, Inc | | 60.12 | 0.00 | 01/17/2012 | Warning Lite for Truckster | | - | No | | 0000 |
| CS011012-1 | 01/10/2012 | 60.12 | | | | | | | | |
| 101-450-5200-42210 | Equipment Parts | 60.12 | | | | | | | | |
| CS011012-1 Total: | | 60.12 | | | | | | | | |
| EMERGAUT Total: | | 60.12 | | | | | | | | |
| ENVENTIS ENVENTIS | | 564.75 | 0.00 | 01/17/2012 | Telephone - City Hall - January 2012 | | - | No | | 0000 |
| 737500 & 738507 | 12/01/2011 | 564.75 | | | | | | | | |
| 101-410-1940-43210 | Telephone | 456.22 | | | | | | | | |
| 737500 & 738507 | 12/01/2011 | 456.22 | | | | | | | | |
| 101-430-3100-43210 | Telephone | 1,020.97 | | | | | | | | |
| 737500 & 738507 Total: | | 1,020.97 | | | | | | | | |
| ENVENTIS Total: | | 1,020.97 | | | | | | | | |
| FIORILLO Fiorillo Megan | | 55.00 | 0.00 | 01/17/2012 | PZ Meeting 1/09/2012 | | - | No | | 0000 |
| 01/10/2012 | 01/12/2012 | 55.00 | | | | | | | | |
| 101-410-1450-43620 | Cable Operations | 27.50 | | | | | | | | |
| 01/10/2012 | 01/12/2012 | 27.50 | | | | | | | | |
| 101-410-1450-43620 | Cable Operations | 82.50 | | | | | | | | |
| 01/10/2012 Total: | | 82.50 | | | | | | | | |
| FIORILLO Total: | | 82.50 | | | | | | | | |
| LMCIT Cities Insurance Trust League of M | | 380.00 | 0.00 | 01/17/2012 | Insurance Volunteers | | - | No | | 0000 |
| VL00012303 | 01/01/2012 | 380.00 | | | | | | | | |
| 101-410-1320-43610 | Insurance | 380.00 | | | | | | | | |
| VL00012303 | 01/01/2012 | 380.00 | | | | | | | | |
| 204-450-5200-43610 | Insurance | 760.00 | | | | | | | | |
| VL00012303 Total: | | 760.00 | | | | | | | | |
| LMCIT Total: | | 760.00 | | | | | | | | |

| Invoice # | Inv Date | Amount | Quantity | Pmt Date | Description | Reference | Task | Type | PO # | Close POLine # |
|---|--------------------------------|----------|----------|------------|--------------------------------------|-----------|------|------|------|----------------|
| LOFF Loffler Companies, Inc. | | | | | | | | | | |
| 1344914 | 01/05/2012 | 213.46 | 0.00 | 01/17/2012 | Copy Machine Overage & Base Jan 2012 | | - | | No | 0000 |
| 101-410-1940-44040 | Repairs/Maint Contractual Eqpt | | | | | | | | | |
| | 1344914 Total: | 213.46 | | | | | | | | |
| | LOFF Total: | 213.46 | | | | | | | | |
| MAGERS&Q Magers & Quinn Booksellers | | | | | | | | | | |
| 1589 | 01/10/2012 | 1,000.00 | 0.00 | 01/17/2012 | Library Shelving | | - | | No | 0000 |
| 206-450-5300-42000 | Office Supplies | | | | | | | | | |
| | 1589 Total: | 1,000.00 | | | | | | | | |
| | MAGERS&Q Total: | 1,000.00 | | | | | | | | |
| MARONEYS Maroney's Sanitation, Inc | | | | | | | | | | |
| 418533 | 01/03/2012 | 108.32 | 0.00 | 01/17/2012 | Waste Removal - City Hall | | - | | No | 0000 |
| 101-410-1940-43840 | Refuse | | | | | | | | | |
| 418533 | 01/03/2012 | 47.68 | 0.00 | 01/17/2012 | Waste Removal - Fire | | - | | No | 0000 |
| 101-420-2220-43840 | Refuse | | | | | | | | | |
| 418533 | 01/03/2012 | 207.82 | 0.00 | 01/17/2012 | Waste Removal - PW | | - | | No | 0000 |
| 101-430-3100-43840 | Refuse | | | | | | | | | |
| 418533 | 01/03/2012 | 207.82 | 0.00 | 01/17/2012 | Waste Removal - Parks | | - | | No | 0000 |
| 101-450-5200-43840 | Refuse | | | | | | | | | |
| | 418533 Total: | 571.64 | | | | | | | | |
| | MARONEYS Total: | 571.64 | | | | | | | | |
| MENARDSO Menards - Oakdale | | | | | | | | | | |
| 01042012 | 01/04/2012 | 49.98 | 0.00 | 01/17/2012 | Station #1 Supplies | | - | | No | 0000 |
| 101-420-2220-44010 | Repairs/Maint Bldg | | | | | | | | | |
| 01042012 | 01/04/2012 | 74.43 | 0.00 | 01/17/2012 | Truck Supplies & Electrical Cords | | - | | No | 0000 |
| 101-420-2220-42400 | Small Tools & Equipment | | | | | | | | | |
| | 01042012 Total: | 124.41 | | | | | | | | |
| | MENARDSO Total: | 124.41 | | | | | | | | |
| METCOU Metropolitan Council | | | | | | | | | | |
| 978928 | 01/04/2012 | 1,081.28 | 0.00 | 01/17/2012 | Monthly Wastewater Service Feb 2012 | | - | | No | 0000 |
| 602-495-9450-43820 | Sewer Utility - Met Council | | | | | | | | | |
| | 978928 Total: | 1,081.28 | | | | | | | | |
| | METCOU Total: | 1,081.28 | | | | | | | | |
| METRO MU METROPOLITAN MUNICIPALITIES ASSOCI | | | | | | | | | | |
| 443 | 01/03/2012 | 3,391.00 | 0.00 | 01/17/2012 | 2012 Metro Cities Dues | | - | | No | 0000 |
| 101-410-1320-44330 | Dues & Subscriptions | | | | | | | | | |

| Invoice # | Inv Date | Amount | Quantity | Pmt Date | Description | Reference | Task | Type | PO # | Close POLine # |
|----------------------------------|------------------------------|----------|----------|------------|---------------------------------|-----------|------|------|------|----------------|
| 443 Total: | | 3,391.00 | | | | | | | | |
| METRO MU Total: | | 3,391.00 | | | | | | | | |
| MSFDA MSFDA | | | | | | | | | | |
| 01-09-2012 | 01/12/2012 | 216.00 | 0.00 | 01/17/2012 | 2012 Dues | | - | No | | 0000 |
| 101-420-2220-44330 | Dues & Subscriptions | | | | | | | | | |
| 01-09-2012 Total: | | 216.00 | | | | | | | | |
| MSFDA Total: | | 216.00 | | | | | | | | |
| OAKDALEF Oakdale Fire Department | | | | | | | | | | |
| 01/04/2012 | 01/04/2012 | 50.00 | 0.00 | 01/17/2012 | 2012 Dues for Wash City Chiefs | | - | No | | 0000 |
| 101-420-2220-44330 | Dues & Subscriptions | | | | | | | | | |
| 01/04/2012 Total: | | 50.00 | | | | | | | | |
| OAKDALEF Total: | | 50.00 | | | | | | | | |
| PRESSA Anastasia Press | | | | | | | | | | |
| 01/03/2012 | 01/03/2012 | 55.00 | 0.00 | 01/17/2012 | Cabled Live - CC 1/3/12 Meeting | | - | No | | 0000 |
| 101-410-1450-43620 | Cable Operations | | | | | | | | | |
| 01/03/2012 Total: | | 55.00 | | | | | | | | |
| PRESSA Total: | | 55.00 | | | | | | | | |
| S&T S&T Office Products, Inc. | | | | | | | | | | |
| 01048587 | 01/05/2012 | 234.34 | 0.00 | 01/17/2012 | Office Supplies | | - | No | | 0000 |
| 101-410-1320-42000 | Office Supplies | | | | | | | | | |
| 01048587 Total: | | 234.34 | | | | | | | | |
| 01048993 | 01/05/2012 | 361.25 | 0.00 | 01/17/2012 | Office Supplies | | - | No | | 0000 |
| 101-410-1320-42000 | Office Supplies | | | | | | | | | |
| 01048993 Total: | | 361.25 | | | | | | | | |
| S&T Total: | | 595.59 | | | | | | | | |
| SPRING SPRINGSTED, INC. | | | | | | | | | | |
| 1309 | 01/04/2012 | 1,948.75 | 0.00 | 01/17/2012 | Reference Checks | | - | No | | 0000 |
| 101-410-1320-44300 | Miscellaneous | | | | | | | | | |
| 1309 Total: | | 1,948.75 | | | | | | | | |
| SPRING Total: | | 1,948.75 | | | | | | | | |
| TASCH T.A. Schifsky & Sons Inc | | | | | | | | | | |
| 52652 | 01/03/2012 | 152.40 | 0.00 | 01/17/2012 | Winter Asphalt | | - | No | | 0000 |
| 101-430-3120-42240 | Street Maintenance Materials | | | | | | | | | |
| 52652 Total: | | 152.40 | | | | | | | | |

| Invoice # | Inv Date | Amount | Quantity | Pmt Date | Description | Reference | Task | Type | PO # | Close FOLine # |
|-----------|---|-----------|----------|------------|---------------|-----------|------|------|------|----------------|
| | TASCH Total: | 152.40 | | | | | | | | |
| | WASHWFC Assessor Division Washington Count | | | | | | | | | |
| | 02/04/2012 02/04/2012 | 634.22 | 0.00 | 01/17/2012 | 2012 Code Red | | - | | | 0000 |
| | 101-410-1450-43180 Information Technology/Web | | | | | | | | | |
| | 02/04/2012 Total: | 634.22 | | | | | | | | |
| | WASHWFC Total: | 634.22 | | | | | | | | |
| | Report Total: | 40,577.21 | | | | | | | | |





MAYOR & COUNCIL COMMUNICATION

DATE: 1/17/2012
CONSENT 4
ITEM #:
MOTION *as part of consent agenda*

AGENDA ITEM: Professional Engineering Services Consultant Pool – Send out Request for Qualifications (RFQ)

SUBMITTED BY: Jack Griffin, City Engineer

THROUGH: Craig Dawson, Interim City Administrator

REVIEWED BY: Ryan Stempski, Assistant City Engineer

SUMMARY AND ACTION REQUESTED: As part of its consent agenda, the City Council is respectfully requested to consider approving the release and distribution of the Request for Qualifications (RFQ) for the Professional Engineering Services Consultant Pool. No specific motion is needed, as this is recommended to be part of the overall approval of the *Consent Agenda*.

STAFF REPORT AND BACKGROUND INFORMATION: From time to time, it is necessary for staff to retain outside Professional Engineering support services from various consultants in order to meet the needs of the City. It is customary for Cities to develop a predefined pool of qualified firms that offers staff the ability to access this support in a cost effective and timely manner. Over the past few months the City engineering staff has been working to develop and implement a Request for Qualifications process to create a Professional Engineering Services consultant pool for the City of Lake Elmo.

Once completed, the City will have identified a Professional Engineering Services consultant pool comprised of various firms providing specialty engineering, architectural, landscape architectural, surveying and other support services. These firms will then be deemed qualified by the City and will remain on call, available to support staff and respond to City requests as the needs arise.

RECOMMENDATION: Based upon the above staff report and background information, the City Council is respectfully requested to consider approving, *as part of the Consent Agenda*, the release and distribution of the Request for Qualifications (RFQ) for the Professional Engineering Services Consultant Pool.

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

“Move to Approve the release and distribution of the Request for Qualifications (RFQ) for the Professional Engineering Services Consultant Pool.”
[as amended and/or modified at tonight’s meeting].”

ATTACHMENTS:

1. Request for Qualifications for Professional Engineering Support Services
2. City of Lake Elmo – Potential Infrastructure Project List

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

- Questions from Council to staff..... Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion (if needed)..... Mayor Facilitates
- Action on Motion (if needed) Mayor Facilitates

FOCUS ENGINEERING, inc.

January 25, 2012

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

Re: Request for Qualifications for Professional Engineering Support Services
Cities of Lake Elmo and Victoria

Dear Interested Parties:

The cities of Lake Elmo and Victoria, through FOCUS Engineering, inc., are soliciting proposals for Professional Engineering Support Services. Each City will be establishing a Professional Engineering Services Consulting Pool for 2012-2017. The cities are both interested in receiving proposals from consultants who can demonstrate a commitment to provide high quality, efficient support services to municipalities.

To improve efficiency in processing this request, interested parties may submit one proposal that addresses interest for one or both cities. However, each community will be making an independent selection for the pool. Interested parties are encouraged to submit for any service area in either or both communities.

The cities will accept statements of qualifications by 3:00 p.m. on February 23, 2012. Responses to this request may be submitted to either City as noted below. If interested in submitting for both, it is NOT necessary to submit at both locations.

Jack W. Griffin, P.E.
City Engineer
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, Minnesota 55042
651.300.4264
jack.griffin@focusengineeringinc.com

Cara L. Geheren, P.E.
City Engineer
City of Victoria
7951 Rose Street, PO Box 36
Victoria, MN 55386
651.300.4261
cara.geheren@focusengineeringinc.com

Submittal materials shall provide 10 copies including one unbound copy of the following documentation in no more than 20 pages per copy:

- ✓ Letter of Interest outlining which City (Lake Elmo, Victoria or both) the firm is interested in providing service along with the service area(s) the firm wishes to provide.
- ✓ Qualifications for key personnel and team that will be leading and providing the proposed services.
- ✓ Qualifications of firm.
- ✓ Related Experience.

Each City will be evaluating firms in each of the following service areas:

- ✓ General Municipal, including general engineering department support (i.e surveying, mapping, GIS, NPDES SWPPP, right-of-way services, etc.).

- ✓ Traffic Engineering and Transportation.
- ✓ Water System (source, supply, treatment and distribution).
- ✓ Wastewater System (lift stations and distribution).
- ✓ Surface Water Resources.
- ✓ Municipal Buildings and Facilities.
- ✓ Parks, Landscape Architecture, Urban Design.

Each City will be selecting the firms that meet the needs of each City for any and all categories. It is anticipated that a number of firms will be shortlisted for the purpose of conducting interviews in each City to assist with determining recommendations. It is anticipated that each City Council will consider staff recommendations at their respective March Council meetings.

Each City reserves the right to reject any and all proposals submitted and to waive any irregularities and technicalities. There shall be no reimbursement for any expenses with responding to this request for qualifications.

Thank you for interest in providing service to Lake Elmo and Victoria. All questions regarding this request shall be directed to Cara Geheren, 651.300.4261 or Jack Griffin at 651.300.4264.

Regards,

Cara L. Geheren, P.E.
President, Sr. Municipal Engineer
Victoria City Engineer

John (Jack) W. Griffin, P.E.
Principal, Sr. Municipal Engineer
Lake Elmo City Engineer

Enclosure



FOCUS ENGINEERING, inc.

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

CITY OF LAKE ELMO – POTENTIAL INFRASTRUCTURE PROJECTS

| Year | Improvement Project | Estimated Project Cost |
|-----------|--|-------------------------|
| 2012-2016 | Annual Street Reclaim/Reconstruction Projects | \$ 400,00 - \$1,500,000 |
| 2012 | Keats Avenue MSA Street and Trunk Watermain Extension | \$1,900,000 |
| 2012/2013 | Water Supply Well No. 4 / Pump House / Connecting Watermain | \$1,500,000 |
| 2013/2014 | Lake Elmo Avenue Trunk Forcemain and Gravity Sewer (design complete) | \$5,200,000 |





MAYOR & COUNCIL COMMUNICATION

DATE: January 17, 2012

REGULAR

ITEM #: 5

Discussion; Motion

AGENDA ITEM: Appeal of Ruling regarding Detachment of Land from City of Lake Elmo

SUBMITTED BY: Craig W. Dawson, Interim City Administrator
David K. Snyder, City Attorney

SUMMARY AND ACTION REQUESTED: On January 3, 2012, Administrative Law Judge Kathleen D. Sheehy granted the petition made by owners of 50± acres in the northeast corner of Lake Elmo to be detached from the corporate limits of the City and be placed within Stillwater Township. Staff has heard from residents and individual members of the City Council about their disagreement with the order for detachment, and their belief that the City should appeal the ruling. According to the ruling, "Any party may submit a written request for an amendment of the Findings of Fact, Conclusions of Law and Order within seven days from the date of the mailing of the order." As the mailing was January 3, the seven-day request period ran through January 10, and the next Council meeting was to be held January 17, the City Attorney at the direction of the Interim City Administrator has submitted the request and begun the process to file an appeal at District Court. It is requested that the City Council affirm the action of staff and authorize proceeding with the appeal process.

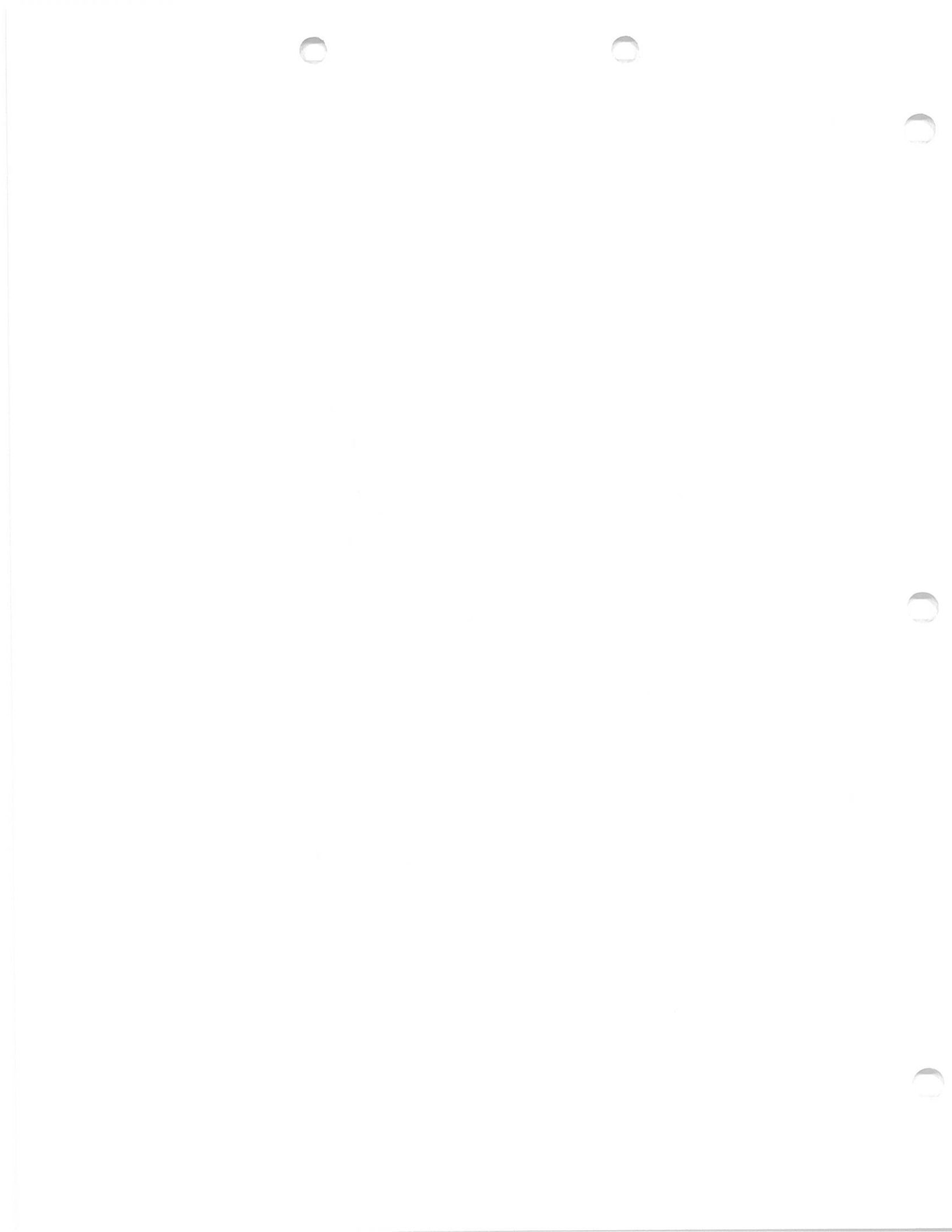
A closed session is scheduled later in the Council agenda at the request of the City Attorney in order to discuss this pending litigation.

The appropriate motion would be:

Move to affirm the action of staff and authorize proceeding with the appeal process on the ruling to detach land from the corporate limits of the City of Lake Elmo.

SUGGESTED ORDER OF BUSINESS:

- Introduction & Report..... Interim City Administrator and City Attorney
- Questions from Council to Staff Mayor Facilitates
- Public Input, if Appropriate Mayor Facilitates
- Discussion Mayor & Council Members
- Motion(s)..... Mayor Facilitates





MAYOR & COUNCIL COMMUNICATION

DATE: 1/17/12

REGULAR
ITEM #: K-6
MOTION

AGENDA ITEM: Planning Commission Annual Report (2011)

SUBMITTED BY: Kyle Klatt, Planning Director

THROUGH: Craig Dawson, Interim City Administrator

REVIEWED BY: Planning Commission
Nick Johnson, Interim City Planner
Karl Horning, Acting Building Official

SUMMARY AND ACTION REQUESTED: The City Council is being asked to review an annual report that has been prepared by Staff to summarize the activities of the Planning Commission and Planning Department in 2011. This report focuses on the larger activities and projects undertaken during the year, and includes some statistical information pertaining to the City's planning activities. The Planning Commission was asked to review the plan, provide any comments or suggestions, and to submit the document to the City Council, and did so at its January 9, 2012 meeting.

The recommended motion to act on this is as follows:

"Move to accept the 2011 Planning Commission and Planning Department Annual Report"

Section 1 – Yearly Summary

The Lake Elmo Planning Department is submitting its annual report for consideration by the Lake Elmo Planning Commission and City Council. In addition, the Planning Department has also submitted its 2012 work plan for review as well, which contains the list of potential projects that will be undertaken by the Planning Department throughout the next year.

In 2011, the City began the process of preparing a major update to the Comprehensive Plan, which will involve preparing a final vision for the Village Area, as well as creating a new land use plan for the I-94 corridor. Two separate work groups were formed to work with Staff on the updates, and these groups began meeting in early 2011. As part of these planning efforts, the Planning Department has sponsored a series of stakeholder and technical committee meetings, and conducted two public open houses to discuss the I-94 Corridor plans. With the feedback received to date, Staff has created a draft land use map for the I-94 Corridor that will serve as the

basis for ongoing conversations in 2012. The Village work group will be reviewing a draft land use map in early 2012 that is being prepared in response to a series of meetings based on a specific subjects.

Given the magnitude of the work involved with these substantial planning efforts, Staff expects that a significant amount of time will be devoted to continuing to develop the two planning area amendments and related zoning work in 2012. Completing this work in a timely manner with the funding that is available will continue to present a challenge for the department; however, the work groups functioned very well in 2011 and are expected to continue playing a major role in the development of plan amendments in 2012.

In 2011, the Planning Commission reviewed a similar number of land use projects as the previous year. Due to the change in State Statute regarding application of variances, the Planning Commission did review an increased number of variance requests in 2011, partially due to the City's efforts to bring its ordinances into compliance with the new State law. The Commission spent some time discussing the updated findings for variances, and will continue to work with this new language well into the new year.

The overall number of building permits issued in 2011, while still well under the level of activity seen in the early 2000's, remained fairly consistent with the numbers seen more recently. Twenty four new homes were built in 2011, which is slightly down from previous years, but very consistent with the number of permits issued over the past five years. There still is a very limited amount of commercial building activity taking place, and the Bremer Bank parking lot expansion was one of the more significant commercial projects that were finished this past year. Although the City does not track employment figures for its businesses, Bremer Bank continues to serve as one of the largest employers in Lake Elmo and is one of the key tenants within the Eagle Point Business Park.

For the past several years, the Planning Department has been working very closely with the City Engineer to close out all remaining development projects that are still open in the City. No new Open Space developments were approved in 2011, and there still remains a fairly significant inventory of lots available in the newest developments. Staff has estimated that there are approximately 80 such lots that are vacant at the beginning of 2012. The closeout for the Whistling Valley Addition has been a very long and arduous process, but starting in the fall of 2011, the City finally started to see progress at completing the public improvements through the performance bonds issued for these developments. Staff has also worked very closely with the City Engineer and City Attorney to ensure that homes could be built on some of the vacant lots within the 3rd Addition while protecting the City's general interests.

The Planning Department provided general support in a number of different areas in 2011, including the Early Childhood Learning Center negotiations with the School District, the transition to a municipal library, the responding to the detachment petition for the northeast portion of the City, and responding to requests for information and documentation associated with the 3M/Water System lawsuit currently in litigation. These support efforts were all outside

of the work plan adopted for 2011, and represented a significant portion of the workload for the department on items that were not typically reviewed by the Planning Commission.

The City Planner resigned from her position in November of 2011, and was replaced on a part-time interim basis by one of the City's former planning interns. Staff is continuing to find creative ways to cover the work load in the department with the reduced hours associated with the interim position until the position is filled with a permanent replacement.

The Planning Commission continued to meet on a bi-monthly basis in 2011, and has generally attempted to reserve the second meeting of the month for larger planning projects. With the pending Comprehensive Planning discussions anticipated in 2012, this meeting schedule is not expected to change, although it will continue to be a challenge to find times for the work groups to meet indirectly of the regular Commission meeting times.

Section 2 – Yearly Review

List of Major Planning Projects in 2011:

- **Village Area Planning Work Group.** The Planning Department began work on revising the land use plan for the village area. A work group, comprised of members of the City Council, Planning Commission, and citizens at large was formed and began meeting throughout the year.
- **South of 10th Street Area Planning Work Group.** The Planning Department began work on revising the land use plan for the South of 10th Street/I-94 Corridor planning area. A work group, comprised of members of the City Council, Planning Commission, and citizens at large was formed and began meeting throughout the year. There were two community-wide open houses and several stakeholder meetings conducted during the course of the year to gather community feedback.
- **Met Council/Comprehensive Plan Updates.** Staff continued to meet with representatives of the Met Council to discuss the revised Memorandum of Understanding and ongoing planning issues in the community.
- **Exterior Storage Ordinance Review.** The Planning Commission has formed a subcommittee that has been charged with updating the City's exterior storage and accessory building ordinances. The Committee began meeting in 2011, and this work will be carried forward into 2012.
- **Home Occupation Ordinance Review.** A final draft of the Home Occupation Ordinance has been drafted by Staff after further review by the City Council. Formal adoption is expected in early 2012.
- **201 Community Septic System Mapping and Review.** The Planning Department created a map accurately depicting the location of and parcels served by the community's 201 systems.

All records for the 201 system were pulled and reviewed, with the intent of ensuring proper oversight and management of these systems in the future.

- **GIS – Base Map Updates and Review.** The Planning Department continued to update the base electronic maps, and moved the future land use map designations into the current GIS database.
- **Planning Internship.** A planning intern was hired for the summer and assisted with a variety of planning projects. This internship led to the hiring of Nick Johnson as the City's interim City Planner.
- **MnDOT Landscaping Grant.** The planning department provided staff support and assistance for two planting projects that were completed in the spring. The Interim City Planner provided staff support for the submission of one grant project to be installed in 2012.
- **Land Use Applications.** The Planning Commission reviewed 29 distinct planning and zoning permits (including zoning amendments), and conducted 24 public hearings related to these requests. The more significant projects reviewed by the Planning Commission in 2011 included the following:
 - Sun County Farm Interim Use Permit
 - Rockpoint Church Conditional Use Permit Amendment
 - Christ Lutheran Church Conditional Use Permit Amendment
 - Bremer Bank PUD Amendment
 - Krueger Tree Farm Interim Use Permit
 - Lake Elmo Sod Farm Interim Use Permit
 - Jesuit Retreat Conditional Use Permit Amendment
 - Comprehensive Plan and Zoning Map Amendment – 5577 Lake Elmo Avenue
 - Farm School/Senior Living Project Extension
- **Board of Adjustment Actions.** Since the State Supreme Court decision of *Krummenacher v. City of Minnetonka*, the City's authority to grant variances has increased. This change has allowed the City to accept variance applications not just aimed at addressing septic issues. Over the course of 2011, the City received the following variance applications:
 - Septic Variance – 8242 Hidden Bay Trail
 - Accessory Building Variance – 5761 Keats Ave.
 - Flood Ordinance Variance – 9940 59th Street Court N.
 - Septic Variance – 2860 Lake Elmo Ave. N.
 - Setback Variance – 2976 Lake Elmo Ave. N.
 - Setback Variance – 2769 Legion Ave. N.
 - Zoning Appeal (Setback) – 7955 Hill Trail Court
 - Zoning Appeal (Fence) – 12418 Marquess Way North

- **Visual Preference Survey.** For the purpose of discerning and collecting preferences regarding architectural design and form of future development, Planning Staff held a public meeting to administer a Visual Preference Survey to residents of Lake Elmo. This information will be valuable in managing future development in the Village and South of 10th Street Areas. This project remains the first step in crafting some form of architectural review or standards.
- **Building Permit Review.** The Planning and Building Department processed a total of 370 building permits in 2011 (not including plumbing or mechanical inspections). There were no significant commercial or public permits issued in 2011 other than minor renovations and improvements among other various additions and remodeling projects that typically occur throughout the year.
- **Zoning District and Use Review- Form Based Code Research.** Planning Staff has conducted extensive research regarding the possible implementation of a form-based code in areas designated for future development. In addition, the Staff made various presentations to the Planning Commission regarding form-based code. These presentations were conducted in order to educate the Commission about the principles of form-based code and the implications of its application.
- **Transfer of Development Rights (TDR) Research.** For the purpose of managing future development and preserving agricultural land and Lake Elmo's rural character, Planning Staff conducted research of best practices of existing TDR programs. The Staff is hoping to leverage this research into some type of program that will be utilized in Lake Elmo to direct future development.
- **Planning Commission Composition.** The size of the Planning Commission was reduced from nine voting members to seven voting members, with two alternates remaining as part of the composition of the Commission.
- **Gateway Corridor Technical Committee.** Planning Staff participated in the technical committee meetings for the Gateway Corridor Transportation Alternatives Analysis and provided information for the group as requested. These meetings will continue into early 2012.
- **Capital Improvement Plan Review.** The Planning Commission reviewed and recommended adoption of an updated 5-year Capital Improvement Plan for the City.
- **Economic Development Initiatives.** The Planning Department helped prepare and distribute a survey that was sent out to businesses within the City, which will be used in the future to help prioritize the City's economic development initiatives. Staff also created a website listing Lake Elmo businesses in conjunction with a handout that businesses can use to be listed on this site.

- **Cardinal Ridge Septic Review.** Staff processed a request to move a septic system to a common lot within this subdivision.
- **Hilton Trail Environmental Assessment.** Staff helped coordinate the City's review and comments associated with the Minnesota Department of Transportation plans for the reconstruction of the Hilton Trail/Highway 36 interchange. The partial closure of the Highlands Trail access (and general Highway 36 access issues) continues to be an ongoing discussion topic with MnDOT.
- **AT&T Langley Court Water Tower Antenna Upgrades.** Staff reviewed a request to upgrade existing communications equipment on the City's Village water tower.
- **Buberl/Nass Detachment.** The City received notice that three property owners in the northeast portion of the City had petitioned for detachment from the City and annexation into Stillwater Township. As of January 3, 2012 this petition was granted by the Minnesota Office of Administrative Hearings.
- **Lake Elmo Park Reserve West Access Plan.** Staff participated in a series of meetings and open houses to consider alternative trail plans for the area west of the Lake Elmo Park Reserve.
- **Annual State Planning Conference.** The Planning Director and City Planner attended the 2011 Minnesota State Planning Conference in St. Cloud in September of 2011.
- **Development Agreement Tracking (Whistling Valley).** At the start of the year, all but one open development project had been completed. After a lengthy process, work began at completing the public improvements not finished in the Whistling Valley addition. This work is being completed by the insurance company that holds the performance bonds for this project. Staff will continue to provide oversight on this project until it is completed sometime in early 2012.
- **City Code Amendments.** The Planning Commission reviewed a significant number of Zoning and other City Code amendments throughout the course of the year. Some of these were required due to exterior mandates, while others were items that are intended to address some long-standing deficiencies within the existing ordinances. Not all of these amendments were adopted in 2011, but all have been through at least one public hearing with the Planning Commission. The list of amendments reviewed by the Planning Commission for the year includes the following code sections:
 - Fence Ordinance Amendments – Screening in Residential Districts
 - Zoning Administration Ordinance – Application of Variances
 - General Business District Amendments – ECFC Facility
 - Temporary Electrical Inspections
 - Park and Ride Facility in LB Zoning Districts
 - Municipal Purchase of Private Land

- Revised Storm Water and Erosion Control Ordinance
- Major Zoning Ordinance Update (initial review and discussion)

Section 3 – Statistical Information

Planning Commission Meetings:

- Regular - 22
- Special – 1 (subcommittee meeting)
- Public Hearings - 24

Planning and Zoning Permits:

| Planning Applications | Approved | Withdrawn | Denied | Pending | Total |
|------------------------------|----------|-----------|--------|---------|-------|
| Comprehensive Plan Amendment | | | 1 | | 1 |
| Zoning Map Amendment | 1 | 2 | | | 3 |
| Zoning Text Amendment | 3 | 2 | | | 5 |
| Conditional Use Permits | 3 | | | | 3 |
| Concept Plans | | | | | 0 |
| Preliminary Plats | | | | | 0 |
| Final Plats | | | | | 0 |
| Minor Subdivisions | | | | | 0 |
| Lot Line Adjustment | | | | | 0 |
| Interim Use Permits | 3 | | | | 3 |
| Appeal | 2 | | | | 2 |
| Variance | 5 | | | 1 | 6 |
| Vacation | | | 1 | | 1 |
| Sign Permits | 3 | | | | 3 |
| Other: PUD Amendment | 1 | | | | 1 |

Building and Zoning Permits (with 5 year summary):

| Building Permits Issued (by type) | | | | | | | | |
|-----------------------------------|-------------------------------|------|--------------------|-------------|-------------------------------|----------------|---------------|-------|
| 5 Year Summary | | | | | | | | |
| Year | SF Dwellings - Remodel/Repair | Demo | Manufactured Homes | Mult-Family | Commercial/Ind Remodel/Repair | New Commercial | Single Family | Total |
| 2007 | 410 | 2 | 11 | 0 | 5 | 0 | 29 | 457 |
| 2008 | 355 | 12 | 9 | 0 | 31 | 0 | 23 | 430 |
| 2009 | 338 | 4 | 12 | 0 | 32 | 0 | 29 | 415 |
| 2010 | 265 | 10 | 6 | 0 | 20 | 0 | 26 | 327 |
| 2011 | 320 | 2 | 0 | 0 | 24 | 0 | 24 | 370 |
| Total Units | 1688 | 30 | 38 | 0 | 112 | 0 | 131 | 1999 |
| Average | 337.6 | 6 | 7.6 | 0 | 22.4 | 0 | 26.2 | 399.8 |

Housing Starts in Lake Elmo – Five Year Summary:

| Housing Starts in Lake Elmo | | | | | |
|------------------------------------|----------------------|---------------------|---------------------------|-----------------------------|---------------------------------------|
| Year | Single Family | Multi-Family | Manufactured Homes | Dwellings Demolished | Net Increase in Dwelling Units |
| 2007 | 29 | 0 | 10 | 2 | 37 |
| 2008 | 23 | 0 | 18 | 10 | 31 |
| 2009 | 29 | 0 | 9 | 4 | 34 |
| 2010 | 26 | 0 | 1 | 8 | 19 |
| 2011 | 24 | 0 | 0 | 0 | 24 |
| Total Units | 131 | 0 | 38 | 24 | 145 |
| Average | 26.2 | 0 | 7.6 | 4.8 | 29 |

Other Statistical Information:

Lake Elmo Population and Household Estimates
(Year 2000 and 2010 are Census Data; all other figures are estimates from the State Demographer's Office)

| | 2000 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 |
|-------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Population | 6,863 | 7,966 | 7,695 | 8,182 | 8,389 | 8,326 | 8,069 |
| Households | 2,347 | 2,758 | 2,738 | 2,787 | 2,794 | 2,814 | 2,779 |
| Pop Per HH | 2.9 | 2.86 | 2.78 | 2.9 | 2.96 | 2.93 | 2.88 |

Additional Census Data:

2010 Census Data

| | Lake Elmo | State of MN |
|---|------------------|--------------------|
| Population, 2010 | 8,069 | 5,303,925 |
| Population, 2000 | 6,863 | 4,919,479 |
| Population (% change), 2000-2010 | 17.60% | 7.80% |
| Persons under 5 years old (%), 2010 | 4.70% | 6.70% |
| Persons under 18 years old (%), 2010 | 27.10% | 24.20% |
| Persons 65 years old and over (%), 2010 | 11.00% | 12.90% |
| Female persons (%), 2010 | 49.80% | 50.40% |
| Median value of owner occupied housing units, 2005-2009 | \$410,600 | \$207,000 |
| Homeownership rate 2005-2009 | 92.60% | 74.90% |
| Median household income 2005-2009 | \$96,167 | \$57,007 |

RECOMMENDATION: Based upon the above background information, staff report, and Planning Commission recommendation, it is recommended that the City Council accept the Planning Commission and Planning Department Annual Report by undertaking the following action

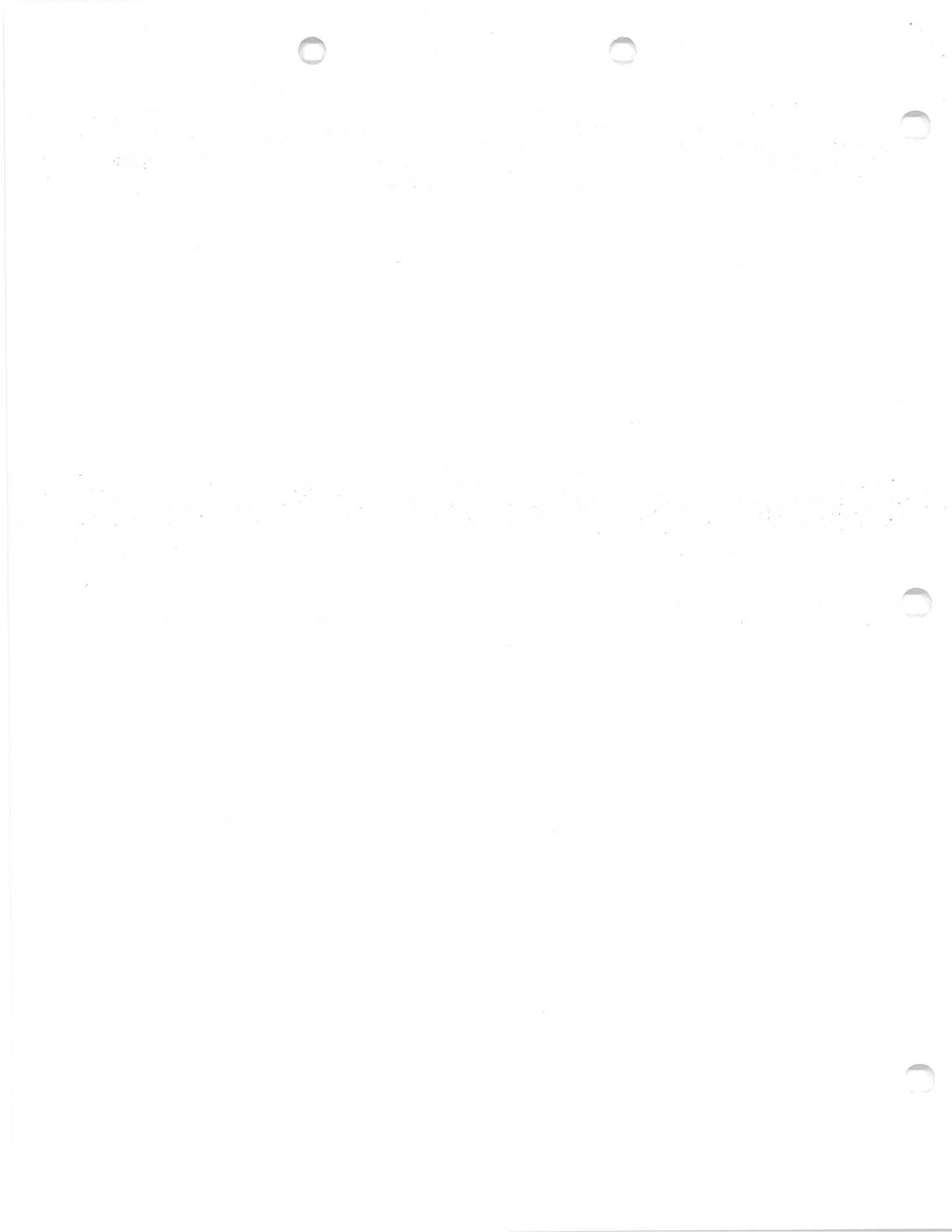
“Move to accept the 2011 Planning Commission and Planning Department Annual Report”

ATTACHMENTS:

1. None

SUGGESTED ORDER OF BUSINESS:

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





MAYOR & COUNCIL COMMUNICATION

DATE: 1/17/12

REGULAR
ITEM #: K-7
MOTION

AGENDA ITEM: Planning Commission 2012 Work Plan

SUBMITTED BY: Kyle Klatt, Planning Director

THROUGH: Craig Dawson, Interim City Administrator

REVIEWED BY: Planning Commission
Nick Johnson, Interim City Planner

SUMMARY AND ACTION REQUESTED: The City Council is being asked to review and accept the Planning Commission's annual work plan that the Commission has prepared for 2012. The Council is asked to review the plan and comment on it so that the Planning Commission and Council are communicating about priorities at the start of the year. The primary intent of the work plan is to help prioritize the projects the Planning Commission will be reviewing in the next several months, and to also help keep the Commission informed about the internal planning related activities and projects that will be undertaken by the staff over the coming year. This is a working document that provides guidance to the Commission yet has the flexibility to respond to priorities as they emerge. It will also help the Commission gauge its progress at achieving some of its goals for the year.

The plan has been drafted in a format similar to the one used for previous years, using the format and codes that were include in the last year's work plan.

The recommended motion to act on this is as follows:

"Move to accept the 2012 Planning Commission Work Plan"

BACKGROUND INFORMATION: The work plan as recommended by the Planning Commission was prepared using the previous year's plan as a template and tracking any changes (deletions and additions) that were used to create the new document. The version that is attached for consideration by the Council has had all revisions made in order to present a final, clean document for review.

Because the individual elements of this plan have not been revised since the beginning of the year, there are a few larger projects that do not show up in the chart that were added during the course of the year, including the following:

- Review of Early Childhood and Family Center proposals.
- Transition tasks associated with the creation of the Lake Elmo Municipal Library.
- Research, response and testimony related to the Northeast area detachment petition.
- Document requests and research associated with the 3M/Landfill contamination lawsuit.

This plan also does not incorporate the larger project reviews that were conducted by the Planning Commission during the course of the year. It is Staff's policy to incorporate some of this information as part of an annual report that has also been submitted for review by the City Council.

Please note that, similar to last year, the proposed work plan identifies three main projects as the highest priority items for 2012, including the Comprehensive Plan Updates related to the Village Area and I-94 Corridor along with the major zoning amendments necessary to support sewer development districts. The other items will be tracked through the year and will be accomplished as time allows.

PLANNING COMMISSION REPORT:

The Planning Commission reviewed the work plan at its January 9, 2012 meeting and recommended approval with a few minor modifications that have since been added to the document.

RECOMMENDATION: Based upon the above background information, staff report, and Planning Commission recommendations, it is recommended that the City Council accept the 2012 Planning Commission Work Plan by undertaking the following action

“Move to accept the 2012 Planning Commission Work Plan”

Alternatively, the City Council may make modifications to the Plan as it deems necessary and adopt the work plan with modifications.

ATTACHMENTS:

1. 2012 Planning Commission Work Plan

SUGGESTED ORDER OF BUSINESS:

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

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

2012 Planning Commission Work Plan

Prepared by the Lake Elmo Planning Commission –1/9/12

Adopted by the City Council 1/17/12

Key:

| | |
|-------------------------------|---|
| Status : | C – Complete IP – In Progress |
| Date: (Completion Goal) | A – 0 to 3 months B – 3 to 6 months C – 6 to 9 months D – 9 to 12 months |
| Admin: | Staff Projects/Initiatives |
| PL: | Priority Level (1-5 with 1 being the highest priority) |

Project and Description

Date (Months) PL Status

ZONING INITIATIVES

Zoning Map Updates

- Update Zoning Map to improve consistency with the Comprehensive Plan and Future Land Use Map C 3 IP
- Adopt map changes necessary to implement plans for sewer development areas. C 2

Conditional Use Permit Ordinance

- Update CUP regulations to be consistent with new use descriptions and districts C 2
- Establish tracking system for all existing conditional uses D 3 IP

Zoning Text Amendments (Specific)

- Outdoor lighting ordinance update B 2
- Exterior storage ordinance; work with committee to refine previous draft B 3 IP
- Outdoor wood burning furnace ordinance C 4
- Accessory use and building ordinance; review with exterior storage ordinance B 3 IP

Engineering Standards Manual

- Finalize development manual describing the City's engineering standards for private and public projects A 3 IP

| | | | |
|--|---|---|----|
| Permit Tracking | | | |
| • Establish system for tracking non-conforming uses | D | 5 | |
| Zoning Ordinance Update | | | |
| • Revise use classifications and definitions used in the Zoning Ordinance | B | 2 | IP |
| • Create new sewer development districts as part of major Zoning District standards overhaul | B | 2 | IP |
| • Develop design standards for Village area and I-94 corridor sewer development area | C | 2 | IP |
| • Draft form-based code, design standards, and transfer of development rights program to incorporate into updated City Code. | C | 2 | |
| Interim Use Permit Tracking | | | |
| • Establish baseline information for Country Sun Farms interim use permit | C | 3 | |
| • Set up tracking system for all existing interim use permits | C | 4 | |

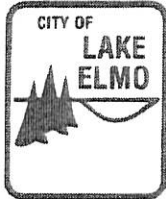
PLANNING INITIATIVES

| | | | |
|---|---|---|----|
| Village Area Planning | | | |
| • Prepare amendment to Future Land Use Map based on selected development scenario from AUAR and Village Master Plan | C | 1 | IP |
| • Draft amendments to the Land Use and Housing sections of the Comprehensive Plan consistent with the revised land use map for the Village | D | 1 | |
| • Adopt amendments to the Zoning Ordinance responsive to the AUAR mitigation plan, Village Master Plan and Comprehensive Plan | D | 1 | |
| • Develop policy for consideration of requests for expansion of uses in proposed sewer service area | C | 2 | |
| I-94/10 th Street Corridor | | | |
| • Conduct analysis to determine appropriate land use changes along the corridor. | B | 1 | IP |
| • Draft amendments to the Land Use and Housing sections of the Comprehensive Plan consistent with the preferred land use plan for the I-94 Corridor | D | 1 | IP |
| • Develop master land use plan for specific development areas along the corridor | D | 2 | |
| Comprehensive Plan Updates | | | |
| • Review individual projects for compliance with the Comprehensive Plan | | 3 | |
| • Consider amendments related to properties guided for RAD | D | 3 | |

| | | | |
|--|---|---|----|
| that are less than 40 acres in size | | | |
| • Research transfer of development rights options for Village Planning Area and rural planning areas | B | 2 | IP |
| • Incorporate revisions as necessary to support Village and I-94 planning efforts | D | 2 | |
| • Consider sustainability section as part land use updates or as a separate element of the Comprehensive Plan | D | 3 | |
| Park Planning | | | |
| • Create a master plan for all City parks, provide assistance to Parks Commission as needed | D | 4 | |
| • Conduct comprehensive mapping of existing private and public trail systems (using GPS where appropriate) | D | 4 | IP |
| • Identify priority trail segments for implementation | B | 3 | IP |
| Capital Improvement Plan | | | |
| • Planning Commission review of 2013-2017 Capital Improvement Plan for consistency with the Comprehensive Plan | D | 2 | |
| General Planning Studies | | | |
| • Identify and review research associated with septic system impacts on lakes and waterbodies | D | 5 | |
| • Conduct review of 201 (community) septic system policies and management practices. Develop system for proper oversight, billing, and maintenance of community systems. | C | 2 | |
| • Prepare study of septic systems in the Village Planning Area; work with Washington County on interim development plan for properties to be served with public sewer service. | D | 3 | |
| Economic Development Initiatives | | | |
| • Incorporate economic development initiatives into future comprehensive plan updates | D | 3 | |
| • Maintain list of business in Lake Elmo on City web site | D | 5 | |
| <u>ADMINISTRATIVE INITIATIVES</u> | | | |
| Building Division (Admin) | | | |
| • Monitor status of staffing within building inspection department; consider staffing needs in 2012 and beyond | C | 3 | |
| • Update job description for Building Inspector | B | 3 | IP |
| Gateway Corridor Alternatives Analysis | | | |
| • Continue to attend and participate in technical advisory committee meetings | B | 3 | IP |

| | | | | |
|--|---|---|----|--|
| Permit Tracking Software | | | | |
| <ul style="list-style-type: none"> Coordinate with administration to include permit tracking functions as part of future office software acquisition | B | 3 | IP | |
| Code Enforcement (Admin) | | | | |
| <ul style="list-style-type: none"> Follow program and Council direction for the enforcement of the sign ordinance and general code compliance issues | B | 2 | | |
| File Archiving and Management | | | | |
| <ul style="list-style-type: none"> Scan Planning and Building Department files into the City laserfische system | D | 5 | | |
| Engineering Projects | | | | |
| <ul style="list-style-type: none"> Review illicit discharge ordinance | C | 3 | IP | |
| <ul style="list-style-type: none"> Provide planning assistance as needed for regional trunk sewer project | B | 2 | | |
| <ul style="list-style-type: none"> Develop work plan and implementation strategies related to the Wellhead Protection Plan | C | 4 | IP | |
| Application Review Procedures | | | | |
| <ul style="list-style-type: none"> Revise/Update land use review procedure document to reflect current practice regarding application completeness review | B | 2 | IP | |
| MnDOT Highway Landscaping Grant | | | | |
| <ul style="list-style-type: none"> Consider new grant application for 2012 and beyond | B | 3 | | |
| <ul style="list-style-type: none"> Provide assistance for implementation of 2012 spring planting project. | B | 2 | IP | |
| <ul style="list-style-type: none"> Conisder grant application for fall of 2012 or spring of 2013 | D | 4 | | |





MAYOR & COUNCIL COMMUNICATION

DATE: 1/17/2012
REGULAR
ITEM #: 8
MOTION

AGENDA ITEM: 2012-2016 Infrastructure Capital Improvement Plan (CIP) – Adopt Plan

SUBMITTED BY: Jack Griffin, City Engineer

THROUGH: Craig Dawson, Interim City Administrator

REVIEWED BY: Mike Bouthilet, Public Works
Joe Rigdon, Interim Finance Director
Ryan Stempski, Assistant City Engineer

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to consider adopting the 2012-2016 Infrastructure Capital Improvement Plan (CIP).

STAFF REPORT AND BACKGROUND INFORMATION: As part of the annual budget process, staff prepares a five-year Capital Improvement Plan (CIP) for Council approval. Once adopted, the projects within the first year of the plan are typically included in the City's 2012 budget. The remaining four years then outline the projected needs and costs, which may change in the future. All projects are typically reevaluated each year and may change based on several factors which include available funding sources and changing priorities.

At the December 6, 2011 council meeting the City Engineer made a presentation on the major infrastructure projects for the 2012 CIP to confirm implementation or to reschedule as directed. The presentation looked at the previous 2011-2015 CIP Plan to help set the context for each project. Following the presentation, staff indicated that a final version of the 2012-2016 Infrastructure CIP would be brought forward for Council approval at a future meeting.

Major infrastructure projects planned for 2012 include (per the 2011-2015 CIP):

- 2012 Street & Water Quality Improvements (DeMontreville-Highlands Area)
- 2012 MSA Street Improvements (Keats Avenue N)
- Keats Avenue N Trunk Watermain

2011 CIP projects NOT completed in 2011 include:

- Well and Pumphouse No. 4. Will be initiated in 2012 with the Test and Production Wells. Pumphouse No. 4 will be constructed in 2013.
- 194 to 30th Street Trunk Sewer Project. Deferred until 2013/2014.

RECOMMENDATION: Based upon the above staff report and background information, the City Council is respectfully requested to consider adoption of the 2012-2016 Infrastructure Capital Improvement Plan (CIP). The suggested motion to approve this action is as follows:

“Move to Adopt the 2012-2016 Infrastructure Capital Improvement Plan (CIP)”.

Alternatively, the City Council does have the authority to further discuss, deliberate and/or, if appropriate, amend the recommended motion prior to taking action. If done so, the appropriate action of the Council following such discussion would be:

**“Move to Adopt the 2012-2016 Infrastructure Capital Improvement Plan (CIP)”
*[as amended and/or modified at tonight’s meeting].”***

ATTACHMENTS:

1. 2012-2016 Infrastructure Capital Improvement Plan (CIP)

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Administrator
- Report/Presentation City Engineer
- Questions from Council to staff Mayor Facilitates
- Public Input (if appropriate) Mayor Facilitates
- Call for Motion (if needed) Mayor & City Council
- Discussion (if needed) Mayor Facilitates
- Action on Motion (if needed) Mayor & City Council



2012 – 2016 CAPITAL IMPROVEMENT PLAN
CITY OF LAKE ELMO, MINNESOTA

Date: January 2012

CITY OF LAKE ELMO
2012 - 2016 CAPITAL IMPROVEMENT PLAN

STREET AND TRANSPORTATION IMPROVEMENTS

| Capital Improvement | 2012 | 2013 | 2014 | 2015 | 2016 | FUTURE | Total |
|---|--------------------------------|-------------------------|------------------------------------|-----------------------------|-------------------|------------------|--------------------|
| Local Residential Street Improvements [Assessable Projects @ 30%] Residential Neighborhood | \$1,094,000 | \$1,113,000 | \$632,000 | \$504,000 | \$413,000 | TBD | \$3,756,000 |
| | DeMontreville - Highlands Area | Southern Tri-Lakes Area | Kennridge Addition & Kelvin Avenue | Packard Park Area | Phase I Stonegate | | |
| Collector Roadways, Non MSA Routes [Limited Assessment Revenue] Non MSA Collector Roadway | | | \$170,000 | \$236,000 | | TBD | \$406,000 |
| | | | Manning Ave; TH36-Linden | Manning Trail N. | | | |
| MSA Street Improvements [Primarily MSA Funded] MSA Route | \$1,000,000 | | | \$1,500,000 | | \$750,000 | \$3,250,000 |
| | Keats Ave. N. | | | 20th Street / Manning Trail | | 15th Street N. | |
| STREET Totals | \$2,094,000 | \$1,113,000 | \$802,000 | \$2,240,000 | \$413,000 | \$750,000 | \$7,412,000 |

**CITY OF LAKE ELMO
2012 - 2016 CAPITAL IMPROVEMENT PLAN**

| SURFACE WATER IMPROVEMENTS | | | | | | | |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|--------------------|------------------------------|
| Capital Improvement | 2012 | 2013 | 2014 | 2015 | 2016 | FUTURE | Total |
| Rain Garden Improvements | \$35,000 | \$35,000 | \$35,000 | \$35,000 | \$35,000 | | \$175,000 |
| Misc. Storm Water Improvements [Drainage, Ditching, Culverts & Ponds] | | \$18,000 | \$18,000 | \$18,000 | \$18,000 | | \$72,000 |
| Village Flood/Drainage Improvements | | | | | | \$2,600,000 | \$2,600,000 |
| Village Regional Infiltration System | | | | | | | EOC - TBD: Requires Study |
| Water Quality CIP | | | | | | | TBD |
| SURFACE WATER Totals | \$35,000 | \$53,000 | \$53,000 | \$53,000 | \$53,000 | \$2,600,000 | \$2,847,000 |

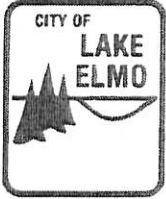
**CITY OF LAKE ELMO
2012 - 2016 CAPITAL IMPROVEMENT PLAN**

| WATER SYSTEM IMPROVEMENTS | | | | | | | |
|--|--------------------|--------------------|--------------------|------------------|------------------|--------------------|--------------------|
| Capital Improvement | 2012 | 2013 | 2014 | 2015 | 2016 | FUTURE | Total |
| Test Well No. 4 & Water Supply Well No. 4 | \$300,000 | | | | | | \$300,000 |
| Pumphouse No. 4 and Connecting Trunk Watermain | | \$1,200,000 | | | | | \$1,200,000 |
| Keats Avenue Trunk Watermain | \$1,000,000 | | | | | | \$1,000,000 |
| Village Parkway Trunk, Phase 1 [Development driven] | | | | \$385,500 | | | \$385,500 |
| Village Parkway Trunk, Phase 2 39th Street Trunk [Development driven] | | | | | \$605,000 | | \$605,000 |
| Old Village Trunk Watermain Replacement along Lake Elmo Avenue from 30th St to TH5 | | | | | | \$825,000 | \$825,000 |
| Trunk Watermain along Lake Elmo Avenue from 30th St to Hudson Blvd | | | \$2,775,000 | | | | \$2,775,000 |
| Elevated Tank No. 1A (@ 9,500 Total Water Population) | | | | | | \$1,600,000 | \$1,600,000 |
| Well No. 5 (@ 9,700 Total Water Population) | | | | | | \$960,000 | \$960,000 |
| WATER SYSTEM Totals | \$1,300,000 | \$1,200,000 | \$2,775,000 | \$385,500 | \$605,000 | \$3,385,000 | \$9,650,500 |

**CITY OF LAKE ELMO
2012 - 2016 CAPITAL IMPROVEMENT PLAN**

| SANITARY SEWER IMPROVEMENTS | | | | | | | |
|---|-------------|--------------------|--------------------|------------------|------------------|--------------------|--------------------------------------|
| Capital Improvement | 2012 | 2013 | 2014 | 2015 | 2016 | FUTURE | Total |
| Lake Elmo Avenue Trunk Forcemain [with gravity south of 10th Street] | | \$1,300,000 | \$1,300,000 | | | | \$2,600,000 |
| South of 10th Trunk Gravity Sewer | | \$1,300,000 | \$1,300,000 | | | | \$2,600,000 |
| Village Parkway Trunk, Phase 1 [Development driven] | | | | \$600,000 | | | \$600,000 |
| Village Parkway Trunk, Phase 2 39th Street Trunk Sewer [Development driven] | | | | | \$600,000 | | \$600,000 |
| Old Village Trunk Gravity from LS along 30th Street & Lake Elmo Avenue | | | | | | \$1,100,000 | \$1,100,000 |
| Add'l Trunk South of 10th Street | | | | | | | EOC - TBD: Requires Study |
| SANITARY SEWER Totals | \$0 | \$2,600,000 | \$2,600,000 | \$600,000 | \$600,000 | \$1,100,000 | \$7,500,000 |





MAYOR & COUNCIL COMMUNICATION

DATE: 1/17/2012
REGULAR
ITEM #: 9
MOTION

AGENDA ITEM: Water Supply Well No. 4 – Award Test Well Contract

SUBMITTED BY: Jack Griffin, City Engineer

THROUGH: Craig Dawson, Interim City Administrator

REVIEWED BY: Ryan Stempski, Assistant City Engineer

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to consider the award of a contract to Kimmes Bauer Well Drilling, Inc. in the amount of \$32,765.00 for the construction of Test Well No. 4.

BACKGROUND INFORMATION AND STAFF REPORT: Project plans and specifications have been completed and were sent out to six qualified well drilling contractors; five quotes were received. The lowest responsible bid was received by Kimmes Bauer Well Drilling, Inc. in the amount of \$32,765.00.

At the September 6, 2011 council meeting, the City Council authorized the design, construction and testing of Test Well No. 4 to be constructed on a parcel of land located at 11240 50th Street North. The council approved an Option Agreement for a 1 acre parcel of land to be investigated as the potential site of the future Water Supply Well No. 4. The Option Agreement provides the city with a 180 day period (period ending March 13, 2012) in which to construct a Test Well to determine if the site is a viable location for a large municipal production well.

With the City Engineer's recommendation, the city retained Short Elliot Hendrickson (SEH) to complete the project plans and specifications. The proposed test well will be constructed as a 10-inch by 6-inch well finished in the Jordan Formation. The well is expected to be almost 300 feet deep. The contract requires the Contractor to have the well completed by February 24, 2012.

RECOMMENDATION: Based upon the above staff report, the City Council is respectfully requested to consider awarding a Construction Contract Kimmes Bauer Well Drilling, Inc. in the amount of \$32,765.00 for the construction of Test Well No. 4. The suggested motion to approve this action is as follows:

“Move to Approve the Award of a Contract to Kimmes Bauer Well Drilling, Inc. in the amount of \$32,765.00 for the construction of Test Well no. 4.”

Alternatively, the City Council does have the authority to further discuss, deliberate and/or, if appropriate, amend the recommended motion prior to taking action. If done so, the appropriate action of the Council following such discussion would be:

**“Move to Approve the Award of a Contract to Kimmes Bauer Well Drilling, Inc. in the amount of \$32,765.00 for the construction of Test Well no. 4
*[as amended and/or modified at tonight’s meeting].”***

ATTACHMENTS:

1. Award Recommendation Letter
2. Bid Tabulation
3. Project Area Map
4. Contract, Plans and Specifications (available upon request at City Hall)

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Administrator
- Report..... City Engineer
- Questions from Council to staff..... Mayor Facilitates
- Public Input (if appropriate)..... Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion..... Mayor Facilitates
- Action on Motion..... Mayor & City Council



January 12, 2012

RE: City of Lake Elmo, Minnesota
Test Well No. 4
SEH No. LAKMO 118721

Jack W. Griffin, PE
Focus Engineering, Inc.
City of Lake Elmo
3800 LaVerne Avenue N
Lake Elmo, MN 55042

Dear Mr. Griffin:

On January 10, 2012 five quotations were received for the Test Well No. 4 project. The quotations ranged from \$32,765.00 to \$51,454.00. The low quotation was submitted by Kimmes-Bauer Well Drilling Inc. of Hastings, Minnesota. The Engineer opinion of probable construction cost was \$53,140.00. The tabulation is attached for your reference.

Following a review of the bidder qualifications and a preliminary discussion of the schedule and scope of the project with the bidder, it is our opinion that they are a responsible bidder. We recommend proceeding with a contract award to Kimmes-Bauer Well Drilling Inc. If you have any questions regarding these quotations, please call me at your convenience.

Sincerely,

A handwritten signature in black ink, appearing to read "Douglas E. Klamerus", written over a white background.

Douglas E. Klamerus, PE
Project Manager

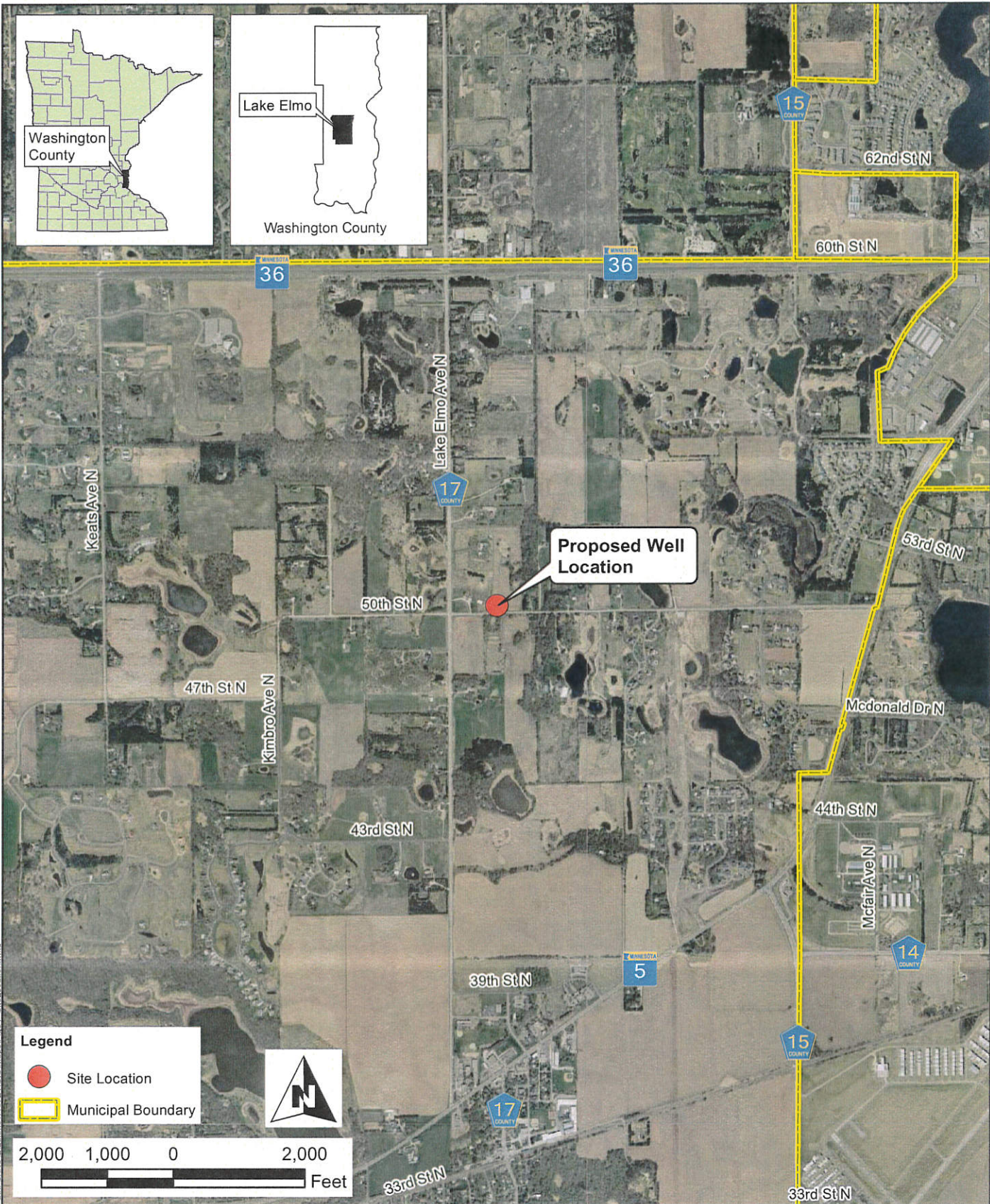
jdc
Attachments

BID TABULATION

WATER SUPPLY WELL NO. 4: TEST WELL
 CITY OF LAKE ELMO, MINNESOTA
 PROJECT NO. 2011.129

Bids Due: 4:00 PM
 Date: January 10, 2012

| BIDDER | BID BOND | ADDENDA | TOTAL BID AMOUNT |
|--|----------|---------|------------------|
| Thein Well | NA | NA | \$51,454.00 |
| Traut Wells | NA | NA | \$47,795.00 |
| Bergerson-Caswell, Inc. | NA | NA | \$44,456.00 |
| Keys Well Drilling Company | NA | NA | \$39,850.00 |
| Kimmes-Bauer Well Drilling | NA | NA | \$32,765.00 |
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| ENGINEER'S PRE-BID CONSTRUCTION ESTIMATE | | | \$53,410.00 |




Legend

- Site Location
- Municipal Boundary

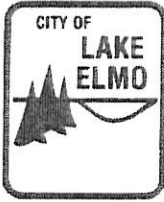


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| | | | | |
|---|---|---|--|--|
|  | 3535 VADNAIS CENTER DR. ST. PAUL, MN 55110 PHONE: (651) 490-2000 FAX: (888) 908-8166 TF: (800) 325-2055 www.sehinc.com | Project: LAKMO 118721 Print Date: 11/30/2011 Map by: SRH Projection: UTM, Zone 15, NAD 83, m Source: USGS 7.5 Min. Topo, MnDOT, and SEH Inc. | <h2 style="margin: 0;">Project Area Map</h2> <h3 style="margin: 0;">PROPOSED TEST WELL NO. 4</h3> <h3 style="margin: 0;">Lake Elmo, Minnesota</h3> | <h2 style="margin: 0;">Figure</h2> <h1 style="margin: 0;">1</h1> |
|---|---|---|--|--|

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MAYOR & COUNCIL COMMUNICATION

DATE: 1-17-12
REGULAR
ITEM #: 10
MOTION

AGENDA ITEM: Council Meeting Date Change
SUBMITTED BY: Carole Luczak, Interim City Clerk
THROUGH: Craig Dawson, Interim City Administrator
REVIEWED BY: Craig Dawson, Interim City Administrator

SUMMARY AND ACTION REQUESTED: The recommended motion to act on this is as follows:

“Move to approve moving the February 7, 2012, Council meeting to Wednesday, February 8, 2012, due to Caucuses.

BACKGROUND INFORMATION: When 2012 calendar was presented and approved at the January 3, 2012, Council meeting, the fact that the Caucuses are on the regular Council meeting of February 7, 2012, was overlooked. *The recommended motion will adjust the regular Council meeting from February 7, 2012 to February 8, 2012. This is consistent to what the City has done in previous years.*

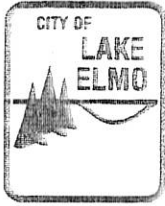
RECOMMENDATION: Based upon the above background information and staff report, it is recommended that the City Council approve by undertaking the following action:

“Move to approve moving the February 7, 2012, Council meeting to Wednesday, February 8, 2012, due to Caucuses.

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item Interim City Administrator
- Report/Presentation..... Interim City Administrator
- 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





MAYOR & COUNCIL COMMUNICATION

DATE: January 17, 2012

REGULAR

ITEM #:

Discussion; Motion

AGENDA ITEM: Cost Estimates for Purchase of 3537 Lake Elmo Avenue
**** Non-public data as they relate to real estate negotiations ****

SUBMITTED BY: Craig W. Dawson, Interim City Administrator

REVIEWED BY: Jack Griffin, City Engineer

BACKGROUND AND ACTION REQUESTED: The City Council and Library Board have been working collaboratively to consider the purchase of a building in the Old Village that could be used to house the Lake Elmo Public Library. To make this acquisition, the City Council would issue lease-revenue/annual-appropriation bonds which would rely on an annual revenue stream from the Library levy, from which the Library Board must approve any expenditures. Because the property in question is in foreclosure, it has been identified as one which may have an annual cost comparable to rent and have the advantage of becoming a physical asset of the City. Both the City Council and Library Board have requested that a sufficient amount of due diligence be conducted, so that there is an acceptable level of confidence in probable costs to decide whether to go forward with the process to purchase the property. City Council has directed that all of the available information be presented and discussed on January 17.

At its meeting on January 11, 2011, the Library Board unanimously approved the following motion:

“Based on the current information, the Lake Elmo Library Board requests the Lake Elmo City Council to proceed with the purchase of the ‘Clock Building’ at 3537 Lake Elmo Avenue North.”

Discussion about issues related to the property as they lead to a decision about whether and how to make a purchase offer is it eligible to be done during a closed session. Accordingly, Council discussion should be focused on this topic.

Action requested: The Council should provide direction on preparing a purchase offer and whether to engage a commercial real estate broker; on the development of more information; or on discontinuing consideration of the purchase of the property.

STAFF REPORT:

Structural Due Diligence: The Library Board has indicated an interest in the potential purchase of the building and, at the recommendation of the City Engineer, authorized a Property Condition Assessment due diligence review of the building by Partner Engineering and Science, Inc., for \$1,800. This review was to provide comments on the general condition of the building and expected improvements that should be expected, together with probable ranges of cost to address issues identified. Partner delivered its report on January 12, 2012, and is provided to you in a separate envelope with your agenda packet. Among the highlights of its report:

- The property is in fair condition for its age and usage.
- Several repairs are recommended and, with the exception of a retaining wall, are not structural in nature.
- Excluding its estimated cost of re-shingling the roof, which was done just after Partner's site visit, the cost of immediate repairs is approximately \$12,000. If the building owner's recent work did not include replacement of gutters and downspouts, this would be additional cost.
- The estimate for building systems which will likely need to be replaced over the next 12 years totals \$33,250 in 2012 dollars. (With estimated inflation, they would total \$37,600.)
- With regard to the Americans with Disabilities Act (ADA), the property was "generally in compliance" with the Act. One exception is the lack of handicap parking spaces; two of the 35 spaces in the parking lot would need to be designated and signed, and Partner estimates the cost to do so at \$700.

The City Engineer may yet suggest a structural analysis for the specific purpose of a library use be conducted by a licensed Structural Engineer to determine additional costs associated with any structural reinforcement recommendations. The report did not suggest that further structural analysis be undertaken. While Partner did not address floor loading issues, the Building Code requirement for floor loading for libraries is 150 lbs per square foot (for areas with shelving). The rear approximately one-third of the building has a basement, and any space above it probably should not be used for shelving books until it is determined whether and how this weight loading is met.

Provided that the Board has recommended that the City Council pursue the purchase of the property. Costs after the structural due diligence report would then be made from the City's General Fund, as the City would be doing its due diligence and negotiations on the property for purchase under the City's bonding authority. These costs would be recoverable with bond proceeds, provided that the City purchases the property.

Sewage System: The City Engineer has had discussions with a testing and inspection firm about what likely would be necessary for the sewage system for the property. Assuming that the existing system is non-compliant (which appears to be likely), the building would need to be served by two 1500-gallon holding tanks. The cost to install this system, including electrical, alarm service, and abandonment of the existing system, is likely in the range of \$14,600. The City would need to grant variances to permit the use of holding tanks and to encroach within property-line setbacks, and in turn Washington County would also need to grant variances as it has authority for this type of sewage system.

Remediation of environmental pollution: I have been told, but not yet confirmed, that in this foreclosure process, the Federal Deposit Insurance Corporation (FDIC) is the guarantor that environmental issues identified for remediation will be on the seller's side of responsibility. Consequently, there should be no cost to the City related to environmental clean-up.

Building rehabilitation and remodeling: While Partner Engineering and Science is providing its estimate of cost to address code and general building condition issues, estimates for building rehabilitation and remodeling were also volunteered by Shane Weis, husband of Library Board member Jenna Weis, and his team of estimators at Flannery Construction, a very reputable contractor firm. To do the needed building improvements as well as the internal remodeling and construction based on preliminary plans developed by Steve DeLapp, Library Board President and a retired (?) architect, the estimated cost is \$142,000. This estimate includes (but does not break out) the cost for one 1250-gallon holding tank for sewage. It does not include costs for signage, re-keying of hardware, and permit and engineering fees. President DeLapp has suggested a 10 percent contingency with Flannery's preliminary budget, which would bring this component of the project to \$156,000. The City might expect additional costs to provide additional structural reinforcement to prepare the building for supporting a library function.

Cost of the Property: My understanding is that the property is being listed at \$249,000. The assessor's estimated market value for January 2, 2011, is \$353,200, which assumes an arm's-length transaction not under duress. Sharing some of the information that is being developed during the due-diligence process may be useful in seeking a reduction in the current asking price for the property.

Summary of Costs: While there is some minor overlap in cost estimates among the various estimates provided, a simple recap of major costs is as follows:

| | |
|------------------------|---|
| Property purchase | \$ 249,000 |
| Rehab & remodel | \$ 156,000 (per Flannery & DeLapp) |
| Immediate repairs | \$ 12,000 (per Partner) |
| Sewage | \$ 14,600 (per estimate given to City Engineer) |
| Total | \$ 431,600 |
| Additional contingency | \$ 28,400 (6.6% suggested by Dawson) |
| Resulting total | \$ 460,000 (needed proceeds [<i>yield</i>] from bond issue) |

Rental Income from Tenants in the Clock Building: According to information provided by property management to Mr. DeLapp, there are three tenants; they occupy approximately one-third of the building and pay \$23,000 annually in rent. One tenant has two years remaining on its lease, and has expressed interest to have at least a five-year lease. The other tenants apparently have shorter-term leases.

As a landlord, the City would also have operating costs related to the building. The property pays approximately \$9,000 in property taxes; if the Library were to occupy two-thirds of the space in the building, property taxes would be reduced to around \$3,000. The property manager related that building-related costs are approximately \$5,000 annually.

With these terse pieces of information regarding rental income and expenses, there could be approximately \$15,000 net income per year from tenants. This revenue could be used toward bond payments and/or reserved for future costs to maintain the building and equipment.

Financing: Financing this project would be done through City-issued annual appropriation certificates of participation (which are often called lease-revenue bonds). As mentioned earlier, these bonds rely on annual appropriations of funds to pay these obligations, rather than being backed by the full faith and credit of the City (which would be general obligation bonds). These certificates thus introduce a risk of uncertainty, and thus carry a higher rate of interest than G.O. bonds (up to 0.5%). Annual appropriation certificates do not require a referendum.

As a courtesy, Northland Securities has prepared an illustration of what could be anticipated in the current market to *yield* \$500,000 in bond proceeds with 10- 15- and 20-year certificate maturities. Note that with annual appropriation certificates, a debt service reserve fund equivalent to one years' payment is required. It is shown as "capitalized" in the bond issue, rather than needing to use other City funds to fulfill this requirement. It serves as an escrow, earning interest, and eventually is used to pay the final year of the certificates' duration. Also shown is a relatively fixed cost to issue bonds (preparation of offering statements, disclosures, and bonding fees), which would vary little regardless of the dollar amount of the issuance.

The time to process this financing would be on the lesser side of a 60- to 90-day period once direction is given to go.

With the assumption that bonds would be issued in June 2012, it could be structured such that the first payment would be made after tax payments are received on July 1, 2013. Assuming that a 14-month payment would be due on August 1, 2013, the payment from the Library levy would be around \$47,000 for a 20-year bond or \$57,000 for a 15-year bond issue. Annual costs would then run around \$41,000 and \$49,000, respectively. If needed bond proceeds were \$460,000, then the preceding payments would be reduced 7 to 8 percent.

Possible schedule:

| <u>Event/Activity</u> | <u>Start</u> | <u>Completion</u> |
|--|---------------|-------------------|
| Authorize process to purchase | | January 17, 2012 |
| Engage broker | January 18 | January 27 |
| Negotiate purchase price; Council approval | January 30 | February 21 |
| Closing on Purchase | | May 1 (?) |
| Select Architect | January 18 | February 21 |
| Preparation of Plans | February 22 | April 3 |
| Bidding Process; Award bids | April 4 | May 1 |
| Financing process | March 26 | June 5 |
| Construction | May 15 | August 10 |
| Library Opens | August 13 (?) | |

ATTACHMENTS:

- Report from Partner Engineering and Science, Inc.
- One-page summary from Flannery Construction for rehab & remodel
- Financing simulation to yield \$500,000 in bond proceeds, provided by Northland Securities (for illustration only)

SUGGESTED ORDER OF BUSINESS:

- Introduction & Report.....Interim City Administrator
- Questions from Council to Staff..... Mayor Facilitates
- Public Input, if Appropriate Mayor Facilitates
- Discussion Mayor & Council Members
- Motion(s)..... Mayor Facilitates





1375 St. Anthony Ave.
 Saint Paul, MN 55104
 Phone: 651-225-1105

Job Name and Address
 Lake Elmo Library
 3537 Lake Elmo Ave.
 Lake Elmo MN. 55042
 c/o Steve Delapp
PRELIMINARY BUDGET

DATE: 1/10/12
 Shane Weis
sweis@flanneryconstruction.com
 651-259-4293

Phone: 651-777-1001
 Email: stevedelapp@gmail.com

| Description | AMOUNT |
|--|------------------|
| Siding/Tuckpointing: Install Tyvek and Hardi sheet siding with textured finish at north wall. Install Azek material at base. Tuck-point 100% at all existing clay blocks. Replace 5 clay block on west wall. replace 5 clay block on south wall. Patch vertical cracks in exposed foundation along the east and south elevations. | |
| Demolition: Remove and salvage doors, windows and millwork. Remove walls. Remove partitions at remodeled restrooms. Includes disposal. | |
| Acoustical Ceiling: Install new grid and tile at bathrooms 114 & 115. Patch in tile and grid at demolished wall areas. Ceiling at cellar not included. | |
| Carpet/Vinyl: Install VCT at floors at restroom 114 and 115 walls. Patch carpet at areas where walls removed. | |
| Install new walls at restroom 114 and 115. Provide miscellaneous drywall patch due to wall removal. Build and finish soffit at various ceiling demo areas. Install FRP at wet walls of restroom 114 and 115. | |
| Plumbing & Hot water heat: Install plumbing and plumbing fixtures as shown at new baths. Install floor drains at new baths. Includes venting. Install floor drain at eliminated toilet in female bath. Install new lavatories at existing baths. Install new urinal at men's bath. Install floor drain in mechanical room per code. Install new baseboard heat covers at new bath. | |
| Accessories: Supply and install mirrors, toilet paper dispensers and grab bars at new and remodeled baths. Install new partitions at new baths. | |
| Plumbing: Furnish and install 1250 gallon holding tank with alarm system. Excavation included. Landscaping not included. | |
| Mechanical: Relocate existing 2x2 lay in diffuser and egg crates to accommodate new layout. Install new ventilation at two baths. | |
| Basement Ventilation: Electrical and mechanical associated with installing a ventilation/dehumidifying (Ven-Mar Duo) system at basement. | |
| Electrical: Modify lighting and switching to accommodate new layout. Does not include lighting at cellar area. See attached electrical scope. | |
| Superintendent, General Conditions and Construction Management Fee | |
| Signage not included. | |
| Re-keying of hardware not included. | |
| Permit and engineering fees not included. | |
| Total | \$141,794 |

City of Lake Forest, Illinois

City Library Branch

Statement of Proposed Bond Financing Structure

Annual Appropriation Schedule of Payments

| | 10 Year | 15 Year | 20 Year |
|---------------------------------|-------------------|-------------------|-------------------|
| Project Funds | \$ 500,000 | \$ 500,000 | \$ 500,000 |
| Financing Costs | 37,250 | 37,125 | 36,875 |
| Debt Service Reserve Fund | 60,000 | 53,733 | 44,255 |
| Rounding | <u>2,750</u> | <u>4,142</u> | <u>3,870</u> |
| Par Amount of Bonds | <u>\$ 600,000</u> | <u>\$ 595,000</u> | <u>\$ 585,000</u> |
| Total Principal | \$600,000 | \$595,000 | \$585,000 |
| Estimated Average Interest Rate | 2.47% | 3.14% | 3.65% |
| Estimated Total Interest | \$91,875 | \$170,040 | \$258,579 |
| Estimated Total P&I | \$691,875 | \$765,040 | \$843,579 |
| Term* | 10 | 15 | 20 |
| Est. Avg. Annual Pymt. | \$69,188 | \$51,003 | \$42,179 |
| DSR Impact | \$1,472 | \$1,667 | \$1,590 |
| Net P+I | \$67,715 | \$49,336 | \$40,589 |

* the DSRF is used to make the last payment on the bonds effectively reducing the number of payments by one year