

City of Lake Elmo
3800 Laverne Avenue North

March 18, 2008

******The City Council moved its date for deciding on the development scenarios that will be studied for the purposes of environmental mitigation through the Alternative Urban Areawide Review (AUAR) process from Tuesday, March 18 to Tuesday, April 1, a regularly scheduled City Council Meeting that begins at 7 p.m.******

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE:

C. ATTENDANCE: ___ Johnston, ___ DeLapp, ___ Johnson, ___ Park, ___ 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 does its public business.)

F. GROUND RULE: (These are the rules of behavior that the city council adopted for doing its public business.)

G. APPROVE MINUTES:

1. Consider approval of March 4, 2008 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. CONSENT AGENDA: Items are placed on the consent agenda by city staff and the Mayor because they are not anticipated to generate discussion. Items maybe removed at City Council's request.

2. Approve Resolution no. 2008-014 payments of claims.
3. Appoint Brenda Anderson, First Alternate to the Planning Commission to fill out Deb Lyzenga's term due to her resignation
4. Lake Elmo Jaycees – renewal of charitable gambling license; Resolution No. 2008-015
5. Schedule the consideration of the Village AUAR development scenarios for the April 1st City Council meeting as directed at 3-11-08 workshop.

J. REGULAR AGENDA:

6. Authorization of computer hardware and software license purchases and approval of joint powers agreement for the City of Roseville extension of MIS services and support to the City of Lake Elmo
7. Consider approval of the Lake Elmo Comprehensive Park Plan

K. REPORTS AND ANNOUNCEMENTS:

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

- Mayor and Council Members
- Administrator

L. ADJOURN

City of Lake Elmo
City Council Meeting Minutes

March 4, 2008

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

PRESENT: Mayor Johnston, Council Members DeLapp, Johnson, Park and Smith

Also Present: City Administrator Hoyt, Finance Director Bouthilet, City Attorney Filla, City Engineer Griffin, Planning Director Klatt, and City Clerk Lumby

APPROVAL OF AGENDA:

MOTION: Mayor Johnston moved to have the AUAR Development Scenario selection item on the March 18, 2008 agenda. Council Member Johnson seconded the motion. The motion passed unanimously.

MOTION: Council Member Johnson moved approval of the March 4, 2008 agenda as amended, including the Community Improvement Committee on Fall Festival and Update on 9240 31st Street. Council Member DeLapp seconded the motion. The motion passed unanimously.

ORDER OF BUSINESS:

APPROVE MINUTES:

Consider approval of February 19, 2008 minutes
The minutes were approved by Council consensus.

PUBLIC COMMENTS/INQUIRIES:

Bill Wacker, 3603 Laverne Avenue N., asked when the status of the fire whistle will be discussed by the Council. Mayor Johnston said that Mr. Wacker will be contacted about this topic.

Ann Suckow, Lake Elmo Jaycees Community Development VP 2008 reported on the monthly coloring contest, and the Easter Egg Hunt and Easter Egg Coloring contest held on Saturday, March 22, 2008.

Ed Gorman, Gorman Restaurant, was unable to attend the AUAR -open house on February 28 and he wanted to explain that the AUAR costs would ultimately be covered by the property owners/developers. Mr. Gorman also expressed his support to include the option of 1,600 housing units in the development scenarios. He asked that the City consider sewer charges to businesses at the point in the planning and development process when sewer financing decisions were being made.

Ann Bucheck, 2301 Legion Avenue, asked the Council to listen to the residents that expressed their support for studying only the 600 housing unit option as part of the AUAR development scenarios at the February 28, 2008 workshop so that the downtown can remain as small as possible. Ms. Bucheck also submitted several signed comments from residents regarding the AUAR development scenarios.

CONSENT AGENDA:

MOTION: Council Member Johnson moved to approve the consent agenda as presented. Council Member Smith seconded the motion. The motion passed unanimously.

- Approve Resolution no. 2008-013 payment of claims in the amount of \$285,903.70.

REGULAR AGENDA:

Community Fall Festival

Council Member Smith announced the Lake Elmo Fall Festival has been designated the official name for the citywide festival on September 5 and 6th and volunteers are needed to help with planning and events.

Conditional job offer to Steven Henjum, Ben Hall and GT Magnuson

MOTION: Council Member Johnson moved to make conditional job offers to Steve Henjum, Ben Hall and GT Magnuson pending the outcome of their department physical and each will be placed on probationary status with the fire department if their physical is passed. Council Member DeLapp seconded the motion. The motion passed unanimously.

Request to provide funding for the Lucy Winton Athletic Fields

Steve Dobbs, Director of Belwin, asked the City Council to provide an annual capital contribution of \$12,136 per year for five years for a total of \$60,680 to support the Lucy Winton Bell Athletic Field Complex improvements. The organization is planning an expansion that will include a new concession and gathering building with restroom and a covered patio area as well as the potential for adding more fields and lighting the fields.

Lucy Winton Bell director Colleen Danford and volunteer Tom Weidner noted the City would save more money in future planning and maintenance fees if it joined the effort at Belwin.

Mayor Johnston explained that the City is already addressing the need for fields and parks for the future. The City is in the process of reconciling and finalizing its 2007 financial records and in revisiting the 2008 budget to determine if the anticipated revenue budgeted is realistic given the decline in building revenue.

MOTION: Council Member Park moved to add the request for Lucy Winton Bell Recreation Fields to the City's long range capital improvement planning process. This will allow the City to evaluate the request as part of future planning activities and in the context of other City priorities as well as with an understanding of the funds available to serve all City capital needs –parks and other needs. Belwin representatives were to return to the city in 2009 if they wished to make their request again. Council Member DeLapp seconded the motion. The motion passed unanimously.

Consider an application from Oakdale Gun Club amending its Conditional Use Permit, 10386 10th Street N.: Resolution No. 2008-014

Planning Director Kyle Klatt summarized the request from the Oakdale Gun Club to amend the Conditional Use Permit for construction of a building shell over an existing range that will provide additional noise abatement within the site and a small expansion of an existing operations building to provide additional interior usable space. These changes are requested in order to improve staging and coordination of the various activities and to provide noise abatement for apportion of the area that is currently outside and will be enclosed. The Planning Commission and staff recommended approval of the amendment to the conditional use permit with conditions because it met the conditions of the zoning code.

Mr. Tom Tousignant of the Gun Club explained that the request is to build facilities that will include sound proofing.

Mr. and Mrs. Richard McNamara, 10321 10th Street N., live near the Gun Club and find the noise to be excessive at times and said that it had increased. Mr. McNamara asked that the City consider methods to control the noise levels.

The City Council discussed the necessity of having more information on the sound and soils on the Gun Club site as an additional condition to the Conditional Use Permit

MOTION: Council Member Smith moved to table this agenda item until either the April 1st or April 15th Council meeting because the City had until April 21st to take action on the application. Council Member Johnson seconded the motion. Mayor Johnston and Council Members DeLapp, Johnson, Smith voted in favor of the motion with Council Member Park voting against the motion.

Preliminary Flood Insurance Study and Flood Insurance Rate Map

Planning Director Kyle Klatt summarized the information related to the updated Flood Surface Study (FIS) and Flood Insurance Rate Map (FIRM) that has been prepared by the Federal Emergency Management Agency for Washington County. There will be a net change of approximately 350 parcels added to flood hazard areas and a net reduction of 17 individual structures from flood hazard areas if the maps are adopted as submitted to the City. The City is required to adopt these revised maps at the end of the federal review

process. The Planning Commission will conduct a public meeting for affected land owners concerning proposed maps changes.

Direction on draft letter of response to the MPCA regarding remediation alternatives at the Washington County Landfill

City Administrator Susan Hoyt provided a draft letter to the PCA which included council and citizen input. This letter will be submitted during the comment period on the proposed options for remediation contamination at the Washington County Landfill.

Resident Jim Blackford, 9765 45th Street N., asked the Council to write a stronger letter including a compensation request for all well owners who have lost their wells as well as compensation to the City for providing City water.

MOTION: Council Member DeLapp moved to provide a letter of comment which clearly asks for a permanent solution at the Washington County Landfill and which recognizes the history of contamination and remediation solutions at the site. Council Member Smith seconded the motion. The motion passed unanimously.

MOTION: Council Member DeLapp moved to direct staff to draft a second letter, which will be brought back to City Council in the future, to include a request for compensation for residents who have lost their wells and subsequent well closing costs and City costs for providing water to those who cannot drink their water. Council Member Smith seconded the motion. The motion passed unanimously.

Authorize a training workshop on "How to Have More Effective Meetings" through a working knowledge of Parliamentary Procedure

City Administrator Susan Hoyt asked for authorization for training on Parliamentary Procedures by Mr. Tom Gmeinder at an April 8, 2008 workshop. The Chairs of the Planning and Park Commission will be invited to attend.

MOTION: Council Member Smith moved to authorize a workshop on "How to Have Effective Meetings" through a working knowledge of parliamentary procedure by contracting with Mr. Tom Gmeinder at a cost of \$895 which would be charged to the conference and training budget for the Council and the administrative staff budget. Council Member Johnson seconded the motion. The motion passed unanimously.

K. REPORTS AND ANNOUNCEMENTS:

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

- Mayor and Council Members
- Mayor Johnston and Council Member Johnson attended the Highway 36 and 17 meeting where all comments received will be back on the May meeting because the April meeting has been cancelled.

- Administrator
- Washington County approved the City's Community Development Block Grant request of \$50,000 for updating Cimarron Gas Line service

The new owner for 9240 31st Street has been notified by staff of requirements that need to be met.

- Minnesota Department of Health will report on PFCS/PFBA at City Council's March 11th workshop, 6:30 p.m.
- On March 12th there is a Minnesota Department of Health Open House on PFCS, Oakland Jr. High School, 6-9 p.m.
- The City Council will be selecting the various development scenarios to gather information for the AUAR process at its March 18, 2008 City Council Meeting.

Mayor Johnston adjourned the meeting at 10:15 p.m.

Respectfully submitted by Sharon Lumby, City Clerk.

City Council
Date: 03/18/08
CONSENT
Item: 2
Resolution 2008-014

ITEM: Approve resolution No. 2008-014 approving disbursements in the amount of \$182,709.65.

SUBMITTED BY: Tom Bouthilet, Finance Director

REVIEWED BY: Susan Hoyt, City Administrator

SUMMARY AND ACTION REQUESTED: The City Council is being asked to approve disbursements in the amount of \$182,709.65

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

**RESOLUTION NO. 2008-014
RESOLUTION APPROVING CLAIMS**

BE IT RESOLVED THAT Claim Numbers 449 was used for Dept. of Labor & Industry, 450, 451, DD1584 through DD1607, 32286 through 32306, were used for Staff Payroll dated March 13, 2008; 32307 through 3232360 were used for Accounts Payable, in the total amount of \$182,709.65 are hereby approved.

ADOPTED, by the Lake Elmo City Council on the 18th day of March, 2008.

Dean Johnston
Mayor

ATTEST:

Susan Hoyt
City Administrator

Accounts Payable Computer Check Proof List

User: Administrator
Printed: 03/14/2008 - 6:15 AM



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: ACEHARD 57105	Ace Hardware Maint. Supplies - Fire Station Check Total:	26.01 26.01	03/18/2008	Check Sequence: 1 101-420-2220-44010	ACH Enabled: No
Vendor: ACS 63	Animal Control Services Animal Control Services 2/18/08 -3/09/08 Check Total:	805.38 805.38	03/18/2008	Check Sequence: 2 101-420-2700-43150	ACH Enabled: No
Vendor: ALLIED 5816	Allied Electrical Contractors Electrical Repairs Fire Station 2 Check Total:	755.00 755.00	03/18/2008	Check Sequence: 3 101-420-2220-44010	ACH Enabled: No
Vendor: ANCOM 47502	ANCOM COMMUNICATIONS, INC. Pagers-Fire Dept. Check Total:	1,830.20 1,830.20	03/18/2008	Check Sequence: 4 101-420-2220-43230	ACH Enabled: No
Vendor: ARAM 629-64441027	Aramark Linen - City Hall Check Total:	33.71 33.71	03/18/2008	Check Sequence: 5 101-410-1940-44010	ACH Enabled: No
Vendor: ASPENMI 79960	Aspen Mills, Inc. Patches Shirts & Coveralls - Fire Dept. Check Total:	57.51 57.51	03/18/2008	Check Sequence: 6 101-420-2220-44170	ACH Enabled: No
Vendor: BATTYPL 32-148198 32-148208 32-148343	Batteries Plus Woodbury Alarm Back up Battery Lift Station Back up Battery Lift Station Back up Battery 34th Lift & Flashlights	23.42 15.96 36.77	03/18/2008 03/18/2008 03/18/2008	Check Sequence: 7 602-495-9450-42270 602-495-9450-42270 602-495-9450-42270	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	76.15			
Vendor: CAMPBELL 2879-000G	Campbell Knutson P.A. Legal Services - Human Resources Check Total:	195.00 195.00	03/18/2008	Check Sequence: 8 101-410-1610-43040	ACH Enabled: No
Vendor: CATCO 15-31116	Catco Fire Truck Repair-Back up alarm Check Total:	40.59 40.59	03/18/2008	Check Sequence: 9 101-420-2220-44040	ACH Enabled: No
Vendor: CENCOLLE 290148	Century College Firefighter Training Check Total:	431.97 431.97	03/18/2008	Check Sequence: 10 101-420-2220-44370	ACH Enabled: No
Vendor: COPYIMAG 94149	Copy Images, Inc. Monthly Maint. Copy Machine Check Total:	342.42 342.42	03/18/2008	Check Sequence: 11 101-410-1940-44040	ACH Enabled: No
Vendor: CPTELECO 651-207-1000 651-207-1701	CP Telecom Telephone/Data Services - City Hall Telephone/Data Services - Public Works Check Total:	517.47 437.64 955.11	03/18/2008 03/18/2008	Check Sequence: 12 101-410-1940-43210 101-430-3100-43210	ACH Enabled: No
Vendor: EMERGAPP 34838 34893 34924 34925	Emergency Apparatus Maint. Repairs Fire Truck 3175 Repairs Fire Truck 3173 Repairs Fire Truck 3173 Repairs Fire Truck 3183 Check Total:	607.45 950.03 107.46 526.85 2,191.79	03/18/2008 03/18/2008 03/18/2008 03/18/2008	Check Sequence: 13 101-420-2220-44040 101-420-2220-44040 101-420-2220-44040 101-420-2220-44040	ACH Enabled: No
Vendor: HERITAGE 17473	Heritage Printing Office Supplies - Forms Check Total:	91.86 91.86	03/18/2008	Check Sequence: 14 101-420-2220-42000	ACH Enabled: No
Vendor: HP 24338460-002	Hewlett-Packard Company Desktop Computer Check Total:	787.22 787.22	03/18/2008	Check Sequence: 15 410-480-8000-45700	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: INTERSTA md0529	Interstate All Battery Ctr Batteries - Fire Dept. Check Total:	78.59 78.59	03/18/2008	Check Sequence: 16 101-420-2220-42400	ACH Enabled: No
Vendor: JEFFER 147039 147040	Jefferson Fire & Safety Hydrant Gate Valve Gas Cylinder Calibration Check Total:	222.34 426.14 648.48	03/18/2008 03/18/2008	Check Sequence: 17 101-420-2220-42400 101-420-2220-42400	ACH Enabled: No
Vendor: LANDING	Landmark, Inc. Road Return 5701 Linden Trl Permit 6184 Check Total:	1,000.00 1,000.00	03/18/2008	Check Sequence: 18 803-000-0000-22900	ACH Enabled: No
Vendor: LARSON 80206001	LARSON DIESEL SERVICE Misc. Parts - Public Works Check Total:	35.12 35.12	03/18/2008	Check Sequence: 19 101-430-3100-42210	ACH Enabled: No
Vendor: LEOIL B01203 S01203 S01208	Lake Elmo Oil, Inc. Fuel - Public Works Dept. Fuel - Fire Dept. Fuel - Parks Dept. Check Total:	5,145.03 577.25 62.00 5,784.28	03/18/2008 03/18/2008 03/18/2008	Check Sequence: 20 101-430-3100-42120 101-420-2220-42120 101-450-5200-42120	ACH Enabled: No
Vendor: Lillie 007148	Lillie Suburban Newspapers Inc. Notice-AUAR Open House 2/28/08 Check Total:	196.80 196.80	03/18/2008	Check Sequence: 21 101-410-1320-43510	ACH Enabled: No
Vendor: MALMQ 141352	Greg Malmquist Small Tools - Fire Dept. Check Total:	47.90 47.90	03/18/2008	Check Sequence: 22 101-420-2220-43210	ACH Enabled: No
Vendor: MARONEYS 236000 236000 236000 236000	Maroney's Sanitation, Inc Trash Removal-City Hall Trash Removal-Fire Trash Removal-Public Works & Roadside Trash Removal-Parks Check Total:	101.88 101.88 183.26 195.47 582.49	03/18/2008 03/18/2008 03/18/2008 03/18/2008	Check Sequence: 23 101-410-1940-43840 101-420-2220-43840 101-430-3100-43840 101-450-5200-43840	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:MATCO 198671 198677	Matco Tools Tools - Public Works Tools - Public Works Check Total:	104.71 27.64 132.35	03/18/2008 03/18/2008	Check Sequence: 24 101-430-3100-42400 101-430-3100-42400	ACH Enabled: No
Vendor:MCMA	MN City/County Mgmt. Assoc. Membership Dues - City Administrator Check Total:	100.00 100.00	03/18/2008	Check Sequence: 25 101-410-1320-44330	ACH Enabled: No
Vendor:MENARDSO 23167 23294 23489	Menards - Oakdale IT Room Vents IT Room - Fan Set up IT Room - Timer & Blinds Annex Check Total:	93.36 135.44 46.55 275.35	03/18/2008 03/18/2008 03/18/2008	Check Sequence: 26 101-410-1940-42230 101-410-1940-42230 101-410-1940-42230	ACH Enabled: No
Vendor:MENARDST 6626 6990 9125	Menards - Stillwater Batteries-Fire Dept. Replacement Plug Fire Tools-Fire Dept. Check Total:	3.60 11.37 63.67 78.64	03/18/2008 03/18/2008 03/18/2008	Check Sequence: 27 101-420-2220-42400 101-420-2220-44010 101-420-2220-42400	ACH Enabled: No
Vendor:METROFIR 30868 30868	Metro Fire Reflective Helmet Stickers Helmet Googles Check Total:	71.28 135.00 206.28	03/18/2008 03/18/2008	Check Sequence: 28 101-420-2220-42400 101-420-2220-45800	ACH Enabled: No
Vendor:METSAC 868577	Metropolitan Council Monthly Wastewater Service Check Total:	1,081.72 1,081.72	03/18/2008	Check Sequence: 29 602-495-9450-43820	ACH Enabled: No
Vendor:MORTON 501999	MORTON SALT Road Salt Check Total:	4,188.84 4,188.84	03/18/2008	Check Sequence: 30 101-430-3100-42290	ACH Enabled: No
Vendor:NATREPRO 53165 53189 53224	National Reprographics, LLC Copies Village Plan AUAR Open House MDH Copies Council Packet - CD	236.43 10.78 3.20	03/18/2008 03/18/2008 03/18/2008	Check Sequence: 31 101-410-1910-42000 601-494-9400-44300 101-410-1320-42000	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	250.41			
Vendor: NORCHEM 5010784	Northland Chemical Corp. Brake Wash Check Total:	56.80 56.80	03/18/2008	Check Sequence: 32 101-430-3100-42150	ACH Enabled: No
Vendor: NORTHTOO	HSBC Business Solutions Part-Fire Vehicle Check Total:	10.63 10.63	03/18/2008	Check Sequence: 33 101-420-2220-44040	ACH Enabled: No
Vendor: NORTHWWS S01127187.001	Northern Water Works Supply Water Meters & Misc. Meter Parts Check Total:	5,490.33 5,490.33	03/18/2008	Check Sequence: 34 601-494-9400-42300	ACH Enabled: No
Vendor: OFFICEMX 243085	OfficeMax Office Supplies Check Total:	268.31 268.31	03/18/2008	Check Sequence: 35 101-410-1320-42000	ACH Enabled: No
Vendor: PETERSO 11135M 11135M 11135M 11140M 11145M 11150M 11150M 11155M	Peterson Fram & Bergman Legal Services - Civil Legal Services - Planning Legal Services - Parks Legal Services - Criminal Legal Services - Water Legal Services - Planning Legal Services - Development Legal Services - Civil Check Total:	825.00 297.00 66.00 4,174.46 40.50 166.50 143.00 108.00 5,820.46	03/18/2008 03/18/2008 03/18/2008 03/18/2008 03/18/2008 03/18/2008 03/18/2008 03/18/2008	Check Sequence: 36 101-410-1610-43040 101-410-1910-43040 404-480-8000-43040 101-410-1610-43045 601-494-9400-44300 101-410-1910-43040 803-490-9070-43040 101-410-1610-43040	ACH Enabled: No
Vendor: PLANTH 897-08	PLANT HEALTH ASSOCIATES, INC Forester Services Jan & Feb 08 Check Total:	1,374.75 1,374.75	03/18/2008	Check Sequence: 37 101-430-3100-43150	ACH Enabled: No
Vendor: PLUNKETT 1112096	Plunkett's Pest Control Pest Control Services - City Hall Check Total:	59.11 59.11	03/18/2008	Check Sequence: 38 101-410-1940-44010	ACH Enabled: No
Vendor: POMPS 701118	Pomp's Tire Service, Inc. Tire for Fire Truck 3187	211.77	03/18/2008	Check Sequence: 39 101-420-2220-44040	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	211.77			
Vendor: PRESS 3/4/08	StevenPress Cable Operator Check Total:	55.60 55.60	03/18/2008	Check Sequence: 40 101-410-1320-43620	ACH Enabled: No
Vendor: PTNCOMP 1175	PTN Computer Sales & Services New Terminal Server & Installation Check Total:	13,308.19 13,308.19	03/18/2008	Check Sequence: 41 410-480-8000-45700	ACH Enabled: No
Vendor: Rivertwn 50035963	RiverTown Newspaper Group Legal Notices Check Total:	205.11 205.11	03/18/2008	Check Sequence: 42 101-410-1320-43510	ACH Enabled: No
Vendor: RIVRCCOOP 141352	River Country Cooperative Fuel - Fire Vehicle Check Total:	85.50 85.50	03/18/2008	Check Sequence: 43 101-420-2220-42120	ACH Enabled: No
Vendor: ROGERS 15416	Rogers Printing Services Utility Water Envelopes Check Total:	204.48 204.48	03/18/2008	Check Sequence: 44 601-494-9400-42030	ACH Enabled: No
Vendor: RUID 3/4 - 3/12 3/4 - 3/12	DianePrince-Rud Cleaning City Hall Cleaning City Hall Check Total:	240.00 240.00 480.00	03/18/2008 03/18/2008	Check Sequence: 45 101-410-1940-44010 101-420-2220-44010	ACH Enabled: No
Vendor: S&T 01MJ8927 01MK3948 01MK3948 01MK3948	S&T Office Products, Inc. Planning Name Plates Shredder Admin Shredder Finance Stamps - Public Works Check Total:	57.35 79.46 90.95 17.87 245.63	03/18/2008 03/18/2008 03/18/2008 03/18/2008	Check Sequence: 46 101-410-1910-42000 101-410-1320-42000 101-410-1520-42000 101-430-3100-42000	ACH Enabled: No
Vendor: SAMSCCLUB 001953 001953 001953 001953	Sam's Club Office Supplies AUAR Meeting Supplies Microwave City Hall Color Ink Cartridge-Planning	31.10 37.32 93.24 65.72	03/18/2008 03/18/2008 03/18/2008 03/18/2008	Check Sequence: 47 101-410-1320-44300 101-410-1320-44300 101-410-1940-44300 101-410-1910-42000	ACH Enabled: No

Reference

Acct Number

Amount

Payment Date

Description

Invoice No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
005634	Office Chair & Misc Supplies - PW	136.30	03/18/2008	101-430-3100-44300	
	Check Total:	363.68			
Vendor: SATELLIT RI12516	Satellite Shelters, Inc.	319.50	03/18/2008		ACH Enabled: No
	Office Space Rental	319.50			
	Check Total:				
Vendor: TKDA	TKDA, Inc.	818.72	03/18/2008		ACH Enabled: No
200800885	Wellhead Protection	89.32	03/18/2008		
200800886	Water System Interconnect	387.48	03/18/2008		
200800887	Water Tower	991.48	03/18/2008		
200800888	Surface Water - GIS Mapping	991.49	03/18/2008		
200800888	Sanitary Sewer - GIS Mapping	472.97	03/18/2008		
200800889	Tablyn Park Watermain	478.32	03/18/2008		
200800890	Lake Elmo & Manning Project	1,630.08	03/18/2008		
200800891	Park Comp Plan Update	667.53	03/18/2008		
200800892	Pavement Management Plan	452.92	03/18/2008		
200800893	Development - Whistling Valley III	231.02	03/18/2008		
200800894	Development - Eagle Point 7th	2,740.08	03/18/2008		
200800895	Development - Tapestry	1,062.17	03/18/2008		
200800896	Development - Farms of Lake Elmo	2,879.26	03/18/2008		
200800897	Development - Discovery Crossing	1,167.56	03/18/2008		
200800898	Development - Sanctuary	1,411.86	03/18/2008		
200800899	Development - Hidden Meadows	529.05	03/18/2008		
200800900	Development - Parks Meadows	19,032.75	03/18/2008		
200800901	I-94 - 30th Village Sanitary	977.38	03/18/2008		
200800902	Village Planning	1,277.00	03/18/2008		
200800903	General Engineering	6,607.75	03/18/2008		
200800903	General Engineering	3,008.60	03/18/2008		
200800903	General Engineering	205.11	03/18/2008		
200800904	Bldg Permit Reviews/Support	1,652.60	03/18/2008		
200800904	Planning Support Assistance	641.84	03/18/2008		
200800904	MSA Roads	4,413.77	03/18/2008		
200800904	Surface Water Management	2,092.53	03/18/2008		
200800904	Water Supply System	531.90	03/18/2008		
200800904	Sanitary Sewer System	764.80	03/18/2008		
200800904	Development	13.05	03/18/2008		
200800904	General Engineering	58,220.39			
	Check Total:				
Vendor: TWINCIT 4543	Twin City Water Clinic, Inc.	65.00	03/18/2008		ACH Enabled: No
	Bacteria Analysis				
	Check Total:				

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	65.00			
Vendor: Verizon 1827126454	Verizon Wireless Cell Phone Service-Admin Partial Reimb. Check Total:	165.04 165.04	03/18/2008	Check Sequence: 51 101-410-1940-43210	ACH Enabled: No
Vendor: VISA 8040	VISA Scanner & Printer - Planning & Admin Check Total:	598.98 598.98	03/18/2008	Check Sequence: 52 410-480-8000-45700	ACH Enabled: No
Vendor: XCEL	Xcel Energy			Check Sequence: 53	ACH Enabled: No
51-4504807-7	Electric Lift Station	70.84	03/18/2008	602-495-9450-43810	
51-4504807-7	Traffic Lights Inwood	26.89	03/18/2008	101-430-3160-43810	
51-4504807-7	Electric Parks	542.22	03/18/2008	101-450-5200-43810	
51-4572945-7	Street Lights	28.15	03/18/2008	101-430-3160-43810	
51-4576456-3	Electric & Gas Station 2	1,340.41	03/18/2008	101-420-2220-43810	
51-5044219-0	Electric & Gas Parks	430.50	03/18/2008	101-450-5200-43810	
51-5275289-3	Electric Parks	8.52	03/18/2008	101-450-5200-43810	
51-5356323-8	Electric Wells 1 & 2	1,716.35	03/18/2008	601-494-9400-43810	
51-5522332-2	Electric Traffic Inwood	34.18	03/18/2008	101-430-3160-43810	
51-5733556-8	Electric-Parks	8.52	03/18/2008	101-450-5200-43810	
51-5747685-4	Electric & Gas Parks	256.61	03/18/2008	101-450-5200-43810	
51-5916043-7	Electric 34th Lift Station	16.27	03/18/2008	602-495-9450-43810	
51-6429583-8	Electric Legion Lift Station	14.85	03/18/2008	602-495-9450-43810	
51-6625457-1	Electric & Gas Parks	299.97	03/18/2008	101-450-5200-43810	
51-6736554-2	Street Lights	1,765.17	03/18/2008	101-430-3160-43810	
51-6928283-3	Electric-Traffic Lights Manning & Stil	25.69	03/18/2008	101-430-3160-43810	
51-7538112-1	Electric & Gas Public Works	3,619.57	03/18/2008	101-430-3100-43810	
51-8126093-5	Electric Water Tower 2	198.30	03/18/2008	601-494-9400-43810	
51-8524802-8	Traffic Lights Keats	40.48	03/18/2008	101-430-3160-43810	
514580376-5	Electric & Gas City Hall Check Total:	1,508.71 11,952.20	03/18/2008	101-410-1940-43810	
Vendor: YOCUM 153992	Yocum Oil Company, Inc. Bulk Oil System Check Total:	159.75 159.75	03/18/2008	Check Sequence: 54 101-430-3100-44010	ACH Enabled: No
	Total for Check Run:	123,028.38			
	Total Number of Checks:	54			

City Council
Date: 3-18-08
CONSENT
Item: 3
Motion:

ITEM: Appoint Brenda Anderson, First Alternate to the Planning Commission to fill out Deb Lyzenga's term due to her resignation

SUBMITTED BY: Sharon Lumby, City Clerk

SUMMARY AND ACTION REQUESTED: The City Council is being asked to appoint Brenda Anderson, First Alternate to the Planning Commission to fill out Deb Lyzenga's term (expires 12/31/08) due to her resignation from the Planning Commission effective April 1, 2008.

MOTION FOR CONSIDERATION

Move to appoint Brenda Anderson to fill out Deb Lyzenga's term, which expires December 31, 2008, due to her resignation from the Planning Commission effective April 1, 2008.

Sharon Lumby

From: Kelli Matzek
Sent: Monday, March 10, 2008 6:50 AM
To: 'slumby@lakeelmo.org'; 'kklatt@lakeelmo.org'; shoyt@lakeelmo.org
Subject: FW: Debbie Lyzenga: Resignation from Planning Commission

-----Original Message-----

From: Debbie [mailto:deblyz@comcast.net]
Sent: Sunday, March 09, 2008 4:34 PM
To: Kelli Matzek
Subject: Debbie Lyzenga: Resignation from Planning Commission

Dear Kelli,

Recently I've felt the need to reevaluate my commitments to various activities in my life. I necessarily have limits on how many tasks I can perform effectively, and I need to make some changes so as to maintain my energy and enthusiasm. After careful consideration I've decided to resign from the Lake Elmo Planning Commission effective April 1, 2008.

I have enjoyed my tenure as a Planning Commissioner and I appreciate the opportunity I was given to serve. I trust that my contributions were useful and I hope my replacement will have a good experience. I will continue to be informed and involved in the City's future growth, so my commitment to seeing Lake Elmo thrive will continue.

I wish you, the Planning Commission, and the City Council and Staff continued success as they implement a challenging Comprehensive Plan.

Sincerely, Debbie Lyzenga

City Council
Date: 3-18-08
Consent
Item: 4
Motion.

ITEM: Consider approval of annual charitable gambling license for Lake Elmo Jaycees
SUBMITTED BY: Sharon Lumby, City Clerk

SUMMARY AND ACTION REQUESTED: The City Council is being asked to approve the issuance of the annual charitable gambling license by the State of Minnesota to the Lake Elmo Jaycees. The Jaycees operate its annual lawful gambling at the Twin Point Tavern, located at 11199 Stillwater Blvd. N. Michelle Carlson will be in attendance to answer any questions.

MOTION FOR CONSIDERATION

Move to adopt Resolution No. 2008-015, A Resolution granting permission to the Lake Elmo Jaycees to conduct charitable gambling in the City.

ATTACHMENTS:

1. Resolution No. 2008-015

RESOLUTION NO. 2008-015

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

**A RESOLUTION APPROVING THE ISSUANCE OF
A CHARITABLE GAMBLING LICENSE
BY THE STATE OF MINNESOTA
TO THE LAKE ELMO JAYCEES**

WHEREAS, the Lake Elmo Jaycees have requested that the State of Minnesota renew its Charitable Gambling License; and

WHEREAS, the Lake Elmo Jaycees has; and desires to continue; to sell pull-tabs and tipboards at a location within an establishment commonly known as the Twin Point Tavern located at 11199 Stillwater Blvd., Lake Elmo, Minnesota; and

WHEREAS, the Lake Elmo Jaycees comply with all Charitable Gambling rules and regulations as set forth in Section 1110 of the Lake Elmo Municipal Code;

NOW, THEREFORE, BE IT RESOLVED; that the City Council of the City of Lake Elmo hereby approves the renewal of the Class B Charitable Gambling Application requested by the Lake Elmo Jaycees.

ADOPTED, by the Lake Elmo City Council this 18th day of March, 2008.

Dean Johnston, Mayor

ATTEST:

Susan Hoyt, City Administrator

City Council
Date: 3.18.08
REGULAR
Item: 6
Motions 1, 2, 3

ITEM: Authorization of Computer Hardware and Software License purchases and Approval of Joint Powers Agreement for the City of Roseville Extension of MIS Services and Support to the City of Lake Elmo

SUBMITTED BY: Carol Kriegler, Project Assistant

REVIEWED BY: Susan Hoyt, City Administrator
Tom Bouthilet, Finance Director
Greg Malmquist, Fire Chief

SUMMARY AND ACTION REQUESTED:

The city council is being asked to authorize 1) the purchase of 14 desktop and 3 laptop computers which will allow for the replacement of all city computers. In addition, the Council is being asked to authorize 2) the purchase of several software application licenses and 3) to approve a Joint Powers Agreement for the *City of Roseville Extension of MIS Services and Support to the City of Lake Elmo*, a collaboration of 16 north metro public agencies (cities, fire departments, watershed districts, etc.) sharing the costs associated with managing computer network resources and supporting the computing needs of staff. METRO-INET currently shares the cost of a staff of 6.5 I.T. people who are technically employees of the City of Roseville. This is an opportunity to share the cost of delivering technology services to include dozens of software applications, email, VoIP telephony, security, and secured access to the Internet. The agreement is a cost sharing tool to help distribute the costs associated with managing computer network resources and to support the computing needs of staff.

The software application license purchase will ensure that staff has the software available to perform their jobs effectively and efficiently while being lawfully licensed.

SUMMARY OF COSTS AND REVENUE SOURCES

The budgeted funding sources for the IT equipment is part of the 2004A capital bonds for the capital items, hardware and software, and the general fund for IT installation, maintenance and service.

The city council sold \$4 million in bonds in 2004 to construct a public works facility and a city hall. There are currently no plans for moving ahead with a new city hall until the city's financial planning is more completed and the city council has prioritized a number of capital projects for future funding. The city's financial advisor said that the funds may be used for capital upgrades to the existing city hall. The 2004A funds cannot be used for non city hall or public works related capital expenditures because of the purpose of the bond issue.

In addition, G. O. Bonds are intended to be used within a three year time frame from the sale of the issue. Although our financial advisor has not identified any problems with arbitrage regulations, it is good to demonstrate the funds are being put to good use.

In 2007 the city council authorized the purchase of the annex with these funds and identified this as a funding source for future city facility expenditures since it is likely the city hall will remain on this location for some time. The city also budgeted for a significant software and hardware update for the city computers to make the city more efficient and up to date with its technology.

The proposed purchases are all identified in the city's approved 2008 CIP. The 2008 CIP will need to be amended to reflect the additional cost of the software. The fund balance in the 2004A bond is estimated somewhere around 1.3 to 1.5 million dollars so it can easily cover these costs.

Costs and funding source

	Detail	Cost in \$	Funding Source	08 Budget Allocation
Hardware				
One time expense	computers	13,161		
	Misc	2,000		
	connection	4,000		
	Subtotal	19,161 w tax 20,406.46	08 CIP 2004 A bond revenue (approximately \$1.5 m balance)	\$ 20,000 (amend 08 CIP to allow for 25,000 in IT hardware)
Software including Licenses				
One time expenses	One Cost	13,783.50	08 CIP 2004A bond revenue	\$ 8,000 (amend the 08 CIP from 8,000 to 18,000 to cover software needs)
	Subtotal	13,783.50 w tax 14,679.42		
Installation, maintenance and service				
Annual expense	One Cost	16,570	08 General Fund	\$ 26,000
	Subtotal	16,570		
TOTAL COST		\$ 51,655.88 Incl tax		

SUGGESTED MOTIONS FOR CONSIDERATION:

- All three motions are required.
- The motions include 'not to exceed' amounts that allow for the prices given in the proposals but allow for some adjustment should it be needed at the time of purchase.

Motion 1 Move to approve authorization of expenditures in the amount not to exceed \$ 22,000 for items related to computer hardware purchases out of the 2008 CIP and to amend the 2008 CIP to \$25,000 for IT hardware needs in 2008.

Motion 2: Move to approve expenditures in the amount not to exceed \$16,000 for software application licenses and amend the 2008 CIP to \$18,000 for IT software needs in 2008.

Motion 3: Move to approve the Joint Powers Agreement for the City of Roseville Extension of MIS Services and Support to the City of Lake Elmo to allow for shared and approve the expenditure of the associated cost in the amount of \$16,570.00 for installation, maintenance and service from the general fund operating budget .

ORDER OF BUSINESS

Introduction	Susan Hoyt, City Administrator
Report	Carol Kriegler, Project Assistant
Questions to the presenter	Mayor and Council members
Questions from the public to the city council	Mayor facilitates
Call for a motion	Mayor and Council members
Discussion	Mayor and Council members
Action	City Council

ATTACHMENTS:

- A. Table of Proposals Considered for Purchase
- B. Summary of Software Applications / Licenses Purchases
- C. Summary of Proposals for Computer Hardware and Support Services
- D. METRO-INET- Sharing the Cost of Technology
- E. Joint Powers Agreement For the City of Roseville Extension of MIS Services and Support to the City of Lake Elmo

Part I. HARDWARE PURCHASES

	CORPORATE TECHNOLOGIES	NTI	PTN	MN STATE CONTRACT
14 Desktops	12,180	17,922.94	10,500	10,374
3 Laptops	4,485	3,372.96	2,787	4,005

(MIS Public Entity group does not sell hardware; it buys off of the state contract)

Total Hardware Costs: 2,787 + 10,374 = \$ 13,161
w tax 14,016.45

Part II. INSTALLATION, MAINTENANCE and SERVICE

Services required by city for IT	CORPORATE TECHNOLOGIES	NTI	PTN	MIS PUBLIC ENTITY GROUP (NON PROFIT)
A+B+C				1,380.83/mo 16,569.96/yr
A. Installation	Not comparable rate to compare	12,232 one time	7,600 one time	Part of total fee
B. Maintenance and support per month	741/mo = 8,892 /yr	2,221/mo = 26,652/yr	1,550/mo = 18,600/year	Part of total fee
C. Non - contract service call rates	125/hour	135-180/hr	125-150/hr	Part of total fee

(State contract does not sell services.)

Total cost for Part II.

installation, maintenance and support and non contract calls = \$16,569.96/yr

SUMMARY OF PROPOSALS RECEIVED FOR COMPUTER HARDWARE AND SUPPORT SERVICES

Introduction

Proposals were requested from qualified computer hardware providers and computer support service providers to provide the city with computers and related hardware. In addition, the city requested proposals related to joining the new computers to the network domain and providing ongoing management and technical support of the city's entire computer network. Proposals were requested from 5 I.T. firms and 3 proposals were received.

Staff also obtained pricing for the computers from the State of Minnesota Contract and requested information regarding the opportunity to join METRO-INET, a collaboration of 16 north metro agencies (cities, fire departments, watershed districts, etc.) sharing the costs associated with managing computer network resources and supporting the computing needs of staff. METRO-INET currently shares the cost of a staff of 6.5 I.T. people who are technically employees of the City of Roseville.

The request for proposal was two-part, the first part being related to providing computers and related hardware, and the second part being for services related to joining the computers to the network, software installation and providing ongoing management and technical support. Vendors and service providers could submit a proposal for any or all parts of the request for proposal.

Summary of Proposals Received

Part I. Computers and related hardware.

Information related to pricing is in the attached spreadsheet.

Part II. Joining the computers to the network, software installation and providing ongoing management and technical support.

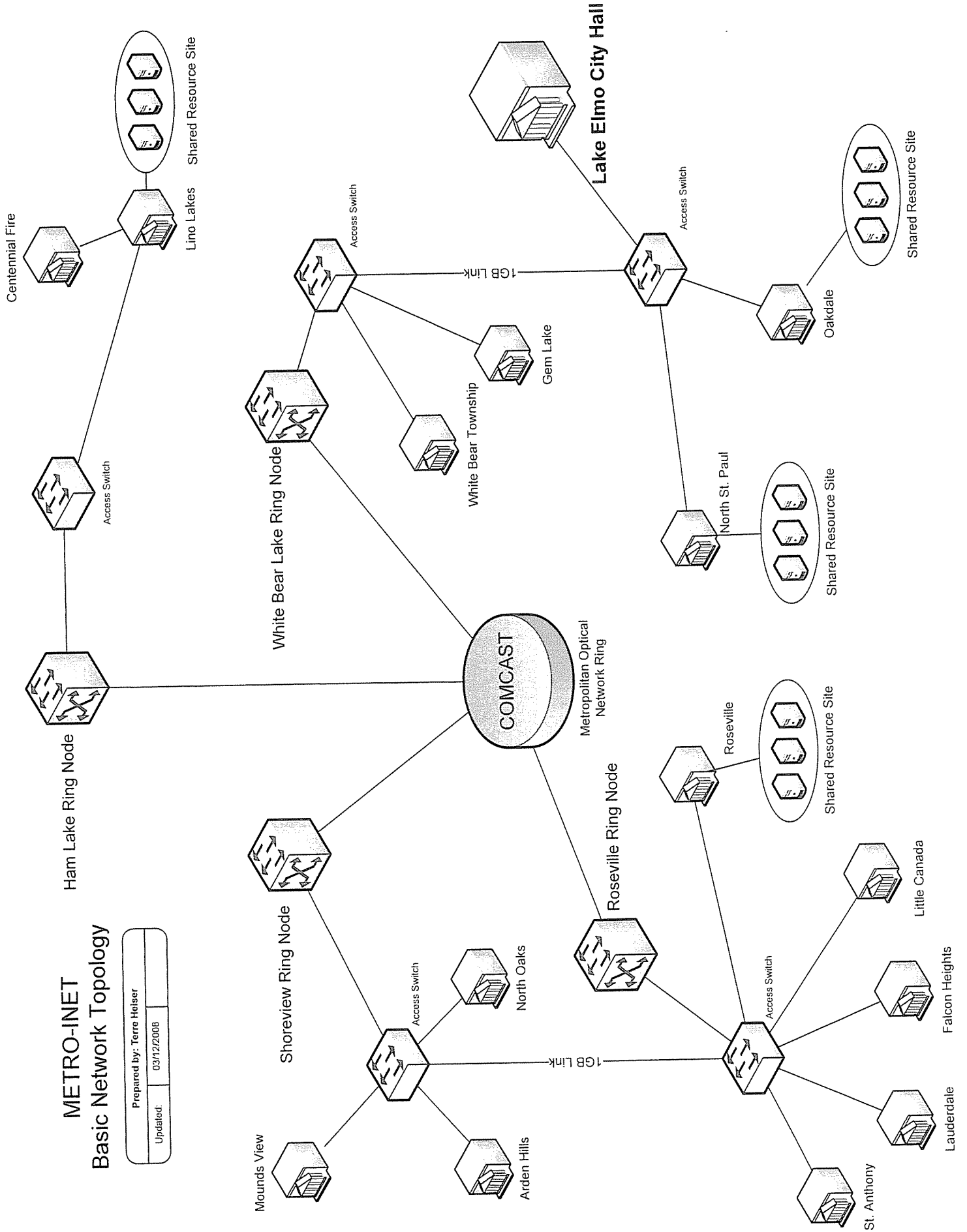
Proposals were received from 2 I.T. firms (PTN Computers, NTI consulting) that proposed fairly traditional service models. They each provided a lump sum, one time cost for installing the new computers and both proposed a fee for on-going maintenance and support of the existing network hardware. In addition, they proposed an hourly rate for any support outside of the outlined existing network hardware and software installations (i.e. adding additional hardware devices or software applications). These costs are available in the attached spreadsheet.

A proposal was also received from a more untraditional service provider, Corporate Technologies. This firm offers a system that monitors clients' servers, work stations and networks remotely. The proposal offers the remote monitoring, a 24 hour help desk and a limited number of onsite hours per month. Hours of support outside of those limited number of hours allotted are billed at \$125.00 an hour.

Joining the METRO-INET group is available to the city at a cost based on the number of users, computer, and servers. The annual cost to the city is anticipated to be \$16,570.00. This service model provides support related to both the installation of the new computers and on-going maintenance and support for the network. In addition to providing technical support, the city's network would be joined to the larger METRO-INET network as shown in the attached schematic.

METRO-INET Basic Network Topology

Prepared by: Terre Heiser
Updated: 03/12/2008



Summary of Recommended Software Application / Licenses Purchases March 2008

CURRENT STATUS OF SOFTWARE APPLICATION NEEDS

The City is currently not licensed for the use of Microsoft Office applications on any of the existing computers. Currently the Planning staff is licensed for ArcView GIS software version 3.0 which is substantially out of date. The City has licenses for 3 users for Acrobat 6 Standard which allows for the conversion of many common file types to PDF, but does not afford for the compiling of multiple file types into a single PDF document. The Building Department has been using a building permit program that is Access based, substantially out of date, and no longer supported. Septic pumping records have been managed by the administrative support staff through another Access program that is also outdated and no longer supported. Both of these programs are in excess of 10 years old.

RECOMMENDED SOFTWARE APPLICATION LICENSE PURCHASES

Microsoft Office Professional 2007, cost \$303.00 per user license.

Recommended source for purchase is through Software License House, Minnesota State Contract software vendor. Licenses purchased through the state contract are transferable and at the lowest price available.

ArcView GIS Version 9.2, cost \$2,857.00 per concurrent user license and \$1,224.00 per single user license.

ESRI distributes their own product. Competitive pricing is not available.

Acrobat Standard 8, cost \$287.00 per user license.

Recommended source for purchase is through Software License House, Minnesota State Contract software vendor. It is recommended that 2 licenses be purchased. This will allow 2 staff members the capability to compile multiple documents into a single PDF, an essential but relatively infrequent task. **CutePDF** is an alternative program available at no cost that will allow all staff members the ability to save common file types to PDF.

Local Government Manager Municipal Software, cost \$125.00-\$225 /year per user depending on subscriber type: *Permitting & Inspections, Code Enforcement, Planning*.

Recommended optional services include: 1) data conversion so that the old Access system data can be moved to the new Local Government Manger program, \$1000.00; and 2) custom configurations to load all parcel and contact data and other miscellaneous custom configurations, \$1000.00. The planners participated in demonstrations of the two most widely used planner / builder software programs, and felt that this web based program would best meet their needs and represented the best value for the City.

TOTAL COSTS:

Microsoft Office Professional 2007	\$303.00/user x 17 users = \$5,151.00
ArcView GIS	\$2,857.00 / concurrent user + \$1,224.00 = \$4,081.00
Acrobat 8 Standard	\$287.00/user x 2 users = \$574.00
Local Government Manager Municipal	\$2,000 / optional services + 6 users = \$3,977.50

TOTAL SOFTWARE LICENSE PURCHASES = \$13,783.50

METRO-INET – Sharing the Cost of Technology

In 1998 the cities of Mounds View and Roseville combined their respective computing and technology needs into a joint collaboration. This allowed the two cities to afford an enterprise class group messaging system and share the expense of operating and maintaining the system. Over the next ten years other agencies throughout the north east metro area joined the effort and today 15 organizations share in the cost of delivering technology services to include dozens of software applications, e-mail, VoIP telephony, security, and secured access to the Internet. These perpetual agreements are an effective cost sharing tool to help distribute the costs associated with managing computer network resources and to support the computing needs of staff.

The program initially was developed to provide email access and basic network support assistance. But as networks and software applications grew to be more complex, the program shifted to provide complete network management, application services, and centralized purchasing of equipment. Additionally the individual networks of each organization were collapsed into a single, centrally managed network. This converged network is called METRO-INET, a Microsoft Active Directory networking domain. This collective domain includes all the users, computers, and network resources of all participating organizations. This has greatly reduced the number of control servers necessary for operating a Windows based network. Previously the network comprised of 18 domain control servers to manage 15 separate networks. This has been reduced to 4, saving approximately \$45,000 in hardware costs for the group, and cutting the annual operating expense for power, software licensing, and maintenance.

In addition to network support, the program provides software application services for its members. The primary application is email using Microsoft's Exchange Server. The messaging server currently provides advanced electronic communication applications to 639 employees. Before consolidation the members individually operated 7 Exchange server clusters with most agencies not having any internal messaging service at their facility. Consolidating resources into a single cluster saves \$100,000 annually in hardware and operating charges and provides advance email services to smaller agencies that typically could not afford this technology.

In 2003 a few of the cities co-deployed Cisco Call Manager, an enterprise class VoIP telephone system. Since then the system has expanded to include all but three of the agencies. The shared system reduced telephone operating expenses 30-50% for all agencies and provides a fully managed telecommunications system with little need for external contracted support services.

Within the group agencies have also formed smaller cost sharing mechanisms to distribute individual applications. An example of this is Springbrook, a fund accounting software application used for payroll, accounts payable/receivable, utility billing and other financial and human resource functions. Currently Roseville, Little Canada, and Arden Hills share the cost of this application. Again the cost entry point for this

application would be too expensive for a small agency but as a group cost share the annual expense for software support from the vendor.

The group is currently deploying an enterprise document management solution from Laserfiche. This application increases the efficiency of storing and accessing city documents. It also provides a web based interface, allowing residents to search archive records of city council meetings, ordinances, and other public documents. Individually this application would cost about \$10,000 for smaller agencies and nearly \$75,000 for large institutions and require an annual operating charge of approximately 25% of the application cost. Collectively the use of a single Laserfiche system saved nearly \$250,000 in capital charges and reduces the annual operating expense by \$50,000.

The greatest value of the converged network is the institutional knowledge base gained by sharing computer support staff. Each agency contributes personnel to assist in day-to-day IT functions and as a collective whole provides the depth of knowledge required to operate and maintain an enterprise grade network. As individual agencies this would not be possible, at least not on the level of technology enjoyed as a group. The success of this project is due to the efforts of all agencies and not that of any single City and for the fact that the agencies share the same goals and philosophy towards the use of technology. The group is focused on creating a network of applications for use by all agencies by leveraging the resources of all organizations to the maximum extent possible.

In 2008 the list of participating agencies with County and population:

Arden Hills	Ramsey	9,652
Centennial Fire District	Anoka	
East Bethel	Anoka	10,941
Falcon Heights	Ramsey	5,572
Gem Lake	Ramsey	419
Lauderdale	Ramsey	2,364
Lino Lakes	Anoka	16,791
Little Canada	Ramsey	9,771
Mounds View	Ramsey	12,738
North Oaks	Ramsey	3,383
North St. Paul	Ramsey	11,929
Oakdale	Washington	26,653
Ramsey Washington Watershed	Ramsey/Washington	
Roseville	Ramsey	33,690
Saint Anthony	Hennepin/Ramsey	8,012
White Bear Township	Ramsey	11,293

Additional support is extended to other agencies that are not integrated into the consolidated network. These agencies/groups include the City of Maplewood, Ramsey County GIS Users Group, North Suburban Communications Commission, and Ramsey County Library System.

Metro I-Net
 Cost Allocation Model
 For 2007 - 2009

Site	# of End Users	Computers	Servers	Total Units	% of Total	Targeted		Total	2006 Amount	Actual		2008 (a) Amount	2009 (a) Amount
						Support Services	Software Licensing			Difference	1/3 of Difference		
Arden Hills	23	26	-	49	4%	\$ 21,762	\$ 2,720	\$ 24,482	\$ 20,000	\$ 4,482	\$ 1,494	\$ 22,988	\$ 24,482
East Bethel	15	15	1	31	2%	13,768	1,721	15,489	2,000	13,489	4,496	10,992	15,489
Falcon Heights	17	17	-	34	3%	15,100	1,887	16,987	8,700	8,287	2,762	14,225	16,987
Lauderdale	5	3	-	8	1%	3,553	444	3,997	1,800	2,197	732	3,265	3,997
Lino Lakes	66	65	4	135	10%	59,956	7,494	67,450	20,000	47,450	15,817	51,633	67,450
Little Canada	18	17	1	36	3%	15,988	1,999	17,987	8,700	9,287	3,096	14,891	17,987
Mounds View	49	50	2	101	7%	44,856	5,607	50,463	28,000	22,463	7,488	42,975	50,463
North Oaks	3	3	-	6	0%	2,665	333	2,998	3,600	(602)	(201)	3,199	2,998
North St. Paul	69	50	4	123	9%	54,626	6,828	61,454	30,000	31,454	10,485	50,970	61,454
Oakdale	123	127	5	255	19%	113,249	14,156	127,406	40,000	87,406	29,135	98,270	127,406
Ramsey-Wash. Watershed	16	16	1	33	2%	14,656	1,832	16,488	17,800	(1,312)	(437)	16,925	16,488
Roseville	185	211	23	419	31%	186,084	23,261	209,345	389,400	(180,055)	(60,018)	269,363	209,345
St. Anthony	45	35	3	83	6%	36,862	4,608	41,469	28,000	13,469	4,490	36,980	41,469
White Bear Township	11	13	1	25	2%	11,103	1,388	12,491	12,000	491	164	12,327	12,491
Centennial Fire District	6	6	1	13	0.01%	5,774	722	6,495	6,495	0	0	6,495	6,495
				1,351	100%	\$ 600,000	\$ 75,000	\$ 675,000	\$ 616,495	\$ 635,997	\$ 655,498	\$ 675,000	\$ 675,000

2008 Budget Items

IT support services (7 FTE's)	\$ 600,000
Software licensing	75,000
Other	-
	\$ 675,000

(a) Does not include inflation

**JOINT POWERS AGREEMENT
FOR THE CITY OF ROSEVILLE EXTENSION OF MANAGEMENT
INFORMATION SERVICES AND SUPPORT TO CITY OF LAKE ELMO**

THIS AGREEMENT, entered into by and between the **CITY OF ROSEVILLE**, a Minnesota municipal corporation (“Roseville”), and **the CITY OF LAKE ELMO** a Minnesota municipal corporation (“Lake Elmo”), is effective upon the execution of this Agreement by the named officers of both cities.

RECITALS

WHEREAS, Roseville has an established Information Technology Department and technical employees that are capable of providing services desired by Lake Elmo, and

WHEREAS, Roseville has an existing Microsoft Windows Active Directory networking domain including Microsoft Exchange messaging systems; and

WHEREAS, Lake Elmo desires technology and network related services and support, and

WHEREAS, Minnesota Statute 471.59 authorizes political subdivisions of the State to enter into Joint Powers Agreements for the joint exercise of powers common to each.

NOW, THEREFORE, it is mutually stipulated and agreed to as follows:

1. SERVICES.

A. Roseville shall provide qualified management information systems employees, who shall be employees of the City of Roseville (“Employees”), to perform computer, network and related technical services desired by Lake Elmo. These services include, but may not be limited to, the following:

- User access to Active Directory services, including MS Exchange messaging software, subject to global security policies and procedures.

- Desktop technical support for issues not resolvable in-house.
- Necessary network licenses to access Active Directory services, Exchange messaging and spam filtering services.
- Desktop Antivirus Management, Licensing, and Support

Support of systems to be provided by Roseville is generally within normal working hours of 8:00 a.m. until 4:30 p.m. Monday through Friday. However considerations will be made for emergency situations and system upgrades which would require off hours support.

B. Roseville shall be solely responsible for compensating the assigned Roseville Employee(s) engaged in providing computer and technical services under this Agreement, including any overtime wages incurred, as well as any insurance or employee benefits provided under the policies or agreements of Roseville. In addition, Roseville shall be solely responsible for worker's compensation, reemployment insurance benefits, and other employee related laws, including OSHA, ERISA, RLSA, and FMLA. Roseville shall retain the authority to control the employees, including the right to hire, fire and discipline them.

C. Lake Elmo will provide the necessary office, equipment, and supplies for the assigned Roseville Employee(s) to provide the services required hereunder and will bear all costs attendant thereto.

D. Lake Elmo is responsible for any additional licensing, software, and hardware necessary to operate and access network servers and other related equipment owned by Lake Elmo.

E. Lake Elmo is responsible for securing additional contracts or providing internal support for software applications outside the scope of this agreement which might include, but is not limited to, support for financial software applications, building permit applications, or other

software and applications used exclusively by the City of Lake Elmo on it's own servers and computers.

F. The City Administrator, or designee, of Lake Elmo shall communicate scheduling of work to be performed by the assigned Employee(s).

2. PAYMENT. Lake Elmo will compensate Roseville for services rendered under this agreement in the annual amount of SIXTEEN THOUSAND FIVE HUNDRED SEVENTY and No/100 Dollars (\$16,570.00) for services rendered based on the Metro-INET 2008 cost distribution model. Annual adjustments will be presented to Lake Elmo as part of an established budget review process. All proposed increases are to be provided by Roseville to Lake Elmo no later than June 1st of each year. Lake Elmo shall make monthly payments, upon presentation by Roseville of a monthly billing equal to one-twelfth (1/12th) of the annual amount herein stated.

3. INDEMNIFICATION. Roseville agrees to assume sole liability for any negligent or intentional acts of the assigned Employee(s) while performing the assigned duties within the jurisdiction of either city. Each city agrees to indemnify, defend, and hold harmless the other from any claims, causes of action, damages, loss, cost or expenses including reasonable attorney's fees resulting from or related to the actions of each city, its officers, agents or employees in the execution of the duties outlined in this Agreement, except as qualified by the previous sentence.

4. TERMINATION, SEPARABILITY.

A. This Agreement may be terminated by either party upon ninety (90) days' notice provided to the respective City Manager of Roseville or City Administrator of Lake Elmo.

B. Upon termination no further amounts shall be due and payable by Lake Elmo to Roseville under Section 2 of this agreement and any and all records or property of the respective cities will be returned to the appropriate city within 90 days.

C. This Agreement is governed by the laws of the State of Minnesota.

D. In the event that any provision of this Agreement is held invalid, the other provisions remain in full force and effect.

E. This agreement may not be assigned by any party without the prior consent of the other party.

IN WITNESS WHEREOF, the City of Roseville and City of Lake Elmo have caused this Agreement to be duly executed effective on the day and year last entered below.

Dated: _____

CITY OF ROSEVILLE

By: _____
Craig Klausing
Its Mayor

By: _____
Bill Malinen
Its City Manager

Dated: _____

CITY OF LAKE ELMO

By: _____
Dean Johnston
Its Mayor

By: _____
Susan Hoyt
Its City Administrator

City Council
Date: 3/18/08
REGULAR
Item: 7
Motion

ITEM: Consider approval of the Lake Elmo Comprehensive Park Plan

SUBMITTED BY: Kelli Matzek, Planner

REVIEWED BY: Susan Hoyt, City Administrator
Kyle Klatt, Planning Director
Mike Bouthilet, Park and Public Works Director

SUMMARY AND ACTION REQUESTED:

The City Council is being asked to approve the proposed Comprehensive Park Plan which was revised based on comments received from the council on February 19, 2008. The Park Commission and the Planning Commission approved this plan earlier this year.

CHANGES MADE BASED ON COMMENTS RECEIVED:

- Technical changes were made in response to wording and other grammatical suggestions as well as inclusion of the park on Legion Avenue. Also added was the correction of park boundaries, acreage, and amenities in the text and maps.
- To address the comments regarding the importance private recreational facilities play in residents' recreational activities, the paragraph on page 1-2 under the section "Parameters of this Report" was reconfigured to include an acknowledgement of their role. There are also comments elsewhere in the *Park Plan* that mention private facilities.
- The Lake Elmo Regional Park Reserve was included in the park inventory on page 2-9 and is referenced in other locations of the plan (pages 1-2, 2-1, 2-30, 3-13, and 3-30). Text was added to enforce the importance of the Lake Elmo Regional Park Reserve to remain as a reserve on page 3-13.
- To address the concerns of a second sports complex, the two suggested alternative locations were removed from the map. The revised text (pg 3-23 and 2-24) addresses that the need for a second complex should be reevaluated in the future to see if fields in neighborhood parks were meeting the population's needs or if a second sports complex should be added. The plan does not provide guidance on where a second complex should be located.
- A sentence was added regarding the presence of the Washington County Landfill site to the Sunfish Lake Park inventory page (2-18).
- A sentence was added to page 3-4 to address the comment that there has been no measured determination of park usage.

ADDITIONAL SUGGESTIONS FOR THE COUNCIL TO CONSIDER

Councilmember DeLapp provided an additional section entitled "exceptions" and a page of text to the plan (see attachment 1)

PURPOSE OF THE PLAN

The purpose of the document is to provide a vision for how the City would like to develop a comprehensive park and recreation system. The document provides the City with knowledge, guidance, and a basis for a response when opportunities arise for new parks through donated land, new developments, or potential land purchases. This document will also provide assistance in reviewing future developments with regards to park locations and land dedication.

The City Council has an opportunity at this time to make policy amendments to the plan. In the future, if it is determined that a significant change has occurred or an amendment is desired after the plan has been approved, the Park Plan can be amended to reflect the adjustment or new direction in some or a portion of the plan as things change.

The implementation of the Park Plan will be through the annually updated Capitol Improvement Plan (CIP) and as well as when future development occurs in areas planned for parks. The city is in the process of implementing a neighborhood park and trail development process which will engage the park commission and neighbors and abutting property owners in neighborhood park and trail planning for individual neighborhoods and along trails that go by various homes.

PARK PLAN PROCESS

- Since September of 2006, the Park Commission discussed the Park Plan at nine public meetings during 2006 and 2007. The commission worked with the park planning consultants over the year and a half to formulate the recommended document.
- A well attended public open house was held on February 15, 2007. Twenty-five residents signed in at the door and five written comments were received. In the written comments, two residents suggested adding an off leash dog park and one resident suggested connecting trails be multi-functional. Two residents provided a number of comments such as incorporating the tri-lakes area into the greenway system, maintaining a working relationship with the county, keeping Sunfish Lake Park as it exists, increasing trail connectivity, removing the neighborhood park search area near Sunfish Lake Park, protecting wetlands, and maintaining passive parkland in natural resource areas. A number of verbal comments were received by commissioners, staff, and the consultants at the meeting as well.
- On March 14, 2007, the Village Area Master Plan consultants presented the village plan and discussed with the Park Commission the vision for parks in the village area.
- A joint City Council and Park Commission meeting was held on April 24, 2007. At this meeting, the commission received comments and feedback from the Council on the draft plan.
- A preference menu was conducted during the months of September and October to further engage public input. Fifty-two responses were received and reviewed by the commission for potential integration into the park plan.
- After twelve months of discussion, public input, and editing, the Park Commission recommended the approval of the Comprehensive Park Plan at their September 17, 2007 meeting.
- The Planning Commission reviewed the park plan and held a public hearing on December 10, 2007 at which no one from the public spoke for or against the plan.
- In review by the Planning Commission, a planning commissioner asked about how the potential planned parks would impact housing unit requirements south of Tenth Street. It was discussed that the each development would be reviewed to determine housing unit counts and parks could be adjusted. After discussion, the commission unanimously recommended approval of the plan. The minutes from the meeting are attached.

MAIN POINTS OF THE COMPREHENSIVE PARK PLAN

- The draft Comprehensive Park Plan begins with an introduction that includes a list of park system principles written and edited by the Park Commission. The principles serve as the foundation of the Park Plan.
- The existing parks inventory was also compiled and edited by the Park Commission. This list includes the Lake Elmo Center for the Arts Park as that property was purchased with park funding and will eventually be converted into a park use.
- The demographic assessment section of the plan utilizes information from the Lake Elmo Comprehensive Plan for population forecasts, the Minnesota Department of Natural Resources for recreation participation information, and the U.S. Census for city demographics. This information provided guidance in the proposed future park locations.
- The Natural Resources section identifies city and state policies as well as a Minnesota DNR Conservation Corridor program for guidance. This shows the overlapping vision at various levels of government for the protection of natural resources. Lake Elmo's natural resources were identified as potential future park features.
- The classifications for the park system as identified in the document are based upon characteristics and purpose of the park, and are helpful in assessing the resources currently available to residents.
- The National Recreation and Parks Association (NRPA) recommends that Cities locally establish a level-of-service rather than use a generalized standard model. The new draft plan follows this recommendation by establishing levels-of-service for the various park types based on discussions at the meetings held throughout the planning process.
- The accepted Village Area Master Plan identifies an area around which sports fields are located. The park plan integrated information provided from the Village Area Master Plan consultants early on in the process. The park plan has identified a primary community sports complex—a green area with the potential for recreational activities such as ball and soccer fields in collaboration with the village plan. Like the other proposed search areas in the park plan, this primary search area is intended to offer guidance as to where to obtain additional park land, but is flexible to allow for other opportunities as they arise.
- The two other areas identified on map 10 as community sports complex search areas are suggested locations if one additional sports complex is determined to be needed after 2020.
- The community park search area was suggested to be located within the village area to serve as a major central community park with a sports center and walking paths that would function as the heart of the community. This was further discussed at the March 14, 2007 Park Commission meeting with the Village Area Planning consultant.
- The park plan recommends a greenway and trail loop that utilized existing and proposed trails identified in the approved 2005 Comprehensive Trail Guide Plan. The greenway along with the trail system would provide for a highly connected park system and establish new connections among the rural and future urban areas of the city.
- Sunfish Lake Park was singled out in the document as it is the largest of all the city parks, and is considered the crown jewel of Lake Elmo's park system. Six policy statements were created by the park commission to provide more detailed guidance for the future use of Sunfish Lake Park.
- Search Area D (as shown on map 9) identifies a search area for a local park directly adjacent to Sunfish Lake Park. The park commission recommended that neighborhood

park type facilities not be placed within Sunfish Lake Park as it would not conform to the policies outlined for Sunfish Lake Park in the park plan.

- A recreation preference menu was distributed in a city newsletter, was available on the city website, and also at city hall for completion by residents. The menu was not an official survey, but an attempt to receive information from a broad range of residents on information relevant to the existing and future park system and recreational programming.
- The benchmark study (discussed in section 4) compares Lake Elmo with three other metro area cities. The three cities were chosen by the Park Commission, and were used only for identifying at what point the communities established city recreation programs and how those programs function.

In summary, the draft plan finds that within the next twenty-two years, the City's projected population will develop needs for thirteen neighborhood parks, one community park, one or two community sports complexes, two special use parks, and a greenway to provide connectivity throughout the city. The specific locations for these future recreation amenities would be guided by the search areas established in the plan, but the final locations would be dictated by opportunities (primarily through park dedication in conjunction with development projects). Essential to the plan's success is the City's ability to be flexible with final park locations and to be proactive as opportunities arise.

ADDITIONAL INFORMATION

- This plan would update the most recent park plan from 1990 to reflect updated future demographics, existing park system amenities, and projected future park needs and potential locations.
- This plan does not address how to pay for the proposed parks and greenway system, nor does it identify specific parcels of land in the city for future park and recreation locations. This is not required in the plan and is a budget activity undertaken by the city council with the advice and input of the park and planning commissions.
- Since the public hearing on December 10, 2007, minor edits have been made to update the list of amenities in existing city parks.

RECOMMENDATION

The Park Commission, Planning Commission, and staff are recommending approval of the Comprehensive Park Plan.

SUGGESTED MOTION FOR CONSIDERATION:

Motion 1: Move to approve the Comprehensive Park Plan.

OR

Motion 2: Move to approve the Comprehensive Park plan with statement of exceptions.

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ORDER OF BUSINESS:

- Introduction..... Susan Hoyt, City Administrator
- Presentation by staff..... Kyle Klatt, Planning Director
- Questions from the City Council (3 minutes)..... Mayor & Council Members
- Questions/Comments from the public (3 minutes)..... Mayor facilitates
- Call for a Motion
(required for further discussion; does not
imply approval of the motion Mayor facilitates
- Discussion (3 minutes) Mayor facilitates
- Action on motion..... Council

ATTACHMENTS (3):

1. One page submission for inclusion in Park Plan
2. Comprehensive Park Plan

Letter / text
from C. DeLays -
"Exceptions"

PART ONE: INTRODUCTION

- Purpose of the Plan*
- Park System Principles*
- Planning Process*
- Parameters of this Report*
- Exceptions*

Ideally, a fully cohesive report on the fundamental aspects of city parks in a country setting requires a depth beyond the scope of this Plan. The synergies sought for a park system plan combine the elements of open space protection with public access; connectivity of parks and open space with housing areas; the benefits associated with community socialization and cohesion; and individual wellness opportunities from organized and spontaneous recreational facilities.

There is, for example, no sound basis for the City to define an appropriate level of environmental stewardship, which would require an extensive scientific analysis of our landforms and their associated variation of flora and fauna. There is no sound basis for determining the appropriate number, size and distribution of recreational parks without a comprehensive evaluation of who is being served and their viable alternatives. Needs vary by the age distribution of the served population, by the wealth of residents, by the size and nature of residential properties, and by the characteristics of roadways, trails and protected private open space, accessible to some or all residents. In addition, the extent of availability of private golf, tennis, boating, bicycling, and hunting clubs, of State and regional parks, and of for profit and non-profit privately owned fitness centers, sports entertainment centers, and regional ballfield complexes, are all determinants for understanding Lake Elmo's need to balance its City park system with an overlay of independently owned and managed assets.

Significant components of our City's open space and recreational assets are independently owned. They include the 2,100 acre Lake Elmo Regional Park Reserve, 1,155 acres of ponds and lakes, the 500 acre 3M Tartan Park, and 60 acres in three schools within City limits with ballfields, play equipment, a swimming pool, and tennis courts. Additionally, the Cimarron Manufactured Housing Park includes a 9 hole golf course, open to the public, a swimming pool, clubhouse, tennis courts and ballfields for the use of residents in 500 units. Combined with some 800 (verify) acres of permanently protected, but privately owned open space, 30% of the City's independently held acreage is currently off limits to development, and are used by 1,000's of residents on a daily basis. Continued housing development north of 10th Street is anticipated to add at least 1,500 (?) acres of permanently protected and association owned open space.