



*Our Mission is to Provide Quality Public Services
in a Fiscally Responsible Manner While
Preserving the City's Open Space Character*

NOTICE OF MEETING

**City of Lake Elmo
3800 Laverne Avenue North
City Council Meeting
Wednesday, August 8, 2012 7:00 p.m.**

AGENDA

- A. **CALL TO ORDER**
- B. **PLEDGE OF ALLEGIANCE**
- C. **ROLL CALL**
- D. **APPROVAL OF AGENDA**
- E. **ORDER OF BUSINESS/GROUND RULES**
- F. **ACCEPT MINUTES**
 - 1. Accept July 17, 2012 City Council minutes
- G. **PUBLIC COMMENTS/INQUIRIES**
- H. **PRESENTATIONS**
 - Sara Quick, Lake Elmo Jaycees
- I. **CONSENT AGENDA**

Note: Items listed under the Consent Agenda will be enacted by one motion with no separate discussion. If discussion on an item is desired, the item will be removed from the Consent Agenda for separate consideration.

 - 2. Approve Payment of Disbursements and Payroll
 - 3. 2011 Seal Coat Project – Accept Improvements and Pay Request No. 3 (Final) – Release of Retainage following

Corrective Work)

4. 2011 Street and Water Quality Improvements – Resolution 2012-39 Declaring Cost to be Assessed, Ordering Preparation of Proposed Assessments, and Calling for Hearing on Proposed Assessment
5. Approve Position Description of Taxpayer Relations / Communications Coordinator
6. Approve Hiring of Adam Bell as Deputy Clerk
7. Water System Design Phasing Study – Authorize AE2S Task Order No. 1
8. Approve Resolution 2012-37 Proclaiming September 7 and 8, 2012 as Lake Elmo Days
9. Approve Draft Structure of the City of Lake Elmo Employee Handbook

J. **REGULAR AGENDA**

10. Country Sun Farms – Amendment to Resolution 2000-047 Clarifying Permitted Agricultural Sales and Entertainment Uses
11. Council Member Appointment to Library Board Nomination Committee

K. **SUMMARY REPORTS AND ANNOUNCEMENTS**

- Mayor and Council
- Administrator
- City Attorney
- City Engineer
- Planning Director
- Finance Director

L. Adjourn

**LAKE ELMO CITY COUNCIL MINUTES
JULY 17, 2012**

**CITY OF LAKE ELMO
CITY COUNCIL MINUTES
JULY 17, 2012**

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

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

Also Present: City Administrator Zuleger, City Attorney Sara Sihender, City Engineer Griffin, City Clerk Thone, and Finance Director Bendel.

Absent: Council Member Emmons

APPROVAL OF AGENDA

*MOTION: Council Member Pearson moved to approve the July 17, 2012 City Council Agenda as presented. Council Member Park seconded the motion. **Motion passed 3-0.***

ACCEPTED MINUTES

1. The July 3, 2012 City Council minutes were approved as amended by consensus of the City Council.

PUBLIC COMMENTS/INQUIRIES

Justin Bloyer, 8881 Jane Road, Lake Elmo, expressed his appreciation for staff's work, time and perseverance during the fairly lengthy process on the lake ordinance and expressed his pleasure at the final result.

PRESENTATIONS

Virginia Holder, GTN, gave a brief presentation on the various offerings available from the local cable channels including programming for candidates wishing to broadcast messages to the public. She shared contact information and ideas on how to best utilize the system. Mayor Johnston inquired about the ground rules, to which Ms. Holder responded the ground rules would be crafted by staff dependant on council direction and staffing requirements. A discussion was had by council on what parameters they would like to see with regard to the candidate broadcasting options. Ms. Holder encouraged whatever decisions are made they would need to be consistent for all candidates.

Administrator Zuleger suggested asking resident Paul Ryberg whether he would be interested in being an independent moderator, if all candidates were in agreement, to record a five to seven minute presentation on their candidacy and specific bullet points.

CONSENT AGENDA

2. Approve Disbursements in the Amount of \$204,836.20
 - 2a. 2nd Quarter Financial Report
 - 2b. Year-to-Date Permit Program
3. Professional Engineering Support Services Consulting Pool – Approve Updated Pool to

LAKE ELMO CITY COUNCIL MINUTES
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- add AE2S in the Areas of Water and Wastewater Systems
- 4. Approve Ordinance No.2012-58 Amending 97.21 Watercraft and Water Surface Regulations 97.23 (A) Prohibited Structures and Uses
- 5. Lions Park Tennis Court Resurfacing
- 6. Lions Park Safety Surface

*MOTION: Council Member Pearson moved to approve Consent Agenda Items 2-6 as presented. Council Member Smith seconded the motion. **Motion passed 4-0.***

ITEM 7: RESOLUTION 2012-35 AUTHORIZATION FOR SALE OF \$4,090,000 GENERAL OBLIGATION WATER REVENUE CROSSOVER REFUNDING BONDS SERIES 2012A

Paul Donna, Northland Securities, provided an overview of the bid results which went on sale that morning. Due to the City's excellent bond rating Aa2, it attracted superior results and provided a net savings of approximately \$455,000.00.

City Administrator Zuleger and Finance Director Bendel thanked Mr. Donna for the expert guidance.

*MOTION: Council Member Smith moved to approve Resolution 2012-35 processing the necessary paperwork related to \$4,090,000 General Obligation Water Revenue Crossover Refunding Bond Series 2012A. Council Member Park seconded the motion. **Motion passed 4-0.***

ITEM 8: AUTHORIZATION TO ENTER INTO AN ESCROW AGREEMENT WITH NORTHLAND TRUST SERVICES, INC. RELATED TO THE SALE OF \$4,090,000 GENERAL OBLIGATION WATER REVENUE CROSSOVER REFUNDING BONDS SERIES 2012A

Finance Director Bendel requested the City Council consider entering into an escrow agreement with Northland Trust Securities, Inc. relating to the \$4,090,000 General Obligation Water Revenue Crossover Refunding Bonds, Series 2012A.

*MOTION: Council Member Smith moved to authorize the City to enter into an escrow agreement with Northland Trust Securities, Inc. relating to the \$4,090,000 General Obligation Water Revenue Crossover Refunding Bonds, Series 2012A. Council Member Pearson seconded the motion. **Motion passed 4-0.***

ITEM 9: RESOLUTION 2012-36 AUTHORIZATION FOR SALE OF \$865,000 GENERAL OBLIGATION IMPROVEMENT BONDS SERIES 2012B

Finance Director Bendel requested the City Council consider adopting Resolution 2012-36 authorizing the sale of \$865,000 General Obligation Improvement Bonds, Series 2012B.

*MOTION: Council Member Smith moved to approve Resolution 2012-36 awarding the sale, prescribing the form and details and providing for the payment of the \$865,000 General Obligation Improvement Bonds, Series 2012B. Council Member Pearson seconded the motion. **Motion passed 4-0.***

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**ITEM 10: RESOLUTION 2012-34 2012 STREET AND WATER QUALITY IMPROVEMENTS
APPROVE ACCEPTING BIDS AND AWARDING CONTRACT**

City Engineer Griffin provided a financial update of the construction project proposal, noting the increased storm and drainage costs in the feasibility study included a 10% contingency. The approximate savings of \$30,000 in the design engineering component kept the project under budget.

Council Member Pearson requested clarification of the design proposal project and the less-expensive engineering costs. City Engineer Griffin clarified the items for Council.

MOTION: Council Member Park moved to Accept the Bids and Award a Contract for the 2012 Street and Water Quality Improvements. Council Member Pearson seconded the motion.

Motion passed 4-0.

**ITEM 11: KEATS AVENUE NORTH MSA STREET IMPROVEMENT ENGINEER'S UPDATE ON
PROPOSED IMPROVEMENTS AND AUTHORIZE REPORT REVISIONS**

City Engineer Griffin provided a brief review of the proposed Keats Avenue MSA Street Improvements in preparation for the August 21, 2012 Public Hearing. The City requested a variance from the State Aid Office Rural Section Standards for 11-ft drive lanes (12-ft standard), 5-ft shoulders (6-ft standard), and a "Clear Zone" of 15-ft (30-ft standard) but was denied, citing safety, primarily regarding the 30 foot clear zone. He reported that to provide the required 30 foot clear zone would require right-of-way acquisition, utility pole relocation, significant tree removal and culvert work that would total \$845,000 additional project costs beyond the previously estimated \$1.1 million. City Engineer Griffin reported he had identified three improvement options meeting MSA standards for consideration by the City. Based on the best value for the City, the recommendation is to have an urban section street where a clear zone is not applicable. A second option would be to reconstruct the street to the original plan rural section and not use State Aid funding. He noted concerns about where the City would come up with the necessary money without State Aid. He reported the extra cost for the curb and gutter would be \$147,000.

Council Member Pearson asked why the engineer thought that the State would approve the variances. City Engineer Griffin responded that he felt comfortable with approval based on early discussions with MnDOT staff, and the fact that there have been few accidents on that roadway of consequence or involving vehicles leaving the roadway into what would be the safety zone.

Mayor Johnston asked if the shoulder stripes could be moved further in similar to the shoulder stripes on Demontreville Trail to better accommodate non-vehicular users. City Engineer Griffin indicated he did not believe this could be achieved, and that there was limited non-vehicular traffic on this roadway.

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Council Member Pearson asked if State Aid funds were not used on this project, could those funds be applied elsewhere in the City. City Engineer Griffin responded that they could be used on another MSA designated street, but that this roadway was in very poor condition and is a good application of the MSA funding to save City maintenance expenses in the future.

City Administrator Zuleger inquired if the curb and gutter would be assessed for this alternative. City Engineer Griffin replied that the assessment policy does address curb and gutter but the City would need to decide if this application should be assessed.

In response to a question from Council Member Smith regarding the potential large amount of assessments over very few property owners, City Engineer Griffin suggested the City cost share increases to cover the oversize costs for a collector roadway. He reminded the Council that this project is married to the water main extension project that he believes to be critical to the City's overall water system traveling the length to the I-94 corridor.

Council Member Pearson asked if it was an option to delay the water project. City Engineer Griffin responded that the water extension was needed before the City could expand the water system to meet future growth. Council Member Pearson stated that if that is the case, the water and street project needs to be done now.

City Administrator Zuleger reported that Council Member Emmons could not attend this evening's meeting but had concerns with the water system hydraulics and the road project cost.

Council Member Smith expressed concern with the cost to redesign the road project, and expressed she is not pleased with the curb and gutter that would be included in the redesign to an urban section.

City Administrator Zuleger stated that Staff is very concerned with bringing clean water to City residents, and the I-94 corridor. He stated that the City needs to make this project work as it is important for bringing that clean water to areas that require it in the City.

MOTION: Council Member Park moved to direct the City Engineer to revise the Feasibility Report for the Keats Avenue North MSA Street and Trunk Watermain Improvements in Preparation for the Continuance of the Public Improvement Hearing on August 21, 2012. Mayor Johnston seconded the motion. Motion passed 4-0.

ITEM 12: OLD VILLAGE AREA MUNICIPAL SANITARY SEWER SERVICE: INITIATE PRELIMINARY STUDY

City Engineer Griffin requested council to consider authorizing a preliminary study to provide sewer for the downtown village area, which is the first step necessary to address the proposed improvements to identify the gravity sanitary sewer route alternatives throughout the Village.

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Mayor Johnston inquired whether it was private property specific, in relationship to assessments. Council Members discussed homes on Legion Avenue, and whether homes south of 30th Street should include both sides of the street as they currently have a 201 System. City Administrator Zuleger added that residents on Lake Elmo Avenue are also interested.

City Engineer Griffin addressed the lift station concerns for a gravity line forced main along 30th Street, and dropping a second smaller lift station about half-way down the line. Individual lift stations would not be feasible.

Mayor Johnston inquired whether these costs would be recovered through assessments or charges to which City Engineer Griffin responded there are ways to recover these costs. Council inquired what areas would be included in this project. City Engineer Griffin responded those are the questions that would be answered during this preliminary study.

Council Member Smith confirmed that the gravity line had been planned to coincide with Washington County revamping Lake Elmo Avenue.

City Engineer Griffin stated that Washington County would like to work with the City to discuss the Lake Elmo Avenue reconstruction project currently scheduled for 2018. He will notify the Council and Administrator when a meeting is scheduled.

MOTION: Council Member Smith moved to authorize the City Engineer to initiate the Preliminary Study for the Old Village Area Sanitary Sewer project in the estimated amount of \$16,500, with the intention to recover the costs through SAC and/or assessments. Mayor Johnston seconded the motion. Motion passed 4-0.

ITEM 13: INWOOD AVENUE TRUNK WATERMAIN AND BOOSTER STATION: INITIATE PRELIMINARY STUDY

City Engineer Griffin requested the Council to consider authorizing FOCUS Engineering, Inc. to initiate the engineering work for the Inwood Avenue Trunk Watermain and Booster station project. The Preliminary Study would cost an estimated \$6,800.

Council Member Pearson discussed right-of-way easements and bringing it east to utilize more users.

City Engineer Griffin explained that in order to get this project ready for 2013 the City needs to begin the preliminary study immediately.

Council Members discussed their desire to recover the report costs and inquired how to accomplish this, similar to Old Village project costs. City Administrator Zuleger reported that the majority of those costs are recoverable by building them into the water and sewer, and serving properties, and provided additional, recommended language to the motion to approve.

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*MOTION: Council Member Pearson moved to authorize the City Engineer to initiate the Preliminary Study for the Inwood Avenue Trunk Watermain and Booster Station project in the amount of \$6,800, with the intention to recover the costs through WAC and/or assessments. Council Member Park seconded the motion. **Motion passed 4-0.***

ITEM 14: ADMINISTRATOR'S REPORT: ORGANIZED COLLECTION FEASIBILITY AND PROPOSED 2014 PLAN OF WORK SCHEDULE

City Administrator Zuleger explained the process of organized collection, the feasibility of taking on the project, the proposed 2014 plan of work schedule and the justification of the recommendation for the plan presented. Mayor Johnston expressed his support of the program but agreed this would be a significant project to add to the number of significant projects already underway in the City, and recommended staff continue to glean information in the schedule provided. Council Member Park supported the length of the plan presented to the Council.

Council Members expressed support for project, the information provided, and the extension for the project. Council recommended Staff only collect data during the interim. City Administrator Zuleger reported that it is a 15-month process, and he will continue providing information and keep collecting data prior to adopting a resolution.

*MOTION: Council Member Park moved to approve the Schedule for Staff to Commence Planning to Transition the City of Lake Elmo from Open Collection of Residential Solid Waste to Organized Collection of Solid Waste in 2014. Mayor Johnston seconded the motion. **Motion passed 4-0.***

ITEM 15: LIBRARY BOARD APPOINTMENTS

City Administrator Zuleger explained that two Library Board positions will become available in November 2012.

Discussion ensued between the council members and staff regarding open communications in the process, maintaining an inventory and welcoming applicants for the various commissions in the City, utilizing the same process of the City Council interviewing the candidates, recognizing State statutes.

*MOTION: Council Member Pearson moved to authorize the Advertisement beginning August 1, 2012, via City Website, Newsletter, Cable Access Television and other News Outlets for Candidates to Fill Two Board Positions on the Lake Elmo Library Board. The Application Process will Close Effective September 30, 2012. The Library Board Nomination Committee will consist of the Mayor, One Council Member, the Lake Elmo Librarian, and the City Administrator. Council Member Park seconded the motion. **Motion passed 3-0-1. Council Member Smith: Abstain.***

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SUMMARY REPORTS AND ANNOUNCEMENTS

Council Member Smith expressed her appreciation for Staff's work on Elmo Days.

Council Member Park had nothing to report.

Council Member Pearson reported he has the documentation available from the Fire Department Truck Committee regarding the various fire trucks if residents are interested in reviewing; met with resident George Crocker, energy conservation.

Mayor Johnston reported he has been campaigning and expressed an interest in possibly moving in the future towards a primary election system for Lake Elmo if the candidates running for Council continue to increase; requested City Clerk confirm filing dates of July 31, 2012 through August 14, 2012 to which City Clerk Thone affirmed.

City Administrator Zuleger reported he had a meeting with the developer of the proposed Farm School and Senior Living Project and the neighboring residents, addressing their issues concerning traffic, density issues, screening, buffering and farm animals. City Administrator Zuleger asked the Council to provide an extra 30-day extension to work on the proposed changes to the RAD 2 concept. Mayor Johnston stated he would not support a zoning change beyond what has already been approved. Administrator Zuleger continues to work on code enforcement with many items already mitigated, New Source Newsletter has been mailed, the new City website will be ready shortly, working on developer financial issues, and requested Council to consider an EDA meeting to be scheduled in August.

City Attorney Sara Sihender reported the detachment petition hearing would be held at 9:00 a.m. on Friday at Washington County with Judge Eckstrom. She encouraged Council to attend.

City Engineer Griffin said his full engineer's report could be found in Council Members in boxes.

City Administrator reported the Planning Department is on track with their schedule.

Finance Director Bendel reported the budget review will be addressed at the August 16, 2012, Workshop.

ADJOURN: The meeting adjourned at 9:23 p.m.

LAKE ELMO CITY COUNCIL

Dean A. Johnston, Mayor

Sandie Thone, City Clerk



MAYOR AND COUNCIL COMMUNICATION

DATE: 08/8/2012

CONSENT

ITEM #: 2

MOTION Consent Agenda

AGENDA ITEM: Approve Disbursements in the Amount of \$201,313.05

SUBMITTED BY: Cathy Bendel, Finance Director

THROUGH: Dean Zuleger, 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 \$201,313.05. 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	\$ 8,582.61	Payroll Taxes to IRS & MN Revenue 7/26/2012
ACH	\$ 4,568.37	Payroll Retirement to PERA 7/26/12
DD4084 – DD4101	\$ 22,427.84	Payroll Dated 7/26/12 (Direct Deposit)
38668-38671	\$ 2,393.20	Payroll Dated 7/26/2012 (Payroll Paper Checks)
1536-1555	\$ 1,200.00	Accounts Payable Dated 8/8/12 (Library Checks)
38672-38739	\$ 162,141.03	Accounts Payable Dated 8/8/12
TOTAL	\$201,313.05	

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 \$201,313.05.

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 August 8, 2012, Disbursements as
Presented *[and modified]* herein.”**

ATTACHMENTS:

1. Accounts Payable Dated 8/8/2012

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: 08/02/2012 - 4:15 PM

Batch: 001-08-2012

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
ABDO Abdo Eick & Meyers, LLP										
297440	06/29/2012	6,775.00	0.00	08/08/2012	Progress Bill for 12/31/11 Audit - Final		-	No		0000
101-410-1520-43010	Audit Services	6,775.00								
	297440 Total:	6,775.00								
	ABDO Total:									
ADVANTAG Advantage Signs & Graphics Inc										
18261	07/01/2012	402.92	0.00	08/08/2012	Sunfish Park Signs		-	No		0000
101-450-5200-44030	Repairs/Maint Imp Not Bldgs	402.92								
	18261 Total:	106.66								
18262	07/01/2012	106.66	0.00	08/08/2012	Signs for Council Chambers		-	No		0000
703-430-3120-45300	Improvements Other Than Bldgs	188.10								
	18262 Total:	188.10								
18368	07/01/2012	188.10	0.00	08/08/2012	Logo Panels for City Hall		-	No		0000
703-430-3120-45300	Improvements Other Than Bldgs	188.10								
	18368 Total:	697.68								
	ADVANTAG Total:									
ADVGR Advanced Graphix, Inc.										
186085	07/29/2012	374.54	0.00	08/08/2012	Truck Graphics 12-1		-	No		0000
410-480-8000-45400	Heavy Machinery	38.00								
186085	07/29/2012	38.00	0.00	08/08/2012	Magnetic Decal		-	No		0000
101-430-3100-42000	Office Supplies	412.54								
	186085 Total:	412.54								
	ADVGR Total:									
AMEM AMEM										
2012-000272	07/12/2012	185.00	0.00	08/08/2012	Conference Registration		-	No		0000
101-420-2220-44370	Conferences & Training	185.00								
	2012-000272 Total:	185.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ANCOM ANCOM COMMUNICATIONS, INC.		185.00								
30700	07/20/2012	67.33	0.00	08/08/2012	Pager Cases		-		No	0000
101-420-2220-43230	Radio									
30700 Total:		67.33								
ANCOM Total:		67.33								
ANIMALHU Animal Humane Society		260.83	0.00	08/08/2012	Animal Impound Fees - 2nd Quarter		-		No	0000
846	07/25/2012									
101-420-2700-43150	Contract Services									
846 Total:		260.83								
ANIMALHU Total:		260.83								
ARAM Aramark, Inc.		23.78	0.00	08/08/2012	Uniforms		-		No	0000
629-7537429	07/12/2012									
101-430-3100-44170	Uniforms									
629-7537429 Total:		23.78								
629-7539255	07/16/2012	31.62	0.00	08/08/2012	Monthly Rug Service - Annex		-		No	0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
629-7539255 Total:		31.62								
629-7542184	07/19/2012	23.78	0.00	08/08/2012	Uniforms		-		No	0000
101-430-3100-44170	Uniforms									
629-7542184 Total:		23.78								
629-7543977	07/23/2012	38.22	0.00	08/08/2012	Linen City Hall		-		No	0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
629-7543977 Total:		38.22								
629-7546982	07/26/2012	23.78	0.00	08/08/2012	Uniforms		-		No	0000
101-430-3100-44170	Uniforms									
629-7546982	07/26/2012	29.73	0.00	08/08/2012	Soap		-		No	0000
101-430-3100-42150	Shop Materials									
629-7546982 Total:		53.51								
ARAM Total:		170.91								
BIFFS Biff's Inc.		694.18	0.00	08/08/2012	Portable Restrooms		-		No	0000
Multiple	07/25/2012									
101-450-5200-44120	Rentals - Buildings									
Multiple Total:		694.18								
BIFFS Total:		694.18								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
BOLZ Bolz Jason										
Ck Req	08/02/2012	136.38	0.00	08/08/2012	Refund Overpayment - SW		-	No		0000
603-000-0000-37100	Surface Water Utility Sales	136.38								
	Ck Req Total:	136.38								
	BOLZ Total:									
CARQUEST Car Quest Auto Parts										
2055-264817	07/26/2012	53.06	0.00	08/08/2012	Trailer Cable/loom/connector		-	No		0000
101-430-3120-42210	Equipment Parts	53.06								
	2055-264817 Total:	53.06								
	CARQUEST Total:									
CENTPOW Century Power Equipment										
564978	07/24/2012	172.82	0.00	08/08/2012	chain Saw parts		-	No		0000
101-430-3120-42210	Equipment Parts	172.82								
	564978 Total:	172.82								
	CENTPOW Total:									
CENTURYL CenturyLink										
651-773-4926	07/19/2012	252.75	0.00	08/08/2012	Phone Service		-	No		0000
206-450-5300-43210	Telephone	35.95								
651-773-4926	07/19/2012		0.00	08/08/2012	Internet Service		-	No		0000
206-450-5300-43250	Internet	288.70								
	651-773-4926 Total:	288.70								
	CENTURYL Total:									
CENWOOD CENTRAL WOOD PRODUCTS										
21817	07/16/2012	1,864.97	0.00	08/08/2012	Rec Step Cert Mulch - Lions Park		-	No		0000
101-450-5200-42250	Landscaping Materials	1,864.97								
	21817 Total:	1,864.97								
	CENWOOD Total:									
CRYSTEEL Crysteel Truck Equipment										
FP146886	07/09/2012	588.27	0.00	08/08/2012	Back Rack/Side Rails/Lights - New Truck		-	No		0000
410-480-8000-45400	Heavy Machinery	588.27								
	FP146886 Total:	588.27								
	CRYSTEEL Total:									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
CTYOAKDA City of Oakdale										
10000460-01	06/30/2012	13,220.78	0.00	08/08/2012	Water Service I-94		-	No		0000
601-494-9400-43820	Water Utility									
10000460-01 Total:										
Multiple	07/25/2012	13,220.78								
101-420-2220-44040	Repairs/Maint Eqpt	48.24	0.00	08/08/2012	Repair Flasher on B1		-	No		0000
Multiple	07/25/2012	154.28	0.00	08/08/2012	Repair Fuel shut off on generator LI		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt	202.52								
Multiple Total:										
CTYOAKDA Total:										
DELAPP DeLapp Steve										
69681	08/02/2012	181.50	0.00	08/08/2012	CFL Reflector Lamps		-	No		0000
206-450-5300-42230	Building Repair Supplies									
69681	08/02/2012	100.00	0.00	08/08/2012	2 Line Phone System		-	No		0000
206-450-5300-43210	Telephone	281.50								
69681 Total:										
DELAPP Total:										
DELTA Delta Dental Of Minnesota										
4898122	07/15/2012	1,080.00	0.00	08/08/2012	August 2012 Dental Coverage		-	No		0000
101-000-0000-21706	Medical Insurance									
4898122 Total:										
DELTA Total:										
DERRICK Derrick Custom Homes										
Ck Req	08/02/2012	3,000.00	0.00	08/08/2012	Refund Escrow 8271 21st Street #7579		-	No		0000
803-000-0000-22900	Deposits Payable									
Ck Req Total:										
DERRICK Total:										
DPCINDUS DPC Industries, Inc.										
82701065-12	07/05/2012	508.12	0.00	08/08/2012	Flouride/Chloride		-	No		0000
601-494-9400-42160	Chemicals									
82701065-12 Total:										
DPCINDUS Total:										
EMERGAPP Emergency Apparatus Maint. INC										
62085	07/17/2012	2,481.12	0.00	08/08/2012	E1-Annual Pump Test and repairs		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt									
62085 Total:										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
62086	07/13/2012	4,684.28	0.00	08/08/2012	E2 - annual pump Test - Repairs		-		No	0000
101-420-2220-44040	Repairs/Maint Eqpt									
62086 Total:		4,684.28								
62088	07/17/2012	237.00	0.00	08/08/2012	B2 - Annual Service		-		No	0000
101-420-2220-44040	Repairs/Maint Eqpt									
62088 Total:		237.00								
62089	07/17/2012	245.00	0.00	08/08/2012	U2 - Annual Service		-		No	0000
101-420-2220-44040	Repairs/Maint Eqpt									
62089 Total:		245.00								
62091	07/17/2012	815.00	0.00	08/08/2012	Pump Test - Annual Service		-		No	0000
101-420-2220-44040	Repairs/Maint Eqpt									
62091 Total:		815.00								
62092	07/17/2012	1,040.00	0.00	08/08/2012	Pump Test - Annual Service		-		No	0000
101-420-2220-44040	Repairs/Maint Eqpt									
62092 Total:		1,040.00								
62093	07/17/2012	1,588.86	0.00	08/08/2012	L1 - Pump Test, Service, Repairs		-		No	0000
101-420-2220-44040	Repairs/Maint Eqpt									
62093 Total:		1,588.86								
62227	07/17/2012	186.30	0.00	08/08/2012	T2 - Repairs		-		No	0000
101-420-2220-44040	Repairs/Maint Eqpt									
62227 Total:		186.30								
62298	07/17/2012	4,348.84	0.00	08/08/2012	E1 - Repairs		-		No	0000
101-420-2220-44040	Repairs/Maint Eqpt									
62298 Total:		4,348.84								
EMERGAP Total:		15,626.40								
FOCUS Focus Engineering, Inc.										
273 & 274	07/31/2012	4,330.10	0.00	08/08/2012	General Engineering		-		No	0000
101-410-1930-43030	Engineering Services									
273 & 274	07/31/2012	216.50	0.00	08/08/2012	General Engineering		-		No	0000
101-410-1910-43030	Engineering Services									
273 & 274 Total:		4,546.60								
275	07/31/2012	22.50	0.00	08/08/2012	General Engineering - VRA		-		No	0000
404-480-8000-43030	Engineering Services									
275	07/31/2012	1,012.50	0.00	08/08/2012	General Engineering - VRA		-		No	0000
101-420-2400-43030	Engineering									
275	07/31/2012	1,437.50	0.00	08/08/2012	General Engineering - VRA		-		No	0000
101-410-1910-43030	Engineering Services									
275	07/31/2012	247.50	0.00	08/08/2012	General Engineering - VRA		-		No	0000
101-410-1930-43030	Engineering Services									
275	07/31/2012	270.00	0.00	08/08/2012	General Engineering - VRA		-		No	0000
101-430-3100-43030	Engineering Services									
275	07/31/2012	2,002.00	0.00	08/08/2012	General Engineering - VRA		-		No	0000
601-494-9400-43030	Engineering Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close P OLine #
275	07/31/2012	424.50	0.00	08/08/2012	General Engineering - VRA	-	-	No		0000
602-495-9450-43030	Engineering Services									
275	07/31/2012	1,359.86	0.00	08/08/2012	General Engineering - VRA	-	-	No		0000
603-496-9500-43030	Engineering Services									
275 Total:		6,776.36								
276	07/31/2012	1,062.28	0.00	08/08/2012	Transportation & Traffic Systems	-	-	No		0000
409-480-8000-43030	Engineering Services									
276	07/31/2012	303.60	0.00	08/08/2012	Street Maintenance	-	-	No		0000
409-480-8000-43030	Engineering Services									
276	07/31/2012	767.00	0.00	08/08/2012	Municipal Aid System	-	-	No		0000
409-480-8000-43030	Engineering Services									
276	07/31/2012	1,502.59	0.00	08/08/2012	Capital Improvement Planning	-	-	No		0000
409-480-8000-43030	Engineering Services									
276	07/31/2012	1,931.41	0.00	08/08/2012	2012 Seal Coat Project	-	-	No		0000
409-480-8000-43030	Engineering Services									
276	07/31/2012	22.50	0.00	08/08/2012	Trunk Hwy 36 Corridor Planning	-	-	No		0000
409-480-8000-43030	Engineering Services									
276	07/31/2012	336.00	0.00	08/08/2012	Wash Cty Demo Trail Recalculation	-	-	No		0000
409-480-8000-43030	Engineering Services									
276 Total:		5,925.38								
277	07/31/2012	1,974.99	0.00	08/08/2012	Development - Whistling Valley	-	-	No		0000
409-480-8000-43030	Engineering Services									
277 Total:		1,974.99								
278	07/31/2012	90.00	0.00	08/08/2012	Development - Sanctuary	-	-	No		0000
409-480-8000-43030	Engineering Services									
278 Total:		90.00								
279	07/31/2012	90.00	0.00	08/08/2012	2011 Seal Coat Project	-	-	No		0000
409-480-8000-43030	Engineering Services									
279 Total:		90.00								
280	07/31/2012	45.00	0.00	08/08/2012	2011 Street & Water Quality	-	-	No		0000
418-480-8000-43030	Engineering Services									
280 Total:		45.00								
281	07/31/2012	428.50	0.00	08/08/2012	Village Area Engineering Support	-	-	No		0000
413-480-8000-43030	Engineering Services									
281 Total:		428.50								
282	07/31/2012	59.00	0.00	08/08/2012	10th Street Infrastructure Planning	-	-	No		0000
420-480-8000-43030	Engineering Services									
282 Total:		59.00								
283	07/31/2012	229.00	0.00	08/08/2012	Supply Well & Pumphouse 4	-	-	No		0000
601-494-9400-43030	Engineering Services									
283 Total:		229.00								
284	07/31/2012	6,324.46	0.00	08/08/2012	3M Litigation	-	-	No		0000
601-494-9400-43030	Engineering Services									
284 Total:		6,324.46								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
285	07/31/2012	2,064.43	0.00	08/08/2012	Dem - Highlands Area Feasibility		-		No	0000
419-480-8000-43030	Engineering Services									
	285 Total:	2,064.43								
286	07/31/2012	118.00	0.00	08/08/2012	Inwood Ave Trunk Watermain		-		No	0000
601-494-9400-43030	Engineering Services									
	286 Total:	118.00								
	FOCUS Total:	28,671.72								
FXL FXL, Inc.										
July 2012	08/02/2012	2,000.00	0.00	08/08/2012	Assessing Services - July 2012		-		No	0000
101-410-1320-43100	Assessing Services									
	July 2012 Total:	2,000.00								
	FXL Total:	2,000.00								
GIBSONJU Gibson Judy										
Y-76673	08/02/2012	57.86	0.00	08/08/2012	Policy manual Supplies		-		No	0000
206-450-5300-42000	Office Supplies									
Y-76673	08/02/2012	195.67	0.00	08/08/2012	Cataloging Supplies		-		No	0000
206-450-5300-42000	Office Supplies									
	Y-76673 Total:	253.53								
	GIBSONJU Total:	253.53								
HAGBERGS Hagbergs Country Market										
574339	08/02/2012	2.97	0.00	08/08/2012	Elections - Supplies		-		No	0000
101-410-1410-44300	Miscellaneous									
	574339 Total:	2.97								
	HAGBERGS Total:	2.97								
HAWK Hawk Labeling Systems										
188156	07/25/2012	91.54	0.00	08/08/2012	Label Machine W/2 rolls of tape		-		No	0000
101-430-3100-42000	Office Supplies									
	188156 Total:	91.54								
	HAWK Total:	91.54								
Hewlett Hewlett Packard										
51485966	08/02/2012	646.96	0.00	08/08/2012	Computer		-		No	0000
101-430-3100-42000	Office Supplies									
	51485966 Total:	646.96								
	Hewlett Total:	646.96								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
HOLIDAYC Holiday Credit Office										
07/15/2012	08/02/2012	434.88	0.00	08/08/2012	Fuel		-	No		0000
101-420-2220-42120	Fuel, Oil and Fluids	434.88								
	07/15/2012 Total:	434.88								
	HOLIDAYC Total:									
INTEREUM Intereum										
371494	07/12/2012	162.31	0.00	08/08/2012	Office Supplies - File Cabinet - Cathy B		-	No		0000
101-410-1520-42000	Office Supplies	162.31								
	371494 Total:	162.31								
	INTEREUM Total:									
JOHNNICK Johnson Nick										
07/16/2012	07/16/2012	32.95	0.00	08/08/2012	Book:Lasting Value - Open Space Planning		-	No		0000
101-410-1910-44350	Books	32.95								
	07/16/2012 Total:	32.95								
	JOHNNICK Total:									
KLATT Klatt Kyle										
07/19/2012	07/19/2012	385.41	0.00	08/08/2012	Reimburse FSA Dollars		-	No		0000
101-000-0000-21710	Health HSA	385.41								
	07/19/2012 Total:	385.41								
	KLATT Total:									
KRIEGLER Carol Kriegler										
06/11/2012	06/11/2012	41.71	0.00	08/08/2012	Birdhouses for Sunfish Lake Park		-	No		0000
204-450-5200-44300	Miscellaneous	10.95	0.00	08/08/2012	Ice for Hwy 5 Planting Event		-	No		0000
06/11/2012	06/11/2012	42.93	0.00	08/08/2012	Supplies for Hwy 5 Planting Event		-	No		0000
101-430-3100-44030	Repairs/Maint Imp Not Bldgs	57.83	0.00	08/08/2012	Poster Frames for Council chambers		-	No		0000
101-430-3100-44030	Repairs/Maint Imp Not Bldgs	21.29	0.00	08/08/2012	Poster Frames for Council chambers		-	No		0000
06/11/2012	06/11/2012	31.82	0.00	08/08/2012	Misc Moving Materials		-	No		0000
101-410-1320-42000	Office Supplies	206.53								
06/11/2012	06/11/2012	206.53								
	06/11/2012 Total:	206.53								
	KRIEGLER Total:									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
Lillie Newspapers Inc. Lillie Suburban 06/28/12 06/28/2012 101-410-1320-43510 Legal Publishing 06/28/12 Total: Lillie Total:		149.20 149.20 149.20	0.00	08/08/2012	Legal Notices Published		-	No		0000
LTG PWR L.T.G. Power Equipment 156839 07/11/2012 101-450-5200-42210 Equipment Parts 156839 Total: LTG PWR Total:		109.86 109.86 109.86	0.00	08/08/2012	Wheel Spacers & Hardware 05-4		-	No		0000
MARVS Marv's Professional Tools 251064 07/26/2012 101-430-3100-42400 Small Tools & Minor Equipment 251064 Total: MARVS Total:		100.63 100.63 100.63	0.00	08/08/2012	Bench Fan, Drill Bits		-	No		0000
MENARDSO Menards - Oakdale 15313 07/10/2012 101-430-3100-44010 Repairs/Maint Bldg 15313 07/10/2012 101-450-5200-44030 Repairs/Maint Imp Not Bldgs 15313 Total: 15379 07/10/2012 101-430-3100-44010 Repairs/Maint Bldg 15379 Total: 20868 07/26/2012 101-450-5200-44030 Repairs/Maint Imp Not Bldgs 20868 07/26/2012 101-450-5200-42150 Shop Materials 20868 Total: MENARDSO Total:		13.27 11.47 24.74 3.12 3.12 57.92 21.55 79.47 107.33	0.00 0.00 0.00 0.00 0.00 0.00 0.00	08/08/2012 08/08/2012 08/08/2012 08/08/2012 08/08/2012 08/08/2012 08/08/2012	City Hall Ramp Paint Garbage Bags City Hall Ramp Paint Tennis Court Practice Board Paint Batteries/Wire/Garb Bags/Elec splice		- - - - - - -	No No No No No No No		0000 0000 0000 0000 0000 0000 0000
MENARDST Menards - Stillwater 93318 07/13/2012 101-420-2220-44370 Conferences & Training 93318 Total: 96812 07/26/2012 101-420-2220-44010 Repairs/Maint Bldg 96812 Total:		42.75 42.75 62.29 62.29	0.00 0.00	08/08/2012 08/08/2012	Material for Training House Station #2 Supplies		- -	No No		0000 0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
MENARDST Total:		105.04								
MES Municipal Emergency Services										
00323956-SNV	05/23/2012	34,314.16	0.00	08/08/2012	17 Sets Turnout gear (coats/pants)		-		No	0000
703-420-2220-45800	Other Equipment									
	00323956-SNV Total:	34,314.16								
	MES Total:	34,314.16								
MFRA McCombs Frank Roos Assoc Inc.										
70789	07/01/2012	922.50	0.00	08/08/2012	Planning Services - June 2012		-		No	0000
101-410-1910-43150	Contract Services									
	70789 Total:	922.50								
	MFRA Total:	922.50								
MNPCAA POLLUTION CONTROL AGENCY MINNESOTA										
Cert Renewal	07/25/2012	23.00	0.00	08/08/2012	Water Certification Renewal - M. Duddeck		-		No	0000
601-494-9400-44370	Conferences & Training									
	Cert Renewal Total:	23.00								
Cert Renewal	07/23/2012	23.00	0.00	08/08/2012	Water Certification Renewal		-		No	0000
601-494-9400-44370	Conferences & Training									
	Cert Renewal Total:	23.00								
	MNPCAA Total:	46.00								
MNPLAYGR Minnesota Playground Inc.										
2012178	07/12/2012	2,385.45	0.00	08/08/2012	Play Equipment - Demontreville park		-		No	0000
404-480-8000-45300	Improvements Other Than Bldgs									
	2012178 Total:	2,385.45								
	MNPLAYGR Total:	2,385.45								
MNUNEMPL MN Dept Economic Security										
7799119	07/31/2012	7,761.00	0.00	08/08/2012	Unemployment Insurance		-		No	0000
101-410-1320-41420	Unemployment Benefits									
	7799119 Total:	7,761.00								
	MNUNEMPL Total:	7,761.00								
MOTOROLA Motorola										
13905201	07/05/2012	6,384.93	0.00	08/08/2012	3 Each 800 radios & Accessories		-		No	0000
101-430-3100-43230	Radio									
	13905201 Total:	6,384.93								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
MOTOROLA Total:		6,384.93								
MTI MTI Distributing Inc.										
861476-00	07/19/2012	2.38	0.00	08/08/2012	O Ring Toro Mower		-	No		0000
101-450-5200-42210	Equipment Parts	2.38								
861476-00 Total:		2.38								
MTI Total:		2.38								
NAPA NAPA Auto Parts										
717103	07/20/2012	54.60	0.00	08/08/2012	Oil		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt	54.60								
717103 Total:		54.60								
NAPA Total:		54.60								
NCPERS 566200-NCPERS MINNESOTA										
5662812	07/23/2012	112.00	0.00	08/08/2012	August 2012 Deductions		-	No		0000
101-000-0000-21708	Other Benefits	112.00								
5662812 Total:		112.00								
NCPERS Total:		112.00								
NEXTEL Nextel Communications										
761950227-108	07/18/2012	86.94	0.00	08/08/2012	Cell Phone Service - Administration		-	No		0000
101-410-1940-43210	Telephone	97.54	0.00	08/08/2012	Cell Phone Service - Fire Dept		-	No		0000
761950227-108	07/18/2012	17.55	0.00	08/08/2012	Cell Phone Service - Building Dept		-	No		0000
101-420-2400-43210	Telephone	94.16	0.00	08/08/2012	Cell Phone Service - Public Works Dept		-	No		0000
761950227-108	07/18/2012	88.63	0.00	08/08/2012	Cell Phone Service - Parks Dept		-	No		0000
101-430-3100-43210	Telephone	384.82								
761950227-108	Telephone	384.82								
761950227-108 Total:		384.82								
NEXTEL Total:		384.82								
OAKDRC Oakdale Rental Center										
10082534	05/29/2012	89.78	0.00	08/08/2012	Sod Cutter Rental - Tree Planting		-	No		0000
101-430-3250-43150	Contract Services	89.78								
10082534 Total:		89.78								
OAKDRC Total:		89.78								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
PERFORMA Performance Plus										
3121	12/21/2011	150.00	0.00	08/08/2012	Annual FIT Testing		-		No	0000
101-420-2220-44370	Conferences & Training									
	3121 Total:	150.00								
	PERFORMA Total:	150.00								
PITNEYRE Reserve Account Pitney Bowes										
08/2/12	08/02/2012	750.00	0.00	08/08/2012	Postage		-		No	0000
101-410-1320-43220	Postage									
08/2/12	08/02/2012	500.00	0.00	08/08/2012	Postage - Surface Water		-		No	0000
603-496-9500-43220	Postage									
	08/2/12 Total:	1,250.00								
	PITNEYRE Total:	1,250.00								
POMPS Pump's Tire Service, Inc.										
210008761	07/10/2012	472.50	0.00	08/08/2012	6410 Tractor tire fill calcium		-		No	0000
101-430-3120-44040	Repairs/Maint Eqpt									
	210008761 Total:	472.50								
210010581	07/10/2012	29.95	0.00	08/08/2012	Toro Tire		-		No	0000
101-450-5200-42210	Equipment Parts									
	210010581 Total:	29.95								
WO 210011734	07/12/2012	99.80	0.00	08/08/2012	Roller Trailer Tire		-		No	0000
101-430-3120-44040	Repairs/Maint Eqpt									
	WO 210011734 Total:	99.80								
	POMPS Total:	602.25								
PRESSA Anastasia Press										
07/23/12	07/23/2012	55.00	0.00	08/08/2012	Planning commission Mtg 7/23/12		-		No	0000
101-410-1450-43620	Cable Operations									
	07/23/12 Total:	55.00								
	PRESSA Total:	55.00								
PRIMARY Primary Products Company										
48482	07/17/2012	58.00	0.00	08/08/2012	Medical Gloves		-		No	0000
101-420-2220-42080	EMS Supplies									
	48482 Total:	58.00								
	PRIMARY Total:	58.00								
PROSTAFF PROSTAFF										
102-864947	07/22/2012	496.00	0.00	08/08/2012	Temp Help W/E 7/8/12		-		No	0000
101-410-1320-43150	Contract Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
102-866337	07/29/2012	496.00								
101-410-1320-43150	Contract Services	201.50	0.00	08/08/2012	Temp Help W/E 7/15/12		-	No		0000
102-866337	07/26/2012	201.50								
101-410-1320-43150	Contract Services	527.00	0.00	08/08/2012	Temp Help W/E 7/22/12		-	No		0000
102-866584	07/26/2012	527.00								
101-410-1320-43150	Contract Services	1,224.50								
PROSTAFF	Total:									
ROGERS Rogers Printing Services, Corp										
18802	07/20/2012	188.10	0.00	08/08/2012	Thank You Cards		-	No		0000
101-410-1320-42000	Office Supplies									
18802	07/20/2012	188.10								
101-410-1450-43090	Newsletter	2,145.52	0.00	08/08/2012	Newsletter		-	No		0000
18803	07/20/2012	2,145.52								
101-410-1450-43090	Newsletter	2,333.62								
ROGERS	Total:									
S&T S&T Office Products, Inc.										
01PG7848	08/02/2012	255.60	0.00	08/08/2012	Office Supplies		-	No		0000
101-410-1320-42000	Office Supplies									
01PG7848	08/02/2012	255.60								
101-410-1320-42000	Office Supplies	60.65	0.00	08/08/2012	Office Supplies		-	No		0000
01PG7849	08/02/2012	60.65								
101-410-1320-42000	Office Supplies									
01PG7849	08/02/2012	77.58	0.00	08/08/2012	Office Supplies		-	No		0000
101-410-1320-42000	Office Supplies									
01PG8260	08/02/2012	77.58								
101-410-1320-42000	Office Supplies	-102.41	0.00	08/08/2012	Credit Invoice		-	No		0000
01PG9128	08/02/2012	-102.41								
101-410-1320-42000	Office Supplies	64.80	0.00	08/08/2012	Office Supplies		-	No		0000
01PG9609	08/02/2012	64.80								
101-410-1320-42000	Office Supplies	34.73	0.00	08/08/2012	Office Supplies		-	No		0000
01PG9620	08/02/2012	34.73								
101-410-1320-42000	Office Supplies	115.74	0.00	08/08/2012	Office Supplies		-	No		0000
01PH0690	08/02/2012	115.74								
101-410-1320-42000	Office Supplies	125.70	0.00	08/08/2012	Office Supplies		-	No		0000
01PH2476	08/02/2012	125.70								
101-410-1320-42000	Office Supplies	125.70								
01PH2476	08/02/2012									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
01PH5452	07/27/2012	104.34	0.00	08/08/2012	Election Supplies		-			0000
101-410-1410-42000	Office Supplies								No	0000
01PH5452	07/27/2012	36.68	0.00	08/08/2012	Election Supplies		-			0000
101-410-1410-42000	Office Supplies								No	0000
01PH5452	07/27/2012	133.56	0.00	08/08/2012	Office Supplies		-			0000
101-410-1320-42000	Office Supplies								No	0000
01PH5638	07/27/2012	274.58	0.00	08/08/2012	Election Supplies		-			0000
101-410-1410-42000	Office Supplies								No	0000
01PH5638	07/27/2012	21.35	0.00	08/08/2012	Election Supplies		-			0000
101-410-1410-42000	Office Supplies								No	0000
S&T Total:		928.32								
SAMSCLUB Sam's Club										
2640	08/02/2012	105.76	0.00	08/08/2012	Supplies for Judg training and Elections		-			0000
101-410-1410-44300	Miscellaneous								No	0000
2640	Total:	105.76								
SAMSCLUB Total:		105.76								
STILLMED Stillwater Medical Group										
2656	07/11/2012	1,498.07	0.00	08/08/2012	Physicals & Vaccinations		-			0000
101-420-2220-43050	Physicals								No	0000
2656	Total:	1,498.07								
STILLMED Total:		1,498.07								
SW/WC SW/WC Service Cooperatives										
09/01/2012	07/26/2012	14,527.50	0.00	08/08/2012	September 2012 Premiums		-			0000
101-000-0000-21706	Medical Insurance								No	0000
09/01/2012	Total:	14,527.50								
SW/WC Total:		14,527.50								
TDS TDS METROCOM - LLC										
651-779-8882	07/13/2012	182.70	0.00	08/08/2012	Analog Lines - Fire		-			0000
101-420-2220-43210	Telephone								No	0000
651-779-8882	07/13/2012	183.63	0.00	08/08/2012	Analog Lines - Public Works		-			0000
101-430-3100-43210	Telephone								No	0000
651-779-8882	07/13/2012	129.42	0.00	08/08/2012	Analog Lines - Lift Station Alarms		-			0000
602-495-9450-43210	Telephone								No	0000
651-779-8882	07/13/2012	45.34	0.00	08/08/2012	Alarm - Well House #2		-			0000
601-494-9400-43210	Telephone								No	0000
651-779-8882	Total:	541.09								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	TDS Total:	541.09								
TOWNCTRY Town & Country Cleaning Co										
C712280 07/19/2012		154.97	0.00	08/08/2012	Carpet Cleaning in Fire Dept		-		No	0000
101-420-2220-44010 Repairs/Maint Bldg		154.97								
C712280 Total:		154.97								
TOWNCTRY Total:										
TREGILGA Tregilgas Michael										
07/17/2012 07/17/2012		55.00	0.00	08/08/2012	City Council Mtg 7/17/2012		-		No	0000
101-410-1320-43150 Contract Services		55.00								
07/17/2012 Total:		55.00								
TREGILGA Total:										
USPOST United States Postal Service										
07/22/2012 07/22/2012		500.00	0.00	08/08/2012	Bulk Mailing - Newsletter		-		No	0000
101-410-1320-43090 Newsletter/Website		500.00								
07/22/2012 Total:		500.00								
USPOST Total:										
WASHCONS Washington Conservation Dist.										
2410 06/30/2012		554.25	0.00	08/08/2012	2nd Quarter Billing for Shared Educator		-		No	0000
603-496-9500-44370 Conferences & Training		554.25								
2410 Total:		554.25								
WASHCONS Total:										
WASHTAX Washington County										
1901 06/15/2012		46.00	0.00	08/08/2012	Planning Documents		-		No	0000
101-410-1910-42030 Printed Forms		276.00								
1901 06/15/2012		322.00	0.00	08/08/2012	Rain Garden Agreements		-		No	0000
603-496-9500-44300 Miscellaneous Expenses		322.00								
1901 Total:		322.00								
WASHTAX Total:										
XCEL Xcel Energy										
51-0117417-0 08/02/2012		36.36	0.00	08/08/2012	Welcome Sign		-		No	0000
101-430-3160-43810 Street Lighting		36.36								
51-0117417-0 Total:		36.36								
51-4572945-7 08/02/2012		27.45	0.00	08/08/2012	Street Lights		-		No	0000
101-430-3160-43810 Street Lighting										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
51-4576456-3	08/02/2012	27.45								
101-420-2220-43810	Electric Utility	328.38	0.00	08/08/2012	Fire Station #2		-		No	0000
51-4733556-8	08/02/2012	328.38								
101-450-5200-43810	Electric Utility	9.99	0.00	08/08/2012	Tennis court		-		No	0000
51-5044219-0	08/02/2012	9.99								
101-450-5200-43810	Electric Utility	45.60	0.00	08/08/2012	Parks Building		-		No	0000
51-5275289-3	08/02/2012	45.60								
101-450-5200-43810	Electric Utility	34.47	0.00	08/08/2012	Pebble Park		-		No	0000
51-5747685-4	08/02/2012	34.47								
101-450-5200-43810	Electric Utility	176.77	0.00	08/08/2012	Arts Center		-		No	0000
51-5916043-7	08/02/2012	176.77								
602-495-9450-43810	Electric Utility	15.63	0.00	08/08/2012	Lift Station		-		No	0000
51-6429583-8	08/02/2012	15.63								
602-495-9450-43810	Electric Utility	14.33	0.00	08/08/2012	Lift Station		-		No	0000
51-6433976-2	08/02/2012	14.33								
101-420-2220-43810	Electric Utility	505.53	0.00	08/08/2012	Fire Station #1		-		No	0000
51-6625457-1	08/02/2012	505.53								
101-450-5200-43810	Electric Utility	45.99	0.00	08/08/2012	Legion Park		-		No	0000
51-6928283-3	08/02/2012	45.99								
101-430-3160-43810	Street Lighting	30.49	0.00	08/08/2012	Traffic Lights		-		No	0000
51-7538112-1	08/02/2012	30.49								
101-430-3100-43810	Electric Utility	480.27	0.00	08/08/2012	Public Works		-		No	0000
51-8126093-5	08/02/2012	480.27								
601-494-9400-43810	Electric Utility	18.99	0.00	08/08/2012	Water Tower 2		-		No	0000
51-8711719-3	08/02/2012	18.99								
101-430-3160-43810	Street Lighting	11.10	0.00	08/08/2012	Speed Sign Hwy 5		-		No	0000
	51-8711719-3	11.10								
	XCEL Total:	1,781.35								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
YOCUM Yocum Oil Company, Inc.										
210965	06/30/2012	160.69	0.00	08/08/2012	Bulk Oil Tanks		-		No	0000
101-430-3100-44010	Repairs/Maint Bldg									
	210965 Total:	160.69								
210966	07/03/2012	160.69	0.00	08/08/2012	Bulk Oil Tanks		-		No	0000
101-430-3100-44010	Repairs/Maint Bldg									
	210966 Total:	160.69								
	YOCUM Total:	321.38								
ZIERTMAN Joan Ziertman										
July 2012	07/31/2012	2,962.50	0.00	08/08/2012	July Clerical Services		-		No	0000
101-410-1520-43150	Contract Services									
	July 2012 Total:	2,962.50								
	ZIERTMAN Total:	2,962.50								
ZULEGER Zuleger Dean										
05/15/2012	06/25/2012	10.00	0.00	08/08/2012	Parking - LMC Conference		-		No	0000
101-410-1320-44300	Miscellaneous									
	05/15/2012 Total:	10.00								
	ZULEGER Total:	10.00								
	Report Total:	162,141.03								



MAYOR AND COUNCIL COMMUNICATION

DATE: August 8, 2012

CONSENT

ITEM #: 3

MOTION

AGENDA ITEM: 2011 Seal Coat Project – Accept Improvements and Approve Pay Request No. 3 (Final – Release of Retainage following Corrective Work)

SUBMITTED BY: Jack Griffin, City Engineer

THROUGH: Dean A. Zuleger, City Administrator

REVIEWED BY: Ryan Stempski, Assistant City Engineer

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to consider accepting the improvements and approving Pay Request No. 3 (Final) for the 2011 Seal Coat Project.

STAFF REPORT: The 2011 Seal Coat Project was completed last October with the exception of completing defective work along Ivy Avenue. Pay Request No. 2 was issued at project completion and a 5% retainage was held in the amount of \$3,453.80 until the Contractor could correct the defective work during temperature appropriate conditions.

The corrective work is now complete and the Project Engineer is recommending acceptance of the improvements and release of the final retainage. A Certificate of Completion has been prepared by the Project Engineer. The two-year warranty period began at substantial completion on November 1, 2011, and will extend to November 1, 2013.

RECOMMENDATION: Staff is recommending that the City Council consider accepting the improvements and approving Pay Request No. 3 (Final) for the 2011 Seal Coat Project, as part of the *Consent Agenda*. The recommended motion for this action is as follows:

“Move to accept the improvements and approve Pay Request No. 3 (Final) in the amount of \$3,453.80, for the 2011 Seal Coat Project.”

ATTACHMENTS:

1. Pay Request No. 3 (Final)
2. Certificate of Completion



Proj. No. 14816.003 Cert. No. 3F St. Paul, MN, August 2, 2012

To City of Lake Elmo, Minnesota Owner

This Certifies that Pearson Brothers, Contractor

For 2011 Seal Coat Project

Is entitled to Three Thousand Four Hundred Fifty Three Dollars and 80/100 (\$3,453.80)
 being 3rd estimate for partial payment on contract with you dated May 19, 2011
 FINAL

Received payment in full of above Certificate. **TKDA**

Pearson Bros, Inc. Ronald S. Quanbeck
, 2012 Ronald S. Quanbeck, P.E.

RECAPITULATION OF ACCOUNT

	CONTRACT PLUS EXTRAS	PAYMENTS	CREDITS
Contract price plus extras	\$ 119,200.00		
All previous payments		\$ 111,314.20	
All previous credits			
Extra No.			
Compensting Change Order No. 1R	\$ (4,432.00)		
" "			
" "			
Credit No.			\$ -
" "			
" "			
" "			
" "			
AMOUNT OF THIS CERTIFICATE		\$ 3,453.80	
Totals	\$ 114,768.00	\$ 114,768.00	\$ -
Credit Balance		\$ -	
There will remain unpaid on contract after payment of this Certificate		\$ -	
	\$ 114,768.00	\$ 114,768.00	\$ -

TKDA
Engineers-Architects-Planners Saint Paul, Minnesota 55101

PERIODICAL ESTIMATE FOR PARTIAL PAYMENTS

Estimate No. 3F Period Ending August 2 20 12 Page 1 of 1 Proj. No. 14816.003
Contractor Pearson Bros., Inc. Original Contract Amount \$119,200.00
Project 2011 Seal Coat Project
Location City of Lake Elmo, Minnesota

Total Contract Work Completed -	\$	<u>114,768.00</u>
Total Approved Credits	\$	<u>0.00</u>
Total Approved Extra Work Completed	\$	<u>0.00</u>
Approved Extra Orders Amount Completed	\$	<u>0.00</u>
Total Amount Earned This Estimate	\$	<u>114,768.00</u>

Less Approved Credits	\$	<u>0.00</u>
Less Lump Sum Retained	\$	<u>0.00</u>
Less Previous Payments	\$	<u>111,314.20</u>
Total Deductions	\$	<u>111,314.20</u>

Amount Due This Estimate \$ 3,453.80

Contractor Pearson Bros., Inc.

Date _____

Engineer Ronald S. Quanbeck
Ronald S. Quanbeck, P.E.

Date August 2, 2012

ESTIMATE NO. 3F

August 2, 2012

2011 SEALCOAT PROJECT
CITY OF LAKE ELMO & WEST LAKELAND TOWNSHIP, MINNESOTA
PROJECT NO. 14816.003

ITEM NO.	DESCRIPTION	UNIT	CONTRACT QUANTITY	AS BUILT QTY TO DATE	UNIT PRICE	AMOUNT TO DATE
WEST LAKELAND TOWNSHIP						
1	BITUMINOUS SEAL COAT WITH 1/8" DRESSER TRAP ROCK	SY	45,700	45,692	\$ 1.00	\$ 45,692.00

SUBTOTAL FOR WEST LAKELAND TOWNSHIP

\$ 45,692.00

ITEM NO.	DESCRIPTION	UNIT	CONTRACT QUANTITY	AS BUILT QTY TO DATE	UNIT PRICE	AMOUNT TO DATE
CITY OF LAKE ELMO						
1	BITUMINOUS SEAL COAT WITH 1/8" DRESSER TRAP ROCK	SY	73,500	69,076	\$ 1.00	\$ 69,076.00

SUBTOTAL FOR LAKE ELMO

\$ 69,076.00

TOTAL ESTIMATE NO. 3F

\$ 114,768.00

CERTIFICATE OF COMPLETION

DATE OF ISSUANCE: August 8, 2012

OWNER: CITY OF LAKE ELMO, MN
CONTRACTOR: PEARSON BROTHERS, INC.
PROJECT NAME: 2011 SEAL COAT PROJECT
PROJECT NO.: 2011.122

- ☒ This Certification of Completion applies to all work under the Contract Documents
☐ This Certification of Completion applies to the following specified parts of the Contract Documents

I do hereby certify that the work to which this Certificate applies has been constructed in accordance with the Contract dated May 17, 2011. The above-mentioned improvement is hereby declared to be complete and acceptance of this work is recommended.

DATE OF COMPLETION: August 8, 2012Ryan W. Stempski Reg. No. 45395
FOCUS Engineering, inc.

THE WARRANTY PERIOD BEGINS November 1, 2011 AND ENDS November 1, 2013



MAYOR AND COUNCIL COMMUNICATION

DATE: August 8, 2012

CONSENT

ITEM #: 4

RESOLUTION

AGENDA ITEM: 2011 Street & Water Quality Improvements – Resolution Declaring Cost to be Assessed, Ordering Preparation of Proposed Assessments, and Calling for Hearing on Proposed Assessment

SUBMITTED BY: Jack Griffin, City Engineer

THROUGH: Dean A. Zuleger, City Administrator

REVIEWED BY: Ryan Stempski, Assistant City Engineer
Sandie Thone, City Clerk
Cathy Bendel, Finance Director

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to consider approving a Resolution Declaring Costs to be Assessed, Ordering Preparation of Proposed Assessments, and Calling for Hearing on Proposed Assessments for the 2011 Street & Water Quality Improvements.

STAFF REPORT:

The 2011 Street & Water Quality Improvement Project has been completed and the total project costs are known. Pursuant to Minnesota Statutes, Section 429 the Council must declare the amount to be assessed against the benefiting properties and Call the Hearing on the Proposed Assessment for these improvements. The Assessment Hearing is proposed for September 18, 2012. The Final Assessment Roll must be certified to the County Auditor by November 30, 2012. The final costs and proposed unit assessments compared to planned costs are as follows (also see attached Final Project Cost Summary worksheet):

	Final Project Costs	Feasibility Project Costs
Total Project Costs	\$604,801	\$764,000
Assessments: Tartan Meadows	\$2,700	\$3,300
Assessments: David Nelson Estates	\$3,200	\$3,900
Assessments: 50th Street & Kimbro Avenue	\$5,400	\$6,700
Total City Share	\$453,801	\$578,900

The final costs for project came in at about 80% the estimated Feasibility Costs. Therefore the unit assessment rates can be reduced, at Council direction, to remain in line with the assessment policies and practices. Even with the reduced unit assessment rates, the City cost-share portion of the project will be reduced by \$125,099, or 22% of the planned costs.

RECOMMENDATION: Staff is recommending that the City Council approve, as part of the *Consent Agenda*, Resolution No. 2012-039, thereby declaring the costs to be assessed to be \$151,000; ordering the preparation of the proposed assessments with the unit assessments to be \$2,700 for each benefitting property in Tartan Meadows, \$3,200 for each benefitting property in David Nelson Estates, and \$5,400 for each benefitting property along 50th Street and Kimbro Avenue; and Calling for the Hearing on the proposed Assessments for September 18, 2012 at or around 7:00 PM. The recommended motion is as follows:

“Move to approve Resolution No. 2012-039; A Resolution Declaring Costs to be Assessed, Ordering Preparation of Proposed Assessment, and Calling for the Hearing on the Proposed Assessment for the 2011 Street & Water Quality Improvements.”

ATTACHMENTS:

1. Resolution No. 2012-039
2. Notice of Hearing
3. Final Assessment Roll
4. Final Project Cost Summary

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

RESOLUTION 2012-39

**A RESOLUTION DECLARING COST TO BE ASSESSED, ORDERING
PREPARATION OF PROPOSED ASSESSMENT, AND CALLING FOR HEARING ON
PROPOSED ASSESSMENT FOR THE
2011 STREET & WATER QUALITY IMPROVEMENTS**

WHEREAS, a contract has been let for the 2011 Street & Water Quality Improvements including street reclamation, water quality, and storm sewer improvements located in the Tartan Meadows and David Nelson Estates neighborhoods, and bituminous street surfacing improvements along 50th Street and Kimbro Avenue.

WHEREAS, the total cost of the improvements will be \$604,801;

WHEREAS, the City Clerk and City Engineer has prepared the proposed assessment roll and will maintain said assessment roll on file in the City offices for public inspection.

NOW, THEREFORE, BE IT RESOLVED,

1. The portion of the cost of such improvement to be paid by the City is hereby declared to be \$453,801, and the portion of the cost to be assessed against benefited property owners is declared to be \$151,000.
2. The City Clerk, with the assistance of the City Engineer, has calculated the proper amount to be specially assessed for such improvements against every assessable lot, piece or parcel of land to be benefited by the improvements, and the Clerk has filed a copy of such proposed assessment in the City offices for public inspection.
 - a. The amount to be specially assessed against each particular lot, piece, or parcel of land located along the Tartan Meadows improvements is declared to be \$2,700.
 - b. The amount to be specially assessed against each particular lot, piece, or parcel of land located along the David Nelson Estates improvements is declared to be \$3,200.
 - c. The amount to be specially assessed against each particular lot, piece, or parcel of land located along 50th Street and Kimbro Avenue is declared to be \$5,400.
3. Assessments shall be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday in January, 2012, and shall bear interest at the rate of 4.5 percent per annum from the date of the adoption of the assessment resolution.

4. A public hearing shall be held on the 18th day of September, 2012, in the council chambers of the city hall at 7:00 pm to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
5. The City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and she shall state in the notice the total cost of the improvement. She shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearings.
6. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the entire assessment on such property, with interest accrued to the date of payment, to the City Clerk. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. A property owner may at any time thereafter, pay to the City Clerk the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

Adopted by the City Council on this eighth day of August 2012.

CITY OF LAKE ELMO

By: _____
Dean A. Johnston
Mayor

ATTEST:

Sandie Thone
City Clerk

CITY OF LAKE ELMO
NOTICE OF HEARING ON PROPOSED ASSESSMENT
2011 STREET & WATER QUALITY IMPROVEMENTS

Notice is hereby given that the City Council of Lake Elmo will meet in the Council Chambers of the City Hall at or approximately after 7:00 P.M. on Tuesday, September 18, 2012, to consider, and possibly adopt, the proposed assessment against abutting property for the 2011 Street & Water Quality Improvements. Adoption by the Council of the proposed assessment may occur at the hearing. The following are the areas proposed to be assessed:

Tartan Meadows development:

The amount to be specially assessed against each particular lot, piece, or parcel of land located along the Tartan Meadows improvements, including 11th Street North (from Laverne Avenue to the west end), 12th Street North (from Leeward Avenue to the west end), Laverne Avenue North (from 10th Street to 12th Street), Layton Avenue North (from 10th Street North to 12th Street North), and Leeward Avenue North (from 10th Street North to 12th Street North), is \$2,700.

David Nelson Estates:

The amount to be specially assessed against each particular lot, piece, or parcel of land located along 10th Street Court North (from 10th Street to the north end), is \$3,200.

50th Street and Kimbro Avenue:

The amount to be specially assessed against each particular lot, piece, or parcel of land located along 50th Street and Kimbro Avenue, is \$5,400.

Said assessments are proposed to be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday in January 2013, and will bear interest at the rate of 4.50 percent per annum from the date of adoption of the assessment resolution. To the first installment shall be added interest on the entire assessment from the date of the assessment resolution until December 31, 2012. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

You may at any time prior to certification of the assessment to the county auditor, pay the entire assessment on such property, with interest accrued to the date of payment, to the City Clerk. No interest shall be charged if the entire assessment is paid 30 days from the adoption of this assessment. You may at any time thereafter, pay to the City Clerk the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year. If you decide not to prepay the assessment before the date given above the rate of interest that will apply is 4.50 percent per year.

The proposed assessment roll is on file for public inspection at the City Clerk's office. The total amount of the proposed assessment is \$151,000. *The City contribution for the project is \$453,801.* Written or oral objections will be considered at the meeting. No appeal may be taken as to the amount of an assessment unless a written objection signed by the affected property owner is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing. The Council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

An owner may appeal an assessment to district court pursuant to Minnesota Statutes, Section 429.081 by serving notice of the appeal upon the Mayor or Clerk within 30 days after the adoption of the assessment and filing such notice with the district court within ten days after service upon the Mayor or Clerk.

The City Council is authorized in its discretion to defer the payment of an assessment for any homestead property owned by a person for whom it would be a hardship to make payment if the owner is 65 years of age or older and/or the owner is a person retired by virtue of a permanent and total disability or by a person who is a member of the Minnesota National Guard or other military reserves who is ordered into active military service, as defined in section 190.05 subdivision 5b or 5c, as stated in the person's military orders, for whom it would be a hardship to make the payments. The owner must request a deferment of the assessment at or before the public hearing at which the assessment is adopted and make application on forms prescribed by the City Clerk within 30 days after the adoption.

Notwithstanding the standards and guidelines established by the City for determining a hardship, a deferment of an assessment may be obtained pursuant to Minnesota Statutes Section 435.193.

DATED: August 8, 2012

BY ORDER OF THE LAKE ELMO CITY COUNCIL

Dean Johnston, Mayor

(Published in the Oakdale-Lake Elmo Review on August 15, 2012)

CITY OF LAKE ELMO, MINNESOTA
2011 STREET & WATER QUALITY IMPROVEMENTS - TARTAN MEADOWS
FOCUS PROJECT NO. 2011.123
FINAL ASSESSMENT ROLL

NO.	NAME	ADDRESS	PID	UNITS
1	NASBY, RICHARD J & SUSAN C	11048 11TH ST LAKE ELMO	2502921330013	1
2	BERKOWITZ, ROBERT A & SARAH E	11063 11TH ST LAKE ELMO	2502921330014	1
3	SCHNEIDER, JOYCE C	11066 11TH ST LAKE ELMO	2502921330012	1
4	REINHARDT, JOSEPH A	11109 11TH ST LAKE ELMO	2502921330015	1
5	SCHAUER, MICHAEL T & NANCY A	11110 11TH ST LAKE ELMO	2502921330011	1
6	DREYER, PHILIP J & SCHRANTZ, MARY SUE	11040 12TH ST LAKE ELMO	2502921330007	1
7	HENDRICKS, STEPHEN M & SUSAN M	11047 12TH ST LAKE ELMO	2502921330008	1
8	BOYD, WILLIAM V & CHRISTINE M	11066 12TH ST LAKE ELMO	2502921330006	1
9	VALLOT, LAWRENCE C & JUDITH K	11075 12TH ST LAKE ELMO	2502921330009	1
10	LINDER, STEVEN A & SARAH A	11108 12TH ST LAKE ELMO	2502921330005	1
11	MISUKANIS, DAVID J & BRUEGL, ANGELA M	11115 12TH ST LAKE ELMO	2502921330010	1
12	HELGASON, STUART & LAURIE	11150 12TH ST LAKE ELMO	2502921330004	1
13	EVANS, ROBERT S II & NANCY K	11171 12TH ST LAKE ELMO	2502921330016	1
14	BEAUDET, DAVID R & MARY JO	11190 12TH ST LAKE ELMO	2502921330003	1
15	ADOLPHSON, SCOTT J & MARY	11227 12TH ST LAKE ELMO	2502921330017	1
16	NOWORATZKY, MELISSA & FLAVIN, JOHN F	11230 12TH ST LAKE ELMO	2502921330002	1
17	CARLSON, JAMES G & JANET L	11270 12TH ST LAKE ELMO	2502921340010	1
18	VOELLER, JAMES & CLOYCE	11314 12TH ST LAKE ELMO	2502921340011	1
19	WHALEN, WILLIAM C & ARGENE A	11345 12TH ST LAKE ELMO	2502921340017	1
20	TOFT, RODNEY A & JUDY A	11350 12TH ST LAKE ELMO	2502921340012	1
21	MATHEWS, DONAL	1027 LAVERNE AVE LAKE ELMO	2502921330020	1
22	PETRICH, MICHAEL J & DIANA J	1073 LAVERNE AVE LAKE ELMO	2502921330019	1
23	HAMMERLUND, ROBERT D & GRETA A	1093 LAVERNE AVE LAKE ELMO	2502921330018	1
24	KELLEY, BRIAN P & LAURIE	1025 LAYTON AVE LAKE ELMO	2502921340020	1
25	ANDERSON, TERENCE L & CYNTHIA	1028 LAYTON AVE LAKE ELMO	2502921340016	1
26	ANDERSON, JEFFREY T & GAIL M	1069 LAYTON AVE LAKE ELMO	2502921340019	1
27	FREDRICKSON, GREGORY & SARA	1080 LAYTON AVE LAKE ELMO	2502921340015	1
28	ALLEN, JAMES R & DIANE S	1115 LAYTON AVE LAKE ELMO	2502921340018	1
29	MECHAVICH, DAVID C & SANDRA J	1140 LAYTON AVE LAKE ELMO	2502921340014	1
30	LEE, ROBERT	1019 LEEWARD AVE LAKE ELMO	2502921340007	1
31	BERGLOF, FLORENCE M	1020 LEEWARD AVE LAKE ELMO	2502921340009	1
32	SCHUMACHER, JAMES V & LORI E	1067 LEEWARD AVE LAKE ELMO	2502921340006	1
33	MONCRIEF, RICK G & LINDA A	1080 LEEWARD AVE LAKE ELMO	2502921340008	1
34	JONES, TIMOTHY J & ROXANNE H	1095 LEEWARD AVE LAKE ELMO	2502921340005	1
35	GERGEN, ROBERT J & ANN L	1123 LEEWARD AVE LAKE ELMO	2502921340004	1
36	NIELSEN, JERRY DEAN	1145 LEEWARD AVE LAKE ELMO	2502921340003	1
37	JOHNSON, CRAIG R & LINDA E	1177 LEEWARD AVE LAKE ELMO	2502921340002	1
38	VOGEL, DENNIS E & KIM M	1199 LEEWARD AVE LAKE ELMO	2502921340013	1
TOTAL				38

CITY OF LAKE ELMO, MINNESOTA
 2011 STREET & WATER QUALITY IMPROVEMENTS - DAVID NELSON ESTATES
 FOCUS PROJECT NO. 2011.123
FINAL ASSESSMENT ROLL

NO.	NAME	ADDRESS	PID	UNITS
1	LAPORTE, BRYAN P & JODY M	10644 10TH STREET CT LAKE ELMO 55042	2602921430002	1
2	KIMBERLY, DALE E JR & LORI A	10654 10TH STREET CT LAKE ELMO 55042	2602921430003	1
3	WEMEIER, GARY P & BARBARA A	10664 10TH STREET CT LAKE ELMO 55042	2602921430004	1
4	LUDWIG, MICHAEL & PATRICIA	10674 10TH STREET CT LAKE ELMO 55042	2602921430005	1
5	PIKE, ROBERT & GIBSON, JUDITH A	10684 10TH STREET CT LAKE ELMO 55042	2602921430006	1
TOTAL				5

CITY OF LAKE ELMO, MINNESOTA
50TH STREET AND KIMBRO AVENUE IMPROVEMENTS
FOCUS PROJECT NO. 2011.123
FINAL ASSESSMENT ROLL

NO.	NAME	ADDRESS	PID	UNITS
1	YANG, PHENG & KAoyINGLY	4755 KIMBRO AVENUE NORTH	LAKE ELMO, MN 55042 1102921120003	1
2	WEGSCHEIDER, LUCY V & SCOTT	4890 KIMBRO AVENUE NORTH	LAKE ELMO, MN 55042 1102921210003	1
3	DAVIS, LLOYD O & JACQUELINE D	10550 50TH STREET NORTH	LAKE ELMO, MN 55042 0202921430001	1
4	BOYLAN, TERESA A & WILLIAM J TRS	10711 50TH STREET NORTH	LAKE ELMO, MN 55042 1102921120004	1
5	FLIS, JOHN J & NANCY L	10755 50TH STREET NORTH	LAKE ELMO, MN 55042 1102921110003	1
6	WALSH, COLLEEN & JEFFREY	10830 50TH STREET NORTH	LAKE ELMO, MN 55042 1102921110007	1
TOTAL ASSESSABLE UNITS:				6

2011 STREET & WATER QUALITY IMPROVEMENTS
FINAL PROJECT COST SUMMARY
CITY OF LAKE ELMO, MINNESOTA

TOTAL PROJECT COSTS	FINAL PROJECT COSTS	FEASIBILITY COSTS
2011 STREET IMPROVEMENTS - CONSTRUCTION	\$ 462,846	\$ 562,207
CONTINGENCY BUDGET	\$ -	\$ 56,221
EASEMENT AND RIGHT-OF-WAY ACQUISITION	\$ -	-
ENGINEERING DESIGN AND CONSTRUCTION SERVICES	\$ 83,048	\$ 83,900
GEOTECHNICAL ENGINEERING	\$ 9,460	\$ 9,460
RESIDENT FULL-TIME CONSTRUCTION OBSERVATION	\$ 15,121	\$ 40,800
LEGAL, FISCAL & ADMINISTRATION	\$ 34,327	\$ 11,244
TOTAL ESTIMATED PROJECT COSTS: 2011 STREET IMPROVEMENTS	\$ 604,801	\$ 764,000
<i>*Contractor's Construction Cost Bid: \$ 469,524.99</i>		

COST BREAKDOWN SUMMARY	ASSESSABLE PROPERTIES AND FINAL UNIT ASSESSMENTS	FINAL PROJECT COSTS	FEASIBILITY COSTS
TOTAL PROJECT: 2011 STREET IMPROVEMENTS		\$ 604,801	\$ 764,000
ASSESSMENT REVENUE***			
TARTAN MEADOWS	38 \$2,700	\$ 102,600	\$ 125,400
DAVID NELSON ESTATES	5 \$3,200	\$ 16,000	\$ 19,500
50TH STREET AND KIMBRO AVENUE	6 \$5,400	\$ 32,400	\$ 40,200
CITY COST SHARE OF IMPROVEMENTS		\$ 453,801	\$ 578,900



The City of Lake Elmo offers competitive pay and benefits in addition to professional development opportunities to all employees. The city's number one value statement is to foster an environment based on trust and ethics. These philosophies and practices help the City in recruiting and retaining exceptional employees.

Accepting Applications for the Position of:

Taxpayer Relations / Communications Coordinator

SALARY: \$32,000 to \$42,000/DOQ

OPENING DATE: 07/30/2012

CLOSING DATE: 08/10/2012

POSITION RESPONSIBILITIES: The objective of this position is to coordinate the primary taxpayer (customer) communications/problem-solving for the City of Lake Elmo which is consistent with Mission, Vision and Core Values of the City of Lake Elmo. The position is responsible for the five main communication vehicles used by the City of Lake Elmo: the website, the Facebook page, the quarterly newsletter, the weekly new update, and cable access television. In addition, the position will assist the marketing / promotion efforts of the City of Lake Elmo in the areas of economic development, event promotion, public meetings, and Code Red applications. The position will also be responsible for the coordination of taxpayer / resident problem-solving and serve as an expeditor of taxpayer service. An ancillary responsibility will be to staff the Lake Elmo Parks Commission.

Position Description

Position Title: Taxpayer Relations / Communications Coordinator
Department: Administration
Reports To: Administrator
FLSA Status: Non-exempt

Primary Objective of Position

The objective of this position is to coordinate the primary taxpayer (customer) communications/problem-solving for the City of Lake Elmo which is consistent with Mission, Vision and Core Values of the City of Lake Elmo. The position is responsible for the five main communication vehicles used by the City of Lake Elmo: the website, the Facebook page, the quarterly newsletter, the

weekly news update, and cable access television. In addition, the position will assist the marketing / promotion efforts of the City of Lake Elmo in the areas of economic development, event promotion, public meetings, and Code Red applications. The position will also be responsible for the coordination of taxpayer / resident problem-solving and serve as an expeditor of taxpayer service an ancillary responsibility will be to staff the Lake Elmo Parks Commission.

Essential Functions of the Position

1. Plans, develops and implements the City of Lake Elmo's communication strategy with its taxpayers, other governments, media and the greater community;
2. Coordinates information to the community through the use of print, electronic, cable television and social media. Communication vehicles include: website, newsletter, weekly update, Facebook, cable access television and various public meetings;
3. Coordinate the cable casting, re-broadcast and video streaming of City Council and Planning Commission meetings or programs regarding the City;
4. Coordinates communication with the news media;
5. Assists Administrator in the development of public relations and marketing materials used to promote the community to developer's, new residents and other interested parties;
6. **Interacts positively** with taxpayer through the provision of information, casework problem-solving, and other means to resolve issues;
7. Coordinates and promotes city services through special events, community celebrations and gatherings and other public meetings;
8. Co-Manage the Lake Elmo Parks Commission including meeting attendance, program support and responding to Commission member inquiries.

Performance Criteria

The successful candidate shall be a "people person", able to clearly communicate the public policy decisions of the Lake Elmo City Council and operational essentials of the City staff. Prerequisites include:

- Strong oral and written communication skills;
- A sense of design / visual arts which may include photography / graphic layout;
- Skill in desktop publishing;
- Website content development and maintenance experience;
- Social media experience. Facebook "fan page" maintenance a plus;
- Problem solving skills for taxpayer relations and complaints;
- Knowledge of public relations, marketing and community affairs;
- Knowledge or willingness to learn cable access television production;
- Knowledge or willingness to learn park & recreation programming;
- Ability to work under pressure and meets deadlines.

Minimum Qualifications

1. Bachelor's Degree in communication, public relations, journalism or equivalent experience;
2. Minimum of two years of experience managing the communication / PR function of a small to

medium organization;

3. Experience in developing, implementing and maintaining a Communications Plan;
4. Strong computer skills, including Microsoft and Adobe products.

Desirable Qualifications

1. Experience in website development and maintenance;
2. Experience with cameras and video production equipment;
3. Experience in interacting with print media;
4. Experience in conflict resolution and problem solving;
5. Some supervisory experience.

Physical Requirements

Positions in this class typically require: sitting, feeling, manual dexterity, grasping, talking, and hearing, typing, and seeing. The individual may encounter unexpected and prolonged workdays and stress and pressures from dealing with emotional issues and conflicts. There is sustained exposure to computer keyboards and video screens. This position is light duty and may require the exertion of up to 20 pounds of force on occasion or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects.

PLEASE APPLY BY CLOSING DATE:

SEND COVER LETTER, RESUME, ONE PROFESSIONAL WRITING SAMPLE AND REFERENCES TO:

CITY OF LAKE ELMO ATTN: SANDIE THONE, CITY CLERK
3800 LAVERNE AVENUE NORTH, LAKE ELMO, MN 55042
OR STHONE@LAKEELMO.ORG

PLEASE VISIT OUR WEBSITE AT **WWW.LAKEELMO.ORG** FOR ADDITIONAL INFORMATION OR
CONTACT US AT 651.747.3900

CITY OF LAKE ELMO IS AN EQUAL OPPORTUNITY EMPLOYER



MAYOR AND COUNCIL COMMUNICATION


DATE: 08/08/2012

CONSENT

ITEM #: 6

MOTION TO AFFIRM

AGENDA ITEM: Approve Hiring of Adam Bell as Deputy Clerk

SUBMITTED BY: Sandie Thone, City Clerk 

THROUGH: Dean A. Zuleger, City Administrator

REVIEWED BY: Dean A. Zuleger, City Administrator

SUMMARY AND ACTION REQUESTED:

As part of the Consent Agenda the City Council is respectfully requested to approve the hiring of Adam Bell as the Deputy Clerk for the City of Lake Elmo.

STAFF REPORT:

The City of Lake Elmo received 46 applicants for the Deputy Clerk position. The original applicants were rated on relevant education and related experience/knowledge of legal requirements, proven customer service initiative, records management, finance and accounting, elections, proven process improvement initiative, quality of work and attention to detail. Staff was very impressed with the level of qualifications and experience of the pool of applicants.

Ten exceptional candidates were chosen for first-round interviews. First-round interviews were rated on the candidates' professionalism and their knowledge, experience and attitude in the following categories; background and fit as it relates to the position, leadership and strengths, goals, mission and vision, process improvement and problem solving, budget/finance, culture change, interpersonal skills/communication, elections process, and organizational fit. These first round interviews resulted in three highly qualified finalists for the position of Deputy Clerk.

The finalists were interviewed and rated on their professionalism and their in-depth knowledge, experience and attitude in the following areas; career highlights, customer service concepts and initiatives, continual improvement initiative, statutory clerk functions, applicable budget/finance, and their ability to create a positive and engaged environment in their work life. Interviewers also rated the finalists on their 'fit' with current staff and their expected contributions towards reaching current and future city goals.

Adam Bell was chosen unanimously by the interview committee as the top candidate for the position. Mr. Bell recently moved back to his hometown of Minnesota from Texas, where he served as the department supervisor for the Denton County Clerk's Office. Mr. Bell holds a Bachelor's degree from Gustavus Adolphus College and a Juris Doctor from the University of St. Thomas School of Law. Cited especially during the interview process was Adam's experience and initiative in analyzing processes and procedures for efficiencies, his knowledge of compliance and policy matters and his proven commitment to taxpayer service. In addition, Mr. Bell's character was evident in the time spent during the interview process and would prove a good fit for the City of Lake Elmo's current and future organizational goals. Please find his resume attached for your reference.

RECOMMENDATION:

Staff recommends the City Council approve the hiring of Adam Bell as Deputy Clerk for the City of Lake Elmo at a starting salary of \$45,000 with a start date of August 13, 2012.



MAYOR AND COUNCIL COMMUNICATION

DATE: August 7, 2012

CONSENT

ITEM #: 7

MOTION

AGENDA ITEM: Water System Design Phasing Study – Authorize AE2S Task Order No. 1

SUBMITTED BY: Jack Griffin, City Engineer

THROUGH: Dean A. Zuleger, City Administrator

REVIEWED BY: Ryan Stempski, Assistant City Engineer

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to consider approving Task Order No. 1 for Advanced Engineering and Environmental Services, Inc. (AE2S) to perform water system distribution hydraulic studies for an estimated not to exceed amount of \$16,422.

STAFF REPORT: The City Engineer is recommending that the City retain Professional Engineering Services to conduct water system hydraulic studies for the purpose of identifying the anticipated water system performance characteristics as the water system is expanded.

In 2008, the City adopted the 2030 Comprehensive Water System Plan which identifies the ultimate water system build-out. The studies recommended herein will identify system performance as the water system is constructed in phases, beginning with the Keats Avenue Trunk Watermain and the Inwood Avenue Booster Station and Trunk Watermain. The hydraulic studies will identify the preliminary design information for these projects including required pipe sizes, booster station pump sizes, and will assess storage tank performance and needs.

RECOMMENDATION: Staff is recommending approval of this engineering study as part of the *Consent Agenda*. The recommended motion for this action is as follows:

“Move to approve Task Order No. 1 for AE2S to perform water system distribution hydraulic studies for an estimated not to exceed amount of \$16,422.”

ATTACHMENTS:

1. Advanced Engineering and Environmental Services – Task Order No. 1

In accordance with ARTICLE 1 of the Master AGREEMENT between the City of Lake Elmo ("CITY") and *Advanced Engineering and Environmental Services, Inc.* ("ENGINEER"), dated _____, 2012 ("AGREEMENT"), the ENGINEER agrees to provide Professional Engineering Support Services as follows:

WATER DISTRIBUTION SYSTEM MASTER PLANNING (PHASE 1)

PROJECT OVERVIEW:

Develop a hydraulic model of the existing City of Lake Elmo water distribution system and to develop a strategic plan for expansion of the system, as necessary to responsibly and cost-effectively accommodate future growth.

The Lake Elmo Water Distribution System Master Plan project is proposed to be completed in phases. Phase 1, as outlined below, will provide a hydraulic model of the existing water system, analyze the existing system, and evaluate the planned near-term improvements. Phase 1 will also provide a better understanding of the existing system and provide a solid foundation for the development of a comprehensive master plan to evaluate the staged construction of alternative water system improvements to accommodate planned growth of the system.

It is currently anticipated that the Water Distribution System Master Plan project will be completed in Phase 2. But, the future approach is flexible and will be developed in collaboration with Focus Engineering, and in the best interest of the City of Lake Elmo.

SERVICES TO BE PROVIDED BY ENGINEER: AE2S shall provide the following Professional Engineering Services:

1. Develop a computer model (InfoWater) of existing water system.
2. Define the geographic areas of the City and estimate the existing water use in each geographic area based on the number of connections, for use in the model.
3. Use the computer model to determine any significant restrictions in the existing system.
4. Use the computer model to determine the significance of the impact of installing a new water line on Keats Avenue, to create a loop in this portion of the system.
5. Use the computer model to determine whether the line on Lake Elmo Avenue, from new Well #4, should extend to 43rd Street only, or to 43rd Street and also extend to the existing system to the north.
6. Use the computer model to determine if lines on both Keats Avenue and Lake Elmo Avenue are necessary.
7. Use the computer to analyze the proposed future Booster Station and water main along Inwood Avenue, from the existing 16-inch water main in the Stillwater Blvd. area to the vicinity of 10th Street, and provide preliminary design recommendations.

Items not included in the proposed scope are as follows:

1. Analysis of existing water quality.
2. Analysis of capacity of existing or proposed wells.
3. Model calibration using pressure gages and hydrant flow testing.
4. System expansions in areas other than those three (3) defined.
5. Recommended locations for additional wells.

CITIES RESPONSIBILITIES: The City (or its consultants) will provide the following:

1. Monthly records of the amount of water pumped from each well.
2. Contour maps for the City of Lake Elmo.
3. Any available information on the maximum amount of water used in a day, such as meter records from wells and information on storage tank levels.
4. The number of connections in each general area of the City.
5. Material type (PVC, Ductile Iron, AC) of existing water system pipes.
6. Capacity (gallons) of all existing water towers.
7. Diameter and overflow elevations of all existing water towers.
8. Desired fire flows in existing developed areas.
9. Locations and settings on any pressure reducing valves.

TIMES FOR RENDERING SERVICES: ENGINEER shall perform its services and provide deliverables in accordance with the following schedule:

- Work shall be completed by September 7, 2012.

Note that the proposed project schedule is dependent on timely receipt of information required from the Owner.

CITY'S REPRESENTATIVE AND CONTRACT ADMINISTRATION: The CITY's representative with respect to services rendered by ENGINEER under this TASK ORDER shall be the City Engineer. Project correspondence must be addressed to:

Jack Griffin, P.E., City Engineer
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042
651.300.4264
Email: Jack.griffin@focusengineeringinc.com

COMPENSATION: Compensation to ENGINEER shall be on an hourly rate basis using the hourly billing rates provided in the ENGINEER's Proposal for the work, in a not to exceed amount of \$16,422.

AE2S proposes to provide the professional services for Phase 1 consistent with the Scope of Services outlined above on an estimated hourly (plus expenses) basis not to exceed sixteen-thousand four-hundred twenty-two dollars (\$16,422). An outline of the primary scope items is provided in the following table.

Phase 1	Professional Fees (Total)
Water System Model Setup, Demands, and Analysis	\$6,720
Analyze Proposed Improvements, Ph 1	
▪ Keats Ave Water Line	\$1,280
▪ Well No. 4 and Lake Elmo Ave Water Line	\$2,560
▪ Inwood Avenue Water Line	\$2,560
Prepare Summary Report	\$3,302
Total Professional Services =	\$16,422

Payment for Services shall be in accordance with ARTICLE 3.2 of the Master AGREEMENT. Invoices should be sent to the attention of the City Engineer.

ATTACHMENTS: The following documents are incorporated by reference:


1. ENGINEER's Proposal to the CITY dated July 30, 2012.

APPROVAL AND ACCEPTANCE: Approval and Acceptance of this Task Order, including the attachment(s) listed above, shall incorporate this document as part of the AGREEMENT. ENGINEER is authorized to begin performance of services upon receipt of a copy of this Task Order signed by CITY.

The Effective Date of this Task Order is _____, 2012.

ADVANCED ENGINEERING AND
ENVIRONMENTAL SERVICES, INC.

CITY OF LAKE ELMO, MINNESOTA

By  PE
GRANT L. MEYER, P.E.
(Authorized Principal of the Firm)
OPERATIONS MANAGER

By _____
City Administrator

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

RESOLUTION 2012-37

**A RESOLUTION PROCLAIMING
SEPTEMBER 7 AND 8, 2012 AS LAKE ELMO DAYS**

WHEREAS, the City has many volunteers who serve countless hours to make the City of Lake Elmo a better place to live and work,

WHEREAS, the City acknowledges their commitment and dedication,

WHEREAS, the City wishes to express appreciation for their efforts,

WHEREAS, the City also celebrates "Community" by bringing families, friends and neighbors together to enjoy many festivities,

NOW, THEREFORE, I, Dean A Johnston, Mayor of Lake Elmo, do hereby proclaim Friday, September 7, 2012 and Saturday, September 8, 2012 as the 1st Annual Lake Elmo Days to distinguish Lake Elmo from all the other surrounding Cities.

Adopted by the City Council on this seventh day of August 2012

CITY OF LAKE ELMO

By: _____
Dean A. Johnston
Mayor

ATTEST:

Sandie Thone
City Clerk

DATE: August 8, 2012

CONSENT

ITEM #: 9

MOTION

AGENDA ITEM: Approve Draft Structure of the City of Lake Elmo Employee Handbook

SUBMITTED BY: Dean Zuleger, City Administrator

THROUGH: Mayor Johnston

REVIEWED BY: Dean Zuleger, City Administrator

SUMMARY AND ACTION REQUESTED: The City of Lake Elmo has not conducted a comprehensive review of its employment policies since 2004 and has taken a piece meal approach to items like work standards, performance policy, discipline, benefits and compensation. In an effort to bring employment policies into compliance with current state and federal law – and to be sufficient for the baseline standards of the City’s liability (including Directors and Officers) insurance the City of Lake Elmo needs a formal employee handbook.

BACKGROUND INFORMATION: After a review of a large compendium of personnel policy decisions dating back to the 1980s and talking with staff, it is clear that there needs to be some substantial updating of employment policies – especially in the area of performance standards, personnel review, benefit policies and privacy. In addition, there seems to be inconsistency in the application of compensatory time, personal time off as it relates to the calculation of overtime, and job classification. Items such as HIPPA, data practices, personal conduct are absent from mention leaving employees uninformed and unsure.

STAFF REPORT: The staff has assembled material from three communities that have recently updated employee handbooks to become compliant with state and federal standards and satisfy liability insurance carriers underwriting. The City of Hugo and City of Burnsville were used for state compliance and the Village of Weston, WI was used for federal compliance. In addition, the League of Minnesota Cities was consulted on what baseline material needs to be included in an employee handbook.

The attachment provided details the purpose of the employee handbook and details of what issues (through an appendix) will be covered in the document. The assimilation of materials resulted in a draft document that covers key employment policies and fills in the gaps where current Lake Elmo personnel policy is silent. The attachment also includes the signature page that each employee would sign as an acknowledgement of the document.

If the Council consents, the City Administrator and Finance Director will develop the language for each item defined under the Appendix for approval by legal counsel and adoption by the Council at the September 4th, 2012 City Council Meeting. Currently 80% of the language has been vetted, compared against current policy, or adopted to meet current state and federal employment law.

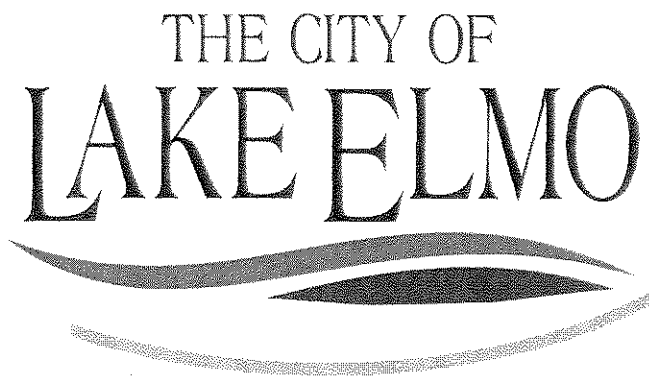
RECOMMENDATION: Based upon the above background information and staff report, it is recommended that the City Council approved draft structure as provided by attachment of the City of Lake Elmo Employee Handbook:

“Move to approve the draft structure for the City of Lake Elmo Employee Handbook as provided by staff and contained in the provided attachments for completion no later than September 4, 2012.”

ATTACHMENTS: Philosophy, Appendix and Acknowledgement Language for the City of Lake Elmo Employee Handbook

SUGGESTED ORDER OF BUSINESS:

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



PERSONNEL POLICY

AND

EMPLOYEE HANDBOOK

(This policy and handbook supersedes all previous editions effective September 1, 2012.)



**This Personnel Policy and Employee Handbook
Belongs To:**

**CITY OF LAKE ELMO
EMPLOYEE HANDBOOK/PERSONNEL POLICY
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INTRODUCTION

WELCOME

We are pleased you have decided to become a member of our team at the City of Lake Elmo. There are many benefits to working for the City, and we hope your association with us will be challenging, rewarding, and interesting.

OUR COMMITMENT TO THE COMMUNITY:

To provide quality public services in a fiscally responsible manner while preserving the city's open space character.

OUR VISION FOR THE FUTURE:

The City of Lake Elmo commits to building on its heritage, while enhancing a high quality of life for all of its citizens. We pledge to work in collaboration with our residents and business community to foster pride, develop a vibrant, diverse economy, thoughtfully plan for the future, and to preserve and enhance our natural, open space environment.

OUR CORE VALUES:

1. ETHICS AND INTEGRITY

We believe that ethics and integrity are the foundation of public trust and confidence and that all meaningful relationships are built on these values.

2. VISIONARY LEADERSHIP AND PLANNING

We believe that the very essence of leadership is to be visionary and innovative while planning for the future.

3. EXCELLENCE AND QUALITY IN THE DELIVERY OF SERVICES

We believe that service to our residents is our reason for being and commit to delivering services in a professional, cost-effective, and efficient manner;

4. FISCAL RESPONSIBILITY

We believe that fiscal responsibility and prudent stewardship of public funds, both short term and long term, are essential for citizen confidence in government.

5. OPEN AND HONEST COMMUNICATION

We believe that open and honest communication is paramount for an involved citizenry and fosters a positive working environment for employees.

6. RESPECT FOR THE INDIVIDUAL

We believe that citizens we serve are to be treated with the utmost respect and deserve the best treatment the city can provide.

7. THOUGHTFUL COMMUNITY BUILDING

We believe in the development of our community through thoughtful, careful planning that is communicated in a positive manner that enhances the process.

8. PROFESSIONALISM

We believe that continuous improvement and innovation is the mark of a professional organization, and we are committed to applying this principle to the services we offer and the development of employees.

Our goal is to provide high-quality service to our customers in a friendly, efficient, and ethical manner. Our continuing success depends largely on the high degree of concern we have for our customers, our professionalism, and efficiency. We want and need your input on how to improve our service, as well as how to make the City of Lake Elmo an even better place to work. Your participation and involvement are welcomed.

We have a very strong commitment to achieving excellence in the service we provide. This includes not only the work we do, but also the accuracy with which we do it. In order to maintain this level of service, each of us must be flexible in performing a variety of work and in working occasional odd hours when necessary. When we all pitch in and help, we all benefit.

Everyone at the City of Lake Elmo plays an important role in our continuing success. We are counting on each of you to put forth your best effort for our customers, taxpayers, business partners and one another.

This employee handbook has been developed to keep you informed about the various policies and procedures that affect your work life with us. Read these pages carefully and keep this handbook readily available as it answers many of the questions that typically arise.

Sincerely,

The Lake Elmo City Council

ABOUT THIS HANDBOOK

The purpose of the personnel policy and employee handbook is to establish and maintain a reasonable system for administration of all personnel matters except those matters covered by collective bargaining agreements. The City Administrator will administer these procedures. The City Administrator may delegate the responsibility of assisting in the administration of these personnel policies and procedures. These policies and procedures will be updated periodically upon the recommendation of the City Administrator to the Personnel Committee. The Personnel Committee will then give its recommendation to the City Council for appropriate action. The City retains the right to change, revise, or discontinue any of the policies and/or benefits described in this handbook.

This handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and does not create contractual obligations.

This employee handbook is not a contract guaranteeing employment for any specific duration. Although we hope your employment relationship with us will be long-term, either you or the City may terminate this relationship at any time, for any reason. No oral statements by Department Heads or Management can alter this disclaimer, create a contract, or modify the at-will status of the employee. Only the City Administrator or the City Council has the authority to create an employment contract, and such contract must be in writing and signed by the appropriate parties to be valid.

This handbook is intended to apply to all City of Lake Elmo employees. Employees employed under individual contract or a collective bargaining unit with the City may have provisions within their personal contract that modify or deviate from the provisions contained herein.

No portion of this handbook should be disclosed to others except City employees and those affiliated with the City whose knowledge of the information is required in the normal course of business.

If you are aware of or personally subjected to workplace wrongdoing, such as harassment, violence, discrimination, theft, etc. you are strongly encouraged to discuss this with your Department Head, City Clerk/HR Director or City Administrator.

If you have any concerns or suggestions related to this handbook, you are encouraged to discuss them.

OUR EMPLOYMENT PHILOSOPHY

Our personnel policies are based on the belief that our success is primarily dependent upon our employees. Our goal is to:

- Recognize you as an important part of the team.
- Provide a safe, efficient, and pleasant workplace.
- Establish and maintain a truly open door communications environment.
- Encourage high-quality service to our customers.

LEAN GOVERNMENT

The City of Lake Elmo employs lean management strategies that are designed to maximize efficiency and reduce costs. In an effort to achieve these goals the City (from time to time) will require the cross utilization of employees in all departments to complete work. This cross utilization includes snow removal, utility emergencies, clerical mailings and other work deemed necessary for the use of any and all personnel.

OPEN DOOR POLICY

We are committed to promoting and practicing an open door attitude among all employees. We recognize that whenever a group of people work together, there may be some differences of opinion and problems that occasionally arise.

If you have a question, concern, or problem related to your employment or you are having a problem with a co-worker, you are strongly encouraged to openly and honestly discuss the situation directly with your Department Head, City Clerk/HR Director, or City Administrator as soon as an issue or problem arises. You are not required to confront the person who is the source of the problem/conflict or closely associated with the person who is the source of the problem. We want and need your involvement and participation in problem solving. Nursing a concern in silence or discussing it with other employees who don't have the authority to resolve it can be very frustrating; we cannot work towards correcting a problem we do not know about.

WHAT IS EXPECTED OF YOU

Because we are very customer service-oriented, we need you to be committed to our way of doing business. We expect you to:

- *Give high-quality service to our customers.* They are what make the City operate and provide the means for all of us to make a living. Customers are to be treated with the utmost respect, courtesy, promptness, cooperation, friendliness, and confidentiality.
- *Do your job well.* You were hired because of your skills and abilities in certain areas. We need you to be at work on a regular basis, understand and perform your job well, continue to improve your skills, and be constantly thinking of ways to do your job better.
- *Help make this a good place to work.* Each one of us is part of what we call our work environment and thus have an impact on our coworkers and how they feel about working here. By cooperating with each other, finding ways to help out even when not asked, knowing and respecting each other's strengths and weaknesses, and treating each other with courtesy, we can each do our part to make this a pleasant and rewarding place to work.

EMPLOYEE ACKNOWLEDGMENT FORM

I understand this employee handbook describes important information about employment at the City of Lake Elmo and I should consult the City Administrator regarding any questions not answered in this handbook.

I understand the copy of the handbook I receive as noted on the date below supersedes all other employee handbooks or employment policies and practices that may have been in use prior to this edition. Since provisions of this handbook are subject to change, I further understand revisions to it may supersede or eliminate one or more existing policies and/or benefits and all such changes will be communicated through official notices.

I acknowledge this handbook is neither a contract of employment nor a legal document. I have received, read, and understand the policies contained in this handbook and will read any revisions made to it in the future.

I understand the City reserves the right to access, monitor, and retrieve emails, voicemails, computer files, internet records and other information contained on or within the City's computer system at any time at the City's sole discretion.

I understand the personnel policies prohibiting workplace wrongdoing and the corresponding reporting procedures.

I understand how to report workplace wrongdoing and that there are several avenues of internal complaint available.

The City has provided me with the names of the individuals to contact within the organization that are designated to respond to allegations of wrongdoing.

I understand the City reserves the right to utilize an outside third-party investigator to address allegations of workplace wrongdoing or otherwise help resolve employee relations problems or disputes.

Should my employment with the City of Lake Elmo end, I will return this handbook (and any copies and/or updates to it) and any other property of the City of Lake Elmo in my possession to my immediate Department Head no later than my last day of work.

Employee's Signature

Date

Employee's Name (typed or printed)



MAYOR AND COUNCIL COMMUNICATION

DATE: August 8, 2012

CONSENT AGENDA

ITEM #: 10

RESOLUTION

AGENDA ITEM: Country Sun Farms – Amendment to Resolution No. 2000-047 Clarifying Permitted Agricultural Sales and Entertainment Uses

SUBMITTED BY: Kyle Klatt, Planning Director

THROUGH: Dean Zuleger, City Administrator

REVIEWED BY: Nick Johnson, Interim City Planner

SUMMARY AND ACTION REQUESTED: The City Council is being asked to approve amendments to Resolution No. 2009-047 approving a Conditional Use Permit (CUP) for an Agricultural Entertainment Use at 11211 60th Street North (Country Sun Farms). The resolution as originally approved included a list of activities that were permitted as “Agricultural Entertainment” activities, and at the request of the Council, Staff has drafted revisions to this list to clarify that an aerosol string (silly string) play area and a “gem mining” activity area are considered allowed activities under the Agricultural Entertainment CUP for the site.

In reviewing the Resolution to be amended, Staff also noted a few provisions pertaining to the Agricultural Sales Business that have since been superseded by code amendments. Specifically, the City Code now regulates Agricultural Sales Businesses as an Interim Use Permit (as opposed to a CUP) and provides for more flexibility concerning the types of businesses that are allowed. The proposed changes to the Resolution would bring this document into closer conformance to the current City Code and subsequent permits that have been issued to the Bergman family for this site.

RECOMMENDATION: Staff recommends that the City Council approve Resolution No. 2012-38 amending a previous resolution concerning an Agricultural Entertainment Business at 11211 60th Street North (Country Sun Farms).

ATTACHMENTS:

1. Resolution No. 2012-038

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

RESOLUTION 2012-38

**A RESOLUTION AMENDING A CONDITIONAL USE PERMIT TO FURTHER CLARIFY THE
TYPES OF ACTIVITIES PERMITTED AS PART OF AN AGRICULTURAL
ENTERTAINMENT BUSINESS AT 11211 60TH STREET NORTH**

WHEREAS, the City of Lake Elmo is a municipal corporation organized and existing under the laws of the State of Minnesota; and

WHEREAS, Richard and Eileen Bergmann on behalf of Country Sun Farm and Greenhouse (the "Applicants"), 11211 60th Street North, have previously applied for and received approval from the City of Lake Elmo (the "City") to amend the Conditional Use Permit related to an Agricultural Entertainment Business for the Country Sun Farm and Greenhouse; and

WHEREAS, Resolution 2012-047 related to said Agricultural Entertainment Business was approved by the City Council on December 1, 2009; and

WHEREAS, Sections 5 and 10 under the heading of FINDINGS in Resolution 2012-047 specifies the types of uses that are permitted and not permitted as part of the Agricultural Entertainment Business; and

WHEREAS, the City Council intends to further clarify the types of uses that are permitted and not permitted as part of the Agricultural Entertainment Business; and

WHEREAS, Resolution 2012-047 also contains provisions related to Agricultural Sales Businesses that have been superseded by revisions to the City Code, which are now permitted through an Interim Use Permit; and

WHEREAS, the City Council considered said matter at its August 8, 2012 meeting.

NOW, THEREFORE, based on the testimony elicited and information received, the City Council makes the following amendments to Resolution 2012-047:

FINDINGS

- 5) That the proposed Conditional Use Permit for an Agricultural Entertainment Business would supplant all previous CUP permit for this property and permit the following uses:
 - a. Corn Maze
 - b. Hay Ride
 - c. Petting Zoo / Farm
 - d. Haunted house
 - e. Seasonal Sales of related Christmas decorations (such as wreaths or other agricultural-type creations)
 - f. Children Activities and Games that are clearly incidental and subordinate to the agricultural activities taking place on the premises. These activities shall be limited to:
 - i. A ticket booth related to the permitted agricultural entertainment activities

- ii. A Silly String (aerosol string) play area
 - iii. Gem mining activities intended to provide learning opportunities for children regarding historical mining practices in Minnesota
- 8) That the following uses on the site are identified as part of the Agricultural Sales Business and are allowed through an Interim Use Permit or as a Wayside Stand within the Agricultural or Rural Residential Zoning District:
- a. Seasonal Sales of fresh flower and plant material
 - b. Seasonal Sale of pumpkins
 - c. Seasonal Sale of Christmas trees
- 10) That the following uses on the site are not allowed/permitted, nor conditionally permitted on the site:
- a. Children Activities and Games unless identified under Finding (5.f) above
 - b. Inflatable jump/bounce houses
 - c. Seasonal Sales of fresh flower and plant material not allowed as a Wayside Stand or permitted under an Interim Use Permit
 - d. Seasonal Sales of pumpkins not allowed as a Wayside Stand or permitted under an Interim Use Permit
 - e. Seasonal Sales of Christmas trees not allowed as a Wayside Stand or permitted under an Interim Use Permit

Adopted by the City Council on this eighth day of August 2012.

CITY OF LAKE ELMO

Dean Johnston
Mayor

ATTEST:

Sandie Thone
City Clerk

MAYOR & COUNCIL COMMUNICATION

DATE: August 8, 2012
CONSENT
ITEM #: 11
MOTION

AGENDA ITEM: Council Member Appointment to Library Board Nomination Committee

SUBMITTED BY: Dean Zuleger, City Administrator

THROUGH: Mayor Dean A. Johnston

REVIEWED BY: Dean Zuleger, City Administrator

SUMMARY AND ACTION REQUESTED: To appoint a City Council Member to Library Board Nomination Committee.

BACKGROUND INFORMATION: At the July 17th City Council Meeting City Council (per MN State Statutes) approved the creation of a nomination committee to assist the Mayor in making appointments to the Library Board – where there will be (2) three-year terms available on November 1, 2012.

STAFF REPORT: Per State Statute, the Mayor has the ability to appoint members of the Library Board with approval / affirmation of the City Council. On July 17th, the City Council created a nomination committee to assist the Mayor in finding the best candidates possible to serve on the Library Board. The make-up of the committee would be the Mayor, one Council Member, the Lake Elmo Librarian, and the City Administrator. A comprehensive list of questions has been developed to determine qualifications and suitability to aid the process.

RECOMMENDATION: Based upon the background information presented, the staff recommends that the City of Lake Elmo City Council is requested:

Motion: To appoint Council Member _____ to the Lake Elmo Library Board Nominating Committee for the purpose of bringing forth two candidates to serve on the Lake Elmo Library Board for (2) three-year terms.

SUGGESTED ORDER OF BUSINESS:

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