

*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 Council Meeting

Wednesday, February 05, 2014 7:00 P.M.

City of Lake Elmo | 3800 Laverne Avenue North

AGENDA

- 7:00**
- A. Call to Order**
 - B. Pledge of Allegiance**
 - C. Roll Call**
 - D. Order of Business**
 - E. Approval of Agenda**
 - F. Accept Minutes**
 - 1. Accept January 21, 2014 City Council Meeting Minutes
 - G. Council Reports**
 - **Mayor**
 - Appointment of Cullen Case to Public Safety Committee
 - **Council**
 - H. Public Comments/Inquiries**
 - I. Presentations**
 - South Washington Watershed District
 - J. Consent Agenda**
 - 2. Approve Payment of Disbursements and Payroll
 - 3. Lake Elmo Sewer Infrastructure Improvements: I-94 to 30th St. – Change Order No. 4.
 - 4. Keats MSA Street and Trunk Watermain Improvements – (Compensating) Change Order No. 6.
 - 5. Keats MSA Street and Trunk Watermain Improvements – Pay Request No. 6 (FINAL).
 - 6. Approve 2014 Waste Hauler Licenses
 - 7. New Assessor Contract for 2014
 - 8. Zoning Text Amendment – Zoning District Cleanup. **Ordinance 08-098**
 - 9. Driveway Ordinance Amendment. **Ordinance 08-099**
 - 7:40**
 - K. Regular Agenda**
 - 10. 2014 Street Improvements – Public Hearing; Authorize P&S; Resolution Ordering Improvement; Award Engineering Contract. **Resolution 2014-10**
 - 11. Sketch Plan Review – Easton Village
 - L. New Buisness**
 - 12. Approval of Agreement to Sunset Memorandum of Understanding with the Metropolitan Council
 - M. Staff Reports and Announcements**
 - **City Administrator**

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

8:15 N. Executive Session

13. Adjourn to *Closed Session* per MN State Statute 13D.05 Subd. 3(a) for annual performance review of City Administrator Dean Zuleger

O. Adjourn

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

**LAKE ELMO CITY COUNCIL MINUTES
JANUARY 21, 2014**

**CITY OF LAKE ELMO
CITY COUNCIL MINUTES
JANUARY 21, 2014**

Mayor Pearson called the meeting to order at 7:00 pm.

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

ABSENT:

Also Present: City Administrator Zuleger, Community Development Director Klatt, City Engineer Griffin, Finance Director Bendel, and City Clerk Bell.

PLEDGE OF ALLIGENCE

APPROVAL OF AGENDA

Council Member Smith requested that Items 5 & 8 be pulled for discussion.

MOTION: Council Member Nelson moved **TO APPROVE THE JANUARY 21, 2014 CITY COUNCIL AGENDA AS AMENDED**. Council Member Smith seconded the motion. **MOTION PASSED 5-0.**

ITEM 1: ACCEPT MINUTES

THE JANUARY 06, 2013 CITY COUNCIL MINUTES WERE APPROVED AS PRESENTED BY CONSENSUS OF THE CITY COUNCIL.

COUNCIL REPORTS:

Mayor Pearson: holding off on Public Safety Committee appointment until committee can review.

Council Member Reeves: no report.

Council Member Bloyer: no report.

Council Member Nelson: no report.

Council Member Smith: no report.

PUBLIC INQUIRY/COMMENTS:

Library Director Linda Orsted spoke about new e-resources available at the Lake Elmo Library; on 1/28 at 6:30 pm Bonnie Blodgett speaking on designing a MN garden; Knit Nights on Thursdays from 6-8 pm; Library is looking for board applicants.

ITEM 2: BOARD OF ADJUSTMENT HEARING, CASE 2014-01

Beth & Richie Springborn – Driveway Ordinance Appeal

Rich Springborn 8970 55th St. N. spoke about his driveway permit and his desire to waive the hot-mix required by city code. Community Development Director Klatt gave summary of staff position. Stated requirements were already in ordinance at time of permit. It was noted that standard applies only to the portion in the Right of Way. Standard is consistent with other cities practices. Standards are also specifically included in City engineering design standards. Report of Building Official Chase provided that Hartman Homes, who actually obtained permit, was aware of standard.

Council Member Bloyer asked about importance of paving to ROW. City Engineer Griffin said ROW is the common point for all properties. City and smaller utilities are doing work in the ROW and most of what city is protecting is in the ROW. A large reason for not having gravel is that gravel washes out and increased maintenance. Paved surface does better job of retaining material.

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Council Member Nelson asked about why Hartman Homes pulled permit and the Springborns are here. It was explained that Hartman Homes was the general contractor building the home. Sub-contractors do not pull permits individually on new homes. The Springborns did the driveway themselves.

Council Member Smith asked about other driveways that would not comply. She does not want to force the Springborns to have to comply now when others do not. Mr. Klatt explained that other driveways would be considered legal non-confirming uses and not required to comply until they are changed.

Council Member Reeves noted that just the apron is being discussed. He also pointed out another benefit to pavement is to protect any abutting road. Mr. Griffin confirmed this. The paving reduces the tracking of mud etc on the road. Mr. Klatt noted Council is being asked to consider the interpretation of the city code. If Council disagrees with staff interpretation of code, it will have impact on future applications. Whether the code will need to be changed was discussed. Mayor Pearson asked for confirmation that Hartman Homes was aware of the hot-mix requirement.

Mr. Nelson asked for Mr. Griffin's opinion on the material. Mr. Griffin explained that it is a milled material and used as a base in the city. It is more like a gravel. However the city then adds the hot mix top layer pavement. Mr. Nelson asked Mr. Springborn about why he used the material. He got it free. Mr. Springborn claimed that it was a better material than class 5 gravel.

Mr. Bloyer asked why Sunfish Lake Entrance used same millings. Mayor Pearson confirmed that new millings were used. Mr. Zuleger stated that the city used the same type of milling like Springborn because they were free. He added that the City is intending on paving the entrance for the reasons staff claims.

Ms. Smith stated that she does not think it is appropriate to punish the petitioner if they complied with the standard they were given. In their opinion, they did comply with the information staff provided, and she believes they are honorable.

Mr. Springborn stated that it was an existing driveway for over 100 years and it has lasted so far.

City Administrator Zuleger noted that the negotiations have been an amicable.

Mr. Reeves clarified that the issue is not the entire driveway, just the apron.

Mr. Springborn claimed T.A. Schifsky's quoted over \$3,550 for a 15x40 apron.

Mr. Reeves thinks that it would set a bad precedent to reverse staff decision. Permit included language at time permit was pulled.

Mr. Bloyer said it was not his intent to include a ROW larger than 5 feet. The driveway was existing.

MOTION: Council Member Smith moved TO APPROVE THE SPRINGBORN APPEAL. Council Member Nelson seconded the motion.

Council Member Smith also believes that the ordinance is vague and the driveway is an existing driveway. Council Member Bloyer wants the language amended, so is not concerned with precedent.

Mayor Pearson is opposed to the motion. A farm easement is not the same as a driveway. It is not the city's responsibility to transfer the info from the builder to another party. Have to believe that the builder should have known. City needs to protect the roads and this is part of doing that. Mr. Bloyer said that if the position is to hold the residents to this standard, then City needs to lead by example vis-à-vis Sunfish Lake Park. Mr. Reeves pointed out that the City is going to do the same to the park that it is demanding from the Springborns. Mr. Reeves is not in support of approving appeal.

Council Member Nelson doesn't want to punish petitioners for what he believes is an honest mistake. He wants the paved requirement to be only five feet.

Council Member Bloyer called the question. ***MOTION PASSES 3-2 (PEARSON/REEVES – NAY).***

CONSENT AGENDA

3. Approve Payment of Disbursements and Payroll in the amount of \$1,282,261.76

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4. Accept Financial Report dated December 31, 2013
5. Accept 2013 Year-End Building Report dated December 31, 2013
6. Section 34 Water and Sewer Utility Extension Improvements – Pay Request No. 3
7. Lake Elmo Sewer Infrastructure Improvements: I-94 to 30th St. – Pay Request No. 4
8. Approve Predictive Index Hiring Tool

MOTION: (No Movant) **TO APPROVE THE CONSENT AGENDA AS AMENDED.** No Second.
MOTION PASSED 5-0.

ITEM 5: ACCEPT 2013 YEAR-END BUILDING REPORT DATED DECEMBER 31, 2013

Council Member Smith noted that the actual number of new homes being built was not a large number. Development is moving pretty slow.

MOTION: Council Member Smith moved **TO ACCEPT YEAR-END BUILDING REPORT DATED DECEMBER 31, 2013.** Council Member Bloyer seconded the motion. **MOTION PASSED 5-0.**

ITEM 8: APPROVE PREDICTIVE INDEX HIRING TOOL

Council Member Smith is opposed to approving this item. Her opinion is that it is a complete waste of money. She noted she was also against spending money on the park survey. She cannot justify \$3,000 of taxpayer money.

City Administrator Zuleger provided overview of why staff is asking for it. The index fits the right person to the job. Council Member Reeves stated that he has used them and praised the benefits. He stated that it reduces turnover and lost productivity. His opinion is that it is actually a responsible use of taxpayer money. He claimed “forward looking” organizations use these tools.

Mayor Pearson acknowledged that turnover is hugely expensive. He thinks that this is a good use of taxpayer money. Council Member Nelson concurred with Mayor Pearson and Mr. Reeves’ assessments.

MOTION: Mayor Pearson moved **TO APPROVE THE EXPENDITURE OF \$3100 FOR THE SUBSCRIPTION TO THE PREDICTIVE EMPLOYEE EVALUATION PROGRAM WITH THE FUNDS COMING FROM THE 2014 CONTINGENCY FUND.** Council Member Reeves seconded the motion. **MOTION PASSED 4-1 (SMITH - NAY).**

REGULAR AGENDA

ITEM 9: COUNCIL MEETING DATE CHANGE

No discussion.

MOTION: Council Member Smith moved **TO APPROVE MOVING THE TUESDAY, FEBRUARY 4, 2014 COUNCIL MEETING TO WEDNESDAY, FEBRUARY 5, 2014, DUE TO PRECINCT CAUCUSES.** Council Member Nelson seconded the motion. **MOTION PASSED 5-0.**

ITEM 10: INWOOD BOOSTER STATION AND TRUNK WATERMAIN IMPROVEMENTS – PUBLIC HEARING; AUTHORIZE PLANS AND SPECIFICATIONS; AWARD ENGINEERING CONTRACT; RES. 2014-07

City Engineer Griffin gave overview of the project and the scope of the work. Project will begin near 26th St. and end at Eagle Point Blvd. It will include a booster station. Also presents the opportunity to pass through Parkview Estates and provide that neighborhood with clean water. It also will allow the City to use its wells to provide City water instead of purchasing water from Oakdale. It will provide water to the section 34 area developments. Twenty-five properties are assessable. Total cost is estimated at \$3,840,000.

Parkview Estates was discussed. Mr. Griffin said it does not add any cost to city to run by Parkview, but costs to residents for connecting later would be much higher if not included at this time. Future estimated assessments will be about \$23,000 instead of \$16,500. Council Member Smith asked about number of

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GAC filters. Mr. Griffin said he thinks there are about 19 on the filters in the entire area. It was discussed that the PFC level spikes can change over time.

Mr. Griffin explained the proposed assessments and estimated costs to residents. An overview of the project schedule was provided. Mr. Griffin noted that the capacity is limited until installation of water tower.

MOTION: Council Member Smith moved **TO OPEN PUBLIC HEARING**. Council Member Nelson seconded the motion. **MOTION PASSED 5-0. Public hearing opened at 8:16 pm.**

Mark Klosner 1827 Ivory Ave. N. asked that city bypass Parkview Estates. His water has been tested and no issues for his well. His all-in would be about \$25,000. He does not see the value in having city water.

Jim Williams 1805 Ivory Ave. N. on GAC filter. He might have changed his mind about purchasing home had he known about the water issues. His quality is good right now, but he is on a filter. He is in favor of bypassing neighborhood.

Mayor Pearson noted that wells in this area would be more expensive to install.

Dan Deeb 1680 Ivory. Ave. N. is on a filter as well. He is opposed to including his neighborhood.

Al Eberhard 2298 Inwood Ave. N. speaking on behalf of Eberhard family. His property is agricultural, and he is against the pumping station being on the property. He is continuing to negotiate with City staff. Does not want eminent domain resorted to. Opposition is limited to pumping station.

Peter Bartosh 1697 Ivory Ave. N. is opposed to project. Has the GAC filter. Believes there are other options to bring clean water in to area. He will take his chances with the possibility of his well failing.

David Nelson 1757 Ivory Ave. N. is opposed to project in neighborhood.

Jeff Iverson 1663 Ivory Ave. N. wants neighborhood bypassed.

Steve Ortman 1668 Ivory Ave. N. is in favor of bypassing neighborhood. He urged council to place booster station in location that creates sufficient pressure for system.

MOTION: Council Member Smith moved **TO CLOSE PUBLIC HEARING**. Council Member Reeves seconded the motion. **MOTION PASSED 5-0. Public hearing closed at 8:27 pm.**

Mayor Pearson asked about the design/specs and changing the route. Mr. Griffin explained that Council can amend resolution to not include Parkview estates.

Council Members Reeves and Bloyer thanked residents for coming. Both members respect the residents' input.

MOTION: Council Member Smith moved **TO ADOPT RESOLUTION NO. 2014-07, ORDERING THE INWOOD BOOSTER STATION AND TRUNK WATERMAIN IMPROVEMENTS AND THE PREPARATION OF PLANS AND SPECIFICATIONS NOT INCLUDING PARKVIEW ESTATES**. Council Member Nelson seconded the motion. **MOTION PASSED 5-0.**

Mr. Griffin explained that MSA Professional Services was selected as engineering support. Why the lowest bid was not selected was discussed. Mr. Griffin explained that the best value contractor was selected.

MOTION: Mayor Pearson moved **TO APPROVE THE UPDATED PROFESSIONAL ENGINEERING SUPPORT SERVICES CONSULTING POOL, THEREBY ADDING MSA PROFESSIONAL SERVICES, INC. IN THE AREA OF GENERAL MUNICIPAL SERVICES**. Council Member Reeves seconded the motion. **MOTION PASSED 5-0.**

MOTION: Council Member Bloyer moved **TO AWARD A PROFESSIONAL ENGINEERING DESIGN AND CONSTRUCTION SUPPORT SERVICES CONTRACT TO MSA PROFESSIONAL**

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SERVICES, INC. IN THE NOT TO EXCEED AMOUNT OF \$200,772. Council Member Smith seconded the motion.

The “not to exceed” amount being lowered was discussed if the project cost is less. Mr. Griffin stated it will be lower due to lesser scope of project. **MOTION PASSED 5-0.**

Point of privilege taken by Council Member Bloyer. 5 minute recess. Recessed at 8:40pm

ITEM 11: WELL NO. 4 CONNECTING WATERMAIN IMPROVEMENTS – APPROVE PLANS AND SPECIFICATIONS; RESOLUTION 2014-08

City Engineer Griffin provided summary of the project and the legislative history. Total estimated cost is: \$617,000. Post-design cost is: \$447,000. The proposed schedule was explained. Project will be finished hopefully in June 2014.

MOTION:** Council Member Smith moved **TO APPROVE RESOLUTION NO. 2014-08, APPROVING THE PLANS AND SPECIFICATIONS AND ORDERING THE ADVERTISEMENT FOR BIDS FOR THE WELL NO. 4 CONNECTING WATERMAIN IMPROVEMENTS.** Council Member Reeves seconded the motion. **MOTION PASSED 5-0.

ITEM 12: LAKE ELMO AVENUE TRUNK WATERMAIN IMPROVEMENTS – APPROVE ENGINEERING DESIGN AND CONSTRUCTION SUPPORT SERVICES CONTRACT

City Engineer Griffin provided summary of the project and the legislative history, feasibility study, public improvement hearing, and water funding workshop. He noted that TKDA is recommended due to their familiarity with the corridor.

***MOTION:** Council Member Reeves moved **TO APPROVE A PROFESSIONAL ENGINEERING DESIGN AND CONSTRUCTION SUPPORT SERVICES CONTRACT FOR THE LAKE ELMO AVENUE TRUNK WATERMAIN IMPROVEMENTS TO TKDA, INC. IN THE ESTIMATED NOT TO EXCEED AMOUNT OF \$66,500.** Council Member Bloyer seconded the motion.*

Council Member Bloyer asked how much money would be saved if no stubs were installed. Mr. Griffin explained that no real savings in design. Council Member Nelson asked when the appropriate time would be. It was explained that any reduction in cost would be at construction. It was noted that because this was City initiated, a 4/5 vote will be required for the actual ordering of project. The shelf life is 5-10 years or until something substantial changes in the corridor. Council Member Reeves thanked Cathy for all the financial information provided.

MOTION PASSES 5-0.

ITEM 13: COMPREHENSIVE PLAN AMENDMENT - RAD-ALT TO RAD – 9434 STILLWATER BLVD.; RES. NO. 2014-09

Community Development Director Klatt provided summary of the history of the comp plan amendment request. Mr. Klatt provided clarification of what the particular zoning designation entailed. State statute and city code require that the Planning Commission review the change prior to Council acting. Mr. Klatt gave overview of the site property involved.

Mr. Klatt noted that future forecasts may involve eliminating RAD-ALT due to lower density estimates. Noted that staff originally rec'd denial of change back in 2010. Planning Commission disagreed and recommended approval. The City Council at the time agreed. Mr. Klatt explained the public hearing ground rules the Planning Commission followed. He explained what was not discussed or covered. Planning Commission recommendation was for reversal. A 4/5 vote is required for this item.

Council Member Smith asked why not all the RAD-ALT properties were reviewed. Mr. Klatt explained that the Council only directed the Friedrich property be addressed at this time.

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Council Member Nelson asked when the other properties were added. It was in 2005, as part of larger comp plan amendment.

MOTION: Council Member Nelson moved **TO OPEN PUBLIC HEARING**. Council Member Smith seconded the motion. **MOTION PASSED 5-0. Public hearing opened at 9:11 pm.**

Mayor Pearson read letter from Janice Green. She is the daughter of previous owner. Her letter was in support of keeping the property zoned RAD-ALT.

Larry Weiss 9042 Stillwater Blvd. claimed that 98% of neighbors do not want the property zoned RAD-ALT.

Ed Nielsen spoke about the previously proposed project.

Stewart Helgeson spoke in favor leaving the property as is. He claimed that there were proposals that were going to be brought forward.

Rita Conlin 8560 Ironwood Trl. Spoke in favor of leaving the property as is. She noted that the owners are confident a another plan is coming in future. She questions why this property is being singled out. She asked if appropriate to send signal to Met Council that zoning is being reduced right now. She noted that there have been other projects that have been unpopular, but are now well-accepted.

MOTION: Council Member Nelson moved **TO CLOSE PUBLIC HEARING**. Council Member Reeves seconded the motion. **MOTION PASSED 5-0. Public hearing closed at 9:20 pm.**

Council Member Smith is concerned about taking rights away from people. Allowing greater density in these areas may help alleviate density along I-94.

Mayor Pearson asked about the Met Council's interest in non-sewered development. Mr. Klatt confirmed that the Met Council is more concerned about sewerred areas. Ms. Smith disputes the claim that the Met Council is less concerned about sewer than general overall population.

Council Member Reeves noted that no viable project has been brought forward in 2.5 years. This is an example of spot zoning. Planning Commission had done a good job at the commission level. He is in favor of placing back in RAD.

Council Member Nelson learned of property in January 2013. Without even knowing about zoning, he identified this as perfect example of spot zoning. His preference is to go back to RAD.

Ms. Smith disputes all claims that either of the other areas were ever discussed to receive sewer. She claimed Carriage Station has great sense of community and includes smaller lots. She also asserted that many seniors have expressed interest in this location for senior living, not just in the Village. She is very supportive of farm school concept.

Mayor Pearson stated that it was conceivable that the areas could get sewer. He pointed out that City just did joint sewer project on Olson Lake Trail. He is also supportive of farm school concept, as his own children attended the West Lakeland location, but this location is not good. Traffic is a major concern. Council is not closing door to project proposal.

Council Member Bloyer wants city to deal with northern half of city and density. He is not for 2 units per acre, nor for 1 unit per 10 acres. He wants all three RAD-ALT properties addressed after the MOU is closer to being settled.

MOTION: Council Member Bloyer moved **TO DIRECT PLANNING COMMISSION TO ADDRESS ALL THREE RAD-ALT PROPERTIES**. No second. **MOTION FAILED FOR LACK OF SECOND.**

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When the Planning Commission planned to address the other RAD-ALT properties was discussed. It was determined that it is planned to be addressed in 6-9 months with a priority of 2 (1 being the highest) in the 2014 Community Development Plan of Work.

Council Members Nelson and Bloyer debated how the property should be handled. Both support property rights. Mayor Pearson wants the City to fix the mistake that was made in the past for this specific property. Mr. Bloyer reiterated that he believes that this is the wrong way to handle this property. He believes that this property will serve as a catalyst to address the other properties and zoning in the open space.

MOTION: Council Member Nelson moved **TO TABLE THE ITEM**. Council Member Bloyer seconded the motion. **MOTION FAILED 2-3 (PEARSON/BLOYER/REEVES – NAY)**

Council Member Reeves believes that property is distinct. It was spot zoning then and council has chance to fix it.

Council Member Smith thinks that the properties are the same. She agrees with Council Member Bloyer that all three should be looked at and also the northern properties at the same time. Mayor Pearson wants to address it now as it is before them. Ms. Smith's opinion is that it is not fair to treat this property differently. People have already spent money on the project. Mr. Nelson clarified that the Planning Commission was following the Council's direction. He does not want the Commission to bear any blame.

Council Member Smith called the question.

MOTION: Mayor Pearson moved **TO ADOPT RESOLUTION NO. 2014-09 AMENDING THE COMPREHENSIVE PLAN TO CHANGE THE FUTURE LAND USE DESIGNATION OF 9434 STILLWATER BOULEVARD NORTH FROM RAD-ALT TO RAD**. Council Member Reeves seconded the motion. **MOTION FAILED FOR LACK OF SUPERMAJORITY 3-2 (BLOYER/SMITH - NAY).**

ITEM 14: COMMUNITY DEVELOPMENT DEPARTMENT 2014 PLAN OF WORK

Community Development Director Klatt gave overview of plan of work. He noted that the RAD-ALT is on the plan of work.

Council Member Smith asked about form based codes. Mr. Klatt explained that staff will probably be handling it due to budget constraints. Timing will depend on staff time.

Council Member Nelson RAD-ALT wants it priority 1 and in 0-3 months. Mayor Pearson would rather wait.

Council Member Reeves pointed out that Council should not task staff with doing lots of work if Council needs to wait on other issues, such as the MOU.

Mayor Pearson asked if Planning Commission was in favor of plan. Mr. Klatt state they were. They moved a few items up in priority. It was explained that staff can bring it back mid-year to assess where we are.

MOTION: Council Member Smith moved **TO ACCEPT THE 2014 COMMUNITY DEVELOPMENT DEPARTMENT WORK PLAN**. Council Member Reeves seconded the motion. **MOTION PASSED 5-0.**

SUMMARY REPORTS AND ANNOUNCEMENTS

City Administrator Zuleger: will be bringing to Council agreement to eliminate MOU and 2040 Thrive forecast numbers; working on water funding- State bonding, federal funds, 3M funding, developer agreements; East north metro ground water plan involving the DNR case in White Bear Lake; Gateway Corridor transit will not be in Woodbury. Bus Rapid Transit will be included between Inwood and Keats; upcoming developer meeting on Village.

City Attorney Snyder: responding to routine staff requests; developer mtgs.

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Community Development Director Klatt: developer meeting on Village is Wednesday, Jan 22; sketch plan south of RR tracks; final Lennar plat is in.

City Engineer Griffin: 2014 street improvements. Upcoming resident meeting and public hearing

Finance Director Bendel: Finance Committee working on assessor candidates; water workshop data; utility billing audit prep on schedule.

City Clerk Bell: Noted that 2/5 meeting is a Wednesday. Thanked Tri-Lakes Association and President Jonathan Early for understanding the meeting date change; reported livestock ordinance is to be heard at the Planning Commission meeting on 1/27/14; Working on setting up waste hauler meeting to discuss County and City goals and 2014 waste hauler licenses.

Mayor Pearson thanked everyone for energy and efforts.

Mayor Pearson adjourned the meeting at 10:17 pm.

LAKE ELMO CITY COUNCIL

ATTEST:

Mike Pearson, Mayor

Adam R. Bell, City Clerk



MAYOR & COUNCIL COMMUNICATION

DATE: February 5, 2014
CONSENT
ITEM #2
MOTION

AGENDA ITEM: Approve Disbursements in the amount of \$166,093.46

SUBMITTED BY: Cathy Bendel, Finance Director

THROUGH: Cathy Bendel, Finance Director

REVIEWED BY: Dean Zuleger, City Administrator

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: Finance

FISCAL IMPACT: \$166,093.46

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of \$166,093.46. No specific motion is needed as this is recommended to be part of the *Consent Agenda*.

LEGISLATIVE HISTORY: NA

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

Claim #	Amount	Description
ACH	\$ 11,980.49	Payroll Taxes to IRS & MN Dept of Revenue 1/23/14
ACH	\$ 6,472.86	Payroll Retirement to PERA 1/23/14
DD5275-DD5301	\$ 30,588.29	Payroll Dated (Direct Deposits) 1/23/14
40901 - 40902	\$ 11,450.90	Accounts Payable Manual 1/21/14 & 1/22/14
40903 - 40942	\$ 103,260.92	Accounts Payable 2/5/2014
2227-2265	\$ 2,340.00	Library Card Reimbursement Manual 1/24/14 & 2/5/14
TOTAL	\$ 166,093.46	

RECOMMENDATION: Based on the aforementioned, the staff recommends the City Council approve as part of the Consent Agenda the aforementioned disbursements in the amount of \$166,093.46

ATTACHMENTS:

1. Accounts Payable – check registers

Accounts Payable To Be Paid Proof List

User: denise

Printed: 01/22/2014 - 10:47 AM

Batch: 009-01-2014

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
SPRINGBR Springborn Richie and Beth										
01/22/2014	01/22/2014	1,000.00	0.00	01/22/2014	Remaining Bal Escrow Ref. 8970 55th		-			0000
803-000-0000-22900	Deposits Payable	1,000.00			N					
	01/22/2014 Total:	1,000.00								
	SPRINGBR Total:	1,000.00								
	Report Total:	1,000.00								

Accounts Payable To Be Paid Proof List

User: denise
Printed: 01/21/2014 - 3:51 PM
Batch: 008-01-2014

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
XCELNSP Xcel Energy										
01/14/2014	01/14/2014									
601-494-9400-43030	Engineering Services									
01/14/2014	01/14/2014									
602-495-9450-43030	Engineering Services									
	01/14/2014 Total:									
	XCELNSP Total:									
	Report Total:									

Accounts Payable To Be Paid Proof List

User: denise

Printed: 01/30/2014 - 12:42 PM

Batch: 012-01-2014

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
AAASTRIP AAA Striping Service Co. 101687 09/09/2013 Contract Services 101-430-3100-43150 101687 Total: 5,900.99		5,900.99	0.00	02/05/2014	Street Striping		-	No		0000
101688 09/09/2013 Contract Services 101-430-3100-43150 101688 Total: 1,500.00		1,500.00	0.00	02/05/2014	Pavement Marking		-	No		0000
AAASTRIP Total: 7,400.99		7,400.99								
ADVANCED Advanced Eng & Environ Svs Inc 37123 12/31/2013 601-494-9400-43030 Engineering Services 37123 Total: 1,087.55		1,087.55	0.00	02/05/2014	Production Well No 4 AE2S Task Order 2		-	No		0000
ADVANCED Total: 1,087.55		1,087.55								
AMAZONIN Amazon Inc 604578781032040 01/10/2014 206-450-5300-42500 Library Collection Maintenance 604578781032040 Total: 488.50		488.50	0.00	02/05/2014	Books, DVDs & Book Labels		-	No		0000
AMAZONIN Total: 488.50		488.50								
EMERGAPP Emergency Apparatus Maint. Inc 71657 01/16/2014 101-420-2220-44040 Repairs/Maint Eqpt 71657 Total: 2,097.71		2,097.71	0.00	02/05/2014	Repair Tank Leak on E2		-	No		0000
EMERGAPP Total: 2,097.71		2,097.71								
MNUNEMPL MN Dept Economic Security 9087887 106-002 01/08/2014 101-410-1320-41420 Unemployment Benefits 9087887 106-002 Total: 3,172.41		3,172.41	0.00	02/05/2014	Unemployment Benefits Quarter 4 - 2013		-	No		0000
		3,172.41								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
MNUNEMPL Total:		3,172.41								
PIKEBOB Pike Bob										
1/21/2014	01/21/2014	108.19	0.00	02/05/2014	Book Drop Materials		-		No	0000
206-450-5300-42185	Software	108.19								
1/21/2014 Total:		108.19								
PIKEBOB Total:		108.19								
Report Total:		14,355.35								

Accounts Payable To Be Paid Proof List

User: denise

Printed: 01/30/2014 - 12:55 PM

Batch: 013-01-2014

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
BECKER Becker Fire and Safety, LLC										
1212	01/24/2014	103.75	0.00	02/05/2014	Annual Fire Extinguisher Service		-		No	0000
101-430-3100-44010	Repairs/Maint Bldg									
	1212 Total:	103.75								
1213	01/24/2014	103.75	0.00	02/05/2014	Annual Fire Extinguisher Service		-		No	0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
	1213 Total:	103.75								
1214	01/24/2014	103.75	0.00	02/05/2014	Annual Fire Extinguisher Service		-		No	0000
206-450-5300-44010	Repairs/Maint Bldg									
	1214 Total:	103.75								
1215	01/24/2014	60.50	0.00	02/05/2014	Annual Fire Extinguisher Service		-		No	0000
101-420-2220-44040	Repairs/Maint Eqpt									
	1215 Total:	60.50								
	BECKER Total:	371.75								
CARDMEMB Cardmember Service										
1/20/2014	01/20/2014	-35.00	0.00	02/05/2014	Reversal of Late Pymt Fee -		-		No	0000
101-410-1520-44300	Miscellaneous									
1/20/2014	01/20/2014	-37.84	0.00	02/05/2014	Interest Reversal -		-		No	0000
101-410-1520-44300	Miscellaneous									
1/20/2014	01/20/2014	-1.12	0.00	02/05/2014	Interest Reversal -		-		No	0000
101-410-1520-44300	Miscellaneous									
1/20/2014	01/20/2014	3.40	0.00	02/05/2014	St Paul Public Works - K Klatt		-		No	0000
101-430-3100-44300	Miscellaneous									
1/20/2014	01/20/2014	436.10	0.00	02/05/2014	B&H Photo-Video - C Bendel		-		No	0000
101-410-1450-43620	Cable Operations									
1/20/2014	01/20/2014	26.99	0.00	02/05/2014	DJ Wall Street Journal - C Bendel		-		No	0000
101-410-1320-44300	Miscellaneous									
1/20/2014	01/20/2014	20.09	0.00	02/05/2014	Caribou Coffee - D Zuleger		-		No	0000
101-410-1320-44300	Miscellaneous									
1/20/2014	01/20/2014	7.00	0.00	02/05/2014	Allied Parking - D Zuleger		-		No	0000
101-410-1320-44300	Miscellaneous									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
1/20/2014	01/20/2014	37.44	0.00	02/05/2014	Sprint Oak Park - D Zuleger		-			0000
101-410-1320-44300	Miscellaneous									No
1/20/2014	01/20/2014	10.00	0.00	02/05/2014	MAGC - Conf - C Bendel		-			0000
101-410-1450-44370	Conferences & Training									No
1/20/2014	01/20/2014	32.12	0.00	02/05/2014	City Hall Lighting - R Chase		-			0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									No
1/20/2014	01/20/2014	49.99	0.00	02/05/2014	Valvoline Oil Change - R Chase		-			0000
101-420-2400-44040	Repairs/Maint Eqpt									No
1/20/2014	01/20/2014	719.97	0.00	02/05/2014	Appliancesmart-Refrigerator, Station 2		-			0000
101-420-2220-44010	Repairs/Maint Bldg									No
1/20/2014	01/20/2014	-178.08	0.00	02/05/2014	Credit - Hilton Clearwater Beach		-			0000
101-420-2220-44370	Conferences & Training									No
1/20/2014	01/20/2014	53.51	0.00	02/05/2014	Monthly Car Washes for CV1 & CV2		-			0000
101-420-2220-44040	Repairs/Maint Eqpt									No
1/20/2014 Total:		1,144.57								
CARDMEMB Total:		1,144.57								
CARQUEST Car Quest Auto Parts										
2055-309132	01/29/2014	104.72	0.00	02/05/2014	Blower Mower Manifold Kit 00-2		-			0000
101-450-5200-42120	Fuel, Oil and Fluids									No
2055-309132 Total:		104.72								
2055-309188	01/15/2014	124.82	0.00	02/05/2014	Hub Assembly 00-2		-			0000
101-450-5200-42120	Fuel, Oil and Fluids									No
2055-309188 Total:		124.82								
CARQUEST Total:		229.54								
CENTURYL CenturyLink										
January 19 2014	01/19/2014	125.80	0.00	02/05/2014	Phone Service		-			0000
206-450-5300-43210	Telephone									No
January 19 2014	01/19/2014	38.44	0.00	02/05/2014	Internet Service		-			0000
206-450-5300-43210	Telephone									No
January 19 2014 Total:		164.24								
CENTURYL Total:		164.24								
CONLEYMO Conley Morgan										
Cable Operator	01/21/2014	55.00	0.00	02/05/2014	Cable Operations - 1/21/14 CC Mtg		-			0000
101-410-1450-43620	Cable Operations				(4hrs)					No
Cable Operator	01/21/2014	25.00	0.00	02/05/2014	Bonus		-			0000
101-410-1450-43620	Cable Operations									No
Cable Operator Total:		80.00								
CONLEYMO Total:		80.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
CTYOAKDA City of Oakdale										
201401224047	01/22/2014	479.21	0.00	02/05/2014	CV-2 Oil Change & Brake Repair		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt									
201401224047	Total:	479.21								
CTYOAKDA Total:										
DELTA Delta Dental Of Minnesota										
5379403	01/15/2014	1,765.00	0.00	02/05/2014	February 2014 Dental Coverage		-	No		0000
101-000-0000-21706	Medical Insurance									
5379403	Total:	1,765.00								
DELTA Total:										
DVS DVS Renewal										
1/29/2014	01/29/2014	277.00	0.00	02/05/2014	Public Works Vehicles Registration		-	No		0000
101-430-3100-44300	Miscellaneous									
1/29/2014	Total:	277.00								
DVS Total:										
EMERGAPP Emergency Apparatus Maint. Inc										
71949	01/16/2014	235.00	0.00	02/05/2014	71949-E1 Safety Inspection		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt									
71949	Total:	235.00								
71950	01/16/2014	235.00	0.00	02/05/2014	71950-E2 Safety Inspection		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt									
71950	Total:	235.00								
71951	01/16/2014	235.00	0.00	02/05/2014	71951-T1 Safety Inspection		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt									
71951	Total:	235.00								
71952	01/16/2014	374.78	0.00	02/05/2014	71952-T2 Safety Inspection, replace belt		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt									
71952	Total:	374.78								
71953	01/16/2014	235.00	0.00	02/05/2014	71953-L1 Safety Inspection		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt									
71953	Total:	235.00								
EMERGAPP Total:										
FERGUSON Ferguson Waterworks, Inc #2516										
66604	01/10/2014	1,323.64	0.00	02/05/2014	Hydrant Repair Parts		-	No		0000
601-494-9400-44030	Repairs/Maint Imp Not Bldgs									
66604	Total:	1,323.64								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
FERGUSON Total:		1,323.64								
FINANCE Finance and Commerce										
741360288	01/14/2014	150.80	0.00	02/05/2014	Bids/Construction		-		No	0000
101-410-1450-43510	Public Notices	150.80								
741360288 Total:		150.80								
FINANCE Total:		150.80								
FIORILLO Fiorillo Megan										
Cable Operator	01/27/2014	55.00	0.00	02/05/2014	Cable Operations-1/27/14 Plan Com		-		No	0000
101-410-1450-43620	Cable Operations				(4hrs)					
Cable Operator	01/27/2014	25.00	0.00	02/05/2014	Bonus		-		No	0000
101-410-1450-43620	Cable Operations	80.00								
Cable Operator Total:		80.00								
FIORILLO Total:		80.00								
FOCUS Focus Engineering, Inc.										
1000	01/27/2014	118.00	0.00	02/05/2014	Goetschel OP		-		No	0000
203-490-9070-43030	Engineering Services	118.00								
1000 Total:		118.00								
1001	01/27/2014	177.00	0.00	02/05/2014	Easton Village		-		No	0000
203-490-9070-43030	Engineering Services	177.00								
1001 Total:		177.00								
1002	01/27/2014	2,988.63	0.00	02/05/2014	Village East Trunk Sewer		-		No	0000
602-495-9450-43030	Engineering Services	2,988.63			Improvements					
1002 Total:		442.50								
1003	01/27/2014	442.50	0.00	02/05/2014	Regional Trail Improvements		-		No	0000
409-480-8000-43030	Engineering Services	442.50								
1003 Total:		1,862.50								
1004	01/27/2014	1,862.50	0.00	02/05/2014	Inwood Booster Station Impr Design &		-		No	0000
601-494-9400-43030	Engineering Services	1,862.50			Con					
1004 Total:		1,555.00								
1005	01/27/2014	4,167.11	0.00	02/05/2014	Inwood Trunk Watermain Impr		-		No	0000
601-494-9400-43030	Engineering Services	1,555.00			Design&Cons					
1005 Total:		4,167.11								
982 & 983	01/27/2014	2,521.50	0.00	02/05/2014	General Engineering		-		No	0000
101-410-1930-43030	Engineering Services	2,521.50								
982 & 983	01/27/2014	6,688.61	0.00	02/05/2014	General Engineering		-		No	0000
101-410-1910-43030	Engineering Services	541.50								
982 & 983 Total:		6,688.61								
984	01/27/2014	541.50	0.00	02/05/2014	General Engineering - VRA		-		No	0000
101-420-2400-43030	Engineering									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
984	01/27/2014									
101-410-1910-43030	Engineering Services									
984	01/27/2014	855.50	0.00	02/05/2014	General Engineering - VRA		-	No		0000
101-430-3100-43030	Engineering Services									
984	01/27/2014	163.00	0.00	02/05/2014	General Engineering - VRA		-	No		0000
101-430-3100-43030	Engineering Services									
984	01/27/2014	74.50	0.00	02/05/2014	General Engineering - VRA		-	No		0000
101-430-3100-43030	Engineering Services									
984	01/27/2014	2,105.96	0.00	02/05/2014	General Engineering - VRA		-	No		0000
601-494-9400-43030	Engineering Services									
984	01/27/2014	265.50	0.00	02/05/2014	General Engineering - VRA		-	No		0000
602-495-9450-43030	Engineering Services									
984	01/27/2014	1,639.25	0.00	02/05/2014	General Engineering - VRA		-	No		0000
603-496-9500-43030	Engineering Services									
984 Total:		5,645.21								
985	01/27/2014	808.26	0.00	02/05/2014	Transportation & Traffic Systems		-	No		0000
409-480-8000-43030	Engineering Services									
985	01/27/2014	167.50	0.00	02/05/2014	Street System & Maintenance		-	No		0000
409-480-8000-43030	Engineering Services									
985	01/27/2014	755.50	0.00	02/05/2014	Municipal State Aid System		-	No		0000
409-480-8000-43030	Engineering Services									
985	01/27/2014	1,701.25	0.00	02/05/2014	Capital Improvement Planning		-	No		0000
409-480-8000-43030	Engineering Services									
985 Total:		3,432.51								
986	01/27/2014	206.50	0.00	02/05/2014	Inwood Ave Trunk Watermain		-	No		0000
601-494-9400-43030	Engineering Services									
986 Total:		206.50								
987	01/27/2014	674.13	0.00	02/05/2014	Keats Ave Watermain 43%		-	No		0000
601-494-9400-43030	Engineering Services									
987	01/27/2014	893.62	0.00	02/05/2014	Keats Ave Street 57%		-	No		0000
409-480-8000-43030	Engineering Services									
987 Total:		1,567.75								
989	01/27/2014	14,442.47	0.00	02/05/2014	LE Ave Infrastructure 194 to 30th Street		-	No		0000
409-480-8000-43030	Engineering Services									
989 Total:		14,442.47								
990	01/27/2014	1,305.13	0.00	02/05/2014	Production Well Number 4		-	No		0000
601-494-9400-43030	Engineering Services									
990 Total:		1,305.13								
991	01/27/2014	1,152.30	0.00	02/05/2014	Section 34 Water 40%		-	No		0000
601-494-9400-43030	Engineering Services									
991	01/27/2014	1,728.45	0.00	02/05/2014	Section 34 Sewer Extension 60%		-	No		0000
602-495-9450-43030	Engineering Services									
991 Total:		2,880.75								
992	01/27/2014	29.50	0.00	02/05/2014	CSAH 15 (Manning Ave)Corridor Mgmt&Saf		-	No		0000
602-495-9450-43030	Engineering Services									
992 Total:		29.50								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
993	01/27/2014	308.44	0.00	02/05/2014	Amaris Homes (Montgomery Property)	-	-	No		0000
203-490-9070-43030	Engineering Services									
993 Total:		308.44								
994	01/27/2014	29.50	0.00	02/05/2014	Hannnes Estate	-	-	No		0000
203-490-9070-43030	Engineering Services									
994 Total:		29.50								
995	01/27/2014	2,263.25	0.00	02/05/2014	Well No 4 Connecting Watermain Impr	-	-	No		0000
601-494-9400-43030	Engineering Services									
995 Total:		2,263.25								
996	01/27/2014	1,516.75	0.00	02/05/2014	Pumphouse No 4	-	-	No		0000
601-494-9400-43030	Engineering Services									
996 Total:		1,516.75								
997	01/27/2014	1,427.75	0.00	02/05/2014	LE Ave Trunk Watermain Imp Feas Study	-	-	No		0000
601-494-9400-43030	Engineering Services									
997 Total:		1,427.75								
998	01/27/2014	1,527.00	0.00	02/05/2014	Lennar I-94 West Corridor	-	-	No		0000
203-490-9070-43030	Engineering Services									
998	01/27/2014	664.40	0.00	02/05/2014	LE Ave Corridor Improvements	-	-	No		0000
409-480-8000-43030	Engineering Services									
998 Total:		2,191.40								
999	01/27/2014	3,840.25	0.00	02/05/2014	2014 Street Impr Feas Report	-	-	No		0000
409-480-8000-43030	Engineering Services									
999 Total:		3,840.25								
FOCUS Total:		54,919.40								
FRANCOTY Francotyp-Postalia, Inc										
RI101820105	01/09/2014	352.10	0.00	02/05/2014	Postbase Rateguard 12/18/13-12/17/14	-	-	No		0000
101-410-1320-43220	Postage									
RI101820105 Total:		352.10								
FRANCOTY Total:		352.10								
GOVTRNG GTS Educational Events										
1/21/2014	01/21/2014	440.00	0.00	02/05/2014	MCFOA Annual Conf A Bell & B Gunatz	-	-	No		0000
101-410-1320-44370	Conferences & Training									
1/21/2014 Total:		440.00								
GOVTRNG Total:		440.00								
HOLIDAYC Holiday Credit Office										
1/15/2014	01/15/2014	579.04	0.00	02/05/2014	Fuel	-	-	No		0000
101-420-2220-42120	Fuel, Oil and Fluids									
1/15/2014 Total:		579.04								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLINE #
HOLIDAYC Total:		579.04								
HP Hewlett-Packard Company										
53806588	01/17/2014	661.01	0.00	02/05/2014	1 Computer - Admin Dpt		-		No	0000
101-410-1320-43180	Information Technology/Web									
53806588 Total:		661.01								
53806589	01/17/2014	661.01	0.00	02/05/2014	1 Computer - Public Works Dpt		-		No	0000
101-430-3100-43180	Information Technology/Web									
53806589	01/17/2014	661.01	0.00	02/05/2014	1 Computer - Finance Dpt		-		No	0000
101-410-1520-43180	Software Support									
53806589 Total:		1,322.02								
53806591	01/17/2014	661.01	0.00	02/05/2014	1 Computer - Fire Dpt		-		No	0000
101-420-2220-43180	Information Technology/Web									
53806591 Total:		661.01								
53807965	01/17/2014	661.01	0.00	02/05/2014	1 Computer - Admin Dpt		-		No	0000
101-410-1320-43180	Information Technology/Web									
53807965 Total:		661.01								
53818475	01/17/2014	129.00	0.00	02/05/2014	HP 120W Dock Station- Finance		-		No	0000
101-410-1520-43180	Software Support									
53818475	01/17/2014	23.49	0.00	02/05/2014	HP USB Keyboard/Mouse/Mousepad Kit		-		No	0000
101-410-1520-43180	Software Support									
53818475 Total:		152.49								
HP Total:		3,457.54								
IAFC IAFC Membership										
01/14/2014	01/14/2014	234.00	0.00	02/05/2014	Membership Renewal		-		No	0000
101-420-2220-44330	Dues & Subscriptions									
01/14/2014 Total:		234.00								
IAFC Total:		234.00								
INFINITP Infinity Printing Supplies										
455821	01/17/2014	331.01	0.00	02/05/2014	Print Cartridges		-		No	0000
101-410-1320-42000	Office Supplies									
455821 Total:		331.01								
455822	01/17/2014	330.96	0.00	02/05/2014	Print Cartridges		-		No	0000
101-410-1320-42000	Office Supplies									
455822 Total:		330.96								
INFINITP Total:		661.97								
MARVS Marv's Professional Tools										
268472	01/23/2014	166.74	0.00	02/05/2014	Tools - Water		-		No	0000
601-494-9400-42400	Small Tools & Minor Equipment									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
268472 Total:		166.74								
MARVS Total:		166.74								
MC&FOA MCFOA										
01/21/2014	01/21/2014	70.00	0.00	02/05/2014	Membership Fee A Bell & B Gumatz		-	No		0000
101-410-1320-44370	Conferences & Training									
01/21/2014 Total:		70.00								
MC&FOA Total:		70.00								
MCCARTHY McCarthy Well Company										
25410	01/23/2014	430.00	0.00	02/05/2014	Pump Inspection and Oil		-	No		0000
601-494-9400-42270	Utility System Maintenance									
25410 Total:		430.00								
MCCARTHY Total:		430.00								
MENARDSO Menards - Oakdale										
35739	01/27/2014	38.84	0.00	02/05/2014	Station #2 Repairs		-	No		0000
101-420-2220-44010	Repairs/Maint Bldg									
35739	01/27/2014	43.69	0.00	02/05/2014	Tools for Repairs		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt									
35739 Total:		82.53								
35835	01/27/2014	-13.98	0.00	02/05/2014	Return		-	No		0000
101-420-2220-44010	Repairs/Maint Bldg									
35835 Total:		-13.98								
35836	01/27/2014	12.48	0.00	02/05/2014	Bulbs for Station		-	No		0000
101-420-2220-44010	Repairs/Maint Bldg									
35836 Total:		12.48								
35843	01/09/2014	33.94	0.00	02/05/2014	Hockey Boards Lions Park		-	No		0000
101-450-5200-44030	Repairs/Maint Imp Not Bldgs									
35843 Total:		33.94								
35906	01/27/2014	54.00	0.00	02/05/2014	Bulbs		-	No		0000
101-420-2220-44010	Repairs/Maint Bldg									
35906	01/27/2014	11.97	0.00	02/05/2014	Bath Supplies		-	No		0000
101-420-2220-44300	Miscellaneous									
35906	01/27/2014	47.53	0.00	02/05/2014	Vehicle Equip Mntng		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt									
35906 Total:		113.50								
36058	01/27/2014	12.97	0.00	02/05/2014	Dropcord Repair		-	No		0000
101-420-2220-42400	Small Tools & Equipment									
36058 Total:		12.97								
36634	01/27/2014	26.64	0.00	02/05/2014	Inspection Tools		-	No		0000
101-420-2220-42400	Small Tools & Equipment									
36634 Total:		26.64								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
36661	01/27/2014	-23.21	0.00	02/05/2014	Return		-	No		0000
101-420-2220-42400	Small Tools & Equipment									
	36661 Total:	-23.21								
36665	01/27/2014	72.86	0.00	02/05/2014	Stat. 2 Repairs		-	No		0000
101-420-2220-42400	Small Tools & Equipment									
36665	01/27/2014	48.58	0.00	02/05/2014	Inspection Tool		-	No		0000
101-420-2220-42400	Small Tools & Equipment									
	36665 Total:	121.44								
36739	01/23/2014	116.93	0.00	02/05/2014	Tools & Connections - Water		-	No		0000
602-495-9450-42400	Small Tools & Minor Equipment									
	36739 Total:	116.93								
36742	01/27/2014	-12.88	0.00	02/05/2014	Return		-	No		0000
101-420-2220-42400	Small Tools & Equipment									
	36742 Total:	-12.88								
36743	01/27/2014	15.39	0.00	02/05/2014	Stat. 2 Repairs		-	No		0000
101-420-2220-42400	Small Tools & Equipment									
	36743 Total:	15.39								
	MENARDSO Total:	485.75								
MESSERLI Messerli & Kramer										
293926	01/14/2014	5,000.00	0.00	02/05/2014	Legislative Rep Jan 2014 Retainer		-	No		0000
101-410-1320-43150	Contract Services									
	293926 Total:	5,000.00								
	MESSERLI Total:	5,000.00								
NASALTCO North American Salt Company										
71103612	01/17/2014	7,246.67	0.00	02/05/2014	Road Salt		-	No		0000
101-430-3125-42290	Sand/Salt									
	71103612 Total:	7,246.67								
	NASALTCO Total:	7,246.67								
NCPERS 566200-NCPERS Minnesota										
5662214	01/22/2014	176.00	0.00	02/05/2014	February 2014 Deductions		-	No		0000
101-000-0000-21708	Other Benefits									
	5662214 Total:	176.00								
	NCPERS Total:	176.00								
NEWMAN Newman Signs, Inc.										
T1-02702652	01/20/2014	192.00	0.00	02/05/2014	Barrier Tape		-	No		0000
101-430-3100-42260	Sign Repair Materials									
	T1-02702652 Total:	192.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
NEWMAN Total:		192.00								
NEXTEL Nextel Communications										
761950227-130	01/18/2014	171.67	0.00	02/05/2014	Cell Phone Service - Administration		-		No	0000
101-410-1940-43210	Telephone									
761950227-130	01/18/2014	248.94	0.00	02/05/2014	Cell Phone Service - Fire Dept		-		No	0000
101-420-2220-43210	Telephone									
761950227-130	01/18/2014	48.99	0.00	02/05/2014	Cell Phone Service - Building Dept		-		No	0000
101-420-2400-43210	Telephone									
761950227-130	01/18/2014	89.87	0.00	02/05/2014	Cell Phone Service - Public Works Dept		-		No	0000
101-430-3100-43210	Telephone									
761950227-130	01/18/2014	95.58	0.00	02/05/2014	Cell Phone Service - Parks Dept		-		No	0000
101-450-5200-43210	Telephone									
761950227-130	01/18/2014	62.07	0.00	02/05/2014	Cell Phone Service - Taxpayer Services		-		No	0000
101-410-1450-43210	Telephone									
761950227-130	01/18/2014	16.49	0.00	02/05/2014	Cell Phone Service - Planning Dept		-		No	0000
101-410-1910-43210	Telephone									
761950227-130 Total:		733.61								
NEXTEL Total:		733.61								
NORTHSEC Northland Securities, Inc.										
3505	01/13/2014	1,250.00	0.00	02/05/2014	Continuing Disclosure Report		-		No	0000
101-410-1520-44300	Miscellaneous									
3505 Total:		1,250.00								
NORTHSEC Total:		1,250.00								
OURTEAMA Our Team Advantage Inc.										
607	01/21/2014	1,897.50	0.00	02/05/2014	Contract Snow Plowing		-		No	0000
101-430-3125-43150	Contract Services									
607 Total:		1,897.50								
OURTEAMA Total:		1,897.50								
PERFORTR & Machine Performance Transmission										
174	01/13/2014	2,178.20	0.00	02/05/2014	Transmission Repair 98-1		-		No	0000
101-450-5200-44040	Repairs/Maint Eqpt									
174 Total:		2,178.20								
PERFORTR Total:		2,178.20								
RENLUNDT Renlund Terry										
15	01/14/2014	270.00	0.00	02/05/2014	Building Inspector Services		-		No	0000
101-420-2400-43150	Inspector Contract Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
15	01/14/2014	74.58	0.00	02/05/2014	Building Inspector Mileage		-		No	0000
101-420-2400-43310	Mileage	344.58								
	15 Total:	344.58								
	RENLUNDT Total:									
S&T S&T Office Products, Inc.										
01QE1943	01/29/2014	21.92	0.00	02/05/2014	Office Supplies - Administration		-		No	0000
101-410-1320-42000	Office Supplies									
01QE1943	01/29/2014	48.83	0.00	02/05/2014	Office Supplies - Building		-		No	0000
101-420-2400-42000	Office Supplies									
01QE1943	01/29/2014	12.49	0.00	02/05/2014	Office Supplies - Finance		-		No	0000
101-410-1520-42000	Office Supplies									
	01QE1943 Total:	83.24								
01QE8046	01/24/2014	86.25	0.00	02/05/2014	Office Supplies - Administration		-		No	0000
101-410-1320-42000	Office Supplies									
01QE8046	01/24/2014	12.49	0.00	02/05/2014	Office Supplies - Planning		-		No	0000
101-410-1910-42000	Office Supplies									
01QE8046	01/24/2014	8.96	0.00	02/05/2014	Office Supplies - Building		-		No	0000
101-420-2400-42000	Office Supplies									
	01QE8046 Total:	107.70								
	S&T Total:	190.94								
TRKUTI Truck Utilities Inc.										
263741	01/16/2014	186.00	0.00	02/05/2014	Curb Guards		-		No	0000
101-430-3120-42210	Equipment Parts									
	263741 Total:	186.00								
264364	01/28/2014	333.00	0.00	02/05/2014	Snow Plow Cutting Edge		-		No	0000
101-430-3120-42210	Equipment Parts									
	264364 Total:	333.00								
	TRKUTI Total:	519.00								
	Report Total:	88,905.57								



MAYOR & COUNCIL COMMUNICATION

DATE: February 5, 2014
CONSENT
ITEM # 3

AGENDA ITEM: Lake Elmo Avenue Sewer Infrastructure Improvements: I-94 to 30th Street
– Change Order No. 4

SUBMITTED BY: Ryan Stempski, Project Engineer

THROUGH: Dean A. Zuleger, City Administrator

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

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

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

POLICY RECOMMENDER: Engineering

FISCAL IMPACT: \$6,053.34.

This change order increases the Contract Amount by \$6,053.34. With this change order the revised contract amount remains under the original authorized contract amount by \$4,480.36.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider approving, *as part of the Consent Agenda*, Change Order No. 4 for the Lake Elmo Avenue Sewer Infrastructure Improvements: I-94 to 30th, thereby increasing the Contract Amount by \$6,053.34. If removed from the consent agenda, the recommended motion for the action is as follows:

“Move to approve Change Order No. 4 for the Lake Elmo Avenue Sewer Infrastructure Improvements: I-94 to 30th Street in the amount of \$6,053.34.”

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

A change in field conditions was discovered during construction of the lift station site. The elevation of an existing 4-inch gravity sewer service pipe connecting the Elmo View Townhomes to the city-owned drainfield was found to be approximately 3.5 feet below existing grade. In addition, the proposed grading plans indicated further lowering the grade over this pipe in order to construct the access driveway to the lift station from Lisbon Avenue. Lowering the existing grade over the sewer pipe would increase the likelihood of freezing and/or damaging the pipe and causing operational issues with the wastewater treatment system. The existing system is to remain in place for the Elmo View Townhomes until the new lift station receives significant wastewater flow in the future.

The Contractor has completed the work at the unit price of \$8.66 per cubic yard to import select granular material and grade the site to maintain the existing cover over the 4-inch sewer service pipe. This results in an increase of \$6,053.34, which equates to a revised Contract Amount of \$3,458,721.24.

RECOMMENDATION:

Staff is recommending that the City Council consider approving, *as part of the Consent Agenda*, Change Order No. 4 for the Lake Elmo Avenue Sewer Infrastructure Improvements: I-94 to 30th Street, thereby increasing the Contract Amount by \$6,053.34. If removed from the consent agenda, the recommended motion for this action is as follows:

“Move to approve Change Order No. 4 for the Lake Elmo Avenue Sewer Infrastructure Improvements: I-94 to 30th Street in the amount of \$6,053.34.”

ATTACHMENT(S):

1. Change Order No. 4.

CONTRACT CHANGE ORDER FORM

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

FOCUS ENGINEERING, inc.

CHANGE ORDER NO. 4

DATE: February 5, 2014

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

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

CHANGE ORDER DESCRIPTION / JUSTIFICATION:

This change order is being issued to import an additional 699 CY of fill to address grading changes required along the lift station access roadway located at Lisbon Avenue. The additional fill material was needed to protect from freezing an existing 4-inch sewer service pipe from the Elmo View Townhomes by maintaining the existing cover and insulating around the pipe. This design change addresses a change in field conditions discovered during construction of the lift station access roadway. The elevation of the 4-inch gravity sewer service pipe to the existing city-owned drainfield was discovered to be too shallow at approximately 3.5 feet in depth.

Attachments (list documents supporting change): Revised Plan Sheets C105 & C517

ITEM	DESCRIPTION OF PAY ITEM	UNIT	QTY	UNITE PRICE	INCREASE/(DECREASE)
CO4-1	ADDITIONAL FILL & GRADING AT LIFT STATION SITE	CY	699	\$8.66	\$6,053.34
NET CONTRACT CHANGE					\$6,053.34

Amount of Original Contract	\$	3,463,201.60
Sum of Additions/Deductions approved to date (CO # 1 and # 2)	\$	(10,533.70)
Contract Amount to date	\$	3,452,667.90
Amount of this Change Order (ADD) (DEDUCT) (NO CHANGE)	\$	6,053.34
Revised Contract Amount	\$	3,458,721.24

The Contract Period for Completion will be (~~UNCHANGED~~) (~~INCREASED~~) (~~DECREASED~~) 0 days

APPROVED BY ENGINEER: FOCUS Engineering, inc.

APPROVED BY CONTRACTOR

ENGINEER

BY

DATE

DATE

APPROVED BY OWNER: CITY OF LAKE ELMO, MINNESOTA

BY

BY

DATE

DATE



MAYOR & COUNCIL COMMUNICATION

DATE: February 5, 2014
CONSENT
ITEM # 4

AGENDA ITEM: Keats MSA Street & Trunk Watermain Improvements—Compensating Change Order No. 6

SUBMITTED BY: Chad Isakson, Project Engineer

THROUGH: Dean A. Zuleger, City Administrator

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

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

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

POLICY RECOMMENDER: Engineering

FISCAL IMPACT: \$28,174.09

This change order reconciles the estimated and actual quantities installed on the project and increases the contract amount by \$28,174.09. With this change order and previous change orders on the project, the final contract amount is \$1,650,400.93 which is 2.7% over the original construction contract award. The construction contract therefore remains within the original project budget and 3% contingency amount as authorized on April 16, 2013.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider approving, *as part of the consent agenda*, Compensating Change Order No. 6 for the Keats MSA Street and Trunk Watermain Project to reconcile the estimated and actual quantities installed on the project. If removed from the consent agenda, the recommended motion for the action is as follows:

“Move to approve Compensating Change Order No. 6 for the Keats MSA Street and Trunk Watermain Improvements, thereby increasing the final contract amount by \$28,174.09.”

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

T.A. Schifsky & Sons, Inc. was awarded a construction contract on April 16, 2013 to construct the Keats MSA Street and Trunk Watermain Improvements. The contractor has completed work in accordance with the contract and with approval of this change order the contract amount will be adjusted to reflect quantities actually installed as a part of the project. Added project costs are primarily related to poor soil conditions found in the field during construction resulting in additional common excavation and subgrade correction quantities. The overall increase in the contract amount for this change order is \$28,174.09 as detailed on the attached itemization.

The final contract amount is \$1,650,400.93 which is 2.7% over the original construction contract award. The construction contract therefore remains within the original project budget and 3% contingency amount as authorized on April 16, 2013. The total project costs remain significantly under budget with engineering projected to come in under budget by \$70,000.

RECOMMENDATION:

Staff is recommending that the City Council consider, *as part of the Consent Agenda*, approving Compensating Change Order No. 6 for the Keats MSA Street and Trunk Watermain Improvements thereby increasing the final contract amount by \$28,174.09. If removed from the consent agenda, the recommended motion for this action is as follows:

“Move to approve Compensating Change Order No. 6 for the Keats MSA Street and Trunk Watermain Improvements, thereby increasing the final contract amount by \$28,174.09.”

ATTACHMENT(S):

1. Compensating Change Order No. 6

CONTRACT CHANGE ORDER FORM

CITY OF LAKE ELMO, MINNESOTA
KEATS MSA STREET AND TRUNK WATERMAIN IMP
PROJECT NO. 2012.129

FOCUS ENGINEERING, inc.

CHANGE ORDER NO. 6

DATE: January 27, 2014

TO: T.A. SCHIFSKY & SONS, INC., 2370 E HIGHWAY 36, NORTH ST. PAUL, MN 55109

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

CHANGE ORDER DESCRIPTION / JUSTIFICATION:

Per the project Contract Documents the original contract amount and basis of award is established using the estimated quantities for each item of work listed in the bid schedule and multiplying them by the Contractor's corresponding unit bid price. The Contractor is paid for the actual final quantities installed on the project at the unit bid prices.

At the completion of the project, a compensating change order is prepared to revise the estimated quantities for each work item listed in the bid schedule to the actual quantities installed and the corresponding Contract Amount is revised accordingly.

This compensating change order reflects a net increase to the contract amount by \$28,174.09. The primary areas of increased pay items included subgrade correction to ensure a stable road base and subbase, erosion control, and bituminous quantities.

Attachments (list documents supporting change): Itemization

ITEM	DESCRIPTION OF PAY ITEM	UNIT	QTY	UNIT PRICE	INCREASE/(DECREASE)
	**See attached itemization for Change Order items				\$28,174.09
NET CONTRACT CHANGE					\$28,174.09

Amount of Original Contract	\$	1,606,833.47
Sum of Additions/Deductions approved to date (CO Nos. 1, 2, 3, 4, and 5)	\$	15,393.37
Contract Amount to date	\$	1,622,226.84
Amount of this Change Order (ADD) (DEDUCT) (NO CHANGE)	\$	28,174.09
Revised Contract Amount	\$	1,650,400.93

The Contract Periods for Completion will be (UNCHANGED) (~~INCREASED~~) (~~DECREASED~~) 0 days

APPROVED BY ENGINEER: FOCUS Engineering, inc.

APPROVED BY CONTRACTOR

ENGINEER

BY

1/27/2014

DATE

DATE

APPROVED BY OWNER: CITY OF LAKE ELMO, MINNESOTA

BY

BY

DATE

DATE

CHANGE ORDER NO.

6

KEATS MSA STREET AND TRUNK WATERMAIN IMP.
CITY OF LAKE ELMO, MINNESOTA
PROJECT NO. 2012.129

FOCUS ENGINEERING, inc.

ITEM	MN/DOT NO.	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			TOTAL TO DATE		COMPENSATING CO NO. 6	
				QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	NET CHANGE	AMOUNT
DIVISION 1 - GENERAL										
1	2021.501	MOBILIZATION	LS	1.0	\$53,000.00	\$53,000.00	1.0	\$53,000.00	-	\$0.00
2	2101.502	CLEARING	TREE	1.0	\$400.00	\$400.00	1.0	\$400.00	-	\$0.00
3	2101.507	GRUBBING	TREE	1	\$100.00	\$100.00	1.0	\$100.00	-	\$0.00
4	2105.525	TOPSOIL BORROW (CV)	CY	2,744	\$5.00	\$13,720.00	1,556.0	\$7,780.00	-1188.0	-\$5,940.00
5	2453.61	EXPLORATORY DIGGING	HR	8	\$300.00	\$2,400.00	2.0	\$600.00	-6.0	-\$1,800.00
6	2563.601	TRAFFIC CONTROL	LS	1	\$24,000.00	\$24,000.00	1.0	\$24,000.00	-	\$0.00
7	2573.502	SILT FENCE	LF	5,880	\$1.00	\$5,880.00	5,507.0	\$5,507.00	-373.0	-\$373.00
8	2573.53	INLET PROTECTION	EA	9	\$60.00	\$540.00	9.0	\$540.00	-	\$0.00
9	2573.602	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EA	2	\$200.00	\$400.00	8.0	\$1,600.00	6.0	\$1,200.00
10	2573.602	CULVERT PROTECTION	EA	14	\$75.00	\$1,050.00	22.0	\$1,650.00	8.0	\$600.00
11	2575.505	SODDING (SALT RESISTANT)	SY	213	\$7.00	\$1,491.00	0.0	\$0.00	-213.0	-\$1,491.00
12	2575.523	EROSION CONTROL BLANKET, CAT. 3	SY	16,465	\$1.03	\$16,958.95	19,707.0	\$20,298.21	3242.0	\$3,339.26
13	2575.605	SEEDING (SEED MIXTURE 250 AND FERTILIZER TYPE, 3)	AC	3.36	\$525.00	\$1,764.00	3.84	\$2,016.00	0.5	\$252.00
14	2575.605	SEEDING (SEED MIXTURE 328 AND FERTILIZER TYPE, 4)	AC	0.23	\$1,545.00	\$355.35	0.23	\$355.35	-	\$0.00
SUBTOTAL - DIVISION 1				\$122,059.30			\$117,846.56		-\$4,212.74	
DIVISION 2 - WATERMAIN										
1	2504.602	12" WATERMAIN OFFSET	EA	2	\$3,811.00	\$7,622.00	2	\$7,622.00	-	\$0.00
2	2504.602	CONNECT TO EXISTING WATERMAIN	EA	2	\$3,399.00	\$6,798.00	2	\$6,798.00	-	\$0.00
3	2504.602	6" HYDRANT	EA	13	\$3,244.50	\$42,178.50	12	\$38,934.00	-1.0	-\$3,244.50
4	2504.602	6" GATE VALVE & BOX	EA	13	\$1,236.00	\$16,068.00	12	\$14,832.00	-1.0	-\$1,236.00
5	2504.602	8" GATE VAVLE & BOX	EA	3	\$1,627.40	\$4,882.20	3	\$4,882.20	-	\$0.00
6	2504.602	12" GATE VAVLE & BOX	EA	15	\$2,811.90	\$42,178.50	15	\$42,178.50	-	\$0.00
7	2504.602	1" CORPORATION STOP	EA	3	\$278.10	\$834.30	3	\$834.30	-	\$0.00
8	2504.602	1.5" CORPORATION STOP	EA	18	\$607.70	\$10,938.60	18	\$10,938.60	-	\$0.00
9	2504.602	2" CORPORATION STOP	EA	1	\$741.60	\$741.60	1	\$741.60	-	\$0.00
10	2504.602	1" CURB STOP AND BOX	EA	3	\$566.50	\$1,699.50	3	\$1,699.50	-	\$0.00
11	2504.602	1.5" CURB STOP AND BOX	EA	18	\$690.10	\$12,421.80	18	\$12,421.80	-	\$0.00
12	2504.602	2" CURB STOP AND BOX	EA	1	\$844.60	\$844.60	1	\$844.60	-	\$0.00
13	2504.603	1" TYPE K COPPER WATER SERVICE PIPE	LF	135	\$20.60	\$2,781.00	117	\$2,410.20	-18.0	-\$370.80
14	2504.603	1.5" TYPE K COPPER WATER SERVICE PIPE	LF	548.00	\$23.69	\$12,982.12	506	\$11,987.14	-42.0	-\$994.98
15	2504.603	2" TYPE K COPPER WATER SERVICE PIPE	LF	45.00	\$30.90	\$1,390.50	45	\$1,390.50	-	\$0.00
16	2504.603	6" DIP CL. 52 WATERMAIN	LF	303	\$27.81	\$8,426.43	141	\$3,921.21	-162.0	-\$4,505.22
17	2504.603	8" DIP CL. 52 WATERMAIN	LF	52	\$32.96	\$1,713.92	74	\$2,439.04	22.0	\$725.12
18	2504.603	12" DIP CL. 52 WATERMAIN	LF	5,954	\$43.00	\$256,022.00	5,884	\$253,012.00	-70.0	-\$3,010.00
19	2504.603	12" HDPE DR. 11(DIPS), BY HDD	LF	2,435	\$58.00	\$141,230.00	2,435	\$141,230.00	-	\$0.00
20	2504.608	MJ DIP COMPACT FITTINGS	LBS	4,294	\$4.74	\$20,353.56	2,976	\$14,106.24	-1318.0	-\$6,247.32
21	2564.551	OFF ROAD STRUCTURE MARKER	EA	2	\$170.00	\$340.00	2	\$340.00	-	\$0.00
SUBTOTAL - DIVISION 2				\$592,447.13			\$573,563.43		-\$18,883.70	
DIVISION 3 - STORM SEWER										
1	2104.501	REMOVE PIPE CULVERTS (ALL TYPES & SIZES)	LF	1,016	\$7.00	\$7,112.00	1,092	\$7,644.00	76.0	\$532.00
2	2104.521	SALVAGE CONCRETE PIPE CULVERT (ALL TYPES & SIZES)	LF	85	\$13.00	\$1,105.00	66	\$858.00	-19.0	-\$247.00
3	2501.515	15" RCP FES W/ TRASH GUARD	EA	4	\$1,163.90	\$4,655.60	4	\$4,655.60	-	\$0.00
4	2501.515	18" RCP FES W/ TRASH GUARD	EA	4	\$1,215.40	\$4,861.60	6	\$7,292.40	2.0	\$2,430.80
5	2501.515	21" RCP FES W/ TRASH GUARD	EA	6	\$1,421.40	\$8,528.40	6	\$8,528.40	-	\$0.00
6	2501.521	22" SPAN RCP CL. 5 STORM SEWER PIPE	LF	47	\$50.00	\$2,350.00	48	\$2,400.00	1.0	\$50.00
7	2501.521	28" SPAN RCP CL. 5 STORM SEWER PIPE	LF	49	\$60.00	\$2,940.00	48	\$2,880.00	-1.0	-\$60.00
8	2501.521	36" SPAN RCP CL. 5 STORM SEWER PIPE	LF	60	\$82.40	\$4,944.00	60	\$4,944.00	-	\$0.00
9	2501.525	22" SPAN RCP FES W/ TRASH GUARD	EA	2	\$1,287.50	\$2,575.00	2	\$2,575.00	-	\$0.00
10	2501.525	28" SPAN RCP FES W/ TRASH GUARD	EA	2	\$1,565.60	\$3,131.20	2	\$3,131.20	-	\$0.00
11	2501.525	36" SPAN RCP FES W/ TRASH GUARD	EA	2	\$2,183.60	\$4,367.20	4	\$8,734.40	2.0	\$4,367.20
12	2501.571	INSTALL SALVAGED CONCRETE PIPE CULVERT (ALL TYPES & SIZES)	LF	85	\$21.63	\$1,838.55	66	\$1,427.58	-19.0	-\$410.97
13	2502.521	15" CMP DRIVEWAY CULVERT W/ APRON	LF	326	\$28.84	\$9,401.84	334	\$9,632.56	8.0	\$230.72
14	2502.521	18" CMP DRIVEWAY CULVERT W/ APRON	LF	120	\$33.99	\$4,078.80	118	\$4,010.82	-2.0	-\$67.98
15	2503.511	15" RCP CL. 5 STORM SEWER PIPE	LF	126	\$26.78	\$3,374.28	120	\$3,213.60	-6.0	-\$160.68
16	2503.511	18" RCP CL. 5 STORM SEWER PIPE	LF	61	\$29.87	\$1,822.07	108	\$3,225.96	47.0	\$1,403.89
17	2503.511	21" RCP CL. 5 STORM SEWER PIPE	LF	226	\$34.00	\$7,684.00	213	\$7,242.00	-13.0	-\$442.00
18	2506.502	48" DIAMETER MANHOLE, TYPE 406S	EA	6	\$2,266.00	\$13,596.00	6	\$13,596.00	-	\$0.00
19	2506.601	INFILTRATION BASIN	EA	6	\$600.00	\$3,600.00	6	\$3,600.00	-	\$0.00
20	2511.501	CL. 3 RIPRAP W/ GEOTEXTILE FILTER FABRIC	CY	94.2	\$100.00	\$9,420.00	104.20	\$10,420.00	10.0	\$1,000.00
21	2511.501	CL. 4 RIPRAP W/ GEOTEXTILE FILTER FABRIC	CY	16.2	\$105.00	\$1,701.00	16.20	\$1,701.00	-	\$0.00
SUBTOTAL - DIVISION 3				\$103,086.54			\$111,712.52		\$8,625.98	

ITEM	MN/DOT NO.	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			TOTAL TO DATE		COMPENSATING CO NO. 6	
				QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	NET CHANGE	AMOUNT
DIVISION 4 - STREETS AND RESTORATION										
1	2104.501	REMOVE & DISPOSE OF EXIST. CONCRETE CURB & GUTTER	LF	213	\$3.09	\$658.17	344	\$1,062.96	131.0	\$404.79
2	2104.501	REMOVE & DISPOSE OF EXIST. FLUME (ALL TYPES)	EA	6	\$360.50	\$2,163.00	8	\$2,884.00	2.0	\$721.00
3	2104.505	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT	SY	19,710	\$1.00	\$19,710.00	20,374	\$20,374.00	664.0	\$664.00
4	2104.509	REMOVE SIGN	EA	18	\$30.00	\$540.00	18	\$540.00	-	\$0.00
5	2104.523	SALVAGE MAILBOX	EA	20	\$25.00	\$500.00	22	\$550.00	2.0	\$50.00
6	2104.523	SALVAGE POST & SIGN	EA	9	\$30.00	\$270.00	9	\$270.00	-	\$0.00
7	2105.501	COMMON EXCAVATION (P)	CY	19,252	\$8.00	\$154,016.00	19,384	\$155,072.00	132.0	\$1,056.00
8	2105.522	SELECT GRANULAR BORROW (CV), SPEC 3149.2B	CY	8,527	\$8.29	\$70,688.83	8,615	\$71,418.35	88.0	\$729.52
9	2105.604	GEOTEXTILE FOR ROAD STABILIZATION; MnDOT TYPE V	SY	300	\$1.00	\$300.00	1,225	\$1,225.00	925.0	\$925.00
10	2106.607	SUBGRADE CORRECTION	CY	100	\$15.00	\$1,500.00	1,990.4	\$29,856.00	1890.4	\$28,356.00
11	2112.501	SUBGRADE PREPARATION (ROADWAY)	RS	65	\$100.00	\$6,500.00	65	\$6,500.00	-	\$0.00
12	2211.501	CL5 AGGREGATE BASE	TN	7,534	\$8.50	\$64,039.00	7,593.08	\$64,541.18	59.1	\$502.18
13	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GA	1,044	\$3.00	\$3,132.00	1,257	\$3,771.00	213.0	\$639.00
14	2360.501	SPWEA240B BITUMINOUS WEARING COURSE (STREETS)	TN	1,867	\$66.00	\$123,222.00	2,034.96	\$134,307.36	168.0	\$11,085.36
15	2360.501	SPWEA240B BITUMINOUS WEARING COURSE (DRIVES)	TN	115	\$80.00	\$9,200.00	152.35	\$12,188.00	37.4	\$2,988.00
16	2360.502	SPNWB230B BITUMINOUS NON-WEARING COURSE (STREETS)	TN	3,111	\$58.00	\$180,438.00	3,019.72	\$175,143.76	-91.3	-\$5,294.24
17	2502.501	4" PRECAST CONCRETE HEADWALL	EA	6	\$412.00	\$2,472.00	3	\$1,236.00	-3.0	-\$1,236.00
18	2502.541	4" PERFORATED PVC EDGE DRAIN W/BACKFILL & WRAP	LF	6,083	\$3.50	\$21,290.50	6,090	\$21,105.00	-53.0	-\$185.50
19	2502.602	DRAINTILE CLEANOUT (INCL. PIPE, FITTINGS, & STEEL CAP)	EA	26	\$155.00	\$4,030.00	26	\$4,030.00	-	\$0.00
20	2502.602	DRAINTILE CONNECTION INTO CATCH BASIN	EA	10	\$250.00	\$2,500.00	10	\$2,500.00	-	\$0.00
21	2531.501	B41B CONCRETE CURB & GUTTER	LF	12,650	\$8.34	\$105,501.00	12,904	\$107,619.36	254.0	\$2,118.36
22	2531.602	CONCRETE PEDESTRIAN RAMP	EA	1	\$400.00	\$400.00	1	\$400.00	-	\$0.00
23	2531.602	CONCRETE CURB CUT	EA	38	\$10.00	\$380.00	38	\$380.00	-	\$0.00
24	2531.602	6" CONCRETE FLUME	SY	82	\$36.00	\$2,952.00	43.1	\$1,551.60	-38.9	-\$1,400.40
25	2531.618	CAST IRON TRUNCATED DOME PANELS	SF	8	\$50.00	\$400.00	16	\$800.00	8.0	\$400.00
26	2540.602	INSTALL SALVAGED MAILBOX	EA	20	\$10.00	\$200.00	22	\$220.00	2.0	\$20.00
27	2554.602	PERMANENT BARRICADE	EA	1	\$400.00	\$400.00	1	\$400.00	-	\$0.00
28	2564.531	INSTALL SIGN PANELS, TYPE C (INCLUDING POSTS & ASSEMBLY)	EA	18	\$55.00	\$990.00	18	\$990.00	-	\$0.00
29	2564.531	INSTALL SALVAGED SIGN	EA	9	\$50.00	\$450.00	10	\$500.00	1.0	\$50.00
30	2564.533	FURNISH SIGN PANELS, TYPE C	SF	117	\$24.00	\$2,808.00	117	\$2,808.00	-	\$0.00
31	2582.502	4" SOLID DOUBLE LINE YELLOW - EPOXY	LF	4,720	\$0.62	\$2,926.40	4,880	\$3,025.60	160.0	\$99.20
32	2582.502	4" SOLID LINE WHITE - EPOXY	LF	12,240	\$0.32	\$3,916.80	12,284	\$3,930.88	44.0	\$14.08
33	2582.502	4" SOLID LINE YELLOW - EPOXY	LF	755	\$0.31	\$234.05	755	\$234.05	-	\$0.00
34	2582.502	4" BROKEN LINE YELLOW - EPOXY	LF	1,265	\$0.10	\$126.50	1,265	\$126.50	-	\$0.00
35	2582.502	24" SOLID LINE YELLOW - EPOXY	LF	25	\$15.45	\$386.25	21	\$324.45	-4.0	-\$61.80
SUBTOTAL - DIVISION 4						\$789,240.50		\$831,885.05		\$42,644.55

TOTALS - BASE CONTRACT **\$1,606,833.47** **\$1,635,007.56** **\$28,174.09**

CHANGE ORDER NO. 2

CO2-1	2101.502	REMOVE COTTONWOOD TREE AND STUMP	LS	1	\$3,960.00	\$3,960.00	1	\$3,960.00	-	\$0.00
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TOTALS - CHANGE ORDER NO. 2 **\$3,960.00** **\$3,960.00** **\$0.00**

CHANGE ORDER NO. 3

CO3-1	2531.602	REMOBILIZE CONCRETE CREW FOR HALF POURS	EA	2	\$1,650.00	\$3,300.00	2	\$3,300.00	-	\$0.00
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TOTALS - CHANGE ORDER NO. 3 **\$3,300.00** **\$3,300.00** **\$0.00**

CHANGE ORDER NO. 4

CO4-1	2501.515	INSTALL 12" RCP APRON W/ TRASH GUARD	EA	1	\$1,155.00	\$1,155.00	1	\$1,155.00	-	\$0.00
CO4-2	2531.602	TIME AND MATERIAL - BACKHOE	HR	10	\$60.00	\$600.00	10	\$600.00	-	\$0.00
CO4-3	2531.602	TIME AND MATERIAL - LABORER	HR	10	\$68.00	\$680.00	10	\$680.00	-	\$0.00
CO4-4	2531.602	TIME AND MATERIAL - OPERATOR	HR	10	\$72.00	\$720.00	10	\$720.00	-	\$0.00
CO4-5	2531.602	TIME AND MATERIAL - TRUCK/DRIVER	HR	10	\$95.00	\$950.00	10	\$950.00	-	\$0.00

TOTALS - CHANGE ORDER NO. 4 **\$4,105.00** **\$4,105.00** **\$0.00**

TOTALS - CHANGE ORDER NO. 5

CO5-1		INSTALL 1-FOOT HYDRANT EXTENSION	EA	2.0	\$629.45	\$1,258.90	2.0	\$1,258.90	-	\$0.00
CO5-2		INSTALL 18-INCH HYDRANT EXTENSION	EA	1.0	\$1,144.47	\$1,144.47	1.0	\$1,144.47	-	\$0.00
CO5-3		TIME AND MATERIAL: HYDRANT EXTENSION INSTALLATION	HR	7.0	\$71.50	\$500.50	7.0	\$500.50	-	\$0.00
CO5-4		TIME AND MATERIAL: OPERATOR - ADDITIONAL GRADING	HR	3.25	\$93.00	\$302.25	3.25	\$302.25	-	\$0.00
CO5-5		TIME AND MATERIAL: LABORER - ADDITIONAL GRADING	HR	6.5	\$84.00	\$546.00	6.5	\$546.00	-	\$0.00
CO5-6		TIME AND MATERIAL: SKIDSTEER - ADDITIONAL GRADING	HR	3.25	\$85.00	\$276.25	3.3	\$276.25	-	\$0.00

TOTALS - CHANGE ORDER NO. 5 **\$4,028.37** **\$4,028.37** **\$0.00**

TOTALS - DIFFERENCE IN CONTRACT AND ACTUAL WORK COMPLETE **\$1,622,226.84** **\$1,650,400.93** **\$28,174.09**



MAYOR & COUNCIL COMMUNICATION

DATE: February 5, 2014

CONSENT

ITEM # 5

AGENDA ITEM: Keats MSA Street & Trunk Watermain Improvements– Accept Improvements and Pay Request No. 6 (Final)

SUBMITTED BY: Chad Isakson, Project Engineer

THROUGH: Dean A. Zuleger, City Administrator

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

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

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

POLICY RECOMMENDER: Engineering

FISCAL IMPACT: None.

Final payment is proposed in accordance with the Contract for the project. Payment remains within authorized contract amount and approved change orders for the project.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider, *as part of the consent agenda*, accepting the improvements and approving Pay Request No. 6 (Final) to T.A. Schifsky & Sons, Inc. in the amount of \$93,367.12 for the Keats MSA Street and Trunk Watermain Improvements project. The work has been reviewed by the Engineer and is fully completed in accordance with the Contract, Plans and Specifications, and Change Orders. If removed from the consent agenda, the recommended motion for this action is as follows:

“Move to accept the improvements for the Keats MSA Street and Trunk Watermain Improvements and approve Pay Request No. 6 (Final) to T.A. Schifsky & Sons, Inc. in the amount of \$93,367.12.”

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

T.A. Schifsky & Sons, Inc. has completed the Keats MSA Street and Trunk Watermain Improvements in accordance with the construction contract awarded by the council on April 16, 2013. The Project Engineer has prepared a Certification of Completion indicating that all work is completed including all punchlist items and is recommending acceptance of the improvements and release of the final retainage. Project acceptance will initiate the one-year warranty period for the improvements. The one-year warranty period will begin on February 5, 2014, and will extend to February 5, 2015.

The final total construction cost for the project is \$1,650,400.93 which is 2.7% over the original contract amount of \$1,606,833.47. Added project costs are primarily related to poor soil conditions found in the field during construction. The total project costs remain under budget. The Project is being funded through the Municipal State Aid construction account, the MN-DEED water system grant, and through the levy of special assessments to benefitting properties.

Final payment will be made to the Contractor, including the release of all retained funds, upon receipt of the Contractor's signed Pay Request No. 6 and receipt of all lien waivers.

RECOMMENDATION:


Staff is recommending that the City Council consider, *as part of the Consent Agenda*, accepting the improvements for the Keats MSA Street and Trunk Watermain Improvements and approving Pay Request No. 6 (Final) in the amount of \$93,367.12. If removed from the consent agenda, the recommended motion for this action is as follows:

“Move to accept the improvement for the Keats MSA Street and Trunk Watermain Improvements and approve Pay Request No. 6 (Final) to T.A. Schifsky and Sons, Inc. in the amount of \$93,367.12.”

ATTACHMENT(S):

1. Certificate of Completion
2. Pay Request No. 6 (Final)

PROJECT PAY FORM

PARTIAL PAY ESTIMATE NO. <u>6 (FINAL)</u>		FOCUS ENGINEERING, inc.	
KEATS MSA STREET AND TRUNK WATERMAIN IMP. PROJECT NO. 2012.129		PERIOD OF ESTIMATE FROM <u>10/2/2013</u> TO <u>12/31/2013</u>	
PROJECT OWNER: CITY OF LAKE ELMO 3800 LAVERNE AVENUE NORTH LAKE ELMO, MN 55042 ATTN: CHAD ISAKSON, P.E., PROJECT ENGINEER		CONTRACTOR: T.A. SCHIFSKY & SONS 2370 E. HIGHWAY 36 NORTH ST. PAUL, MN 55109 ATTN: CHRIS GRIMES	
CONTRACT CHANGE ORDER SUMMARY		PAY ESTIMATE SUMMARY	
No.	Approval Date	Amount	
		Additions	Deductions
1	5/21/2013	\$0.00	\$0.00
2	7/16/2013	\$3,960.00	\$0.00
3	9/3/2013	\$3,300.00	\$0.00
4	10/1/2013	\$4,105.00	\$0.00
5	10/15/2013	\$4,028.37	\$0.00
6	12/17/2013	\$28,174.09	\$0.00
TOTALS		\$43,567.46	\$0.00
NET CHANGE		\$43,567.46	
			1. Original Contract Amount \$1,606,833.47
			2. Net Change Order Sum \$43,567.46
			3. Revised Contract (1+2) \$1,650,400.93
			4. *Work Completed \$1,650,400.93
			5. *Stored Materials \$0.00
			6. Subtotal (4+5) \$1,650,400.93
			7. Retainage* <u>0.0%</u> \$0.00
			8. Previous Payments \$1,557,033.81
			9. Amount Due (6-7-8) \$93,367.12
			*Detailed Breakdown Attached
CONTRACT TIME			
START DATE: <u>5/8/2013</u>		ORIGINAL DAYS <u>149</u>	ON SCHEDULE YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
SUBSTANTIAL COMPLETION: <u>9/25/2013</u>		REVISED DAYS <u>26</u>	
FINAL COMPLETION: <u>10/30/2013</u>		REMAINING <u>-62</u>	
ENGINEER'S CERTIFICATION: The undersigned certifies that the work has been reviewed and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.		FOCUS Engineering, inc.  ENGINEER <u>1/27/2014</u> DATE	
CONTRACTOR'S CERTIFICATION: The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work for which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.		CONTRACTOR BY _____ DATE _____	
APPROVED BY OWNER: <u>CITY OF LAKE ELMO, MINNESOTA</u>			
BY _____		BY _____	
DATE _____		DATE _____	

PARTIAL PAY ESTIMATE NO. 6 (FINAL)

KEATS MSA STREET AND TRUNK WATERMAIN IMP.
CITY OF LAKE ELMO, MINNESOTA
PROJECT NO. 2012.129

FOCUS ENGINEERING, inc.

ITEM	MN/DOT NO.	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
				QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
DIVISION 1 - GENERAL										
1	2021.501	MOBILIZATION	LS	1.0	\$53,000.00	\$53,000.00	0.0	\$0.00	1.0	\$53,000.00
2	2101.502	CLEARING	TREE	1.0	\$400.00	\$400.00	0.0	\$0.00	1.0	\$400.00
3	2101.507	GRUBBING	TREE	1	\$100.00	\$100.00	0.0	\$0.00	1.0	\$100.00
4	2105.525	TOPSOIL BORROW (CV)	CY	2,744	\$5.00	\$13,720.00	382.0	\$1,910.00	1,556.0	\$7,780.00
5	2453.61	EXPLORATORY DIGGING	HR	8	\$300.00	\$2,400.00	0.0	\$0.00	2.0	\$600.00
6	2563.601	TRAFFIC CONTROL	LS	1	\$24,000.00	\$24,000.00	0.0	\$0.00	1.0	\$24,000.00
7	2573.502	SILT FENCE	LF	5,880	\$1.00	\$5,880.00	25.0	\$25.00	5,507.0	\$5,507.00
8	2573.530	INLET PROTECTION	EA	9	\$60.00	\$540.00	0.0	\$0.00	9.0	\$540.00
9	2573.602	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EA	2	\$200.00	\$400.00	2.0	\$400.00	8.0	\$1,600.00
10	2573.602	CULVERT PROTECTION	EA	14	\$75.00	\$1,050.00	0.0	\$0.00	22.0	\$1,650.00
11	2575.505	SODDING (SALT RESISTANT)	SY	213	\$7.00	\$1,491.00	0.0	\$0.00	0.0	50.00
12	2575.523	EROSION CONTROL BLANKET, CAT. 3	SY	16,465	\$1.03	\$16,958.95	0.0	\$0.00	19,707.0	\$20,298.21
13	2575.605	SEEDING (SEED MIXTURE 250 AND FERTILIZER TYPE, 3)	AC	3.36	\$525.00	\$1,764.00	0.0	\$0.00	3.84	\$2,016.00
14	2575.605	SEEDING (SEED MIXTURE 328 AND FERTILIZER TYPE, 4)	AC	0.23	\$1,545.00	\$355.35	0.0	\$0.00	0.23	\$355.35
SUBTOTAL - DIVISION 1						\$122,059.30		\$2,335.00		\$117,846.56
DIVISION 2 - WATERMAIN										
1	2504.602	12" WATERMAIN OFFSET	EA	2	\$3,811.00	\$7,622.00	0	\$0.00	2	\$7,622.00
2	2504.602	CONNECT TO EXISTING WATERMAIN	EA	2	\$3,399.00	\$6,798.00	0	\$0.00	2	\$6,798.00
3	2504.602	6" HYDRANT	EA	13	\$3,244.50	\$42,178.50	0	\$0.00	12	\$38,934.00
4	2504.602	6" GATE VALVE & BOX	EA	13	\$1,236.00	\$16,068.00	0	\$0.00	12	\$14,832.00
5	2504.602	8" GATE VALVE & BOX	EA	3	\$1,627.40	\$4,882.20	0	\$0.00	3	\$4,882.20
6	2504.602	12" GATE VALVE & BOX	EA	15	\$2,811.90	\$42,178.50	0	\$0.00	15	\$42,178.50
7	2504.602	1" CORPORATION STOP	EA	3	\$278.10	\$834.30	0	\$0.00	3	\$834.30
8	2504.602	1.5" CORPORATION STOP	EA	18	\$607.70	\$10,938.60	0	\$0.00	18	\$10,938.60
9	2504.602	2" CORPORATION STOP	EA	1	\$741.60	\$741.60	0	\$0.00	1	\$741.60
10	2504.602	1" CURB STOP AND BOX	EA	3	\$566.50	\$1,699.50	0	\$0.00	3	\$1,699.50
11	2504.602	1.5" CURB STOP AND BOX	EA	18	\$690.10	\$12,421.80	0	\$0.00	18	\$12,421.80
12	2504.602	2" CURB STOP AND BOX	EA	1	\$844.60	\$844.60	0	\$0.00	1	\$844.60
13	2504.603	1" TYPE K COPPER WATER SERVICE PIPE	LF	135	\$20.60	\$2,781.00	0	\$0.00	117	\$2,410.20
14	2504.603	1.5" TYPE K COPPER WATER SERVICE PIPE	LF	548.00	\$23.69	\$12,982.12	0	\$0.00	506	\$11,987.14
15	2504.603	2" TYPE K COPPER WATER SERVICE PIPE	LF	45.00	\$30.90	\$1,390.50	0	\$0.00	45	\$1,390.50
16	2504.603	6" DIP CL. 52 WATERMAIN	LF	303	\$27.81	\$8,426.43	0	\$0.00	141	\$3,921.21
17	2504.603	8" DIP CL. 52 WATERMAIN	LF	52	\$32.96	\$1,713.92	0	\$0.00	74	\$2,439.04
18	2504.603	12" DIP CL. 52 WATERMAIN	LF	5,954	\$43.00	\$256,022.00	0	\$0.00	5,884	\$253,012.00
19	2504.603	12" HDPE DR. 11(DIPS), BY HDD	LF	2,435	\$58.00	\$141,230.00	0	\$0.00	2,435	\$141,230.00
20	2504.608	MJ DIP COMPACT FITTINGS	LBS	4,294	\$4.74	\$20,353.56	892	\$4,228.08	2,976	\$14,106.24
21	2564.551	OFF ROAD STRUCTURE MARKER	EA	2	\$170.00	\$340.00	0	\$0.00	2	\$340.00
SUBTOTAL - DIVISION 2						\$592,447.13		\$4,228.08		\$573,563.43
DIVISION 3 - STORM SEWER										
1	2104.501	REMOVE PIPE CULVERTS (ALL TYPES & SIZES)	LF	1,016	\$7.00	\$7,112.00	0	\$0.00	1,092	\$7,644.00
2	2104.521	SALVAGE CONCRETE PIPE CULVERT (ALL TYPES & SIZES)	LF	85	\$13.00	\$1,105.00	0	\$0.00	66	\$858.00
3	2501.515	15" RCP FES W/ TRASH GUARD	EA	4	\$1,163.90	\$4,655.60	0	\$0.00	4	\$4,655.60
4	2501.515	18" RCP FES W/ TRASH GUARD	EA	4	\$1,215.40	\$4,861.60	0	\$0.00	6	\$7,292.40
5	2501.515	21" RCP FES W/ TRASH GUARD	EA	6	\$1,421.40	\$8,528.40	0	\$0.00	6	\$8,528.40
6	2501.521	22" SPAN RCP CL. 5 STORM SEWER PIPE	LF	47	\$50.00	\$2,350.00	0	\$0.00	48	\$2,400.00
7	2501.521	28" SPAN RCP CL. 5 STORM SEWER PIPE	LF	49	\$60.00	\$2,940.00	0	\$0.00	48	\$2,880.00
8	2501.521	36" SPAN RCP CL. 5 STORM SEWER PIPE	LF	60	\$82.40	\$4,944.00	0	\$0.00	60	\$4,944.00
9	2501.525	22" SPAN RCP FES W/ TRASH GUARD	EA	2	\$1,287.50	\$2,575.00	0	\$0.00	2	\$2,575.00
10	2501.525	28" SPAN RCP FES W/ TRASH GUARD	EA	2	\$1,565.60	\$3,131.20	0	\$0.00	2	\$3,131.20
11	2501.525	36" SPAN RCP FES W/ TRASH GUARD	EA	2	\$2,183.60	\$4,367.20	0	\$0.00	4	\$8,734.40
12	2501.571	INSTALL SALVAGED CONCRETE PIPE CULVERT (ALL TYPES & SIZES)	LF	85	\$21.63	\$1,838.55	0	\$0.00	66	\$1,427.58
13	2502.521	15" CMP DRIVEWAY CULVERT W/ APRON	LF	326	\$28.84	\$9,401.84	0	\$0.00	334	\$9,632.56
14	2502.521	18" CMP DRIVEWAY CULVERT W/ APRON	LF	120	\$33.99	\$4,078.80	0	\$0.00	118	\$4,010.82
15	2503.511	15" RCP CL. 5 STORM SEWER PIPE	LF	126	\$26.78	\$3,374.28	0	\$0.00	120	\$3,213.60
16	2503.511	18" RCP CL. 5 STORM SEWER PIPE	LF	61	\$29.87	\$1,822.07	0	\$0.00	108	\$3,225.96
17	2503.511	21" RCP CL. 5 STORM SEWER PIPE	LF	226	\$34.00	\$7,684.00	0	\$0.00	213	\$7,242.00
18	2506.502	48" DIAMETER MANHOLE, TYPE 4065	EA	6	\$2,266.00	\$13,596.00	0	\$0.00	6	\$13,596.00
19	2506.601	INFILTRATION BASIN	EA	6	\$600.00	\$3,600.00	0	\$0.00	6	\$3,600.00
20	2511.501	CL. 3 RIPRAP W/ GEOTEXTILE FILTER FABRIC	CY	94.2	\$100.00	\$9,420.00	0.00	\$0.00	104.20	\$10,420.00
21	2511.501	CL. 4 RIPRAP W/ GEOTEXTILE FILTER FABRIC	CY	16.2	\$105.00	\$1,701.00	0.00	\$0.00	16.20	\$1,701.00
SUBTOTAL - DIVISION 3						\$103,086.54		\$0.00		\$111,712.52

ITEM	MN/DOT NO.	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
				QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
DIVISION 4 - STREETS AND RESTORATION										
1	2104.501	REMOVE & DISPOSE OF EXIST. CONCRETE CURB & GUTTER	LF	213	\$3.09	\$658.17	0	\$0.00	344	\$1,062.96
2	2104.501	REMOVE & DISPOSE OF EXIST. FLUME (ALL TYPES)	EA	6	\$360.50	\$2,163.00	0	\$0.00	8	\$2,884.00
3	2104.505	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT	SY	19,710	\$1.00	\$19,710.00	120	\$120.00	20,374	\$20,374.00
4	2104.509	REMOVE SIGN	EA	18	\$30.00	\$540.00	0	\$0.00	18	\$540.00
5	2104.523	SALVAGE MAILBOX	EA	20	\$25.00	\$500.00	0	\$0.00	22	\$550.00
6	2104.523	SALVAGE POST & SIGN	EA	9	\$30.00	\$270.00	0	\$0.00	9	\$270.00
7	2105.501	COMMON EXCAVATION (P)	CY	19,252	\$8.00	\$154,016.00	0	\$0.00	19,384	\$155,072.00
8	2105.522	SELECT GRANULAR BORROW (CV), SPEC 3149.2B	CY	8,527	\$8.29	\$70,688.83	0	\$0.00	8,615	\$71,418.35
9	2105.604	GEOTEXTILE FOR ROAD STABILIZATION; MnDOT TYPE V	SY	300	\$1.00	\$300.00	0	\$0.00	1,225	\$1,225.00
10	2106.607	SUBGRADE CORRECTION	CY	100	\$15.00	\$1,500.00	0	\$0.00	1,990.4	\$29,856.00
11	2112.501	SUBGRADE PREPARATION (ROADWAY)	RS	65	\$100.00	\$6,500.00	0	\$0.00	65	\$6,500.00
12	2211.501	CL5 AGGREGATE BASE	TN	7,534	\$8.50	\$64,039.00	59.74	\$507.79	7,593.08	\$64,541.18
13	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GA	1,044	\$3.00	\$3,132.00	0	\$0.00	1,257	\$3,771.00
14	2360.501	SPWEA240B BITUMINOUS WEARING COURSE (STREETS)	TN	1,867	\$66.00	\$123,222.00	0	\$0.00	2,034.96	\$134,307.36
15	2360.501	SPWEA240B BITUMINOUS WEARING COURSE (DRIVES)	TN	115	\$80.00	\$9,200.00	0	\$0.00	152.35	\$12,188.00
16	2360.502	SPNW8230B BITUMINOUS NON-WEARING COURSE (STREETS)	TN	3,111	\$58.00	\$180,438.00	0	\$0.00	3,019.72	\$175,143.76
17	2502.501	4" PRECAST CONCRETE HEADWALL	EA	6	\$412.00	\$2,472.00	0	\$0.00	3	\$1,236.00
18	2502.541	4" PERFORATED PVC EDGE DRAIN W/BACKFILL & WRAP	LF	6,083	\$3.50	\$21,290.50	0	\$0.00	6,030	\$21,105.00
19	2502.602	DRAINTILE CLEANOUT (INCL. PIPE, FITTINGS, & STEEL CAP)	EA	26	\$155.00	\$4,030.00	0	\$0.00	26	\$4,030.00
20	2502.602	DRAINTILE CONNECTION INTO CATCH BASIN	EA	10	\$250.00	\$2,500.00	0	\$0.00	10	\$2,500.00
21	2531.501	B418 CONCRETE CURB & GUTTER	LF	12,650	\$8.34	\$105,501.00	0	\$0.00	12,904	\$107,619.36
22	2531.602	CONCRETE PEDESTRIAN RAMP	EA	1	\$400.00	\$400.00	0	\$0.00	1	\$400.00
23	2531.602	CONCRETE CURB CUT	EA	38	\$10.00	\$380.00	0	\$0.00	38	\$380.00
24	2531.602	6" CONCRETE FLUME	SY	82	\$36.00	\$2,952.00	0	\$0.00	43.1	\$1,551.60
25	2531.618	CAST IRON TRUNCATED DOME PANELS	SF	8	\$50.00	\$400.00	0	\$0.00	16	\$800.00
26	2540.602	INSTALL SALVAGED MAILBOX	EA	20	\$10.00	\$200.00	2	\$20.00	22	\$220.00
27	2554.602	PERMANENT BARRICADE	EA	1	\$400.00	\$400.00	0	\$0.00	1	\$400.00
28	2564.531	INSTALL SIGN PANELS, TYPE C (INCLUDING POSTS & ASSEMBLY)	EA	18	\$55.00	\$990.00	0	\$0.00	18	\$990.00
29	2564.531	INSTALL SALVAGED SIGN	EA	9	\$50.00	\$450.00	1	\$50.00	10	\$500.00
30	2564.533	FURNISH SIGN PANELS, TYPE C	SF	117	\$24.00	\$2,808.00	0	\$0.00	117	\$2,808.00
31	2582.502	4" SOLID DOUBLE LINE YELLOW - EPOXY	LF	4,720	\$0.62	\$2,926.40	160	\$99.20	4,880	\$3,025.60
32	2582.502	4" SOLID LINE WHITE - EPOXY	LF	12,240	\$0.32	\$3,916.80	44	\$14.08	12,284	\$3,930.88
33	2582.502	4" SOLID LINE YELLOW - EPOXY	LF	755	\$0.31	\$234.05	0	\$0.00	755	\$234.05
34	2582.502	4" BROKEN LINE YELLOW - EPOXY	LF	1,265	\$0.10	\$126.50	0	\$0.00	1,265	\$126.50
35	2582.502	24" SOLID LINE YELLOW - EPOXY	LF	25	\$15.45	\$386.25	1	\$15.45	21	\$324.45
SUBTOTAL - DIVISION 4				\$789,240.50			\$826.52		\$831,885.05	

TOTALS - BASE CONTRACT
\$1,606,833.47
\$7,389.60
\$1,635,007.56
CHANGE ORDER NO. 2

CO2-1	2101.502	REMOVE COTTONWOOD TREE AND STUMP	LS	1	\$3,960.00	\$3,960.00	0	\$0.00	1	\$3,960.00
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TOTALS - CHANGE ORDER NO. 2
\$3,960.00
\$0.00
\$3,960.00
CHANGE ORDER NO. 3

CO3-1	2531.602	REMOBILIZE CONCRETE CREW FOR HALF POURS	EA	2	\$1,650.00	\$3,300.00	0	\$0.00	2	\$3,300.00
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TOTALS - CHANGE ORDER NO. 3
\$3,300.00
\$0.00
\$3,300.00
CHANGE ORDER NO. 4

CO4-1	2501.515	INSTALL 12" RCP APRON W/ TRASH GUARD	EA	1	\$1,155.00	\$1,155.00	0	\$0.00	1	\$1,155.00
CO4-2	2531.602	TIME AND MATERIAL - BACKHOE	HR	10	\$60.00	\$600.00	0	\$0.00	10	\$600.00
CO4-3	2531.602	TIME AND MATERIAL - LABORER	HR	10	\$68.00	\$680.00	0	\$0.00	10	\$680.00
CO4-4	2531.602	TIME AND MATERIAL - OPERATOR	HR	10	\$72.00	\$720.00	0	\$0.00	10	\$720.00
CO4-5	2531.602	TIME AND MATERIAL - TRUCK/DRIVER	HR	10	\$95.00	\$950.00	0	\$0.00	10	\$950.00

TOTALS - CHANGE ORDER NO. 4
\$4,105.00
\$0.00
\$4,105.00
CHANGE ORDER NO. 5

CO5-1		INSTALL 1-FOOT HYDRANT EXTENSION	EA	2.0	\$629.45	\$1,258.90	2.0	\$1,258.90	2.0	\$1,258.90
CO5-2		INSTALL 18-INCH HYDRANT EXTENSION	EA	1.0	\$1,144.47	\$1,144.47	1.0	\$1,144.47	1.0	\$1,144.47
CO5-3		TIME AND MATERIAL: HYDRANT EXTENSION INSTALLATION	HR	7.0	\$71.50	\$500.50	7.0	\$500.50	7.0	\$500.50
CO5-4		TIME AND MATERIAL: OPERATOR - ADDITIONAL GRADING	HR	3.25	\$93.00	\$302.25	3.25	\$302.25	3.25	\$302.25
CO5-5		TIME AND MATERIAL: LABORER - ADDITIONAL GRADING	HR	6.5	\$84.00	\$546.00	6.5	\$546.00	6.5	\$546.00
CO5-6		TIME AND MATERIAL: SKIDSTEER - ADDITIONAL GRADING	HR	3.25	\$85.00	\$276.25	3.25	\$276.25	3.25	\$276.25

TOTALS - CHANGE ORDER NO. 5
\$4,028.37
\$4,028.37
\$4,028.37
COMPENSATING CHANGE ORDER NO. 6

CCO6-1			LS	1.00	\$28,174.09	\$28,174.09	0.0	\$0.00	0.0	\$0.00
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TOTALS - COMPENSATING CHANGE ORDER NO. 6
\$28,174.09
\$0.00
\$0.00
TOTALS - REVISED CONTRACT
\$1,650,400.93
\$11,417.97
\$1,650,400.93

CERTIFICATE OF COMPLETION

DATE OF ISSUANCE: **FEBRUARY 5, 2014**

OWNER:	CITY OF LAKE ELMO, MN
CONTRACTOR:	T.A. SCHIFSKY & SONS
PROJECT NAME:	KEATS MSA STREET & TRUNK WATERMAIN IMPROVEMENTS
PROJECT NO.:	2013.129

- ☒ 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 7, 2013**. The above-mentioned improvement is hereby declared to be complete and acceptance of this work is recommended.

DATE OF COMPLETION: **FEBRUARY 5, 2014**

Chad Isakson Reg. No. 49028



FOCUS Engineering, Inc.

THE WARRANTY PERIOD BEGINS **FEB. 5, 2014** AND ENDS **FEB. 5, 2015**



MAYOR & COUNCIL COMMUNICATION

DATE: February 5, 2014
CONSENT
ITEM # 6

AGENDA ITEM: Approve 2014 Solid Waste Hauler Licenses

SUBMITTED BY: Beckie Gumatz, Deputy Clerk

THROUGH: Dean Zuleger, City Administrator

REVIEWED BY: Adam Bell, City Clerk

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: Staff

FISCAL IMPACT: +\$1,440 in license application fees

SUMMARY AND ACTION REQUESTED: City Council is respectfully requested to approve the 2014 Solid Waste Hauler Licenses. This action is required by the City Code. As part of its consent agenda, no specific motion is required. If Council wishes to remove this item from the Consent Agenda, the recommended motion is as follows:

“Move to approve the 2014 Solid Waste Hauler Licenses in the City of Lake Elmo.”

LEGISLATIVE HISTORY: City Code Section 52.09 requires that waste haulers be licensed in the City of Lake Elmo. It states that, “No person, firm, or corporation, except city employees, shall collect garbage, refuse, recyclables, or waste materials belonging to another in the city without a license from the city.”

Staff has sent out applications to each waste hauler operating in the City. As of January 29, staff has received applications and license fees from Advanced Disposal, Allied Waste, Aspen, Maroney’s, Troje’s, Tennis Sanitation, and Waste Management.

City Code Section 52.13 states that Council shall approve or deny the applications. Staff recommends that all these waste haulers continue to be licensed with the City.

BACKGROUND INFORMATION (SWOT):

Strengths By having all Solid Waste Haulers licensed it will allow the city to keep track of all the garbage collectors operating in the city. It is also helpful to residents because they will know what their options are for choosing a waste hauler.

Weaknesses NA

Opportunities Licensed waste haulers are required to report back to the city how much recycling they collect. This helps the city report to the county at the end of each year.

Threats NA

RECOMMENDATION: City Council is respectfully requested to approve the 2014 Solid Waste Hauler Licenses. This action is required by the City Code. As part of its consent agenda, no specific motion is required. If Council wishes to remove this item from the Consent Agenda, the recommended motion is as follows:

“Move to approve the 2014 Solid Waste Hauler Licenses in the City of Lake Elmo.”



MAYOR & COUNCIL COMMUNICATION

DATE: February 5, 2014
CONSENT
ITEM #7
MOTION

AGENDA ITEM: New Assessor Contract
SUBMITTED BY: Lake Elmo Finance Committee
THROUGH: Cathy Bendel, Finance Director
REVIEWED BY: Lake Elmo Finance Committee

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: Finance Committee

FISCAL IMPACT: Annual savings of \$4k - \$6k

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to accept the recommendation by the Lake Elmo Finance Committee to draft a contract to hire Dan Raboin as the new City Assessor. It is recommended that this approval to proceed be part of the overall approval of the *Consent Agenda*.

BACKGROUND INFORMATION: In December of 2013, the current City Assessor notified the City of his intent to retire. As a result, the City put out an RFP to obtain proposals to determine the best option for the City going forward.

The Lake Elmo Finance Committee reviewed the proposals received and would like approval from the City Council to enter into an approximate 3 year contract with Dan Raboin to be the new city Assessor effective March 1, 2014 through December 31, 2016.

STAFF REPORT: Although responses to the RFP were few, the Finance Committee felt the responses received were very impressive. The Finance Committee spent time reviewing all the pros and cons to using the County Assessor's office rather than a City Assessor. The Finance Committee then interviewed the independent assessor, Dan Raboin. Mr. Raboin has extensive experience, as well as familiarity with Lake Elmo. It was unanimously decided after meeting with Mr. Raboin that in addition to the annual cost savings of \$4k - \$6k, the level of service would be better with a City Assessor.

RECOMMENDATION: Based on the aforementioned, the staff recommends the City Council approve the completion of a contract with Dan Raboin to be the new City Assessor effective March 1, 2014 through December 31, 2016.

ATTACHMENTS:

1. RFP for Assessor Services
2. Proposal from Dan Raboin

City of Lake Elmo
Request for Proposals to Provide Assessing Services
For the City of Lake Elmo, Minnesota

Section 1. Introduction and Term of Contract

The City of Lake Elmo is requesting proposals for a contractual assessor for a term of 3 years beginning January 1st, 2014 and ending December 31st, 2016, with an option to renew for an additional 3 year period based on satisfactory annual reviews. The assessor will be responsible for performing fair and equitable assessments of real property within the City. Contracts may be renewed at the discretion of the City Council. Currently the City of Lake Elmo has a total of 3246 parcels comprised as follows:

- Residential - 2,530
- Agriculture/RVL - 105
- Commercial/Industrial - 352
- Exempt - 21
- Vacant – 238

Per the City of Lake Elmo 2014 budget, it is anticipated that the total number of parcels will increase by 150 in 2014 and 250 per year thereafter.

Section 2. Functions and Knowledge of the Service to be Performed

Below is a listing of the functions to be performed by the assessor. This is not an exhaustive list and other duties shall be performed as requested and necessary for the satisfactory completion of service.

Functions to be Performed

- Must be licensed, at a minimum, as a Certified Specialist and Income Qualified by the Minnesota Board of Assessors.
- Maintain accurate records, provide reports, and prepare requested analyses for City staff.
- Develop and maintain positive public relations with City of Lake Elmo Council members, City employees, Washington County, and the public.
- Attend the Board of Appeal and Equalization meeting and assist the Board in every way possible to enable it to perform its duties. This includes furnishing the Board with all necessary charts, tables, comparisons, and data which it may require in its deliberations and performing investigations that the Board may desire to arrive at a fair market value.
- Develop and adjust assessment policies and methodologies when necessary to ensure compliance with legislative changes, legal requirements and administrative direction.
- Provide projections on the future impact of legislative changes, tax base changes, etc.
- Analyze valuation data of commercial, industrial, and apartment property.

- Analyze property sales through the use of best practices in the field of assessment.
- Review and report on the validity of tax petitions.
- Coordinate and participate in tax assessment litigations.
- Serve as a technical resource for City staff and the public.
- Serve as a witness in court cases when required.
- Prepare an annual assessment report prior to the assessment valuation notices updating City staff on changes in the last market year.
- Must provide own vehicle – mileage reimbursement to be included in RFP proposal.

Desired Knowledge

- Considerable ability to communicate complex information tactfully and effectively both orally and in writing with state regulatory agencies, county regulatory agencies, elected officials, City staff, and the general public.
- In-depth knowledge of accepted principles, methods, and techniques of property appraisal.
- In-depth knowledge of all laws and regulations pertinent to local tax assessments.
- In-depth knowledge of appraisal terminology and practices.
- Considerable knowledge of building construction and remodeling costs.
- In-depth knowledge of real estate property values and land economics.
- Considerable ability to perform mathematical calculations, analyze data, and prepare meaningful reports.
- Considerable knowledge of the assessment system of Washington County.
- Knowledge of Lake Elmo is a plus.

Section 3. Independent Contractor Status

The assessor shall be considered an independent contractor. The assessor will be housed off-site and will be responsible for arranging a data connection with Washington County and providing other normal office furnishings such as computers, telephones, file cabinets, etc. All records created with regard to this contract, e.g., cards, photos, reports, etc. become the property of the City. Access to these records must be provided when requested by City officials. As in independent contractor, the assessor will be responsible for carrying their own insurance and providing a copy of the certificate of insurance each year to the City of Lake Elmo.

Section 4. Submission Deadline

All submissions must be postmarked by December 13, 2013. Submissions shall be mailed to:

Cathy Bendel, Finance Director
City of Lake Elmo

3800 Laverne Avenue N
Lake Elmo, MN 55042

Section 5. Proposal Submission

Two copies of a written proposal should outline the qualifications, experience, areas of expertise, and professional references in the practice of assessing services and all individuals proposed to perform such services for the City.

All proposals must include proposed compensation on a lump sum per year basis for such services to be provided to the City. Payment for services shall be split into equal parts and paid monthly.

Section 6. Selection Process

The Finance Director and the City of Lake Elmo Finance Committee will receive and review all proposals. The proposals will be brought to the City Council for final review and selection at the December 17th, 2013 Council meeting. The City Administrator or City Council may elect to interview candidates as they see fit.

Section 7. Right to Waive or Refuse

The City of Lake Elmo reserves the right to delete any portion of the request for proposal, or reject any or all proposals and to waive any informality for any reason.

Daniel W. Raboin
27697 Woodland Drive
Chisago City, MN 55013

Cathy Bendel, Finance Director
City of Lake Elmo
3800 Laverne Avenue N
Lake Elmo, MN 55042

December 2, 2013

Subject: Proposal for the 2015 Assessment Services

Dear Cathy,

Enclosed is my **Proposal for Assessment Services for City of Lake Elmo** including appraisal experience, proposed compensation, and references.

I look forward to the opportunity of becoming your assessor. My experience in the assessment profession for the past 20 years has been varied. I feel that working for both a County and a Local Assessor has given me an overall picture of how things need to work to ultimately have as a result, a good working relationship between the County, City, and most importantly the taxpayers. Growing up in Grant Township (now City), I attended Oakland Junior High, and as a result my bus ride took me all throughout rural Lake Elmo. I was the first one on the bus, and the last one off making for a long day. But those are all good memories. It gives me a comfort level knowing the geography of your community as well as I do to serve as your independent contractor with a confidence that I can do the job, and do it well. My familiarity with Lake Elmo and much of my overall appraisal experience gained throughout the years of the City has come from working part time with Frank Langer. I have been involved with the growth of your City, and am very familiar with all of the old and new plats and the values associated with them. Hopefully, some of Frank's knowledge and organizational skills have rubbed off on me, because the projected growth for the City will be both exciting and challenging.

I look forward to working with you and I am available for further questions. My home telephone number is 651-213-6705, my cell phone number is 651-767-2936, and my email address is dwraboin@gmail.com. Thank you for your consideration.



Daniel W. Raboin, A.M.A.

Proposal for 2015 Assessment Services



City of Lake Elmo

Daniel W. Raboin, A.M.A.
27697 Woodland Drive
Chisago City, Minnesota 55013
(651) 213-6705
December 2, 2013

DANIEL W. RABOIN, A.M.A.

I wish to state my credentials and experience;

DESIGNATIONS

- Certified Minnesota Assessor-Income Qualified
- Accredited Minnesota Assessor
License Number 2345

EDUCATION

- Stillwater High School – 1981
- Lakewood Community College(Century College) - Associate of Arts – 1987
- University of Wisconsin-River Falls – Bachelor of Science in Business

Administration - 1989

Real Estate Education courses:

- IAAO(International Association of Assessing Officers) Income Approach to Valuation; theory and techniques of estimating commercial and industrial value using the income approach.
- Mass Appraisal of Income-Producing Properties; Methods and techniques of the mass appraisal process, approaches to value and assessment uniformity, and statistics.
- MAAO Courses(Minnesota Association of Assessing Officers);
Course A; Assmnt Laws, History, and Procedures
Course B; Residential Appraisal
Course H; Mass Appraisal
Course K; Minnesota Assessment Administration
- Narrative Report Writing-Techniques of Mass Appraisal- Apartment Appraisal Workshop- Case Studies and Problems Related to Assessment of Property- Advanced Workshop Dealing with the Technique of Conducting as Sales Study and Market Analysis Covering Residential, Commercial and Agricultural Properties- Farm Valuation Seminar, Study of Wide Crop Equivalent Rating (CER) Determination and Factors Affecting Its Use- Effective Communication; Dealing with the Public- Expert Testimony; Preparing for Court Proceedings- How to Prepare for a Tax Litigation Case- H.P. 12C; Calculator Workshop
- Washington County Computer Assisted Mass Appraisal System (CAMA) training.

WORK EXPERIENCE

- 1992-2005 Residential, Agricultural, and Commercial Appraiser-Washington County
- 1993-Present Contract work with Local Assessor Frank Langer
- 2005-Present Residential and Agricultural Appraiser- Chisago County

OFFICE LOCATION AND RECORD MANAGEMENT

- I will maintain a private office that is located within my home. Although my office will be accessible to the public, I foresee most meetings for my work will be on site, at the taxpayer's property, the Washington County Assessor's Office, or at City Hall.
- My office will have the necessary equipment needed to provide good communications vital for an excellent assessment service including a data connection with Washington County and all of it's resources; CAMA, e-mail, E-CRV, and various spreadsheets, to name a few. I will maintain my computer equipment to stay ahead of the needs and requirements of the assessment process.

- My phone service consists of one incoming business line plus one modem / fax line, and email.
- I will be accessible while away from my office and in the field through a cell phone.

PROPERTY VALUATION

Since 1992, I have maintained an excellent level of assessment and co-efficient of dispersion which is the measure of an accurate and uniform assessment. My assessing background consists of thirteen years of employment in the Washington County Assessor's Office as both a residential (10 years) and commercial (3 years) appraiser. I then became employed with the Chisago County Assessors Office where I am currently appraising residential and agricultural properties. Through these years I have also worked for Frank Langer on a part time basis doing primarily but not limited to field inspections and data entry. Mr. Langer is the Local Assessor for Lake Elmo, Hugo, Mahtomedi, New Scandia, Dellwood, and Marine. Working for both a County and a Local Assessor has shown to me over the years how important a good working relationship between them really is and how it benefits all parties involved in the assessment process. I have experience valuing a variety of property types including:

- Lakeshore property
- Upper bracket, custom built homes
- Agricultural property
- Unique / special use property
- Contaminated property
- Income property including commercial, industrial and apartments

An accurate and uniform assessment begins with current and accurate information on all properties within the jurisdiction. One-fifth or 20% of all properties are to be viewed each assessment year. Market studies which include land sales, improved property sales, new construction sales, land residual / building residual analysis are conducted to complete an assessment each year. Divisions / combinations of tax parcels are to be completed annually. New construction consists of reviewing / reading blueprints, and on-site inspection for work completed as of January 2 of each assessment year. Maintaining good public relations by responding to inquiries by e-mail, phone, or on-site regarding property tax refunds, tax estimates, Green Acre or Rural Preserve, and homestead applications to name a few, are also part of the assessment process.

Appeals / Tax Court - My responsibilities for appeals are informal, and in defense of the assessment at the Local Board of Adjustment and Equalization. Washington County is responsible for Tax Court appeals in jurisdictions under 30,000 in population. It is my experience that the local assessor works closely with Washington County on such appeals.

ASSESSMENT FEES

2014 Year 1 at \$37,200 + \$1,800(+/- 150 parcels x \$12/parcel) = +/- \$39,000.

2015 Year 2 at \$39,000 + \$3,000(+/- 250 parcels x \$12/parcel) = +/- \$42,000.

2016 Year 3 at \$42,000 + \$3,000(+/- 250 parcels x \$12/parcel) = +/- \$45,000.

REFERENCES

FRANK LANGER
651-433-3059

BARRY STABERG
651-439-1509

AMY BELFIORI
651-303-4336



MAYOR & COUNCIL COMMUNICATION

DATE: February 5, 2014
CONSENT
ITEM #8
ORDINANCE 08-098

AGENDA ITEM: Zoning District Cleanup Ordinance

SUBMITTED BY: Nick M. Johnson, City Planner

THROUGH: Dean Zuleger, City Administrator

REVIEWED BY: Planning Commission
Kyle Klatt, Community Development Director

SUGGESTED ORDER OF BUSINESS:

- Introduction of ItemCommunity Development Director
- Report/Presentation.....Community Development Director
- Questions from Council to Staff Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

POLICY RECCOMENDER: The Planning Commission and Staff recommend amending the City's Zoning Code by eliminating non-pertinent zoning districts that no longer are utilized to implement the City's Comprehensive Plan or apply to existing property in Lake Elmo.

FISCAL IMPACT: None

SUMMARY AND ACTION REQUESTED: The City Council is asked to consider a zoning text amendment to eliminate all non-pertinent zoning districts in the City's Zoning Code. This action is intended to improve the organization of the Zoning Code and help reduce overall confusion. This effort is a continuation of the Zoning Code Update Project.

The Planning Commission and Staff are recommending that the City Council eliminate all non-pertinent zoning districts in the City's Zoning Code. If the item is removed from the Consent Agenda, the recommended action can be completed through the following motion:

"Move to adopt Ordinance 08-098, eliminating all non-pertinent zoning districts that are no longer necessary to implement the City's Comprehensive Plan."

LEGISLATIVE HISTORY/PLANNING COMMISSION REPORT:

The City Council formally adopted the Village Land Use Plan in December of 2013. This action represents the completion of major land use updates to the city's Comprehensive Plan that occurred over the course of 2012 and 2013. In addition to the updates to the Comprehensive Plan, the City adopted an update to its official Zoning Map in March of 2013. As part of this update to the Zoning Map, all of the specific holding district zoning designations that were assigned to parcels guided for future development were replaced by the Rural Development Transitional District (RT). Due to this change, there are now 19 holding districts in the City's Zoning Code that are no longer pertinent. In addition, the City has adopted new sections of the Zoning Code that relate to urban residential districts, rural districts and commercial districts. These actions were completed in the latter half of 2012. Given that these new districts have been adopted, there are still many outdated districts in the earlier sections of the Zoning Code that are no longer necessary, or do not apply to any real property in Lake Elmo. The proposed action is intended to rectify this situation and make the Zoning Code more straight forward.

The Planning Commission reviewed the proposed zoning district cleanup ordinance at a meeting on January 13, 2014. After an initial review, the Planning Commission held a public hearing on January 27, 2014. No one spoke in favor or against the proposed ordinance. The Planning Commission understood the purpose of the proposed action and did not engage in any substantial discussion. The proposed zoning district cleanup ordinance was unanimously recommended for approval by the Planning Commission.

BACKGROUND INFORMATION (SWOT):

Strengths: Removing the non-pertinent and outdated zoning district improves the organization of the City's Zoning Code, thereby reducing overall confusion users of the document.

Weaknesses: None

Opportunities: Staff recommends taking every opportunity to improve the organization of the Zoning Code. The more straightforward and better organized that the City can make the document, the easier it is to use for outside entities. Making the document more accessible and easier to understand reduces public inquiries from people or organizations seeking clarification on the City's Zoning Code. The goal is to reduce the amount of public inquiries seeking clarification to focus staff attention on other areas or projects.

Threats: None

RECOMMENDATION:

Based on the aforementioned, the Planning Commission and Staff are recommending that the City Council eliminate all non-pertinent zoning districts in the City's Zoning Code. If the item is

removed from the Consent Agenda, the recommended action can be completed through the following motion:

“Move to adopt Ordinance 08-098, eliminating all non-pertinent zoning districts that are no longer necessary to implement the City’s Comprehensive Plan.”

ATTACHMENTS:

1. Ordinance 08-098
2. Planning Commission Memo, 1/13/14

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

ORDINANCE NO. 08-098

**AN ORDINANCE AMENDING THE LAKE ELMO CITY CODE OF ORDINANCES BY
ELIMINATING NON-PERTINENT ZONING DISTRICTS FROM THE CITY'S ZONING CODE
THAT ARE NO LONGER UTILIZED TO IMPLEMENT THE CITY'S COMPREHENSIVE PLAN**

**SECTION 1. The City Council of the City of Lake Elmo hereby amends Title XV:
Land Usage; Chapter 154: Zoning Code; Section 030 to read the following:**

§154.030 CLASSIFICATIONS

For the purpose of this chapter, all land in the city is divided into zoning districts. The zoning districts shall be identified by the following classifications, including those districts identified in § 154.350:

- (A) R-2 One- and Two-Family Residential
- (B) GB General Business
- (C) OP Open Space Preservation District
- (D) OZD Overlay Zoning Use District

SECTION 2. The City Council of the City of Lake Elmo hereby strikes Title XV: Land Usage; Chapter 154: Zoning Code; Sections 034 through 043 in their entirety.

SECTION 3. The City Council of the City of Lake Elmo hereby strikes Title XV: Land Usage; Chapter 154: Zoning Code; Sections 045 through 050 in their entirety.

SECTION 4. The City Council of the City of Lake Elmo hereby strikes Title XV: Land Usage; Chapter 154: Zoning Code; Sections 052 through 062 in their entirety.

SECTION 5. The City Council of the City of Lake Elmo hereby strikes Title XV: Land Usage; Chapter 154: Zoning Code; Section 066 in its entirety.

SECTION 6. Effective Date. This ordinance shall become effective immediately upon adoption and publication in the official newspaper of the City of Lake Elmo.

SECTION 7. Adoption Date. This Ordinance 08-098 was adopted on this fifth day of February 2014, by a vote of ____ Ayes and ____ Nays.

LAKE ELMO CITY COUNCIL

Mike Pearson, Mayor

ATTEST:

Adam Bell, City Clerk

This Ordinance 08-098 was published on the ____ day of _____, 2013.



PLANNING COMMISSION
DATE: 12/09/13
AGENDA ITEM: 6B – BUSINESS ITEM
CASE # 2014 - 03

ITEM: Zoning Text Amendment – Zoning District Cleanup Amendment

SUBMITTED BY: Nick Johnson, City Planner

REVIEWED BY: Kyle Klatt, Community Development Director

SUMMARY AND ACTION REQUESTED:

The Planning Commission is being asked to review a proposed amendment to the City's Zoning Code to eliminate zoning districts that are no longer utilized under the City's Comprehensive Plan and official Zoning Map. This action is a part of the ongoing effort to update the City's Zoning Code, a project that began in 2012. The Planning Commission is asked to review the proposed cleanup amendment in advance of a future public hearing. No formal action is required at this time.

REQUEST DETAILS

To kick off the Zoning Code Update Project, the City adopted several new urban zoning districts in 2012, including new urban residential districts and commercial districts. The purpose of this effort was to prepare for and implement the I-94 Corridor and Village Land Use Plans. Both of these plans have now been formally adopted by the City and are contained within the Land Use Chapter of the City's Comprehensive Plan. In addition, the City adopted an updated Zoning Map in May of 2013. As a result of the updates to the City's Comprehensive Plan, Zoning Map, and Zoning Code, there are now many outdated zoning districts located within the Zoning Code that no longer apply to any property in Lake Elmo and are no longer necessary to implement the City's Comprehensive Plan. For that reason, staff is recommending that the outdated zoning districts be removed from the Zoning Code to reduce overall confusion and improve the organization of the document.

The majority of the zoning districts that are no longer applicable or utilized are the former holding districts that were assigned to parcels that were guided for future sewer development. With the adoption of the updated rural zoning districts in March of 2013, the new Rural Development Transitional District (RT) replaced all of these holding districts. Therefore, these holding districts are now unnecessary. The outdated holding districts include the following:

- HD-A-BP - Agricultural Business Park Holding District (§154.034)
- HD-A-SRD - Agricultural Sewered Residential Holding District (§154.035)
- HD-RR-BP - Rural Residential Business Park Holding District (§154.037)
- HD-RR-LB - Rural Residential Limited Business Holding District (§154.038)
- HD-RR-RAD - Rural Residential Ag Density Holding District (§154.039)
- HD-RR-SRD - Rural Residential Sewered Residential Holding District (§154.040)
- HD-R1-RAD - One-Family Ag Density Holding District (§154.042)
- HD-R1-SRD - One-Family Sewered Residential Holding District (§154.043)
- HD-R3-URD - Manufactured Home Park Urban Residential Holding District (§154.046)

- HD-RE-LB - Residential Estates Limited Business Holding District (§154.049)
- HD-RE-SRD - Residential Estates Sewered Residential Holding (§154.050)
- HD-GB-BP - General Business Park Holding District (§154.052)
- HD-GB-C - General Business Commercial Holding District (§154.053)
- HD-GB-SRD - General Business Sewered Residential Holding District (§154.054)
- VR-A - Village Residential Agriculture Holding District (§154.059)
- VR-GB - Village Residential General Business Holding District (§154.060)
- VR-R1 - Village Residential One-Family Holding District (§154.061)
- VR-RR - Village Rural Residential Holding District (§154.062)
- HD-LB-SRD - Limited Business Sewered Residential Holding District (§154.066)

In addition to the non-applicable holding districts, the Zoning Code also contains multiple residential and commercial districts that are no longer valid, do not apply to any property, or have already been reorganized into the new zoning district articles in the new structure of the zoning code. These districts include the following:

- R-1 One-Family Residential (§154.041): The R-1 district has been moved and reorganized under the Rural Single Family (RS) district in Article IX – Rural Districts.
- R-3 Manufactured Home Park (§154.045): The R-3 district no longer applies to any property in Lake Elmo. The Cimarron Manufactured Home Park now is zoned MDR – Urban Medium Residential, which allows manufactured homes as a conditional use.
- R-4 Multi-Family Residential (§154.047): This district is not assigned to any property in Lake Elmo. The R-4 zoning district has been replaced with the City's HDR – Urban High Density Residential district.
- HB – Highway Business (§154.055): This district does not apply to any property in Lake Elmo. There are no plans to utilize this zoning district in the future.
- CB – Convenience Business (§154.056): This district does not apply to any property in Lake Elmo. The CB zoning district has been replaced by the new CC – Convenience Commercial district in Article XII – Commercial Districts of the Zoning Code.
- LB – Limited Business (§154.057): The LB zoning district has been moved and reorganized into Article XII – Commercial Districts of the Zoning Code.
- BP – Business Park (§154.058): The BP zoning district has been moved and reorganized into Article XII – Commercial Districts of the Zoning Code.

After these districts are removed, there remains six zoning districts in this section of the Zoning Code: R-2 One- and Two-Family Residential, GB – General Business, PF – Public and Quasi-Public Open Space, OP - Open Space Preservation District, OZD – Overlay Zoning Use District, OP-2 - Open Space Preservation Overlay District. To provide further background regarding these districts, staff has included a general status of each district below.

Regarding the R-2 One- and Two-Family Residential district, this district must presently remain in place because the Carriage Station neighborhood in the northeast area of the City currently has R-2 PUD zoning. In the future, staff is looking at ways to reassign the zoning of this neighborhood to eliminate the R-2 district. For example, the zoning could change to LDR PUD,

and all the existing standards from the original Carriage Station PUD would be carried over. Thus, the zoning change would be a change in name only, and the standards for the neighborhood would not change.

The GB – General Business district must also remain in place at this time. All of the GB properties in the city are located around the downtown Village Area. Once these properties are rezoned to Village Mixed-Use (VMX), the GB – General Business zoning district can be eliminated. It is staff's intention to complete this zoning map amendment in the 1st quarter of 2014.

Regarding the PF – Public and Quasi-Public Open Space and OP-2 – Open Space Preservation Overlay District, these districts must remain at this time. However, staff would propose to renumber these districts to match the new organizational structure of the Zoning Code. Under the proposed renumbering, the PF district would go to Article XIII – Public and Semi-Public Districts (§154.600), and OP-2 district would be moved to Article XV – OP-Alt District (§154.700).

At this time, staff is proposing to leave the OP – Open Space Preservation District in place due to the fact that the OP Ordinance is located in Chapter 150 of the City Code (§150.175). Staff would propose to move this district and supporting information into the same location in the Zoning Code as part of a comprehensive amendment of the OP Ordinance in the future.

Finally, staff is recommending to leave the OZD – Overlay Zoning Use District in place at this time. While it is not currently applied to any property in Lake Elmo, there may be areas of environmental sensitivity or other restrictions that may warrant the use of this district in the future.

As the Zoning Code Update Project moves forward, it is likely that there will need to be additional cleanup amendments in the future. Updating the Zoning Code on a larger scale typically results in remaining areas of outdated or disorganized ordinances. As the City moves forward on updating the Zoning Code, staff will continue to bring forward cleanup amendments when appropriate.

RECCOMENDATION:

No formal action is required at this time. Staff is available to answer any questions related to the Zoning Code Update Project.

ATTACHMENTS:

1. Draft Ordinance Cleanup
2. City's Official Zoning Map
3. Updated Zoning Code Structure

ORDER OF BUSINESS:

- IntroductionPlanning Staff
- Report by StaffPlanning Staff
- Questions from the Commission Chair & Commission Members
- Discussion by the Commission Chair & Commission Members
- Action by the Commission Chair & Commission Members



MAYOR & COUNCIL COMMUNICATION

DATE: February 5, 2014

CONSENT

ITEM # 9

ORDINANCE 08-099

AGENDA ITEM: Driveway Standards Update

SUBMITTED BY: Nick M. Johnson, City Planner

THROUGH: Dean Zuleger, City Administrator

REVIEWED BY: Kyle Klatt, Community Development Director
Jack Griffin, City Engineer
Rick Chase, Building Official

SUGGESTED ORDER OF BUSINESS:

- Introduction of ItemCommunity Development Director
- Report/Presentation.....Community Development Director
- Questions from Council to Staff..... Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion Mayor & City Council
- Action on Motion..... Mayor Facilitates

POLICY RECCOMENDER: Staff recommends updating the City's driveway standards to clarify expectations regarding acceptable driveway materials.

FISCAL IMPACT: None

SUMMARY AND ACTION REQUESTED: The City Council is asked to consider an update to the City's driveway standards to clarify what constitutes acceptable materials for driveways. More specifically, the proposed ordinance includes the language "hot mix bituminous asphalt" as opposed to just "bitumen", which is the language used in the existing ordinance. The recommended clarification is the result of a recent appeal of staff's interpretation of the existing driveway standards (§93.26).

Staff is recommending that the City Council adopt the proposed update to the City's Driveway Standards (Ordinance 08-099) as part of the Consent Agenda. If the City Council removes the item from the Consent Agenda, the recommended action can be completed through the following motion:

“Move to adopt Ordinance 08-099, clarifying what constitutes acceptable driveway materials in the Driveway Standards section of the City Code.”

LEGISLATIVE HISTORY: The City’s adopted a new driveway ordinance in December of 2013. Since the adoption of the new ordinance, the City received an appeal of staff’s interpretation of what constitutes “bitumen”, as required under the existing ordinance. The City Council granted the appeal on January 21, 2014. To provide greater clarification as to what materials should be deemed acceptable under the City Code, staff is suggesting an update to the City’s Driveway Standards to include the language “hot mix bituminous asphalt” as opposed to simply “bitumen”. The goal of the proposed language, “hot mix bituminous asphalt”, is to eliminate any potential confusion as to what is required.

BACKGROUND INFORMATION (SWOT):

Strengths: Updating the Driveway Standards section of the City Code provides greater clarity as to the City’s expectations. Reducing any potential confusion should help alleviate any future misunderstandings about what is required.

Weaknesses: None

Opportunities: None

Threats: Leaving the existing ordinance language of “bitumen” in place may cause future misunderstandings or confusion.

RECOMMENDATION:

Based on the aforementioned, Staff is recommending that the City Council adopt the proposed update to the City’s Driveway Standards (Ordinance 08-099) as part of the Consent Agenda. If the City Council removes the item from the Consent Agenda, the recommended action can be completed through the following motion:

“Move to adopt Ordinance 08-099, clarifying what constitutes acceptable driveway materials in the Driveway Standards section of the City Code.”

ATTACHMENTS:

1. Ordinance 08-099

CITY OF LAKE ELMO
COUNTY OF WASHINGTON
STATE OF MINNESOTA

ORDINANCE NO. 08-099

AN ORDINANCE AMENDING THE LAKE ELMO CITY CODE OF ORDINANCES BY AMENDING THE
CITY'S DRIVEWAY STANDARDS.

SECTION 1. The City Council of the City of Lake Elmo hereby amends Title IX: General Regulations; Chapter 93: Streets and Sidewalks; Section 26 to read the following:

§ 93.26 Driveway Standards

H. *Driveway Materials.*

1. *Urban Districts.* All driveways shall be constructed of hot mix bituminous asphalt, concrete or a durable material approved by the City Engineer.
2. *Rural Districts.* Driveways may be constructed of crushed rock or equivalent crushed material provided that the portion of the driveway within the road right-of-way shall be constructed of hot mix bituminous asphalt, concrete or a durable material approved by the City Engineer when the driveway is accessing an improved street.

SECTION 2. **Effective Date.** This ordinance shall become effective immediately upon adoption and publication in the official newspaper of the City of Lake Elmo.

SECTION 3. **Adoption Date.** This Ordinance 08-099 was adopted on this fifth day of February 2014, by a vote of ___ Ayes and ___ Nays.

LAKE ELMO CITY COUNCIL

Mike Pearson, Mayor

ATTEST:

Adam Bell, City Clerk

This Ordinance 08-099 was published on the ____ day of _____, 2013.



MAYOR & COUNCIL COMMUNICATION

DATE: February 5, 2014
REGULAR
ITEM 10

AGENDA ITEM: 2014 Street Improvements – Public Improvement Hearing; Resolution Ordering the Improvement and the Preparation of Plans and Specifications; Motion to Approve Engineering Design and Construction Support Services Contract

SUBMITTED BY: Jack Griffin, City Engineer

THROUGH: Dean A. Zuleger, City Administrator

REVIEWED BY: Adam Bell, City Clerk
Cathy Bendel, Finance Director
Ryan Stempski, Assistant City Engineer

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Engineer
- Report/Presentation City Engineer
- Questions from Council to Staff Mayor Facilitates
- Open Public Improvement Hearing; Public Input Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion Mayor & City Council
- Action on Motion Mayor Facilitates

POLICY RECOMMENDER: Engineering

FISCAL IMPACT: \$78,800 for preparation of plans and specifications and bidding services.

The 2014 Street Improvements project is a \$1.8 million street improvement project that is programmed for construction in the 2014 Street Capital Improvement Plan. The Street Capital Improvement Plan is funded through the issuance of general obligation bonds with bond payments made from the general tax levy and through special assessment revenue as identified in the feasibility report.

Ordering the Improvements and authorizing the preparation of plans and specifications commits the city to incur the engineering costs necessary to complete detailed design and receive

contractor bids to ready the project for construction in 2014. The council will be asked to award a contract for construction in June 2014, at which time the city would commit to the remaining project costs.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to open the Public Improvement Hearing for the 2014 Street Improvements; and following the Hearing, consider adopting Resolution No. 2014-10 Ordering the Improvement and the Preparation of Plans and Specifications; and awarding a Professional Engineering Design and Construction Support Services Contract. The recommended motions for these actions are as follows:

“Move to adopt Resolution No. 2014-10 Ordering the 2014 Street Improvements and the Preparation of Plans and Specifications.”
and

“Move to approve a Professional Engineering Design and Construction Support Services Contract to Bolton & Menk, Inc. in the not to exceed amount of \$79,935.”

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

Pursuant to Minnesota Statutes, Section 429.011 to 429.111, a Public Improvement Hearing was noticed for February 5, 2014, to consider making the following improvements:

- Street reclamation with concrete curb and gutter for the Packard Park neighborhood including 24th Street North, from Lake Elmo Avenue to Legion Avenue, 24th Street Court North, Lansing Avenue North and 20th Street Court North;
- Street reclamation to a rural section road along Legion Avenue North, from 20th Street to 24th Street;
- Street reconstruction with gravel shoulder along Manning Trail North, from Manning Avenue to city limits;
- Street reconstruction with concrete curb and gutter along Deer Pond Trail North, from Hidden Bay Trail to Jack Pine Trail, and Deer Pond Court North;
- A street maintenance resurfacing using Micro Surface along 20th Street North, from Lake Elmo Avenue to Manning Trail.

The attached notice was published in the official newspaper and individual notifications were sent to each address that potentially will be assessed a portion of the project costs. In addition a resident meeting was held on January 23, 2014 to present the information to the benefitting property owners identified in the report.

This project is programmed for construction in the 2014-2018 Street Capital Improvement Plan. The feasibility report was authorized by the city council on October 1, 2013 in order to ready these improvements for construction in 2014. The report identifies the necessary improvements, the estimated project costs, the assessment methodology and preliminary assessment amounts to be levied against properties adjacent to and benefitting from the improvements.

The project will be partially funded by imposing special assessments against 64 benefitting properties. The proposed unit assessment for residential property is \$6,000 for the Packard Park neighborhood, and \$6,400 for Deer Pond Trail and Deer Pond Court. The proposed unit assessment for residential property along Manning Trail, a city collector roadway, is \$3,200. Tartan Park is a non-residential property along Manning Trail and therefore a 100% front footage assessment of \$95,800 is proposed. Tartan Park fronts the improvement with over 1,700 feet. No assessments are proposed for the 20th Street microsurfacing since this improvement is considered routine maintenance with a 5-7 year service life.

To complete the engineering design, the city engineer prepared and sent out a Request for Proposal (RFP) for Engineering Support Services that includes a full topographic survey, the preparation of plans and specifications; plan printing, distribution and bidding services; construction administration support to the city engineer, and construction staking. FOCUS Engineering will provide resident and council communication, conduct public meetings, project management, coordinate the project permitting, and will provide construction administration services for the project. FOCUS will also oversee the project design standards and documents to be incorporated with the project plans. Construction observation services will be retained at a later date once the project has been bid and awarded for construction.

The RFP was sent to five firms from the city's Engineering Consultant Pool, including Bolton and Menk, MSA, SEH, Stantec, and TKDA. The proposals were received on January 22, 2014 and were reviewed and ranked on the following basis:

- Project Team Qualifications with a focus on a Project Manager capable of leading and delivering a street improvement project.
- Demonstrated understanding and experience with the project and understanding of the critical success factors;
- Understanding the scope of work and roles and responsibilities of the Consultant.
- Collaboration of skills and responsiveness demonstrated during the RFP submittal process; and
- Engineering Fees, indicating a detailed breakdown that is consistent with the Consultant's written proposal.

The attached exhibit provides the Proposal Fee Summary as received by the responding consultants, with fees ranging from \$79,747 to \$123,700. Engineering Fees are subtotaled for each project phase including project management, plans and specifications, bidding, and construction support services including construction staking.

The city engineer is recommending a contract be awarded to Bolton & Menk, Inc. They have assigned a qualified project manager and a highly qualified team including a project design engineer with the experience and expertise to efficiently produce the project design documentation. Their proposal and work plan identifies a thorough understanding of the work to be performed and they are aware of key issues related to the project.

RECOMMENDATION:

Staff is recommending that the City Council adopt Resolution No. 2014-10 Ordering the Improvements and the Preparation of Plans and Specifications for the 2014 Street Improvements. Ordering a 429 Public Improvement project without a resident petition requires a super majority 4/5 vote. The recommended motion for this action is as follows:

“Move to adopt Resolution No. 2014-10 Ordering the 2014 Street Improvements and the Preparation of Plans and Specifications.”

Staff is also recommending that the City Council award a Professional Engineering Design and Construction Support Services Contract for the 2014 Street Improvements. The recommended motion for this action is as follows:

“Move to approve a Professional Engineering Design and Construction Support Services Contract to Bolton & Menk, Inc. in the not to exceed amount of \$79,935.”

ATTACHMENT(S):

1. Resolution 2014-10 Ordering the Improvements and Preparation of Plans and Specifications.
2. Notice of Hearing on Improvement.
3. Preliminary Assessment Roll.
4. Project Schedule.
5. Location Maps.
6. Proposal Fee Summary Worksheet.
7. Feasibility Report (*available for review at City Hall*)

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

RESOLUTION NO. 2014-10

**A RESOLUTION ORDERING THE IMPROVEMENT AND PREPARATION OF PLANS AND
SPECIFICATIONS FOR THE 2014 STREET IMPROVEMENTS**

WHEREAS, pursuant a resolution of the city council adopted the 6th day of January, 2014, the council ordered a hearing on Improvement for the 2014 Street Improvements; and

WHEREAS, ten days' mailed notice and two weeks published notice of the hearing was given, and the hearing was held thereon on the 5th day of February, 2014, at which all persons desiring to be heard were given the opportunity to be heard thereon; and

WHEREAS, the feasibility report prepared by FOCUS Engineering, Inc., and dated December 2013 states that the project is necessary, cost-effective, and feasible.

NOW, THEREFORE, BE IT RESOLVED,

1. Such improvement is deemed necessary, cost-effective, and feasible as detailed in the Feasibility Report dated December 2013.
2. Such improvement is hereby ordered as proposed in the council resolution adopted this 5th day of February, 2014.
3. The city council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax exempt bonds.
4. The city engineer is hereby designated as the engineer for making this improvement. The engineer, and his consultants, shall oversee the preparation of the Plans and Specifications for the making of such improvement.
5. The city engineer shall retain the services of a consulting engineering firm to assist, where needed, to prepare Plans and Specifications for the making of such improvement and to assist the city engineer during the construction phase of the improvement as requested.

ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE FIFTH DAY OF FEBRUARY, 2014.

CITY OF LAKE ELMO

By: _____
Mike Pearson
Mayor

(Seal)
ATTEST:

Adam Bell
City Clerk

**CITY OF LAKE ELMO
NOTICE OF HEARING DATE CHANGE ON
2014 STREET IMPROVEMENTS HEARING**

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 Wednesday, February 5, 2014 (ORIGINALLY SCHEDULED FOR TUESDAY, FEBRUARY 4)**, to consider the making of the following improvements, pursuant to Minnesota Statutes, Sections 429.011 to 429.111;

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

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

DATED: January 6, 2014

**BY ORDER OF THE LAKE ELMO CITY COUNCIL
Mike Pearson, Mayor**

2014 STREET IMPROVEMENTS
PACKARD PARK AREA
PRELIMINARY ASSESSMENT ROLL

NO.	NAME	ADDRESS	PID	AMOUNT
1	SCHWARTZ STEVEN R	2393 LAKE ELMO AVE N	02402921320019	\$ 6,000.00
2	BUSH LARRY W & KATHRYN L	11140 24TH ST N	55042	\$ 6,000.00
3	FEUERHERM FREDERICK P & NANCY	11202 24TH ST N	55042	\$ 6,000.00
4	DAVIS PETER E & JEANNE E	11233 24TH ST N	55042	\$ 6,000.00
5	SCHMELZ JONATHAN & CAROL	11277 24TH ST N	55042	\$ 6,000.00
6	LAFAVOR RYAN B & NORMA P	11350 24TH ST N	55042	\$ 6,000.00
7	VANDERKELLEN GARY J TRS & MARLINE A VANDERKELLEN TRS	11355 24TH ST N	55042	\$ 6,000.00
8	HUNSTAD STEVE D & MERRI J	11420 24TH ST N	55042	\$ 6,000.00
9	JOHNSTON RAYMOND P & VICKIE	2410 LANSING AVE N	55042	\$ 6,000.00
10	KONISZCZUK WALDEMAR & JANICE	2430 LANSING AVE N	55042	\$ 6,000.00
11	FERGUSON ANTHONY G TRS	2450 LANSING AVE N	55042	\$ 6,000.00
12	MOELLER WILLIAM P JR & MARGARET MOELLER	2455 LANSING AVE N	55042	\$ 6,000.00
13	EITZMAN PHILIP D & DIANA M	2470 LANSING AVE N	55042	\$ 6,000.00
14	SCHWABEL KENDRA K	11365 24TH ST CT N	55042	\$ 6,000.00
15	GREUPNER GERALD W & PATRICIA	11375 24TH ST CT N	55042	\$ 6,000.00
16	RYAN STEPHEN P & PATRICIA A	11385 24TH ST CT N	55042	\$ 6,000.00
17	FOUT BRYAN JAMES & MOSEMAN & JOAN T MOSEMAN	11395 24TH ST CT N	55042	\$ 6,000.00
18	ST MICHEL MARK L & JAMIE J	11407 24TH ST CT N	55042	\$ 6,000.00
19	GESCHKE JAMES C & CLOE M	2450 LEGION AVE N	55042	\$ 6,000.00
20	MATTISON DONALD W & FAY A	2359 LEGION AVE N	55042	\$ 6,000.00
21	SMITH ADAM D	2329 LEGION AVE N	55042	\$ 6,000.00
22	JOHNSON SCOTT & JUDITH A	2320 LEGION AVE N	55042	\$ 6,000.00
23	BUCHECK DAVID J & ANN M	2301 LEGION AVE N	55042	\$ 6,000.00
24	BERNIER RICHARD A TRS & LINDA K BERNIER TRS	2257 LEGION AVE N	55042	\$ 6,000.00
25	BARTHOLOMEW CHERYL A & MICHAEL	2229 LEGION AVE N	55042	\$ 6,000.00
26	DURAND MARY JEAN TRS	11332 20TH ST N	55042	\$ 30,000.00
27	FAIRROW RICHARD S & SARAH M	2075 LEGION AVE N	55042	\$ 6,000.00
28	COOK CHRISTOPHER P & KAREN F	11120 20TH ST CT N	55042	\$ 6,000.00
29	JUNKER JEROME E & SANDRA L TRS & SANDRA L JUNKER T	11130 20TH ST CT N	55042	\$ 6,000.00
30	BURNS JAMES A & BETH R	11140 20TH ST CT N	55042	\$ 6,000.00
31	MORGAN DIANE TRUDEAU	11150 20TH ST CT N	55042	\$ 6,000.00
TOTAL				\$ 210,000.00

2014 STREET IMPROVEMENTS
MANNING TRAIL NORTH
PRELIMINARY ASSESSMENT ROLL

NO.	NAME	ADDRESS	PID	AMOUNT
1	TARTAN PARK LLC	11455 20TH ST N	02502921120001	\$ 95,800.00
2	SELINSKI MICHAEL JOSEPH	1875 MANNING TRL N	02502921110001	\$ 3,200.00
3	NORMA L VALERI	1957 MANNING TRL N	02502921110003	\$ 3,200.00
4	BEAN ROBERT D	1985 MANNING TRL N	02502921110002	\$ 3,200.00
5	KIEKHAFFER ALLEN L & MARCELLA	2040 MANNING TRL N	02402921440006	\$ 3,200.00
6	ZWIEFFEL MICHAEL P & COLLEEN M MORAN	2055 MANNING TRL N	02402921440017	\$ 3,200.00
7	PEARSON RICHARD M & ANNE K	2101 MANNING TRL N	02402921440018	\$ 3,200.00
8	SULLIVAN KOLLEEN F	2270 MANNING TRL N	02402921440003	\$ 3,200.00
9	BIRD JAYNE E & RONALD E	2244 MANNING TRL N	02402921440005	\$ 3,200.00
10	SCHMIDT LILLIAN M	2296 MANNING TRL N	02402921410001	\$ 3,200.00
TOTAL				\$ 124,600.00

2014 STREET IMPROVEMENTS
DEER POND COURT AND TRAIL NORTH
PRELIMINARY ASSESSMENT ROLL

NO.	NAME	ADDRESS	PID	AMOUNT
1	WALMAR BEVERLY & JACK TRS	8203 HIDDEN BAY	0902921320020	\$ 6,400.00
2	BROSSART DIANE S	8206 DEER POND	0902921320003	\$ 6,400.00
3	KRINGS MICHAEL R & PATRICIA A	8220 DEER POND	0902921320004	\$ 6,400.00
4	BRENGEN JOHN H & EMILY E	8260 DEER POND	0902921310022	\$ 6,400.00
5	CAPELING LAWRENCE L & YVONNE	8281 DEER POND	0902921340004	\$ 6,400.00
6	LARSON REUBEN A & GERALDINE R	8292 DEER POND	0902921310021	\$ 6,400.00
7	NICOSIA S CHRISTIAN & ROXANNE	8295 DEER POND	0902921340003	\$ 6,400.00
8	MODEAN JASON M & AMY L	8312 DEER POND	0902921310020	\$ 6,400.00
9	OSTARELLO BENJAMIN	8323 DEER POND	0902921340002	\$ 6,400.00
10	YARUSO GENTILE R JR & SHARON	8355 DEER POND	0902921340001	\$ 6,400.00
11	HOLDER VIRGINIA M TRS & J THOMAS MCHENRY TRS	8390 DEER POND	0902921310019	\$ 6,400.00
12	WALD LEON D & LORRAINE M	8401 DEER POND	0902921310028	\$ 6,400.00
13	JOHNSON DONNA M	8405 DEER POND	0902921310007	\$ 6,400.00
14	PETERSON CHARLES I & JUDITH	8233 DEER POND	0902921330018	\$ 6,400.00
15	BLANEY JAMES E & DAWN M	8237 DEER POND	0902921330019	\$ 6,400.00
16	FLANAGAN STEVEN J & SUSAN M	8239 DEER POND	0902921330020	\$ 6,400.00
17	SNELL JOHN B & JEANIE B	8241 DEER POND	0902921330014	\$ 6,400.00
18	BULTMAN PAUL A	8243 DEER POND	0902921330013	\$ 6,400.00
19	WILLIAMSON JUDITH C	8245 DEER POND	0902921330012	\$ 6,400.00
20	PEARSON RICHARD O & DIANE E	8247 DEER POND	0902921330011	\$ 6,400.00
21	LIPMAN ERIC L & KIMBERLY A	8249 DEER POND	0902921330010	\$ 6,400.00
22	CARLSON ERIC J & JANE L M	8251 DEER POND	0902921330009	\$ 6,400.00
23	SIERVEN GENE A & LORRAINE TRS	8255 DEER POND	0902921330008	\$ 6,400.00
TOTAL				\$ 147,200.00

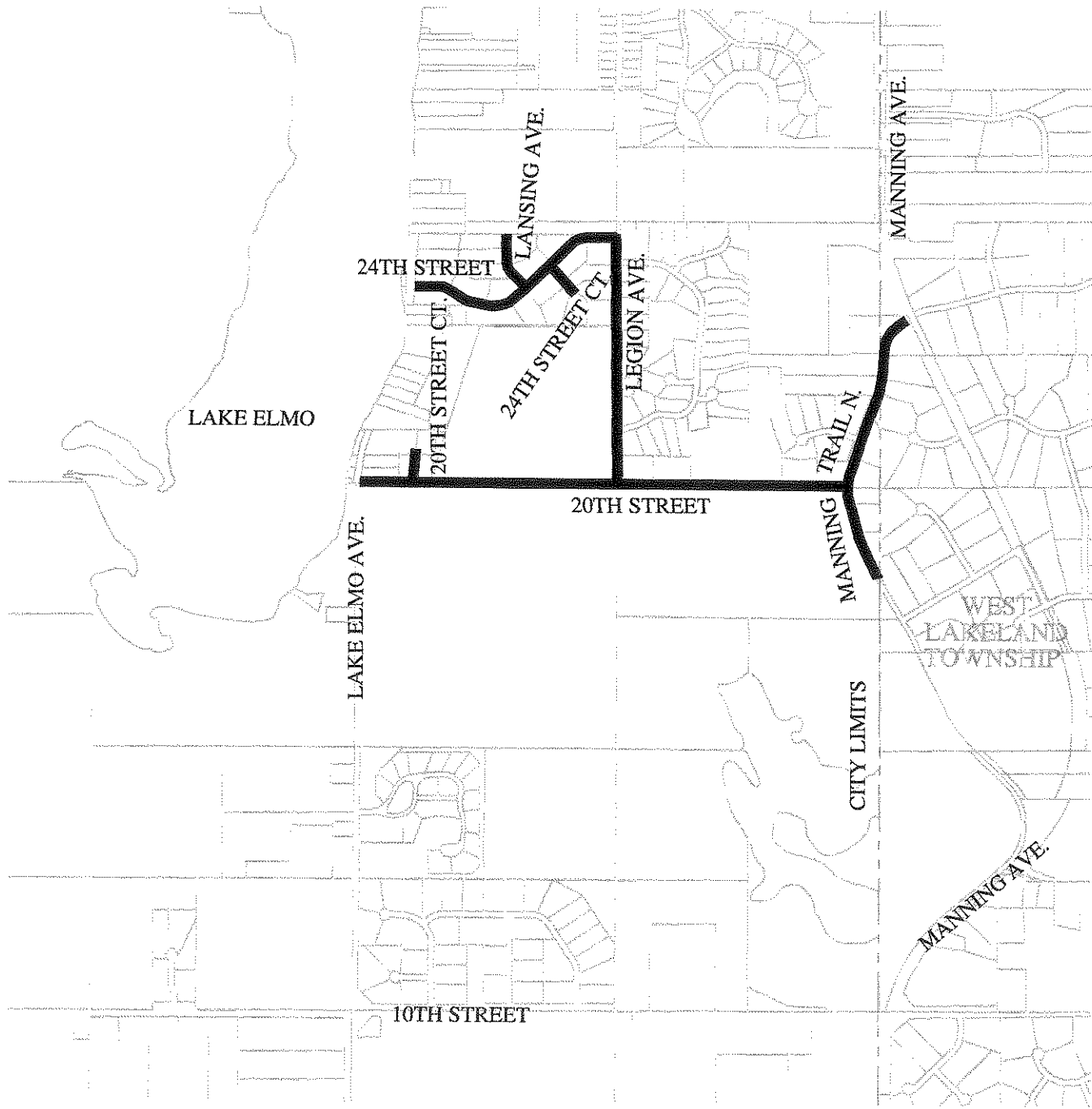
PROJECT SCHEDULE
CITY OF LAKE ELMO
2014 STREET IMPROVEMENTS
PROJECT NO. 2013.135

FOCUS ENGINEERING, inc.

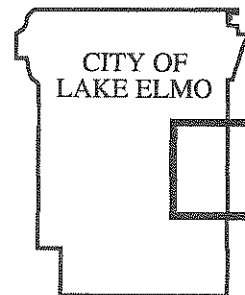
Cara Geheren, P.E. 651.300.4261
Jack Griffin, P.E. 651.300.4264
Ryan Stempski, P.E. 651.300.4267
Chad Isakson, P.E. 651.300.4283

DECEMBER 2013

October 1, 2013	Council authorizes Feasibility Report.
January 6, 2014	Presentation of Feasibility Report. Council accepts Report and Calls Hearing.
January 23, 2014	Property owner meeting. Presentation of Report findings and recommendations.
February 4, 2014	Public Improvement Hearing. Council orders Preparation of plans and specifications.
May 6, 2014	Council approves Plans and Specifications; Orders Advertisement for Bids.
May 29, 2014	Receive Contractor Bids.
June 17, 2014	Council accepts bids and awards Contract.
July 8, 2014	Conduct Pre-construction Meeting and Issue Notice to Proceed.
October 10, 2014	Substantial completion (estimated 12-15 weeks).
November 21, 2014	Final completion.



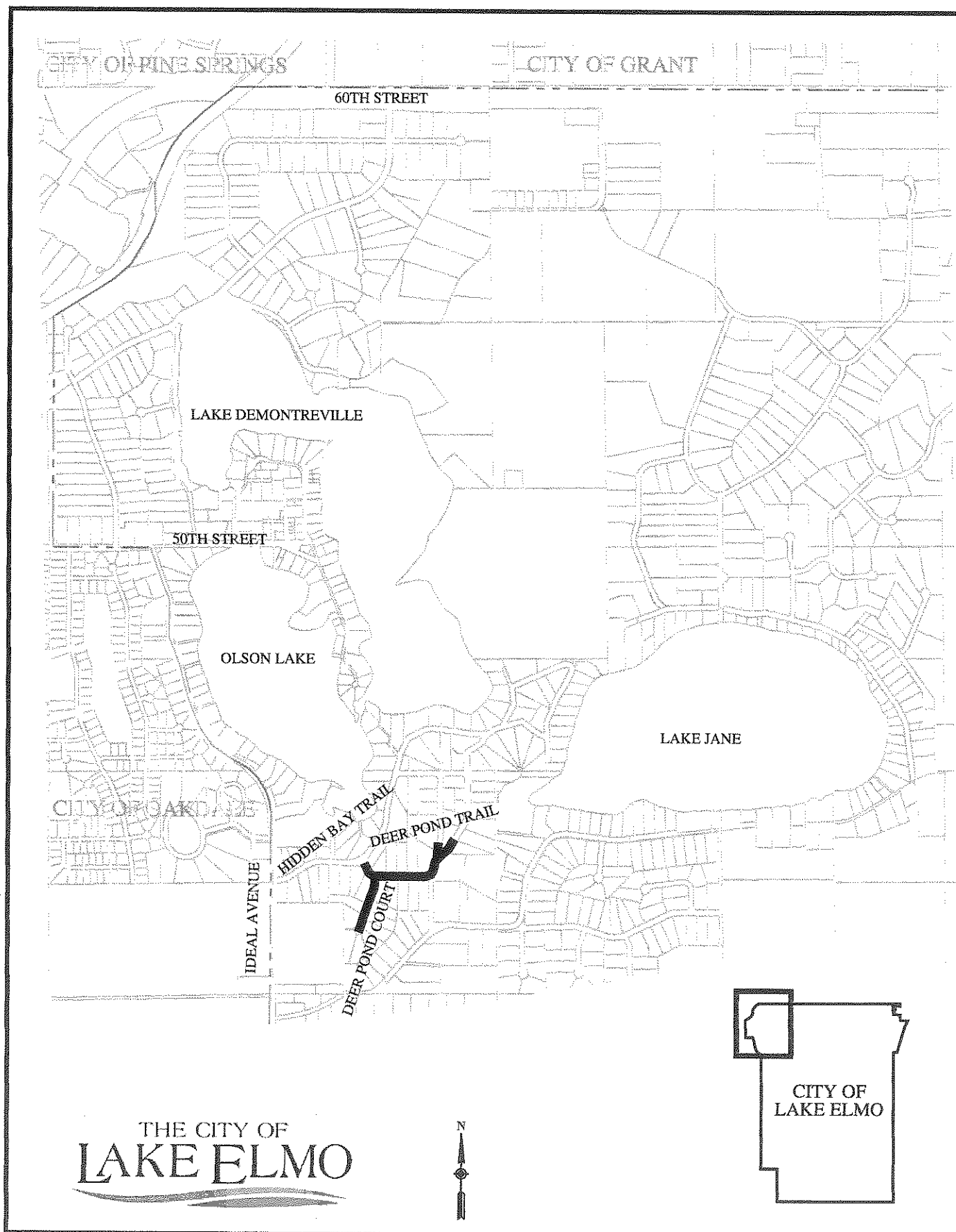
THE CITY OF
LAKE ELMO



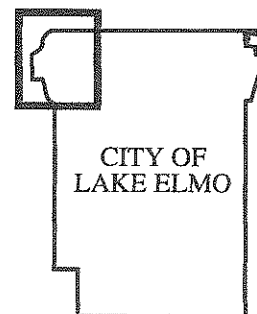
FOCUS
ENGINEERING

2014 STREET IMPROVEMENTS
PROJECT NO. 2013.135
DECEMBER, 2013

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



THE CITY OF
LAKE ELMO



FOCUS
ENGINEERING

2014 STREET IMPROVEMENTS
PROJECT NO. 2013.135
DECEMBER, 2013

FIGURE NO. 2

LOCATION MAP

DEER POND TRAIL N. AND DEER POND COURT N.

CITY OF LAKE ELMO, MINNESOTA

2014 STREET IMPROVEMENTS

PROJECT NO. 2013.135

DATE RECEIVED: JANUARY 22, 2014

PROPOSAL FEE SUMMARY - AS RECEIVED						
Consulting Firm	Total Engineering	Project Management	P&S	Bidding	Construction	Reimbursables
Bolton & Menk, Inc.	\$79,935	\$4,880	\$47,854	\$1,483	\$25,718	\$1,450
MSA Professional Services, Inc.	\$123,700	\$3,900	\$73,400	\$1,710	\$43,240	
SEH, Inc.	\$79,747	\$4,540	\$40,314	\$1,966	\$32,927	
Stantec, Inc.	\$99,800	\$2,458	\$64,173	\$1,843	\$31,326	
TKDA, Inc.	\$89,300		\$62,200	\$2,500	\$24,600	



MAYOR & COUNCIL COMMUNICATION

DATE: February 5, 2014

REGULAR

ITEM # 11

AGENDA ITEM: Easton Village Sketch Plan Review

SUBMITTED BY: Kyle Klatt, Community Development Director

THROUGH: Dean Zuleger, City Administrator

REVIEWED BY: Planning Commission
Nick Johnson, City Planner
Jack Griffin, City Engineer
Greg Malmquist, Fire Chief

SUGGESTED ORDER OF BUSINESS:

- Introduction of ItemCommunity Development Director
- Report/Presentation.....Community Development Director
- Questions from Council to Staff Mayor Facilitates
- Discussion/Comments..... Mayor & City Council

POLICY RECCOMENDER: Prior to submission of a preliminary plat for a new development, an applicant is required to first submit a sketch plan for review by the City. There is no formal action required by the City when a sketch plan is submitted, and rather this step in the subdivision process provides the Planning Commission, City Council, City Staff, and other boards/commissions with a chance to review and provide comments to the project proposer in advance of a formal request.

The Planning Commission reviewed the sketch plan at its January 27, 2014 meeting; the general comments from the Commission concerning the plan are summarized below.

FISCAL IMPACT: City review expenditures: review costs will be reimbursed through application or escrow fees. Public infrastructure – TBD; the applicant will need to prepare a plan for brining sewer and water to the site, public improvement costs will be the responsibility of the developer and will be more thoroughly considered with a developer's agreement.

SUMMARY AND ACTION REQUESTED: The City Council is being asked to review a sketch plan related to a proposed residential subdivision within the Village Planning Area. The proposed subdivision would be located on that portion of the Village located south of the railroad tracks immediately to the west of Manning Avenue and approximately ¼ mile north of 30th Street. The sketch plan includes 224 single-family residential homes on a total site area of close to 100 acres.

In accordance with the City's Subdivision Ordinance, a developer must submit a sketch plan for review by the Planning Commission which explains or illustrates the proposed subdivision and its purpose. The Planning Commission conducted its review of the sketch plan on January 27, 2014. In addition to the sketch plan and associated documents, the detailed Staff report to the Commission is also attached for review by the City Council.

Based on the City's process, no action is required on this item. A representative from Easton Village, LLC will be in attendance at the Council meeting and present the sketch plan to the Council.

LEGISLATIVE HISTORY/PLANNING COMMISSION REPORT: The attached Planning Commission report includes an overview of the proposed development in addition to Staff's general comments regarding the proposal. The City Engineer has also reviewed the sketch plan, and his comments are incorporated as part of the Planning Commission memorandum.

The Easton Village subdivision represents the first development proposal that has been submitted within the Village Planning Area. The project has been developed to comply with the densities approved in the Village Land Use Plan.

The Planning Commission reviewed the proposed sketch plan at its January 27, 2014 meeting. The Commission's general comments include the following:

- That the subdivision design is overly reliant on cul-de-sacs, and that this design was not consistent with the planned Village character. This opinion was not unanimous, and other Commissioner's indicated that the use of cul-de-sacs would help create a more desirable neighborhood.
- That the size of the proposed park area immediately south of the railroad tracks would not be large enough to accommodate the planned community park facilities.
- That some of the cul-de-sacs exceed the City's maximum permitted length as specified in the Subdivision Ordinance.
- That noise from the airport should be taken into consideration as the project moves through the review process.
- That storm water management is a major concern for this area, especially taking onto account the current drainage patterns that presently bisect the site. It was highly recommended that the applicant consult with the Valley Branch Watershed District because

this area drains into the Down's Lake inland basin. The Commission also questioned how the ponds would be designed to minimize potential water fowl conflicts with the airport.

- That the proposed parkway design should include a planting strip with trees in the middle.
- That the City consider tying the Village Parkway back into Lisbon Avenue instead of the alignment depicted.

BACKGROUND INFORMATION (SWOT):

- | | |
|----------------------|---|
| Strengths | <ul style="list-style-type: none">• The proposed project is consistent with the residential densities proposed in the Comprehensive Plan.• The project is located in relatively close proximity to the Village sewer lift station off of 30th Street.• The developer is proposing a phased approach to development that avoids short-term development of land within existing airport safety zones. |
| Weaknesses | <ul style="list-style-type: none">• Certain elements of the plan either need to be further reviewed or revised in order to ensure consistency with the Village Land Use Plan. |
| Opportunities | <ul style="list-style-type: none">• Construction of the first segment of the Village Parkway.• The proposed project could help facilitate a larger public infrastructure project to bring water and sewer service into the Village.• Expansion of Reid Park, along with the potential for new trails/access to the park. |
| Threats | <ul style="list-style-type: none">• Airport zoning could have implications on development to the north.• The proposed railroad crossing will need to be approved by the Union Pacific railroad in order for the Village Parkway to be constructed as planned.• The City must update the AUAR for the Village environmental review document to remain valid beyond this year.• Potential impacts to an existing residential property adjacent to the project area.• The site is located in the lower portion of the Village drainage system, and work upstream could have an impact on the subject property. |

RECOMMENDATION: No recommendation or action is required for a sketch plan review.

ATTACHMENTS:

1. Planning Commission Report – 1/27/14
2. Application Form
3. Concept Plan Narrative
4. Easton Village Sketch Plan
5. Existing Conditions Map
6. Topographic Survey – Easton Village, LLC Parcels
7. Future Village Land Use Map (Map 3-3 from Comprehensive Plan)
8. Letter from Metropolitan Airports Commission
9. Letter from Washington County
10. Planning Commission Draft Minutes – 1/27/14



PLANNING COMMISSION

DATE: 1/27/14

AGENDA ITEM: 5A – PUBLIC HEARING

CASE # 2014-02

ITEM: Easton Village Sketch Plan Review

SUBMITTED BY: Kyle Klatt, Community Development Director

REVIEWED BY: Nick Johnson, City Planner
Jack Griffin, City Engineer
Greg Malmquist, Fire Chief

SUMMARY AND ACTION REQUESTED:

The Planning Commission is being asked to review a sketch plan related to a proposed residential subdivision within the Village Planning Area. The proposed subdivision would be located on that portion of the Village located south of the railroad tracks immediately to the west of Manning Avenue and approximately ¼ mile north of 30th Street. The sketch plan includes 224 single-family residential homes on a total site area of close to 100 acres. Because this is a sketch plan review, there is no formal action required by the Commission

GENERAL INFORMATION

Applicant: Easton Village, LLC (Tom Wolter); 2140 West County Road 42, Burnsville, MN

Property Owners: Same as Applicant

Location: Part of Sections 12 and 13, Township 29 North, Range 21 West in Lake Elmo, north of 30th Street, west of Manning Avenue, and south of the Union Pacific railroad right-of-way. PID Numbers 13.029.21.14.0002, 13.029.21.41.0001, and 13.029.21.42.0001.

Request: Sketch Plan Review

Existing Land Use: Agriculture, Woods/Natural Vegetation

Existing Zoning: RT – Rural Transitional Zoning

Surrounding Land Use: North – vacant/agricultural land; west – single family home, City park, natural vegetation; south – vacant/agricultural land; east – Lake Elmo Airport (Baytown Township)

Surrounding Zoning: RT – Rural Transitional; PF – Public and Quasi-Public Open Space

Comprehensive Plan: Village Urban Low Density Residential (1.5 - 2.5 units per acre)

Proposed Zoning: LDR – Urban Low Density Residential

History: Property was included in Village Planning Area boundary and municipal sewer service area as defined in the 2013 Village Land Use Plan. Site has historically been used for farming activities, including the growing of agricultural crops.

Deadline for Action: N/A – No action required by City

Applicable Regulations: Article 10 – Urban Residential Districts (LDR)

REQUEST DETAILS

The City of Lake Elmo is in receipt of a sketch plan from Easton Village, LLC related to a proposed residential subdivision that would be located within the southern portion of the Village Planning Area as defined in the Comprehensive Plan. This subdivision represents the first sewer project within the Village area, and the first that would be authorized to proceed under the general direction and mitigation requirements of the Village AUAR (environmental review). The applicant is proposing to construct 224 single family homes as part of the project, all of which would be located south of the railroad tracks that cut through the middle of the Village area. The applicant also owns land north of the railroad tracks, but is not proposing any development in this area as part of the current request.

In addition to the residential homes, the proposed project will include the construction of the initial leg of the Village Parkway minor collector road segment, which will eventually provide a connection between Highway 5 and 30th Street in the eastern side of the Village area. Because the applicant's property does not directly connect to 30th Street, they are proposing to construct an access to Manning Avenue as part of the project. The other significant elements of the plan include dedicated parkland in the northwestern portion of the site, a smaller area of open space that would connect to Reid Park in the southwest part of the subdivision, and a larger area of green space along Manning Avenue that would be used for storm water infiltration.

The Lake Elmo Subdivision Ordinance specifies that as part of the pre-application process for a new subdivision, the applicant must first submit a Sketch Plan for review by the Planning Commission. The Ordinance notes that the purpose of the Sketch Plan review is as follows:

***Sketch plan.** In order to ensure that all applicants are informed of the procedural requirements and minimum standards of this chapter and the requirements or limitations imposed by other city ordinances or plans, prior to the development of a preliminary plat, the subdivider shall meet with the Planning Commission and prepare a sketch plan which explains or illustrates the proposed subdivision and its purpose. The Planning Commission shall accept the information received, but take no formal or informal action which could be construed as approval or denial of the proposed plat.*

Based on this wording, the Planning Commission is not being asked to take any formal action as part of its review other than to accept the information received. Staff has completed an internal review of the sketch plan, and general comments from Staff are included in this memorandum.

BACKGROUND

The proposed sketch plan is located within the Village Planning Area and is therefore located within the one of the City's sewer service areas. The Comprehensive Plan guides this area as urban low density residential at a density of 1.5 to 2.5 units per acre, which is consistent with the residential land use classification used for areas further away from the core of the Village. The applicant is proposing to build 224 homes over a land area of 98 acres, which results in a gross project density of approximately 2.29 units per acre, which falls within the guidance range of the City's plan. Given its

location within the Village Planning Area, there are several issues and details that will need to be resolved for the proposed project to move forward. Most critically, the project falls under the scope of the AUAR Mitigation Plan, and the components of this plan that may be relevant to the applicant's project must be addressed at the preliminary platting stage. Staff has provided comments where appropriate in following section to identify elements of the plan that will need to be further addressed before a submission of a preliminary plat.

The applicant's submission to the City includes the following components:

- *Concept Plan Narrative.* The attached narrative includes a general overview of the project with additional details concerning the proposed density, open space, phasing, streets and trails, and utilities associated with the project.
- *Concept Plan.* The sketch plan includes a proposed configuration of roads, lots, and other public spaces on the applicant's site. While the plan provides no specific dimensions for the various lots and streets, all parcels and roads have been designed to confirm to the City's standards and ordinances. The general lot sizes of 9,000 square feet meets the City's requirements for the LDR – Low Density Residential zoning district.
- *Existing Conditions.* The applicant has provided an aerial image with a topographic overlay depicting the existing conditions of the site. Other than the wooded areas on the eastern most portion of the site, the site is relatively flat and open. There is one existing home located off of the eastern project boundary which presently is accessed via a private driveway that crosses the railroad tracks and connects to Upper 33rd Street in the Village.

The Staff review comments that follow are all based on conducting a very high level review of the concept plan since there is not a lot of detailed information that is required at this stage in the development process. Staff has instead focused on the bigger picture items and those things that would otherwise not allow the development to move forward if they contrasted with elements from the Comprehensive Plan, Village AUAR Mitigation Plan, or the City Code.

STAFF REVIEW COMMENTS:

Members of the Community Development, Public Works, Engineering, and Fire Departments have reviewed the proposed sketch plan and provided comments in the following areas:

- *Land Use:* The proposed sketch plan appears to generally conform to the City's future land use plan for this portion of the Village Planning Area in terms of the proposed single family development and related densities at around 2 units per acre. There are some aspects of the plan as presented that do not address certain elements from the land use plan that are specific to the Village area. Staff would like to see the future plan submissions for this site address three important components from the Comprehensive Plan:
 - Planning for development at a "village" scale rather than a "suburban" scale, recognizing the existing character of the Old Village. Although the layout of the proposed subdivision will be be constricted by the location of the railroad right-of-way, Manning Avenue, and Village Parkway, the design, which makes heavy use of cul-de-sacs, could be revised to provide more internal connections between streets

and to promote a more distinct feel for the neighborhood that sets it apart from a typical suburban development.

- Connectivity - fostering connections between residential areas and maintaining continuity between residential areas as opposed to planning for distinct and separate residential neighborhoods. The sketch plan includes a trail connection along the Village Parkway, but does not depict any other internal trails or sidewalks that will help connect this area to other portions of the City. Again, Staff recognizes the limitations that the railroad poses, but would like see these features included in future plan submissions. For instance, there should be direct connections from internal sidewalks back to the Village Parkway trail system.
- Planning for trail connections into Reid Park. Reid Park has been identified as a significant amenity for this area, and the proposed development should provide for pedestrian and bicycle access to the park.
- ***Village Guiding Principles.*** The Village Land Use Plan incorporated the 13 guiding principles from the Village Master Plan. Of these principles, Staff has found that at least four will apply to the proposed Easton Village, including:
 - Principle 1 - Evoke a sense of place: Build on existing assets to preserve the small town, rural character of Lake Elmo, maintaining the Old Village as the heart of the city.
 - Principle 2 - Balance natural and built systems: Integrate development within a green framework of parks, trails and the open space greenbelt.
 - Principle 7 - Improve connectivity: Provide a balanced network for movement that links local neighborhoods and Village Area attractions with city-wide and regional systems, paying equal attention to cars, bicycles, pedestrians and transit.
 - Principle 11 - Become a great model: Encourage other communities to ‘raise the bar’ by demonstrating low impact development, best practices and sustainability.
- ***Lake Elmo Theming Study.*** As Easton Village, LLC moves forward with the preparation of a preliminary plat, Staff is strongly encouraging the applicant to incorporate elements from the Lake Elmo Theming Study into the design of the project. The inclusion of various theming elements would help address some of the concerns noted above, especially, those that relate to creating a sense of place.
- ***Density:*** The proposed sketch plan includes calculations for the gross density numbers, and these numbers appear to fall within the allowed range as specified in the Comprehensive Plan. The applicant should provide a net density calculation in order to verify compliance with the Comprehensive Plan.
- ***Zoning.*** The City recently adopted new urban development districts, including urban low density, medium density, and high density residential zoning districts. In general, the sketch plan has been designed to comply with the low density district standards in regards to lot

area, setbacks, and other dimensional standards. The overall lot average of around 9,000 square feet is consistent with the LDR district requirements. The City has not adopted any special zoning for the Village Residential areas, and Staff is recommending that the City rezone applicant's site to LDR at the time of preliminary plat review.

Existing Residential Parcel. There is an existing 5.15 acre parcel owned by Elizabeth Miner and Scott Lampert that abuts the western edge of the proposed subdivision. This parcel is occupied by an existing residential structure that is accessed via a private driveway that crosses the land owned by Easton Village, LLC and continues north across the railroad tracks. Because the City will need to close this private crossing in order to build a new public crossing at the Village Parkway, the proposed subdivision must provide access to the home from one of the proposed public streets. Given the location of the existing driveway and easement, the developer will need to work with this property owner to determine the best location for future access.

The proposed sketch plan also shows that lots will be platted up against the Miner and Lampert property. Staff is recommending that a suitable buffer be established between the Easton Village lots and this parcel since this property is not guided for additional development. The comments concerning natural resource areas apply to this portion of the site as well.

Natural Resource Areas. The Village AUAR included an analysis of ecologically sensitive areas within the planning area, and a portion of the primary ecological areas are found along the western boundary of the applicant's property. The proposed subdivision should take these areas into consideration, and Staff is recommending that the subdivision plans document minimal impact to these areas. In particular, Staff is recommending that no grading or other land disturbance take place on areas that have been identified as steep slopes.

Wetlands. The National Wetland Inventory and Valley Branch Watershed District wetland maps show a "Management Class 2" wetland in the middle of an area that is proposed for residential lots. The applicant will need to demonstrate compliance with federal and watershed district requirements related to wetlands as part of any future platting submissions.

- ***Parks and Open Space.*** The Village Land Use plan identifies an area in the extreme southwest portion of the proposed subdivision that is guided as a natural resource preservation area. Staff is recommending that the City accept this area, which is shown as open space on the sketch plan, as part of the required park land dedication for the subdivision. As noted above, this open space area may need to increase slightly in order to protect this ecologically sensitive area. The Land Use Plan also calls for a larger community park that would be located both to the north and south of the railroad right-of-way. It does not appear that the sketch plan provides enough dedicated land to achieve the community's goal for a community park complex. Please note that the Park Commission will be reviewing the sketch plan at its upcoming meeting and will be providing more specific direction to the applicant concerning park land dedication at this time.
- ***Sidewalks and Trails.*** The sketch plan does not provide a lot of detail concerning sidewalks, and shows only general locations for the proposed trails within the development. Staff is

recommending, as a general rule, that the City require the provision of sidewalks on at least one side of the street in all single family areas, and sidewalks on both sides of the street in multi-family areas. Staff is also recommending that the plans be updated to incorporate a trail connection to Reid Park, either directly from the applicant's land or through a connection to the future subdivision to the south. In addition, Staff is recommending that a trail connection be provided to a planned County trail on Manning Avenue. As the City and Village land owners continue to pursue options for extending sewer to the northern portions of the Village, there also may be some opportunities to build trails along a future sewer alignment.

Staff is further recommending that an 8-foot multi-use trail be provided on the west side of the Village Parkway minor collector road in addition to a sidewalk on the east side of this road.

- ***Buffer Areas/Green Belt.*** The Village Land Use plan includes a green belt corridor along the periphery of the planning area in addition to the natural resource preservation area mentioned above. The sketch plan provides a buffer along Manning Avenue that varies from 70 feet to 240 feet in width where residential homes are present. The Village plan did not include a specific dimension for the buffer, and instead noted that any such open space would be determined as specific development projects came forward. The extreme northeastern portion of the site is located within an airport safety zone and the proposed green belt/open space plan incorporates this area as part of the open space.
- ***Subdivision Review Process.*** In order to proceed with the subdivision of the land included in the sketch plan area the applicant will need to next prepare a preliminary plat application. At this stage there is much more information required as part of the submission process, which also requires a public hearing. Easton Village, LLC has indicated that they would like to proceed with this review in early 2014 with the objective of building homes later this year.
- ***Public Utilities.*** The applicant will need to prepare a plan for extending sewer and water services to the site as part of a preliminary plat submission for the subdivision.
- ***Landscaping.*** The applicant has not provided any details concerning landscaping for the site, which must be submitted at the time of preliminary plat submission. The applicant will also need to submit a tree preservation and protection plan as part of this application. Staff is encouraging retention of the trees located along the southerly property line as part of the landscape plan.

Streets/Manning Avenue Access. The County has reviewed the sketch plan and noted that the proposed access to Manning Avenue would be acceptable. The developer should be aware that the County will require improvements to Manning Avenue in order for this connection to be made. The County has also requested that the developer plat a portion of the required right-of-way for Manning Avenue as part of the Easton Village subdivision, and that restricted access be provided along Manning Avenue as well. Staff has noted that some of the cul-de-sacs exceed the City's maximum length for such streets.

Village Parkway. The City is working to develop a standard cross section for this road using an 80-foot right-of-way for the design. The developer will be provided with this information

when it is available. Staff is also working to prepare a formal request to the Union Pacific Railroad to create the new Village crossing as depicted in the City's land use plan. Because this process could take some time, the applicant will be encouraged to develop a plan that could address the potential loss of this proposed crossing.

- ***Environmental Review.*** The proposed Easton Subdivision is located within the area covered by the Village AUAR. As such, the City and the developer will need to comply with the AUAR Mitigation plan that was adopted with the Final AUAR. The most critical elements of the Mitigation Plan that must be addressed include the following:
 - *Airport Zoning.* The City is working to develop an airport zoning ordinance that will address concerns regarding airport safety zones, noise, and other matters addressed in the AUAR. Because the proposed subdivision is located outside of any regulatory safety zones (where no building is allowed), Staff is comfortable with this particular subdivision moving on through the platting process. Comments from the Metropolitan Airports Commission area included as part of the Planning Commission packet.
 - *Railroad Noise.* The AUAR specifies that that adequate separation and buffering will be required between the railroad line and any new houses. The proposed subdivision will need to address these concerns.
 - *Storm Water Management.* The storm water management plan for Easton Village will need to meet the AUAR requirements in addition to City ordinances and Valley Branch Watershed District standards.
 - *Natural Resource Areas.* Preservation of the primary ecological areas is encouraged as noted above.
 - *Transportation.* The developer is not proposing any streets or connections that are inconsistent with the AUAR. As the Village continues to develop, the City will need to consider the broader transportation network to ensure that needed improvements are being made.
 - *Potential Environmental Hazard Sites.* There is one identified potential hazard site on or near the applicant's property. This may need to be investigated further by the applicant prior to development of the subdivision.
- ***Northern Natural Gas Line/Distribution Facility.*** The Easton Village site is bisected by a natural gas transmission line and a larger distribution facility. The City will be seeking comments from Northern Natural Gas concerning the proposed subdivision. Access will need to be provided to the distribution site.
- ***City Engineer Review.*** The City Engineer's comments have generally been included with the other Staff comments above. The Engineer did note that he would need to see additional details before commenting on any proposed storm water management plan, and in particular, questioned how storm water runoff would be directed by applicant.

- **Fire Chief Review.** The Fire Chief has asked that the roads within the development be designed in accordance with Minnesota Fire Code standards.

RECCOMENDATION:

Staff is recommending that the Planning Commission accept the sketch plan provided by Easton Village, LLC for a 224 unit housing development that would be located within the Village Planning area.

ATTACHMENTS:

1. Application Form
2. Concept Plan Narrative
3. Easton Village Sketch Plan
4. Existing Conditions Map
5. Topographic Survey – Easton Village, LLC Parcels
6. Future Village Land Use Map (Map 3-3 from Comprehensive Plan)
7. Letter from Metropolitan Airports Commission
8. Letter from Washington County

ORDER OF BUSINESS:

- Introduction Community Development Director
- Report by Staff Community Development Director
- Questions from the Commission Chair & Commission Members
- Open the Public Hearing Chair
- Close the Public Hearing Chair
- Discussion by the Commission Chair & Commission Members
- Action by the Commission Chair & Commission Members

Date Received: _____
Received By: _____
Permit #: _____



651-747-3900
3800 Laverne Avenue North
Lake Elmo, MN 55042

LAND USE APPLICATION

- ☐ Comprehensive Plan ☐ Zoning District Amend ☐ Zoning Text Amend ☐ Variance*(see below) ☐ Zoning Appeal
☐ Conditional Use Permit (C.U.P.) ☐ Flood Plain C.U.P. ☐ Interim Use Permit (I.U.P.) ☐ Excavating/Grading
☐ Lot Line Adjustment ☐ Minor Subdivision ☒ Residential Subdivision Sketch/Concept Plan

Applicant: Easton Village LLC
Address: 2140 W County Road 42 Burnsville MN 55337
Phone # 952-292-0046
Email Address: Tom@Walter-mn.com

Fee Owner: Same as above
Address: _____
Phone # _____
Email Address: _____

Property Location (Address and Complete (long) Legal Description: _____

Detailed Reason for Request: _____
Residential Sketch Plan Review

*Variance Requests: As outlined in Section 301.060 C. of the Lake Elmo Municipal Code, the applicant must demonstrate practical difficulties before a variance can be granted. The practical difficulties related to this application are as follows:

In signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the Zoning ordinance and current administrative procedures. I further acknowledge the fee explanation as outlined in the application procedures and hereby agree to pay all statements received from the City pertaining to additional application expense.

Signature of applicant: Tom Walter Date: Dec 31, 2013

City Use Only

Planning: Zoning District: _____ Date: _____

Reviewed by: _____ Date: _____

Subject to the following conditions: _____

Engineering: Reviewed by: _____ Date: _____

Subject to the following conditions: _____

Easton Village

Lake Elmo, Minnesota

12-31-2013

Concept Plan

CONCEPT PLAN NARRATIVE

December 31, 2013

The project property consists of 98 acres located along the west side of Manning Avenue North about a quarter mile south of Highway 5 and bordered on the north by railroad tracks. The property is owned by Easton Village, LLC. The property is currently used for farming practices. The property is currently identified as Low Density Residential in the Comprehensive Plan, Planned Land Use section. No change is required or requested of the Comprehensive Plan designation.

DENSITY/LOTS

The density of the project is 2.29 units per acre of gross area, below the maximum allowed by the Comprehensive Plan of 2.5 units per acre. The typical lot size as shown is 65 feet wide and 140 feet in length, providing a typical lot area of 9,100 square feet. Minimum Lot area allowed is 8,000 square feet. All of the lots will meet or exceed the minimum standards. No variances or exceptions are anticipated. Two park areas are identified as part of this concept. One park will be provided as part of the first phase of the project.

OPEN SPACE

The concept plan includes a large amount of open space and park area. Approximately 24.7% of the project is either defined as park or open space. The area along Manning Avenue North will provide for buffering of 100 feet or more, with ponds, berms and landscaping of this area.

PHASING

The phasing of the project is anticipated to begin with approximately one fifth of the lots on the south eastern portion, and move to the north and west with each additional phase. The entire site is planned to be mass graded to allow for proper drainage for all phases of the project.

STREETS/TRAILS

The street design will meet the City Standard width and section. This will feature concrete curb and gutter with bituminous surfacing. The trails shown on the plan are proposed to be

EASTON VILLAGE
CONCEPT NARRATIVE
Page 2 of 2

bituminous surface 8 feet wide and provide a regional link through the site. Sidewalks will be provided on one side of the streets as required by City Standards.

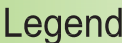
UTILITIES












The home sites will be served with City Sewer and City Water from the new lift station and existing water main systems that will be extended to the property limits of this site as discussed with City Staff. The storm water facilities will be designed in accordance with the requirements of the Watershed District.

12-31-2013

Easton Village
Lake Elmo, Minnesota
12-31-2013
Concept Plan

The map illustrates the Easton Village development, featuring a central area of yellow-colored single-family residential lots. A winding road system with several cul-de-sacs is shown within this residential zone. To the north of the residential area is a green-colored park area labeled "Park 5.6 Acres". A purple line representing the "Union Pacific Railroad" runs diagonally across the upper portion of the map. Two orange-colored areas are labeled "Future Phase". To the east of the residential area is a blue-colored water body. In the bottom right corner, a small green area is labeled "Park 0.5 Acres". The map is overlaid on an aerial photograph, and a dashed line indicates the project boundary. The text "Single Family Residential" appears twice within the yellow lot areas.



- 
PROPOSED SINGLE FAMILY RESIDENTIAL
 (65-FT WIDE LOTS MIN.)
 - 
FUTURE MULT-FAMILY
 - 
FUTURE SINGLE FAMILY RESIDENTIAL
 (70-FT WIDE LOTS MIN.)
 - 
PROPOSED OPEN SPACE
 - 
PROPOSED PONDING AREA
 - 
PROPOSED ROADWAY
 (28-FT B-B, 60-FT ROW)
 (32-FT B-B, 80-FT ROW COLLECTOR)
 - 
PROPOSED PARK AREA
 - 
EXISTING WETLAND (APPROX.)
 - 
AIRPORT SAFETY ZONES
 - 
PROPOSED 8-FT BIT. TRAIL
 - 
PROPOSED PARCEL LINE

Development Data

Total Site Area	+/- 98.0 Acres
Park & Open Space	+/- 24.2 Acres
Single Family Homes	224
Proposed Gross Density	2.29 Units Per Acre

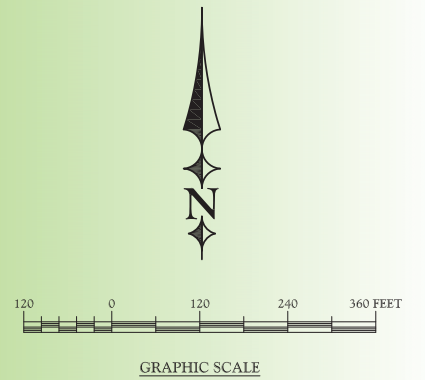
ERICKSON CIVIL
303 North Main Street, Suite 202, Stillwater, Mn 55082
Phone 612.309.3804 www.tericksonllc.com

Easton Village

Lake Elmo, Minnesota

12-31-2013

Existing Conditions

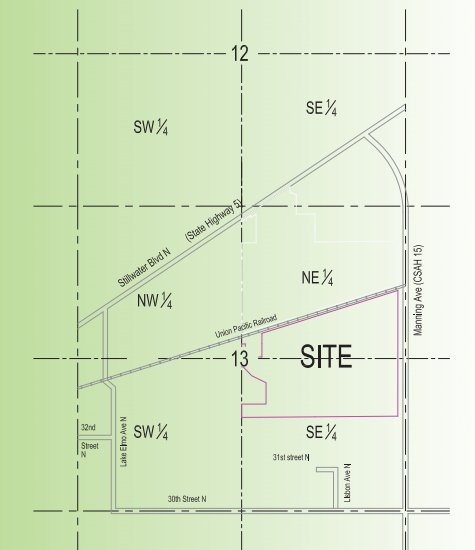


Legend

- EXISTING PARCEL BOUNDARY
- EXISTING WETLAND (APPROX.)
- AIRPORT SAFETY ZONES
- EXISTING 2-FT CONTOUR

Site Location Map

Section 12 & 13, T29N - R21W
Washington County, Minnesota



ERICKSON CIVIL
303 North Main Street, Suite 202, Stillwater, Mn 55082
Phone 612.309.3804 www.tericksonllc.com

TOPOGRAPHIC SURVEY
HUTCHINSON PARCEL
LAKE ELMO, MN

Folz, Freeman, Erickson, Inc.
LAND PLANNING • SURVEYING • ENGINEERING
12445 55th STREET NORTH
LAKE ELMO, MINNESOTA 55042
Phone (651) 439-8833 Fax (651) 430-9331

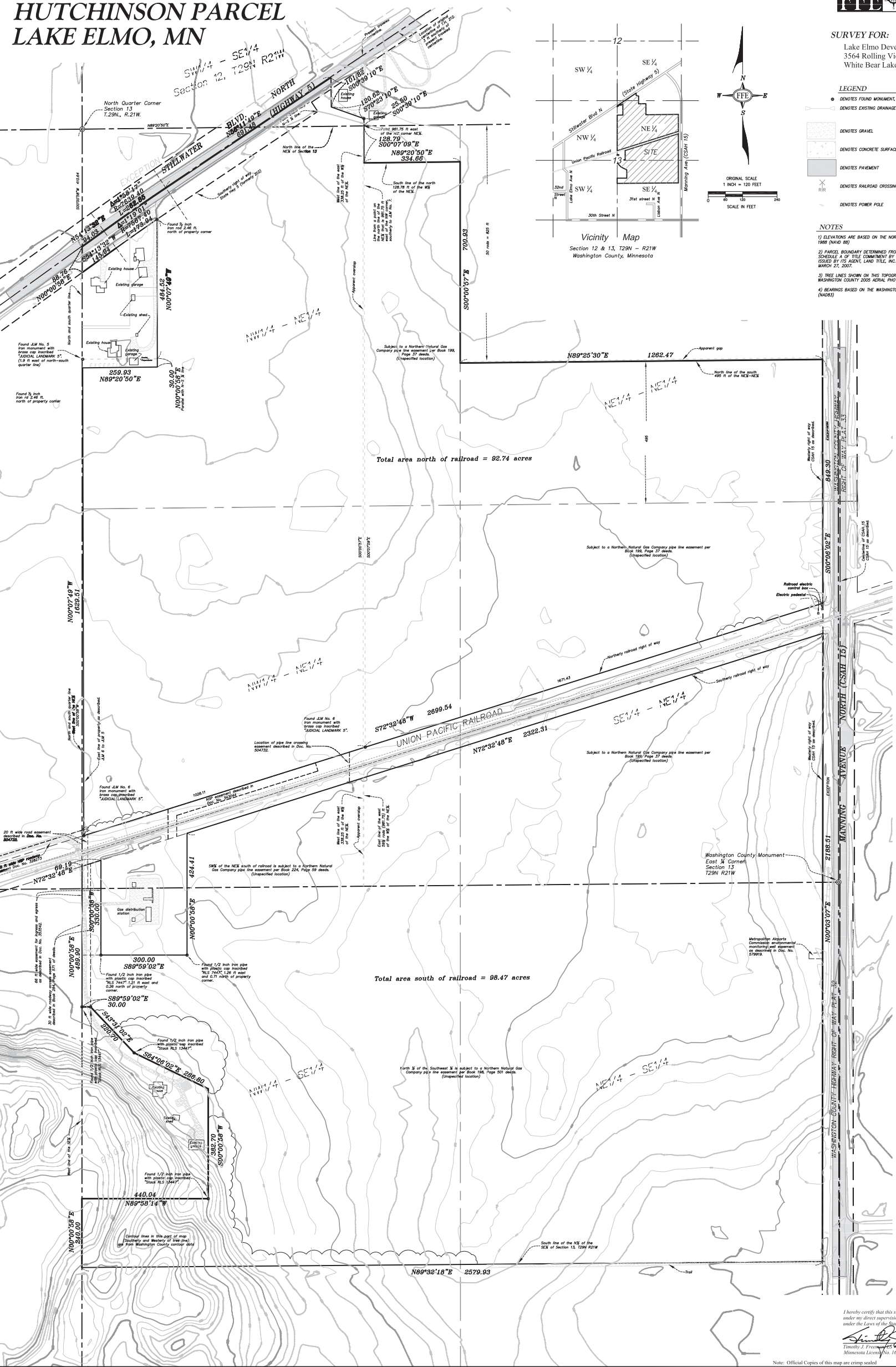
SURVEY FOR:
Lake Elmo Development Group, LLC
3564 Rolling View Drive
White Bear Lake, MN 55110

LEGEND

- DENOTES FOUND MONUMENT, SIZE AND MARKINGS AS INDICATED
- DENOTES EXISTING DRAINAGE PIPE
- DENOTES GRAVEL
- DENOTES CONCRETE SURFACE
- DENOTES PAVEMENT
- ✕ DENOTES RAILROAD CROSSING SIGN
- DENOTES POWER POLE

NOTES

- ELEVATIONS ARE BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88)
- PARCEL BOUNDARY DETERMINED FROM DESCRIPTION CONTAINED IN SCHEDULE A OF TITLE COMMITMENT BY CHICAGO TITLE INSURANCE COMPANY, ISSUED BY TO ADENI, LAND TITLE, INC. CASE NO. 287508, EFFECTIVE DATE MARCH 27, 2007
- TREE LINES SHOWN ON THIS TOPOGRAPHIC SURVEY ARE FROM WASHINGTON COUNTY 2005 AERIAL PHOTOGRAPHY.
- BEARINGS BASED ON THE WASHINGTON COUNTY COORDINATE SYSTEM (NAD83)

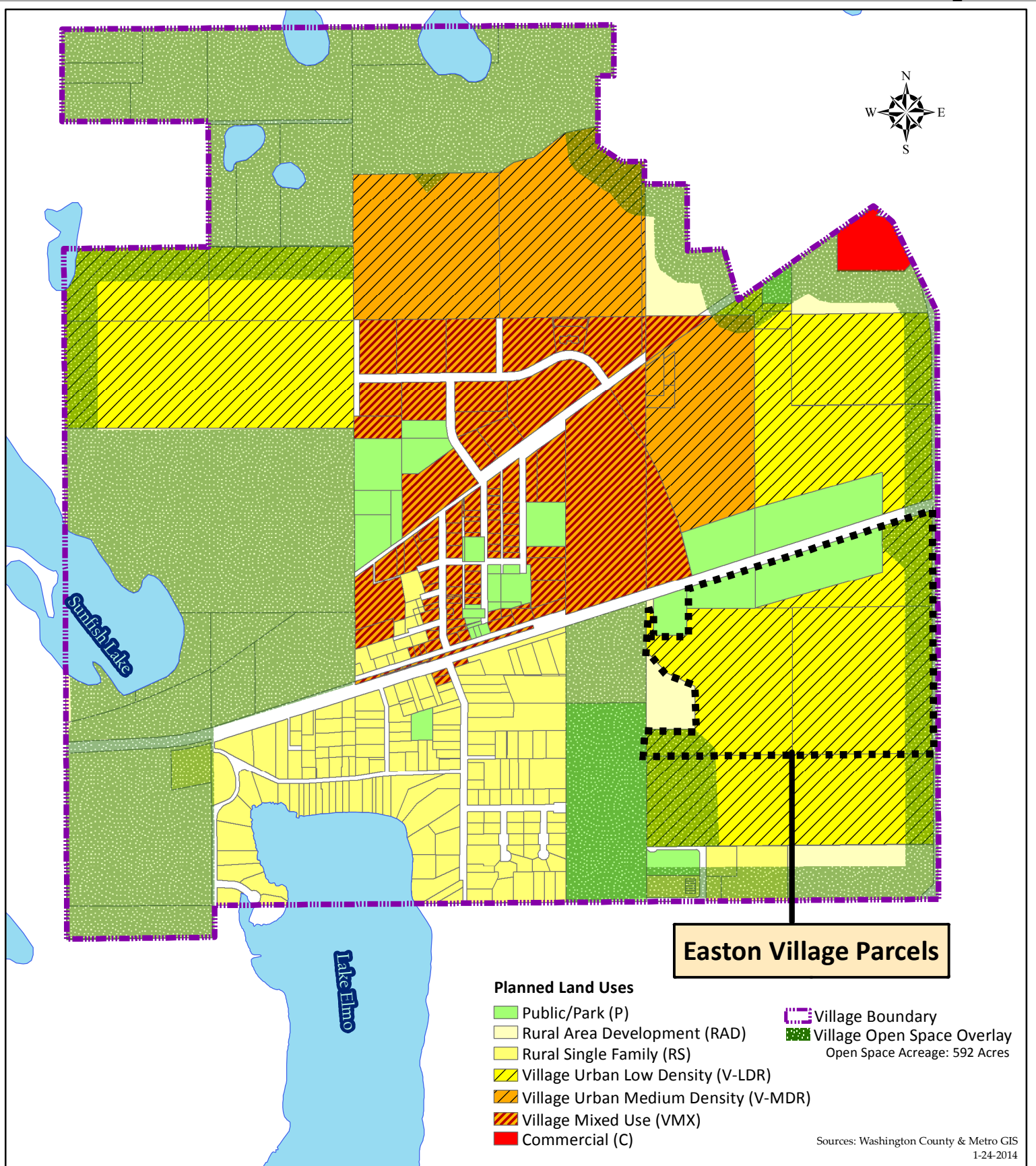


I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the Laws of the State of Minnesota.

Timothy J. Freeman
Minnesota License No. 16989

July 13, 2007
Date

Note: Official Copies of this map are crimp sealed



METROPOLITAN AIRPORTS COMMISSION

Minneapolis-Saint Paul International Airport

6040 - 28th Avenue South • Minneapolis, MN 55450-2799

Phone (612) 726-8100



January 23, 2014

Mr. Kyle Klatt
Planning Director
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042-9629

Re: Easton Village Concept Plan
Lake Elmo Airport

Dear Mr. Klatt:

The Metropolitan Airports Commission (MAC) has reviewed the Easton Village concept plan document slated for the City of Lake Elmo Planning Commission on January 27, 2014. We appreciate the opportunity to review the document, and offer the following comments.

Airport Over Flights and Noise

The proposed Easton Village development is located adjacent to the Lake Elmo Airport in an area that receives aircraft over flights. Although the 2005 and Forecast 2025 65 DNL Noise Contours do not appear to encompass any of the proposed residential parcels, several parcels in the northeast corner of the proposed development are located in close proximity to the Forecast 65 DNL Noise Contour line. (Residential development should not occur within the 65 DNL Noise Contour.) Moreover, it appears that eight (8) parcels will be located within, or touched by, the 2005 60 DNL Noise Contour and 37 will be located within, or touched by, the Forecast 2025 60 DNL Noise Contour. It is the MAC's experience that placing residential areas in such locations around airports can result in noise complaints and resident concerns about aircraft noise. The MAC requests that prospective Easton Village property buyers be provided information on the properties' locations relative to the airport and the related existence of aircraft operations over this area.

As is detailed in the Village Area AUAR record, the agreed upon maintenance of open space in the Runway 14 Runway Protection Zone (RPZ) is critical to the Lake Elmo Airport. The MAC appreciates and acknowledges that the proposed development is consistent with this requirement and will provide for the continuation of a clear area within the Runway 14 RPZ.

Mr. Kyle Klatt
January 23, 2014
Page 2

Water Quality – Surface Water Runoff

The concept plan narrative includes no information about the proposed ponding area shown in the Development Data map. Open water ponds, especially those with mowed grass nearby, have been shown to be hazardous to the flight of aircraft due to the use of the ponds by Canada geese and other waterfowl. The FAA's Advisory Circular 150/5200-33B can be found on their web page, at www.faa.gov. It outlines the restrictions and prohibitions surrounding drainage areas within the vicinity of airports as well as guidelines for not only ponds, but other potential wildlife attracting sources. According to the circular, the entire development area lies within the separation distance recommended by the FAA (5,000 feet for airports serving piston-powered aircraft).

MAC fully supports the use of infiltration basins in the vicinity of the airport, and encourages all ponding areas to be designed as dry ponds that are non-attractive to waterfowl. If this is not possible, we offer the following suggestions to reduce the attraction to wildlife: design ponds with no slope benches; maintain a water depth of less than two feet so that water-emergent growth can occur; plant tall grasses around ponds; install riprap around ponds; and/or cover ponds with a grid of kevlar wire to keep birds out.

Lastly, please identify who will be the responsible party for long term maintenance of this pond.

Thank you for the opportunity to comment on this concept plan. The Lake Elmo Airport is an important recreational and transportation asset to the City and the region. If you have any questions, please contact me at 612-725-8371 or via e-mail at bridget.rief@mspmack.org.

Sincerely,


Bridget Rief, P.E.
Director – Airport Development

cc: Chad Leque, MAC
Pat Mosites, MAC



Public Works Department

Donald J. Theisen, P.E.
Director

Wayne H. Sandberg, P.E.
Deputy Director/County Engineer

January 22, 2014

Kyle Klatt
Community Development Director
City of Lake Elmo
3600 Laverne Avenue North
Lake Elmo, MN 55042

RE: Washington County comments on the concept plan Easton Village Residential Development in the City of Lake Elmo

Dear Mr. Klatt:

Thank you for providing the county with the concept plan of the Easton Village Residential subdivision in Section 13, Township 29, Range 21, City of Lake Elmo. The project will consist of 224 single family residential lots. Based on review of the plans, we offer the following comments and recommendations to consider as you process this subdivision application through the City of Lake Elmo:

- The proposed access point on CSAH 15/Manning Avenue is acceptable to the County. The City should consider whether this access should be temporary or permanent. A collector roadway is identified in the center of the subdivision that will connect 30th Street to Trunk Highway (TH) 5 which will then provide a sub-regional connection to the County Highway system. Providing a direct link to CSAH 15/Manning Avenue at this location may influence the future function of the local street to a collector roadway.
- The Functional Classification of CSAH 15/ Manning Avenue is "A" Minor Arterial Roadway, expander category. The future right-of-way requirement within this section of roadway is 184 feet. As part of the subdivision plat, there should be an additional 32 feet of right-of-way dedicated to Washington County.
- Since the proposed project will generate additional traffic on CSAH 15/Manning Avenue, functionally classified as an "A" Minor Arterial Roadway, improvements to CSAH 15 will need to be provided for access to the roadway. These improvements may include a left and right turn lanes on the southbound lane and a left turn lane on the northbound lane on CSAH 15. The county, city and the developer will continue to define the specific scope of improvements as it relates to the current Manning Avenue study and future county roadway projects.
- A right-of way permit will be required for any work in the CSAH 15 right-of way as it relates to the development. A plan set is required with the application and include any grading, installation of culverts, installation of water and sewer services, left and right turn lanes on CSAH 15, parallel trail grading, signage and any landscaping and other improvements within county right-of-way.
- The proposed project will generate pedestrian/bicycle traffic on CSAH 15/ Manning Avenue. Pedestrians from the future development will need to access any proposed off road trail on CSAH 15.
- The developer or the city must submit the drainage report and calculations to our office for review of any downstream impacts to the county drainage system. Along with the

Easton Village
January 22, 2014

drainage calculations, we will request written conclusions that the volume and rate of stormwater run-off into the county right-of-way will not increase as part of the project.

As the developer plans the stormwater facilities on this property, there should be consideration for setbacks from county right-of-way and perimeter landscape elements and berming.

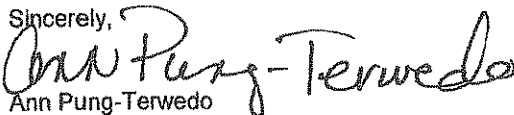
- Access control must be dedicated to Washington County along the CSAH 15/Manning Avenue, except for the opening corresponding to the City's right of way for the local street.

Washington County's policy is to assist local governments in promoting compatibility between land use and highways. Residential uses located adjacent to highways often result in complaints about traffic noise. Traffic noise from this highway could exceed noise standards established by the Minnesota Pollution Control Agency (MPCA), the U.S. Department of Housing and Urban Development, and the U.S. Department of Transportation. Minnesota Rule 7030.0030 states that municipalities are responsible for taking all reasonable measures to prevent land use activities listed in the MPCA's Noise Area Classification (NAC) where the establishment of the land use would result in violations of established noise standards. Minnesota Statute 116.07, Subpart 2a exempts County Roads and County State Aid Highways from noise thresholds.

County policy regarding development adjacent to existing highways prohibits the expenditure of highway funds for noise mitigation measures in such areas. The developer should assess the noise situation and take any action outside of County right of way deemed necessary to minimize the impact of any highway noise.

If you have any questions or comments to the responses on the Easton Village concept plan, please contact me at Ann.pung-terwedo@co.washington.mn.us.

Sincerely,



Ann Pung-Terwedo
Senior Planner

C: Joe Gustafson, Washington County Transportation Engineer

Williams was wondering about the selling of eggs on site as selling honey is specifically talked about. Klatt stated that state law allows people to sell agricultural products produced on site.

M/S/P: Kreimer/Larson, move to postpone consideration of the Livestock Ordinance until further information is obtained from staff ***Vote: 7-0, motion carried unanimously.***

Public Hearing: Zoning Text Amendment – Zoning District Cleanup.

Klatt began his presentation by stating that these amendments are intended to remove outdated zoning districts that are no longer utilized under the City's Comprehensive Plan and official Zoning Map. This cleanup will improve the organization of the document. The cleanup will remove 26 zoning districts, 19 of which are holding districts.

Public hearing opened at 8:40pm.

No written comment was received.

Public hearing closed at 8:41pm.

M/S/P: Larson/Kreimer, move to amend the zoning code to remove outdated zoning districts as presented, ***Vote: 7-0, motion carried unanimously***

Business Item: Sketch Plan Review – Easton Village

Klatt presented a proposed Sketch Plan that includes 224 single family homes and is located in the southeastern portion of the Village. Is located in the MUSA area and will have City water and sewer services. This project is 98 acres in size and comprised of 4 parcels. The gross density is 2.29 units per acre. This is consistent with the comprehensive plan. The zoning is LDR for this property. Part of the property includes green belt buffering and part of the larger planned park. The airport safety zones will come into play to some extent on this property. This property would include the village parkway which would be a minor collector street for the village. There is an existing home to the south of the railroad tracks that has a private crossing of the railroad tracks. This property will need to access one of the internal streets servicing this development. Major things that staff would like to see addressed before preliminary plat are the design of the subdivision and complying with the overall intent and purpose of the Village master plan. There needs to be more connectivity and integrate more traditional neighborhood elements. Want to ensure that there are sidewalks and trails that connect back to the Village and to Reid Park. The AUAR had some mitigation

factors that needed to be met before development could happen in the Village. The City will be looking to ensure that those things are met with this development.

Dodson asked if we need a road crossing where it is. Klatt stated that the transportation study done with the AUAR identified it as a vital crossing to alleviate impacts in other areas of the Village.

Todd Erickson, Project Engineer for Easton Village, gave more detail regarding the development and why it was designed this way.

Dodson asked about the ponds that close to the airport and if there would be concerns with geese. Erickson stated that the yard adjacent will have a buffer of long grass and will be designed to the specifications of the MAC. Dodson asked who would be responsible to make sure that would be maintained. Erickson stated that there would be signs and that the HOA would be responsible.

Yocum asked if there had been a traffic study on how the intersection at Manning will be regulated. Erickson stated that right now it will be regulated by a 2 way stop sign.

Haggard asked if the islands would be just concrete. Erickson stated that they would be landscaped. Klatt stated that with an 80 foot right of way, landscaping is difficult.

Williams is concerned about the amount of water this property accommodates and is wondering if the pond system will be adequate. Erickson explained how they plan to manage the surface water.

Williams thinks the collector road would be better in a different location. Klatt stated that moving it further to the West would pose problems because of slopes and natural resource issues.

Williams is not a fan of the length and number of cul-de-sacs. He would prefer more of a grid pattern. Erickson said that there are many limitations, one of them being the collector road.

Larson asked about sound proofing from the railroad. Erickson said it would be a natural berm. Kreimer asked if there were certain builders and what the average home cost would be. Erickson stated that they are working to solve some of the site issues before they get to that, but it would be a phased project.

The Planning Commission wants the developer to look at options to see if the cul-de-sacs can be shortened in some way.

Updates and Concerns



MAYOR & COUNCIL COMMUNICATION

DATE: February 5, 2014

REGULAR \$\$

ITEM #: 12

MOTION

AGENDA ITEM: Approval of Agreement to Sunset Memorandum of Understanding with the Metropolitan Council

SUBMITTED BY: Dean Zuleger, City Administrator

THROUGH: Mayor Mike Pearson

REVIEWED BY: Kyle Klatt, Jack Griffin, Dave Snyder

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

POLICY RECCOMENDER: City Administrator / Metropolitan Council

FISCAL IMPACT: Elimination of the Wastewater Inefficiency Fee

SUMMARY AND ACTION REQUESTED: Adoption of the Terms for Termination of the Memorandum of Understanding between the City of Lake Elmo & the Metropolitan Council (2005, Amended 2010, 2012). The recommended motion for this action is as follows:

“Move to concur with the terms of termination of the Memorandum of Understanding between the Metropolitan Council and the City of Lake Elmo dated January 14, 2014, and instruct the City Administrator to sign the terms and return the letter as requested.”

LEGISLATIVE HISTORY: In 2005, as a result of a long and protracted legal battle, the City of Lake Elmo entered into a contractual obligation for growth with the Metropolitan Council – the statutory authority for land use planning, transportation, and wastewater in the Twins Cities metroplex. This contract, hereafter referred to as the MOU, mandated specific growth targets for

the City of Lake Elmo with an end purpose of utilizing the Met Council funded WONE Interceptor Sewer Pipe and Cottage Grover Interceptor Pipe for the transmission of wastewater. To achieve that end, the Met Council created a growth matrix that obligated the City of Lake Elmo to grow to 24,000 residents & 6,600 residential equivalent sewer units by 2030, which was deemed a sufficient increase to cash flow the infrastructure investment of the constructed sewer interceptor pipes. The matrix created a performance schedule that targeted population growth and sewer units in five year increments. Failure to meet these targets could result in a Wastewater Inefficiency Fee that could have resulted in penalties exceeding \$1 million. The MOU was amended in 2010 due to the economic decline in the region and again in 2012 to reflect progress made in the City's Comprehensive Planning.

In 2013, the City of Lake Elmo Council committed to constructing three new sewer lines connecting to the City – with specific connections to the WONE Interceptor and the Cottage Grove Interceptor. At the same time the City Council and Staff began working with the Met Council on a recalculation of anticipated City growth by both population and sewer users as part of the Comp Plan approval process and the Met Councils Thrive 2040 initiative. In January 2014, the Met Council and City Staff met to discuss the termination of the formal MOU as a result of the installation of sewer and the completion of a Comp Plan that reflects the proper growth to financially support infrastructure investment. The result is the one page letter of understanding that sets the following terms for the elimination of the MOU:

1. Proof of payment for Section 34 / Lennar Development Improvements including gravity sewer and sanitary sewer forcemain and lift station: retainage and surety bonds notwithstanding.
2. Proof of payment for Lake Elmo Avenue Sewer Infrastructure: including truck gravity improvements between 10th Street and I-94 where connection to the regional system occurs, and lift station and forcemain piping along Lake Elmo Avenue between the Village Area and 10th Street: retainage and surety bonds notwithstanding.

Is expected that the City would be able to comply with the terms in mid-March of 2014 based on project schedules.

See attached Letter dated January 14, 2014 from the Metropolitan Council.

BACKGROUND INFORMATION (SWOT):

Strengths – The City is no longer mandated by contract to grow to 24,000 residents/ 6,600 sewer users and can self-determine growth numbers and pace suitable to finance needed infrastructure.

Weaknesses – Not signing the Agreement will place the City under the Metropolitan Councils purview for growth, perhaps quickening the pace and reducing the level of quality development.

Opportunities – The City can self-dictate pace and size of development that would emphasize quality and the retention of open space character.

Threats – City must not view the elimination of the MOU as an opportunity to stall prudent, thoughtful growth that may result in an inability to cash flow infrastructure investment and financial instability.

RECOMMENDATION: The Administrator recommends the concurrence of the terms set forth in the January 14, 2014 correspondence from the Metropolitan Council to terminate the MOU upon proof of payment for the Section 34 and Lake Elmo Avenue Sewer Project.

“Move to concur with the terms of termination of the Memorandum of Understanding between the Metropolitan Council and the City of Lake Elmo dated January 14, 2014, and instruct the City Administrator to sign the terms and return the letter as requested.”

January 14, 2014

Dean Zuleger, City Administrator
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042

RE: Memorandum of Understanding – Terms for Termination

Dear Mr. Zuleger:

We appreciate the effort that the City has undertaken to fulfill the terms of the Memorandum of Understanding (MOU) as it has been amended over time. Both the planning efforts and the capital expenditures have laid the groundwork for the City to accommodate urban development in a way that addresses City and regional interests.

As we have discussed, we are prepared to negotiate the terms under which Council staff would consider approaching the Council's governing body about sunsetting the requirements of the MOU. We propose that the MOU be terminated upon receipt of documentation of payment for substantial completion of the following elements of the City's local trunk sewer improvements, retainage and surety bonds notwithstanding:

- Section 34 / Lennar Development Improvements: including gravity sanitary sewer and sanitary sewer forcemain and lift station.
- Lake Elmo Avenue Sewer Infrastructure Project: including trunk gravity improvements between 10th Street and I-94 where connection to the regional system occurs, and lift station and forcemain piping along Lake Elmo Avenue between the Village Area and 10th Street.

We also propose that in the event that the City is unable to provide this documentation before the spring adoption of *Thrive MSP 2040*, we will work with the City to amend the MOU to extend the agreement through 2040 and re-negotiate the development targets through the year 2040, with all other terms of the MOU remaining in full force and effect.

If these proposed terms are acceptable to the City, please indicate the City's approval by signing a copy of this letter as provided below and routing the signed copy back to Guy Peterson. We look forward to our continued work with you.

Sincerely,



Patrick P. Born, Regional Administrator

The City concurs with these terms:

Dean Zuleger, City Administrator

CC: Susan Haigh, Metropolitan Council Chair
Harry Melander, Metropolitan Council District 12
Don Mueting, General Counsel
Dave Theisen, Deputy General Counsel
Leisa Thompson, General Manager Environmental Services
Guy Peterson, Community Development Director

**LAKE ELMO PUBLIC SAFETY COMMITTEE MINUTES
JANUARY 24, 2014**

**CITY OF LAKE ELMO
PUBLIC SAFETY COMMITTEE MINUTES
JANUARY 24, 2014**

I. Mayor Pearson called the meeting to order at 3:04 P.M.

PRESENT: Mayor Pearson, Council Member Nelson, Fire Chief Malmquist, Al Bever and Dave Moore.

Also Present: City Administrator Zuleger, Clerk/Assistant Administrator Bell

II. The minutes from the November 27, 2013 Public Safety Committee Meeting were approved by consensus of the committee.

III. 2014 Humane Society Agreement - Clerk Bell presented the new contract proposal for the Animal Humane Society in Woodbury which includes a new provision that prohibits the drop off of feral cats at the facility. Zuleger noted that Animal Humane Society had previously notified that the shelter would not take stray dogs if a commitment was not made to retrieve cats as well - an ultimatum that eventually led to the hiring of Brittany Foley as an Animal Control Officer. Mayor Pearson suggested that staff talk with the Humane Society as to a strategy on feral cats. Moore / Bever noted that if possible they did not want the cats released back into the community. Bell and Zuleger will meet with the Humane Society / Brittany Foley to come up with a solution and report back to the Committee in February.

IV. Current Liquor License - Clerk Bell presented the Committee with a current list of approved liquor licenses for 2014. There are currently (4) Off Sale Permits and (5) On Sale Permits. The Washington County Sheriff's Office has reviewed all of the permits and all licensees are in good standing. Zuleger noted that in 2014 the Public Safety Committee will be reviewing the applicants as a standard function of the Public Safety Committee. The Mayor asked for clarification on how many liquor licenses are left

V. Fire Department Update / Chief Malmquist

A. Truck Committee - The Ad Hoc Truck Committee is finalizing the specs for the truck. A "preliminary spec" has been sent to Rosenbauer for review. It is expected that Rosenbauer will return their comments in two weeks and the Ad Hoc Truck Committee will then develop a final recommendation before the next Public Safety Committee meeting. The chief noted that he was impressed by the Committee's work.

B. 2014 Pre-Plans & Inspections Plan of Work - Chief Malmquist summarized a recent inspection he / Captain Cornell completed upon request at an I-94 commercial facility about a portable heater. Malmquist noted that the inspection took about 7 man hours as there were several items of enforcement. Mayor Pearson asked how inspections / pre-plans will be carried out going forward. Malmquist noted that he and Captain Cornell had recently finished some training and that the Committee could expect that 2-4 inspections could be completed per week. Malmquist noted that he has software provided by the State Fire Marshal and that data entry would be the time consumer in the process. He noted that the software was tied to the state fire code and provides a checklist for inspection use. Councilmember Nelson asked if the City clerical staff could help with the process. Administrator Zuleger noted that he would try to find some staff availability for the clerical support.

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Mayor Pearson noted that pre-planning was a priority in the 2013 Internal Survey and should be a priority when the FD is not responding to emergencies. Nelson noted that he thought that inspections should be done at least once a year and he shared his experience from New Richmond, WI. Chief Malmquist noted that higher hazard buildings may require more than 1X per year inspections. His modus would be to construct the pre-plan while he was conducting the inspection, with enforcement occurring only in life safety risks. Administrator Zuleger noted that he felt that inspections should take place with zoning or use changes as well. Malmquist concurred and noted that he works closely with the City's Building Inspector. The Mayor reiterated that because of the life safety issues involved (in re: fire fighter safety) that he wanted the Chief (personally) to make this his #1 priority in 2014. Nelson noted that he wants the program to be consistent and be business friendly – that is collaborating with businesses to make corrections. Nelson asked the Chief how long it would take to get the first round of inspections completed – hoping that we would have completed 60 inspections by June. Chief Malmquist noted that all inspections should be complete by August 31st of this year. The Mayor once again reiterated that this is the #1 priority of the fire department / fire chief for 2014 and will be disappointed if pre-plans are not in place and inspections completed.

C. Paid on Call Recruitment – The Administrator offered a five-part recruitment strategy jointly developed by the Chief, Taxpayer Relations Coordinator MacLeod and himself. (See attached). The Mayor noted that he would like to see a more concerted effort with the schools as he had been discussed before with apparently no action to date. Zuleger noted that he was working with the Stillwater School District on variety of issues and this is one of them. It would be the hope of staff that a recruitment opportunity be allowed in both vocational ed and health classes. The Committee explored the option of having City staff and employees from local business cross trained to act as first responders during the hard to cover daytime hours. Nelson noted that it was important for the Chief to be specific and show the benefits to local businesses in letting their employees serve the community. Al Bever was asked to look at the Art Center for its potential as living quarters for firefighters who may be interested in serving in a firefighter training residency program. The Chief noted that he had the opportunity to speak to Rotary and they had a few good ideas on recruitment that he was looking into. Nelson and Bevers expressed a strong desire to have a consistent, deliberate recruiting program put in place.

D. Collaboration / Shared Services – The Chief outlined several instances where he has reached out to other Departments. The LEFD is currently working with the Valley District on a standardized water supply protocol that is going very well. The LEFD is also training as tenders with the Washington County Fire Department Water Rescue Team. The Chief noted he continues to explore opportunities to partner with other communities on the purchase of SCBAS that need replacement per NFPA code. Currently, Departments have not been able to concur on SCBA specs but most brands provide the same capabilities. The Chief noted that they will try to train with Bayport on a quarterly basis and utilize the new training center in concert with Century College.

He has reached out to the Bayport Chief on the possibility of shared services and a possible fire district. The Bayport Chief stated that he was not interested. The Mayor noted he has also reached out to Oak Park Heights, West Lakeland and Bayport to gauge their level of interest. He noted that in light of the fact that Bayport is building a new station that there may be some economy of scale and efficiencies that could result with collaboration. Discussion was had regarding Bayports request that Lake Elmo explicitly service parts of West Lakeland. It was agreed that further collaboration efforts will be coordinated by the Mayor and the Administrator with the Chief in a support role. Nelson inquired whether the county and Commissioner Kriesel could help facilitate these potential discussions.

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E. Departmental Restructuring – The Chief noted that due to personnel changes he has implemented changes to the organizational structure of the department. The position of District Chief has been eliminated and a position of Deputy Chief was created. There will now be two Captains and two lieutenants at each District. The Chief will absorb the additional duties that were handled by the District Chiefs. Job descriptions are being written for the new structure that are being reviewed by the Officer Corps for continuity.

New Business

V. a. Code Enforcement Update – Administrator Zuleger handed out the 2012-13 Code Enforcement Progress Report detailing 41 nuisance issues in the community (see attached). The Building Inspector has achieved a 90% closure rate on nuisance issues with resolution of 9447 Stillwater Blvd. as the biggest success. The Committee applauded the efforts of staff and was pleased with overall compliance of properties has been greatly improved and the amount of nuisance properties have been minimized.

b. Meeting w/ Washington County Sheriff on Growth – Mr. Zuleger suggested that at some point soon we should get together with the Sheriff in order to prepare them for the future growth of the city. Discussions were had about a potential timetable.

c. The Public Safety Committee, by acclamation, endorsed Cullen Case Jr. as a new member of the Public Safety Committee.

Mayor Pearson adjourned the meeting at 5:05 PM.

Mike Pearson, Mayor

2012-2013 Code Enforcement Progress

Property Address	Violation	Status
9181 31st Street N	Exterior Storage	Open
8027 50th Street N	Nuisance / Exterior Storage	6th Letter
9224 31st Street	Nuisance / Health	Pending Per Washington County
9220 Jane Road N	On Street Parking	Case Closed
5885 Highlands Trail N	Nuisance / Exterior Storage	Case Re-opened / Citation to be Issued
8085 Hill Trail N	Nuisance / Parking	Case Closed Per Legal Agreement
8351 59th St N	Chickens	Case Closed
9098 31st N	Nuisance	Case Open
9179 Jamaca Ct N	Nuisance	Case Closed
10689 60th St N	Zoning Violation	Case Closed
8004 50th St N	Nuisance	Case Closed
8237 Deer Pond Court	Pool Enclosure Ordinance	Case Closed
8226 26th St N	Exterior Storage	Case Closed
8017 50th St N	Junk, scrap	Case Closed
2850 Imperial St N	Parking	Citation Issued
11330 50th St	Dumping	Case Code
11306 31st St	Nuisance	Case Closed
11090 Upper 33rd	Garbage/Rubbish/Junk Cars	Case Closed / Citation Issued
10639 10th street	Dumping	Case Closed
8084 Hill Trail	Nuisance	Case Closed
3124 Layton Court	Nuisance	Case Closed
9340 Stillwater Blvd	Exterior Storage	Case Closed
9447 Stillwater Blvd	Nuisance, Storage, Vehicles	Case Closed / Citation Issued
2770 Lisban Ave. N	Grass / Weeds	Case Closed
9333 55th Street	Chickens	Case Closed
9148 31st Street	Junk, Nuisance	Case Closed / Citation Issued
8890 10th Street	Code Violation	Case Closed / Citation Issued
8965 35th Street	Dumping	Case Closed
8375 38th St	Parking	Case Closed
8195 Hill Trail N	Bldg Code Violation	Case Closed

8475 Hidden Bay	Grass, Weeds, Debris	Case Closed
8583 Stillwater Blvd	Bldg Code Violation	Case Closed
4405 Olson Lake Trail	Lighting, Exterior Storage	Case Closed
5460 Highlands Trail N	Trailer, Grass	Case Closed
7818 Demontreville Trail	Nuisance	Case Closed
3091 Layton Court	Non-compliant Snow Fence	Case Closed
3265 Kraft Circle	Exterior Storage	Case Closed
3287 Lake Elmo Ave	Temporary Storage	Case Closed
3343 Langley Court	Violation of Bldg Code	Case Closed
2267 Legion Lane	Nuisance	Case Closed
2289 Legion Lane	Compost	Case Closed
2731 Inwood Avenue N	Temporary Storage	Case Closed

37/41 enforcement actions closed

2.8 Letters / Contacts to Close

60% of enforcement are in the Tri Lakes/Downtown

Health Issues Handled By the County

90%

6 Week Average

Lake Elmo Fire Department Paid on Call Recruiting Strategy

With a goal of obtaining a full roster of paid on call firefighters ever present and the reality that the seasons of life will always cause Lake Elmo Fire Department to be in various states of attrition; the following perpetual multi-format, multi-level recruiting campaign is proposed for recruitment.

“Boots on the Ground”

The Fire Chief will make (12) business calls for the remainder of FY 2014 to the following businesses: **Fury Motors, Lake Elmo Bank, Bremer Bank, Hagbergs, BrightStar, Lake Elmo Oil, Lake Elmo Auto Repair, Gruber Pallets, Martin Plumbing, Cranky Ape, CA Gerbitz, Robert Weyers, and Gormans.**

The business call will consist of a 30 minute presentation on the benefits of participation to encourage a follow-up meeting with employees where a multi-media presentation will be made. In addition, the Fire Chief / Captain will interface with the Career Counseling Center at the High School to encourage graduating seniors to look at the fire service.

“Cyber Space”

Facebook, Twitter, and other forms of social media will be used continuously to recruit in the younger ranks – but not just announcements. We will use action pictures and quotes from our younger / female firefighters to express the exhilaration and fulfillment of being a firefighter. The Weekly Fresh will be used to talk about training class availability.

In addition, the multi-media tools that will be used for business employee meetings will be continually looped on the City's cable channel.

“Neighborhood Meetings”

The Fire Chief will make 10 minute presentations at the upcoming neighborhood meetings in the summer of 2014. An interactive display will be available at all meetings for a “hands on” approach.

“Fireman in Residence” Program

In conjunction with Century College, establish a 1- 2 LTE Fireman in Residence Program to cover daytime shifts (does not interfere with schedule) – offer to pay the tuition for the firefighter in exchange for commitment to Lake Elmo Fire for the duration of the training. Perhaps offer low cost housing in the Art Center.

“City Staff Recruitment”

Offer a salary plus bonus stipend for City Staff that wish to be first responders during their working days provided service does not interfere with critical, safety based duties

Promotional materials for the above will be produced by the Communications Director for the City of Lake Elmo to insure efficacy, continuity and appeal.