



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

Tuesday, November 18, 2014 7:00 P.M.

City of Lake Elmo | 3800 Laverne Avenue North

AGENDA

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Order of Business**
- E. Approval of Agenda**
- F. Accept Minutes**
 - 1a. Accept November 5, 2014 City Council Meeting Minutes
 - 1b. Accept November 12, 2014 Canvass Board Minutes
 - 1c. Accept July 22, 2014 Special City Council Meeting Minutes
 - 1d. Accept Amendment of October 7, 2014 City Council Meeting Minutes
- G. Council Reports**
 - Mayor
 - Council
- H. Presentations/Public Comments/Inquiries**
- I. Finance Consent Agenda**
 - 2. Approve Payment of Disbursements and Payroll
 - 3. Accept Financial Report dated October 31, 2014
 - 4. Accept Building Report dated October 31, 2014
 - 5. Accept City Assessor Report dated October 31, 2014
 - 6. Pumphouse No. 4 Improvements – Change Order No. 1
 - 7. Pumphouse No. 4 Improvements – Pay Request No. 6
 - 8. 39th Street N: Street and Sanitary Sewer Improvements – Pay Request No. 2
 - 9. Lake Elmo Avenue Trunk Watermain Improvements – Pay Request No. 4
 - 10. Rotating Schedule for Sign Purchases
- J. Other Consent Agenda**
 - 11. Assign Council Member Bloyer to County Library System Discussions
 - 12. Assign Council Member Smith to Gateway Corridor Discussions
 - 13. Acceptance of the Koch Pipeline Easement proposed in the Demontreville Wildlife Area
- K. Regular Agenda**
 - 14. Lake Jane 201 System
 - 15. Developer Escrow Release Procedures; *Resolution No. 2014-89*
- L. Staff Reports and Announcements**
 - City Administrator
 - City Attorney
 - Planning Director
 - City Engineer
 - Finance Director
 - City Clerk
- M. Adjourn**

LAKE ELMO CITY COUNCIL MINUTES

NOVEMBER 05, 2014

CITY OF LAKE ELMO CITY COUNCIL MINUTES NOVEMBER 05, 2014

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

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

Staff present: City Administrator Zuleger, City Attorney Snyder, Community Development Director Klatt, Finance Director Bendel, and City Clerk Bell.

PLEDGE OF ALLIGENCE

APPROVAL OF AGENDA

MOTION: *Council Member Nelson moved TO APPROVE THE NOVEMBER 05, 2014 CITY COUNCIL AGENDA AS AMENDED. Council Member Reeves seconded the motion. MOTION PASSED 5-0.*

ITEM 1: ACCEPT MINUTES

THE OCTOBER 21, 2014 CITY COUNCIL MINUTES WERE APPROVED AS PRESENTED BY CONSENSUS.

COUNCIL REPORTS:

Mayor Pearson: Attended HR Committee meeting; held Meet the Mayor event at Twin Point. The Mayor has asked staffed to try and determine more specific assessment costs for Village work; It was noted that the previous discussion of residential design standards was brought to the Planning Commission and no further action is required at this time; The Mayor offered his congratulations to Council Members-elect Fliflet and Lundgren on election victories and commended Council Members Nelson and Reeves for their well-run campaigns.

Council Member Boyer: congratulated Council Members-elect Lundgren and Fliflet on election victories and thanked Council Members Nelson and Reeves for their service. He is looking forward to working with the new Council Members to move city forward.

Council Member Reeves: congratulated Council Members-elect Fliflet and Lundgren election victories. He stated that it has been a privilege to serve; attended HR Committee meeting; met with residents from 36th and 37th St.; attended Meet the Mayor event at Twin Point.

Council Member Smith: congratulated Council Members-elect Lundgren and Fliflet on election victories. Thanked residents for kind words and encouragement she received during her campaigning for candidate Fliflet.

Council Member Nelson: congratulated Council Members-elect Fliflet and Lundgren on election victories and wished them luck. Thanked residents for allowing him to serve the city; he suggested forming an assessment task force for Old Village SAC costs; attended milfoil meeting with lakes representatives. City and groups will be trying to obtain grants and collaborate to eradicate the problem.

PUBLIC COMMENTS/INQUIRIES

Judy Gibson spoke about the library and upcoming events; Halloween candy can be traded for books and will be given to troops; reminded public that Library offers e-books; library also offers other electronic resources. Knit night on 11/20 and tai chi on Mondays and Thursdays at 10:00 am.

PRESENTATIONS

ITEM 2: PARK COMMISSION CHAIR SHANE WEIS

Park Commission Chair Shane Weis presented the 2015 Parks plan of work. *For specifics, please see the plan document.* He provided an overview of the 2014 accomplishments and park audit. Mr. Weis summarized the recent commission retreat. The largest priority for 2015 is trails.

LAKE ELMO CITY COUNCIL MINUTES

NOVEMBER 05, 2014

Council Member Smith noted the Oak-Land JPA was \$64K, not \$80K. Mayor Pearson asked about the Lake Elmo baseball improvements. Mr. Weis said that the organization is expected to make their annual request for additional improvements soon. Council Member Bloyer asked about the dog park and the Sunfish Lake Task force. Mr. Weis responded that they are still on the radar.

Council Member Reeves thanked Mr. Weis and the commission for all their hard work. Mr. Weis in turn thanked Mr. Reeves for his service help with the commission.

No Action Requested

ITEM 3: RURAL AREA ANALYSIS AND PRESENTATION

Community Development Director Klatt presented the Rural Area Analysis conducted by staff. *For specifics, please see the analysis document.* The analysis showed that lower density developments have an increased cost to maintain.

Council Member Bloyer left the room at 7:28 pm.

Council Member Smith questioned the data because of its age. She asked that future data be more current when actual decisions would have to be made. Mayor Pearson noted that the data could be extrapolated to provide a better estimate of current costs/revenue. Mr. Klatt noted that all future developed properties in rural areas must front a public road. Council Member Bloyer asked why this rule exists. Klatt explained that shared accesses can create practical issues for the city and property owners.

Mr. Klatt gave an overview of the options for future development of the rural areas. Mr. Bloyer asked that the future proposals provide the net fiscal impact for the various options. It was further explained that open space developments that include clustering of homes would probably have a lower maintenance cost.

Ms. Smith gave the reasons past councils did the open space preservation developments. She asked if the cluster communities could do individual septs and wells. They can if they meet the space requirements.

The Council discussed the difference between providing the various public services (i.e., roads, water and sewer).

The minimum square footage required for individual septic was explained. The County requires 10,000, but the city requires 20,000. Mr. Klatt noted that there are issues unique to Lake Elmo, such as the groundwater, that justify the larger requirement.

It was explained that there have only been a few proposals that staff is aware of for OP developments on parcels less than 40 acres.

Mayor Pearson said he initially does not see the benefit of the larger lots in regards to the resulting increased costs to the City. He thinks that the OP developments may make more sense financially. He also noted that the large lots may actually create a higher number of lots being developed.

Ms. Smith again asked that more current data be provided before making any decisions.

Mr. Klatt noted that Lake Elmo is not subject to the same rules as many of the other urban communities. The City has a bit more autonomy because not all areas are planned for urban services, which allows some more flexibility in determining how to develop.

Council Member Reeves thought that the neighborhood summaries was very helpful.

LAKE ELMO CITY COUNCIL MINUTES

NOVEMBER 05, 2014

It was explained that the future analysis and formal proposals will be brought to the Planning Commission and the brought back to Council for a decision.

No Action Requested

FINANCE CONSENT AGENDA

4. Approve Payment of Disbursements and Payroll

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

OTHER CONSENT AGENDA

5. Approve Ski Trail Grooming Agreement

MOTION: Council Member Smith moved **TO APPROVE THE OTHER CONSENT AGENDA AS PRESENTED.** Mayor Pearson seconded the motion. **MOTION PASSED 5-0.**

REGULAR AGENDA

No Regular Agenda Items

STAFF REPORTS AND ANNOUNCEMENTS

City Administrator Zuleger: commended Planning Intern Reilly's work on the analysis; last week Lake Elmo Fire Department dealt with a potential natural gas pipeline explosion. He commended Fire Department, Oakdale Incident Command, Washington County Sheriff's office, and those who helped. The entire event costs are reimbursable from the pipeline owner; projected residential building number is 40 for this year; Washington County Board of Commissioners reappointed Dave Bucheck to the Valley Branch Watershed District; announced RFP for lawn maintenance in parks; working process improvement plans in the Public Works Department.; working on repairing past street projects that are now out of warranty. Staff is creating a punch list to better track warranty issues for final approval; staff reviews are coming up in November; staff retreat will be on 11/20.

City Attorney Snyder: no report.

Community Development Director Klatt: Washington County is planning neighborhood meetings on December 15, 16, and 18 for Manning Ave. project.

Finance Director Bendel: no report.

City Clerk Bell: reported the 2014 general election held yesterday was successful with no issues. The Council now needs to canvass the election results.

Council Member Smith reminded everyone that it is time for the annual review of the Administrator.

City Canvassing Board will meet at 5:00 pm on Wednesday, November 12, 2014 in the Chambers.

Mayor Pearson Adjourned the meeting at 7:58 pm.

LAKE ELMO CITY COUNCIL

ATTEST:

Mike Pearson, Mayor

Adam R. Bell, City Clerk

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

Minutes of the Canvassing Board Meeting
Held Wednesday, November 12, 2014

Pursuant to due call and notice thereof, the canvassing meeting of the City Council, City of Lake Elmo, Minnesota was held at 5:00 p.m. at City Hall, 3800 Laverne Avenue North, Lake Elmo, Minnesota.

CALL TO ORDER

Mayor Pearson called the meeting to order at 5:00 p.m. The following members were present: Council Members Nelson and Reeves.

OATH OF OFFICE

All members of the city council took the oath of office as canvassing board members.

I, (Name), do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully, justly, and impartially the duties of the office of the Canvassing Board of the City of Lake Elmo, Minnesota, to the best of my judgment and ability, so help me God.

RESULTS CANVASSING

City Clerk Adam Bell reviewed the results of the 2014 general election race for Lake Elmo city council. The result totals were announced and reported by precinct and showed that Julie Fliflet and Jill Lundgren were the winners of the city council race.

Council Member Nelson moved to adopt Resolution 2014-88, "RESOLUTION CANVASSING THE RETURNS AND DECLARING THE WINNERS OF THE 2014 LOCAL ELECTIONS." Council Member Reeves seconded the motion.
Motion passed 3-0.

ADJOURN

There being no further business to come before the canvassing board, Council Member Reeves moved to adjourn the meeting. Council Member Nelson seconded the motion.
Motion passed 3-0.

Time of adjournment was 5:04 P.M.

Mike Pearson, Mayor

ATTEST:

Adam Bell, City Clerk

LAKE ELMO SPECIAL CITY COUNCIL MINUTES
JULY 22, 2014
CITY OF LAKE ELMO
SPECIAL CITY COUNCIL MINUTES
JULY 22, 2014

Mayor Pearson called the meeting to order at 6:00 pm.

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

Staff present: City Administrator Zuleger, City Planner Nick Johnson, Finance Director Bendel, and City Clerk Bell.

PLEDGE OF ALLIGENCE

ITEM 1: LAKEWOOD CROSSING PRELIMINARY PLAT AND FINAL PLAT; KWIK TRIP CONDITIONAL USE PERMIT

City Planner Johnson presented the Lakewood Crossing Plat and CUP requests. Critical issues include access to the site. Staff recommends three modifications to the proposal: 1) the design of the right-out only northeastern access needed modification to improve sightlines; 2) the taper of the proposed westbound left-hand turn lane in Hudson Blvd. needed to be tweaked to include increased tapering due to the 50 mph design speed on Hudson Blvd.; and 3) the full southwestern access needed to be widened to 40 feet to support a 16-foot inbound lane and two outbound 12-foot lanes (left and right turn lanes). Mr. Johnson summarized the proposed Commission findings.

Council Member Smith asked why the proposed design was not similar to the facility located near Liberty on the Lake in Stillwater. It was her understanding that the proposal was going to be similar. Mr. Johnson responded that staff reviewed the proposal for conflicts with the design standards. There were no identified conflicts.

Council Member Reeves asked for clarification on the MnDOT ROW and storm water ponds limitation. It was explained that any placement of storm water retention must go through MnDOT. It was also explained that the zoned maximum height for lights is 30 feet. These will be at 18ft.

The Council discussed the architectural expectations that Ms. Smith asked about. City Administrator Zuleger said that it may be possible to have Kwik Trip make changes to the design.

It was explained that it is common for preliminary and final plat to be processed concurrently when there is minimal subdivision and no extension of public utilities. Here there will only be two parcels and private utilities. Mr. Reeves asked if the building designs meet the theming design standards. Mr. Johnson stated that they did.

MOTION: Mayor Pearson moved TO ADOPT RESOLUTION NO. 2014-61, APPROVING THE LAKEWOOD CROSSING PRELIMINARY PLAT AND FINAL PLAT, AND APPROVING THE CONDITIONAL USE PERMIT FOR THE KWIK TRIP GASOLINE STATION, SUBJECT TO 8 CONDITIONS OF APPROVAL. Council Member Reeves seconded the motion.

Bruce Miller from CM Properties, LLP thanked council for taking the time to hold special meeting. He said several gas station buyers were interested in the site, but Kwik Trip was selected because of the higher design standards. He also explained that Kwik Trip has stated that they will not do another Liberty type station. It has been more difficult to maintain than expected.

Council Member Reeves commented on how he really likes the proposed design nuances and appreciates the lengths that Kwik Trip has gone to incorporate the theming design. Council Member Bloyer said that while he cares what it looks like, there are rules and standards. As long as those standards are met, the Council

LAKE ELMO SPECIAL CITY COUNCIL MINUTES

JULY 22, 2014

should approve them. Council Member Nelson also spoke about if the applicant meets the land use and design standards, the Council should approve the proposal.

Council Member Smith clarified that she does not want to force Kwik Trip to go back and redesign or that other Council Members do not care what the proposal looks like. She was simply expecting a proposal with greater character. She does appreciate the efforts made to improve the design above the base product.

MOTION PASSED 5-0.

ITEM 2: ZONING MAP AMENDMENT – PERFECTING AMENDMENTS

City Planner Johnson explained the reason that the Zoning Map changes were being proposed. He explained that regular updates that takes place throughout the year. Some areas have been approved for development and the new map needs to reflect those changes. Along the I94 Corridor, areas include Hammes Estates, Hunter's Crossing, and Launch Properties Business Park. RT (Rural Development Transitional) is being rezoned back to guided uses of Agricultural and Rural Residential. A lift station in the Village and Well No. 4 will be changed to Public Facilities.

Council Member Bloyer asked about zoning north of Hwy 5. The City has not had an in depth discussion on the topic. Staff has some informal conversations, and it is on the work plan. It will be addressed as soon as staff gets through some of the current proposals being considered.

Council Member Smith asked how many plats have come in where the developer has requested lower density. Mr. Johnson said most of them. Ms. Smith asked if the plan needs to be changed on a larger scale. Mr. Johnson said that it would be appropriate to reexamine the entire comp plan; however, if changes are made that are too drastic, the Met Council may take issue.

Mr. Bloyer asked why the lower density couldn't be dropped even further to a lower standard such as 1 unit per acre. Mr. Johnson explained how the Met Co calculates its estimates. They plan on the low end, not the high end. The city is being responsive to the market by amending the comp plan as requested.

Council Member Reeves stated his concerns about lowering the density too low to pay for sewer. City Administrator Zuleger noted that the developers who had been consulted could not financially sustain 1 acre lots. 2-2.5 acre lots have been identified as the size required to cash flow.

Mr. Johnson clarified that density discussion is more appropriate when discussing comp plan amendments as opposed to zoning map changes.

MOTION: Council Member Reeves moved TO ADOPT ORDINANCE NO. 08-113, ADOPTING A REVISED ZONING MAP FOR THE CITY OF LAKE ELMO. Council Member Nelson seconded the motion. MOTION PASSED 5-0.

Mayor Pearson Adjourned the meeting at 6:55 pm.

LAKE ELMO CITY COUNCIL

ATTEST:

Mike Pearson, Mayor

Adam R. Bell, City Clerk



MAYOR & COUNCIL COMMUNICATION

DATE: November 18, 2014
MINUTES
ITEM # 1d

AGENDA ITEM: Amendment of October 7, 2014 City Council Minutes
SUBMITTED BY: Adam Bell, Assistant City Administrator/City Clerk
THROUGH: Council Members Wally Nelson and Mike Reeves
REVIEWED BY: Beckie Gumatz, Deputy Clerk

SUGGESTED ORDER OF BUSINESS:

- Introduction of ItemMayor & City Council
- Call for MotionMayor & City Council
- Discussion.....Mayor & City Council
- Action on Motion.....Mayor Facilitates

SUMMARY AND ACTION REQUESTED: An amendment to the October 7, 2014 minutes has been requested by Council Members Nelson and Reeves. The intent is to better reflect the comments made by a resident regarding the historical flood damage to a lake Elmo neighborhood. As the subject minutes were already approved by Council consensus on October 21, 2014, under Robert's Rules of Order, the Council must now make a motion to amend something previously adopted. In order to make the amendment, the recommended motion is:

"Move to amend something previously adopted by making the requested changes to the October 7, 2014 City Council Meeting Minutes."

REQUESTED CHANGES:

On Page 4 of 7.

Ray Strege (and wife **Glenda**) 8808 36th St N., spoke in opposition to the Kenridge Addition project. He is concerned that the feasibility report did not contain a low pavement subdrain free alternative. Mr. Strege summarized frost damage. Mr. Strege also asserted that garbage truck traffic had the most impact on the streets. The past flooding issues in the neighborhood were described. Mr. Strege stated that installation of an infiltration area at the location indicated could, once again, create situations in [their] home that are not decent, safe or sanitary and will render the house unfit for human habitation. [They] do not want to relive the flooding conditions of 20 to 40 years ago. He asked that council not hold the public hearing if project will not be done until 2017.



MAYOR & COUNCIL COMMUNICATION

DATE: November 18, 2014
CONSENT
ITEM #2
MOTION

AGENDA ITEM: Approve Disbursements in the amount of \$1,171,537.52

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: \$1,171,537.52

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of \$1,171,537.52. 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	\$ 11,973.39	Payroll Taxes to IRS & MN Dept of Revenue 11/13/14
ACH	\$ 5,815.06	Payroll Retirement to PERA 11/13/14
DD5887-DD5934	\$ 35,184.97	Payroll Dated (Direct Deposits) 11/13/14
42042-42135	\$ 1,117,964.10	Accounts Payable 11/18/14
2507-2516	\$ 600.00	Library Card Reimbursement 11/18/14
TOTAL	\$ 1,171,537.52	

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 \$1,171,537.52.

ATTACHMENTS:

1. Accounts Payable – check registers

Accounts Payable To Be Paid Proof List

User: PattyB

Printed: 11/13/2014 - 12:16 PM

Batch: 015-11-2014

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
AMERICAN American Eng and Testing, Inc.										
63851	10/29/2014	1,137.50	0.00	11/18/2014	2014 Street Improvements		-		No	0000
409-480-8000-43030	Engineering Services	1,137.50								
63851 Total:		1,137.50								
AMERICAN Total:										
AMPLAN American Planning Association										
259973-14105	10/16/2014	122.00	0.00	11/18/2014	N. Johnson - membership		-		No	0000
101-410-1910-44330	Dues & Subscriptions	122.00								
259973-14105 Total:		122.00								
AMPLAN Total:										
BAKERPAT Baker Patricia										
2014-10	11/06/2014	1,284.06	0.00	11/18/2014	Contract hours - October		-		No	0000
101-410-1520-43150	Contract Services	1,100.63	0.00	11/18/2014	Contract hours - October		-		No	0000
2014-10	11/06/2014	183.44	0.00	11/18/2014	Contract hours - October		-		No	0000
601-494-9400-43150	Contract Services	1,100.62	0.00	11/18/2014	Contract hours - October		-		No	0000
2014-10	11/06/2014	3,668.75								
602-495-9450-43150	Contract Services	3,668.75								
2014-10	11/06/2014									
603-495-9500-43150	Contract Services									
2014-10 Total:		3,668.75								
BAKERPAT Total:										
BEEHIVE Beehive Industries LLC										
11390	06/30/2014	3,301.00	0.00	11/18/2014	Street Module		-		No	0000
101-430-3120-43180	Software Support	3,301.00	0.00	11/18/2014	Water Module		-		No	0000
11390	06/30/2014	3,301.00	0.00	11/18/2014	Wastewater Module		-		No	0000
601-494-9400-43180	Software Support									
11390	06/30/2014									
602-495-9450-43180	Software Support									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO	Line #
11390	06/30/2014	3,195.00	0.00	11/18/2014	Storm Module		-			No	0000
603-496-9500-43180	Software Support										
	11390 Total:	13,098.00									
	BEEHIVE Total:	13,098.00									
BLOYERJU Bloyer Justin											
2013-419	11/12/2014	3,000.00	0.00	11/18/2014	Escrow Release - 8881 Jane Road		-			No	0000
803-000-0000-22900	Deposits Payable										
	2013-419 Total:	3,000.00									
	BLOYERJU Total:	3,000.00									
BOLTONME Bolton & Menk, Inc											
0171382	10/21/2014	2,322.00	0.00	11/18/2014	2014 Street Improvements		-			No	0000
409-480-8000-43030	Engineering Services										
	0171382 Total:	2,322.00									
0171881	10/30/2014	5,281.68	0.00	11/18/2014	2013.132 Pumphouse No 4		-			No	0000
601-494-9400-43030	Engineering Services										
	0171881 Total:	5,281.68									
	BOLTONME Total:	7,603.68									
BRAUN Braun Intertec Corporation											
B012902	10/29/2014	1,677.89	0.00	11/18/2014	39th St N - street and sewer		-			No	0000
409-480-8000-43030	Engineering Services										
B012902	10/29/2014	1,677.89	0.00	11/18/2014	39th St N - street and sewer		-			No	0000
602-495-9450-43030	Engineering Services										
	B012902 Total:	3,355.78									
	BRAUN Total:	3,355.78									
BUBERL Buberl Black Dirt, Inc											
16658	11/03/2014	156.00	0.00	11/18/2014	Black dirt - parks		-			No	0000
101-450-5200-42250	Landscaping Materials										
	16658 Total:	156.00									
	BUBERL Total:	156.00									
C A C Companion Animal Control, LLC											
10	10/01/2014	500.00	0.00	11/18/2014	Animal Control - October		-			No	0000
101-420-2700-43150	Contract Services										
10	10/01/2014	210.00	0.00	11/18/2014	Pick Up/Impound 7am-7pm		-			No	0000
101-420-2700-43160	Impounding										
10	10/01/2014	45.00	0.00	11/18/2014	Pick Up/Impound 7pm-7am		-			No	0000
101-420-2700-43160	Impounding										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
10 Total:		755.00								
C A C Total:		755.00								
CARQUEST Car Quest Auto Parts										
2055-333354	11/06/2014	24.79	0.00	11/18/2014	Filter, grease, gun couplers		-	No		0000
101-430-3120-44040	Repairs/Maint Eqpt	24.79								
2055-333354 Total:		24.79								
CARQUEST Total:		24.79								
CENWOOD Central Wood Products										
43064	11/05/2014	1,765.00	0.00	11/18/2014	Pebble - zip cruze mulch		-	No		0000
404-480-8000-45300	Improvements Other Than Bldgs	1,765.00								
43064 Total:		1,765.00								
CENWOOD Total:		1,765.00								
COMCAST Comcast										
	10/27/2014	7.90	0.00	11/18/2014	Monthly service		-	No		0000
101-420-2220-44300	Miscellaneous	7.90								
Total:		7.90								
COMCAST Total:		7.90								
CRYSTEEL Crysteel Truck Equipment										
FP156966	11/03/2014	276.83	0.00	11/18/2014	Back Rack/Light Mnts		-	No		0000
410-480-8000-45400	Heavy Machinery	276.83								
FP156966 Total:		276.83								
CRYSTEEL Total:		276.83								
CTYBLOOM City of Bloomington										
Oct 2014	10/31/2014	31.50	0.00	11/18/2014	Lab Tests		-	No		0000
601-494-9400-42270	Utility System Maintenance	31.50								
Oct 2014 Total:		31.50								
CTYBLOOM Total:		31.50								
CTYOAKDP City of Oakdale										
201411064462	11/06/2014	707.27	0.00	11/18/2014	B1 - Brake Job		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt	707.27								
201411064462 Total:		707.27								
CTYOAKDP Total:		707.27								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
CTYROSEV City of Roseville										
219422	11/06/2014	2,635.58	0.00	11/18/2014	Monthly IT Services		-	No		0000
101-410-1450-43180	Information Technology/Web									
	219422 Total:	2,635.58								
219474	11/06/2014	87.10	0.00	11/18/2014	Telephone - Admin		-	No		0000
101-410-1320-43210	Telephone									
219474	11/06/2014	13.75	0.00	11/18/2014	Telephone - Building		-	No		0000
101-420-2400-43210	Telephone									
219474	11/06/2014	13.75	0.00	11/18/2014	Telephone - Communication		-	No		0000
101-410-1450-43210	Telephone									
219474	11/06/2014	13.75	0.00	11/18/2014	Telephone - Engineering		-	No		0000
101-410-1930-43210	Telephone									
219474	11/06/2014	27.50	0.00	11/18/2014	Telephone - Finance		-	No		0000
101-410-1520-43210	Telephone									
219474	11/06/2014	38.15	0.00	11/18/2014	Telephone - Planning		-	No		0000
101-410-1910-43210	Telephone									
219474	11/06/2014	181.75	0.00	11/18/2014	Telephone - PW		-	No		0000
101-430-3100-43210	Telephone									
	219474 Total:	375.75								
	CTYROSEV Total:	3,011.33								
DAMON Damon Farbar Associates										
24715	10/31/2014	2,717.00	0.00	11/18/2014	LE Ave - CSAH 17		-	No		0000
409-480-8000-43150	Contract Services									
	24715 Total:	2,717.00								
	DAMON Total:	2,717.00								
EMERGAUT Emergency Automotive Tech, Inc										
AW110314-7	11/06/2021	1,813.40	0.00	11/18/2014	LED Beacon & directional advisor		-	No		0000
410-480-8000-45400	Heavy Machinery									
	AW110314-7 Total:	1,813.40								
	EMERGAUT Total:	1,813.40								
EMERGENC Emergency Services Marktg Inc.										
8643	10/17/2014	650.00	0.00	11/18/2014	IAMRESPONDING Annual Contract		-	No		0000
101-420-2220-44330	Dues & Subscriptions									
	8643 Total:	650.00								
	EMERGENC Total:	650.00								
Enright Enright Robert										
	11/10/2014	55.00	0.00	11/18/2014	Cable - PC 11/10/14		-	No		0000
101-410-1450-43620	Cable Operations									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Total:		55.00								
Enright Total:		55.00								
<hr/>										
FLAGSHIP Flagship Recreation, LLC										
F3260	08/07/2014	15,313.00	0.00	11/18/2014	Pebble Park		-		No	0000
404-480-8000-45300 Improvements Other Than Bldgs										
F3260 Total:		15,313.00								
FLAGSHIP Total:		15,313.00								
<hr/>										
FRONTIER Frontier Precision, Inc										
131785	11/04/2014	200.00	0.00	11/18/2014	Snow plow route markers		-		No	0000
101-430-3125-42250 Landscaping Materials										
131785 Total:		200.00								
FRONTIER Total:		200.00								
<hr/>										
GEISLING Geislinger & Sons, INC										
Pay No 2	11/10/2014	165,281.76	0.00	11/18/2014	Project 2014-131 - 39th Street N		-		No	0000
602-495-9450-43030 Engineering Services										
Pay No 2	11/10/2014	87,873.10	0.00	11/18/2014	Project 2014-131 - 39th Street N		-		No	0000
601-494-9400-43030 Engineering Services										
Pay No 2	11/10/2014	245,647.68	0.00	11/18/2014	Project 2014-131 - 39th Street N		-		No	0000
409-480-8000-43030 Engineering Services										
Pay No 2 Total:		498,802.54								
GEISLING Total:		498,802.54								
<hr/>										
GMCONTR G.M. Contracting, Inc.										
Pay No 4	11/12/2014	266,600.17	0.00	11/18/2014	2013.133 LE Ave Trunk Watermain		-		No	0000
601-494-9400-43030 Engineering Services										
Pay No 4 Total:		266,600.17								
GMCONTR Total:		266,600.17								
<hr/>										
JANIKING Jani-King of Minnesota, Inc										
MIN11140449	11/01/2014	326.00	0.00	11/18/2014	Nov Cleaning		-		No	0000
101-410-1940-44010 Repairs/Maint Contractual Bldg										
MIN11140449 Total:		326.00								
JANIKING Total:		326.00								
<hr/>										
JOHNSON& Johnson & Turner Attorneys										
38801	11/07/2014	4,512.50	0.00	11/18/2014	Prosecution		-		No	0000
101-420-2150-43045 Attorney Criminal										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO	Line #
38930	11/07/2014	4,512.50									
803-000-0000-22910	Developer Payments	350.00	0.00	11/18/2014	Lennar		-	No		0000	
38930 Total:		350.00									
38962	11/07/2014	30.00	0.00	11/18/2014	39th Street		-	No		0000	
409-480-8000-43040	Legal Services	30.00									
38962 Total:		175.50									
39094	11/07/2014	1,989.50	0.00	11/18/2014	Reco		-	No		0000	
803-000-0000-22910	Developer Payments	175.50									
39094 Total:		1,989.50									
39098	11/07/2014	872.50	0.00	11/18/2014	Civil		-	No		0000	
101-410-1320-43040	Legal Services	1,989.50									
39098 Total:		872.50									
39100	11/07/2014	872.50	0.00	11/18/2014	Hammes		-	No		0000	
803-000-0000-22910	Developer Payments	387.00									
39100 Total:		387.00									
39103	11/07/2014	8,317.00	0.00	11/18/2014	Burgess Matter		-	No		0000	
101-410-1320-43040	Legal Services										
39103 Total:											
JOHNSON& Total:											
kathfuel Kath Fuel Oil Service Co											
485135	10/29/2014	1,374.38	0.00	11/18/2014	Fuel		-	No		0000	
101-430-3120-42120	Fuel, Oil and Fluids	1,374.38									
485135 Total:		1,374.38									
kathfuel Total:											
LANG RON Ron's Inspection Services, LLC											
6	11/04/2014	1,036.75	0.00	11/18/2014	Inspector Services		-	No		0000	
101-420-2400-43150	Inspector Contract Services	174.72									
6	11/04/2014	1,211.47	0.00	11/18/2014	Mileage		-	No		0000	
101-420-2400-43310	Mileage	1,211.47									
6 Total:		1,211.47									
LANG RON Total:											
LARSON Larson Diesel Service, Corp											
141010005	10/10/2014	395.66	0.00	11/18/2014	DOT and repairs 00-1		-	No		0000	
101-430-3120-44040	Repairs/Maint Eqpt	395.66									
141010005 Total:		395.66									
LARSON Total:											

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
LCSLAWN L.C.S. Lawn Service, Inc										
1341287410	10/24/2014	58.50	0.00	11/18/2014	Station 1		-		No	0000
101-420-2220-44010	Repairs/Maint Bldg									
	1341287410 Total:	58.50								
1341287414	10/24/2014	212.00	0.00	11/18/2014	Station 2		-		No	0000
101-420-2220-44010	Repairs/Maint Bldg									
	1341287414 Total:	212.00								
	LCSLAWN Total:	270.50								
LEOIL Lake Elmo Oil, Inc.										
	10/31/2014	210.76	0.00	11/18/2014	Fuel		-		No	0000
101-420-2220-42120	Fuel, Oil and Fluids									
	10/28/2014	61.47	0.00	11/18/2014	Fuel		-		No	0000
101-430-3120-42120	Fuel, Oil and Fluids									
	Total:	272.23								
	LEOIL Total:	272.23								
MARONEYS Maroney's Sanitation, Inc										
547246	10/31/2014	109.78	0.00	11/18/2014	Waste Removal		-		No	0000
101-410-1940-43840	Refuse									
547246	10/31/2014	48.30	0.00	11/18/2014	Waste Removal		-		No	0000
101-420-2220-43840	Refuse									
547246	10/31/2014	210.63	0.00	11/18/2014	Waste Removal		-		No	0000
101-430-3100-43840	Refuse									
547246	10/31/2014	210.63	0.00	11/18/2014	Waste Removal		-		No	0000
101-420-2220-43840	Refuse									
547246	10/31/2014	48.67	0.00	11/18/2014	Waste Removal		-		No	0000
206-450-5300-43840	Refuse									
	547246 Total:	628.01								
	MARONEYS Total:	628.01								
MENARDSO Menards - Oakdale										
59625	10/31/2014	23.58	0.00	11/18/2014	Haz sidewalk warning		-		No	0000
101-430-3120-42260	Sign Repair Materials									
	59625 Total:	23.58								
59668	10/31/2014	38.51	0.00	11/18/2014	Shop Supplies		-		No	0000
101-450-5200-44010	Repairs/Maint Bldg									
	59668 Total:	38.51								
59828	11/02/2014	112.11	0.00	11/18/2014	Plow route marking stakes		-		No	0000
101-430-3125-42250	Landscaping Materials									
	59828 Total:	112.11								
59966	11/04/2014	93.81	0.00	11/18/2014	Shop Supplies		-		No	0000
101-450-5200-42150	Shop Materials									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
59969	11/04/2014	93.81								
602-495-9450-42270	Utility System Maint Supplies	49.86	0.00	11/18/2014	Lift station repair support		-		No	0000
60022	11/04/2014	49.86								
602-495-9450-42270	Utility System Maint Supplies	58.53	0.00	11/18/2014	Lift station repair support		-		No	0000
	MENARDSO Total:	58.53								
		376.40								
METCOU Metropolitan Council										
1038892	11/06/2014	1,550.84								
602-495-9450-43820	Sewer Utility - Met Council		0.00	11/18/2014	Monthly Wastewater		-		No	0000
	1038892 Total:	1,550.84								
	METCOU Total:	1,550.84								
MILLEREX Miller Excavating, Inc.										
18805	10/25/2014	1,532.00								
603-496-9500-43150	Contract Services		0.00	11/18/2014	Grade and Restore Ditch- 1584 Ivory		-		No	0000
	18805 Total:	1,532.00								
18806	10/25/2014	3,927.75								
601-494-9400-44030	Repairs/Maint Imp Not Bldgs		0.00	11/18/2014	Emergency Water Repair 2949 Jonquil		-		No	0000
	18806 Total:	3,927.75								
18848	10/31/2014	220.00								
101-430-3120-43150	Contract Services		0.00	11/18/2014	Grading Gravel - Klondike		-		No	0000
	18848 Total:	220.00								
	MILLEREX Total:	5,679.75								
MONTGOME Montgomery Tim										
2014-257	11/13/2014	500.00								
803-000-0000-22900	Deposits Payable		0.00	11/18/2014	Release Escrow 9120 Hudson Blvd		-		No	0000
	2014-257 Total:	500.00								
	MONTGOME Total:	500.00								
ONECALL Gopher State One Call										
126449	10/31/2014	252.30								
101-430-3100-43150	Contract Services		0.00	11/18/2014	FTP tickets		-		No	0000
	126449 Total:	252.30								
	ONECALL Total:	252.30								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
PINKY Pinky's Sewer Service, Inc.										
71067	11/01/2014	100.00	0.00	11/18/2014	Pumped two tanks		-		No	0000
206-450-5300-44010	Repairs/Maint Bldg	100.00								
	71067 Total:	100.00								
	PINKY Total:									
RIVRCOOP River Country Cooperative										
	10/31/2014	685.80	0.00	11/18/2014	Fuel		-		No	0000
101-420-2220-42120	Fuel, Oil and Fluids	685.80								
	Total:	685.80								
	RIVRCOOP Total:	685.80								
S&T S&T Office Products, Inc.										
01QQ8466	11/06/2014	33.66	0.00	11/18/2014	Supplies		-		No	0000
101-420-2400-42000	Office Supplies	33.65								
01QQ8466	11/06/2014	33.65	0.00	11/18/2014	Supplies		-		No	0000
101-430-3100-42000	Office Supplies	33.65								
01QQ8466	11/06/2014	33.65	0.00	11/18/2014	Supplies		-		No	0000
206-450-5300-42000	Office Supplies	100.96								
	01QQ8466 Total:	100.96								
	S&T Total:	100.96								
SAMSCLUB Sam's Club										
	11/03/2014	130.56	0.00	11/18/2014	SCBA Eyeglasses		-		No	0000
101-420-2220-42400	Small Tools & Equipment	74.54								
	11/04/2014	74.54	0.00	11/18/2014	Station Supplies		-		No	0000
101-420-2220-44010	Repairs/Maint Bldg	75.12								
	11/04/2014	75.12	0.00	11/18/2014	Rehab Supplies		-		No	0000
101-420-2220-44300	Miscellaneous	70.78								
	11/04/2014	70.78	0.00	11/18/2014	City Hall supplies		-		No	0000
101-410-1320-42000	Office Supplies	351.00								
	Total:	351.00								
	SAMSCLUB Total:	351.00								
SHI SHI International Corp										
B02657814	10/24/2014	179.00	0.00	11/18/2014	Acrobat Software		-		No	0000
101-420-2400-43190	Software Programs	179.00								
	B02657814 Total:	179.00								
	SHI Total:	179.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
SW/WC SW/WC Service Cooperatives C1210-20 7 10/29/2014 101-000-0000-21706 Medical Insurance C1210-20 7 Total: SW/WC Total:		23,409.00 23,409.00 23,409.00	0.00	11/18/2014	December Premium		-	No		0000
TASCH T.A. Schifsky & Sons Inc 56868 10/11/2014 101-430-3120-42240 Street Maintenance Materials 56868 Total: 56934 10/25/2014 101-430-3120-42240 Street Maintenance Materials 56934 Total: TASCH Total:		1,009.13 1,009.13 6,353.75 6,353.75 7,362.88	0.00 0.00	11/18/2014 11/18/2014	Asphalt Asphalt		- -	No No		0000 0000
TELEMETR Telemetry & Process Controls 6017 04/29/2014 601-494-9400-43180 Software Support 6017 04/29/2014 602-495-9450-43180 Software Support 6017 Total: TELEMETR Total:		14,131.00 14,131.00 28,262.00 28,262.00	0.00 0.00	11/18/2014 11/18/2014	2014 SCADA upgrades & additions 2014 SCADA upgrades & additions		- -	No No		0000 0000
TKDA TKDA, Inc. 002014003690 11/05/2014 601-494-9400-43030 Engineering Services 002014003690 Total: TKDA Total:		75.53 75.53 75.53	0.00	11/18/2014	2013.133 LE Ave Watermain		-	No		0000
TOTALMEC Total Mechanical Services, Inc Pay No 6 11/10/2014 601-494-9400-43030 Engineering Services Pay No 6 Total: TOTALMEC Total:		191,197.48 191,197.48 191,197.48	0.00	11/18/2014	2013.132 Pumphouse No 4		-	No		0000
TOWNCTRY Town & Country Cleaning Co 1114713 11/01/2014 206-450-5300-44010 Repairs/Maint Bldg 1114713 Total:		215.00 215.00	0.00	11/18/2014	Cleaning Service _ library		-	No		0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	TOWNCTRY Total:	215.00								
TRKUTI Truck Utilities Inc.										
275769 10/24/2014		7,267.00	0.00	11/18/2014	Snow plow for 14-2 (new pick-up)		-		No	0000
410-480-8000-45800 Other Equipment										
275769 Total:		7,267.00								
276203 11/03/2014		203.16	0.00	11/18/2014	PLow parts		-		No	0000
101-430-3125-44040 Repairs/Maint Eqpt										
276203 Total:		203.16								
TRKUTI Total:		7,470.16								
WASH-REC Washington County										
P269082 11/03/2014		46.00	0.00	11/18/2014	Caskey		-		No	0000
101-410-1910-42030 Printed Forms										
P269082 Total:		46.00								
P270414 11/03/2014		46.00	0.00	11/18/2014	Pink		-		No	0000
101-410-1910-42030 Printed Forms										
P270414 Total:		46.00								
WASH-REC Total:		92.00								
WEEKSEND Weeks-End Signs & Graphics										
2029 11/05/2014		250.00	0.00	11/18/2014	2014 Dump Truck and Kabota graphics		-		No	0000
101-430-3120-42210 Equipment Parts										
2029 Total:		250.00								
WEEKSEND Total:		250.00								
WHEATON Wheaton Joseph										
11/05/2014		1,376.25	0.00	11/18/2014	Electrical Inspection		-		No	0000
101-000-0000-20801 Building Permit Surcharge										
Total:		1,376.25								
WHEATON Total:		1,376.25								
Whiteani White Anita										
11/12/2014		55.00	0.00	11/18/2014	Cable CC meeting 11/05/2014		-		No	0000
101-410-1450-43620 Cable Operations										
Total:		55.00								
Whiteani Total:		55.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
XCEL Xcel Energy										
101-450-5200-43810	11/12/2014 Electric Utility	48.12	0.00	11/18/2014	Utility Service		-		No	0000
602-495-9450-43810	11/12/2014 Electric Utility	71.73	0.00	11/18/2014	Utility Service		-		No	0000
101-430-3160-43810	11/12/2014 Street Lighting	31.18	0.00	11/18/2014	Utility Service		-		No	0000
101-430-3160-43810	11/12/2014 Street Lighting	28.38	0.00	11/18/2014	Utility Service		-		No	0000
101-420-2220-43810	11/12/2014 Electric Utility	359.09	0.00	11/18/2014	Utility Service		-		No	0000
101-410-1940-43810	11/12/2014 Electric Utility	290.72	0.00	11/18/2014	Utility Service		-		No	0000
101-430-3160-43810	11/12/2014 Street Lighting	30.23	0.00	11/18/2014	Utility Service		-		No	0000
101-410-1940-43810	11/12/2014 Electric Utility	405.50	0.00	11/18/2014	Utility Service		-		No	0000
101-450-5200-43810	11/12/2014 Electric Utility	11.60	0.00	11/18/2014	Utility Service		-		No	0000
101-450-5200-43810	11/12/2014 Electric Utility	61.41	0.00	11/18/2014	Utility Service		-		No	0000
101-450-5200-43810	11/12/2014 Electric Utility	34.26	0.00	11/18/2014	Utility Service		-		No	0000
601-494-9400-43810	11/12/2014 Electric Utility	1,742.48	0.00	11/18/2014	Utility Service		-		No	0000
101-420-2220-43810	11/12/2014 Electric Utility	269.95	0.00	11/18/2014	Utility Service		-		No	0000
101-430-3160-43810	11/12/2014 Street Lighting	39.79	0.00	11/18/2014	Utility Service		-		No	0000
101-450-5200-43810	11/12/2014 Electric Utility	106.49	0.00	11/18/2014	Utility Service		-		No	0000
602-495-9450-43810	11/12/2014 Electric Utility	21.18	0.00	11/18/2014	Utility Service		-		No	0000
602-495-9450-43810	11/12/2014 Electric Utility	17.00	0.00	11/18/2014	Utility Service		-		No	0000
101-450-5200-43810	11/12/2014 Electric Utility	57.10	0.00	11/18/2014	Utility Service		-		No	0000
101-430-3160-43810	11/12/2014 Street Lighting	1,870.16	0.00	11/18/2014	Utility Service		-		No	0000
101-430-3160-43810	11/12/2014 Street Lighting	27.76	0.00	11/18/2014	Utility Service		-		No	0000
101-450-5200-43810	11/12/2014 Electric Utility	14.50	0.00	11/18/2014	Utility Service		-		No	0000
101-450-5200-43810	11/12/2014 Electric Utility	32.00	0.00	11/18/2014	Utility Service		-		No	0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
101-430-3100-43810	11/12/2014 Electric Utility	512.44	0.00	11/18/2014	Utility Service		-		No	0000
601-494-9400-43810	11/12/2014 Electric Utility	25.29	0.00	11/18/2014	Utility Service		-		No	0000
101-430-3160-43810	11/12/2014 Street Lighting	12.79	0.00	11/18/2014	Utility Service		-		No	0000
206-450-5300-43810	11/12/2014 Electric Utility	466.05	0.00	11/18/2014	Utility Service		-		No	0000
602-495-9450-43810	11/12/2014 Electric Utility	204.04	0.00	11/18/2014	Utility Service		-		No	0000
601-494-9400-43810	11/12/2014 Electric Utility	107.35	0.00	11/18/2014	Utility Service		-		No	0000
101-450-5200-43810	11/12/2014 Electric Utility	13.97	0.00	11/18/2014	Utility Service		-		No	0000
Total:		6,912.56								
XCEL Total:		6,912.56								
Report Total:		1,114,121.60								



MAYOR & COUNCIL COMMUNICATION

DATE: November 18, 2014
**CONSENT
ITEM** #3
MOTION

AGENDA ITEM: October 2014 Financial Reporting

SUBMITTED BY: Cathy Bendel, Finance Director

THROUGH: Cathy Bendel, Finance Director

REVIEWED BY: 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

FISCAL IMPACT: NA

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to accept the October 2014 Financial Reporting Packet. No specific motion is needed as this is recommended to be part of the overall approval of the *Consent Agenda*.

BACKGROUND INFORMATION: The City of Lake Elmo has fiduciary authority and responsibility to conduct normal business operations and report the financial (unaudited) statement to the City Council. City guidelines suggest the Council be updated on a regular basis.

STAFF REPORT: Attached please find the comparative financial statements for the month of October 2014 reflecting the monthly and year to date detail, comparing the actual results to the 2014 Budget.

GENERAL FUND:

The most significant budget to actual variances are highlighted below:

Revenues:

- Building Permit revenue for the month was 37% below budget bringing the year to date results to 19% better than budget. This was primarily due to two large commercial projects which were permitted in September and not included in the 2014 budget. There was one new home start in October bringing the year to date new home starts to 21 compared to 31 in 2013 and 28 in 2012. Although fewer homes, the valuation amount to date is very close to 2013 since the average home values of those being built are far greater than the values used to estimate revenues in the 2014 budget. In addition, two new commercial building permits were issued in September at a combined value of \$4.2M.
- The State fire aid monies budgeted to be received in September as in prior years were received in early October resulting in the budget variance for the month. Supplemental aid was received in the amount of \$12k. Due to the uncertainty surrounding whether supplemental funds being available, the annual budget assumes there are none received.
- Zoning and subdivision fees are above budget for the month due to the budget assuming there would be no zoning exceptions requested in the month of October. In October there was a developer exception requested resulting in revenue for the month being slightly above budget and being \$18.2k ahead of budget on a year to date basis.
- Plan check fees for the month are 23% less than budget and the year to date results are 44% better than budget. As mentioned under building permits, this is all a result of the higher than budgeted average home valuations in 2014.

Expenses:

Most departments were at or below budget for the month due to the on-going diligent management of expenditures to the bottom line. A few items to note:

- Administration – General administration legal expenses continue to be under budget for the month by \$2.1k resulting at year to date expenses being \$18.6k below budget. This is a result of minimal litigation activity, the majority of the legal expenses being recoverable through developer offset of escrows, as well as utilization of our City Clerk where possible to assist to save costs.
- Fire – Radio expense for the month was zero compared to a budgeted amount of \$3.8k due to paying for the quarterly amounts before the quarter starts rather than in the first month of a quarter. This is just a timing issue.
- Fire Relief – The fire aid amount distributed to the fire relief was greater than budget due to receiving supplemental state aid as mentioned previously.

- Building Inspection – Inspector contract services are slightly above budget for the month due to support being needed due to the two large commercial projects which began in September.
- Public Works – The part time salaries are \$1.1k higher than budget for the month due to all salaries being budgeted in the full time salary line item. On a year to date basis, the sum of the two salary expense lines are above budget due to the extra costs for snow removal as well as the summer focus on street repairs.
- Public Works – Engineering support services for the month were higher than budgeted due to right of way work being needed primarily due to development and project related activity. These costs are recovered through the fees charged to the vendors.
- Public Works – Repairs and maintenance for the month were \$2k above budget due to repairs needed to the fleet in preparation of the winter season.

LIBRARY FUND:

Revenues:

- Rental income is slightly above budget for the month due to one of the renters paying the receipt of the September received in October by one renter. On a year to date basis, the rental income is slightly below budget due to the library deciding to no longer rent out one of the previous rental offices due to needing the space.

Expenses:

- Library Collection Maintenance (books, dvd's and other library service items) is below budget for the month and slightly above budget on a year to date basis due to an active push to expand resource materials at the library for patron use.
- Building – property tax was not budgeted for 2014. The amount paid represents the assessed property taxes based on the rental square footage.

RECOMMENDATION: Based on the aforementioned, the staff recommends the City Council accept the attached October Financial Report.

ATTACHMENT:

1. October Financial Reports

City of Lake Elmo
2014 By Month
Budget to Actual Comparative
For the month ending October 31, 2014
01-General Fund Summary
By Department

11/18/2014

	Full Year BUDGET 2014	% to date	MONTH				YTD			
			BUDGET Month	ACTUAL Month	Variance (\$) Month	Variance (%) Month	BUDGET YTD	ACTUAL YTD	Variance (\$) YTD	Variance (%) YTD
DEPT 410 - GEN'L GOV'T										
REVENUE										
Total Revenue	3,303,535.00	56.64%	29,400.00	86,939.77	57,539.77	195.71%	1,864,770.58	1,924,617.62	59,847.04	3.21%
EXPENSE										
Total Mayor & Council	45,269.32	46.75%	75.00	500.00	(425.00)	-566.67%	30,966.66	21,162.34	9,804.32	31.66%
Total Administration	396,538.62	89.00%	37,105.35	36,721.29	384.06	1.04%	335,403.24	352,911.76	(17,508.52)	-5.22%
Total Elections	13,350.00	41.59%	3,000.00	0.00	3,000.00	100.00%	10,325.00	5,552.01	4,772.99	46.23%
Total Communications	79,129.53	97.60%	6,665.20	8,472.52	(1,807.32)	-27.12%	65,697.59	77,232.64	(11,535.05)	-17.56%
Total Finance	156,285.12	87.04%	14,081.86	13,053.90	1,027.96	7.30%	136,564.64	136,029.54	535.10	0.39%
Total Planning & Zoning	273,059.23	77.50%	30,862.60	29,433.80	1,428.80	4.63%	229,342.43	211,613.20	17,729.23	7.73%
Total Engineering Services	48,000.00	68.93%	4,000.00	1,342.38	2,657.62	66.44%	40,000.00	33,086.02	6,913.98	17.28%
Total City Hall	27,133.16	81.00%	2,283.32	2,937.12	(653.80)	-28.63%	22,616.52	21,977.68	638.84	2.81%
Total General Government	1,038,764.98	82.75%	98,073.33	92,461.01	5,612.32	5.72%	870,916.08	859,565.19	11,350.89	1.30%
DEPT 420 - PUBLIC SAFETY										
Total Police	500,000.00	51.19%	0.00	473.75	(473.75)	-100.00%	250,000.00	255,946.53	(5,946.53)	-2.38%
Total Prosecution	51,000.00	79.98%	4,250.00	4,512.50	(262.50)	-6.18%	42,500.00	40,788.75	1,711.25	4.03%
Total Fire	399,655.82	83.94%	40,876.20	27,343.23	13,532.97	33.11%	340,323.13	335,466.09	4,857.04	1.43%
Total Fire Relief	37,323.50	143.20%	37,323.50	53,446.01	(16,122.51)	-43.20%	37,323.50	53,446.01	(16,122.51)	-43.20%
Total Building Inspections	157,601.95	83.45%	17,045.34	14,747.12	2,298.22	13.48%	133,833.87	131,515.09	2,318.78	1.73%
Total Emergency Communications	5,800.00	58.16%	0.00	0.00	0.00	0.00%	5,800.00	3,373.08	2,426.92	41.84%
Total Animal Control	6,282.08	90.40%	550.00	575.00	(25.00)	-4.55%	5,232.08	5,679.00	(446.92)	-8.54%
Total Public Safety	1,157,663.35	71.37%	100,845.04	101,097.61	(1,052.57)	-1.05%	815,012.58	826,214.55	(11,201.97)	-1.37%

	MONTH				YTD			
	BUDGET Month	ACTUAL Month	Variance (\$) Month	Variance (%) Month	BUDGET YTD	ACTUAL YTD	Variance (\$) YTD	Variance (%) YTD
DEPT 430 - PUBLIC WORKS								
Total Public Works	386,269.42	35,106.58	2,133.67	5.73%	330,901.80	334,328.10	(3,426.30)	-1.04%
Total Streets	16,800.00	1,062.90	237.10	18.24%	13,900.00	42,432.01	(28,532.01)	-205.27%
Total Ice & Snow Removal	96,000.00	4,045.35	(2,045.35)	-102.27%	66,000.00	62,977.86	3,022.14	4.58%
Total Street Lighting	28,800.00	2,022.09	377.91	15.75%	24,000.00	18,505.27	5,494.73	22.89%
Total Recycling	7,400.00	0.00	0.00	0.00%	7,400.00	5,224.43	2,175.57	29.40%
Total Tree Program	5,000.00	0.00	0.00	0.00%	6,250.00	5,350.00	900.00	14.40%
Total Public Works	540,269.42	42,236.92	703.33	1.64%	448,451.80	468,817.67	(20,365.87)	-4.54%
DEPT 450 - CULTURE, RECREATION								
Total Parks & Recreation	206,836.63	17,972.95	4,009.77	18.24%	184,241.85	176,340.36	7,901.49	4.29%
GRAND TOTAL ALL EXPENSES	2,943,535.00	263,041.34	9272.85	3.53%	2,318,622.31	2,330,937.77	(12,315.46)	-0.53%
SUB TOTAL NET INC OVER EXP	360,000.00	(233,641.34)	48,266.92	20.66%	(453,851.73)	(406,320.15)	47,531.58	-15.90%
DEPT 460 - COMP ADJ	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
DEPT 490 - CONTINGENCY FUND	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
TRANS TO CITY PROJ FUND (STREETS)	160,000.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
DEPT 493 - OTIH FINANCING	200,000.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
GRAND TOTAL ALL DEPTS	3,303,535.00	263,041.34	9,272.85	3.53%	2,318,622.31	2,330,937.77	(12,315.46)	-0.53%
Net Income over Expenses	0.00	(233,641.34)	66,812.62	28.60%	(453,851.73)	(406,320.15)	47,531.58	10.47%

11/18/2014

DEPT 410 - GEN'L GOV'T	Full Year BUDGET 2014	% to date	MONTH			YTD			YTD variance notes			
			BUDGET Month	ACTUAL Month	Variance (\$) Month	Variance (%) Month	BUDGET YTD	ACTUAL YTD		Variance (\$) YTD	Variance (%) YTD	
REVENUE												
Current Ad Valorem Taxes	2,565,000.00	45.46%	0.00	0.00	0.00	0.00%	1,282,500.00	1,165,956.51	(116,543.49)	-9.09%	Based on actual amounts collected by WA City	
Delinquent Ad Valorem Taxes	20,000.00	37.76%	0.00	0.00	0.00	0.00%	10,000.00	7,551.53	(2,448.47)	-24.48%		
Mobile Home Tax	8,000.00	71.92%	0.00	0.00	0.00	0.00%	4,000.00	5,753.84	1,753.84	43.85%		
Fiscal Disparities	120,000.00	75.37%	0.00	0.00	0.00	0.00%	60,000.00	90,444.17	30,444.17	50.74%		
Penalty & Interest on Taxes	5,180.00	7.23%	0.00	0.00	0.00	0.00%	2,590.00	374.52	(2,215.48)	-85.54%		
Liquor License	3,000.00	0.00%	0.00	0.00	0.00	0.00%	3,000.00	0.00	(3,000.00)	-100.00%	Prepaid in 2013 rather than early 2014 as budgeted	
Wastehauler License	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	1,080.00	1,080.00	100.00%		
General Contractor License	165.00	60.61%	0.00	0.00	0.00	0.00%	165.00	100.00	(65.00)	-39.39%		
Heating Contractor License	6,650.00	66.47%	500.00	300.00	(200.00)	-40.00%	5,650.00	4,420.00	(1,230.00)	-21.77%		
Blacktopping Contractor License	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Building Permits	170,500.00	97.92%	15,000.00	9,453.40	(5,546.60)	-36.98%	140,500.00	166,958.45	26,458.45	18.83%	1 new home start	
Building Re-inspect Fees	0.00	100.00%	0.00	100.00	100.00	100.00%	0.00	600.00	600.00	100.00%		
Heating Permits	15,600.00	125.15%	1,300.00	2,220.00	920.00	70.77%	13,000.00	19,523.72	6,523.72	50.18%		
Plumbing Permits	9,000.00	180.30%	500.00	2,585.00	2,085.00	417.00%	8,000.00	16,227.19	8,227.19	102.84%		
Sewer Permits	485.00	0.00%	0.00	0.00	0.00	0.00%	485.00	0.00	(485.00)	-100.00%		
Animal License	1,991.00	124.99%	50.00	60.00	10.00	20.00%	1,891.00	2,488.50	597.50	31.60%		
Utility Permits (ROW)	11,000.00	209.10%	1,000.00	4,198.20	3,198.20	319.82%	8,000.00	23,001.50	15,001.50	187.52%	Due to I-94 expansion; ROW	
Burning Permit	3,350.00	40.45%	150.00	45.00	(105.00)	-70.00%	3,050.00	1,355.00	(1,695.00)	-55.57%		
Massage Therapy Licenses	150.00	116.67%	0.00	175.00	175.00	100.00%	150.00	175.00	25.00	16.67%		
Electrical Permit	0.00	100.00%	0.00	471.61	471.61	100.00%	0.00	4,107.04	4,107.04	100.00%	City share only (25%)	
Homestead Credit Aid	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
MSA-Maintenance	98,022.00	100.00%	0.00	0.00	0.00	0.00%	98,022.00	98,022.00	0.00	0.00%		
State Fire Aid	41,500.00	128.79%	0.00	53,446.01	53,446.01	100.00%	41,500.00	53,446.01	11,946.01	28.79%	Rec'd supplemental aid in addition to base state fire aid	
PERA Aid	2,749.00	50.00%	0.00	0.00	0.00	0.00%	1,374.50	1,374.50	0.00	0.00%		
Gravel Tax	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Recycling Grant	15,500.00	100.00%	0.00	0.00	0.00	0.00%	15,500.00	15,500.00	0.00	0.00%	Grant funds received 8/15/14	
Misc State Grant/Surcharge Rev	1,150.00	655.92%	0.00	1,757.66	1,757.66	100.00%	1,150.00	7,543.13	6,393.13	555.92%	DNR trail grooming funds of \$4k	
Cable Franchise Revenue	42,852.00	97.08%	0.00	0.00	0.00	0.00%	42,851.98	41,601.71	(1,250.27)	-2.92%	Cable franchise revenue received May 1st	
Zoning & Subdivision Fees	1,250.00	1539.28%	0.00	3,605.00	3,605.00	100.00%	1,000.00	19,240.95	18,240.95	1824.10%	Developer zoning exceptions; Conditional Use Permits	
Plan Check Fees	82,000.00	122.75%	7,000.00	5,383.23	(1,616.77)	-23.10%	70,000.00	100,656.96	30,656.96	43.80%	Due to commercial activity in September not budgeted	
Sale of Copies, Books, Maps	206.00	137.74%	0.00	8.25	8.25	100.00%	206.10	283.75	77.65	37.68%		
Assessment Searches	1,285.00	75.88%	100.00	210.00	110.00	110.00%	1,085.00	975.00	(110.00)	-10.14%		
Clean Up Days	3,000.00	75.93%	0.00	0.00	0.00	0.00%	3,000.00	2,278.00	(722.00)	-24.07%		
Cable Operation Reimbursement	1,950.00	39.68%	0.00	0.00	0.00	0.00%	1,700.00	771.75	(928.25)	-54.49%		
Fires	48,000.00	78.31%	3,500.00	2,860.53	(639.47)	-18.27%	41,000.00	37,589.97	(3,410.03)	-8.32%		
Miscellaneous Permits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	8,133.02	8,133.02	100.00%	August includes \$7,500 for fuel tank permit (Kwik Trip)	
Miscellaneous Revenue	2,400.00	186.01%	200.00	28.88	(171.12)	-85.56%	2,000.00	4,464.35	2,464.35	123.22%		
Internal Charges	1,600.00	47.88%	100.00	32.00	(68.00)	-68.00%	1,400.00	766.00	(634.00)	-45.29%	Fewer library card reimb than budgeted	
Interest Earnings	20,000.00	53.76%	0.00	0.00	0.00	0.00%	0.00	10,751.55	10,751.55	100.00%	Month equals YTD interest accrual per FC request	
Donations	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	11,100.00	11,100.00	100.00%	Donation from LE Jaycees (for "Community Improvements")	
Total Revenue	3,303,535.00	58.26%	29,400.00	86,039.77	57,539.77	195.71%	1,864,770.58	1,924,617.62	59,847.04	3.21%		

	Full Year BUDGET	2014	% to date	MONTH			YTD						
				BUDGET Month	ACTUAL Month	Variance (\$) Month	Variance (%) Month	BUDGET YTD	ACTUAL YTD	Variance (\$) YTD	Variance (%) YTD		
1450 - Communications													
FT Salaries	13,390.00	125.56%	1,545.00	2,317.85	(772.85)	-50.02%	11,330.00	16,812.87	(5,482.87)	-48.39%			
PERA (Contributions)	970.78	125.56%	112.01	168.04	(56.03)	-45.02%	821.43	1,218.92	(397.49)	-48.39%			
FICA (Contributions)	830.18	121.80%	95.79	139.45	(43.66)	-50.58%	702.46	1,011.15	(308.69)	-43.94%			
Medicare Contributions	194.16	121.80%	22.40	32.63	(10.23)	-45.67%	164.29	236.48	(72.19)	-43.94%			
Health/Dental Insurance	3,120.00	91.54%	360.00	408.00	(48.00)	-13.33%	2,640.00	2,856.00	(216.00)	-8.18%			
Workers Compensation	110.00	101.61%	0.00	0.00	0.00	-100.00%	110.00	111.77	(1.77)	-1.61%			
Newsletter	8,000.00	85.06%	0.00	1,716.75	(1,716.75)	100.00%	6,000.00	6,804.81	(804.81)	-13.41%		Due to timing of newsletters	
Office Supplies	304.41	402.85%	50.00	456.00	(406.00)	-812.00%	254.41	1,226.32	(971.91)	-382.03%		Primarily due to Laserfiche upgrade approved by CC	
Info Technology/Web	42,000.00	88.18%	3,500.00	2,635.58	864.42	24.70%	35,000.00	37,035.87	(2,035.87)	-5.82%			
Telephone	1,560.00	44.21%	130.00	69.01	60.99	46.92%	1,300.00	689.74	610.26	46.94%			
Mileage	0.00	100.00%	0.00	0.00	0.00	0.00%	75.00	36.96	38.04	50.72%			
Public Notices	4,200.00	108.17%	300.00	81.40	218.60	72.87%	3,600.00	4,543.00	(943.00)	-26.19%			
Cable Operations	3,600.00	100.94%	300.00	282.81	17.19	5.73%	3,000.00	3,633.75	(633.75)	-21.13%		Will be reimb by cable comm. filed quarterly for reimb	
Conferences	800.00	114.38%	250.00	165.00	85.00	34.00%	500.00	915.00	(415.00)	-83.00%			
Repair/Maint Equipment	50.00	200.00%	0.00	0.00	0.00	0.00%	200.00	100.00	100.00	50.00%			
Total Communications	79,129.53	97.60%	6,665.20	8,472.52	(1,807.32)	-27.12%	65,697.59	77,232.64	(11,535.05)	-17.56%			
1520 - Finance													
FT Salaries	87,880.00	81.69%	10,140.00	9,387.20	752.80	7.42%	74,360.00	71,792.78	2,567.22	3.45%		Due to PTO payout to accounting clerk	
PERA (Contributions)	6,371.30	79.81%	735.15	680.58	54.57	7.42%	5,391.10	5,084.80	306.30	5.68%			
FICA (Contributions)	5,448.56	75.79%	628.68	549.49	79.19	12.60%	4,610.32	4,129.26	481.06	10.43%			
Medicare Contributions	1,274.26	75.78%	147.03	128.52	18.51	12.59%	1,078.22	965.68	112.54	10.44%			
Health/Dental Insurance	19,936.00	50.75%	2,256.00	1,305.60	950.40	42.13%	16,800.00	10,118.40	6,681.60	39.77%		Due to contractor cost savings	
Unemployment Benefits	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	0.00	(3,400.45)	-100.00%		100% allocation to GF vs primarily to Enterprise Funds	
Workers Compensation	600.00	38.44%	0.00	0.00	0.00	0.00%	600.00	230.61	369.39	61.57%			
Office Supplies	300.00	51.86%	25.00	0.00	25.00	100.00%	250.00	155.57	94.43	37.77%			
Printed Forms	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	433.47	(433.47)	-100.00%			
Audit Services	27,000.00	100.00%	0.00	0.00	0.00	0.00%	27,000.00	27,000.00	0.00	0.00%		Installment pmt	
Contract Services	4,500.00	212.06%	0.00	975.01	(975.01)	-100.00%	4,000.00	9,542.85	(5,542.85)	-138.57%		Offset salary and benefit savings above	
Software Programs	150.00	1249.69%	0.00	0.00	0.00	0.00%	150.00	1,874.54	(1,724.54)	-1149.69%		Upgrades required; appr by CC	
Telephone	1,200.00	22.92%	100.00	27.50	72.50	72.50%	1,000.00	275.00	725.00	72.50%			
Mileage	50.00	0.00%	0.00	0.00	0.00	0.00%	50.00	0.00	50.00	100.00%			
Miscellaneous	1,000.00	2.53%	50.00	0.00	50.00	100.00%	950.00	25.28	924.72	97.34%			
Dues & Subscriptions	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	540.00	(540.00)	-100.00%			
Conferences & Training	575.00	80.15%	0.00	0.00	0.00	0.00%	325.00	460.85	(135.85)	-41.80%		Ehlers conf recommended by City Admin Zuleger	
Total Finance	156,285.12	87.04%	14,081.86	13,053.90	1,027.96	7.30%	136,564.64	136,029.54	535.10	0.39%			

Due to timing of newsletters

Primarily due to Laserfiche upgrade approved by CC

Will be reimbursed by cable comm. filed quarterly for reimb

Due to PTO payout to accounting clerk

Due to contractor cost savings

100% allocation to GF vs primarily to Enterprise Funds

Installment pmt

Offset salary and benefit savings above

Upgrades required; appr by CC

Eilers conf recommended by City Admin Zuleger

Full Year	BUDGET	2014	% to date	MONTH			Variance (%)	YTD			YTD variance notes	
				BUDGET	ACTUAL	Variance (\$)		BUDGET	ACTUAL	Variance (\$)		Variance (%)
1910 - Planning & Zoning												
FT Salaries	159,874.00	96.09%	18,447.00	21,693.71	(3,246.71)	-17.60%	135,278.00	153,627.99	(18,349.99)	-13.56%	Costs for intern to assist with workload	
PERA Contributions	11,590.87	88.57%	1,337.41	1,430.34	(92.93)	-6.95%	9,807.66	10,266.21	(458.55)	-4.68%		
FICA Contributions	9,912.19	88.05%	1,143.71	1,274.61	(130.90)	-11.45%	8,387.24	8,727.74	(340.50)	-4.06%		
Medicare Contributions	2,318.17	88.05%	267.48	298.10	(30.62)	-11.45%	1,961.53	2,041.19	(79.66)	-4.06%		
Health/Dental Insurance	34,814.00	80.77%	4,017.00	4,017.00	0.00	0.00%	29,458.00	28,119.00	1,339.00	4.55%		
Workers Compensation	800.00	122.98%	0.00	0.00	0.00	0.00%	800.00	983.86	(183.86)	-22.98%		
Developer escrow offset cost recovery	0.00	100.00%	0.00	(29.75)	29.75	100.00%	0.00	(13,449.72)	13,449.72	100.00%		To break out offset costs per the request of the Finance Comm
Office Supplies	2,000.00	63.33%	200.00	10.22	189.78	94.89%	1,600.00	1,266.50	333.50	20.84%		
Printed Forms	750.00	130.13%	0.00	92.00	(92.00)	-100.00%	500.00	976.00	(476.00)	-95.20%		
Engineering Services	36,000.00	46.94%	3,000.00	191.10	2,808.90	93.63%	30,000.00	16,899.82	13,100.18	43.67%		
Contract Services	10,000.00	0.00%	0.00	0.00	0.00	0.00%	7,500.00	0.00	7,500.00	100.00%		
Information Technology	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Telephone	1,200.00	40.69%	100.00	52.83	47.17	47.17%	1,000.00	488.26	511.74	51.17%		
Postage	200.00	67.64%	0.00	0.00	0.00	0.00%	150.00	135.28	14.72	9.81%		
Mileage	200.00	0.00%	200.00	0.00	200.00	100.00%	200.00	0.00	200.00	100.00%		
Miscellaneous	500.00	55.69%	50.00	0.00	50.00	100.00%	400.00	278.43	121.57	30.39%		
Dues & Subscriptions	600.00	39.83%	0.00	0.00	0.00	0.00%	0.00	239.00	(239.00)	-100.00%		
Books	300.00	0.00%	100.00	0.00	100.00	100.00%	300.00	0.00	300.00	100.00%		
Conferences & Training	2,000.00	50.68%	2,000.00	403.64	1,596.36	79.82%	2,000.00	1,013.64	986.36	49.32%		
Total Planning & Zoning	273,059.23	77.50%	30,862.60	29,433.80	1,428.80	4.63%	229,342.43	211,613.20	17,729.23	7.73%		
1930 - Engineering Services												
Engineering Services	48,000.00	68.93%	4,000.00	1,342.38	2,657.62	66.44%	40,000.00	33,086.02	6,913.98	17.28%		
Total Engineering Services	48,000.00	68.93%	4,000.00	1,342.38	2,657.62	66.44%	40,000.00	33,086.02	6,913.98	17.28%		
1940 - City Hall												
Cleaning Supplies	25.00	0.00%	0.00	0.00	0.00	0.00%	25.00	0.00	25.00	100.00%		
Building Repair Supplies	200.00	179.99%	25.00	111.37	(86.37)	-345.48%	150.00	359.97	(209.97)	-139.98%		
Telephone	2,400.00	37.52%	200.00	78.95	121.05	60.53%	2,000.00	900.41	1,099.59	54.98%		
Utilities	13,200.00	65.68%	1,100.00	588.12	511.88	46.53%	11,000.00	8,669.20	2,330.80	21.19%		
Refuse	1,408.16	70.23%	108.32	109.78	(1.46)	-1.35%	1,191.52	988.92	202.60	17.00%		
Repairs/Maint Contractual Bldg	7,200.00	66.61%	600.00	1,252.25	(652.25)	-108.71%	6,000.00	4,795.93	1,204.07	20.07%		
Repairs/Maint Contractual Equip	2,400.00	243.31%	200.00	745.94	(545.94)	-272.97%	2,000.00	5,839.32	(3,839.32)	-191.97%		
Miscellaneous	300.00	141.31%	50.00	50.71	(0.71)	-1.42%	250.00	423.93	(173.93)	-69.57%		
Total City Hall	27,133.16	81.00%	2,283.32	2,937.12	(653.80)	-28.63%	22,616.52	21,977.68	638.84	2.82%		
Total General Government	1,038,764.98	82.75%	98,073.33	92,461.01	5,612.32	5.72%	870,916.08	859,565.19	11,350.89	1.30%		

To break out offset costs per the request of the Finance Comm

DEPT 420 - PUBLIC SAFETY

DEPT 420 - PUBLIC SAFETY	Full Year BUDGET 2014	% to date	MONTH			YTD			Variance (%)
			BUDGET Month	ACTUAL Month	Variance (\$) Month	BUDGET YTD	ACTUAL YTD	Variance (\$) YTD	
2100 - Police	500,000.00	51.19%	0.00	473.75	(473.75)	250,000.00	255,946.53	(5,946.53)	-2.38%
Law Enforcement Contract	500,000.00	51.19%	0.00	473.75	(473.75)	250,000.00	255,946.53	(5,946.53)	-2.38%
Total Police									
2150 - Prosecution	51,000.00	79.98%	4,250.00	4,512.50	(262.50)	42,500.00	40,788.75	1,711.25	4.03%
Attorney Criminal	51,000.00	79.98%	4,250.00	4,512.50	(262.50)	42,500.00	40,788.75	1,711.25	4.03%
Total Prosecution									
2220 - Fire	74,119.04	84.75%	8,552.22	8,569.49	(17.27)	62,716.12	62,819.59	(103.47)	-0.16%
FT Salaries	74,119.04	84.75%	8,552.22	8,569.49	(17.27)	62,716.12	62,819.59	(103.47)	-0.16%
PT Salaries	109,455.98	76.03%	11,427.69	7,641.02	3,786.67	94,219.06	83,222.48	10,996.58	11.67%
PIRA Contributions	11,785.11	95.70%	949.39	1,532.83	(583.44)	9,886.33	11,278.09	(1,391.76)	-14.08%
FICA Contributions	1,381.65	40.30%	1,238.75	393.72	845.03	9,729.98	4,586.50	5,143.48	52.86%
Medicare Contributions	2,661.84	76.51%	289.71	223.76	65.95	2,275.56	2,036.70	238.86	10.50%
Health/Dental Insurance	15,990.00	74.99%	1,845.00	1,713.00	132.00	13,530.00	11,991.00	1,539.00	11.37%
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Workers Compensation	9,000.00	134.44%	0.00	0.00	0.00	9,000.00	12,099.81	(3,099.81)	-34.44%
Office Supplies	500.00	196.41%	50.00	14.74	35.26	400.00	982.04	(582.04)	-145.51%
EMS Supplies	4,900.00	4.66%	1,500.00	0.00	1,500.00	4,900.00	228.37	4,671.63	95.34%
Fire Prevention	3,000.00	1.70%	250.00	50.92	199.08	2,500.00	50.92	2,449.08	97.96%
Fuel, Oil & Fluids	14,000.00	79.33%	1,100.00	762.05	337.95	11,800.00	11,105.98	694.02	5.88%
Small Tools & Equip	22,500.00	35.49%	1,800.00	0.00	1,800.00	18,900.00	7,984.58	10,915.42	57.75%
Physicals	6,900.00	68.19%	575.00	0.00	575.00	5,750.00	4,704.87	1,045.13	18.18%
Information Technology	0.00	100.00%	0.00	0.00	0.00	0.00	661.01	(661.01)	-100.00%
Telephone	4,200.00	87.84%	350.00	310.97	39.03	3,500.00	3,689.16	(189.16)	-5.40%
Radio	16,203.04	77.87%	3,800.76	0.00	3,800.76	12,402.28	12,616.63	(214.35)	-1.73%
Mileage	350.00	81.41%	50.00	104.72	(54.72)	250.00	284.92	(34.92)	-13.97%
Insurance	5,237.00	98.86%	0.00	61.21	(61.21)	5,237.00	5,177.21	59.79	1.14%
Electric Utility	21,600.00	49.15%	1,800.00	605.21	1,194.79	18,000.00	10,617.03	7,382.97	41.02%
Refuse	572.16	268.20%	47.68	258.93	(211.25)	476.80	1,534.55	(1,057.75)	-221.84%
Repair/Maint Bldg	12,000.00	48.21%	1,000.00	0.00	1,000.00	10,000.00	5,785.75	4,214.25	42.14%
Repair/Maint Equip	41,000.00	171.07%	3,400.00	3,849.71	(449.71)	34,000.00	70,138.98	(36,138.98)	-106.29%
Uniforms	3,000.00	60.85%	250.00	0.00	250.00	2,500.00	1,825.40	674.60	26.98%
Miscellaneous	900.00	193.52%	100.00	139.45	(39.45)	1,000.00	1,741.70	(741.70)	-74.17%
Dues & Subscriptions	2,200.00	121.99%	0.00	0.00	0.00	2,200.00	2,683.80	(483.80)	-21.99%
Books	200.00	51.00%	0.00	0.00	0.00	150.00	102.00	48.00	32.00%
Conferences & Training	6,000.00	134.06%	500.00	1,111.50	(611.50)	5,000.00	8,043.40	(3,043.40)	-60.87%
Conferences & Training (Reimb)	0.00	-100.00%	0.00	0.00	0.00	0.00	(2,526.38)	2,526.38	100.00%
Total Fire	399,655.82	83.94%	40,876.20	27,343.23	13,532.97	340,323.13	335,466.09	4,857.04	1.43%
2250 - Fire Relief	37,323.50	143.20%	37,323.50	53,446.01	(16,122.51)	37,323.50	53,446.01	(16,122.51)	-43.20%
Fire State Aid	37,323.50	143.20%	37,323.50	53,446.01	(16,122.51)	37,323.50	53,446.01	(16,122.51)	-43.20%
Total Fire Relief									

Due to FF rate change effective 1/1/2014
FF budgeted at normal 6.2%. Full time fire FF rate is zero

Actual rate increase greater than budgeted

YTD includes Thermal Imaging camera from Jan

Timing issue: budgeted payment the month after QE

Firehall #2 charged to PW in error: reclassified in June

Month - Equipment annual inspections, spread out in budget
(YTD-Emergency ladder repair bill - \$11,500)

Reimb segregated out for better tracking

2400 - Building Inspection	Full Year BUDGET 2014	% to date	MONTH				YTD			
			BUDGET Month	ACTUAL Month	Variance (\$) Month	Variance (%) Month	BUDGET YTD	ACTUAL YTD	Variance (\$) YTD	Variance (%) YTD
FT Salaries	95,992.00	78.56%	11,076.00	10,339.38	736.62	6.65%	81,224.00	75,414.35	5,809.65	7.15%
PERA Contributions	6,959.42	78.56%	803.01	749.60	53.41	6.65%	5,888.74	5,467.45	421.29	7.15%
FICA Contributions	5,951.50	73.82%	686.71	602.46	84.25	12.27%	5,035.89	4,393.40	642.49	12.76%
Medicare Contributions	1,391.88	73.81%	160.60	140.88	19.72	12.28%	1,177.75	1,027.39	150.36	12.77%
Health/Dental Insurance	24,102.00	61.60%	2,727.00	2,121.00	606.00	22.22%	20,310.00	14,847.00	5,463.00	26.90%
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Workers' Compensation	397.88	181.18%	0.00	0.00	0.00	0.00%	397.88	720.87	(322.99)	-81.18%
Office Supplies	1,447.44	14.34%	100.00	16.92	83.08	83.08%	1,247.44	207.62	1,039.82	83.36%
Printed Forms	146.61	0.00%	0.00	0.00	0.00	0.00%	146.61	0.00	146.61	100.00%
Fuel, Oil & Fluids	465.56	52.83%	51.36	0.00	51.36	100.00%	362.84	245.95	116.89	32.22%
Engineering	10,000.00	78.27%	750.00	247.50	502.50	67.00%	8,500.00	7,826.60	673.40	7.92%
Inspector Contract Services	3,281.50	119.36%	300.00	420.50	(120.50)	-40.17%	2,381.50	3,916.82	(1,535.32)	-64.47%
Information Technology	4,180.00	348.98%	0.00	0.00	0.00	0.00%	4,180.00	14,587.16	(10,407.16)	-248.98%
Software Programs	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Telephone	547.92	105.11%	45.66	57.36	(11.70)	-25.62%	456.60	575.90	(119.30)	-26.13%
Mileage	600.00	50.88%	50.00	51.52	(1.52)	-3.04%	500.00	305.30	194.70	38.94%
Insurance	340.00	72.94%	0.00	0.00	0.00	0.00%	340.00	248.00	92.00	27.06%
Repairs/Maint Equip	300.00	71.09%	100.00	0.00	100.00	100.00%	200.00	213.28	(13.28)	-6.64%
Uniforms	0.00	0.00%	0.00	0.00	0.00	0.00%	86.38	121.98	(35.60)	-41.21%
Miscellaneous	500.00	33.96%	0.00	0.00	0.00	0.00%	400.00	169.78	230.22	57.56%
Dues & Subscriptions	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	220.00	(220.00)	-100.00%
Books	308.24	112.48%	100.00	0.00	100.00	100.00%	308.24	346.71	(38.47)	-12.48%
Conferences & Training	690.00	95.58%	95.00	0.00	95.00	100.00%	690.00	659.53	30.47	4.42%
Total Building Inspections	157,601.95	83.45%	17,045.34	14,747.12	2,298.22	13.48%	133,833.87	131,515.09	2,318.78	1.73%
2500 - Emergency Communications										
Contract Services	5,800.00	58.16%	0.00	0.00	0.00	0.00%	5,800.00	3,373.08	2,426.92	41.84%
Total Emergency Communications	5,800.00	58.16%	0.00	0.00	0.00	0.00%	5,800.00	3,373.08	2,426.92	41.84%
2700 - Animal Control										
Printed Forms	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Contract Services	5,842.08	77.03%	500.00	500.00	0.00	0.00%	4,842.08	4,500.00	342.08	7.06%
Miscellaneous (Impounding)	440.00	267.95%	50.00	75.00	(25.00)	-50.00%	590.00	1,179.00	(789.00)	-202.31%
Total Animal Control	6,282.08	90.40%	550.00	575.00	(25.00)	-4.55%	5,232.08	5,679.00	(446.92)	-8.54%
Total Public Safety	1,157,663.35	71.37%	100,045.04	101,097.61	(1,052.57)	-1.05%	815,012.58	826,214.55	(11,201.97)	-1.37%

Budget vs actual timing issue

Animal impound fees; recovering funds where possible

DEPT 430 - PUBLIC WORKS	Full Year BUDGET 2014	% to date	MONTH				YTD				
			BUDGET Month	ACTUAL Month	Variance (\$)	Variance (%)	BUDGET YTD	ACTUAL YTD	Variance (\$)	Variance (%)	
3100 - Public Works	178,568.00	78.58%	20,604.00	18,003.64	2,600.36	12.62%	151,096.00	140,317.88	10,778.12	7.13%	Extra staff for snow removal
PT Salaries	0.00	100.00%	0.00	1,075.50	(1,075.50)	-100.00%	0.00	18,701.97	18,701.97	-100.00%	
PERA Contributions	12,946.18	86.87%	1,493.79	1,383.23	110.56	7.40%	10,954.46	11,246.35	(291.89)	-2.66%	
FICA Contributions	11,071.00	84.74%	1,277.45	1,114.91	162.54	12.72%	9,367.95	9,381.78	(13.83)	-0.15%	
Medicare Contributions	2,589.24	84.74%	298.76	260.77	37.99	12.72%	2,190.89	2,194.07	(3.18)	-0.15%	
Health Dental Insurance	42,640.00	71.39%	4,920.00	4,348.50	571.50	11.62%	36,080.00	30,439.50	5,640.50	15.63%	
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Workers Compensation	8,000.00	115.15%	0.00	0.00	0.00	0.00%	8,000.00	9,211.98	(1,211.98)	-15.15%	
Office Supplies	300.00	467.35%	25.00	18.22	6.78	27.12%	250.00	1,402.05	(1,152.05)	-460.82%	
Shop Materials	600.00	302.33%	50.00	83.76	(33.76)	-67.52%	500.00	1,814.00	(1,314.00)	-262.80%	
Building Repair Supplies	300.00	151.08%	25.00	80.00	55.00	220.00%	250.00	453.24	(203.24)	-81.30%	
Small Tools and Minor Equip	2,400.00	55.34%	750.00	119.98	80.02	40.01%	2,000.00	1,328.21	671.79	33.59%	
Engineering Services	9,000.00	152.45%	750.00	2,982.50	(2,232.50)	-297.67%	7,500.00	13,720.50	(6,220.50)	-82.94%	
Contract Services	1,200.00	143.93%	100.00	304.70	(204.70)	-204.70%	1,000.00	1,727.10	(727.10)	-72.71%	
Information Technology	7,661.16	100.00%	638.43	582.06	56.37	8.83%	0.00	661.01	(661.01)	0.00%	
Telephone	1,500.00	101.33%	0.00	300.03	(300.03)	-100.00%	1,500.00	1,519.97	(19.97)	-1.33%	
Radio	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Mitenge	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Insurance	20,000.00	76.18%	0.00	0.00	0.00	0.00%	20,000.00	15,235.00	4,765.00	23.83%	
Electric	24,000.00	72.37%	2,000.00	682.44	1,317.56	65.88%	20,000.00	17,369.10	2,630.90	13.15%	
Refuse	2,493.84	76.09%	207.82	210.63	(2.81)	-1.35%	2,078.20	1,897.53	180.67	8.69%	
Fuel, Oil, Fluids (ALL depts)	48,000.00	72.73%	4,000.00	(67.91)	4,067.91	101.70%	40,000.00	34,910.88	5,089.12	12.72%	
Repair/Maint Bldg	1,200.00	321.83%	100.00	0.00	100.00	100.00%	1,000.00	3,862.00	(2,862.00)	-286.20%	
Repair/Maint NOT Bldg	600.00	124.05%	50.00	96.41	(46.41)	-92.82%	500.00	744.31	(244.31)	-48.86%	
Repair/Maint Equip (out)	3,600.00	11.76%	300.00	0.00	300.00	100.00%	3,000.00	423.47	2,576.53	85.88%	
Equipment Parts	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	344.40	(344.40)	-100.00%	
Uniforms	1,200.00	127.25%	100.00	420.21	(320.21)	-320.21%	1,000.00	1,527.05	(527.05)	-52.71%	
Miscellaneous	600.00	116.96%	50.00	0.00	50.00	100.00%	500.00	701.73	(201.73)	-40.35%	
Landscaping Material	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Dues & Subscriptions	300.00	61.67%	50.00	0.00	50.00	100.00%	250.00	185.00	65.00	26.00%	
Conferences & Training	500.00	637.40%	0.00	3,187.00	(3,187.00)	-100.00%	500.00	3,187.00	(2,687.00)	-537.40%	
Clean up Days	5,000.00	84.49%	0.00	0.00	0.00	0.00%	5,000.00	4,224.30	775.70	15.51%	
Total Public Works	386,269.42	86.55%	37,240.25	35,106.58	2,133.67	5.75%	330,901.80	334,328.10	(3,426.30)	-1.04%	June clean up days; budgeted in July since paid later last year
3120 - Streets											
Equipment Parts	1,200.00	250.42%	100.00	0.00	100.00	100.00%	1,000.00	3,005.05	(2,005.05)	-200.51%	General road sign upgrades needed but not budgeted YTD-Curbs for tapestry (\$4k), Sprav patcher (\$9k) and WA Cty Street striping (\$3k)
Street Maintenance Materials	12,000.00	116.80%	1,000.00	1,062.50	(62.50)	-5.29%	10,000.00	14,015.55	(4,015.55)	-40.16%	
Sign Repair Materials	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	8,440.40	(8,440.40)	-100.00%	
Contract Services	1,200.00	1407.73%	0.00	0.00	0.00	0.00%	900.00	16,892.76	(15,992.76)	-1776.97%	
Repairs/Maint Equipment	2,400.00	3.26%	200.00	0.00	200.00	100.00%	2,000.00	78.25	1,921.75	96.09%	
Total Streets	16,800.00	252.57%	1,300.00	1,062.90	237.10	18.24%	13,900.00	42,432.01	(28,532.01)	-205.27%	

	Full Year BUDGET 2014	% to date	MONTH				YTD			
			BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)
			Month	Month	Month	Month	YTD	YTD	YTD	YTD
3125 - Ice & Snow Removal										
Landscaping Material	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	11.09	(11.09)	-100.00%
Sand/Salt	70,000.00	64.88%	0.00	0.00	0.00	0.00%	55,000.00	45,416.16	9,583.84	17.43%
Contract Services	20,000.00	50.46%	1,500.00	0.00	1,500.00	100.00%	6,000.00	10,092.50	(4,092.50)	-68.21%
Repairs/Maint Equipment	6,000.00	124.30%	500.00	4,043.35	(3,543.35)	-709.07%	5,000.00	7,458.11	(2,458.11)	-49.16%
Total Ice & Snow Removal	96,000.00	65.60%	2,000.00	4,043.35	(2,043.35)	-102.27%	66,000.00	62,977.86	3,022.14	4.58%
3160 - Street Lighting										
Street Lighting	28,800.00	64.25%	2,400.00	2,022.09	377.91	15.75%	24,000.00	18,505.27	5,494.73	22.89%
Total Street Lighting	28,800.00	64.25%	2,400.00	2,022.09	377.91	15.75%	24,000.00	18,505.27	5,494.73	22.89%
3200 - Recycling										
Recycling Supplies	3,400.00	153.66%	0.00	0.00	0.00	0.00%	3,400.00	5,224.43	(1,824.43)	-53.66%
Newsletter	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Miscellaneous	4,000.00	0.00%	0.00	0.00	0.00	0.00%	4,000.00	0.00	4,000.00	100.00%
Total Recycling	7,400.00	70.60%	0.00	0.00	0.00	0.00%	7,400.00	5,224.43	2,175.57	29.40%
3250 - Tree Program										
Contract Services	5,000.00	107.00%	0.00	0.00	0.00	0.00%	6,250.00	5,350.00	900.00	14.40%
Total Tree Program	5,000.00	107.00%	0.00	0.00	0.00	0.00%	6,250.00	5,350.00	900.00	14.40%
Total Public Works	540,269.42	86.77%	42,940.25	42,236.92	703.33	1.64%	448,451.80	468,817.67	(20,365.87)	-4.54%

Mo - equipment repairs in preparation for winter season

CFL bulbs for residents (coding correction from "misc")

DEPT 450 - CULTURE, RECREATIO	Full Year BUDGET 2014	% to date	MONTH			YTD		
			BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL
			Month	Month	Month	Month	YTD	YTD
5200 - Parks & Recreation	135,250.62	68.56%	13,225.00	12,323.57	901.43	6.82%	116,350.00	92,734.51
FT Salaries	0.00	100.00%	0.00	1,707.75	(1,707.75)	-100.00%	0.00	20,270.55
PT Salaries	9,906.38	68.77%	958.81	893.44	65.37	6.82%	8,435.38	6,812.48
PERA Contributions	8,472.90	79.82%	819.95	836.48	(16.53)	-2.02%	7,213.70	6,763.45
FICA Contributions	1,981.28	79.83%	191.76	195.63	(3.87)	-2.02%	1,687.08	1,581.66
Health/Dental Insurance	14,376.00	21.19%	2,324.00	435.24	1,888.76	81.27%	16,944.00	3,046.68
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00
Workers Compensation	4,500.00	96.99%	0.00	0.00	0.00	0.00%	4,500.00	4,364.61
Shop Materials	1,000.00	37.74%	0.00	115.03	(115.03)	-100.00%	1,000.00	377.43
Chemicals	0.00	0.00%	1,000.00	0.00	1,000.00	100.00%	1,000.00	282.11
Equipment Parts	2,023.50	222.30%	1,000.00	0.00	1,000.00	100.00%	2,023.50	4,498.24
Building Repair Supplies	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	814.89
Landscaping Materials	3,000.00	216.82%	1,000.00	0.00	1,000.00	-100.00%	3,000.00	6,504.53
Small Tools and Minor Equip	1,888.10	89.77%	39.87	505.86	(465.99)	-1168.77%	1,808.36	1,695.01
Telephone	1,597.51	53.44%	180.86	85.12	95.74	52.94%	1,235.79	853.63
Mileage	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	74.37
Insurance	3,683.00	99.67%	0.00	0.00	0.00	0.00%	3,683.00	3,671.00
Electric Utility	9,839.82	61.22%	617.83	314.84	302.99	49.04%	8,000.54	6,024.23
Refuse	2,500.00	33.75%	207.82	0.00	207.82	100.00%	2,084.36	843.76
Repair/Maint Bldg	1,723.75	23.65%	0.00	0.00	0.00	0.00%	1,231.25	407.64
Repair Maint NOT Bldg	274.39	2074.67%	41.82	9.99	31.83	76.11%	219.89	5,692.68
Repair Maint Equip	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	2,633.91
Rental Buildings	3,600.00	143.23%	300.00	0.00	300.00	100.00%	3,000.00	5,156.34
Miscellaneous	1,220.00	103.00%	75.00	550.00	(475.00)	-633.33%	825.00	1,256.65
Total Parks & Recreation	206,837.25	85.26%	21,982.72	17,972.95	4,009.77	18.24%	184,241.85	176,340.36
Grand Total all Expenses	2,943,535.00	79.19%	263,041.34	253,768.49	9,272.85	3.53%	2,318,622.31	2,330,937.77
Subtotal Net Income over Expenses	360,000.00	-112.87%	(233,641.34)	(166,828.72)	48,266.92	-20.66%	(453,851.73)	(406,320.15)
DEPT 460 - COMP ADJ	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00
DEPT 490 - CONTINGENCY FUND	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00
Transfer to City Projects (Streets)	160,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00
DEPT 493 - OTH FINANCING	200,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00
GRAND TOTAL EXP ALL DEPTS	3,303,535.00	70.56%	263,041.34	253,768.49	9,272.85	3.53%	2,318,622.31	2,330,937.77
Net Income over Expenses	0.00	0.00%	(233,641.34)	(166,828.72)	66,812.62	-28.60%	(453,851.73)	(406,320.15)

Extra part time help

480D radiator repair/service

Mo = \$500 deductible; tree limb dropped on City vehicle

Light repairs at Lions field trail grooming at Sunfish Lake Park
Unforeseen repairs on 98 GMC

City of Lake Elmo
Budget to Actual
2014 By Month
As of October 31, 2014
206-Library Fund
By Department

Full Year BUDGET 2014	% to date	Month			YTD ACTUALS	Over/ (under)	Notes
		2014 BUDGET	2014 ACTUALS	Over/ (under)			
REVENUE							
Current Ad Valorem Taxes	256,957.00	50.00%	0.00	0.00	128,478.50	0.00	Funds received from WA City July and December
Rental Income	11,400.00	81.15%	950.00	1,350.00	9,500.00	(248.39)	
Interest Earnings	0.00	0.00%	0.00	0.00	0.00	0.00	
Miscellaneous Revenue	0.00	100.00%	0.00	0.00	0.00	305.00	
Donations	0.00	100.00%	0.00	0.00	0.00	2,436.17	
Total Revenue	268,357.00	52.34%	950.00	1,350.00	137,978.50	2,492.78	
EXPENSE							
PT Salaries	23,000.00	0.00%	1,916.67	0.00	19,166.70	0.00	No part-time employees hired to date 3 pay periods in Oct; budget reflected consistent Monthly amts
FT Salaries	35,200.00	82.58%	2,933.33	5,191.20	29,333.30	264.17	
PERA Contributions	2,552.00	81.34%	212.67	376.35	2,126.67	50.84	
FICA Contributions	3,608.40	45.21%	300.70	312.17	3,007.00	1,631.31	Variance due to 3 pay periods in Oct
Medicare Contributions	843.60	45.22%	70.30	73.01	703.00	381.48	
Health/Dental Insurance	13,605.00	67.98%	1,133.75	1,632.00	11,337.50	2,089.50	
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00	Timing issue; budgeted later in year as paid later in 2013; no cost increase
Workers Compensation	1,000.00	0.00%	83.33	0.00	833.30	0.00	
Library svcs supplies	0.00	0.00%	0.00	0.00	0.00	0.00	
Office Supplies	5,000.00	55.17%	416.67	0.00	416.67	2,758.71	JTR roofing \$8,545
Library Collection Maintenance	20,000.00	100.60%	1,666.67	200.00	16,666.70	(3,454.04)	
Legal Services	500.00	91.00%	0.00	104.00	375.00	(80.00)	
Contract Services	4,000.00	4.50%	333.33	0.00	333.33	3,153.30	JTR roofing \$8,545
Telephone	1,400.00	92.92%	116.67	126.99	1,166.70	(134.12)	
Internet	600.00	57.66%	50.00	38.44	50.00	154.04	
Information Technology (Equip	13,000.00	43.75%	0.00	0.00	9,750.00	5,687.16	JTR roofing \$8,545
Software	0.00	100.00%	0.00	0.00	0.00	(144.00)	
Insurance	2,500.00	75.11%	0.00	0.00	2,500.00	622.34	
Electric Utility	7,000.00	83.13%	583.33	543.72	5,833.33	14.02	JTR roofing \$8,545
Refuse	800.00	54.92%	66.67	48.67	666.70	227.31	
Repair/Maint Bldg	8,000.00	216.96%	666.67	315.00	6,666.70	(10,690.37)	
Repair/Maint NOT Bldg	52,748.00	0.67%	229.00	0.00	52,590.00	355.00	JTR roofing \$8,545
Repair/Maint Equip (non-LH lmt	2,500.00	0.00%	208.33	0.00	2,083.30	2,083.30	
Library Card Reimbursements	39,000.00	55.12%	1,500.00	1,260.00	36,000.00	14,505.05	
Miscellaneous	30,000.00	1.65%	2,500.00	0.00	25,000.00	24,506.43	JTR roofing \$8,545
Building Purchase Reprint	0.00	0.00%	0.00	0.00	0.00	0.00	
Building-Property Tax	0.00	100.00%	0.00	1,263.00	0.00	(2,526.00)	
Other Equipment	0.00	0.00%	0.00	0.00	0.00	0.00	JTR roofing \$8,545
Subscriptions	0.00	100.00%	0.00	0.00	0.00	(561.55)	
Conferences & Training	0.00	0.00%	0.00	0.00	0.00	0.00	
Contingency Monies	0.00	0.00%	0.00	0.00	0.00	0.00	JTR roofing \$8,545
Internal charges	1,500.00	47.20%	125.00	32.00	1,250.00	542.00	
Total Library	268,357.00	46.59%	15,113.09	11,516.55	234,755.90	109,725.26	
Net Income/(Expense)	0.00		(14,163.09)	(10,166.55)	(96,777.40)	112,218.04	
12/31/13 Cash Balance						85,190.43	
Net Income/(Expense)						15,440.64	
Ending Cash 10/31/14						100,631.07	



MAYOR & COUNCIL COMMUNICATION

DATE: November 18, 2014
CONSENT
ITEM 4
MOTION

AGENDA ITEM: New Single Family Home Permit Report

SUBMITTED BY: Rick Chase, Building Official

THROUGH: Rick Chase, Building Official

REVIEWED BY: Kyle Klatt, Planning Director

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

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to accept the monthly new single family home permit report through October, 2014. No specific motion is needed as this is recommended as part of the *Consent Agenda*.

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

	<u>2014</u>	<u>2013</u>	<u>2012</u>
New Homes	21	30	27
Total valuation	\$12,336,684	\$13,818,894	\$12,406,112
Average home value	587,461	460,629	459,485

RECOMMENDATION: Based on the aforementioned, the staff recommends the City Council accept the October, 2014 monthly new home building permit report.



MAYOR & COUNCIL COMMUNICATION

DATE: November 18, 2014
CONSENT
ITEM# 5

AGENDA ITEM: Monthly Assessor Report
SUBMITTED BY: Dan Raboin, City Assessor
THROUGH: Cathy Bendel, Finance Director
REVIEWED BY: 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

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to accept the monthly assessor report for through September 2014 outlining work performed on behalf of the City of Lake Elmo. No specific motion is needed as this is recommended as part of the *Consent Agenda*.

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

Property splits/plats – 1
Sales collected and viewed – 12
Taxpayer inquiries – 2
Miscellaneous inquiries - 9
Inspections – Residential – 18; Commercial – 4
Building permit reviews – 46
Pictures taken – 14

Other work performed included:

- Sales analysis, land values
- Monthly meeting with County residential and commercial supervisors

- Input of all inspection and permit work
- Perform sales verifications and land value analysis using MLS and other resources
- Field telephone inquiries

RECOMMENDATION: Based on the aforementioned, the staff recommends the City Council accept the October 2014 monthly assessor report.



MAYOR & COUNCIL COMMUNICATION

DATE: November 18, 2014
CONSENT
ITEM # 6

AGENDA ITEM: Pumphouse No. 4 –Change Order No. 1

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: \$9,604.75

This change order is being processed at the request of the City to revise the scope of work related to site restoration. The City requested the site to be restored with hydroseed instead of the sod planned in the original contract. Due to the lack of irrigation on the property it was determined that hydroseeding would be the more favorable alternative to obtain an established turf.

This change order also addresses additional soil correction work required on the site following the Well Drilling operations. Upon completion of the well drilling operations it was identified that poor soil conditions existed directly below the Pumphouse footing locations. It was determined that it would be better for the City to have the Pumphouse contractor complete the soil correction work to keep the construction responsibility with one contractor. Therefore this change order provides reimbursement to the Pumphouse Contractor for soil correction completed on the site. The well driller was deducted the cost of site restoration from the well contract.

This change order also extends the contract times for project substantial completion by 42 days; revising the Substantial Completion date from October 17, 2014 to November 28, 2014, and the Final Completion date from November 21, 2014 to December 19, 2014. This extension accounts for all delays to the contractor experienced to date on the project that were beyond the control of the contractor, including delays from the well drilling contractor demobilizing from the site and gas and electric service being extended to the site by Xcel Energy. The construction contract therefore remains within the original total project budget as authorized on February 18, 2014.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider approving, *as part of the consent agenda*, Change Order No. 1 for the Pumphouse No. 4 Project, thereby increasing the Contract amount by \$9,604.75 and extending the Contract Times for Substantial Completion by 42 days and Final Completion by 28 days. If removed from the consent agenda, the recommended motion for the action is as follows:

“Move to approve Change Order No. 1 for the Pumphouse No. 4 Project, thereby increasing the contract amount by \$9,604.75 and revising the completion dates.”

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

This change order provides compensation to the contractor for the following items:

1. Hydroseed the disturbed areas to establish restoration instead of installing sod.
2. Complete grading, soil correction and compaction measures outside of the scope of the original contract.

The above described changes were not included in the original contract and result in an increase to the contract of \$9,604.75. With this change order the project remains within the authorized project budget and contingencies.

RECOMMENDATION:

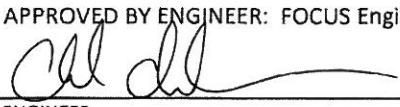
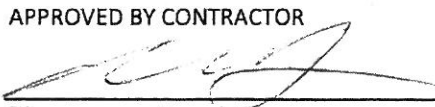
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“Move to approve Change Order No. 1 for the Pumphouse No. 4 Project, thereby increasing the contract amount by \$9,604.75 and revising the completion dates.”

ATTACHMENT(S):

1. Change Order No. 1

CONTRACT CHANGE ORDER FORM

CITY OF LAKE ELMO, MINNESOTA PUMPHOUSE NO. 4 PROJECT NO. 2013.132	FOCUS ENGINEERING, inc.																								
CHANGE ORDER NO. <u>1</u> DATE: <u>November 11, 2014</u>																									
TO: <u>TOTAL MECHANICAL SERVICES, INC. 420 BROADWAY AVE, ST. PAUL PARK, MN 55071</u>																									
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 processed at the request of the City to expand the scope of improvements to be completed with the project. The City requested the site to be restored with hydroseed instead of the sod. Due to the lack of irrigation on the property, there was concern the sod would not take opposed to the seeding option. Additionally, soil correction was required due to the condition the Well Driller left the sight and due to unforeseen poor soil under the footing of the building. The Contractor agreed to be reimbursed by payment of time and material for this work. The well driller was deducted the cost of site restoration resulting from this change order. This change order also extends the contract times for project substantial completion by 42 days; revising the Substantial Completion date from October 17, 2014 to November 28, 2014, and the Final Completion date from November 21, 2014 to December 19, 2014. This extension accounts for all delays to the contractor experienced to date on the project that were beyond the control of the contractor, including delays from well drilling contractor demobilizing from the site and gas and electric service being extended to the site by Xcel Energy.																									
Attachments (list documents supporting change): <u>None</u>																									
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th>ITEM</th><th>DESCRIPTION OF PAY ITEM</th><th>UNIT</th><th>QTY</th><th>UNIT PRICE</th><th>INCREASE/(DECREASE)</th></tr></thead><tbody><tr><td>CO1-1</td><td>HYDROSEEDING</td><td>SY</td><td>2,945</td><td>\$1.90</td><td>\$5,595.50</td></tr><tr><td>CO1-2</td><td>GRADING FOR SOIL CORRECTION</td><td>HR</td><td>14.5</td><td>\$276.50</td><td>\$4,009.25</td></tr><tr><td colspan="5" style="text-align: right;">NET CONTRACT CHANGE</td><td>\$9,604.75</td></tr></tbody></table>		ITEM	DESCRIPTION OF PAY ITEM	UNIT	QTY	UNIT PRICE	INCREASE/(DECREASE)	CO1-1	HYDROSEEDING	SY	2,945	\$1.90	\$5,595.50	CO1-2	GRADING FOR SOIL CORRECTION	HR	14.5	\$276.50	\$4,009.25	NET CONTRACT CHANGE					\$9,604.75
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CO1-2	GRADING FOR SOIL CORRECTION	HR	14.5	\$276.50	\$4,009.25																				
NET CONTRACT CHANGE					\$9,604.75																				
<table style="width: 100%;"><tr><td style="width: 70%;">Amount of Original Contract</td><td style="width: 30%; text-align: right;">\$ 748,640.00</td></tr><tr><td>Sum of Additions/Deductions approved to date (CO Nos.)</td><td style="text-align: right;">\$ 0.00</td></tr><tr><td>Contract Amount to date</td><td style="text-align: right;">\$ 748,640.00</td></tr><tr><td>Amount of this Change Order (ADD) (DEDUCT) (NO CHANGE)</td><td style="text-align: right;">\$ 9,604.75</td></tr><tr><td>Revised Contract Amount</td><td style="text-align: right;">\$ 758,244.75</td></tr></table>		Amount of Original Contract	\$ 748,640.00	Sum of Additions/Deductions approved to date (CO Nos.)	\$ 0.00	Contract Amount to date	\$ 748,640.00	Amount of this Change Order (ADD) (DEDUCT) (NO CHANGE)	\$ 9,604.75	Revised Contract Amount	\$ 758,244.75														
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Revised Contract Amount	\$ 758,244.75																								
The Contract Period for Completion will be (UNCHANGED) (INCREASED) (DECREASED) <u>42</u> days																									
APPROVED BY ENGINEER: FOCUS Engineering, inc.  _____ ENGINEER <u>11/13/2014</u> _____ DATE	APPROVED BY CONTRACTOR  _____ BY <u>11/13/14</u> _____ DATE																								
APPROVED BY OWNER: CITY OF LAKE ELMO, MINNESOTA _____ BY _____ DATE																									



MAYOR & COUNCIL COMMUNICATION

DATE: November 18, 2014
CONSENT
ITEM # 7

AGENDA ITEM: Pumphouse No. 4 – Pay Request No. 6

SUBMITTED BY: Chad Isakson, Project Engineer

THROUGH: Dean A. Zuleger, City Administrator

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

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

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

POLICY RECOMMENDER: Engineering

FISCAL IMPACT:

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

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider approving Pay Request No. 6 for the Pumphouse No. 4 project. If removed from the consent agenda, the recommended motion for the action is as follows:

“Move to approve Pay Request No. 6 to Total Mechanical Services, Inc. in the amount of \$191,197.48 for Pumphouse No. 4”.

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

Total Mechanical Services Inc., the Contractor for the project, has submitted Partial Pay Estimate No. 6 in the amount of \$191,197.48. The request has been reviewed and payment is recommended in the amount requested. In accordance with the contract documents, the City has retained 5% of the total work completed. The amount retained is \$36,483.58.

RECOMMENDATION:

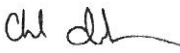

Staff is recommending that the City Council consider approving, *as part of the Consent Agenda*, Pay Request No. 6 for the Pumphouse No. 4 project. If removed from the consent agenda, the recommended motion for the action is as follows:

“Move to approve Pay Request No. 6 to Total Mechanical Services, Inc. in the amount of \$191,197.48, for Pumphouse No. 4”.

ATTACHMENT(S):

1. Partial Pay Estimate No. 6

PROJECT PAY FORM

PARTIAL PAY ESTIMATE NO. <u>6</u>				FOCUS ENGINEERING, inc.	
PUMPHOUSE NO. 4 PROJECT NO. 2013.132				PERIOD OF ESTIMATE FROM <u>10/1/2014</u> TO <u>10/31/2014</u>	
PROJECT OWNER: CITY OF LAKE ELMO 3800 LAVERNE AVENUE NORTH LAKE ELMO, MN 55042 ATTN: JACK GRIFFIN, P.E., CITY ENGINEER				CONTRACTOR: TOTAL MECHANICAL SERVICES, INC. 420 BROADWAY AVE ST. PAUL PARK, MN 55071 ATTN: MARK DIESSNER	
CONTRACT CHANGE ORDER SUMMARY				PAY ESTIMATE SUMMARY	
No.	Approval Date	Amount			
		Additions	Deductions		
				1. Original Contract Amount	\$748,640.00
				2. Net Change Order Sum	\$0.00
				3. Revised Contract (1+2)	\$748,640.00
				4. *Work Completed	\$729,671.50
				5. *Stored Materials	\$0.00
				6. Subtotal (4+5)	\$729,671.50
				7. Retainage* <u>5.0%</u>	\$36,483.58
				8. Previous Payments	\$501,990.45
				9. Amount Due (6-7-8)	\$191,197.48
TOTALS		\$0.00	\$0.00		
NET CHANGE		\$0.00		*Detailed Breakdown Attached	
CONTRACT TIME					
START DATE: <u>5/19/2014</u>		ORIGINAL DAYS <u>186</u>		ON SCHEDULE	
SUBSTANTIAL COMPLETION: <u>10/17/2014</u>		REVISED DAYS <u>0</u>		YES <input type="checkbox"/>	
FINAL COMPLETION: <u>11/21/2014</u>		REMAINING <u>21</u>		NO <input checked="" type="checkbox"/>	
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>11/10/2014</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 <u>11/10/14</u> DATE	
APPROVED BY OWNER: CITY OF LAKE ELMO, MINNESOTA					
BY _____			BY _____		
DATE _____			DATE _____		

PARTIAL PAY ESTIMATE NO. 6

PUMPHOUSE NO. 4
CITY OF LAKE ELMO, MINNESOTA
PROJECT NO. 2013.132

FOCUS ENGINEERING, inc.

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
1	DIV 1 - GENERAL CONDITIONS	LS	1	\$60,000.00	\$60,000.00	0.17	\$10,200.00	0.85	\$51,000.00
2	DIV 1 - MOBILIZATION	LS	1	\$10,000.00	\$10,000.00	-	\$0.00	1.00	\$10,000.00
3	DIV 2 - SITE WORK	LS	1	\$45,000.00	\$45,000.00	0.04	\$1,800.00	1.00	\$45,000.00
4	DIV 3 - CONCRETE	LS	1	\$30,000.00	\$30,000.00	-	\$0.00	1.00	\$30,000.00
5	DIV 4 - MASONRY	LS	1	\$59,000.00	\$59,000.00	-	\$0.00	1.00	\$59,000.00
6	DIV 5 - METALS	LS	1	\$3,000.00	\$3,000.00	0.83	\$2,490.00	1.00	\$3,000.00
7	DIV 6 - CARPENTRY	LS	1	\$19,000.00	\$19,000.00	-	\$0.00	1.00	\$19,000.00
8	DIV 7 - THERMAL PROTECTION	LS	1	\$13,000.00	\$13,000.00	-	\$0.00	1.00	\$13,000.00
9	DIV 8 - DOORS AND WINDOWS	LS	1	\$12,000.00	\$12,000.00	0.61	\$7,320.00	0.95	\$11,400.00
10	DIV 9 - FINISHES	LS	1	\$10,000.00	\$10,000.00	1.00	\$10,000.00	1.00	\$10,000.00
11	DIV 10 - SAFETY AND SIGNS	LS	1	\$5,000.00	\$5,000.00	0.50	\$2,500.00	0.50	\$2,500.00
12	DIV 11 - PROCESS EQUIPMENT	LS	1	\$60,000.00	\$60,000.00	0.05	\$3,000.00	0.95	\$57,000.00
13	DIV 15 - MECHANICAL	LS	1	\$137,900.00	\$137,900.00	0.06	\$8,274.00	1.00	\$137,900.00
14	DIV 16 - ELECTRICAL	LS	1	\$243,000.00	\$243,000.00	0.48	\$116,640.00	0.98	\$238,140.00
15	COMMON EXCAVATION (P)	CY	350	\$11.00	\$3,850.00	350.00	\$3,850.00	350.00	\$3,850.00
16	TYPE SP. 12.5 BITUMINOUS WEARING COURSE MIXTURE (2,B)	TN	130	\$108.00	\$14,040.00	114.00	\$12,312.00	114.0	\$12,312.00
17	BITUMINOUS MATERIAL FOR TACK COAT	GAL	35	\$6.00	\$210.00	35.00	\$210.00	35.0	\$210.00
18	AGGREGATE BASE CLASS 5, 100% CRUSHED	TN	190	\$20.00	\$3,800.00	237.00	\$4,740.00	237.0	\$4,740.00
19	SELECT GRANULAR BORROW (MODIFIED)	TN	380	\$13.50	\$5,130.00	207.00	\$2,794.50	207.0	\$2,794.50
20	5" CONCRETE SIDEWALK	SF	235	\$5.00	\$1,175.00	-	\$0.00	235.0	\$1,175.00
21	TRUNCATED DOME PANELS	SF	8	\$40.00	\$320.00	-	\$0.00	8.0	\$320.00
22	TOPSOIL BORROW (CV)	CY	15	\$65.00	\$975.00	226.00	\$14,690.00	226.0	\$14,690.00
23	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EA	1	\$1,000.00	\$1,000.00	-	\$0.00	1.0	\$1,000.00
24	SILT FENCE, MACHINE SLICED	LF	400	\$3.00	\$1,200.00	-	\$0.00	400.0	\$1,200.00
25	STREET SWEEPER	HR	4	\$110.00	\$440.00	4.00	\$440.00	4.0	\$440.00
26	SOD	SY	2,400	\$4.00	\$9,600.00	-	\$0.00	-	\$0.00
TOTALS - BASE CONTRACT					\$748,640.00		\$201,260.50		\$729,671.50



MAYOR & COUNCIL COMMUNICATION

DATE: November 18, 2014
CONSENT
ITEM # 8

AGENDA ITEM: 39th Street North: Street and Sanitary Sewer Improvements – Pay Request No. 2

SUBMITTED BY: Chad Isakson, Project Engineer

THROUGH: Dean A. Zuleger, City Administrator

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

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

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

POLICY RECOMMENDER: Engineering

FISCAL IMPACT:

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

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider approving Pay Request No. 2 for the 39th Street North: Street and Sanitary Sewer Improvements project. If removed from the consent agenda, the recommended motion for the action is as follows:

“Move to approve Pay Request No. 2 to Geislinger & Sons Inc. in the amount of \$498,802.54 for the 39th Street North: Street and Sanitary Sewer Improvements”.

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

Geislinger & Sons Inc., the Contractor for the project, has submitted Partial Pay Estimate No. 2 in the amount of \$498,802.54. The request has been reviewed and payment is recommended in the amount requested. In accordance with the contract documents, the City has retained 5% of the total work completed. The amount retained is \$45,048.37.

RECOMMENDATION:


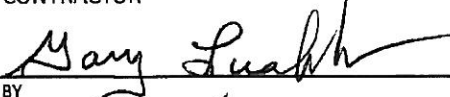
Staff is recommending that the City Council consider approving, *as part of the Consent Agenda*, Pay Request No. 2 for the 39th Street North: Street and Sanitary Sewer Improvements project. If removed from the consent agenda, the recommended motion for the action is as follows:

“Move to approve Pay Request No. 2 to Geislinger & Sons Inc. in the amount of \$498,802.54, for the 39th Street North: Street and Sanitary Sewer Improvements”.

ATTACHMENT(S):

1. Partial Pay Estimate No. 2

PROJECT PAY FORM

PARTIAL PAY ESTIMATE NO. <u>2</u>			FOCUS ENGINEERING, inc.		
39TH ST N: STREET AND SANITARY SEWER IMPROVEMENTS PROJECT NO. 2014.131			PERIOD OF ESTIMATE FROM <u>10/1/2014</u> TO <u>10/31/2014</u>		
PROJECT OWNER: CITY OF LAKE ELMO 3800 LAVERNE AVENUE NORTH LAKE ELMO, MN 55042 ATTN: JACK GRIFFIN, CITY ENGINEER			CONTRACTOR: GEISLINGER & SONS, INC. 511 CENTRAL AVE S, PO BOX 437 WATKINS, MINNESOTA 55389 ATTN: GARY LUEBBEN, PROJECT MANAGER		
CONTRACT CHANGE ORDER SUMMARY			PAY ESTIMATE SUMMARY		
No.	Approval Date	Amount			
		Additions	Deductions		
1	9/16/2014	\$118,975.00		1. Original Contract Amount <u>\$1,760,458.80</u>	
				2. Net Change Order Sum <u>\$118,975.00</u>	
				3. Revised Contract (1+2) <u>\$1,879,433.80</u>	
				4. *Work Completed <u>\$900,967.30</u>	
				5. *Stored Materials <u>\$0.00</u>	
				6. Subtotal (4+5) <u>\$900,967.30</u>	
				7. Retainage* <u>5.0%</u> <u>\$45,048.37</u>	
				8. Previous Payments <u>\$357,116.40</u>	
TOTALS		\$118,975.00	\$0.00	9. Amount Due (6-7-8) <u>\$498,802.54</u>	
NET CHANGE		\$118,975.00		*Detailed Breakdown Attached	
CONTRACT TIME					
START DATE: <u>9/2/2014</u>		ORIGINAL DAYS <u>276</u>		ON SCHEDULE YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
SUBSTANTIAL COMPLETION: <u>10/31/2014</u>		REVISED DAYS <u>0</u>			
FINAL COMPLETION: <u>6/5/2015</u>		REMAINING <u>217</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>11/10/2014</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 <u>Gary Luebben</u> <u>11/10/2014</u> DATE		
APPROVED BY OWNER: CITY OF LAKE ELMO, MINNESOTA					
BY _____			BY _____		
DATE _____			DATE _____		

PARTIAL PAY ESTIMATE NO. 2

39TH ST N: STREET AND SANITARY SEWER IMPROVEMENTS
CITY OF LAKE ELMO, MINNESOTA
PROJECT NO. 2014.131

FOCUS ENGINEERING, inc.

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
PART 1 - SANITARY SEWER									
1	8" PVC SANITARY SEWER, SDR 26, 20' - 25' DEEP	LF	62	\$125.00	\$7,750.00	0	\$0.00	118.00	\$14,750.00
2	10" PVC SANITARY SEWER, SDR 26, 15' - 20' DEEP	LF	1,025	\$87.00	\$89,175.00	0	\$0.00	868.00	\$75,516.00
3	10" PVC SANITARY SEWER, SDR 26, 20' - 25' DEEP	LF	315	\$89.00	\$28,035.00	0	\$0.00	284	\$25,276.00
4	12" PVC SANITARY SEWER, SDR 26, 15' - 20' DEEP	LF	500	\$92.00	\$46,000.00	0	\$0.00	495	\$45,540.00
5	12" PVC SANITARY SEWER, SDR 26, 20' - 25' DEEP	LF	630	\$94.00	\$59,220.00	133	\$12,502.00	632	\$59,408.00
6	10" PVC SANITARY SEWER, SDR 26, IN CASING	LF	100	\$40.00	\$4,000.00	100	\$4,000.00	100	\$4,000.00
7	12" PVC SANITARY SEWER, SDR 26, IN CASING	LF	120	\$45.00	\$5,400.00	120	\$5,400.00	120	\$5,400.00
8	20" STEEL CASING PIPE (JACK/AUGERED)	LF	100	\$525.00	\$52,500.00	100	\$52,500.00	100	\$52,500.00
9	24" STEEL CASING PIPE (JACK/AUGERED)	LF	120	\$535.00	\$64,200.00	120	\$64,200.00	120	\$64,200.00
10	PIPE FOUNDATION ROCK	LF	1,400	\$0.10	\$140.00	118	\$11.80	118	\$11.80
11	TELEVISION	LF	2,850	\$2.00	\$5,700.00	0	\$0.00	0	\$0.00
12	4" DIAMETER SANITARY SEWER MH	EA	12	\$3,000.00	\$36,000.00	0	\$0.00	12	\$36,000.00
13	4" DIAMETER EXCESS MANHOLE DEPTH	LF	140	\$125.00	\$17,500.00	0	\$0.00	117.7	\$14,712.50
14	10"x6" PVC WYE, SDR 26	EA	6	\$400.00	\$2,400.00	0	\$0.00	6	\$2,400.00
15	12"x6" PVC WYE, SDR 26	EA	4	\$460.00	\$1,840.00	0	\$0.00	6	\$2,760.00
16	6" PVC SCH 40 SANITARY SEWER RISER	LF	85	\$35.00	\$2,975.00	118	\$4,130.00	118	\$4,130.00
17	6" PVC SCH 40 SANITARY SEWER SERVICE	LF	400	\$32.00	\$12,800.00	389	\$12,448.00	389	\$12,448.00
18	PRECAST CONCRETE JERSEY BARRIERS AT HIGHWAY 5 JACKING PITS	LS	1	\$4,500.00	\$4,500.00	0	\$0.00	1	\$4,500.00
19	PRECAST CONCRETE JERSEY BARRIERS AT HIGHWAY 17 JACKING PITS	LS	1	\$4,500.00	\$4,500.00	1	\$4,500.00	1	\$4,500.00
20	CROSS EXISTING WATER SERVICE	EA	7	\$450.00	\$3,150.00	0	\$0.00	7	\$3,150.00
21	EXPLORATORY DIGGING	HR	5	\$500.00	\$2,500.00	0	\$0.00	0	\$0.00
SUBTOTAL - PART 1			\$450,285.00			\$159,691.80		\$431,202.30	
PART 2 - WATERMAIN									
1	TEMPORARY WATER SYSTEM	LS	1	\$1,500.00	\$1,500.00	0	\$0.00	1	\$1,500.00
2	CONNECT TO EXISTING 6" WATER MAIN	EA	3	\$900.00	\$2,700.00	1	\$900.00	1	\$900.00
3	CONNECT TO EXISTING 8" WATER MAIN	EA	1	\$950.00	\$950.00	1	\$950.00	1	\$950.00
4	CUT IN 8" X 8" TEE	EA	1	\$2,600.00	\$2,600.00	0	\$0.00	0	\$0.00
5	REMOVE AND DISPOSE OF EXISTING GATE VALVE & BOX	EA	3	\$1,500.00	\$4,500.00	0	\$0.00	0	\$0.00
6	REMOVE AND REPLACE 6" GATE VALVE & BOX	EA	4	\$3,400.00	\$13,600.00	3	\$10,200.00	4	\$13,600.00
7	REMOVE AND REPLACE 8" GATE VALVE & BOX	EA	11	\$3,900.00	\$42,900.00	8	\$31,200.00	10	\$39,000.00
8	REMOVE AND DISPOSE OF EXISTING HYDRANT	EA	5	\$760.00	\$3,800.00	2	\$1,520.00	3	\$2,280.00
9	6" DIP CL. 52 WATER MAIN	LF	70	\$46.00	\$3,220.00	30.5	\$1,403.00	30.5	\$1,403.00
10	8" DIP CL. 52 WATER MAIN	LF	30	\$53.00	\$1,590.00	88	\$4,664.00	88	\$4,664.00
11	6" GATE VALVE AND BOX	EA	4	\$1,450.00	\$5,800.00	1	\$1,450.00	1	\$1,450.00
12	HYDRANT	EA	5	\$4,000.00	\$20,000.00	2	\$8,000.00	3	\$12,000.00
13	VALVE BOX EXTENSION	LF	2	\$260.00	\$520.00	0	\$0.00	0	\$0.00
14	HYDRANT EXTENSION	LF	1	\$600.00	\$600.00	0	\$0.00	0	\$0.00
15	DUCTILE IRON FITTINGS	LB	100	\$10.00	\$1,000.00	94	\$940.00	94	\$940.00
SUBTOTAL - PART 2			\$105,280.00			\$61,227.00		\$78,687.00	
PART 3 - STORM SEWER									
1	REMOVE AND DISPOSE OF EXISTING STORM SEWER	LF	910	\$10.00	\$9,100.00	90	\$900.00	902	\$9,020.00
2	REMOVE AND DISPOSE OF EXISTING STORM SEWER MANHOLE	EA	8	\$400.00	\$3,200.00	2	\$800.00	8	\$3,200.00
3	POTHOLE EXISTING WATER MAIN	EA	7	\$450.00	\$3,150.00	6	\$2,700.00	7	\$3,150.00
4	12" RCP STORM SEWER, CLASS 5	LF	70	\$40.00	\$2,800.00	0	\$0.00	0	\$0.00
5	15" RCP STORM SEWER, CLASS 5	LF	891	\$42.00	\$37,422.00	891	\$37,422.00	891	\$37,422.00
6	18" RCP STORM SEWER, CLASS 5	LF	236	\$45.00	\$10,620.00	140	\$6,300.00	140	\$6,300.00
7	24" RCP STORM SEWER, CLASS 4	LF	369	\$62.00	\$22,878.00	369	\$22,878.00	369	\$22,878.00
8	12" RCP FLARED END SECTION INCL TRASH GUARD	EA	2	\$900.00	\$1,800.00	0	\$0.00	0	\$0.00
9	18" RCP FLARED END SECTION INCL TRASH GUARD	EA	2	\$1,050.00	\$2,100.00	0	\$0.00	0	\$0.00
10	24" RCP FLARED END SECTION INCL TRASH GUARD	EA	1	\$1,400.00	\$1,400.00	0	\$0.00	0	\$0.00
11	RIP RAP, CLASS 3	CY	8	\$115.00	\$920.00	0	\$0.00	0	\$0.00
12	2'X3' CATCH BASIN	EA	3	\$2,100.00	\$6,300.00	3	\$6,300.00	3	\$6,300.00
13	4' DIA CATCH BASIN/MANHOLE	EA	5	\$2,500.00	\$12,500.00	5	\$12,500.00	5	\$12,500.00
14	5' DIA CATCH BASIN/MANHOLE	EA	2	\$3,600.00	\$7,200.00	2	\$7,200.00	2	\$7,200.00
15	5' DIA CATCH BASIN/MANHOLE W/ SUMP	EA	1	\$4,350.00	\$4,350.00	1	\$4,350.00	1	\$4,350.00
16	BULKHEAD 15" RCP STORM SEWER	EA	1	\$125.00	\$125.00	1	\$125.00	1	\$125.00
17	BULKHEAD 18" RCP STORM SEWER	EA	1	\$150.00	\$150.00	1	\$150.00	1	\$150.00
18	BULKHEAD 36" RCP STORM SEWER	EA	1	\$225.00	\$225.00	1	\$225.00	1	\$225.00
19	INLET PROTECTION	EA	12	\$175.00	\$2,100.00	0	\$0.00	3	\$525.00
20	INSULATION	SY	30	\$30.00	\$900.00	24	\$720.00	24	\$720.00
21	POND EXCAVATION (P)	CY	420	\$10.00	\$4,200.00	420	\$4,200.00	420	\$4,200.00
22	INFILTRATION SWALE EXCAVATION (P)	CY	675	\$10.00	\$6,750.00	0	\$0.00	0	\$0.00
23	SEED MIX 330 AND HYDROMULCH	SY	1600	\$2.75	\$4,400.00	0	\$0.00	0	\$0.00
SUBTOTAL - PART 3			\$144,590.00			\$106,770.00		\$118,265.00	
PART 4 - STREET IMPROVEMENTS									
1	MOBILIZATION	LS	1	\$90,000.00	\$90,000.00	0.25	\$22,500.00	0.75	\$67,500.00
2	TRAFFIC CONTROL	LS	1	\$9,000.00	\$9,000.00	0.25	\$2,250.00	0.75	\$6,750.00

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
3	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EA	3	\$1,200.00	\$3,600.00	0.0	\$0.00	1	\$600.00
4	CLEAR AND GRUB TREES AND BRUSH	LS	1	\$4,500.00	\$4,500.00	0.0	\$0.00	0	\$0.00
5	TEMPORARY ACCESS GRADING	LS	1	\$2,000.00	\$2,000.00	0.0	\$0.00	1	\$2,000.00
6	TEMPORARY ACCESS AGGREGATE BASE CLASS 5	TN	60	\$30.00	\$1,800.00	0.0	\$0.00	60	\$1,800.00
7	TEMPORARY ACCESS MAINTENANCE	HR	10	\$125.00	\$1,250.00	10.0	\$1,250.00	10	\$1,250.00
8	REMOVE TEMPORARY ACCESS	LS	1	\$1,500.00	\$1,500.00	0.0	\$0.00	0	\$0.00
9	REMOVE AND DISPOSE OF EXISTING CONCRETE CURB AND GUTTER	LF	290	\$6.00	\$1,740.00	90.0	\$540.00	290	\$1,740.00
10	REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT	SY	9160	\$2.00	\$18,320.00	0.0	\$0.00	9,487	\$18,974.00
11	REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT (DRIVEWA	SY	335	\$4.00	\$1,340.00	0.0	\$0.00	300	\$1,200.00
12	REMOVE AND DISPOSE OF EXISTING LIGHT BASE	EA	4	\$300.00	\$1,200.00	0.0	\$0.00	0	\$0.00
13	SALVAGE AND REINSTALL SIGN	EA	8	\$200.00	\$1,600.00	0.0	\$0.00	0	\$0.00
14	SALVAGE AND REINSTALL MAIL DROPBOX	EA	1	\$250.00	\$250.00	0.0	\$0.00	0	\$0.00
15	SALVAGE AND REINSTALL RETAINING WALL	LS	1	\$7,500.00	\$7,500.00	0.0	\$0.00	0	\$0.00
16	SAWCUT BITUMINOUS PAVEMENT	LF	200	\$3.00	\$600.00	0.0	\$0.00	0	\$0.00
17	COMMON EXCAVATION (P)	CY	7750	\$9.00	\$69,750.00	5,425.0	\$48,825.00	5,425	\$48,825.00
18	SUBGRADE CORRECTION (EV)	CY	340	\$12.00	\$4,080.00	216.0	\$2,592.00	216	\$2,592.00
19	SUBGRADE PREPARATION	RS	24	\$465.00	\$11,318.10	16.0	\$7,440.00	16	\$7,440.00
20	4" PERFORATED PVC DRAIN TILE WITH AGGREGATE AND WRAP	LF	1000	\$12.00	\$12,000.00	780.0	\$9,360.00	780	\$9,360.00
21	AGGREGATE BASE CLASS 5	TN	6380	\$10.50	\$66,990.00	3,307.0	\$34,723.50	3,307	\$34,723.50
22	SELECT GRANULAR BORROW (P)	CY	4090	\$10.00	\$40,900.00	3,400.0	\$34,000.00	3,400	\$34,000.00
23	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B) [SPWEA230B	TN	800	\$66.50	\$53,200.00	0.0	\$0.00	0	\$0.00
24	TYPE SP 12.5 BITUMINOUS NON WEARING COURSE MIXTURE (2,B) [SPNVA	TN	1335	\$57.75	\$77,096.25	0.0	\$0.00	0	\$0.00
25	BITUMINOUS MATERIAL FOR TACK COAT	GAL	565	\$2.00	\$1,130.00	0.0	\$0.00	0	\$0.00
26	ADJUST MH CASTING - STEEL RING (2015)	EA	12	\$450.00	\$5,400.00	0.0	\$0.00	0	\$0.00
27	ADJUST VALVE BOX (2015)	EA	20	\$250.00	\$5,000.00	0.0	\$0.00	0	\$0.00
28	B624 CONCRETE CURB AND GUTTER	LF	4310	\$10.77	\$46,418.70	0.0	\$0.00	0	\$0.00
29	B612 CONCRETE CURB AND GUTTER	LF	105	\$14.80	\$1,554.00	0.0	\$0.00	0	\$0.00
30	CONCRETE PEDESTRIAN RAMP	EA	12	\$420.00	\$5,040.00	0.0	\$0.00	0	\$0.00
31	5" CONCRETE SIDEWALK	SF	13110	\$3.50	\$45,885.00	0.0	\$0.00	0	\$0.00
32	8" COMMERCIAL CONCRETE DRIVEWAY PAVEMENT (HIGH EARLY)	SY	340	\$70.00	\$23,800.00	0.0	\$0.00	0	\$0.00
33	6" CONCRETE FLUME	SY	35	\$50.00	\$1,750.00	0.0	\$0.00	0	\$0.00
34	TRUNCATED DOME PANELS	SF	168	\$42.00	\$7,056.00	0.0	\$0.00	0	\$0.00
35	BITUMINOUS DRIVEWAY PAVEMENT	SY	105	\$50.00	\$5,250.00	0.0	\$0.00	0	\$0.00
36	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE - TRAIL (2,B) [SPW	TN	270	\$65.00	\$17,550.00	0.0	\$0.00	0	\$0.00
37	SODDING	SY	5000	\$4.25	\$21,250.00	0.0	\$0.00	0	\$0.00
38	IMPORT AND PLACE TOPSOIL BORROW (CV)	CY	500	\$35.00	\$17,500.00	0.0	\$0.00	0	\$0.00
39	SEED & EROSION CONTROL BLANKET	SY	2000	\$3.25	\$6,500.00	0.0	\$0.00	0	\$0.00
40	SEED & HYDROMULCH	SY	5500	\$2.15	\$11,825.00	0.0	\$0.00	0	\$0.00
41	SILT FENCE, TYPE MACHINE SLICED	LF	1000	\$1.95	\$1,950.00	0.0	\$0.00	0	\$0.00
42	SILT FENCE, TYPE FLOATING	LF	30	\$22.50	\$675.00	0.0	\$0.00	0	\$0.00
43	DITCH CHECK - BIOROLL	LF	200	\$5.75	\$1,150.00	0.0	\$0.00	30	\$172.50
44	STREET SWEEPING	HR	15	\$125.00	\$1,875.00	0.0	\$0.00	0	\$0.00
45	SIGN PANELS, TYPE C	SF	6	\$45.00	\$281.25	0.0	\$0.00	0	\$0.00
46	4" DOUBLE SOLID YELLOW LINE, EPOXY	LF	2270	\$1.50	\$3,405.00	0.0	\$0.00	0	\$0.00
47	4" SOLID WHITE LINE, EPOXY	LF	110	\$0.75	\$82.50	0.0	\$0.00	0	\$0.00
48	RIGHT TURN ARROW, TAPE	EA	1	\$845.00	\$845.00	0.0	\$0.00	0	\$0.00
SUBTOTAL - PART 4					\$714,706.80		\$163,480.50		\$238,927.00
ALTERNATE NO. 1 - SANITARY SEWER SOUTH OF TH 5									
1	CLEAR AND GRUB TREES AND BRUSH	LS	1	\$4,000.00	\$4,000.00	0	\$0.00	0	\$0.00
2	REMOVE AND DISPOSE OF EXISTING STORM SEWER	LF	20	\$10.00	\$200.00	0	\$0.00	0	\$0.00
3	PATCH GRAVEL DRIVEWAY	TN	200	\$20.00	\$4,000.00	0	\$0.00	0	\$0.00
4	18" CMP DRIVEWAY CULVERT	LF	20	\$45.00	\$900.00	0	\$0.00	0	\$0.00
5	18" CMP FLARED END SECTION	EA	2	\$480.00	\$960.00	0	\$0.00	0	\$0.00
6	15" PVC SANITARY SEWER, SDR 26, 15' - 20' DEEP	LF	625	\$94.00	\$58,750.00	0	\$0.00	0	\$0.00
7	15" PVC SANITARY SEWER, SDR 26, 20' - 25' DEEP	LF	1255	\$96.00	\$120,480.00	0	\$0.00	0	\$0.00
8	14" PVC SANITARY SEWER, C905 DR 25, IN CASING	LF	164	\$40.00	\$6,560.00	0	\$0.00	0	\$0.00
9	14" PVC SANITARY SEWER, C905 DR 25, 20' - 25' DEEP	LF	20	\$76.00	\$1,520.00	0	\$0.00	0	\$0.00
10	28" STEEL CASING PIPE (JACK/AUGERED)	LF	164	\$565.00	\$92,660.00	0	\$0.00	0	\$0.00
11	PIPE FOUNDATION ROCK	LF	1000	\$0.01	\$10.00	0	\$0.00	0	\$0.00
12	TELEVISION	LF	2061	\$2.00	\$4,122.00	0	\$0.00	0	\$0.00
13	4' DIAMETER SANITARY SEWER MH	EA	8	\$3,200.00	\$25,600.00	1	\$3,200.00	1	\$3,200.00
14	4' DIAMETER EXCESS MANHOLE DEPTH	LF	115	\$125.00	\$14,375.00	13	\$1,625.00	13	\$1,625.00
15	SOIL DECOMPACTION	AC	5	\$1,200.00	\$6,000.00	0	\$0.00	0	\$0.00
16	SILT FENCE, TYPE MACHINE SLICED	LF	300	\$1.95	\$585.00	0	\$0.00	0	\$0.00
17	SEED AND BLANKET	SY	1500	\$3.25	\$4,875.00	0	\$0.00	0	\$0.00
SUBTOTAL - ALTERNATE NO. 1					\$345,597.00		\$4,825.00		\$4,825.00
TOTALS - BASE CONTRACT					\$1,760,458.80		\$495,994.30		\$871,906.30
CHANGE ORDER NO. 1									
CO1-1	CONNECT TO EXISTING 6" WATER MAIN	EA	-2.0	\$900.00	-\$1,800.00	0	\$0.00	0	\$0.00
CO1-2	CONNECT TO EXISTING 8" WATER MAIN	EA	2.0	\$950.00	\$1,900.00	2	\$1,900.00	2	\$1,900.00
CO1-3	CONNECT TO EXISTING 16" WATER MAIN	EA	1.0	\$1,600.00	\$1,600.00	0	\$0.00	0	\$0.00
CO1-4	CUT IN 8" X 8" TEE	EA	-1.0	\$2,600.00	-\$2,600.00	0	\$0.00	0	\$0.00
CO1-5	REMOVE AND DISPOSE OF EXISTING 8" WATER MAIN	LF	875.0	\$6.00	\$5,250.00	179	\$1,074.00	179	\$1,074.00

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
CO1-6	REMOVE AND DISPOSE OF EXISTING GATE VALVE & BOX	EA	1.0	\$1,500.00	\$1,500.00	0	\$0.00	0	\$0.00
CO1-7	16" DIP CL 51 WATER MAIN	LF	875.0	\$69.00	\$60,375.00	170	\$11,730.00	170	\$11,730.00
CO1-8	8" GATE VALVE AND BOX	EA	2.0	\$1,700.00	\$3,400.00	0	\$0.00	0	\$0.00
CO1-9	16" BUTTERFLY VALVE AND BOX	EA	2.0	\$3,000.00	\$6,000.00	1	\$3,000.00	1	\$3,000.00
CO1-10	DUCTILE IRON FITTINGS	LB	2,680.0	\$10.00	\$26,800.00	1,088	\$10,880.00	1,088	\$10,880.00
CO1-11	8" DIP CL 52 WATER MAIN	LF	10.0	\$53.00	\$530.00	9	\$477.00	9	\$477.00
CO1-12	10" HDPE DR 11 WATERMAIN INSTALLED BY DIRECTIONAL DRILL	LF	90.0	\$178.00	\$16,020.00	0	\$0.00	0	\$0.00
TOTALS - CHANGE ORDER NO. 1					\$118,975.00		\$29,061.00		\$29,061.00
TOTALS - REVISED CONTRACT					\$1,879,433.80		\$525,055.30		\$900,967.30



MAYOR & COUNCIL COMMUNICATION

DATE: November 18, 2014

CONSENT

ITEM # 9

AGENDA ITEM: Lake Elmo Avenue Trunk Watermain Improvements – Pay Request No. 4

SUBMITTED BY: Chad Isakson, Project Engineer

THROUGH: Dean A. Zuleger, City Administrator

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

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

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

POLICY RECOMMENDER: Engineering

FISCAL IMPACT:

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

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider approving Pay Request No. 4 for the Lake Elmo Avenue Trunk Watermain Improvements project. If removed from the consent agenda, the recommended motion for the action is as follows:

“Move to approve Pay Request No. 4 to GM Contracting Inc in the amount of \$266,600.17, for the Lake Elmo Avenue Trunk Watermain Improvements Project”

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

GM Contracting Inc., the Contractor for the project, has submitted Partial Pay Estimate No. 4 in the amount of \$266,600.17. The request has been reviewed and payment is recommended in the amount requested. In accordance with the contract documents, the City has retained 5% of the total work completed. The amount retained is \$92,921.69.

RECOMMENDATION:

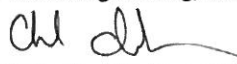

Staff is recommending that the City Council consider approving, *as part of the Consent Agenda*, Pay Request No. 4 for the Lake Elmo Avenue Trunk Watermain Improvements project. If removed from the consent agenda, the recommended motion for the action is as follows:

“Move to approve Pay Request No. 4 to GM Contracting Inc. in the amount of \$266,600.17, for the Lake Elmo Avenue Trunk Watermain Improvements Project”

ATTACHMENT(S):

1. Partial Pay Estimate No. 4

PROJECT PAY FORM

PARTIAL PAY ESTIMATE NO. <u>4</u>			FOCUS ENGINEERING, inc.		
LAKE ELMO AVENUE TRUNK WATERMAIN IMPROVEMENTS PROJECT NO. 2013.133			PERIOD OF ESTIMATE FROM <u>10/1/2014</u> TO <u>10/31/2014</u>		
PROJECT OWNER: CITY OF LAKE ELMO 3800 LAVERNE AVENUE NORTH LAKE ELMO, MN 55042 ATTN: JACK GRIFFIN, CITY ENGINEER			CONTRACTOR: GM CONTRACTING INC. 19810 515TH AVE LAKE CRYSTAL, MN 56055 ATTN: MIKE URBAN, PROJECT MANAGER		
CONTRACT CHANGE ORDER SUMMARY				PAY ESTIMATE SUMMARY	
No.	Approval Date	Amount			
		Additions	Deductions		
1	10/21/2014	\$12,427.86		1. Original Contract Amount	\$2,015,687.39
				2. Net Change Order Sum	\$12,427.86
				3. Revised Contract (1+2)	\$2,028,115.25
				4. *Work Completed	\$1,858,433.71
				5. *Stored Materials	\$0.00
				6. Subtotal (4+5)	\$1,858,433.71
				7. Retainage* <u>5.0%</u>	\$92,921.69
				8. Previous Payments	\$1,498,911.85
TOTALS		\$12,427.86	\$0.00	9. Amount Due (6-7-8)	\$266,600.17
NET CHANGE		\$12,427.86		*Detailed Breakdown Attached	
CONTRACT TIME					
START DATE: <u>6/26/2014</u>		ORIGINAL DAYS <u>141</u>		ON SCHEDULE YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
SUBSTANTIAL COMPLETION: <u>10/17/2014</u>		REVISED DAYS <u>0</u>			
FINAL COMPLETION: <u>11/14/2014</u>		REMAINING <u>14</u>			
ENGINEER'S CERTIFICATION: The undersigned certifies that the work has been reviewed and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.				FOCUS Engineering, inc.  _____ ENGINEER <u>11/7/2014</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 <u>11/7/14</u> _____ DATE	
APPROVED BY OWNER: CITY OF LAKE ELMO, MINNESOTA					
BY _____			BY _____		
DATE _____			DATE _____		

PARTIAL PAY ESTIMATE NO. 4

LAKE ELMO AVENUE TRUNK WATERMAIN IMPROVEMENTS
CITY OF LAKE ELMO, MINNESOTA
PROJECT NO. 2013.133

FOCUS ENGINEERING, inc.

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
DIVISION 1 - GENERAL									
1	MOBILIZATION	LS	1	\$85,000.00	\$85,000.00	0.05	\$4,250.00	0.95	\$80,750.00
2	TRAFFIC CONTROL	LS	1	\$53,951.69	\$53,951.69	0.05	\$2,697.58	0.95	\$51,254.11
3	SILT FENCE	LF	461	\$2.50	\$1,152.50	0.00	\$0.00	0	\$0.00
4	TREE REMOVAL	EA	20	\$400.00	\$8,000.00	2.00	\$800.00	8	\$3,200.00
5	INLET PROTECTION	EA	3	\$152.58	\$457.74	0.00	\$0.00	3	\$457.74
6	6" TOPSOIL AND SOD	SY	267	\$6.30	\$1,682.10	0.00	\$0.00	0	\$0.00
7	TEMPORARY WATER SERVICE	LS	1	\$4,500.00	\$4,500.00	0.00	\$0.00	1	\$3,375.00
SUBTOTAL - DIVISION 1			\$154,744.03			\$7,747.58		\$139,036.85	
DIVISION 2 - WATERMAIN									
1	REMOVE EXISTING WATERMAIN - ALL SIZES AND TYPES	LF	416	\$2.85	\$1,185.60	363	\$1,034.55	363	\$1,034.55
2	ABANDON EXISTING WATERMAIN IN PLACE - ALL SIZES AND TYPES	LF	970	\$2.85	\$2,764.50	0	\$0.00	0	\$0.00
3	SALVAGE EXISTING HYDRANT, LEAD, AND VALVE	EA	2	\$350.00	\$700.00	1	\$350.00	1	\$350.00
4	REMOVE/ABANDON EXISTING WATER SERVICE - ALL SIZES AND TYPES	EA	15	\$150.00	\$2,250.00	16	\$2,400.00	16	\$2,400.00
5	CONNECT TO EXISTING WATERMAIN	EA	1	\$1,448.16	\$1,448.16	1	\$1,448.16	1	\$1,448.16
6	6" GATE VALVE & BOX	EA	27	\$2,036.85	\$54,994.95	10	\$20,368.50	27	\$54,994.95
7	8" GATE VALVE & BOX	EA	4	\$2,530.54	\$10,122.16	1	\$2,530.54	3	\$7,591.62
8	12" GATE VALVE & BOX	EA	1	\$3,508.66	\$3,508.66	0	\$0.00	1	\$3,508.66
9	16" BUTTERFLY VALVE & BOX	EA	17	\$3,489.56	\$59,322.52	6	\$20,937.36	15	\$52,343.40
10	HYDRANT - 8'-6" BURY	EA	27	\$4,182.48	\$112,926.96	10	\$41,824.80	27	\$112,926.96
11	1" CORPORATION STOP	EA	6	\$425.90	\$2,555.40	7	\$2,981.30	7	\$2,981.30
12	1.5" CORPORATION STOP	EA	38	\$550.20	\$20,907.60	34	\$18,706.80	34	\$18,706.80
13	2" CORPORATION STOP	EA	2	\$647.35	\$1,294.70	0	\$0.00	0	\$0.00
14	1" CURB STOP AND BOX	EA	6	\$463.58	\$2,781.48	7	\$3,245.06	7	\$3,245.06
15	1.5" CURB STOP AND BOX	EA	38	\$600.53	\$22,820.14	34	\$20,418.02	34	\$20,418.02
16	2" CURB STOP AND BOX	EA	2	\$746.85	\$1,493.70	0	\$0.00	0	\$0.00
17	1" TYPE K COPPER WATER SERVICE PIPE	LF	204	\$28.59	\$5,832.36	123	\$3,516.57	123	\$3,516.57
18	1.5" TYPE K COPPER WATER SERVICE PIPE	LF	1,586	\$32.06	\$50,847.16	267	\$8,560.02	1,401	\$44,916.06
19	2" TYPE K COPPER WATER SERVICE PIPE	LF	52	\$37.35	\$1,942.20	0	\$0.00	0	\$0.00
20	CONNECT TO EXISTING WATER SERVICE -ALL SIZES AND TYPES	EA	15	\$500.00	\$7,500.00	13	\$6,500.00	13	\$6,500.00
21	6" DIP CL 52 WATERMAIN	LF	379	\$29.50	\$11,180.50	111	\$3,274.50	373	\$11,003.50
22	16" DIP CL 52 WATERMAIN	LF	387	\$74.63	\$28,881.81	390	\$29,105.70	390	\$29,105.70
23	8" HDPE DR 11 WATERMAIN	LF	174	\$70.93	\$12,341.82	0	\$0.00	170	\$12,058.10
24	12" HDPE DR 11 WATERMAIN	LF	74	\$81.80	\$6,053.20	0	\$0.00	74	\$6,053.20
25	16" HDPE DR 11 WATERMAIN	LF	11,152	\$89.00	\$992,528.00	0	\$0.00	11,152	\$992,528.00
26	16" HDPE DR11 WATERMAIN, EXTRA DEPTH (P)	LF	2,200	\$89.00	\$195,800.00	0	\$0.00	2,200	\$195,800.00
27	6"x45" BEND MJ DUCTILE IRON COMPACT FITTING	EA	32	\$362.03	\$11,584.96	0	\$0.00	9	\$3,258.27
28	16"x11-1/4" BEND MJ DUCTILE IRON COMPACT FITTING	EA	1	\$1,325.00	\$1,325.00	0	\$0.00	0	\$0.00
29	16"x45" BEND MJ DUCTILE IRON COMPACT FITTING	EA	2	\$1,337.00	\$2,674.00	0	\$0.00	0	\$0.00
30	8"x6" TEE MJ DUCTILE IRON COMPACT FITTING	EA	3	\$543.52	\$1,630.56	0	\$0.00	4	\$2,174.08
31	16"x6" TEE MJ DUCTILE IRON COMPACT FITTING	EA	23	\$1,498.00	\$34,454.00	10	\$14,980.00	23	\$34,454.00
32	16"x8" TEE MJ DUCTILE IRON COMPACT FITTING	EA	4	\$1,520.00	\$6,080.00	1	\$1,520.00	4	\$6,080.00
33	16"x12" TEE MJ DUCTILE IRON COMPACT FITTING	EA	1	\$1,589.00	\$1,589.00	0	\$0.00	1	\$1,589.00
34	16"x12" CROSS MJ DUCTILE IRON COMPACT FITTING	EA	2	\$1,657.77	\$3,315.54	0	\$0.00	1	\$1,657.77
35	12"x6" REDUCER MJ DUCTILE IRON COMPACT FITTING	EA	1	\$588.10	\$588.10	0	\$0.00	1	\$588.10
36	16"x8" REDUCER MJ DUCTILE IRON COMPACT FITTING	EA	1	\$762.51	\$762.51	1	\$762.51	1	\$762.51
37	8" PLUG MJ DUCTILE IRON COMPACT FITTING	EA	4	\$268.40	\$1,073.60	0	\$0.00	5	\$1,342.00
38	12" PLUG MJ DUCTILE IRON COMPACT FITTING	EA	4	\$322.24	\$1,288.96	0	\$0.00	2	\$644.48
39	16" PLUG MJ DUCTILE IRON COMPACT FITTING	EA	1	\$506.18	\$506.18	0	\$0.00	1	\$506.18
40	HORIZONTAL DIRECTIONAL DRILLING BORE PITS	LS	1	\$70,092.00	\$70,092.00	1	\$42,055.20	1	\$56,073.60
41	WATER SERVICE CONNECTION PITS	LS	1	\$55,577.00	\$55,577.00	1	\$33,346.20	0	\$0.00
42	OFF ROAD STRUCTURE MARKER	EA	27	\$57.70	\$1,557.90	0	\$0.00	0	\$0.00
43	4" POLYSTYRENE INSULATION	SF	96	\$7.37	\$707.52	0	\$0.00	64	\$471.68
SUBTOTAL - DIVISION 2			\$1,808,790.41			\$279,865.79		\$1,693,032.28	
DIVISION 3 - STREETS									
1	SAWCUT BITUMINOUS PAVEMENT	LF	1,020	\$3.92	\$3,998.40	433	\$1,697.36	433	\$1,697.36
2	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT, ALL TYPES	SY	1,125	\$5.67	\$6,378.75	672	\$3,810.24	672	\$3,810.24
3	CL 5 AGGREGATE BASE	TN	410	\$29.93	\$12,271.30	0	\$0.00	0	\$0.00
4	DRIVEWAY RESTORATION	SY	62	\$39.21	\$2,431.02	0	\$0.00	0	\$0.00
5	SPNWB230B BITUMINOUS NON-WEAR COURSE, STREETS	TN	134	\$128.96	\$17,280.64	0	\$0.00	0	\$0.00
6	SPWEA240B BITUMINOUS WEAR COURSE, STREETS	TN	67	\$144.44	\$9,677.48	0	\$0.00	0	\$0.00
7	BITUMINOUS MATERIAL FOR TACK COAT	GA	56	\$2.06	\$115.36	0	\$0.00	0	\$0.00
SUBTOTAL - DIVISION 3			\$52,152.95			\$5,507.60		\$5,507.60	
TOTALS - BASE CONTRACT			\$2,015,687.39			\$293,120.97		\$1,837,576.73	

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
CHANGE ORDER NO. 1									
CO1-1	TRAFFIC CONTROL - TEMPORARY SIGNAGE	LS	1.0	\$3,810.00	\$3,810.00	1	\$3,810.00	1	\$3,810.00
CO1-2	RESTORATION - ELIMINATE CROSS AT 10TH STREET	LS	1.0	-\$1,130.46	-\$1,130.46	1	-\$1,130.46	1	-\$1,130.46
CO1-3	REMOVE 16"x12" CROSS	EA	-1.0	\$1,657.77	-\$1,657.77	0	\$0.00	0	\$0.00
CO1-4	REMOVE 12" PLUG	EA	-2.0	\$322.24	-\$644.48	0	\$0.00	0	\$0.00
CO1-5	REMOVE 16" BUTTERFLY VALVE & BOX	EA	-2.0	\$3,489.56	-\$6,979.12	0	\$0.00	0	\$0.00
CO1-6	18-INCH HYDRANT EXTENSION	EA	1.0	\$852.25	\$852.25	0	\$0.00	0	\$0.00
CO1-7	FOSTOR ADAPTORS	EA	16.0	\$200.00	\$3,200.00	16	\$3,200.00	16	\$3,200.00
CO1-8	16-INCH SLEEVE	EA	18.0	\$832.08	\$14,977.44	18	\$14,977.44	18	\$14,977.44
TOTALS - CHANGE ORDER NO. 1					\$12,427.86		\$20,856.98		\$20,856.98
TOTALS - REVISED CONTRACT					\$2,028,115.25		\$313,977.95		\$1,858,433.71



MAYOR & COUNCIL COMMUNICATION

DATE: November 18, 2014
CONSENT
ITEM #10

AGENDA ITEM: Rotating Schedule for Traffic Sign Purchases

SUBMITTED BY: Finance Committee

THROUGH: Cathy Bendel, Finance Director

REVIEWED BY: Finance Committee
Mike Bouthilet, Public Works Director

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

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to approve the on-going procedural modification related to the purchasing of traffic sign stock. No specific motion is needed as this is recommended as part of the *Consent Agenda*.

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

During their monthly reviews of the financial statements, the Finance Committee has identified some items that had historically been purchased in bulk to have stock on hand which would often cover multiple years. One of those items are the traffic road signs. During 2014 the stock had been depleted and a large order was placed.

The Finance Committee is recommending that the Public Works department officially change their traffic sign purchasing procedures to initiate a rotating stock inventory replenishment to avoid large expenditures.

RECOMMENDATION: Based on the aforementioned, the staff recommends the City Council approve this procedural modification.



MAYOR & COUNCIL COMMUNICATION

DATE: November 18, 2014

CONSENT

ITEM # 11

AGENDA ITEM: Assign Council Member Bloyer to County Library System Discussions

SUBMITTED BY: Mayor Mike Pearson

THROUGH: Dean Zuleger, City Administrator

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

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

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

POLICY RECOMMENDER: Mayor Mike Pearson

FISCAL IMPACT: None

SUMMARY AND ACTION REQUESTED:

The City of Lake Elmo City Council is respectfully requested as part of its Consent Agenda to affirm the following assignment to the Washington County Library System Discussions. As part of its Consent Agenda, no formal motion is required. If Council wishes to further discuss this assignment, they can remove this item from the Consent Agenda and approve it by taking the following action:

“Move to assign Council Member Bloyer to the County Library System Discussions.”

BACKGROUND INFORMATION:

The City of Lake Elmo is in discussions with the County regarding the City of Lake Elmo’s status within the Washington County library system. Mayor Pearson and Council Member Reeves served as Council liaisons for these discussions. Due to Council Member Reeves’s term expiring in January, Mayor Pearson wishes to assign Council Member Bloyer to this role.

RECOMMENDATION: City Council is respectfully requested to affirm assigning Council Member Bloyer to the Washington County Library System discussions. As part of its Consent Agenda, no formal motion is required. If Council wishes to further discuss this item, the following motion is recommended:

“Move to assign Council Member Bloyer to the County Library System Discussions.”



MAYOR & COUNCIL COMMUNICATION

DATE: November 18, 2014

CONSENT

ITEM # 12

AGENDA ITEM: Assign Council Member Smith to Gateway Corridor Discussions

SUBMITTED BY: Mayor Mike Pearson

THROUGH: Dean Zuleger, City Administrator

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

SUGGESTED ORDER OF BUSINESS (if removed from Consent):

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

POLICY RECOMMENDER: Mayor Mike Pearson

FISCAL IMPACT: None

SUMMARY AND ACTION REQUESTED:

The City of Lake Elmo City Council is respectfully requested as part of its Consent Agenda to affirm the following assignment to the Gateway Corridor Discussions. As part of its Consent Agenda, no formal motion is required. If Council wishes to further discuss this assignment, they can remove this item from the Consent Agenda and approve it by taking the following action:

“Move to assign Council Member Smith to the Gateway Corridor Discussions”

BACKGROUND INFORMATION:

The City of Lake Elmo is in discussions with the County and Gateway Commission regarding the Gateway Corridor. Mayor Pearson and Council Member Reeves served as Council liaisons for these discussions. Due to Council Member Reeves’s term expiring in January, Mayor Pearson wishes to assign Council Member Smith to this role.

RECOMMENDATION: City Council is respectfully requested to affirm assigning Council Member Smith to Gateway Corridor discussions. As part of its Consent Agenda, no formal motion is required. If Council wishes to further discuss this item, the following motion is recommended:

“Move to assign Council Member Smith to the Gateway Corridor Discussions”



MAYOR & COUNCIL COMMUNICATION

DATE: November 18, 2014
CONSENT
ITEM # 13

AGENDA ITEM: Koch Pipeline Right-of-Way Permit – Approve Easement in the Demontreville Wildlife Area

SUBMITTED BY: Ryan Stempiski, Assistant City Engineer

THROUGH: Dean A. Zuleger, City Administrator

REVIEWED BY: Jack Griffin, City Engineer
Cathy Bendel, Finance Director
Adam Bell, City Clerk
Alyssa MacLeod, Taxpayer Relations and Communications

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/Right-of-way Management

FISCAL IMPACT: City to receive \$113,400.

(1) Compensation to the City in the amount of \$3,150 for the purchase of a pipeline easement within the Demontreville Wildlife Area.

(2) Compensation to the City in the amount of \$110,250 for the right to remove trees within the proposed easement area.

100% of the proceeds will be deposited into the City General Fund.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider approving a nonexclusive easement to Koch Pipeline Company, L.P. for the construction of a 16-inch diameter steel pipeline as reviewed and approved by the City Clerk. If removed from the consent agenda, the recommended motion for the action is as follows:

“Move to approve a Nonexclusive Easement to Koch Pipeline Company, L.P. within the Demontreville Wildlife Area in the agreement form as reviewed and approved by the City Clerk.”

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

The City received a Right-of-Way Permit from Koch Pipeline for the construction of a 16-inch diameter steel pipeline to be located on a City parcel known as the Demontreville Wildlife Area, located near Demontreville Park. Koch currently owns a 66-foot wide easement on the City-owned parcel in the Demontreville Wildlife Area which includes two existing pipelines. Koch is now requesting an additional easement area of 12,599 square feet to construct a third “reliever” pipeline for safe transportation of oil and gas petroleum. Koch is pursuing similar easements from MnDOT, to cross Trunk Highway 36, and from Pine Springs.

The City reviewed recent utility easement purchases to determine fair compensation, which was determined to be \$0.25 per square foot for a total of \$3,150.

The proposed alignment of the new pipeline is through a heavily wooded area in the Demontreville Wildlife Area. A tree inventory was completed by the Landscape Architecture, Inc. on October 29, 2014 to accurately determine the potential tree loss associated with the project. It was reported that 441 caliper inches of trees were located within the proposed easement area (see attached Tree Inventory). At a current market value of \$250 per caliper inch, tree replacement was valued at \$110,250. Koch Pipeline only plans to clear trees 30 feet wide directly above the pipeline potentially resulting in less than ½ the total tree inventory valuation. The remainder of the existing trees within the proposed easement area are not planned to be removed unless deemed necessary for safety and/or future accessibility.

RECOMMENDATION:

Staff is recommending that the City Council consider approving, *as part of the Consent Agenda*, a nonexclusive easement to Koch Pipeline Company, L.P. for the construction of a 16-inch diameter steel pipeline in the agreement form as reviewed and approved by the City Clerk. If removed from the consent agenda, the recommended motion for the action is as follows:

“Move to approve a Nonexclusive Easement to Koch Pipeline Company, L.P. within the Demontreville Wildlife Area in the agreement form as reviewed and approved by the City Clerk.”

The proceeds of \$113,400 will be deposited into the Cities General Fund. If any remediation is needed, the funding would be provided from the General Fund (rather than the Parkland Dedication Fund).

ATTACHMENT(S):

1. Site Sketch of Proposed Koch Pipeline
2. Workspace Sketch
3. Tree Inventory Dated October 29, 2014

-OF-

**MINNESOTA PIPELINE
COMPANY, LLC
HIGHWAY 36 BORE**

-FOR-



A vertical scale bar labeled "SCALE IN FEET" with markings at 0, 40, 80, and 120. The bar is divided into alternating black and white segments.

Bearings based on NAD 83,
Washington County, MN grid system

LEGEND

-
- FOUND IRON MONUMENT
 FOUND NAIL
 FOUND BRICK
 FOUNDATION BOX
 CONCRETE
 STEEL
 WOOD FENCE
 UNDERGROUND FIBER OPTIC
 UNDERGROUND ELECTRIC
 SLOPE ELEVATION
 CONCRETE SURFACE
 BRICKWORK SURFACE
 FOUND IRON MONUMENT

[illegible]

1229 Tyler Street NE, Suite 100
Minneapolis, Minnesota 55413
PHONE: (612) 466-3300
FAX: (612) 466-3383
WWW.EFNSURVEY.COM



Egan, Field & Nowak, Inc.
land surveyors since 1872

And the 20th mo-

HOW PROJECT NO. 500000

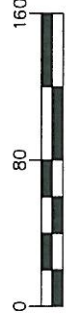


PERCHERON

1 OF 3

WORKSPACE SKETCH

-FOR-



SCALE IN FEET
Bearings based on NAD 83,
Washington County Coordinates

SUMMARY

EASEMENT AREA
12,599 sq. ft. / 0.289 acres
WORKSPACE AREA
68,711 sq. ft. / 1.577 acres
WORKSPACE AREA LESS EXISTING
AND PROPOSED KOCH PIPELINE EASEMENT
50,599 sq. ft. / 1.161 acres

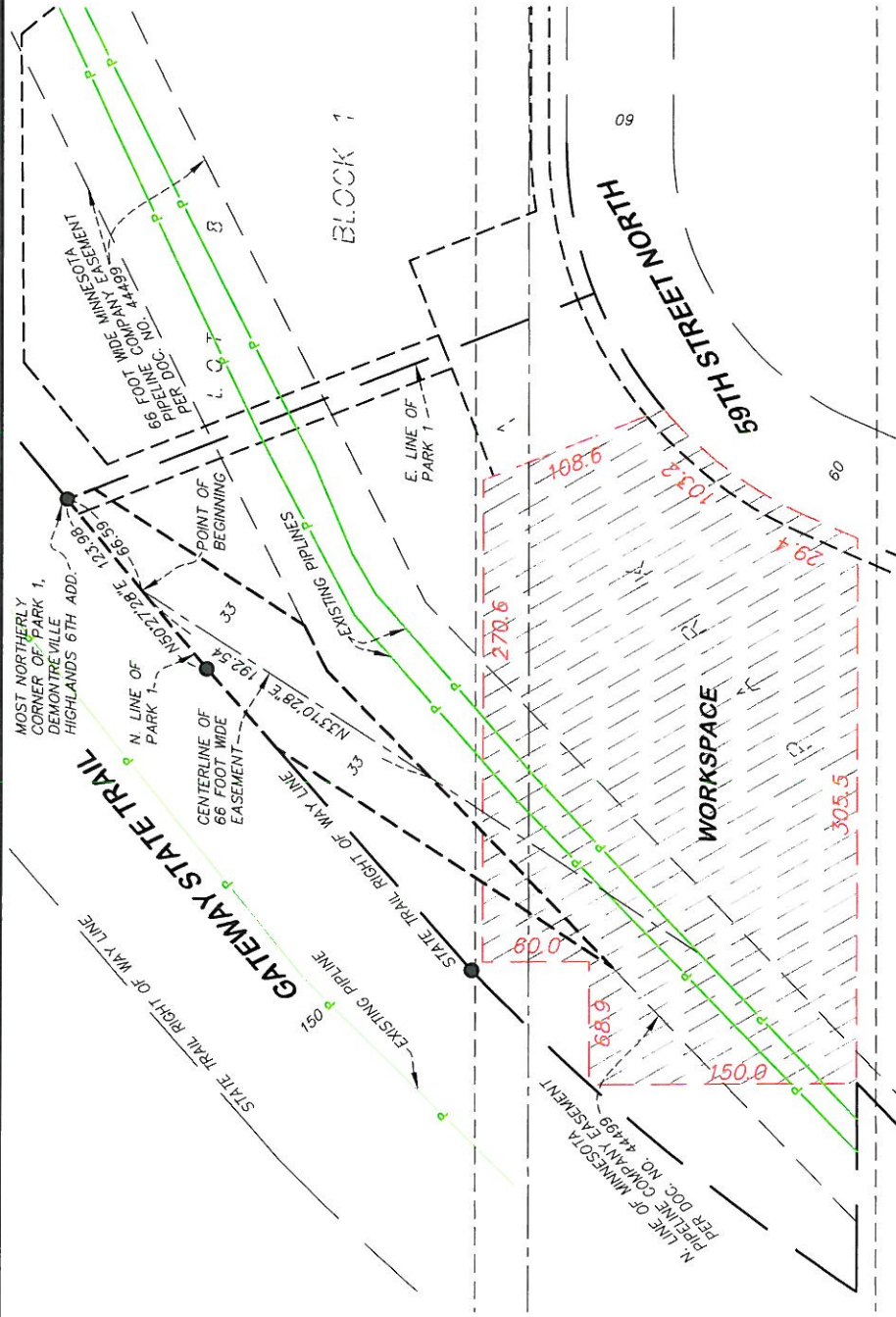


EXHIBIT "A"

PARK 1,
DEMONTREVILLE HIGHLANDS 6TH
ADDITION,
SECTION 5,
TOWNSHIP 29 N, RANGE 21 W,
WASHINGTON COUNTY, MINNESOTA

LEGEND

● DENOTES FOUND MONUMENT

EFN
1229 Tyler Street NE, Suite 100
Minneapolis, Minnesota 55413
PHONE: (612) 466-3300
FAX: (612) 466-3383
WWW.EFSURVEY.COM
Egan, Field & Nowak, Inc.
LAND SURVEYORS SINCE 1872



SHEET 1 OF 2

EFN PROJECT NO. 36010

EFN FILE NO. 6077



DEMONTREVILLE PARK TREE INVENTORY **LAKE ELMO, MN**

SITE VISITS DATED OCTOBER 21ST & 29TH, 2014

Landscape Architect's Report:

We cataloged all significant trees (healthy native trees of at least 8 inch caliper) within the 66 foot proposed easement area. The list below identifies each significant tree by number (each tree listed currently exhibits a forestry tag in the field) that falls within that 66 foot proposed easement.

Number on Tree	Caliper Inches	Tree Species
2579	20"	Northern Pin Oak
2580	9"	Northern Pin Oak
2581	15"	Red Oak
2582	8"	Red Oak
2583	10"	Quaking Aspen
2584	13"	Northern Pin Oak
2585	8"	Red Oak
2586	44"	Northern Pin Oak
2587	16"	Red Oak
2588	20"	Northern Pin Oak
2589	8"	Red Oak
2590	8"	Red Oak
2591	13"	Northern Pin Oak
2592	8"	Red Oak
2593	19"	Northern Pin Oak
2594	11"	Quaking Aspen
2595	17"	Northern Pin Oak
2596	11"	Quaking Aspen
2597	11"	Quaking Aspen
2598	8"	Quaking Aspen
2599	13"	Northern Pin Oak
2600	12"	Northern Pin Oak
2601	8"	Red Oak
2602	8"	Red Oak
2603	8"	Red Oak
2604	10"	Red Oak
2605	17"	Red Oak
2606	15"	Northern Pin Oak
2607	13"	Red Oak
2608	9"	Red Oak
2609	14"	Red Oak
2610	10"	Paper Birch
2611	27"	Multi-Stem Apple

Total Caliper Inches	441"
<u>Value of a Caliper Inch</u>	<u>\$250</u>
Total Value of Trees	\$110,250

Note: If and when tree removal would occur a MN licensed arborist working for those requesting easement should submit a tree removal plan and schedule. This should be done at least two months prior to proposed work date to allow city staff time to review and work through approval process prior to any tree removal work taking place. We are especially concerned with potential threat of Oak Wilt and would expect that to be addressed specifically within this required plan. Additionally, a restoration plan utilizing a native plant community would also be required for review and approval.

SINCERELY,

LANDSCAPE ARCHITECTURE, INC.
STEPHEN MASTEY, ASLA, CLARB, LEED AP BD+C



MAYOR & COUNCIL COMMUNICATION

DATE: November 18, 2014
REGULAR
ITEM # 14

AGENDA ITEM: Jane Road 201 Wastewater System (Tri-Lake Remote D) – Authorize Investigation for System Repair/Replacement

SUBMITTED BY: Ryan Stempski, Assistant City Engineer

THROUGH: Dean A. Zuleger, City Administrator

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

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: Engineering/Public Works

FISCAL IMPACT: Initially unknown.

Staff must expend initial time and resources to investigate potential solutions and to identify probable cost impacts and cost recovery procedures. As a potential public improvement the total project costs may be assessed to the benefitting property owners.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to receive an update on the Jane Road 201 Wastewater System and direct staff to investigate potential repair/replacement alternatives. The recommended motion for the action is as follows:

“Move to direct staff to investigate potential repair/replacement alternatives for the Jane Road 201 Wastewater System (Tri-Lakes Remote D).”

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

The City was contacted by the property owner of 9369 Jane Road regarding a non-compliant septic system inspection performed by Inspect Minnesota & Midwest Soil Testing on July 28, 2014. The inspection was completed by the property owner as a Washington County requirement to sell the home. The home is currently connected to the Tri Lakes Remote D – 201 System owned and operated by the City of Lake Elmo. Two other properties on Jane Road are also connected to this 201 System. Both appear to be duplexes with address numbers 9393 / 9395 and 9397 / 9399. The “201 System” references a septic system replacement program that was partially funded through federal grants and implemented throughout the City of Lake Elmo from 1984 to 1987. The City is the owner and operator of the system due to the federal grant requirements.

As an emergency response to this information, the City hired Soil Investigation & Design, Inc. to further evaluate the condition of the distribution system and obtain soil borings. Soil Investigation & Design, Inc. also found that the system does not meet current Washington County Code and further stated that the system does not appear to be functioning properly. No surfacing of effluent was observed at the time of inspection therefore the system is not currently considered an imminent health threat.

Based on the information provided above staff needs to investigate potential repair/replacement alternatives for the Jane Road 201 System which will likely require the acquisition of property for a new site. Staff will need to continue to retain the technical support services from Soil Investigation & Design, Inc. Once a solution has been identified the improvements could be pursued as a public improvement project with the costs being wholly or partially assessed to the benefitting properties.

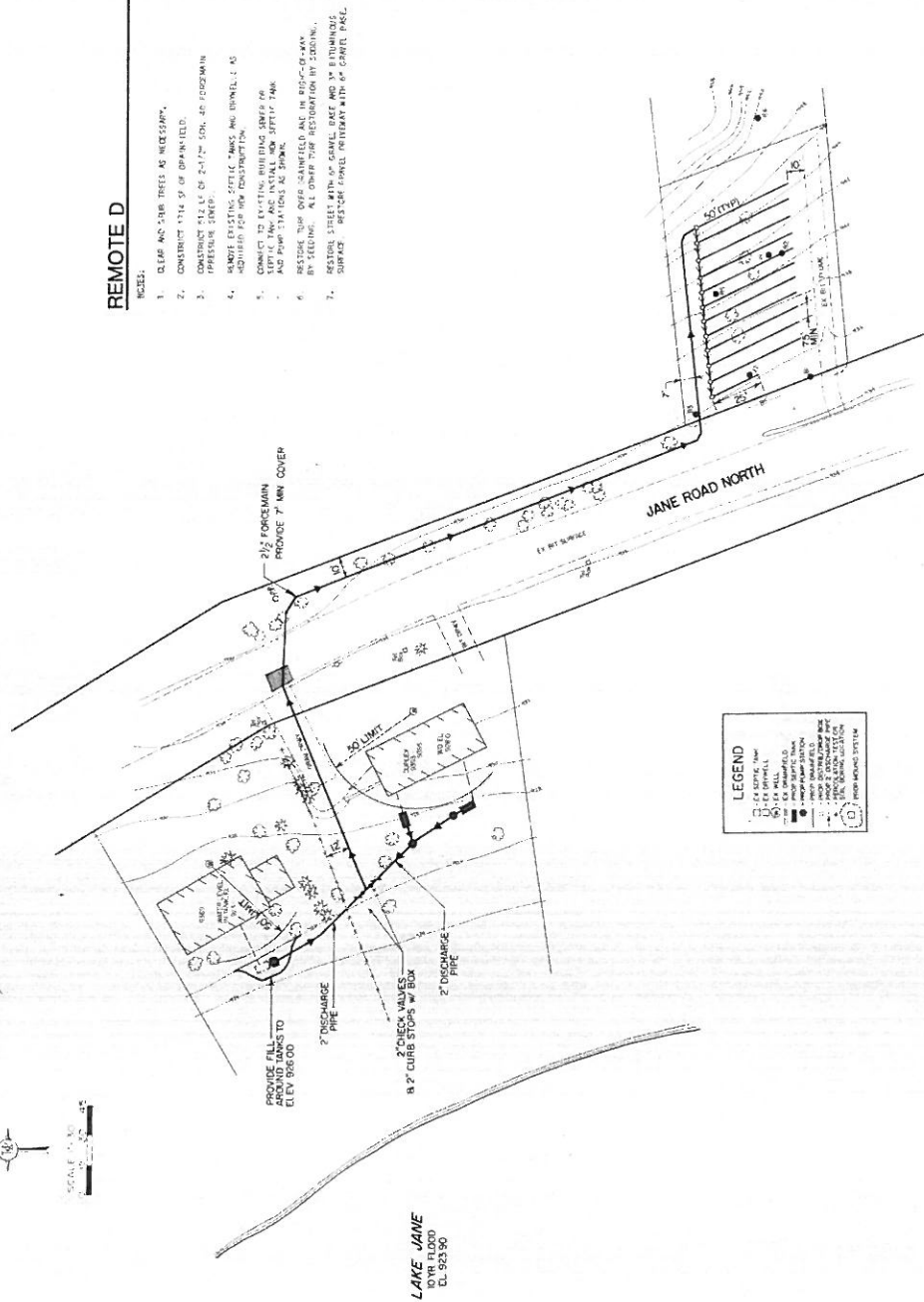
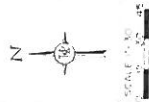
RECOMMENDATION:

Staff is recommending the City Council direct staff to investigate potential repair/replacement alternatives for the Jane Road 201 Wastewater System. The recommended motion for the action is as follows:

“Move to direct staff to investigate potential repair/replacement alternatives for the Jane Road 201 Wastewater System (Tri-Lakes Remote D).”

ATTACHMENT(S):

1. Jane Road 201 Wastewater System (Tri-Lakes Remote D) Record Drawing.
2. Soil Investigation Report dated October 24, 2014.



REMOTE D

NOTES:

1. CLEAR AND 10'W TREES AS NECESSARY.
2. CONSTRUCT 1114 OF 24" DIA. 40' LONG.
3. CONSTRUCT 1114 OF 24" DIA. 40' LONG.
4. CONSTRUCT 1114 OF 24" DIA. 40' LONG.
5. CONSTRUCT 1114 OF 24" DIA. 40' LONG.
6. CONSTRUCT 1114 OF 24" DIA. 40' LONG.
7. CONSTRUCT 1114 OF 24" DIA. 40' LONG.

PROJECT: WASTEWATER FACILITIES IMPROVEMENTS LOCATION: LAKE ELMO, MINNESOTA E.P.A. PROJECT NO. C 271411		TRI-LAKES REMOTE D SHEET NO. 13 OF 16 SHEETS		8064 8064
TKDA ENGINEERS ARCHITECTS PLANNERS TOLZING, DUALL, ANDERSON AND ASSOCIATES INCORPORATED SAINT PAUL, MINNESOTA				
DATE: 11-1-81 BY: J. J. J.				

Soil Investigation & Design, Inc.

Metro
2809 78th Ave. N.
Brooklyn Park, MN 55444
651-260-3783
soilinvestigations.us

Greater Minnesota
Melrose, MN 56352
320-260-8874
Pbrandt@soilinvestigations.us

Mr. Dean Zuleger
City Administrator
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, Minnesota 55042

Re: Lake Jane 201 System

Dear Mr. Zuleger

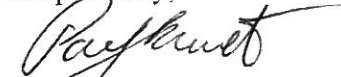
At the request of the City of Lake Elmo, Soil Investigation & Design, Inc. completed an investigation of the subsurface soil treatment system (SSTS) for the Lake Jane 201 system. We inspected the distribution system and completed two soil borings on the subject site.

We determined that the majority of the lateral for the SSTS have been filled with soil materials and do not appear to be functioning properly. We did not notice any surfacing of effluent at the time of inspection.

We completed the two soil borings near the locations of the previous soil borings by Inspect MN. While our soil profiles did not match those of Inspect Mn it was determined that the separation between the system and redoximorphic features does not meet current code.

It is our opinion that the system does not meet code and therefore should be repaired or replaced. Thank you for your time and attention, if you have any questions please feel free to contact me.

Respectfully,



Paul J Brandt PSS
Soil Investigation & Design, Inc.

Name(s) Lake Jane 201, City of Lake Elmo, MNNo. of Horizons 6Profile Depth 65"Soil Boring Number: 1Site Location In SSTS area

MORPHOLOGY

Horizon Name	BOUNDARY		TEXTURE		COLOR		MOTTLES		PED		STRUCTURE		CONS.		EFFER.		Soil Profile Description
	Lower Depth	Dist			Hue	Val./Chr	Ab	Co	COAT.	Yes/No	Grade Shape	Moist					
	0	Surface			10 YR	3/2											Grass
	8	Loamy Fine Sand			10 YR	3/3			No		Subangular Blocky	moist			NO		Loamy fine Sand, medium to very fine sub angular blocky parting to granular, many fine roots, Slightly sticky, many fine pores, gradual wavy boundary, morph devl not fill
	19	Loamy Fine Sand			10 YR	4/3			No		granular	moist			NO		Loamy fine Sand, medium to very fine sub angular blocky parting to granular, many fine roots, Slightly sticky, many fine pores, gradual wavy boundary, morph devl not fill,
	22	Loamy Fine Sand			10 YR	4/4		10YR 4/4 & 3/6	No		granular	moist			NO		Loamy fine Sand, granular, very friable, Sticky and plastic, few fine roots, many fine pores, gradual wavy boundary, redox apresent & active
	30	Medium sand			10 YR	5/4		10YR 4/4 & 3/6	No		granular	moist			NO		Medium Sand, granular, loose, gradual wavy boundary, redox apresent & active
	48	Medium sand			10 YR	4/4		10YR 4/4 & 3/6	No		granular	moist			NO		Medium Sand, granular, loose, gradual wavy boundary, redox apresent & active
	65	Medium sand			10 YR	4/6		10YR 4/4 & 3/6	No		granular	moist			NO		Medium Sand, granular, loose, gradual wavy boundary, redox apresent & active

SOIL PROFILE PROPERTIES

Infil Rate Effective Depth High X deep (>100 cm) X Mod deep (50-100 cm) Slow shallow (25-50 cm) very shallow (<25 cm)

Water Retention Difference

Available Water

(To 1.5 meters or to a limiting layer)

 Very low (<7.5 cm) Low (7.5-15 cm) X Medium (15-22.5 cm) High (>22.5 cm)

Soil Drainage Class

 Very Poorly Drained Poorly Drained Somewhat Poorly Drained X Moderately Well Drained Well Drained Excessively Drained (somewhat excessively drained)

NO=Not Observed

I hereby certify that this plan, document, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Soil Scientist under the Laws of the state of Minnesota. Name: Paul J. Brandt PSS

Signature: Date: 10/24/14 License # 30007

Soil Investigation Design, Inc.

Soil Profile Description Sheet

Name(s) Lake Jane 201, City of Lake Elmo, MNNo. of Horizons 5Profile Depth 65"Soil Boring Number: 2Site Location In SSTS area

MORPHOLOGY

Horizon Name	BOUNDARY		TEXTURE		COLOR		MOTTLES		PED		STRUCTURE		CONS.		EFFER.		Soil Profile Description
	Lower Depth	D-ct			Hue	Val./Chr	Ab	Co	COAT. Yes/No		Grade Shape	Moist					
	0	Surface			10 YR	3/2			NO								Grass
	10	Loamy Fine Sand			10 YR	3/3			NO		Subangular Blocky	moist			NO		Loamy fine Sand, medium to very fine sub angular blocky parting to granular, many fine roots, Slightly sticky, many fine pores, gradual wavy boundary, morph devl not fill
	27	Loamy Fine Sand			10 YR	4/3			NO		granular	moist			NO		Loamy fine Sand, medium to very fine sub angular blocky parting to granular, many fine roots, Slightly sticky, many fine pores, gradual wavy boundary, morph devl not fill.
	33	Loamy Fine Sand			10 YR	4/4			NO		granular	moist			NO		Loamy fine Sand, granular, very friable, Sticky and plastic, few fine roots, many fine pores, gradual wavy boundary, redox apresent & active
	42	Medium sand			10 YR	5/4			NO		granular	moist			NO		Medium Sand, granular, loose, gradual wavy boundary, redox apresent & active
	65	Medium sand			10 YR	4/6		10YR 4/4 & 3/6	NO		granular	moist			NO		Medium Sand, granular, loose, gradual wavy boundary, redox apresent & active

SOIL PROFILE PROPERTIES

Infil Rate Effective Depth

___ High ___ deep (>100 cm)

___ X ___ mod. deep (50-100 cm)

___ Slow ___ shallow (25-50 cm)

___ very shallow (<25 cm)

Water Retention Difference

Available Water

(To 1.5 meters or to a limiting layer)

___ Very low (<7.5 cm)

___ Low (7.5-15 cm)

___ X ___ Medium (15-22.5 cm)

___ High (>22.5 cm)

Soil Drainage Class

___ Very Poorly Drained

___ Poorly Drained

___ Somewhat Poorly Drained

___ X ___ Moderately Well Drained

___ Well Drained

___ Excessively Drained

(somewhat excessively drained)

NO=Not Observed

I hereby certify that this plan, document, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Soil Scientist under the Laws of the state of Minnesota. Name: Paul J. Brandt PSS
 Signature: Paul J. Brandt
 Date: 10/24/14 License # 30007



MAYOR & COUNCIL COMMUNICATION

DATE: November 18, 2014
REGULAR
ITEM # 15

AGENDA ITEM: Developer Escrow Release Procedures

SUBMITTED BY: Cathy Bendel, Finance Director

THROUGH: Cathy Bendel, Finance Director

REVIEWED BY: Finance Committee

SUGGESTED ORDER OF BUSINESS:

- Questions from Council to Staff Mayor Facilitates
- Report/Presentations.....City Staff
- 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: Finance Committee

FISCAL IMPACT:

SUMMARY AND ACTION REQUESTED:

At the November 12, 2014 Finance Committee meeting, a discussion was had on what could be done to strengthen the internal controls surrounding the release of Developer escrow funds. This proposal is a result of that discussion.

STAFF REPORT:

When a development is approved by the City Council, a Developer Agreement is executed which outlines all components of the Development Project. A critical component of that agreement is the security requirements section, which outlines the escrow requirements. These requirements are based on the projected construction costs. Also contained in the Developer Agreement is a

reduction of security section which outlines the terms which must be met before the release of the escrows.

In the past, Developer escrows were released by staff without City Council approval. It is the belief of the Finance Committee that improvements can be made to the process by inserting an official sign off form that would be reviewed by all City Department heads to insure that all components of Development projects are complete prior to the release of Developer escrow funds. The Finance Department will be drafting up a form and bringing it back to the Finance Committee on December 10, 2014 for their approval.

Upon receipt of all approvals on this proposed developer escrow release form, a proposal to refund the developer escrow would be brought to the City Council for their approval to release the funds. All Developer related escrow refunds must be approved by the City Council effective immediately.

Please note that release of other building permit escrows (road, pool, fence etc.) are not part of this proposal.

BACKGROUND INFORMATION (SWOT):

Strengths	Ensures that all department heads are surveyed to be sure there are no pending issues needing to be resolved prior to the release of developer escrow funds.
Weaknesses	Obtaining multiple approvals may slow down the developer escrow release process.
Opportunities	Ability to strengthen the internal controls surrounding the developer escrow funds.
Threats	Developers may find issue with delay.

RECOMMENDATION:

It is recommended that the City Council approve Resolution No. 2014-89 as follows:

“Move to approve Resolution No. 2014-89 directing that effective immediately all developer escrow refunds must be approved by the Lake Elmo City Council prior to release”

ATTACHMENTS:

1. Resolution No. 2014-89

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

RESOLUTION NO. 2014-89

**RESOLUTION PROVIDING SPECIFIC DIRECTION RELATED TO THE
RELEASE/RETURN OF DEVELOPER RELATED ESCROW FUNDS**

WHEREAS, the City of Lake Elmo has significant new Developer related activity transpiring within the City Boundaries; and

WHEREAS, the City is executing Developer Agreements for that development activity; and

WHEREAS, the City holds a number of Developer escrows per those Developer Agreements in a segregated Developer escrow Fund; and

WHEREAS, the City Finance Committee has recommended strengthening the internal controls surrounding the review of Development project closure including department wide approval prior to the release of escrows; and

BE IT RESOLVED that effective immediately the City Council must approval all proposed refunds of all developer related escrows.

Adopted by the Lake Elmo City Council on the 18th day of November, 2014.

Mike Pearson, Mayor

ATTEST:

Adam Bell, City Clerk