

**NOTICE OF MEETING**

**City Council Meeting**

**Tuesday, May 19, 2015 7:00 P.M.**

**City of Lake Elmo | 3800 Laverne Avenue North**

**Agenda**

- |  |                 |
|--|-----------------|
| <b>A. Call to Order</b>  | <b>7:00 PM</b>  |
| <b>B. Pledge of Allegiance</b>   |                 |
| <b>C. Roll Call / Order of Business</b>  |                 |
| <b>D. Approval of Agenda</b>   |                 |
| <b>E. Accept Minutes</b>   | <b>7:05 PM</b>  |
| 1. Approve April 21, 2015 City Council Meeting Minutes   |                 |
| <b>F. Council Reports</b>  |                 |
| <b>G. Presentations/Public Comments/Inquiries</b>  | <b>7:15 PM</b>  |
| 2. Fire Department POC Recruits/Promotion to Lt.   |                 |
| 3. Trunk Highway 5 Turn-back – Resolution of Support; <b>Resolution No. 2015-35</b>  |                 |
| 4. Presentation / Approval of 2014 Financial Audit / CAFR  |                 |
| <b>H. Finance Consent Agenda</b>   | <b>7:50 PM</b>  |
| 5. Approve Payment of Disbursements and Payroll  |                 |
| 6. Accept Finance Report dated April 30, 2015  |                 |
| 7. Accept Building Report dated April 30, 2015   |                 |
| 8. Accept Assessors Report dated April 30, 2015  |                 |
| 9. 39 <sup>th</sup> Street N: Street & Sanitary Sewer Improvements – Pay Request No. 4   |                 |
| 10. 2015 Seal Coat Project – Accept Bids and Award Contract; <b>Resolution No. 2015-36</b>   |                 |
| 11. Council Compensation Payment Schedule Policy ( <i>Smith Request</i> )  |                 |
| <b>I. Other Consent Agenda</b>   | <b>8:00 PM</b>  |
| 12. Encroachment Agreement – 5500 Hilltop Avenue North   |                 |
| 13. Encroachment Agreement – 9906 Tapestry Road North  |                 |
| 14. Encroachment Agreement – 11647 58 <sup>th</sup> Street North   |                 |
| 15. Washington County and St. Croix County Fire Mutual Agreement   |                 |
| 16. United Land/Bremer Bank Minor Subdivision; <b>Resolution No. 2015-37</b>   |                 |
| 17. Resolution Approving Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies and Request Form for Minnesota Governmental Access (MGA) Login Account; <b>Resolution No. 2015-38</b> |                 |
| <b>J. Regular Agenda</b>   | <b>8:05 PM</b>  |
| 18. Downtown Street, Drainage and Utility Improvements – Accept Report, Call Improvement Hearing; <b>Resolution No. 2015-39</b>  |                 |
| 19. Inwood Final Plat and Final PUD Plans; <b>Resolution No. 2015-40, Ordinance 08-120</b>   |                 |
| 20. Inwood Developers Agreement; <b>Resolution No. 2015-41</b>   |                 |
| 21. Approve Purchase of Spraypatcher   |                 |
| 22. Affirm 2014 Council Approval of Pay Increase for City Administrator ( <i>Mayor Request Per Council</i> )   |                 |
| 23. Request to Fill the Taxpayer Relations Coordinator / Receptionist Positions ( <i>Mayor Request</i> )   |                 |
| 24. Future Growth Strategy / Phasing Plan Policy ( <i>Flislet Request</i> )  |                 |
| <b>K. Staff Reports and Announcements</b>  | <b>10:00 PM</b> |
| <b>L. Adjourn</b>  |                 |

**CITY OF LAKE ELMO  
CITY COUNCIL MINUTES**

**APRIL 21, 2015**

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

**PRESENT:** Mayor Mike Pearson and Council Members Julie Fliflet, Anne Smith, Justin Bloyer, and Jill Lundgren.

Staff present: City Administrator Zuleger, Associate City Attorney Brekken, Community Development Director Klatt, City Planner Johnson, City Engineer Griffin, Finance Director Bendel, and City Clerk Bell.

**PLEDGE OF ALLIGENCE**

**APPROVAL OF AGENDA**

Council Member Bloyer pulled Item 14 from the agenda. Associate City Attorney Brekken requested Item 10 be postponed and placed on next city council agenda as a closed session. Council Member Fliflet pulled Items 6, 7, and 8 for discussion.

***MOTION: Council Member Lundgren moved TO APPROVE THE APRIL 21, 2015 CITY COUNCIL AGENDA AS AMENDED. Mayor Pearson seconded the motion. MOTION PASSED 5-0***

**ITEM 1: ACCEPT MINUTES**

***THE MARCH 24, 2015 SPECIAL CITY COUNCIL MINUTES WERE APPROVED AS PRESENTED BY CONSENSUS.***

**COUNCIL REPORTS:**

**Mayor Pearson:** attended Gateway Corridor meetings.

City Administrator Zuleger spoke about MetCo population projection reduction. Lake Elmo was reduced to 18,200 population target by 2040.

**Council Member Bloyer:** attended Gateway Corridor meetings; spoke about lake treatment for milfoil. Lake Elmo will not receive any grants in 2015; he spoke about previous comments on developments, densities, and council votes. He asked for the Council to respect staff.

**Council Member Lundgren:** farmers market meeting. It will start out on Lake Elmo Ave; attended Rotary Club meeting; Sunfish Lake nature event on 5/16. Spoke about solar gardens and the possibility of installing them in Lake Elmo; attended Gateway Corridor workshop. The Council Driven Workshop will be on 5/21.

**Council Member Fliflet:** attended Gateway Corridor workshop; attended Finance Committee meeting. They are working on assessment policy for downtown; reported updated library card reimbursement process with Washington County.

***MOTION: Council Member Fliflet moved TO HAVE COUNCIL RECEIVE DRAFT AGENDA 3 DAYS BEFORE FINAL AGENDA IS SET AND RECEIVE FINAL AGENDA 24 HOURS BEFORE PACKET IS DISTRIBUTED. Council Member Lundgren seconded the motion.***

The Council discussed the agenda process.

***MOTION PASSED 3-2 (Pearson/Bloyer – Nay).***

**Council Member Smith:** thanked gateway corridor meeting attendees/presenters; thanked everyone involved in progress with library-County relations; spoke about developments, densities, and votes.

**PUBLIC COMMENTS/INQUIRIES**

None

**PROCLAMATION - ARBOR DAY PROCLAMATION**

Mayor Pearson read the Arbor Day proclamation.

**FINANCE CONSENT AGENDA**

2. Approve Payment of Disbursements and Payroll in the amount of \$383,951.46
3. Accept Finance Report dated March 31, 2015
4. Accept Building Report dated March 31, 2015
5. Accept Assessors Report dated March 31, 2015

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

#### **OTHER CONSENT AGENDA**

6. ~~Zoning Map Amendment – Perfecting Amendments, Ordinance 08-117~~ Pulled for discussion
7. ~~Easton Village Developer Agreement – Confirm Final Revisions and Assign Agreement to OP4 Easton Village, LLC~~ Pulled for discussion
8. ~~Sign Variance – 8515 Eagle Point Boulevard; Resolution No. 2015-28~~ Pulled for discussion
9. 2015 Crack Seal Project – Receive Contractor Quotes and Award Contract

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

#### **ITEM 6: ZONING MAP AMENDMENT – PERFECTING AMENDMENTS, ORD. 08-117**

Community Development Director Klatt explained the process for the zoning map amendments. Areas that do not have municipal services are not changed until there is a project associated with that area. Areas that do have projects are changed as the projects move forward. Specific proposed changes in the Village involved in this amendment were further explained.

**MOTION:** Mayor Pearson moved **TO ADOPT ORDINANCE. 08-117, ADOPTING A REVISED ZONING MAP FOR THE CITY OF LAKE ELMO.** Council Member Fliflet seconded the motion. **MOTION PASSED 5-0.**

#### **ITEM 7: EASTON VILLAGE DEVELOPER AGREEMENT – CONFIRM FINAL REVISIONS AND ASSIGN AGREEMENT TO OP4 EASTON VILLAGE, LLC**

City Administrator Zuleger explained the assignment. Easton Village LLC is planning to assign the development to Excelsior Group. Council Member Fliflet asked about Page 14, Sections 29.A, B, C. Mr. Klatt explained the calculations and the estimated railroad costs. The Railroad cost estimates were discussed. Crossing estimates came in at about \$500,000. Safe Crossing costs were discussed. It would be closer to \$650,000.

**MOTION:** Council Member Bloyer moved **TO AFFIRM THE FINAL LANGUAGE TO BE INCLUDED IN THE DEVELOPER'S AGREEMENT FOR EASTON VILLAGE AND TO APPROVE A POTENTIAL ASSIGNMENT OF THE AGREEMENT FROM EASTON VILLAGE, LLC TO OP4 EASTON VILLAGE, LCC UPON THE FINALIZATION OF AN AGREEMENT TO PURCHASE THE SUBJECT PROPERTY.** Mayor Pearson seconded the motion.

Council Member Smith wants to amend the crossing costs to \$650K to be able to have a safe crossing. It was noted that the Lake Elmo Ave crossing will have more traffic, but that will not have a safe crossing retrofitted. Council Member Fliflet wants the record to reflect that her interest is in having a safe crossing.

**MOTION PASSED 5-0.**

#### **ITEM 8 SIGN VARIANCE – 8515 EAGLE POINT BOULEVARD; RESOLUTION NO. 2015-2**

The reasons for the variance request were explained. There is a drainage easement, which causes the sign to be set further back on Inwood Ave and the topography is lower.

## LAKE ELMO CITY COUNCIL MINUTES

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**MOTION:** Council Member Fliflet moved **TO ADOPT RESOLUTION NO. 2015-28, APPROVING A VARIANCE TO ALLOW FOR THE CONSTRUCTION OF A 16-FOOT TALL GROUND SIGN ALONG INWOOD AVE. N. AT THE EAGLE POINT MEDICAL CENTER.** Council Member Lundgren seconded the motion. **MOTION PASSED 5-0.**

### REGULAR AGENDA

#### ITEM 10: APPROVE LITIGATION VERSUS PRIORITY ONE INC.

*Postponed to 5/5/15*

#### ITEM 11: BOULDER PONDS ZONING MAP AMENDMENT, FINAL PLAT AND FINAL PUD PLAN; RESOLUTION NO. 2015-24, ORDINANCE 08-118

City Planner Johnson presented the proposed boulder ponds final plat. The proposal includes 47 single family homes. The street names were discussed. It was explained that the street names can be addressed prior to recording the final plat.

**MOTION:** Council Member Fliflet moved **TO ADOPT ORDINANCE 08-118, APPROVING THE ZONING MAP AMENDMENT FOR THE BOULDER PONDS PLANNED RESIDENTIAL DEVELOPMENT.** Council Member Lundgren seconded the motion. **MOTION PASSED 5-0.**

**MOTION:** Council Member Fliflet moved **TO ADOPT RESOLUTION 2015-24, APPROVING THE FINAL PLAT AND FINAL PUD PLAN FOR THE BOULDER PONDS PLANNED RESIDENTIAL DEVELOPMENT, WITH ADDITIONAL CONDITION THAT THE 6<sup>TH</sup> ST NAME BE CONSIDERED FOR CHANGE WITH DISCUSSION BY ALL APPROPRIATE PARTIES.** Council Member Smith seconded the motion.

Council Member Smith spoke about difficulties in her neighborhood due to street names. Deb Ridgeway, the developer, expressed her desire to expedite the process. Street names were further discussed. Council Member Fliflet clarified her motion: as long the street in question is named something other than 6<sup>th</sup> St, she is fine with what is selected.

**MOTION PASSED 3-2 (Pearson/Bloyer – Nay).**

#### ITEM 12: BOULDER PONDS DEVELOPER AGREEMENT; RESOLUTION NO. 2015-25

City Planner Johnson presented the proposed developer agreement. There are two payment/credit issues. The first being the cost of the sanitary sewer oversizing being paid back to the developer, and the second being the credit for the acquisition of necessary right-of-way for the 5<sup>th</sup> St minor collector road. The Council discussed the ROW credit and the oversizing of sewer pipes. It was explained that the ROW credit was the best compromise option as the other options would be much more expensive and involve other practical challenges.

Ben Schmidt from the Excelsior Group stated that Lake Elmo's developer agreement is toughest he has ever seen. It is very difficult to comply with and make the development work.

**MOTION:** Council Member Smith moved **TO ADOPT RESOLUTION NO. 2015-25, APPROVING THE DEVELOPER'S AGREEMENT FOR THE BOULDER PONDS PLANNED RESIDENTIAL DEVELOPMENT.** Council Member Bloyer seconded the motion.

Council Member Fliflet does not support the agreement because of the credit amount. The credit was discussed. It will come out of the parkland dedication amount. Ms. Fliflet wants 5<sup>th</sup> street to be paid entirely by the developer. She also wants the developer agreement negotiations to include Council input prior to submittal for approval. City Engineer Griffin noted that 5<sup>th</sup> St was placed on transportation plan and expected to be a shared cost. The 100% developer paid expectation may include future "pinch points" and



## LAKE ELMO CITY COUNCIL MINUTES

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the city having to pay for them. City Administrator Zuleger explained the process used to arrive at the agreement. The Park Commission wanted to keep Stonegate Park intact.

**MOTION PASSED 4-1 (Fliflet – Nay)**

*Meeting recessed at 8:58 pm. Meeting reconvened at 9:05 pm.*

### **ITEM 13: MUNICIPAL CONSENT – PHASE II DOWNTOWN STREET AND UTILITY PROJECT; RESOLUTION NO. 2015-27**

City Planner Johnson presented background of project. Washington County's Frank Ticknor explained the public engagement, goals, and preliminary design. Mr. Ticknor went through the preferred alternatives. The 30<sup>th</sup> street options were described.

The key decision points were presented: 1) preliminary road designs for areas A-D; and 2) stormwater management facilities. It was noted that the overhead utilities did not need to be decided at this point. If included, it can be pulled out later. The next steps were outlined. Mr. Johnson explained the bases for the staff recommendations.

It was noted that the City's minimum size for septic systems is 24,000 square feet.

Why this project was moved up in the schedule was explained. The growing issue of septic problems in the village precipitated this being advanced. It was explained the County would not have been a full reconstruct if the City did not participate. It was explained that if the street not reconstructed now, the eventual utility infrastructure would include greater costs for the city. The responsiveness of the staff and County to concerns about trees was noted. The inclusion of sidewalks was discussed.

**MOTION:** *Council Member Bloyer moved TO APPROVE 30<sup>TH</sup> STREET OPTION #2. Motion fails for lack of second.*

The fiscal impact was discussed. Mr. Zuleger explained the impact of the County repayment plan.

**Tim Danielson**, 11357 30<sup>th</sup> St, is frustrated by Council indecision. He wants more safety considerations instead of discussing sidewalks.

**MOTION:** *Council Member Smith moved TO ADOPT RESOLUTION 2015-27, APPROVING MUNICIPAL CONSENT FOR PHASE II OF THE DOWNTOWN STREET AND UTILITY PROJECT. Council Member Lundgren seconded the motion.*

#### Project Areas Breakdown:

Area A: **MOTION:** *Council Member Bloyer moved TO ADOPT PROJECT AREA A WITH OPTION #2. Council Member Smith seconded the motion.*

The width of sidewalks was discussed. Council Member Fliflet does not support taking more land from landowners.

**MOTION PASSED 4-1 (Fliflet - Nay).**

Area B: **MOTION:** *Mayor Pearson moved TO ADOPT PROJECT AREA B AS SHOWN (OPTION #3). Council Member Smith seconded the motion. MOTION PASSED 5-0*

Area C: **MOTION:** *Council Member Smith moved TO ADOPT PROJECT AREA C. Mayor Pearson seconded the motion. MOTION PASSED 4-1 (Bloyer - Nay)*

Area D: Mayor Pearson wants to do it right if the City is going to do it. He believes Option #3 offers best safety and better snow removal option. It also offers the best visual features. Council Member Smith agrees.

**Mike Mazzara** wants no sidewalks, but if there are going to be sidewalks, he is in favor of the 7' walk instead.

Council Member Fliflet supports the 7ft sidewalk because it would have less impact on landowners. Council Member Bloyer opposed to sidewalks, but if it is going to be done, it should be done right.

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***MOTION:** Council Member Bloyer moved **TO ADOPT PROJECT AREA D OPTION #3.** Council Member Smith seconded the motion.*

ROW acquisition was further explained. The City would have to purchase ROW with either walk option.

***MOTION PASSED 3-2 (Fliflet/Lundgren – Nay)***

***Meeting recessed at 10:57 pm. Meeting reconvened at 11:01 pm.***

### **ITEM 14: RECONSIDERATION OF HR COMMITTEE ASSIGNMENTS**

***Pulled from agenda by requestor Council Member Bloyer.***

### **ITEM 15: FINANCE COMMITTEE APPOINTMENT**

Finance Committee recommends appointing applicant Marilyn Banister to the Committee. She spent 20 years as City's finance director.

***MOTION:** Council Member Fliflet moved **TO APPOINT MARILYN BANISTER TO THE LAKE ELMO FINANCE COMMITTEE.** Council Member Lundgren seconded the motion. **MOTION PASSED 5-0.***

### **ITEM 16: THIRD PARTY REVIEW OF FINANCES DISCUSSION**

Mayor Pearson and Council Member Bloyer are in favor of having outside party do this work in order to free up staff time for other issues. Council Member Smith would like a party other than Northland Securities do the work. Council Member Fliflet opposed to this as she does not think this is needed. The Council discussed what actually is being proposed. The previous Committee actions and position on the item were discussed.

***MOTION:** Mayor Pearson moved **TO SEND ITEM BACK TO FINANCE COMMITTEE AND ALLOW THE COMMITTEE TO DECIDE IF IT IS NEEDED.** Council Member Bloyer seconded the motion. **MOTION FAILED 2-3 (Smith/Fliflet/Lundgren – Nay).***

**Tammy Malmquist**, 8549 Ironwood Trail spoke about residents being tired of council behavior. She urged Council to conduct business respectfully. It appears that there is stuff to hide.

### **STAFF REPORTS & ANNOUNCEMENTS:**

**City Administrator Zuleger:** The City of Pound, WI has offered to purchase City's old aerial fire truck; park commission meeting; working with east metro water commission.

**City Clerk Bell:** Local Board of Appeals and Equalization will meet tomorrow night April 22nd at 5:00pm in council chambers.

**City Finance Director Bendel:** Left room prior to reports.

**City Attorney Brekken:** No report.

**Community Development Director Klatt:** InWood final plat will be coming to Council at next meeting; MAC plan will be brought back in June.

**City Engineer Griffin:** 39<sup>th</sup> street and sewer project is progressing.

***Mayor Pearson Adjourned the meeting at 11:29pm.***

LAKE ELMO CITY COUNCIL

ATTEST:

\_\_\_\_\_  
Mike Pearson, Mayor

\_\_\_\_\_  
Adam R. Bell, City Clerk



## MAYOR & COUNCIL COMMUNICATION

**DATE:** May 19, 2015  
**PRESENTATION**  
**ITEM #** 2  
**PRESENTATIONS**

**AGENDA ITEM:** Conditional Job Offer to New Recruits, Jeremy Penman, Brandan Peltier and Neil Fredrickson.

**SUBMITTED BY:** Greg Malmquist, Fire Chief

**THROUGH:** City Administrator, Dean Zuleger

**REVIEWED BY:** City Administrator, Dean Zuleger

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### **SUGGESTED ORDER OF BUSINESS:**

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

**POLICY RECCOMENDER:** Hiring process of fire department.

**FISCAL IMPACT:** Additional members on the payroll. Possible reimbursement to MBFTE if applicants does not successfully complete FFI/II training.

**SUMMARY AND ACTION REQUESTED:** Jeremy Penman, Brandan Peltier and Neil Fredrickson have completed the hiring process requirements to date. They have attended 3 dept training drills, completed a background check, successfully completed the dept. Ability Test as well as the interview process. Council is being asked to approve the next phase of the hiring process which is for the candidates to successfully complete a Pre-Placement physical exam and Psychological exam. Upon completion of these requirements, the applicants will be placed on Probation Status as Probationary Firefighters and begin their training.

**LEGISLATIVE HISTORY:** Established hiring process of the fire department.

**BACKGROUND INFORMATION (SWOT):**

<b>Strengths</b>	New recruits to help us achieve a full roster.
<b>Weaknesses</b>	Possibly “wash out” before completion of probationary period and dept. would be responsible to reimburse the MBFTE
<b>Opportunities</b>	Long term Firefighter to serve the community.
<b>Threats</b>	Retention

**RECOMMENDATION:**

MOTION to approve a Conditional Job Offer to New Recruits Jeremy Penman, Brandan Peltier and Neil Fredrickson pending the outcome of their Pre-Placement Physical Exams and Psychological Exams.



## MAYOR & COUNCIL COMMUNICATION

**DATE:** May 19, 2015  
**PRESENTATION**  
**ITEM #** 2  
**OATH OF OFFICE**

**AGENDA ITEM:** Fire Department – New Officer  
**SUBMITTED BY:** Greg Malmquist, Fire Chief  
**THROUGH:** City Administrator, Dean Zuleger  
**REVIEWED BY:** City Administrator, Dean Zuleger

### **SUGGESTED ORDER OF BUSINESS:**

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

**POLICY RECCOMENDER:** Fire Department Officer Structure

**FISCAL IMPACT:** No increase. Continuation of current Officer pay.

**SUMMARY AND ACTION REQUESTED:** As part of our recent officer restructuring, the Lieutenants positions were created. These positions are one year terms with a maximum of two years in the position. The purpose of this is to allow Firefighters the opportunity to experience being in a supervisory role as a line officer without the long term commitment and cost of training. This position will also allow us to create a pool of potential officer candidates as we move forward,

**LEGISLATIVE HISTORY:** Restructuring of officer positions. Creation of the Lieutenants position as a “Jr. Officer” position to explore the potential of future officer candidates.

### **BACKGROUND INFORMATION (SWOT):**

#### **Strengths**

Lieutenants positions will build a better prepared and trained officer program. Support the Station Captains.



<b>Weaknesses</b>	Turnover and ongoing hiring process.
<b>Opportunities</b>	Greater opportunities for personnel to try officer role with minimal commitment.
<b>Threats</b>	Adjusting to new roles and responsibilities. Adjusting to Lieutenants role at emergency scenes.

**RECOMMENDATION:** Recognition of, Oath of Office and pinning of new officer in the fire department

Station #1 Lieutenant – Alex Hilpisch



## MAYOR & COUNCIL COMMUNICATION

DATE: May 19, 2015  
PRESENTATION  
ITEM # 3

**AGENDA ITEM:** Trunk Highway 5 Turn-back – Resolution of Support

**SUBMITTED BY:** Jack Griffin, City Engineer

**THROUGH:** Dean A. Zuleger, City Administrator

**REVIEWED BY:** Adam Bell, City Clerk  
Cathy Bendel, Finance Director  
Mike Bouthilet, Public Works

### SUGGESTED ORDER OF BUSINESS:

- Introduction of Item .....City Administrator
- Report/Presentation..... Washington County
- Questions from Council to Staff/County .....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:** Administration/Engineering.

**FISCAL IMPACT:** None.

### SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider approving a resolution of support that provides Municipal Concurrence for the jurisdictional transfer of Trunk Highway 5 from MnDOT to Washington County. The recommended motion for this action is as follows:

*“Move to approve Resolution No. 2015-35 providing Municipal Concurrence for the jurisdictional transfer of Trunk Highway 5 from MnDOT to Washington County.”*

### LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

Washington County representatives will make a presentation to the City Council regarding the Trunk Highway 5 jurisdictional transfer from MnDOT to Washington County.

**RECOMMENDATION:**

Staff is recommending that the City Council approve Resolution No. 2015-35, providing Municipal Concurrence for the jurisdictional transfer of Trunk Highway 5 from MnDOT to Washington County. The recommended motion for this action is as follows:

*“Move to approve Resolution No. 2015-35 providing Municipal Concurrence for the jurisdictional transfer of Trunk Highway 5 from MnDOT to Washington County.”*

**ATTACHMENT(S):**

1. Resolution No. 2015-35.

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

**RESOLUTION NO. 2015-35  
MUNICIPAL CONCURRING RESOLUTION  
TRUNK HIGHWAY 5 JURISDICTIONAL TRANSFER  
FROM MNDOT TO WASHINGTON COUNTY**

**WHEREAS**, Trunk Highway 5 (TH 5) is an east west arterial roadway, traversing Washington County, between TH 120 (Century Avenue) and TH 36 (60<sup>th</sup> Street North) and under the jurisdiction of the Minnesota Department of Transportation, and

**WHEREAS**, The Minnesota Department of Transportation (MnDOT) has determined the best jurisdiction for Trunk Highway 5 is as a County State Aid Highway, and

**WHEREAS**, the 2010 Washington County (County) Comprehensive Plan identified Trunk Highway 5 as future County State Aid Route, and

**WHEREAS**, MnDOT and the County have agreed upon terms to transfer the jurisdiction of TH 5 to Washington County, and

**WHEREAS**, after the transfer, TH 5 will become a County State Aid Highway within the corporate limits of City of Lake Elmo, and

**WHEREAS**, this jurisdictional transfer of TH 5 from MnDOT to Washington County will occur on or before June 30<sup>th</sup>, 2015.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Lake Elmo that the jurisdictional transfer of TH 5 from MnDOT to Washington County, and the subsequent designation of the route as a County State Aid Highway located within the City Limits is in all things approved.

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE NINETEENTH DAY OF  
MAY 2015.**

**CITY OF LAKE ELMO**

By: \_\_\_\_\_  
Mike Pearson  
Mayor

(Seal)

ATTEST:

\_\_\_\_\_  
Adam Bell, City Clerk



## MAYOR & COUNCIL COMMUNICATION

**DATE:** May 19, 2015  
**CONSENT**  
**ITEM** #5  
**MOTION**

**AGENDA ITEM:** Approve Disbursements in the amount of \$734,757.81

**SUBMITTED BY:** Cathy Bendel, Finance Director

**THROUGH:** Cathy Bendel, Finance Director

**REVIEWED BY:** Dean Zuleger, City Administrator

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### **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:** \$734,757.81

**SUMMARY AND ACTION REQUESTED:** As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of \$734,757.81. 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	\$ 12,951.14	Payroll Taxes to IRS & MN Dept of Revenue 5/14/2015
ACH	\$ 6,196.24	Payroll Retirement to PERA 5/14/2015
DD6195-DD6241	\$ 35,759.41	Payroll Dated (Direct Deposits) 5/14/15
42773	\$ 23.89	Payroll Dated 5/14/2015
42774-42829	\$ 679,647.13	Accounts Payable 5/19/2015
2728-2730	\$ 180.00	Library Card Reimbursement 5/19/2015
<b>TOTAL</b>	<b>\$ 734,757.81</b>	

**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 \$734,757.81.

**ATTACHMENTS:**

1. Accounts Payable – check registers

# Accounts Payable To Be Paid Proof List

User: PattyB

Printed: 05/13/2015 - 9:39 AM

Batch: 003-05-2015

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
AMFLAG American Flagpole & Flag Corp										
119354	04/27/2015	139.90	0.00	05/19/2015	Flags		-	No		0000
101-430-3100-44010	Repairs/Maint Bldg	139.90								
119354 Total:		139.90								
AMFLAG Total:										
BAKERPAT Baker Patricia										
2015-04	05/04/2015	750.00	0.00	05/19/2015	Contract hours - April		-	No		0000
101-000-0000-20200	Accounts Payable	1,500.00					-	No		0000
2015-04	05/04/2015	300.00	0.00	05/19/2015	Contract hours - April		-	No		0000
601-000-0000-20200	Accounts Payable	450.00					-	No		0000
2015-04	05/04/2015	3,000.00	0.00	05/19/2015	Contract hours - April		-	No		0000
602-000-0000-20200	Accounts Payable	3,000.00					-	No		0000
2015-04	05/04/2015	3,000.00								
2015-04 Total:		3,000.00								
BAKERPAT Total:										
BIFFS Biff's Inc.										
W558323-332	04/29/2015	1,151.78	0.00	05/19/2015	Portable Restrooms - Parks		-	No		0000
101-450-5200-44120	Rentals - Buildings	1,151.78								
W558323-332 Total:		1,151.78								
BIFFS Total:										
BOLTONME Bolton & Menk, Inc										
0177059	04/17/2015	3,747.00	0.00	05/19/2015	2014.131 39th Street Sewer		-	No		0000
602-495-9450-43030	Engineering Services	115.00					-	No		0000
0177059	04/17/2015	3,862.00	0.00	05/19/2015	2014.131 39th Street Sewer		-	No		0000
602-495-9450-43030	Engineering Services									
0177059 Total:										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close P	OLine #
<hr/>											
	BOLTONME Total:	3,862.00									
<hr/>											
BUBERL Buberl Black Dirt, Inc											
16963	05/06/2015	214.00	0.00	05/19/2015	Black dirt		-	No			0000
101-430-3125-42250	Landscaping Materials	214.00									
16963	Total:	214.00									
BUBERL	Total:	214.00									
<hr/>											
C A C Companion Animal Control, LLC											
4	04/30/2015	500.00	0.00	05/19/2015	Animal Control Services - April		-	No			0000
101-420-2700-43150	Contract Services	30.00	0.00	05/19/2015	Animal pick up 7am-7pm		-	No			0000
101-420-2700-43160	Impounding	45.00	0.00	05/19/2015	Animal pick up 7pm-7am		-	No			0000
4	04/30/2015										
101-420-2700-43160	Impounding	575.00									
4	Total:	575.00									
C A C	Total:	575.00									
<hr/>											
CARQUEST Car Quest Auto Parts											
2055-347058	05/01/2015	154.73	0.00	05/19/2015	Batteries		-	No			0000
101-450-5200-42210	Equipment Parts	154.73									
2055-347058	Total:	154.73									
CARQUEST	Total:	154.73									
<hr/>											
CENCOLLE Century College											
578780	04/30/2015	825.00	0.00	05/19/2015	1/4 yearly CEU training payment		-	No			0000
101-420-2220-44370	Conferences & Training	825.00									
578780	Total:	825.00									
CENCOLLE	Total:	825.00									
<hr/>											
COMCAST Comcast											
04/27/2015		7.90	0.00	05/19/2015	Monthly Service		-	No			0000
101-420-2220-44300	Miscellaneous	7.90									
Total:		7.90									
COMCAST	Total:	7.90									
<hr/>											
CORNE Cornerstone Land Surveying, In											
9164	04/27/2015	750.00	0.00	05/19/2015	As Built - 9954 Tapestry		-	No			0000
803-000-0000-22900	Deposits Payable	750.00									
9164	Total:	750.00									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
CORNE Total:		750.00								
CTYBLOOM City of Bloomington										
Apr-15	05/04/2015	31.50	0.00	05/19/2015	Lab Testing		-		No	0000
601-494-9400-42270	Utility System Maintenance									
Apr-15 Total:		31.50								
CTYBLOOM Total:		31.50								
CTYHUGO City of Hugo										
4/29/15	04/29/2015	172.00	0.00	05/19/2015	Contract Inspection Services - April		-		No	0000
101-420-2400-43150	Inspector Contract Services									
4/29/15	04/29/2015	35.60	0.00	05/19/2015	Contract Inspection Services - April		-		No	0000
101-420-2400-43310	Mileage									
4/29/15 Total:		207.60								
CTYHUGO Total:		207.60								
CTYOAKDA City of Oakdale										
1000460-01	04/30/2015	3,832.31	0.00	05/19/2015	Water Service 4/01-4/30/15 South Pit		-		No	0000
601-494-9400-43820	Water Utility									
1000460-01 Total:		3,832.31								
CTYOAKDA Total:		3,832.31								
CTYROSEV City of Roseville										
220189	05/01/2015	2,951.42	0.00	05/19/2015	IT Services - May		-		No	0000
101-410-1450-43180	Information Technology/Web									
220189 Total:		2,951.42								
220213	05/01/2015	107.64	0.00	05/19/2015	Phone - Admin		-		No	0000
101-410-1320-43210	Telephone									
220213	05/01/2015	17.00	0.00	05/19/2015	Phone - Building		-		No	0000
101-420-2400-43210	Telephone									
220213	05/01/2015	17.00	0.00	05/19/2015	Phone - Communications		-		No	0000
101-410-1450-43210	Telephone									
220213	05/01/2015	17.00	0.00	05/19/2015	Phone - Engineering		-		No	0000
101-410-1930-43210	Telephone									
220213	05/01/2015	34.00	0.00	05/19/2015	Phone - Finance		-		No	0000
101-410-1520-43210	Telephone									
220213	05/01/2015	47.15	0.00	05/19/2015	Phone - Planning		-		No	0000
101-410-1910-43210	Telephone									
220213	05/01/2015	224.65	0.00	05/19/2015	Phone - PW		-		No	0000
101-430-3100-43210	Telephone									
220213 Total:		464.44								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
CTYROSEV Total:		3,415.86								
DICARLSO DT Carlson Construction										
2014-087	04/29/2015	4,900.00	0.00	05/19/2015	Escrow Release 10073 Tapestry Hill		-		No	0000
803-000-0000-22900 Deposits Payable		4,900.00								
2014-087 Total:		4,900.00								
DICARLSO Total:		4,900.00								
E.G.RUD E.G. Rud & Sons, Inc.										
30732	05/06/2015	880.00	0.00	05/19/2015	Sketch/description Water Tower 4 site		-		No	0000
601-494-9400-43150 Contract Services		880.00								
30732 Total:		880.00								
E.G.RUD Total:		880.00								
EARLANDE Earl F. Andersen, Inc.										
0107613-IN	04/24/2015	378.09	0.00	05/19/2015	Signs		-		No	0000
101-430-3120-42260 Sign Repair Materials		378.09								
0107613-IN Total:		378.09								
EARLANDE Total:		378.09								
EMERGAPP Emergency Apparatus Maint. Inc										
8002	04/29/2015	1,419.96	0.00	05/19/2015	E2- Valve Repair		-		No	0000
101-420-2220-44040 Repairs/Maint Eqpt		1,419.96								
8002 Total:		1,419.96								
EMERGAPP Total:		1,419.96								
EMERGREGS Emergency Response Solutions										
4014	04/30/2015	255.00	0.00	05/19/2015	Replacement foam		-		No	0000
101-420-2220-42400 Small Tools & Equipment		255.00								
4014 Total:		255.00								
EMERGREGS Total:		255.00								
Enright Enright Robert										
PC 4/27/15	04/27/2015	55.00	0.00	05/19/2015	Cable Operations		-		No	0000
101-410-1450-43620 Cable Operations										
PC 4/27/15	04/27/2015	25.00	0.00	05/19/2015	Bonus		-		No	0000
101-410-1450-43620 Cable Operations										
PC 4/27/15 Total:		80.00								



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Enright Total:		80.00								
FRANZ Franz Reptographics Inc										
141584	05/07/2015	395.99	0.00	05/19/2015	Plotter paper		-		No	0000
101-410-1910-42000	Office Supplies	395.99								
141584 Total:		395.99								
FRANZ Total:										
GEISLING Geistlinger & Sons, INC										
Pay Request 4	05/08/2015	413,952.05	0.00	05/19/2015	2014-131 39th Street - Sewer		-		No	0000
602-495-9450-43030	Engineering Services	414.68	0.00	05/19/2015	2014-131 39th Street - Water		-		No	0000
Pay Request 4	05/08/2015	112,499.42	0.00	05/19/2015	2014-131 39th Street - Street		-		No	0000
601-494-9400-43030	Engineering Services	526,866.15								
Pay Request 4	05/08/2015	526,866.15								
409-480-8000-43030	Engineering Services									
Pay Request 4 Total:		526,866.15								
GEISLING Total:										
GKSERVIC G&K Services										
1182875205	04/29/2015	79.85	0.00	05/19/2015	Uniforms		-		No	0000
101-430-3100-44170	Uniforms	79.85								
1182875205 Total:		36.84	0.00	05/19/2015	Uniforms		-		No	0000
1182886576	05/06/2015	36.84								
101-430-3100-44170	Uniforms	116.69								
1182886576 Total:										
GKSERVIC Total:										
Gophseal Gopher State Sealcoat Inc.										
15065	04/30/2015	28,350.00	0.00	05/19/2015	2015 Crack Seal Project		-		No	0000
101-430-3120-42250	Street Maintenance Materials	28,350.00								
15065 Total:		28,350.00								
Gophseal Total:										
GRAPHICR Graphic Resources Inc										
52102	04/30/2015	424.00	0.00	05/19/2015	Envelopes		-		No	0000
101-410-1320-42030	Printed Forms	424.00								
52102 Total:		424.00								
GRAPHICR Total:		424.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PCLine #
HIP Hewlett-Packard Company										
55864250	05/06/2014	1,169.01	0.00	05/19/2015	Equipment		-	No		0000
101-410-1320-43180	Information Technology/Web									
	55864250 Total:	1,169.01								
	HIP Total:	1,169.01								
INNOVAT Innovative Office Solutions										
	04/30/2015	3.91	0.00	05/19/2015	Office supplies - Fire		-	No		0000
101-420-2220-42000	Office Supplies									
	Total:	3.91								
01QY1585	04/30/2015	459.08	0.00	05/19/2015	Office supplies - Admin		-	No		0000
101-410-1320-42000	Office Supplies									
	01QY1585 Total:	459.08								
01QY2981	04/30/2015	82.62	0.00	05/19/2015	Office supplies - Planning		-	No		0000
101-410-1910-42000	Office Supplies									
	01QY2981 Total:	82.62								
01QY3797	04/30/2015	40.76	0.00	05/19/2015	Office supplies - Building		-	No		0000
101-420-2400-42000	Office Supplies									
	01QY3797 Total:	40.76								
	INNOVAT Total:	586.37								
JANIKING Jani-King of Minnesota, Inc										
MIN05150417	05/01/2015	326.00	0.00	05/19/2015	Cleaning Service - City Hall		-	No		0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
	MIN05150417 Total:	326.00								
	JANIKING Total:	326.00								
JOHNSON& Johnson & Turner Attorneys										
42182	05/08/2015	4,512.50	0.00	05/19/2015	Prosecution		-	No		0000
101-420-2150-43045	Attorney Criminal									
	42182 Total:	4,512.50								
42318	05/08/2015	150.00	0.00	05/19/2015	Wildflower		-	No		0000
803-000-0000-22910	Developer Payments									
	42318 Total:	150.00								
42321	05/08/2015	67.00	0.00	05/19/2015	Burgess Matter		-	No		0000
101-410-1320-43040	Legal Services									
	42321 Total:	67.00								
42374	05/08/2015	150.00	0.00	05/19/2015	Boulder Ponds		-	No		0000
803-000-0000-22910	Developer Payments									
	42374 Total:	150.00								
42479	05/08/2015	550.00	0.00	05/19/2015	Ryland/Hammes		-	No		0000
803-000-0000-22910	Developer Payments									
	42479 Total:	550.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
42488	05/08/2015	1,475.00	0.00	05/19/2015	Easton Village		-			0000
803-000-0000-22910	Developer Payments									
	42488 Total:	1,475.00								
42489	05/08/2015	780.00	0.00	05/19/2015	Hans Hagen		-			0000
803-000-0000-22910	Developer Payments									
	42489 Total:	780.00								
42492	05/08/2015	6,771.00	0.00	05/19/2015	Civil Matters		-			0000
101-410-1320-43040	Legal Services									
	42492 Total:	6,771.00								
	JOHNSON& Total:	14,455.50								
kathifuel Kath Fuel Oil Service Co										
507978	04/24/2015	1,295.49	0.00	05/19/2015	Fuel		-			0000
101-430-3100-42120	Fuel, Oil and Fluids									
	507978 Total:	1,295.49								
	kathifuel Total:	1,295.49								
LANG RON Ron's Inspection Services, LLC										
12	05/04/2015	2,523.00	0.00	05/19/2015	Building Inspection Services - April		-			0000
101-000-0000-20200	Accounts Payable									
12	05/04/2015	366.27	0.00	05/19/2015	Building Inspection Services - Mileage		-			0000
101-000-0000-20200	Accounts Payable									
	12 Total:	2,889.27								
	LANG RON Total:	2,889.27								
LCORNELL Cornell Larry										
101-420-2220-43310	Mileage	151.80	0.00	05/19/2015	Mileage - Arson class		-			0000
	Total:	151.80								
	LCORNELL Total:	151.80								
LEOIL Lake Elmo Oil, Inc.										
101-420-2220-42120	Fuel, Oil and Fluids	248.87	0.00	05/19/2015	Fuel		-			0000
101-430-3100-42120	Fuel, Oil and Fluids	41.25	0.00	05/19/2015	Fuel		-			0000
	Total:	290.12								
	LEOIL Total:	290.12								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	P.O #	Close PO Line #
Lillie Newspapers Inc. Lillie Suburban										
04/30/2015		21.16	0.00	05/19/2015	Ordinance No 08-117		-	No		0000
101-410-1450-43510 Public Notices		55.55	0.00	05/19/2015	Ordinance No 08-118		-	No		0000
101-410-1450-43510 Public Notices		55.55	0.00	05/19/2015	Advertisement for Bids		-	No		0000
101-410-1450-43510 Public Notices		23.81	0.00	05/19/2015	Notice - Assessments		-	No		0000
101-410-1320-43510 Legal Publishing		156.07								
Total:		156.07								
Lillie Total:										
LINNER Linner Electric Company, Inc.										
5506 05/01/2015		148.50	0.00	05/19/2015	Disconnect Electrical from Trailer		-	No		0000
101-410-1940-44300 Miscellaneous		148.50								
5506 Total:		148.50								
LINNER Total:										
LOFF Loffler Companies, Inc.										
1978784 05/06/2015		693.61	0.00	05/19/2015	Copy machine base & overage		-	No		0000
101-410-1940-44040 Repairs/Maint Contractual Eqpt		693.61								
1978784 Total:		693.61								
LOFF Total:										
LITG PWR L.T.G. Power Equipment										
189077 05/07/2015		11.26	0.00	05/19/2015	Relay		-	No		0000
101-450-5200-42210 Equipment Parts		11.26								
189077 Total:		11.26								
LITG PWR Total:										
MENARDSO Menards - Oakdale										
74719 04/27/2015		11.58	0.00	05/19/2015	Fuse blades		-	No		0000
101-430-3120-42210 Equipment Parts		11.58								
74719 Total:		157.34	0.00	05/19/2015	Supplies		-	No		0000
74974 04/27/2015		157.34								
101-450-5200-42150 Shop Materials		55.08	0.00	05/19/2015	Paints		-	No		0000
74974 Total:		55.08								
75087 04/30/2015		55.08								
101-450-5200-42250 Landscaping Materials		59.99	0.00	05/19/2015	misc - equipment		-	No		0000
75087 Total:		59.99								
75156 05/01/2015										
101-450-5200-42400 Small Tools & Minor Equipment										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
75250	05/02/2015	59.99								
101-450-5200-42150	Shop Materials	181.70	0.00	05/19/2015	Shop supplies		-	No		0000
75443	05/04/2015	181.70								
602-495-9450-42270	Utility System Maint Supplies	76.96	0.00	05/19/2015	Degreaser		-	No		0000
75458	05/05/2015	76.96								
101-450-5200-42400	Small Tools & Minor Equipment	119.98	0.00	05/19/2015	Hearing protectors		-	No		0000
75563	05/06/2015	119.98								
101-450-5200-44030	Repairs/Maint Imp Not Bldgs	389.39	0.00	05/19/2015	Lumber		-	No		0000
75570	05/06/2015	389.39								
101-450-5200-44030	Repairs/Maint Imp Not Bldgs	13.44	0.00	05/19/2015	Lumber		-	No		0000
75584	05/06/2015	13.44								
101-450-5200-42400	Small Tools & Minor Equipment	428.00	0.00	05/19/2015	Event tent		-	No		0000
75678	05/07/2015	428.00								
101-450-5200-42150	Shop Materials	62.00	0.00	05/19/2015	Supplies		-	No		0000
	MENARDSO Total:	62.00								
		1,555.46								
MEICOU Metropolitan Council										
May 15	05/04/2015	1,466.00								
602-495-9450-43820	Sewer Utility - Met Council		0.00	05/19/2015	Waste water charges		-	No		0000
	May 15 Total:	1,466.00								
	MEICOU Total:	1,466.00								
METSAC Metropolitan Council										
Apr 15	05/19/2015	17,395.00								
602-000-0000-20802	SAC due Met Council		0.00	05/19/2015	SAC charges		-	No		0000
Apr 15	05/19/2015	-173.95								
602-000-0000-37220	SAC Early Pay discount/revenue		0.00	05/19/2015	SAC charges		-	No		0000
	Apr 15 Total:	17,221.05								
	METSAC Total:	17,221.05								
MILLEREX Miller Excavating, Inc.										
19323	04/30/2015	610.37								
101-450-5200-42250	Landscaping Materials		0.00	05/19/2015	VFW ball field		-	No		0000
	19323 Total:	610.37								



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
MILLEREX Total:		610.37								
ONECALL Gopher State One Call										
134695	04/30/2015	262.45	0.00	05/19/2015	Tickets		-		No	0000
101-430-3100-43150 Contract Services										
134695 Total:		262.45								
ONECALL Total:		262.45								
PIONEER Pioneer Press										
415520397	04/30/2015	259.50	0.00	05/19/2015	City Notice 4/18		-		No	0000
101-410-1320-43510 Legal Publishing										
415520397 Total:		259.50								
PIONEER Total:		259.50								
RIVERPRT River Valley Printing										
4898	04/30/2015	38.00	0.00	05/19/2015	Carbonless paper		-		No	0000
101-420-2220-42000 Office Supplies										
4898 Total:		38.00								
RIVERPRT Total:		38.00								
SACHSJIM James Sachs										
	05/07/2015	23.00	0.00	05/19/2015	Water operator Renewal		-		No	0000
601-494-9400-44370 Conferences & Training										
Total:		23.00								
SACHSJIM Total:		23.00								
SMITHSCH Smith Schafer & Associates,LTD										
27953	04/27/2015	2,825.00	0.00	05/19/2015	Interim billing		-		No	0000
101-410-1520-43010 Audit Services										
27953 Total:		2,825.00								
SMITHSCH Total:		2,825.00								
TKDA TKDA, Inc.										
002015001132	05/05/2015	174.29	0.00	05/19/2015	2013.133 LE Ave Trunk Watermain		-		No	0000
601-494-9400-43030 Engineering Services										
002015001132 Total:		174.29								
TKDA Total:		174.29								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
TOWNCTRY Town & Country Cleaning Co										
515266	05/01/2015	215.00	0.00	05/19/2015	May cleaning - Library		-	No		0000
206-450-5300-44010 Repairs/Maint Bldg		215.00								
515266 Total:		215.00								
TOWNCTRY Total:										
WASH-REC Washington County										
P283730 05/01/2015		46.00	0.00	05/19/2015	Easement recording 4020446		-	No		0000
101-410-1320-42030 Printed Forms										
P283730 Total:		46.00								
P285663 05/01/2015		46.00	0.00	05/19/2015	Agreement recording 4022688		-	No		0000
101-410-1320-42030 Printed Forms										
P285663 Total:		46.00								
WASH-REC Total:		92.00								
WHEATON Wheaton Joseph										
20150502 05/04/2015		1,845.50	0.00	05/19/2015	Electrical Inspection Services - April		-	No		0000
101-000-0000-20802 Electrical Permit Fees Payable										
20150502 Total:		1,845.50								
WHEATON Total:		1,845.50								
Whiteani White Anita										
CC 5/5/15 05/05/2015		55.00	0.00	05/19/2015	Cable Operations		-	No		0000
101-410-1450-43620 Cable Operations										
CC 5/5/15 05/05/2015		25.00	0.00	05/19/2015	Bonus		-	No		0000
101-410-1450-43620 Cable Operations										
CC 5/5/15 Total:		80.00								
Whiteani Total:		80.00								
XCEL Xcel Energy										
05/19/2015		47.55	0.00	05/19/2015	Electrical Services		-	No		0000
101-450-5200-43810 Electric Utility										
05/19/2015		88.09	0.00	05/19/2015	Electrical Services		-	No		0000
602-405-9450-43810 Electric Utility										
05/19/2015		30.54	0.00	05/19/2015	Electrical Services		-	No		0000
101-430-3160-43810 Street Lighting										
05/19/2015		27.72	0.00	05/19/2015	Electrical Services		-	No		0000
101-430-3160-43810 Street Lighting										
05/19/2015		370.14	0.00	05/19/2015	Electrical Services		-	No		0000
101-420-2220-43810 Electric Utility										
05/19/2015		270.65	0.00	05/19/2015	Electrical Services		-	No		0000
101-410-1940-43810 Electric Utility										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
101-430-3160-43810	05/19/2015 Street Lighting	30.11	0.00	05/19/2015	Electrical Services		-		No	0000
101-450-5200-43810	05/19/2015 Electric Utility	11.59	0.00	05/19/2015	Electrical Services		-		No	0000
101-450-5200-43810	05/19/2015 Electric Utility	83.31	0.00	05/19/2015	Electrical Services		-		No	0000
101-450-5200-43810	05/19/2015 Electric Utility	29.83	0.00	05/19/2015	Electrical Services		-		No	0000
101-450-5200-43810	05/19/2015 Electric Utility	1,292.78	0.00	05/19/2015	Electrical Services		-		No	0000
601-494-9400-43810	05/19/2015 Electric Utility	308.80	0.00	05/19/2015	Electrical Services		-		No	0000
101-420-2220-43810	05/19/2015 Electric Utility	40.38	0.00	05/19/2015	Electrical Services		-		No	0000
101-430-3160-43810	05/19/2015 Street Lighting	80.86	0.00	05/19/2015	Electrical Services		-		No	0000
101-450-5200-43810	05/19/2015 Electric Utility	18.95	0.00	05/19/2015	Electrical Services		-		No	0000
602-495-9450-43810	05/19/2015 Electric Utility	17.41	0.00	05/19/2015	Electrical Services		-		No	0000
602-495-9450-43810	05/19/2015 Electric Utility	61.73	0.00	05/19/2015	Electrical Services		-		No	0000
101-450-5200-43810	05/19/2015 Electric Utility	1,825.68	0.00	05/19/2015	Electrical Services		-		No	0000
101-430-3160-43810	05/19/2015 Street Lighting	27.48	0.00	05/19/2015	Electrical Services		-		No	0000
101-430-3160-43810	05/19/2015 Street Lighting	13.92	0.00	05/19/2015	Electrical Services		-		No	0000
101-450-5200-43810	05/19/2015 Electric Utility	173.58	0.00	05/19/2015	Electrical Services		-		No	0000
101-450-5200-43810	05/19/2015 Electric Utility	1,534.62	0.00	05/19/2015	Electrical Services		-		No	0000
601-494-9400-43810	05/19/2015 Electric Utility	29.83	0.00	05/19/2015	Electrical Services		-		No	0000
101-430-3160-43810	05/19/2015 Street Lighting	12.76	0.00	05/19/2015	Electrical Services		-		No	0000
206-450-5300-43810	05/19/2015 Electric Utility	407.93	0.00	05/19/2015	Electrical Services		-		No	0000
602-495-9450-43810	05/19/2015 Electric Utility	175.87	0.00	05/19/2015	Electrical Services		-		No	0000
601-494-9400-43810	05/19/2015 Electric Utility	124.72	0.00	05/19/2015	Electrical Services		-		No	0000
101-450-5200-43810	05/19/2015 Electric Utility	13.78	0.00	05/19/2015	Electrical Services		-		No	0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
601-494-9400-43810	05/19/2015	212.06	0.00	05/19/2015	Electrical Services		-		No	0000
	Electric Utility									
	Total:	7,362.67								
	XCEL Total:	7,362.67								
	Report Total:	638,436.75								

# Accounts Payable To Be Paid Proof List

User: PattyB

Printed: 05/13/2015 - 9:51 AM

Batch: 004-05-2015

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
SW/WC SW/WC Service Cooperatives										
C1210-207	04/28/2015	22,063.00	0.00	05/19/2015	June Premium		-			No 0000
101-000-0000-21706 Medical Insurance		22,063.00								
C1210-207 Total:		22,063.00								
SW/WC Total:										
Report Total:		22,063.00								



## MAYOR & COUNCIL COMMUNICATION

**DATE:** May 19, 2015  
**CONSENT  
ITEM  
MOTION** #6

**AGENDA ITEM:** April 2015 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 April 2015 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 April 2015 reflecting the monthly and year to date detail, comparing the actual results to the 2015 Budget.

## **GENERAL FUND:**

### Revenues:

Total revenue for the month was 6% below the budget for the month bringing the year to date total revenue to 19.5% below budget. The most significant budget to actual revenue variances are as follows:

- Building Permit revenue was 32% below budget for the month and 49% below budget on a year to date basis. The budget was compiled for the full year only and the amount shown for the month of April is 1/12<sup>th</sup> of the total budgeted for the year. This represents 8 new home starts in April compared to the budgeted 11 new home starts per month. The year to date new home starts is at 20, of which 3 were open space new homes. The 2015 budget did not include any open space new homes.
- Sewer Permit revenue for the month was 100% below budget due to there being no new sewer permits in the month of April.
- Utility Permit revenue for the month was significantly above budget due to the new development activity generating more permit revenue than budgeted.
- Zoning and permit revenue was 100% above budget due to the budget for April being zero.
- Fine revenue for the month was 21% better than budget. This is primarily due to the fine activity ramping up in the spring as mentioned last month.

### Expenses:

Total expenses for the month were 12.8% more than budgeted bringing the year to date expenses to 6.6% less than budget. All departments continue to manage to the bottom line.

The following summarizes variances of note:

#### General:

1. YTD - The Liability and Auto insurance budgeted in February was paid in April as mentioned last month.
- Mayor and Council – As mentioned previously, the year to date amount in Dues and Subscriptions represents the 2015 portion of the League of MN Cities annual dues as well as the annual contribution of \$5,000 made to the Youth Services Bureau in January for 2015. These amounts were spread out in the budget so the expense will catch up during the year.



- Prosecution legal expenses are 12% higher than budget for the month and the majority of the cost increase is covered by the increase in fine revenue mentioned earlier.
- Building Inspection – The building inspection expenses are 41.6% below budget for the month due to the building permit volume being below the level anticipated in the plan. As a result, the contracted inspector continues to be utilized until the permit volume ramp up to a level justifying a staff addition.
- Sand & Salt – Due to better weather in March, there was no salt expense for the month of March. It appears the harsh weather is over and it appears the remaining budgeted amounts will suffice for the fall demands.

In summary, as discussed during the 2015 budget process, expenses are being closely monitored until the development ramps up to cover growth driven expenses. Although the net income for the month was 20.4% below budget, this is primarily a result of timing issues. Even with this, year to date actual expenses are within 1% of budget due to everyone managing to the bottom line.

**LIBRARY FUND:**

Revenues: Revenues for the month and year to date are right at budget.

Expenses: Expenses for the month of April were 20.9% less than budget primarily due to not spending as much on library collection maintenance as budgeted. On a year to date basis, expenses were 19.7% less than budget.

The ending April cash balance in the library fund is \$146.4k.

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

**ATTACHMENT:**

1. April Financial Reports

## 5/19/2015

	Full Year BUDGET 2015	% 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	3,798,334.00	7.15%	69,722.25	65,520.78	(4,201.47)	-6.03%	337,421.00	271,489.50	(65,931.50)	-19.54%
EXPENSE										
Total Mayor & Council	40,955.00	30.51%	1,000.00	781.18	218.82	21.88%	4,375.00	12,494.27	(8,119.27)	-185.58%
Total Administration	407,316.00	43.18%	39,318.57	79,545.03	(40,226.46)	-102.31%	162,280.71	175,896.17	(13,615.46)	-8.39%
Total Elections	1,050.00	57.14%	0.00	0.00	0.00	0.00%	975.00	600.00	375.00	38.46%
Total Communications	70,842.00	30.53%	6,756.66	6,982.78	(226.12)	-3.35%	23,669.97	21,628.87	2,041.10	8.62%
Total Finance	134,647.00	32.54%	26,537.34	16,075.02	16,462.32	62.03%	52,777.03	43,807.70	8,969.33	16.99%
Total Planning & Zoning	224,218.00	33.81%	23,940.92	25,433.32	(1,492.40)	-6.23%	76,457.76	75,816.98	640.78	0.84%
Total Engineering Services	54,800.00	34.89%	4,500.00	3,588.60	911.40	20.25%	18,000.00	19,119.40	(1,119.40)	-6.22%
Total City Hall	50,235.00	47.81%	4,161.00	5,412.92	(1,251.92)	-30.09%	16,972.00	24,014.94	(7,042.94)	-41.50%
Total General Government	984,063.00	37.94%	106,214.49	131,818.85	(25,604.36)	-24.11%	355,507.47	373,378.33	(17,870.86)	-5.03%
DEPT 420 - PUBLIC SAFETY										
Total Police	517,799.00	0.20%	0.00	0.00	0.00	0.00%	0.00	1,034.22	(1,034.22)	-100.00%
Total Prosecution	50,000.00	37.56%	4,200.00	4,717.50	(517.50)	-12.32%	16,700.00	18,780.00	(2,080.00)	-12.46%
Total Fire	385,312.00	31.50%	36,139.19	35,945.59	193.60	0.54%	141,213.08	121,384.11	19,828.97	14.04%
Total Fire Relief	37,323.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Building Inspections	323,558.00	18.85%	29,656.12	17,326.94	12,329.18	41.57%	95,103.34	60,992.12	34,111.22	35.87%
Total Emergency Communications	7,000.00	0.09%	0.00	0.00	0.00	0.00%	1,750.00	0.00	1,750.00	100.00%
Total Animal Control	6,800.00	39.78%	565.00	1,010.00	(445.00)	-78.76%	2,260.00	2,705.00	(445.00)	-19.69%
Total Public Safety	1,327,792.00	15.43%	70,560.31	59,000.03	11,560.28	16.38%	257,026.42	204,895.45	52,130.97	20.28%
							Summary			

	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	380,195.00	34.82%	35,144.04	44,189.14	(9,045.10)	-25.74%	147,042.12	132,371.81	14,670.31	9.98%
Total Streets	222,578.00	1.38%	2,660.00	1,459.62	1,200.38	45.13%	7,540.00	3,070.20	4,469.80	59.28%
Total Ice & Snow Removal	95,500.00	34.92%	1,250.00	0.00	1,250.00	100.00%	49,900.00	33,350.47	16,549.53	33.17%
Total Street Lighting	28,000.00	29.21%	2,350.00	1,997.69	352.31	14.99%	9,400.00	8,179.37	1,220.63	12.99%
Total Recycling	9,500.00	0.00%	500.00	0.00	500.00	100.00%	3,750.00	0.00	3,750.00	100.00%
Total Tree Program	6,000.00	0.00%	500.00	0.00	500.00	100.00%	2,000.00	0.00	2,000.00	100.00%
Total Public Works	741,773.00	23.86%	42,404.04	47,646.45	(5,242.41)	-12.36%	219,632.12	176,971.85	42,660.27	19.42%
DEPT 450 - CULTURE, RECREATION										
Total Parks & Recreation	153,028.00	51.07%	15,775.27	27,647.85	(11,872.58)	-75.26%	57,372.49	78,158.22	(20,785.73)	-36.23%
IT & Telephone	109,560.00	21.16%	6,388.00	5,998.29	389.71	6.10%	27,502.00	23,180.58	4,321.42	15.71%
GRAND TOTAL ALL EXPENSES	3,316,216.00	25.83%	241,342.11	272,111.47	(30,769.36)	-12.75%	917,040.50	856,584.43	60,456.07	6.59%
SUB TOTAL NET INC OVER EXP	483,118.00	-121.36%	(171,619.86)	(206,590.69)	(34,970.83)	-20.38%	(579,619.50)	(585,094.93)	(5,475.43)	-0.94%
DEPT 460 - COMP ADJ	35,000.00	0.00%	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	0.00	0.00%
Debt Service Increase	247,118.00	0.00%	0.00	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	0.00	0.00%
GRAND TOTAL ALL DEPTS	3,798,334.00	22.55%	241,342.11	272,111.47	(30,769.36)	-12.75%	917,040.50	856,584.43	60,456.07	6.59%
Net Income over Expenses	0.00	0.00%	(171,619.86)	(206,590.69)	(34,970.83)	-20.38%	(579,619.50)	(585,094.93)	(5,475.43)	-0.94%

City of Lake Elmo  
2015 By Month  
Budget to Actual Comparative  
For the month ending April 30, 2015  
101- General Fund Detail  
By Department

5/19/2015

DEPT 410 - GEN'L GOV'T			BUDGET		ACTUAL		Variance (\$)		Variance (%)		YTD		Variance (\$)		Variance (%)		YTD variance notes
Full Year BUDGET 2015	% to date	Month	Month	Month	Month	Month	Month	YTD	YTD	YTD	YTD	YTD	YTD				
REVENUE																	
Current Ad Valorem Taxes	2,531,080.00	0.00%	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	8 additional new home permits ready to be picked up with 8 additional in the review process	
Delinquent Ad Valorem Taxes	153,000.00	0.00%	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Mobile Home Tax	11,400.00	0.00%	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Fiscal Disparities	160,000.00	0.00%	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Penalty & Interest on Taxes	700.00	0.00%	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Liquor License	8,350.00	97.60%	0.00	0.00	0.00	0.00	0.00%	5,350.00	8,150.00	2,800.00	52.34%						
Wastewater License	1,680.00	28.57%	0.00	0.00	0.00	0.00	0.00%	840.00	480.00	(360.00)	-42.86%						
General Contractor License	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%						
Heating Contractor License	2,500.00	60.00%	200.00	350.00	150.00	75.00%	75.00%	900.00	1,500.00	600.00	66.67%						
Blacktopping Contractor License	0.00	0.00%	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%						
Building Permits	517,600.00	16.99%	43,130.00	29,296.80	(13,833.20)	-32.07%	-32.07%	172,520.00	87,923.90	(84,596.10)	-49.04%						
Building Re-inspect Fees	1,000.00	0.00%	100.00	0.00	(100.00)	-100.00%	-100.00%	300.00	0.00	(300.00)	-100.00%						
Heating Permits	29,040.00	32.75%	2,420.00	1,740.00	(680.00)	-28.10%	-28.10%	9,680.00	9,511.65	(168.35)	-1.74%						
Plumbing Permits	29,040.00	29.13%	2,420.00	2,220.00	(200.00)	-8.26%	-8.26%	9,680.00	8,460.00	(1,220.00)	-12.60%						
Sewer Permits	10,560.00	0.00%	880.00	0.00	(880.00)	-100.00%	-100.00%	3,520.00	0.00	(3,520.00)	-100.00%						
Animal License	2,500.00	68.04%	40.00	291.00	251.00	627.50%	627.50%	2,180.00	1,701.00	(479.00)	-21.97%						
Utility Permits (ROW)	5,000.00	309.51%	500.00	9,173.80	8,673.80	1734.76%	1734.76%	500.00	15,475.60	14,975.60	2995.12%						
Burning Permit	2,250.00	40.89%	0.00	240.00	240.00	100.00%	100.00%	0.00	920.00	920.00	100.00%						
Massage Therapy Licenses	150.00	16.67%	0.00	23.00	23.00	0.00%	0.00%	0.00	25.00	25.00	100.00%						
Electrical Permit	6,051.00	34.33%	500.00	509.00	9.00	1.80%	1.80%	2,000.00	2,076.57	76.57	3.83%						
Homestead Credit Aid	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00	0.00	0.00%						
MSA-Maintenance	101,696.00	58.74%	0.00	0.00	0.00	0.00%	0.00%	50,848.00	59,732.00	8,884.00	17.47%						
State Fire Aid	41,500.00	0.00%	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00	0.00	0.00%						
PERA Aid	2,749.00	0.00%	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00	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	0.00%						
Recycling Grant	15,500.00	0.00%	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00	0.00	0.00%						
Misc State Grant/Surcharge Rev	500.00	43.99%	0.00	219.97	219.97	100.00%	100.00%	125.00	219.97	94.97	75.98%						
Cable Franchise Revenue	45,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00	0.00	0.00%						
Zoning & Subdivision Fees	7,500.00	127.87%	0.00	1,250.00	1,250.00	100.00%	100.00%	0.00	9,590.00	9,590.00	100.00%						
Plan Check Fees	181,923.00	26.79%	15,160.25	14,846.51	(313.74)	-2.07%	-2.07%	60,641.00	48,728.25	(11,912.75)	-19.64%						
Sale of Copies, Books, Maps	175.00	16.29%	5.00	4.00	(1.00)	-20.00%	-20.00%	20.00	28.50	8.50	42.50%						
Assessment Searches	750.00	78.00%	45.00	270.00	225.00	500.00%	500.00%	120.00	585.00	465.00	387.50%						
Clean Up Days	2,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00	0.00	0.00%						
Cable Operation Reimbursement	2,500.00	0.00%	0.00	0.00	0.00	0.00%	0.00%	625.00	0.00	(625.00)	-100.00%						
Fines	48,000.00	28.84%	4,000.00	4,830.70	830.70	20.77%	20.77%	16,000.00	13,845.24	(2,154.76)	-13.47%						
Miscellaneous Permits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00	0.00	0.00%						
Fire Billable Revenue	500.00	0.00%	0.00	0.00	0.00	0.00%	0.00%	0.00	500.00	500.00	100.00%						
Miscellaneous Revenue	3,500.00	47.85%	300.00	200.00	(100.00)	-33.33%	-33.33%	1,100.00	1,674.82	574.82	52.26%						
Interest Charges	640.00	56.56%	22.00	54.00	32.00	145.45%	145.45%	472.00	362.00	(110.00)	-23.31%						
Interest Earnings	10,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00	0.00	0.00%						
Donations	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00%	0.00	0.00	0.00	0.00%						
Total Revenue	3,798,334.00	7.15%	69,722.25	65,528.78	(4,193.47)	-6.03%	-6.03%	337,432.00	271,489.50	(65,931.50)	-19.54%						

EXPENSE	Full Year		MONTH				YTD			
	BUDGET 2015	% to date	BUDGET Month	ACTUAL Month	Variance (\$) Month	Variance (%) Month	BUDGET YTD	ACTUAL YTD	Variance (\$) YTD	Variance (%) YTD
<b>1110 - Mayor &amp; Council</b>										
PT Salaries	25,690.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
FICA Contributions	1,593.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Medicare Contributions	372.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Workers Compensation	300.00	26.71%	0.00	0.00	0.00	0.00%	0.00	80.12	(80.12)	-100.00%
Mileage	500.00	0.00%	0.00	0.00	0.00	0.00%	125.00	141.56	(16.56)	-13.25%
Miscellaneous	0.00	0.00%	0.00	34.26	(34.26)	-100.00%	0.00	161.91	(161.91)	-100.00%
Dues & Subscriptions	11,500.00	96.61%	1,000.00	661.92	338.08	33.81%	4,000.00	11,110.68	(7,110.68)	-177.77%
Conferences & Training	1,000.00	100.00%	0.00	\$5.00	(55.00)	-100.00%	250.00	1,000.00	(750.00)	-300.00%
<b>Total Mayor &amp; Council</b>	<b>40,955.00</b>	<b>30.51%</b>	<b>1,000.00</b>	<b>781.18</b>	<b>218.82</b>	<b>21.86%</b>	<b>4,375.00</b>	<b>12,494.27</b>	<b>(8,119.27)</b>	<b>-185.58%</b>
<b>1320 - Administration</b>										
FT Salaries	198,125.00	35.07%	22,860.58	24,269.37	(1,408.79)	-6.16%	68,581.72	69,485.64	(903.92)	-1.33%
PERA Contributions	14,364.00	36.04%	1,657.38	1,820.19	(162.81)	-9.82%	4,972.15	5,177.33	(205.18)	-4.13%
ICMA Contributions	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
FICA Contributions	12,284.00	33.40%	1,417.38	1,431.58	(14.20)	-1.00%	4,252.15	4,102.42	149.73	3.52%
Medicare Contributions	2,873.00	33.40%	331.50	334.83	(3.33)	-1.00%	994.50	959.46	35.04	3.52%
Health/Dental Insurance	44,865.00	36.31%	5,176.73	5,430.00	(253.27)	-4.89%	15,530.19	16,290.00	(759.81)	-4.89%
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Workers Compensation	1,000.00	83.79%	0.00	0.00	0.00	0.00%	1,000.00	837.94	162.06	16.21%
Office Supplies	5,500.00	42.87%	450.00	599.82	(149.82)	-33.29%	1,800.00	2,357.62	(557.62)	-30.98%
Printed Forms	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Legal Services	45,000.00	75.22%	3,750.00	14,946.84	(11,196.84)	-298.58%	15,000.00	33,850.34	(18,850.34)	-125.67%
Newsletter/Website	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Assessing Services	32,000.00	31.25%	2,500.00	2,500.00	0.00	0.00%	10,000.00	10,000.00	0.00	0.00%
Contract Services	0.00	78.88%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Postage	2,000.00	0.00%	0.00	0.00	0.00	0.00%	500.00	1,577.60	(1,077.60)	-215.52%
Mileage	5,000.00	14.10%	50.00	70.49	(20.49)	-40.98%	150.00	70.49	79.51	53.01%
Legal Publishing	35,000.00	31.58%	400.00	282.22	117.78	29.45%	1,600.00	1,579.06	20.94	1.31%
Insurance	0.00	0.00%	0.00	26,929.00	(26,929.00)	-100.00%	35,000.00	27,123.00	7,877.00	22.51%
Cable Operation Expense	600.00	39.55%	50.00	185.70	(135.70)	-271.40%	0.00	0.00	0.00	0.00%
Miscellaneous	2,105.00	51.87%	175.00	28.99	146.01	83.43%	200.00	237.31	(37.31)	-18.66%
Dues & Subscriptions	0.00	0.00%	0.00	0.00	0.00	0.00%	700.00	1,091.96	(391.96)	-55.99%
Books	6,100.00	18.95%	500.00	716.00	(216.00)	-43.20%	2,000.00	1,156.00	844.00	42.20%
Conferences & Training	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Staff Development	407,316.00	43.18%	39,318.57	79,545.03	(40,226.46)	-102.31%	162,280.71	175,896.17	(13,615.46)	-8.39%
<b>Total Administration</b>										
<b>1410 - Elections</b>										
PT Salaries	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Office Supplies	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Legal Publications/Notification	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Equipment Repair	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	600.00	(600.00)	-100.00%
County Election Fees	950.00	0.00%	0.00	0.00	0.00	0.00%	950.00	0.00	950.00	100.00%
Printed Forms	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Miscellaneous	100.00	0.00%	0.00	0.00	0.00	0.00%	25.00	0.00	25.00	100.00%
<b>Total Elections</b>	<b>1,050.00</b>	<b>57.14%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>975.00</b>	<b>600.00</b>	<b>375.00</b>	<b>38.46%</b>

Timing issue

Annual premiums billed April

2015 share of LMC annual Print made in Sept 2014 plus annual YSB payment

Full Year	BUDGET	2015	% to date	MONTH					YTD				
				BUDGET		ACTUAL		Variance (\$)		BUDGET		ACTUAL	
				Month	Month	Month	Month	Month	Month	YTD	YTD	YTD	YTD
<b>1450 - Communications</b>													
FT Salaries	35,876.00		28.23%	4,139.54	3,654.32	485.22	11.72%			12,418.62	10,132.50	2,286.12	18.41%
PERA Contributions	2,601.00		27.11%	300.12	219.26	80.86	26.94%			900.35	705.10	195.25	21.69%
FICA Contributions	2,224.00		27.11%	256.62	220.88	35.74	13.93%			769.85	613.52	156.33	20.31%
Medicare Contributions	520.00		27.58%	60.00	51.66	8.34	13.90%			180.00	143.40	36.60	20.33%
Health/Dental Insurance	9,970.00		36.83%	1,150.38	1,224.00	(73.62)	-6.40%			3,451.15	3,672.00	(220.85)	-6.40%
Workers Compensation	0.00		0.00%	0.00	0.00	0.00	0.00%			0.00	151.63	(151.63)	-100.00%
Newsletter	8,000.00		42.95%	0.00	1,267.00	(1,267.00)	-100.00%			2,000.00	3,435.95	(1,435.95)	-71.80%
Office Supplies	561.00		8.65%	50.00	0.00	50.00	100.00%			200.00	48.50	151.50	75.75%
Mileage	100.00		0.00%	0.00	0.00	0.00	0.00%			25.00	57.27	(32.27)	-129.08%
Public Notices	5,040.00		22.03%	400.00	68.78	331.22	82.81%			1,550.00	1,110.48	439.52	28.36%
Cable Operations	4,800.00		24.97%	400.00	276.88	123.12	30.78%			1,600.00	1,198.52	401.48	25.09%
Conferences	700.00		51.43%	0.00	0.00	0.00	0.00%			350.00	360.00	(10.00)	-2.86%
Repair/Maint Equipment	450.00		0.00%	0.00	0.00	0.00	0.00%			225.00	0.00	225.00	100.00%
<b>Total Communications</b>	<b>70,842.00</b>		<b>30.53%</b>	<b>6,756.66</b>	<b>6,982.78</b>	<b>(226.12)</b>	<b>-3.35%</b>			<b>23,669.97</b>	<b>21,628.87</b>	<b>2,041.10</b>	<b>8.62%</b>
<b>1520 - Finance</b>													
FT Salaries	66,863.00		31.79%	7,714.96	6,948.50	766.46	9.93%			23,144.88	21,255.90	1,888.98	8.16%
PT Salaries	3,600.00		0.00%	415.38	0.00	415.38	100.00%			1,246.15	0.00	1,246.15	100.00%
PERA Contributions	4,848.00		32.88%	559.38	521.15	38.23	6.83%			1,678.15	1,594.22	83.93	5.00%
FICA Contributions	4,369.00		28.39%	504.12	408.14	95.98	19.04%			1,512.35	1,240.43	271.92	17.98%
Medicare Contributions	1,022.00		28.38%	117.92	95.44	22.48	19.06%			353.77	290.05	63.72	18.01%
Health/Dental Insurance	14,955.00		26.19%	1,723.58	1,205.60	419.98	24.34%			5,176.73	3,916.80	1,259.93	24.34%
Unemployment Benefits	3,000.00		0.00%	0.00	0.00	0.00	0.00%			2,000.00	0.00	2,000.00	100.00%
Workers Compensation	500.00		56.55%	0.00	0.00	0.00	0.00%			125.00	282.76	(157.76)	-126.21%
Office Supplies	500.00		21.21%	0.00	0.00	0.00	0.00%			125.00	106.07	18.93	15.14%
Printed Forms	500.00		0.00%	0.00	0.00	0.00	0.00%			125.00	0.00	125.00	100.00%
Audit Services	27,000.00		45.28%	15,000.00	0.00	15,000.00	-100.00%			15,000.00	12,225.00	2,775.00	18.50%
Contract Services	6,000.00		45.01%	500.00	756.33	(256.33)	-51.27%			2,000.00	2,700.33	(700.33)	-35.02%
Mileage	50.00		0.00%	0.00	0.00	0.00	0.00%			0.00	196.14	(196.14)	-100.00%
Miscellaneous	200.00		98.07%	0.00	39.86	(39.86)	-100.00%			50.00	0.00	50.00	-99.228%
Dues & Subscriptions	740.00		0.00%	0.00	0.00	0.00	0.00%			240.00	0.00	240.00	100.00%
Conferences & Training	500.00		0.00%	0.00	0.00	0.00	0.00%			0.00	0.00	0.00	0.00%
<b>Total Finance</b>	<b>134,647.00</b>		<b>32.54%</b>	<b>26,537.34</b>	<b>10,075.02</b>	<b>16,462.32</b>	<b>62.03%</b>			<b>52,777.03</b>	<b>43,807.70</b>	<b>8,969.33</b>	<b>16.99%</b>

Fidework completed and billed earlier than anticipated in budget  
Will decrease now that audit substantially completed

	Full Year BUDGET 2015	% to date	MONTH				YTD				YTD variance notes
			BUDGET		ACTUAL		Variance (\$)		Variance (%)		
			Month		Month		Month		Month		
<b>1910 - Planning &amp; Zoning</b>											
PT Salaries	152,354.00	34.78%	17,050.46	18,175.63	(1,125.17)	-6.60%	52,526.38	52,983.77	(457.39)	-0.87%	
PT Salaries	3,600.00	0.00%	415.38	0.00	415.38	100.00%	1,246.15	0.00	1,246.15	100.00%	
PERA Contributions	9,849.00	38.23%	1,136.42	1,363.18	(226.76)	-19.95%	3,409.27	3,765.44	(356.17)	-10.45%	
FICA Contributions	8,646.00	35.69%	997.62	1,062.13	(64.51)	-6.47%	2,992.85	3,085.46	(92.61)	-3.09%	
Medicare Contributions	2,022.00	35.69%	233.31	248.42	(15.11)	-6.48%	699.92	721.62	(21.70)	-3.10%	
Health/Dental Insurance	32,047.00	37.60%	3,697.73	4,017.00	(319.27)	-8.63%	11,093.19	12,051.00	(957.81)	-8.63%	
Workers Compensation	800.00	71.82%	0.00	0.00	(319.27)	0.00%	800.00	574.57	225.43	28.18%	
Developer recovery of offset cost recovery	(16,500.00)	-100.00%	0.00	(1,831.04)	476.04	-34.62%	(5,500.00)	(7,222.92)	1,722.92	-31.33%	
Office Supplies	1,800.00	4.66%	150.00	0.00	150.00	100.00%	600.00	83.79	516.21	86.04%	
Printed Forms	750.00	12.67%	0.00	0.00	0.00	0.00%	250.00	920.00	(670.00)	-268.00%	
Engineering Services	20,000.00	43.15%	1,500.00	2,418.00	(918.00)	-61.20%	6,000.00	8,629.25	(2,629.25)	-43.82%	
Contract Services	5,000.00	0.00%	0.00	0.00	0.00	0.00%	1,250.00	0.00	1,250.00	100.00%	
Postage	200.00	0.00%	0.00	0.00	0.00	0.00%	50.00	0.00	50.00	100.00%	
Mileage	250.00	0.00%	20.00	0.00	20.00	100.00%	80.00	0.00	80.00	100.00%	
Miscellaneous	500.00	0.00%	40.00	0.00	40.00	100.00%	160.00	0.00	160.00	100.00%	
Dues & Subscriptions	300.00	0.00%	50.00	0.00	50.00	100.00%	200.00	0.00	200.00	100.00%	
Books	300.00	0.00%	25.00	0.00	25.00	100.00%	100.00	0.00	100.00	100.00%	
Conferences & Training	2,000.00	11.25%	0.00	0.00	0.00	0.00%	500.00	225.00	275.00	55.00%	
<b>Total Planning &amp; Zoning</b>	<b>224,218.00</b>	<b>33.81%</b>	<b>23,940.92</b>	<b>25,433.32</b>	<b>(1,492.40)</b>	<b>-6.23%</b>	<b>76,457.76</b>	<b>75,816.98</b>	<b>640.78</b>	<b>0.84%</b>	
<b>1930 - Engineering Services</b>											
Engineering Services	54,800.00	34.89%	4,500.00	3,588.60	911.40	20.25%	18,000.00	19,119.40	(1,119.40)	-6.22%	
<b>Total Engineering Services</b>	<b>54,800.00</b>	<b>34.89%</b>	<b>4,500.00</b>	<b>3,588.60</b>	<b>911.40</b>	<b>20.25%</b>	<b>18,000.00</b>	<b>19,119.40</b>	<b>(1,119.40)</b>	<b>-6.22%</b>	
<b>1940 - City Hall</b>											
Cleaning Supplies	50.00	0.00%	0.00	0.00	0.00	0.00%	25.00	0.00	25.00	100.00%	
Building Repair Supplies	300.00	0.00%	25.00	0.00	25.00	100.00%	100.00	0.00	100.00	100.00%	
Utilities	6,000.00	72.72%	500.00	870.77	(370.77)	-74.13%	2,000.00	4,363.33	(2,363.33)	-118.17%	Budget assumed annex sale in 2014
Refuse	353.00	134.16%	0.00	112.94	(112.94)	-100.00%	353.00	473.60	(120.60)	-34.16%	
Repairs/Maint Contractual Bldg	6,000.00	81.45%	500.00	503.92	(3.92)	-0.78%	2,000.00	4,887.13	(2,887.13)	-144.36%	YTD: Electrical wiring needed in new rental office space (\$2,716)
Repairs/Maint Contractual Equip	7,700.00	53.04%	650.00	1,171.29	(521.29)	-80.20%	2,550.00	4,083.70	(1,533.70)	-60.15%	New copier lease and usage overage fees
Facility Lease	29,532.00	33.33%	2,461.00	2,461.00	0.00	0.00%	9,844.00	9,844.00	0.00	0.00%	
Miscellaneous	300.00	121.06%	25.00	293.00	(268.00)	-107.20%	100.00	363.18	(263.18)	-263.18%	
<b>Total City Hall</b>	<b>50,235.00</b>	<b>47.81%</b>	<b>4,161.00</b>	<b>5,412.92</b>	<b>(1,251.92)</b>	<b>-30.09%</b>	<b>16,972.00</b>	<b>24,014.94</b>	<b>(7,042.94)</b>	<b>-41.50%</b>	
<b>Total General Government</b>	<b>984,003.00</b>	<b>37.94%</b>	<b>106,214.49</b>	<b>131,818.85</b>	<b>(25,604.36)</b>	<b>-24.11%</b>	<b>355,507.47</b>	<b>373,378.33</b>	<b>(17,870.86)</b>	<b>-5.03%</b>	

Budget assumed annex sale in 2014

YTD- Electrical wiring needed in new rental office space (\$2.7k)

New copier lease and usage overage fees



DEPT 420 - PUBLIC SAFETY									
2100 - Police	Full Year		MONTH			YTD			
	BUDGET	% to date	BUDGET	ACTUAL	Variance (\$)	BUDGET	ACTUAL	Variance (\$)	Variance (%)
	2015	Month	Month	Month	Month	YTD	YTD	YTD	YTD
Law Enforcement Contract	517,799.00	0.20%	0.00	0.00	0.00	0.00	1,034.22	(1,034.22)	-100.00%
Total Police	517,799.00	0.20%	0.00	0.00	0.00	0.00	1,034.22	(1,034.22)	-100.00%
2150 - Prosecution	50,000.00	37.56%	4,200.00	4,717.50	(517.50)	16,700.00	18,780.00	(2,080.00)	-12.46%
Attorney Criminal	50,000.00	37.56%	4,200.00	4,717.50	(517.50)	16,700.00	18,780.00	(2,080.00)	-12.46%
Total Prosecution	50,000.00	37.56%	4,200.00	4,717.50	(517.50)	16,700.00	18,780.00	(2,080.00)	-12.46%
2220 - Fire	68,614.00	35.40%	7,917.00	8,114.43	(197.43)	23,751.00	24,291.31	(540.31)	-2.27%
PT Salaries	123,121.00	23.89%	14,206.27	9,209.68	4,896.59	42,618.81	29,415.28	13,203.53	30.98%
PERA Contributions	12,116.00	39.92%	1,398.00	1,612.10	(214.10)	4,194.00	4,836.68	(642.68)	-15.32%
FICA Contributions	7,633.00	27.32%	880.73	455.18	425.55	2,642.19	2,085.38	556.81	21.07%
Medicare Contributions	2,780.00	32.10%	320.77	242.69	78.08	962.31	892.46	69.85	7.26%
Health/Dental Insurance	14,243.00	36.08%	1,643.42	1,713.00	(69.58)	4,930.27	5,139.00	(208.73)	-4.23%
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	16.377%	0.00	0.00	0.00	9,000.00	14,739.09	(5,739.09)	-63.77%
Office Supplies	830.00	29.80%	70.00	192.84	(122.84)	280.00	253.28	26.72	9.54%
EMS Supplies	3,400.00	3.81%	280.00	0.00	280.00	1,120.00	129.69	990.31	88.42%
Fire Prevention	3,000.00	0.00%	250.00	0.00	250.00	1,000.00	0.00	1,000.00	100.00%
Fuel, Oil & Fluids	13,000.00	20.69%	1,075.00	977.02	97.98	4,300.00	2,689.42	1,610.58	37.46%
Small Tools & Equip	20,892.00	5.12%	1,750.00	608.34	1,141.66	7,000.00	1,069.08	5,930.92	84.73%
Physicals	3,181.00	8.33%	265.00	0.00	265.00	1,060.00	265.00	795.00	75.00%
Radio	21,562.00	20.69%	0.00	48.52	(48.52)	5,390.50	4,460.28	930.22	17.26%
Mileage	250.00	0.00%	20.00	0.00	20.00	90.00	0.00	90.00	100.00%
Insurance	8,307.00	87.02%	0.00	7,229.00	(7,229.00)	8,307.00	7,229.00	1,078.00	12.98%
Electric Utility	17,000.00	43.12%	1,400.00	1,335.40	64.60	5,800.00	7,330.88	(1,530.88)	-26.39%
Refuse	1,000.00	105.81%	85.00	266.38	(181.38)	340.00	1,058.07	(718.07)	-211.20%
Repair/Maint Bldg	2,000.00	222.16%	165.00	851.26	(686.26)	660.00	4,443.26	(3,783.26)	-573.22%
Repair/Maint Equip	33,260.00	14.43%	2,770.00	110.21	2,659.79	11,080.00	4,799.95	6,280.05	56.68%
Uniforms	2,500.00	18.93%	208.00	54.50	153.50	832.00	473.30	358.70	43.11%
Miscellaneous	1,500.00	65.47%	125.00	555.04	(430.04)	500.00	982.01	(482.01)	-96.40%
Dues & Subscriptions	3,508.00	66.14%	290.00	1,395.00	(1,105.00)	1,160.00	2,320.04	(1,160.04)	-100.00%
Books	220.00	0.00%	20.00	0.00	20.00	70.00	0.00	70.00	100.00%
Conferences & Training	12,375.00	20.05%	1,000.00	875.00	125.00	4,125.00	2,481.65	1,643.35	39.84%
Conferences & Training (Reimb)	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Fire	385,312.00	31.50%	36,139.19	35,045.59	193.60	141,213.08	121,384.11	19,828.97	14.04%
2250 - Fire Relief	37,323.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Fire State Aid	37,323.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Fire Relief	37,323.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00%

YTD correction for accrual back to 2014 for POC FF

Due to 18% rate increase

Annual premiums billed April

	Full Year		MONTH						YTD			
	BUDGET	% to date	BUDGET Month	ACTUAL Month	Variance (\$)		Variance (%)		BUDGET YTD	ACTUAL YTD	Variance (\$)	
					Month	Month					YTD	YTD
<b>2400 - Building Inspection</b>												
FT Salaries	149,606.00	22.13%	17,262.23	9,532.41	7,729.82	44.78%			51,786.69	31,980.07	19,806.62	38.23%
PECA Contributions	10,846.00	22.11%	1,251.46	714.92	536.54	42.87%			3,754.38	2,398.48	1,355.90	36.12%
PECA Contributions	9,276.00	20.16%	1,070.31	553.69	516.62	48.27%			3,210.92	1,870.13	1,340.79	41.76%
Miscellaneous Contributions	2,169.00	20.16%	250.27	129.48	120.79	48.26%			750.81	437.37	313.44	41.73%
Health/Dental Insurance	28,486.00	22.34%	3,286.85	2,121.00	1,165.85	35.47%			9,860.54	6,363.00	3,497.54	35.47%
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%			0.00	0.00	0.00	0.00%
Workers Compensation	1,000.00	220.14%	0.00	0.00	0.00	0.00%			1,000.00	2,201.38	(1,201.38)	-120.14%
Office Supplies	2,100.00	4.87%	175.00	0.00	175.00	100.00%			700.00	102.19	597.81	85.40%
Printed Forms	700.00	16.58%	0.00	116.09	(116.09)	0.00%			175.00	102.19	58.91	0.00%
Fuel, Oil & Fluids	5,500.00	4.47%	450.00	71.70	378.30	84.07%			1,800.00	246.07	1,553.93	86.33%
Engineering	9,000.00	23.67%	750.00	668.45	81.55	10.87%			2,129.95	2,129.95	870.05	29.00%
Inspector Contract Services	67,200.00	14.38%	4,000.00	2,623.00	1,377.00	34.43%			14,000.00	9,660.24	4,339.76	31.00%
Mileage	3,500.00	37.95%	200.00	366.27	(166.27)	-83.14%			600.00	1,328.24	(728.24)	-121.37%
Insurance	900.00	20.00%	75.00	180.00	(105.00)	-140.00%			300.00	180.00	120.00	40.00%
Repairs/Maint Equip	2,500.00	9.94%	200.00	228.68	(28.68)	-14.34%			725.00	228.68	496.32	68.46%
Uniforms	850.00	0.00%	70.00	0.00	70.00	100.00%			280.00	89.98	190.02	67.86%
Miscellaneous	650.00	14.89%	55.00	21.25	33.75	61.36%			220.00	96.76	123.24	56.02%
Dues & Subscriptions	700.00	0.00%	60.00	0.00	60.00	100.00%			240.00	385.00	(145.00)	-60.42%
Books	3,000.00	23.95%	500.00	0.00	500.00	100.00%			2,000.00	718.49	1,281.51	64.08%
New Truck	23,000.00	0.00%	0.00	0.00	0.00	0.00%			0.00	0.00	0.00	0.00%
Conference & Training	2,775.00	16.85%	0.00	0.00	0.00	0.00%			700.00	460.00	240.00	34.29%
<b>Total Building Inspections</b>	<b>323,558.00</b>	<b>18.85%</b>	<b>29,656.12</b>	<b>17,326.94</b>	<b>12,329.18</b>	<b>41.57%</b>			<b>95,103.34</b>	<b>60,992.12</b>	<b>34,111.22</b>	<b>35.87%</b>
<b>2500 - Emergency Communications</b>												
Contract Services	7,000.00	0.00%	0.00	0.00	0.00	0.00%			1,750.00	0.00	1,750.00	100.00%
<b>Total Emergency Communications</b>	<b>7,000.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>			<b>1,750.00</b>	<b>0.00</b>	<b>1,750.00</b>	<b>100.00%</b>
<b>2700 - Animal Control</b>												
Printed Forms	0.00	0.00%	0.00	0.00	0.00	0.00%			0.00	0.00	0.00	0.00%
Contract Services	6,000.00	37.08%	500.00	530.00	(30.00)	-6.00%			2,000.00	2,225.00	(225.00)	-11.25%
Miscellaneous (Impounding)	800.00	60.00%	65.00	480.00	(415.00)	-638.46%			260.00	480.00	(220.00)	-84.62%
<b>Total Animal Control</b>	<b>6,800.00</b>	<b>39.78%</b>	<b>565.00</b>	<b>1,010.00</b>	<b>(445.00)</b>	<b>-78.76%</b>			<b>2,260.00</b>	<b>2,705.00</b>	<b>(445.00)</b>	<b>-19.69%</b>
<b>Total Public Safety</b>	<b>1,327,792.00</b>	<b>15.43%</b>	<b>70,560.31</b>	<b>59,000.03</b>	<b>11,560.28</b>	<b>16.38%</b>			<b>257,026.42</b>	<b>204,895.45</b>	<b>52,130.97</b>	<b>20.28%</b>

Annual premiums billed April

DEPT 430 - PUBLIC WORKS									
Full Year	BUDGET		MONTHLY		YTD				
	2015	% to date	Month	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)
3100 - Public Works	153,314.00	31.54%	17,690.08	14,049.83	3,640.23	20.50%	53,070.23	48,348.83	4,721.40
FT Salaries	23,460.00	2.63%	2,706.92	0.00	2,706.92	100.00%	8,120.77	618.00	7,502.77
PERA Contributions	11,115.00	32.63%	1,282.50	1,053.78	228.72	17.83%	3,847.50	3,626.19	221.31
FTCA Contributions	10,960.00	2.64%	1,264.62	824.10	440.52	34.83%	3,793.85	289.58	3,504.27
Medicare Contributions	2,563.00	26.18%	295.73	192.70	103.03	34.84%	887.19	671.11	216.08
Health/Dental Insurance	34,183.00	38.16%	3,944.19	4,348.50	(404.31)	-10.25%	11,832.58	13,043.50	(1,212.92)
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
Workers Compensation	6,000.00	228.79%	500.00	0.00	500.00	100.00%	2,000.00	13,727.33	(11,727.33)
Office Supplies	2,000.00	0.00%	165.00	0.00	165.00	100.00%	660.00	0.00	660.00
Shop Materials	1,500.00	52.48%	125.00	92.32	32.68	26.14%	500.00	787.18	(287.18)
Building Repair Supplies	500.00	17.35%	40.00	0.00	40.00	100.00%	160.00	86.75	73.25
Small Tools and Minor Equip	1,200.00	68.30%	100.00	329.53	(229.53)	-229.53%	400.00	819.57	(419.57)
Engineering Services	9,000.00	70.78%	750.00	886.25	(136.25)	-18.17%	3,000.00	6,370.25	(3,370.25)
Contract Services	4,000.00	12.63%	0.00	116.48	(116.48)	-100.00%	2,000.00	505.33	1,494.67
Radio	1,300.00	23.77%	0.00	0.00	0.00	0.00%	325.00	309.06	15.94
Mileage	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
Insurance	20,000.00	78.74%	0.00	15,748.00	(15,748.00)	-100.00%	20,000.00	15,748.00	4,252.00
Electric Utility	28,000.00	44.87%	2,000.00	2,652.08	(652.08)	-32.60%	11,500.00	12,562.42	(1,062.42)
Refuse	3,400.00	35.86%	200.00	216.67	(16.67)	-8.33%	800.00	860.64	(60.64)
Fuel, Oil, Fluids (ALL depus)	42,000.00	19.51%	2,500.00	2,646.76	(146.76)	-5.87%	17,500.00	8,193.71	9,306.29
Repair/Maint Bldg	3,500.00	73.54%	300.00	699.00	(399.00)	-133.00%	1,100.00	2,573.84	(1,473.84)
Repair/Maint NOT Bldg	500.00	0.00%	40.00	0.00	40.00	100.00%	160.00	0.00	160.00
Repair/Maint Equip (out)	5,000.00	5.15%	400.00	0.00	400.00	100.00%	1,600.00	257.50	1,342.50
Equipment Parts	7,500.00	0.00%	625.00	68.92	556.08	88.97%	2,500.00	2,255.09	244.91
Uniforms	2,000.00	29.13%	165.00	264.22	(99.22)	-60.13%	660.00	582.60	77.40
Miscellaneous	1,000.00	13.33%	50.00	0.00	50.00	100.00%	200.00	133.33	66.67
Landscaping Material	500.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
Dues & Subscriptions	200.00	0.00%	0.00	0.00	0.00	0.00%	50.00	0.00	50.00
Conferences & Training	1,500.00	0.00%	0.00	0.00	0.00	0.00%	375.00	0.00	375.00
Clean up Days	5,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
Total Public Works	380,195.00	34.85%	35,144.04	44,189.14	(9,045.10)	-25.74%	147,042.12	132,371.81	14,670.31
3120 - Streets	3,000.00	0.00%	250.00	0.00	250.00	100.00%	1,000.00	0.00	1,000.00
Equipment Parts	20,000.00	11.78%	2,000.00	1,459.62	540.38	27.02%	5,000.00	2,356.66	2,643.34
Street Maintenance Materials	186,578.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00
Seal Coating/Crack Filling	2,500.00	0.00%	200.00	0.00	200.00	100.00%	700.00	0.00	700.00
Sign Repair Materials	8,000.00	8.92%	0.00	0.00	0.00	0.00%	0.00	713.54	(713.54)
Contract Services	2,500.00	0.00%	210.00	0.00	210.00	100.00%	840.00	0.00	840.00
Repairs/Maint Equipment	222,578.00	1.38%	2,660.00	1,459.62	1,200.38	45.13%	7,540.00	3,070.20	4,469.80
Total Streets									

Use of more FT vs PT; overall cost very close to budget

Expense spread out in the budget; 18% rate increase in 2015

Annual premiums billed April

Full Year	BUDGET	2015	% to date	MONTH				YTD			
				BUDGET		ACTUAL		BUDGET		ACTUAL	
				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	580.14	(580.14)	-100.00%
Sand/Salt	80,000.00	29.66%		0.00	0.00	0.00	0.00%	45,000.00	23,724.41	21,275.59	47.28%
Contract Services	6,000.00	0.00%		500.00	0.00	500.00	100.00%	2,000.00	0.00	2,000.00	100.00%
Repairs/Maint Equipment	9,500.00	95.22%		750.00	0.00	750.00	100.00%	2,900.00	9,945.92	(6,145.92)	-211.93%
Total Ice & Snow Removal	95,500.00	34.92%		1,250.00	0.00	1,250.00	100.00%	49,900.00	33,350.47	16,549.53	33.17%
											Includes \$7,200 for snow plow blades
3160 - Street Lighting											
Street Lighting	28,000.00	29.21%		2,350.00	1,997.69	352.31	14.99%	9,400.00	8,179.37	1,220.63	12.99%
Total Street Lighting	28,000.00	29.21%		2,350.00	1,997.69	352.31	14.99%	9,400.00	8,179.37	1,220.63	12.99%
3200 - Recycling											
Recycling Supplies	3,500.00	0.00%		0.00	0.00	0.00	0.00%	1,750.00	0.00	1,750.00	100.00%
Miscellaneous	6,000.00	0.00%		500.00	0.00	500.00	100.00%	2,000.00	0.00	2,000.00	100.00%
Total Recycling	9,500.00	0.00%		500.00	0.00	500.00	100.00%	3,750.00	0.00	3,750.00	100.00%
3250 - Tree Program											
Contract Services	6,000.00	0.00%		500.00	0.00	500.00	100.00%	2,000.00	0.00	2,000.00	100.00%
Total Tree Program	6,000.00	0.00%		500.00	0.00	500.00	100.00%	2,000.00	0.00	2,000.00	100.00%
Total Public Works	741,773.00	23.86%		42,404.04	47,646.45	(5,242.41)	-12.36%	219,632.12	176,971.85	42,660.27	19.42%

DEPT 450 - CULTURE, RECREATIO	Full Year	MONTH										YTD				
		BUDGET	% to date	Month	ACTUAL	Variance (\$)	Month	Variance (%)	Month	Variance (%)	Month	BUDGET	ACTUAL	Variance (\$)	Variance (%)	
5200 - Parks & Recreation	2015															
FT Salaries	77,847.00	59.88%	8,982.35	17,133.05	(8,150.70)	-90.74%	26,947.04	46,611.51	(19,664.47)	-72.97%	77,847.00	46,611.51	30,939.50	(31,225.49)	-39.99%	
PT Salaries	6,820.00	44.57%	786.92	0.00	786.92	100.00%	2,360.77	1,935.69	3,472.31	(1,518.62)	-77.73%	6,820.00	1,935.69	4,884.31	-48.45%	
PERA Contributions	5,644.00	61.53%	651.23	1,261.46	(610.23)	-93.70%	1,816.96	2,953.96	1,137.00	(62.58%)	-62.58%	5,644.00	1,816.96	3,827.04	-34.34%	
FICA Contributions	5,249.00	56.28%	605.65	1,009.61	(403.96)	-66.70%	423.08	690.80	(265.72)	5.43%	5,249.00	423.08	4,825.92	-8.19%		
Medicare Contributions	1,228.00	56.25%	141.69	236.12	(94.43)	5.41%	6,902.31	6,327.80	574.51	0.00%	1,228.00	6,902.31	5,674.31	-4.34%		
Health/Dental Insurance	19,940.00	32.74%	2,300.77	2,176.20	124.57	0.00%	0.00	0.00	0.00	0.00%	19,940.00	0.00	19,940.00	0.00%		
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	4,000.00	3,584.75	415.25	10.38%	4,000.00	3,584.75	415.25	10.38%		
Workers Compensation	4,000.00	89.62%	0.00	0.00	0.00	0.00%	160.00	173.84	(13.84)	-8.65%	4,000.00	173.84	3,826.16	-34.77%		
Shop Materials	500.00	34.77%	40.00	60.94	(20.94)	-53.35%	250.00	0.00	250.00	100.00%	500.00	0.00	500.00	0.00%		
Chemicals	750.00	0.00%	62.50	0.00	62.50	100.00%	250.00	0.00	250.00	100.00%	750.00	0.00	750.00	0.00%		
Equipment Parts	2,000.00	46.20%	165.00	399.87	(234.87)	-142.33%	660.00	923.96	(263.96)	-39.99%	2,000.00	923.96	1,076.04	-53.82%		
Building Repair Supplies	500.00	15.26%	40.00	0.00	40.00	100.00%	1,600.00	76.32	83.68	52.30%	500.00	76.32	423.68	-84.72%		
Landscapeing Materials	3,000.00	9.44%	250.00	268.05	(18.05)	-7.22%	1,000.00	283.09	716.91	71.69%	3,000.00	283.09	2,716.91	-9.13%		
Small Tools and Minor Equip	1,000.00	30.79%	85.00	307.91	(222.91)	-262.25%	335.00	307.91	27.09	8.09%	1,000.00	307.91	692.09	-30.80%		
Mileage	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%		
Insurance	3,200.00	95.03%	0.00	3,041.00	(3,041.00)	-100.00%	3,200.00	3,041.00	159.00	4.97%	3,200.00	3,041.00	159.00	4.97%		
Electric Utility	8,500.00	48.18%	600.00	947.90	(347.90)	-57.98%	2,950.00	4,095.40	(1,145.40)	-38.83%	8,500.00	4,095.40	4,404.60	-48.29%		
Refuse	2,500.00	0.00%	208.33	0.00	208.33	100.00%	833.32	0.00	833.32	100.00%	2,500.00	0.00	2,500.00	0.00%		
Repair/Maint Bldg	1,000.00	128.41%	85.00	30.74	54.26	63.84%	335.00	1,284.07	(949.07)	91.00	1,000.00	1,284.07	284.07	28.41%		
Repair/Maint NOT Bldg	2,500.00	28.36%	200.00	709.00	(509.00)	-254.50%	800.00	709.00	91.00	11.38%	2,500.00	709.00	1,791.00	-29.64%		
Repair/Maint Equip	1,500.00	0.00%	125.00	0.00	125.00	100.00%	500.00	0.00	500.00	100.00%	1,500.00	0.00	1,500.00	0.00%		
Rental Buildings	4,600.00	4.50%	383.33	66.00	317.33	82.78%	1,333.32	198.00	1,335.32	87.09%	4,600.00	198.00	4,402.00	-9.81%		
Miscellaneous	750.00	24.67%	62.50	0.00	62.50	100.00%	250.00	185.00	65.00	26.00%	750.00	185.00	565.00	-24.67%		
Total Parks & Recreation	153,028.00	51.07%	15,775.27	27,647.85	(11,872.58)	-75.26%	57,372.49	78,158.22	(20,785.73)	-36.23%	153,028.00	78,158.22	74,869.78	-49.57%		
IT & Telephone																
IT-Hardware	9,100.00	12.85%	0.00	1,169.01	(1,169.01)	-100.00%	0.00	1,169.01	(1,169.01)	-100.00%	9,100.00	0.00	9,100.00	0.00%		
IT-Software	16,000.00	26.29%	1,333.00	333.00	1,000.00	0.00%	5,333.00	4,207.00	1,125.00	0.00%	16,000.00	4,207.00	11,793.00	-28.75%		
IT-Support Services	36,000.00	32.79%	3,000.00	2,951.42	48.58	1.62%	12,000.00	11,805.68	194.32	1.62%	36,000.00	11,805.68	24,194.32	-33.63%		
IT-Networking	7,800.00	0.00%	0.00	0.00	0.00	0.00%	1,950.00	0.00	1,950.00	0.00%	7,800.00	0.00	7,800.00	0.00%		
INET Configuring	16,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	16,000.00	0.00	16,000.00	0.00%		
Telephone	24,600.00	24.33%	2,055.00	1,545.86	509.14	24.78%	8,220.00	5,998.89	2,221.11	27.02%	24,600.00	5,998.89	18,601.11	-24.39%		
Total IT & Telephone	109,500.00	21.60%	6,388.00	5,598.29	389.71	6.10%	27,502.00	23,180.58	4,321.42	15.71%	109,500.00	23,180.58	86,319.42	-20.34%		
Grand Total all Expenses	3,316,216.00	25.83%	241,342.11	272,111.47	(30,769.36)	-12.75%	917,040.50	856,584.43	60,456.07	6.59%	3,316,216.00	856,584.43	2,459,631.57	-23.15%		
Subtotal Net Income over Expenses	482,118.00	-121.36%	(171,619.86)	(206,590.69)	(34,970.83)	-20.38%	(579,619.50)	(585,094.93)	(5,475.43)	-0.94%	482,118.00	(585,094.93)	(1,067,212.93)	-221.34%		
DEPT 460 - COMP ADJ	35,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	35,000.00	0.00	35,000.00	0.00%		
Debt Service Increase	247,118.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	247,118.00	0.00	247,118.00	0.00%		
Transfer to City Projects (Streets)	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	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	0.00	0.00%	200,000.00	0.00	200,000.00	0.00%		
GRAND TOTAL EXP ALL DEPTS	3,798,334.00	22.55%	241,342.11	272,111.47	(30,769.36)	-12.75%	917,040.50	856,584.43	60,456.07	6.59%	3,798,334.00	856,584.43	2,941,749.57	-22.38%		
Net Income over Expenses	0.00	0.00%	(171,619.86)	(206,590.69)	(34,970.83)	-20.38%	(579,619.50)	(585,094.93)	(5,475.43)	-0.94%	0.00	(585,094.93)	(585,094.93)	-0.94%		

Position switch from new employee at lower rate to long term ee

Annual premiums billed April

City of Lake Elsin  
 Budget to Actual  
 2015 By Month  
 As of April 30, 2015  
 206-Library Fund  
 By Department

	Full Year BUDGET 2015	% to date	Month 2015			Over/ (under)	YTD 2015			Over/ (under)	Notes
REVENUE											
Current Ad Valorem Taxes	231,261.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Funds received from WA City July and December
Rental Income	11,400.00	33.33%	950.00	950.00	0.00	0.00	3,800.00	3,800.00	0.00	0.00	
Interest Earnings	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Miscellaneous Revenue	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Donations	0.00	100.00%	0.00	0.00	0.00	0.00	0.00	40.00	40.00	40.00	
Total Revenue	242,661.00	1.58%	950.00	950.00	0.00	0.00	3,800.00	3,840.00	40.00	40.00	
EXPENSE											
FT Salaries	45,000.00	34.61%	3,750.00	5,191.21	(1,441.21)	15,000.00	15,573.80	(573.80)	3 pay periods in April		
PT Salaries	16,000.00	3.24%	1,333.33	518.00	815.33	5,333.33	518.00	4,815.33			
PFRA Contributions	4,422.50	27.29%	368.54	428.19	(59.65)	1,474.17	1,206.88	267.29			
FICA Contributions	3,782.00	24.60%	315.17	330.59	(15.42)	1,260.67	930.30	330.37			
Medicare Contributions	884.50	24.60%	73.71	77.32	(3.61)	294.83	217.58	77.25			
Health/Dental Insurance	11,987.00	40.84%	998.92	1,632.00	(633.08)	3,995.67	4,896.00	(900.33)	Budget showed consistent monthly cost; not impact of multiple pay period months		
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00			
Workers Compensation	350.00	0.00%	0.00	0.00	0.00	350.00	0.00	350.00			
Library svcs supplies	1,100.00	0.00%	91.67	0.00	91.67	366.68	0.00	366.68			
Office Supplies	4,100.00	0.00%	341.67	0.00	341.67	1,366.68	0.00	1,366.68			
Library Collection Maintenance	49,700.00	18.50%	4,141.67	1,060.00	3,081.67	16,566.67	9,195.01	7,371.66			
Legal Services	2,000.00	24.15%	0.00	312.00	(312.00)	500.00	483.00	17.00	Snow Plowing		
Contract Services	3,000.00	0.00%	250.00	0.00	250.00	1,000.00	0.00	1,000.00			
Telephone	1,600.00	32.26%	133.33	128.20	5.13	533.32	516.19	17.13			
Internet	1,000.00	18.14%	83.33	44.93	38.40	333.33	181.43	151.90			
Information Technology (Equino	3,220.00	0.00%	0.00	0.00	0.00	3,220.00	0.00	3,220.00			
Software	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00			
Insurance	2,700.00	69.74%	0.00	1,688.00	(1,688.00)	1,350.00	1,883.00	(533.00)			
Utilities	7,550.00	37.79%	666.66	591.79	74.87	2,516.64	2,853.32	(336.68)			
Refuse	550.00	36.06%	45.83	49.89	(4.06)	183.32	198.34	(15.02)			
Repair/Maint Bldg	14,000.00	92.48%	1,166.67	870.44	296.23	4,666.67	12,947.22	(8,280.55)	YTD includes Roof repairs		
Repair/Maint NOT Bldg	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00			
Repair/Maint Equip (out-LH Imp	0.00	0.00%	0.00	0.00	0.00	0.00	420.00	(420.00)			
Library Card Reimbursements	24,000.00	42.08%	2,300.00	660.00	1,640.00	12,800.00	10,100.00	2,700.00			
Miscellaneous	2,000.00	0.00%	166.66	0.00	166.66	666.64	0.00	666.64			
Building Purchase Reprint	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00			
Building-Property Tax	2,600.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00			
Other Equipment	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00			
Subscriptions	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00			
Conferences & Training	2,500.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00			
Programs	7,500.00	0.00%	625.00	0.00	625.00	2,500.00	0.00	2,500.00			
Internal charges	1,600.00	22.63%	130.00	54.00	76.00	560.00	362.00	198.00	\$2 per card processing fee plus billable City resources (No City resources billed to date)		
Total Library	213,146.00	29.31%	16,982.16	13,636.56	3,345.60	76,838.62	62,482.07	14,356.55			
Net Income/(Expense)	29,515.00		(16,032.16)	(12,686.56)	3,345.60	(73,038.62)	(58,642.07)	14,396.55			
12/31/14 Cash Balance	172,205.10				-20.87%		206,407.26	-19.71%			
Net Income/(Expense)	29,515.00						(58,642.07)				
Accrued AP	(70,000.00)						(1,397.47)				
CIP (self funded)	0.00										
Contingencies											
2014 AP accrual reversal											
Ending Cash Balance	131,720.10						146,367.72				



## MAYOR & COUNCIL COMMUNICATION

**DATE:** May 19, 2015  
**CONSENT**  
**ITEM** 7

**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 April, 2015. No specific motion is needed as this is recommended as part of the *Consent Agenda*.

### **LEGISLATIVE HISTORY/BACKGROUND INFORMATION:**

	<u>2015</u>	<u>2014</u>	<u>2013</u>
New Homes	20	6	11
Total valuation	\$7,551,994	\$3,912,800	\$4,796,742
Average home value	377,599	652,000	436,000
Total Valuation YTD	10,760,747	5,721,971	6,383,967

**RECOMMENDATION:** Based on the aforementioned, the staff recommends the City Council accept the April, 2015 monthly new home building permit report.



## MAYOR & COUNCIL COMMUNICATION

**DATE:** May 19, 2015

**CONSENT**

**ITEM#** 8

**AGENDA ITEM:** Monthly Assessor Report

**SUBMITTED BY:** Dan Raboin, City Assessor

**THROUGH:** Cathy Bendel, Finance Director

**REVIEWED BY:** Cathy Bendel, Finance Director

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### **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 April 2015 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 – 0  
Sales collected and viewed – 11  
Taxpayer inquiries – 16  
Miscellaneous inquiries - 7  
Inspections – Residential – 9; Commercial – 3  
Building permit reviews – 26  
Pictures taken – 8

Other work performed included:

- Receiving valuation related phone calls/inspecting properties



- 2015 LBAE Meeting on 4/22/15
  - >4 reviews during meeting; 3 in person and 1 appeal via letter
  - Activity prior to/related to meeting:
    - >33 Telephone/email inquiries
    - >53 Maintenance changes approved
    - >44 Land value corrections
    - >9 Building/land adjustments
- Inspection of all exempt properties in the City
- Printing of residential field cards for the 2016 quintile (Sections 10 thru 13)
- 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 April 2015 monthly assessor report.



## MAYOR & COUNCIL COMMUNICATION

**DATE:** May 19, 2015  
**CONSENT**  
**ITEM #** 9

**AGENDA ITEM:** 39<sup>th</sup> Street North: Street and Sanitary Sewer 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 approved Contract and change orders for the project.

**SUMMARY AND ACTION REQUESTED:**

The City Council is respectfully requested to consider approving Pay Request No. 4 for the 39<sup>th</sup> 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. 4 to Geislinger & Sons Inc. in the amount of \$526,866.15 for the 39<sup>th</sup> 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. 4 in the amount of \$526,866.15. 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 \$87,184.68.

**RECOMMENDATION:**

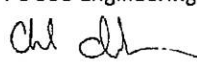
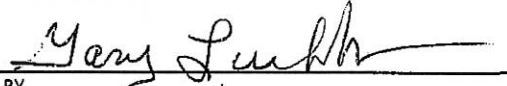
Staff is recommending that the City Council consider approving, *as part of the Consent Agenda*, Pay Request No. 4 for the 39<sup>th</sup> Street North: Street and Sanitary Sewer Improvements project. If removed from the consent agenda, the recommended motion for the action is as follows:

***“Move to approve Pay Request No. 4 to Geislinger & Sons Inc. in the amount of \$526,866.15, for the 39<sup>th</sup> Street North: Street and Sanitary Sewer Improvements”.***

**ATTACHMENT(S):**

1. Partial Pay Estimate No. 4

**PROJECT PAY FORM**

PARTIAL PAY ESTIMATE NO. <u>4</u>		<b>FOCUS</b> ENGINEERING, inc.	
39TH ST N: STREET AND SANITARY SEWER IMPROVEMENTS PROJECT NO. 2014.131		PERIOD OF ESTIMATE FROM <u>12/1/2014</u> TO <u>5/8/2015</u>	
PROJECT OWNER: <b>CITY OF LAKE ELMO</b> 3800 LAVERNE AVENUE NORTH LAKE ELMO, MN 55042 ATTN: JACK GRIFFIN, CITY ENGINEER		CONTRACTOR: <b>GEISLINGER &amp; SONS, INC.</b> 511 CENTRAL AVE S, PO BOX 437 WATKINS, MINNESOTA 55389 ATTN: GARY LUEBBEN, PROJECT MANAGER	
<b>CONTRACT CHANGE ORDER SUMMARY</b>		<b>PAY ESTIMATE SUMMARY</b>	
No.	Approval Date	Amount	
		Additions	Deductions
1	9/16/2014	\$118,975.00	
2	2/3/2015	\$22,214.00	
3	2/24/2015	\$19,435.00	
4	4/7/2015	\$154,440.00	
TOTALS		\$315,064.00	\$0.00
NET CHANGE		\$315,064.00	
<b>CONTRACT TIME</b>			
START DATE: <u>9/2/2014</u>		ORIGINAL DAYS <u>347</u>	ON SCHEDULE YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
SUBSTANTIAL COMPLETION: <u>6/30/2015</u>		REVISED DAYS <u>0</u>	
FINAL COMPLETION: <u>8/15/2015</u>		REMAINING <u>99</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>5/11/2015</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>5/11/2015</u> DATE	
APPROVED BY OWNER: <b>CITY OF LAKE ELMO, MINNESOTA</b>			
BY _____		BY _____	
DATE _____		DATE _____	

PARTIAL PAY ESTIMATE NO. 4

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	153.00	\$19,125.00
2	10" PVC SANITARY SEWER, SDR 26, 15' - 20' DEEP	LF	1,025	\$87.00	\$89,175.00	0	\$0.00	1,054.00	\$91,698.00
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	0	\$0.00	632	\$59,408.00
6	10" PVC SANITARY SEWER, SDR 26, IN CASING	LF	100	\$40.00	\$4,000.00	0	\$0.00	100	\$4,000.00
7	12" PVC SANITARY SEWER, SDR 26, IN CASING	LF	120	\$45.00	\$5,400.00	0	\$0.00	120	\$5,400.00
8	20" STEEL CASING PIPE (JACK/AUGERED)	LF	100	\$525.00	\$52,500.00	0	\$0.00	100	\$52,500.00
9	24" STEEL CASING PIPE (JACK/AUGERED)	LF	120	\$535.00	\$64,200.00	0	\$0.00	120	\$64,200.00
10	PIPE FOUNDATION ROCK	LF	1,400	\$0.10	\$140.00	0	\$0.00	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	0	\$0.00	118	\$4,130.00
17	6" PVC SCH 40 SANITARY SEWER SERVICE	LF	400	\$32.00	\$12,800.00	0	\$0.00	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	0	\$0.00	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		\$0.00		\$451,759.30
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	0	\$0.00	1	\$900.00
3	CONNECT TO EXISTING 8" WATER MAIN	EA	1	\$950.00	\$950.00	0	\$0.00	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	0	\$0.00	4	\$13,600.00
7	REMOVE AND REPLACE 8" GATE VALVE & BOX	EA	11	\$3,900.00	\$42,900.00	0	\$0.00	10	\$39,000.00
8	REMOVE AND DISPOSE OF EXISTING HYDRANT	EA	5	\$760.00	\$3,800.00	0	\$0.00	3	\$2,280.00
9	6" DIP CL. 52 WATER MAIN	LF	70	\$46.00	\$3,220.00	0	\$0.00	30.5	\$1,403.00
10	8" DIP CL. 52 WATER MAIN	LF	30	\$53.00	\$1,590.00	0	\$0.00	88	\$4,664.00
11	6" GATE VALVE AND BOX	EA	4	\$1,450.00	\$5,800.00	0	\$0.00	1	\$1,450.00
12	HYDRANT	EA	5	\$4,000.00	\$20,000.00	0	\$0.00	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	0	\$0.00	94	\$940.00
SUBTOTAL - PART 2					\$105,280.00		\$0.00		\$78,687.00
PART 3 - STORM SEWER									
1	REMOVE AND DISPOSE OF EXISTING STORM SEWER	LF	910	\$10.00	\$9,100.00	0	\$0.00	902	\$9,020.00
2	REMOVE AND DISPOSE OF EXISTING STORM SEWER MANHOLE	EA	8	\$400.00	\$3,200.00	0	\$0.00	8	\$3,200.00
3	POTHOLE EXISTING WATER MAIN	EA	7	\$450.00	\$3,150.00	0	\$0.00	7	\$3,150.00
4	12" RCP STORM SEWER, CLASS 5	LF	70	\$40.00	\$2,800.00	0	\$0.00	70	\$2,800.00
5	15" RCP STORM SEWER, CLASS 5	LF	891	\$42.00	\$37,422.00	0	\$0.00	891	\$37,422.00
6	18" RCP STORM SEWER, CLASS 5	LF	236	\$45.00	\$10,620.00	0	\$0.00	236	\$10,620.00
7	24" RCP STORM SEWER, CLASS 4	LF	369	\$62.00	\$22,878.00	0	\$0.00	369	\$22,878.00
8	12" RCP FLARED END SECTION INCL TRASH GUARD	EA	2	\$900.00	\$1,800.00	0	\$0.00	2	\$1,800.00
9	18" RCP FLARED END SECTION INCL TRASH GUARD	EA	2	\$1,050.00	\$2,100.00	0	\$0.00	2	\$2,100.00
10	24" RCP FLARED END SECTION INCL TRASH GUARD	EA	1	\$1,400.00	\$1,400.00	0	\$0.00	1	\$1,400.00
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	0	\$0.00	3	\$6,300.00
13	4' DIA CATCH BASIN/MANHOLE	EA	5	\$2,500.00	\$12,500.00	0	\$0.00	5	\$12,500.00
14	5' DIA CATCH BASIN/MANHOLE	EA	2	\$3,600.00	\$7,200.00	0	\$0.00	2	\$7,200.00
15	5' DIA CATCH BASIN/MANHOLE W/ SUMP	EA	1	\$4,350.00	\$4,350.00	0	\$0.00	1	\$4,350.00
16	BULKHEAD 15" RCP STORM SEWER	EA	1	\$125.00	\$125.00	0	\$0.00	1	\$125.00
17	BULKHEAD 18" RCP STORM SEWER	EA	1	\$150.00	\$150.00	0	\$0.00	1	\$150.00
18	BULKHEAD 36" RCP STORM SEWER	EA	1	\$225.00	\$225.00	0	\$0.00	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	0	\$0.00	24	\$720.00
21	POND EXCAVATION (P)	CY	420	\$10.00	\$4,200.00	0	\$0.00	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		\$0.00		\$130,685.00
PART 4 - STREET IMPROVEMENTS									
1	MOBILIZATION	LS	1	\$90,000.00	\$90,000.00	0.00	\$0.00	0.75	\$67,500.00
2	TRAFFIC CONTROL	LS	1	\$9,000.00	\$9,000.00	0.00	\$0.00	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	0.00	\$0.00	1	\$600.00
4	CLEAR AND GRUB TREES AND BRUSH	LS	1	\$4,500.00	\$4,500.00	1.00	\$4,500.00	1	\$4,500.00
5	TEMPORARY ACCESS GRADING	LS	1	\$2,000.00	\$2,000.00	0.00	\$0.00	1	\$2,000.00
6	TEMPORARY ACCESS AGGREGATE BASE CLASS 5	TN	60	\$30.00	\$1,800.00	0.00	\$0.00	60	\$1,800.00
7	TEMPORARY ACCESS MAINTENANCE	HR	10	\$125.00	\$1,250.00	0.00	\$0.00	10	\$1,250.00
8	REMOVE TEMPORARY ACCESS	LS	1	\$1,500.00	\$1,500.00	0.00	\$0.00	0	\$0.00
9	REMOVE AND DISPOSE OF EXISTING CONCRETE CURB AND GUTTER	LF	290	\$6.00	\$1,740.00	0.00	\$0.00	290	\$1,740.00
10	REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT	SY	9160	\$2.00	\$18,320.00	0.00	\$0.00	9,487	\$18,974.00
11	REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT (DRIVEWA	SY	335	\$4.00	\$1,340.00	0.00	\$0.00	300	\$1,200.00
12	REMOVE AND DISPOSE OF EXISTING LIGHT BASE	EA	4	\$300.00	\$1,200.00	0.00	\$0.00	0	\$0.00
13	SALVAGE AND REINSTALL SIGN	EA	8	\$200.00	\$1,600.00	0.00	\$0.00	0	\$0.00
14	SALVAGE AND REINSTALL MAIL DROPBOX	EA	1	\$250.00	\$250.00	0.00	\$0.00	0	\$0.00
15	SALVAGE AND REINSTALL RETAINING WALL	LS	1	\$7,500.00	\$7,500.00	0.00	\$0.00	0	\$0.00
16	SAWCUT BITUMINOUS PAVEMENT	LF	200	\$3.00	\$600.00	0.00	\$0.00	200	\$600.00
17	COMMON EXCAVATION (P)	CY	7750	\$9.00	\$69,750.00	387.00	\$3,483.00	7,750	\$69,750.00
18	SUBGRADE CORRECTION (EV)	CY	340	\$12.00	\$4,080.00	0.00	\$0.00	216	\$2,592.00
19	SUBGRADE PREPARATION	RS	24.34	\$465.00	\$11,318.10	0.04	\$18.60	24.34	\$11,318.10
20	4" PERFORATED PVC DRAIN TILE WITH AGGREGATE AND WRAP	LF	1000	\$12.00	\$12,000.00	0.00	\$0.00	980	\$11,760.00
21	AGGREGATE BASE CLASS 5	TN	6380	\$10.50	\$66,990.00	697.68	\$7,325.64	6,380	\$66,989.79
22	SELECT GRANULAR BORROW (P)	CY	4090	\$10.00	\$40,900.00	0.00	\$0.00	4,090	\$40,900.00
23	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B) [SPWEA230B	TN	800	\$66.50	\$53,200.00	0.00	\$0.00	0	\$0.00
24	TYPE SP 12.5 BITUMINOUS NON WEARING COURSE MIXTURE (2,B) [SPNW	TN	1335	\$57.75	\$77,096.25	0.00	\$0.00	510	\$29,452.50
25	BITUMINOUS MATERIAL FOR TACK COAT	GAL	565	\$2.00	\$1,130.00	0.00	\$0.00	25	\$50.00
26	ADJUST MH CASTING - STEEL RING (2015)	EA	12	\$450.00	\$5,400.00	0.00	\$0.00	0	\$0.00
27	ADJUST VALVE BOX (2015)	EA	20	\$250.00	\$5,000.00	0.00	\$0.00	0	\$0.00
28	B624 CONCRETE CURB AND GUTTER	LF	4310	\$10.77	\$46,418.70	1,603.00	\$17,264.31	4,465	\$48,088.05
29	B612 CONCRETE CURB AND GUTTER	LF	105	\$14.80	\$1,554.00	43.00	\$636.40	43	\$636.40
30	CONCRETE PEDESTRIAN RAMP	EA	12	\$420.00	\$5,040.00	2.00	\$840.00	2	\$840.00
31	5" CONCRETE SIDEWALK	SF	13110	\$3.50	\$45,885.00	12,468.00	\$43,638.00	12,468	\$43,638.00
32	8" COMMERCIAL CONCRETE DRIVEWAY PAVEMENT (HIGH EARLY)	SY	340	\$70.00	\$23,800.00	331.00	\$23,170.00	331	\$23,170.00
33	6" CONCRETE FLUME	SY	35	\$50.00	\$1,750.00	0.00	\$0.00	0	\$0.00
34	TRUNCATED DOME PANELS	SF	168	\$42.00	\$7,056.00	28.00	\$1,176.00	28	\$1,176.00
35	BITUMINOUS DRIVEWAY PAVEMENT	SY	105	\$50.00	\$5,250.00	0.00	\$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	0.00	\$0.00	0	\$0.00
37	SODDING	SY	5000	\$4.25	\$21,250.00	0.00	\$0.00	0	\$0.00
38	IMPORT AND PLACE TOPSOIL BORROW (CV)	CY	500	\$35.00	\$17,500.00	0.00	\$0.00	0	\$0.00
39	SEED & EROSION CONTROL BLANKET	SY	2000	\$3.25	\$6,500.00	0.00	\$0.00	0	\$0.00
40	SEED & HYDROMULCH	SY	5500	\$2.15	\$11,825.00	0.00	\$0.00	0	\$0.00
41	SILT FENCE, TYPE MACHINE SLICED	LF	1000	\$1.95	\$1,950.00	0.00	\$0.00	0	\$0.00
42	SILT FENCE, TYPE FLOATING	LF	30	\$22.50	\$675.00	0.00	\$0.00	0	\$0.00
43	DITCH CHECK - BIOROLL	LF	200	\$5.75	\$1,150.00	0.00	\$0.00	30	\$172.50
44	STREET SWEEPING	HR	15	\$125.00	\$1,875.00	0.00	\$0.00	0	\$0.00
45	SIGN PANELS, TYPE C	SF	6	\$45.00	\$281.25	0.00	\$0.00	0	\$0.00
46	4" DOUBLE SOLID YELLOW LINE, EPOXY	LF	2270	\$1.50	\$3,405.00	0.00	\$0.00	0	\$0.00
47	4" SOLID WHITE LINE, EPOXY	LF	110	\$0.75	\$82.50	0.00	\$0.00	0	\$0.00
48	RIGHT TURN ARROW, TAPE	EA	1	\$845.00	\$845.00	0.00	\$0.00	0	\$0.00
SUBTOTAL - PART 4					\$714,706.80		\$102,051.95		\$457,447.34
ALTERNATE NO. 1 - SANITARY SEWER SOUTH OF TH 5									
1	CLEAR AND GRUB TREES AND BRUSH	LS	1	\$4,000.00	\$4,000.00	1	\$4,000.00	1	\$4,000.00
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	249	\$23,406.00	625	\$58,750.00
7	15" PVC SANITARY SEWER, SDR 26, 20' - 25' DEEP	LF	1255	\$96.00	\$120,480.00	1,080	\$103,680.00	1,255	\$120,480.00
8	14" PVC SANITARY SEWER, C905 DR 25, IN CASING	LF	164	\$40.00	\$6,560.00	164	\$6,560.00	164	\$6,560.00
9	14" PVC SANITARY SEWER, C905 DR 25, 20' - 25' DEEP	LF	20	\$76.00	\$1,520.00	20	\$1,520.00	20	\$1,520.00
10	28" STEEL CASING PIPE (JACK/AUGERED)	LF	164	\$565.00	\$92,660.00	60	\$33,900.00	60	\$33,900.00
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	5	\$16,000.00	8	\$25,600.00
14	4' DIAMETER EXCESS MANHOLE DEPTH	LF	115	\$125.00	\$14,375.00	68.6	\$8,575.00	109.2	\$13,650.00
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		\$197,641.00		\$264,460.00
TOTALS - BASE CONTRACT					\$1,760,458.80		\$299,692.95		\$1,383,038.64
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	0	\$0.00	2	\$1,900.00
CO1-3	CONNECT TO EXISTING 16" WATER MAIN	EA	1.0	\$1,600.00	\$1,600.00	0	\$0.00	1	\$1,600.00
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	9	\$54.00	884	\$5,304.00

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	1	\$1,500.00
CO1-7	16" DIP CL. 51 WATER MAIN	LF	875.0	\$69.00	\$60,375.00	0	\$0.00	875	\$60,375.00
CO1-8	8" GATE VALVE AND BOX	EA	2.0	\$1,700.00	\$3,400.00	0	\$0.00	2	\$3,400.00
CO1-9	16" BUTTERFLY VALVE AND BOX	EA	2.0	\$3,000.00	\$6,000.00	0	\$0.00	2	\$6,000.00
CO1-10	DUCTILE IRON FITTINGS	LB	2,680.0	\$10.00	\$26,800.00	0	\$0.00	2,525	\$25,250.00
CO1-11	8" DIP CL. 52 WATER MAIN	LF	10.0	\$53.00	\$530.00	0	\$0.00	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
<b>TOTALS - CHANGE ORDER NO. 1</b>					<b>\$118,975.00</b>		<b>\$54.00</b>		<b>\$105,806.00</b>
<b>CHANGE ORDER NO. 2</b>									
CO2-1	MANHOLE CORE DRILL	LS	1.0	\$3,825.00	\$3,825.00	1	\$3,825.00	1	\$3,825.00
CO2-2	GEOTEXTILE FABRIC	SY	9,940.0	\$1.85	\$18,389.00	9,940	\$18,389.00	9,940	\$18,389.00
<b>TOTALS - CHANGE ORDER NO. 2</b>					<b>\$22,214.00</b>		<b>\$22,214.00</b>		<b>\$22,214.00</b>
<b>CHANGE ORDER NO. 3</b>									
CO3-1	30-INCH CASING PIPE - PIPE HAMMER	LS	1.0	\$19,435.00	\$19,435.00	1	\$19,435.00	1	\$19,435.00
<b>TOTALS - CHANGE ORDER NO. 3</b>					<b>\$19,435.00</b>		<b>\$19,435.00</b>		<b>\$19,435.00</b>
<b>CHANGE ORDER NO. 4</b>									
CO4-1	48-INCH CASING PIPE	LF	164.0	\$1,300.00	\$213,200.00	164	\$213,200.00	164	\$213,200.00
CO4-2	DEDUCT 28-INCH CASING PIPE (NOT INSTALLED)	LF	-104.0	\$565.00	-\$58,760.00	0	\$0.00	0	\$0.00
<b>TOTALS - CHANGE ORDER NO. 4</b>					<b>\$154,440.00</b>		<b>\$213,200.00</b>		<b>\$213,200.00</b>
<b>TOTALS - REVISED CONTRACT</b>					<b>\$2,075,522.80</b>		<b>\$554,595.95</b>		<b>\$1,743,693.64</b>



## MAYOR & COUNCIL COMMUNICATION

DATE: May 19, 2015  
CONSENT  
ITEM # 10

**AGENDA ITEM:** 2015 Seal Coat Project – Accept Bids and Award Contract

**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  
Adam Bell, City Clerk

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**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:** \$143,866.80.

As itemized in this report below the total post-bid project cost for the 2015 Seal Coat Project is \$149,366.80 to be paid through the General Fund (Fund No. 101-430-3120-42250). The project was authorized by the City Council on February 24, 2015 in the amount of \$155,000.

**SUMMARY AND ACTION REQUESTED:**

The City Council is respectfully requested to consider accepting contractor bids and awarding a contract for the 2015 Seal Coat Project. If pulled from consent, the recommended motion for this action is as follows:

*“Move to approve Resolution No. 2015-36 Accepting the Bids and Awarding a Contract to Pearson Bros., Inc. in the amount of \$200,049.52 for the 2015 Seal Coat Project; which includes the alternate bid for Lake Elmo in the amount of \$143,866.80 and the base bid for West Lakeland in the amount of \$56,182.72.”*



**LEGISLATIVE HISTORY/BACKGROUND INFORMATION:**

Bids were received, publicly opened, and read aloud on May 7, 2015. FOCUS Engineering, Inc. has prepared and attached the Tabulation of Bids and a Letter of Recommendation for the award of the contract. The City received two (2) bids for this project, with Pearson Bros., Inc. providing the lowest bid amount of \$1.21 per square yard for the base bid and \$1.32 per square yard for the alternate bid. The Engineer's post-design construction cost estimate for the base bid was \$1.25 per square yard and \$1.35 per square yard for the alternate bid.

This project will be completed jointly with West Lakeland Township with the Township reimbursing Lake Elmo their portion of the construction cost; with West Lakeland at \$56,182.72 (28.1%). West Lakeland will also pay Lake Elmo \$3,000 for engineering and administration fees once the Lake Elmo City Council accepts the bids and awards the construction contract. Construction observation services will be contracted directly by each jurisdiction for the work performed on their streets.

The post-bid construction estimate for Lake Elmo is \$143,866.80 (71.9%) for the alternate bid, which includes higher performing asphalt (CRS-2P) to provide a better product and to reduce resident complaints. The total engineering design, bidding and construction services is estimated to be \$8,500 less \$3,000 to be reimbursed by West Lakeland Township. The Lake Elmo total project cost is therefore estimated to be \$149,366.80.

**RECOMMENDATION:**

Staff is recommending that the City Council approve Resolution No. 2015-36, thereby accepting the bids and awarding a Contract to Pearson Bros., Inc. If pulled from consent, the recommended motion for this action is as follows:

***“Move to approve Resolution No. 2015-36 Accepting the Bids and Awarding a Contract to Pearson Bros., Inc. in the amount of \$200,049.52 for the 2015 Seal Coat Project; which includes the alternate bid for Lake Elmo in the amount of \$143,866.80 and the base bid for West Lakeland in the amount of \$56,182.72.”***

**ATTACHMENT(S):**

1. Resolution No. 2015-36.
2. Engineer's Letter of Award Recommendation and Tabulation of Bids.
3. Project Schedule.

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

**RESOLUTION NO. 2015-36**

**A RESOLUTION ACCEPTING THE BIDS AND AWARDING A  
CONTRACT FOR THE 2015 SEAL COAT PROJECT**

**WHEREAS**, pursuant to an advertisement for bids for the 2015 Seal Coat Project, bids were received, opened, and tabulated according to law, and bids were received complying with the advertisement; and

**WHEREAS**, bids were tabulated, checked and summarized to verify that all requirements of the submittals were met; and

**WHEREAS**, the project engineer reviewed the bids and has provided a letter recommending the award of the contract to the lowest responsible bidder, Pearson Brothers, Inc., in the amount of \$200,049.52.

**NOW, THEREFORE, IT IS HEREBY RESOLVED,**

1. That the Mayor and City Clerk are hereby authorized and directed to enter into a Contract in the accordance with the above ordered Project, in the amount of the Contractor's lowest responsible bid, and according to the plans and specifications thereof approved by the City Council.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next two lowest bidders shall be retained until a contract has been signed.

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE NINETEENTH DAY OF  
MAY 2015.**

**CITY OF LAKE ELMO**

By: \_\_\_\_\_  
Mike Pearson  
Mayor

(Seal)

ATTEST:

\_\_\_\_\_  
Adam Bell  
City Clerk

# FOCUS ENGINEERING, inc.

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

May 19, 2015

Honorable Mayor and City Council  
City of Lake Elmo, Minnesota

2015 Seal Coat Project  
City of Lake Elmo, Minnesota  
FOCUS Project No. 2015.117

Dear Mayor and City Council:

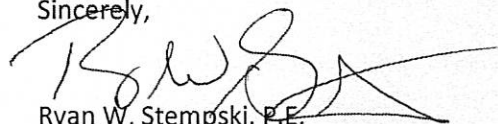
Bids for the 2015 Seal Coat Project were received on May 7, 2015, at 3:00 PM with the following results:

Contractor	Base Bid	Alternate Bid
Pearson Bros., Inc.		
<i>City of Lake Elmo</i>	\$131,877.90	\$143,866.80
<u>West Lakeland Township</u>	<u>\$56,182.72</u>	<u>\$61,290.24</u>
TOTAL:	\$188,060.62	\$205,157.04
Allied Blacktop Co.		
<i>City of Lake Elmo</i>	\$140,597.10	\$151,496.10
<u>West Lakeland Township</u>	<u>\$59,897.28</u>	<u>\$64,540.48</u>
TOTAL:	\$200,494.38	\$216,036.58

A complete Tabulation of Bids is enclosed for your information. We recommend that you award the Contract to the lowest responsible bidder, Pearson Brothers, Inc. in the total amount of \$200,049.52 for their alternate bid to Lake Elmo in the amount of \$143,866.80; and base bid for West Lakeland in the amount of \$56,182.72.

Please contact me with any questions you may have.

Sincerely,

  
Ryan W. Stempski, P.E.  
Project Engineer

Enclosure

cc: Jack Griffin, City Engineer

# TABULATION OF BIDS

2015 SEAL COAT PROJECT  
CITY OF LAKE ELMO, WEST LAKELAND TWP & BAYTOWN TWP  
PROJECT NO. 2015.117

**FOCUS** ENGINEERING, inc.

BIDS OPENED: MAY 7, 2015, AT 3:00 PM

BASE BID (CRS-2 EMULSIFIED ASPHALT)																		
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	ENGINEER'S ESTIMATE			Pearson Bros., Inc.			Allied Blacktop Company			Astech Corp.			Fahrner Asphalt		
				UNIT PRICE	UNIT AMOUNT	TOTAL	UNIT PRICE	UNIT AMOUNT	TOTAL	UNIT PRICE	UNIT AMOUNT	TOTAL	UNIT PRICE	UNIT AMOUNT	TOTAL	UNIT PRICE	UNIT AMOUNT	TOTAL
CITY OF LAKE ELMO																		
1	BITUMINOUS SEAL COAT WITH 1/8" DRESSER TRAP ROCK	108,990	SY	\$ 1.25	\$ 136,237.50	\$	1.21	\$ 131,877.90	\$	1.29	\$ 140,597.10	Did Not Submit			Did Not Submit			
CITY OF WEST LAKELAND																		
2	BITUMINOUS SEAL COAT WITH 1/8" DRESSER TRAP ROCK	46,432	SY	\$ 1.25	\$ 58,040.00	\$	1.21	\$ 56,182.72	\$	1.29	\$ 59,897.28	Did Not Submit			Did Not Submit			
TOTAL					\$ 194,277.50			\$ 188,060.62			\$ 200,494.38							

ALTERNATE BID NO. 1 (CRS-2P EMULSIFIED ASPHALT)																		
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	ENGINEER'S ESTIMATE			Pearson Bros. Inc.			Allied Blacktop Company			Astech Corp.			Fahrner Asphalt		
				UNIT PRICE	TOTAL AMOUNT	TOTAL	UNIT PRICE	TOTAL AMOUNT	TOTAL	UNIT PRICE	TOTAL AMOUNT	TOTAL	UNIT PRICE	TOTAL AMOUNT	TOTAL	UNIT PRICE	TOTAL AMOUNT	
CITY OF LAKE ELMO																		
1	BITUMINOUS SEAL COAT WITH 1/8" DRESSER TRAP ROCK	108,990	SY	\$ 1.35	\$ 147,136.50	\$	1.32	\$ 143,866.80	\$	1.39	\$ 151,496.10	Did Not Submit			Did Not Submit			
CITY OF WEST LAKELAND																		
2	BITUMINOUS SEAL COAT WITH 1/8" DRESSER TRAP ROCK	46,432	SY	\$ 1.35	\$ 62,683.20	\$	1.32	\$ 61,290.24	\$	1.39	\$ 64,540.48	Did Not Submit			Did Not Submit			
TOTAL					\$ 209,819.70			\$ 205,157.04			\$ 216,036.58							

**CITY OF LAKE ELMO  
2015 SEAL COAT PROJECT  
PROJECT NO. 2015.117**

**PROJECT SCHEDULE**

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February 24, 2015	Council orders preparation of Plans and Specifications.
April 7, 2015	Presentation of Plans and Specifications. Council Approves Plans and Specifications and Orders Advertisement for Bids.
April 10, 2015	Placement of Advertisement for Bids. –Oakdale-Lake Elmo Review. Publication on April 15 – Quest CDN. Publication on April 8
May 7, 2015	Receive Contractor bids.
May 19, 2015	City Council accepts bids and awards Contract.
May 22, 2015	Process and send out Contract Documents.
June 11, 2015	Receipt of Contractor's Bonds/Legal Review.
June 16, 2015	Conduct Pre-Construction Meeting and Issue Notice to Proceed.
June 17, 2015	Contractor begins Work.
July 17, 2015	Substantial Completion of Work (including sweeping of excess aggregate).
August 31, 2015	Final Completion of Work (including Punchlist and final documentation).



## MAYOR & COUNCIL COMMUNICATION

**DATE:** May 19, 2015

**CONSENT**

**ITEM#**

**11**

**AGENDA ITEM:** 2015 Bi-annual Payments to City Council

**SUBMITTED BY:** Council Member Smith

**THROUGH:** Cathy Bendel, Finance 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 processing dates for the payment of the 2015 salaries to the City Council. No specific motion is needed as this is recommended as part of the *Consent Agenda*.

### **LEGISLATIVE HISTORY/BACKGROUND INFORMATION:**

Per the Lake Elmo City ordinance, the payment of salaries to the City Council shall be “paid semi-annually, or more frequently, as directed by the Council.”

Historically, the salaries for the City Council have been paid in June and December. Since the salaries are processed through the payroll system, the Finance Director would ask the Mayor which payroll cycle in each of those months he (as the department head) would approve them to be paid.

The previous Mayor approved paying of the City Council on the first payroll cycle of each of the months mentioned. It needs to be noted that in the past there was no second meeting in December.

The current Mayor’s preference is to pay after all time has been served for which the compensation is covering; thus the payment’s being processed with the second payroll cycle in each of those months.

Occasionally in the past a City Council member would request the bi-annual payments to be paid earlier than planned, in which case the payments were made earlier (ie: 1<sup>st</sup> installment for 2014 was paid on the 5/29/14 payroll run).

**RECOMMENDATION:** Based on the aforementioned, it has been requested that the bi-annual compensation payments for 2015 to the City Council be made on the first payroll cycle in the months of June and December for 2015 (June 11, 2015 and December 10, 2015). This will provide clear expectations for the City Council as well as the payroll processing staff.

**ATTACHMENT:**

1. Lake Elmo Code §31.09 on Payment of Salaries

## Lake Elmo, MN Code of Ordinances

**§ 31.09 PAYMENT OF SALARIES.**

The salaries provided by §§ 31.01*et seq.* shall be paid semi-annually, or more frequently, as directed by the Council.

(1997 Code, § 200.01)





## MAYOR & COUNCIL COMMUNICATION

**DATE:** May 19, 2015  
**CONSENT**  
**ITEM #** 12

**AGENDA ITEM:** Easement Encroachment Agreement – 5500 Hilltop Ave

**SUBMITTED BY:** Joan Ziertman, Planning Program Assistant

**THROUGH:** Dean Zuleger, City Administrator

**REVIEWED BY:** Rick Chase, Building Official  
Adam Bell, City Clerk

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**SUGGESTED ORDER OF BUSINESS(if removed from consent agenda):**

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

**POLICY RECCOMENDER:** Staff recommends that the City Council approve the encroachment agreement for John & Nancy Olker at 5500 Hilltop Avenue N as part of tonight's consent agenda.

**FISCAL IMPACT:** None

**SUMMARY AND ACTION REQUESTED:** The City Council is respectfully requested to authorize as part of tonight's consent agenda, the execution of an easement encroachment agreement. The City has received a request to install a fence within a drainage and utility easement area at 5500 Hilltop Avenue from John & Nancy Olker. Approval of the requested improvement within the City's drainage and utility easements would allow the property owners to construct the requested improvement within the City's drainage and utility easements located on their private property.

*Staff is recommending that the City Council approve the easement encroachment agreement as part of the Consent Agenda. If the City Council removes the item from the Consent Agenda, the recommended action can be completed through the following motion:*

***“Move to approve the easement encroachment agreement for John & Nancy Olker, 5500 Hilltop Avenue N to install a fence within the City’s drainage and utility easement.”***

**LEGISLATIVE HISTORY:** The City holds easements of different sizes and for different purposes on many residential and commercial properties throughout the City. When a resident is interested in putting a structure within an easement, the city has requested the property owner provide a site plan showing where the improvement is proposed to be located, a detail of what the improvement will look like and how it will function. After that information is received, staff reviews the proposed improvement and the use of the easement to determine if the proposed improvement will impede the functionality of the easement. If staff determines that the improvement will not negatively impact the functionality of the easement, an approved building permit showing the requested work and an Easement Encroachment Agreement is needed before the work may commence.

The Easement Encroachment Agreement that has been submitted for Council consideration is for a fence and has been reviewed by planning staff. The proposed fence meets all city code requirements and Staff would have otherwise authorized construction of the fence if it did not encroach into a drainage and utility easement.

**BACKGROUND INFORMATION (SWOT):**

**Strengths:** The easement encroachment agreement is a legal document that has been signed by all property owners seeking to install improvements within an easement. The document, among other things, indemnifies the city from responsibility if damage occurs to the improvement or if it needs to be removed at some point in the future.

**Weaknesses:** None

**Opportunities:** None

**Threats:** None

**RECOMMENDATION:**

*Based on the aforementioned, Staff is recommending that the City Council approve the easement encroachment agreement as part of the Consent Agenda. If the City Council removes the item from the Consent Agenda, the recommended action can be completed through the following motion:*

***“Move to approve the easement encroachment agreement for John & Nancy Olker to install a fence within the City’s drainage and utility easement.”***



## MAYOR & COUNCIL COMMUNICATION

**DATE:** May 19, 2015  
**CONSENT**  
**ITEM #** 13

**AGENDA ITEM:** Easement Encroachment Agreement – 9906 Tapestry Road

**SUBMITTED BY:** Joan Ziertman, Planning Program Assistant

**THROUGH:** Dean Zuleger, City Administrator

**REVIEWED BY:** Rick Chase, Building Official  
Adam Bell, City Clerk

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**SUGGESTED ORDER OF BUSINESS(if removed from consent agenda):**

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

**POLICY RECCOMENDER:** Staff recommends that the City Council approve the encroachment agreement for Chad & Katie Carney at 9906 Tapestry Road N as part of tonight's consent agenda.

**FISCAL IMPACT:** None

**SUMMARY AND ACTION REQUESTED:** The City Council is respectfully requested to authorize as part of tonight's consent agenda, the execution of an easement encroachment agreement. The City has received a request to install a fence & pool decking within a drainage and utility easement area at 9906 Tapestry Road N from Chad & Katie Carney. Approval of the requested improvement within the City's drainage and utility easements would allow the property owners to construct the requested improvement within the City's drainage and utility easements located on their private property.

*Staff is recommending that the City Council approve the easement encroachment agreement as part of the Consent Agenda. If the City Council removes the item from the Consent Agenda, the recommended action can be completed through the following motion:*

***“Move to approve the easement encroachment agreement for Chad & Katie Carney, 9906 Tapestry Road N to install a fence & pool decking within the City’s drainage and utility easement.”***

**LEGISLATIVE HISTORY:** The City holds easements of different sizes and for different purposes on many residential and commercial properties throughout the City. When a resident is interested in putting a structure within an easement, the city has requested the property owner provide a site plan showing where the improvement is proposed to be located, a detail of what the improvement will look like and how it will function. After that information is received, staff reviews the proposed improvement and the use of the easement to determine if the proposed improvement will impede the functionality of the easement. If staff determines that the improvement will not negatively impact the functionality of the easement, an approved building permit showing the requested work and an Easement Encroachment Agreement is needed before the work may commence.

The Easement Encroachment Agreement that has been submitted for Council consideration is for a fence & pool decking and has been reviewed by planning staff. The proposed fence & pool decking meets all city code requirements and Staff would have otherwise authorized construction of the fence and pool decking if it did not encroach into a drainage and utility easement.

**BACKGROUND INFORMATION (SWOT):**

**Strengths:** The easement encroachment agreement is a legal document that has been signed by all property owners seeking to install improvements within an easement. The document, among other things, indemnifies the city from responsibility if damage occurs to the improvement or if it needs to be removed at some point in the future.

**Weaknesses:** None

**Opportunities:** None

**Threats:** None

**RECOMMENDATION:**

*Based on the aforementioned, Staff is recommending that the City Council approve the easement encroachment agreement as part of the Consent Agenda. If the City Council removes the item from the Consent Agenda, the recommended action can be completed through the following motion:*

***“Move to approve the easement encroachment agreement for Chad & Katie Carney to install a fence & pool decking within the City’s drainage and utility easement.”***



## MAYOR & COUNCIL COMMUNICATION

**DATE:** May 19, 2015  
**CONSENT**  
**ITEM #** 14

**AGENDA ITEM:** Easement Encroachment Agreement – 11647 58<sup>th</sup> Street N

**SUBMITTED BY:** Joan Ziertman, Planning Program Assistant

**THROUGH:** Dean Zuleger, City Administrator

**REVIEWED BY:** Rick Chase, Building Official  
Adam Bell, City Clerk

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**SUGGESTED ORDER OF BUSINESS(if removed from consent agenda):**

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

**POLICY RECCOMENDER:** Staff recommends that the City Council approve the encroachment agreement for Nicholas and Christi Frattalone at 11647 58<sup>th</sup> N as part of tonight's consent agenda.

**FISCAL IMPACT:** None

**SUMMARY AND ACTION REQUESTED:** The City Council is respectfully requested to authorize as part of tonight's consent agenda, the execution of an easement encroachment agreement. The City has received a request to install a fence within a drainage and utility easement area at 11647 58<sup>th</sup> Street N Avenue from Nicholas and Christi Frattalone. Approval of the requested improvement within the City's drainage and utility easements would allow the property owners to construct the requested improvement within the City's drainage and utility easements located on their private property.

*Staff is recommending that the City Council approve the easement encroachment agreement as part of the Consent Agenda. If the City Council removes the item from the Consent Agenda, the recommended action can be completed through the following motion:*



***“Move to approve the easement encroachment agreement for Nicholas and Christi Frattalone, 11647 58<sup>th</sup> Street N to install a fence within the City’s drainage and utility easement.”***

**LEGISLATIVE HISTORY:** The City holds easements of different sizes and for different purposes on many residential and commercial properties throughout the City. When a resident is interested in putting a structure within an easement, the city has requested the property owner provide a site plan showing where the improvement is proposed to be located, a detail of what the improvement will look like and how it will function. After that information is received, staff reviews the proposed improvement and the use of the easement to determine if the proposed improvement will impede the functionality of the easement. If staff determines that the improvement will not negatively impact the functionality of the easement, an approved building permit showing the requested work and an Easement Encroachment Agreement is needed before the work may commence.

The Easement Encroachment Agreement that has been submitted for Council consideration is for a fence and has been reviewed by planning staff. The proposed fence meets all city code requirements and Staff would have otherwise authorized construction of the fence if it did not encroach into a drainage and utility easement.

**BACKGROUND INFORMATION (SWOT):**

**Strengths:** The easement encroachment agreement is a legal document that has been signed by all property owners seeking to install improvements within an easement. The document, among other things, indemnifies the city from responsibility if damage occurs to the improvement or if it needs to be removed at some point in the future.

**Weaknesses:** None

**Opportunities:** None

**Threats:** None

**RECOMMENDATION:**

*Based on the aforementioned, Staff is recommending that the City Council approve the easement encroachment agreement as part of the Consent Agenda. If the City Council removes the item from the Consent Agenda, the recommended action can be completed through the following motion:*

***“Move to approve the easement encroachment agreement for Nicholas and Christi Frattalone to install a fence within the City’s drainage and utility easement.”***