THE CITY OF LAKE ELMO

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

NOTICE OF MEETING
City Council Meeting
Tuesday, January 17, 2017 7:00 P.M.
City of Lake Elmo | 3800 Laverne Avenue North

Agenda

A. Call to Order/Pledge of Allegiance
B. Approval of Agenda
C. Approval of Minutes
1. December 20, 2016; January 3, 2017

D. Public Comments/Inquiries
E. Presentations
F. Consent Agenda
2. Approve Payment of Disbursements
3. Accept December 2016 Assessor's Report
4. Accept December 2016 Building Department Report
5. Accept December 2016 Fire Department Report
6. Accept December 2016 Public Works Department Report
7. 2016 Street, Drainage and Utility Improvements – Compensating Change Order No. 3
8. 2016 Street, Drainage and Utility Improvements – Pay Request No. 5 (FINAL)

G. Regular Agenda
9. 2017 Street Improvements – Improvement Hearing, Order Preparation of Plans and Specs – *Resolution 2017-009*
10. Royal Golf Environmental Assessment Worksheet (EAW) – *Resolution 2017-007*
11. Royal Golf Comp Plan Amendment – *Resolution 2017-008*
12. Consultant for Comp Plan Update
13. Job Classification and Compensation Study Update
14. Pay Equity Report
15. Administrator Compensation

H. Council Reports
I. Staff Reports and Announcements
J. Adjourn

CITY OF LAKE ELMO
CITY COUNCIL MINUTES
DECEMBER 20, 2016

CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

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

Staff present: Administrator Handt, City Attorney Sonsalla, City Engineer Griffin, Finance Director Bendel, Planning Director Wensman, and City Clerk Johnson.

APPROVAL OF AGENDA

Councilmember Smith, seconded by Councilmember Lundgren moved TO APPROVE THE AGENDA.

Councilmember Bloyer, seconded by Mayor Pearson, moved TO AMEND THE PRIMARY MOTION BY POSTPONING ITEM 18, "APPROVE EMPLOYEE BENEFIT EMPLOYER/EMPLOYEE COST SHARE POLICY," TO A FUTURE MEETING. **Motion passed 3 – 2. (Fliflet, Smith – nay)**

Mayor Pearson, seconded by Councilmember Bloyer, moved TO AMEND THE PRIMARY MOTION BY POSTPONING ITEM 30, "EMPLOYEE HANDBOOK," TO A FUTURE AGENDA.

Primary motion to approve the agenda as amended passed 5 – 0.

ACCEPT MINUTES

Minutes of the November 15, 2016 Regular Meeting were accepted as presented.

PUBLIC COMMENTS/INQUIRIES

Dave Moore, 8680 Stillwater Boulevard N., questioned why the Maintenance Advisory Committee was not asked to review the plow truck purchase and commented on the parking lot access at Fire Station 1.

Barry Weeks, 3647 Lake Elmo Avenue, commented on the length of the Council Meeting Agenda and noted that in past years the agendas were not as long.

PRESENTATIONS

Finance Director Bendel presented the Comprehensive Annual Financial Report award, noting this was the third time the City received the award.

City Administrator Handt presented a Certificate of Appreciation to Councilmember Anne Smith for her 12 years of service on the City Council.

CONSENT AGENDA

2. Approve Payment of Disbursements
3. Accept November 2016 Financial Statements
4. Accept November 2016 Assessor's Report
5. Accept November 2016 Building Department Report
6. Accept November 2016 Fire Department Report
7. Accept November 2016 Public Works Department Report
8. Authorize Certification to the WA Cty Auditor – Delinquent Water Bills – *Resolution 2016-109*
9. Termination of Existing Contract and Approve New Contract with Washington County Sheriff's Office
10. Adopt Employee Recognition Policy
11. Approve 2017 Meeting Schedule
12. Private Development Projects – Approve Security Reduction
13. CSAH 15 & 10th Street Intersection – Approve Cooperative Agreement Payment No. 5 (FINAL)
14. Inwood Booster Station – Approve Change Order No. 3
15. Inwood Booster Station – Approve Pay Request No. 7
16. Inwood Water Tower (No. 4) – Approve Pay Request No. 7
17. Approve Boulder Ponds 2nd Addition Final Plat and PUD Extension – *Resolution 2016-110*
18. ~~Approve Employee Benefit Employer/Employee Cost Share Policy~~
19. Accept Village Area AUAR Update
20. Approve Open Gov

Councilmember Smith, seconded by Councilmember Lundgren, moved TO APPROVE THE CONSENT AGENDA AS PRESENTED. **Motion passed 5-0.**

ITEM 21: Approve Diedrich Property Zoning Map Amendment

Planning Director Wensman reviewed the background and location of the parcels to be rezoned to be consistent with the Comprehensive Plan and the preliminary plat.

Mayor Pearson, seconded by Councilmember Lundgren, moved TO APPROVE ORDINANCE 08-159 APPROVING A ZONING MAP AMENDMENT FOR THE PROPERTY KNOWN AS DIEDRICH PROPERTY PRELMINARY PLAT, PID# 36.029.21.32.0002 FROM RURAL DEVELOPMENT TRANSITIONAL TO URBAN MEDIUM DENSITY RESIDENTIAL AND PID# 36.029.21.32.0034FROM URBAN LIMITED DENSITY RESIDENTIAL TO URBAN MEDIUM DENSITY RESIDENTIAL. **Motion passed 5 – 0.**

Planning Director Wensman also noted that the applicant requested a waiver of the fees for the rezoning. Council consensus was not in favor of the request.

ITEM 22: Revise Comprehensive Plan to Meet Population Targets and Growth Plan

Planning Director Wensman reviewed the Met Council forecasts and the City's MUSA sewer areas. Wensman reported that Councilmember Fliflet requested the Council discuss revising the City's Comprehensive Plan to meet the 2015 population targets and growth targets.

Councilmember Bloyer, seconded by Councilmember Lundgren, moved TO REFER THIS ISSUE TO THE PLANNING COMMISSION FOR DISCUSSION.

Councilmember Fliflet, seconded by Councilmember Smith, moved TO AMEND THE PRIMARY MOTION TO REFER THE ITEM TO THE PLANNING COMMISSION AND INCORPORATE THE REVISED POPULATION TARGES AND TIMELINE AS ESTABLISHED BY THE MET COUNCIL. **Motion passed 5 – 0.**

Primary motion as amended passed 5 – 0.

ITEM 23: 2017-2021 Capital Improvement Plan

Councilmember Bloyer moved TO MOVE ITEM 23 TO THE END OF THE AGENDA.
Motion died – no second.

Councilmember Smith, seconded by Councilmember Lundgren, moved TO APPROVE THE CAPITAL IMPROVEMENT PLAN AS RECOMMENDED BY THE FINANCE COMMITTEE. **Motion passed 3 – 2. (Pearson, Bloyer – nay)**

ITEM 24: Old Village Phase 3 Street and Utility Improvements – Public Hearing; Order Preparation of Plans and Specs

City Engineer Griffin reviewed the scope of the project, assessment methodology, and typical estimated sewer cost for a residential property. Griffin reported on the neighborhood meeting held and provided a summary of comments and questions from those in attendance. Griffin reviewed two options for the Laverne Avenue area and project findings and recommendations.

Mayor Pearson, seconded by Councilmember Smith, moved TO OPEN THE PUBLIC HEARING. **Motion passed 5 – 0.**

No comments were presented.

Councilmember Lundgren, seconded by Councilmember Smith, moved TO CLOSE THE PUBLIC HEARING. **Motion passed 5 – 0.**

Councilmember Smith, seconded by Councilmember Lundgren, moved TO ADOPT RESOLUTION 2016-111 ORDERING THE OLD VILLAGE PHASE 3: STREET, DRAINAGE AND UTILITY IMPROVEMENTS AND THE PREPARATION OF PLANS AND SPECIFICATIONS AND INCLUDE DESIGN/BIDDING FOR THE EXTENSION OF MUNICIPAL WATER SERVICES TO 3825 LAKE ELMO AVENUE FOR FUTURE

CONSIDERATION TO BE AWARDED WITH THE CONSTRUCTION CONTRACT FOR THE PROJECT. **Motion passed 4 – 1. (Bloyer –nay)**

Councilmember Smith, seconded by Mayor Pearson, moved TO APPROVE A PROFESSIONAL ENGINEERING DESIGN AND CONSTRUCTION SUPPORT SERVICES CONTRACT TO SEH, INC. IN THE NOT TO EXCEED AMOUNT OF $119,500 FOR OPTION 1 AND APPROVE A GEOTECHNICAL SERVICES BUDGET IN THE NOT TO EXCEED AMOUNT OF $15,000. **Motion passed 5 – 0.**

ITEM 25: Moratorium

City Attorney Sonsalla reviewed the history of the moratoria and presented a draft ordinance terminating the moratoria. Discussion held.

Dale Dorschner, 3150 Lake Elmo Avenue North, questioned the timing of this item on the agenda.

Councilmember Lundgren, seconded by Councilmember Fliflet, moved TO ADOPT ORDINANCE 08-160 AN ORDINANCE TERMINATING THE MORATORIA DECLARED BY ORDINANCES NOS 08-123 (EXTENDED BY ORDINANCE 08-146) AND 08-156 THAT IMPOSED MORATORIA ON CERTAIN DEVELOPMENT ACTIVITY WITHIN THE CITY. **Roll call vote taken. Motion passed 5 – 0.**

ITEM 26: Water Rates

Finance Director Bendel presented information on the current position of the existing water fund balance and future funding requirements. Tammy Omdahl, Northland Securities, reviewed water fund projections and assumptions.

Mayor Pearson, seconded by Councilmember Bloyer, moved TO TABLE THIS ITEM TO THE JANUARY WORKSHOP. **Motion failed 2 – 3. (Fliflet, Lundgren, Smith – nay)**

Councilmember Fliflet, seconded by Councilmember Lundgren, moved TO APPROVE THE REDUCTION OF THE TIERED WATER RATES EFFECTIVE 1/1/2017 AS PROPOSED. **Motion passed 3 – 1 – 1. (Pearson – nay; Bloyer – present/not voting)**

ITEM 27: 2016 Year End Recommendations Related to Excess General Fund Balance

Finance Director Bendel presented recommendations from the Finance Committee to create a new legal reserve fund to cover the increased insurance deductible.

Dale Dorschner, 3150 Lake Elmo Avenue, posed questions regarding the City's legal fees.

Councilmember Fliflet, seconded by Councilmember Smith, moved TO ADOPT RESOLUTION 2016-112 AUTHORIZING THE INITIALIZATION OF A NEW LEGAL

RESERVE FUND EFFECTIVE 12/31/2016 IN THE AMOUNT OF $200,000 SPECIFICALLY TO BE USED TO PAY INSURANCE DEDUCTIBLE PAYOUTS. **Motion passed 3 – 2. (Pearson, Bloyer – nay)**

ITEM 28: Low Impact Development Standards

City Administrator Handt reported on recommendations from the Environmental Committee to refer Low Impact Development Standards to the Planning Commission for review. Discussion held concerning current standards and potential impact to developers.

Councilmember Fliflet, seconded by Councilmember Lundgren, moved TO REFER LOW IMPACT DEVELOPMENT STANDARDS TO THE PLANNING COMMISSION FOR REVIEW AND RECOMMENDATION. **Motion passed 3 – 2. (Pearson, Bloyer – nay)**

ITEM 29: Noise Ordinance

Planning Director Wensman reviewed the current ordinance and proposed changes.

Councilmember Lundgren, seconded by Mayor Pearson, moved TO APPROVE ORDINANCE 08-161 AMEDING CHAPTER 130: NOISE CONTROL. **Motion failed 2 – 2 – 1. (Bloyer, Lundgren – nay; Smith – present/not voting)**

ITEM 30: Employee Handbook

City Administrator Handt reported that the Human Resources Committee has been working on a revised Employee Handbook in 2016. Councilmember Fliflet added that the revised Handbook would be reviewed further by staff and legal counsel after City Council approval.

Councilmember Smith, seconded by Councilmember Lundgren, moved TO APPROVE THE REVISED EMPLOYEE HANDBOOK SUBJECT TO LEGAL REVIEW AND MINOR REVISIONS BY STAFF. **Motion failed 2 – 3. (Pearson, Bloyer, Lundgren – nay)**

Councilmember Fliflet, seconded by Councilmember Smith, moved TO DIRECT STAFF TO BRING A CORRECTED VERSION OF THE EMPLOYEE HANDBOOK BACK TO THE NEXT COUNCIL MEETING. **Motion failed 2 – 3. (Pearson, Bloyer, Lundgren – nay)**

COUNCIL REPORTS

Mayor Pearson: Thanked Pam Hartley for her service on the Parks Commission.

Councilmember Fliflet: Thanked Councilmember Smith for her service to the City and acknowledged people serving on committees she works with.

Councilmember Smith: No report.

Councilmember Lundgren: Thanked Councilmember Smith for her service to the City.

Councilmember Bloyer: No report.

STAFF REPORTS AND ANNOUNCEMENTS

Administrator Handt: Announced that the City is accepting applications for Planning Commission, Parks Commission and Library Board.

City Clerk Johnson: Provided information on City Hall holiday closures.

Finance Director Bendel: Attended Finance Committee and a water workshop. Working on insurance renewals, assessments, and audit.

City Attorney Sonsalla: Working with the Building Official on code enforcement; working with planning staff on Royal Golf EAW and noise ordinance.

Planning Director Wensman: Reported on Shoreland Ordinance.

City Engineer Griffin: Held neighborhood meetings for Old Village Phase 3 residents and working on a feasibility report to present in February.

Meeting adjourned at 11:15 pm.

LAKE ELMO CITY COUNCIL

ATTEST:

_____
Mike Pearson, Mayor

_____
Julie Johnson, City Clerk

THE CITY OF LAKE ELMO

MAYOR & COUNCIL COMMUNICATION

DATE: **January 17, 2017**
CONSENT ITEM **#2**
MOTION

AGENDA ITEM: Approve Disbursements in the amount of $2,273,536.86

SUBMITTED BY: Patty Baker, Accountant

THROUGH: Cathy Bendel, Finance Director

REVIEWED BY: 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

POLICY RECOMMENDER: Finance

FISCAL IMPACT: $2,273,536.86

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of $2,273,536.86. 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	$ 14,149.24	Payroll Taxes to IRS & MN Dept of Revenue 1/05/17
ACH	$ 7,713.46	Payroll Retirement to PERA 1/05/17
ACH	$ 1,000.00	Payroll Retirement to ICMA 1/05/17
ACH	$ 900.00	Payroll Retirement to MDCP 1/05/17
DD7724-DD7747	$ 33,850.71	Payroll (Direct Deposits) 1/05/17
45433-45515	$ 354,018.74	Accounts Payable 1/17/17
ACH	$ 64,206.25	Bond Payment 2009B 1/13/17
ACH	$ 70,085.00	Bond Payment 2013A 1/13/17
ACH	$ 490,538.75	Bond Payment 2014A 1/13/17
ACH	$ 232,206.25	Bond Payment 2015A 1/13/17
ACH	$ 118,782.24	Bond Payment 2016A 1/13/17
ACH	$ 886,086.22	Washington County – Lake Elmo Ave Project 1/13/17
TOTAL	**$ 2,273,536.86**	

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 $2,273,536.86.

ATTACHMENTS:

1. Accounts Payable – check registers

Hand 4

Accounts Payable
To Be Paid Proof List

User: PattyB
Printed: 01/12/2017 - 11:37 AM
Batch: 002-01-2017

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO	Line #
ACEHARD Ace Hardware , Inc											
184163	12/27/2016	18.21	0.00	01/17/2017	parts		-			No	0000
101-430-3125-42210 Equipment Parts											
	184163 Total:	18.21									
	ACEHARD Total:	18.21									
ALLIEDGE Allied Generators											
13269	12/29/2016	101.00	0.00	01/17/2017	Station 2 - light switch repair		-			No	0000
101-420-2220-44010 Repairs/Maint Bldg											
	13269 Total:	101.00									
	ALLIEDGE Total:	101.00									
ANIMALHU Animal Humane Society											
11066	01/05/2017	800.00	0.00	01/17/2017	Animal Impound fees 10/1-12/31/16		-			No	0000
101-420-2700-43150 Contract Services											
	11066 Total:	800.00									
	ANIMALHU Total:	800.00									
BAKERTAY Baker & Taylor											
2032537809	12/23/2016	9.97	0.00	01/17/2017	Books		-			No	0000
206-450-5300-42500 Library Collection Maintenance											
	2032537809 Total:	9.97									
	BAKERTAY Total:	9.97									
BIFFS Biff's Inc.											
W623789-790	01/04/2017	142.00	0.00	01/17/2017	Portable restrooms - December		-			No	0000
101-450-5200-44120 Rentals - Buildings											
	W623789-790 Total:	142.00									
	BIFFS Total:	142.00									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO	Line #
BOYER Boyer Trucks											
1114596	12/28/2016	13.03	0.00	01/17/2017	Fuel cap		-			No	0000
101-430-3125-42210	Equipment Parts										
	1114596 Total:	13.03									
	BOYER Total:	13.03									
CARQUEST Car Quest Auto Parts											
2055-397753	12/22/2016	232.75	0.00	01/17/2017	Repairs - Plow truck 86-1		-			No	0000
101-430-3125-44040	Repairs/Maint Eqpt										
	2055-397753 Total:	232.75									
	CARQUEST Total:	232.75									
CENTPOW Century Power Equipment											
705960	12/14/2016	73.95	0.00	01/17/2017	Helmet		-			No	0000
101-450-5200-44375	Personal Protection Equipment										
	705960 Total:	73.95									
	CENTPOW Total:	73.95									
CENTURYL CenturyLink											
12/19/16	12/19/2016	182.61	0.00	01/17/2017	Phone service - Library		-			No	0000
206-450-5300-43210	Telephone										
12/19/16	12/19/2016	50.64	0.00	01/17/2017	Internet service - Library		-			No	0000
206-450-5300-43250	Internet										
	12/19/16 Total:	233.25									
	CENTURYL Total:	233.25									
CINTAS Cintas Corporation #754											
754676110	12/28/2016	130.69	0.00	01/17/2017	Uniforms		-			No	0000
101-430-3100-44170	Uniforms										
754676110	12/28/2016	11.62	0.00	01/17/2017	Uniforms		-			No	0000
101-450-5200-44170	Uniforms										
	754676110 Total:	142.31									
	CINTAS Total:	142.31									
COMPASS Compass Minerals											
71580273	12/30/2016	4,108.55	0.00	01/17/2017	Road Salt		-			No	0000
101-430-3125-42290	Sand/Salt										
	71580273 Total:	4,108.55									
	COMPASS Total:	4,108.55									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO	Line #
CTYBLOOM City of Bloomington											
Dec 16	12/31/2016	182.00	0.00	01/17/2017	Lab bacteria testing		-			No	0000
601-494-9400-42270	Utility System Maintenance										
	Dec 16 Total:	182.00									
	CTYBLOOM Total:	182.00									
CTYOAKDA City of Oakdale											
Dec 2016	12/31/2016	3,500.00	0.00	01/17/2017	New Connections - water		-			No	0000
601-000-0000-20803	WAC due Oakdale										
	Dec 2016 Total:	3,500.00									
	CTYOAKDA Total:	3,500.00									
CTYOAKDP City of Oakdale											
100000460-1	12/31/2016	5,641.58	0.00	01/17/2017	Water meter - South pit 12/1/16-1/1/17		-			No	0000
601-494-9400-43820	Water Utility										
	100000460-1 Total:	5,641.58									
	CTYOAKDP Total:	5,641.58									
ELAMMERS Eckberg Lammers, P.C.											
12 2016	12/31/2016	3,637.04	0.00	01/17/2017	Prosecution		-			No	0000
101-420-2150-43045	Attorney Criminal										
	12 2016 Total:	3,637.04									
	ELAMMERS Total:	3,637.04									
EMERGAPP Emergency Apparatus Maint. Inc											
90663	12/28/2016	3,121.28	0.00	01/17/2017	E2 repairs		-			No	0000
101-420-2220-44040	Repairs/Maint Eqpt										
	90663 Total:	3,121.28									
	EMERGAPP Total:	3,121.28									
FASTENAL Fastenal Company											
MNOAK16713	12/21/2016	351.36	0.00	01/17/2017	Equipment parts		-			No	0000
101-430-3125-42210	Equipment Parts										
	MNOAK16713 Total:	351.36									
MNOAK16724	12/22/2016	41.94	0.00	01/17/2017	Tools		-			No	0000
101-430-3100-42400	Small Tools & Minor Equipment										
	MNOAK16724 Total:	41.94									
	FASTENAL Total:	393.30									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO	Line #
FOCUS Focus Engineering, Inc.											
3295-3297	12/31/2016	1,906.00	0.00	01/17/2017	General		-			No	0000
101-410-1930-43030	Engineering Services										
3295-3297	12/31/2016	1,230.00	0.00	01/17/2017	Planning		-			No	0000
101-410-1910-43030	Engineering Services										
3295-3297	12/31/2016	114.00	0.00	01/17/2017	ROW		-			No	0000
101-430-3100-43030	Engineering Services										
	3295-3297 Total:	3,250.00									
3298	12/31/2016	920.00	0.00	01/17/2017	Water		-			No	0000
601-494-9400-43030	Engineering Services										
3298	12/31/2016	480.00	0.00	01/17/2017	Sewer		-			No	0000
602-495-9450-43030	Engineering Services										
3298	12/31/2016	510.00	0.00	01/17/2017	Sewer		-			No	0000
603-496-9500-43030	Engineering Services										
	3298 Total:	1,910.00									
3299	12/31/2016	360.00	0.00	01/17/2017	Transportation & Traffic		-			No	0000
409-480-8000-43030	Engineering Services										
3299	12/31/2016	2,124.00	0.00	01/17/2017	Muni Aid		-			No	0000
409-480-8000-43030	Engineering Services										
	3299 Total:	2,484.00									
3300	12/31/2016	1,061.88	0.00	01/17/2017	CSAH 15		-			No	0000
602-495-9450-43030	Engineering Services										
	3300 Total:	1,061.88									
3301	12/31/2016	4,120.00	0.00	01/17/2017	LE Ave Corridor		-			No	0000
409-480-8000-43030	Engineering Services										
	3301 Total:	4,120.00									
3302	12/31/2016	1,330.00	0.00	01/17/2017	Inwood Booster Station		-			No	0000
601-494-9400-43030	Engineering Services										
	3302 Total:	1,330.00									
3303	12/31/2016	2,168.00	0.00	01/17/2017	Inwood Trunk Watermain		-			No	0000
601-494-9400-43030	Engineering Services										
	3303 Total:	2,168.00									
3304	12/31/2016	2,228.36	0.00	01/17/2017	CSAH 13		-			No	0000
409-480-8000-43030	Engineering Services										
	3304 Total:	2,228.36									
3305	12/31/2016	188.00	0.00	01/17/2017	2016 Street Improvements		-			No	0000
409-480-8000-43030	Engineering Services										
	3305 Total:	188.00									
3306	12/31/2016	570.00	0.00	01/17/2017	Inwood water tower		-			No	0000
601-494-9400-43030	Engineering Services										
	3306 Total:	570.00									
3307	12/31/2016	80.64	0.00	01/17/2017	2016 Seal Coat		-			No	0000
101-430-3120-42250	Seal Coat and Crack Fill										
	3307 Total:	80.64									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO	Line #
3308	12/31/2016	3,842.00	0.00	01/17/2017	Old Village Phase III		-			No	0000
409-480-8000-43030	Engineering Services										
	3308 Total:	3,842.00									
3309	12/31/2016	1,566.00	0.00	01/17/2017	I-94 Lift station		-			No	0000
602-495-9450-43030	Engineering Services										
	3309 Total:	1,566.00									
3310	12/31/2016	4,094.40	0.00	01/17/2017	2017 Street Improvements		-			No	0000
409-480-8000-43030	Engineering Services										
	3310 Total:	4,094.40									
3311	12/31/2016	396.00	0.00	01/17/2017	Village East Trunk Sewer		-			No	0000
803-000-0000-22910	Developer Payments										
	3311 Total:	396.00									
3312	12/31/2016	702.00	0.00	01/17/2017	Savona		-			No	0000
803-000-0000-22910	Developer Payments										
	3312 Total:	702.00									
3313	12/31/2016	810.00	0.00	01/17/2017	Boulder Ponds		-			No	0000
803-000-0000-22910	Developer Payments										
	3313 Total:	810.00									
3314	12/31/2016	4,583.72	0.00	01/17/2017	Hammes		-			No	0000
803-000-0000-22910	Developer Payments										
	3314 Total:	4,583.72									
3315	12/31/2016	352.50	0.00	01/17/2017	Hunter's Crossing		-			No	0000
803-000-0000-22910	Developer Payments										
	3315 Total:	352.50									
3316	12/31/2016	140.00	0.00	01/17/2017	Wildflower		-			No	0000
803-000-0000-22910	Developer Payments										
	3316 Total:	140.00									
3317	12/31/2016	30.00	0.00	01/17/2017	Village Preserve		-			No	0000
803-000-0000-22910	Developer Payments										
	3317 Total:	30.00									
3318	12/31/2016	1,231.88	0.00	01/17/2017	Easton Village		-			No	0000
803-000-0000-22910	Developer Payments										
	3318 Total:	1,231.88									
3319	12/31/2016	691.50	0.00	01/17/2017	Savona II		-			No	0000
803-000-0000-22910	Developer Payments										
	3319 Total:	691.50									
3320	12/31/2016	306.00	0.00	01/17/2017	Inwood		-			No	0000
803-000-0000-22910	Developer Payments										
	3320 Total:	306.00									
3321	12/31/2016	375.02	0.00	01/17/2017	Hunter's Crossing II		-			No	0000
803-000-0000-22910	Developer Payments										
	3321 Total:	375.02									
3322	12/31/2016	611.00	0.00	01/17/2017	Savona III		-			No	0000
803-000-0000-22910	Developer Payments										
	3322 Total:	611.00									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO	Line #
3323	12/31/2016	273.24	0.00	01/17/2017	Auto Owner		-			No	0000
803-000-0000-22910	Developer Payments										
	3323 Total:	273.24									
3324	12/31/2016	840.00	0.00	01/17/2017	Legends		-			No	0000
803-000-0000-22910	Developer Payments										
	3324 Total:	840.00									
3325	12/31/2016	1,069.70	0.00	01/17/2017	Arbor Glen		-			No	0000
803-000-0000-22910	Developer Payments										
	3325 Total:	1,069.70									
3326	12/31/2016	567.86	0.00	01/17/2017	Savona IV		-			No	0000
803-000-0000-22910	Developer Payments										
	3326 Total:	567.86									
3327	12/31/2016	192.00	0.00	01/17/2017	Easton Village II		-			No	0000
803-000-0000-22910	Developer Payments										
	3327 Total:	192.00									
3328	12/31/2016	432.00	0.00	01/17/2017	Inwood III		-			No	0000
803-000-0000-22910	Developer Payments										
	3328 Total:	432.00									
3329	12/31/2016	9,710.64	0.00	01/17/2017	Boulder Ponds II		-			No	0000
803-000-0000-22910	Developer Payments										
	3329 Total:	9,710.64									
3330	12/31/2016	844.96	0.00	01/17/2017	Village Preserve II		-			No	0000
803-000-0000-22910	Developer Payments										
	3330 Total:	844.96									
3331	12/31/2016	1,985.16	0.00	01/17/2017	The Royal Golf		-			No	0000
803-000-0000-22910	Developer Payments										
	3331 Total:	1,985.16									
3332	12/31/2016	570.00	0.00	01/17/2017	Hidden Meadows		-			No	0000
803-000-0000-22910	Developer Payments										
	3332 Total:	570.00									
3333	12/31/2016	210.00	0.00	01/17/2017	Inwood IV		-			No	0000
803-000-0000-22910	Developer Payments										
	3333 Total:	210.00									
3334	12/31/2016	160.00	0.00	01/17/2017	Wildflower II		-			No	0000
803-000-0000-22910	Developer Payments										
	3334 Total:	160.00									
3335	12/31/2016	1,134.00	0.00	01/17/2017	Hammes II		-			No	0000
803-000-0000-22910	Developer Payments										
	3335 Total:	1,134.00									
3336	12/31/2016	120.00	0.00	01/17/2017	Village Park Preserve		-			No	0000
803-000-0000-22910	Developer Payments										
	3336 Total:	120.00									
3337	12/31/2016	300.00	0.00	01/17/2017	Brookman III		-			No	0000
803-000-0000-22910	Developer Payments										
	3337 Total:	300.00									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO	Line #
3338	12/31/2016	714.00	0.00	01/17/2017	Inwood V		-			No	0000
803-000-0000-22910	Developer Payments										
	3338 Total:	714.00									
3339	12/31/2016	1,111.88	0.00	01/17/2017	9242 Hudson Blvd		-			No	0000
803-000-0000-22910	Developer Payments										
	3339 Total:	1,111.88									
	FOCUS Total:	59,358.34									
HARDDRIV Hardrives, Inc.											
Pay Request - F	12/31/2016	7,374.45	0.00	01/17/2017	2016 Street, Drainage & Utility		-			No	0000
601-494-9400-43030	Engineering Services										
	Pay Request - F Total:	7,374.45									
Pay Request 5	12/31/2016	122,542.71	0.00	01/17/2017	2016 Street, Drainage & Utility		-			No	0000
409-480-8000-43030	Engineering Services										
	Pay Request 5 Total:	122,542.71									
	HARDDRIV Total:	129,917.16									
HDSUPPLY HD Supply Waterworks, Ltd.											
G576136	12/29/2016	1,954.49	0.00	01/17/2017	Water meters		-			No	0000
601-494-9400-42300	Water Meters & Supplies										
	G576136 Total:	1,954.49									
	HDSUPPLY Total:	1,954.49									
INNOVAT Innovative Office Solutions											
1441741	12/27/2016	358.80	0.00	01/17/2017	office supplies		-			No	0000
601-494-9400-42000	Office Supplies										
	1441741 Total:	358.80									
	INNOVAT Total:	358.80									
INTERSTA Interstate All Battery Ctr											
1902799005766	12/30/2016	62.00	0.00	01/17/2017	Replacement battery and charger		-			No	0000
101-420-2220-44040	Repairs/Maint Eqpt										
	1902799005766 Total:	62.00									
	INTERSTA Total:	62.00									
KWIK Kwik Trip Inc											
	01/02/2017	239.88	0.00	01/17/2017	Fuel		-			No	0000
101-420-2220-42120	Fuel, Oil and Fluids										
	Total:	239.88									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO	Line #
	KWIK Total:	239.88									
LANDMARK Landmark, Inc.											
2016-721	01/03/2017	5,000.00	0.00	01/17/2017	Escrow release 11350 Sunflower Lane		-			No	0000
803-000-0000-22900	Deposits Payable										
	2016-721 Total:	5,000.00									
	LANDMARK Total:	5,000.00									
Landscap Landscape Architecture, Inc											
Task Order 25	12/30/2016	717.28	0.00	01/17/2017	Boulder Ponds		-			No	0000
803-000-0000-22910	Developer Payments										
	Task Order 25 Total:	717.28									
Task Order 27	01/03/2017	1,282.40	0.00	01/17/2017	Inwood		-			No	0000
803-000-0000-22910	Developer Payments										
Task Order 27	01/03/2017	732.40	0.00	01/17/2017	Admin Expense		-			No	0000
101-410-1910-43150	Contract Services										
	Task Order 27 Total:	2,014.80									
Task Order 28	01/03/2017	350.00	0.00	01/17/2017	Savona		-			No	0000
803-000-0000-22910	Developer Payments										
	Task Order 28 Total:	350.00									
Task Order 29	12/30/2016	771.60	0.00	01/17/2017	Hunter's Crossing		-			No	0000
803-000-0000-22910	Developer Payments										
	Task Order 29 Total:	771.60									
Task Order 33	12/30/2016	323.76	0.00	01/17/2017	Easton Village		-			No	0000
803-000-0000-22910	Developer Payments										
	Task Order 33 Total:	323.76									
	Landscap Total:	4,177.44									
LEOIL Lake Elmo Oil, Inc.											
	12/31/2016	233.69	0.00	01/17/2017	Fuel		-			No	0000
101-420-2220-42120	Fuel, Oil and Fluids										
	Total:	233.69									
	LEOIL Total:	233.69									
MARKO Marko Electical Services, Inc											
3716NB-NO	10/24/2016	423.75	0.00	01/17/2017	Heater		-			No	0000
601-494-9400-45200	Building and Structures										
	3716NB-NO Total:	423.75									
	MARKO Total:	423.75									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO	Line #
MENARDSO Menards - Oakdale											
20067	12/28/2016	533.66	0.00	01/17/2017	Miscellaneous tools and equipment		-			No	0000
601-494-9400-42400	Small Tools & Minor Equipment										
	20067 Total:	533.66									
20143	12/29/2016	104.39	0.00	01/17/2017	Miscellaneous tools and equipment		-			No	0000
602-495-9450-42400	Small Tools & Minor Equipment										
	20143 Total:	104.39									
99704	12/29/2016	21.12	0.00	01/17/2017	Vehicle cleaning supplies		-			No	0000
101-420-2220-44040	Repairs/Maint Eqpt										
	99704 Total:	21.12									
	MENARDSO Total:	659.17									
MES Municipal Emergency Svs. Inc.											
1062839	12/23/2016	1,393.10	0.00	01/17/2017	Restock 1/4 zips		-			No	0000
101-420-2220-44170	Uniforms										
	1062839 Total:	1,393.10									
1091356	12/23/2016	35.61	0.00	01/17/2017	Repair turnout gear		-			No	0000
101-420-2220-44040	Repairs/Maint Eqpt										
	1091356 Total:	35.61									
	MES Total:	1,428.71									
METSAC Metropolitan Council											
Dec2016	12/31/2016	29,820.00	0.00	01/17/2017	SAC Charges - Dec 2016		-			No	0000
602-000-0000-20802	SAC due Met Council										
	Dec2016 Total:	29,820.00									
Discount	12/31/2016	-298.20	0.00	01/17/2017	SAC Charges - Dec 2016 - early pay disc		-			No	0000
602-000-0000-37220	SAC Early Pay discount/revenue										
	Discount Total:	-298.20									
	METSAC Total:	29,521.80									
MILLEREX Miller Excavating, Inc.											
22458	12/28/2016	4,828.15	0.00	01/17/2017	Watermain break - 32nd Street		-			No	0000
601-494-9400-42270	Utility System Maintenance										
	22458 Total:	4,828.15									
	MILLEREX Total:	4,828.15									
MNPIPE Minnesota Pipe & Equipment											
372642	12/29/2016	333.31	0.00	01/17/2017	Manhole lid extractor		-			No	0000
602-495-9450-42400	Small Tools & Minor Equipment										
	372642 Total:	333.31									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	POLine #
	MNPIPE Total:	333.31									
NORTHSEC Northland Securities, Inc.											
4697	01/03/2017	832.00	0.00	01/17/2017	Utility Fund Management Plan - Dec	-				No	0000
601-494-9400-43150	Contract Services										
4697	01/03/2017	832.00	0.00	01/17/2017	Utility Fund Management Plan - Dec	-				No	0000
602-495-9450-43150	Contract Services										
4697	01/03/2017	416.00	0.00	01/17/2017	Utility Fund Management Plan - Dec	-				No	0000
603-496-9500-43150	Contract Services										
	4697 Total:	2,080.00									
4726	01/09/2017	1,625.00	0.00	01/17/2017	Annual Continuing Disclosure report	-				No	0000
101-410-1520-44300	Miscellaneous										
	4726 Total:	1,625.00									
	NORTHSEC Total:	3,705.00									
NYTIMES THE NEW YORK TIMES											
89016827	12/04/2016	213.92	0.00	01/17/2017	Subscription	-				No	0000
206-450-5300-42500	Library Collection Maintenance										
	89016827 Total:	213.92									
	NYTIMES Total:	213.92									
ONECALL Gopher State One Call											
6120491	12/31/2016	190.35	0.00	01/17/2017	Monthly tickets	-				No	0000
101-430-3100-43150	Contract Services										
	6120491 Total:	190.35									
	ONECALL Total:	190.35									
PHILLIPS Phillips Healthcare											
934046082	12/29/2016	35.10	0.00	01/17/2017	Replacement AED pads	-				No	0000
101-420-2220-42080	EMS Supplies										
	934046082 Total:	35.10									
	PHILLIPS Total:	35.10									
PINKY Pinky's Sewer Service, Inc.											
80503	01/02/2017	100.00	0.00	01/17/2017	Pumped septic tanks - Library	-				No	0000
206-450-5300-44010	Repairs/Maint Bldg										
	80503 Total:	100.00									
	PINKY Total:	100.00									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO	Line #
RIEDERGE Gerhard Rieder											
	01/05/2017	2,500.00	0.00	01/17/2017	Refund Escrow money - The Highlands		-			No	0000
803-000-0000-22910	Developer Payments										
	Total:	2,500.00									
	RIEDERGE Total:	2,500.00									
SAMSCLUB Sam's Club											
	12/29/2016	53.82	0.00	01/17/2017	Rehab supplies		-			No	0000
101-420-2220-44300	Miscellaneous										
	12/29/2016	72.29	0.00	01/17/2017	Station supplies		-			No	0000
101-420-2220-44010	Repairs/Maint Bldg										
	Total:	126.11									
	SAMSCLUB Total:	126.11									
SCHILTGE Schiltgen Pete											
	01/11/2017	90.72	0.00	01/17/2017	Tax abatement refund - pass thru		-			No	0000
101-000-0000-31910	Penalty & Interest on Taxes										
	Total:	90.72									
	SCHILTGE Total:	90.72									
SEH Short Elliott Hendrickson, Inc											
321773	10/07/2016	1,271.96	0.00	01/17/2017	2016 Street, Drainage & Utility		-			No	0000
409-480-8000-43030	Engineering Services										
	321773 Total:	1,271.96									
325272	12/13/2016	1,200.00	0.00	01/17/2017	Identify Cimarron easement for siren		-			No	0000
101-420-2500-43150	Contract Services										
	325272 Total:	1,200.00									
325577	12/14/2016	787.00	0.00	01/17/2017	Inwood water tower		-			No	0000
601-494-9400-43030	Engineering Services										
	325577 Total:	787.00									
	SEH Total:	3,258.96									
SHANECON ShaneCon, Inc											
181	01/09/2017	11,858.00	0.00	01/17/2017	2nd Bathroom project installment		-			No	0000
206-450-5300-44010	Repairs/Maint Bldg										
	181 Total:	11,858.00									
	SHANECON Total:	11,858.00									
SHI SHI International Corp											
B05890649	12/19/2016	243.00	0.00	01/17/2017	2016 Windows Office		-			No	0000
101-410-1320-43190	Software Programs										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO	Line #
B05890649	12/19/2016	243.00	0.00	01/17/2017	2016 Windows Office		-			No	0000
101-420-2400-43190	Software Programs										
	B05890649 Total:	486.00									
	SHI Total:	486.00									
SMITHSCH Smith Schafer & Associates,LTD											
42124	12/29/2016	3,150.00	0.00	01/17/2017	Interim billing year end 12/31/16		-			No	0000
101-410-1520-43010	Audit Services										
	42124 Total:	3,150.00									
	SMITHSCH Total:	3,150.00									
STILLTOW Stillwater Towing Inc											
164799	12/31/2016	350.00	0.00	01/17/2017	E2 breakdown on call - tow to station		-			No	0000
101-420-2220-44040	Repairs/Maint Eqpt										
	164799 Total:	350.00									
	STILLTOW Total:	350.00									
STLIBRAR Stillwater Public Library											
	01/01/2017	840.00	0.00	01/17/2017	Library Card Reimbursement - Dec		-			No	0000
206-450-5300-44300	Miscellaneous										
	Total:	840.00									
	STLIBRAR Total:	840.00									
TARGET Target Solutions Learning, LLC											
17302	12/31/2016	1,995.00	0.00	01/17/2017	Training software		-			No	0000
101-420-2220-44370	Conferences & Training										
	17302 Total:	1,995.00									
	TARGET Total:	1,995.00									
TRKUTI Truck Utilities Inc.											
306394	12/29/2016	40.60	0.00	01/17/2017	Plow marker		-			No	0000
101-430-3125-42210	Equipment Parts										
	306394 Total:	40.60									
	TRKUTI Total:	40.60									
WAS-PH Washington County											
	12/29/2016	23.55	0.00	01/17/2017	Hazardous waste disposal		-			No	0000
101-430-3100-43840	Refuse										
	Total:	23.55									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO	Line #
	WAS-PH Total:	23.55									
WASHCONS Washington Conservation Dist.											
3694	12/31/2016	625.00	0.00	01/17/2017	4th of 4 quarterly billings - Shared Ed.	-				No	0000
603-496-9500-44370	Conferences & Training										
	3694 Total:	625.00									
	WASHCONS Total:	625.00									
WASHLIB Washington County Library											
	01/01/2017	3,885.00	0.00	01/17/2017	Library Card reimbursement - Dec	-				No	0000
206-450-5300-44300	Miscellaneous										
	Total:	3,885.00									
	WASHLIB Total:	3,885.00									
	Report Total:	294,320.22									

Accounts Payable
To Be Paid Proof List

User: PattyB
Printed: 01/12/2017 - 11:38 AM
Batch: 003-01-2017

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO	Line #
AMEM AMEM											
	01/06/2017	130.00	0.00	01/17/2017	Annual Dues - 2017		-			No	0000
101-420-2220-44330	Dues & Subscriptions										
	Total:	130.00									
	AMEM Total:	130.00									
BAKERTAY Baker & Taylor											
2032557726	01/04/2017	5.19	0.00	01/17/2017	Books		-			No	0000
206-450-5300-42500	Library Collection Maintenance										
	2032557726 Total:	5.19									
2032562386	01/04/2017	35.29	0.00	01/17/2017	Books		-			No	0000
206-450-5300-42500	Library Collection Maintenance										
	2032562386 Total:	35.29									
	BAKERTAY Total:	40.48									
CARQUEST Car Quest Auto Parts											
2055-398683	01/05/2017	208.66	0.00	01/17/2017	Repairs - Truck 06-2		-			No	0000
101-430-3125-44040	Repairs/Maint Eqpt										
2055-398683	01/05/2017	32.06	0.00	01/17/2017	Shop supplies		-			No	0000
101-430-3100-42150	Shop Materials										
	2055-398683 Total:	240.72									
	CARQUEST Total:	240.72									
CINTAS Cintas Corporation #754											
754678334	01/03/2017	104.90	0.00	01/17/2017	Cleaning and maintenance		-			No	0000
101-410-1940-44010	Repairs/Maint Contractual Bldg										
	754678334 Total:	104.90									
754678764	01/04/2017	131.45	0.00	01/17/2017	Uniforms		-			No	0000
101-430-3100-44170	Uniforms										
754678764	01/04/2017	11.62	0.00	01/17/2017	Uniforms		-			No	0000
101-450-5200-44170	Uniforms										
	754678764 Total:	143.07									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO	Line #
	CINTAS Total:	247.97									
COMCAST Comcast											
	12/27/2016	7.93	0.00	01/17/2017	Monthly service	-				No	0000
101-420-2220-44300	Miscellaneous										
	Total:	7.93									
	COMCAST Total:	7.93									
CTYROSEV City of Roseville											
222415	12/30/2016	184.95	0.00	01/17/2017	Domain name renewal	-				No	0000
101-410-1940-43180	Information Technology/Web										
	222415 Total:	184.95									
	CTYROSEV Total:	184.95									
DVS DVS Renewal											
1/11/2017	01/12/2017	20.00	0.00	01/17/2017	PW Vehicle registration	-				No	0000
101-430-3100-44300	Miscellaneous										
	1/11/2017 Total:	20.00									
	DVS Total:	20.00									
EBSCO Ebsco											
WSR185386	12/01/2016	1,296.00	0.00	01/17/2017	Auto repair reference center database	-				No	0000
206-450-5300-42500	Library Collection Maintenance										
	WSR185386 Total:	1,296.00									
	EBSCO Total:	1,296.00									
ECMPUBLI ECM Publishers, Inc											
	01/01/2017	39.00	0.00	01/17/2017	Gazette subscription	-				No	0000
206-450-5300-42500	Library Collection Maintenance										
	Total:	39.00									
	ECMPUBLI Total:	39.00									
INNOVAT Innovative Office Solutions											
1457235	01/09/2017	68.81	0.00	01/17/2017	Office supplies	-				No	0000
101-410-1320-42000	Office Supplies										
1457235	01/09/2017	58.42	0.00	01/17/2017	Office supplies	-				No	0000
101-410-1520-42000	Office Supplies										
1457235	01/09/2017	47.85	0.00	01/17/2017	Office supplies	-				No	0000
101-420-2400-42000	Office Supplies										
	1457235 Total:	175.08									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO	Line #
	INNOVAT Total:	175.08									
JANIKING Jani-King of Minnesota, Inc											
MIN01170360	01/01/2017	329.26	0.00	01/17/2017	Cleaning Service - City Hall	-				No	0000
101-410-1940-44010	Repairs/Maint Contractual Bldg										
	MIN01170360 Total:	329.26									
	JANIKING Total:	329.26									
kathfuel Kath Fuel Oil Service Co											
579328	01/05/2017	714.93	0.00	01/17/2017	Fuel	-				No	0000
101-430-3100-42120	Fuel, Oil and Fluids										
	579328 Total:	714.93									
579329	01/05/2017	1,051.95	0.00	01/17/2017	Fuel	-				No	0000
101-430-3100-42120	Fuel, Oil and Fluids										
	579329 Total:	1,051.95									
	kathfuel Total:	1,766.88									
Landscap Landscape Architecture, Inc											
Task Order 28	01/09/2017	317.28	0.00	01/17/2017	Savona	-				No	0000
803-000-0000-22910	Developer Payments										
	Task Order 28 Total:	317.28									
	Landscap Total:	317.28									
LEAGMN League of MN Cities											
248146	12/19/2016	30.00	0.00	01/17/2017	Christine Nelson - Land Use Plans	-				No	0000
101-410-1110-44370	Conferences & Training										
	248146 Total:	30.00									
	LEAGMN Total:	30.00									
MENARDSO Menards - Oakdale											
20477	01/03/2017	29.94	0.00	01/17/2017	Ice melt	-				No	0000
101-410-1940-44300	Miscellaneous										
	20477 Total:	29.94									
85205	01/09/2017	139.76	0.00	01/17/2017	Shop supplies	-				No	0000
101-450-5200-42150	Shop Materials										
85205	01/09/2017	59.94	0.00	01/17/2017	Tool bags	-				No	0000
101-430-3100-42400	Small Tools & Minor Equipment										
	85205 Total:	199.70									
	MENARDSO Total:	229.64									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO	Line #
METRO FI Metro Fire Chiefs Assoc											
	01/04/2017	100.00	0.00	01/17/2017	2017 annual dues		-			No	0000
101-420-2220-44330 Dues & Subscriptions											
	Total:	100.00									
	METRO FI Total:	100.00									
MNDOHEDU Minnesota Dept. of Health											
Plan Review	01/12/2017	150.00	0.00	01/17/2017	Chemical Feed Addition		-			No	0000
601-494-9400-42270 Utility System Maintenance											
	Plan Review Total:	150.00									
	MNDOHEDU Total:	150.00									
MNFIREAS MN State Fire Dept Assn											
	01/04/2017	264.00	0.00	01/17/2017	2017 Dues		-			No	0000
101-420-2220-44330 Dues & Subscriptions											
	Total:	264.00									
	MNFIREAS Total:	264.00									
MNFIRECH MN State Fire Chiefs Assn											
	01/04/2017	317.00	0.00	01/17/2017	Annual Dues		-			No	0000
101-420-2220-44330 Dues & Subscriptions											
	Total:	317.00									
	MNFIRECH Total:	317.00									
MNSECRET Minnesota Secretary of State											
Notary App	01/11/2017	120.00	0.00	01/17/2017	Tonya Nuss		-			No	0000
101-410-1320-44330 Dues & Subscriptions											
	Notary App Total:	120.00									
	MNSECRET Total:	120.00									
MORNING Morningstar											
12611663	12/18/2016	1,965.00	0.00	01/17/2017	Database - 2017		-			No	0000
206-450-5300-42500 Library Collection Maintenance											
	12611663 Total:	1,965.00									
	MORNING Total:	1,965.00									
NCPERS 566200-NCPERS Minnesota											
5662117	12/22/2016	64.00	0.00	01/17/2017	January 2017 Premium		-			No	0000
101-000-0000-21708 Other Benefits											
	5662117 Total:	64.00									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO	Line #
	NCPERS Total:	64.00									
OVERDRIV OverDrive, Inc											
H-0039677	01/01/2017	5,000.00	0.00	01/17/2017	Ebook content, license and hosting	-				No	0000
206-450-5300-43180	Information Technology										
	H-0039677 Total:	5,000.00									
	OVERDRIV Total:	5,000.00									
PERMITWO PermitWorks LLC											
2016-0094	01/01/2017	255.00	0.00	01/17/2017	Remote inspector monthly access	-				No	0000
101-420-2400-43180	Information Technology/Web										
	2016-0094 Total:	255.00									
2017-0028	01/04/2017	1,495.00	0.00	01/17/2017	Permits & Inspections Support	-				No	0000
101-420-2400-43180	Information Technology/Web										
2017-0028	01/04/2017	595.00	0.00	01/17/2017	Geobase Software Support	-				No	0000
101-420-2400-43180	Information Technology/Web										
2017-0028	01/04/2017	595.00	0.00	01/17/2017	Contractor License Support	-				No	0000
101-420-2400-43180	Information Technology/Web										
2017-0028	01/04/2017	595.00	0.00	01/17/2017	Scheduler Support	-				No	0000
101-420-2400-43180	Information Technology/Web										
	2017-0028 Total:	3,280.00									
	PERMITWO Total:	3,535.00									
STARTRIB Star Tribune											
11239973	12/04/2016	324.48	0.00	01/17/2017	Subscription	-				No	0000
206-450-5300-42500	Library Collection Maintenance										
	11239973 Total:	324.48									
	STARTRIB Total:	324.48									
TOWNCTRY Town & Country Cleaning Co											
117367	01/01/2017	370.00	0.00	01/17/2017	Cleaning - Library	-				No	0000
206-450-5300-44010	Repairs/Maint Bldg										
	117367 Total:	370.00									
	TOWNCTRY Total:	370.00									
VALUEPUB Value Line Publishing, LLC											
MS-1038484-17	01/05/2017	2,270.00	0.00	01/17/2017	Value Line database	-				No	0000
206-450-5300-42500	Library Collection Maintenance										
	MS-1038484-17 Total:	2,270.00									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO	Line #
	VALUEPUB Total:	2,270.00									
WASHFIRE Fire Chiefs Association Washington											
	01/06/2017	50.00	0.00	01/17/2017	Annual Dues		-			No	0000
101-420-2220-44330	Dues & Subscriptions										
	Total:	50.00									
	WASHFIRE Total:	50.00									
Whiteani White Anita											
Bonus	01/03/2017	25.00	0.00	01/17/2017	CC 1.3.17 - bonus		-			No	0000
101-410-1450-43620	Cable Operations										
	Bonus Total:	25.00									
Cable	01/03/2017	55.00	0.00	01/17/2017	CC 1.3.17		-			No	0000
101-410-1450-43620	Cable Operations										
	Cable Total:	55.00									
	Whiteani Total:	80.00									
XCEL Xcel Energy											
	12/28/2016	11.75	0.00	01/17/2017	Utility services		-			No	0000
101-450-5200-43810	Electric Utility										
	12/28/2016	187.55	0.00	01/17/2017	Utility services		-			No	0000
602-495-9450-43810	Electric Utility										
	12/28/2016	32.68	0.00	01/17/2017	Utility services		-			No	0000
101-430-3160-43810	Street Lighting										
	12/28/2016	29.45	0.00	01/17/2017	Utility services		-			No	0000
101-430-3160-43810	Street Lighting										
	12/28/2016	942.42	0.00	01/17/2017	Utility services		-			No	0000
101-420-2220-43810	Electric Utility										
	12/28/2016	346.44	0.00	01/17/2017	Utility services		-			No	0000
101-410-1940-43810	Electric Utility										
	12/28/2016	31.01	0.00	01/17/2017	Utility services		-			No	0000
101-430-3160-43810	Street Lighting										
	12/28/2016	11.75	0.00	01/17/2017	Utility services		-			No	0000
101-450-5200-43810	Electric Utility										
	12/28/2016	107.19	0.00	01/17/2017	Utility services		-			No	0000
101-450-5200-43810	Electric Utility										
	12/28/2016	24.27	0.00	01/17/2017	Utility services		-			No	0000
101-450-5200-43810	Electric Utility										
	12/28/2016	1,176.89	0.00	01/17/2017	Utility services		-			No	0000
601-494-9400-43810	Electric Utility										
	12/28/2016	40.08	0.00	01/17/2017	Utility services		-			No	0000
101-430-3160-43810	Street Lighting										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO	Line #
	12/28/2016	145.39	0.00	01/17/2017	Utility services		-			No	0000
101-450-5200-43810	Electric Utility 12/28/2016	21.38	0.00	01/17/2017	Utility services		-			No	0000
602-495-9450-43810	Electric Utility 12/28/2016	18.24	0.00	01/17/2017	Utility services		-			No	0000
602-495-9450-43810	Electric Utility 12/28/2016	569.89	0.00	01/17/2017	Utility services		-			No	0000
101-420-2220-43810	Electric Utility 12/28/2016	332.94	0.00	01/17/2017	Utility services		-			No	0000
101-450-5200-43810	Electric Utility 12/28/2016	2,147.76	0.00	01/17/2017	Utility services		-			No	0000
101-430-3160-43810	Street Lighting 12/28/2016	28.54	0.00	01/17/2017	Utility services		-			No	0000
101-430-3160-43810	Street Lighting 12/28/2016	12.87	0.00	01/17/2017	Utility services		-			No	0000
101-450-5200-43810	Electric Utility 12/28/2016	32.44	0.00	01/17/2017	Utility services		-			No	0000
101-450-5200-43810	Electric Utility 12/28/2016	1,920.19	0.00	01/17/2017	Utility services		-			No	0000
101-430-3100-43810	Electric Utility 12/28/2016	124.71	0.00	01/17/2017	Utility services		-			No	0000
601-494-9400-43810	Electric Utility 12/28/2016	12.98	0.00	01/17/2017	Utility services		-			No	0000
101-430-3160-43810	Street Lighting 12/28/2016	553.11	0.00	01/17/2017	Utility services		-			No	0000
206-450-5300-43810	Electric Utility 12/28/2016	241.28	0.00	01/17/2017	Utility services		-			No	0000
602-495-9450-43810	Electric Utility 12/28/2016	143.82	0.00	01/17/2017	Utility services		-			No	0000
601-494-9400-43810	Electric Utility 12/28/2016	14.16	0.00	01/17/2017	Utility services		-			No	0000
101-450-5200-43810	Electric Utility 12/28/2016	49.62	0.00	01/17/2017	Utility services		-			No	0000
101-430-3160-43810	Street Lighting 12/28/2016	38.55	0.00	01/17/2017	Utility services		-			No	0000
101-430-3160-43810	Street Lighting 12/28/2016	1,401.27	0.00	01/17/2017	Utility services		-			No	0000
601-494-9400-43810	Electric Utility 12/28/2016	633.99	0.00	01/17/2017	Utility services		-			No	0000
601-494-9400-43810	Electric Utility 12/28/2016	15.24	0.00	01/17/2017	Utility services		-			No	0000
101-420-2220-43810	Electric Utility Total:	11,399.85									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO	Line #
	XCEL Total:	11,399.85									
YOUTHSEB Youth Service Bureau, Inc											
1042	01/09/2017	5,250.00	0.00	01/17/2017	Donation		-			No	0000
101-410-1110-44300	Miscellaneous										
	1042 Total:	5,250.00									
	YOUTHSEB Total:	5,250.00									
	Report Total:	36,314.52									

Accounts Payable
To Be Paid Proof List

User: PattyB
Printed: 01/12/2017 - 11:39 AM
Batch: 004-01-2017

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO	Line #
SW/WC SW/WC Service Cooperatives											
12302016	12/30/2016	23,384.00	0.00	01/17/2017	February 2017 Premium		-			No	0000
101-000-0000-21706	Medical Insurance										
	12302016 Total:	23,384.00									
	SW/WC Total:	23,384.00									
	Report Total:	23,384.00									

THE CITY OF LAKE ELMO

STAFF REPORT

DATE: **January 17, 2017**
CONSENT ITEM **#3**

TO: Lake Elmo City Council

FROM: Dan Raboin, City Assessor

AGENDA ITEM: Monthly Assessor Report

REVIEWED BY: Cathy Bendel, Finance Director

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to accept the monthly assessor report for through December 2016 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*.

MONTHLY ACTIVITY:

Property splits/plats – 1 plat; 8 split/merge
Sales collected and viewed – 19
Taxpayer inquiries – 4
Miscellaneous inquiries - 6
Inspections – Residential – 121; Commercial – 0
Building permit reviews – 26
Pictures taken – 126

Other work performed included:

- 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 December 2016 monthly assessor report.

THE CITY OF LAKE ELMO

STAFF REPORT

DATE: 1/17/2017
CONSENT
ITEM #: 4

TO: Lake Elmo City Council

FROM: Mike Bent, Building Official

AGENDA ITEM: Monthly Building Department Report

REVIEWED BY: Cathy Bendel, Finance Director

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to accept the monthly building department report. No specific motion is needed, as this is recommended to be part of the overall approval of the *Consent Agenda*.

MONTHLY REPORT: Below is a snapshot of the year to date statistics through December 2016. Comparison data is also include from prior years for new home single family construction and total permitting activity. Attached are the system summary reports breaking out this information further, including the statistics related to the inspection activity.

	2016	2015*	2014
New homes	252	142	41
Total valuation	$79,884,649	$47,150,401	$19,968,275
Average home value	$317,003	$332,576	$487,629
Total Permit Valuation YTD	$121,641,394**	$52,514,158	$30,340,315

*Includes one home rebuild due to fire
**Includes ISD 916; $17M valuation

RECOMMENDATION: Based on the aforementioned, the staff recommends the City Council accept the December 2016 monthly building permit report.

ATTACHMENTS:

1. Valuation Report
2. Permits Issued & Fees Report
3. Inspection statistic report for December 2016

CITY OF LAKE ELMO
Valuation Report - Summary

Issued Date From: 12/1/2016 To: 12/31/2016
Permit Type: All Property Type: All Construction Type: All
Include YTD: Yes

Permit Kind		Permit Count	Valuation	Dwell Units
Permit Type: BUILDING				
COMMERCIAL REMODEL		1	$90,000.00	0
SINGLE FAMILY ADDITION		1	$85,000.00	0
SINGLE FAMILY BASEMENT FINISH		4	$93,000.00	0
SINGLE FAMILY DECK		2	$25,000.00	0
SINGLE FAMILY NEW CONSTRUCTION		12	$3,929,923.00	0
SINGLE FAMILY REMODEL		2	$25,000.00	0
SINGLE FAMILY ROOFING		2	$16,150.00	0
SINGLE FAMILY SIDING		1	$9,750.00	0
SINGLE FAMILY WINDOWS		4	$30,405.00	0
Permit Type: BUILDING - Total	**Period**	**29**	**$4,304,228.00**	**0**
	YTD	**529**	**$121,641,394.11**	**0**
Report Total:	**Period**	**29**	**$4,304,228.00**	**0**
	YTD	**529**	**$121,641,394.11**	

CITY OF .KE ELMO
Permits Issued & Fees Report - Detail by Address

Issued Date From: 12/1/2016 To: 12/31/2016
Permit Type: All Property Type: All Construction Type: All
Include YTD: Yes Status: Not Voided

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
Permit Type: BUILDING													
Permit Kind: COMMERCIAL ALTERATION													
Permit Kind: COMMERCIAL CELL TOWER UPGRADE													
2016-01309	12/02/2016	3303 LANGLY CT N		0		150.00		7.50					157.50
Permit Kind: COMMERCIAL DEMOLITION													
Permit Kind: COMMERCIAL FIRE ALARM													
Permit Kind: COMMERCIAL FIRE SUPPRESSION													
Permit Kind: COMMERCIAL GRADING													
Permit Kind: COMMERCIAL HVAC													
Permit Kind: COMMERCIAL NEW CONSTRUCTION													
Permit Kind: COMMERCIAL REMODEL													
2016-01356	12/16/2016	3537 LAKE ELMO AVE N		0	90,000.00	1,477.15	716.40	45.00					2,238.55
Permit Kind: COMMERCIAL ROOFING													
Permit Kind: COMMERCIAL SIGN													
Permit Kind: COMMERCIAL TANK REMOVAL													
Permit Kind: COMMERCIAL TENNANT BUILDOUT													
Permit Kind: COMMERCIAL TENNANT SPACE REMODEL													
Permit Kind: COMMERCIAL WATER TOWER													
Permit Kind: MANUFACTURED HOME ROOFING													
Permit Kind: PUBLIC ALTERATION													
Permit Kind: PUBLIC NEW CONSTRUCTION													
Permit Kind: PUBLIC REMODEL													

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
Permit Type:	**BUILDING**												
	Permit Kind:	**SINGLE FAMILY ACCESSORY BUILDING**											
	Permit Kind:	**SINGLE FAMILY ADDITION**											
2016-01354	12/19/2016	4545 OLSON LAKE TRL N	0		85,000.00	1,179.90	688.94	42.50					1,911.34
	Permit Kind:	**SINGLE FAMILY ALTERATION**											
	Permit Kind:	**SINGLE FAMILY ATTACHED FIRE SUPPRESSION**											
	Permit Kind:	**SINGLE FAMILY ATTACHED NEW CONSTRUCTION**											
	Permit Kind:	**SINGLE FAMILY BASEMENT FINISH**											
2016-01311	12/07/2016	11837 32ND ST N	0		12,000.00	369.00	161.85	6.00					536.85
2016-01350	12/16/2016	5670 57TH ST CIR N	0		35,000.00	704.00	379.60	17.50					1,101.10
2016-01355	12/21/2016	9944 8TH ST N	0		39,000.00	812.00	410.80	19.50					1,242.30
2016-01325	12/05/2016	3204 LILAC AVE N	0		7,000.00	286.25	108.06	3.50					397.81
	Permit Kind:	**SINGLE FAMILY DECK**											
2016-01322	12/12/2016	11923 58TH ST N	0		8,000.00	182.80	118.82	4.00					305.62
2016-01303	12/02/2016	9550 JUNCO RD N	0		17,000.00	331.75	215.64	8.50					555.89
	Permit Kind:	**SINGLE FAMILY DEMOLITION**											
	Permit Kind:	**SINGLE FAMILY DOOR**											
	Permit Kind:	**SINGLE FAMILY DRAIN TILE WATERPROOFING**											
	Permit Kind:	**SINGLE FAMILY GARAGE**											
	Permit Kind:	**SINGLE FAMILY MANUFACTURED HOME**											
	Permit Kind:	**SINGLE FAMILY NEW CONSTRUCTION**											
2016-01122	12/30/2016	11703 32ND ST N	0		375,000.00	3,717.90	1,977.89	187.50	5,000.00	1	3,485.00	1,000.00	15,718.29
2016-01283	12/05/2016	11801 32ND ST N	0		234,763.00	2,772.90	1,363.64	117.38	2,000.00	1	3,485.00	1,000.00	11,188.92
2016-01273	12/09/2016	9914 8TH ST N	0		465,000.00	4,325.40	2,372.76	232.50	2,000.00	1	3,485.00	1,000.00	13,865.66
2016-01323	12/06/2016	9944 8TH ST N	0		407,187.00	4,000.65	2,122.67	203.59	2,000.00	1	3,485.00	1,000.00	13,261.91
2016-01340	12/27/2016	9967 8TH ST N	0		300,000.00	3,211.65	1,648.82	150.00	2,000.00	1	3,485.00	1,000.00	11,945.47
2016-01326	12/08/2016	9012 JADE CIR N	0		220,000.00	2,671.65	1,297.82	110.00	2,000.00	1	3,485.00	1,000.00	11,014.47
2016-01327	12/06/2016	9073 JADE CT N	0		200,000.00	2,476.65	1,210.07	100.00	2,000.00	1	3,485.00	1,000.00	10,721.72
2016-01290	12/02/2016	9112 JADE CT N	0		296,428.00	3,251.40	1,635.66	148.21	2,000.00	1	3,485.00	1,000.00	11,970.27
2016-01338	12/19/2016	632 JAMES AVE N	0		385,000.00	3,785.40	2,021.76	192.50	2,000.00	1	3,485.00	1,000.00	12,934.66
2016-01348	12/21/2016	4017 LADY SLIPPER RD N	0		232,000.00	2,752.65	1,350.47	116.00	2,000.00	1	3,485.00	1,000.00	11,154.12
2016-01331	12/06/2016	4177 UPPER 42ND ST N	0		464,545.00	4,325.40	2,372.76	232.27	2,000.00	1	3,485.00	1,000.00	13,865.43

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
Permit Type:	**BUILDING**												
	Permit Kind:	**SINGLE FAMILY NEW CONSTRUCTION**											
2016-01360	12/20/2016	11313 WILDFLOWER DR N		0	350,000.00	3,549.15	1,868.20	175.00	2,000.00	1	3,485.00	1,000.00	12,527.35
	Permit Kind:	**SINGLE FAMILY POOL**											
	Permit Kind:	**SINGLE FAMILY PORCH**											
	Permit Kind:	**SINGLE FAMILY REMODEL**											
2016-01363	12/27/2016	9967 8TH ST N		0	10,000.00	215.90	0.65	5.00					221.55
2016-01366	12/27/2016	8877 LAKE JANE TRL N		0	15,000.00	358.65	194.12	7.50					560.27
	Permit Kind:	**SINGLE FAMILY REPLACE/REPAIR**											
	Permit Kind:	**SINGLE FAMILY ROOFING**											
2016-01335	12/08/2016	11295 31ST ST N		0	9,750.00	215.90		4.87					220.77
2016-01339	12/05/2016	8001 50TH ST N		0	6,400.00	166.25		3.20					169.45
	Permit Kind:	**SINGLE FAMILY SIDING**											
2016-01336	12/08/2016	11295 31ST ST N		0	9,750.00	215.90		4.87					220.77
	Permit Kind:	**SINGLE FAMILY TANK REMOVAL**											
	Permit Kind:	**SINGLE FAMILY WINDOWS**											
2016-01342	12/05/2016	8110 DEMONTREVILLE TRL N		0	7,400.00	182.80		3.70					186.50
2016-01361	12/19/2016	8539 LAKE JANE TRL N		0	5,191.00	149.70		2.60					152.30
2016-01358	12/16/2016	12432 MARQUESS WAY N		0	8,814.00	199.35		4.41					203.76
2016-01344	12/06/2016	8404 STILLWATER BLVD N		0	9,000.00	199.35		4.50					203.85
Permit Type: BUILDING - Totals													
		Period	**30**	**0**	**4,304,228.00**	**48,237.45**	**24,237.40**	**2,159.60**	**27,000.00**	**12**	**41,820.00**	**12,000.00**	**160,754.45**
		YTD	**556**	**0**	**121,641,394.11**	**1,118,856.20**	**499,480.50**	**52,117.31**	**1,164,940.00**	**301**	**177,985.00**	**443,000.00**	**4,567,619.01**
Permit Type:	**MECHANICAL**												
	Permit Kind:	**COMMERCIAL ALTERATION**											
	Permit Kind:	**COMMERCIAL HVAC**											
2016-01368	12/27/2016	3394 LAKE ELMO AVE N		0		180.00		1.00					181.00
	Permit Kind:	**COMMERCIAL NEW CONSTRUCTION**											

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
Permit Type:	**MECHANICAL**												
Permit Kind:	**MANUFACTURED HOME HVAC**												
Permit Kind:	**SINGLE FAMILY BASEMENT FINISH**												
Permit Kind:	**SINGLE FAMILY FIREPLACE**												
Permit Kind:	**SINGLE FAMILY HVAC**												
2016-01373	12/29/2016	11364 14TH ST N		0		180.00		1.00					181.00
2016-01351	12/09/2016	8623 27TH ST N		0		60.00		1.00					61.00
2016-01364	12/21/2016	9873 55TH ST N		0		120.00		1.00					121.00
2016-01365	12/21/2016	11766 56TH ST N		0		60.00		1.00					61.00
2016-01333	12/02/2016	227 CIMARRON		0		60.00		1.00					61.00
2016-01369	12/27/2016	8010 DEMONTREVILLE TRL CIR N		0		60.00		1.00					61.00
2016-01334	12/02/2016	5730 HIGHLANDS TRL N		0		60.00		1.00					61.00
2016-01372	12/29/2016	5730 HIGHLANDS TRL N		0		60.00		1.00					61.00
2016-01352	12/09/2016	7959 HILL TRL N		0		60.00		1.00					61.00
2016-01362	12/19/2016	1727 IVORY AVE N		0		60.00		1.00					61.00
2016-01370	12/27/2016	4156 KINDRED WAY N		0		120.00		1.00					121.00
Permit Kind:	**SINGLE FAMILY NEW CONSTRUCTION**												
Permit Kind:	**SINGLE FAMILY REPLACE/REPAIR**												
Permit Type:	**MECHANICAL - Totals**	**Period**	**12**	**0**		**1,080.00**		**12.00**					**1,092.00**
		YTD	**371**	**0**		**86,684.54**		**2,205.45**					**88,889.99**
Permit Type:	**PLUMBING**												
Permit Kind:	**COMMERCIAL FIXTURE INSTALLATION / APPLIANCE**												
Permit Kind:	**COMMERCIAL NEW CONSTRUCTION**												
Permit Kind:	**COMMERCIAL SEWER CONNECTION**												
2016-01359	12/16/2016	11343 39TH ST N		0		60.00		1.00					61.00
Permit Kind:	**MANUFACTURED HOME FIXTURE INSTALLATION / APPLIANCE**												
Permit Kind:	**PUBLIC FIXTURE INSTALLATION / APPLIANCE**												

Permit#	Date Issued	Site Address	Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
Permit Type:	**PLUMBING**												
Permit Kind:	**PUBLIC SEWER CONNECTION**												
Permit Kind:	**SINGLE FAMILY ATTACHED FIXTURE INSTALLATION / APPLIANCE**												
Permit Kind:	**SINGLE FAMILY BASEMENT FINISH**												
Permit Kind:	**SINGLE FAMILY FIXTURE INSTALLATION / APPLIANCE**												
2016-01367	12/22/2016	11280 30TH ST N		0		121.00		1.00					122.00
2016-01375	12/29/2016	9025 JANE RD N		0		60.00		1.00					61.00
Permit Kind:	**SINGLE FAMILY NEW CONSTRUCTION**												
Permit Kind:	**SINGLE FAMILY REMODEL**												
Permit Kind:	**SINGLE FAMILY REPLACE/REPAIR**												
Permit Kind:	**SINGLE FAMILY SEWER & WATER CONNECTION**												
Permit Kind:	**SINGLE FAMILY SEWER CONNECTION**												
Permit Kind:	**SINGLE FAMILY WATER CONNECTION**												
Permit Kind:	**SINGLE FAMILY WATER HEATER**												
Permit Kind:	**SINGLE FAMILY WATER SOFTNER**												
2016-01357	12/15/2016	8193 39TH ST N		0		60.00		1.00					61.00
2016-01378	12/30/2016	8681 9TH PLACE N		0		60.00		1.00					61.00
2016-01345	12/07/2016	8841 9TH PLACE N		0		60.00		1.00					61.00
2016-01379	12/30/2016	8941 9TH PLACE N		0		60.00		1.00					61.00
2016-01330	12/01/2016	8331 HIDDEN BAY TRL N		0		60.00		1.00					61.00
Permit Type: PLUMBING - Totals													
		Period	**8**	**0**		**541.00**		**8.00**					**549.00**
		YTD	**345**	**0**		**49,311.76**		**885.74**				**12,000.00**	**62,197.50**
Permit Type:	**SPRINKLER AND ALARM**												
Permit Kind:	**COMMERCIAL NEW CONSTRUCTION**												
Permit Type: SPRINKLER AND ALARM - Totals													
		Period	**0**										

Permit#	Date Issued	Site Address		Permit Count	Dwell Units	Valuation	Revenue	Plan Check	State Surcharge	Park Fees	SAC Units	SAC Fees	WAC Fees	Total Fees
			YTD	1	0		1,606.22		66.93					1,673.15

Permit Type: ZONING

Permit Kind: COMMERCIAL FENCE

Permit Kind: COMMERCIAL SIGN

Permit Kind: PUBLIC ALTERATION

Permit Kind: PUBLIC SIGN

2016-01343	12/05/2016	3510 LAVERNE AVE N			0									

Permit Kind: SINGLE FAMILY ACCESSORY BUILDING

Permit Kind: SINGLE FAMILY DRIVEWAY

Permit Kind: SINGLE FAMILY FENCE

Permit Kind: SINGLE FAMILY PATIO

Permit Kind: SINGLE FAMILY SIGN

Permit Type: ZONING - Totals		Period	1	0										
		YTD	54	0		5,235.00				1,000.00				6,235.00
Report Total		Period	51	0	$4,304,228.00	49,858.45	24,237.40	2,179.60	27,000.00	12	41,820.00	12,000.00		162,395.45
		YTD	1,327	0	$121,641,394.11	1,261,693.72	499,480.50	55,275.43	1,165,940.00	301	,177,985.00	455,000.00		4,726,614.65

CITY OF LAKE ELMO
Inspection Statistics Report - Detail
Actual Date From: 12/1/2016 To: 12/31/2016
Permit Type: All Property Type: All Construction Type: All

Inspection Type	Pass	Fail	No Status	Reinsp	Period Total	YTD Total
ABOVE CEILING	0	0	0	0	0	3
ACCESSIBILITY	0	0	0	0	0	2
ACCESSORY BLDG FINAL	0	0	0	0	0	1
ENGINEER ACCEPTANCE LETTER	0	0	0	0	0	2
ACCESSORY FRAMING	0	0	0	0	0	1
ADDITION FINAL	0	0	0	0	0	1
AS BUILT	35	0	0	0	35	204
AIRTEST	0	0	0	0	0	12
BALANCE REPORT	0	0	0	0	0	2
BUILDING FINAL	23	10	1	9	43	370
DECK FINAL	3	1	0	0	4	55
DECK FOOTING	1	0	0	0	1	6
DEMOLITION FINAL	0	0	0	0	0	5
DECK FRAMING	0	0	0	0	0	3
DRAINTILE	0	0	0	0	0	1
ELECTRICAL FINAL	7	0	0	0	7	191
ELECTRICAL ROUGH IN	4	0	0	0	4	109
EMERGENCY LIGHTING	0	0	0	0	0	3
ESCROW FINAL	47	0	0	0	47	221
FIRE ALARM FINAL	0	0	0	0	0	2
FIRE ALARM ROUGH	0	0	0	0	0	2
FOUNDATION INSULATION	0	0	0	0	0	12
FENCE FINAL	0	0	0	0	0	25
FINAL	3	0	0	0	3	57
FIREPLACE ROUGH IN	10	2	0	0	12	216
FIRE	0	0	0	0	0	3
FOOTINGS/SLAB	15	0	0	0	15	388
FIREPLACE FINAL	4	0	0	0	4	18
FOUNDATION PRIOR TO BACKFILL	0	0	0	0	0	5
FRAMING 2	0	0	0	0	0	11
FRAMING	22	11	0	9	42	405
FRAMING ROUGH IN	0	0	0	0	0	9
FIRE RATED WALL ASSEMBLY	0	0	1	0	1	4
FIRE SEPERATION WALL	3	0	0	0	3	64
FIRE SUPPRESSION FINAL	0	0	0	0	0	40
FIRE SUPPRESSION ROUGH IN	0	0	0	0	0	3
GASLINE / PRESSURE TEST	14	1	0	1	16	273
GRADING	0	0	0	0	0	2
HEATING ROUGH 2	0	0	0	0	0	19
HOUSE WRAP	0	0	0	0	0	9
HYDRONIC PIPE AIR TEST	0	0	0	0	0	1
HYDROSTATIC TEST	0	0	0	0	0	1
IN FLOOR HEAT AIR TEST	1	0	0	0	1	9
INSULATION	17	2	1	2	22	294
KLMA ACCEPTANCE REPORT	0	0	0	0	0	1
LATH	2	0	0	0	2	169
HEATING FINAL	30	5	0	5	40	342
HEATING ROUGH IN	17	1	2	2	22	346
FIRE SPRINKLER ROUGH	3	0	1	0	4	32
OCCUPANCY FINAL	0	0	0	0	0	3
OTHER	0	0	0	0	0	2

Inspection Type	Pass	Fail	No Status	Reinsp	Period Total	YTD Total
PIER FOOTINGS	0	0	0	0	0	1
PLUMBING BASEMENT ROUGH	0	0	0	0	0	3
PLUMBING FINAL	28	6	0	4	38	344
POOL FINAL	0	0	0	0	0	10
PLUMBING ROUGH IN	23	0	0	0	23	298
PLUMBING ROUGH 2	0	0	0	0	0	3
PLUMBING UNDERGROUND	11	2	0	0	13	273
PLUMBING VISUAL	0	0	0	0	0	2
POLY/UNDER SLAB	11	1	0	1	13	270
PUMPING REPORT	0	0	0	0	0	1
POURED WALL	15	0	2	0	17	283
RADON UNDERGROUND	1	0	0	0	1	1
REINSPECTION	0	0	0	0	0	3
REMODEL FINAL	0	0	0	0	0	5
RESTORATION	0	0	0	0	0	1
ROOFING FINAL	1	0	0	0	1	55
ICE & WATER	1	0	0	0	1	53
ROUGH	0	0	0	0	0	8
SEPTIC - EXISTING	0	0	0	0	0	1
SEWER & WATER	16	0	1	0	17	246
SEWER	0	0	0	0	0	8
SHEATHING	1	0	0	0	1	3
SIDING FINAL	0	1	0	0	1	12
FOOTINGS SIGN	0	0	0	0	0	1
SILT FENCE	4	1	0	0	5	96
SITE MEETING	0	0	0	0	0	1
SPRINKLER FINAL	0	0	0	0	0	2
SPRINKLER ROUGH IN	0	0	0	0	0	4
STRUCTURAL STEEL	0	0	0	0	0	16
STORM SEWER	0	0	0	0	0	10
SEWER WATER DISCONNECT	0	0	0	0	0	1
15" Buoy per ordinance	0	0	0	0	0	2
TANK REMOVAL	0	0	0	0	0	4
UNDERGROUND	0	0	0	0	0	9
VBWD PERMIT	0	0	0	0	0	1
VISUAL	1	0	0	0	1	2
WATER SOFTNER	0	0	0	0	0	5
WELL ABANDONEMENT	0	0	0	0	0	1
WINDOW REPLACEMENT	4	0	1	0	5	37
WATERPROOF / DRAINTILE	10	1	0	1	12	221
WEATHER RESISTIVE BARRIER	1	0	0	0	1	1
Report Totals	**389**	**45**	**10**	**34**	**478**	**6,257**

THE CITY OF LAKE ELMO

STAFF REPORT

DATE: January 17, 2017
CONSENT
ITEM #: 5
MOTION

TO: City Council
FROM: Greg Malmquist, Fire Chief
AGENDA ITEM: Monthly/Year End Fire Department Update
REVIEWED BY: Kristina Handt, City Administrator

BACKGROUND:

ISSUE BEFORE COUNCIL: Review monthly/year end activity update from fire department. Advise on any additional information requested.

PROPOSAL DETAILS/ANALYSIS:
We had a total of 41 calls for December.

5 - Fire alarms with no fire – unintentional
2 - Dispatched and cancelled en route
27 - Medicals
1 - Gas leak
5 - Car accidents with injuries
1 - Smoke or odor removal
41 Total

A CV did not respond on 3 of the calls for the month for a response rate of 92%.
Average response time was 7 minutes. 11 of our calls had 3 or less responders minus the CV.
Department drills for the month were:
#1 – Right to Know / Blood borne Pathogens
#2 – Engineer CEU pumping and driving
#3 – Lake view Ambulance review and training on new patient "Auto Load" system
Points of interest:

- Continued to be significant vehicle repairs. Particularly with Engine 2.
- Engine 2 broke down on a call on 12/31 and required being towed back to the station.
- One Fire Fighter verbally resigned and advised intent to formally resign in writing ASAP.

Year End Totals
We had a total of 430 calls for 2016.

- 32 Cancelled while en route
- 45 Rescues
- 268 Medicals
- 85 Fires

430 Total

The total average response time from alarm to arrival was 7 minutes for the year. We averaged 6.2 personnel per call with an average of 2.2 personnel on each truck sent to calls excluding Tahoes.

Points of interest:

- Staffing concerns over-shadowed all issues for the year. We are running at nearly half of what we are chartered for with 19 personnel.
- The East Metro Public Safety Training Facility officially opened in October and has enhance department training.
- Several personnel completed basic EMT training with two of those obtaining a national cert as EMTs.
- 2 Fire Fighters completed Fire Officer 1 training
- 1 Fire Fighter completed Fire Instructor 1 training and obtained their state cert
- 1 Fire Fighter became a CIRAS instructor thru Washington County. (CIRAS is coordinated response training between FIRE/EMS/LAW ENFORCEMENT for active shooter type scenarios.)
- Most of the department completed and/or are involved in CIRAS training.
- 2 Fire Fighters completed probation and were sworn is as Fire Fighters
- A new Lieutenant was promoted at Station 2

FISCAL IMPACT: N/A

OPTIONS:

RECOMMENDATION:
Motion to

ATTACHMENTS: None

THE CITY OF LAKE ELMO

STAFF REPORT

DATE: 1/17/2017
CONSENT
ITEM #: 6

AGENDA ITEM: Public Works Director Report

SUBMITTED BY: Rob Weldon, Public Works Director

THROUGH: Kristina Handt, City Administrator

REVIEWED BY: Kristina Handt, City Administrator

ISSUE BEFORE COUNCIL:

City Council is asked to review and accept, as part of consent Agenda, a brief description of activities that have taken place in the Public Works Department in the month of December 2016.

PROPOSAL DETAILS/ANALYSIS:

- 9242 Hudson Blvd water/sewer hook-up
- Public Works Bldg. roof repairs
- Road shouldering in various locations
- Rink flooding
- Water main break 11306 32nd St. N
- Cut down trees in Sunfish Lake Park
- Vehicle Maint. to plow trucks
- 7 winter weather events involving salting and plowing

RECOMMENDATION:

Base on the activities listed above, City Council is respectfully asked to accept the December 2016 Public Work Report.

THE CITY OF LAKE ELMO

MAYOR & COUNCIL COMMUNICATION

DATE: **January 17, 2017**
CONSENT ITEM # **7**

AGENDA ITEM: 2016 Street, Drainage, and Utility Improvements – Compensating Change Order No. 3

SUBMITTED BY: Chad Isakson, Project Engineer

THROUGH: Kristina Handt, 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: $76,058.41 decrease to the final construction contract amount.

This change order reconciles the estimated and actual quantities installed on the project and decreases the final contract amount by $76,058.41. The final construction contract amount is $1,168,715.87 or 1.8% under the original construction contract award amount of $1,189,610.33.

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to consider approving, *as part of the consent agenda,* Compensating Change Order No. 3 for the 2016 Street, Drainage and Utility Improvements to reconcile the estimated and actual quantities installed on the project.

LEGISLATIVE HISTORY/BACKGROUND INFORMATION: Hardrives, Inc. was awarded a construction contract on April 5, 2016 to complete the 2016 Street, Drainage and Utility Improvements. The contractor has completed the work in accordance with the contract, plans and specifications; and with approval of this change order the contract amount will be adjusted to reflect quantities actually installed as a part of the project.

RECOMMENDATION: Staff is recommending that the City Council approve, *as part of the Consent Agenda,* Compensating Change Order No. 3 for the 2016 Street, Drainage and Utility Improvements project thereby decreasing the final contract amount by $76,058.41. If removed from the consent agenda, the recommended motion for the action is as follows:

"Move to approve Compensating Change Order No. 3 for the 2016 Street, Drainage and Utility Improvements, thereby the final contract amount by $76,058.41".

ATTACHMENT(S):

1. Compensating Change Order No. 3.

CONTRACT CHANGE ORDER FORM

CITY OF LAKE ELMO, MINNESOTA
2016 STREET, DRAINAGE AND UTILITY IMPROVEMENTS
PROJECT NO. 2015.129

FOCUS ENGINEERING, inc.

CHANGE ORDER NO. 3 **DATE:** January 9, 2017

TO: HARDRIVES, INC. 14475 QUIRAM DRIVE ROGERS, MN 55374

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

CHANGE ORDER DESCRIPTION / JUSTIFICATION:

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

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

This compensating change order reflects a net decrease to the contract amount by $76,058.41.

Attachments (list documents supporting change): Itemization of Materials

ITEM	DESCRIPTION OF PAY ITEM	UNIT	QTY	UNIT PRICE	INCREASE/(DECREASE)
	**See attached itemization				
				NET CONTRACT CHANGE	**($76,058.41)**

Amount of Original Contract	$ 1,189,610.33
Sum of Additions/Deductions approved to date (CO Nos. 1-2)	$ 55,163.95
Contract Amount to date	$ 1,244,774.28
Amount of this Change Order ~~(ADD)~~ (DEDUCT) ~~(NO CHANGE)~~	$ (76,058.41)
Revised Contract Amount	$ 1,168,715.87

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

APPROVED BY ENGINEER: FOCUS Engineering, inc.

ENGINEER

1/9/2017
DATE

APPROVED BY CONTRACTOR

BY

DATE

APPROVED BY OWNER: CITY OF LAKE ELMO, MINNESOTA

BY

DATE

BY

DATE

CHANGE ORDER NO. 3

2016 STREET, DRAINAGE AND UTILITY IMPROVEMENTS
CITY OF LAKE ELMO, MINNESOTA
PROJECT NO. 2015.129

FOCUS ENGINEERING, inc.

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			TOTAL TO DATE		COMPENSATING CHANGE ORDER NO. 3	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	NET CHANGE	AMOUNT
	DIVISION 1 - KIRKWOOD AVENUE NORTH								
1	MOBILIZATION	LS	1	$9,000.00	$9,000.00	1.00	$9,000.00	0.00	$0.00
2	TRAFFIC CONTROL	LS	1	$1,284.36	$1,284.36	1.00	$1,284.36	0.00	$0.00
3	SILT FENCE	LF	4,428	$1.00	$4,428.00	3,825.00	$3,825.00	-603.00	-$603.00
4	BIOROLL DITCH CHECK	EA	20	$64.22	$1,284.40	0.00	$0.00	-20.00	-$1,284.40
5	SALVAGE MAILBOX	EA	11	$26.76	$294.36	7.00	$187.32	-4.00	-$107.04
6	SALVAGE SIGN	EA	3	$16.05	$48.15	2.00	$32.10	-1.00	-$16.05
7	SAWCUT BITUMINOUS PAVEMENT	LF	97	$3.48	$337.56	97.00	$337.56	0.00	$0.00
8	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT (DRIVEWAYS)	SY	29	$3.24	$93.96	24.70	$80.03	-4.30	-$13.93
9	COMMON EXCAVATION (EV) (P)	CY	2,854	$13.73	$39,185.42	2,854.00	$39,185.42	0.00	$0.00
10	SUBGRADE EXCAVATION (RECONSTRUCT AREAS) (EV)	CY	400	$7.57	$3,028.00	0.00	$0.00	-400.00	-$3,028.00
11	SUBGRADE PREPARATION	RS	19	$54.06	$1,027.14	19.00	$1,027.14	0.00	$0.00
12	SELECT GRANULAR BORROW (STREETS) (CV) (P)	CY	2,035	$14.60	$29,711.00	2,035.00	$29,711.00	0.00	$0.00
13	SELECT GRANULAR BORROW (SUBGRADE EXCAV.) (CV)	CY	400	$14.60	$5,840.00	0.00	$0.00	-400.00	-$5,840.00
14	CLASS 6 AGGREGATE BASE (CV) (P)	CY	655	$27.03	$17,704.65	0.00	$0.00	-655.00	-$17,704.65
15	PATCH GRAVEL DRIVEWAY	TN	53	$19.46	$1,031.38	53.00	$1,031.38	0.00	$0.00
16	AGGREGATE SHOULDERING	TN	164	$22.49	$3,688.36	164.00	$3,688.36	0.00	$0.00
17	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B)	TN	511	$52.65	$26,904.15	514.76	$27,102.11	3.76	$197.96
18	TYPE SP 12.5 BITUMINOUS NON WEARING COURSE MIXTURE (2,B)	TN	680	$47.40	$32,232.00	588.41	$27,890.63	-91.59	-$4,341.37
19	BITUMINOUS MATERIAL FOR TACK COAT	GAL	301	$1.96	$589.96	300.00	$588.00	-1.00	-$1.96
20	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B) (DRIVEWAY)	SY	29	$15.00	$435.00	122.30	$1,834.50	93.30	$1,399.50
21	SAW & SEAL STREET (40' INTERVALS)	LF	1,265	$2.48	$3,137.20	1,265.00	$3,137.20	0.00	$0.00
22	STREET SWEEPING	HR	15	$0.01	$0.15	3.00	$0.03	-12.00	-$0.12
23	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EA	1	$540.55	$540.55	0.00	$0.00	-1.00	-$540.55
24	CLEAN CULVERT	EA	5	$324.33	$1,621.65	5.00	$1,621.65	0.00	$0.00
25	4" PVC PERF EDGE DRAIN W/ BACKFILL & WRAP	LF	1,025	$7.57	$7,759.25	1,025.00	$7,759.25	0.00	$0.00
26	DRAINTILE CLEANOUT	EA	10	$216.22	$2,162.20	10.00	$2,162.20	0.00	$0.00
27	PRECAST CONCRETE HEADWALL (DRAIN TILE)	EA	6	$216.22	$1,297.32	6.00	$1,297.32	0.00	$0.00
28	DITCH GRADING	LF	196	$5.41	$1,060.36	196.00	$1,060.36	0.00	$0.00
29	IMPORT AND PLACE TOPSOIL (LV)	CY	543	$15.00	$8,145.00	14.00	$210.00	-529.00	-$7,935.00
30	SEEDING, FERTILIZER AND WOOD FIBER BLANKET	SY	3,163	$1.55	$4,902.65	3,700.00	$5,735.00	537.00	$832.35
31	INSTALL SALVAGED MAILBOX	EA	11	$42.81	$470.91	7.00	$299.67	-4.00	-$171.24
32	INSTALL SALVAGED SIGN	EA	3	$32.11	$96.33	2.00	$64.22	-1.00	-$32.11
	SUBTOTAL - DIVISION 1				$209,341.42		$170,151.82		-$39,189.60
	DIVISION 2 - KELVIN AVENUE NORTH - STREETS								
33	MOBILIZATION	LS	1	$9,000.00	$9,000.00	1.00	$9,000.00	0.00	$0.00
34	TRAFFIC CONTROL	LS	1	$1,284.36	$1,284.36	1.00	$1,284.36	0.00	$0.00
35	SILT FENCE	LF	4,775	$1.00	$4,775.00	3,019.00	$3,019.00	-1,756.00	-$1,756.00
36	BIOROLL DITCH CHECK	EA	7	$64.22	$449.54	0.00	$0.00	-7.00	-$449.54
37	CLEARING	EA	3	$324.33	$972.99	4.00	$1,297.32	1.00	$324.33
38	GRUBBING	EA	3	$259.47	$778.41	6.00	$1,556.82	3.00	$778.41
39	SALVAGE MAILBOX	EA	18	$26.76	$481.68	21.00	$561.96	3.00	$80.28
40	SALVAGE SIGN	EA	10	$16.05	$160.50	2.00	$32.10	-8.00	-$128.40
41	SALVAGE WOODEN FENCE	LF	30	$12.97	$389.10	20.00	$259.40	-10.00	-$129.70
42	SALVAGE BRICK PAVERS	SF	124	$2.16	$267.84	245.00	$529.20	121.00	$261.36
43	SAWCUT BITUMINOUS PAVEMENT	LF	305	$1.84	$561.20	210.00	$386.40	-95.00	-$174.80
44	SAWCUT CONCRETE PAVEMENT	LF	97	$2.32	$225.04	62.00	$143.84	-35.00	-$81.20
45	REMOVE & DISPOSE OF EXIST. CONCRETE CURB AND GUTTER	LF	480	$3.24	$1,555.20	480.00	$1,555.20	0.00	$0.00
46	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT	SY	5,224	$1.62	$8,462.88	5,224.00	$8,462.88	0.00	$0.00
47	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT (DRIVEWAYS)	SY	230	$2.16	$496.80	230.00	$496.80	0.00	$0.00
48	REMOVE & DISPOSE OF EXIST. CONCRETE PAVEMENT (DRIVEWAYS)	SY	47	$5.41	$254.27	47.00	$254.27	0.00	$0.00
49	COMMON EXCAVATION (EV) (P)	CY	3,074	$13.73	$42,206.02	3,074.00	$42,206.02	0.00	$0.00
50	SUBGRADE EXCAVATION (RECONSTRUCT AREAS) (EV)	CY	375	$7.57	$2,838.75	216.00	$1,635.12	-159.00	-$1,203.63
51	SUBGRADE PREPARATION	RS	19	$54.06	$1,027.14	19.00	$1,027.14	0.00	$0.00
52	SELECT GRANULAR BORROW (STREETS) (CV) (P)	CY	1,962	$14.87	$29,174.94	1,962.00	$29,174.94	0.00	$0.00
53	SELECT GRANULAR BORROW (SUBGRADE EXCAV.) (CV)	CY	375	$14.87	$5,576.25	216.00	$3,211.92	-159.00	-$2,364.33
54	CLASS 6 AGGREGATE BASE (CV) (P)	CY	630	$27.03	$17,028.90	886.00	$23,948.58	256.00	$6,919.68
55	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B)	TN	490	$52.65	$25,798.50	478.81	$25,209.35	-11.19	-$589.15
56	TYPE SP 12.5 BITUMINOUS NON WEARING COURSE MIXTURE (2,B)	TN	653	$47.40	$30,952.20	567.90	$26,918.46	-85.10	-$4,033.74
57	BITUMINOUS MATERIAL FOR TACK COAT	GAL	290	$1.96	$568.40	220.00	$431.20	-70.00	-$137.20
58	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B) (DRIVEWAY)	SY	230	$15.00	$3,450.00	297.00	$4,455.00	67.00	$1,005.00
59	SAW & SEAL STREET (40' INTERVALS)	LF	1,150	$2.48	$2,852.00	1,150.00	$2,852.00	0.00	$0.00
60	6" CONCRETE DRIVEWAY PAVEMENT	SY	62	$46.02	$2,853.24	68.00	$3,129.36	6.00	$276.12
61	CONCRETE RIBBON CURB	LF	3,240	$6.64	$21,513.60	3,150.00	$20,916.00	-90.00	-$597.60
62	SURMOUNTABLE CONCRETE CURB & GUTTER	LF	345	$10.17	$3,508.65	333.00	$3,386.61	-12.00	-$122.04
63	B618 CONCRETE CURB & GUTTER	LF	56	$12.84	$719.04	108.00	$1,386.72	52.00	$667.68
64	STREET SWEEPING	HR	20	$0.01	$0.20	0.00	$0.00	-20.00	-$0.20
65	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EA	2	$540.56	$1,081.12	0.00	$0.00	-2.00	-$1,081.12
66	CLEAN CULVERT	EA	1	$324.33	$324.33	1.00	$324.33	0.00	$0.00
67	4" PVC PERF EDGE DRAIN W/ BACKFILL & WRAP	LF	861	$7.57	$6,517.77	850.00	$6,434.50	-11.00	-$83.27

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			TOTAL TO DATE		COMPENSATING CHANGE ORDER NO. 3	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	NET CHANGE	AMOUNT
68	12" CORRUGATED STEEL PIPE CULVERT	LF	36	$28.11	$1,011.96	36.00	$1,011.96	0.00	$0.00
69	12" CORRUGATED STEEL PIPE APRON	EA	2	$259.47	$518.94	2.00	$518.94	0.00	$0.00
70	DRAINTILE CLEANOUT	EA	8	$216.22	$1,729.76	8.00	$1,729.76	0.00	$0.00
71	PRECAST CONCRETE HEADWALL (DRAIN TILE)	EA	4	$270.28	$1,081.12	4.00	$1,081.12	0.00	$0.00
72	DITCH GRADING	LF	12	$5.41	$64.92	12.00	$64.92	0.00	$0.00
73	IMPORT AND PLACE TOPSOIL (LV)	CY	702	$15.00	$10,530.00	420.00	$6,300.00	-282.00	-$4,230.00
74	SEEDING, FERTILIZER AND WOOD FIBER BLANKET	SY	929	$1.55	$1,439.95	2,000.00	$3,100.00	1,071.00	$1,660.05
75	SODDING	SY	2,300	$3.00	$6,900.00	2,720.00	$8,160.00	420.00	$1,260.00
76	INSTALL SALVAGED MAILBOX	EA	18	$42.81	$770.58	14.00	$599.34	-4.00	-$171.24
77	INSTALL SALVAGED SIGN	EA	10	$32.11	$321.10	5.00	$160.55	-5.00	-$160.55
78	INSTALL WOODEN FENCE	LF	10	$82.25	$822.50	20.00	$1,645.00	10.00	$822.50
79	INSTALL SALVAGED BRICK PAVERS	SF	124	$4.42	$548.08	245.00	$1,082.90	121.00	$534.82
	SUBTOTAL - DIVISION 2				$253,844.77		$250,941.29		-$2,903.48
	DIVISION 3 - KELVIN AVENUE NORTH - TRUNK WATER MAIN								
80	CONNECT TO EXISTING WATERMAIN	EA	1	$1,059.49	$1,059.49	1.00	$1,059.49	0.00	$0.00
81	HYDRANT EXTENSION	LF	3	$1,097.33	$3,291.99	0.00	$0.00	-3.00	-$3,291.99
82	12" DIP, CL. 52 WATERMAIN	LF	892	$53.42	$47,650.64	874.50	$46,715.79	-17.50	-$934.85
83	6" DIP, CL. 52 WATERMAIN	LF	53	$53.95	$2,859.35	47.50	$2,562.63	-5.50	-$296.73
84	1" TYPE "K" COPPER WATER SERVICE	LF	221	$42.54	$9,401.34	136.00	$5,785.44	-85.00	-$3,615.90
85	1" CORPORATION STOP	EA	5	$265.95	$1,329.75	5.00	$1,329.75	0.00	$0.00
86	1" CURB STOP WITH BOX	EA	5	$344.87	$1,724.35	5.00	$1,724.35	0.00	$0.00
87	6" HYDRANT ASSEMBLY (8'-6" BURY)	EA	2	$4,492.02	$8,984.04	2.00	$8,984.04	0.00	$0.00
88	6" RES. SEAT GATE VALVE & BOX	EA	2	$1,291.93	$2,583.86	2.00	$2,583.86	0.00	$0.00
89	12" RES. SEAT GATE VALVE & BOX	EA	2	$3,027.12	$6,054.24	2.00	$6,054.24	0.00	$0.00
90	MJ DIP COMPACT FITTINGS	LB	1,104	$3.68	$4,062.72	842.00	$3,098.56	-262.00	-$964.16
	SUBTOTAL - DIVISION 3				$89,001.77		$79,898.15		-$9,103.63
	DIVISION 4 - KELVIN AVENUE NORTH - LATERAL WATER MAIN								
91	12"X8" WET TAP	EA	1	$3,481.18	$3,481.18	1.00	$3,481.18	0.00	$0.00
92	HYDRANT EXTENSION	LF	3	$1,189.22	$3,567.66	0.00	$0.00	-3.00	-$3,567.66
93	8" DIP, CL. 52 WATERMAIN	LF	535	$38.06	$20,362.10	535.00	$20,362.10	0.00	$0.00
94	6" DIP, CL. 52 WATERMAIN	LF	20	$53.95	$1,079.00	20.00	$1,079.00	0.00	$0.00
95	1" TYPE "K" COPPER WATER SERVICE	LF	266	$42.54	$11,315.64	216.00	$9,188.64	-50.00	-$2,127.00
96	1" CORPORATION STOP	EA	6	$265.95	$1,595.70	6.00	$1,595.70	0.00	$0.00
97	1" CURB STOP WITH BOX	EA	6	$344.87	$2,069.22	6.00	$2,069.22	0.00	$0.00
98	6" HYDRANT ASSEMBLY (8'-6" BURY)	EA	1	$4,492.02	$4,492.02	1.00	$4,492.02	0.00	$0.00
99	6" RES. SEAT GATE VALVE & BOX	EA	1	$1,291.93	$1,291.93	1.00	$1,291.93	0.00	$0.00
100	MJ DIP COMPACT FITTINGS	LB	315	$4.32	$1,360.80	172.00	$743.04	-143.00	-$617.76
	SUBTOTAL - DIVISION 4				$50,615.25		$44,302.83		-$6,312.42
	DIVISION 5 - STONEGATE 1ST ADDITION - STREETS								
101	MOBILIZATION	LS	1	$15,000.00	$15,000.00	1.00	$15,000.00	0.00	$0.00
102	TRAFFIC CONTROL	LS	1	$1,926.54	$1,926.54	1.00	$1,926.54	0.00	$0.00
103	SILT FENCE	LF	207	$1.00	$207.00	0.00	$0.00	-207.00	-$207.00
104	INLET PROTECTION	EA	23	$90.98	$2,092.54	24.00	$2,183.52	1.00	$90.98
105	CLEARING	EA	1	$324.33	$324.33	1.00	$324.33	0.00	$0.00
106	GRUBBING	EA	1	$259.46	$259.46	1.00	$259.46	0.00	$0.00
107	SALVAGE MAILBOX	EA	31	$26.76	$829.56	31.00	$829.56	0.00	$0.00
108	SALVAGE SIGN	EA	5	$16.05	$80.25	0.00	$0.00	-5.00	-$80.25
109	SALVAGE LANDSCAPE ROCK (ISLANDS) (P)	LF	750	$0.29	$217.50	750.00	$217.50	0.00	$0.00
110	SAWCUT BITUMINOUS PAVEMENT	LF	435	$2.07	$900.45	595.50	$1,232.69	160.50	$332.24
111	SAWCUT CONCRETE PAVEMENT	LF	152	$2.22	$337.44	150.00	$333.00	-2.00	-$4.44
112	REMOVE MANHOLE OR CATCH BASIN CASTING	EA	27	$162.46	$4,386.42	27.00	$4,386.42	0.00	$0.00
113	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT (DRIVEWAYS)	SY	377	$5.55	$2,092.35	357.19	$1,982.40	-19.81	-$109.95
114	REMOVE & DISPOSE OF EXIST. CONCRETE PAVEMENT (DRIVEWAYS)	SY	137	$7.70	$1,054.90	127.39	$980.90	-9.61	-$74.00
115	SUBGRADE EXCAVATION (RECLAIM AREAS) (EV)	CY	500	$7.00	$3,500.00	73.00	$511.00	-427.00	-$2,989.00
116	RECLAIM EX. BIT. AND BASE MATERIALS, 8" DEPTH (P)	SY	18,800	$2.89	$54,332.00	18,800.00	$54,332.00	0.00	$0.00
117	HAUL OUT EXCESS RECLAIMED MATERIAL (LV) (P)	CY	909	$5.65	$5,135.85	1,594.00	$9,006.10	685.00	$3,870.25
118	SUBGRADE PREPARATION OF RECLAIMED SURFACE	RS	55	$310.00	$17,050.00	55.00	$17,050.00	0.00	$0.00
119	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B)	TN	1,611	$50.07	$80,662.77	1,589.35	$79,578.75	-21.65	-$1,084.02
120	TYPE SP 12.5 BITUMINOUS NON WEARING COURSE MIXTURE (2,B)	TN	1,611	$45.98	$74,073.78	1,411.00	$64,877.78	-200.00	-$9,196.00
121	BITUMINOUS MATERIAL FOR TACK COAT	GAL	951	$1.96	$1,863.96	405.00	$793.80	-546.00	-$1,070.16
122	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B) (DRIVEWAY)	SY	367	$15.00	$5,505.00	363.00	$5,445.00	-4.00	-$60.00
123	6" CONCRETE DRIVEWAY PAVEMENT	SY	91	$46.02	$4,187.82	108.00	$4,970.16	17.00	$782.34
124	SAW & SEAL STREET (40' INTERVALS)	LF	4,025	$2.48	$9,982.00	4,025.00	$9,982.00	0.00	$0.00
125	RIPRAP	CY	15	$86.49	$1,297.35	13.50	$1,167.62	-1.50	-$129.74
126	SEDIMENT REMOVAL (LV)	CY	57	$27.03	$1,540.71	28.00	$756.84	-29.00	-$783.87
127	MODIFY STORM STRUCTURE 104	LS	1	$3,546.04	$3,546.04	1.00	$3,546.04	0.00	$0.00
128	CATCH BASIN CASTING R-3067-V	EA	23	$627.69	$14,436.87	23.00	$14,436.87	0.00	$0.00
129	MANHOLE CASTING R-1642-B	EA	4	$474.07	$1,896.28	4.00	$1,896.28	0.00	$0.00
130	SOLID (2'X3'X1.0' HT) CONCRETE CB SECTION	EA	8	$560.15	$4,481.20	2.00	$1,120.30	-6.00	-$3,360.90
131	MINOR STRUCTURE REPAIR	EA	15	$172.81	$2,592.15	15.00	$2,592.15	0.00	$0.00
132	RECONSTRUCT DRAINAGE STRUCTURE	LF	10	$0.01	$0.10	0.00	$0.00	-10.00	-$0.10

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			TOTAL TO DATE		COMPENSATING CHANGE ORDER NO. 3	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	NET CHANGE	AMOUNT
133	B418 CONCRETE CURB & GUTTER	LF	12,140	$10.65	$129,291.00	11,607.00	$123,614.55	-533.00	-$5,676.45
134	STREET SWEEPING	HR	30	$0.01	$0.30	6.00	$0.06	-24.00	-$0.24
135	IMPORT AND PLACE TOPSOIL (LV)	CY	1,466	$15.00	$21,990.00	667.00	$10,005.00	-799.00	-$11,985.00
136	SODDING	SY	7,007	$3.00	$21,021.00	4,880.00	$14,640.00	-2,127.00	-$6,381.00
137	INSTALL SALVAGED MAILBOX	EA	31	$42.81	$1,327.11	30.00	$1,284.30	-1.00	-$42.81
138	INSTALL SALVAGED SIGN	EA	5	$32.11	$160.55	0.00	$0.00	-5.00	-$160.55
139	INSTALL SALVAGED LANDSCAPE ROCK (ISLANDS) (P)	LF	750	$1.58	$1,185.00	750.00	$1,185.00	0.00	$0.00
	SUBTOTAL - DIVISION 5				$490,767.58		$452,447.92		-$38,319.66
	DIVISION 6 - HIGHLAND TRAIL NORTH - STREETS								
140	MOBILIZATION	LS	1	$3,500.00	$3,500.00	1.00	$3,500.00	0.00	$0.00
141	TRAFFIC CONTROL	LS	1	$1,070.30	$1,070.30	1.00	$1,070.30	0.00	$0.00
142	INLET PROTECTION	EA	8	$90.98	$727.84	8.00	$727.84	0.00	$0.00
143	REMOVE & DISPOSE OF EXIST. CONCRETE CURB AND GUTTER	LF	80	$4.55	$364.00	48.00	$218.40	-32.00	-$145.60
144	REMOVE MANHOLE OR CATCH BASIN CASTING	EA	6	$114.23	$685.38	7.00	$799.61	1.00	$114.23
145	MILL 2" OF EXISTING BITUMINOUS PAVEMENT (P)	SY	4,900	$1.60	$7,840.00	4,900.00	$7,840.00	0.00	$0.00
146	REMOVE & REPAVE BITUMINOUS FLUME	LS	1	$1,214.34	$1,214.34	1.00	$1,214.34	0.00	$0.00
147	SPOT BITUMINOUS CURB REPLACEMENT	LF	136	$10.48	$1,425.28	226.00	$2,368.48	90.00	$943.20
148	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,C)	TN	637	$51.01	$32,493.37	602.25	$30,720.77	-34.75	-$1,772.60
149	BITUMINOUS MATERIAL FOR TACK COAT	GAL	282	$1.96	$552.72	250.00	$490.00	-32.00	-$62.72
150	CATCH BASIN CASTING R-3067-V	EA	1	$627.69	$627.69	1.00	$627.69	0.00	$0.00
151	CATCH BASIN CASTING R-3250-1	EA	4	$760.91	$3,043.64	4.00	$3,043.64	0.00	$0.00
152	CATCH BASIN CASTING R-3501-TR	EA	1	$740.51	$740.51	2.00	$1,481.02	1.00	$740.51
153	STREET SWEEPING	HR	4	$0.01	$0.04	0.00	$0.00	-4.00	-$0.04
154	IMPORT AND PLACE TOPSOIL (LV)	CY	30	$24.65	$739.50	30.00	$739.50	0.00	$0.00
155	SODDING	SY	138	$5.30	$731.40	240.00	$1,272.00	102.00	$540.60
	SUBTOTAL - DIVISION 6				$55,756.01		$56,113.59		$357.58
	DIVISION 7 - JAMELY AVENUE NORTH - STREETS								
156	MOBILIZATION	LS	1	$3,500.00	$3,500.00	1.00	$3,500.00	0.00	$0.00
157	TRAFFIC CONTROL	LS	1	$1,070.30	$1,070.30	1.00	$1,070.30	0.00	$0.00
158	MILL 2" OF EXISTING BITUMINOUS PAVEMENT (P)	SY	4,090	$1.60	$6,544.00	4,090.00	$6,544.00	0.00	$0.00
159	ADJUST VALVE BOX (WATER)	EA	5	$274.15	$1,370.75	5.00	$1,370.75	0.00	$0.00
160	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,C)	TN	531	$51.48	$27,335.88	564.41	$29,055.83	33.41	$1,719.95
161	BITUMINOUS MATERIAL FOR TACK COAT	GAL	236	$1.96	$462.56	230.00	$450.80	-6.00	-$11.76
162	STREET SWEEPING	HR	4	$0.01	$0.04	0.00	$0.00	-4.00	-$0.04
	SUBTOTAL - DIVISION 7				$40,283.53		$41,991.68		$1,708.15
	TOTALS - BASE CONTRACT				**$1,189,610.33**		**$1,095,847.27**		**-$93,763.06**
	CHANGE ORDER NO. 1								
CO1-1	REMOBILIZATION	LS	1.0	$1,000.00	$1,000.00	1.0	$1,000.00	0.00	$0.00
CO1-2	4" PERFORATED EDGE DRAIN WITH BACKFILL & WRAP	LF	1,179.0	$19.45	$22,931.55	1,179.0	$22,931.55	0.00	$0.00
CO1-3	DRAINTILE CLEANOUT	EA	11.0	$330.00	$3,630.00	11.0	$3,630.00	0.00	$0.00
CO1-4	PRECAST CONCRETE HEADWALL	EA	2.0	$295.00	$590.00	2.0	$590.00	0.00	$0.00
CO1-5	CORE DRILL INTO EXISTING STORM SEWER	EA	5.0	$825.00	$4,125.00	5.0	$4,125.00	0.00	$0.00
CO1-6	CONNECT TO EXISTING DRAINTILE	EA	2.0	$350.00	$700.00	2.0	$700.00	0.00	$0.00
	TOTALS - CHANGE ORDER NO. 1				$32,976.55		$32,976.55		$0.00
	CHANGE ORDER NO. 2								
CO2-1	REMOVE EXISTING CATCH BASIN	EA	3.0	$715.00	$2,145.00	3.0	$2,145.00	0.00	$0.00
CO2-2	2'X3' CATCH BASIN WITH INVERTS	EA	3.0	$3,100.00	$9,300.00	3.0	$9,300.00	0.00	$0.00
CO2-3	4" PVC PERFORATED EDGE DRAIN WITH BACKFILL & WRAP	LF	155.0	$22.50	$3,487.50	155.0	$3,487.50	0.00	$0.00
CO2-4	TYPE SP 9.5 BITUMINOUS WEAR COURSE FOR PATCHING	TN	13.0	$125.00	$1,625.00	13.0	$1,625.00	0.00	$0.00
CO2-5	CONNECT TO EXISTING STORM SEWER STRUCTURE	EA	2.0	$825.00	$1,650.00	2.0	$1,650.00	0.00	$0.00
CO2-6	MOBILIZATION	LS	1.0	$1,200.00	$1,200.00	1.0	$1,200.00	0.00	$0.00
CO2-7	EXPLORATORY DIGGING (STROM SEWER STRUCTURE 111,)	HR	3.0	$245.00	$735.00	3.0	$735.00	0.00	$0.00
CO2-8	YARD GRADING	HR	6.0	$101.00	$606.00	6.0	$606.00	0.00	$0.00
CO2-9	CLASS 6 AGGREGATE BASE (CV) (P)	CY	-655.0	$27.03	-$17,704.65	0.0	$0.00	655.00	$17,704.65
CO2-10	CLASS 5 AGGREGATE BASE (CV) (P)	CY	655.0	$25.41	$16,643.55	655.0	$16,643.55	0.00	$0.00
CO2-11	FULL DEPTH PATCH	LS	1.0	$2,500.00	$2,500.00	1.0	$2,500.00	0.00	$0.00
	TOTALS - CHANGE ORDER NO. 2				$22,187.40		$39,892.05		$17,704.65
	TOTALS - DIFFERENCE IN CONTRACT AND ACTUAL WORK COMPLETE				**$1,244,774.28**		**$1,168,715.87**		**-$76,058.41**

THE CITY OF LAKE ELMO

MAYOR & COUNCIL COMMUNICATION

DATE: **January 17, 2017**
CONSENT ITEM # **8**

AGENDA ITEM: 2016 Street, Drainage, and Utility Improvements – Pay Request No. 5 (Final)

SUBMITTED BY: Chad Isakson, Project Engineer

THROUGH: Kristina Handt, 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. Final payment is proposed in accordance with the Contract for the project. The Project has been completed within the authorized scope and budget.

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to consider accepting the improvements and approving Pay Request No. 5 (Final) for the 2016 Street, Drainage and Utility Improvements project. The work has been reviewed by the Engineer and is fully completed in accordance with the Contract, Specifications and Change Orders.

LEGISLATIVE HISTORY/BACKGROUND INFORMATION: Hardrives, Inc., the Contractor for the project, has completed the 2016 Street, Drainage and Utility Improvements in accordance with the construction contract awarded by the council on April 5, 2016. The Project Engineer has prepared a Certificate of Completion indicating that all work is completed including all punch list items and is recommending the acceptance of the improvements and release of final retainage. Project acceptance will initiate the one-year warranty period for the improvements. The one-year warranty will begin on January 17, 2017 and will extend through January 17, 2018.

The final total construction costs for the project is $1,168,715.87 which is 1.8% under the original contract amount of $1,189,610.33. A breakdown of the project costs compared with the previously approved budget is shown below.

2016 Street, Drainage, and Utility Improvements – Final Project Cost Summary

	Final Project Costs	Authorized Project Costs
Total Project Costs:	$1,282,000	$1,359,800
Breakdown:		
Construction:	$1,056,700	$1,060,000
Contingency:	$500	$106,100
Engineering (Report, Design, Construction, Right of Way Services)	$168,600	$150,800
Geotechnical Engineering:	$23,300	$10,000
Budget for Legal, Fiscal, and Administration:	$32,900	$32,900

2016 Overlay Improvements – Final Project Cost Summary

	Final Project Costs	Authorized Project Costs
Total Project Costs:	$121,300	$147,000
Breakdown:		
Construction:	$112,100	$113,000
Contingency:	$0	$11,000
Engineering (Design, Construction Services)	$9,200	$23,000

RECOMMENDATION: Staff is recommending that the City Council consider, *as part of the Consent Agenda,* accepting the 2016 Street, Drainage, and Utility Improvements and approving Pay Request No. 5 (Final) in the amount of $129,917.16. If removed from the consent agenda, the recommended motion for the action is as follows:

"Move to accept the improvements and approve Pay Request No. 5 (final) to Hardrives, Inc. in the amount of $129,917.16 for the 2016 Street, Drainage and Utility Improvements".

ATTACHMENT(S):

1. Pay Estimate No. 5 (Final).
2. Certificate of Completion.

PROJECT PAY FORM

PARTIAL PAY ESTIMATE NO. **5 (FINAL)**

FOCUS ENGINEERING, inc.

2016 STREET, DRAINAGE AND UTILITY IMPROVEMENTS
PROJECT NO. 2015.129

PERIOD OF ESTIMATE
FROM **9/1/2016** TO **12/31/2016**

PROJECT OWNER:
CITY OF LAKE ELMO
3800 LAVERNE AVENUE NORTH
LAKE ELMO, MN 55042
ATTN: JACK GRIFFIN, CITY ENGINEER

CONTRACTOR:
HARDRIVES, INC.
14475 QUIRAM DRIVE
ROGERS, MN 55374
ATTN: MICHAEL LEUER, PROJECT MANAGER

CONTRACT CHANGE ORDER SUMMARY

No.	Approval Date	Amount	
		Additions	Deductions
1	7/5/2016	$32,976.55	
2	9/20/2016	$22,187.40	
3	1/17/2017	($76,058.41)	
TOTALS		($20,894.46)	$0.00
NET CHANGE		($20,894.46)	

PAY ESTIMATE SUMMARY

1. Original Contract Amount	$1,189,610.33
2. Net Change Order Sum	-$20,894.46
3. Revised Contract (1+2)	$1,168,715.87
4. *Work Completed	$1,168,715.87
5. *Stored Materials	$0.00
6. Subtotal (4+5)	$1,168,715.87
7. Retainage* **0.0%**	$0.00
8. Previous Payments	$1,038,798.71
9. Amount Due (6-7-8)	**$129,917.16**

**Detailed Breakdown Attached*

CONTRACT TIME

START DATE:	**4/18/2016**	ORIGINAL DAYS	165	ON SCHEDULE	
SUBSTANTIAL COMPLETION:	**8/12/2016**	REVISED DAYS	0	YES	☐
FINAL COMPLETION:	**9/30/2016**	REMAINING	-92	NO	X

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

1/9/2017
DATE

CONTRACTOR'S CERTIFICATION:
The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work for which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR

BY

DATE

APPROVED BY OWNER: **CITY OF LAKE ELMO, MINNESOTA**

BY

DATE

BY

DATE

PARTIAL PAY ESTIMATE NO. 5 (FINAL)

2016 STREET, DRAINAGE AND UTILITY IMPROVEMENTS
CITY OF LAKE ELMO, MINNESOTA
PROJECT NO. 2015.129

FOCUS ENGINEERING, inc.

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
	DIVISION 1 - KIRKWOOD AVENUE NORTH								
1	MOBILIZATION	LS	1	$9,000.00	$9,000.00	0.00	$0.00	1.00	$9,000.00
2	TRAFFIC CONTROL	LS	1	$1,284.36	$1,284.36	0.00	$0.00	1.00	$1,284.36
3	SILT FENCE	LF	4,428	$1.00	$4,428.00	0.00	$0.00	3,825.00	$3,825.00
4	BIOROLL DITCH CHECK	EA	20	$64.22	$1,284.40	0.00	$0.00	0.00	$0.00
5	SALVAGE MAILBOX	EA	11	$26.76	$294.36	0.00	$0.00	7.00	$187.32
6	SALVAGE SIGN	EA	3	$16.05	$48.15	0.00	$0.00	2.00	$32.10
7	SAWCUT BITUMINOUS PAVEMENT	LF	97	$3.48	$337.56	0.00	$0.00	97.00	$337.56
8	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT (DRIVEWAYS)	SY	29	$3.24	$93.96	0.00	$0.00	24.70	$80.03
9	COMMON EXCAVATION (EV) (P)	CY	2,854	$13.73	$39,185.42	0.00	$0.00	2,854.00	$39,185.42
10	SUBGRADE EXCAVATION (RECONSTRUCT AREAS) (EV)	CY	400	$7.57	$3,028.00	0.00	$0.00	0.00	$0.00
11	SUBGRADE PREPARATION	RS	19	$54.06	$1,027.14	0.00	$0.00	19.00	$1,027.14
12	SELECT GRANULAR BORROW (STREETS) (CV) (P)	CY	2,035	$14.60	$29,711.00	0.00	$0.00	2,035.00	$29,711.00
13	SELECT GRANULAR BORROW (SUBGRADE EXCAV.) (CV)	CY	400	$14.60	$5,840.00	0.00	$0.00	0.00	$0.00
14	CLASS 6 AGGREGATE BASE (CV) (P)	CY	655	$27.03	$17,704.65	0.00	$0.00	0.00	$0.00
15	PATCH GRAVEL DRIVEWAY	TN	53	$19.46	$1,031.38	0.00	$0.00	53.00	$1,031.38
16	AGGREGATE SHOULDERING	TN	164	$22.49	$3,688.36	0.00	$0.00	164.00	$3,688.36
17	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B)	TN	511	$52.65	$26,904.15	0.00	$0.00	514.76	$27,102.11
18	TYPE SP 12.5 BITUMINOUS NON WEARING COURSE MIXTURE (2,B)	TN	680	$47.40	$32,232.00	0.00	$0.00	588.41	$27,890.63
19	BITUMINOUS MATERIAL FOR TACK COAT	GAL	301	$1.96	$589.96	0.00	$0.00	300.00	$588.00
20	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B) (DRIVEWAY)	SY	29	$15.00	$435.00	0.00	$0.00	122.30	$1,834.50
21	SAW & SEAL STREET (40' INTERVALS)	LF	1,265	$2.48	$3,137.20	1,265.00	$3,137.20	1,265.00	$3,137.20
22	STREET SWEEPING	HR	15	$0.01	$0.15	0.00	$0.00	3.00	$0.03
23	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EA	1	$540.55	$540.55	0.00	$0.00	0.00	$0.00
24	CLEAN CULVERT	EA	5	$324.33	$1,621.65	5.00	$1,621.65	5.00	$1,621.65
25	4" PVC PERF EDGE DRAIN W/ BACKFILL & WRAP	LF	1,025	$7.57	$7,759.25	0.00	$0.00	1,025.00	$7,759.25
26	DRAINTILE CLEANOUT	EA	10	$216.22	$2,162.20	0.00	$0.00	10.00	$2,162.20
27	PRECAST CONCRETE HEADWALL (DRAIN TILE)	EA	6	$216.22	$1,297.32	0.00	$0.00	6.00	$1,297.32
28	DITCH GRADING	LF	196	$5.41	$1,060.36	0.00	$0.00	196.00	$1,060.36
29	IMPORT AND PLACE TOPSOIL (LV)	CY	543	$15.00	$8,145.00	0.00	$0.00	14.00	$210.00
30	SEEDING, FERTILIZER AND WOOD FIBER BLANKET	SY	3,163	$1.55	$4,902.65	0.00	$0.00	3,700.00	$5,735.00
31	INSTALL SALVAGED MAILBOX	EA	11	$42.81	$470.91	0.00	$0.00	7.00	$299.67
32	INSTALL SALVAGED SIGN	EA	3	$32.11	$96.33	0.00	$0.00	2.00	$64.22
	SUBTOTAL - DIVISION 1				$209,341.42		$4,758.85		$170,151.82
	DIVISION 2 - KELVIN AVENUE NORTH - STREETS								
33	MOBILIZATION	LS	1	$9,000.00	$9,000.00	0.00	$0.00	1.00	$9,000.00
34	TRAFFIC CONTROL	LS	1	$1,284.36	$1,284.36	0.00	$0.00	1.00	$1,284.36
35	SILT FENCE	LF	4,775	$1.00	$4,775.00	0.00	$0.00	3,019.00	$3,019.00
36	BIOROLL DITCH CHECK	EA	7	$64.22	$449.54	0.00	$0.00	0.00	$0.00
37	CLEARING	EA	3	$324.33	$972.99	0.00	$0.00	4.00	$1,297.32
38	GRUBBING	EA	3	$259.47	$778.41	0.00	$0.00	6.00	$1,556.82
39	SALVAGE MAILBOX	EA	18	$26.76	$481.68	0.00	$0.00	21.00	$561.96
40	SALVAGE SIGN	EA	10	$16.05	$160.50	0.00	$0.00	2.00	$32.10
41	SALVAGE WOODEN FENCE	LF	30	$12.97	$389.10	0.00	$0.00	20.00	$259.40
42	SALVAGE BRICK PAVERS	SF	124	$2.16	$267.84	0.00	$0.00	245.00	$529.20
43	SAWCUT BITUMINOUS PAVEMENT	LF	305	$1.84	$561.20	0.00	$0.00	210.00	$386.40
44	SAWCUT CONCRETE PAVEMENT	LF	97	$2.32	$225.04	0.00	$0.00	62.00	$143.84
45	REMOVE & DISPOSE OF EXIST. CONCRETE CURB AND GUTTER	LF	480	$3.24	$1,555.20	0.00	$0.00	480.00	$1,555.20
46	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT	SY	5,224	$1.62	$8,462.88	0.00	$0.00	5,224.00	$8,462.88
47	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT (DRIVEWAYS)	SY	230	$2.16	$496.80	0.00	$0.00	230.00	$496.80
48	REMOVE & DISPOSE OF EXIST. CONCRETE PAVEMENT (DRIVEWAYS)	SY	47	$5.41	$254.27	0.00	$0.00	47.00	$254.27
49	COMMON EXCAVATION (EV) (P)	CY	3,074	$13.73	$42,206.02	0.00	$0.00	3,074.00	$42,206.02
50	SUBGRADE EXCAVATION (RECONSTRUCT AREAS) (EV)	CY	375	$7.57	$2,838.75	0.00	$0.00	216.00	$1,635.12
51	SUBGRADE PREPARATION	RS	19	$54.06	$1,027.14	0.00	$0.00	19.00	$1,027.14
52	SELECT GRANULAR BORROW (STREETS) (CV) (P)	CY	1,962	$14.87	$29,174.94	0.00	$0.00	1,962.00	$29,174.94
53	SELECT GRANULAR BORROW (SUBGRADE EXCAV.) (CV)	CY	375	$14.87	$5,576.25	0.00	$0.00	216.00	$3,211.92
54	CLASS 6 AGGREGATE BASE (CV) (P)	CY	630	$27.03	$17,028.90	256.00	$6,919.68	886.00	$23,948.58
55	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B)	TN	490	$52.65	$25,798.50	0.00	$0.00	478.81	$25,209.35
56	TYPE SP 12.5 BITUMINOUS NON WEARING COURSE MIXTURE (2,B)	TN	653	$47.40	$30,952.20	0.00	$0.00	567.90	$26,918.46
57	BITUMINOUS MATERIAL FOR TACK COAT	GAL	290	$1.96	$568.40	0.00	$0.00	220.00	$431.20
58	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B) (DRIVEWAY)	SY	230	$15.00	$3,450.00	0.00	$0.00	297.00	$4,455.00
59	SAW & SEAL STREET (40' INTERVALS)	LF	1,150	$2.48	$2,852.00	1,150.00	$2,852.00	1,150.00	$2,852.00
60	6" CONCRETE DRIVEWAY PAVEMENT	SY	62	$46.02	$2,853.24	0.00	$0.00	68.00	$3,129.36
61	CONCRETE RIBBON CURB	LF	3,240	$6.64	$21,513.60	0.00	$0.00	3,150.00	$20,916.00
62	SURMOUNTABLE CONCRETE CURB & GUTTER	LF	345	$10.17	$3,508.65	0.00	$0.00	333.00	$3,386.61
63	B618 CONCRETE CURB & GUTTER	LF	56	$12.84	$719.04	0.00	$0.00	108.00	$1,386.72
64	STREET SWEEPING	HR	20	$0.01	$0.20	0.00	$0.00	0.00	$0.00
65	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EA	2	$540.56	$1,081.12	0.00	$0.00	0.00	$0.00
66	CLEAN CULVERT	EA	1	$324.33	$324.33	0.00	$0.00	1.00	$324.33
67	4" PVC PERF EDGE DRAIN W/ BACKFILL & WRAP	LF	861	$7.57	$6,517.77	0.00	$0.00	850.00	$6,434.50
68	12" CORRUGATED STEEL PIPE CULVERT	LF	36	$28.11	$1,011.96	0.00	$0.00	36.00	$1,011.96

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
69	12" CORRUGATED STEEL PIPE APRON	EA	2	$259.47	$518.94	0.00	$0.00	2.00	$518.94
70	DRAINTILE CLEANOUT	EA	8	$216.22	$1,729.76	0.00	$0.00	8.00	$1,729.76
71	PRECAST CONCRETE HEADWALL (DRAIN TILE)	EA	4	$270.28	$1,081.12	0.00	$0.00	4.00	$1,081.12
72	DITCH GRADING	LF	12	$5.41	$64.92	0.00	$0.00	12.00	$64.92
73	IMPORT AND PLACE TOPSOIL (LV)	CY	702	$15.00	$10,530.00	112.00	$1,680.00	420.00	$6,300.00
74	SEEDING, FERTILIZER AND WOOD FIBER BLANKET	SY	929	$1.55	$1,439.95	0.00	$0.00	2,000.00	$3,100.00
75	SODDING	SY	2,300	$3.00	$6,900.00	0.00	$0.00	2,720.00	$8,160.00
76	INSTALL SALVAGED MAILBOX	EA	18	$42.81	$770.58	0.00	$0.00	14.00	$599.34
77	INSTALL SALVAGED SIGN	EA	10	$32.11	$321.10	3.00	$96.33	5.00	$160.55
78	INSTALL WOODEN FENCE	LF	10	$82.25	$822.50	20.00	$1,645.00	20.00	$1,645.00
79	INSTALL SALVAGED BRICK PAVERS	SF	124	$4.42	$548.08	0.00	$0.00	245.00	$1,082.90
	SUBTOTAL - DIVISION 2				$253,844.77		$13,193.01		$250,941.29
	DIVISION 3 - KELVIN AVENUE NORTH - TRUNK WATER MAIN								
80	CONNECT TO EXISTING WATERMAIN	EA	1	$1,059.49	$1,059.49	0.00	$0.00	1.00	$1,059.49
81	HYDRANT EXTENSION	LF	3	$1,097.33	$3,291.99	0.00	$0.00	0.00	$0.00
82	12" DIP, CL. 52 WATERMAIN	LF	892	$53.42	$47,650.64	0.00	$0.00	874.50	$46,715.79
83	6" DIP, CL. 52 WATERMAIN	LF	53	$53.95	$2,859.35	0.00	$0.00	47.50	$2,562.63
84	1" TYPE "K" COPPER WATER SERVICE	LF	221	$42.54	$9,401.34	0.00	$0.00	136.00	$5,785.44
85	1" CORPORATION STOP	EA	5	$265.95	$1,329.75	0.00	$0.00	5.00	$1,329.75
86	1" CURB STOP WITH BOX	EA	5	$344.87	$1,724.35	0.00	$0.00	5.00	$1,724.35
87	6" HYDRANT ASSEMBLY (8'-6" BURY)	EA	2	$4,492.02	$8,984.04	0.00	$0.00	2.00	$8,984.04
88	6" RES. SEAT GATE VALVE & BOX	EA	2	$1,291.93	$2,583.86	0.00	$0.00	2.00	$2,583.86
89	12" RES. SEAT GATE VALVE & BOX	EA	2	$3,027.12	$6,054.24	0.00	$0.00	2.00	$6,054.24
90	MJ DIP COMPACT FITTINGS	LB	1,104	$3.68	$4,062.72	0.00	$0.00	842.00	$3,098.56
	SUBTOTAL - DIVISION 3				$89,001.77		$0.00		$79,898.15
	DIVISION 4 - KELVIN AVENUE NORTH - LATERAL WATER MAIN								
91	12"X8" WET TAP	EA	1	$3,481.18	$3,481.18	0.00	$0.00	1.00	$3,481.18
92	HYDRANT EXTENSION	LF	3	$1,189.22	$3,567.66	0.00	$0.00	0.00	$0.00
93	8" DIP, CL. 52 WATERMAIN	LF	535	$38.06	$20,362.10	0.00	$0.00	535.00	$20,362.10
94	6" DIP, CL. 52 WATERMAIN	LF	20	$53.95	$1,079.00	0.00	$0.00	20.00	$1,079.00
95	1" TYPE "K" COPPER WATER SERVICE	LF	266	$42.54	$11,315.64	0.00	$0.00	216.00	$9,188.64
96	1" CORPORATION STOP	EA	6	$265.95	$1,595.70	0.00	$0.00	6.00	$1,595.70
97	1" CURB STOP WITH BOX	EA	6	$344.87	$2,069.22	0.00	$0.00	6.00	$2,069.22
98	6" HYDRANT ASSEMBLY (8'-6" BURY)	EA	1	$4,492.02	$4,492.02	0.00	$0.00	1.00	$4,492.02
99	6" RES. SEAT GATE VALVE & BOX	EA	1	$1,291.93	$1,291.93	0.00	$0.00	1.00	$1,291.93
100	MJ DIP COMPACT FITTINGS	LB	315	$4.32	$1,360.80	0.00	$0.00	172.00	$743.04
	SUBTOTAL - DIVISION 4				$50,615.25		$0.00		$44,302.83
	DIVISION 5 - STONEGATE 1ST ADDITION - STREETS								
101	MOBILIZATION	LS	1	$15,000.00	$15,000.00	0.00	$0.00	1.00	$15,000.00
102	TRAFFIC CONTROL	LS	1	$1,926.54	$1,926.54	0.00	$0.00	1.00	$1,926.54
103	SILT FENCE	LF	207	$1.00	$207.00	0.00	$0.00	0.00	$0.00
104	INLET PROTECTION	EA	23	$90.98	$2,092.54	0.00	$0.00	24.00	$2,183.52
105	CLEARING	EA	1	$324.33	$324.33	0.00	$0.00	1.00	$324.33
106	GRUBBING	EA	1	$259.46	$259.46	0.00	$0.00	1.00	$259.46
107	SALVAGE MAILBOX	EA	31	$26.76	$829.56	0.00	$0.00	31.00	$829.56
108	SALVAGE SIGN	EA	5	$16.05	$80.25	0.00	$0.00	0.00	$0.00
109	SALVAGE LANDSCAPE ROCK (ISLANDS) (P)	LF	750	$0.29	$217.50	0.00	$0.00	750.00	$217.50
110	SAWCUT BITUMINOUS PAVEMENT	LF	435	$2.07	$900.45	0.00	$0.00	595.50	$1,232.69
111	SAWCUT CONCRETE PAVEMENT	LF	152	$2.22	$337.44	0.00	$0.00	150.00	$333.00
112	REMOVE MANHOLE OR CATCH BASIN CASTING	EA	27	$162.46	$4,386.42	0.00	$0.00	27.00	$4,386.42
113	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT (DRIVEWAYS)	SY	377	$5.55	$2,092.35	0.00	$0.00	357.19	$1,982.40
114	REMOVE & DISPOSE OF EXIST. CONCRETE PAVEMENT (DRIVEWAYS)	SY	137	$7.70	$1,054.90	0.00	$0.00	127.39	$980.90
115	SUBGRADE EXCAVATION (RECLAIM AREAS) (EV)	CY	500	$7.00	$3,500.00	0.00	$0.00	73.00	$511.00
116	RECLAIM EX. BIT. AND BASE MATERIALS, 8" DEPTH (P)	SY	18,800	$2.89	$54,332.00	0.00	$0.00	18,800.00	$54,332.00
117	HAUL OUT EXCESS RECLAIMED MATERIAL (LV) (P)	CY	909	$5.65	$5,135.85	0.00	$0.00	1,594.00	$9,006.10
118	SUBGRADE PREPARATION OF RECLAIMED SURFACE	RS	55	$310.00	$17,050.00	0.00	$0.00	55.00	$17,050.00
119	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B)	TN	1,611	$50.07	$80,662.77	0.00	$0.00	1,589.35	$79,578.75
120	TYPE SP 12.5 BITUMINOUS NON WEARING COURSE MIXTURE (2,B)	TN	1,611	$45.98	$74,073.78	0.00	$0.00	1,411.00	$64,877.78
121	BITUMINOUS MATERIAL FOR TACK COAT	GAL	951	$1.96	$1,863.96	0.00	$0.00	405.00	$793.80
122	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B) (DRIVEWAY)	SY	367	$15.00	$5,505.00	0.00	$0.00	363.00	$5,445.00
123	6" CONCRETE DRIVEWAY PAVEMENT	SY	91	$46.02	$4,187.82	0.00	$0.00	108.00	$4,970.16
124	SAW & SEAL STREET (40' INTERVALS)	LF	4,025	$2.48	$9,982.00	4,025.00	$9,982.00	4,025.00	$9,982.00
125	RIPRAP	CY	15	$86.49	$1,297.35	0.00	$0.00	13.50	$1,167.62
126	SEDIMENT REMOVAL (LV)	CY	57	$27.03	$1,540.71	0.00	$0.00	28.00	$756.84
127	MODIFY STORM STRUCTURE 104	LS	1	$3,546.04	$3,546.04	0.00	$0.00	1.00	$3,546.04
128	CATCH BASIN CASTING R-3067-V	EA	23	$627.69	$14,436.87	0.00	$0.00	23.00	$14,436.87
129	MANHOLE CASTING R-1642-B	EA	4	$474.07	$1,896.28	0.00	$0.00	4.00	$1,896.28
130	SOLID (2'X3'X1.0' HT) CONCRETE CB SECTION	EA	8	$560.15	$4,481.20	0.00	$0.00	2.00	$1,120.30
131	MINOR STRUCTURE REPAIR	EA	15	$172.81	$2,592.15	15.00	$2,592.15	15.00	$2,592.15
132	RECONSTRUCT DRAINAGE STRUCTURE	LF	10	$0.01	$0.10	0.00	$0.00	0.00	$0.00
133	B418 CONCRETE CURB & GUTTER	LF	12,140	$10.65	$129,291.00	0.00	$0.00	11,607.00	$123,614.55
134	STREET SWEEPING	HR	30	$0.01	$0.30	0.00	$0.00	6.00	$0.06

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
135	IMPORT AND PLACE TOPSOIL (LV)	CY	1,466	$15.00	$21,990.00	0.00	$0.00	667.00	$10,005.00
136	SODDING	SY	7,007	$3.00	$21,021.00	0.00	$0.00	4,880.00	$14,640.00
137	INSTALL SALVAGED MAILBOX	EA	31	$42.81	$1,327.11	0.00	$0.00	30.00	$1,284.30
138	INSTALL SALVAGED SIGN	EA	5	$32.11	$160.55	0.00	$0.00	0.00	$0.00
139	INSTALL SALVAGED LANDSCAPE ROCK (ISLANDS) (P)	LF	750	$1.58	$1,185.00	750.00	$1,185.00	750.00	$1,185.00
	SUBTOTAL - DIVISION 5				$490,767.58		$13,759.15		$452,447.92
	DIVISION 6 - HIGHLAND TRAIL NORTH - STREETS								
140	MOBILIZATION	LS	1	$3,500.00	$3,500.00	0.00	$0.00	1.00	$3,500.00
141	TRAFFIC CONTROL	LS	1	$1,070.30	$1,070.30	0.00	$0.00	1.00	$1,070.30
142	INLET PROTECTION	EA	8	$90.98	$727.84	0.00	$0.00	8.00	$727.84
143	REMOVE & DISPOSE OF EXIST. CONCRETE CURB AND GUTTER	LF	80	$4.55	$364.00	0.00	$0.00	48.00	$218.40
144	REMOVE MANHOLE OR CATCH BASIN CASTING	EA	6	$114.23	$685.38	0.00	$0.00	7.00	$799.61
145	MILL 2" OF EXISTING BITUMINOUS PAVEMENT (P)	SY	4,900	$1.60	$7,840.00	0.00	$0.00	4,900.00	$7,840.00
146	REMOVE & REPAVE BITUMINOUS FLUME	LS	1	$1,214.34	$1,214.34	0.00	$0.00	1.00	$1,214.34
147	SPOT BITUMINOUS CURB REPLACEMENT	LF	136	$10.48	$1,425.28	226.00	$2,368.48	226.00	$2,368.48
148	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,C)	TN	637	$51.01	$32,493.37	0.00	$0.00	602.25	$30,720.77
149	BITUMINOUS MATERIAL FOR TACK COAT	GAL	282	$1.96	$552.72	0.00	$0.00	250.00	$490.00
150	CATCH BASIN CASTING R-3067-V	EA	1	$627.69	$627.69	0.00	$0.00	1.00	$627.69
151	CATCH BASIN CASTING R-3250-1	EA	4	$760.91	$3,043.64	0.00	$0.00	4.00	$3,043.64
152	CATCH BASIN CASTING R-3501-TR	EA	1	$740.51	$740.51	0.00	$0.00	2.00	$1,481.02
153	STREET SWEEPING	HR	4	$0.01	$0.04	0.00	$0.00	0.00	$0.00
154	IMPORT AND PLACE TOPSOIL (LV)	CY	30	$24.65	$739.50	0.00	$0.00	30.00	$739.50
155	SODDING	SY	138	$5.30	$731.40	240.00	$1,272.00	240.00	$1,272.00
	SUBTOTAL - DIVISION 6				$55,756.01		$3,640.48		$56,113.59
	DIVISION 7 - JAMELY AVENUE NORTH - STREETS								
156	MOBILIZATION	LS	1	$3,500.00	$3,500.00	0.00	$0.00	1.00	$3,500.00
157	TRAFFIC CONTROL	LS	1	$1,070.30	$1,070.30	0.00	$0.00	1.00	$1,070.30
158	MILL 2" OF EXISTING BITUMINOUS PAVEMENT (P)	SY	4,090	$1.60	$6,544.00	0.00	$0.00	4,090.00	$6,544.00
159	ADJUST VALVE BOX (WATER)	EA	5	$274.15	$1,370.75	0.00	$0.00	5.00	$1,370.75
160	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,C)	TN	531	$51.48	$27,335.88	0.00	$0.00	564.41	$29,055.83
161	BITUMINOUS MATERIAL FOR TACK COAT	GAL	236	$1.96	$462.56	0.00	$0.00	230.00	$450.80
162	STREET SWEEPING	HR	4	$0.01	$0.04	0.00	$0.00	0.00	$0.00
	SUBTOTAL - DIVISION 7				$40,283.53		$0.00		$41,991.68
	TOTALS - BASE CONTRACT				**$1,189,610.33**		**$35,351.49**		**$1,095,847.27**
	CHANGE ORDER NO. 1								
CO1-1	REMOBILIZATION	LS	1.0	$1,000.00	$1,000.00	0.00	$0.00	1.0	$1,000.00
CO1-2	4" PERFORATED EDGE DRAIN WITH BACKFILL & WRAP	LF	1,179.0	$19.45	$22,931.55	0.00	$0.00	1,179.0	$22,931.55
CO1-3	DRAINTILE CLEANOUT	EA	11.0	$330.00	$3,630.00	0.00	$0.00	11.0	$3,630.00
CO1-4	PRECAST CONCRETE HEADWALL	EA	2.0	$295.00	$590.00	0.00	$0.00	2.0	$590.00
CO1-5	CORE DRILL INTO EXISTING STORM SEWER	EA	5.0	$825.00	$4,125.00	0.00	$0.00	5.0	$4,125.00
CO1-6	CONNECT TO EXISTING DRAINTILE	EA	2.0	$350.00	$700.00	0.00	$0.00	2.0	$700.00
	TOTALS - CHANGE ORDER NO. 1				$32,976.55		$0.00		$32,976.55
	CHANGE ORDER NO. 2								
CO2-1	REMOVE EXISTING CATCH BASIN	EA	3.0	$715.00	$2,145.00	3.00	$2,145.00	3.0	$2,145.00
CO2-2	2'X3' CATCH BASIN WITH INVERTS	EA	3.0	$3,100.00	$9,300.00	3.00	$9,300.00	3.0	$9,300.00
CO2-3	4" PVC PERFORATED EDGE DRAIN WITH BACKFILL & WRAP	LF	155.0	$22.50	$3,487.50	155.00	$3,487.50	155.0	$3,487.50
CO2-4	TYPE SP 9.5 BITUMINOUS WEAR COURSE FOR PATCHING	TN	13.0	$125.00	$1,625.00	13.00	$1,625.00	13.0	$1,625.00
CO2-5	CONNECT TO EXISTING STORM SEWER STRUCTURE	EA	2.0	$825.00	$1,650.00	2.00	$1,650.00	2.0	$1,650.00
CO2-6	MOBILIZATION	LS	1.0	$1,200.00	$1,200.00	1.00	$1,200.00	1.0	$1,200.00
CO2-7	EXPLORATORY DIGGING (STROM SEWER STRUCTURE 111,)	HR	3.0	$245.00	$735.00	3.00	$735.00	3.0	$735.00
CO2-8	YARD GRADING	HR	6.0	$101.00	$606.00	6.00	$606.00	6.0	$606.00
CO2-9	CLASS 6 AGGREGATE BASE (CV) (P)	CY	-655.0	$27.03	-$17,704.65	0.00	$0.00	0.0	$0.00
CO2-10	CLASS 5 AGGREGATE BASE (CV) (P)	CY	655.0	$25.41	$16,643.55	655.00	$16,643.55	655.0	$16,643.55
CO2-11	FULL DEPTH PATCH	LS	1.0	$2,500.00	$2,500.00	1.00	$2,500.00	1.0	$2,500.00
	TOTALS - CHANGE ORDER NO. 2				$22,187.40		$39,892.05		$39,892.05
	COMPENSATING CHANGE ORDER NO. 3								
CO3-1	COMPENSATING CHANGE ORDER	LS	1.0	-$76,058.41	-$76,058.41	0.00	$0.00	0.0	$0.00
	TOTALS - CHANGE ORDER NO. 3				-$76,058.41		$0.00		$0.00
	TOTALS - REVISED CONTRACT				**$1,168,715.87**		**$75,243.54**		**$1,168,715.87**

CERTIFICATE OF COMPLETION

DATE OF ISSUANCE: January 17, 2017

OWNER:	CITY OF LAKE ELMO, MN
CONTRACTOR:	HARDRIVES, INC.
PROJECT NAME:	2016 STREET, DRAINAGE AND UTILITY IMPROVEMENTS
PROJECT NO.:	2015.129

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

I do hereby certify that the work to which this Certificate applies has been constructed in accordance with the Contract dated April 14, 2016. The above-mentioned improvement is hereby declared to be complete and acceptance of this work is recommended.

DATE OF COMPLETION: January 17, 2016

Chad Isakson Reg. No. 49028

FOCUS Engineering, inc.

THE WARRANTY PERIOD BEGINS January 17, 2017 AND ENDS January 17, 2018

THE CITY OF LAKE ELMO

STAFF REPORT

DATE: January 17, 2017
REGULAR
ITEM #: 9
RESOLUTION

AGENDA ITEM: 2017 Street Improvements – Public Improvement Hearing; Resolution Ordering the Improvement and the Preparation of Plans and Specifications; Approve Engineering Services Contract

SUBMITTED BY: Jack Griffin, City Engineer
REVIEWED BY: Kristina Handt, City Administrator
Cathy Bendel, Finance Director
Chad Isakson, Assistant City Engineer

BACKGROUND: Pursuant to Minnesota Statutes, Section 429.011 to 429.111, a Public Improvement Hearing was noticed for January 17, 2017, to consider making the improvements necessary to rehabilitate the residential streets located in 4 separate subdivisions, including Fox Fire Estates, Springborns Green Acres, Judith Mary Manor and Rolling Hills Estates. The Street Reclaim Improvement includes approximately 2.3 miles of local streets consisting of 55th Street North, from Demontreville Trail North to 57th Street North; 57th Street North, from Julep Way North to Keats Avenue North; Jamaca Avenue North, from 55th Street North to Jamaca Boulevard North; and Jamaca Boulevard North, from 55th Street North to Jamaca Avenue North.

The attached notice was published in the official newspaper and individual notifications were sent to each address that will be wholly or partially assessed for the improvements.

A feasibility report was adopted by the City Council on December 6, 2016 in order to ready these improvements for 2017 construction. The feasibility report is needed to meet state statutory requirements if any portion of the project is to be assessed. The report identifies the necessary improvements, the estimated project costs, the assessment methodology and preliminary assessment amounts to be levied against benefitting properties.

ISSUE BEFORE COUNCIL: The City Council is respectfully requested to open the Public Improvement Hearing for the 2017 Street Improvements; and following the Hearing, consider adopting a Resolution Ordering the Improvement and the Preparation of Plans and Specifications; and awarding a Professional Engineering Design and Construction Support Services Contract.

PROPOSAL DETAILS/ANALYSIS: The total estimated project cost is $1,400,000. The improvements would be partially assessed against the benefitting properties consistent with the City's Special Assessment Policy. Street and drainage improvements are assessed at a rate of 30% of the total project costs for residential properties using a unit method, and at a rate of 100% of the total project costs for non-residential properties based upon the actual front footage abutting the improvement. Residential properties are considered to provide an equal demand on street use and are therefore assessed on a per unit basis. The remaining 70% of the project costs are paid through the City general fund. Residential properties along 55th Street North, 57th Street North, Jamaca Avenue North and Jamaca Boulevard North with direct access to the street are included as benefitting properties. Each property is assessed one unit unless the property has

the ability to be subdivided using the current underlying land use and zoning regulations. The city planning department reviews larger parcels to determine if a parcel can be subdivided and the number of lots that could be obtained.

The preliminary assessment rolls detailing each property's proposed assessment amount are included in the Appendix of the report and are attached to this agenda report. Assessments for street and drainage improvements will be levied over a 15-year period. Assessments will be charged an interest rate of 1% over the bond rate for the project.

To complete the engineering design, the city engineer prepared and sent out a Request for Proposal (RFP) for the Engineering Support Services that include topographic survey, the preparation of plans and specifications; plan printing, distribution and bidding services; construction administration support to the city engineer, and construction staking. FOCUS Engineering will provide council communication, project management, and construction administration and observation services for the project. FOCUS will also oversee the project design standards and documents to be incorporated with the project plans and specifications.

The RFP was sent to three firms from the city's Engineering Consultant Pool, including Bolton and Menk, TKDA and SEH. Proposals were received on January 6, 2016 and ranked as follows:

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

The attached exhibit provides the Proposal Fee Summary as received by the responding consultants. The Proposal Fees ranged from $71,000 to $88,820. SEH declined to submit. Engineering Fees are subtotaled for each project phase including project management, plans and specifications, bidding, and construction support services including construction staking.

The city engineer is recommending a contract be awarded to TKDA. They have assigned a qualified team appropriate for the level of work required for this project and have previous work experience on similar projects. TKDA also identified a thorough understanding of the work to be performed and they are aware of key issues related to the project.

FISCAL IMPACT: $59,000 for engineering fees necessary for the preparation of plans and specifications and bidding services for the proposed improvements.

The 2017 Street Improvements is an estimated $1,400,000 infrastructure project that will be partially assessed against the benefitting properties consistent with the City's Special Assessment Policy. The project is funded through the issuance of general obligation bonds and special assessments. Ordering the Improvements and authorizing the preparation of plans and specifications commits the City to incur the engineering costs necessary to complete detailed design and receive contractor bids to ready the project for construction in 2017. The council will be asked to award a contract for construction in May 2017, at which time the City would be asked to commit to the remaining project costs.

OPTIONS:

1. Adopt the Resolution and motions as presented to proceed with the 2017 Street Improvements as outlined in the Feasibility Report approved on December 6, 2016.
2. Following public input, amend any portion of the recommended improvements or recommendations of the Feasibility Report and adopt an amended Feasibility Report along with an amended Resolution and/or motions accordingly.
3. Take no action thereby cancelling the 2017 Street Improvements and direct staff for reprogramming these improvements within the Capital Improvement Plan.

RECOMMENDATION: Staff is recommending that the City Council adopt a Resolution Ordering the Improvements and the Preparation of Plans and Specifications for the 2017 Street Improvements. The recommended motion for this action is as follows:

"Move to adopt Resolution No. 2016-009 Ordering the 2017 Street Improvements and the Preparation of Plans and Specifications."

Staff is also recommending that the City Council award a Professional Engineering Design and Construction Support Services Contract for the 2017 Street Improvements. Staff is recommending TKDA be awarded the contract in a not to exceed amount of $71,000. The recommended motion for this action is as follows:

"Move to approve a Professional Engineering Design and Construction Support Services Contract to TKDA in the not to exceed amount of $71,000 for the 2017 Street Improvements."

ATTACHMENTS:

1. Resolution 2016-009 Ordering the Improvements and Preparation of Plans and Specifications.
2. Notice of Hearing on Improvement.
3. Preliminary Assessment Roll.
4. Location Map.
5. Project Schedule.
6. Proposal Fee Summary Worksheet.

CITY OF LAKE ELMO
WASHINGTON COUNTY
STATE OF MINNESOTA

RESOLUTION NO. 2017-009

A RESOLUTION ORDERING THE IMPROVEMENT AND PREPARATION OF PLANS AND SPECIFICATIONS FOR THE 2017 STREET IMPROVEMENTS

WHEREAS, pursuant to city council authorization, adopted on December 6, 2016, the council ordered a hearing on improvement for the 2017 Street Improvements; and

WHEREAS, ten days mailed notice and two weeks published notice of the hearing was given, and the hearing was held thereon on the 17th day of January, 2017, at which all persons desiring to be heard were given the opportunity to be heard thereon; and

WHEREAS, the feasibility report prepared by FOCUS Engineering, Inc., and dated December 2016 states that the project is necessary, cost-effective, and feasible.

NOW, THEREFORE, BE IT RESOLVED,

1. Such improvement is deemed necessary, cost-effective, and feasible as detailed in the Feasibility Report dated December 2016.
2. Such improvement is hereby ordered as proposed in the council resolution adopted this 17th day of January, 2017.
3. The city council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax exempt bonds.
4. The city engineer is hereby designated as the engineer for making this improvement. The engineer, and his consultants, shall oversee the preparation of the Plans and Specifications for the making of such improvement.
5. The city engineer shall retain the services of a consulting engineering firm to assist, where needed, to prepare Plans and Specifications for the making of such improvement and to assist the city engineer during the construction phase of the improvement as requested.

ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE SEVENTEENTH DAY OF JANUARY, 2017.

CITY OF LAKE ELMO

By: _____
Mike Pearson
Mayor

(Seal)
ATTEST:

_____
Julie Johnson
City Clerk

CITY OF LAKE ELMO
NOTICE OF HEARING ON IMPROVEMENT
2017 STREET IMPROVEMENTS

Notice is hereby given that the City Council of Lake Elmo will meet in the council chambers of the city hall at or approximately after 7:00 P.M. on **Tuesday, January 17, 2017**, to consider the making of the following improvements, pursuant to Minnesota Statutes, Sections 429.011 to 429.111;

Street and drainage improvements including a new bituminous pavement supported by a renewed recycled aggregate base with new concrete curb and gutter, and a repair or restoration of the existing street drainage system for the following streets:

- 55th Street North, from Demontreville Trail North to Jamaca Avenue North.
- 55th Street North, from Jamaca Avenue North to 57th Street North.
- 57th Street North, from Julep Way North to Keats Avenue North.
- Jamaca Avenue North, from 55th Street North to Jamaca Boulevard North.
- Jamaca Boulevard North, from 55th Street North to Jamaca Avenue North.

The area proposed to be assessed for these improvements include properties abutting the above referenced streets or properties that gain direct driveway access from the above referenced streets. The estimated total cost for the project is $1,400,000. A reasonable estimate of the impact of the assessment will be available at the hearing. Such persons as desiring to be heard with reference to the proposed improvements will be heard at this meeting.

DATED: December 6, 2016

BY ORDER OF THE LAKE ELMO CITY COUNCIL

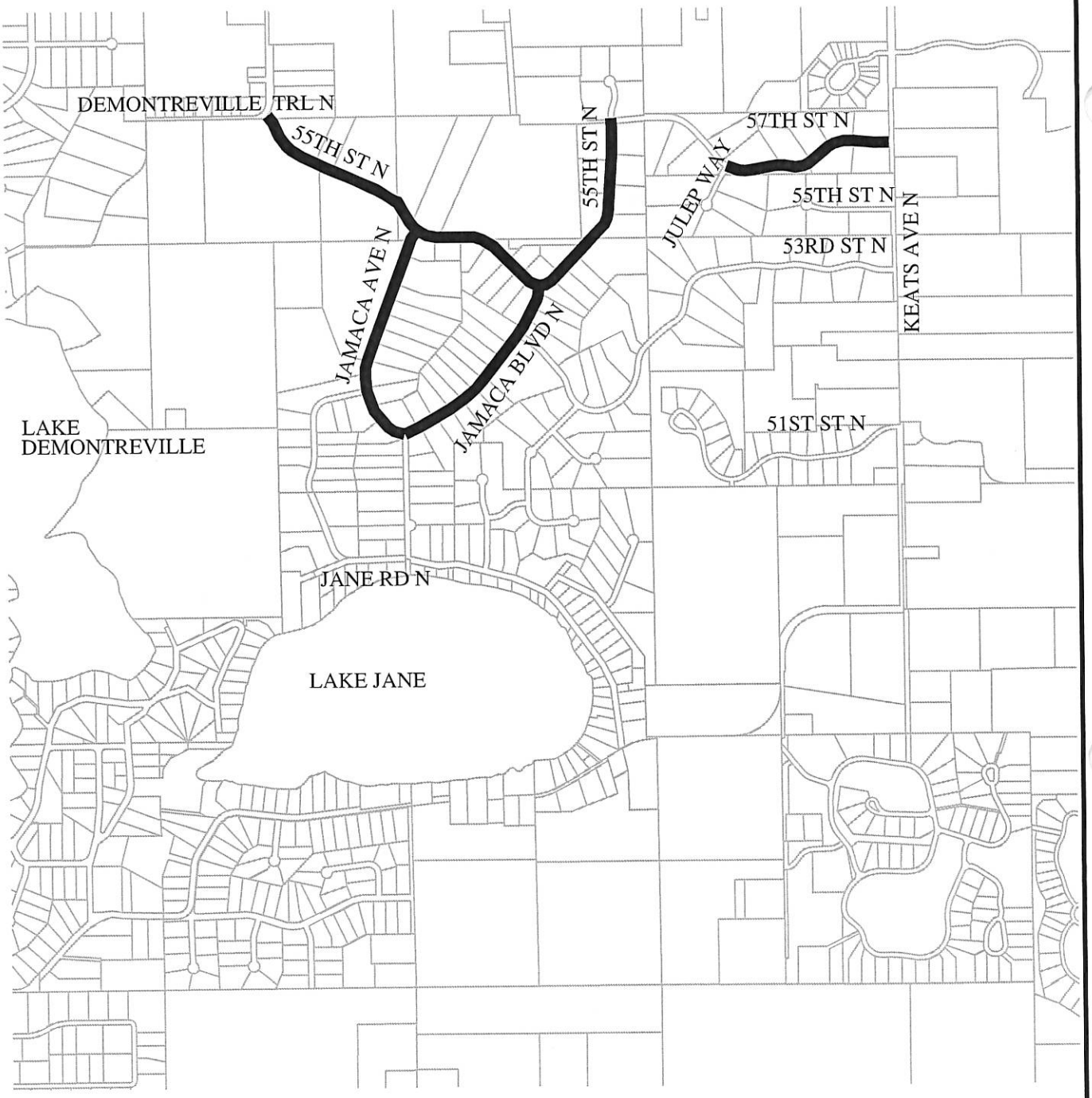
Mike Pearson, Mayor

(Published in the Oakdale/Lake Elmo Review on December 21, 2016 and December 28, 2016)

2017 STREET IMPROVEMENTS
PRELIMINARY ASSESSMENT ROLL

NO.	NAME	ADDRESS					PID	AMOUNT
55TH STREET NORTH: DEMONTREVILLE TRAIL TO JAMACA AVENUE								
1	KLAENHAMMER LEIGH J	8800	55TH	ST N	LAKE ELMO	55042	0402921110005	$ 6,400.00
2	HUNT LEE G & MARY C	8810	55TH	ST N	LAKE ELMO	55042	0402921140001	$ 6,400.00
3	OPHEIM JOHN E & BRENDA J						0402921140003	$ 6,400.00
4	SPRINGBORN RICHIE W & BETH A	8970	55TH	ST N	LAKE ELMO	55042	0402921140002	$ 6,400.00
5	LAWRENCE MATTHEW T & JESSICA A						0302921230010	$ 6,400.00
6	SPRINGBORN GAYLEN W						0402921140004	$ 6,400.00
7	SPRINGBORN GAYLEN W & WANDA E	8989	55TH	ST N	LAKE ELMO	55042	0402921140005	$ 6,400.00
55TH STREET NORTH: JAMACA AVENUE TO 57TH STREET								
8	CIHON JAMES & LISA						0302921230011	$ 6,400.00
9	SCHABERG MARK S & SUSAN H	9055	55TH	ST N	LAKE ELMO	55042	0302921320019	$ 6,400.00
10	SMITH MICHAEL H & AIMEE C	9123	55TH	ST N	LAKE ELMO	55042	0302921320011	$ 6,400.00
11	KASTLER PETER H & MADELINE E & LINDA DORNFELD	9130	55TH	ST N	LAKE ELMO	55042	0302921230012	$ 12,800.00
12	PRESTON HOWARD D & LAURIE G MCGINNIS	9163	55TH	ST N	LAKE ELMO	55042	0302921320010	$ 6,400.00
13	SHARON N MATTREN LIVING TRS	9203	55TH	ST N	LAKE ELMO	55042	0302921320009	$ 6,400.00
14	MILLER WILLIAM T & BARBARA K	9240	55TH	ST N	LAKE ELMO	55042	0302921310012	$ 6,400.00
15	BURRESS MICHAEL J & MARY JO	9243	55TH	ST N	LAKE ELMO	55042	0302921320008	$ 6,400.00
16	FROST ARLO P & STEPHANIE L	9280	55TH	ST N	LAKE ELMO	55042	0302921310013	$ 6,400.00
17	METZLER DAVID	9303	55TH	ST N	LAKE ELMO	55042	0302921310009	$ 6,400.00
18	SUNDGAARD HANS	9333	55TH	ST N	LAKE ELMO	55042	0302921310010	$ 6,400.00
19	GONZALEZ LAWRENCE & JOY	9363	55TH	ST N	LAKE ELMO	55042	0302921310011	$ 6,400.00
20	BROOKMAN DAVID M & CAROL ANN	9393	55TH	ST N	LAKE ELMO	55042	0302921310002	$ 6,400.00
21	STANLEY W & SANDRA K EAYRS TRS	9400	55TH	ST N	LAKE ELMO	55042	0302921310015	$ 6,400.00
22	HUGHES JOHN R & CHARLENE	9455	55TH	ST N	LAKE ELMO	55042	0302921240003	$ 6,400.00
23	AUGER THOMAS & MARY	9486	55TH	ST N	LAKE ELMO	55042	0302921240007	$ 6,400.00
24	DIAZ JIMMY	9515	55TH	ST N	LAKE ELMO	55042	0302921240004	$ 6,400.00
25	STEELE DAVID & DEBORAH	9576	55TH	ST N	LAKE ELMO	55042	0302921240008	$ 6,400.00
26	RADERS DEAN A & PRATHER H P JR	9589	55TH	ST N	LAKE ELMO	55042	0302921240005	$ 6,400.00
27	GRABOWSKI DENNIS J & SANDRA L GRABOWSKI	9652	55TH	ST N	LAKE ELMO	55042	0302921240009	$ 6,400.00
57TH STREET NORTH: JULEP WAY TO KEATS AVENUE								
28	CHLEBECK STEPHEN JR & PATRICIA A BARRETT	9692	57TH	ST N	LAKE ELMO	55042	0302921130003	$ 6,400.00
29	JURAN LEONARD D & BONNIE M	9784	57TH	ST N	LAKE ELMO	55042	0302921140005	$ 6,400.00
30	WEATHERUP ROBERT J & COREY M	9844	57TH	ST N	LAKE ELMO	55042	0302921140004	$ 6,400.00
31	MARKOE BETH A	9875	57TH	ST N	LAKE ELMO	55042	0302921140007	$ 6,400.00
32	PEDERSEN JEFFREY C & SHERRY	9896	57TH	ST N	LAKE ELMO	55042	0302921140003	$ 6,400.00
33	RICHARD J EGERSDORF LIV TRS 2/9/16	9960	57TH	ST N	LAKE ELMO	55042	0302921140002	$ 3,200.00
34	LY MONGSHER M & SIA LO	9965	57TH	ST N	LAKE ELMO	55042	0302921140006	$ 6,400.00
	TAX FORF LAND-STATE OF MN						0302921140001	$ -
							SUBTOTAL	$ 220,800.00

NO.	NAME	ADDRESS					PID	AMOUNT
JAMACA AVENUE NORTH: 55TH STREET TO JAMACA BOULEVARD								
35	HALL GREGORY K E & DIANA J	5110	JAMACA	AVE N	LAKE ELMO	55042	0402921440002	$ 6,400.00
36	CHOW CHRISTOPHER N Y & GLORIA T CHOW TRS	5120	JAMACA	AVE N	LAKE ELMO	55042	0402921440007	$ 6,400.00
37	ALM ROGER R TRS	5187	JAMACA	AVE N	LAKE ELMO	55042	0402921440009	$ 6,400.00
38	ANDERSON NEIL D & BONNIE R	5217	JAMACA	AVE N	LAKE ELMO	55042	0402921440010	$ 6,400.00
39	STECKHAHN NICHOLAS F & SARA J	5247	JAMACA	AVE N	LAKE ELMO	55042	0302921320013	$ 6,400.00
40	KREJCI CHARLES K & CHRISTINE D	5277	JAMACA	AVE N	LAKE ELMO	55042	0302921320014	$ 6,400.00
41	LATUFF LOLA J TRS & PETER J LATUFF TRS	5307	JAMACA	AVE N	LAKE ELMO	55042	0302921320015	$ 6,400.00
42	TESKE MARK F & MICHELLE A	5337	JAMACA	AVE N	LAKE ELMO	55042	0302921320016	$ 6,400.00
43	DESSEL RICHARD H & GARNER MARY	5367	JAMACA	AVE N	LAKE ELMO	55042	0302921320017	$ 6,400.00
44	HOFFMAN HELEN N & THOMAS R	5427	JAMACA	AVE N	LAKE ELMO	55042	0302921320018	$ 6,400.00
45	LANDSEM CONAN B & STEPHANIE J	5487	JAMACA	AVE N	LAKE ELMO	55042	0302921320020	$ 6,400.00
46	MUELLER MICHAEL J & SALLY E						0402921440001	$ 6,400.00
47	SPRINGBORN GAYLEN W						0402921410003	$ 6,400.00
JAMACA BOULEVARD NORTH: 55TH STREET TO JAMACA AVENUE								
48	GROSS CHRISTOPHER L & KATHLEEN M B GROSS	5111	JAMACA	BLVD N	LAKE ELMO	55042	0302921330009	$ 3,200.00
49	TRAUSCHT D D & E A	5130	JAMACA	BLVD N	LAKE ELMO	55042	0302921330002	$ 6,400.00
50	REINECK MICHAEL J & STEPHANIE	5131	JAMACA	BLVD N	LAKE ELMO	55042	0302921330010	$ 6,400.00
51	REARDON JAMES M & JEANINE L	5150	JAMACA	BLVD N	LAKE ELMO	55042	0302921330003	$ 6,400.00
52	TOMPKINS SCOTT B & MARIA M	5151	JAMACA	BLVD N	LAKE ELMO	55042	0302921330011	$ 6,400.00
53	REESE JAMES F & DEBRA	5170	JAMACA	BLVD N	LAKE ELMO	55042	0302921330004	$ 6,400.00
54	OERTEL EDWARD J & ROBIN L	5171	JAMACA	BLVD N	LAKE ELMO	55042	0302921330012	$ 6,400.00
55	DUPAUL LANCE D & KRISTIN L	5190	JAMACA	BLVD N	LAKE ELMO	55042	0302921330005	$ 6,400.00
56	ABBOTT DENNIS R & JUDITH A	5193	JAMACA	BLVD N	LAKE ELMO	55042	0302921330013	$ 6,400.00
57	SATERSMOEN JAMES H & KATHLEE	5210	JAMACA	BLVD N	LAKE ELMO	55042	0302921330006	$ 6,400.00
58	ANDERSON JACQUELYN L	5211	JAMACA	BLVD N	LAKE ELMO	55042	0302921330014	$ 6,400.00
59	KERR DAVID F & MARY LOU	5230	JAMACA	BLVD N	LAKE ELMO	55042	0302921320003	$ 6,400.00
60	SCHOENROCK ROBERT C & CYNTHI	5250	JAMACA	BLVD N	LAKE ELMO	55042	0302921320004	$ 6,400.00
61	SIMPSON JOHN T & SHARON M	5270	JAMACA	BLVD N	LAKE ELMO	55042	0302921320005	$ 6,400.00
62	LE LANCHI T & MATTHEW L PHILION	5290	JAMACA	BLVD N	LAKE ELMO	55042	0302921320006	$ 6,400.00
63	CITY OF LAKE ELMO				LAKE ELMO	55042	0302921330001	$ 12,800.00
64	BROWN KEVIN J & TAMAREEM V	5385	JAMACA	BLVD N	LAKE ELMO	55042	0302921310007	$ 6,400.00
65	DRAXTON MICHAEL & AMANDA	5400	JAMACA	BLVD N	LAKE ELMO	55042	0302921320007	$ 6,400.00
66	FARMER KENNETH R II & MICHELLE R W	5445	JAMACA	BLVD N	LAKE ELMO	55042	0302921310008	$ 6,400.00
							SUBTOTAL-PAGE 2	$ 208,000.00
							SUBTOTAL-PAGE 1	$ 220,800.00
							TOTAL	$ 428,800.00



THE CITY OF LAKE ELMO

FOCUS ENGINEERING

2017 STREET IMPROVEMENTS
PROJECT NO. 2016.135
DECEMBER, 2016

FIGURE NO. 1

LOCATION MAP

NORTH TRI LAKES AREA

PROJECT SCHEDULE
CITY OF LAKE ELMO

2017 STREET IMPROVEMENTS
PROJECT NO. 2016.135

AUGUST 2016

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**

OCTOBER 4, 2016	Council authorizes Feasibility Report.
DECEMBER 6, 2016	Presentation of Feasibility Report. Council accepts Report and calls Hearing. Authorizes Design Survey.
JANUARY 17, 2017	Public Improvement Hearing. Council Orders the Improvement and orders the preparation of Plans and Specifications (Requires 4/5th vote).
APRIL 4, 2017	Council approves Plans and Specifications and orders Advertisement for Bids.
MAY 4, 2017	Receive Contractor Bids.
MAY 16, 2017	Council accepts Bids and awards Contract.
JUNE 12, 2017	Conduct Pre-Construction Meeting and issue Notice to Proceed.

- SEPTEMEBER 22, 2017 Substantial Completion.
- OCTOBER 27, 2017 Final Completion.

CITY OF LAKE ELMO, MINNESOTA

2017 STREET IMPROVEMENTS

PROJECT NO. 2016.135

DATE RECEIVED: JANUARY 6, 2017

PROPOSAL FEE SUMMARY					
Consulting Firm	Total Engineering	Project Management	P&S	Bidding	Construction
Bolton & Menk, Inc.	**$88,820**	$4,020	$51,754	$1,822	$31,224
TKDA, Inc.	**$71,000**	$2,300	$44,460	$1,800	$22,440
SEH, Inc.	Did not submit				

THE CITY OF LAKE ELMO

Staff Report

DATE: 1/17/2017
Regular Item
ITEM #: 10

TO: City Council

AGENDA ITEM: Royal Golf Environmental Assessment Worksheet (EAW) Response to Comments, Findings of Fact and Record of Decision

FROM: Stephen Wensman, Planning Director

REVIEWED BY: Sarah Sonsalla
Jack Griffin
Kristina Handt

BACKGROUND:

According to State Statutes, the proposed Royal Golf Residential Development has triggered a mandatory Environmental Assessment Worksheet (EAW). The purpose of the EAW is to disclose information about potential environmental impacts of the project and to determine whether more involved Environmental Impact Statement (EIS) is required. A draft of the EAW was prepared by the Kjolhaug Environmental and accepted by the City for advertisement with the Environmental Quality Board (EQB) on October 24, 2016. The advertisement triggered a 30 day comment period which ended on November 23, 2016. The City received 11 written comments: four from state agencies, four from regional and local agencies, one from a community group, and two from Lake Elmo residents. The City had 30 days in which to respond to the comments received and to determine whether a more involved Environmental Impact Statement. Under EQB rules, the City may postpone its decision to gather critical missing information for up to 30 days or a longer period if agreed to by the developer; and the decision must be documented in written record of decision. The City exercised this option with the developer's approval in order to gather information and properly address comments provided by the Minnesota Department of Health and Minnesota Pollution Control Agency.

City Staff has reviewed the submitted comments and has prepared the attached Response to Comments, Findings of Fact, and Record of Decision for the Royal Golf Club Residential Development EAW.

RECOMMENDATION:

Staff recommends that the City Council make a negative declaration for the need for an EIS with the following motion:

"Move to adopt Resolution 2017-007 finding no need for an Environmental Impact Statement (EIS) for the Royal Gold Club Residential Development"

ATTACHMENTS:

- Resolution 2017-007
- Response to Comments, Findings of Fact, and Record of Decision for the Royal Golf Club Residential Development EAW
- EAW - Public and Agency comments.

CITY OF LAKE ELMO
WASHINGTON COUNTY
STATE OF MINNESOTA

RESOLUTION NO. 2017-007

A RESOLUTION APPROVING THE RESPONSE TO COMMENTS, FINDINGS OF FACT, AND RECORD OF DECISION FOR THE PROPOSED ROYAL GOLF CLUB RESIDENTIAL DEVELOPMENT AND MAKING A NEGATIVE DECLARATION OFA NEED FOR AN ENVIRONMENTAL IMPACT STATEMENT

WHEREAS, Royal Golf has proposed 292 single-family residential lots in the City of Lake Elmo (the "City") that will be served by municipal utilities on 222 acres of privately-owned land; and

WHEREAS, the residential development is part of the overall Royal Golf Club area, which covers 477 acres and was previously known as Tartan Park, which was a 27-hole golf course, clubhouse, and sports complex with wetlands and open space; and

WHEREAS, the existing 27-hole golf course is proposed to be rehabilitated as an 18-hole golf course and the remainder of the golf course, sports complex and some of the open space will be converted to residential use; and

WHEREAS, Minnesota Rules Part 4410.4300, subpart 19 (C) requires that an Environmental Assessment Worksheet ("EAW") be prepared for a residential development of at least 100 unattached units or 150 attached units if the development is not consistent with the adopted comprehensive plan in a city within the seven-county Twin Cities metropolitan area; and

WHEREAS, the City is the Responsible Governmental Unit for preparing the EAW and for determining the potential for environmental impacts of the project; and

WHEREAS, the City approved the EAW for distribution on October 18, 2016 and the EAW was submitted to the Environmental Quality Board staff for publication of a notice of the EAW's availability in the *EQB Monitor*; and

WHEREAS, the EAW was also distributed by the City to all offices on the EQB's official distribution list; and

WHEREAS, a press release and public notice was submitted to the *Oakdale-Lake Elmo Review* on October 24, 2016, and published on November 2, 2016, describing the project, explaining that an EAW is available for review and comment, and providing details regarding the process for submitting comments on the EAW; and

WHEREAS, on October 24, 2016, the notice of availability of the EAW was published in the *EQB Monitor*, commencing the 30-day public comment period; and

WHEREAS, the 30-day comment period ended November 23, 2016 at 4:30 p.m.; and

WHEREAS, the City received 11 written comments on the EAW, four from state agencies, four from regional and local agencies, one from a community group, and two from City residents; and

WHEREAS, because it had determined that it needed additional information necessary to make a reasoned decision about the potential for, or significance of, one or more possible environmental impacts, the City postponed its decision on the need for an Environmental Impact Statement ("EIS") for 30 days pursuant to Minnesota Rules Part 4410.1700, subpart 2a; and

WHEREAS, after the additional information was received, the City reviewed the comments, and prepared a specific written response to each in accordance with the Minnesota Rules (see attached Exhibit A); and

WHEREAS, the preparation of the EAW and the comments received on the EAW have generated information adequate to determine whether the proposed Royal Golf Club Development has the potential for significant environmental impacts; and

WHEREAS, the City Council held a public meeting on January 17, 2017 to review the EAW and consider the need for an EIS; and

WHEREAS, the City Council finds, based on the findings of fact, that an EIS for the project is not necessary because: (1) the project does not fall within a mandatory EIS category as set forth in Minnesota Rules 4410.4400; and (2) the project does not have the potential for significant environmental effects according to the criteria and procedures set forth in Minnesota Rules 4410.170; and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Lake Elmo as follows:

1. Response to Comments, Findings of Fact, and Record of Decision. The Lake Elmo City Council adopts the Response to Comments, Findings of Fact, and Record of Decision related to the proposed Royal Golf Club Residential Development incorporated herein as Exhibit A.

2. Negative Declaration. The Lake Elmo City Council finds based on the adopted Response to Comments, Findings of Fact, and Record of Decision that no Environmental Impact Statement (EIS) is required for the proposed Royal Golf Club Residential Development.

3. Direction to Publish. The Lake Elmo City Council directs that this Resolution and the attached Response to Comments, Findings of Fact, and Record of Decision be distributed within five days in accordance with Minnesota Rules Part 4410.1700, subpart 5.

4. Effective Date. This Resolution shall become effectively immediately upon its passage and without publication.

Passed and duly adopted this _____ day of _____, 2017, by the City Council of the City of Lake Elmo, Minnesota.

_____
Mike Pearson, Mayor

ATTEST:

_____
Julie Johnson, City Clerk

EXHIBIT A

Response to Comments, Findings of Fact, and Record of Decision
For the Royal Golf Club Residential Development Environmental Assessment Worksheet

[to be attached]

RESPONSE TO COMMENTS, FINDINGS OF FACT, AND RECORD OF DECISION

FOR

THE ROYAL GOLF CLUB RESIDENTIAL DEVELOPMENT

ENVIRONMENTAL ASSESSMENT WORKSHEET

January 2017

RGU

City of Lake Elmo
Stephen Wensman
Planning Director
3800 Laverne Avenue North
Lake Elmo, MN 55042
Phone: (651) 747-3911
swensman@lakeelmo.org

PROPOSER

HC Golf Development, LLC
Rick Packer
President
11074 Radisson Road NE
Blaine, MN 55449
Phone: (763) 783-9000
rpacker@royalgolfclubmn.com

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CITY OF LAKE ELMO

RESPONSE TO COMMENTS, FINDINGS OF FACT, AND RECORD OF DECISION FOR THE ROYAL GOLF CLUB RESIDENTIAL DEVELOPMENT ENVIRONMENTAL ASSESSMENT WORKSHEET

January 2017

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APPENDICES

A. Written Comments Submitted to the City of Lake Elmo

B. Updated Shoreland PUD Evaluation

C. Comparison of Detected PFC Levels to Health Advisory Limits

INTRODUCTION

The Royal Golf Club Residential Development is proposed on 222 acres of privately-owned land. The project includes 292 single-family residential lots that will be served by municipal utilities. The project will involve installation of public and private infrastructure, grading, stormwater ponding, and open space preservation. The residential development is part of the overall Royal Golf Club area, which covers 477 acres and was previously known as Tartan Park. Tartan Park was a 27-hole golf course, clubhouse, and sports complex with wetlands and open space. The existing 27-hole golf course will be rehabilitated as an 18-hole golf course. The rest of the golf course, sports complex, and some of the open space will be converted to residential use.

The residential project has a net density of about 1.5 units per acre and will preserve about 90.8 acres as private open space. The residential area includes 198 acres of useable land and 24 acres of regulated wetlands and public waters. Shoreland overlay districts of five public waters cover about 48 percent of the project area (107 acres). At least 50 percent of this shoreland area will be open space protected by easement.

Metropolitan Council indicated the proposed project brings City's overall density down from 3.25 units/acre to 3.05 units/acre, which is still consistent with Metropolitan Council's policy of 3.0 units/acre. The overall project area includes 198.3 acres of useable land (excluding regulated wetland) and the project design preserves 90.8 acres (46 percent of the net acreage) as private open space. The shorelands on the site include at least 50 percent open space outside of lots, which will be covered by easements.

An Environmental Assessment Worksheet (EAW) was prepared pursuant to Minnesota Rules Part 4410.4300, subpart 19 (C) (Residential Development). The EAW and the respective comments have been reviewed in accordance with Minnesota Rules Part 4410.1700 to determine if the project has potential for significant environmental effects. This document includes the City of Lake Elmo (the "City")'s responses to comments that it received from persons and agencies on the official Environmental Quality Board ("EQB") distribution list, the City's findings of fact supporting its decision that an Environmental Impact Statement is not necessary for this project, and its record of decision.

EAW Notification, Distribution, and Comment Period

In accordance with Minnesota Rules Part 4410.1500, the EAW was completed and distributed to persons and agencies on the official EQB distribution list. The notification was published in the EQB Monitor on October 24, 2016, initiating the 30-day public comment period. A press release and public notice was submitted to *Oakdale-Lake Elmo Review* on October 24, 2016 and was published on November 2, 2016. The comment period ended on November 23, 2016.

COMMENTS RECEIVED

The City received 11 written comments: four from state agencies, four from regional and local agencies, one from a community group, and two from City residents (**Table 1**). Copies of the written comments are included in **Appendix A** of this document.

None of the written comments that were submitted recommended preparation of an EIS. The Metropolitan Council found the EAW to be complete and accurate with respect to regional concerns.

Washington County supported efforts to allow expansion of urban services and stated that the project implements the land use goals of the Washington County Comprehensive Plan.

Table 1. Comments Received on The Royal Golf Club Residential Development EAW

Sources				Topics														
N	Type	Commenter	Abbr.	6. Project Description	7. Cover Types	8. Permits and Approvals	9. Land Use	10. Geology/Soils/Landforms	11. Water Resources	12. Contamination/Hazardous	13. Fish, Wildlife, Ecological	14. Historic Properties	15. Visual	17. Noise	18. Transportation	19. Cumulative Potential Effects	20. Other Environmental Effects
1	Agency	Metropolitan Council	Met C			●									●		
2	Agency	MN Pollution Control Agency	MPCA			●			●	●							
3	Agency	MN Department of Natural Resources	MDNR	●	●		●				●						
4	Agency	MN Department of Health	MDH					●		●							
5	Agency	MN State Historic Preservation Office	SHPO									●					
6	Agency	Washington County	W.Co.			●	●		●						●		
7	Agency	Washington Conservation District	WCD			●	●		●						●		
8	Agency	Valley Branch Watershed District	VBWD	●			●						●				
9	Group	Homestead Homeowners Assn.	HHA			●	●								●		●
10	Resident	Ann M. Bucheck	AMB				●		●		●			●	●	●	
11	Resident	Matthew Archibald	MA		●					●			●				

RESPONSE TO COMMENTS

This document responds to comments organized by EAW Item number. It includes summaries of comments followed by responses. Complete comment letters are included in **Appendix A**.

Responses to comments are generally confined to substantive issues that "address the accuracy and completeness of the material contained in the EAW, potential impacts that may warrant further investigation before the project is commenced, and the need for an EIS on the proposed project," as set forth under Minnesota Rules Part 4410.1600. Some comments included general remarks, provided recommendations, or referenced permit requirements. Such comments have been noted for the record. However, this document does not necessarily respond to comments that would not typically be considered substantive.

6.0. Project Description

MDNR Comment

Please correct the MNDNR PWI # for the unnamed public water wetland from 82-117W to 82-417W. The MNDNR ID # for the unnamed public watercourse is M-050-009-001.

Response

Comment noted for the record. The reference to 82-177W in the EAW is hereby corrected to read 82-417W.

VBWD Comment

The site is within an existing, somewhat connected, natural greenway corridor, as shown on Figure 20 of VBWD's March 2013 Results of Minnesota Routine Assessment Method (MNRAM) or Evaluating Wetland Function.

Response

Comment noted for the record. The project design includes a northwest-southeast oriented greenway that includes golf course and open space which will be a focus of the City's development review, and a second greenway that is along the western boundary of the site.

7.0. Cover Types

MDNR and MA Comments

Has a tree preservation and replacement plan been prepared for this proposed development that meets City ordinance? The EAW includes no record of a Tree Preservation Plan or tree inventory. Tree impacts warrant further investigation. The developer should hire a forester.

Response

The Tree Preservation Plan is required as part of the preliminary plat/PUD application, which will be sent to the City in the coming weeks or months. The City will review the Tree Preservation Plan as part of the preliminary plat/PUD approval process. The project proponent is reviewing tree preservation measures with the assistance of a team that includes ecologists, a forester/arborist, and a registered landscape architect.

WCD Comment

Use native vegetation in open spaces and buffers, enhance greenways.

Response

Open space planning will be considered and advanced in association with the preliminary plat/PUD. Native vegetation plantings will be considered for low maintenance open spaces that are not forested.

8.0. Permits and Approvals

Met C Comment

The proposed project brings City's overall density down from 3.25 units/acre to 3.05 units/acre, which is still consistent with Metropolitan Council's policy of 3.0 units/acre. The City will need to update the wastewater and MUSA sections of its Comprehensive Plan, and Metropolitan Council will need to

approve it. Sanitary sewer plans need to be submitted to Metropolitan Council at the time of submission to MPCA.

Response

Comment noted for the record. A Comprehensive Plan Amendment that is currently being reviewed by the City would update the wastewater and MUSA sections of the Comprehensive Plan, as well as provide a new land use designation for the development area.

MPCA Comment

The list of permits and approvals in the EAW does not include MPCA 401 Water Quality Certification.

Response

The project does not require any of the following permits:

- Section 401 Water Quality Certification from the MPCA;
- Individual Section 404 Permit from the U.S. Army Corps of Engineers (USACE);
- Letter of Permission from the USACE;
- Regional General Permit from the USACE;
- Section 10 Permit from the U.S. Coast Guard; or
- Federal Energy Regulatory Commission Permit.

W.Co. Comment

The County agrees that an access permit will be required at CSAH 10/10th Street and CSAH 17/Lake Elmo Avenue. The County reserves the right to require additional improvements, as needed, as a condition of these permits.

Response

Comment noted for the record.

HHA Comment

The Comprehensive Plan Amendment has not been submitted to Metropolitan Council.

Response

Comment noted for the record. The permit list included in the Findings of Fact section of this document notes that the Comprehensive Plan Amendment is to be submitted to Metropolitan Council.

9.0. Land Use (General)

W.Co. Comment

Intensifying land uses within the Municipal Urban Service Areas (MUSA) is appropriate to complement the existing golf course and clubhouse use. The result will be increased traffic at I-94 interchanges. Upgrades in interchange infrastructure typically include a city cost share. The development implements the land use and transportation goals of the Washington County Comprehensive Plan 2030.

Response

Comment noted for the record. Per the trip generation and distribution information provided in the Traffic Impact Study, 121 a.m. peak hour trips and 191 p.m. peak hour trips are directed toward the south

and west, which, conceivably, could make use of interchanges on I-94. These increased trips represent a very small increase to the regional transportation network.

HHA Comment

It is common for RGUs to delay action on Comprehensive Plan Amendments pending EAW process completion.

Response

As set forth under Minnesota Rules Part 4410.3100, the City acknowledges that final government permit or approval decisions concerning the project may not be made until after the environmental review process is complete. A comprehensive plan amendment is not considered a final project approval and therefore may run concurrently with the environmental review process.

9.1. Land Use (Shorelands)

MDNR Comment

The proposed Royal Golf Club Residential PUD development is too dense for the natural resources on the site. In making this evaluation, MDNR considered overall project suitability by looking at how the design impacts the existing natural environment on the site. MDNR looks for consistency with density allowances, setbacks, height, and more subjective performance standards dealing with protection of vegetation and sensitive slopes. A development is not suitable if it is consuming areas of high quality vegetation and areas with slopes greater than 12 percent (which MDNR considers steep slopes). Ultimately, however, it is up to the City to evaluate project suitability.

Response

The project design meets the minimum allowable base densities under Minnesota shoreland rules and PUD shoreland evaluation methods. The initial project concept plan included 360 lots. The current plan included 68 fewer lots, indicating a 19 percent reduction in overall project density. The project design places roadways on ridges and higher elevations to avoid impacting some of the sensitive resources and minimizes environmental effects to the extent practicable with the current design. Addition design modifications will be considered with the preliminary plat review to further reduce environmental impacts. The City will work with the project proponent to further reduce woodland impacts where practicable. Mitigation practices may include minimizing development impact on the woodlands and buckthorn removal.

MDNR Comment

Rewrite the statement on page 3 so that it does not imply that the City has determined that this project meets shoreland overlay district requirements.

Response

Comment noted for the record. The City and the project proponent acknowledge that the City has not completed its review of the development as it relates to shoreland overlay district requirements. The project proponent has submitted information intended to show how the project design meets the minimum requirements for shoreland density and open space. However, further review of the shoreland requirements will be conducted by the City as part of a future preliminary plat application review.

MDNR Comment

The EAW states that the City's ordinance requires only two conditions to be met to allow for PUDs. PUDs, by their very nature, are a negotiation between the local government and the proposer. The City, through the PUD process, can require additional conditions in exchange for the increased density that is allowed under a PUD.

Response

Comment noted for the record. The City will be reviewing the PUD and working with the project proponent to potentially further mitigate environmental effects and potentially provide other public improvements in exchange for deviations from City ordinances and standards.

MDNR Comment

Please update the shoreland PUD suitable area, open space, and density calculations to match those numbers provided in analyses completed after the submittal of the EAW.

Response

An updated Shoreland PUD Evaluation prepared by the project proponent has been submitted to the City and the MDNR. A recent revision of this updated Shoreland PUD Evaluation is included in **Appendix B** of this document. Further review of shoreland requirements will be conducted by the City as part of a future preliminary plat application review.

MDNR Comment

Please show the location of steep slopes on Figure 7, to help the reader determine the location of proposed lots, structures, and roads in relation to steep topographic areas.

Response

Figure 7 from the EAW has been revised to show shorelands and steep slopes. The result is shown in **Figure 1**. Slopes of at least 12 percent were identified from County soil survey mapping, as suggested under Minnesota Rules Part 6120.2500, subpart 15b. As indicated in the EAW, slopes shown on soils mapping to be at least 12 percent cover about 20 percent of the project area.

AMB Comment

Only that land within shorelands is zoned in a way that requires connection to municipal sewer; the remainder of the land could use septic systems.

Response

The City's Shoreland Ordinance requires that the PUD be connected to municipal sewer. The Royal Golf Development PUD includes the golf course and all of the residential development, and therefore, all of it is required by the City's Shoreland Ordinance to be connected to municipal sewer. Furthermore, designing the project so that part of it is sewered and part of it unsewered is not practicable because it would conflict with local and regional policies that call for efficient use of public infrastructure such as municipal sewer and water services.

9.2. Land Use (Floodplains)

VBWD Comment

The VBWD recent modeling results and statistical analysis found the 1percent-annual-chance (100-year) flood level of Downs Lake to be 893.8. The VBWD will regulate to this flood level instead of the FEMA base flood elevation of 893.0. Structures will need to have their minimum floor elevations at least two feet higher than the adjacent water bodies' VBWD-adopted 100-year flood level, as required in VBWD Rule 5, Standard 2.

Response

Comment noted for the record. The project proponent will need to adjust the flood storage replacement and building elevations to meet VBWD requirements. As stated in the EAW, homes and streets will be elevated on fill above the floodplain to comply with the City's Flood Plain Ordinance and VBWD Rules.

MDNR and AMB Comment

The statement that the project minimizes effects on floodplains is misleading. The project includes 15.6 acre-feet of fill in the flood fringe to accommodate 15 residential lots and streets. There will be significant changes to the existing floodplain. What layout design modifications could be made to avoid the need for floodplain fill? How will floodplain storage outside of the PUD boundary be managed? We want to make sure proper authorities are committed to supervising this activity as streets and 15 homes could be flooded if not completed correctly.

Response

As stated in the EAW, new homes and infrastructure will be elevated above base flood elevations and protected from foreseeable flood impacts. Elevations of homes and streets will comply with the City's Flood Plain Management Ordinance, Valley Branch Watershed District Rules, and Federal Emergency Management Agency (FEMA) requirements. Flood storage replacement, including the flood storage on the golf course, will be provided within the PUD boundary, as the golf course is part of the PUD.

The City's Flood Plain Management Ordinance allows fill within the flood fringe when flood storage replacement is provided. As stated in MDNR Floodplain Information Sheet No. 2 (2014): "FEMA and state regulations permit communities to allow the flood fringe to be obstructed and developed if standards (i.e., elevating and floodproofing structures) are met." The proposed project will be subject to approval by the City and Valley Branch Watershed District, and will require a Letter of Map Revision based on Fill (LOMR-F) from FEMA for properties constructed on fill and elevated above the floodplain elevation.

9.3. Land Use (Compatibility)

MDNR Comment

Describe the ways the PUD's design plan is compatible with surrounding land uses in more detail, as it relates to preservation of forest buffers and how they provide compatibility with surrounding land uses.

Response

Preservation of forested buffers contributes to the project's compatibility with surrounding land uses by helping to maintain the wooded character of existing roads and the relatively rural character of this part

of Lake Elmo, while allowing residential development consistent with regional plans and policies. Buffers along the western project boundary will provide for a potential greenway and wildlife corridor. The project design includes forested buffers intended to visually separate the proposed project from adjoining land uses. These buffers will provide for noise attenuation as well as visual screening. Proposed forested buffers are over 100 feet in several locations. The maximum width of buffers along the western property boundary is over 500 feet.

10.0. Geology, Soils, Landforms

MDH Comment

Consideration should be given to potential karst development and the possibility of sinkholes beneath stormwater ponds and infiltration areas in the northeast part of the site, and whether any mitigation measures are needed.

Response

The stormwater ponds proposed in the northeastern part of the site will be lined with two feet of low permeability clay. Infiltration areas will be positioned to intercept overflow from the stormwater ponds. The lining of stormwater retention ponds will minimize infiltration of water that could potentially reach carbonate bedrock. Based on preliminary plans and existing water well stratigraphy information for nearby off-site wells, the final elevation of the infiltration areas will allow for 28 to 74 feet of overburden between the base of the infiltration areas and bedrock. Maintaining this separation between infiltration areas and bedrock is expected to minimize the potential for sinkhole development.

WCD Comment

The WCD recommended compliance with NPDES permit requirements, phasing grading to limit the scale and duration of exposed soils, preserving soils for infiltration, and deep-ripping compacted soils to promote infiltration.

Response

Comment noted for the record. The project will need to comply with NPDES permit requirements. Phased grading, and preservation or decompaction of soils for infiltration will be considered and implemented where feasible and practicable.

11.0. Water Resources (Water Quality)

MPCA Comment

Specific in-water best management practices such as silt curtain, construction during low flow or winter conditions, cofferdam, or check-dams, etc. should be included in the EAW.

Response

The project is not expected to require specific in-water BMPs because it will not require work in open waters that discharge downstream. Other BMPs will prevent or reduce sediment discharge and turbidity during and after construction.

11.1. Water Resources (Wetlands)

MPCA Comment

Please note that isolated wetlands remain under MPCA jurisdiction as waters of the state and mitigation may be required.

Response

The project team consulted with MPCA staff to discuss isolated wetlands, incidental wetlands, wetland impacts, and the regulation of waters of the state. Overall, the proposed project will directly affect five wetlands. Wetland 21 is proposed to be filled and replaced in compliance with the Minnesota Wetland Conservation Act ("WCA"). Four other wetlands (Wetlands 3, 4, 6 and 16) will be partially filled, excavated, and used as part of the project stormwater management system. All four of these wetlands were created incidentally during golf course construction and currently function to catch golf course runoff. These four wetlands are isolated and therefore they are not regulated by the U.S. Army Corps of Engineers.

After reviewing the history of Wetlands 3, 4, 6 and 16, MPCA staff determined that these basins are constructed features that are isolated and have limited environmental value. The MPCA has determined that mitigation will not be required to modify these basins and use them as part of the project stormwater management system.

The MPCA also recognized that the project will not require a Section 404 Letter of Permission, Regional General Permit, or Individual Permit from the U.S. Army Corps of Engineers, nor will the project require Section 401 Water Quality Certification from the MPCA.

11.2. Water Resources (Stormwater)

W.Co. Comment

The County will require drainage calculations and written conclusions that the project will not increase stormwater volume or runoff rate to any County right-of-way.

Response

Comment noted for the record.

WCD Comment

VBWD infiltration guidelines recommend retaining a 1.1-inch rainfall event onsite. WCD encourages use of bioretention, distribution of stormwater systems in small drainage areas, and referring to the MPCA stormwater manual for more information.

Response

The comments are noted for the record. As stated in the EAW, the project will need to comply with VBWD and City requirements. Implementation of bioretention and distributed stormwater management systems will be considered where feasible and practicable, and where designed and approved for stormwater treatment and long-term maintenance purposes.

AMB Comment

The commenter asked for supervision and mitigation oversight for stormwater systems.

Response

The City, VBWD, and the MPCA have oversight responsibility for stormwater management practices. MPCA regulations will require submission of a Stormwater Pollution Prevention Plan to address erosion control and discharge of runoff to surface waters. Stormwater systems will be contained within drainage and utility easements that allow access by City staff for inspection and maintenance purposes.

11.3. Water Resources (Wastewater)

AMB Comment

Wastewater from the clubhouse and other commercial aspects was not included and no estimates were given as to the amounts.

Response

City water use and wastewater generation associated with the golf course, clubhouse, and related facilities was discussed under Item 19 (Cumulative Potential Effects) of the EAW. The 18-hole golf course with a clubhouse, dining room, and bar and grill is expected to generate a maximum of 1,370 gallons of wastewater per day. The golf course and proposed residential development, combined, do not have potential for significant environmental effects on the regional wastewater management system.

12.0. Contamination / Hazardous Materials (Perfluorochemicals)

MPCA and MDH Comments

Lake Elmo, Horseshoe Lake, several small drainage ponds, and ditches within the golf course area and further downstream have been shown to be contaminated with perfluorochemicals (PFCs) at levels above EPA health advisory levels.

The EPA recently lowered health advisory levels for PFCs. It should be noted that MDH now uses the new EPA health advisory levels of 70 ng/L for PFOS and PFOA when evaluating health risks. The development overlies a PFC groundwater plume that has impacted groundwater quality in the primary drinking water aquifers. Recent MDH sampling has detected PFCs at concentrations above the new EPA Lifetime Health Advisory levels of 70 parts per trillion for PFOS and PFOA in the surface water in Lake Elmo, the unnamed creek that discharges from Lake Elmo onto the project property, Horseshoe Lake, and the series of ditches and stormwater ponds further downstream.

It is not possible to accurately predict whether a well will remain clear of PFC contamination in the future. The section of the EAW on PFCs should be revised to reflect that PFCs above levels of health concern are present in the groundwater in this part of Lake Elmo. MDH recommends work with MDH, MPCA, and DNR to evaluate water quality in the existing wells and surface waters on the project property and determine appropriate use of these to mitigate for these potential impacts.

Response

The City recognizes that Perfluorochemicals (PFCs) are a family of manmade chemicals that have been used for decades as an ingredient in products that resist heat, oil, stains, grease and water. PFCs were disposed of at the 3M Oakdale Disposal Site in Oakdale and the former Washington County Landfill in Lake Elmo between early 1950 and 1974. PFCs found in groundwater and surface waters on and near the

site include Perflurooctane-sulfonic acid (PFOS), Perfluroocatanoic acid (PFOA), and Perfluorobutryate (PFBA).

The City understands that the MDH sampled surface water to assess PFC concentrations in the creek in the northwest part of the site and in Horseshoe Lake during September 2016. Some samples included PFC concentrations above EPA Health Advisory Limits (HAL), which are commonly referred to as "drinking water standards" (**Table 2**). The HALs include a margin of safety and identify the concentrations of PFOA and PFOS in drinking water at which adverse health effects are not anticipated to occur over a lifetime.

Table 2. Perfluorochemical Sampling by MDH near The Royal Golf Development[1]

Perfluorochemical	Abbr.	2016 EPA HAL[2] (ng/l)	Sample Location and Concentration (ng/l)				Conclusion[3]
			Creek (NW part of Site)	Horseshoe Lake (NW)	Horseshoe Lake (S)	Horseshoe Lake (E)	
Perfluorobutryate	PFBA	7,000	440	250	260	240	Below drinking water standard.
Perfluroocatanoic acid	PFOA	70	57	68	59	75	Below and above drinking water standard.
Perflurooctane-sulfonic acid	PFOS	70	53	370	210	290	Above drinking water standard except in creek.
PFOA + PFOS	Total	70	110	438	269	365	Above drinking water standard.

[1]This table compares perfluorochemical samples to EPA standards for drinking water. The MDH (Minnesota Department of Health) MDH sampled the creek and Horseshoe Lake from public right-of-ways and a kayak during September, 2016.

[2]These Health Advisory Limits (HAL) are commonly referred to as drinking water standards. They identify the concentration of PFOA and PFOS in drinking water at which adverse health effects are not anticipated to occur over a lifetime. The HALs for PFOA and PFOS are based on estimated exposure from drinking water ingestion, not from skin contact or breathing. These HALs only apply to exposure scenarios involving drinking water and cannot be used in identifying risk levels for ingestion of food sources, including: fish, meat produced from livestock that consumes contaminated water, or crops irrigated with contaminated water.

[3]Conclusions compare PFC concentrations in surface water samples to PFC Health Advisory Level (HALs; i.e., drinking water standards).

EPA advisories indicate HALs for PFOA and PFOS are based on the estimated exposure from drinking water ingestion, not from skin contact or breathing. These HALs only apply to exposure scenarios involving drinking water and cannot be used in identifying risk levels for ingestion of food sources such as fish, meat produced from livestock that consumes contaminated water, or crops irrigated with contaminated water.

The surface waters that contain PFC concentrations above drinking water standards will be used primarily as visual and natural amenities and will not be used for drinking water. These surface waters do not have PFC concentrations above levels considered safe for non-consumptive uses. The presence of PFCs in the groundwater of Lake Elmo and other nearby suburbs is a pre-existing condition and the project does not have potential for significant environmental effects in relation to PFC-contaminated groundwater and surface water.

The recently revised EPA HALs have been noted and are specific to drinking water. Lake Elmo, Horseshoe Lake and the small drainage ponds and ditches within and downstream of the golf course are not intended to be used as drinking water. The MDH has stated that exposure to PFCs through

swimming and bathing is not a concern (MDH PFCs and Health, May 20, 2016). PFCs are poorly absorbed through skin and incidental ingestion of surface water while swimming will not result in a significant exposure.

The MDH determined through a September 2014 study that the health benefits provided by growing and eating produce greatly outweigh any potential risk from low levels of PFBA or other PFCs in produce. Based on this information and the proposal to obtain drinking water for the project through connection to the City of Lake Elmo municipal water supply, substantial adverse environmental effects are not anticipated.

PFCs above EPA HALs have been identified in the primary drinking water aquifers in the east metro area, including the area surrounding the EAW property. To date, sampling of three onsite water wells completed in the Prairie du Chien aquifer has not identified concentrations of contaminants above drinking water standards. However, PFC concentrations in Horseshoe Lake and the watercourse leading onto the site have been found to exceed EPA HALs and will not be used for drinking water. A summary of data collected from the onsite water wells and surface waters, compared to MDH and EPA drinking water standards, is provided in **Appendix C**. MDH provided data from surface water samples collected from Horseshoe Lake and a creek discharging from Lake Elmo. The PFOS concentrations in all four samples exceed the surface water criteria for fish consumption and combined fish consumption and drinking water.

Surface water is not intended to be used for drinking and access to Horseshoe Lake for fishing purposes will be limited. There are no current or proposed public access points on the Royal Golf Club property, none of the proposed residential lots extend to the lake, and the golf course provides a buffer between proposed residential lots and the lake. These factors will help limit the potential use of Horseshoe Lake for recreational fishing.

The MDH website states that bathing, swimming and using this water for irrigation of crops is not a health concern. The City and the project proponent recognize that the EPA Health Advisory Level for PFOS and PFOA apply to concentrations of these two chemicals combined in drinking water rather than irrigation or stormwater. As discussed in the EAW, the residential development will connect to the City water supply and will not be served by private wells. Proposed residential lots will not extend to the shore of Horseshoe Lake and the golf course will provide a buffer between proposed residential uses and the lakeshore, reducing the potential for the lake to be accessed for fishing. In addition, a conservation easement and natural vegetation buffer proposed along the shore of Horseshoe Lake will limit the potential for direct contact with lake water.

The project proponent invites the MDH to visit the golf course clubhouse and sample the drinking water. If necessary, appropriate precautions will be implemented to remove PFCs from golf course drinking water or provide an alternative drinking water supply until the City water connection is completed.

MPCA and MDH Comments

MPCA

It appears that the golf course will continue to use groundwater for potable, irrigation, fire protection, and maintenance use. It is important to note that the location of this development lies within known areas of aquifer contamination. Care should be exercised when using groundwater in this region for potable and irrigation purposes. Care should be exercised when using surface water from these areas for irrigation purposes so as to minimize the potential for human and environmental exposure to these contaminants.

MDH
Use of surface water or groundwater at the project site should be carefully managed to avoid human exposure and prevent further spreading of the contamination. MDH further recommends landscaping options be implemented to create significant buffers in order to restrict public access to Horseshoe Lake.

Response
The former 27-hole golf course required 20 million gallons of water for irrigation in 2015, of which 1.5 million (or 7.5 percent) was obtained from groundwater. The new golf course owners have worked with the University of Minnesota Extension Office to identify suitable drought-resistant grasses that require one-third less water for irrigation and have installed a state-of-the-art irrigation and weather system to measure moisture and forecast precipitation, which will further reduce the amount of water required for irrigation.

These management practices, together with the re-designed and smaller golf course, have resulted in future irrigation water projection needs that will be 35 percent to 66 percent less than in 2015. Using these projections, and assuming precipitation rates are similar to 2015, it may not be necessary to use any groundwater for irrigation. Thus, the use of groundwater for irrigation is expected to have a minimal impact on groundwater flow direction or PFC plume migration. Furthermore, the concentration of PFCs identified in groundwater are significantly less than those observed in surface water discharging from Lake Elmo onto the site and do not exceed current drinking water standards.

Water that exceeds drinking water criteria for PFC discharges from Lake Elmo and enters the site through a drainageway and surface water ponds. Water is occasionally diverted from this drainageway to an onsite pond that has been used in the past and will continue to be used for golf course irrigation purposes. While this process has and will continue to result in the application of PFC-contaminated water onto irrigated portions of the golf course, the volume of water used will be substantially reduced relative to existing conditions as previously indicated.

Furthermore, the irrigation water is not intended for use as a drinking water source; there will be no public access to spigots to allow for such use; the actual irrigated portion of the course is limited and confined to the areas of and surrounding greens, fairways and tee boxes, which results in a small area, relative to the entire property, that would be impacted; and, irrigation will take place at night when the golf course is closed, which prevents exposure through dermal contact.

Best management practices, including drought resistant plants and an upgraded irrigation system, will result in a significant reduction in the amount of water required for irrigation and there will be little to no potential for runoff of excess irrigation water. In the event that runoff does occur, it will flow to the same surface water chain from which it was obtained at concentrations that would be the same or similar to the source water.

Lastly, the application of this contaminated water on the golf course will have a positive effect for the watershed, as it will result in reduced volume of PFC-impacted water ultimately discharging to the St. Croix River.

12.1. Contamination / Hazardous Materials (Contaminated Soils)

MPCA Comment

The EAW does not discuss the handling of soil contaminated with materials other than agricultural chemicals. The MPCA recommends entering the site into the MPCA Brownfield Program to provide regulatory oversight for non-agricultural contamination.

Response

A Phase I Environmental Site Assessment completed for the project did not identify Recognized Environmental Conditions in the proposed development area, with the exception of agricultural chemical use. In addition, a Phase II Investigation of the property did not identify the presence of non-agricultural chemicals at concentrations above regulatory screening limits. Because the application of agricultural chemicals in accordance with manufacturer's recommendations does not constitute a release, assurance letters for such agricultural chemicals are not available through the MPCA's Brownfield Program.

The EAW property was enrolled in the Minnesota Department of Agriculture's Voluntary Investigation and Cleanup program and remediation of contaminated areas was completed in accordance with an approved Response Action Plan and Construction Contingency Plan. According to the Construction Contingency Plan, the Minnesota Duty Officer will be notified immediately if other environmental issues are identified during construction.

Follow-up coordination with the MPCA has indicated it is not appropriate to enroll the site in the MPCA's voluntary Brownfield Program. MPCA staff have indicated that they would not issue a No Association Determination for PFC contamination to the project proponent. Although an Offsite Source Determination could be obtained, such a determination would provide little benefit because a responsible party has been identified and source areas are known to be located offsite.

MDH and MA Comment

MDH assumes MPCA will be consulted in the design and construction of the Regulated Soil Management Area to ensure it provides long-term encapsulation of these soils to prevent exposures. What is the potential impact to local residential groundwater of managing excavated hazardous soils onsite? What is the impervious barrier and how has it minimized impacts of these hazards?

Response

Because the Regulated Soil Management Area was constructed to contain agricultural chemicals that were used on the golf course, its design was reviewed and approved by the Minnesota Department of Agriculture with guidance from MPCA. The design included a sloped surface covered with a low-permeability soil to promote drainage away from and reduce infiltration and leaching through the contaminated soil. A deed restriction will be placed on the Regulated Soil Management Area as part of the approval process for the area. The deed restriction will specify an inspection schedule and maintenance/repair requirements that will be approved by the Minnesota Department of Agriculture. The Regulated Soil Management Area has been designed to minimize risks to groundwater and the public.

12.2. Contamination / Hazardous Materials (Disposal Area)

MPCA and MDH Comment

The Investigation History refers to a "Possible on-site disposal area that was later confirmed to be located on the adjoining property to the southeast..." Please clarify if the disposal area has been reported to the MPCA or State Duty Officer. Please provide the location of the disposal area. The location is not shown

on any figures and no information is provided regarding this disposal area and its proximity to the project property.

Response

The disposal area is located offsite, about 900 feet east of the project boundary. The lat/long coordinates of the disposal pile are approximately 44.964611, -92.863041. The included a small pile of roof shingles, approximately 15 aerosol cans and some plastic drainage tubing that presented no apparent contamination concerns except for potential asbestos in the roofing materials. The disposal area was not reported to the MPCA or the State Duty Officer because it did not constitute an emergency, serious accident, hazardous material incident, or petroleum spill, and it was not under the control of the project proponent. The owner of the property that includes the disposal area will be notified of the concern related to the potential for asbestos in the roofing materials.

12.3. Contamination / Hazardous Materials (Pipelines)

MPCA Comment

Contact the Office of Pipeline Safety to determine appropriate setbacks from the natural gas pipeline that crosses the site.

Response

As stated in the EAW, the project proponent has proposed a 150-foot-wide easement to encompass this pipeline route. The project proponent contacted the Office of Pipeline Safety, and, at their suggestion, the project team will contact the pipeline operator to confirm that the easement width is acceptable and to determine appropriate setbacks.

13.0. Fish, Wildlife, Ecological Resources

WCD Comment

Buckthorn removal will minimize the spread of this restricted noxious weed and visual barriers could be replanted to native trees and shrubs.

Response

The project proponent has not yet determined the extent of buckthorn removal to be implemented. Open space and greenway planning will be considered and advanced in association with the Preliminary Plat/PUD. Native vegetation plantings will be considered in where appropriate and practicable.

AMB Comment

What agency will oversee Blanding's turtle mitigation measures and follow through to ensure implementation?

Response

To minimize potential adverse effects on turtles and their mobility, the project will avoid most wetlands, implement stringent sediment and erosion controls, consider the use of surmountable curbs on roadways, and consider use of erosion control materials constructed of organic fibers rather than plastic. Mitigation practices will be implemented to the extent that it can reasonably and practicably integrated into

construction plans and specifications. Construction will be overseen by the City, VBWD, and other local and state agencies.

14.0. Historic Properties

SHPO Comment

The developer hired a cultural resources consultant to conduct a Phase I Archaeological Survey prior to development. SHPO looks forward to receiving and reviewing the results of the survey.

Response

The Phase I Archaeological Survey was complete and submitted to SHPO. The survey found two small archaeological sites that were not considered potentially eligible for the national register. No further archaeological work was recommended. Effects on intact archaeological resources are not anticipated.

15.0. Visual

MA Comment

The proposal needs to address light pollution and its impact on the regional ecosystem and wildlife.

Response

Post-development intensity of artificial lighting will be typical of suburban residential development and less than typical commercial developments. Consequently, detailed assessment of light pollution is not necessary and does not pose the potential for significant environmental effects. The EAW Guidelines (Minnesota EQB 2013) suggest that EAWs address "non-routine impacts that may be due to the emission of light or a 'visual nuisance' caused by the project during construction or operation." Examples of such non-routine impacts include "intense light causing a glare problem" and "lights on tall communication towers intruding on the visual integrity of a scenic vista." The proposed project does not include these types of intense lighting.

17.0. Noise

AMB Comment

What provision is being made so the surrounding landowners are allowed their rightful peace and quiet? I would like to suggest all noise generating equipment may only be operated from 8 AM to 5 PM and only Monday to Friday.

Response

As stated in the EAW, noise levels are expected to be at or near existing levels after construction is complete. Noise levels during construction will vary considerably. Noise generated by construction equipment and residential building construction will be limited primarily to daylight hours when noise levels are typically high compared to night. Construction noise will be regulated according to the City's Noise Ordinance. Additional noise mitigation measures will be considered if construction noise becomes problematical.

18.0. Transportation

Met C Comment

Traffic forecasts by Transportation Analysis Zone (TAZ) are not discussed in the EAW. Metropolitan Council has draft TAZ forecasts for 2040 available for local government review. The proposed development fits within the community total forecast and no change is needed.

Response

Comment noted for the record.

W.Co. Comment

It should be noted that the County's 5 Year CIP includes no programmed improvements for the CSAH 10/Lake Elmo Avenue intersection.

Response

Comment noted for the record.

W.Co. Comment

There should be further conversations with the County on the current status of the identified Regional Trail Corridor (Washington County Comprehensive Plan 2030) along CSAH 17/Lake Elmo Avenue.

Response

Comment noted for the record.

W.Co. Comment

The future clubhouse/banquet facility and the commercial public use golf course traffic was not included in the traffic analysis. Please clarify how you will incorporate this expected increase in use into the traffic study.

Response

Golf course traffic was discussed under Item 19 (Cumulative Potential Effects) and addressed in Appendix G (Traffic Impact Study) of the EAW. The Traffic Impact Study noted that the existing golf course was not in operation at the time of the turning movement counts. As a result, the site traffic forecasting included the residential units and the golf course. The traffic forecast was based on the Institute of Transportation Engineers (ITE) Trip Generation Manual, 9th Edition (2012) single-family detached housing and golf course land uses. The Trip Generation Manual describes the golf course land use as including "9-, 18-, 27-, and 36-hole municipal courses. Some sites may also have driving ranges and clubhouses with a pro shop, restaurant, lounge, and banquet facilities." Thus, the trip generation numbers provided in the Traffic Impact Study account for the future clubhouse/banquet facility as well as the golf course. **Table 3** below shows the total trip generation used in the traffic study, which accounts for both land uses. A similar table is also provided in the appendix of the Traffic Impact Study.

Table 3. Trip Generation Estimates of Residential and Golf Course Project

ITE Code[1]	Land Use	No. of Units	Daily Trips	AM Peak Hour Trips			PM Peak Hour Trips		
				In	Out	Total	In	Out	Total

Table 3. Trip Generation Estimates of Residential and Golf Course Project

ITE Code[1]	Land Use	No. of Units	Daily Trips	AM Peak Hour Trips			PM Peak Hour Trips		
				In	Out	Total	In	Out	Total
210	Single-family detached housing	293	2,790	55	165	220	185	108	293
430	18-hole golf course with clubhouse, dining room, bar & grill	18	644	29	8	37	27	26	53
Total			3,434	84	173	257	212	134	346

[1]Code corresponds to land use identified by the Institute of Transportation Engineers.

It should also be noted that the forecasted traffic was based upon information from the Institute of Transportation Engineers (ITE), the standard process for estimating traffic. Traffic data collected locally by Spack Consultants suggests the development may generate slightly lower volumes than used in the study.

HHA Comment

Baseline traffic volumes may be underestimated due to golf course and school closure at the time.

Response

The collected 2016 volumes were compared against previous counts in the area taken in May of 2013 for the Manning Avenue Corridor Management and Safety Improvement Project and MnDOT's Official AADT Counts. This comparison showed similar traffic volumes between the counts, suggesting that construction in the area and the lack of school traffic had a minimal effect on the overall volume of traffic on the study roadways. The Manning Avenue/Manning Trail intersection was included in both studies reviewed in estimating baseline traffic volumes. The 2013 Manning Avenue Study listed a total traffic volume of 1,287 vehicles during the p.m. peak hour. The traffic volumes collected in 2016 resulted in a total traffic volume of 1,300 vehicles during the p.m. peak hour. In addition, the MnDOT traffic counts from 2015 show an average daily traffic volume of 11,300 vehicles per day, compared to the daily volume of approximately 13,800 vehicles per day from 2016 volumes.

The Traffic Impact Study noted the existing golf course was not in operation at the time of the study's traffic counts. Therefore, traffic for the proposed golf course was estimated as part of the overall traffic associated with the proposed development and studied accordingly. Because the existing golf course was closed during data collection, trip generation was calculated in the Traffic Impact Study to forecast the traffic that will be generated by the proposed golf course. This trip generation, which is based on ITE rates previously discussed, includes the ancillary facilities typically included with golf courses, such as clubhouses and banquet facilities. These trips were added to the residential development trip generation, resulting with a comprehensive total of new trips caused by both the proposed golf course and the residential development. **Table 3**, above, shows the trip generation of both the residential and golf course land uses, as well as the total used in the study.

The results of the study forecast satisfactory operations into the future. A slight increase in the initial traffic volumes would not significantly affect the predicted results of acceptable operations. The City will continue to review the traffic study during the PUD/preliminary plat process and may require improvements as necessary.

AMB Comment

I disagree with the Traffic Impact Study conclusion that the proposed project will have minimal effects on adjacent public roads and that nearby intersections will continue to operate at an overall Level of Service (LOS) A. A proper study needs to be completed.

Response

The Traffic Impact Study followed standard procedures for this type of analysis, using common processes and analyses techniques. A more detailed response would require comments on specific parts of the traffic study that raise concerns or seem incorrect in ways that would cause conclusions to be incorrect. Specific traffic study comments identified above are addressed in detail. The golf course and related facilities were included in the Traffic Impact Study, as previously discussed and shown under the response to Washington County (W.Co.), **Table 3,** and the response to Homestead Homeowners Assn. (HHA)'s comment, above.

The Traffic Impact Study assumed full development of the proposed site and predicted traffic volumes to the year 2030, accounting for additional growth in the area. Partial development was not studied.

The Traffic Impact Study discussed the project site's internal roadways and access to the existing public roads. As proposed, the housing on the east side of the golf course has one access to Manning Trail North. A second access could be provided to 20th Street N, and may be required with the preliminary plat. The preference for this second access is based on the City's policy regarding cul-de-sac roads. The second access does not affect the results of the Traffic Impact Study.

The internal roadways proposed for the residential component do not all connect, resulting in separate areas with separate access points to external roadways. A resident would not be able to drive between all residential components and/or the golf course without travelling on the existing public roads. For example, a resident on the east side of the golf course would have direct access to Manning Trail North, and would need to use this road to reach any other area, regardless of destination. This affects the traffic volume on the internal roads and the locations where drivers will access the existing public roads. The Traffic Impact Study addressed travel patterns for the study roadways and intersections based on this proposed internal roadway layout and external roadway access points.

19.0. Cumulative Potential Effects

AMB Comment

The commercial aspect of the development, the golf course, clubhouse, storage area, sport complex, and driving range were not part of the study. These commercial aspects of the development will add to the traffic, congestion, water runoff, and have a strong environmental impact on the area.

Response

The commercial aspect of the development is accessory to the public use of the golf course and facilities. The traffic and water use of the golf course, clubhouse, and related facilities were assessed under Item 19 (Cumulative Potential Effects) of the EAW. Golf course traffic was also addressed in **Appendix G** of the EAW (i.e., the Traffic Impact Study). See the response to Washington County, above, for more information on traffic. The golf course will be rehabilitated and reduced from 27 to 18 holes. The relatively small amount of impervious surface area and the abundant open space within the golf course indicates that golf course rehabilitation is unlikely to adversely affect runoff quantity and quality. The

sports complex will be converted to residential use and effects of this conversion were addressed throughout the EAW. Intensification of the clubhouse or related facilities will trigger a conditional use permit, and such golf course amenities would be evaluated by the City again during the conditional use permit review process.

20.0. Other Environmental Effects

HHA Comment

An EIS might be required if the golf course is developed to become residential use.

Response

The golf course is not proposed to be re-guided or re-zoned, and there is no basis to expect that it will be converted to residential use. Any proposed future residential use of the golf course would require a comprehensive land use plan amendment and rezoning.

FINDINGS OF FACT

Project Description

Proposed Project

The Royal Golf Club Residential Development is proposed on 222 acres of privately-owned land. The project includes 292 single-family residential lots that will be served by municipal utilities. The project will involve installation of public and private infrastructure, grading, stormwater ponding, and open space preservation. The residential development is part of the overall Royal Golf Club area, which covers 477 acres and was previously known as Tartan Park. Tartan Park was a 27-hole golf course, clubhouse, and sports complex with wetlands and open space. The existing 27-hole golf course will be rehabilitated as an 18-hole golf course. The rest of the golf course, sports complex, and some of the open space will be converted to residential use.

The proposed residential project has a net density of about 1.5 units per acre and will preserve about 90.8 acres as private open space. Additional open space may be identified for preservation during the preliminary plat/PUD review process. Shoreland overlay districts of five public waters cover about 48 percent of the project area (107 acres), and will minimally meet the shoreland requirement of 50 percent open space protected by an easement.

The City is working with the project proponent to review alternative designs in the interest of balancing multiple interests. These interests include project needs, environmental compliance, land use consistency, public services, and safety. While these factors may influence the project as it proceeds toward final design, environmental effects are expected to be lessened during routine design changes that occur as part of the project review and approval process.

Site Description and Existing Conditions

The Residential Development area includes 198 acres of useable land and 24 acres of regulated wetlands and public waters. The usable area includes 109 acres of golf course and sports complex, 77 acres of woodland, 10 acres of roads and parking, and two acres of ponds. About 20 percent of the area has slopes of 12 percent or greater.

Decision Regarding the Potential for Significant Environmental Effects

Minnesota Rules Part 4410.1700, subpart 7 lists four criteria that shall be considered in deciding whether a project has the potential for significant environmental effects. Those criteria and the City's findings are presented below.

A. Type, Extent, and Reversibility of Environmental Effects

Minnesota Rules Part 4410.1700, subpart 7 (A) indicates the first factor that the City must consider is the "type, extent, and reversibility of environmental effects." The City's findings are set forth below.

1. **Cover Types**. The project will convert about two acres of ponds, 41 acres of woodland, and 109 acres of golf course and sports complex to residential homes, lawns, open spaces, streets, and stormwater systems. The project includes 90.8 acres of private open space. The project will preserve about 36 acres of woodland and 24 acres of protected wetlands. Wildlife corridors exist along the west side of the site and cross the site from northwest to southeast.

2. **Shorelands**. The project meets the minimum requirements for allowable base densities under Minnesota shoreland rules and PUD shoreland evaluation methods, and includes a minimum of 50 percent open space protected by easement. Due to drainage divides, only about 58 acres of the 107 acres of shoreland on the site drain directly to shoreland waters. The open spaces, buffers, and drainage divides will help minimize effects of shoreland development on nearby waters.

3. **Floodplains**. The project is designed to compensate for effects on floodplains and is not expected to diminish the capacity of the project area to accommodate flooding. The project is expected to involve about 10 to 20 acre-feet of fill in the flood fringes of Downs Lake and Lake Rose. The project will include flood storage replacement and homes and infrastructure will be elevated above flood elevations as required by the City and the VBWD. The project will require a Letter of Map Revision based on Fill (LOMR-F) for properties constructed on fill and elevated above the floodplain.

4. **Land Use**. The proposed project is compatible with the proposed land use, zoning, and surrounding land uses. The project will require a Comprehensive Plan Amendment to guide the residential development area with a net density of 1.5-2.49 units/acre. The residential area will be rezoned from PF – Public and Quasi-Public Open Space to Golf Course Community/Planned Unit Development, which is a newly proposed zoning district.

5. **Geology and Soils**. Residential development grading operations are expected to affect about 135 to 145 acres and involve movement of about 750,000 to 1,000,000 cubic yards of soil to construct streets, residential building pads, and stormwater ponds. Sinkholes are known to occur in the greater project area and the project area underlain by carbonate bedrock. Final elevations of infiltration areas will be about 25 to 75 feet above bedrock. Maintaining this separation between infiltration areas and bedrock is expected to minimize the potential for sinkhole development.

6. **Water Quality**. Ultimately, compliance with City, VBWD, NPDES, and MPCA requirements will minimize and mitigate potential adverse effects on receiving waters. Project development will change the land use from golf course, woodland, and sports complex to single-family residential use and open space. This land use change is expected to have mixed effects on runoff water volume and quality. Stormwater rate and volume controls that comply with City and

VBWD requirements will limit increases in runoff volume and associated pollutant transport. Erosion control plans will be reviewed and accepted by the City and the VBWD prior to project construction. Potential adverse effects from construction-related sediment and erosion on water quality will be minimized by implementation of sediment control BMPs.

7. **Wetlands and Surface Waters**. The project will directly affect five wetlands. Wetland 21 covers less than 0.1 acre and is proposed to be filled and replaced in compliance with the WCA. Four other wetlands (Wetlands 3, 4, 6 and 16) will be partially filled, excavated, and used as part of the project stormwater system. These four wetlands were created incidentally during golf course construction, currently catch golf course runoff, and are isolated and incidental. Although they are waters of the state, MPCA staff have determined that they are constructed features, have limited environmental value, and that mitigation will not be required.

8. **Wastewater**. The project is expected to produce normal domestic wastewater. This wastewater is expected to be typical of residential developments. The project will not include industrial wastewater production or onsite wastewater treatment. The residential project is expected to generate about 80,000 gallons of wastewater per day. The 18-hole golf course, clubhouse, dining room, and bar and grill are predicted to generate a maximum of 1,370 gallons of wastewater per day. The City and Metropolitan Council have planned for increased capacity to convey and treat sanitary wastewater. The proposed project will require three additional sanitary sewer lift stations to support the development. One of these lift stations, along with its force main pipe, will be considered temporary infrastructure.

9. **Hazardous Materials**. The MDH sampled surface water to assess PFC concentrations in the creek and in Horseshoe Lake during September 2016. Some samples included PFC concentrations above EPA Health Advisory Limits (HAL), which are commonly referred to as "drinking water standards." The HALs only apply to exposure scenarios involving drinking water and cannot be used in identifying risk levels for ingestion of food sources such as fish, meat produced from livestock that consumes contaminated water, or crops irrigated with contaminated water. The surface waters that contain PFC concentrations above drinking water standards will not be used for drinking water. Surface water is not intended to be used for drinking and access to Horseshoe Lake for fishing purposes will be limited. The MDH website states that bathing, swimming and using this water for irrigation of crops is not a health concern. If necessary, appropriate precautions will be implemented to remove PFCs from golf course drinking water or provide an alternative drinking water supply until the municipal water connection is completed.

   A Phase II investigation determined that soil from 26 golf course greens, two tee boxes, one fairway, and one soil storage area required remediation. Remediation has been underway and contaminated soil is managed on a Regulated Soil Management Area (RSMA) located on the golf course. The RSMA has been designed to minimize risks to groundwater and the public. The design was reviewed and approved by the Minnesota Department of Agriculture with guidance from MPCA.

10. **Ecological Resources**. The project will convert golf course, sports complex, woodland, and ponds to residential land uses, including roads, homes, lawns, stormwater ponding, and open space. Habitat conversion is expected affect the number and type of wildlife species in the area, but changes in wildlife abundance are not expected to be regionally significant. Measures to minimize adverse effects on wildlife include the preservation of about 36 acres of woodland and

24 acres of wetlands/waters, creation of stormwater ponds and infiltration areas, and protection of open spaces.

11. **Historic Resources**. The Phase I Archaeological Survey was complete and submitted to SHPO. The survey found two small archaeological sites that were not considered potentially eligible for the national register. No further archaeological work was recommended. Effects on intact archaeological resources are not anticipated.

12. **Visual Resources**. Project development is expected to result in routine effects on visual resources. There are no scenic views or vistas located on or adjacent to the project area. The project does include intense lights that may cause glare or lights on tall towers. Post-development artificial lighting will be typical of suburban residential development and less than typically included in commercial developments.

13. **Noise**. Noise levels are expected to be at or near existing levels after construction is complete. Noise levels during construction will vary considerably. Noise generated by construction equipment and residential building construction will be limited primarily to daylight hours when noise levels are typically high compared to night and regulated through the City's Noise Ordinance.

14. **Transportation**. The traffic that will be generated by the proposed project does not raise capacity or safety concerns. Traffic generated by the project will have little effect on the regional transportation system. Intersections surrounding the site will continue to operate at acceptable levels of service with the addition of traffic generated by the proposed project.

B. Cumulative Potential Effects

Minnesota Rules Part 4410.1700, subpart 7 (B) indicates the second factor the City must consider is the "whether the cumulative potential effect is significant; whether the contribution from the project is significant when viewed in connection with other contributions to the cumulative potential effect; the degree to which the project complies with approved mitigation measures specifically designed to address the cumulative potential effect; and the efforts of the proposer to minimize the contributions from the project." The City's findings are set forth below.

Projects typically combine to produce cumulative effects on City resources like water and wastewater treatment. The City has planned for growth and increased capacity to address these cumulative effects. The proposed project will implement approved mitigation measures and be consistent with land use policies for areas served by City sewer and water.

Effects of the project on natural resources are not likely to combine with effects of other projects in a manner that will results in significant environmental effects. Stormwater regulations administered by multiple agencies and erosion and water quality BMPs are expected to minimize cumulative effects of post-development runoff on downstream waters. The policies and regulations set forth by the City, the VBWD, and other government agencies provide the impetus for other mitigation measures discussed throughout this EAW. These mitigation measures will help ensure that cumulative environmental effects are minimized.

C. Extent to Which the Environmental Effects are Subject to Mitigation

Minnesota Rules Part 4410.1700, subpart 7 (C) indicates the third factor the City must consider is the "extent to which the environmental effects are subject to mitigation by ongoing public regulatory authority." The City's findings are set forth below.

Environmental effects on cover types, shorelands, floodplains, water quality, and traffic are subject to additional approvals and/or mitigation through requirements of local, state, and federal regulations, ordinances, management plans, and permitting processes. The following permits and approvals are required for the project addressed under the EAW and these permitting and approval processes will provide additional opportunity to require mitigation.

Potential environmental effects associated with this project will be mitigated in accordance with applicable rules and regulations. The City therefore finds that potential environmental effects of the project are less than significant and "subject to mitigation by ongoing public regulatory authority."

Table 4. Permits and Approvals

Unit of Government	Type of Application	Status
City of Lake Elmo	EAW Final Declaration	Submitted
City of Lake Elmo	Comprehensive Plan Amendment	Submitted
City of Lake Elmo	Concept Plan Approval	Approved
City of Lake Elmo	Rezoning	To be applied for
City of Lake Elmo	Preliminary Plat/PUD Approval	To be applied for
City of Lake Elmo	Shoreland PUD Conditional Use Permit	To be applied for
City of Lake Elmo	Grading Permit	To be applied for
City of Lake Elmo	Building Permit	To be applied for
City of Lake Elmo	Stormwater Management and Erosion Control Approval	To be applied for
City of Lake Elmo	Municipal Water Connection Permit	To be applied for
City of Lake Elmo	Sanitary Sewer Connection Permit	To be applied for
Valley Branch Watershed District	Wetland Boundary / Type Determination	Approved
Valley Branch Watershed District	Grading, Stormwater and Erosion Control Permit	To be applied for
Valley Branch Watershed District	Wetland Replacement Plan Decision	Submitted
Washington County	Right-of-Way Permit (CSAH 17)	To be applied for
Washington County	Access Permit (CSAH 17)	To be applied for
Metropolitan Council	Comprehensive Plan Amendment	To be applied for
Minnesota Department of Health	Water Main Extension Approval	To be applied for
Minnesota Department of Natural Resources	Water Appropriation Permit	To be applied for (if needed)
Minnesota Pollution Control Agency	NPDES/SDS General Permit	To be applied for
Minnesota Pollution Control Agency	Sanitary Sewer Extension Approval	To be applied for
Federal Emergency Management Agency	Letter of Map Revision Based on Fill (LOMR-F)	To be applied for

Table 4. Permits and Approvals

Unit of Government	Type of Application	Status
U. S. Army Corps of Engineers	Wetland Delineation Concurrence / Jurisdictional Determination	Approved

D. Extent to Which Environmental Effects can be Anticipated and Controlled

Minnesota Rules Part 4410.1700, subpart 7 (D) indicates the final factor the City must consider is the "extent to which environmental effects can be anticipated and controlled as a result of other environmental studies undertaken by public agencies or the project proposer, including other EISs." The City's findings are set forth below.

1. The proposed project design, plans, EAW, related studies, and mitigation measures apply knowledge, approaches, standards, and best management practices gained from previous experience and projects that have, in general, successfully mitigated potential offsite environmental effects.

2. The EAW, in conjunction with this document, contains or references the known studies that provide information or guidance regarding environmental effects that can be anticipated and controlled.

3. Larger projects, studied under Alternative Urban Areawide Reviews (AUARs) as a substitute for an EIS, have included studies and mitigation measures comparable to those included in this EAW.

4. There are no elements of the proposed project that pose the potential for significant environmental effects that cannot be addressed by the project design, assessment, permitting and development processes and by ensuring conformance with regional and local plans.

5. The environmental effects of this development can be anticipated and controlled by the City's PUD/preliminary plat application and regulatory processes

6. Considering the results of environmental review and permitting processes for similar projects, the City finds that the environmental effects of the project can be adequately anticipated and controlled.

Based on the EAW, comments received from agencies and individuals, the responses to comments, and the criteria above, the City finds that The Royal Golf Club Residential Development does not have the potential for significant environmental effects and does not require the preparation of an EIS.

RECORD OF DECISION

Based on the information contained in the EAW, the written comments received and the responses to those comments, and the findings of fact, the City of Lake Elmo, the RGU for this environmental review, has reached the following conclusions:

1. The EAW and this Response to Comments, Findings of Fact, and Record of Decision document, and related documentation for the project were prepared in compliance with the procedures set forth by Minnesota Rules Parts 4410.1000 to 4410.1700 and the Minnesota Environmental Quality Board.

2. The EAW and this Response to Comments, Findings of Fact, and Record of Decision document and related documentation for the project have satisfactorily addressed all of the issues for which existing information could have been reasonably obtained.

3. The project proposed does not meet any of the mandatory EIS thresholds contained in Minnesota Rules Part 4410.4400.

4. The project does not have the potential for significant environmental effects based upon the above findings of fact and the evaluation of the criteria per Minnesota Rules Part 4410.1700, subpart 7 as set forth above.

5. Pursuant to Minnesota Rules 4410.1700, subpart 5, a copy of this Response to Comments, Findings of Fact, and Record of Decision is being provided, within five days to all persons on the Minnesota Environmental Quality Board distribution list, the persons commenting on the EAW, and to persons who requested a copy. This Response to Comments, Findings of Fact, and Record of Decision will also be made available on the City of Lake Elmo's web site.

The City makes a Negative Declaration and does not require the development of an Environmental Impact Statement (EIS) for this project. City Council Resolution 2017-____ declaring a negative declaration of need for an EIS is attached as part of this document.

Figure 1

Shorelands, Floodplains, and Steep Slopes

[to be attached]

Appendix A
Written Comments Submitted to the City of Lake Elmo

[to be attached]

Appendix B
Updated Shoreland PUD Evaluation

[to be attached]

Appendix C
Comparison of Detected PFC Levels to Health Advisory Limits

[to be attached]

November 21, 2016

Stephen Wensman, Planning Director
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042

RE: City of Lake Elmo Royal Golf Club Residential Development Environmental Assessment Worksheet (EAW)
Metropolitan Council Review No. 21630-1
Metropolitan Council District No. 12

Dear Mr. Wensman:

The Metropolitan Council received the EAW for the Royal Golf Club Residential Development project in the City of Lake Elmo on October 21, 2016. The proposed project is located 222.2 gross acres located between 10th Street North and 20th Street North, and bounded by Manning Trail on the East and by Lake Elmo Avenue on the west. The proposed development includes 292 single-family detached homes connected to municipal water and sanitary sewer on approximately 198.3 net acres, with approximately 90.8 acres reserved as private open space. The proposed project is located on the site formerly owned by 3M and previously a part of Tartan Park golf course.

The staff review finds that the EAW is complete and accurate with respect to regional concerns and does not raise major issues of consistency with Council policies. An Environmental Impact Statement (EIS) is not necessary for regional purposes.

We offer the following comments for your consideration.

Item 8 – Permits and Approvals Required (LisaBeth Barajas, 651-602-1895)
As of the date of this review letter, the City's overall planned density (including all previous amendments) is 3.25 units per acre. The proposed development brings the City's overall density down to 3.05 units per acre, which remains consistent with the Council's density policy of 3 units per acre for Emerging Suburban Edge communities.

As noted in the EAW, a comprehensive plan amendment will be needed should the City decide to move forward with the proposed development. The proposed amendment should make any necessary changes to land use to support the ultimate development concept, as well as provide updates to the wastewater and MUSA sections of the comprehensive plan to show this area as within the service area as well as projected flows from the development. As City and Council staff have discussed, a comprehensive plan amendment will need to be submitted to the Council for review and authorization to before moving forward with this development.

In accordance with Minnesota Statute Section 473.513, at the time the project proposer makes application to the Minnesota Pollution Control Agency (MPCA) for a permit to construct each segment of sanitary sewer for the proposed project, a copy of the plans, design data, and a location map of the project will also need to be submitted to the Metropolitan Council. The Council's Environmental Service Municipal Services staff will need to review, comment, and

recommend issuance of the construction permit by the MPCA before connection can be made to the City's wastewater disposal system.

Forecasts (Todd Graham, 651-602-1322)
Forecasts by Transportation Analysis Zone (TAZ) are not discussed in the EAW, but this information would be helpful as part of the City's comprehensive plan should they move forward with this development. The Metropolitan Council has prepared a draft set of TAZ forecasts for 2040, which is available for local government review.

The Royal Golf Club site is within TAZ #2403. The zone is currently forecasted to gain +36 households during the period from 2010-2040. Council staff recommend adding +250 households, +700 population to the TAZ #2403 forecast. Balancing adjustments can be made to the TAZs elsewhere in the community. The City can update the TAZ forecast through correspondence with Metropolitan Council staff.

Council staff opinion is that the proposed development fits within the community total forecast prepared by the Council' no change is needed to the community total forecast.

This concludes the Council's review of the EAW. The Council will not take formal action on the EAW. If you have any questions or need further information, please contact me at 651-602-1895.

Sincerely,

for:

LisaBeth Barajas, Manager
Local Planning Assistance

CC: Steve O'Brien, MHFA
Tod Sherman, Development Reviews Coordinator, MnDOT - Metro Division
Harry Melander, Metropolitan Council District 12
Raya Esmaeili, Reviews Coordinator

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Minnesota Pollution Control Agency

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November 23, 2016

Mr. Stephen Wensman
Planning Director
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042

Re: Royal Golf Club Residential Development Environmental Assessment Worksheet

Dear Mr. Wensman:

Thank you for the opportunity to review and comment on the Environmental Assessment Worksheet (EAW) for the Royal Gulf Club Residential Development project (Project) located in the city of Lake Elmo, Washington County, Minnesota. The Project consists of the preparation of 222 acres of land for residential development. Regarding matters for which the Minnesota Pollution Control Agency (MPCA) has regulatory responsibility and other interests, the MPCA staff has the following comments for your consideration.

Permits and Approval Required (Item 8)
The table in this section of the EAW does not include the MPCA 401 Water Quality Certification.

Water Resources (Item 11)

- Specific in-water best management practices such as silt curtain, construction during low flow or winter conditions, cofferdam, or check-dams, etc. should be included in the EAW. Please note that isolated wetlands remain under MPCA jurisdiction as waters of the state and mitigation may be required. Wetland evaluation is on a case-by-case basis.

- It appears that the golf course will continue to use groundwater for potable, irrigation, fire protection, and maintenance use. It is important to note that the location of this development lies within known areas of aquifer contamination. The development overlies a perfluorochemical groundwater plume that has impacted groundwater quality in each of the primary drinking water aquifers present. Recent groundwater monitoring in the area of Horseshoe Lake has indicated the presence of perfluorochemicals at levels in excess of U.S. Environmental Protection Agency (EPA) health advisory levels.

  Less than 1 mile to the north and east of the development lies the Trichloroethene (TCE) groundwater plume associated with the Baytown Township Groundwater Plume Site. The TCE plume has impacted groundwater quality in each of the primary drinking water aquifers present.

Care should be exercised when using groundwater in this region for potable and irrigation purposes. The EPA recently issued significantly lower health advisory levels for several perfluorinated substances. Because the specific configuration of the groundwater plumes in the area are not well understood and likely vary over time, it is not possible to accurately predict whether a well that has been clear of contamination in the past will remain clear of contamination in the future.

Lake Elmo, Horseshoe Lake, several small drainage ponds, and ditches within the golf course area and further downstream have been shown to be contaminated with perfluorochemicals at levels in excess of EPA health advisory levels. Care should be exercised when using surface water from these areas for irrigation purposes so as to minimize the potential for human and environmental exposure to these contaminants.

Contamination/Hazardous Materials/Wastes (Item 12)

This section refers to a natural gas pipeline that runs across part of the site. The Project proposer should contact the Office of Pipeline Safety to determine the appropriate setbacks for this structure.

The Investigation History refers to a "Possible on-site disposal area that was later confirmed to be located on the adjoining property to the southeast..." This disposal area is not identified on any maps. Please clarify if the disposal area has been reported to the MPCA or State Duty Officer. Please provide the location of the disposal area.

The section regarding "PFCs and Area Groundwater Contamination" does not capture the potential risks posed by groundwater contaminated by the PFC sources. The plume of groundwater contaminated with perfluorochemicals appears to extend beneath the site and further toward the east.

The golf course well sampling results referred to do not comply with routine compliance sample results reporting protocols. There is no indication regarding any quality control aspects of the results. If this data is intended to be used for this report, please provide an adequate presentation of the data. A summary table deep within an appendix is not an appropriate presentation of such data. Assuming that this is an oversight, the results do indicate that there are a number of perfluorochemicals present in the samples. However, the regulatory limits referred to are no longer current. The EPA issued revised drinking water criteria in 2016.

The EAW does not discuss how soil contaminated with materials other than agricultural chemicals will be handled. The MPCA recommends that the site be entered into the MPCA Brownfield Program (formerly called the Voluntary Investigation and Cleanup Program) in order to provide regulatory oversight with regard to non-agricultural related contamination issues. Accidental spills or releases from on-site equipment, buried rubble, municipal solid waste, buried demolition waste, etc. are situations regulated by the MPCA. The Brownfield Program provides technical assistance and issuance of various liability assurance letters to promote the investigation, cleanup, and redevelopment of property that is contaminated with petroleum and/or hazardous substances.

We appreciate the opportunity to review the Project. Please provide the notice of decision on the need for an Environmental Impact Statement. Please be aware that this letter does not constitute approval by the MPCA of any or all elements of the Project for the purpose of pending or future permit action(s) by the MPCA. Ultimately, it is the responsibility of the Project proposer to secure any required permits and to comply with any requisite permit conditions. If you have any questions concerning our review of this EAW, please contact me via email at Karen.kromar@state.mn.us or via telephone at 651-757-2508.

Sincerely,

SOV

Karen Kromar
Planner Principal
Environmental Review Unit
Resource Management and Assistance Division

KK:bt

cc: Dan Card, MPCA, St. Paul
Bill Wilde, MPCA, St. Paul
Greg Small, MPCA, St. Paul
Teresa McDill, MPCA, St. Paul

MINNESOTA DEPARTMENT OF NATURAL RESOURCES
CENTRAL REGION
1200 WARNER ROAD
SAINT PAUL, MN 55106
651-259-5800

November 22, 2016

Transmitted electronically

Stephen Wensman
3800 Laverne Ave. N.
Lake Elmo, MN 55042

RE: The Royal Golf Club Residential Development EAW

Dear Stephen Wensman,

The Minnesota Department of Natural Resources (MNDNR) has reviewed the Environmental Assessment Worksheet (EAW) for the Royal Golf Club Residential Development EAW.

General Comments
To date, MNDNR has provided formal comments on the concept PUD to the City of Lake Elmo and informal comments to the developer on the PUD density analysis. These comments have been based on the assumption that the PUD will have City water and sewer. MNDNR will formally review the preliminary PUD and plat when these are submitted to the City, to determine if they meet the PUD provisions in State shoreland rules.

MNDNR review of shoreland PUDs looks for consistency with the density allowances, setbacks, and height as well as a variety of more subjective performance standards dealing with protection of vegetation and sensitive slopes. While we look for compliance with the numerical standards, we recognize that good environmental design cannot be reduced to compliance with a set of numbers. The shoreland PUD standards were part of the 1989 State shoreland rules and were an early form of conservation design regulations. A lot has been learned about conservation design since 1989 and many communities in Minnesota have adopted different shoreland PUD standards to limit density, ensure better natural resource/open space protection, and provide for greater alignment with the community's vision.

MNDNR has concerns on the design of the Royal Golf Club Residential PUD because the proposed development is too dense for the natural resources on the site. In making this evaluation, MNDNR is considering overall project suitability by looking at how the design impacts the existing natural environment on the site. From our perspective, a development is not suitable if it is consuming areas of high quality vegetation and areas with slopes greater than 12 percent (which MNDNR considers steep slopes). Ultimately, however, it is up to the City of Lake Elmo to evaluate project suitability, natural resource protections, and transportation concerns associated with this proposal.

Specific Comments

- Page 3 - Rewrite the statement on page 3 so that it does not imply that the City has determined that this project meets shoreland overlay district requirements. At this stage of the PUD process, it is premature to state that the proposed project design complies with shoreland overlay district requirements. The City of Lake Elmo has not approved this development yet nor has the City

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MNDNR

fully evaluated whether the development plans are in conformance with City ordinances and State shoreland rules.

- Page 3 states that this project minimizes effects on floodplains. However, page 10, states that there will be about 15.6 acre-feet of fill in the flood fringe to accommodate 15 residential lots and streets. The statement on page 3 is misleading since there will be significant changes to the existing floodplain configuration. What layout design modifications could be made to avoid the need for floodplain fill and rerouting of flood waters into storage ponds? How will floodplain storage outside of the PUD boundary be managed (i.e., who will own and maintain these storage ponds)?
- Page 3 – Please correct the MNDNR PWI # for the unnamed public water wetland from 82-117W to 82-417W. The MNDNR ID # for the unnamed public watercourse is M-050-009-001.
- Page 8 states that the City's ordinance requires only two conditions to be met to allow for PUDs (the City's PUD ordinance and the State shoreland PUD rules). PUDs, by their very nature, are a negotiation between the local government and the proposer. The City, through the PUD process, can require additional conditions in exchange for the increased density that is allowed under a PUD. Through the PUD process and negotiations with the developer, the City can also exert influence on how a property is developed and what the design of that development looks like. For example, the City can require greater tree preservation, slope/erosion protection, interconnectivity, conservation easements, or other environmental or public benefits.
- Page 9 and Appendix A - Please update the shoreland PUD suitable area, open space, and density calculations (Tables 5 and 6 and Appendix A) to match those numbers provided in analyses completed after the submittal of the EAW. Include with this analysis a map showing areas suitable for development and those areas not suitable for development and their acreages. Also include with this analysis a map showing areas of open space and those areas not included in open space and their acreages.
- Page 11 states that the proposed project is compatible with surrounding land uses. Describe in more detail in what ways the PUD's design plan is compatible with surrounding land uses. Please provide more detail on the preservation of forest buffers and how they provide compatibility with surrounding land uses. Has this proposal considered ways to preserve existing forest areas to allow for plant and wildlife preservation?
- Figure 7 – Please show the location of steep slopes on Figure 7, to help the reader determine the location of proposed lots, structures, and roads in relation to steep topographic areas.
- Has a tree preservation and replacement plan been prepared for this proposed development that meets City ordinance?

Thank you for the consideration of our comments.

Sincerely,

/s/ Rebecca Horton
Regional Environmental Assessment Ecologist – Central Region
Division of Ecological and Water Resources

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MDH
Minnesota
Department
of Health

PROTECTING, MAINTAINING AND IMPROVING THE HEALTH OF ALL MINNESOTANS

November 23rd, 2016

Stephen Wensman
Planning Director
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042

Dear Mr. Wensman,

Thank you for providing the Minnesota Department of Health (MDH) with the opportunity to comment on the Environmental Assessment Worksheet (EAW) for the Royal Golf Club Residential Development project. The mission of MDH is to protect, maintain, and improve the health of all Minnesotans. The careful planning and development of projects such as this one supports this mission and is an important step in ensuring health in all policies.

MDH does have several comments regarding groundwater, water quality, and soil contamination at and near the site:

Section 10 – "Geology"
Although no sinkholes have been identified on the project property, the Minnesota Geological Survey (MGS) karst inventory does map one sinkhole less than one mile northeast of the project property, just north of the intersection of Manning Avenue and 27th St. N. (UTM coordinates 510846/4981836). Depth to carbonate bedrock is an important factor in the potential for karst development, with that potential increasing significantly where depths are less than 50 feet (Alexander, et al. , 2003, "Sinkholes, Sinkhole Probability, and Springs and Seeps", Goodhue County Atlas, County Atlas Series, Atlas C-12, Part B, Plate 10). Well logs near the east property boundary of the project area indicate depth to bedrock is approximately 47-59 ft. (unique well numbers: 442166, 447252, 431201, and 503306). Two infiltration areas and two stormwater ponds are planned near the northeast corner of the project property (as shown on Figure 7). Consideration should be given to potential karst development beneath these infiltration areas and whether any mitigation measures are needed, particularly given the proximity of these areas to planned home construction.

Section 11 – "Water Resources"
The groundwater discussion should include more information regarding the perfluorochemical (PFC) contamination in the groundwater in this area. Groundwater has been impacted by PFCs from the former Washington County Landfill and 3M-Oakdale Disposal Site. Due to groundwater flow, surface water-groundwater interactions, and stormwater management activities, the groundwater east of Lake Elmo has been impacted by PFCs emerging from these disposal areas. Recent MDH sampling has detected PFCs at concentrations above the new Environmental

Protection Agency (EPA) Lifetime Health Advisory levels of 70 parts per trillion for PFOS and PFOA in the surface water in Lake Elmo, the unnamed creek that discharges from Lake Elmo onto the project property, Horseshoe Lake, and the series of ditches and stormwater ponds further downstream. Surface water ponds on the property that are part of the Project 1007 drainage system are almost certain to be similarly impacted. The full extent and distribution of PFCs in this portion of Lake Elmo are still being determined. Use of surface water or groundwater at the project site should be carefully managed to avoid human exposure and prevent further spreading of the contamination. MDH further recommends landscaping options be implemented to create significant buffers in order to restrict public access to Horseshoe Lake.

Preliminary data suggests PFC contamination is primarily in the Prairie du Chien aquifer (OPDC), but excessive use of Jordan aquifer (CJDN) wells may cause downward migration of the contamination, potentially placing downgradient CJDN wells at risk. MDH recommends the project proposer work with MDH, MPCA, and DNR to evaluate water quality in the existing wells and surface waters on the project property and determine appropriate use of these to mitigate for these potential impacts.

Section 12 – "Contamination/Hazardous Materials/Wastes"

The sub-section titled "Investigation History" indicates a "disposal area" is located on an adjoining property to the southeast. The location is not shown on any figures and no information is provided regarding this disposal area and its proximity to the project property.

The sub-section titled "Response Action Plan" indicates that contaminated soils excavated at the site are to be managed in a "Regulated Soil Management Area" beneath a 2 ft. cover. The figure shown in the Phase II Investigation Report (Appendix D) indicates the area proposed for this management area has a significant slope and may be prone to erosion. MDH assumes MPCA will be consulted in the design and construction of this facility to ensure it provides long-term encapsulation of these soils to prevent exposures.

The sub-section titled "PFCs and Area Groundwater Contamination" (page 27) should be revised to reflect that PFCs above levels of health concern are present in the groundwater in this part of Lake Elmo. Although the concentrations detected in the CJDN wells on the property do not exceed levels of health concern, as noted above continued extraction of water from the CJDN may result in increased PFCs in this aquifer over time.

Appendix D – Table 3

Although the table correctly identifies the current MDH Health Risk Limits for PFOS, PFOA, PFBA, and PFBS, it should be noted that MDH now uses the new EPA health advisory levels of 70 ng/L for PFOS and PFOA when evaluating health risks.

Health starts where we live, learn, work, and play. To create and maintain healthy Minnesota communities, we have to think in terms of health in all policies. Thank you again for the opportunity to provide comments on this EAW for the Royal Golf Club Residential Development project. Feel free to contact me at (651) 201-4907 or david.bell@state.mn.us if you have any questions regarding this letter.

Sincerely,



David Bell
Environmental Review Coordinator
Environmental Health Division
Minnesota Department of Health
PO Box 64975
Saint Paul, MN 55164-0975

Washington County

Public Works Department

Donald J. Theisen, P.E.
Director

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

November 23, 2016

Stephen Wensman
Community Development Director
City of Lake Elmo
3600 Laverne Avenue North
Lake Elmo, Mn 55042

Re: Washington County Comments on Environmental Assessment Worksheet (EAW) for the Royal Golf Club Residential Development Project in the City of Lake Elmo

Dear Mr. Wensman

Thank you for the opportunity for Washington County to submit comments on the City of Lake Elmo's Environmental Assessment Worksheet (EAW) for Royal Golf Club Residential Development (Project) in Section 25, City of Lake Elmo, dated October 17, 2016. The Project is located north of at County State Aid Highway (CSAH) 10 /10th Street, south of 20th Street North, west of Manning Trail North and east of CSAH 17/Lake Elmo Avenue. The project will convert approximately 147.9 acres of golf course, woodland, ball fields, grassland, and wetland to 292 single-family residential lots. The project will involve grading, installation of public and private infrastructure, open space preservation, tree clearing, and stormwater ponding. The project will include approximately 90.8 acres of private open space consisting of woodland, stormwater ponds, wetlands, grassland, and turf areas.

Washington County supports the City of Lake Elmo efforts to allow for the expansion of urban services (MUSA) for the development of a variety of single family residential uses as well the existing club house/banquet facility on the site.

The county has prepared the following comments in the context of the the Washington County Comprehensive Plan 2030 and the Public Works Department transportation responsibilities to ensure the health, safety and welfare of county residents, ensure environmental compliance, and minimize environmental impacts.

Section 8. Permits and Approvals Required

Any work in the county right-of way as it relates to the development including grading for the installation of culverts, installation of water and sewer services, turn lane modifications, road improvements, trails, Americans with Disability Act (ADA) ramp improvements will require a right-of-way permit.

The county agrees that an access permit will be required for direct access to the site from CSAH 10/10th Street and CSAH 17/Lake Elmo Avenue at the proposed locations since the project will be an intensification of land uses on the site. The developer has submitted turn-lane modification plans for the intersections at CSAH 10/10th Street and CSAH 17/Lake Elmo Avenue and county traffic staff will review and approve them as part of the access and right-of-way permit process.

The County reserves the right to require additional improvements, as needed, as a condition of these permits.

Section 9. Land Use

Intensifying land uses within the Municipal Urban Service Areas (MUSA) is appropriate to complement the existing golf course and club house use. The project site is located one mile north of Interstate (I)-94 so regional access will provide an efficient connection to jobs and services in Washington County and the Metropolitan Region. Access to the interstate system is provided at the Manning & I-94, and County 19 & I-94 Interchanges. The result will be increased traffic at both of these interchanges, which may result in the need for improvements/upgrades to the interchange infrastructure. Most of these expected upgrades will include a city cost share. It should be noted that the County has no plans for an interchange at County 17 & I-94.

The development implements the land use goals of the Washington County Comprehensive Plan 2030, to design the land use plan to support economic development by the following policies:

- *Locate commercial and industrial growth where urban services are available; continue to prohibit commercial and industrial land use in unsewered areas.*

- *Support land use patterns that efficiently connect housing, jobs, transportation, transit, and retail and commercial centers.*

The development also implements the transportation goals of the Washington County Comprehensive Plan 2030, to develop and maintain a roadway system that accommodates the safe and efficient movement of people and goods. Strategies in the plan include the following:

- *Increased Jobs and Housing Concentrations:*
    - *Plan for, design, and construct roadways to accommodate existing and future traffic growth.*
    - *Use effective transportation planning to accommodate existing and planned land uses, while preserving natural, cultural, and historic resources.*
    - *Develop a collaborative process with local municipalities to identify fiscally responsible system improvements that are consistent with county priorities and meet the needs of municipalities.*
    - *Coordinate with other agencies to promote a well balanced transportation system.*
    - *Coordinate with communities and provide feedback on development and redevelopment proposals.*

Section 11. Water Resources

The county has not received nor reviewed a stormwater plan to date. The developer, city or watershed district must submit the drainage report and calculations for review of any downstream impacts to the county drainage system. Along with the drainage calculations, written conclusions explaining that the volume and rate of stormwater run-off into any county right-of way will not increase as part of the project, must be provided.

Section 17. Noise

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

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

Section 18. Transportation

The County agrees with the purpose of the Traffic Impact Study (TIS) dated October 12, 2016 to determine if improvements are needed to nearby intersections that may be impacted by traffic from the built out development.

The objectives of the study included the following:

- Document how the study intersections currently operate.
- Forecast the amount of traffic expected to be generated by the proposed development.
- Determine how the study intersections will operate in the year 2030 with no development traffic.
- Determine how the study intersections will operate in the year 2030 with development traffic.
- Determine how the surrounding roadways will operate in the year 2030 with the proposed Development
- Recommend improvements, if needed.

There was also agreement with the study intersections surrounding the site which included the following:

1. Lake Elmo Avenue N/20th Street N.
2. 20th Street N/20th Street Court N.
3. 20th Street N/East Golf Course Access
4. 20th Street N/Manning Trail N.
5. Lake Elmo Avenue N/Park Access.
6. Manning Trail N/Manning Avenue N.
7. 20th Street N/Proposed Western Access
8. Manning Trail N/Proposed Access
9. CSAH 10/Proposed Access

The county appreciates that the northern intersection of Manning Avenue N/Manning Trail N were analyzed and determined that a traffic signal would not be warranted at this location in the 2030 scenerio. This was based on the future improvements to the Manning Avenue corridor which includes a four-lane divided highway with traffic control improvements north and south of this intersection.

Also analyzed was the CSAH 10/Lake Elmo Avenue intersection which currently operates as an all way stop intersection with combined thru/lefts and exclusive right turn lanes at all approaches. We accept the conclusion that this development will not require or drive the need for additional traffic control or infrastructure improvements at this intersection. It should be noted that there are no improvements programmed in the County's 5 Year CIP for this intersection.

There should be further conversations with the county on the current status of the identified Regional Trail Corridor (Washington County Comprehensive Plan 2030) along CSAH 17/Lake Elmo Avenue. The County will be starting planning efforts, which include community outreach and engagement, for this segment of the Central Greenway Trail Master Plan. It is expected this process will begin in 2017. Additionally, this corridor will be evaluated as part of the Washington County Comprehensive Plan 2040 planning process.

It is noted that in the traffic analysis provided to the county, the future club house/banquet facility and the commercial public use golf course traffic was not included. As a result, the traffic study underestimates the total traffic impacts of this development. While it is true that the existing traffic volumes account for a portion of this, we understand the goal of the developer is to increase use, and thus traffic impacts, of the club house / banquet site. Please clarify how you will incorporate this expected increase in use into the traffic study.

If the comments in this letter are addressed in the EAW, the county does not feel the need for the preparation of an Environmental Impact Statement for the planned project; however, future studies, environmental documentation, and mitigation measures will need to be addressed as development occurs in the area.

If you have any questions or comments to the responses on the Royal Golf Club EAW, please contact me at Ann.pung-terwedo@co.washington.mn.us.

Sincerely,

Ann Pung-Terwedo

Ann Pung-Terwedo
Senior Planner

c: Wayne Sandberg, County Engineer
Jan Lucke, Transit and Planning Manager

WASHINGTON CONSERVATION DISTRICT
455 HAYWARD AVE N
OAKDALE, MN 55128
651-330-8220 [PHONE]
651-330-7747 [FAX]
WWW.MNWCD.ORG

November 22, 2016

Stephen Wensman, Planning Director
City of Lake Elmo
3800 Laverne Ave N.
Lake Elmo, MN 55042

RE: The Royal Golf Club Residential Development EAW

Dear Steven,

The Washington Conservation District (WCD) has received and reviewed the above-mentioned EAW. The WCD review focuses on wetlands, erosion and sediment control, natural area management, and stormwater management. Based on this review the WCD offers the following comments:

Section 7 – Cover Types
Use of native vegetation and habitat restoration is encouraged in the open space areas, including native vegetated buffers around stormwater treatment systems. Enhancing the greenway cooridor that connects Lake Elmo to natural areas to the east is encouraged.

Section 10 – Geology, Soils and Topography / Land Forms
Section b. Soils and Topography

- Compliance with NPDES, watershed, and local requirements will minimize adverse impacts of soil erosion and sedimentation. The WCD can provide support to the City to ensure compliance as needed. The WCD recommends phasing the earthwork and grading to the greatest extent possible to limit the scale and duration of exposed soils during construction.
- Preserve HSG B soils to the extent possible. Protecting zones of optimum infiltration from compaction is preferred
- Minimize soil compaction and provide soil restoration in landscaped areas to enhance infiltration
- Deep-rip the soils with a toothed bucket in low or compacted areas to promote infiltration after major construction is complete

Section 11 – Water Resources
Section iv. Surface Waters

- The EAW indicates the site will meet City and VBWD infiltration guidelines, which recommend retaining the 1.1" rain event on-site. WCD encourages the use of bioretention to meet the onsite volume retention standards. Bioretention promotes both infiltration and evapotranspiration which more effectively mimics terrestrial hydrology than pure infiltration systems. These systems are designed to be distributed throughout the site and treat small contributing drainage areas, breaking up larger catchments into smaller, more manageable parts. Minimizing the drainage area provides multiple benefits to stormwater treatment, including the potential for reduced infrastructure conveyance costs.

Supervisors: Louise Smallidge ▫ Bob Rosenquist ▫ George Weyer ▫ John Rheinberger ▫ Jim Levitt

To ensure the long-term effectiveness of volume control, the following design specifications are presented for consideration:

- Do not rely on long-term infiltration from unlined stormwater ponds or wet detention basins
- Install bioretention/infiltration practices off-line
- Include flow-splitter and high-flow bypass
- Provide pre-treatment (especially for sediment to prolong the life of a practice)
- Keep the max water depth to acceptable levels based on soil types and actual infiltration rates
- Refer to the Minnesota Stormwater Manual, 2013 (on MN PCA website) for additional design and implementation considerations

The WCD is also serving on the WCA TEP and will provide comments on the wetland permiting through that process.

Section 13 – Fish, Wildlife, Plant Communities and Sensitive Ecological Resources (Rare Features)
Section d.

- Buckthorn removal from entire project area rather than leaving visual barrier along exterior roadways will minimize spread of this restricted noxious weed. Replace visual barrier of removed Buckthorn by replanting native trees and shrubs.

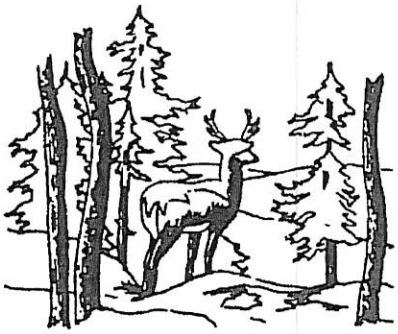
Conclusions
There are no known impacts that have not already been addressed in this EAW that warrant an Environmental Impact Statement. The Washington Conservation District appreciates the opportunity to review this EAW. Please call me at 651-330-8220, extension 20, if you have any questions about our review.

Sincerely,



Jay Riggs, District Manager
Washington Conservation District

Cc: John Hanson, VBWD



November 11, 2016

Mr. Stephen Wensman
Planning Director
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042

Re: The Royal Golf Club Residential Development (EAW)

Dear Mr. Wensman:

Thank you for submitting a copy of the Environmental Assessment Worksheet (EAW) for the proposed The Royal Golf Club Residential Development. The proposed project is located within the Valley Branch Watershed District (VBWD). I offer the following comments on behalf of the VBWD. The numbers correspond to the numbers in the EAW.

9. Land Use

Descriptions

a.ii Plans (Page 6): While the site does not lie within a Minnesota Department of Natural Resources planned conservation corridor, the site is within an existing, somewhat connected, natural greenway corridor, as shown on Figure 20 of VBWD's March 2013 *Results of Minnesota Routine Assessment Method (MNRAM) for Evaluating Wetland Function* (attached).

a.iii Zoning, Floodplains (Pages 9–11): The VBWD recently completed more detailed modeling of the Downs Lake watershed that used current climate and topographic data. The modeling results and statistical analysis found the 1%-annual-chance (100-year) flood level of Downs Lake to be Elevation 893.8. The VBWD will regulate to this flood level instead of the FEMA base flood elevation of 893.0.

VBWD Rule 5, Standard 3, limits fill in lakes, ponds, and storage sites so that the cumulative effect of all possible filling will not raise the 100-year flood level more than 0.1 foot. Flood-storage replacement is allowed to conform to this VBWD rule, but wetlands should not be filled or drained to provide the flood-storage replacement.

Structures will need to have their minimum floor elevations at least 2 feet higher than the adjacent water bodies' VBWD-adopted 100-year flood level, as required in VBWD Rule 5, Standard 2.

Easements covering all portions of the property that lie below the 100-year flood elevation of lakes, wetlands, ponds, lowlands, and streams will need to be dedicated to the VBWD, as required in VBWD Rule 5, Standard 3.

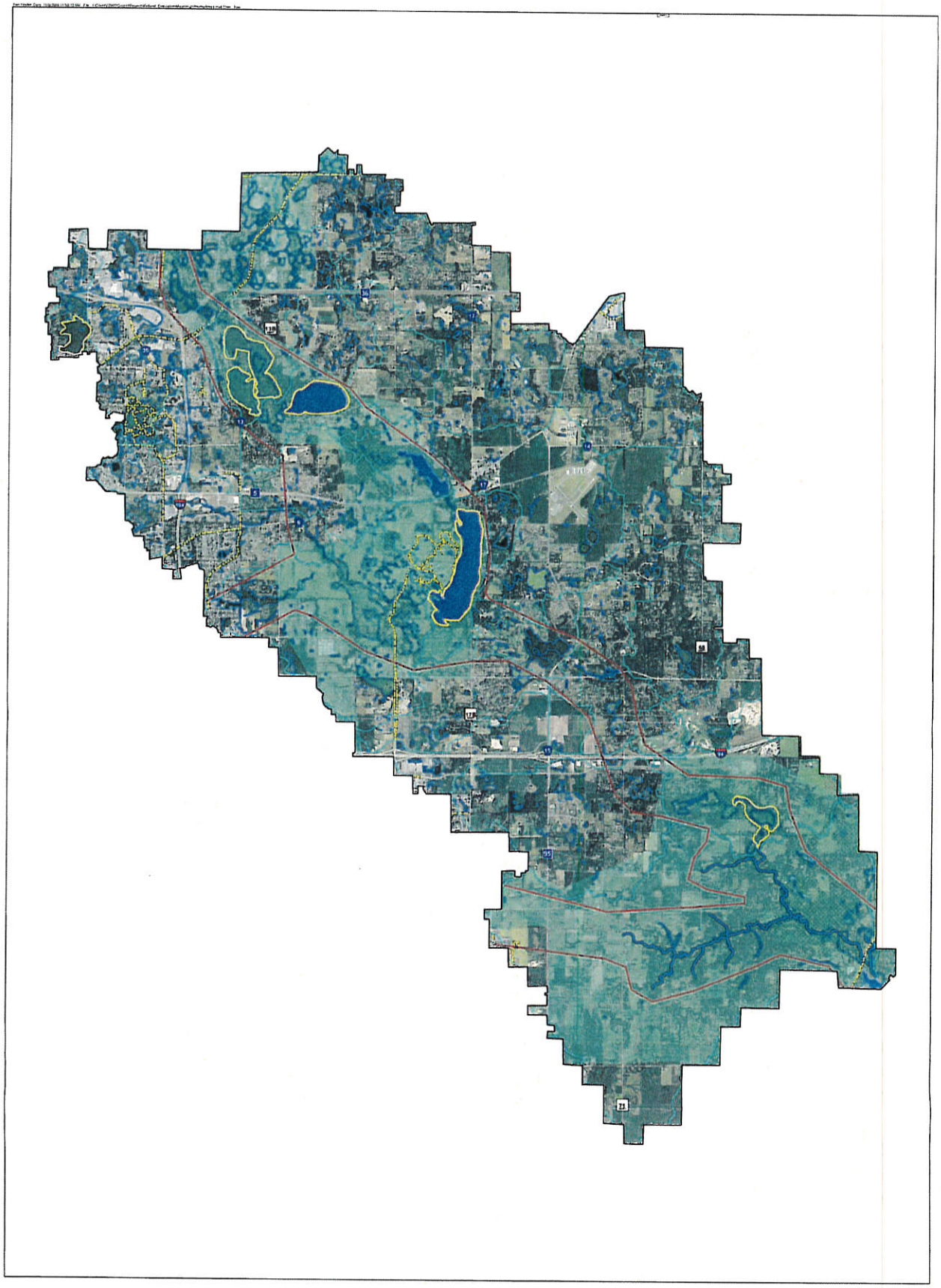
VBB
DAVID BUCHECK • LINCOLN FETCHER • JILL LUCAS • EDWARD MARCHAN • ANTHONY HAIDER
VALLEY BRANCH WATERSHED DISTRICT • P.O. BOX 838 • LAKE ELMO, MINNESOTA 55042-0538
www.vbwd.org

Thank you for the opportunity to comment on the EAW. As the EAW indicates, a VBWD permit will be required for the project. VBWD will review the project plans for conformance to the VBWD rules and regulations when a permit application is submitted. The items identified in this letter are meant to identify potential issues and assist the project designers in protecting the water resources of the area. If you have any questions or need clarifications, feel free to contact me at 952-832-2622.

Sincerely,

John P. Hanson, P.E.
Barr Engineering Co.
Engineers for the Valley Branch Watershed District

c: VBWD Managers



Parks and Open Space
Subwatersheds
Impaired Stream (2010)
High Priority Water Body
Impaired Lakes (2010)
Somewhat Connected Natural Corridor
Central Region Green Infrastructure
Bikeways/Trails
Designated Trout Streams
Assessed Wetlands
Impaired Wetlands (2010)
Valley Branch Watershed District Legal Boundary

N

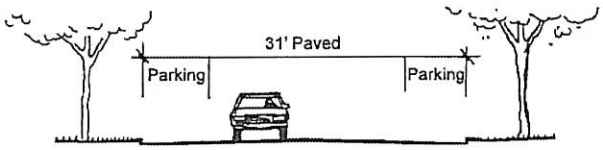
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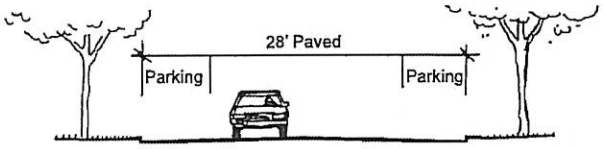
Figure 20

HIGH PRIORITY AREAS
AND GREENWAY CONNECTIVITY
Valley Branch Watershed District, MN

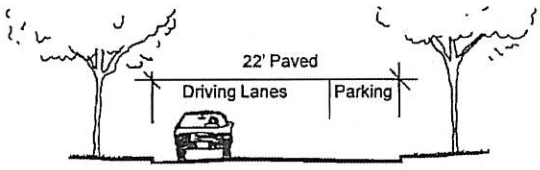
Street Design



Standard width for residential collector streets, with parking on both sides. Dimension Source: Maple Grove, Minnesota.



Standard width for residential minor streets, with parking on both sides. Dimension Source: Eden Prairie, Minn.

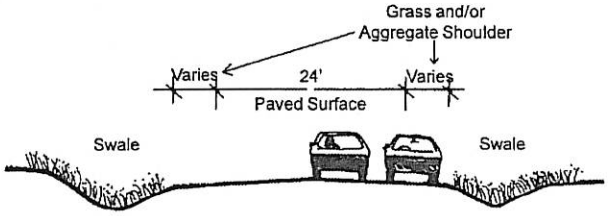


Allowing parking on only one side can further reduce the width of low-volume residential streets. Dimension Source: Robert Engstrom Companies (Fields of St. Croix, Lake Elmo, Minn.).

Many residential streets are wider than necessary. They should be designed with the minimum pavement width that will support the area's traffic volume; on-street parking needs; and emergency, maintenance, and service vehicles. For example, consider creating one parking lane rather than two for suburban residential streets.

In new subdivisions, reduce impervious surface by reducing the total length of residential streets. (See *Open Space Subdivision Design.)*

Encourage stormwater infiltration through the use of curbless road designs and overland drainage conveyance systems. On low-traffic streets, narrow the pavement and allow grass shoulders to function as an occasional parking lane.



Crowned, curbless road drains to roadside swales. Grass shoulders function as occasional parking lanes. Dimension Source: Afton, Minn.

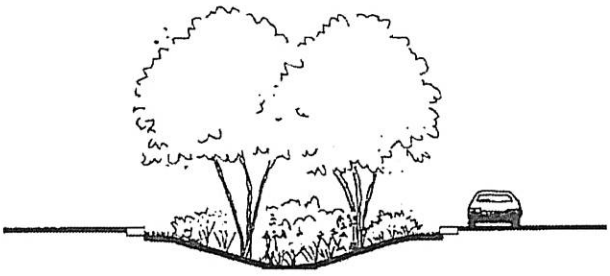
Benefits

- Reducing impervious surface results in less stormwater runoff and less infrastructure to accommodate it.
- Less pavement means lower costs for development and maintenance.
- Narrower streets discourage fast driving speeds and create a more pedestrian-friendly environment.

Design Guidelines

- Design residential streets with the minimum pavement width necessary to support: the traffic volume; on-street parking needs; and emergency, maintenance, and service vehicles.

Cul-de-Sac Design

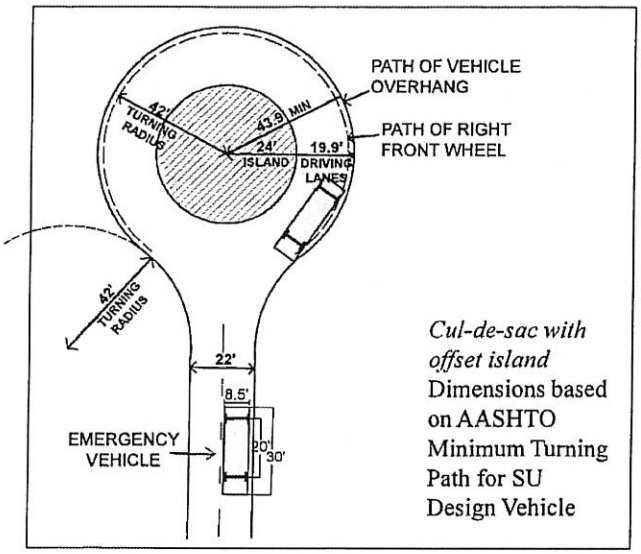


Cul-de-sac infiltration island accepts stormwater from surrounding pavement.

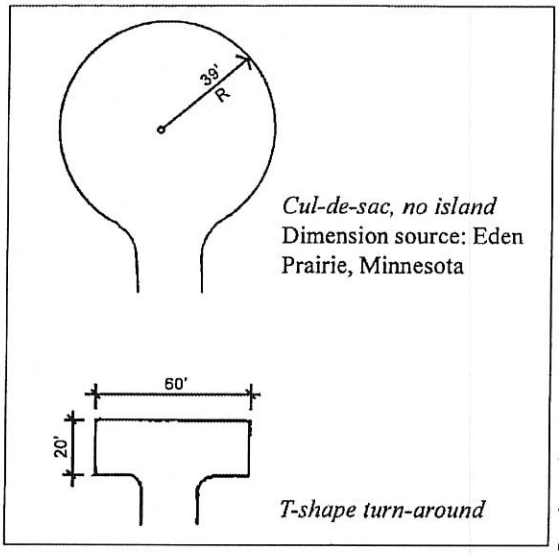
Reducing the size or changing the shape of cul-de-sacs can reduce the amount of impervious surface in subdivisions. Cul-de-sacs should be designed using the minimum radius that accomodates turning of emergency, service, and maintenance vehicles. Changing the radius from 40 feet to 30 feet can reduce the impervious coverage by about 50% (Schueler 1995).

Using turnaround options such as a T-shape can also greatly reduce impervious surface.

A landscaped island in the center of the cul-de-sac removes impervious surface where driving does not occur. This island can also be designed as a depression to accept stormwater runoff from the surrounding pavement. A flat apron curb will stabilize roadway pavement and allow for runoff to flow from pavement into the cul-de-sac's open center.



Cul-de-sac with offset island
Dimensions based on AASHTO Minimum Turning Path for SU Design Vehicle



Cul-de-sac, no island
Dimension source: Eden Prairie, Minnesota

T-shape turn-around

Drawings adapted from Schueler 1995.

Benefits

- With less impervious surface, less stormwater runoff will require management. Reducing stormwater runoff protects downstream water bodies. Less paved surface also means lower development and maintenance costs.
- Reducing pavement lessens the urban heat island effect, the increase in air temperature that can occur when highly developed areas are exposed to the sun.
- Planted cul-de-sac islands are more attractive than wide expanses of pavement.

Design Guidelines

- Design cul-de-sacs with a radius of 39 feet or less.
- Include an unpaved, depressed island with a minimum radius of 20 feet.

November 23, 2016

City of Lake Elmo
Planning and Zoning Department
Stephen Wensman, Planning Director
3800 Laverne Avenue North
Lake Elmo, Minnesota 55042

Dear Mr. Wensman:

On behalf of The Homestead Homeowner's Association, I would like to submit the following comments related to the EAW for the proposed Royal Golf Residential Development project:

1) The list of Permits and Approvals Required on Page 5 indicates that a Comprehensive Plan Amendment has been submitted to the Metropolitan Council. We believe this is inaccurate since the City Council has not voted to amend its current Comprehensive Plan to allow any kind of residential development on this property.

2) The Traffic Impact Analysis was based on data collected in July, 2016. We are concerned that this data may significantly under-represent the normal "baseline" traffic volume for the following reasons:
   - A significant portion of Lake Elmo Avenue N was closed during this time due to construction on Lake Elmo Ave and in the Old Village area.
   - Local schools were not in session due to the Summer break.
   - The Tartan Park golf course was not operational during this time. The developer has indicated that they expect 30,000 – 45,000 rounds of golf annually which will generate additional traffic volume that may not have been fully reflected in the analysis.

3) We've heard recently that the City Council might opt to schedule a vote on a proposed Comprehensive Plan amendment for this land at the upcoming December 6th Council meeting. We feel that a vote on December 6th would not allow enough time for a thorough review and consideration of the public comments related to this EAW. Our understanding is that It is common practice by RGU's to not take any legislative action on their comprehensive plan amendments for the area under consideration prior to the completion and public review of an EAW or EIS and official action on the pending EAW or EIS.

4) We would like to raise the question of whether an EIS might be required or simply be prudent for this development. As you undoubtedly know, MN Rule 4410.4400 Subp.14 defines a set of residential housing unit thresholds which trigger the need for a mandatory EIS based on "the total number of units that the proposer may ultimately develop on all contiguous land owned by the proposer or for which the proposer has an option to purchase." Unless the developer is willing to put the golf course acreage into a conservation easement in perpetuity, the total

number of housing units which could eventually be built on this entire 477-acre parcel may very well eventually exceed the thresholds defined in this rule. Our understanding is that a development with the potential for "400 unattached units or 600 attached units ... if the project is not consistent with the adopted comprehensive plan" would require a mandatory EIS.

Although our neighborhood continues to be amenable to this proposed development in concept, we remain disappointed with the proposed 292-unit housing density and we have concerns about the potential for several hundred additional homes should the golf course someday become financially unsustainable. Given the unique location and exceptional attributes of this property, coupled with the widely held local desire to preserve and protect the rural character of Lake Elmo, we feel that 'Open Space" housing densities similar to those in our neighborhood would be far preferable and more appropriate for this development.

Thank you for your continued leadership in managing this important process on behalf of our City.

Kindly

Dan Rice, President
Homestead Homeowners Association
11364 14th St N
Lake Elmo, MN 55042

2301 Legion Avenue
Lake Elmo MN 55042
November 21, 2016

City of Lake Elmo
Planning and Zoning Department
Stephen Wensman, Planning Director
3800 Laverne Avenue North
Lake Elmo, Minnesota 55042

Dear Mr. Wensman,

I would like to comment, ask questions, and clarify the EAW for the proposed Royal Golf Residential Development proposed by HC Golf Development, LLC in the city of Lake Elmo, Washington County. I will be referring to pages in the EAW that have given me concern.

My first concern is that the commercial aspect of the development, the golf course, club house, storage area, sport complex, and driving range were not part of the study. These commercial aspects of the development will add to the traffic, congestion, water runoff, and have a strong environmental impact on the area.

On page 3 it states "Traffic generated by the project will have little to no impact on the regional transportation system. Intersections surrounding the site will continue to operate at acceptable levels of service with the traffic generated by the proposed project." This is followed up later on page 35 by a traffic study that was completed in July, 2016, when the golf course, driving range, club house, sport complex, and storage building were closed and the streets to the east and west, Lake Elmo Avenue and Manning Avenue, were under construction and school was not in session. I disagree with the Traffic Impact Study conclusion that the proposed project will have minimal effects on adjacent public roads and that nearby intersections will continue to operate at an overall Level of Service (LOS) A. A proper study needs to be completed.

The study continues on page 35 to say "These residential development is expected to generate a total of 2,780 average daily trips, including 1,390 vehicles entering the site and 1,390 vehicles exiting the site. It continues with "The complete development analyzed included an 18-hole golf course with 293 single family home land parcels. Based on this layout, the resulting new traffic associated with the proposed development is expected to be 1,717 vehicles entering and 1,717 vehicles exiting the development per day (total daily trip generation of 3,434 vehicles)." There is a difference in traffic if the commercial aspects are included in the study and they should be as they will be part of the traffic.

Also in the traffic discussion it appears they are unsure what roads the traffic will use and which traffic to count. It would also be good to determine if the entire area will be developed at this time as this will impact the traffic count. "There is another potential access onto Manning Trail N for the proposed residential component. This future access will depend upon development of the adjacent property and is not included in this traffic analysis. It should be noted that the proposed site driveways do not provide access to the entire development as each access only services a portion of the overall site. This results in

traffic that does not mix within the site, and depending on where the driver's origin and destination, will determine which access to use.

Page 8 states "The City's ordinance also requires that shoreland PUDs be connected to public water and sewer systems, and that least 50% of the shoreland area be maintained as open space." This is true, however only that land within 1000 feet of a shoreland is zoned this way and needs to be connected to public sewer, the remainder of the land could use septic systems. In fact, depending on the placement of the lots no home would need to use public sewer.

Page 10 states "The project is proposing to place about 14.0 acre-feet of fill in the flood fringe of Downs Lake to elevate an area for construction of 15 residential lots and adjoining streets. Construction of a municipal street around the east side of Lake Rose will require about 1.6 acre-feet of fill in the flood fringe of Lake Rose." We want to make sure proper authorities are committed to supervising this activity as streets and 15 homes could be flooded if not completed correctly. This area has been flooded in the past. It is unfortunate the developer is not listening to the land and building outside of a floodplain.

Page 11 states "The proposed project is compatible with the proposed land use, zoning, and surrounding land uses. The project is designed to preserve considerable forested buffers adjacent to surrounding roadways. These vegetated buffers will enhance the compatibility of the project with nearby land uses and help preserve the forested character of the area." It is true this may be compatible with land use, but certainly not with density of the surrounding homes. The current surrounding lots are about one acre and go up to almost 50 acres per household, the proposed lots start at 0.4 acre and go up to .75 acre per household. The conversion of forest to impervious surface will significantly change the character of the area and decrease the natural habitat of the existing wildlife corridor. Also on page 32 it states: "buckthorn may be left in the understory along exterior roadways to provide visual screening." I don't believe an invasive species is considered a "forested buffer" and will not enhance the project.

Page 13 describes the "Grading operations for residential development construction are expected to affect 137.5 acres and involve movement of about 750,000 to 1 million cubic yards of soil to construct streets, residential building pads, and stormwater ponds. Grading is expected to avoid disturbance on 84.4 acres within the project area". It is unfortunate so much land has to be disturbed, however it means there will be considerable noise. Page 34 directs our attention to "Noise generated by construction equipment and residential building construction will be limited primarily to daylight hours when noise levels are commonly higher than at night." If this is true, what provision is being made so the surrounding landowners are allowed their rightful peace and quiet? I would like to suggest all noise generating equipment may only be operated from 8 AM to 5 PM and only Monday to Friday.

Page 16 states "The project is expected to produce normal domestic wastewater. This wastewater is expected to be typical of residential developments. The project will not include industrial wastewater production or onsite wastewater treatment." It is unfortunate the club house and other commercial aspects are not included as there will be wastewater from them. No estimates were given as to the amounts.

Page 18 states "The net increase in impervious surface is estimated at 38.6 acres. The creation of stormwater features and the preservation of wetland buffers and other open spaces is expected to mitigate potential adverse effects from the increase in impervious surface." Again I ask for scrutiny of any permits and close supervision and of the mitigation as they are increasing the impervious area. Also,

can we be assured there will be supervision of these projects over time to make sure they are in proper working order? Will unlimited access be given to the proper authorities to all stormwater management facilities? This area has had major flooding in the past and with the addition of so much impervious surface it will need timely reviews.

Page 30 tells us "The project area includes potential Blanding's turtle's (Emydoidea blandingii), habitat consisting of wetlands and sandy soils. The best Blanding's turtle habitat includes wetland complexes larger than 10 acres that are surrounded by open sandy uplands." The concern continues on Page 32 with "The project may have effects on Blanding's turtles that may occur in the area. To minimize potential adverse effects on turtles and their mobility, the project will avoid most wetlands, implement stringent sediment and erosion controls, consider the use of surmountable curbs on roadways, and consider erosion control materials constructed of organic fibers rather than plastic." I don't believe these developers wish to eliminate a state-listed threatened species, and therefore should abide by the necessary measures to assure their survival. It is one thing to "try" and another to actually do them. They also need to avoid disturbance in type 2 and 3 wetlands, no dewatering of wetlands in the winter, and use wildlife friendly erosion control methods. Also, roads should be kept to minimum standards on widths and lanes (this reduces road kills by slowing traffic and reducing the distance turtles need to cross). Who will be overseeing these measures and what agency will follow through to make sure they are done?

On Page 32 I was happy to see, "To the extent practicable, tree clearing will occur between October and April, when migratory songbirds and bats are not nesting or reproducing." This is extremely important as oak wilt is prevalent in the area and we don't wish to have trees cut at the wrong time of the year. Please check with an arborist to make sure it is safe before cutting. However, "buckthorn may be left in the understory along exterior roadways to provide visual screening" is not acceptable. Buckthorn is an invasive species and difficult to remove, but to intentionally leave it when there are alternatives available is unacceptable in Minnesota. A certified landscape architect should oversee this aspect of the project.

Page 33 states, "Although the proposed project may affect some views from nearby homes, the project proponent has included design elements in the project to minimize visual effects on nearby homeowners." There are residents on all four sides of the development and all wish to have as little sight of the development as possible. Buckthorn is not an acceptable buffer.

"The project will not involve installation of intense lights that would cause glare, nor will it include industries that would emit vapor plumes." The developer needs to follow the lighting codes of Lake Elmo.

Page 34 states, "The project is not expected to generate dust or odors at levels considered unusual for suburban development construction practices." The surrounding area does not have dense development, the area is not your "usual suburban development". "Dust, odors, and noise levels are expected to be slightly higher during project construction than project operations". Hours of operation are important especially if they will be going on for 5-7 years. The health and emotional wellbeing of the surrounding homeowners should be considered and is important. I again suggest all noise generating equipment may only be operated from 8 AM to 5 PM and only Monday to Friday.

Thank you for the opportunity to comment on the EAW.

Sincerely,

Ann M. Bucheck

From: archyeagle@gmail.com [mailto:archyeagle@gmail.com] **On Behalf Of** Matthew Archibald
Sent: Friday, November 18, 2016 4:11 PM
To: Stephen Wensman <SWensman@lakeelmo.org>
Cc: Matthwew Archibald <matt.archibald@gmail.com>
Subject: Royal Golf Club Environmental Assessment Worksheet 30-day comment period

Hello Mr. Wensman,

I write in comment of the EAW that was filed for the Royal Golf Club Residential Development as a concerned local resident. I live at 11365 24th Street Court North, Lake Elmo.

What else do I need to complete to fully document my concerns regarding this EAW other than writing my comments in this format here? I do not agree with the completeness of the prepared file, here are the features that I feel need more due diligence in Sections 8, 12, 15 and 20:

- **Section 8. Permit and Approvals required.**

Missing an Approval from the city. I see no record of a Tree Preservation plan or tree inventory as required by the Lake Elmo Zoning Code Chapter 154. In the EAW, Table 2 summarizes the Before and After Cover types. Included in this out line there is a 53% reduction in the woodland cover.

30% is the limit of the allowable tree removal rate within the City Code. With this documented plan to reduce woodland cover by more than 53%, this is a "potential impact that warrants detailed further investigation" and documentation. The Developer should hired a registered Forrester to inventory all the onsite trees to be added to this Environmental Impact Statement.

Unit of Government	Type of Application	Status
City of Lake Elmo	Tree Preservation Plan	Not outlined, Prepared, Submitted or Approved

154.257 TREE PRESERVATION.

A. Purpose. Within the City of Lake Elmo, trees and woodlands are considered a valuable asset to the community. The City places a priority on protecting this asset and finds that it is in the best interest to regulate the development and alteration of wooded areas within the community. All builders, developers and subdividers shall comply with all the provisions in the Zoning Code which address the preservation of existing significant trees. All builders, developers and subdividers are encouraged to preserve all healthy trees of significant value even if the trees do not meet the size requirements to be considered significant trees.

- **Section 12. Contaminatio/Hazardous Materials/ Wastes**

Within the Regulated Soil Management Area - what isthe potential impact to local residential groundwater of managing all of the excavated hazardous soil on-site, at the west end of the Driving range? What type of impervious barrier was laid below the transferred Regulated soil? I see you no description for the layer used in the HELP model referenced in the report by Carlson McCain, Inc. Additional, expansion on the assumptions and outputs from this model are a gap from this report in Appendix D. By concentrating the hazardous soil at the west side of the driving range - how has this minimized the impact of these hazards on the local Groundwater? I see how this has minimized the impact to the planned development but what about the rest of the community in Lake Elmo?

- **Section 15 &/or Section 20 "Visual" and "Other Potential Environmental Effects"**

Light pollution – What are the project details related to minimizing escapement of light into the environment. The proposal needs to address light pollution and the impact on the regional ecosystem and wildlife. I think a documented report detailing the baseline local night-time brightness compared to the expected increase will be an important feature to outline as part of the Environmental Impact Statement.

Thank you for your work and attention to these comments,
Matt

KJOLHAUG ENVIRONMENTAL SERVICES COMPANY

Providing Sound, Balanced, Comprehensive Natural Resource Solutions

Memorandum

Date: Revised January 9, 2017

To: Stephen Wensman, City of Lake Elmo

cc: Rick Packer, H.C. Golf Course Development, LLC
Kristina Handt, City of Lake Elmo
Mark Kjolhaug, Kjolhaug Environmental Services Company

From: Rob Bouta, Kjolhaug Environmental Services Company

Re: **Revised Shoreland PUD Evaluation, The Royal Golf Club Residential Development, Lake Elmo, MN (KES 2016-118)**

On behalf of H.C. Golf Course Development, LLC, this memo transmits a revised Shoreland PUD Evaluation and map showing shoreland development and open space areas currently proposed. The Applicant understands that open space planning will be revised and further reviewed during the preliminary plat/PUD application review. We anticipate that final protected open space maps will be prepared by land surveyors and may vary slightly from the open space shown herein.

This evaluation shows that the project complies with allowable base densities in every shoreland. The project also complies with the requirement for a minimum of 50% protected open space.

This shoreland evaluation excludes DNR public waters from total shoreland areas. Regulated wetlands, incidental wetlands, and bluffs are excluded from net suitable areas.

Tables 1 and 2 show the overall shoreland density evaluation and open space percentage, respectively. **Tables 3 and 4** show the tiered shoreland density evaluation and open space for the Lake Elmo and DNR public watercourse shorelands. **Tables 5 and 6** show similar data for the Downs Lake shoreland. Shoreland data for Lake Rose and Horseshoe Lake are shown in **Tables 7 and 8**, and **9 and 10**, respectively. The attached **Figure** shows the current shoreland development and open space plan for onsite shorelands.

26105 Wild Rose Lane, Shorewood, Minnesota 55331, Phone: 952-401-8757, Fax: 952-401-8798

Table 1. Overall Shoreland Density Evaluation

Shoreland	Total Area		Wetlands (sq.ft.)	Bluffs (sq.ft.)	Net Suitable Area		Required Lot Size (sq. ft.)	Allowable Base Density	Proposed Density
	Sq. Ft.	Acres			Sq. Ft.	Acres			
Lake Elmo	1,223,356	28.08	15,246	40,043	1,168,067	26.82	15,000	77.9	31
Downs Lake	250,566	5.75	27,443	0	223,123	5.12	20,000	11.2	7
Lake Rose	1,911,838	43.89	207,413	0	1,704,425	39.13	20,000	85.2	41
Horseshoe Lake	1,268,757	29.13	46,543	84,694	1,137,520	26.11	20,000	56.9	32
Total	4,654,517	106.85	296,645	124,737	4,233,135	97.18		231.2	111

Table 2. Overall Shoreland Open Space Calculation

Shoreland	Total Area (sq.ft.)	Not Open Space		Net Open Space (sq.ft.)	% Open Space
		Lots (sq.ft.)	Street Right-of-Way (sq.ft.)		
Lake Elmo	1,223,356	428,300	185,695	609,361	50
Downs Lake	250,566	58,745	60,854	130,967	52
Lake Rose	1,911,838	578,051	348,719	985,068	52
Horseshoe Lake	1,268,757	538,263	110,548	619,946	49
Total	4,654,517	1,603,359	705,816	2,345,342	50

Table 3. Lake Elmo Shoreland Density Evaluation

Tier	Total Area (sq.ft.)	Wetlands (sq.ft.)	Bluffs (sq.ft.)	Net Suitable Area (sq.ft.)	Required Lot Size (sq. ft.)	Allowable Base Density	Cumulative Allowable Density	Proposed Density	Cumulative Proposed Density
Tier 1 (0-267 feet)	77,109	1,225	0	75,884	15,000	5.1	5.1	0	0
Tier 2 (267-534 feet)	263,042	7,487	34,031	221,524	15,000	14.8	19.8	5	5
Tier 3 (534-801 feet)	407,684	4,084	6,012	397,588	15,000	26.5	46.3	12	17
Tier 4 (801-1,000 feet)	475,521	2,450	0	473,071	15,000	31.5	77.9	14	31
Total	1,223,356	15,246	40,043	1,168,067		77.9	77.9	31	31

Table 4. Lake Elmo Shoreland Open Space Calculation

Tier	Total Area (sq.ft.)	Not Open Space		Net Open Space (sq.ft.)	% Open Space	Cumulative % Open Space
		Lots (sq.ft.)	Street Right-of-Way (sq.ft.)			
Shore Impact Zone (0-37.5 ft)	0	0	0	0	NA	NA
Tier 1 (0-267 feet)	77,109	0	13,524	63,585	82	82
Tier 2 (267-534 feet)	263,042	39,193	10,807	213,042	81	81
Tier 3 (534-801 feet)	407,684	192,160	85,451	130,073	32	54
Tier 4 (801-1,000 feet)	475,521	196,947	75,913	202,661	43	50
Total	1,223,356	428,300	185,695	609,361	50	

Table 5. Downs Lake Shoreland Density Evaluation

Tier	Total Area (sq.ft.)	Wetlands (sq.ft.)	Bluffs (sq.ft.)	Net Suitable Area (sq.ft.)	Required Lot Size (sq. ft.)	Allowable Base Density	Cumulative Allowable Density	Proposed Density	Cumulative Proposed Density
Tier 1 (0-320 feet)	0	0	0	0	20,000	0.0	0.0	0	0
Tier 2 (320-640 feet)	12,081	0	0	12,081	20,000	0.6	0.6	0	0
Tier 3 (640-1,000 feet)	238,485	27,443	0	211,042	20,000	10.6	11.2	7	7
Total	250,566	27,443	0	223,123		11.2	11.2	7	7

Table 6. Downs Lake Shoreland Open Space Calculation

Tier	Total Area (sq.ft.)	Not Open Space		Net Open Space (sq.ft.)	% Open Space	Cumulative % Open Space
		Lots (sq.ft.)	Street Right-of-Way (sq.ft.)			
Shore Impact Zone (0-75ft)	0	0	0	0	NA	
Tier 1 (0-320 feet)	0	0	0	0	0	
Tier 2 (320-640 feet)	12,081	0	10,790	1,291	11	11
Tier 3 (640-1,000 feet)	238,485	58,745	50,064	129,676	54	52
Total	250,566	58,745	60,854	130,967	52	

Table 7. Lake Rose Shoreland Density Evaluation

Tier	Total Area (sq.ft.)	Wetlands (sq.ft.)	Bluffs (sq.ft.)	Net Suitable Area (sq.ft.)	Required Lot Size (sq. ft.)	Allowable Base Density	Cumulative Allowable Density	Proposed Density	Cumulative Proposed Density
Tier 1 (0-320 feet)	792,725	74,793	0	717,932	20,000	35.9	35.9	7	7
Tier 2 (320-640 feet)	527,816	67,454	0	460,362	20,000	58.9	58.9	17	24
Tier 3 (640-1,000 feet)	591,297	65,166	0	526,131	20,000	26.3	85.2	17	41
Total	1,911,838	207,413	0	1,704,425		85.2	85.2	41	41

Table 8. Lake Rose Shoreland Open Space Calculation

Tier	Total Area (sq.ft.)	Not Open Space		Net Open Space (sq.ft.)	% Open Space	Cumulative % Open Space
		Lots (sq.ft.)	Street Right-of-Way (sq.ft.)			
Shore Impact Zone (0-75 ft)	372,708	0	80,548	292,160	78	78
Tier 1 (0-320 feet)	792,725	88,973	194,179	509,573	64	64
Tier 2 (320-640 feet)	527,816	251,474	49,973	226,369	43	56
Tier 3 (640-1,000 feet)	591,297	237,604	104,567	249,126	42	52
Total	1,911,838	578,051	348,719	985,068	52	

Table 9. Horseshoe Lake Shoreland Density Evaluation

Tier	Total Area (sq.ft.)	Wetlands (sq.ft.)	Bluffs (sq.ft.)	Net Suitable Area (sq.ft.)	Required Lot Size (sq. ft.)	Allowable Base Density	Cumulative Allowable Density	Proposed Density	Cumulative Proposed Density
Tier 1 (0-320 feet)	650,924	42,997	84,694	523,233	20,000	26.2	26.2	2	2
Tier 2 (320-640 feet)	251,109	0	0	251,109	20,000	12.6	38.7	11	13
Tier 3 (640-1,000 feet)	366,724	0	0	366,724	20,000	18.3	57.1	19	32
Total	1,268,757	42,997	84,694	1,141,066		57.1	57.1	32	32

Table 10. Horseshoe Lake Shoreland Open Space Calculation

Tier	Total Area (sq.ft.)	Not Open Space		Net Open Space (sq.ft.)	% Open Space	Cumulative % Open Space
		Lots (sq.ft.)	Street Right-of-Way (sq.ft.)			
Shore Impact Zone (0-75 ft)	342,471	0	0	342,471	100	100
Tier 1 (0-320 feet)	650,924	39,453	0	611,471	94	94
Tier 2 (320-640 feet)	251,109	201,983	49,126	4,174	2	68
Tier 3 (640-1,000 feet)	366,724	296,827	61,422	10,088	3	49
Total	1,268,757	538,263	110,548	625,733	49	



Shoreland Development and Open Space

N

0 675 Feet

KJOLHAUG ENVIRONMENTAL SERVICES COMPANY

The Royal Golf Club Residential Development
Lake Elmo, Minnesota

Note: Boundaries on this figure are approximate and do not constitute an official survey product. (KES 2016-034)
Revised 11/01/2016

Comparison of PFCs Detected in On-Site Water Wells to Drinking Water Screening Limits

		Drinking Water Screening Limits		On-site Water Wells December 30, 2015 Sample Data			
	Units	2011 MDH HRL	2016 EPA HAL	Well No. 1	Well No. 3	Well No. 4	Duplicate
Perfluorobutryate (PFBA)	ng/l	7,000	7,000	**12**	**39.7**	**109**	**41.7**
Perfluoro-n-pentanoic acid (PFPeA)	ng/l	NE	NE	<1.16	<1.52	<1.04	**1.13**
Perfluorohexanoic acid (PFHxA)	ng/l	NE	NE	<1.13	<1.22	<1.04	**1.19**
Perfluoroheptanoic acid (PFHpA)	ng/l	NE	NE	<1.13	<1.22	<1.04	<1.06
Perfluorooocatanoic acid (PFOA)	ng/l	300	70	<1.13	**2.53**	**1.53**	**2.63**
Perflorononanoic acid (PFNA)	ng/l	NE	NE	<1.13	<1.22	<1.04	<1.06
Perflurodecanoic acid (PFDA)	ng/l	NE	NE	<1.13	<1.22	<1.04	<1.06
Perfluoroundecanoic acid (PFUnA)	ng/l	NE	NE	<1.13	<1.22	<1.04	<1.06
Perflurorododecanoic acid (PFDoA)	ng/l	NE	NE	<1.13	<1.22	<1.04	<1.06
Ferfluorobutanesulfonic acid (PFBS)	ng/l	7,000	7,000	<2.27	<2.44	<2.09	<2.11
Perfluorohexanesulfonic acid (PFHxS)	ng/l	NE	NE	<2.27	<2.44	<2.09	<2.11
Perfluorooctanesulfonic acid (PFOS)	ng/l	300	70	<2.27	**3.44**	**5.15**	**3.75**
Perfluoroctansulfonamide (PFOSA)	ng/l	NE	NE	**1.13**	<1.22	<1.04	<1.06
Total PFOA + PFOS	ng/l	300	70	**<3.4**	**5.97**	**6.68**	**6.38**
Hazard Index[1] calculated		1		0.002	0.09	0.11	0.10

Comparison of PFCs Detected in Surface Water to Surface Water Screening Limits

		Screening Limits				Surface Water Samples*			
		Aquatic Orangisms	Aquatic Plants	Fish	Fish	Off-site Creek	Horseshoe Lake		
	Units	Chronic	Maximum	Consumption[2]	Total[3]	Creek	HS-1	HS-2	HS-3
Perfluorobutryate (PFBA)	ng/l					**440**	**240**	**260**	**250**
Perfluoro-n-pentanoic acid (PFPeA)	ng/l					**14**	**12 J**	ND	ND
Perfluorohexanoic acid (PFHxA)	ng/l					**10**	<50	**12**	16
Perfluoroheptanoic acid (PFHpA)	ng/l					NA	NA	NA	NA
Perfluorooocatanoic acid (PFOA)	ng/l	1,705,000	15,346,000	610	1,620	**57**	**75**	**59**	68
Perflorononanoic acid (PFNA)	ng/l					NA	NA	NA	NA
Perflurodecanoic acid (PFDA)	ng/l					NA	NA	NA	NA
Perfluoroundecanoic acid (PFUnA)	ng/l					NA	NA	NA	NA
Perflurorododecanoic acid (PFDoA)	ng/l					NA	NA	NA	NA
Ferfluorobutanesulfonic acid (PFBS)	ng/l					0	ND	**11**	ND
Perfluorohexanesulfonic acid (PFHxS)	ng/l					**7**	**9**	**8**	**12**
Perfluorooctanesulfonic acid (PFOS)	ng/l	18,600	19,000	6	6	**53**	**290**	**210**	**370**
Perfluoroctansulfonamide (PFOSA)	ng/l					NA	NA	NA	NA

Notes

< = Compound not detected; reporting limit is displayed

NA = not analyzed

ND = not detected above labotoary reporting limit

NE = not established

HRL = Health Risk Limit

MDH = Minnesota Department of Health

EPA = Environmental Protection Agency

HAL = Health Advisory Level

ng/l = nanograms per liter; roughly equivalent to parts per trillion

* data obtained from MDA - sampled 9/21/16

[1] for PFC admixtures

Highlighed cells exceed one or more screenign criteria

[2] Based on consumption from Mississippi River at Pool 3

[3] Based on consumption from Mississippi River at Pool 3 and drinking water

HS = Horseshoe Lake

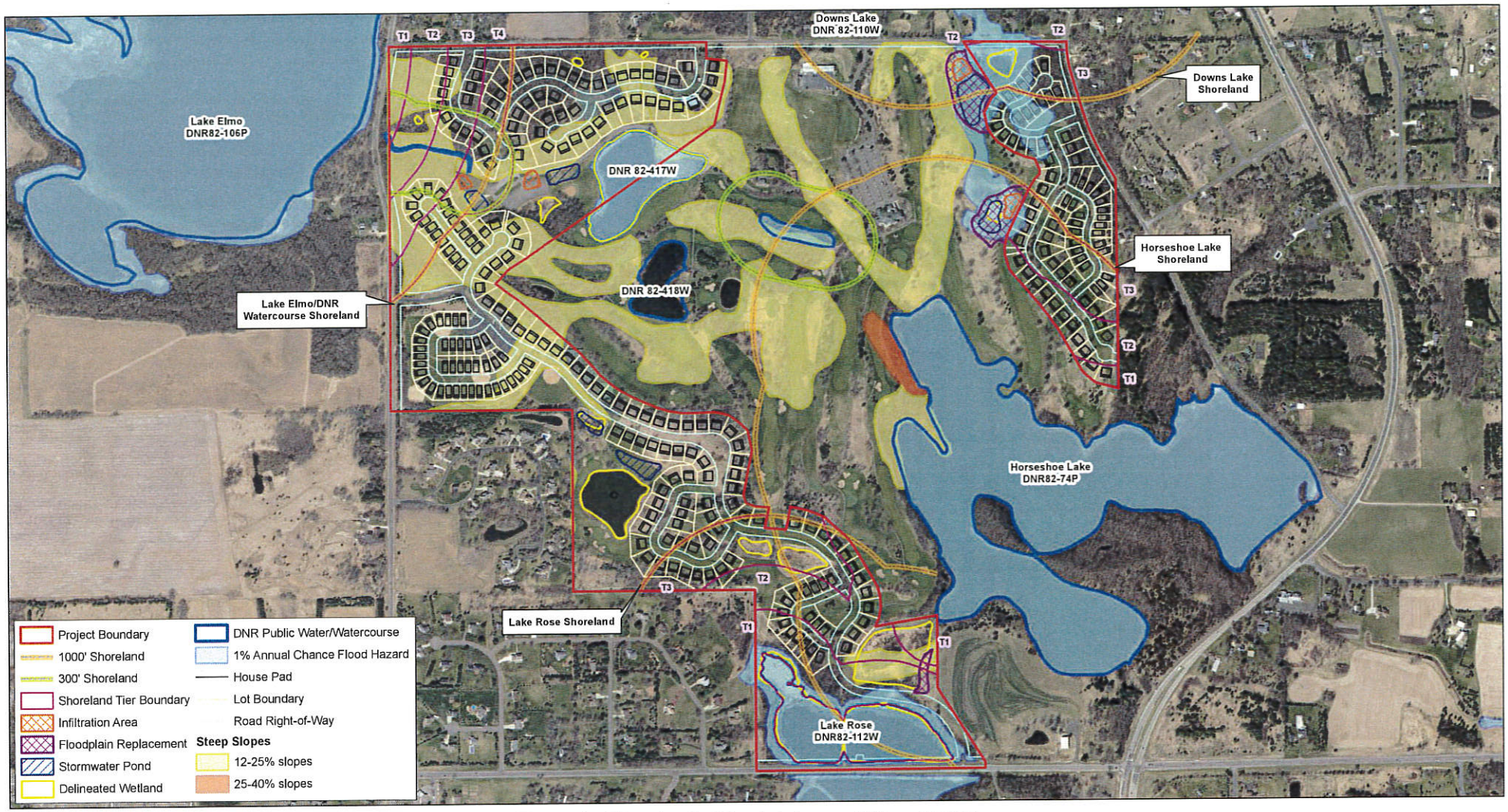


Figure 1 - Shorelands, Floodplains, and Steep Slopes

N

0 675 Feet

KJOLHAUG ENVIRONMENTAL SERVICES COMPANY

The Royal Golf Club Residential Development
Lake Elmo, Minnesota

Note: Boundaries indicated on this figure are approximate and do not constitute an official survey product. (KES 2016-034)

November 21, 2016

Stephen Wensman, Planning Director
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042

RE: City of Lake Elmo Royal Golf Club Residential Development Environmental Assessment Worksheet (EAW)
Metropolitan Council Review No. 21630-1
Metropolitan Council District No. 12

Dear Mr. Wensman:

The Metropolitan Council received the EAW for the Royal Golf Club Residential Development project in the City of Lake Elmo on October 21, 2016. The proposed project is located 222.2 gross acres located between 10th Street North and 20th Street North, and bounded by Manning Trail on the East and by Lake Elmo Avenue on the west. The proposed development includes 292 single-family detached homes connected to municipal water and sanitary sewer on approximately 198.3 net acres, with approximately 90.8 acres reserved as private open space. The proposed project is located on the site formerly owned by 3M and previously a part of Tartan Park golf course.

The staff review finds that the EAW is complete and accurate with respect to regional concerns and does not raise major issues of consistency with Council policies. An Environmental Impact Statement (EIS) is not necessary for regional purposes.

We offer the following comments for your consideration.

Item 8 – Permits and Approvals Required (LisaBeth Barajas, 651-602-1895)
As of the date of this review letter, the City's overall planned density (including all previous amendments) is 3.25 units per acre. The proposed development brings the City's overall density down to 3.05 units per acre, which remains consistent with the Council's density policy of 3 units per acre for Emerging Suburban Edge communities.

As noted in the EAW, a comprehensive plan amendment will be needed should the City decide to move forward with the proposed development. The proposed amendment should make any necessary changes to land use to support the ultimate development concept, as well as provide updates to the wastewater and MUSA sections of the comprehensive plan to show this area as within the service area as well as projected flows from the development. As City and Council staff have discussed, a comprehensive plan amendment will need to be submitted to the Council for review and authorization to before moving forward with this development.

In accordance with Minnesota Statute Section 473.513, at the time the project proposer makes application to the Minnesota Pollution Control Agency (MPCA) for a permit to construct each segment of sanitary sewer for the proposed project, a copy of the plans, design data, and a location map of the project will also need to be submitted to the Metropolitan Council. The Council's Environmental Service Municipal Services staff will need to review, comment, and

recommend issuance of the construction permit by the MPCA before connection can be made to the City's wastewater disposal system.

Forecasts (Todd Graham, 651-602-1322)
Forecasts by Transportation Analysis Zone (TAZ) are not discussed in the EAW, but this information would be helpful as part of the City's comprehensive plan should they move forward with this development. The Metropolitan Council has prepared a draft set of TAZ forecasts for 2040, which is available for local government review.

The Royal Golf Club site is within TAZ #2403. The zone is currently forecasted to gain +36 households during the period from 2010-2040. Council staff recommend adding +250 households, +700 population to the TAZ #2403 forecast. Balancing adjustments can be made to the TAZs elsewhere in the community. The City can update the TAZ forecast through correspondence with Metropolitan Council staff.

Council staff opinion is that the proposed development fits within the community total forecast prepared by the Council' no change is needed to the community total forecast.

This concludes the Council's review of the EAW. The Council will not take formal action on the EAW. If you have any questions or need further information, please contact me at 651-602-1895.

Sincerely,

Patrick Boylan for:
LisaBeth Barajas, Manager
Local Planning Assistance

CC: Steve O'Brien, MHFA
Tod Sherman, Development Reviews Coordinator, MnDOT - Metro Division
Harry Melander, Metropolitan Council District 12
Raya Esmaeili, Reviews Coordinator

N:\CommDev\LPA\Communities\Lake Elmo\Letters\Lake Elmo 2016 EAW Royal Golf Club 21630-1.docx

Minnesota Historical Society

Using the Power of History to Transform Lives
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MINNESOTA HISTORIC PRESERVATION OFFICE

November 17, 2016

Stephen Wensman
Planning Directory
City of Lake Elmo
3800 Laverne Ave N
Lake Elmo, MN 55042

RE: EAW – The Royal Golf Club Residential Development
Minneapolis, Hennepin County
MnHPO Number: 2017-0292

Dear Mr. Wensman:

Thank you for providing this office with a copy of the Environmental Assessment Worksheet (EAW) for the above-referenced project. It has been reviewed pursuant to the responsibilities given the Minnesota Historical Society by the Minnesota Historic Sites Act and the Minnesota Field Archaeology Act.

According to Item No. 14 "Historic Properties" in the EAW, the developer has hired a cultural resources consultant to conduct a Phase I archaeological survey prior to development. We look forward to receiving and reviewing the results of this survey, once the report becomes available.

Please note that this comment letter does not address the requirements of Section 106 of the National Historic Preservation Act of 1966 and 36CFR800, Procedures of the Advisory Council on Historic Preservation for the protection of historic properties. If this project is considered for federal assistance, or requires a federal permit or license, it should be submitted to our office by the responsible federal agency.

Please contact our Compliance Section at (651) 259-3455 if you have any questions regarding our review of this project.

Sincerely,

Sarah J. Beimers

Sarah J. Beimers, Manager
Government Programs and Compliance

Minnesota Historical Society

Using the Power of History to Transform Lives
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MINNESOTA HISTORIC PRESERVATION OFFICE

November 17, 2016

Stephen Wensman
Planning Directory
City of Lake Elmo
3800 Laverne Ave N
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RE: EAW – The Royal Golf Club Residential Development
Minneapolis, Hennepin County
MnHPO Number: 2017-0292

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Please contact our Compliance Section at (651) 259-3455 if you have any questions regarding our review of this project.

Sincerely,

Sarah J. Beimers

Sarah J. Beimers, Manager
Government Programs and Compliance

Minnesota Pollution Control Agency

520 Lafayette Road North | St. Paul, Minnesota 55155-4194 | 651-296-6300

800-657-3864 | Use your preferred relay service | info.pca@state.mn.us | Equal Opportunity Employer

November 23, 2016

Mr. Stephen Wensman
Planning Director
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042

Re: Royal Golf Club Residential Development Environmental Assessment Worksheet

Dear Mr. Wensman:

Thank you for the opportunity to review and comment on the Environmental Assessment Worksheet (EAW) for the Royal Gulf Club Residential Development project (Project) located in the city of Lake Elmo, Washington County, Minnesota. The Project consists of the preparation of 222 acres of land for residential development. Regarding matters for which the Minnesota Pollution Control Agency (MPCA) has regulatory responsibility and other interests, the MPCA staff has the following comments for your consideration.

Permits and Approval Required (Item 8)

The table in this section of the EAW does not include the MPCA 401 Water Quality Certification.

Water Resources (Item 11)

- Specific in-water best management practices such as silt curtain, construction during low flow or winter conditions, cofferdam, or check-dams, etc. should be included in the EAW. Please note that isolated wetlands remain under MPCA jurisdiction as waters of the state and mitigation may be required. Wetland evaluation is on a case-by-case basis.

- It appears that the golf course will continue to use groundwater for potable, irrigation, fire protection, and maintenance use. It is important to note that the location of this development lies within known areas of aquifer contamination. The development overlies a perfluorochemical groundwater plume that has impacted groundwater quality in each of the primary drinking water aquifers present. Recent groundwater monitoring in the area of Horseshoe Lake has indicated the presence of perfluorochemicals at levels in excess of U.S. Environmental Protection Agency (EPA) health advisory levels.

  Less than 1 mile to the north and east of the development lies the Trichloroethene (TCE) groundwater plume associated with the Baytown Township Groundwater Plume Site. The TCE plume has impacted groundwater quality in each of the primary drinking water aquifers present.

Care should be exercised when using groundwater in this region for potable and irrigation purposes. The EPA recently issued significantly lower health advisory levels for several perfluorinated substances. Because the specific configuration of the groundwater plumes in the area are not well understood and likely vary over time, it is not possible to accurately predict whether a well that has been clear of contamination in the past will remain clear of contamination in the future.

Lake Elmo, Horseshoe Lake, several small drainage ponds, and ditches within the golf course area and further downstream have been shown to be contaminated with perfluorochemicals at levels in excess of EPA health advisory levels. Care should be exercised when using surface water from these areas for irrigation purposes so as to minimize the potential for human and environmental exposure to these contaminants.

Contamination/Hazardous Materials/Wastes (Item 12)

This section refers to a natural gas pipeline that runs across part of the site. The Project proposer should contact the Office of Pipeline Safety to determine the appropriate setbacks for this structure.

The Investigation History refers to a "Possible on-site disposal area that was later confirmed to be located on the adjoining property to the southeast..." This disposal area is not identified on any maps. Please clarify if the disposal area has been reported to the MPCA or State Duty Officer. Please provide the location of the disposal area.

The section regarding "PFCs and Area Groundwater Contamination" does not capture the potential risks posed by groundwater contaminated by the PFC sources. The plume of groundwater contaminated with perfluorochemicals appears to extend beneath the site and further toward the east.

The golf course well sampling results referred to do not comply with routine compliance sample results reporting protocols. There is no indication regarding any quality control aspects of the results. If this data is intended to be used for this report, please provide an adequate presentation of the data. A summary table deep within an appendix is not an appropriate presentation of such data. Assuming that this is an oversight, the results do indicate that there are a number of perfluorochemicals present in the samples. However, the regulatory limits referred to are no longer current. The EPA issued revised drinking water criteria in 2016.

The EAW does not discuss how soil contaminated with materials other than agricultural chemicals will be handled. The MPCA recommends that the site be entered into the MPCA Brownfield Program (formerly called the Voluntary Investigation and Cleanup Program) in order to provide regulatory oversight with regard to non-agricultural related contamination issues. Accidental spills or releases from on-site equipment, buried rubble, municipal solid waste, buried demolition waste, etc. are situations regulated by the MPCA. The Brownfield Program provides technical assistance and issuance of various liability assurance letters to promote the investigation, cleanup, and redevelopment of property that is contaminated with petroleum and/or hazardous substances.

We appreciate the opportunity to review the Project. Please provide the notice of decision on the need for an Environmental Impact Statement. Please be aware that this letter does not constitute approval by the MPCA of any or all elements of the Project for the purpose of pending or future permit action(s) by the MPCA. Ultimately, it is the responsibility of the Project proposer to secure any required permits and to comply with any requisite permit conditions. If you have any questions concerning our review of this EAW, please contact me via email at Karen.kromar@state.mn.us or via telephone at 651-757-2508.

Sincerely,

Karen Kromar
Planner Principal
Environmental Review Unit
Resource Management and Assistance Division

KK:bt

cc: Dan Card, MPCA, St. Paul
Bill Wilde, MPCA, St. Paul
Greg Small, MPCA, St. Paul
Teresa McDill, MPCA, St. Paul

MDH
Minnesota
Department
of Health

PROTECTING, MAINTAINING AND IMPROVING THE HEALTH OF ALL MINNESOTANS

November 23rd, 2016

Stephen Wensman
Planning Director
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042

Dear Mr. Wensman,

Thank you for providing the Minnesota Department of Health (MDH) with the opportunity to comment on the Environmental Assessment Worksheet (EAW) for the Royal Golf Club Residential Development project. The mission of MDH is to protect, maintain, and improve the health of all Minnesotans. The careful planning and development of projects such as this one supports this mission and is an important step in ensuring health in all policies.

MDH does have several comments regarding groundwater, water quality, and soil contamination at and near the site:

Section 10 – "Geology"

Although no sinkholes have been identified on the project property, the Minnesota Geological Survey (MGS) karst inventory does map one sinkhole less than one mile northeast of the project property, just north of the intersection of Manning Avenue and 27th St. N. (UTM coordinates 510846/4981836). Depth to carbonate bedrock is an important factor in the potential for karst development, with that potential increasing significantly where depths are less than 50 feet (Alexander, et al. , 2003, "Sinkholes, Sinkhole Probability, and Springs and Seeps", Goodhue County Atlas, County Atlas Series, Atlas C-12, Part B, Plate 10). Well logs near the east property boundary of the project area indicate depth to bedrock is approximately 47-59 ft. (unique well numbers: 442166, 447252, 431201, and 503306). Two infiltration areas and two stormwater ponds are planned near the northeast corner of the project property (as shown on Figure 7). Consideration should be given to potential karst development beneath these infiltration areas and whether any mitigation measures are needed, particularly given the proximity of these areas to planned home construction.

Section 11 – "Water Resources"

The groundwater discussion should include more information regarding the perfluorochemical (PFC) contamination in the groundwater in this area. Groundwater has been impacted by PFCs from the former Washington County Landfill and 3M-Oakdale Disposal Site. Due to groundwater flow, surface water-groundwater interactions, and stormwater management activities, the groundwater east of Lake Elmo has been impacted by PFCs emerging from these disposal areas. Recent MDH sampling has detected PFCs at concentrations above the new Environmental

Protection Agency (EPA) Lifetime Health Advisory levels of 70 parts per trillion for PFOS and PFOA in the surface water in Lake Elmo, the unnamed creek that discharges from Lake Elmo onto the project property, Horseshoe Lake, and the series of ditches and stormwater ponds further downstream. Surface water ponds on the property that are part of the Project 1007 drainage system are almost certain to be similarly impacted. The full extent and distribution of PFCs in this portion of Lake Elmo are still being determined. Use of surface water or groundwater at the project site should be carefully managed to avoid human exposure and prevent further spreading of the contamination. MDH further recommends landscaping options be implemented to create significant buffers in order to restrict public access to Horseshoe Lake.

Preliminary data suggests PFC contamination is primarily in the Prairie du Chien aquifer (OPDC), but excessive use of Jordan aquifer (CJDN) wells may cause downward migration of the contamination, potentially placing downgradient CJDN wells at risk. MDH recommends the project proposer work with MDH, MPCA, and DNR to evaluate water quality in the existing wells and surface waters on the project property and determine appropriate use of these to mitigate for these potential impacts.

Section 12 – "Contamination/Hazardous Materials/Wastes"

The sub-section titled "Investigation History" indicates a "disposal area" is located on an adjoining property to the southeast. The location is not shown on any figures and no information is provided regarding this disposal area and its proximity to the project property.

The sub-section titled "Response Action Plan" indicates that contaminated soils excavated at the site are to be managed in a "Regulated Soil Management Area" beneath a 2 ft. cover. The figure shown in the Phase II Investigation Report (Appendix D) indicates the area proposed for this management area has a significant slope and may be prone to erosion. MDH assumes MPCA will be consulted in the design and construction of this facility to ensure it provides long-term encapsulation of these soils to prevent exposures.

The sub-section titled "PFCs and Area Groundwater Contamination" (page 27) should be revised to reflect that PFCs above levels of health concern are present in the groundwater in this part of Lake Elmo. Although the concentrations detected in the CJDN wells on the property do not exceed levels of health concern, as noted above continued extraction of water from the CJDN may result in increased PFCs in this aquifer over time.

Appendix D – Table 3

Although the table correctly identifies the current MDH Health Risk Limits for PFOS, PFOA, PFBA, and PFBS, it should be noted that MDH now uses the new EPA health advisory levels of 70 ng/L for PFOS and PFOA when evaluating health risks.

Health starts where we live, learn, work, and play. To create and maintain healthy Minnesota communities, we have to think in terms of health in all policies. Thank you again for the opportunity to provide comments on this EAW for the Royal Golf Club Residential Development project. Feel free to contact me at (651) 201-4907 or david.bell@state.mn.us if you have any questions regarding this letter.

Sincerely,



David Bell
Environmental Review Coordinator
Environmental Health Division
Minnesota Department of Health
PO Box 64975
Saint Paul, MN 55164-0975

MINNESOTA DEPARTMENT OF NATURAL RESOURCES
CENTRAL REGION
1200 WARNER ROAD
SAINT PAUL, MN 55106
651-259-5800

November 22, 2016

Transmitted electronically

Stephen Wensman
3800 Laverne Ave. N.
Lake Elmo, MN 55042

RE: The Royal Golf Club Residential Development EAW

Dear Stephen Wensman,

The Minnesota Department of Natural Resources (MNDNR) has reviewed the Environmental Assessment Worksheet (EAW) for the Royal Golf Club Residential Development EAW.

General Comments
To date, MNDNR has provided formal comments on the concept PUD to the City of Lake Elmo and informal comments to the developer on the PUD density analysis. These comments have been based on the assumption that the PUD will have City water and sewer. MNDNR will formally review the preliminary PUD and plat when these are submitted to the City, to determine if they meet the PUD provisions in State shoreland rules.

MNDNR review of shoreland PUDs looks for consistency with the density allowances, setbacks, and height as well as a variety of more subjective performance standards dealing with protection of vegetation and sensitive slopes. While we look for compliance with the numerical standards, we recognize that good environmental design cannot be reduced to compliance with a set of numbers. The shoreland PUD standards were part of the 1989 State shoreland rules and were an early form of conservation design regulations. A lot has been learned about conservation design since 1989 and many communities in Minnesota have adopted different shoreland PUD standards to limit density, ensure better natural resource/open space protection, and provide for greater alignment with the community's vision.

MNDNR has concerns on the design of the Royal Golf Club Residential PUD because the proposed development is too dense for the natural resources on the site. In making this evaluation, MNDNR is considering overall project suitability by looking at how the design impacts the existing natural environment on the site. From our perspective, a development is not suitable if it is consuming areas of high quality vegetation and areas with slopes greater than 12 percent (which MNDNR considers steep slopes). Ultimately, however, it is up to the City of Lake Elmo to evaluate project suitability, natural resource protections, and transportation concerns associated with this proposal.

Specific Comments

- Page 3 - Rewrite the statement on page 3 so that it does not imply that the City has determined that this project meets shoreland overlay district requirements. At this stage of the PUD process, it is premature to state that the proposed project design complies with shoreland overlay district requirements. The City of Lake Elmo has not approved this development yet nor has the City

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fully evaluated whether the development plans are in conformance with City ordinances and State shoreland rules.

- Page 3 states that this project minimizes effects on floodplains. However, page 10, states that there will be about 15.6 acre-feet of fill in the flood fringe to accommodate 15 residential lots and streets. The statement on page 3 is misleading since there will be significant changes to the existing floodplain configuration. What layout design modifications could be made to avoid the need for floodplain fill and rerouting of flood waters into storage ponds? How will floodplain storage outside of the PUD boundary be managed (i.e., who will own and maintain these storage ponds)?
- Page 3 – Please correct the MNDNR PWI # for the unnamed public water wetland from 82-117W to 82-417W. The MNDNR ID # for the unnamed public watercourse is M-050-009-001.
- Page 8 states that the City's ordinance requires only two conditions to be met to allow for PUDs (the City's PUD ordinance and the State shoreland PUD rules). PUDs, by their very nature, are a negotiation between the local government and the proposer. The City, through the PUD process, can require additional conditions in exchange for the increased density that is allowed under a PUD. Through the PUD process and negotiations with the developer, the City can also exert influence on how a property is developed and what the design of that development looks like. For example, the City can require greater tree preservation, slope/erosion protection, interconnectivity, conservation easements, or other environmental or public benefits.
- Page 9 and Appendix A - Please update the shoreland PUD suitable area, open space, and density calculations (Tables 5 and 6 and Appendix A) to match those numbers provided in analyses completed after the submittal of the EAW. Include with this analysis a map showing areas suitable for development and those areas not suitable for development and their acreages. Also include with this analysis a map showing areas of open space and those areas not included in open space and their acreages.
- Page 11 states that the proposed project is compatible with surrounding land uses. Describe in more detail in what ways the PUD's design plan is compatible with surrounding land uses. Please provide more detail on the preservation of forest buffers and how they provide compatibility with surrounding land uses. Has this proposal considered ways to preserve existing forest areas to allow for plant and wildlife preservation?
- Figure 7 – Please show the location of steep slopes on Figure 7, to help the reader determine the location of proposed lots, structures, and roads in relation to steep topographic areas.
- Has a tree preservation and replacement plan been prepared for this proposed development that meets City ordinance?

Thank you for the consideration of our comments.

Sincerely,

/s/ Rebecca Horton
Regional Environmental Assessment Ecologist – Central Region
Division of Ecological and Water Resources

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November 11, 2016

Mr. Stephen Wensman
Planning Director
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042

Re: The Royal Golf Club Residential Development (EAW)

Dear Mr. Wensman:

Thank you for submitting a copy of the Environmental Assessment Worksheet (EAW) for the proposed The Royal Golf Club Residential Development. The proposed project is located within the Valley Branch Watershed District (VBWD). I offer the following comments on behalf of the VBWD. The numbers correspond to the numbers in the EAW.

9. Land Use

Descriptions

a.ii Plans (Page 6): While the site does not lie within a Minnesota Department of Natural Resources planned conservation corridor, the site is within an existing, somewhat connected, natural greenway corridor, as shown on Figure 20 of VBWD's March 2013 *Results of Minnesota Routine Assessment Method (MNRAM) for Evaluating Wetland Function* (attached).

a.iii Zoning, Floodplains (Pages 9–11): The VBWD recently completed more detailed modeling of the Downs Lake watershed that used current climate and topographic data. The modeling results and statistical analysis found the 1%-annual-chance (100-year) flood level of Downs Lake to be Elevation 893.8. The VBWD will regulate to this flood level instead of the FEMA base flood elevation of 893.0.

VBWD Rule 5, Standard 3, limits fill in lakes, ponds, and storage sites so that the cumulative effect of all possible filling will not raise the 100-year flood level more than 0.1 foot. Flood-storage replacement is allowed to conform to this VBWD rule, but wetlands should not be filled or drained to provide the flood-storage replacement.

Structures will need to have their minimum floor elevations at least 2 feet higher than the adjacent water bodies' VBWD-adopted 100-year flood level, as required in VBWD Rule 5, Standard 2.

Easements covering all portions of the property that lie below the 100-year flood elevation of lakes, wetlands, ponds, lowlands, and streams will need to be dedicated to the VBWD, as required in VBWD Rule 5, Standard 3.

DAVID BUCHECK • LINCOLN FETCHER • JILL LUCAS • EDWARD MARCHAN • ANTHONY HAIDER

VALLEY BRANCH WATERSHED DISTRICT • P.O. BOX 838 • LAKE ELMO, MINNESOTA 55042-0538
www.vbwd.org

Based on Figure 7 of the EAW, it's unclear if the proposed fill below the Down's Lake 100-year flood level is being mitigated accurately and if the proposed homes will have minimum floor elevations that are in compliance to VBWD rules.

Compatibility

9.b and 9.c. As noted in the EAW, the site is currently zoned for public and quasi-public open space, rather than residential use. Much of the adjacent land is either open parkland or used for residential housing with lots of at least 1 acre. The proposal is to create lots 0.4 to 0.75 acres. The EAW states that the project is designed to preserve considerable forested buffers adjacent to roadways. This will help hide the more densely developed lots from the existing, adjacent land, but the conversion of forest to impervious surface will significantly change the character of the area and decrease the natural habitat of the existing wildlife corridor. Additional mitigation measures should be identified, evaluated, and implemented, including but not limited to increasing the width of the corridor between Lake Elmo and the golf courses and configuring the lots to preserve trees and other natural features.

11. Water Resources

Description

a.i Surface Water (pages 13-15)

This section of the EAW does not mention the VBWD's Project 1007 system that runs through the site. Project 1007 directs outflows from the northern two-thirds of the VBWD south and east to a storm sewer pipe along Interstate 94, which ultimately discharges to the impaired Wild and Scenic St. Croix River. Approximately 20 square miles drains through this site. Maintaining this conveyance through the site is critical. Project 1007 is mentioned in the Stormwater section of the EAW on page 18.

Effects

b.3.ii Stormwater (pages 17-20)

Without seeing details, no determination can be made on the adequacy of the size and location of stormwater management facilities (ponds and infiltration areas) shown on Figure 7. Based on the concepts shown on the figure, additional infiltration areas will be needed to treat runoff from all impervious surfaces. For example, no stormwater management facility is shown near Rose Lake, and it's unlikely that the entire site will be graded or equipped with storm sewer pipes to convey the runoff to the proposed tiny infiltration area shown near the Lake Elmo outlet channel. However, as noted in the EAW, a VBWD permit will be required and the project will be reviewed for conformance to the VBWD rules and regulations when a permit application is submitted.

The VBWD will need to have unlimited access to all stormwater management facilities. The facilities depicted at the northeast corner of the site are shown on the golf course rather than in the residential subdivision. This could be problematic.

The project shows several cul-de-sacs. The VBWD encourages the developer to work with the City of Lake Elmo to limit the amount of impervious surface for streets and cul-de-sacs. Please see the attached factsheets. Reducing the amount of impervious surface will reduce the construction cost to the developer, reduce the maintenance cost to the City, and reduce the size of stormwater management facilities to construct and maintain.

b.3.iv.a Wetlands (page 21)

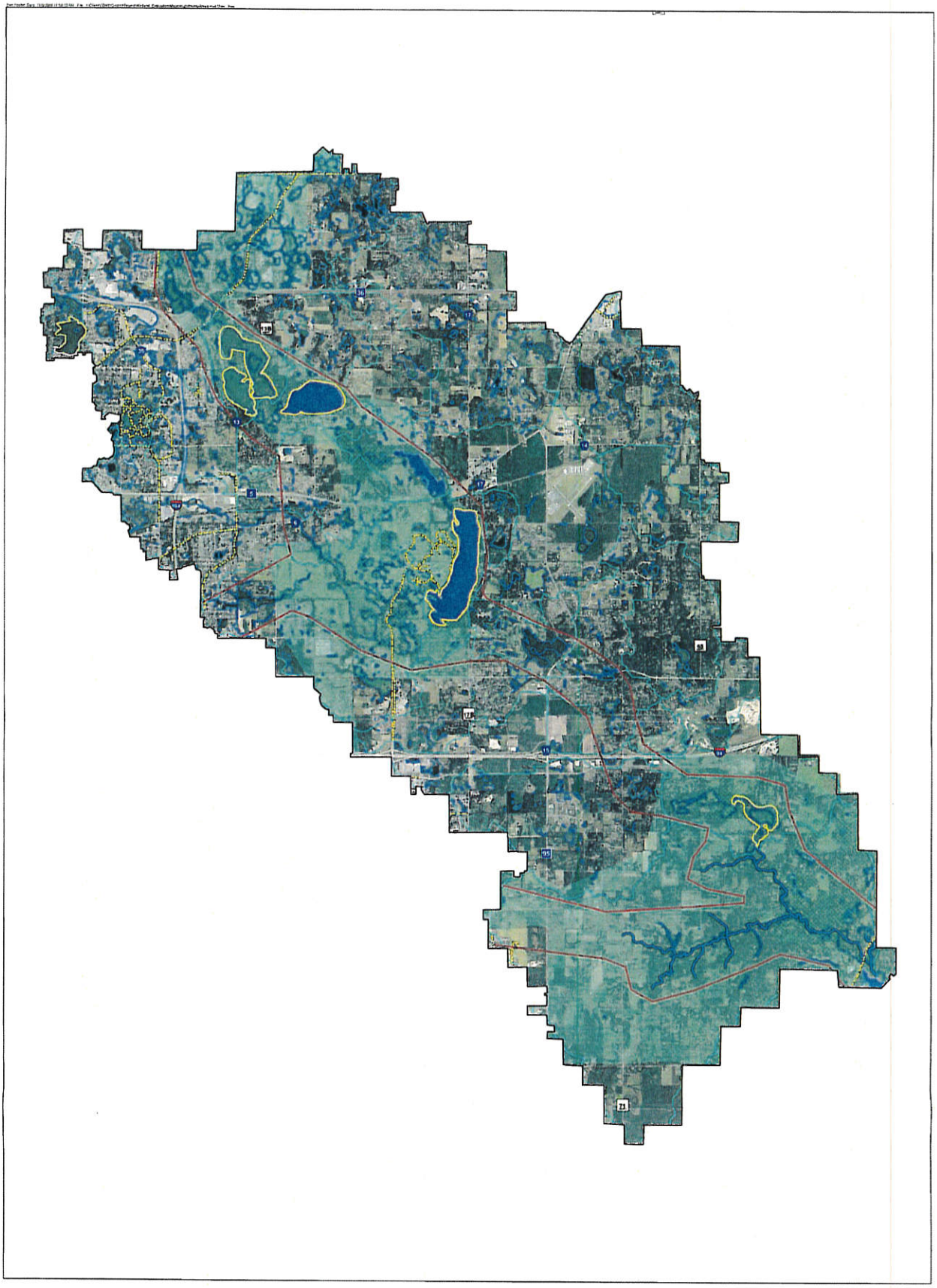
As noted in the EAW, a VBWD permit will be required and the project will be reviewed for conformance to the VBWD rules and regulations when a permit application is submitted.

Thank you for the opportunity to comment on the EAW. As the EAW indicates, a VBWD permit will be required for the project. VBWD will review the project plans for conformance to the VBWD rules and regulations when a permit application is submitted. The items identified in this letter are meant to identify potential issues and assist the project designers in protecting the water resources of the area. If you have any questions or need clarifications, feel free to contact me at 952-832-2622.

Sincerely,

John P. Hanson, P.E.
Barr Engineering Co.
Engineers for the Valley Branch Watershed District

c: VBWD Managers



Parks and Open Space
Subwatersheds
Impaired Stream (2010)
High Priority Water Body
Impaired Lakes (2010)
Somewhat Connected Natural Corridor
Central Region Green Infrastructure
Bikeways/Trails
Designated Trout Streams
Assessed Wetlands
Impaired Wetlands (2010)
Valley Branch Watershed District Legal Boundary

N

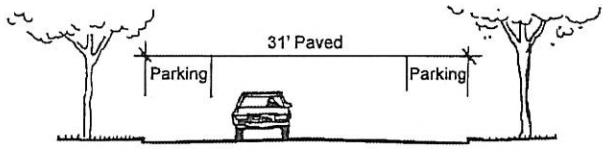
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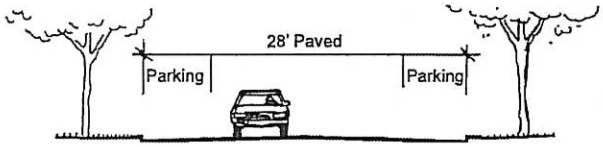
Figure 20

HIGH PRIORITY AREAS
AND GREENWAY CONNECTIVITY
Valley Branch Watershed District, MN

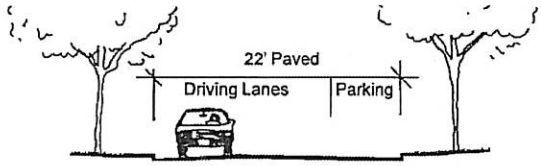
Street Design



Standard width for residential collector streets, with parking on both sides. Dimension Source: Maple Grove, Minnesota.



Standard width for residential minor streets, with parking on both sides. Dimension Source: Eden Prairie, Minn.

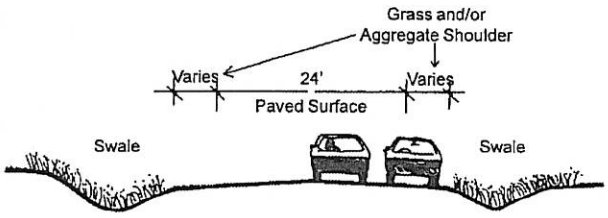


Allowing parking on only one side can further reduce the width of low-volume residential streets. Dimension Source: Robert Engstrom Companies (Fields of St. Croix, Lake Elmo, Minn.).

Many residential streets are wider than necessary. They should be designed with the minimum pavement width that will support the area's traffic volume; on-street parking needs; and emergency, maintenance, and service vehicles. For example, consider creating one parking lane rather than two for suburban residential streets.

In new subdivisions, reduce impervious surface by reducing the total length of residential streets. (See *Open Space Subdivision Design.)*

Encourage stormwater infiltration through the use of curbless road designs and overland drainage conveyance systems. On low-traffic streets, narrow the pavement and allow grass shoulders to function as an occasional parking lane.



Crowned, curbless road drains to roadside swales. Grass shoulders function as occasional parking lanes. Dimension Source: Afton, Minn.

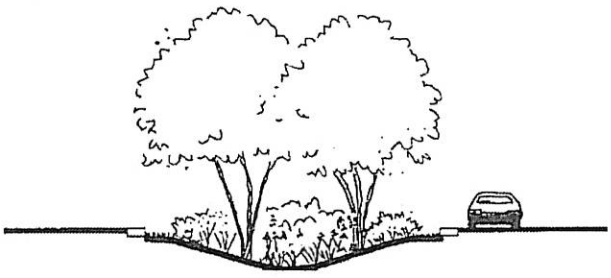
Benefits

- Reducing impervious surface results in less stormwater runoff and less infrastructure to accommodate it.
- Less pavement means lower costs for development and maintenance.
- Narrower streets discourage fast driving speeds and create a more pedestrian-friendly environment.

Design Guidelines

- Design residential streets with the minimum pavement width necessary to support: the traffic volume; on-street parking needs; and emergency, maintenance, and service vehicles.

Cul-de-Sac Design

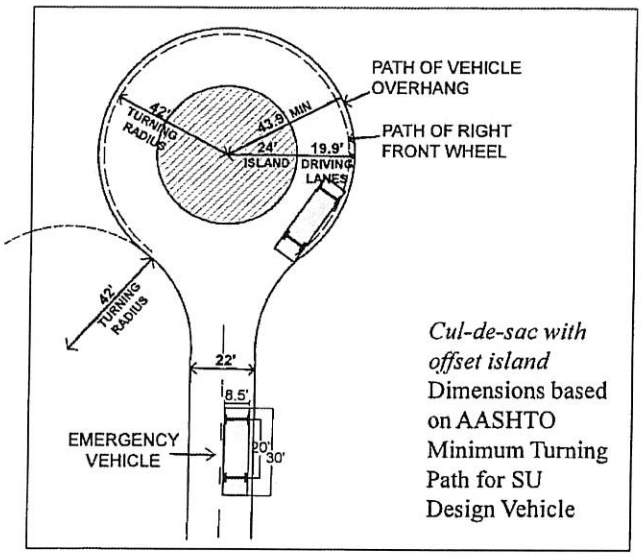


Cul-de-sac infiltration island accepts stormwater from surrounding pavement.

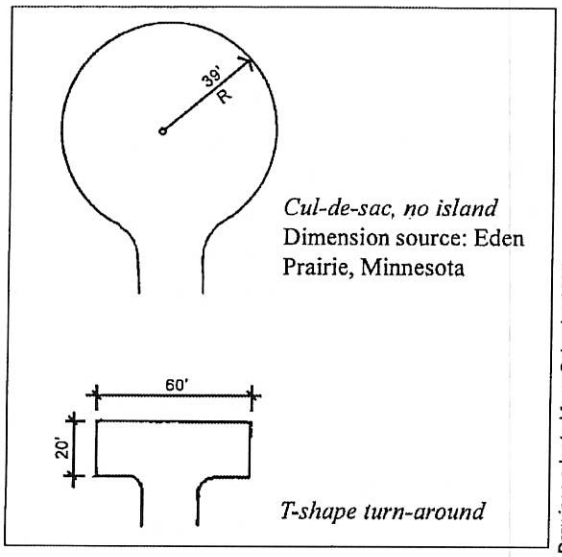
Reducing the size or changing the shape of cul-de-sacs can reduce the amount of impervious surface in subdivisions. Cul-de-sacs should be designed using the minimum radius that accomodates turning of emergency, service, and maintenance vehicles. Changing the radius from 40 feet to 30 feet can reduce the impervious coverage by about 50% (Schueler 1995).

Using turnaround options such as a T-shape can also greatly reduce impervious surface.

A landscaped island in the center of the cul-de-sac removes impervious surface where driving does not occur. This island can also be designed as a depression to accept stormwater runoff from the surrounding pavement. A flat apron curb will stabilize roadway pavement and allow for runoff to flow from pavement into the cul-de-sac's open center.



Cul-de-sac with offset island
Dimensions based on AASHTO Minimum Turning Path for SU Design Vehicle



Cul-de-sac, no island
Dimension source: Eden Prairie, Minnesota

T-shape turn-around

Drawings adapted from Schueler 1995.

Benefits

- With less impervious surface, less stormwater runoff will require management. Reducing stormwater runoff protects downstream water bodies. Less paved surface also means lower development and maintenance costs.
- Reducing pavement lessens the urban heat island effect, the increase in air temperature that can occur when highly developed areas are exposed to the sun.
- Planted cul-de-sac islands are more attractive than wide expanses of pavement.

Design Guidelines

- Design cul-de-sacs with a radius of 39 feet or less.
- Include an unpaved, depressed island with a minimum radius of 20 feet.

Washington County

Public Works Department

Donald J. Theisen, P.E.
Director

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

November 23, 2016

Stephen Wensman
Community Development Director
City of Lake Elmo
3600 Laverne Avenue North
Lake Elmo, Mn 55042

Re: Washington County Comments on Environmental Assessment Worksheet (EAW) for the Royal Golf Club Residential Development Project in the City of Lake Elmo

Dear Mr. Wensman

Thank you for the opportunity for Washington County to submit comments on the City of Lake Elmo's Environmental Assessment Worksheet (EAW) for Royal Golf Club Residential Development (Project) in Section 25, City of Lake Elmo, dated October 17, 2016. The Project is located north of at County State Aid Highway (CSAH) 10 /10th Street, south of 20th Street North, west of Manning Trail North and east of CSAH 17/Lake Elmo Avenue. The project will convert approximately 147.9 acres of golf course, woodland, ball fields, grassland, and wetland to 292 single-family residential lots. The project will involve grading, installation of public and private infrastructure, open space preservation, tree clearing, and stormwater ponding. The project will include approximately 90.8 acres of private open space consisting of woodland, stormwater ponds, wetlands, grassland, and turf areas.

Washington County supports the City of Lake Elmo efforts to allow for the expansion of urban services (MUSA) for the development of a variety of single family residential uses as well the existing club house/banquet facility on the site.

The county has prepared the following comments in the context of the the Washington County Comprehensive Plan 2030 and the Public Works Department transportation responsibilities to ensure the health, safety and welfare of county residents, ensure environmental compliance, and minimize environmental impacts.

Section 8. Permits and Approvals Required

Any work in the county right-of way as it relates to the development including grading for the installation of culverts, installation of water and sewer services, turn lane modifications, road improvements, trails, Americans with Disability Act (ADA) ramp improvements will require a right-of-way permit.

The county agrees that an access permit will be required for direct access to the site from CSAH 10/10th Street and CSAH 17/Lake Elmo Avenue at the proposed locations since the project will be an intensification of land uses on the site. The developer has submitted turn-lane modification plans for the intersections at CSAH 10/10th Street and CSAH 17/Lake Elmo Avenue and county traffic staff will review and approve them as part of the access and right-of-way permit process.

The County reserves the right to require additional improvements, as needed, as a condition of these permits.

Section 9. Land Use

Intensifying land uses within the Municipal Urban Service Areas (MUSA) is appropriate to complement the existing golf course and club house use. The project site is located one mile north of Interstate (I)-94 so regional access will provide an efficient connection to jobs and services in Washington County and the Metropolitan Region. Access to the interstate system is provided at the Manning & I-94, and County 19 & I-94 Interchanges. The result will be increased traffic at both of these interchanges, which may result in the need for improvements/upgrades to the interchange infrastructure. Most of these expected upgrades will include a city cost share. It should be noted that the County has no plans for an interchange at County 17 & I-94.

The development implements the land use goals of the Washington County Comprehensive Plan 2030, to design the land use plan to support economic development by the following policies:

- *Locate commercial and industrial growth where urban services are available; continue to prohibit commercial and industrial land use in unsewered areas.*

- *Support land use patterns that efficiently connect housing, jobs, transportation, transit, and retail and commercial centers.*

The development also implements the transportation goals of the Washington County Comprehensive Plan 2030, to develop and maintain a roadway system that accommodates the safe and efficient movement of people and goods. Strategies in the plan include the following:

- *Increased Jobs and Housing Concentrations:*
    - *Plan for, design, and construct roadways to accommodate existing and future traffic growth.*
    - *Use effective transportation planning to accommodate existing and planned land uses, while preserving natural, cultural, and historic resources.*
    - *Develop a collaborative process with local municipalities to identify fiscally responsible system improvements that are consistent with county priorities and meet the needs of municipalities.*
    - *Coordinate with other agencies to promote a well balanced transportation system.*
    - *Coordinate with communities and provide feedback on development and redevelopment proposals.*

Section 11. Water Resources

The county has not received nor reviewed a stormwater plan to date. The developer, city or watershed district must submit the drainage report and calculations for review of any downstream impacts to the county drainage system. Along with the drainage calculations, written conclusions explaining that the volume and rate of stormwater run-off into any county right-of way will not increase as part of the project, must be provided.

Section 17. Noise

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

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

Section 18. Transportation

The County agrees with the purpose of the Traffic Impact Study (TIS) dated October 12, 2016 to determine if improvements are needed to nearby intersections that may be impacted by traffic from the built out development.

The objectives of the study included the following:

- Document how the study intersections currently operate.
- Forecast the amount of traffic expected to be generated by the proposed development.
- Determine how the study intersections will operate in the year 2030 with no development traffic.
- Determine how the study intersections will operate in the year 2030 with development traffic.
- Determine how the surrounding roadways will operate in the year 2030 with the proposed Development
- Recommend improvements, if needed.

There was also agreement with the study intersections surrounding the site which included the following:

1. Lake Elmo Avenue N/20th Street N.
2. 20th Street N/20th Street Court N.
3. 20th Street N/East Golf Course Access
4. 20th Street N/Manning Trail N.
5. Lake Elmo Avenue N/Park Access.
6. Manning Trail N/Manning Avenue N.
7. 20th Street N/Proposed Western Access
8. Manning Trail N/Proposed Access
9. CSAH 10/Proposed Access

The county appreciates that the northern intersection of Manning Avenue N/Manning Trail N were analyzed and determined that a traffic signal would not be warranted at this location in the 2030 scenerio. This was based on the future improvements to the Manning Avenue corridor which includes a four-lane divided highway with traffic control improvements north and south of this intersection.

Also analyzed was the CSAH 10/Lake Elmo Avenue intersection which currently operates as an all way stop intersection with combined thru/lefts and exclusive right turn lanes at all approaches. We accept the conclusion that this development will not require or drive the need for additional traffic control or infrastructure improvements at this intersection. It should be noted that there are no improvements programmed in the County's 5 Year CIP for this intersection.

There should be further conversations with the county on the current status of the identified Regional Trail Corridor (Washington County Comprehensive Plan 2030) along CSAH 17/Lake Elmo Avenue. The County will be starting planning efforts, which include community outreach and engagement, for this segment of the Central Greenway Trail Master Plan. It is expected this process will begin in 2017. Additionally, this corridor will be evaluated as part of the Washington County Comprehensive Plan 2040 planning process.

It is noted that in the traffic analysis provided to the county, the future club house/banquet facility and the commercial public use golf course traffic was not included. As a result, the traffic study underestimates the total traffic impacts of this development. While it is true that the existing traffic volumes account for a portion of this, we understand the goal of the developer is to increase use, and thus traffic impacts, of the club house / banquet site. Please clarify how you will incorporate this expected increase in use into the traffic study.

If the comments in this letter are addressed in the EAW, the county does not feel the need for the preparation of an Environmental Impact Statement for the planned project; however, future studies, environmental documentation, and mitigation measures will need to be addressed as development occurs in the area.

If you have any questions or comments to the responses on the Royal Golf Club EAW, please contact me at Ann.pung-terwedo@co.washington.mn.us.

Sincerely,

Ann Pung-Terwedo

Ann Pung-Terwedo
Senior Planner

c: Wayne Sandberg, County Engineer
Jan Lucke, Transit and Planning Manager

2301 Legion Avenue
Lake Elmo MN 55042
November 21, 2016

City of Lake Elmo
Planning and Zoning Department
Stephen Wensman, Planning Director
3800 Laverne Avenue North
Lake Elmo, Minnesota 55042

Dear Mr. Wensman,

I would like to comment, ask questions, and clarify the EAW for the proposed Royal Golf Residential Development proposed by HC Golf Development, LLC in the city of Lake Elmo, Washington County. I will be referring to pages in the EAW that have given me concern.

My first concern is that the commercial aspect of the development, the golf course, club house, storage area, sport complex, and driving range were not part of the study. These commercial aspects of the development will add to the traffic, congestion, water runoff, and have a strong environmental impact on the area.

On page 3 it states "Traffic generated by the project will have little to no impact on the regional transportation system. Intersections surrounding the site will continue to operate at acceptable levels of service with the traffic generated by the proposed project." This is followed up later on page 35 by a traffic study that was completed in July, 2016, when the golf course, driving range, club house, sport complex, and storage building were closed and the streets to the east and west, Lake Elmo Avenue and Manning Avenue, were under construction and school was not in session. I disagree with the Traffic Impact Study conclusion that the proposed project will have minimal effects on adjacent public roads and that nearby intersections will continue to operate at an overall Level of Service (LOS) A. A proper study needs to be completed.

The study continues on page 35 to say "These residential development is expected to generate a total of 2,780 average daily trips, including 1,390 vehicles entering the site and 1,390 vehicles exiting the site. It continues with "The complete development analyzed included an 18-hole golf course with 293 single family home land parcels. Based on this layout, the resulting new traffic associated with the proposed development is expected to be 1,717 vehicles entering and 1,717 vehicles exiting the development per day (total daily trip generation of 3,434 vehicles)." There is a difference in traffic if the commercial aspects are included in the study and they should be as they will be part of the traffic.

Also in the traffic discussion it appears they are unsure what roads the traffic will use and which traffic to count. It would also be good to determine if the entire area will be developed at this time as this will impact the traffic count. "There is another potential access onto Manning Trail N for the proposed residential component. This future access will depend upon development of the adjacent property and is not included in this traffic analysis. It should be noted that the proposed site driveways do not provide access to the entire development as each access only services a portion of the overall site. This results in

traffic that does not mix within the site, and depending on where the driver's origin and destination, will determine which access to use.

Page 8 states "The City's ordinance also requires that shoreland PUDs be connected to public water and sewer systems, and that least 50% of the shoreland area be maintained as open space." This is true, however only that land within 1000 feet of a shoreland is zoned this way and needs to be connected to public sewer, the remainder of the land could use septic systems. In fact, depending on the placement of the lots no home would need to use public sewer.

Page 10 states "The project is proposing to place about 14.0 acre-feet of fill in the flood fringe of Downs Lake to elevate an area for construction of 15 residential lots and adjoining streets. Construction of a municipal street around the east side of Lake Rose will require about 1.6 acre-feet of fill in the flood fringe of Lake Rose." We want to make sure proper authorities are committed to supervising this activity as streets and 15 homes could be flooded if not completed correctly. This area has been flooded in the past. It is unfortunate the developer is not listening to the land and building outside of a floodplain.

Page 11 states "The proposed project is compatible with the proposed land use, zoning, and surrounding land uses. The project is designed to preserve considerable forested buffers adjacent to surrounding roadways. These vegetated buffers will enhance the compatibility of the project with nearby land uses and help preserve the forested character of the area." It is true this may be compatible with land use, but certainly not with density of the surrounding homes. The current surrounding lots are about one acre and go up to almost 50 acres per household, the proposed lots start at 0.4 acre and go up to .75 acre per household. The conversion of forest to impervious surface will significantly change the character of the area and decrease the natural habitat of the existing wildlife corridor. Also on page 32 it states: "buckthorn may be left in the understory along exterior roadways to provide visual screening." I don't believe an invasive species is considered a "forested buffer" and will not enhance the project.

Page 13 describes the "Grading operations for residential development construction are expected to affect 137.5 acres and involve movement of about 750,000 to 1 million cubic yards of soil to construct streets, residential building pads, and stormwater ponds. Grading is expected to avoid disturbance on 84.4 acres within the project area". It is unfortunate so much land has to be disturbed, however it means there will be considerable noise. Page 34 directs our attention to "Noise generated by construction equipment and residential building construction will be limited primarily to daylight hours when noise levels are commonly higher than at night." If this is true, what provision is being made so the surrounding landowners are allowed their rightful peace and quiet? I would like to suggest all noise generating equipment may only be operated from 8 AM to 5 PM and only Monday to Friday.

Page 16 states "The project is expected to produce normal domestic wastewater. This wastewater is expected to be typical of residential developments. The project will not include industrial wastewater production or onsite wastewater treatment." It is unfortunate the club house and other commercial aspects are not included as there will be wastewater from them. No estimates were given as to the amounts.

Page 18 states "The net increase in impervious surface is estimated at 38.6 acres. The creation of stormwater features and the preservation of wetland buffers and other open spaces is expected to mitigate potential adverse effects from the increase in impervious surface." Again I ask for scrutiny of any permits and close supervision and of the mitigation as they are increasing the impervious area. Also,

can we be assured there will be supervision of these projects over time to make sure they are in proper working order? Will unlimited access be given to the proper authorities to all stormwater management facilities? This area has had major flooding in the past and with the addition of so much impervious surface it will need timely reviews.

Page 30 tells us "The project area includes potential Blanding's turtle's (Emydoidea blandingii), habitat consisting of wetlands and sandy soils. The best Blanding's turtle habitat includes wetland complexes larger than 10 acres that are surrounded by open sandy uplands." The concern continues on Page 32 with "The project may have effects on Blanding's turtles that may occur in the area. To minimize potential adverse effects on turtles and their mobility, the project will avoid most wetlands, implement stringent sediment and erosion controls, consider the use of surmountable curbs on roadways, and consider erosion control materials constructed of organic fibers rather than plastic." I don't believe these developers wish to eliminate a state-listed threatened species, and therefore should abide by the necessary measures to assure their survival. It is one thing to "try" and another to actually do them. They also need to avoid disturbance in type 2 and 3 wetlands, no dewatering of wetlands in the winter, and use wildlife friendly erosion control methods. Also, roads should be kept to minimum standards on widths and lanes (this reduces road kills by slowing traffic and reducing the distance turtles need to cross). Who will be overseeing these measures and what agency will follow through to make sure they are done?

On Page 32 I was happy to see, "To the extent practicable, tree clearing will occur between October and April, when migratory songbirds and bats are not nesting or reproducing." This is extremely important as oak wilt is prevalent in the area and we don't wish to have trees cut at the wrong time of the year. Please check with an arborist to make sure it is safe before cutting. However, "buckthorn may be left in the understory along exterior roadways to provide visual screening" is not acceptable. Buckthorn is an invasive species and difficult to remove, but to intentionally leave it when there are alternatives available is unacceptable in Minnesota. A certified landscape architect should oversee this aspect of the project.

Page 33 states, "Although the proposed project may affect some views from nearby homes, the project proponent has included design elements in the project to minimize visual effects on nearby homeowners." There are residents on all four sides of the development and all wish to have as little sight of the development as possible. Buckthorn is not an acceptable buffer.

"The project will not involve installation of intense lights that would cause glare, nor will it include industries that would emit vapor plumes." The developer needs to follow the lighting codes of Lake Elmo.

Page 34 states, "The project is not expected to generate dust or odors at levels considered unusual for suburban development construction practices." The surrounding area does not have dense development, the area is not your "usual suburban development". "Dust, odors, and noise levels are expected to be slightly higher during project construction than project operations". Hours of operation are important especially if they will be going on for 5-7 years. The health and emotional wellbeing of the surrounding homeowners should be considered and is important. I again suggest all noise generating equipment may only be operated from 8 AM to 5 PM and only Monday to Friday.

Thank you for the opportunity to comment on the EAW.

Sincerely,

Ann M. Bucheck

November 23, 2016

City of Lake Elmo
Planning and Zoning Department
Stephen Wensman, Planning Director
3800 Laverne Avenue North
Lake Elmo, Minnesota 55042

Dear Mr. Wensman:

On behalf of The Homestead Homeowner's Association, I would like to submit the following comments related to the EAW for the proposed Royal Golf Residential Development project:

1) The list of Permits and Approvals Required on Page 5 indicates that a Comprehensive Plan Amendment has been submitted to the Metropolitan Council. We believe this is inaccurate since the City Council has not voted to amend its current Comprehensive Plan to allow any kind of residential development on this property.

2) The Traffic Impact Analysis was based on data collected in July, 2016. We are concerned that this data may significantly under-represent the normal "baseline" traffic volume for the following reasons:
   - A significant portion of Lake Elmo Avenue N was closed during this time due to construction on Lake Elmo Ave and in the Old Village area.
   - Local schools were not in session due to the Summer break.
   - The Tartan Park golf course was not operational during this time. The developer has indicated that they expect 30,000 – 45,000 rounds of golf annually which will generate additional traffic volume that may not have been fully reflected in the analysis.

3) We've heard recently that the City Council might opt to schedule a vote on a proposed Comprehensive Plan amendment for this land at the upcoming December 6th Council meeting. We feel that a vote on December 6th would not allow enough time for a thorough review and consideration of the public comments related to this EAW. Our understanding is that It is common practice by RGU's to not take any legislative action on their comprehensive plan amendments for the area under consideration prior to the completion and public review of an EAW or EIS and official action on the pending EAW or EIS.

4) We would like to raise the question of whether an EIS might be required or simply be prudent for this development. As you undoubtedly know, MN Rule 4410.4400 Subp.14 defines a set of residential housing unit thresholds which trigger the need for a mandatory EIS based on "the total number of units that the proposer may ultimately develop on all contiguous land owned by the proposer or for which the proposer has an option to purchase." Unless the developer is willing to put the golf course acreage into a conservation easement in perpetuity, the total

number of housing units which could eventually be built on this entire 477-acre parcel may very well eventually exceed the thresholds defined in this rule. Our understanding is that a development with the potential for "400 unattached units or 600 attached units ... if the project is not consistent with the adopted comprehensive plan" would require a mandatory EIS.

Although our neighborhood continues to be amenable to this proposed development in concept, we remain disappointed with the proposed 292-unit housing density and we have concerns about the potential for several hundred additional homes should the golf course someday become financially unsustainable. Given the unique location and exceptional attributes of this property, coupled with the widely held local desire to preserve and protect the rural character of Lake Elmo, we feel that 'Open Space" housing densities similar to those in our neighborhood would be far preferable and more appropriate for this development.

Thank you for your continued leadership in managing this important process on behalf of our City.

Kindly

Dan Rice, President
Homestead Homeowners Association
11364 14th St N
Lake Elmo, MN 55042

From:	Corbett, Michael J (DOT)
To:	Stephen Wensman
Cc:	Scheffing, Karen (DOT); Sherman, Tod (DOT); Moynihan, Debra (DOT)
Subject:	The Royal Golf Club Residential Development EAW
Date:	Monday, November 07, 2016 2:05:01 PM

Hello Mr. Wensman,

Thank you for the opportunity to review the Environmental Assessment Worksheet (EAW) for The Royal Golf Club Residential Development EAW, located in Lake Elmo, MN. The Minnesota Department of Transportation (MnDOT) has reviewed the EAW and has no concerns.

If you have any questions, please let me know.

Michael Corbett, PE
MnDOT Metro Division – Planning
1500 W County Road B-2
Roseville, MN 55113
651-234-7793
Michael.J.Corbett@state.mn.us

The Minnesota Department of Transportation invites you to take our two-minute survey to help us improve our services. MnDOT External Customer Survey
Thank you for telling us about your experience

WASHINGTON CONSERVATION DISTRICT
455 HAYWARD AVE N
OAKDALE, MN 55128
651-330-8220 [PHONE]
651-330-7747 [FAX]
WWW.MNWCD.ORG

November 22, 2016

Stephen Wensman, Planning Director
City of Lake Elmo
3800 Laverne Ave N.
Lake Elmo, MN 55042

RE: The Royal Golf Club Residential Development EAW

Dear Steven,

The Washington Conservation District (WCD) has received and reviewed the above-mentioned EAW. The WCD review focuses on wetlands, erosion and sediment control, natural area management, and stormwater management. Based on this review the WCD offers the following comments:

Section 7 – Cover Types
Use of native vegetation and habitat restoration is encouraged in the open space areas, including native vegetated buffers around stormwater treatment systems. Enhancing the greenway cooridor that connects Lake Elmo to natural areas to the east is encouraged.

Section 10 – Geology, Soils and Topography / Land Forms
Section b. Soils and Topography

- Compliance with NPDES, watershed, and local requirements will minimize adverse impacts of soil erosion and sedimentation. The WCD can provide support to the City to ensure compliance as needed. The WCD recommends phasing the earthwork and grading to the greatest extent possible to limit the scale and duration of exposed soils during construction.
- Preserve HSG B soils to the extent possible. Protecting zones of optimum infiltration from compaction is preferred
- Minimize soil compaction and provide soil restoration in landscaped areas to enhance infiltration
- Deep-rip the soils with a toothed bucket in low or compacted areas to promote infiltration after major construction is complete

Section 11 – Water Resources
Section iv. Surface Waters

- The EAW indicates the site will meet City and VBWD infiltration guidelines, which recommend retaining the 1.1" rain event on-site. WCD encourages the use of bioretention to meet the onsite volume retention standards. Bioretention promotes both infiltration and evapotranspiration which more effectively mimics terrestrial hydrology than pure infiltration systems. These systems are designed to be distributed throughout the site and treat small contributing drainage areas, breaking up larger catchments into smaller, more manageable parts. Minimizing the drainage area provides multiple benefits to stormwater treatment, including the potential for reduced infrastructure conveyance costs.

Supervisors: Louise Smallidge ▫ Bob Rosenquist ▫ George Weyer ▫ John Rheinberger ▫ Jim Levitt

To ensure the long-term effectiveness of volume control, the following design specifications are presented for consideration:

- Do not rely on long-term infiltration from unlined stormwater ponds or wet detention basins
- Install bioretention/infiltration practices off-line
- Include flow-splitter and high-flow bypass
- Provide pre-treatment (especially for sediment to prolong the life of a practice)
- Keep the max water depth to acceptable levels based on soil types and actual infiltration rates
- Refer to the Minnesota Stormwater Manual, 2013 (on MN PCA website) for additional design and implementation considerations

The WCD is also serving on the WCA TEP and will provide comments on the wetland permiting through that process.

Section 13 – Fish, Wildlife, Plant Communities and Sensitive Ecological Resources (Rare Features)
Section d.

- Buckthorn removal from entire project area rather than leaving visual barrier along exterior roadways will minimize spread of this restricted noxious weed. Replace visual barrier of removed Buckthorn by replanting native trees and shrubs.

Conclusions
There are no known impacts that have not already been addressed in this EAW that warrant an Environmental Impact Statement. The Washington Conservation District appreciates the opportunity to review this EAW. Please call me at 651-330-8220, extension 20, if you have any questions about our review.

Sincerely,



Jay Riggs, District Manager
Washington Conservation District

Cc: John Hanson, VBWD

THE CITY OF LAKE ELMO

STAFF REPORT

DATE: 1/17/17
REGULAR
ITEM #: 11
MOTION

TO: City Council

FROM: Stephen Wensman, Planning Director

AGENDA ITEM: HC Royal Golf Development Comprehensive Plan Amendment

REVIEWED BY: Ben Gozola, Consulting Senior Planner
Emily Becker, City Planner
Kristina Handt, City Administrator
Sarah Sonsalla, City Attorney

BACKGROUND:

HC Golf Course Development, LLC made application for a comprehensive plan amendment to accommodate the redevelopment of the former 3M Tartan Park property on 9/12/2016. The Planning Commission held a public hearing on a proposal for a VT – Village Transitional Overlay which would include the former 3M Tartan Park properties on October 24, 2016. The Planning tabled the item to the November 14, 2016 meeting in order for Staff to draft a "Golf Course Community" land use designation rather than the VT proposal. At the November 14th meeting, the Planning Commission discussed the proposed Golf Course Community land use designation, but ultimately recommended approval of an amended VT for only the former 3M Tartan Park property and Terry Emerson's properties. On December 6th, the City Council discussed both Village Transitional Overlay District options and the Golf Course Community option and provided guidance to follow the Golf Course Community option, but no action was taken. Because the original public notice was for Village Transitional Overlay District, Staff was required to re-notice the newspaper for the comprehensive plan amendment and to send out public notices to properties within 350 feet of the affected properties for a new public hearing at the Planning Commission. The Commission held a public hearing on 1/9/17 which resulted in a 3-3 vote, with no recommendation to the City Council.

ISSUE BEFORE COUNCIL:

The issue before Council is whether to approve the comprehensive land use plan amendment to guide the former 3M Tartan Park properties to Golf Course Community and to amend the comprehensive waste water management plan to expand the MUSA over the former 3m Tartan Park properties.

PROPOSAL DETAILS/ANALYSIS:

The comprehensive plan amendment consists of 5 changes to the comprehensive land use plan and 4 changes to the comprehensive wastewater management plan as outlined in the Planning

Commission report dated 1/9/17. Since the 1/9/17 Planning Commission report was drafted, Staff has determined that the roughly 28-acre Terry Emerson parcel does not fit with the (GCC) Golf Course Community Comprehensive Plan amendment proposal. The Royal Golf Course residential development proposal consists of 292 residential units on 223.62-net acres with a proposed net density of 1.58 dwelling units per acre. This will result in an average MUSA density of 3.07 dwelling units per acre. The Metropolitan Council requires the City maintain an average MUSA density of 3 dwelling units per acre in order maintain a cost-effective efficient regional wastewater system. After further study of Terry Emerson's development plans, Staff has determined that his proposal will have a net density of 0.46 dwelling units per acre which does not meet the proposed GCC density of 1.5-2.49 dwelling units per acre. Furthermore, if the Emerson project was included as part of the Royal Golf Plat, the plat would have a net density of 1.43 dwelling units per acre, less than the proposed minimum and Terry Emerson is not willing or able to work with the Royal Golf developer's to plat their properties together. The Emerson project, if added to the MUSA, would lower the average MUSA density to 3.03 dwelling units per acre, putting more pressure on other future developments in the MUSA to develop at the higher ends of the density range of the corresponding zoning districts. Therefore, Staff is recommending the comprehensive plan amendment to GCC and the expansion of the MUSA to only the former 3M Tartan Park properties and not Terry Emerson's property.

30 Review Extension. HC Golf Course Development, LLC has granted the City a 30-day extension to review the comprehensive plan amendment which expires on **02/09/2017**

Planning Commission/Public Hearing. The Planning Commission held the public hearing for the GCC comprehensive plan amendment and at the hearing the following residents spoke in opposition to the project: Terry Emerson, Philip Simonet, Shelli Wilk, Ann Bucheck, Michael Zwiefel, Tim Mandel, Sheila Smith and Stacey Stoffregen. Mr. Simonet spoke on behalf of the Homestead HOA and referenced the attached letter from Dan Rice, President of the Homestead HOA. Shelly Wilk referenced the 160 signature petition in opposition to the project. The City received one letter in favor of the project from Mike Tate (attached).

The Planning Commission suggested several edits to the GCC draft mostly consistent with suggestions from the 12/12/2016 Planning Commission meeting (minutes attached) and generally concurred with Staff that the Emerson property did not fit with the GCC. The Commission remains concerned about protection of the golf course from redevelopment in the long run, The Commission split their vote, 3-3, and did not make a recommendation to the City Council.

FISCAL IMPACT:

The comprehensive plan amendment would allow the Royal Golf residential development to proceed which would provide the City with SAC and WAC fees for up to 292 residential lots, $1,752,000, roughly $500,000 in park dedication or a combination of land and park dedication fees, building permit fees for 292 residential lots, +/- $15,000 per home based on a $500,000 home valuation ($4,380,000). These revenues do not include the increase in property taxes for the golf course and residential homes. The future costs to the city include maintenance of streets,

trails, sanitary sewer mains, watermains, lift stations and other public infrastructure, maintenance of storm water ponding areas (after warranty period), monthly lease payments for street lights, and other public financial responsibilities typically associated with a new development.

OPTIONS:

The City Council has the following options:

1) To adopt Resolution 2017-008 approving the comprehensive land use plan amendment reguiding the former 3M Tartan Park properties from Public/Park to Golf Course Community and to amend the comprehensive wastewater management plan to expand the MUSA; or

2) To deny the comprehensive land use plan amendments with findings for denial to be adopted at the February 7, 2017 City Council meeting.

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution 2017-008 with the following motion:

"Move to adopt Resolution 2017-008 approving the comprehensive plan amendments to guide the former 3M Tartan Park properties to Golf Course Community and to amend the comprehensive waste water management plan to expand the MUSA over the former 3m Tartan Park properties"

ATTACHMENTS:

- Resolution 2017-008 approving the comprehensive plan amendment to GCC.
- Planning Commission Report
- Proposed Comprehensive Plan Amendment (with PC edits)
- Planning Commission Minutes (draft) dated 1/9/17
- Planning Commission Minutes dated 12/12/2016
- Dan Rice letter
- Mike Tate letter

CITY OF LAKE ELMO
WASHINGTON COUNTY
STATE OF MINNESOTA

RESOLUTION NO. 2017-008

A RESOLUTION APPROVING A COMPREHENSIVE PLAN AMENDMENT TO CREATE A "GOLF COURSE COMMUNITY" LAND USE DESIGNATION AND TO CHANGE THE LAND USE DESIGNATION FROM PF- PUBLIC AND QUASI-PUBLIC OPEN SPACE TO GOLF COURSE COMMUNITY FOR THE LAND TO BE DEVELOPED AS THE ROYAL GOLF CLUB AND TO AUTHORIZE STAFF TO SUBMIT A COMPREHENSIVE PLAN AMENDMENT FOR SAME TO THE METROPOLITAN COUNCIL ALONG WITH A REQUEST TO THE METROPOLITAN COUNCIL TO EXPAND THE MUSA

WHEREAS, the City of Lake Elmo (the "City") has established a Comprehensive Plan that provides a compilation of background data, policy statements, standards, and maps, which help to guide the future physical, social, and economic development of the City; and

WHEREAS, HC Golf Course Development, LLC (the "Applicant") has submitted an application to the City to amend the Comprehensive Plan, a copy of which is on file in the City Planning Department; and

WHEREAS, the request to amend the Comprehensive Plan was submitted by the Applicant along with a Planned Unit Development concept plan for a proposed single family residential golf course development located on the former Tartan Park property to be called "The Royal Golf Club at Lake Elmo;" and

WHEREAS, the amendment to the Comprehensive Plan will also require the Metropolitan Council to expand the Metropolitan Urban Service Area (the "MUSA"), which is also be requested; and

WHEREAS, the Planning Commission held a public hearing on January 9, 2017 to consider the Applicant's requests; and

WHEREAS, the Planning Commission failed to adopt a motion of recommendation to the City Council on the Applicant's requests; and

WHEREAS, the City Council reviewed the Planning Commission and public comments regarding the Applicant's requests at its meeting on January 17, 2017; and

WHEREAS, the City Council has reviewed the Comprehensive Plan amendment and believes that it is consistent with the spirit and intent of the Comprehensive Plan and beneficial by providing a housing option not currently available in the community.

NOW THEREFORE BE IT RESOLVED based upon the testimony elicited and information received, the City Council makes the following findings of fact:

FINDINGS

1. That the Applicant has submitted a request to amend the Comprehensive Plan and to expand the MUSA in accordance with the procedures as established by state statute and the City Code.

2. That the proposed expansion of the MUSA will not negatively impact the City's average MUSA density as required by the Metropolitan Council.

3. That the proposed amendment to the Comprehensive Plan is consistent with the overall goals and objectives of the Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED, that based on the above findings of fact, the Lake Elmo City Council hereby approves the Applicant's request to amend the Comprehensive Plan and expand the MUSA as follows:

1. A new land use category entitled "Golf Course Community" will be added to the Comprehensive Plan that identifies the golf course on the Applicant's property as a local and regional amenity that the City wishes to maintain with any development proposal for the Applicant's property. The new category will require a future new zoning district to be created.
2. Table 3-B on page III-11 of the Comprehensive Plan will be changed to reflect proposed density of 1.5-2.49 and planned land use acreages for the Applicant's property.
3. Map 3-3 of the Comprehensive Plan (the planned land use map) will be updated.
4. A section on page III-14 of the Comprehensive Plan entitled "Preservation of Community Amenities," will be added which will further describe the need and intent of the "Golf Course Community" land use designation.
5. Map 3-4 of the Comprehensive Plan will be changed to reflect the changes to the Comprehensive Wastewater Management Plan to accommodate the Royal Golf development.
6. Page VI – 1 of the Comprehensive Wastewater Management Plan will be changed to reference the Golf Course Community on the former Tartan Park property
7. Page VI – 2, Table 6A of the Comprehensive Wastewater Management Plan (Community Forecast for Areas Served by Regional Sewer Service (REC Units)) will be updated to reflect the addition of the Applicant's property.
8. Page VI – 3, Table 6B of the Comprehensive Wastewater Management Plan will be updated to reflect the increased sewer flows by the addition of the Applicant's property.
9. Maps 6-1 and 6-3 of the Comprehensive Wastewater Management Plan will be updated to reflect changes in the MUSA to accommodate the Applicant's property.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Lake Elmo City Council, hereby authorizes and directs staff to submit a Comprehensive Plan amendment and MUSA expansion request consistent herewith to the Metropolitan Council for review and approval, contingent upon the City's preliminary approval of the plat of The Royal Golf Club.

Passed and duly adopted this _____ day of _____, 2017, by the City Council of the City of Lake Elmo, Minnesota.

_____
Mike Pearson, Mayor

ATTEST:

_____
Julie Johnson, City Clerk

THE CITY OF LAKE ELMO

PLANNING COMMISSION
DATE: 1/9/2017
AGENDA ITEM: 4C– PUBLIC HEARING
CASE #2016-45

Comprehensive Plan Amendment Review

To: **Planning Commission**

From: **Stephen Wensman, Planning Director**

Meeting Date: **January 9, 2017**

Applicants: **HC Golf Course Development, LLC**

Reviewed By: **Ben Gozola, City Planner**

Deadline for Action: **Application Complete – 09/12/2016**
60 Day Deadline – 11/11/2016
Extension Letter Mailed – Yes
120 Day Deadline – 01/10/2017
30 Day extension from Developer – 2/9/17

Introductory Information

Request: HC Golf Course Development, LLC is requesting the City consider a comprehensive plan amendment to accommodate potential sewer extensions and sewered development within the area bounded by the Old Village to the north, Lake Elmo Avenue to the west, and 10th Street to the South.

Planning Commission Direction: At their meeting on October 24, 2016, the Planning Commission held a public hearing to discuss the comprehensive plan amendment, then tabled the item to the November 14, 2016 meeting in order for Staff to draft a "Golf Course Community" land use designation to guide the former Tartan Park area for the Commission's consideration. At the November 14th meeting, the Planning Commission discussed the proposed Golf Course Community land use designation, but ultimately recommended approval of an amended Village Transitional District that extended over the former Tartan Park property and Terry Emerson's property. Since the Commission's recommendation, the City Council discussed both Village Transitional Overlay District options and the Golf Course Community option and provided guidance to follow the Golf Course Community option, but no action was taken. Because the public notice was for Village Transitional Overlay District, Staff was required to re-notice the newspaper for the comprehensive plan amendment and to send out public notices to properties within 350 feet of the affected properties. The Golf Course Community option is again under

consideration for the Planning Commission along with updated comprehensive wastewater plan.

Review

Proposed Changes:

The attached comprehensive plan amendment consists of 5 changes to the comprehensive land use plan and 4 changes to the comprehensive wastewater management plan:

Comprehensive Land Use Plan Changes:

1) On page III-9, a new land use category is created called "Golf Course Community" that identifies the former Tartan Park as a local and regional amenity the City wishes to maintain with any development proposal for the property. The new category suggests a future new zoning district.
2) On page III-11, Table 3-B has been updated to reflect proposed density of 1.5-2.49 and planned land use acreages.
3) Map 3-3, the planned land use map has been updated.
4) On page III-14, "Preservation of Community Amenities" was added which further describes the need and intent of the "Golf Course Community" land use designation.
5) Map 3-4 was updated to reflect the changes to the comprehensive wastewater management plan MUSA changes to accommodate the Royal Golf development.

Wastewater Management Plan Changes:

1) On page VI – 1, reference was made to the Golf Course Community on the former Tartan Park property
2) On page VI – 2, Table 6A Community Forecast for Areas Served by Regional Sewer Service (REC Units) was updated to reflect the addition of the Royal Golf development.
3) On page VI – 3, Table 6B was updated to reflect the increased sewer flows by the addition of the Royal Golf Course development.
4) Maps 6-1 and 6-3 were updated to reflect changes in the MUSA to accommodate the Royal Golf development

Considerations:

The Planning Commission should review the draft Comprehensive Land Use Plan amendment and the Comprehensive Wasterwater Management Plan amendment as they pertain to the proposed Royal Golf development. The Planning Commission should confirm whether the amendments should include Terry Emerson's property located

contiguous and southeast of the Royal Golf Course development properties. Please note that the proposed Royal Golf Course development southern road connection to 10th Street passes through the Emerson property, but that the Emerson property will likely develop independently of the Royal Golf Course development and subsequent to it. The inclusion of the Emerson property in the comprehensive plan guidance has implications for the future golf course community zoning.

Conclusion

The Planning Commission is asked to review the proposed updates to the Comprehensive Plan, and provide guidance on changes or additions for Council to consider. The recommended motion is:

"Move to recommend approval of the comprehensive plan amendment to create a new land use designation called "Golf Course Community" with updated maps and figures"

Attachments

- Comprehensive Land Use Plan and Wastewater Management Plan Amendments.

Comprehensive Plan Amendment

Option #2

Creation of a New Land Use Category: Golf Course Community

Summary:

Option #2 follows the directive of the Planning Commission following their initial review of Option #1. While the Commission was not opposed to Option #1, they expressed concern about whether or not the Village Transition concept would actually control the expansion of municipal services, so they also wished to explore the creation of a new land use category specifically drafted for this very unique and unexpected circumstance (the closing and redevelopment of Tartan Park). The new land use district would be accompanied by a new zoning district (not yet drafted) to govern development of the 400+ acres in and around the former Tartan Park. The zoning would provide incentives such as increased density and access to municipal sewer in return for maintaining and improving upon the golf course amenity.

Relation to the Proposed Royal Golf Project:

This option would involve creation of a tailored zoning district to accommodate the proposed redevelopment of the Tartan Park Golf Course. In creating such a district, staff would establish controls (as Council may deem necessary) to govern future requests to change the golf course into different land uses. Updating the City's future land use map to require a comprehensive plan amendment for any such change would add another level of protection.

Relation to other lands in the Corridor:

This option would not provide an option to extend sewer beyond the boundaries of the Village Transition Area.

This section of the Land Use chapter establishes the City's official land use categories and the official Future Land Use Map. The map assigns planned land use types to all parcels within the community to guide current and future planning and development through the year 2030, and is the official land use designation map for the City. The assigned land use designations are intended to shape the character, type and density of future development according to sound planning principles. Any new development, redevelopment, change in land use or change in zoning is required to be consistent with the official land use guidance for each parcel.

The official land use plan categories are as follows:

RURAL AREA DEVELOPMENT – This category represents the large areas of rural residential development within the City. Common uses found in these areas include working farms, alternative agricultural uses as defined by City Code, and rural single family detached residences. Development in these areas requires 10+ acres, or a conditional use permit to authorize a cluster development meeting the City's Open Space Preservation regulations. Densities are allowed up to 0.45 dwelling units per buildable acre when planned as part of an Open Space Preservation development. No new areas of rural area development are being established by the official land use plan. [Corresponding Zoning District(s): A, RR, OP]

RESIDENTIAL ESTATE – This category defines areas developed specifically for large lot single family detached housing typically on 2+ acres of land. No new areas of residential estate are being established by the official land use plan. [Corresponding Zoning District(s): RE]

RURAL SINGLE FAMILY – This category defines a large portion of the City that was historically platted for conventional subdivision prior to 2005, but has been and will continue to be serviced by private on-site well and septic systems. Limited locations within this classification are allowed to have two-family dwellings based on zoning. [Corresponding Zoning District(s): R-1, R-2]

URBAN LOW DENSITY – The Urban Low Density land use category is intended primarily for single-family detached housing serviced by public sewer and water. This category allows net residential densities from two and one-half (2.5) to four (4) units per acre. Significant new areas of urban low density are guided both within the Old Village and along I-94. [Corresponding Zoning District: LDR]

URBAN MEDIUM DENSITY – The Urban Medium Density land use category allows net residential densities from four and one-half (4.5) to seven (7) units per acre; with greater densities only allowed if deemed appropriate and approved through the PUD process and that meet incentives for density bonus as allowed under the PUD ordinance . This category allows for a variety of housing types including single-family detached, duplexes, townhomes, and small two- and three-story apartment buildings and/or senior living centers. Significant new areas of urban medium density are guided both within the Old Village and along I-94. [Corresponding Zoning District(s): R-3, MDR]

URBAN HIGH DENSITY – The Urban High Density land use category is intended for higher density, compact urban residential development. This category allows for a net residential density range of seven and one-half (7.5) to fifteen (15) units per acre; however zoning may allow a greater net density if approved through the PUD process. The appropriate building height will vary by development and depend upon the characteristics of the development and its surroundings. In addition to residential development, a small proportion of supportive retail and service is also appropriate in this land use category. Retail, service and office beyond those supporting the residential development would only be permitted as part of a mixed-use planned unit development. Significant new areas of urban high density are guided both within the Old Village and along I-94. [Corresponding Zoning District(s): HDR]

GOLF COURSE COMMUNITY – In recognition that a Golf Course on the land known as Tartan Park is a local and regional amenity the City wishes to maintain, this specialized land use category has been crafted to maximize the likelihood that a golf course can be maintained on the property should a development proposal for the land come forward. [Corresponding Zoning District(s): GCC]

Commented [BGA1]: The new land use category of "Golf Course Community" would be added to the listing of land uses within the City. Here we acknowledge that the intent of the new category is to facilitate the preservation and enhancement of the City's lone golf course.

LIMITED BUSINESS – This category defines areas within the City that are allowed to host commercial land uses at a more restricted level than would typically be allowed within a commercially guided area and in areas that are not planned for public sanitary sewer services. No new areas of limited business are being established by the official land use plan. [Corresponding Zoning District(s): LB, LC]

COMMERCIAL – This category is intended to accommodate a wide range and scale of commercial uses (such as retail, service, entertainment, and office) throughout the City's planned urban centers. Commercial uses can range from small neighborhood convenience nodes, to community retail areas along major roadways, to large shopping centers, to auto-related commercial uses along freeways. Residential uses are also appropriate as part of a mixed-use commercial development where allowed, with unit densities being determined by either the identified range within the comprehensive plan or to a level deemed appropriate by a planned unit development process. Significant new areas of commercial land use are guided both within the Old Village and along I-94. [Corresponding Zoning District(s): C, CC, GB]

BUSINESS PARK – The Business Park land use category is intended to encourage the creation of significant employment centers that accommodate a diverse mix of office and light industrial uses and jobs. Specific desired attributes of this land use include a diversity of jobs, high development densities and jobs per acre, high quality site and building architectural design, and increased tax revenues for the community. Office, office showroom/warehousing, research and development services, light and high-tech electronic manufacturing and assembly, and medical laboratories are typical uses appropriate for this land use category. Some retail and service uses may be allowed as supporting uses for the primary office and light industrial uses of the employment center. In addition to the Eagle Point Business Park, much of the land between Manning Ave and Keats Ave adjacent to I-94 is guided for this land use classification. [Corresponding Zoning District(s): BP]

PUBLIC/PARK – This category defines lands that include publicly owned facilities, places of worship, public parks, and privately owned recreational facilities. The scale and types of uses allowable on public/park lands are controlled by the city's conditional use permit process. No new areas of public/park space are currently designated by the new land use plan, but it is recognized that such areas will be created during the development process, and the land use map will need to be updated accordingly. [Corresponding Zoning District(s): P, OSP]

ROAD R.O.W.s – This category encompasses all areas dedicated specifically for use as road right-of-way. It should be noted that not all roads in Lake Elmo are on platted right-of-way, but are rather accommodated by easements over other land use categories. Accordingly, there is more land dedicated to use by roads than is depicted on the existing/planned land use table. New development will be required to dedicate right-of-way to accommodate the proposed road network.

OPEN WATER – This category includes all land area in Lake Elmo covered by open water lakes and ponds as identified in the DNR Public Waters Inventory. No new areas of open water are by the official land use plan.

The distribution of planned land uses on the official Future Land Use Map is shown on **Map 3-3** and is summarized in **Table 3-B**:

Mixed Uses

Within the Old Village and in areas south of 10th Street, specific areas are targeted for potential mixed-use development; however, this designation means different things in both districts.

Mixed Uses within the Old Village

The mixed use designation on property within the Old Village indicates development must adhere to the specific zoning requirements established for mixed use development within the City Code. This type of development will typically see residential, commercial, office, and/or similar uses combined in complimentary ways within the same building.

Mixed Uses south of 10th Street

The mixed use designation on property south of 10th Street is intended to spur development by providing maximum flexibility on future land uses, thereby allowing a development proposal to cater to existing market conditions. In the areas designated as possible mixed-use on the Future Land Use Map (**Map 3-3**), the City's planning process has identified that either the base land use or the adjacent land use designation would be appropriate for the site. These mixed-use areas may be zoned in accordance with the base land use category, or the adjacent land use category provided that:

- Any such zoning will only be allowed if it is contiguous to property in an adjacent land use category; and
- The Urban Low Density Residential land use category will not allowed as an alternative land use within mixed-use areas.

Alternatively, a combination of the uses allowed within the base land use category and future land uses adjacent to a mixed use area may be allowed through a planned unit development process.

Table 3-B
Existing and Planned Land Use Table

Land Use	Residential Density (units/acre) Min	Max	Existing Land Use (acres) City wide *(Village)*[1]	Planned Land Use (acres)	Planned Land Use Changes (anticipated acreages in 5 year increments)[3] 2012 to 2015	2015 to 2020	2020 to 2025	2025 to 2030	Change (acres)
RESIDENTIAL									
Rural Area Development	n/a	0.1	7094.24	5249.9	6640.66	6157.06	5703.53	5249.9	-1844.32
Residential Estates	0.1	0.4	771.26	793.71	776.87	782.49	788.10	793.71	22.45
Rural Single Family	0.66	2.0	1665.92	1666.41	1666.04	1666.16	1666.28	1666.41	0.49
Urban Low Density	2.5	4	0.00	496.39	124.10	248.20	372.29	496.39	496.39
Urban Medium Density	4.5	7	176.08	390.49	229.68	283.29	336.89	390.49	214.41
Urban High Density	7.5	15	0.00	157.67	39.42	78.84	118.25	157.67	157.67
Village Urban Low Density	1.5	2.49	0.00	244.11	61.03	122.06	183.09	244.11	244.11
Village Urban Medium Density	2.5	4.99	0.00	119.11	29.78	59.56	89.33	119.11	119.11
Golf Course Community	1.5	2.49	0.00	424.39	0	424.39	424.39	424.39	424.39
COMMERCIAL[2]									
Business Park	7.5	15	120.65	329.69	172.91	225.17	277.43	329.69	209.04
Commercial	4.5	7	99.86	208.33	126.98	154.10	181.22	208.33	108.47
Limited Business	–	–	111.41	66.16	100.09	88.78	77.47	66.16	-45.25
Village Mixed Use	5.0	10.0	0.00	164.40	41.10	82.20	123.30	164.40	164.40
PUBLIC/SEMI PUBLIC/OPEN SPACE[3]									
Public/Park	–	–	3298.94	2944.93	3309.04	2924.72	2934.78	2944.93	-354.01
Greenbelt Corridor[4]	–	–	0.00	82.67	20.66	41.34	62.01	82.67	82.67
Road ROWs	–	–	890.93	890.93	890.93	890.93	890.93	890.93	0.0
UNDEVELOPED									
Open Water	–	–	1355.29	1355.29	1355.29	1355.29	1355.29	1355.29	0.0
TOTALS:	–	–	15,584.58	15,584.58	15,584.55	15,584.55	15,584.55	15,584.55	0.0

Commented [BGA2]: Because we are adding a land use category, Table 3-B must be updated accordingly. The changes shown here reflect existing planned changes along with a reduction in Public/Park land for the new Golf Course Community District.

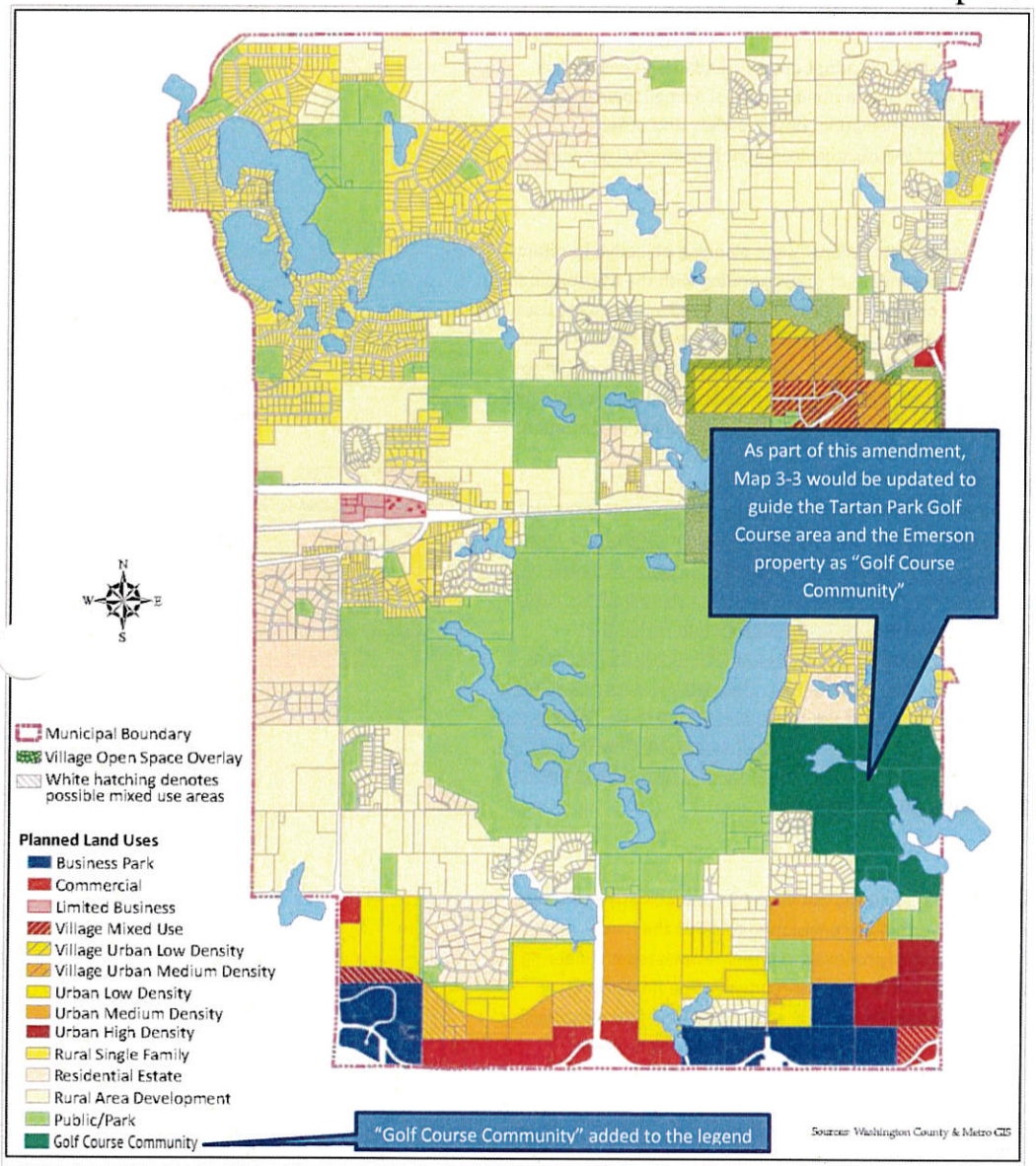
1 *Residential uses within the "Business Park" and "Commercial" land use designations can only occur in areas specifically designated for mixed use on the planned land use map*

2 *It is recognized that both park and road ROW areas will expand as new development occurs, but such acreage is accounted for in the respective development land use types as such land areas must contribute towards required development densities.*

3 *The staging plan for future development is fluid and will allow development to occur as market conditions dictate. Because of this, specific timing for development of any specific land use category is not possible. For the purposes of this table, the anticipated acreage changes are incrementally broken down into four periods of time showing a consistent rate of change between now and 2030.*

4 *The acreage of the greenbelt corridor areas, which are portions of the Village Open Space Overlay, that are adjacent to urban zoning districts were calculated to account for the remaining acreage in the Village. The other portions of the Village Open Space Overlay are accounted for through the base land use guidance (i.e. Rural Area Development or Rural Single Family).*

Map 3-3



Planned Land Use

Lake Elmo Comprehensive Plan 2030

THE CITY OF LAKE ELMO

Design Standards

Following completion of the Comprehensive Plan, the City will adopt design standards to ensure the look and feel of future development is compatible with the community vision of a small town within a rural setting. Standards for building materials, building articulation, design variety and other requirements should be upheld to ensure the quality of the built environment is distinctly Lake Elmo.

Preservation of Rural Character

One of the main benefits of the official land use plan is that the long range planning objective to retain a permanent rural identity is achieved. Under the memorandum of understanding with the Metropolitan Council, a vast majority of the City will be allowed to maintain its rural character and existing land uses. Furthermore, concentrating urbanization adjacent to I-94 and within the Old Village will result in clear boundaries between the urban and rural portions of the community. Beyond that, the City's desire to protect its sensitive park lands is also achieved. Both Lake Elmo Regional Park and Sunfish Lake Park will continue to be surrounded by agricultural lands and will not be impacted by encroaching urbanization.

Preservation of Community Amenities

Lake Elmo Regional Park, Sunfish Lake Park, and other public lands covered by conservation easements will be centerpieces of the City in the decades ahead, and are accordingly guided for public/park land uses by this comprehensive plan. One community amenity that does not share the same certainty of continuance is the Tartan Park Golf Course formerly owned by 3M. As a 50-year fixture both for Lake Elmo and the eastern metro, the Tartan Park Golf Course has become a destination within the community that is worth saving if at all possible. To that end, the City has guided nearly 430 acres of land in and around the present golf course as "Golf Course Community." This special land use guidance is intended to provide incentives—such as increased residential density and access to municipal sewer—to future landowners who are willing to maintain and improve upon the golf course amenity rather than develop the land as a standard OP rural development. A new "Golf Course Community" zoning district will establish the development standards for this land use classification.

Commented [BGA3]: Here we are suggesting the City adopt "preservation of community amenities" as a new goal which will further support the establishment of the Golf Course Community District. We acknowledge in this section that the City has multiple legacy destinations (areas the City wants to maintain and has no reason to plan for changes). Given the recent ownership change of Tartan Park, the Golf Course Community designation was created to help facilitate this goal.

Future Land Use Boundaries

The curved lines separating future land uses on Map 3-3 midway between I-94 and 10th Street indicate one possible alignment of a future east/west collector roadway envisioned to serve the new development in this area of the City. Future development proposals and their associated engineering studies will ultimately determine the exact alignment of this collector roadway. The final boundary between the proposed different land uses shall ultimately be set by the final location of the east/west collector roadway, whether or not this roadway deviates from the approximate location shown.

WASTEWATER FACILITIES

Sanitary Sewer System

Background

The City of Lake Elmo's sewer plan is based on the Memorandum of Understanding approved by the City of Lake Elmo and the Metropolitan Council dated January 27, 2005 and as subsequently amended. This plan meets the intent of that agreement and has been drafted to comply with the housing, population, and employment projections as incorporated into the Land Use Plan.

Existing Sanitary Sewer

The Southeast 1/4 of Section 33 is within the Metropolitan Urban Service Area (MUSA) Boundary at this time. By agreement with the City of Oakdale this area discharges to a City of Oakdale sanitary sewer main in Hudson Boulevard. From there it enters the WONE interceptor. Under the agreement with the City of Oakdale, Lake Elmo is limited to the amount it can discharge.

Sanitary Sewer Plan

The MCES plans to extend a new sewer connection for the City of Lake Elmo to serve the east 1/2 of Section 33 and all of Section 34. The connection will be near the City's existing lift station, and that lift station will continue to be active and maintained by the City.

Additionally, the MCES will extend the Cottage Grove Ravine interceptor to serve the remainder of the City south of 10th Street, the future golf course community surrounding the former Tartan Park, and the Village Planning Area.

The City will install a lift station-forcemain system to covey wastewater to the MCES interceptor from the Village Planning Area. This lift station-forcemain system will be designed to serve the planned 900 new housing units and approximately 200 existing housing units. The City plans to build this system in 2013.

Sanitary sewer service will also be initiated to serve portions of the City south of 10th Street beginning in 2013 by extending gravity sewer in two locations. In the southeast side of Lake Elmo, gravity sewer will be connected to the MCES Cottage Grove Ravine Meter Station in Lake Elmo, and extended north to support development in the immediate area of the sewer main. In the southwest side of Lake Elmo, a gravity sewer and lift station-forcemain system will be constructed to support development in the remaining east ½ of Section 33 and in Section 34.

The existing units in the Cimarron manufactured home park will be served by regional sewer between 2020 and 2030. This flow is included in the forecasts. Cimarron will need to install a lift station in order to be served by regional sewer. The existing homes and businesses in the Village Planning Area of Lake Elmo are assumed to be served by regional sewer between 2013 and 2030. That flow has also been included in the forecasts.

The City has identified an area along Olson Lake Trail in the Tri-Lakes area that will be served with public sanitary sewer via an extension from the City of Oakdale. A sanitary sewer services agreement has been entered to facilitate this extension. The City of Lake Elmo will work with the City of Oakdale to connect existing homes as public projects occur or as when otherwise feasible to make these connections.

Requirements for Areas Served by the Regional System

Community Forecast for Areas Served by Regional Sewer Service (REC Units)

The following table provides projections of future sewer units (REC units) that will connect to the regional interceptors, including all new sewer units and any existing units that are projected to connect into the system.

Table 6-A
Forecast of Lake Elmo REC Units by Sewer Interceptor

	NEW REC Units		EXISTING REC Units		
Year	*WONE*	*Cottage Grove*	*WONE*	*Cottage Grove*	**Total**
2010	0	0	100	0	**100**
2011	0	0	100	0	**100**
2012	0	0	100	0	**100**
2013	0	0	100	0	**100**
2014	60	40	100	0	**200**
2015	375	140	100	0	**615**
2016	520	326	130	20	**996**
2017	665	812~~512~~	160	40	**1677**~~1377~~
2018	810	998~~698~~	190	60	**2058**~~1758~~
2019	955	1184~~884~~	220	80	**2439**~~2139~~
2020	1100	1370~~1070~~	250	100	**2820**~~2520~~
2021	1200	1570~~1270~~	270	150	**3190**~~2890~~
2022	1300	1770~~1470~~	290	200	**3560**~~3260~~
2023	1400	1970~~1670~~	300	367	**4037**~~3737~~
2024	1500	2170~~1870~~	300	533	**4503**~~4203~~
2025	1600	2370~~2070~~	300	700	**4970**~~4670~~
2026	1600	2756~~2456~~	300	700	**5356**~~5056~~
2027	1600	3142~~2842~~	300	700	**5742**~~5442~~
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Sanitary Sewer Plan Map

The Sewer Staging Plan Map (**Map 6-1**) shows sewer service staging in three phases in accordance with the Land Use Plan. The staging plan will be revised to reflect any future updates to the Memorandum of Understanding between the City and the Metropolitan Council.

The Sewer Service Area – Tri Lakes Map (**Map 6-2**) shows the sewer service area for existing homes to be provided with service along Lake Olson. There is no specific time frame identified for this area, but connections are expected to begin in 2013.

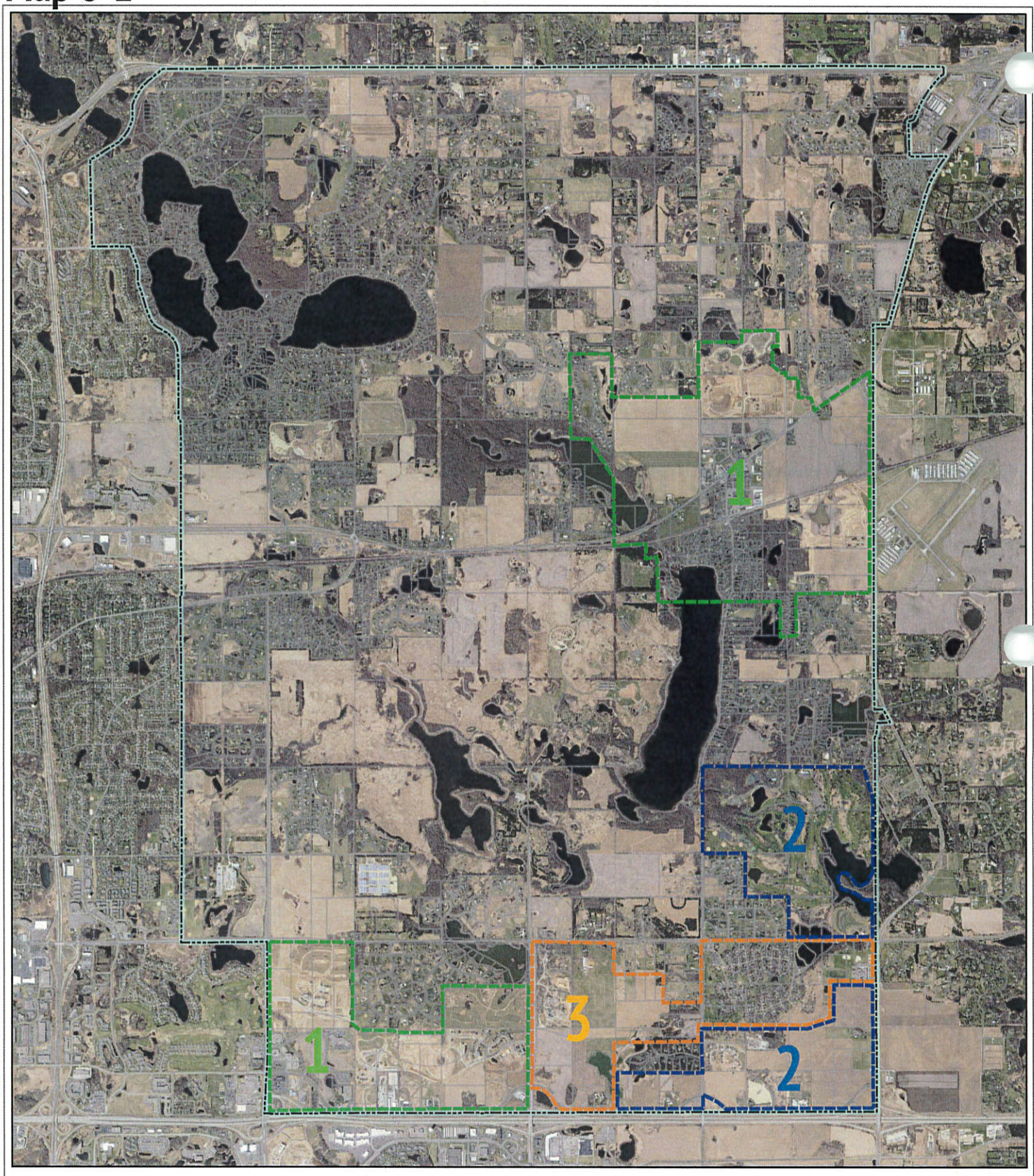
Projected Flows for Each MCES Interceptor Service Area (MGD)

Table 6-B
Projected Flows by Interceptor (MGD)

Year	WONE	Cottage Grove	Totals
2010	0.03	0.00	0.03
2014	0.04	0.01	0.05
2015	0.13	0.04	0.17
2016	0.18	0.09	0.27
2017	0.23	~~0.15~~ 0.23	~~0.38~~ 0.46
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Flows are based on 1 residential equivalent unit = 274 gallons per day

Map 6-1



THE CITY OF LAKE ELMO

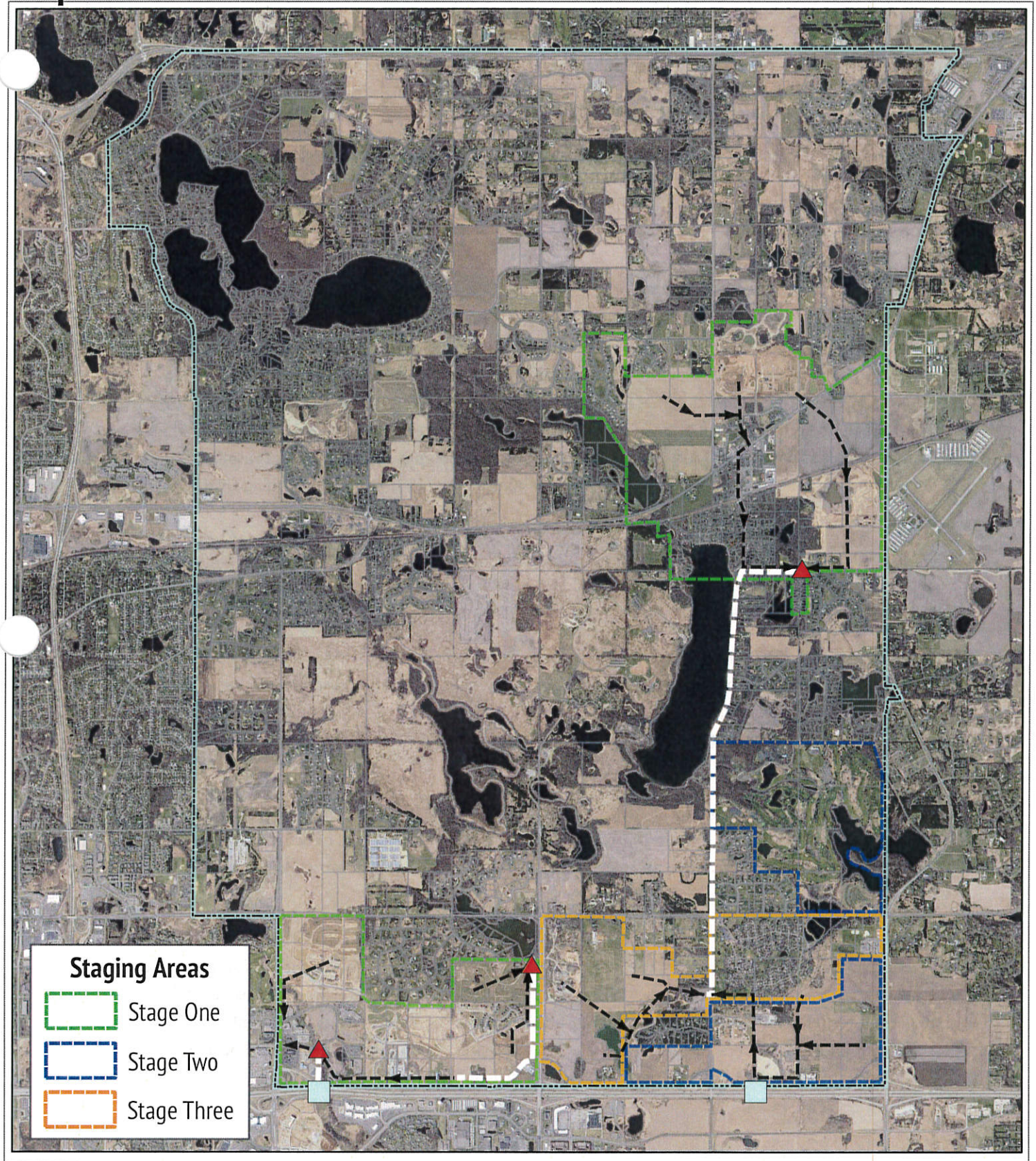
1-3-17

Regional Sewered Staging Plan

Stage One Stage Two Stage Three

N

Map 6-3



THE CITY OF LAKE ELMO

1-3-17

Future Sewer Plan

MCES Interceptor

Lift Station

Forcemain

Gravity

N

This section of the Land Use chapter establishes the City's official land use categories and the official Future Land Use Map. The map assigns planned land use types to all parcels within the community to guide current and future planning and development through the year 2030, and is the official land use designation map for the City. The assigned land use designations are intended to shape the character, type and density of future development according to sound planning principles. Any new development, redevelopment, change in land use or change in zoning is required to be consistent with the official land use guidance for each parcel.

The official land use plan categories are as follows:

RURAL AREA DEVELOPMENT – This category represents the large areas of rural residential development within the City. Common uses found in these areas include working farms, alternative agricultural uses as defined by City Code, and rural single family detached residences. Development in these areas requires 10+ acres, or a conditional use permit to authorize a cluster development meeting the City's Open Space Preservation regulations. Densities are allowed up to 0.45 dwelling units per buildable acre when planned as part of an Open Space Preservation development. No new areas of rural area development are being established by the official land use plan. [Corresponding Zoning District(s): A, RR, OP]

RESIDENTIAL ESTATE – This category defines areas developed specifically for large lot single family detached housing typically on 2+ acres of land. No new areas of residential estate are being established by the official land use plan. [Corresponding Zoning District(s): RE]

RURAL SINGLE FAMILY – This category defines a large portion of the City that was historically platted for conventional subdivision prior to 2005, but has been and will continue to be serviced by private on-site well and septic systems. Limited locations within this classification are allowed to have two-family dwellings based on zoning. [Corresponding Zoning District(s): R-1, R-2]

URBAN LOW DENSITY – The Urban Low Density land use category is intended primarily for single-family detached housing serviced by public sewer and water. This category allows net residential densities from two and one-half (2.5) to four (4) units per acre. Significant new areas of urban low density are guided both within the Old Village and along I-94. [Corresponding Zoning District: LDR]

URBAN MEDIUM DENSITY – The Urban Medium Density land use category allows net residential densities from four and one-half (4.5) to seven (7) units per acre; with greater densities only allowed if deemed appropriate and approved through the PUD process and that meet incentives for density bonus as allowed under the PUD ordinance . This category allows for a variety of housing types including single-family detached, duplexes, townhomes, and small two- and three-story apartment buildings and/or senior living centers. Significant new areas of urban medium density are guided both within the Old Village and along I-94. [Corresponding Zoning District(s): R-3, MDR]

URBAN HIGH DENSITY – The Urban High Density land use category is intended for higher density, compact urban residential development. This category allows for a net residential density range of seven and one-half (7.5) to fifteen (15) units per acre; however zoning may allow a greater net density if approved through the PUD process. The appropriate building height will vary by development and depend upon the characteristics of the development and its surroundings. In addition to residential development, a small proportion of supportive retail and service is also appropriate in this land use category. Retail, service and office beyond those supporting the residential development would only be permitted as part of a mixed-use planned unit development. Significant new areas of urban high density are guided both within the Old Village and along I-94. [Corresponding Zoning District(s): HDR]

GOLF COURSE COMMUNITY – In recognition that a Golf Course on the land known as Tartan Park is a local and regional amenity the City wishes to maintain, this specialized land use category has been crafted to maximize the likelihood that a golf course can be maintained on the property should a development proposal for the land come forward. Land within the Golf Course Community District set aside for golf course use shall be re-guided to the Public/Park land use category in conjunction with any future development. [Corresponding Zoning District(s): GCC]

LIMITED BUSINESS – This category defines areas within the City that are allowed to host commercial land uses at a more restricted level than would typically be allowed within a commercially guided area and in areas that are not planned for public sanitary sewer services. No new areas of limited business are being established by the official land use plan. [Corresponding Zoning District(s): LB, LC]

COMMERCIAL – This category is intended to accommodate a wide range and scale of commercial uses (such as retail, service, entertainment, and office) throughout the City's planned urban centers. Commercial uses can range from small neighborhood convenience nodes, to community retail areas along major roadways, to large shopping centers, to auto-related commercial uses along freeways. Residential uses are also appropriate as part of a mixed-use commercial development where allowed, with unit densities being determined by either the identified range within the comprehensive plan or to a level deemed appropriate by a planned unit development process. Significant new areas of commercial land use are guided both within the Old Village and along I-94. [Corresponding Zoning District(s): C, CC, GB]

BUSINESS PARK – The Business Park land use category is intended to encourage the creation of significant employment centers that accommodate a diverse mix of office and light industrial uses and jobs. Specific desired attributes of this land use include a diversity of jobs, high development densities and jobs per acre, high quality site and building architectural design, and increased tax revenues for the community. Office, office showroom/warehousing, research and development services, light and high-tech electronic manufacturing and assembly, and medical laboratories are typical uses appropriate for this land use category. Some retail and service uses may be allowed as supporting uses for the primary office and light industrial uses of the employment center. In addition to the Eagle Point Business Park, much of the land between Manning Ave and Keats Ave adjacent to I-94 is guided for this land use classification. [Corresponding Zoning District(s): BP]

PUBLIC/PARK – This category defines lands that include publicly owned facilities, places of worship, public parks, and privately owned recreational facilities. The scale and types of uses allowable on public/park lands are controlled by the city's conditional use permit process. No new areas of public/park space are currently designated by the new land use plan, but it is recognized that such areas will be created during the development process, and the land use map will need to be updated accordingly. [Corresponding Zoning District(s): P, OSP]

ROAD R.O.W.s – This category encompasses all areas dedicated specifically for use as road right-of-way. It should be noted that not all roads in Lake Elmo are on platted right-of-way, but are rather accommodated by easements over other land use categories. Accordingly, there is more land dedicated to use by roads than is depicted on the existing/planned land use table. New development will be required to dedicate right-of-way to accommodate the proposed road network.

OPEN WATER – This category includes all land area in Lake Elmo covered by open water lakes and ponds as identified in the DNR Public Waters Inventory. No new areas of open water are by the official land use plan.

The distribution of planned land uses on the official Future Land Use Map is shown on **Map 3-3** and is summarized in **Table 3-B**:

Mixed Uses

Within the Old Village and in areas south of 10th Street, specific areas are targeted for potential mixed-use development; however, this designation means different things in both districts.

Mixed Uses within the Old Village

The mixed use designation on property within the Old Village indicates development must adhere to the specific zoning requirements established for mixed use development within the City Code. This type of development will typically see residential, commercial, office, and/or similar uses combined in complimentary ways within the same building.

Mixed Uses south of 10th Street

The mixed use designation on property south of 10th Street is intended to spur development by providing maximum flexibility on future land uses, thereby allowing a development proposal to cater to existing market conditions. In the areas designated as possible mixed-use on the Future Land Use Map (**Map 3-3**), the City's planning process has identified that either the base land use or the adjacent land use designation would be appropriate for the site. These mixed-use areas may be zoned in accordance with the base land use category, or the adjacent land use category provided that:

- Any such zoning will only be allowed if it is contiguous to property in an adjacent land use category; and
- The Urban Low Density Residential land use category will not allowed as an alternative land use within mixed-use areas.

Alternatively, a combination of the uses allowed within the base land use category and future land uses adjacent to a mixed use area may be allowed through a planned unit development process.

Table 3-B
Existing and Planned Land Use Table

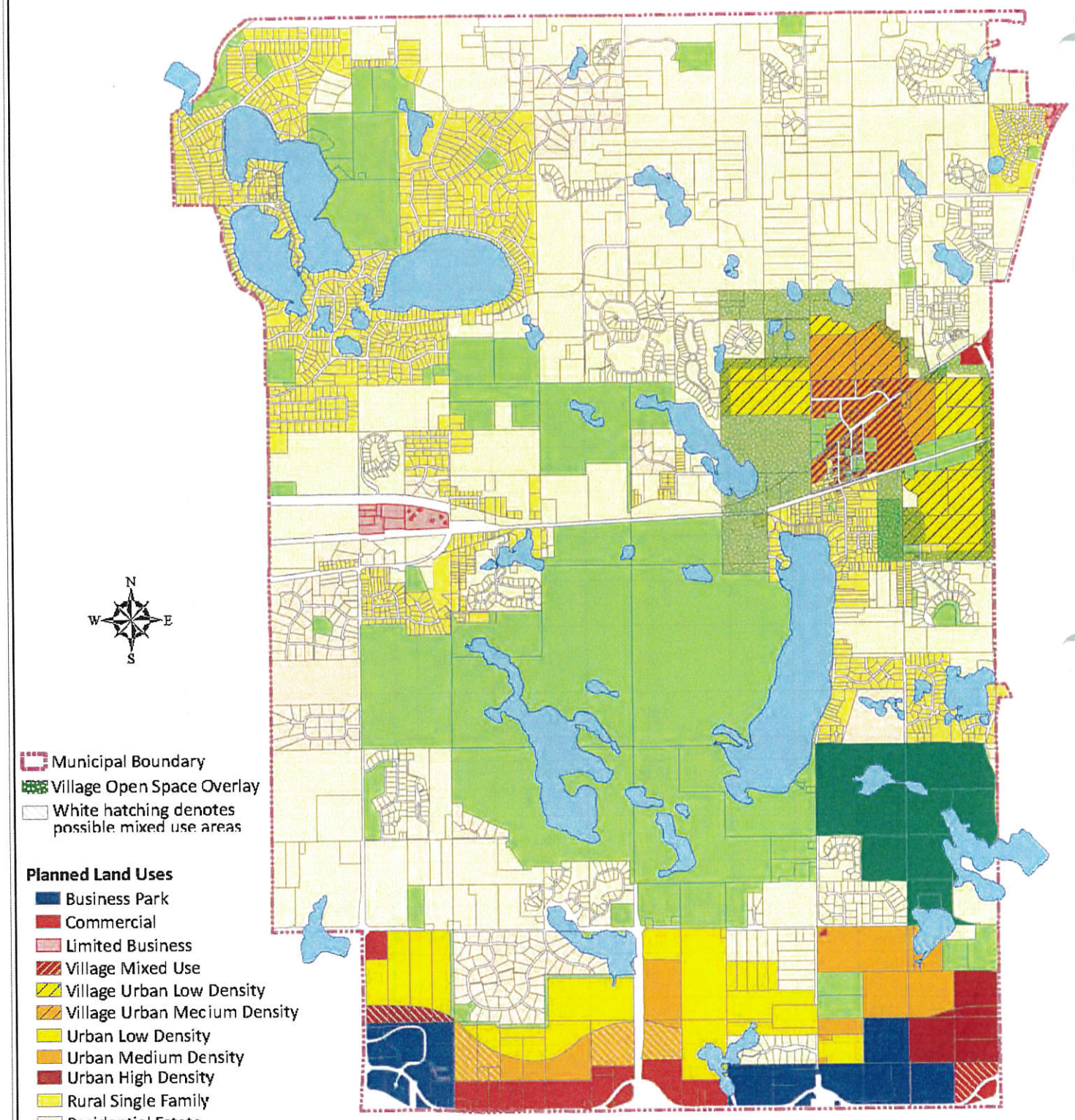
Land Use	Residential Density (units/acre) Min	Max	Existing Land Use (acres) City wide *(Village)*[1]	Planned Land Use (acres)	Planned Land Use Changes (anticipated acreages in 5 year increments)[3] 2012 to 2015	2015 to 2020	2020 to 2025	2025 to 2030	Change (acres)
RESIDENTIAL									
Rural Area Development	n/a	0.1	7094.24	5249.9	6640.66	6157.06	5703.53	5249.9	-1844.32
Residential Estates	0.1	0.4	771.26	793.71	776.87	782.49	788.10	793.71	22.45
Rural Single Family	0.66	2.0	1665.92	1666.41	1666.04	1666.16	1666.28	1666.41	0.49
Urban Low Density	2.5	4	0.00	496.39	124.10	248.20	372.29	496.39	496.39
Urban Medium Density	4.5	7	176.08	390.49	229.68	283.29	336.89	390.49	214.41
Urban High Density	7.5	15	0.00	157.67	39.42	78.84	118.25	157.67	157.67
Village Urban Low Density	1.5	2.49	0.00	244.11	61.03	122.06	183.09	244.11	244.11
Village Urban Medium Density	2.5	4.99	0.00	119.11	29.78	59.56	89.33	119.11	119.11
Golf Course Community	1.5	2.49	0.00	424.39	0	424.39	424.39	424.39	424.39
COMMERCIAL[2]									
Business Park	7.5	15	120.65	329.69	172.91	225.17	277.43	329.69	209.04
Commercial	4.5	7	99.86	208.33	126.98	154.10	181.22	208.33	108.47
Limited Business	–	–	111.41	66.16	100.09	88.78	77.47	66.16	-45.25
Village Mixed Use	5.0	10.0	0.00	164.40	41.10	82.20	123.30	164.40	164.40
PUBLIC/SEMI PUBLIC/OPEN SPACE[3]									
Public/Park	–	–	3298.94	2944.93	3309.04	2924.72	2934.78	2944.93	-354.01
Greenbelt Corridor[4]	–	–	0.00	82.67	20.66	41.34	62.01	82.67	82.67
Road ROWs	–	–	890.93	890.93	890.93	890.93	890.93	890.93	0.0
UNDEVELOPED									
Open Water	–	–	1355.29	1355.29	1355.29	1355.29	1355.29	1355.29	0.0
TOTALS:	–	–	15,584.58	15,584.58	15,584.55	15,584.55	15,584.55	15,584.55	0.0

1 *Residential uses within the "Business Park" and "Commercial" land use designations can only occur in areas specifically designated for mixed use on the planned land use map*

2 *It is recognized that both park and road ROW areas will expand as new development occurs, but such acreage is accounted for in the respective development land use types as such land areas must contribute towards required development densities.*

3 *The staging plan for future development is fluid and will allow development to occur as market conditions dictate. Because of this, specific timing for development of any specific land use category is not possible. For the purposes of this table, the anticipated acreage changes are incrementally broken down into four periods of time showing a consistent rate of change between now and 2030.*

4 *The acreage of the greenbelt corridor areas, which are portions of the Village Open Space Overlay, that are adjacent to urban zoning districts were calculated to account for the remaining acreage in the Village. The other portions of the Village Open Space Overlay are accounted for through the base land use guidance (i.e. Rural Area Development or Rural Single Family).*



Sources: Washington County & Metro GIS

Planned Land Use

Lake Elmo Comprehensive Plan 2030

THE CITY OF LAKE ELMO

Design Standards

Following completion of the Comprehensive Plan, the City will adopt design standards to ensure the look and feel of future development is compatible with the community vision of a small town within a rural setting. Standards for building materials, building articulation, design variety and other requirements should be upheld to ensure the quality of the built environment is distinctly Lake Elmo.

Preservation of Rural Character

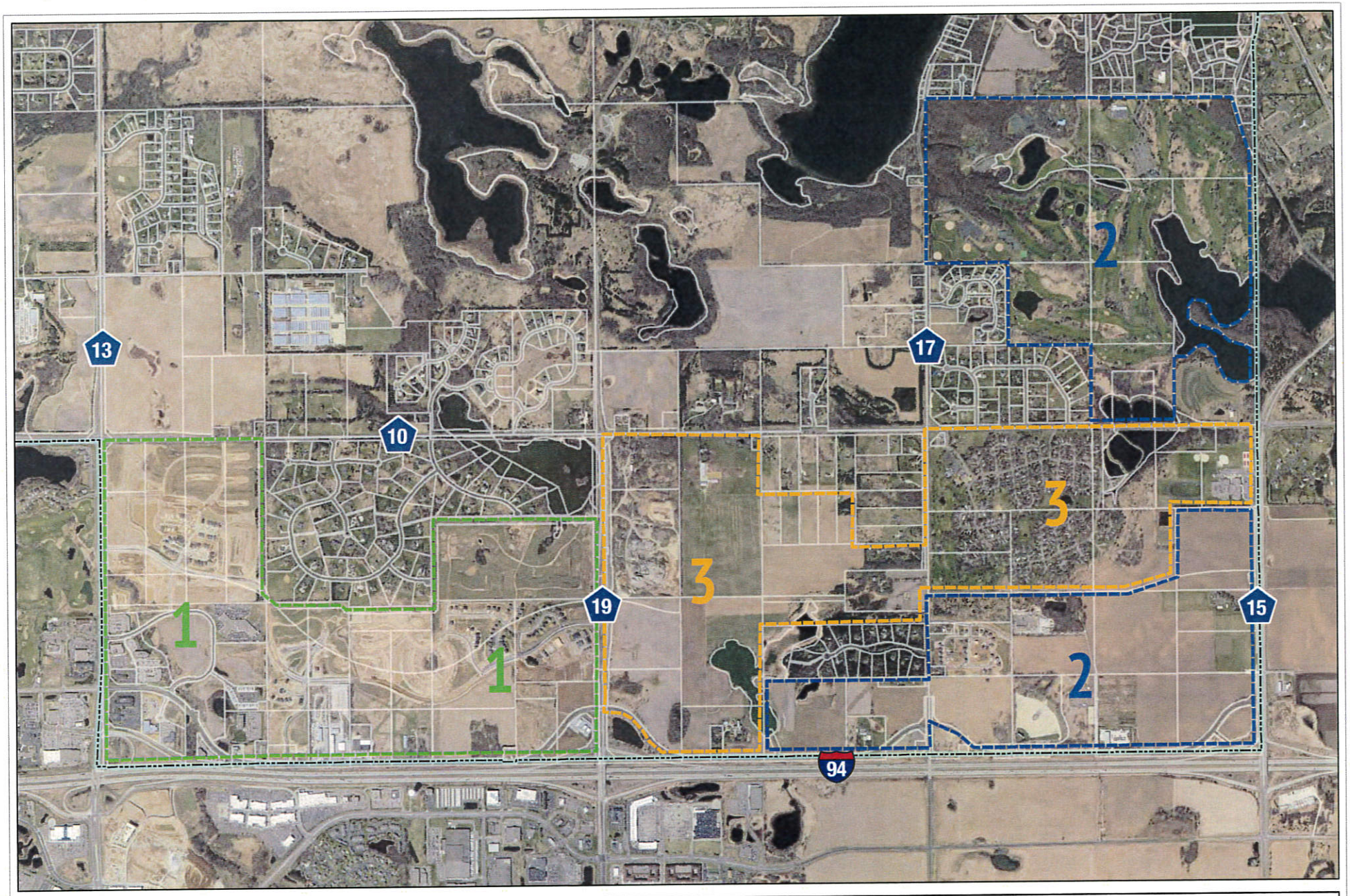
One of the main benefits of the official land use plan is that the long range planning objective to retain a permanent rural identity is achieved. Under the memorandum of understanding with the Metropolitan Council, a vast majority of the City will be allowed to maintain its rural character and existing land uses. Furthermore, concentrating urbanization adjacent to I-94 and within the Old Village will result in clear boundaries between the urban and rural portions of the community. Beyond that, the City's desire to protect its sensitive park lands is also achieved. Both Lake Elmo Regional Park and Sunfish Lake Park will continue to be surrounded by agricultural lands and will not be impacted by encroaching urbanization.

Preservation of Community Amenities

Lake Elmo Regional Park, Sunfish Lake Park, and other public lands covered by conservation easements will be centerpieces of the City in the decades ahead, and are accordingly guided for public/park land uses by this comprehensive plan. One community open space that does not share the same certainty of continuance is the Tartan Park Golf Course formerly owned by 3M. As a 50-year fixture both for Lake Elmo and the eastern metro, the Tartan Park Golf Course has become an expanse of open space within the community that is worth saving if at all possible. To that end, the City has guided nearly 430 acres of land in and around the present golf course as "Golf Course Community." This special land use guidance is intended to provide incentives—such as increased residential density and access to municipal sewer—to future landowners who are willing to maintain and improve upon the golf course. As a condition of utilizing these development incentives, the land set aside for golf course use shall be re-guided to Public/Park to preserve the golf course amenity, or at least its open space, into the future.

Future Land Use Boundaries

The curved lines separating future land uses on Map 3-3 midway between I-94 and 10th Street indicate one possible alignment of a future east/west collector roadway envisioned to serve the new development in this area of the City. Future development proposals and their associated engineering studies will ultimately determine the exact alignment of this collector roadway. The final boundary between the proposed different land uses shall ultimately be set by the final location of the east/west collector roadway, whether or not this roadway deviates from the approximate location shown.



THE CITY OF LAKE ELMO

1-11-17

I-94 Corridor Development Staging Plan

Stage One

Stage Two

Stage Three

N

Map 3-4

WASTEWATER FACILITIES

Sanitary Sewer System

Background

The City of Lake Elmo's sewer plan is based on the Memorandum of Understanding approved by the City of Lake Elmo and the Metropolitan Council dated January 27, 2005 and as subsequently amended. This plan meets the intent of that agreement and has been drafted to comply with the housing, population, and employment projections as incorporated into the Land Use Plan.

Existing Sanitary Sewer

The Southeast 1/4 of Section 33 is within the Metropolitan Urban Service Area (MUSA) Boundary at this time. By agreement with the City of Oakdale this area discharges to a City of Oakdale sanitary sewer main in Hudson Boulevard. From there it enters the WONE interceptor. Under the agreement with the City of Oakdale, Lake Elmo is limited to the amount it can discharge.

Sanitary Sewer Plan

The MCES plans to extend a new sewer connection for the City of Lake Elmo to serve the east 1/2 of Section 33 and all of Section 34. The connection will be near the City's existing lift station, and that lift station will continue to be active and maintained by the City.

Additionally, the MCES will extend the Cottage Grove Ravine interceptor to serve the remainder of the City south of 10th Street, the future golf course community surrounding the former Tartan Park, and the Village Planning Area.

The City will install a lift station-forcemain system to covey wastewater to the MCES interceptor from the Village Planning Area. This lift station-forcemain system will be designed to serve the planned 900 new housing units and approximately 200 existing housing units. The City plans to build this system in 2013.

Sanitary sewer service will also be initiated to serve portions of the City south of 10th Street beginning in 2013 by extending gravity sewer in two locations. In the southeast side of Lake Elmo, gravity sewer will be connected to the MCES Cottage Grove Ravine Meter Station in Lake Elmo, and extended north to support development in the immediate area of the sewer main. In the southwest side of Lake Elmo, a gravity sewer and lift station-forcemain system will be constructed to support development in the remaining east ½ of Section 33 and in Section 34.

The existing units in the Cimarron manufactured home park will be served by regional sewer between 2020 and 2030. This flow is included in the forecasts. Cimarron will need to install a lift station in order to be served by regional sewer. The existing homes and businesses in the Village Planning Area of Lake Elmo are assumed to be served by regional sewer between 2013 and 2030. That flow has also been included in the forecasts.

The City has identified an area along Olson Lake Trail in the Tri-Lakes area that will be served with public sanitary sewer via an extension from the City of Oakdale. A sanitary sewer services agreement has been entered to facilitate this extension. The City of Lake Elmo will work with the City of Oakdale to connect existing homes as public projects occur or as when otherwise feasible to make these connections.

Requirements for Areas Served by the Regional System

Community Forecast for Areas Served by Regional Sewer Service (REC Units)

The following table provides projections of future sewer units (REC units) that will connect to the regional interceptors, including all new sewer units and any existing units that are projected to connect into the system.

Table 6-A
Forecast of Lake Elmo REC Units by Sewer Interceptor

	NEW REC Units		EXISTING REC Units		
Year	*WONE*	*Cottage Grove*	*WONE*	*Cottage Grove*	Total
2010	0	0	100	0	**100**
2011	0	0	100	0	**100**
2012	0	0	100	0	**100**
2013	0	0	100	0	**100**
2014	60	40	100	0	**200**
2015	375	140	100	0	**615**
2016	520	326	130	20	**996**
2017	665	812~~512~~	160	40	**1677~~1377~~**
2018	810	998~~698~~	190	60	**2058~~1758~~**
2019	955	1184~~884~~	220	80	**2439~~2139~~**
2020	1100	1370~~1070~~	250	100	**2820~~2520~~**
2021	1200	1570~~1270~~	270	150	**3190~~2890~~**
2022	1300	1770~~1470~~	290	200	**3560~~3260~~**
2023	1400	1970~~1670~~	300	367	**4037~~3737~~**
2024	1500	2170~~1870~~	300	533	**4503~~4203~~**
2025	1600	2370~~2070~~	300	700	**4970~~4670~~**
2026	1600	2756~~2456~~	300	700	**5356~~5056~~**
2027	1600	3142~~2842~~	300	700	**5742~~5442~~**
2028	1600	3528~~3228~~	300	700	**6128~~5828~~**
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Sanitary Sewer Plan Map

The Sewer Staging Plan Map (**Map 6-1**) shows sewer service staging in three phases in accordance with the Land Use Plan. The staging plan will be revised to reflect any future updates to the Memorandum of Understanding between the City and the Metropolitan Council.

The Sewer Service Area – Tri Lakes Map (**Map 6-2**) shows the sewer service area for existing homes to be provided with service along Lake Olson. There is no specific time frame identified for this area, but connections are expected to begin in 2013.

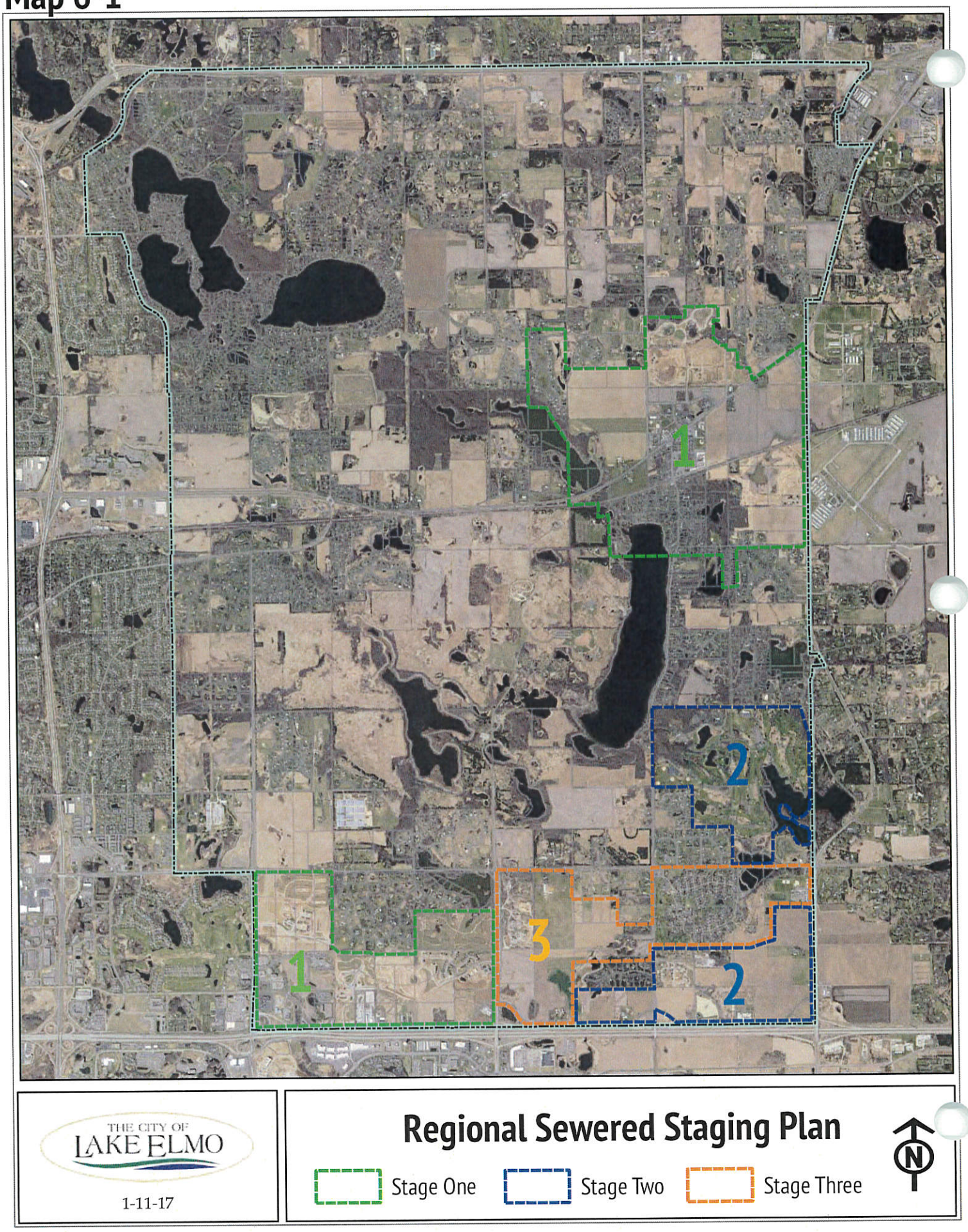
Projected Flows for Each MCES Interceptor Service Area (MGD)

Table 6-B
Projected Flows by Interceptor (MGD)

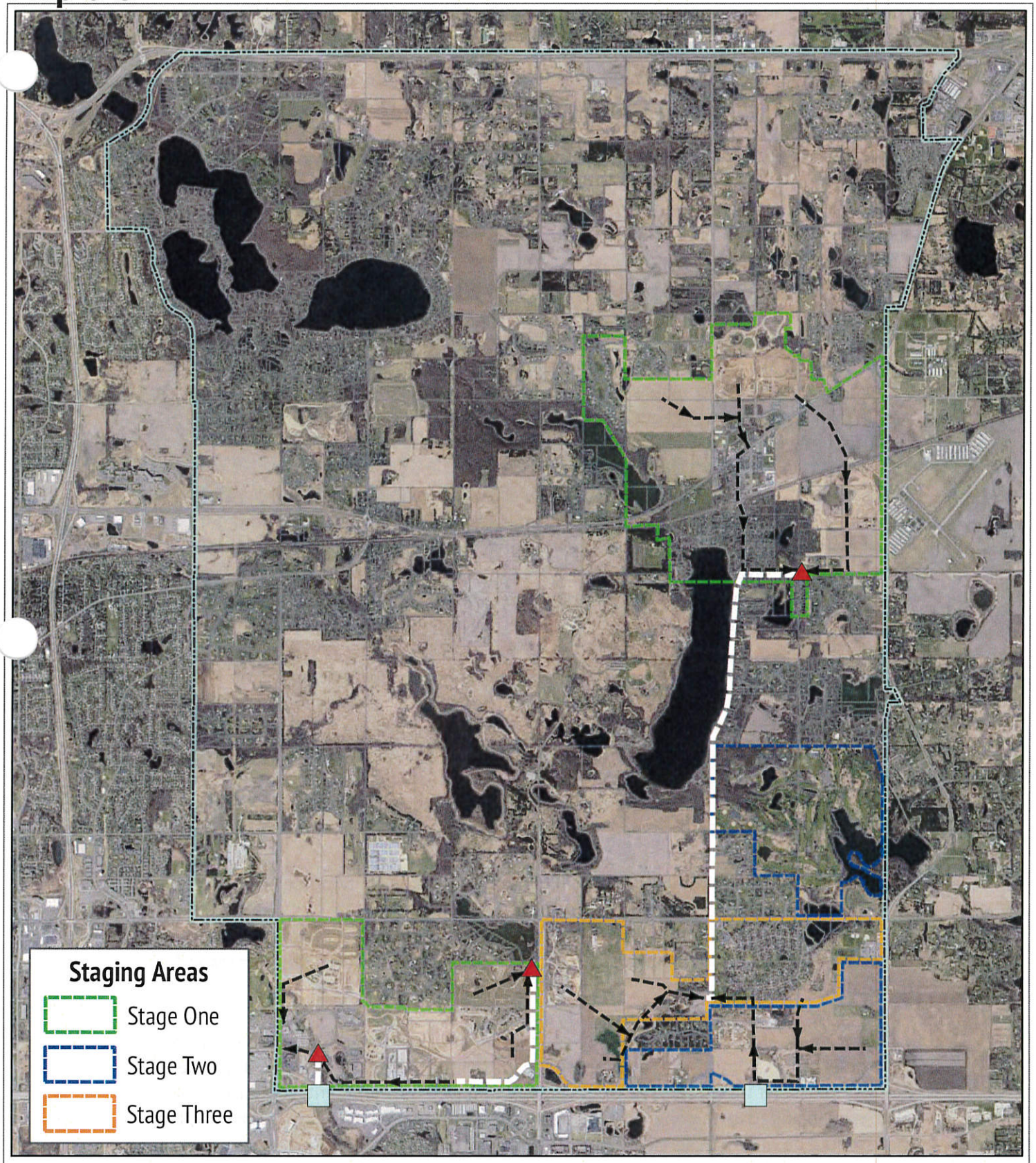
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2019	0.32	~~0.26~~ 0.34	~~0.59~~ 0.67
2020	0.37	~~0.32~~ 0.40	~~0.69~~ 0.77
2025	0.52	~~0.76~~ 0.84	~~1.28~~ 1.36
2030	0.52	~~1.29~~ 1.37	~~1.81~~ 1.89

Flows are based on 1 residential equivalent unit = 274 gallons per day

Map 6-1


1
2
1
3
2
THE CITY OF
LAKE ELMO
1-11-17
Regional Sewered Staging Plan
Stage One
Stage Two
Stage Three
N

Map 6-3



THE CITY OF LAKE ELMO

1-11-17

Future Sewer Plan

MCES Interceptor

Lift Station

Forcemain

Gravity

N

Public Hearing – Comprehensive Plan Amendment – to create a new land use designation called "Golf Course Community" with updated maps and figures

Wensman started his presentation regarding the Comprehensive plan amendment for the former Tartan Park property. There would be 5 changes to the comprehensive land use plan. 1) a new land use category called "Golf Course Community" 2) updated density of 1.5-2.49 3) updated planned land use map 4) "Preservation of Community Amenities" will be added which describes the need for "Golf Course Community" land use 5) updated map to reflect the changes to the MUSA.

The City has broad discretion when reguiding property. The Golf Course Community specifically ties the residential development to the golf course and can not be redeveloped if the golf course is eliminated. The Royal Golf development will be a PUD and if an amendment was requested to eliminate the golf course, it would be inconsistent with the Comprehensive Plan and would be denied.

There are 4 changes to the Comprehensive wastewater management plan 1) reference made to the Golf Course Community on former Tartan Park property 2) Community Forecast for areas served by regional sewer service (REC Units) was updated to reflect the addition of Royal Golf development 3) Table 6B updated to reflect the increased sewer flows by the addition of Royal Golf Course Development 4) Maps were updated to reflect changes in the MUSA to accommodate the Royal Golf development.

Staff is recommending not guiding the Emerson property to Golf Course Community at this time because 1) net density is .46 if platted alone, less than 1.5 min 2) if platted with Roayl Golf, net density would be 1.43, brings the average d.u.a. to lower than 1.5 3) not ready to plat at this time 4) Brings MUSA average from 3.7 with RG to 3.3 d.u.a.

A letter was received from the Homestead Homeowners Assoc which asked for less density and greater buffers.

An email was received from Mike Tate giving support for the Golf Course Community.

Dodson stated that he is still concerned about the road access to 10th Street. Wensman stated that he is under the impression that there is an agreement with Mr. Emerson for the road access.

Williams stated that on page III-13, the changes in blue do not incorporate the changes that the Planning Commission recommended at their meeting on December 12, 2016. He is wondering if this property was developed as an OP development, could the Golf Course be included as the open space. Wensman stated that would be a possibility, but there would be no urban services. The Shoreland ordinance requires urban services, so there is a conflict in the codes.

Clark Schroeder, Royal Golf, stated that the road going through the Emerson property is an absolute according to the City Engineer for Cul-de-Sac length and for the gravity system going through there. The city will own a lift station on the Emerson property with an easement through that property.

Public Hearing opened at 8:06 pm

Terry Emerson, 2204 Legion Lane Circle N, he is not interested in being with the Golf Course Community, but he would like to see the MUSA line include his property because he believes the sewer should be along the lake and that is what the Shoreland Ordinance calls for. He doesn't see any ordinance that his property would fit under. Emerson stated that this is a 28 acre piece of property and he is looking to put in about 13 lots with sewer and water.

Philip Simonet, 11125 14th Street, he feels the density is way too high and is inconsistent with the mission statement of Lake Elmo. He would like to see some restrictive covenants for the golf course not being redeveloped. He feels that the setbacks should be much more substantial.

Shelli Wilk, 11253 14th Street, she is pleased that the City is looking at Golf Course Community instead of the Village Transition. However, she has a petion signed by over 160 residents asking for Rural Area Development on this property. This is more in line with what is in the current Comprehensive Plan. She would like to see lower densities to protect the natural resources in this area which is more in line with the DNR recommendations.

Ann Bucheck, 2301 Legion Ave, she feels that this comprehensive plan is tailored to one property and might even be considered spot zoning. She doesn't believe that Tartan Park is a City Amenity, but was a private amenity. She also feels that there should be a conservation easement on the open space. The city decided that the sewer would be kept south of 10th Street and in the Village Area. What has changed? Why are we giving up the low density that was supposed to be North of 10th Street. She feels that this property could easily be developed in an OP development. The Shoreland Ordinance does not require that a development be sewered.

Michael Zwiefel, 2055 Manning, the developer purchased this property as a golf course. There was no guarantee that anything else would be allowed there when the property was purchased. If the City is going to accommodate residential, he is still confused on why anything other than what is around the rest of the area would be allowed.

Stacey Stoffregen, 2390 Legion Lane, she is concerned about the safety of 20th Street for biking and pedestrians. It is already congested and will get increasingly so with additional housing.

Tim Mandel, 2479 Lisbon Ave, he feels that when comprehensive Plan changes are made, it affects a lot of people. He feels that it is an important document that should not change frequently. This Golf Course will be doing a lot of things such as the fitness center to make money. These are all things that people have to get to, which will create a lot of traffic.

Public Hearing closed at 8:30 pm

Williams is concerned that there is no significant guarantee that the golf course will remain. He is concerned that double the houses could be put in. The DNR and PCA consider community septic as legitimate public sewer. He is interested in having this OP density served with a community septic with the golf course being in a conservation easement.

Wensman stated that the DNR states that municipal sewer is required if available. Our ordinance currently requires it. That ordinance is under discussion later on this agenda.

Lundquist stated that she feels it should be sewered because of the Shoreland. Her concern is to ensure the open space. She is also concerned about the setback. She feels it should be much greater. She is concerned about 20th Street. It is already unsafe and with more traffic, it will be even worse.

Dodson is concerned about preserving the golf course for open space. His concern with using the open space ordinance is that it can not have municipal sewer. He is not a fan of community septic. He is also concerned that if the Emerson property is not included in the MUSA tonight, he will have a difficult time getting it put in at a future date. Wensman stated that if we went down to a minimum density of .46, this would bring us below the 3.00 required by the Met Council and this Comprehensive Plan would not be approved.

Williams stated that we do not need more sewered development to meet Met Council guidelines. Until 2011, it was not public and was not an asset of the City and we need to stop referring to it as something that needs to be preserved.

M/S/W: Williams/Dodson, move to postpone consideration of the Comprehensive Plan Amendment until we receive an analysis of the West metro golf course case from the City Attorney, ***Motion was withdrawn.***

Larson wants people to recognize that this is a good development. There are some negatives, that have room for discussion, but this is a very unique and historic golf course.

Administrator Handt stated that she did receive a memo from the City Attorney today.

The court concluded that the deciding factor was whether the denial of the Comprehensive Plan Amendment leaves the property owner with any reasonable use. If there is a less dense development that is economically viable, the court could make a different decision. Williams is still concerned that once this property develops with the golf course, at some future date when the golf course is no longer viable, a developer will come forward to redevelop the golf course and the City will have no alternative but to allow housing there as a park or open space at that time is not a reasonable use. The only way to protect against that is to put it in a conservation easement.

Lundquist asked how much of the land is required to remain open with the Shoreland Ordinance. Wensman stated that a minimum of 50% of the Shoreland area needs to remain open. Most of the golf course is not in Shoreland.

Kreimer asked about developments on golf courses in other communities. He is wondering if when people buy these homes if they are just risking that it will always remain a golf course. Williams stated that the significant thing here is that the City is extending sewer and having more density.

Sheila Smith, 2121 Legion Lane, residents that surround the golf course are already in this situation. They bought their homes believing that Tartan Park would always be there and they are finding out that is not the case. She is concerned about the density with or without the future of the golf course. If the golf course fails, it will be even more dense.

Clark Schroeder, Royal Golf Course, if you have a private golf course, everyone in the development would own part of the golf course and it would be run by the HOA and there are requirements for all of the homeowners. They do not feel that is a viable business model. They feel that for the golf course to be successful, it would need to be debt free and they need the density they are proposing for that to happen.

Williams would like something put in where it talks about the preservation of the golf course that it state some kind of a period of time. They had previously talked about a 25 year guarantee. Wensman stated that it seems unenforceable. Williams stated that they could put it in and the City Council could take it out after talking to the city attorney. Dodson stated that he would strike that whole sentence.

M/S/P: Williams /Dodson, move to recommend adding to page III-3 one expansive open space that does not share the same certainty of continuance, ***Vote: 6-0, motion carried unanimously.***

M/S/P: Williams /Lundquist, move to make the following changes: change the words "destination within the community" to an "expansive open space" that is worth saving if at all possible. At the end of the paragraph, delete "amenity rather than develop the land as a standard OP rural development", ***Vote: 6-0, motion carried unanimously.***

Kreimer asked if these additional 292 units can be used to reduce the number of required units south of 10th or in the Village Area. Wensman stated that anything that is already in the MUSA has to remain at a minimum of 3. We need to stay pretty much at what we already have to meet the 3 tiers of the Comprehensive plan such as affordability in the Comprehensive Plan.

Williams stated that there is a practical limit to what we can lower the density to. He doesn't think that they can go any lower if they want to have sewer there. Dodson stated that alternate uses for that propery could be an open space development or rural residential or residential estates. Dodson is leaning towards residential estates vs. golf course community because there is too much uncertainty around the golf course.

Williams asked Dodson for clarification if he would rather have this property rezoned residential estates rather than having a golf course. Dodson stated that he would. Williams stated that we don't need a golf course in Lake Elmo as there are many golf courses within driving distance. Williams likes the idea of residential estates. Lundquist stated that this property was sold by one private property to another. Her concern is that the City needs to be accountable for protecting the Community and upholding our standards, but also recognizing the rights of the property owner. She is uncomfortable with the conversation of rezoning it to residential estates. Williams stated that at the Comprehensive Plan level, they would be talking about zoning it as rural development which would include AG, RR and RE. The City has the most discretion at the Comprehensive Plan level as long as it is a reasonable use of the land.

Handt stated that she would encourage them to either approve this or deny this tonight. The whole reason that this is back is that what is talked about needs to be advertised. They do not have to go into the details of if they do not do the golf course community, what would they like it to be at this time. They can either approve this Comprehensive Plan Amendment, or start developing findings for denial.

Kreimer asked if the City Council asked them to start developing standards for the Golf Course Community. Handt stated that they did. There was interest from the Council in the Golf Course Community and the Council asked that the Public Hearing be held to talk about it. Williams stated that he was told by at least one member of the City Council to be sure and tell the City Council what the Planning Commission wants, not what they think the City Council wants.

Wensman stated that if the Planning Commission wants to go with a different land use designation, they would have to deny this application. The Ciy would then have to advertise and hold a public hearing for a different land use designation.

Dodson stated that he takes into consideration private property rights of one property and weighs it against the property rights of the surrounding neighbors. Those 2 are sometimes in conflict with one another.

M/S/: Williams/Dodson, move to recommend denial of the comprehensive plan amendment proposal to create a new land use designation called "Golf Course Community" with the following findings 1) we do not need any more sewered units 2) the current Comprehensive Plan reflects the overwhelming desire of Lake Elmo residents to limit residential growth and sewered growth 3) one of Lake Elmo's core values is to preserve rural character 4) sewered development north of 10th street does not preserve the rural character 5) there is a significant but unknown level of risk that the golf course would be redeveloped into more housing in the future 6) there are a significant amount of Lake Elmo residents that live in the area that object to the project based on density that would come with the sewer, ***Vote: 3-3, motion did not pass, with Lundquist, Larson and Kreimer voting against.***

Kreimer is not in favor of denying the proposal. He feels this development has a lot to offer and that the developer has done a lot to make this a very nice development. He is concerned about what else this could be if this is denied. Larson agrees that it would be unfortunate if they let this development go. He doesn't think anything this good will come forward in the future.

Williams asked Kreimer for clarification of what he thinks the good aspects of the development are. Kreimer stated that he thinks the types of houses vs the types of houses in some of the other developments we have are much more quality. He feels they are high value homes that will make a beautiful neighborhood which would be a great asset to the City. Larson thinks the connectivity and the ablility to have access to all the landscapes of the golf course and environmental features that will be connected by trail system.

M/S/: Kreimer/Lundquist, move to recommend approval of the comprehensive plan amendment proposal to create a new land use designation called "Golf Course Community", with the amendments as discussed in the 2 previous motions, with the following findings 1) golf course community would protect a regional amenity that the City wishes to maintain 2) the sewered development would protect the Shoreland from pollution 3) the densities would support an efficient level for municipal sewer 4) the golf course is another form of open space 5) there are a significant of residents around the property that object to the density and subsequent traffic increase, ***Vote: 3-3, motion did not pass, with Griffin, Williams and Dodson voting against.***

Dodson is concerned with the thought process of relying on the fact that this developer is a quality developer. Things can change and that doesn't always maintain throughout the development.

M/S/F: Williams/Dodson, move to recommend to the City Council that this land be guided for rural development with a preference for residential estates zoning, ***Vote: 2-4, motion passed.***

Rick Packer, Royal Golf, stated that they have initiated the process to reguide this property. The Planning Commission has chosen not to give a recommendation to the City Council. He doesn't understand why the City has a burning desire to guide this property rural development. He is not sure why the City would want to guide this property for something that they are not asking for.

Williams is not in favor of extending sewer north of 10th Street. He is in favor of a property owner having a reasonable use of his land. In Lake Elmo, north of 10th Street, excluding the Village Area, a reasonable use of property is rural residential development. Packer stated that if the motion fails, to do anything with this property, they would need to come back in and ask to have the land reguided to something else. Williams stated that the motion on the floor asks the City Council to guide the property as rural development without any further intiation from the property owner.

Kreimer is not in favor of the motion. He thinks they should just wait for the Comprehensive Plan Amendment process and see what the Council comes back with. Larson is in agreement with that. Williams stated that in defense of the motion, it is reasonable to give the City Council an alternative since there was not a specific recommendation one way or another on the request that was before them.

Public Hearing – Zoning Text Amendment to create "Golf Course Community" Zoning.

Public Hearing opened at : pm

No one spoke and there were no written comments

Public Hearing closed at : pm

M/S/P: /, move to recommend approval of the addition of Golf Course Community district to the zoning code, ***Vote: -, motion carried unanimously.***

Public Hearing – Zoning Text Amendment amending the City's Shoreland Management Overlay District

Public Hearing opened at : pm

No one spoke and there were no written comments

Public Hearing closed at : pm

M/S/P: /, move to recommend approval of Ord. 08- . amending section 154.800:Shoreland Management Overlay District of the Zoning Code, ***Vote: -, motion carried unanimously.***

City of Lake Elmo
Planning Commission Meeting
Minutes of December 12, 2016

Chairman Kreimer called to order the meeting of the Lake Elmo Planning Commission at 7:00 p.m.

COMMISSIONERS PRESENT: Kreimer, Dunn, Griffin, Dodson, Williams, Larson, Fields and Lundquist

COMMISSIONERS ABSENT: Haggard

STAFF PRESENT: Planning Director Wensman

Approve Agenda:

Williams asked to add 5b, a discussion of the Golf Course Community. Wensman asked to add a discussion of the Village Parkway as 5c.

M/S/P: Williams/Dunn, move to approve the agenda as amended, ***Vote: 7-0, motion carried.***

Approve Minutes: November 28, 2016

M/S/P: Williams/Fields, move to approve the November 28, 2016 minutes as amended, ***Vote: 4-0, motion carried with kreimer, Griffin and Dunn not voting as they were not present.***

Public Hearing – Zoning Map Amendment – rezone the property known as Diedrich Preliminary Plat

Wensman started his presentation by stating that this is a public hearing for a zoning map amendment for the Diedrich property. It is guided medium density residential, but is currently zoned as rural transitional. The preliminary plat was approved under the MDR land use category, but the rezoning was not done with the preliminary plat.

Dodson asked if there was a proposed development. Wensman stated that there is an approved preliminary plat and the property owners are looking for a developer to proceed with the project. There are conditions that would need to be met before the project can final plat, but it is important that the other half of 5th street be built.

Williams asked if in the future the rezoning and preliminary plat would be done at the same time. Wensman stated that they would either be done at the same time, or the rezoning might be done first.

Dunn asked if the density for this development is double what it is for Hunter's Crossing. Wensman stated that Hunter's Crossing is LDR, so it would be about 3 units per acre and this development would be about 4 units per acre.

Public Hearing opened at 7:10 pm

No one spoke and there were no written comments

Public Hearing closed at 7:10 pm

M/S/P: Williams/Dodson, move to recommend approval of the Zoning Map Amendment to rezone the Diedrich Property Preliminary Plat, PID #36.029.21.32.0002 from Rural Development Transitional to Urban Medium Density Residential and PID #36.029.21.32.0034 from Urban Low Density Residential to Medium Urban Density Residential, ***Vote: 7-0, motion carried unanimously.***

Business Item – Hammes II – Final Plat

Wensman started his presentation for Hammes Estates 2nd addition Final Plat. There are 37 single family homes for this addition accessed off of Keats Ave. This is the piece that will provide the connection to Savona which was required with the 50th lot of the development. Wensman went through the specifics of the Final Plat and stated that it is consistent with the preliminary plat. There are some construction plan details that need to be updated. These will need to be updated prior to recording the plat. The Preliminary Plat conditions have been reviewed and they are working to meet all of the conditions. Staff is recommending 10 conditions of approval for with the Final Plat. Wensman went through the draft findings and is recommending approval with the 10 conditions in the staff report.

Dodson asked about construction traffic. Wensman stated that it would access off of Keats.

Dunn asked about the wetland buffers and why they are so lenient. Wensman stated that this development was allowed to move forward with some of those wetland buffers in the lot, which should not be. Once it is part of the lot, there is not a lot of control as to what the owner does and the buffer is not always maintained. Moving forward, the City will ensure that the wetland buffers are outside of private lots.

Griffin asked if there is currently a grading permit. Wensman stated that they are waiting for an as-built grading plan. They will be grading with their development agreement.

Williams asked if the phasing should be added to the subdivision ordinance. Wensman stated that it is being addressed in the development agreement and doesn't feel that it needs to be addressed by the Planning Commission.

David Stradtman, Rachel Development, went through some of the things that they had to deal with when they picked up the development. Stradtman stated that the second phase will move along a lot more smoothly and the second phase is to get ahead of things. MI Homes is going to purchase all of the home sites in second addition.

Dunn asked what the threshold would be for a traffic light on Keats Ave. Wensman stated that this plat had County review and they did not feel it warranted a traffic light at this time.

Williams would like to see some language of the wetland buffer protection mentioned in the HOA agreement and possibly monument signs in the lot. This should be added to condition number 4.

Williams would like language added to condition number 6 to state that the requested modifications are from the Planning Director in the letter dated November 30, 2016.

Williams would like condition number 7 to state written permission from Xcel Energy.

M/S/P: Kreimer/Williams, move to recommend approval of the Hammes Estates 2nd Addition Final Plat with the 10 conditions of approval as amended based on the findings of fact listed in the Staff Report, ***Vote: 7-0, motion carried unanimously.***

Business Item – Golf Course Community Discussion

Williams stated that at the last City Council, they voted to have staff look at an updated Comprehensive Plan amendment to allow a golf course community. Williams looked at it and thinks that there should be some changes in the wording. There is language about the Village Transition area. If the golf course community option moves forward, there is not Village Transition area so that language should be eliminated. Wensman suggested referring to the former Tartan Park area. Williams would like to replace the reference of "destination" with "an expanse of open space". He would like to replace "rather than develop the land as a standard OP rural develop" with "for at least 25 Years" because a golf course development could be done as an OP if the golf course was put into open space. He wants to protect the City and residents that purchase a home around the golf course for at least 25 years. That would be until 2040 which is when the next Comprehensive Plan would be. Wensman stated that there would be a public

hearing for this item and they will be able to weigh in again in early January. Williams thinks these recommendations should be passed along to the City Council.

Dunn wants people to come to this development with confidence that what they think they are getting is what they will get. She thinks there should be some assurance that the golf course will stay. She doesn't see why anyone would object to having that guarantee.

M/S/P: Williams/Dunn, move to forward the suggested changes regarding Golf Course community to the City Council, ***Vote: 7-0, motion carried unanimously.***

Rick Packer, Royal Golf Club, they first brought an application forward for Village Transition at the staff's suggestion. They came to the Planning Commission and the Commission thought there should be special zoning. The staff went back and prepared the Golf Course Community recommendation. At the public hearing, it was decided that it really didn't get them anywhere with the Golf Course Community, so the recommendation that moved forward to the City Council was the Village Transition. At the City Council, it came back around and the City Council went back to the Golf Course Community. Last week they were told that this would have to be renoticed for Public Hearing again on January 9th 2017. He feels that it is not appropriate that they talk about this tonight, but should be talked about at the public hearing on January 9th, 2017.

Dunn does not feel it is inappropriate to talk about things in advance of the public hearing just to get ideas out there. Williams stated that they are not taking any vote tonight on the entire proposed amendment. They are only looking at possible changes to bring forward to the City Council in preparation for the public hearing. Williams feels they are an informal recommendation for the City Council to look at and accept or reject. Dodson stated that it is in their discretion to recommend to the City Council as they see fit. He also stated that the Planning Commission meetings are open to the public.

Business Item – Village Parkway Discussion

There are a number of pending projects that will be coming forward that will involve the Village Parkway and there are a few issues with it. Wensman has been reviewing the design of the Village Parkway and he has some questions and has identified some potential issues. There are 3 potential projects coming forward, the Village Park Preserve, Gonyea West and the Zignago Insurance Building. Wensman went through where the Village Parkway is and that there are 3 different designs. There is a zero setback assuming that there is an urban sidewalk such as in the Village.

There is a problem with the Village Parkway design such in Easton Village where the trees are planted between the sidewalk and the boulevard. The trees need to be

planted outside of the sidewalk area to prevent tree damage and such from snowplowing.

A summary of the design is that it is designed to Municipal State Aid Road Standards, the design profile determines parking, access control (no residential driveways allowed), and final design has no center medians, irrigation required and theming. The irrigation for 5th street is quite expensive and the theming was thrown out for 5th street. Another question is where and when should 14 foot sidewalks be required. Arbor Glen does not have a zero lot line. Do we want consistency? The setback is between zero and 20 feet. It would not look good if it fluctuated on a site by site basis.

Dunn asked why on 39th Street the sidewalk on one side is a concrete and the sidewalk on the other side is asphalt. She is not happy with the result. She is not happy with the VMX zoning and feels that it really needs to be looked at. She calculates that there could be 5000 people in a very small area.

Wensman wants to be ahead of the setback issue for when the Zignego project comes forward. If they are rezoned to VMX, they will probably ask for that zero lot line. Williams thinks that with the new City Council coming onboard, the Planning Commission should get their feedback before they do a lot of work on this.

Dodson is struggling because he sees the VMX as not being an office building, but more of shops. Wensman stated that office building is an allowed use in VMX. Uses change once a building is up. Dodson stated that the zero lot line to him is more of a retail use. Wensman stated that it is a question of how far out of the core Village they want VMX to go and how big they want the Village to be.

Fields stated that there needs to be a critical amount of housing within walking distance to stimulate pedestrian oriented retail. Wensman stated that there needs to be a strong vision to reassure businesses that you are working towards that vision.

Williams suggests to bring this back to the first Planning Commission meeting to look at the Zignago building as the first opportunity to look at the VMX and the vision for the Village, and maybe limit the discussion to 39th Street.

Fields stated that he believes that the vision for the Village was a strong desire to have pedestrian oriented retail. He thinks that the pedestrian oriented retail in Lake Elmo would not be able to compete with the car oriented retail in the metro area, because Lake Elmo is a fairly low density City. It would be difficult to be competitive.

Dodson thinks the theming needs to be looked at and that there should be consistency throughout the City.

City Council Updates – December 6, 2016 Meeting

i) OP4 Boulder Ponds LLC Zoning Map Amendment/PUD Amendment – passed.
ii) Wildflower 2nd Final Plat and Final PUD Plan – passed.
iii) Review of Preliminary Royal Golf EAW
iv) Royal Golf Comprehensive Plan Amendment – direction given for Golf Course Community.

1. Upcoming Meetings
    a. January 9, 2017
    b. January 23, 2017

Commission Concerns

Dunn brought up some safety issues to Washington County regarding the Lake Elmo Inn and the railroad tracks. People are parking on the bump outs and there is only one lane to get through. The flow of traffic is not very good. There are trees under the power lines that were not a good idea either. Wensman stated that the signage and striping was delayed because of the weather which has been a problem.

Kreimer asked about the advertising for the Planning Commission members. He was under the impression that they were full right now. There are 2 terms expiring at the end of the year. Dunn and Fields.

Meeting adjourned at 9:07 pm

Respectfully submitted,

Joan Ziertman
Planning Program Assistant

DRAFT

January 8, 2017

TO: Lake Elmo Planning Commission Members

FR: Dan Rice, President
Brian Hazelton, Treasurer
Ellen Johnson, Secretary
The Homestead Homeowners Association

RE: Feedback Related to Golf Course Community Proposal

Planning Commission Members:

As Officers of the 18-member Homestead Homeowner's Association, we would like to communicate the following points related to your consideration of the proposed new "Golf Course Community" zoning district at the former Tartan Park property.

Lake Elmo has long prided itself on being a community which values open space, low-density development, slow, intentional growth and preservation of our natural resources. These are the defining attributes which first attracted many of us to this City from other neighboring communities. Many attributes of the current Lake Elmo Comprehensive Plan were defined to intentionally reflect these shared community values, chief among these the decision to concentrate most of our higher density future housing growth in the corridor immediately adjacent to I-94.

We understand that the decision made by 3M to sell this property has created an unexpected and challenging dilemma for the City. What we don't understand is why Lake Elmo appears to be giving substantially greater weight in prioritizing the developer's interests ahead of the values, desires and interests of local residents.

Our issue is not with the general idea of creating a new "Golf Course Community" zoning designation for this property. But we do have a number of concerns with the current proposal which has been presented for your consideration. Specifically:

1) The density of permitted residential development is excessive and completely incongruous with the character of the adjacent neighborhoods. The Minnesota DNR has stated this identical conclusion. Our homeowners feel strongly that the City should not allow an urban residential density of 1.5 to 2.49 units per acre on property which many residents consider to be one of the "jewels" of Lake Elmo. In fact, doing so seems to contradict the City of Lake Elmo's Mission Statement which "is to provide quality public services in a fiscally responsible manner ***while preserving the City's open space character***." In our opinion, the maximum allowed density should be reduced by 30-40%.

2) The purported rationale for allowing high-density, sewered residential development here is to preserve what was the Tartan Park golf course which is characterized as "an important local and regional amenity that the City wishes to maintain". Yet, the proposal you are being asked to approve fails to achieve that very objective because ***there are no binding protective easements to prevent future residential development on the golf course land.*** Instead, you are being advised that "staff will establish controls... to govern future requests to change the golf course into different land uses." This is an insufficient and extremely weak mechanism which offers the City and its residents almost nothing of value. In our opinion, the City should insist upon substantially stronger protective assurances to prevent future residential development on the land now being designated for golf.

3) The minimum required 100-foot setback requirement completely fails to reflect a reasonable balance of interests between the existing, adjacent Lake Elmo residents and this developer. Our neighborhood association has had several direct, professional discussions with the developer and his team; they appear willing to make some accommodations related to setbacks, shielding and plat location. But these are not legally binding commitments and the 100-foot setback defined in your proposal would substantially impair property values and diminished enjoyment of the homes in our neighborhood if the developer rescinds these accommodations. We remind the Planning Commission that the design of the proposed 18-hole golf course and housing units could easily have been done in a manner which resulted in little or no detrimental impact to the property owners in our neighborhood. In order to strike a better balance between the interests of all parties, we would ask the Planning Commission to consider a minimum 500 foot setback requirement between the Homestead and Tartan Park property lines.

Finally, we are concerned that amending the Comprehensive Plan in a reactive manner which so clearly favors the interests of one developer creates a dangerous and potentially expensive legal precedent for the City. How will the City respond the next time a large property owner threatens, as this developer has, to "sell to the highest bidder" if their demands for a more economically favorable zoning designation are not met? The residents of Lake Elmo are hardly clamoring to have 290+ new homes built here. ***We strongly urge the Planning Commission to amend the proposed Golf Course Community zoning designation to address the concerns stated above before advancing this proposal for City Council consideration.***

Stephen Wensman

From: Mike Tate <tatemike48@gmail.com>
Sent: Friday, January 06, 2017 6:21 PM
To: Stephen Wensman
Subject: Golf Course Community

We are writing to offer our support for passage of the Comprehensive Plan Amendment and our support of the Golf Course Community. (GCC)

We have lived at 11588 20th Street North in Lake Elmo for over twenty years.

We support this project for the following reasons:

- Believing that the GCC property will eventually become residential development, this project offers the city a sustainable and well designed golf and residential development. Quality residential construction coupled a well-developed golf course insures the success of both

- The GCC maintains our open space character and creates additional tax revenue for city, county, and our schools

- It will provide us with a well-designed development and an enterprise (golf course) familiar with and regulated by environmental compliance

- The GCC will have a healthy influence on our home's market value

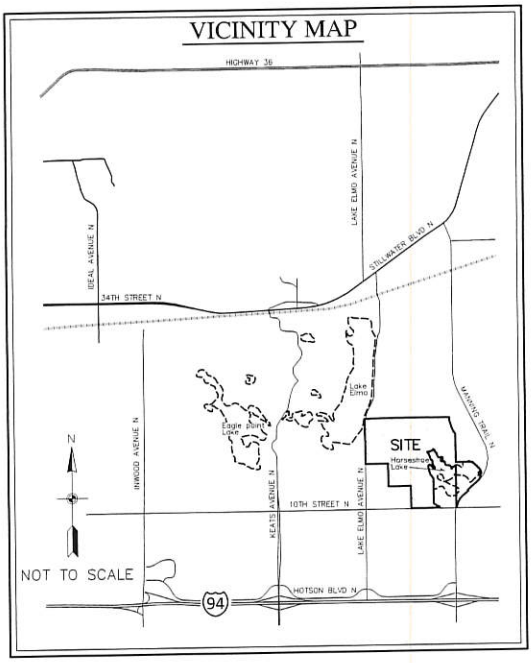
- If not GCC, then who/what? With the GCC, we would get a known commodity vs. who-knows-what?

Respectfully submitted

Mike and Jo Tate



VICINITY MAP



PARCEL DESCRIPTION: (Per Schedule A – Exhibit A of Title Commitment No. NCS–751224–MPLS, with a commitment date of September 10, 2015 at 7:30 A.M., prepared by First American Title Insurance Company National Commercial Services.)

Parcel 1:
The North Half of the Northeast Quarter (N 1/2 of NE 1/4) of Section 25, Township 29 North, Range 21 West, Washington County, Minnesota, except therefrom that portion of the Northeast Quarter lying North and East of the public highway known as County State Aid Road No. 15.

Parcel 2:
Government Lot 2 of Section 25, Township 29 North, Range 21 West, Washington County, Minnesota.

Parcel 3:
Government Lot 1 of Section 25, Township 29 North, Range 21 West, Washington County, Minnesota.

Parcel 4:
The Northwest Quarter (NW 1/4) of Section 25, Township 29 North, Range 21 West, Washington County, Minnesota.

Parcel 5:
The Northeast Quarter of the Southwest Quarter (NE 1/4 of SW 1/4) of Section 25, Township 29 North, Range 21 West, Washington County, Minnesota.

Parcel 6:
Government Lot 3 of Section 25, Township 29 North, Range 21 West, Washington County, Minnesota.

Parcel 7:
The Southwest Quarter of the Southeast Quarter (SW 1/4 of SE 1/4) of Section 25, Township 29 North, Range 21 West, Washington County, Minnesota, EXCEPT the Easterly 660 feet of the Westerly 990 feet of the Southerly two–thirds (2/3) of said Southwest Quarter of the Southeast Quarter.

Parcel 8:
The Easterly 660 feet of the Westerly 990 feet of the Southerly two–thirds (2/3) of the Southwest Quarter of the Southeast Quarter of Section 25, Township 29 North, Range 21 West, Washington County, Minnesota.

Parcel 9:
That part of Government Lot 4 of the Southeast Quarter of the Southeast Quarter of Section 25, Township 29 North, Range 21 West, Washington County, Minnesota, described as follows: Beginning at the Southwest corner of said Southeast Quarter of the Southeast Quarter of said Section 25, and running thence North on the West line of said Southeast Quarter of the Southeast Quarter, 225 feet, more or less, to the center line of the former highway as it existed on July 31, 1950; running thence Southeasterly along the center line of said former highway a distance of 828 feet to a point which is 45 feet North of the South line of said Southeast Quarter of the Southeast Quarter; thence South on a line parallel with the West line of said Southeast Quarter of the Southeast Quarter 45 feet to a point in the South line of said Southeast Quarter of the Southeast Quarter; running thence West on the South line thereof, to the place of beginning.

Parcel 10:
All that part of the West Half of the Southwest Quarter (W 1/2 of SW 1/4) and the Northeast Quarter of the Southwest Quarter (NE 1/4 of SW 1/4) of Section 30, Township 29 North, Range 20 West, Washington County, Minnesota, lying West of Washington County Road No. 15; EXCEPT Parcel No. 4 of Washington County Highway Right–of–Way Plat No. 56 in the Southwest Quarter of Section 30, Township 29, Range 20.

(Abstract Property)

SITE DATA

TOTAL BOUNDARY AREA———±477.3 AC.

FUTURE DEVELOPMENT LOTS———292

LEGEND

– Denotes Golf Course Boundary
– Denotes Existing Bituminous Trail or Roadway
– Denotes Existing Wetland delineated by: Kjolhaug Environmental Services, Inc.
– Denotes Underground Gas

N

00 150 300 600

(IN FEET)

H.C. Golf Course Development, LLC 11074 Radisson Road N.E. Blaine, MN 55449	**THE ROYAL GOLF CLUB AT LAKE ELMO** Lake Elmo, Minnesota	**SITE EXHIBIT**	1 of 1


LAKE ELMO
2615.7
30TH STREET NORTH
DNR #82-417W
DNR #82-418W
GOLF COURSE
LAKE ELMO AVENUE N. (CSAH NO 17)
1310.4
1328
1328
1328

Spack CONSULTING
THE TRAFFIC STUDY COMPANY

Technical Memorandum

To: Rick Packer, President Royal Golf Club
From: Bryant Ficek, P.E., P.T.O.E.
Date: September 22, 2016
Re: 20th Street N Turn Lane Evaluation

The Tartan Park Redevelopment is proposing its 293 residential lot and 18-hole golf course. In the City's recent review of the proposed plan, the addition of turn lanes along 20th Street N was suggested due to the size of the proposed development. As noted at a meeting with the City, in lieu of specific analyses, they have previously required turn lanes when a new road will provide access to 25 or more residential homes. The purpose of this memorandum is to examine the traffic along the 20th Street N corridor and determine if left or right turn treatments are warranted and justified.

Conclusions

Based upon the information and analysis presented in this memorandum, the proposed Tartan Park Redevelopment is expected to generate a total of 3,434 vehicle trips per day to and from the residential and golf course components. Based on the trip distribution from the Traffic Impact Study, approximately 41 percent of the development traffic, or 1,402 vehicles, will access the site along 20th Street N throughout a typical weekday. Further sub-dividing this volume amongst the access driveways, a single access intersection on 20th Street N is expected to have a maximum of 845 vehicles per day.

The expected operations for each site intersections on 20th Street N are very good, with no concerns regarding delays or queuing. None of the criteria for the nine warrants for turn lane treatments, as developed by the Minnesota Department of Transportation (MnDOT), are met at these study intersections either. It should be noted that the intersection of 20th Street N/20th Street Court N is at the edge of satisfying the criteria for a right turn lane using the projected 2020 daily volumes.

Using the analysis presented in this report, turn lanes are not recommended at the intersections of 20th Street N with 20th Street Court N, with the proposed Western Access, or with the Golf Course Access (Eastern Access) based on:

- No operational concerns at the intersections with all movements and the overall intersection operating at a Level of Service (LOS) A.
- No queuing concerns at the intersections with all single approach lanes to each intersection experiencing a 95th percentile queue length of under one vehicle.
- Warrants one through nine are not satisfied.

The characteristics and volumes along the 20th Street N corridor are all such that safe and satisfactory operations without turn lanes is expected and the addition of turn lanes would add unnecessary and unused additional capacity.

The right turn lane volume warrant was fulfilled by the 20th Street N/Manning Trail N intersection, when analyzing the intersection with 20th Street N as the mainline. However, considering the very good operations and lack of vehicle queuing, we recommend strengthening and expanding the shoulder to create a partial right turn lane on the eastbound approach as opposed to a standard right turn lane and taper. Right-of-Way should also be set aside for a standard right turn lane in the future if additional development and future traffic growth occurs within the area.

Existing and Future Conditions

The redevelopment site is encompassed by County State-Aid Highway 17 (CSAH 17), also known as Lake Elmo Avenue North, County State-Aid Highway 10 (CSAH 10), Minnesota State-Aid Street 107 (MSAS 107), also known as 20th Street North, Minnesota State-Aid Street 115 (MSAS 115), also known as Manning Trail North, and County State-Aid Highway 15 (CSAH 15), also known as Manning Avenue North.

20th Street N is a two-lane, east west local roadway, providing access between Lake Elmo Avenue N and Manning Trail N. The posted speed limit is 45 mph.

Turning movement counts were collected at the study intersections on the two separate days in July 2016 and averaged to create accurate 24-hour turning movement counts. The Average Daily Traffic (ADT) on 20th Street N based on these counts is approximately 600 vehicles per day. The full turning movement counts, provided in 15-minute increments, are in the appendix of the Traffic Impact Study for this development.

Based on the concept plan, which can also be found in the appendix of the Traffic Impact Study, the development is proposed to provide 293 single-family housing units and an 18-hole golf course. A trip generation analysis was performed based on the methods and rates published in the *Institute of Transportation Engineers (ITE) Trip Generation Manual, 9th Edition*. Using ITE Land Use codes 210 and 430, Single Family Homes, and Golf Course, the proposed site will generate:

- 1,717 vehicles entering and 1,717 exiting the development per day (total of 3434 trips).
- 84 vehicles entering and 173 vehicles exiting during the AM peak hour.
- 212 vehicles entering and 134 vehicles exiting during the PM peak hour.

The trip distribution of the Traffic Impact Study determined that 41 percent of the total site generated traffic would use 20th Street N. Using the highest volume traffic period within the project limits, the PM peak hour, the projected 2020 turning movement counts along the 20th Street N corridor were determined and can be seen in Figure 1 below.

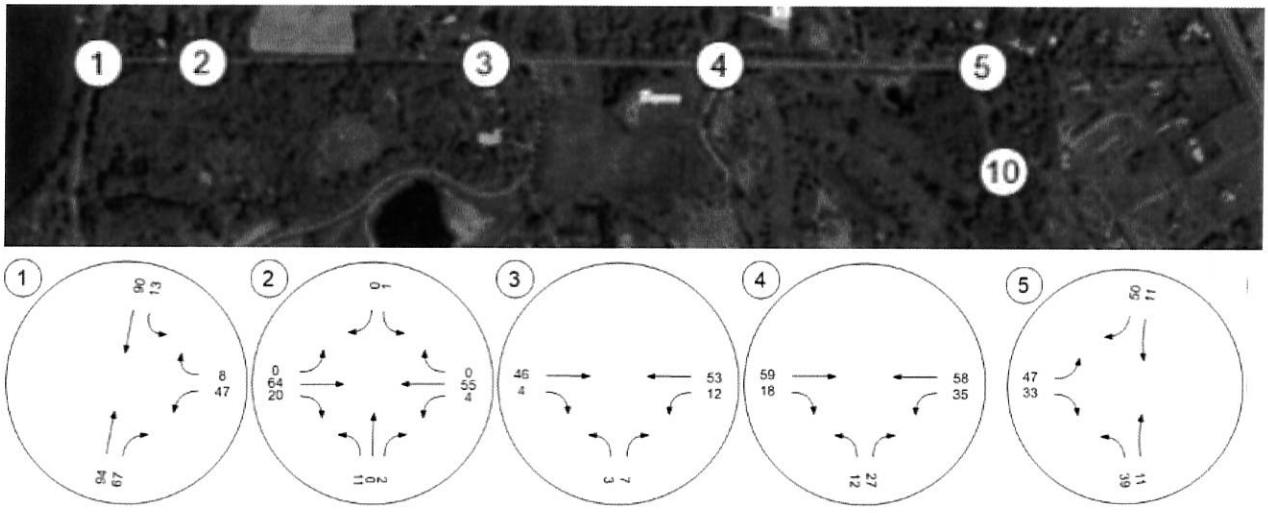


Figure 1: 2020 PM Peak Turning Movement Counts

As shown, all intersections along 20th Street N have expected mainline turning volumes under 40 vehicles over the course of an average day. The highest turning volumes are expected at the redeveloped Golf Course Access (Eastern Access), which exists for the same purpose today and is not provided with turn lanes.

The daily projected 2020 turning movement counts along the 20th Street N corridor were also determined and can be seen in Figure 2 below.

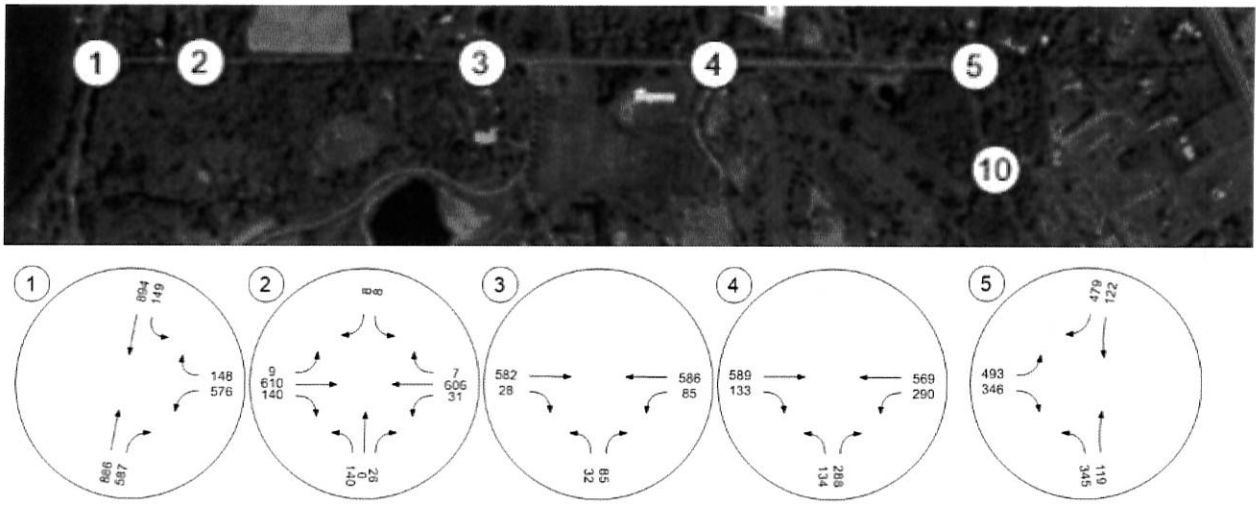


Figure 2: 2020 Daily Turning Movement Counts

Using these daily turning movement projections for the year 2020, the following future ADTs are expected on 20th Street:

- 1,500 vehicles per day between Lake Elmo Avenue N/20th Street N and 20th Street N/20th Street Court N.
- 1,300 vehicles per day between 20th Street N/20th Street Court N and 20th Street N/Proposed Western Access.
- 1,400 vehicles per day between 20th Street N/Proposed Western Access and 20th Street N/Golf Course Access (Eastern Access).
- 1,700 vehicles per day between 20th Street N/Golf Course Access (Eastern Access) and 20th Street N/Manning Trail N.
- 1,200 vehicles per day north of 20th Street N on Manning Trail N.
- 900 vehicles per day south of 20th Street N on Manning Trail N.

For the new access roads, the projected daily volumes are:

- 337 vehicles per day for the access opposite 20th Street Court N.
- 230 vehicles per day for the proposed Western Access.
- 845 vehicles per day for the Golf Course access (eastern access).

Operations Evaluation

The expected 2020 Build operations were presented in the Traffic Impact Study for this proposed development. As detailed there, Table 1 below summarizes the operational results.

Table 1 – 2020 Build Level of Service (LOS) Results[1]

Intersection	AM Peak Build	PM Peak Build
20th Street N/20th Street Court N	A (a)	A (a)
20th Street N/Proposed Western Access	A (a)	A (a)
20th Street N/Golf Course Access (Eastern Access)	A (a)	A (a)

[1] The first letter is the Level of Service for the intersection. The second letter (in parentheses) is the Level of Service for the worst operating movement.

As shown in Table 1, all study intersections are forecast to operate acceptably overall at LOS A or better in the 2020 Build scenarios. These overall operations for the 2020 Build scenarios are expected to be relatively similar to the existing conditions.

The vehicle stacking at these intersections are expected to virtually zero. The analysis reports show 95th percentile queues of less than one vehicle for any of the single approach lane. As with the LOS results, this suggest very good operations with little to no delays or waiting for approaching vehicles.

Based on these operational results, turn lanes are not necessary at these intersections.

Turn Treatment Warrant Evaluation

For additional consideration of whether turn lanes are needed for this corridor, the *MnDOT Access Management Manual* was consulted. This document provides guidance for exclusive turn lanes and bypass lanes at public street connections in accordance with the *MnDOT Road Design Manual*. The purpose of this document is to assist with access management for highways, which have different characteristics than 20th Street N. However, if the criteria for turn lanes is not satisfied for a highway, then it can be assumed turn lanes would not be warranted for a local road.

Nine warrants are presented that account for site conditions and expected traffic to evaluate the need for turn lanes. Each warrant is examined separately below and the MnDOT guide's text is attached to this memorandum for reference.

Warrant 1 – Passing Lane/Climbing Lane

20th Street N does not have a passing or climbing lane at any of the project intersections that would necessitate additional turning treatment.

Warrant 2 – Limited Sight Distance/Terrain

The sight distance was evaluated on-site at each existing and proposed access. All turning movements appear to have sufficient sight distance, with no noticeable obstructions or sight issues.

Warrant 3 – Railroad Crossings

The proposed site intersections do not have a railroad crossing in the vicinity that would require turn lanes.

Warrant 4 – Signalized Intersections

The proposed site intersections will be controlled by stop signs on the side streets, not a traffic signal. Therefore, turn lane treatments are not necessary due to the type of intersection control.

Warrant 5 – Heavy-Vehicle Traffic

The existing counts indicate the truck traffic along 20th Street N is below 15 vehicles per hour for all hours of the day. Additional truck traffic related to the proposed development is expected to be low and related to moving trucks, garbage trucks, and delivery trucks for the golf course. The relatively low truck traffic associated with these land uses does not warrant turn lanes.

Warrant 6 – School Entrances

The proposed connection is not a school entrance that would necessitate turn lanes.

Warrant 7 – Crash History

No correctable crashes have occurred at any of the project intersections along 20th Street N within the last five years that would necessitate turn lane treatments.

Warrant 8 – Corridor Crash Experience

No correctable crashes have occurred along 20th Street N corridor within the last five years, according to recorded crash data provided by MnDOT. The corridor does not have a crash experience that would necessitate a system-wide treatment with turn lanes.

Warrant 9 – Vehicular Volume

The table below provides the relevant volume criteria from Figure 3.40 of the MnDOT guide that, if satisfied, would warrant left turn treatment:

2-Lane Highway AADT	Cross Street or Driveway ADT	Turn Lane Requirement
1,500 to 2,999	> 1,500	Left-turn lane warranted

The relevant criteria from Figure 3.41 of the MnDOT guide is provided in the following table that, if satisfied, would warrant right turn treatment:

2-Lane Highway AADT	Cross Street or Driveway ADT	Turn Lane Requirement
>1,500	> 100	Right-turn lane warranted

The roadway volume and cross street volume for each study intersection are presented in Table 2:

Table 2 – Turn Lane Warrant 9 Evaluation

Intersection	Left Turn Lane		Right Turn Lane	
	Street ADT	Access ADT	Street ADT	Access ADT
20th Street N/20th Street Court N	1,300	337	1,500	337
20th Street N/Proposed Western Access	1,400	230	1,300	230
20th Street N/Golf Course Access (Eastern Access)	1,700	845	1,400	845
20th Street N/Manning Trail N (20th Street Mainline)	1,700	1,200	1,700	900
Manning Trail N/20th Street N (Manning Trail Mainline)	900	1,700	1,200	1,700
Criteria	**1,500 – 2,999**	**> 1,500**	**> 1,500**	**> 100**

As shown, the criteria to satisfy this volume warrant is met by only one of the study intersections, 20th Street N/Manning Trail N, when analyzing the intersection with 20th Street N as the mainline. The right turn lane criteria were met at this intersection. However, considering the very good operations and lack of vehicle queuing, a full right turn lane and taper do not appear justified. Instead, the shoulder should be strengthened and expanded, as shown in Figure 3 below, to create a partial right turn lane on the eastbound approach. In addition, sufficient right-of-way can be set aside to expand to a standard right turn lane if and when additional development and future traffic growth occurs.

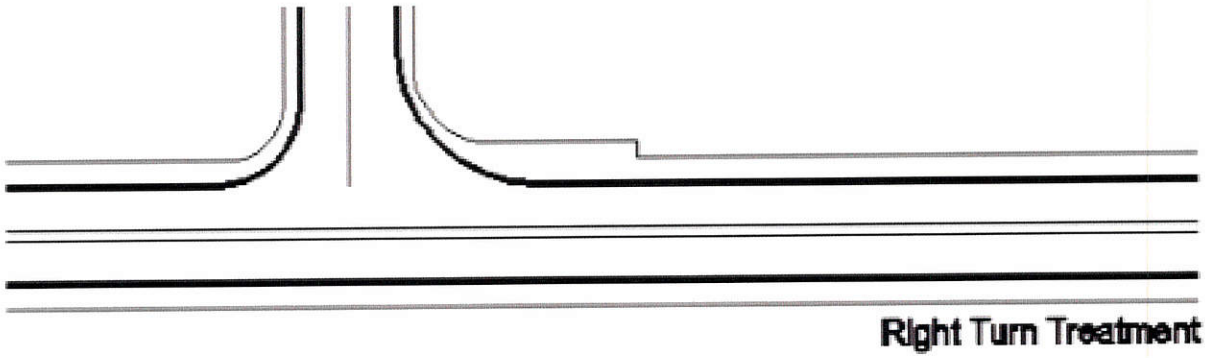


Figure 3: Strengthened Right Turn Lane Treatment.

MnDOT Access Management Manual

Chapter 3
Guidelines for Public Street and Driveway Connections

(http://www.dot.state.mn.us/accessmanagement/docs/pdf/manualchapters/chapter3.pdf)

3.4.9 Turn Lanes

Turn-Lane Warrants for Undivided Highways

The Turn-Lane Warrants for Undivided Highways are shown below. These warrants apply to both left-turn lanes and right-turn lanes.

- Warrant 1: Passing Lane/Climbing Lane – At high-volume driveways (> 100 trips per day) and all public street connections located on highway segments where passing lanes or climbing lanes are present in the approach direction.
- Warrant 2: Limited Sight Distance/Terrain – At all driveways and public street connections with inadequate stopping sight distance or located on short vertical curves or steep grades. Designers may consider alternative options, such as access relocation, vegetation removal, and spot grading as alternatives to building turn lanes.
- Warrant 3: Railroad Crossings – At high-volume driveways (> 100 trips per day) and all public street connections where a railroad is parallel to the highway and where the potential exists for vehicles delayed by a train to back up into the through-lanes of the highway, creating both safety and operational problems. At these locations, the queuing of traffic caused by train movements should be considered. If the cross street between the railroad and the highway does not provide adequate storage, then a turn lane or turn-lane treatment should be considered on the highway to provide the additional storage needed.
- Warrant 4: Signalized Intersections – At all signalized public street connections and driveways.
- Warrant 5: Heavy-Vehicle Traffic – At all driveways and public street connections on high-speed highways (posted speed ≥ 45 mph) where the heavy-vehicle turning volume is 15 or more vehicles per hour for at least eight hours a day for four months or more per year. Examples of this include gravel operations, large grain elevators, or large distribution centers.
- Warrant 6: School Entrances – At public and private school driveways on high-speed highways (posted speed ≥ 45 mph) used by school traffic.
- Warrant 7: Crash History – At high-volume driveways (>100 trips per day) and all public street connections that demonstrate a history of crashes of the type suitable to correction by a turn lane or turn-lane treatment (typically three or more correctable crashes in one year), or where adequate trial of other remedies has failed to reduce the crash frequency.
- Warrant 8: Corridor Crash Experience – On highway corridors that demonstrate a history of similar crash types suitable to correction by providing corridor-wide consistency in turn-lane use.
- Warrant 9: Vehicular Volume Warrant – At high-volume driveways (>100 trips per day) and all public street connections on high-speed highways (posted speed ≥ 45 mph) that satisfy the criteria in Figures 3.40 and 3.41 below.

Figure 3.40: Warrant 9 for Left-Turn Lanes

2-Lane Highway AADT	4-Lane Highway AADT	Cross Street or Driveway ADT	Turn Lane Requirement
1500 to 2999	3000 to 5999	> 1500	Left-turn lane warranted
3000 to 3999	6000 to 7999	> 1200	Left-turn lane warranted
4000 to 4999	8000 to 9999	> 1000	Left-turn lane warranted
5000 to 6499	10,000 to 12,999	> 800	Left-turn lane warranted
≥ 6500 AADT	≥ 13,000 AADT	101 to 400 > 400	Left-turn lane or bypass lane Left-turn lane warranted

Highway AADT one year after opening
Posted speed 45 mph or greater

Figure 3.41: Warrant 9 for Right-Turn Lanes

2-Lane Highway AADT	4-Lane Highway AADT	Cross Street or Driveway ADT	Turn Lane Requirement
≥ 1500 AADT	≥ 3000 AADT	> 100	Right-turn lane warranted

Highway AADT one year after opening
Posted speed 45 mph or greater

The Royal Golf Club at Lake Elmo

openspace exhibit



N

OPENSPACE ACRES = 313.09 AC
75% OPENSPACE

RESIDENTIAL ACRES = 98.12 AC
24% RESIDENTIAL SPACE

TREE ACREAGE SAVED WITHIN RESIDENTIAL SITE = 10.75 AC

ARTERIAL ROAD ROW = 5.69 AC

TOTAL SITE ACREAGE = 428.06 AC
EXTERIOR ROAD ROW = 11.52 AC
- ARTERIAL ROADWAY = 5.69 AC
  (Lake Elmo Ave & 10th St)
- NON-ARTERIAL ROADWAY = 5.83 AC
  (Manning Trail N. & 20th St)

NET SITE ACREAGE = 416.54 AC

Carlson McCain
ENVIRONMENTAL • ENGINEERING • SURVEYING


SCHWARTZ ADD.
20TH STREET NORTH
N 1/2
OF
NW 1/4
GOV'T. LOT 2
LAKE ELMO AVENUE N.
14TH ST. N.
THE HOMESTEAD
NE
T. LOT 3
12TH ST. N.
12TH STREET NORTH
TARTAN MEADOWS THIRD ADD.
TARTAN MEADOWS SECOND ADD.
TARTAN MEADOWS
TARTAN MEADOWS
11TH STREET N.
LAVERNE AVENUE NORTH
LAYTON AVENUE NORTH
LEEWARD AVENUE NORTH
S
D
SE
10TH STREET NORTH

Lake Elmo City Council
Tuesday, January 17, 2017 Meeting

RE: Royal Golf - Special Accomodations for Special Projects.

Dear Council Members,

Royal Golf is offering us an unexpected opportunity to showcase The Tartan Park area with a development that will serve the whole community. The project's many amenities will be open to all city residents, including a world-class golf course.

Geographically, Lake Elmo is located in a transition zone between the Eastern Forests and the Prairies to our west. Lake Elmo is a patch quilt of farms, pastures, houses and woods. In this diversity is its strength. As such, the unique nature of The Royal Golf Development is a good fit for Lake Elmo.

To accomplish this, it is time for City Professionals and Policy Makers to address new developments such as this from a comprehensive perspective, striving to make decisions that best serve the whole city; that honor the past, serve the present and best prepare our community for the future.

The potential economic benefits of the Royal Golf Development are incredible.

Where a clinic, or a business headquarters can leave, the last golf course designed by a golf legend can never be moved.

This opportunity offers us a partnership between the city's long history and the rich traditions of the world-wide Golf Community. By paying homage to one pays homage to both our city and golf's rich heritage.

We need to support them by allowing them the tools to create a self-supporting golf development. If allowed to create a solid economic base for the golf course and development, we will serve each other for the long term. These benefits include:

- Lake Elmo's stature as a community,
- a high quality development that attracts top builders,
- a much needed commercial investment in our city,
- infrastructure that will best protect the area's water and wetlands, and
- a system of recreation amenities (including trails) that protect and showcase the area's beautiful natural features.
- All of these outdoor amenities will be **public**, open to all Lake Elmo residents!

It is time for the Professionals and Policy Makers to make decisions that ~~honor the past~~, serve the present and best sustain the future of our community. It is time to focus on goals, not details.

Please support the Royal Golf project.

Respectfully,
Rolf Larson
11720 Little Bluestem Court North
Lake Elmo, MN 55042

THE CITY OF LAKE ELMO

STAFF REPORT

DATE: 01/17/2016
REGULAR
ITEM #: 12
MOTION

TO: City Council

FROM: Stephen Wensman, Planning Director

AGENDA ITEM: 2040 Comprehensive Plan Update

REVIEWED BY: Kristina Handt, City Administrator

BACKGROUND:

All cities, within the seven-county metropolitan region must prepare a comprehensive plan and update that plan as needed every 10 years. The City's Comprehensive Plan update is due to be submitted to the Metropolitan Council on December 31, 2018. City Staff prepared a Comprehensive Planning Request for Proposal which was approved by the Council on November 15, 2016 by consent. The City received proposals from Bolton and Menk, MSA, and SHC (attached) and interviews of each firm were held on January 10, 2017. The interviews were conducted by the City Administrator, Planning Staff, the City Engineer and two Council members, Mr. Bloyer and Ms. Nelson. The interview team unanimously recommends the City choose SHC to assist in the preparation of the 2040 Comprehensive Plan Update.

ISSUE BEFORE COUNCIL:

The issue before Council is whether to hire SHC to assist the City to prepare the City's 2040 Comprehensive Plan Update and to authorize Staff to negotiate the contract.

PROPOSAL DETAILS/ANALYSIS:

The City has established a total project budget of $ 100,000 for the Comprehensive Plan update as was reflected in the 2017 budget book. The City applied for and received news on 1/11/17 that iving Healthy in Washington County (LHWC) has chosen Lake Elmo as a partner to receive Health in Comprehensive Planning Partner Project funding in the amount of $15,000 (made available through the Statewide Health Improvement Program (SHIP)). These funds must be used in the Comprehensive Planning process, specifically as it relates to community engagement, healthy food access, active living assessment, and plan development that supports active living and/or healthy food access. The funds are restricted to certain allowable uses (mapping/spatial analysis, consultant time, promotional materials, etc.), must be spent by October 31, 2017, and must be matched by 10% of the total funding requested.

FISCAL IMPACT:

The City has budgeted $100,000 for the comprehensive plan update. The proposal by SHC is for a not to exceed amount of $80,000. The City received a planning grant in the amount of $15,000.

OPTIONS:

The Council has the following options:

1) To hire SHC as recommended and to authorize staff to negotiate a contract.
2) To suggest another firm or course of action and authorize staff to negotiate a contract.
3) To reject all proposals.

RECOMMENDATION:

Staff and the interview team recommend the Council hire SHC to assist in the preparation of the 2040 Comprehensive Plan Update and to authorize Staff to negotiate a contract with the following motion:

"Move to approve the hiring of SHC to assist the City in the preparation of the 2040 Comprehensive Plan Update and to authorize Staff to negotiate a contract"

ATTACHMENTS:

- None (proposals were sent to Council previously)

THE CITY OF LAKE ELMO

STAFF REPORT

DATE: January 17, 2017
REGULAR
ITEM #: 13
MOTION

TO: Mayor and City Council
FROM: Kristina Handt, City Administrator
AGENDA ITEM: Job Classification and Compensation Study Report

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BACKGROUND:
Last summer Council authorized the issuance of an RFP for a Job Classification and Compensation study. In September, Council selected David Drown Associates to complete the study.

ISSUE BEFORE COUNCIL:
Receive the report. What are the directions to staff on next steps to proceed?

PROPOSAL DETAILS/ANALYSIS:
Tessia Melvin from David Drown Associates will be at the meeting to make a presentation to the City Council. The final report is included in your packet. It describes the process we've been going through the last few months and offers a number of suggestions regarding position titles and compensation. Staff is still reviewing their updated job descriptions and they will be brought back to Council at a future meeting for formal adoption.

FISCAL IMPACT:
The fiscal impact could vary from $31,678 to $96,683 depending on the option chosen by Council. Staff is recommending option 2 which has a fiscal impact of $53,102.

OPTIONS:
Three options are detailed in the report:

1) 100% of the Market
2) Move Employees to the next step
3) Move Employees to Market Average

RECOMMENDATION:
Staff is not requesting a specific motion at this meeting, but is looking to see if Council has any additional questions. If there are no questions and Council would like to move forward with one of the options staff would suggest the following:

"Motion to move employees to the next step in the compensation plan outlined in Appendix II."

THE CITY OF
LAKE ELMO

LAKE ELMO CLASSIFICATION AND COMPENSATION STUDY

FINAL REPORT

JANUARY 17, 2017

David Drown Associates Human Resources, Inc.

Tel 612-920-3320
Cell 952-484-1193

3620 Northome Avenue
Wayzata, MN 55391

www.daviddrown.com
tessia@daviddrown.com

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MISSION STATEMENT

QUALITY ADVICE—WITH A SIMPLE FOCUS ON YOU.

January 17, 2017

Kristina Handt

City Administrator

Lake Elmo, MN

RE: **Classification and Compensation Final Report**

Dear Kristina,

David Drown Associates is pleased to provide the City of Lake Elmo with the completed Classification and Compensation Study. This Study provides an overview of the City's current compensation and classification system and our final report, including the methodology used to develop a new evaluation system, market comparability, compensation plan, and options for implementing a new compensation program.

The Study represents a thorough and comprehensive review of the City's classification and compensation system. The recommendations offered in this Study will increase the market competitiveness of the City's compensation program for its employees within the region marketplace and provide increased internal equity among positions. Implementation of these recommendations will help in recruiting new employees and retaining current employees needed to meet the needs of the City's service demands.

I would like to thank the City of Lake Elmo staff who completed the Position Analysis Questionnaires and the staff for providing information and feedback throughout the process. David Drown Associates appreciates the privilege of serving the City of Lake Elmo and hope that you will contact us in the future for any further needs.

Respectfully submitted,

Tessia Melvin
Management Consultant

INTRODUCTION

The City of Lake Elmo, Minnesota, retained David Drown Associates to conduct a Classification and Compensation Study of the City's positions in the winter of 2016. The Study represents a comprehensive review of the components that affect an organization's compensation program – job descriptions, current compensation structure, the City's pay philosophy, regional market competitiveness of City salaries, the internal equity of salaries paid to comparatively valued City positions and ongoing maintenance and administration of the compensation system.

In today's marketplace, employees are the greatest asset. A well-designed compensation system aligns with an organization's goals and is in tune with current standards. An effective compensation system will help organizations attract and retain talented employees. A classification and compensation system provides the framework for determining how employees will be paid. The external market comparison is important because it ensures that the compensation plan is adequate to attract new employees and retain existing employees.

If compensation levels fall below those in the regional marketplace:

- the organization will experience a difficulty in hiring people
- increased employee turnover as employees seeks jobs with other organizations that will pay the market rates for their skills and abilities.

Turnover is to be expected, but excessive turnover has a serious impact on an organization's overall effectiveness. Advertising is a measurable component of turnover. Organizations will experience some turnover, but when it because excessive the organization faces serious challenges. Other non-measurable components of turnover include, current employees covering the void left by departing employees, training new employees and slower progress on meeting organizational goals.

The City of Lake Elmo has experienced much turnover and has some difficulty in recruiting qualified employees. It is the intent of this study to help retain employees and recruit highly trained and desirable employees. It is also the intent of this study to address compliance with pay equity, which has been an issue in the recent past.

METHODOLOGY

Our approach to compensation and classification studies is to focus on finding the best solution for our clients. This is accomplished by listening to clients to understand goals and objectives and building a compensation and classification process from those conversations. The following Study documents the comprehensive review and evaluation of the City's existing Classification and Compensation System. A comprehensive survey was developed and wage and benefit information was collected from comparable regional employers. The result of the job evaluation and the salary market data were used to create a salary structure with pay ranges. Our methodology included:

1. Our consultant met with the City Administrator and City Clerk to establish a working relationship and gain an understanding of the needs and expectations of the City. This also provided an opportunity to discuss the City's goals in reviewing the pay philosophy, review current policies and practices relating to the City's existing pay practices, and obtain data on the programs and materials currently used.

2. The City Administrator communicated the purpose of this study and asked employees to complete the Position Analysis Questionnaire (PAQ) with reminders given at staff meetings. All managers and supervisors were provided with information on the purpose of the study along with the process.

3. Information was gathered from the City on current compensation structure, current bargaining unit contracts and existing job descriptions covering the positions included in the study.

4. A comprehensive market analysis was conducted with selected cities within the region.

5. Information was gathered on minimum, maximum and actual wage information for all positions included in this study.

6. All employees received updated job descriptions and were encouraged to participate in the process by submitting any changes to their job descriptions and completing a PAQ. We received completed PAQs for all positions, except the Office Administrative Assistant position, which was vacant during this process. Within the last two weeks a person was hired into this position. Managers and supervisors reviewed and completed the PAQs to ensure completeness and accuracy.

7. Employees were sent new job descriptions and asked to address any concerns or disagreements with the City Administrator. The deadline for all appeals is Thursday, January 19.

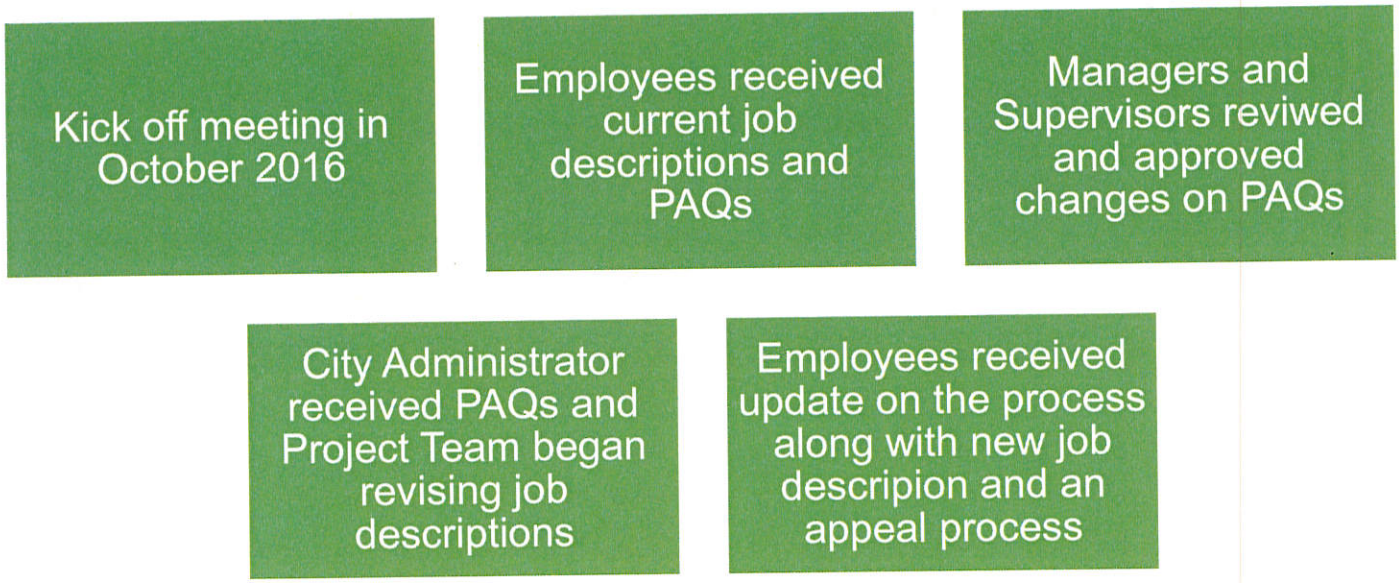
8. Using salary and benefit data supplied to the League of Minnesota Cities and additional information provided by cities, we were able to benchmark with comparable government organizations and provide trend lines with market average pay rates, market minimum pay rates and market maximum pay rates.

9. Guidelines for implementation and ongoing administration of the new compensation program were developed. These guidelines provide for annual adjustments to the salary schedule ensuring that the City's pay scale stays current with changing economic and market conditions. The guidelines also provide for annual salary adjustments based on employee performance that meets or exceeds job expectations.

10. We are presenting our findings to the City Council along with budget impacts. Based on the discussion and direction provided by the City Council, we will continue to work with staff on the implementation of the Classification and Compensation study results. We will work with staff to complete pay equity reports for 2017.

11. Ongoing administration that the City should address is creating a pay philosophy that should be included in the employee handbook. In addition, Council should agree and create a policy on what to do with employees when they reach the max of their pay range. Generally, these employees will continue to receive a cost of living increase, but will not receive other increases unless there is a change in the job.

COMMUNICATION WITH STAFF



FINDINGS AND RECOMMENDATIONS

Conducting a comprehensive study involves the analysis of substantial quantities of data collected from comparable employers and the City. We have evaluated the City's existing compensation program based on our analysis of the study data and the survey results. Using this information, we have developed recommendations for modification to the City of Lake Elmo compensation system.

1. Evaluation of the Current Compensation Program

We conducted discussions with City personnel to review current compensation data which indicated that job positions are outdated or non-existent, hiring wages are not consistent and some employees have asked for their positions to be evaluated. Other findings indicate a wage problem demonstrated by:

- Concerns about the turnover rate and recruitment issues
- Difficulty hiring new personnel
- Positions with comparable responsibilities requiring comparable education and experience are paid differently, which is a problem for pay equity compliance

Currently the City of Lake Elmo does not have a Pay Philosophy. A philosophy guides the design of a compensation system and answers key questions regarding pay strategy. It generally takes a comprehensive, long-term focus and explains the compensation program's goals and how the program supports the City's long-rage strategic goals. Without a pay philosophy, compensation decisions tend to be viewed from a short-term tactical standpoint apart from the organization's overall goals.

A pay philosophy should be developed that establishes a compensation program based on individual employee performance as a key feature of the pay philosophy. As part of this Study, it is recommended that the City consider these concepts in the adoption of a formal pay philosophy that will include:

- Providing fair and equitable rates of pay to employees
- Defining the City's market area and desired position compared to market; establishing a market position that is fiscally responsible with public resources.
- Maintaining a compensation system that establishes an equitable "market rate" for each position and states the minimum wage and maximum rates that the City will pay individuals within a position
- Maintaining a pay system that allows employees to progress through the pay range if their performance consistently meets expectations; ensuring that pay rates for existing employees are based on individual performance that meets or exceeds expectations and reflects changing economic conditions
- Developing pay administration policies and procedures that ensure their consistent application between departments
- Ensuring that the compensation program is understandable to employees, managers, the City Council and the public

2. Peer Market Review

The project team defined a peer market to include in this study. We looked at demographics, population, tax capacity,

market rate and general fund. David Drown Associates used the peer market to analyze job titles, pay and wage ranges.

3. Defining and Evaluating Classification

The project team determined that management would review the current job descriptions and make any recommendations. We reviewed current jobs to determine if work performed was essentially the same and if so the positions could be consolidated into one job classification, such as Administrative Assistant. Consolidating job titles, if practical, can be beneficial to the organization by helping to promote internal equity.

With the completion of the job descriptions, we utilized our Job Evaluation Tool (JET). The factors considered in determining the relative value of classifications are:

- Education and Experience
- Nature and impact of Decision Process
- Nature and impact of Problem Solving
- Nature and impact of Relationships
- Mental and Physical Effort
- Elements of Work Environment

Job evaluation results are found on Appendix I.

4. Develop Salary Schedule

The process of developing a salary schedule draws substantially from the market data. We used the League of Minnesota Cities to provide most of the data. We also contacted surrounding city officials to provide information about the structure of their pay plans, the minimum, maximum and actual salary rates of positions, years to maximum, number of steps and information on additional compensation if relevant.

Our market analysis includes:

Albertville	Ham Lake
Hugo	Little Canada
Mahtomedi	Minnetrista
Mound	Mounds View
Orono	Rogers
Vadnais Heights	Victoria
Waconia	

We were able to collect data from all communities, except the City of Minnetrista. They did not complete the League of MN Cities salary survey and we reached out to their City Administrator and HR staff three times to receive the necessary data.

The salary survey included 18 job positions. In addition to the current 18 position, we created a job description and did a market comparison for a Public Works Lead. Four positions were not used in analyzing salary data as there was either inadequate information or inconsistent information provided. The jobs that were not included were Library Director, Library Assistant, Office Assist/Planning and Fire Department Administrative Staff.

In order to gain a competitive market analysis for the two library jobs, we searched the League of MN Cities salary data for cities of similar size with libraries and used Chisholm, International Falls, Cloquet, Kasson, Morris, Redwood Falls, Stewartville, Virginia and Windom. These two positions are unique as they report to the Library Board and receive any increases from them; however, they are paid by the City of Lake Elmo and must be reported in pay equity reports. A

review of the Library Director found a market average of $28.69 and a market minimum of $21.12 and a market maximum of $27.84. A review of the Library Assistant found a market average of $16.03 with a market minimum of $16.01 and a market maximum of $21.23. It should be noted that non-metro data can be lower by a significant amount.

In order to gain a competitive market analysis for the Office Assistant/Planning, we looked at jobs of similar duties and found a more comparable job title of Permit Technician. In these communities this position generally reports to the Building Official, Community Development Director or Planning Director. A review of this position found a market average salary of $24.69 with a market minimum of $19.24 and a market maximum of $24.69. We would recommend a title change to Permit Technician, as that is more descriptive of the duties performed.

The PT Fire Administration position is unique. In most cases, this work is absorbed by the Administration Department, so we would recommend this job be treated like the Office Assistant with a few more qualifications. The need to respond to emergencies impacts some of the evaluation factors for this position.

A review of the salary ranges indicates that the salary ranges for most the City of Lake Elmo positions are above minimum salary ranges of comparable organizations. Only three job positions were below minimum: Finance Director, Planning Director and Fire Chief. The cost to move these positions to the minimum is $18,158.

In looking at the part-time positions, the Library Assistants are under the market. The cost to move them to the minimum market rate is $8,590.

In looking at the market average for all positions, 52% of the jobs were above market average. The total cost to move all employees to market average is $96,683. In looking at the market average, it is important to review the median salary, which is the rate paid in the middle. This allows the consideration for tenure and experience. To give an example, the lowest percentiles may reflect salaries of those who are entry-level and the highest percentiles may reflect those who have many years of experience. Many of the current employees have been with the City less than four years.

In the market, salary maximums are often viewed as the market rate for a fully experienced employee with several years of service. Service time needed to reach maximum varies, but usually by 10 years almost all are at the maximum. A small number of merit pay systems require a longer service time.

A summary of the market survey results can be found in Appendix I.

Of the 24 employees in comparison to the market data:

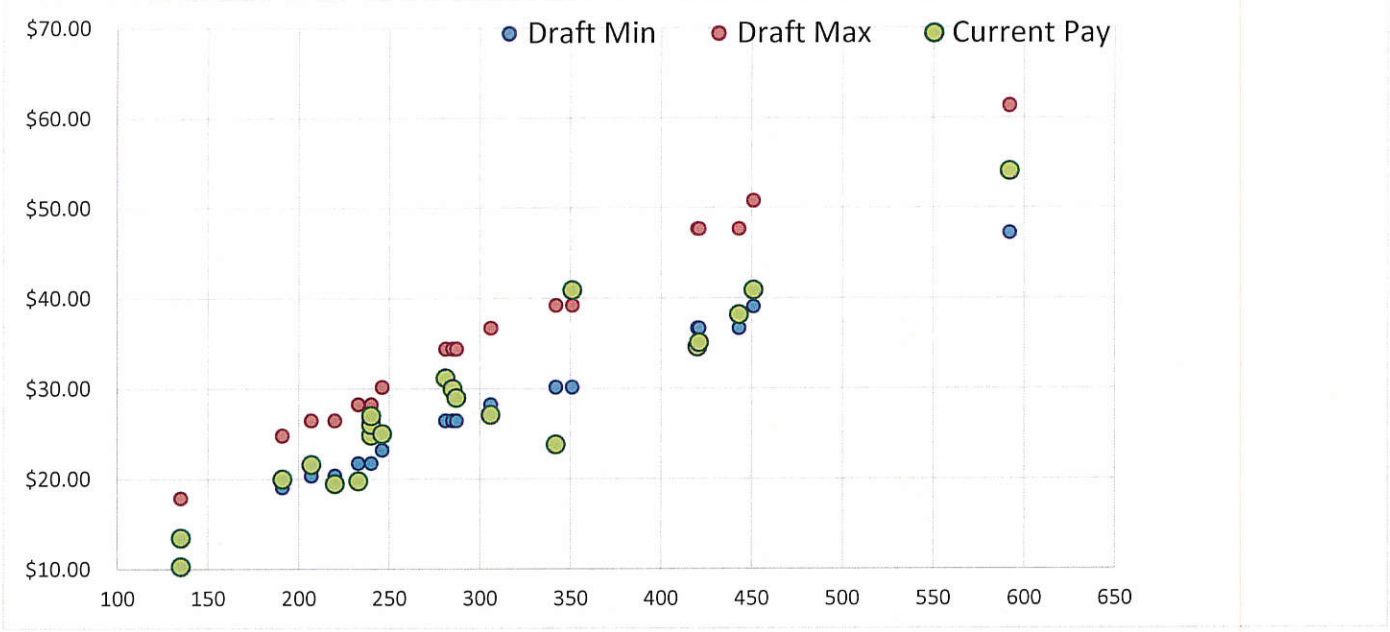
- 5 employees are below the minimum market range for their position
- 5 employees are over their max market range for their position

5. Create Compensation Plan

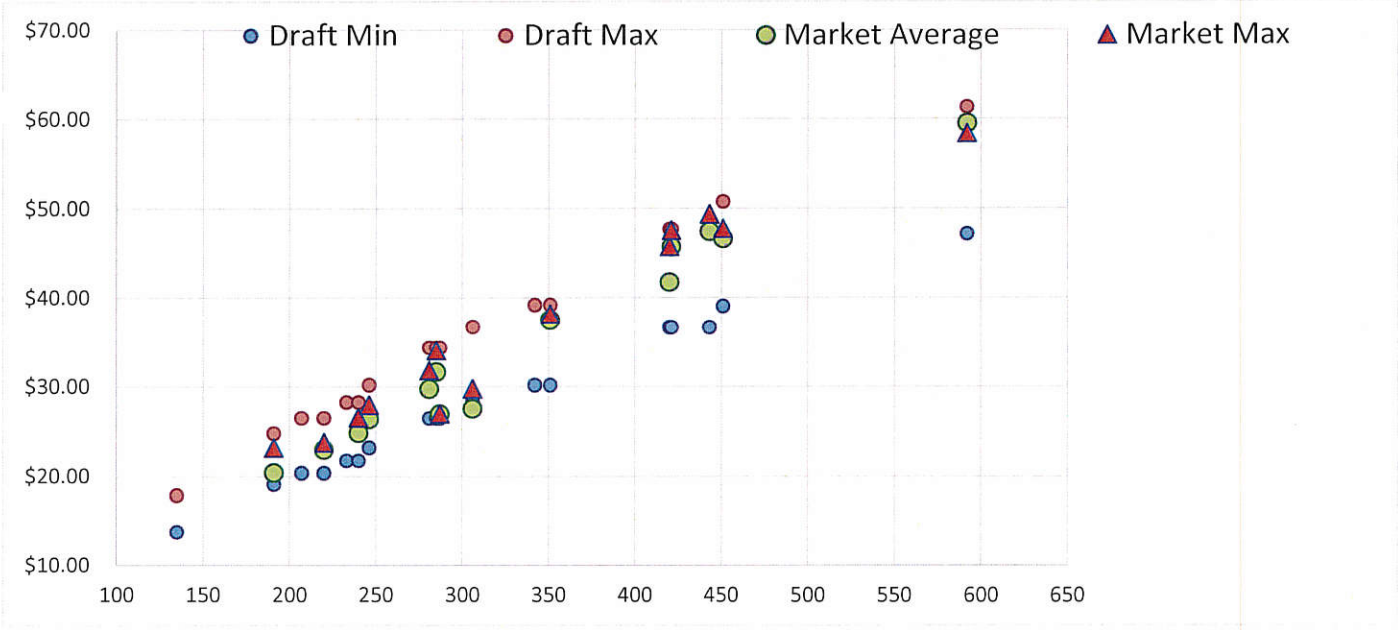
A review of the compensation programs of the survey participants show a wide variety in step system, open range and other. David Drown Associates created both for the Project Team to review. A step system includes annual steps for each position grade. The consultant assigned each positon to the appropriate salary grade in the salary schedule. The grade assignments can be found in Appendix III.

Based on our proposed salary ranges, the City would currently have 8 employees that are not at their minimum step rate. Our steps were created by using market data and the Job Evaluation Tool (JET).

Draft Range Vs Actual Pay



Draft Range Vs Market Pay



IMPLEMENTATION AND RECOMMENDED SALARY PLAN

A. Implementation

Employees can be placed onto the recommended wage schedule in several ways. To estimate implementation costs, we used current employee salaries supplied by the City for all departments. With the various options that are provided, they all include bringing the three positions (Fire Chief, Finance Director, and Planning Director) to the minimum of their salary range.

Option 1-100% of the Market

In Option 1 individuals whose current wage is below the minimum of the proposed range would be placed on the minimum range of the proposed range for their position. Of the City's 21 full-time employees, 8 employees are currently compensated below the minimum wage of the proposed wage scale for their position. The annual cost to bring these employees to the minimum of their proposed scale is an estimated $31,678. The actual cost to bring all employees to the market minimum would be $18,158, but this does not take into account the evaluation of the jobs and internal pay equity.

Total Estimated Cost: $31,678

Option 2-95% of Market

Option 2 creates a wage schedule that is based on a 95% relationships to the market rather than the market average. In this scenario, those employees below the minimum of their proposed range would be placed on the first step of the proposed range for their position. Of the City's 24 employees 8 would be moved to their first step at an estimated cost of $31,678. Employees whose current wage falls within the proposed range would be placed within the proposed schedule on the step closest to their current range. No employee would receive a decrease in pay. This ensures all employees would at a minimum receive a 2.2% increase. The average percent increase for all employees would be 4.4%. The total cost to move all employees to the next step or steps would cost an estimated $21,424. The total cost of this option would be about $53,102. This move would be the best option as it provides an above average annual increase and puts all employees into their next step.

Total Estimated Cost: $53,102

Option 3- Move Employees to Market Average

Option 3 would allow all employees to be at or above market average. The cost of this would be $96,683, and would not include an increase for all employees, so an additional COLA would have to be included.

Total Estimated Cost: more than $96,683

B. Current Title Changes and New Positions

It is recommended to change the title of Office Admin Assistant to Deputy City Clerk. This provides a better job description of the job, allows another minute taker and is similar to many communities.

In addition, it is recommended to add the PW Lead, as this allows growth within Public Works, promotes supervision of employees and provides more assistance to the Public Works Director.

Finally, it is recommended to change the job title of Office Admin Assistant/Planning to Permit Technician, as this truly aligns with the function of the job.

B. Ongoing Administration

After initial implementation is achieved, the City will need to develop administrative procedures that provide for annual salary adjustments based on market and economic conditions and adjustments that recognize individual performance.

Employees will move through the wage schedule based on years of service and performance factors. An employee hired at the minimum wage rate who maintains satisfactory performance will move from the minimum to the maximum in 9 years.

In 2018 and subsequent years, it will be necessary for the City to adjust the salary schedule based on the cost of living and other factors such as recruitment and retention issues. The City can establish a guideline for determining annual base adjustments. The City could contact comparable jurisdictions to find out what percentage adjustment they are making to their pay scales as a second level of verification of the pay range adjustment. This would ensure that the City maintains marketability among comparable regional cities.

Other additional administration includes the creation of a pay philosophy and review of the Employee Handbook to reflect these changes.

While salary is part of the total compensation, it is recommended that the City take time to review their fringe benefits. Some items to consider include:

- Holiday leave and floating holidays
- Vacation and sick leave
- Medical insurance
- Life insurance
- Short-term and long-term disability insurance
- Deferred compensation
- Post-Retirement Health Care Savings Plan

C. Employee Adjustments

Employees will move through the wage schedule based on years of service and performance factors. An employee hired at the minimum rate who maintains satisfactory performance will move to the maximum within 9 years.

Appendix I: Market Study Results

Title	Current Pay	Market Average	Market Min	Market Max
Library Assistant	$ 13.50	$16.03	$16.01	$ 21.23
Library Assistant	$ 10.30	$16.03	$16.01	$ 21.23
Office Admin Asst.	$20.00	$22.97	$19.40	$ 23.78
PW Operator III	$ 20.00	$ 20.40	$ 18.54	$ 23.19
PW Operator III	$ 20.00	$ 20.40	$ 18.54	$ 23.19
PW Operator III	$ 20.00	$ 20.40	$ 18.54	$ 23.19
Office Admin Asst/Planning	$ 21.63	$ 24.69	$ 19.24	24.69
PW Operator II	$ 24.83	$ 24.83	$ 22.17	$ 26.55
PW Operator I	$ 26.00	$ 26.95	$ 22.82	$ 26.97
PW Operator I	$ 27.00	$ 26.95	$ 22.82	$ 26.97
Accountant	$ 25.00	$ 26.38	$ 22.94	$ 27.94
Building Inspector	$ 31.20	$ 29.76	$ 24.99	$ 31.81
Building Inspector	$ 32.00	$29.76	24.99	$ 31.81
City Clerk	$ 30.00	$ 31.65	$ 27.73	$ 34.06
PW Operator I	$ 29.00	$ 26.95	$ 22.82	$ 26.97
City Planner	$ 27.10	$ 27.53	$ 23.83	$ 29.74
Library Director	$ 23.80	$ 28.69	$ 21.12	$ 27.84
Building Official	$ 40.87	$ 37.50	$ 30.58	$ 38.16
Planning Director	$ 34.62	$ 41.76	$ 37.09	$ 45.76
Fire Chief	$ 35.08	$ 45.74	$ 39.32	$ 47.56
Finance Director	$ 38.18	$ 47.47	$ 40.20	$ 49.35
City Administrator	$ 54.09	$ 59.51	$ 48.36	$ 58.40
Public Works Lead***		$ 32.34	$27.07	$ 32.37

Appendix II: Compensation Plan

Grade	Point Min	Point Max	Min	B	C	D	E	F	G	H	I	Max
1	130	139	$13.77	$14.23	$14.69	$15.15	$15.61	$16.06	$16.52	$16.98	$17.44	$17.90
2	140	151	$14.70	$15.19	$15.68	$16.17	$16.66	$17.15	$17.64	$18.13	$18.62	$19.11
3	152	163	$15.69	$16.21	$16.74	$17.26	$17.78	$18.31	$18.83	$19.35	$19.88	$20.40
4	164	176	$16.75	$17.31	$17.87	$18.42	$18.98	$19.54	$20.10	$20.66	$21.22	$21.77
5	177	190	$17.88	$18.48	$19.07	$19.67	$20.26	$20.86	$21.46	$22.05	$22.65	$23.24
6	191	205	$19.09	$19.72	$20.36	$21.00	$21.63	$22.27	$22.91	$23.54	$24.18	$24.81
7	206	222	$20.38	$21.06	$21.73	$22.41	$23.09	$23.77	$24.45	$25.13	$25.81	$26.49
8	223	240	$21.75	$22.48	$23.20	$23.93	$24.65	$25.38	$26.10	$26.83	$27.55	$28.28
9	241	259	$23.22	$23.99	$24.77	$25.54	$26.32	$27.09	$27.86	$28.64	$29.41	$30.19
10	260	280	$24.79	$25.61	$26.44	$27.27	$28.09	$28.92	$29.74	$30.57	$31.40	$32.22
11	281	302	$26.46	$27.34	$28.22	$29.11	$29.99	$30.87	$31.75	$32.63	$33.52	$34.40
12	303	326	$28.25	$29.19	$30.13	$31.07	$32.01	$32.95	$33.90	$34.84	$35.78	$36.72
13	327	353	$30.15	$31.16	$32.16	$33.17	$34.17	$35.18	$36.18	$37.19	$38.19	$39.20
14	354	381	$32.19	$33.26	$34.33	$35.41	$36.48	$37.55	$38.63	$39.70	$40.77	$41.84
15	382	411	$34.36	$35.51	$36.65	$37.80	$38.94	$40.09	$41.23	$42.38	$43.52	$44.67
16	412	444	$36.68	$37.90	$39.13	$40.35	$41.57	$42.79	$44.02	$45.24	$46.46	$47.68
17	445	480	$39.06	$40.37	$41.67	$42.97	$44.27	$45.57	$46.88	$48.18	$49.48	$50.78
18	481	518	$41.60	$42.99	$44.38	$45.76	$47.15	$48.54	$49.92	$51.31	$52.70	$54.08
19	519	560	$44.31	$45.78	$47.26	$48.74	$50.22	$51.69	$53.17	$54.65	$56.12	$57.60
20	561	605	$47.19	$48.76	$50.33	$51.91	$53.48	$55.05	$56.62	$58.20	$59.77	$61.34

This is a Compensation Plan that includes steps. This provides a Range percent spread of 30%, and a Grade spread of 6.75% for Grades 1-16 and 6.5% for Grades 17-20.

Appendix III: Position Grade Assignment

TITLE	Current Pay	New Grade
Accountant	$25	9
City Planner	$27.10	11
Finance Director	$38.18	16
Building Official	$40.87	13
PW Operator II	$24.83	8
PW Operator III	$20	7
Library Director	$23.80	12
PW Operator I	$29	11
PW Operator III	$20	7
PW Operator II	$26	8
City Administrator	$54.09	20
City Clerk	$30	11
Building Inspector	$31.20	11
Building Inspector	$32.00	11
Fire Chief	$35.08	16
PW Operator III	$20	7
PW Operator II	$27	8
Office Admin Assistant	$20	7
Library Assistant	$13.50	1
Library Assistant	$10.30	1
Public Works Director	$40.87	17
Planning Director	$34.62	16
Fire Dept. Admin. Asst.	$19.79	8
Office Admin Asst/Planning	$21.63	7
***PW Lead		13

***The Public Works Lead is a newly created position that will need Council approval and can be used in the future.

THE CITY OF
LAKE ELMO

STAFF REPORT

DATE: 1/17/17
REGULAR
ITEM #: 14
MOTION

TO: Mayor and City Council
FROM: Julie Johnson, City Clerk
AGENDA ITEM: Pay Equity Report
REVIEWED BY: Kristina Handt, City Administrator

BACKGROUND: The City is required to submit a Pay Equity Report to the State of Minnesota every three years. The current report is due by January 31, 2017 and requires review and approval of the governing body prior to submission.

ISSUE BEFORE COUNCIL: Should the Council approve the Pay Equity Report?

PROPOSAL DETAILS/ANALYSIS: The Council is asked to approve the attached Pay Equity Report for submission to the State of Minnesota. The current report was prepared using data and analysis from the firm hired to perform the job classification and compensation study, David Drown and Associates. The purpose of the reporting is for the City to analyze its pay structure for evidence of inequities and to report the information to the Department of Management and Budget. The current report has been entered into the state's online pay equity reporting site and the City is in compliance.

FISCAL IMPACT: None

OPTIONS: Approve the Pay Equity Report, or recommend changes and then approve the Pay Equity Report.

RECOMMENDATION:
Motion to approve the Pay Equity Report

ATTACHMENTS:

- Pay Equity Report

Minnesota Pay Equity Management System - Lake Elmo(17-No Submission)

Home Utilities Go To Log Out

<--Jobs Page

Reports-->

Compliance Report

Jurisdiction: Lake Elmo
Report Year: 2017
Case: 1 - Private (Jur Only)

Contact:

Name	Title	Phone	Email
Cathy Bendel	Finance Director	651-747-3909	cbendel@lakeelmo.org
Julie Johnson	City Clerk	651-747-3914	jjohnson@lakeelmo.org

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity Report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the guidebook.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	14	4	0	18
# Employees	14	4	0	18
Avg.Max Monthly Pay Per Employee	5,253.86	4,021.00		4,979.89

II. STATISTICAL ANALYSIS TEST

A. **UNDERPAYMENT RATIO = 38.10 ***	Male Classes	Female Classes
a. # at or above Predicted Pay	10	1
b. # Below Predicted Pay	4	3
c. TOTAL	14	4
d. % Below Predicted Pay (b divided by c = d)	28.57	75.00

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. **T-test Results**

Degrees of Freedom (DF) = 16	Value of T = 1.601

a. Avg.diff.in pay from predicted pay for male jobs = ($36)
b. Avg.diff.in pay from predicted pay for female jobs = ($424)

III. SALARY RANGE TEST = 0.00% (Result is A divided by B)

A. Avg.# of years to max salary for male jobs = 0.00

B. Avg.# of years to max salary for female jobs = 0.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00% (Result is B divided by A)

A. % of male classes receiving ESP 0.00 *

B. % of female classes receiving ESP 0.00

*(If 20% or less, test result will be 0.00)

Go To Implementation Form | View Another Case

We have worked to ensure this product is accessible and compliant with the standard WCAG 2.0 level AA. We have tested accessibility using the JAWS software from Freedom Scientific. We found it to work correctly for us. If you find errors in accessibility, please let us know at pay.equity@state.mn.us so that we can follow up. Thank you.

THE CITY OF LAKE ELMO

STAFF REPORT

DATE: 1/17/17
REGULAR
ITEM #: 15
MOTION

TO: Mayor and City Council
FROM: Julie Johnson, City Clerk
AGENDA ITEM: City Administrator Compensation
REVIEWED BY:

BACKGROUND: The City Council discussed the City Administrator's compensation at the January 3, 2017 City Council meeting and directed staff provide additional information for discussion at the next City Council meeting.

ISSUE BEFORE COUNCIL: Should the City Council adjust the City Administrator's compensation?

PROPOSAL DETAILS/ANALYSIS: Councilmember Bloyer added this item to the January 3rd meeting agenda for Council discussion on the City Administrator's rate of compensation, noting that a number of cities currently have openings for a City Administrator. Staff provided information on City Administrator compensation from the League of Minnesota Cities' salary survey website (attached) to Councilmember Bloyer prior to the January 3rd meeting. It should be noted that participation in the LMC salary survey is voluntary and, therefore, data is only available for cities choosing to provide it. After the January 3rd meeting staff conducted additional research to gather additional information from neighboring communities or communities similar to Lake Elmo (see below).

Oakdale: $137,738
Hudson: $112,477
Hugo: $135,668
Bayport: position is currently interviewing with an advertised range up to $122,000
North St. Paul: $111,300
St. Paul Park: $106,225
Inver Grove Heights: $136,792
Cottage Grove: $138,000
Albertville: $111,758
Mahtomedi: $124,300
Little Canada: $121,576
Mound: $115,024
Mounds View: $130,062
Orono: $160,971
Rogers: $113,984
Vadnais Heights: $123,427
Victoria: $110,011
Waconia: $126,152

FISCAL IMPACT: To be determined.

OPTIONS:

Stillwater	18,800	Metro	1	City Administrator	$10,833.33	$11,250.00	$11,250.00	$11,250.00	$11,250.00		-	F	E	E	N
Wabasha County	22,205	Southeast	1	Administrator	$6,744.40	$9,065.33	$7,371.87	$7,371.87	$7,371.87	40	-	F	X	E	X
West St. Paul	18,947	Metro	1	City Manager	$9,797.71	$12,247.15	$12,233.87	$12,233.87	$12,233.87		-	F	N	E	N
White Bear Lake	24,734	Metro	1	City Manager	$7,280.00	$11,717.33	$7,292.13	$7,292.13	$7,292.13	40	-	F	N	X	N
Willmar	19,072	Central	1	City Administrator	$6,786.00	$8,822.67	$12,168.00	$12,168.00	$12,168.00	40	-	F	E	X	N
Average									$10,310.89						

Aged Results: City/ County Admin./Manager/Coordinator

Municipality	Date	# of Months	Effective Aging Rate	Actual Average	Aged Average
Aitkin County	04/29/16	9		$8,472.33	$8,662.96
Albert Lea	04/27/16	9		$10,082.80	$10,309.66
Anoka	04/13/16	9		$10,500.53	$10,736.80
Austin	05/06/16	8		$10,880.17	$11,097.77
Champlin	04/29/16	9		$12,166.27	$12,440.01
Chanhassen	05/26/16	8		$12,719.20	$12,973.58
Columbia Heights	04/26/16	9		$12,134.17	$12,407.19
Crystal	05/05/16	8		$11,076.92	$11,298.46
Dodge County	04/14/16	9		$8,928.40	$9,129.29
Elk River	04/15/16	9		$11,223.50	$11,476.03
Faribault	04/20/16	9		$11,208.71	$11,460.90
Farmington	04/25/16	9		$10,031.67	$10,257.38
Fillmore County	05/11/16	8		$7,476.92	$7,626.46
Forest Lake	05/12/15	20		$11,374.45	$11,943.17
Golden Valley	04/28/16	9		$12,166.67	$12,440.42
Hastings	06/10/16	7		$11,641.07	$11,844.79
Hopkins	04/27/16	9		$11,882.00	$12,149.35
Hubbard County	01/01/16	12		$7,461.33	$7,685.17
Lincoln Pipestone Rural Water	09/12/16	4		$7,083.33	$7,154.17
Lino Lakes	01/01/16	12		$11,486.80	$11,831.40
Lyon County	05/27/16	8		$9,216.67	$9,401.00
Martin County	05/27/16	8		$8,352.93	$8,519.99
Meeker County	04/23/16	9		$8,583.47	$8,776.60
New Brighton	05/05/16	8		$11,715.60	$11,949.91
New Hope	04/29/16	9		$11,894.50	$12,162.13
Nobles County	01/01/16	12		$9,259.47	$9,537.25
Northfield	04/20/16	9		$10,551.92	$10,789.34
Prior Lake	04/28/16	9		$12,539.17	$12,821.30
Ramsey	05/28/15	20		$11,256.27	$11,819.08
Red Wing	04/28/16	9		$11,166.13	$11,417.37
Redwood County	04/20/16	9		$8,425.73	$8,615.31
Roseau County	04/29/16	9		$7,156.93	$7,317.96
Rosemount	04/28/16	9		$11,259.83	$11,513.18
Sibley County	05/27/16	8		$8,840.00	$9,016.80
South St. Paul	05/11/15	20		$11,409.17	$11,979.63
St. Michael	04/14/16	9		$10,805.60	$11,048.73
Stillwater	04/25/16	9		$11,250.00	$11,503.13
Wabasha County	06/09/16	7		$7,371.87	$7,500.88
West St. Paul	04/12/16	9		$12,233.87	$12,509.13
White Bear Lake	04/13/16	9		$7,292.13	$7,456.21
Willmar	05/06/16	8		$12,168.00	$12,411.36

Metro Cities only, population 6,000 - 10,000

Print Close

Salaries: City/ County Admin./Manager/Coordinator

Top administrator in municipality, county or related government unit.

Organization	Pop	Region	# of Emp	Job Title	Range Min	Range Max	Actual Low	Actual High	Actual Avg	HPW	Diff. +/-	F/P	FLSA	Match	Uni
Lake Elmo	8,326	Metro	1	City Administrator	-	-	$107,500.00	$107,500.00	$107,500.00		-	F	N	E	N
Oak Grove	8,439	Metro	1	City Administrator	$85,600.00	$102,720.00	$87,312.00	$87,312.00	$87,312.00	40	-	F	X	E	X
Orono	7,980	Metro	1	City Administrator	$97,548.77	$120,731.30	$120,731.30	$120,731.30	$120,731.30	30	-	P	X	X	X
Spring Lake Park	6,768	Metro	1	Administrator/Clerk/Treasurer	$83,948.80	$107,619.20	$103,313.60	$103,313.60	$103,313.60	40	-	F	E	E	N
St. Anthony Village	8,437	Metro	1	City Manager	$98,800.00	$140,000.00	$140,000.00	$140,000.00	$140,000.00		-	F	N	E	N
St. Francis	7,455	Metro	1	City Administrator	$94,099.20	$117,915.20	$104,436.80	$104,436.80	$104,436.80	40	-	F	N	X	N
Victoria	9,224	Metro	1	City Manager	$88,857.60	$111,987.20	$110,011.20	$110,011.20	$110,011.20	40	-	F	N	E	N
Average									$110,472.12						

Aged Results: City/ County Admin./Manager/Coordinator

Municipality	Date	# of Months	Effective Aging Rate	Actual Average	Aged Average
Lake Elmo	07/05/16	6		$107,500.00	$109,112.50
Oak Grove	10/03/16	3		$87,312.00	$87,966.84
Orono	09/27/16	4		$120,731.30	$121,938.60
Spring Lake Park	04/29/16	9		$103,313.60	$105,638.20
St. Anthony Village	04/25/16	9		$140,000.00	$143,150.00
St. Francis	05/04/16	8		$104,436.80	$106,525.50
Victoria	04/11/16	9		$110,011.20	$112,486.50

Search Results for City/County Administrator/Manger/Coordinator. No comparison salary provided.

Municipality	Population	Region	Organization's Job Title	Incumbent #	Time in Position	Range Minimum	Range Maximum	Actual Low	Actual High	Actual Average	Actual Salaries
Baxter	7921	Central	City Administrator	1	-	87,890.40	135,415.80	135,415.80	135,415.80	135,415.80	-
Big Lake	9521	Central	City Administrator	1	-	80,267.20	103,854.40	98,072.00	98,072.00	98,072.00	-
Cambridge	7644	Central	City Administrator	1	-	84,115.20	107,057.60	107,057.60	107,057.60	107,057.60	-
Crookston	8093	Northwest	City Administrator	1	-			85,000.00	85,000.00	85,000.00	-
Detroit Lakes	8631	Northwest	City Administrator	1	-	83,262.40	105,393.60	105,393.60	105,393.60	105,393.60	-
Hermantown	9526	Northeast	City Administrator	1	-			109,137.60	109,137.60	109,137.60	-
International Falls	6139	Northeast	City Administrator	1	-			84,660.00	84,660.00	84,660.00	-
Lake Elmo	8326	Metro	City Administrator	1	36			113,000.00	113,000.00	113,000.00	-
Litchfield	6813	Central	City Administrator	1	-	91,644.80	101,836.80	101,836.80	101,836.80	101,836.80	-
New Prague	7081	Metro	City Administratrator	1	-	84,032.00	105,040.00	105,040.00	105,040.00	105,040.00	-
Oak Grove	8579	Metro	City Administrator	1	-			93,773.00	93,773.00	93,773.00	-
Orono	7980	Metro	City Administrator	1	-	85,616.32	114,155.10	114,155.10	114,155.10	114,155.09	-
Spring Lake Park	6768	Metro	Administrator/Clerk/Treasurer	1	5	80,288.00	102,939.20	90,584.00	90,584.00	90,584.00	-
St. Francis	7455	Metro	City Administrator	1	1	92,019.20	115,044.80	101,899.20	101,899.20	101,899.20	-
St. Joseph	6174	Central	Administrator	1	-	76,450.78	105,599.70	105,599.70	105,599.70	105,599.74	-
Thief River Falls	8522	Northwest	City Administrator	1	-	0	0	105,987.00	105,987.00	105,987.00	-
Virginia	8609	Northeast	City Administrator	1	-	82,076.80	93,288.00	93,288.00	93,288.00	93,288.00	-
Waite Park	6747	Central	City Administrator	1	-	83,075.20	107,494.40	99,860.80	99,860.80	99,860.80	-
Un-aged Average						**$77,749.10**	**$99,778.42**	**$102,764.46**	**$102,764.46**	**$102,764.46**	**-**
Aged Average										**$104,119.05**	

Hrs/Week	Difference	Degree Of Match	Union	Overtime Eligible	Licenses	Reports To	Data Entry Date	Data Effective Date
40	-N/A-	Equal	No	No		City Council	9/15/2014	9/1/2014
40	-N/A-		No	No		Council	4/23/2015	1/1/2015
40	-N/A-	Equal	No	No		City Council	4/29/2014	1/1/2014
40	-N/A-	Equal	No	No		Mayor and Council	4/7/2014	1/1/2014
40	-N/A-	Equal	No	No		Mayor and City Council	6/18/2013	1/1/2013
40	-N/A-	Equal	No	No			4/16/2015	1/1/2015
40	-N/A-	Equal	No	No		City Council	4/24/2015	1/1/2015
40	-N/A-	Equal	No	No		City Council	5/18/2015	1/1/2015
40	-N/A-	Equal	No	No		City Council	5/1/2015	1/1/2015
40	-N/A-	Equal	No	No		City Council	6/17/2013	1/1/2013
40	-N/A-	Equal	N/A	N/A		Mayor and Council	5/14/2015	1/1/2015
40	-N/A-		N/A	N/A		Council	4/23/2015	1/1/2015
40	-N/A-	Equal	No	No		Council	5/14/2014	1/1/2014
40	-N/A-		No	No		City Council	5/14/2015	1/1/2015
40	-N/A-	Greater	No	No		Council	4/17/2014	1/1/2013
40	-N/A-	Equal	No	No		City Council	4/17/2015	1/1/2015
40	-N/A-		No	No		City Council	4/29/2014	1/1/2014
40	-N/A-		No		None	Mayor & Council Members	6/25/2013	1/1/2013
	-N/A-							

THE CITY OF LAKE ELMO

Lake Elmo City Council Meeting

If you wish to address the City Council, please fill out the form and give it to the City Clerk or City Administrator.

The Mayor / Chair will call upon you when it is time for you to speak during the time designated for public comments on each agenda item.

If your topic is not a numbered item on the agenda, it will be heard during the Public Comments and Inquiries portion of the meeting.

*** Decorum Policies ***

(1) Conduct oneself with respect and civility towards others and otherwise abide by Council, Commissions, and Committee policy. Please refrain from conversations with others during the meeting, and shouting from the audience will not be allowed. Being quiet during the meeting is appreciated so that the business of the governing body can be conducted with full attention to the matter at hand;

(2) The governing body will provide (2) opportunities for public comment during the meeting. First, an opportunity will be given at the onset of the meeting for general comment; Second, opportunity will be given to speak on an agenda item at the time the governing body addresses the item;

(3) Citizens wishing to speak must sign in and provide their request to the Council, Commission, or Committee Clerk for distribution to the Mayor / Chair. Upon being recognized, you should proceed to the lectern and state your name, address and topic to be discussed. You will be given (6) minutes to speak. **The Mayor/Chair may interrupt or terminate a citizen's statement when it is too lengthy, personal, insulting, abusive, obscene, or slanderous. Any person acting in an unruly manner may be asked to leave the meeting.**

(4) No person shall display signs or placards, applaud participants in debate or engage in conversation or other behavior which may disrupt the proceedings of the Council.

(5) When a group of persons wishes to address the Council on the same subject matter, they may choose a spokesperson to address the governing body. No action will be taken in response to a petition delivered at a Council meeting. Petitions will be placed on file and referred to the appropriate staff for consideration and recommendation of appropriate action.

Name (please print): Tedi Carlson

Address: 8735 27th St N

Item#/Topic: Public Works, Environmental Committee

Public Comment

Actual High	Actual Average	Actual Salaries
135,415.80	135,415.80	-
98,072.00	98,072.00	-
107,057.60	107,057.60	-
85,000.00	85,000.00	-
105,393.60	105,393.60	-
109,137.60	109,137.60	-
84,660.00	84,660.00	-
113,000.00	113,000.00	-
101,836.80	101,836.80	-
105,040.00	105,040.00	-
93,773.00	93,773.00	-
114,155.10	114,155.09	-
90,584.00	90,584.00	-
101,899.20	101,899.20	-
105,599.70	105,599.74	-
105,987.00	105,987.00	-
93,288.00	93,288.00	-
99,860.80	99,860.80	-
102,764.46	**$102,764.46**	-
	$104,119.05	

Search Results for City/County Administrator/Manger/Coordinator. No comparison salary provided.

Municipality	Population	Region	Organization's Job Title	Incumbent #	Time in Position	Range Minimum	Range Maximum	Actual Low	Actual High	Actual Average	Actual Salaries
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Cambridge	7644	Central	City Administrator	1	-	84,115.20	107,057.60	107,057.60	107,057.60	107,057.60	-
Crookston	8093	Northwest	City Administrator	1	-			85,000.00	85,000.00	85,000.00	-
Detroit Lakes	8631	Northwest	City Administrator	1	-	83,262.40	105,393.60	105,393.60	105,393.60	105,393.60	-
Hermantown	9526	Northeast	City Administrator	1	-			109,137.60	109,137.60	109,137.60	-
International Falls	6139	Northeast	City Administrator	1	-			84,660.00	84,660.00	84,660.00	-
Lake Elmo	8326	Metro	City Administrator	1	36			113,000.00	113,000.00	113,000.00	-
Litchfield	6813	Central	City Administrator	1	-	91,644.80	101,836.80	101,836.80	101,836.80	101,836.80	-
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Oak Grove	8579	Metro	City Administrator	1	-			93,773.00	93,773.00	93,773.00	-
Orono	7980	Metro	City Administrator	1	-	85,616.32	114,155.10	114,155.10	114,155.10	114,155.09	-
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St. Francis	7455	Metro	City Administrator	1	1	92,019.20	115,044.80	101,899.20	101,899.20	101,899.20	-
St. Joseph	6174	Central	Administrator	1	-	76,450.78	105,599.70	105,599.70	105,599.70	105,599.74	-
Thief River Falls	8522	Northwest	City Administrator	1	-	0	0	105,987.00	105,987.00	105,987.00	-
Virginia	8609	Northeast	City Administrator	1	-	82,076.80	93,288.00	93,288.00	93,288.00	93,288.00	-
Waite Park	6747	Central	City Administrator	1	-	83,075.20	107,494.40	99,860.80	99,860.80	99,860.80	-
Un-aged Average						**$77,749.10**	**$99,778.42**	**$102,764.46**	**$102,764.46**	**$102,764.46**	**-**
Aged Average										**$104,119.05**	

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40	-N/A-	Equal	No	No		Mayor and City Council	6/18/2013	1/1/2013
40	-N/A-	Equal	No	No			4/16/2015	1/1/2015
40	-N/A-	Equal	No	No		City Council	4/24/2015	1/1/2015
40	-N/A-	Equal	No	No		City Council	5/18/2015	1/1/2015
40	-N/A-	Equal	No	No		City Council	5/1/2015	1/1/2015
40	-N/A-	Equal	No	No		City Council	6/17/2013	1/1/2013
40	-N/A-	Equal	N/A	N/A		Mayor and Council	5/14/2015	1/1/2015
40	-N/A-		N/A	N/A		Council	4/23/2015	1/1/2015
40	-N/A-	Equal	No	No		Council	5/14/2014	1/1/2014
40	-N/A-		No	No		City Council	5/14/2015	1/1/2015
40	-N/A-	Greater	No	No		Council	4/17/2014	1/1/2013
40	-N/A-	Equal	No	No		City Council	4/17/2015	1/1/2015
40	-N/A-		No	No		City Council	4/29/2014	1/1/2014
40	-N/A-		No		None	Mayor & Council Members	6/25/2013	1/1/2013
	-N/A-							