

Mayor:
Dean Johnston
Council members:
Steve DeLapp
Liz Johnson
Anne Smith

Lake Elmo City Council

Tuesday

January 18, 2005

3800 Laverne Avenue No.
Lake Elmo, MN 55042
777-5510 777-9615 (fax)

Please read:

Since the City Council does not have time to discuss every point presented, it may appear that decisions are preconceived. However, staff provides background information to the City Council on each agenda item in advance; and decisions are based on this information and experience. In addition, some items may have been discussed at previous council meetings.

If you are aware of information that has not been discussed, please fill out a "Request to Appear Before the City Council" form; or, if you came late, raise your hand to be recognized. Comments that are pertinent are appreciated. Items may be continued to a future meeting if additional time is needed before a decision can be made.

Agenda

City Council Meeting Convenes 7:00 PM

Pledge of Allegiance

1. Agenda

2. Minutes

January 4, 2005

3. PUBLIC INQUIRIES/INFORMATIONAL:

A.

Public Inquiries/Informational is an opportunity for citizens to bring the Council's attention any items not currently on the agenda. In addressing the Council, please state your name and address for the record, and a brief summary of the specific item being addressed to the Council. To allow adequate time for each person wishing to address the Council, we ask that individuals limit their comments to three (3) minutes. Written documents may be distributed to the Council prior to the meeting or as bench copies, to allow a more timely presentation.

4. CONSENT AGENDA

A. 2005 Fee Schedule *Per*

B. Pay Scale Adjustment

C. Resolution No. 2005-008 Approving Claims

D. Escrow Reduction for Whistling Valley 2

E. Change Order VFW Ball Field Lights
Resolution No. 2005-009

Those items listed under the Consent Calendar are considered to be routine by the City Council and will be enacted by one motion under a Consent Calendar format. There will be no separate discussion of these items unless a Council member so requests, in which event, the item will be removed from the general order of business and considered separately in its normal sequence on the agenda.

5. FINANCE

A. Telephone Service (verbal)

B. Monthly Operating Report 12/04

C. Monthly Operating Report 1/5

D. 2005 Fee Schedule - Adding a line for building permits

6. NEW BUSINESS

Per 1997 UBC (Uniform Reg Code)

BEING PUBLISHED DATE SPECIFIC
Clarification
POLLER DUE TO ADDITION BY ORDINANCE AND ISSUE OF LEGAL NEWSPAPER

7. <u>MAINTENANCE/PARK/FIRE/BUILDING:</u> A. Update on Building Dept.:Jim McNamara	
8. <u>CITY ENGINEER'S REPORT:</u> A. Approve Plans for Phase I Water System Interconnection:Resolution No. 2005-010	Tom Prew
9. <u>PLANNING, LAND USE & ZONING:</u>	C. Dillerud
10. <u>CITY ATTORNEY'S REPORT:</u> A. Designation of Legal Newspaper (verbal)	
11. <u>CITY ADMINISTRATOR'S REPORT:</u> A. Met Council Update (verbal) B. Council Interviews (verbal)	
12. <u>CITY COUNCIL REPORTS:</u> A. Mayor Johnston B. Council Member DeLapp C. Council Member Johnson D. Council Member Smith	
Employee and Volunteer Recognition Banquet, Friday, February 4th, Machine Shed	

LAKE ELMO CITY COUNCIL MINUTES

JANUARY 4, 2005

1. AGENDA
2. MINUTES: December 7, 2004
3. Resolution No. 2005-001: Claims
4. Accept Resignation of Dean Johnston, Resolution 2005-002 Declaring Council Vacancy
5. OATH OF OFFICE FOR NEWLY ELECTED MEMBERS OF COUNCIL
6. Adjourn

New Council Convenes Council Meeting

1. AGENDA
2. PUBLIC INFORMATIONAL:
 - A. Recognition of Outgoing Council Members
 - B. Lake Elmo Jaycees Proclamation
 - C. 2005 Board of Appeal and Equalization Meeting: May 4, 2005
 - D. Employee and Volunteer Recognition Party
3. PUBLIC INQUIRIES
4. ORGANIZATIONAL MEETING:
 - A. Appointment Process of Council & Commission
 - B. Election of Acting Mayor
 - C. Council Committee Appointments
 - D. Designation of Legal Newspapers
 - E. Designation of Official Depositories for 2005
 - F. Appointment of City Engineer
 - G. Appointment of City Attorney (Civil and Criminal)
 - H. Appointment of Financial Advisor
 - I. Appointment of Auditing Firm
 - J. Planning Commission Appointment (two openings: 1st & 2nd Alternates)
 - K. Parks Commission Appointments: (one opening: 2nd Alternate)
 - L. Community Improvement Commission Appointment: two openings
 - M. Cable Operator: Steven Press
 - N. IT: Next Genesis
 - O. Animal Control: Kathi Pelnar
5. CONSENT:
 - A. Resolution No. 2005-003: Authorizing Signature for Payments of Funds from the Lake Elmo Bank
 - B. Resolution No. 2005-004: Approve Claims
6. NEW BUSINESS:
7. MAINTENANCE/PARK/FIRE/BUILDING:
 - A. Update on Fire Dept.: Chief Malmquist
8. CITY ENGINEER'S REPORT:
9. PLANNING, LAND USE & ZONING:
 - A. Appeal of Administrative Determination-Chadoua Vue

- B. Plan Amend/Rezone/RE Plat – Cardinal View: Resolutions 2005-005, 006, Ordinance No. 97-144
- C. Community Development Block Grant 2005-2007: Resolution No. 2005-007

10. CITY ATTORNEY'S REPORT:

11. CITY ADMINISTRATOR'S REPORT:

A. Met Council

12. CITY COUNCIL REPORTS:

Mayor Hunt called the Council meeting to order at 7:00 p.m. in the Council chambers.
PRESENT: John, Dunn, Hunt, Johnston, DeLapp, City Engineer Prew, Attorney Miller, Planner Dillerud, Finance Director Tom Bouthilet and Administrator Rafferty.

1. **AGENDA**

M/S/P Dunn/Johnston - to approve the January 4, 2005 City Council agenda, as presented. (Motion passed 5-0).

2. **MINUTES**: December 7, 2004

M/S/P Dunn/Johnston - to approve the December 7, 2004 City Council minutes, as amended. (Motion passed 5-0).

3. **Resolution No. 2005-001: Claims**

M/S/P Dunn/John - to adopt Resolution No. 2005-001 approving claim numbers 230, 231, DD294 through DD305, 26608 through 26636 which were used for staff payroll dated December 9, 2004, Claim 232, 233, DD306 through DD315, 26637 through 26651 which were used for staff payroll dated December 23, 2004, claims 26652 through 26699, in the total amount of \$157,576.15 (Motion passed 5-0).

4. **Accept Resignation of Dean Johnston, Resolution No. 2005-002 Declaring Council Vacancy**

The City received a resignation letter from Council Member Johnston indicating his resignation from the position of Council Member effective upon the administration of his oath of office as Mayor.

M/S/P DeLapp/Dunn - to adopt Resolution No. 2005-002 accepting the resignation of Dean Johnston from the position of Council Member effective upon the administration of his oath of office as Mayor of Lake Elmo and declare a vacancy in the Council seat held by Council Member Dean Johnston. (Motion passed 5-0).

5. **OATH OF OFFICE FOR NEWLY ELECTED MEMBERS OF COUNCIL**

The City Clerk administered the Oath of Office to the newly elected members of Council, Mayor Dean Johnston, Council Member Liz Johnson and Council Member Anne Smith.

6. Adjourn

New Council Convenes Council Meeting

Mayor Johnston called the Council meeting to order at 7:15 p.m. in the Council chambers. PRESENT: Johnston, DeLapp, Johnson, Smith, City Engineer Prew, Attorney John Miller, Planner Dillerud, Building Official Jim McNamara, Chief Malmquist, Finance Director Tom Bouthilet and Administrator Rafferty.

1. AGENDA

4. Interview for council vacancy, Met Council water plan added to Council committee M/S/P DeLapp/Johnston – to approve the January 4, 2005 City Council agenda, as amended. (Motion passed 4-0).

2. PUBLIC INFORMATIONAL:

A. Recognition of Outgoing Council Members

Mayor Dean Johnston recognized the years of service to the City of the outgoing council members and presented Lee Hunt, Susan Dunn and Wyn John with honorary service awards.

B. Lake Elmo Jaycees Proclamation

MAYOR JOHNSTON PROCLAIMED THE WEEK OF JANUARY 16-22, 2005, AS JAYCEE WEEK AND URGED ALL CITIZENS OF OUR COMMUNITY TO GIVE FULL REGARD TO THE PAST AND CONTINUING SERVICE OF THE JAYCEES.

C. 2005 Board of Appeal and Equalization Meeting: May 4, 2005

The Lake Elmo Board of Review will meet at City Hall on Wednesday, the 4th of May, 2005, between the hours of 4:00 and 6:00, for the purpose of reviews and correcting the assessment of said Real Estate for the year 2005.

D. Employee and Volunteer Recognition Banquet

The Employee and Volunteer Recognition Banquet will be held at the Machine Shed, Pavilion Room, on Friday, February 4, 2005. There will be Hors d'oeuvres (cash bar) at 6:00 p.m. with dinner at 7:00 p.m. The City will extend invitations to all employees, community volunteers and their spouses/guests to attend the Annual Recognition Party.

3. PUBLIC INQUIRIES: NONE

4. ORGANIZATIONAL MEETING:

A. Appointment Process of Council & Commission

Mayor Johnston asked that a policy be prepared to establish the appointment for Council and Commission vacancies. The intent of the policy is to provide consistency in the selection process for vacant positions.

M/S/P Johnson/DeLapp – to approve the appointment process for Council and Commission vacancies provided by Mayor Johnston on January 4, 2005. (Motion passed 4-0.)

Council member Johnson provided a proposal for the selection procedure. She suggested that the Council interview the candidates in 30-minute increments, each asking two questions per applicant, with completion on January 25th. Johnson explained she suggested the January 25th date because she would be unable to attend the January 18th Council meeting. At the February 1st Council meeting, the Council could vote by making a first and second choice with each member's first choice counting for two points and their second counting for one. Staff would tally the points and the Council would then vote on the remaining two to four finalists.

Council Member Smith stated she would like the interviews to take place sooner than that date and Council Member DeLapp proposed that the interview schedule be spread out over two days rather than all in one. Administrator Rafferty suggested amending the interview lengths to 20-minute intervals and schedule the interviews for January 12 and 13.

Both Mayor Johnston and Council Member Smith preferred a one vote for one person procedure for the first nine candidates and the final selection. Council members Johnson and DeLapp stated they would like to continue with the point process used to select members to the Planning Commission.

M/S/F Johnson/DeLapp – to approve the selection procedure proposed by Council Member Johnson. (Motion failed: Smith, Johnston.)

M/S/P Johnson/Smith - to adopt the first three recommendations of the selection procedure proposed by Council Member Johnson with the exception that there will be a one vote for one person procedure for the first nine candidates and the final selection. (Motion passed 4-0.)

B. Election of Acting Mayor

The Council must select an Acting Mayor to act on the City's behalf if Mayor Johnston is unable to attend a meeting, sign an agreement, or attend functions on behalf of the City. Any member of the Council is eligible for this position.

M/S/P Johnston/Smith - to approve Council Member Liz Johnson as Acting Mayor for 2005. (Motion passed 4-0).

C. Council Committee Appointments

Mayor Elect Dean Johnston is recommending that Council Committees be organized for 2005 as follows:

Finance, Human Resources, Legislative Policy, PZ etc – Chair – Liz Johnson; Member – Anne Smith
Public Health and Safety – Chair – Anne Smith; member t.b.d. after filling vacancy
Public Facilities – Chair – Steve DeLapp; member – t.b.d. after filling vacancy

M/S/P Johnson/Smith – to approve the Council Committee Appointments as indicated on January 4, 2005. (Motion passed 4-0).

D. Designation of Legal Newspaper

M/S/ DeLapp/Smith - to designate the Stillwater Gazette and the Lake Elmo Leader as the City's legal newspaper for 2005.

Council member Johnston said he supported the Oakdale-Lake Elmo Review based on the excellent press coverage and cost.

M/S/P Smith/Johnston – to amend the motion to designate the Stillwater Gazette as the City's legal newspaper for 2005 and the Oakdale Lake Elmo Review based on coverage, price and quality of reporting. (Motion passed 3-1 Johnson supported the local newspaper, Lake Elmo Leader).

E. Designation of Official Depositories for 2005

Staff recommended the designation of the following as official depositories for the City: Lake Elmo Bank, Wachovia Securities, Smith Barney Citigroup and Northland Securities.

M/S/P Johnson/DeLapp - to designate Lake Elmo Bank, Wachovia Securities, Smith Barney Citigroup, and Northland Securities for 2005. (Motion passed 4-0).

F. Appointment of City Engineer

M/S/P Johnson/DeLapp - to appoint Tom Prew/TKDA as the City Engineer for 2005. (Motion passed 4-0).

G. Appointment of City Attorney (Civil and Criminal)

M/S/P Johnson/DeLapp - to appoint Jerry Filla, Peterson, Fram & Bergman as the City Attorney, for both criminal and civil matters for 2005. (Motion passed 4-0).

H. Appointment of Financial Advisor

M/S/P Johnson/DeLapp - to appoint Paul Donna, Northland Public Finance Group as the City's Financial Advisor for 2005. (Motion passed 4-0).

I. Appointment of Auditing Firm

M/S/P Johnson/DeLapp - to appoint Steven R. McDonald, CPA, Abdo, Eick & Meyers, and LLP as the City's Auditing Firm for 2005. (Motion passed 4-0).

J. Planning Commission Appointment (two openings: 1st & 2nd Alternates)

Three Planning Commission terms expired on December 31, 2004 (Ptacek, Sessing, and Schneider). Todd Ptacek and Bob Helwig, who serve on the Planning Commission, have submitted their names for consideration in the City Council Appointment. Now that there is a procedural policy in place, the following motion was made:

M/S/P Smith/Johnson - to reappoint Todd Ptacek, Rodney Sessing, and Charlie Schneider to the Planning Commission for 60 days. (Motion passed 4-0).

Council member DeLapp objected to the procedure in place and suggested we follow Washington County's procedure of appointing members for a three year term. Discussion on Planning Commission terms will be referred to the January 11th Finance, Legal, Legislative, Personnel Council Committee Meeting.

Planning Commissioner Liz Johnson became a City Council member and Commissioner Thomas Meldahl resigned his commission December 13, 2004. The Commission now has nine members and the City Code specifies eleven. Commissioner Ben Roth is currently 2nd Alternate Member and should become a Full Voting Member taking the position vacated by Liz Johnson with a tem expiring December 31, 2005.

M/S/P Johnson/Smith - to appoint Ben Roth as Full Voting Member of the Planning Commission for 60 days. (Motion passed 4-0).

K. Parks Commission Appointments:(one opening: 2nd Alternate)

Three Parks Commission appointments expired December 31, 2004. Commissioners Linda Wagner, Terry Bouthilet and Todd Bruchu have requested reappointment. Council member DeLapp suggested the Parks Commission appointments be made for a 3-year term because they are not like the Planning Commission that has to follow the regulations according to state law.

M/S/P Johnson/DeLapp - to reappoint Linda Wagner, Terry Bouthilet and Todd Bruchu to the Parks Commission for a 3-year term that will expire on December 31, 2007. (Motion passed 4-0.)

Commissioner Jim Lund has resigned from the Parks Commission, but hopes to be able to serve again in 2006. With his resignation, 2nd Alternate Commissioner Rolf Larson should advance to 1st Alternate Parks Commissioner.

M/S/P DeLapp/Johnson - to appoint Rolf Larson as 1st Alternate of the Parks Commission. (Motion passed 4-0.)

L. Community Improvement Commission Appointment: two openings

The Community Improvement Commission shall be comprised of seven members. Currently the members on the Commission are: Jill Anderson, Stacy Howieson, Debbie Lyzenga, Gary Rieder, Anne Smith and Joan Ziertman. CIC Member Smith resigned because of becoming a Council Member so there are two vacancies on the Commission.

M/S/P DeLapp/Johnson - to continue to advertise for the two vacancies on the Community Improvement Commission and bring back item to the February 1st Council meeting. (Motion passed 4-0).

M. Cable Operator: Steven Press

M/S/P DeLapp/Johnson - to approve the reappointment of Steven Press as the City's Part-Time Cable Operator at \$13.50 Hr. for taping and broadcasting city meetings. (Motion passed 4-0).

N. IT: Next Genesis

M/S/P DeLapp/Johnson - to approve the reappointment of the computer service contract between the City and Next Genesis (William Keran). (Motion passed 4-0).

O. Animal Control: Kathi Pelnar

M/S/P DeLapp/Johnson - to approve the Animal Control Contract between the City and Kathi Pelnar to provide Animal Control Services for 2005. (Motion passed 4-0).

5. CONSENT:

A. Resolution No. 2005-003: Authorizing Signature for Payments of Funds from the Lake Elmo Bank

Following every election, the City must notify the Lake Elmo Bank who has been authorized to sign checks for payment of funds by the City. State Statute requires that the Mayor sign all checks as well as the City Administrator and or an appointed designee.

M/S/P Johnson/DeLapp - to adopt Resolution No. 2005-003 authorizing signatures for payment of funds from the Lake Elmo Bank. (Motion passed 4-0).

B. Resolution No. 2005-004: Approve Claims

M/S/P Johnson/DeLapp - to adopt Resolution No. 2005-004 approving claim numbers 26700 through 26727, 234 in the total amount of \$5,059.89. (Motion passed 4-0)

6. NEW BUSINESS:

7. MAINTENANCE/PARK/FIRE/BUILDING:

A. Update on Fire Dept.: Chief Malmquist

The Fire Chief reported there are 25 volunteers in the department. They responded to over 320 medical, rescue and fire emergencies, which is a decline from the 422 calls in 2003. Fires of all types dropped from 53 in 2002 to only 27 in 2004. The entire department upgraded from Fire Fighter I to Fire Fighter II. One safety officer was sent to a training program at the National Fire Academy. This is the second year for the Fire Department Calendar.

8. CITY ENGINEER'S REPORT: None

9. PLANNING, LAND USE & ZONING:

A. Appeal of Administrative Determination-Chadoux Vue

Planner Dillerud reported that on December 7 the Council adopted motion to 1.) Affirm the Building Official's determination that Mr. Vue needs a building permit for whatever he constructs as an accessory building; and 2.) Postpone action regarding the location of an accessory structure(s) nearer the front property line than the principal structure.

Dillerud reported Mr. Vue has submitted a building permit application for a 30 foot by 18 foot accessory structure, but additional drawings have been submitted beyond those he had submitted with his Appeal. Staff recommended Council direction to remove the lean-to structure; and relocation of the Menards style tool shed to a location within code compliance by June regardless of the outcome of Mr. Vue's request to place the new accessory structure in front of his house.

M/S/F DeLapp/Johnson – to adopt Resolution No. 2005-008 approving an accessory structure located in front of the principal structure at 11991 30th Street. (Motion failed 0-4).

Council member DeLapp stated the whole concept of accessory structures needs to be discussed and determine what a principal structure is and what constitutes an accessory structure.

M/S/P Smith/DeLapp – to direct Chadoux Vue, 11991 30th Street, to remove the lean-to-structure; and relocate the Menards style tool shed to a location in compliance with Code by June 1, 2005. (Motion passed 4-0).

M/S/P Johnson/DeLapp - to send Section 300.13 Subd. 3I of the City Code to the Planning Commission for a recommendation regarding retention, repeal or modification within 90 days. (Motion passed 4-0.)

B. Plan Amend/Rezone/RE Plat – Cardinal View: Resolutions 2004-005, 006, Ordinance No. 97-144

The Planner reported the Planning Commission recommend approval of a Comprehensive Plan Amendment, Rezoning and Preliminary Plat, which creates six residential estates lots on a 23.5 acre site at the east end of 15th Street No. A seventh lot would accommodate the existing home on the site. Staff had advised the Commission that the plat design resulted in apparent technical non-compliance with average lot area and septic site area requirements of the RE zoning district.

The Planner indicated the applicant agreed to conduct additional soil testing and to identify the full 20,000 sq.ft. per lot of septic drain field area and those tests have been completed and submitted. He reported that the existing home with an in-place septic system is not addressed regarding the 20,000 square foot septic standard by the original plan, but has been in a preliminary manner since then.

M/S/P Johnson/DeLapp - to adopt Resolution 2005-005 granting a Comprehensive Plan Amending Guiding Land Use From RAD to RED to D&T Development. (Motion passed 4-0).

M/S/P Johnson/DeLapp - to adopt Ordinance 97-144, An Ordinance amending Section 300.07 Zoning District Map of the Lake Elmo Municipal Code to rezone the Cardinal View site from RR to RED in compliance with the Comprehensive Plan Amendment previously adopted. (Motion passed 4-0).

M/S/P Johnson/DeLapp – to adopt Resolution No. 2005-006, A Resolution approving the Preliminary Plat of Cardinal View subject to a condition that the applicant provide additional tests to verify 20,000 square feet of proposed Lot 7 to be suitable for septic drain field purposes prior to submission of the Final Plat. (Motion passed 4-0).

C. Community Development Block Grant 2005-2007

The City Planner reported the CDBG application in the amount of \$72,000 has been submitted to Washington County to meet the December 17 deadline. The application follows the direction of the Community Improvement Commission as to program content.

M/S/P DeLapp/Johnson - to adopt Resolution No. 2005-007, approving submission of the 2005-2006 Lake Elmo CDBG Application. (Motion passed 4-0.)

10. CITY ATTORNEY'S REPORT:

11. CITY ADMINISTRATOR'S REPORT:

A. Met Council

The City Administrator reported Mayor Johnston requested the Council confirm by motion the Met Council Negotiating Team. The team would report the progress to

Council at each meeting as appropriate. All settlement with the Met Council must be approved by a majority vote of the City Council.

M/S/P Johnson/Smith - to reaffirm the Met Council Negotiating Team consisting of Dean Johnston, Martin Rafferty, and Chuck Dillerud. (Motion passed 4-0).

12. CITY COUNCIL REPORTS:

Council member DeLapp welcomes the new members of the Council.

Council member Smith stated she will be resigning as Vice Chair of the Community Improvement Commission and urged residents/property owners to apply for membership.

Adjourn 8:50 p.m.

Respectfully submitted by Sharon Lumby, City Clerk

Resolution No. 2005-001 Claims

Resolution No. 2005-002 Declaring Council Vacancy

Resolution No. 2005-003 Signatures for Payments of Funds from the LE Bank

Resolution No. 2005-004 Claims

Resolution No. 2005-005 Comprehensive Plan Amendment for Cardinal View

Resolution No. 2005-006 Preliminary Plat of Cardinal View

Resolution No. 2005-007 CDBG 2005-2007

Ordinance No. 97-144 Rezoning for Cardinal View from RR to RED

MINUTES APPROVED: January 4, 2005
LAKE ELMO CITY COUNCIL MINUTES

DECEMBER 7, 2004

1. AGENDA
2. MINUTES: November 16, 2004
3. PUBLIC INQUIRIES/INFORMATIONAL:
 - A. Public Inquiries
 - B. Public Informational: Two Rivers Land Trust Homebuyer
 - C. Lake Elmo Library
4. CONSENT AGENDA:
 - A. Resolution No. 2004-102: Approve Claims
 - B. Resolution No. 2004-103: Charitable Gambling License – Maplewood Lions
 - C. 2005 Liquor Licenses
5. FINANCE:
 - A. Resolution No. 2004-104: Capital Improvement Program
 - B. Resolution No. 2004-105: Adopt Final 2005 Budget and Resolution No. 2004-106 Adopt Levy
 - C. Resolution No. 2004-101: Waiver of Monetary Limits on Tort Liability
6. NEW BUSINESS:
7. MAINTENANCE/PARK/FIRE/BUILDING:
 - A. Update on Fore Department Activities: Chief Malmquist- NOT IN ATTENDANCE
8. CITY ENGINEER'S REPORT:
 - A. Highway 5 Traffic Counts (Verbal)
9. PLANNING, LAND USE & ZONING:
 - A. HEARING: Appeal of Administrative Determination-Chadoua Vue: Resolution Placing Accessory Building in Front of Primary Structure
 - B. PUBLIC HEARING: Vacation of 55th Street and Easements: Resolution No. 2004-107
 - C. Resolution No. 2004-108-Final Plat and Development Agreement for Tapestry at Charlotte's Grove
 - D. Resolution No. 2004-109 :Minor Subdivision and OP Final Plan Amendment: Dupuis/Engstrom
 - E. Family Entertainment Center
 - F. Resolution No. 2004-110: Sale of Berschen Property (Property Rights)
 - G. Bush Angle Parking
10. CITY ATTORNEY'S REPORT:
11. CITY ADMINISTRATOR'S REPORT:
 - A. Met Council Discussion/Negotiations
 - B. Lake Elmo Jaycees Donation
 - C. December 21st Council Meeting
12. CITY COUNCIL REPORTS:

Mayor Hunt called the Council meeting to order at 7:00 p.m. in the Council chambers.
PRESENT: Hunt, John, Dunn, Johnston, DeLapp, City Engineer Prew, City Attorney Filla, Finance Director Tom Bouthilet, City Planner Dillerud and Administrator Rafferty.

1. **AGENDA:**

ADD: 11C. December 21 Council Meeting

M/S/P Dunn/John - to approved the December 7, 2004 City Council agenda as amended.
(Motion passed 5-0).

2. **MINUTES:** November 16, 2004

M/S/P DeLapp/John - to approve the November 16, 2004 City Council minutes, as amended. (Motion passed 5-0).

3. **PUBLIC INQUIRIES/INFORMATIONAL:**

A. Public Inquiries: None

B. Public Informational: Two Rivers Land Trust Homebuyer

C. Lake Elmo Library:

Paul Ryberg, Friends of Lake Elmo Library, reported the Washington County staff looked at other sites in Lake Elmo for a library. Administrator Rafferty stated he talked to Pat Conley, Washington County Library Director, who noted she was absolutely certain they will place a library in the City at the right location that is affordable. They are determined to have the library open sometime in 2005.

The Mayor acknowledged Clayton Michael's letter, which was passed onto the City Engineer, regarding the barrier at 50th Street.

4. **CONSENT AGENDA:**

A. Resolution No. 2004-102: Approve Claims

M/S/P Dunn/John - to adopt Resolution No. 2004-102 approving claim numbers 228, 229, DD285 through DD293, 26497 through 26551, which were used for staff payroll dated November 24, 2004, claim 26496, 26552 through 26607 in the total amount of \$231,482.52. (Motion passed 5-0).

B. Resolution No. 2004-103: Charitable Gambling License - Maplewood Lions

The Maplewood-Oakdale Lions is requesting its annual One-Day (February 7, 2005), Off-Site Gambling License to sell raffles and hold bingo at the Lake Elmo Inn. Staff is recommending approval of issuing the charitable gambling license.

M/S/P Dunn/John - to adopt Resolution No. 2004-103, A Resolution Approving the Issuance of a Charitable Gambling License by the State of Minnesota to the Maplewood/Oakdale Lions. (Motion passed 5-0).

C. 2005 Liquor Licenses

Twin Point Tavern, Lake Elmo Inn, Tartan Park, Lake Elmo Banquet Hall, Machine Shed Restaurant have submitted their renewal liquor applications, the required fees and insurance certificates.

M/S/P Dunn/John - to grant a 2005 On-Sale intoxicating liquor and On-Sale Sunday intoxicating license to 3M Club of St. Paul (Operators of Tartan Park) and to the Machine Shed Restaurant by Heart of American Restaurants and Inn; conditioned on approval by the Washington County Sheriff's Dept. (Motion passed 5-0).

M/S/P Dunn/John - to grant a 2005 On-Sale intoxicating liquor Off-Sale intoxicating liquor, and On-Sale Sunday intoxicating liquor license to the Twin Point Tavern and Lake Elmo Inn; conditioned on approval by the Washington County Sheriff's Dept. (Motion passed 5-0).

M/S/P Dunn/John - to grant a 2005 On-Sale intoxicating liquor, On-Sale Sunday intoxicating license to River Valley Catering Inc., Lake Elmo Banquet Hall; conditioned on approval by the Washington County Sheriff's Dept. (Motion passed 5-0).

5. **FINANCE:**

A. Resolution No. 2004-104:Capital Improvement Program

The Finance Director provided the 2005-2009 Capital Improvement Program (CIP) for Council adoption.

M/S/P John/DeLapp - to adopt Resolution No. 2004-104 Approving the 2005-2009 Capital Improvement Program. (Motion passed 5-0).

B. Resolution No. 2004-105:Adoption of Final 2005 Budget and Resolution No. 2005-106 Adopt Levy

The Finance Director provided two resolutions for adoptions of the Final 2005 Budget and Levy. Council Member DeLapp noted that the levy was increased 12%. The City impact on the increase was about .05%. Approximately 7% of the increase will be for repayment of debt service for the new city hall and public works facilities, 3% dedicated to the City's new forestry management program and the remaining portions of the increase are due to inflation. He said the total General Fund budget compared to the 2004 budget increased by 9% and there is some reductions in expenditures such as Fire pension, Planning and Legal accounts.

M/S/P John/Johnston - to adopt Resolution No. 2004-105 A Resolution Adopting the 2005 General Fund Budget in the amount of \$2,712,711. (Motion passed 5-0).

M/S/P John/Dunn - to adopt Resolution No. 2004-106 A Resolution Adopting a Final Tax Levy in the amount of \$1,923,989. (Motion passed 5-0).

C. Resolution No. 2004-101:Waiver of Monetary Limits on Tort Liability

The Finance Director reported the City obtains liability coverage through the League of Minnesota Cities Insurance Trust for building and vehicles and covers tort liability. Because of this coverage the City must decide whether or not to waive the monetary limits on municipal tort liability as established by Minnesota Statutes 466.04.

If the City does not waive the statutory tort limits, an individual claimant would be able to recover no more than \$300,000 on any claim to which the statutory tort limits apply. If the city waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could potentially recover up to \$1,000,000 on a single occurrence.

The City Attorney recommended the City adopt a resolution stating that the City does not waive the monetary limits on municipal tort liability.

M/S/P Dunn/John - to adopt Resolution No. 2004-101 recognizing the city does not waive the monetary limits on municipal tort liability. (Motion passed 5-0).

6. NEW BUSINESS

7. MAINTENANCE/PARK/FIRE/BUILDING:

A. Update on Fire Department Activities: Fire Chief Malmquist – NOT IN ATTENDANCE

8. CITY ENGINEER'S REPORT:

A. Highway 5 Traffic Counts (Verbal)

The Public Works Council Committee recommended approval of the City Engineer's request to support traffic count/planning work on MN Hwy 5 immediately, prior to completed contract with Washington County and MnDOT for work to study a potential Hwy 5 By-pass solution.

M/S/P DeLapp/John - to approve payment of \$4,100 for TKDA to accomplish a traffic count/planning study on MN Hwy 5. (Motion passed 5-0).

9. PLANNING, LAND USE AND ZONING:

A. HEARING: Appeal of Administrative Determination – Chadoua Vue:Resolution No. 2004-107:Placing Accessory Building In Front of Primary Structure (Not Adopted)

The City Planner reported Chadoua Vue, 11991 30th Street N., constructed a structure on his property without a permit and it was located nearer a public street than the existing home—a violation of Section 300.13 Subd. 3I. of the City Code. The Building Official notified Mr. Vue that either he remove the illegal accessory structure, or secure an “after-the-fact” building permit and relocate the accessory structure on his property to secure compliance with the above-cited code provision.

Mr. Vue has appealed the Building Official's Order to the City Council (Acting as the Board of Adjustments and Appeals) and did so within the prescribed 5-day period. Mr. Vue is requesting an after-the-fact resolution of the Council permitting the accessory structure to be located closer to a public street than the home. Mr. Vue proposed three possible locations two of which #1 and #2 would require the City Council Resolution. The accessory structure is now located at Location #1. The Planner explained if the Council approves the request, the illegal accessory building location portion of the Building Official's order cease to be an issue for the Board of Adjustments an Appeals, with only the lack of a proper building permit remaining as an appeal issue.

Council member Johnston stated he did not support allowing the structure in a front yard. Council member John explained he visited the site and the building in question is not the dimension that is indicated on the Vue diagram. He also pointed out that there are two types of buildings there. One is a small metal building and detracts from the property completely. Council member DeLapp noted that the building has to meet the building code, and placement in front yard has to be a rare circumstance. He asked if the building is 6' or less from the principal building because if the accessory is 6' or less from the principal building the accessory building would be considered as an integral part of the principal building.

The Building Official responded he would have to review that regulation in connection with Mr. Vue's accessory structure.

Attorney Filla explained this is a temporary structure and asked the Council why they were considering Location #1 when the applicant is offering #2.

Council member John suggested DeLapp visit the site to observe the structure.

Mayor Hunt called the hearing to order at 7:46 p.m.
There was no one to speak for or against the request.
Mayor Hunt closed the public hearing at 7:48 p.m.

M/S/P John/DeLapp – to postpone action on the location request until more information is provided regarding dimension of the accessory structure, number of accessory structures, if the accessory structures are built according to the building code since no building permits were pulled, and if the accessory structure is 6' or less from the principal building. (Motion passed 5-0.)

M/S/P John/Johnston – to affirm as the Board of Adjustment and Appeals, adoption of an Order for Vue to apply for a building permit, as amended. (Motion passed 5-0).

Planner Dillerud noted this agenda item will be taken care of on the first meeting in January.

B. PUBLIC HEARING: Vacation of 55th Street and Easements: Resolution
No. 2004-107

The City Planner reported the Council conducted a public hearing on October 5, 2004 on a petition by several abutting property owners to vacate the portion of 55th Street North that was closed to traffic concurrent with the Carriage Station platting. The Council approved the vacation subject to a revised legal description, and staff meeting with the abutting property owners regarding details of easements to be retained by the City and related matters.

The Finance, Legislative, and Personnel Committee of the Council reviewed the plan at its December 1st meeting and recommended approval by the Council of the following:

1. Retention by the City of a 66 foot (width of the existing street ROW) drainage and utility easement (only).
2. Addition of a 20 ft trail easement on the centerline of the previous street ROW, except south of the centerline to accommodate the two existing driveways for property owners north of the former street.
3. Construction by the City of an 8- foot asphalt bike/ped trail with the 20 foot easement in Spring, 2005. Standard permanent posts would be installed at each end of the trail (along with appropriate signage) to preclude all but bike/pedestrian use.
4. Vacation by the City of the existing drainage and utility easements platted at the rear of the abutting Carriage Station Lots.

The Council convened a public hearing on this matter to approve the street vacation by the expanded legal description and also the rear lot line easement vacations.

Attorney Filla asked who is going to pay the costs for drafting these easements. He further reported that it has been discovered all of 55th Street, west of Marquess was included in the plat of Carriage Station, so all right-of-way reverts to the south upon vacation.

Mayor Hunt called the public hearing to order at 7:57 p.m.

Chip Longacre, 12058 55th Street N., said if all of that property will revert to the southern property owner, then he would need an easement for his driveway.

Attorney Filla said he would need a copy of the affected property owners' title insurances in order to proceed with the easements. The property owners would pay the costs or they could hire their own attorney.

Gary Sloan, 12208 Marquess Lane N., asked if this change affects the trail location because the owners will own property on both sides of the trail. The City Planner responded the City would have to revisit this item.

Nick Wohlers, 12114 Marquess Lane N., said he owns the last lot and the trail will come closer to his side. He plans on placing a fence there.

Kathy Haggard, 12154 Marquess Lane N., asked about cost. Attorney Filla responded that someone has to figure out where the trail would be so there may be some survey costs or it could be simple and meander the line and then he would not need a centerline description. Each property owner was asked to bring in their title to city hall in order to convey the easement at total cost between \$500-\$600 total, split amongst the 12 property owners.

Mayor Hunt closed the Public Hearing at 8:07 p.m.

M/S/P Johnston/John - to adopt Resolution No. 2004-107 approving vacation of 55th Street North; vacation of certain drainage/utility easements; reservation to the City of a 66 foot drainage/utility easement and reservation to the City of a 20 foot trail easement. (Motion passed 5-0).

M/S/P John/Johnston - to direct the City Administrator to execute construction by the City of an 8 foot asphalt trail within the 20 foot trail easement of former 55th Street North in compliance with the proposed City's trail plan. (Motion passed 5-0).

Attorney Filla asked for the affected property owners names and addresses so he can send them the appropriate information.

C. Resolution No. 2004-108 – Final Plat and Development Agreement for Tapestry at Charlotte's Grove

On October 5, 2004 the Council approved the OP Development Stage Plan/CUP and Preliminary Plat of the Tapestry OP which consists of 67 single family lots on a site of 172 acres. The City Planner reported with some minor reconfiguration of lot shapes, the submitted Final Plat complies with the approved Preliminary Plat, including conditions that were attached. The City Engineer reviewed all infrastructure construction drawings and found those plans to comply with City standards. The Minnesota Land Trust agreed to hold the Preserved Open Space easements on all of the large Preserved Open Space outlots. A proposed Development Agreement was provided for Council review.

Council member DeLapp commented that the City doesn't need a 26' road and asked if the road could be narrowed down to 22' wide. Council member Dunn said we should change the code and have options available rather than have one size fits all.

M/No Second DeLapp/No Second -- that the proposal consider the flat portion of the street be 22' wide and any slope portion beyond be something additional.

Council member John and Dunn indicated this is not the time to change the street standard when we have a plat to approve, but staff could look into this.

The developer said he was not opposed to the additional condition of prohibiting trees being cut within 50 feet of the south line of the plat unless approved by the Planner.

Council member DeLapp complimented the developers on following the City's architectural guidelines.

M/S/P John/Johnston – to adopt Resolution No. 2004-108, A Resolution Approving the Final OP Plan, Final Plat and Development Agreement of Tapestry at Charlotte's Grove, as modified to include a second conditions that no trees shall be cut within 50 feet of the south line of the plat unless approved by the City Planner. (Motion passed 5-0.)

D. Resolution No. 2004-109 – Minor Subdivision and OP Final Plan
Amendment: Dupuis/Engstrom

This is an application for both a Minor Subdivision of an existing 3 acre parcel and a small Fields II Outlot into three new parcels; and the amendment of the Fields of St. Croix II OP Final Plan to annex the newly created parcels. Two of the new parcels would be OP-type lots (3/4 acre), and were provided utility services in Lily Avenue North to which they will front in anticipation of this action in the future. The third new parcel would be the existing Dupuis homestead reduced to 2.41 acres area. The Planning Commission recommended approval.

M/S/P Dunn/Johnston – to approve Resolution No. 2004-109, Approving an amendment to the Fields of St. Croix OP Final Plan to annex land, and approving a Minor subdivision for Dupuis/Engstrom. (Motion passed 5-0)

Council member John voiced his concern on Parcel C with two large oaks for driveways or buildings erected on the site. Bob Engstrom said there is room for driveways.

E. Family Entertainment Center

The City Planner reported that one condition of the approval of the CUP and Section 520 Site Plan for the Family Entertainment Center at 9200 Hudson Blvd. (Dolan Marine site) was that the applicant modify the proposed exterior elevations of the two buildings to mute the appearance from that then proposed and return to the Council with those revised exterior elevations.

The applicant has submitted revised exterior elevation, staff dated December 2, 2004, proposing to significantly modify the exterior treatment of Building A and somewhat modify Building B. The applicant also submitted manufacturer information regarding color pallet was provided and handed out to Council.

M/S/P DeLapp/John – to approve the exterior elevations for the Family Entertainment Center at 9200 Hudson Blvd. per plans staff dated December 2, 2004. (Motion passed 5-0).

Attorney Filla told the applicants that he still needs to see title to this property.

F. Resolution No. 2004-110: Sale of Berschen Property (Property Rights)

M/S/P Johnston/John - to adopt Resolution No. 2004-110, a Resolution Waiving Planning Commission Review and Authorizing Sale of the John Berschen property. (Motion passed 5-0).

G. Bush Angle Parking

The City Planner reported that Joe Bush requested this matter be tabled.

M/S/P John/Johnston - to table this agenda item until more information can be provided. (Motion passed 5-0).

Council member Dunn asked staff to look at some screening for the residents to the east.

4. CITY ATTORNEY'S REPORT:

The City Planner submitted the Council a copy of the RFQ for a Master Planner.

5. CITY ADMINISTRATOR'S REPORT:

A. Met Council Discussion/Negotiations

The City Administrator reported that discussions between the City's negotiating team and the representatives from the Met Council have been delayed due to the elections. He suggested sending a message that affirms a team to continue the negotiation process, and we communicate that to Peter Bell and Tom Weaver.

The team that has been meeting with Mr. Bell and his staff consisted of Hunt, Rafferty, and the City Planner. Council member DeLapp suggested that the new team be somewhat larger and should include Council member Dunn who he thought has a good rapport with everyone involved. DeLapp expressed his fears that Council member Johnston might capitulate to the Met Council's wishes specifically by permitting development north of 10th Street. Council member Dunn concurred with DeLapp about the need for more voices on the negotiating team.

Council member Johnston responded he shares the same goals for Lake Elmo. He was willing to pursue in whatever direction the City Council wishes. Both Mayor Hunt and Council Member John offered Johnston their vote of confidence and said they would make themselves available for any further consultation.

M/S/P John/Hunt - to establish the Met Council Negotiating Team consisting of Dean Johnston, Martin Rafferty, and Chuck Dillerud. (Motion passed 4-1: DeLapp would like to include Council member Dunn on the negotiating team.)

B. Lake Elmo Jaycees Donation

M/S/P Dunn/John - to accept the Lake Elmo Jaycees donation and authorize expenditures for public purposes as designated by state law. (Motion passed 5-0.)

C. December 21st Council Meeting

M/S/P Johnston/Dunn -- to cancel the December 21st Council meeting unless an agenda item comes up that needs to be discussed at a special meeting. (Motion passed 5-0.)

12. CITY COUNCIL REPORTS:

Council member Dunn thanked the crew for installing the holiday decorations as they look great. She suggested that at the next election cycle a local candidate's night be held by the Jaycees, League of Women Voters, or the Cable Commission.

Council member John thanked the Council for supporting him while filling out the remainder of Chuck Siedow's Council seat.

Adjourn the meeting at 9:20 p.m.

Respectfully submitted by Sharon Lumby, City Clerk

Resolution No. 2004-101 Waiver of Monetary Limits on Tort Liability
Resolution No. 2004-102 Approve Claims
Resolution No. 2004-103 Charitable Gambling License -- Maplewood Lions
Resolution No. 2004-104 Capital Improvement Program
Resolution No. 2004-105 Adopt Final 2005 Budget
Resolution No. 2004-106 Adopt Levy
Resolution No. 2004-107 Vacation of 55th Street
Resolution No. 2004-108 Final Plat for Tapestry at Charlotte's Grove
Resolution No. 2004-109 Minor Subdivision and OP Final Plan
Amendment: Dupuis/Engstrom
Resolution No. 2004-110 Sale of Berschen Property

Lake Elmo City Council 01-18-2005	Agenda Section: CONSENT	<u>No .</u> 4A
<u>Agenda Item:</u> Fee Schedule		
<u>Background Information for January 18, 2005:</u>		
<p>Attached, please find the proposed 2005 fee schedule. The Fee schedule represents a charge for services and are based on the City's time & expenditures for providing the service. The Fee schedule for the most part has not been adjusted in 2-3 years and a comparison study concluded that the proposed fees are in line with other Cities of similar size in the metropolitan area.</p>		
<p>Please note there has been one change since the last Council Committee review involving the Liquor license fee. I have been informed that an adjustment to Liquor License fees requires a Public Hearing and therefore the proposed fee remains unchanged until a hearing can be scheduled.</p>		
<u>Action Items:</u>		<u>Person responsible:</u>
1) Adopt the 2005 proposed Fee Schedule + <i>APPROVE</i> <i>PREPARE FOR ORDINANCE</i>		Tom Bouthilet
<u>Attachments:</u>		
1. 2005 Proposed Fee Schedule		

2005 Proposed Fee Schedule

Revised January 7, 2005

	Development, Service, Building, Etc.	Fee	Proposed Fee	Escrow or Additional Charge	Comments
	Amateur Radio Antenna	\$825.00	\$825.00		
	Appeal (to Board of Adjustment and Appeals)	\$25.00	\$50.00		
NEW	Assessment Search - NEW LINE	\$15.00	\$20.00		
	Building Demolition				
	First 1000 Square Feet	\$50.00	\$100.00	.50 surcharge	
	Each Additional 1000 square feet or portion thereof	\$10.00	\$10.00	.50 surcharge	
	Burning Permits				
	Residential	\$35.00	\$35.00		
	Commercial	\$70.00	\$70.00		
	Comprehensive Plan Amendment	\$1,100.00	\$1,200.00		
	Conditional Use Permit (CUP) <new or amended>	\$875.00	\$950.00		
NEW	CONTRACTOR LICENSE FEES	NEW LINE			
	Blacktopping	\$35.00	\$50.00		
	Excavator License	\$35.00	\$50.00		
	Heating and A/C	\$35.00	\$50.00		
	Sign Installer	\$35.00	\$50.00		
	Solid Waste Hauler	\$35.00	\$100.00		
	Tree Contract	\$35.00	\$50.00		
NEW	COPY SERVICES - NEW LINE				
NEW	Copies	\$1.00	\$1.00		
NEW	City Map - colored	\$3.00	\$3.00		
NEW	Code Book	NEW	\$150.00		
NEW	Sections 1, 2, 4, 6-12, 14	NEW	\$10.00		
NEW	Section 3	NEW	\$50.00		
NEW	Section 5 and 13	NEW	\$25.00		
NEW	Comprehensive Plan	NEW	\$100.00		
NEW	OP Ordinance	NEW	\$10.00		
NEW	Parks Plan	NEW	\$75.00		
	Culverts in Developments with Rural Section	\$50.00	\$100.00		
	Dog License	\$10.00	\$10.00		
	Unlicensed dog (first impound)	\$50.00	\$50.00		
	Licensed dog (first impound)	\$25.00	\$25.00		
	Cat Impound (first impound)	\$25.00	\$25.00		
	Subsequent dog/cat impound	\$25.00	\$25.00		
	Duplicate License or Tag	\$1.00	\$1.00		
	Driveway				
	Residential	\$50.00	\$50.00	.50 surcharge	
	Commercial	\$150.00	\$150.00	.50 surcharge	
	Excavating and Grading	\$100.00	\$100.00	Erosion Control Bond, Escrow, or Letter of Credit: 1500.00 per acre.	
X	Fireplace - LINE REMOVED	Per 1997 UBC	REMOVED		
	Flood Plain Management Permit	\$750.00	\$750.00	1500.00 escrow	
	Fuel Tank Removal (Underground)	\$50.00	\$50.00	.50 surcharge	
	Heating				
	New Residential	\$100.00	\$125.00	.50 surcharge	
	Addition to Residential	\$50.00	\$50.00	.50 surcharge	
	Commercial (New or Addition)	Minimum 150.00 or one percent of total cost of heating project	Minimum 150.00 or one percent of total cost of heating project	.50 surcharge	
	Lawn Sprinklers	\$100.00	\$110.00	.50 surcharge	
	Liquor				
	Club On-Sale Intoxicating	\$100.00 per year	\$100.00 per year		
	Off-Sale Intoxicating	\$200.00 per year	\$200.00 per year		
	Off-Sale Non-Intoxicating	\$150.00 per year	\$150.00 per year		
	On-Sale Intoxicating	\$1500.00 per year	\$1500.00 per year		
	On-Sale Investigation	\$350.00	\$350.00		
	On-Sale Non-Intoxicating	\$100.00 per year	\$100.00 per year		
	On-Sale Sunday Intoxicating	\$200.00 per year	\$200.00 per year		
	Temporary Non-Intoxicating	\$25.00 per event	\$25.00 per event		
	Wine	\$300.00 per year	\$300.00 per year		

	Development, Service, Building, Etc.	Fee	Proposed Fee	Escrow or Additional Charge	Comments
	Lot Line Adjustment	\$50.00	\$250.00		
	Manufactured Home Parks				
	New	\$1,000.00	\$1,000.00	2500.00 Escrow	
	Move home out of City	\$50.00	\$50.00	.50 surcharge	
	Move into City	\$75.00	\$100.00	.50 surcharge	
	Minor Subdivision	\$825.00	\$925.00		
X	Mining Permit - LINE REMOVED	\$500.00	LINE REMOVED		
	Moving House or Primary Structure into City	\$250.00	\$500.00	Plus bond with amount to be determined by City w/recommendation from Building Official	
M	Moving Garage or Accessory Building into City - LINE INCORPORATED ABOVE	\$100.00	LINE INCORPORATED ABOVE	LINE INCORPORATED ABOVE	
	New Construction Plan Review	Per 1997 UBC (65% of building permit	Per 1997 UBC (65% of building permit fee	Per Statute	
	Park Dedication (up to 3 lots)	\$1500.00 for each newly created lot	\$3000.00 for each newly created lot		
	Parking Lots				
	New Commercial	\$150.00	\$150.00	.50 surcharge	
	Existing Commercial	\$75.00	\$75.00	.50 surcharge	
	Platting				
	Concept (PUD or OP)	\$1,050.00	\$1,150.00		
	Preliminary Plat (and Development Stage)	\$1,550.00	\$1,700.00		
	Final Plat (and Final Plan)	\$1,050.00	\$1,150.00	Plus 2% Administrative Fee Development Agreement	
	Plumbing				
	New Residential	\$100.00	\$125.00	.50 surcharge	
	Addition to Residential	\$50.00	\$50.00	.50 surcharge	
	Commercial (New or Addition)	Minimum \$150.00 or 1% of total job cost	Minimum \$150.00 or 1% of total job cost	.50 surcharge	
	Private Roads (permitted only in AG zone)	\$50.00	\$100.00	.50 surcharge	
	Restrictive Soils and Wetland Restoration	\$750.00	\$750.00	1500.00 escrow	
	Protection and Preservation Permit				
	Right-of-Way Permits				
	Annual Registration (1415.05 Subd.1)	\$50.00	\$50.00		
	Excavation (1415.11 Subd. 1)	\$200.00	\$200.00		
	Each Additional Excavation	\$30.00	\$30.00		
	Trench Fee (boring or open cut)	.50 per foot	.50 per foot		
	Overhead Installation Fee	.50 per foot	.50 per foot		
	New Subdivisions (Alternate to per foot feet)	50.00 per lot per utility	50.00 per lot per utility		
	Street Obstruction Fee (1415.11 (Sub 2)	\$50.00	\$50.00		
	Permit Extension	\$50.00	\$50.00		
	Delay Penalty	10.00 per day	10.00 per day		
	Sewage Disposal				
	On-Site Septic Systems				
	New	\$75.00	\$100.00	.50 surcharge	
	Alterations or Repairs	\$50.00	\$100.00	.50 surcharge	
	Inspection of Existing System				
X	Less than 1 year old - LINE REMOVED	NC	LINE REMOVED		
X	Over 1 but less than 5 years LINE REMOVED	\$50.00	LINE REMOVED		
X	Over 5 years LINE REMOVED	\$100.00	LINE REMOVED		
	Sewer Availability Charge (SAC) (Metro System)	\$1,775.00	\$1,875.00	1450.00 Met. Council 425.00 to City	
	Sewer	\$2.40 per 1,000 gallons	\$2.50 per 1,000 gallons		
	Wetland Treatment				
	Hookup to Existing System	\$75.00	\$75.00	.50 surcharge	
	Alteration/Repair	\$50.00	\$50.00	.50 surcharge	
	201 Off-Site Maintenance Fee	45.00 per unit per quarter	50.00 per unit per quarter		
	Signs (not requiring CUP)	\$75.00	\$100.00		
	Site Plan Review (Chapter 520)	\$825.00	\$925.00		

	Development, Service, Building, Etc.	Fee	Proposed Fee	Escrow or Additional Charge	Comments
NEW	Surface Water - NEW LINE	NEW			
NEW	Residential	\$20.00	\$25.00		
NEW	Non-Residential (commercial, ag., etc.)	NEW	Per Code		
	Street Cleaning Erosion Control				
	Escrow			1,000.00 Escrow	
	Re-inspection	\$30.00 per hour	\$30.00 per hour	Portal to Portal from City Hall. Minimum: 1 hour	
	Processing Fee			10% of Contractor's Invoice to City	
X	Swimming Pools - LINE REMOVED	Per 1997 UBC	LINE REMOVED	LINE REMOVED	
	Telecommunications Tower	\$825.00	\$825.00	2,000.00 Escrow	
	Tennis Courts	Per 1997 UBC	Per 1997 UBC	Plus surcharge	
	Vacations (Streets or Basements)				
	Basements	\$50.00	\$100.00	\$500.00 Escrow	
	Streets	\$50.00	\$500.00	\$500.00 Escrow	
	Variance	\$620.00	\$700.00		
NEW	Video Reproduction	NEW	\$25.00		
	Water				
	Residential - Quarterly Rate	\$21.50 Base plus 1.70 per 1,000 gallons	\$22.00 Base plus 1.75 per 1,000 gallons		
	Commercial	\$21.50 Base plus 2.44 per 1,000 gallons	\$22.00 Base plus 2.60 per 1,000 gallons		
	All Connection Permits	\$125.00	\$125.00		
	Meters, MIU & Meter Installation Sets	\$275.00	\$275.00		
	Fire Sprinkler System (Inspection Fee)	\$50.00	\$50.00		
	Delinquent Accounts	6% per quarter	6% per quarter	Plus 25.00 or 8%, whichever is greater, if certified to County for collection with taxes	
	Disconnect Service	\$50.00	\$75.00		
	Reconnect Service	\$50.00	\$75.00		
	Water Storage Violation	\$10.00 per day	\$10.00 per day		
	Bulk Water from Hydrant	\$50.00 for first 5,000 gallons \$2.50 per 1,000 gallons over 5,000 gallons	\$50.00 for first 5,000 gallons \$2.60 per 1,000 gallons over 5,000 gallons		
	Swimming Pool Fill	NEW NEW	\$40.00 + \$50.00 for first 5,000 gallons \$2.60 per 1,000 gallons over 5,000 gallons		
	Water Availability Charge (WAC)				
	Existing Structures within Old Village	\$800.00	\$800.00		
	New Development	\$3,000.00	\$3,000.00		
	Zoning Amendment (Text or Map)	\$1,050.00	\$1,150.00		

Lake Elmo City Council 01-18-2005	Agenda Section: CONSENT	<u>No .</u> 4B
<u>Agenda Item: Pay Scale Adjustment</u>		
<p><u>Background Information for January 18, 2005:</u></p> <p>Attached, please find the proposed 2005 Employee Pay Plan. The Pay Plan was drafted during the 2005 Budget preparation (in August 2004) and represents a three percent increase adjustment in all positions and steps. The increase is based on Consumer Price Index (CPI) which is at 3.6%.</p> <p>The proposed pay plan structure represents a 3% increase to the current pay structure. This pay structure is a product developed by the Springsted Consulting Corporation who were retained by the City to develop a complete compensation package (wages & benefits) to be in line with other Metro Cities of similar size. Several indices were reviewed in to finalize this recommendation.</p> <p>It should be noted, that consistent with the Spingsted recommendation, employee contributions for benefits were also incorporated into employee compensation in 2004. Annual shared adjustments to employee contributions will continue to occur as annual increases are realized at renewal time. The City continues to review the benefits portion of the compensation package and will make the necessary adjustments during the renewal periods.</p> <p style="text-align: center;"> <u>C</u><u>O</u><u>S</u><u>T</u> <u>O</u><u>F</u> <u>L</u><u>I</u><u>V</u><u>I</u><u>N</u><u>G</u> <u>I</u><u>N</u><u>D</u><u>E</u><u>X</u> = 6.1% </p> <p style="text-align: center;"> TRANSPORTATION HEALTH CARE UTILITIES </p> <p style="text-align: center;">} SHOWING GREATER INCREASES</p>		
<u>Action Items:</u> 1) Adopt the 2005 Proposed Employee Pay Plan.	<u>Person responsible:</u> Tom Bouthilet	
<u>Attachments:</u> 1. 2005 Proposed Pay Plan		

2005 Proposed Pay Plan

Position	Grade	Start	1	2	3	4	5	6	7	8
Administrator	26	Monthly	6047	6227	6415	6606	6804	7009	7220	7436
		Annual	72563	74727	76976	79269	81647	84111	86639	89231
		Hourly	34.89	35.93	37.01	38.11	39.25	40.44	41.65	42.90
Planner/Ass't Administrator	24	Monthly	5485	5649	5817	5993	6172	6358	6549	6745
		Annual	65815	67786	69799	71920	74063	76291	78583	80940
		Hourly	31.64	32.59	33.56	34.58	35.61	36.68	37.78	38.91
Finance Director	21	Monthly	4512	4647	4786	4929	5077	5231	5386	5549
		Annual	54138	55767	57438	59152	60930	62772	64636	66586
		Hourly	26.03	26.81	27.61	28.44	29.29	30.18	31.08	32.01
City Clerk	21	Monthly	4512	4647	4786	4929	5077	5231	5386	5549
		Annual	54138	55767	57438	59152	60930	62772	64636	66586
		Hourly	26.03	26.81	27.61	28.44	29.29	30.18	31.08	32.01
Maintenance/Parks Superintendent	21	Monthly	4512	4647	4786	4929	5077	5231	5386	5549
		Annual	54138	55767	57438	59152	60930	62772	64636	66586
		Hourly	26.03	26.81	27.61	28.44	29.29	30.18	31.08	32.01
Building Official/Code Enforcement	19	Monthly	4297	4426	4558	4695	4836	4981	5131	5285
		Annual	51568	53110	54695	56345	58038	59773	61573	63415
		Hourly	24.79	25.53	26.30	27.09	27.90	28.74	29.60	30.49
Building Inspector/Water	12	Monthly	3055	3146	3239	3337	3437	3540	3646	3755
		Annual	36656	37749	38863	40041	41241	42484	43748	45055
		Hourly	17.62	18.15	18.68	19.25	19.83	20.42	21.03	21.66
Senior Program Support	11	Monthly	2908	2996	3085	3178	3273	3371	3472	3576
		Annual	34900	35949	37021	38135	39270	40449	41670	42912
		Hourly	16.78	17.28	17.80	18.33	18.88	19.45	20.03	20.63
Office Assistant	5	Monthly	2171	2235	2301	2371	2464	2516	2592	2669
		Annual	26052	26823	27616	28451	29565	30186	31108	32029
		Hourly	12.52	12.90	13.28	13.68	14.21	14.51	14.96	15.40
Heavy Equipment Operator	11	Monthly	2908	2996	3085	3178	3273	3371	3472	3576
		Annual	34900	35949	37021	38135	39270	40449	41670	42912
		Hourly	16.78	17.28	17.80	18.33	18.88	19.45	20.03	20.63
Heavy Equipment Operator	11	Monthly	2908	2996	3085	3178	3273	3371	3472	3576
		Annual	34900	35949	37021	38135	39270	40449	41670	42912
		Hourly	16.78	17.28	17.80	18.33	18.88	19.45	20.03	20.63

Heavy Equipment Operator	11	Monthly	2908	2996	3085	3178	3273	3371	3472	3576	3631
		Annual	34900	35949	37021	38135	39270	40449	41670	42912	43576
		Hourly	16.78	17.28	17.80	18.33	18.88	19.45	20.03	20.63	20.95
Finance Specialist	11	Monthly	2908	2996	3085	3178	3273	3371	3472	3576	3631
		Annual	34900	35949	37021	38135	39270	40449	41670	42912	43576
		Hourly	16.78	17.28	17.80	18.33	18.88	19.45	20.03	20.63	20.95

4C.

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

**RESOLUTION NO. 2005-008
RESOLUTION APPROVING CLAIMS**

BE IT RESOLVED THAT Claim Numbers 235, 236, DD316 through DD328, 26728 through 26756, were used for Staff Payroll dated January 06, 2005, 237, 26758 through 26804, in the total amount of \$228873.26 are hereby approved.

ADOPTED, by the Lake Elmo City Council on the 18th day of January, 2005.

Dean A. Johnston
Mayor

ATTEST:

Martin J. Rafferty
City Administrator

Accounts Payable Computer Check Proof List

User: administrator

Printed: 01/13/2005 - 2:29 PM

SPRINGBROOK SOFTWARE

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: ARAM 629-5624557	Aramark Linen - City Hall Check Total:	47.10 47.10	01/18/2005	Check Sequence: 1 101-410-1940-44010	ACH Enabled: No
Vendor: ARAMAU 56052009-1	ARAMARK Public Works Check Total:	122.72 122.72	01/18/2005	Check Sequence: 2 101-430-3100-44170	ACH Enabled: No
Vendor: BRIGHT Permit 4274	Brightland Builders Permit refund 4274 5110 Jamaica Check Total:	113.75 113.75	01/18/2005	Check Sequence: 3 803-000-0000-22900	ACH Enabled: No
Vendor: DEEPRCK 1230359570	Deep Rock Water Company Water - Public Works Check Total:	89.90 89.90	01/18/2005	Check Sequence: 4 101-430-3100-44300	ACH Enabled: No
Vendor: DVS CTK 2037	DVS Renewal Vehicle Registration - Lic. CTK2037 Check Total:	18.50 18.50	01/18/2005	Check Sequence: 5 101-430-3100-44300	ACH Enabled: No
Vendor: EMERGAPP 20303	Emergency Apparatus Maint. Engine 3183 - Install Auto Charger Check Total:	675.00 675.00	01/18/2005	Check Sequence: 6 101-420-2220-44040	ACH Enabled: No
Vendor: FARMERS 141352	Farmers Union Co-Op Oil Fuel - Fire Dept. Check Total:	30.75 30.75	01/18/2005	Check Sequence: 7 101-420-2220-42120	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:FOUR 23-038408	Four Seasons Service Supplies - City Hall Check Total:	67.28 67.28	01/18/2005	Check Sequence: 8 101-410-1940-44300	ACH Enabled: No
Vendor:GENER 14517	GENERAL REPAIR SERVICE Pumps Repair - Lift Stations Check Total:	691.19 691.19	01/18/2005	Check Sequence: 9 602-495-9450-44030	ACH Enabled: No
Vendor:GENESIS INC00254	Next Genesis Productions Internet/Citrix Support Check Total:	300.00 300.00	01/18/2005	Check Sequence: 10 101-410-1520-43180	ACH Enabled: No
Vendor:H&LMESAB 64134	H&L Mesabi Plow Bolts/Nuts Check Total:	158.12 158.12	01/18/2005	Check Sequence: 11 101-430-3100-42210	ACH Enabled: No
Vendor:HAGBERGS Acct. 10 Acct. 10 Acct. 32	Hagbergs Country Market Supplies for Meeting Supplies Supplies for Oakdale FD - Stand-by Check Total:	25.27 77.88 83.99 187.14	01/18/2005 01/18/2005 01/18/2005	Check Sequence: 12 101-410-1110-44300 101-410-1320-44300 101-420-2220-44300	ACH Enabled: No
Vendor:HUMANE 10/01-12/31	Humane Society Companion Animal Impounding for 10/01-12/31/2004 Check Total:	3,313.20 3,313.20	01/18/2005	Check Sequence: 13 101-420-2700-43160	ACH Enabled: No
Vendor:ICEMAN 2539	Iceman Industries, Inc. Sodium Chloride Check Total:	2,406.85 2,406.85	01/18/2005	Check Sequence: 14 101-430-3100-42290	ACH Enabled: No
Vendor:LEHARD 029202-01 029203-01	Lake Elmo Hardwood Lumber Floor dry, WD-40, Wax Keys, cable claps, turnbuckle Check Total:	28.25 7.97 36.22	01/18/2005 01/18/2005	Check Sequence: 15 101-420-2220-42400 101-430-3100-42230	ACH Enabled: No
Vendor:LEOIL B01203 S01203 S01208	Lake Elmo Oil, Inc. Fuel - Public Works Fuel - Fire Dept. Parks	3,030.26 73.02 23.38	01/18/2005 01/18/2005 01/18/2005	Check Sequence: 16 101-430-3100-42120 101-420-2220-42120 101-450-5200-44300	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: LERELIEF 2005	Check Total:	3,126.66			
	Lake Elmo Fire Relief Assn. Add'l Contribution	13,738.00	01/18/2005	Check Sequence: 17 101-420-2220-44920	ACH Enabled: No
	Check Total:	13,738.00			
Vendor: LINNER 17024	Linmer Electric Company, Inc. Christmas Lights outlet Repair	120.00	01/18/2005	Check Sequence: 18 101-410-1320-44300	ACH Enabled: No
	Check Total:	120.00			
Vendor: Magnuson 00727004117	Gerald Magnuson Boots - Public Works	164.00	01/18/2005	Check Sequence: 19 101-430-3100-44170	ACH Enabled: No
	Check Total:	164.00			
Vendor: MALMQ 01/11/2005	Greg Malmquist 13 Burn permits	130.00	01/18/2005	Check Sequence: 20 101-420-2220-44300	ACH Enabled: No
	Check Total:	130.00			
Vendor: MARONEYS 080758 080758 080758	Maroney's Sanitation, Inc Refuse - City Hall	158.49	01/18/2005	Check Sequence: 21 101-410-1940-43840	ACH Enabled: No
	Refuse - Public Works	95.89	01/18/2005	101-430-3100-43840	
	Refuse - Parks	183.96	01/18/2005	101-450-5200-43840	
Vendor: MCLEOD 8249655 8249655 8249655 8249655 8249655	Check Total:	438.34			
	McLeod USA Telephone Service - City Hall	292.49	01/18/2005	Check Sequence: 22 101-410-1940-43210	ACH Enabled: No
	Telephone Service - Fire Dept.	163.49	01/18/2005	101-420-2220-43210	
Vendor: MENARDSO 78613 78677 79660 79661 79844	Telephone Service - Public Works	129.30	01/18/2005	101-430-3100-43210	
	Telephone Service - Parks	67.35	01/18/2005	101-450-5200-43210	
	Tel. Service - 3303 Langley & 11975 55th	107.85	01/18/2005	601-494-9400-43210	
	Tel. Service - 11062 34th & 2759 Legion	119.26	01/18/2005	602-495-9450-43210	
	Check Total:	879.74			
	Menards - Oakdale Plywood, brushes - Public Works	160.42	01/18/2005	Check Sequence: 23 101-430-3100-42150	ACH Enabled: No
	Bolts	17.38	01/18/2005	101-430-3100-42210	
	Mailbox, screw	21.53	01/18/2005	101-430-3100-42230	
	De-icer	11.89	01/18/2005	101-430-3100-42150	
	Wrench Set, Caliper	51.55	01/18/2005	101-430-3100-42150	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	262.77			
Vendor: MENARDST 42953	Menards - Stillwater Batteries - Fire Dept. Check Total:	37.25 37.25	01/18/2005	Check Sequence: 24 101-420-2220-44300	ACH Enabled: No
Vendor: MES 257672	Municipal Emergency Services Four Gas Detectors for 3173 & 3183 Check Total:	4,169.28 4,169.28	01/18/2005	Check Sequence: 25 101-420-2220-45800	ACH Enabled: No
Vendor: METCOU January 2005	Metropolitan Council Monthly Wastewater Charge 01/2005 Check Total:	825.04 825.04	01/18/2005	Check Sequence: 26 602-495-9450-43820	ACH Enabled: No
Vendor: METRO MU 730	ASSOCIATION OF METROPOLITAN MUNICIPALITIES City Membership Dues Check Total:	2,634.00 2,634.00	01/18/2005	Check Sequence: 27 101-410-1110-44330	ACH Enabled: No
Vendor: METROCA 01993319	Metrocall Inc. Pagers - Fire Dept Check Total:	83.21 83.21	01/18/2005	Check Sequence: 28 101-420-2220-43210	ACH Enabled: No
Vendor: MILLEREX 10231	Miller Excavating, Inc. Grading Check Total:	364.69 364.69	01/18/2005	Check Sequence: 29 101-430-3100-43150	ACH Enabled: No
Vendor: MUNICI-P 2005	Municipi-Pals Membership Due Check Total:	20.00 20.00	01/18/2005	Check Sequence: 30 101-410-1320-44330	ACH Enabled: No
Vendor: NOSTPAUL 2005010581	City of North St Paul Salt/sand mix Check Total:	2,415.42 2,415.42	01/18/2005	Check Sequence: 31 101-430-3100-42290	ACH Enabled: No
Vendor: OAKDALE 1000039700 1000046000	City of Oakdale Water - North Pit Water - South Pit	1,278.20 2,149.20	01/18/2005 01/18/2005	Check Sequence: 32 601-494-9400-43820 601-494-9400-43820	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:PELNAR Dec 2004	Check Total:	3,427.40			
	KathiPelnar Animal control - December 2004	222.56	01/18/2005	Check Sequence: 33 101-420-2700-43150	ACH Enabled: No
	Check Total:	222.56			
Vendor:PETERSO 11135M 11140M 11150M	Peterson Fram & Bergman Administration	2,487.13	01/18/2005	Check Sequence: 34 101-410-1610-43040	ACH Enabled: No
	Criminal Pros	3,460.07	01/18/2005	101-410-1610-43045	
	Community Dev	1,752.50	01/18/2005	803-490-9070-43040	
	Check Total:	7,699.70			
Vendor:PLANTH 753-04	PLANT HEALTH ASSOCIATES, INC Tree program - 10/25/04-12/31/04	540.00	01/18/2005	Check Sequence: 35 101-450-5200-44030	ACH Enabled: No
	Check Total:	540.00			
Vendor:PRAXAIR 433878	PRAXAIR DISTRIBUTION INC. Welding Supplies	40.82	01/18/2005	Check Sequence: 36 101-430-3100-42150	ACH Enabled: No
	Check Total:	40.82			
Vendor:PRESS 01/04-01/10	StevenPress Cable Operator for 01/04, 01/10/2005	80.00	01/18/2005	Check Sequence: 37 101-410-1320-43620	ACH Enabled: No
	Check Total:	80.00			
Vendor:RENNESC 12062004	Scott Renne Appraisal - 39th and LE Ave.	800.00	01/18/2005	Check Sequence: 38 410-480-8000-45200	ACH Enabled: No
	Check Total:	800.00			
Vendor:RUD 0080-0078-5 Jan 1/3-1/12 Jan 1/4-1/13	DianePrince-Rud Cleaning Supplies -Rubbermaid, Mr. Clean	17.74	01/18/2005	Check Sequence: 39 101-410-1940-42110	ACH Enabled: No
	Cleaning City Hall	240.00	01/18/2005	101-410-1940-44010	
	Cleaning Fire Hall	240.00	01/18/2005	101-420-2220-44010	
	Check Total:	497.74			
Vendor:S&T 01JL6423 01JP3828	S&T Office Products, Inc. Name plates	45.69	01/18/2005	Check Sequence: 40 101-410-1320-42000	ACH Enabled: No
	Tapes, DVDs, Stamp, paper, folders	256.60	01/18/2005	101-410-1320-42000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	302.29			
Vendor:SATELLIT 24180617	Satellite Shelters, Inc. Rent- Bldg Dept. Trailer for Jan2005 Check Total:	319.50 319.50	01/18/2005	Check Sequence: 41 101-420-2400-44120	ACH Enabled: No
Vendor:STATETIRE Q4 Report	State Treasurer Bldg Permit Surcharges Pmt Check Total:	1,134.19 1,134.19	01/18/2005	Check Sequence: 42 101-420-2400-43060	ACH Enabled: No
Vendor:STILLTOW 91630	Stillwater Towing Inc Towing Check Total:	154.43 154.43	01/18/2005	Check Sequence: 43 101-430-3100-44040	ACH Enabled: No
Vendor:SUN 743281	SUN NEWSPAPERS TNT Legal Publ. Check Total:	223.20 223.20	01/18/2005	Check Sequence: 44 101-410-1320-43510	ACH Enabled: No
Vendor:TRACTOR Acc.1282	Tractor Supply Credit Plan Truck Box Check Total:	209.46 209.46	01/18/2005	Check Sequence: 45 101-430-3100-45800	ACH Enabled: No
Vendor:TWINCIT 1067	Twin City Water Clinic, Inc. Bacteria Analysis Dec 2004 Check Total:	20.00 20.00	01/18/2005	Check Sequence: 46 601-494-9400-43030	ACH Enabled: No
Vendor:USBANK 33395470 33395470	US Bank Trust N.A. Principal Pmt GO Bond 2001 Interest Pmt GO Bond 2001 Check Total:	100,000.00 19,827.50 119,827.50	01/18/2005 01/18/2005	Check Sequence: 47 310-480-8000-46010 310-480-8000-46110	ACH Enabled: No
Vendor:XCEL 0044-445-749364 0084-044-646363 0176-825-022363 0417-949-252364 0446-544-592363 0573-240-678363 0592-147-254364	Xcel Energy Softball Field 4259 Jamaica - Public works 194 & Inwood City Hall Manning & Stillwater 11194 Upper33rd St Pebble Park	70.99 1,043.70 25.14 716.70 23.01 414.41 7.43	01/18/2005 01/18/2005 01/18/2005 01/18/2005 01/18/2005 01/18/2005 01/18/2005	Check Sequence: 48 101-450-5200-43810 101-430-3100-43810 101-430-3160-43810 101-410-1940-43810 101-430-3160-43810 101-450-5200-43810 101-450-5200-43810	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
0614-943-270363	998 Inwood	33.85	01/18/2005	101-430-3160-43810	
0735-213-608	3585 Laverne	313.11	01/18/2005	101-410-1940-43810	
0777-146-175363	Tennis Courts	12.20	01/18/2005	101-450-5200-43810	
1278-842-757364	3303 Langly Ct	548.22	01/18/2005	601-494-9400-43810	
1427-822-590364	8860 Hudson Blvd	46.70	01/18/2005	602-495-9450-43810	
1577-643-354363	Fire Hall	697.11	01/18/2005	101-420-2220-43810	
1684-846-045362	2759 Legion Ave	13.27	01/18/2005	602-495-9450-43810	
1808-181-287363	3675 Layton Ave	7.43	01/18/2005	101-450-5200-43810	
1957-348-187363	11062 34th St	15.37	01/18/2005	602-495-9450-43810	
2045-967-139365	11975 55th	459.55	01/18/2005	601-494-9400-43810	
2175-049-940363	3511 Laverne	345.78	01/18/2005	101-450-5200-43810	
2332-806-007001	City Lights	1,576.56	01/18/2005	101-430-3160-43810	
	Check Total:	6,370.53			

Total for Check Run: 179,535.44
Total Number of Checks: 48

Accounts Payable
Computer Check Register



User: administrator

Printed: 01/13/2005 - 14:27

Bank Account: APPR

Check	Vendor No Vendor Name	Date	Invoice No	Amount
237	MNREVEN MN Department of Revenue	01/18/2005		
			Q4 Tax	776.00
			Q4 Tax	5,008.00
Check 237 Total:				5,784.00
Report Total:				5,784.00

CITY OF LAKE ELMO

2004 BILLING SUMMARY

MONTH	11135 Administration	11140 Criminal Pros	11145 Public Imp. Proj	11150 Community Dev	11155 Civil Litigation	11161 Auto Forfeiture	TOTAL
Jan	\$1,320.75	\$2,548.83	\$66.00	\$330.21	\$2,196.75		\$6,462.54
Feb	\$1,353.00	\$2,845.88		\$187.00	\$125.28		\$4,511.16
March	\$2,721.92	\$4,762.74		\$286.00	\$692.76		\$8,463.42
April	\$2,346.98	\$3,964.04	\$88.00		\$654.43	\$109.00	\$7,162.45
May	\$2,029.36	\$3,528.77	\$33.66	\$111.61		\$99.00	\$5,802.40
June	\$2,388.61	\$5,051.95	\$66.00	\$341.00		\$92.50	\$7,940.06
July	\$1,600.00	\$3,447.04		\$720.00		\$59.00	\$5,826.04
Aug	\$4,501.98	\$3,633.89	\$77.00	\$253.43			\$8,466.30
Sept	\$4,218.80	\$3,480.88	\$99.00	\$473.00	\$702.43		\$8,974.11
Oct	\$2,153.83	\$3,488.66		\$564.00	\$410.11		\$6,616.60
Nov	\$1,134.68	\$3,314.12		\$982.21	\$188.61		\$5,619.62
Dec	\$2,487.13	\$3,460.07		\$1,752.50			\$7,699.70
Totals	\$28,257.04	\$43,526.87	\$429.66	\$6,000.96	\$4,970.37	\$359.50	\$83,544.40

Suite 300
50 East Fifth Street
St. Paul, MN 55101-1197

**PETERSON
FRAMBERGMAN
PROFESSIONAL ASSOCIATION**

(651) 291-8955
(651) 228-1753 facsimile
Federal Tax ID #41-0991098

CITY OF LAKE ELMO
3800 Laverne Avenue North
Lake Elmo MN 55042

Page: 1
12/31/2004
ACCOUNT NO: 11135M

	FEES	EXPENSES	ADVANCES	BALANCE
11135-000008 Comp. Plan Update 2000-2020	609.00	1.61	0.00	\$610.61
11135-040002 2004 RECODIFICATION	418.00	0.00	0.00	\$418.00
11135-040009 PURCHASE OF SIEDOW PROPERTY	33.00	0.21	0.00	\$33.21
11135-040010 VACATION OF 55TH STREET	0.00	0.00	0.00	\$0.00
11135-920001 Administration	1,364.00	6.31	0.00	\$1,370.31
11135-920005 Volunteer Fire Dept./Benefit Assoc.	55.00	0.00	0.00	\$55.00
11135-950001 Purchase of Berschens Property	0.00	0.00	0.00	\$0.00
	<u>2,479.00</u>	<u>8.13</u>	<u>0.00</u>	<u>\$2,487.13</u>

**THIS STATEMENT IS DUE AND PAYABLE TO THE END OF THE MONTH.
PAYMENTS RECEIVED AFTER THE LAST DAY OF THE MONTH WILL BE CREDITED TO THE NEXT MONTH'S STATEMENT.
PLEASE RETURN ONE COPY OF STATEMENT WITH PAYMENT.**

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St. Paul, MN 55101-1197

PETERSON
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CITY OF LAKE ELMO
3800 Laverne Avenue North
Lake Elmo MN 55042

Page: 1
12/31/2004
ACCOUNT NO: 11140M

	FEES	EXPENSES	ADVANCES	BALANCE
11140-030001 Misc Prosecutions	3,060.00	30.07	0.00	\$3,090.07
11140-030170 Kuehn, James	232.50	0.00	0.00	\$232.50
11140-040097 Olson, Delores Hattie forged check	30.00	0.00	0.00	\$30.00
11140-040242 Lamfromboise, Vanesa J. DAS	22.50	0.00	0.00	\$22.50
11140-040245 Ross, Andrew James no medical card, no mv registration no proof of insurance	5.00	0.00	0.00	\$5.00
11140-040255 Olchesfski, Marie Elizabeth no insurance, no proof of ins.	5.00	0.00	0.00	\$5.00
11140-040260 Walker, Stacy Lea DAS	5.00	0.00	0.00	\$5.00
11140-040269 Middleton, Steven Michael careless driving	5.00	0.00	0.00	\$5.00

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CITY OF LAKE ELMO

Page: 2
12/31/2004
ACCOUNT NO: 11140M

	FEES	EXPENSES	ADVANCES	BALANCE
11140-040270 Beseth Jr, Ronald Louis 3rd degree DUI, 3rd degree .10	15.00	0.00	0.00	\$15.00
11140-040278 Stafki, Joseph Michael issued dishonored checks	5.00	0.00	0.00	\$5.00
11140-040279 Roman, Michelle Lynn issued dishonored checks	5.00	0.00	0.00	\$5.00
11140-040280 Schmidt, Lance Nicholas No MN DL, possess drug para., marijuana in mv, possess dangerous weapon	5.00	0.00	0.00	\$5.00
11140-040281 Wukawitz, Timothy John violate harassment order	5.00	0.00	0.00	\$5.00
11140-040284 Carchedi, Kelly Jean check forgery	30.00	0.00	0.00	\$30.00
	<u>3,430.00</u>	<u>30.07</u>	<u>0.00</u>	<u>\$3,460.07</u>

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50 East Fifth Street
St. Paul, MN 55101-1197

**PETERSON
FRAM & BERGMAN
PROFESSIONAL ASSOCIATION**

(651) 291-8955
(651) 228-1753 facsimile
Federal Tax ID #41-0991098

CITY OF LAKE ELMO
3800 LAVERNE AVENUE NORTH
LAKE ELMO MN 55042

Page: 1
12/31/2004
ACCOUNT NO: 11150M

	FEES	EXPENSES	ADVANCES	BALANCE
11150-040002 OLSON RR CLUSTER - MINOR SUBDIVISION	33.00	0.00	0.00	\$33.00
11150-040004 WHISTLING VALLEY SECOND ADDITION	209.00	0.00	0.00	\$209.00
11150-040007 TAPESTRY O.P. DEVELOPMENT	1,257.50	0.00	0.00	\$1,257.50
11150-040014 LARSON CUP FAMILY ENTERTAINMENT CENTER	44.00	0.00	0.00	\$44.00
11150-040019 CARDINAL VIEW - COMPREHENSIVE PLAN, REZONING	209.00	0.00	0.00	\$209.00
	<u>1,752.50</u>	<u>0.00</u>	<u>0.00</u>	<u>\$1,752.50</u>

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Lake Elmo
City Council
January 18,
2005

Agenda Section: Consent Agenda

No. 4D

Agenda Item: Escrow Reduction – Whistling Valley 2nd Addition

Background Information for January 18, 2005:

The City Engineer has inspected infrastructure improvements completed by the developer, and recommends reduction in the security held by the City for that work as follows:

	<u>Estimated Cost</u>	<u>Remaining</u>
Site Grading/Turf Restoration	\$346,500	\$5,000
Landscaping	150,000	30,000
Storm Sewer	120,500	5,000
Street Improvements	212,800	25,000
Wetland Treatment System	205,500	40,000
Street Signs	1,000	1,000
	<u>\$1,036,300</u>	<u>\$108,000</u>
@125%	\$1,295,375	\$135,000

Action Items:

Motion to approve of Bond #37SB104262673 securing infrastructure improvements in the Whistling Valley 2nd Addition from \$1,295,375 to \$135,000 as recommended by the City Engineer.

Person responsible:

City Engineer

Attachments:

1. City Engineer's Memo of January 13, 2005

Time Allocated:

TKDA

ENGINEERS • ARCHITECTS • PLANNERS

1500 Piper Jeffray Plaza
444 Cedar Street
Saint Paul, MN 55101-2140

(651) 292-4400
(651) 292-0083 Fax
www.tkda.com

January 13, 2005

Honorable Mayor and City Council
City of Lake Elmo, Minnesota

Re: Escrow Reduction
Whistling Valley II
Lake Elmo, Minnesota
TKDA Commission No. 13267.000

Dear Mayor and City Council;

The Developer has completed most of the site work for this project. Punch list work, clean-up, final seeding, and the final lift of bituminous remain. The wetland treatment system has not gone through start-up. Most of the trees have been planted.

Listed below is the remaining security required for this project:

Site Grading/ Turf Establishment	\$5,000.00
Storm Sewer	\$5,000.00
Sanitary Sewer	\$2,000.00
Wetland Treatment System	\$40,000.00
Streets and trails	\$25,000.00
Street Signs	\$1,000.00
Landscaping	\$30,000.00

Subtotal	\$108,000.00
125% Security	\$135,000.00

City Council Action Requested

Reduce the Letter of Credit for Whistling Valley II to \$135,000.00.

Sincerely,



Thomas Frew, P. E.
City Engineer

TDP:arw

MEMORANDUM

To:	Chuck Dillerud	Reference:	Request for Change Order
Copies To:			VFW Ball Field Lighting
		Comm. No.	11979-034
From:	Thomas D. Prew, P. E.	Routing:	
Date:	December 3, 2004		

Attached is a request for a Change Order from Arcade Electric for work on the VFW Ball Field Lighting Project.

As you will recall, the original plan called for Xcel to install underground power the center of the Hagberg property to the north fence line of the field. At that point a pad mounted transformer was to be set. Our contractor was to build a control cabinet next to the transformer.

As events turned out, the City was unable to obtain an easement for the electric service. Therefore a new overhead power line was constructed from TH 5 to the ball field along Layton Avenue. Xcel terminated their work with a service pole and a pole mounted transformer near the outfield fence.

In order to complete the project, our contractor must now construct 150 feet of buried line from the service pole to our control cabinet.

We have reviewed the contractor's proposed Change Order and agree with the costs. We recommend acceptance of it.

The work will be completed early in the spring so the lights will be operational for the entire 2005 season.

608 East County Road D
St. Paul, MN 55117
(651) 483-5066
FAX (651) 483-3219

CHANGE ORDER

NUMBER: 11912

DATE: 11-02-2004

TO: Joe Yobbie / Thomas Prew
TKDA
1500 PIPER JAFFRAY TOWER
444 CEDAR STREET
ST. PAUL, MN 55101-2140

JOB NAME/LOCATION: VFW PARK - BASEBALL FIELD LIGHTING - LAKE ELMO
JOB NUMBER: 1838
DATE OF EXISTING CONTRACT: 6/28/04
PHONE: 651-292-4400

WE HEREBY AGREE TO MAKE THESE SPECIFIED CHANGE(S): INSTALL NEW FEEDER
FROM SERVICE CABINET TO NEW XCEL ENERGY POLE 150 FEET FROM SERVICE.
INSTALL 4 - 4/0 THHN COPPER FEEDER IN 3" PVC TO POLE THEN SCHEDULE 80 PVC UP
POLE TO WEATHER HEAD.

WE AGREE TO MAKE THE SPECIFIED CHANGES ABOVE AT THIS PRICE: \$5,957.00

ACCEPTED: THE ABOVE PRICES AND SPECIFICATIONS IN THIS CHANGE ARE SATISFACTORY AND ARE
HEREBY ACCEPTED. ALL WORK PERFORMED UNDER SAME TERMS AND CONDITIONS AS SPECIFIED IN
ORIGINAL CONTRACT UNLESS OTHERWISE STIPULATED.

DATE: 11/3/04

DATE OF ACCEPTANCE:

AUTHORIZED SIGNATURE (CONTRACTOR)

SIGNATURE (OWNER)



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

RESOLUTION NO. 2005-008

**A RESOLUTION APPROVING CHANGE ORDER NO. 1
FOR VFW BASEBALL FIELD LIGHTING**

BE IT RESOLVED, that the Lake Elmo City Council hereby approves Change Order No. 1 for the VFW Baseball Field Lighting in the amount of \$5,957.00 for constructing 150 feet of buried line from the service pole to the control cabinet, verified by the City Engineer in his memo dated December 3, 2004.

ADOPTED, by the Lake Elmo City Council the 18th day of January, 2005.

Dean A. Johnston, Mayor

ATTEST:

Martin J. Rafferty, City Administrator

Change order No.1 for VFW Lights

Monthly Operating Report				
As of 12/31/2004 (Period 1 - 12)	Budget	Amount	Variance	Comments
Mayor & Council				
Part-time Salaries	12,100	10,567	1,533	
FICA Contributions	750	888	-138	
Medicare Contributions	176	208	-32	
Travel Expense	450	3,750	-3,300	
Miscellaneous	4,000	14,884	-10,884	
Dues & Subscriptions	5,500	7,894	-2,394	
Conferences & Training	5,000	2,401	2,599	
Sub Total	27,976	40,591	-12,615	
Administration				
Full-time Salaries	124,020	105,514	18,506	
PERA Contributions	6,858	4,748	2,110	
FICA Contributions	7,689	6,773	916	
Medicare Contributions	1,798	1,584	214	
Health/Dental Insurance	21,834	17,753	4,081	
Workers Compensation	1,688	1,688	0	
Office Supplies	7,000	5,891	1,109	
Printed Forms	800	489	311	
Newsletter/Website	14,000	6,505	7,495	
Postage	9,500	7,937	1,563	
Travel Expense	1,500	802	698	
Legal Publishing	6,000	3,738	2,262	
Insurance	27,360	29,581	-2,221	
Cable Operation Expense	1,200	601	599	
Miscellaneous	6,000	11,048	-5,048	
Dues & Subscriptions	1,500	2,336	-836	
Books	500	0	500	
Conferences & Training	2,500	458	2,042	
Professional Development	0	0	0	
Transfer Out	70,500	70,500	0	
Sub Total	312,247	277,945	34,302	
Elections				
Part-time Salaries	7,000	8,246	-1,246	
FICA Contributions	0	0	0	
Medicare Contributions	0	0	0	
Office Supplies	100	0	100	
Printed Forms	300	0	300	
Travel Expense	50	0	50	
Miscellaneous	800	925	-125	
Conferences & Training	0	518	-518	
Other Equipment	0	0	0	
Sub Total	8,250	9,688	-1,438	

	Budget	Amount	Variance	Comments
Finance				
Full-time Salaries	41,432	31,931	9,501	
PERA Contributions	2,569	1,737	832	
FICA Contributions	2,291	2,047	244	
Medicare Contributions	601	479	122	
Health/Dental Insurance	7,318	5,104	2,214	
Workers Compensation	0	0	0	
Office Supplies	800	0	800	
Printed Forms	1,000	79	921	
Software Support	4,000	3,257	743	
Hardware Support	2,000	1,664	336	
Software Programs	3,000	950	2,050	
Travel Expense	1,000	59	941	
Miscellaneous	200	298	-98	
Books	200	0	200	
Conferences & Training	1,000	815	185	
Sub Total	67,411	48,421	18,990	
Accounting Services	24,000	20,574	3,426	
Assessing Services	35,000	18,700	16,300	
City Attorney - Civil	15,000	35,241	-20,241	
City Attorney Criminal	45,000	43,827	1,173	
Planning & Zoning				
Full-time Salaries	75,586	65,508	10,078	
PERA Contributions	4,180	5,731	-1,551	
FICA Contributions	4,686	4,205	481	
Medicare Contributions	1,096	983	113	
Health/Dental Insurance	11,686	11,877	-191	
Workers Compensation	847	847	0	
Office Supplies	500	243	257	
Printed Forms	500	0	500	
Zoning Ordinance Dev - CDBG	0	8,777	-8,777	
Cimarron Study - CDBG	10,000	10,035	-35	
Comprehensive Planning	10,000	0	10,000	
Engineering Services	2,500	12,547	-10,047	
Legal Services	1,000	341	659	
Infiltration Project	0	14,363	-14,363	
Old Village Tax Abatement	73,148	15,309	57,839	
Travel Expense	2,000	953	1,047	
Miscellaneous	200	450	-250	
Dues & Subscriptions	500	710	-210	
Books	200	2,691	-2,491	
Conferences & Training	2,500	241	2,259	
Sub Total	201,129	155,811	45,318	

	Budget	Amount	Variance	Comments
Engineering Services	26,000	25,999	1	
Attorney Fees	100,000	107,660	-7,660	
Gov't Building				
Cleaning Supplies	500	307	193	
Building Repair Supplies	500	175	325	
Telephone	6,500	4,188	2,312	
Electric Utility	5,000	4,528	472	
Refuse	2,040	1,089	951	
Repairs/Maint Contractual Bldg	8,000	11,102	-3,102	
Repairs/Maint Contractual Eqpt	6,000	5,122	878	
Miscellaneous	400	679	-279	
Sub Total	28,940	27,190	1,750	
Law Enforcement Contract	322,000	336,154	-14,154	
Transfer Out	15,000	10,000	5,000	
Sub Total	337,000	346,154	-9,154	
Fire				
Full-time Salaries	17,434	12,241	5,193	
Part-time Salaries	93,850	76,497	17,353	December Payroll Not included
PERA Contributions	964	1,024	-60	
FICA Contributions	5,583	7,083	-1,500	
Medicare Contributions	1,306	1,657	-351	
Health/Dental Insurance	3,127	4,808	-1,681	
Workers Compensation	2,469	4,654	-2,185	
Office Supplies	1,500	512	988	
Printed Forms	750	76	674	
EMS Supplies	2,000	0	2,000	
Fire Prevention	4,000	2,168	1,832	
Fuel	4,500	2,376	2,124	
Equipment Parts	0	313	-313	
Building Repair Supplies	1,000	380	620	
Small Tools & Equipment	1,200	1,896	-696	
Physicals	2,000	3,969	-1,969	
Telephone	4,600	3,362	1,238	
Radio	7,500	6,569	931	
Internet	0	0	0	
Travel Expense	2,000	1,793	207	
Vehicle Insurance	11,792	12,908	-1,116	
Electric Utility	4,400	3,609	791	
Gas Utility	0	0	0	
Repairs/Maint Contractual Bldg	7,000	5,910	1,090	
Repairs/Maint Contractual Eqpt	23,000	38,013	-15,013	
Rentals - Building	1,080	990	90	
Uniforms	9,500	4,382	5,118	

	Budget	Amount	Variance	Comments
Miscellaneous	1,300	7,182	-5,882	
Dues & Subscriptions	2,300	3,301	-1,001	
Books	200	0	200	
Conferences & Training	15,000	7,344	7,656	
Pension Contribution	41,000	41,000	0	
Fire State Aid	25,000	25,000	0	
Vehicle	0	0	0	
Equipment	10,000	9,009	991	
Transfer Out	60,000	60,000	0	
Sub Total	367,355	350,026	17,329	
Building Inspections				
Full-time Salaries	113,365	108,444	4,921	
PERA Contributions	6,292	5,373	919	
FICA Contributions	7,029	6,909	120	
Medicare Contributions	1,644	1,616	28	
Health/Dental Insurance	23,588	17,315	6,273	
Workers Compensation	616	616	0	
Office Supplies	1,000	371	629	
Printed Forms	1,500	436	1,064	
Fuel	3,000	183	2,817	
Engineer Serv Utility Permits	3,000	0	3,000	
Plan Review Charges	5,000	0	5,000	
Surcharge Payments	13,500	2,947	10,553	
Telephone	0	904	-904	
Travel Expense	1,000	308	692	
Insurance	877	872	5	
Repairs/Maint Contractual Eqpt	500	2,431	-1,931	
Rentals - Building	4,000	4,154	-154	
Uniforms	600	288	312	
Miscellaneous	200	2,528	-2,328	
Dues & Subscriptions	300	879	-579	
Books	300	0	300	
Conferences & Training	2,500	747	1,753	
Equipment	0	0	0	
Transfer Out	5,000	5,000	0	
Sub Total	194,811	162,320	32,491	
Civil Defense	9,000	9,000	9,000	
Animal Control				
Printed Forms	500	0	500	
Contract Services	5,600	8,033	-2,433	
Impounding	6,000	7,758	-1,758	Last Qtr Billing not included
Miscellaneous	400	0	400	
Sub Total	12,500	15,791	-3,291	

	Budget	Amount	Variance	Comments
Public Works				
Full-time Salaries	106,087	88,467	17,620	
Part-time Salaries	0	900	-900	
PERA Contributions	5,867	4,655	1,212	
FICA Contributions	6,577	5,668	909	
Medicare Contributions	1,538	1,326	212	
Health/Dental Insurance	24,607	15,950	8,657	
Workers Compensation	3,773	3,773	0	
Office Supplies	300	28	272	
Fuel	8,500	10,317	-1,817	
Shop Materials	2,500	1,356	1,144	
Equipment Parts	10,000	5,739	4,261	
Building Repair Supplies	1,000	1,198	-198	
Street Maintenance Materials	22,500	6,266	16,234	
Landscaping Materials	2,500	359	2,141	
Sign Repair Materials	4,000	2,403	1,597	
Sand/Salt	20,000	8,443	11,557	
Small Tools & Minor Equipment	1,500	770	731	
Engineering Services	2,000	0	2,000	
Sealcoating & Crack Sealing	0	0	0	
Contract Services	22,500	29,031	-6,531	
Telephone	3,750	2,419	1,331	
Radio	200	0	200	
Internet	0	0	0	
Travel Expense	500	46	454	
Insurance	11,265	13,603	-2,338	
Electric Utility	6,500	5,019	1,481	
Gas Utility	0	0	0	
Refuse	250	1,134	-884	
Repairs/Maint Contractual Bldg	2,000	1,028	972	
Repairs/Maint Imp Not Bldgs	1,500	6,933	-5,433	
Repairs/Maint Contractual Eqpt	4,500	6,592	-2,092	
Rentals - Buildings	1,500	0	1,500	
Uniforms	900	908	-8	
Miscellaneous	2,000	5,487	-3,487	
Dues & Subscriptions	500	150	350	
Conferences & Training	500	100	400	
Clean-up Days	9,500	11,283	-1,783	
Buildings	0	0	0	
Vehicles	0	0	0	
Other Equipment	12,250	21	12,229	
Transfer Out	78,693	78,693	0	
Sub Total	382,057	320,062	61,995	

	Budget	Amount	Variance	Comments
Street Lighting	16,800	16,669	131	
Sanitation				
Recycling Supplies	6,000	0	6,000	
Newsletter	5,000	0	5,000	
Miscellaneous	7,100	1,613	5,487	
Sub Total	18,100	1,613	16,487	
Parks				
Full-time Salaries	58,215	43,896	14,319	
Part-time Salaries	23,550	20,120	3,430	
PERA Contributions	3,219	2,763	456	
FICA Contributions	5,069	4,088	981	
Medicare Contributions	1,186	956	230	
Health/Dental Insurance	9,916	5,963	3,953	
Workers Compensation	2,819	2,819	0	
Office Supplies	250	66	184	
Fuel	2,200	403	1,797	
Shop Materials	1,000	679	321	
Chemicals	500	338	162	
Equipment Parts	4,000	1,462	2,538	
Building Repair Supplies	1,000	244	756	
Landscaping Materials	10,000	3,920	6,080	
Small Tools & Minor Equipment	1,000	203	797	
Engineering Services	0	0	0	
Telephone	1,500	1,092	408	
Travel Expense	0	111	-111	
Insurance	2,900	3,084	-184	
Electric Utility	6,050	4,016	2,034	
Gas Utility	0	0	0	
Refuse	2,400	2,024	376	
Repairs/Maint Contractual Bldg	2,000	1,061	939	
Repairs/Maint Imp Not Bldgs	5,000	1,224	3,776	
Repairs/Maint Contractual Eqpt	1,000	2,385	-1,385	
Rentals - Buildings	2,500	3,478	-978	
Uniforms	400	52	348	
Miscellaneous	100	128	-28	
Dues & Subscriptions	100	80	20	
Conferences & Training	400	0	400	
Transfer Out	16,500	16,500	0	
Sub Total	164,774	123,157	41,617	
General Fund Total	2,393,350	2,156,438	245,912	

	Budget	Amount	Variance	Comments
Water Enterprise Operating				
Full-time Salaries	61,939	74,399	-12,460	
PERA Contributions	3,425	3,808	-383	
FICA Contributions	3,840	4,730	-890	
Medicare Contributions	898	1,106	-208	
Health/Dental Insurance	9,171	10,340	-1,169	
Workers Compensation	890	0	890	
Office Supplies	100	0	100	
Printed Forms	1,050	403	647	
Chemicals	2,000	765	1,235	
Utility System Maintenance	1,200	1,043	157	
Water Meters & Supplies	16,000	5,562	10,438	
Small Tools & Minor Equipment	197	255	-58	
Engineering Services	2,500	40,072	-37,572	
Software Support	4,000	379	3,621	
Telephone	2,000	1,197	803	
Postage	650	0	650	
Radio	0	0	0	
Travel Expense	600	522	78	
Depreciation Expense	0	0	0	
Insurance	2,380	2,985	-605	
Electric Utility	12,000	12,338	-338	
Water Utility	35,000	79,540	-44,540	
Gas Utility	0	0	0	
Repairs/Maint Imp Not Bldgs	1,000	3,861	-2,861	
Miscellaneous	5,000	2,999	2,001	
Conferences & Training	500	380	120	
Other Equipment	1,800		1,800	
Sub Total	168,140	246,684	-78,544	
Sewer Enterprise Operating				
Full-time Salaries	17,594	17,984	-390	
PERA Contributions	973	900	73	
FICA Contributions	1,091	1,134	-43	
Medicare Contributions	255	265	-10	
Health/Dental Insurance	2,375	2,291	84	
Workers Compensation	328	0	328	
Utility System Maint Supplies	524	59	465	
Small Tools & Minor Equipment	200	0	200	
Engineering Services	1,500	7,446	-5,946	
Telephone	1,150	1,572	-422	
Travel Expense	0	72	-72	
Electric Utility	1,225	1,184	41	
Sewer Utility - Met Council	0	0	0	
Repairs\Maint Imp Not Bldgs	1,000	2,511	-1,511	

	Budget	Amount	Variance	Comments
Miscellaneous Expenses	0	9,358	-9,358	
Conferences & Training	0	491	-491	
Improvements Other Than Bldgs	0	0	0	
Sub Total	28,215	45,268	-17,053	
Surface Water Utility				
Full-time Salaries	24,751	0	24,751	
PERA Contributions	1,369	0	1,369	
FICA Contributions	1,535	0	1,535	
Medicare Contributions	359	0	359	
Health/Dental Insurance	4,771	0	4,771	
Workers' Compensation	340	0	340	
Office Supplies	500	0	500	
Utility System Maint Supplies	2,162	0	2,162	
Small Tools & Minor Equipment	1,000	0	1,000	
Engineering Services	4,500	48,114	-43,614	
Erosion Control	2,100	0	2,100	
Software Support	1,000	4,050	-3,050	
Postage	1,576	515	1,061	
Contract Services	2,000	0	2,000	
Repairs/Maint Not Bldg	2,000	0	2,000	
Miscellaneous Expenses	0	348	-348	
Conferences & Training	0	0	0	
Improvements Other Than Bldgs	0	11,665	-11,665	
Transfer Out	30,315	30,315	0	
Sub Total	80,278	95,007	-14,729	
Total Enterprise Fund	276,633	386,959	-110,326	
Grand Total	2,669,983	2,543,397	135,586	

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Monthly Operating Report

As of 1/18/05 (Period 1)	Budget	Amount	Variance	Comments
Mayor & Council				
Part-time Salaries	12,100	0	12,100	
FICA Contributions	875	0	875	
Medicare Contributions	204	0	204	
Travel Expense	4,000	0	4,000	
Miscellaneous	8,500	504	7,996	
Dues & Subscriptions	8,000	2,634	5,366	
Conferences & Training	5,000	0	5,000	
Sub Total	38,679	3,138	35,541	
Administration				
Full-time Salaries	128,235	4,279	123,956	
PERA Contributions	7,091	198	6,893	
FICA Contributions	7,951	265	7,686	
Medicare Contributions	1,859	62	1,797	
Health/Dental Insurance	19,132	52	19,080	
Workers Compensation	1,740	0	1,740	
Office Supplies	7,000	396	6,604	
Printed Forms	800	0	800	
Newsletter/Website	15,000	0	15,000	
Postage	9,500	500	9,000	
Travel Expense	4,200	0	4,200	
Legal Publishing	6,000	379	5,621	
Insurance	35,000	0	35,000	
Cable Operation Expense	1,200	501	699	
Miscellaneous	7,200	5,232	1,968	
Dues & Subscriptions	2,250	20	2,230	
Books	500	0	500	
Conferences & Training	2,500	0	2,500	
Professional Development	2,000	0	2,000	
Transfer Out	195,032	0	195,032	
Sub Total	454,190	11,885	442,305	
Elections				
Part-time Salaries	1,100	0	1,100	
FICA Contributions	68	0	68	
Medicare Contributions	16	0	16	
Office Supplies	50	0	50	
Printed Forms	100	0	100	
Travel Expense	100	0	100	
Miscellaneous	250	55	195	
Conferences & Training	500	0	500	
Other Equipment	350	0	350	
Sub Total	2,534	55	2,479	

	Budget	Amount	Variance	Comments
Finance				
Full-time Salaries	61,798	1,840	59,958	
PERA Contributions	3,417	100	3,317	
FICA Contributions	3,831	114	3,717	
Medicare Contributions	896	27	869	
Health/Dental Insurance	7,969	23	7,946	
Workers Compensation	839	0	839	
Office Supplies	700	0	700	
Printed Forms	809	0	809	
Software Support	8,995	413	8,583	
Hardware Support	3,701	0	3,701	
Software Programs	1,560	0	1,560	
Travel Expense	2,000	0	2,000	
Miscellaneous	700	0	700	
Dues & Subscriptions	100	0	100	
Books	200	0	200	
Conferences & Training	1,000	0	1,000	
Sub Total	98,515	2,517	95,998	
Accounting Services	22,000	0	22,000	
Assessing Services	38,000	1,700	36,300	
City Attorney - Civil	26,000	2,487	23,513	
City Attorney Criminal	45,000	3,460	41,540	
Sub Total	71,000	5,947	65,053	
Planning & Zoning				
Full-time Salaries	64,631	2,256	62,375	
PERA Contributions	3,574	216	3,358	
FICA Contributions	4,007	140	3,867	
Medicare Contributions	937	33	904	
Health/Dental Insurance	7,962	5	7,957	
Workers Compensation	877	0	877	
Office Supplies	500	0	500	
Printed Forms	500	0	500	
Zoning Ordinance Dev - CDBG	5,000	0	5,000	
Cimarron Study - CDBG	24,000	0	24,000	
Comprehensive Planning	10,000	0	10,000	
Travel Expense	2,700	0	2,700	
Cable Operation Expense	1,200	0	1,200	
Miscellaneous	200	0	200	
Dues & Subscriptions	500	190	310	
Books	200	0	200	
Conferences & Training	2,000	0	2,000	
Sub Total	128,788	2,839	125,949	

	Budget	Amount	Variance	Comments
Engineering Services	27,861	0	27,861	
Attorney Fees	25,000	0	25,000	
Gov't Building				
Cleaning Supplies	300	18	282	
Building Repair Supplies	500	0	500	
Telephone	5,100	368	4,732	
Electric Utility	6,500	1,169	5,331	
Refuse	2,000	158	1,842	
Repairs/Maint Contractual Bldg	10,000	574	9,426	
Repairs/Maint Contractual Eqpt	7,000	150	6,850	
Miscellaneous	500	67	433	
Sub Total	31,900	2,505	29,395	
Law Enforcement Contract	327,633	0	327,633	
Fire				
Full-time Salaries	12,999	552	12,447	
Part-time Salaries	117,200	14,859	102,341	
PERA Contributions	719	137	582	
FICA Contributions	8,034	956	7,078	
Medicare Contributions	1,879	223	1,656	
Health/Dental Insurance	1,677	788	889	
Workers Compensation	3,580	0	3,580	
Office Supplies	1,000	0	1,000	
Printed Forms	500	0	500	
EMS Supplies	1,500	0	1,500	
Fire Prevention	4,000	0	4,000	
Fuel	4,500	104	4,396	
Equipment Parts	500	163	337	
Building Repair Supplies	200	0	200	
Small Tools & Equipment	1,200	28	1,172	
Physicals	4,000	0	4,000	
Telephone	3,500	323	3,177	
Radio	7,500	0	7,500	
Internet	700	0	700	
Travel Expense	3,000	0	3,000	
Vehicle Insurance	14,850	0	14,850	
Electric Utility	5,700	697	5,003	
Repairs/Maint Contractual Bldg	7,000	480	6,520	
Repairs/Maint Contractual Eqpt	25,000	704	24,296	
Rentals - Building	1,080	0	1,080	
Uniforms	9,500	0	9,500	

	Budget	Amount	Variance	Comments
Miscellaneous	1,300	251	1,049	
Dues & Subscriptions	2,500	0	2,500	
Books	200	0	200	
Conferences & Training	15,000	0	15,000	
Pension Contribution	2,690	0	2,690	
Fire State Aid	25,000	13,738	11,262	
Equipment	10,000	4,169	5,831	
Transfer Out	40,000	0	40,000	
Sub Total	338,008	38,173	299,835	
Building Inspections				
Full-time Salaries	125,415	4,259	121,156	
PERA Contributions	6,935	207	6,728	
FICA Contributions	7,776	264	7,512	
Medicare Contributions	1,819	62	1,757	
Health/Dental Insurance	18,845	5	18,840	
Workers Compensation	1,702	0	1,702	
Office Supplies	1,100	0	1,100	
Printed Forms	1,000	0	1,000	
Fuel	3,000	0	3,000	
Engineer Serv Utility Permits	2,000	0	2,000	
Plan Review Charges	5,000	0	5,000	
Surcharge Payments	13,500	1,134	12,366	
Telephone	400	33	367	
Travel Expense	1,000	0	1,000	
Insurance	1,200	0	1,200	
Repairs/Maint Contractual Eqpt	500	25	475	
Rentals - Building	4,500	320	4,181	
Uniforms	600	79	521	
Miscellaneous	400	0	400	
Dues & Subscriptions	800	0	800	
Books	300	0	300	
Conferences & Training	2,500	360	2,140	
Transfer Out	5,000	0	5,000	
Sub Total	205,292	6,747	198,545	
Civil Defense	9,000	0	9,000	
Animal Control				
Printed Forms	250	0	250	
Contract Services	8,800	223	8,577	
Impounding	7,000	3,313	3,687	
Miscellaneous	200	76	124	
Sub Total	16,250	3,612	12,638	

	Budget	Amount	Variance	Comments
Public Works				
Full-time Salaries	115,938	3,510	112,428	
Part-time Salaries	5,160	0	5,160	
PERA Contributions	6,697	194	6,503	
FICA Contributions	7,508	218	7,290	
Medicare Contributions	1,756	51	1,705	
Health/Dental Insurance	21,187	61	21,126	
Workers Compensation	6,740	0	6,740	
Office Supplies	300	0	300	
Fuel	12,000	3,030	8,970	
Shop Materials	2,500	265	2,235	
Equipment Parts	5,000	545	4,455	
Building Repair Supplies	1,000	30	971	
Street Maintenance Materials	12,000	81	11,919	
Landscaping Materials	2,500	0	2,500	
Sign Repair Materials	4,000	0	4,000	
Sand/Salt	25,000	4,822	20,178	
Small Tools & Minor Equipment	1,500	0	1,500	
Engineering Services	4,000	0	4,000	
Sealcoating & Crack Sealing	35,000	0	35,000	
Contract Services	45,000	365	44,635	
Telephone	2,750	178	2,572	
Travel Expense	750	0	750	
Insurance	16,000	0	16,000	
Electric Utility	9,300	1,044	8,256	
Refuse	1,300	96	1,204	
Repairs/Maint Contractual Bldg	2,000	0	2,000	
Repairs/Maint Imp Not Bldgs	2,500	29	2,471	
Repairs/Maint Contractual Eqpt	8,000	503	7,497	
Uniforms	1,200	287	913	
Miscellaneous	2,500	108	2,392	
Dues & Subscriptions	500	0	500	
Conferences & Training	500	0	500	
Clean-up Days	12,000	0	12,000	
Other Equipment	7,380	209	7,171	
Transfer Out	199,488	0	199,488	
Sub Total	580,954	15,625	565,329	
Street Lighting	18,000	1,682	16,318	
Sanitation				
Recycling Supplies	6,000	0	6,000	
Newsletter	5,000	0	5,000	
Miscellaneous	7,100	0	7,100	
Sub Total	18,100	0	18,100	

	Budget	Amount	Variance	Comments
Water Enterprise Operating				
Full-time Salaries	70,119	3,365	66,754	
PERA Contributions	3,878	175	3,703	
FICA Contributions	4,347	209	4,138	
Medicare Contributions	1,017	49	968	
Health\Dental Insurance	8,618	34	8,584	
Workers Compensation	2,137	0	2,137	
Office Supplies	200	0	200	
Printed Forms	1,500	0	1,500	
Chemicals	3,000	0	3,000	
Utility System Maintenance	3,000	0	3,000	
Water Meters & Supplies	17,500	0	17,500	
Small Tools & Minor Equipment	500	0	500	
Engineering Services	8,000	20	7,980	
Software Support	6,500	0	6,500	
Telephone	2,000	108	1,892	
Postage	1,120	0	1,120	
Travel Expense	1,400	0	1,400	
Insurance	3,433	0	3,433	
Electric Utility	15,806	1,008	14,798	
Water Utility	85,000	3,427	81,573	
Repairs\Maint Imp Not Bldgs	8,000	0	8,000	
Miscellaneous	10,000	776	9,224	
Conferences & Training	1,020	0	1,020	
Other Equipment	2,000	0	2,000	
Bond Interest	28,768	0	28,768	
Fiscal Agent Fees	1,500	0	1,500	
Sub-Total	290,363	9,170	281,193	
Sewer Enterprise Operating				
Full-time Salaries	11,993	782	11,211	
PERA Contributions	663	40	623	
FICA Contributions	744	49	695	
Medicare Contributions	174	11	163	
Health\Dental Insurance	1,401	8	1,393	
Workers Compensation	463	0	463	
Utility System Maint Supplies	500	0	500	
Small Tools & Minor Equipment	500	0	500	
Engineering Services	6,000	0	6,000	
Telephone	2,000	119	1,881	
Electric Utility	2,123	75	2,048	
Sewer Utility - Met Council	0	825	-825	
Repairs\Maint Imp Not Bldgs	4,000	691	3,309	
Miscellaneous Expenses	600	0	600	
Conferences & Training	500	0	500	
Sub-Total	31,661	2,602	29,059	

	Budget	Amount	Variance	Comments
Surface Water Operating				
Full-time Salaries	29,523	0	29,523	
PERA Contributions	1,633	0	1,633	
FICA Contributions	1,830	0	1,830	
Medicare Contributions	428	0	428	
Health/Dental Insurance	4,346	0	4,346	
Workers' Compensation	900	0	900	
Office Supplies	500	0	500	
Utility System Maint Supplies	2,500	0	2,500	
Small Tools & Minor Equipment	1,000	0	1,000	
Engineering Services	10,000	0	10,000	
Erosion Control	5,000	0	5,000	
Software Support	4,000	0	4,000	
Postage	1,110	0	1,110	
Contract Services	2,500	0	2,500	
Repairs/Maint Not Bldg	2,500	0	2,500	
Miscellaneous Expenses	750	0	750	
Transfer Out	30,315	0	30,315	
Sub-Total	98,835	0	98,835	
Total Enterprise Operating	420,859	11,772	409,088	
Report Grand Total	3,054,480	112,965	2,941,515	

7A.

Summary Building Report

November-2004			Year to Date		
	Permits Issued	Valuation		Permits Issued	Valuation
New Residential	1	\$439,000.00	New Residential	13	\$7,845,468.00
New Commercial			New Commercial	8	\$1,800,000.00
Other Residential	20	\$313,334.00	Other Residential	355	\$4,605,559.00
Other Commercial	3	\$21,000.00	Other Commercial	28	\$1,174,263.00
Total	24	\$773,334.00	Total	404	\$15,425,290.00

Total Building Fees Collected **\$8,232.29**

Total Building Fees Collected **\$195,978.49**

Summary Plumbing Report

Summary Plumbing Report

Plumbing 4 \$58,500.00

Plumbing 97 \$888,754.00

Total Plumbing Fees Collected **\$100.50**

Total Plumbing Fees Collected **\$6,391.75**

Summary HVAC Report

Summary HVAC Report

HVAC 7 \$20,746.00

HVAC 114 \$538,800.00

Total HVAC Fees Collected **\$403.50**

Total HVAC Fees Collected **\$7,659.55**

Summary Grand Total Fees **\$8,736.29**

Summary Grand Total Fees **\$210,029.79**

Surcharge Fee Paid to State \$293.49

Surcharge Fee Paid to State \$7,489.97

SAC Fees Paid to Met Council

SAC Fees Paid to Met Council \$9,058.40

WAC Fees Paid to Oakdale

WAC Fees Paid to Oakdale \$0.00

Misc. Expenses

Misc. Expenses \$0.00

Total Fees Retained **\$8,442.80**

Total Fees Retained **\$193,481.42**

Credit Fees to Bldg \$8,442.80

Credit Fees to Bldg \$192,705.92

Credit Fees to Water

Credit Fees to Water \$400.00

Credit Fees to Sewer

Credit Fees to Sewer \$375.50

**City of Lake Elmo
Building Department**

Building Permit Detail Summary

November 01, 2004 Through November 30, 2004

Occupancy

Class Of Work:

Permit #	Description of Work	Date Issued	Use of Building	Valuation
4398		11/15/2004		0
Totals for Class Of Work:		Number of Permits = 1		Sum of Valuation = 0
Totals for Occupancy:		Number of Permits = 1		Sum of Valuation = 0

Occupancy B

Class Of Work:

Permit #	Description of Work	Date Issued	Use of Building	Valuation
4402	septic	11/16/2004	Office Building	13,500
4401	instal septic	11/16/2004	Office Building	5,000
Totals for Class Of Work:		Number of Permits = 2		Sum of Valuation = 18,500
Totals for Occupancy: B		Number of Permits = 2		Sum of Valuation = 18,500

Occupancy U-1

Class Of Work: Add

Permit #	Description of Work	Date Issued	Use of Building	Valuation
4392	mobile home setup	11/8/2004	Mobile Home	60,000
Totals for Class Of Work:		Add	Number of Permits = 1	Sum of Valuation = 60,000

Totals for Occupancy: U-1**Sum of Valuation = 60,000****Occupancy R-3****Class Of Work:**

Permit #	Description of Work	Date Issued	Use of Building	Valuation
4382	Gasline	11/3/2004	Mobile Home	185
Totals for Class Of Work:		Add	Number of Permits = 1	Sum of Valuation = 185

Class Of Work: Add

Permit #	Description of Work	Date Issued	Use of Building	Valuation
4383	Gasline	11/3/2004	Mobile Home	185
4388	Basement finish (includes plmg&htg)	11/5/2004	Single Family Dwelling	20,000
4389	Deck	11/8/2004	Single Family Dwelling	4,000
4390	mobile home setup	11/8/2004	Single Family Dwelling	46,000
4380	driveway	11/2/2004	Single Family Dwelling	3,000
4391	mobile home setup	11/8/2004	Mobile Home	56,000
4395	Fireplace	11/15/2004	Single Family Dwelling	2,100
Totals for Class Of Work:		Add	Number of Permits = 7	Sum of Valuation = 131,285

Class Of Work: Remodel

Permit #	Description of Work	Date Issued	Use of Building	Valuation
4408 Remodel		11/30/2004	Single Family Dwelling	31,500
4399 Siding		11/15/2004	Single Family Dwelling	19,435
4400 window replacement		11/15/2004	Single Family Dwelling	7,871
4403 Remodel		11/16/2004	Single Family Dwelling	3,000
4405 Remodel		11/23/2004	Single Family Dwelling	1,000
4387 Remodel (including plmg&htg)		11/4/2004	Single Family Dwelling	5,000
4385 Basement finish (includes plmg&htg)		11/3/2004	Single Family Dwelling	40,000
4407 Siding		11/29/2004	Single Family Dwelling	8,958
4394 Porch		11/10/2004	Single Family Dwelling	3,500
Totals for Class Of Work: Remodel				Sum of Valuation = 120,264

Class Of Work: New

Permit #	Description of Work	Date Issued	Use of Building	Valuation
4406 New House		11/23/2004	Single Family Dwelling	439,000
Totals for Class Of Work: New				Sum of Valuation = 439,000

Class Of Work: Alter

Permit #	Description of Work	Date Issued	Use of Building	Valuation
4381 fence		11/2/2004	Single Family Dwelling	1,600
Totals for Class Of Work: Alter				Sum of Valuation = 1,600

Totals for Occupancy: R-3	Number of Permits = 19	Sum of Valuation = 692,334
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Occupancy A-3

Class Of Work: Alter

Permit #	Description of Work	Date Issued	Use of Building	Valuation
4386	Sign	11/4/2004	Church	2,500

Totals for Class Of Work: Alter Number of Permits = 1

Sum of Valuation = 2,500

Totals for Occupancy: A-3 Number of Permits = 1

Sum of Valuation = 2,500

Grand Total for All Permits Issued: Number of Permits 24 Total Valuation = 773,334

Building Permit Detail Summary

Occupancy R-3

Class Of Work: New

Permit #	Description of Work	Date Issued	Use of Building	Valuation
4406	New House	11/23/2004	Single Family Dwelling	439,000
Totals for Class Of Work: New		Sum of Valuation =		439,000
Totals for Occupancy: R-3		Number of Permits = 1		439,000

Grand Total for All Permits Issued: Number of Permits 1 Total Valuation = 439,000

**City of Lake Elmo
Building Department**

Plumbing Permit Detail Summary

November 01, 2004 Through November 30, 2004

Permit #	Description of Work	Date Issued	Valuation
4401	Install New Septic	11/16/2004	5,000
4402	Install New Septic	11/16/2004	13,500
4404	alter septic	11/23/2004	8,000
4406	new resd plng & sewer/septic	11/23/2004	32,000

Number of Permits 4

Total Valuation = 58,500

City of Lake Elmo
Building Department

HVAC Permit Detail Summary

November 01, 2004 Through November 30, 2004

Permit #	Description of Work	Date Issued	Valuation
4382	Gasline	11/3/2004	185
4383	Gasline	11/3/2004	185
4393	alter resd hvac	11/8/2004	1,500
4396	Gasline	11/15/2004	250
4398	alter resd hvac	11/15/2004	2,900
4406	HVAC-residential	11/23/2004	12,000
4409	alter resd hvac	11/30/2004	3,726

Number of Permits 7

Total Valuation = 20,746

City of Lake Elmo
Building Department
Building Permit Fees

November 01, 2004 Through November 30, 2004

<i>Date</i>	<i>Permit #</i>	<i>Permit Fee</i>	<i>Surcharge</i>	<i>Plan Review</i>	<i>Other</i>	<i>Investigation</i>	<i>SAC Fee</i>	<i>Sewer Fee</i>	<i>WAC Fee</i>	<i>Meter</i>	<i>Sales Tax</i>
11/2/2004	4380	\$0.00	\$0.00	\$0.00	\$50.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/2/2004	4381	\$57.05	\$0.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/3/2004	4382	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/3/2004	4383	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/3/2004	4385	\$543.25	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/4/2004	4386	\$0.00	\$0.00	\$0.00	\$75.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/4/2004	4387	\$111.25	\$2.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/5/2004	4388	\$321.25	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/8/2004	4389	\$97.25	\$2.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/8/2004	4390	\$0.00	\$0.00	\$0.00	\$75.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/8/2004	4391	\$0.00	\$0.00	\$0.00	\$75.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/8/2004	4392	\$0.00	\$0.00	\$0.00	\$75.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/10/2004	4394	\$97.25	\$1.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/15/2004	4395	\$83.25	\$1.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/15/2004	4398	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/15/2004	4399	\$321.25	\$9.72	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/15/2004	4400	\$153.25	\$3.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/16/2004	4401	\$0.00	\$0.00	\$0.00	\$75.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/16/2004	4402	\$0.00	\$0.00	\$0.00	\$75.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/16/2004	4403	\$83.25	\$1.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/23/2004	4405	\$38.75	\$0.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/23/2004	4406	\$2,892.15	\$219.50	\$1,879.90	\$126.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Thursday, December 09, 2004

City of Lake Elmo
Building Department
Building Permit Fees

November 01, 2004 Through November 30, 2004

Date	Permit #	Permit Fee	Surcharge	Plan Review	Other	Investigation	SAC Fee	Sewer Fee	WAC Fee	Meter	Sales Tax
11/29/2004	4407	\$167.25	\$4.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/30/2004	4408	\$462.45	\$15.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Totals:		\$5,428.90	\$293.49	\$1,879.90	\$630.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Grand Total of Building Related Fees Collected: \$8,232.29

*City of Lake Elmo
Building Department*

Plumbing Permit Fees

November 01, 2004 Through November 30, 2004

<i>Date</i>	<i>Permit #</i>	<i>Permit Fee</i>	<i>Surcharge</i>
11/16/2004	4401	\$0.00	\$0.00
11/16/2004	4402	\$0.00	\$0.00
11/23/2004	4404	\$0.00	\$0.00
11/23/2004	4406	\$100.00	\$0.50
<i>Totals:</i>		\$100.00	\$0.50

Grand Total of Plumbing Fees Collected: \$100.50

*City of Lake Elmo
Building Department*

HVAC Permit Fees

November 01, 2004 Through November 30, 2004

<i>Date</i>	<i>Permit #</i>	<i>Permit Fee</i>	<i>Surcharge</i>
11/3/2004	4382	\$50.00	\$0.50
11/3/2004	4383	\$50.00	\$0.50
11/8/2004	4393	\$50.00	\$0.50
11/15/2004	4396	\$50.00	\$0.50
11/15/2004	4398	\$50.00	\$0.50
11/23/2004	4406	\$100.00	\$0.50
11/30/2004	4409	\$50.00	\$0.50
<i>Totals:</i>		\$400.00	\$3.50

Grand Total of HVAC Fees Collected: \$403.50

<p>Lake Elmo City Council January 18, 2005</p>	<p>Agenda Section: CITY ENGINEER'S REPORT</p>	<p><u>No 8A.</u></p>
<p><u>Agenda Item:</u> Resolution No. 2005-010– Approve Plans and Authorize Advertisement for Bids for The Water Systems Interconnect Phase I</p>		
<p><u>Background Information for January 18, 2005:</u> In his memo dated January 13, 2005, the City Engineer reported that plans and specs are complete on the first phase of the Water Systems Interconnect Project. This phase of the project installs 16-inch watermain from the intersection of 39th Street and Lake Elmo Avenue to the Tapestry subdivision. Bids will be opened on February 18 and brought to the Council for approval on March 1st.</p>		
<p><u>Action Items:</u> Motion: _____, Second _____, to adopt Resolution No. 2005-010 Approving Plans and Authorize Advertisement for Bids for the Water Systems Interconnect Phase I</p>	<p><u>Person responsible:</u> T.Prew</p>	
<p><u>Attachments:</u> Letter from Tom Prew dated January 13, 2005 Resolution 2005-010</p>		

TKDA

ENGINEERS • ARCHITECTS • PLANNERS

1800 Piper Jaffray Plaza
444 Cedar Street
Saint Paul, MN 55101-2140

(651) 292-4400
(651) 292-0083 Fax
www.tkda.com

January 13, 2005

Honorable Mayor and City Council
City of Lake Elmo, Minnesota

Re: Approve Plans and Authorize Advertisement for Bids
Water Systems Interconnect Phase I
City of Lake Elmo, Minnesota
TKDA Commission No. 13186.000.002

Dear Mayor and City Council:

Plans and Specifications are complete on the first phase of the Water Systems Interconnect Project. This phase of the project installs 16-inch watermain from the intersection of 39th Street and Lake Elmo Avenue, to the Tapestry subdivision.

We have begun discussions for easement acquisition with the affected property owner. We do not foresee any problems.

We will receive bids for both a conventional open cut installation, as well as directional drilling.

City Council Action Requested

Approve the enclosed Resolution approving the Plans and authorizing the Advertisement for Bids.

Sincerely;



Thomas Prew, P. E.
City Engineer

TDP:arw
Enclosure

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

**RESOLUTION NO. 2005-010
A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND
ORDERING ADVERTISMENT FOR BIDS
WATER SYSTEMS INTERCONNECT PHASE I**

WHEREAS, the City Engineer has prepared plans and specifications for the Water Systems Interconnect Phase I and has presented such plans and specifications to the Council for approval.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF LAKE ELMO, MINNESOTA:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper and in the Construction Bulletin an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for two weeks, shall specify the work to be done, shall state that bids will be opened and considered by the Council at the March 1, 2005 Council meeting, in the Council chambers of the City Hall, and that no bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashier's check, bid bond, or certified check payable to the clerk for 5% of the amount of such bid.

ADOPTED BY THE COUNCIL this 18th day of January, 2005.

Dean A. Johnston, Mayor

ATTEST:

Martin J. Rafferty, City Administrator