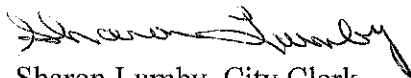


City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, Minnesota

NOTICE OF SPECIAL MEETING

December 20, 2011

The Lake Elmo City Council will hold a Special Meeting to interview two final candidates for the City Administrator position from 2:00-3:00 p.m. at Lake Elmo City Hall, 3800 Laverne Avenue N., Lake Elmo, MN.


Sharon Lumby, City Clerk

City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042

Special City Council Meeting
December 20, 2011

3:00 p.m.

A. CALL TO ORDER

B. ATTENDANCE: _____ Johnston _____ Emmons, _____ Park _____ Pearson _____ Smith

C. APPROVAL OF AGENDA: (The approved agenda is the order in which the City Council will do its business.)

D. ACCEPT MINUTES:

1. Accept December 6, 2011 City Council Minutes

E. PUBLIC COMMENTS/INQUIRIES:

F. CONSENT AGENDA:

2. Approve payment of disbursements and payroll
(The claims will be distributed at the Council meeting.)

G. REGULAR AGENDA:

3. Library Update

H. Adjourn to a Closed Meeting

Closed Meeting: The Lake Elmo City Council will hold a closed meeting to discuss the finalist for the City Administrator position.

DRAFT

City of Lake Elmo
City Council Minutes

December 6, 2011

Mayor Johnston called the meeting to order at 7:00 p.m.

PRESENT: Mayor Johnston and Council Members Emmons, Park, Pearson and Smith

Also Present: Interim Administrator Dawson, City Engineer Griffin, Attorney Snyder, Planning Director Kyle Klatt, Fire Chief Malmquist and City Clerk Lumby.

APPROVAL OF AGENDA:

MOTION: Council Member Emmons moved to approve the December 6, 2011 City Council agenda as presented. Council Member Pearson seconded the motion. The motion passed 5-0.

ACCEPTED MINUTES: The City Council accepted the November 15, 2011 minutes as amended. The City Clerk was directed to review tape for motion made on agenda items, Interim City Clerk and Finance Director.

PUBLIC COMMENTS/INQUIRIES: Tom Degree, Lake Elmo resident announced his candidacy for State Representative.

CONSENT AGENDA:

MOTION: Council Member Smith moved to approve Agenda Items 3, 4, 5 on the Consent Agenda. Council Member Pearson seconded the motion. The motion passed 5-0.

- Downtown District Sidewalk Improvements – Pay Request No. 1 (Final)
- Approve 2012 Liquor License Renewals
- Resolution No. 2011-056 removing 2012 delinquent storm water utility assessment

Approve payment of disbursements and payroll

Council Member Smith questioned the following claims: Foth Infrastructure for structural engineering inspect in the amount of \$897 and S&T Office Products for Library Board name plates at a cost of \$70.22.

MOTION: Council Member Emmons moved to pay Foth Engineering out of the General Fund and the S&T Office Products for name plates out of the Library Fund. Council Member Person seconded the motion. The motion passed 3-2 (Council Members Smith and Park voting against)

VISA

Council Member Smith asked why the City needs to pay \$41 for an annual card fee.

Audit Engagement Letter

MOTION: Council Member Pearson moved to approve ABDO, EICK and MEYERS, LLP letter of engagement for the City's 2011 financial statement audit and to consider placing contract out for bids in 2013. Council Member Park seconded the motion. The motion passed 5-0.

PERA Firefighter Declaration

The Public Employees Retirement Association (PERA) has notified the City that under Minnesota Statutes, the City must provide written certification of the eligibility for retirement plan membership of certain positions. The eligibility of employees who contribute to the PERA Police and Fire Plan but are not employed as full-time police officers or firefighters must be declared in writing to PERA through a resolution. The City created a part-time Firefighter/Administrative Assistant position in 2011, with responsibilities including the performance of duties of a Lake Elmo firefighter and essential duties including the responding to emergency calls.

MOTION: Council Member Pearson moved to approve Resolution No. 2011-057 Public Employees Retirement Association Firefighter Declaration. Council Member Park seconded the motion. The motion passed 5-0.

Final Cost of Monument Sign on Keats Avenue North of I-94

The costs for this project were assigned to the Furniture, Fixtures and Equipment (FFE) fund. Other activities have been recorded to this fund during 2011. As of November 29, 2011, the fund has a deficit of \$13,517.36. This deficit is being addressed by increasing the level of transfer from the General Fund from \$6,000 in 2011 to \$24,000 in 2012. If no further activity is recorded in the FFE fund, the resulting balance in the FFE Fund will be \$10,483 to start next year.

Council Member Smith made the comment that this sign cost the City \$31,470.22 without Council expenditure approval and now the City has to pay \$400/year to light the sign.

REGULAR AGENDA:

Promote Robin Goodspeed from Probation to Firefighter

MOTION: Council Member Smith moved to promote Robin Goodspeed from Probation to Full Firefighter. Council Member Park seconded the motion. The motion passed 5-0.

The City Council recognized District Chief Brad Winkels for completion of the officer series training 3-yr. program

The City Council recognized Sharon Lumby with a plaque for her 26 years of service as City Clerk for the City of Lake Elmo.

Public Meeting on 2012 on Proposed Tax Levy and General Fund Budgeted Taxes

While State statutory requirements to hold a truth-in-taxation hearing have been repealed, the City is still required to hold an advertised meeting at which the public is allowed to speak when the annual budget and property tax levy are discussed. This public meeting was duly advertised in the Oakdale-Lake Elmo Review, and no public comments have yet been received.

MOTION: Council Member Pearson moved to close the public meeting on the proposed 2012 Property Tax Levy and Proposed 2012 General Fund Budget as presented. Mayor Johnston seconded the motion. The motion passed 5-0.

Adopt 2012 Budget and Tax Levy, Resolution

Following the close of the public meeting on the 2012 proposed tax levy and budget, City Council acted on the resolutions necessary to adopt the 2012 Tax Levy and the 2012 General Fund Budget.

MOTION: Council Member Emmons moved to approve Resolution No. 2011-058 adopt the 2012 final property tax levy in the amount of \$3,113,017 (includes \$75,036 in levies to recover MVHC unalloted in 2010 and cut in 2011). Mayor Johnston seconded the motion. The motion passed 5-0.

MOTION: Council Member Emmons moved to approve Resolution No. 2011-059 adopt the 2012 General Fund Budget in the amount of \$2,900,986. Mayor Johnston seconded the motion. The motion passed 5-0.

Targeted Pay Adjustments for 2012

The Council allocated \$16,525 for targeted pay adjustments in the 2012 Proposed General Fund Budget in order to enhance retention and recruitment of City staff. There was concern with staff in public works maintenance positions should have been moving through the five-year steps in their pay range while the top of the pay range was frozen. Wages for other positions were also frozen in their steps at times during the past few years and had fallen notably behind peer positions in comparable cities.

Craig Dawson reported there were indications that some funds may have been "found" that would have covered the \$3,115 increase in the City's employee health insurance costs and thus make the full \$16,425 available for pay adjustments. He will clarify information and present further adjustments to consider for affected City employees.

There was general discussion about updating job descriptions and the City's compensation schedule.

MOTION: Mayor Johnston moved to adopt the targeted pay adjustments for 2012 as recommended by staff and to further consider other options in the next several weeks. Council Member Park seconded the motion. The motion passed 4-1 (Council Member Pearson voting against.)

New Schedule for Firefighter Pay

The 2012 proposed General Fund budget included funds necessary to accomplish changes in the method of compensation for paid on-call firefighters. The changes would be from per call basis to per hour basis for calls and drills, with differential hourly pay for additional certifications or officer status.

In response to Council Member's Pearson's question, Fire Chief Malmquist responded that he can control these figures within budget.

MOTION: Council Member Smith moved to approve Ordinance No. 08-057 as amended (delete "rate of \$2,500"), An Ordinance Amending Section 216.03 of the City Code Relating to Firefighter Compensation. Council Member Park seconded the motion. The motion passed 5-0.

MOTION: Mayor Johnston moved to approve Resolution No. 2011-060 authorizing the Pay Schedule for paid On-Call Firefighters in accordance with Section 216.03 of City Code. Council Member Park seconded the motion. The motion passed 5-0.

Conditional Use Permit Amendment and Variances – Christ Lutheran Church Expansion

The City Council considered a request from Christ Lutheran Church, 11194 36th Street North, for a Conditional Use Permit amendment and variances related to an expansion of its present facility. The specific action required from the City is as follows:

- Conditional Use Permit Amendment to allow the expansion of a church within a Public Facility Zoning District.
- Variances from the required 50-foot side yard setback to allow an addition to the building that is setback 8 feet from the Laverne Avenue right-of-way and 38 feet from the western property line.
- A variance to allow the expansion of the existing facility, including new classroom and general meeting space, without an increase in the number of off-street parking stalls available to the Church.
- A Variance to allow an additional 2,320 sq.ft. of impervious coverage to be added to the site, which presently exceed the maximum impervious coverage limit of 39.5%.

MOTION: Council Member Smith moved to approve Resolution No. 2011-61 approving a Conditional Use Permit Amendment based on the nine conditions stated and Resolution

No. 2011-062 approving variances for Christ Lutheran Church at 11194 36th Street North to expand its current facility and make other improvements to the property. Council Member Park seconded the motion. The motion passed 5-0.

DeMontreville-Highlands Area Street Improvements – Authorize the Preparation of the Feasibility Report

The City Council considered initiating the 2012 Street Improvement Project by authorizing FOCUS Engineering, Inc. to prepare the DeMontreville Highlands Area Street Improvements Feasibility Report in the Lump Sum amount of \$9,600. The study will report on the feasibility of the improvements and the estimated project costs to reclaim or construct each street segment, depending on the existing street conditions and findings from the geotechnical investigation which is already in process. During the study potential rain garden locations will be identified and residents will be encouraged to consider the placement of a rain garden within the right-of-way boulevard adjacent to their property.

MOTION: Council Member Pearson moved to authorize FOCUS Engineering, Inc. to prepare the Feasibility Report for the DeMontreville Highlands Area Street Improvements in the amount of \$9,600. Council Member Smith seconded the motion. The motion passed 5-0.

Kirkwood Avenue Street Improvements – Accept Petition and Authorize Feasibility Report

The City Council considered adopting a resolution Declaring Adequacy of Petition and Ordering the Preparation of the Feasibility Report for Street Improvements for Kirkwood Avenue North. On April 26, 2011 a petition was received to improve Kirkwood Avenue North from a gravel roadway to a paved roadway.

City Engineer Griffin reported Kirkwood Avenue North is not programmed for improvement in the 2011-2015 Street CIP. Therefore this improvement has not been previously presented to the Council as a planned improvement or budget item. The estimated cost to complete the feasibility report is \$5,200. Should the project be constructed and assessed to the benefitting properties, the City share for the various improvements is estimated to be \$45,000 if a lower cost shape and pave improvement is feasible. If a reconstruction is required, the more likely scenario, the City share is estimated to be \$120,000.

MOTION: Mayor Johnston moved to direct the city engineer to continue working on scenarios and come back within a year with a recommendation, but also continue dialogue with affected residents with the assistance of Council Member Park. Council Member Pearson seconded the motion. The motion passed 5-0.

The agreement with the property owners is they are required to pay the maintenance assessment, but the City has not been assessing property owners to maintain the gravel road.

Keats Avenue North Street & Watermain Improvements – Authorize Feasibility Report

The City Council considered initiating the 2012 MSA Street Improvement Project and the 2012 Trunk Watermain Improvement Project by authorizing FOCUS Engineering, Inc. to prepare the Keats Avenue North, Street and Trunk Watermain Improvements Feasibility Report in the Lump Sum amount of \$11,400.

MOTION: Council Member Emmons moved to authorize FOCUS Engineering, Inc. to Prepare the Feasibility Report for the Keats Avenue North Street and Trunk Watermain Improvements in the amount of \$11,400. Mayor Johnston seconded the motion. The motion passed 5-0.

Appointment for City Attorney

City Attorney David Snyder is leaving the Eckberg Lammers law firm and joining the law firm of Johnson & Turner, P.A. which has its main office in Forest Lake and a local office in Lake Elmo, as a shareholder. His relationship with Eckberg Lammers will continue through December 31, 2011. The Council considered the request to continue Mr. Snyder's appointment as City Attorney with the Johnson & Turner firm.

MOTION: Council Member Smith moved to appoint David K. Snyder as the City Attorney and City prosecutor with the law firm of Johnson & Turner, P.A. effective January 1, 2012. Council Member Emmons seconded the motion. The motion passed 4-0-1 Abstain: Council Member Pearson.

Discuss future meetings in December

The City Council will hold a short meeting on December 20, 2011 at 3 p.m. to approve the disbursements and payroll.

Adopting Mayor and City Council Salaries

The City Council considered adopting an increase in Mayor and City Council Salaries effective January 1, 2013. The annual salary of the Mayor shall be \$6,250 and the annual salary of each Council Member shall be \$4,860.

MOTION: Council Member Park moved to adopt an Ordinance relating to Mayor and Council Salaries. Council Member Smith seconded the motion. The motion failed 2-3 (Mayor Johnston, Council Members Emmons and Pearson voting against.)

The Council adjourned the meeting at 10:36 p.m.

Accounts Payable To Be Paid Proof List

User: joan z
Printed: 12/20/2011 - 12:18 PM
Batch: 022-12-2011

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
AMERICAN American Eng and Testing, Inc.										
11/30/2011	11/30/2011	614.00	0.00	12/20/2011	Downtown Sidewalk Maint. Concrete Test		-	No		0000
409-480-8000-45300	Improvements Other Than Bldgs									
	11/30/2011 Total:	614.00								
	AMERICAN Total:	614.00								
AMFLAG American Flagpole & Flag Corp										
97749	12/12/2011	53.33	0.00	12/20/2011	Replace Flag at Station #2		-	No		0000
101-420-2220-44010	Repairs/Maint Bldg									
	97749 Total:	53.33								
	AMFLAG Total:	53.33								
AMLEGAL American Legal Publishing Corp										
83897	10/31/2011	7,330.00	0.00	12/20/2011	Code Recodification		-	No		0000
101-410-1450-43180	Information Technology/Web									
	83897 Total:	7,330.00								
	AMLEGAL Total:	7,330.00								
ARAM Aramark, Inc.										
629-7379908	12/01/2011	21.71	0.00	12/20/2011	Uniforms		-	No		0000
101-430-3100-44170	Uniforms									
	629-7379908 Total:	21.71								
629-7381762	12/05/2011	136.96	0.00	12/20/2011	Linen City Hall		-	No		0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
	629-7381762 Total:	136.96								
629-7381763	12/05/2011	64.66	0.00	12/20/2011	Linen Annex		-	No		0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
	629-7381763 Total:	64.66								
629-7384804	12/08/2011	21.71	0.00	12/20/2011	Uniforms		-	No		0000
101-430-3100-44170	Uniforms									
	629-7384804 Total:	21.71								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
629-7391691	12/19/2011	154.10	0.00	12/20/2011	Linen City Hall		-			0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
	629-7391691 Total:	154.10								
	ARAM Total:	399.14								
BIFFS Biff's Inc.										
W451995	12/14/2011	61.29	0.00	12/20/2011	Portable Restrooms		-			0000
101-450-5200-44120	Rentals - Buildings									
	W451995 Total:	61.29								
	BIFFS Total:	61.29								
BOYER Boyer Trucks										
586362	12/05/2011	95.74	0.00	12/20/2011	Fuel Tank Straps		-			0000
101-430-3120-44040	Repairs/Maint Eqpt									
	586362 Total:	95.74								
	BOYER Total:	95.74								
CARQUEST Car Quest Auto Parts										
2055-243494	12/07/2011	293.76	0.00	12/20/2011	Misc Filters		-			0000
101-430-3120-42210	Equipment Parts									
	2055-243494 Total:	293.76								
2055-243556	12/08/2011	44.86	0.00	12/20/2011	Carb Cleaner/Brake Cleaner		-			0000
101-430-3120-42120	Fuel, Oil and Fluids									
	2055-243556 Total:	44.86								
2055-243962	12/07/2011	147.70	0.00	12/20/2011	Filters & Brake Pads 03-1		-			0000
101-430-3120-42210	Equipment Parts									
	2055-243962 Total:	147.70								
2055-244023	12/13/2011	10.77	0.00	12/20/2011	Fuel Line for Wash Bay Repair		-			0000
101-430-3100-44010	Repairs/Maint Bldg									
	2055-244023 Total:	10.77								
	CARQUEST Total:	497.09								
COMCAST COMCAST										
11/27/2011	11/27/2011	7.90	0.00	12/20/2011	Monthly Service		-			0000
101-420-2220-44300	Miscellaneous									
	11/27/2011 Total:	7.90								
	COMCAST Total:	7.90								
CORNELL Cornell Mike										
12/16/2011	12/16/2011	43.29	0.00	12/20/2011	Reimb for Map Lamination		-			0000
101-420-2220-42000	Office Supplies									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
12/16/2011 Total:		43.29								
CORNELL Total:		43.29								
CTYOAKDA City of Oakdale										
10000460-01	11/30/2011	11,525.75	0.00	12/20/2011	Water Service I-94		-		No	0000
601-494-9400-43820	Water Utility									
10000460-01 Total:		11,525.75								
201112143054	12/19/2011	344.78	0.00	12/20/2011	Install batt. Separator & Deep Cycle		-		No	0000
101-420-2220-44040	Repairs/Maint Eqpt									
201112143054 Total:		344.78								
CTYOAKDA Total:		11,870.53								
CTYROSEV City of Roseville										
215402	12/02/2011	1,551.58	0.00	12/20/2011	Monthly IT Services December 2011		-		No	0000
101-410-1450-43180	Information Technology/Web									
215402 Total:		1,551.58								
CTYROSEV Total:		1,551.58								
DELTA Delta Dental Of Minnesota										
4748140	12/15/2011	810.40	0.00	12/20/2011	Jan 2012 Dental Coverage		-		No	0000
101-000-0000-21706	Medical Insurance									
4748140 Total:		810.40								
DELTA Total:		810.40								
DITCHWIT Ditch Witch of Mn, Inc.										
P19685	12/13/2011	200.00	0.00	12/20/2011	VAC EX Auger/Borer		-		No	0000
602-495-9450-42400	Small Tools & Minor Equipment									
P19685	12/13/2011	399.54	0.00	12/20/2011	VAC EX Auger/Borer		-		No	0000
603-496-9500-42400	Small Tools & Minor Equipment									
P19685	12/13/2011	300.00	0.00	12/20/2011	VAC EX Auger/Borer		-		No	0000
601-494-9400-42400	Small Tools & Minor Equipment									
P19685	12/13/2011	100.00	0.00	12/20/2011	VAC EX Auger/Borer		-		No	0000
101-430-3100-41510	Workers Compensation									
P19685	12/13/2011	200.00	0.00	12/20/2011	VAC EX Auger/Borer		-		No	0000
101-450-5200-42400	Small Tools & Minor Equipment									
P19685 Total:		1,199.54								
DITCHWIT Total:		1,199.54								
ECKBERG Eckberg Lamers Briggs Wolff										
Nov 11	11/30/2011	1,816.39	0.00	12/20/2011	Legal Services - Civil		-		No	0000
101-410-1320-43040	Legal Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Nov 11	11/30/2011	3,861.92	0.00	12/20/2011	Legal Services - Prosecution		-			0000
101-420-2150-43045	Attorney Criminal									No
	Nov 11 Total:	5,678.31								
	ECKBERG Total:	5,678.31								
EMERGENC Emergency Services Marketing										
4331	11/30/2011	650.00	0.00	12/20/2011	Annual Dues for IAMRESPONDING		-			0000
101-420-2220-44330	Dues & Subscriptions	650.00								No
	4331 Total:	650.00								
	EMERGENC Total:	650.00								
ENVENTIS ENVENTIS										
737500	12/01/2011	565.49	0.00	12/20/2011	Telephone/Data Sys - CH December 2011		-			0000
101-410-1940-43210	Telephone	565.49								No
	737500 Total:	565.49								
738507	12/01/2011	455.63	0.00	12/20/2011	Telephone/Data Sys - PW December 2011		-			0000
101-430-3100-43210	Telephone	455.63								No
	738507 Total:	455.63								
	ENVENTIS Total:	1,021.12								
FERGUSON Ferguson Waterworks										
SO1343615.001	12/06/2011	415.23	0.00	12/20/2011	Water Main Repair Clamps		-			0000
601-494-9400-44030	Repairs/Maint Imp Not Bldgs									No
	SO1343615.001 Total:	415.23								
SO1343685.001	12/06/2011	223.51	0.00	12/20/2011	Pressure Relief Hardware Well II		-			0000
601-494-9400-42270	Utility System Maintenance									No
	SO1343685.001 Total:	223.51								
	FERGUSON Total:	638.74								
GOPHER Gopher State One-Call										
27579	12/02/2011	68.25	0.00	12/20/2011	Line Locates - Nov 2011		-			0000
101-430-3100-43150	Contract Services									No
	27579 Total:	68.25								
CM - CLKLMO	12/02/2011	-0.50	0.00	12/20/2011	Credit Memo		-			0000
101-430-3100-43150	Contract Services									No
	CM - CLKLMO Total:	-0.50								
	GOPHER Total:	67.75								
H & L H & L Mesabi corp										
84234	12/02/2011	4,072.14	0.00	12/20/2011	Plow Blades and Hardware		-			0000
101-430-3125-44040	Repairs/Maint Eqpt									No

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
84234 Total:		4,072.14								
H & L Total:		4,072.14								
HAGBERGS Hagbergs Country Market										
11/30/2011	11/30/2011	27.74	0.00	12/20/2011	School Elections		-		No	0000
101-410-1410-44300	Miscellaneous									
11/30/2011	11/30/2011	32.29	0.00	12/20/2011	School Elections		-		No	0000
101-410-1410-44300	Miscellaneous									
11/30/2011	11/30/2011	13.74	0.00	12/20/2011	10th St. Meeting		-		No	0000
101-410-1910-44300	Miscellaneous									
11/30/2011 Total:		73.77								
HAGBERGS Total:		73.77								
KREMER Kremer Services, LLC										
151136	12/09/2011	2,287.61	0.00	12/20/2011	Replace front Springs and align E2		-		No	0000
101-420-2220-44040	Repairs/Maint Eqpt									
151136 Total:		2,287.61								
KREMER Total:		2,287.61								
LANDMARK Landmark Builders, Inc.										
Chk Req	12/15/2011	5,000.00	0.00	12/20/2011	Escrow Return 10941 57th #7876		-		No	0000
803-000-0000-22900	Deposits Payable									
Chk Req Total:		5,000.00								
LANDMARK Total:		5,000.00								
LARSON LARSON DIESEL SERVICE, Corp										
111122003	11/22/2011	108.57	0.00	12/20/2011	DOT Inspection, 06-1		-		No	0000
101-430-3100-44040	Repairs/Maint Eqpt									
111122003 Total:		108.57								
111122019	11/22/2011	97.93	0.00	12/20/2011	DOT Inspection 09-1		-		No	0000
101-430-3100-44040	Repairs/Maint Eqpt									
111122019 Total:		97.93								
111122020	11/22/2011	176.85	0.00	12/20/2011	DOT Inspection, plug rear grease 98-2		-		No	0000
101-430-3100-44040	Repairs/Maint Eqpt									
111122020 Total:		176.85								
111122024	11/22/2011	228.82	0.00	12/20/2011	DOT Inspection, brake coupling, oil 86-1		-		No	0000
101-430-3100-44040	Repairs/Maint Eqpt									
111122024 Total:		228.82								
111125001	11/25/2011	1,726.20	0.00	12/20/2011	DOT Inspection, springs, drag link 00-1		-		No	0000
101-430-3100-44040	Repairs/Maint Eqpt									
111125001 Total:		1,726.20								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
LARSON Total:		2,338.37								
LEAGMN League of MN Cities										
09/01/2011	09/01/2011	20.00	0.00	12/20/2011	MN Mayros Assoc Membership		-		No	0000
101-410-1110-44370	Conferences & Training	20.00								
	09/01/2011 Total:	20.00								
LEAGMN Total:		20.00								
LEOIL Lake Elmo Oil, Inc.										
11/30/2011	11/30/2011	30.09	0.00	12/20/2011	Fuel		-		No	0000
101-420-2220-42120	Fuel, Oil and Fluids	30.09								
	11/30/2011 Total:	30.09								
LEOIL Total:		30.09								
Lillie Newspapers Inc. Lillie Suburban										
11/30/2011	11/30/2011	58.13	0.00	12/20/2011	Legal notice publications		-		No	0000
101-410-1320-43510	Legal Publishing	58.13								
	11/30/2011 Total:	58.13								
Lillie Total:		58.13								
LOFF Loffler Companies, Inc.										
1330456	12/01/2011	208.21	0.00	12/20/2011	Copy Machine Overage & Base Dec 2011		-		No	0000
101-410-1940-44040	Repairs/Maint Contractual Eqpt	208.21								
	1330456 Total:	208.21								
LOFF Total:		208.21								
MALMQ Malmquist Greg										
12/08/2011	12/08/2011	122.00	0.00	12/20/2011	Reimb expenses for VCOS		-		No	0000
101-420-2220-44370	Conferences & Training	122.00								
	12/08/2011 Total:	122.00								
MALMQ Total:		122.00								
MARONEYS Maroney's Sanitation, Inc										
411271	12/07/2011	108.32	0.00	12/20/2011	Waste Removal - City Hall		-		No	0000
101-410-1940-43840	Refuse	47.68							No	0000
411271	12/07/2011	47.68	0.00	12/20/2011	Waste Removal - Fire		-		No	0000
101-420-2220-43840	Refuse	207.82							No	0000
411271	12/07/2011	207.82	0.00	12/20/2011	Waste Removal - Public Works		-		No	0000
101-430-3100-43840	Refuse									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
411271	12/07/2011	207.82	0.00	12/20/2011	Waste Removal - Parks		-	No		0000
101-450-5200-43840	Refuse									
	411271 Total:	571.64								
	MARONEYS Total:	571.64								
MENARDSO Menards - Oakdale										
47185	12/13/2011	14.92	0.00	12/20/2011	Drain Pipe Wash bay repair		-	No		0000
101-430-3100-44010	Repairs/Maint Bldg									
	47185 Total:	14.92								
	MENARDSO Total:	14.92								
MES Municipal Emergency Services										
00281698-SNV	12/12/2011	76.88	0.00	12/20/2011	2 pair rescue gloves		-	No		0000
101-420-2220-42400	Small Tools & Equipment									
	00281698-SNV Total:	76.88								
	MES Total:	76.88								
METCOU Metropolitan Council										
976510	12/02/2011	1,081.28	0.00	12/20/2011	Monthly Wastewater Svs - January 2012		-	No		0000
602-495-9450-43820	Sewer Utility - Met Council									
	976510 Total:	1,081.28								
	METCOU Total:	1,081.28								
MFRA McCombs Frank Roos Assoc Inc.										
69770	12/01/2011	3,408.74	0.00	12/20/2011	Planning Services - Oct - Nov 2011		-	No		0000
101-410-1910-43150	Contract Services									
	69770 Total:	3,408.74								
	MFRA Total:	3,408.74								
MILLSCOL Mills Cole										
12/12/2011	12/12/2011	55.00	0.00	12/20/2011	Cabled live mtg PZ 12/12/2011		-	No		0000
101-410-1450-43620	Cable Operations									
	12/12/2011 Total:	55.00								
	MILLSCOL Total:	55.00								
MUSEUSRO Museus Robert										
Chk Req	12/15/2011	200.00	0.00	12/20/2011	Travel Reimb - Interview Admin position		-	No		0000
101-410-1320-44300	Miscellaneous									
	Chk Req Total:	200.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
MUSEUSRO Total:		200.00								
NEXTEL Nextel Communications										
761950227-102	12/18/2011	17.74	0.00	12/20/2011	Cell Phone Service - Administration		-	No		0000
101-410-1940-43210	Telephone									
761950227-102	12/18/2011	37.23	0.00	12/20/2011	Cell Phone Service - Fire Dept		-	No		0000
101-420-2220-43210	Telephone									
761950227-102	12/18/2011	19.08	0.00	12/20/2011	Cell Phone Service - Bldg Dept		-	No		0000
101-420-2400-43210	Telephone									
761950227-102	12/18/2011	35.06	0.00	12/20/2011	Cell Phone Service - Public Works		-	No		0000
101-430-3100-43210	Telephone									
761950227-102	12/18/2011	102.64	0.00	12/20/2011	Cell Phone Service - Parks Dept		-	No		0000
101-450-5200-43210	Telephone									
761950227-102 Total:		211.75								
NEXTEL Total:		211.75								
PERFORMA Performance Plus										
3051	10/19/2011	300.00	0.00	12/20/2011	Annual FIT Testing		-	No		0000
101-420-2220-44370	Conferences & Training									
3051 Total:		300.00								
PERFORMA Total:		300.00								
PLUNKETT Plunkett's Pest Control										
2953748	12/01/2011	83.36	0.00	12/20/2011	Pest Control Svs - City Hall		-	No		0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
2953748 Total:		83.36								
PLUNKETT Total:		83.36								
POMPS Pump's Tire Service, Inc.										
898702	12/02/2011	255.50	0.00	12/20/2011	Wheels for 98-2		-	No		0000
101-430-3120-44040	Repairs/Maint Eqpt									
898702 Total:		255.50								
POMPS Total:		255.50								
POSTOFF POSTMASTER										
12/20/2011	12/20/2011	500.00	0.00	12/20/2011	Postage for Newsletter		-	No		0000
101-410-1450-43510	Public Notices									
12/20/2011 Total:		500.00								
POSTOFF Total:		500.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
PRESSA Anastasia Press										
12/06/2011	12/06/2011	55.00	0.00	12/20/2011	Cabled Live CC Meeting 12/06/2011		-		No	0000
101-410-1450-43620	Cable Operations									
12/06/2011 Total:		55.00								
PRESSA Total:		55.00								
RELIANC Reliance Standard Life										
01/01/2012	12/01/2011	84.44	0.00	12/20/2011	Life Insurance		-		No	0000
101-000-0000-21706	Medical Insurance									
01/01/2012	12/01/2011	12.06	0.00	12/20/2011	AD & D		-		No	0000
101-000-0000-21708	Other Benefits									
01/01/2012	12/01/2011	117.81	0.00	12/20/2011	LTD Insurance		-		No	0000
101-000-0000-21708	Other Benefits									
01/01/2012	12/01/2011	169.25	0.00	12/20/2011	STD Insurance		-		No	0000
101-000-0000-21708	Other Benefits									
01/01/2012 Total:		383.56								
RELIANC Total:		383.56								
RIVRCOOP River Country Cooperative										
11/30/2011	11/30/2011	866.93	0.00	12/20/2011	Fuel		-		No	0000
101-420-2220-42120	Fuel, Oil and Fluids									
11/30/2011 Total:		866.93								
RIVRCOOP Total:		866.93								
ROGERS Rogers Printing Services, Corp										
18310	12/01/2011	611.33	0.00	12/20/2011	Receipt Books		-		No	0000
101-410-1520-42030	Printed Forms									
18310 Total:		611.33								
ROGERS Total:		611.33								
S&T S&T Office Products, Inc.										
010P8968	12/06/2011	-52.50	0.00	12/20/2011	Credit Memo		-		No	0000
101-410-1320-42000	Office Supplies									
010P8968 Total:		-52.50								
010x6503	12/06/2011	367.11	0.00	12/20/2011	Office Supplies		-		No	0000
101-410-1320-42000	Office Supplies									
010x6503 Total:		367.11								
S&T Total:		314.61								

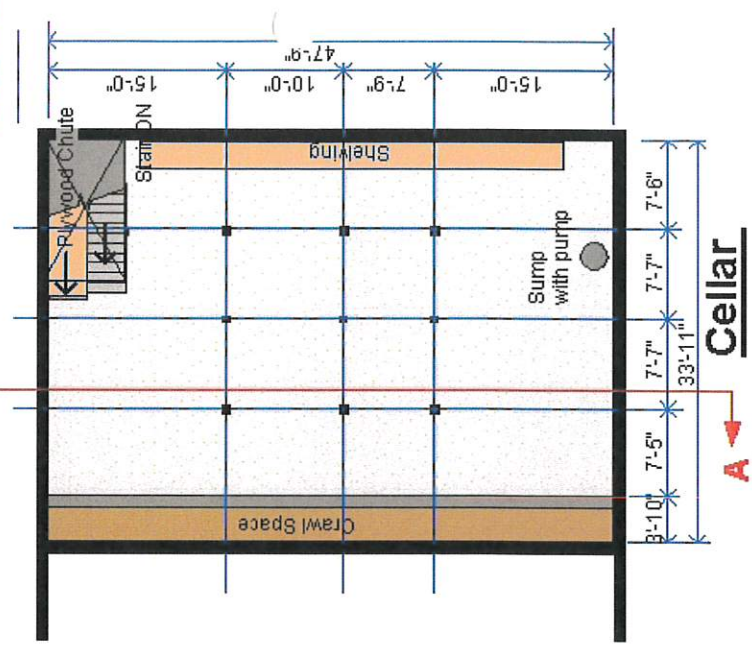
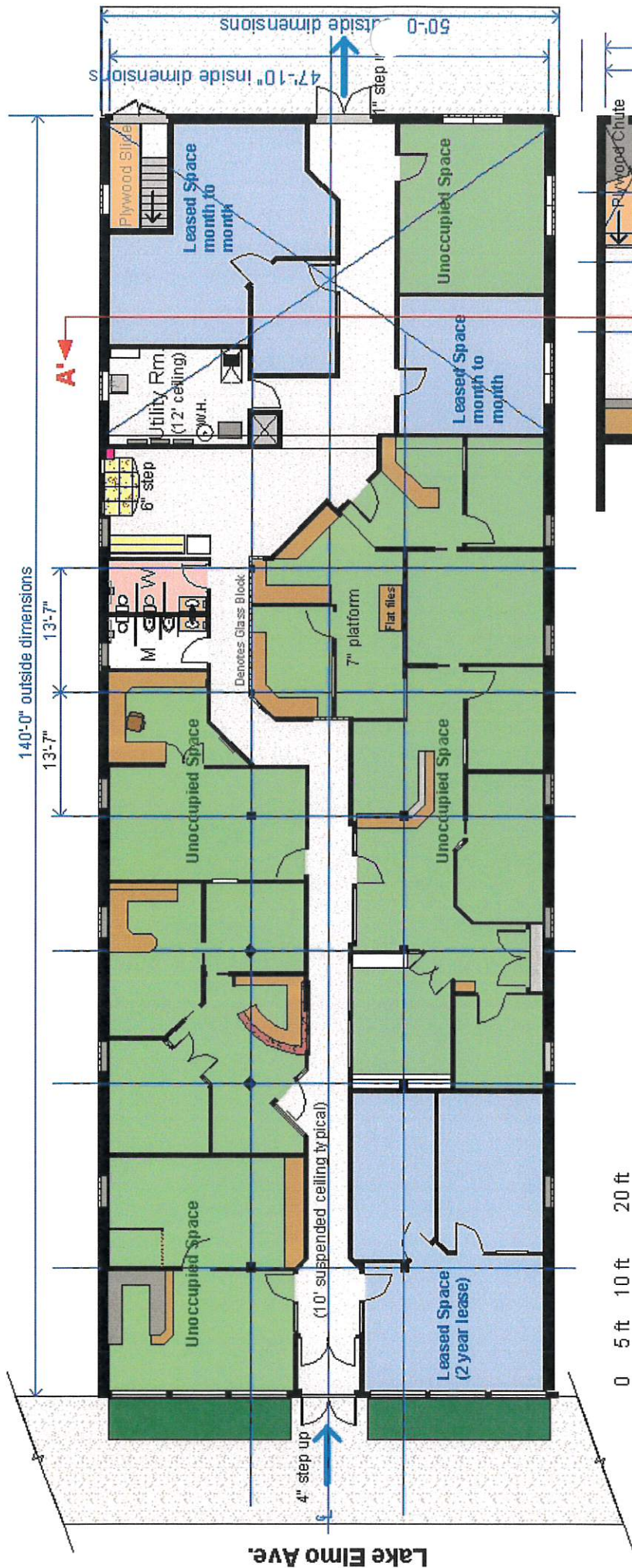
Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
VALLEYTR Valley Trophy Inc.										
42228	12/16/2011	40.33	0.00	12/20/2011	Nameplates fro display Bd.		-	No		0000
101-420-2220-42000	Office Supplies									
	42228 Total:	40.33								
42242	11/23/2011	62.52	0.00	12/20/2011	Recognition/Thank you/City Clerk Plaque		-	No		0000
101-410-1410-44300	Miscellaneous									
	42242 Total:	62.52								
	VALLEYTR Total:	102.85								
VISA-SL VISA										
12/26/2011	12/26/2011	32.58	0.00	12/20/2011	Cub Foods - School Elections		-	No		0000
101-410-1410-44300	Miscellaneous									
12/26/2011	12/26/2011	63.71	0.00	12/20/2011	5 Dollar Pizza - School Elections		-	No		0000
101-410-1410-44300	Miscellaneous									
12/26/2011	12/26/2011	74.11	0.00	12/20/2011	Jimmy Johns - School Elections		-	No		0000
101-410-1410-44300	Miscellaneous									
12/26/2011	12/26/2011	70.00	0.00	12/20/2011	Pizza Hut		-	No		0000
101-410-1110-44300	Miscellaneous									
12/26/2011	12/26/2011	680.00	0.00	12/20/2011	VCOS Conference Registration		-	No		0000
101-420-2220-44370	Conferences & Training									
12/26/2011	12/26/2011	1,641.86	0.00	12/20/2011	Lodging & Food VCOS Conference		-	No		0000
101-420-2220-44370	Conferences & Training									
	12/26/2011 Total:	2,562.26								
	VISA-SL Total:	2,562.26								
WASHTAX Washington County										
1860, 1846	12/01/2011	184.00	0.00	12/20/2011	Document Copies - Rain Gardens		-	No		0000
603-496-9500-44300	Miscellaneous Expenses									
1860, 1846	12/01/2011	92.00	0.00	12/20/2011	Document Copies - Planning Dept		-	No		0000
101-410-1910-42030	Printed Forms									
	1860, 1846 Total:	276.00								
	WASHTAX Total:	276.00								
WATERCON Water Conservation Services In										
2887	12/05/2011	225.50	0.00	12/20/2011	Leak Detection Services		-	No		0000
601-494-9400-44300	Miscellaneous									
	2887 Total:	225.50								
	WATERCON Total:	225.50								
WINKBRAD Winkels Brad										
12/07/2011	12/07/2011	533.85	0.00	12/20/2011	Expenses for VCOS Conference		-	No		0000
101-420-2220-44370	Conferences & Training									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
12/07/2011 Total:		533.85								
WINKBRAD Total:		533.85								
XCEL Xcel Energy										
51-4504807-7	12/19/2011	44.37	0.00	12/20/2011	Lights at Legion Park		-	No		0000
101-450-5200-43810	Electric Utility									
51-4504807-7	12/19/2011	70.56	0.00	12/20/2011	Lift Station		-	No		0000
602-495-9450-43810	Electric Utility									
51-4504807-7	12/19/2011	28.74	0.00	12/20/2011	Traffic Lights		-	No		0000
101-430-3160-43810	Street Lighting									
51-4504807-7 Total:		143.67								
51-4580376-5	12/19/2011	307.87	0.00	12/20/2011	City Hall		-	No		0000
101-410-1940-43810	Electric Utility									
51-4580376-5	12/19/2011	26.30	0.00	12/20/2011	Traffic Lights		-	No		0000
101-430-3160-43810	Street Lighting									
51-4580376-5	12/19/2011	487.65	0.00	12/20/2011	City Hall		-	No		0000
101-410-1940-43810	Electric Utility									
51-4580376-5 Total:		821.82								
51-5356323-8	12/19/2011	1,488.94	0.00	12/20/2011	Wells 1 & 2		-	No		0000
601-494-9400-43810	Electric Utility									
51-5356323-8 Total:		1,488.94								
51-6433976-2	12/19/2011	526.46	0.00	12/20/2011	Fire Station #1		-	No		0000
101-420-2220-43810	Electric Utility									
51-6433976-2 Total:		526.46								
51-6736544-2	12/19/2011	1,893.57	0.00	12/20/2011	Street Lights		-	No		0000
101-430-3160-43810	Street Lighting									
51-6736544-2 Total:		1,893.57								
51-6956201-4	12/19/2011	40.61	0.00	12/20/2011	VFW Ballfield Lights		-	No		0000
101-450-5200-43810	Electric Utility									
51-6956201-4 Total:		40.61								
51-7538112*1	12/19/2011	332.12	0.00	12/20/2011	Public works		-	No		0000
101-430-3100-43810	Electric Utility									
51-7538112*1 Total:		332.12								
51-8126093-5	12/19/2011	67.95	0.00	12/20/2011	Water Tower 2		-	No		0000
601-494-9400-43810	Electric Utility									
51-8126093-5 Total:		67.95								
XCEL Total:		5,315.14								
YOCUM Yocum Oil Company, Inc.										
206308	11/23/2011	160.69	0.00	12/20/2011	Bulk Oil Tanks		-	No		0000
101-430-3100-44010	Repairs/Maint Bldg									
206308 Total:		160.69								

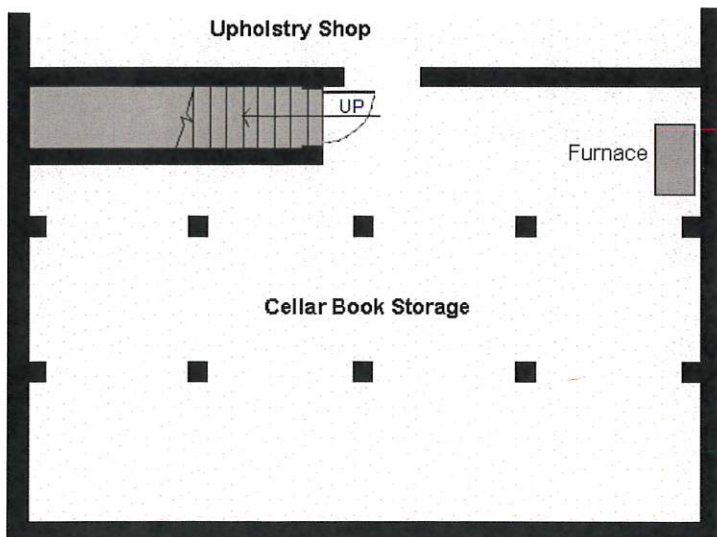
Invoice # Inv Date Amount Quantity Pmt Date Description Reference Task Type PO # Close POLine #

YOCUM Total: 160.69

Report Total: 65,913.43



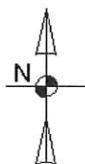
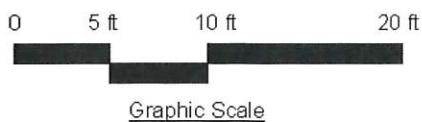
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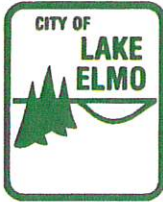
Library - Lee Building

1/8" = 1'-0"
(2,400 sf net)

36 double sided and 9 single
sided 3 foot bookcases
(Kid's bookcases are 1/2 high.
Media shelves additional)



Dec. 2, 2011
SCD



MAYOR & COUNCIL COMMUNICATION

DATE: 12/20/2011
CONSENT
ITEM #: 2
MOTION *as part of Consent Agenda*

AGENDA ITEM: Approve Disbursements in the Amount of \$101,247.91

SUBMITTED BY: Joe Rigdon, Interim Finance Director

THROUGH: Craig Dawson, Interim City Administrator

REVIEWED BY: Joan Ziertman, Finance Consultant

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of \$101,247.91. No specific motion is needed, as this is recommended to be part of the overall approval of the *Consent Agenda*.

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

Claim #	Amount	Description
ACH	\$ 6,635.80	Payroll Taxes to IRS 12/15/2011
ACH	\$ 1,136.21	Payroll Taxes to MN Dept. of Revenue 12/15/2011
ACH	\$ 3,979.69	Payroll Retirement to PERA 12/15/2011
DD3687 – DD3719	\$ 20,740.10	Payroll Dated 12/15/2011 (Direct Deposit)
37838, 37839 37842	\$ 2,065.01	Payroll Dated 12/15/2011 (Payroll Paper Checks)
37840-37841	\$ 777.67	Payroll Dated 12/15/11 (Payroll A/P)
37843-37899	\$65,913.43	Accounts Payable Dated 12/20/11
TOTAL	\$ 101,247.91	

STAFF REPORT: City staff has complied and reviewed the attached set of claims. All appears to be in order and consistent with City budgetary and fiscal policies and Council direction

RECOMMENDATION: It is recommended that the City Council approve as part of the Consent Agenda proposed disbursements in the amount of \$101,247.91.

Alternatively, the City Council does have the authority to remove this item from the Consent Agenda or a particular claim from this item and further discuss and deliberate prior to taking action. If done so, the appropriate action of the Council following such discussion would be:

**“Move to approve the December 20, 2011, Disbursements as
Presented *[and modified]* herein.”**

ATTACHMENTS:

1. Accounts Payable Dated 12/20/2011

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

- Questions from Council to Staff Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion Mayor & City Council
- Action on Motion Mayor Facilitates