

7 FILE

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

April 5, 2011

7:00 p.m.

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE:
- C. ATTENDANCE: ___ Johnston ___ Emmons, ___ Park ___ Pearson ___ Smith
- D. APPROVAL OF AGENDA: (The approved agenda is the order in which the City Council will do its business.)
- E. ORDER OF BUSINESS: (This is the way that the City Council runs its meetings so everyone attending the meeting or watching the meeting understands how the City Council does its public business.)
- F. GROUND RULES: (These are the rules of behavior that the City Council adopted for doing its public business.)
- G. ACCEPT MINUTES:
 - 1. Accept March 8, 2011 City Council Minutes
 - 2. Accept March 15, 2011 City Council Minutes
- H. PUBLIC COMMENTS/INQUIRIES: In order to be sure that anyone wishing to speak to the City Council is treated the same way, meeting attendees wishing to address the City Council on any items NOT on the regular agenda may speak for up to three minutes.
- I. CONSENT AGENDA: (Items are placed on the consent agenda by City staff and the Mayor because they are not anticipated to generate discussion. Items may be removed at City Council's request.)
 - 3. Approve payment of disbursements and payroll
 - 4. Approve Matching Requirement for DEED Water Infrastructure Grant; Resolution No. 2011-012
 - 5. Approve Matching Requirement for DEED Wastewater Infrastructure Grant; Resolution No. 2011-013
 - 6. 2011 Seal Coat Project – Approve Plans and Specs and Authorize Ad for Bids; Resolution No. 2011-014
 - 7. Update and Clarify Stormwater Regulations Regarding Agricultural Land Classification - Ordinance No. 08-041

J. REGULAR AGENDA:

8. Lake Elmo Fire Department Personnel Actions
9. Zoning Text Amendment to allow Park & Ride as a CUP in the HD-RR-LB District; Ordinance No. 08-040
10. Lake Elmo Avenue Infrastructure Project from I-94 to 30th Street – Lisbon Avenue Lift Station Resolution No. 2011-015 approving the Consent to Enter And Waiver of Trespass Agreement
11. Closed (unaudited) 2010 General Fund Budget and Discussion of possible 2011 Opportunity Budget Items.
12. Consideration of Amending Water Rates on Large Commercial Customers

K. REPORTS AND ANNOUNCEMENTS:

(These are verbal updates and do not have to be formally added to the agenda.)

- Mayor and City Council
- Administrator
- City Engineer
- Planning Director - Update on I-94 Stakeholders Meeting of March 31st

L. Adjourn

A social gathering may or may not be held at the Lake Elmo Inn following the meeting.

DRAFT

City of Lake Elmo
City Council Meeting Minutes

March 8, 2011

Mayor Johnston reconvened the City Council Meeting from March 1, 2011 at 7:03 p.m.

PRESENT: Mayor Johnston and Council Members Emmons, Park, Pearson, and Smith (arrived at 7:15 p.m.).

Also Present: Administrator Messelt, Attorney Snyder, Planning Director Klatt, Finance Director Bouthilet and City Clerk Lumby.

Presentation by Dan Krivit, Foth Infrastructure & Environment LLC

This item was scheduled at the request of the Mayor and City Council as a follow up to its January 11, 2011 Workshop discussion.

Dan Krivit, Senior Project Manager of Foth Infrastructure & Environment provided a brief PowerPoint® presentation and answered questions regarding Municipal Approaches to Organized Trash Collection.

Update on ECFC/Potential Action on amendments to Joint Powers Agreement

City Administrator Messelt presented a brief history of the proposal, highlighting February 15th and 17th City Council meetings, as well as a February 16th Open House and March 1st City Council update on the status of preparation of a Joint Powers Agreement for either City purchase and lease of the subject property to the School District or City assignment to the School District of its purchase option for the subject property and a waiver of applicable City SAC and WAC charges.

The Council discussed the proposed revisions to the JPA language. Ray Queener, Assistant Superintendent of Business and Administrative Services, represented the School District in answering City Council questions. The City Attorney and City Engineer also responded to questions from the City Council.

MOTION: Council Member Park moved to adopt Resolution No. 2011-07A Approving the revised Joint Powers Agreement for the City to purchase the property and lease to the School District for 99 years at a cost of \$1. Mayor Johnston seconded the motion.

MOTION: Council Member Emmons amended the motion to adopt enabling Resolution No. 2011-07B and the related Joint Powers Agreement, including the revised language presented tonight, requiring the school district own the property at their proposed location. Council Member Smith seconded the motion. The motion, as amended, then passed 3-2 (Mayor Johnston and Council Member Park voting against).

Consider Resolution No. 2011-006 re: Washington County Participation in CTIB

The City Council was requested to consider Resolution No. 2011-006, supporting Washington County's continued participation in the Counties Transportation Improvement Board (CTIB), as requested by the Gateway Corridor Commission. The City Council supported continued CTIB participation of collecting a quarter-percent sales tax for transit projects in Washington County.

MOTION: Council Member Pearson moved to approve Resolution No. 2011-006 expressing support for Washington County's continued participation in the Counties Transportation Improvement Board (CTIB). Council Member Park seconded the motion. The motion passed 5-0.

The Council adjourned the meeting at 10:40 p.m.

Respectfully submitted by Sharon Lumby, City Clerk

DRAFT

City of Lake Elmo
City Council Minutes

March 15, 2011

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

PRESENT: Mayor Johnston and Council Members Park and Pearson

Absent: Council Members Emmons and Smith

Also Present: Administrator Messelt, Attorney Kevin Sandstrom, City Engineer Stempski, Finance Director Bouthilet and City Clerk Lumby

APPROVAL OF AGENDA:

MOTION: Council Member Pearson moved to approve the March 15, 2011 Council agenda with additional claim #36889 under disbursements. Council Member Park seconded the motion. The motion passed 3-0.

ACCEPTED MINUTES:

The March 1, 2011 City Council minutes were accepted by consensus of the City Council.

PUBLIC COMMENTS/INQUIRIES:

Deb Krueger, 4452 Lake Elmo Avenue, volunteered to assist with any City's Arbor Day event. The City Administrator will set up a meeting between himself, Deb Krueger and Project Assistant, Carol Kriegler.

CONSENT AGENDA:

MOTION: Council Member Park moved to approve the Consent Agenda as amended. Council Member Pearson seconded the motion. The motion passed

- Approve disbursements and payroll in the amount of \$130,265.07 including additional claim #36889-36891, Malkerson, Gunn, Martin, LLP in the amount of \$2,319.00
- Proclaim April 29, 2011 as Arbor Day in the City and the month of May, 2011 to be Arbor Month
- Proclaim April 10-16th, 2011 as National Library Week in the City of Roseville
- Approve the 2011 Off-Sale 3.2% Liquor License for Lake Elmo Market, located at 11025 10th Street
- Approve Resolution No. 2011-009 Approving a County Project CSAH 6 (Stillwater Boulevard N.) Bituminous Overlay within Municipal Corporate Limits

- Approve the Agreement to Obtain Street Seal Coating Services with West Lakeland Township

REGULAR AGENDA:

Presentation by Ms. Ginny Holder, Ramsey/Washington Suburban Cable Commission Representative

Ms. Ginny Holder, Lake Elmo's representative on the Ramsey/Washington Suburban Cable Commission introduced herself to the Council and gave a general overview of the Cable Commission's authority and activities. Included in the discussion were comments relating to preparation for the future, such as:

Franchise Renewal – Franchise good until 2014

Video Streaming

Video on Demand

Process for using cable by Council Member candidates

2011 Street and Water Quality Improvements – Approve Plans and Specifications and Order the Advertisement for Bid

The City Council was requested to approve the Plans and Specifications for the 2011 Street and Water Quality Improvements and order the advertisement for bid.

At the December 7th 2010 meeting, the City Council authorized the preparation of Plans and Specifications for the 2011 Street and Water Quality Improvements, which included Tartan Meadows and David Nelson Estates. At the February 1, 2011 meeting, the Council authorized the preparation of Plans and Specs for 50th Street and Kimbro Avenue, which were added to the 2011 Street and Water Quality Improvements. The two projects were combined to take advantage of economies of scale when bidding the street improvements in 2011.

City Engineer presented a brief summary of the final plans together with an updated estimate of project cost. The bid date is set for April 12, 2011 and will be presented to Council for award on April 19, 2011.

The plan will include the coordination and curb cuts for the rain gardens. There are currently 4 executed maintenance agreements to install rain gardens within the boulevard on this project and approximately 8 additional properties have expressed interest and will be meeting with the Washington Conservation District to finalize their position.

Other measures to reduce runoff include narrowing streets in the David Nelson Estates and Tartan Meadows Neighborhoods. Flared end sections and culverts will be cleaned and graded to drain. The proposed improvements will pave 50th Street and Kimbro Avenue, which is currently a gravel surface.

MOTION: Council Member Park moved to approve Resolution No. 2011-010 approving the Plans and Specifications for the 2011 Street and Water Quality Improvements and Ordering the Advertisement for bids. Council Member Pearson seconded the motion. The motion passed 3-0.

Lake Elmo Avenue Infrastructure Project I-94 to 30th Street – Approve Plans and Specifications and Order the Advertisement for Bid

The City Council was requested to approve Plans and Specifications and order the advertisement for bid for the Lake Elmo Avenue Infrastructure Project from I-94 to 30th Street. Per Council direction, the project now includes an add/alternate bid option to construct gravity trunk sewer in lieu of forcemain for portions of the project south of 10th Street.

The base bid design includes a trunk sanitary sewer forcemain along the entire project corridor, connecting the proposed Village Area Lift Station to the MCES Meter Station (located near Hudson Boulevard and Lake Elmo Avenue. The project plans have been designed with the Village Area Lift Station located near Lisbon Avenue and 30th Street on a site previously presented to the Council as site No. 3, located outside of and to the east of Reid Park.

Permanent and temporary easement requirements have been identified for the add/alternate trunk gravity option. An easement negotiating team, comprised of City Administrator, City Attorney, City Engineer, Finance Director, will be working with the property owners who have cooperated throughout the design process.

MOTION: Council Member Pearson moved to approve Resolution No. 2011-011, Approving the Plans and Specifications for the Lake Elmo Avenue Trunk Service Infrastructure Project I-94 to 30th Street and Ordering the Advertisement for Bids. Council Member Park seconded the motion. The motion passed 3-0.

The Council adjourned the meeting at 8:18 p.m.

Respectfully submitted by Sharon Lumby, City Clerk



MAYOR & COUNCIL COMMUNICATION

DATE: 04/05/2011
CONSENT
ITEM #: 3
MOTION *as part of Consent Agenda*

AGENDA ITEM: Approve Disbursements in the Amount of \$ 118,372.15

SUBMITTED BY: Tom Bouthilet, Finance Director

THROUGH: Bruce Messelt, City Administrator 

REVIEWED BY: City Staff

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of \$118,372.15 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 to be paid in accordance with State law and City policies and procedures.

Claim #	Amount	Description
ACH	\$ 6,401.85	Payroll Taxes to IRS 03/24/2011
ACH	\$ 1,129.79	Payroll Taxes to MN Dept. of Revenue 03/24/2011
ACH	\$ 3,780.39	Payroll Retirement to PERA 03/24/2011
DD3315 – DD3329	\$ 20,382.38	Payroll Dated 03/24/2011 (Direct Deposit)
36892 – 36896	\$ 2,835.77	Payroll Dated 03/24/2011
36897 – 36950	\$ 83,841.97	Accounts Payable Dated 04/05/2011
TOTAL	\$ 118,372.15	

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 \$118,372.15

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 April 5th, 2011, Disbursements, as
Presented *[and modified]* herein.”**

ATTACHMENTS:

1. Accounts Payable Dated 04/05/2011

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

Accounts Payable To Be Paid Proof List

User: Administrator
Printed: 03/31/2011 - 3:53 PM
Batch: 006-03-2011

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
10000 10.000 Lakes Chapter	03/31/2011	75.00	0.00	04/05/2011	10.000 Lakes Chapter of ICC		-	No		0000
101-420-2400-44330 Dues & Subscriptions	03/31/2011	85.00	0.00	04/05/2011	MIN Plumbing Code Seminar-Horning		-	No		0000
101-420-2400-44370 Conferences & Training		160.00								
Total:		160.00								
10000 Total:		160.00								
AMFLAG American Flagpole & Flag Corp										
92769 03/25/2011		69.12	0.00	04/05/2011	Replace City Hall Flag		-	No		0000
101-410-1940-44040 Repairs/Maint Contractual Eqpt		69.12								
92769 Total:		69.12								
AMFLAG Total:		69.12								
AMLEGAL American Legal Publishing Corp										
80038 03/09/2011		350.00	0.00	04/05/2011	MIN Code of Ordinance		-	No		0000
101-410-1320-43510 Legal Publishing		350.00								
80038 Total:		350.00								
AMLEGAL Total:		350.00								
ANCOM ANCOM COMMUNICATIONS, INC.										
21371 03/24/2011		95.00	0.00	04/05/2011	Pager repair		-	No		0000
101-420-2220-43230 Radio		95.00								
21371 Total:		95.00								
21372 03/24/2011		95.00	0.00	04/05/2011	Pager repair		-	No		0000
101-420-2220-43230 Radio		95.00								
21372 Total:		95.00								
ANCOM Total:		190.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
ARAM Aramark, Inc.										
629-7198541	03/10/2011	21.29	0.00	04/05/2011	Uniforms		-		No	0000
101-430-3100-44170	Uniforms									
	629-7198541 Total:	21.29								
629-7200341	03/14/2011	115.39	0.00	04/05/2011	Linen City Hall		-		No	0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
	629-7200341 Total:	115.39								
629-7203333	03/17/2011	21.29	0.00	04/05/2011	Uniforms		-		No	0000
101-430-3100-44170	Uniforms									
	629-7203333 Total:	21.29								
629-7205125	03/21/2011	69.07	0.00	04/05/2011	Monthly rug service, Station #2		-		No	0000
101-420-2220-44010	Repairs/Maint Bldg									
	629-7205125 Total:	69.07								
629-7205126	03/21/2011	68.44	0.00	04/05/2011	Monthly rug service, Station #1		-		No	0000
101-420-2220-44010	Repairs/Maint Bldg									
	629-7205126 Total:	68.44								
629-7208093	03/24/2011	21.29	0.00	04/05/2011	Uniforms		-		No	0000
101-430-3100-44170	Uniforms									
	629-7208093 Total:	21.29								
6297209893	03/28/2011	47.63	0.00	04/05/2011	Linen City Hall Annex		-		No	0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
	6297209893 Total:	47.63								
62972209892	03/28/2011	115.38	0.00	04/05/2011	Linen City Hall		-		No	0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
	62972209892 Total:	115.38								
	ARAM Total:	479.78								
ASPENMI Aspen Mills, Inc.										
10488	03/28/2011	6.24	0.00	04/05/2011	Uniform-Fire (ST missed on prior invoice		-		No	0000
101-420-2220-44170	Uniforms									
	10488 Total:	6.24								
	ASPENMI Total:	6.24								
BATTYPL Batteries Plus Woodbury, Corp										
32-724248	03/28/2011	57.78	0.00	04/05/2011	Shop Batteries		-		No	0000
101-430-3100-42150	Shop Materials									
32-724248	03/28/2011	298.00	0.00	04/05/2011	Backhoe Batteries		-		No	0000
101-430-3100-42210	Equipment Parts									
	32-724248 Total:	355.78								
	BATTYPL Total:	355.78								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
CARQUEST Car Quest Auto Parts 2055-217066 03/22/2011		186.61	0.00	04/05/2011	Filters & Misc supplies		-	No		0000
101-430-3120-42210 Equipment Parts 2055-217066 Total:		186.61								
2055-217684 03/29/2011		49.80	0.00	04/05/2011	Filters		-	No		0000
101-430-3120-42210 Equipment Parts 2055-217684 Total:		49.80								
CARQUEST Total:		236.41								
CENCOLLE Century College 00410712 03/28/2011		1,500.00	0.00	04/05/2011	Company Functions X 5		-	No		0000
101-420-2220-44370 Conferences & Training 00410712 Total:		1,500.00								
00410713 03/28/2011		900.00	0.00	04/05/2011	Public Safety Leadership X 3		-	No		0000
101-420-2220-44370 Conferences & Training 00410713 Total:		900.00								
CENCOLLE Total:		2,400.00								
CTYBLOOM City of Bloomington Feb 2011 02/28/2011		100.00	0.00	04/05/2011	Lab Bacteria tests		-	No		0000
601-494-9400-42270 Utility System Maintenance Feb 2011 Total:		100.00								
CTYBLOOM Total:		100.00								
CTYOAKDA City of Oakdale 10000460-01 02/28/2011		2,001.22	0.00	04/05/2011	Water Service I-94		-	No		0000
601-494-9400-43820 Water Utility 10000460-01 Total:		2,001.22								
CTYOAKDA Total:		2,001.22								
DONALDSA Donald Salverda & Associates P-1102-3 03/10/2011		600.00	0.00	04/05/2011	Training - Effective Management Program		-	No		0000
101-430-3100-44370 Conferences & Training P-1102-3 Total:		600.00								
DONALDSA Total:		600.00								
E.G.RUD E.G. Rud & Sons, Inc. 03/28/2011		7,550.00	0.00	04/05/2011	Easement Acquisition I-94 to 30th Street		-	No		0000
413-480-8000-43030 Engineering Services Total:		7,550.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
E.G.RUD Total:		7,550.00								
EMMONS A Emmons Alex										
	03/07/2011									
101-410-1450-43620	Cable Operations	55.00	0.00	04/05/2011	Cabled Live Meeting-RZ-3/7/11		-	No		0000
101-410-1450-43620	Cable Operations	55.00	0.00	04/05/2011	Cabled Live Meeting-P2-3/28/11		-	No		0000
	Total:	110.00								
EMMONS A Total:		110.00								
FXL FXL, Inc.										
	04/01/2011									
101-410-1320-43100	Assessing Services	2,000.00	0.00	04/05/2011	Assessing Services - April 2011		-	No		0000
	April 2011 Total:	2,000.00								
FXL Total:		2,000.00								
GLOBALRI Global Risk Innovations, Inc										
	01/10/2011									
101-420-2220-44370	Conferences & Training	885.00	0.00	04/05/2011	Blue Card Training X 3 Chief officers		-	No		0000
	01/10/2011 Total:	885.00								
GLOBALRI Total:		885.00								
HAWKINS Hawkins, Inc.										
	03/18/2011									
3206894 RI	Chemicals	785.77	0.00	04/05/2011	Flouride		-	No		0000
601-494-9400-42160	Chemicals	785.77								
	3206894 RI Total:	785.77								
HAWKINS Total:		785.77								
INTERSTA Interstate All Battery Ctr										
	03/28/2011									
39119	Repairs/Maint Eqpt	49.33	0.00	04/05/2011	Replacement Batteries for Jaws powerpak		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt	49.33								
	39119 Total:	49.33								
INTERSTA Total:		49.33								
JOHNSONK Johnson Kristine										
	03/25/2011									
101-420-2220-44370	Conferences & Training	21.47	0.00	04/05/2011	Meal Reimbursement for Alexandria		-	No		0000
	03/25/2011 Total:	21.47								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
JOHNSONK Total:		21.47								
KDV Kern DeWenter Viere Ltd										
123548	03/25/2011	6,102.00	0.00	04/05/2011	Financial Services March 2011		-	No		0000
101-410-1520-43150	Contract Services	6,102.00								
	123548 Total:	6,102.00								
KDV Total:										
LEAGMN League of MN Cities										
149752	03/01/2011	285.00	0.00	04/05/2011	New Elected Council Conference		-	No		0000
101-410-1110-44370	Conferences & Training	285.00								
	149752 Total:	20.00								
150301	02/09/2011	20.00	0.00	04/05/2011	Loss & Control Workshop - Messelt		-	No		0000
101-410-1320-44370	Conferences & Training	20.00								
150301	02/09/2011	20.00	0.00	04/05/2011	Loss & Control Workshop - Klatt		-	No		0000
101-410-1910-44370	Conferences & Training	40.00								
	150301 Total:	20.00								
150315	03/28/2011	20.00	0.00	04/05/2011	Loss & Control Workshop - T. Bouthilet		-	No		0000
101-410-1520-44370	Conferences & Training	20.00								
	150315 Total:	20.00								
150316	03/23/2011	20.00	0.00	04/05/2011	Loss & Control Workshop - M. Bouthilet		-	No		0000
101-430-3100-44370	Conferences & Training	20.00								
	150316 Total:	365.00								
LEAGMN Total:										
MARVS Marv's Professional Tools										
235535	03/24/2011	176.81	0.00	04/05/2011	Misc Tools		-	No		0000
101-430-3100-42400	Small Tools & Minor Equipment	176.81								
	235535 Total:	176.81								
MARVS Total:										
MARYFELL FELLAND MARY										
03/28/2011	03/28/2011	283.00	0.00	04/05/2011	Refund on over payment of street assess		-	No		0000
316-000-0000-36100	Special Assessments	283.00								
	03/28/2011 Total:	283.00								
MARYFELL Total:										
MATZEK Kelli Matzek										
03/30/2011	03/30/2011	245.00	0.00	04/05/2011	Refund on WI state taxes		-	No		0000
101-000-0000-21702	State Withholding	245.00								
	Total:									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
MATZEK Total:		245.00								
MCCARTHY McCarthy Well Company										
23655	03/11/2011	350.00	0.00	04/05/2011	Well I & II pump performance inspection		-		No	0000
601-494-9400-42270	Utility System Maintenance									
23655	03/11/2011	140.00	0.00	04/05/2011	New Packing well I		-		No	0000
601-494-9400-44030	Repairs/Maint Imp Not Bldgs									
	23655 Total:	490.00								
MCCARTHY Total:		490.00								
MCMA MN City/County Mgmt. Assoc.										
03/18/2011	03/18/2011	102.00	0.00	04/05/2011	Annual Membership		-		No	0000
101-410-1320-44330	Dues & Subscriptions									
	03/18/2011 Total:	102.00								
MCMA Total:		102.00								
MENARDSO Menards - Oakdale										
52264	03/13/2011	3.45	0.00	04/05/2011	Repair to CV1		-		No	0000
101-420-2220-44040	Repairs/Maint Eqpt									
	52264 Total:	3.45								
52692	03/15/2011	114.66	0.00	04/05/2011	Misc Items for station #2		-		No	0000
101-420-2220-44010	Repairs/Maint Bldg									
	52692 Total:	114.66								
53961	03/21/2011	160.16	0.00	04/05/2011	Shop Vac & Filter		-		No	0000
101-430-3100-42400	Small Tools & Minor Equipment									
	53961 Total:	160.16								
54964	03/25/2011	5.30	0.00	04/05/2011	Office supplies for Station #2		-		No	0000
101-420-2220-42000	Office Supplies									
54964	03/25/2011	5.14	0.00	04/05/2011	Tools for Station #2		-		No	0000
101-420-2220-42400	Small Tools & Equipment									
54964	03/25/2011	32.61	0.00	04/05/2011	Bldg Maint, Station #2		-		No	0000
101-420-2220-44010	Repairs/Maint Bldg									
54964	03/25/2011	66.83	0.00	04/05/2011	Equip Maint, Station #2		-		No	0000
101-420-2220-44040	Repairs/Maint Eqpt									
	54964 Total:	109.88								
MENARDSO Total:		388.15								
MESSELT Messelt Bruce										
Chk Req	03/24/2011	11.00	0.00	04/05/2011	Parking LMC/Metro City Conference		-		No	0000
101-410-1320-44370	Conferences & Training									
	Chk Req Total:	11.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	POLine #
METRO MU METROPOLITAN MUNICIPALITIES ASSOCI											
514	03/28/2011	20.00	0.00	04/05/2011	Meeting-2011 Legislative Update-Messelt		-	No		0000	
101-410-1320-44330	Dues & Subscriptions	20.00									
	514 Total:	20.00									
METRO MU Total:		20.00									
METROFIR Metro Fire											
40465	03/09/2011	269.31	0.00	04/05/2011	Replacement parts for Helmets		-	No		0000	
101-420-2220-44040	Repairs/Maint Eqt	269.31									
	40465 Total:	269.31									
METROFIR Total:		269.31									
MN CORP Minnesota Corporate Mechanical											
13429	03/28/2011	842.97	0.00	04/05/2011	Repair A/C Unit in Annex		-	No		0000	
101-410-1940-44010	Repairs/Maint Contractual Bldg	842.97									
	13429 Total:	842.97									
MN CORP Total:		842.97									
MSFCB MN Fire Service Cert. Board											
20110324105517	03/24/2011	60.00	0.00	04/05/2011	FFII Recertification x 3		-	No		0000	
101-420-2220-44330	Dues & Subscriptions	60.00									
	20110324105517 Total:	60.00									
MSFCB Total:		60.00									
NEXTEL Nextel Communications											
761950227-096	02/14/2011	86.00	0.00	04/05/2011	Cell Phone Service - Admin		-	No		0000	
101-410-1940-43210	Telephone	161.96									
761950227-096	02/14/2011	17.74	0.00	04/05/2011	Cell Phone Service - Fire Dept		-	No		0000	
101-420-2220-43210	Telephone	59.74									
761950227-096	02/14/2011	51.83	0.00	04/05/2011	Cell Phone Service - Bldg Dept		-	No		0000	
101-420-2400-43210	Telephone	-111.92									
761950227-096	02/14/2011	265.35	0.00	04/05/2011	Cell Phone Service - Public Works Dept		-	No		0000	
101-430-3100-43210	Telephone										
761950227-096	02/14/2011										
101-450-5200-43210	Telephone										
761950227-096	02/14/2011										
101-420-2220-43210	Telephone										
	761950227-096 Total:										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
NEXTEL Total:		265.35								
PERFORMA Performance Plus										
2893	03/15/2011	50.00	0.00	04/05/2011	Annual FIT testing make up		-	No		0000
101-420-2220-44370 Conferences & Training										
2893 Total:		50.00								
2897	03/15/2011	25.00	0.00	04/05/2011	Annual FIT testing make up		-	No		0000
101-420-2220-44370 Conferences & Training										
2897 Total:		25.00								
2912	03/29/2011	50.00	0.00	04/05/2011	Annual FIT testing-make up		-	No		0000
101-420-2220-44370 Conferences & Training										
2912 Total:		50.00								
PERFORMA Total:		125.00								
PLANTH PLANT HEALTH ASSOCIATES, INC										
1038-11	03/31/2011	1,100.00	0.00	04/05/2011	Forester Services - March 11		-	No		0000
101-430-3250-43150 Contract Services										
1038-11 Total:		1,100.00								
PLANTH Total:		1,100.00								
PRESSA Anastasia Press										
03/15/2011	03/15/2011	55.00	0.00	04/05/2011	CC Meeting Cabled Live		-	No		0000
101-410-1940-44010 Cable Operations										
03/15/2011 Total:		55.00								
PRESSA Total:		55.00								
RUD Prince-Rud Diane										
03/28/2011	03/28/2011	240.00	0.00	04/05/2011	Cleaning City Hall & Annex		-	No		0000
101-410-1940-44010 Repairs/Maint Contractual Bldg										
03/28/2011	03/28/2011	180.00	0.00	04/05/2011	Cleaning Fire Hall		-	No		0000
101-420-2220-44010 Repairs/Maint Bldg										
03/28/2011 Total:		420.00								
RUD Total:		420.00								
S&T S&T Office Products, Inc.										
010M9780	03/21/2011	449.13	0.00	04/05/2011	Office Supplies		-	No		0000
101-410-1320-42000 Office Supplies										
010M9780 Total:		449.13								
S&T Total:		449.13								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
SCHWAAB Schwaab, Inc. 41003 03/28/2011		11.09	0.00	04/05/2011	Pre inked stamp		-			No 0000
101-420-2400-42000 Office Supplies 41003 Total: SCHWAAB Total:		11.09 11.09								
STEINMAN Steinman Tom 03/15/2011 03/15/2011		53.20	0.00	04/05/2011	Meal Reimbursement for sectional school		-			No 0000
101-420-2220-44370 Conferences & Training 03/15/2011 Total: 03/25/2011 03/25/2011		53.20 46.27	0.00	04/05/2011	Meal Reimbursement for Alexandria		-			No 0000
101-420-2220-44370 Conferences & Training 03/25/2011 Total: STEINMAN Total:		46.27 99.47								
STILLMOT Stillwater Motors 66058 03/24/2011		49.95	0.00	04/05/2011	Door Latch		-			No 0000
101-430-3120-42210 Equipment Parts 66058 Total: STILLMOT Total:		49.95 49.95								
SUPER 8 Super 8 Alexandria 03/20/2011 03/28/2011		420.54	0.00	04/05/2011	Lodging for Sect. School/Alexandria		-			No 0000
101-420-2220-44370 Conferences & Training 03/20/2011 Total: SUPER 8 Total:		420.54 420.54								
TASCH T.A. Schifsky & Sons Inc 50930 03/14/2011		264.25	0.00	04/05/2011	Asphalt		-			No 0000
101-430-3120-42240 Street Maintenance Materials 50930 Total: TASCH Total:		264.25 264.25								
TDS TDS METROCOM - LLC 651-779-8882 03/28/2011		159.78	0.00	04/05/2011	Analog Lines - Fire		-			No 0000
101-420-2220-43210 Telephone 651-779-8882 03/28/2011		156.32	0.00	04/05/2011	Analog Lines - Public Works		-			No 0000
101-430-3100-43210 Telephone 651-779-8882 03/28/2011		105.44	0.00	04/05/2011	Analog Lines - Lift Station Alarms		-			No 0000
602-495-9450-43210 Telephone										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
651-779-8882	03/28/2011	42.34	0.00	04/05/2011	Analog Lines - Well House #2		-	No		0000
601-494-9400-43210	Telephone	463.88								
	651-779-8882 Total:	463.88								
	TDS Total:									
TITANAPP Titan Apparel & Sportswear Cor										
3278	03/28/2011	480.00	0.00	04/05/2011	Restock hats		-	No		0000
101-420-2220-44170	Uniforms	480.00								
	3278 Total:	480.00								
	TITANAPP Total:									
TKDA TKDA, Inc.										
2011000468	03/28/2011	460.99	0.00	04/05/2011	Development Whistling Valley		-	No		0000
203-490-9070-43030	Engineering Services	460.99								
	2011000468 Total:	72.99	0.00	04/05/2011	Development Sanctuary		-	No		0000
2011000469	03/28/2011	72.99								
203-490-9070-43030	Engineering Services	72.99								
	2011000469 Total:	20,777.40	0.00	04/05/2011	I-94 to 30th street - Village Sanitary		-	No		0000
2011000470	03/28/2011	20,777.40								
413-480-8000-43030	Engineering Services	185.25	0.00	04/05/2011	Lake Elmo Area Village Eng Support		-	No		0000
	2011000470 Total:	185.25								
2011000471	03/28/2011	48.68	0.00	04/05/2011	Lake Elmo 2010 Street & Water Quality		-	No		0000
413-480-8000-43030	Engineering Services	48.68								
	2011000471 Total:	121.70	0.00	04/05/2011	TH 5 & Jamaca Roundabout		-	No		0000
2011000472	03/28/2011	121.70								
417-480-8000-43030	Engineering Services	233.93	0.00	04/05/2011	Lake Elmo Water System Strategies/Fin		-	No		0000
	2011000472 Total:	233.93								
2011000473	03/28/2011	4,182.53	0.00	04/05/2011	2011 Street Improvement/Water Quality		-	No		0000
417-480-8000-43030	Engineering Services	4,182.53								
	2011000473 Total:	4,182.53	0.00	04/05/2011	General Engineering		-	No		0000
2011000474	03/28/2011	4,463.49								
601-494-9400-43030	Engineering Services	382.39	0.00	04/05/2011	General Engineering		-	No		0000
	2011000474 Total:	4,845.88								
2011000475	03/28/2011	546.80	0.00	04/05/2011	General Engineering - VRA		-	No		0000
418-480-8000-43030	Engineering Services									
	2011000475 Total:									
2011000476	03/28/2011									
101-410-1930-43030	Engineering Services									
	2011000476 Total:									
2011000477	03/28/2011									
101-410-1910-43030	Engineering Services									
	2011000477 Total:									
2011000478	03/28/2011									
101-420-2400-43030	Engineering									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
WASRADIO Total:		3,800.76								
WINKBRAD Winkels Brad										
03/14/2011	03/14/2011	50.95	0.00	04/05/2011	Meal for training drill/officer Series		-	No		0000
101-420-2220-44370	Conferences & Training									
	03/14/2011 Total:	50.95								
WINKBRAD Total:		50.95								
WITTER Witter Nicholas										
03/14/2011	03/14/2011	47.77	0.00	04/05/2011	Fuel		-	No		0000
101-420-2220-42120	Fuel, Oil and Fluids									
03/14/2011	03/14/2011	31.55	0.00	04/05/2011	Meals/Moorhead Sectional		-	No		0000
101-420-2220-44370	Conferences & Training									
	03/14/2011 Total:	79.32								
03/25/2011	03/28/2011	30.96	0.00	04/05/2011	Meal Reimbursement for Alexandria		-	No		0000
101-420-2220-44370	Conferences & Training									
	03/25/2011 Total:	30.96								
WITTER Total:		110.28								
XCEL Xcel Energy										
03/25/2011	03/25/2011	49.45	0.00	04/05/2011	Electric Utility Service - Parks		-	No		0000
101-450-5200-43810	Electric Utility									
	03/25/2011 Total:	49.45								
XCEL Total:		49.45								
YOCUM Yocum Oil Company, Inc.										
200646	03/21/2011	160.69	0.00	04/05/2011	Bulk oil tanks		-	No		0000
101-430-3100-44010	Repairs/Maint Bldg									
	200646 Total:	160.69								
YOCUM Total:		160.69								
Report Total:		83,841.97								



MAYOR & COUNCIL COMMUNICATION

DATE: 04/05/2011
CONSENT
ITEM #: 4
MOTION *as part of Consent Agenda*

AGENDA ITEM: Approve Matching Requirement for DEED Water Infrastructure Grant

SUBMITTED BY: Tom Bouthilet, Finance Director
Joe Rigdon, Financing Consultant

THROUGH: Bruce Messelt, City Administrator

REVIEWED BY: City Engineer

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to approve Resolution 2011-012, creating Budget capacity and authority to complete the Grant Agreement with the State of Minnesota for potential receipt of the \$1 million matching grant for Water system infrastructure improvements. No specific motion is needed, as this is recommended to be part of the overall approval of the *Consent Agenda*.

BACKGROUND INFORMATION: The City's intent has been to undertake necessary water and wastewater infrastructure improvements in the next several years. These projects would be financed through the issuance of municipal bonds, including through receipt of \$2 million in State matching grant dollars for specific projects, as evidenced within the City's 2011 budget and 2011-2015 capital improvement plan:

- Lake Elmo Avenue Trunk Sewer Forcemain – I94 to 30th Street
- Lake Elmo's Water Pumping, Storage, and Distribution System

In 2010, the City was granted \$1 million dollars for the sewer project and \$1 million dollars for the water project by the State of Minnesota, contingent upon the City individually matching funds for each grant. In order to facilitate the execution of sewer and water grant agreements with the Department of Employment and Economic Development (DEED), evidence of the matching requirement must be provided by the City to DEED and the office of Minnesota Management and Budget (MMB).

Since municipal bonds have not yet been issued (and typically are not until the project is approved and ordered), the City may alternatively satisfy the proof of matching requirement by

earmarking funds specifically for the sewer and water projects from its 2011 General Fund budget. Doing so allows the City to execute the Grant Agreement now and not risk losing the approved State monies to other state needs or budgetary considerations.

STAFF REPORT: This action does not approve any specific project, expenditure of any City monies, or even acceptance of the State's grant. It merely provides the necessary budget capacity and authority needed for the City and State to enter into a Grant Agreement and, therefore, secure this money against potential Legislative action to rescind previously-authorized matching bond projects.

To earmark the funds, 2011 budget amendments to the General Fund "Other Financing Uses" (transfers out to other funds) are necessary. It is not necessary to physically transfer the funds, but only to earmark them. Upon municipal bond issuance for each project, the budget amendments may be rescinded. Additional line items for the two matching requirements would be added as follows:

- \$1,000,000 for Lake Elmo Avenue Trunk Sewer Forcemain – I94 to 30th Street
- \$1,000,000 for Lake Elmo's Water Pumping, Storage, and Distribution System

The attached "Original" and "Amended" 2011 General Fund transfers out budgets illustrate the amendments for the grants matching requirements. Budgeted offsetting transfers in of the earmarks would be shown in the Village (Sewer) and Water funds, respectively. Similarly, the City's approved 2011 Budget will be amended to show anticipated revenues to the City from a bond sale later in 2011, thereby reimbursing the General Fund for this "capacity" transfer.

RECOMMENDATION: It is, therefore, recommended that the City Council approve as part of the *Consent Agenda* Resolution 2011-012 authorizing an amendment to the 2011 General Fund budget, increasing transfers out to other funds by \$1,000,000 for "Lake Elmo's Water Pumping, Storage, and Distribution System" project matching requirements (offsetting budgeted transfers in from other funds to be increased in the Water fund).

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 Resolution 2011-012, as presented [and modified] herein."

ATTACHMENTS:

1. Resolution 2011-012
2. Original and Proposed 2011 Budget – Transfers Out
3. Original and Proposed 2011 Budget – Other Financing Sources

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 Facilitates
- Action on Motion..... Mayor & City Council

CITY OF LAKE ELMO
WASHINGTON COUNTY, MINNESOTA

RESOLUTION NO. 2011-012

RESOLUTION AUTHORIZING CITY FUNDS BE SET ASIDE FOR THE STATE
MATCHING GRANT FOR WATER SYSTEM IMPROVEMENTS

WHEREAS, the City of Lake Elmo has requested a matching Grant from the State of Minnesota in the amount of one million dollars for specific Water infrastructure improvements; and

WHEREAS, the City intends to issue bonds for water infrastructure projects undertaken, including those for which State Matching Grant funds will be utilized; and

WHEREAS, the State requires, as part of the Grant approval process, that the City set aside one million dollars from the City's reserve funds to the General Fund in order to demonstrate its capability to matching State funds; and

WHEREAS, this set aside will be fully recompensed when bond proceeds are received.

NOW, THEREFORE BE IT RESOLVED, The City Council directs the transfer of one million dollars from the reserve account to the General Fund for the State Matching Grant, until such time as funds are obtained through bond proceeds.

BE IT FURTHER RESOLVED, that the City Council directs a Budget Adjustment by undertaken to demonstrate that the full impact to the City's General operating and reserve Funds will be revenue neutral by this action, should the City proceed with the proposed improvements, Grant Agreement, and subsequent Bond sale.

ADOPTED, by the Lake Elmo City Council on April 05, 2011

Dean Johnston, Mayor

ATTEST:

Sharon Lumby, City Clerk

City of Lake Elmo
Budget 2011

ORIGINAL BUDGET

Account Number	Description	2009 Amended Budget	2009 Actual	2010 Budget	2010 Year-to-Date (07/31/10)	2011 Budget	2010 to 2011 Change
9360	Other Financing Uses						
	Transfers Out						
101-493-9360-47200	Transfers Out	\$349,735	\$349,735	\$118,850	\$126,850	\$182,000	53.1%
	Total Transfers Out	\$349,735	\$349,735	\$118,850	\$126,850	\$182,000	53.1%
9360	Total Other Financing Uses	\$349,735	\$349,735	\$118,850	\$126,850	\$182,000	53.1%
Transfers Out Detail:							
	Donation Passed Through to Fall Festival Fund	\$7,500	\$7,500	\$0	\$8,000	\$8,000	N/A
	Close CDBG Fund	\$1,603	\$1,603	\$0	\$0	\$0	N/A
	Close Tablyn Park/Lake Elmo Heights Fund	\$95,632	\$95,632	\$0	\$0	\$0	N/A
	Infrastructure Reserve Fund (sealcoating)	\$100,000	\$100,000	\$0	\$0	\$100,000	N/A
	Vehicle Replacement Fund	\$0	\$0	\$68,850	\$68,850	\$6,000	-91.3%
	Radio Replacement Internal Service Fund	\$20,000	\$20,000	\$0	\$0	\$6,000	N/A
	Information Technology Replacement Fund	\$20,000	\$20,000	\$0	\$0	\$6,000	N/A
	FPE Replacement Fund	\$5,000	\$5,000	\$0	\$0	\$6,000	N/A
	Water Fund (offset future deficit cash balance)	\$0	\$0	\$50,000	\$50,000	\$50,000	0.0%
	Surface Water Fund (assist with deficit cash balance)	\$100,000	\$100,000	\$0	\$0	\$0	N/A
		\$349,735	\$349,735	\$118,850	\$126,850	\$182,000	53.1%

City of Lake Elmo
Budget 2011

AMENDED BUDGET

Account Number	Description	2009 Amended Budget	2009 Actual	2010 Budget	2010 Year-to-Date (07/31/10)	2011 Amended Budget	2010 to 2011 Change
9360	Other Financing Uses						
	Transfers Out						
101-493-9360-47200	Transfers Out	\$349,735	\$349,735	\$118,850	\$126,850	\$182,000	53.1%
101-493-9360-47201	Sewer Project Matching (1)	\$0	\$0	\$0	\$0	\$1,000,000	N/A
101-493-9360-47202	Water Project Matching (2)	\$0	\$0	\$0	\$0	\$1,000,000	N/A
Total Transfers Out		\$349,735	\$349,735	\$118,850	\$126,850	\$2,182,000	1735.9%
9360	Total Other Financing Uses	\$349,735	\$349,735	\$118,850	\$126,850	\$2,182,000	1735.9%

Transfers Out Detail (101-493-9360-47200):

Donation Passed Through to Fall Festival Fund	\$7,500	\$7,500	\$0	\$8,000	\$8,000	N/A
Close CDBG Fund	\$1,603	\$1,603	\$0	\$0	\$0	N/A
Close Tablyn Park/Lake Elmo Heights Fund	\$95,632	\$95,632	\$0	\$0	\$0	N/A
Infrastructure Reserve Fund (sealcoating)	\$100,000	\$100,000	\$0	\$0	\$100,000	N/A
Vehicle Replacement Fund	\$0	\$0	\$68,850	\$68,850	\$8,000	-91.3%
Radio Replacement Internal Service Fund	\$20,000	\$20,000	\$0	\$0	\$6,000	N/A
Information Technology Replacement Fund	\$20,000	\$20,000	\$0	\$0	\$6,000	N/A
FFE Replacement Fund	\$5,000	\$5,000	\$0	\$0	\$6,000	N/A
Water Fund (offset future deficit cash balance)	\$0	\$0	\$50,000	\$50,000	\$50,000	0.0%
Surface Water Fund (assist with deficit cash balance)	\$100,000	\$100,000	\$0	\$0	\$0	N/A
	\$349,735	\$349,735	\$118,850	\$126,850	\$182,000	53.1%

(1) DEED/MMB matching requirement for sewer project: Lake Elmo Avenue Trunk Sewer Forcemain - I94 to 30th Street

(2) DEED/MMB matching requirement for water project: Lake Elmo's Water Pumping, Storage, and Distribution System

City of Lake Elmo
Budget 2011

Original Budget

Account Number	Description	2009 Amended Budget	2009 Actual	2010 Budget	2010 Year-to-Date (07/31/10)	2011 Preliminary Budget	2010 to 2011 Change
GENERAL FUND							
Revenues							
Property Taxes/Franchise Fees							
101-000-0000-31010	Current Ad Valorem Taxes	\$2,332,130	\$2,048,100	\$2,360,790	\$1,072,260	\$2,409,867	2.1%
101-000-0000-31010	2008 MVHC Unallotment Recovery	\$0	\$0	\$19,365	\$0	\$0	-100.0%
101-000-0000-31010	2009 MVHC Unallotment Recovery	\$0	\$0	\$35,475	\$0	\$0	-100.0%
101-000-0000-31010	2010 MVHC Cut Recovery	\$0	\$0	\$0	\$0	\$37,518	N/A
101-000-0000-31010	2011 MVHC Cut Recovery	\$0	\$0	\$0	\$0	\$37,518	N/A
101-000-0000-31010	MVHC State Unallotment/Cut	\$0	\$0	(\$33,759)	\$0	(\$37,518)	N/A
101-000-0000-31020	Delinquent Ad Valorem Taxes	\$0	\$48,142	\$0	\$35,192	\$0	N/A
101-000-0000-31030	Mobile Home Tax	\$8,000	\$7,820	\$8,000	\$1,590	\$8,000	0.0%
101-000-0000-31040	Fiscal Disparities	\$0	\$163,791	\$0	\$90,493	\$0	N/A
101-000-0000-31910	Penalty & Interest on Taxes	\$0	\$2,110	\$0	\$2,658	\$0	N/A
101-000-0000-33820	Gravel Tax	\$2,500	\$2,988	\$3,100	\$0	\$3,100	0.0%
101-000-0000-33622	Cable Franchise Revenue	\$30,000	\$34,916	\$35,000	\$35,367	\$35,000	0.0%
Total Property Taxes/Franchise Fees		\$2,372,630	\$2,307,867	\$2,427,971	\$1,237,758	\$2,493,485	2.7%
Licenses and Permits							
101-000-0000-32110	Liquor License	\$7,200	\$7,200	\$7,200	\$750	\$7,200	0.0%
101-000-0000-32180	Wastehauler License	\$500	\$1,365	\$1,000	\$230	\$1,000	0.0%
101-000-0000-32181	General Contractor License	\$1,500	\$3,060	\$1,800	\$3,250	\$2,000	11.1%
101-000-0000-32183	Heating Contractor License	\$785	\$60	\$200	\$0	\$100	-50.0%
101-000-0000-32184	Blacktopping Contractor License	\$60	\$0	\$60	\$0	\$60	0.0%
101-000-0000-32210	Building Permits	\$140,000	\$139,825	\$100,000	\$80,187	\$110,000	10.0%
101-000-0000-32220	Heating Permits	\$4,500	\$10,209	\$3,000	\$4,971	\$3,000	0.0%
101-000-0000-32230	Plumbing Permits	\$4,500	\$5,864	\$3,000	\$3,781	\$3,000	0.0%
101-000-0000-32231	Sewer Permits	\$1,500	\$371	\$500	\$561	\$500	0.0%
101-000-0000-32240	Animal License	\$2,000	\$2,121	\$2,000	\$2,737	\$2,100	5.0%
101-000-0000-32260	Utility Permits	\$4,000	\$17,573	\$6,000	\$4,520	\$6,000	0.0%
101-000-0000-32260	Burning Permit	\$1,000	\$1,085	\$1,000	\$1,060	\$1,000	0.0%
101-000-0000-34104	Plan Check Fees	\$45,000	\$36,953	\$32,000	\$30,082	\$32,000	0.0%
Total Licenses and Permits		\$212,555	\$225,164	\$157,760	\$132,078	\$167,960	6.5%
Intergovernmental							
101-000-0000-33401	Local Government Aid	\$0	\$0	\$0	\$0	\$0	N/A
101-000-0000-33402	Homestead Credit Aid	\$0	\$8,015	\$0	\$0	\$0	N/A
101-000-0000-33418	MSA - Maintenance	\$87,275	\$88,797	\$88,500	\$77,347	\$88,500	0.0%
101-000-0000-33420	State Fire Aid	\$60,000	\$36,217	\$40,000	\$0	\$40,000	0.0%
101-000-0000-33422	PERA Aid	\$2,750	\$2,749	\$2,750	\$1,375	\$2,749	0.0%
101-000-0000-33426	Miscellaneous State Grants	\$0	\$16,454	\$0	\$0	\$0	N/A
101-000-0000-33621	Recycling Grant	\$15,000	\$15,476	\$15,000	\$15,588	\$15,000	0.0%
Total Intergovernmental		\$145,025	\$165,708	\$126,250	\$94,310	\$126,249	0.0%
Charges for Services							
101-000-0000-34103	Zoning & Subdivision Fees	\$4,000	\$6,471	\$1,000	\$4,370	\$4,000	300.0%
101-000-0000-34105	Sale of Copies: Books, Maps	\$300	\$204	\$300	\$72	\$200	-33.3%
101-000-0000-34107	Assessment Searches	\$150	\$391	\$200	\$255	\$200	0.0%
101-000-0000-34109	Clean Up Days	\$5,000	\$4,387	\$4,000	\$3,425	\$4,000	0.0%
101-000-0000-34111	Cable Operation Reimbursement	\$2,400	\$1,956	\$2,400	\$1,883	\$2,000	-16.7%
Total Charges for Services		\$11,650	\$13,389	\$7,900	\$9,805	\$10,400	31.6%
Fines							
101-000-0000-36100	Fines	\$52,000	\$54,052	\$52,000	\$35,538	\$52,000	0.0%
Total Fines		\$52,000	\$54,052	\$52,000	\$35,538	\$52,000	0.0%
Other							
101-000-0000-36200	Miscellaneous Revenue	\$18,000	\$41,827	\$17,130	\$1,008	\$11,128	-35.0%
101-000-0000-36210	Interest Earnings	\$80,000	\$72,711	\$80,000	\$0	\$50,000	-16.7%
101-000-0000-36230	Donations	\$0	\$8,500	\$0	\$8,022	\$8,000	N/A
Total Other		\$98,000	\$123,038	\$77,130	\$9,031	\$69,128	-10.4%
Total Revenues		\$2,892,080	\$2,889,218	\$2,849,011	\$1,518,519	\$2,918,223	2.5%
Other Financing Sources							
101-000-0000-39200	Transfer In	\$0	\$0	\$0	\$0	\$0	N/A
Total Other Financing Sources		\$0	\$0	\$0	\$0	\$0	N/A
Total Revenues and Other Financing Sources		\$2,892,080	\$2,889,218	\$2,849,011	\$1,518,519	\$2,918,223	2.5%

City of Lake Elmo
Budget 2011

Amended Budget

Account Number	Description	2008 Amended Budget	2009 Actual	2010 Budget	2010 Year-to-Date (07/31/10)	2011 Budget	2010 to 2011 Change
GENERAL FUND							
<u>Revenues</u>							
Property Taxes/Franchise Fees							
101-000-0000-31010	Current Ad Valorem Taxes	\$2,332,130	\$2,048,100	\$2,360,790	\$1,072,260	\$2,409,867	2.1%
101-000-0000-31010	2008 MVHC Unallotment Recovery	\$0	\$0	\$19,365	\$0	\$0	-100.0%
101-000-0000-31010	2009 MVHC Unallotment Recovery	\$0	\$0	\$35,475	\$0	\$0	-100.0%
101-000-0000-31010	2010 MVHC Cut Recovery	\$0	\$0	\$0	\$0	\$37,518	N/A
101-000-0000-31010	2011 MVHC Cut Recovery	\$0	\$0	\$0	\$0	\$37,518	N/A
101-000-0000-31010	MVHC State Unallotment/Cut	\$0	\$0	(\$33,759)	\$0	(\$37,518)	N/A
101-000-0000-31020	Delinquent Ad Valorem Taxes	\$0	\$48,142	\$0	\$35,192	\$0	N/A
101-000-0000-31030	Mobile Home Tax	\$8,000	\$7,820	\$8,000	\$1,590	\$8,000	0.0%
101-000-0000-31040	Fiscal Disparities	\$0	\$163,791	\$0	\$80,493	\$0	N/A
101-000-0000-31810	Penalty & Interest on Taxes	\$0	\$2,110	\$0	\$2,866	\$0	N/A
101-000-0000-33620	Gravel Tax	\$2,500	\$2,986	\$3,100	\$0	\$3,100	0.0%
101-000-0000-33622	Cable Franchise Revenue	\$30,000	\$34,916	\$35,000	\$35,367	\$35,000	0.0%
Total Property Taxes/Franchise Fees		\$2,372,830	\$2,307,867	\$2,427,971	\$1,237,758	\$2,493,486	2.7%
Licenses and Permits							
101-000-0000-32110	Liquor License	\$7,200	\$7,200	\$7,200	\$750	\$7,200	0.0%
101-000-0000-32180	Wastehauler License	\$500	\$1,385	\$1,000	\$230	\$1,000	0.0%
101-000-0000-32181	General Contractor License	\$1,500	\$3,080	\$1,800	\$3,250	\$2,000	11.1%
101-000-0000-32183	Heating Contractor License	\$785	\$60	\$200	\$0	\$100	-50.0%
101-000-0000-32184	Blacktopping/Contractor License	\$80	\$0	\$80	\$0	\$80	0.0%
101-000-0000-32210	Building Permits	\$140,000	\$139,825	\$100,000	\$80,187	\$110,000	10.0%
101-000-0000-32220	Heating Permits	\$4,500	\$10,209	\$3,000	\$4,971	\$3,000	0.0%
101-000-0000-32230	Plumbing Permits	\$4,500	\$5,864	\$3,000	\$3,781	\$3,000	0.0%
101-000-0000-32231	Sewer Permits	\$1,500	\$371	\$500	\$591	\$500	0.0%
101-000-0000-32240	Animal License	\$2,000	\$2,121	\$2,000	\$2,737	\$2,100	5.0%
101-000-0000-32250	Utility Permits	\$4,000	\$17,573	\$6,000	\$4,520	\$6,000	0.0%
101-000-0000-32260	Burning Permit	\$1,000	\$1,065	\$1,000	\$1,080	\$1,000	0.0%
101-000-0000-34104	Plan Check Fees	\$45,000	\$36,653	\$32,000	\$30,032	\$32,000	0.0%
Total Licenses and Permits		\$212,555	\$225,164	\$157,780	\$132,078	\$187,980	6.5%
Intergovernmental							
101-000-0000-33401	Local Government Aid	\$0	\$0	\$0	\$0	\$0	N/A
101-000-0000-33402	Homestead Credit Aid	\$0	\$8,015	\$0	\$0	\$0	N/A
101-000-0000-33418	MSA - Maintenance	\$67,275	\$88,797	\$88,500	\$77,347	\$88,500	0.0%
101-000-0000-33420	State Fire Aid	\$80,000	\$36,217	\$40,000	\$0	\$40,000	0.0%
101-000-0000-33422	PERA Aid	\$2,750	\$2,749	\$2,750	\$1,375	\$2,749	0.0%
101-000-0000-33426	Miscellaneous State Grants	\$0	\$16,454	\$0	\$0	\$0	N/A
101-000-0000-33621	Recycling Grant	\$15,000	\$15,476	\$16,000	\$15,588	\$15,000	0.0%
Total Intergovernmental		\$145,025	\$185,708	\$126,250	\$94,310	\$126,249	0.0%
Charges for Services							
101-000-0000-34103	Zoning & Subdivision Fees	\$4,000	\$6,471	\$1,000	\$4,370	\$4,000	300.0%
101-000-0000-34105	Sale of Copies, Books, Maps	\$300	\$204	\$300	\$72	\$200	-33.3%
101-000-0000-34107	Assessment Searches	\$150	\$381	\$200	\$265	\$200	0.0%
101-000-0000-34109	Clean Up Days	\$5,000	\$4,367	\$4,000	\$3,425	\$4,000	0.0%
101-000-0000-34111	Cable Operation Reimbursement	\$2,400	\$1,956	\$2,400	\$1,683	\$2,000	-16.7%
Total Charges for Services		\$11,850	\$13,389	\$7,900	\$9,805	\$10,400	31.8%
Fines							
101-000-0000-35100	Fines	\$52,000	\$54,052	\$52,000	\$35,538	\$52,000	0.0%
Total Fines		\$52,000	\$54,052	\$52,000	\$35,538	\$52,000	0.0%
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101-000-0000-36210	Interest Earnings	\$80,000	\$72,711	\$80,000	\$0	\$50,000	-16.7%
101-000-0000-36230	Donations	\$0	\$8,500	\$0	\$6,022	\$8,000	N/A
Total Other		\$98,000	\$123,038	\$97,130	\$9,031	\$69,129	-10.4%
Total Revenues		\$2,892,080	\$2,889,218	\$2,849,011	\$1,518,519	\$2,919,223	2.6%
<u>Other Financing Sources</u>							
101-000-0000-39200	Transfer In	\$0	\$0	\$0	\$0	\$2,000,000	N/A
Total Other Financing Sources		\$0	\$0	\$0	\$0	\$2,000,000	N/A
Total Revenues and Other Financing Sources		\$2,892,080	\$2,889,218	\$2,849,011	\$1,518,519	\$4,919,223	72.7%



MAYOR & COUNCIL COMMUNICATION

DATE: 04/05/2011
CONSENT
ITEM #: 5
MOTION *as part of Consent Agenda*

AGENDA ITEM: Approve Matching Requirement for DEED Wastewater Infrastructure Grant

SUBMITTED BY: Tom Bouthilet, Finance Director
Joe Rigdon, Financing Consultant

THROUGH: Bruce Messelt, City Administrator

REVIEWED BY: City Engineer

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to approve Resolution 2011-013, creating budget capacity and authority to complete the Grant Agreement with the State of Minnesota for potential receipt of the \$1 million matching grant for Wastewater system infrastructure improvements. No specific motion is needed, as this is recommended to be part of the overall approval of the *Consent Agenda*.

BACKGROUND INFORMATION: The City's intent has been to undertake necessary water and wastewater infrastructure improvements in the next several years. These projects would be financed through the issuance of municipal bonds, including through receipt of \$2 million in State matching grant dollars for specific projects, as evidenced within the City's 2011 budget and 2011-2015 capital improvement plan:

- Lake Elmo Avenue Trunk Sewer Forcemain – I94 to 30th Street
- Lake Elmo's Water Pumping, Storage, and Distribution System

In 2010, the City was granted \$1 million dollars for the sewer project and \$1 million dollars for the water project by the State of Minnesota, contingent upon the City individually matching funds for each grant. In order to facilitate the execution of sewer and water grant agreements with the Department of Employment and Economic Development (DEED), evidence of the matching requirement must be provided by the City to DEED and the office of Minnesota Management and Budget (MMB).

Since municipal bonds have not yet been issued (and typically are not until the project is approved and ordered), the City may alternatively satisfy the proof of matching requirement by

earmarking funds specifically for the sewer and water projects from its 2011 General Fund budget. Doing so allows the City to execute the Grant Agreement now and not risk losing the approved State monies to other state needs or budgetary considerations.

STAFF REPORT: This action does not approve any specific project, expenditure of any City monies, or even acceptance of the State's grant. It merely provides the necessary budget capacity and authority needed for the City and State to enter into a Grant Agreement and, therefore, secure this money against potential Legislative action to rescind previously-authorized matching bond projects.

To earmark the funds, 2011 budget amendments to the General Fund "Other Financing Uses" (transfers out to other funds) are necessary. It is not necessary to physically transfer the funds, but only to earmark them. Upon municipal bond issuance for each project, the budget amendments may be rescinded. Additional line items for the two matching requirements would be added as follows:

- \$1,000,000 for Lake Elmo Avenue Trunk Sewer Forcemain – I94 to 30th Street
- \$1,000,000 for Lake Elmo's Water Pumping, Storage, and Distribution System

The attached "Original" and "Amended" 2011 General Fund transfers out budgets illustrate the amendments for the grants matching requirements. Budgeted offsetting transfers in of the earmarks would be shown in the Village (Sewer) and Water funds, respectively. Similarly, the City's approved 2011 Budget will be amended to show anticipated revenues to the City from a bond sale later in 2011, thereby reimbursing the General Fund for this "capacity" transfer.

RECOMMENDATION: It is, therefore, recommended that the City Council approve as part of the *Consent Agenda* Resolution 2011-013 authorizing an amendment to the 2011 General Fund budget, increasing transfers out to other funds by \$1,000,000 for "Lake Elmo Avenue Trunk Sewer Forcemain – I94 to 30th Street" project matching requirements (offsetting budgeted transfers in from other funds to be increased in the Village fund).

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 Resolution 2011-013, as presented *[and modified]* herein."

ATTACHMENTS:

1. Resolution 2011-013
2. Original and Proposed 2011 Budget – Transfers Out
3. Original and Proposed 2011 Budget – Other Financing Sources

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 Facilitates
- Action on Motion Mayor & City Council

CITY OF LAKE ELMO
WASHINGTON COUNTY, MINNESOTA

RESOLUTION NO. 2011-013

RESOLUTION AUTHORIZING CITY FUNDS BE SET ASIDE FOR THE STATE
MATCHING GRANT FOR WASTEWATER SYSTEM IMPROVEMENTS

WHEREAS, the City of Lake Elmo has requested a matching Grant from the State of Minnesota in the amount of one million dollars for specific Wastewater infrastructure improvements; and

WHEREAS, the City intends to issue bonds for wastewater infrastructure projects undertaken, including those for which State Matching Grant funds will be utilized; and

WHEREAS, the State requires, as part of the Grant approval process, that the City set aside one million dollars from the City's reserve funds to the General Fund in order to demonstrate its capability to matching State funds; and

WHEREAS, this set aside will be fully recompensed when bond proceeds are received.

NOW, THEREFORE BE IT RESOLVED, The City Council directs the transfer of one million dollars from the reserve account to the General Fund for the State Matching Grant, until such time as funds are obtained through bond proceeds.

BE IT FURTHER RESOLVED, that the City Council directs a Budget Adjustment by undertaken to demonstrate that the full impact to the City's General operating and reserve Funds will be revenue neutral by this action, should the City proceed with the proposed improvements, Grant Agreement, and subsequent Bond sale.

ADOPTED, by the Lake Elmo City Council on April 05, 2011

Dean Johnston, Mayor

ATTEST:

Sharon Lumby, City Clerk

ORIGINAL BUDGET

Account Number	Description	2009 Amended Budget	2009 Actual	2010 Budget	2010 Year-to-Date (07/31/10)	2011 Budget	2010 to 2011 Change
9360	Other Financing Uses						
	Transfers Out						
101-493-9360-47200	Transfers Out	\$349,735	\$349,735	\$118,850	\$126,850	\$182,000	53.1%
	Total Transfers Out	\$349,735	\$349,735	\$118,850	\$126,850	\$182,000	53.1%
9360	Total Other Financing Uses	\$349,735	\$349,735	\$118,850	\$126,850	\$182,000	53.1%
Transfers Out Detail:							
	Donation Passed Through to Fall Festival Fund	\$7,500	\$7,500	\$0	\$8,000	\$8,000	N/A
	Close CDBG Fund	\$1,603	\$1,603	\$0	\$0	\$0	N/A
	Close Tablyn Park/Lake Elmo Heights Fund	\$95,632	\$95,632	\$0	\$0	\$0	N/A
	Infrastructure Reserve Fund (sealcoating)	\$100,000	\$100,000	\$0	\$0	\$100,000	N/A
	Vehicle Replacement Fund	\$0	\$0	\$68,850	\$68,850	\$6,000	-91.3%
	Radio Replacement Internal Service Fund	\$20,000	\$20,000	\$0	\$0	\$6,000	N/A
	Information Technology Replacement Fund	\$20,000	\$20,000	\$0	\$0	\$6,000	N/A
	FFE Replacement Fund	\$5,000	\$5,000	\$0	\$0	\$6,000	N/A
	Water Fund (offset future deficit cash balance)	\$0	\$0	\$50,000	\$50,000	\$50,000	0.0%
	Surface Water Fund (assist with deficit cash balance)	\$100,000	\$100,000	\$0	\$0	\$0	N/A
		\$349,735	\$349,735	\$118,850	\$126,850	\$182,000	53.1%

City of Lake Elmo
Budget 2011

AMENDED BUDGET

Account Number	Description	2009 Amended Budget	2009 Actual	2010 Budget	2010 Year-to-Date (07/31/10)	2011 Amended Budget	2010 to 2011 Change
9360	Other Financing Uses						
	Transfers Out						
101-493-9360-47200	Transfers Out	\$349,735	\$349,735	\$118,850	\$126,850	\$182,000	53.1%
101-493-9360-47201	Sewer Project Matching (1)	\$0	\$0	\$0	\$0	\$1,000,000	N/A
101-493-9360-47202	Water Project Matching (2)	\$0	\$0	\$0	\$0	\$1,000,000	N/A
	Total Transfers Out	\$349,735	\$349,735	\$118,850	\$126,850	\$2,182,000	1735.9%
9360	Total Other Financing Uses	\$349,735	\$349,735	\$118,850	\$126,850	\$2,182,000	1735.9%
Transfers Out Detail (101-493-9360-47200):							
	Donation Passed Through to Fall Festival Fund	\$7,500	\$7,500	\$0	\$8,000	\$8,000	N/A
	Close CDBG Fund	\$1,603	\$1,603	\$0	\$0	\$0	N/A
	Close Tablyn Park/Lake Elmo Heights Fund	\$95,632	\$95,632	\$0	\$0	\$0	N/A
	Infrastructure Reserve Fund (sealcoating)	\$100,000	\$100,000	\$0	\$0	\$100,000	N/A
	Vehicle Replacement Fund	\$0	\$0	\$68,850	\$68,850	\$6,000	-91.3%
	Radio Replacement Internal Service Fund	\$20,000	\$20,000	\$0	\$0	\$6,000	N/A
	Information Technology Replacement Fund	\$20,000	\$20,000	\$0	\$0	\$6,000	N/A
	FFE Replacement Fund	\$5,000	\$5,000	\$0	\$0	\$6,000	N/A
	Water Fund (offset future deficit cash balance)	\$0	\$0	\$50,000	\$50,000	\$50,000	0.0%
	Surface Water Fund (assist with deficit cash balance)	\$100,000	\$100,000	\$0	\$0	\$0	N/A
		\$349,735	\$349,735	\$118,850	\$126,850	\$182,000	53.1%

(1) DEED/MMB matching requirement for sewer project: Lake Elmo Avenue Trunk Sewer Forcemain - 194 to 30th Street

(2) DEED/MMB matching requirement for water project: Lake Elmo's Water Pumping, Storage, and Distribution System

City of Lake Elmo
Budget 2011

Original Budget

Account Number	Description	2009 Amended Budget	2009 Actual	2010 Budget	2010 Year-to-Date (07/31/10)	2011 Preliminary Budget	2010 to 2011 Change
GENERAL FUND							
Revenues							
Property Taxes/Franchise Fees							
101-000-0000-31010	Current Ad Valorem Taxes	\$2,332,130	\$2,048,100	\$2,360,780	\$1,072,260	\$2,409,887	2.1%
101-000-0000-31010	2008 MVHC Unallotment Recovery	\$0	\$0	\$19,365	\$0	\$0	-100.0%
101-000-0000-31010	2009 MVHC Unallotment Recovery	\$0	\$0	\$35,475	\$0	\$0	-100.0%
101-000-0000-31010	2010 MVHC Cut Recovery	\$0	\$0	\$0	\$0	\$37,518	N/A
101-000-0000-31010	2011 MVHC Cut Recovery	\$0	\$0	\$0	\$0	\$37,518	N/A
101-000-0000-31010	MVHC State Unallotment/Cut	\$0	\$0	(\$33,759)	\$0	(\$37,518)	N/A
101-000-0000-31020	Delinquent Ad Valorem Taxes	\$0	\$48,142	\$0	\$35,192	\$0	N/A
101-000-0000-31030	Mobile Home Tax	\$8,000	\$7,820	\$8,000	\$1,590	\$8,000	0.0%
101-000-0000-31040	Fiscal Disparities	\$0	\$183,791	\$0	\$90,493	\$0	N/A
101-000-0000-31910	Penalty & Interest on Taxes	\$0	\$2,110	\$0	\$2,858	\$0	N/A
101-000-0000-33620	Gravel Tax	\$2,500	\$2,988	\$3,100	\$0	\$3,100	0.0%
101-000-0000-33622	Cable Franchise Revenue	\$30,000	\$34,916	\$35,000	\$35,367	\$35,000	0.0%
Total Property Taxes/Franchise Fees		\$2,372,630	\$2,307,867	\$2,427,971	\$1,237,758	\$2,493,485	2.7%
Licenses and Permits							
101-000-0000-32110	Liquor License	\$7,200	\$7,200	\$7,200	\$750	\$7,200	0.0%
101-000-0000-32180	Wastehauler License	\$500	\$1,365	\$1,000	\$230	\$1,000	0.0%
101-000-0000-32181	General Contractor License	\$1,500	\$3,060	\$1,800	\$3,250	\$2,000	11.1%
101-000-0000-32183	Heating Contractor License	\$796	\$60	\$200	\$0	\$100	-50.0%
101-000-0000-32184	Blacktopping Contractor License	\$80	\$0	\$60	\$0	\$80	0.0%
101-000-0000-32210	Building Permits	\$140,000	\$139,625	\$100,000	\$80,187	\$110,000	10.0%
101-000-0000-32220	Heating Permits	\$4,500	\$10,209	\$3,000	\$4,971	\$3,000	0.0%
101-000-0000-32230	Plumbing Permits	\$4,500	\$5,664	\$3,000	\$3,781	\$3,000	0.0%
101-000-0000-32231	Sewer Permits	\$1,500	\$371	\$500	\$581	\$500	0.0%
101-000-0000-32240	Animal License	\$2,000	\$2,121	\$2,000	\$2,737	\$2,100	5.0%
101-000-0000-32250	Utility Permits	\$4,000	\$17,573	\$6,000	\$4,620	\$6,000	0.0%
101-000-0000-32280	Burning Permit	\$1,000	\$1,065	\$1,000	\$1,080	\$1,000	0.0%
101-000-0000-34104	Plan Check Fees	\$45,000	\$36,653	\$32,000	\$30,032	\$32,000	0.0%
Total Licenses and Permits		\$212,555	\$225,164	\$157,760	\$132,078	\$167,980	6.5%
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101-000-0000-33418	MSA - Maintenance	\$67,275	\$86,797	\$68,500	\$77,347	\$68,500	0.0%
101-000-0000-33420	State Fire Aid	\$80,000	\$36,217	\$40,000	\$0	\$40,000	0.0%
101-000-0000-33422	PERA Aid	\$2,750	\$2,749	\$2,750	\$1,375	\$2,749	0.0%
101-000-0000-33428	Miscellaneous State Grants	\$0	\$16,454	\$0	\$0	\$0	N/A
101-000-0000-33621	Recycling Grant	\$15,000	\$15,476	\$15,000	\$15,688	\$15,000	0.0%
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101-000-0000-34107	Assessment Searches	\$150	\$381	\$200	\$255	\$200	0.0%
101-000-0000-34109	Clean Up Days	\$5,000	\$4,387	\$4,000	\$3,425	\$4,000	0.0%
101-000-0000-34111	Cable Operation Reimbursement	\$2,400	\$1,956	\$2,400	\$1,683	\$2,000	-16.7%
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Total Revenues and Other Financing Sources		\$2,892,060	\$2,869,218	\$2,849,011	\$1,518,519	\$2,919,223	2.5%

City of Lake Elmo
Budget 2011

Amended Budget

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<u>Revenues</u>							
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101-000-0000-31010	2010 MVHC Cut Recovery	\$0	\$0	\$0	\$0	\$37,518	N/A
101-000-0000-31010	2011 MVHC Cut Recovery	\$0	\$0	\$0	\$0	\$37,518	N/A
101-000-0000-31010	MVHC State Unallotment/Cut	\$0	\$0	(\$33,759)	\$0	(\$37,518)	N/A
101-000-0000-31020	Delinquent Ad Valorem Taxes	\$0	\$48,142	\$0	\$35,192	\$0	N/A
101-000-0000-31030	Mobile Home Tax	\$8,000	\$7,820	\$8,000	\$1,590	\$8,000	0.0%
101-000-0000-31040	Fiscal Disparities	\$0	\$169,791	\$0	\$90,493	\$0	N/A
101-000-0000-31910	Penalty & Interest on Taxes	\$0	\$2,110	\$0	\$2,856	\$0	N/A
101-000-0000-33620	Gravel Tax	\$2,500	\$2,986	\$3,100	\$0	\$3,100	0.0%
101-000-0000-33622	Cable Franchise Revenue	\$30,000	\$34,916	\$35,000	\$35,367	\$35,000	0.0%
Total Property Taxes/Franchise Fees		\$2,372,630	\$2,307,867	\$2,427,971	\$1,237,758	\$2,493,485	2.7%
Licenses and Permits							
101-000-0000-32110	Liquor License	\$7,200	\$7,200	\$7,200	\$750	\$7,200	0.0%
101-000-0000-32180	Wastehauler License	\$500	\$1,365	\$1,000	\$230	\$1,000	0.0%
101-000-0000-32181	General Contractor License	\$1,500	\$3,060	\$1,800	\$3,250	\$2,000	11.1%
101-000-0000-32183	Heating Contractor License	\$795	\$60	\$200	\$0	\$100	-50.0%
101-000-0000-32184	Blacktopping/Contractor License	\$60	\$0	\$60	\$0	\$60	0.0%
101-000-0000-32210	Building Permits	\$140,000	\$138,825	\$100,000	\$80,187	\$110,000	10.0%
101-000-0000-32220	Heating Permits	\$4,500	\$10,209	\$3,000	\$4,971	\$3,000	0.0%
101-000-0000-32230	Plumbing Permits	\$4,500	\$5,664	\$3,000	\$3,781	\$3,000	0.0%
101-000-0000-32231	Sewer Permits	\$1,500	\$371	\$500	\$661	\$500	0.0%
101-000-0000-32240	Animal License	\$2,000	\$2,121	\$2,000	\$2,737	\$2,100	5.0%
101-000-0000-32250	Utility Permits	\$4,000	\$17,573	\$6,000	\$4,520	\$6,000	0.0%
101-000-0000-32280	Burning Permit	\$1,000	\$1,065	\$1,000	\$1,060	\$1,000	0.0%
101-000-0000-34104	Plan Check Fees	\$45,000	\$36,653	\$32,000	\$30,032	\$32,000	0.0%
Total Licenses and Permits		\$212,555	\$225,164	\$157,760	\$132,078	\$167,960	6.5%
Intergovernmental							
101-000-0000-33401	Local Government Aid	\$0	\$0	\$0	\$0	\$0	N/A
101-000-0000-33402	Homestead Credit Aid	\$0	\$8,015	\$0	\$0	\$0	N/A
101-000-0000-33418	MSA - Maintenance	\$87,275	\$88,797	\$88,500	\$77,347	\$88,500	0.0%
101-000-0000-33420	State Fire Aid	\$60,000	\$36,217	\$40,000	\$0	\$40,000	0.0%
101-000-0000-33422	PERA Aid	\$2,750	\$2,749	\$2,750	\$1,375	\$2,749	0.0%
101-000-0000-33426	Miscellaneous State Grants	\$0	\$16,464	\$0	\$0	\$0	N/A
101-000-0000-33621	Recycling Grant	\$15,000	\$15,476	\$15,000	\$15,588	\$15,000	0.0%
Total Intergovernmental		\$145,025	\$165,708	\$126,250	\$94,310	\$126,249	0.0%
Charges for Services							
101-000-0000-34103	Zoning & Subdivision Fees	\$4,000	\$6,471	\$1,000	\$4,370	\$4,000	300.0%
101-000-0000-34105	Sale of Copies, Books, Maps	\$300	\$204	\$300	\$72	\$200	-33.3%
101-000-0000-34107	Assessment Searches	\$150	\$391	\$200	\$255	\$200	0.0%
101-000-0000-34109	Clean Up Days	\$5,000	\$4,367	\$4,000	\$3,425	\$4,000	0.0%
101-000-0000-34111	Cable Operation Reimbursement	\$2,400	\$1,956	\$2,400	\$1,083	\$2,000	-16.7%
Total Charges for Services		\$11,850	\$13,389	\$7,900	\$9,805	\$10,400	31.6%
Fines							
101-000-0000-35100	Fines	\$52,000	\$64,052	\$52,000	\$35,538	\$52,000	0.0%
Total Fines		\$52,000	\$64,052	\$52,000	\$35,538	\$52,000	0.0%
Other							
101-000-0000-36200	Miscellaneous Revenue	\$18,000	\$41,827	\$17,130	\$1,008	\$11,129	-35.0%
101-000-0000-36210	Interest Earnings	\$80,000	\$72,711	\$60,000	\$0	\$50,000	-16.7%
101-000-0000-36230	Donations	\$0	\$8,500	\$0	\$8,022	\$8,000	N/A
Total Other		\$98,000	\$123,038	\$77,130	\$9,031	\$69,129	-10.4%
Total Revenues		\$2,892,060	\$2,869,218	\$2,849,011	\$1,518,519	\$2,919,223	2.5%
<u>Other Financing Sources</u>							
101-000-0000-39200	Transfer In	\$0	\$0	\$0	\$0	\$2,000,000	N/A
Total Other Financing Sources		\$0	\$0	\$0	\$0	\$2,000,000	N/A
Total Revenues and Other Financing Sources		\$2,892,060	\$2,869,218	\$2,849,011	\$1,518,519	\$4,919,223	72.7%



MAYOR & COUNCIL COMMUNICATION

DATE: 4/5/2011
CONSENT
ITEM #: 6
MOTION *Resolution No. 2011-014*

AGENDA ITEM: 2011 Seal Coat Project – Approval of Plans and Specifications and Ordering Advertisement for Bids

SUBMITTED BY: Ryan Stempski, Assistant City Engineer

THROUGH: Bruce Messelt, City Administrator *BAM*

REVIEWED BY: Jack Griffin, City Engineer
Tom Bouthilet, Finance Director
Mike Bouthilet, Public Works Superintendent

SUMMARY AND ACTION REQUESTED: At the February 15, 2011, Council Meeting, the Council ordered the preparation of Plans and Specifications for the 2011 Seal Coat Project. At this time, Staff is requesting approval of the Plans and Specifications and authorization to order the advertisement for bids. No specific motion is needed, as this is recommended to be part of the overall approval of the *Consent Agenda*.

BACKGROUND INFORMATION: In 2010, the City completed a crack seal project in the amount of \$13,910.40 to prepare the designated City streets for seal coating. The 2011 Seal Coat Project now provides the design documents for seal coating these same street segments to complete the maintenance process.

At the March 15, 2011, Council Meeting, the Council entered into an agreement with West Lakeland Township to include 2.7 miles of seal coating to Lake Elmo's 2011 Seal Coat Project. By competitively bidding both the City and Township projects together, we anticipate a potential savings through a reduced unit price for the seal coating work.

STAFF REPORT: The attached Location Map identifies all streets to be seal coated in the City of Lake Elmo in 2011. The total budget for seal coating and crack sealing in 2011 is \$106,200. The estimated total project cost for seal coating is \$95,000, which is on track with the 2011 budget. \$11,200 would remain to continue the maintenance process this fall and crack seal the streets to be seal coated in 2012.

A project schedule has also been attached. With the approval of the Plans and Specifications tonight, the bids would be presented to Council for award at the May 17, 2011, City Council Meeting. Final completion for the project is August 10, 2011.

RECOMMENDATION: Based upon the above information, it is recommended that the City Council approve as part of tonight's *Consent Agenda* Resolution No. 2011-014, approving the Plans and Specifications for the 2011 Seal Coat Project and Ordering the Advertisement for Bids.

Alternatively, the City Council does have the authority to remove this item from the *Consent Agenda*, table this item for future consideration, or further discuss, deliberate and/or, if appropriate, amend the recommended motion prior to taking action. If the latter is done so, the appropriate action of the Council following such discussion would be:

"Move to approve Resolution No. 2011-014, Approving the Plans and Specifications for the 2011 Seal Coat Project and Ordering the Advertisement for Bids. [as amended and/or modified at tonight's meeting]."

ATTACHMENTS:

1. Resolution No. 2011-014
2. Project Location Map
3. Project Schedule

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 Facilitates
- Action on Motion..... Mayor & City Council

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

RESOLUTION NO. 2011-014

**A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND
ORDERING ADVERTISEMENT FOR BIDS FOR THE 2011 SEAL COAT
PROJECT**

WHEREAS, pursuant to a motion passed by the Council on February 15, 2011, TKDA was directed to prepare plans and specifications for the 2011 Sealcoat Project,

WHEREAS, TKDA has completed the plans and specifications for these improvements and has presented them to the City Council for approval on April 5, 2011,

NOW, THEREFORE, BE IT RESOLVED,

- 1. Such plans and specifications, a copy of which is on file at Lake Elmo City Hall 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 Finance and Commerce an advertisement for bids upon the making of such improvements under such approved plans and specifications. The advertisement shall be published for at least 21 days, shall specify the work to be done, and shall state that sealed bids provided to the City Clerk prior to the specified bid date and time and accompanied by a bid bond or cashier's check made payable to the City of Lake Elmo in an amount not less than 5% of the amount of such bid will be considered.*

Date: April 5, 2011 CITY OF LAKE ELMO

By: _____

Dean A. Johnston
Mayor

ATTEST:

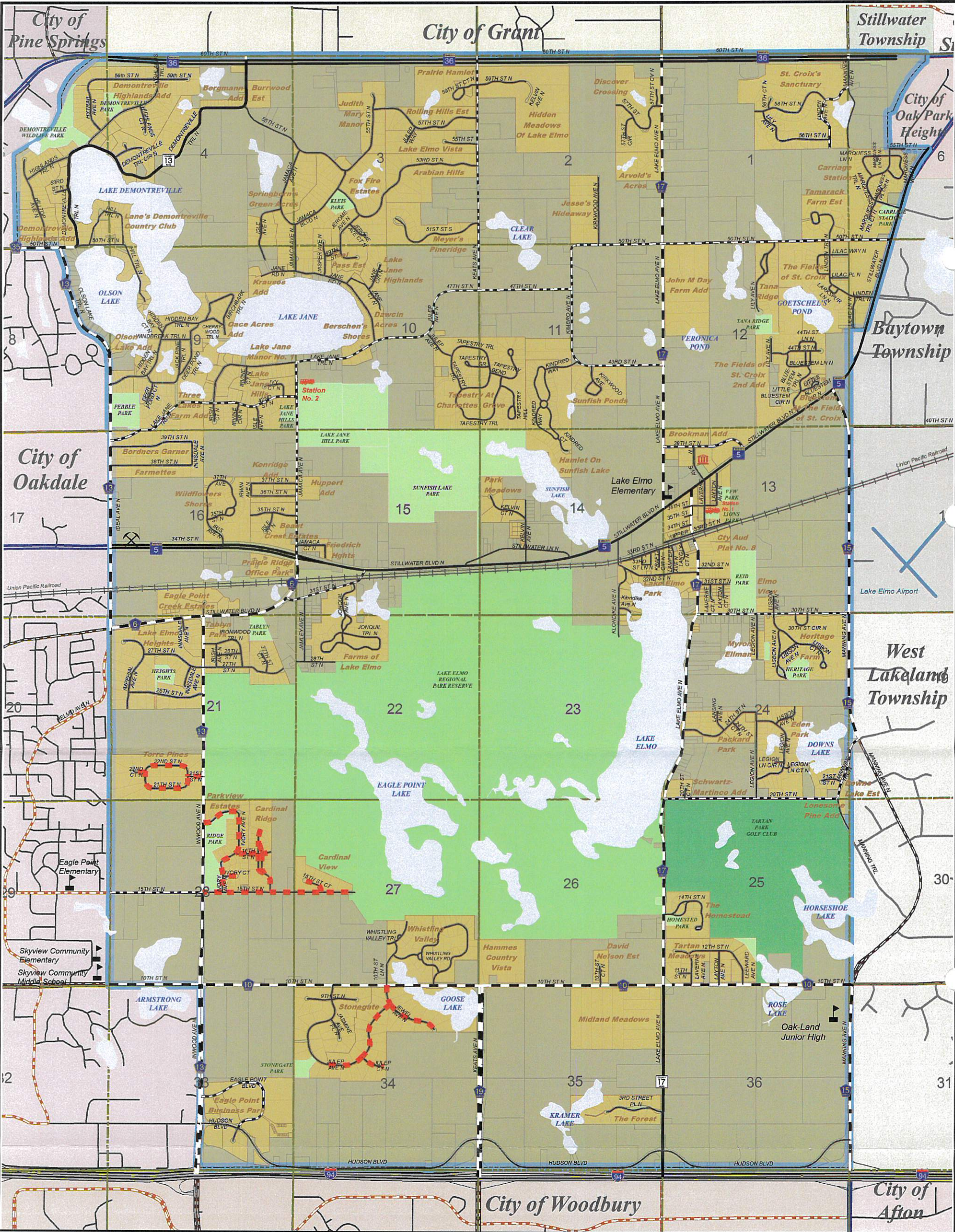
Bruce A. Messelt
City Administrator

CERTIFICATION

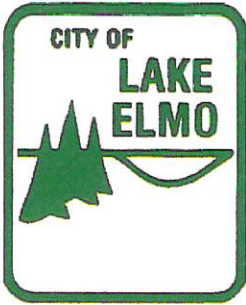
I hereby certify that the foregoing Resolution is a true and correct copy of a resolution presented to and adopted by the Council of the City of Lake Elmo at a duly authorized meeting thereof held on the 5th day of April 2011, as shown by the minutes of said meeting in my possession.

Sharon Lumby
City Clerk

(Seal)



2011 SEAL COAT PROJECT LOCATION MAP

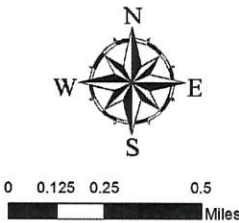


Legend

----- 2011 SEALCOAT

- City Hall
3800 Laverne Avenue N
651/777-5510
www.lakeelmo.org
- Public Works Building
3445 Ideal Ave N
651/233-5414
- Fire Stations
Station No. 1
3610 Laverne Ave N
651/770-5005
Station No. 2
4259 Jamaica Ave N
651/779-8882
- Schools

- Parcels
- Subdivisions
- City Parks
- Golf Course
- Lake Elmo Regional Park Reserve
- Lakes



Map Date: March 2011

Created By

TKDA

ENGINEERING • ARCHITECTURE • PLANNING
The right time. The right people. The right company.

**CITY OF LAKE ELMO
2011 SEAL COAT PROJECT**

TKDA Project No. 14816.003

PROPOSED PROJECT SCHEDULE

February 15, 2011	Council orders TKDA to prepare Plans and Specs
April 5, 2011	Presentation of Plans and Specs to the City Council. Council approves Plans and Specifications and orders advertisement for Bids
April 6, 2011	Placement of Advertisement for Bids – Finance & Commerce. Publication date of April 7 and April 14
April 6, 2011	Placement of Advertisement for Bids – Oakdale-Lake Elmo Review. Publication date of April 13 and April 20
May 5, 2011	Receive and review Contractor bids
May 17, 2011	City Council accepts bids and awards contract
May 20, 2011	Process and send out Contract Documents
June 3, 2011	Receipt of Contractor's Bonds / Legal Review & Issue Notice to Proceed.
June 9, 2011	Conduct Pre-construction Meeting. Contractor may begin work.
July 29, 2011	Substantial Completion (Including placement of cover aggregate and pneumatic rolling)
August 10, 2011	Final Completion (Including Final Sweeping)



MAYOR & COUNCIL COMMUNICATION

DATE: 4/05/2011
CONSENT
ITEM #: 7
MOTION Ordinance No. 08-041

AGENDA ITEM: Consideration an Ordinance No. 08-041 Amending the City's Storm Water Management Utility Ordinance to Address Calculation of Utility Factor for Agriculturally-Classified Parcels

SUBMITTED BY: Mayor and City Council
2010 Budget/Finance Subcommittee

THROUGH: Bruce A. Messelt, City Administrator *BAW*

REVIEWED BY: City Staff & City Attorney

SUMMARY AND ACTION REQUESTED: It is respectfully requested that the City Council affirmatively consider the recommendation of the 2010 Budget/Finance Subcommittee to Amend the City's Storm Water Management Utility Ordinance to address the calculation of the utility factor for parcels classified as agriculture. As this item is included as part of tonight's *Consent Agenda*, no specific Council Action is required should the Council agree with the proposed amendments.

BACKGROUND INFORMATION: On March 1st, the City Council unanimously approved preparation of Ordinance No. 08-041, as recommended by the 2010 Budget/Finance Subcommittee, to address calculation of the utility factor for parcels classified as agriculture under the City's current Storm Water Management Utility Ordinance.

Existing Ordinance language defines a utility factor of 6 applied to each parcel classified as agricultural. Current and past billing practice has been to utilize a utility factor of 3, applied on a per-acre calculation derived from a benchmark 40-acre parcel. Historical research identifies the latter practice of per acre charges to be more equitable (proportionate) to smaller agricultural parcels.

However, no historical information is available as to the lower utility factor. It is surmised that a lower utility factor was administratively employed in the past as a means to lessen the impact on large agricultural parcels when the administrative change was made to a per-acre charge.

STAFF REPORT & LEGAL REVIEW: Upon further staff and legal review emanating from the March 1st Council discussion, concern exists that changing either the Utility Factor (from 3 to 6 or even from 3 to 4) or the per-acre calculation (to per lot or something different) at this time may prove administratively and legally problematic. As the City sends out charges for the previous year's timeframe, any changes in calculation or rate structure may be challengeable, given the deviation from current Ordinance language. In addition, any change which results in a rate increase should first presented at a formal Public Hearing.

To address all of these matters, the proposed Ordinance would amend the Storm Water Management Utility Ordinance to codify the current utilization of the per-acre calculation and a Utility Factor of 3, leaving discussion regarding changing the Utility Factor to the Council's normal annual rate-setting process, effective for 2011 billing (payable 2012). *As such, please note that, due to these legal and administrative considerations, as well as the length of tonight's Regular Agenda, this proposed approach is being placed on tonight's Consent Agenda.*

Should the Council wish to further discuss this item and/or an alternative approach presented on March 1st, this item can be removed from the Consent Agenda at Council's discretion. Three alternatives originally presented on March 1st for possible Council consideration are:

- 1) Retaining the existing Ordinance Utility Factor of 6 but making the Ordinance change to a per-acre charge. This would have the effect of doubling 2010 (payable 2011) charges on all agriculturally-classified properties;
- 2) Staggering increases in the Utility Factor, to perhaps 4 for 2010 (payable 2011), 5 for 2011 (payable 2012) and 6 for 2012 (payable 2013). This would have the effect of increasing charges on all agriculturally-classified properties;
- 3) Not changing the existing Ordinance and, rather, calculating storm water charges based upon a Utility Factor of 6 for agriculturally-classified properties, without regard to size. This would have the effect of increasing charges on all agricultural properties less than 80 acres in size.

RECOMMENDATION: It is recommended that the City Council affirmatively consider the recommendation of the 2010 Budget/Finance Subcommittee to Amend the City's Storm Water Management Utility Ordinance to address the calculation of the utility factor for parcels classified as agriculture. As this item is included as part of tonight's *Consent Agenda*, no specific Council Action is required should the Council agree with the proposed amendments.

Alternatively, the City Council does have the authority to remove this item from the Consent Agenda, table this item at its discretion for future consideration, or amend the recommended action. The suggestion motion for the latter action is as follows:

"Move to direct City Staff to undertake the following actions with respect to the City's Storm Water Management Utility Ordinance and the calculation of the utility factor for parcels classified as agriculture: . . ."

ATTACHMENTS:

- 1) Ordinance No. 08-041
- 2) Lake Elmo City Code Chapter 53: Storm Water Management Ordinance (current)

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

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

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

ORDINANCE NO. 08-041

**AN ORDINANCE AMENDING CHAPTER 53: STORM WATER MANAGEMENT
UTILITY TO ADJUST THE UTILITY FACTOR AND FEE CALCULATION FOR
AGRICULTURAL PROPERTIES**

SECTION 1. Recitals.

The City Council of the City of Lake Elmo, MN desires to update Chapter 53: Storm Water Management Utility to adjust the Utility Factor and Fee Calculation for Agricultural Properties.

In doing so, the City Council seeks to codify accepted practice of charging storm water and other similar fees against properties classified as agricultural based upon a per-acre calculation.

Such calculation recognizes the significant variation in sizes of such properties classified as agricultural. Establishment of a lower Utility Factor also recognizes the generally pervious nature of properties classified as agricultural.

In particular, the Storm Water utility Fee for properties classified as agricultural will now be calculated using a Utility Factor of 3, multiplied by the Utility Charge, established annually by the City Council, divided by a factor of 40 (based upon a typical quarter-quarter-section, or 40-acre farmstead) and then multiplied by the number of acres per agricultural parcel.

A low Utility Factor (effectively 3/40ths, or 0.075 per acre) similar to land uses classified as Vacant but more so because of farming activities that consistently turn over the soil, is reflective of the ability of such properties to accept storm water on site in greater proportion to those properties under permanent or temporary natural use (vacant land, golf course, parks, etc.) or those properties with identifiable impervious surface improvements (buildings, parking lots, etc.).

The City Council also seeks to clarify and codify annual establishment of a Storm Water Utility Charge and establishment of applicable City policies for adjudicating Appeals of the Storm Water Fee.

SECTION 2. The City Council of the City of Lake Elmo hereby amends Chapter 53: Storm Water Management Utility, by amending the following language:

§ 53.01 GENERAL OPERATION.

(A) The municipal surface water system shall be operated as a public utility (hereinafter called the surface water management utility), pursuant to M.S. § 444.075, as it may be amended from time to time, from which revenues will be derived subject to the provisions of this Chapter and Minnesota Statutes.

(B) In general, revenue from the surface water utility shall be used for preparation of a Surface Water Management Plan, maintenance of existing ditches, culverts, pond, and storm sewers, capital improvement in developed areas, equipment, planning, inventories, and water quality improvements, including weed control.

(Ord. 97-122, passed 7-15-2003)

§ 53.02 SURFACE WATER MANAGEMENT UTILITY EQUATIONS.

The Utility Charge (UC) shall be reviewed and determined annually by the City Council. The utility equation for various land uses to determine the surface water management fees are assigned as follows.

<i>Property Class Code</i>	<i>Current Land Use</i>	<i>Utility Factor (multiplied by the Utility Charge (UC))</i>
151-208,402	Residential	$1.0 * UC \text{ per Lot } / \text{Lot}$
101-111, 401	Agricultural	$6.0 \text{ } 3.0 * UC \div 40 * \text{Total Acres } / \text{Parcel}$
210	Manufactured Home Park	$0.52 * UC \text{ per Acre } / \text{Acre}$
230, 231, 233-241	Commercial/Industrial	$3.08 * UC \text{ per Acre } / \text{Acre}$
250-252	Vacant Land	$0.15 * UC \text{ per Acre } / \text{Acre}$
232	Golf/Park	$0.35 * UC \text{ per Acre } / \text{Acre}$
900-999	School/Church	$1.12 * UC \text{ per Acre } / \text{Acre}$
-	Conditional Use Permit	Site Specific

(Ord. 97-122, passed 7-15-2003)

§ 53.03 SURFACE WATER MANAGEMENT FEE.

Surface water management fees shall be established for a period of time as set by City Council resolution.

(Ord. 97-122, passed 7-15-2003)

§ 53.04 CREDITS.

The Council may adopt policies, by resolution, for adjustment of the surface water management fees. Information to justify a fee adjustment must be supplied by the property owner. The adjustments of fees shall not be retroactive, unless provided within the resolution. Credits will be reviewed annually by city staff.

(Ord. 97-122, passed 7-15-2003)

§ 53.05 EXEMPTIONS.

The following land uses are exempt from the surface water management fee:

- (A) Public right-of-way;
- (B) Parks;
- (C) Lakes; and
- (D) Railroad property.

(Ord. 97-122, passed 7-15-2003)

§ 53.06 STATEMENT OF SURFACE WATER MANAGEMENT CHARGES.

Statements for the preceding yearly surface water management service shall be mailed to each customer on or before March 5.

(Ord. 97-122, passed 7-15-2003)

§ 53.07 APPEAL OF FEE.

(A) If a property owner or person responsible for paying the surface water management fee believes that a particular assigned fee is incorrect, the person may request that the fee be recomputed.

(B) Appeals will be heard once a year, in a manner determined by the Council, ~~once-a~~ year in accordance with the schedule established for credit applications, in established city policy.

(Ord. 97-122, passed 7-15-2003)

§ 53.08 DELINQUENT PAYMENTS.

A penalty equal to \$5 or 10% of the amount due, whichever is greater, shall be added to accounts not paid in full on or before May 1.

(Ord. 97-122, passed 7-15-2003)

§ 53.09 ANNUAL CERTIFICATION OF DELINQUENT ACCOUNTS.

(A) Each year the city staff shall prepare a list of delinquent surface water management service charge accounts, including accrued penalties thereon, in the form of an assessment roll.

(B) On or before October 1 of each year, the City Council shall review the delinquent surface water management service charge assessment roll and adopt an appropriate resolution directing that the assessment roll be certified to the County Auditor as a lien against the premises served and directing that the County Auditor collect the assessment as part of the ensuing year's tax levy.

(Ord. 97-122, passed 7-15-2003)

SECTION 3. Effective Date

This ordinance shall become effective immediately upon adoption and publication in the official newspaper of the City of Lake Elmo.

SECTION 4. Adoption Date

This Ordinance No. 08-041 was adopted on this 5th day of April, 2011, by a vote of ___ Ayes and ___ Nays.

Mayor Dean Johnston

ATTEST:

Bruce Messelt
City Administrator

This Ordinance No 08-041 was published on the ____ day of _____, 2010.

CERTIFICATION

I hereby certify that the foregoing Resolution is a true and correct copy of an ordinance presented to and adopted by the Council of the City of Lake Elmo at a duly authorized meeting thereof held on the 5th day of April, 2011, as shown by the minutes of said meeting in my possession.

Sharon Lumby
City Clerk

(Seal)

CHAPTER 53: STORM WATER MANAGEMENT UTILITY

Section

53.01	General operation
53.02	Surface water management utility equations
53.03	Surface water management fee
53.04	Credits
53.05	Exemptions
53.06	Statement of surface water management charges
53.07	Appeal of fee
53.08	Delinquent payments
53.09	Annual certification of delinquent accounts

§ 53.01 GENERAL OPERATION.

(A) The municipal surface water system shall be operated as a public utility (hereinafter called the surface water management utility), pursuant to M.S. § 444.075, as it may be amended from time to time, from which revenues will be derived subject to the provisions of this Chapter and Minnesota Statutes.

(B) In general, revenue from the surface water utility shall be used for preparation of a Surface Water Management Plan, maintenance of existing ditches, culverts, pond, and storm sewers, capital improvement in developed areas, equipment, planning, inventories, and water quality improvements, including weed control.

(Ord. 97-122, passed 7-15-2003)

§ 53.02 SURFACE WATER MANAGEMENT UTILITY EQUATIONS.

The utility equation for various land uses to determine the surface water management fees are assigned as follows.

<i>Property Class Code</i>	<i>Current Land Use</i>	<i>Utility Factor</i>
151-208,402	Residential	1.0/Lot

Lake Elmo, MN Code of Ordinances

<i>Property Class Code</i>	<i>Current Land Use</i>	<i>Utility Factor</i>
101-111, 401	Agricultural	6.0/Parcel
210	Manufactured Home Park	0.52/Acre
230, 231, 233-241	Commercial/Industrial	3.08/Acre
250-252	Vacant Land	0.15/Acre
232	Golf/Park	0.35/Acre
900-999	School/Church	1.12/Acre
-	Conditional Use Permit	Site Specific

(Ord. 97-122, passed 7-15-2003)

§ 53.03 SURFACE WATER MANAGEMENT FEE.

Surface water management fees shall be established for a period of time as set by City Council resolution.

(Ord. 97-122, passed 7-15-2003)

§ 53.04 CREDITS.

The Council may adopt policies, by resolution, for adjustment of the surface water management fees. Information to justify a fee adjustment must be supplied by the property owner. The adjustments of fees shall not be retroactive, unless provided within the resolution. Credits will be reviewed annually by city staff.

(Ord. 97-122, passed 7-15-2003)

§ 53.05 EXEMPTIONS.

The following land uses are exempt from the surface water management fee:

Lake Elmo, MN Code of Ordinances

- (A) Public right-of-way;
- (B) Parks;
- (C) Lakes; and
- (D) Railroad property.

(Ord. 97-122, passed 7-15-2003)

§ 53.06 STATEMENT OF SURFACE WATER MANAGEMENT CHARGES.

Statements for the preceding yearly surface water management service shall be mailed to each customer on or before March 5.

(Ord. 97-122, passed 7-15-2003)

§ 53.07 APPEAL OF FEE.

(A) If a property owner or person responsible for paying the surface water management fee believes that a particular assigned fee is incorrect, the person may request that the fee be recomputed.

(B) Appeals will be heard by the Council once a year in accordance with the schedule established for credit applications, in established city policy.

(Ord. 97-122, passed 7-15-2003)

§ 53.08 DELINQUENT PAYMENTS.

A penalty equal to \$5 or 10% of the amount due, whichever is greater, shall be added to accounts not paid in full on or before May 1.

(Ord. 97-122, passed 7-15-2003)

§ 53.09 ANNUAL CERTIFICATION OF DELINQUENT ACCOUNTS.

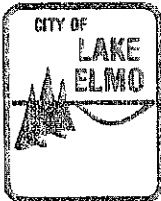
(A) Each year the city staff shall prepare a list of delinquent surface water management service charge accounts, including accrued penalties thereon, in the form of an
American Legal Publishing Corp.

Lake Elmo, MN Code of Ordinances

assessment roll.

(B) On or before October 1 of each year, the City Council shall review the delinquent surface water management service charge assessment roll and adopt an appropriate resolution directing that the assessment roll be certified to the County Auditor as a lien against the premises served and directing that the County Auditor collect the assessment as part of the ensuing year's tax levy.

(Ord. 97-122, passed 7-15-2003)



MAYOR & COUNCIL COMMUNICATION

DATE: 11/16/2010
REGULAR
ITEM #: 8
MOTION

AGENDA ITEM: Lake Elmo Fire Department Personnel Actions

SUBMITTED BY: Fire Chief Greg Malmquist

THROUGH: Bruce A. Messelt, City Administrator *BAM*

REVIEWED BY: Tom Bouthilet, Business/Finance Manager

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to receive a brief update and presentation from Fire Chief Malmquist on recent personnel activities, including taking the Oath of Office for Amanda Haire (completion of probation) and other recommended promotions. Following a few comments on each specific topic, Council action is respectfully requested, as denoted below under the *Recommendation's Section*.

BACKGROUND INFORMATION: The City Council has the ultimate authority to approve the recommended personnel changes. Recent changes in personnel at the Lake Elmo Fire Department have occurred, including successful completion of probation by Amanda Haire and selection of persons to be recommended for promotion. Tonight's actions are intended to facilitate Council action on these personnel actions (the latter contingent upon Personnel Committee review and recommendation).

STAFF REPORT: All City policies have been followed in these personnel actions. The following personnel actions are forwarded for Council Consideration at tonight's meeting:

- A. Promotion from Probationary Firefighter to Firefighter** - The City Council is respectfully requested to promote Amanda Haire from Probationary Firefighter to Firefighter. Amanda has completed the requirements of Probation as follows: State Certified Firefighter I & II, State Certified Haz Mat Operations and CPR. Amanda came to us as a Certified EMT. Approximately 200 hours of training. All the while maintaining her response requirements of Duty Crews, All Calls and Training.

- B. Officer Promotion(s)** – Pending the review and recommendation of the Personnel Subcommittee, the City Council is respectfully requested to consider promotions to fill the vacant position of Safety Officer. However, as there are two qualified candidates for the position of Safety Officer, the City Council, pending review and recommendation of the Personnel Subcommittee, is respectfully requested to consider appointment of TWO Safety Officers; one for each Fire Station. The recommended promotion(s) to Safety Officer will be distributed on Tuesday, upon completion of the Personnel Subcommittee review and recommendation.
- C. Filling of Vacant Administrative Fire Fighter/Assistant Position** - Pending the review and recommendation of the Personnel Subcommittee, the City Council is respectfully requested to consider authorizing the filling of the vacant part-time (0.5 FTE) Administrative Assistant. If approved, this position would be filled by a Firefighter, facilitating not only administrative support for the Department, but also an additional responding Firefighter during the day, which is of significant importance to the Department. The recommended offer of employment will be distributed on Tuesday, upon completion of the Personnel Subcommittee review and recommendation.

PERSONNEL/BUDGETARY ISSUES: A review of the current 2011 Budget with regard to the proposed action yields the following:

- A. Budgetary authority and capacity exists for the proposed promotion from Probationary Firefighter to Firefighter. There is no budgetary impact from this action;
- B. The City Council has the authority to authorize the establishment of two Safety Officers (one per station). The Budgetary Impact of such decision is \$540 for the remainder of FY 2011 and, at current remuneration of \$59.21 per month, or \$710.52 per annum;
- C. The City Council has the authority to fill the vacant Fire Fighter/Administrative Assistant position. When filled, the Administrative Assistant was paid minimum wage (now \$7.25 per hour). The proposed new wage is \$13.50 per hour, due to the additional role of "on-call" Firefighter. At 50% time, the net budgetary increase is \$6,500 per year, or \$4,875 for the remainder of FY 2011.

The current 2011 Budget for the Fire Department (approximately \$100,000 for part-time salaries) should have sufficient capacity to undertake both of the proposed personnel actions (B & C), as the Department budgets for personnel at 100% capacity but usually carries one or more vacancies in personnel due to turnover in Firefighters. In addition, the Department proposed to eliminate outside cleaning services and assign this responsibility to the Administrative Assistant and/or Duty Crews. However, some consideration should be noted for a likely necessary modest increase in future Fire Department personnel budgets to accommodate these changes.

RECOMMENDATION: Based upon the Staff report and pending review and recommendation of the Personnel Subcommittee, it is respectfully recommended that the City Council undertake the following personnel actions by considering the following motions:

PLEASE NOTE: Oaths of Office (attached) should be administered by the Mayor following each of these actions.

A - "Move to approve the promotion of Amanda Haire from Probationary Firefighter to Firefighter."

B - "Move to approve promotion of _____ to Safety Officer."

[and]

"Move to approve promotion of _____ to Safety Officer."

C - "Move to approve conditional job offer to _____ for the position of Firefighter/Administrative Assistant."

Alternatively, the City Council may elect to not take action on the above personnel matters or may elect to modify or change the recommended actions, as appropriate and consistent with City policies and applicable state and federal laws.

ATTACHMENTS: Oath of Office

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Administrator
- Report/Presentation..... Fire Chief
- Questions from Council to Staff Mayor Facilitates
- Public Input, if Appropriate Mayor Facilitates
- Call for Motion(s) Mayor & City Council
- Discussion..... Mayor Facilitates
- Action on Motion(s)..... Mayor & City Council

OATH OF OFFICE

Amanda Haire

**“I (*state your name*) do hereby declare,
that I will support and uphold the Constitution and laws of the
United States of America,
the Constitution and statutes of the State of Minnesota,
and the Ordinances and Policies of the City of Lake Elmo.**

**To the best of my ability, I will faithfully discharge the duties as
Firefighter
of the Lake Elmo Fire Department, dutifully serve the Citizens of
Lake Elmo,
and will promote and protect the best interest of the community, in
accordance with the Policies and Guidelines of the Lake Elmo Fire
Department”.**

OATH OF OFFICE

**"I (*state your name*) do hereby declare,
that I will support and uphold the Constitution and laws of the
United States of America,
the Constitution and statutes of the State of Minnesota,
and the Ordinances and Policies of the City of Lake Elmo.**

**To the best of my ability, I will faithfully discharge the duties as
SAFETY OFFICER
of the Lake Elmo Fire Department, dutifully serve the Citizens of
Lake Elmo,
and will promote and protect the best interest of the community, in
accordance with the Policies and Guidelines of the Lake Elmo Fire
Department".**

OATH OF OFFICE

**"I (*state your name*) do hereby declare,
that I will support and uphold the Constitution and laws of the
United States of America,
the Constitution and statutes of the State of Minnesota,
and the Ordinances and Policies of the City of Lake Elmo.**

**To the best of my ability, I will faithfully discharge the duties as
Firefighter/Administrative Assistant
of the Lake Elmo Fire Department, dutifully serve the Citizens of
Lake Elmo,
and will promote and protect the best interest of the community, in
accordance with the Policies and Guidelines of the Lake Elmo Fire
Department".**



MAYOR & COUNCIL COMMUNICATION

DATE: 4/05/2011
REGULAR
ITEM #: 9
MOTION Ordinance No. 08-040

AGENDA ITEM: Zoning Text Amendment: Consideration of Ordinance 08-040 to allow a Park and Ride as a Conditional Use Permit in the HD-RR-LB District

SUBMITTED BY: Planning Commission
Kelli Matzek, City Planner

THROUGH: Bruce Messelt, City Administrator

REVIEWED BY: Kyle Klatt, Planning Director

SUMMARY AND ACTION REQUESTED: It is respectfully requested that the City Council consider Ordinance 08-040, amending Section 154.038 to allow a Park and Ride as a conditional use in the HD-RR-LB district, and to include a definition for Park and Ride in Section 11.01. This action has been presented at the request of the City Council and has been recommended by the Planning commission. The suggested motion to affirm the Zoning change, as presented, is as follows:

SUGGESTED MOTION: *"Move to approve Ordinance 08-040 amending Section 154.038 allowing a Park and Ride as a conditional use in the HD-RR-LB district."*

BACKGROUND INFORMATION: At the January 25th City Council meeting, the Council approved the Planning Commission's 2011 Work Plan, but added the item "discussion on potential rezoning on two sites for a Park and Ride along I-94." As it was given a high priority, the Planning Commission discussed the general information, held a Public Hearing and provided a recommendation, as identified on page four of this report.

There are four properties zoned HD-RR-LB which are located south of Hudson Boulevard and located at the intersections of I-94 and Manning Avenue as well as I-94 and Keats Avenue. An application for a park and ride has not been received, nor is a specific project being discussed at this time. The proposed amendment would include a park and ride among the list of uses that would be considered appropriate at the sites zoned HD-RR-LB.

STAFF REPORT: The following information is provided to the City Council and it consistent with what was presented to the Planning Commission.

What is a Park and Ride? A Park and Ride facility is a parking lot or structure located along a public transit route designed to encourage transfer from private automobile to mass transit or to encourage carpooling for purposes of commuting, or for access to recreation areas.

What are the Benefits of a Park and Ride? There are a number of benefits to both the greater area and specifically to Lake Elmo residents resulting from a Park and Ride. The most obvious benefits are environmental and financial. Public transportation has less of a negative impact on the environment than taking a car - typically with a single occupant. (Source: Translink; www.translink.co.uk) Financial savings result from eliminating parking fees, not needing to pay for gas for individual vehicles, and the more difficult to calculate - the personal time saved when bypassing slow traffic. Another potential benefit to Lake Elmo would be the draw for other businesses near the Park and Ride.

What are the Deterrents of a Park and Ride? The four properties being suggested for consideration are all privately owned. If a park and ride were added to one of the sites, the taxes received by the city would not be as substantial as that of a business. If the property (or properties) were bought by a public entity for use as a park and ride (or any other public use), the city would not collect any property taxes for the site.

Potential for a Park and Ride in Lake Elmo? According to the U.S. Census Bureau, the top workplace destination of people who live in Lake Elmo is St. Paul, followed by Maplewood and Minneapolis. Although the data found by staff does not break down which routes are used, it is presumed that a large percentage use the I-94 corridor as opposed to State Highway 36 to reach those destinations as S.H. 36 has multiple stop lights and is a four lane road for a majority of the stretch.

Top ten workplaces of people who live in Lake Elmo

Workplaces	Workers
St. Paul	640
Maplewood	403
Minneapolis	370
Stillwater	191
Lake Elmo	166
Woodbury	129
Oakdale	125
Bloomington	97
Roseville	96
Eagan	96
Other	1,184

In 2009, 85 percent of Lake Elmo Residents commuted to work by driving alone (up from 83 percent in 2000). Those carpooling declined from 11 percent in 2000 to 8 percent in 2009. Public transportation as a method of commuting to work stayed the same at just one percent while those working from home decreased from five percent to four. (Source: Decennial Census and American Community Survey.)

Conditional Use Permit versus Interim Use Permit? While the City Council may choose to require an Interim Use Permit for a Park and Ride facility, Staff is suggesting the Council consider a conditional use permit because of the investment required by the coordinating agency (or agencies) to utilize a park and ride. The investment goes well beyond the physical improvements to the site such as grading, signing, landscaping, lighting, paving and potentially the construction of a structure. The complex routing of various systems utilized by mass transit (whether bus, light rail, or another type) is a sophisticated system that many travelers depend upon. To allocate sources to a site and build a ridership to financially support the infrastructure, stability and long-term planning are important.

Regional Transit Planning? The Metropolitan Council 2030 Park-and-Ride Plan identifies site selection information and criteria as well as a long-range plan for future improvements. In the plan, the I-94 E corridor is identified for development as LRT/Busway/BRT/Commuter Rail, therefore identifying a need, but not a proposed method of vehicle congestion relief. Because the 2030 Park-and-Ride Plan does not further explore the I-94 E corridor, the Gateway Corridor Commission has initiated a Transit Alternatives Analysis Study for further exploring various transit options.

Planning staff attended an open house and a Technical Advisory Committee meeting regarding a Transit Alternatives Analysis Study to evaluate options of mass transit from Minneapolis, MN to Eau Claire, WI. The study will assess transit needs in the corridor, evaluate transit alternatives and recommend a Locally Preferred Alternative (LPA). A handout provided at the open house states that the "Park and ride demand is forecasted to double by 2030 (sic)."

Why There? Staff identified four properties in two locations that may be a good fit for a park and ride use. The land at the intersection of I-94 and Manning Avenue is approximately 6 acres in size. The acreage at the I-94 and Keats Avenue intersection is closer to 6.9 acres. Both sites are large enough to accommodate a park and ride facility.

The four properties are the only properties in the entire city zoned HD-RR-LB so adding a Park and Ride use to the list of potential uses would not open up that option to any other undesirable locations. In addition, the two sites are located at two of the three I-94 intersections leading into Lake Elmo. The sites selected are directly off of I-94 and are south of Hudson Boulevard. Therefore, traffic coming to the site from outside Lake Elmo (primarily off of I-94) would not impact properties further north.

PLANNING COMMISSION RECOMMENDATION: During its March 7th meeting, the Planning Commission received information on Park and Rides and held a general discussion on the topic. During the March 28th meeting, the Commission held a Public Hearing, received public input, and recommended with a vote of 5 to 4 to approve the ordinance allowing a park and ride as a conditional use in the HD-RR-LB district. Those commissioners who voted against the motion generally were supportive of a park and ride use, but expressed interest in having the newly formed I-94 Work Group determine the appropriate locations for a future Park and Ride use.

RECOMMENDATION: Based upon the above background information, Planning Commission recommendation, and staff report, it is recommended that the City Council approve the proposed ordinance by undertaking the following action:

“Move to approve Ordinance 08-040 amending Section 154.038 allowing a Park and Ride as a conditional use in the HD-RR-LB district.”

Alternatively, the City Council does have the authority to table this item for future consideration, or further discuss, deliberate and/or, if appropriate, amend the recommended motion or resolution prior to taking action. Among some of the most readily apparent options for the City Council to consider:

- 1) Suggest an alternate location for a potential park and ride use;
- 2) Determine it may be a benefit for the use to be permitted through an Interim Use Permit;
- 3) Direct staff to have the I-94 Work Group address the appropriate location for a future Park and Ride; or
- 4) Determine a Park and Ride use is not appropriate in Lake Elmo.

Should any of these (or other options) be identified as preferred by the City Council, it is recommended this item be tabled for action at tonight's meeting and scheduled for further discussion at an upcoming Council Workshop.

ATTACHMENTS: (2)

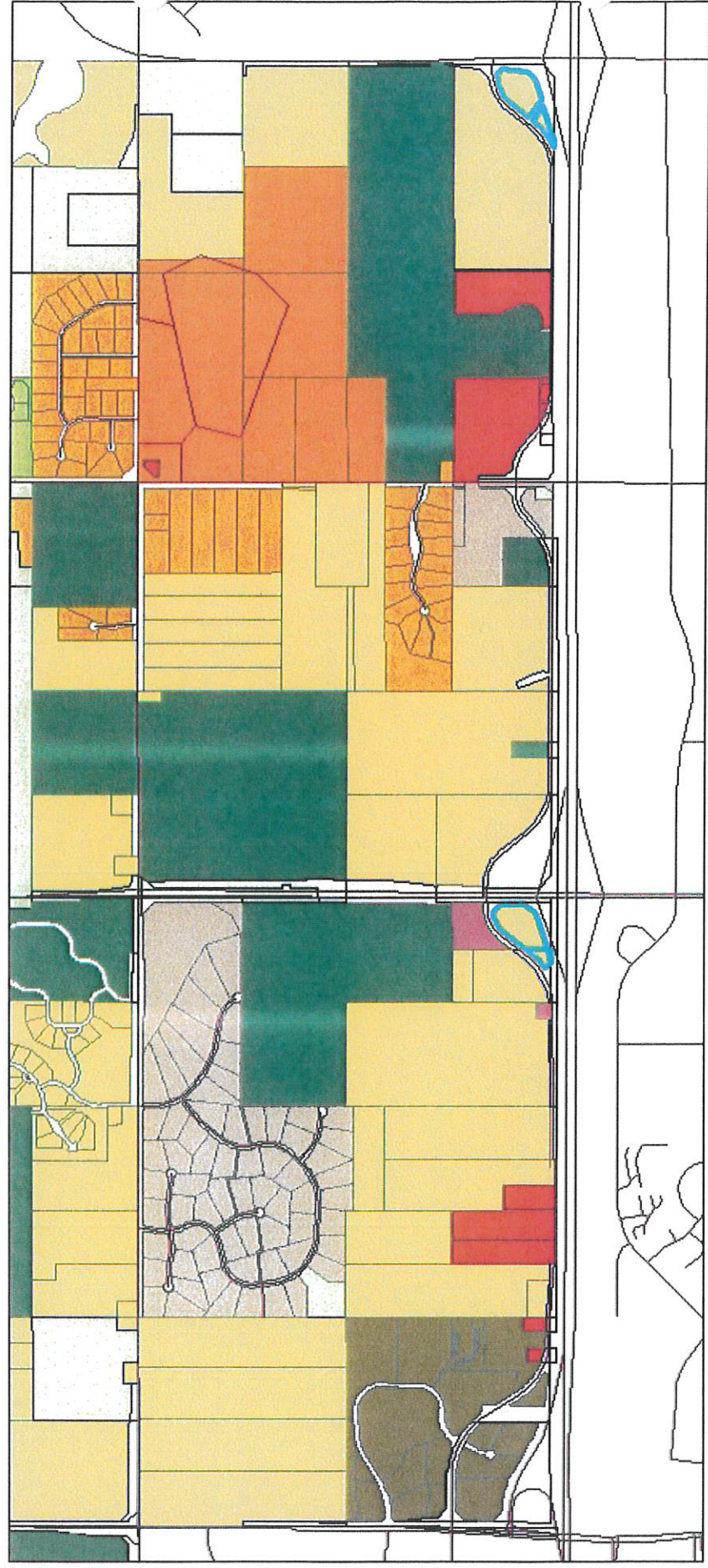
1. Map of Proposed Sites zoned HD-RR-LB
2. Ordinance 08-040

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Administrator
- Report/Presentation.....City Planning Staff
- Questions from Council to Staff Mayor Facilitates

- Public Input, if Appropriate Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion Mayor Facilitates
- Action on Motion Mayor & City Council

Potential Park-and-Ride Locations - For Discussion Purposes Only



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

ORDINANCE NO. 08-040

**AN ORDINANCE TO ADD PARK AND RIDE AS A CONDITIONALLY
PERMITTED USE IN THE HD-RR-LB DISTRICT**

SECTION 1. The City Council of the City of Lake Elmo hereby amends Title XV: Land Usage; Chapter 154: Zoning Code, by amending the following language:

**§ 154.038 HD-RR-LB — RURAL RESIDENTIAL LIMITED BUSINESS
HOLDING DISTRICT.**

(A) *Purpose.* The Rural Residential Limited Business Holding District (HD-RR-LB) is intended to regulate land use within rural residential areas planned and staged for limited business development. The future zoning classification for areas zoned HD-RR-LB and the timing for any zoning map amendments to rezone said holding district will be determined by the City Council upon the extension of public sanitary sewer and water services to these areas. Areas zoned HD-RR-LB will be rezoned before any new connections from individual sites will be allowed to public sanitary and water services. The future zoning district regulations will be consistent with the comprehensive plan guidance of the property for Limited Business use.

(B) *General regulation.* All regulations governing the Rural Residential (RR) Zoning District shall also apply to properties zoned Rural Residential Limited Business Holding District (HD-RR-LB) except as outlined in this section.

(C) *Permitted uses.* Permitted uses and the general requirements of such in the HD-RR-LB Zoning District shall be the same as in the Rural Residential (RR) Zoning District.

(D) *Uses permitted by conditional use permit.* The following uses may be permitted by a conditional use permit in the HD-RR-LB zoning district:

(1) A park and ride, subject to the following requirements:

(a) The park and ride use shall comply with the City's parking (Sec. 154.095), lighting (Sec. 150.035 – 150.038), screening (Sec. 151.020), off-street loading and unloading areas (Sec. 154.096) and traffic control (154.097) requirements.

(b) The park and ride building or structure shall meet the City's Limited Business District performance standards where appropriate.

(c) A 35 foot maximum height for all structure or buildings.

~~(D)~~ (E) *Uses permitted by interim use permit.* The following uses may be permitted by an interim use permit in the HD-RR-LB zoning district:

(1) Those uses identified as permitted by Conditional Use Permit in the Rural Residential (RR) zoning district except that Open Space Development Projects shall be prohibited.

~~(E)~~ (F) *Accessory uses and structures.* Regulations governing accessory uses and structures in the HD-RR-LB Zoning District shall be the same as in the Rural Residential (RR) Zoning District.

~~(F)~~ (G) *Minimum district requirements.* The minimum district requirements in the Rural Residential Limited Business Holding District (HD-RR-LB) shall be the same as in the Rural Residential (RR) Zoning District except for minimum lot size which shall be a minimum of a nominal 20 acres (a 20-acre parcel not reduced by more than 10% and/or a 20-acre parcel located on a corner or abutting a street on 2 sides not reduced by more than 15% due to road right-of-way and survey variations). Lots that were in existence prior to 7-1-07 which are conforming to the minimum lot size standard of the Rural Residential (RR) Zoning District shall be viewed as conforming to minimum lot size.

SECTION 2. The City Council of the City of Lake Elmo hereby amends Title I: General Provisions; Chapter 11: General Code Provisions, by adding the following language:

§ 11.01 DEFINITIONS.

PARK AND RIDE. Parking lots or structures located along public transit routes designed to encourage transfer from private automobile to mass transit or to encourage carpooling for purposes of commuting, or for access to recreation areas.

SECTION 3. Effective Date

This ordinance shall become effective immediately upon adoption and publication in the official newspaper of the City of Lake Elmo.

SECTION 4. Adoption Date

This Ordinance No. 08-040 was adopted on this 5th day of April, 2011, by a vote of ____
Ayes and ____ Nays.

Mayor Dean Johnston

ATTEST:

Bruce Messelt
City Administrator

This Ordinance No 08-040 was published on the ____ day of _____,
2010.



MAYOR & COUNCIL COMMUNICATION

DATE: 4/05/2011
REGULAR 10
ITEM #:
MOTION: Resolution No. 2011-015

AGENDA ITEM: Lake Elmo Avenue Infrastructure Project from I-94 to 30th Street – Lisbon Avenue Lift Station Resolution Approving the Consent to Enter and Waiver of Trespass Agreement

SUBMITTED BY: Jack Griffin, City Engineer

THROUGH: Bruce A. Messelt, City Administrator *BAM*

REVIEWED BY: Dave Snyder, City Attorney
Tom Bouthilet, Finance Director

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to approve the “Consent to Enter and Waiver of Trespass Agreement” with the Elmo View Townhome Association for the Lake Elmo Avenue Infrastructure Project I-94 to 30th Street. The recommended motion to act on is as follows:

SUGGESTED MOTION: *“Move to approve Resolution No. 2011-015, Approving the Consent to Enter and Waiver of Trespass Agreement with the Elmo View Townhome Association for the Lake Elmo Avenue Infrastructure Project I-94 to 30th Street.”*

BACKGROUND: As part of the Lake Elmo Avenue Infrastructure Project from I-94 to 30th Street, the Improvements include the construction of a Sanitary Lift Station that will provide future municipal sewer service to the Village. At Council direction, this Lift Station is to be located on City owned property just north of 30th Street and east of Reid Park. However, the placement of the Lift Station at this site requires the acquisition of both a temporary and permanent utility easement from the Elmo View Townhome Association to accommodate the construction and ongoing maintenance of the connecting forcemain, gravity sewer and watermain utility pipelines (see attached Location Map).

Subsequently, the City retained McKinzie Metro Appraisal to determine the fair market value of the required easements and forwarded the fair market value as an offer to the Elmo View Townhome Association. The appraised fair market value is \$15,000.

STAFF REPORT: In response the City's offer, the Elmo View Townhome Association has requested that the provision of the easements be postponed until after the project is constructed. In order to facilitate the construction of the project, the Elmo View Townhome Association has agreed to provide the City with a "Consent to Enter and Waiver of Trespass Agreement" to allow the project to be constructed across the Elmo View Townhome Association property. Per the terms of this agreement, the value consideration to be provided for the easements will be determined at some point in time after the project has been constructed.

LEGAL CONSIDERATIONS: The City Attorney has prepared this Consent to Enter and Waiver of Trespass Agreement for the City Council's review and consideration. It is the opinion of the City Attorney that – especially since the appraisal has already been conducted – the general legal and financial parameters of proceeding with this approach, and perhaps ending up in a condemnation process, should negotiations fail, is no greater than proceeding first with condemnation, again should negotiations fail.

STAFF RECOMMENDATION: Based upon the above information, it is recommended that the City Council affirmatively consider Resolution No. 2011-015, approving the "Consent to Enter and Waiver of Trespass Agreement" with the Elmo View Townhome Association for the Lake Elmo Avenue Infrastructure Project I-94 to 30th Street by undertaking the following action:

"Move to approve Resolution No. 2011-015, approving the Consent to Enter and Waiver of Trespass Agreement with the Elmo View Townhome Association for the Lake Elmo Avenue Infrastructure Project I-94 to 30th Street."

Alternatively, the City Council does have the authority to table this item for future consideration, or further discuss, deliberate and/or, if appropriate, amend the recommended motion or resolution prior to taking action. If the latter is undertaken, the suggested motion would be as follows:

"Move to approve Resolution No. 2011-015, approving the Consent to Enter and Waiver of Trespass Agreement with the Elmo View Townhome Association for the Lake Elmo Avenue Infrastructure Project I-94 to 30th Street [as amended at tonight's meeting]."

ATTACHMENTS:

1. Resolution 2011-015
2. Consent to Enter and Waiver of Trespass Agreement
3. Location Map / Easement Exhibit

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

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

RESOLUTION NO. 2011-015

**A RESOLUTION APPROVING THE CONSENT TO ENTER AND
WAIVER OF TRESPASS AGREEMENT FOR THE
LISBON AVENUE LIFT STATION**

WHEREAS, the City Engineer has completed the design for the Lake Elmo Avenue Infrastructure Improvements, I-94 to 30th Street, and the project has been advertised to receive contractor bids.

WHEREAS, the Improvements include the construction of a Sanitary Lift Station that will provide future municipal sewer service to the Village with the Lift Station to be located at 3080 Lisbon Avenue North, just north of 30th Street and east of Reid Park.

WHEREAS, the placement of the Lift Station at this site requires the acquisition of a temporary and permanent utility easement from the Elmo View Townhome Association to accommodate the construction and ongoing maintenance of the connecting forcemain, gravity sewer and watermain utility pipelines.

WHEREAS, the City offered Elmo View Townhome Association compensation in the amount of \$15,000 for the temporary and permanent easements necessary to construct the project, with the fair market value of \$15,000 based upon the appraisal completed by McKinzie Metro Appraisal dated November 2010.

WHEREAS, Elmo View Townhome Association has requested that the provision of an easement be postponed until after the project is constructed, and has agreed to provide the City with a Consent to Enter and Waiver of Trespass Agreement to allow the project to be constructed across the Elmo View Townhome Association property.

WHEREAS, the City Attorney has prepared a Consent to Enter and Waiver of Trespass Agreement for the City Council's review and consideration.

NOW, THEREFORE, BE IT RESOLVED,

1. Said Consent to Enter and Waiver of Trespass Agreement is hereby approved.
2. The Mayor and City Clerk are hereby authorized to execute the agreement.

Date: April 5, 2011 CITY OF LAKE ELMO

By: _____
Dean A. Johnston
Mayor

CERTIFICATION

I hereby certify that the foregoing Resolution is a true and correct copy of a resolution presented to and adopted by the Council of the City of Lake Elmo at a duly authorized meeting thereof held on 5th day of April 2011, as shown by the minutes of said meeting in my possession.

Sharon Lumby
City Clerk

(Seal)

**CONSENT TO ENTER
AND
WAIVER OF TRESPASS AGREEMENT**

_____, owner of real property located at _____, Lake Elmo, MN 55042, being the owner(s) of that certain real estate located in Washington County, Minnesota, hereby consent(s) to allowing the City of Lake Elmo, a municipal corporation, and its duly authorized agents to enter upon the following described property from _____, 2011 to _____, 2011, for the purpose of installing permanent _____, said access to be over, along and upon the following described real estate, to-wit:

SEE ATTACHED EXHIBIT A

It is specifically understood and agreed that the above-named record owner(s) has not received consideration for the above-described right to enter and does not waive the right to receive full and adequate consideration for the temporary and permanent access required for this improvement project. The purpose of this Agreement is to allow the City access for installation of permanent _____.

The above-named record owner(s) expressly waive(s) any claims of trespass which it may otherwise have over and across the property above-described by the City of Lake Elmo, its agents, contractors, and employees. The City will restore Grantor's lands to as good or better condition upon completion of its project subject to the improvements performed as indicated herein.

IN WITNESS WHEREOF, the undersigned have caused this instrument to be executed this _____ day of _____, 2011.

[insert name]

STATE OF MINNESOTA)
) ss.
COUNTY OF WASHINGTON)

On this _____ day of _____, 2011, before me, a notary public
within _____ and _____ for said _____ County and _____ State, personally appeared
_____, to me personally known, and named in
the foregoing instrument, who acknowledged said instrument to be his/her/their free act and deed.

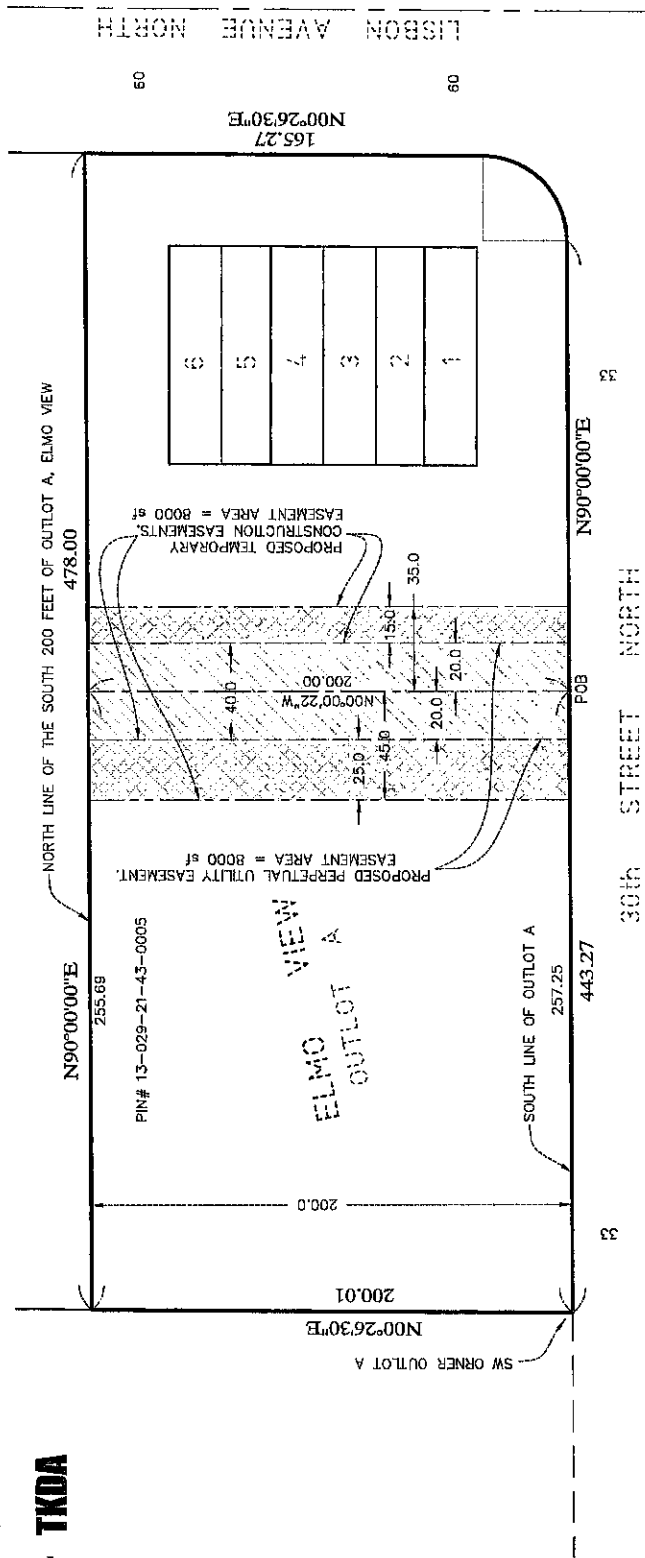
Notary Public

THIS INSTRUMENT DRAFTED BY:
David K. Snyder
ECKBERG, LAMMERS, BRIGGS, WOLFF
& VIERLING, P.L.L.P.
1809 Northwestern Avenue
Stillwater, MN 55082
(651) 439-2878

EXHIBIT A
(Site Survey / Area to be Accessed)

SKETCH & DESCRIPTION

~for~ TKDA



NOTES

- No field survey completed by E.G. Rud and Sons, Inc.
- Bearings shown are on an assumed plat datum.
- This survey was prepared without the benefit of title work. Additional easements, restrictions and/or encumbrances may exist other than those shown hereon. Survey subject to revision upon receipt of a current title commitment or an attorney's title opinion.



EXISTING PROPERTY DESCRIPTION:

The Southerly 200 feet of Outlot A, ELMO VIEW, according to the plat on file and of record in the office of the County Recorder of Washington County, Minnesota.

PROPOSED PERPETUAL UTILITY AND TEMPORARY CONSTRUCTION EASEMENT DESCRIPTION:

A 40 foot perpetual easement for utility purposes over, under and across the following described property:

The Southerly 200 feet of Outlot A, ELMO VIEW, according to the plat on file and of record in the office of the County Recorder of Washington County, Minnesota.

The centerline of said easement is described as beginning at a point on the South line of said Outlot A distant 257.25 feet east from the Southwest corner of said Outlot A; said South line of Outlot A is assumed to bear North 90 degrees 00 minutes 00 seconds East; thence North 00 degrees 00 minutes 22 seconds West a distance of 200 feet to the North line of said described property and said centerline there terminating.

Together with temporary construction easements over, under and across the above described property lying 45 feet to the left and 35 feet to the right of the above described centerline.

E.G. RUD & SONS, INC.
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel: (651) 361-8200 Fax: (651) 361-8701
www.egrud.com

Location:	Lake Elmo	SRVUD\CAD\Drawings\N0541\N0541.dwg	11/10/2010	11:58:57 AM	CST
Scale:	1" = 50'	Drawn By:	dwo	Project Manager:	dwo
Denotes Iron Set	•	Denotes Iron Found		Bearings shown are on an assumed datum.	
I hereby certify that this plan, survey or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota. Dated this 10th day of November, 2010.					
David L. Rud					License No. 25341



MAYOR & COUNCIL COMMUNICATION

DATE: 4/205/2011
REGULAR
ITEM #: 11
MOTION

AGENDA ITEM: Review of End-Of-Year 2010 General Fund Budget (Unaudited)

SUBMITTED BY: Joe Rigdon, Financial Consultant
Bruce Messelt, City Administrator

THROUGH: Budget & Finance Subcommittee *BAW*

REVIEWED BY: Tom Bouthilet, Finance Director

SUMMARY AND ACTION REQUESTED: Pursuant to City Council direction, the City Council is asked to receive an brief post-mortem on the now-closed 2010 General Fund (unaudited) and discuss, as appropriate, any findings or trends identified therein. The Council is respectfully requested to act upon the recommendations of the Budget & Finance Subcommittee by considering the following motion:

SUGGESTED MOTION: *"Move to approve the proposed Budget Adjustment(s) and other recommendations of the Budget & Finance Subcommittee [as agreed to at tonight's meeting]."*

BACKGROUND INFORMATION: The City of Lake Elmo has both the legal and fiduciary responsibility under Minnesota State Statue to actively manage its annual Budget and Capital Improvement Program (CIP). Tonight's presentation is part of Lake Elmo's quarterly review of major budget issues and activities.

STAFF REPORT: City staff has completed the "closing of the books" for 2010 and, in particular, the General Fund (attached). While unaudited at this time, staff has a high degree of confidence in the material provided and would like to brief the City Council on the major identified findings and trends. A detailed printing of the unaudited General Fund is attached and Staff will provide a summary report at tonight's meeting.

SUBCOMMITTEE REPORT: The Budget and Finance Subcommittee has met twice to review the closed (unaudited) 2010 Budget, as well as the listing of 2011 Opportunity projects/programs reviewed by the Mayor and City Council in December 2010 (attached). Given

that the City ended FY 2010 on a fiscally positive note for the second year in a row, but emphasizing that neither revenue nor expenditure trends leading to this outcome are considered reliable for permanent budget adjustments (at least at this time), the Subcommittee recommends the following actions [Note – the following are in DRAFT format and subject to Subcommittee approval]:

For Council Consideration Tonight:

- A proposed Budget Adjustment to allow for Lake Elmo's participation in the newly-forming Regional Economic Development Partnership (attached);
- A recommendation that the Maintenance Advisory Committee (MAC), with the assistance of City staff and outside financial advisors, if needed, review the overall vehicle replacement program for the City and prepare a report for the City Council, especially with respect to funding options, to include annual City budgeting for vehicle replacement (pay-as-you-go) and/or payments toward vehicles to be purchased via financing or leasing;
- A recommendation that the Personnel Subcommittee evaluate for the City Council the potential of a 1% employee bonus, based upon 2010 performance reviews;

For Priority Consideration by the City Council:

- Discussion of a proposed purchase of software for Public Works for inventory and maintenance of all municipal street signs (and other related infrastructure); especially in order to comply with pending federal regulations regarding regulatory signs. Estimated Cost - \$1,700 plus \$20/month;
- Discussion of a proposed purchase of software by Planning (Building Codes and Code Enforcement) & Administration to track and manage Citizen-, Staff-, and Council-originated issues requiring follow-up or response. These would include normal administrative operations to more formal code enforcement. At related focus area would be on improving Building Code permitting and City Fee collection tracking and management. Estimate Cost of approximately \$15,000.

For Timely Consideration by the City Council:

- Discussion of a proposed purchase of software for the Finance Department to address major issues relating to currently-antiquated software (soon to be no longer supported by the producer) and utilization of different software for utility billing and account management. While some resources have already been budgeted in the 2011 Budget, it is anticipated that the total conversion/upgrade cost could exceed \$50,000.

It is recommended that this discussion await the completion of the review of the Finance Department, currently underway by both City Administration and an outside consultant.

- Broadening of the already Council-approved 2011 contract review and RFP for Assessing Services, to potentially include consideration of reversion to a County-run assessment program or partnering with neighboring community for provision of such services.

For Addition to the Budget & Finance Subcommittee 2011 Workplan:

- Development of a Budget Format for better presentation of the City's Budget by Department and by category (salaries, services, purchases, etc.), including consideration of Performance Measurements (i.e. miles maintained by Public works, Fire Calls responded to, etc.) and publication of an "Annual Report" to citizens.

This project will take considerable time and effort by the Subcommittee and City staff and should be included on the City's overall 2011 Workplan.

RECOMMENDATION: It is recommended that the City Council receive an update on the now-closed 2010 General Fund (unaudited) and discuss, as appropriate, any changes to the 2011 Budget, based upon tonight's discussion. Specifically, the Council is respectfully requested to act upon the recommendations of the Budget & Finance Subcommittee by considering the following motion:

No specific action or motion is recommended at tonight's meeting. However, should the Council feel so moved to undertake specific action, the Council motion and should be to:

"Move to approve the proposed Budget Adjustment(s) and other recommendations of the Budget & Finance Subcommittee [as agreed to at tonight's meeting]."

Alternatively, the City Council does have the authority to discuss and adjust the 2011 Budget, either tonight or during subsequent action, and to direct the City staff accordingly with respect to execution of the 2011 budget. Any further action or direction by the City Council can be addressed in the following suggested motion:

"Move to approve the Budget Adjustment(s) and direct City staff to undertake the following actions . . . [as agreed to at tonight's meeting]."

ATTACHMENTS:

1. Detailed Report on End-Of-Year 2010 General Fund (Unaudited)
2. 2011 Opportunity Programs/Projects (as presented in December 2010)
3. Proposed Budget Adjustment for Regional Economic Development Partnership

SUGGESTED ORDER OF BUSINESS:

- Introduction..... City Administrator
- Staff Report/Presentation..... Joe Rigdon, Financial Consultant
Tom Bouthilet, Finance Director
- Questions from Council to Staff.....Mayor Facilitates
- Public Input, if Appropriate.....Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion.....Mayor Facilitates
- Action on Motion..... Mayor & City Council
-

General Ledger Revenues and Exp.

User: Administrator
Printed: 03/03/2011 - 7:41 A
Periods: 01-12
Fiscal Year: 2010
JE Number: 000000

Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	Expended
101	General Fund					
000	Revenue					
0000	General					
101-000-0000-31010	Current Ad Valorem Taxes	2,381,871.00	2,122,403.42	2,122,403.42	259,467.58	89.10
101-000-0000-31020	Delinquent Ad Valorem Taxes	0.00	65,910.79	65,910.79	(65,910.79)	0
101-000-0000-31030	Mobile Home Tax	8,000.00	8,596.42	8,596.42	(596.42)	107.45
101-000-0000-31040	Fiscal Disparities	0.00	169,645.03	169,645.03	(169,645.03)	0
101-000-0000-31910	Penalty & Interest on Taxes	0.00	4,789.95	4,789.95	(4,789.95)	0
101-000-0000-32110	Liquor License	7,200.00	9,875.00	9,875.00	(2,675.00)	137.15
101-000-0000-32180	Wastehauler License	1,000.00	230.00	230.00	770.00	23.00
101-000-0000-32181	General Contractor License	1,800.00	4,925.00	4,925.00	(3,125.00)	273.61
101-000-0000-32183	Heating Contractor License	200.00	0.00	0.00	200.00	0.00
101-000-0000-32184	Blacktopping Contractor Licens	60.00	0.00	0.00	60.00	0.00
101-000-0000-32210	Building Permits	100,000.00	153,443.76	153,443.76	(53,443.76)	153.44
101-000-0000-32220	Heating Permits	3,000.00	10,464.50	10,464.50	(7,464.50)	348.81
101-000-0000-32230	Plumbing Permits	3,000.00	6,591.00	6,591.00	(3,591.00)	219.70
101-000-0000-32231	Sewer Permits	500.00	561.00	561.00	(61.00)	112.20
101-000-0000-32240	Animal License	2,000.00	3,073.00	3,073.00	(1,073.00)	153.65
101-000-0000-32250	Utility Permits	6,000.00	14,217.27	14,217.27	(8,217.27)	236.95
101-000-0000-32260	Burning Permit	1,000.00	1,490.00	1,490.00	(490.00)	149.00
101-000-0000-33130	CDBG Old Village	0.00	0.00	0.00	0.00	0
101-000-0000-33402	Honestead Credit Aid	0.00	7,021.89	7,021.89	(7,021.89)	0
101-000-0000-33418	MSA - Maintenance	68,500.00	77,347.00	77,347.00	(8,847.00)	112.91
101-000-0000-33420	State Fire Aid	40,000.00	36,153.00	36,153.00	3,847.00	90.38
101-000-0000-33422	PERA Aid	2,750.00	2,749.00	2,749.00	1.00	99.96
101-000-0000-33426	Miscellaneous State Grants	0.00	4,000.00	4,000.00	(4,000.00)	0
101-000-0000-33620	Gravel Tax	3,100.00	439.24	439.24	2,660.76	14.16
101-000-0000-33621	Recycling Grant	15,000.00	15,588.00	15,588.00	(588.00)	103.92
101-000-0000-33622	Cable Franchise Revenue	35,000.00	35,366.96	35,366.96	(366.96)	101.04
101-000-0000-34103	Zoning & Subdivision Fees	1,000.00	7,480.00	7,480.00	(6,480.00)	748.00
101-000-0000-34104	Plan Check Fees	32,000.00	56,578.67	56,578.67	(24,578.67)	176.80
101-000-0000-34105	Sale of Copies, Books, Maps	300.00	80.80	80.80	219.20	26.93

Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	Expended
101-000-0000-34107	Assessment Searches	200.00	630.00	630.00	(430.00)	200.00
101-000-0000-34109	Clean Up Days	4,000.00	3,425.00	3,425.00	575.00	4,000.00
101-000-0000-34111	Cable Operation Reimbursement	2,400.00	2,357.76	2,357.76	42.24	2,400.00
101-000-0000-35100	Fines	52,000.00	68,896.62	68,896.62	(16,896.62)	52,000.00
101-000-0000-36200	Miscellaneous Revenue	17,130.00	17,286.81	17,286.81	(156.81)	17,130.00
101-000-0000-36210	Interest Earnings	60,000.00	0.00	0.00	60,000.00	60,000.00
101-000-0000-36230	Donations	0.00	8,022.46	8,022.46	(8,022.46)	0.00
0000	General	2,849,011.00	2,919,639.35	2,919,639.35	(70,628.35)	2,849,011.00
000	General	2,849,011.00	2,919,639.35	2,919,639.35	(70,628.35)	2,849,011.00
Revenue		2,849,011.00	2,919,639.35	2,919,639.35	(70,628.35)	2,849,011.00
410	Expense					
1110	General Government					
101-410-1110-41030	Mayor & Council	(16,435.00)	(16,435.00)	(16,435.00)	0.00	(16,435.00)
101-410-1110-41220	Part-time Salaries	(1,019.00)	(1,018.98)	(1,018.98)	(0.02)	(1,019.00)
101-410-1110-41230	FICA Contributions	(238.00)	(238.28)	(238.28)	0.28	(238.00)
101-410-1110-43310	Medicare Contributions	(1,000.00)	(479.00)	(479.00)	(521.00)	(1,000.00)
101-410-1110-44300	Mileage	(2,000.00)	(3,102.59)	(3,102.59)	1,102.59	(2,000.00)
101-410-1110-44330	Miscellaneous	(9,800.00)	(11,584.00)	(11,584.00)	1,784.00	(9,800.00)
101-410-1110-44370	Dues & Subscriptions	(3,500.00)	(2,035.77)	(2,035.77)	(1,464.23)	(3,500.00)
1110	Conferences & Training	(33,992.00)	(34,893.62)	(34,893.62)	901.62	(33,992.00)
1320	Mayor & Council					
101-410-1320-41010	Administration	(220,753.00)	(210,522.46)	(210,522.46)	(10,230.54)	(220,753.00)
101-410-1320-41210	Full-time Salaries	(15,453.00)	(7,724.82)	(7,724.82)	(7,728.18)	(15,453.00)
101-410-1320-41215	PERA Contributions	0.00	(6,796.93)	(6,796.93)	6,796.93	0.00
101-410-1320-41220	ICMA Employer Contribution	(13,687.00)	(12,863.49)	(12,863.49)	(823.51)	(13,687.00)
101-410-1320-41230	FICA Contributions	(3,201.00)	(3,008.42)	(3,008.42)	(192.58)	(3,201.00)
101-410-1320-41300	Medicare Contributions	(36,680.00)	(37,349.90)	(37,349.90)	669.90	(36,680.00)
101-410-1320-41510	Health/Dental Insurance	(1,741.00)	(1,998.00)	(1,998.00)	257.00	(1,741.00)
101-410-1320-41510	Workers Compensation	(8,000.00)	(3,678.92)	(3,678.92)	(4,321.08)	(8,000.00)
101-410-1320-42000	Office Supplies	0.00	(1,050.29)	(1,050.29)	1,050.29	0.00
101-410-1320-42030	Printed Forms	(60,000.00)	(55,739.41)	(55,739.41)	(4,260.59)	(60,000.00)
101-410-1320-43040	Legal Services	0.00	0.00	0.00	0.00	0.00
101-410-1320-43090	Newsletter/Website	(45,500.00)	(43,587.25)	(43,587.25)	(1,912.75)	(45,500.00)
101-410-1320-43100	Assessing Services	(7,000.00)	(3,745.88)	(3,745.88)	(3,254.12)	(7,000.00)
101-410-1320-43220	Postage	(3,500.00)	(1,765.50)	(1,765.50)	(1,734.50)	(3,500.00)
101-410-1320-43310	Mileage	0.00	0.00	0.00	0.00	0.00
101-410-1320-43510	Legal Publishing	(39,500.00)	(38,563.04)	(38,563.04)	(936.96)	(39,500.00)
101-410-1320-43610	Insurance					

Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	Expended
101-410-1320-44300	Miscellaneous	(6,000.00)	(1,426.18)	(1,426.18)	(4,573.82)	23.77
101-410-1320-44330	Dues & Subscriptions	(4,000.00)	(2,479.56)	(2,479.56)	(1,520.44)	61.98
101-410-1320-44370	Conferences & Training	(3,500.00)	(2,766.26)	(2,766.26)	(733.74)	79.03
101-410-1320-44380	Staff Development	(1,000.00)	(125.00)	(125.00)	(875.00)	12.50
1320	Administration	(469,515.00)	(435,191.31)	(435,191.31)	(34,323.69)	92.69
1410	Elections					
101-410-1410-41030	Part-time Salaries	(10,000.00)	(7,835.50)	(7,835.50)	(2,164.50)	78.35
101-410-1410-42000	Office Supplies	(250.00)	(55.68)	(55.68)	(194.32)	22.27
101-410-1410-42030	Printed Forms	(350.00)	0.00	0.00	(350.00)	0.00
101-410-1410-43150	Contract Services	0.00	0.00	0.00	0.00	0
101-410-1410-44300	Miscellaneous	(1,350.00)	(1,856.89)	(1,856.89)	506.89	137.54
1410	Elections	(11,950.00)	(9,748.07)	(9,748.07)	(2,201.93)	81.57
1450	Communications					
101-410-1450-41010	Full-time Salaries	(10,920.00)	(6,109.98)	(6,109.98)	(4,810.02)	55.95
101-410-1450-41210	PERA Contributions	(764.00)	(427.61)	(427.61)	(336.39)	55.97
101-410-1450-41220	FICA Contributions	(677.00)	(378.81)	(378.81)	(298.19)	55.95
101-410-1450-41230	Medicare Contributions	(158.00)	(88.57)	(88.57)	(69.43)	56.05
101-410-1450-41510	Workers Compensation	(398.00)	(457.00)	(457.00)	59.00	114.82
101-410-1450-43090	Newsletter	(5,400.00)	(5,113.02)	(5,113.02)	(286.98)	94.68
101-410-1450-43180	Information Technology/Web	(29,000.00)	(31,039.54)	(31,039.54)	2,039.54	107.03
101-410-1450-43510	Public Notices	(4,000.00)	(1,238.87)	(1,238.87)	(2,761.13)	30.97
101-410-1450-43620	Cable Operations	(4,000.00)	(3,890.31)	(3,890.31)	(109.69)	97.25
101-410-1450-44040	Repairs/Maint Eqpt	0.00	(2,932.33)	(2,932.33)	2,932.33	0
1450	Communications	(55,317.00)	(51,676.04)	(51,676.04)	(3,640.96)	93.41
1520	Finance					
101-410-1520-41010	Full-time Salaries	(34,060.00)	(34,202.80)	(34,202.80)	142.80	100.41
101-410-1520-41210	PERA Contributions	(2,384.00)	(2,393.89)	(2,393.89)	9.89	100.41
101-410-1520-41220	FICA Contributions	(2,112.00)	(2,106.89)	(2,106.89)	(5.11)	99.75
101-410-1520-41230	Medicare Contributions	(494.00)	(492.77)	(492.77)	(1.23)	99.75
101-410-1520-41300	Health/Dental Insurance	(3,915.00)	(4,182.48)	(4,182.48)	267.48	106.83
101-410-1520-41510	Workers Compensation	(161.00)	(182.00)	(182.00)	21.00	113.00
101-410-1520-42000	Office Supplies	(500.00)	(51.28)	(51.28)	(448.72)	10.25
101-410-1520-42030	Printed Forms	0.00	0.00	0.00	0.00	0
101-410-1520-43010	Audit Services	(29,500.00)	(32,035.00)	(32,035.00)	2,535.00	108.59
101-410-1520-43150	Contract Services	(30,000.00)	(43,336.25)	(43,336.25)	13,336.25	144.45
101-410-1520-43310	Mileage	(250.00)	0.00	0.00	(250.00)	0.00
101-410-1520-44300	Miscellaneous	(2,000.00)	(3,377.55)	(3,377.55)	1,377.55	168.87
101-410-1520-44330	Dues & Subscriptions	(100.00)	0.00	0.00	(100.00)	0.00
101-410-1520-44350	Books	(100.00)	0.00	0.00	(100.00)	0.00
101-410-1520-44370	Conferences & Training	(300.00)	0.00	0.00	(300.00)	0.00
1520	Finance	(105,876.00)	(122,360.91)	(122,360.91)	16,484.91	115.57

Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	Expended
1910	Planning & Zoning					
101-410-1910-41010	Full-time Salaries	(102,265.00)	(99,965.81)	(99,965.81)	(2,299.19)	97.75
101-410-1910-41210	PERA Contributions	(7,159.00)	(6,813.58)	(6,813.58)	(345.42)	95.17
101-410-1910-41220	FICA Contributions	(6,340.00)	(5,939.84)	(5,939.84)	(400.16)	93.68
101-410-1910-41230	Medicare Contributions	(1,483.00)	(1,389.03)	(1,389.03)	(93.97)	93.66
101-410-1910-41300	Health/Dental Insurance	(25,138.00)	(22,730.84)	(22,730.84)	(2,407.16)	90.42
101-410-1910-41510	Workers Compensation	(485.00)	(546.00)	(546.00)	61.00	112.57
101-410-1910-42000	Office Supplies	(2,000.00)	(130.37)	(130.37)	(1,869.63)	6.51
101-410-1910-42030	Printed Forms	0.00	(271.32)	(271.32)	271.32	0
101-410-1910-43020	Comprehensive Planning	(15,000.00)	(526.52)	(526.52)	(14,473.48)	3.51
101-410-1910-43030	Engineering Services	(10,000.00)	(20,047.32)	(20,047.32)	10,047.32	200.4
101-410-1910-43040	Legal Services	0.00	(13,247.76)	(13,247.76)	13,247.76	0.00
101-410-1910-43150	Contract Services	(10,000.00)	(2,929.39)	(2,929.39)	(7,070.61)	29.29
101-410-1910-43310	Mileage	(500.00)	(100.00)	(100.00)	(400.00)	20.00
101-410-1910-43620	Cable Operation Expense	0.00	0.00	0.00	0.00	0
101-410-1910-44300	Miscellaneous	(500.00)	(736.38)	(736.38)	236.38	147.27
101-410-1910-44330	Dues & Subscriptions	(500.00)	(495.00)	(495.00)	(5.00)	99.00
101-410-1910-44350	Books	(250.00)	0.00	0.00	(250.00)	0.00
101-410-1910-44370	Conferences & Training	(1,000.00)	(2,751.60)	(2,751.60)	1,751.60	275.16
1910	Planning & Zoning	(182,620.00)	(178,620.76)	(178,620.76)	(3,999.24)	97.81
1930	Engineering Services					
101-410-1930-43030	Engineering Services	(70,000.00)	(57,975.10)	(57,975.10)	(12,024.90)	82.82
1930	Engineering Services	(70,000.00)	(57,975.10)	(57,975.10)	(12,024.90)	82.82
1940	City Hall					
101-410-1940-42110	Cleaning Supplies	(550.00)	(737.23)	(737.23)	187.23	134.04
101-410-1940-42230	Building Repair Supplies	(1,000.00)	(206.26)	(206.26)	(793.74)	20.62
101-410-1940-43210	Telephone	(8,400.00)	(7,426.25)	(7,426.25)	(973.75)	88.40
101-410-1940-43810	Electric Utility	(12,500.00)	(8,602.92)	(8,602.92)	(3,897.08)	68.1
101-410-1940-43840	Refuse	(1,300.00)	(1,140.26)	(1,140.26)	(159.74)	87.71
101-410-1940-44010	Repairs/Maint Contractual Bldg	(11,000.00)	(14,718.17)	(14,718.17)	3,718.17	133.80
101-410-1940-44040	Repairs/Maint Contractual Eqpt	(5,000.00)	(2,284.06)	(2,284.06)	(2,715.94)	45.68
101-410-1940-44300	Miscellaneous	(1,000.00)	(669.64)	(669.64)	(330.36)	66.96
1940	City Hall	(40,750.00)	(35,784.79)	(35,784.79)	(4,965.21)	87.81
410	General Government	(970,020.00)	(926,250.60)	(926,250.60)	(43,769.40)	95.48
420	Public Safety					
2100	Police					
101-420-2100-43150	Law Enforcement Contract	(474,935.00)	(481,242.63)	(481,242.63)	6,307.63	101.32
2100	Police	(474,935.00)	(481,242.63)	(481,242.63)	6,307.63	101.32

Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount Expended
2150	Prosecution				
101-420-2150-43045	Attorney Criminal	(51,000.00)	(48,548.65)	(48,548.65)	(2,451.35)
2150	Prosecution	(51,000.00)	(48,548.65)	(48,548.65)	(2,451.35)
2220	Fire				
101-420-2220-41010	Full-time Salaries	(63,803.00)	(63,625.97)	(63,625.97)	(177.03)
101-420-2220-41030	Part-time Salaries	(110,000.00)	(73,894.52)	(73,894.52)	(36,105.48)
101-420-2220-41210	PERA Contributions	(8,669.00)	(8,735.91)	(8,735.91)	66.91
101-420-2220-41220	FICA Contributions	(7,106.00)	(4,821.81)	(4,821.81)	(2,284.19)
101-420-2220-41230	Medicare Contributions	(2,520.00)	(1,958.16)	(1,958.16)	(561.84)
101-420-2220-41300	Health/Dental Insurance	(15,855.00)	(16,721.37)	(16,721.37)	866.37
101-420-2220-41510	Workers Compensation	(10,575.00)	(12,902.00)	(12,902.00)	2,327.00
101-420-2220-42000	Office Supplies	(1,500.00)	(906.13)	(906.13)	(593.87)
101-420-2220-42080	EMS Supplies	(1,200.00)	(781.04)	(781.04)	(418.96)
101-420-2220-42090	Fire Prevention	(3,000.00)	(2,427.05)	(2,427.05)	(572.95)
101-420-2220-42120	Fuel, Oil and Fluids	(11,500.00)	(9,510.83)	(9,510.83)	(1,989.17)
101-420-2220-42210	Equipment Parts	0.00	0.00	0.00	0.00
101-420-2220-42400	Small Tools & Equipment	(10,000.00)	(9,160.17)	(9,160.17)	(839.83)
101-420-2220-43050	Physicals	(7,550.00)	(8,059.80)	(8,059.80)	509.80
101-420-2220-43210	Telephone	(5,100.00)	(4,155.60)	(4,155.60)	(944.40)
101-420-2220-43230	Radio	(19,920.00)	(19,177.36)	(19,177.36)	(742.64)
101-420-2220-43310	Mileage	(600.00)	(790.07)	(790.07)	190.07
101-420-2220-43630	Vehicle Insurance	(15,475.00)	(13,980.20)	(13,980.20)	(1,494.80)
101-420-2220-43810	Electric Utility	(13,900.00)	(10,588.58)	(10,588.58)	(3,311.42)
101-420-2220-43840	Refuse	(1,000.00)	(501.82)	(501.82)	(498.18)
101-420-2220-44010	Repairs/Maint Bldg	(10,000.00)	(27,149.58)	(27,149.58)	17,149.58
101-420-2220-44040	Repairs/Maint Expt	(26,907.00)	(31,221.30)	(31,221.30)	4,314.30
101-420-2220-44170	Uniforms	(5,600.00)	(3,584.32)	(3,584.32)	(2,015.68)
101-420-2220-44300	Miscellaneous	(2,800.00)	(1,968.20)	(1,968.20)	(831.80)
101-420-2220-44330	Dues & Subscriptions	(2,200.00)	(3,145.00)	(3,145.00)	945.00
101-420-2220-44350	Books	(850.00)	(1,027.99)	(1,027.99)	177.99
101-420-2220-44370	Conferences & Training	(20,225.00)	(21,410.91)	(21,410.91)	1,185.91
101-420-2220-45800	Equipment	0.00	0.00	0.00	0.00
2220	Fire	(377,855.00)	(352,205.69)	(352,205.69)	(25,649.31)
2250	Fire Relief				
101-420-2250-44920	Fire State Aid	(40,000.00)	(36,153.00)	(36,153.00)	(3,847.00)
101-420-2250-44925	City Contribution	(17,864.00)	(18,928.00)	(18,928.00)	1,064.00
2250	Fire Relief	(57,864.00)	(55,081.00)	(55,081.00)	(2,783.00)
2400	Building Inspection				
101-420-2400-41010	Full-time Salaries	(59,740.00)	(59,224.72)	(59,224.72)	(515.28)
101-420-2400-41210	PERA Contributions	(4,182.00)	(4,145.09)	(4,145.09)	(36.91)
101-420-2400-41220	FICA Contributions	(3,704.00)	(3,611.14)	(3,611.14)	(92.86)
101-420-2400-41230	Medicare Contributions	(866.00)	(844.60)	(844.60)	(21.40)

Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount Expended
101-420-2400-41300	Health/Dental Insurance	(9,015.00)	(8,920.98)	(8,920.98)	(94.02)
101-420-2400-41510	Workers Compensation	(2,143.00)	(2,533.00)	(2,533.00)	390.00
101-420-2400-42000	Office Supplies	(300.00)	0.00	0.00	(300.00)
101-420-2400-42030	Printed Forms	(300.00)	0.00	0.00	(300.00)
101-420-2400-42120	Fuel, Oil and Fluids	(3,750.00)	0.00	0.00	(3,750.00)
101-420-2400-43030	Engineering	(5,000.00)	(10,633.95)	(10,633.95)	5,633.95
101-420-2400-43050	Plan Review Charges	(1,000.00)	0.00	0.00	(1,000.00)
101-420-2400-43060	Surcharge Payments	0.00	(0.00)	(0.00)	0.00
101-420-2400-43150	Inspector Contract Services	(1,000.00)	(631.50)	(631.50)	(368.50)
101-420-2400-43210	Telephone	(500.00)	(306.84)	(306.84)	(193.16)
101-420-2400-43310	Mileage	(250.00)	0.00	0.00	(250.00)
101-420-2400-43630	Insurance	(1,000.00)	(903.41)	(903.41)	(96.59)
101-420-2400-44040	Repairs/Maint Eqpt	(750.00)	(364.90)	(364.90)	(385.10)
101-420-2400-44170	Uniforms	(300.00)	0.00	0.00	(300.00)
101-420-2400-44300	Miscellaneous	(500.00)	(19,842.95)	(19,842.95)	19,342.95
101-420-2400-44330	Dues & Subscriptions	(200.00)	(100.00)	(100.00)	(100.00)
101-420-2400-44350	Books	(200.00)	0.00	0.00	(200.00)
101-420-2400-44370	Conferences & Training	(500.00)	(635.00)	(635.00)	135.00
2400	Building Inspection	(95,200.00)	(112,698.08)	(112,698.08)	17,498.08
2500	Emergency Communications				
101-420-2500-43150	Contract Services	0.00	(6,797.50)	(6,797.50)	6,797.50
2500	Emergency Communications	0.00	(6,797.50)	(6,797.50)	6,797.50
2700	Animal Control				
101-420-2700-42030	Printed Forms	(150.00)	0.00	0.00	(150.00)
101-420-2700-43150	Contract Services	(12,600.00)	(10,913.06)	(10,913.06)	(1,686.94)
101-420-2700-44300	Miscellaneous	(100.00)	(83.46)	(83.46)	(16.54)
2700	Animal Control	(12,850.00)	(10,996.52)	(10,996.52)	(1,853.48)
420	Public Safety	(1,069,704.00)	(1,067,570.07)	(1,067,570.07)	(2,133.93)
430	Public Works				
3100	Public Works				
101-430-3100-41010	Full-time Salaries	(128,387.00)	(122,788.15)	(122,788.15)	(5,598.85)
101-430-3100-41030	Part-time Salaries	(12,573.00)	0.00	0.00	(12,573.00)
101-430-3100-41210	PERA Contributions	(9,867.00)	(8,579.42)	(8,579.42)	(1,287.58)
101-430-3100-41220	FICA Contributions	(8,740.00)	(7,269.57)	(7,269.57)	(1,470.43)
101-430-3100-41230	Medicare Contributions	(2,044.00)	(1,700.13)	(1,700.13)	(343.87)
101-430-3100-41300	Health/Dental Insurance	(36,027.00)	(36,547.00)	(36,547.00)	520.00
101-430-3100-41510	Workers Compensation	(11,500.00)	(13,980.00)	(13,980.00)	2,480.00
101-430-3100-42000	Office Supplies	(500.00)	(181.09)	(181.09)	(318.91)
101-430-3100-42120	Fuel, Oil and Fluids	0.00	0.00	0.00	0.00

Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	Expended
101-430-3100-42150	Shop Materials	(4,000.00)	(966.10)	(966.10)	(3,033.90)	24.15
101-430-3100-42210	Equipment Parts	0.00	0.00	0.00	0.00	0
101-430-3100-42230	Building Repair Supplies	(1,000.00)	(88.25)	(88.25)	(911.75)	8.82
101-430-3100-42240	Street Maintenance Materials	0.00	0.00	0.00	0.00	0
101-430-3100-42260	Sign Repair Materials	0.00	0.00	0.00	0.00	0
101-430-3100-42290	Sand/Salt	0.00	0.00	0.00	0.00	0
101-430-3100-42400	Small Tools & Minor Equipment	(3,000.00)	(1,614.71)	(1,614.71)	(1,385.29)	53.82
101-430-3100-43030	Engineering Services	0.00	(1,874.50)	(1,874.50)	1,874.50	0
101-430-3100-43150	Contract Services	(13,400.00)	(5,758.42)	(5,758.42)	(7,641.58)	42.97
101-430-3100-43210	Telephone	(7,500.00)	(8,013.24)	(8,013.24)	513.24	106.84
101-430-3100-43230	Radio	(500.00)	0.00	0.00	(500.00)	0.00
101-430-3100-43310	Mileage	(100.00)	0.00	0.00	(100.00)	0.00
101-430-3100-43630	Insurance	(15,670.00)	(14,156.37)	(14,156.37)	(1,513.63)	90.34
101-430-3100-43810	Electric Utility	(29,500.00)	(16,565.14)	(16,565.14)	(12,934.86)	56.15
101-430-3100-43840	Refuse	(1,800.00)	(2,247.57)	(2,247.57)	447.57	124.86
101-430-3100-44010	Repairs/Maint Bldg	(2,000.00)	(5,627.23)	(5,627.23)	3,627.23	281.36
101-430-3100-44040	Repairs/Maint Eqpt	(6,000.00)	(1,330.74)	(1,330.74)	(4,669.26)	22.17
101-430-3100-44170	Uniforms	(1,675.00)	(1,781.33)	(1,781.33)	106.33	106.34
101-430-3100-44300	Miscellaneous	(2,000.00)	(455.40)	(455.40)	(1,544.60)	22.77
101-430-3100-44330	Dues & Subscriptions	(150.00)	(15.00)	(15.00)	(135.00)	10.00
101-430-3100-44370	Conferences & Training	(900.00)	(950.09)	(950.09)	50.09	105.56
101-430-3100-44380	Clean-up Days	(7,500.00)	(6,705.70)	(6,705.70)	(794.30)	89.40
3100	Public Works	(306,333.00)	(259,195.15)	(259,195.15)	(47,137.85)	84.61
3120	Streets					
101-430-3120-42120	Fuel, Oil and Fluids	(32,000.00)	(27,180.44)	(27,180.44)	(4,819.56)	84.93
101-430-3120-42210	Equipment Parts	(8,500.00)	(2,147.49)	(2,147.49)	(6,352.51)	25.26
101-430-3120-42240	Street Maintenance Materials	(18,000.00)	(5,645.11)	(5,645.11)	(12,354.89)	31.36
101-430-3120-42260	Sign Repair Materials	(3,000.00)	(2,647.47)	(2,647.47)	(352.53)	88.24
101-430-3120-43150	Contract Services	(14,000.00)	(11,327.30)	(11,327.30)	(2,672.70)	80.90
101-430-3120-44040	Repairs/Maint Eqpt	(5,000.00)	(9,595.38)	(9,595.38)	4,595.38	191.90
3120	Streets	(80,500.00)	(58,543.19)	(58,543.19)	(21,956.81)	72.72
3125	Ice and Snow Removal					
101-430-3125-42250	Landscaping Materials	(1,000.00)	(483.60)	(483.60)	(516.40)	48.36
101-430-3125-42290	Sand/Salt	(50,000.00)	(100,429.79)	(100,429.79)	50,429.79	200.86
101-430-3125-43150	Contract Services	(10,000.00)	(7,110.00)	(7,110.00)	(2,890.00)	71.10
101-430-3125-44040	Repairs/Maint Eqpt	(2,500.00)	(7,809.68)	(7,809.68)	5,309.68	312.38
3125	Ice and Snow Removal	(63,500.00)	(115,833.07)	(115,833.07)	52,333.07	182.41
3160	Street Lighting					
101-430-3160-43810	Street Lighting	(24,000.00)	(23,404.97)	(23,404.97)	(595.03)	97.52
3160	Street Lighting	(24,000.00)	(23,404.97)	(23,404.97)	(595.03)	97.52
3200	Recycling					

Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	Expended
101-430-3200-42100	Recycling Supplies	(3,500.00)	(921.21)	(921.21)	(2,578.79)	26.32
101-430-3200-43090	Newsletter	(4,000.00)	(931.96)	(931.96)	(3,068.04)	23.29
101-430-3200-44300	Miscellaneous	(7,500.00)	(5,284.32)	(5,284.32)	(2,215.68)	70.45
3200	Recycling	(15,000.00)	(7,137.49)	(7,137.49)	(7,862.51)	47.58
3250	Tree Program					
101-430-3250-43150	Contract Services	(10,000.00)	(15,664.91)	(15,664.91)	5,664.91	156.64
3250	Tree Program	(10,000.00)	(15,664.91)	(15,664.91)	5,664.91	156.64
430	Public Works	(499,333.00)	(479,778.78)	(479,778.78)	(19,554.22)	96.1
450	Culture, Recreation					
5200	Parks & Recreation					
101-450-5200-41010	Full-time Salaries	(77,561.00)	(66,653.00)	(66,653.00)	(10,908.00)	85.93
101-450-5200-41030	Part-time Salaries	(30,551.00)	(20,558.62)	(20,558.62)	(9,992.38)	67.29
101-450-5200-41210	PERA Contributions	(7,568.00)	(5,607.79)	(5,607.79)	(1,960.21)	74.09
101-450-5200-41220	FICA Contributions	(6,703.00)	(5,272.85)	(5,272.85)	(1,430.15)	78.66
101-450-5200-41230	Medicare Contributions	(1,568.00)	(1,233.18)	(1,233.18)	(334.82)	78.64
101-450-5200-41300	Health/Dental Insurance	(14,044.00)	(14,030.38)	(14,030.38)	(13.62)	99.90
101-450-5200-41420	Unemployment Benefits	(1,642.00)	0.00	0.00	(1,642.00)	0.00
101-450-5200-41510	Workers Compensation	(6,703.00)	(7,551.00)	(7,551.00)	848.00	112.65
101-450-5200-42000	Office Supplies	(300.00)	0.00	0.00	(300.00)	0.00
101-450-5200-42120	Fuel, Oil and Fluids	(3,000.00)	0.00	0.00	(3,000.00)	0.00
101-450-5200-42150	Shop Materials	(750.00)	(177.35)	(177.35)	(572.65)	23.64
101-450-5200-42160	Chemicals	(1,000.00)	(224.44)	(224.44)	(775.56)	22.44
101-450-5200-42210	Equipment Parts	(2,500.00)	(1,806.79)	(1,806.79)	(693.21)	72.27
101-450-5200-42230	Building Repair Supplies	(500.00)	(261.62)	(261.62)	(238.38)	52.32
101-450-5200-42250	Landscaping Materials	(3,500.00)	(2,994.79)	(2,994.79)	(505.21)	85.56
101-450-5200-42400	Small Tools & Minor Equipment	(1,000.00)	(465.97)	(465.97)	(534.03)	46.1
101-450-5200-43210	Telephone	(650.00)	(438.42)	(438.42)	(211.58)	67.44
101-450-5200-43310	Mileage	(200.00)	0.00	0.00	(200.00)	0.00
101-450-5200-43630	Insurance	(5,500.00)	(4,968.73)	(4,968.73)	(531.27)	90.34
101-450-5200-43810	Electric Utility	(10,164.00)	(9,361.96)	(9,361.96)	(802.04)	92.10
101-450-5200-43840	Refuse	(2,500.00)	(2,187.57)	(2,187.57)	(312.43)	87.50
101-450-5200-44010	Repairs/Maint Bldg	(700.00)	0.00	0.00	(700.00)	0.00
101-450-5200-44030	Repairs/Maint Imp Not Bldgs	(4,000.00)	(9,358.57)	(9,358.57)	5,358.57	233.96
101-450-5200-44040	Repairs/Maint Eqpt	(2,000.00)	(118.63)	(118.63)	(1,881.37)	5.93
101-450-5200-44120	Rentals - Buildings	(5,000.00)	(4,551.29)	(4,551.29)	(448.71)	91.02
101-450-5200-44300	Miscellaneous	(1,500.00)	(154.00)	(154.00)	(1,346.00)	10.26
5200	Parks & Recreation	(191,104.00)	(157,976.95)	(157,976.95)	(33,127.05)	82.66

Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	Expended
450	Culture, Recreation	(191,104.00)	(157,976.95)	(157,976.95)	(33,127.05)	(191,104.00) 82.66
493	Other Financing Uses					
9360	Transfers Out	(118,850.00)	(126,850.00)	(126,850.00)	8,000.00	(118,850.00) 106.73
101-493-9360-47200	Transfers Out	(118,850.00)	(126,850.00)	(126,850.00)	8,000.00	(118,850.00) 106.73
9360	Transfers Out					
493	Other Financing Uses	(118,850.00)	(126,850.00)	(126,850.00)	8,000.00	(118,850.00) 106.73
	Expense	(2,849,011.00)	(2,758,426.40)	(2,758,426.40)	(90,584.60)	(2,849,011.00) 96.82
101	General Fund	0.00	161,212.95	161,212.95	(161,212.95)	0.00 0
	Revenue Total:	2,849,011.00	2,919,639.35	2,919,639.35	(70,628.35)	2,849,011.00 102.47
	Expense Total:	(2,849,011.00)	(2,758,426.40)	(2,758,426.40)	(90,584.60)	(2,849,011.00) 96.82
	Report Totals:	0.00	161,212.95	161,212.95	(161,212.95)	0.00 0.00
	Interest					
	Interest Village Loan				\$ 10,000	
	Medical Ins. Acct 21706 Corr.				\$ 40,000*	
	Additional Payable				\$ 20,000	
					(\$ 5,000)	
					\$226,212.95	

* Will increase internal loan from General Fund to Village Fund

Possible 2011 Opportunity Budget Items

General Fund Reserves	Utility Fund Transfer – Water, Waste Water or Storm Water
Capital Improvement Fund (unspecified)	Participation in Regional Economic Development Partnership (Itasca Group)
Software Upgrade – Finance Department	Software Upgrade – Planning Department
Software Purchase – Constituent Issues Tracking (or w/ Planning Department)	Paid Internship for Planning Department
Paid Intern for City Hall/Clerk (Laser Fiche)	Outside Support for Planning Efforts
Funding of Employee Bonus Program	Software for Public Works Department for Tracking Municipal Signs & Assets
Other Specific Capital Items:	Other Specific Operating Items:



BUDGET ADJUSTMENT - 2010

DATE: April 5th, 2011

ACTIVITY # 2011-003

DESCRIPTION: 2011 Participation in Regional Economic Development Partnership

TYPE OF ACTIVITY:



TRANSFER OF FUNDS

FROM ACCOUNT # 101-000-0000-10100 AMOUNT: \$ 5,000

TO ACCOUNT # 101-410-1110-44380 AMOUNT: \$ 5,000

PURPOSE: 2011 Participation in Regional Economic Development Partnership



BUDGET ADJUSTMENT/DESIGNATION

FROM ACCOUNT # _____ AMOUNT: \$ _____

PURPOSE: _____

DESIGNATION/NEW ACCOUNT# _____



OTHER

FROM ACCOUNT # _____ AMOUNT: _____

PURPOSE: _____

City
Approval:

Honorable Dean Johnston, Mayor
(on Behalf of City Council)

Bruce Messelt, Administrator
(Attest)



MAYOR & COUNCIL COMMUNICATION

DATE: 4/05/2011

REGULAR

ITEM #: 12

MOTION

AGENDA ITEM: Consideration of Amending Water Rates on Large Commercial Customers

SUBMITTED BY: Tom Bouthilett, Finance Director

THROUGH: Bruce A Messelt, City Administrator *BAM*

REVIEWED BY: Dave Snyder, City Attorney

SUMMARY AND ACTION REQUESTED: It is respectfully requested that the City Council affirmatively consider directing City staff to further evaluate and prepare for Council review possible changes to the City's Water rate structure to address identified concerns with respect to large Commercial water users. The suggested motion is as follows:

SUGGESTED MOTION: *"Move to direct City staff to further evaluate and prepare for Council review possible changes to the City's Water rate structure to address identified concerns with respect to large Commercial water users."*

STAFF REPORT: The City's adopted Water Conservation Rates have been in place for approximately 1 year. Recently, some large commercial water users have reported significant increases in water bills, potentially despite increased conservation efforts. Attached for Council review is a preliminary comparison of pre- and post- conservation rate bills for the month of September (2009 versus 2010). City

City and utility staff would like Council direction to further investigate this classification of water user and determine if a disproportionate impact has been placed on these water users. In particular, the following steps are recommended:

- Evaluation of large commercial water users by amount of water utilized and across a longer timeframe;
- Survey of comparable water systems (but not necessarily limited to neighboring water systems) as to rate structures and any distinct commercial rate structures;
- Analysis of domestic water use versus irrigation use on identified disparities;

- Discussion with the State of Minnesota with respect to water conservation requirements on large commercial water users; and
- Preparation for Council consideration of any proposed Ordinance changes or alternatives to the current water rate structure for large commercial water customers.

RECOMMENDATION: It is respectfully requested that the City Council affirmatively consider directing City staff to further evaluate and prepare for Council review possible changes to the City's Water rate structure to address identified concerns with respect to large Commercial water users. The suggested motion is as follows:

"Move to direct City staff to further evaluate and prepare for Council review possible changes to the City's Water rate structure to address identified concerns with respect to large Commercial water users."

Alternatively, the City Council does have the authority to table this item for future consideration, or further discuss, deliberate and/or, if appropriate, amend the recommended motion or resolution prior to taking action. If the latter is undertaken, the suggested motion would be as follows:

"Move to direct City staff to further evaluate and prepare for Council review possible changes to the City's Water rate structure to address identified concerns with respect to large Commercial water users [as agreed upon at tonight's meeting]."

ATTACHMENTS: Commercial Water Conservation Rate Impact Assessment

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

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

City of Lake Elmo

Water Comparison 2009 / 2010

	Sep-09 Domestic	Sep-09 Irrigation	Amount Billed	Sep-10 Domestic	Sep-10 Irrigation	Amount Billed	\$/1000 gals	Sep-10	Amount Billed	\$/1000 gals	% Change
Iret Properties	318,000	277,000	\$1,894.50	358,000	220,000	\$ 3,396.50	3.18		\$ 3,396.50	5.88	85%
CC Terraminnesa	4,000	400,000	\$1,302.40	6,000	383,000	\$ 2,352.55	3.22		\$ 2,352.55	6.05	88%
Crossroad Collision	39,120		\$146.27	59,060		\$ 237.14	3.74		\$ 237.14	4.02	7%
Equity Comm. Management	32,000	325,000	\$1,156.70	33,000	131,700	\$ 805.65	3.24		\$ 805.65	4.89	51%
Machine Shed	509,800		\$1,605.38	464,900		\$ 2,841.60	3.15		\$ 2,841.60	6.11	94%
Wildwood Lodge	887,400	425,624	\$4,120.37	887,400	383,061	\$ 7,897.50	3.14		\$ 7,897.50	6.22	98%
North Marq	33,000	967,000	\$3,150.00	38,000	529,000	\$ 3,406.60	3.15		\$ 3,406.60	6.01	91%
North Marq	26,279	487,166	\$1,641.67	39,479	287,526	\$ 1,842.49	3.20		\$ 1,842.49	5.63	76%
Jill Moes	23,000		\$121.30	37,000	583,000	\$ 3,753.90	5.27		\$ 3,753.90	6.05	15%
North Marq		1,031,000	\$4,206.48		867,000	\$ 3,771.45	4.08		\$ 3,771.45	4.35	7%
Bremer Banl	192,000	1,849,000	\$6,377.10	204,000	954,000	\$ 7,166.50	3.12		\$ 7,166.50	6.19	98%
Rasmussen College	33,000	1,159,000	\$3,745.20	43,000	432,000	\$ 2,794.60	3.14		\$ 2,794.60	5.88	87%
Lee-Casey Farmers Insurance	2,000		\$31.20	2,000		\$ 31.10	15.60		\$ 31.10	15.55	0%
Dan Getsch	1,000		\$28.10	2,000		\$ 31.10	28.10		\$ 31.10	15.55	-45%
Legacy Asset Properties	2,000		\$31.20	1,000		\$ 28.05	15.60		\$ 28.05	28.05	80%
Prestige Planning	4,000		\$37.40	4,000		\$ 37.20	9.35		\$ 37.20	9.30	-1%
Darrel & Robin Giguere	3,000		\$34.30	5,000		\$ 40.25	11.43		\$ 40.25	8.05	-30%
River City Holding	6,000		\$43.60	4,000		\$ 37.20	7.27		\$ 37.20	9.30	28%
De Ber & Associates	8,000		\$49.80	8,000		\$ 49.40	6.23		\$ 49.40	6.18	-1%
Paul Yang	2,000		\$31.20	3,000		\$ 34.15	15.60		\$ 34.15	11.38	-27%
Reding & Pilney	7,360		\$47.82	6,000		\$ 43.30	6.50		\$ 43.30	7.22	11%
Steven Hancock	2,000		\$31.20	4,000		\$ 37.20	15.60		\$ 37.20	9.30	-40%
Bachman Clinic Property	17,000		\$77.70	18,000		\$ 80.35	4.57		\$ 80.35	4.46	-2%
JDZ Black	6,000		\$43.60	6,000		\$ 43.30	7.27		\$ 43.30	7.22	-1%
JDZ Black	15,000		\$71.50	4,000		\$ 37.20	4.77		\$ 37.20	9.30	95%
River City Bldg Management	2,000		\$31.20	31,000		\$ 122.45	15.60		\$ 122.45	3.95	-75%
S.A. Miller	11,071		\$59.32	11,071		\$ 58.77	5.36		\$ 58.77	5.31	-1%
North Marq	3,000		\$34.30	3,000		\$ 34.15	11.43		\$ 34.15	11.38	0%
North Marq		377,000	\$1,193.70		290,000	\$ 1,704.75	3.17		\$ 1,704.75	5.88	86%
North Marq		211,000	\$679.10		209,645	\$ 1,182.44	3.22		\$ 1,182.44	5.64	75%

(Old Village - Below)

Cedar Pet Clinic	13290	\$66.20	\$	4.98	13580	\$	66.42	\$	4.89	-2%	
R & R Industries	22040	\$93.32	\$	4.23	8163	\$	49.90	\$	6.11	44%	
Gerbitz	7000	\$46.70	\$	6.67	7000	\$	46.35	\$	6.62	-1%	
Richard Kosman	1900	\$30.89	\$	16.26							
Dennis Lacroix	55000	\$195.50	\$	3.55	56000	\$	222.15	\$	3.97	12%	
Lake Elmo Repair	10450	\$57.40	\$	5.49							
Fury Motors	44300	\$162.33	\$	3.66	88300	\$	361.20	\$	4.09	12%	
Lake Elmo Oil	15589	\$73.33	\$	4.70	9650	\$	54.43	\$	5.64	20%	
Gorman's	64150	\$223.89	\$	3.49	33901	\$	133.18	\$	3.93	13%	
Telemerty & Process Control	14329	\$69.42	\$	4.84	8055	\$	49.57	\$	6.15	27%	
Lake Elmo Inn	154000	\$502.40	\$	3.26	174000	\$	950.75	\$	5.46	67%	
Trimo	5700	\$42.67	\$	7.49	5780	\$	42.63	\$	7.38	-1%	
Telemerty & Process Control	17000	\$77.70	\$	4.57	17000	\$	77.15	\$	4.54	-1%	
St. Croix Sensory	3000	\$34.30	\$	11.43	9000	\$	52.45	\$	5.83	-49%	
Knowlan Investments	6000	\$43.60	\$	7.27	4000	\$	37.20	\$	9.30	28%	
Lake Elmo Barber	4000	\$37.40	\$	9.35	4000	\$	37.20	\$	9.30	-1%	
Wango Tango	34200	\$131.02	\$	3.83	30780	\$	121.64	\$	3.95	3%	
Fineline Architecture	2000	\$31.20	\$	15.60							
JP Homes	20000	\$87.00	\$	4.35	16000	\$	73.95	\$	4.62	6%	
Lake Elmo Inn	250823	\$802.55	\$	3.20	260226	\$	1,511.22	\$	5.81	81%	
Lake Elmo Elementary	70500	\$243.55	\$	3.45	63450	\$	258.66	\$	4.08	18%	
Christ Lutheran Church	111000	\$369.10	\$	3.33	172000	\$	937.75	\$	5.45	64%	
Brookfield II	12630	\$64.15	\$	5.08	9850	\$	55.04	\$	5.59	10%	
Hagstom Properties	10000	\$56.00	\$	5.60	13759	\$	66.97	\$	4.87	-13%	
Wood Pro	8980	\$52.84	\$	5.88	8082	\$	49.65	\$	6.14	4%	
Lake Elmo Bank	378800	\$1,199.28	\$	3.17	197800	\$	1,105.45	\$	5.59	77%	
J.P. Bush	8000	\$49.80	\$	6.23	2000	\$	31.10	\$	15.55	150%	
Browning & Wolf	87000	\$294.70	\$	3.39	51000	\$	197.65	\$	3.88	14%	
Lawson Marshall & Mcdonald	13930	\$756.58	\$	3.32	12537	287000	\$	1,748.49	\$	5.84	76%
Hagberg Market	48000	\$173.80	\$	3.62	42000	\$	163.15	\$	3.88	7%	
Village Hair Care	11025	\$59.18	\$	5.37	9922	\$	55.26	\$	5.57	4%	

Retail Construction	48000	\$173.80	\$	3.62	86000	\$	378.75	\$	4.40	22%
Browning & Wolf	197000	\$635.70	\$	3.23	192000	\$	1,067.75	\$	5.56	72%
Twin Gables	204000	\$657.40	\$	3.22	125000	\$	632.25	\$	5.06	57%
Feuerhelm Langer	14000	\$68.40	\$	4.89	13000	\$	64.65	\$	4.97	2%
Prairie Ridge LLC	4000	\$37.40	\$	9.35	2000	\$	31.10	\$	15.55	66%
Conservative Congregational	3000	\$34.30	\$	11.43	3000	\$	34.15	\$	11.38	0%
DPR Services	1000	\$28.10	\$	28.10	1000	\$	28.05	\$	28.05	0%
Prairie Ridge LLC	2000	\$31.20	\$	15.60	2000	\$	31.10	\$	15.55	0%
Keats Group	1000	\$28.10	\$	28.10	2000	\$	31.10	\$	15.55	-45%
Blanney Ledin	1000	\$28.10	\$	28.10	2000	\$	31.10	\$	15.55	-45%
Tachney Roofing & Siding	2000	\$31.20	\$	15.60	3000	\$	34.15	\$	11.38	-27%
Grabowski DDS	3000	\$34.30	\$	11.43	3000	\$	34.15	\$	11.38	0%
JPG & Associates	1000	\$28.10	\$	28.10	3000	\$	34.15	\$	11.38	-59%
Hilpisch Chiropractic	2000	\$31.20	\$	15.60	2000	\$	31.10	\$	15.55	0%
Total	4,176,666	7,722,790	\$	3.36	4,048,745	\$	54,918.95	\$	5.72	70%