

City of Lake Elmo
3800 Laverne avenue North

April 19, 2011

7:00 p.m.

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ATTENDANCE: Johnston _____ Pearson _____ Emmons _____ Park _____ Smith
- D. APPROVAL OF AGENDA: (The approved agenda is the order in which the City Council will do 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 the March 8, 2011 City Council Minutes. (Requested verbatim minutes attached)
 - 2. Accept the April 5, 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. Consider Approval for Intoxicating Liquor License of Tartan Park Restaurant
 - 5. Authorize Contracting for Professional Services for Organizational- and Personnel-Related Matters
 - 6. Approve Agreement for the Transfer of DeMontreville Trail to Lake Elmo

J. REGULAR AGENDA:

7. Approve MnDOT Landscape Agreement; Resolution No. 2011-017
8. Authorization to Purchase Landscape Material for MnDOT Landscape Partnership Program Planting
9. 2011 Street and Water Quality Improvements; Accept Bids and Award Contract; Resolution No. 2011-016
10. Zoning Text Amendment: Consideration of Ordinance No. 08-042 to allow a Park and Ride as a Conditional use Permit in the HD-RR-LB District
11. Approval of Sign Maintenance Software and Computer Purchase
12. Discussion Regarding Planning Department Intern

K. REPORTS AND ANNOUNCEMENTS:

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

- Mayor and City Council
- City Administrator – Update on Lake Elmo Library
- City Engineer
- City Attorney
- City Finance Director
- City Planning Director
- City Clerk: Lake Elmo Board of Review, Wednesday, April 27th, 5-7 p.m.

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. 2011-07B 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. 2011-07A 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

March 8, 2011 City Council Minutes 3hrs. 21 minutes

Mayor Johnston: We have received input from other attorneys that say we should be doing this without challenges. Who wrote the second opinion, Bruce.

Administrator Messelt: It was Tim Keane, Malkerson, Gunn, Martin, LLP

Council Member Smith: Where is the opinion? Why isn't the Council privy to that?

Mayor Johnston: Let me answer the question so I only have to repeat it once.

We have not seen a written opinion from our attorney. When the opinion came I was surprised it was addressed to me. I immediately forwarded the second opinion to our attorney. I think it's reasonable that if we were to look at the opinion, we look at both or neither so I forwarded it to our attorney. I don't think it would be time well spent for us to start debating legal issues when they simply – one said it works and the other one said there are concerns.

Council Member Smith: But I don't think you should introduce that in a conversation that there are attorneys saying this is o'k if you are not willing to present that. Don't get into a debate tonight, you then should not use in an argument, respectfully.

Mayor Johnston: I disagree completely. We are not skilled judges of legal issues. I think we should look to our attorney and am perfectly willing to listen to his input but cannot look at one opinion without looking into the other.

Attorney Snyder: Mr. Mayor as a followup to your comments

Reasonable people, reasonable attorneys, who may not be people or reasonable, can differ on that issue. I recognize that there is a difference in opinions. Council has identified other issues of interest and probably worth focusing on all the issues are addressed both those identified by myself or yourself

Mayor Johnston: Can Option B be defendable?

Attorney Snyder: It can be defended. Recommend that a painless and elegant alternative to buying the property, eliminate SAC and WAC Fees, provided there is public use sufficient to allow to why we eliminate SAC and WAC.

There is a statute that allows the school district and city to own property. The City and school district can lease property, but the lease cannot exceed 30 years. A number of issues that a prospect of a lease creates can be easily eliminated.

The statute states the city has the authority to purchase property for another taxing entity, as proposed. Then if you operate Parks & Rec and the School District operates Park & Rec, then the City can purchase land subject to a number of conditions:

Limitations lease term not more than 30 years

Limitations include providing for City use of facilities

There is also a specific statute that I did look at, to purchase for the purpose of another taxing entity. Ties it up to 99 years and have the ability to review calendaring in exchange, therefore, I think it is doubtful. Thus I made the recommendation.

Mayor Johnston: Does the other I opinion specifically state the City has the authority to enter into the agreement?

Attorney Snyder: It does. I refer back to State statute.. No support. If you have an opinion then you have an opinion. So you can look at that opinion and rely on the opinion if something goes wrong. Be responsible. That's the reality. That is why I made the recommendation I did.

This excerpt from the March 8th minutes is not complete.

City of Lake Elmo
City Council Minutes

April 5, 2011

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

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

Also Present: Administrator Messelt, Attorney Snyder City Engineer Griffin, Planner Klatt, Joe Rigdon, KDV; Finance Director Bouthilet and City Clerk Lumby

APPROVAL OF AGENDA:

MOTION: Council Member Smith moved to approve the April 5, 2011 Council agenda, as amended. Removed Item #3 and #7 from the Consent Agenda for discussion and table #9 until there is a full Council in attendance. Council Member Pearson seconded the motion. The motion passed 4-0.

ACCEPTED MINUTES:

1. The March 15, 2011 City Council minutes were accepted by consensus of the Council.
2. The March 8, 2011 City Council minutes: Mayor Johnston requested the following sentence to be added: "The City Attorney referred to a second legal opinion that he had in his possession, however he did not provide copies to the Council". Discussion ensued.

MOTION: Council Member Smith moved to table the March 8, 2011 City Council Minutes until Council Member Park is in attendance and request verbatim clarification. Council Member Pearson seconded the motion. The motion passed 3-1 (Mayor Johnston voted against the motion).

PUBLIC COMMENTS/INQUIRIES:

Sara Halverson introduced herself as the new sergeant liaison between the Sheriff's Office and the City of Lake Elmo. Sara has taken over for Kyle Scheneck.

CONSENT AGENDA:

MOTION: Council Member Smith moved to approve Items 4, 5 and 6 on the Consent Agenda. Council Member Pearson seconded the motion. The motion passed 4-0.

- Approve Resolution No. 2011-012 Authorizing City Funds Be Set Aside For The State Matching Grant For Water System Improvements
- Approve Resolution No. 2011-013 Authorizing City Funds Be Set Aside For The State Matching Grant For Wastewater System Improvements
- Approve Resolution No. 2011-014 Approving the Plans and Specifications and Ordering Advertisement For Bids For The 2011 Seal Coat Project

Approve disbursements and payroll

Council Member Smith asked and received clarification on several claims.

MOTION: Council Member Smith moved to approve disbursements and payroll in the amount of \$118,372.15. Council Member Pearson seconded the motion. The motion passed 4-0.

Direct 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; Ordinance No. 08-041

The City Council was asked to 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.

Council Member Smith favored the staggering option so residents could be prepared for the increase to a higher rate.

MOTION: Council Member Pearson moved to adopt Ordinance No. 08-041, Water Management Utility Ordinance and the Calculation of the Utility Factor for Parcels Classified as Agriculture. Council Member Emmons seconded the motion. The motion passed 4-0.

REGULAR AGENDA:

Lake Elmo Fire Department Personnel Actions
Promotion from Probationary Firefighter to Firefighter:

Fire Chief Malmquist requested the Council to promote Amanda Haire from Probationary Firefighter to Firefighter.

MOTION: Council Member Emmons moved to promote Amanda Haire from Probationary Firefighter to Firefighter. Council Member Pearson seconded the motion. The motion passed 4-0

Officer Promotions

Fire Chief Malmquist requested the City Council consider promotions to fill the two vacant positions of Safety Officers; one for each Fire Station, as recommended by the Personnel Subcommittee. The Budgetary impact of such a decision is \$540 for the remainder of FY 2011 and, at current remuneration of \$59.21 per month, or \$710.52 per annum.

MOTION: Council Member Smith moved to approve the promotion of Brian Hauser and Nick Witter to Safety Officers. Council Member Emmons seconded the motion. The motion passed 4-0.

Filling of Vacant Administrative Fire Fighter/Assistant Position:

Fire Chief Malmquist requested the Council fill the vacant Fire Fighter/Administrative Assistant position at a proposed wage of \$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.

MOTION: Council Member Smith moved to approve Advertizing and solicitations of applications for the position of Firefighter/Administrative Assistant Position. Mayor Johnston seconded the motion. The motion passed 3-1 (Council Member Pearson voted against).

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

MOTION: Council Member Smith moved to table this agenda item until the April 19th Council Meeting or when there is a full Council in attendance. Council Member Emmons seconded the motion. The motion passed 3-1 (Mayor Johnston voting against).

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

The City Council was asked 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. At Council direction, this Sanitary Lift Station is to be located on City owned property just north of 30th Street and east of Reid Park. 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 force main, gravity sewer and water main utility pipelines.

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

provision of the easements be postpone until after 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 Association property. Per the terms of the agreement, the value consideration to be provided for the easements will be determined at some point in time after the project has been constructed.

MOTION: Council Member Pearson moved 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. Council Member Emmons seconded the motion. The motion passed 4-0.

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

Joe Rigdon, KDV, provided a summary of the now-closed 2010 General Fund (unaudited) Budget. The Council questioned some of the findings identified in the budget. Joe will have time to answer any questions from the Council.

The Council considered the following:

MOTION: Council Member Pearson moved to approve the proposed \$5,000 Budget Adjustment to allow for Lake Elmo's participation in the newly formed Regional Economic Development Partnership. Council Member Smith seconded the motion. The motion passed 4-0.

MOTION: Council Member Smith moved to recommend that the Maintenance Advisory Committee, with the assistance of City staff and outside financial advisors, if needed, review the overall vehicle replacement/assessment program for the City and prepare a report for the Council with respect o funding options, to include annual City budgeting for vehicle replacement and or payments toward vehicles to be purchased via financing or leasing. Council Member Pearson seconded the motion. The motion passed 4-0.

The Personnel Subcommittee recommended a compensation class evaluation and the potential of a 1% employee bonus, based upon 2011 performance reviews in the Fall.

The Council requested discussion at the April 12th Council workshop on the proposed purchase of software for Public Works for inventory and maintenance of all municipal street signs and the proposed purchase of software by Planning (Building Codes and Code Enforcement) & Administration to track and manage citizen-staff-Council originated issues requiring follow-up or response.

Consideration of Amending Water Rates on Larger Commercial Customers

The City Council was asked to consider directing City Staff to further escalate and prepare for Council review possible changes to the City's Water rate structure to address

identified concerns with respect to large Commercial 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 for domestic water use versus irrigation use on identified disparities;
- Discussion with the State 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 larger commercial water customers.

Moe French, manager of the Wildwood Lodge on Hudson Boulevard brought the issue to the Council's attention after seeing a near-twofold increase in the hotel's water bill. She asked the Council to recognize that Wildwood Lodge is the only hotel in the City and is being penalized for being the kind of business they are.

MOTION: Council Member Pearson moved 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. Mayor Johnston seconded the motion. The motion passed 4-0.

City Council Reports:

Council Member Emmons, who serves on the Personnel Committee, asked the Council if they were interested in holding a workshop or invite a facilitator to discuss communication issues between senior staff and City Council, as well as to set defined roles for the subcommittees.

MOTION: Council Member Emmons moved to schedule a workshop on April 26th dedicated to discussion of internal issues and define subcommittee roles. Mayor Johnston seconded the motion. The motion passed 4-0.

The Council adjourned the meeting at 9:40 p.m.

Respectfully submitted by Sharon Lumby, City Clerk



MAYOR & COUNCIL COMMUNICATION

DATE: 04/19/2011
CONSENT
ITEM #: 2
MOTION *as part of Consent Agenda*

AGENDA ITEM: Approve Disbursements in the Amount of \$ 158,774.90

SUBMITTED BY: Tom Bouthilet, Finance Director

THROUGH: Bruce Messelt, City Administrator *BAM*

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 \$158,774.90 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	\$ 6,570.34	Payroll Taxes to IRS 04/07/2011
ACH	\$ 1,212.83	Payroll Taxes to MN Dept. of Revenue 04/07/2011
ACH	\$ 3,883.39	Payroll Retirement to PERA 04/07/2011
DD3315 – DD3329	\$ 20,986.04	Payroll Dated 04/07/2011 (Direct Deposit)
36951 – 36953	\$ 2,835.77	Payroll Dated 04/07/2011
36954– 37000	\$ 123,286.53	Accounts Payable Dated 04/19/2011
TOTAL	\$ 158,774.90	

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 \$158,774.90

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 19th, 2011, Disbursements as
Presented *[and modified]* herein.”**

ATTACHMENTS:

1. Accounts Payable Dated 04/19/2011

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: joan z

Printed: 04/14/2011 - 2:35 PM

Batch: 002-04-2011

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ANCOM ANCOM COMMUNICATIONS, INC.										
21423	03/24/2011	31.10	0.00	04/19/2011	Pager parts		-	No		0000
101-420-2220-43230	Radio	31.10								
21423 Total:		31.10								
ANCOM Total:		31.10								
ARAM Aramark, Inc.										
629-7212857	03/31/2011	21.29	0.00	04/19/2011	Uniforms		-	No		0000
101-430-3100-44170	Uniforms	21.29								
629-7212857 Total:		21.29								
629-7217670	04/07/2011	21.29	0.00	04/19/2011	Uniforms		-	No		0000
101-430-3100-44170	Uniforms	21.29								
629-7217670 Total:		21.29								
629-7219474	04/11/2011	115.38	0.00	04/19/2011	City Hall Linen		-	No		0000
101-410-1940-44010	Repairs/Maint Contractual Bldg	115.38								
629-7219474 Total:		115.38								
ARAM Total:		157.96								
ASPENMI Aspen Mills, Inc.										
107004	03/31/2011	112.40	0.00	04/19/2011	Uniform items-Amanda Haire		-	No		0000
101-420-2220-44170	Uniforms	69.50								
107004	03/31/2011	69.50	0.00	04/19/2011	Response gear, Amanda Haire		-	No		0000
101-420-2220-45800	Equipment	181.90								
107004 Total:		181.90								
ASPENMI Total:		181.90								
Beebe Beebe Construction										
CHK Req	04/07/2011	2,000.00	0.00	04/19/2011	Escrow Return 3548 Kelvin Ct N Perm		-	No		0000
803-000-0000-22900	Deposits Payable	2,000.00			7115					
CHK Req Total:		2,000.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Beebe Total:		2,000.00								
C&J CONS C & J Consulting Services, LLP										
03-2011	04/08/2011	3,375.00	0.00	04/19/2011	Monthly Accounting Services - March		-		No	0000
101-410-1520-43150	Contract Services	3,375.00								
03-2011 Total:		3,375.00								
C&J CONS Total:		3,375.00								
CARQUEST Car Quest Auto Parts										
2055-217931	04/01/2011	20.94	0.00	04/19/2011	Filters		-		No	0000
101-430-3120-42210	Equipment Parts									
2055-217931	04/01/2011	39.93	0.00	04/19/2011	Oil		-		No	0000
101-430-3120-42120	Fuel, Oil and Fluids									
2055-217931 Total:		60.87								
2055217025	03/21/2011	11.83	0.00	04/19/2011	Door Handle		-		No	0000
101-430-3120-42210	Equipment Parts									
2055217025 Total:		11.83								
CARQUEST Total:		72.70								
COMCAST COMCAST										
101-420-2220-44300	04/11/2011	7.90	0.00	04/19/2011	Monthly Service		-		No	0000
Miscellaneous		7.90								
Total:		7.90								
COMCAST Total:		7.90								
COMPENSA Compensation Consultants, Ltd										
April	03/30/2011	40.00	0.00	04/19/2011	Monthly Admin fee April 2011		-		No	0000
101-410-1320-44300	Miscellaneous									
April Total:		40.00								
COMPENSA Total:		40.00								
CITYBLOOM City of Bloomington										
March 2011	03/31/2011	40.00	0.00	04/19/2011	Lab Bacteria tests		-		No	0000
601-494-9400-42270	Utility System Maintenance									
March 2011 Total:		40.00								
CITYBLOOM Total:		40.00								
CTYOAKDA City of Oakdale										
10000460-01	03/14/2011	3,181.13	0.00	04/19/2011	Water Service-194		-		No	0000
601-494-9400-43820	Water Utility									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	POLine #
<hr/>											
	10000460-01 Total:	3,181.13									
	CTYOAKDA Total:	3,181.13									
<hr/>											
CTYROSEV City of Roseville											
0214544	04/04/2011	1,551.58	0.00	04/19/2011	Monthly IT Services April 2011		-		No		0000
101-410-1450-43180	Information Technology/Web										
	0214544 Total:	1,551.58									
	CTYROSEV Total:	1,551.58									
<hr/>											
ECKBERG Eckberg Lamers Briggs Wolff											
03-2011	03/31/2011	3,997.67	0.00	04/19/2011	Legal Services Prosecution-March 2011		-		No		0000
101-420-2150-43045	Attorney Criminal										
	03-2011 Total:	3,997.67									
110805	03/30/2011	7,534.53	0.00	04/19/2011	Legal Services - Civil		-		No		0000
101-410-1320-43040	Legal Services										
	110805 Total:	7,534.53									
	ECKBERG Total:	11,532.20									
<hr/>											
ECN Networks, Inc. Emergency Communica											
814	03/28/2011	5,250.00	0.00	04/19/2011	Code Red Services		-		No		0000
101-420-2500-43150	Contract Services										
	814 Total:	5,250.00									
	ECN Total:	5,250.00									
<hr/>											
EMMONS A Emmons Alex											
	04/11/2011	55.00	0.00	04/19/2011	Cables Live Meeting-P2 Mtg-4/11/11		-		No		0000
101-410-1450-43620	Cable Operations										
	04/05/2011	55.00	0.00	04/19/2011	Cabled Live Meeting-cc-4/5/11		-		No		0000
101-410-1450-43620	Cable Operations										
	Total:	110.00									
	EMMONS A Total:	110.00									
<hr/>											
ENVENTIS ENVENTIS											
737500	04/01/2011	452.41	0.00	04/19/2011	Telephone/Data Service-Public Works 4.11		-		No		0000
101-430-3100-43210	Telephone										
	737500 Total:	452.41									
738507	04/01/2011	561.16	0.00	04/19/2011	Telephone/Data Service-City Hall-04.11		-		No		0000
101-410-1940-43210	Telephone										
	738507 Total:	561.16									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ENVENTIS Total:		1,013.57								
FASTENAL Fastenal										
MNT1125494	03/31/2011	132.41	0.00	04/19/2011	Hardware		-	No		0000
101-430-3100-44040	Repairs/Maint Eqpt									
MNT1125494 Total:		132.41								
FASTENAL Total:		132.41								
FERGUSON Ferguson Waterworks										
S01296664.001	03/28/2011	2,640.61	0.00	04/19/2011	Meters and meter repair		-	No		0000
601-494-9400-42300	Water Meters & Supplies									
S01296664.001 Total:		2,640.61								
FERGUSON Total:		2,640.61								
GOPHER Gopher State One-Call										
10013	04/01/2011	43.60	0.00	04/19/2011	Line Locates - March 2011		-	No		0000
101-430-3100-43150	Contract Services									
10013 Total:		43.60								
GOPHER Total:		43.60								
HAGBERGS Hagbergs Country Market										
432639	04/01/2011	14.46	0.00	04/19/2011	Snack for Critical Incident Stress Debr		-	No		0000
101-420-2220-44300	Miscellaneous									
432639 Total:		14.46								
HAGBERGS Total:		14.46								
Hewlett Hewlett Packard										
49126367	03/11/2011	179.00	0.00	04/19/2011	Printer		-	No		0000
101-410-1320-42000	Office Supplies									
49126367 Total:		179.00								
Hewlett Total:		179.00								
INTERSTA Interstate All Battery Chr										
39397	04/04/2011	420.30	0.00	04/19/2011	Replace 4 batteries in T1		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt									
39397 Total:		420.30								
INTERSTA Total:		420.30								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
KLATT Klati Kyle	03/30/2011	270.00	0.00	04/19/2011	Health Savings Reimbursement	-	-	No		0000
101-000-0000-21710 Health HSA	Total:	270.00								
KLATT Total:		270.00								
LARSON LARSON DIESEL SERVICE, Corp										
11030404 03/04/2011		4,676.45	0.00	04/19/2011	Rear End Repair 98-2	-	-	No		0000
101-430-3120-44040 Repairs/Maint Eqpt	11030404 Total:	4,676.45								
LARSON Total:		4,676.45								
LEOIL Lake Elmo Oil, Inc.										
04/11/2011		217.79	0.00	04/19/2011	Fuel	-	-	No		0000
101-420-2220-42120 Fuel, Oil and Fluids	Total:	217.79								
11733-35 03/31/2011		6,126.72	0.00	04/19/2011	Fuel	-	-	No		0000
101-430-3120-42120 Fuel, Oil and Fluids	11733-35 Total:	6,126.72								
LEOIL Total:		6,344.51								
Lillie Newspapers Inc. Lillie Suburban										
03.31.2011 04/11/2011		257.30	0.00	04/19/2011	March Publications	-	-	No		0000
101-410-1320-43510 Legal Publishing	03.31.2011 Total:	257.30								
Lillie Total:		257.30								
LINNER Linner Electric Company, Inc.										
21506 03/28/2011		625.00	0.00	04/19/2011	Lot and wash bay light repairs	-	-	No		0000
101-430-3100-44010 Repairs/Maint Bldg	21506 Total:	625.00								
LINNER Total:		625.00								
LOFF Loffler Companies, Inc.										
1232282 04/01/2011		142.08	0.00	04/19/2011	Copy Machines Overage & Base-April 2011	-	-	No		0000
101-410-1940-44040 Repairs/Maint Contractual Eqpt	1232282 Total:	142.08								
LOFF Total:		142.08								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
MAMA Manager Association Metropolitan Ar 455 02/22/2011 101-410-1320-44330 Dues & Subscriptions 455 Total: MAMA Total:		45.00 45.00 45.00	0.00	04/19/2011	Annual Membership		-		No	0000
MARVS Marv's Professional Tools 236034 04/07/2011 101-430-3100-42400 Small Tools & Minor Equipment 236034 Total: MARVS Total:		18.37 18.37 18.37	0.00	04/19/2011	Cutting Wheel		-		No	0000
MENARDSO Menards - Oakdale 55706 03/28/2011 101-420-2220-44170 Uniforms 55706 Total: MENARDSO Total:		14.94 14.94 14.94	0.00	04/19/2011	Storage bins for uniform items		-		No	0000
METCOU Metropolitan Council 0000956172 03/02/2011 602-495-9430-43820 Sewer Utility - Met Council 0000956172 Total: METCOU Total:		1,282.98 1,282.98 1,282.98	0.00	04/19/2011	Monthly Wastewater Service-May 2011		-		No	0000
MNLABOR DEPT of LABOR & INDUSTRY 11315163075 03/31/2011 101-420-2400-43030 Engineering 11315163075 Total: MNLABOR Total:		981.97 981.97 981.97	0.00	04/19/2011	1st Qtr Building Surcharge		-		No	0000
NORCHEM Northland Chemical Corp. 5037611 03/29/2011 101-450-5200-42150 Shop Materials 5037611 03/29/2011 101-430-3100-42150 Shop Materials 5037611 Total: NORCHEM Total:		76.51 87.50 164.01 164.01	0.00 0.00	04/19/2011 04/19/2011	Toilet cleaner and dumpster deodorizer Shop supplies		- -		No No	0000 0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
PITNEY Pitney Bowes 324206 04/03/2011 101-410-1320-4200 Office Supplies 324206 Total: PITNEY Total:		230.83 230.83 230.83	0.00	04/19/2011	Postage Meter Rental		-	No		0000
PLUNKETT Plunkett's Pest Control 2626462 04/01/2011 101-410-1940-44010 Repairs/Maint Contractual Bldg 2626462 Total: PLUNKETT Total:		64.28 64.28 64.28	0.00	04/19/2011	Pest Control Service-City Hall		-	No		0000
RIVRCOOP River Country Cooperative 03/31/2011 101-420-2220-42120 Fuel, Oil and Fluids Total: RIVRCOOP Total:		1,070.30 1,070.30 1,070.30	0.00	04/19/2011	Fuel		-	No		0000
RUD Prince-Rud Diane 04/19/2011 101-410-1940-44010 Repairs/Maint Contractual Bldg 04/19/2011 101-420-2220-44010 Repairs/Maint Bldg Total: RUD Total:		160.00 120.00 280.00 280.00	0.00 0.00	04/19/2011 04/19/2011	Cleaning City Hall & Annex Cleaning Fire Hall		- -	No No		0000 0000
SAMSCLUB Sam's Club 04/04/2011 101-420-2220-44300 Miscellaneous 04/04/2011 101-420-2220-44010 Repairs/Maint Bldg Total: SAMSCLUB Total:		37.17 25.58 62.75 62.75	0.00 0.00	04/19/2011 04/19/2011	Restock supplies Hose for Station #1		- -	No No		0000 0000
SCHLOMKA Schlomka 11491 04/04/2011 101-420-2220-44010 Repairs/Maint Bldg 11491 Total: SCHLOMKA Total:		160.00 160.00 160.00	0.00	04/19/2011	Station #2-pumped sump		-	No		0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
TASCH T.A. Schifsky & Sons Inc										
50978	03/28/2011									
101-430-3120-42240	Street Maintenance Materials	199.11	0.00	04/19/2011	Asphalt		-		No	0000
	50978 Total:	199.11								
51015	04/04/2011	865.22	0.00	04/19/2011	Asphalt		-		No	0000
101-430-3120-42240	Street Maintenance Materials	865.22								
	51015 Total:	865.22								
	TASCH Total:	1,064.33								
TDS TDS METROCOM - LLC										
651-779-8882	04/13/2011	165.00	0.00	04/19/2011	Analog Lines-Fire		-		No	0000
101-420-2220-43210	Telephone	156.89	0.00	04/19/2011	Analog Lines-Public Works		-		No	0000
651-779-8882	04/13/2011	104.97	0.00	04/19/2011	Analog Lines-Lift Station Alarms		-		No	0000
101-430-3100-43210	Telephone	42.31	0.00	04/19/2011	Alarm-Well House #2		-		No	0000
651-779-8882	04/13/2011	469.17								
601-494-9400-43210	Telephone	469.17								
	651-779-8882 Total:	469.17								
	TDS Total:									
TKDA TKDA, Inc.										
002011000775	04/12/2011	774.94	0.00	04/19/2011	Development - Whistling Valley III		-		No	0000
203-490-9070-43030	Engineering Services	774.94								
	002011000775 Total:	34,884.13	0.00	04/19/2011	1-94 to 30th Street - Village Sanitary		-		No	0000
002011000776	04/12/2001	34,884.13	0.00	04/19/2011	Lake Elmo Area Village Support		-		No	0000
413-480-8000-43030	Engineering Services	368.31								
	002011000776 Total:	368.31								
002011000777	04/12/2001	7,074.51	0.00	04/19/2011	2011 Street Improvements/Water Quality		-		No	0000
413-480-8000-43030	Engineering Services	7,074.51								
	002011000777 Total:	3,362.42	0.00	04/19/2011	General Engineering		-		No	0000
002011000778	04/12/2001	836.05	0.00	04/19/2011	General Engineering		-		No	0000
418-480-8000-43030	Engineering Services	4,198.47								
	002011000778 Total:	438.50	0.00	04/19/2011	General Engineering-VRA		-		No	0000
002011000779	04/12/2001	534.75	0.00	04/19/2011	General Engineering-VRA		-		No	0000
101-410-1910-43030	Engineering Services									
	002011000779 Total:									
002011000780	04/12/2001									
101-420-2400-43030	Engineering									
	002011000780 Total:									
101-410-1910-43030	Engineering Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
002011000780	04/12/2001	2,570.99	0.00	04/19/2011	General Engineering-VRA		-		No	0000
409-480-8000-43030	Engineering Services									
002011000780	04/12/2001	1,502.66	0.00	04/19/2011	General Engineering-VRA		-		No	0000
404-480-8000-43030	Engineering Services									
002011000780	04/12/2001	298.55	0.00	04/19/2011	General Engineering-VRA		-		No	0000
601-494-9400-43030	Engineering Services									
002011000780	04/12/2001	2,296.16	0.00	04/19/2011	General Engineering-VRA		-		No	0000
602-495-9450-43030	Engineering Services									
002011000780	04/12/2001	712.96	0.00	04/19/2011	General Engineering-VRA		-		No	0000
603-496-9500-43030	Engineering Services									
002011000780	04/12/2001	8,354.57	0.00	04/19/2011	Lake Elmo District ECFC Development		-		No	0000
413-480-8000-43030	Engineering Services									
002011000781	04/12/2001	3,029.12	0.00	04/19/2011	2011 Seal Coat Project		-		No	0000
409-480-8000-43030	Engineering Services									
002011000782	04/12/2001	1,037.15	0.00	04/19/2011	Lake Elmo Water System Strategies/Fin		-		No	0000
409-480-8000-43030	Engineering Services									
002011000782	04/12/2001	1,037.15	0.00	04/19/2011	Lake Elmo Water System Strategies/Fin		-		No	0000
601-494-9400-43030	Engineering Services									
002011000787	04/12/2001	2,621.21	0.00	04/19/2011	Annual card fee		-		No	0000
601-494-9400-43030	Engineering Services									
002011000787	04/12/2001	2,621.21	0.00	04/19/2011	Annual card fee		-		No	0000
TKDA Total:		62,342.41								
VISA-SL VISA										
0791	04/01/2011	15.00	0.00	04/19/2011	Annual card fee		-		No	0000
101-410-1320-44300	Miscellaneous									
0791 Total:		15.00								
VISA-SL Total:		15.00								
VISALE40 VISA										
8040-1	03/31/2011	60.00	0.00	04/19/2011	Commissioner Training-3/22/11		-		No	0000
101-410-1910-44370	Conferences & Training									
8040-1 Total:		60.00								
8040-2	03/31/2011	479.04	0.00	04/19/2011	Rooms for Morehead Sectional School		-		No	0000
101-420-2220-44370	Conferences & Training									
8040-2 Total:		479.04								
VISALE40 Total:		539.04								
WASCOUNT Washington County										
1805	03/31/2011	92.00	0.00	04/19/2011	Recording of Agreements		-		No	0000
603-496-9500-44300	Miscellaneous Expenses									
1805 Total:		92.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
WASCOUNT Total:		92.00								
WASHTAX Washington County										
69083	04/05/2011	35.00	0.00	04/19/2011	Year end reports for Auditor		-	No		0000
101-410-1520-43010 Audit Services										
69083 Total:		35.00								
WASHTAX Total:		35.00								
XCEL Xcel Energy										
51-4504807-7	04/28/2011	28.92	0.00	04/19/2011	Lights at Legion Park		-	No		0000
101-450-5200-43810 Electric Utility										
51-4504807-7	04/28/2011	79.07	0.00	04/19/2011	Lift Station		-	No		0000
602-495-9450-43810 Electric Utility										
51-4504807-7	04/28/2011	30.37	0.00	04/19/2011	Traffic Lights		-	No		0000
101-430-3160-43810 Street Lighting										
51-4504807-7 Total:		138.36								
51-4572945-7	04/28/2011	29.14	0.00	04/19/2011	Street Lights		-	No		0000
101-430-3160-43810 Street Lighting										
51-4572945-7 Total:		29.14								
51-4576456-3	04/28/2011	823.01	0.00	04/19/2011	Fire Station 2		-	No		0000
101-420-2220-43810 Electric Utility										
51-4576456-3 Total:		823.01								
51-4580376-5	04/28/2011	996.90	0.00	04/19/2011	City Hall		-	No		0000
101-410-1940-43810 Electric Utility										
51-4580376-5 Total:		996.90								
51-4733556-8	04/28/2011	9.95	0.00	04/19/2011	Tennis Courts		-	No		0000
101-450-5200-43810 Electric Utility										
51-4733556-8 Total:		9.95								
51-5044219-0	04/28/2011	250.09	0.00	04/19/2011	Parks Building		-	No		0000
101-450-5200-43810 Electric Utility										
51-5044219-0 Total:		250.09								
51-5275289-3	04/28/2011	9.95	0.00	04/19/2011	Pebble Park		-	No		0000
101-450-5200-43810 Electric Utility										
51-5275289-3 Total:		9.95								
51-5356323-8	04/28/2011	1,416.87	0.00	04/19/2011	Wells 1 & 2		-	No		0000
601-494-9400-43810 Electric Utility										
51-5356323-8 Total:		1,416.87								
51-5522332-2	04/28/2011	39.66	0.00	04/19/2011	Traffic Lights		-	No		0000
101-430-3160-43810 Street Lighting										
51-5522332-2 Total:		39.66								
51-5916043-7	04/28/2011	18.27	0.00	04/19/2011	Lift Station		-	No		0000
602-495-9450-43810 Electric Utility										
51-5916043-7 Total:		18.27								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
51-6429583-8	04/28/2011	16.86	0.00	04/19/2011	Lift Station		-	No		0000
602-495-9450-43810	Electric Utility									
	51-6429583-8 Total:	16.86								
51-6433976-2	04/28/2011	561.39	0.00	04/19/2011	Fire Station 1		-	No		0000
101-420-2220-43810	Electric Utility									
	51-6433976-2 Total:	561.39								
51-6625457-1	04/28/2011	248.21	0.00	04/19/2011	Legion Park		-	No		0000
101-450-5200-43810	Electric Utility									
	51-6625457-1 Total:	248.21								
51-6736544-2	04/28/2011	1,919.15	0.00	04/19/2011	Street Lights		-	No		0000
101-430-3160-43810	Street Lighting									
	51-6736544-2 Total:	1,919.15								
51-6956201-4	04/28/2011	48.36	0.00	04/19/2011	VFW Ballfield Lts		-	No		0000
101-450-5200-43810	Electric Utility									
	51-6956201-4 Total:	48.36								
51-7538112-1	04/28/2011	3,190.32	0.00	04/19/2011	Public Works		-	No		0000
101-430-3100-43810	Electric Utility									
	51-7538112-1 Total:	3,190.32								
51-8126093-5	04/28/2011	150.12	0.00	04/19/2011	Water Tower 2		-	No		0000
601-494-9400-43810	Electric Utility									
	51-8126093-5 Total:	150.12								
51-8711719-3	04/28/2011	22.58	0.00	04/19/2011	Speed Sign Hwy 5		-	No		0000
101-430-3160-43810	Street Lighting									
	51-8711719-3 Total:	22.58								
515747685-4	04/28/2011	144.51	0.00	04/19/2011	Arts Center		-	No		0000
101-450-5200-43810	Electric Utility									
	515747685-4 Total:	144.51								
516928283-3	04/28/2011	29.69	0.00	04/19/2011	Traffic-Manning & Stillwater		-	No		0000
101-430-3160-43810	Street Lighting									
	516928283-3 Total:	29.69								
	XCEL Total:	10,063.39								

Report Total:

123,286.53



MAYOR & COUNCIL COMMUNICATION

DATE: 4/19/2011
CONSENT
ITEM #: 4
MOTION *As part of Consent Agenda*

AGENDA ITEM: Consider Approval for Intoxicating Liquor License of Tartan Park Restaurant

SUBMITTED BY: Sharon Lumby, City Clerk

THROUGH: Bruce Messelt, City Administrator *BAM*

REVIEWD BY: Washington County Sheriff's Department

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to consider a liquor license application request from Prom Management Group, Inc for the Tartan Park Restaurant, located at 11455 20th Street. All required fees and the proper insurance certificate have been received. As the application is in order, it is respectfully recommended that the City Council approve the request, contingent upon affirmative recommendation from the Washington County Sheriff's Department, as part of tonight's *Consent Agenda*.

BACKGROUND & STAFF REPORT: The City has received a liquor application request from Prom Management to serve intoxicating liquor at the Tartan Park Restaurant located at 11455 20th Street. Prom Management Group received the successful bid to take over beverages and food at Tartan Park.

Tartan Park Restaurant has had an intoxicating liquor license for over 25 years and this license will be transferred to Prom Management. The Washington County Sheriff's Department is conducting the necessary background investigation.

RECOMMENDATION: As the application is in order, it is respectfully recommended that the City Council approve as part of tonight's *Consent Agenda* the request by Prom Management Group, contingent upon affirmative recommendation from the Washington County Sheriff's Department.

Alternatively, the City Council does have the authority to remove this item from the Consent Agenda 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 2011 On-Sale Intoxicating Liquor License to Prom Management Group Inc. for Tartan Parks Restaurant located at 11455 20th Street N., contingent upon affirmative recommendation from the Washington County Sheriff’s Department.

ATTACHMENT: Intoxicating Liquor License Application for Prom Management Group

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



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
444 Cedar Street, Suite 222, St. Paul, MN 55101-5133
Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License

Cities and Counties: You are required by law to complete and sign this form to certify the issuance of the following liquor license types:
1) City issued on sale intoxicating and Sunday liquor licenses
2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License Lake Elmo License Period From: 5/1/11 To: 5/1/12

Circle One: New License License Transfer 3M Suspension Revocation Cancel _____
(former licensee name) (Give dates)

License type: (circle all that apply) On Sale Intoxicating Sunday Liquor 3.2% On sale 3.2% Off Sale

Fee(s): On Sale License fee: \$ 1500 Sunday License fee: \$ 200 3.2% On Sale fee: \$ _____ 3.2% Off Sale fee: \$ _____

Licensee Name: Prom Management Group, Inc. DOB _____ Social Security # _____
(corporation, partnership, LLC, or individual)

Business Trade Name _____ Business Address 11455 20th St N City Lake Elmo

Zip Code 55042 County Washington Business Phone _____ Home Phone _____

Home Address _____ City _____ Licensee's MN Tax ID # _____

Licensee's Federal Tax ID # _____
(To apply call IRS 800-829-4933) (To Apply call 651-296-6181)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
<u>Thomas W Given</u>			<u>7680 Field Ridge Rd.</u>
			<u>White Bear Lake, MN 55110</u>
<u>William D Given</u>			<u>2480 Northridge West Lakeland, MN</u>
			<u>55082</u>
Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:

- 1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
- 2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

Circle One: (Yes ☒ No) During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: Travelers Policy # _____

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.
City Clerk or County Auditor Signature _____ Date _____
(title)

On Sale Intoxicating liquor licensees must also purchase a \$20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7504, or visit our website at www.dps.state.mn.us.



MAYOR & COUNCIL COMMUNICATION

DATE: 4/19/2011
CONSENT
ITEM #: 5
MOTION

AGENDA ITEM: Authorize Contracting for Professional Services for Organizational- and Personnel-Related Matters

SUBMITTED BY: Mayor and City Council

THROUGH: Bruce A. Messelt, City Administrator
On behalf of 2010 Personnel Subcommittee

BAW

REVIEWED BY: Dave Snyder, City Attorney

SUMMARY AND ACTION REQUESTED: It is respectfully requested that the City Council authorize the Mayor and City Administrator to contract for Professional Services to address certain organizational- and personnel-related matters. No specific motion is needed, as this is recommended to be part of the overall approval of the *Consent Agenda*.

BACKGROUND INFORMATION: On March 1st, 2011, the City Council unanimously authorized the advertisement and solicitation for Professional Services to address Organizational and Personnel considerations relating to the Finance Department.

The 2010 Personnel and Budget/Finance Subcommittees have identified certain organizational- and personnel-related matters that require addressing but which fall beyond the scope and expertise of current City staff. Such outside Professional Services will also aid the City in addressing certain organizational- and personnel-related matters also raised by the 2010 Budget/Finance Subcommittee and the City Council, as a whole, regarding a mandated assessment and review of the City's Finance Department and its related functions.

STAFF REPORT: City staff prepared a Request for Proposals (attached) and actively solicited four recommended firms for consideration, following applicable City policies prior to executing any limited-duration (scope and maximum expenditure) contract. Only one of the four identified firms responded with a qualified bid (attached) and no other unsolicited firms responded.

An informational meeting was held with the qualified respondent on Tuesday, April 12th, 2011 with the 2011 Personnel Subcommittee. Based upon their recommendation, the City Council, at

its April 12th, 2011 Workshop, directed City staff to proceed with tonight's action and authorize the contractor to begin efforts in earnest.

The project is of limited scope and duration and sufficient budgetary resources exist within the current Annual Budget to cover the anticipated cost. In addition, sufficient General Fund savings from 2010 could be designated for such, if needed.

RECOMMENDATION: It is recommended that the City Council authorize the Mayor and City Administrator to contract for Professional Services to address certain organizational- and personnel-related matters. No specific motion is needed, as this is recommended to be part of the overall approval of the *Consent Agenda*.

Alternatively, the City Council does have the authority to remove this item from the Consent Agenda and further discuss or amend the recommended action. The suggestion motion for the latter action is as follows:

"Move to authorize the Mayor and City Administrator to contract with Springsted, Inc. for Professional Services at address certain organizational- and personnel-related matter [and as directed at tonight's meeting]."

ATTACHMENTS:

1. Request for Proposals
2. Response from Springsted, Inc.

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



MAYOR & COUNCIL COMMUNICATION

DATE: 4/19/2011
CONSENT
ITEM #: 6
MOTION: *as part of Consent Agenda*

AGENDA ITEM: County Road 13B (DeMontreville Trail N) – Approve Agreement for the Jurisdictional Transfer to the City of Lake Elmo

SUBMITTED BY: Ryan Stempski, Assistant City Engineer

THROUGH: Bruce A Messelt, City Administrator *BAM*

REVIEWED BY: Jack Griffin, City Engineer
Mike Bouthilet, Public Works

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to approve the Agreement for the Transfer of County Road 13B (DeMontreville Trail N), from CSAH 35 (Olson Lake Trail N) to Trunk Highway 36, to the City of Lake Elmo. No specific motion is needed, as this is recommended to be part of the overall approval of the *Consent Agenda*.

STAFF REPORT: Washington County has been working with the City over the past few years in preparation of transferring the jurisdiction of County Road 13B (DeMontreville Trail N) to the authority of the City of Lake Elmo. MN State Statute No. 163.11, Subdivision 5 provides the County the authority to transfer a roadway to a municipality by passing a resolution and by meeting the following conditions;

- The County must complete repairs or improvements on the roadway, or provide an equal amount of compensation thereof, that are necessary to meet County standards for similar roads;
- The County must properly record with the County Recorder all County interest in real estate used for the roadway;
- The County must maintain the roadway being transferred for a period of two years from the date of revocation.

In lieu of compensation, Washington County has agreed to complete roadway improvements of County Road 13B (DeMontreville Trail N), including the design, bidding procurement, and construction management. This agreement accepts jurisdiction of DeMontreville Trail N from CSAH 35 (Olson Lake Trail N) to Trunk Highway 36 (2.2 miles of roadway) pursuant to the

terms of the agreement. All construction and documentation must be completed and accepted by the City of Lake Elmo prior to the transfer. If all terms of the agreement are completed on schedule, the ownership of DeMontreville Trail will transfer to the City of Lake Elmo, effective December 31, 2011.

PROPOSED IMPROVEMENTS: City staff has been working closely with Washington County to review and comment on the scope and extent of the proposed improvements in preparation of the jurisdictional transfer. Direction by the City has focused on the design elements to provide the City with a best possible roadway improvement given the constraints of the project, including limited funding, limited right-of-way and prescriptive easements, minimizing impacts to private property, wetlands, the adjacent lake, and existing vegetation. City staff has reviewed the County plans specifically to ensure that the widest possible bituminous roadway surface is achieved to maximize the roadway shoulder widths, given the corridor constraints.

Also due to the corridor constraints, the scope of the County's roadway improvements does not include the addition of a trail. Last year, City staff estimated the potential costs of adding a trail segment to the roadway and shared these costs with the Council. A public information meeting was conducted and comments were received from neighboring property owners citing both pedestrian safety concerns and concerns regarding impacts to their property, should the road be widened to include a trail. The Council directed Staff to move forward without a trail addition but to work with the County to obtain a maximized width of bituminous pavement to create greater separation between pedestrian and vehicular traffic.

After several plan review iterations, the County final plans include the placement of a 24-foot wide paved road with 1.5-foot gravel shoulders. This includes an expansion of the roadway from the County's original intended 22-foot wide pavement. This keeps property and wetland impacts to a minimum, but does not meet standard bike/pedestrian trail requirements. The following additional elements are included in the project:

- Street reclamation that meets 9 Ton Design Standards
- Paving of existing driveway aprons (with bituminous or concrete)
- Installation of a Rain Garden at the DNR Boat Launch Site
- Pavement Markings
- Replacement of signs that do not meet MMUTCD requirements
- The City will work with the County during the project to appropriately assess post-construction speed limits and applicable warning signs for the corridor regarding pedestrian/bicycle/shore land activity.

To address the County's 2-year maintenance obligation, the County will provide financial compensation to the City of Lake Elmo in the amount of \$36,740.09 as reimbursement to the City for snow and ice removal, as well as other miscellaneous maintenance activities. The

County will also perform a crack seal, at their cost, in year 2013. Tree and brush pruning will be completed to the City's satisfaction by November 1, 2011. All County Right-of-Way will be transferred to the City by November 1, 2011. In August of 2008, the County replaced all deficient culverts underneath the roadway.

RECOMMENDATION: Based upon the above information, it is recommended that the City Council approve as part of tonight's *Consent Agenda* the Agreement for the Transfer of County Road 13B (DeMontreville Trail) to the City of Lake Elmo.

Alternatively, the City Council does have the authority to remove this item from the *Consent Agenda*, table this item for future consideration, 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 the Agreement for the Transfer of County Road 13B (DeMontreville Trail) to the City of Lake Elmo. *[as amended and/or modified at tonight's meeting].*"

ATTACHMENTS:

1. Agreement for the Transfer of County Road 13B (DeMontreville Trail) to the City of Lake Elmo
2. Location Map

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

**AGREEMENT FOR THE TRANSFER OF
COUNTY ROAD 13B/DeMONTREVILLE TRAIL
TO THE CITY OF LAKE ELMO**

THIS AGREEMENT is hereby made this _____ day of _____, 2011, between the City of Lake Elmo ("City"), and the County of Washington ("County") for the purpose of defining the rights and responsibilities concerning the jurisdictional transfer of County Road 13B/DeMontreville Trail (CR 13B) in the City of Lake Elmo.

WHEREAS, pursuant to MINN. STAT. § 163.11, et. seq. CR 13B is a County Highway under the jurisdiction of the County; and

WHEREAS, the County wishes to transfer and the City wishes to accept jurisdictional control of CR 13B, but only under certain terms and conditions; and

WHEREAS, the segment of CR 13B that the County wishes to transfer to the City's control is more fully described as that portion of CR 13B lying between the CSAH 35 and Trunk Highway 36 (TH 36); and

WHEREAS, Roads to be transferred shall be in good serviceable condition with no immediate maintenance needs; and

WHEREAS, the City and County wish to take the necessary statutory and regulatory steps in order to accomplish these jurisdictional transfers.

NOW, THEREFORE, the parties agree to the following conditions regarding the transfer of jurisdiction of the road(s):

CSAH 13B (DeMontreville Trail)

1. The recitals set forth in the whereas clauses above are incorporated by reference as if fully set forth herein.
2. The County shall proceed pursuant to MINN. STAT. § 163.11 subd. 5 to abandon, change or revoke jurisdiction over the portions of CR 13B as described.
 - a. The City agrees to accept said jurisdiction over the described portions of CR 13B pursuant to the terms of this agreement.
3. The County shall prepare, let, inspect, pay for and administer a pavement reclamation project for CR 13B from CSAH 35 to Trunk Highway 36, with the following major project elements:
 - a. Perform Pavement Reclamation in accordance with the approved plans and specifications prepared by the County and signed by the City Engineer,
 - b. Graveling of shoulders and paving of existing driveway aprons (with bituminous or concrete),
 - c. Replacement of culverts and/or drainage improvements to facilitate proper drainage of the roadway as jointly determined by the County and City Engineer,
 - d. Installation of rain garden,
 - e. Durable pavement markings and striping of centerline and edgeline, as determined by the City Engineer,

- f. Replacement of poor to fair condition signs, including any signs that do not meet MMUTCD requirements.
4. The County will submit payment to the City in the amount of \$36,740.09. This amount is to be considered compensation in full for any and all costs the City may incur to provide snow and ice removal services, and other maintenance for CR 13B until November 1, 2013. This number is calculated by using the 2009 routine maintenance annual costs for County Roads in Washington County (\$8,350.02 per mile).
5. The County will prepare, let, inspect, pay for and administer a project in 2013 on the subject road for crack sealing of any cracks in the 2011 Pavement Reclamation subject to review and approval by the City Engineer.
6. By November 1, 2011, the County will perform tree and brush pruning as required to ensure a safe and properly maintained road on CR 13B.
7. As consideration to the City for this Agreement, the County shall transfer to the City all public road rights of way and road easements for the delineated roadway it currently possesses. The County shall provide a right-of-way map for the transferred CR 13B by November 1, 2011.

General

8. After transfer of jurisdiction is accomplished, the City shall own and be solely responsible for the maintenance of all storm water systems and culverts located within the transferred portions of CR 13B road right-of-way.
9. By November 1, 2011, the County shall transfer to the City all construction and maintenance records of CR 13B.
10. The transfer of jurisdiction over the road will be December 31, 2011. This date may be amended through agreement by both parties.
11. The parties agree that Item Numbers 1 – 7 of this Agreement are conditions precedent to the formation of the contract and failure of any of these conditions shall render the whole Agreement null and void. The parties further agree that all other provisions of the Agreement are conditions subsequent and the failure of one party to fulfill its obligations under any of these provisions shall entitle the other party to maintain any action in law or equity to enforce those provisions of the Agreement.
12. This Agreement sets forth the entire agreement between the parties hereto with respect to the subject matter hereof and full supersedes any and all prior agreements or understandings between the parties and no change in, modification of, or addition, amendment or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by each party hereto.

Gary Kriesel, Chair
Board of Commissioners

James R. Schug
County Administrator

Date

Donald J. Theisen
County Engineer

Assistant County Attorney Date

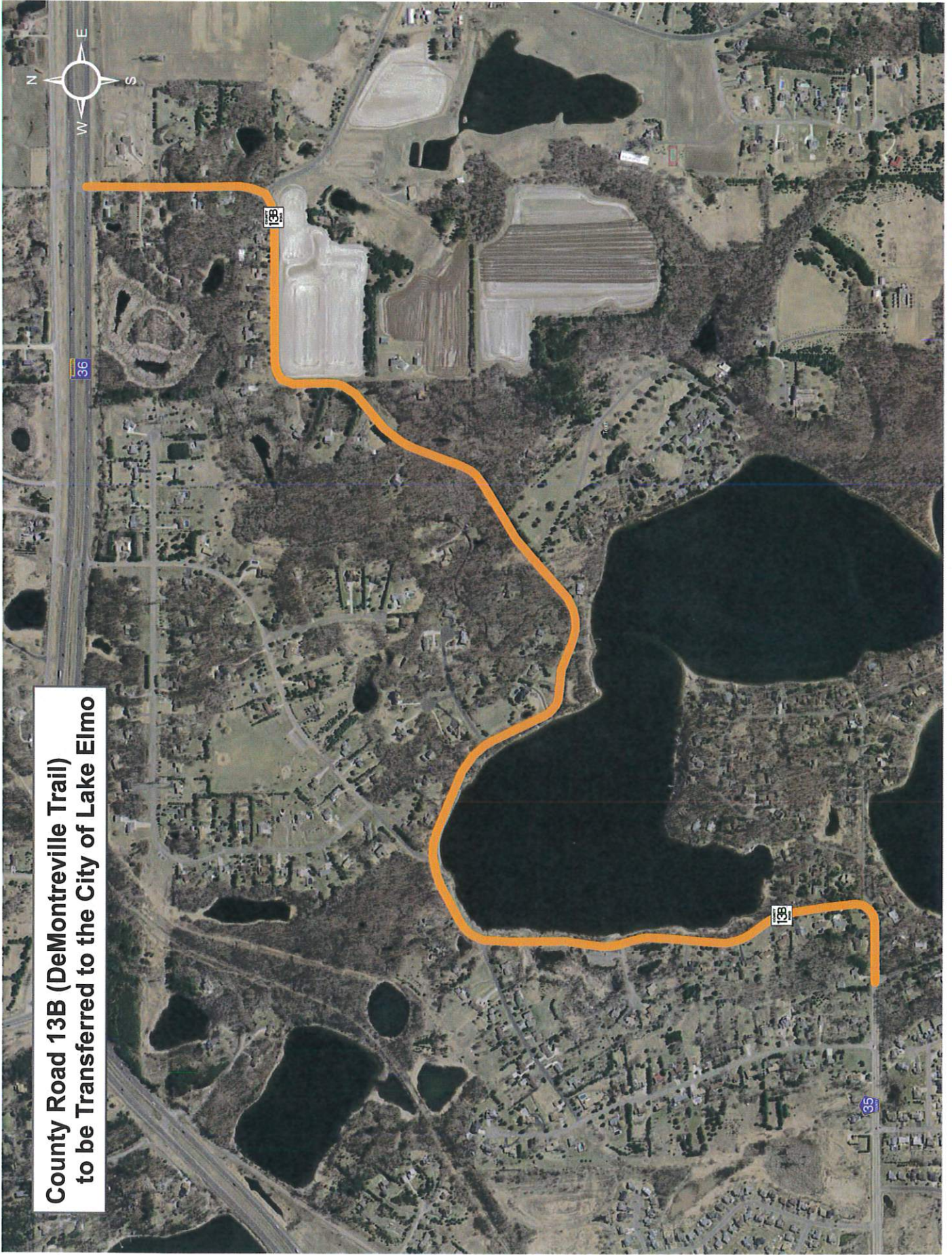
Dean Johnston	Date
Mayor	

Recommended for Approval:

Approved as to form:

4 of 4

County Road 13B (DeMontreville Trail)
to be Transferred to the City of Lake Elmo





MAYOR & COUNCIL COMMUNICATION

DATE: 4/19/2011
CONSENT
ITEM #: 5
MOTION

AGENDA ITEM: Authorize Contracting for Professional Services for Organizational- and Personnel-Related Matters

SUBMITTED BY: Mayor and City Council

THROUGH: Bruce A. Messelt, City Administrator *BAW*
On behalf of 2010 Personnel Subcommittee

REVIEWED BY: Dave Snyder, City Attorney

SUMMARY AND ACTION REQUESTED: It is respectfully requested that the City Council authorize the Mayor and City Administrator to contract for Professional Services to address certain organizational- and personnel-related matters. No specific motion is needed, as this is recommended to be part of the overall approval of the *Consent Agenda*.

BACKGROUND INFORMATION: On March 1st, 2011, the City Council unanimously authorized the advertisement and solicitation for Professional Services to address Organizational and Personnel considerations relating to the Finance Department.

The 2010 Personnel and Budget/Finance Subcommittees have identified certain organizational- and personnel-related matters that require addressing but which fall beyond the scope and expertise of current City staff. Such outside Professional Services will also aid the City in addressing certain organizational- and personnel-related matters also raised by the 2010 Budget/Finance Subcommittee and the City Council, as a whole, regarding a mandated assessment and review of the City's Finance Department and its related functions.

STAFF REPORT: City staff prepared a Request for Proposals (attached) and actively solicited four recommended firms for consideration, following applicable City policies prior to executing any limited-duration (scope and maximum expenditure) contract. Only one of the four identified firms responded with a qualified bid (attached) and no other unsolicited firms responded.

An informational meeting was held with the qualified respondent on Tuesday, April 12th, 2011 with the 2011 Personnel Subcommittee. Based upon their recommendation, the City Council, at

its April 12th, 2011 Workshop, directed City staff to proceed with tonight's action and authorize the contractor to begin efforts in earnest.

The project is of limited scope and duration and sufficient budgetary resources exist within the current Annual Budget to cover the anticipated cost. In addition, sufficient General Fund savings from 2010 could be designated for such, if needed.

RECOMMENDATION: It is recommended that the City Council authorize the Mayor and City Administrator to contract for Professional Services to address certain organizational- and personnel-related matters. No specific motion is needed, as this is recommended to be part of the overall approval of the *Consent Agenda*.

Alternatively, the City Council does have the authority to remove this item from the Consent Agenda and further discuss or amend the recommended action. The suggestion motion for the latter action is as follows:

"Move to authorize the Mayor and City Administrator to contract with Springsted, Inc. for Professional Services at address certain organizational- and personnel-related matter [and as directed at tonight's meeting]."

ATTACHMENTS:

1. Request for Proposals
2. Response from Springsted, Inc.

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

3800 Laverne Avenue North • Lake Elmo, MN 55042 • www.lakeelmo.org
Phone: (651) 777-5510 • Fax: (651) 777-9615

March 25th, 2011

*** Corrected Version (Contact Information and Timeline) ***

Request for Proposals for Human Resources/Organizational Assessment Services

I. PURPOSE

The City of Lake Elmo, MN is requesting proposals for project-specific assistance from firms experienced in Human Resource and Organizational Assessment Services.

II. PROJECT

The City of Lake Elmo seeks project-specific Human Resource and Organizational Assessment Services in a Council-directed review of City financing and accounting services and activities. In particular, and in preparation for current and future municipal needs, the City seeks assistance with assessing overall and employee-specific efficiency and effectiveness of current Finance Department personnel, processes, organization, and contracted support.

III. BACKGROUND

The City of Lake Elmo, MN is located in central Washington County. Growth and significant residential and commercial/employment development is projected for the City's Old Village and I-94 Corridor over the next several years, based upon the City's Comprehensive Plan to introduce enhanced municipal utility services to a significant portion of the community. Lake Elmo's 2010 population was estimated at approximately 8,000; expected to grow to 24,000 by 2030. Currently, some 2,500 households are situated across the City's 24 square miles, comprised of rolling farmland, rural residential and open-space developments, large park preserves, a modest Old Village, and two newer business parks.

The City operates under a statutory form of government consisting of a four member City Council and a Mayor. The City Council is responsible for adopting the City's budget and tax levy, adopting resolutions and ordinances, all hiring and firing decisions, policy making, development and growth planning, and overall direction of the City. In addition to providing general government services, the City offers a range of other services including fire protection, building and other safety inspections, planning and zoning, parks, street maintenance, snow

removal, infrastructure maintenance and repair, and others. The City provides limited municipal water and sewer services that will be expanded in the coming years.

The City of Lake Elmo's Finance Department and its assigned duties, roles and functions have changed significantly over the past several years. Previous in house functions (2 FTEs) were partially contracted to the City of Roseville (accounting support services to replace 1 FTE). Additionally, Auditing services were contracted for to provide internal financial oversight and assistance with budget preparation. Recently, Accounting Support Services were transitioned from the City of Roseville to an on-site private contractor.

The City Finance Department oversees all financial activities of the City, including the General and Capital Funds, enterprise activities (storm water, wastewater and water), investments and debt issuance and management, regulatory compliance, and annual budgeting and financial reporting. The City Finance Director also serves as the City's Human Resource Manager, Risk/Loss Control Manager, and Safety Officer.

IV. PROCESS

The City will use the following process for selecting the Project Service Provider:

- A. The City Council's Personnel Subcommittee, consisting of two Council Members, will assist the City Administrator in reviewing proposals received.
- B. Pursuant to previous City Council authorization, the City Administrator is authorized to select the proposal it believes would best meet the City's needs.
- C. Pending a mutually agreeable contract arrangement, the City Administrator will appoint the firm selected to provide the services indicated.

V. GENERAL INSTRUCTIONS

- A. Responses must provide complete information as described in this request. One (1) copy shall be submitted via email, fax or in writing no later than 4:00 PM on Friday, April 1st, 2011. Please forward proposals to:

City Administrator
City of Lake Elmo, MN
3800 Laverne Ave N
Lake Elmo, MN, 55042
O: (651) 777-5510
F: (651) 777-9615
bruce.messelt@lakeelmo.org

- B. To ensure fairness and uniformity, firms submitting responses are requested to not contact City staff or City Council members. Written questions about this RFP may be sent by e-mail to bruce.messelt@lakeelmo.org prior to the submission deadline. Responses will be shared with all interested responders to the RFP.

- C. The City will not reimburse any expenses incurred by the firm submitting a response including, but not limited to, expenses associated with the preparation and submission of the response and/or attendance at interviews, if required.
- D. The City reserves the right to reject any and all proposals, to request additional information from any and all Proposers and to suggest modifications to the terms and conditions of an agreement from that offered by a Proposer.

VI. REQUIRED CONTENTS OF RESPONSE

- A. Firm Background: A brief history of firm, including nature of the firm's practice and areas of specialty.
- B. Briefly list three examples of similar services provided.
- C. Names, telephone numbers, and contact person of at least three (3) client references, at least two (2) of which shall be cities.
- D. Fees: Please indicate the hourly rate for Principals and Support Staff that may be working on City project. Alternatively, firms may propose hourly rates for all services.
 - 1. Firms shall indicate all other costs and reimbursable expenses including travel (per mile), telephone, printing, photocopying, etc.
 - 2. Firms shall provide an estimated total Project Cost, based upon its assessment of the project description contained herein.
 - 3. The City is open to exploring alternative fee arrangements other than hourly rate (e.g. project rate). Please indicate any alternate fee structure you would be willing to consider and under what circumstances they would be most appropriate.
 - 4. The City of Lake Elmo, MN requests monthly billing statements which:
 - Itemize the date of services
 - Identify the personnel providing the services
 - List the time spent
 - Provide a detailed description of the services performed
 - State the fees for those services
 - Organize billing on the basis of activity and City contact
 - For activities that span multiple billing periods, a project-to-date summary is requested
 - Summarize monthly and annual costs by type of activity

VII. SERVICES REQUIREMENTS

Following are the primary responsibilities for the services required for this project. While this list is an attempt to identify the major areas of representation, it is not intended to be an all encompassing list.

- A. Interview of key personnel (City Council Members, City staff, contracted service providers, Auditor, etc.) to identify major issues and concerns, especially those related to statutory compliance, regulated business activities, utilization of accepted (ideally "best") practices, and significant revenue and expenditure considerations;
- B. Conduct of time-spent analysis and review of position descriptions/contracts for Finance Department personnel and contracted service providers to identify efficiencies, effectiveness, competencies and productivity;
- C. Review of current organizational structure and assignments, business processes (work flow) and procedures of the City's Finance Department and its related functions; especially any relevant comparison for cities of similar size and scope of services;
- D. Provision of a formal assessment of the above for the Personnel Subcommittee and City Council, including specific recommendations for changes in organizational structure, personnel roles and/or assignments, and contracted services, etc.; and
- E. Notation and prioritization of any identified areas for future improvements, including but not limited to review and/or adoption of appropriate financial policies, enhanced transparency of financial and budgetary activities for City Council and community, etc.

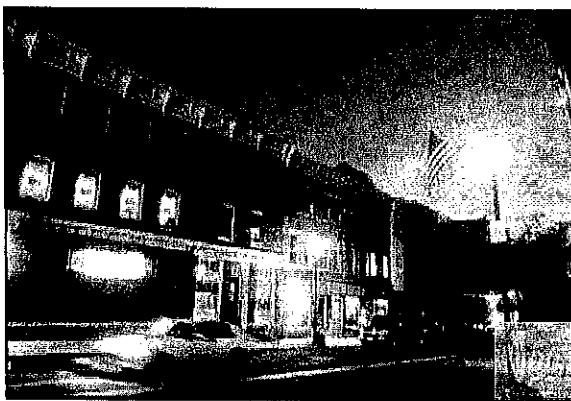
VIII. ANTICIPATED TIMELINE

Following is the anticipated schedule the City expects to utilize for the identified project. This is a tentative schedule and is subject to change.

- | | |
|----------------------------|---|
| 1. March 25th, 2011 | Distribute RFP |
| 2. April 1st, 2011 | (4:00 p.m.) Deadline for receipt of RFP |
| 3. April 4th, 2011 | Review proposals and select Service Provider |
| 4. April 4th, 2011 | Begin Project |
| 5. April 25th - 29th, 2011 | Briefing to Personnel Subcommittee (exact date TBD) |
| 6. May 2nd, 2011 | Recommendation to City Council |

Attest: BAM 3/25/2011

APR - 1 2011



Proposal

City of Lake Elmo, Minnesota

Proposal to Conduct a Human Resources/Organizational Assessment Services

April 1, 2011

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Mission Statement

Springsted provides high quality, independent financial
and management advisory services to public
and non-profit organizations, and works with them
in the long-term process of building their communities
on a fiscally sound and well-managed basis.

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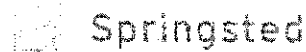
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Springsted Incorporated
380 Jackson Street, Suite 300
Saint Paul, MN 55101-2887



Tel: 651.223.3000
Fax: 651.223.3002
www.springsted.com

LETTER OF TRANSMITTAL

April 1, 2011

Mr. Bruce Messelt, City Administrator
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, Minnesota 55042

Re: Request for Proposal to Conduct a Human Resources/Organizational Assessment Services

Dear Mr. Messelt:

Springsted is pleased to present this proposal to conduct a human resources and organizational assessment of the City's financing and accounting services and activities.

Our firm has assisted numerous jurisdictions in Minnesota and throughout the United States in addressing a wide variety of organizational and staffing issues. Springsted has the staff and expertise to furnish the services required for this analysis. Recent Springsted staff additions have strengthened our capacities and capabilities in assisting and advising local governments on critical and important human resources issues.

Our staff's experience working in city government – combined with our consulting work for many local governments in Minnesota, including the City of Lake Elmo – provides us with significant insight into the operations and staffing issues being faced by municipal officials. As such, our management consulting services practice provides the depth and breadth of knowledge and skills on a variety of organizational topics, which will provide valuable support for us in completing this analysis.

The qualifications of our firm along with a scope of services, study methodology, project timeframe and resumes of the consulting team are included in this work plan. If there is additional information you desire in your consideration of our proposal, please let us know.

We look forward to working with the City of Lake Elmo on this important project. If you have any questions, please do not hesitate to contact us. Thank you.

Respectfully submitted,

Ann Antonsen

Ann S. Antonsen, Vice President
Consultant
ldr

1. Description of the Firm and Qualifications

History and Leadership

Springsted is one of the largest and most established independent public sector advisory firms in the United States. For over half a century, we have continually grown in the range of our client relationships, the comprehensiveness of our services and our prominence within the industry. Our managed growth is focused on providing clients with a balance of national perspective and local expertise.

Springsted is a certified Women Business Enterprise (WBE) with the City of Saint Paul, Minnesota. Three employee-owners lead Springsted. Our headquarters are located in Saint Paul, Minnesota, with additional offices located close to our clients throughout the Midwest and Mid-Atlantic states.

Organizational Management and Human Resources

Public entities are under a great amount of pressure to deliver high quality services in a fiscally constrained environment. Traditional methods and means do not necessarily work anymore and this scenario is not likely to change at any time in the future. To that end, elected officials and public administrators are under pressure to employ new and innovative solutions that require progressive leadership, creative partnerships, cautious risk taking and an investment in their personnel and organizational foundation. Success in the public sector is hard to define, but those public entities that enhance and enrich their people, their process and their systems are more likely to deliver more value by maximizing the use of public resources thus achieving more success in the marketplace of public opinion.

Springsted's staff has been advising our clients in organizational development for over 25 years. We have a strong staff with direct experience in managing and leading local city and county governments. Our team of professionals brings practical, realistic and creative solutions to the challenges faced by public entities.

Our Human Resource focus is in the area of position classification, compensation and performance evaluation. Our work is competitive, current, court tested and copyrighted to deliver pragmatic outcomes. Our Organizational Management focus ranges from executive recruitment, group facilitation, strategic planning, budget analysis, resource sharing and building collaborations to organizational improvement, facilities/property management analyses and efficiency studies. In the area of Employee Classification, our systems are both court tested and copyrighted to deliver pragmatic outcomes. Our services are designed to deliver successful management results for today's governance climate.

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2. Similar Studies and References

References

Springsted has provided many communities with a staffing analysis and other similar organizational studies.

City of Virginia, Minnesota

Finance Study

John Tourville, Director of Operations
218-749-3562

The City of Virginia, Minnesota retained Springsted Incorporated in 2005 to review the operations of the City's Finance Department and its fiscal policies to identify actions the City could take to increase the fiscal accountability of its operations and enterprise activities. The review identified organizational findings and recommended a series of actions for the Finance Department encompassing financial reporting, adoption of fiscal policies, and staffing. Implementation measures included a recommended work plan for the Finance Department.

Minneapolis Public Schools, Minnesota

Finance Department Study

Ms. Peggy Ingison, Chief Financial Officer
612-668-0314

Springsted Incorporated was retained by the Minneapolis Special District No. 1 to conduct a study of the Finance Department. The specific objectives identified for the study were to review work processes to project staffing needs and deployment, to assess the effectiveness of internal controls, and recommend changes that would increase efficiency and effectiveness of the Finance Department.

City of St. Louis Park, Minnesota

Facilities Maintenance Study

Nancy Deno, Deputy City Manager/HR Manager
952-924-2519

The City of St. Louis Park, Minnesota retained Springsted in the fall of 2010 to review how the City provides its facilities maintenance and building custodial services. The review included interviews with City staff, both the providers and the users of the services. Study recommendations included revision of the organizational structure, reporting relationships and staffing levels and assignment.

City of Melrose, Minnesota*City-wide Study*

Karen Thostenson, Assistant City Administrator/Treasurer
320-256-1960

Springsted Incorporated was retained by the City of Melrose to conduct an evaluation of the City and Utility staffing levels, assignment and reporting relationships of personnel, allocation of resources, duplication or redundancy of services, and optimal and future staffing needs. Recommendations included revision of organizational structure, necessary current and future staffing needs based on City and Utility projections.

City of Mahtomedi, Minnesota*Fire Study*

Scott Neilson, City Administrator
651-426-3344

The City of Mahtomedi hired Springsted Incorporated to conduct an analysis of the staffing levels in its Fire Department based on the required/desired level of services. Recommendations included hiring a full-time Fire Chief and full-time Fire Fighter to meet the service needs of the community and those communities for which the department provided fire, ambulance and inspection services.

City of Melrose, Minnesota

City-wide Study

Karen Thostenson, Assistant City Administrator/Treasurer
320-256-1960

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651-426-3344

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3. Project Approach and Timeline

Study Objectives

The City of Lake Elmo is seeking an objective review and analysis of the financing and accounting services and activities of the City's Finance Department and the requirements for current and future staffing, processes, organization and contract support to provide the required financial services effectively and efficiently. The services and functions of this department have undergone considerable change over the past few years. Along with this, the City is expected to experience significant growth in the future

Specific areas to be included as part of the review and analysis include:

- Review of current and historical operations to obtain baseline information regarding City finance functions and services.
- An evaluation of existing staffing (both employee and contract services) levels to determine if the current levels are appropriate and sufficient to accomplish the City's goals and short- and long-range plans.
- An evaluation of optimal staffing levels given the City's goals, objectives and long term plans.
- Identify major issues and concerns and efficiency and effectiveness of current and future operations.

Outcomes of this study are to determine the baseline level of existing services, outline the desired services and service levels (with input from City staff and other organizations) and to determine if the services can be streamlined, more efficient, more effective with the optimal customer service possible. Springsted presents the following scope of services to accomplish the City's objectives.

Project Initiation

The consulting team will meet with the City Administrator and other designated staff and officials to establish working relationships and to finalize a comprehensive work plan, expected outcomes and a timetable for this study. Springsted will also request that the City designate a staff person to be the consultant's primary point of contact. This individual will also coordinate the collection of the data identified in this scope of services and organize and schedule meetings needed to interview staff and perform the work. The purposes of these initial meetings are to:

1. Discuss the background and experience of Springsted and the Project Team.
2. Discuss, in detail, the methodology to be used in conducting the study, the role of the consultant and City staff and the amount and type of Employee participation.
3. Identify the major issues the City wants to address.
4. Review the project schedule and determine significant milestones.
5. Determine the frequency and content of status reports.
6. Discuss how the final report should be delivered.

After the initial meeting, individual interviews will be conducted with the key personnel, including elected officials, City staff and contract service providers. In addition, a sample of customers (service users) will be surveyed for their perspective and input into the level, amount and overall service currently being provided and the desired level of service. Interviews and field work will also gauge the effectiveness of the current staffing levels and department structure as well as identify strengths and areas of need within the department and service areas.

Other types of information to be collected and possible areas of focus during the interviews include:

- Identify services and the level of service the City now provides and define the assumed mix and level of service the City expects to provide in the future as defined by their established goals and short- and long-range plans.
- Adequacy of current full, part and contract staffing to meet existing workload, e.g. number and types of positions, employee training and certifications, etc.
- Variability of department workload, e.g. seasonal fluctuations and projected increases or decreases in workload based on anticipated changes in the City.
- Effectiveness and efficiency of the existing organizational structure, including lines of authority; work rules and policies; scheduling to meet service demands; process for tracking the quality, quantity and level of services provided, etc.

Data Collection

As part of this study, Springsted will want to obtain background information for review and analysis. This information will include, but not be limited to:

- The current organizational structure(s)
- Current staffing levels and job descriptions
- Use of overtime and compensatory time by affected employees
- Personnel policies and labor union agreements, if applicable
- Short- and long-range goals of the City
- The adopted 2011 budget and actual budget information for 2009 and 2010
- Demographic information and population projections for the City
- Historical data related to organizational structure and staffing levels

The consulting team will collect data from other cities, agencies or organizations that are comparable to the City of Lake Elmo. This baseline of comparison, or benchmarking, can provide a good comparative analysis for the City. The participants will be selected based on a variety of factors which may include size, geographic location, organizational structure, service provision, growth factors, etc. The consulting team will work with the City to identify the cities to include in this survey.

After the initial meeting, individual interviews will be conducted with the key personnel, including elected officials, City staff and contract service providers. In addition, a sample of customers (service users) will be surveyed for their perspective and input into the level, amount and overall service currently being provided and the desired level of service. Interviews and field work will also gauge the effectiveness of the current staffing levels and department structure as well as identify strengths and areas of need within the department and service areas.

Other types of information to be collected and possible areas of focus during the interviews include:

- Identify services and the level of service the City now provides and define the assumed mix and level of service the City expects to provide in the future as defined by their established goals and short- and long-range plans.
- Adequacy of current full, part and contract staffing to meet existing workload, e.g. number and types of positions, employee training and certifications, etc.
- Variability of department workload, e.g. seasonal fluctuations and projected increases or decreases in workload based on anticipated changes in the City.
- Effectiveness and efficiency of the existing organizational structure, including lines of authority; work rules and policies; scheduling to meet service demands; process for tracking the quality, quantity and level of services provided, etc.

Data Collection

As part of this study, Springsted will want to obtain background information for review and analysis. This information will include, but not be limited to:

- The current organizational structure(s)
- Current staffing levels and job descriptions
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- The adopted 2011 budget and actual budget information for 2009 and 2010
- Demographic information and population projections for the City
- Historical data related to organizational structure and staffing levels

The consulting team will collect data from other cities, agencies or organizations that are comparable to the City of Lake Elmo. This baseline of comparison, or benchmarking, can provide a good comparative analysis for the City. The participants will be selected based on a variety of factors which may include size, geographic location, organizational structure, service provision, growth factors, etc. The consulting team will work with the City to identify the cities to include in this survey.

**Analysis, Findings
and Recommendations**

Springsted's analysis will include findings and recommendations on service provision, structure, staffing and other information that arises through the course of the study. The existing organizational structure will be evaluated, considering current staffing levels, duties and responsibilities of positions, work load, work flow and generally-accepted practices and principles of comparable municipal government operations.

Springsted will also provide the City with recommendations that could improve the effectiveness and efficiency of the department operations. The recommendations will also include an assessment of general issues and factors that influence organizational and operational culture.

**Final Report
and Presentation**

Springsted will prepare a report of study findings and recommendations. A draft of the report will be presented to the City Administrator (and other designated individuals) in advance of its completion. This step may produce changes or adjustments in the findings and recommendations and these edits will be made prior to finalizing the report.

The final report and recommendations will be made available electronically at the conclusion of the study and copies of the report will be provided to the City.

4. Key Staff and Team Members

Gerald "Jerry" Sorenson, Director of Bond Services, brings his knowledge and administration skill sets to our Bond Services Group. As Director, he oversees our team of analysts and administrative support personnel as they are prepare Official Statements and conduct bond sales for tax-exempt and taxable financings. Mr. Sorenson was previously a finance director, director of administrative services and assistant and interim city manager. He has overseen Finance Departments and Human Resources Departments, as well as Data Processing and Operations Departments. He is a recipient of the 2002 League of Minnesota Cities C.C. Ludwig and Leadership Award, which recognizes one elected official and one municipal employee annually for their leadership and contributions to improving their municipality, improvements to municipal government and leadership and service to their citizens and communities. He has a bachelor's degree in Accounting and Business Administration from the University of Minnesota – Moorhead.

Contact Information:

651-223-3062

651-268-5062 fax

jsorenson@springsted.com

380 Jackson Street, Suite 300

Saint Paul, Minnesota 55101

Ann Antonsen, Vice President and Consultant, will serve as the project manager and the City's primary contact for this project. She will coordinate the Springsted project team to ensure that all work products meet the City's needs and objectives. Ms. Antonsen has a strong background in organizational management and human resources that she uses effectively in developing position analyses, classification and compensation studies, performance evaluation studies and in conducting executive search efforts for the public sector. She has over 18 years of experience in developing classification and compensation plans for public entities throughout the country.

Contact Information:

651-223-3057

651-268-5057 fax

aantonsen@springsted.com

380 Jackson Street, Suite 300

Saint Paul, Minnesota 55101

Rebecca J. "Becca" Edberg, Project Manager, joined Springsted's Management Consulting Group in the fall of 2008. She specializes in all facets of Human Resources, including classification and compensation studies and benefits review. Ms. Edberg has a degree in Human Resources Management

4. Key Staff and Team Members

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Contact Information:

651-223-3057

651-268-5057 fax

aantonsen@springsted.com

380 Jackson Street, Suite 300

Saint Paul, Minnesota 55101

Rebecca J. "Becca" Edberg, Project Manager, joined Springsted's Management Consulting Group in the fall of 2008. She specializes in all facets of Human Resources, including classification and compensation studies and benefits review. Ms. Edberg has a degree in Human Resources Management

from Winona State University in Minnesota. Ms. Edberg will assist the Project Manager in data collection, research, analysis and developing the findings and recommendations.

Contact Information:

651-223-3006

651-268-5006 fax

redberg@springsted.com

380 Jackson Street, Suite 300

Saint Paul, Minnesota 55101

Gerald H. Sorenson
Director of Bond Services

Mr. Sorenson joined Springsted Incorporated in 2007, bringing his in-depth knowledge and administration skill sets to our Bond Services Group. As Director, he oversees our team of analysts and administrative support personnel as they prepare Official Statements and conduct bond sales for tax-exempt and taxable financings. Under the direction of Mr. Sorenson, the Bond Services group continues to improve and update Springsted processes and methodologies to respond to ever evolving legal and market requirements.

Mr. Sorenson was with the City of Moorhead, Minnesota for 37 years where he was finance director, director of administrative services and assistant and interim city manager. He has a hands-on understanding of the challenges that face our clients. He has overseen Finance Departments and Human Resources Departments, as well as Data Processing and Operations Departments, where he directed the assessment process and fleet management. Subsequent to his work with the City of Moorhead, Mr. Sorenson has provided consulting services to Moorhead and other cities.

In 2002, the League of Minnesota Cities honored Mr. Sorenson with the C.C. Ludwig and Leadership Award. This award recognizes one elected official and one municipal employee annually for their leadership and contributions to improving their municipality, improvements to municipal government and leadership and service to their citizens and communities.

Education

University of Minnesota Moorhead, Moorhead, Minnesota

Bachelor of Science degree, with a double major in Accounting and Business Administration

Affiliations

Certified City Clerk while with the City of Moorhead, Minnesota:

Minnesota Government Finance Officers Association

International Government Finance Officers Association

League of Minnesota Cities

Served on the Revenue Resources Committee

Gerald H. Sorenson
Director of Bond Services

Mr. Sorenson joined Springsted Incorporated in 2007, bringing his in-depth knowledge and administration skill sets to our Bond Services Group. As Director, he oversees our team of analysts and administrative support personnel as they prepare Official Statements and conduct bond sales for tax-exempt and taxable financings. Under the direction of Mr. Sorenson, the Bond Services group continues to improve and update Springsted processes and methodologies to respond to ever evolving legal and market requirements.

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Bachelor of Science degree, with a double major in Accounting and Business Administration

Affiliations

Certified City Clerk while with the City of Moorhead, Minnesota:

Minnesota Government Finance Officers Association

International Government Finance Officers Association

League of Minnesota Cities

Served on the Revenue Resources Committee

Ann S. Antonsen

*Vice President
Consultant*

Ann Antonsen is an organization and management consultant, specializing in position analyses, classification and compensation studies, performance evaluation studies and in conducting executive search efforts for the public sector. She performs organizational studies, develops personnel policies and manuals and conducts organizational management training.

Ms. Antonsen has chosen to bring her wide-ranging skill sets to Springsted, where she will serve clients nationwide. With her strong background in Organizational Management and Human Resources, she will be dedicated to using her well-honed abilities to assist governmental agencies in developing and growing meaningful legacies. Ms. Antonsen has extensive experience in serving government organizations. Most recently, she has worked as a consultant with Labor Relations Associates, Inc., which has served the region for many years, providing management and human resources consulting services. Ms. Antonsen has provided human resources management services for large suburban communities and regional centers. She brings practical experience in handling the wide variety of issues that face public management. Additionally, she has related human resources experience in both public associations and private corporations.

Education

University of Minnesota, Minneapolis, Minnesota
Bachelor of Arts in Psychology
Continuing Legal Education Courses

Professional

International Public Management Association in Human Resources (IPMA)

Rebecca J. Edberg
Project Manager

Rebecca Edberg joined Springsted in November of 2008, working as a Project Manager with the Management Consulting Services Team. She provides technical support and assistance to clients through our Human Resources Department, focusing on compensation studies, executive searches and organizational management projects.

Ms. Edberg specializes in all facets of human resources, including classification and compensation as well as benefits reviews. She has prepared offer letters, non-disclosure and non-compete documents and has experience in employee hiring, preparing personnel policies, conducting human resources compliance and benefit reviews, and developing training programs.

Prior to employment with Springsted, Ms. Edberg worked in various human resources departments within private for-profit and non-profit organizations, focusing on strategic management, workforce planning and employment, human resources development, employee rewards and employee relations and risk management.

Education

Winona State University, Winona, Minnesota
Bachelor of Science Degree in Human Resources Management

Affiliations

Society for Human Resource Management
Secretary and Active Member, 2002-present
Twin Cities Human Resources Association
Delta Sigma Pi Professional Fraternity -
Vice President of Awards and Scholarship and Chapter Liaison, 2003-present

Professional

Professional in Human Resources Certification

Rebecca J. Edberg
Project Manager

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Secretary and Active Member, 2002-present
Twin Cities Human Resources Association
Delta Sigma Pi Professional Fraternity -
Vice President of Awards and Scholarship and Chapter Liaison, 2003-present

Professional

Professional in Human Resources Certification

5. Estimated Cost and Payment Schedule

Title	Hourly Rate
Principal & Senior Officer	\$220
Project Coordinator & Assistant Vice President	\$190
Analyst	\$155
Associate	\$145
Support Staff	\$65
Litigation Support	\$350

Springsted Incorporated will bill the City at the above specified hourly rates. It is estimated that the fee for the performance of the tasks as outlined in this proposal will be approximately \$6,750. In addition to the professional fee, Springsted will bill the City for out-of-pocket expenses such as travel, copying, etc. in an amount not-to-exceed \$500. Payment for these services will be invoiced in full upon completion of the project.



MAYOR & COUNCIL COMMUNICATION

DATE: 4/19/2011
REGULAR
ITEM #: 7
MOTION *Resolution 2011-017*

AGENDA ITEM: Consider approving Resolution 2011-017, authorizing the Mayor City Administrator and to execute Contract No. 98460; an agreement with MnDOT for the Community Roadside Landscaping Partnership Program

SUBMITTED BY: Kelli Matzek, Planner

THROUGH: Bruce Messelt, City Administrator *BAW*

REVIEWED BY: Kyle Klatt, Planning Director

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to approve Resolution 2011-017, authorizing the Mayor and City Administrator to execute Contract No. 98460; an agreement with MnDOT for the reimbursement of up to \$14,955 in landscaping materials for a proposed Highway 5 beautification project. This resolution is required by MnDOT to officially enter into the agreement and for the City to receive the reimbursement money after the project is complete. The suggestion motion is as follows:

SUGGESTED MOTION: *"Move to approve Resolution 2011-017, authorizing the Mayor City Administrator and to execute Contract No. 98460; an agreement with MnDOT for the Community Roadside Landscaping Partnership Program."*

BACKGROUND INFORMATION: In November of 2010, the City Council approved an application to participate in the MnDOT Community Roadside Landscaping Partnership Program and to authorize staff member, Kelli Matzek to serve as the primary contact person for the application. The MnDOT Community Landscaping Partnership Program provides a venue through which cities, residents, and the State work together on landscaping projects to beautify highway rights-of-way. The grant funds cover costs related to the purchase of landscaping materials while the City staff and community residents provide the manual labor.

The City has utilized this same grant program to beautify areas along State Highway 5 on four previous occasions. The project completed in 2007 near Carriage Station Park resulted in the planting of 60 trees with assistance by approximately 35 volunteers. The project completed in 2008 was also successful and resulted in the planting of many shrubs and trees south of Carriage

Station Park. The planting in 2009 resulted in \$12,400 worth of landscaping material (paid for by MnDOT) beautifying Highway 5 and the Fields of St. Croix 2nd Addition entrance.

STAFF REPORT: The proposed project is located in two different areas of the City. The first location, with a planting date of Saturday, May 21st, is located on the north side of Highway 5 near the entrance to Wildflower Shores and west of the new roundabout. The second planting, with a date of Saturday, June 4th, is located on the south side of Highway 5 and just west of the Highway 5 and Manning Avenue intersection with a small continuation near the Fields of St. Croix 2nd Addition entrance on the north side of the road.

RECOMMENDATION: Based upon the above background information and staff report, it is recommended that the City Council approve the agreement with MnDOT for the Community Roadside Landscaping Partnership Program by undertaking the following action:

“Move to approve Resolution 2011-017, authorizing the Mayor City Administrator and to execute Contract No. 98460; an agreement with MnDOT for the Community Roadside Landscaping Partnership Program.”

Alternatively, the City Council does have the authority to table this item for future consideration, 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 2011-017, authorizing the Mayor City Administrator and to execute Contract No. 98460; an agreement with MnDOT for the Community Roadside Landscaping Partnership Program [as amended].”

ATTACHMENTS: Resolution 2011-017

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Administrator
- Report/Presentation..... Kyle Klatt, Planning Director
- Questions from Council to Staff..... Mayor & City Council
- Public Input, if AppropriateMayor 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. 2011-017

*A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR AND MAYOR TO ENTER
INTO CONTRACT NO. 98460 WITH THE STATE OF MINNESOTA, DEPARTMENT OF
TRANSPORTATION FOR REIMBURSEMENT OF LANDSCAPE MATERIALS TO BE
UTILIZED ALONG STATE HIGHWAY 5*

WHEREAS, the City of Lake Elmo applied for and was approved to receive a grant through the Mn/DOT Roadside Landscape Partnership Program to landscape within the road right-of-way of State Highway 5;

NOW THEREFORE BE IT RESOLVED, that the City of Lake Elmo enter into Agreement No. 98460 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the City of the State's share of the costs of the landscape materials acquisition to be installed along and adjacent to Trunk Highway No. 5 from 300 feet west of Iris Ave. to 300 feet east of Iris Ave. and along Trunk Highway No. 5 from 1000 feet west of Little Bluestem Trail to 200 feet west of County State Aid Highway No. 14 within the corporate City limits under State Project No. 8214-969F.

BE IT FURTHER RESOLVED, that the Mayor and the City Administrator are authorized to execute the Agreement and any amendments to the Agreement.

ADOPTED BY the Lake Elmo City Council on the 19th day of April, 2011.

ATTEST:

Dean A. Johnston, Mayor

Bruce Messelt, City Administrator

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Council of the City of Lake Elmo at an authorized meeting held on the 19th day of April, 2011, as shown by the minutes of the meeting in my possession.

Signed:

(Signature)

(Type or Print Name)

(Title)

Subscribed and sworn to before me
this ____ day of April, 2011.

Notary Public _____

My Commission Expires _____



MAYOR & COUNCIL COMMUNICATION

DATE: 4/19/11
REGULAR
ITEM #: 8
MOTION

AGENDA ITEM: Authorization to Purchase Landscape Material for MnDOT Landscape Partnership Program Planting

SUBMITTED BY: Kelli Matzek, Planner

THROUGH: Bruce Messelt, City Administrator *BM*

REVIEWED BY: Kyle Klatt, Planning Director

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to authorize the purchase of landscape material for the MnDOT Landscape Partnership Program planting project. The recommended motion to act on this is as follows:

SUGGESTED MOTION: *"Move to direct staff to purchase material from Abrahamson Nursery with a two year warrantee for the MnDOT Landscaping Projects this spring."*

BACKGROUND INFORMATION: The MnDOT Community Landscaping Partnership Program provides a venue through which cities, residents, and the State work together on landscaping projects to beautify highway rights-of-way. The grant funds cover costs related to the purchase of landscaping materials while the City staff and community residents provide the manual labor.

The City has utilized this same grant program to beautify areas along State Highway 5 on four previous occasions. In November of 2010, the City Council approved an application to participate in the MnDOT Community Roadside Landscaping Partnership Program and to authorize staff member, Kelli Matzek to serve as the primary contact person for the application.

The proposed project is located in two different areas of the city. The first location, with a planting date of Saturday, May 21st, is located on the north side of Highway 5 near the entrance to Wildflower Shores and west of the new roundabout. The second planting, with a date of Saturday, June 4th, is located on the south side of Highway 5 and just west of the Highway 5 and Manning Avenue intersection with a small continuation near the Fields of St. Croix 2nd Addition entrance on the north side of the road.

STAFF REPORT: Pricing of materials was requested from five companies - three of which responded prior to the writing of this report. Vendors were requested to provide pricing for material meeting MnDOT specifications, to specify pricing with and without a warrantee if offered, and to identify if a delivery fee is applicable as well. The following summarizes the information received:

- *Abrahamson Nursery* - \$11,779 with 2 year warrantee; \$10,515 without a warrantee
- *Bachman Wholesale* - \$7,284 without a warrantee; omitted fourteen trees, rodent guard, compost and woodchips
- *Grove Nursery* - \$7,578.45 without a warrantee; omitted rodent guard, compost and woodchips; altered container size (made larger with one exception); changed a B&B to a container size

Abrahamson Nursery was the only submission received that provided a dollar amount for each of the items requested without a change of container size or omitting something from the requested list of materials. The total amount priced by Abrahamson Nursery is \$11,779 with a two year warrantee on all the landscape material or \$10,515 for no warrantee.

Staff is recommending accepting the proposal by Abrahamson nursery with the warranty. Abrahamson nursery had a competitive and complete price provided and it was the only complete submission, based on the materials and sizes identified in the project. If the warranty is also secured, the pricing still falls well below the \$14,955 limit identified in the grant agreement for this project.

Of note: A warranty was acquired through this grant on the material used in the 2009 planting project. This was found to be useful, as four trees have died and are being replaced by Abrahamson Nursery this spring.

RECOMMENDATION: Based upon the above background information and staff report, it is recommended that the City Council authorize purchase of material from Abrahamson Nursery by undertaking the following action

“Move to direct staff to purchase material from Abrahamson Nursery with a two year warrantee for the MnDOT Landscaping Projects this spring.”

Alternatively, the City Council may choose a different company, should a warrantee be considered unnecessary. If this option is chosen, staff will need to confirm with MnDOT that the alterations made by the other companies still meet the required MnDOT specifications and reschedule this item for future Council consideration.

ATTACHMENTS: None

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item..... City Administrator
- Report/Presentation..... Kyle Klatt, Planning Director
- Questions from Council to Staff..... Mayor & City Council
- Public Input, if AppropriateMayor Facilitates
- Call for Motion Mayor & City Council
- Discussion.....Mayor Facilitates
- Action on Motion..... Mayor & City Council



MAYOR & COUNCIL COMMUNICATION

DATE: 4/19/2011
REGULAR
ITEM #: 9
MOTION *Resolution No. 2011-016*

AGENDA ITEM: 2011 Street and Water Quality Improvements – Accepting the Bids and Awarding the Contract

SUBMITTED BY: Ryan Stempski, Assistant City Engineer

THROUGH: Bruce Messelt, City Administrator *BAM*

REVIEWED BY: Jack Griffin, City Engineer
Tom Bouthilet, Finance Director

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to accept bids and award a contract for the 2011 Street and Water Quality Improvements. The recommended motion to act on is as follows:

SUGGESTED MOTION: *“Move to approve Resolution No. 2011-016, Accepting the Bids and Awarding a Contract to Hardrives, Inc. for the 2011 Street and Water Quality Improvements per the Engineers Letter of Recommendation for the Award of the Contract.”*

BACKGROUND INFORMATION: At the December 7, 2010, City Council Meeting, Council authorized the preparation of Plans and Specifications to address street and water quality improvements for the Tartan Meadows and David Nelson Estates neighborhoods. At the February 1, 2011, City Council Meeting, Council authorized the preparation of Plans and Specifications for a “Shape and Pave” Improvement to provide a bituminous surfaced roadway for the existing gravel roadway for 50th Street and Kimbro Avenue.

These improvement projects have been combined together to comprise the 2011 Street and Water Quality Improvements to take enhance the bidding environment through an economies of scale. The City Council approved the Plans and Specifications for the 2011 Street and Water Quality Improvements on March 15, 2011 and authorized staff to advertise the project for bids.

STAFF REPORT: Bids were received, publicly opened, and read aloud on April 12, 2011. TKDA has prepared and attached the Bid Tabulation worksheet and a Letter of Recommendation

for the Award of the Contract. It is hereby recommended that Council award the contract to the lowest responsible bidder, Hardrives, Inc., as outlined in the Engineers Recommendation of the Award of the Contract.

RECOMMENDATION: Based upon the above background information and staff report, it is recommended that the City Council move to accept bids and award a contract for the 2011 Street and Water Quality Improvements by undertaking the following action:

“Move to approve Resolution No. 2011-016, Accepting the Bids and Awarding a Contract to Hardrives, Inc. for the 2011 Street and Water Quality Improvements per the Engineers Letter of Recommendation for the Award of the Contract.”

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, the suggested motion would be:

“Move to approve Resolution No. 2011-016, Accepting the Bids and Awarding a Contract to Hardrives, Inc. for the 2011 Street and Water Quality Improvements per the Engineers Letter of Recommendation for the Award of the Contract [as amended].”

ATTACHMENTS:

1. Resolution No. 2011-016
2. Engineers Letter of Recommendation for Award of Contract

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item..... City Administrator
- Report/Presentation..... City Engineer
- Questions from Council to Staff..... Mayor & City Council
- 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. 2011-016

**A RESOLUTION ACCEPTING THE BIDS AND AWARDING THE
CONTRACT**

WHEREAS, pursuant to an advertisement for bids for the 2011 Street and Water Quality Improvements, bids were received, opened and tabulated according to law, and bids were received complying with the advertisement;

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

AND WHEREAS, the City Engineer reviewed the bids and has provided a letter recommending the award of the contract to the lowest responsible bidder, Hardrives, Inc.;

NOW, THEREFORE, BE IT RESOLVED,

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

Date: _____, 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 19th day of April 2011, as shown by the minutes of said meeting in my possession.

Sharon Lumby
City Clerk

(Seal)

TKDA

ENGINEERING • ARCHITECTURE • PLANNING

The right time. The right people. The right company.

444 Cedar Street, Suite 1500
Saint Paul, MN 55101-2140

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

April 19, 2011

Honorable Mayor and City Council
City of Lake Elmo, Minnesota

Re: 2011 Street and Water Quality Improvements
City of Lake Elmo, Minnesota
TKDA Project No. 14732.001

Dear Mayor and City Council:

Bids for the referenced project were received on April 12, 2011, at 2:00 pm with the following results. A complete Tabulation of Bids is enclosed for your information.

Contractor	Base Bid
Hardrives, Inc.	\$469,524.99
T.A. Schifsky & Sons, Inc.	\$520,040.81
Northwest Asphalt, Inc.	\$598,749.51
Engineer's Estimate	\$570,324

Recommendation

We recommend that you award the Contract to the lowest responsible bidder, Hardrives, Inc., for their base bid of \$469,524.99.

Please do not hesitate to contact me with any questions or comments you may have.

Sincerely,

Ryan W. Stempski, P.E.
Project Manager

Enclosure

Cc: Jack W. Griffin

TABULATION OF BIDS

2011 STREET AND WATER QUALITY IMPROVEMENTS
CITY OF LAKE ELMO, MINNESOTA
TKDA PROJECT NO. 14732.001

BIDS OPENED: APRIL 12, 2011, 2:00 PM

*DENOTES ERROR IN BIDDERS CALCULATION



ENGINEER'S ESTIMATE

HARDRIVES, INC. *

T.A. SCHIESKY & SONS, INC.

NORTHWEST ASPHALT

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
	TARTAN MEADOWS NEIGHBORHOOD										
1	MOBILIZATION	1	LS	\$ 12,000.00	\$ 12,000.00	\$ 4,632.25	\$ 4,632.25	\$ 9,700.00	\$ 9,700.00	\$ 6,800.00	\$ 6,800.00
2	TRAFFIC CONTROL	1	LS	\$ 1,250.00	\$ 1,250.00	\$ 968.23	\$ 968.23	\$ 978.50	\$ 978.50	\$ 950.00	\$ 950.00
3	SILT FENCE	285	LF	\$ 2.25	\$ 641.25	\$ 2.89	\$ 766.65	\$ 1.95	\$ 555.75	\$ 4.75	\$ 1,353.75
4	INLET PROTECTION	14	EA	\$ 200.00	\$ 2,800.00	\$ 96.82	\$ 1,355.48	\$ 90.00	\$ 1,260.00	\$ 150.00	\$ 2,100.00
5	SAW CUT PAVEMENT (ALL TYPES)	1,012	LF	\$ 2.50	\$ 2,530.00	\$ 2.15	\$ 2,175.80	\$ 1.80	\$ 1,821.60	\$ 3.00	\$ 3,036.00
6	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT (DRIVEWAYS)	155	SY	\$ 3.25	\$ 503.75	\$ 4.30	\$ 666.50	\$ 2.06	\$ 319.30	\$ 5.00	\$ 775.00
7	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT (FLUME)	2	EA	\$ 50.00	\$ 100.00	\$ 80.89	\$ 161.38	\$ 206.00	\$ 412.00	\$ 250.00	\$ 500.00
8	REMOVE & DISPOSE OF EXIST. CONCRETE PAVEMENT (DRIVEWAYS)	101	SY	\$ 7.00	\$ 707.00	\$ 5.38	\$ 543.38	\$ 6.18	\$ 624.18	\$ 5.00	\$ 505.00
9	SUBGRADE CORRECTION	966	SY	\$ 4.00	\$ 3,864.00	\$ 2.00	\$ 1,932.00	\$ 2.99	\$ 2,888.34	\$ 17.50	\$ 16,905.00
10	RECLAIM EX. BIT. AND BASE MATERIALS, 8-INCH DEPTH	19,294	SY	\$ 0.95	\$ 18,329.30	\$ 0.80	\$ 15,435.20	\$ 0.77	\$ 14,856.38	\$ 1.00	\$ 19,294.00
11	HAUL OUT EXCESS MILLINGS (LV)	1,084	CY	\$ 6.25	\$ 6,775.00	\$ 6.00	\$ 6,504.00	\$ 6.18	\$ 6,699.12	\$ 8.50	\$ 9,214.00
12	SUBGRADE PREPARATION OF RECLAIMED SURFACE	49	RS	\$ 175.00	\$ 8,575.00	\$ 220.03	\$ 10,781.47	\$ 125.00	\$ 6,125.00	\$ 175.00	\$ 8,575.00
13	2380 TYPE LV3 BITUMINOUS NON-WEARING COURSE	1,787	TN	\$ 56.00	\$ 100,032.00	\$ 48.95	\$ 87,963.15	\$ 58.00	\$ 104,226.00	\$ 54.20	\$ 97,397.40
14	2380 TYPE LV4 BITUMINOUS WEARING COURSE	1,537	TN	\$ 61.00	\$ 93,757.00	\$ 51.06	\$ 78,479.22	\$ 57.00	\$ 87,609.00	\$ 63.50	\$ 97,599.50
15	BITUMINOUS MATERIAL FOR TACK COAT	860	GAL	\$ 3.00	\$ 2,580.00	\$ 2.14	\$ 1,840.40	\$ 2.09	\$ 1,770.00	\$ 3.00	\$ 2,580.00
16	2380 TYPE LV4 BITUMINOUS WEAR COURSE, DRIVES	214	SY	\$ 17.50	\$ 3,745.00	\$ 15.98	\$ 3,419.72	\$ 12.00	\$ 2,568.00	\$ 28.00	\$ 5,992.00
17	SAW & SEAL STREET (40' INTERVALS)	3,480	LF	\$ 1.95	\$ 6,786.00	\$ 2.09	\$ 7,273.20	\$ 2.21	\$ 7,690.80	\$ 2.00	\$ 6,960.00
18	ADJUST CATCH BASIN & INSTALL CONCRETE WINGS	13	EA	\$ 250.00	\$ 3,250.00	\$ 511.27	\$ 6,646.51	\$ 669.50	\$ 8,703.50	\$ 800.00	\$ 10,400.00
19	REPAIR CASTING AND ADJUST CATCH BASIN & INSTALL CONCRETE WINGS	1	EA	\$ 400.00	\$ 400.00	\$ 809.61	\$ 809.61	\$ 669.50	\$ 669.50	\$ 1,300.00	\$ 1,300.00
20	ADJUST MANHOLE	1	EA	\$ 200.00	\$ 200.00	\$ 456.24	\$ 456.24	\$ 300.00	\$ 300.00	\$ 480.00	\$ 480.00
21	6" CONCRETE DRIVE	184	SY	\$ 40.00	\$ 5,360.00	\$ 46.26	\$ 6,198.84	\$ 46.35	\$ 6,210.90	\$ 48.00	\$ 6,432.00
22	CONCRETE CURB CUT FOR RAIN GARDEN	12	EA	\$ 250.00	\$ 3,000.00	\$ 263.56	\$ 3,162.66	\$ 412.00	\$ 4,944.00	\$ 350.00	\$ 4,200.00
23	CLASS 3 RIP RAP W/GEOTEXTILE FABRIC	4	CY	\$ 100.00	\$ 400.00	\$ 102.21	\$ 408.84	\$ 113.30	\$ 453.20	\$ 100.00	\$ 400.00
24	DITCH GRADING	210	LF	\$ 11.00	\$ 2,310.00	\$ 2.37	\$ 497.70	\$ 9.79	\$ 2,056.90	\$ 15.00	\$ 3,150.00
25	IMPORT AND PLACE TOPSOIL	481	CY	\$ 15.00	\$ 7,215.00	\$ 14.52	\$ 6,984.12	\$ 12.36	\$ 5,945.16	\$ 25.00	\$ 12,025.00
26	SEEDING, FERTILIZER AND WOOD FIBER BLANKET	145	SY	\$ 2.15	\$ 311.75	\$ 2.15	\$ 311.75	\$ 3.09	\$ 448.05	\$ 1.00	\$ 146.00
27	SODDING	4,354	SY	\$ 3.75	\$ 16,327.50	\$ 2.70	\$ 11,755.80	\$ 2.52	\$ 10,972.08	\$ 2.40	\$ 10,449.60
	SUBTOTAL TARTAN MEADOWS NEIGHBORHOOD				\$ 309,740.55		\$ 262,132.40	*	\$ 290,796.26		\$ 329,436.25

TABULATION OF BIDS

2011 STREET AND WATER QUALITY IMPROVEMENTS
CITY OF LAKE ELMO, MINNESOTA
TKDA PROJECT NO. 14732.001

BIDS OPENED: APRIL 12, 2011, 2:00 PM

*DENOTES ERROR IN BIDDERS CALCULATION



ITEM NO.	DESCRIPTION	QUANTITY	UNIT	ENGINEER'S ESTIMATE			HARDRIVES, INC. *			T.A. SCHIFSKY & SONS, INC.			NORTHWEST ASPHALT		
				PRICE	AMOUNT	TOTAL	UNIT PRICE	AMOUNT	TOTAL	UNIT PRICE	AMOUNT	TOTAL	UNIT PRICE	AMOUNT	TOTAL
	DAVID NELSON ESTATES NEIGHBORHOOD														
1	MOBILIZATION	1	LS	\$ 2,000.00	\$ 2,000.00		\$ 1,639.88	\$ 1,639.88		\$ 2,850.00	\$ 2,850.00		\$ 3,800.00	\$ 3,800.00	
2	TRAFFIC CONTROL	1	LS	\$ 250.00	\$ 250.00		\$ 268.95	\$ 268.95		\$ 309.00	\$ 309.00		\$ 300.00	\$ 300.00	
3	SILT FENCE	100	LF	\$ 2.25	\$ 225.00		\$ 2.69	\$ 269.00		\$ 1.95	\$ 195.00		\$ 8.00	\$ 800.00	
4	INLET PROTECTION	2	EA	\$ 200.00	\$ 400.00		\$ 98.83	\$ 193.66		\$ 90.00	\$ 180.00		\$ 150.00	\$ 300.00	
5	SAWCUT PAVEMENT (ALL TYPES)	163	LF	\$ 2.50	\$ 407.50		\$ 2.15	\$ 350.45		\$ 2.00	\$ 326.00		\$ 5.00	\$ 815.00	
6	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT (DRIVEWAYS)	17	SY	\$ 3.25	\$ 55.25		\$ 4.30	\$ 73.10		\$ 4.12	\$ 70.04		\$ 10.00	\$ 170.00	
7	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT (FLUME)	1	EA	\$ 20.00	\$ 20.00		\$ 80.69	\$ 80.69		\$ 206.00	\$ 206.00		\$ 250.00	\$ 250.00	
8	REMOVE & DISPOSE OF EXIST. CONCRETE PAVEMENT (DRIVEWAYS)	13	SY	\$ 7.00	\$ 91.00		\$ 5.34	\$ 69.42		\$ 5.15	\$ 66.95		\$ 10.00	\$ 130.00	
9	SUBGRADE CORRECTION	138	SY	\$ 4.00	\$ 552.00		\$ 2.00	\$ 276.00		\$ 2.89	\$ 412.62		\$ 25.00	\$ 3,450.00	
10	RECLAIM EX. BIT. AND BASE MATERIALS, 8-INCH DEPTH	2,760	SY	\$ 0.95	\$ 2,612.50		\$ 0.80	\$ 2,208.00		\$ 0.77	\$ 2,117.50		\$ 1.75	\$ 4,812.50	
11	HAUL OUT EXCESS MILLINGS (LV)	101	CY	\$ 6.25	\$ 631.25		\$ 1.00	\$ 101.00		\$ 8.24	\$ 832.24		\$ 8.50	\$ 858.50	
12	SUBGRADE PREPARATION OF RECLAIMED SURFACE	6	RS	\$ 175.00	\$ 1,050.00		\$ 378.11	\$ 2,268.66		\$ 125.00	\$ 750.00		\$ 175.00	\$ 1,050.00	
13	2360 TYPE LV3 BITUMINOUS NON-WEARING COURSE	246	TN	\$ 59.00	\$ 14,514.00		\$ 50.76	\$ 12,486.96		\$ 58.00	\$ 14,268.00		\$ 59.00	\$ 14,514.00	
14	2360 TYPE LV4 BITUMINOUS WEARING COURSE	207	TN	\$ 61.00	\$ 12,627.00		\$ 53.89	\$ 11,153.83		\$ 57.00	\$ 11,799.00		\$ 70.80	\$ 14,614.20	
15	BITUMINOUS MATERIAL FOR TACK COAT	116	GAL	\$ 3.00	\$ 348.00		\$ 2.14	\$ 246.24		\$ 2.00	\$ 232.00		\$ 3.00	\$ 348.00	
16	2360 TYPE LV4 BITUMINOUS WEAR COURSE, DRIVES	32	SY	\$ 17.50	\$ 560.00		\$ 16.05	\$ 513.60		\$ 12.00	\$ 384.00		\$ 30.00	\$ 960.00	
17	SAW & SEAL STREET (40' INTERVALS)	360	LF	\$ 1.95	\$ 702.00		\$ 2.09	\$ 752.40		\$ 3.09	\$ 1,112.40		\$ 2.00	\$ 720.00	
18	ADJUST CATCH BASIN & INSTALL CONCRETE WINGS	1	EA	\$ 250.00	\$ 250.00		\$ 560.43	\$ 560.43		\$ 669.50	\$ 669.50		\$ 800.00	\$ 800.00	
19	REPAIR CASTING AND ADJUST CATCH BASIN & INSTALL CONCRETE WINGS	1	EA	\$ 400.00	\$ 400.00		\$ 841.89	\$ 841.89		\$ 689.50	\$ 689.50		\$ 1,300.00	\$ 1,300.00	
20	6" CONCRETE DRIVE	22	SY	\$ 40.00	\$ 880.00		\$ 53.78	\$ 1,183.38		\$ 46.35	\$ 1,019.70		\$ 56.00	\$ 1,232.00	
21	CONCRETE CURB CUT FOR RAIN GARDEN	2	EA	\$ 250.00	\$ 500.00		\$ 295.86	\$ 591.72		\$ 412.00	\$ 824.00		\$ 350.00	\$ 700.00	
22	DITCH GRADING	5	LF	\$ 11.00	\$ 55.00		\$ 10.76	\$ 53.80		\$ 20.60	\$ 103.00		\$ 100.00	\$ 500.00	
23	IMPORT AND PLACE TOPSOIL	62	CY	\$ 15.00	\$ 930.00		\$ 34.88	\$ 2,150.16		\$ 12.36	\$ 766.32		\$ 25.00	\$ 1,560.00	
24	SEEDING, FERTILIZER AND WOOD FIBER BLANKET	25	SY	\$ 2.15	\$ 53.75		\$ 10.76	\$ 269.00		\$ 10.30	\$ 257.50		\$ 3.00	\$ 75.00	
25	SODDING	531	SY	\$ 3.75	\$ 1,991.25		\$ 2.70	\$ 1,433.70		\$ 2.52	\$ 1,338.12		\$ 3.35	\$ 1,775.85	
	SUBTOTAL DAVID NELSON ESTATES NEIGHBORHOOD				\$ 42,105.50			\$ 39,980.92			\$ 41,758.39			\$ 55,928.05	

TABULATION OF BIDS

2011 STREET AND WATER QUALITY IMPROVEMENTS
CITY OF LAKE ELMO, MINNESOTA
TKDA PROJECT NO. 14732.001

BIDS OPENED: APRIL 12, 2011, 2:00 PM

*DENOTES ERROR IN BIDDERS CALCULATION



ITEM NO.	DESCRIPTION	QUANTITY	UNIT	ENGINEER'S ESTIMATE			HARDIRES, INC. *			T.A. SCHIFSKY & SONS, INC.			NORTHWEST ASPHALT		
				UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
	50TH STREET AND KIMBERO AVENUE														
1	MOBILIZATION	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 3,075.56	\$ 3,075.56	\$ 4,900.00	\$ 4,900.00	\$ 6,400.00	\$ 6,400.00				
2	TRAFFIC CONTROL	1	LS	\$ 2,500.00	\$ 2,500.00	\$ 699.30	\$ 699.30	\$ 875.50	\$ 875.50	\$ 700.00	\$ 700.00				
3	SILT FENCE	100	LF	\$ 2.25	\$ 225.00	\$ 2.09	\$ 209.00	\$ 195.00	\$ 195.00	\$ 6.00	\$ 600.00				
4	CLEAN AND GRUB TREE	20	EA	\$ 250.00	\$ 5,000.00	\$ 236.89	\$ 4,733.80	\$ 309.00	\$ 6,180.00	\$ 235.00	\$ 4,700.00				
5	SAWCUT PAVEMENT (ALL TYPES)	100	LF	\$ 2.50	\$ 250.00	\$ 2.15	\$ 215.00	\$ 2.00	\$ 200.00	\$ 5.00	\$ 500.00				
6	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT	1,067	SY	\$ 2.00	\$ 2,134.00	\$ 1.29	\$ 1,376.43	\$ 1.24	\$ 1,323.08	\$ 3.00	\$ 3,201.00				
7	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT (DRIVEWAYS)	8	SY	\$ 3.25	\$ 26.00	\$ 4.30	\$ 34.40	\$ 10.30	\$ 82.40	\$ 17.50	\$ 140.00				
8	COMMON EXCAVATION (CY) (P)	289	CY	\$ 10.00	\$ 2,890.00	\$ 7.42	\$ 2,144.38	\$ 7.73	\$ 2,233.97	\$ 15.50	\$ 4,481.50				
9	SUBGRADE CORRECTION	1,050	SY	\$ 4.00	\$ 4,200.00	\$ 4.63	\$ 4,861.50	\$ 2.09	\$ 2,195.50	\$ 175.00	\$ 183,750.00				
10	SUBGRADE PREPARATION OF RECLAIMED SURFACE	38	RS	\$ 175.00	\$ 6,650.00	\$ 180.00	\$ 6,840.00	\$ 125.00	\$ 4,750.00	\$ 175.00	\$ 6,650.00				
11	PLACE AND COMPACT RECLAIM MATERIAL (FROM OTHER SITES) (LV)	1,239	CY	\$ 5.00	\$ 6,195.00	\$ 1.00	\$ 1,239.00	\$ 3.09	\$ 3,828.51	\$ 2.50	\$ 3,097.50				
12	2360 TYPE LV3 BITUMINOUS NON-WEARING COURSE	1,201	TN	\$ 59.00	\$ 70,859.00	\$ 49.88	\$ 59,905.88	\$ 57.50	\$ 69,057.50	\$ 53.85	\$ 64,673.85				
13	2360 TYPE LV4 BITUMINOUS WEARING COURSE	1,201	TN	\$ 61.00	\$ 73,261.00	\$ 50.74	\$ 60,838.74	\$ 57.00	\$ 68,457.00	\$ 63.00	\$ 75,663.00				
14	BITUMINOUS MATERIAL FOR TACK COAT	504	GAL	\$ 3.00	\$ 1,512.00	\$ 2.14	\$ 1,078.56	\$ 2.50	\$ 1,260.00	\$ 3.00	\$ 1,512.00				
15	2360 TYPE LV4 BITUMINOUS WEAR COURSE, DRIVES	366	SY	\$ 17.50	\$ 6,390.00	\$ 15.60	\$ 5,709.60	\$ 11.00	\$ 4,026.00	\$ 28.00	\$ 10,248.00				
16	GUARDRAIL, MINIDOT TYPE 6307 OR 6368	210	LF	\$ 70.80	\$ 14,768.00	\$ 36.90	\$ 7,755.00	\$ 49.44	\$ 10,382.40	\$ 33.00	\$ 6,930.00				
17	CLASS 5 AGGREGATE SHOULDERING - 100% CRUSHED LIMESTONE	204	TN	\$ 28.00	\$ 5,712.00	\$ 17.43	\$ 3,555.72	\$ 16.00	\$ 3,264.00	\$ 22.50	\$ 4,590.00				
18	DITCH GRADING	20	LF	\$ 11.00	\$ 220.00	\$ 10.76	\$ 215.20	\$ 20.60	\$ 412.00	\$ 25.00	\$ 500.00				
19	SEEDING, FERTILIZER AND WOOD FIBER BLANKET	420	SY	\$ 2.15	\$ 903.00	\$ 2.15	\$ 903.00	\$ 2.06	\$ 865.20	\$ 1.15	\$ 483.00				
20	STRIPING - 4" YELLOW STRIPING	2,320	LF	\$ 1.00	\$ 2,320.00	\$ 0.22	\$ 510.40	\$ 0.21	\$ 487.20	\$ 0.20	\$ 464.00				
21	STRIPING - 4" WHITE STRIPING	7,440	LF	\$ 1.00	\$ 7,440.00	\$ 0.22	\$ 1,636.80	\$ 0.21	\$ 1,562.40	\$ 0.20	\$ 1,488.00				
22	INSTALL SIGN PANEL	5	SF	\$ 50.00	\$ 250.00	\$ 32.28	\$ 161.40	\$ 30.80	\$ 154.00	\$ 30.00	\$ 150.00				
	SUBTOTAL 50TH STREET AND KIMBERO AVENUE				\$ 218,477.00		\$ 167,402.67		\$ 187,526.16		\$ 213,682.85				
	TOTAL 2011 STREET & WATER QUALITY IMPROVEMENTS				\$ 570,323.05		\$ 459,524.99		\$ 520,040.81		\$ 598,749.15				



MAYOR & COUNCIL COMMUNICATION

DATE: 4/19/2011
REGULAR
ITEM #: 10
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 *BM*

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: This item is held over from the April 5th, City Council Meeting. 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 future Park & 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.

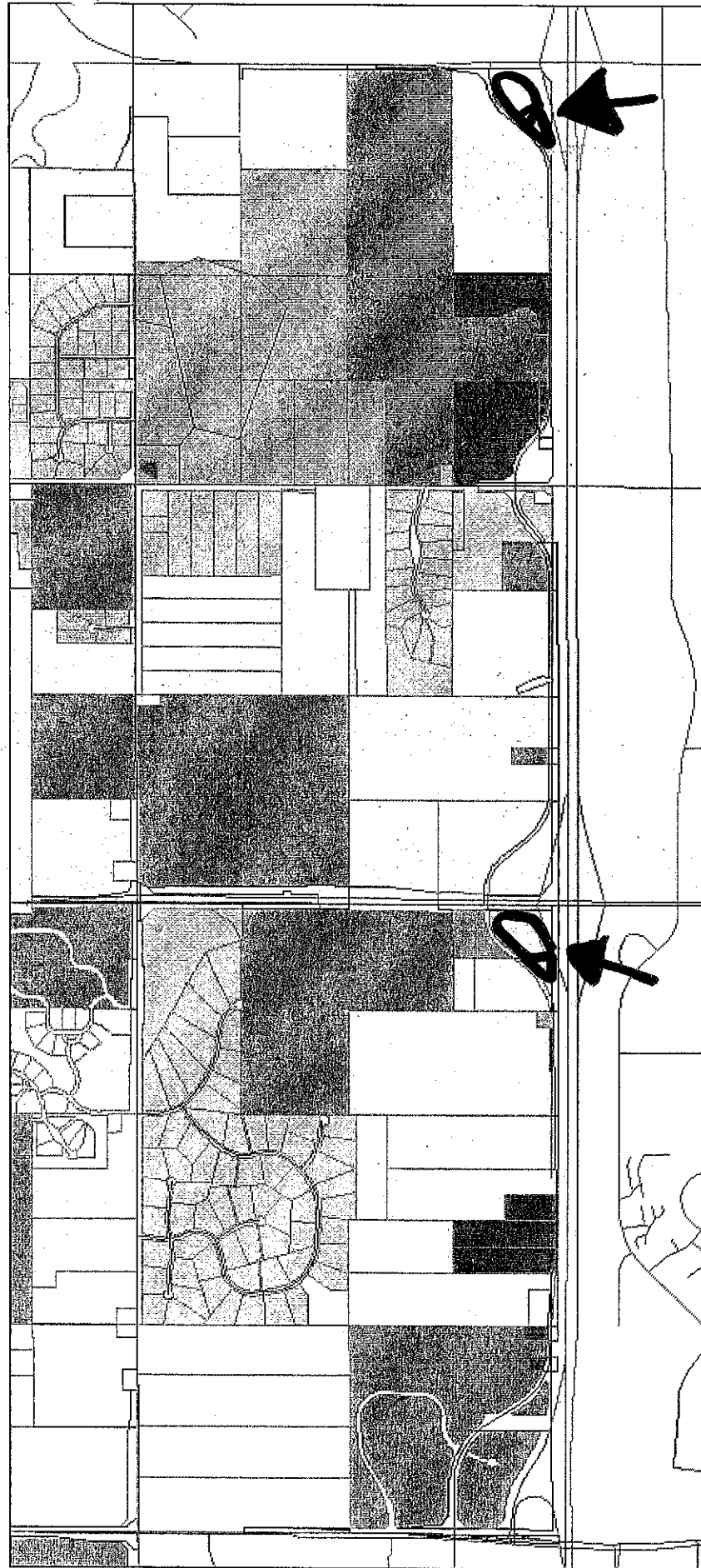
ATTACHMENTS: (2)

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 19th 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 _____,
2011.



MAYOR & COUNCIL COMMUNICATION

DATE: 4/19/2011

REGULAR

ITEM #: 11

MOTION

AGENDA ITEM: Approval of Sign Maintenance Software and Computer Purchase

SUBMITTED BY: Mike Bouthilet

THROUGH: City Council (Workshop)
Bruce Messelt, City Administrator *BAM*

REVIEWED BY: Tom Bouthilet

SUMMARY AND ACTION REQUESTED: The Public Works Department is requesting authorization to purchase new sign maintenance software, desktop computer, and monitor, as presented at the April 12th, 2011 City Council Workshop. The suggested motion to approve such purchase is:

SUGGESTED MOTION: *"Move to approve purchase of Sign Maintenance Software and necessary computer equipment, estimated at \$3,000."*

BACKGROUND INFORMATION: New federal regulation requires all public agencies to inventory and develop an inspection program for all street and regulatory signs in their jurisdiction. This is the first phase of new regulations and must be completed in by 2012.

To facilitate this process, the Public Works Department is requesting the purchase of software capable of developing a data base inventory of sign types, location with mapping, installation and inspection schedules. In accordance with City procurement policy, bids were solicited and City staff is recommending approval of the lowest responsible bid of \$2,142.50 for the purchase of "Simple Signs" software.

In addition, the purchase of a new desktop computer and monitor, estimated at \$800.00, would be used for the City's Public Utilities needs, thus freeing up the existing laptop to be utilized for field inspections on the signs, storm water system, and parks.

STAFF REPORT: The Public Works Department has conducted software demonstrations by two vendors. The programs provided very similar inventory data, mapping and inspection

schedules. The main difference was a computer installed program vs. a web based data base. A third vendor was also researched, but was cost prohibitive.

Installed Software:	SIMPLE SIGNS 3.0	\$2,142.50	Free Lifetime Support
Web Based Program:	EPIC SOLUTIONS	\$2,421.03	\$360.00 Annual Fee
Installed Software:	ROADSOFT	\$4,300.00	\$1,500.00 Annual Fee
Computer from Roseville IT Department		\$616.00	Monitor \$184.00

It is recommended that the expenditure for this project emanate from the 2011 Infrastructure Reserve Account at this time, thus not requiring a specific budget transfer or adjustment. However, the Council may still wish to allocate monies from the General Fund Reserve, based upon its discussion of possible 2011 Opportunity Budget projects, once other software requests have been considered.

RECOMMENDATION: Based upon the above background information and staff report, it is recommended that the City Council approve the purchase of new sign maintenance software (Simple Sign from Rowekamp Associates Inc.), as well as a desktop computer, and monitor, as presented at the April 12th, 2011 City Council Workshop. The suggested motion to approve such purchase is:

"Move to approve purchase of Sign Maintenance Software and necessary computer equipment, estimated at \$3,000."

ATTACHMENTS:

1. SIMPLE SIGN Quote and Information
2. Computer Quote (Roseville IT Department)

SUGGESTED ORDER OF BUSINESS:

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



10800 Lyndale Avenue South
Suite 110
Bloomington MN 55420

NAME / ADDRESS
City of Lake Elmo MN Mike Bouthilet 3445 Ideal Ave N Lake Elmo MN 55042

Quote

DATE	ESTIMATE ...
1/27/2011	102

PROJECT

DESCRIPTION	QTY	COST	TOTAL
SimpleSigns 3.0 Sign Inventory Software		1,500.00	1,500.00T
RoweMap for SimpleSigns		500.00	500.00T
Transit Tax - Anoka, Dakota, Ramsey, Washington		7.125%	142.50
		TOTAL	\$2,142.50

Simple Signs

Sign Inventory Management Software

Easy to Learn, Easy to Use
everything on one screen

Affordable

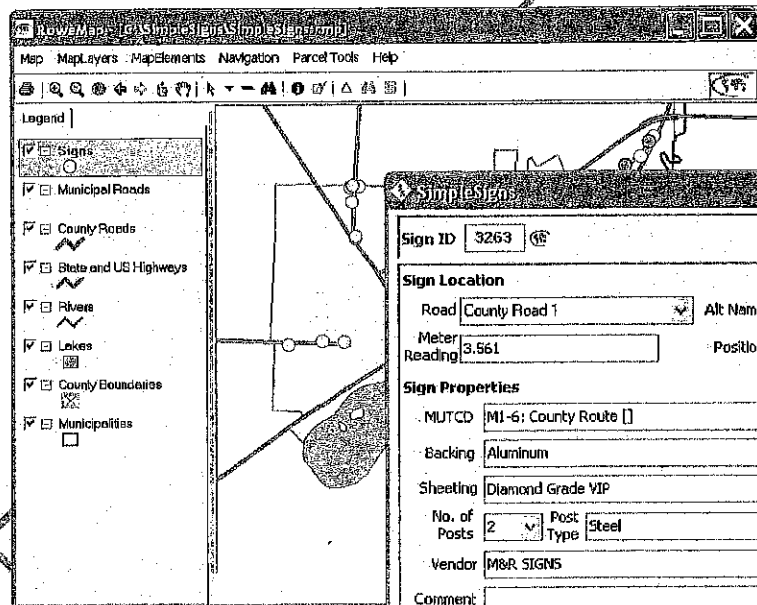
low cost with no annual fees

Reports

customized to your needs

GIS

*view and query
your signs
on a map*



SimpleSigns

Sign ID: 3263 View Mode Edit Mode

Sign Location

Road: County Road 1 Alt Name: Orientation: East X: 0
 Meter Reading: 3.561 Position: Left Offset: 6 Y: 0

Sign Properties

MUTCD: MI-6: County Route []
 Backing: Aluminum
 Sheeting: Diamond Grade VIP
 No. of Posts: 2 Post Type: Steel
 Vendor: M&R SIGNS
 Comment:

Legend

County Road 1
 Width: 36 Height: 36
 Owner: County
 Route Ahead: Hwy 218
 Route Back: CSAH 7 - 670th Ave.
 Old Meter: 10-LI 0

New Sign Restore Delete Sign

Activities

Date: 10/16/7 Activity: Inspect Reflectivity: Condition: Good
 Initials: DJR Reason: Routine Inspection Comment: Right Corner is slightly bent

Filter most recent activity: ☐ No ☐ Yes 1/3/3 New Activity Restore Delete Activity

Reports Intersections Map MapLayer Builder Exit

In Edit Mode

*I love
SimpleSigns!*

*I don't know much
about computers, but
I can run SimpleSigns.*

Dave Teichroew
Sign Man
Cottonwood County MN

*Rowekamp was very
helpful as we converted
from our old process to
SimpleSigns.*

Steve Struble
County Engineer
O'Brien County IA

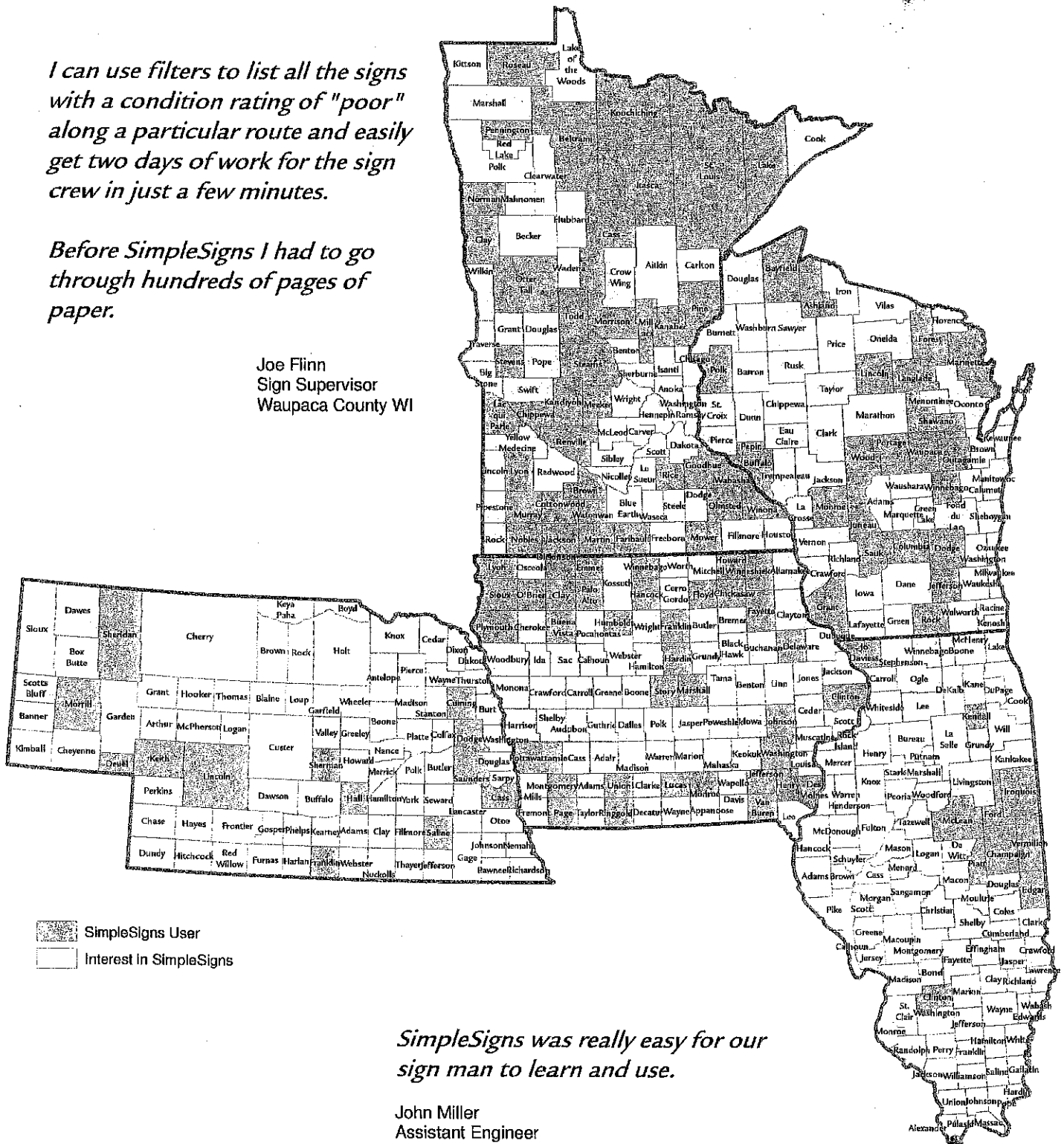
SimpleSigns is a product of Rowekamp Associates, Inc.
Contact Mike Rowekamp at 888-356-4315 for more information.

Look Who's Using SimpleSigns!

I can use filters to list all the signs with a condition rating of "poor" along a particular route and easily get two days of work for the sign crew in just a few minutes.

Before SimpleSigns I had to go through hundreds of pages of paper.

Joe Flinn
Sign Supervisor
Waupaca County WI



SimpleSigns was really easy for our sign man to learn and use.

John Miller
Assistant Engineer
Dickinson County IA

Simple Signs

STANDARD DESKTOP - SFF

1

Remove »

**AU247AV-SEB - HP Compaq 8000
Elite Small Form Factor PC
(ENERGY STAR)**

Base

\$616.00

1

\$616.00

-Configurable- HP Compaq 8000
Elite Small Form Factor PC

AU247AV-SEB

Genuine Windows® 7 Professional
32-bit

VH992AV#ABA

ENERGY STAR 5.0 label

NQ591AV

Intel vPro Technology (Only
available with SIPP Processors)

KV923AV

Intel® Core™2 Duo E8500 SIPP
Processor (3.16 GHz, 6 MB L2
cache, 1333 MHz FSB)

VR419AV

ChipsetIntel® Q45 Express Chipset
Integrated4GB DDR3 (PC3-1333) MHz non-
ECC (2 x 2 GB DIMM)

VL542AV

250GB 3.5" 7200 rpm SATA 3.0
Gb/s NCQ, SMART IV

VR406AV

Real-time data backup

No Item Selected

2nd hard drive cable

No Item Selected

HP SATA SuperMulti LightScribe
DVD Writer Drive

VL516AV

Network cardIntegrated Intel® 82567LM Gigabit
Network Connection

HP USB Standard Keyboard

VL487AV#ABA

HP USB 2-Button Optical Scroll
Mouse

VL506AV

HP Parallel Port adapter (Not
available on Small Form Factor if
all PCI and PCIe slots are full)

KP716AV

Single Port eSATA Adapter (Only
for CMT: If all the PCI and PCIe
slots are full, 2nd serial port
adapter and parallel port adapter =
0. Not available if hard drive 1,
hard drive 2, hard drive 3, optical
1, and optical 2 have all been

KV696AV

selected.)

HP Compaq 8000 Elite SFF 89%
Chassis

AU251AV

Single Unit (SFF) Packaging

AW173AV

3/3/3 SFF Warranty

VJ069AV#ABA

HP Compaq 8000 Elite Country Kit
(Includes a Quick Setup & Getting
Started manual)

VF985AV#ABA

Cart Total: \$616.00

19" \$144.00

\$760.00

22" \$184.00

\$800.00



MAYOR & COUNCIL COMMUNICATION

DATE: 4/19/2011
REGULAR
ITEM #: 12
DISCUSSION

AGENDA ITEM: Discussion Regarding Planning Department Intern

SUBMITTED BY: Council Members Smith and Pearson

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

REVIEWED BY: - NA -

SUMMARY AND ACTION REQUESTED: At the request of Council Members Smith and Pearson, it is respectfully requested that the City Council conduct a brief discussion.

BACKGROUND INFORMATION & STAFF REPORT: Council Members Smith and Pearson have requested this item be place4d on tonight's Agenda.

RECOMMENDATION: It is respectfully recommended that the City Council make time to discuss the requested item.

ATTACHMENTS: - NA -

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item Council Members Smith & Pearson
- Council Discussion Mayor Facilitates