

Originals

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

April 6, 2010

7:00 p.m.

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE:
- C. ATTENDANCE: ___Johnston___DeLapp___Emmons, ___Park___Smith
- D. APPROVAL OF AGENDA: (The approved agenda is the order in which the City Council will do its business.)
- E. ORDER OF BUSINESS: (This is the way that the City Council runs its meetings so everyone attending the meeting or watching the meeting understands how the City Council does its public business.)
- F. GROUND RULES: (These are the rules of behavior that the City Council adopted for doing its public business.)
- G. APPROVE MINUTES:
 - 1. Approval of the March 2, 2010 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.)
 - 2. Approve payment of disbursements and payroll
 - 3. Approval of resurfacing of Pebble Park Tennis Court/Basketball Ct.
Resurface
 - 4. Arbor Day Proclamation
- J. REGULAR AGENDA:
 - 5. Adopt Resolution No. 2010-011, Fall Festival Proclamation and Budget Adjustment
 - 6. Update on research on Administrative Enforcement Ordinances – Danielle Bailey, Intern
 - 7. Review of 2009 General Fund Budget (Unaudited) and suggested action on 2010 budget revisions and 2010 budget preparation
 - 8. Update on Rosalie E. Wahl Branch Library

City of Lake Elmo
City Council Meeting Minutes

March 23, 2010

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

PRESENT: Mayor Johnston and Council Members DeLapp, Emmons, and Park (arrived at 7:05 p.m.)

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

ABSENT: Council Member Smith

APPROVAL OF AGENDA:

MOTION: Council Member DeLapp moved to approve the March 23, 2010 City Council Agenda as amended: Move Item #7 after Item #5. Council Member Emmons seconded the motion. The motion passed 3-0.

GROUND RULES:

APPROVED MINUTES:

The March 2, 2010 City Council minutes were approved by consensus.

PUBLIC COMMENTS/INQUIRIES:

Paul Ryberg gave an update on current happenings with the Yellow Ribbon Network and announced the city of Lake Elmo will be receiving a certificate from the governor designating Lake Elmo a Beyond the Yellow Ribbon City.

Julie Bell, Yellow Ribbon Network and Woodbury resident, shared her story about her son, an Army Military Police, recently named the "Soldier of the Game" at the Minnesota Wild game, courtesy of the network.

CONSENT AGENDA:

Resolution No. 2010-011 proclaiming September 18th 2010 as the 3rd Annual Lake Elmo Fall Festival and authorize the transfer of \$8,000 from the General Fund Donation Account to the Fall Festival Transfer in account

MOTION: Council Member Park moved to delay the Fall Festival Proclamation to the April 6, 2010 City Council Meeting. Council Member Emmons seconded the motion. The motion passed 4-0.

MOTION: Council Member Emmons moved to approve Items 2, 3 and 5 on the Consent Agenda as presented. Council Member Park seconded the motion. The motion passed 4-0.

- Approve payment of disbursements an payroll in the amount of \$153,290.38
- Approve amended 2010 calendar of Lake Elmo City Council Meetings and Workshops
- Approve Resolution No. 2010-010 Approving the Plans and Specifications for the 2010 Seal Coat Project and Ordering the advertisement for Bids

REGULAR AGENDA:

Consider Resolution in Support of Infrastructure Grant

Terrence Heiser, Metro-INET Network Manager, City of Roseville, reported the City Council is being asked to approve a resolution in support of pledging public support for American Fiber System's application to the National Telecommunications and Information Administrator for the construction of a Community Broadband network with the Twin Cities North East Metropolitan area to include Lake Elmo. The grant is related to the development of a high density fiber optic network to interconnect all key, public safety, libraries, schools, and County/City government locations associated with Metro-Inet, the consortium group of agencies that shares information technology services of which Lake Elmo is a part.

MOTION: Council Member DeLapp moved to adopt Resolution No. 2010-012 supporting American Fiber Systems application for a Broadband Technology Opportunity program (BTOP) grant for the development of a Comprehensive Community Network to benefit public institutions in the North East Metropolitan area. Council Member Park seconded the motion. The motion passed 4-0.

2010 Street & Water Quality Improvements Project

Ryan Stempski, Assistant Engineer, reported on the results of the resident curb survey (bituminous or concrete) and designation of curb type for the 2010 Street and Water Quality Improvement project. Results showed that the majority of the residents on Jane Road and Isle Avenue preferred concrete curb and the majority of residents on 53rd Street and 57th Street preferred bituminous curb. The engineer recommended that the existing bituminous curb be replaced with concrete curb on Jane Road and Isle Avenue; and that the existing bituminous curb be replaced with new bituminous curb on 53rd Street and 57th Street.

Mr. Stempski reported that the City has received five executed raingarden agreements for this project.

MOTION: Council Member Park moved to direct staff to replace the existing bituminous curb with concrete curb on Jane Road and Isle Avenue; and new bituminous curb on 53rd Street and 57th Street; subject to the City Engineer's discretion in keeping existing curbs, if salvageable. Council Member DeLapp seconded the motion. The motion passed 3-1 (Emmons preferred cost consistency..)

Appointment to the Planning Commission

Sharon Lumby, City Clerk, reported there is a vacancy, 2nd Alternate, on the Planning Commission and the City has advertised for residents interested in serving on the Planning Commission.

MOTION: Council Member DeLapp moved to appoint Jennifer Pelletier, 4884 Lily Avenue N., as Second Alternate to the Planning Commission. Council Member Park seconded the motion. The motion passed 4-0.

The Council adjourned the meeting at 8:00 p.m.



MAYOR & COUNCIL COMMUNICATION

DATE: 4/06/2010
CONSENT
ITEM #: 2
MOTION *as part of Consent Agenda*

AGENDA ITEM: Approve Disbursements and Payroll in the Amount of \$ 58,055.34

SUBMITTED BY: Tom Bouthilet, Finance Director

THROUGH: Bruce Messelt, City Administrator *BAW*

REVIEWED BY: City Staff

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to approve disbursements and payroll in the amount of \$ 58,055.34. No specific motion is needed, as this is recommended to be part of the overall approval of the *Consent Agenda*.

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

Claim #	Amount	Description
ACH	\$ 6,687.16	Payroll Taxes to IRS 03/25/2010
ACH	\$ 1,137.48	Payroll Taxes to MN Dept. of Revenue 03/25/2010
DD 2683 –DD 2697	\$ 20,520.21	Payroll Dated 03/25/2010 (Direct Deposit)
35434 - 35441	\$ 7,254.38	Payroll Dated 03/25/2010
35442 – 35478	\$ 22,456.11	Accounts Payable Dated 04/06/2010
TOTAL	\$ 58,055.34	

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 \$ 58,055.34.

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 6th, 2010 Disbursement and Payroll, as
Presented *[and modified]* herein.”**

ATTACHMENTS:

1. Accounts Payable Dated 04/06/2010

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: 03/31/2010 - 1:02 PM
Batch: 004-03-2010

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ACEHARD Ace Hardware, Inc										
90220	03/23/2010	15.06	0.00	04/06/2010	Prec. Screw driver set, alan wrench		-	No		0000
601-494-9400-42400	Small Tools & Minor Equipment									
	90220 Total:	15.06								
	ACEHARD Total:	15.06								
ACS Animal Control Services										
567	03/27/2010	592.00	0.00	04/06/2010	Animal Control Services 3/1-3/28/10		-	No		0000
101-420-2700-43150	Contract Services									
	567 Total:	592.00								
	ACS Total:	592.00								
ADVGR Advanced Graphix, Inc.										
181065	03/12/2010	403.99	0.00	04/06/2010	City ID Graphics bought applied to 07-		-	No		0000
101-430-3100-44040	Repairs/Maint Eqpt				1					
	181065 Total:	403.99								
	ADVGR Total:	403.99								
AMPLAN American Planning Association										
169915-091101	03/31/2010	180.00	0.00	04/06/2010	Membership Dues-Amer Planning		-	No		0000
101-410-1910-44330	Dues & Subscriptions				Assoc					
	169915-091101 Total:	180.00								
240871-091101	02/18/2010	315.00	0.00	04/06/2010	Membership dues - Amer Planning		-	No		0000
101-410-1910-44330	Dues & Subscriptions				Assoc					
	240871-091101 Total:	315.00								
	AMPLAN Total:	495.00								
ANCOM ANCOM COMMUNICATIONS, INC.										
14607	03/17/2010	87.64	0.00	04/06/2010	3 Radio Antennas		-	No		0000
101-420-2220-43230	Radio									
	14607 Total:	87.64								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
ANCOM Total:		87.64								
ARAM Aramark, Inc.										
629-6948440	03/11/2010	119.33	0.00	04/06/2010	Mats, Soap		-		No	0000
101-430-3100-44010	Repairs/Maint Bldg									
629-6948440 Total:		119.33								
629-6948441	03/11/2010	23.01	0.00	04/06/2010	Uniforms		-		No	0000
101-430-3100-44170	Uniforms									
629-6948441 Total:		23.01								
629-6953361	03/18/2010	23.70	0.00	04/06/2010	Uniforms		-		No	0000
101-430-3100-44170	Uniforms									
629-6953361 Total:		23.70								
629-6955215	03/22/2010	54.29	0.00	04/06/2010	Monthly Rug Service Station #2		-		No	0000
101-420-2220-44010	Repairs/Maint Bldg									
629-6955215 Total:		54.29								
629-6955216	03/22/2010	82.71	0.00	04/06/2010	Linen City Hall		-		No	0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
629-6955216 Total:		82.71								
629-6955217	03/22/2010	52.14	0.00	04/06/2010	Monthly Rug Service Station #1		-		No	0000
101-420-2220-44010	Repairs/Maint Bldg									
629-6955217 Total:		52.14								
629-6958270	03/25/2010	24.53	0.00	04/06/2010	Uniforms		-		No	0000
101-430-3100-44170	Uniforms									
629-6958270 Total:		24.53								
629-6960132	03/29/2010	38.57	0.00	04/06/2010	Linen City hall-Annex		-		No	0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
629-6960132 Total:		38.57								
CREDIT	03/31/2010	-92.80	0.00	04/06/2010	Credit due to paying wrong vender		-		No	0000
101-410-1320-42000	Office Supplies									
CREDIT Total:		-92.80								
ARAM Total:		325.48								
BATTYPL Batteries Plus Woodbury, Corp										
032-702625	03/10/2010	287.49	0.00	04/06/2010	Batteries for 03-1		-		No	0000
101-430-3120-42210	Equipment Parts									
032-702625 Total:		287.49								
032-703454	03/24/2010	3.73	0.00	04/06/2010	Batteries for welding helmet		-		No	0000
101-430-3100-42150	Shop Materials									
032-703454 Total:		3.73								
BATTYPL Total:		291.22								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
BIFFS Biff's Inc.										
W401595	03/10/2010	37.61	0.00	04/06/2010	Portable Restroom		-		No	0000
101-450-5200-44120	Rentals - Buildings									
	W401595 Total:	37.61								
	BIFFS Total:	37.61								
CARQUEST Car Quest Auto Parts										
2055-182337	03/11/2010	292.08	0.00	04/06/2010	Repair parts for 03-1, 02-2, 91-1, 98-1		-		No	0000
101-430-3120-42210	Equipment Parts									
	2055-182337 Total:	292.08								
2055-182344	03/11/2010	52.00	0.00	04/06/2010	Brake Repair parts 91 Dodge		-		No	0000
101-430-3120-42210	Equipment Parts									
	2055-182344 Total:	52.00								
2055-182643	03/15/2010	26.49	0.00	04/06/2010	Brake repair parts 91 Dodge		-		No	0000
101-430-3120-42210	Equipment Parts									
2055-182643	03/15/2010	46.19	0.00	04/06/2010	Brake Cleaner, latex gloves		-		No	0000
101-430-3100-42150	Shop Materials									
	2055-182643 Total:	72.68								
2055-182784	03/16/2010	16.77	0.00	04/06/2010	Filter and sockets for 91 Dodge		-		No	0000
101-430-3120-42210	Equipment Parts									
	2055-182784 Total:	16.77								
2055-182982	03/18/2010	312.15	0.00	04/06/2010	Air Filter, PVC valve, hub assy, whl nut		-		No	0000
101-430-3120-42210	Equipment Parts									
	2055-182982 Total:	312.15								
	CARQUEST Total:	745.68								
CLAREY'S Clarey's Safety Equipment Inc.										
132059	03/19/2010	510.87	0.00	04/06/2010	Calibration gas and hydrant wrenches		-		No	0000
101-420-2220-42400	Small Tools & Equipment									
	132059 Total:	510.87								
	CLAREY'S Total:	510.87								
CONTROLS Controls & Meters, Inc.										
16930	03/25/2010	472.00	0.00	04/06/2010	Service on Well 2 flow meter/transmitter		-		No	0000
601-494-9400-44030	Repairs\Maint Imp Not Bldgs									
	16930 Total:	472.00								
16930-1	03/19/2010	249.73	0.00	04/06/2010	Circuit board for well 2 mtr transmitter		-		No	0000
601-494-9400-44030	Repairs\Maint Imp Not Bldgs									
	16930-1 Total:	249.73								
	CONTROLS Total:	721.73								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	POLine #
CSS Systems Specialists Communication 100005 03/11/2010 101-420-2220-44010 Repairs/Maint Bldg 100005 Total: CSS Total:		130.00 130.00 130.00	0.00	04/06/2010	Repair Phones at Station #1		-	No		0000	
FIRE Fire Instruction & Rescue Educ 8112 03/17/2010 101-420-2220-44370 Conferences & Training 8112 Total: FIRE Total:		300.00 300.00 300.00	0.00	04/06/2010	Reading Smoke Training		-	No		0000	
FXL FXL, Inc. April 2010 04/01/2010 101-410-1320-43100 Assessing Services April 2010 Total: FXL Total:		2,000.00 2,000.00 2,000.00	0.00	04/06/2010	Assessing Services April 2010		-	No		0000	
GARELICK Garelick Steel Co, Inc 170003 03/22/2010 101-450-5200-44030 Repairs/Maint Imp Not Bldgs 170003 Total: GARELICK Total:		60.34 60.34 60.34	0.00	04/06/2010	Steel for Bridge in Demont. Wild.		-	No		0000	
GRAND Grand Rapids Fire Convention Chk Req 03/30/2010 101-420-2220-44370 Conferences & Training Chk Req Total: GRAND Total:		300.00 300.00 300.00	0.00	04/06/2010	MSFDA Conference Registration for 2		-	No		0000	
JS CANVA J's Canvas World, Inc. 442 03/11/2010 101-420-2220-45800 Equipment 442 Total: JS CANVA Total:		191.70 191.70 191.70	0.00	04/06/2010	Patient cover for ranger		-	No		0000	
KAMCO Kamco, Corp 3516 03/24/2010 101-430-3250-43150 Contract Services 3516 Total:		800.00 800.00	0.00	04/06/2010	Tree Removal Discover Crossing		-	No		0000	

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
3517	03/30/2010	80.00	0.00	04/06/2010	Cut hanging dead limbs on upper 33rd		-		No	0000
101-430-3250-43150	Contract Services	80.00								
	3517 Total:	80.00								
	KAMCO Total:	880.00								
KDV Kern DeWenter Viere Ltd										
107208	03/29/2010	6,466.50	0.00	04/06/2010	Financial Services March 2010		-		No	0000
101-410-1520-43150	Contract Services	6,466.50								
	107208 Total:	6,466.50								
	KDV Total:	6,466.50								
KRSCORP KRS Corporation										
10-273	03/15/2010	73.92	0.00	04/06/2010	Equipment Stickers		-		No	0000
101-420-2220-42000	Office Supplies	73.92								
	10-273 Total:	73.92								
	KRSCORP Total:	73.92								
Lillie Newspapers Inc. Lillie Suburban										
02/26/2010	02/26/2010	183.26	0.00	04/06/2010	PZ Flood Plain, Fee Schedule publishing		-		No	0000
101-410-1320-43510	Legal Publishing	183.26								
	02/26/2010 Total:	183.26								
	Lillie Total:	183.26								
LOFF Loffler Companies, Inc.										
1108672	03/25/2010	179.02	0.00	04/06/2010	Copy Machines Overage & Base March 2010		-		No	0000
101-410-1940-44040	Repairs/Maint Contractual Eqpt	179.02								
	1108672 Total:	179.02								
	LOFF Total:	179.02								
LUCZAK Carole Luczak										
03/23/2010	03/23/2010	81.41	0.00	04/06/2010	MCFOA Conference - St. Cloud - Mileage		-		No	0000
101-410-1320-44370	Conferences & Training	12.24								
03/23/2010	03/23/2010	12.24	0.00	04/06/2010	Wash Cty Recycling Mtg - Mileage		-		No	0000
101-430-3200-44300	Miscellaneous	93.65								
	03/23/2010 Total:	93.65								
	LUCZAK Total:	93.65								
MALMQ Malmquist Greg										
03/19/2010	03/19/2010	95.32	0.00	04/06/2010	Spare Battery and case for video camera		-		No	0000
101-420-2220-42400	Small Tools & Equipment									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
03/19/2010 Total:		95.32								
MALMQ Total:		95.32								
MENARDSO Menards - Oakdale										
43742	03/19/2010	22.79	0.00	04/06/2010	Phone Station 1 ant killer both stations		-	No		0000
101-420-2220-44010	Repairs/Maint Bldg									
43742 Total:		22.79								
44907	03/23/2010	168.27	0.00	04/06/2010	Lumber for bridge in Demont. Wild.		-	No		0000
101-450-5200-44030	Repairs/Maint Imp Not Bldgs									
44907 Total:		168.27								
MENARDSO Total:		191.06								
NEXTEL Nextel Communications										
761950227-084	03/18/2010	101.80	0.00	04/06/2010	Cell Phone Service - Administration		-	No		0000
101-410-1940-43210	Telephone									
761950227-084	03/18/2010	79.81	0.00	04/06/2010	Cell Phone Service - Fire Dept		-	No		0000
101-420-2220-43210	Telephone									
761950227-084	03/18/2010	34.86	0.00	04/06/2010	Cell Phone Service - Building Dept		-	No		0000
101-420-2400-43210	Telephone									
761950227-084	03/18/2010	59.29	0.00	04/06/2010	Cell Phone Service - Public Works Dept		-	No		0000
101-430-3100-43210	Telephone									
761950227-084	03/18/2010	17.43	0.00	04/06/2010	Cell Phone Service - Parks Dept		-	No		0000
101-450-5200-43210	Telephone									
761950227-084 Total:		293.19								
NEXTEL Total:		293.19								
NORTHWWS Northern Water Works Supply IN										
S01241039-001	03/23/2010	1,979.00	0.00	04/06/2010	Meters		-	No		0000
601-494-9400-42300	Water Meters & Supplies									
S01241039-001 Total:		1,979.00								
NORTHWWS Total:		1,979.00								
PETTYCI Petty Cash										
03/04/2010	03/04/2010	28.50	0.00	04/06/2010	Plates for Public Works Vehicle		-	No		0000
101-430-3100-44300	Miscellaneous									
03/04/2010 Total:		28.50								
03/24/2010	03/24/2010	3.30	0.00	04/06/2010	Doughnuts - Staff Meeting		-	No		0000
101-410-1320-44300	Miscellaneous									
03/24/2010 Total:		3.30								
03/26/2009	03/26/2009	31.49	0.00	04/06/2010	Uniforms Public Works		-	No		0000
101-430-3100-44170	Uniforms									
03/26/2009 Total:		31.49								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
04/29/2009	04/29/2009	11.00	0.00	04/06/2010	Parking for League annual conference		-		No	0000
101-410-1320-43310	Mileage									
	04/29/2009 Total:	11.00								
07/10/2009	07/10/2009	12.56	0.00	04/06/2010	Parts Public Works		-		No	0000
101-430-3100-42210	Equipment Parts									
	07/10/2009 Total:	12.56								
07/22/2009	07/22/2009	10.00	0.00	04/06/2010	Election Training - Lumby & Luczak		-		No	0000
101-410-1320-44370	Conferences & Training									
	07/22/2009 Total:	10.00								
08/27/2009	08/27/2009	30.73	0.00	04/06/2010	Silt Fence - Brock White		-		No	0000
101-430-3100-44300	Miscellaneous									
	08/27/2009 Total:	30.73								
09/06/2009	09/06/2009	4.50	0.00	04/06/2010	Parking Met Council Sewer assmt		-		No	0000
101-410-1320-43310	Mileage									
	09/06/2009 Total:	4.50								
12/7/2009	12/07/2009	25.00	0.00	04/06/2010	Meeting Metro Area Managers Assoc		-		No	0000
101-410-1320-44370	Conferences & Training									
	12/7/2009 Total:	25.00								
	PETTYCI Total:	157.08								
PRESS Press Steven										
03/23/10	03/23/2010	58.88	0.00	04/06/2010	Cable Operator PZ Meeting 3/22/10		-		No	0000
101-410-1450-43620	Cable Operations									
03/23/10	03/23/2010	58.88	0.00	04/06/2010	Cable Operator CC Meeting 3/23/10		-		No	0000
101-410-1450-43620	Cable Operations									
	03/23/10 Total:	117.76								
	PRESS Total:	117.76								
RUD Prince-Rud Diane										
04/05/2010	04/05/2010	513.00	0.00	04/06/2010	Cleaning City Hall & Annex		-		No	0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
04/05/2010	04/05/2010	384.75	0.00	04/06/2010	Cleaning Fire Hall		-		No	0000
101-420-2220-44010	Repairs/Maint Bldg									
04/05/2010	04/05/2010	-57.75	0.00	04/06/2010	Use Tax		-		No	0000
101-000-0000-20201	Use Tax Payable									
	04/05/2010 Total:	840.00								
	RUD Total:	840.00								
S&T S&T Office Products, Inc.										
01NS8172	01/08/2010	-63.33	0.00	04/06/2010	Credit on Returned Office Supplies		-		No	0000
101-410-1320-42000	Office Supplies									
	01NS8172 Total:	-63.33								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
01NS9611	01/09/2010	-17.78	0.00	04/06/2010	Credit on Returned office Supplies		-	No		0000
101-410-1320-42000	Office Supplies									
	01NS9611 Total:	-17.78								
01NX1449	03/15/2010	177.82	0.00	04/06/2010	Office Supplies		-	No		0000
101-410-1320-42000	Office Supplies									
	01NX1449 Total:	177.82								
01NX1810	03/29/2010	75.83	0.00	04/06/2010	Printer Cartridge - PZ Dept		-	No		0000
101-410-1910-42000	Office Supplies									
	01NX1810 Total:	75.83								
01NX2372	03/17/2010	9.07	0.00	04/06/2010	Office Supplies		-	No		0000
101-410-1410-42000	Office Supplies									
	01NX2372 Total:	9.07								
01NW3139	02/24/2010	92.80	0.00	04/06/2010	Office Supplies		-	No		0000
101-410-1320-42000	Office Supplies									
	01NW3139 Total:	92.80								
	S&T Total:	274.41								
SAMSCLUB Sam's Club										
03/18/2010	03/18/2010	127.80	0.00	04/06/2010	Supplies for both stations		-	No		0000
101-420-2220-44010	Repairs/Maint Bldg									
	03/18/2010 Total:	127.80								
	SAMSCLUB Total:	127.80								
SPRINT Sprint										
837908817-028	03/18/2010	79.98	0.00	04/06/2010	Phone Cards for Laptops		-	No		0000
101-420-2220-43210	Telephone									
	837908817-028 Total:	79.98								
	SPRINT Total:	79.98								
STILLMED Stillwater Medical Group										
03/12/2010	03/12/2010	198.00	0.00	04/06/2010	Preplacement/Annual Physicals, Hep B		-	No		0000
101-420-2220-43050	Physicals				vac					
	03/12/2010 Total:	198.00								
	STILLMED Total:	198.00								
TASCH T.A. Schrifsky & Sons Inc										
49021	03/22/2010	355.04	0.00	04/06/2010	Asphalt		-	No		0000
101-430-3120-42240	Street Maintenance Materials									
	49021 Total:	355.04								
	TASCH Total:	355.04								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
WAS-TRAN Washington County										
65700	03/11/2010	2,502.11	0.00	04/06/2010	Trail Grooming Sunfish Lake		-		No	0000
101-430-3200-44030	Repairs/Maint Imp Not Bldgs									
	65700 Total:	2,502.11								
	WAS-TRAN Total:	2,502.11								
YOCUM Yocum Oil Company, Inc.										
185824	03/22/2010	160.69	0.00	04/06/2010	Bulk Oil Tanks		-		No	0000
101-430-3100-44010	Repairs/Maint Bldg									
	185824 Total:	160.69								
	YOCUM Total:	160.69								
	Report Total:	22,456.11								



MAYOR & COUNCIL COMMUNICATION

DATE: 4/06/2010
CONSENT
ITEM #: 3
MOTION *as part of Consent Agenda*

AGENDA ITEM: Approval of Pebble Park Tennis/Basketball Court Re-Surfacing

SUBMITTED BY: Mike Bouthilet, Public Works Director

THROUGH: Bruce Messelt, City Administrator *BM*

REVIEWED BY: Tom Bouthilet, Finance Director

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to approve re-surfacing of the tennis and basketball courts at Pebble Park. No specific motion is needed, as this is recommended as part of the overall approval of the *Consent Agenda*.

BACKGROUND INFORMATION: Tennis court resurfacing is typically undertaken every 5-7 years. The Pebble Park tennis courts were last re-surfaced eight years ago. An inspection of the courts has shown many cracks, peeled and worn paint, and recessed water pooling areas. There are also stressed areas identified in both courts. Proposed repairs and resurfacing include:

- A 5000 PSI pressure wash to remove loose or delaminated materials.
- Scrub all spots with a special cleaning material removing all moss or mildew.
- Flood courts and locate any areas holding 1/8" or more of standing water.
- Fill cracks, cuts and gouges with Nova Caulk, filler flush with existing surface.
- Apply two coats of Nova surface acrylic leveling material.
- Apply two texture coats of Nova Combo acrylic tennis court paint
- Line stripe tennis courts to USTA specifications.
- Work would be personally completed by a Certified Tennis Court Builder with over 30 years experience.
- The basketball court will also be painted and striped.

STAFF REPORT: In addition to contracting for the re-surfacing, the Public Works staff will be cutting out and repairing a severely stressed area of asphalt on the tennis court. Due to tree roots pushing into the asphalt pad, the Public Works staff will have to mill out and repair an area of the basketball court prior to surfacing.

FINANCIAL CONSIDERATIONS: This expenditure is included in the Parks portion of the approved 2010 CIP and is fully funded. Consistent with State Law and City Procurement Policy, four quotes were obtained as follows:

- Lee Sports Surfacing.....\$12,100
- Sport Court Of MPLS.....\$14,639
- Upper Midwest Athletic Construction.....\$14,500 (incl. machine routing)
- Tennis Court Doctor.....\$15,888 (incl. machine routing)

The City has done machine routing in the past and has experienced re-cracking similar to cracks that were only flushed, cleaned and filled. As a result, City staff is not recommending affirmative consideration of the more expensive machine routing bids.

Of note: There is an alternative crack filling method currently offered, with apparently better results. However, it doubles the cost and would push this project above the amount budgeted in the 2010 CIP. City staff has also yet to fully investigate this alternative; though staff believes it may be something to consider in the future on a smaller City court.

RECOMMENDATION: Based upon the above background information and staff report, it is recommended that the City Council approve as part of the Consent Agenda a contract for Pebble Park Tennis/Basketball Court Re-Surfacing with Lee Sports Surfacing in the amount of \$12,100.

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 contract for Pebble Park Tennis/Basketball Court Re-Surfacing, as Presented *[and modified]* at tonight’s meeting.”

ATTACHMENTS: Accepted Quotes (as stated)

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

Lee Sports Surfacing LLC3027 Edgerton Street
Little Canada, MN 55117
p. 612 597-0544 f. 651 846-4999
naturlee@gmail.com

Via facsimile & Email

To: Mike Bouthilet

Company: Lake Elmo

Re: Tennis Court Repairs and Resurfacing Pebble Park

Date: July 30, 2009

Dear Mike,

Lee Sports quotes the following prices for the repairs and resurfacing of three tennis courts located in Pebble Park.

Nova Sports Premium Tennis Court Products <http://www.novasports.com>

- Pressure wash court surface (5000psi) removing loose and delaminated material, scrub all spots and stains with a special cleaning solution (bleach and TSP) removing moss and mildew.
- Flood courts and locate any areas holding more then 1/8" standing water.
- Patch low areas with acrylic deep patching material.
- Fill cracks, cuts and gouges with Nova Caulk, filler flush with existing surface.

Note: There is no permeant repair solution for structural cracking. Acrylic crack sealants are a short term solution to cracking. There is one crack repair method that has shown great success but is expensive (\$17.50 per lineal foot). <http://www.armorcrackrepair.com> If you are interested in repairing your cracks long term give me a call and we can discuss.

- Apply two coats of Novasurface acrylic leveling material.
- Apply two texture coat of Nova Combo acrylic tennis court paint.
- Line stripe tennis courts to USTA specifications.
- Work would be personally completed by a Certified Tennis Court Builder with over 30 years experience.

Price: \$12,100.00

Armor Crack Repair Upgrade: \$12,000.00

All work would be done to plans/specs and conform to the American Sports Builders Association specifications (<http://sportsbuilders.org/index.php>).

Thank you for the opportunity to submit this quotation. We look forward to working with you on the successful completion of your proposed tennis court surfacing project. If you have any questions or need additional information, please feel free to call me at (612) 597-0544.

Sincerely,

Nat Lee
Nat Lee,
President



SPORT COURT OF MPLS

1301 E Cliff Rd suite 104
Burnsville Mn, 55337
952-746-4545 fax 952-746-4549

Customer

Name Mike/ City of Lake Elmo
Address 8180 Lake Jane Trail
City Lake Elmo State MN ZIP _____
Phone 651-248-7828

Date 7/29/2009
Order No. _____
Rep KEVIN
FOB _____

Qty	Description	Unit Price	TOTAL
1	Hydo wash entire court surface Process also enhances bonding of new surface Power spray entire court surface Patch and blend low areas of depth Clean and fill all cracks Apply 2 black sand fortified filler coats Apply 2 textured acrylic color coats over entire surface Upon curing, apply 2" regulation white playing lines	\$10,689.00	\$10,689.00
1	Same as above and color coat the basketball court This is the quote for the 3 tennis courts The basketball court has way too many tree roots and needs new asphalt Kevin 612-803-8614	\$1,950.00	\$1,950.00
		SubTotal	\$12,639.00
		Shipping & Handling	
		Taxes State	
		TOTAL	\$12,639.00

- ☒ Tile
☐ Component
☐ Other

Office Use Only

Please call with any questions regarding this order.

Tennis Court Doctor

LAKE ELMO PARKS
C/O MIKE BOUTHILET

7-23-09

TENNIS COURTS & PRACTICE AREA COLORED SURFACING

1. CLEAN & SCRAPE EXISTING TENNIS COURTS

OWNER TO CUT OUT & REPLACE SECTIONS OF EAST TENNIS COURT & NORTHEAST CORNER PRACTICE AREA. (MUST WAIT 21 DAYS AFTER ASPHALT INSTALLATION)

2. POWER WASH COMPLETE SURFACE *

ROTO-MAX NOZZLES & SURFACE CLEANERS WILL BE USED

owner to provide water (over hill) & water truck

3. CLEAN & ROUT STRUCTURAL CRACKS ON TENNIS COURTS (app 672 ln ft) FILL WITH ACRYLIC BINDER

4. APPLY ONE APPLICATION OF ACRYLIC RESURFACER TO " BIRD BATHS "

THIS APPLICATION WILL HELP LESSEN THE EXISTING WATER PONDING BUT WILL NOT ELIMINATE THE STANDING WATER

5. APPLY TWO ACRYLIC RESURFACER COATS OVER ENTIRE TENNIS & PRACTICE SURFACE. THIS PROCESS PROVIDES THE SURFACE UNIFORMITY & ACTS AS AN BONDING AGENT FOR SUCCESSIVE ACRYLIC COATS.

6. APPLY TWO ACRYLIC TOP COATS OVER ENTIRE TENNIS & PRACTICE SURFACE. THIS PROCESS PROVIDES THE SURFACE'S DURABILITY & LONGEVITY (RED/GREEN= TENNIS & GREEN=PRACTICE)

7. TAPE & HAND PAINT THE PLAYING LINES TO REGULATION. TENNIS COURTS & BASKETBALL LANE

FOR THE SUM OF:

FIFTEEN THOUSAND EIGHT HUNDRED & EIGHTEIGHT DOLLARS (\$ 15 888.00)*
* DEDUCT \$ 800 IF COLOR DR GREEN

RECREATIONAL SURFACERS PROVIDES THE CRAFTSMANSHIP NECESSARY FOR THE PROPER INSTALLATION OF FULL ACRYLIC COURT SURFACES.

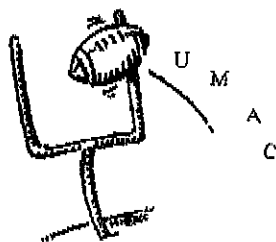
DUE TO OUR CLIMATE (freeze / thaw), EXISTING STRUCTURAL CRACKS & ASPHALT SPLITS WILL RE-OPEN. THERE IS NO KNOWN METHOD TO PERMANENTLY SEAL THIS TYPE OF CRACK / SPLIT.

QUOTE GOOD TILL 8-3-09

CORDIALLY,

RICHARD A. KUNZ

12005 3rd Avenue North • Minneapolis, Minnesota 55441
Phone/Fax: 763-545-7946 • Mobile: 612-501-8264
Email: tenniscourtdoctor@hotmail.com



Upper Midwest Athletic Construction

Div. Blacktop Repair Service, Inc.
Serving Minnesota, Wisconsin, Iowa, North Dakota and South Dakota

16340 Nowthen Blvd.
Anoka, MN 55303
763-753-1127 phone
763-753-3619 fax
U_M_A_C@comcast.net

July 28, 2009

City of Lake Elmo
Pebble Park
8160 Lake Jane Trail N
Lake Elmo, MN
Attn: Mike Bouthilet
651-248-7825

Re: 3 Tennis Courts and 1 Basketball Court

We propose the following:

1. Power wash existing surface to remove any dirt and loose/peeling paint
2. Machine rout crack and clean with compressed air
3. Fill with crack patch binder in multiple applications to level of existing surface
4. Grind crack repair edges smooth
5. Patch and blend low areas to eliminate "bird baths"
6. Apply two coats sand filled acrylic resurfacer
 - a. 6-8 lbs. silica sand added per gallon of material
 - b. Coverage: .20 gallons per square yard
7. Apply two coats latex acrylic paint
 - a. Color to be light green inbound and red out of bounds
 - b. 4 lbs. silica sand added per gallon of material
 - c. Coverage: .15 gallons per square yard

8. Reline

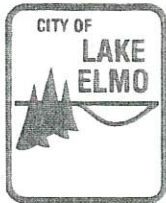
\$14,500

Alternate: Furnish and install Armor coat system over all prepared cracks

\$12,000

Thank you,

Gordon E Hicks, Sr
Upper Midwest Athletic Construction



MAYOR & COUNCIL COMMUNICATION

DATE: 4/06/2010
CONSENT
ITEM #: 4
MOTION *as part of Consent Agenda*

AGENDA ITEM: Arbor Day Proclamation
SUBMITTED BY: Dr. Kathy Widin, Forestry Consultant
THROUGH: Bruce A. Messelt, City Administrator *BAW*
REVIEWED BY: Mike Bouthilet, Public Works Supervisor

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is being asked to support the Arbor Day Proclamation for 2010. No specific motion is needed, as this is recommended as part of the overall approval of the *Consent Agenda*.

BACKGROUND INFORMATION: Each year, the City is asked to proclaim one day in April as Arbor Day and the Month of May as Arbor Month. Tonight's action will continue this tradition for 2010 by naming Friday, April 30th, 2010 as Arbor Day.

Also, the City of Lake Elmo was recently named by the Arbor Day Foundation as a Tree City USA Community; the eighth year in a row the City has received such a designation.

STAFF REPORT: City Staff has supported this annual action and is evaluating possible community events to coincide with this proclamation.

RECOMMENDATION: Based upon the above background information and staff report, it is recommended that the City Council approve the attached Proclamation as part of the Consent Agenda.

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:

SUGGESTED MOTION: "Move to request Mayor Johnston to proclaim the month of May, 2010 to be Arbor Month in the City and April 30, 2010 as Arbor Day, as presented [and modified] at tonight's meeting"

ATTACHMENTS:

1. Arbor Day Proclamation
2. Declaration and Media Release Naming Lake Elmo a 2009 Tree City USA Community

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



Arbor Day Foundation™

211 N. 12th St. • Lincoln, NE 68508 • 888-448-7337 • arborday.org

We inspire people to plant, nurture, and celebrate trees.

March 19, 2010

Bruce Messelt
City Administrator
3800 Laverne Ave.
Lake Elmo, MN 55042

Dear Mr. Messelt,

The Arbor Day Foundation congratulates Lake Elmo on being named a Tree City USA® community for 2009. Residents of Lake Elmo should take pride in the fact that they live in a community where planting and nurturing trees is a priority.

You already know that trees are a vital component of the infrastructure in cities and towns, providing environmental and health benefits for your citizens. In fact, trees are a rare component of a community's infrastructure in that they actually increase in value and service over time from a modest investment.

Enclosed is a press release for your convenience as you prepare to contact your local media to share this commendable achievement with the public. We hope you are excited to share the significance of this accomplishment. If you wish to receive this press release in electronic form, please email Mark Derowitsch, Public Relations Manager of the Foundation, at mderowitsch@arborday.org. We will send it to you within one business day.

The Tree City USA program is sponsored in cooperation with the National Association of State Foresters and the USDA Forest Service. Today, more than 3,400 cities and towns have been recognized as a Tree City USA community. State foresters are responsible for the presentation of the Tree City USA flag and other materials. We will forward your awards to Don Meuller in your state forester's office. They will be coordinating the presentation with you. It would be especially appropriate to make the Tree City USA award a part of your community's Arbor Day ceremony.

Again, we celebrate your diligence in improving the quality of life for the citizens of Lake Elmo and thank you for creating a healthier, more sustainable world for us all.

Best regards,

John Rosenow
Chief Executive

cc: Katharine D. Widin

Enclosure

For more information,
contact Mark Derowitsch,
Public Relations Manager, at
mderowitsch@arborday.org
or call 888-448-7337.



News from **Arbor Day Foundation**[™]

211 N. 12th St. • Lincoln, NE 68508 • 888-448-7337 • arborday.org

We inspire people to plant, nurture, and celebrate trees.

FOR IMMEDIATE RELEASE:

Arbor Day Foundation Names Lake Elmo Tree City USA® Community

Lake Elmo, MN, was recognized by the nonprofit Arbor Day Foundation as a Tree City USA community for its commitment to urban forestry.

It is the eighth year Lake Elmo has earned this national designation.

The Tree City USA program is sponsored by the Arbor Day Foundation in cooperation with the National Association of State Foresters and the USDA Forest Service.

Lake Elmo has met the four standards to become a Tree City USA community. Tree City USA communities must have a tree board or department, a tree-care ordinance, a comprehensive community forestry program, and an Arbor Day observance and proclamation.

"We commend Lake Elmo's elected officials, volunteers and its citizens for providing vital care for its urban forest," said John Rosenow, chief executive and founder of the Arbor Day Foundation. "Trees provide numerous environmental, economical and health benefits to millions of people each day, and we applaud communities that make planting and caring for trees a top priority."

Communities that earn Tree City USA recognition not only have taken the time to meet the four standards, they know that trees:

- Promote healthier communities by filtering the air we breathe by removing dust and other particles.
- Moderate climate, conserve water and provide vital habitat for wildlife.
- Reduce the heat island effect in urban areas caused by pavement and buildings.
- Increase property values and reduce energy use and add beauty to our homes and neighborhoods.

More information about Tree City USA can be found at www.arborday.org/TreeCityUSA.

About the Arbor Day Foundation

The Arbor Day Foundation is a nonprofit, environmental and education organization of nearly one million members, with a mission to inspire people to plant, nurture, and celebrate trees. More information on the Foundation and its programs can be found at www.arborday.org.



MAYOR & COUNCIL COMMUNICATION

DATE: 4/06/2010
REGULAR
ITEM #: 5
MOTION

AGENDA ITEM: Fall Festival Proclamation and Budget Adjustment

SUBMITTED BY: City Council

THROUGH: Bruce Messelt, City Administrator

REVIEWED BY: Tom Bouthilet, Finance Director

SUMMARY AND ACTION REQUESTED: The City Council is asked to consider approving Resolution 20101-011 proclaiming Saturday, September 18th, 2010 as the 3rd Annual Lake Elmo Fall Festival and authorizing the transfer of \$8,000 from the General Fund Donation Account to the Fall Festival Transfer In Account. The suggested motion is as follows:

SUGGESTED MOTION: "Move to approve Resolution 2010-011 proclaiming September 18th 2010 as the 3rd Annual Lake Elmo Fall Festival and authorize the transfer of \$8,000 from the General Fund Donation Account to the Fall Festival Transfer In Account."

BACKGROUND INFORMATION: At the March 23rd, 2010 City Council Meeting, this item was directed to be rescheduled for tonight's meeting. At the January 26th City Council Meeting, the Lake Elmo Jaycees presented a check to the City in the total amount \$8,000 from its charitable gambling proceeds. For the past few years, these funds were used to recognize the efforts of the City volunteers and to cover some of the Fall Festival activities.

Last year, many volunteers and family members participated in the Fall Festival activities and were acknowledged publicly for their efforts. They were also given a twenty-five dollar Gift Certificate from the Lake Elmo Inn. Plans are currently underway for the 3rd Annual Fall Festival with similar activities and a volunteer recognition program. The Fall Festival Committee is asking that the 2010 charitable gambling proceeds be dedicated to the Fall Festival events.

STAFF REPORT: The Fall Festival Committee has conducted its first 2010 meetings in February and March. Current plans call for the 3rd Annual Fall Festival to be very similar to the 2009 Fall Festival. Highlight events will include a parade; face painting, inflatable jumpers, firefighter water ball competition, a pet show, a pig roast and a live band. Volunteers will be

acknowledged publicly and will be handed a \$25.00 Gift Certificate. The event will be held on Saturday, September 18th with a kick-off pancake breakfast at Fury Motors car dealership.

RECOMMENDATION: It is recommended that the City Council approve Resolution 20101-011 proclaiming Saturday, September 18th, 2010 as the 3rd Annual Lake Elmo Fall Festival and authorize a transfer of \$8000.00 from the General Fund Donation account to the Fall Festival Transfers in account. The suggested motion s:

“Move to approve Resolution 2010-011 proclaiming September 18th 2010 as the 3rd Annual Lake Elmo Fall Festival and authorize the transfer of \$8,000 from the General Fund Donation Account to the Fall Festival Transfer In Account.”

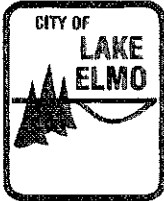
Alternatively, the City Council may elect provide staff different instructions or direct certain additional effort be undertaken with respect to this proposed action.

ATTACHMENTS:

1. Resolution 2010-011
2. Budget Adjustment Form

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

- Removal from Consent Mayor & City Council
- Council/Staff Presentation Council Member Smith/Tom Bouthilet
- Questions from Council Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion Mayor & City Council
- Action on Motion..... Mayor Facilitates



MAYOR & COUNCIL COMMUNICATION

DATE: 4/06/2010

REGULAR

ITEM #: 6

DISCUSSION

AGENDA ITEM: Update on Research on Administrative Enforcement Ordinances

SUBMITTED BY: Danielle Bailey, City Intern

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

REVIEWED BY: Kyle Klatt, Planning Director
Dave Snyder, City Attorney

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to receive an update from Danielle Bailey, City Intern, on efforts to research existing ordinances and craft for Council consideration a draft ordinance establishing Administrative Enforcement options for the City of Lake Elmo for certain portions of the City Code..

BACKGROUND INFORMATION: The City Council has discussed the possibility of adopting an Administrative Enforcement Ordinance, similar to that utilized by other Minnesota communities, to add an additional toll to the City's toolbox in seeking compliance with certain provisions of the City Code.

Currently, the City has little recourse other and civil and criminal court in seeking compliance with certain code violations. In some instances, other enforcement options do exist (such as with building permits). However, most City Code violations, especially in the area of land use and nuisances, prove difficult to investigate and enforce and are quite consumptive of staff time and resources.

STAFF REPORT: At the direction of the City Council, staff has been researching applicable state law and local examples of effective administrative enforcement ordinances. Staff would like to present its initial findings to the City Council prior to moving forward with the drafting of a proposed ordinance.

It should be noted that, at this time, City staff is exploring options for the Administrative Enforcement Ordinance that would not supplant civil or criminal options; but would rather compliment and, in some cases, perhaps even supplement these options with a more timely and efficient administrative process.

All due process rights of citizens would be upheld and respected through such administrative process. In addition to adoption of an enabling ordinance, the City Council would also more than likely be asked to adopt an annual Resolution addressing applicable City policies, compliance timelines and guidelines and suggested fines, fees and related compliance actions.

RECOMMENDATION: Based upon the above background information, it is recommended that the City Council receive tonight's update and briefing and provide direction, as appropriate, as the City staff begins to undertake the next step in the Ordinance drafting process.

Alternatively, the City Council may elect to not hold this discussion and direct City staff to proceed or not proceed as appropriate.

ATTACHMENTS: None

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Administrator
- Report/Presentation.....Ms. Danielle Bailey/Mr. Dave Snyder
- Questions from Council to Staff..... Mayor Facilitates
- Public Input, if Appropriate Mayor Facilitates
- Discussion..... Mayor & City Council



MAYOR & COUNCIL COMMUNICATION

DATE: 4/06/2010
REGULAR
ITEM #: 7
DISCUSSION

AGENDA ITEM: Review of 2009 General Fund Budget (Unaudited) and Suggested Action on 2010 Budget Revisions & 2011 Budget Preparations

SUBMITTED BY: Tom Bouthilet, Finance Director

THROUGH: Bruce Messelt, City Administrator *BAM*

REVIEWED BY: Budget & Finance Sub-committee
Joe Rigdon, Financial Consultant
Dave Snyder, City Attorney

SUMMARY AND ACTION REQUESTED: Following discussions with the Budget & Finance Sub-committee, the City Council is asked to receive an update on the now-closed 2009 General Fund (unaudited) and discuss, as appropriate, staff and Sub-committee recommendations on potential revisions to the 2010 Budget and suggested preparations for the 2011 Budget.

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

Move to revise the 2010 Budget and to begin preparation of the 2011 Budget [as agreed to at tonight's meeting].

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

STAFF REPORT: City staff has completed the "closing of the books" for the 2009 General Fund (attached) and other major funds. While unaudited at this time, staff has a high degree of confidence in the material provided and would like to brief the City Council on the major identified findings and trends. In particular:

- The 2009 General Fund ended with a positive fund balance, including meeting 99%+ of projected revenues

- 2009 Expenditures were significantly less than those originally budgeted, resulting in this positive fund balance.
- Most of these reductions in actual expenditures can be attributed to the following:
 - The unfilled vacancy in the Building Official position
 - The withholding of budgeted salary and cost-of-living increases to employees
 - Overall austerity in general spending by departments

While this represents “good news” for 2009, it is noted by City staff that all three of these conditions have already been incorporated into the 2010 Budget, meaning savings of a similar magnitude in 2010 are highly unlikely.

As a result, the key opportunity for the City Council at this time will be to determine the best utilization of this predominantly “one-time” savings in addressing other significant municipal budgetary considerations. Some suggestions and ideas will be presented at tonight’s meeting for initial Council consideration and discussion.

RECOMMENDATION: It is recommended that the City Council receive an update on the now-closed 2009 General Fund (unaudited) and discuss, as appropriate, staff and Sub-committee recommendations on potential revisions to the 2010 Budget and suggested preparations for the 2011 Budget.

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

Move to revise the 2010 Budget and to begin preparation of the 2011 Budget [as agreed to at tonight’s meeting].

Alternatively, the City Council does have the authority to discuss and adjust the 2010 Budget, either tonight or during subsequent action, and to direct the City staff accordingly with respect to completion of the 2009 financial accounting effort and preparation of the 2011 draft budget.

ATTACHMENTS: 2009 General Fund (Unaudited)

SUGGESTED ORDER OF BUSINESS:

- Introduction..... Bruce Messelt, City Administrator
- Staff Report/Presentation Tom Bouthilet, Finance Director
Joe Rigdon, Financial Consultant
- Questions from Council to Staff Mayor Facilitates
- Discussion Mayor & City Council
- Action or Motion, if Appropriate..... Mayor Facilitates

General Ledger Revenues and Exp.

User: administrator

Printed: 03/16/2010 - 4:47 P

Periods: 01-12

Fiscal Year: 2009

JE Number: 000000

Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	Expended
101	General Fund					
000	Revenue					
0000	General					
101-000-0000-31010	General	2,332,130.00	2,048,100.38	2,048,100.38	284,029.62	2,332,130.00
101-000-0000-31020	Current Ad Valorem Taxes	0.00	48,142.40	48,142.40	(48,142.40)	0.00
101-000-0000-31030	Delinquent Ad Valorem Taxes	8,000.00	7,819.86	7,819.86	180.14	8,000.00
101-000-0000-31040	Mobile Home Tax	0.00	163,791.45	163,791.45	(163,791.45)	0.00
101-000-0000-31050	Fiscal Disparities	0.00	0.00	0.00	0.00	0.00
101-000-0000-31050	Tax Abatement	0.00	0.00	0.00	0.00	0.00
101-000-0000-31810	Franchise Taxes	0.00	0.00	0.00	0.00	0.00
101-000-0000-31910	Penalty & Interest on Taxes	0.00	2,110.38	2,110.38	(2,110.38)	0.00
101-000-0000-31920	Forfeited Tax Sale Apportionmt	0.00	0.00	0.00	0.00	0.00
101-000-0000-32110	Liquor License	7,200.00	7,200.00	7,200.00	0.00	7,200.00
101-000-0000-32180	Waste hauler License	500.00	1,365.00	1,365.00	(865.00)	100.00
101-000-0000-32181	General Contractor License	1,500.00	3,060.00	3,060.00	(1,560.00)	273.00
101-000-0000-32182	Sewer Installer License	0.00	0.00	0.00	0.00	204.00
101-000-0000-32183	Heating Contractor License	795.00	60.00	60.00	735.00	0.00
101-000-0000-32184	Blacktopping Contractor Licens	60.00	0.00	0.00	60.00	7.54
101-000-0000-32210	Building Permits	140,000.00	139,824.81	139,824.81	175.19	0.00
101-000-0000-32215	Surcharge	0.00	0.00	0.00	0.00	99.87
101-000-0000-32220	Heating Permits	4,500.00	10,208.60	10,208.60	(5,708.60)	0.00
101-000-0000-32230	Plumbing Permits	4,500.00	5,664.00	5,664.00	(1,164.00)	226.85
101-000-0000-32231	Sewer Permits	1,500.00	370.50	370.50	1,129.50	125.86
101-000-0000-32240	Animal License	2,000.00	2,121.00	2,121.00	(121.00)	24.70
101-000-0000-32250	Utility Permits	4,000.00	17,572.90	17,572.90	(13,572.90)	106.05
101-000-0000-32260	Burning Permit	1,000.00	1,065.00	1,065.00	(65.00)	439.32
101-000-0000-33120	Federal Grants	0.00	0.00	0.00	0.00	106.50
101-000-0000-33130	CDBG Old Village	0.00	0.00	0.00	0.00	0.00
101-000-0000-33401	Local Government Aid	0.00	0.00	0.00	0.00	0.00
101-000-0000-33402	Homestead Credit Aid	0.00	6,015.14	6,015.14	(6,015.14)	0.00
101-000-0000-33418	MSA - Maintenance	67,275.00	88,797.24	88,797.24	(21,522.24)	131.99
101-000-0000-33420	State Fire Aid	60,000.00	36,217.00	36,217.00	23,783.00	60.36
101-000-0000-33422	PERA Aid	2,750.00	2,749.00	2,749.00	1.00	99.96

Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	Expended
101-000-0000-33423	DOT Municipal Grant	0.00	0.00	0.00	0.00	0
101-000-0000-33425	METC Infiltration Grant	0.00	0.00	0.00	0.00	0
101-000-0000-33426	Miscellaneous State Grants	0.00	16,453.53	16,453.53	(16,453.53)	0
101-000-0000-33620	Gravel Tax	2,500.00	2,985.94	2,985.94	(485.94)	2,500.00
101-000-0000-33621	Recycling Grant	15,000.00	15,476.00	15,476.00	(476.00)	15,000.00
101-000-0000-33622	Cable Franchise Revenue	30,000.00	34,916.22	34,916.22	(4,916.22)	30,000.00
101-000-0000-34103	Zoning & Subdivision Fees	4,000.00	6,471.25	6,471.25	(2,471.25)	4,000.00
101-000-0000-34104	Plan Check Fees	45,000.00	36,652.64	36,652.64	8,347.36	45,000.00
101-000-0000-34105	Sale of Copies, Books, Maps	300.00	204.37	204.37	95.63	300.00
101-000-0000-34107	Assessment Searches	150.00	391.00	391.00	(241.00)	150.00
101-000-0000-34109	Clean Up Days	5,000.00	4,367.00	4,367.00	633.00	5,000.00
101-000-0000-34110	Park Rent	0.00	0.00	0.00	0.00	0
101-000-0000-34111	Cable Operation Reimbursement	2,400.00	1,955.52	1,955.52	444.48	2,400.00
101-000-0000-35100	Fines	52,000.00	54,051.76	54,051.76	(2,051.76)	52,000.00
101-000-0000-36200	Miscellaneous Revenue	18,000.00	41,826.62	41,826.62	(23,826.62)	18,000.00
101-000-0000-36204	Reimbursements	0.00	0.00	0.00	0.00	0
101-000-0000-36205	Reimbursements	0.00	0.00	0.00	0.00	0
101-000-0000-36210	Interest Earnings	80,000.00	72,711.14	72,711.14	7,288.86	80,000.00
101-000-0000-36230	Donations	0.00	8,500.00	8,500.00	(8,500.00)	0
101-000-0000-39200	Interfund Operating Transfers	0.00	0.00	0.00	0.00	0
0000	General	2,892,060.00	2,889,217.65	2,889,217.65	2,842.35	2,892,060.00
000	General	2,892,060.00	2,889,217.65	2,889,217.65	2,842.35	2,892,060.00
Revenue		2,892,060.00	2,889,217.65	2,889,217.65	2,842.35	2,892,060.00
Expense						
410	General Government					
1110	Mayor & Council					
101-410-1110-41030	Part-time Salaries	(16,435.00)	(16,435.00)	(16,435.00)	0.00	(16,435.00)
101-410-1110-41220	FICA Contributions	(1,019.00)	(921.95)	(921.95)	(97.05)	(1,019.00)
101-410-1110-41230	Medicare Contributions	(238.00)	(215.59)	(215.59)	(22.41)	(238.00)
101-410-1110-43310	Mileage	(1,000.00)	(585.75)	(585.75)	(414.25)	(1,000.00)
101-410-1110-44300	Miscellaneous	(2,000.00)	(3,349.59)	(3,349.59)	1,349.59	(2,000.00)
101-410-1110-44330	Dues & Subscriptions	(9,800.00)	(9,939.00)	(9,939.00)	139.00	(9,800.00)
101-410-1110-44370	Conferences & Training	(3,500.00)	(1,477.00)	(1,477.00)	(2,023.00)	(3,500.00)
1110	Mayor & Council	(33,992.00)	(32,923.88)	(32,923.88)	(1,068.12)	(33,992.00)
1320	Administration					
101-410-1320-41010	Full-time Salaries	(225,913.00)	(206,949.42)	(206,949.42)	(18,963.58)	(225,913.00)
101-410-1320-41210	PERA Contributions	(15,249.00)	(12,142.66)	(12,142.66)	(3,106.34)	(15,249.00)
101-410-1320-41215	ICMA Employer Contribution	0.00	(1,791.45)	(1,791.45)	1,791.45	0

Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	Expended
101-410-1320-41220	FICA Contributions	(14,007.00)	(12,602.82)	(12,602.82)	(1,404.18)	89.97
101-410-1320-41230	Medicare Contributions	(3,276.00)	(2,947.58)	(2,947.58)	(328.42)	89.97
101-410-1320-41300	Health/Dental Insurance	(31,685.00)	(23,738.12)	(23,738.12)	(7,946.88)	74.91
101-410-1320-41510	Workers Compensation	(2,212.00)	(1,843.21)	(1,843.21)	(368.79)	83.32
101-410-1320-42000	Office Supplies	(8,000.00)	(5,851.85)	(5,851.85)	(2,148.15)	73.14
101-410-1320-42030	Printed Forms	0.00	(819.19)	(819.19)	819.19	0
101-410-1320-43040	Legal Services	(60,000.00)	(45,881.52)	(45,881.52)	(14,118.48)	76.46
101-410-1320-43090	Newsletter/Website	0.00	0.00	0.00	0.00	0
101-410-1320-43100	Assessing Services	(44,000.00)	(44,279.91)	(44,279.91)	279.91	100.63
101-410-1320-43220	Postage	(8,000.00)	(3,500.00)	(3,500.00)	(4,500.00)	43.75
101-410-1320-43310	Mileage	(4,000.00)	(315.90)	(315.90)	(3,684.10)	7.89
101-410-1320-43510	Legal Publishing	0.00	(228.89)	(228.89)	228.89	0
101-410-1320-43610	Insurance	(35,350.00)	(39,300.50)	(39,300.50)	3,950.50	111.17
101-410-1320-43620	Cable Operation Expense	0.00	0.00	0.00	0.00	0
101-410-1320-44300	Miscellaneous	(5,000.00)	(22,257.51)	(22,257.51)	17,257.51	445.15
101-410-1320-44330	Dues & Subscriptions	(4,000.00)	(2,232.67)	(2,232.67)	(1,767.33)	55.81
101-410-1320-44350	Books	0.00	(35.22)	(35.22)	35.22	0
101-410-1320-44370	Conferences & Training	(3,500.00)	(901.80)	(901.80)	(2,598.20)	25.76
101-410-1320-44380	Staff Development	(2,000.00)	0.00	0.00	(2,000.00)	0.00
101-410-1320-47200	Transfer Out	0.00	0.00	0.00	0.00	0
1320	Administration	(466,192.00)	(427,620.22)	(427,620.22)	(38,571.78)	91.72
1410	Elections					
101-410-1410-41030	Part-time Salaries	0.00	0.00	0.00	0.00	0
101-410-1410-41220	FICA Contributions	0.00	0.00	0.00	0.00	0
101-410-1410-41230	Medicare Contributions	0.00	0.00	0.00	0.00	0
101-410-1410-42000	Office Supplies	0.00	(160.55)	(160.55)	160.55	0
101-410-1410-42030	Printed Forms	0.00	0.00	0.00	0.00	0
101-410-1410-43310	Travel Expense	0.00	0.00	0.00	0.00	0
101-410-1410-44300	Miscellaneous	(1,000.00)	(940.00)	(940.00)	(60.00)	94.00
101-410-1410-44370	Conferences & Training	0.00	0.00	0.00	0.00	0
101-410-1410-45800	Other Equipment	0.00	0.00	0.00	0.00	0
1410	Elections	(1,000.00)	(1,100.55)	(1,100.55)	100.55	110.05
1450	Communications					
101-410-1450-41010	Full-time Salaries	(14,060.00)	(7,887.52)	(7,887.52)	(6,172.48)	56.09
101-410-1450-41210	PERA Contributions	(949.00)	(532.37)	(532.37)	(416.63)	56.09
101-410-1450-41220	FICA Contributions	(872.00)	(489.00)	(489.00)	(383.00)	56.07
101-410-1450-41230	Medicare Contributions	(204.00)	(114.33)	(114.33)	(89.67)	56.04
101-410-1450-41300	Health/Dental Insurance	0.00	0.00	0.00	0.00	0
101-410-1450-41510	Workers Compensation	(779.00)	(649.12)	(649.12)	(129.88)	83.32
101-410-1450-43090	Newsletter	(3,500.00)	(8,037.63)	(8,037.63)	4,537.63	229.64
101-410-1450-43180	Information Technology/Web	(27,000.00)	(25,344.59)	(25,344.59)	(1,655.41)	93.86
101-410-1450-43510	Public Notices	(5,000.00)	(820.05)	(820.05)	(4,179.95)	16.40
101-410-1450-43620	Cable Operations	(4,000.00)	(3,148.57)	(3,148.57)	(851.43)	78.71

Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	Expended
1450	Communications	(56,364.00)	(47,023.18)	(47,023.18)	(9,340.82)	83.42
1520	Finance					
101-410-1520-41010	Full-time Salaries	(36,134.00)	(34,191.00)	(34,191.00)	(1,943.00)	94.62
101-410-1520-41210	PERA Contributions	(2,439.00)	(2,307.88)	(2,307.88)	(131.12)	94.62
101-410-1520-41220	FICA Contributions	(2,240.00)	(2,107.05)	(2,107.05)	(132.95)	94.06
101-410-1520-41230	Medicare Contributions	(524.00)	(492.69)	(492.69)	(31.31)	94.02
101-410-1520-41300	Health/Dental Insurance	(4,052.00)	(1,476.79)	(1,476.79)	(2,575.21)	36.44
101-410-1520-41420	Unemployment Benefits	0.00	0.00	0.00	0.00	0
101-410-1520-41510	Workers Compensation	(182.00)	(151.66)	(151.66)	(30.34)	83.33
101-410-1520-42000	Office Supplies	(500.00)	0.00	0.00	(500.00)	0.00
101-410-1520-42030	Printed Forms	0.00	0.00	0.00	0.00	0
101-410-1520-43010	Audit Services	(28,000.00)	(27,920.00)	(27,920.00)	(80.00)	99.71
101-410-1520-43150	Contract Services	(30,000.00)	(39,417.16)	(39,417.16)	9,417.16	131.39
101-410-1520-43180	Software Support	0.00	0.00	0.00	0.00	0
101-410-1520-43185	Hardware Support	0.00	0.00	0.00	0.00	0
101-410-1520-43190	Software Programs	0.00	0.00	0.00	0.00	0
101-410-1520-43310	Mileage	(400.00)	0.00	0.00	(400.00)	0.00
101-410-1520-44300	Miscellaneous	(2,000.00)	(2,972.44)	(2,972.44)	972.44	148.62
101-410-1520-44330	Dues & Subscriptions	(100.00)	0.00	0.00	(100.00)	0.00
101-410-1520-44350	Books	(200.00)	0.00	0.00	(200.00)	0.00
101-410-1520-44370	Conferences & Training	(350.00)	0.00	0.00	(350.00)	0.00
1520	Finance	(107,121.00)	(111,036.67)	(111,036.67)	3,915.67	103.65
1530	Accounting Services					
101-410-1530-43010	Accounting Services	0.00	0.00	0.00	0.00	0
1530	Accounting Services	0.00	0.00	0.00	0.00	0
1550	Assessing Services					
101-410-1550-43100	Assessing Services	0.00	0.00	0.00	0.00	0
1550	Assessing Services	0.00	0.00	0.00	0.00	0
1610	Legal Services					
101-410-1610-43040	Legal Services	0.00	0.00	0.00	0.00	0
101-410-1610-43045	Civil Attorney Criminal	0.00	0.00	0.00	0.00	0
1610	Legal Services	0.00	0.00	0.00	0.00	0
1910	Planning & Zoning					
101-410-1910-41010	Full-time Salaries	(115,512.00)	(103,260.68)	(103,260.68)	(12,251.32)	89.39
101-410-1910-41210	PERA Contributions	(7,797.00)	(6,953.21)	(6,953.21)	(843.79)	89.17
101-410-1910-41220	FICA Contributions	(7,162.00)	(6,139.05)	(6,139.05)	(1,022.95)	85.71
101-410-1910-41230	Medicare Contributions	(1,675.00)	(1,435.69)	(1,435.69)	(239.31)	85.71
101-410-1910-41300	Health/Dental Insurance	(25,979.00)	(19,608.17)	(19,608.17)	(6,370.83)	75.47
101-410-1910-41510	Workers Compensation	(582.00)	(484.97)	(484.97)	(97.03)	83.32

Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	Expended
101-410-1910-42000	Office Supplies	(2,750.00)	(119.40)	(119.40)	(2,630.60)	4.34
101-410-1910-42030	Printed Forms	0.00	(22.00)	(22.00)	22.00	0
101-410-1910-43010	Comm Facilities Planning-CDBG	0.00	0.00	0.00	0.00	0
101-410-1910-43011	Old Village Design Study-CDBG	0.00	0.00	0.00	0.00	0
101-410-1910-43012	Zoning Ordinance Dev - CDBG	0.00	0.00	0.00	0.00	0
101-410-1910-43013	Cimarron Study - CDBG	0.00	0.00	0.00	0.00	0
101-410-1910-43020	Comprehensive Planning	(20,000.00)	(2,185.60)	(2,185.60)	(17,814.40)	10.92
101-410-1910-43030	Engineering Services	(8,000.00)	(33,631.89)	(33,631.89)	25,631.89	420.39
101-410-1910-43040	Legal Services	0.00	(1,177.13)	(1,177.13)	1,177.13	0
101-410-1910-43050	Infiltration Project	0.00	0.00	0.00	0.00	0
101-410-1910-43060	Old Village Tax Abatement	0.00	0.00	0.00	0.00	0
101-410-1910-43150	Contract Services	(10,000.00)	(31,733.50)	(31,733.50)	21,733.50	317.33
101-410-1910-43310	Mileage	(1,000.00)	0.00	0.00	(1,000.00)	0.00
101-410-1910-43620	Cable Operation Expense	0.00	0.00	0.00	0.00	0
101-410-1910-44300	Miscellaneous	(500.00)	(123.26)	(123.26)	(376.74)	24.65
101-410-1910-44330	Dues & Subscriptions	(500.00)	(305.00)	(305.00)	(195.00)	61.00
101-410-1910-44350	Books	0.00	(211.96)	(211.96)	211.96	0
101-410-1910-44370	Conferences & Training	(1,200.00)	(1,285.00)	(1,285.00)	85.00	107.08
1910	Planning & Zoning	(202,657.00)	(208,676.51)	(208,676.51)	6,019.51	102.97
1930	Engineering Services					
101-410-1930-43030	Engineering Services	(72,000.00)	(55,401.67)	(55,401.67)	(16,598.33)	76.94
1930	Engineering Services	(72,000.00)	(55,401.67)	(55,401.67)	(16,598.33)	76.94
1940	City Hall					
101-410-1940-42110	Cleaning Supplies	(550.00)	(764.87)	(764.87)	214.87	139.06
101-410-1940-42230	Building Repair Supplies	(1,000.00)	(6.39)	(6.39)	(993.61)	0.63
101-410-1940-43020	Attorney Fees	0.00	0.00	0.00	0.00	0
101-410-1940-43210	Telephone	(8,390.00)	(7,940.81)	(7,940.81)	(449.19)	94.64
101-410-1940-43250	Internet	0.00	0.00	0.00	0.00	0
101-410-1940-43620	Insurance	0.00	0.00	0.00	0.00	0
101-410-1940-43810	Electric Utility	(12,221.00)	(11,127.46)	(11,127.46)	(1,093.54)	91.05
101-410-1940-43830	Gas Utility	0.00	0.00	0.00	0.00	0
101-410-1940-43840	Refuse	(1,782.00)	(1,243.92)	(1,243.92)	(538.08)	69.80
101-410-1940-44010	Repairs/Maint Contractual Bldg	(10,000.00)	(14,550.82)	(14,550.82)	4,550.82	145.50
101-410-1940-44040	Repairs/Maint Contractual Eqpt	(6,000.00)	(7,784.05)	(7,784.05)	1,784.05	129.73
101-410-1940-44300	Miscellaneous	(1,000.00)	(154.21)	(154.21)	(845.79)	15.42
1940	City Hall	(40,943.00)	(43,572.53)	(43,572.53)	2,629.53	106.42
410	General Government	(980,269.00)	(927,355.21)	(927,355.21)	(52,913.79)	94.60
420	Public Safety					
2100	Police					

Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	Expended
101-420-2100-43150	Law Enforcement Contract	(466,950.00)	(470,604.54)	(470,604.54)	3,654.54	100.78
101-420-2100-47200	Transfer Out	0.00	0.00	0.00	0.00	0
2100	Police	(466,950.00)	(470,604.54)	(470,604.54)	3,654.54	100.78
2150	Prosecution					
101-420-2150-43045	Attorney Criminal	(55,000.00)	(44,867.66)	(44,867.66)	(10,132.34)	81.57
2150	Prosecution	(55,000.00)	(44,867.66)	(44,867.66)	(10,132.34)	81.57
2220	Fire					
101-420-2220-41010	Full-time Salaries	(65,758.00)	(63,534.31)	(63,534.31)	(2,223.69)	96.61
101-420-2220-41030	Part-time Salaries	(110,000.00)	(76,348.95)	(76,348.95)	(33,651.05)	69.40
101-420-2220-41210	PERA Contributions	(9,272.00)	(8,932.21)	(8,932.21)	(339.79)	96.33
101-420-2220-41220	FICA Contributions	(7,114.00)	(4,968.85)	(4,968.85)	(2,145.15)	69.84
101-420-2220-41230	Medicare Contributions	(2,548.00)	(1,993.64)	(1,993.64)	(554.36)	78.24
101-420-2220-41300	Health/Dental Insurance	(16,388.00)	(13,443.42)	(13,443.42)	(2,944.58)	82.03
101-420-2220-41420	Unemployment Benefits	0.00	(552.24)	(552.24)	552.24	0
101-420-2220-41510	Workers Compensation	(12,369.00)	(10,406.81)	(10,406.81)	(1,962.19)	84.13
101-420-2220-42000	Office Supplies	(1,500.00)	(419.78)	(419.78)	(1,080.22)	27.98
101-420-2220-42030	Printed Forms	0.00	0.00	0.00	0.00	0
101-420-2220-42080	EMS Supplies	(1,200.00)	(2,489.72)	(2,489.72)	1,289.72	207.47
101-420-2220-42090	Fire Prevention	(3,000.00)	(96.80)	(96.80)	(2,903.20)	3.22
101-420-2220-42120	Fuel, Oil and Fluids	(11,500.00)	(10,298.95)	(10,298.95)	(1,201.05)	89.55
101-420-2220-42210	Equipment Parts	0.00	(390.00)	(390.00)	390.00	0
101-420-2220-42230	Building Repair Supplies	0.00	0.00	0.00	0.00	0
101-420-2220-42400	Small Tools & Equipment	(12,020.00)	(9,342.66)	(9,342.66)	(2,677.34)	77.72
101-420-2220-43050	Physicals	(7,829.00)	(6,247.00)	(6,247.00)	(1,582.00)	79.79
101-420-2220-43210	Telephone	(5,500.00)	(4,457.97)	(4,457.97)	(1,042.03)	81.05
101-420-2220-43230	Radio	(16,960.00)	(15,692.39)	(15,692.39)	(1,267.61)	92.52
101-420-2220-43250	Internet	0.00	0.00	0.00	0.00	0
101-420-2220-43310	Mileage	(600.00)	(579.20)	(579.20)	(20.80)	96.53
101-420-2220-43630	Vehicle Insurance	(17,648.00)	(14,472.00)	(14,472.00)	(3,176.00)	82.00
101-420-2220-43810	Electric Utility	(13,900.00)	(10,379.78)	(10,379.78)	(3,520.22)	74.67
101-420-2220-43830	Gas Utility	0.00	0.00	0.00	0.00	0
101-420-2220-43840	Refuse	(1,198.00)	(547.44)	(547.44)	(650.56)	45.69
101-420-2220-44010	Repairs/Maint Bldg	(11,000.00)	(10,195.21)	(10,195.21)	(804.79)	92.68
101-420-2220-44040	Repairs/Maint Eqpt	(25,555.00)	(34,703.08)	(34,703.08)	9,148.08	135.79
101-420-2220-44120	Rentals - Building	0.00	0.00	0.00	0.00	0
101-420-2220-44170	Uniforms	(7,700.00)	(3,407.65)	(3,407.65)	(4,292.35)	44.25
101-420-2220-44300	Miscellaneous	(2,000.00)	(10,539.45)	(10,539.45)	8,539.45	526.97
101-420-2220-44330	Dues & Subscriptions	(2,971.00)	(3,319.56)	(3,319.56)	348.56	111.73
101-420-2220-44350	Books	(400.00)	(1,347.08)	(1,347.08)	947.08	336.77
101-420-2220-44370	Conferences & Training	(25,000.00)	(20,958.15)	(20,958.15)	(4,041.85)	83.83
101-420-2220-44910	Pension Contribution	0.00	0.00	0.00	0.00	0
101-420-2220-44920	Fire State Aid	0.00	0.00	0.00	0.00	0
101-420-2220-45500	Vehicle	0.00	0.00	0.00	0.00	0

Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	Expended
101-420-2220-45800	Equipment	0.00	0.00	0.00	0.00	0
101-420-2220-47200	Transfer Out	0.00	0.00	0.00	0.00	0
2220	Fire	(390,930.00)	(340,064.30)	(340,064.30)	(50,865.70)	86.98
2250	Fire Relief					
101-420-2250-44920	Fire State Aid	(60,000.00)	(36,217.00)	(36,217.00)	(23,783.00)	60.36
101-420-2250-44925	City Contribution	0.00	0.00	0.00	0.00	0
2250	Fire Relief	(60,000.00)	(36,217.00)	(36,217.00)	(23,783.00)	60.36
2400	Building Inspection					
101-420-2400-41010	Full-time Salaries	(129,719.00)	(58,602.31)	(58,602.31)	(71,116.69)	45.17
101-420-2400-41210	PERA Contributions	(8,756.00)	(3,952.36)	(3,952.36)	(4,803.64)	45.13
101-420-2400-41220	FICA Contributions	(8,043.00)	(3,575.66)	(3,575.66)	(4,467.34)	44.45
101-420-2400-41230	Medicare Contributions	(1,881.00)	(836.13)	(836.13)	(1,044.87)	44.45
101-420-2400-41300	Health/Dental Insurance	(9,320.00)	(7,536.82)	(7,536.82)	(1,783.18)	80.86
101-420-2400-41510	Workers Compensation	(6,161.00)	(5,133.82)	(5,133.82)	(1,027.18)	83.32
101-420-2400-42000	Office Supplies	(500.00)	(82.69)	(82.69)	(417.31)	16.53
101-420-2400-42030	Printed Forms	(500.00)	0.00	0.00	(500.00)	0.00
101-420-2400-42120	Fuel, Oil and Fluids	(3,750.00)	0.00	0.00	(3,750.00)	0.00
101-420-2400-43030	Engineering	(10,000.00)	(1,503.66)	(1,503.66)	(8,496.34)	15.03
101-420-2400-43050	Plan Review Charges	(3,000.00)	0.00	0.00	(3,000.00)	0.00
101-420-2400-43060	Surcharge Payments	0.00	0.00	0.00	(0.00)	0
101-420-2400-43150	Inspector Contract Services	(1,000.00)	(2,060.10)	(2,060.10)	1,060.10	206.01
101-420-2400-43210	Telephone	(1,100.00)	(411.50)	(411.50)	(688.50)	37.40
101-420-2400-43310	Mileage	(750.00)	(11.00)	(11.00)	(739.00)	1.46
101-420-2400-43630	Insurance	(1,250.00)	(1,025.00)	(1,025.00)	(225.00)	82.00
101-420-2400-44040	Repairs/Maint Eght	(1,000.00)	(911.63)	(911.63)	(88.37)	91.16
101-420-2400-44120	Rentals - Building	0.00	0.00	0.00	0.00	0
101-420-2400-44170	Uniforms	(350.00)	0.00	0.00	(350.00)	0.00
101-420-2400-44300	Miscellaneous	(750.00)	(238.99)	(238.99)	(511.01)	31.86
101-420-2400-44330	Dues & Subscriptions	(250.00)	(175.00)	(175.00)	(75.00)	70.00
101-420-2400-44350	Books	0.00	0.00	0.00	0.00	0
101-420-2400-44370	Conferences & Training	(500.00)	(335.00)	(335.00)	(165.00)	67.00
101-420-2400-45800	Equipment	0.00	0.00	0.00	0.00	0
101-420-2400-47200	Transfer Out	0.00	0.00	0.00	0.00	0
2400	Building Inspection	(188,580.00)	(86,391.67)	(86,391.67)	(102,188.33)	45.81
2500	Civil Defense					
101-420-2500-47200	Transfer Out	0.00	0.00	0.00	0.00	0
2500	Civil Defense	0.00	0.00	0.00	0.00	0
2600	Code Enforcement					
101-420-2600-41010	Full-time Salaries	0.00	0.00	0.00	0.00	0
101-420-2600-41210	PERA Contributions	0.00	0.00	0.00	0.00	0
101-420-2600-41220	FICA Contributions	0.00	0.00	0.00	0.00	0

Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	Expended
101-420-2600-41230	Medicare Contributions	0.00	0.00	0.00	0.00	0
101-420-2600-41300	Health/Dental Insurance	0.00	0.00	0.00	0.00	0
101-420-2600-41510	Workers Compensation	0.00	0.00	0.00	0.00	0
101-420-2600-42000	Office Supplies	0.00	0.00	0.00	0.00	0
101-420-2600-42030	Printed Forms	0.00	0.00	0.00	0.00	0
101-420-2600-42120	Fuel, Oil and Fluids	0.00	0.00	0.00	0.00	0
101-420-2600-43210	Telephone	0.00	0.00	0.00	0.00	0
101-420-2600-43630	Vehicle Insurance	0.00	0.00	0.00	0.00	0
101-420-2600-44040	Repairs/Maint Contractual Eqpt	0.00	0.00	0.00	0.00	0
101-420-2600-44120	Rentals - Buildings	0.00	0.00	0.00	0.00	0
101-420-2600-44170	Uniforms	0.00	0.00	0.00	0.00	0
101-420-2600-44300	Miscellaneous	0.00	0.00	0.00	0.00	0
101-420-2600-44330	Dues & Subscriptions	0.00	0.00	0.00	0.00	0
101-420-2600-44350	Books	0.00	0.00	0.00	0.00	0
101-420-2600-44370	Conferences & Training	0.00	0.00	0.00	0.00	0
101-420-2600-45800	Equipment	0.00	0.00	0.00	0.00	0
101-420-2600-47200	Transfer Out	0.00	0.00	0.00	0.00	0
2600	Code Enforcement	0.00	0.00	0.00	0.00	0
2700	Animal Control					
101-420-2700-42030	Printed Forms	(150.00)	0.00	0.00	(150.00)	0.00
101-420-2700-43150	Contract Services	(12,600.00)	(10,345.04)	(10,345.04)	(2,254.96)	82.10
101-420-2700-43160	Impounding	0.00	0.00	0.00	0.00	0
101-420-2700-44300	Miscellaneous	(100.00)	0.00	0.00	(100.00)	0.00
2700	Animal Control	(12,850.00)	(10,345.04)	(10,345.04)	(2,504.96)	80.50
2800	Engineering					
101-420-2800-41010	Full-time Salaries	0.00	0.00	0.00	0.00	0
101-420-2800-41210	PERA Contributions	0.00	0.00	0.00	0.00	0
101-420-2800-41220	FICA Contributions	0.00	0.00	0.00	0.00	0
101-420-2800-41230	Medicare Contributions	0.00	0.00	0.00	0.00	0
101-420-2800-41300	Health/Dental Insurance	0.00	0.00	0.00	0.00	0
101-420-2800-41510	Workers Compensation	0.00	0.00	0.00	0.00	0
101-420-2800-42000	Office Supplies	0.00	0.00	0.00	0.00	0
101-420-2800-42030	Printed Forms	0.00	0.00	0.00	0.00	0
101-420-2800-42120	Fuel, Oil and Fluids	0.00	0.00	0.00	0.00	0
101-420-2800-43210	Telephone	0.00	0.00	0.00	0.00	0
101-420-2800-43630	Vehicle Insurance	0.00	0.00	0.00	0.00	0
101-420-2800-44300	Miscellaneous	0.00	0.00	0.00	0.00	0
101-420-2800-44330	Dues & Subscriptions	0.00	0.00	0.00	0.00	0
101-420-2800-44350	Books	0.00	0.00	0.00	0.00	0
101-420-2800-44370	Conferences & Training	0.00	0.00	0.00	0.00	0
101-420-2800-47200	Transfer Out	0.00	0.00	0.00	0.00	0
2800	Engineering	0.00	0.00	0.00	0.00	0

Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	Expended
420	Public Safety	(1,174,310.00)	(988,490.21)	(988,490.21)	(185,819.79)	(1,174,310.00) 84.17
430	Public Works					
3100	Public Works					
101-430-3100-41010	Full-time Salaries	(132,035.00)	(121,982.08)	(121,982.08)	(10,052.92)	(132,035.00) 92.38
101-430-3100-41030	Part-time Salaries	(12,950.00)	0.00	0.00	(12,950.00)	(12,950.00) 0.00
101-430-3100-41210	PERA Contributions	(9,786.00)	(8,209.60)	(8,209.60)	(1,576.40)	(9,786.00) 83.89
101-430-3100-41220	FICA Contributions	(8,989.00)	(7,229.01)	(7,229.01)	(1,759.99)	(8,989.00) 80.42
101-430-3100-41230	Medicare Contributions	(2,103.00)	(1,690.77)	(1,690.77)	(412.23)	(2,103.00) 80.39
101-430-3100-41300	Health/Dental Insurance	(37,550.00)	(28,126.19)	(28,126.19)	(9,423.81)	(37,550.00) 74.90
101-430-3100-41510	Workers Compensation	(12,600.00)	(10,526.80)	(10,526.80)	(2,073.20)	(12,600.00) 83.54
101-430-3100-42000	Office Supplies	(500.00)	(223.51)	(223.51)	(276.49)	(500.00) 44.70
101-430-3100-42120	Fuel, Oil and Fluids	0.00	0.00	0.00	0.00	0.00 0
101-430-3100-42150	Shop Materials	(4,500.00)	(1,405.03)	(1,405.03)	(3,094.97)	(4,500.00) 31.22
101-430-3100-42210	Equipment Parts	0.00	(2,219.56)	(2,219.56)	2,219.56	0.00 0
101-430-3100-42230	Building Repair Supplies	(1,500.00)	0.00	0.00	(1,500.00)	(1,500.00) 0.00
101-430-3100-42240	Street Maintenance Materials	0.00	0.00	0.00	0.00	0.00 0
101-430-3100-42250	Landscaping Materials	0.00	0.00	0.00	0.00	0.00 0
101-430-3100-42260	Sign Repair Materials	0.00	0.00	0.00	0.00	0.00 0
101-430-3100-42290	Sand/Salt	0.00	0.00	0.00	0.00	0.00 0
101-430-3100-42400	Small Tools & Minor Equipment	(3,000.00)	(1,872.17)	(1,872.17)	(1,127.83)	(3,000.00) 62.40
101-430-3100-43030	Engineering Services	0.00	(3,286.35)	(3,286.35)	3,286.35	0.00 0
101-430-3100-43090	Sealcoating & Crack Sealing	0.00	0.00	0.00	0.00	0.00 0
101-430-3100-43150	Contract Services	(18,000.00)	(5,824.32)	(5,824.32)	(12,175.68)	(18,000.00) 32.35
101-430-3100-43150	Telephone	(7,500.00)	(7,903.20)	(7,903.20)	403.20	(7,500.00) 105.37
101-430-3100-43210	Radio	(500.00)	0.00	0.00	(500.00)	(500.00) 0.00
101-430-3100-43230	Internet	0.00	0.00	0.00	0.00	0.00 0
101-430-3100-43250	Mileage	(100.00)	0.00	0.00	(100.00)	(100.00) 0.00
101-430-3100-43630	Insurance	(16,760.00)	(14,243.00)	(14,243.00)	(2,517.00)	(16,760.00) 84.98
101-430-3100-43810	Electric Utility	(34,500.00)	(18,942.91)	(18,942.91)	(15,557.09)	(34,500.00) 54.90
101-430-3100-43830	Gas Utility	0.00	0.00	0.00	0.00	0.00 0
101-430-3100-43840	Refuse	(1,800.00)	(1,709.32)	(1,709.32)	(90.68)	(1,800.00) 94.96
101-430-3100-44010	Repairs/Maint Bldg	(2,000.00)	(4,184.27)	(4,184.27)	2,184.27	(2,000.00) 209.21
101-430-3100-44030	Repairs/Maint Imp Not Bldgs	0.00	(14,316.90)	(14,316.90)	14,316.90	0.00 0
101-430-3100-44040	Repairs/Maint Eqpt	(5,500.00)	(1,441.17)	(1,441.17)	(4,058.83)	(5,500.00) 26.20
101-430-3100-44120	Rentals - Buildings	0.00	0.00	0.00	0.00	0.00 0
101-430-3100-44170	Uniforms	(1,675.00)	(1,741.29)	(1,741.29)	66.29	(1,675.00) 103.95
101-430-3100-44300	Miscellaneous	(2,000.00)	(1,142.44)	(1,142.44)	(857.56)	(2,000.00) 57.12
101-430-3100-44330	Dues & Subscriptions	(150.00)	0.00	0.00	(150.00)	(150.00) 0.00
101-430-3100-44370	Conferences & Training	(900.00)	(1,190.00)	(1,190.00)	290.00	(900.00) 132.22
101-430-3100-44380	Clean-up Days	(8,080.00)	(7,163.55)	(7,163.55)	(916.45)	(8,080.00) 88.65
101-430-3100-45200	Buildings	0.00	0.00	0.00	0.00	0.00 0
101-430-3100-45500	Vehicles	0.00	0.00	0.00	0.00	0.00 0
101-430-3100-45800	Other Equipment	0.00	0.00	0.00	0.00	0.00 0

Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	Expended
101-430-3100-47200 3100	Transfer Out Public Works	0.00 (324,978.00)	0.00 (266,573.44)	0.00 (266,573.44)	0.00 (58,404.56)	0 82.02
3120	Streets					
101-430-3120-42120	Fuel, Oil and Fluids	(31,860.00)	(16,811.01)	(16,811.01)	(15,048.99)	52.76
101-430-3120-42210	Equipment Parts	(8,000.00)	(1,497.47)	(1,497.47)	(6,502.53)	18.71
101-430-3120-42240	Street Maintenance Materials	(15,000.00)	(8,422.74)	(8,422.74)	(6,577.26)	56.15
101-430-3120-42260	Sign Repair Materials	(6,000.00)	(3,928.79)	(3,928.79)	(2,071.21)	65.48
101-430-3120-43150	Contract Services	(14,000.00)	(17,145.46)	(17,145.46)	3,145.46	122.46
101-430-3120-44040	Repairs/Maint Eqpt	(4,000.00)	(1,500.83)	(1,500.83)	(2,499.17)	37.52
3120	Streets	(78,860.00)	(49,306.30)	(49,306.30)	(29,553.70)	62.52
3125	Ice and Snow Removal					
101-430-3125-42250	Landscaping Materials	(1,000.00)	(142.04)	(142.04)	(857.96)	14.20
101-430-3125-42290	Sand/Salt	(50,000.00)	(60,254.38)	(60,254.38)	10,254.38	120.50
101-430-3125-43150	Contract Services	(10,000.00)	(1,662.00)	(1,662.00)	(8,338.00)	16.62
101-430-3125-44040	Repairs/Maint Eqpt	(2,500.00)	(2,357.83)	(2,357.83)	(142.17)	94.31
3125	Ice and Snow Removal	(63,500.00)	(64,416.25)	(64,416.25)	916.25	101.44
3160	Street Lighting					
101-430-3160-43810	Street Lighting	(24,000.00)	(22,459.03)	(22,459.03)	(1,540.97)	93.57
3160	Street Lighting	(24,000.00)	(22,459.03)	(22,459.03)	(1,540.97)	93.57
3200	Recycling					
101-430-3200-42100	Recycling Supplies	(3,500.00)	(1,499.76)	(1,499.76)	(2,000.24)	42.85
101-430-3200-43090	Newsletter	(4,000.00)	0.00	0.00	(4,000.00)	0.00
101-430-3200-44300	Miscellaneous	(7,500.00)	(8,695.81)	(8,695.81)	1,195.81	115.94
3200	Recycling	(15,000.00)	(10,195.57)	(10,195.57)	(4,804.43)	67.97
3250	Tree Program					
101-430-3250-43150	Contract Services	(14,000.00)	(17,882.16)	(17,882.16)	3,882.16	127.73
3250	Tree Program	(14,000.00)	(17,882.16)	(17,882.16)	3,882.16	127.73
3300	CDBG					
101-430-3300-43150	Contract Services - CDBG	0.00	0.00	0.00	0.00	0
3300	CDBG	0.00	0.00	0.00	0.00	0
430	Public Works	(520,338.00)	(430,832.75)	(430,832.75)	(89,505.25)	82.79
450	Culture, Recreation					
5200	Parks & Recreation					
101-450-5200-41010	Full-time Salaries	(85,810.00)	(70,043.56)	(70,043.56)	(15,766.44)	81.62
101-450-5200-41030	Part-time Salaries	(44,417.00)	(24,530.80)	(24,530.80)	(19,886.20)	55.22

Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	Expended
101-450-5200-41210	PERA Contributions	(8,790.00)	(5,656.51)	(5,656.51)	(3,133.49)	64.35
101-450-5200-41220	FICA Contributions	(8,074.00)	(5,734.30)	(5,734.30)	(2,339.70)	71.02
101-450-5200-41230	Medicare Contributions	(1,888.00)	(1,341.14)	(1,341.14)	(546.86)	71.03
101-450-5200-41300	Health/Dental Insurance	(14,829.00)	(10,947.14)	(10,947.14)	(3,881.86)	73.82
101-450-5200-41420	Unemployment Benefits	0.00	(3,363.97)	(3,363.97)	3,363.97	0
101-450-5200-41510	Workers Compensation	(8,571.00)	(7,142.02)	(7,142.02)	(1,428.98)	83.32
101-450-5200-42000	Office Supplies	(300.00)	(23.41)	(23.41)	(276.59)	7.80
101-450-5200-42120	Fuel, Oil and Fluids	(3,000.00)	0.00	0.00	(3,000.00)	0.00
101-450-5200-42150	Shop Materials	(750.00)	(601.96)	(601.96)	(148.04)	80.26
101-450-5200-42160	Chemicals	(1,000.00)	(125.00)	(125.00)	(875.00)	12.50
101-450-5200-42210	Equipment Parts	(1,500.00)	(851.63)	(851.63)	(648.37)	56.77
101-450-5200-42230	Building Repair Supplies	(500.00)	0.00	0.00	(500.00)	0.00
101-450-5200-42250	Landscaping Materials	(3,500.00)	(1,765.64)	(1,765.64)	(1,734.36)	50.44
101-450-5200-42400	Small Tools & Minor Equipment	(1,500.00)	(539.21)	(539.21)	(960.79)	35.94
101-450-5200-43030	Engineering Services	0.00	0.00	0.00	0.00	0
101-450-5200-43210	Telephone	(650.00)	(359.72)	(359.72)	(290.28)	55.34
101-450-5200-43230	Radio	0.00	0.00	0.00	0.00	0
101-450-5200-43250	Internet	0.00	0.00	0.00	0.00	0
101-450-5200-43310	Mileage	(200.00)	0.00	0.00	(200.00)	0.00
101-450-5200-43630	Insurance	(6,200.00)	(5,084.00)	(5,084.00)	(1,116.00)	82.00
101-450-5200-43810	Electric Utility	(10,164.00)	(10,192.08)	(10,192.08)	28.08	100.27
101-450-5200-43830	Gas Utility	0.00	0.00	0.00	0.00	0
101-450-5200-43840	Refuse	(2,500.00)	(2,570.51)	(2,570.51)	70.51	102.82
101-450-5200-44010	Repairs/Maint Bldg	(700.00)	(148.31)	(148.31)	(551.69)	21.18
101-450-5200-44030	Repairs/Maint Imp Not Bldgs	(4,000.00)	(3,558.82)	(3,558.82)	(441.18)	88.97
101-450-5200-44040	Repairs/Maint Eqpt	(1,500.00)	(1,311.06)	(1,311.06)	(188.94)	87.40
101-450-5200-44120	Rentals - Buildings	(5,000.00)	(4,812.34)	(4,812.34)	(187.66)	96.24
101-450-5200-44170	Uniforms	0.00	0.00	0.00	0.00	0
101-450-5200-44300	Miscellaneous	(1,500.00)	(4,939.83)	(4,939.83)	3,439.83	329.32
101-450-5200-44330	Dues & Subscriptions	(100.00)	0.00	0.00	(100.00)	0.00
101-450-5200-44370	Conferences & Training	(200.00)	0.00	0.00	(200.00)	0.00
101-450-5200-47200	Transfer Out	0.00	0.00	0.00	0.00	0
5200	Parks & Recreation	(217,143.00)	(165,642.96)	(165,642.96)	(51,500.04)	76.28
450	Culture, Recreation	(217,143.00)	(165,642.96)	(165,642.96)	(51,500.04)	76.28
493	Other Financing Uses					
9360	Transfers Out	0.00	(7,500.00)	(7,500.00)	7,500.00	0
101-493-9360-47200	Transfers Out	0.00	(7,500.00)	(7,500.00)	7,500.00	0
9360	Transfers Out					

Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	Expended
493	Other Financing Uses	0.00	(7,500.00)	(7,500.00)	7,500.00	0
	Expense	(2,892,060.00)	(2,519,821.13)	(2,519,821.13)	(372,238.87)	87.12
101	General Fund	0.00	369,396.52	369,396.52	(369,396.52)	0
	Revenue Total:	2,892,060.00	2,889,217.65	2,889,217.65	2,842.35	99.90
	Expense Total:	(2,892,060.00)	(2,519,821.13)	(2,519,821.13)	(372,238.87)	87.12
	Report Totals:	0.00	369,396.52	369,396.52	(369,396.52)	0.00



MAYOR & COUNCIL COMMUNICATION

DATE: 4/06/2010
REGULAR
ITEM #: 8
DISCUSSION

AGENDA ITEM: Update on Rosalie E. Wahl Branch Library

SUBMITTED BY: Request of Mayor and City Council

THROUGH: Bruce A. Messelt, City Administrator

BAM

REVIEWED BY: Dave Snyder, City Attorney

SUMMARY AND ACTION REQUESTED: This item has been scheduled in order to allow the City Council to receive an update on staff research regarding the Washington County Library operation of the Rosalie E Wahl Branch Library, located here in Lake Elmo. No specific Council action or direction is requested at this time.

BACKGROUND INFORMATION: In March, 2010, the City Council directed the City Administrator and City Attorney to begin research on the current and potential future status of the Rosalie E. Wahl Branch Library. This followed action in December, 2009, during which time the Lake Elmo City Council endorsed a citizen-backed effort to seek Washington County consideration of shifting library hours at the Rosalie E. Wahl Branch Library from Monday to Saturday.

In January 2010, the Washington County Library Board considered and unanimously rejected this consideration, citing concerns of treating all similarly-designated libraries the same and, in lieu of attempting to accommodate a shift of days served, calculating the potential cost of additional staffing for all similarly-designated libraries.

STAFF REPORT: City staff subsequently met with Washington County and Washington County Library officials in February 2010 to review the decision of the Library Board and to seek additional avenues for continued discussion. Some additional information was shared with Staff at this meeting was presented in March for Council information.

Tonight, City staff will share some of the information gathered regarding the current and potential future operation of the Rosalie E. Wahl Branch Library as part of its update to the Council.

RECOMMENDATION: It is recommended the City Council receive tonight's update from the City Attorney and Administrator. No specific action or direction is requested at this time.

Alternatively, the City Council may elect to provide staff specific direction or direct certain additional action be taken with respect to this topic.

ATTACHMENTS:

1. Washington County Library Facilities & Service Policies – Section IX
2. Agreement to Provide Library Services - Bayport
3. Agreement to Provide Library Services - Stillwater

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Administrator
- Report/Presentation..... City Attorney and Administrator
- Questions from Council to Staff..... Mayor Facilitates
- Public Input, if Appropriate Mayor Facilitates
- Discussion Mayor & City Council

WASHINGTON COUNTY LIBRARY FACILITIES & SERVICE POLICIES

- I. POLICY ON PROVISION OF LIBRARY FACILITIES**
- II. POLICY ON LIBRARY FACILITIES**
- III. POLICY ON ACCESS TO MATERIALS, RESOURCES, AND SERVICES**
- IV. POLICY ON INFORMATIONAL RESOURCES**
- V. POLICY ON RESPECTFUL CONDUCT**
- VI. POLICY ON VOLUNTEERS IN WASHINGTON COUNTY LIBRARY**
- VII. POLICY ON FINANCIAL RESOURCES AND DONATIONS**
- VIII. POLICY ON ART AND ART OBJECT DONATIONS**
- IX. POLICY ON INDEPENDENT PUBLIC LIBRARIES**
- X. POLICY ON INTERNET USE**

IX. POLICY ON INDEPENDENT PUBLIC LIBRARIES

1. We support state policy encouraging the consolidation of public libraries at the county level as the most effective way to ensure equitable access by all public library users to a full range of library services.
2. When consolidation is not chosen by the community, we will consider requests from city libraries for development of Full Service contracts which will result in the contracting public libraries operating as a single unit, while retaining separate library boards and governance. Such contracts are especially desirable when the majority of people served by a public library live outside its taxing jurisdiction. Such contracts will require compensation to the Washington County Library for all services provided. Full Service contracts will include all the elements of Full Participation in MELSA as described in the MELSA Plan of Association.
3. We encourage development and utilization of coordinated and cooperative services and we will provide such services to people through contracting public libraries when that is an effective means of providing access to a full range of services. We will not make payments or provide services specifically in lieu of payments for library services which are administered separately, without effective coordination.

WASHINGTON COUNTY	
Contract #	4727
Dept.	Library
Div.	
Term	3/10/08 - 12/31/08

Agreement to Provide Library Services

This Agreement, made and entered into by and between the Board of Trustees of the Bayport Public Library (hereinafter referred to as the "City Library") and the Board of Commissioners of Washington County acting on behalf of the Washington County Library (hereinafter referred to as the "County Library"), WITNESSETH THAT:

WITNESSETH:

WHEREAS, the City Library and County Library have entered into an agreement to provide library services to each other's cardholders, and

WHEREAS, it is desirable to coordinate the provision of the services of both the libraries for all residents of the City and of the County, and

WHEREAS, it is desirable for the City Library to participate in the services and programs provided by and through the Metropolitan Library Service Agency (MELSA), and

WHEREAS, the City Library has contracted to meet the requirements to participate fully in MELSA as an Associate Member which includes participation in the Statewide Borrower's compact and access to the services of MINITEX, and

WHEREAS, the City Library desires to participate in some services provided by the County Library,

NOW, THEREFORE, in consideration of the mutual agreements contained herein, the parties to this Agreement do agree as follows:

I. Purpose

The purpose of this agreement is to improve services to library users throughout the county and to reduce total costs of providing library service to the residents of the city and the county by increasing coordination, compatibility, and sharing certain activities in the operations of the City Library and County Library.

II. Services Provided to the City Library

A. Computer Network

The County Library has purchased and operates a computer network which provides a variety of functions supporting library services and operations throughout the county. Many, but not all, of the functions are provided with the SirsiDynix Horizon Information Management System (hereinafter referred to as "SirsiDynix"). The City Library may participate fully in all functions of the network which are provided to libraries operated by the County Library, including SirsiDynix functions as well as Internet access and electronic informational resources provided through MELSA and MINITEX through the County Library network.

B. Planning and Operations

Administrative staff members of the City Library may advise and provide input on network operations, policies and planning and may serve on committees and groups created by the County Library for that purpose. Recommendations on substantive policy issues which may require library board action will be discussed in a timely manner so that both the City and County Library Boards can review, comment or adopt as required.

C. Equipment and Software

The County Library agrees to provide the central site equipment and software necessary to operate the network and maintain the services and functions described in this agreement. This includes all equipment and software located at the County Library central computer site plus routers, hubs, terminal servers, csu/dsu equipment and patch panels installed at the City Library. The County Library also will provide and install on personal computers owned by the City Library software necessary to enable them to access the network and use the functions provided through the network. The City Library agrees to provide the local equipment, including computers, printers and barcode readers necessary to deliver the functions provided through the network. If the City Library wishes to attach equipment to the network which has not been previously approved by the County Library, it will make a request at least 60 days in advance for review and approval of the equipment. The County Library will investigate the consequences of using this equipment and will attempt to respond to the City Library within 60 days. Title and ownership of all software and related property and equipment provided by the County Library shall remain with the County Library at all times. Ownership and title to equipment purchased by the City Library shall be with the City Library.

D. Guaranteed Functioning of the Automated System

The County Library agrees to provide access to its network and SirsiDynix and to provide the City Library with the services and functionality described in ¶ I.A. In the event of a default by the County Library in provision of these functionalities or services, the exclusive remedy available to the City Library are is to either suspend all or a portion of its payments for the time the functionality or service is unavailable to the City Library under this agreement or to terminate the agreement.

E. Future Changes

The network may be used to provide additional library functions in the future. In that case, the County Library will offer to the City Library the opportunity to participate in such functions as they become available, under terms to be negotiated. The City Library may desire to use equipment or functionality which is not currently implemented by the County Library. If the City Library consults the County Library and if the County Library deems such functionalities are acceptable, i.e. will not have long-term negative effects on the County Library's network or choice of vendors, then,

the County Library will make reasonable attempts to implement such functionality for the City Library at the City Library's expense.

F. Database Ownership/Access

All data entered into the bibliographic, holdings and patron databases shall be mutually accessible by authorized staff of both libraries. In the event of termination of this agreement, the County Library will make available to the City Library in the Machine Readable Cataloging (MARC) format copies of records in the bibliographic database for items owned by the City Library along with SirsiDynix format copies of patron records for City Library cardholders at an hourly rate of \$75.

G. Hardware and Software Maintenance and Support

The County Library will maintain and support all network hardware and software, installed for access to the County Library network. The City Library will maintain and support telecommunications link to the County Library's Wide Area Network (WAN), computer workstations' hardware and software including applications, security, time managements and printing. At the City Library's request, the County Library will provide support for city-owned equipment and software not otherwise included at an hourly rate of \$75. County Library staff will cooperate with technical staff contracted by the City Library to resolve problems with equipment not related to the access and delivery of functions through the network.

H. Documentation and Training

The County Library will provide the City Library with copies of all available end user documentation for SirsiDynix. The County Library will provide, and City Library staff will participate in, training in the use of the network and of SirsiDynix and in the basic maintenance of those portions of the system located at the City Library to ensure trouble free ongoing use of the network and system.

I. Report and Notice Generation

The County Library will generate and provide to the City Library any reports from SirsiDynix, which can be provided without programming or external assistance. The County Library will attempt to arrange for production of additional reports requested by the City Library on a timely basis at cost, with such costs to be fully borne by the City Library. The County Library will prepare printed overdues notices for transactions occurring at the City Library. The County Library will mail notices directly to library users, at the City Library's request, and will bill the City Library for printing and postage in a manner to be determined by the City Library.

J. City Library Site Costs

The City Library shall be responsible for all costs to prepare and maintain the City Library building for proper operation of the network including provision of wiring, cabling, associated hardware and any necessary shelving and furnishing. The City Library will provide an approved telecommunication link from the City Library to the Central Processing Unit (CPU) located at the County Library central operations site. All site preparation work and cabling must be approved by the County Library.

III. Electronic Resources

The City Library is encouraged to advise the County Library in the selection of electronic information resources that will be offered through the network and may participate in any staff group or committee established to choose such resources. The County Library will make available to the City Library all electronic resources purchased by MELSA or the State on behalf of public libraries.

If the City Library selects an electronic resource that the County Library decides not to offer, the County Library will attempt to implement the delivery of that resource to the City Library, within limitations of network architecture and licensing agreements. The City Library will pay the actual costs of such implementation.

The City Library may choose to be included in the purchase of unique electronic resources selected by the County Library. The cost to the City Library will be determined based on formula determined by each vendor. To obtain the lowest price in the purchase of unique electronic resources, the City Library will be combined into the County Library totals, e.g. population.

IV. Programming

The libraries will exchange information about programs planned for children and adults and will work towards jointly developing and promoting such programming. As a full associate participant in MELSA, the City Library may participate in and will receive materials supporting MELSA programs on the same pro-rata basis as branches of the County Library. The City Library may purchase additional supporting materials under terms and conditions set by MELSA.

V. Public Information, Marketing and Promotion of Services

Whenever possible, the Libraries will cooperate in the joint marketing and promotion of the services covered by this agreement. The libraries will provide to each other as many copies as desired of all posters, flyers, bookmarks, brochures, and other marketing, public information and promotional items which are produced by the libraries. The Libraries will make these materials available to their staff and users within limits of space in their facilities. The libraries will cooperate in the planning and creation of these materials.

VI. Cataloging

The bibliographic database created and maintained by the County Library will include information about the library materials owned by the City Library and will be considered a union catalog of holdings. The City Library will provide to the County Library a record or copy of the material so that the County Library can catalog and classify the item. The City Library may enter holdings information on existing bibliographic records for items acquired by the City Library.

VII. Delivery Service

The County Library will provide service for library materials and documents between the two libraries on a regular schedule of five (5) deliveries per week. The City Library will

conform to procedures set by the County Library and MELSA regarding the packing and labeling of delivery items.

IX. Indemnification

The parties mutually agree to indemnify and hold each other harmless from all claims, demands and causes of action of any kind or character, including the cost of defense thereof resulting from the acts or omissions of their respective commissioners, officers, officials, agents and employees relating to activities conducted under this Agreement.

X. Entire Agreement/Requirement of changes in writing

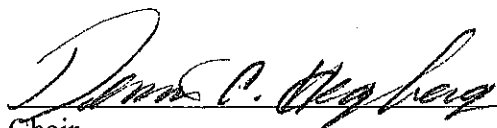
It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter thereof, as well as any previous agreement presently in effect between the parties relating to the subject matter thereof. Any alterations, variations or modifications of the provisions of the Agreement shall be valid only when they have been reduced to writing and duly signed by the parties herein.


XI. Compensation

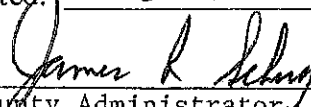
QAD Unless otherwise noted above, services, materials and equipment are provided at its cost by the County Library and will be invoiced as the costs are incurred. The costs shall not exceed \$6,000 ~~for 2008~~ for 2008. This amount does not include reimbursements to the County Library from the City Library for purchases of materials made by the County Library for the City Library.

XII. Effective Date, Termination

This Agreement shall become effective upon signature of both parties, and shall continue in force until December 31, 2008 unless rescinded by action of one of the parties by giving notice to the other party at least six (6) months prior to the end of a calendar year or by mutual agreement of the parties.


Chair
WASHINGTON COUNTY BOARD

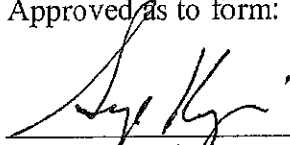

President, Board of Trustees
BAYPORT PUBLIC LIBRARY

Dated: 2-26-08

County Administrator

Dated: 3/10/08

Dated: 2/27/08

Approved as to form:

A handwritten signature in dark ink, appearing to read 'G. Kuprian', is written over a horizontal line.

George Kuprian
Assistant County Attorney

Amendment # 1
Between
Washington County and
The Board of Trustees of the Bayport Public Library
Contract # 4727, Agreement to Provide Library Services

This Agreement, made and entered into by and between the Board of Trustees of the Bayport Public Library (hereinafter referred to as the "City Library") and the Board of Commissioners of Washington County acting on behalf of the Washington County Library (hereinafter referred to as the "County Library"), is hereby amended as follows:

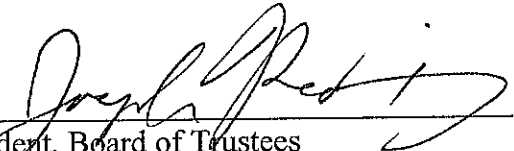
Section XIII. Effective Date, Termination is hereby replaced in its entirety by the following:

This Agreement shall become effective upon signature of both parties, and shall continue in force until July 12, 2009 unless rescinded by action of one of the parties by giving notice to the other party at least two (2) weeks prior to the end of the contract period or by mutual agreement of the parties.



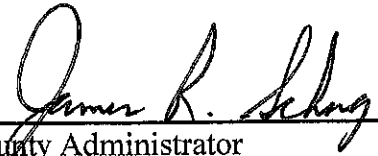
Chair
WASHINGTON COUNTY BOARD

Date: 3/17/09



President, Board of Trustees
BAYPORT PUBLIC LIBRARY

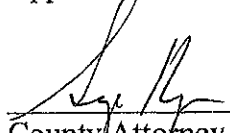
Date: 2/26/09



County Administrator

Date: 3/17/09

Approved as to form:



for County Attorney

Date: 2/3/09

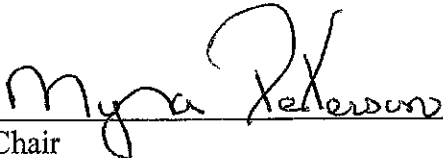
Amendment # 2
Between
Washington County and
The Board of Trustees of the Bayport Public Library
Contract # 4727, Agreement to Provide Library Services

This Agreement, made and entered into by and between the Board of Trustees of the Bayport Public Library (hereinafter referred to as the "City Library") and the Board of Commissioners of Washington County acting on behalf of the Washington County Library (hereinafter referred to as the "County Library"), is hereby amended as follows:

Section XIII. Effective Date, Termination is hereby replaced in its entirety by the following:


This Agreement shall become effective upon signature of both parties, and shall continue in force until December 31, 2010 unless rescinded by action of one of the parties by giving notice to the other party at least four (4) weeks prior to the end of the contract period or by mutual agreement of the parties.

Unless expressly amended herein, all other provisions of Contract #4727 and amendments thereto shall remain in full force and effect.



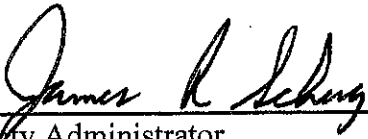
Chair
WASHINGTON COUNTY BOARD

Date: 8/18/09



President, Board of Trustees
BAYPORT PUBLIC LIBRARY

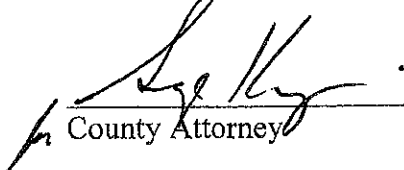
Date: 8-27-09



County Administrator

Date: 8/18/09

Approved as to form:



County Attorney

WASHINGTON COUNTY

Contract # 4603Dept. Lib

Div. _____

Term 1/8/08 - 12/31/08**Agreement to Provide Library Services**

This Agreement, made and entered into by and between the Board of Trustees of the Stillwater Public Library (hereinafter referred to as the "City Library") and the Board of Commissioners of Washington County acting on behalf of the Washington County Library (hereinafter referred to as the "County Library"), WITNESSETH THAT:

WITNESSETH:

WHEREAS, the City Library and County Library have entered into an agreement to provide library services to each other's cardholders, and

WHEREAS, it is desirable to coordinate the provision of the services of both the libraries for all residents of the City and of the County, and

WHEREAS, it is desirable for the City Library to participate in the services and programs provided by and through the Metropolitan Library Service Agency (MELSA), and

WHEREAS, the City Library has contracted to meet the requirements to participate fully in MELSA as an Associate Member which includes participation in the Statewide Borrower's compact and access to the services of MINITEX, and

WHEREAS, the City Library desires to participate in some services provided by the County Library,

NOW, THEREFORE, in consideration of the mutual agreements contained herein, the parties to this Agreement do agree as follows:

I. Purpose

The purpose of this agreement is to improve services to library users throughout the county and to reduce total costs of providing library service to the residents of the city and the county by increasing coordination, compatibility, and sharing certain activities in the operations of the City Library and County Library.

II. Services Provided to the City Library**A. Computer Network**

The County Library has purchased and operates a computer network which provides a variety of functions supporting library services and operations throughout the county. Many, but not all, of the functions are provided with the SirsiDynix Horizon Information Management System (hereinafter referred to as "SirsiDynix"). The City Library may participate fully in all functions of the network which are provided to libraries operated by the County Library, including SirsiDynix functions as well as Internet access and electronic informational resources provided through MELSA and MINITEX through the County Library network.

B. Planning and Operations

Administrative staff members of the City Library may advise and provide input on network operations, policies and planning and may serve on committees and groups created by the County Library for that purpose. Recommendations on substantive policy issues which may require library board action will be discussed in a timely manner so that both the City and County Library Boards can review, comment or adopt as required.

C. Equipment and Software

The County Library agrees to provide the central site equipment and software necessary to operate the network and maintain the services and functions described in this agreement. This includes all equipment and software located at the County Library central computer site plus routers, hubs, terminal servers, csu/dsu equipment and patch panels installed at the City Library. The County Library also will provide and install on personal computers owned by the City Library software necessary to enable them to access the network and use the functions provided through the network. The City Library agrees to provide the local equipment, including computers, printers and barcode readers necessary to deliver the functions provided through the network. If the City Library wishes to attach equipment to the network which has not been previously approved by the County Library, it will make a request at least 60 days in advance for review and approval of the equipment. The County Library will investigate the consequences of using this equipment and will respond to the City Library within 60 days. Title and ownership of all software and related property and equipment provided by the County Library shall remain with the County Library at all times. Ownership and title to equipment purchased by the City Library shall be with the City Library.

D. Guaranteed Functioning of the Automated System

The County Library agrees to provide access to its network and SirsiDynix and to provide the City Library with the services and functionality described in ¶ 1.A. In the event of a default by the County Library in provision of these functionalities or services, the exclusive remedies available to the City Library are to suspend all or a portion of its payments for the time the functionality or service is unavailable to the City Library under this agreement or to terminate the agreement.

E. Future Changes

The network may be used to provide additional library functions in the future. In that case, the County Library will offer to the City Library the opportunity to participate in such functions as they become available, under terms to be negotiated. The City Library may desire to use equipment or functionality which is not currently implemented by the County Library. If the City Library consults the County Library and if the County Library deems such functionalities are acceptable, i.e. will not have long-term negative effects on the County Library's network or choice of vendors, then, the County Library will make reasonable attempts to implement such functionality for the City Library at the City Library's expense.

F. Database Ownership/Access

All data entered into the bibliographic, holdings and patron databases shall be mutually accessible by authorized staff of both libraries. In the event of termination of this agreement, the County Library will make available to the City Library in the Machine Readable Cataloging (MARC) format copies of records in the bibliographic database for items owned by the City Library along with SirsiDynix format copies of patron records for City Library cardholders at an hourly rate of \$75.

G. Hardware and Software Maintenance and Support

The County Library will maintain and support all network hardware and software, installed for access to the County Library network including all routers, switches, firewalls and hubs. The City Library will maintain and support telecommunications link to the County Library's Wide Area Network (WAN), computer workstations' hardware and software including applications, security, time managements and printing. At the City Library's request, the County Library will provide support for city-owned equipment and software not otherwise included at an hourly rate of \$75. County Library staff will cooperate with technical staff contracted by the City Library to resolve problems with equipment not related to the access and delivery of functions through the network.

H. Documentation and Training

The County Library will provide the City Library with copies of all available end user documentation for SirsiDynix. The County Library will provide, and City Library staff will participate in, training in the use of the network and of SirsiDynix and in the basic maintenance of those portions of the system located at the City Library to ensure trouble free ongoing use of the network and system.

I. Report and Notice Generation

The County Library will generate and provide to the City Library any reports from SirsiDynix, which can be provided without programming or external assistance. The County Library will attempt to arrange for production of additional reports requested by the City Library on a timely basis at cost, with such costs to be fully borne by the City Library. The County Library will prepare printed overdue notices for transactions occurring at the City Library. The County Library will mail notices directly to library users, at the City Library's request, and will bill the City Library for printing and postage in a manner to be determined by the City Library.

J. City Library Site Costs

The City Library shall be responsible for all costs to prepare and maintain the City Library building for proper operation of the network including provision of wiring, cabling, associated hardware and any necessary shelving and furnishing. The City Library will provide an approved telecommunication link from the City Library to the Central Processing Unit (CPU) located at the County Library central operations site. All site preparation work and cabling must be approved by the County Library.

III. Electronic Resources

The City Library is encouraged to advise the County Library in the selection of electronic information resources that will be offered through the network and may participate in any staff group or committee established to choose such resources. The County Library will make available to the City Library all electronic resources purchased by MELSA or the State on behalf of public libraries.

If the City Library selects an electronic resource that the County Library decides not to offer, the County Library will attempt to implement the delivery of that resource to the City Library, within limitations of network architecture and licensing agreements. The City Library will pay the actual costs of such implementation.

The City Library may choose to be included in the purchase of unique electronic resources selected by the County Library. The cost to the City Library will be determined based on formula determined by each vendor. To obtain the lowest price in the purchase of unique electronic resources, the City Library will be combined into the County Library totals, e.g. population.

IV. Programming

The libraries will exchange information about programs planned for children and adults and will work towards jointly developing and promoting such programming. As a full associate participant in MELSA, the City Library may participate in and will receive materials supporting MELSA programs on the same pro-rata basis as branches of the County Library. The City Library may purchase additional supporting materials under terms and conditions set by MELSA.

V. Public Information, Marketing and Promotion of Services

Whenever possible, the Libraries will cooperate in the joint marketing and promotion of the services covered by this agreement. The libraries will provide to each other as many copies as desired of all posters, flyers, bookmarks, brochures, and other marketing, public information and promotional items which are produced by the libraries. The Libraries will make these materials available to their staff and users within limits of space in their facilities. The libraries will cooperate in the planning and creation of these materials.

VI. Selection and Purchasing of Library Materials

The City Library is encouraged to use the acquisitions module of SirsiDynix to generate order lists for books and library materials. To obtain the maximum discounts in the purchase of library materials and the most efficient use of staff, the libraries will combine orders and purchase materials jointly whenever possible. Each library will pay for the materials purchased on its behalf. Annually library staff will meet to review and coordinate acquisitions procedures. The procedures will be incorporated into a joint purchase agreement. (See Appendix A)

VII. Cataloging

The bibliographic database created and maintained by the County Library will include information about the library materials owned by the City Library and will be considered a union catalog of holdings. The City Library will provide to the County Library a record or copy of the material so that the County Library can catalog and classify the item. The City Library may enter holdings information on existing bibliographic records for items acquired by the City Library.

VIII. Processing of Library Materials

The County Library will process all library materials provided to it by the City Library, whether purchased jointly through SirsiDynix or separately. The County Library will provide and apply call number labels, plastic jackets, special packaging for nonbook materials, barcodes and identification tape or labels in accordance with County Library procedures and practices or in a manner compatible with County Library practices. The City Library will reimburse the County Library for the costs of all processing materials.

IX. Delivery Service

The County Library will provide service for library materials and documents between the two libraries on a regular schedule of five (5) deliveries per week. The City Library will conform to procedures set by the County Library and MELSA regarding the packing and labeling of delivery items.

X. Indemnification

The parties mutually agree to indemnify and hold each other harmless from all claims, demands and causes of action of any kind or character, including the cost of defense thereof resulting from the acts or omissions of their respective commissioners, officers, officials, agents and employees relating to activities conducted under this Agreement.

XI. Entire Agreement/Requirement of changes in writing

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter thereof, as well as any previous agreement presently in effect between the parties relating to the subject matter thereof. Any alterations, variations or modifications of the provisions of the Agreement shall be valid only when they have been reduced to writing and duly signed by the parties herein.

XII. Compensation

Unless otherwise noted above, services, materials and equipment are provided at its cost by the County Library and will be invoiced as the costs are incurred.

XIII. Effective Date, Termination

This Agreement shall become effective upon signature of both parties, and shall continue in force until December 31, 2008 unless rescinded by action of one of the parties by giving notice to the other party at least six (6) months prior to the end of a calendar year or by mutual agreement of the parties.

FROM :

FAX NO. :

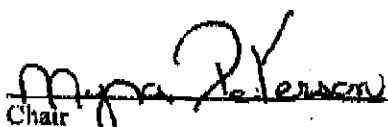
Mar. 30 2010 10:20AM P2/3

Amendment # 1
Between
Washington County and
The Board of Trustees of the Stillwater Public Library
Contract # 4603, Agreement to Provide Library Services

This Agreement, made and entered into by and between the Board of Trustees of the Stillwater Public Library (hereinafter referred to as the "City Library") and the Board of Commissioners of Washington County acting on behalf of the Washington County Library (hereinafter referred to as the "County Library"), is hereby amended as follows:

Section XIII. Effective Date, Termination is hereby replaced in its entirety by the following:

This Agreement shall become effective upon signature of both parties, and shall continue in force until July 12, 2009 unless rescinded by action of one of the parties by giving notice to the other party at least two (2) weeks prior to the end of the contract period or by mutual agreement of the parties.


Chair
WASHINGTON COUNTY BOARD

Date: 3/12/09



President, Board of Trustees
STILLWATER PUBLIC LIBRARY

Date: 3/10/09


County Administrator

Date: 3/17/09

Approved as to form:


County Attorney

Date: 2/3/09

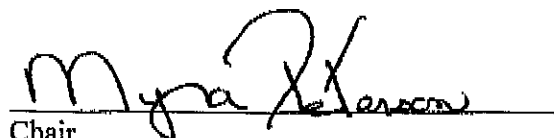
Amendment # 2
Between
Washington County and
The Board of Trustees of the Stillwater Public Library
Contract # 4603, Agreement to Provide Library Services

This Agreement, made and entered into by and between the Board of Trustees of the Stillwater Public Library (hereinafter referred to as the "City Library") and the Board of Commissioners of Washington County acting on behalf of the Washington County Library (hereinafter referred to as the "County Library"), is hereby amended as follows:

Section XIII. Effective Date, Termination is hereby replaced in its entirety by the following:

This Agreement shall become effective upon signature of both parties, and shall continue in force until December 31, 2010 unless rescinded by action of one of the parties by giving notice to the other party at least four (4) weeks prior to the end of the contract period or by mutual agreement of the parties.

Unless expressly amended herein, all other provisions of Contract #4603 and amendments thereto shall remain in full force and effect.



Chair
WASHINGTON COUNTY BOARD

Date: 8/18/09



President, Board of Trustees
STILLWATER PUBLIC LIBRARY

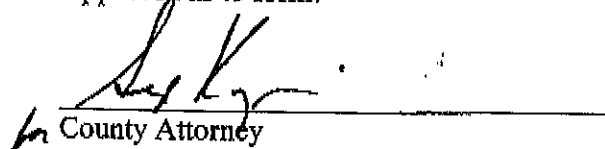
Date: 9/08/09



County Administrator

Date: 8/18/09

Approved as to form:


County Attorney



MAYOR & COUNCIL COMMUNICATION

DATE: 4/06/2010

REGULAR

ITEM #: 9

MOTION

AGENDA ITEM: Trunk Highway 5 and Jamaca Avenue Roundabout, State Project No. 8214-145 Project Update and Authorize the City Engineer to sign MnDOT Plans.

SUBMITTED BY: Jack Griffin, City Engineer

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

REVIEWED BY: Ryan Stempski, Assistant City Engineer

SUMMARY AND ACTION REQUESTED: The Minnesota Department of Transportation (Mn/DOT) has essentially completed the design for the Trunk Highway 5 and Jamaca Avenue Roundabout, State Project No. 8214-145. This project will be jointly funded by Mn/DOT, Washington County and the City of Lake Elmo. The City Engineer will provide a project update at tonight's meeting.

The City's cost participation will be funded through the City's Municipal State Aid account. While Municipal Consent is not required, the plans require the signature of the City Engineer, recommending plan approval. The recommended motion to act on this is as follows:

SUGGESTED MOTION: "Move to direct the City Engineer to sign the Mn/DOT Plans for the Trunk Highway 5 and Jamaca Avenue Roundabout, State Project No. 8214-145, Recommending Plan Approval"

BACKGROUND INFORMATION: The proposed project is to construct a modern Roundabout at this intersection to address severe right angle crashes. Construction of this project is proposed for the 2010 construction season. Mn/DOT funding is dependent on the project being bid this fiscal year.

To meet this schedule, Mn/DOT is finalizing the project plans and is submitting them for review by the Mn/DOT Central Office and the Office of State Aid. The City Engineer and County Engineer are required to sign the plans for the review submittal. Once the review is completed, the Project will be bid and a contractor will be selected. The City cost participation will not be finalized until after contractor bids are received.

STAFF REPORT: The City Engineer will provide a project update, focusing on each of the final plan elements as they relate to the issues identified by the City Council following previous Mn/DOT project updates given on September 16, 2008, and January 19, 2010. These issues include lighting, landscaping, water quality, watermain utilities, detour routing/staging, signage, cost participation, and maintenance responsibilities. Mr. Adam Josephson, the MnDOT Area Representative will attend the meeting to answer questions.

RECOMMENDATION: The City Engineer and City Administrator are recommending approval of the project. The suggested motion to do this is as follows:

“Move to direct the City Engineer to sign the Mn/DOT Plans for the Trunk Highway 5 and Jamaca Avenue Roundabout, State Project No. 8214-145, Recommending Plan Approval”

Alternatively, the City Council may elect to not act on the proposed recommendation and direct staff accordingly. However, it should be noted that this action may have significant negative impact on the overall project timeline and completion.

Additionally, while not all items have been completed to the 100% satisfaction of the City, staff would note that all parties have been working in good faith to bring this project to fruition on time, in budget and to the greatest extent in line with the functional, environmental and aesthetic expectations of the City.

ATTACHMENTS: MNDOT Roundabout Presentation and Handout

SUGGESTED ORDER OF BUSINESS:

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