

City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, Minnesota
March 2, 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 February 16, 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. GOOD NEWS / GOOD PEOPLE:

Computer Troubleshooters: Stuart Helgason
- J. 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. Water Meter Upgrades
- K. REGULAR AGENDA:
 - 4. South Washington Watershed District Update: Matt Moore
 - 5. Rosalie E. Wahl Library Update
 - 6. State and Federal Legislative Issues Update

7. City Council Retreat Follow-Up

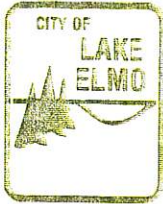
K. REPORTS AND ANNOUNCEMENTS:

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

- Mayor and City Council
- Administrator
- City Attorney
- City Engineer
- Planning Director

L. Adjourn

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



MAYOR & COUNCIL COMMUNICATION

DATE: 03/02/2010

CONSENT

ITEM #: 2

MOTION as part of Consent

AGENDA ITEM: Approve Disbursements and Payroll in the Amount of \$ 163,755.35

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 \$163,755.35. 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	\$ 6,422.37	Payroll Taxes to IRS 02/25/2010
ACH	\$ 1,142.52	Payroll Taxes to MN Dept. of Revenue 02/25/2010
DD2615 – DD2648	\$ 19,724.96	Payroll Dated 02/25/2010 (Direct Deposit)
35328 - 35334	\$ 6,971.36	Payroll Dated 02/25/2010
35335 – 35365	\$ 129,494.41	Accounts Payable Dated 03/02/2010
Total: \$ 163,755.35		

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 its Consent Agenda proposed disbursements in the amount of \$163,755.35.

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 March 2nd, 2010 Disbursement and Payroll, as
Presented *[and modified]* herein.”**

ATTACHMENTS:

1. Accounts Payable Dated 03/02/2010

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

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Batch: 004-02-2010

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ABDO Abdo Eick & Meyers, LLP 259952 02/12/2010 101-410-1520-43010 Audit Services		1,000.00	0.00	03/02/2010	Audit Services - GASB 45 Calculation		-		No	0000
259952 Total:		1,000.00								
ABDO Total:		1,000.00								
ALLIED Allied Electrical Cont., Inc. 4283 02/17/2010 101-420-2220-44010 Repairs/Maint Bldg		365.00	0.00	03/02/2010	Repairs to lights at Station #2		-		No	0000
4283 Total:		365.00								
7067 02/17/2010 101-420-2220-44010 Repairs/Maint Bldg		2,580.00	0.00	03/02/2010	Repairs to Station #1 per inspection		-		No	0000
7067 Total:		2,580.00								
7068 02/17/2010 101-420-2220-44010 Repairs/Maint Bldg		1,480.00	0.00	03/02/2010	Repairs to Station #2 per inspection		-		No	0000
7068 Total:		1,480.00								
ALLIED Total:		4,425.00								
ALLSAFE All Safe Fire & Security 97866 02/10/2010 101-420-2220-44010 Repairs/Maint Bldg		71.98	0.00	03/02/2010	Annual Fire Extinguisher Inspection		-		No	0000
97866 Total:		71.98								
ALLSAFE Total:		71.98								
ARAM Aramark, Inc. 629-6927856 02/11/2010 101-430-3100-44010 Repairs/Maint Bldg		59.04	0.00	03/02/2010	Mats, Soap, Bags		-		No	0000
629-6927856 Total:		59.04								
629-6927857 02/11/2010 101-430-3100-44170 Uniforms		30.25	0.00	03/02/2010	Uniforms		-		No	0000
629-6927857 Total:		30.25								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
629-6932877	02/18/2010	27.25	0.00	03/02/2010	Uniforms		-			No 0000
101-430-3100-44170	Uniforms									
629-6932877 Total:		27.25								
629-6935600	02/22/2010	103.98	0.00	03/02/2010	Linen City Hall		-			No 0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
629-6935600 Total:		103.98								
ARAM Total:		220.52								
BERKLEY INSURANCE TRUST LEAGUE OF MN CITIE										
33319	02/09/2010	28,971.04	0.00	03/02/2010	Annual Insurance - Admin, Buildings		-			No 0000
101-410-1320-43610	Insurance									
33319	02/09/2010	13,980.20	0.00	03/02/2010	Annual Insurance - Fire Buildi & Vehicle		-			No 0000
101-420-2220-43630	Vehicle Insurance									
33319	02/09/2010	903.41	0.00	03/02/2010	Annual Insurance - Building Dept & Vehic		-			No 0000
101-420-2400-43630	Insurance									
33319	02/09/2010	14,156.37	0.00	03/02/2010	Annual Insurance - PW Dept Bldgs & Vehic		-			No 0000
101-430-3100-43630	Insurance									
33319	02/09/2010	4,968.73	0.00	03/02/2010	Annual Insurance - Parks Dept & Vehicles		-			No 0000
101-450-5200-43630	Insurance									
33319	02/09/2010	9,163.25	0.00	03/02/2010	Annual Insurance - Water Dept		-			No 0000
601-494-9400-43610	Insurance									
33319 Total:		72,143.00								
33320	02/09/2010	8,972.00	0.00	03/02/2010	Annual Insurance - Admin		-			No 0000
101-410-1320-43610	Insurance									
33320 Total:		8,972.00								
BERKLEY Total:		81,115.00								
CARQUEST Car Quest Auto Parts										
2055-179986	02/11/2010	74.07	0.00	03/02/2010	Repair Part for E-1, (3173), air filter		-			No 0000
101-420-2220-44040	Repairs/Maint Eqpt									
2055-179986 Total:		74.07								
2055-180798	02/22/2010	22.02	0.00	03/02/2010	Spreader Light 86 Dump		-			No 0000
101-430-3125-44040	Repairs/Maint Eqpt									
2055-180798 Total:		22.02								
CARQUEST Total:		96.09								
CENTPOW Century Power Equipment										
477289	02/22/2010	5.66	0.00	03/02/2010	Oil Cap		-			No 0000
101-430-3125-44040	Repairs/Maint Eqpt									
477289 Total:		5.66								
477291	02/22/2010	6.24	0.00	03/02/2010	Filler Cap		-			No 0000
101-430-3125-44040	Repairs/Maint Eqpt									
477291 Total:		6.24								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
CENTPOW Total:		11.90								
COLEMER Colemer Jamie										
02/21/2010	02/21/2010	150.93	0.00	03/02/2010	Uniforms		-			No 0000
101-430-3100-44170	Uniforms									
02/21/2010 Total:		150.93								
COLEMER Total:		150.93								
FXL FXL, Inc.										
March 2010	03/01/2010	2,000.00	0.00	03/02/2010	Assessing Services - March 2010		-			No 0000
101-410-1320-43100	Assessing Services									
March 2010 Total:		2,000.00								
FXL Total:		2,000.00								
MARONEYS Maroney's Sanitation, Inc										
323869	02/12/2010	103.66	0.00	03/02/2010	Waste Removal - City Hall		-			No 0000
101-410-1940-43840	Refuse									
323869	02/12/2010	45.62	0.00	03/02/2010	Waste Removal - Fire		-			No 0000
101-420-2220-43840	Refuse									
323869	02/12/2010	198.87	0.00	03/02/2010	Waste Removal - Public Works		-			No 0000
101-430-3100-43840	Refuse									
323869	02/12/2010	198.87	0.00	03/02/2010	Waste Removal - Parks		-			No 0000
101-450-5200-43840	Refuse									
323869 Total:		547.02								
MARONEYS Total:		547.02								
MARVS Marv's Professional Tools										
220910	02/17/2010	89.96	0.00	03/02/2010	Work Light, safety gloves		-			No 0000
101-430-3100-42400	Small Tools & Minor Equipment									
220910 Total:		89.96								
220911	02/17/2010	351.40	0.00	03/02/2010	Wrench Set		-			No 0000
101-430-3100-42400	Small Tools & Minor Equipment									
220911 Total:		351.40								
222663	02/11/2010	5.26	0.00	03/02/2010	18 Volt Bulb		-			No 0000
101-430-3100-42400	Small Tools & Minor Equipment									
222663 Total:		5.26								
MARVS Total:		446.62								
MCCARTHY McCarthy Well Company										
23107	02/19/2010	360.00	0.00	03/02/2010	Pump Inspections and Oil		-			No 0000
601-494-9400-42270	Utility System Maintenance									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
23107 Total:		360.00								
MCCARTHY Total:		360.00								
MENARDSO Menards - Oakdale										
34365	02/08/2010	20.14	0.00	03/02/2010	Repair Drop Tank Siphon		-		No	0000
101-420-2220-44040	Repairs/Maint Eqpt									
34365	02/08/2010	3.17	0.00	03/02/2010	Ant Traps		-		No	0000
101-420-2220-44010	Repairs/Maint Bldg									
34365 Total:		23.31								
34979	02/12/2010	16.94	0.00	03/02/2010	Restroom Repairs City Hall		-		No	0000
101-420-2400-44300	Miscellaneous									
34979 Total:		16.94								
MENARDSO Total:		40.25								
MES Municipal Emergency Services										
00147480SNV	02/10/2010	91.53	0.00	03/02/2010	Extrication Gloves		-		No	0000
101-420-2220-42400	Small Tools & Equipment									
00147480SNV Total:		91.53								
MES Total:		91.53								
MPCA MN Pollution Control Agency										
02/16/2010	02/16/2010	5,360.00	0.00	03/02/2010	Water Main Extension and Over Size		-		No	0000
601-494-9400-44030	Repairs/Maint Imp Not Bldgs									
02/16/2010 Total:		5,360.00								
MPCA Total:		5,360.00								
NEXTEL Nextel Communications										
761950227-083	02/18/2010	102.01	0.00	03/02/2010	Cell Phone Service - Administration		-		No	0000
101-410-1940-43210	Telephone									
761950227-083	02/18/2010	123.56	0.00	03/02/2010	Cell Phone Service - Fire Dept		-		No	0000
101-420-2220-43210	Telephone									
761950227-083	02/18/2010	34.86	0.00	03/02/2010	Cell Phone Service - Building Dept		-		No	0000
101-420-2400-43210	Telephone									
761950227-083	02/18/2010	59.61	0.00	03/02/2010	Cell Phone Service - Public Works		-		No	0000
101-430-3100-43210	Telephone									
761950227-083	02/18/2010	17.43	0.00	03/02/2010	Cell Phone Service - Parks Dept		-		No	0000
101-450-5200-43210	Telephone									
761950227-083 Total:		337.47								
NEXTEL Total:		337.47								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
OAKD-HIS Oakdale Lake Elmo Historical Socie										
02/16/2010	02/16/2010	500.00	0.00	03/02/2010	Donation to Lake Elmo Historical Society		-			0000
101-410-1110-44300	Miscellaneous	500.00								No
	02/16/2010 Total:	500.00								
	OAKD-HIS Total:									
PRESS Press Steven										
02/16/2010	02/16/2010	58.88	0.00	03/02/2010	Cabled CC meeting 2/16/2010		-			0000
101-410-1450-43620	Cable Operations	58.88								No
	02/16/2010 Total:	58.88								
	PRESS Total:									
RIVRCOOP River Country Cooperative										
02/09/2010	02/09/2010	42.02	0.00	03/02/2010	Propane		-			0000
101-410-1940-44300	Miscellaneous	42.02								No
	02/09/2010 Total:	42.02								
	RIVRCOOP Total:	42.02								
ROGERS Rogers Printing Services, Corp										
16963	02/22/2010	919.26	0.00	03/02/2010	Utility Envelopes		-			0000
101-410-1520-42030	Printed Forms	919.26								No
	16963 Total:	919.26								
	ROGERS Total:	919.26								
RUD Prince-Rud Diane										
03/02/2010	03/02/2010	342.00	0.00	03/02/2010	Cleaning City Hall & Annex		-			0000
101-410-1940-44010	Repairs/Maint Contractual Bldg	256.50								No
03/02/2010	03/02/2010	32.93	0.00	03/02/2010	Cleaning Fire Hall		-			0000
101-420-2220-44010	Repairs/Maint Bldg	32.93								No
03/02/2010	03/02/2010	-38.50	0.00	03/02/2010	Supplies		-			0000
101-410-1940-42110	Cleaning Supplies	-38.50								No
03/02/2010	03/02/2010	592.93	0.00	03/02/2010	Use Tax		-			0000
101-000-0000-20201	Use Tax Payable	592.93								No
	03/02/2010 Total:	592.93								
	RUD Total:									
S&T S&T Office Products, Inc.										
01NV6468	02/09/2010	500.81	0.00	03/02/2010	Office Supplies		-			0000
101-410-1320-42000	Office Supplies	500.81								No
	01NV6468 Total:	500.81								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
01NV7742	02/09/2010	245.81	0.00	03/02/2010	Fire Dept - Ink Cartridge		-		No	0000
101-420-2220-42000	Office Supplies									
	01NV7742 Total:	245.81								
	S&T Total:	746.62								
SAMSCLUB Sam's Club										
001506	02/03/2010	90.74	0.00	03/02/2010	Ink - Office Supplies		-		No	0000
101-430-3100-42000	Office Supplies									
001506	02/03/2010	160.62	0.00	03/02/2010	Storage shelf - Water Meters		-		No	0000
601-494-9400-45300	Improvements Other Than Bldgs									
	001506 Total:	251.36								
7350	02/17/2010	16.40	0.00	03/02/2010	Restock Station Supplies		-		No	0000
101-420-2220-44010	Repairs/Maint Bldg									
	7350 Total:	16.40								
	SAMSCLUB Total:	267.76								
SPRINT Sprint										
837908817-027	02/18/2010	79.98	0.00	03/02/2010	Phone Cards for laptops		-		No	0000
101-420-2220-43210	Telephone									
	837908817-027 Total:	79.98								
	SPRINT Total:	79.98								
SURPLUS Surplus Services										
8659	02/17/2010	115.00	0.00	03/02/2010	Stanchions, coffee makers		-		No	0000
101-450-5200-44300	Miscellaneous									
8659	02/17/2010	8.00	0.00	03/02/2010	Tools		-		No	0000
101-430-3100-42400	Small Tools & Minor Equipment									
	8659 Total:	123.00								
	SURPLUS Total:	123.00								
TDS TDS METROCOM - LLC										
651-779-8882	02/13/2010	158.30	0.00	03/02/2010	Analog Lines - Fire		-		No	0000
101-420-2220-43210	Telephone									
651-779-8882	02/13/2010	155.46	0.00	03/02/2010	Analog Lines - Public Works		-		No	0000
101-430-3100-43210	Telephone									
651-779-8882	02/13/2010	104.52	0.00	03/02/2010	Analog Lines - Lift Station Alarms		-		No	0000
602-495-9450-43210	Telephone									
651-779-8882	02/13/2010	42.16	0.00	03/02/2010	Alarm - Well House #2		-		No	0000
601-494-9400-43210	Telephone									
	651-779-8882 Total:	460.44								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
TKDA TKDA, Inc.		460.44								
000201000059	02/11/2010	161.99	0.00	03/02/2010	Development - Whistling Valley III		-		No	0000
203-490-9070-43030	Engineering Services									
000201000059 Total:		161.99								
000201000061	02/11/2010	69.43	0.00	03/02/2010	Lake Elmo Farms		-		No	0000
203-490-9070-43030	Engineering Services									
000201000061 Total:		69.43								
000201000062	02/11/2010	376.49	0.00	03/02/2010	SW Area Water System Extension		-		No	0000
601-494-9400-43030	Engineering Services									
000201000062 Total:		376.49								
000201000063	02/11/2010	2,129.09	0.00	03/02/2010	Surface Water Management Plan		-		No	0000
603-496-9500-43030	Engineering Services									
000201000063 Total:		2,129.09								
000201000064	02/11/2010	232.27	0.00	03/02/2010	2009 Street Improvement - Final Design		-		No	0000
415-480-8000-43030	Engineering Services									
000201000064 Total:		232.27								
000201000065	02/11/2010	270.00	0.00	03/02/2010	Lake Elmo 2010 Street & Water Quality		-		No	0000
417-480-8000-43030	Engineering Services									
000201000065 Total:		270.00								
000201000066	02/11/2010	5,497.67	0.00	03/02/2010	General Engineering		-		No	0000
101-410-1930-43030	Engineering Services									
000201000066 Total:		5,497.67								
000201000066	02/11/2010	825.76	0.00	03/02/2010	General Engineering		-		No	0000
101-410-1910-43030	Engineering Services									
000201000066 Total:		825.76								
000201000066	02/11/2010	491.68	0.00	03/02/2010	General Engineering		-		No	0000
601-494-9400-43030	Engineering Services									
000201000066 Total:		491.68								
000201000067	02/11/2010	6,815.11	0.00	03/02/2010	General Engineering VRA		-		No	0000
101-410-1910-43030	Engineering Services									
000201000067 Total:		6,815.11								
000201000067	02/11/2010	844.63	0.00	03/02/2010	General Engineering VRA		-		No	0000
409-480-8000-43030	Engineering Services									
000201000067 Total:		844.63								
000201000067	02/11/2010	5,933.06	0.00	03/02/2010	General Engineering VRA		-		No	0000
404-480-8000-43030	Engineering Services									
000201000067 Total:		5,933.06								
000201000067	02/11/2010	109.90	0.00	03/02/2010	General Engineering VRA		-		No	0000
603-496-9500-43030	Engineering Services									
000201000067 Total:		109.90								
000201000067	02/11/2010	2,242.46	0.00	03/02/2010	General Engineering VRA		-		No	0000
601-494-9400-43030	Engineering Services									
000201000067 Total:		2,242.46								
000201000067	02/11/2010	3,416.24	0.00	03/02/2010	General Engineering VRA		-		No	0000
602-495-9450-43030	Engineering Services									
000201000067 Total:		3,416.24								
000201000067	02/11/2010	490.51	0.00	03/02/2010	General Engineering VRA		-		No	0000
602-495-9450-43030	Engineering Services									
000201000067 Total:		490.51								
000201000068	02/11/2010	13,036.80	0.00	03/02/2010	Fire Station 1 & 2		-		No	0000
101-410-1930-43030	Engineering Services									
000201000068 Total:		13,036.80								
000201000068	02/11/2010	622.78	0.00	03/02/2010	Fire Station 1 & 2		-		No	0000
101-410-1930-43030	Engineering Services									
000201000068 Total:		622.78								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
000201000069	02/11/2010	2,952.49	0.00	03/02/2010	TH 5 & Jamaica Ave Roundabout		-			0000
417-480-8000-43030	Engineering Services									
	000201000069 Total:	2,952.49								
	TKDA Total:	26,666.45								
WASH-REC Washington County										
9314	02/12/2010	60.00	0.00	03/02/2010	Hazardous Waste Generator Renewal		-			0000
101-430-3100-44010	Repairs/Maint Bldg									
	9314 Total:	60.00								
	WASH-REC Total:	60.00								
	Report Total:	126,791.65								

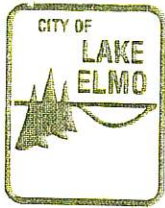
Accounts Payable To Be Paid Proof List

User: Joan Z

Printed: 02/24/2010 - 1:19 PM

Batch: 010-12-2009

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
JOHNSTON Dean Johnston										
Expense	09/09/2009	585.75	0.00	03/02/2010	Mileage for the entire 2009 Fiscal Year		-			0000
101-410-1110-43310	Mileage									
Expense	09/09/2009	40.00	0.00	03/02/2010	Parking for the entire 2009 Fiscal Year		-			0000
101-410-1110-44370	Conferences & Training									
	Expense Total:	625.75								
	JOHNSTON Total:	625.75								
NORTHWWS Northern Water Works Supply IN										
S1233810.001.0	12/21/2009	900.00	0.00	03/02/2010	Water Meters		-			0000
601-494-9400-42300	Water Meters & Supplies									
	S1233810.001.0 Total:	900.00								
SO1233852.001	12/21/2009	559.42	0.00	03/02/2010	Repair Clamps/Grease/CB Lids		-			0000
601-494-9400-44030	Repairs\Maint Imp Not Bldgs									
	SO1233852.001 Total:	559.42								
	NORTHWWS Total:	1,459.42								
SYmbol Symbol Arts										
0123987-IN	02/08/2010	617.50	0.00	03/02/2010	Restock Badges		-			0000
101-420-2220-44170	Uniforms									
	0123987-IN Total:	617.50								
	SYmbol Total:	617.50								
	Report Total:	2,702.67								



MAYOR & COUNCIL COMMUNICATION

DATE: 02/16/2010

CONSENT

ITEM #: 3

MOTION *as part of Consent*

AGENDA ITEM: Approve Budget Adjustment for Purchase of Upgraded Water Meters

SUBMITTED BY: Mike Bouthilet, Parks & Public Works Director

THROUGH: Bruce Messelt, City Administrator *BAM*

REVIEWED BY: Tom Bouthilet, Finance Director

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to approve a Budget Adjustment and disbursements in an amount not to exceed \$70,000 for purchase and installation of approximately 260 new water meters as part of the City's capital improvement upgrades to its Water Utility. No specific motion is needed, as this is recommended to be part of the overall approval of the *Consent Agenda*.

BACKGROUND INFORMATION: The City Council of Lake Elmo has allocated in its *Approved* 2010 Budget \$70,000 in capital expenditure for upgrades to antiquated water meters. Tonight's action will transfer the included funds from the overall Water Improvement budget into the Water Meter and Supplies budget. This action will also authorize the City to proceed with final selection of the best replacement meter system and installation protocol.

The City currently has approximately 230 water meters still utilizing antiquated "phone read" equipment. This method of meter reading collection has become outdated due to a variety of reasons; such as utilization of cell phones in lieu of land lines, access to digital lines through cable service, and increased line draws. As a result of phone read failures, the water department experiences a high percentage of no reads, resulting in the need for additional staff time estimating water usage or contacting homeowners to manually read water meters.

In addition to replacing the 230 antiquated "phone read" meters, tonight's action will also include replacing approximately 30 T-Pad water meters, whereby the Meter Reader must physically proceed to each home, access the T-Pad and read the meter. Significant meter reading accuracy and time efficiencies will be gained by these two replacement efforts.

Remaining to be completed, but hopefully able to be undertaken through the above denoted time savings, will be repair to approximately 15 older radio transmission water meters. These meters are currently inoperable due to equipment failures (such as wires disconnected during remodels,

failures in splices, etc.). The newer replacement meter readers are of a single component construction, making such problems far less possible.

STAFF REPORT: With the assistance of TKDA, staff previously invited three vendors to present their systems and price proposals. After careful review of all proposals, staff purchased the Neptune system for previous upgrades and installations. Staff recommends continued procurement of the Neptune System, based on the following points:

- **Meter noise:** Neptune meters are configured without internal mechanical parts, thus eliminating ticking noise issues.
- **Wiring:** Neptune meters do not require external wiring, thus obviating issues related to wire related failures.
- **Meter Reading:** Neptune meters allow the reader to “drive by” and obtain readings automatically, substantially reducing meter reading labor.
- **Upgrades:** Neptune allows upgrades to a fixed point system without any changes to their meters.
- **Compatibility:** Upon completion of this upgrade, Neptune’s meters and its reading equipment will be employed on nearly all of the City’s existing meters.

With the reduction in labor related to installation, repairs and meter reading time, it is anticipated that continued implementation of the Neptune system is the most cost effective system. It should be noted that all capital equipment purchases related to water will come from the water enterprise fund and will not affect the General Fund supported by Ad Valorem taxes. This proposed capital equipment expenditure is included in the City’s *Approved* 2010 Annual and Capital Budget.

Affirmative Council action on this request would result in the following Budget Adjustment:

Account #	Amount	Description
601-000-00000-16300	\$ 70,000.00	Water Improvements
	(\$ 70,000.00)	Transfer to Water Meters & Supplies
601-494-9400-42300	\$ 70,000.00	Water Meters & Supplies

RECOMMENDATION: It is recommended that the City Council approve as part of its Consent Agenda the proposed Budget Adjustment in the amount of \$ 70,000 to the Water Meters & Supplies Account for upgrading approximately 230 antiquated “phone read” meters and 30 “T-Pad” meters. No specific motion is needed should Council wish to undertake this action, as it is included as part of the overall approval of the *Consent Agenda*.

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

“Move to approve the proposed Budget Adjustment and procurement and installation of upgraded water meters, as presented *[and modified]* herein.”

ATTACHMENTS:

1. Budget Adjustment

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



BUDGET ADJUSTMENT - 2010

DATE: 3/02/2010 ACTIVITY # 2010-003

DESCRIPTION: Approval to Proceed with Water Meter Replacement, as Budgeted

TYPE OF ACTIVITY:

☒ **TRANSFER OF FUNDS**

FROM ACCT# 601-000-00000-16300 NAME: Water Improvements AMOUNT: (\$ 70,000)

TO ACCT# 601-494-9400-42300 NAME: Water Meters \$ Supplies AMOUNT: \$ 70,000

PURPOSE: Replacement of approximately 260 Antiquated "Phone-Read" Water Meters

☐ **BUDGET ADJUSTMENT/DESIGNATION**

FROM ACCT# _____ NAME: _____ AMOUNT: _____

PURPOSE: _____

DESIGNATION/NEW ACCOUNT # Designation of Approved Capital Improvement Funds

☐ **OTHER**

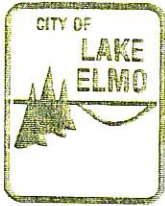
FROM ACCOUNT # _____ NAME _____ AMOUNT: _____

PURPOSE: _____

City
Approval:

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

Bruce Messelt, Administrator
(Attest)



MAYOR & COUNCIL COMMUNICATION

DATE: 3/02/2010

REGULAR

ITEM #: 4

DISCUSSION

AGENDA ITEM: Update from the South Washington Watershed District

SUBMITTED BY: Mr. Matt Moore, Administrator South Washington Watershed District

THROUGH: Bruce A. Messelt, City Administrator

REVIEWED BY: - NA -

SUMMARY AND ACTION REQUESTED: This Agenda Item has been scheduled at the request of the South Washington Watershed District. Mr. Moore, the District's Administrator, will provide the City Council and Lake Elmo community with an update on the activities of the District. No specific Council action is envisioned or recommended at this time.

BACKGROUND INFORMATION: The South Washington Watershed District is located entirely in Washington County and contains portions of eight cities and townships: Afton, Cottage Grove, Grey Cloud Island Township, Lake Elmo, Newport, Oakdale, St. Paul Park and Woodbury. The watershed area and the relative portions of the watershed contained in each of the eight cities are presented in Table 1. A map of the Lake Elmo area is attached, as well.

City	Acres	Square Miles	Percentage
Afton	448	0.7	1
Cottage Grove	21,011	32.8	46
Grey Cloud Island	2,432	3.8	5
Lake Elmo	704	1.1	2
Oakdale	643	1.0	1
St. Paul Park	1,498	2.3	3
Woodbury	16,397	25.6	36
Totals	45,619	71.3	100

(Table 1)

In April, 2003, the SWWD petitioned the Minnesota Board of Water and Soil Resources to enlarge the boundary and include the East Mississippi Water Management Organization. The East Mississippi Water Management Organization included all or portions of Grey Cloud Island

Township, Cottage Grove, Woodbury, St. Paul Park and Newport. The enlargement was completed as part of the recommendations from the Washington County Water Governance Study in 1999. The enlargement petition was approved on May 28, 2003 by the Minnesota Board of Water and Soil Resources.

The Cottage Grove Ravine Watershed Management Organization (WMO) was formed in 1984 to manage the resources of the watershed. This WMO was based on a joint powers agreement among the five cities in the watershed. The WMO was later disbanded, and, in 1993, the Cottage Grove Ravine Watershed District was formed as the 42nd watershed district in Minnesota. In 1995, the watershed district changed its name to the South Washington Watershed District (SWWD).

STAFF REPORT: The following information is provided to the City Council by the City and SWWD staff as additional information on the basic function and role of a Watershed District.

What is a watershed? A watershed is all the land area that drains to a specific water resource, such as a lake or stream. Watersheds range in size from a few square miles to an entire continent. As rainwater and melting snow run downhill, they carry sediment and other materials into streams, lakes, and groundwater. Watersheds provide water for drinking, irrigation, streams, and activities such as fishing, swimming, and boating. In addition, watersheds also provide food and shelter for wildlife.

What is a watershed district? Watershed districts are special purpose local units of government with taxing and limited regulatory authority. Water does not follow political boundaries; therefore the boundaries of a district follow the natural boundary of a watershed. A district is responsible for managing the water resources within its watershed.

What does a watershed district do? (Adapted from: Doug Thomas, BWSR)

- Control or alleviate damage from flood waters
- Regulate the flow of streams and conserve the streams' water
- Control or alleviate soil erosion and siltation of watercourses or water basins
- Regulate improvements by riparian property owners of the beds, banks, and shores of lakes, streams, and wetlands for preservation and beneficial public use
- Protect or enhance the water quality in watercourses or water basins; and
- Provide for the protection of groundwater and regulate its use to preserve it for beneficial purposes

A sample of the most recent East Metro Water Resource Education Program "Education Updates" (Winter 2009) is attached for Council review.

How are watershed districts governed? Watershed districts have an appointed board of managers (3-9). These are not public officers, except for the SWCD supervisor, are voting

resident of the District, and serve a 3 year term, with no term limits, unless restricted by the county.

Of note: Washington County is currently conducting mediation among various interested parties regarding the dissolution of the Lower St. Croix Water Management Organization (please see attached article). The City of Lake Elmo was asked if it had an interest in participating in this mediation and contributing (approximately \$2,000) to the cost of mediation. City staff are recommending not participating, but rather passively observing and monitoring, as City interests are not at stake, regardless of outcome.

RECOMMENDATION: Based upon the above background information and staff report, it is recommended that the City Council receive tonight's update from Mr. Moore and the SWWD.

Alternatively, the City Council may elect to forgo this update and/or identify areas for specific follow-up of additional future action.

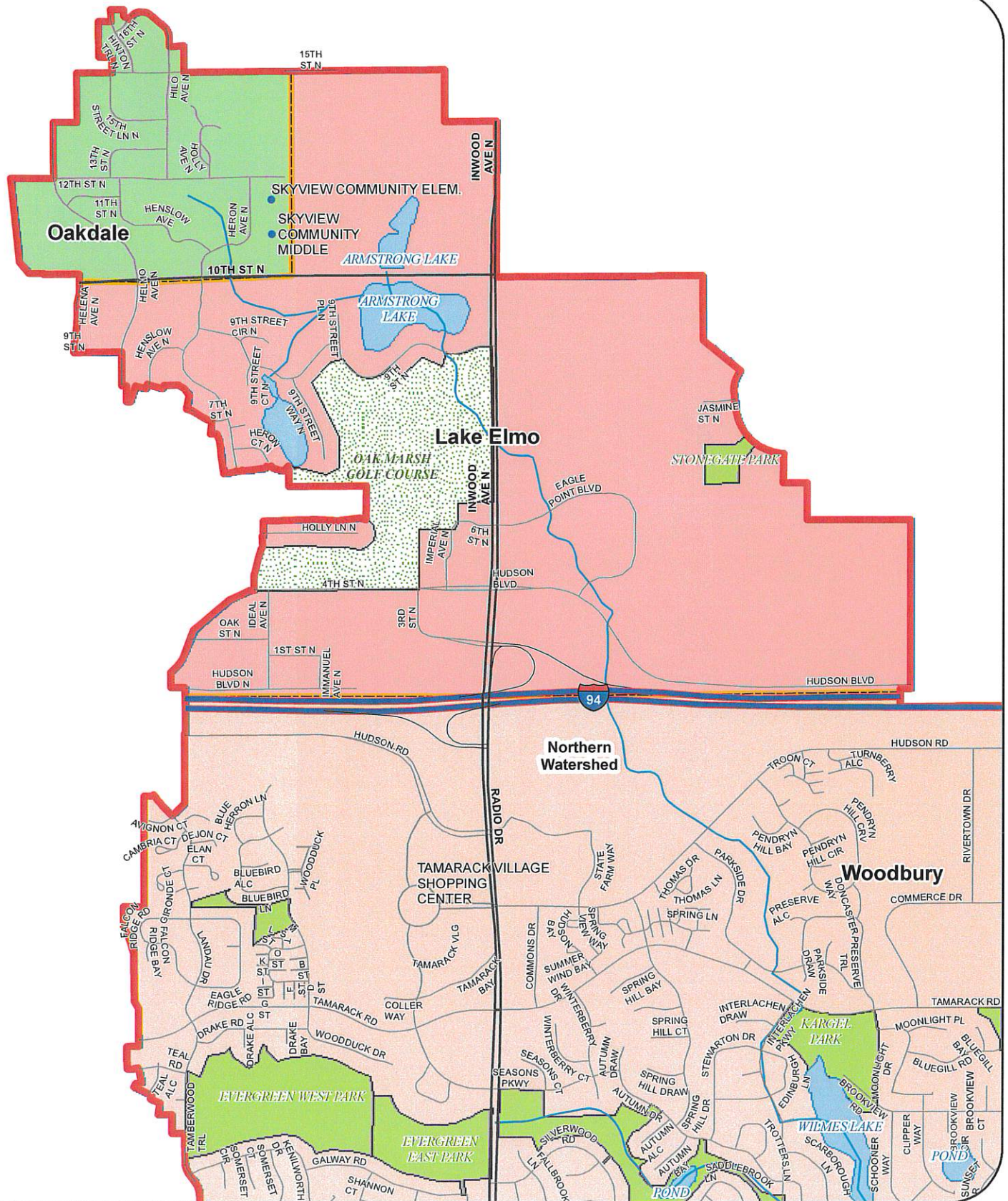
ATTACHMENTS:

1. South Washington Watershed District – Map Atlas
2. Education Updates – Winter 2009
3. 1/23/2010 Pioneer Press Article – *“Watershed fight pits South Washington cities against each other”*

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Administrator
- Report/Presentation..... Mr. Matt Moore, SWWD Administrator
- Questions from Council Mayor Facilitates
- Public Input, if Appropriate Mayor Facilitates
- Discussion Mayor & City Council

South Washington Watershed District - Map Atlas



Interstate	Miscellaneous Roads	Service Roads	Creek/Stream	Cemetery	Major River
Highway Connector	County Roads	Private	Ditch	National Park	Creek/Stream
US Highway	Residential Streets	SWWD	State Trail	State/Local Park	Lake or Pond
State Highway	Ramps	Railroad Track	Golf Course	Island	Subwatershed Regions

0 0.2 0.4 0.8 Miles

Source: TLG Data

Index ID - A4

Sheet 1

Businesses: Being Green can Save You Green

EMWREP has begun working with the MPCA and other local partners to develop educational materials and outreach strategies for local businesses. Head to www.CleanWaterMN.org and click on "Businesses" to find a new section of the website loaded with information and resources to help business owners and managers reduce their impact on water resources. There is information on Low Impact Development, parking lot and grounds maintenance and other topics of interest, as well as local case studies.

Our next step will be to conduct focus group sessions with representatives from local businesses to identify incentives or programs that might motivate them to install BMPs on their property. These sessions will also be used to review the outreach materials we have begun developing and to help us craft our outreach message so that it is compelling for businesses.

Through outreach, EMWREP hopes to introduce local businesses to the wide variety of Best Management Practices that can be used to reduce stormwater runoff.



Photos (left to right): Green roof at River Valley Athletic Club; Rain gardens at Stillwater Country Club; Bioretention area at Valley Ridge Mall.

Blue Thumb Program Continues to Exceed

2009 was another successful year for Blue Thumb - Planting for Clean Water program partners. The 62 partners, including cities, watersheds, non-profits and businesses, put in more than 2000 hours of work to promote, design and install native gardens, raingardens and shoreline plantings in the Twin Cities area. In addition to a spring media blitz that included magazine ads, a 20-minute radio interview on WCCO, and several large events, partners also added a virtual project tour to the website (www.BlueThumb.org) and hired a professional photographer to take photos of demonstration gardens around the area.

The Blue Thumb website received more than 23,000 visits in 2009, which was an 11% increase from 2008. The program was also a part of the Eco Experience at the Minnesota State Fair, which was visited by 350,000 people.

Locally, EMWREP partners have continued to use Blue Thumb to promote their cost-share programs. At last word, there were nearly 130 new projects approved or built in 2009!

This spring we will again be holding Blue Thumb workshops for homeowners in EMWREP partner communities and seeking hosts for Blue Thumb neighborhood parties as well.

The photos to the right show four exemplary Blue Thumb projects that were photographed this summer. Contact Angie Hong if you would like to use these or other Blue Thumb photos for presentations or print materials.



Side yard raingarden in Mahtomedi



Back yard raingarden planted in swale



Shoreline planting in RCWD



Shoreline restoration project

Members of the East Metro Water Resource Education Program:

Brown's Creek Watershed • Comfort Lake-Forest Lake Watershed • Cottage Grove • Dellwood • Forest Lake • Lake Elmo • Middle St. Croix Watershed • Ramsey-Washington Metro Watershed • Rice Creek Watershed • Stillwater • South Washington Watershed • Valley Branch Watershed • Willernie • West Lakeland • Washington Conservation District • Washington County



TwinCities.com

Watershed fight pits South Washington County cities against each other

Drainage district boundaries disputed

By Bob Shaw
bshaw@pioneerpress.com

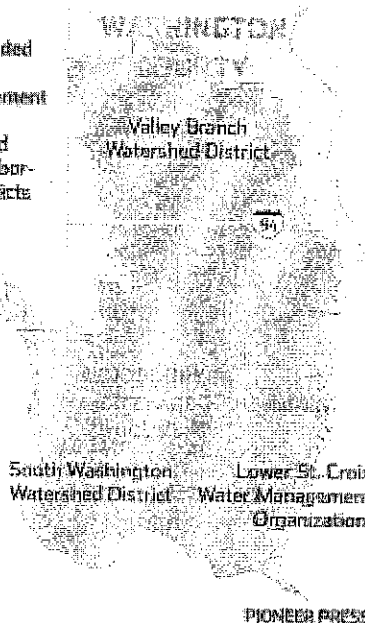
Updated: 01/23/2010 10:54:28 PM CST

Water fight

A state agency has decided to dissolve the Lower St. Croix Water Management Organization. But an argument has developed over which of the neighboring two watershed districts will get the territory.



Source: South Washington Watershed District; Valley Branch Watershed District; Lower St. Croix Water Management Organization



Rain falls from the sky, runs downhill and flows into rivers.

Sounds simple, right?

Not in Washington County. A court battle has erupted over where the water goes and who will pay to keep it clean.

The dispute pits Woodbury against Cottage Grove and Denmark Township over the boundaries of watershed districts — government agencies that seek to improve the quality of water running into rivers.

"We believe storm water is best managed locally," said Ryan Schroeder, city manager of Cottage Grove, which earlier this month filed an objection to changing the boundaries of its local watershed district.

But Woodbury filed an opposing appeal months ago. Woodbury wants to make the watershed districts fit natural drainage areas.

"There are two philosophies we are wrestling with," said Woodbury City Manager Clint Gridley. "Either water needs to be managed by major drainage areas, or water needs to be managed by local control."

The water fight began in May, when the Minnesota Board of Water and Soil Resources dissolved the Lower St. Croix Water Management Organization. That group managed runoff flowing from Afton, Denmark Township and parts of Hastings and Cottage Grove.

But the group didn't manage it very well. Like other water-management organizations, it was weak — with no taxing authority, no paid staff and few real powers.

The board wanted to fold the Lower St. Croix

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territory into neighboring watershed districts, which have the power to tax residents for environmental projects.

The board gave most of the territory to the South Washington Watershed District — more than doubling the district to 110 square miles. It gave a smaller amount to the Valley Branch Watershed District, which starts in Mahtomedi and winds southeast through Afton.

Woodbury didn't like that idea.

Officials said enlarging the South Washington district would mean residents would be taxed excessively for projects that wouldn't be in Woodbury.

They said boundaries of watershed districts should follow large natural drainage areas — so water from the South Washington district should flow only to the Mississippi River, and water from Valley Branch should flow into the St. Croix River.

This matters because St. Croix River water is cleaner. It is protected by the federal Wild and Scenic Rivers Act, so runoff entering the St. Croix must have, for example, lower levels of phosphorous and other pollutants.

The Mississippi River has no such special protection.

'We Never Had A Place At The Table' / Woodbury's Gridley doesn't want South Washington to manage water flowing into two rivers — with two sets of standards. He fears that the tougher St. Croix standards might be adopted for the entire district.

That would make new construction more costly,

because builders would experience even tighter controls on the runoff from their sites. When builders pay more, said Gridley, consumers pay more.

"This is about the economic development," he said.

Gridley said it was wrong for the board to set the new boundaries without input from Woodbury.

"Our issue is we are a stakeholder, and we never had a place at the table," Gridley said. "No one addressed our concerns."

Woodbury filed an appeal to the board's decision with the state Court of Appeals. It is asking the court to give most of the Lower St. Croix land to Valley Branch.


In the fall, Woodbury got help in an unexpected way — from a petition drive by resident Dan Belka.

Belka lives on Wilmes Lake, which flooded in 2005. Watching the high water creep across his back yard, he remembers suddenly becoming aware of the importance of managing water and runoff.

Belka heard about the board's decision, and it bothered him. He said it made more sense to keep watershed-district boundaries following natural watersheds — one for the St. Croix, one for the Mississippi.

"These are two areas with very different requirements," he said. You can always argue (watershed-district boundaries) should be put where convenient for you, from a regulatory point of view. But if you were only concerned about city boundaries, the notion of watershed districts would not exist at all."


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Belka said the plan would have increased the size of the South Washington Watershed District board from five members to seven — and the two newcomers most likely would be from the St. Croix area.

"That change is not in the right direction. It would be two managers with no interest in what goes on in our watershed voting on issues that affect us," Belka said.

He gathered 81 signatures on a petition and presented it to the Board of Water and Soil Resources.

In December, the board complied — by a razor-thin vote of 10 to 9.

'It's Completely Duplicative' / That vote angered officials in Denmark Township and Cottage Grove.

Cottage Grove's Schroeder bristles at the redundancy of overlapping units of government.

"Say you have a Dairy Queen and want to put in a drive-through," he said. If the city and watershed standards were different, each one would have to inspect the site.

"It's completely duplicative," Schroeder said. "We would review it and say, 'Yep, water drains downhill.' Then Valley Branch would come in and say, 'Yep, water drains downhill.'"

Any change would mean altering city rules — a complicated process.

"We would expect we'd have to redo our plan for that part of Cottage Grove now in the (St. Croix

district), and we see no advantage to the public of doing that," Schroeder said. "We think the costs to the public will increase."

In some cases, they would. But the tax increases would be small, said Jim Haertel, metro region supervisor for the state board.

In Denmark Township, annual watershed taxes on a \$250,000 home would be \$15 in the South Washington district and \$26 in Valley Branch. But South Washington isn't necessarily cheaper overall because it charges local fees for specific projects.

Schroeder said there is no reason to split the watershed districts only by the "major" divides — many districts statewide don't follow that rule.

Matt Moore, administrator for the South Washington district, said that regardless of what happens, water-quality standards won't change. The St. Croix's water still will be protected.

And Haertel wondered if too much fuss was being made about city and watershed boundaries not matching.

"Many metro cities are split between two or three organizations, and they seem to deal with it just fine," he said.

Woodbury's Gridley said the argument comes down to environmentalism versus political divisions.

"Libertarians feel the creep of government here," he said. "Environmentalists say, 'We need to protect Lake Pepin!'"

The Court of Appeals is expected to rule on the two appeals — one from Woodbury, the other from

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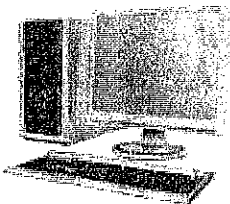
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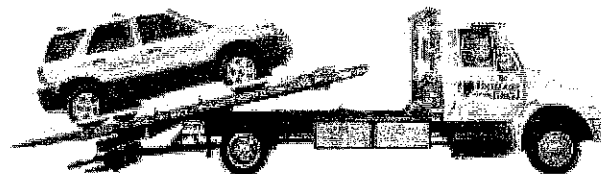
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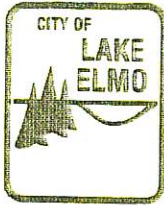


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MAYOR & COUNCIL COMMUNICATION

DATE: 3/02/2010

REGULAR

ITEM #: 5

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: - NA -

SUMMARY AND ACTION REQUESTED: This item has been scheduled in order to allow the City Council to receive an update on communications with the Washington County Library regarding the 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 December, 2009, 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 (attached), 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 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 and it attached for Council information. Staff will share some of the thoughts and comments reviewed as part of their update to the Council.

RECOMMENDATION: It is recommended the City Council receive tonight's update. 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. January 28th, 2010 Letter from Washington County Library
2. Breakdown of Library Usage for Washington County (2007-09)
3. Selected Excerpts – “2009 open Hours” (November 2008)
4. Selected Excerpt – “Strategic 2030 Facility Plan” (August 2009)

SUGGESTED ORDER OF BUSINESS:

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



Library

Patricia Conley
Director

RECEIVED

JAN 29 2010

CITY OF LAKE ELMO

January 28, 2010

Bruce A. Messelt, City Administrator
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042

Mr. Messelt:

At its meeting on Monday, January 25, 2010, the Washington County Library Board reviewed your letter dated December 22, 2009 regarding the City's resolution seeking a change in hours at the Rosalie E. Wahl Branch of the Washington County Library. In that letter you requested a meeting to discuss the issue.

The Library Board discussed the request. They requested that I respond to your letter in writing and set up a meeting with you to review the reasons why the Washington County Library Board cannot support the City's request.

I am available to meet in my office at Library Administration, 8595 Central Park Place, Woodbury, MN at your convenience. Please feel free to contact me at 651-275-8501 or via email at pat.conley@co.washington.mn.us so that we can set up the meeting.

Patricia M. Conley, Director
Washington County Library
8595 Central Park Place
Woodbury, MN 55125
651-275-8501

cc: Norman Nickerson, Chair, Washington County Library Board, & Members
Jim Schug, Washington County Administrator
Paul Ryberg, President, Friends of the Lake Elmo Library

Loans from Libraries in Washington County by Residence of Borrowers : January-December, 2009

Borrower/Residence or other Bstat	R. H. Stafford	Hardwood Creek	Park Grove	Oakdale	Wildwood	Valley	Rosalie E. Wah	Marine	Newport	Law Library	Total WCL	Stillwater	Bayport	Total
Afton	18,185	394	364	1,945	60	7,140	427	75	0	0	28,590	2,520	1,731	32,841
Bayport	236	614	12	47	16	56	20	34	0	0	1,035	3,018	22,458	26,511
Baytown Township	476	4	20	631	311	85	1,919	1	0	0	3,447	5,999	4,324	13,770
Birchwood	102	127	0	35	9,411	0	0	0	0	0	9,675	108	26	9,809
Cottage Grove	31,626	269	198,475	2,319	218	139	200	12	175	3	233,447	810	153	234,410
Deildwood	188	146	0	6	4,653	0	0	0	0	0	4,993	246	3	5,242
Denmark	1,976	4	4,199	89	19	562	20	0	0	3	6,872	286	259	7,417
Forest Lake	3,858	205,010	165	230	741	66	0	233	565	0	210,877	1,332	115	212,324
Grant	897	170	5	432	23,336	20	20	17	1	0	25,099	8,258	507	33,864
Grey Cloud	57	5	845	0	0	0	0	0	0	0	907	0	0	907
Hugo	1,732	51,822	67	517	6,466	2	0	30	1	0	60,640	1,551	18	62,209
Lake Elmo	10,585	4,993	250	17,090	7,482	980	12,145	20	0	0	50,019	12,082	1,104	63,205
Lake St. Croix Beach	560	0	1	148	11	3,732	0	0	0	0	4,452	350	932	5,734
Lakeland	3,341	173	169	503	75	11,746	52	2	0	0	16,071	1,933	2,498	20,502
Lakeland Shores	314	0	0	20	23	1,125	0	0	0	0	1,483	78	104	1,665
Landfall	65	42	1	1,113	0	0	0	0	0	0	1,221	0	0	1,221
Mahtomedl	2,321	1,076	346	452	81,886	17	0	317	1	0	86,485	3,195	345	90,026
Marine On St. Croix	596	7,445	167	54	566	1	0	12,001	0	1	20,936	6,416	531	27,883
May Township	651	1,296	9	169	1,095	4	0	1,997	0	0	5,248	11,726	927	17,901
New Scandia	579	24,986	24	58	838	5	0	3,470	0	1	29,972	2,985	299	33,256
Newport	5,058	609	5,537	325	201	1	0	0	2,421	3	14,155	63	12	14,230
Oak Park Heights	1,879	110	105	430	791	84	202	10	0	3	3,624	23,431	4,980	32,035
Oakdale	29,545	1,797	2,741	120,148	5,193	106	1,759	1	11	1	161,396	3,131	642	165,109
Pine Springs	65	25	98	36	2,788	0	0	0	0	0	3,019	148	5	3,172
St. Mary's Point	177	0	0	29	5	784	0	0	0	0	995	131	203	1,329
St. Paul Park	2,441	98	22,927	129	15	0	0	0	559	0	26,170	303	27	26,500
Stillwater	8,861	1,221	321	3,054	8,413	686	3,148	118	4	16	26,142	189,405	15,166	230,713
Stillwater Township	1,403	388	1	615	1,503	76	374	399	0	5	4,744	19,980	1,735	26,459
West Lakeland	4,864	1,275	15	4,967	638	749	3,053	2	0	4	15,597	8,820	10,415	34,832
Willernie	96	117	0	69	3,731	0	0	0	0	0	4,013	140	0	4,153
Woodbury	618,343	2,580	13,502	18,228	1,790	2,023	1,580	106	1,058	8	659,168	4,906	1,375	665,449
Other Washington	416	907	208	75	2,408	106	0	0	0	0	4,120	123	71	4,314
Subtotal	751,443	303,783	250,675	173,873	164,793	29,695	26,902	18,845	4,796	48	1,724,553	313,474	70,965	2,108,992
Anoka County	2,366	61,761	196	684	405	90	14	21	0	0	65,537	425	102	66,064
Carver County	251	17	227	19	16	0	1	0	2	0	533	12	6	551
Dakota County	6,701	78	2,365	693	9	64	29	0	220	0	10,159	210	114	10,483
Hennepin County	2,453	253	63	370	126	563	10	20	4	0	3,862	610	146	4,618
Minneapolis	1,748	282	164	223	83	120	47	2	1	8	2,678	291	201	3,170
Ramsey County	35,822	3,423	721	9,656	14,260	197	26	100	115	0	64,320	1,756	275	66,351
Scott County	294	45	61	405	2	0	0	0	0	0	807	26	1	834
St. Paul	19,683	1,127	2,014	5,605	2,535	7	12	93	37	1	31,114	2,502	321	33,937
Arrowhead	9	78	0	0	0	0	0	0	0	0	87	14	0	101
East Central	1,181	73,117	83	86	93	0	1	113	0	2	74,676	821	10	75,507
Great River	17	44	0	0	25	0	2	0	0	0	88	9	0	97
Kitchigami	5	106	0	3	15	0	0	0	0	0	129	0	0	129
Lake Agassiz	0	0	0	0	3	5	0	0	0	0	8	0	0	8
North West	0	0	0	4	0	0	0	0	0	0	4	0	0	4
Pioneerland	12	1	4	0	0	0	0	0	0	0	17	0	0	17
Plum Creek	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Selco	87	0	7	0	2	0	0	0	0	0	96	10	0	106
Traverse Des Sioux	11	1	0	40	0	0	0	0	0	0	52	1	0	53
Viking	58	3	0	2	0	0	0	0	0	0	63	0	0	63
Other States	1,184	183	0	8	3	283	0	24	0	0	1,685	3,237	560	5,482
Staff Member	10,728	8,367	3,765	6,417	4,826	1,221	1,780	1,471	729	2	39,306	6,893	2,646	48,845
Interlibrary Loan	35	0	0	4	0	0	0	0	4	0	43	0	0	43
Grand Total	834,088	452,669	260,345	198,092	187,196	32,245	28,524	20,689	5,908	61	2,019,817	330,291	75,347	2,425,455

Loans from Libraries in Washington County by Residence of Borrowers : January-December, 2008

Borrower Residence or other Bstat	R. H. Stafford	Hardwood Creek	Park Grove	Oakdale	Wildwood	Valley	Rosalie W. Wahl	Marine	Newport	Total WCL	Stillwater	Bayport	Total
Afton	14,495	99	799	1,557	82	9,577	671	63	0	27,343	2,068	1,966	31,377
Bayport	211	662	8	27	9	57	84	16	0	1,074	2,520	23,430	27,024
Baytown Township	504	8	30	452	299	25	1,165	85	0	2,568	6,531	4,084	13,183
Birchwood	42	137	0	12	7,989	2	21	0	0	8,163	108	67	8,338
Cottage Grove	27,651	303	198,196	1,952	249	277	217	22	307	229,174	861	162	230,197
Dellwood	352	286	0	19	5,544	0	0	0	0	6,201	310	0	6,511
Denmark	2,077	7	5,182	143	22	679	56	0	1	8,117	328	112	8,557
Forest Lake	3,700	215,664	195	270	635	6	18	301	550	221,339	1,367	39	222,745
Grant	811	219	13	235	22,886	24	244	4	0	24,436	8,954	480	33,870
Grey Cloud	58	47	827	0	0	0	0	0	0	932	0	0	932
Hugo	1,799	50,132	99	544	6,392	0	328	106	4	59,099	1,476	43	60,618
Lake Elmo	10,834	687	363	15,216	8,921	443	14,311	21	0	50,796	12,213	1,328	704,337
Lake St. Croix Beach	423	0	87	35	28	4,348	14	0	0	4,935	506	726	6,167
Lakeland	3,219	5	298	365	37	13,898	7	5	1	17,833	1,596	2,409	21,838
Lakeland Shores	175	0	0	4	8	1,372	0	0	0	1,559	59	71	1,689
Landfall	158	1	8	715	0	0	11	0	0	883	0	0	883
Mahtomed	1,998	955	416	674	79,990	21	01	428	0	84,573	2,549	423	87,545
Marine	1,636	6,842	299	22	766	12	4	15,117	0	24,698	5,935	365	30,998
May Township	871	1,201	8	124	1,134	0	15	2,330	0	5,683	11,096	1,081	17,860
New Scandia	1,020	21,746	6	100	550	0	11	4,902	0	28,325	2,730	273	31,328
Newport	4,640	335	5,149	304	93	7	56	2	2,318	12,853	33	36	12,922
Oak Park Heights	1,545	151	4	300	611	34	176	3	0	2,824	23,938	4,249	31,011
Oakdale	28,199	2,889	2,282	117,864	4,542	36	2,598	13	19	158,237	3,067	722	162,026
Pine Springs	20	19	66	20	3,514	0	0	0	0	3,639	180	11	3,830
St. Mary's Point	104	15	0	3	0	924	0	0	0	1,048	165	152	1,363
St. Paul Park	2,059	7	20,869	153	5	0	0	0	702	23,795	102	9	23,906
Stillwater	8,747	1,383	435	3,028	6,510	557	3,457	153	0	24,280	179,090	15,313	218,683
Stillwater Township	1,863	167	12	841	1,165	165	665	441	0	5,319	19,949	1,362	26,530
West Lakeland	4,029	2,105	52	3,953	435	1,099	2,571	23	1	14,268	7,943	10,598	32,809
Willernie	81	74	0	43	3,604	0	50	0	0	3,802	57	22	3,881
Woodbury	575,429	2,882	13,386	17,538	891	2,540	1,576	28	1,123	615,393	5,072	1,942	622,407
Other Washington Co.	186	325	316	33	2,223	81	0	5	0	3,169	199	20	3,368
Subtotal	698,936	309,353	249,403	166,546	159,114	36,184	27,726	24,058	5,026	1,676,356	301,002	71,495	2,048,853
Anoka County	2,235	62,529	148	525	395	48	41	9	0	65,930	236	104	66,270
Carver County	299	4	195	13	0	0	0	0	0	511	7	1	519
Dakota County	6,202	112	2,731	512	57	19	1	0	75	9,709	138	15	9,862
Hennepin County	3,171	362	383	228	68	493	0	41	0	4,746	849	50	5,645
Minneapolis	1,770	403	233	79	101	42	45	2	0	2,675	138	73	2,886
Ramsey County	33,087	2,971	830	9,902	15,777	322	220	109	99	63,317	1,989	276	65,582
Scott County	407	89	37	95	0	0	0	0	0	628	30	0	658
St. Paul	20,650	1,317	2,690	5,613	901	53	32	111	18	31,385	2,789	98	34,272
Arrowhead	6	17	8	11	0	0	0	0	0	42	2	0	44
East Central	1,589	67,552	80	160	142	0	45	250	0	69,818	789	15	70,602
Great River	2	3	0	0	3	1	0	0	0	9	0	0	9
Kilchigami	0	48	0	0	112	0	0	0	0	160	7	0	167
Lake Agassiz	0	0	0	0	1	5	0	0	0	6	6	0	12
North West	0	0	0	5	0	0	0	0	0	5	0	0	5
Pioneerland	1	0	3	0	0	0	0	0	0	4	0	0	4
Plum Creek	0	2	0	0	0	0	0	0	0	2	0	0	2
Selco	161	9	35	2	0	0	0	2	0	209	0	0	209
Traverse Des Sioux	13	6	0	0	0	0	0	0	0	19	21	0	40
Viking	16	5	4	11	0	0	0	0	0	36	53	0	89
Other States	895	68	4	23	1	266	1	3	0	1,281	2,615	727	4,603
Staff Member	15,108	7,863	4,664	6,732	7,165	1,829	2,054	1,471	1,078	47,984	7,417	2,845	58,226
Interlibrary Loan	161	0	0	13	0	2	0	0	19	195	0	0	195
Grand Total	784,709	452,713	261,448	190,470	183,837	39,264	30,165	26,066	6,315	1,974,987	318,068	75,699	2,368,754

2007

Borrower	Residence	Stafford(WB)	Forest Lake	Park Grove	Oakdale	Wildwood	Valley	Lake Elmo	Marine	Newport	Bayport	Stillwater	TOTAL
AFTON	16,323	56	602	1,167	135	9,299	438	112	3	2,061	1,960	32,156	
BAYPORT	194	135	69	315	129	11	176	185	2	17,570	2,668	21,452	
BAYTOWN TWP	423	22	11	261	155	22	847	0	0	2,462	5,758	9,961	
BIRCHWOOD	71	67	0	6	8,642	0	0	0	0	17	121	8,924	
COTTAGE GROVE	28,262	324	197,947	2,346	342	44	197	0	287	126	1,447	231,322	
DELLWOOD	127	44	0	28	5,559	0	40	0	0	0	401	6,159	
DENMARK	1,603	0	3,238	60	4	287	0	6	1	75	230	5,504	
FOREST LAKE	4,728	137,673	113	301	718	13	29	474	486	135	2,492	147,162	
GRANT	783	198	14	270	20,166	58	835	1	0	259	9,215	31,299	
GREY CLOUD	103	14	889	0	0	0	0	0	0	0	0	1,006	
HUGO	1,404	14,535	157	318	5,392	1	8	158	0	92	2,429	24,489	
LAKE ELMO	10,795	705	49	342	8,405	286	12,580	12	2	636	3,090	63,160	
LAKE ST CROIX BCH	692	0	2	71	18	4,751	0	0	0	609	450	6,593	
LAKELAND	3,597	0	149	342	51	11,809	19	0	0	1,734	1,541	19,242	
LAKELAND SHORES	364	0	13	32	2	1,225	0	1	0	136	102	1,875	
LANDFALL	151	0	6	834	12	0	0	0	0	0	0	1,003	
MAHTOMEDI	2,422	423	355	623	75,078	20	225	120	0	368	2,924	82,558	
MARINE	955	4,487	95	83	435	64	21	15,019	0	197	6,910	28,286	
MAY TWP	438	774	39	168	1,203	6	48	2,786	0	1,006	11,248	17,711	
NEW SCANDIA	847	15,319	3	70	1,512	0	13	5,409	0	57	2,697	25,927	
NEWPORT	4,561	245	4,886	87	322	29	0	15	1,717	0	11	11,883	
OAK PARK HTS	923	1	13	495	275	47	146	3	0	3,919	23,897	29,719	
OAKDALE	32,053	961	1,823	115,436	6,314	99	2,150	6	0	907	3,294	163,043	
PINE SPRINGS	23	0	105	23	3,377	0	0	0	0	2	384	3,914	
ST MARYS POINT	123	0	0	7	3	768	9	0	0	223	113	1,246	
ST PAUL PARK	2,614	2	23,190	183	19	23	6	0	457	14	105	26,613	
STILLWATER	6,884	568	223	2,426	6,392	441	3,249	103	17	14,804	183,505	218,612	
STILLWATER TWP	1,955	315	10	1,249	1,568	254	662	330	0	1,505	22,822	30,670	
WEST LAKELAND	4,540	511	78	4,024	512	2,378	2,829	21	7	8,659	7,457	31,016	
WILLERNIE	137	52	4	12	3,266	1	34	0	0	10	73	3,589	
WOODBURY	560,451	1,513	12,270	15,721	1,555	2,158	1,145	137	1,146	1,899	5,090	603,085	
OTHER WASH CO	71	19	249	16	1,588	18	12	7	1	43	180	2,204	
Subtotal	688,617	178,963	246,812	162,316	153,149	34,061	25,468	24,905	4,126	60,524	312,812	1,891,353	
ANOKA CO	2,069	37,137	18	385	549	6	32	47	0	0	479	40,722	
CARVER CO	230	8	151	7	0	0	0	0	0	3	9	408	
DAKOTA CO	4,058	88	2,707	570	27	47	2	0	40	52	161	7,752	
HENNEPIN CO	3,255	152	1,096	155	58	130	0	16	4	10	367	5,243	
MINNEAPOLIS	1,613	282	189	156	158	82	108	2	0	32	85	2,707	
RAMSEY CO	33,139	1,270	508	11,375	17,280	14	594	41	110	380	2,189	66,900	
SCOTT CO	124	111	49	14	0	0	0	0	0	0	12	310	
ST PAUL	21,271	962	2,794	5,730	1,010	54	37	110	40	70	2,100	34,178	
ARROWHEAD	133	2	0	2	12	0	0	0	0	0	4	153	
EAST CENTRAL	1,659	46,324	179	140	177	0	28	455	1	74	612	49,649	
GREAT RIVER	0	0	99	0	3	0	0	0	0	3	1	106	
KITCHIGAMI	35	12	0	2	27	0	0	2	0	0	0	78	
LAKE AGASSIZ	0	0	0	0	0	0	0	0	0	0	0	0	
NORTHWEST	0	0	0	0	0	0	0	0	0	0	0	0	
PIONEERLAND	1	0	0	0	13	0	0	0	0	0	0	14	
PLUM CREEK	0	0	0	0	0	0	0	0	0	0	0	0	
SELCO	156	2	4	0	9	0	0	0	0	0	1	172	
TRAVERSE	35	0	0	0	0	0	0	0	0	0	0	35	
VIKING	1	1	0	12	0	0	0	0	0	0	0	14	
OTHER STATES	1,346	44	12	27	0	241	0	22	0	352	3,214	5,258	
STAFF LOANS	17,355	5,426	3,379	6,185	6,775	2,250	1,477	1,788	1,154	2,481	7,396	55,666	
GRAND TOTAL	775,097	270,784	257,797	187,076	179,247	36,885	27,746	27,388	5,475	63,981	329,242	2,160,718	



Washington County
Library

Patricia Conley
Director

2009 Open Hours November 25, 2008

The Library recommends that branch open hours be adjusted in 2009.

Considerations in adjusting hours include...

- Equitable staffing across Groups
- Preserving access and customer service to the greatest number of residents
- Security for patrons and employees working alone at small branches
- Growing activity, e.g. loans, visits and programming
- No additional FTE in 2009

GOAL

- Adjust hours in branches to utilize available staff hours and preserve user access
- Provide adequate staff coverage for optimum customer service during library open hours
- Create public service staffing parity among North, Central and South Groups
- Provide Clerk and Shelver hours to achieve same-day or next-day turnaround of returned materials
- Provide Information Services staff hours to provide reference, instruction and technical assistance services on-demand during open hours
- Provide off-desk work time for Information Services staff (approximately 8 hours per week for full-time staff, 4 hours per week for part-time staff) to efficiently complete programming, collection maintenance, community collaboration and outreach assignments
- Reduce Managers' desk hours (approximately 16 per week) to efficiently complete supervisory and management responsibilities

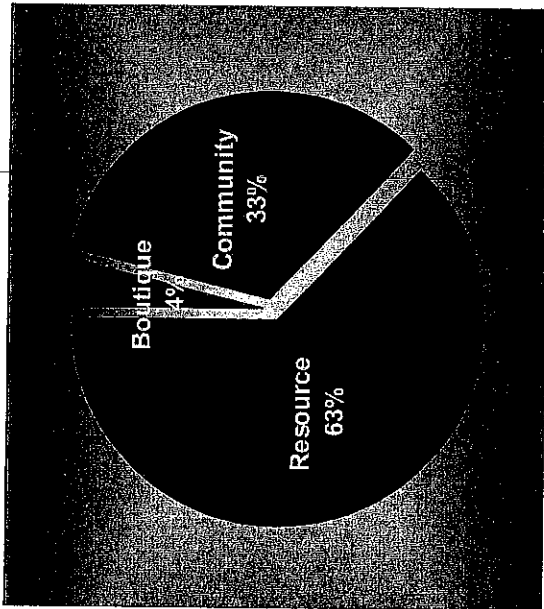
GUIDELINES

- No FTE transfers from other Groups
- Preserve open hours during most utilized hours
- Hours may be adjusted at any or all branches
- Maintain adequate Information Services levels
 - 1 at Boutique branches—Valley, Rosalie E. Wahl, Marine and Newport
 - 1-2 at Community branches—Oakdale, Park Grove and Wildwood
 - 2-3 at Resource branches—R.H. Stafford and Hardwood Creek
 - 1 at all branches when additional staff members are not available due to meetings, training, illness, vacations, vacancies and unplanned absences
- Allow for some Information Services staff off-desk time—8 hours for full time staff, 4 hours for part-time staff
- Allow for Clerk hours before opening (most efficient time for completing routine tasks)

8595 Central Park Place, Woodbury, Minnesota 55125
Phone: 651-275-8500 • Fax: 651-275-8509 • TTY: 651-430-6246
www.co.washington.mn.us

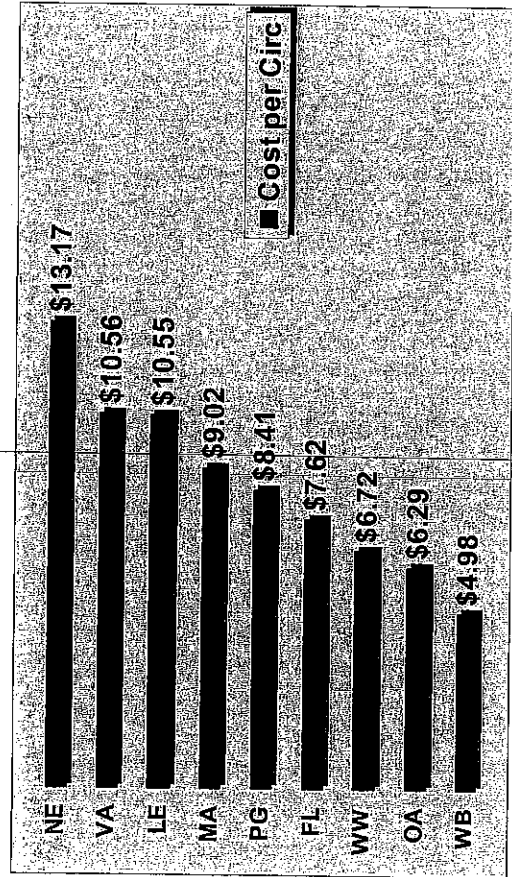
Equal Employment Opportunity / Affirmative Action

PERCENT ACTIVITY BY BRANCH TYPE



ESTIMATED COST OF OPERATION BY BRANCH

Cost per circulation (activity) is based on annual facility, staff, technology and collection costs for each branch in 2007.



Branch Open Hours by Day of Week

CURRENT

DAY	Valley Rosalie E Wahl	Marine	Newport	Oakdale Wildwood	Park Grove	RH Stafford Hardwood Creek
SUN	Closed	Closed	Closed	1—5 pm	1—5 pm	1—5 pm
MON	2—8 pm	5—8:30 pm	2—6 pm	10 am—8:30 pm	10 am—8:30 pm	10 am—8:30 pm
TUE	2—8 pm	2—6 pm	2—6 pm	1—8:30 pm	10 am—8:30 pm	10 am—8:30 pm
WED	2—6 pm	5—8:30 pm	2—6 pm	1—8:30 pm	1—8:30 pm	10 am—8:30 pm
THU	2—6 pm	2—6 pm	10 am—2 pm	1—8:30 pm	10 am—8:30 pm	10 am—8:30 pm
FRI	10 am—2 pm	2—6 pm	10 am—2 pm	1—6 pm	10 am—6 pm	10 am—6 pm
SAT	10 am—2 pm	10 am—2 pm	Closed	10 am—5 pm	10 am—5 pm	10 am—5 pm
Hours/week	28	23	20	49	58	61

PROPOSED

DAY	BOUTIQUE BRANCHES Valley, Rosalie E Wahl Marine, Newport	COMMUNITY BRANCHES Park Grove, Oakdale Wildwood	RESOURCE BRANCHES RH Stafford Hardwood Creek
SUN	Closed	1—5 pm	1—5 pm
MON	10 am—2 pm	9:30 am—8 pm	9:30 am—8 pm
TUE	2—6 pm	12:30—8 pm	9:30 am—8 pm
WED	2—6 pm	12:30—8 pm	9:30 am—8 pm
THU	2—6 pm	12:30—8 pm	9:30 am—8 pm
FRI	10 am—2 pm	12:30—5 pm	9:30 am—5 pm
SAT	Closed	9:30 am—5 pm	9:30 am—5 pm
Hours/week	20	49	61

CURRENT vs PROPOSED

BRANCH SIZE	CURRENT HOURS PER WEEK	PROPOSED HOURS PER WEEK
Boutique	99	80
Community	156	147
Resource	122	122
Total	377	349

Branch Size Comparison November 2007—October 2008

INPUTS

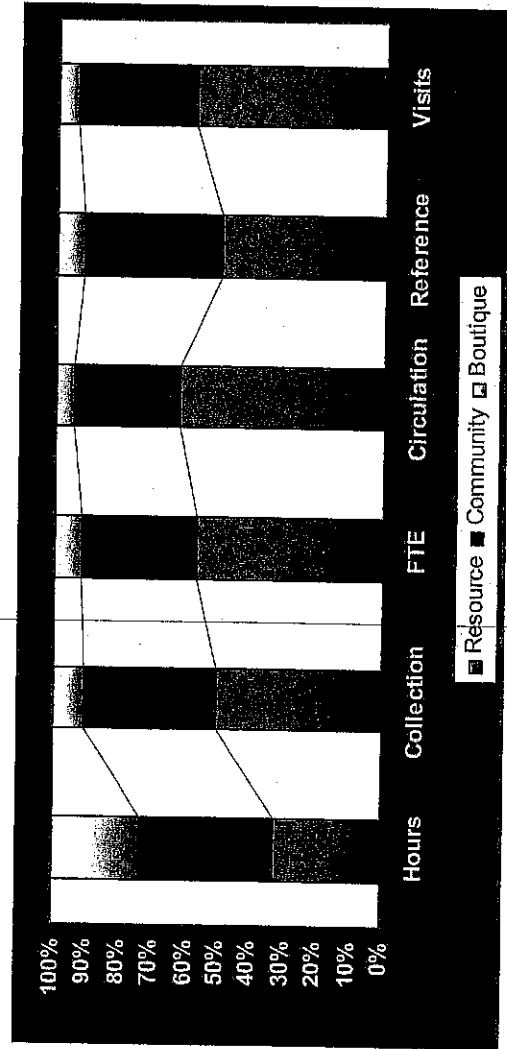
Branch Size	Current Open Hours	Proposed Open Hours	Collection Size	FTE	Current FTE/ Hour	Proposed FTE/ Hour
Resource	6,161	6,161	226,711	30.75	10.5	10.5
Community	7,708	7,365	178,852	18.53	4.9	5.2
Boutique	4,942	4,008	41,063	4.00	1.6	2.0
System	18,811	17,485	446,626	53.92	5.9	5.9

* Includes 4.48 Shelver (Temporary) FTE

OUTPUTS

Branch Size	Circulation	Current Circ/ Hour	Proposed Circ/ Hour	Reference	Current Ref/ Hour	Proposed Ref/ Hour	Visits	Current Visits/ Hour	Proposed Visits/ Hour
Resource	1,343,999	222	222	53,209	9	9	606,255	98	98
Community	688,224	89	93	44,304	6	6	372,717	48	49
Boutique	112,402	23	28	8,476	2	2	61,132	12	15
System	2,144,625	114	123	105,989	6	6	1,040,104	55	59

PROPOSED



North Central Planning Zone

North Central Planning Zone Communities

Dellwood
 Stillwater Township
 Grant
 Oakdale
 Stillwater
 White Bear Lake
 Birchwood Village
 West Lakeland
 Lake Elmo
 Landfall
 Pine Springs
 Bayport
 Willernie
 Mahtomedi
 Oak Park Heights
 Baytown Township

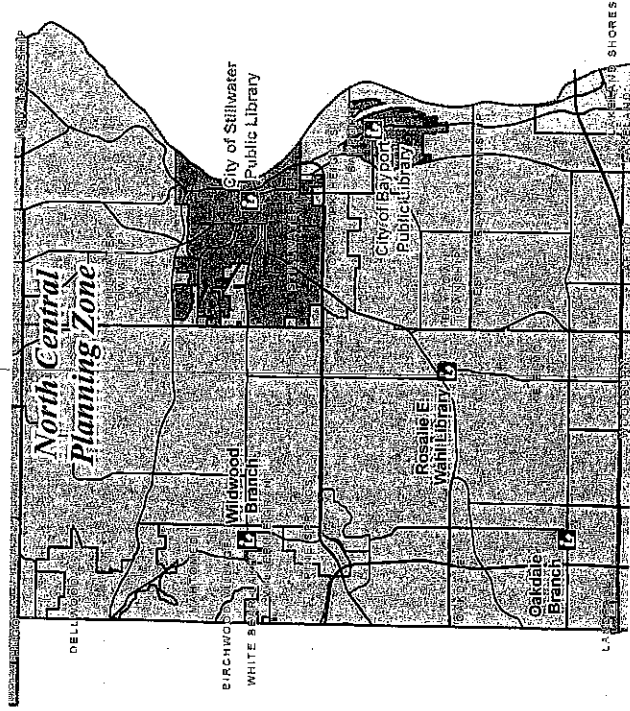
North Central Library Planning Zone Profile - 2008

Oakdale Branch Library, Oakdale
 Rosalie E. Wahl Branch Library, Lake Elmo
 Valley Branch Library, Lakeland
 Wildwood Branch Library, Mahtomedi
 Stillwater Public Library, Stillwater
 Bayport Public Library, Bayport

Total Library Square Feet 71,866
 2007 Visits 150,084*
 2007 Total Circulation 315,503*
 Total Computer Hours Available 85,552*
 Loans/Population 9.6*

*County Facilities only

The North Central Planning Zone experienced the slowest growth during the 1990s and growth is expected to remain slower than the other three planning zones through 2030. Growth is expected to be about 18% from 2010 to 2030.



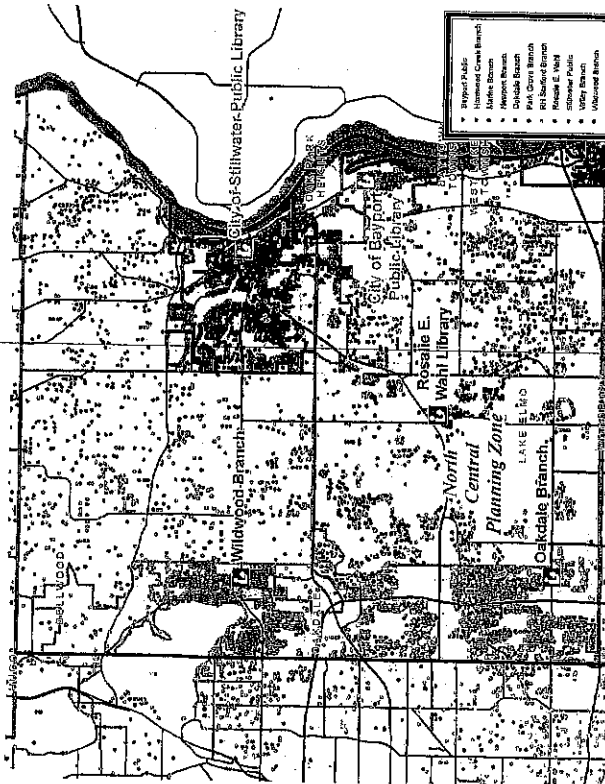
Facilities Issues

Based on population projections and Library Board minimum standards, library space in the North Central Planning Zone is sufficient to meet needs through 2030 and beyond with the city libraries included in the formula. The primary issue for the North Central Planning Zone will be facility improvements and possible rebuild or remodel of county facilities. In addition, the city libraries are essential for library access in the North Central Planning Zone.

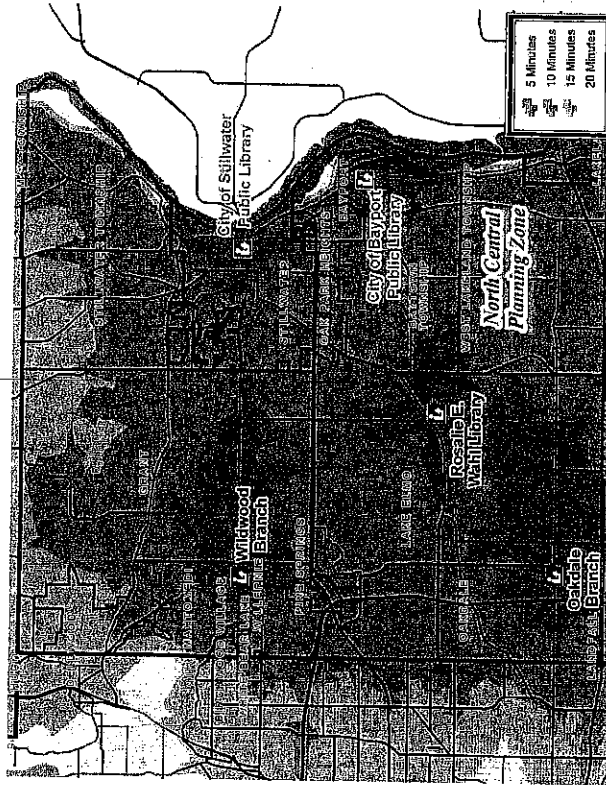
Year	2010	2020	2030
Population Estimate	92,122	104,143	111,800
2009 Square Feet	71,866	71,866	71,866
Square Feet/Resident	0.78	0.69	0.64
Square Feet using .35 Threshold	32,243	36,450	39,130
Square Feet using .45 Standard	41,455	46,864	50,310

The North Central Planning Zone is unique because each of the two city facilities, not operated by the county, is located within this zone. Most residents in this western portion of this zone use the county facilities, and most residents in the eastern portion of the zone use the city facilities with a mix in the southeast portion of the zone.

Primary Library used by North Central Planning Zone Residents



Travel Time to North Central Planning Zone Libraries



Current travel times to libraries are 10 minutes or less for nearly the entire North Central Planning Zone. With population growth is slower than other zones, the travel times are expected to remain below 15 minutes for nearly the entire planning zone through 2030, but county facilities are small to mid-sized and are expected to need improvements prior to 2030 despite being above the .45 space standard.



MAYOR & COUNCIL COMMUNICATION

DATE: 3/02/2010

REGULAR

ITEM #: 6

DISCUSSION

AGENDA ITEM: Update on State and Federal Legislative Issues

SUBMITTED BY: Request of Mayor and City Council

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

REVIEWED BY: - NA -

SUMMARY AND ACTION REQUESTED: This item has been scheduled in order to allow the City Council to receive an update on current state and federal legislative issues. No specific Council action or direction is requested at this time.

BACKGROUND INFORMATION: In December, 2009, the Lake Elmo City Council approved a request for 2010 bonds from the State of Minnesota for capital improvements.

In January 2010, the City Council approved resubmission of annual requests for support from the federal government for 2011 federal money for similar capital improvements. In addition, the City Council requested that it be kept apprised of these and other relevant legislative activities.

STAFF REPORT: City staff has been actively tracking legislative activities. Staff will share an update on several key issues as part of its update to the Council.

RECOMMENDATION: It is recommended the City Council receive tonight's update. 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: None

SUGGESTED ORDER OF BUSINESS:

- Introduction./Report on ItemCity Administrator
- Questions from Council to Staff.....Mayor Facilitates
- Public Input, if Appropriate.....Mayor Facilitates
- Discussion.....Mayor & City Council



MAYOR & COUNCIL COMMUNICATION

DATE: 3/02/2010

REGULAR

ITEM #: 7

DISCUSSION

AGENDA ITEM: Follow-up to City Council Retreat

SUBMITTED BY: Request of Mayor and City Council

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

REVIEWED BY: - NA -

SUMMARY AND ACTION REQUESTED: This item has been scheduled in order to allow the City Council to recap the recently-completed retreat and to discuss suggested and/or potential "next steps" in the strategic planning process. No specific Council action or direction is requested at this time.

BACKGROUND INFORMATION: The City Council held its annual retreat on February 26th and 27th, 2010 at the Wildwood Lodge in Lake Elmo. Efforts were made to identify strategic objectives and major opportunities and challenges for the City and community in the upcoming years.

STAFF REPORT: City staff is supporting the City Council in its strategic planning and visioning efforts. This agenda item affords the City Council to summarize its thoughts on the retreat and begin/continue laying out needed "next steps" in its strategic planning process.

RECOMMENDATION: It is recommended the City Council take time tonight to summarize the retreat and begin/continue discussion of needed next steps. No specific action or direction is requested at this time. However, the City Council may elect to provide staff direction or request certain additional action be taken with respect to moving this topic forward at future Workshops, etc.

ATTACHMENTS: None

SUGGESTED ORDER OF BUSINESS:

- Introduction./Report on ItemCity Administrator
- Discussion.....Mayor & City Council
- Public Input, if Appropriate.....Mayor Facilitates
- Discussion on Possible Future Follow-upMayor & City Council