

NOTICE OF MEETING

**City of Lake Elmo
3800 Laverne Avenue North
City Council Meeting
Tuesday, June 19, 2012 at 7:00 p.m.**

AGENDA

- A. CALL TO ORDER**
- B. PLEDGE OF ALLEGIANCE**
- C. ROLL CALL**
- D. APPROVAL OF AGENDA**
- E. ORDER OF BUSINESS/GROUND RULES**
- F. ACCEPT MINUTES**
 - 1. Accept June 5, 2012, City Council minutes
- G. PUBLIC COMMENTS/INQUIRIES**
- H. PRESENTATIONS**
 - Eric Eitzman, Eagle Scout Project
- I. CONSENT AGENDA**

Note: Items listed under the Consent Agenda will be enacted by one motion with no separate discussion. If discussion on an item is desired, the item will be removed from the Consent Agenda for separate consideration.

 - 2. May 2012 Financial Reporting; Year to date Building Report
 - 3. Approve Payment of Disbursements and Payroll
 - 4. Approval of Resolution 2012-30 Appointing 2012 Election Judges

5. Resolution on 2012-33 Approval Removal Assessments from 2012 File with Washington County

REGULAR AGENDA

6. Resolution 2012-031 Street Name Change-Julie Avenue North (Entrance into Tapestry at Charlotte's Grove)
7. Minor Subdivision - 11240 50th Street North
8. Resolution 2012-29 Approve Issuance and Sale of G. O. Improvement Bonds; Series 2012 A Crossover Refunding Bonds
9. Resolution 2012-28-Approve Issuance and Sale of G. O. Improvement Bonds; Series 2012 B Demonreville Highlands Area Street Improvement Project
10. Financial Planning Services Agreement with Northland Securities for the Purpose of Analyzing Water, Sanitary Sewer, and Storm Water Systems in Preparation of Water Main and Sewer Main Extension Projects.
11. Economic Development Authority (EDA) Structure (Draft - Discussion Purpose Only)

SUMMARY REPORTS AND ANNOUNCEMENTS

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

L. Adjourn

**LAKE ELMO CITY COUNCIL MINUTES
JUNE 5, 2012 DRAFT**

**CITY OF LAKE ELMO
CITY COUNCIL MINUTES
JUNE 5, 2012**

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

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

Also Present: City Administrator Zuleger, City Attorney Snyder, City Engineer Griffin, Assistant City Engineer Stempski, City Planner Johnson, City Clerk Thone, and Finance Director Bendel.

APPROVAL OF AGENDA:

Council Member Smith asked that the Reports Section be moved to the end of the council meeting. She expressed most residents attend the meeting for specific items on the agenda and moving this would save them from having to wait through sometimes lengthy reports. She noted two council members requested movement of the Reports Section to the end of the meeting's agenda. Mayor Johnston stated that the council had moved the Reports Section previously to where it is currently by specific action of the council. He disagreed with changing that motion since the item was not on this week's agenda. He noted he was in support of retaining the Reports Section at the beginning of the agenda and suggested the matter be placed on next meeting's city council agenda.

Council Member Smith noted two council members requested movement of the Reports Section to the end of the meeting's agenda and therefore it should have been included in this evening agenda. City Administrator Zuleger confirmed that the request had been made and he was intending to seek council's direction prior to placing it on the next council agenda.

*MOTION: Council Member Pearson moved to approve the June 5, 2012 City Council Agenda as presented. Council Member Emmons seconded the motion. **The motion passed 5-0.***

ACCEPTED MINUTES:

1. The May 15, 2012 City Council minutes were accepted as presented by consensus of the City Council.
2. The May 29, 2012 City Council minutes were accepted as presented by consensus of the City Council.

PUBLIC COMMENTS/INQUIRIES:

PRESENTATIONS:

EMPLOYEE QUALITY STAR RECOGNITION:

City Administrator Zuleger presented recognition awards to three staff members for exemplary service in a culture of performance: Nick Johnson for his work on the Village sewer survey, MN Greensteps, and Hwy 5 landscaping; Carole Luczak for her swift and calm response in reestablishing phone service for the city in a recent system failure; Mary Cummings for her guidance, wisdom, expertise, and patience during the transition from the Washington County library system to establishing a new City library.

GLORIA KNOBLAUCH PROCLAMATION PRESENTATION BY MAYOR JOHNSTON

Mayor Johnston read the Proclamation honoring Gloria Knoblauch for her contributions and dedication to the City, proclaiming July 12, 2012, Gloria Knoblauch Day. Gloria's husband was in attendance and was presented with the proclamation.

REPORTS:

Council Member Smith requested that Reports and Announcements be moved to the end of the meeting rather than the beginning stating residents normally attend council meetings for specific items on the agenda. City Administrator Zuleger requested council direction to place this item on the June 19, 2012 council meeting. Council Member Emmons suggested either limiting the time frame if the item remains at the beginning or move it to the end if we are unable or unwilling to limit the time. Mayor Johnston expressed his view that if it were moved to the end, the Report section would prove to be less than informative than at the beginning. Council Member Pearson expressed he would agree the meetings may be more productive if we move it towards the end of the meeting. Council Member Park concurred she was fine with moving it to the end of the meeting so that council meeting attendees may not have to sit through the lengthy report section.

Council Member Smith moved to change the agenda by moving the Report Section to the end of the agenda. Council Member Pearson seconded the motion. The motion passed 3-1, Johnston Nay, Emmons Abstain.

CONSENT AGENDA:

MOTION: Council Member Pearson moved to approve the Consent Agenda as presented. Council Member Emmons seconded the motion. The motion passed 5-0.

3. Approve Payment of Disbursements and Payroll in the amount of \$353,288.27
4. Resolution 2012-23 Approve Removal of Assessments from 2012 File with Washington County
5. Approve Administrative Position Descriptions
6. Resolution 2012-26 Adopting Purchasing Policy
7. Well No. 2 Chlorination System Addition - Accept Improvements and Approve Final Contractor Payments
8. Resolution 2012-24 2012 Street and Water Quality Improvements - Approve Plans and Specifications and Order Advertisements for Bids
9. Resolution 2012-25 2012 Seal Coat Project - Accept Bids and Award Contract
10. Proclamation Recognizing Gloria Knoblauch

REGULAR AGENDA:

ITEM 11: ORDINANCE 2012-58 CITY CODE AMENDMENT PERTAINING TO WATERCRAFT AND WATER SURFACE REGULATIONS AND PROHIBITED STRUCTURES AND USES

City Administrator Zuleger reported to the council that Water Surface Use Regulations was a project undertaken several months previously and he was requesting council to advise him regarding completion of the ordinance. He noted that since the 2011 council approval of the ordinance, it was found that any surface water use regulations

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must be reviewed by the DNR. The ordinance on tonight's agenda is a result of multiple reviews by the responsible DNR member.

Mayor Johnston noted that there were numerous additions and changes to the ordinance that the council had approved in 2011, including a prohibition of boating movements within 150 feet of shoreland versus the 100 feet the council approved in 2011, and a change in a method to determine the lake level at which no-wake provisions would go into effect.

Council Member Smith stated she believes that the specified 929.7 feet above sea level adequately protects the shoreland and she prefers that specification to the DNR specification of so many feet over the OHW mark.

Justin Bloyer of 8881 Jane Road addressed the council and expressed his desire to see action on this ordinance tonight. He suggested to council that they amend both the ordinary high water mark and the safe operating distance.

Patrick Dean of 8028 Hill Trail North requested that homeowners be notified when/if something would be proposed for the lakes. He said the council had adopted the ordinance November 1, 2011, changing the OHW from 930 feet to 929.7 feet and to five consecutive days. The 150 foot restriction would be impossible as it would create dead zones, and it would be catastrophic for owners of this 'bounce' lake which requires unique treatment.

Council Member Emmons concurred with Mr. Dean's comments regarding the 929.7 feet OHW mark, and that the 150 feet setback would be unacceptable.

City Administrator Zuleger confirmed the council direction to meet with the DNR and city Attorney Snyder in revising the ordinance proposal and bring it back for council approval. In addition he stated ***City Staff will notify lake shore owners in the future regarding council action regarding Water Surface Use Regulations.***

Terry Bozak of 8110 Demontreville Trail commented that the lake community was not notified of these proposed ordinance changes; that he appreciated the hard work of the council last year and stressed lake resident notification for any major changes.

Roger Johnson of 8048 Hill Trail, V.P. of the Lakes Demontreville and Olsen Association stated he was thankful for the regulation regarding the no-wake zone and approved of the 929.7 specification.

Based on DNR Statutory authority, City Administrator Zuleger suggested the council reaffirm Ordinance 08-50. Council Member Smith inquired about the need to reaffirm an adopted ordinance. ***City Administrator Zuleger and Attorney Snyder will meet with the DNR to review the suggested DNR changes to determine which changes are mandatory and which are merely suggested.***

MOTION: Council Member Pearson moved to reaffirm Ordinance 08-50 dated November 2011. Council Member Emmons seconded the motion. The motion passed 5-0.

****moved item 14 forward in the agenda***

ITEM 14: CEDAR PET CLINIC PARKING AUTHORIZATION

City Planner Johnson presented the parking lot expansion request submitted by the Cedar Pet Clinic, noting the site plan was approved as part of the original Conditional Use Permit in 2006 for the parking lot. He explained the parking design differs but it does not add impervious surface. Nick shared photographs of the site, which is the

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southwestern corner of the lot. Dr. Bailey was present in the audience for additional questions. Staff recommended the council approve the parking additions in compliance with Ordinance 2006-084. Council Member Smith commented that all parking would be in the back of the building.

MOTION: Council Member Smith moved to approve the six new parking spots at 11501 Stillwater Blvd. for Cedar Pet Clinic Parking Authorization. Council Member Pearson seconded the motion. The motion passed 5-0.

ITEM 12: ORDINANCE 2012-59 ILLICIT DISCHARGE AND CONNECTION AND RESOLUTION 2012-22 APPROVING SUMMARY PUBLICATION

City Engineer Griffin requested the council consider approving the illicit discharge and connection ordinance. He stated this is mandatory as a part of the MPCA approved permit establishing conditions for discharging storm water. The adopted Municipal Separate Storm Sewer System (MS4) Permit is a 5-year program, already adopted by the City, and regulates discharge. The ordinance establishes legal authority to prohibit illicit discharge.

MOTION: Council Member Emmons moved to approve Ordinance 2012-59 Adopting Regulations to Govern Illicit Discharge and Connection in the City of Lake Elmo, and moved to approve Resolution 2012-22 Approving Summary Publication. Council Member Smith seconded both motions. The motions both passed 5-0.

ITEM 13: MUNICIPAL SEWER SYSTEM (MS4) PERMIT - ANNUAL PUBLIC MEETING AND ACCEPT THE 2011 MS4 ANNUAL REPORT

City Engineer Griffin requested council to conduct the Annual Public Meeting required by the MS4 Permit, and receive public input. Assistant City Engineer Stempski presented the highlights of the program. The annual report is submitted to the MPCA by June 30, 2012. The city continues to monitor and enforce erosion control measures to minimize storm sewer runoff and establishing rain gardens.

City Engineer Griffin explained several key factors on the stormwater front including significant changes occurring in the implementation process. He noted that the city has been in the maintenance mode the past few years, but will have to move into the action mode in the near future. City Engineer Griffin explained that part of this new permit may prohibit a coal based sealant to reduce the chance of these chemicals in our storm water. He reported that new rules will likely require TMDL studies (total maximum daily loads) studies. He will be observing closely how this may affect the city.

Council Member Pearson inquired as to who is responsible for HOA ponds. City Engineer Griffin stated that has not been determined yet.

Council Member Emmons expressed Lake Elmo does not have as many traditional storm water issues as other cities.

Public Hearing Opened at 8:25 p.m.

No comments were received.

Public Hearing Closed at 8:26 p.m.

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*MOTION: Council Member Smith moved to approve the Municipal Separate Storm Sewer System (MS4) Permit – Annual Public Meeting and Accept the 2011 MS4 Annual Report. Council Member Park seconded the motion. **The motion passed 5-0.***

ITEM 15: DISCUSSION OF LAKE ELMO/WASHINGTON COUNTY SHERIFF'S DEPARTMENT – COVERAGE CONTRACT PROPOSAL

City Administrator Zuleger explained he has been meeting with Sheriff Hutton regularly to discuss the county sheriff's department coverage contract with the community of Landfall which will provide a 'power car' that will also provide additional coverage for the City of Lake Elmo. City Administrator Zuleger explained in detail how the agreement would positively affect the city. He also noted there was additional discussion about the humane services for the city. ***Council Member Smith inquired whether we could look into alternatives for dog catching services in the community to which City Administrator Zuleger concurred staff would seek alternatives and bring a cost-recovery program at a future meeting.***

ITEM I: SUMMARY REPORTS AND ANNOUNCEMENTS

Council Member Emmons expressed his appreciation for the great city wide event and the fantastic turn out at the planting. He attended a Metropolitan Council Land Use Advisory Committee and stated they were backing down from overall growth projections with a timeline looking at being finalized in late 2013, and that households were comprised of smaller numbers of people per household; grant money would be available if it was consistent with the City's Comprehensive Plan; and mentioned the rain gardens tour of the city.

Council Member Smith expressed her appreciation for City Administrator Zuleger's weekly summary, City Engineer Griffin's engineering summary, stated she enjoyed a family lake trip to Lake Jane, and was working on the Fall Festival plans with City Administrator Zuleger, Chief Malmquist and the Rotary for September 7 and 8, 2012 and is actively looking for volunteers; she expressed her appreciation for the perking up of City Hall.

Council Member Pearson reported he attended and appreciated the city's customer service training organized by City Clerk Thone, and inquired about the possibility of renting out the Art Center Building either for meetings or as a home and discussion of the topic ensued.

Council Member Park had nothing to report.

Mayor Johnston reported he attended the Gateway Corridor Policy Advisory meeting and stated if the city is serious about a Park and Ride we need to talk with the county/representative to come up with the funding; he met with City Administrator Zuleger and the Rotary regarding obtaining funding for the city demonstration grant; he attended the city customer service training; participated in the tree planting this weekend; attended the open house at the Prairie Ridge office park, attended a planning and zoning meeting to learn more about community treatment systems; and attended a Metro Cities policy meeting and stated they are looking for committee members; attended a meeting about allocation of the quarter percent sales tax; met with Oak Park Heights Council Member McComber regarding the \$300,000 grant received to study issues along Highway 36 to move utilities and suggested we might work together on a plan for the Highway 36 Corridor.

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City Administrator Zuleger reported he has been quite active with staff regarding growth issues and we will be receiving a rate study from Northland Securities about rate study regarding water extensions; is planning an EDA workshop for July; attended Village walk-thru about theming I-94 and the Village areas; working on a matrix about challenges and impediments to growth; attended a MAA meeting and learned about grants for senior community initiatives; he noted the following upcoming meetings: transportation workshop on June 14th from 6-8pm at Wildwood Lodge with 77 businesses for a business roundtable; a June 21st HOA meeting regarding the bike and pedestrian trail plan from 6-8pm, a demonstration project on-going with LED lighting is hoping for a July 4th unveiling; and finally a library building agreement; Public Works staff attended a lean training session; City Hall is in the midst of a transition and thanked everyone, especially the Public Works staff, for their hard work.

City Attorney Snyder reported he reviewed the purchase agreement for the library property; prepared development agreement with Christ Lutheran Church; handled internal administrative matters; and pending litigation subject to attorney/client privilege.

City Engineer Griffin reported the 2012 streets project was going out for bids; there will be no center landscape islands; flat grades and utilizing additional concrete curb and gutter to assist with water flow.

City Planner Johnson thanked Public Works staff, Hagbergs and Lake Elmo Bank and all the volunteers for assisting with the landscaping project; Natural Systems Utilities regarding wastewater treatment plans and septic systems available; petition received for a grading permit at 9242 Hudson Blvd. related to Summit Board Shop; Village workshop meeting the week of June 18th; work ongoing with MN land trust, conservation easement and streetscape.

Finance Director Bendel reported the audit draft is expected late this week, expects to have the final by July 3, budget worksheets ready next week, reviewing inventory records, and consumer confidence report will be mailed with the water bills next week.

ADJOURN: The meeting adjourned at 8:57 p.m.

LAKE ELMO CITY COUNCIL

Dean A. Johnston, Mayor

Sandie Thone, City Clerk

MAYOR AND COUNCIL COMMUNICATION

DATE: June 19, 2012

CONSENT

ITEM #: 2

MOTION

AGENDA ITEM: May 2012 Financial Reporting

SUBMITTED BY: Cathy Bendel, Finance Director

THROUGH: Dean Zuleger, City Administrator

REVIEWED BY: City Administrator and City Clerk

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, The City Council is asked to accept the May 2012 Financial Reporting Packet. 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 operations and report the financial (unaudited) statement to the City Council. City guidelines suggest the Council be updated on a regular basis.

STAFF REPORT: Attached please find a report for May reflecting the monthly detail supporting the year to date actual results and comparing those results to the 2012 Budget.

The most significant variances are highlighted below:

Revenues:

- General Contractor licenses to date have exceeded the full year budget by 12.5%. It is anticipated that this trend will continue.
- Assessment searches to date are at 80% above the full year budget due to a coordinated effort to ensure all search request fees are received. On average five searches are performed each week due to an increased volume of activity in the housing market.
- The notification for the April fine revenue was received in May after the City Council packet was prepared for April. In May, the revenue was booked back to April to be accurately reflected in the history files.
- Internal charges reflect the service fee charged for processing performed related to the library card reimbursements. Through May 453 library card reimbursements have been processed at a reimbursement of \$2 each.

Expenses:

All departments are at or well below their 41.67% of budget as all Departments continue to strive to identify and implement any cost saving measures. A few key items to note:

- Some recurring expense items show zero for January which stands out. This is a result of moving the expense back to December when the expense was incurred for year end.
- Unemployment Benefits and Workers Compensation are expensed as those benefits are paid out to claimants.

- Although no contract services were budgeted for Administration, expenses were incurred to cover the front desk prior to being fully staffed.

- The Finance Department also used contracted services to cover the Finance department lack of full-time staff and is over budget in that category as a result. The contractor services were primarily used to prepare for the annual Financial Audit. Now that the majority of the audit is complete, those services will no longer be needed.

- The Planning Department also uses a part-time contractor to cover the Planning Assistant functions until a full-time staff person was hired. The new Planning Assistant is now on staff full-time and it is anticipated that these services will no longer be needed.

- The engineering invoice for May was not turned in until June and as such will be reported in June.

- The amounts previously reported as a negative amount in surcharge payments have been moved to a payable account. These amounts are reported and paid in quarterly.

- Recycling supplies were purchased in May in preparation for the annual recycling day held on June 9, 2012.

RECOMMENDATION: It is recommended that the City Council receive the May monthly Financial Reporting Packet as part of tonight's Consent Agenda.

Alternately, the City Council does have the authority to remove this item from the Consent Agenda and further discuss and review.

ATTACHMENTS:

1. May Financial Reports

DEPT 410 - GEN'L GOV'T

1110 - Mayor & Council

BUDGET	Jan	Feb	Mar	Apr	3 pp May	YTD	% of Budget	Over/ (Under)	Pmts in June & Dec
PT Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(16,435.00)	
FICA Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(1,019.00)	
Medicare Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(238.00)	
Workers Compensation	36.00	0.00	0.00	0.00	0.00	36.00	0.00%	36.00	
Mileage	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00%	(1,000.00)	
Miscellaneous	2,000.00	0.00	0.00	0.00	565.27	565.27	28.26%	(1,434.73)	
Dues & Subscriptions	11,200.00	3,391.00	0.00	0.00	0.00	3,391.00	30.28%	(7,809.00)	
Conferences & Training	3,500.00	0.00	0.00	0.00	355.00	355.00	10.14%	(3,145.00)	
Total Mayor & Council	35,392.00	3,427.00	0.00	0.00	920.27	4,347.27	12.28%	(31,044.73)	

1320 - Administration

FT Salaries	220,671.00	9,446.62	17,718.94	12,755.74	12,653.83	24,869.80	77,444.93	35.10%	(143,226.07)	May includes 3 pp plus new Clerk wages
PERA Contributions	8,617.00	684.85	1,154.12	924.79	917.41	1,607.90	5,289.07	61.38%	(3,327.93)	
ICMA Contributions	7,382.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(7,382.00)	
FICA Contributions	13,682.00	572.97	1,064.66	756.95	750.63	1,460.92	4,606.13	33.67%	(9,075.87)	
Medicare Contributions	3,200.00	134.01	249.01	177.04	175.56	341.68	1,077.30	33.67%	(2,122.70)	
Health/Dental Insurance	33,548.00	4,435.56	(1,445.04)	4,074.76	2,055.81	2,055.81	11,176.90	33.32%	(22,371.10)	
Unemployment Benefits	0.00	0.00	0.00	0.00	0.00	3,582.00	3,582.00	0.00%	3,582.00	
Workers Compensation	2,310.00	1,396.00	0.00	0.00	0.00	1,396.00	1,396.00	60.43%	(914.00)	
Office Supplies	6,000.00	595.59	492.70	592.58	281.62	1,176.12	3,138.61	52.31%	(2,861.39)	
Printed Forms	1,000.00	0.00	0.00	363.91	0.00	0.00	363.91	36.39%	(636.09)	
Legal Services	65,000.00	0.00	0.00	9,739.50	0.00	1,429.50	11,169.00	17.18%	(53,831.00)	
Newsletter/Website	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
Assessing Services	46,000.00	0.00	2,000.00	2,000.00	2,000.00	3,487.00	9,487.00	20.62%	(36,513.00)	
Contract Services	0.00	0.00	2,724.14	2,243.63	2,361.81	2,356.00	9,685.58	0.00%	9,685.58	
Postage	6,500.00	0.00	0.00	500.00	500.00	700.00	1,700.00	26.15%	(4,800.00)	
Mileage	3,000.00	0.00	29.97	176.27	134.41	44.55	385.20	12.84%	(2,614.80)	
Legal Publishing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
Insurance	39,500.00	380.00	500.00	(78.53)	0.00	0.00	801.47	2.03%	(38,698.53)	
Cable Operation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
Miscellaneous	6,000.00	40.00	458.17	542.99	184.56	97.23	1,322.95	22.05%	(4,677.05)	
Dues & Subscriptions	3,500.00	0.00	0.00	58.50	117.78	141.00	317.28	9.07%	(3,182.72)	
Books	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
Conferences & Training	3,500.00	0.00	0.00	66.21	489.72	220.00	775.93	22.17%	(2,724.07)	
Staff Development	1,000.00	0.00	0.00	0.00	0.00	470.00	470.00	47.00%	(530.00)	
Total Administration	470,410.00	17,685.60	24,946.67	34,894.34	22,623.14	44,039.51	144,189.26	30.65%	(326,220.74)	

1410 - Elections

PT Salaries	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(10,000.00)	
Office Supplies	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(250.00)	
Printed Forms	350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(350.00)	
Miscellaneous	1,350.00	0.00	1,014.93	281.82	0.00	0.00	1,296.75	96.06%	(53.25)	
Total Elections	11,950.00	0.00	1,014.93	281.82	0.00	0.00	1,296.75	10.85%	(10,653.25)	

1450 - Communications

FT Salaries	11,117.00	229.37	654.71	614.62	832.86	697.02	3,028.58	27.24%	(8,088.42)	
PERA Contributions	806.00	16.64	47.48	44.56	60.39	50.54	219.61	27.25%	(586.39)	
FICA Contributions	689.00	14.21	40.60	38.10	51.64	43.21	187.76	27.25%	(501.24)	
Medicare Contributions	161.00	3.33	9.49	8.90	12.08	10.11	43.91	27.27%	(117.09)	
Health/Dental Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
Workers Compensation	503.00	0.00	0.00	0.00	0.00	0.00	56.00	11.13%	(447.00)	
Newsleter	5,400.00	0.00	0.00	0.00	61.00	2,456.02	2,517.02	46.61%	(2,882.98)	
Info Technology/Web	31,500.00	1,652.08	6,298.69	2,157.71	1,652.08	4,652.08	16,412.64	52.10%	(15,087.36)	
Public Notices	3,500.00	0.00	20.50	0.00	534.85	234.94	790.29	22.58%	(2,709.71)	May includes Website redesign of \$3k
Cable Operations	4,000.00	137.50	272.25	348.00	233.75	303.00	1,294.50	0.00%	(2,705.50)	
Repair/Maint Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
Total Communications	57,676.00	2,109.13	7,343.72	3,211.89	3,438.65	8,446.92	24,550.31	42.57%	(33,125.69)	

1520 - Finance

FT Salaries	34,674.00	0.00	0.00	0.00	5,384.00	5,384.00	10,768.00	31.05%	(23,906.00)	
PERA Contributions	2,514.00	0.00	0.00	0.00	195.17	390.33	585.50	23.29%	(1,928.50)	
FICA Contributions	2,150.00	0.00	0.00	0.00	312.52	312.52	625.04	29.07%	(1,524.96)	
Medicare Contributions	503.00	0.00	0.00	0.00	73.08	73.08	146.16	29.06%	(356.84)	
Health/Dental Insurance	3,826.00	0.00	0.00	0.00	6.50	1,512.50	1,519.00	0.00%	(2,307.00)	Apr/May pd in May
Unemployment Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
Workers Compensation	250.00	176.00	0.00	0.00	0.00	0.00	176.00	70.40%	(74.00)	
Office Supplies	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(500.00)	
Printed Forms	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(500.00)	
Audit Services	30,000.00	0.00	4,000.00	35.00	0.00	0.00	4,035.00	13.45%	(25,965.00)	
Contract Services	30,000.00	0.00	16,126.50	12,610.50	18,290.00	7,552.50	54,579.50	181.93%	24,579.50	Audit and AP/PR support.
Software Programs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
Mileage	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(100.00)	
Miscellaneous	2,500.00	10.00	1,563.00	0.00	0.00	0.00	1,573.00	62.92%	(927.00)	
Dues & Subscriptions	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(100.00)	
Conferences & Training	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(300.00)	
Total Finance	107,917.00	186.00	21,689.50	12,645.50	24,261.27	15,224.93	74,007.20	68.58%	(33,909.80)	

1910 - Planning & Zoning

FT Salaries	104,109.00	4,308.90	5,773.95	5,965.20	5,878.95	8,179.05	30,106.05	28.92%	(74,002.95)	
PERA Contributions	7,548.00	249.33	332.44	332.44	332.44	498.66	1,745.31	23.12%	(5,802.69)	
FICA Contributions	6,455.00	256.23	343.42	355.29	349.93	485.26	1,790.13	27.73%	(4,664.87)	
Medicare Contributions	1,510.00	59.92	80.32	83.08	81.83	113.49	418.64	27.72%	(1,091.36)	
Health/Dental Insurance	22,566.00	2,675.70	793.61	(440.89)	793.61	4,615.64	530.00	20.45%	(17,950.36)	
Workers Compensation	749.00	530.00	0.00	0.00	0.00	0.00	43.37	70.76%	(219.00)	
Office Supplies	750.00	0.00	0.00	0.00	43.37	0.00	0.00	5.78%	(706.63)	
Printed Forms	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(10,000.00)	
Engineering Services	12,000.00	0.00	1,613.50	1,867.50	1,483.64	0.00	4,964.64	41.37%	(7,035.36)	
Contract Services	3,000.00	0.00	1,698.66	2,278.26	0.00	3,709.65	7,686.57	256.22%	4,686.57	Nick wages prior to hiring FT
Mileage	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(400.00)	
Miscellaneous	400.00	0.00	0.00	350.00	0.00	2.96	352.96	88.24%	(47.04)	
Dues & Subscriptions	750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(750.00)	
Books	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(300.00)	
Conferences & Training	1,500.00	0.00	255.00	0.00	0.00	0.00	255.00	0.00%	(1,245.00)	
Total Planning & Zoning	172,037.00	8,080.08	10,890.90	10,790.88	8,963.77	13,782.68	52,508.31	30.52%	(119,528.69)	

1930 - Engineering Services

Engineering Services	70,000.00	0.00	6,845.06	7,203.11	7,982.26	0.00	22,030.43	31.47%	(47,969.57)	May invoice not turned in until June
Total Planning & Zoning	70,000.00	0.00	6,845.06	7,203.11	7,982.26	0.00	22,030.43	31.47%	(201,465.08)	

1940 - City Hall									
Cleaning Supplies	600.00	0.00	0.00	10.13	71.06	0.00	81.19	13.53%	(518.81)
Building Repair Supplies	800.00	0.00	0.00	237.44	0.00	0.00	237.44	29.68%	(562.56)
Telephone	8,600.00	564.75	627.14	824.06	657.90	655.56	3,329.41	38.71%	(5,270.59)
Electric Utility	11,500.00	0.00	1,339.55	1,166.06	771.09	745.84	4,022.54	34.98%	(7,477.46)
Refuse	1,300.00	108.32	108.32	108.32	108.32	108.32	541.60	41.66%	(758.40)
Repairs/Maint Contractual Bldg	11,000.00	321.38	740.94	574.87	938.08	697.75	3,273.02	29.75%	(7,726.98)
Repairs/Maint Contractual Equip	5,000.00	213.46	293.26	172.67	251.14	0.00	930.53	18.61%	(4,069.47)
Miscellaneous	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(1,000.00)
Total Planning & Zoning	39,800.00	1,207.91	3,109.21	3,093.55	2,797.59	2,207.47	12,415.73	31.20%	(27,384.27)
Total General Government	965,182.00	32,695.72	75,839.99	72,121.09	70,066.68	84,621.78	335,345.26	34.74%	(783,332.25)

DEPT 420 - PUBLIC SAFETY

2100 - Police									
Law Enforcement Contract	493,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(493,000.00)
Total Planning & Zoning	493,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(493,000.00)
2150 - Prosecution									
Attorney Criminal	51,000.00	0.00	0.00	8,565.00	0.00	4,310.00	12,875.00	0.00%	(38,125.00)
Total Planning & Zoning	51,000.00	0.00	0.00	8,565.00	0.00	4,310.00	12,875.00	25.25%	(38,125.00)
2220 - Fire									
FT Salaries	64,684.00	4,011.66	5,453.07	5,440.63	5,427.69	8,171.08	28,504.13	44.07%	(36,179.87)
PT Salaries	112,500.00	783.00	7,799.98	8,318.82	7,692.17	7,274.42	31,868.39	28.33%	(80,631.61)
PERA Contributions	10,016.00	672.80	915.37	906.66	913.50	1,372.40	4,780.73	47.73%	(5,235.27)
FICA Contributions	7,344.00	14.30	437.58	472.36	429.31	381.49	1,735.04	23.63%	(5,608.96)
Medicare Contributions	2,592.00	65.23	186.47	193.83	184.57	215.43	845.53	32.62%	(1,746.47)
Health/Dental Insurance	14,322.00	2,074.36	1,142.97	1,142.97	1,142.97	1,142.97	6,646.24	0.00%	(7,675.76)
Unemployment Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
Workers Compensation	15,492.00	10,130.00	0.00	0.00	0.00	0.00	10,130.00	65.39%	(5,362.00)
Office Supplies	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(1,000.00)
Printed Forms	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
EMS Supplies	1,200.00	0.00	0.00	155.50	0.00	0.00	155.50	12.96%	(1,044.50)
Fire Prevention	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(3,000.00)
Fuel, Oil & Fluids	10,800.00	0.00	746.59	788.14	1,052.43	764.32	3,351.48	0.00%	(7,448.52)
Small Tools & Equip	9,500.00	74.43	18.44	1,712.17	841.94	276.90	2,923.88	30.78%	(6,576.12)
Physicals	9,250.00	0.00	0.00	324.95	563.70	0.00	888.65	9.61%	(8,361.35)
Telephone	5,000.00	0.00	410.67	247.44	79.71	242.62	980.44	19.61%	(4,019.56)
Radio	18,500.00	0.00	0.00	0.00	3,914.76	147.25	4,062.01	21.96%	(14,437.99)
Mileage	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(600.00)
Vehicle Insurance	14,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(14,000.00)
Electric Utility	12,500.00	0.00	1,130.77	1,377.74	901.91	322.15	3,732.57	29.86%	(8,767.43)
Refuse	1,000.00	47.68	47.68	47.68	47.68	47.68	238.40	23.84%	(761.60)
Repair/Maint Bldg	11,000.00	49.98	632.61	578.39	244.53	446.46	1,951.97	17.75%	(9,048.03)
Repair/Maint Equip	25,000.00	0.00	1,929.67	1,887.73	2,239.35	2,059.50	8,116.25	32.47%	(16,883.75)
Uniforms	8,200.00	0.00	1,680.50	731.70	323.99	112.23	2,848.42	34.74%	(5,351.58)
Miscellaneous	1,500.00	7.90	96.08	147.33	47.70	7.90	306.91	20.46%	(1,193.09)
Dues & Subscriptions	3,300.00	316.00	1,314.00	404.11	0.00	0.00	2,034.11	61.64%	(1,265.89)
Books	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(1,000.00)
Conferences & Training	25,000.00	0.00	1,744.00	2,434.00	497.52	28.71	4,704.23	18.82%	(20,295.77)
Total Fire	388,300.00	18,247.34	25,686.45	27,312.15	26,545.43	23,013.51	120,804.88	31.11%	(267,495.12)

3100 - Public Works

FT Salaries	127,257.00	7,352.98	10,005.83	9,669.19	9,617.31	14,796.05	51,441.36	40.42%	(75,815.64)
PT Salaries	12,573.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(12,573.00)
PERA Contributions	10,138.00	533.13	725.42	701.05	697.27	1,072.75	3,729.62	36.79%	(6,408.38)
FICA Contributions	8,670.00	425.88	581.97	561.07	557.86	858.57	2,985.35	34.43%	(5,684.65)
Medicare Contributions	2,027.00	99.59	136.12	131.23	130.48	200.80	698.22	34.45%	(1,328.78)
Health/Dental Insurance	32,694.00	4,742.44	2,590.10	2,590.10	2,590.10	2,590.10	15,102.84	0.00%	(17,591.16)
Unemployment Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
Workers Compensation	12,565.00	8,726.00	0.00	0.00	0.00	0.00	8,726.00	69.45%	(3,839.00)
Office Supplies	500.00	0.00	213.93	53.12	0.00	0.00	267.05	53.41%	(232.95)
Shop Materials	1,800.00	0.00	54.59	101.33	148.70	0.00	304.62	0.00%	(1,495.38)
Equipment Parts	1,800.00	0.00	32.60	43.65	0.00	0.00	76.25	4.24%	(1,723.75)
Building Repair Supplies	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(1,000.00)
Small Tools and Minor Equip	3,000.00	0.00	148.55	32.04	65.10	62.46	308.15	0.00%	(2,691.85)
Engineering Services	2,000.00	0.00	45.00	202.50	517.50	0.00	765.00	38.25%	(1,235.00)
Contract Services	6,000.00	0.00	115.95	30.55	105.85	242.15	494.50	8.24%	(5,505.50)
Telephone	8,000.00	496.22	862.30	684.42	531.50	677.05	3,251.49	40.64%	(4,748.51)
Radio	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(300.00)
Mileage	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(100.00)
Insurance	14,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(14,500.00)
Electric Utility	21,000.00	0.00	2,724.69	2,032.63	2,481.96	761.72	8,001.00	38.10%	(12,999.00)
Refuse	2,000.00	207.82	207.82	207.82	207.82	207.82	1,039.10	51.96%	(960.90)
Repair/Maint Bldg	3,000.00	0.00	469.01	160.69	160.69	350.00	1,140.39	38.01%	(1,859.61)
Repair/Maint NOT Bldg	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(500.00)
Repair/Maint Equip	4,500.00	0.00	0.00	0.00	58.65	0.00	58.65	1.30%	(4,441.35)
Uniforms	1,675.00	22.86	156.72	87.92	65.01	171.37	503.88	30.08%	(1,171.12)
Miscellaneous	1,000.00	303.25	51.16	(139.79)	0.00	0.00	214.62	21.46%	(785.38)
Dues & Subscriptions	150.00	0.00	60.00	0.00	0.00	0.00	60.00	40.00%	(90.00)
Conferences & Training	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(1,000.00)
Clean up Days	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(7,500.00)
Total Public Works	287,249.00	22,910.17	19,181.76	17,149.52	17,935.80	21,990.84	99,168.09	34.52%	(188,080.91)

3120 - Streets

Fuel, Oil & Fluids	28,000.00	0.00	1,822.43	91.22	5,206.41	1,732.50	8,852.56	31.62%	(19,147.44)
Equipment Parts	7,500.00	17.53	196.02	0.00	220.50	411.21	845.26	11.27%	(6,654.74)
Street Maintenance Materials	12,000.00	152.40	13.86	0.00	577.02	1,232.39	1,975.67	16.46%	(10,024.33)
Sign Repair Materials	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(3,000.00)
Contract Services	13,500.00	0.00	0.00	0.00	315.00	0.00	315.00	2.33%	(13,185.00)
Repairs/Maint Equipment	8,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(8,000.00)
Total Streets	72,000.00	169.93	2,032.31	91.22	6,318.93	3,376.10	11,988.49	16.65%	(60,011.51)

3125 - Ice & Snow Removal

Landscaping Material	1,000.00	0.00	0.00	0.00	7.45	38.48	45.93	4.59%	(954.07)
Sand/Salt	70,000.00	0.00	20,257.28	0.00	0.00	16,483.29	36,740.57	52.49%	(33,259.43)
Contract Services	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(7,500.00)
Repairs/Maint Equipment	2,500.00	0.00	870.43	991.04	431.00	0.00	2,292.47	91.70%	(207.53)
Total Streets	81,000.00	0.00	21,127.71	991.04	438.45	16,521.77	39,078.97	48.25%	(41,921.03)

3160 - Street Lighting

Street Lighting	24,500.00	0.00	2,085.44	2,200.38	2,175.77	2,044.43	8,506.02	34.72%	(15,993.98)
Total Street Lighting	24,500.00	0.00	2,085.44	2,200.38	2,175.77	2,044.43	8,506.02	34.72%	(15,993.98)

3200 - Recycling									
Recycling Supplies	3,500.00	0.00	0.00	261.10	0.00	2,146.42	2,407.52	68.79%	(1,092.48)
Newsleter	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(3,000.00)
Miscellaneous	6,500.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00	38.46%	(4,000.00)
Total Recycling	13,000.00	0.00	0.00	261.10	2,500.00	2,146.42	4,907.52	37.75%	(8,092.48)
3250 - Tree Program									
Contract Services	5,000.00	0.00	0.00	512.50	487.50	525.00	1,525.00	30.50%	(3,475.00)
Total Tree Program	5,000.00	0.00	0.00	512.50	487.50	525.00	1,525.00	30.50%	(3,475.00)
Total Public Works	482,749.00	23,080.10	44,427.22	21,205.76	29,856.45	46,604.56	165,174.09	34.22%	(317,574.91)
DEPT 450 - CULTURE, RECREATION									
5200 - Parks & Recreation									
FT Salaries	78,164.00	3,677.67	5,651.68	5,517.78	5,915.41	7,868.29	28,630.83	36.63%	(49,533.17)
PT Salaries	30,551.00	961.04	750.08	0.00	679.76	3,305.08	5,695.96	18.64%	(24,855.04)
PERA Contributions	7,882.00	336.28	464.12	400.20	478.13	767.53	2,446.26	31.04%	(5,435.74)
FICA Contributions	6,740.00	275.77	381.77	327.00	393.78	670.00	2,048.32	30.39%	(4,691.68)
Medicare Contributions	1,576.00	64.50	89.26	76.45	92.06	156.70	478.97	30.39%	(1,097.03)
Health/Dental Insurance	12,668.00	1,803.38	970.97	970.97	970.97	970.97	5,687.26	0.00%	(6,980.74)
Unemployment Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
Workers Compensation	7,522.00	3,138.00	0.00	0.00	0.00	0.00	3,138.00	41.72%	(4,384.00)
Shop Materials	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(600.00)
Chemicals	800.00	0.00	0.00	0.00	43.61	222.42	266.03	0.00%	(533.97)
Equipment Parts	2,500.00	60.12	0.00	0.00	155.16	539.14	754.42	30.18%	(1,745.58)
Building Repair Supplies	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(500.00)
Landscaping Materials	3,000.00	0.00	0.00	0.00	0.00	144.35	144.35	4.81%	(2,855.65)
Small Tools and Minor Equip	1,000.00	0.00	0.00	0.00	43.98	24.76	68.74	0.00%	(931.26)
Telephone	550.00	0.00	115.90	103.38	88.69	89.08	397.05	72.19%	(152.95)
Mileage	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(100.00)
Insurance	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(5,000.00)
Electric Utility	9,500.00	0.00	960.11	869.66	440.74	654.90	2,925.41	30.79%	(6,574.59)
Refuse	2,500.00	207.82	207.82	207.82	207.82	207.82	1,039.10	41.56%	(1,460.90)
Repair/Maint Bldg	700.00	0.00	9.60	16.01	0.00	0.00	25.61	3.66%	(674.39)
Repair/Maint NOT Bldg	4,000.00	0.00	0.00	0.00	26.11	524.43	550.54	13.76%	(3,449.46)
Repair/Maint Equip	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(2,000.00)
Rental Buildings	4,500.00	0.00	122.58	61.29	61.29	885.33	1,130.49	25.12%	(3,369.51)
Miscellaneous	750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(750.00)
Total Parks & Recreation	183,103.00	10,524.58	9,723.89	8,550.56	9,597.51	17,030.80	55,427.34	30.27%	(127,675.66)
DEPT 460 - COMP ADJ									
	13,411.00	0.00	0	0	0	0	0.00	0.00%	(13,411.00)
DEPT 493 - OTH FINANCING									
	175,000.00	0.00	0	0	0	0	0.00	0.00%	(175,000.00)
GRAND TOTAL ALL DEPTS	2,900,986.00	92,640.75	162,238.24	144,849.77	142,578.26	190,544.68	732,851.70	25.26%	(2,321,629.81)



MAYOR AND COUNCIL COMMUNICATION

DATE: 06/19/2012

CONSENT

ITEM #: 2

MOTION Consent Agenda

AGENDA ITEM: Year to Date Permit Report

SUBMITTED BY: Karl Horning Acting Building Official

THROUGH: Dean Zuleger, City Administrator

REVIEWED BY: Dean Zuleger, City Administrator

Year to Date Permit Report: Current permit totals for the year. New Home Starts are on the rise this year, As a whole building activity has improved over recent years.

City of Lake Elmo
Building Department

Building Permit Detail Summary

For Occupancy = A-3,B,M,R-1,R-3 And Class = Add,Alter,footings/foundation,New,Remodel,Repair

January 2, 2012 Through June 16, 2012

(YTD) All Building Permits

Occupancy B

Class of Work: Add

Permit #	Description of Work/Address	Date Issued	Use of Building	Valuation
8337	deck/ porch 11011 Stillwater Blvd	5/2/2012	Single Family Dwelling	3,500
8261	Gasline 11320 Upper 33rd St	1/17/2012	Commercial	1,400
8400	Sign 8530 Eagle Point Blvd	6/8/2012	Office Building	5,000

Totals for Class of Work: Add

Number of Permits = 3

Total Valuation = 9,900

Class of Work: Remodel

Permit #	Description of Work/Address	Date Issued	Use of Building	Valuation
8357	interior buildout incld P & H 3479 Lake Elmo Ave	5/19/2012	Commercial	20,000

Totals for Class of Work: Remodel

Number of Permits = 1

Total Valuation = 20,000

Class of Work: Repair

Permit #	Description of Work/Address	Date Issued	Use of Building	Valuation
8301	repair 11325 Stillwater Blvd	4/3/2012	Commercial	2,650

Class of Work: Repair

Permit #	Description of Work/Address	Date Issued	Use of Building	Valuation
8263	reroof 11144 Stillwater Blvd	1/23/2012	Commercial	38,420
8255	Roof Replacement 3537 Lake Elmo Ave	1/6/2012	Office Building	33,800
Totals for Class of Work: Repair				Total Valuation = 74,870

Totals for Occupancy: B **Number of Permits = 7** **Total Valuation 104,770**

Occupancy R-3

Class of Work: Add

Permit #	Description of Work/Address	Date Issued	Use of Building	Valuation
8366	addition 2479 Lisbon Ave	5/22/2012	Single Family Dwelling	18,000
8289	addition & remodel (Incl'd plng & hvac) 2915 Lake Elmo Ave	3/13/2012	Single Family Dwelling	45,000
8297	addition & remodel (Incl'd plng & hvac) 655 Julep Ave	3/27/2012	Single Family Dwelling	68,000
8318	addition & remodel (Incl'd plng & hvac) 8790 Demontreville Tr	4/17/2012	Single Family Dwelling	30,000
8392	addition & remodel (Incl'd plng & hvac) 3881 Ironwood Tr	6/6/2012	Single Family Dwelling	110,000
8287	Deck 5400 Jamaca Blvd	3/12/2012	deck	10,000
8322	Deck 11140 20th St Court	4/20/2012	Single Family Dwelling	4,000
8315	Door Replacement 9447 Jane Ct. N.	4/16/2012	Single Family Dwelling	2,869

Class of Work: Add

Permit #	Description of Work/Address	Date Issued	Use of Building	Valuation
8386	driveway 2950 Janero Ave	6/5/2012	Single Family Dwelling	2,000
8274	fence 8945 27 st	2/16/2012	Single Family Dwelling	3,000
8290	fence 8696 42nd St	3/16/2012	Single Family Dwelling	3,000
8325	fence 4101 Irish Ct.	4/20/2012	Single Family Dwelling	960
8326	fence 5431 Hill top ave	4/23/2012	Single Family Dwelling	2,400
8336	fence 9602 51st	5/1/2012	Single Family Dwelling	6,000
8365	fence 9480 Whistling valley Tr.	5/19/2012	Single Family Dwelling	6,000
8250	Fireplace 4452 Lake Elmo Ave	1/3/2012	Single Family Dwelling	3,200
8258	Fireplace 2976 Lake Elmo Ave	1/11/2012	Single Family Dwelling	2,000
8311	Fireplace 7955 Hill Tr. N.	4/13/2012	Single Family Dwelling	3,200
8346	Fireplace 9314 9th St	5/9/2012	Single Family Dwelling	2,000
8389	Fireplace 8120 Demontreville Tr	6/6/2012	Single Family Dwelling	3,200
8313	lawn Sprinkler 8060 Demontreville tr. Cir.	4/16/2012	Single Family Dwelling	2,800
8348	mobile home setup 503 cimarron	5/10/2012	Mobile Home	3,000

Class of Work: Add

Permit #	Description of Work/Address	Date Issued	Use of Building	Valuation
8309	Porch 4181 Irish Ct.	4/12/2012	Single Family Dwelling	15,000
8394	Porch 10922 3rd St. Place	6/6/2012	Single Family Dwelling	65,000
8323	Shed 3308 Lake Elmo Ave	4/20/2012	Single Family Dwelling	1,500
8374	Shed 5802 Lily Ave	5/25/2012	Single Family Dwelling	3,762
8335	swimming pool 9602 51st	5/1/2012	Single Family Dwelling	30,000
8373	swimming pool 9480 Whistling valley Tr.	5/24/2012	Single Family Dwelling	65,000
Totals for Class of Work: Add		Number of Permits = 28	Total Valuation =	510,891

Class of Work: Remodel

Permit #	Description of Work/Address	Date Issued	Use of Building	Valuation
8399	Basement finish (includes plmg&htg) 4847 Lily Ave	6/8/2012	Single Family Dwelling	8,000
8406	Deck 5770 Hytrail Ave	6/12/2012	Single Family Dwelling	5,600
8266	Door Replacement 4855 Jerome Ave	1/27/2012	Single Family Dwelling	1,741
8312	driveway 2871 Legion Ave	4/13/2012	Single Family Dwelling	4,000
8376	driveway 2134 Legion lane	5/30/2012	Single Family Dwelling	12,000
8270	interior buildout incld P & H 4348 Lily Ave	2/6/2012	Single Family Dwelling	20,000

Class of Work: Remodel

<i>Permit #</i>	<i>Description of Work/Address</i>	<i>Date Issued</i>	<i>Use of Building</i>	<i>Valuation</i>
8275	Remodel 3047 Klondike Ave	2/17/2012	Single Family Dwelling	5,000
8334	Remodel 8903 Jane Rd	4/27/2012	Single Family Dwelling	8,000
8355	Remodel 3047 Klondike Ave	5/15/2012	Single Family Dwelling	46,000
8267	Remodel (including plmg&Htg) 4884 Lily Av	2/3/2012	Single Family Dwelling	25,000
8292	Remodel (including plmg&Htg) 11307 30th St	3/19/2012	Single Family Dwelling	25,000
8350	Remodel (including plmg&Htg) 8891 37 St	5/14/2012	Single Family Dwelling	40,500
8358	Remodel (including plmg&Htg) 4980 Jasper Ave	5/19/2012	Single Family Dwelling	62,000
8405	Remodel (including plmg&Htg) 4446 jack pine tr.	6/11/2012	Single Family Attached	1,800
8272	repair 3033 Inwood Ave	2/7/2012	Single Family Dwelling	1,525
8362	reside structure 12072 Marquess Ln N	5/19/2012	Single Family Dwelling	6,000
8388	reside structure 9314 9th St	6/5/2012	Single Family Dwelling	30,500
8342	Siding 3327 Lampert Av	5/4/2012	Single Family Dwelling	10,000
8277	window replacement 974 Jasmine Ave	2/22/2012	Single Family Dwelling	4,993
8279	window replacement 8539 Lake Jane Tr	3/2/2012	Single Family Dwelling	2,600

Class of Work: Remodel

Permit #	Description of Work/Address	Date Issued	Use of Building	Valuation
8368	window replacement 8690 Ironwood Tr	5/22/2012	Single Family Dwelling	3,700
8381	window replacement 10732 Stillwater Blvd	5/31/2012	Single Family Dwelling	1,914
8397	window replacement 5277 Jamaca Ave	6/7/2012	Single Family Dwelling	20,925
8276	window replacement/door 8695 Ironwood Tr	2/22/2012	Single Family Dwelling	5,152
8352	window replacement/door 2395 Legion Lane N.	5/14/2012	Single Family Dwelling	21,659
8401	window replacement/door 8820 27 th st ct.	6/8/2012	Single Family Dwelling	30,810
Totals for Class of Work: Remodel		Number of Permits = 26	Total Valuation =	404,419

Class of Work: New

Permit #	Description of Work/Address	Date Issued	Use of Building	Valuation
8321	Deck 4455 Olson Lake Tr	4/19/2012	Single Family Dwelling	5,000
8268	New House 11751 58 th st. n.	2/3/2012	Single Family Dwelling	460,412
8269	New House 11165 50 th st. n.	2/3/2012	Single Family Dwelling	650,000
8296	New House 2965 Jonquil Tr.	3/27/2012	Single Family Dwelling	575,000
8310	New House 2950 Jonquil Tr.	4/13/2012	Single Family Dwelling	437,000
8320	New House 11727 58th St. N.	4/18/2012	Single Family Dwelling	450,000

Class of Work: New

Permit #	Description of Work/Address	Date Issued	Use of Building	Valuation
8331	New House 10126 Tapestry bend	4/26/2012	Single Family Dwelling	424,000
8340	New House 10225 Tapestry Rd	5/3/2012	Single Family Dwelling	285,000
8347	New House 11762 58 th st. n.	5/9/2012	Single Family Dwelling	268,700
8349	New House 11806 56th St. N.	5/14/2012	Single Family Dwelling	448,000
8356	New House 10125 Tapestry Rd	5/19/2012	Single Family Dwelling	290,000
8378	New House 10114 Tapestry bend	5/31/2012	Single Family Dwelling	280,000
8393	New House 9957 Tapestry Rd	6/6/2012	Single Family Attached	320,000

Totals for Class of Work: New**Number of Permits = 13****Total Valuation = 4,893,112****Class of Work: Repair**

Permit #	Description of Work/Address	Date Issued	Use of Building	Valuation
8372	Deck 1509 15th St Ct.	5/23/2012	Single Family Dwelling	10,000
8271	Door Replacement 4911 Olson Lake Tr	2/6/2012	Single Family Dwelling	3,000
8319	driveway 8696 42nd St	4/18/2012	Single Family Dwelling	6,950
8339	driveway 8750 42nd St	5/2/2012	Single Family Dwelling	9,438
8256	repair 8659 Stillwater Blvd	1/11/2012	Single Family Dwelling	18,500

Class of Work: Repair

<i>Permit #</i>	<i>Description of Work/Address</i>	<i>Date Issued</i>	<i>Use of Building</i>	<i>Valuation</i>
8404	reside structure 12910 12th St	6/11/2012	Single Family Dwelling	14,500
8251	Roof Replacement 3303 Lake Elmo Ave	1/4/2012	Single Family Dwelling	2,000
8364	Roof Replacement 8533 Hidden Bay Tr	5/19/2012	Single Family Dwelling	21,511
8281	Roof Replacement (ice & water) 2359 Legion Ave	3/7/2012	Single Family Dwelling	4,900
8282	Roof Replacement (ice & water) 697 Julep Ave	3/7/2012	Single Family Dwelling	13,000
8291	Roof Replacement (ice & water) 8572 Lake Jane Tr.	3/19/2012	Single Family Dwelling	9,000
8293	Roof Replacement (ice & water) 481 Cimarron.	3/19/2012	Mobile Home	1,201
8294	Roof Replacement (ice & water) 5422 Lake Elmo Ave	3/22/2012	Single Family Dwelling	14,524
8299	Roof Replacement (ice & water) 5064 Marquess Tr. Ct	3/28/2012	Single Family Dwelling	8,000
8305	Roof Replacement (ice & water) 11291 30th St	4/10/2012	Single Family Dwelling	6,900
8316	Roof Replacement (ice & water) 4622 Lilac Ln	4/16/2012	Single Family Dwelling	8,500
8317	Roof Replacement (ice & water) 8395 Lake Jane Tr	4/16/2012	Single Family Dwelling	16,500
8329	Roof Replacement (ice & water) 8382 22nd St	4/23/2012	Single Family Dwelling	10,000
8330	Roof Replacement (ice & water) 4348 Lily Av	4/25/2012	Single Family Dwelling	12,900

Class of Work: Repair

<i>Permit #</i>	<i>Description of Work/Address</i>	<i>Date Issued</i>	<i>Use of Building</i>	<i>Valuation</i>
8341	Roof Replacement (ice & water) 2491 Lake Elmo Ave	5/4/2012	Single Family Dwelling	5,800
8343	Roof Replacement (ice & water) 8247 27 th st	5/7/2012	Single Family Dwelling	7,500
8351	Roof Replacement (ice & water) 11992 Marquess lane	5/14/2012	Single Family Dwelling	10,000
8353	Roof Replacement (ice & water) 5257 Linden Tr	5/15/2012	Single Family Dwelling	7,500
8354	Roof Replacement (ice & water) 4594 Lilac Ln	5/15/2012	Single Family Dwelling	11,700
8363	Roof Replacement (ice & water) 9836 59th St. Ct	5/19/2012	Single Family Dwelling	17,000
8369	Roof Replacement (ice & water) 12386 Marquess Way N.	5/22/2012	Single Family Dwelling	8,700
8380	Roof Replacement (ice & water) 5408 Marquess Tr.	5/31/2012	Single Family Dwelling	9,900
8377	Roof Replacement (ice & water) 1115 Layton Ave	5/31/2012	Single Family Dwelling	12,125
8387	Roof Replacement (ice & water) 4346 Jackpine Tr	6/5/2012	Single Family Dwelling	12,296
8391	Roof Replacement (ice & water) 8644 Lake Jane Tr	6/6/2012	Single Family Dwelling	30,507
8379	Siding 12386 Marquess Way	5/31/2012	Single Family Dwelling	14,800

Totals for Class of Work: Repair

Number of Permits = 31

Total Valuation = 339,152

Totals for Occupancy: R-3

Number of Permits = 98

Total Valuation 6,147,574

Occupancy A-3**Class of Work: Add**

<i>Permit #</i>	<i>Description of Work/Address</i>	<i>Date Issued</i>	<i>Use of Building</i>	<i>Valuation</i>
8385	addition & remodel 11194 36th St	5/31/2012	Church	1,370,000
1088	addition & remodel 11194 36th St	6/4/2012	Church	1,370,000
<i>Totals for Class of Work: Add</i>		<i>Number of Permits = 2</i>	<i>Total Valuation =</i>	<i>2,740,000</i>
Totals for Occupancy: A-3		Number of Permits = 2	Total Valuation	2,740,000
Grand Total:		Number of Permits 107	Total Valuation =	8,992,344

City of Lake Elmo
Building Department

YTD New Home Permits

Building Permit Detail Summary

For Occupancy = R-1, R-3 And Class = New

January 2, 2012 Through June 15, 2012

Occupancy R-3

Class of Work: New

Permit #	Description of Work/Address	Date Issued	Use of Building	Valuation
8321	Deck 4455 Olson Lake Tr	4/19/2012	Single Family Dwelling	5,000
8269	New House 11165 50 th st. n.	2/3/2012	Single Family Dwelling	650,000
8268	New House 11751 58 th st. n.	2/3/2012	Single Family Dwelling	460,412
8296	New House 2965 Jonquil Tr.	3/27/2012	Single Family Dwelling	575,000
8310	New House 2950 Jonquil Tr.	4/13/2012	Single Family Dwelling	437,000
8320	New House 11727 58th St. N.	4/18/2012	Single Family Dwelling	450,000
8331	New House 10126 Tapestry bend	4/26/2012	Single Family Dwelling	424,000
8340	New House 10225 Tapestry Rd	5/3/2012	Single Family Dwelling	285,000
8347	New House 11762 58 th st. n.	5/9/2012	Single Family Dwelling	268,700
8349	New House 11806 56th St. N.	5/14/2012	Single Family Dwelling	448,000

Class of Work: New

Permit #	Description of Work/Address	Date Issued	Use of Building	Valuation
8356	New House 10125 Tapestry Rd	5/19/2012	Single Family Dwelling	290,000
8378	New House 10114 Tapestry bend	5/31/2012	Single Family Dwelling	280,000
8393	New House 9957 Tapestry Rd	6/6/2012	Single Family Attached	320,000
Totals for Class of Work: New		Number of Permits = 13	Total Valuation =	4,893,112

Totals for Occupancy: R-3	Number of Permits = 13	Total Valuation	4,893,112
Grand Total:	Number of Permits 13	Total Valuation =	4,893,112

5 New home permits, are Pending Approval. - Valuation - 2,055,000.00

City of Lake Elmo
Building Department

Building Permit Detail Summary

For Occupancy = A-3,B,H-1,M,R-1,R-3,U-1 And Class = Add,Alter,Demolition,footings/foundation,New,Repair

May 22, 2012 Through June 15, 2012

Occupancy B

Class of Work: Add

Permit #	Description of Work/Address	Date Issued	Use of Building	Valuation
8400	Sign 8530 Eagle Point Blvd	6/8/2012	Office Building	5,000
Totals for Class of Work: Add				Total Valuation = 5,000

Totals for Occupancy: B

Number of Permits = 1

Total Valuation 5,000

Occupancy R-3

Class of Work: Add

Permit #	Description of Work/Address	Date Issued	Use of Building	Valuation
8366	addition 2479 Lisbon Ave	5/22/2012	Single Family Dwelling	18,000
8392	addition & remodel (Inclcd plmng & hvac) 3881 Ironwood Tr	6/6/2012	Single Family Dwelling	110,000
8386	driveway 2950 Janero Ave	6/5/2012	Single Family Dwelling	2,000
8389	Fireplace 8120 Demontreville Tr	6/6/2012	Single Family Dwelling	3,200
8394	Porch 10922 3rd St. Place	6/6/2012	Single Family Dwelling	65,000

Class of Work: Add

Permit #	Description of Work/Address	Date Issued	Use of Building	Valuation
8374	Shed 5802 Lily Ave	5/25/2012	Single Family Dwelling	3,762
8373	swimming pool 9480 Whistling valley Tr.	5/24/2012	Single Family Dwelling	65,000
Totals for Class of Work: Add		Number of Permits = 7	Total Valuation =	266,962

Class of Work: New

Permit #	Description of Work/Address	Date Issued	Use of Building	Valuation
8378	New House 10114 Tapestry bend	5/31/2012	Single Family Dwelling	280,000
8393	New House 9957 Tapestry Rd	6/6/2012	Single Family Attached	320,000
Totals for Class of Work: New		Number of Permits = 2	Total Valuation =	600,000

Class of Work: Repair

Permit #	Description of Work/Address	Date Issued	Use of Building	Valuation
8372	Deck 1509 15th St Ct.	5/23/2012	Single Family Dwelling	10,000
8404	reside structure 12910 12th St	6/11/2012	Single Family Dwelling	14,500
8369	Roof Replacement (ice & water) 12386 Marquess Way N.	5/22/2012	Single Family Dwelling	8,700
8377	Roof Replacement (ice & water) 1115 Layton Ave	5/31/2012	Single Family Dwelling	12,125
8380	Roof Replacement (ice & water) 5408 Marquess Tr.	5/31/2012	Single Family Dwelling	9,900

Class of Work: Repair

<i>Permit #</i>	<i>Description of Work/Address</i>	<i>Date Issued</i>	<i>Use of Building</i>	<i>Valuation</i>
8387	Roof Replacement (ice & water) 4346 Jackpine Tr	6/5/2012	Single Family Dwelling	12,296
8391	Roof Replacement (ice & water) 8644 Lake Jane Tr	6/6/2012	Single Family Dwelling	30,507
8379	Siding 12386 Marquess Way	5/31/2012	Single Family Dwelling	14,800
<i>Totals for Class of Work: Repair</i>				<i>Total Valuation = 112,828</i>

Totals for Occupancy: R-3**Number of Permits = 17****Total Valuation 979,790****Occupancy A-3****Class of Work: Add**

<i>Permit #</i>	<i>Description of Work/Address</i>	<i>Date Issued</i>	<i>Use of Building</i>	<i>Valuation</i>
8385	addition & remodel 11194 36th St	5/31/2012	Church	1,370,000
1088	addition & remodel 11194 36th St	6/4/2012	Church	1,370,000
<i>Totals for Class of Work: Add</i>				<i>Total Valuation = 2,740,000</i>

Totals for Occupancy: A-3**Number of Permits = 2****Total Valuation 2,740,000****Grand Total:****Number of Permits 20****Total Valuation = 3,724,790**

**City of Lake Elmo
Building Department**

HVAC Permit Detail Summary

January 2, 2012 Through June 15, 2012

<i>Permit #</i>	<i>Description of Work</i>	<i>Date Issued</i>	<i>Valuation</i>
8338	air conditioning	5/2/2012	4,200
8360	air conditioning	5/19/2012	3,000
8384	air conditioning	5/31/2012	1,800
8390	air conditioning	6/6/2012	2,222
8402	air conditioning	6/11/2012	8,968
8407	Gasline	6/14/2012	1,400
8409	Gasline	6/14/2012	450
8268	HVAC-residential	2/3/2012	30,000
8269	HVAC-residential	2/3/2012	30,000
8280	HVAC-residential	3/5/2012	6,800
8296	HVAC-residential	3/27/2012	25,000
8310	HVAC-residential	4/13/2012	25,000
8320	HVAC-residential	4/18/2012	25,000
8331	HVAC-residential	4/26/2012	20,000
8340	HVAC-residential	5/3/2012	20,000
8347	HVAC-residential	5/9/2012	20,000
8349	HVAC-residential	5/14/2012	20,000
8356	HVAC-residential	5/19/2012	20,000
8378	HVAC-residential	5/31/2012	25,000
8383	HVAC-residential	5/31/2012	2,200
8393	HVAC-residential	6/6/2012	20,000
8261	New Commercial	1/17/2012	1,400
8408	New Commercial	6/14/2012	109,995
8248	replace furnace	1/3/2012	3,150
8253	replace furnace	1/6/2012	3,000
8252	replace furnace	1/6/2012	1,650
8254	replace furnace	1/6/2012	3,400
8257	replace furnace	1/11/2012	1,775

Permit #	Description of Work	Date Issued	Valuation
8259	replace furnace	1/11/2012	2,787
8262	replace furnace	1/18/2012	2,000
8273	replace furnace	2/9/2012	1,750
8286	replace furnace	3/12/2012	4,200
8285	replace furnace	3/12/2012	3,500
8284	replace furnace	3/12/2012	2,300
8361	replace furnace	5/19/2012	4,445
8302	replace furnace/AC	4/3/2012	6,287
8306	replace furnace/AC	4/10/2012	9,770
8375	replace furnace/AC	5/29/2012	15,270
8398	replace furnace/AC	6/7/2012	7,200
8396	replace furnace/AC	6/7/2012	8,800
Total Number of Permits = 40			
Total Valuation =			503,719

**City of Lake Elmo
Building Department**

Plumbing Permit Detail Summary

January 2, 2012 Through June 15, 2012

<i>Permit #</i>	<i>Description of Work</i>	<i>Date Issued</i>	<i>Valuation</i>
8307	alter resd plmg	4/11/2012	5,000
8332	alter resd plmg	4/26/2012	1,200
8359	alter resd plmg	5/19/2012	2,500
8308	alter resd plmg & gasline	4/11/2012	5,000
8370	gasline	5/22/2012	4,000
8269	New Residential	2/3/2012	35,000
8265	Remodel Commercial	1/27/2012	1,000
8268	Resd plmg/water /sewer connect.	2/3/2012	35,000
8296	Resd plmg/water /sewer connect.	3/27/2012	30,000
8310	Resd plmg/water /sewer connect.	4/13/2012	30,000
8320	Resd plmg/water /sewer connect.	4/18/2012	30,000
8331	Resd plmg/water /sewer connect.	4/26/2012	30,000
8340	Resd plmg/water /sewer connect.	5/3/2012	30,000
8347	Resd plmg/water /sewer connect.	5/9/2012	30,000
8349	Resd plmg/water /sewer connect.	5/14/2012	30,000
8356	Resd plmg/water /sewer connect.	5/19/2012	30,000
8378	Resd plmg/water /sewer connect.	5/31/2012	30,000
8393	Resd plmg/water /sewer connect.	6/6/2012	30,000
8278	water heater install	3/2/2012	3,500
8283	water heater install	3/7/2012	500
8314	water heater install	4/16/2012	200
8324	water heater install	4/20/2012	500
8328	water heater install	4/23/2012	500
8344	water heater install	5/7/2012	500
8345	water heater install	5/9/2012	500
8367	water heater install	5/22/2012	500
8371	water heater install	5/22/2012	500
8382	water heater install	5/31/2012	750

Permit #	Description of Work	Date Issued	Valuation
8333	water softner	4/27/2012	1,200
Total Number of Permits = 29			Total Valuation = 397,850



MAYOR AND COUNCIL COMMUNICATION

DATE: 06/19/2012

CONSENT

ITEM #: 3

MOTION Consent Agenda

AGENDA ITEM: Approve Disbursements in the Amount of \$224,228.66

SUBMITTED BY: Cathy Bendel, Finance Director

THROUGH: Dean Zuleger, City Administrator

REVIEWED BY: Joan Ziertman, Finance Consultant

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of \$224,228.66. No specific motion is needed, as this is recommended to be part of the overall approval of the *Consent Agenda*.

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

Claim #	Amount	Description
ACH	\$ 11,113.81	Payroll Taxes to IRS & MN Revenue 6/14/2012
ACH	\$ 4,906.47	Payroll Retirement to PERA 6/14/12
DD3991 – DD4027	\$ 29,682.97	Payroll Dated 6/14/12 (Direct Deposit)
38489-38498	\$ 10,170.80	Payroll Dated 6/14/2012 (Payroll Paper Checks)
38487-38488	\$ 10,182.66	Accounts Payable Dated 6/7/12 (Manual Checks)
38500-38556	\$ 156,431.95	Accounts Payable Dated 6/19/12
1455-1483	\$ 1,740.00	Accounts Payable Dated 6/19/12 (Library Checks)
TOTAL	\$ 224,228.66	

STAFF REPORT: City staff has compiled 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 \$224,228.66.

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 June 19, 2012, Disbursements as

Presented [and modified] herein.”

ATTACHMENTS:

1. Accounts Payable Dated 6/19/2012

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: 06/12/2012 - 5:07 PM

Batch: 007-06-2012

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ABRAHAMSON Abrahamson Nurseries 27579 05/31/2012		18,014.14	0.00	06/19/2012	MnDot Grant Reimb Landscaping - Hwy 5		-	No		0000
101-430-3100-44030 Repairs/Maint Imp Not Bldgs 27579 Total: ABRAHAMSON Total:		18,014.14 18,014.14								
ALDEN PO Alden Pool & Municipal Supply 05/19/2012 05/19/2012		9,019.46	0.00	06/19/2012	For Well #2 Chlorination System Addition		-	No		0000
601-494-9400-42300 Water Meters & Supplies 05/19/2012 Total: ALDEN PO Total:		9,019.46 9,019.46								
ARAM Aramark, Inc. 629-7503486 05/24/2012		23.78	0.00	06/19/2012	Uniforms		-	No		0000
101-430-3100-44170 Uniforms 629-7503486 Total: 05/31/2012		23.78 23.78	0.00	06/19/2012	Uniforms		-	No		0000
629-7508343 101-430-3100-44170 Uniforms 629-7508343 Total: 06/12/2012		23.78 23.12	0.00	06/19/2012	Uniforms		-	No		0000
629-7513179 101-430-3100-44170 Uniforms 629-7513179 Total: 06/12/2012		23.12 148.25	0.00	06/19/2012	Linen City Hall		-	No		0000
Multiple 101-410-1940-44010 Repairs/Maint Contractual Bldg 06/12/2012		154.25	0.00	06/19/2012	Monthly Rug Service Station #1		-	No		0000
Multiple 101-420-2220-44010 Repairs/Maint Bldg 06/12/2012		154.25	0.00	06/19/2012	Monthly Rug Service Station #2		-	No		0000
Multiple 101-420-2220-44010 Repairs/Maint Bldg Multiple Total: ARAM Total:		456.75 527.43								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
BENDEL Bendel Cathy										
06/01/2012	06/12/2012	59.95	0.00	06/19/2012	Moving Supplies		-		No	0000
101-410-1520-42000	Office Supplies									
	06/01/2012 Total:	59.95								
	BENDEL Total:	59.95								
BEVERAL Bever Al										
06/06/2012	06/12/2012	545.84	0.00	06/19/2012	Reimburse Blinds for City Hall		-		No	0000
703-430-3120-45300	Improvements Other Than Bldgs									
	06/06/2012 Total:	545.84								
	BEVERAL Total:	545.84								
BOYER Boyer Trucks										
641061	06/08/2012	121.09	0.00	06/19/2012	Dash Panel Support 00-1		-		No	0000
101-430-3125-44040	Repairs/Maint Eqpt									
	641061 Total:	121.09								
	BOYER Total:	121.09								
CARQUEST Car Quest Auto Parts										
6971-281640	06/06/2012	76.74	0.00	06/19/2012	Fuel Pressure Regulator 04-2		-		No	0000
101-420-2400-42120	Fuel, Oil and Fluids									
	6971-281640 Total:	76.74								
	CARQUEST Total:	76.74								
CATCO Catco										
1-62545	06/01/2012	51.51	0.00	06/19/2012	Replacement Truck Lights		-		No	0000
101-420-2220-44040	Repairs/Maint Eqpt									
	1-62545 Total:	51.51								
	CATCO Total:	51.51								
COMCAST COMCAST										
05/27/2012	05/27/2012	7.90	0.00	06/19/2012	Monthly Service		-		No	0000
101-420-2220-44300	Miscellaneous									
	05/27/2012 Total:	7.90								
	COMCAST Total:	7.90								
COMPENSA Compensation Consultants, Ltd										
June 2012	06/12/2012	40.00	0.00	06/19/2012	Monthly FSA Admin Fee June 2012		-		No	0000
101-410-1320-44300	Miscellaneous									
	June 2012 Total:	40.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
COVERALL Coverall of The Twin Cities		40.00								
7070178755	06/01/2012	321.38	0.00	06/19/2012	Cleaning City hall & Annex		-	No		0000
101-410-1940-44010	Repairs/Maint Contractual Bldg	321.38								
	7070178755 Total:	321.38								
	COVERALL Total:	321.38								
CTYBLOOM City of Bloomington		30.00								
May 2012	06/12/2012	30.00	0.00	06/19/2012	Lab Bacteria Tests		-	No		0000
601-494-9400-42270	Utility System Maintenance	30.00								
	May 2012 Total:	30.00								
	CTYBLOOM Total:	30.00								
CTYOAKDA City of Oakdale		75.00								
201206073197	06/07/2012	75.00	0.00	06/19/2012	E1, Fuel Leak, generator		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt	75.00								
	201206073197 Total:	153.99								
201206073198	06/07/2012	153.99	0.00	06/19/2012	Generator, check leak, oil change		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt	153.99								
	201206073198 Total:	228.99								
	CTYOAKDA Total:	228.99								
CTYROSEV City of Roseville		1,652.08								
216109	06/12/2012	1,652.08	0.00	06/19/2012	Monthly IT Service June 2012		-	No		0000
101-410-1450-43180	Information Technology/Web	1,652.08								
	216109 Total:	334.60								
216131	06/01/2012	334.60	0.00	06/19/2012	Web Hosting Charge - Network Solutions		-	No		0000
101-410-1450-43180	Information Technology/Web	334.60								
	216131 Total:	1,986.68								
	CTYROSEV Total:	1,986.68								
CUMMINGS Cummings Mary Jo		2,700.00								
06/06/12	06/12/2012	2,700.00	0.00	06/19/2012	Library Consulting Hours		-	No		0000
206-450-5300-43150	Contract Services	2,700.00								
	06/06/12 Total:	2,700.00								
	CUMMINGS Total:	2,700.00								

Invoice #	Inv Date	Amount	Quantity	Print Date	Description	Reference	Task	Type	PO #	Close POLine #
CUSTOMON Custom One Homes										
Ck Req	06/07/2012	5,000.00	0.00	06/19/2012	Refund Escrow 9958 Tapestry #7887		-		No	0000
803-000-0000-22900	Deposits Payable									
	Ck Req Total:	5,000.00								
	CUSTOMON Total:	5,000.00								
FINANCE Finance and Commerce										
193801373	06/08/2012	238.04	0.00	06/19/2012	2012 Street/Water Improv Notices		-		No	0000
101-410-1320-43150	Contract Services									
	193801373 Total:	238.04								
	FINANCE Total:	238.04								
FOCUS Focus Engineering, Inc.										
221 & 222	06/12/2012	5,481.78	0.00	06/19/2012	General Engineering		-		No	0000
101-410-1930-43030	Engineering Services									
221 & 222	06/12/2012	1,110.50	0.00	06/19/2012	General Engineering		-		No	0000
101-410-1910-43030	Engineering Services									
	221 & 222 Total:	6,592.28								
223	06/12/2012	562.50	0.00	06/19/2012	General Engineering - VRA		-		No	0000
101-420-2400-43030	Engineering									
223	06/12/2012	788.50	0.00	06/19/2012	General Engineering - VRA		-		No	0000
101-410-1910-43030	Engineering Services									
223	06/12/2012	45.00	0.00	06/19/2012	General Engineering - VRA		-		No	0000
404-480-8000-43030	Engineering Services									
223	06/12/2012	517.50	0.00	06/19/2012	General Engineering - VRA		-		No	0000
101-430-3100-43030	Engineering Services									
223	06/12/2012	295.00	0.00	06/19/2012	General Engineering - VRA		-		No	0000
601-494-9400-43030	Engineering Services									
223	06/12/2012	270.00	0.00	06/19/2012	General Engineering - VRA		-		No	0000
602-495-9450-43030	Engineering Services									
223	06/12/2012	3,521.94	0.00	06/19/2012	General Engineering - VRA		-		No	0000
603-496-9500-43030	Engineering Services									
	223 Total:	6,000.44								
224	06/12/2012	874.36	0.00	06/19/2012	Transportation & Traffic System		-		No	0000
409-480-8000-43030	Engineering Services									
224	06/12/2012	232.00	0.00	06/19/2012	Street Maintenance		-		No	0000
409-480-8000-43030	Engineering Services									
224	06/12/2012	1,106.00	0.00	06/19/2012	Municipal Aid		-		No	0000
409-480-8000-43030	Engineering Services									
224	06/12/2012	2,235.50	0.00	06/19/2012	2012 Seal Coat Project		-		No	0000
409-480-8000-43030	Engineering Services									
224	06/12/2012	354.00	0.00	06/19/2012	Trunk Hwy 36 Corridor Planning		-		No	0000
409-480-8000-43030	Engineering Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
224	06/12/2012	416.44	0.00	06/19/2012	Wash Cty Demo Trail Reclamation Proj		-			0000
409-480-8000-43030	Engineering Services									
224	06/12/2012	163.00	0.00	06/19/2012	MnDot Hilton Trail Interchange		-			0000
409-480-8000-43030	Engineering Services									
224 Total:		5,381.30								
225	06/12/2012	1,671.01	0.00	06/19/2012	Development - Whistling Valley		-			0000
409-480-8000-43030	Engineering Services									
225 Total:		1,671.01								
226	06/12/2012	59.00	0.00	06/19/2012	Development - Sanctuary		-			0000
409-480-8000-43030	Engineering Services									
226 Total:		59.00								
227	06/12/2012	510.14	0.00	06/19/2012	LE Village area engineering		-			0000
413-480-8000-43030	Engineering Services									
227 Total:		510.14								
228	06/12/2012	4,333.50	0.00	06/19/2012	10th Street Infrastructure Planning		-			0000
420-480-8000-43030	Engineering Services									
228 Total:		4,333.50								
229	06/12/2012	1,478.17	0.00	06/19/2012	Supply Well & Pumphouse 4		-			0000
601-494-9400-43030	Engineering Services									
229 Total:		1,478.17								
230	06/12/2012	1,136.38	0.00	06/19/2012	3M Litigation		-			0000
601-494-9400-43030	Engineering Services									
230 Total:		1,136.38								
231	06/12/2012	812.50	0.00	06/19/2012	LE Water System Chlorination		-			0000
601-494-9400-43030	Engineering Services									
231 Total:		812.50								
232	06/12/2012	7,313.73	0.00	06/19/2012	Demont/Highlands 2012 Streets		-			0000
419-480-8000-43030	Engineering Services									
232 Total:		7,313.73								
FOCUS Total:		35,288.45								
GIBSONJU Gibson Judy										
245379	06/12/2012	82.54	0.00	06/19/2012	Book Processing Supplies		-			0000
206-450-5300-42000	Office Supplies									
245379 Total:		82.54								
GIBSONJU Total:		82.54								
JOHNSON& Johnson & Turner Attorneys										
May 2012	06/12/2012	7,553.00	0.00	06/19/2012	Legal Services - Civil		-			0000
101-410-1320-43040	Legal Services									
May 2012	06/12/2012	130.00	0.00	06/19/2012	Legal Services - Well #4		-			0000
601-494-9400-43040	Legal Services									
May 2012	06/12/2012	4,250.00	0.00	06/19/2012	Legal Services - Prosecution		-			0000
101-420-2150-43045	Attorney Criminal									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	PO Line #
May 2012	06/12/2012	318.50	0.00	06/19/2012	Legal Services - Library		-	No		0000	
206-450-5300-44300	Miscellaneous										
May 2012	06/12/2012	1,105.00	0.00	06/19/2012	Legal Services - 3M		-	No		0000	
601-494-9400-43040	Legal Services										
May 2012 Total:		13,356.50									
JOHNSON& Total:		13,356.50									
KBS PAIN KBS Painting, LLC											
00233	06/11/2012	2,482.00	0.00	06/19/2012	Painting and Wall Repair		-	No		0000	
703-430-3120-45300	Improvements Other Than Bldgs										
00233 Total:		2,482.00									
KBS PAIN Total:		2,482.00									
KIPESCO Kippes Co., LLC											
06/05/2012	06/05/2012	725.00	0.00	06/19/2012	Plaster Repair - City Hall		-	No		0000	
703-430-3120-45300	Improvements Other Than Bldgs										
06/05/2012 Total:		725.00									
KIPESCO Total:		725.00									
LEAGMN League of MN Cities											
1668187	06/12/2012	350.00	0.00	06/19/2012	2012 Annual Conference - A. Smith		-	No		0000	
101-410-1110-44370	Conferences & Training										
1668187 Total:		350.00									
LEAGMN Total:		350.00									
LEOIL Lake Elmo Oil, Inc.											
05/31/2012	05/31/2012	261.40	0.00	06/19/2012	Fuel		-	No		0000	
101-420-2220-42120	Fuel, Oil and Fluids										
05/31/2012 Total:		261.40									
LEOIL Total:		261.40									
Lillie Newspapers Inc. Lillie Suburban											
05/31/12	05/31/2012	165.90	0.00	06/19/2012	Legal Publishing Notices		-	No		0000	
101-410-1320-43510	Legal Publishing										
05/31/12 Total:		165.90									
Lillie Total:		165.90									
LINNER Linner Electric Company, Inc.											
22321	05/31/2012	498.00	0.00	06/19/2012	Contractor Replacemnet Lions Park		-	No		0000	
101-450-5200-44030	Repairs/Maint Imp Not Bldgs										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	22321 Total:	498.00								
	LINNER Total:	498.00								
LOFF Loffler Companies, Inc.										
1410849	06/01/2012	181.71	0.00	06/19/2012	Copy Machine Overages & Base June 2012		-	No		0000
101-410-1940-44040	Repairs/Maint Contractual Eqpt									
	1410849 Total:	181.71								
	LOFF Total:	181.71								
MARONEYS Maroney's Sanitation, Inc										
434438	06/06/2012	108.32	0.00	06/19/2012	Waste Removal - City Hall		-	No		0000
101-410-1940-43840	Refuse									
434438	06/06/2012	47.68	0.00	06/19/2012	Waste Removal - Fire		-	No		0000
101-420-2220-43840	Refuse									
434438	06/06/2012	207.82	0.00	06/19/2012	Waste Removal - Public Works		-	No		0000
101-430-3100-43840	Refuse									
434438	06/06/2012	207.82	0.00	06/19/2012	Waste Removal - Parks		-	No		0000
101-450-5200-43840	Refuse									
	434438 Total:	571.64								
	MARONEYS Total:	571.64								
MENARDSO Menards - Oakdale										
06/07/12	06/07/2012	4.58	0.00	06/19/2012	Diffuser		-	No		0000
101-410-1320-44300	Miscellaneous									
	06/07/12 Total:	4.58								
3845	06/12/2012	10.64	0.00	06/19/2012	City Hall Supplies		-	No		0000
101-410-1320-42000	Office Supplies									
	3845 Total:	10.64								
96787	05/23/2012	32.65	0.00	06/19/2012	Vehicle Maint Supplies		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt									
	96787 Total:	32.65								
97500	05/25/2012	6.38	0.00	06/19/2012	Cleaner		-	No		0000
101-410-1320-44300	Miscellaneous									
	97500 Total:	6.38								
	MENARDSO Total:	54.25								
MES Municipal Emergency Services										
00316817-SNV	05/23/2012	2,345.31	0.00	06/19/2012	Helmet Flashlights		-	No		0000
101-420-2220-42400	Small Tools & Equipment									
	00316817-SNV Total:	2,345.31								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	MES Total:	2,345.31								
METCOU Metropolitan Council 990885	06/04/2012	1,081.28	0.00	06/19/2012	Monthly Wastewater Service June 2012		-	No		0000
602-495-9450-43820	Sewer Utility - Met Council									
	990885 Total:	1,081.28								
	METCOU Total:	1,081.28								
MILLEREX Miller Excavating, Inc. 16250	05/03/2012	341.42	0.00	06/19/2012	Grading Gravel Roads		-	No		0000
101-430-3120-43150	Contract Services									
16250	05/03/2012	384.25	0.00	06/19/2012	Gravel		-	No		0000
101-430-3120-42240	Street Maintenance Materials									
	16250 Total:	725.67								
	MILLEREX Total:	725.67								
MNDOH MN Department of Health 05/25/2012	05/25/2012	23.00	0.00	06/19/2012	Water System Operator Certification		-	No		0000
601-494-9400-44370	Conferences & Training									
	05/25/2012 Total:	23.00								
	MNDOH Total:	23.00								
MNPLAYGR Minnesota Playground Inc. 2012126	06/01/2012	682.93	0.00	06/19/2012	3 Picnic Table Frames		-	No		0000
101-450-5200-44030	Repairs/Maint Imp Not Bldgs									
	2012126 Total:	682.93								
	MNPLAYGR Total:	682.93								
NORTHL Northland Trust Services, Inc. LKEL09B	05/16/2012	6,181.25	0.00	06/19/2012	GO Improvement Bond Series 2009B		-	No		0000
316-470-7000-46110	Bond Interest				Int.					
	LKEL09B Total:	6,181.25								
	NORTHL Total:	6,181.25								
NORTHTOO HSBC Business Solutions 50359	06/01/2012	145.90	0.00	06/19/2012	Safety Vests		-	No		0000
101-430-3100-42150	Shop Materials									
50359	06/01/2012	63.93	0.00	06/19/2012	Bolt Cutters, Knives and Snip		-	No		0000
101-450-5200-42400	Small Tools & Minor Equipment									
	50359 Total:	209.83								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Multiple	05/21/2012	224.42	0.00	06/19/2012	Trailer Tongue Storage Box		-		No	0000
101-420-2220-42400	Small Tools & Equipment									
Multiple	05/21/2012	144.26	0.00	06/19/2012	Safety fuel Cans		-		No	0000
101-420-2220-42400	Small Tools & Equipment									
Multiple Total:		368.68								
NORTHTOO Total:		578.51								
NORTONHO Norton Homes										
Chk Req	06/11/2012	5,000.00	0.00	06/19/2012	Refund Escrow 11784 56th Street		-		No	0000
803-000-0000-22900	Deposits Payable				#7962					
Chk Req Total:		5,000.00								
NORTONHO Total:		5,000.00								
ONECALL Gopher State One Call										
40705	06/04/2012	269.70	0.00	06/19/2012	Line Locates - May 2012		-		No	0000
101-430-3100-43150	Contract Services									
40705 Total:		269.70								
ONECALL Total:		269.70								
PLANTH PLANT HEALTH ASSOCIATES, INC										
1087-12	05/31/2012	1,550.00	0.00	06/19/2012	Forester Services - May 2012		-		No	0000
101-430-3250-43150	Contract Services									
1087-12	05/31/2012	200.00	0.00	06/19/2012	Forester Services - Development		-		No	0000
203-490-9070-43150	Contract Services									
1087-12 Total:		1,750.00								
PLANTH Total:		1,750.00								
PLUNKETT Plunkett's Pest Control										
3147036	06/01/2012	83.56	0.00	06/19/2012	Pest Control Service - City Hall		-		No	0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
3147036 Total:		83.56								
PLUNKETT Total:		83.56								
PRESSA Anastasia Press										
05/30/2012	06/12/2012	55.00	0.00	06/19/2012	Planning Commission Meeting 5/30/12		-		No	0000
101-410-1450-43620	Cable Operations									
05/30/2012 Total:		55.00								
PRESSA Total:		55.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
PROSTAFF PROSTAFF										
102-859856	05/31/2012	620.00	0.00	06/19/2012	Temp Help W/E 5/27/12		-		No	0000
101-410-1320-43150	Contract Services	620.00								
	102-859856 Total:	620.00								
	PROSTAFF Total:	620.00								
RIVRCOOP River County Cooperative										
05/31/2012	05/31/2012	699.75	0.00	06/19/2012	Fuel		-		No	0000
101-420-2220-42120	Fuel, Oil and Fluids	699.75								
	05/31/2012 Total:	699.75								
	RIVRCOOP Total:	699.75								
ROGERS Rogers Printing Services, Corp										
18693	06/01/2012	368.72	0.00	06/19/2012	Clean up days Flyer		-		No	0000
101-430-3200-44300	Miscellaneous	368.72								
	18693 Total:	368.72								
	ROGERS Total:	368.72								
S&T S&T Office Products, Inc.										
01PE5662	05/11/2012	413.33	0.00	06/19/2012	Office Supplies		-		No	0000
101-410-1320-42000	Office Supplies	413.33								
	01PE5662 Total:	413.33								
01PF0150	05/23/2012	101.33	0.00	06/19/2012	Office Equipment		-		No	0000
101-410-1320-42000	Office Supplies	101.33								
	01PF0150 Total:	101.33								
01PF0313	05/23/2012	57.01	0.00	06/19/2012	Office Supplies		-		No	0000
101-410-1320-42000	Office Supplies	57.01								
	01PF0313 Total:	57.01								
	S&T Total:	571.67								
SAMSCLUB Sam's Club										
2585	05/11/2012	52.70	0.00	06/19/2012	Reliab Supplies		-		No	0000
101-420-2220-44300	Miscellaneous	52.70								
2585	05/11/2012	60.69	0.00	06/19/2012	City Hall Supplies		-		No	0000
101-410-1320-42000	Office Supplies	60.69								
	2585 Total:	113.39								
	SAMSCLUB Total:	113.39								
SHERWINW Sherwin-Williams										
4252-7779-5	06/12/2012	806.49	0.00	06/19/2012	Paint for City Hall		-		No	0000
703-430-3120-45300	Improvements Other Than Bldgs	806.49								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	4252-7779-5 Total: SHERWINW Total:	806.49 806.49								
SW/WC SW/WC Service Cooperatives										
07/01/2012	06/12/2012	17,694.00	0.00	06/19/2012	July 2012 Premiums		-	No		0000
101-000-0000-21706 Medical Insurance										
	07/01/2012 Total: SW/WC Total:	17,694.00 17,694.00								
TASCH T.A. Schifsky & Sons Inc										
53183	05/29/2012	216.50	0.00	06/19/2012	Asphalt		-	No		0000
101-430-3120-42240 Street Maintenance Materials										
	53183 Total: TASCH Total:	216.50 216.50								
TELEMETR Telemetry & Process Controls										
3980	06/07/2012	2,700.00	0.00	06/19/2012	Revision to Remote Program at well #2		-	No		0000
601-494-9400-43150 Contract Services										
	3980 Total: TELEMETR Total:	2,700.00 2,700.00								
THONESAN Thone Sandie										
06/06/2012	06/12/2012	6.42	0.00	06/19/2012	City Hall Supplies		-	No		0000
101-410-1320-42000 Office Supplies										
06/06/2012	06/12/2012	100.59	0.00	06/19/2012	City Hall Supplies		-	No		0000
101-410-1320-42000 Office Supplies										
06/06/2012	06/12/2012	48.30	0.00	06/19/2012	City Hall Paint		-	No		0000
703-430-3120-45300 Improvements Other Than Bldgs										
	06/06/2012 Total: THONESAN Total:	155.31 155.31								
VISALE40 VISA										
8040	06/12/2012	22.73	0.00	06/19/2012	Office Supplies		-	No		0000
101-410-1320-42000 Office Supplies										
	8040 Total: VISALE40 Total:	22.73 22.73								
WASHTAX Washington County										
72440	06/06/2012	5,800.00	0.00	06/19/2012	Legal Property Tax Appeals		-	No		0000
101-410-1320-43040 Legal Services										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	PO Line #
72440	06/06/2012	4,582.64	0.00	06/19/2012	Manufactured Homes Assessment		-		No		0000
101-410-1320-43100	Assessing Services										
	72440 Total:	10,382.64									
	WASHTAX Total:	10,382.64									
XCEL Xcel Energy											
51-0117417-0	06/12/2012	31.17	0.00	06/19/2012	Welcome Sign		-		No		0000
101-430-3160-43810	Street Lighting										
	51-0117417-0 Total:	31.17									
51-4504807	06/12/2012	66.22	0.00	06/19/2012	Lights at Legion park		-		No		0000
101-450-5200-43810	Electric Utility										
51-4504807	06/12/2012	63.81	0.00	06/19/2012	Lift Station		-		No		0000
602-495-9450-43810	Electric Utility										
51-4504807	06/12/2012	28.18	0.00	06/19/2012	Traffic Lights		-		No		0000
101-430-3160-43810	Street Lighting										
	51-4504807 Total:	158.21									
51-4572945-7	06/12/2012	27.41	0.00	06/19/2012	Street Lights		-		No		0000
101-430-3160-43810	Street Lighting										
	51-4572945-7 Total:	27.41									
51-4576456-3	06/12/2012	249.09	0.00	06/19/2012	Fire Station #2		-		No		0000
101-420-2220-43810	Electric Utility										
	51-4576456-3 Total:	249.09									
51-4580376-5	06/12/2012	290.01	0.00	06/19/2012	City Hall		-		No		0000
101-410-1940-43810	Electric Utility										
51-4580376-5	06/12/2012	28.70	0.00	06/19/2012	Traffic Lights		-		No		0000
101-430-3160-43810	Street Lighting										
51-4580376-5	06/12/2012	336.97	0.00	06/19/2012	City Hall		-		No		0000
101-410-1940-43810	Electric Utility										
	51-4580376-5 Total:	655.68									
51-4733556-8	06/12/2012	11.89	0.00	06/19/2012	Tennis Court		-		No		0000
101-450-5200-43810	Electric Utility										
	51-4733556-8 Total:	11.89									
51-5044219-0	06/12/2012	49.29	0.00	06/19/2012	Parks Bldg		-		No		0000
101-450-5200-43810	Electric Utility										
	51-5044219-0 Total:	49.29									
51-5275289-3	06/12/2012	25.13	0.00	06/19/2012	Pebble Park		-		No		0000
101-450-5200-43810	Electric Utility										
	51-5275289-3 Total:	25.13									
51-5356323-8	06/12/2012	1,539.44	0.00	06/19/2012	Wells 1 & 2		-		No		0000
601-494-9400-43810	Electric Utility										
	51-5356323-8 Total:	1,539.44									
51-5522332-2	06/12/2012	34.79	0.00	06/19/2012	Traffic Lights		-		No		0000
101-430-3160-43810	Street Lighting										
	51-5522332-2 Total:	34.79									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
51-5747685-4	06/12/2012	106.98	0.00	06/19/2012	Arts Center		-			No 0000
101-450-5200-43810	Electric Utility									
51-5747685-4	Total:	106.98								
51-5916043-7	06/12/2012	16.90	0.00	06/19/2012	Lift Station		-			No 0000
602-495-9450-43810	Electric Utility									
51-5916043-7	Total:	16.90								
51-6429583-8	06/12/2012	15.22	0.00	06/19/2012	Lift Station		-			No 0000
602-495-9450-43810	Electric Utility									
51-6429583-8	Total:	15.22								
51-6433976-2	06/12/2012	192.00	0.00	06/19/2012	Fire Station #1		-			No 0000
101-420-2220-43810	Electric Utility									
51-6433976-2	Total:	192.00								
51-6625457-1	06/12/2012	52.62	0.00	06/19/2012	Legion park		-			No 0000
101-450-5200-43810	Electric Utility									
51-6625457-1	Total:	52.62								
51-6736544-2	06/12/2012	1,829.90	0.00	06/19/2012	Street Lights		-			No 0000
101-430-3160-43810	Street Lighting									
51-6736544-2	Total:	1,829.90								
51-6928283-3	06/12/2012	26.18	0.00	06/19/2012	Traffic Lights		-			No 0000
101-430-3160-43810	Street Lighting									
51-6928283-3	Total:	26.18								
51-6956201-4	06/12/2012	265.99	0.00	06/19/2012	VFW Ballfields		-			No 0000
101-450-5200-43810	Electric Utility									
51-6956201-4	Total:	265.99								
51-7538112-1	06/12/2012	518.27	0.00	06/19/2012	Public Works		-			No 0000
101-430-3100-43810	Electric Utility									
51-7538112-1	Total:	518.27								
51-8126093-5	06/12/2012	18.78	0.00	06/19/2012	Water Tower 2		-			No 0000
601-494-9400-43810	Electric Utility									
51-8126093-5	Total:	18.78								
51-8711719-3	06/12/2012	10.93	0.00	06/19/2012	Speed Sign Hwy 5		-			No 0000
101-430-3160-43810	Street Lighting									
51-8711719-3	Total:	10.93								
	XCEL Total:	5,835.87								
YOCUM Yocum Oil Company, Inc.										
209871	05/31/2012	321.38	0.00	06/19/2012	Bulk Oil Tanks		-			No 0000
101-430-3100-44010	Repairs/Maint Bldg									
209871	Total:	321.38								
	YOCUM Total:	321.38								
ZIERTMAN Joan Ziertman										
May 2012	06/06/2012	2,462.50	0.00	06/19/2012	May Clerical Services		-			No 0000
601-494-9400-43150	Contract Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
May 2012	06/06/2012	72.34	0.00	06/19/2012	Supplies - Finance		-		No	0000
101-410-1520-42000	Office Supplies									
May 2012	06/06/2012	117.91	0.00	06/19/2012	Supplies - Admin		-		No	0000
101-410-1320-42000	Office Supplies									
May 2012 Total:		2,652.75								
ZIERTMAN Total:		2,652.75								
Report Total:		154,923.95								

Accounts Payable Computer Check Proof List

User: joan z
Printed: 06/12/2012 - 5:12 PM

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: ABRAHAMMS 27579	Abrahamson Nurseries MnDot Grant Reimb Lanscaping - Hwy 5 Check Total:	18,014.14 18,014.14	06/19/2012	Check Sequence: 1 101-430-3100-44030	ACH Enabled: No
Vendor: ALDEN PO 05/19/2012	Alden Pool & Municipal Supply For Well #2 Chlorination System Addition Check Total:	9,019.46 9,019.46	06/19/2012	Check Sequence: 2 601-494-9400-42300	ACH Enabled: No
Vendor: ARAM 629-7503486 629-7508343 629-7513179 Multiple Multiple Multiple	Aramark, Inc. Uniforms Uniforms Uniforms Linen City Hall Monthly Rug Service Station #1 Monthly Rug Service Station #2 Check Total:	23.78 23.78 23.12 148.25 154.25 154.25 527.43	06/19/2012 06/19/2012 06/19/2012 06/19/2012 06/19/2012 06/19/2012	Check Sequence: 3 101-430-3100-44170 101-430-3100-44170 101-430-3100-44170 101-410-1940-44010 101-420-2220-44010 101-420-2220-44010	ACH Enabled: No
Vendor: BENDEL 06/01/2012	Cathy Bendel Moving Supplies Check Total:	59.95 59.95	06/19/2012	Check Sequence: 4 101-410-1520-42000	ACH Enabled: No
Vendor: BEVERAL 06/06/2012	Al Bever Reimburse Blinds for City Hall Check Total:	545.84 545.84	06/19/2012	Check Sequence: 5 703-430-3120-45300	ACH Enabled: No
Vendor: BOYER 641061	Boyer Trucks Dash Panel Support 00-1 Check Total:	121.09 121.09	06/19/2012	Check Sequence: 6 101-430-3125-44040	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: CARQUEST 6971-281640	Car Quest Auto Parts Fuel Pressure Regulator 04-2 Check Total:	76.74 76.74	06/19/2012	Check Sequence: 7 101-420-2400-42120	ACH Enabled: No
Vendor: CATCO 1-62545	Catco Replacement Truck Lights Check Total:	51.51 51.51	06/19/2012	Check Sequence: 8 101-420-2220-44040	ACH Enabled: No
Vendor: COMCAST 05/27/2012	COMCAST Monthly Service Check Total:	7.90 7.90	06/19/2012	Check Sequence: 9 101-420-2220-44300	ACH Enabled: No
Vendor: COMPENSA June 2012	Compensation Consultants, Ltd Monthly FSA Admin Fee June 2012 Check Total:	40.00 40.00	06/19/2012	Check Sequence: 10 101-410-1320-44300	ACH Enabled: No
Vendor: COVERALL 7070178755	Coverall of The Twin Cities Cleaning City hall & Annex Check Total:	321.38 321.38	06/19/2012	Check Sequence: 11 101-410-1940-44010	ACH Enabled: No
Vendor: CTYBLOOM May 2012	City of Bloomington Lab Bacteria Tests Check Total:	30.00 30.00	06/19/2012	Check Sequence: 12 601-494-9400-42270	ACH Enabled: No
Vendor: CTYOAKDA 201206073197 201206073198	City of Oakdale E1, Fuel Leak, generator Generator, check leak, oil change Check Total:	75.00 153.99 228.99	06/19/2012 06/19/2012	Check Sequence: 13 101-420-2220-44040 101-420-2220-44040	ACH Enabled: No
Vendor: CTYROSEV 216109 216131	City of Roseville Monthly IT Service June 2012 Web Hosting Charge - Network Solutions Check Total:	1,652.08 334.60 1,986.68	06/19/2012 06/19/2012	Check Sequence: 14 101-410-1450-43180 101-410-1450-43180	ACH Enabled: No
Vendor: CUMMINGS 06/06/12	Mary Jo Cummings Library Consulting Hours Check Total:	2,700.00 2,700.00	06/19/2012	Check Sequence: 15 206-450-5300-43150	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
May 2012	Legal Services - Prosecution	4,250.00	06/19/2012	101-420-2150-43045	
May 2012	Legal Services - Library	318.50	06/19/2012	206-450-5300-44300	
May 2012	Legal Services - 3M	1,105.00	06/19/2012	601-494-9400-43040	
	Check Total:	13,356.50			
Vendor:KBS PAINT 00233	KBS Painting, LLC Painting and Wall Repair Check Total:	2,482.00 2,482.00	06/19/2012	Check Sequence: 21 703-430-3120-45300	ACH Enabled: No
Vendor:KIPESCO 06/05/2012	Kippes Co., LLC Plaster Repair - City Hall Check Total:	725.00 725.00	06/19/2012	Check Sequence: 22 703-430-3120-45300	ACH Enabled: No
Vendor:LEAGMN 1668187	League of MN Cities 2012 Annual Conference - A. Smith Check Total:	350.00 350.00	06/19/2012	Check Sequence: 23 101-410-1110-44370	ACH Enabled: No
Vendor:LEOIL 05/31/2012	Lake Elmo Oil, Inc. Fuel Check Total:	261.40 261.40	06/19/2012	Check Sequence: 24 101-420-2220-42120	ACH Enabled: No
Vendor:Lillie 05/31/12	Lillie Suburban Newspapers Inc. Legal Publishing Notices Check Total:	165.90 165.90	06/19/2012	Check Sequence: 25 101-410-1320-43510	ACH Enabled: No
Vendor:LINNER 22321	Linner Electric Company, Inc. Contractor Replacemnet Lions Park Check Total:	498.00 498.00	06/19/2012	Check Sequence: 26 101-450-5200-44030	ACH Enabled: No
Vendor:LOFF 1410849	Loffler Companies, Inc. Copy Machine Overages & Base June 2012 Check Total:	181.71 181.71	06/19/2012	Check Sequence: 27 101-410-1940-44040	ACH Enabled: No
Vendor:MARONEYS 434438 434438 434438 434438	Maroney's Sanitation, Inc Waste Removal - City Hall Waste Removal - Fire Waste Removal - Public Works Waste Removal - Parks	108.32 47.68 207.82 207.82	06/19/2012 06/19/2012 06/19/2012 06/19/2012	Check Sequence: 28 101-410-1940-43840 101-420-2220-43840 101-430-3100-43840 101-450-5200-43840	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	571.64			
Vendor: MENARDSO 06/07/12 3845 96787 97500	Menards - Oakdale Diffuser City Hall Supplies Vehicle Maint Supplies Cleaner Check Total:	4.58 10.64 32.65 6.38 54.25	06/19/2012 06/19/2012 06/19/2012 06/19/2012	Check Sequence: 29 101-410-1320-44300 101-410-1320-42000 101-420-2220-44040 101-410-1320-44300	ACH Enabled: No
Vendor: MES 00316817-SNV	Municipal Emergency Services Helmet Flashlights Check Total:	2,345.31 2,345.31	06/19/2012	Check Sequence: 30 101-420-2220-42400	ACH Enabled: No
Vendor: METCOU 990885	Metropolitan Council Monthly Wastewater Service June 2012 Check Total:	1,081.28 1,081.28	06/19/2012	Check Sequence: 31 602-495-9450-43820	ACH Enabled: No
Vendor: MILLEREX 16250 16250	Miller Excavating, Inc. Grading Gravel Roads Gravel Check Total:	341.42 384.25 725.67	06/19/2012 06/19/2012	Check Sequence: 32 101-430-3120-43150 101-430-3120-42240	ACH Enabled: No
Vendor: MNDOH 05/25/2012	MN Department of Health Water System Operator Certification Check Total:	23.00 23.00	06/19/2012	Check Sequence: 33 601-494-9400-44370	ACH Enabled: No
Vendor: MNPLAYGR 2012126	Minnesota Playground Inc. 3 Picnic Table Frames Check Total:	682.93 682.93	06/19/2012	Check Sequence: 34 101-450-5200-44030	ACH Enabled: No
Vendor: NORTH LKL09B	Northland Trust Services, Inc. GO Improvement Bond Series 2009B Int. Check Total:	6,181.25 6,181.25	06/19/2012	Check Sequence: 35 316-470-7000-46110	ACH Enabled: No
Vendor: NORTH 50359 50359 Multiple Multiple	HSBC Business Solutions Safety Vests Bolt Cutters, Knives and Snip Trailer Tongue Storage Box Safety fuel Cans	145.90 63.93 224.42 144.26	06/19/2012 06/19/2012 06/19/2012 06/19/2012	Check Sequence: 36 101-430-3100-42150 101-450-5200-42400 101-420-2220-42400 101-420-2220-42400	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	578.51			
Vendor:NORTONHO Cik Reg	Norton Homes Refund Escrow 11784 56th Street #7962 Check Total:	5,000.00 5,000.00	06/19/2012	Check Sequence: 37 803-000-0000-22900	ACH Enabled: No
Vendor:ONECALL 40705	Gopher State One Call Line Locates - May 2012 Check Total:	269.70 269.70	06/19/2012	Check Sequence: 38 101-430-3100-43150	ACH Enabled: No
Vendor:PLANTH 1087-12 1087-12	PLANT HEALTH ASSOCIATES, INC Forester Services - May 2012 Forester Services - Development Check Total:	1,550.00 200.00 1,750.00	06/19/2012 06/19/2012	Check Sequence: 39 101-430-3250-43150 203-490-9070-43150	ACH Enabled: No
Vendor:PLUNKETT 3147036	Plunkett's Pest Control Pest Control Service - City Hall Check Total:	83.56 83.56	06/19/2012	Check Sequence: 40 101-410-1940-44010	ACH Enabled: No
Vendor:PRESSA 05/30/2012	Anastasia Press Planning Commission Meeting 5/30/12 Check Total:	55.00 55.00	06/19/2012	Check Sequence: 41 101-410-1450-43620	ACH Enabled: No
Vendor:PROSTAFF 102-859856	PROSTAFF Temp Help W/E 5/27/12 Check Total:	620.00 620.00	06/19/2012	Check Sequence: 42 101-410-1320-43150	ACH Enabled: No
Vendor:RIVRCOOP 05/31/2012	River Country Cooperative Fuel Check Total:	699.75 699.75	06/19/2012	Check Sequence: 43 101-420-2220-42120	ACH Enabled: No
Vendor:ROGERS 18693	Rogers Printing Services, Corp Clean up days Flyer Check Total:	368.72 368.72	06/19/2012	Check Sequence: 44 101-430-3200-44300	ACH Enabled: No
Vendor:S&T 01PE5662 01PF0150	S&T Office Products, Inc. Office Supplies Office Equipment	413.33 101.33	06/19/2012 06/19/2012	Check Sequence: 45 101-410-1320-42000 101-410-1320-42000	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
01PF0313	Office Supplies Check Total:	57.01 571.67	06/19/2012	101-410-1320-42000	
Vendor:SAMSCLUB 2585 2585	Sam's Club Rehab Supplies City Hall Supplies Check Total:	52.70 60.69 113.39	06/19/2012 06/19/2012	Check Sequence: 46 101-420-2220-44300 101-410-1320-42000	ACH Enabled: No
Vendor:SHERWINW 4252-7779-5	Sherwin-Williams Paint for City Hall Check Total:	806.49 806.49	06/19/2012	Check Sequence: 47 703-430-3120-45300	ACH Enabled: No
Vendor:SW/WC 07/01/2012	SW/WC Service Cooperatives July 2012 Premiums Check Total:	17,694.00 17,694.00	06/19/2012	Check Sequence: 48 101-000-0000-21706	ACH Enabled: No
Vendor:TASCH 53183	T.A. Schifsky & Sons Inc Asphalt Check Total:	216.50 216.50	06/19/2012	Check Sequence: 49 101-430-3120-42240	ACH Enabled: No
Vendor:TELEMETR 3980	Telemetry & Process Controls Revision to Remote Program at well #2 Check Total:	2,700.00 2,700.00	06/19/2012	Check Sequence: 50 601-494-9400-43150	ACH Enabled: No
Vendor:THONESAN 06/06/2012 06/06/2012 06/06/2012	Sandie Thone City Hall Supplies City Hall Supplies City Hall Paint Check Total:	6.42 100.59 48.30 155.31	06/19/2012 06/19/2012 06/19/2012	Check Sequence: 51 101-410-1320-42000 101-410-1320-42000 703-430-3120-45300	ACH Enabled: No
Vendor:VISALE40 8040	VISA Office Supplies Check Total:	22.73 22.73	06/19/2012	Check Sequence: 52 101-410-1320-42000	ACH Enabled: No
Vendor:WASHTAX 72440 72440	Washington County Legal Property Tax Appeals Manufactured Homes Assessment	5,800.00 4,582.64	06/19/2012 06/19/2012	Check Sequence: 53 101-410-1320-43040 101-410-1320-43100	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
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Check Total:		10,382.64			
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Vendor: XCEL	Xcel Energy			Check Sequence: 54	ACH Enabled: No
51-0117417-0	Welcome Sign	31.17	06/19/2012	101-430-3160-43810	
51-4504807	Lift Station	63.81	06/19/2012	602-495-9450-43810	
51-4504807	Traffic Lights	28.18	06/19/2012	101-430-3160-43810	
51-4504807	Lights at Legion park	66.22	06/19/2012	101-450-5200-43810	
51-4572945-7	Street Lights	27.41	06/19/2012	101-430-3160-43810	
51-4576456-3	Fire Station #2	249.09	06/19/2012	101-420-2220-43810	
51-4580376-5	City Hall	290.01	06/19/2012	101-410-1940-43810	
51-4580376-5	Traffic Lights	28.70	06/19/2012	101-430-3160-43810	
51-4580376-5	City Hall	336.97	06/19/2012	101-410-1940-43810	
51-4733556-8	Tennis Court	11.89	06/19/2012	101-450-5200-43810	
51-5044219-0	Parks Bldg	49.29	06/19/2012	101-450-5200-43810	
51-5275289-3	Pebble Park	25.13	06/19/2012	101-450-5200-43810	
51-5356323-8	Wells 1 & 2	1,539.44	06/19/2012	601-494-9400-43810	
51-5522332-2	Traffic Lights	34.79	06/19/2012	101-430-3160-43810	
51-5747685-4	Arts Center	106.98	06/19/2012	101-450-5200-43810	
51-5916043-7	Lift Station	16.90	06/19/2012	602-495-9450-43810	
51-6429583-8	Lift Station	15.22	06/19/2012	602-495-9450-43810	
51-6433976-2	Fire Station #1	192.00	06/19/2012	101-420-2220-43810	
51-6625457-1	Legion park	52.62	06/19/2012	101-450-5200-43810	
51-6736544-2	Street Lights	1,829.90	06/19/2012	101-430-3160-43810	
51-6928283-3	Traffic Lights	26.18	06/19/2012	101-430-3160-43810	
51-6956201-4	VFW Ballfields	265.99	06/19/2012	101-450-5200-43810	
51-7538112-1	Public Works	518.27	06/19/2012	101-430-3100-43810	
51-8126093-5	Water Tower 2	18.78	06/19/2012	601-494-9400-43810	
51-8711719-3	Speed Sign Hwy 5	10.93	06/19/2012	101-430-3160-43810	
Check Total:		5,835.87			

Vendor: YOCUM	Yocum Oil Company, Inc.			Check Sequence: 55	ACH Enabled: No
209871	Bulk Oil Tanks	321.38	06/19/2012	101-430-3100-44010	
Check Total:		321.38			

Vendor: ZIERTMAN	Joan Ziertman			Check Sequence: 56	ACH Enabled: No
May 2012	May Clerical Services	2,462.50	06/19/2012	601-494-9400-43150	
May 2012	Supplies - Finance	72.34	06/19/2012	101-410-1520-42000	
May 2012	Supplies - Admin	117.91	06/19/2012	101-410-1320-42000	
Check Total:		2,652.75			

Invoice No

Description

Amount Payment Date Acct Number

Reference

154,923.95
56

Total for Check Run:
Total Number of Checks:

Accounts Payable To Be Paid Proof List

User: joan z
Printed: 06/12/2012 - 1:25 PM
Batch: 008-06-2012

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	POLine #
MNDOH MN Department of Health 2nd Qtr 601-494-9400-4300 Miscellaneous	05/29/2012	1,508.00	0.00	06/19/2012	2nd Qtr Water Connection Service Supply		-		No		0000
MNDOH Total:		1,508.00									
Report Total:		1,508.00									

Accounts Payable To Be Paid Proof List

User: joan z

Printed: 06/06/2012 - 2:02 PM

Batch: 001-06-2012

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ALERUSFI Alerus Financial										
Ernest Money	06/06/2012	10,000.00	0.00	06/06/2012	Ernest Money Toward Building		-			No 0000
206-450-5300-45200 Buildings					Purchase					
Ernest Money Total:		10,000.00								
ALERUSFI Total:		10,000.00								
Report Total:		10,000.00								

Accounts Payable

To Be Paid Proof List

User: joan z
 Printed: 06/07/2012 - 10:22 AM
 Batch: 002-06-2012

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
LENTSCH Lentsch Sharon Refund	06/07/2012	182.66	0.00	06/07/2012	Refund Amount assessed in error		-		No	0000
603-000-0000-37100	Surface Water Utility Sales									
	Refund Total:	182.66								
	LENTSCH Total:	182.66								
	Report Total:	182.66								



MAYOR AND COUNCIL COMMUNICATION

DATE: 6/19/2012
CONSENT
ITEM #: 4
MOTION Consent Agenda

AGENDA ITEM: Approval of Resolution 2012-30 Appointing 2012 Election Judges

SUBMITTED BY: Sandie Thone, City Clerk 

THROUGH: Dean A. Zuleger, City Administrator

SUMMARY AND ACTION REQUESTED: As part of the Consent Agenda City Council is respectfully requested to approve Resolution 2012-30 A Resolution Appointing Election Judges for the 2012 Primary and General Election. Please find attached Exhibit A with the names of the 2012 election judges.

STAFF REPORT: Pursuant to Section 204B.21 of the Minnesota Election Laws, election judges shall be appointed by the municipality. The appointments shall be made at least 25 days before the election at which the judges will serve. The election judges are required to receive compensation equal to at least the prevailing Minnesota minimum wage for each hour spent carrying out duties at the polling place and attending training.

We recognize the City of Lake Elmo is dependent upon and appreciative of citizen assistance for conducting the local election process. The Lake Elmo 2012 Primary and General Election Judge appointments consist of individuals recommended by the City Clerk and require the approval by majority of the City Council. Staff is requesting the individuals listed on the attached Exhibit A be appointed to serve as election judges for the August 14, 2012 Primary Election and November 6, 2012 General and City Election at the hourly rate of \$10.00 for election judges and \$11.00 for head election judges.

RECOMMENDATION: Staff recommends the City Council approve Resolution 2012-30 A Resolution Appointing Election Judges for the 2012 Primary and General Election depicted in the attached Exhibit A.

CITY OF LAKE ELMO
WASHINGTON COUNTY
STATE OF MINNESOTA

RESOLUTION 2012-30

A RESOLUTION APPOINTING ELECTION JUDGES
FOR THE 2012 PRIMARY AND GENERAL ELECTION

WHEREAS, pursuant to Section 204B.21 of the Minnesota Election Laws, Election judges shall be appointed by the municipality; and

WHEREAS, the appointments shall be made at least 25 days before the election at which the judges will serve; and

WHEREAS, election judges and election judge trainees shall receive at least the prevailing Minnesota minimum wage for each hour spent carrying out duties at the polling place and attending training.

WHEREAS, the City of Lake Elmo is dependent upon and appreciative of citizen assistance for its election process and,

WHEREAS, the Lake Elmo 2012 Primary and General Election Judge appointments consist of individuals recommended by the City Clerk with the approval by majority of the City Council

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Lake Elmo that the individuals listed on the attached Exhibit A are appointed to serve as election judges for the August 14, 2012 Primary Election and November 6, 2012 General and City Election at the hourly rate of \$10.00 for election judges and \$11.00 for head election judges.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF LAKE ELMO THIS
NINETEENTH DAY OF JUNE 2012.**

By: _____

Dean A. Johnston
Mayor

ATTEST:

Sandie Thone
City Clerk

Exhibit A – 2012 Lake Elmo Election Juages

Allen, Diane
Allen, Jim
Battah, Abdallah M
Bjorkman, Barbara
Bogut, Keith
Brockway, Judy A
Brockway, Matthew C
Buchek, Ann M
Burrress, Mary
Burrress, Michael J
Capp, Serenna L
Carlson, James G
Carlson, Janet Lynn
Dege, George
Dillon, Thomas E
Durand, Shirley
Garcia, Rita
Gelbmann, Anne G
Gelbmann, Paul M
Grundeen, Mary
Hansen, Nancy N
Hansen, Susan J
Haugen, Suzanne
Hels, Shannon G D
Hermanson, Christine L
Hermanson, Tom R
Hirsch, Wil
Hopkins, Stephen L
Kiesling, Barb
Kiner, Mardell
Krueger, Jan
Loos, Wendy
Lumby, Sharon
McGrath, Joe
McGrath, Paula
Mehsikomer, Joyce
Meister, Karen
Meyer, Donald
Meyer, JoAnne
Miller, Steven Andrew
Moris, Judith
Mullaley-VanZandt, Maureen
Nelson, Herb
Nicholls, Jeffery
Nicholls, Mike
O'Donnell, Patricia
Ogren, James
Oldendorf, Yvette
Olfeit, John C
Olfeit, Paul H
Olinger, Jean

Olson, Gail M
Ostem, Catherine
Paul, Carol
Paul, Larry
Paulson, Phyllis K
Petrich, Deana J O
Petrich, Michael J
Pierre, Jackie Luella
Quinn, Lisa
Raney, Edwin
Raney, Jacqueline
Roth, James A
Roth, Janice
Rowenhorst, Lisa
Sarkissian, Sheryl
Schneider, Myron
Schumacher, Robert
Slinger, Donald
Smith, Leah
Thienes, Cynthia
Thienes, James
VanDemmeltraadt, Gloria
Wacker, Bill
Wacker, Sallyann
Wagner, Linda
Wagoner, Violet
Walsh, Barbara
Weeks, Bruce
Williams, Marjorie K



MAYOR AND COUNCIL COMMUNICATION

DATE: June 19, 2012

CONSENT

ITEM #: 5

MOTION Consent Agenda

AGENDA ITEM: Approve Removal of Assessments from 2012 File with Washington County

SUBMITTED BY: Cathy Bendel, Finance Director

THROUGH: Dean Zuleger, City Administrator

REVIEWED BY: Sandie Thone, City Clerk

SUMMARY AND ACTION REQUESTED: As part of the Consent Agenda, City Council is respectfully requested to consider approval to remove the parcels on the attached summary from the 2012 assessment roll with Washington County.

BACKGROUND INFORMATION: Residents have the option to either pay the City directly or to pay the County through their tax roll for street assessments. Both of these accounts have been paid directly to the City. Since these payments were made after the street assessments were reported to the County, an abatement form needs to be filed with the County in order to update their file and remove these parcels from the on-going tax roll.

Two of the parcels were sold and the assessments were collected as part of the closing process on the parcels. These assessments have been paid in full. The other was a case where the resident had some unresolved water billing issues and those need to be addressed by the Finance Department. The outstanding balance should never have been assessed but the current staff was only recently made aware of those issues by the resident.

RECOMMENDATION: Based on the fact that two of the assessments have been paid in full, and the other never should have been assessed, it is recommended that the City Council approve Resolution 2012-33 so that an abatement of the assessment can be filed with Washington County.

ATTACHMENTS:

1. Summary of parcels to be removed from 2012 Assessment file
2. Abatement forms to be filed with Washington County
3. Resolution 2012-33

City of Lake Elmo
Parcels to be removed from 2012 Assessment File
Updates as of 6.19.2012

Address	PID	Type	Amount	Year Assessed
Vacant Land	24.029.21.11.0022	Water Main	8,284.00	2009
2110 Legion Lane N	24.029.21.43.0016	Street	1,400.00	2011
8226 26th Street N	21.029.21.23.0014	Utilities	563.79	2012
			<u>10,247.79</u>	

WASHINGTON COUNTY ASSESSMENT DIVISION
APPLICATION FOR ABATEMENT - GENERAL FORM
CLASSIFICATION / DISASTER CREDIT / SPECIAL ASSESSMENTS

(M.S.) 375.192

Worksheet #:

Assessment Year: 2009

Payable Year: 2012

APPLICANT

Owner's Name (please print or type) Lake Elmo Bank			Soc. Sec. /Fed ID	Phone	Cell
Owner's Name			Soc. Sec. /Fed ID	Phone	Cell
Owner's Name			Soc. Sec. /Fed ID	Phone	Cell
Owner's Mailing Address 11465 39th St N			Property Address (if different from mailing address)		
City Lake Elmo	State MN	Zip 55042	City	State	Zip

DESCRIPTION OF PROPERTY

Property ID Number 24.029.21.11.0022	MP Number		
Legal Description of Property Lot 1 Heritage Farm that part of outlot I heritage farm	City or Township Lake Elmo	School District # 622	TAG

ASSESSOR'S ESTIMATED MARKET VALUE

Original:

Land EMV	Improvement EMV	Total	Classification
----------	-----------------	-------	----------------

Revised:

Land EMV	Improvement EMV	Total	Classification
----------	-----------------	-------	----------------

Applicant's Statement of Facts:

Applicant's Request:

Please abate the 2009 Lateral Water Main Assessment in the amount of \$8,284.00. This amount was paid direct to The City on June 14, 2012.

Applicant's Signature:

Cathy Bender

Date:

6/15/12

Note: Minnesota Statute's 1988, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00 or both.

Note: Must include City/Township Resolution for reductions on assessments

Note: Must include Fire report for Local Option Disaster Credit

OFFICE USE ONLY

WASHINGTON COUNTY ASSESSMENT DIVISION
APPLICATION FOR ABATEMENT - GENERAL FORM
CLASSIFICATION / DISASTER CREDIT / SPECIAL ASSESSMENTS

(M.S.) 375.192

Worksheet #:

Assessment Year: 2011

Payable Year: 2012

APPLICANT

Owner's Name (please print or type)	Soc. Sec. /Fed ID	Phone	Cell
Catherine Ann Foster			
Owner's Name	Soc. Sec. /Fed ID	Phone	Cell
Owner's Name	Soc. Sec. /Fed ID	Phone	Cell
Owner's Mailing Address	Property Address (if different from mailing address)		
2110 Legion Ln N			
City	State	Zip	City
Lake Elmo	MN	55042	

DESCRIPTION OF PROPERTY

Property ID Number	MP Number		
24.029.21.43.0016			
Legal Description of Property	City or Township	School District #	TAG
Eden Park Lot 1 Block 3	Lake Elmo	622	

ASSESSOR'S ESTIMATED MARKET VALUE

Original:

Land EMV	Improvement EMV	Total	Classification

Revised:

Land EMV	Improvement EMV	Total	Classification

Applicant's Statement of Facts:

Applicant's Request:

Please abate the 2011 Street Assessment in the amount of \$1,400.00. This amount was paid direct to the City on June 4, 2012.

Applicant's Signature:

Carly Bendel

Date:

6/6/12

Note: Minnesota Statute's 1988, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00 or both.

Note: Must include City/Township Resolution for reductions on assessments

Note: Must include Fire report for Local Option Disaster Credit

TOTAL REDUCTION:									

**WASHINGTON COUNTY ASSESSMENT DIVISION
APPLICATION FOR ABATEMENT - GENERAL FOR
CLASSIFICATION / DISASTER CREDIT / SPECIAL ASSESSMENTS**

(M.S.) 375.192

Worksheet #:

Assessment Year: 2012

Payable Year: 2012

APPLICANT

Owner's Name (please print or type) Marcia & Philip Liniewicz			Soc. Sec. /Fed ID		Phone		Cell	
Owner's Name			Soc. Sec. /Fed ID		Phone		Cell	
Owner's Name			Soc. Sec. /Fed ID		Phone		Cell	
Owner's Mailing Address 8226 26th St. N			Property Address (if different from mailing address)					
City Lake Elmo		State MN	Zip 55042		City		State	Zip

DESCRIPTION OF PROPERTY

Property ID Number 21.029.21.23.0014		MP Number		
Legal Description of Property Lake Elmo Heights 3rd Add Lot 5 Block 4		City or Township Lake Elmo		School District # 622
				TAG

ASSESSOR'S ESTIMATED MARKET VALUE

Original:

Land EMV	Improvement EMV	Total	Classification
----------	-----------------	-------	----------------

Revised:

Land EMV	Improvement EMV	Total	Classification
----------	-----------------	-------	----------------

Applicant's Statement of Facts:

Applicant's Request:

Please abate the 2012 Utility Assessment in the amount of \$563.79. This amount was assessed in error.

Applicant's Signature:

Cathy Bender

Date:

6/11/12

Note: Minnesota Statute's 1988, Section 609.41, "Whoever, in making any statement, oral or written, which is required or authorized by law to be made as a basis of imposing, reducing, or abating any tax or assessment, intentionally makes any statement as to any material matter which the maker of the statement knows is false may be sentenced, unless otherwise provided by law, to imprisonment for not more than one year or to payment of a fine of not more than \$3,000.00 or both.

Note: Must include City/Township Resolution for reductions on assessments

Note: Must include Fire report for Local Option Disaster Credit

OFFICE USE ONLY

Market Value										Market Value											
Class		Land	Improvement	Total	Tax Capacity	Tax and Other Credits		Other Special Asmts	Total Payable	Class		Land	Improvement	Total	Tax Capacity	Tax and Other Credits		Other Special Asmts	Total Payable		
Original	Line 1					LNTC					Line 1					LNTC					
	Line 2					FD					Line 2					FD					
	Line 3					STATE					Line 3					STATE					
	Line 4					RMV					Line 4					RMV					
	Line 5					PWR LN CR					Line 5					PWR LN CR					
Total						AG CR					Total					AG CR					
Market Value						HMST CR					Market Value						HMST CR				
Market Value						TOTAL					Market Value						TOTAL				

REPORT OF INVESTIGATION

☐ Tax is paid as of: _____ ☐ Tax NOT paid as of: _____		Local Tax Rate: _____ RMV Rate: _____
After examining the applicant's claims, I have carefully investigated this application and find the facts to be as follows:		
Investigator's Signature _____		
Date _____		

CERTIFICATE OF APPROVAL – COUNTY ASSESSOR

Note: (under \$10,000) For this abatement to be approved, the Assessor and Director of Property Records and Taxpayer Services must both favorably recommend its adoption.	
ASSESSOR'S RECOMMENDATION (County Assessor or City Assessor)	Approved ☐ Denied ☐
Assessor's Signature _____	Date _____

DIRECTOR'S RECOMMENDATION

Approved ☐ Denied ☐	Director's Signature _____	Date _____
---	----------------------------	------------

COUNTY BOARD OF COMMISSIONERS – COUNTY AUDITOR

Note: For abatements resulting in a change of \$10,000 and above including tax, penalty and interest, the County Board of Commissioners must all favorably recommend its adoption.		
Approved ☐ Denied ☐	Auditor's Signature _____	Date _____

I certify that at a meeting held (month, day) _____ (year) _____ the County Board of Commissioners took the above action on this abatement. This action was duly adopted and entered upon the minutes of its proceedings as a public record, showing the names of taxpayers, other concerned persons and the amounts involved.

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

RESOLUTION NO. 2012-33

**A RESOLUTION RELATED TO 2012 ASSESSMENTS
TO WASHINGTON COUNTY**

BE IT RESOLVED, by the City Council of the City of Lake Elmo, Minnesota, the attached list of 3 parcels may be removed from the 2012 assessment roll due per the attached Washington County abatement forms.

APPROVED by the Lake Elmo City Council on this 19th day of June, 2012.

By: _____
Dean A. Johnston
Mayor

ATTEST:

Sandie Thone
City Clerk



MAYOR AND COUNCIL COMMUNICATION

DATE: 06/19/2012

REGULAR

ITEM #: 6

MOTION: Resolution 2012-031

AGENDA ITEM: Street Name Change – Julep Avenue North (Entrance into Tapestry at Charlotte's Grove)

SUBMITTED BY: Kyle Klatt, Planning Director

THROUGH: Dean A. Zuleger, City Administrator

REVIEWED BY: Nick Johnson, City Planner

SUMMARY AND ACTION REQUESTED: The City Council is being asked to consider a request from three property owners that access Julep Avenue North from a private driveway to rename the segment of this road between 45th Street North and Tapestry Road. All of the petitioners presently have a 45th Street address because the driveway used to extend all the way to 45th Street before it was realigned as part of the Tapestry at Charlotte's Grove development. The specific request is to rename this segment "45th Street North", which will then act as a logical east/west extension of 45th Street North into the Tapestry Subdivision.

The recommended motion to act on this is as follows:

"Move to adopt Resolution No. 2012-031 approving a request to change the name of a portion of Julep Avenue North to 45th Street North"

BACKGROUND INFORMATION: When the Tapestry development was platted, the developer was required to create a new public access road to serve the project area. This new road was located approximately in the same location as an existing private driveway serving three homes, but was realigned to provide a safer connection at the confluence between Julep Avenue North and 45th Street North. The private driveway, which continues to serve the petitioners properties, was therefore cut off from the old roadway and now connects to the Tapestry entrance road. For reasons that are unclear in the City's files, the entrance road was named Julep Avenue North while none of the property owners that accessed this new road were required to change their addresses. At present, the three petitioners' homes all access directly to Julep Avenue North, but have 45th Street Addresses.

The current situation as described in the preceding paragraph is not acceptable from a public policy standpoint, and in seeking a solution to this problem, the three affected homes have asked to rename the street unto which their driveway accesses to 45th Street North. The specific portion Julap Avenue North to be renamed is described in an attachment to this report. This course of action appears to be the least disruptive for all parties than any other solution, which would either require existing addresses to be changed or the existing driveway to be relocated.

Because the proposed action would rename the entrance road into the Tapestry Subdivision, all property owners within Tapestry were sent notice of the upcoming meeting and decision by the City Council. No property owners within Tapestry would be directly impacted by the proposed change by having to change their current addresses.

RECOMMENDATION: Based upon the above background information and findings documented in the attached Resolution No. 2012-031, it is recommended that the City Council approve the request for a street name change by undertaking the following action:

“Move to adopt Resolution No. 2012-031 approving a request to change the name of a portion of Julap Avenue North to 45th Street North”

ATTACHMENTS:

1. Resolution No. 2012-031
2. Map of Street Segment to be Renamed
3. Letter Requesting Street Name Change
4. Overview Map of Tapestry at Charlotte's Grove
5. Construction Plans for Julap Avenue North

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Administrator
- Presentation Planning Director
- 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

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

RESOLUTION NO. 2012-031

*A RESOLUTION CHANGING THE NAME OF A PORTION OF JULEP AVENUE NORTH
BETWEEN THE 45TH STREET NORTH RIGHT-OF-WAY AND TAPESTRY ROAD*

**THE CITY COUNCIL OF THE CITY OF LAKE ELMO, MINNESOTA DOES HEREBY
RESOLVE AS FOLLOWS:**

WHEREAS, the City of Lake Elmo has received a request from Jim and Judith Blackford, 9765 45th Street North; Don and Judy Morris, 9759 45th Street North; and Ryan and Amy Miller, 9757 45th Street North (Petitioners) to change the name of a portion of Julep Avenue North between the 45th Street North right-of-way and its intersection with Tapestry Road in the Tapestry at Charlotte's Grove subdivision to 45th Street North as documented in the attached Exhibit "A"; and

WHEREAS, the City Council approved the Final Plat for Tapestry at Charlotte's Grove at its December 7, 2012 meeting; and

WHEREAS, the Final Plat provided for an access road into the development that reconfigured the existing intersection of Julep Road North and 45th Street and that named this new access road Julep Avenue North to continue an existing street name into the subdivision, and

WHEREAS, three existing homes (Petitioners) along the new portion of Julep Avenue North all currently share a private driveway that provides access to Julep Avenue North; and

WHEREAS, the Petitioners homes retained their existing 45th Street North addresses, even though their driveway no longer connects to 45th Street North, and

WHEREAS, the Petitioners have requested to change the name of Julep Avenue North to 45th Street North in order to correct the discrepancy between their addresses and the street on which their driveway is located; and

WHEREAS, the street name change will not affect any existing or future homes or cause any existing addresses to be reassigned; and

WHEREAS, the City Planner reviewed and examined the signatures on said request and determined that such signatures constituted all landowners that use the afore mentioned driveway for access; and

WHEREAS, the City of Lake Elmo provided written notice to all property owners within the Tapestry at Charlotte's Grove Subdivision informing them that the City Council would be considering the street renaming request at its June 19, 2012 meeting, and all interested and affected persons were given an opportunity to voice their concerns and be heard; and

WHEREAS, the Council in its discretion has determined that the street name change will benefit the public interest because:

- 1) The entrance road to Tapestry at Charlotte's Grove is more closely follows an east/west alignment than north/south alignment and represents a logical extension of 45th Street North.

- 2) All property owners with access to the street to be renamed have petitioned for the change.

- 3) The change will allow the Petitioners existing addresses to match the street name onto which their driveway accesses and will not require any further readdressing of existing lots or houses.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE ELMO, COUNTY OF WASHINGTON MINNESOTA, that the Petitioners request for a change in street name is hereby approved.

BE IT FURTHER RESOLVED, that the Mayor and City Administrator are hereby authorized to sign all documents necessary to effectuate the intent of this resolution.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF LAKE ELMO THIS NINETEENTH DAY OF JUNE 2012.

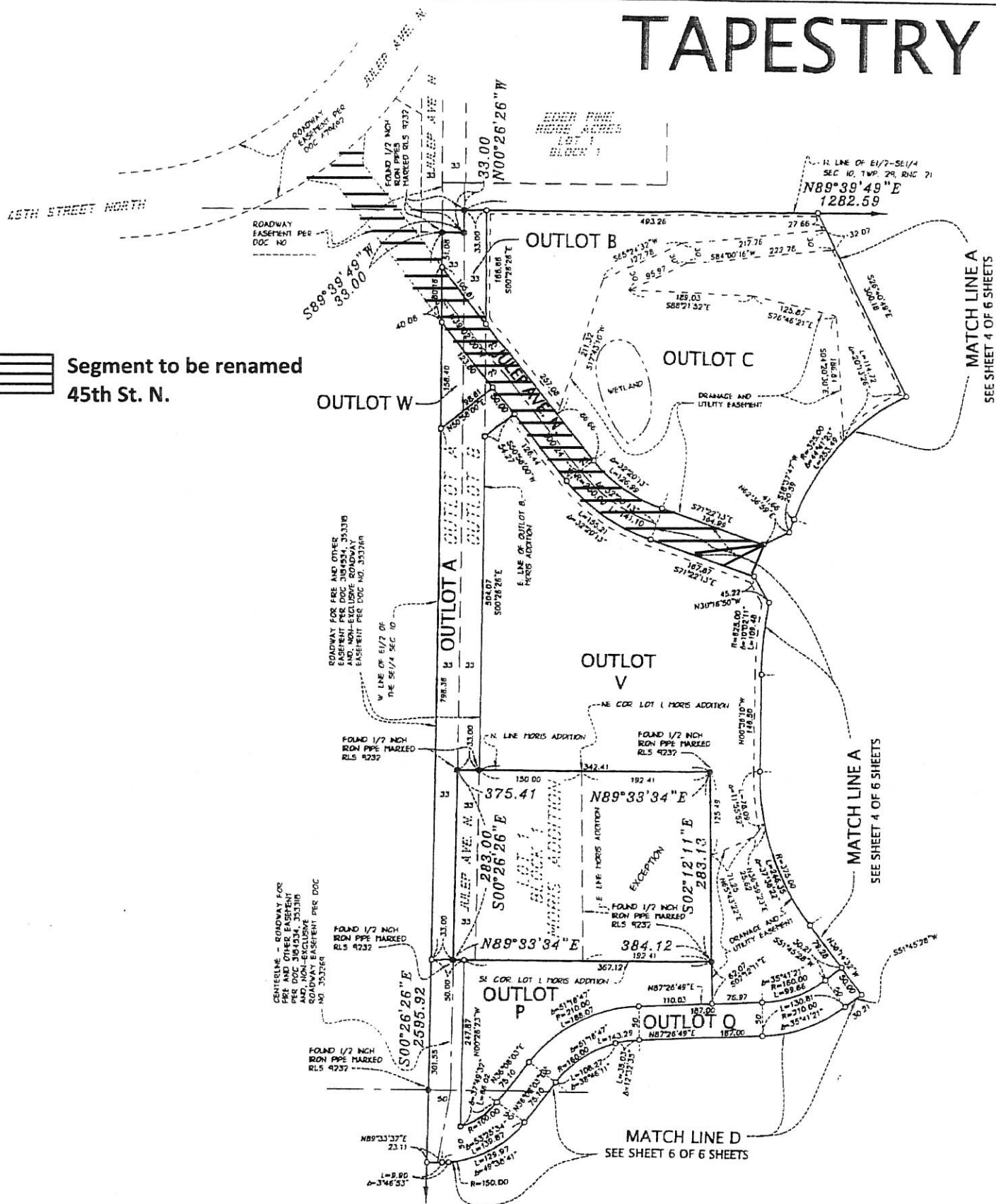
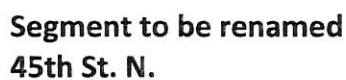
By: _____

Dean A. Johnston
Mayor

ATTEST:

Sandie Thone
City Clerk

TAPESTRY



May 4, 2012

Carl Horning
Building Department
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042

RE: Lake Elmo Street Renaming Request - Change from Julap Ave. N. to 45th St. N.

Dear Carl:

You asked us to put our request for a Lake Elmo street name change in writing, therefore the three families impacted by this change are sending you this letter. We are making Julap Avenue North and 47th Street North left our three mailboxes on a stub road that Delmar and Joan Eder now consider to be their personal driveway. Delmar and Joan have asked us many times to move our mailboxes to the road coming into the Tapestry housing development and we are agreeable to move our mailboxes.

However, the road coming into the Tapestry development was named Julap Avenue North when the development was constructed and so the U.S. Post Office will not let us move our mailboxes to this road unless we all change our addresses from 45th Street North to Julap Avenue North. We do not want to change our home addresses after living at the same location in Lake Elmo for so many years. Therefore, we are asking the City of Lake Elmo to rename this short stretch of road (less than 1/4 mile long) and change it from Julap Avenue North to 45th Street North. No homes or city lots are impacted by this street name change and it makes much more sense to have this small stretch of road called 45th Street North since this short stretch of road goes mostly east-west like the remainder of 45th Street North.

A copy of a Google map of the street area we are talking about is attached which shows the current location of our mailboxes. It also shows the new proposed location for our three mailboxes and the specific section of Julap Avenue North we want renamed 45th Street North. In addition we want to build a 30 inch wide and 25 foot long concrete flat curb extension on the edge of the road where the mail boxes will be so we can get our mailboxes further off the road so they are not in the way in the winter when the street is plowed full width. Getting the three mailboxes off the road is very important because

this is a busy road and we get a lot of blowing snow from the farm fields to the north and west in the winter and it is important we don't narrow the road down at the spot where our mailboxes will be located.

We made this same request at a Lake Elmo City Council Meeting in 2009 and no-one got back to us from the City regarding our proposal. The City Council discussion appeared favorable with regard to making this change happen since no City residents will have to change their address in order to rename this short stretch of road. Also, it will not be very costly change, only one street sign would have to be changed in the Tapestry housing development and that is it.

Therefore, we respectfully request that the City of Lake Elmo move forward with renaming this short stretch of road going into the Tapestry housing Development from Julep Avenue North to 45th Street North.

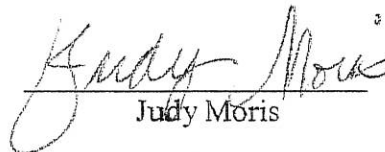
Sincerely,


Jim Blackford

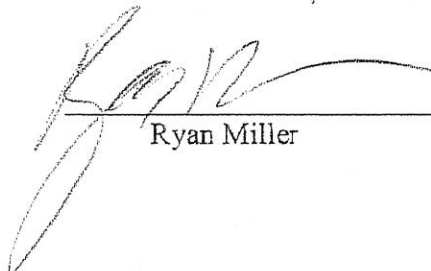

Judith Blackford

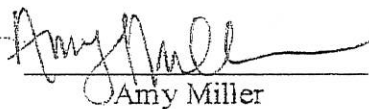
9765 45th Street North


Don Moris


Judy Moris

9759 45th Street North


Ryan Miller


Amy Miller

9757 45th Street North

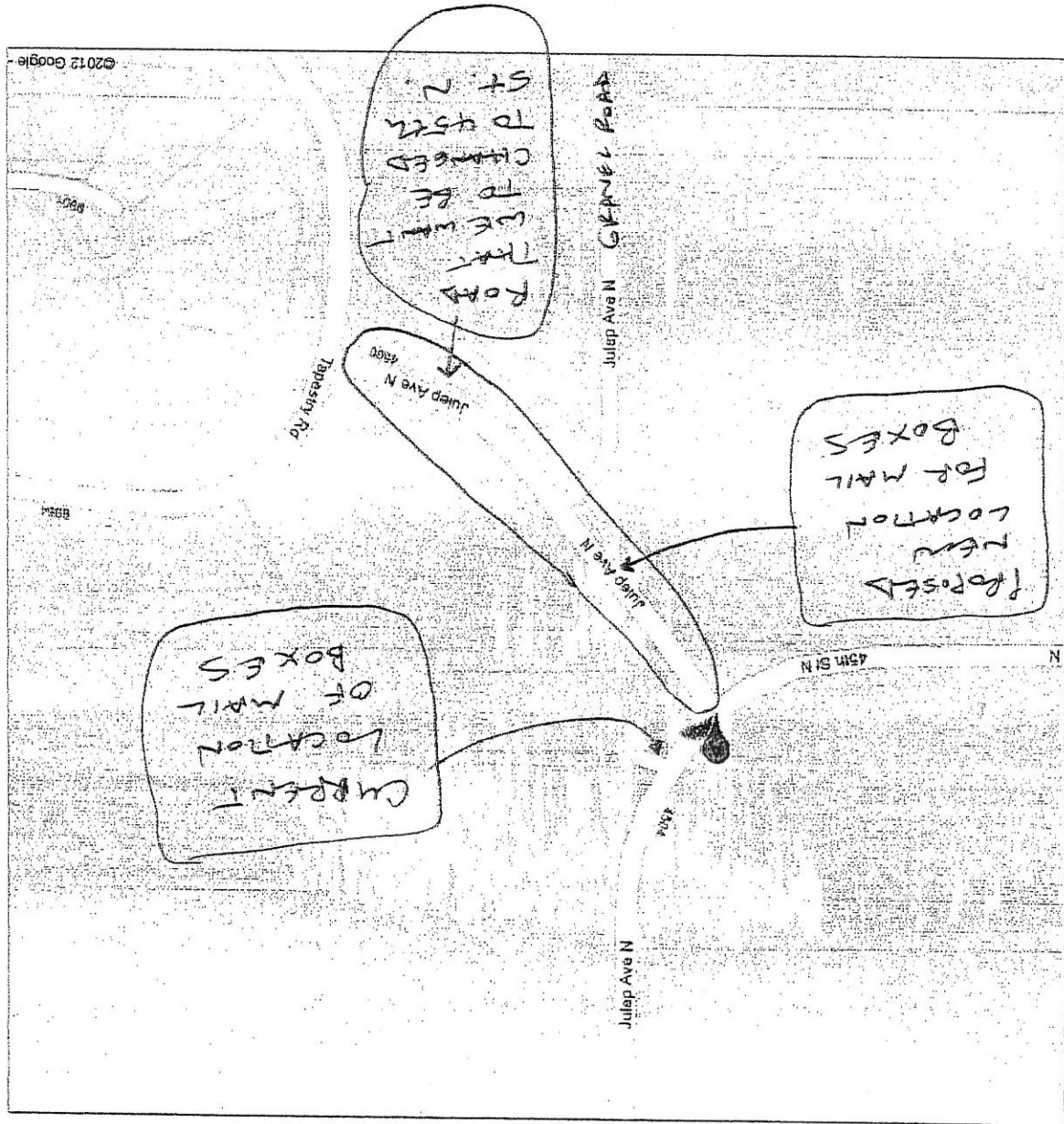
ATTACHMENT #1

Map of 45th Street North and Juliep Ave North in lake Elmo, mn - Google Maps

Address Juliep Ave N & 45th St N
Lake Elmo, MN 55042

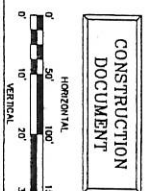
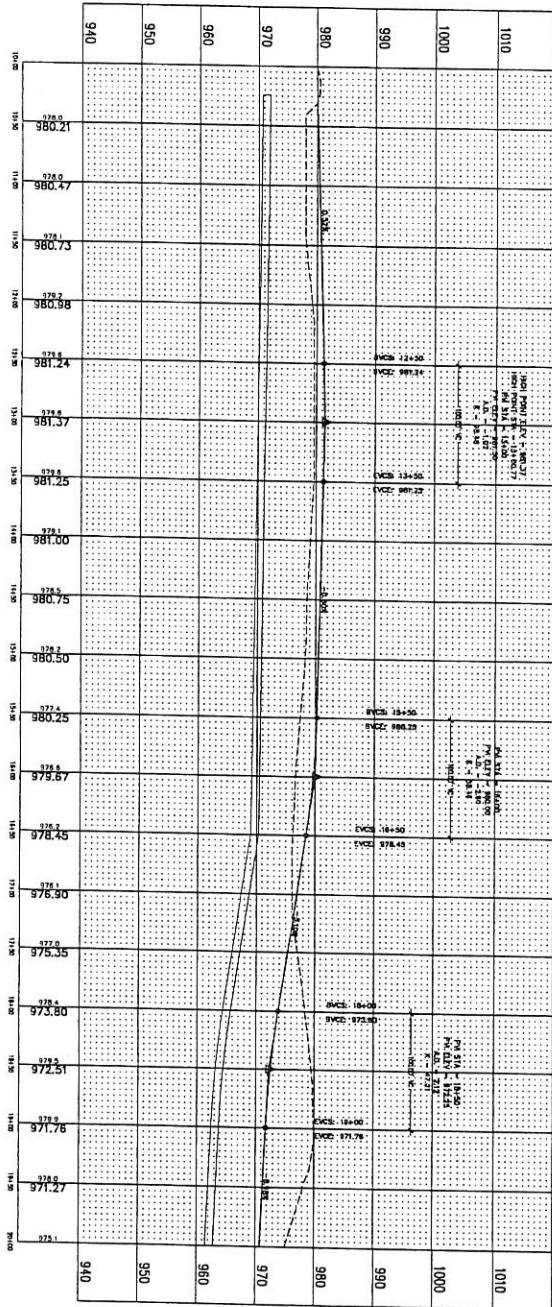
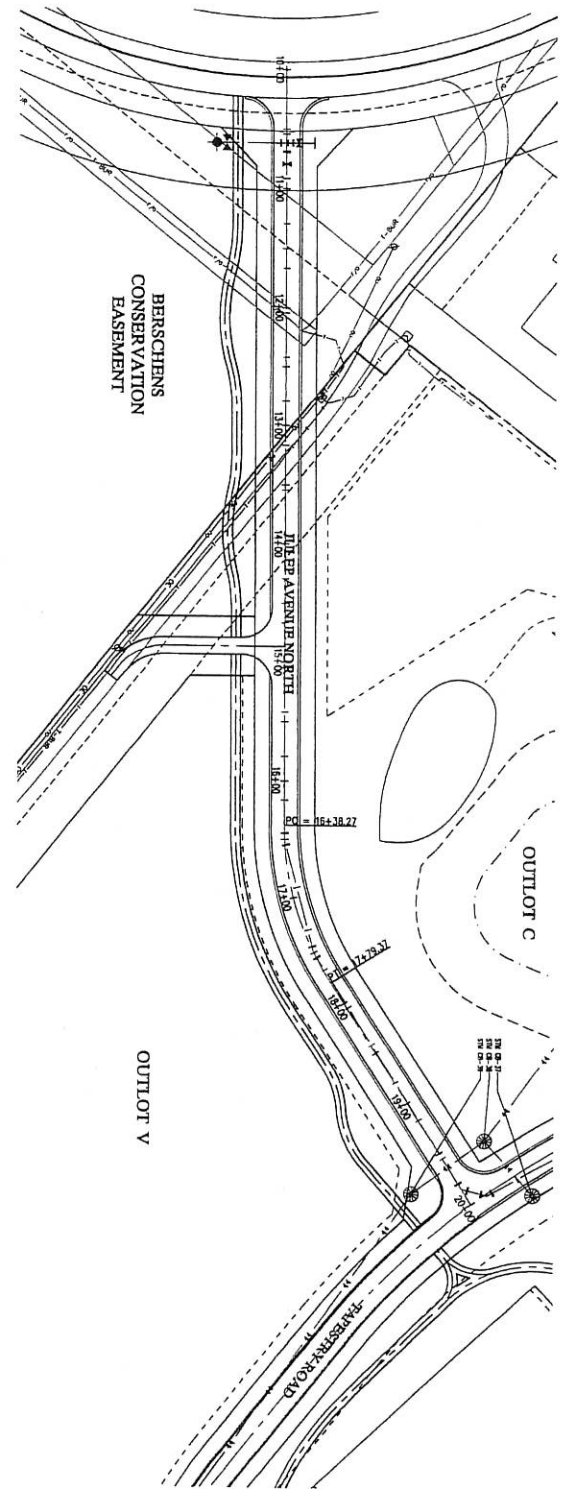
Google

Get Google Maps on your phone
Text the word "GMAPS" to 466453





1311.48



TAPESTRY
AT CHARLOTTE'S GROVE
 JULIE AVE. N. & 45TH ST. N.
 LAKE ELMO, MINNESOTA

Project Name and Address
 Project No. 04025
 Date 12/10/04
 M.L.S.
 C.D.M.

JULIE AVENUE NORTH
 (STA:10+00-20+00) STREET &
 STORM SEWER CONSTRUCTION

NO.	DESCRIPTION	DATE
1	PREPARED BY	12/10/04
2	CHECKED BY	12/10/04
3	APPROVED BY	12/10/04

PDA ProData
 Design
 7200 HILSON BLVD., SUITE 200
 CHANDLER, AZ 85226
 PH: 480.738.8121
 FX: 480.738.8122
 WWW.PDADESIGN.COM

REGISTERED PROFESSIONAL ENGINEER
 I hereby certify that the work shown on this drawing was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer in the State of Minnesota.
 Signature: [Signature]
 Date: 12/10/04
 Title: Registered Professional Engineer
 License No. 000000

ST. CROIX FARMS LLC
 109 EAST MYRTLE STREET
 STILLWATER, MN 55082
 PH: 651.351.1450 FX: 651.351.7686

PREPARED FOR:



MAYOR AND COUNCIL COMMUNICATION

DATE: 6/19/12

REGULAR AGENDA

ITEM #: 7

MOTION

AGENDA ITEM: Minor Subdivision – 11240 50th Street North

SUBMITTED BY: Kyle Klatt, Planning Director

THROUGH: Dean Zuleger, City Administrator

REVIEWED BY: Nick Johnson, Interim City Planner
Planning Commission

SUMMARY AND ACTION REQUESTED: The City Council is being asked to consider a request from Jean Madrinich, 11240 50th Street North, for a minor subdivision to allow the splitting of her existing 19.72-acre parcel into three separate lots in accordance with the attached certificate of survey as follows:

- A 8.96 acre parcel (Parcel X) to be retained by the applicant and on which her present homestead is located.
- A 9.36 acre parcel (Parcel Y) that will be available for future sale and use as a residential building site.
- A 1.4 acre parcel (Exception) that will be deeded to the City of Lake Elmo for future use as a well site.

This request has been made primarily to accommodate the City's identification of the applicant's property as a suitable location for a future City well. As part of its negotiations concerning the acquisition of property from the applicant, the City agreed to prepare the survey work necessary for the applicant to create a second building site on her property. With recent ordinance changes to accommodate a situation such as this, the applicant's request for a minor subdivision does comply with the City's zoning and subdivision regulations.

Please note that the City has been negotiating with the property owner to acquire an additional 0.4 acres (roughly 80 more feet to the east of the 1-acre parcel), and is still working to complete all paperwork necessary to move forward with this additional purchase. Staff will be providing an updated certificate of survey at the Council meeting to reflect this change, all other aspects of the subdivision will remain as depicted on the attached certificate of surveys.

The recommended motion to act on this on this request is as follows:

“Move to approve a Minor Subdivision to split an existing 19.72 acre parcel into three separate lots, one of which would be used for public purposes”

FISCAL IMPACT: The proposed Minor Subdivision would facilitate the purchase of a future well site, which was authorized as part of a previous decision by the Council.

BACKGROUND INFORMATION: The applicant's property is located along 50th Street and is surrounded by either large lot residential development or agricultural activities. Tana Ridge is the closest open space development, about a quarter mile from the applicant's property. At present, there is one home on the site along with two outbuildings and detached accessory garage. There is little information in the property address file other than miscellaneous building and septic permits. The house was built prior to 1979, which is the earliest record available for the property. A sizable amount of the site is covered with wooded vegetation, which is reflected as a tree line on the attached surveys.

As part of its ongoing planning for water services in the community, the City's water plans identify the area near the 50th Street/Lake Elmo Avenue intersection as the preferred location for a new City Well. After conducting an exhaustive search for suitable sites for a new well, the City Engineer identified the applicant's property as a potential location that fit the City's search criteria. One of the factors that led the City to this particular site was that it is large enough to split off the one acre needed for a well site and allow the remaining parcel to meet the minimum lot size requirements of the underlying RR – Rural Residential Zoning District.

In order to address situations like this one, where the City needs to plan for the siting of public services, and to also help property owners preserve their property rights, the City has adopted an ordinance that allows for the acquisition of property for public services without impacting the owner's ability to split this lot at some point in the future. For instance, the City can acquire 2 acres of a 20-acre parcel in a zoning district with a 10-acre minimum lot size, and the property owner would still be able to split the resulting 18 acres into two separate lots.

The applicant's property is zoned RR – Rural Residential, which is subject to a minimum lot size requirement of 10 acres (which can be further reduced, as is the case in the current situation, due to road right-of-way and other survey variations). The overall property is 19.72 acres in size, and the City has agreed to acquire 1.4 acres from the applicant, which is the minimum needed to accommodate a public well and to provide proper vertical separate from flood plain boundaries. The applicant has further requested to split the remaining piece evenly at this point in time, in order to facilitate a transfer of the back portion of the property to a future buyer. The resulting parcels each will be 9.36 and 8.96 acres in size, which is consistent with the public property allowance described above.

PLANNING COMMISSION REPORT: The Planning Commission reviewed the proposed Minor Subdivision at its March 26, 2012 meeting. The Commission recommended approval of

the Minor Subdivision with conditions of approval, but also offered other recommendations separate from the Minor Subdivision that: 1) that the new pump house to be built be designed in a manner to reflect the rural character of the surrounding land, and 2) that the City Council consider completing the trail segment along 50th Street that currently ends to the east of the applicant's parcel. As part of its review, the Commission also expressed concern with the ability to create a driveway between the southern boundary of Parcel "Y" and the wetlands on this property.

RECOMMENDATION: The Planning Commission recommends approval of the applicant's request to subdivide an existing 19.72 acre parcel at 11240 50th Street North into three separate parcels, one of which (the exception parcel) will be acquired by the City of Lake Elmo for a future well, provided the following conditions are met:

1. The City shall receive payment to satisfy the required fee in lieu of parkland dedication (currently \$3,600 per lot) prior to the issuance of a building permit for "Parcel Y".
2. Any easements as required by the Valley Branch Watershed district shall be documented on the survey form submitted with a building permit prior to the issuance of a building permit for "Parcel Y".
3. Any easements necessary to provide services to "Parcel Y" shall be secured and shown on the survey form submitted with a building permit prior to the issuance of a building permit for "Parcel Y".

ATTACHMENTS:

1. Application Form
2. Certificate of Surveys:
 - a. Entire Lot with City Property
 - b. City of Lake Elmo Parcel (with topographic information)
 - c. Proposed Lot Split (Parcel X and Parcel Y)
3. Aerial Photograph
4. Revised Surveys (to be submitted at meeting)

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Administrator
- Presentation Planning Director
- 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

Signature of Applicant _____ Date _____
Signature of Applicant _____ Date _____

In signing this application, I hereby acknowledge that I have read and fully understand the applicable provisions of the Zoning and Subdivision Ordinances and current administrative procedures. I further acknowledge the fee explanation as outlined in the application procedures and hereby agree to pay all statements received from the City pertaining to additional application expense.

*VARIANCE REQUESTS: As outlined in Section 301.060 C. of the Lake Elmo Municipal Code, the Applicant must demonstrate a hardship before a variance can be granted. The hardship related to this application is as follows:

PARCELS OF APPROX. EQUIVALENT OF A MINIMUM 10 ACRES.
LAKE ELMO FOR MUNICIPAL WATER SUPPLY WITH MIN. 4 AND TWO ADDITIONAL
THREE RESIDENTIAL PARCELS, ONE FOR THE SALE OF PROPERTY TO THE CITY OF
DETAILED REASON FOR REQUEST: A MINOR SUBDIVISION FOR THE PURPOSES OF
WATKINSON COUNTY, MIN.

PROPERTY LOCATION (Address and Complete (Long) Legal Description): 11240 50TH STREET N.,
LAKE ELMO, MN 55042. THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER
EXCEPT THE WEST 660 FEET THEREOF, SECTION 1, TOWNSHIP 29, RANGE 21,

TELEPHONES: (Home) _____ (Work) _____ (Mobile) _____ (Fax) _____
(Name) _____ (Mailing Address) _____ (Zip) _____

FEE OWNER: JERRY KROENICK 11240 50TH STREET N., LAKE ELMO MN 55042
(Home) _____ (Work) _____ (Mobile) _____ (Fax) _____
TELEPHONES: 651.439.6393 763.609.4775

APPLICANT: JERRY KROENICK 11240 50TH STREET N., LAKE ELMO MN 55042
(Name) _____ (Mailing Address) _____ (Zip) _____

- | | | | |
|--|---|--|---|
| ☐ Comprehensive Plan Amendment | ☐ Variance * (See below) | ☐ Residential Subdivision | ☐ Preliminary/Final Plat |
| ☐ Zoning District Amendment | ☒ Minor Subdivision | ☐ Lot Line Adjustment | ☐ 01 - 10 Lots |
| ☐ Text Amendment | ☐ Sketch/Concept Plan | ☐ Residential Subdivision | ☐ 11 - 20 Lots |
| ☐ Flood Plain C.U.P. | ☐ Site & Building Plan Review | ☐ Excavating & Grading Permit | ☐ 21 Lots or More |
| ☐ Conditional Use Permit | | ☐ Appeal | ☐ PUD |
| ☐ Conditional Use Permit (C.U.P.) | | | |

City of Lake Elmo
DEVELOPMENT APPLICATION FORM

Fee \$ _____

CERTIFICATE OF SURVEY

FOR LOT SPLIT

-for- City of Lake Elmo

-via- Focus Engineering

LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RLS# 25341
- ⊕ DENOTES WASHINGTON COUNTY CAST IRON MONUMENT
- DENOTES CATCH BASIN
- ⊙ DENOTES STORM SEWER MANHOLE
- ▭ DENOTES CONCRETE SURFACE
- ▨ DENOTES BITUMINOUS SURFACE
- DENOTES TREE LINE
- ⊙ DENOTES WELL
- DENOTES EXISTING SPOT ELEVATION
- ▲ DENOTES LOW LAND (NOT DELINEATED)
(OTHER LOW LANDS MAY EXIST ON SITE)

EXISTING LEGAL DESCRIPTION

The Southwest Quarter of the Southwest Quarter except the west 660 feet thereof, Section 1, Township 29, Range 21, according to the United States Government Survey thereof and situated in Washington County, Minnesota.

Doc. No. 643498
Area = 858,960sf (19.72± Acres)

Proposed PARCEL A

The South 208.71 feet of the West 208.71 feet of the following described property:
The Southwest Quarter of the Southwest Quarter except the west 660 feet thereof, Section 1, Township 29, Range 21, according to the United States Government Survey thereof and situated in Washington County, Minnesota.

Area of Parcel A = 43,563sf (1.00 Acres)

Proposed Easement over PARCEL A

A perpetual easement for ingress, egress and driveway purposes over, under and across the West 30 feet of the following described property:

The South 208.71 feet of the West 208.71 feet of the following described property:
The Southwest Quarter of the Southwest Quarter except the west 660 feet thereof, Section 1, Township 29, Range 21, according to the United States Government Survey thereof and situated in Washington County, Minnesota.

Proposed PARCEL B

The Southwest Quarter of the Southwest Quarter except the west 660 feet thereof, Section 1, Township 29, Range 21, according to the United States Government Survey thereof and situated in Washington County, Minnesota. EXCEPTING therefrom the South 208.71 feet of the West 208.71 feet thereof.

Area of Parcel B = 815,397sf (18.72 Acres)

VICINITY MAP

PART OF SEC. 01, TWP. 29, RNG. 21



CITY OF LAKE ELMO
WASHINGTON COUNTY, MINNESOTA
(NO SCALE)

GENERAL NOTES

1. Fee ownership is vested in Jean Muehlisch per Doc. No. 3450460.
2. Parcel ID Number: 01-029-21-33-0002.
3. Address of the surveyed premises: 17240 Soth Str. N. Lake Elmo, MN 55062.
4. Bearings shown herein are based on the Washington County Coordinate System (NAD83) datum.
Benchmark: MNDOT GPD Station No. 85668 (8214).
Northings: 202087.887, Eastings: 43214.202. Elevation is 943.082 (NAVD83).
5. Boundary area of the surveyed premises: 858,960sf ± (19.72± acres).
6. Utilities shown herein are observed. Excavations were not made during the process of this survey. The location of underground utilities and/or structures may vary from locations shown herein and/or additional underground utilities and/or structures may be encountered. Contact Gopher State One Call Notification Center at (651) 454-0002 for verification of utility type and field location, prior to excavation.
7. Subsurface and environmental conditions were not examined or considered during the process of this survey. No statement is made concerning the existence of underground or overhead containers or facilities that may affect the use or development of the surveyed premises.
8. The field survey of this site was completed on March 14th, 2012.
9. Easement and Legal Description search was completed by Registered Abstractors Inc. on 3/16/12. No adoptions found on said property.

E. G. RUD & SONS, INC.
EST. 1977
Professional Land Surveyors
6776 Lake Drive NE, Suite 110
Lino Lakes, MN 55014
Tel. (651) 361-8200 Fax (651) 361-8701
www.e.grud.com

NO.	DATE	DESCRIPTION	BY
1			
2			
3			

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

Daniel W. Obermiller
DANIEL W. OBERMILLER
Date: 3/16/12 License No. 25341

LEGEND

- DENOTES IRON MONUMENT FOUND AS LABELED
- DENOTES IRON MONUMENT SET, MARKED RLS# 25341
- ⊕ DENOTES WASHINGTON COUNTY CAST IRON MONUMENT
- DENOTES CATCH BASIN
- ⊙ DENOTES STORM SEWER MANHOLE
- ▭ DENOTES CONCRETE SURFACE
- ▨ DENOTES BITUMINOUS SURFACE
- DENOTES TREE LINE
- ⊙ DENOTES WELL
- DENOTES EXISTING SPOT ELEVATION
- ▲ DENOTES LOW LAND (NOT DELINEATED)
(OTHER LOW LANDS MAY EXIST ON SITE)

FOR LOT 5-PL1
~for~ City of Lake Elmo
~via~ Focus Engineering

The Southwest Quarter of the Southwest Quarter except the west 660 feet thereof, Section 1, Township 29, Range 21, according to the United States Government Survey thereof and situated in

The Southwest Quarter of the Southwest Quarter except the west 660 feet thereof, Section 1, Township 29, Range 21, according to the United States Government Survey thereof and situated in

Area of Parcel = 815.39761 (18.72 Acres)

The Southwest Quarter of the Southwest Quarter except the west 660 feet thereof, Section 7, Township 29, Range 21, according to the United States Government Survey thereof.

said Southwest Quarter of the Southwest Quarter with the East line of the West 660 feet of said Southwest Quarter of the Southwest Quarter; thence North along

near 1090.00 feet of solid southwest quarter of the Southwest Quarter; thence North along said East line of the West 1090.00 feet to the North line of the South 820 feet of said Southwest Quarter of the Southwest

terming.

The Southwest Quarter of the Southwest Quarter except the west 660 feet thereof, Section 1, Township 29, Range 21, according to the United States Government Survey thereof

Quarter of the Southwest Quarter of the South 625.00

[illegible]

VICINITY MAP

1990

CONFIDENTIAL

--	--

CITY OF LAKE ELMO
 WASHINGTON COUNTY, MINNESOTA

2. Parcel ID Number: (NOT DETERMINED)
3. Address of the surveyed premises: (NOT ESTABLISHED)
4. Bedding shown hereon are based on the Washington
County Foresters' Exotic (HABIT) data.

Uplifts shown here on are observed. Excavations were not made during the process of this survey to locate underground utilities and/or structures. The location of underground utilities and/or structures may vary from

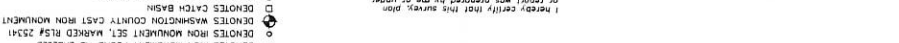
9. The field survey of this site was completed on March 14th, 2012.

1991

LA JOLLA

W.E.G. RUD & SONS, LTD.

570 LAKE DRIVE NE, SUITE 100
LINO LAKES, MN 55014
www.egrud.com
Tel (651) 341-8200 Fax (651) 341-8201



1 inch = 50 ft
(IN FEET)

CERTIFICATE OF SURVEY

for City of Lake Elmo
via Focus Engineering

LEGEND

- DENOTES IRON MONUMENT FOUND AS LOCATED
- DENOTES IRON MONUMENT SET AND REBUILT
- DENOTES WASHINGTON COUNTY CAST IRON MONUMENT
- DENOTES CATCH BASIN
- DENOTES STORM SEWER MANHOLE
- DENOTES CONCRETE SURFACE
- DENOTES ASPHALT DRIVE SURFACE
- DENOTES TREE LINE
- DENOTES WELL
- DENOTES EXISTING SPOT ELEVATION

VICINITY MAP

PART OF SEC. 01, TWP. 29, RNC. 21



CITY OF LAKE ELMO
WASHINGTON COUNTY, MINNESOTA
(NO SCALE)

PARCEL DESCRIPTION

The South 208.71 feet of the West 208.71 feet of the Section 1, Township 29 North, Range 21 East, according to the United States Government Survey, Minnesota, and situated in Washington County, Minnesota.

Area of Parcel A = 43.56341 (1.00 Acres)

PROPOSED EASEMENT OVER PARCEL A

A perpetual easement for ingress, egress and driveway purposes over, under and across the West 30 feet of the

The South 208.71 feet of the West 208.71 feet of the Section 1, Township 29 North, Range 21 East, according to the United States Government Survey, Minnesota, and situated in Washington County, Minnesota.

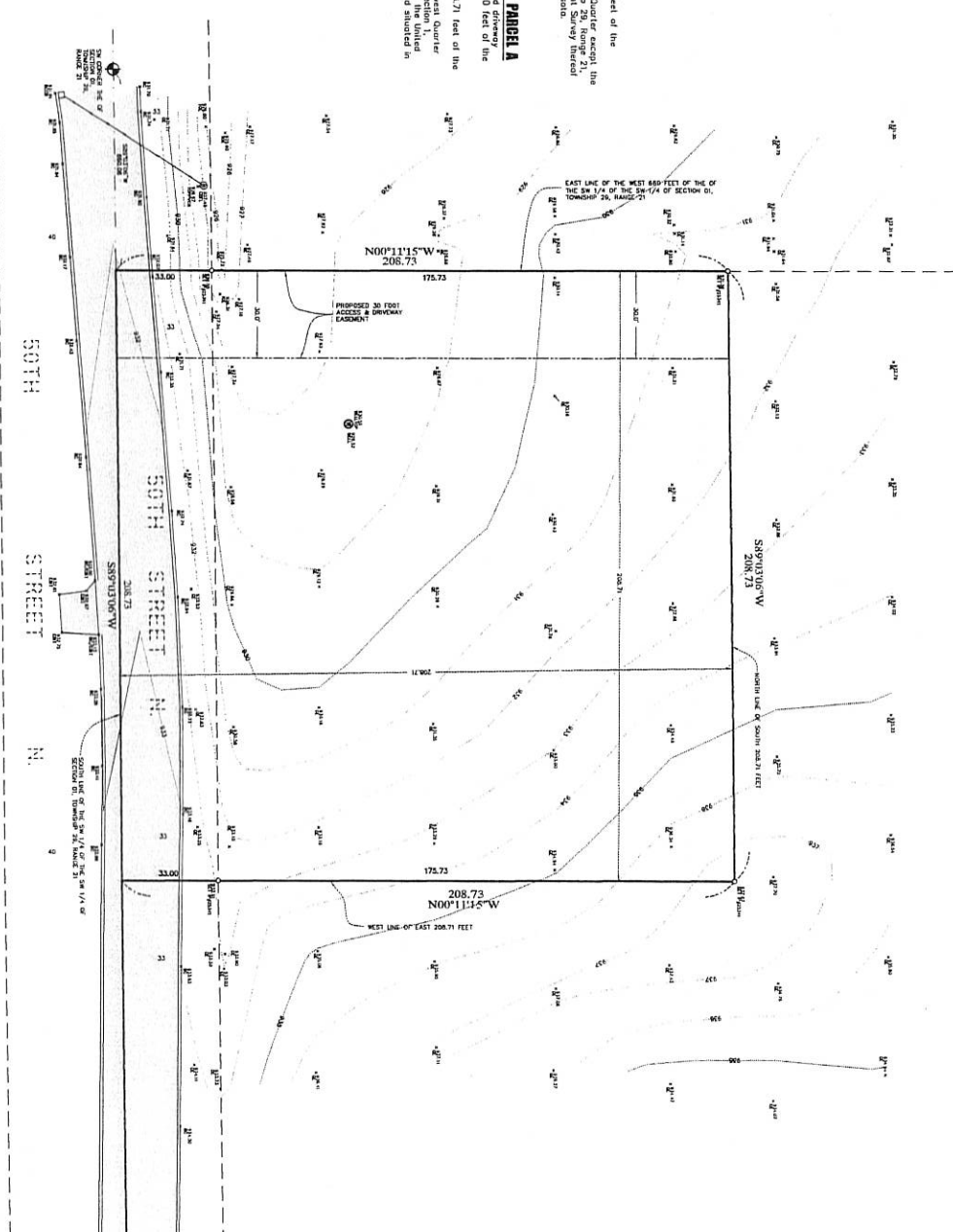
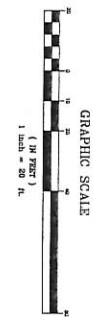
GENERAL NOTES

1. Fee easement is vested in (NOT DEEMED)
2. Location of easement is shown on the Washington County Coordinate System (NAD83) datum from the town of Lake Elmo, Minnesota.
3. Easement is shown on the Washington County Coordinate System (NAD83) datum from the town of Lake Elmo, Minnesota.
4. Easement is shown on the Washington County Coordinate System (NAD83) datum from the town of Lake Elmo, Minnesota.
5. Easement is shown on the Washington County Coordinate System (NAD83) datum from the town of Lake Elmo, Minnesota.
6. Easement is shown on the Washington County Coordinate System (NAD83) datum from the town of Lake Elmo, Minnesota.
7. Easement is shown on the Washington County Coordinate System (NAD83) datum from the town of Lake Elmo, Minnesota.
8. Easement is shown on the Washington County Coordinate System (NAD83) datum from the town of Lake Elmo, Minnesota.
9. Easement is shown on the Washington County Coordinate System (NAD83) datum from the town of Lake Elmo, Minnesota.
10. Easement is shown on the Washington County Coordinate System (NAD83) datum from the town of Lake Elmo, Minnesota.
11. Easement is shown on the Washington County Coordinate System (NAD83) datum from the town of Lake Elmo, Minnesota.

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

DATE	BY	DESCRIPTION
2013.07.17	Daniel W. Gerner	Final Survey
2013.07.17	Daniel W. Gerner	Final Survey
2013.07.17	Daniel W. Gerner	Final Survey
2013.07.17	Daniel W. Gerner	Final Survey
2013.07.17	Daniel W. Gerner	Final Survey

I hereby certify that this survey, map or plat was made by me or under my direct supervision and that I am a duly Licensed Professional Land Surveyor in the State of Minnesota.
Dated: 7/16/13 License No. 25341
DANIEL W. GERNER



11240 50th Street N

Lake Elmo Ave

50th Street

NETH K & PAULNE HALVERS

DEBRA A DOWNING

JAMES D & SUSAN J HANSEN

BRUCE & CHARLENE VANDERHOOF

RICHARD L & KATH

ROBERT M. HAY

MAYOR AND COUNCIL COMMUNICATION

DATE: June 19, 2012

REGULAR

ITEM #: 8

MOTION

AGENDA ITEM: Approve Issuance and Sale of G.O. Improvement Bonds; Series 2012 A
Crossover Refunding Bonds

SUBMITTED BY: Cathy Bendel, Finance Director

THROUGH: Cathy Bendel, Finance Director

REVIEWED BY: Dean Zuleger, City Administrator
Paul Donna, Northland Securities (Bond Counsel)

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to consider approving the issuance and sale of a General Obligation Improvement Bond, Series 2012A for \$4,090,000 to restructure the debt service bond 2005A.

BACKGROUND INFORMATION: As a result of current market conditions and the low interest rates, The City Council is being asked to consider the debt restructuring as outlined in the attached Finance Plan Summary from Northland Securities. Projected cost savings are projected to be approximately \$345k over the life of the bond.

As the City Council is aware, staff has been closely watching the market rates to hit a level where it makes sense to refinance the existing debt service. The new bond interest rates are currently at an average rate of 2.26% which would result in a total debt service cost savings of approximately \$345k.

RECOMMENDATION: It is recommended that the City Council approve Resolution 2012-29 authorizing the issuance and sale of \$4,090,000 General Obligation Improvement Bonds, Series 2012A.

ATTACHMENTS:

1. Finance Plan Summary from Northland Securities
2. Resolution 2012-29
3. Certification for Resolution 2012-29

FINANCE PLAN SUMMARY

FOR

CITY OF LAKE ELMO, MINNESOTA

\$4,090,000

GENERAL OBLIGATION WATER REVENUE
CROSSOVER REFUNDING BONDS, SERIES 2012A



45 South 7th Street

Suite 2000

Minneapolis, MN 55402

612-851-5900 800-851-2920

June 19, 2012

City of Lake Elmo, Minnesota
\$4,090,000
General Obligation Water Revenue Crossover Refunding Bonds,
Series 2012A

FINANCE PLAN OVERVIEW

This finance plan provides for the public issuance of general obligation bonds through a competitive bid process to advance refund certain maturities of the City's General Obligation Water Revenue Bonds, Series 2005A (the "Series 2005A Bonds") to lower the City's debt service costs. Based on current market information, the estimated net savings is \$344,343 with a net present value of 272,613.

The primary objectives of this finance plan include:

- Maximize debt service cost savings - municipal interest rates are at historically low levels once again. Locking in low fixed rates in advance of the call date on the Series 2005A Bonds will reduce the City's future interest costs and help manage user rates and charges within the water enterprise fund.

AUTHORITY & PURPOSE

The Bonds will be issued pursuant to Minnesota Statutes 475 and 444. The proceeds will be used to crossover refund on December 1, 2015 the December 1, 2016 through December 1, 2030 maturities of the City's Series 2005A Bonds and pay the costs of issuing the Bonds. The estimated source and uses of funds are as follows:

Refunding Summary

Dated 08/01/2012 | Delivered 08/16/2012

Sources Of Funds

Par Amount of Bonds	\$4,090,000.00
Accrued Interest from 08/01/2012 to 08/16/2012	3,502.60

Total Sources	\$4,093,502.60
----------------------	-----------------------

Uses Of Funds

Deposit to Crossover Escrow Fund	4,002,883.08
Costs of Issuance	49,700.00
Total Underwriter's Discount (1.000%)	40,900.00
Rounding Amount	19.52

Total Uses	\$4,093,502.60
-------------------	-----------------------

METHOD OF REFUNDING

We recommend utilizing a "crossover advance" refunding technique to achieve the refunding objective. A crossover advance refunding is required when one wishes to lock in current interest rates at least 90 days in advance of the call date on the old bonds. An advance refunding requires the proceeds of the new refunding bonds to be invested in government securities and held in escrow until the call date. The funds in the escrow are used to pay interest on the new refunding bonds until the call date and then prepay the principal of the old bonds. Savings occurs after the call date of the bonds being refunded. A complete and detailed refunding analysis illustrating the preliminary structure of the refunding has been provided and reviewed with City staff.

SAVINGS ANALYSIS

The 2016 - 2030 maturities of the Series 2005A Bonds totaling \$3,775,000 are currently outstanding at an average coupon of 4.27%. Given current market conditions, we estimate these maturities could be refunded with a new bond issue at an average interest rate of 2.26%. This interest rate spread, together with interest earnings on the new bond proceeds until the call date, would result in a total debt service cost savings of approximately \$344,343 with a present value of \$272,613. The savings is net of all costs and would be realized through the original term of the 2005A Bonds.

The debt service comparison showing the scheduled debt service versus the new estimated combined debt service is illustrated below. The estimated combined debt service for the new Series 2012A Bonds is shown as Exhibit A.

Debt Service Comparison

Date	Total P+I	PCF	Existing D/S	Net New D/S	Old Net D/S	Savings
12/01/2012	-	-	87,512.50	87,492.98	87,512.50	19.52
12/01/2013	112,083.33	(112,083.33)	300,025.00	300,025.00	300,025.00	-
12/01/2014	84,062.50	(84,062.50)	320,650.00	320,650.00	320,650.00	-
12/01/2015	84,062.50	(3,859,062.50)	4,090,250.00	315,250.00	315,250.00	-
12/01/2016	284,062.50	-	-	284,062.50	309,700.00	25,637.50
12/01/2017	282,462.50	-	-	282,462.50	303,925.00	21,462.50
12/01/2018	300,462.50	-	-	300,462.50	323,150.00	22,687.50
12/01/2019	292,822.50	-	-	292,822.50	316,150.00	23,327.50
12/01/2020	284,812.50	-	-	284,812.50	309,150.00	24,337.50
12/01/2021	276,452.50	-	-	276,452.50	301,931.26	25,478.76
12/01/2022	347,865.00	-	-	347,865.00	369,712.50	21,847.50
12/01/2023	362,545.00	-	-	362,545.00	384,087.50	21,542.50
12/01/2024	351,395.00	-	-	351,395.00	372,400.00	21,005.00
12/01/2025	365,052.50	-	-	365,052.50	385,712.50	20,660.00
12/01/2026	347,807.50	-	-	347,807.50	372,812.50	25,005.00
12/01/2027	360,487.50	-	-	360,487.50	384,912.50	24,425.00
12/01/2028	372,362.50	-	-	372,362.50	395,937.50	23,575.00
12/01/2029	358,392.50	-	-	358,392.50	380,625.00	22,232.50
12/01/2030	344,212.50	-	-	344,212.50	365,312.50	21,100.00
Total	\$5,211,403.33	(4,055,208.33)	\$4,798,437.50	\$5,954,612.98	\$6,298,956.26	\$344,343.28

PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings.....	272,594.35
Net PV Cashflow Savings @ 2.236%(Bond Yield).....	272,594.35
Contingency or Rounding Amount.....	19.52
Net Present Value Benefit	\$272,613.87
Net PV Benefit / \$4,097,526.67 PV Refunded Debt Service	6.653%

RELATED CONSIDERATIONS

- *Bank Qualified* - because total tax-exempt debt issued by the City in calendar year 2012 is expected to be less than \$10.0M, the bonds will be designated as "bank qualified" obligations pursuant to Federal Tax Law. The impact of this designation may result in slightly lower interest rates. We have adjusted the estimated interest rates accordingly.

- *Arbitrage Compliance* -

- Project / Refunding Fund - All tax exempt issues are subject to federal rebate requirements which require all arbitrage earned to be rebated to the U.S. Treasury. Because the proceeds of the refunding bonds will be deposited into a yield restricted escrow fund, arbitrage will not be generated.

- Debt Service Fund - The City must maintain a bona fide debt service fund for the bonds or be subject to yield restriction in the debt service fund. A bona fide debt service fund involves an equal matching of revenues to debt service expense with a balance forward permitted equal to the greater of the investment earnings in the fund during that year or 1/12 of the debt service of that year.

The City should become familiar with the various Arbitrage Compliance requirements for this bond issue. The Bond Resolution explains the requirements in greater detail. We are also available to assist the City in meeting these requirements.

- *Continuing Disclosure* - Because this issue is greater than \$1,000,000, and the City's outstanding debt exceeds \$10.0M, it is subject to the Securities and Exchange Commission's continuing disclosure requirements. Northland Securities is prepared to assist the City in this capacity.

SUMMARY OF RECOMMENDED TERMS

- | | |
|--------------------------|---|
| 1. Type of Bond Sale | Public Sale – Competitive Bids |
| 2. Public Sale Date | Tuesday, July 17, 2012 @10:30 A.M. |
| 3. Council Consideration | Tuesday, July 17, 2012 @ 7:00 P.M |
| 4. Repayment Term | The Bonds will mature annually each December 1, 2016 - 2030. Interest on the Bonds will be payable on June 1, 2013 and semiannually thereafter on each December 1 and June 1. |
| 5. Security | General Obligation of the City. In addition, the City will pledge net revenues of the water utility toward the payment on the Bonds |
| 6. Prepayment Option | The Bonds maturing on or after December 1, 2022 will be subject to prepayment on December 1, 2021 at a price of par plus accrued interest. |
| 7. Tax Status | Dorsey & Whitney, LLP, Minneapolis, Minnesota |
| 8. Credit Enhancement | We believe a credit rating will be cost beneficial. The City's general obligation debt is currently rated Aa2 by Moody's Investors Service. |

EXHIBIT A

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
08/16/2012	-	-	-	-	-
06/01/2013	-	-	70,052.08	70,052.08	-
12/01/2013	-	-	42,031.25	42,031.25	112,083.33
06/01/2014	-	-	42,031.25	42,031.25	-
12/01/2014	-	-	42,031.25	42,031.25	84,062.50
06/01/2015	-	-	42,031.25	42,031.25	-
12/01/2015	-	-	42,031.25	42,031.25	84,062.50
06/01/2016	-	-	42,031.25	42,031.25	-
12/01/2016	200,000.00	0.800%	42,031.25	242,031.25	284,062.50
06/01/2017	-	-	41,231.25	41,231.25	-
12/01/2017	200,000.00	1.000%	41,231.25	241,231.25	282,462.50
06/01/2018	-	-	40,231.25	40,231.25	-
12/01/2018	220,000.00	1.200%	40,231.25	260,231.25	300,462.50
06/01/2019	-	-	38,911.25	38,911.25	-
12/01/2019	215,000.00	1.400%	38,911.25	253,911.25	292,822.50
06/01/2020	-	-	37,406.25	37,406.25	-
12/01/2020	210,000.00	1.600%	37,406.25	247,406.25	284,812.50
06/01/2021	-	-	35,726.25	35,726.25	-
12/01/2021	205,000.00	1.750%	35,726.25	240,726.25	276,452.50
06/01/2022	-	-	33,932.50	33,932.50	-
12/01/2022	280,000.00	1.900%	33,932.50	313,932.50	347,865.00
06/01/2023	-	-	31,272.50	31,272.50	-
12/01/2023	300,000.00	2.050%	31,272.50	331,272.50	362,545.00
06/01/2024	-	-	28,197.50	28,197.50	-
12/01/2024	295,000.00	2.150%	28,197.50	323,197.50	351,395.00
06/01/2025	-	-	25,026.25	25,026.25	-
12/01/2025	315,000.00	2.300%	25,026.25	340,026.25	365,052.50
06/01/2026	-	-	21,403.75	21,403.75	-
12/01/2026	305,000.00	2.400%	21,403.75	326,403.75	347,807.50
06/01/2027	-	-	17,743.75	17,743.75	-
12/01/2027	325,000.00	2.500%	17,743.75	342,743.75	360,487.50
06/01/2028	-	-	13,681.25	13,681.25	-
12/01/2028	345,000.00	2.600%	13,681.25	358,681.25	372,362.50
06/01/2029	-	-	9,196.25	9,196.25	-
12/01/2029	340,000.00	2.700%	9,196.25	349,196.25	358,392.50
06/01/2030	-	-	4,606.25	4,606.25	-
12/01/2030	335,000.00	2.750%	4,606.25	339,606.25	344,212.50
Total	\$4,090,000.00	-	\$1,121,403.33	\$5,211,403.33	-

Average Coupon	2.2630420%
Net Interest Cost (NIC)	2.3455801%
True Interest Cost (TIC)	2.3307992%
All Inclusive Cost (AIC)	2.4498551%

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

RESOLUTION 2012-29

**A RESOLUTION AUTHORIZING ISSUANCE AND SALE OF \$4,090,000
GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2012A**

BE IT RESOLVED by the City Council of the City of Lake Elmo (the "City") as follows:

WHEREAS, It is hereby determined to be in the best interests of the City to issue its General Obligation Improvement Bonds, Series 2012A, in the principal amount of \$4,090,000 (the Bonds), pursuant to Minnesota Statutes, Chapters 429 and 475, to finance improvement projects in the City.

WHEREAS, Northland Securities, Inc. is hereby authorized, pursuant to Minnesota Statutes, Section 475.60, Subdivision 2, paragraph (9), to solicit proposals for the Bonds on behalf of the City on a competitive basis without requirement of published notice. The City Council shall meet at the time and place shown in the Notice of Sale prepared for the Bonds for the purpose of considering proposals for the purchase of the Bonds and of taking such action thereon as may be in the best interests of the City.

Upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon the Resolution was declared duly passed and adopted on this nineteenth day of June, 2012.

CITY OF LAKE ELMO CITY COUNCIL

By: _____
Dean A. Johnston
Mayor

ATTEST:

Sandie Thone
City Clerk

CERTIFICATION

I do hereby certify the minutes relating to general obligation improvement bonds, series 2012A Issuer: City of Lake Elmo, Minnesota and Governing Body: City Council; Kind, date, time and place of meeting: A regular meeting held on June 19, 2012, at 7:00 P.M. at the City Hall, Lake Elmo, Minnesota are the a copy of the exact official document in my office and the said resolution RESOLUTION 2012-29 approving the RESOLUTION AUTHORIZING ISSUANCE AND SALE OF \$4,090,000 GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2012A is the exact copy of the official resolution in my office.

Members present: Mayor Johnston, Council Members Emmons, Smith, Pearson and Park.

Members absent:

Documents Attached:

Minutes of said meeting, including: RESOLUTION 2012-29 approving the RESOLUTION AUTHORIZING ISSUANCE AND SALE OF \$4,090,000 GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2012A

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the bonds referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said bonds; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on June nineteenth 2012.

Sandie Thone, City Clerk

{Seal}

MAYOR AND COUNCIL COMMUNICATION

DATE: June 19, 2012

REGULAR

ITEM #: 9

MOTION

AGENDA ITEM: Approve Issuance and Sale of G.O. Improvement Bonds; Series 2012 B
DeMontreville Highlands Area Street Improvement Project

SUBMITTED BY: Cathy Bendel, Finance Director

THROUGH: Cathy Bendel, Finance Director

REVIEWED BY: Dean Zuleger, City Administrator
Paul Donna, Northland Securities (Bond Counsel)

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to consider approving the issuance and sale of a General Obligation Improvement Bond, Series 2012B for \$865,000 to fund the DeMontreville Highlands Area Street Improvement Project.

BACKGROUND INFORMATION: The DeMontreville Highlands Area Street Improvement Project has been approved by The City Council. The City Council is being asked to consider the Debt Service funding as outlined in the attached Finance Plan Summary from Northland Securities. The total project cost is anticipated to be \$1,050,000. Due to stringent competitive bidding on the 2011 Street Improvement projects, excess funding of \$185,000 is available to be used to minimize the funding level necessary for the current project.

RECOMMENDATION: It is recommended that the City Council approve Resolution 2012-28 authorizing the issuance and sale of \$865,000 General Obligation Improvement Bonds, Series 2012B.

ATTACHMENTS:

1. Finance Plan Summary from Northland Securities
2. Resolution 2012-28
3. Certification for Resolution 2012-28

FINANCE PLAN SUMMARY

FOR

CITY OF LAKE ELMO, MINNESOTA

\$865,000

GENERAL OBLIGATION IMPROVEMENT BONDS,
SERIES 2012B



45 South 7th Street
Suite 2000

Minneapolis, MN 55402
612-851-5900 800-851-2920

June 19, 2012

City of Lake Elmo, Minnesota
\$865,000
General Obligation Improvement Bonds, Series 2012B

FINANCING OVERVIEW

This Finance Plan Summary describes the recommended terms and process for the issuance of the following bond issue:

- \$865,000 General Obligation Improvement Bonds, Series 2012B

PURPOSE

Proceeds from the Bonds will be used to fund public infrastructure improvements related to DeMontreville Highlands Area Street Improvement Project. The total cost of the improvements is estimated by the City to be \$1,000,000. We understand the City intends to contribute available funds of approximately \$185,000 to reduce the financing requirement to \$865,000. A detailed illustration of the expected sources and uses of funds is illustrated below.

Sources & Uses

Dated 08/01/2012 | Delivered 08/01/2012

Sources Of Funds

Par Amount of Bonds	\$865,000.00
Planned Issuer Equity contribution	185,000.00

Total Sources	\$1,050,000.00
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Uses Of Funds

Total Underwriter's Discount (1.750%)	15,137.50
Costs of Issuance	32,640.00
Deposit to Project Construction Fund	1,000,000.00
Rounding Amount	2,222.50

Total Uses	\$1,050,000.00
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STATUTORY AUTHORITY

The Bonds will be issued pursuant to the authority of Minnesota Statutes Chapter 475 and Chapter 429.

DEBT SERVICE STRUCTURE

The debt structure reflects a level annual requirement over a term of ten years for the purpose of matching the term of the related assessments. The illustration below assumes an average interest rate on the bonds of 2.31% and an all inclusive cost of 3.30%.

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
08/01/2012	-	-	-	-	-
08/01/2013	-	-	17,632.50	17,632.50	-
02/01/2014	75,000.00	1.050%	8,816.25	83,816.25	101,448.75
08/01/2014	-	-	8,422.50	8,422.50	-
02/01/2015	80,000.00	1.250%	8,422.50	88,422.50	96,845.00
08/01/2015	-	-	7,922.50	7,922.50	-
02/01/2016	85,000.00	1.450%	7,922.50	92,922.50	100,845.00
08/01/2016	-	-	7,306.25	7,306.25	-
02/01/2017	85,000.00	1.700%	7,306.25	92,306.25	99,612.50
08/01/2017	-	-	6,583.75	6,583.75	-
02/01/2018	85,000.00	1.950%	6,583.75	91,583.75	98,167.50
08/01/2018	-	-	5,755.00	5,755.00	-
02/01/2019	85,000.00	2.150%	5,755.00	90,755.00	96,510.00
08/01/2019	-	-	4,841.25	4,841.25	-
02/01/2020	90,000.00	2.350%	4,841.25	94,841.25	99,682.50
08/01/2020	-	-	3,783.75	3,783.75	-
02/01/2021	90,000.00	2.550%	3,783.75	93,783.75	97,567.50
08/01/2021	-	-	2,636.25	2,636.25	-
02/01/2022	95,000.00	2.700%	2,636.25	97,636.25	100,272.50
08/01/2022	-	-	1,353.75	1,353.75	-
02/01/2023	95,000.00	2.850%	1,353.75	96,353.75	97,707.50
Total	\$865,000.00	-	\$123,658.75	\$988,658.75	-

SECURITY & SOURCE OF REPAYMENT

The Bonds will be a general obligation of the City of Lake Elmo. In addition, the City will pledge special assessments of approximately \$300,000 to the repayment of the debt service. We understand the balance of the debt service will be paid from property tax collections. An illustration of the projected debt service fund cash flow is below.

Revenue vs D/S

Date	Scheduled P+I	105% Levy	Less: Assessment Revenues*	Equals: City Levy	Levy Year	Collection Year
02/01/2013	-	-	-	-	-	-
02/01/2014	101,448.75	106,521.19	37,739.33	68,781.85	2012	2013
02/01/2015	96,845.00	101,687.25	37,739.79	63,947.46	2013	2014
02/01/2016	100,845.00	105,887.25	37,739.80	68,147.45	2014	2015
02/01/2017	99,612.50	104,593.13	37,739.03	66,854.09	2015	2016
02/01/2018	98,167.50	103,075.88	37,739.47	65,336.40	2016	2017
02/01/2019	96,510.00	101,335.50	37,738.93	63,596.57	2017	2018
02/01/2020	99,682.50	104,666.63	37,739.20	66,927.42	2018	2019
02/01/2021	97,567.50	102,445.88	37,739.93	64,705.94	2019	2020
02/01/2022	100,272.50	105,286.13	37,739.67	67,546.46	2020	2021
02/01/2023	97,707.50	102,592.88	37,739.91	64,852.96	2021	2022
Total	\$988,658.75	\$1,038,091.69	\$377,395.07	\$660,696.62		

*Assessments assume \$300,000 for a period of 10 years at a rate of 4.30% (2% over the rate on the Bonds.)

RELATED CONSIDERATIONS

- Bank Qualification - We understand the City (in combination with any subordinate taxing jurisdictions or debt issued in the City's name by 501c3 corporations) anticipates issuing \$10.0M or less in tax-exempt debt during this calendar year. Therefore the bonds will be designated as "bank qualified" obligations pursuant to Federal Tax Law.
- Arbitrage and Rebate - Because the City will have issued more than \$5.0M in tax-exempt bonds in calendar year 2012 the City will elect the Two Year Expenditure Exemption in order to exempt the Series 2012B proceeds from rebate. This exemption from rebate does not eliminate the need to comply with other arbitrage regulations governing the investment of bond proceeds and debt service funds. In particular, the City should become familiar with the requirements for maintaining a "bona fide" debt service fund. These requirements will be explained in the bond transcript following closing.
- Continuing Disclosure - Because this issue is greater than \$1,000,000, and the City's outstanding debt exceeds \$10.0M, it is subject to the Securities and Exchange Commission's continuing disclosure requirements. Northland Securities is prepared to assist the City in this capacity.

SUMMARY OF RECOMMENDED TERMS

- | | |
|--------------------------|---|
| 1. Type of Bond Sale | Public Offering – Sealed Bids |
| 2. Proposals Received | Tuesday, July 17, 2012 @ 10:30 A.M. |
| 3. Council Consideration | Tuesday, July 17, 2012 @ 7:00 P.M. |
| 4. Statutory Authority | The Bonds are being issued pursuant to Minnesota Statutes 475 and 429. |
| 5. Repayment Term | The Bonds will mature annually each February 1, 2014 - 2023. Interest on the Bonds will be payable on August 1, 2013 and semiannually thereafter on each February 1 and August 1. |
| 6. Security | General Obligation of the City. In addition, the City will pledge special assessment revenues collected from benefitted properties. |
| 7. Prepayment Option | The Bonds maturing February 1, 2021 – 2023 will be subject to prepayment on February 1, 2020 at a price of par plus accrued interest. |
| 8. Tax Status | Dorsey and Whitney, LLP Minneapolis, Minnesota, |
| 9. Credit Enhancement | We believe a credit rating will be cost beneficial. The City's general obligation debt is currently rated Aa2 by Moody's Investors Service. |

June 11, 2012

Attention: Dean Zulieger, City Administrator
City of Lake Elmo, Minnesota

Re: City of Lake Elmo, Minnesota
General Obligation Improvement Bonds, 2012B

Dear Dean:

At the direction of Paul Donna of this office, I am requesting that you provide our office with the appropriate Chapter 429 improvement proceedings for the City's improvement projects to be financed by the above-mentioned bond issue. Below is a list of the documents we will need as soon as possible, so that they can be reviewed and forwarded to Bond Counsel for final review (please note that we will need these items for each improvement project being financed):

1. Resolution Calling for the Public Hearing on the Improvements;
2. The "Certificate of Mailing Notice of the Hearing" to all affected property owners (mailed ten or more days before the hearing), and a copy of the notice that was mailed. The Notice must contain the following language: "A reasonable estimate of the impact of the assessment will be available at the hearing.";
3. Affidavit of Publication of the Notice of Hearing from the local paper (published twice, a week apart, with the last publication at least three days prior to the hearing date);
4. Minutes of improvement public hearing;
5. Resolution Ordering the Improvement (adopted within six months of the hearing and approved by a four-fifths vote of all members of the Council);
6. Reimbursement resolution, if any.

If the project was a 100% Petition request, then we need the following:

1. Petition of the owners
2. City Resolution Accepting the Petition
3. Resolution Ordering the Improvement

All of the documents should be originally executed. If that is not possible, we will need to have a certificate as to originals executed. I can provide you with the appropriate form for that, if you need it. Please feel free to call me if you should have any questions regarding this matter. Thanks very much for your prompt attention.

Very truly yours,
Northland Securities, Inc.

Cynthia L. Tebbitt

Cynthia L. Tebbitt
Senior Closer
Northland Securities, Inc.
45 South 7th Street, Suite 2000
Minneapolis, MN 55402
Direct: 612-851-4945 Fax 612-851-5918
kbriley@northlandsecurities.com

**FINANCIAL ADVISORY SERVICE AGREEMENT
BY AND BETWEEN
THE CITY OF LAKE ELMO, MINNESOTA
AND
NORTHLAND SECURITIES, INC.**

This Agreement made and entered into by and between the City of Lake Elmo, Minnesota (hereinafter "City") and Northland Securities, Inc., of Minneapolis, Minnesota (hereinafter "NSI").

WITNESSETH

WHEREAS, the City desires to have NSI provide it with advice on the structure, terms, timing and other matters related to the issuance of General Obligation Water Revenue Crossover Refunding Bonds, Series 2012A and General Obligation Improvement Bonds, Series 2012B (the "Debt") serving in the role of financial advisor, and

WHEREAS, the City and NSI are entering into this Agreement to define the financial advisory relationship at the earliest opportunity related to the Debt, and

WHEREAS, NSI desires to furnish services to the City as hereinafter described,

NOW, THEREFORE, it is agreed by and between the parties as follows:

SERVICES TO BE PROVIDED BY NSI

NSI shall provide all services necessary to analyze, structure, offer for sale and close the transaction. Lake Elmo's of the services include the following:

Planning and Development

1. Meet with City officials and others as directed to define the scope and the objectives
2. Assemble and analyze relevant statistical information.
3. Prepare a preliminary feasibility study or discuss with City officials possible funding options and the fiscal implications of each.
4. Prepare details on the recommended options - information on the issue structure, method of issuance, term, sale timing, call provisions, etc.
5. Prepare a schedule of events related to the issuance process.
6. Attend meetings of the City Council and other project and bond issue related meetings as needed and as requested.

Bond Sales

1. Collect data and prepare preliminary official statement (POS).
2. Provide POS for review and approval by City.
3. Distribute the POS and bid form to prospective bidders.
4. Cause to be published the Official Notice of Sale if required by law.
5. Recommend whether the issue should secure a bond rating. If the issue is to be rated, prepare and furnish to the rating agencies the information they require to evaluate the issue and provide their rating. Assist City to prepare and conduct rating call or other presentation.
6. Directly contact underwriters most likely to serve as syndicate managers to assure that bidding interest is established.

7. Assist the City in receiving the bids, compute the accuracy of the bids received, and recommend to the City the most favorable bid for award.

8. Coordinate with bond counsel the preparation of required contracts and resolutions.

Post Sale Support

1. Prepare final official statement and provide to underwriter for posting on EMMA.
2. Coordinate the bond issue closing including making all arrangements for bond printing, registration, and delivery.
3. Furnish to the City a complete transcript of the transaction, if not provided by bond counsel.
4. Assist, as requested by the City, with the investment of bond issue proceeds.

COMPENSATION

For providing these services with respect to the Debt, NSI shall be paid a lump sum of \$26,125 for Series A and \$9,900 for Series B. The fee due to NSI shall be payable by the City upon the closing of the Bonds.

NSI agrees to pay the following expenses from its fee:

- Out-of-pocket expenses such as travel, long distance phone, and copy costs.
 - Production and distribution of material to rating agencies and/or bond insurance companies.
 - Preparation of the bond transcript.
- The City agrees to pay for all other expenses related to the processing of the bond issue(s) including, but not limited to, the following:

- Engineering and/or architectural fees.
- Publication of legal notices.
- Bond counsel and local attorney fees.
- Fees for various debt certificates.
- The cost of printing Official Statements, if any.
- City staff expenses.
- Airfare and lodging expenses of one NSI official and City officials when and if traveling for rating agency presentations.
- Rating agency fees, if any.
- Bond insurance fees, if any.
- Accounting and other related fees.

It is expressly understood that there is no obligation on the part of the City under the terms of this Agreement to issue the Debt. If the Debt is not issued, NSI agrees to pay its own expenses and receive no fee for any services it has rendered.

SUCCESSORS OR ASSIGNS

The terms and provisions of this Agreement are binding upon and inure to the benefit of the City and NSI and their successors or assigns.

TERM OF THIS AGREEMENT

This Agreement may be terminated by thirty (30) days written notice by either the City or NSI and it shall terminate sixty (60) days following the closing date related to the issuance of the Debt.

Dated this 19th day of June, 2012.

Northland Securities, Inc.

By: JR Fifield, Jr.

John R. Fifield, Jr. - Senior Vice President

City of Lake Elmo, Minnesota

By: _____

Its: _____

Dated this 19th day of June, 2012.

Northland Securities, Inc.

By: _____

John R. Fifield, Jr. - Senior Vice President

City of Lake Elmo, Minnesota

By: _____

Its: _____

CERTIFICATION OF MINUTES RELATING TO
GENERAL OBLIGATION WATER REVENUE CROSSOVER REFUNDING BONDS,
SERIES 2012A

Issuer: City of Lake Elmo, Minnesota

Governing Body: City Council

Kind, date, time and place of meeting: A regular meeting held on June 19, 2012,
at 7:00 P.M. at the City Hall, Lake Elmo, Minnesota.

Members present:

Members absent:

Documents Attached:

Minutes of said meeting, including:

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ISSUANCE AND SALE OF
\$4,090,000 GENERAL OBLIGATION WATER REVENUE
CROSSOVER REFUNDING BONDS, SERIES 2012A

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the bonds referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said bonds; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on June __, 2012.

City Administrator

Councilmember _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____
RESOLUTION AUTHORIZING ISSUANCE AND SALE OF
\$4,090,000 GENERAL OBLIGATION WATER REVENUE
CROSSOVER REFUNDING BONDS, SERIES 2012A

BE IT RESOLVED by the City Council of the City of Lake Elmo (the "City") as follows:

SECTION 1. PURPOSE. It is hereby determined to be in the best interests of the City to issue its General Obligation Water Revenue Crossover Refunding Bonds, Series 2012A in the principal amount of approximately \$4,090,000 (the "Bonds"), pursuant to Minnesota Statutes, Chapter 475, to provide funds to be used to refund in an advance crossover refunding, all or a portion of the City's General Obligation Water Revenue Bonds, Series 2005A, dated, as originally issued, as of August 1, 2005 (the "Refunded Bonds").

SECTION 2. SALE. Northland Securities, Inc. is hereby authorized, pursuant to Minnesota Statutes, Section 475.60, Subdivision 2, paragraph (9), to solicit proposals for the Bonds on behalf of the City on a competitive basis without requirement of published notice. The City Council shall meet at the time and place shown in the Notice of Sale prepared for the Bonds for the purpose of considering proposals for the purchase of the Bonds and of taking such action thereon as may be in the best interests of the City.

Upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon the Resolution was declared duly passed and adopted.

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

RESOLUTION 2012-28

**A RESOLUTION AUTHORIZING ISSUANCE AND SALE OF \$865,000
GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2012B**

BE IT RESOLVED by the City Council of the City of Lake Elmo (the "City") as follows:

WHEREAS, It is hereby determined to be in the best interests of the City to issue its General Obligation Improvement Bonds, Series 2012B, in the principal amount of \$865,000 (the Bonds), pursuant to Minnesota Statutes, Chapters 429 and 475, to finance improvement projects in the City.

WHEREAS, Northland Securities, Inc. is hereby authorized, pursuant to Minnesota Statutes, Section 475.60, Subdivision 2, paragraph (9), to solicit proposals for the Bonds on behalf of the City on a competitive basis without requirement of published notice. The City Council shall meet at the time and place shown in the Notice of Sale prepared for the Bonds for the purpose of considering proposals for the purchase of the Bonds and of taking such action thereon as may be in the best interests of the City.

Upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon the Resolution was declared duly passed and adopted on this nineteenth day of June, 2012.

CITY OF LAKE ELMO CITY COUNCIL

By: _____
Dean A. Johnston
Mayor

ATTEST:

Sandie Thone
City Clerk

CERTIFICATION

I do hereby certify the minutes relating to general obligation improvement bonds, series 2012B Issuer: City of Lake Elmo, Minnesota and Governing Body: City Council; Kind, date, time and place of meeting: A regular meeting held on June 19, 2012, at 7:00 P.M. at the City Hall, Lake Elmo, Minnesota are the a copy of the exact official document in my office and the said resolution RESOLUTION 2012-28 approving the RESOLUTION AUTHORIZING ISSUANCE AND SALE OF \$865,000 GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2012B is the exact copy of the official resolution in my office.

Members present: Mayor Johnston, Council Members Emmons, Smith, Pearson and Park.

Members absent:

Documents Attached:

Minutes of said meeting, including: RESOLUTION 2012-28 approving the RESOLUTION AUTHORIZING ISSUANCE AND SALE OF \$865,000 GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2012B

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the bonds referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting, so far as they relate to said bonds; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on June nineteenth 2012.

Sandie Thone, City Clerk

{Seal}

MAYOR & COUNCIL COMMUNICATION

DATE: June 19, 2012
REGULAR
ITEM #: 10 – Fiscal Impact \$\$
MOTION

AGENDA ITEM: Financial Planning Services Agreement with Northland Securities for the purpose of analyzing water, sanitary sewer, and storm water systems in preparation of water main and sewer main extension projects.

SUBMITTED BY: Dean Zuleger, City Administrator

THROUGH: Mayor Johnston & Council Member Emmons

REVIEWED BY: Dean Zuleger, City Administrator

SUMMARY AND ACTION REQUESTED: Expend \$5,280 paid to Northland Securities, Inc. to complete a financial analysis (including debt service and cost recovery using water and sewer rates) affiliated with the extension of water main to and through the I-94 corridor, and the construction of sewer mains through and the I-94 corridor and north to and through the Old Village.

BACKGROUND INFORMATION: On May 8th, the City Council participated in a workshop on “Utilities and Growth”. During the workshop, several options for utilities expansion were discussed that resulted in three basic priorities;

1. Providing water service from municipal wells northeast of Highway 5 to the southern and westernmost parts of the City of Lake Elmo;
2. Provide sanitary sewer service for development throughout the I-94 corridor and north to the Old Village to attempt to meet the needs of the Metropolitan Council / City of Lake Elmo Memorandum of Understanding;
3. Develop a funding plan that allows for the ability to cash flow both expansions by 2014 to eliminate the loss of \$2 million in state funding.

STAFF REPORT: The engineering staff of Lake Elmo has developed options for “main” utility extension that has an estimated cost of \$12.5 million. With \$2 million dedicated to Lake Elmo by the State of Minnesota, Lake Elmo would have to bond for \$10.5 million (2012 dollars) to build the truck / main infrastructure system to positively affect growth and provide vital clean potable water / sanitary services to existing residents. The Administrator of Lake Elmo has spoken with several public financial advisors and reviewed a 2009 Study from Ehlers to determine the best financial mix to fund the \$10.5 million. In the course of the investigation, it was determined that Northland Securities, led by former City of Burnsville CFO Tammy Omdahl, was best suited to conduct a financial study that examines debt service requirements,

water and sewer access charges, water and sewer rates, developer fees, grant opportunities and factor in a possible settlement / court ruling with 3M to finance utility construction using a 15 year payback schedule w/o negatively impacting the City's credit worthiness.

RECOMMENDATION: Based upon the background information presented, the staff recommends that the City of Lake Elmo City Council:

Motion: To approve the Financial Planning Agreement between the City of Lake Elmo and Northland Securities for an amount not to exceed \$5,280 for the purpose of developing a financial strategy for the construction of water main and sewer force main in the City's growth areas. The funds are to be disbursed equally from the City's undesignated fund balance and the City's Water Utility Fund – with funds to be recovered through mechanism determined by the study.

ATTACHMENTS: Northland Securities Agreement

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
- Call for Motion..... Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

FINANCIAL PLANNING AGREEMENT

**BY AND BETWEEN
THE CITY OF LAKE ELMO, MINNESOTA
AND
NORTHLAND SECURITIES, INC.**

FINANCIAL PLANNING SERVICES

This Agreement made and entered into by and between the City of Lake Elmo, Minnesota (hereinafter "City") and Northland Securities, Inc., of Minneapolis, Minnesota (hereinafter "NSI").

WITNESSETH

WHEREAS, the City desires to use the services of NSI for financial planning for the City's water, sanitary sewer, and storm water utility systems, including, planning for user charges and rates (hereinafter "Project").

WHEREAS, NSI desires to furnish services to the City as hereinafter described,

NOW, THEREFORE, it is agreed by and between the parties as follows:

SERVICES TO BE PROVIDED BY NSI

The scope of work to be performed by NSI is based on the following factors:

1. User charges for water, sanitary sewer, and storm sewer service need to be reviewed to ensure adequate operating revenues and reserves are maintained.
2. The analysis of user charges must consider current and future capital improvements.
3. The impacts of changes to user charges on local residents and businesses must be clearly understood and managed.

NSI will undertake the following tasks:

1. Conduct kick off meeting with City Staff to review project objectives, set meeting schedule and collect background data.
2. Review background information about water, sanitary sewer, and storm sewer utilities. The City has the responsibility for collecting and providing NSI with information needed to conduct the study. Information sought by NSI includes:
 - a. Annual financial statements for utility funds for years 2006-2011.
 - b. Operating budgets for 2010, 2011, and 2012.
 - c. Current user rate schedules.
 - d. Water system operating data including number of customers (by type if possible) and quantity of water sold in 2006 through 2010.

e. Sanitary sewer system operating data including number of customers (by type if possible) and basis for sewer billing in 2006 through 2010.

f. Storm sewer system operating data including number of customers (by type if possible) and basis for storm sewer billing in 2006 through 2010.

g. Plans for capital improvements in years 2012 through 2016 (and future years if available) including type of improvement, estimated cost, funding source, and timing.

3. Design financial model for sanitary sewer, water, and storm sewer systems. NSI will

create spreadsheets that model the unique characteristics of the City's utility systems.

The model will be used to analyze and explain the implications of alternative user charge structures. At a minimum, the model will analyze changes in: operating

expenses; system usage; customers; capital improvements; and funding options.

4. Develop up to two alternatives for sanitary sewer, water, and storm sewer rates. NSI will identify and evaluate the current rate structure and up to two change alternatives for both water and sewer user charges.

5. Review results. NSI will meet with the City to review results of the analysis.

6. Report initial findings and recommendations. NSI will prepare a memorandum that explains the results of the analysis in Tasks 4-5 and presents a recommended course of action.

This scope of work includes up to two (2) meetings with the City to review results.

COMPENSATION

For the services specified, NSI will be paid an amount not to exceed \$5,280. The amount is based on the estimated number of hours required to complete these tasks at an hourly billing rate of \$160/hour plus reimbursable expenses for travel, printing and mailing. NSI will bill on a monthly basis for actual services performed and reimbursable expenses.

ASSIGNED NORTHLAND EMPLOYEE

The NSI employee responsible for providing services pursuant to this agreement and for the services performed is Tammy Omdal.

SUCCESSORS OR ASSIGNS

The terms and provisions of this Agreement are binding upon and inure to the benefit of the City and NSI and their successors or assigns.

DISCLAIMER

In performing service under this agreement, NSI is relying on the accuracy of information provided by the City and the services provided by Northland are based on current State Law. The parties agree that the Minnesota property tax system and other laws may change and may affect the accuracy and validity of services provided by NSI. NSI will perform its work using the best available information. The City recognizes and accepts that future property values, tax

levies and tax rates may vary from the assumptions used by NSI and such changes may affect the work product produced and provided by NSI.

TERM OF THIS AGREEMENT

This Agreement may be terminated by thirty (30) days written notice by either the City or NSI. In the event of early termination by the City, NSI shall provide the City with an itemized hourly statement of services already provided. All billable hours by NSI shall be billed at the stated hourly rates should early termination occur.

Dated this ____ day of June, 2012.

Northland Securities, Inc.

By: _____

City of Lake Elmo, Minnesota

By: _____
City Administrator

POWERS OF EDAS

General Powers and Purposes

The primary benefit of an EDA rests in its ability to easily and flexibly accomplish a wide range of development and redevelopment objectives. An EDA is granted a remarkably full complement of development powers. These include (subject to any limitation in the enabling resolution) the powers enumerated by its enabling legislation, but also those powers granted by cross-reference to housing and redevelopment authorities (HRAs), to Cities in connection with projects and development districts, of municipalities and redevelopment agencies in connection with Municipal Industrial Development. These development powers allow an EDA great latitude, flexibility and efficiency in pursuing economic development objectives.

The purposes to which EDAs may direct their powers are not entirely clear in the statutes. They appear to include making land suitable and available for economic development and to encourage the location or expansion of economic development facilities. Also, through incorporating the purposes of HRAs, EDAs also can provide adequate housing in addition to clearing and developing blighted areas. And by incorporating the broad purposes of Municipal Industrial Development, EDAs may actively promote, attract and encourage the development of economically sound industry and commerce for the purpose of preventing the emergence of blighted and marginal lands and areas of chronic unemployment.

Usually, an EDA must adopt or reference a broader plan to exercise its powers. Certain EDA powers can only be exercised within the boundaries of an "Economic Development District; certain HRA powers must be exercised within the boundaries of a "Redevelopment Project," and certain municipal powers must be exercised within a "Municipal Development District."

Certain EDA Powers must be exercised only within the boundaries of an "Economic Development District." The EDA may create and define the boundaries of economic development districts at any place or places within the City, except the district boundaries must be contiguous. An EDA must hold a public hearing on the establishment and at least 10 days before the hearing the EDA shall publish notice of the hearing in a daily newspaper of general circulation in the City. The EDA must find that an economic development district is proper and desirable to establish and develop within the City.

Redevelopment Project

When the EDA exercises many of the powers of an HRA, such powers must be used within the boundaries of a Redevelopment Project established under the HRA law.

When establishing a Redevelopment Project, the EDA must develop a redevelopment plan which provides an outline for the development or redevelopment of the area. The EDA must obtain the written opinion of the City's planning agency if there is one.

The City Council must approve or disapprove the plan within 30 days after holding a public hearing on the Redevelopment Project. The council must make the following findings in connection with its approval:

1. The land in the project area would not be made available for redevelopment without the financial aid to be sought from the EDA.

2. The redevelopment plans for the redevelopment areas in the locality will afford maximum opportunity consistent with needs of the locality as a whole for the redevelopment of the areas by private enterprise.

3. The redevelopment plan conforms to the general comprehensive plan for the development of the locality as a whole. (Minn. Stat. § 469.028).

Municipal Development District

When the EDA exercises certain powers of cities identified in the City Development District law (Minn. Stat. §§ 469.124-469.143), they must be used within the boundaries of a Municipal Development District. A development district may be designated anywhere within the boundaries of a City and the City must adopt a Development Program for the development district, which is a statement of objections for the development district and contain the information set forth in Minn. Stat. § 469.125, Subd. 3. The City may develop a program for improving the district to provide the impetus for commercial development, increase employment, protect pedestrians, provide open space relief and other actions which are in the public purpose. Prior to designation, the City must consult with its planning agency or department, publish notice, and hold a public hearing.

Specific Powers

Because EDAs derive powers both directly from EDA law and indirectly by cross reference with other development statutes, there is often considerable overlap in the statutes which can be cited as authority for a given power.

For example, the power to acquire and develop property under the EDA Law must be exercised within the boundaries of an "economic development district." Since the definition of an economic development district is very restrictive, the EDA power to acquire land cannot be exercised in many circumstances. However, the comparable HRA power to acquire and develop property is far more general and can be exercised in a broad range of development circumstances. By picking and choosing the particular statutory authority best suited to a given proposed action, an EDA can usually carry out its purposes with a minimum of inconvenience.

Many of the powers of an EDA are listed below, including powers derived from EDA, HRA and municipal authorities. When considering the exercise of any specific power cited, you should always review the available legislation and consult with your legal and development advisors.

Acquisition of Property

An EDA may acquire the necessary rights, titles or interest in property through purchase, lease or gift. While the property is owned by the EDA and used for governmental purposes, the property is exempt from taxation by the state or its political subdivisions. However, once the EDA sells or leases the property for use by a non-governmental body, it becomes subject to taxation.

Options

The EDA may sign options to purchase, sell or lease property. This power may be used to set aside a particular building or site for future development purposes.

Eminent Domain

An EDA may exercise the right of eminent domain under Chapter 117 or under its City's charter to acquire property by condemnation. If the property is owned by the City for public use, the City must approve the taking. Also, the EDA may take possession of the property after it files a petition in condemnation proceedings describing the property -- a practice sometimes referred to as a "quick take" proceeding.

Loans

An EDA may make loans to businesses to carry out the purposes outlined in the EDA Law (Minn. Stat. § 469.192).

Contracts

The EDA may enter into contracts with both governmental and non-governmental entities for the purpose of economic development, including the purchase or sale of real and personal property. An EDA may not incur an obligation or expense under the HRA Law, unless it has an existing appropriation, or can identify reasonably expected revenues sufficient to discharge the obligation or pay the expense. Independent authority is found in the EDA Law for the EDA to guarantee loans, as more fully discussed under the "Advances" power described later in this handbook.

Limited Partnership

An EDA may be a limited partner in a partnership whose purpose is consistent with the EDA's purpose.

If a City is participating in a project as a limited partner, it may wish to stipulate in the equity agreement a limit on its current and future liability. This stipulation will serve as a safeguard for the City if legal action is brought against the firm as a result of its operation or inequities in its services or products.

Rights and Easements

The EDA may acquire rights and easements for development of an economic development district. It may be necessary for an EDA to utilize these powers when extending public infrastructure to a project area.

Acceptance of Public Land and Property

The EDA may accept land, money, or assistance, either by gift, loan or otherwise, in any form from the federal or state government, or its agencies, or a local subdivision of the state government to carry out its economic development activities.

For example a City may want a community center for its residents. In order for the project to occur, the EDA sells revenue bonds, constructs the community center, and leases the community center to the City. The lease is paid by an annual appropriation from the City's general fund to

The EDA may operate and maintain a public parking facility or other public facility to promote development or prevent the emergence of slum and blight. Frequently, these powers are exercised in cooperation with other units of government, including Cities, counties and school districts. Projects may include City halls, fire stations, libraries, community centers, administration buildings, and many others.

Public Facilities

Although a zone is operated as a public utility and can be managed by either a public or private corporation, it is treated as foreign territory and considered to be in foreign commerce, therefore providing benefit to the users. The usual formal Customs entry procedure and payment of duties is not required on the foreign merchandise unless and until it enters Customs territory for domestic consumption, in which case the importer ordinarily has a choice of paying duties either on the original foreign material or the finished product. In addition, quota restrictions do not normally apply to foreign goods stored in zones. Domestic goods moved into a zone for export may be considered exported upon entering the zone for purposes of excise tax rebates and drawback. In some cases companies can avoid both import duties on an item and state and local ad valorem taxes when goods are exported from the zone. In most cases, Federal taxes and excise taxes can be deferred on the goods until they enter the U.S. marketplace.

There are two types of foreign trade zones. General zones are located at or adjacent to a U.S. Customs Port of Entry (i.e. Minneapolis-St. Paul International Airport or Duluth Port) and subzones which are technically part of the general zone but are physically removed from it. General zones typically have multiple users occupying a facility or warehouse site, while "subzones" are special-purpose facilities operated by individual firms that cannot be accommodated within a general zone and are engaged in large-scale manufacturing. The major goods being produced in subzones are automobiles, trucks, motorcycles, tractors, women's garments, and refined oil.

Minnesota Statute 469.101, Subdivision 11 authorizes EDAs to operate and manage Foreign Trade Zones. Foreign or "Free" Trade Zones (FTZ) were established to facilitate international trade by serving as "safe havens" and can increase a company's cash flow by reducing costs associated with import restrictions and duties. FTZs can be warehouses, storage tanks or fenced-in areas near harbors, airports or industrial parks. Foreign and domestic goods are brought into a zone where they can be stored, sold, exhibited, broken up, repacked, assembled, distributed, sorted, graded, cleaned and mixed with foreign and domestic products or used in a manufacturing process.

Foreign Trade Zone

An EDA may accept conveyances of land from all other public agencies, commissions, or other units of government, if the land can be properly used by the EDA in an economic development district.

the EDA, and the EDA uses the lease payments to pay the principal and interest due on the revenue bonds. When the revenue bonds are retired, title to the new community center will be transferred to the City.

Government Agent

An EDA may cooperate with or act as an agent for the federal or state government, a state public body, an agency or instrument of a government, or a public body to carry out its mission.

Studies, Analysis, Research

An EDA may study and analyze economic development needs in the City, and ways to meet those needs. An EDA may study the desirable patterns for land use for economic development and community growth and other factors affecting local economic development in the City. It may make the results of the studies available to the public and to business/industry in general. An EDA may engage in research and disseminate information on economic development within the City.

Public Relations

To further its economic development efforts, an EDA may join an official, industrial, commercial, or trade association, or other organization. It may also have a reception of officials who may contribute to advancing the City and its economic development activities. It may also carry out other public relations activities as it deems appropriate in fulfilling its efforts to promote the City and its economic development projects (Minn. Stat. § 469.101, Subd. 16).

Joint Powers Agreements

Any two or more EDAs using HRA powers or together with an HRA may join with one another to exercise, either jointly or otherwise, any or all of their powers. This joint powers agreement may be used for the purpose of financing, including the issuance of bonds and giving security, planning, undertaking, owning, constructing, operating, or contracting a housing project located within the area of operation of any one or more of the EDAs or HRAs. The EDA may, by resolution, authorize any other housing authority or EDA utilizing HRA powers to act on its behalf with respect to any or all powers, as its agent or otherwise.

An EDA may by resolution authorize another housing authority to exercise its powers within the authorizing EDAs area of operation at the same time that the authorizing authority is exercising the same powers.

Tax Increment Financing

There are many benefits afforded to a City by utilizing Tax Increment Financing (TIF) to facilitate economic development. Some of these are: the City can realize new development, which would not otherwise occur without the use of TIF; the City may realize broader economic gains of new development in terms of employment, tax base enhancement and secondary spin-off effects; the City can facilitate the construction of related public improvements it wishes to achieve by coordinating a TIF project with more general public improvement projects; the City

may have better control over the nature of the development; the City may be able to fund administrative and/or community development costs with revenue from the TIF district and; in some cases, the qualifying of new development is enhanced by the TIF financing.

An EDA may act as an Authority for the purposes of creating and administering tax increment financing districts and plans. These powers must be exercised within a Redevelopment Project, when acting under HRA powers, or within a Municipal Development District when exercising City powers. In general, an EDA must receive approval from the City Council prior to adoption of a Tax Increment Financing plan, and comply in all respects with the requirements of Minnesota Statutes 469.174 - 469.179.

There are several types of TIF districts allowed by statute. The following is a brief description of each.

Redevelopment District:

- Generally a blighted area containing substandard buildings.
- Requires documentation to evaluate occupied land area and analysis of substandard buildings.
- Maximum duration of TIF district is 25 years from receipt of the first increment.

Renewal and Renovation District:

- Blight and obsolescence tests must be met.
- Maximum duration of TIF district is 15 years from receipt of the first tax increment.

Housing District

- Provides housing opportunities for persons and families of low and moderate income.
- Maximum duration of TIF district is 25 years from receipt of the first tax increment.

Soils Condition District:

- Provides for the removal or remediation of hazardous substances or contaminants as specified in a development action response plan.
- Such costs must exceed (a) the fair market value of the land before completion of the preparation or (b) \$2 per square foot of the area of each parcel.
- Maximum duration of the TIF district is 20 years from receipt of the first tax increment.

Economic Development District:

- May be used only for manufacturing, production, processing, warehousing, storage, distribution (excluding retail sales), research and development, telemarketing, certain tourism and border City retail facilities and uses are directly related to or in support of such qualifying activities. Prohibits establishment if more than 15 percent of the square footage of such facilities are used for other purposes.

- Must demonstrate retention of local businesses, increased employment or preservation or enhancement of the state tax base, etc.
- Maximum duration of TIF district is 8 years from receipt of the first tax increment.
- May be used for commercial facilities not exceeding 15,000 square feet in Cities with populations of 5,000 or less located at least 10 miles outside of a City with a population of 10,000 or more. Other than administrative expenses, all increments must be spent within the TIF district.
- Expanded Rules for any type of development if construction commences by July 1, 2011 and certification of district is requested by June 30, 2011.

Compact Development District:

- May be used to redevelop property where 70 percent of the parcel is industrial or utility property.
- The project must result in an increase of square footage of industrial or utility property by three times or more over its current level.
- Must be approved before June 30, 2012.

In order to establish a TIF district, a specific process must be followed including the following:

1. A Development Program or Redevelopment Plan (depending on statutory authority used) must be prepared. This sets forth the general goals for the development or redevelopment project area.
2. A Tax Increment Financing Plan must be prepared. This sets forth the specific project(s) to be undertaken, costs involved, and revenues projected, and is the guiding document for the proposed project.
3. A public hearing on the TIF Plan and district must be conducted. Notification of the public hearing must be published 10-30 days prior to the hearing.
4. A TIF district "fiscal and economic impact" letter must be received by the County and school district at least 30 days prior to the public hearing.
5. The City planning commission must review the TIF Plan and Development Program prior to City approval.
6. At the public hearing, all interested parties are invited to express their opinion(s).
7. Subsequent to the public hearing, the City must approve or reject the TIF Plan and district.
8. Upon approval, the City must request County certification of the original value of the TIF district which will begin the tax increment collection process.
9. Actual project expenditures may not be made until the TIF Plan is adopted and the TIF district is established.

Issuing General Obligation Bonds

The EDA may issue General Obligation Bonds (GO Bonds) in anticipation of income from any source for any purpose allowed by statute. The City must, by ordinance and by two thirds vote, give specific consent to pledge the City's full faith and credit to the GO Bonds. The EDA must comply with the provisions of Minnesota Statutes § 475, the general public indebtedness statute. An election is required to issue GO Bonds backed by the City's full faith and credit.

Issuing Revenue Bonds

Revenue bonds may be issued by the EDA to fund any authorized activity of the EDA. The revenues generated by the projects to be financed and/or other revenues of the EDA may be pledged to the payment of the revenue bonds. Bonds may also be secured by a mortgage on certain EDA property. The EDA can pledge its full faith and credit and limited taxing power to the payment of revenue bonds, but it may not pledge the full faith and credit of the City.

Because the credit strength of an EDA is usually very limited, the feasibility of a revenue bond offering is highly dependent upon the project to be financed. For example, if an EDA were to issue a revenue bond to finance the construction of a building to be leased to a manufacturing firm, the interest rate and security terms of the revenue bond would depend primarily on the creditworthiness of the manufacturer. For weaker projects and tenants, issuance may not be feasible.

Advances

As noted earlier in this handbook, there is independent authority for an EDA to make a loan. An EDA may advance (loan) its general fund money or credit without interest. The advances must be repaid from the sale or lease of land. If the money advanced for the development or redevelopment project was obtained from the sale of the EDA's general obligation bonds, then the interest rate on the advances must not be lower than the average annual interest rate on the EDA's general obligation bonds that are outstanding at the time the advances are made. Advances made to acquire land and to construct facilities for recreational purposes, do not need to be reimbursed (Minn. Stat. § 469.106).

Secondary Market

An EDA may sell, at private or public sale, at the price or prices determined by the EDA, any note, mortgage, lease, sublease, lease purchase, or other instrument or obligation evidencing or securing a loan made for the purpose of economic development, job creation, redevelopment, or community revitalization by a public agency to a business, for-profit or nonprofit organization, or an individual (Minn. Stat. § 469.101, Subd. 22). An EDA operating a revolving loan fund may choose to sell a loan on the secondary market if it needs to recapitalize the loan fund in order to finance additional projects.

Borrowing in Anticipation of Bonds

After authorizing a bond issue, an EDA may borrow funds to provide money immediately required for the project, but the loan must not exceed the amount of the bonds. The EDA must approve a resolution stating the terms of the loan. The due date for the loan may not be for more than 12 months from the date of the loan origination and may be repaid with interest from the proceeds of the bonds when the bonds are issued and delivered to the bond purchasers. The loan must not be obtained from any Commissioner of the EDA or from any corporation, association, or other institution of which a Commissioner is a stockholder or officer (Minn. Stat. § 469.101, Subd. 19).

Revolving Loan Funds

Small business growth in most communities provides the greatest opportunity for new investment and job development. However, because constraints on capital markets, financial institutions may be unable or unwilling to provide a complete financing package, and many good companies end up with marginal long-term financing.

Businesses and financial institutions invest dollars in projects to make a profit and to earn a return on that investment. Unless the project offers the promise of a positive return, it is difficult to sell a prospective investor on locating or expanding a business. Stimulating investment requires impacting a business and a bank's spending decisions. An EDA can impact business spending decisions by providing an opportunity where rates of return on investment are attractive and competitive. Many EDAs do this by operating a local Revolving Loan Fund (RLF) designed to facilitate small business investment.

The typical goal of a local RLF is to leverage private sector investment by filling the capital market gap for financing long-term assets.

Most RLFs provide a cost advantage to the business to lessen their financial constraints and meet the community's goal of increasing productivity and creating new, permanent jobs. The RLF can provide lower interest payments, more flexible equity requirements, longer terms, deferred principle payments and a subordinate collateral position to the bank.

The type of businesses that are eligible for loan funds type of businesses that are eligible for loan funds will depend on the loan guidelines established by the particular EDA.

An RLF can be designed in several different ways. The most common type of RLFs structure is the direct loan to the business. Direct loans are made to the business with a separate set of loan documents and collateral to secure the loan. These loans are typically made to fill the gap in a development project.

The second type of funding structure is a loan guarantee. The EDA provides a partial guarantee to the private lender to ensure repayment of the loan and to limit the risk to the private lender. This type of activity provides several advantages to the EDA, notably, smaller capitalization requirements, increased leverage of funds, and limited administrative activity

1. that the EDA may not exercise any specified power contained in Minn. Stat. §§ 469.001 to 469.047, 469.090 to 469.108, and 469.124 to 469.134 or that the EDA must not exercise any powers without the prior approval of the City Council.
2. that, except when previously pledged by the EDA, the City Council may by resolution require the EDA to transfer any portion of the reserves generated by activities of the EDA authority to the debt service fund of the City, to be used solely to reduce tax levies for bonded indebtedness of the City;
3. that the sale of all bonds or obligations issued by the EDA be approved by the City Council before issuance;
4. that the EDA follows the budget process for City departments as provided by the City and as implemented by the City Council and Mayor;
5. that all official actions of the EDA must be consistent with the adopted comprehensive plan of the City, and any official controls implementing the comprehensive plan;
6. that the EDA submit all planned activities for influencing the action of any other governmental agency, subdivision, or body to the City Council for approval;

The City Council may place limits on the activities of the EDA in the enabling resolution. These limitations may be placed on the power to issue general obligation or revenue bonds, the power to grant or loan EDA funds, power to enter into limited partnerships, or any other specific power over which the governing body wishes to exercise control. The following is a list of specific areas where the governing body may exercise control (Minn. Stat. § 469.092):

Limitation of Powers

The source of capitalization for local loan funds varies by community. Communities are utilizing local sources through the use of excess general fund or municipal utility reserves, Tax Increment Financing reserves and partnerships with banks or utilities to capitalize local revolving loan funds.

The most fundamental issue in the development of a revolving loan program is the development of policies and procedures for operating, marketing, financing and dealing with delinquencies, defaults. It is important to consider working with development counsel and/or financial advisors to discuss the intricacies and mechanics of a RLF program.

The source of capitalization for local loan funds varies by community. Communities are utilizing local sources through the use of excess general fund or municipal utility reserves, Tax Increment Financing reserves and partnerships with banks or utilities to capitalize local revolving loan funds.

A third type of RLF is a linked deposit program. With a linked deposit program, the EDA works with other government agencies and large non-profit institutions to place a certificate of deposit with the lending institution at below market rate. This action allows the bank to increase its liquidity of funds, gain a higher return on a riskier project and improve collateral coverage.

7. that the EDA to submit its administrative structure and management practices to the City Council for approval.
8. any other limitation or control established by the City Council by the enabling resolution.

