

FILE

*Our Mission is to Provide Quality Public Services in a  
Fiscally Responsible Manner While Preserving the  
City's Open Space Character*

## **NOTICE OF MEETING**

**City of Lake Elmo  
3800 Laverne Avenue North  
City Council Meeting  
Tuesday, September 18, 2012 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 September 4, 2012 City Council minutes
- G. PUBLIC COMMENTS/INQUIRIES**
- H. PRESENTATIONS**

**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. Accept Financial Report dated August 31, 2012
- 3. Accept Building Permit Report dated August 31, 2012
- 4. Approve Payment of Disbursements and Payroll
- 5. 2012 Crack Seal Project - Receive Contractor Quotes and Award Contract

6. 2012 Street and Water Quality Improvements - Pay Request No. 1
7. Approve Resolution 2012-44 to Set Hearing for 2013 Budget and Levy Discussion

**J. REGULAR AGENDA**

8. 2011 Street and Water Quality Improvements - Final Assessment Hearing
9. Ordinance 2012-62 Zoning Amendment Codification; Approve Resolution No. 2012-46 Authorization of Summary Publication Ordinance 2012-62
10. Approve Proposed General Levy and Proposed 2013 Budget; Resolution No. 2012-47
11. Lake Elmo Traffic Enforcement Update
12. Legion Avenue Sewer Survey Results

**K. SUMMARY REPORTS AND ANNOUNCEMENTS**

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

**L. Adjourn**



**LAKE ELMO CITY COUNCIL MINUTES  
SEPTEMBER 4, 2012**

**CITY OF LAKE ELMO  
CITY COUNCIL MINUTES  
SEPTEMBER 4, 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, Finance Director Bendel, Planning Director Klatt and City Clerk Thone.

MAYOR JOHNSTON provided an overview of public comments and business order.

**APPROVAL OF AGENDA**

Council Member Pearson requested to add Item 10 involving Traffic Enforcement to the agenda. Council Member Emmons requested to move Item 3 from Consent Agenda to Regular Agenda.

*MOTION: Council Member Pearson moved to approve the September 4, 2012 City Council Agenda as Amended. Council Member Smith seconded the motion. **Motion passed 5-0.***

**ACCEPTED MINUTES**

**City Administrator Zuleger explained that Item 12(b) from the August 21, 2012 meeting involving the Keats Avenue Street Improvements in fact did not pass per the statutory 4/5 vote requirement.** Mr. Zuleger reported that it is the Administration's recommendation that the Council re-hear and reconsider the item.

The council acknowledged the amendments made to the minutes, and Council Member Emmons also specifically requested two additional amendments to the minutes.

**ITEM 1: THE AUGUST 21, 2012 CITY COUNCIL MINUTES WERE APPROVED AS AMENDED BY CONSENSUS OF THE CITY COUNCIL.**

**PUBLIC COMMENTS/INQUIRIES:**

Karen Johnston of Friends of the Library reported the interim library is now closed and the new Lake Elmo Library is now open. She reported many positive happenings and progress the library made during the time at the interim location. She thanked all involved in the success of both the interim library and the hard work put forth to open the new library.

**PRESENTATIONS:**

**A) YOUTH SERVICES BUREAU**

MARY PLANTEN-KRELL provided a presentation on the services the Youth Service Bureau has to offer the community of Lake Elmo and surrounding communities. The services cover awareness programs, chemical health programs, and diversion programs that aim to head off larger problems that could occur without some type of intervention

## LAKE ELMO CITY COUNCIL MINUTES SEPTEMBER 4, 2012

for local youths and families. She explained municipal funding is an important aspect of the program and the YSB has requested the support in the amount of \$3000 from the City of Lake Elmo.

- B) PROCLAIM WEEK OF SEPTEMBER 17 TO 23, 2012 CONSTITUTION WEEK  
Council Member Pearson read the proclamation proclaiming the week of September 17 through September 23, 2012 as Constitution Week.

### CONSENT AGENDA

2. Approve Payment of Disbursements and Payroll in the Amount of \$71,068.54.
3. Approve Updated 2012 Fee Schedule
4. Affirm Hiring of Building Official Rick Chase
5. 2012 Rain Garden Project - Award Contract
6. Authorization for John Shiltz to Dispense Beer and Wine Coolers at the Lake Elmo Days Community Event on September 7 and 8, 2012

*MOTION: Council Member Pearson moved to approve the Consent Agenda 2,4,5,6 as presented. Council Member Park seconded the motion. **MOTION PASSED 5-0.***

\*Council Member Smith acknowledged that the Council is excited to welcome the New Building Official Rick Chase.

### ITEM 3: FEE SCHEDULE

Council Member Emmons inquired about sewer fees and clarification on the updated fee schedule. City Clerk Thone clarified that the update was a routine housekeeping matter and there will be annual review of the fees for 2013.

*MOTION: Council Member Emmons moved to approve Consent Agenda 3 as presented. Council Member Pearson seconded the motion. **MOTION PASSED 5-0.***

### ITEM 7: ORDINANCE 2012-61 APPROVING ZONING TEXT AMENDMENT - SHORELAND STANDARDS

Planning Director Klatt explained the zoning text amendment related to the shoreline standards calling for slightly larger shoreland boat house requirements, which the Planning Commission approved. The proposed requirement would meet the state requirement. Mr. Klatt informed the council that the applicant, who is seeking the amendment, desires to build a structure under the proposed requirements. The applicant also requested that the setback requirements also be amended to conform to State standards. The Commission did not take action on the setback question, as it was not publically noticed in time for the last meeting.

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Mayor Johnston cautioned whether the public was aware of the City Code allowance of boathouses. He questioned whether the public would have concerns with the additional structures on the shorelands. Council Member Emmons expressed his appreciation for staff's work on this.

*MOTION: Council Member Pearson moved to approve **ORDINANCE 2012-61 APPROVING ZONING TEXT AMENDMENT – SHORELAND STANDARDS**. Council Member Smith seconded the motion. **MOTION PASSED PASS 5-0. THIS DECISION/APPROVAL DOES REQUIRE A FOUR-FIFTHS SUPER MAJORITY VOTE PER STATE STATUTE 429.031.***

### **ITEM 8: MALMQUIST RAD-2 CONCEPT PLAN EXTENSION: 9424 STILLWATER BOULEVARD**

City Administrator Zuleger explained that the city passed a resolution to allow for an open space development. The project and current zoning were previously approved. The Council has already granted at least one extension since the approval.

The staff recommends the additional extension to continue to work on the zoning for the project, work with MnDOT and their recommendations, especially noting traffic concerns, and what the impact of this development would be. MnDot is asking that the developer submit a preliminary plat before they officially comment on the project.

Mayor Johnston suggested public comments be held until after the council speaks on the project.

Council Member Smith questioned the number of requests from the public to speak about the extension, noting we are not here to approve or disapprove the project – just extending the time to properly and expressed her support for the project, citing the need for senior housing in the city limits.

Council Member Pearson expressed his continuing concern regarding Jamaca Court's inclusion in the project and expressed his hesitancy in supporting the project with the inclusion of Jamaca Court.

Council Member Park supported the project and the extension.

Council Member Emmons expressed concerns about the traffic on Highway 5 and ensuring safe access to and from the area. Mr. Emmons also expressed that some residents had expressed concerns about the height of the project.

Mayor Johnston stated he would not support any project with traffic going through Jamaca Court or increased density zoning. He expressed concerns with the lengthy process and stress it may have on the residents and staff. He stated he would support the project with the following three conditions: 1) No traffic thru Jamaca Court; 2) a preliminary plat plan in six months; and 3) an approved traffic management plan from MnDOT in 6 months.

Council Member Smith agreed that Jamaca Court should not be included but stated this is simply an extension, not an approval. She made her position clear that she believes it is a good project, but the debate should be limited to the extension and not attaching additional conditions to the plan at

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this time. She supports granting the extension and fixing the highway 5 safety issues, and discussing them accordingly.

Council Member Park inquired whether this was a 1-year extension. Planning Director Klatt stated it was, but the length was flexible.

City Administrator Zuleger clarified for council the preliminary plat is required before MnDOT will address the traffic issue. Because Jamaca Court is not a state road it will not be addressed. Discussion was had about the MnDOT process and the traffic engineering process.

Council Member Smith stated her preference of a year extension due to the length of time needed to complete many of the required processes.

Tammy Malmquist, 20 year small business owner in Lake Elmo, expressed her commitment to the community's children and seniors, and the development project is to provide a farm school and senior housing for the community.

Council Member Park inquired if the 6 months would be adequate time to accomplish everything that needs to be completed to bring back a completed plan. Ms. Malmquist was hesitant to commit to having everything accomplished in only 6 months. Council Member Park suggested a one-year period for bringing back the preliminary plat only. Council Member Emmons expressed concern over the length of the project to date. Ms. Malmquist responded she feels the project has gained much support from developers and they are ready to move forward. Mayor Johnston raised concerns about single point access of the project property.

Mayor Johnston inquired whether the developer would be ready to go in 6 months. The developer responded it would take 2-3 months from the preliminary plat submission, but agreed the timeline of 6 months in providing the preliminary plat to council was feasible. He also reminded the Council that the preliminary process is financially significant.

Council Member Smith expressed her concerns with the significant time involved between just the preliminary and final plat process. Ms. Smith also pointed out that she has no personal interest in this project with regard to her profession as a real estate agent.

City Attorney Snyder explained the process of approving the concept plan is simple but the preliminary plat is more complex and there are specific statutory (max is 120 days) requirements for the application process. He cautioned setting limits on the review period.

### **Public Comments:**

Ed Neilson, 9498 Stillwater Blvd North, commented that he did not support an extension of the project deadline. He presented a private 'survey' of people who do not support the project or the extension of the deadline. He also alleged that the support for the project has declined due to trust issues.

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**SEPTEMBER 4, 2012**

John Yarusso, 8282 27<sup>th</sup> Street North, commented he supports the project, and it is his belief that there is a need in the community for this type of project.

Judy Boyle, 3415 Jamaca Avenue, expressed her support for the extension, and it is her belief that there is a need in the community for senior housing.

Sharon Benardy, 8253 27<sup>th</sup> Street North, expressed her support of the extension and the project and the need for senior housing in the community.

Larry Weiss, 9302 Stillwater Blvd, expressed he does not support the extension nor the project and expressed his frustration over the lengthy process and the lack of action on the project. Mr. Weiss also is concerned with the constant changes and extensions that keep occurring. He expressed concerns over how this will affect the property values.

Rita Conlin, 8560 Ironwood Trail, expressed her support for the extension and the project, and stated in her experience on the council and planning commission all valuable projects begin as a concept and this is part of the process. She warned that if the Council were to deny the extension, it could be viewed as selective treatment. She encouraged the council to support moving forward with the project and approving the extension.

Brittany O'Keefe, 8308 Stillwater Blvd, expressed her support for the project and the need for the family based atmosphere of the project for children and seniors both.

Pat Wyant, 8772 Ironwood Trail North, expressed her support for the extension of this project and it is her belief that there is a need in the community for senior housing.

Allen Cooperschmidt, 2769 Legion Avenue North, expressed his support for the extension.

Council Member Smith expressed empathy for the surrounding property owners who do not support the project. She hopes they would eventually see it as positive.

*MOTION: Council Member Smith made a motion to approve the **MALMQUIST RAD-2 CONCEPT PLAN EXTENSION: 9424 STILLWATER BOULEVARD for a 6-month period to submit the preliminary plat.** Council Member Park seconded the motion.*

Council Member Emmons raised concerns about extending the timelines on such projects and expressed concerns on the future densities/zoning of this project.

Council Member Pearson expressed council has conveyed the items that are important to them and noted the applicant would be wise to take heed and bring back a project considering the concerns presented such as the Highway 5 access to ensure when the project is brought forward, the expectations are clear and well defined.

*MOTION: Mayor Johnson moved to amend original motion **to include no traffic on Jamaca Court.** Council Member Pearson seconded the motion.*

## LAKE ELMO CITY COUNCIL MINUTES SEPTEMBER 4, 2012

Council Member Emmons inquired whether there is a secondary access to the property excluding Jamaca Court and his concern for full access for the property. City Attorney Snyder cautioned council from adding too many conditions to the extension. Council Member Park expressed her support for the extension w/o the exclusion. Pearson and Johnston and Smith expressed their support for the extension with the exclusion.

***Vote to Amend Motion; vote passed 4-1, Emmons Nay.***

***MOTION:*** Council Member Smith *made a motion to approve the amended MALMQUIST RAD-2 CONCEPT PLAN EXTENSION: 9424 STILLWATER BOULEVARD for a 6-month period to submit the preliminary plat that must exclude traffic on Jamaca Court.* Council Member Park seconded the motion. ***Motion passed 4-1. Emmons, nay***

### **ITEM 9: CITY OF LAKE ELMO STAFF RETREAT (Discussion Item Only)**

City Administrator Zuleger explained the upcoming staff retreat and the positive additions to staff. There was a discussion about the dynamic of the meeting with regards to having council members present versus absent.

### **ITEM 10: TRAFFIC ISSUE ON HIGHWAY 5:**

Mayor Johnston spoke about his concerns over the traffic on Highway 5. He raised for discussion the possibility of adding a traffic control enforcement officer for a period of time, and if positive results are observed, the Council could add a line item to the 2013 budget to continue the enforcement.

City Administrator Zuleger added the traffic concerns are well known and documented. He informed the Council that it would cost the city for an officer at 20 hours a week would cost \$6800 monthly for the drive time periods of morning and evening commuting time. Mr. Zuleger also stated that unfortunately the City's ticket revenue share is only about \$20 per ticket. Mayor Johnston explained that in the past, the City received a half-share of the fine, but now only recovers \$20 of the fee due to state budget issues. A proposal of a one month trial was discussed as well as the importance of measuring the success of the program. Council Members Smith and Pearson voiced their support for the trial.

***MOTION:*** Council Member Emmons *made a motion to spend an amount not to exceed \$7,500 for one month for an officer to focus on speed enforcement.* Mayor Johnston seconded the motion. ***Motion passed 5-0.***

Olivia Moris updated the council on the opening of the new Lake Elmo Public Library and its progress to date. Approximately 90 library cards have been issued to residents. The collection currently stands at approximately 3,500 volumes. Ms. Moris stated her intention to share the Library Management Plan with the Council. The next Library Board meeting is September 12, 2012.

### **SUMMARY REPORTS AND ANNOUNCEMENTS**



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Mayor Johnston – no report.

Council Member Emmons reported meeting with staff and some consultants on theming of the Village area.

Council Member Smith reported her continuing concerns regarding Highway 5 traffic. She also reminded the public about Lake Elmo Days.

Council Member Pearson reported he attended the Village theme meeting with Council Member Emmons and City Administrator Zuleger. He also attended a Truck Committee meeting with Mr. Zuleger.

Council Member Park – no report.

City Administrator Zuleger gave an update on the ongoing truck discussions. He also reported the new light post brackets/planters have arrived for the village/downtown area. He again welcomed the two new employees, Alyssa MacLeod and Rick Chase. Mr. Zuleger reported the recent issues with code enforcement, his recent meeting with Washington County Sheriff's Department, and several developer meetings. He will be meeting with the City of Woodbury to discuss that City's concerns on the comprehensive plan, specifically involving infrastructure and storm water.

City Attorney Snyder – no update.

Planning Director Klatt reported on the last Planning Commission meeting including progress by the Village Workgroup and the development of design standards. It was noted Commissioner Jennifer Pelletier resigned from the commission and that the commission is seeking applicants. Mr. Klatt notified the Council that the next commission meeting will involve a large grading project request.

City Engineer Griffin – no report.

Finance Director Bendel reminded the Council of the budget meeting Tuesday September 11, 2012 at 6:30 P.M.

**ADJOURN:** The meeting adjourned at 9:28 P.M.

**LAKE ELMO CITY COUNCIL**

\_\_\_\_\_  
Dean A. Johnston, Mayor

\_\_\_\_\_  
Sandie Thone, City Clerk







## MAYOR AND COUNCIL COMMUNICATION

DATE: September 18, 2012

**CONSENT**

ITEM #: 2

**MOTION**

**AGENDA ITEM:** August 2012 Financial Reporting

**SUBMITTED BY:** Cathy Bendel, Finance Director

**THROUGH:** Dean Zuleger, City Administrator

**REVIEWED BY:** City Administrator and Deputy Clerk

**SUMMARY AND ACTION REQUESTED:** As part of its Consent Agenda, The City Council is asked to accept the August 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 August 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 41%. It is anticipated that this trend will continue.
- Heating Permits to date have exceeded the full year budget by 41% and it is anticipated that this trend will continue.
- Plumbing Permits to date have exceeded the full year budget by 55% and it is anticipated that this trend will also continue.
- Plan review fees continue to be strong with the new housing increased activity and on a YTD basis are 29% above the full year budget.
- Assessment searches to date continue to surpass budget due to the coordinated effort to ensure all search request fees are received. The average of five searches each week continues due to an increased volume of activity in the housing market.

### Expenses:

All departments are at or well below their 67% of budget to date 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. A workers compensation premium refund was received in July due to lower salary dollars than estimated as well as in less costly rating classification codes.
- 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 have been discontinued.
- 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 Building Inspection Department contracted with the City of Hugo to provide support until the new Inspector was hired. It is anticipated that these services will only be needed through September as the new Inspector began in early September.

**RECOMMENDATION:** It is recommended that the City Council receive the August 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. August Financial Reports

REVENUE

	BUDGET	Jan	Feb	Mar	Apr	May	June	July	Aug	YTD	% of Budget	Over/ (Under)
Current Ad Valorem Taxes	2,442,903.00	0.00	0.00	0.00	0.00	0.00	0.00	1,331,398.75	0.00	1,331,398.75	54.50%	(1,111,504.25)
Mobile Home Tax	8,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,376.22	0.00	3,376.22	42.20%	(4,623.78)
Liquor License	8,000.00	0.00	0.00	0.00	0.00	25.00	0.00	0.00	0.00	25.00	0.31%	(7,975.00)
Wastewater License	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(200.00)
General Contractor License	2,000.00	1,340.00	225.00	220.00	390.00	75.00	425.00	75.00	0.00	2,825.00	141.25%	825.00
Heating Contractor License	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(50.00)
Blacktopping Contractor License	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(50.00)
Building Permits	115,000.00	6,716.51	5,041.52	7,626.07	14,409.11	22,564.27	27,073.95	19,223.23	9,999.06	112,653.72	97.96%	(2,346.28)
Heating Permits	6,000.00	750.00	230.00	455.00	600.00	1,200.00	2,890.00	1,040.00	1,275.00	8,440.00	140.67%	2,440.00
Plumbing Permits	3,500.00	500.00	155.00	305.00	1,135.00	1,275.00	965.00	740.00	375.00	5,450.00	155.71%	1,950.00
Sewer Permits	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(300.00)
Animal License	2,000.00	660.00	300.00	180.00	180.00	60.00	80.00	100.00	60.00	1,620.00	81.00%	(380.00)
Utility Permits	5,000.00	0.00	291.80	330.00	185.20	0.00	670.00	1,355.00	1,152.00	3,984.00	79.68%	(1,016.00)
Burning Permits	1,000.00	170.00	90.00	90.00	305.00	135.00	45.00	90.00	0.00	925.00	92.50%	(75.00)
MSA-Maintenance	75,000.00	43,789.00	0.00	0.00	0.00	0.00	0.00	43,789.00	0.00	87,578.00	116.77%	12,578.00
State Fire Aid	40,000.00	0.00	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	1,500.00	3.75%	(38,500.00)
PERA Aid	2,749.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(2,749.00)
Gravel Tax	1,000.00	0.00	688.63	0.00	0.00	0.00	0.00	0.00	0.00	688.63	68.86%	(311.37)
Recycling Grant	15,500.00	0.00	0.00	0.00	0.00	0.00	15,588.00	0.00	0.00	15,588.00	100.57%	88.00
Cable Franchise Revenue	36,500.00	0.00	0.00	0.00	39,949.50	0.00	0.00	0.00	0.00	39,949.50	109.45%	3,449.50
Zoning and Subdivision Fees	5,500.00	1,152.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,152.40	20.95%	(4,347.60)
Plan Check Fees	38,000.00	2,457.00	2,571.96	2,565.06	6,126.06	9,921.70	12,681.08	10,206.00	2,752.39	49,281.25	129.69%	11,281.25
Copies, books, maps	150.00	3.00	3.00	0.00	13.90	44.95	24.25	32.25	25.80	147.15	98.10%	(2.85)
Assessment Searches	200.00	15.00	45.00	120.00	135.00	45.00	40.00	135.00	105.00	640.00	320.00%	440.00
Clean up Days	3,000.00	0.00	0.00	0.00	0.00	0.00	3,256.00	0.00	0.00	3,256.00	108.53%	256.00
Cable Optin Reimbursement	2,000.00	47.50	0.00	0.00	687.50	0.00	0.00	0.00	632.50	1,367.50	68.38%	(632.50)
Fines	53,000.00	0.00	4,154.15	7,570.16	7,684.31	4,851.06	5,576.67	4,056.49	5,334.42	39,227.26	74.01%	(13,772.74)
Misc Revenue	6,384.00	1,648.44	0.00	4,662.63	7,146.68	3,121.00	1,925.00	56.24	16,326.58	34,886.57	546.47%	28,502.57
Internal Charges	0.00	298.00	348.00	98.00	76.00	86.00	100.00	58.00	66.00	1,130.00	NA	1,130.00
Interest Earnings	20,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(20,000.00)
Donations	8,000.00	0.00	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00	93.75%	(500.00)
Total Revenues	2,900,986.00	59,546.85	21,644.06	25,721.92	79,023.26	43,403.98	71,339.95	1,415,731.18	38,178.75	1,754,589.95	60.48%	(1,146,396.05)
EXPENSE BY DEPT												
410-General Government	965,182.00	32,695.72	75,839.99	72,121.09	73,648.68	84,621.78	140,925.70	98,815.17	81,278.65	659,946.78	68.38%	305,235.22
420-Public Safety	1,081,541.00	26,340.35	32,247.14	42,972.36	33,057.62	42,287.54	51,529.53	33,891.86	314,383.63	576,710.03	53.32%	504,830.97
430-Public Works	482,749.00	23,080.10	44,427.22	21,205.76	29,856.45	46,604.56	61,813.60	37,808.52	31,727.39	296,523.60	61.42%	186,225.40
450-Culture Recreation	183,103.00	10,524.58	9,723.89	8,550.56	9,597.51	17,030.80	18,350.02	14,664.97	16,658.94	105,101.27	57.40%	78,001.73
460-Compensation Adj	13,411.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	13,411.00
493-Other Financing Uses	175,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	175,000.00
Total Expenses	2,900,986.00	92,640.75	162,238.24	144,849.77	146,160.26	190,544.68	272,618.85	185,180.52	444,048.61	1,638,281.68	56.47%	1,262,704.32
Net	0.00	(33,093.90)	(140,594.18)	(119,127.85)	(67,137.00)	(147,140.70)	(201,278.90)	(1,230,550.66)	(405,869.86)	116,308.27	NA	116,308.27

Includes \$18k reimbursable MNDot expense

Good participation for clean up days

Grant monies received

Majority of licenses early in year

Library card svc fees: not budgeted  
Currently interest only bkd at YE

DEPT 410 - GEN'L GOV'T

1110 - Mayor & Council

BUDGET	Jan	Feb	Mar	Apr	May	June	July	Aug	YTD	% of Budget	Over/ (Under)
PT Salaries	16,435.00	0.00	0.00	0.00	0.00	8,217.50	0.00	0.00	8,217.50	50.00%	(8,217.50)
FICA Contributions	1,019.00	0.00	0.00	0.00	0.00	509.49	0.00	0.00	509.49	50.00%	(509.51)
Medicare Contributions	238.00	0.00	0.00	0.00	0.00	119.14	0.00	0.00	119.14	50.06%	(118.86)
Workers Compensation	0.00	36.00	0.00	0.00	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	0.00	0.00	0.00%	(1,000.00)
Miscellaneous	2,000.00	0.00	0.00	0.00	565.27	0.00	(7.09)	0.00	558.18	27.91%	(1,441.82)
Dues & Subscriptions	11,200.00	3,391.00	0.00	0.00	0.00	0.00	298.19	0.00	3,689.19	32.94%	(7,510.81)
Conferences & Training	3,500.00	0.00	0.00	0.00	355.00	800.00	0.00	0.00	1,155.00	33.00%	(2,345.00)
<b>Total Mayor &amp; Council</b>	<b>35,392.00</b>	<b>3,427.00</b>	<b>0.00</b>	<b>0.00</b>	<b>920.27</b>	<b>9,646.13</b>	<b>291.10</b>	<b>0.00</b>	<b>14,284.50</b>	<b>40.36%</b>	<b>(21,107.50)</b>

1120 - Administration

FT Salaries	220,671.00	9,446.62	17,718.94	12,755.74	12,653.83	16,906.02	16,970.32	18,094.47	129,415.74	58.65%	(91,255.26)
PERA Contributions	684.85	1,154.12	0.00	0.00	917.41	1,225.68	1,230.36	1,311.86	9,056.97	105.11%	439.97
ICMA Contributions	7,382.00	0.00	0.00	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	993.80	997.38	1,061.70	7,659.01	55.98%	(6,022.99)
Medicare Contributions	3,200.00	134.01	249.01	177.04	175.56	232.42	233.36	248.30	1,791.38	55.98%	(1,408.62)
Health/Dental Insurance	33,548.00	4,435.56	(1,445.04)	4,074.76	2,055.81	2,055.81	2,055.81	2,055.81	17,344.33	51.70%	(16,203.67)
Unemployment Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,582.00	0.00%	3,582.00
Workers Compensation	2,310.00	1,396.00	0.00	0.00	0.00	0.00	0.00	0.00	1,121.12	48.53%	(1,188.88)
Office Supplies	6,000.00	595.59	492.70	592.58	281.62	1,176.12	883.78	44.89	6,354.49	105.91%	354.49
Printed Forms	1,000.00	0.00	0.00	0.00	0.00	118.10	0.00	0.00	1,110.68	141.07%	410.68
Legal Services	65,000.00	0.00	0.00	9,739.50	0.00	18,513.50	6,701.00	5,972.86	42,356.36	65.16%	(22,643.64)
Newsletter/Website	0.00	0.00	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	6,582.64	2,000.00	2,000.00	20,069.64	43.63%	(25,930.36)
Contract Services	0.00	0.00	2,724.14	2,243.63	2,361.81	2,718.04	2,356.00	3,139.50	17,899.12	0.00%	17,899.12
Postage	6,500.00	0.00	0.00	500.00	500.00	0.00	0.00	750.00	2,450.00	37.69%	(4,050.00)
Mileage	3,000.00	0.00	29.97	176.27	134.41	209.23	0.00	261.80	856.23	28.54%	(2,143.77)
Legal Publishing	39,500.00	380.00	500.00	(78.53)	0.00	165.90	0.00	0.00	34,768.22	88.02%	(4,731.78)
Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
Cable Operation Expense	6,000.00	40.00	458.17	542.99	184.56	429.05	5,106.64	813.00	7,671.64	127.86%	1,671.64
Dues & Subscriptions	3,500.00	0.00	58.50	0.00	117.78	0.00	125.00	120.00	562.28	16.07%	(2,937.72)
Books	0.00	0.00	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	4,699.66	425.74	1,640.00	7,541.33	215.47%	4,041.33
Staff Development	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	470.00	47.00%	(530.00)
<b>Total Administration</b>	<b>470,410.00</b>	<b>17,685.60</b>	<b>24,946.67</b>	<b>34,894.34</b>	<b>22,623.14</b>	<b>89,850.72</b>	<b>39,463.25</b>	<b>39,511.21</b>	<b>313,014.44</b>	<b>66.54%</b>	<b>(157,395.56)</b>

1410 - Elections

PT Salaries	10,000.00	0.00	0.00	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	132.66	270.33	402.99	161.20%	152.99
Printed Forms	350.00	0.00	0.00	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	0.00	602.55	1,899.30	140.69%	549.30
<b>Total Elections</b>	<b>11,950.00</b>	<b>0.00</b>	<b>1,014.93</b>	<b>281.82</b>	<b>0.00</b>	<b>0.00</b>	<b>132.66</b>	<b>872.88</b>	<b>2,302.29</b>	<b>19.27%</b>	<b>(9,647.71)</b>

1450 - Communications

FT Salaries	11,117.00	229.37	654.71	614.62	832.86	643.57	855.12	362.98	4,890.25	43.99%	(6,226.75)
PERA Contributions	806.00	16.64	47.48	44.56	60.39	46.65	62.00	26.31	354.57	43.99%	(451.43)
FICA Contributions	689.00	14.21	40.60	38.10	51.64	39.90	53.02	22.50	303.18	44.00%	(385.82)
Medicare Contributions	161.00	3.33	9.49	8.90	12.08	10.11	12.40	5.27	70.91	44.04%	(90.09)
Health/Dental Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
Workers Compensation	503.00	56.00	0.00	0.00	0.00	0.00	0.00	0.00	56.00	11.13%	(447.00)
Newsletter	5,400.00	0.00	0.00	0.00	61.00	0.00	0.00	2,145.52	4,662.54	86.34%	(737.46)
Info. Technology/Web	31,500.00	1,652.08	6,298.69	2,157.71	1,652.08	1,986.68	1,652.08	1,652.08	21,703.48	68.90%	(9,796.52)
Public Notices	3,500.00	0.00	20.50	0.00	534.85	234.94	200.00	0.00	990.29	28.29%	(2,509.71)
Cable Operations	4,000.00	137.50	272.25	348.00	233.75	220.00	316.25	200.75	2,031.50	0.00%	(1,968.50)
Repair/Maint. Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
<b>Total Communications</b>	<b>57,676.00</b>	<b>2,109.13</b>	<b>7,343.72</b>	<b>3,211.89</b>	<b>3,438.65</b>	<b>2,946.13</b>	<b>3,150.87</b>	<b>4,415.41</b>	<b>35,062.72</b>	<b>60.79%</b>	<b>(22,613.28)</b>

May includes 3 pr plus new Clerk wages

Refund check rec'd for 2011 Work Comp audit

Front desk support

Thone Education reimb not included in 2012 budget

Will hit in Sept

May includes Website redesign of \$3k

1520 - Finance

FT Salaries	34,674.00	0.00	0.00	5,384.00	5,384.00	5,384.00	26,920.00	77.64%	(7,754.00)
PERA Contributions	2,514.00	0.00	0.00	195.17	390.33	390.33	1,756.51	69.87%	(757.49)
FICA Contributions	2,150.00	0.00	0.00	312.52	312.52	333.81	1,605.18	74.66%	(544.82)
Medicare Contributions	503.00	0.00	0.00	73.08	73.08	78.07	375.38	74.63%	(127.63)
Health/Dental Insurance	3,826.00	0.00	0.00	6.50	753.00	642.81	3,557.62	0.00%	(268.38)
Unemployment Benefits	0.00	0.00	0.00	3,582.00	1,512.50	7,761.00	11,343.00	0.00%	11,343.00
Workers Compensation	250.00	0.00	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	132.29	26.46%	(367.71)
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	0.00	0.00	16,000.00	26,810.00	89.37%	(3,190.00)
Contract Services	30,000.00	0.00	16,126.50	18,290.00	7,552.50	500.00	59,107.12	197.02%	29,107.12
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	0.00	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)
<b>Total Finance</b>	<b>107,917.00</b>	<b>186.00</b>	<b>21,689.50</b>	<b>27,843.27</b>	<b>15,224.93</b>	<b>31,090.03</b>	<b>133,356.10</b>	<b>123.57%</b>	<b>25,439.10</b>

Apr/May pd in May  
Prior Finance Director

Audit and AP/PR support

Refund check rec'd for 2011 Work Comp audit

1910 - Planning & Zoning

FT Salaries	104,109.00	4,308.90	5,773.95	5,878.95	8,179.05	8,046.00	55,763.19	53.56%	(48,345.81)
PERA Contributions	7,548.00	249.33	332.44	332.44	498.66	583.34	3,495.33	46.31%	(4,052.67)
FICA Contributions	6,455.00	256.23	343.42	349.93	485.26	474.42	3,213.39	49.78%	(3,241.61)
Medicare Contributions	1,510.00	59.92	80.32	81.83	113.49	110.95	751.48	49.77%	(758.52)
Health/Dental Insurance	22,566.00	2,675.70	793.61	793.61	793.61	793.61	6,996.47	31.00%	(15,569.53)
Workers Compensation	749.00	530.00	0.00	0.00	0.00	(104.36)	425.64	56.83%	(323.36)
Office Supplies	750.00	0.00	0.00	43.37	0.00	0.00	43.37	5.78%	(706.63)
Printed Forms	10,000.00	0.00	0.00	0.00	0.00	0.00	46.00	0.46%	(9,954.00)
Engineering Services	12,000.00	0.00	1,613.50	1,483.64	0.00	1,439.50	11,313.50	94.28%	(686.50)
Contract Services	3,000.00	0.00	1,698.66	2,278.26	3,709.65	1,370.34	14,603.44	486.78%	11,603.44
Mileage	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(400.00)
Miscellaneous	400.00	0.00	350.00	0.00	2.96	27.00	382.92	95.73%	(17.08)
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	32.95	10.98%	(267.05)
Conferences & Training	1,500.00	0.00	255.00	0.00	0.00	0.00	255.00	0.00%	(1,245.00)
<b>Total Planning &amp; Zoning</b>	<b>172,037.00</b>	<b>8,080.08</b>	<b>10,890.90</b>	<b>8,963.77</b>	<b>13,782.68</b>	<b>14,259.93</b>	<b>97,322.68</b>	<b>56.57%</b>	<b>(74,714.32)</b>

1930 - Engineering Services

Engineering Services	70,000.00	0.00	6,845.06	7,203.11	7,982.26	9,074.52	42,249.61	60.36%	(27,750.39)
<b>Total Planning &amp; Zoning</b>	<b>70,000.00</b>	<b>0.00</b>	<b>6,845.06</b>	<b>7,203.11</b>	<b>7,982.26</b>	<b>9,074.52</b>	<b>42,249.61</b>	<b>60.36%</b>	<b>(120,780.42)</b>

May invoice not turned in until June

1940 - City Hall

Cleaning Supplies	600.00	0.00	0.00	71.06	0.00	0.00	81.19	13.53%	(518.81)
Building Repair Supplies	800.00	0.00	0.00	0.00	0.00	0.00	237.44	29.68%	(562.56)
Telephone	8,600.00	564.75	627.14	657.90	655.56	1,234.29	5,290.96	61.52%	(3,309.04)
Electric Utility	11,500.00	0.00	1,339.55	771.09	745.84	626.98	6,744.12	58.64%	(4,755.88)
Refuse	1,300.00	108.32	108.32	108.32	108.32	191.04	949.61	73.05%	(350.39)
Repairs Maint Contractual Bldg	11,000.00	321.38	740.94	938.08	697.75	935.96	6,439.17	58.54%	(4,560.83)
Repairs Maint Contractual Equip	5,000.00	213.46	293.26	251.14	0.00	521.54	2,461.95	49.24%	(2,538.05)
Miscellaneous	1,000.00	0.00	0.00	0.00	0.00	150.00	150.00	0.00%	(850.00)
<b>Total Planning &amp; Zoning</b>	<b>39,800.00</b>	<b>1,207.91</b>	<b>3,109.21</b>	<b>2,797.59</b>	<b>2,207.47</b>	<b>3,860.27</b>	<b>22,354.44</b>	<b>56.17%</b>	<b>(17,445.56)</b>

(398,265.24)

Total General Government

DEPT 420 - PUBLIC SAFETY

2100 - Police

Law Enforcement Contract	493,000.00	0.00	0.00	0.00	0.00	0.00	244,733.20	0.00%	(248,266.80)
<b>Total Planning &amp; Zoning</b>	<b>493,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>244,733.20</b>	<b>49.64%</b>	<b>(248,266.80)</b>

2150 - Prosecution

Attorney Criminal	51,000.00	0.00	8,565.00	0.00	4,310.00	8,677.00	30,052.00	0.00%	(20,948.00)
<b>Total Planning &amp; Zoning</b>	<b>51,000.00</b>	<b>0.00</b>	<b>8,565.00</b>	<b>0.00</b>	<b>4,310.00</b>	<b>4,250.00</b>	<b>30,052.00</b>	<b>58.93%</b>	<b>(20,948.00)</b>

<b>2220 - Fire</b>													
FT Salaries	64,684.00	4,011.66	5,453.07	5,440.63	5,427.69	8,171.08	5,450.35	5,427.68	5,430.92	44,813.08	69.28%	(19,870.92)	
FT Salaries	112,500.00	783.00	7,799.98	8,318.82	7,692.17	7,274.42	9,038.19	9,726.74	9,086.98	59,720.30	53.08%	(52,779.70)	
PERA Contributions	10,016.00	672.80	915.37	906.66	913.50	913.50	915.14	913.51	913.75	7,523.13	75.11%	(2,092.87)	
FICA Contributions	7,344.00	14.30	437.58	429.31	429.31	381.49	514.19	555.46	515.99	3,320.68	45.22%	(4,023.32)	
Medicare Contributions	2,592.00	65.23	186.47	193.83	184.57	215.43	204.40	214.07	204.84	1,468.84	56.67%	(1,123.16)	
Health/Dental Insurance	14,322.00	2,074.36	1,142.97	1,142.97	1,142.97	1,142.97	1,142.97	1,142.97	1,142.97	10,075.15	0.00%	(4,246.85)	
Unemployment Benefits	0.00	0.00	0.00	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	0.00	(1,994.64)	0.00	8,135.36	52.51%	(7,356.64)	Refund check rec'd for 2011 Work Comp audit
Office Supplies	1,000.00	0.00	0.00	0.00	0.00	0.00	94.27	34.28	0.00	128.55	12.86%	(871.45)	
Printed Forms	0.00	0.00	0.00	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	0.00	0.00	58.00	213.50	17.79%	(986.50)	
Fire Prevention	3,000.00	0.00	0.00	0.00	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	1,499.75	1,108.62	1,354.19	7,314.04	0.00%	(3,485.96)	
Small Tools & Equip	9,500.00	74.43	18.44	1,712.17	841.94	276.90	2,785.16	1,930.17	2,981.45	5,105.07	80.41%	(1,860.79)	
Physicals	9,250.00	0.00	0.00	324.95	563.70	0.00	554.70	680.27	2,981.45	5,105.07	55.19%	(4,144.93)	
Telephone	5,000.00	0.00	410.67	247.44	79.71	242.62	239.73	548.35	463.40	2,231.92	44.64%	(2,768.08)	
Radio	18,500.00	0.00	0.00	0.00	3,914.76	147.25	0.00	3,846.08	67.33	7,975.42	43.11%	(10,524.58)	
Mileage	600.00	0.00	0.00	0.00	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	6,256.90	0.00	0.00	6,256.90	44.69%	(7,743.10)	
Electric Utility	12,500.00	0.00	1,130.77	1,377.74	901.91	322.15	441.09	600.97	833.91	5,608.54	44.87%	(6,891.46)	
Refuse	1,000.00	47.68	47.68	47.68	47.68	47.68	47.68	47.68	47.68	381.44	38.14%	(618.56)	
Repair/Main Bldg	11,000.00	49.98	632.61	578.39	244.53	446.46	639.24	446.27	773.34	3,810.82	34.64%	(7,189.18)	
Repair/Main Equip	25,000.00	0.00	1,929.67	1,887.73	2,239.35	2,059.50	748.12	754.85	19,329.21	28,948.43	115.79%	3,948.43	
Uniforms	8,200.00	0.00	1,680.50	731.70	323.99	112.23	0.00	0.00	0.00	2,848.42	34.74%	(5,351.58)	
Miscellaneous	1,500.00	7.90	96.08	147.33	47.70	7.90	367.46	0.00	118.80	793.17	52.88%	(706.53)	
Dues & Subscriptions	3,300.00	316.00	1,314.00	404.11	0.00	0.00	85.00	55.66	0.00	2,174.77	65.90%	(1,125.23)	
Books	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	282.00	0.00	282.00	28.20%	(718.00)	
Conferences & Training	25,000.00	0.00	1,744.00	2,334.00	497.52	28.71	1,446.00	(2,138.85)	414.91	4,426.29	17.71%	(20,573.71)	City reimb for FF required training
<b>Total Fire</b>	<b>388,300.00</b>	<b>18,247.34</b>	<b>25,686.45</b>	<b>27,313.15</b>	<b>26,545.43</b>	<b>23,013.51</b>	<b>32,470.34</b>	<b>22,251.97</b>	<b>45,667.84</b>	<b>221,195.03</b>	<b>56.96%</b>	<b>(167,104.97)</b>	
<b>2250 - Fire Relief</b>													
Fire State Aid	40,000.00	0.00	0.00	0.00	0.00	0.00	2,632.00	0.00	0.00	2,632.00	6.58%	(37,368.00)	
<b>Total Fire Relief</b>	<b>40,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,632.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,632.00</b>	<b>6.58%</b>	<b>(37,368.00)</b>	
<b>2400 - Building Inspection</b>													
FT Salaries	60,818.00	3,463.62	4,506.48	4,541.38	4,534.41	6,878.39	4,639.09	4,506.48	4,506.48	37,576.33	61.78%	(23,241.67)	
PERA Contributions	4,409.00	251.11	326.71	329.25	328.74	498.66	336.33	164.78	110.80	2,346.38	53.22%	(2,062.62)	
FICA Contributions	3,771.00	208.51	271.10	273.24	272.84	414.02	279.33	274.54	274.54	2,268.12	60.15%	(1,502.88)	
Medicare Contributions	882.00	48.77	63.40	63.91	63.82	96.82	65.33	64.21	64.21	530.47	60.14%	(351.53)	
Health/Dental Insurance	8,585.00	1,273.78	687.10	687.10	687.10	687.10	687.10	687.10	687.10	6,083.48	0.00%	(2,501.52)	
Unemployment Benefits	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
Workers Compensation	2,186.00	2,213.00	0.00	0.00	0.00	0.00	0.00	(435.75)	0.00	1,777.25	81.30%	(408.75)	
Office Supplies	300.00	0.00	0.00	0.00	0.00	0.00	76.74	31.50	0.00	108.24	36.08%	(191.76)	
Printed Forms	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(200.00)	
Engineering	10,000.00	0.00	630.00	1,092.50	607.50	0.00	1,393.50	1,507.50	1,012.50	6,243.50	62.44%	(3,756.50)	
Surcharge Pmts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
Inspector Contract Services	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,444.50	4,444.50	44.45%	3,444.50	
Plan Review Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,703.06	7,703.06	#DIV/0!	7,703.06	
Telephone	400.00	0.00	17.62	17.83	17.78	17.93	17.77	17.77	17.55	124.25	31.06%	(275.75)	
Mileage	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	651.02	651.02	651.02%	551.02	
Insurance	800.00	0.00	0.00	0.00	0.00	0.00	255.00	0.00	0.00	255.00	31.88%	(545.00)	
Repairs/Main Equip	750.00	0.00	0.00	0.00	0.00	0.00	0.00	571.76	0.00	571.76	76.23%	(178.24)	
Miscellaneous	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(500.00)	
Dues & Subscriptions	200.00	0.00	0.00	90.00	0.00	0.00	0.00	0.00	0.00	90.00	45.00%	(110.00)	
Books	140.00	0.00	58.28	0.00	0.00	0.00	0.00	0.00	0.00	58.28	41.63%	(81.72)	
Conferences & Training	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(500.00)	
<b>Total Building Inspections</b>	<b>95,541.00</b>	<b>7,458.79</b>	<b>6,560.69</b>	<b>7,095.21</b>	<b>6,512.19</b>	<b>8,592.92</b>	<b>7,750.19</b>	<b>7,389.89</b>	<b>19,471.76</b>	<b>70,831.64</b>	<b>74.14%</b>	<b>(24,709.36)</b>	
<b>2500 - Emergency Communications</b>													
Contract Services	6,000.00	634.22	0.00	0.00	0.00	5,560.00	0.00	0.00	0.00	6,194.22	103.24%	194.22	
<b>Total Emergency Communications</b>	<b>6,000.00</b>	<b>634.22</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,560.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,194.22</b>	<b>103.24%</b>	<b>194.22</b>	
<b>2700 - Animal Control</b>													
Printed Forms	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(100.00)	
Contract Services	7,500.00	0.00	0.00	0.00	0.00	811.11	0.00	0.00	260.83	1,071.94	14.29%	(6,428.06)	
Miscellaneous	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(100.00)	
<b>Total Animal Control</b>	<b>7,700.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>811.11</b>	<b>0.00</b>	<b>0.00</b>	<b>260.83</b>	<b>1,071.94</b>	<b>13.92%</b>	<b>(6,628.06)</b>	
<b>Total Public Safety</b>	<b>1,081,541.00</b>	<b>26,340.35</b>	<b>32,247.14</b>	<b>42,972.36</b>	<b>33,057.62</b>	<b>42,287.54</b>	<b>51,529.53</b>	<b>33,891.86</b>	<b>314,383.63</b>	<b>576,710.03</b>	<b>53.32%</b>	<b>(504,830.97)</b>	



DEPT 400 - PUBLIC WORKS

3100 - Public Works										Refund check rec'd for 2011 Work Comp audit	
FT Salaries	127,257.00	7,352.98	10,005.83	9,669.19	9,617.32	10,096.98	9,630.30	80,785.96	63.48%	(46,471.04)	
PT Salaries	12,573.00	0.00	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	697.23	732.05	698.20	5,857.10	57.77%	(4,280.90)	
FICA Contributions	8,670.00	425.88	581.97	561.07	557.88	587.66	558.70	4,689.59	54.09%	(3,980.41)	
Medicare Contributions	2,027.00	99.59	136.12	131.23	130.48	137.41	130.65	1,096.72	54.11%	(930.28)	
Health Dental Insurance	32,694.00	4,742.44	2,590.10	2,590.10	2,590.10	2,590.10	2,590.10	22,873.14	0.00%	(9,820.86)	
Unemployment Benefits	0.00	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	(1,718.17)	0.00	0.00	7,007.83	55.77%	(5,557.17)	
Office Supplies	500.00	0.00	213.93	53.12	0.00	0.00	776.50	1,043.55	208.71%	543.55	
Shop Materials	1,800.00	0.00	54.59	101.33	148.70	145.90	29.73	480.25	0.00%	(1,319.75)	
Equipment Parts	1,800.00	0.00	32.60	43.65	0.00	0.00	22.26	98.51	5.47%	(1,701.49)	
Building Repair Supplies	1,000.00	0.00	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	0.00	100.63	408.78	0.00%	(2,591.22)	
Engineering Services	2,000.00	0.00	45.00	202.50	517.50	1,392.00	270.00	3,372.00	168.60%	1,372.00	
Contract Services	6,000.00	0.00	115.95	30.55	105.85	269.70	172.65	1,189.35	19.82%	(4,810.65)	
Telephone	8,000.00	496.22	862.30	684.42	531.50	233.71	945.17	5,931.37	74.14%	(2,068.63)	
Radio	300.00	0.00	0.00	0.00	0.00	0.00	6,384.93	6,384.93	2128.31%	6,084.93	To be reimb by WA Cty
Mileage	100.00	0.00	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	20,276.35	0.00	20,276.35	139.84%	5,776.35	
Electric Utility	21,000.00	0.00	2,724.69	2,032.63	2,481.96	518.27	480.27	9,438.24	44.94%	(11,561.76)	
Refuse	2,000.00	207.82	207.82	207.82	207.82	207.82	207.82	1,662.56	83.13%	(337.44)	
Repair-Maint Bldg	3,000.00	0.00	469.01	160.69	0.00	321.38	337.77	1,799.54	59.98%	(1,200.46)	
Repair-Maint NOT Bldg	500.00	0.00	0.00	0.00	0.00	18,014.14	53.88	18,157.80	3631.56%	17,657.80	July included City Landscaping Project to be reimb by Cty
Repair-Maint Equip	4,500.00	0.00	0.00	0.00	0.00	0.00	324.23	382.88	8.51%	(4,117.12)	
Uniforms	1,675.00	22.86	156.72	87.92	65.01	314.09	193.93	1,107.02	66.09%	(567.98)	
Miscellaneous	1,000.00	303.25	51.16	(139.79)	0.00	0.00	32.24	423.05	42.31%	(576.95)	
Dues & Subscriptions	150.00	0.00	60.00	0.00	0.00	0.00	25.00	85.00	56.67%	(65.00)	
Conferences & Training	1,000.00	0.00	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	5,436.40	0.00	0.00	5,436.40	72.49%	(2,063.60)	
<b>Total Public Works</b>	<b>287,249.00</b>	<b>22,910.17</b>	<b>19,181.76</b>	<b>17,149.52</b>	<b>21,017.31</b>	<b>55,837.56</b>	<b>23,964.96</b>	<b>199,987.92</b>	<b>69.62%</b>	<b>(87,261.08)</b>	
3120 - Streets											
Fuel, Oil & Fluids	28,000.00	0.00	1,822.43	91.22	1,788.11	0.00	4,399.10	15,039.77	53.71%	(12,960.23)	
Equipment Parts	7,500.00	17.53	196.02	0.00	220.50	0.00	225.88	1,105.15	14.74%	(6,394.85)	
Street Maintenance Materials	12,000.00	152.40	13.86	0.00	577.02	1,096.61	212.89	3,718.18	30.98%	(8,281.82)	
Sign Repair Materials	3,000.00	0.00	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	822.36	180.00	1,452.36	10.76%	(12,047.64)	
Repairs Maint Equipment	8,000.00	0.00	0.00	0.00	0.00	0.00	572.30	572.30	7.15%	(7,427.70)	
<b>Total Streets</b>	<b>72,000.00</b>	<b>169.93</b>	<b>2,032.31</b>	<b>91.22</b>	<b>2,390.13</b>	<b>1,918.97</b>	<b>5,590.17</b>	<b>21,887.76</b>	<b>30.40%</b>	<b>(50,112.24)</b>	
3125 - Ice & Snow Removal											
Landscaping Material	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	45.93	4.59%	(954.07)	
Sand Salt	70,000.00	0.00	20,257.28	0.00	0.00	16,483.29	0.00	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	4,432.50	59.10%	(3,067.50)	
Repairs Maint Equipment	2,500.00	0.00	870.43	991.04	431.00	121.09	0.00	2,815.12	112.60%	315.12	
<b>Total Streets</b>	<b>81,000.00</b>	<b>0.00</b>	<b>21,127.71</b>	<b>991.04</b>	<b>438.45</b>	<b>16,521.77</b>	<b>0.00</b>	<b>44,034.12</b>	<b>54.36%</b>	<b>(36,965.88)</b>	
3160 - Street Lighting											
Street Lighting	24,500.00	0.00	2,085.44	2,200.38	2,175.77	2,017.26	2,082.48	14,672.78	59.89%	(9,827.22)	
<b>Total Street Lighting</b>	<b>24,500.00</b>	<b>0.00</b>	<b>2,085.44</b>	<b>2,200.38</b>	<b>2,175.77</b>	<b>2,017.26</b>	<b>2,082.48</b>	<b>14,672.78</b>	<b>59.89%</b>	<b>(9,827.22)</b>	
3200 - Recycling											
Recycling Supplies	3,500.00	0.00	0.00	261.10	0.00	0.00	0.00	2,407.52	68.79%	(1,092.48)	
Newsletter	3,000.00	0.00	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	368.72	0.00	10,368.72	159.52%	3,868.72	
<b>Total Recycling</b>	<b>13,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>261.10</b>	<b>2,500.00</b>	<b>368.72</b>	<b>0.00</b>	<b>12,776.24</b>	<b>98.28%</b>	<b>(223.76)</b>	
3250 - Tree Program											
Contract Services	5,000.00	0.00	0.00	512.50	487.50	1,550.00	89.78	3,164.78	63.30%	(1,835.22)	
<b>Total Tree Program</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>512.50</b>	<b>487.50</b>	<b>1,550.00</b>	<b>89.78</b>	<b>3,164.78</b>	<b>63.30%</b>	<b>(1,835.22)</b>	
<b>Total Public Works</b>	<b>482,749.00</b>	<b>23,080.10</b>	<b>44,427.22</b>	<b>21,205.76</b>	<b>29,856.45</b>	<b>61,813.60</b>	<b>31,727.39</b>	<b>296,523.60</b>	<b>61.42%</b>	<b>(186,225.40)</b>	
										Include pmt for 2011 svcs of \$2,500	

DEPT 450 - CULTURE, RECREATION

5200 - Parks & Recreation

PT Salaries	78,164.00	3,677.67	5,651.68	5,517.78	5,915.41	7,868.29	5,691.31	5,959.93	4,983.36	45,267.43	57.91%	(32,896.57)
PERA Contributions	30,551.00	961.04	750.08	0.00	679.76	3,305.08	4,398.67	3,475.02	3,947.21	17,516.86	57.34%	(13,034.14)
FICA Contributions	7,882.00	336.28	464.12	400.20	478.13	767.53	545.61	531.54	483.30	4,006.71	50.83%	(3,875.29)
Medicare Contributions	6,740.00	275.77	381.77	327.00	393.78	670.00	610.45	569.89	538.71	3,767.37	55.90%	(2,972.63)
Health Dental Insurance	1,576.00	64.50	89.26	76.45	92.06	156.70	142.78	133.29	126.00	881.04	55.90%	(694.96)
Unemployment Benefits	12,668.00	1,803.38	970.97	970.97	970.97	970.97	970.97	970.97	970.97	8,600.17	0.00%	(4,067.83)
Workers Compensation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00
Shop Materials	7,522.00	3,138.00	0.00	0.00	0.00	0.00	0.00	(617.88)	0.00	2,520.12	33.50%	(5,001.88)
Chemicals	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.97	24.97	4.16%	(575.03)
Equipment Parts	800.00	0.00	0.00	0.00	43.61	222.42	0.00	4.02	0.00	270.05	0.00%	(529.95)
Building Repair Supplies	2,500.00	60.12	0.00	0.00	155.16	539.14	346.54	721.37	171.32	1,993.65	79.75%	(506.35)
Landscaping Materials	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(500.00)
Small Tools and Minor Equip	3,000.00	0.00	0.00	0.00	0.00	144.35	0.00	0.00	2,308.47	2,452.82	81.76%	(547.18)
Telephone	1,000.00	0.00	0.00	0.00	43.98	24.76	63.93	0.00	491.70	624.37	0.00%	(375.63)
Mileage	550.00	0.00	115.90	103.38	88.69	89.08	88.60	102.38	88.63	676.66	123.03%	126.66
Insurance	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	(100.00)
Electric Utility	5,000.00	0.00	0.00	0.00	0.00	0.00	3,364.00	0.00	0.00	0.00	67.28%	(1,636.00)
Refuse	9,500.00	0.00	0.00	0.00	440.74	654.90	578.12	793.88	741.18	5,038.59	53.04%	(4,461.41)
Repair-Maint Bldg	2,500.00	207.82	207.82	207.82	207.82	207.82	207.82	207.82	246.45	1,701.19	68.05%	(798.81)
Repair-Maint NOT Bldg	700.00	0.00	9.60	16.01	0.00	0.00	102.09	0.00	188.18	315.88	45.13%	(384.12)
Repair-Maint Equip	4,000.00	0.00	0.00	0.00	26.11	524.43	1,216.15	471.34	652.31	2,890.34	72.26%	(1,109.66)
Rental Buildings	2,000.00	0.00	0.00	0.00	0.00	0.00	22.98	0.00	0.00	22.98	1.15%	(1,977.02)
Miscellaneous	4,500.00	0.00	122.58	61.29	61.29	885.33	0.00	1,341.40	694.18	3,166.07	70.36%	(1,333.93)
Total Parks & Recreation	183,103.00	10,534.58	9,723.89	8,550.56	9,597.51	17,030.80	18,350.02	14,664.97	16,658.94	105,101.27	57.40%	(78,001.73)
DEPT 460 - COMP ADJ	13,411.00	0.00	0	0	0	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	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	146,160.26	190,544.68	272,618.85	185,180.52	444,048.61	1,638,281.68	56.47%	(1,355,734.34)

Refund check rec'd for 2011 Work Comp audit





## MAYOR AND COUNCIL COMMUNICATION

DATE: 09/18/2012  
**CONSENT**  
ITEM #: 3  
**MOTION** Consent Agenda

**AGENDA ITEM:** Year to Date Permit Report  
**SUBMITTED BY:** Rick Chase, Building Inspector  
**THROUGH:** Rick Chase, Building Inspector  
**REVIEWED BY:** Cathy Bendel, Finance Director

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**SUMMARY AND ACTION REQUESTED:** As part of its Consent Agenda, the City Council is asked to accept the monthly permit report. No specific motion is needed, as this is recommended to be part of the overall approval of the *Consent Agenda*.

**STAFF REPORT:** Below are some key statistics for Jan 1-August 31:

	<u>2012</u>	<u>2011</u>
Total building permits:	198	250
(Ice and water damage repair)		(44)
 New homes	 22*	 14
Total valuation	\$8,488,112	\$5,423,800
Avg home value	\$385,823	\$451,983

\*Please note that there were no new housing permits in August but we have seen some activity in the month of September

**City of Lake Elmo  
Building Department**

**Building Permit Detail Summary**

December 31, 2011 Through August 31, 2012

**Occupancy 0**

**Class of Work: 0**

Permit #	Description of Work	Date Issued	Use of Building	Valuation
8521		8/30/2012		500
8522		8/31/2012	Residential	
8468	addition above garage, siding & windows	8/2/2012	Residential	20,000
8493	Basement finish (includes plmg&htg)	8/15/2012	Residential	30,000
8502	commercial plumbing alter	8/30/2012	Residential	65,000
8471	demolition	8/6/2012	Single Family Attached	10,000
8513	driveway/apron	8/27/2012	Residential	8,300
8437	fence	7/2/2012	Single Family Dwelling	5,500
8515	fence	8/28/2012	Residential	10,002
8477	furnace	8/10/2012	Residential	2,731
8492	Garage	8/14/2012	Accessory Building	46,900
8501	Garage	8/16/2012	Residential	72,850
8510	Gas Line Connection Pressure Test	8/24/2012	Residential	0
8518	Install three gas fireplaces	8/29/2012	Residential	5,600
8527	Install two gas fireplaces	8/31/2012	Residential	3,000
8484	mobile home setup	8/14/2012	Mobile Home	4,500
8485	mobile home setup	8/14/2012	Mobile Home	3,000
8486	mobile home setup	8/14/2012	Mobile Home	3,000

**Class of Work: 0**

Permit #	Description of Work	Date Issued	Use of Building	Valuation
8487	mobile home setup	8/14/2012	Mobile Home	3,000
8488	mobile home setup	8/14/2012	Mobile Home	3,000
8489	mobile home setup	8/14/2012	Mobile Home	3,000
8467	Pool and Fence	8/2/2012	Pool and Fence	30,000
8507	Remodel (including plmg&Htg)	8/24/2012	Residential	8,400
8469	reroof	8/6/2012	Residential	10,800
8470	reroof	8/6/2012	Residential	8,400
8482	reroof	8/13/2012	Mobile Home	4,800
8483	reroof	8/14/2012	Residential	14,260
8504	reroof	8/22/2012	Residential	10,000
8508	reroof	8/24/2012	Residential	8,250
8512	reroof	8/27/2012	Residential	8,000
8509	reside structure	8/24/2012	Residential	6,800
8429	Sign	6/22/2012	Church	0
8506	Storm Damage Repair on House roof,siding	8/23/2012	Residential	27,000
8438	swimming pool	7/3/2012	Single Family Dwelling	26,400
8500	swimming pool	8/16/2012	Residential	20,000
8511	window replacement	8/24/2012	Residential	500
8516	window replacement	8/28/2012	Residential	6,836
8517	window replacement	8/28/2012	Residential	7,034
<b>Totals for Class of Work: 0</b>		<b>Number of Permits = 38</b>	<b>Total Valuation =</b>	<b>497,363</b>

**Class of Work: Add**

Permit #	Description of Work	Date Issued	Use of Building	Valuation
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**Class of Work: Add**

Permit #	Description of Work	Date Issued	Use of Building	Valuation
8327	sportcourt	4/23/2012	None	30,000
Totals for Class of Work: Add		Number of Permits = 1	Total Valuation =	30,000

**Class of Work: Remodel**

Permit #	Description of Work	Date Issued	Use of Building	Valuation
8300	Basement finish (includes plmg&htg)	3/29/2012	Single Family Dwelling	25,000
8395	Remodel (including plmg&Htg)	6/6/2012	Single Family Dwelling	29,500
8496	stucco	8/16/2012	Residential	5,000
Totals for Class of Work: Remodel		Number of Permits = 3	Total Valuation =	59,500

**Class of Work: New**

Permit #	Description of Work	Date Issued	Use of Building	Valuation
8444	accessory structure	7/11/2012	Residential	3,500
8449	air cond	7/16/2012	Residential	5,000
8443	Deck	7/11/2012	Residential	4,500
8466	Pool House	8/2/2012	Accessory Building	40,000
8499	Porch	8/16/2012	Residential	22,000
Totals for Class of Work: New		Number of Permits = 5	Total Valuation =	75,000

**Class of Work: Repair**

Permit #	Description of Work	Date Issued	Use of Building	Valuation
8480	Patio Door	8/10/2012	Residential	6,000
8432	reroof	6/28/2012	Single Family Dwelling	15,300
8436	reroof	6/28/2012	Residential	11,000

**Class of Work: Repair**

<i>Permit #</i>	<i>Description of Work</i>	<i>Date Issued</i>	<i>Use of Building</i>	<i>Valuation</i>
8439	reroof	7/5/2012	Residential	7,500
8450	reroof	7/17/2012	Single Family Dwelling	8,000
8455	reroof	7/23/2012	Residential	8,400
8460	reroof	7/27/2012	Residential	6,065
8453	reside structure	7/20/2012	Residential	18,000
8298	Roof Replacement (ice & water)	3/27/2012	Single Family Dwelling	14,300
8304	Roof Replacement (ice & water)	4/10/2012	Single Family Dwelling	16,522
8440	Shed	7/6/2012	Accessory Building	2,000
8446	Siding	7/11/2012	Commercial	3,000
8448	Siding	7/16/2012	Residential	9,800
8442	Siding & Window Replacement	7/9/2012	Residential	24,500
8472	window replacement	8/6/2012	Residential	19,725
<b><i>Totals for Class of Work: Repair</i></b>		<b><i>Number of Permits = 15</i></b>	<b><i>Total Valuation =</i></b>	<b><i>170,112</i></b>

**Totals for Occupancy: 0****Number of Permits = 62****Total Valuation****831,975****Occupancy B****Class of Work: Add**

<i>Permit #</i>	<i>Description of Work</i>	<i>Date Issued</i>	<i>Use of Building</i>	<i>Valuation</i>
8337	deck/ porch	5/2/2012	Single Family Dwelling	3,500
8261	Gasline	1/17/2012	Commercial	1,400
8400	Sign	6/8/2012	Office Building	5,000
<b><i>Totals for Class of Work: Add</i></b>		<b><i>Number of Permits = 3</i></b>	<b><i>Total Valuation =</i></b>	<b><i>9,900</i></b>

**Class of Work: Remodel**

Permit #	Description of Work	Date Issued	Use of Building	Valuation
8357	interior buildout incld P & H	5/19/2012	Commercial	20,000
8411	Siding & Window Replacement	6/18/2012	Commercial	20,000
Totals for Class of Work: Remodel				Number of Permits = 2
				Total Valuation = 40,000

**Class of Work: New**

Permit #	Description of Work	Date Issued	Use of Building	Valuation
8321	Deck	4/19/2012	Single Family Dwelling	5,000
Totals for Class of Work: New				Number of Permits = 1
				Total Valuation = 5,000

**Class of Work: Repair**

Permit #	Description of Work	Date Issued	Use of Building	Valuation
8301	repair	4/3/2012	Commercial	2,650
8263	reroof	1/23/2012	Commercial	38,420
8255	Roof Replacement	1/6/2012	Office Building	33,800
Totals for Class of Work: Repair				Number of Permits = 3
				Total Valuation = 74,870

Totals for Occupancy: B

Number of Permits = 9

Total Valuation

129,770

**Occupancy U-1**

**Class of Work: Add**

Permit #	Description of Work	Date Issued	Use of Building	Valuation
8295	accessory structure	3/23/2012	Accessory Building	2,600
8303	accessory structure/porch overhang/kit remodel	4/9/2012	Accessory Building	33,163



**Class of Work: Add**

Permit #	Description of Work	Date Issued	Use of Building	Valuation
Totals for Class of Work: Add		Number of Permits = 2	Total Valuation =	35,763

**Class of Work: New**

Permit #	Description of Work	Date Issued	Use of Building	Valuation
8249	accessory structure	1/3/2012	Accessory Building	59,000
Totals for Class of Work: New		Number of Permits = 1	Total Valuation =	59,000

Totals for Occupancy: U-1

Number of Permits = 3

Total Valuation

94,763

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

Permit #	Description of Work	Date Issued	Use of Building	Valuation
8366	addition	5/22/2012	Single Family Dwelling	18,000
8289	addition & remodel (Incl'd plmg & hvac)	3/13/2012	Single Family Dwelling	45,000
8297	addition & remodel (Incl'd plmg & hvac)	3/27/2012	Single Family Dwelling	68,000
8318	addition & remodel (Incl'd plmg & hvac)	4/17/2012	Single Family Dwelling	30,000
8392	addition & remodel (Incl'd plmg & hvac)	6/6/2012	Single Family Dwelling	110,000
8418	addition & remodel (Incl'd plmg & hvac)	6/20/2012	Single Family Dwelling	92,437
8425	air cond	6/21/2012	Residential	4,000
8287	Deck	3/12/2012	deck	10,000
8322	Deck	4/20/2012	Single Family Dwelling	4,000
8447	Deck	7/12/2012	deck	4,500
8315	Door Replacement	4/16/2012	Single Family Dwelling	2,869
8386	driveway	6/5/2012	Single Family Dwelling	2,000

**Class of Work: Add**

<b>Permit #</b>	<b>Description of Work</b>	<b>Date Issued</b>	<b>Use of Building</b>	<b>Valuation</b>
8274	fence	2/16/2012	Single Family Dwelling	3,000
8290	fence	3/16/2012	Single Family Dwelling	3,000
8325	fence	4/20/2012	Single Family Dwelling	960
8326	fence	4/23/2012	Single Family Dwelling	2,400
8336	fence	5/1/2012	Single Family Dwelling	6,000
8365	fence	5/19/2012	Single Family Dwelling	6,000
8250	Fireplace	1/3/2012	Single Family Dwelling	3,200
8258	Fireplace	1/11/2012	Single Family Dwelling	2,000
8311	Fireplace	4/13/2012	Single Family Dwelling	3,200
8346	Fireplace	5/9/2012	Single Family Dwelling	2,000
8389	Fireplace	6/6/2012	Single Family Dwelling	3,200
8313	lawn Sprinkler	4/16/2012	Single Family Dwelling	2,800
8348	mobile home setup	5/10/2012	Mobile Home	3,000
8309	Porch	4/12/2012	Single Family Dwelling	15,000
8394	Porch	6/6/2012	Single Family Dwelling	65,000
8323	Shed	4/20/2012	Single Family Dwelling	1,500
8374	Shed	5/25/2012	Single Family Dwelling	3,762
8414	Shed	6/19/2012	Single Family Dwelling	1,600
8335	swimming pool	5/1/2012	Single Family Dwelling	30,000
8373	swimming pool	5/24/2012	Single Family Dwelling	65,000
<b>Totals for Class of Work: Add</b>				<b>Total Valuation = 613,428</b>

**Class of Work: Remodel**

<b>Permit #</b>	<b>Description of Work</b>	<b>Date Issued</b>	<b>Use of Building</b>	<b>Valuation</b>
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**Class of Work: Remodel**

<b>Permit #</b>	<b>Description of Work</b>	<b>Date Issued</b>	<b>Use of Building</b>	<b>Valuation</b>
8399	Basement finish (includes plmg&htg)	6/8/2012	Single Family Dwelling	8,000
8406	Deck	6/12/2012	Single Family Dwelling	5,600
8266	Door Replacement	1/27/2012	Single Family Dwelling	1,741
8312	driveway	4/13/2012	Single Family Dwelling	4,000
8376	driveway	5/30/2012	Single Family Dwelling	12,000
8270	interior buildout incld P & H	2/6/2012	Single Family Dwelling	20,000
8275	Remodel	2/17/2012	Single Family Dwelling	5,000
8334	Remodel	4/27/2012	Single Family Dwelling	8,000
8355	Remodel	5/15/2012	Single Family Dwelling	46,000
8267	Remodel (including plmg&Htg)	2/3/2012	Single Family Dwelling	25,000
8292	Remodel (including plmg&Htg)	3/19/2012	Single Family Dwelling	25,000
8350	Remodel (including plmg&Htg)	5/14/2012	Single Family Dwelling	40,500
8358	Remodel (including plmg&Htg)	5/19/2012	Single Family Dwelling	62,000
8405	Remodel (including plmg&Htg)	6/11/2012	Single Family Attached	1,800
8272	repair	2/7/2012	Single Family Dwelling	1,525
8362	reside structure	5/19/2012	Single Family Dwelling	6,000
8388	reside structure	6/5/2012	Single Family Dwelling	30,500
8413	Roof Replacement (ice & water)	6/19/2012	Single Family Dwelling	13,200
8342	Siding	5/4/2012	Single Family Dwelling	10,000
8277	window replacement	2/22/2012	Single Family Dwelling	4,993
8279	window replacement	3/2/2012	Single Family Dwelling	2,600
8368	window replacement	5/22/2012	Single Family Dwelling	3,700
8381	window replacement	5/31/2012	Single Family Dwelling	1,914
8397	window replacement	6/7/2012	Single Family Dwelling	20,925

**Class of Work: Remodel**

<i>Permit #</i>	<i>Description of Work</i>	<i>Date Issued</i>	<i>Use of Building</i>	<i>Valuation</i>
8276	window replacement/door	2/22/2012	Single Family Dwelling	5,152
8352	window replacement/door	5/14/2012	Single Family Dwelling	21,659
8401	window replacement/door	6/8/2012	Single Family Dwelling	30,810
<i>Totals for Class of Work: Remodel</i>				<i>Total Valuation = 417,619</i>

**Class of Work: New**

<i>Permit #</i>	<i>Description of Work</i>	<i>Date Issued</i>	<i>Use of Building</i>	<i>Valuation</i>
8462	Deck	7/27/2012	deck	2,000
8461	Garage	7/27/2012	Accessory Building	15,000
8269	New House	2/3/2012	Single Family Dwelling	650,000
8268	New House	2/3/2012	Single Family Dwelling	460,412
8296	New House	3/27/2012	Single Family Dwelling	575,000
8310	New House	4/13/2012	Single Family Dwelling	437,000
8320	New House	4/18/2012	Single Family Dwelling	450,000
8331	New House	4/26/2012	Single Family Dwelling	424,000
8340	New House	5/3/2012	Single Family Dwelling	285,000
8347	New House	5/9/2012	Single Family Dwelling	268,700
8349	New House	5/14/2012	Single Family Dwelling	448,000
8356	New House	5/19/2012	Single Family Dwelling	290,000
8378	New House	5/31/2012	Single Family Dwelling	280,000
8393	New House	6/6/2012	Single Family Attached	320,000
8423	New House	6/20/2012	Single Family Dwelling	370,000
8421	New House	6/20/2012	Single Family Dwelling	400,000
8420	New House	6/20/2012	Single Family Dwelling	395,000

**Class of Work: New**

<b>Permit #</b>	<b>Description of Work</b>	<b>Date Issued</b>	<b>Use of Building</b>	<b>Valuation</b>
8419	New House	6/20/2012	Single Family Dwelling	320,000
8422	New House	6/20/2012	Single Family Dwelling	570,000
8445	New House	7/11/2012	Residential	498,000
8458	New House	7/26/2012	Residential	680,000
8457	New House	7/26/2012	Residential	350,000
<b>Totals for Class of Work: New</b>				<b>Number of Permits = 22</b>
				<b>Total Valuation = 8,488,112</b>

**Class of Work: Repair**

<b>Permit #</b>	<b>Description of Work</b>	<b>Date Issued</b>	<b>Use of Building</b>	<b>Valuation</b>
8372	Deck	5/23/2012	Single Family Dwelling	10,000
8271	Door Replacement	2/6/2012	Single Family Dwelling	3,000
8319	driveway	4/18/2012	Single Family Dwelling	6,950
8339	driveway	5/2/2012	Single Family Dwelling	9,438
8256	repair	1/11/2012	Single Family Dwelling	18,500
8427	reroof	6/22/2012	Residential	10,112
8426	reroof	6/22/2012	Residential	6,230
8251	Roof Replacement	1/4/2012	Single Family Dwelling	2,000
8364	Roof Replacement	5/19/2012	Single Family Dwelling	21,511
8282	Roof Replacement (ice & water)	3/7/2012	Single Family Dwelling	13,000
8281	Roof Replacement (ice & water)	3/7/2012	Single Family Dwelling	4,900
8291	Roof Replacement (ice & water)	3/19/2012	Single Family Dwelling	9,000
8293	Roof Replacement (ice & water)	3/19/2012	Mobile Home	1,201
8294	Roof Replacement (ice & water)	3/22/2012	Single Family Dwelling	14,524
8299	Roof Replacement (ice & water)	3/28/2012	Single Family Dwelling	8,000

**Class of Work: Repair**

<i>Permit #</i>	<i>Description of Work</i>	<i>Date Issued</i>	<i>Use of Building</i>	<i>Valuation</i>
8305	Roof Replacement (ice & water)	4/10/2012	Single Family Dwelling	6,900
8316	Roof Replacement (ice & water)	4/16/2012	Single Family Dwelling	8,500
8317	Roof Replacement (ice & water)	4/16/2012	Single Family Dwelling	16,500
8329	Roof Replacement (ice & water)	4/23/2012	Single Family Dwelling	10,000
8330	Roof Replacement (ice & water)	4/25/2012	Single Family Dwelling	12,900
8341	Roof Replacement (ice & water)	5/4/2012	Single Family Dwelling	5,800
8343	Roof Replacement (ice & water)	5/7/2012	Single Family Dwelling	7,500
8351	Roof Replacement (ice & water)	5/14/2012	Single Family Dwelling	10,000
8354	Roof Replacement (ice & water)	5/15/2012	Single Family Dwelling	11,700
8353	Roof Replacement (ice & water)	5/15/2012	Single Family Dwelling	7,500
8363	Roof Replacement (ice & water)	5/19/2012	Single Family Dwelling	17,000
8369	Roof Replacement (ice & water)	5/22/2012	Single Family Dwelling	8,700
8380	Roof Replacement (ice & water)	5/31/2012	Single Family Dwelling	9,900
8377	Roof Replacement (ice & water)	5/31/2012	Single Family Dwelling	12,125
8387	Roof Replacement (ice & water)	6/5/2012	Single Family Dwelling	12,296
8391	Roof Replacement (ice & water)	6/6/2012	Single Family Dwelling	30,507
8379	Siding	5/31/2012	Single Family Dwelling	14,800
8404	void permit	6/11/2012	Single Family Dwelling	14,500
<i>Totals for Class of Work: Repair</i>				<i>Total Valuation = 355,494</i>

**Class of Work: Alter**

<i>Permit #</i>	<i>Description of Work</i>	<i>Date Issued</i>	<i>Use of Building</i>	<i>Valuation</i>
8430	Basement finish	6/27/2012	Single Family Dwelling	17,500
8428	Fireplace	6/22/2012	Residential	1,000

Class of Work: Alter

Permit #	Description of Work	Date Issued	Use of Building	Valuation
Totals for Class of Work: Alter		Number of Permits = 2	Total Valuation =	18,500

Class of Work: Demolition

Permit #	Description of Work	Date Issued	Use of Building	Valuation
8260	demolition	1/11/2012	Single Family Dwelling	6,000
Totals for Class of Work: Demolition		Number of Permits = 1	Total Valuation =	6,000

Totals for Occupancy: R-3

Number of Permits = 117		Total Valuation	9,899,153
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**Occupancy R-1**Class of Work: Remodel

Permit #	Description of Work	Date Issued	Use of Building	Valuation
8490	addition & remodel	8/14/2012	Residential	2,000
8412	window replacement/door	6/19/2012	Single Family Dwelling	23,636
Totals for Class of Work: Remodel		Number of Permits = 2	Total Valuation =	25,636

Class of Work: footings/foundation

Permit #	Description of Work	Date Issued	Use of Building	Valuation
8491	New House	8/14/2012	Residential	1,200,000
Totals for Class of Work: footings/found		Number of Permits = 1	Total Valuation =	1,200,000

Totals for Occupancy: R-1

Number of Permits = 3		Total Valuation	1,225,636
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**Occupancy S-1**

**Class of Work: Add**

<i>Permit #</i>	<i>Description of Work</i>	<i>Date Issued</i>	<i>Use of Building</i>	<i>Valuation</i>
8264	Communication Antenna	1/25/2012	Commercial	48,000
8403	Communication Antenna	6/11/2012	Commercial	12,500
<i>Totals for Class of Work: Add</i>				<i>Number of Permits = 2</i>
				<i>Total Valuation = 60,500</i>

**Totals for Occupancy: S-1**

**Total Valuation**

**60,500**

**Occupancy A-3**

**Class of Work: Add**

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

**Totals for Occupancy: A-3**

**Total Valuation**

**2,740,000**

**Grand Total of All Permits Issued:**

**Number of Permits 198**

**Total Valuation = 14,981,797**





## MAYOR AND COUNCIL COMMUNICATION

DATE: 09/18/2012

**CONSENT**

ITEM #: 4

**MOTION** Consent Agenda

**AGENDA ITEM:** Approve Disbursements in the Amount of \$254,454.60

**SUBMITTED BY:** Cathy Bendel, Finance Director

**REVIEWED BY:** Dean Zuleger, City Administrator

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**SUMMARY AND ACTION REQUESTED:** As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of \$254,454.60. 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	\$ 13,262.73	Payroll Taxes to IRS & MN Revenue 9/6/2012
ACH	\$ 4,624.67	Payroll Retirement to PERA 9/6/12
DD4158 – DD4180	\$ 32,078.02	Payroll Dated 9/6/12 (Direct Deposit)
38901-38903	\$ 993.27	Payroll Dated 9/6/2012 (Payroll Paper Checks)
1578-1585	\$ 480.00	Accounts Payable Dated 9/18/12 (Library Checks)
38908-38958	\$ 194,610.07	Accounts Payable Dated 9/18/12
38904-38907	\$ 8,405.84	Accounts Payable Manual 9/7/12 & 9/12/12
<b>TOTAL</b>	<b>\$ 254,454.60</b>	

**STAFF REPORT:** City staff has complied and reviewed the attached set of claims. All appears to be in order and consistent with City budgetary and fiscal policies and Council direction.

**RECOMMENDATION:** It is recommended that the City Council approve as part of the Consent Agenda proposed disbursements in the amount of \$254,454.60.

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 September 18, 2012, Disbursements as**

**Presented *[and modified]* herein.”**

**ATTACHMENTS:**

1. Accounts Payable Dated 9/18/2012

**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: 09/13/2012 - 1:48 PM

Batch: 007-09-2012

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
AMFLAG American Flagpole & Flag Corp										
102618	08/31/2012	50.02	0.00	09/18/2012	Street City Hall Flag Hardware		-			No 0000
101-450-5200-44300	Miscellaneous									
	102618 Total:	50.02								
	AMFLAG Total:	50.02								
ARAM Aramark, Inc.										
629-7566052	08/23/2012	23.78	0.00	09/18/2012	Uniforms		-			No 0000
101-430-3100-44170	Uniforms									
629-7570811	09/13/2012	23.78	0.00	09/18/2012	Uniforms		-			No 0000
101-430-3100-44170	Uniforms									
	629-7570811 Total:	23.78								
629-7572649	09/03/2012	156.02	0.00	09/18/2012	Monthly rug service Station #2		-			No 0000
101-420-2220-44010	Repairs/Maint Bldg									
	629-7572649 Total:	156.02								
629-7572650	09/03/2012	38.22	0.00	09/18/2012	Monthly Mat Service		-			No 0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
	629-7572650 Total:	38.22								
629-7572651	09/03/2012	154.25	0.00	09/18/2012	Monthly rug service Station #1		-			No 0000
101-420-2220-44010	Repairs/Maint Bldg									
	629-7572651 Total:	154.25								
	ARAM Total:	396.05								
BENDEL Bendel Cathy										
09/12/12	09/12/2012	480.61	0.00	09/18/2012	Lake Elmo Days - Supplies		-			No 0000
204-450-5200-44300	Miscellaneous									
09/12/12	09/12/2012	53.54	0.00	09/18/2012	Supplies - Budget Books		-			No 0000
101-410-1520-42000	Office Supplies									
	09/12/12 Total:	534.15								
	BENDEL Total:	534.15								



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
COLEMER Total:		23.97								
COMCAST COMCAST										
08/27/2012	08/27/2012	7.90	0.00	09/18/2012	Monthly Service		-		No	0000
101-420-2220-44300	Miscellaneous									
08/27/2012 Total:		7.90								
COMCAST Total:		7.90								
COMPENSA Compensation Consultants, Ltd										
Sept 12	09/01/2012	40.00	0.00	09/18/2012	Monthly FSA Admin Fee - Sept 2012		-		No	0000
101-410-1320-44300	Miscellaneous									
Sept 12 Total:		40.00								
COMPENSA Total:		40.00								
CTYBLOOM City of Bloomington										
Aug 12	08/31/2012	30.00	0.00	09/18/2012	Lab Bacteria Tests		-		No	0000
601-494-9400-42270	Utility System Maintenance									
Aug 12 Total:		30.00								
CTYBLOOM Total:		30.00								
CTYOAKDA City of Oakdale										
10000460-01	08/31/2012	14,038.04	0.00	09/18/2012	Water Service I-94		-		No	0000
601-494-9400-43820	Water Utility									
10000460-01 Total:		14,038.04								
201208303326	09/13/2012	95.45	0.00	09/18/2012	Repair Strobe on CVI		-		No	0000
101-420-2220-44040	Repairs/Maint Eqpt									
201208303326 Total:		95.45								
CTYOAKDA Total:		14,133.49								
CTYROSEV City of Roseville										
216418	08/31/2012	1,652.08	0.00	09/18/2012	Monthly IT Services Sept 2012		-		No	0000
101-410-1450-43180	Information Technology/Web									
216418 Total:		1,652.08								
CTYROSEV Total:		1,652.08								
EMBROIDM Embroidme of Roseville										
E 19100	08/29/2012	42.95	0.00	09/18/2012	Staff Polo Shirt - Adam		-		No	0000
101-410-1320-44300	Miscellaneous									
E 19100 Total:		42.95								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
EMBROIDM Total:		42.95								
ENVENTIS ENVENTIS										
737500	09/01/2012	443.75	0.00	09/18/2012	Telephone/Data Service PW - Aug 2012		-			0000
101-430-3100-43210 Telephone										
737500 Total:		443.75								
738507	09/01/2012	559.58	0.00	09/18/2012	Telephone/Data Service CH - Aug 2012		-			0000
101-410-1940-43210 Telephone										
738507 Total:		559.58								
ENVENTIS Total:		1,003.33								
FASTENAL Fastenal										
MNOAK2111	08/30/2012	26.11	0.00	09/18/2012	Hardware		-			0000
101-430-3100-42210 Equipment Parts										
MNOAK2111 Total:		26.11								
FASTENAL Total:		26.11								
FERGUSON Ferguson Waterworks, Inc.										
S01388504-001	08/30/2012	862.93	0.00	09/18/2012	New Meters		-			0000
601-494-9400-42300 Water Meters & Supplies										
S01388504-001 Total:		862.93								
FERGUSON Total:		862.93								
HAGBERGS Hagbergs Country Market										
589819	09/08/2012	14.48	0.00	09/18/2012	Prizes for Kids		-			0000
101-420-2220-42090 Fire Prevention										
589819 Total:		14.48								
HAGBERGS Total:		14.48								
HARDDRIV Harddrives, Inc.										
Pay Est #1	09/13/2012	125,950.85	0.00	09/18/2012	2012 Street & Water Quality - Est #1		-			0000
419-480-8000-45300 Improvements Other Than Bldgs										
Pay Est #1 Total:		125,950.85								
HARDDRIV Total:		125,950.85								
INTERSTA Interstate All Battery Cir										
48633	08/29/2012	59.92	0.00	09/18/2012	Replacement Batteries for Helmet Lights		-			0000
101-420-2220-42400 Small Tools & Equipment										
48633 Total:		59.92								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
INTERSTA Total:		59.92								
JOHNSON& Johnson & Turner Attorneys										
Sept 12	09/05/2012									
101-410-1320-43040	Legal Services	2,288.00	0.00	09/18/2012	Legal Services - Civil		-	No		0000
Sept 12	09/05/2012									
101-420-2150-43045	Attorney Criminal	4,250.00	0.00	09/18/2012	Legal Services - Prosecution		-	No		0000
Sept 12	09/05/2012									
601-494-9400-43040	Legal Services	1,735.00	0.00	09/18/2012	Legal Services - 3M		-	No		0000
Sept 12	09/05/2012									
206-450-5300-43040	Legal Services	370.50	0.00	09/18/2012	Legal Services - Library Leases		-	No		0000
Sept 12 Total:		8,643.50								
JOHNSON& Total:		8,643.50								
LEOIL Lake Elmo Oil, Inc.										
08/31/2012	08/31/2012	119.80	0.00	09/18/2012	Fuel		-	No		0000
101-420-2220-42120	Fuel, Oil and Fluids									
08/31/2012 Total:		119.80								
LEOIL Total:		119.80								
Lillie Newspapers Inc. Lillie Suburban										
08/31/2012	08/31/2012	69.70	0.00	09/18/2012	8/15 Notice '11 ST/Water/Eng		-	No		0000
101-410-1450-43510	Public Notices									
08/31/2012	08/31/2012	16.40	0.00	09/18/2012	8/15 Notice - Shoreland/Planning		-	No		0000
101-410-1320-43510	Legal Publishing									
08/31/2012	08/31/2012	29.48	0.00	09/18/2012	8/29 Notice - Planning Commission		-	No		0000
101-410-1320-43510	Legal Publishing									
08/31/2012 Total:		115.58								
Lillie Total:		115.58								
LTG PWR L.T.G. Power Equipment										
158696	08/30/2012	7.89	0.00	09/18/2012	Toro Hardware		-	No		0000
101-450-5200-42210	Equipment Parts									
158696 Total:		7.89								
LTG PWR Total:		7.89								
MENARDSO Menards - Oakdale										
34793	09/05/2012	18.50	0.00	09/18/2012	Generator panel Accessories		-	No		0000
101-450-5200-44300	Miscellaneous									
34793 Total:		18.50								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
MENARDSO Total:		18.50								
MES Municipal Emergency Services										
00335327-SNV	09/12/2012	45.38	0.00	09/18/2012	Restocking for Wheel Chocks		-		No	0000
101-420-2220-42400	Small Tools & Equipment									
00335327-SNV	Total:	45.38								
MES	Total:	45.38								
METCOU Metropolitan Council										
997667	09/05/2012	1,081.28	0.00	09/18/2012	Monthly Wastewater Service - Sept 2012		-		No	0000
602-495-9450-43820	Sewer Utility - Met Council									
997667	Total:	1,081.28								
METCOU	Total:	1,081.28								
MILLEREX Miller Excavating, Inc.										
16554	08/30/2012	416.25	0.00	09/18/2012	Street Sweeping - Carriage Station		-		No	0000
101-430-3120-43150	Contract Services									
16554	Total:	416.25								
MILLEREX	Total:	416.25								
PETTYCI Petty Cash										
09/11/2012	09/11/2012	-20.00	0.00	09/18/2012	Animal Licenses		-		No	0000
101-000-0000-32240	Animal License									
09/11/2012	09/11/2012	-98.51	0.00	09/18/2012	Surface Water		-		No	0000
603-000-0000-37100	Surface Water Utility Sales									
09/11/2012	09/11/2012	-6.00	0.00	09/18/2012	Book copies		-		No	0000
101-000-0000-34105	Sale of Copies, Books, Maps									
09/11/2012	09/11/2012	-4.00	0.00	09/18/2012	Candidate Filings		-		No	0000
101-000-0000-36200	Miscellaneous Revenue									
09/11/2012	09/11/2012	43.34	0.00	09/18/2012	Lake Elmo Days Supplies		-		No	0000
204-450-5200-44300	Miscellaneous									
09/11/2012	09/11/2012	18.00	0.00	09/18/2012	Planning Postage		-		No	0000
101-410-1320-42000	Office Supplies									
09/11/2012	09/11/2012	28.68	0.00	09/18/2012	Office Supplies		-		No	0000
101-410-1320-42000	Office Supplies									
09/11/2012	09/11/2012	115.78	0.00	09/18/2012	Election Supplies		-		No	0000
101-410-1410-42000	Office Supplies									
99/11/2012	Total:	77.29								
PETTYCI	Total:	77.29								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
PLANTH PLANT HEALTH ASSOCIATES, INC										
1091-12	07/11/2012	537.50	0.00	09/18/2012	Forester Services - June 2012		-			No 0000
101-430-3250-43150	Contract Services									
1100-12	09/10/2012	537.50								
101-430-3250-43150	Contract Services	250.00	0.00	09/18/2012	Forester Services - June 2012		-			No 0000
	1100-12 Total:	250.00								
	PLANTH Total:	787.50								
PLUNKETT Plunkett's Pest Control										
3295726	09/01/2012	83.56								
101-410-1940-44010	Repairs/Maint Contractual Bldg		0.00	09/18/2012	Pest control Service - City Hall		-			No 0000
	3295726 Total:	83.56								
	PLUNKETT Total:	83.56								
RIVRCOOP River Country Cooperative										
08/31/2012	08/31/2012	924.25								
101-420-2220-42120	Fuel, Oil and Fluids		0.00	09/18/2012	Fuel		-			No 0000
	08/31/2012 Total:	924.25								
	RIVRCOOP Total:	924.25								
SAMSLUB Sam's Club										
09/04/2012	09/04/2012	31.84								
101-420-2220-44300	Miscellaneous		0.00	09/18/2012	Water for Rehab		-			No 0000
09/04/2012	09/04/2012	7.96								
101-410-1320-42000	Office Supplies		0.00	09/18/2012	Water for City Hall		-			No 0000
09/04/2012	09/04/2012	661.15								
204-450-5200-44300	Miscellaneous		0.00	09/18/2012	Supplies - Lake Elmo Days		-			No 0000
09/04/2012	09/04/2012	61.96								
101-420-2220-42230	Building Repair Supplies		0.00	09/18/2012	Station Supplies		-			No 0000
	09/04/2012 Total:	762.91								
09/10/2012	09/10/2012	16.56								
101-420-2220-42000	Office Supplies		0.00	09/18/2012	Station Supplies		-			No 0000
	09/10/2012 Total:	16.56								
	SAMSLUB Total:	779.47								
SCHILL'S Schill's Dumpster Svc Inc										
8637	09/06/2012	338.68								
204-450-5200-43150	Contract Services		0.00	09/18/2012	Dumpster for Lake Elmo Days		-			No 0000
	8637 Total:	338.68								



Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
SHI SCHILLS Total:		338.68								
SHI SHI International										
BOO741446	08/24/2012	29.39	0.00	09/18/2012	Computer & Cables		-		No	0000
101-420-2220-42000	Office Supplies									
BOO741446	08/24/2012	37.71	0.00	09/18/2012	Computer equipment		-		No	0000
101-420-2220-42000	Office Supplies									
BOO741446 Total:		67.10								
SHI Total:		67.10								
SW/WC SW/WC Service Cooperatives										
10/1/12	08/29/2012	17,041.50	0.00	09/18/2012	Sept 2012 Premiums		-		No	0000
101-000-0000-21706	Medical Insurance									
10/1/12 Total:		17,041.50								
SW/WC Total:		17,041.50								
TASCH T.A. Schifsky & Sons Inc										
53843	09/04/2012	284.57	0.00	09/18/2012	Asphalt		-		No	0000
101-430-3120-42240	Street Maintenance Materials									
53843 Total:		284.57								
TASCH Total:		284.57								
TCHYDROS TC Hydroseeding										
3182	08/29/2012	500.01	0.00	09/18/2012	Drainage Seeding Tartan Meadows		-		No	0000
101-430-3120-43150	Contract Services									
3182 Total:		500.01								
TCHYDROS Total:		500.01								
TDS TDS METROCOM - LLC										
651-779-8882	09/13/2012	182.70	0.00	09/18/2012	Analog Lines - Fire		-		No	0000
101-420-2220-43210	Telephone									
651-779-8882	09/13/2012	174.75	0.00	09/18/2012	Analog Lines - Public Works		-		No	0000
101-430-3100-43210	Telephone									
651-779-8882	09/13/2012	129.42	0.00	09/18/2012	Analog Lines - Lift Station Alarms		-		No	0000
602-495-9450-43210	Telephone									
651-779-8882	09/13/2012	45.34	0.00	09/18/2012	Alarm - Well House #2		-		No	0000
601-494-9400-43210	Telephone									
651-779-8882 Total:		532.21								
TDS Total:		532.21								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
TESSMAN Tessman Company Corp										
SI65323-IN	08/30/2012	265.86	0.00	09/18/2012	Erosion blanket/seed/fertilizer		-			No 0000
603-496-9500-42270	Utility System Maint Supplies									
	SI65323-IN Total:	265.86								
	TESSMAN Total:	265.86								
TKDA TKDA, Inc.										
09/04/2012	09/04/2012	81.25	0.00	09/18/2012	General Engineering Services -		-			No 0000
101-410-1910-43030	Engineering Services				Records					
	09/04/2012 Total:	81.25								
	TKDA Total:	81.25								
TOWNCTRY Town & Country Cleaning Co										
912491	09/01/2012	245.81	0.00	09/18/2012	September Cleaning Services		-			No 0000
101-420-2220-44010	Repairs/Maint Bldg									
	912491 Total:	245.81								
	TOWNCTRY Total:	245.81								
TREGILGA Tregilgas Michael										
Cable	09/10/2012	55.00	0.00	09/18/2012	Cable Operator - 9/10/12		-			No 0000
101-410-1450-43620	Cable Operations									
	Cable Total:	55.00								
	TREGILGA Total:	55.00								
VISA-SL VISA										
09/02/2012	09/02/2012	760.00	0.00	09/18/2012	VCOS Registration, Winkels/Malmquist		-			No 0000
101-420-2220-44370	Conferences & Training									
09/02/2012	09/02/2012	322.60	0.00	09/18/2012	VCOS Airfare, Malmquist		-			No 0000
101-420-2220-44370	Conferences & Training									
09/02/2012	09/02/2012	322.60	0.00	09/18/2012	VCOS Airfare, Winkels		-			No 0000
101-420-2220-44370	Conferences & Training									
09/02/2012	09/02/2012	25.00	0.00	09/18/2012	Airport Shuttle - Winkels		-			No 0000
101-420-2220-44370	Conferences & Training									
09/02/2012	09/02/2012	159.00	0.00	09/18/2012	Conference Registration - Breezy Pt		-			No 0000
101-420-2220-44370	Conferences & Training									
09/02/2012	09/02/2012	398.75	0.00	09/18/2012	Landscape Materials		-			No, 0000
101-450-5200-42250	Landscape Materials									
09/02/2012	09/02/2012	556.60	0.00	09/18/2012	Tent - Lake Elmo Days		-			No 0000
204-450-5200-43150	Contract Services									
09/02/2012	09/02/2012	503.88	0.00	09/18/2012	Signs - Lake Elmo Days		-			No 0000
204-450-5200-43150	Contract Services									
	09/02/2012 Total:	3,048.43								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
VISA-SL Total:		3,048.43								
WATERCON Water Conservation Svs Inc.										
3375	08/30/2012	243.97	0.00	09/18/2012	Leak Detection Service		-		No	0000
601-494-9400-44300	Miscellaneous	243.97								
3375 Total:		243.97								
WATERCON Total:		243.97								
XCEL Xcel Energy										
51-0630620-5	09/13/2012	117.61	0.00	09/18/2012	Library		-		No	0000
206-450-5300-43810	Electric Utility	117.61								
51-0630620-5 Total:		101.97								
51-4504807-7	09/13/2012	72.45	0.00	09/18/2012	Lights at Legion Park		-		No	0000
101-450-5200-43810	Electric Utility	72.45								
51-4504807-7	09/13/2012	33.22	0.00	09/18/2012	Lift Station		-		No	0000
602-495-9450-43810	Electric Utility	33.22								
51-4504807-7	09/13/2012	207.64	0.00	09/18/2012	Traffic Lights		-		No	0000
101-430-3160-43810	Street Lighting	309.48								
51-4504807-7 Total:		309.48								
51-4576456-3	09/13/2012	309.48	0.00	09/18/2012	Fire Station #2		-		No	0000
101-420-2220-43810	Electric Utility	500.29								
51-4576456-3 Total:		31.91								
51-4580376-5	09/13/2012	407.37	0.00	09/18/2012	City Hall		-		No	0000
101-410-1940-43810	Electric Utility	939.57								
51-4580376-5	09/13/2012	45.97	0.00	09/18/2012	Pebble Park		-		No	0000
101-410-1940-43810	Electric Utility	45.97								
51-4580376-5 Total:		2,934.84								
51-5275289-3	09/13/2012	2,934.84	0.00	09/18/2012	Wells 1 & 2		-		No	0000
101-450-5200-43810	Electric Utility	1,885.09								
51-5275289-3 Total:		2,934.84								
51-5356323-8	09/13/2012	1,885.09	0.00	09/18/2012	Street Lights		-		No	0000
601-494-9400-43810	Electric Utility	1,885.09								
51-5356323-8 Total:		1,885.09								
51-6736544-2	09/13/2012	430.49	0.00	09/18/2012	VFW Ballfield lights		-		No	0000
101-430-3160-43810	Street Lighting	430.49								
51-6736544-2 Total:		430.49								
51-6956201-4	09/13/2012	556.26	0.00	09/18/2012	Public Works		-		No	0000
101-450-5200-43810	Electric Utility	556.26								
51-6956201-4 Total:		556.26								
51-7538112-1	09/13/2012	556.26	0.00	09/18/2012	Public Works		-		No	0000
101-430-3100-43810	Electric Utility	556.26								
51-7538112-1 Total:		556.26								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
51-8126093-5	09/13/2012	19.88	0.00	09/18/2012	Water Tower 2		-			0000
601-494-9400-43810	Electric Utility	19.88							No	0000
51-8126093-5 Total:		19.88								
XCEL Total:		7,446.83								
YOCUM Yocum Oil Company, Inc.										
212261	08/30/2012	160.69	0.00	09/18/2012	Bulk Oil Tank		-		No	0000
101-430-3100-44010	Repairs/Maint Bldg	160.69								
212261 Total:		160.69								
YOCUM Total:		160.69								
ZIERT Ziertman Joan & Steve										
Chk Req	09/08/2012	81.40	0.00	09/18/2012	Straw & Supplies for lake Elmo Days		-		No	0000
204-450-5200-43150	Contract Services	81.40								
Chk Req Total:		81.40								
ZIERT Total:		81.40								
ZIERTMAN Joan Ziertman										
Aug 2012	09/10/2012	545.00	0.00	09/18/2012	August Clerical Service		-		No	0000
601-494-9400-43150	Contract Services	136.25	0.00	09/18/2012	August Clerical Service		-		No	0000
Aug 2012	09/10/2012	1,362.50	0.00	09/18/2012	August Clerical Service		-		No	0000
602-495-9450-43150	Contract Services	681.25	0.00	09/18/2012	August Clerical Service		-		No	0000
Aug 2012	09/10/2012	2,725.00	0.00	09/18/2012	August Clerical Service		-		No	0000
603-496-9500-43150	Contract Services	2,725.00								
Aug 2012	09/10/2012	2,725.00								
101-410-1520-43150	Contract Services									
Aug 2012 Total:		2,725.00								
ZIERTMAN Total:		2,725.00								
Report Total:		194,610.07								

# Accounts Payable To Be Paid Proof List

User: Joan Z  
Printed: 09/07/2012 - 2:17 PM  
Batch: 004-09-2012

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
PETTYCI Petty Cash										
09/07/2012	09/07/2012	1,000.00	0.00	09/07/2012	Change for Lake Elmo Days		-			No 0000
101-000-0000-10200	Petty Cash									
	09/07/2012 Total:	1,000.00								
	PETTYCI Total:	1,000.00								
	Report Total:	1,000.00								

# Accounts Payable To Be Paid Proof List

User: joan z  
 Printed: 09/07/2012 - 10:20 AM  
 Batch: 003-09-2012

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
AAPARTYR AA Party Rental 09/07/2012 204-450-5200-42000 Office Supplies	09/07/2012	957.84	0.00	09/07/2012	Balance Due on Tent and Chairs		-			0000
09/07/2012 Total:		957.84								
AAPARTYR Total:		957.84								
CINDYS Cindy's Creative Celebrations 09/7/2012 204-450-5200-43150 Contract Services	09/07/2012	1,900.00	0.00	09/07/2012	Hair Creations - Fall Festival		-			0000
09/7/2012 Total:		1,900.00								
CINDYS Total:		1,900.00								
Report Total:		2,857.84								

# Accounts Payable To Be Paid Proof List

User: Joan z

Printed: 09/12/2012 - 8:14 AM

Batch: 005-09-2012

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
CAPRA CAPRA'S UTILITIES iNC.										
Yang	09/12/2012	4,548.00	0.00	09/12/2012	Yang - City Portion		-			0000
601-000-0000-37150 Water Connections - Municipal										
Yang Total:		4,548.00								
CAPRA Total:		4,548.00								
Report Total:		4,548.00								



MAYOR AND COUNCIL COMMUNICATION

DATE: September 18, 2012

**CONSENT**

ITEM #: 5

**MOTION**

**AGENDA ITEM:** 2012 Crack Seal Project – Accept Quotes and Award Contract

**SUBMITTED BY:** Ryan Stempiski, Assistant City Engineer

**THROUGH:** Dean A. Zuleger, City Administrator

**REVIEWED BY:** Jack Griffin, City Engineer  
Cathy Bendel, Finance Director  
Mike Bouthilet, Public Works

**SUMMARY AND ACTION REQUESTED:** The City Council is respectfully requested to accept quotes and award a construction contract to Gopher State Sealcoat, Inc. in the total amount of \$19,600.00 for the 2012 Crack Seal Project.

**STAFF REPORT:** In accordance with the City's annual street maintenance program, certain street segments have been scheduled to be seal coated in 2013 (see attached Location Map and Street List). Best pavement management practices recommend these streets to be crack sealed in 2012, one construction season prior to seal coating. This allows the crack sealant material to fully adhere to the pavement surfaces prior to the 2013 seal coat application.

Quotes were received from 3 qualified contractors on September 12, 2012. Gopher State Sealcoat, Inc. submitted the lowest quote of \$1.40 per pound of crack sealant material. See attached tabulation for a breakdown of the quotes received.

The low quote of \$19,600 came in under the engineer's estimate of probable costs, which was \$21,000 (\$1.50 per pound). The project will be funded through the Infrastructure Reserves Fund.

**RECOMMENDATION:** Staff is recommending that the City Council consider accepting the quotes and awarding a construction contract to Gopher State Sealcoat, Inc. in the amount of \$19,600.00 for the 2012 Crack Seal Project, as part of the *Consent Agenda*. The recommended motion for this action is as follows:

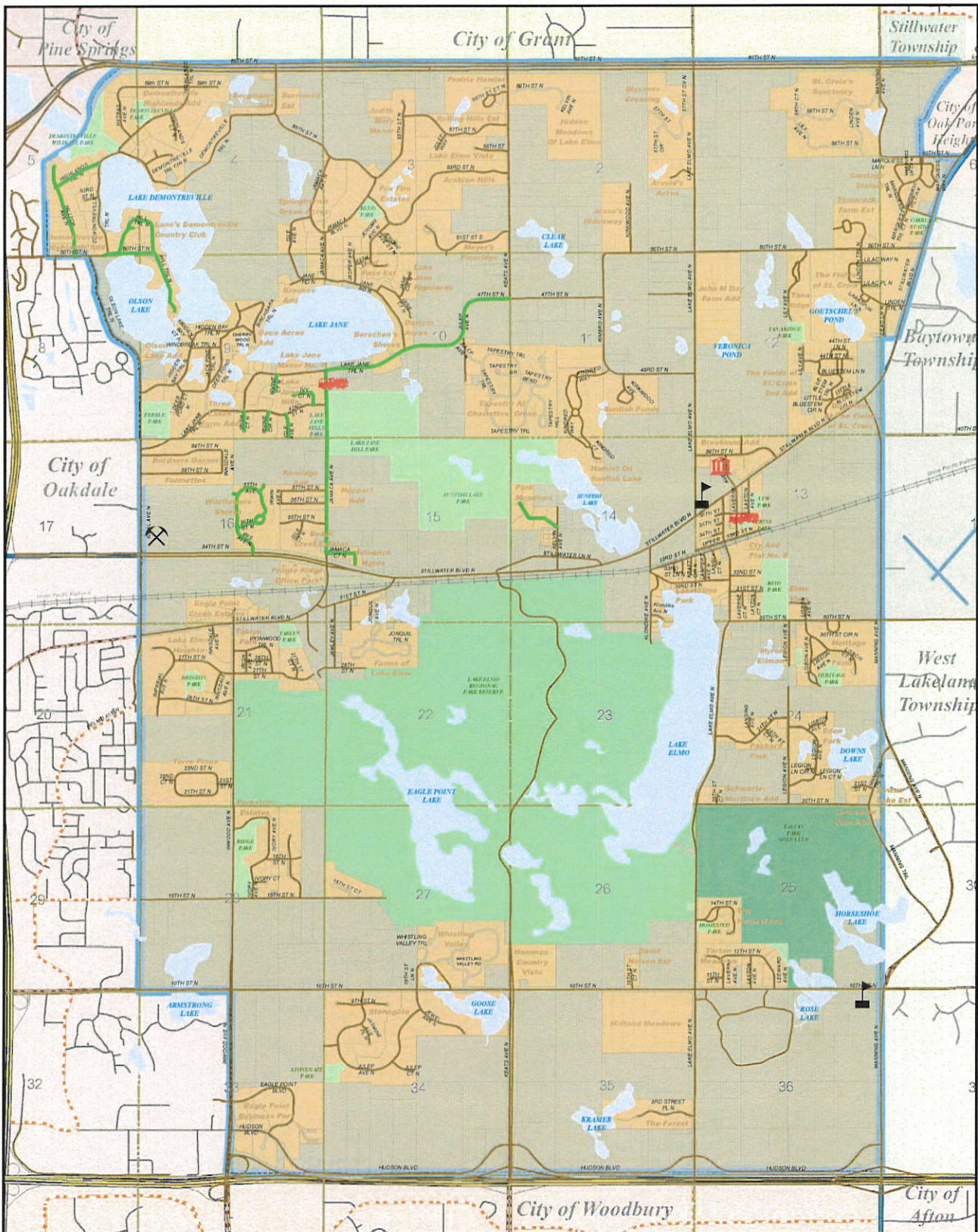
***“Move to Accept the Quotes and Award a Contract to Gopher State Sealcoat, Inc. in the Amount of \$19,600.00 for the 2012 Crack Seal Project.”***

**ATTACHMENTS:**

1. Project Location Map
2. Street List
3. Quote Tabulation
4. Construction Contract Signed by Gopher State Sealcoat, Inc.
5. Gopher State Sealcoat, Inc. Quote Proposal







## 2012 CRACK SEAL PROJECT



### Improvement Year

2012



**City Hall**  
3800 Laverne Avenue N  
651/777-5510  
www.lakeelmo.org



**Public Works Building**  
3445 Ideal Ave N  
651/233-5414



**Fire Stations**

Station No. 1  
3510 Laverne Ave N  
651/778-5006

Station No. 2  
4550 Jamaica Ave N  
651/778-8882



**Schools**



**Parcels**



**Subdivisions**



**City Parks**



**Golf Course**



**Lake Elmo Regional  
Park Reserve**  
Park Office  
651/430-0368  
**Lakes**



0.5 0.25 0 0.5 Miles

**Map Date: September 2012**

**Created By:**

**FOCUS** ENGINEERING, inc.



2012 CRACK SEAL PROJECT - STREET LIST

Street Segment	From	To	Length	Width	CDS	LBS	Area (SF)	Area (SY)
HIGHLANDS TRL N	DEMONTEVILLE TRAIL N	HILLTOP AVE N	1,384	32	0	633	44,297.38	4,921.93
HILLTOP AVE N	HIGHLANDS TRAIL N	CUL-DE-SAC	614	30	45	335	23,440.01	2,604.45
HILLTOP AVE N	50TH ST N	HIGHLANDS TRAIL N	2,037	32	0	931	65,175.09	7,241.68
IRISH CT N	42ND ST N	CUL-DE-SAC	535	32	45	315	22,038.59	2,448.73
IRVINE CIR N	42ND ST N	CUL-DE-SAC	524	32	45	310	21,691.17	2,410.13
IVY CT N	42ND ST N	CUL-DE-SAC	874	32	45	470	32,887.47	3,654.16
IRVINE CT N	LAKE JANE TRAIL N	CUL-DE-SAC	498	32	45	298	20,846.78	2,316.31
ISLE AVE N	42ND ST N	CUL-DE-SAC	650	32	46	371	25,976.94	2,886.33
50TH ST N	HILL TRAIL CT N	CUL-DE-SAC	964	32	0	317	22,171.98	2,463.55
50TH ST N	DEMONTEVILLE TRAIL N	HILL TRAIL CT N	423	23	0	133	9,305.66	1,033.96
HILL TRL N	50TH ST N	50TH ST N	2,441	20	0	697	48,819.69	5,424.41
HILL TRL N	50TH ST N	CUL-DE-SAC	1,826	18	25	491	34,382.33	3,820.26
45TH ST N	JANE ROAD N	JULEP AVE N	1,695	32	0	775	54,252.70	6,028.08
47TH ST N	JULEP AVE N	KEATS AVE N	775	32	0	354	24,807.36	2,756.37
LAKE JANE TRL N	JAMACA AVE N	JANE ROAD N	2,368	38	0	1285	89,970.80	9,996.76
JAMACA AVE N	35TH ST N	JAMACA CT N	842	38	0	409	28,613.04	3,179.23
JAMACA AVE N	36TH ST N	35TH ST N	574	40	0	328	22,942.71	2,549.19
JAMACA AVE N	37TH ST N	36TH ST N	367	40	0	209	14,661.87	1,629.10
JAMACA AVE N	LAKE JANE TRAIL N	42ND ST N	982	40	0	561	39,289.27	4,365.47
JAMACA AVE N	42ND ST N	37TH ST N	2,449	40	0	1399	97,945.51	10,882.83
JAMACA AVE CT N	JAMACA AVE N	SOUTH DEAD END	1,170	28	0	468	32,769.80	3,641.09
JULEP AVE N	TAPESTRY RD N	47TH ST N	1,433	32	0	655	45,844.18	5,093.80
KELVIN CT	KELVIN AVE N	NORTH CUL-DE-SAC	1,592	28	62	713	49,894.46	5,543.83
35TH ST N	IRONWOOD TRAIL N	IRIS AVE N	982	24	0	337	23,569.26	2,618.81
37TH ST N	IRONWOOD AVE N	IRIS AVE N	705	22	0	181	12,698.72	1,410.97
IRIS AVE N	37TH ST N	35TH ST N	929	22	0	239	16,723.08	1,858.12
IRIS AVE N	35TH ST N	MN TH 5	1,006	20	0	230	16,089.19	1,787.69
IRONWOOD TRL N	35TH ST N	37TH ST N	1,093	22	0	281	19,677.01	2,186.33
			31731		TOTALS	14000	960,782.05	106,753.56



# TABULATION OF QUOTES

2012 CRACK SEAL PROJECT  
CITY OF LAKE ELMO, MINNESOTA  
FOCUS PROJECT NO. 2012.115

## FOCUS ENGINEERING, inc.

QUOTES RECEIVED BY: SEPTEMBER 12 2012, AT 4:30 PM

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	ENGINEER'S ESTIMATE		Gopher State Sealcoat, Inc.		ACI Asphalt Contractors, Inc.		Fahrner Asphalt Sealers, LLC	
				UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT	UNIT PRICE	TOTAL AMOUNT
1	ROUTE AND SEAL CRACKS	14,000	LBS	\$ 1.50	\$ 21,000.00	\$ 1.40	\$ 19,600.00	\$ 1.53	\$ 21,420.00	\$ 2.21	\$ 30,940.00
TOTAL					\$ 21,000.00		\$ 19,600.00		\$ 21,420.00		\$ 30,940.00

CITY OF LAKE ELMO – 2012 CRACK SEAL PROJECT  
CONSTRUCTION CONTRACT

This Contract, made this \_\_\_\_\_ day of \_\_\_\_\_, **2012**, by the City of Lake Elmo, Minnesota (hereinafter called the "Owner") and \_\_\_\_\_ (hereinafter called the "Contractor").

WITNESSETH that the parties hereto agree as follows:

The Contractor shall provide all labor, services, materials, equipment and machinery, transportation, tools, fuel, power, light, heat, telephone, water, sanitary facilities, temporary facilities, and all other facilities and incidentals, including profit and overhead, necessary for the performance, testing, start-up, and completion of the work as described herein:

**DESCRIPTION OF WORK:** The Contractor shall route (3/4" x 3/4"), clean, dry, and seal existing bituminous cracks in the streets shown on the attached Location Map dated September, 2012. The work shall be completed per the applicable MnDOT Special Provisions (SP 2005) and in accordance with the special provisions outlined within this Construction Contract. The Contractor shall provide all necessary traffic control in accordance with the MMUTCD.

The Contractor shall provide certification that the sealant meets MnDOT 3723 or approved equal. Sealant materials may be placed during a period of rising temperature after the air temperature has reached 50 degrees F. The street surface must be completely dry and remain so throughout the application of the sealant material. The Contractor shall conduct the operation so that routing of cracks, cleaning, drying, and sealing are a continuous operation. Traffic shall not be allowed to knead together or damage the routed cracks. Routed cracks not sealed before traffic is allowed on the pavement shall be re-routed, if necessary, when routing and sealing operations resume at no additional cost to the Owner. Cleaning shall continue until the crack is dry and all dirt, dust or deleterious matter is removed from the crack and adjacent pavement to the satisfaction of the Engineer.

The cracks shall be sealed when the sealant material is at the pouring temperature recommended by the manufacturer. The Contractor shall fill the crack such that after cooling, the sealant is flush with the adjacent pavement along the edges and the center does not sag more than 1/8 inch below the pavement or shoulder surface. Care shall be taken in the sealing of the cracks so that the cracks are not overfilled and the final appearance shall present a neat fine line. The sealant shall be tack free before opening to traffic. A given quantity of sealant material shall never be heated at the pouring temperature for more than six (6) hours and shall never be reheated.

The Contractor shall replace any sealant that loses its bond within two years after the sealant is applied.

Actual quantities will be measured and paid per the unit price provided in the quote form completed by the Contractor. The City may add or reduce the number of streets in the project due to quote price, and the amount of crack sealing being performed.

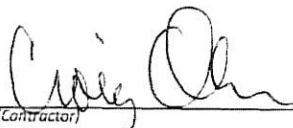
All work shall be completed within the specified time frame and under the terms and conditions provided within this Construction Contract, and in accordance with the "General Conditions" shown in this contract. The contractor shall complete the proposed work by October 31, 2012.

The Owner will make payment for the whole contract upon acceptance by the Owner of all work required hereunder and in compliance with all the terms and conditions of this contract.

**TOTAL PROJECT COST (INSERT FROM QUOTE FORM):**

\$ 19,600.00

IN WITNESS WHEREOF, the parties hereto have executed this contract as of the date first above written.

  
(Contractor)

(City of Lake Elmo)



## GENERAL CONDITIONS

- I. **CHANGES IN WORK.** - The Owner may at any time, make changes in the drawings and specifications, within the general scope thereof. If such changes cause an increase or decrease in the amount due under this contract or in the time required for its performance, an equitable adjustment will be made, and this contract will be modified accordingly by a "Contract Change Order". No charge for any extra work or material will be allowed unless the same has been ordered on such contract change order by the Owner and the price therefore stated in the order.
- II. **INSPECTION OF WORK.** - All materials and workmanship will be subject to inspection, examination, and test, by the Owner, who will have the right to reject defective material and workmanship or require its correction.
- III. **COMPLETION OF WORK.** - If the Contractor refuses or fails to complete the work within the time specified in paragraph B of this contract, or any extension thereof, the Owner may terminate the Contractor's rights to proceed. In such event the Owner may take over the work and prosecute the same to completion by contract or otherwise, and the Contractor will be liable for any excess cost occasioned the Owner thereby; and the Owner may take possession of and utilize in completing the work such materials and equipment as may be on the site of the work and necessary therefore. If the Owner does not terminate the right of the Contractor to proceed, the Contractor will continue the work, in which event, actual damages for delay will be impossible to determine, and in lieu thereof, the Contractor may be required to pay to the Owner the sum of **\$100** as liquidated damages for each calendar day of delay, and the Contractor will be liable for the amount thereof: Provided, however, that the right of the Contractor to proceed will not be terminated because of delays in the completion of the work due to unforeseeable causes beyond the Contractor's control and without Contractor's fault or negligence.
- IV. **RELEASES.** - Prior to final payment, the Contractor will submit evidence that all payrolls, material bills, and other indebtedness connected with the work have been paid as required by the Owner.
- V. **OBLIGATION TO DISCHARGE LIENS.** - Acceptance by the Owner of the completed work performed by the Contractor and payment therefore by the Owner will not relieve the Contractor of obligation to the Owner (which obligation is hereby acknowledged) to discharge any and all liens for the benefit of subcontractors, laborers, material-person, or any other persons performing labor upon the work or furnishing material or machinery for the work covered by this contract, which have attached to or may subsequently attach to the property, or interest of the Owner.
- VI. **NOTICES AND APPROVAL IN WRITING.** - Any notice, consent, or other act to be given or done hereunder will be valid only if in writing.
- VII. **CLEANING UP.** - The Contractor shall keep the premises free from accumulation of waste material and rubbish and at the completion of the work shall remove from the premises all rubbish, implements and surplus materials.
- VIII. **WARRANTY.** - Contractor warrants and guarantees that title to all work, materials, and equipment covered by any Application for Payment, whether incorporated in the Project or not, will pass to Owner no later than the time of payment free and clear of all Liens. If within two years after completion of the work, any work is found to be defective, Contractor shall promptly, without cost to the Owner, correct such defective work as approved by the Owner.
- IX. **IDEMNIFICATION.** - Contractor shall defend and indemnify the city against claims brought or actions filed against the city or any of its officers, employees or agents for property damage, bodily injury or death to third persons, arising out of or relating to contractors work under the contract.
- X. **WORKERS' COMPENSATION INSURANCE.** - Contractor shall provide a certificate of insurance showing evidence of workers' compensation coverage or provide evidence of qualification as a self-insurer of workers' compensation.
- XI. **LIABILITY INSURANCE REQUIREMENTS.** - A certificate of insurance acceptable to the City shall be filed with the City prior to the commencement of the work. The certificate and the required insurance policies shall contain a provision that the coverage afforded under the contract will not be canceled or allowed to expire until at least 30 days prior written notice has been given to the city. Contractor shall maintain commercial general liability (CGL) insurance with a limit of not less than \$1,000,000 each occurrence and an aggregate limit of not less than \$2,000,000. The CGL insurance shall cover liability arising from premises, operations, independent contractors, subcontractors, products-completed operations, personal injury and advertising injury, and contractually-assumed liability. The city shall be named as an additional insured under the CGL. Contractor shall maintain automobile liability insurance, and if necessary, umbrella liability insurance with a limit of not less than \$1,000,000 each accident and an aggregate limit of not less than \$2,000,000. The insurance shall cover liability arising out of any auto, including owned, hired, and non-owned autos.

QUOTE PROPOSAL FOR  
2012 CRACK SEAL PROJECT  
FOCUS PROJECT NO. 2012.115  
CITY OF LAKE ELMO, MINNESOTA

ITEM NO.	ITEM	UNIT	QUANTITY	UNIT PRICE	TOTAL AMOUNT
1	ROUTE AND SEAL CRACKS	LBS	14,000	\$1.40	\$19,600.00
TOTAL CRACK SEAL PROJECT				\$ 19,600.00	

The quantities herein are approximate only. Payment will be made for the actual quantities of work ordered and installed. We have examined the site of the work and are acquainted with all conditions affecting the construction of the work.

We understand and agree that the City may chose to award the project to the lowest responsible quote or in the best interest of the City. The City reserves the right to reject any or all quotes, to waive any informalities in any Quote, and to omit any part of the above work.

We agree that if this Proposal is accepted, we will execute a Contract in the form attached to this bid package. If we are awarded the Contract, we will complete the work by **October 31, 2012**.

Respectfully submitted,

Firm Name Gopher State Sealcoat Inc.  
 Signature Craig Olson  
 Signed by Craig Olson  
 Title Estimator  
 Contact Phone Number 952-931-9188  
 Address 12519 Rhode Island Ave S.  
Savage, MN 55378



MAYOR AND COUNCIL COMMUNICATION

DATE: September 18, 2012

**CONSENT**

ITEM #: 6

**MOTION**

**AGENDA ITEM:** 2012 Street & Water Quality Improvements – Approve Pay Request No. 1

**SUBMITTED BY:** Ryan Stempiski, Assistant City Engineer

**THROUGH:** Dean A. Zuleger, City Administrator

**REVIEWED BY:** Jack Griffin, City Engineer  
Cathy Bendel, Finance Director

**SUMMARY AND ACTION REQUESTED:** The City Council is respectfully requested to consider approving Pay Request No. 1 for the 2012 Street & Water Quality Improvements.

**STAFF REPORT:** Hardrives, Inc., the Contractor for the project, has submitted Partial Pay Estimate No. 1 in the amount of \$125,950.85. This request has been reviewed and payment is recommended in the amount requested. In accordance with the contract documents, the City has retained 5% of the total work completed. The amount retained is \$6,628.99.

**RECOMMENDATION:** Staff is recommending that the City Council consider approving Pay Request No. 1 for the 2012 Street & Water Quality Improvements, as part of the *Consent Agenda*. The recommended motion for this action is as follows:

***“Move to approve Partial Pay Estimate No. 1 in the amount of \$125,950.85, for the 2012 Street & Water Quality Improvements.”***

**ATTACHMENTS:**

1. Partial Pay Estimate No. 1

**PROJECT PAY FORM**

PARTIAL PAY ESTIMATE NO. <u>1</u>			<b>FOCUS</b> ENGINEERING, inc.		
<b>2012 STREET AND WATER QUALITY IMPROVEMENTS</b> PROJECT NO. 2012.123			PERIOD OF ESTIMATE FROM <u>7/17/2012</u> TO <u>8/31/2012</u>		
PROJECT OWNER: <b>CITY OF LAKE ELMO</b> <b>3800 LAVERNE AVENUE NORTH</b> <b>LAKE ELMO, MN 55042</b> <b>ATTN: JACK GRIFFIN, P.E., CITY ENGINEER</b>			CONTRACTOR: <b>HARDRIVES, INC.</b> <b>14475 QUIRAM DRIVE</b> <b>ROGERS, MN 55374</b> <b>ATTN: MIKE LEUER, DIVISION MANAGER</b>		
CONTRACT CHANGE ORDER SUMMARY				PAY ESTIMATE SUMMARY	
No.	Approval Date	Amount			
		Additions	Deductions		
				1. Original Contract Amount	\$849,736.79
				2. Net Change Order Sum	\$0.00
				3. Revised Contract (1+2)	\$849,736.79
				4. *Work Completed	\$132,579.85
				5. *Stored Materials	\$0.00
				6. Subtotal (4+5)	\$132,579.85
				7. Retainage* <u>5.0%</u>	\$6,628.99
				8. Previous Payments	\$0.00
				9. Amount Due (6-7-8)	<b>\$125,950.85</b>
TOTALS		\$0.00	\$0.00		
NET CHANGE		\$0.00		*Detailed Breakdown Attached	
CONTRACT TIME					
START DATE: <u>7/17/2012</u>		ORIGINAL DAYS <u>136</u>		ON SCHEDULE YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
SUBSTANTIAL COMPLETION: <u>10/19/2012</u>		REVISED DAYS <u>0</u>			
FINAL COMPLETION: <u>11/30/2012</u>		REMAINING <u>91</u>			
<b>ENGINEER'S CERTIFICATION:</b> FOCUS Engineering, inc. The undersigned certifies that the work has been reviewed and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents. <div style="display: flex; justify-content: space-between;"><div>ENGINEER</div><div>DATE</div></div>					
<b>CONTRACTOR'S CERTIFICATION:</b> CONTRACTOR The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work for which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due. <div style="display: flex; justify-content: space-between;"><div>BY</div><div>DATE</div></div>					
<b>APPROVED BY OWNER: CITY OF LAKE ELMO, MINNESOTA</b> <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div>BY</div><div>BY</div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div>DATE</div><div>DATE</div></div>					

PARTIAL PAY ESTIMATE NO. 1

2012 STREET AND WATER QUALITY IMPROVEMENTS  
CITY OF LAKE ELMO, MINNESOTA  
PROJECT NO. 2012.123

**FOCUS** ENGINEERING, inc.

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT (Revised)			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
1	MOBILIZATION	LS	1.0	\$45,850.00	\$45,850.00	0.5	\$22,925.00	0.5	\$22,925.00
2	TRAFFIC CONTROL	LS	1.0	\$3,695.19	\$3,695.19	0.5	\$1,847.60	0.5	\$1,847.60
3	SILT FENCE	LF	300	\$3.21	\$963.00	150	\$481.50	150	\$481.50
4	INLET PROTECTION	EA	23	\$96.40	\$2,217.20				
5	TREE REMOVAL	EA	11	\$267.77	\$2,945.47	12	\$3,213.24	12	\$3,213.24
6	SALVAGE AND REINSTALL MAILBOX	EA	85	\$65.00	\$5,525.00				
7	SALVAGE AND REINSTALL SIGN	EA	35	\$133.88	\$4,685.80				
8	SAWCUT BITUMINOUS AND CONCRETE PAVEMENT (ALL TYPES)	LF	1,790	\$2.49	\$4,457.10				
9	REMOVE AND DISPOSE CONCRETE CURB AND GUTTER	LF	55	\$5.65	\$310.75				
10	REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT	SY	1,291	\$4.60	\$5,938.60				
11	REMOVE AND DISPOSE OF EXISTING CONCRETE PAVEMENT	SY	520	\$6.56	\$3,411.20	41	\$268.96	41	\$268.96
12	REMOVE AND DISPOSE OF EXISTING STORM SEWER CB/CBMH	EA	11	\$535.53	\$5,890.83	9	\$4,819.77	9	\$4,819.77
13	SALVAGE AND REINSTALL PAVERS	SY	22	\$51.90	\$1,141.80				
14	SUBGRADE CORRECTION	SY	1,404	\$6.91	\$9,701.64				
15	COMMON EXCAVATION (CV) (P)	CY	1,351	\$10.01	\$13,523.51				
16	CLASS 5 AGGREGATE BASE (100% CRUSHED)	CY	474	\$14.00	\$6,636.00				
17	SELECT GRANULAR BORROW	CY	512	\$9.43	\$4,828.16				
18	HAUL OUT EXCESS MILLINGS	CY	1,024	\$8.96	\$9,175.04	528	\$4,730.88	528	\$4,730.88
19	PLACE RECLAIMED MATERIAL FROM OTHER SITES	CY	451	\$8.48	\$3,824.48	180	\$1,526.40	180	\$1,526.40
20	RECLAIM EXISTING BITUMINOUS AND BASE MATERIALS	SY	38,406	\$0.91	\$34,949.46	38,406	\$34,949.46	38,406	\$34,949.46
21	SUBGRADE PREPARATION OF RECLAIMED SURFACE	RS	100	\$254.39	\$25,439.00				
22	SUBGRADE PREPARATION FOR PARKING LOTS	LS	1	\$1,695.91	\$1,695.91				
23	12" CLASS 5 RCP STORM SEWER	LF	119	\$36.42	\$4,333.98	117	\$4,261.14	117	\$4,261.14
24	15" CLASS 5 RCP STORM SEWER	LF	247	\$37.49	\$9,260.03	255	\$9,559.95	255	\$9,559.95
25	12" CONCRETE FLARED END SECTION	EA	1	\$963.96	\$963.96				
26	CATCH BASIN, TYPE 402 WITH R-3250-A CASTING	EA	3	\$1,960.06	\$5,880.18				
27	CATCH BASIN, TYPE 404 WITH R-3501-TB CASTING	EA	4	\$2,077.87	\$8,311.48	4	\$8,311.48	4	\$8,311.48
28	4' DIA CBMH WITH 1' SUMP, TYPE 401 WITH SALVAGED R-3250-A CASTING	EA	1	\$1,686.93	\$1,686.93				
29	4' DIA CBMH, TYPE STO-9 WITH R-3501-TB CASTING	EA	2	\$2,238.54	\$4,477.08	3	\$6,715.62	3	\$6,715.62
30	4' DIA CBMH WITH 1' SUMP, TYPE STO-9 WITH R-3501-TB CASTING	EA	1	\$2,184.98	\$2,184.98	2	\$4,369.96	2	\$4,369.96
31	4' DIA CBMH, TYPE 406 WITH R-3250-A CASTING	EA	3	\$2,227.82	\$6,683.46	3	\$6,683.46	3	\$6,683.46
32	5' DIA CBMH WITH 1' SUMP, TYPE 405 WITH R-3501-TB CASTING	EA	1	\$3,491.68	\$3,491.68				
33	4" PVC PERF EDGE DRAIN WITH BACKFILL AND WRAP	LF	400	\$5.19	\$2,076.00				
34	B618 CONCRETE CURB AND GUTTER	LF	30	\$37.49	\$1,124.70				
35	B624 CONCRETE CURB AND GUTTER	LF	298	\$37.49	\$11,172.02				
36	D412 CONCRETE CURB AND GUTTER	LF	804	\$27.69	\$22,262.76	647	\$17,915.43	647	\$17,915.43
37	CONCRETE CURB CUT FOR RAIN GARDEN	EA	17	\$321.32	\$5,462.44				
38	6" CONCRETE FLUME	EA	1	\$642.64	\$642.64				
39	6" CONCRETE DRIVEWAY	SY	520	\$42.84	\$22,276.80				
40	BITUMINOUS DRIVEWAY	SY	1,225	\$16.77	\$20,543.25				
41	BITUMINOUS WEARING COURSE	TN	3,900	\$54.35	\$211,965.00				
42	BITUMINOUS NON-WEARING COURSE	TN	3,275	\$58.60	\$191,915.00				
43	BITUMINOUS MATERIAL FOR TACK COAT	GAL	1,950	\$2.13	\$4,153.50				
44	SAW AND SEAL STREETS	LF	7,800	\$2.41	\$18,798.00				
45	REMOVE CATCH BASIN CASTING	EA	8	\$114.17	\$913.36				
46	INSTALL R-3501-TB CASTING	EA	8	\$803.30	\$6,426.40				
47	SALVAGE AND REINSTALL CASTING (ALL TYPES)	EA	7	\$555.33	\$3,887.31				
48	CULVERT END CLEANING	EA	10	\$176.73	\$1,767.30				
49	DITCH GRADING	LF	490	\$4.71	\$2,307.90				
50	CLASS 3 RIP RAP WITH GEOTEXTILE FABRIC	CY	60	\$66.41	\$3,984.60				
51	EROSION STABILIZATION MAT	SY	200	\$6.96	\$1,392.00				
52	BIOROLL DITCH CHECK	EA	30	\$64.26	\$1,927.80				
53	SEEDING WITH WOOD FIBER BLANKET	SY	1,133	\$1.55	\$1,756.15				
54	SODDING	SY	14,100	\$2.85	\$40,185.00				
55	IMPORT AND PLACE TOPSOIL	CY	1,900	\$13.00	\$24,700.00				
56	STRIPING -- 4" YELLOW STRIPING	LF	6,130	\$0.21	\$1,287.30				
57	STRIPING -- 4" WHITE STRIPING	LF	6,940	\$0.27	\$1,873.80				
58	HANDICAP PAVEMENT MARKING	EA	2	\$428.43	\$856.86				

<b>TOTALS</b>				<b>\$849,736.79</b>		<b>\$132,579.85</b>		<b>\$132,579.85</b>
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## MAYOR AND COUNCIL COMMUNICATION

DATE: 09/18/2012

**CONSENT**

ITEM #: 7

**MOTION** Consent Agenda

**AGENDA ITEM:** Approve Setting the Truth in Taxation Public Hearing Date for the 2013 Budget and Tax Levy

**SUBMITTED BY:** Cathy Bendel, Finance Director

**THROUGH:** Dean Zuleger, City Administrator

**REVIEWED BY:** Adam Bell, Deputy Clerk

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**SUMMARY AND ACTION REQUESTED:** The City Council is respectfully requested to consider setting the Truth in Taxation Public Meeting date as required by State law for December 4, 2012. No specific motion is needed, as this is recommended to be part of the overall approval of the *Consent Agenda*.

**STAFF REPORT:** The City is required to conduct a meeting where the budget and levy will be discussed and the public will be allowed to speak at a regular scheduled City Council meeting. Staff recommends the fulfillment of this requirement on December 4, 2012 at 7:00 p.m. as part of the regularly scheduled City Council meeting.

**RECOMMENDATION:** It is recommended that the City Council approve the date of December 4, 2012 for the meeting to discuss the 2013 budget and levy.

**ATTACHMENTS:**

1. Resolution 2012-44

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

**RESOLUTION 2012-44**

**A RESOLUTION SETTING THE TRUTH IN TAXATION PUBLIC HEARING DATE  
FOR THE 2013 BUDGET AND TAX LEVY**

**WHEREAS**, the City of Lake Elmo is required to set a single meeting for discussion and final approval of the 2013 budget and tax levy; and

**WHEREAS**, the City will publish the date, time and location for the public meeting; and

**WHEREAS**, the public will be given the opportunity to speak.

**NOW THEREFORE BE IT RESOLVED**, that the City of Lake Elmo has set December 4, 2012 at 7:00 p.m. as the public meeting date for the final adoption of the 2013 budget and tax levy.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF LAKE ELMO THIS  
EIGHTEENTH DAY OF SEPTEMBER 2012.**

**CITY COUNCIL  
CITY OF LAKE ELMO**

By: \_\_\_\_\_  
Dean A. Johnston  
Mayor

ATTEST:

\_\_\_\_\_  
Sandie Thone  
City Clerk



## MAYOR AND COUNCIL COMMUNICATION

DATE: September 18, 2012

**REGULAR**

ITEM #: 8

**RESOLUTION**

**AGENDA ITEM:** 2011 Street & Water Quality Improvements – Final Assessment Hearing

**SUBMITTED BY:** Jack Griffin, City Engineer

**THROUGH:** Dean A. Zuleger, City Administrator

**REVIEWED BY:** Ryan Stempski, Assistant City Engineer  
Sandie Thone, City Clerk  
Cathy Bendel, Finance Director  
Dave Snyder, City Attorney

**SUMMARY AND ACTION REQUESTED:** The City Council is respectfully requested to conduct the Final Assessment Hearing for the 2011 Street & Water Quality Improvements. Pursuant to Minnesota Statutes, Section 429 the Council must conduct a final assessment hearing to declare the amounts to be assessed to the benefitting properties. The Council will also present and hear upon any objections to the proposed assessment whether presented verbally or in writing.

**STAFF REPORT:** On August 8, 2012, the City Council approved Resolution No. 2012-39 declaring the costs to be assessed, ordering the preparation of the proposed assessment, and calling for the hearing on proposed assessment for the 2011 Street & Water Quality Improvements. The Project has been completed and the total project costs are known.

Pursuant to Minnesota Statutes, Section 429 the Council must declare the amount to be assessed against the benefitting properties and the hearing on the proposed assessment for these improvements must be conducted. Staff has enclosed a Final Assessment Roll as adopted by the City Council. The final assessments for each benefitting property are:

NEIGHBORHOOD AREA	FINAL ASSESSMENT AMOUNT	PRELIMINARY ASSESSMENT AMOUNT
• Tartan Meadows	\$2,700	\$3,300
• David Nelson Estates	\$3,200	\$3,900
• 50 <sup>th</sup> Street N and Kimbro Avenue N	\$5,400	\$6,700

Mailed notice has been provided to each assessed property and notice of the public hearing has been duly noticed. The Final Assessment Roll must be certified to the County Auditor by November 30, 2012.

**RECOMMENDATION:** Staff is recommending that the City Council approve Resolution No. 2012-45, thereby adopting the Final Assessment Roll for the 2011 Street & Water Quality Improvements by undertaking the following action:

**“Move to Approve Resolution No. 2012-45; A Resolution Adopting the Final Assessment Roll for the 2011 Street & Water Quality Improvement Project.”**

**ATTACHMENTS:**

1. Resolution No. 2012-45
2. Final Assessment Roll

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

**RESOLUTION NO. 2012-45**

**A RESOLUTION ADOPTING THE FINAL ASSESSMENT ROLL  
FOR THE 2011 STREET & WATER QUALITY IMPROVEMENTS**

**WHEREAS**, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment for the 2011 Street & Water Quality Improvements;

**NOW, THEREFORE, BE IT RESOLVED,**

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefitted by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the first Monday in January, 2013, and shall bear interest at the rate of 4.50% percent per annum from the date of the adoption of the assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2012. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to the certification of the assessment to the county auditor, pay the whole of the assessment on such property, with the interest accrued to the date of payment, to the City Clerk, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he/she may, at any time thereafter, pay to the City Clerk the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 30 or interest will be charged through December 31 of the next succeeding year.

4. The City Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF LAKE ELMO THIS EIGHTEENTH DAY OF SEPTEMBER 2012.**

**CITY COUNCIL  
CITY OF LAKE ELMO**

By: \_\_\_\_\_  
Dean A. Johnston  
Mayor

ATTEST:

\_\_\_\_\_  
Sandie Thone  
City Clerk

CITY OF LAKE ELMO, MINNESOTA  
2011 STREET & WATER QUALITY IMPROVEMENTS - TARTAN MEADOWS  
FOCUS PROJECT NO. 2011.123  
**FINAL ASSESSMENT ROLL**

NO.	NAME	ADDRESS	PID	AMOUNT
1	NASBY, RICHARD J & SUSAN C	11048 ST	2502921330013	\$2,700
2	BERKOWITZ, ROBERT A & SARAH E	11063 ST	2502921330014	\$2,700
3	SCHNEIDER, JOYCE C	11066 ST	2502921330012	\$2,700
4	REINHARDT, JOSEPH A	11109 ST	2502921330015	\$2,700
5	SCHAUER, MICHAEL T & NANCY A	11110 ST	2502921330011	\$2,700
6	DREYER, PHILIP J & SCHRANTZ, MARY SUE	11040 ST	2502921330007	\$2,700
7	HENDRICKS, STEPHEN M & SUSAN M	11047 ST	2502921330008	\$2,700
8	BOYD, WILLIAM V & CHRISTINE M	11066 ST	2502921330006	\$2,700
9	VALLLOT, LAWRENCE C & JUDITH K	11075 ST	2502921330009	\$2,700
10	LINDER, STEVEN A & SARAH A	11108 ST	2502921330005	\$2,700
11	MISUKANIS, DAVID J & BRUEGL, ANGELA M	11115 ST	2502921330010	\$2,700
12	HELGASON, STUART & LAURIE	11150 ST	2502921330004	\$2,700
13	EVANS, ROBERT S II & NANCY K	11171 ST	2502921330016	\$2,700
14	BEAUDET, DAVID R & MARY JO	11190 ST	2502921330003	\$2,700
15	ADOLPHSON, SCOTT J & MARY	11227 ST	2502921330017	\$2,700
16	NOWORATZKY, MELISSA & FLAVIN, JOHN F	11230 ST	2502921330002	\$2,700
17	CARLSON, JAMES G & JANET L	11270 ST	2502921340010	\$2,700
18	VOELLER, JAMES & CLOYCE	11314 ST	2502921340011	\$2,700
19	WHALEN, WILLIAM C & ARGENE A	11345 ST	2502921340017	\$2,700
20	TOFT, RODNEY A & JUDY A	11350 ST	2502921340012	\$2,700
21	MATHEWS, DONA L	1027 LAVERNE AVE	2502921330020	\$2,700
22	PETRICH, MICHAEL J & DIANA J	1073 LAVERNE AVE	2502921330019	\$2,700
23	HAMMERLUND, ROBERT D & GRETA A	1093 LAVERNE AVE	2502921330018	\$2,700
24	KELLEY, BRIAN P & LAURIE	1025 LAYTON AVE	2502921340020	\$2,700
25	ANDERSON, TERRENCE L & CYNTHIA	1028 LAYTON AVE	2502921340016	\$2,700
26	ANDERSON, JEFFREY T & GAIL M	1069 LAYTON AVE	2502921340019	\$2,700
27	FREDRICKSON, GREGORY & SARA	1080 LAYTON AVE	2502921340015	\$2,700
28	ALLEN, JAMES R & DIANE S	1115 LAYTON AVE	2502921340018	\$2,700
29	MECHAVICH, DAVID C & SANDRA J	1140 LAYTON AVE	2502921340014	\$2,700
30	LEE, ROBERT	1019 LEEWARD AVE	2502921340007	\$2,700
31	BERGLOF, FLORENCE M	1020 LEEWARD AVE	2502921340009	\$2,700
32	SCHUMACHER, JAMES V & LORI E	1067 LEEWARD AVE	2502921340006	\$2,700
33	MONCRIEF, RICK G & LINDA A	1080 LEEWARD AVE	2502921340008	\$2,700
34	JONES, TIMOTHY J & ROXANNE H	1095 LEEWARD AVE	2502921340005	\$2,700
35	GERGEN, ROBERT J & ANN L	1123 LEEWARD AVE	2502921340004	\$2,700
36	NIELSEN, JERRY DEAN	1145 LEEWARD AVE	2502921340003	\$2,700
37	JOHNSON, CRAIG R & LINDA E	1177 LEEWARD AVE	2502921340002	\$2,700
38	VOGEL, DENNIS E & KIM M	1199 LEEWARD AVE	2502921340013	\$2,700
TOTAL ASSESSABLE AMOUNT:				\$102,600



CITY OF LAKE ELMO, MINNESOTA  
 2011 STREET & WATER QUALITY IMPROVEMENTS - DAVID NELSON ESTATES  
 FOCUS PROJECT NO. 2011.123  
**FINAL ASSESSMENT ROLL**

NO.	NAME	ADDRESS	PID	AMOUNT
1	LAPORTE, BRYAN P & JODY M	10644 10TH STREET CT LAKE ELMO	2602921430002	\$3,200
2	KIMBERLY, DALE E JR & LORI A	10654 10TH STREET CT LAKE ELMO	2602921430003	\$3,200
3	WEMEIER, GARY P & BARBARA A	10664 10TH STREET CT LAKE ELMO	2602921430004	\$3,200
4	LUDWIG, MICHAEL & PATRICIA	10674 10TH STREET CT LAKE ELMO	2602921430005	\$3,200
5	PIKE, ROBERT & GIBSON, JUDITH A	10684 10TH STREET CT LAKE ELMO	2602921430006	\$3,200
<b>TOTAL ASSESSABLE AMOUNT:</b>				<b>\$16,000</b>

CITY OF LAKE ELMO, MINNESOTA  
50TH STREET AND KIMBRO AVENUE IMPROVEMENTS  
FOCUS PROJECT NO. 2011.123  
**FINAL ASSESSMENT ROLL**

NO.	NAME	ADDRESS	PID	AMOUNT
1	YANG,PHENG & KAoyINGLY	4755 KIMBRO AVENUE NORTH	1102921120003	\$5,400
2	WEGSCHEIDER,LUCY V & SCOTT	4890 KIMBRO AVENUE NORTH	1102921210003	\$5,400
3	DAVIS,LLOYD O & JACQUELINE D	10550 50TH STREET NORTH	0202921430001	\$5,400
4	BOYLAN, TERESA A & WILLIAM J TRS	10711 50TH STREET NORTH	1102921120004	\$5,400
5	FLIS,JOHN J & NANCY L	10755 50TH STREET NORTH	1102921110003	\$5,400
6	WALSH,COLLEEN & JEFFREY	10830 50TH STREET NORTH	1102921110007	\$5,400

**TOTAL ASSESSABLE AMOUNT: \$32,400**





## MAYOR AND COUNCIL COMMUNICATION

DATE: 9/18/12

**REGULAR**

ITEM #: 9

**MOTION**

**AGENDA ITEM:** Codification of Zoning Ordinance Update

**SUBMITTED BY:** Kyle Klatt, Planning Director

**THROUGH:** Dean A. Zuleger, City Administrator

**REVIEWED BY:** Planning Commission  
Nick Johnson, City Planner

### **SUMMARY AND ACTION REQUESTED:**

The City Council is asked to adopt the formal codification of major amendments to the City's Zoning Code that were approved at its August 27, 2012 meeting. The amendments that are included in the attached ordinance have been put into ordinance format along with a resolution that would allow the summary publication of this lengthy document. Staff has not made any changes to the text as approved by the Council, and is only bringing this request forward in order to publish the document in the City's official paper.

Please note that the bulk of these changes will not apply to future development until the Zoning Map is updated to include the districts created by the ordinance. Staff will be bringing these map amendments in front of the Council once the Met Council has completed its review of the City's proposed Comprehensive Plan updates.

### **RECOMMENDATION:**

Staff is recommending that the City Council adopt Ordinance 2012-062 codifying amendments to the Zoning Ordinance to add new sections as follows: Article 1 – Introduction, Article 2 – Definitions, Article 8 – Zoning Districts and Zoning Map, Article 10 – Urban Residential Districts and, Article 12 – Commercial Districts.

Staff further recommends that the City Council adopt Resolution No. 2012-046 authorizing summary publication of Ordinance 2012-062.

**ATTACHMENTS:**

1. Ordinance 2012-062
2. Resolution No. 2012-046

**SUGGESTED ORDER OF BUSINESS:**

- Introduction of Item ..... City Administrator
- Report/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

**CITY OF LAKE ELMO**

**RESOLUTION NO. 2012-046**

**RESOLUTION AUTHORIZING PUBLICATION OF  
ORDINANCE NO. 2012-062 BY TITLE AND SUMMARY**

**WHEREAS**, the City Council of the City of Lake Elmo has adopted Ordinance No. 2012-062, an ordinance to update Chapter 154 – Zoning Code; and

**WHEREAS**, the ordinance is lengthy; and

**WHEREAS**, Minnesota Statutes, section 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

**WHEREAS**, the City Council believes that the following summary would clearly inform the public of the intent and effect of the ordinance.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Lake Elmo, that the City Administrator shall cause the following summary of Ordinance No. 2012-062 to be published in the official newspaper in lieu of the entire ordinance:

**Public Notice**

The City Council of the City of Lake Elmo has adopted Ordinance No. 2012-062, which represents a major revision to the Zoning Code, adding new districts that will allow for future sewered development in accordance with the City's Comprehensive Plan. The adopted changes include new residential and commercial zoning districts that include the following provisions:

- A general statement of the purpose for each new district.
- A list of uses that are allowed in each district.
- The development requirements, including the minimum building setbacks, lot dimensional requirements, lot coverage, and other district standards.
- Requirements for accessory uses and structures in these districts.

Ordinance 2012-062 also includes language to support the new zoning districts, including a revised set of introductory provisions and a new use classification system to define all of the uses referenced in the Code.

The amendments adopted by the City Council represent the first in a series of changes that will result in a complete overhaul of the current Zoning Ordinance.

The full text of Ordinance No. 2012-062 is available for inspection at Lake Elmo city hall during regular business hours.

**BE IT FURTHER RESOLVED** by the City Council of the City of Lake Elmo that the City Administrator keep a copy of the ordinance at City Hall for public inspection and that a full copy of the ordinance be placed in a public location within the City.

Dated: \_\_\_\_\_, 2012.

\_\_\_\_\_  
Mayor Dean Johnston

ATTEST:

\_\_\_\_\_  
Sandie Thone, City Clerk

(SEAL)

The motion for the adoption of the foregoing resolution was duly seconded by member

\_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against same:

Whereupon said resolution was declared duly passed and adopted.



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

**ORDINANCE NO. 2012-062**

**AN ORDINANCE AMENDING THE LAKE ELMO CITY CODE OF ORDINANCES BY REVISING  
THE INTRODUCTORY PROVISIONS OF THE ZONING ORDINANCE AND ADDING NEW  
RESIDENTIAL AND COMMERCIAL ZONING DISTRICTS RELATED TO THE FUTURE LAND  
USES IDENTIFIED IN THE COMPREHENSIVE PLAN**

**SECTION 1.** The City Council of the City of Lake Elmo hereby amends Title XV:  
Land Usage; Chapter 154: Zoning Ordinance, by repealing City Code Sections  
154.001 through 154.005 in their entirety.

**SECTION 2.** The City Council of the City of Lake Elmo hereby amends Title XV:  
Land Usage; Chapter 154: Zoning Ordinance, by adding the following language:

**ARTICLE 1 - INTRODUCTORY PROVISIONS**

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§154.001	Title
§154.002	Purpose
§155.003	Statutory Authorization
§155.004	Jurisdiction
§155.005	Compliance Required
§155.006	Rules of Construction and Interpretation
§155.007	Severability and Validity
§155.008	Effective Date

**§154.001 Title**

This chapter shall be known, cited and referenced to as the City's zoning ordinance.

**§154.002 Intent and Purpose**

This chapter is adopted for the purposes of:

- A. Protecting the public health, safety, comfort, convenience, and general welfare;
- B. Implementing the City of Lake Elmo Comprehensive Land Use Plan;
- C. Promoting orderly development of the residential, commercial, industrial, recreational and public areas
- D. Conserving the natural and scenic beauty and attractiveness of the city;
- E. Conserving natural resources in the city;
- F. Minimizing environmental pollution; and
- G. Conserving energy through the siting of buildings and encouragement of solar and earth-sheltered structures where appropriate.

**§154.003 Statutory Authorization**

This chapter is adopted pursuant to the authorization contained in Minnesota Statutes, Chapter 462, or successor statutes.

#### **§154.004 Jurisdiction**

This chapter shall be applicable to all lands and waters within the corporate limits of Lake Elmo, Minnesota.

#### **§154.005 Compliance Required**

Except as in this chapter specifically provides, no structure shall be erected, converted, enlarged, reconstructed or altered, and no structure or land shall be used for any purpose in any manner which is not in conformity with this chapter.

#### **§154.006 Rules of Construction and Interpretation**

The following rules of construction and interpretation apply to this chapter:

- A. *Minimum Requirements.* In their interpretation and application, the provisions of this chapter shall be held to the minimum requirements for the promotion of the public health, safety and welfare.
- B. *Conflict.* Where the conditions imposed by any provision of this chapter are either more restrictive or less restrictive than comparable conditions imposed by any other law, chapter, statute, resolutions or regulation of any kind, the regulations which are more restrictive or which impose higher standards or requirements shall prevail.

#### **§154.007 Severability and Validity**

It is hereby declared to be the intention that the several provisions of this chapter are severable in accordance with the following:

- A. *Severability.* If any court of competent jurisdiction shall adjudge any provisions of this chapter to be invalid, such judgment shall not affect any other provisions of this chapter.
- B. *Validity.* If any court of competent jurisdiction shall adjudge invalid the application of any provision of this chapter to a particular property, building, or structure, such judgment shall not affect other property, buildings or structures.

#### **§154.008 Effective Date**

This chapter shall be in full force and effect from and after its date of passage and approval by the City Council.

**SECTION 3. The City Council of the City of Lake Elmo hereby amends Title XV: Land Usage; Chapter 154: Zoning Ordinance, by adding the following language:**

### **ARTICLE 2 - DEFINITIONS**

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- §154.009 Introduction and Purpose
- §154.010 Interpretation of Certain Terms
- §155.011 General Definitions
- §155.012 Zoning Use Type and Classifications

#### **§154.009 Introduction and Purpose**

The purpose of this article is to define general terms used in this zoning ordinance, to establish a classification system for land uses and a consistent set of terms defining uses permitted within various zoning districts, and to establish the rules for interpretation of language in this ordinance.

#### **§154.010 Interpretation of Certain Terms**

In the construction of this zoning ordinance, the following rules shall be observed and applied, except where the context clearly indicates otherwise:

- H. The present tense shall include the future.
- I. The singular number shall include the plural, and the plural the singular.
- J. The word "shall" is mandatory, and not discretionary.
- K. The word "may" is permissive.
- L. The word "should" is advisory.
- M. The word "building" includes the word "structure."
- N. The words "used for" shall include the phrases "arranged for," "designed for," "intended for," "maintained for," and "occupied for."
- O. The word "lot" shall mean "zoning lot" unless otherwise specified in this ordinance.
- P. The words "lot," "parcel," or "premises" may be used interchangeably.
- Q. All stated and measured distances shall be taken to the nearest integral foot. If a fraction is one-half ( $\frac{1}{2}$ ) foot or less, the integral foot next below shall be taken.

#### **§154.011 General Definitions**

Unless specifically defined in this chapter, common definitions, words and phrases used in this chapter shall be interpreted as to give them the same meaning as they have in common usage throughout this code and are found in § 11.01.

#### **§154.012 Zoning Use Types and Classifications**

- A. Rules of Interpretation for Zoning Use Types and Classifications
  - 1. *Purpose of Use Types.* The purpose of the Use Types is to establish a classification system for land uses and a consistent set of terms defining uses permitted within various zoning districts. The Use Types section also facilitates the process of determining the applicable use type of any activity not clearly within any defined use type.
  - 2. *Interpretation.* In the event of any question as to the appropriate use type of any existing or proposed use or activity, the Planning Director shall have the authority to determine the appropriate use type. In making such a determination, the Planning Director shall consider the operational and physical characteristics of the use in question and shall consider the classification contained in the most recent edition of the Standard Industrial Classification Manual published by the U.S. Office of Management and Budget. In addition, the Planning Director shall consider the specific requirements of the use in common with those included as examples of Use Types. Those examples, when included in use type descriptions, are intended to be illustrative, as opposed to exclusive lists. The Planning Director may also determine that a proposed use or activity is sufficiently different from any use type listed below and will require an amendment to the text of this ordinance.
  - 3. *Determinations in Writing.* The Planning director shall make such determinations of appropriate Use Types in writing, which shall include an explanation of the reasons for the determination.
  - 4. *Appeal.* A determination of the Planning Director may be appealed to the Board of Adjustment pursuant to the procedures for administrative appeals outlined in §31.10.
- B. Use Types and Classifications.
  - 1. Residential and Related Uses
    - a. Family Living

*Live-Work Unit.* A dwelling unit in combination with a shop, office, studio, or other work space within the same unit, where the resident occupant both lives and works.

*Manufactured Home Park.* A development on a site under a single ownership which consists of two or more spaces for the placement of manufactured homes for dwelling or sleeping purposes, regardless of whether or not a fee is charged for the utilization of such space.

*Multi Family Residential.* A building containing three (3) or more dwelling units. The term includes cooperative apartments and condominiums, but not condominium-hotels. (See CONDOMINIUM and CONDOMINIUM-HOTEL under §11.01.)

*Secondary Dwelling.* A residential dwelling unit, but not a manufactured home, located on the same lot as a single family dwelling unit, either within the principal structure, above a detached garage, or within a detached structure.

*Single Family Attached.* A building containing one dwelling unit attached to another building containing only one dwelling unit, with each building on a separate lot.

*Single Family Detached.* A building containing only one dwelling unit, surrounded by landscape area or yards on all sides.

*Two-Family or Duplex.* A building on a single lot or adjacent lots containing two dwelling units, either side-by-side or stacked vertically.

b. Group Living

*Congregate Housing.* A dwelling providing shelter and services for the elderly, which may include meals, housekeeping, and personal care assistance and minor medical services, but not intermediate, long term, or extended nursing care for residents.

*Correctional Facilities.* A public or privately operated use providing housing and care for individuals legally confined, designed to isolate those individuals from a surrounding community.

*Group Home.* A residence shared by six or fewer handicapped persons in addition to resident staff, who live together as a single housekeeping unit and in a long-term, family-like environment in which staff persons provide care, education, and participation in community activities for the residents with the primary goal of enabling the residents to live as independently as possible in order to reach their maximum potential.

*Group Residential Facility.* A licensed public or private establishment, which, for gain or otherwise, regularly provides one or more dependents with twenty-four (24) hour a day substitute for the care, food, lodging, training, education, supervision, rehabilitation, and treatment they need, but which for any reason cannot be furnished in the dependent's own home. This term includes, but is not limited, to state institutions under the control of the Commissioner of Public Welfare, foster homes, maternity shelters, group homes as defined herein with seven or more residents, schools for handicapped children, and homes for battered children or battered spouses.

*Halfway House.* An establishment providing accommodations, rehabilitation, counseling, and supervision to persons suffering from alcohol, drug addiction or other similar disorders, or to persons re-entering society after being released from a correctional facility or other institution.

*Semi-Transient Accommodations.* Semi-transient accommodations include boarding houses, rooming houses, fraternity and sorority houses, or lodging rooms, as defined by this ordinance. Semi-transient accommodations do not include CONDOMINIUM-HOTELS, as defined in §11.01.

2. Public and Civic Uses

*Cemetery.* Land used or intended to be used for the burial of the dead and dedicated for cemetery purposes, including columbariums, crematories, mausoleums, and mortuaries when operated in conjunction with and within the boundaries of such cemetery.

*Colleges and Universities.* Institutions of higher learning which offer courses of general or specialized study leading to a degree or certificate. They are certified by the State Board of Higher Education or by a recognized accrediting agency. Colleges tend to be in campus-like settings or on multiple blocks. Accessory uses include offices, housing for students, food service, laboratories, health and sports facilities, theaters, meeting areas, parking, maintenance facilities, and support commercial. Examples include universities, liberal arts colleges, community colleges, nursing and medical schools not accessory to a hospital, and seminaries.

*Community Services.* Establishments of a public, nonprofit, or charitable nature generally providing a local service to people of the community. Generally they provide the service on the site or have employees at the site on a regular basis. The service is ongoing, not just for special events. Community centers or facilities may incorporate membership provisions, and are open to the general public to join at any time (for instance, any senior citizen could join a senior center). The use may also provide special counseling, education, or training of a public, non-profit, or charitable nature. Accessory uses may include offices, meeting areas, food preparation areas, parking, health and therapy areas, day care uses, and athletic facilities. Examples include libraries, museums, senior centers, community centers, social service facilities, early childhood learning facilities, and other special educational services.

*Day Care Center.* Any facility operated for the purpose of providing care, protection, and guidance to 14 or more individuals during only part of a twenty-four hour day. This term includes nursery schools, preschools, day care centers for individuals, and other similar uses but excludes public and private educational facilities or any facility offering care to individuals for a full twenty-four hour period.

*Public Assembly.* Facilities owned and operated by a public or quasi-public agency accommodating public assembly for non-recreation purposes. Typical uses include auditoriums, convention facilities, exhibition facilities, convention halls, or armories.

*Religious Institutions.* Establishments that are intended to primarily provide meeting areas for religious activities. Accessory uses include Sunday school facilities, parking, caretaker's housing, and group living facilities such as convents. Examples include churches, temples, synagogues, and mosques.

*Schools, Public and Private.* Establishments at the primary, elementary, middle, junior high, or high school level that provide state mandated basic education. Accessory uses include play areas, cafeterias, recreational and sport facilities, auditoriums, and before or after school day care. Examples include public and private daytime schools, boarding schools, and military academies. Exemptions: 1) Preschools are classified as Day Care Facilities, and 2) Business and Trade Schools are classified as Educational Services.

### 3. Services

*Business Center.* A building or group of buildings planned, constructed, and managed as a total entity, with common on-site parking for a group of commercial service establishments, with office uses also permitted. In the central business district, the requirement for common on-site parking need not be met in order to classify a development as a business center.

*Business Services.* Establishments primarily engaged in rendering services to business establishments on a fee or contract basis, such as advertising and mailing, building maintenance, office equipment rental and leasing, photo finishing, business supply services, and computer programming/data processing services.



*Commercial Kennel.* The boarding, breeding, raising, grooming or training of two or more dogs, cats, or other household pets of any age not owned by the owner or occupant of the premises, and/or for commercial gain.

*Commercial Stable.* The boarding, breeding or raising of horses or ponies not owned by the owner or occupant of the property or riding of horses by other than the owner or occupant of the property and their non-paying guests. Included in this definition are riding academies.

*Communication Services.* Establishments primarily engaged in the provision of broadcasting and other information relay services accomplished through the use of electronic and telephone mechanisms. Excluded from this use type are facilities classified as Essential Services or Broadcasting and Communications Towers. Typical uses include television studios, telecommunications service centers, telegraph service offices or film and sound recording facilities.

*Educational Services.* Establishments engaged in furnishing specialized academic or technical courses, normally on a fee basis, such as vocational or correspondence schools, barber college, data processing schools, or secretarial schools, along with non-degree granting schools such as post secondary colleges and universities, martial arts, music, art, ceramic, and dramatic, schools, and dance instruction.

*Financial Institution.* Provision of financial and banking services to consumers or clients. Walk-in and drive-in services are generally provided on site. Typical uses include banks, savings and loan associations, savings banks, credit unions, lending establishments, and drive-up automatic teller machines (ATMs).

*Funeral Home.* Establishments engaged in undertaking services such as preparing the dead for burial, and arranging and managing funerals. Typical uses include funeral homes or mortuaries.

*Lodging.* See Transient Accommodations

*Medical Facilities.* Establishments engaged in providing diagnostic services, extensive medical treatment (including surgical services), and other hospital services, as well as continuous nursing service, including general medical and surgical hospitals, specialty hospitals, medical laboratories, bio-medical research and development, outpatient care facilities, medical schools and associated dormitories, medical appliance sales, and similar uses, but not including animal hospitals.

*Membership Organization.* Organizations operating on a membership basis for the promotion of the interests of the members included such uses as trade associations, business associations, professional membership organizations, labor unions, civic or fraternal organizations, but not including churches, hospitals, golf and country clubs, or credit unions.

*Nursing and Personal Care.* Establishments primarily engaged in providing intermediate or long-term nursing and health related care to individuals, typically classified as nursing homes.

*Offices.* A building or portion of a building use for office purposes by a business, service, professional, or institutional establishment, including medical offices or clinics, studios for those involved in art, sculpture, music, and the like, and all other establishments similar in character.

*Personal Services.* Establishments primarily engaged in providing services involving the care of a person or his or her apparel, such as barber shops, clothing rental, salons and health clubs, photographic studios, cleaning and garment services (but not including power laundries or dry cleaning plants) or coin operated laundries.

*Repair And Maintenance Shop.* Establishments engaged in miscellaneous repair services, primarily of household oriented products such as radios, televisions, washers and dryers, furniture (including re-upholstery), small engine repair, bicycles, or locksmiths.

*Self Service Storage Facility.* An establishment designed and utilized for the purpose of renting or leasing individual storage spaces to tenants who have sole private access to such space for storing personal property.

*Trade Shop.* Any lot, land, building, or structure that serves as the headquarters for contractors involved in specialized activities such as plumbing, painting, plastering, masonry, carpentry, roofing, well drilling, landscaping and the like, where tools, equipment and materials used in the business are stored. The category also includes establishments involved in specialized trades such as sheet metal, sign painting, drapers, and exterminators.

*Transient Accommodations, Lodging.* Establishments in which lodging is provided and offered to the public for compensation, and which is open primarily to transient guests, as distinguished from semi-transient boarding or rooming facilities. Typical uses include hotels, motels, and inns. Meeting and restaurant facilities may be included accessory to this use type. Condominium-hotels shall be considered as a type of transient accommodation.

*Transportation Services.* Establishments furnishing services related to the arrangement of persons and goods movements, such as freight forwarding, parking services or the rental/leasing of automobiles or two-axle trucks.

*Veterinary Service.* Establishments engaged in the practice of veterinary medicine, dentistry or surgery, along with those providing animal related services such as kennels, grooming, or breeding services.

#### 4. Food Service

*Drinking and Entertainment.* Establishments primarily engaged in the selling of drinks for consumption on the premises, where entertainment may be provided and the incidental sale of prepared food for consumption on the premise is permitted. These establishments may often charge a fee or admission charge for the entertainment provided. Included in this category are bars, beer gardens, discotheques, nightclubs, taverns, and dance halls.

*Drive-In Restaurant.* An establishment primarily engaged in the preparation of food and beverages, for either take-out, delivery, or table service, served in disposable containers at a counter and a drive-up or drive through service facility or which offers curb service.

*Fast Food Restaurant.* An establishment primarily engaged in the preparation of food and beverages, for either take-out, delivery, or table service, served in disposable containers at a counter. This use type does not employ a drive-up or drive-through service facility, and does not offer curb service.

*Standard Restaurant.* An establishment whose principal business is the sale of food and/or beverage to customers in a ready to consume state, and whose principal method of operation includes one or both of the following: 1) customers, normally provided with an individual menu, are served their food and beverage by restaurant employees at the same table or counter at which the food and/or beverage are consumed, 2) a cafeteria-type operation where food and beverage generally are consumed within the restaurant building.

#### 5. Sales of Merchandise

*Garden Center (Retail Agriculture).* Establishments or places of business primarily engaged in retail or wholesale (bulk) sale, from the premises, of trees, shrubs, seeds, fertilizers, pesticides, and plant materials primarily for agricultural, residential, and commercial consumers. Such establishments typically sell products purchased from others, but may sell



some material which they grow themselves. Typical uses include nurseries, retail greenhouses, plant stores, and lawn and garden centers.

*Neighborhood Convenience Store.* Establishments primarily engaged in the provision of frequently or recurrently needed goods for household consumption, such as prepackaged food and beverages, and limited household supplies and hardware. Convenience stores shall not include fuel pumps or the selling of fuel for motor vehicles. Typical uses include neighborhood markets and country stores.

*Retail Trade.* Establishments engaged in selling goods or merchandise to the general public for personal or household consumption and rendering services incidental to the sale of such goods. These establishments are characterized by the following: 1) they buy and receive as well as sell merchandise, 2) they may process some products, but such processing is incidental or subordinate to the selling activities, and 3) they predominantly sell to customers for their own personal or household use. Retail trade is divided into the following subcategories for the purposes of this ordinance.

- *General Retail:*

- Antiques and collectibles store
- Art gallery
- Bicycle sales and repair
- Book store, music store
- Clothing and accessories
- Craft or needlework shop
- Drugstore, pharmacy
- Electronics and appliance sales and repair
- Florists
- Specialty food store, including bakery, butcher shop, delicatessen, etc.
- Jewelry store
- Hardware store
- News stands, magazine sales
- Pet store
- Photographic equipment and supplies
- Picture framing
- Secondhand store, thrift or consignment store
- Sporting goods store
- Stationery store
- Tobacco store
- Video rental or sales
- Building supplies sales
- Furniture and appliance sales, rental, showrooms
- Grocery, supermarket
- Liquor store

- Warehouse club sales

*Shopping Center.* A group of commercial establishments planned, constructed, and managed as a total entity with shared access, customer and employee parking provided on-site, provision of goods delivery separated from customer access, aesthetic considerations and protection from the elements.

*Wholesaling.* Establishments engaged primarily in selling merchandise to retailers, or to industrial, commercial, institutional, or professional business customers, or to other wholesalers, or on a mail order basis to individuals or firms, or which serve as agents or brokers buying merchandise for, or selling merchandise to, individuals and companies.

## 6. Automotive/Vehicular Uses

*Automobile Maintenance Service.* Repair of automobiles, non-commercial trucks, motorcycles, motor homes, recreational vehicles, or boats, including the sale, installation, and servicing of equipment and parts. Typical uses include tire sales and installation, wheel and brake shops, oil and lubrication services and similar repair and service activities where minor repairs and routine maintenance are conducted.

*Automobile Parts/Supply.* Retail sales of automobile parts and accessories. Typical uses include automobile parts and supply stores which offer new and factory rebuilt parts and accessories, and include establishments, which offer minor automobile repair services as an accessory use.

*Car Wash.* Washing and cleaning of vehicles. Typical uses include automatic conveyor machines and self service car washes.

*Commercial Vehicle Repair.* Repair of construction equipment, commercial trucks, agricultural implements and similar heavy equipment, including automobiles, where major engine and transmission repairs are conducted. Typical uses include automobile and truck repair garages, transmission shops, radiator shops, body and fender shops, equipment service centers, machine shops, and other similar uses where major repair activities are conducted.

*Gasoline Station.* Any place of business with fuel pumps and underground storage tanks that provides fuels and oil for motor vehicles. A neighborhood convenience store associated with automobile fuel sales shall be considered a gasoline station.

*Parking Facility.* Any structure associated with a non-residential use whose purpose is to provide the required off-street parking spaces for a principal use, or any site utilized for parking which constitutes the principal use on a parcel of land. This category also includes community lots, which are established to meet the parking needs in a residential area, and park + ride lots.

*Sales and Storage Lots.* Establishments engaged in the display for sale or lease of automobiles, trucks, machinery, recreational vehicles and manufactured homes, including auto dealerships or the farm commercial storage of privately owned trailers, boats, campers, or similar vehicles.

## 7. Outdoor Recreation

*Campgrounds and Trailing.* Establishments engaged in providing overnight or short-term sites for the placement of recreational vehicles or temporary housing, with or without facilities such as water and electricity.

*Golf Course.* A tract of land for playing golf, improved with tees, greens, fairways, hazards, and which may include clubhouses and shelters. Included would be executive or par 3 golf courses. Specifically excluded are independent driving ranges or miniature golf facilities, which are classified as Outdoor Recreation Facilities.

*Marina.* A facility for storing, servicing, fueling, berthing, and securing and launching of private pleasure craft that may include the sale of fuel and incidental supplies for the boat owners, crews, and guests.

*Outdoor Entertainment.* An outdoor facility developed for entertainment, amusement, or tourist purposes which typically involve large areas of land and concentrated traffic peaks oriented towards events at the facility, including drive-in theaters, amphitheaters, outdoor concert halls, or theme parks.

*Outdoor Recreation Facility.* A commercial recreation facility that is primarily an open-air facility, such as baseball fields, swimming pools, skating rinks, golf driving ranges, or miniature golf facilities.

*Parks and Open Areas.* Uses of land focusing on natural areas, large areas consisting mostly of vegetative landscaping or outdoor recreation, community gardens, or public squares. Lands tend to have few structures. Accessory uses include, but are not limited to, clubhouses, maintenance facilities, concessions, caretaker's quarters, gazebos, pavilions, band shells, and parking. Examples include parks, public squares, plazas, recreational trails, botanical gardens, boat launching areas, nature preserves, and land used for grazing that is not part of a farm or ranch.

*Restricted Recreation.* Commercial recreation facilities that are of greater nuisance than conventional outdoor athletic facilities because of 1) the noise and traffic volumes they may generate, 2) the glare they produce, or 3) the potential danger they may create from flying objects or the use of weapons. This category includes such uses as amusement parks, racetracks (auto, go-cart, motorcycle) or ranges (skeet, rifle, or archery).

#### 8. Indoor Recreation/Entertainment

*Adult Establishment.* See §113.02.

*Indoor Athletic Facility.* A commercial recreation facility that provides completely enclosed or indoor recreation space, such as racquet clubs, indoor skating rinks, swimming pools, or gymnasiums.

*Indoor Recreation.* Establishment primarily engaged in activities intended to provide personal amusement, with the largest number of patrons typically during the evening hours or on weekends, and where food and refreshments may be provided as an incidental service, including such uses as bowling alleys, billiard, pool, or bingo parlors, amusement arcades, and indoor theaters (live or motion picture).

#### 9. Agricultural and Related Uses

*Agricultural Entertainment Business.* An agricultural sales business that combines the elements and characteristics of agriculture and tourism, which is not necessarily located in an existing building. Examples of agricultural entertainment include: corn mazes, hay rides, sleigh rides, petting farms, on-farm tours, agricultural related museums, demonstrations of farming practices, techniques and methods, fee-based fishing and hunting, horseback riding, nature trails, haunted barns and similar activities which are related to agriculture.

*Agricultural Production.* Establishments engaged in the production of crops, plants or vines, including agro forestry, or establishments which are engaged in the keeping, grazing, or feeding of livestock for sale, value increase, or livestock increase.

*Agricultural Sales Business.* The retail sale of fresh fruits, vegetables, flowers, herbs, trees, or other agricultural, floricultural, or horticultural products. The operation may be indoors or outdoors, include pick-your-own or cut-your-own opportunities, and may involve the ancillary sale of items considered accessory to the agricultural products being sold or accessory sales of unprocessed foodstuffs; home processed food products such as jams, jellies, pickles, sauces; or baked goods and homemade handicrafts. The floor area devoted

to the sale of accessory items shall not exceed 25% of the total floor area. No commercially packaged handicrafts or commercially processed or packaged foodstuffs shall be sold as accessory items. No activities other than the sale of goods as outlined above shall be allowed as part of the agricultural sales business.

*Agricultural Services.* Establishments that perform services which support or assist the agricultural community, such as soil preparation services, crop services, farm management services, or breeding services on a fee or contract basis, along with experimental farms for research or educational purposes. This category is intended to apply where agricultural land is located, and may include buildings and other structures that provide office, warehouse, and storage areas for these establishments.

*Agricultural Support.* Establishments engaged in farm equipment sales and repair, farm produce sales and supply (feed grain, elevators) and small-scale farm product processing, such as cider mills, dairies, poultry or meat processing.

*Forestry Operations.* The use of land for the raising and harvesting of timber, pulpwood or other forestry products for commercial purposes, including the temporary operation of a sawmill and/or chipper or grinder to process the timber cut from that parcel or contiguous parcels. Excluded from this definition shall be the cutting of timber associated with land development approved by the City which shall be considered accessory to the development of the property.

*Greenhouse, Non Retail.* A building or structure constructed chiefly of glass, glasslike or translucent material, cloth, or lath, which is devoted to the protection or cultivation of flowers or other tender plants.

*Wayside Stand.* A temporary structure or vehicle used for the seasonal retail sale of agricultural goods, floriculture, and horticulture produced by the operator of the wayside stand, which is clearly a secondary use of the premises and does not change the character thereof.

#### 10. Industrial and Extractive Uses

*Heavy Industrial.* Establishments involved in the manufacture, fabrication, processing, compounding, or assembling of materials from raw material or previously processed material. These uses have severe potential for adversely affecting surrounding land uses due to potential environmental impacts related to noise, smoke/particulate emissions, vibration, noxious gases, odor, glare/heat, fire/explosion hazards and waste disposal. In addition, these uses may generate large amounts of truck or auto traffic, may involve the use of large unenclosed production areas, or may require large, tall structures that are unsightly. Heavy industrial uses typically involve primary production processes in the area of paper products (pulp mills), food processing (slaughterhouse, meat packing plant), chemicals (manufacture of inorganic chemicals, resins, plastics, paints, fertilizers, explosives, ink), petroleum products (refineries, bulk storage), primary metals (blasting, smelting, rolling), machinery and equipment manufacture (auto assembly, engines, construction equipment), leather (storing, curing, tanning), gravel based products (manufacture of bricks, concrete, abrasives), and lumber products (saw mills).

*Landfill.* A disposal site employing an engineered method of disposing solid wastes in a manner that minimizes environmental hazards by spreading, compacting to the smallest volume, and applying cover material over all exposed waste at the end of each operating day.

*Laundry Plant.* Establishments primarily engaged in the provision of laundering, cleaning, or dyeing services other than those classified as Personal Services. Typical uses include bulk laundry and cleaning plants, diaper services, and linen supply services.

*Light Industrial.* Establishments involved in the processing, fabrication, assembly, or compounding of products where the process involved is relatively clean and nuisance free,

usually completely enclosed, and with limited environmental effects. These uses can be made compatible with surrounding areas through landscape screening and through separation required by yard and height limitations. Typically, these uses result in the creation of finished products for sale on a wholesale basis to retailers or directly on a retail basis, and include uses in the following areas: lumber products (millwork, cabinet-making), electronics, textiles, printing and publishing services, bottling works, carpet and rug cleaning, furniture manufacture, paper (final processing of stationery, bags, etc., from purchased bulk stock), light metal finishing and light machining, rubber and plastics (compounding processed resins, molding plastics), gravel based products (pottery, cutting, finishing granite, firing and decorating clay products), and ice manufacturing.

*Motor Freight and Warehousing.* Establishments engaged primarily in either the storage or shipment of goods and materials, including terminal facilities for handling freight, and maintenance facilities in which the trucks (including tractor trailer units) involved with the operation of the business are stored, parked and serviced. Materials within a warehouse or terminal facility may be combined, broken down, or aggregated for trans-shipment or storage purposes where the original material is not chemically or physically changed.

*Non-Production Industrial.* Establishments that normally are considered industrial in character even though they are not involved in the manufacturing or processing of products. These uses generate negative impacts largely through their need for outside storage of equipment and materials, the large expanse of land needed for this storage, and the creation of dirt, dust and noise, along with intermittent truck traffic. These uses generally can be made compatible through landscape screening and the imposition of limited performance standards, and thus are not objectionable in most industrial or commercial districts. The types of uses categorized here include contractors yards, lumberyards, utility yards, and public maintenance shops and yards.

*Research and Testing.* Establishments or other facilities for carrying on investigation in the natural or physical sciences, or engineering and development as an extension of investigation with the objective of creating end products, on a contract or fee basis, and including pilot plant operation.

*Resource Extraction.* A use involving on-site extraction of surface or subsurface mineral products or natural resources. Typical uses are quarries, borrow pits, sand and gravel operations, mining, and soil mining. Specially excluded from this use type shall be grading and removal of dirt associated with an approved site plan or subdivision.

*Salvage/Recyclable Center.* Land or buildings where waste, discarded, salvaged, or recyclable materials are bought, sold, stored, exchanged, sorted, cleaned, packed, disassembled or handled on a commercial basis, including but not limited to, scrap metal, aluminum, rags, paper, rubber products, glass products, lumber products and products resulting from the wrecking of automobiles or other vehicles. Any site containing two or more unregistered, inoperable motor vehicles is classified as a salvage center.

## 11. Utilities, Transportation and Communications

*Air Transportation.* Establishments engaged in domestic, emergency, or foreign transportation of passengers or goods by air, including airports, flying fields, rotorcraft terminals, as well as any associated terminal facilities.

*Broadcasting or Communication.* Any unstaffed facility for the transmission and/or reception of radio, television, radar, cellular telephone, personal paging device, specialized mobile radio (SMR), and similar services. A Broadcasting or Communication Facility usually consists of an equipment shelter or cabinet, a support tower or other structure used to achieve the necessary elevation, and the transmission or reception devices or antenna. Broadcasting or communication facilities include wireless communications facilities and wireless communications towers as defined in §11.01.



*Essential Services.* Overhead, aboveground or underground electrical, gas, steam or water transmission or distribution systems and structures of collection, communication, supply or disposal systems and structures used by public utilities or governmental departments or commissions or as are required for the protection of the public health, safety or general welfare, including towers, poles, wires, mains, drains, sewer pipes, conduits, cables, fire alarm boxes, police call boxes and accessories in connection therewith but not including buildings.

*Local Transit.* Establishments primarily engaged in furnishing local and suburban passenger transportation, including taxicabs, passenger charter services, school buses, and terminals (including service facilities) for motor vehicle passenger transportation.

*Railroad Transportation.* Establishments engaged in domestic freight and passenger transportation by rail, and including railroad yards, freight stations and switching yards.

## 12. Accessory Uses

*Bed and Breakfast.* A private, owner-occupied residence that contains no more than five (5) guestrooms where lodging, with or without meals, is provided for compensation.

*Domestic Pets.* The keeping of small domestic animals, such as dogs, cats, birds, rodents, fish, etc., not primarily for produce or value increase, but rather for show, sport, or as pets.

*Family Day Care.* A residence licensed by the Minnesota Department of Human Services in which no more than ten children at any one time receive care, maintenance and supervision by someone other than their relatives or legal guardians for less than 24 hours per day.

*Group Family Day Care.* A residence licensed by the Minnesota Department of Human Services in which at least 11 but not more than 14 children receive care, maintenance and supervision by someone other than their relatives or legal guardians for less than 24 hours per day.

*Home Occupations.* Any gainful occupation or profession engaged in by the occupant, only, of a dwelling when carried on within a dwelling unit or in an accessory building, provided that no signs other than those normally utilized in a residential district are present, no stock in trade is stored on the premises, that no over-the-counter retail sales are involved, and entrance to the home occupation is or can be gained from within the structure. Uses include professional office, hairdressing, or teaching limited to 3 students at any time, and similar uses. A home occupation shall not be interpreted to include barber shops, beauty shops, tourist homes, restaurants, disorderly house as defined by M.S. § 609.33, Subd. 1, as it may be amended from time to time, or similar uses. No home occupation shall be permitted that creates the need for more than 3 parking spaces at any given time in addition to the parking spaces required by the occupants. Home occupations shall not be carried on except between the hours of 7:00 a.m. and 10:00 p.m.

*Kennel, Private.* The keeping, breeding, raising, showing or training of 4 or more dogs over six months of age for personal enjoyment of the owner or occupants of the property, and for which commercial gain is not the primary objective.

*Merchandise Parties.* Private parties held for the purpose of soliciting sales. Merchandise parties shall include but not be limited to Tupperware, Mary Kay, and Avon parties.

*Stable, Private.* The keeping, breeding, or raising of horse or ponies exclusively for the personal use and enjoyment of the owner or occupant of the property or the riding of horses or ponies by the owner or occupant of the property and their guests.

*Solar Equipment.* Any solar collector, skylight, or other solar energy device whose primary purpose is to provide for the collection, storage, and distribution of solar energy for space heating, cooling, water heating, or for power generation.

*Swimming Pools.* Any permanently located pool, used for swimming and/or bathing which is over 24 inches in depth, or which has a surface area exceeding 150 square feet.

*Temporary Sales.* Any isolated or occasional display and sale of used personal property or home-crafted items conducted on residential premises by the occupant of the residential property. Temporary sales shall include rummage sales, basement sales, yard sales, porch sales, craft sales, garage sales, and seasonal boutiques.

#### **SECTION 4. The City Council of the City of Lake Elmo hereby amends Title XV: Land Usage; Chapter 154: Zoning Ordinance, as follows:**

##### **§ 154.030 CLASSIFICATIONS.**

For the purpose of this chapter, all land in the city is divided into zoning districts. The zoning districts shall be identified by the following classifications, including those districts identified in §154.350:

(A) AG or A	Agriculture
(B) HD-A-BP	Agricultural Business Park Holding District
(C) HD-A-SRD	Agricultural Sewered Residential Holding District
(D) R-R	Rural Residential
(E) HD-RR-BP	Rural Residential Business Park Holding District
(F) HD-RR-LB	Rural Residential Limited Business Holding District
(G) HD-RR-RAD	Rural Residential Ag Density Holding District
(H) HD-RR-SRD	Rural Residential Sewered Residential Holding District
(I) R-1	One-Family Residential
(J) HD-R1-RAD	One-Family Ag Density Holding District
(K) HD-R1-SRD	One-Family Sewered Residential Holding District
(L) R-2	One- and Two-Family Residential
(M) R-3	Manufactured Home Park
(N) HD-R3-URD	Manufactured Home Park Urban Residential Holding District
(O) R-4	Multi-Family Residential
(P) RE	Residential Estates
(Q) HD-RE-LB	Residential Estates Limited Business Holding District
(R) HD-RE-SRD	Residential Estates Sewered Residential Holding District
(S) GB	General Business
(T) HD-GB-BP	General Business Park Holding District
(U) HD-GB-C	General Business Commercial Holding District
(V) HD-GB-SRD	General Business Sewered Residential Holding District
(W) HB	Highway Business
(X) CB	Convenience Business



(Y) LB	Limited Business
(Z) HD-LB-SRD	Limited Business Sewered Residential Holding District
(AA) BP	Business Park
(BB) VR-A	Village Residential Agriculture Holding District
(CC) VR-GB	Village Residential General Business Holding District
(DD) VR-R1	Village Residential One-Family Holding District
(EE) VR-RR	Village Rural Residential Holding District
(FF) PF	Public and Quasi-Public Open Space
(GG) OP	Open Space Preservation District
(HH) OZD	Overlay Zoning Use District

(1997 Code, § 300.07 Subd. 1) (Am. Ord. 97-192, passed 6-19-2007; Am. Ord. 97-195, passed 7-17-2005)

Cross-reference:

Open Space Preservation District, see Ch. 150

#### § 154.031 BOUNDARIES.

~~The boundaries of these districts are defined and established as shown on the map entitled "Zoning District Map," which map is available for viewing at the city offices. Unless otherwise indicated by relation to established lines, points or features, the district boundary lines are the center lines of streets, alleys, or railroad rights-of-way, existing or extended. Please see §154.351.~~

~~(1997 Code, § 300.07 Subd. 2)~~

#### § 154.032 ZONING DISTRICT MAP.

~~(A) Please see § 154.351. The boundaries of the districts as established by this chapter are as shown on the zoning district map, which is available to view at the city offices. The map is designated as the "official zoning map" of the city and shall be maintained as provided in this chapter by the Zoning Administrator. The district boundary lines on the map are intended to follow street right-of-way lines, street center lines, or lot lines unless the boundary line is otherwise indicated on the map. In the case of unsubdivided property or in any case where street or lot lines are not used as boundaries, the district boundary lines shall be determined by use of dimensions or the scale appearing on the map. All of the notations, references, and other information shown on the map shall have the same force and effect as if fully set forth in this chapter and are made a part of this chapter by reference and incorporated in this code as fully as if set forth at length. Whenever any street or other public way is vacated, any zoning district line following the center line of the vacated street or way shall not be affected by the vacation. Wherever "SUP" appears on the zoning district map it indicates a conditional use permit under this chapter.~~

~~(B) When any permit is issued for a planned unit development or any other permit which affects any zoning district in a substantial way, the permit shall be coded and noted on the zoning district map by the Zoning Administrator so as to clearly indicate the use permitted which may not otherwise be clearly evident from the map or text of this chapter.~~

~~(C) When conflicts appear in this chapter with respect to permitted uses within a district, the more restrictive provision shall be applied.~~

~~(1997 Code, § 300.07 Subd. 3)~~

**SECTION 5. The City Council of the City of Lake Elmo hereby amends Title XV: Land Usage; Chapter 154: Zoning Ordinance, by adding the following language (this language is being moved in its entirety from the existing §154.005):**

**ARTICLE 4 - NON-CONFORMING USES AND STRUCTURES**

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§154.150 Application

§154.151 Non-Conforming Uses, Buildings, and Structures

**§154.150 Application.**

- A. *Application; generally.* Except as provided in this chapter, no building or structure shall be erected, moved, altered, or extended and no land, building, or structure or part of the building, shall be occupied or used unless in conformity with regulations specified in this chapter for the district in which it is located.
- B. *Application to existing structures.* This chapter shall not apply to existing buildings and structures, nor to the existing use of any structure, or land to the extent of the use on the effective date of this chapter. This chapter shall apply to any change in use, to any movement of a building or structure, or to any expansion of a structure which may result in the generation of additional sewage for on-site disposal.
- C. Use defined. For the purpose of this chapter, the word USE shall mean:
  - 1. Any purpose for which a building or other structure or a tract of land may be designed, arranged, intended, maintained, or occupied; or
  - 2. Any activity, occupation, business, or operation carried on, or intended to be carried on, in a building or other structure, or on a tract of land.

**§154.151 Non-conforming uses, buildings and structures.**

- A. Definitions.
  - 1. NON-CONFORMING USE. Any lawful use of land or any lawful use of a building or structure existing on the effective date of this chapter, or any amendment to this chapter which use does not conform with the regulations for the district in which it is located after the effective date of this chapter or the amendment.
  - 2. SUBSTANDARD BUILDING or SUBSTANDARD STRUCTURE. Any building or structure lawfully existing on the effective date of this chapter or any intendment to this chapter, which building or structure does not conform with the regulations, including dimensional standards, for the district in which it is located after the effective date of this chapter or the amendment.
- B. *Preservation of non-conforming uses.* Except as provided in this chapter, the lawful use of land or the lawful use of a building or structure existing on the effective date of this chapter or on the effective date of any amendment to this chapter may be continued although the use does not conform to the provisions of this chapter, except as otherwise provided in this division.
- C. *Preservation of dimensionally substandard buildings or structures.* Except as provided in this chapter, buildings structures lawfully existing on the effective date of this chapter or on the effective date of any amendment to this chapter may be maintained although the building or structure does not conform to the dimensional standards of this chapter. However, any such building or structure shall not be altered or improved beyond normal maintenance, except that any lawful dimensional substandard residential building, accessory building, or structure may be altered or improved if the existing substandard dimension relates only to setback requirements and does not exceed the 10% of the minimum setback requirements.

Additionally, the alteration or improvement shall conform to all of the provisions of this chapter and shall not increase the existing substandard dimensions.

- D. *Unlawful uses, buildings, and structures.* No unlawful use of property existing on the effective date of this chapter or any amendment to this chapter, nor any building or structure which is unlawfully existing on the effective date shall be deemed a non-conforming use or a non-conforming building or structure.
- E. *Permit holders and permit applicants.* Any non-conforming structure that is ready for or under construction on the effective date of this chapter or any amendment to this chapter may be completed and occupied in accordance with the requirements of any valid building permit issued for the construction prior to the effective date.
- F. *Change from one non-conforming use to another.* A non-conforming use may be changed only to a use permitted in the district in which it is located; except that if no structural alterations are made, a non-conforming use of a building may be changed to another non-conforming use of the same or a more restrictive classification, and provided the change is approved by the Board of Adjustment and Appeals as provided in this chapter. Once changed to a conforming use, no building or land shall be permitted to revert to a non-conforming use.
- G. *Change of use with approval of the Board of Adjustment.* A non-conforming use all or partially conducted in a building or buildings, may be changed to another non-conforming use only upon determination by the Board of Adjustment, after a public hearing, that the proposed new use will be no more detrimental to its neighborhood and surroundings than is the use it is to replace. In determining relative detriment, the Board of Adjustment shall take into consideration, among other things: traffic generated; nuisance characteristics, such as emission of noise, dust, and smoke; fire hazards; and hours and manner of operation.
- H. *Restoration of non-conforming building or structure.* A non-conforming building or which is damaged or destroyed by fire, flood, wind, earthquake, or other calamity may be restored and the occupancy or use of the building, structure, or part of the structures which existed at the time of the partial destruction, may be continued or resumed, provided that the restoration is started within a period of 1 year and is diligently prosecuted to completion, unless the damage to the building or structure is equal to 50% or more of the replacement cost of the structure (as determined by the Building Official), in which case, the reconstruction shall conform to the provisions of this chapter.
- I. *Abandonment of use.* When any non-conforming use of land or of a building or structure is abandoned for a period in excess of 1 year, the land, building, or structure shall, subsequently be used only as provided by this chapter.

(1997 Code, § 300.05)

## **SECTION 5. The City Council of the City of Lake Elmo hereby amends Title XV: Land Usage; Chapter 154: Zoning Ordinance, by adding the following language:**

### **ARTICLE 8 - ZONING DISTRICTS AND ZONING MAP**

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§154.350 Division into Districts  
§154.351 Zoning Map  
§154.352 Consistency with Comprehensive Plan

#### **§154.152 Division into Districts.**

- A. *All areas zoned.* The incorporated areas of Lake Elmo are hereby divided into the following zoning districts:

**Table 8-1: Zoning Districts**

Zoning District		Reference
A	Agriculture	154.400
RR	Rural Residential	154.400
RS	Rural Single Family	154.400
RE	Residential Estate	154.400
OP	Open Space Preservation	154.650
OP-A	Open Space Preservation - Alternative Density	154.700
LDR	Urban Low Density Residential	154.450
MDR	Urban Medium Density Residential	154.450
HDR	Urban High Density Residential	154.450
VMX	Village Center - Mixed Use	154.500
C	Commercial	154.550
CC	Convenience Commercial	154.550
LC	Neighborhood Office/Limited Commercial	154.550
BP	Business Park/Light Manufacturing	154.550
P	Civic/Public	154.600
OSP	Open Space and Parks	154.600
FSO	Future Sewer Overlay	154.750

- B. *Annexed areas.* Any land that is annexed into the city shall be included in the A Agriculture District until such time as the City Council amends the Comprehensive Plan to include the new area, and rezones it to another district.

**§154.153 Zoning Map.**

- A. The location and boundaries of the districts established by this chapter are set forth on the Official Zoning Map, which is hereby incorporated as part of this chapter, and which is on display in the Planning Department.
- B. District boundary lines recorded on the zoning map are intended to follow lot lines, the centerline of streets or alleys, the centerlines of streets or alleys projected, railroad rights-of-way lines, the center of watercourses or the corporate limit lines as they exist at the time of the enactment of this chapter.

- C. Whenever any street, alley or other public way is vacated, the zoning district adjoining that of such vacated street, alley or public way shall be automatically extended to the center of such vacated area and all area included therein shall be then and henceforth subject to all regulations of the extended district.
- D. It shall be the responsibility of the Planning Director to maintain and amend the zoning map. The Director of Planning shall make any corrections or amendments to the map after all of the procedures outlined in Section 154.020 of this chapter for the making of such revisions or amendments shall have followed by the Planning Commission and the City Council.
- E. Amendments to the Official Zoning Map shall be recorded on the map within 30 days after adoption by the Council. The copy of the Official Zoning Map shall be displayed in the office of the Planning Department and shall be open to public inspection at all times during which the office is customarily open.

#### **§154.154 Consistency with Comprehensive Plan**

The zoning districts in this chapter and the delineation of zoning district boundaries on the zoning map are consistent with the goals and policies of the Lake City Comprehensive Plan.

### **SECTION 6. The City Council of the City of Lake Elmo hereby amends Title XV: Land Usage; Chapter 154: Zoning Ordinance, by adding the following language:**

#### **Article 10 - URBAN RESIDENTIAL DISTRICTS**

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- §154.450 Purpose and District Descriptions
- §154.451 Permitted and Conditional Uses
- §155.452 Lot Dimensions and Building Bulk Requirements
- §155.453 Dimensional Requirements and Preservation of Open Space
- §155.455 Site Design and Development Standards
- §155.456 Accessory Uses and Structures
- §155.457 Residential Accessory Structures
- §155.458 Accessory Uses
- §155.459 Accessory Uses and Structures Not Listed

#### **§154.450 Purpose.**

The urban residential districts are established to provide areas for residential development that are served by public sewer and water services in accordance with the City's Comprehensive Plan. The objectives of these districts are to preserve and enhance the quality of living in residential neighborhoods, to regulate structures and uses which may affect the character or desirability of residential areas, to encourage a variety of dwelling types and locations and a range of population densities consistent with the City's Comprehensive Plan, and to ensure adequate light, air, privacy and open space. The residential districts and their purposes are as follows:

- A. *LDR Urban Low Density Residential District.* The LDR district provides an environment of predominantly single-family dwellings on moderately sized lots, and is designed to be the most restrictive of the urban residential districts. The LDR district is intended to provide areas for lower density residential development within the City's planned sewer development areas, and may be used to provide a transition between rural development areas and the City's urban development and districts. Densities shall range from two (2) to four (4) units per acre; however, the overall density for a specific development area must be consistent with the net densities specified in the Comprehensive Plan. The lot size and other district standards allow for the creation of smaller lots with the expectation that common open space will be provided within developments that exceed the base densities (at low end of the land use density range) within the Comprehensive Plan.



- B. **MDR Urban Medium Density Residential District.** The MDR district is established to provide for a diversity of housing types in those areas where such development is consistent with the medium density residential designation of the comprehensive plan and compatible with the development pattern of the surrounding area. Clustering of buildings to permit more orderly development and to preserve open space within new developments is encouraged. Development within the district shall occur at densities in the range of four (4) to seven (7) dwelling units per acre, with two-family dwellings and townhouses permitted. The City will determine the allowed density for a piece of property at the time of the development application, and this determination will be based upon the site-specific characteristics of the property and the requested development. Factors to be considered in increasing or decreasing the allowed density include the existing environmental conditions such as wetlands, floodplains, steep slopes, significant trees; the specific site plan; the amount of open space preserved, and the type of housing units proposed, including whether greater density is desirable because the development contains housing that is consistent with the City's housing goals. The burden of establishing the appropriateness of the high end of the density range will be on the applicant.
- C. **HDR Urban High Density Residential District.** The HDR district is established to provide for an environment of moderate to high-density attached and multi-family housing, designed to present an attractive appearance to neighboring streets and adjacent uses, to include sufficient private and semi-private outdoor space, and to be well integrated into their surroundings. Small office and service businesses of limited size and extent may be allowed as conditional uses. The HDR district is appropriate as a transition between commercial or industrial districts and surrounding neighborhoods, and in already developed higher-density areas. Development within the district may occur at densities in excess of seven (7) dwelling units per acre, provided the overall densities for within a development area are consistent with the net densities specified in the Comprehensive Plan and that a density analysis is used consistent with the purpose statement for the MDR district.

**§154.451 Permitted and Conditional Uses.**

Table 10-1 lists all permitted and conditional uses allowed in the urban residential districts. "P" indicates a permitted use, "C" a conditional use. Uses not so indicated shall be considered prohibited. Cross-references listed in the table under "Standards" indicate the location within this Ordinance of specific development standards that apply to the listed use.

- A. **Combinations of uses.** Principal and accessory uses may be combined on a single parcel. A principal and secondary dwelling unit may be combined according to the standards of Section 154.456. Single-family attached or multi-family complexes designed for rental or condominium occupancy, typically include multiple units and buildings on a single parcel.

**Table 10-1: Permitted and Conditional Uses, Residential Districts**

	LDR	MDR	HDR	Standard
<b>Residential Uses</b>				
<b>Household Living</b>				
Single-family detached dwelling	P	P	P	154.454.B,H
Two-family dwelling	-	P	P	154.454.E
Single-family attached dwelling	-	P	P	154.454.F,J
Multifamily dwelling ( <i>rental or condominium</i> )	-	C	P	154.454.G,K
Secondary dwelling	C	C	C	154.454.C
Live-work unit	-	-	C	154.454.L

Table 10-1: Permitted and Conditional Uses, Residential Districts

	LDR	MDR	HDR	Standard
Manufactured home park	-	C	-	155.102.B
<b>Group Living</b>				
Group Home	P	P	P	155.102.C
Group Residential Facility	-	C	C	155.102.D
Halfway House	-	-	C	155.102.D
Congregate Housing	-	C	C	155.102.E
Semi-Transient Accommodations	-	C	C	155.102.F
<b>Public and Civic Uses</b>				
Community Services	-	-	C	155.103.C
Day Care Center	-	C	C	155.103.D
Schools, Public and Private	C	C	C	155.103.E
<b>Services</b>				
Offices	-	-	C	154.454.M
Funeral Home	-	-	C	154.454.I
Personal Services	-	-	C	154.454.M
Nursing and Personal Care	-	-	C	155.104.C
<b>Sales of Merchandise</b>				
Neighborhood Convenience Store	-	-	C	154.454.N
Wayside Stand	P	P	P	154.454.D
<b>Outdoor Recreation</b>				
Golf Course	C	-	-	155.107.B
Outdoor Recreation Facility	-	-	-	155.107.E
Parks and Open Areas	P	P	P	
<b>Transportation and Communications</b>				
Broadcasting or Communication Facility	C	C	C	155.110.B
<b>Accessory Uses</b>				
Home Occupation	P	P	P	155.111.A,B
Bed and Breakfast	-	C	C	155.111.C
Domestic Pets	P	P	P	
Family Day Care	P	P	P	155.111.G
Group Family Day Care	C	C	C	155.111.G
Temporary Sales	P	P	P	155.107.B
Parking Facility	-	-	P	

**Table 10-1: Permitted and Conditional Uses, Residential Districts**

	LDR	MDR	HDR	Standard
Solar Equipment	P	P	P	155.111.I
Swimming Pools, Hot Tubs, Etc.	P	P	P	155.111.J
Water-Oriented Accessory Structures	P	P	P	
Other Structures Typically Incidental and Clearly Subordinate to Permitted Uses	P	P	P	

*Note: Standards listed in Table 10-1 are listed by Article, Section and Subsection.*



**§154.452 Lot dimensions and building bulk requirements.**

Lot area and setback requirements shall be as specified in Table 10-2, Lot Dimension and Setback Requirements.

**Table 10-2: Lot Dimension and Setback Requirements, Residential Districts**

	LDR	MDR	HDR
<b>Minimum Lot Area (sq. ft.)</b>			
Single Family Detached Dwelling	8,000	7,000	5,000
Two-Family Dwelling (per unit) <sup>a</sup>	5,000	4,000	3,000
Single-Family Attached (per unit) <sup>b</sup>	-	4,000	2,500
Multi-Family Dwelling (per unit)	-	4,000	1,800
Secondary Dwelling	see 155.102		
Live-Work Unit	-	-	3,600
Congregate Housing	-	see 155.102	see 155.102
Manufactured Home Park	-	see 155.102	-
<b>Minimum Lot Width (feet)</b>			
Single Family Detached Dwelling	70	60	50
Two-Family Dwelling (per unit) <sup>a</sup>	35	30	20
Single-Family Attached (per unit) <sup>b</sup>	-	25	20
Multi-Family Dwelling (per building)	-	75	60
Live-Work Unit	-	-	25
<b>Maximum Height (feet)</b>			
	35	35	50
<b>Maximum Impervious Coverage</b>			
	40%	50%	75%
<b>Minimum Building Setbacks (feet)</b>			
Front Yard	25 <sup>c</sup>	25 <sup>c</sup>	20 <sup>c</sup>
Interior Side Yard <sup>e</sup>	8	8	10 <sup>d</sup>
Corner Side Yard <sup>e,f</sup>	15	15	15
Rear Yard	20	20	20

Notes to Urban Residential Districts Table

- a. Common open space areas may be used in the determining whether or not the minimum lot areas within a development are met, when provided as part of an overall development plan.

- b. Two-family units may be side-by-side with a party wall between them ("twin") or located on separate floors in a building on a single lot ("duplex"). The per-unit measurements in this table apply to "twin" units, whether on a single lot or separate lots. The standards for single-family detached dwelling shall apply to a "duplex" containing two vertically-separated units on a single lot.
- c. In the case of single-family attached dwellings that are not situated on individual lots, minimum lot size shall be applied to each unit as a measure of density; i.e. 1 unit per 2,500 square feet. This standard is also used for multifamily dwellings.
- d. Single Family Dwellings (both attached and detached) and Two-Family Dwellings may use the side yard setbacks within MDR zoning districts.
- e. In a block where the majority of the block face has been developed with the same or similar setbacks, the front setback for the remaining lots on that block face shall fall within the range established by the existing setbacks.
- f. Side yards setbacks shall apply to the ends of attached or two-family dwellings.
- g. Corner properties: The side façade of a corner building adjoining a public street shall maintain the front setback of the adjacent property fronting upon the same public street, or the required front yard setback, whichever is less. If no structure exists on the adjacent property, the setback shall be as shown in the table.

#### **§154.453      Dimensional Requirements and Preservation of Open Space**

- A. *Averaging of Lot Area.* When lots are clustered within a development to provide common open space, the open space may be used to calculate an average density per lot to determine compliance with the individual lot area requirements.
- B. *Lot Dimension Reductions.* Other reductions in dimensional standards may be considered as part of a Planned Unit Development if these reductions provide for common open space within a development.
- C. *Lots Adjacent to Public Greenway Corridors.* On any lot that abuts a public greenway as depicted in the Comprehensive Plan the minimum setback for all structures, including accessory buildings, shall be the required rear yard setback for the district in which said structure is located.

#### **§154.454      Site Design and Development Standards.**

Development of land within the urban residential districts shall follow established standards for traffic circulation, landscape design, parking, signs and other considerations as specified in Articles 5, 6 and 7. The following standards apply to specific uses, and are organized by district.

- A. *Planned Unit Developments, All Urban Residential Districts.* A planned unit development may be submitted for consideration within any residential district, subject to the requirements and standards established in Section 154.800, Planned Unit Developments.
  - 1. A residential development that exceeds 15 units per acre in an HDR Zoning District may be allowed as a Planned Unit Development in accordance with the density bonus provisions of Section 154.800, Planned Unit Developments.
- B. *Single-Family Detached Dwellings, All Urban Residential Districts.* All single-family dwellings shall be at least twenty-four (24) feet in width, at least nine hundred sixty (960) square feet in area, and be placed on a permanent foundation.

- C. *Secondary Dwelling, All Urban Residential Districts.* The purpose of a secondary dwelling is to provide life-cycle housing opportunities for family members or small households of one or two people, while providing more efficient use of large single-family dwellings or large lots.
1. A secondary dwelling unit may be located within a principal structure used as a single-family detached dwelling, above a detached garage, or within a separate detached structure.
  2. There shall be no more than one secondary dwelling unit on the zoning lot.
  3. At least one dwelling unit on the zoning lot shall be owner-occupied.
  4. The minimum lot area shall be two thousand five hundred (2,500) square feet greater than the minimum lot area required for a single-family detached dwelling in the zoning district.
  5. If the secondary unit is included in the principal building, the appearance of the building shall remain that of a single-family dwelling. Any new or additional entrances must face the side or rear of the building.
  6. Whether the secondary unit is an addition to an existing structure or a new detached structure, roof pitch, windows, eaves and other architectural features must be the same or visually compatible with those of the principal building. Exterior finish materials and trim must be the same or closely match in type, size and location the materials and trim of the original building.
  7. A secondary unit within the principal structure shall not contain more than thirty (30) percent of the principal building's total floor area or eight hundred (800) square feet, whichever is less. A detached secondary unit shall not exceed one thousand (1,000) square feet in gross floor area.
  8. Impervious limits for the lot within the zoning district in question shall not be exceeded.
- D. *Wayside Stand, All Urban Residential Districts*
1. No more than one stand per lot shall be permitted.
  2. Adequate off-street parking shall be provided.
- E. *Single-Family Detached Dwelling, All Urban Residential Districts*
1. No parking shall be located in the front yard or between the front façade and the street except on a permitted driveway.
  2. The primary entrance shall be located on the façade fronting a public street.
- F. *Two-Family Dwelling, MDR and HDR Districts*
1. No parking shall be located in the front yard or between the front façade and the street except on a permitted driveway.
  2. Access to the second dwelling unit shall be either through a common hallway with one front entrance, or by means of a separate entrance.
  3. New housing types should be introduced in limited quantities to increase diversity and housing choice, not to replace whole blocks of existing housing. Therefore, no more than one-quarter of the lineal frontage of a developed block may be redeveloped as two-family units, and no further two-family or higher density development is permitted once this threshold is reached. Lineal frontage shall be measured around the entire perimeter of the block.
  4. Two-family dwellings shall be designed to reflect the general scale and character of surrounding buildings on surrounding blocks, including front yard depth, building width height and roof pitch, primary materials, façade detailing and size and placement of window and door openings.

G. *Single-Family Attached Dwelling (Townhouse), MDR District*

1. A maximum of eight (8) units shall be permitted within a single building. Buildings with more than eight (8) units may be allowed as a Conditional Use.
2. Townhouses shall be located on lots in such a way that each individual unit has a minimum of fifteen (15) feet of street frontage. No parking shall be located in the front yard or between the front façade and the street.
  - a. Townhouses that do not meet the minimum requirements for frontage along a street or that have frontage along a private street may be allowed as a Conditional Use.
3. The primary entrance shall be located on the façade fronting a public street unless the townhouses are approved as a Conditional Use under §154.455.G.2.a above; an additional entrance may be provided on the rear or side façade.
4. New housing types should be introduced in limited quantities to increase diversity and housing choice, not to replace whole blocks of existing housing. Therefore, no more than one-quarter of the lineal frontage of a developed block (measured around the entire block perimeter) may be converted to townhouse units, and no further townhouse, two-family or higher-density development is permitted once this threshold is reached.
5. Townhouse units shall be designed to reflect the general scale and character of existing buildings on surrounding blocks, including front yard depth, height and roof pitch, primary materials, façade detailing and size and placement of window and door openings.
6. Common open space for use by all residents or private open space adjacent to each unit shall be provided. Such open space shall comprise a minimum of five hundred (500) square feet per unit.

H. *Multi-Family Building, MDR District*

1. A maximum of eight (8) units shall be permitted within a single building. Buildings with more than eight (8) units may be allowed as a Conditional Use.
2. The multi-family building shall be designed to reflect the general scale and character of buildings on surrounding blocks, including front yard depth, roof pitch, primary materials, façade detailing and size and placement of window and door openings.
3. No parking shall be located in the front yard or between the front façade and the street.
4. New housing types should be introduced in limited quantities to increase diversity and housing choice, not to replace whole blocks of existing housing. Therefore, no more than one-quarter of the lineal frontage of a block (measured around the entire block perimeter) may be developed as multi-family units, and no further multi-family, two-family or townhouse development is permitted on the block once this threshold is reached.
5. Common open space for use by all residents or private open space adjacent to each unit (as a courtyard or balcony) shall be provided. Such open space shall comprise a minimum of three hundred (300) square feet per unit.

I. *Funeral Home, HDR District.* A facility developed after the effective date of this ordinance shall have access to an arterial or collector street of sufficient capacity to accommodate the traffic that the use will generate. A minimum of two access points shall be provided.

1. Additions or new construction shall be designed to reflect the general scale and character of the existing building and surrounding neighborhood, including front yard depth, roof pitch, primary materials, façade detailing and size and placement of window and door openings.

J. *Single-Family Attached Dwelling, HDR District.*

1. A maximum of ten (10) units shall be permitted within a single building. Buildings with more than ten (10) units may be allowed as a Conditional Use.

2. Townhouse dwellings shall be located on lots in such a way that each individual unit has a minimum of fifteen (15) feet of street frontage. No parking shall be located in the front yard or between the front façade and the street.
    - a. Townhouses that do not meet the minimum requirements for frontage along a street or that have frontage along a private street may be allowed as a Conditional Use.
  3. The primary entrance shall be located on the façade fronting a public street unless the townhouses are approved as a Conditional Use under §154.455.J.2.a above; an additional entrance may be provided on the rear or side façade.
  4. Common open space for use by all residents or private open space adjacent to each unit shall be provided. Such open space shall comprise a minimum of three hundred (300) square feet per unit.
- K. *Multi-Family Building, HDR District*
1. No parking shall be located in the front yard or between the front façade and the street.
  2. Common open space for use by all residents or private open space adjacent to each unit (as a courtyard or balcony) shall be provided. Such open space shall comprise a minimum of two-hundred (200) square feet per unit.
- L. *Live-Work Unit, HDR District.* The purpose of a live-work unit is to provide a transitional use type between a home occupation and a larger commercial enterprise, and to provide neighborhood-oriented commercial services, while maintaining a generally residential character in which the work space is subordinate to the residential use.
1. The work space component shall be located on the first floor or basement of the building.
  2. The dwelling unit component shall maintain a separate entrance located on the front or side facade and accessible from the primary abutting public street.
  3. The work space component of the unit shall not exceed thirty (30) percent of the total gross floor area of the unit.
  4. A total of two off-street parking spaces shall be provided for a live-work unit, located to the rear of the unit or underground/enclosed.
  5. The size and nature of the work space shall be limited so that the building type may be governed by residential building codes. An increase in size or intensity beyond the specified limit on floor area would require the building to be classified as a mixed-use building.
  6. The business component of the building may include offices, small service establishments, home crafts which are typically considered accessory to a dwelling unit, or limited retailing (by appointment only) associated with fine arts, crafts, or personal services. It may not include a wholesale business, a manufacturing business, a commercial food service requiring a license, a limousine business or auto service or repair for any vehicles other than those registered to residents of the property.
  7. The business of the live-work unit must be conducted by a person who resides on the same lot. The business shall not employ more than two (2) workers on-site at any one time who live outside of the live-work unit.
- M. *Offices or Personal Services, HDR District.* The establishment shall not exceed three thousand (3,000) square feet in size, and may be located within a multi-family building or a free-standing building.
1. Additions or new construction shall be designed to reflect the general scale and character of surrounding buildings, including front yard depth, roof pitch, primary materials, façade detailing and size and placement of window and door openings.
  2. No parking shall be located in the front yard or between the front façade and the street.



3. No building shall be constructed and no residential building shall be wholly or partially converted to such a use within a distance of three hundred (300) feet from any other retail or service business on the same street within the HDR District.

N. *Neighborhood Convenience Store, HDR District.*

1. The establishment shall not exceed three thousand (3,000) square feet in size, and may be located within a multi-family building or a free-standing building.
2. Additions or new construction shall be designed to reflect the general scale and character of existing buildings on surrounding blocks, including front yard depth, roof pitch, primary materials, façade detailing and size and placement of window and door openings.
3. No parking shall be located in the front yard or between the front façade and the street.
4. The use shall occupy a corner property. Any freestanding building developed on such a property shall have a minimum setback of ten (10) feet from each right-of-way line.
5. No building shall be constructed and no residential building shall be wholly or partially converted to such a use within a distance of five hundred (500) feet from any other retail or service business on the same street within the HDR District.

**§154.455      Accessory Uses and Structures.**

Accessory uses are listed in the Urban Residential District Use Table as permitted or conditional accessory uses. Accessory uses and structures in the urban residential districts shall comply with the following standards and all other applicable regulations of this ordinance:

- A. *Phasing.* No accessory use or structure shall be constructed or established on any lot prior to the time of construction of the principal use to which it is accessory.
- B. *Incidental to Principal Use.* The accessory use or structure shall be incidental to and customarily associated with the principal use or structure served.
- C. *Subordinate to Principal Use.* The accessory use or structure shall be subordinate in area, extent, and purpose to the principal use or structure served.
- D. *Function.* The accessory use or structure shall contribute to the comfort, convenience, or necessity of the occupants of the principal use or structure served.
- E. *Location.* The accessory use or structure shall be located on the same zoning lot as the principal use or structure.

**§154.456      Residential Accessory Structures.**

In all residential districts, the design and construction of any garage, carport, or storage building shall be similar to or compatible with the design and construction of the main building. The exterior building materials, roof style, and colors shall be similar to or compatible with the main building or shall be commonly associated with residential construction.

- A. *Attached structures.* An accessory structure shall be considered attached, and an integral part of, the principal structure when it is connected by an enclosed passageway. All attached accessory structures shall be subject to the following requirements:
  1. The structure shall meet the required yard setbacks for a principal structure, as established for the zoning district in which it is located.
  2. The structure shall not exceed the height of the principal building to which it is attached.
- B. *Attached Garages.*
  1. Attached garages are encouraged to be side or rear loaded. If facing the primary street, garages shall be designed using one of the following techniques, unless specific physical conditions on the lot in question require a different approach:

- a. The front of the garage is recessed at least four (4) feet behind the plane of the primary façade; or
  - b. The front of the garage is recessed at least four (4) feet behind a porch if the garage is even with the primary façade; or
  - c. The width of the attached garage shall not exceed 60% of the width of the entire principal building façade (including garage) fronting the primary street.
- 2. Attached garages shall not exceed one thousand (1,000) square feet in area at the ground floor level except by conditional use permit.
- 3. Garage doors or openings shall not exceed fourteen (14) feet in height.
- C. *Detached structures.* Detached accessory structures shall be permitted in residential districts in accordance with the following requirements:
  - 1. Detached accessory structures shall be located to the side or rear of the principal building, and are not permitted within the required front yard or within a side yard abutting a street.
  - 2. Detached garages shall not exceed one thousand (1,000) square feet at ground floor level and shall not exceed a height of twenty-two (22) feet or the height of the principal structure, whichever is higher. The maximum size and height may be increased upon approval of a conditional use permit, provided that lot coverage requirements are satisfied.
  - 3. Pole barns, as defined herein, exceeding one hundred twenty (120) square feet shall be prohibited.
  - 4. No more than thirty (30) percent of the rear yard area may be covered by accessory structures.
  - 5. Garage doors or openings shall not exceed fourteen (14) feet in height.

**§154.457      Accessory Uses.**

- A. *Exterior Storage in Residential Districts.* All materials and equipment shall be stored within a building or be fully screened so as not to be visible from adjoining properties, except for the following:
  - 1. Laundry drying,
  - 2. Construction and landscaping materials and equipment currently being used on the premises. Materials kept on the premises for a period exceeding six (6) months shall be screened or stored out of view of the primary street on which the house fronts.
  - 3. Agricultural equipment and materials, if these are used or intended for use on the premises.
  - 4. Off-street parking and storage of vehicles and accessory equipment, as regulated in Section 154.095.
  - 5. Storage of firewood shall be kept at least ten (10) feet from any habitable structure and screened from view from adjacent properties.
  - 6. Outdoor parking.
- B. *Temporary Sales.* Temporary sales, also known as yard or garage sales, are permitted in all residential districts, limited to two (2) per calendar year per residence, not to exceed four (4) days in length.

#### **§154.458 Accessory Uses and Structures Not Listed.**

Standards for accessory uses and structures that are permitted in all districts, or in all residential buildings in any district, are listed in Article 7, Specific Development Standards. These include uses such as family and group family day care, bed and breakfast facilities, and home occupations, and structures such as swimming pools and solar equipment.

### **SECTION 7. The City Council of the City of Lake Elmo hereby amends Title XV: Land Usage; Chapter 154: Zoning Ordinance, by adding the following language:**

#### **ARTICLE 12 - COMMERCIAL DISTRICTS**

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§154.550	Purpose and District Description
§154.551	Permitted, Conditional and Interim Uses
§154.552	Lot Dimensions and Building Bulk Requirements
§154.553	General Site Design Considerations, Commercial Districts
§154.554	Development Standards for Specific Uses
§154.555	Commercial District Design Standards

#### **§154.550 Purpose and District Descriptions.**

The commercial districts are established to provide a range of goods and services for City residents within the City's existing commercial corridors and districts, to promote employment opportunities and the adaptive reuse of existing commercial buildings, and to maintain and improve compatibility with surrounding areas. In all the commercial districts, consideration should be given to building and site design to provide for efficient and well-integrated use of land, ensure compatibility with adjacent residential districts, to control traffic and improve the pedestrian environment. The commercial districts are as follows:

- A. *LC Neighborhood Office/Limited Commercial District.* The purpose of the LC district is to provide for the establishment of limited scale neighborhood commercial centers that offer basic convenience type goods and services to the immediately surrounding residential neighborhoods in areas that are not planned for public sanitary sewer services. Office uses and other business uses are allowable on a limited scale. It is the intent of this district to promote a high quality of business design and development that produces a positive visual image and minimizes adverse effects from traffic congestion, noise, odor, glare, and similar impacts.
- B. *CC Convenience Commercial District.* The CC District is established to provide for smaller scale commercial development and attractive neighborhood shopping centers that are compatible with surrounding residential and business park development, ideally located at the intersection of two or more collector streets or at the intersection of an arterial and collector street. Convenience goods and services are those which are purchased frequently, i.e., at least weekly; for which comparison buying is not required; and which can be sustained in a limited trade area. Such uses include convenience markets, personal services and repair shops. A limited number of other uses, including but not limited to restaurants, gas stations, medical centers, religious institutions, transit-related park-and-ride lots, and facilities with drive-up windows, are also allowed.
- C. *C Commercial District.* The purpose of the C District is to provide for the establishment of commercial and service activities which draw from and serve customers from the entire community or region and are located in areas that are well served by collector or arterial street facilities outside the Village Area. It is intended to allow the widest range of commercial uses, especially those that are oriented towards the travelling public or that need large sites with highway access and visibility. Residential uses may be appropriate as part of a mixed-use commercial development, with unit densities being determined by either the



identified range within the comprehensive plan or to a level deemed appropriate as part of a planned unit development.

- D. *BP Business Park/Light Manufacturing District.* The purpose of the BP District is to provide areas for attractive, high quality business park development primarily for office, high quality manufacturing and assembly, and non-retail uses in developments which provide a harmonious transition to residential development and neighborhoods by: 1) conducting all business activities and essentially all storage inside buildings, 2) consisting of high quality and attractive buildings which blend in with the environment, 3) providing open space, quality landscaping and berming; 4) including berming and buffering of parking, loading docks and other similar functions; and 5) protecting and enhancing the natural environment and 6) providing users with an attractive working environment that is unique in the eastern metropolitan area with immediate access to I-94.

#### **§154.551 Permitted, Conditional and Interim Uses.**

Table 12-1 lists all permitted and conditional uses allowed in the commercial districts. "P" indicates a permitted use, "C" a conditional use and "I" an interim use. Uses not so indicated shall be considered prohibited. Cross-references listed in the table under "Standards" indicate the location within this Ordinance of specific development standards that apply to the listed use.

- A. *Combinations of uses.* The following use types may be combined on a single parcel:
1. Principal and accessory uses.
  2. Other permitted or conditional uses allowed within the district may be combined on a single parcel, provided that a unified and integrated site plan is approved. The entire development must be approved as a conditional use.
  3. A mixed-use building that combines permitted or conditionally permitted residential, service, retail and civic uses may be developed meeting the form standards of this Article. Office or studio uses on upper stories are encouraged.

Table 12-1: Permitted, Conditional and Interim Uses, Commercial Districts

	LC	CC	C	BP	Standard
<b>Residential Uses</b>					
<b>Household Living</b>					
Single-family attached dwelling	-	-	C	-	154.554.A
Multifamily dwelling	-	-	C	-	154.554.B
Live-work unit	C	C	C	-	155.145.E
<b>Group Living</b>					
Semi-Transient Accommodations	-	-	C	-	155.102.F
Congregate Housing	-	-	C	-	
<b>Public and Civic Uses</b>					
Colleges and Universities	-	-	C	C	155.103.B
Community Service	-	C	C	C	155.103.C
Day Care Center	C	C	C	C	155.103.D
Schools, Public and Private	-	-	C	C	155.103.E
Public Assembly	-	-	C	C	155.103.F
Religious Institutions	-	-	C	-	155.103.G
<b>Services</b>					
Business Services	P	P	P	P	
Business Center	P	P	P	P	
Offices	P	P	P	P	
Commercial Kennel	-	-	C	-	
Communication Services	C	C	P	P	
Educational Services	P	P	P	P	
Financial Institution	P	P	P	P	
Funeral Home	-	C	P	-	
Lodging	-	-	P	C	154.554.C
Medical Facility	-	-	C	C	155.104.B
Membership Organization	P	P	P	-	
Nursing and Personal Care	C	C	C	-	155.104.C
Personal Services	P	P	P	-	
Repair and Maintenance Shop	-	-	P	-	154.554.D
Self-Service Storage	-	-	C	C	155.104.D
Trade Shop	-	-	P	-	154.554.E
Transportation Services	-	-	-	C	
Veterinary Services	P	P	P	C	154.554.F
<b>Food Services</b>					
Standard Restaurant	-	P	P	C	154.554.L
Drive-in Restaurant	-	C	C	-	155.105.A
Drinking & Entertainment	-	C	P	-	155.105.B

	LC	CC	C	BP	Standard
Fast Food Restaurant	-	P	P	C	154.554.M
<b>Sales of Merchandise</b>					
General Retail Sales	C	P	P	C	154.554.N
Building Supplies Sales	-	-	C	-	
Warehouse Club Sales	-	-	C	-	
Furniture and Appliance Sales	-	-	P	-	
Grocery, Supermarket	-	-	P	-	
Liquor Store	-	-	P	-	
Garden Center	-	-	P	-	154.554.G
Neighborhood Convenience Store	-	P	P	-	
Shopping Center	-	P	P	-	
Wholesaling	-	-	P	-	
<b>Automotive/Vehicular Uses</b>					
Automobile Maintenance Service	-	-	C	-	154.554.H
Automobile Parts/Supply	-	-	P	-	154.554.H
Car Wash	-	-	C	-	
Commercial Vehicle Repair	-	-	-	-	155.155.J
Gasoline Station	-	C	C	-	155.106.B
Parking Facility	-	-	C	C	154.554.I
Sales and Storage Lots	-	-	C	-	
<b>Outdoor Recreation</b>					
Campgrounds and Trailing	-	-	-	-	155.107.A
Golf Course	-	-	-	-	
Marina	-	-	-	-	155.107.C
Outdoor Entertainment	-	-	-	-	155.107.D
Outdoor Recreation Facility	-	-	C	-	155.107.E
Parks and Open Areas	P	P	P	P	
Restricted Recreation	-	-	-	-	
<b>Indoor Recreation/Entertainment</b>					
Adult Establishment	-	-	-	C	Chapter 113
Indoor Athletic Facility	-	C	P	C	155.108.B
Indoor Recreation	-	-	C	-	155.108.B
<b>Agricultural and Related Uses</b>					
Agricultural Sales Business	-	I	P	-	154.110
Agricultural Services	-	-	C	-	
Agricultural Support	-	-	C	-	
Greenhouses - Non Retail	-	-	-	-	
Wayside Stand	P	P	P	P	

	LC	CC	C	BP	Standard
<b>Industrial and Extractive Uses</b>					
Heavy Industrial	-	-	-	-	
Landfill	-	-	-	-	
Light Industrial	-	-	-	C	
Non-production Industrial	-	-	-	C	154.554.J
Motor Freight and Warehousing	-	-	-	C	
Research and Testing	-	-	-	C	
Resource Extraction	-	-	-	-	
Salvage/Recyclable Center	-	-	-	-	
<b>Transportation and Communications</b>					
Broadcasting and Communications	C	C	C	C	154.110 - 154.123
<b>Accessory Uses</b>					
Bed and Breakfast	-	-	-	-	155.111.C
Drive-Through Facility	-	C	C	-	155.111.D
Family Day Care	-	-	-	-	155.111.E
Group Family Day Care	-	-	-	-	155.111.E
Home Occupation	-	-	-	-	155.111.A,B
Parking Facility	C	C	P	P	154.554.I
Outdoor Storage	-	-	C	-	
Outdoor Display	-	-	C	-	
Solar equipment	P	P	P	P	
Other structures typically incidental and clearly subordinate to permitted use	P	P	P	P	

<sup>1</sup> General Retail Sales shall include all of the subcategories identified in the Section 154.012.B.5 under Retail Trade with the exception of those subcategories listed separately in Table 11-1 above.

**§154.552 Lot Dimensions and Building Bulk Requirements.**

Lot area and setback requirements shall be as specified in Table 12-2 *Lot Dimension and Setback Requirements, Commercial Districts*.

**Table 12-2: Lot Dimension and Setback Requirements, Commercial Districts**

	LC	CC	C	BP
<b>Minimum Lot Area (sq. ft.)</b>	3.5 acres	12,000	20,000	2 acres
<b>Minimum Lot Width (feet)</b>	300	75	100	200
<b>Minimum Lot Depth (feet)</b>	400	-	-	-
<b>Maximum Height (feet/stories)</b>	35	35	45	50 <sup>a</sup>
<b>Maximum Impervious Coverage</b>	40%	60%	75%	75%
<b>Building Setback Requirements (feet)</b>				
Front Yard	100	30	30	50
Interior Side Yard	50	20	10	30
Corner Side Yard	100	25 <sup>c</sup>	25 <sup>c</sup>	30
Rear Yard	50	30 <sup>b</sup>	30 <sup>b</sup>	30
Residential Zones	150	50	50	150
<b>Parking Setback Requirements (feet)</b>				
Front Yard	50	15	15	30
Interior Side Yard	50	10	10	15
Corner Side Yard	50	15	15	30
Rear Yard	50	10	10	15
Residential Zones	100	35	35	100
<b>Minimum Building Floor Size (sq. ft.)</b>	4,000	-	-	5,000

Notes to Table 11-2

- Buildings higher than 50 feet may be allowed through a Conditional Use Permit and would be subject to a separate technical and planning evaluation.
- Accessory buildings must be set back 10 feet from property lines.
- Corner properties: The side façade of a corner building adjoining a public street shall maintain the front setback of the adjacent property fronting upon the same public street, or the required front yard setback, whichever is less. If no structure exists on the adjacent property, the setback shall be as shown in the table.

**§154.553 General Site Design Considerations, Commercial Districts.**

Development of land within the commercial districts shall follow established standards for traffic circulation, landscape design, and other considerations as specified in Articles 5, 6 and 7.



- A. *Circulation.* Internal connections shall be provided between parking areas on adjacent properties wherever feasible.
  - 1. The number and width of curb-cuts shall be minimized. To promote pedestrian circulation, existing continuous curb-cuts shall be reduced to widths necessary for vehicular traffic, and unnecessary or abandoned curb cuts shall be removed as parcels are developed.
- B. *Fencing and screening.* Fencing and screening walls visible from the public right-of-way shall be constructed of materials compatible with the principal structure.
- C. *Lighting design.* Lighting shall be integrated into the exterior design of new or renovated structures to create a greater sense of activity, security, and interest to the pedestrian. All lighting shall be installed in conformance to Section §150.035 through §150.038.
- D. *Exterior Storage.* Exterior materials storage must be screened from view from adjacent public streets and adjacent residential properties, by a wing of the principal structure or a screen wall constructed of the same materials as the principal structure. Height of the structure or screen wall must be sufficient to completely conceal the stored materials from view at eye level (measured at six feet above ground level) on the adjacent street or property.

**§154.554 Development Standards for Specific Uses.**

The following standards apply to specific uses allowed within the Commercial Districts. Other specific use standards are located in Article 7.

- A. *Single-family attached dwellings, C District.* Limited to areas that are designated as mixed-use in the Comprehensive Land Use Plan.
- B. *Multi-family dwelling units, C District.* Dwelling units (both condominium and rental) are allowed as follows:
  - 1. Within those areas designated as mixed-use in the Comprehensive Plan.
  - 2. On the upper floors or rear or side ground floors of a mixed-use building approved as part of a Planned Unit Development
- C. *Lodging, BP District.* Must incorporate a full-service restaurant and rooms accessible only through interior corridors and be subordinate to a main business complex.
- D. *Repair and Maintenance Shop.* No outdoor storage is permitted.
- E. *Trade Shop.* Exterior materials storage must be totally screened from view from adjacent public streets and adjacent residential properties, by a wall of the principal structure or a screen wall constructed of the same materials as the principal structure.
- F. *Veterinary Services.* All activities must be conducted within an enclosed building. Crematoriums are not allowed.
- G. *Garden Center*
  - 1. The storage or display of any materials or products shall meet all primary building setback requirements of a structure, and shall be maintained in an orderly manner. Screening along the boundaries of adjacent residential properties may be required, meeting the standards of Article 6, Section 155.89.F.
  - 2. All loading and parking shall be provided off-street.
  - 3. The storage of any soil, fertilizer or other loose, unpackaged materials shall be contained so as to prevent any effects on adjacent uses.
- H. *Automobile Maintenance Service and Automobile Parts/Supply.*
  - 1. All vehicle repairs shall be conducted in a completely enclosed building.
  - 2. The storage or display of inoperable or unlicensed vehicles or other equipment shall meet

all setback requirements of a primary structure, and shall be totally screened from view from adjacent public streets and adjacent residential properties.

- I. *Parking Facility, C District.* Structured parking is permitted as a ground floor use within a mixed-use building, provided that it is located on side or rear facades, not facing the primary abutting street. The primary street-facing façade shall be designed for retail, office or residential use.
- J. *Non-Production Industrial, BP District.* Non-production industrial use shall be allowed as a principal use, and may include wholesale and off-premise sales, provided that:
  - 1. The use is served by a street of sufficient capacity to handle the traffic the use will generate.
  - 2. The use includes a retail or office component equal to at least twenty-five (25) percent of the floor area of the use.
  - 3. An appropriate transition area between the use and adjacent property may be required, to include landscaping, screening and other site improvements consistent with the character of the area.
- K. *Outdoor Dining Accessory to Food Services.* Outdoor dining is allowed as an accessory use in the commercial districts, provided that tables do not block a public sidewalk or other walkway needed for pedestrian circulation. A minimum of five (5) feet of sidewalk or walkway must remain open.
- L. *Standard Restaurant, BP District.* Must be incorporated as part of a larger business center or lodging use.
- M. *Fast Food Restaurant, BP District.* Must be incorporated as part of a larger business center or lodging use.
- N. *Retail Trade, BP District.* Limited to uses clearly incidental and accessory to a permitted or conditionally permitted principal use of the land.
  - 1. The compounding, dispensing or sale of drugs, prescription items, patient or proprietary medicine, sick room supplies, prosthetic devices or items relating to any of the permitted or conditionally permitted uses is only allowed when conducted in the building occupied primarily by medical facilities or offices.

#### **§154.555 Commercial District Design Standards.**

- A. *Purpose and Intent.* It is the purpose and intent of the city, by the adoption of the performance standards of this article, to ensure commercial buildings constructed within the city are of a high quality of exterior appearance and consistent with the Comprehensive Plan. These standards shall apply to all commercial districts within the city.
  - 1. It is the finding of the city that a limited selection of primary exterior surfacing materials meets this standard of quality.
  - 2. It is the further finding of the city that several specific exterior surfacing materials are appropriate, and of sufficient quality, to be utilized only as accent materials in varying percentages. The variations of percentage of specific accent materials relates to a finding by the city as to the relative quality and rural character of those respective accent materials.
- B. *Architectural and Site Plan Submittals.* New building proposals shall include architectural and site plans prepared by registered architect and shall show the following as a minimum:
  - 1. Elevations of all sides of the buildings;



2. Type and color of exterior building materials;
3. Typical general floor plans;
4. Dimensions of all structures; and
5. Location of trash containers, heating, cooling and ventilation equipment and systems.

C. *Applicability - Structure Additions and Renovation.*

1. Additions to existing structures resulting in an increase of gross floor area of the structure of less than 100%; and/or installation of replacement exterior surfacing of any portion of an existing structure shall be exempt from the standards of this division where it is found that the new or replacement exterior surfacing proposed is identical to that of the existing structure.
2. Where additions to an existing structure result in an increase in the gross floor area of the existing structure of 100% or greater, the entire structure (existing structure and structure addition) shall be subject to the standards of this division.

D. *Performance Standards - Primary Exterior Surfacing.*

1. The primary exterior surfacing of structures shall be limited to natural brick, stone, or glass. Artificial or thin veneer brick or stone less than nominal 4 inches thick shall not qualify as complying with this performance standard.
2. Primary exterior surface shall be defined as not less than 70% of the sum of the area of all exterior walls of a structure nominally perpendicular to the ground. All parapet or mansard surfaces extending above the ceiling height of the structure shall be considered exterior surface for the purposes of this division. Windows and glass doors shall be considered a primary surface, but the sum area of this glass shall be deducted from the wall area for purposes of the 70% primary/30% accent formulas of this chapter. Doors of any type of material, except glass, shall not be considered a primary exterior surface.
3. Each wall of the structure shall be calculated separately and, individually comply with the 70/30 formula.

E. *Performance Standards - Exterior Surfacing Accents.* Not more than 30% of the exterior wall surfacing, as defined by division (D) above, may be of the following listed accent materials, but no single accent *material*, except natural wood, may comprise more than 20% of the total of all accent materials; and, no combustible materials shall be used:

1. Cedar, redwood, wood siding;
2. Cement fiber board;
3. Standing seam metal;
4. Architectural metal;
5. Stucco;
6. Poured in place concrete (excluding "tilt-up" panels);
7. Architectural metal panels; and

8. Porcelain or ceramic tile.

- F. *Performance Standard - Accessory Structures.* All accessory structures shall comply with the exterior surfacing requirements specified by division (D) above.
- G. *Performance Standard - HVAC Units and Exterior Appurtenances.* All exterior equipment, HVAC and trash/recycling and dock areas shall be screened from view of the public with the primary exterior materials used on the principal structure.
- H. *Performance Standard - Visible Roofing Materials.* Any roofing materials that are visible from ground level shall be standing seam metal, fire-treated cedar shakes, ceramic tile, clay tile, concrete or slate.
- I. *Applicability - New Construction.* The standards of this division shall be applicable to all structures and buildings constructed in the city, on and after the effective date of this chapter. The performance standards of this division shall not be in any manner minimized by subsequent planned unit development plans or agreement.

**SECTION 8. Effective Date.** This ordinance shall become effective immediately upon adoption and publication in the official newspaper of the City of Lake Elmo.

**SECTION 9. Adoption Date.** This Ordinance 2012-62 was adopted on this eighteenth day of September 2012, by a vote of \_\_\_ Ayes and \_\_\_ Nays.

**LAKE ELMO CITY COUNCIL**

\_\_\_\_\_  
Dean A. Johnston, Mayor

ATTEST:

\_\_\_\_\_  
Sandie Thone, City Clerk

This Ordinance 2012-62 was published on the \_\_\_\_ day of \_\_\_\_\_, 2012.





## MAYOR AND COUNCIL COMMUNICATION

DATE: September 18, 2012

**REGULAR**

ITEM #: 10

**MOTION Resolution 2012-47**

**AGENDA ITEM:** 2013 Proposed General Levy and Annual Budget

**SUBMITTED BY:** Cathy Bendel, Finance Director

**THROUGH:** Dean Zuleger, City Administrator

**REVIEWED BY:** City Administrator and Deputy Clerk

**SUMMARY AND ACTION REQUESTED:** Pursuant to State law regarding the 2012 adoption of the *Preliminary* 2013 General Levy, the City Council is asked to re-affirm their adoption of the *Preliminary* 2013 Levy and Annual Budget discussed and passed on September 11, 2012 at a Special City Council Meeting. To do so, the Council motion and consideration/action should be to:

*Move to approve Resolution 2012-047 reaffirming Council action taken on September 11, 2012 adopting the preliminary 2013 General Levy and Annual Budget*

**BACKGROUND INFORMATION:** The City of Lake Elmo has both the legal and fiduciary authority and responsibility under Minnesota State Statute to adopt a Preliminary 2013 General Levy. Typically the City Council adopts a *Preliminary* Annual Budget at the same time. Following such adoption, the City Council may lower, but not raise the General Levy and a final Levy and Budget must be adopted by December 31<sup>st</sup>, 2012.

**STAFF REPORT:** At the Special City Council meeting on September 11, 2012, the City Council reviewed an in-depth budget and levy presentation for 2013. After various discussions and review of multiple scenarios, the City Council unanimously agreed that this *Preliminary* Annual Budget would be adopted.

**RECOMMENDATION:** It is recommended that the City Council pass Resolution 2012-47, thereby approving the Preliminary 2013 General Levy and Annual Budget by undertaking the following motion:

***“Move to approve Resolution 2012-047 reaffirming Council action taken on September 11, 2012 adopting the preliminary 2013 General Levy and Annual Budget”***

**ATTACHMENTS:**

1. Resolution 2012-47
2. Preliminary 2013 Budget
3. Preliminary 2013 General Levy & Analysis

September 10, 2012

**Dear Mayor, Members of the City Council, & Taxpayers of Lake Elmo:**

I am pleased to present to you the 2013 City of Lake Elmo Budget. This comprehensive document is inclusive of the general operating budget, enterprise budgets (water, sewer, & storm water funds), special funds (internal service funds), and a five-year capital improvement budget (FY 2013-2018). The purpose and intent of this budget document is to create a credible financial blueprint that establishes a real cost of doing business in serving the residents of Lake Elmo.

To accomplish this goal several guiding principles were established. **First**, we have eliminated the annual use of internal service funds that were previously utilized to back stop individual department budgets. The current funds in place will be used to improve our technology and make real property improvements critical to our operations. In their place we have established a contingency fund that we will employ with Council approval for areas that may need additional funds (i.e. winter maintenance) or where operational obsolescence occurs (i.e equipment). **Second**, we relied on five years of historical data and used expense averaging + a reasonable inflation rate to establish a credible cost of operation. **Third**, we acknowledged revenue sources that had been previously overlooked or under-budgeted. **Fourth**, we examined essential services in light of a 1.2% property value reduction and **placed resources where needed**. **Fifth**, we consciously did not add any public works equipment purchases in 2013 in light of our commitment to maintenance and use of shared services / leasing on an as needed basis. *(Note: This budget does allow for the purchase of fire apparatus pending an advisory committee recommendation).*

The General Operating Budget before you includes the addition of 1.0 full time equivalent employee assigned to the Public Works Department and designated as a Park Maintainer. In addition, a seasonal position has been added for right of way (ROW) maintenance. Other new items in the budget include the addition of two voting precincts to relieve congestion during general elections.

The General Operating Budget also includes a \$200,000 or 14% repayment of the City of Lake Elmo's internal planning loan totaling \$1.4 million – an essential component of maintaining the City's Aa2 Bond Rating.

Public Safety operating budgets have remained relatively unchanged due to our excellent partnership with Washington County and the efficiency of the Lake Elmo Fire Department – where we have optimistically budgeted for full staffing.

For the purpose of transparency, the Finance Department has worked diligently on categorizing the utility funds to put everything in its place. Efforts in water bills collection, storm water appeals, and fund reconciliation reflect a healthy cash flow in all accounts. This work also included some fund repair / reconciliation in our high water volume user accounts. The enterprise funds include the addition of a Utility Clerk for the purpose of administration and billing across all accounts.

The 2013 – 2018 Capital Improvement Budget is weighted heavily toward utility installation in 2013 – mainly sewer line placement (as directed by the Metropolitan Council) north on Lake Elmo Avenue and water line extension (as guided by potable water quality needs and development) south on Inwood

Avenue. Both time sensitive projects, have \$1 million of eligible state grants assigned to them if completed by 2014. Staff is currently working on a utility rate and charge structure that will cash flow these investments over a fifteen year financing period. Pro Forma work is expected to be completed by October of 2012, well before final budget adoption in December.

In all, the document before you sets a clear, **essential service** based program of work that allows the City of Lake Elmo to remain one of the lowest taxed communities in the State of Minnesota and one of the lowest staffed per capita communities in the greater metro area.

I want to applaud the staff for their hard work in the construction of this budget, as much of the process was new and required a higher degree of examination of current programming. I think you will find their commitment to efficiency and cost containment a great service to our residents.

Thank you for your consideration,

Dean A. Zuleger  
City Administrator



City of Lake Elmo  
2013 Proposed Property Tax  
Residential Homesteads

**2013 Proposed**

		2012	2013	Change	
<b>Tax Rate:</b>	Flat	27.280%	28.037%	2.8%	
<b>Total General Fund Levy:</b>	Variable	\$2,442,903	\$2,491,588	\$48,685	Result of Property Valuation decrease of 1.2%
<b>Debt Service Levies:</b>	Variable	\$410,036	\$484,814	\$74,778	
<b>Library Levy:</b>	Variable	\$260,078	\$256,957	(\$3,121)	Decreased 1.2% per WA Cty estimate
<b>Total Levy:</b>	Variable	\$3,113,017	\$3,233,359	\$120,342	

**2012 CITY PROPERTY TAXES**

Market Value 2012	Market Value Homestead Exclusion 2012	Tax Capacity 2012	City Local Tax Capacity Rate Pay 2012	Market Value Homestead Credit 2012	City Property Taxes 2012
\$100,000	N/A	\$1,000	27.280%	(\$80)	\$193
\$300,000	N/A	\$3,000	27.280%	(\$29)	\$789
\$500,000	N/A	\$5,000	27.280%	\$0	\$1,364
\$700,000	N/A	\$7,500	27.280%	\$0	\$2,046

**2013 CITY PROPERTY TAXES**

Market Value 2013 <i>NO CHANGE</i>	Market Value Homestead Exclusion 2013	Tax Capacity 2013	City Local Tax Capacity Rate Pay 2013	Market Value Homestead Credit 2013	City Property Taxes 2013	Property Taxes Increase (Decrease)	Percentage Tax Increase (Decrease)
\$100,000	(\$28,200)	\$718	28.037%	N/A	\$201	\$9	4.4%
\$300,000	(\$10,200)	\$2,898	28.037%	N/A	\$813	\$23	2.9%
\$500,000	\$0	\$5,000	28.037%	N/A	\$1,402	\$38	2.8%
\$700,000	\$0	\$7,500	28.037%	N/A	\$2,103	\$57	2.8%

**2013 CITY PROPERTY TAXES (WITH 1.2% MARKET VALUE DECREASE)**

Market Value 2013 <i>DECREASE OF -1.2%</i>	Market Value Homestead Exclusion 2013	Tax Capacity 2013	City Local Tax Capacity Rate Pay 2013	Market Value Homestead Credit 2013	City Property Taxes 2013	Property Taxes Increase (Decrease)	Percentage Tax Increase (Decrease)
\$98,800	(\$28,300)	\$705	28.037%	N/A	\$198	\$5	2.5%
\$296,400	(\$10,600)	\$2,858	28.037%	N/A	\$801	\$12	1.5%
\$494,000	\$0	\$4,940	28.037%	N/A	\$1,385	\$21	1.5%
\$691,600	\$0	\$7,395	28.037%	N/A	\$2,073	\$27	1.3%

**2013 CITY PROPERTY TAXES (WITH 2.2% MARKET VALUE DECREASE)**

Market Value 2013 <i>DECREASE OF -2.2%</i>	Market Value Homestead Exclusion 2013	Tax Capacity 2013	City Local Tax Capacity Rate Pay 2013	Market Value Homestead Credit 2013	City Property Taxes 2013	Property Taxes Increase (Decrease)	Percentage Tax Increase (Decrease)
\$97,800	(\$28,400)	\$694	28.037%	N/A	\$195	\$2	0.9%
\$293,400	(\$10,800)	\$2,826	28.037%	N/A	\$792	\$3	0.4%
\$489,000	\$0	\$4,890	28.037%	N/A	\$1,371	\$7	0.5%
\$684,600	\$0	\$7,308	28.037%	N/A	\$2,049	\$3	0.1%

**INCREMENTAL SAVINGS IMPACT FOR EACH 1% DECREASE IN MARKET VALUE**

\$97,800	(\$3)
\$293,400	(\$9)
\$489,000	(\$14)
\$684,600	(\$24)

City of Lake Elmo  
Budget 2013

Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 Projected Actual	2013 Budget	2012 to 2013 Change
<b>GENERAL FUND SUMMARY</b>								
<u>Revenues by Classification</u>								
Property Taxes/Franchise Fees	\$2,427,971	\$2,407,152	\$2,493,485	\$2,483,808	\$2,488,403	\$2,600,866	\$2,512,446	-3.4%
Licenses and Permits	\$157,760	\$261,449	\$167,960	\$230,420	\$181,100	\$230,316	\$273,510	18.8%
Intergovernmental	\$126,250	\$155,293	\$126,249	\$172,750	\$133,249	\$137,126	\$137,038	-0.1%
Charges for Services	\$7,900	\$13,974	\$10,400	\$16,998	\$10,850	\$10,105	\$7,334	-27.4%
Fines	\$52,000	\$68,897	\$52,000	\$63,818	\$53,000	\$54,836	\$60,000	9.4%
Other	\$77,130	\$85,043	\$69,129	\$94,778	\$34,384	\$61,124	\$47,100	-22.9%
Total Revenues	\$2,849,011	\$2,991,807	\$2,919,223	\$3,062,573	\$2,900,986	\$3,094,373	\$3,037,428	-1.8%
<u>Other Financing Sources</u>								
Transfers In	\$0	\$0	\$0	\$0	\$0	\$0	\$0	N/A
Total Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$0	\$0	N/A
Total Revenues and Other Financing Sources	\$2,849,011	\$2,991,807	\$2,919,223	\$3,062,573	\$2,900,986	\$3,094,373	\$3,037,428	-1.8%
<u>Expenditures by Program</u>								
General Government	\$970,020	\$921,590	\$972,119	\$1,019,046	\$965,182	\$903,196	\$869,639	-3.7%
Public Safety	\$1,069,704	\$1,064,174	\$1,070,422	\$996,733	\$1,081,541	\$1,039,320	\$1,203,056	15.8%
Public Works	\$499,333	\$473,295	\$501,439	\$447,630	\$482,749	\$458,686	\$480,567	4.8%
Culture & Recreation	\$191,104	\$155,547	\$193,243	\$143,049	\$183,103	\$165,379	\$186,165	12.6%
Compensation Adjustment	\$0	\$0	\$0	\$0	\$13,411	\$13,411	\$0	N/A
Total Expenditures	\$2,730,161	\$2,614,607	\$2,737,223	\$2,606,457	\$2,725,986	\$2,579,992	\$2,739,428	6.2%
<u>Other Financing Uses</u>								
Transfers Out	\$118,850	\$126,850	\$182,000	\$230,505	\$175,000	\$365,000	\$365,000	0.0%
Total Other Financing Uses	\$118,850	\$126,850	\$182,000	\$230,505	\$175,000	\$365,000	\$365,000	0.0%
Total Expenditures and Other Financing Uses	\$2,849,011	\$2,741,457	\$2,919,223	\$2,836,962	\$2,900,986	\$2,944,992	\$3,104,428	5.4%
Net Change in Fund Balance	\$0	\$250,350	\$0	\$225,611	\$0	\$149,381	(\$67,000)	-144.9%
<u>General Fund Balance</u>								
Fund Balance, Beginning of Year	\$2,435,810	\$2,435,810	\$2,686,160	\$2,686,160	\$2,686,160	\$2,911,771	\$2,686,160	-7.7%
Net Change in Fund Balance	\$0	\$250,350	\$0	\$225,611	\$0	\$149,381	(\$67,000)	-144.9%
Fund Balance, Ending of Year	\$2,435,810	\$2,686,160	\$2,686,160	\$2,911,771	\$2,686,160	\$3,061,152	\$2,619,161	-14.4%

City of Lake Elmo  
Budget 2013

Account Number	Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 Projected Actual	2013 Budget	2012 to 2013 Change
<b>GENERAL FUND</b>									
<u>Revenues</u>									
Property Taxes/Franchise Fees									
101-000-0000-31010	Current Ad Valorem Taxes	\$2,360,790	\$2,122,403	\$2,409,867	\$2,271,299	\$2,442,903	\$2,390,638	\$2,413,588	-1.0%
101-000-0000-31010	2008 MVHC Unallotment Recovery	\$19,365	\$0	\$0	\$0	\$0	\$0	\$0	N/A
101-000-0000-31010	2009 MVHC Unallotment Recovery	\$35,475	\$0	\$0	\$0	\$0	\$0	\$0	N/A
101-000-0000-31010	2010 MVHC Cut Recovery	\$0	\$0	\$37,518	\$0	\$0	\$0	\$0	N/A
101-000-0000-31010	2011 MVHC Cut Recovery	\$0	\$0	\$37,518	\$0	\$0	\$0	\$0	N/A
101-000-0000-31010	MVHC State Unallotment/Cut	(\$33,759)	\$0	(\$37,518)	\$0	\$0	\$0	\$0	N/A
101-000-0000-31020	Delinquent Ad Valorem Taxes	\$0	\$65,911	\$0	\$19,395	\$0	\$44,915	\$20,000	100.0%
101-000-0000-31030	Mobile Home Tax	\$8,000	\$8,596	\$8,000	\$9,503	\$8,000	\$7,376	\$8,000	-8.5%
101-000-0000-31040	Fiscal Disparities	\$0	\$169,645	\$0	\$143,647	\$0	\$112,096	\$27,169	75.8%
101-000-0000-31910	Penalty & Interest on Taxes	\$0	\$4,790	\$0	\$146	\$0	\$5,202	\$0	100.0%
101-000-0000-33620	Gravel Tax	\$3,100	\$439	\$3,100	\$925	\$1,000	\$689	\$689	0.0%
101-000-0000-33622	Cable Franchise Revenue	\$35,000	\$35,367	\$35,000	\$38,894	\$36,500	\$39,950	\$43,000	-7.6%
Total Property Taxes/Franchise Fees		\$2,427,971	\$2,407,152	\$2,493,485	\$2,483,808	\$2,488,403	\$2,600,866	\$2,512,446	3.4%
Licenses and Permits									
101-000-0000-32110	Liquor License	\$7,200	\$9,875	\$7,200	\$10,425	\$8,000	\$125	\$125	0.0%
101-000-0000-32180	Waste hauler License	\$1,000	\$230	\$1,000	\$0	\$200	\$200	\$200	0.0%
101-000-0000-32181	General Contractor License	\$1,800	\$4,925	\$2,000	\$1,725	\$2,000	\$0	\$0	N/A
101-000-0000-32183	Heating Contractor License	\$200	\$0	\$100	\$995	\$50	\$4,250	\$4,475	-5.3%
101-000-0000-32184	Blacktopping Contractor License	\$60	\$0	\$60	\$0	\$50	\$0	\$0	N/A
101-000-0000-32210	Building Permits	\$100,000	\$153,444	\$110,000	\$138,972	\$115,000	\$140,155	\$172,000	-22.7%
101-000-0000-32220	Heating Permits	\$3,000	\$10,465	\$3,000	\$10,230	\$6,000	\$9,665	\$13,200	-36.6%
101-000-0000-32230	Plumbing Permits	\$3,000	\$6,591	\$3,000	\$6,316	\$3,500	\$7,575	\$7,100	6.3%
101-000-0000-32231	Sewer Permits	\$500	\$561	\$500	\$0	\$300	\$0	\$0	N/A
101-000-0000-32240	Animal License	\$2,000	\$3,073	\$2,100	\$2,083	\$2,000	\$2,060	\$2,060	0.0%
101-000-0000-32250	Utility Permits	\$6,000	\$14,217	\$6,000	\$6,248	\$5,000	\$3,582	\$7,200	-101.0%
101-000-0000-32260	Burning Permit	\$1,000	\$1,490	\$1,000	\$1,300	\$1,000	\$1,175	\$1,150	2.1%
101-000-0000-34104	Plan Check Fees	\$32,000	\$56,579	\$32,000	\$52,125	\$38,000	\$61,529	\$66,000	-7.3%
Total Licenses and Permits		\$157,760	\$261,449	\$167,960	\$230,420	\$181,100	\$230,316	\$273,510	-18.8%
Intergovernmental									
101-000-0000-33402	Homestead Credit Aid	\$0	\$7,022	\$0	\$7,879	\$0	\$0	\$0	N/A
101-000-0000-33418	MSA - Maintenance	\$68,500	\$77,347	\$68,500	\$83,018	\$75,000	\$78,789	\$78,789	0.0%
101-000-0000-33420	State Fire Aid	\$40,000	\$36,153	\$40,000	\$40,692	\$40,000	\$40,000	\$40,000	0.0%
101-000-0000-33422	PERA Aid	\$2,750	\$2,749	\$2,749	\$2,749	\$2,749	\$2,749	\$2,749	0.0%
101-000-0000-33426	Miscellaneous State Grants	\$0	\$16,434	\$0	\$22,824	\$0	\$0	\$0	N/A
101-000-0000-33621	Recycling Grant	\$15,000	\$15,588	\$15,000	\$15,588	\$15,500	\$15,588	\$15,500	0.6%
Total Intergovernmental		\$126,250	\$155,293	\$126,249	\$172,750	\$133,249	\$137,126	\$137,038	0.1%
Charges for Services									
101-000-0000-34103	Zoning & Subdivision Fees	\$1,000	\$7,480	\$4,000	\$11,015	\$5,500	\$1,152	\$1,000	13.2%
101-000-0000-34105	Sale of Copies, Books, Maps	\$300	\$81	\$200	\$173	\$150	\$171	\$149	12.9%
101-000-0000-34107	Assessment Searches	\$200	\$630	\$200	\$445	\$200	\$785	\$700	10.8%
101-000-0000-34109	Clean Up Days	\$4,000	\$3,425	\$4,000	\$3,058	\$3,000	\$6,512	\$4,000	38.6%
101-000-0000-34111	Cable Operation Reimbursement	\$2,400	\$2,358	\$2,000	\$2,307	\$2,000	\$1,485	\$1,485	0.0%
Total Charges for Services		\$7,900	\$13,974	\$10,400	\$16,998	\$10,850	\$10,105	\$7,334	27.4%
Fines									
101-000-0000-35100	Fines	\$52,000	\$68,897	\$52,000	\$63,818	\$53,000	\$54,836	\$60,000	-9.4%
Total Fines		\$52,000	\$68,897	\$52,000	\$63,818	\$53,000	\$54,836	\$60,000	-9.4%
Other									
101-000-0000-36200	Miscellaneous Revenue	\$17,130	\$17,311	\$11,129	\$20,405	\$6,384	\$32,310	\$19,000	41.2%
101-000-0000-36201	Internal Charges (Library procc fee)	NA	NA	NA	\$5,458	\$0	\$1,314	\$600	54.3%
101-000-0000-36210	Interest Earnings	\$60,000	\$59,710	\$50,000	\$59,415	\$20,000	\$20,000	\$20,000	0.0%
101-000-0000-36230	Donations	\$0	\$8,022	\$8,000	\$9,500	\$8,000	\$7,500	\$7,500	0.0%
Total Other		\$77,130	\$85,043	\$69,129	\$94,778	\$34,384	\$61,124	\$47,100	22.9%
Total Revenues		\$2,849,011	\$2,991,807	\$2,919,223	\$3,062,573	\$2,900,986	\$3,094,373	\$3,037,428	1.8%
<u>Other Financing Sources</u>									
101-000-0000-39200	Transfer In	\$0	\$0	\$0	\$0	\$0	\$0	\$0	N/A
Total Other Financing Sources		\$0	\$0	\$0	\$0	\$0	\$0	\$0	N/A
Total Revenues and Other Financing Sources		\$2,849,011	\$2,991,807	\$2,919,223	\$3,062,573	\$2,900,986	\$3,094,373	\$3,037,428	1.8%
			5.0%		4.9%		6.7%		

City of Lake Elmo  
Budget 2013

Dept Number	Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 Projected Actual	2013 Budget	2012 to 2013 Change
GENERAL FUND									
<u>Expenditures by Program &amp; Department</u>									
General Government									
1110	Mayor & Council	\$33,992	\$34,894	\$33,992	\$36,418	\$35,392	\$29,630	\$39,803	-34.3%
1320	Administration	\$469,515	\$433,531	\$474,298	\$507,492	\$470,410	\$427,872	\$374,440	12.5%
1410	Elections	\$11,950	\$9,748	\$1,350	\$5,527	\$11,950	\$12,083	\$11,950	1.1%
1450	Communications	\$55,317	\$51,676	\$58,263	\$46,263	\$57,676	\$56,380	\$81,733	-45.0%
1520	Finance	\$105,876	\$122,006	\$108,061	\$135,063	\$107,917	\$108,049	\$105,715	2.2%
1910	Planning & Zoning	\$182,620	\$176,024	\$186,680	\$184,989	\$172,037	\$162,459	\$152,068	6.4%
1930	Engineering Services	\$70,000	\$57,927	\$70,000	\$67,639	\$70,000	\$66,672	\$67,530	-1.3%
1940	City Hall	\$40,750	\$35,785	\$39,475	\$35,654	\$39,800	\$40,052	\$36,400	9.1%
Total General Government		\$970,020	\$921,590	\$972,119	\$1,019,046	\$965,182	\$903,196	\$869,639	3.7%
Public Safety									
2100	Police	\$474,935	\$481,243	\$483,765	\$452,262	\$493,000	\$491,233	\$560,000	-14.0%
2150	Prosecution	\$51,000	\$48,549	\$51,000	\$46,440	\$51,000	\$47,052	\$51,000	-8.4%
2220	Fire	\$377,855	\$349,764	\$375,704	\$347,532	\$388,300	\$330,840	\$444,774	-34.4%
2250	Fire Relief	\$57,864	\$55,081	\$47,175	\$47,867	\$40,000	\$37,632	\$35,000	7.0%
2400	Building Inspection	\$95,200	\$111,744	\$97,428	\$95,081	\$95,541	\$124,408	\$104,221	16.2%
2500	Emergency Communications	\$0	\$6,798	\$2,500	\$5,250	\$6,000	\$6,194	\$6,000	3.1%
2700	Animal Control	\$12,850	\$10,997	\$12,850	\$2,301	\$7,700	\$1,961	\$2,061	-5.1%
Total Public Safety		\$1,069,704	\$1,064,174	\$1,070,422	\$996,733	\$1,081,541	\$1,039,320	\$1,203,056	-15.8%
Public Works									
3100	Public Works	\$306,333	\$252,687	\$297,939	\$267,004	\$287,249	\$276,887	\$290,867	-5.0%
3120	Streets	\$80,500	\$58,568	\$78,000	\$60,471	\$72,000	\$61,297	\$67,200	-9.6%
3125	Ice & Snow Removal	\$63,500	\$115,833	\$76,000	\$75,960	\$81,000	\$77,135	\$81,000	-5.0%
3160	Street Lighting	\$24,000	\$23,405	\$24,000	\$30,008	\$24,500	\$23,090	\$25,200	-9.1%
3200	Recycling	\$15,000	\$7,137	\$15,000	\$3,829	\$13,000	\$15,777	\$11,300	28.4%
3250	Tree Program	\$10,000	\$15,665	\$10,500	\$10,358	\$5,000	\$4,500	\$5,000	-11.0%
Total Public Works		\$499,333	\$473,295	\$501,439	\$447,630	\$482,749	\$458,686	\$480,567	-4.8%
Culture & Recreation									
5200	Parks & Recreation	\$191,104	\$155,547	\$193,243	\$143,049	\$183,103	\$165,379	\$186,165	-12.6%
Total Culture & Recreation		\$191,104	\$155,547	\$193,243	\$143,049	\$183,103	\$165,379	\$186,165	-12.6%
Compensation Adjustment									
9000	Compensation Adjustment	\$0	\$0	\$0	\$0	\$13,411	\$13,411	\$0	N/A *
Total Compensation Adjustment		\$0	\$0	\$0	\$0	\$13,411	\$13,411	\$0	N/A
Total Expenditures		\$2,730,161	\$2,614,607	\$2,737,223	\$2,606,457	\$2,725,986	\$2,579,992	\$2,739,428	-6.2%
<u>Other Financing Uses</u>									
Transfers Out		\$118,850	\$126,850	\$182,000	\$230,505	\$175,000	\$365,000	\$365,000	0.0%
Total Other Financing Uses		\$118,850	\$126,850	\$182,000	\$230,505	\$175,000	\$365,000	\$365,000	0.0%
Total Expenditures and Other Financing Uses		\$2,849,011	\$2,741,457	\$2,919,223	\$2,836,962	\$2,900,986	\$2,944,992	\$3,104,428	-5.4%
<u>Expenditures by Classification</u>									
Personnel Services		\$1,171,776	\$1,051,984	\$1,175,324	\$1,089,826	\$1,189,271	\$1,151,626	\$1,234,928	-7.2%
Supplies		\$181,400	\$177,297	\$188,300	\$158,567	\$178,350	\$140,643	\$201,693	-43.4%
Other Services and Charges		\$1,376,985	\$1,385,326	\$1,373,599	\$1,358,064	\$1,358,365	\$1,287,723	\$1,302,807	-1.2%
Capital Outlay		\$0	\$0	\$0	\$0	\$0	\$0	\$0	N/A
Total Expenditures		\$2,730,161	\$2,614,607	\$2,737,223	\$2,606,457	\$2,725,986	\$2,579,992	\$2,739,428	-6.2%
Transfers Out		\$118,850	\$126,850	\$182,000	\$230,505	\$175,000	\$365,000	\$365,000	0.0%
Total Expenditures and Other Financing Uses		\$2,849,011	\$2,741,457	\$2,919,223	\$2,836,962	\$2,900,986	\$2,944,992	\$3,104,428	-5.4%

\* Annual raise of 2% included in departmental salary numbers effective 1/1/2013

City of Lake Elmo  
Budget 2013

Account Number	Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 Projected Actual	2013 Budget	2012 to 2013 Change
1110	Mayor & Council								
	Personnel Services								
101-410-1110-41030	Part-time Salaries	\$16,435	\$16,435	\$16,435	\$16,435	\$16,435	\$16,435	\$25,690	-56.3%
101-410-1110-41220	FICA Contributions	\$1,019	\$1,019	\$1,019	\$1,019	\$1,019	\$1,019	\$1,593	-56.3%
101-410-1110-41230	Medicare Contributions	\$238	\$238	\$238	\$238	\$238	\$238	\$373	-56.7%
Total Personnel Services		\$17,692	\$17,692	\$17,692	\$17,692	\$17,692	\$17,692	\$27,656	-56.3%
	Other Services and Charges								
101-410-1110-43310	Mileage	\$1,000	\$479	\$1,000	\$0	\$1,000	\$536	\$1,036	-93.3%
101-410-1110-44300	Miscellaneous	\$2,000	\$3,103	\$2,000	\$1,313	\$2,000	\$558	\$565	-1.3%
101-410-1110-44330	Dues & Subscriptions	\$9,800	\$11,584	\$9,800	\$15,540	\$11,200	\$8,689	\$8,391	3.4%
101-410-1110-44370	Conferences & Training	\$3,500	\$2,036	\$3,500	\$1,873	\$3,500	\$2,155	\$2,155	0.0%
Total Other Services and Charges		\$16,300	\$17,201	\$16,300	\$18,725	\$17,700	\$11,938	\$12,147	-1.8%
1110	Total Mayor & Council	\$33,992	\$34,894	\$33,992	\$36,418	\$35,392	\$29,630	\$39,803	-34.3%
			-2.7%		-7.1%		16.3%		

City of Lake Elmo  
Budget 2013

Account Number	Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 Projected Actual	2013 Budget	2012 to 2013 Change
1320	Administration								
	Personnel Services								
101-410-1320-41010	Full-time Salaries	\$220,753	\$210,522	\$221,094	\$226,504	\$220,671	\$199,885	\$180,445	9.7%
101-410-1320-41210	PERA Contributions	\$15,453	\$7,822	\$8,634	\$9,645	\$8,617	\$14,166	\$12,757	9.9%
101-410-1320-41215	ICMA Employer Contribution	\$0	\$6,797	\$7,395	\$6,230	\$7,382	\$0	\$0	0.0%
101-410-1320-41220	FICA Contributions	\$13,687	\$12,863	\$13,708	\$13,682	\$13,682	\$12,089	\$10,992	9.1%
101-410-1320-41230	Medicare Contributions	\$3,201	\$3,008	\$3,206	\$3,200	\$3,200	\$2,827	\$2,570	9.1%
101-410-1320-41300	Health/Dental Insurance	\$36,680	\$30,374	\$38,682	\$32,309	\$33,548	\$28,544	\$37,532	-31.5%
101-410-1320-41420	Unemployment Benefits	\$0	\$5,218	\$0	\$7,148	\$0	\$0	\$0	0.0%
101-410-1320-41510	Workers Compensation	\$1,741	\$1,998	\$2,579	\$2,141	\$2,310	\$1,121	\$1,396	-24.5%
Total Personnel Services		\$291,515	\$278,604	\$295,298	\$300,860	\$289,410	\$258,632	\$245,692	5.0%
	Supplies								
101-410-1320-42000	Office Supplies	\$8,000	\$3,679	\$7,500	\$4,711	\$6,000	\$6,325	\$5,239	17.2%
101-410-1320-42030	Printed Forms	\$0	\$1,050	\$1,000	\$751	\$1,000	\$1,366	\$364	73.4%
Total Supplies		\$8,000	\$4,729	\$8,500	\$5,462	\$7,000	\$7,691	\$5,603	27.2%
	Other Services and Charges								
101-410-1320-43040	Legal Services	\$60,000	\$55,739	\$60,000	\$95,081	\$65,000	\$61,384	\$48,000	21.8%
101-410-1320-43100	Assessing Services	\$45,500	\$43,587	\$45,500	\$46,384	\$46,000	\$44,080	\$25,500	42.2%
101-410-1320-43220	Postage	\$7,000	\$3,746	\$7,500	\$4,685	\$6,500	\$4,900	\$3,600	26.5%
101-410-1320-43310	Mileage	\$3,500	\$1,766	\$3,500	\$1,492	\$3,000	\$1,344	\$1,800	-33.9%
101-410-1320-43610	Insurance	\$39,500	\$38,563	\$39,500	\$34,381	\$39,500	\$34,768	\$38,800	-11.6%
101-410-1320-44300	Miscellaneous	\$6,000	\$1,426	\$6,000	\$16,719	\$6,000	\$7,359	\$1,200	83.7%
101-410-1320-44330	Dues & Subscriptions	\$4,000	\$2,480	\$4,000	\$1,775	\$3,500	\$942	\$1,200	-27.4%
101-410-1320-44370	Conferences & Training	\$3,500	\$2,766	\$3,500	\$578	\$3,500	\$6,101	\$2,176	64.3%
101-410-1320-44380	Staff Development	\$1,000	\$125	\$1,000	\$74	\$1,000	\$670	\$870	-28.8%
Total Other Services and Charges		\$170,000	\$150,198	\$170,500	\$201,170	\$174,000	\$161,548	\$123,146	26.7%
1320	Total Administration	\$469,515	\$433,531	\$474,298	\$507,492	\$470,410	\$427,872	\$374,440	12.5%
			7.7%		-7.0%		9.0%		

City of Lake Elmo  
Budget 2013

Account Number	Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 Projected Actual	2013 Budget	2012 to 2013 Change
1410	Elections								
	Personnel Services								
101-410-1410-41030	Part-time Salaries	\$10,000	\$7,836	\$0	\$2,147	\$10,000	\$10,000	\$0	N/A
101-410-1410-41220	FICA Contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
101-410-1410-41230	Medicare Contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
Total Personnel Services		\$10,000	\$7,836	\$0	\$2,147	\$10,000	\$10,000	\$0	100.0%
	Supplies								
101-410-1410-42000	Office Supplies	\$250	\$56	\$0	\$0	\$250	\$383	\$250	34.7%
101-410-1410-42030	Printed Forms	\$350	\$0	\$0	\$0	\$350	\$350	\$350	0.0%
Total Supplies		\$600	\$56	\$0	\$0	\$600	\$733	\$600	18.1%
	Other Services and Charges								
101-410-1410-43150	Contract Services	\$0	\$0	\$0	\$2,147	\$0	\$0	\$0	0.0%
101-410-1410-44300	Miscellaneous	\$1,350	\$1,857	\$1,350	\$1,233	\$1,350	\$1,350	\$11,350	-740.7%
Total Other Services and Charges		\$1,350	\$1,857	\$1,350	\$3,380	\$1,350	\$1,350	\$11,350	-740.7%
	Capital Outlay								
101-410-1410-45800	Other Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
Total Capital Outlay		\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
1410	Total Elections	\$11,950	\$9,748	\$1,350	\$5,527	\$11,950	\$12,083	\$11,950	1.1%
			18.4%		-309.4%		-1.1%		



City of Lake Elmo  
Budget 2013

Account Number	Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 Projected Actual	2013 Budget	2012 to 2013 Change
1450	Communications								
	Personnel Services								
101-410-1450-41010	Full-time Salaries	\$10,920	\$6,110	\$11,139	\$5,427	\$11,117	\$11,910	\$35,000	-193.9%
101-410-1450-41210	PERA Contributions	\$764	\$428	\$808	\$394	\$806	\$864	\$2,538	-193.8%
101-410-1450-41220	FICA Contributions	\$677	\$379	\$691	\$336	\$689	\$738	\$2,170	-194.0%
101-410-1450-41230	Medicare Contributions	\$158	\$89	\$162	\$79	\$161	\$173	\$508	-193.6%
101-410-1450-41300	Health/Dental Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
101-410-1450-41510	Workers Compensation	\$398	\$457	\$563	\$467	\$503	\$56	\$56	0.0%
	Total Personnel Services	\$12,917	\$7,462	\$13,363	\$6,703	\$13,276	\$13,741	\$40,272	-193.1%
	Other Services and Charges								
101-410-1450-43090	Newsletter	\$5,400	\$5,113	\$5,400	\$5,093	\$5,400	\$7,517	\$12,061	-60.4%
101-410-1450-43180	Information Technology/Web	\$29,000	\$31,040	\$31,500	\$28,229	\$31,500	\$30,051	\$24,000	20.1%
101-410-1450-43510	Public Notices	\$4,000	\$1,239	\$4,000	\$2,964	\$3,500	\$1,990	\$2,400	-20.6%
101-410-1450-43620	Cable Operations	\$4,000	\$3,890	\$4,000	\$3,275	\$4,000	\$3,081	\$3,000	2.6%
101-410-1450-44040	Repairs/Maint Eqpt	\$0	\$2,932	\$0	\$0	\$0	\$0	\$0	0.0%
	Total Other Services and Charges	\$42,400	\$44,214	\$44,900	\$39,560	\$44,400	\$42,639	\$41,461	2.8%
1450	Total Communications	\$55,317	\$51,676	\$58,263	\$46,263	\$57,676	\$56,380	\$81,733	-45.0%
			6.6%		20.6%		2.2%		

City of Lake Elmo  
Budget 2013

Account Number	Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 Projected Actual	2013 Budget	2012 to 2013 Change
1520	Finance								
Personnel Services									
101-410-1520-41010	Full-time Salaries	\$34,060	\$34,203	\$34,741	\$44,968	\$34,674	\$51,934	\$54,917	-5.7%
101-410-1520-41210	PERA Contributions	\$2,384	\$2,394	\$2,519	\$1,982	\$2,514	\$3,375	\$3,981	-18.0%
101-410-1520-41220	FICA Contributions	\$2,112	\$2,107	\$2,154	\$2,766	\$2,150	\$3,000	\$3,405	-13.5%
101-410-1520-41230	Medicare Contributions	\$494	\$493	\$504	\$647	\$503	\$702	\$796	-13.4%
101-410-1520-41300	Health/Dental Insurance	\$3,915	\$3,827	\$4,114	\$3,353	\$3,826	\$6,132	\$8,616	-40.5%
101-410-1520-41420	Unemployment Benefits						\$15,522	\$0	100.0%
101-410-1520-41510	Workers Compensation	\$161	\$182	\$279	\$232	\$250	\$176	\$0	100.0%
Total Personnel Services		\$43,126	\$43,205	\$44,311	\$53,948	\$43,917	\$80,841	\$71,715	11.3%
Supplies									
101-410-1520-42000	Office Supplies	\$500	\$51	\$500	\$477	\$500	\$0	\$400	0.0%
101-410-1520-42030	Printed Forms	\$0	\$0	\$0	\$1,154	\$500	\$0	\$500	0.0%
Total Supplies		\$500	\$51	\$500	\$1,631	\$1,000	\$0	\$900	0.0%
Other Services and Charges									
101-410-1520-43010	Audit Services	\$29,500	\$32,035	\$29,500	\$23,670	\$30,000	\$25,035	\$20,500	18.1%
101-410-1520-43150	Contract Services	\$30,000	\$43,336	\$30,000	\$54,302	\$30,000	\$500	\$10,000	-1900.0%
101-410-1520-43310	Mileage	\$250	\$0	\$250	\$0	\$100	\$0	\$0	0.0%
101-410-1520-44300	Miscellaneous	\$2,000	\$3,378	\$3,000	\$1,492	\$2,500	\$1,573	\$1,500	4.6%
101-410-1520-44330	Dues & Subscriptions	\$100	\$0	\$100	\$0	\$100	\$0	\$100	0.0%
101-410-1520-44350	Books	\$100	\$0	\$100	\$0	\$0	\$0	\$0	0.0%
101-410-1520-44370	Conferences & Training	\$300	\$0	\$300	\$20	\$300	\$100	\$1,000	-900.0%
Total Other Services and Charges		\$62,250	\$78,749	\$63,250	\$79,484	\$63,000	\$27,208	\$33,100	-21.7%
1520	Total Finance	\$105,876	\$122,006	\$108,061	\$135,063	\$107,917	\$108,049	\$105,715	2.2%
			-15.2%		-25.0%		-0.1%		

City of Lake Elmo  
Budget 2013

Account Number	Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 Projected Actual	2013 Budget	2012 to 2013 Change
1910	Planning & Zoning								
	Personnel Services								
101-410-1910-41010	Full-time Salaries	\$102,265	\$99,830	\$104,312	\$108,534	\$104,109	\$100,325	\$103,487	-3.2%
101-410-1910-41210	PERA Contributions	\$7,159	\$6,814	\$7,563	\$7,156	\$7,548	\$6,726	\$7,503	-11.6%
101-410-1910-41220	FICA Contributions	\$6,340	\$5,940	\$6,467	\$6,358	\$6,455	\$6,001	\$6,416	-6.9%
101-410-1910-41230	Medicare Contributions	\$1,483	\$1,389	\$1,513	\$1,487	\$1,510	\$1,403	\$1,424	-1.5%
101-410-1910-41300	Health/Dental Insurance	\$25,138	\$21,185	\$26,487	\$20,192	\$22,566	\$10,171	\$10,638	-4.6%
101-410-1910-41510	Workers Compensation	\$485	\$546	\$838	\$696	\$749	\$426	\$500	-17.4%
	Total Personnel Services	\$142,870	\$135,703	\$147,180	\$144,422	\$142,937	\$125,052	\$129,968	-3.9%
	Supplies								
101-410-1910-42000	Office Supplies	\$2,000	\$130	\$1,000	\$93	\$750	\$293	\$600	-104.8%
101-410-1910-42030	Printed Forms	\$0	\$271	\$0	\$586	\$0	\$0	\$0	0.0%
	Total Supplies	\$2,000	\$402	\$1,000	\$679	\$750	\$293	\$600	-104.8%
	Other Services and Charges								
101-410-1910-43020	Comprehensive Planning	\$15,000	\$527	\$20,000	\$0	\$10,000	\$0	\$0	0.0%
101-410-1910-43030	Engineering Services	\$10,000	\$19,132	\$10,000	\$31,336	\$12,000	\$18,660	\$18,000	3.5%
101-410-1910-43040	Legal Services	\$0	\$13,248	\$0	\$0	\$0	\$0	\$0	0.0%
101-410-1910-43150	Contract Services	\$10,000	\$2,929	\$5,000	\$6,592	\$3,000	\$16,019	\$0	100.0%
101-410-1910-43310	Mileage	\$500	\$100	\$500	\$91	\$400	\$200	\$360	-80.0%
101-410-1910-44300	Miscellaneous	\$500	\$736	\$500	\$20	\$400	\$380	\$240	36.8%
101-410-1910-44330	Dues & Subscriptions	\$500	\$495	\$750	\$515	\$750	\$600	\$600	0.0%
101-410-1910-44350	Books	\$250	\$0	\$250	\$305	\$300	\$200	\$200	0.0%
101-410-1910-44370	Conferences & Training	\$1,000	\$2,752	\$1,500	\$1,029	\$1,500	\$1,055	\$2,100	-99.1%
	Total Other Services and Charges	\$37,750	\$39,919	\$38,500	\$39,889	\$28,350	\$37,114	\$21,500	42.4%
1910	Total Planning & Zoning	\$182,620	\$176,024	\$186,680	\$184,989	\$172,037	\$162,459	\$152,068	5.6%
			3.6%		0.9%		5.6%		

City of Lake Elmo  
Budget 2013

Account Number	Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 Projected Actual	2013 Budget	2012 to 2013 Change
1930	Engineering Services								
	Other Services and Charges								
101-410-1930-43030	Engineering Services	\$70,000	\$57,927	\$70,000	\$67,639	\$70,000	\$66,672	\$67,530	-1.3%
	Total Other Services and Charges	\$70,000	\$57,927	\$70,000	\$67,639	\$70,000	\$66,672	\$67,530	-1.3%
1930	Total Engineering Services	\$70,000	\$57,927	\$70,000	\$67,639	\$70,000	\$66,672	\$67,530	-1.3%
			17.2%		3.4%		4.8%		

City of Lake Elmo  
Budget 2013

Account Number	Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 Projected Actual	2013 Budget	2012 to 2013 Change
1940	City Hall								
	Supplies								
101-410-1940-42110	Cleaning Supplies	\$550	\$737	\$550	\$475	\$600	\$550	\$600	-9.1%
101-410-1940-42230	Building Repair Supplies	\$1,000	\$206	\$1,000	\$214	\$800	\$700	\$900	-28.6%
	Total Supplies	\$1,550	\$943	\$1,550	\$689	\$1,400	\$1,250	\$1,500	-20.0%
	Other Services and Charges								
101-410-1940-43210	Telephone	\$8,400	\$7,426	\$7,125	\$7,826	\$8,600	\$9,034	\$8,600	4.8%
101-410-1940-43810	Electric Utility	\$12,500	\$8,603	\$12,500	\$10,407	\$11,500	\$11,378	\$10,800	5.1%
101-410-1940-43840	Refuse	\$1,300	\$1,140	\$1,300	\$1,290	\$1,300	\$1,383	\$1,300	6.0%
101-410-1940-44010	Repairs/Maint Contractual Bldg	\$11,000	\$14,718	\$11,000	\$11,332	\$11,000	\$10,836	\$8,400	22.5%
101-410-1940-44040	Repairs/Maint Contractual Eqpt	\$5,000	\$2,284	\$5,000	\$4,099	\$5,000	\$5,171	\$4,800	7.2%
101-410-1940-44300	Miscellaneous	\$1,000	\$670	\$1,000	\$11	\$1,000	\$1,000	\$1,000	0.0%
	Total Other Services and Charges	\$39,200	\$34,841	\$37,925	\$34,965	\$38,400	\$38,802	\$34,900	10.1%
1940	Total City Hall	\$40,750	\$35,785	\$39,475	\$35,654	\$39,800	\$40,052	\$36,400	9.1%
			12.2%		9.7%		-0.6%		

City of Lake Elmo  
Budget 2013

Account Number	Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 Projected Actual	2013 Budget	2012 to 2013 Change
2100	Police								
	Other Services and Charges								
101-420-2100-43150	Law Enforcement Contract	\$474,935	\$481,243	\$483,765	\$452,262	\$493,000	\$491,233	\$560,000	-14.0%
	Total Other Services and Charges	\$474,935	\$481,243	\$483,765	\$452,262	\$493,000	\$491,233	\$560,000	-14.0%
2100	Total Police	\$474,935	\$481,243	\$483,765	\$452,262	\$493,000	\$491,233	\$560,000	-14.0%
			-1.3%		6.5%		0.4%		

City of Lake Elmo  
Budget 2013

Account Number	Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 Projected Actual	2013 Budget	2012 to 2013 Change
2150	Prosecution								
	Other Services and Charges								
101-420-2150-43045	Attorney Criminal	\$51,000	\$48,549	\$51,000	\$46,440	\$51,000	\$47,052	\$51,000	-8.4%
	Total Other Services and Charges	\$51,000	\$48,549	\$51,000	\$46,440	\$51,000	\$47,052	\$51,000	-8.4%
2150	Total Prosecution	\$51,000	\$48,549	\$51,000	\$46,440	\$51,000	\$47,052	\$51,000	-8.4%
			4.8%		8.9%		7.7%		



City of Lake Elmo  
Budget 2013

Account Number	Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 Projected Actual	2013 Budget	2012 to 2013 Change
2220	Fire								
Personnel Services									
101-420-2220-41010	Full-time Salaries	\$63,803	\$63,626	\$64,701	\$64,572	\$64,684	\$66,665	\$78,100	-17.2%
101-420-2220-41030	Part-time Salaries	\$110,000	\$73,895	\$100,000	\$72,321	\$112,500	\$98,633	\$131,000	-32.8%
101-420-2220-41210	PERA Contributions	\$8,669	\$8,736	\$9,008	\$10,314	\$10,016	\$11,177	\$15,160	-35.6%
101-420-2220-41220	FICA Contributions	\$7,106	\$4,822	\$6,468	\$4,224	\$7,344	\$5,055	\$12,964	-156.5%
101-420-2220-41230	Medicare Contributions	\$2,520	\$1,958	\$2,388	\$1,931	\$2,592	\$2,356	\$3,032	-28.7%
101-420-2220-41300	Health/Dental Insurance	\$15,855	\$14,186	\$16,722	\$14,355	\$14,322	\$14,647	\$15,320	-4.6%
101-420-2220-41510	Workers Compensation	\$10,575	\$12,902	\$15,892	\$13,190	\$15,492	\$13,135	\$10,130	22.9%
Total Personnel Services		\$218,528	\$180,124	\$215,179	\$180,907	\$226,950	\$211,669	\$265,706	-25.5%
Supplies									
101-420-2220-42000	Office Supplies	\$1,500	\$906	\$1,000	\$828	\$1,000	\$329	\$500	-52.0%
101-420-2220-42080	EMS Supplies	\$1,200	\$781	\$1,200	\$1,312	\$1,200	\$556	\$2,358	-324.1%
101-420-2220-42090	Fire Prevention	\$3,000	\$2,427	\$3,000	\$2,973	\$3,000	\$3,000	\$3,000	0.0%
101-420-2220-42120	Fuel, Oil and Fluids	\$11,500	\$9,511	\$10,000	\$12,174	\$10,800	\$11,460	\$13,632	-19.0%
101-420-2220-42400	Small Tools & Equipment	\$10,000	\$9,254	\$10,000	\$6,820	\$9,500	\$6,509	\$31,000	-376.3%
Total Supplies		\$27,200	\$22,879	\$25,200	\$24,107	\$25,500	\$21,854	\$50,490	-131.0%
Other Services and Charges									
101-420-2220-43050	Physicals	\$7,550	\$8,060	\$9,250	\$2,146	\$9,250	\$6,638	\$7,416	-11.7%
101-420-2220-43210	Telephone	\$5,100	\$4,156	\$5,000	\$3,133	\$5,000	\$2,989	\$3,000	-0.4%
101-420-2220-43230	Radio	\$19,920	\$19,177	\$18,500	\$19,223	\$18,500	\$15,700	\$15,784	-0.5%
101-420-2220-43310	Mileage	\$600	\$790	\$600	\$25	\$600	\$200	\$200	0.0%
101-420-2220-43630	Vehicle Insurance	\$15,475	\$13,980	\$15,475	\$10,754	\$14,000	\$11,256	\$12,000	-6.6%
101-420-2220-43810	Electric Utility	\$13,900	\$10,589	\$12,500	\$12,308	\$12,500	\$9,775	\$11,500	-17.6%
101-420-2220-43840	Refuse	\$1,000	\$502	\$1,000	\$568	\$1,000	\$572	\$572	0.0%
101-420-2220-44010	Repairs/Maint Bldg	\$10,000	\$27,150	\$11,000	\$9,201	\$11,000	\$6,337	\$21,016	-231.6%
101-420-2220-44040	Repairs/Maint Eqpt	\$26,907	\$31,221	\$25,000	\$52,412	\$25,000	\$20,619	\$21,137	-2.5%
101-420-2220-44170	Uniforms	\$5,600	\$3,584	\$9,200	\$4,137	\$8,200	\$6,776	\$9,903	-46.1%
101-420-2220-44300	Miscellaneous	\$2,800	\$1,968	\$1,500	\$1,665	\$1,500	\$778	\$900	-15.7%
101-420-2220-44330	Dues & Subscriptions	\$2,200	\$3,145	\$3,300	\$3,551	\$3,300	\$2,316	\$2,000	13.6%
101-420-2220-44350	Books	\$850	\$1,028	\$1,000	\$789	\$1,000	\$600	\$600	0.0%
101-420-2220-44370	Conferences & Training	\$20,225	\$21,411	\$22,000	\$22,605	\$25,000	\$12,761	\$22,550	-76.7%
Total Other Services and Charges		\$132,127	\$146,761	\$135,325	\$142,519	\$135,850	\$97,317	\$128,578	-32.1%
Capital Outlay									
101-420-2220-45800	Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
Total Capital Outlay		\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
2220	Total Fire	\$377,855	\$349,764	\$375,704	\$347,532	\$388,300	\$330,840	\$444,774	-34.4%
			7.4%		7.5%		14.8%		

City of Lake Elmo  
Budget 2013

Account Number	Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 Projected Actual	2013 Budget	2012 to 2013 Change
2250	Fire Relief								
	Other Services and Charges								
101-420-2250-44920	Fire State Aid	\$40,000	\$36,153	\$40,000	\$40,692	\$40,000	\$37,632	\$35,000	7.0%
101-420-2250-44925	City Contribution	\$17,864	\$18,928	\$7,175	\$7,175	\$0	\$0	\$0	0.0%
	Total Other Services and Charges	\$57,864	\$55,081	\$47,175	\$47,867	\$40,000	\$37,632	\$35,000	7.0%
2250	Total Fire Relief	\$57,864	\$55,081	\$47,175	\$47,867	\$40,000	\$37,632	\$35,000	7.0%
			4.8%		-1.5%		5.9%		

City of Lake Elmo  
Budget 2013

Account Number	Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 Projected Actual	2013 Budget	2012 to 2013 Change
2400	Building Inspection								
Personnel Services									
101-420-2400-41010	Full-time Salaries	\$59,740	\$59,430	\$60,935	\$59,577	\$60,818	\$78,467	\$74,716	4.8%
101-420-2400-41210	PERA Contributions	\$4,182	\$4,145	\$4,418	\$4,319	\$4,409	\$3,694	\$4,860	-31.6%
101-420-2400-41220	FICA Contributions	\$3,704	\$3,611	\$3,778	\$3,597	\$3,771	\$4,808	\$4,112	14.5%
101-420-2400-41230	Medicare Contributions	\$866	\$845	\$884	\$841	\$882	\$1,125	\$962	14.5%
101-420-2400-41300	Health/Dental Insurance	\$9,015	\$7,961	\$9,487	\$9,051	\$8,585	\$7,458	\$9,210	-23.5%
101-420-2400-41510	Workers Compensation	\$2,143	\$2,533	\$2,451	\$2,034	\$2,186	\$1,777	\$2,000	-12.5%
Total Personnel Services		\$79,650	\$78,525	\$81,953	\$79,420	\$80,651	\$97,329	\$95,860	1.5%
Supplies									
101-420-2400-42000	Office Supplies	\$300	\$0	\$300	\$571	\$300	\$108	\$0	100.0%
101-420-2400-42030	Printed Forms	\$300	\$0	\$300	\$146	\$200	\$0	\$0	0.0%
101-420-2400-42120	Fuel, Oil and Fluids	\$3,750	\$0	\$3,750	\$0	\$0	\$0	\$0	0.0%
Total Supplies		\$4,350	\$0	\$4,350	\$717	\$500	\$108	\$0	100.0%
Other Services and Charges									
101-420-2400-43030	Engineering	\$5,000	\$10,434	\$5,000	\$12,982	\$10,000	\$9,731	\$6,000	38.3%
101-420-2400-43050	Plan Review Charges	\$1,000	\$0	\$1,000	\$0	\$0	\$0	\$0	0.0%
101-420-2400-43060	Surcharge Payments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
101-420-2400-43150	Inspector Contract Services	\$1,000	\$632	\$1,000	\$386	\$1,000	\$6,865	\$0	100.0%
101-420-2400-43210	Telephone	\$500	\$307	\$425	\$218	\$400	\$197	\$216	-9.6%
101-420-2400-43310	Mileage	\$250	\$0	\$250	\$0	\$100	\$100	\$100	0.0%
101-420-2400-43630	Insurance	\$1,000	\$903	\$1,000	\$242	\$800	\$255	\$255	0.0%
101-420-2400-44040	Repairs/Maint Eqpt	\$750	\$365	\$750	\$341	\$750	\$1,072	\$500	53.4%
101-420-2400-44170	Uniforms	\$300	\$0	\$300	\$0	\$0	\$0	\$0	0.0%
101-420-2400-44300	Miscellaneous	\$500	\$19,843	\$500	\$0	\$500	\$7,953	\$500	93.7%
101-420-2400-44330	Dues & Subscriptions	\$200	\$100	\$200	\$75	\$200	\$190	\$190	0.0%
101-420-2400-44350	Books	\$200	\$0	\$200	\$0	\$140	\$108	\$100	7.4%
101-420-2400-44370	Conferences & Training	\$500	\$635	\$500	\$700	\$500	\$500	\$500	0.0%
Total Other Services and Charges		\$11,200	\$33,219	\$11,125	\$14,943	\$14,390	\$26,971	\$8,361	69.0%
Capital Outlay									
101-420-2400-45800	Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
Total Capital Outlay		\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
2400	Total Building Inspection	\$95,200	\$111,744	\$97,428	\$95,081	\$95,541	\$124,408	\$104,221	16.2%
			-17.4%		2.4%		-30.2%		

City of Lake Elmo  
Budget 2013

Account Number	Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 Projected Actual	2013 Budget	2012 to 2013 Change
2500	Emergency Communications								
	Other Services and Charges								
101-420-2500-43150	Contract Services	\$0	\$6,798	\$2,500	\$5,250	\$6,000	\$6,194	\$6,000	3.1%
	Total Other Services and Charges	\$0	\$6,798	\$2,500	\$5,250	\$6,000	\$6,194	\$6,000	3.1%
2500	Total Emergency Communications	\$0	\$6,798	\$2,500	\$5,250	\$6,000	\$6,194	\$6,000	3.1%
			0.0%		-110.0%		-3.2%		

City of Lake Elmo  
Budget 2013

Account Number	Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 Projected Actual	2013 Budget	2012 to 2013 Change
2700	Animal Control								
	Supplies								
101-420-2700-42030	Printed Forms	\$150	\$0	\$150	\$0	\$100	\$0	\$0	0.0%
Total Supplies		\$150	\$0	\$150	\$0	\$100	\$0	\$0	0.0%
	Other Services and Charges								
101-420-2700-43150	Contract Services	\$12,600	\$10,913	\$12,600	\$1,724	\$7,500	\$1,961	\$2,061	-5.1%
101-420-2700-44300	Miscellaneous	\$100	\$83	\$100	\$578	\$100	\$0	\$0	0.0%
Total Other Services and Charges		\$12,700	\$10,997	\$12,700	\$2,301	\$7,600	\$1,961	\$2,061	-5.1%
2700	Total Animal Control	\$12,850	\$10,997	\$12,850	\$2,301	\$7,700	\$1,961	\$2,061	-5.1%

City of Lake Elmo  
Budget 2013

Account Number	Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 Projected Actual	2013 Budget	2012 to 2013 Change
3100	Public Works								
	Personnel Services								
101-430-3100-41010	Full-time Salaries	\$128,387	\$122,788	\$126,033	\$124,524	\$127,257	\$124,856	\$128,700	-3.1%
101-430-3100-41030	Part-time Salaries	\$12,573	\$0	\$12,824	\$0	\$12,573	\$0	\$0	0.0%
101-430-3100-41210	PERA Contributions	\$9,867	\$8,579	\$10,067	\$9,028	\$10,138	\$9,052	\$9,331	-3.1%
101-430-3100-41220	FICA Contributions	\$8,740	\$7,270	\$8,609	\$7,222	\$8,670	\$7,460	\$7,979	-7.0%
101-430-3100-41230	Medicare Contributions	\$2,044	\$1,700	\$2,013	\$1,689	\$2,027	\$1,744	\$1,866	-7.0%
101-430-3100-41300	Health/Dental Insurance	\$36,027	\$30,039	\$38,177	\$32,519	\$32,694	\$33,234	\$34,718	-4.5%
101-430-3100-41420	Unemployment Benefits	\$0	\$0	\$0	\$0	\$0	\$2,500	\$4,000	-60.0%
101-430-3100-41510	Workers Compensation	\$11,500	\$13,980	\$13,946	\$11,476	\$12,565	\$7,008	\$12,000	-71.2%
Total Personnel Services		\$209,138	\$184,356	\$211,669	\$186,458	\$205,924	\$185,854	\$198,594	-6.9%
	Supplies								
101-430-3100-42000	Office Supplies	\$500	\$181	\$500	\$0	\$500	\$267	\$500	-87.3%
101-430-3100-42150	Shop Materials	\$4,000	\$966	\$4,000	\$992	\$1,800	\$700	\$1,800	-157.1%
101-430-3100-42210	Equipment Parts	\$0	\$0	\$0	\$1,632	\$1,800	\$0	\$0	0.0%
101-430-3100-42230	Building Repair Supplies	\$1,000	\$88	\$1,000	\$641	\$1,000	\$0	\$0	0.0%
101-430-3100-42400	Small Tools & Minor Equipment	\$3,000	\$1,615	\$3,000	\$1,256	\$3,000	\$808	\$3,000	-271.3%
Total Supplies		\$8,500	\$2,850	\$8,500	\$4,520	\$8,100	\$1,775	\$5,300	-198.6%
	Other Services and Charges								
101-430-3100-43030	Engineering Services	\$0	\$1,875	\$1,000	\$2,189	\$2,000	\$3,852	\$1,800	53.3%
101-430-3100-43150	Contract Services	\$13,400	\$5,758	\$7,500	\$4,803	\$6,000	\$2,017	\$4,800	-138.0%
101-430-3100-43210	Telephone	\$7,500	\$8,013	\$6,375	\$8,222	\$8,000	\$8,236	\$8,000	2.9%
101-430-3100-43230	Radio	\$500	\$0	\$500	\$0	\$300	\$5,250	\$3,600	31.4%
101-430-3100-43310	Mileage	\$100	\$0	\$100	\$0	\$100	\$0	\$0	0.0%
101-430-3100-43630	Insurance	\$15,670	\$14,156	\$15,670	\$13,274	\$14,500	\$20,276	\$22,000	-8.5%
101-430-3100-43810	Electric Utility	\$29,500	\$16,565	\$25,000	\$14,436	\$21,000	\$18,958	\$24,000	-26.0%
101-430-3100-43840	Refuse	\$1,800	\$2,248	\$1,800	\$2,476	\$2,000	\$2,494	\$2,493	0.0%
101-430-3100-44010	Repairs/Maint Bldg	\$2,000	\$5,627	\$1,500	\$3,579	\$3,000	\$2,462	\$3,000	-21.9%
101-430-3100-44030	Repairs/Maint Imp Not Bldgs	\$0	\$0	\$0	\$12,554	\$500	\$18,104	\$500	97.2%
101-430-3100-44040	Repairs/Maint Eqpt	\$6,000	\$1,331	\$6,000	\$5,913	\$4,500	\$309	\$6,000	-1841.7%
101-430-3100-44170	Uniforms	\$1,675	\$1,781	\$1,675	\$1,639	\$1,675	\$1,413	\$2,100	-48.6%
101-430-3100-44300	Miscellaneous	\$2,000	\$455	\$2,000	\$327	\$1,000	\$391	\$1,000	-155.8%
101-430-3100-44330	Dues & Subscriptions	\$150	\$15	\$150	\$60	\$150	\$60	\$60	0.0%
101-430-3100-44370	Conferences & Training	\$900	\$950	\$1,000	\$620	\$1,000	\$0	\$1,620	0.0%
101-430-3100-44380	Clean-up Days	\$7,500	\$6,706	\$7,500	\$5,933	\$7,500	\$5,436	\$6,000	-10.4%
Total Other Services and Charges		\$88,695	\$65,481	\$77,770	\$76,026	\$73,225	\$89,258	\$86,973	2.6%
	Capital Outlay								
101-430-3100-45800	Other Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
Total Capital Outlay		\$0	\$0	\$0	\$0	\$0	\$0	\$0	0.0%
3100	Total Public Works	\$306,333	\$252,687	\$297,939	\$267,004	\$287,249	\$276,887	\$290,867	-5.0%

City of Lake Elmo  
Budget 2013

Account Number	Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 Projected Actual	2013 Budget	2012 to 2013 Change
3120	<b>Streets</b>								
	<b>Supplies</b>								
101-430-3120-42120	Fuel, Oil and Fluids	\$32,000	\$27,180	\$30,000	\$31,203	\$28,000	\$18,141	\$36,000	-98.4%
101-430-3120-42210	Equipment Parts	\$8,500	\$2,147	\$8,500	\$2,786	\$7,500	\$1,879	\$6,000	-219.3%
101-430-3120-42240	Street Maintenance Materials	\$18,000	\$5,645	\$15,000	\$11,457	\$12,000	\$8,505	\$12,000	-41.1%
101-430-3120-42260	Sign Repair Materials	\$3,000	\$2,647	\$3,000	\$3,776	\$3,000	\$2,500	\$3,000	-20.0%
Total Supplies		\$61,500	\$37,621	\$56,500	\$49,222	\$50,500	\$31,025	\$57,000	-83.7%
	<b>Other Services and Charges</b>								
101-430-3120-43150	Contract Services	\$14,000	\$11,327	\$16,500	\$4,955	\$13,500	\$26,272	\$10,200	61.2%
101-430-3120-44040	Repairs/Maint Eqpt	\$5,000	\$9,620	\$5,000	\$6,294	\$8,000	\$4,000	\$0	100.0%
Total Other Services and Charges		\$19,000	\$20,947	\$21,500	\$11,250	\$21,500	\$30,272	\$10,200	66.3%
3120	<b>Total Streets</b>	<b>\$80,500</b>	<b>\$58,568</b>	<b>\$78,000</b>	<b>\$60,471</b>	<b>\$72,000</b>	<b>\$61,297</b>	<b>\$67,200</b>	<b>-9.6%</b>



City of Lake Elmo  
Budget 2013

Account Number	Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 Projected Actual	2013 Budget	2012 to 2013 Change
3125	Ice and Snow Removal								
	Supplies								
101-430-3125-42250	Landscaping Materials	\$1,000	\$484	\$1,000	\$638	\$1,000	\$146	\$1,000	-584.9%
101-430-3125-42290	Sand/Salt	\$50,000	\$100,430	\$65,000	\$64,876	\$70,000	\$66,741	\$69,500	-4.1%
	Total Supplies	\$51,000	\$100,913	\$66,000	\$65,515	\$71,000	\$66,887	\$70,500	-5.4%
	Other Services and Charges								
101-430-3125-43150	Contract Services	\$10,000	\$7,110	\$7,500	\$5,255	\$7,500	\$7,433	\$7,500	-0.9%
101-430-3125-44040	Repairs/Maint Eqpt	\$2,500	\$7,810	\$2,500	\$5,191	\$2,500	\$2,815	\$3,000	-6.6%
	Total Other Services and Charges	\$12,500	\$14,920	\$10,000	\$10,445	\$10,000	\$10,248	\$10,500	-2.5%
3125	Total Ice and Snow Removal	\$63,500	\$115,833	\$76,000	\$75,960	\$81,000	\$77,135	\$81,000	-5.0%

City of Lake Elmo  
Budget 2013

Account Number	Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 Projected Actual	2013 Budget	2012 to 2013 Change
3160	Street Lighting								
	Other Services and Charges								
101-430-3160-43810	Street Lighting	\$24,000	\$23,405	\$24,000	\$30,008	\$24,500	\$23,090	\$25,200	-9.1%
	Total Other Services and Charges	\$24,000	\$23,405	\$24,000	\$30,008	\$24,500	\$23,090	\$25,200	-9.1%
3160	Total Street Lighting	\$24,000	\$23,405	\$24,000	\$30,008	\$24,500	\$23,090	\$25,200	-9.1%

City of Lake Elmo  
Budget 2013

Account Number	Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 Projected Actual	2013 Budget	2012 to 2013 Change
3200	Recycling								
	Supplies								
101-430-3200-42100	Recycling Supplies	\$3,500	\$921	\$3,500	\$971	\$3,500	\$3,408	\$3,500	-2.7%
	Total Supplies	\$3,500	\$921	\$3,500	\$971	\$3,500	\$3,408	\$3,500	-2.7%
	Other Services and Charges								
101-430-3200-43090	Newsletter	\$4,000	\$932	\$4,000	\$0	\$3,000	\$0	\$3,000	0.0%
101-430-3200-44300	Miscellaneous	\$7,500	\$5,284	\$7,500	\$2,858	\$6,500	\$12,369	\$4,800	61.2%
	Total Other Services and Charges	\$11,500	\$6,216	\$11,500	\$2,858	\$9,500	\$12,369	\$7,800	36.9%
3200	Total Recycling	\$15,000	\$7,137	\$15,000	\$3,829	\$13,000	\$15,777	\$11,300	28.4%

City of Lake Elmo  
Budget 2013

Account Number	Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 Projected Actual	2013 Budget	2012 to 2013 Change
3250	Tree Program								
	Other Services and Charges								
101-430-3250-43150	Contract Services	\$10,000	\$15,665	\$10,500	\$10,358	\$5,000	\$4,500	\$5,000	-11.1%
	Total Other Services and Charges	\$10,000	\$15,665	\$10,500	\$10,358	\$5,000	\$4,500	\$5,000	-11.1%
3250	Total Tree Program	\$10,000	\$15,665	\$10,500	\$10,358	\$5,000	\$4,500	\$5,000	-11.1%

City of Lake Elmo  
Budget 2013

Account Number	Description	2010 Budget	2010 Actual	2011 Budget	2011 Actual	2012 Budget	2012 Projected Actual	2013 Budget	2012 to 2013 Change
5200	Parks & Recreation								
	Personnel Services								
101-450-5200-41010	Full-time Salaries	\$77,561	\$66,653	\$77,977	\$65,999	\$78,164	\$84,910	\$111,591	0.2%
101-450-5200-41030	Part-time Salaries	\$30,551	\$20,559	\$31,162	\$19,720	\$30,551	\$22,070	\$14,150	-2.0%
101-450-5200-41210	PERA Contributions	\$7,568	\$5,608	\$7,912	\$5,728	\$7,882	\$7,375	\$8,090	-0.4%
101-450-5200-41220	FICA Contributions	\$6,703	\$5,273	\$6,767	\$5,112	\$6,740	\$6,522	\$7,796	-0.4%
101-450-5200-41230	Medicare Contributions	\$1,568	\$1,233	\$1,583	\$1,195	\$1,576	\$1,525	\$1,823	-0.4%
101-450-5200-41300	Health/Dental Insurance	\$14,044	\$11,601	\$14,852	\$12,521	\$12,668	\$12,484	\$13,015	-14.7%
101-450-5200-41420	Unemployment Benefits	\$1,642	\$0	\$0	\$0	\$0	\$0	\$0	N/A
101-450-5200-41510	Workers Compensation	\$6,703	\$7,551	\$8,426	\$6,994	\$7,522	\$2,520	\$3,000	-10.7%
Total Personnel Services		\$146,340	\$118,477	\$148,679	\$117,269	\$145,103	\$137,406	\$159,465	-2.4%
	Supplies								
101-450-5200-42000	Office Supplies	\$300	\$0	\$300	\$0	\$0	\$0	\$0	-100.0%
101-450-5200-42120	Fuel, Oil and Fluids	\$3,000	\$0	\$3,000	\$0	\$0	\$0	\$0	-100.0%
101-450-5200-42150	Shop Materials	\$750	\$177	\$750	\$374	\$600	\$0	\$0	-20.0%
101-450-5200-42160	Chemicals	\$1,000	\$224	\$1,000	\$304	\$800	\$520	\$600	-20.0%
101-450-5200-42210	Equipment Parts	\$2,500	\$1,807	\$2,500	\$1,284	\$2,500	\$3,322	\$1,800	0.0%
101-450-5200-42230	Building Repair Supplies	\$500	\$262	\$500	\$0	\$500	\$0	\$0	0.0%
101-450-5200-42250	Landscaping Materials	\$3,500	\$2,995	\$3,500	\$1,711	\$3,000	\$1,144	\$2,400	-14.3%
101-450-5200-42400	Small Tools & Minor Equipment	\$1,000	\$466	\$1,000	\$1,383	\$1,000	\$633	\$900	0.0%
Total Supplies		\$12,550	\$5,931	\$12,550	\$5,056	\$8,400	\$5,619	\$5,700	-33.1%
	Other Services and Charges								
101-450-5200-43210	Telephone	\$650	\$438	\$550	\$975	\$550	\$1,088	\$1,200	0.0%
101-450-5200-43310	Mileage	\$200	\$0	\$100	\$0	\$100	\$0	\$0	0.0%
101-450-5200-43630	Insurance	\$5,500	\$4,969	\$5,500	\$3,595	\$5,000	\$3,364	\$5,000	-9.1%
101-450-5200-43810	Electric Utility	\$10,164	\$9,362	\$10,164	\$8,656	\$9,500	\$8,047	\$9,000	-6.0%
101-450-5200-43840	Refuse	\$2,500	\$2,188	\$2,500	\$2,553	\$2,500	\$2,494	\$2,500	0.0%
101-450-5200-44010	Repairs/Maint Bldg	\$700	\$0	\$700	\$80	\$700	\$128	\$300	0.0%
101-450-5200-44030	Repairs/Maint Imp Not Bldgs	\$4,000	\$9,359	\$4,000	\$266	\$4,000	\$3,238	\$600	0.0%
101-450-5200-44040	Repairs/Maint Eqpt	\$2,000	\$119	\$2,000	\$427	\$2,000	\$1,023	\$1,200	0.0%
101-450-5200-44120	Rentals - Buildings	\$5,000	\$4,551	\$5,000	\$3,869	\$4,500	\$2,972	\$1,200	-10.0%
101-450-5200-44300	Miscellaneous	\$1,500	\$154	\$1,500	\$302	\$750	\$0	\$0	-50.0%
Total Other Services and Charges		\$32,214	\$31,139	\$32,014	\$20,724	\$29,600	\$22,354	\$21,000	-7.5%
5200	Total Parks & Recreation	\$191,104	\$155,547	\$193,243	\$143,049	\$183,103	\$165,379	\$186,165	-5.2%
			18.61%		25.97%		9.68%		

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

**RESOLUTION NO. 2012-47**

**RESOLUTION APPROVING PROPOSED 2012 TAX LEVY, COLLECTIBLE IN 2013  
AND  
PROPOSED 2013 BUDGET**

WHEREAS, the City Council has conducted budget council workshops and meetings to review the proposed 2012 Tax Levy, collectible in 2013, and the proposed 2013 General Fund Budget; and

WHEREAS, the City is required to adopt a proposed budget for payable 2013 and certify its proposed property tax levy payable in 2013.

BE IT RESOLVED that the City adopts the proposed 2013 General Fund Budget,

BE IT FURTHER RESOLVED by the Council of the City of Lake Elmo, County of Washington, Minnesota that the following proposed sums of money be levied for the current year, collectible in 2013, upon taxable property in the City of Lake Elmo, for the following purposes:

Total General Fund Levy	\$2,491,588
Total G.O. Debt Levy	\$ 484,814
Library Levy	<u>\$ 256,957</u>
Total Levy	\$3,233,359

BE IT FUTHER RESOLVED that the City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Washington County, Minnesota.

ADOPTED, by the Lake Elmo City Council on the 18th day of September, 2012.

\_\_\_\_\_  
Dean A. Johnston, Mayor

ATTEST:

\_\_\_\_\_  
Jandie Thone  
City Clerk





## MAYOR & COUNCIL COMMUNICATION

DATE: September 18, 2012

**REGULAR** - \$

ITEM #: 11

**MOTION**

**AGENDA ITEM:** Lake Elmo Traffic Enforcement Policy Update

**SUBMITTED BY:** Dean Zuleger, City Administrator

**THROUGH:** Mayor Johnston

**REVIEWED BY:** Dean Zuleger, City Administrator

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**SUMMARY AND ACTION REQUESTED:** The City Council is being requested to adopt a formal "zero tolerance" speeding policy to be forwarded to law enforcement officials and to request a reduction of speed limits on Lake Elmo Avenue from 20<sup>th</sup> Street to STH 5; and on STH 5 from the roundabout to Manning Avenue.

**BACKGROUND INFORMATION:** Due to construction on I-694 and the closing of the St. Croix Life Bridge, the City of Lake Elmo is experiencing an increased volume of traffic on select thoroughfares by motorists using the community as shortcuts to their work / home destinations. With this behavior comes an increase in the rate of speed as commuters look to shorten their drive time. Roads affected include but are not limited to Lake Elmo Avenue, STH 5 / Stillwater Boulevard, Demontreville Trail, 30<sup>th</sup> Street, and 10<sup>th</sup> Street. Rates of speed violations have been estimated in the 10-15 mile an hour range causing dangerous traffic scenarios especially when left turn movements are required.

In the past two months, these thoroughfares have experienced two serious accidents (one fatality) due in part to the rate of speed, and each day near misses occur at the intersection of Lake Elmo Avenue and STH 5 due to a misjudging of the rate of speed in an urban area.

On September 4, 2012, the City Council voted unanimously to expend an additional \$7500 to increase traffic enforcement for the next thirty days during both the morning / evening drive time hours. This concentrated effort is meant to measure the efficacy of a focused enforcement and to determine the appropriate steps to calm traffic and reduce speeding in the community.

**STAFF REPORT:** For the past six months the City Staff has been working with officials from Washington County and MNDOT to craft a Traffic policy to reduce speed and increase motorist safety. While several mechanisms such as roundabouts and four-way stop intersection have been suggested, almost all agree that stepped up enforcement is the best avenue to affect short term change in motorist's behavior. While the staff continues to explore ways to improve traffic safety

through physical means and traffic analysis, it strongly advocates for a reduction in speed to a rate more acceptable / expected in a downtown, urban setting. Staff believes that the current traffic pattern & behavior caused by external detours warrant at least the temporary adjustment in speed on both Lake Elmo Avenue and STH 5 and that this adjustment could be used to forecast future traffic behavior as growth and a new St. Croix Bridge is completed.

In addition, MNDOT is pursuing a Road Safety Audit to take a comprehensive look at traffic safety on STH 5. A Road Safety Audit (RSA) is the formal safety performance examination of an existing or future road or intersection by an independent, multidisciplinary team. It qualitatively estimates and reports on potential road safety issues and identifies opportunities for improvements in safety for all road users. The FHWA works with State and local jurisdictions and Tribal Governments to integrate RSAs into the project development process for new roads and intersections, and also encourages RSAs on existing roads and intersections.

The aim of an RSA is to answer the following questions:

- What elements of the road may present a safety concern: to what extent, to which road users, and under what circumstances?
- What opportunities exist to eliminate or mitigate identified safety concerns

**RECOMMENDATION:** Staff recommends the following policy actions be taken to improve traffic safety on Lake Elmo Avenue roadways:

1. **Adopt a “zero tolerance” traffic enforcement policy for posted speed limits in Lake Elmo;**
2. **Encourage Washington County to reduce the speed limit on Lake Elmo Avenue to 30 MPH north of 20<sup>th</sup> Street to STH 5;**
3. **Encourage MNDOT to reduce the speed limit on STH 5 from 55 MPH to 45 MPH from Jamaca Avenue to Klondike Street; reduce the speed limit from Klondike Avenue to Manning Avenue to 30 MPH in recognition of the urban nature of the thoroughfare;**
4. **Encourage MNDOT to complete the scheduled “Road Safety Audit” on STH 5 as funds become available.**

**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

### Lake Elmo Septic Survey Update

As of 9/13/12, we have received 17 responses to the septic survey sent out on 8/31/12. The survey was sent to all property owners (24) abutting the section of Legion Ave. adjacent to 30<sup>th</sup> St. N., yielding a response rate of 71% up to this point. Regarding the last question on the survey, inquiring about the interest of being connected to City sanitary sewer, the results thus far are the following:

<b>Q8. Interest in connection to City sanitary sewer on Legion Ave.</b>		
<b>Response</b>	<b>#</b>	<b>%</b>
Yes	9	52.9%
No	2	11.8%
Unknown	6	35.3%
Total	17	

