



*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 Council Meeting

Tuesday, December 16, 2014 7:00 P.M.

City of Lake Elmo | 3800 Laverne Avenue North

### AGENDA

- A. Call to Order
- B. Pledge of Allegiance – Roll Call – Order of Business
- C. Approval of Agenda
- D. Accept Minutes
  1. Accept December 2, 2014 City Council Meeting Minutes
- E. Council Reports
- F. Presentations/Public Comments/Inquiries
  2. Community Development Department Annual Report
- G. Finance Consent Agenda
  3. Approve Payment of Disbursements and Payroll
  4. Accept Financial Report dated November 30, 2014
  5. Accept Building Report dated November 30, 2014
  6. Accept City Assessor Report dated November 30, 2014
  7. Authorize Certification to the Washington County Auditor for unpaid Water Utility Bills; **Resolution No. 2014-97**
  8. 39<sup>th</sup> Street N: Street & Sanitary Sewer Improvements – Pay Request No. 3
  9. 2014 Street Improvements – Pay Request No. 4
  10. Diedrich-Rieder Easement Vacation
- H. Other Consent Agenda
  11. Approve 2015 Meeting Calendar
  12. Approve 2015 Fee Schedule; **Ordinance 08-115**
  13. Approve Easement Encroachment Agreement - 5730 57<sup>th</sup> Street Cove N.
- I. Regular Agenda
  14. Approve 2015 CIP
- J. New Business
  15. 2015 Plan of Work
- K. Staff Reports and Announcements
  - City Administrator
  - City Attorney
  - Planning Director
  - City Engineer
  - Finance Director
  - City Clerk
- L. Executive Session
  - Adjourn to Closed Session per MN State Statute 13D.05 Subd. 3(a) for annual performance review of City Administrator Dean Zuleger
- M. Adjourn

**LAKE ELMO CITY COUNCIL MINUTES**

**NOVEMBER 18, 2014**

**CITY OF LAKE ELMO  
CITY COUNCIL MINUTES  
NOVEMBER 18, 2014**

*Mayor Pearson called the meeting to order at 7:00 pm.*

**PRESENT:** Mayor Mike Pearson and Council Members Wally Nelson, Anne Smith, Justin Bloyer, and Mike Reeves.

Staff present: City Administrator Zuleger, City Attorney Snyder, Community Development Director Klatt, City Engineer Griffin, and City Clerk Bell.

**PLEDGE OF ALLIGENCE**

**APPROVAL OF AGENDA**

***MOTION:** Council Member Bloyer moved **TO POSTPONE ITEMS 13 AND 16 UNTIL FIRST MEETING OF 2015.** Council Member Smith seconded the motion.*

Council Member Bloyer thinks that new Council should vote on these items as one of them was included as a campaign issue. He does not have a personal issue with either item, however he thinks the new Council should vote on the item.

Council Member Smith agreed that the issues are major policy decisions and believes that the next Council should decide them out of deference to the incoming Members-Elect.

Council Members Nelson and Reeves and Mayor Pearson believe that the item should be at least discussed by the current Council as they are before them on the agenda tonight. The applicants are also in attendance. Council Member Reeves believes that due process calls for the items to be addressed as they come before the Council.

Community Development Director Klatt noted that both items are subject to the 60 day rule for action, and Waiting until January would cause scheduling issues.

***MOTION FAILED 2-3 (PEARSON, NELSON, REEVES – NAY).***

***MOTION:** Council Member smith moved **TO APPROVE THE DECEMBER 02, 2014 CITY COUNCIL AGENDA AS AMENDED.** Mayor Pearson seconded the motion. **MOTION PASSED 5-0.***

**ITEM 1: ACCEPT MINUTES**

***THE NOVEMBER 18, 2014 CITY COUNCIL MINUTES WERE APPROVED AS PRESENTED BY CONSENSUS.***

**COUNCIL REPORTS:**

**Mayor Pearson:** met with residents on proposed Park and Ride; met with Council Member-Elect Jill Lundgren; along with Council Member Nelson met with Tim Finnerty and Ginny Holder from the Cable Commission; attended staff retreat; commended staff again on the CAFR.

**Council Member Smith:** No report.

**Council Member Nelson:** No report.

**Council Member Bloyer:** No report.

**Council Member Reeves:** HR committee working on administrator review and committee application. Both were provided to Council at tonight's meeting.

**PRESENTATIONS:**

**ITEM 2A: FIRE DEPARTMENT – CONDITIONAL JOB OFFER TO NEW RECRUIT**

Fire Chief Malmquist introduced William McClellan and provided his background.

***MOTION:** Mayor Pearson moved **TO APPROVE A CONDITIONAL JOB OFFER TO NEW RECRUIT WILLIAM MCCLELLAN, PENDING THE OUTCOME OF A PRE-PLACEMENT***

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***PHYSICAL EXAM AND PSYCHOLOGICAL EXAM.*** Council Member Smith seconded the motion. ***MOTION PASSED 5-0.***

**ITEM 2B: FIRE DEPARTMENT – SWEAR IN NEW LIEUTENANT**

Fire Chief Malmquist introduced Firefighter/Engineer Brian Johnson. Mr. Johnson took oath as new officer.

***No formal Council action requested.***

**PUBLIC COMMENTS/INQUIRIES**

**Susan Dunn**, 11018 Upper 33<sup>rd</sup> St. N., expressed her concern about the Moody's report on GO Bond. She is concerned that the numbers have changed. City Administrator Zuleger explained there will be a clarification and entered into the minutes.

Ms. Dunn also spoke about the *Fresh* article on infrastructure costs. She sought clarification on a few items, but said she appreciated the information. City Engineer Griffin noted that the info is also available on the website.

Council Member Smith asked if the residents who are still on wells would have to connect and seal their wells. Mr. Griffin clarified that they will not under the current policy.

**FINANCE CONSENT AGENDA**

2. Approve Payment of Disbursements and Payroll in the amount of \$134,017.52
3. ~~Authorize Certification to the Washington County Auditor for unpaid Water Utility Bills~~ (*Postponed by Finance*)
4. Well No. 4 Connecting Watermain Improvements – Change Order No. 1
5. Well No. 4 Connecting Watermain Improvements – Compensating Change Order No. 2
6. Well No. 4 Connecting Watermain Improvements – Pay Request No. 4 (FINAL)

***MOTION:*** Council Member Nelson moved ***TO APPROVE THE FINANCE CONSENT AGENDA AS PRESENTED.*** Council Member Reeves seconded the motion. ***MOTION PASSED 5-0.***

**OTHER CONSENT AGENDA**

11. 2015 Liquor License Renewals
12. Washington County Subsurface Sewage Treatment System Inspection Services Agreement
13. 10a. Gonyea Preliminary Plat Extensions – Village Park Preserve; Resolution No. 2014-90
14. 10b. Gonyea Preliminary Plat Extensions – Village Preserve; Resolution No. 2014-91

***MOTION:*** Council Member Nelson moved ***TO APPROVE THE OTHER CONSENT AGENDA AS PRESENTED.*** Council Member Reeves seconded the motion. ***MOTION PASSED 5-0.***

**REGULAR AGENDA**

**ITEM 11: PUBLIC HEARING: 2015 PROPOSED TAX LEVY AND GENERAL FUND BUDGET – ADOPT 2015 BUDGET AND TAX LEVY; RES. NO. 2014-92**

Finance Director Bendel presented the 2015 budget. She explained the 2015 assumptions. The General Fund Levy, Debt Service Levy, and Library Levy were summarized. The library levy reduction was explained.

***MOTION:*** Council Member Smith moved ***TO OPEN PUBLIC HEARING.*** Council Member Nelson seconded the motion. ***MOTION PASSED 5-0. Public hearing opened at 7:35pm.***

***MOTION:*** Council Member Smith moved ***TO CLOSE PUBLIC HEARING.*** Council Member Nelson seconded the motion. ***MOTION PASSED 5-0 Public hearing closed at 7:35pm.***

***MOTION:*** Council Member Nelson moved ***TO APPROVE RESOLUTION NO. 2014-92, ADOPTING THE FINAL 2015 GENERAL FUND, DEBT SERVICE FUND, AND LIBRARY FUND ANNUAL BUDGETS AND LEVIES.*** Council Member Reeves seconded the motion.

Mayor Pearson thanked the finance group. ***MOTION PASSED 5-0***

**ITEM 12: INWOOD EAW – RESPONSE TO COMMENTS, FINDINGS OF FACT, RECORD OF DECISION, AND DECLARATION OF NO NEED FOR AN EIS; RES. NO. 2014-93**

Community Development Director Klatt provided overview of the EAW responses.

Council Member Bloyer asked about who pays for the studies. The reports reviewed by staff are paid for by the developer.

Council Member Smith asked if the Metropolitan Council response was based on the current numbers. It was explained that the original numbers were submitted of the submission timing. The updated numbers have been amended, but as they are lower, they do not impact the finding.

***MOTION: Mayor Pearson moved TO ADOPT RESOLUTION NO. 2014-93, APPROVING THE INWOOD EAW AND FINDING NO NEED FOR AN ENVIRONMENTAL IMPACT STATEMENT. Council Member Bloyer seconded the motion. MOTION PASSED 5-0.***

**ITEM 13: INWOOD PUD PRELIMINARY PLAT AND PRELIMINARY DEVELOPMENT PLANS; RES. NO. 2014-94**

Community Development Director Klatt provided overview and background of the proposed development. He explained the changes to the concept plan based on conditions of approval: elimination of 150 units of multifamily homes; reconfiguration of Bremer/Stonegate park curve; additional details of Outlot P public gathering area; park concept for SE park adjacent to Stonegate; modification of commercial dev access; maintenance of 100 ft buffer; sidewalks added to both sides of street B; incorporated design standards for single family homes. Mr. Klatt provided overview of the proposed preliminary plat and some of the nuances of the PUD.

Access to the proposed park was clarified. There would be no access directly from 5<sup>th</sup> St. Access from proposed Street C would be shorter. Council Member Smith suggested that direct access may be better as it would not involve users from accessing through the neighborhood. Council Member Reeves noted that the Parks Commission's main concern was about adequate parking.

It was explained that the loop roads would not have sidewalks. The easternmost loop road lots have been left in a configuration that follows concept plan. No additional trails are shown along county roads. Mr. Klatt explained some of the benefits of a PUD. The flexibility requested in concept plan proposals was explained.

The design standards were explained. They are intended as guides.

The critical path issues were explained. Two significant items are the Water tower site and 5<sup>th</sup> street minor collector road. The water tower site was discussed. The trail and its proposed placement was also discussed. One issue was whether it made more sense to locate the trail on the north or south side. Council Member Reeves asked if there are any current proposals of a trail expansion on 10<sup>th</sup> St. The County currently does not include a trail there. City Administrator Zuleger clarified that the County did afford greater width and shoulders due to use. So while it is not an actual bike or pedestrian lane, it will accommodate greater use.

Ms. Smith asked why the water tower was located near the road instead of further back. It was explained that the infrastructure costs would be greater. It also provides developers a known entity with regards to one side of the development and the road. Expected timing for build-out is seven years. Mr. Reeves noted that the commercial and multifamily design standards will still apply.

Mr. Klatt summarized the Planning Commission findings and the 19 conditions of approval. Council Member Nelson asked for clarification as to why the Planning Commission members who voted no, voted no. Mr. Klatt responded that he did not have that information.

**Sue Dunn** spoke about her concerns with the proposal.

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Mayor Pearson noted that under the comp plan guide, there could have been 800 or so units. Ms. Smith took issue with pointing out the benefit of the lower numbers. She stated that if the maximum was used, it would negatively impact development options on surrounding properties. Mayor Pearson noted that Council is commenting on the proposals before it.

***MOTION:*** *Council Member Nelson moved TO ADOPT RESOLUTION NO. 2014-94, APPROVING THE INWOOD PRELIMINARY PLAT AND PRELIMINARY PUD PLAN SUBJECT TO 19 CONDITIONS OF APPROVAL. Council Member Reeves seconded the motion.*

***MOTION TO AMEND:*** *Council Member Nelson moved TO STRIKE “AT THE INTERSECTION OF ‘STREET B’ AND 10TH STREET AND” LANGUAGE FROM CONDITION 17. Council Member Bloyer seconded the motion.*

Council Member Smith believes that the developers will want to incorporate theming at the entrances with or without the condition requirement. Council Member Nelson stated he simply wants to give the applicants flexibility to do accomplish their goal as they see fit.

John Rask responded that commonality is good, but so is flexibility. They would like to be able to incorporate some of the residential architectural designs. The anticipated price point and buyers’ demographic was explained.

***MOTION TO AMEND PASSED 5-0.***

The two-story design was discussed. Council Member Smith has concerns about the dominant garage for that planned design. Mr. Rask stated that only 20% of the lots can accommodate the two-story design. He also explained the attempts to lessen the impact of the garage dominant home design by incorporating architectural elements. Mr. Klatt explained which lots would allow the design Ms. Smith is referring to.

Council Member Reeves likes the fact that it is a different type of development than anything currently available in the City. This adds variety for single-family homes and offers opportunity for additional demographics.

It was pointed out that some of the benefits the project includes the density being lower than maximum allowed, it provides a water tower and builds 5<sup>th</sup> street. It also helps broaden the tax base.

The HOA requirements were discussed. They are often addressed at a later point and staff has done a good job of keeping them updated.

Ms. Smith said she hopes the commercial development comes soon to help pay for the residential development.

***ORIGINAL MOTION PASSED AS AMENDED 5-0***

***Meeting recessed at 9:17pm. Meeting reconvened at 9:25pm.***

City Engineer Griffin provided 201 Septic System update on the Golish property at 9369 Jane Road.

**ITEM 14: 2835 LEGION AVENUE – REQUEST TO CONNECT TO LEGION AVENUE 201 WASTEWATER SYSTEM**

City Engineer Griffin provided overview of the request and the staff analysis. Actual address is 2832 Legion Ave. The original connection price was indexed to current costs. This was the same process used as last time.

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***MOTION:** Council Member Bloyer moved TO APPROVE AN ASSESSMENT AGREEMENT FOR 2835 LEGION AVENUE TO CONNECT TO THE 201 WASTEWATER SYSTEM (OLD VILLAGE REMOTE A). Council Member Smith seconded the motion. MOTION PASSED 5-0.*

**ITEM 15: EMMERSON IUP RENEWAL FOR A BUS/TRUCKING TERMINAL AT 11530 HUDSON BOULEVARD; RES. NO. 2014-95**

Community Development Director Klatt presented the renewal application. It was explained that staff is processing the application as a renewal despite the previous agreement technically expiring at the end of 2012 due to no changes to use.

The history of the 2 year duration of the IUP was explained. It was explained that the staff recommendation was consistent with the previous durations granted.

***MOTION:** Council Member Smith moved TO ADOPT RESOLUTION NO. 2014-95, GRANTING A RENEWAL FOR AN INTERIM USE PERMIT TO ALLOW A BUS/TRUCK TERMINAL AT 11530 HUDSON BOULEVARD AND APPROVING A REVISED CONSENT AGREEMENT FOR THE INTERIM USE RENEWAL TIME PERIOD. Council Member Reeves seconded the motion.*

Council Member Nelson asked for a friendly amendment of a longer duration such as 5 years. Mr. Klatt explained that the staff does not oppose lengthening it. Any changes in zoning or use would have to come back to Council.

City Attorney Snyder suggested adding “for the time period, unless earlier surrendered by the applicant.”

Council Member Smith accepted the amendment.

***FINAL MOTION LANGUAGE: TO ADOPT RESOLUTION NO. 2014-95, GRANTING A RENEWAL FOR AN INTERIM USE PERMIT TO ALLOW A BUS/TRUCK TERMINAL AT 11530 HUDSON BOULEVARD AND APPROVING A REVISED CONSENT AGREEMENT FOR THE INTERIM USE RENEWAL TIME PERIOD OF 5 YEARS, UNLESS EARLIER SURRENDERED BY THE APPLICANT.***

***MOTION PASSED 5-0.***

***Council Member Smith left the room at 9:44pm. She returned at 9:46pm.***

**ITEM 16: HALCYON CEMETERY SKETCH PLAN REVIEW**

Community Development Director Klatt presented overview of the cemetery proposal.

Mayor Pearson asked about the park dedication fee. Staff would recommend 4% to be consistent with rural residential development. Council Member Reeves asked if non-denominational cemeteries are still eligible for non-profit status. It was clarified that they are.

Lee Rossow, 11050 59<sup>th</sup> St., applicant, spoke about the proposal. Project Architect Bill Sanders described the proposal in detail. It was noted that there will be no soil contamination due to the type of vaults proposed.

How it would be expanded in future was explored. It will be funded for 10 years and there is currently enough capacity to provide space for several hundred years. The cemetery will be governed as part of a trust. The Council discussed including a possible service fee and park dedication fees. Council Member Smith stated she finds the proposal intriguing.

***Council Members Smith and Bloyer left meeting at 10:20pm.***

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Mayor Pearson called for the mentioned issues to be addressed when the proposal comes back. Council Member Nelson suggested the City look at the zoning code vis-à-vis cemeteries for the future.

***NO FORMAL ACTION REQUESTED.***

**ITEM 17: LAKE ELMO AVENUE PROJECT (CSAH 17) COOPERATIVE AGREEMENT; RES. NO. 2014-96**

City Administrator Zuleger presented the proposed agreement with the County to acquire easements for the Lake Elmo Ave. City Engineer Griffin provided a technical overview of the process being used.

The Council is concerned about the use of eminent domain or condemnation in obtaining the easements. City Attorney Snyder recommended adding language specifying that the county will be subject to first consultation with the city. It was clarified that parcels involving the county roads will be the domain of Washington County. The City will not be able to dictate the process used for acquiring those easements.

City Attorney Snyder suggested adding: "Retaining right of consultation and approval for aspects of City related projects including but not limited to eminent domain."

***MOTION: Council Member Reeves moved TO ADOPT RESOLUTION NO. 2014-96, APPROVING THE COOPERATIVE AGREEMENT WITH WASHINGTON COUNTY TO FACILITATE RIGHT OF WAY ACQUISITION ASSOCIATED WITH THE LAKE ELMO AVENUE DOWNTOWN STREET AND UTILITY PROJECT, RETAINING RIGHT OF CONSULTATION AND APPROVAL FOR ASPECTS OF CITY RELATED PROJECTS INCLUDING BUT NOT LIMITED TO EMINENT DOMAIN. Mayor Pearson seconded the motion. MOTION PASSED 3-0 (SMITH AND BLOYER – ABSENT).***

**STAFF REPORTS AND ANNOUNCEMENTS**

**City Administrator Zuleger:** worked with Washington County on East Metro water issue; working on employee reviews; finalizing CIP including addition of petitioned Eagle Point Blvd work; staff retreat; Carriage Station Park transfer.

Council Member Nelson and Mayor Pearson commended the staff retreat.

**City Attorney Snyder:** working on routine administrative items; reviewing HOA documents; communicating with 3M.

**Community Development Director Klatt:** working on Easton Village Final Plat; Planning Commission final annual report.

**City Engineer Griffin:** No report.

**City Finance Director:** working on assessment files, CIP, budget; received second installment of 2014 levy dollars.

**City Clerk Bell:** announced Rink Attendant position still open and new Library Clerk Position has been posted. More information on both positions is available on City's website.

***Mayor Pearson Adjourned the meeting at 10:48 pm.***

LAKE ELMO CITY COUNCIL

ATTEST:

\_\_\_\_\_  
Mike Pearson, Mayor

\_\_\_\_\_  
Adam R. Bell, City Clerk



# MAYOR & COUNCIL COMMUNICATION

**DATE:** December 16, 2014  
**PRESENTATION**  
**ITEM #** 2

**AGENDA ITEM:** 2014 Community Development Department Annual Report

**SUBMITTED BY:** Kyle Klatt, Community Development Director

**THROUGH:** Dean Zuleger, City Administrator

**REVIEWED BY:** Planning Commission  
Nick Johnson, City Planner  
Rick Chase, Building Official

**SUGGESTED ORDER OF BUSINESS:**

- Introduction of Item .....Community Development Director
- Report/Presentation.....Community Development Director
- Questions from Council to Staff..... Mayor Facilitates
- Call for Motion ..... Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

**POLICY RECCOMENDER:** The Community Development Department has prepared an annual report to summarize the work performed by the departmental Staff and the Planning Commission over the past year.

**FISCAL IMPACT:** N/A – The annual report can be used to help measure the effectiveness of the Community Development Department over the past year.

**SUMMARY AND ACTION REQUESTED:** The City Council is being asked to review the 2014 Community Development Department Annual Report. The Planning Commission considered the annual report at its December 8, 2014 meeting and adopted a motion to accept the report with minor modifications and forward the report to the City Council. Staff will present a brief update to the Council at its meeting, highlighting the key activities and projects that were undertaken in 2014.

The attached report is being presented for informational purposes; no action is necessary by the Council on this item.

**LEGISLATIVE HISTORY/PLANNING COMMISSION REPORT:** The annual report is intended to summarize activities within the Community Development Department. These activities include the more significant building and planning activities undertaken by the City in 2014. The Planning Commission did not make any changes to the document other than minor modifications, and noted that there was a significant amount of work accomplished over the past year.

**BACKGROUND INFORMATION (SWOT):** N/A – For review and discussion only.

**RECOMMENDATION:** Staff and the Planning Commission have recommended that the City Council accept the annual report for the Community Development Department as presented.

**ATTACHMENTS:**

1. 2014 Community Development Department Annual Report

The logo for The City of Lake Elmo features the text "THE CITY OF LAKE ELMO" in a serif font. "LAKE ELMO" is significantly larger and bolder than "THE CITY OF". Below the text is a stylized, horizontal, wavy line that resembles a lake or a decorative flourish.

## 2014 Community Development Department Annual Report

### I. Annual Summary

The Lake Elmo Community Development Department is submitting its annual report for consideration by the City Council and Planning Commission. The theme of 2014 was development review, as a significant number of residential plats and commercial projects were proposed over the course of the year. The significant level of proposed development follows the approval of the Comprehensive Plan Amendments for the Village and I-94 Corridor Planning Areas. In addition, sewer and water utilities were extended in various locations to make future development possible. These factors resulted in the busiest year in recent memory in terms of development activity.

In terms of residential development, the City worked on 9 residential subdivisions in various stages of approval this year. Overall, 4 residential final plats have been approved in 2014 (Savona 1<sup>st</sup> Addition, Savona 2<sup>nd</sup> Addition, Hunters Crossing 1<sup>st</sup> Addition and Hammes Estates 1<sup>st</sup> Addition) as of the date of this report. The approved final plat to date include 190 residential lots. In addition, 7 residential preliminary plats were approved in 2014. Given the amount of plat approved, it is anticipated that final platting and residential development and construction activity will be substantial in 2015.

With regards to commercial development, the City reviewed and approved two projects in 2014: Eagle Point Medical Clinic and Kwik Trip Gasoline Station, both in the I-94 Corridor Planning Area. Both of these projects are currently under construction at the time of this report. In addition to these projects, the City also reviewed and approved a new building for Family Means in the Cimarron Manufactured Home Park.

Regarding public projects, Staff has been heavily involved in both the Lake Elmo Avenue (CSAH 17) and Manning Avenue (CSAH 15) Projects in collaboration with Washington County. In particular, the CSAH 17 Project has required a significant amount of staff resources due to the complexity of the project. In addition to the reconstruction of multiple streets in the downtown area, the City is planning on the installation of sewer and storm sewer infrastructure. It is the goal of the project to make necessary transportation improvements, improve surface water drainage conditions in the downtown, and connect downtown properties to the municipal wastewater system. Staff anticipates that these projects will continue to be of highest priority in 2015, necessitating substantial resources and attention from the City, as well as close collaboration with the County.

In terms of broader planning and policy efforts focused on the future of the community, work is ongoing in a number of areas. First, research and analysis of the City's Rural Planning Area was completed in order to inform future policy recommendations with regards to rural land uses. Areas of investigation include the cost of public services for the various types of rural land uses, as well as the possibility of further subdividing Agricultural and Rural Residential areas into residential lots (i.e. 2.5 acre lots). In addition to the analysis of the rural areas, Staff continued to work with Washington County on the possible Gateway Corridor bus rapid transit facility. The

addition of bus rapid transit along the southern boundary of the community will likely result in land use changes around future station areas. The City continues to be an active participant in the regional planning of the transit line and is initiating preliminary station area planning work on the local level.

One of the greatest achievements in 2014 was the elimination of the Memorandum of Understanding (MOU) with the Metropolitan Council, relieving the community of mandated growth quotas and potential wastewater inefficiency fees. The Met Council was agreeable to negotiate the elimination of the MOU after the adoption of the two major Comprehensive Plan Amendments in the I-94 Corridor and Village Planning Areas and the extension of municipal utilities. In addition, the review and approval of various development applications provided the Met Council with the confidence to move forward with the elimination of the MOU.

On a staffing level, the Community Development Department added a Planning Intern in 2014, who has provided additional horsepower in the areas of parks and trails planning, rural area analysis, form-based codes and other day-to-day operations. The Building Official continues to make substantial progress at improving the City's Building Inspection operations. In addition, code enforcement activities continued to be a high priority in 2014, as a number of cases and violations were resolved by the Building Official.

## II. Annual Review: Major Projects

Major projects/accomplishments for the Community Development Department in 2014 include the following:

**Comprehensive Plan Updates.** The City completed work on five minor updates to the Comprehensive Plan in 2014, including:

- *9434 Stillwater Boulevard North.* It was proposed by the City Council to change the land use guidance of this parcel from Rural Area Development – Alternate Density (RAD-Alt) to Rural Area Development (RAD). The amendment was not approved, as it did not receive the necessary super-majority vote at the City Council.
- *Density Ranges Amendment.* The density ranges for various land use categories within the Land Use Plan were slightly amended to fill artificial gaps between categories.
- *Holliday Parcel Amendment.* GWSA Land Development, LLC requested that the City amend the future land use guidance of a 14-acre parcel at the northwest corner of 30<sup>th</sup> Street and Manning Ave. from Rural Area Development (RAD) to Village Urban Low Density Residential (V-LDR). The amendment request was associated with the approved Village Park Preserve preliminary plat.
- *RAD-Alt Land Use Category Elimination.* The City Council approved the elimination of the RAD-Alt land use category from the Land Use Plan. The three parcels that had the RAD-Alt designation were amended to Rural Area Development (RAD) in the Future Land Use Map.
- *Wildflower at Lake Elmo Amendments.* Related to the proposed Wildflower at Lake Elmo residential subdivision, Robert Engstrom Companies requested that two areas guided for Rural Area Development be amended to Village Urban Medium Density (V-MDR) and Village Urban Low Density (V-LDR) respectively. The City approved the amendment request and is awaiting final approval from the Metropolitan Council.

**Land Use Applications.** Through the support of the Planning Commission, the Community Development Department worked on 53 land use applications/projects in 2014, including but not limited to amendments to the Comprehensive Plan, preliminary and final plats, conditional use permits, zoning text amendments, and variances. The most significant of the applications reviewed this year remain the residential plats that were processed in 2014, including the following:

- Savona 1<sup>st</sup> Addition Final Plat
- Hammes Estates Preliminary Plat
- Easton Village Preliminary Plat
- Village Preserve Preliminary Plat
- Hunter's Crossing Preliminary Plat
- Boulder Ponds Preliminary Plat
- Savona 2<sup>nd</sup> Addition Final Plat
- Village Park Preserve Preliminary Plat
- Hammes Estates 1<sup>st</sup> Addition Final Plat
- Hunter's Crossing 1<sup>st</sup> Addition Final Plat
- InWood Preliminary Plat

Additional land use applications that were reviewed in 2014 include but are not limited to the following:

- Lakewood Crossing (Kwik Trip) Preliminary Plat, Final Plat and Conditional Use Permit
- Family Means Conditional Use Permit
- Eagle Point Medical Preliminary and Final PUD Plan
- Halcyon Cemetery Sketch Plan
- Verizon Wireless Cell Tower Conditional Use Permit
- Launch Properties PUD Concept Plan
- Savona Townhome Conditional Use Permit
- Wildflower at Lake Elmo PUD Concept Plan

**Board of Adjustment Actions.** Planning Staff reviewed 2 variances in 2014:

- Jane Road Lot Size Variance
- Hammes Property Shoreland Variance – request withdrawn by applicant

**City Code Amendments.** In 2014 the Community Development Department approved/reviewed 12 City Code/Zoning Code Amendments, including the following:

- Zoning Code Cleanup Amendment
- Animal Ordinance
- Driveway Standards Ordinance
- Accessory Structure Standards
- Commercial Wedding Venues Ordinance
- Animal Therapy Ordinance
- Site Plan Review Ordinance – Subdivision Ordinance Cleanup
- Shoreland Ordinance
- Net and Gross Density Definitions
- Urban Low Density Residential Garage Standards
- Exterior Storage
- Screening

**Metropolitan Council – MOU.** The City successfully negotiated the termination of the Memorandum of Understanding (MOU) between the City of Lake Elmo and Met Council. The MOU was the legal document that stipulated the 2030 required growth targets for Lake Elmo. The City received preliminary 2040 forecast number of 20,500. Staff will continue to work towards a reduced population forecast as the Metropolitan Council prepares the release of community system statements in 2015.

**CSAH 17 Project.** The City has been working in close coordination with Washington County on the planning and design of the downtown street and utility project, which includes Lake Elmo Avenue, 30<sup>th</sup> Street, Upper 33<sup>rd</sup> Street, 36<sup>th</sup> Street and Laverne Avenue. The project will include the installation of sanitary sewer and storm sewer, replacement of old watermain, and the reconstruction of streets with additional pedestrian facilities. At this point, construction is scheduled to occur in two phases in 2015 and 2016. Staff recognizes that successful completion of this impactful project is of the highest priority in the next years. The preliminary design for the improvements will be brought forward for municipal consent in early 2015.

**CSAH 15 Project.** Staff participated in the future planning for CSAH 15/Manning Avenue as part of the project management team for this project. The overall plans for this county roadway will address issues concerning safety, access, property impacts, and future development plans along the Manning Avenue corridor. A final design for the road will be brought forward for municipal consent in 2015.

**Rural Area Discussion.** The Planning Commission began discussing the future of the City's rural development areas. The adoption of the 2040 regional development forecast by the Met Council is seen as a crucial next step in determining the appropriate level of development within these areas. The rural area discussion will likely be a component of the Commission's 2015 plan of work.

**Gateway Corridor Technical Committee.** Staff continues to participate as part of the Gateway Corridor Technical Advisory Committee in an advisory role. In addition, the Mayor and members of the Council serve on the Policy Advisory Committee and Gateway Corridor Commission. A Locally Preferred Alternative (LPA) for the proposed transit project was approved by all affected communities in 2014. The LPA includes the preferred alignment and mode choice (Bus Rapid Transit). Officials and Staff will continue to work with Washington County and the other agencies involved in the Gateway Corridor planning process.

**Village AUAR 5-Year Update.** Staff drafted a five-year update to the Village Urban Alternative Areawide Review (AUAR). The City Council adopted the five-year update. The update is pending submission to the Environmental Quality Board.

**Airport Zoning.** Staff has continued to meet with representatives from the Metropolitan Airport Commission (MAC), who operate Lake Elmo Airport. It should be noted that MAC is in the process of updating the long range Comprehensive Plan for the Lake Elmo Airport. One of the critical decisions being considered is moving the northwest by southeast runway further to the north. While the Planning Department had established a goal to have an airport zoning ordinance adopted in 2014, uncertainty over the runway alignment has contributed to delays in the process. However, Staff have been in contact with potential consultants who could assist the City in developing a future airport zoning ordinance.

**Railroad Crossing Study.** Staff continued communication with representatives of Union Pacific Railroad to begin the process of created a new railroad crossing for the Village Parkway

roadway. As more detailed plans for the developments adjacent to the railroad have been developed, Staff has distributed these plans for the purposes of planning the future crossing.

**Form Based Codes.** The Planning Intern conducted further research about the possible implementation of a form-based code for the Village Mixed-Use Area in downtown Lake Elmo. Included in the research are performance standards that may be appropriate for these areas. Staff will present the findings of this research in 2015.

**InWood Planned Development EAW.** The InWood Planned Development was large enough that it required a mandatory Environmental Assessment Worksheet. Although the document was prepared by the developer's consultants, City Staff was involved in the processing and review of the document.

**Trail Planning.** The Planning intern completed a Trail Audit for the Lake Elmo trail system. The audit evaluates the location and condition of public and private trails within the community. In addition, the audit presents recommendations for future trail connections. Finally, Staff has been working with Washington County parks and trails staff on possible trail improvements along Lake Elmo Ave., Manning Ave., and other County roads as part of future construction projects.

**Building Permits.** The City of Lake Elmo processed 267 building permits, not including plumbing and mechanical permits, in 2014. The number of permits issued in the past year is generally consistent with amount of building activity over the past 5 years. However, it should be noted that 2014 marks the first full year of the permit works tracing system, so the data may be slightly different. In terms of new single family homes, the City has issued permits for 34 new homes in 2014 to date, which represents the highest number in over 10 years. Given the number of platted lots in the urban planning areas, as well as the lots likely to be platted in the new future, the Staff is anticipating an extremely significant increase in new home construction in 2015. Staff is projecting that over 100 single family homes will be constructed in the urban planning areas next year.

**Permit Works Utilization.** 2014 was the first year of full utilization of the permit works system. The system continues to provide improvements in accuracy and efficiency with regards to the issuance and tracking of building permits.

**Development Escrow Fee System.** The City Council adopted a new fee schedule in 2013 that requires the submission of an escrow deposit for larger land use applications. Staff has been diligent in tracking time spent on reviewing development projects in 2014, and this time has been reimbursed by developers/landowners.

**Annual State Planning Conference.** The Community Development Director and City Planner attended the State Planning Conference in Duluth, MN in September of this year. The theme for the conference was Port of Call: Charting the Course to Resiliency.

**Staffing.** Over the course of the year, the City of Lake Elmo added an intern to the Community Development Department. The Planning Intern is Catherine Riley, who joined the department in May of 2014. Catherine has been extremely helpful in supporting the planning department during a year of record workload. In addition, she has led multiple projects related to parks and trail planning, serving as staff support for the Park Commission. In addition to the Planning Intern, the Community Development Department also utilized contract inspection services for the increased building activity.

### III. Statistical Information

#### A. Planning Commission Meetings

1. Regular Meetings: 23
2. Workshop Meetings (with City Council): 2
3. Public Hearings: 30

#### B. Planning and Zoning Permits

2014 Planning and Zoning Applications					
Planning Applications	Approved	Denied	Pending	Reviewed	Total
Comprehensive Plan Amendments	4	1			5
Zoning Map Amendments	3				3
Zoning Text Amendments	5			3	8
City Code Amendments	4				4
Conditional Use Permits	4				4
Interim Use Permits				1	1
Sketch Plans	5 <sup>a</sup>				5
PUD Concept Plans	3				3
Preliminary Plats	8				8
Final Plats	5		1		6
Minor Subdivisions					0
Lot Line Adjustments	3				3
Variances	1			1	2
Vacations					0
Sign Permits	11				11
Appeals	1				1
Other	0				0

- a. Sketch Plan reviews do not require formal action by the City.

### C. Building Permits: 5-Year Summary

Building Permits Issued (by type): 5-Year Summary								
Year	SF Dwellings - Remodel/Repair	Demo	Manufactured Homes	Multi-Family	Commercial/Ind Remodel/Repair	New Commercial	Single Family	Total
2010	265	10	6	0	20	0	26	327
2011	320	2	0	0	24	0	24	370
2012	250	3	8	0	19	0	31	311
2013 <sup>a</sup>	254	4	0	0	16	0	32	306
2014 <sup>bc</sup>	191	5	16	0	17	5	34	268
Total Units	1280	24	30	0	96	5	147	1582
Average	256.0	4.8	6.0	0	19.2	1.0	29.4	316.4

- Total valuation of construction in Lake Elmo during 2013 was \$20,944,000.
- Total valuation of construction in Lake Elmo through December 4<sup>th</sup>, 2014 is \$27,691,000.
- 2014 was the first full year of the City's utilization of the permit works tracking system

### D. Housing Starts: 5-Year Summary

Housing Starts in Lake Elmo: 5-Year Summary					
Year	Single Family	Multi-Family	Manufactured Homes	Dwellings Demolished	Net Increase in Dwelling Units
2010	26	0	1	8	19
2011	24	0	0	0	24
2012	29	0	8	3	34
2013	32	0	0	4	28
2014	34	0	4	5	33
Total Units	145	0	13	20	138
Average	29.0	0	2.6	4.0	27.6

Respectfully Submitted,



Kyle Klatt  
Community Development Director



# MAYOR & COUNCIL COMMUNICATION

**DATE:** December 16, 2014  
**CONSENT**  
**ITEM#** 3

**AGENDA ITEM:** Approve Disbursements in the amount of \$603,802.88

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

**THROUGH:** Cathy Bendel, Finance Director

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

**SUGGESTED ORDER OF BUSINESS:**

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

**POLICY RECOMMENDER:** Finance

**FISCAL IMPACT:** \$603,802.88

**SUMMARY AND ACTION REQUESTED:** As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of \$603,802.88. No specific motion is needed as this is recommended to be part of the *Consent Agenda*.

**LEGISLATIVE HISTORY:** NA

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

<b>Claim #</b>	<b>Amount</b>	<b>Description</b>
ACH	\$ 12,400.77	Payroll Taxes to IRS & MN Dept of Revenue 12/11/14
ACH	\$ 6,211.40	Payroll Retirement to PERA 12/11/14
DD5963-DD6011	\$ 35,365.46	Payroll Dated (Direct Deposits) 12/11/14
42173-42247	\$ 549,405.25	Accounts Payable 12/16/14
2521-2527	\$ 420.00	Library Card Reimbursement 12/16/14
<b>TOTAL</b>	<b>\$ 603,802.88</b>	

**RECOMMENDATION:** Based on the aforementioned, the staff recommends the City Council approve as part of the Consent Agenda the aforementioned disbursements in the amount of \$603,802.88.

**ATTACHMENTS:**

- I. Accounts Payable – check registers

# Accounts Payable To Be Paid Proof List

User: pattyb

Printed: 12/11/2014 - 10:40 AM

Batch: 022-12-2014

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
ADVANCED Advanced Eng & Environ Svs Inc 40797 601-494-9400-43030 Engineering Services 40797 Total: ADVANCED Total:	10/31/2014	15,000.00	0.00	12/16/2014	Task Order 4 - Water System Design		-	No		0000
ALLFUN All Around Fun 10934 204-450-5200-43150 Contract Services 10934 Total: ALLFUN Total:	11/26/2014	300.00	0.00	12/16/2014	Train for Summer Kick off Event		-	No		0000
ANIMALHU Animal Humane Society 2448 101-420-2700-43150 Contract Services 2448 Total: ANIMALHU Total:	11/12/2014	2,006.00	0.00	12/16/2014	Animal Impound Fees 7/1-10/1/2014		-	No		0000
AUTONAT Auto Nation 271095 101-430-3125-44040 Repairs/Maint Eqpt 271095 Total: AUTONAT Total:	11/03/2014	226.21	0.00	12/16/2014	Back camera harness		-	No		0000
BAKERPAT Baker Patricia 2014-11 101-410-1520-43150 Contract Services 2014-11 601-494-9400-43150 Contract Services 2014-11 602-495-9450-43150 Contract Services	12/03/2014	686.87	0.00	12/16/2014	Contract Hours - November 2014		-	No		0000
	12/03/2014	588.75	0.00	12/16/2014	Contract Hours - November 2014		-	No		0000
	12/03/2014	98.13	0.00	12/16/2014	Contract Hours - November 2014		-	No		0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
2014-11	12/03/2014	588.75	0.00	12/16/2014	Contract Hours - November 2014		-			0000
603-495-9500-43150	Contract Services									
	2014-11 Total:	1,962.50								
	BAKERPAT Total:	1,962.50								
<hr/>										
BATBULBS Batteries Plus Bulbs		12.95	0.00	12/16/2014	Batteries 94 life alarm		-			0000
032-816406	12/04/2014									
101-430-3100-42230	Building Repair Supplies	12.95								
	032-816406 Total:	12.95								
	BATBULBS Total:	12.95								
<hr/>										
BOLTONME Bolton & Menk, Inc		3,600.90	0.00	12/16/2014	2013.126 Section 34 Water & Sewer		-			0000
0172278	11/17/2014									
601-494-9400-43030	Engineering Services	2,400.60	0.00	12/16/2014	2013.126 Section 34 Water & Sewer		-			0000
0172278	11/17/2014									
602-495-9450-43030	Engineering Services	6,001.50	0.00	12/16/2014	2013.131 Well 4 Connecting		-			0000
	0172278 Total:	210.00			Watermain					
0172279	11/17/2014									
601-494-9400-43030	Engineering Services	27,981.00	0.00	12/16/2014	2014.131 39th St N- Street & Sewer		-			0000
0172280	11/17/2014									
602-495-9450-43030	Engineering Services	27,981.00	0.00	12/16/2014	2014.131 39th St N- Street & Sewer		-			0000
	0172280 Total:	34,192.50								
	BOLTONME Total:									
<hr/>										
BOYER Boyer Trucks		104.45	0.00	12/16/2014	Belt, switch, DEF		-			0000
911857	11/20/2014									
101-430-3125-44040	Repairs/Maint Eqpt	104.45								
	911857 Total:	104.45								
	BOYER Total:	104.45								
<hr/>										
BRAUN Braun Intertec Corporation		2,373.34	0.00	12/16/2014	39th St N - Street & Sewer		-			0000
B015303	11/14/2014									
409-480-8000-43030	Engineering Services	2,374.34	0.00	12/16/2014	39th St N - Street & Sewer		-			0000
B015303	11/14/2014									
602-495-9450-43030	Engineering Services	4,747.68	0.00	12/16/2014	LE Ave Trunk WM Improvement		-			0000
	B015303 Total:	3,460.75								
B015813	11/21/2014									
601-494-9400-43030	Engineering Services	3,460.75	0.00	12/16/2014	LE Ave Trunk WM Improvement		-			0000
	B015813 Total:	3,460.75								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
BRAUN Total:		8,208.43								
C A C Companion Animal Control, LLC										
10	10/01/2014	500.00	0.00	12/16/2014	Reissue check 42090		-	No		0000
101-420-2700-43150	Contract Services									
10	10/01/2014	210.00	0.00	12/16/2014	Reissue check 42090		-	No		0000
101-420-2700-43160	Impounding									
10	10/01/2014	45.00	0.00	12/16/2014	Reissue check 42090		-	No		0000
101-420-2700-43160	Impounding									
10 Total:		755.00								
101-420-2700-43150	Contract Services	500.00	0.00	12/16/2014	Animal Control - October		-	No		0000
11	11/01/2014	150.00	0.00	12/16/2014	Impoundment 7am--7pm		-	No		0000
101-420-2700-43160	Impounding									
11	11/01/2014	45.00	0.00	12/16/2014	Impoundment 7pm --7am		-	No		0000
101-420-2700-43160	Impounding									
11 Total:		695.00								
C A C Total:		1,450.00								
CAGERBIT C.A.Gerbitz Co., Inc.										
14572	12/04/2014	156.00	0.00	12/16/2014	Panels for Light Up Lake Elmo		-	No		0000
204-450-5200-43150	Contract Services									
14572 Total:		156.00								
CAGERBIT Total:		156.00								
CARDMEMB Cardmember Service										
11202014	11/20/2014	397.95	0.00	12/16/2014	Dog Waste Disposal		-	No		0000
101-450-5200-44030	Repairs/Maint Imp Not Bldgs									
11202014	11/20/2014	750.00	0.00	12/16/2014	Trees - Lisbon Lift Station		-	No		0000
602-495-9450-42270	Utility System Maint Supplies									
11202014	11/20/2014	755.00	0.00	12/16/2014	Pump - Lift Station		-	No		0000
602-495-9450-44030	Repairs\Maint Imp Not Bldgs									
11202014	11/20/2014	106.05	0.00	12/16/2014	Hotel for Gas Incident		-	No		0000
101-420-2220-44300	Miscellaneous									
11202014	11/20/2014	50.00	0.00	12/16/2014	Bag Fees		-	No		0000
101-420-2220-44370	Conferences & Training									
11202014	11/20/2014	757.12	0.00	12/16/2014	Hotel		-	No		0000
101-420-2220-44370	Conferences & Training									
11202014	11/20/2014	757.12	0.00	12/16/2014	Hotel		-	No		0000
101-420-2220-44370	Conferences & Training									
11202014	11/20/2014	53.51	0.00	12/16/2014	Holiday		-	No		0000
101-420-2220-44300	Miscellaneous									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
11202014	11/20/2014	24.00	0.00	12/16/2014	Postage		-	No		0000
101-410-1520-44300	Miscellaneous									
11202014	11/20/2014	28.99	0.00	12/16/2014	WSJ		-	No		0000
101-410-1320-44330	Dues & Subscriptions									
11202014	11/20/2014	211.74	0.00	12/16/2014	Oil change and tires		-	No		0000
101-420-2400-44040	Repairs/Maint Eqpt									
11202014	11/20/2014	47.78	0.00	12/16/2014	Fuel		-	No		0000
101-420-2400-42120	Fuel, Oil and Fluids									
11202014	11/20/2014	29.00	0.00	12/16/2014	Newspaper		-	No		0000
101-410-1320-44330	Dues & Subscriptions									
11202014	11/20/2014	16.02	0.00	12/16/2014	Phone		-	No		0000
101-410-1320-43210	Telephone									
11202014	11/20/2014	62.08	0.00	12/16/2014	Meals, staff meeting		-	No		0000
101-410-1320-44300	Miscellaneous									
11202014	11/20/2014	99.00	0.00	12/16/2014	Amazon membership renewal		-	No		0000
206-450-5300-42500	Library Collection Maintenance									
11202014	11/20/2014	454.32	0.00	12/16/2014	Election meals		-	No		0000
101-410-1410-44300	Miscellaneous									
	11202014 Total:	4,599.68								
	CARDMEMB Total:	4,599.68								
CARQUEST Car Quest Auto Parts										
2055-334514	11/18/2014	61.54	0.00	12/16/2014	Work Lite, filter		-	No		0000
101-430-3120-42210	Equipment Parts									
	2055-334514 Total:	61.54								
2055-335840	12/04/2014	40.15	0.00	12/16/2014	Belts filter, Toolcat		-	No		0000
101-430-3120-42210	Equipment Parts									
	2055-335840 Total:	40.15								
	CARQUEST Total:	101.69								
CENTURYL CenturyLink										
11192014	11/19/2014	126.99	0.00	12/16/2014	Phone Service - Library		-	No		0000
206-450-5300-43210	Telephone									
11192014	11/19/2014	38.44	0.00	12/16/2014	Internet - library		-	No		0000
206-450-5300-43250	Internet									
	11192014 Total:	165.43								
	CENTURYL Total:	165.43								
COLDWELL Coldwell Banker Commercial										
38861	03/17/2014	186.22	0.00	12/16/2014	HVAC Service		-	No		0000
206-450-5300-44010	Repairs/Maint Bldg									
	38861 Total:	186.22								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
39308	07/10/2014	25.65	0.00	12/16/2014	HVAC Service		-	No		0000
206-450-5300-44010	Repairs/Maint Bldg									
	39308 Total:	25.65								
	COLDWELL Total:	211.87								
<hr/>										
COMCAST Comcast	11/27/2014	7.90	0.00	12/16/2014	Monthly Service		-	No		0000
101-420-2220-44300	Miscellaneous									
	Total:	7.90								
	COMCAST Total:	7.90								
<hr/>										
COMPASS Compass Minerals	11/19/2014	8,706.05	0.00	12/16/2014	Road Salt		-	No		0000
71255683										
101-430-3125-42290	Sand/Salt									
	71255683 Total:	8,706.05								
71257767	11/21/2014	1,741.91	0.00	12/16/2014	Road Salt		-	No		0000
101-430-3125-42290	Sand/Salt									
	71257767 Total:	1,741.91								
71261229	11/26/2014	6,784.16	0.00	12/16/2014	Road Salt		-	No		0000
101-430-3125-42290	Sand/Salt									
	71261229 Total:	6,784.16								
	COMPASS Total:	17,232.12								
<hr/>										
CORNELL Cornell Mike	12/10/2014	86.25	0.00	12/16/2014	Reimburse 2014 VCOS Seminar		-	No		0000
101-420-2220-44370	Conferences & Training									
	Total:	86.25								
	CORNELL Total:	86.25								
<hr/>										
COUNTSUN Country Sun	11/24/2014	600.00	0.00	12/16/2014	Trees - Light Up Lake Elmo		-	No		0000
2466										
204-450-5200-43150	Contract Services									
	2466 Total:	600.00								
	COUNTSUN Total:	600.00								
<hr/>										
CTYBLOOM City of Bloomington	11/30/2014	31.50	0.00	12/16/2014	Bacteria Tests		-	No		0000
Nov 2014										
601-494-9400-42270	Utility System Maintenance									
	Nov 2014 Total:	31.50								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
CTYBLOOM Total:		31.50								
CTYOAKDA City of Oakdale										
1000460-01	11/30/2014	1,284.13	0.00	12/16/2014	Water Service 11/02-12/01/14 South Pit		-	No		0000
601-494-9400-43820	Water Utility									
1000460-01 Total:		1,284.13								
CTYOAKDA Total:		1,284.13								
CTYROSEV City of Roseville										
219527	12/02/2014	2,635.58	0.00	12/16/2014	It Services		-	No		0000
101-410-1450-43180	Information Technology/Web									
219527 Total:		2,635.58								
219567	12/02/2014	87.10	0.00	12/16/2014	Admin		-	No		0000
101-410-1320-43210	Telephone									
219567	12/02/2014	13.75	0.00	12/16/2014	Building		-	No		0000
101-420-2400-43210	Telephone									
219567	12/02/2014	13.75	0.00	12/16/2014	Communication		-	No		0000
101-410-1450-43210	Telephone									
219567	12/02/2014	13.75	0.00	12/16/2014	Engineering		-	No		0000
101-410-1930-43210	Telephone									
219567	12/02/2014	27.50	0.00	12/16/2014	Finance		-	No		0000
101-410-1520-43210	Telephone									
219567	12/02/2014	38.15	0.00	12/16/2014	Planning		-	No		0000
101-410-1910-43210	Telephone									
219567	12/02/2014	181.75	0.00	12/16/2014	PW		-	No		0000
101-430-3100-43210	Telephone									
219567 Total:		375.75								
CTYROSEV Total:		3,011.33								
DELAPP DeLapp Steve										
206-450-5300-44300	11/21/2014	107.11	0.00	12/16/2014	Christmas Tree		-	No		0000
Miscellaneous										
Total:		107.11								
DELAPP Total:		107.11								
DONALDSA Donald Salverda & Associates										
P-1402-5C	11/24/2014	201.68	0.00	12/16/2014	Books		-	No		0000
101-410-1320-44350	Books									
P-1402-5C Total:		201.68								
P-1409-3BC	12/05/2014	226.59	0.00	12/16/2014	Books		-	No		0000
101-410-1320-44380	Staff Development									
P-1409-3BC Total:		226.59								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
DONALDSA Total:		428.27								
DPCINDUS DPC Industries, Inc.										
827001235-14	11/06/2014	351.00	0.00	12/16/2014	Chlorine		-	No		0000
601-494-9400-42160	Chemicals									
827001235-14 Total:		351.00								
827002134-14	11/06/2014	436.06	0.00	12/16/2014	Flouride		-	No		0000
601-494-9400-42160	Chemicals									
827002134-14 Total:		436.06								
827002171-14	11/17/2014	633.27	0.00	12/16/2014	Flouride		-	No		0000
601-494-9400-42160	Chemicals									
827002171-14 Total:		633.27								
DPCINDUS Total:		1,420.33								
EMERGAUT Emergency Automotive Tech, Inc										
23127	09/25/2014	445.00	0.00	12/16/2014	Repair lights on E1		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt									
23127 Total:		445.00								
AW 110321-7	11/06/2014	1,813.40	0.00	12/16/2014	Warning Lights - New Pick up		-	No		0000
410-480-8000-45500	Vehicles									
AW 110321-7 Total:		1,813.40								
EMERGAUT Total:		2,258.40								
EMERGREGS Emergency Response Solutions										
3107	12/04/2014	240.00	0.00	12/16/2014	Replace 3 pails of foam		-	No		0000
101-420-2220-44300	Miscellaneous									
3107 Total:		240.00								
EMERGREGS Total:		240.00								
Enright Enright Robert										
101-410-1450-43620	12/08/2014	55.00	0.00	12/16/2014	Cable Operations Planning Committee		-	No		0000
	Cable Operations									
Total:		55.00								
Enright Total:		55.00								
FASTENAL Fastenal Company										
MNOAK8204	11/06/2014	52.51	0.00	12/16/2014	Hardware		-	No		0000
101-430-3125-42210	Equipment Parts									
MNOAK8204 Total:		52.51								
MNOAK8283	11/17/2014	18.83	0.00	12/16/2014	Hardware		-	No		0000
101-430-3125-42210	Equipment Parts									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
MNOAK8283 Total:		18.83								
FASTENAL Total:		71.34								
GEISLING Geislinger & Sons, INC										
Pay Request 3	12/05/2014	78,423.45	0.00	12/16/2014	2014-131 39th Street - Street & Sewer	-	-	No		0000
602-495-9450-43030 Engineering Services										
Pay Request 3	12/05/2014	72,856.45	0.00	12/16/2014	2014-131 39th Street - Street & Sewer	-	-	No		0000
601-494-9400-43030 Engineering Services										
Pay Request 3	12/05/2014	122,443.97	0.00	12/16/2014	2014-131 39th Street - Street & Sewer	-	-	No		0000
409-480-8000-43030 Engineering Services										
Pay Request 3 Total:		273,723.87								
GEISLING Total:		273,723.87								
GIBSONJU Gibson Judy										
	11/25/2014	82.85	0.00	12/16/2014	Food for volunteer training	-	-	No		0000
206-450-5300-44300 Miscellaneous										
	11/25/2014	66.98	0.00	12/16/2014	Flowers for patron in hospital	-	-	No		0000
206-450-5300-44300 Miscellaneous										
Total:		149.83								
GIBSONJU Total:		149.83								
GKSERVIC G&K Services										
	11/17/2014	36.76	0.00	12/16/2014	Uniforms	-	-	No		0000
1182608504										
101-430-3100-44170 Uniforms										
	11/24/2014	36.76	0.00	12/16/2014	Uniforms	-	-	No		0000
1182619759										
101-430-3100-44170 Uniforms										
1182619759 Total:		36.76								
	12/01/2014	38.32	0.00	12/16/2014	Uniforms	-	-	No		0000
1182631121										
101-430-3100-44170 Uniforms										
1182631121 Total:		38.32								
	12/08/2014	38.06	0.00	12/16/2014	Uniforms	-	-	No		0000
1182642494										
101-430-3100-44170 Uniforms										
1182642494 Total:		38.06								
GKSERVIC Total:		149.90								
GRAINGER Grainger										
	11/24/2014	21.97	0.00	12/16/2014	Repair Jaws	-	-	No		0000
9603555500										
101-420-2220-44040 Repairs/Maint Eqpt										
9603555500 Total:		21.97								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
GRAINGER Total:		21.97								
H & L H & L Mesabi Corp 92086 11/26/2014		2,285.00	0.00	12/16/2014	Plow Blades			No		0000
101-430-3125-44040 Repairs/Maint Eqpt		2,285.00								
92086 Total:		2,285.00								
H & L Total:		2,285.00								
HACH HACH Company		420.77	0.00	12/16/2014	Lab Test Supplies			No		0000
9018689 09/09/2014		420.77								
601-494-9400-42160 Chemicals		420.77								
9018689 Total:		420.77								
HACH Total:		420.77								
HARDDRIV Hardrives, Inc.		102,072.29	0.00	12/16/2014	2013.135 2014 Street Improvements			No		0000
Pay No 4 11/30/2014		102,072.29								
409-480-8000-43030 Engineering Services		102,072.29								
Pay No 4 Total:		102,072.29								
HARDDRIV Total:		102,072.29								
HUNTELEC Hunt Electric		43.50	0.00	12/16/2014	Refund electrical Permit 767 Mendel Ave			No		0000
12/02/2014		43.50								
101-000-0000-11500 Accounts Receivable		43.50								
Total:		43.50								
HUNTELEC Total:		43.50								
IMPERIAL Imperial Homes		4,950.00	0.00	12/16/2014	Escrow 2014-96 9819 Whistling Valley			No		0000
11/25/2014		4,950.00								
803-000-0000-22900 Deposits Payable		4,950.00								
Total:		4,950.00								
IMPERIAL Total:		4,950.00								
JANIKING Jani-King of Minnesota, Inc		326.00	0.00	12/16/2014	Janitorial Services - December			No		0000
12/01/2014		326.00								
101-410-1940-44010 Repairs/Maint Contractual Bldg		326.00								
MIN12140440 Total:		326.00								
JANIKING Total:		326.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
JOHNSON& Johnson & Turner Attorneys										
39297	12/05/2014	4,512.50	0.00	12/16/2014	Prosecution		-		No	0000
101-420-2150-43045	Attorney Criminal									
	39297 Total:	4,512.50								
39459	12/05/2014	84.50	0.00	12/16/2014	39th Street		-		No	0000
409-480-8000-43040	Legal Services									
	39459 Total:	84.50								
39460	12/05/2014	60.00	0.00	12/16/2014	Wildflower		-		No	0000
803-000-0000-22910	Developer Payments									
	39460 Total:	60.00								
39462	12/05/2014	93.00	0.00	12/16/2014	Burgess Matter		-		No	0000
101-410-1320-43040	Legal Services									
	39462 Total:	93.00								
39463	12/05/2014	13.00	0.00	12/16/2014	Library		-		No	0000
206-450-5300-43040	Legal Services									
39463	12/05/2014	30.00	0.00	12/16/2014	Hans Hagen		-		No	0000
803-000-0000-22910	Developer Payments									
	39463 Total:	43.00								
39598	12/05/2014	3,199.00	0.00	12/16/2014	Civil		-		No	0000
101-410-1320-43040	Legal Services									
	39598 Total:	3,199.00								
39599	12/05/2014	790.00	0.00	12/16/2014	Hunters Crossing		-		No	0000
803-000-0000-22910	Developer Payments									
	39599 Total:	790.00								
	JOHNSON& Total:	8,782.00								
kathfuel Kath Fuel Oil Service Co										
488204	11/18/2014	2,615.23	0.00	12/16/2014	Fuel		-		No	0000
101-430-3120-42120	Fuel, Oil and Fluids									
	488204 Total:	2,615.23								
488207	11/18/2014	2,197.54	0.00	12/16/2014	Fuel		-		No	0000
101-430-3120-42120	Fuel, Oil and Fluids									
	488207 Total:	2,197.54								
4883007	11/19/2014	682.84	0.00	12/16/2014	Fuel		-		No	0000
101-430-3120-42120	Fuel, Oil and Fluids									
	4883007 Total:	682.84								
	kathfuel Total:	5,495.61								
Landscap Landscape Architecture, Inc										
Task 1 - 3rd py	12/05/2014	780.00	0.00	12/16/2014	Savonna 1st addition		-		No	0000
803-000-0000-22910	Developer Payments									
	Task 1 - 3rd py Total:	780.00								
Task order 4	12/02/2014	520.00	0.00	12/16/2014	Easton Village		-		No	0000
803-000-0000-22910	Developer Payments									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
Task order 4 Total:										
Task Order 6	12/02/2014	520.00	0.00	12/16/2014	Kwik Trip		-		No	0000
803-000-0000-22910	Developer Payments	260.00								
Task Order 6 Total:										
Task Order 8	12/05/2014	260.00	0.00	12/16/2014	Savonna 2nd Addition		-		No	0000
803-000-0000-22910	Developer Payments	585.00								
Task Order 8 Total:										
Landscape Total:										
		585.00								
		2,145.00								
LANG RON Ron's Inspection Services, LLC										
7	12/04/2014	1,290.50	0.00	12/16/2014	Building Inspector Services		-		No	0000
101-420-2400-43150	Inspector Contract Services									
7	12/04/2014	188.72	0.00	12/16/2014	Building Inspector Mileage		-		No	0000
101-420-2400-43310	Mileage									
7 Total:										
LANG RON Total:										
		1,479.22								
		1,479.22								
LARSON Larson Diesel Service, Corp										
141103022	11/03/2014	4,281.22	0.00	12/16/2014	DOT and repairs 98-2		-		No	0000
101-430-3120-44040	Repairs/Maint Eqpt									
141103022 Total:										
LARSON Total:										
		4,281.22								
		4,281.22								
LEAGMN League of MN Cities										
205273	12/01/2014	225.00	0.00	12/16/2014	Mike Pearson - Conference		-		No	0000
101-000-0000-15500	Prepaid Items									
205273 Total:										
205442	12/09/2014	225.00	0.00	12/16/2014	Jill Lundgren		-		No	0000
101-000-0000-15500	Prepaid Items	315.00								
205442 Total:										
205477	12/10/2014	315.00	0.00	12/16/2014	Julie Fliflet		-		No	0000
101-000-0000-15500	Prepaid Items	315.00								
205477 Total:										
205478	12/10/2014	315.00	0.00	12/16/2014	Alyssa Macloed		-		No	0000
101-000-0000-15500	Prepaid Items	225.00								
205478	12/10/2014	225.00	0.00	12/16/2014	Nick Johnson		-		No	0000
101-000-0000-15500	Prepaid Items	225.00								
205478 Total:										
LEAGMN Total:										
		450.00								
		1,305.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
LEOIL Lake Elmo Oil, Inc.										
5094591	11/30/2014	49.21	0.00	12/16/2014	Fuel		-	No		0000
101-430-3120-42120	Fuel, Oil and Fluids									
	5094591 Total:	49.21								
	LEOIL Total:	49.21								
Lillie Newspapers Inc. Lillie Suburban										
007148	11/28/2014	26.40	0.00	12/16/2014	Notice - Hans Hagen		-	No		0000
101-410-1450-43510	Public Notices									
	007148 Total:	26.40								
Acct 007148	10/31/2014	90.30	0.00	12/16/2014	Advertisement for Bids		-	No		0000
101-410-1450-43510	Public Notices									
Acct 007148	10/31/2014	17.60	0.00	12/16/2014	Accuracy Test		-	No		0000
101-410-1450-43510	Public Notices									
Acct 007148	10/31/2014	30.10	0.00	12/16/2014	City Election		-	No		0000
101-410-1450-43510	Public Notices									
Acct 007148	10/31/2014	17.60	0.00	12/16/2014	Redevelopment Plan		-	No		0000
101-410-1450-43510	Public Notices									
Acct 007148	10/31/2014	15.40	0.00	12/16/2014	Hearing - EDA		-	No		0000
101-410-1450-43510	Public Notices									
	Acct 007148 Total:	171.00								
	Lillie Total:	197.40								
LMCIT League of MN Cities Ins. Trust										
C0034053	12/05/2014	260.73	0.00	12/16/2014	Deductible - Accident Claim		-	No		0000
101-420-2220-45500	Vehicle									
	C0034053 Total:	260.73								
	LMCIT Total:	260.73								
MALMQ Malmquist Greg										
101-420-2220-44370	12/10/2014	175.74	0.00	12/16/2014	VCOS Conference 11/05-11/09/2014		-	No		0000
	Conferences & Training									
	Total:	175.74								
	MALMQ Total:	175.74								
MARONEYS Maroney's Sanitation, Inc										
554976	12/02/2014	109.78	0.00	12/16/2014	City Hall		-	No		0000
101-410-1940-43840	Refuse									
554976	12/02/2014	48.30	0.00	12/16/2014	Fire		-	No		0000
101-420-2220-43840	Refuse									
554976	12/02/2014	210.63	0.00	12/16/2014	PW		-	No		0000
101-430-3100-43840	Refuse									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
554976	12/02/2014	210.63	0.00	12/16/2014	Fire		-			0000
101-420-2220-43840	Refuse									No
554976	12/02/2014	48.67	0.00	12/16/2014	Library		-			0000
206-450-5300-43840	Refuse									No
	554976 Total:	628.01								
	MARONEYS Total:	628.01								
MENARDSO Menards - Oakdale										
61960	11/25/2014	26.51	0.00	12/16/2014	Shop supplies		-			0000
101-450-5200-42230	Building Repair Supplies									No
	61960 Total:	26.51								
62337	11/30/2014	251.06	0.00	12/16/2014	Pole shed garage door opener		-			0000
101-450-5200-42230	Building Repair Supplies									No
	62337 Total:	251.06								
62492	12/02/2014	20.79	0.00	12/16/2014	Garbage bags		-			0000
101-450-5200-44300	Miscellaneous									No
	62492 Total:	20.79								
62510	12/02/2014	113.70	0.00	12/16/2014	Holiday light cords		-			0000
101-450-5200-44300	Miscellaneous									No
	62510 Total:	113.70								
62691	12/04/2014	69.40	0.00	12/16/2014	Hockey Board Posts		-			0000
101-450-5200-44030	Repairs/Maint Imp Not Bldgs									No
	62691 Total:	69.40								
62747	12/04/2014	70.13	0.00	12/16/2014	Shop supplies		-			0000
101-450-5200-42230	Building Repair Supplies									No
	62747 Total:	70.13								
62780	12/05/2014	70.13	0.00	12/16/2014	Misc pipe fittings and supplies		-			0000
601-494-9400-42270	Utility System Maintenance									No
	62780 Total:	155.44								
62958	12/06/2014	138.74	0.00	12/16/2014	Electrical Repair supplies		-			0000
101-430-3100-42150	Shop Materials									No
	62958 Total:	138.74								
	MENARDSO Total:	845.77								
METCOU Metropolitan Council										
1039204	12/02/2014	1,466.00	0.00	12/16/2014	January 2015 Wastewater Service		-			0000
101-000-0000-15500	Prepaid Items									No
	1039204 Total:	1,466.00								
	METCOU Total:	1,466.00								
MINITEX Minitex										
86229	11/04/2014	110.00	0.00	12/16/2014	Library Bar codes		-			0000
206-450-5300-42500	Library Collection Maintenance									No

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	86229 Total:	110.00								
	MINITEX Total:	110.00								
	NCPERS 566200-NCPERS Minnesota	160.00	0.00	12/16/2014	December Premium		-	No		0000
	5662414 11/20/2014									
	101-000-0000-21708 Other Benefits	160.00								
	5662414 Total:	160.00								
	NCPERS Total:	160.00								
	NIEBUR Niebur Tractor & Equipment	412.14	0.00	12/16/2014	Kabota parts		-	No		0000
	01-38498 12/05/2014									
	101-450-5200-42210 Equipment Parts	412.14								
	01-38498 Total:	412.14								
	NIEBUR Total:	412.14								
	NNATGAS Northern Natural Gas	5,000.00	0.00	12/16/2014	Refund Escrow - ROW Permit		-	No		0000
	12/03/2014									
	803-000-0000-22900 Deposits Payable	5,000.00								
	Total:	5,000.00								
	NNATGAS Total:	5,000.00								
	NORTHTOO Blue Tarp Financial	447.16	0.00	12/16/2014	XC Ski Groomer accessories		-	No		0000
	561044171 11/26/2014									
	101-450-5200-42210 Equipment Parts	447.16								
	561044171 Total:	447.16								
	NORTHTOO Total:	447.16								
	ONECALL Gopher State One Call	100.15	0.00	12/16/2014	FTP Tickets - November		-	No		0000
	128525 11/30/2014									
	101-430-3100-43150 Contract Services	100.15								
	128525 Total:	100.15								
	ONECALL Total:	100.15								
	PIONEERP Pioneer Press	212.60	0.00	12/16/2014	Public Hearing 11/25/14		-	No		0000
	1114520397 11/30/2014									
	101-410-1450-43510 Public Notices	212.60								
	1114520397 Total:	212.60								
	PIONEERP Total:	212.60								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
POSTOFF1 Postmaster	12/11/2014	560.81	0.00	12/16/2014	Newsletter postage		-	No		0000
101-410-1450-43090 Newsletter		560.81								
Total:		560.81								
POSTOFF1 Total:										
PROQUEST ProQuest	11/22/2014	1,130.00	0.00	12/16/2014	Subscription - ancestry.com		-	No		0000
70312886										
206-450-5300-42500 Library Collection Maintenance										
70312886 Total:		1,130.00								
PROQUEST Total:		1,130.00								
S&T S&T Office Products, Inc.	11/21/2014	206.50	0.00	12/16/2014	Admin		-	No		0000
01QR5096										
101-410-1320-42000 Office Supplies										
01QR5096	11/21/2014	106.25	0.00	12/16/2014	Planning		-	No		0000
101-410-1910-42000 Office Supplies										
01QR5096 Total:		312.75								
01QS0485	12/05/2014	10.44	0.00	12/16/2014	Admin		-	No		0000
101-410-1320-42000 Office Supplies										
01QS0485	12/05/2014	20.28	0.00	12/16/2014	PLanning		-	No		0000
101-410-1910-42000 Office Supplies										
01QS0485	12/05/2014	13.92	0.00	12/16/2014	Fire		-	No		0000
101-420-2220-42000 Office Supplies										
01QS0485	12/05/2014	34.55	0.00	12/16/2014	Misc Council		-	No		0000
101-410-1110-44300 Miscellaneous										
01QS0485 Total:		79.19								
S&T Total:		391.94								
SAFEFAST Safe-Fast, Inc.	11/17/2014	71.20	0.00	12/16/2014	Gloves - winter		-	No		0000
146566										
101-430-3100-44300 Miscellaneous										
146566 Total:		71.20								
SAFEFAST Total:		71.20								
SW/WC SW/WC Service Cooperatives	11/24/2014	21,405.00	0.00	12/16/2014	January Premium		-	No		0000
C1210-20 7										
101-000-0000-15500 Prepaid Items										
C1210-20 7 Total:		21,405.00								
SW/WC Total:		21,405.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
TITAN Titan Machinery										
4590610GP	09/12/2014	217.44	0.00	12/16/2014	Control Module - back hoe		-	No		0000
101-430-3125-44040	Repairs/Maint Eqpt									
	4590610GP Total:	217.44								
5163210 GP	12/08/2014	224.61	0.00	12/16/2014	Back Hoe Parts		-	No		0000
101-430-3125-44040	Repairs/Maint Eqpt									
	5163210 GP Total:	224.61								
	TITAN Total:	442.05								
TOOLGUY The Tool Guy, LLC										
287	12/09/2014	267.23	0.00	12/16/2014	Tools		-	No		0000
101-430-3100-42400	Small Tools & Minor Equipment									
	287 Total:	267.23								
	TOOLGUY Total:	267.23								
TOWNCTRY Town & Country Cleaning Co										
1214187	12/01/2014	215.00	0.00	12/16/2014	December 2014 Cleaning Services		-	No		0000
206-450-5300-44010	Repairs/Maint Bldg									
	1214187 Total:	215.00								
	TOWNCTRY Total:	215.00								
TRISTATE Tri State Bobcat, Inc.										
T42284	11/25/2014	202.84	0.00	12/16/2014	Toolcat parts		-	No		0000
101-450-5200-42210	Equipment Parts									
	T42284 Total:	202.84								
	TRISTATE Total:	202.84								
TRKUTI Truck Utilities Inc.										
276834	11/03/2014	91.91	0.00	12/16/2014	Hyd Hose fitting plow maker		-	No		0000
101-430-3125-44040	Repairs/Maint Eqpt									
	276834 Total:	91.91								
277556	12/01/2014	48.02	0.00	12/16/2014	Hyd Hose fittings		-	No		0000
101-430-3120-42210	Equipment Parts									
	277556 Total:	48.02								
	TRKUTI Total:	139.93								
VALLEYTR Valley Trophy Inc.										
45923	11/25/2014	41.57	0.00	12/16/2014	Plaques for program		-	No		0000
206-450-5300-42500	Library Collection Maintenance									
	45923 Total:	41.57								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
VALLEYTR Total:		41.57								
VBOOKS Valley Bookseller										
	11/02/2014	271.80	0.00	12/16/2014	20 book copies		-	No		0000
206-450-5300-42500 Library Collection Maintenance										
Total:										
VBOOKS Total:		271.80								
WASH-REC Washington County										
	12/01/2014	46.00	0.00	12/16/2014	Durand		-	No		0000
101-410-1320-42030 Printed Forms										
1231323 Total:										
	12/01/2014	46.00	0.00	12/16/2014	Metzger		-	No		0000
101-410-1320-42030 Printed Forms										
4007228 Total:										
	12/01/2014	46.00	0.00	12/16/2014	Lake Elmo City		-	No		0000
101-410-1320-42030 Printed Forms										
4007229 Total:										
WASH-REC Total:		138.00								
WHEATON Wheaton Joseph										
	11/30/2014	1,348.24	0.00	12/16/2014	Electrical Inspection - November 2014		-	No		0000
20141130 Total:										
WHEATON Total:		1,348.24								
Whiteani White Anita										
	12/02/2014	55.00	0.00	12/16/2014	Cable Operation - CC meeting		-	No		0000
101-410-1450-43620 Cable Operations										
	12/02/2014	25.00	0.00	12/16/2014	Cable Operation - Bonus		-	No		0000
101-410-1450-43620 Cable Operations										
Total:										
Whiteani Total:		80.00								
XCEL Xcel Energy										
	12/03/2014	56.44	0.00	12/16/2014	Legion Park		-	No		0000
101-450-5200-43810 Electric Utility										
	12/03/2014	66.66	0.00	12/16/2014	Lift Station		-	No		0000
602-495-9450-43810 Electric Utility										
	12/03/2014	32.34	0.00	12/16/2014	Traffic Lights		-	No		0000
101-430-3160-43810 Street Lighting										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
12.03.2014	12/03/2014	29.30	0.00	12/16/2014	Street Lights		-		No	0000
101-430-3160-43810	Street Lighting									
12.03.2014	12/03/2014	787.85	0.00	12/16/2014	Fire Station 2		-		No	0000
101-420-2220-43810	Electric Utility									
12.03.2014	12/03/2014	319.64	0.00	12/16/2014	City Hall		-		No	0000
101-410-1940-43810	Electric Utility									
12.03.2014	12/03/2014	31.70	0.00	12/16/2014	Traffic Lights		-		No	0000
101-430-3160-43810	Street Lighting									
12.03.2014	12/03/2014	577.55	0.00	12/16/2014	City Hall		-		No	0000
101-410-1940-43810	Electric Utility									
12.03.2014	12/03/2014	14.25	0.00	12/16/2014	Tennis Courts		-		No	0000
101-450-5200-43810	Electric Utility									
12.03.2014	12/03/2014	119.81	0.00	12/16/2014	Park Bldg		-		No	0000
101-450-5200-43810	Electric Utility									
12.03.2014	12/03/2014	23.04	0.00	12/16/2014	Pebble Park		-		No	0000
101-450-5200-43810	Electric Utility									
12.03.2014	12/03/2014	1,466.58	0.00	12/16/2014	Wells 1 and 2		-		No	0000
601-494-9400-43810	Electric Utility									
12.03.2014	12/03/2014	44.70	0.00	12/16/2014	Traffic Lights		-		No	0000
101-430-3160-43810	Street Lighting									
12.03.2014	12/03/2014	161.43	0.00	12/16/2014	Arts Center		-		No	0000
101-450-5200-43810	Electric Utility									
12.03.2014	12/03/2014	22.18	0.00	12/16/2014	Lift Station		-		No	0000
602-495-9450-43810	Electric Utility									
12.03.2014	12/03/2014	17.40	0.00	12/16/2014	Lift Station		-		No	0000
602-495-9450-43810	Electric Utility									
12.03.2014	12/03/2014	535.31	0.00	12/16/2014	Fire Station 1		-		No	0000
101-420-2220-43810	Electric Utility									
12.03.2014	12/03/2014	224.91	0.00	12/16/2014	Legion park		-		No	0000
101-450-5200-43810	Electric Utility									
12.03.2014	12/03/2014	1,889.51	0.00	12/16/2014	Street lights		-		No	0000
101-430-3160-43810	Street Lighting									
12.03.2014	12/03/2014	28.62	0.00	12/16/2014	Traffic		-		No	0000
101-430-3160-43810	Street Lighting									
12.03.2014	12/03/2014	14.78	0.00	12/16/2014	VFW Ballfields		-		No	0000
101-450-5200-43810	Electric Utility									
12.03.2014	12/03/2014	32.03	0.00	12/16/2014	VFW Ballfields		-		No	0000
101-450-5200-43810	Electric Utility									
12.03.2014	12/03/2014	1,326.80	0.00	12/16/2014	Public Works		-		No	0000
101-430-3100-43810	Electric Utility									
12.03.2014	12/03/2014	102.37	0.00	12/16/2014	Water tower 2		-		No	0000
601-494-9400-43810	Electric Utility									
12.03.2014	12/03/2014	12.75	0.00	12/16/2014	Speed Sign		-		No	0000
101-430-3160-43810	Street Lighting									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
12.03.2014	12/03/2014	610.35	0.00	12/16/2014	Library		-		No	0000
206-450-5300-43810	Electric Utility									
12.03.2014	12/03/2014	243.48	0.00	12/16/2014	New Lift Station		-		No	0000
602-495-9450-43810	Electric Utility									
12.03.2014	12/03/2014	133.09	0.00	12/16/2014	Pumphouse		-		No	0000
601-494-9400-43810	Electric Utility									
12.03.2014	12/03/2014	13.89	0.00	12/16/2014	Gates Sunfish Park		-		No	0000
101-450-5200-43810	Electric Utility									
12.03.2014	12/03/2014	533.40	0.00	12/16/2014	Pumphouse		-		No	0000
601-494-9400-43810	Electric Utility									
12.03.2014 Total:		9,472.16								
XCEL Total:		9,472.16								

Report Total: 549,405.25



# MAYOR & COUNCIL COMMUNICATION

**DATE:** December 16, 2014  
**CONSENT**  
**ITEM#** 4

**AGENDA ITEM:** November 2014 Financial Reporting

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

**THROUGH:** Cathy Bendel, Finance Director

**REVIEWED BY:** Finance Committee

**SUGGESTED ORDER OF BUSINESS:**

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

**POLICY RECOMMENDER:** Finance

**FISCAL IMPACT:** NA

**SUMMARY AND ACTION REQUESTED:** As part of its Consent Agenda, the City Council is asked to accept the November 2014 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 the comparative financial statements for the month of November 2014 reflecting the monthly and year to date detail, comparing the actual results to the 2014 Budget.

## **GENERAL FUND:**

The most significant budget to actual variances are highlighted below:

### Revenues:

- Building Permit revenue for the month was 96% above budget bringing the year to date results to 26% better than budget. This was primarily due to 10 new home starts in November (6 in the new development areas) as well as the two large commercial projects which were permitted in September and not included in the 2014 budget. With the spike in new home starts in November, the year to date new home starts is at 31 compared to 33 in 2013 and 29 in 2012.
- ROW permit revenue for the month was above budget by \$4.2k for the month bringing the year to date to \$19.2k above budget. This is a result in the increased development activity and the need for the service providers to do work in the right of ways.
- Miscellaneous state grant revenues are above budget by \$10k for the month due to the receipt of grant proceeds to fund AUAR work.
- Zoning and subdivision fees are above budget for the month by \$4.2k due to the budget assuming there would be no zoning exceptions requested in the month of November. In November there was a developer exception requested resulting in revenue for the month bringing the year to date to \$22.5k ahead of budget on a year to date basis.
- Plan check fees for the month are 200% above budget due to the 10 new homes mentioned earlier. This brings the year to date results to 56% better than budget.
- In the month of November there was a pipeline fire which was billable to the company involved. As a result of this and one other billable incident, \$9k in billable fire expenses have been recovered.

### Expenses:

Most departments were at or below budget for the month due to the on-going diligent management of expenditures to the bottom line. A few items to note:

- Administration – General administration legal expenses continue to be under budget for the month by \$2.6k resulting at year to date expenses being \$21.2k below budget. This is a result of minimal litigation activity, the majority of the legal expenses being recoverable through developer offset of escrows, as well as utilization of our City Clerk where possible to assist to save costs.
- Administration – Information technology (\$7.7k) and rent expenses (\$2.5k) were above budget for the since no expense was budgeted. The City Council approved the Administration department moving in to new office space and these costs were part of that proposal.
- Elections – Although the PT salaries for the election judges were above the amount budgeted for November, the year to date salaries are \$2.4k better than budget.

- Building Inspection – Inspector contract services are slightly above budget for the month due to support being needed due to the number of building permits being submitted in the new development areas as well as the continued work on the two large commercial projects which began in September.
- Public Works – The part time salaries are \$1.1k higher than budget for the month due to all salaries being budgeted in the full time salary line item. On a year to date basis, the sum of the two salary expense lines are above budget due to the extra costs for snow removal as well as the summer focus on street repairs.
- Public Works – The street maintenance material cost for the month were \$6.3k above budget due to the purchase of asphalt to be used in the street repair initiative.

### **LIBRARY FUND:**

#### Revenues:

- Rental income is slightly above budget for the month due to the timing of the receipt of rental payments. On a year to date basis, the rental income is slightly below budget due to the library deciding to no longer rent out one of the previous rental offices due to needing the space.

#### Expenses:

- Library Collection Maintenance (books, dvd's and other library service items) is above budget for the month and slightly above budget on a year to date basis due to an active push to expand resource materials at the library for patron use.

**RECOMMENDATION:** Based on the aforementioned, the staff recommends the City Council accept the attached November Financial Report.

### **ATTACHMENT:**

1. November Financial Reports

12/16/2014

City of Lake Elmo  
 2014 By Month  
 Budget to Actual Comparative  
 For the month ending November 30, 2014  
 101-General Fund Summary  
 By Department

DEPT 410 - GEN'L GOV'T	Full Year BUDGET 2014	% to date	MONTH			YTD					
			BUDGET Month	ACTUAL Month	Variance (\$) Month	Variance (%) Month	BUDGET YTD	ACTUAL YTD	Variance (\$) YTD	Variance (%) YTD	
<b>REVENUE</b>											
Total Revenue	3,303,535.00	56.64%	28,400.00	199,880.31	171,480.31	603.80%	1,893,170.58	2,124,497.93	231,327.35	12.22%	
<b>EXPENSE</b>											
Total Mayor & Council	45,269.32	46.75%	13,902.66	0.00	13,902.66	100.00%	44,869.32	21,162.34	23,706.98	52.84%	
Total Administration	396,538.62	89.00%	27,442.70	34,097.75	(6,655.05)	-24.25%	362,845.86	387,009.51	(24,163.65)	-6.66%	
Total Elections	13,350.00	41.59%	3,025.00	3,868.19	(843.19)	-27.87%	13,350.00	9,420.20	3,929.80	29.44%	
Total Communications	79,129.53	97.60%	5,703.45	5,048.56	654.89	11.48%	71,401.05	82,281.20	(10,880.15)	-15.24%	
Total Finance	156,285.12	87.04%	9,710.24	11,501.06	(1,790.82)	-18.44%	146,274.88	147,530.60	(1,255.72)	-0.86%	
Total Planning & Zoning	273,059.23	77.50%	20,158.41	19,153.07	1,005.34	4.99%	249,500.82	230,766.27	18,734.55	7.51%	
Total Engineering Services	48,000.00	68.93%	4,000.00	3,500.00	500.00	12.50%	44,000.00	36,586.02	7,413.98	16.85%	
Total City Hall	27,133.16	81.00%	2,233.32	2,277.99	(44.67)	-2.00%	24,849.84	24,255.67	594.17	2.39%	
Total General Government	1,038,764.98	82.75%	86,175.78	79,446.62	6,729.16	7.81%	957,091.77	939,011.81	18,079.96	1.89%	
<b>DEPT 420 - PUBLIC SAFETY</b>											
Total Police	500,000.00	51.19%	0.00	0.00	0.00	0.00%	250,000.00	255,946.53	(5,946.53)	-2.38%	
Total Prosecution	51,000.00	79.98%	4,250.00	4,512.50	(262.50)	-6.18%	46,750.00	45,301.25	1,448.75	3.10%	
Total Fire	399,655.82	83.94%	27,940.97	21,584.25	6,356.72	22.75%	368,264.10	356,550.34	11,713.76	3.18%	
Total Fire Relief	37,323.50	143.20%	0.00	0.00	0.00	0.00%	37,323.50	53,446.01	(16,122.51)	-43.20%	
Total Building Inspections	157,601.95	83.45%	11,877.24	10,798.75	1,078.49	9.08%	145,711.11	142,313.84	3,397.27	2.33%	
Total Emergency Communications	5,800.00	58.16%	0.00	0.00	0.00	0.00%	5,800.00	3,373.08	2,426.92	41.84%	
Total Animal Control	6,282.08	90.40%	500.00	833.21	(333.21)	-66.64%	5,732.08	6,512.21	(780.13)	-13.61%	
Total Public Safety	1,157,663.35	71.37%	44,566.21	37,728.71	6,837.50	15.35%	859,580.79	863,443.26	(3,862.47)	-0.45%	

	MONTH				YTD			
	BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)
	Month	Month	Month	Month	YTD	YTD	YTD	YTD
<b>DEPT 430 - PUBLIC WORKS</b>								
Total Public Works	386,269.42	23,169.17	4,489.74	16.33%	358,560.71	357,497.27	1,063.44	0.30%
Total Streets	16,800.00	11,327.91	(9,727.91)	-607.99%	15,500.00	53,759.92	(38,259.92)	-246.84%
Total Ice & Snow Removal	96,000.00	515.27	12,984.73	96.18%	79,500.00	63,493.13	16,006.87	20.13%
Total Street Lighting	28,800.00	2,040.29	359.71	14.99%	26,400.00	20,545.56	5,854.44	22.18%
Total Recycling	7,400.00	0.00	0.00	0.00%	7,400.00	5,224.43	2,175.57	29.40%
Total Tree Program	5,000.00	0.00	0.00	0.00%	6,250.00	5,350.00	900.00	14.40%
Total Public Works	<u>540,269.42</u>	<u>37,052.64</u>	<u>8,106.27</u>	<u>17.95%</u>	<u>493,610.71</u>	<u>505,870.31</u>	<u>(12,259.60)</u>	<u>-2.48%</u>
<b>DEPT 450 - CULTURE, RECREATION</b>								
Total Parks & Recreation	206,836.63	12,771.78	3,103.27	19.55%	200,116.88	189,112.14	11,004.74	5.50%
GRAND TOTAL ALL EXPENSES	<u>2,943,535.00</u>	<u>166,999.75</u>	<u>24,778.20</u>	<u>12.92%</u>	<u>2,510,400.15</u>	<u>2,497,437.52</u>	<u>12,962.63</u>	<u>52.00%</u>
SUB TOTAL NET INC OVER EXP	<u>360,000.00</u>	<u>32,880.56</u>	<u>146,702.11</u>	<u>-89.79%</u>	<u>(617,229.57)</u>	<u>(372,939.59)</u>	<u>244,289.98</u>	<u>-39.58%</u>
DEPT 460 - COMP ADJ	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
DEPT 490 - CONTINGENCY FUND	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
TRANS TO CITY PROJ FUND (STREETS)	160,000.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
DEPT 493 - OTH FINANCING	200,000.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
GRAND TOTAL ALL DEPTS	<u>3,303,535.00</u>	<u>166,999.75</u>	<u>24,778.20</u>	<u>12.92%</u>	<u>2,510,400.15</u>	<u>2,497,437.52</u>	<u>12,962.63</u>	<u>0.52%</u>
Net Income over Expenses	<u>0.00</u>	<u>32,880.56</u>	<u>196,256.51</u>	<u>120.13%</u>	<u>(617,229.57)</u>	<u>(372,939.59)</u>	<u>244,289.98</u>	<u>39.58%</u>

12/16/2014

City of Lake Blamo  
 2014 By Month  
 Budget to Actual Comparative  
 For the month ending November 30, 2014  
 101-General Fund Detail  
 By Department

DEPT 410 - GEN'L GOV'T

	Full Year BUDGET 2014	% to date	MONTH			YTD						
			BUDGET Month	ACTUAL Month	Variance (\$) Month	Variance (%) Month	BUDGET YTD	ACTUAL YTD	Variance (\$) YTD	Variance (%) YTD	YTD variance notes	
<b>REVENUE</b>												
Current Ad Valorem Taxes	2,565,000.00	45.46%	0.00	0.00	0.00	0.00%	1,165,956.51	(116,543.49)	-9.09%	Based on actual amounts collected by WA City		
Delinquent Ad Valorem Taxes	20,000.00	37.76%	0.00	0.00	0.00	0.00%	7,551.53	(2,448.47)	-24.48%			
Mobile Home Tax	8,000.00	71.92%	0.00	0.00	0.00	0.00%	5,753.84	1,753.84	43.85%			
Fiscal Disparities	120,000.00	75.37%	0.00	0.00	0.00	0.00%	90,444.17	30,444.17	50.74%			
Penalty & Interest on Taxes	5,180.00	7.23%	0.00	0.00	0.00	0.00%	2,590.00	374.52	-85.54%			
Liquor License	3,000.00	0.00%	0.00	0.00	0.00	0.00%	3,000.00	(3,000.00)	-100.00%	Prepaid in 2013 rather than early 2014 as budgeted		
Wastehauler License	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	1,080.00	100.00%			
General Contractor License	165.00	60.61%	0.00	0.00	0.00	0.00%	165.00	100.00	-39.39%			
Heating Contractor License	6,650.00	115.34%	500.00	3,250.00	2,750.00	550.00%	6,150.00	7,670.00	24.72%			
Blacktopping Contractor License	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%			
Building Permits	170,500.00	115.15%	15,000.00	29,379.85	14,379.85	95.87%	155,500.00	196,338.30	40.838.30	26.26%	Mo - 10 new home starts; YTD - 31	
Building Re-inspect Fees	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	600.00	600.00	100.00%		
Heating Permits	15,600.00	132.08%	1,300.00	1,080.00	1220.00	-16.92%	14,200.00	20,603.72	6,303.72	44.08%		
Plumbing Permits	9,000.00	185.64%	500.00	480.00	(20.00)	-4.00%	8,500.00	16,707.19	8,207.19	96.56%		
Sewer Permits	485.00	0.00%	0.00	0.00	0.00	0.00%	485.00	0.00	(485.00)	-100.00%		
Animal License	1,991.00	129.01%	50.00	30.00	30.00	60.00%	1,941.00	2,568.50	627.50	32.33%		
Utility Permits (ROW)	11,000.00	256.66%	1,000.00	5,231.60	4,231.60	423.16%	9,000.00	28,233.10	19,233.10	213.70%	Due to 1-94 expansion; ROW	
Burning Permit	3,350.00	49.25%	150.00	295.00	145.00	96.67%	3,200.00	1,650.00	(1,550.00)	-48.44%		
Massage Therapy Licenses	150.00	133.33%	0.00	25.00	25.00	100.00%	150.00	200.00	50.00	33.33%		
Electrical Permit	0.00	100.00%	0.00	399.00	399.00	100.00%	0.00	4,506.04	4,506.04	100.00%	City share only (25%)	
Homestead Credit Aid	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%			
MSA-Maintenance	98,022.00	100.00%	0.00	0.00	0.00	0.00%	98,022.00	0.00	(98,022.00)	-100.00%	Rec'd supplemental aid in addition to base state fire aid	
State Fire Aid	41,500.00	128.79%	0.00	0.00	0.00	0.00%	41,500.00	53,446.01	11,946.01	28.79%		
PERA Aid	2,749.00	50.00%	0.00	0.00	0.00	0.00%	1,374.50	0.00	(1,374.50)	0.00%		
Gravel Tax	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00%			
Recycling Grant	15,500.00	100.00%	0.00	0.00	0.00	0.00%	15,500.00	0.00	(15,500.00)	-100.00%	Grant funds received 8/15/14	
Misc State Grant/Surcharge Rev	1,150.00	140.41%	0.00	0.00	0.00	0.00%	1,150.00	16,147.13	14,997.13	1304.10%	Mo - 510K AUAR grant; YTD - also DNR trail grooming funds of \$4k	
Cable Franchise Revenue	42,852.00	97.08%	0.00	0.00	10,000.00	100.00%	42,851.98	41,601.71	(1,250.27)	-2.92%	Cable franchise revenue received May 1st	
Zoning & Subdivision Fees	1,250.00	1879.28%	0.00	4,250.00	4,250.00	100.00%	1,000.00	23,490.95	22,490.95	2249.10%	Developer zoning exceptions; Conditional Use Permits	
Plan Check Fees	82,000.00	144.64%	6,000.00	17,951.45	11,951.45	199.19%	76,000.00	118,608.41	42,608.41	56.06%	Due to commercial activity in September not budgeted	
Sale of Copies, Books, Maps	206.00	137.74%	0.00	0.00	0.00	0.00%	206.10	283.75	77.65	37.68%		
Assessment Searches	1,285.00	82.88%	100.00	90.00	(10.00)	-10.00%	1,185.00	1,065.00	(120.00)	-10.13%		
Clean Up Days	3,000.00	75.93%	0.00	0.00	0.00	0.00%	3,000.00	2,278.00	(722.00)	-24.07%		
Cable Operation Reimbursement	1,950.00	39.68%	0.00	0.00	0.00	0.00%	1,700.00	773.75	(926.25)	-54.49%		
Fees	48,000.00	87.43%	3,500.00	4,375.66	875.66	25.02%	44,500.00	41,965.63	(2,534.37)	-5.70%		
Miscellaneous Permits	0.00	0.00%	0.00	40.00	40.00	100.00%	0.00	8,173.02	8,173.02	100.00%	August includes \$7,500 for fuel tank permit (Kwuk Trip)	
Fire Billable Revenue	0.00	0.00%	0.00	8,922.75	8,922.75	100.00%	0.00	10,422.75	10,422.75	100.00%	Fire billings to Northern Nat'l gas (\$8.1k) and Res for \$850	
Miscellaneous Revenue	2,400.00	4931.68%	200.00	114,000.00	113,800.00	56900.00%	2,200.00	118,360.35	116,160.35	5280.02%	Koch Pipeline easement revenue (\$114k)	
Internal Charges	1,600.00	49.75%	100.00	30.00	(70.00)	-70.00%	1,500.00	796.00	(704.00)	-46.93%	Fewer library card reimb than budgeted	
Interest Earnings	20,000.00	53.76%	0.00	0.00	0.00	0.00%	0.00	10,751.55	10,751.55	100.00%	Month equals YTD interest accrual per FC request	
Donations	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	11,100.00	11,100.00	100.00%	Donation from L.E. Jaycees (For "Community Improvements")	
<b>Total Revenue</b>	<b>3,303,535.00</b>	<b>64.31%</b>	<b>28,400.00</b>	<b>199,880.31</b>	<b>171,480.31</b>	<b>603.80%</b>	<b>1,893,170.58</b>	<b>2,124,497.93</b>	<b>231,327.35</b>	<b>12.27%</b>		

EXPENSE	Full Year		MONTH			YTD					
	BUDGET	% to date	BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)	
	2014		Month	Month	Month	Month	YTD	YTD	YTD	YTD	
<b>1110 - Mayor &amp; Council</b>											
PT Salaries	25,690.00	50.00%	12,845.00	0.00	12,845.00	100.00%	25,690.00	12,845.00	12,845.00	50.00%	
FICA Contributions	1,592.78	50.00%	796.39	0.00	796.39	100.00%	1,592.78	796.39	796.39	50.00%	
Medicare Contributions	372.54	50.00%	186.27	0.00	186.27	100.00%	372.54	186.27	186.27	50.00%	
Workers Compensation	300.00	10.70%	0.00	0.00	0.00	0.00%	300.00	0.00	32.10	89.30%	
Miscellaneous	800.00	0.00%	75.00	0.00	75.00	100.00%	5,000.00	0.00	650.00	100.00%	
Dues & Subscriptions	5,000.00	14.56%	0.00	0.00	0.00	0.00%	5,000.00	727.90	4,272.10	85.44%	
Conferences & Training	10,514.00	62.53%	0.00	0.00	0.00	0.00%	10,514.00	6,574.68	3,939.32	37.47%	
	1,000.00	0.00%	0.00	0.00	0.00	0.00%	750.00	0.00	750.00	100.00%	
<b>Total Mayor &amp; Council</b>	<b>45,269.32</b>	<b>46.75%</b>	<b>13,902.66</b>	<b>0.00</b>	<b>13,902.66</b>	<b>100.00%</b>	<b>44,869.32</b>	<b>21,162.34</b>	<b>23,706.98</b>	<b>52.84%</b>	
<b>1320 - Administration</b>											
FT Salaries	176,384.00	87.03%	13,271.40	0.00	296.60	2.19%	162,816.00	153,502.56	9,313.44	5.72%	
PERA Contributions	12,505.02	88.98%	962.16	0.00	21.52	2.19%	11,521.34	11,127.19	394.15	3.42%	
K/M/A Contributions	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
FICA Contributions	10,603.92	85.24%	84.122	779.60	61.62	7.33%	9,762.70	9,039.27	723.43	7.41%	
Medicare Contributions	2,479.96	85.24%	182.34	14.40	2,283.22	7.32%	2,383.22	2,114.00	269.22	7.41%	
Health/Dental Insurance	47,636.00	87.39%	3,620.00	96.00	96.00	2.58%	43,920.00	41,630.00	2,290.00	5.21%	
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Workers Compensation	1,000.00	95.38%	0.00	0.00	0.00	0.00%	1,000.00	953.77	46.23	4.62%	
Office Supplies	6,000.00	91.81%	500.00	72.78	427.22	85.44%	5,500.00	5,508.39	(8.39)	-0.15%	
Printed Forms	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	138.00	(138.00)	-100.00%	
Legal Services	60,000.00	56.29%	5,000.00	2,376.50	2,623.50	52.47%	55,000.00	33,775.75	21,224.25	38.59%	
Newsletter/Website	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	2,224.60	(2,224.60)	-100.00%	
Assessing Services	30,500.00	106.35%	2,000.00	7,500.00	(5,000.00)	-25.00%	21,500.00	32,435.39	(8,935.39)	-38.02%	
Information Technology	0.00	100.00%	0.00	7,728.13	(7,728.13)	0.00%	0.00	9,050.15	(9,050.15)	-100.00%	
Contract Services	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	33,923.05	(33,923.05)	-100.00%	
Software Programs	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	2,058.00	(2,058.00)	-100.00%	
Telephone	4,044.72	26.67%	337.06	87.10	249.96	74.16%	3,707.60	1,078.77	2,628.83	70.90%	
Postage	4,000.00	67.15%	0.00	0.00	0.00	0.00%	3,000.00	2,686.17	313.83	10.46%	
Mileage	600.00	37.47%	0.00	0.00	0.00	0.00%	600.00	224.81	375.19	62.53%	
Legal Publishing	2,400.00	181.31%	200.00	0.00	200.00	100.00%	2,200.00	4,351.45	(2,151.45)	-97.79%	
Insurance	35,000.00	71.49%	0.00	0.00	0.00	0.00%	35,000.00	25,022.67	9,977.33	28.51%	
Cable Operation Expense	600.00	267.48%	50.00	56.74	(6.74)	-13.48%	550.00	1,604.88	(1,054.88)	-191.80%	
Rent	0.00	100.00%	0.00	2,461.00	(2,461.00)	-100.00%	0.00	4,922.00	(4,922.00)	-100.00%	
Dues & Subscriptions	600.00	158.69%	50.00	0.00	50.00	100.00%	550.00	952.15	(402.15)	-73.12%	
Books	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	81.27	(81.27)	-100.00%	
Conferences & Training	2,185.00	393.83%	0.00	0.00	0.00	0.00%	1,935.00	8,605.22	(6,670.22)	-344.71%	
Staff Development	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
<b>Total Administration</b>	<b>396,538.62</b>	<b>97.60%</b>	<b>27,442.70</b>	<b>34,097.75</b>	<b>(6,655.05)</b>	<b>-24.25%</b>	<b>362,845.86</b>	<b>387,009.51</b>	<b>(24,163.65)</b>	<b>-6.66%</b>	
<b>1410 - Elections</b>											
PT Salaries	10,000.00	76.47%	2,500.00	3,842.50	(1,342.50)	-53.70%	10,000.00	7,647.00	2,353.00	23.53%	
Office Supplies	500.00	0.00%	125.00	0.00	125.00	100.00%	500.00	0.00	500.00	100.00%	
Legal Publications/Notification	500.00	0.00%	125.00	0.00	125.00	100.00%	500.00	0.00	500.00	100.00%	
Election Equipment	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Equipment Repair	480.00	0.00%	125.00	0.00	125.00	100.00%	450.00	0.00	450.00	100.00%	
County Election Fees	950.00	0.00%	0.00	0.00	0.00	0.00%	950.00	0.00	950.00	100.00%	
Printed Forms	350.00	0.00%	0.00	0.00	0.00	0.00%	350.00	0.00	350.00	100.00%	
Miscellaneous	600.00	295.53%	150.00	25.69	124.31	83.87%	600.00	1,773.20	(1,173.20)	-195.53%	
<b>Total Elections</b>	<b>13,350.00</b>	<b>70.56%</b>	<b>3,025.00</b>	<b>3,868.19</b>	<b>(843.19)</b>	<b>-27.87%</b>	<b>13,350.00</b>	<b>9,420.20</b>	<b>3,929.80</b>	<b>29.44%</b>	

Includes Memberships: annual LMC paid in September

Under budget due to City Clerk ability to cover some activity

Nov = Fiber Optics to new space  
Leg Lobbyist appr by CC & Temp sees effective August  
Updates required: appr by CC

Due to notice increases due to development activities  
Annual ins prem; budgeted in May

Predictive Index; CC approved

Budget split out payments; full year cost anticipated to be less than budgeted

WA City Ann Elect March Calibr  
Not budgeted since no election scheduled; had to

recalibrate machines for special school election.

Full Year BUDGET	2014	% to date	MONTH				YTD				Variance (%)	Variance (\$)	YTD	Variance (%)	Variance (\$)	YTD	
			BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)							
			Month	Month	Month	Month	YTD	YTD	YTD	YTD							
<b>1450 - Communications</b>																	
FT Salaries	13,390.00	137.10%	1,030.00	1,545.23	(515.23)	-50.02%	12,360.00	18,358.10	(5,998.10)	-48.53%							
PERA Contributions	970.78	137.10%	74.65	112.03	(37.38)	-50.07%	896.10	1,330.95	(434.85)	-48.53%							
PICA Contributions	830.18	133.00%	63.86	92.96	(29.10)	-45.57%	766.32	1,104.11	(337.79)	-44.08%							
Medicare Contributions	194.16	132.99%	14.94	21.73	(6.79)	-45.45%	179.22	258.21	(78.99)	-44.07%							
Health/Dental Insurance	3,120.00	100.26%	240.00	272.00	(32.00)	-13.33%	2,880.00	3,128.00	(248.00)	-8.61%							
Workers Compensation	110.00	101.61%	0.00	0.00	0.00	0.00%	110.00	111.77	(1.77)	-1.61%							
Newsletters	8,080.00	85.06%	0.00	0.00	0.00	0.00%	6,000.00	6,804.81	(804.81)	-13.41%							Due to timing of newsletters
Office Supplies	304.41	402.85%	0.00	0.00	0.00	0.00%	254.41	1,226.32	(971.91)	-382.03%							Primarily due to Laserfiche upgrade approved by CC
Info Technology/Web	42,000.00	94.46%	3,500.00	2,635.58	864.42	24.70%	38,500.00	39,671.45	(1,171.45)	-3.04%							
Telephone	1,560.00	48.64%	130.00	69.03	60.97	46.90%	1,430.00	758.77	671.23	46.94%							
Mileage	0.00	100.00%	0.00	0.00	0.00	0.00%	75.00	36.96	38.04	50.72%							
Public Notices	4,200.00	108.17%	300.00	0.00	300.00	100.00%	3,900.00	4,543.00	(643.00)	-16.49%							
Cable Operations	3,600.00	109.27%	300.00	300.00	0.00	0.00%	3,300.00	3,933.75	(633.75)	-19.20%							Will be reimb by cable comm. filed quarterly for reimb
Conferences	800.00	114.38%	0.00	0.00	0.00	0.00%	500.00	915.00	(415.00)	-83.00%							
Repair/Maint. Equipment	50.00	200.00%	50.00	0.00	50.00	100.00%	250.00	100.00	150.00	60.00%							
<b>Total Communications</b>	<b>79,129.53</b>	<b>103.98%</b>	<b>5,703.45</b>	<b>5,048.56</b>	<b>654.89</b>	<b>11.48%</b>	<b>71,401.05</b>	<b>82,281.20</b>	<b>(10,880.15)</b>	<b>-15.24%</b>							
<b>1520 - Finance</b>																	
FT Salaries	87,880.00	88.82%	6,760.00	6,258.08	501.92	7.42%	81,120.00	78,050.86	3,069.14	3.78%							Due to PTO payout to accounting clerk
PERA Contributions	6,371.30	86.93%	490.10	453.72	36.38	7.42%	5,881.20	5,538.52	342.68	5.83%							
PICA Contributions	5,448.56	82.51%	419.12	366.34	52.78	12.59%	5,029.44	4,495.60	533.84	10.61%							
Medicare Contributions	1,274.26	82.51%	98.02	85.68	12.34	12.59%	1,176.24	1,051.36	124.88	10.62%							
Health/Dental Insurance	19,936.00	55.12%	1,568.00	870.40	697.60	44.49%	18,368.00	10,988.80	7,379.20	40.17%							Due to contractor cost savings
Unemployment Benefits	0.00	100.00%	0.00	2,155.28	(2,155.28)	-100.00%	0.00	5,555.73	(5,555.73)	-100.00%							100% allocation to GE vs primarily to Enterprise Funds
Workers Compensation	600.00	38.44%	0.00	0.00	0.00	0.00%	600.00	230.61	369.39	61.57%							
Office Supplies	300.00	51.86%	25.00	0.00	25.00	100.00%	275.00	155.57	119.43	43.43%							
Printed Forms	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	433.47	(433.47)	-100.00%							
Audit Services	27,000.00	100.00%	0.00	0.00	0.00	0.00%	27,000.00	27,000.00	0.00	0.00%							Installation print
Contract Services	4,500.00	240.60%	0.00	1,284.06	(1,284.06)	-100.00%	4,000.00	10,826.91	(6,826.91)	-170.67%							Offset salary and benefit savings above
Software Programs	150.00	1249.69%	0.00	0.00	0.00	0.00%	150.00	1,874.54	(1,724.54)	-1149.69%							Upgrades required: appr by CC
Telephone	50.00	25.21%	100.00	27.50	72.50	72.50%	1,100.00	302.50	797.50	72.50%							
Mileage	1,000.00	2.53%	0.00	0.00	0.00	0.00%	950.00	0.00	950.00	100.00%							
Miscellaneous	0.00	100.00%	0.00	0.00	0.00	0.00%	540.00	25.28	514.72	97.34%							
Dues & Subscriptions	575.00	80.15%	250.00	0.00	250.00	100.00%	575.00	460.85	114.15	19.85%							Ehlers conf recommended by City Admin Zuleger
Conferences & Training	156,285.12	94.40%	9,710.24	11,501.06	(1,790.82)	-18.44%	146,274.88	147,530.60	(1,255.72)	-0.86%							

Full Year BUDGET 2014	% to date	MONTH				YTD									
		BUDGET		ACTUAL		BUDGET		ACTUAL		Variance (%)					
		Month	Month	Month	Month	YTD	YTD	YTD	YTD	YTD	YTD				
1910 - Planning & Zoning															
FT Salaries	159,874.00	105.28%	12,298.00	12,889.29	(591.29)	-4.81%	147,576.00	168,319.31	(20,743.31)	-14.06%					
PERA Contributions	11,590.87	95.82%	891.61	839.86	51.75	5.80%	10,699.26	11,106.07	(406.81)	-3.80%					
FICA Contributions	9,112.19	95.65%	762.48	753.43	9.05	1.19%	9,149.71	9,481.17	(331.46)	-3.62%					
Medicare Contributions	2,318.17	95.65%	178.32	176.19	2.13	1.19%	2,139.85	2,217.38	(77.53)	-3.62%					
Health/Dental Insurance	34,814.00	88.46%	2,678.00	2,678.00	0.00	0.00%	32,136.00	30,797.00	1,339.00	4.17%					
Workers Compensation	800.00	122.98%	0.00	0.00	0.00	0.00%	800.00	983.86	(183.86)	-22.98%					
Developer escrow offset cost recovery	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	(15,251.75)	15,251.75	100.00%					
Office Supplies	2,000.00	63.33%	200.00	0.00	200.00	100.00%	1,800.00	1,266.50	533.50	29.64%					
Printed Forms	750.00	142.40%	0.00	92.00	(92.00)	-100.00%	500.00	1,068.00	(568.00)	-113.60%					
Engineering Services	36,000.00	51.11%	3,000.00	1,500.00	1,500.00	50.00%	33,000.00	18,399.82	14,600.18	44.24%					
Contract Services	10,000.00	0.00%	0.00	0.00	0.00	0.00%	7,500.00	0.00	7,500.00	100.00%					
Information Technology	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%					
Telephone	1,200.00	46.24%	100.00	66.60	33.40	33.40%	1,100.00	554.86	545.14	49.56%					
Postage	200.00	67.64%	0.00	0.00	0.00	0.00%	150.00	135.28	14.72	9.81%					
Mileage	200.00	17.85%	0.00	35.70	(35.70)	-100.00%	200.00	35.70	164.30	100.00%					
Miscellaneous	500.00	55.69%	50.00	0.00	50.00	100.00%	450.00	278.43	171.57	38.13%					
Dues & Subscriptions	600.00	60.17%	0.00	122.00	(122.00)	-100.00%	0.00	361.00	(361.00)	-100.00%					
Books	300.00	0.00%	0.00	0.00	0.00	0.00%	300.00	0.00	300.00	100.00%					
Conferences & Training	2,000.00	50.68%	0.00	0.00	0.00	0.00%	2,000.00	1,013.64	986.36	49.32%					
<b>Total Planning &amp; Zoning</b>	<b>273,059.23</b>	<b>84.51%</b>	<b>20,158.41</b>	<b>19,153.07</b>	<b>1,005.34</b>	<b>4.99%</b>	<b>249,500.82</b>	<b>230,766.37</b>	<b>18,734.55</b>	<b>7.51%</b>					
1930 - Engineering Services															
Engineering Services	48,000.00	76.22%	4,000.00	3,500.00	500.00	12.50%	44,000.00	36,586.02	7,413.98	16.85%					
<b>Total Engineering Services</b>	<b>48,000.00</b>	<b>76.22%</b>	<b>4,000.00</b>	<b>3,500.00</b>	<b>500.00</b>	<b>12.50%</b>	<b>44,000.00</b>	<b>36,586.02</b>	<b>7,413.98</b>	<b>16.85%</b>					
1940 - City Hall															
Cleaning Supplies	25.00	0.00%	0.00	0.00	0.00	0.00%	25.00	0.00	25.00	100.00%					
Building Repair Supplies	200.00	179.99%	25.00	0.00	25.00	100.00%	175.00	359.97	(184.97)	-105.70%					
Telephone	2,400.00	40.12%	200.00	62.49	137.51	68.76%	2,200.00	962.90	1,237.10	56.23%					
Utilities	13,200.00	70.95%	1,100.00	696.22	403.78	36.71%	12,100.00	9,365.42	2,734.58	22.60%					
Refuse	1,408.16	78.02%	108.32	109.78	(1.46)	-1.35%	1,299.84	1,098.70	201.14	15.47%					
Repairs/Maint Contractual Bldg	7,200.00	77.54%	600.00	787.00	(187.00)	-31.17%	6,600.00	5,582.93	1,017.07	15.41%					
Repairs/Maint Contractual Equip	2,400.00	269.24%	200.00	622.50	(422.50)	-211.25%	2,200.00	6,461.82	(4,261.82)	-193.72%					
Miscellaneous	300.00	141.31%	0.00	0.00	0.00	0.00%	250.00	423.93	(173.93)	-69.57%					
<b>Total City Hall</b>	<b>27,133.16</b>	<b>89.39%</b>	<b>2,233.32</b>	<b>2,277.99</b>	<b>(44.67)</b>	<b>-2.00%</b>	<b>24,849.84</b>	<b>24,255.67</b>	<b>594.17</b>	<b>2.39%</b>					
<b>Total General Government</b>	<b>1,038,764.98</b>	<b>90.40%</b>	<b>86,175.78</b>	<b>79,446.62</b>	<b>6,729.16</b>	<b>7.81%</b>	<b>957,091.77</b>	<b>939,011.81</b>	<b>18,079.96</b>	<b>1.89%</b>					

Costs for intern to assist with workload

To break out offset costs per the request of the Finance Comm

Annex repairs - Yale Mech

DEPT 420 - PUBLIC SAFETY	Full Year BUDGET 2014	% to date	MONTH			YTD				
			BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)
			Month	Month	Month	Month	YTD	YTD	YTD	YTD
2100 - Police	500,000.00	51.19%	0.00	0.00	0.00%	250,000.00	255,946.53	(5,946.53)	-2.38%	
Law Enforcement Contract	500,000.00	51.19%	0.00	0.00	0.00%	250,000.00	255,946.53	(5,946.53)	-2.38%	
<b>Total Police</b>	<b>500,000.00</b>	<b>51.19%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>250,000.00</b>	<b>255,946.53</b>	<b>(5,946.53)</b>	<b>-2.38%</b>	
2150 - Prosecution	51,000.00	88.83%	4,250.00	4,512.50	(262.50)	46,750.00	45,301.25	1,448.75	3.10%	
Attorney Criminal	51,000.00	88.83%	4,250.00	4,512.50	(262.50)	46,750.00	45,301.25	1,448.75	3.10%	
<b>Total Prosecution</b>	<b>51,000.00</b>	<b>88.83%</b>	<b>4,250.00</b>	<b>4,512.50</b>	<b>(262.50)</b>	<b>46,750.00</b>	<b>45,301.25</b>	<b>1,448.75</b>	<b>3.10%</b>	
2220 - Fire	74,119.04	92.46%	5,701.46	5,712.98	(11.52)	68,417.58	68,532.57	(114.99)	-0.17%	
PT Salaries	109,455.98	83.09%	7,618.46	7,719.67	(101.21)	101,837.52	90,942.15	10,895.37	10.70%	
PERA Contributions	11,785.11	104.31%	949.39	1,015.35	(65.96)	10,833.72	12,293.44	(1,459.72)	-13.45%	
FICA Contributions	11,381.65	44.03%	823.84	425.27	400.57	10,555.82	5,011.77	5,544.05	52.52%	
Medicare Contributions	2,661.84	83.85%	193.14	187.24	5.90	2,468.70	2,223.94	244.76	9.91%	
Health/Dental Insurance	15,990.00	82.13%	1,230.00	1,142.00	88.00	14,760.00	13,133.00	1,627.00	11.02%	
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
Workers Compensation	9,000.00	134.44%	0.00	0.00	0.00	9,000.00	12,099.81	(3,099.81)	-34.44%	
Office Supplies	500.00	196.41%	50.00	0.00	50.00	450.00	982.04	(532.04)	-118.23%	
EMS Supplies	4,900.00	4.66%	0.00	0.00	0.00	4,900.00	228.37	4,671.63	95.34%	
Fire Prevention	3,000.00	1.70%	250.00	0.00	250.00	2,750.00	12,357.06	542.94	4.21%	
Fuel, Oil & Fluids	14,000.00	88.26%	1,100.00	1,251.08	(151.08)	12,900.00	8,115.14	12,584.86	60.80%	
Small Tools & Equip	22,500.00	36.07%	1,800.00	130.56	1,669.44	20,700.00	8,115.14	12,584.86	60.80%	
Physicals	6,900.00	68.19%	575.00	0.00	575.00	6,325.00	4,704.87	1,620.13	25.61%	
Information Technology	0.00	100.00%	0.00	0.00	0.00	0.00	661.01	(661.01)	-100.00%	
Telephone	4,200.00	95.24%	350.00	311.03	38.97	3,850.00	4,000.19	(150.19)	-3.90%	
Radio	16,203.04	77.87%	0.00	0.00	0.00	12,402.28	12,616.63	(214.35)	-1.73%	
Mileage	350.00	81.41%	50.00	0.00	50.00	300.00	284.82	15.08	5.03%	
Insurance	5,237.00	98.86%	0.00	0.00	0.00	5,237.00	5,177.21	59.79	1.14%	
Electric Utility	21,600.00	52.07%	1,800.00	629.04	1,170.96	19,800.00	11,246.07	8,553.93	43.20%	
Relbase	572.16	313.46%	47.68	258.93	(211.25)	524.48	1,793.48	(1,269.00)	-241.95%	
Repair/Maint Bldg	12,000.00	51.09%	1,000.00	345.04	654.96	11,000.00	6,130.79	4,869.21	44.27%	
Repair/Maint Equip	41,000.00	175.27%	3,500.00	1,723.04	1,776.96	37,500.00	71,862.02	(34,362.02)	-91.63%	
Uniforms	3,000.00	60.85%	250.00	0.00	250.00	2,750.00	1,824.72	924.60	33.62%	
Miscellaneous	900.00	202.75%	100.00	83.02	16.98	1,000.00	1,824.72	(724.72)	-65.88%	
Dues & Subscriptions	2,200.00	151.54%	0.00	650.00	(650.00)	2,200.00	3,333.80	(1,133.80)	-51.54%	
Books	200.00	51.00%	50.00	0.00	50.00	200.00	102.00	98.00	49.00%	
Conferences & Training	6,000.00	125.72%	500.00	0.00	500.00	5,500.00	7,543.40	(2,043.40)	-37.15%	
Conferences & Training (Reimb)	0.00	-100.00%	0.00	0.00	0.00	0.00	(2,526.38)	2,526.38	100.00%	
<b>Total Fire</b>	<b>399,655.82</b>	<b>89.21%</b>	<b>27,940.97</b>	<b>21,584.25</b>	<b>6,356.72</b>	<b>368,264.10</b>	<b>356,550.34</b>	<b>11,713.76</b>	<b>3.18%</b>	
2250 - Fire Relief	37,323.50	143.20%	0.00	0.00	0.00	37,323.50	53,446.01	(16,122.51)	-43.20%	
Fire State Aid	37,323.50	143.20%	0.00	0.00	0.00	37,323.50	53,446.01	(16,122.51)	-43.20%	
<b>Total Fire Relief</b>	<b>37,323.50</b>	<b>143.20%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>37,323.50</b>	<b>53,446.01</b>	<b>(16,122.51)</b>	<b>-43.20%</b>	

Due to FF rate change effective 1/1/2014  
FF budgeted at normal 6.2%. Full time fire FF rate is zero

Actual rate increase greater than budgeted

YTD includes Thermal imaging camera from Jan

Timing issue; budgeted payment the month after QE

Firehall #2 charged to PW in error; reclassified in June

Month - Equipment annual inspections, spread out in budget  
(YTD-Emergency ladder repair bill - \$11,500)

Reimb segregated out for better tracking

Full Year BUDGET	2014	% to date	MONTHLY				YTD						
			BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)			
			Month	Month	Month	Month	YTD	YTD	YTD	YTD			
<b>2400 - Building Inspection</b>													
FT Salaries	95,992.00	85.74%	7,384.00	6,892.91	491.09	6.65%	88,608.00	82,307.26	6,300.74	7.11%			
PERA Contributions	6,959.42	85.74%	535.34	499.74	35.60	6.65%	6,424.08	5,967.19	456.89	7.11%			
FICA Contributions	5,951.50	80.57%	457.81	401.65	56.16	12.27%	5,493.70	4,795.05	698.65	12.72%			
Medicare Contributions	1,391.88	80.56%	107.07	93.92	13.15	12.28%	1,284.82	1,121.31	163.51	12.73%			
Health/Dental Insurance	24,102.00	67.47%	1,896.00	1,414.00	482.00	25.42%	22,206.00	16,261.00	5,945.00	26.77%			
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%			
Workers Compensation	397.88	181.18%	0.00	0.00	0.00	0.00%	397.88	720.87	(322.99)	-81.18%			
Office Supplies	1,447.44	17.61%	100.00	47.22	52.78	52.78%	1,347.44	254.84	1,092.60	81.09%			
Printed Forms	146.61	0.00%	0.00	0.00	0.00	0.00%	146.61	0.00	146.61	100.00%			
Fuel, Oil & Fluids	465.56	52.83%	51.36	0.00	51.36	100.00%	414.20	245.95	168.25	40.62%			
Engineering	10,000.00	78.27%	750.00	0.00	750.00	100.00%	9,250.00	7,826.60	1,423.40	15.39%			
Surecharge Prims	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%			
Inspector Contract Services	3,281.50	150.95%	400.00	1,036.75	(636.75)	-159.19%	2,781.50	4,953.57	(2,172.07)	-78.09%			
Information Technology	4,180.00	353.26%	0.00	179.00	(179.00)	-100.00%	4,180.00	14,766.16	(10,586.16)	-253.26%			
Software Programs	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%			
Telephone	547.92	115.85%	45.66	58.84	(13.18)	-28.87%	502.26	634.74	(132.48)	-26.38%			
Mileage	600.00	80.00%	50.00	174.72	(124.72)	-249.44%	550.00	480.02	69.98	12.72%			
Insurance	340.00	72.94%	0.00	0.00	0.00	0.00%	340.00	248.00	92.00	27.06%			
Repairs/Maint Equip	300.00	71.09%	0.00	0.00	0.00	0.00%	200.00	213.28	(13.28)	-6.64%			
Uniforms	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%			
Miscellaneous	900.00	33.96%	100.00	0.00	100.00	100.00%	86.38	121.98	(35.60)	-41.21%			
Dues & Subscriptions	0.00	100.00%	0.00	0.00	0.00	0.00%	500.00	169.78	330.22	66.04%			
Books	308.24	112.48%	0.00	0.00	0.00	0.00%	0.00	220.00	(220.00)	-100.00%			
Conferences & Training	690.00	95.58%	0.00	0.00	0.00	0.00%	308.24	346.71	(38.47)	-12.48%			
<b>Total Building Inspections</b>	<b>157,601.95</b>	<b>90.30%</b>	<b>11,877.24</b>	<b>10,798.75</b>	<b>1,078.49</b>	<b>9.08%</b>	<b>145,711.11</b>	<b>142,313.84</b>	<b>3,397.27</b>	<b>2.33%</b>			
<b>2500 - Emergency Communications</b>													
Contract Services	5,800.00	58.16%	0.00	0.00	0.00	0.00%	5,800.00	3,373.08	2,426.92	41.84%			
<b>Total Emergency Communications</b>	<b>5,800.00</b>	<b>58.16%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>	<b>5,800.00</b>	<b>3,373.08</b>	<b>2,426.92</b>	<b>41.84%</b>			
<b>2700 - Animal Control</b>													
Printed Forms	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%			
Contract Services	5,842.08	85.59%	500.00	500.00	0.00	0.00%	5,342.08	5,000.00	342.08	6.40%			
Miscellaneous (Impounding)	440.00	343.68%	0.00	333.21	(333.21)	-100.00%	390.00	1,512.21	(1,122.21)	-287.75%			
<b>Total Animal Control</b>	<b>6,282.08</b>	<b>103.66%</b>	<b>500.00</b>	<b>833.21</b>	<b>(333.21)</b>	<b>-66.64%</b>	<b>5,732.08</b>	<b>6,512.21</b>	<b>(780.13)</b>	<b>-13.61%</b>			
<b>Total Public Safety</b>	<b>1,157,663.35</b>	<b>74.59%</b>	<b>44,568.21</b>	<b>37,728.71</b>	<b>6,839.50</b>	<b>15.35%</b>	<b>859,880.79</b>	<b>863,443.26</b>	<b>(3,562.47)</b>	<b>-0.45%</b>			

Budget vs actual timing issue

Animal impound fees; recovering funds where possible

Permit Works

DEPT 430 - PUBLIC WORKS

	Full Year BUDGET 2014		% to date		MONTH				YTD					
	BUDGET	ACTUAL	BUDGET	ACTUAL	Variance (\$)		Variance (%)		BUDGET	ACTUAL	Variance (\$)		Variance (%)	
	Month	Month	Month	Month	Month	Month	Month	Month	YTD	YTD	YTD	YTD	YTD	YTD
3100 - Public Works	178,568.00	13,736.00	7.65%	13,736.00	(140.37)	-1.02%	164,832.00	154,194.25	10,637.75	6.45%				
PT Salaries	0.00	0.00	0.00%	0.00	(67.50)	-100.00%	0.00	18,769.47	(18,769.47)	-100.00%				
PERA Contributions	12,946.18	995.86	7.69%	1,006.03	(10.17)	-1.02%	11,950.32	12,252.38	(302.06)	-2.53%				
FICA Contributions	11,071.00	851.63	7.69%	820.96	30.67	3.60%	10,219.38	10,202.74	16.84	0.16%				Extra staff for snow removal
Medicare Contributions	2,889.24	199.17	6.90%	192.02	7.15	3.99%	2,690.06	2,386.09	3.97	0.17%				
Health/Dental Insurance	42,640.00	3,280.00	7.71%	2,899.00	381.00	11.62%	39,360.00	33,338.50	6,021.50	15.30%				
Unemployment Benefits	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%				
Workers Compensation	8,000.00	0.00	0.00%	0.00	0.00	0.00%	8,000.00	9,211.98	(1,211.98)	-15.15%				Represents prior year audit balance due; 2014 to hit in Sept
Office Supplies	300.00	131.98	43.99%	131.98	(106.98)	-35.66%	275.00	1,534.03	(1,259.03)	-457.83%				
Shop Materials	600.00	50.00	8.33%	50.00	50.00	100.00%	550.00	1,814.00	(1,264.00)	-229.82%				
Building Repair/Supplies	300.00	0.00	0.00%	0.00	25.00	100.00%	275.00	433.24	(178.24)	-64.81%				
Small Tools and Minor Equip	2,400.00	200.00	8.33%	200.00	200.00	100.00%	2,200.00	1,328.21	871.79	39.63%				
Engineering Services	9,000.00	750.00	8.33%	500.00	250.00	33.33%	8,250.00	14,220.50	(5,970.50)	-72.37%				Primarily ROW work; majority recovered by ROW fees
Contract Services	1,200.00	100.00	8.33%	252.30	(152.30)	-152.30%	1,100.00	1,979.40	(879.40)	-79.95%				
Information Technology	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	661.01	(661.01)	0.00%				
Telephone	7,661.16	638.43	8.33%	736.58	(98.15)	-15.37%	7,022.73	6,333.30	689.43	9.82%				
Radio	1,500.00	101.33%	6.75%	0.00	0.00	0.00%	1,500.00	1,519.97	(19.97)	-1.33%				
Milage	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%				
Insurance	20,000.00	0.00	0.00%	0.00	0.00	0.00%	20,000.00	15,235.00	4,765.00	23.83%				
Electric Utility	24,000.00	2,000.00	8.33%	512.44	1,487.56	74.38%	22,000.00	17,881.54	4,118.46	18.72%				Fireball #2 Ins charged to PW in error; reclassified in June
Refuse	2,493.84	207.82	8.33%	210.63	(2.81)	-1.35%	2,286.02	2,108.16	177.86	7.78%				
Fuel, Oil, Fluids (ALL depts)	48,000.00	4,000.00	8.33%	1,435.85	2,564.15	64.10%	44,000.00	36,346.73	7,653.27	17.39%				
Repair/Maint Bldg	1,200.00	100.00	8.33%	100.00	100.00	100.00%	1,100.00	3,862.00	(2,762.00)	-251.09%				
Repair/Maint NOT Bldg	600.00	50.00	8.33%	50.00	50.00	100.00%	550.00	744.31	(194.31)	-35.33%				
Repair/Maint Equip (out)	3,600.00	300.00	8.33%	300.00	300.00	100.00%	3,300.00	423.47	2,876.53	87.17%				
Equipment Parts	0.00	0.00	0.00%	230.00	(230.00)	-100.00%	0.00	594.40	(594.40)	-100.00%				
Uniforms	1,200.00	100.00	8.33%	277.51	(177.51)	-177.51%	1,100.00	1,804.56	(704.56)	-64.05%				
Miscellaneous	600.00	50.00	8.33%	50.00	50.00	100.00%	550.00	701.73	(151.73)	-27.59%				
Landscaping Material	0.00	0.00	0.00%	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%				
Dues & Subscriptions	300.00	0.00	0.00%	0.00	0.00	0.00%	250.00	185.00	65.00	26.00%				
Conferences & Training	500.00	0.00	0.00%	0.00	0.00	0.00%	500.00	3,187.00	(2,687.00)	-537.40%				
Clean up Days	5,000.00	0.00	0.00%	0.00	0.00	0.00%	5,000.00	4,224.30	775.70	15.51%				June clean up days; budgeted in July since paid later last year
<b>Total Public Works</b>	<b>386,269.42</b>	<b>27,658.91</b>	<b>7.16%</b>	<b>23,169.17</b>	<b>4,489.74</b>	<b>16.23%</b>	<b>358,560.71</b>	<b>357,497.27</b>	<b>1,063.44</b>	<b>0.30%</b>				
3120 - Streets	1,200.00	100.00	8.33%	100.00	100.00	100.00%	1,100.00	3,005.05	(1,905.05)	-173.19%				
Equipment Parts	12,000.00	1,000.00	8.33%	7,362.88	(6,362.88)	-636.29%	11,000.00	21,378.43	(10,378.43)	-94.35%				Nov = Asphalt purchased for street repair initiative
Street Maintenance Materials	0.00	0.00	0.00%	23.58	(23.58)	-100.00%	0.00	8,463.98	(8,463.98)	-100.00%				General road sign upgrades needed but not budgeted
Sign Repair Materials	1,200.00	300.00	25.00%	3,521.00	(3,221.00)	-1073.67%	1,200.00	20,413.76	(19,213.76)	-1601.15%				YTD - Curbs for tapistry; water drainage issues
Contract Services	2,400.00	200.00	8.33%	420.45	(220.45)	-110.23%	2,200.00	498.70	1,701.30	77.33%				
Repair/Maint Equipment	16,800.00	1,600.00	9.52%	11,327.91	(9,727.91)	-607.99%	15,500.00	53,759.92	(38,259.92)	-246.84%				
<b>Total Streets</b>	<b>16,800.00</b>	<b>320.00%</b>	<b>1.90%</b>	<b>11,327.91</b>	<b>(9,727.91)</b>	<b>-607.99%</b>	<b>15,500.00</b>	<b>53,759.92</b>	<b>(38,259.92)</b>	<b>-246.84%</b>				

Full Year BUDGET 2014	% to date	MONTH				YTD			
		BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)
		Month	Month	Month	Month	YTD	YTD	YTD	YTD
<b>3125 - Ice &amp; Snow Removal</b>									
Landscaping Material	0.00	100.00%	0.00	312.11	(312.11)	323.20	(323.20)	-100.00%	
Sand/Salt	70,000.00	64.88%	10,000.00	0.00	10,000.00	45,416.16	19,583.84	50.13%	
Contract Services	20,000.00	50.46%	3,000.00	0.00	3,000.00	10,092.50	(1,092.50)	-12.14%	
Repairs/Maint Equipment	6,000.00	127.69%	500.00	203.16	296.84	7,661.27	(2,161.27)	-39.30%	
<b>Total Ice &amp; Snow Removal</b>	<b>96,000.00</b>	<b>66.14%</b>	<b>13,500.00</b>	<b>515.27</b>	<b>12,984.73</b>	<b>63,493.13</b>	<b>16,006.87</b>	<b>20.13%</b>	
<b>3160 - Street Lighting</b>									
Street Lighting	28,800.00	71.34%	2,400.00	2,040.29	359.71	20,545.56	5,854.44	22.18%	
<b>Total Street Lighting</b>	<b>28,800.00</b>	<b>71.34%</b>	<b>2,400.00</b>	<b>2,040.29</b>	<b>359.71</b>	<b>20,545.56</b>	<b>5,854.44</b>	<b>22.18%</b>	
<b>3200 - Recycling</b>									
Recycling Supplies	3,400.00	153.66%	0.00	0.00	0.00	5,224.43	(1,824.43)	-53.66%	
Newslrtr	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%	
Miscellaneous	4,000.00	0.00%	0.00	0.00	0.00	0.00	4,000.00	100.00%	
<b>Total Recycling</b>	<b>7,400.00</b>	<b>70.60%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,224.43</b>	<b>2,175.57</b>	<b>29.40%</b>	
<b>3250 - Tree Program</b>									
Contract Services	5,000.00	107.00%	0.00	0.00	0.00	5,350.00	900.00	14.40%	
<b>Total Tree Program</b>	<b>5,000.00</b>	<b>107.00%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,350.00</b>	<b>900.00</b>	<b>14.40%</b>	
<b>Total Public Works</b>	<b>540,269.42</b>	<b>93.63%</b>	<b>45,158.91</b>	<b>37,052.64</b>	<b>8,106.27</b>	<b>505,870.31</b>	<b>(12,259.60)</b>	<b>-2.48%</b>	

CFL bulbs for residents (coding correction from "misc")

DEPT 450 - CULTURE, RECREATIO	Full Yr		MONTH				YTD			
	BUDGET	% to date	BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)
	2014		Month	Month	Month	Month	YTD	YTD	YTD	YTD
5200 - Parks & Recreation	135,250.62	75.15%	10,150.00	8,901.54	1,248.46	12.30%	126,500.00	101,636.05	24,863.95	19.66%
PT Salaries	0.00	100.00%	0.00	1,419.25	(1,419.25)	-100.00%	0.00	21,689.80	(21,689.80)	-100.00%
PERA Contributions	9,906.38	75.28%	735.88	645.36	90.52	12.30%	9,171.25	7,457.84	1,713.41	18.68%
FICA Contributions	8,472.90	87.12%	629.30	618.00	11.30	1.80%	7,843.00	7,381.45	461.55	5.88%
Medicare Contributions	1,981.28	87.13%	147.18	144.54	2.64	1.79%	1,834.25	1,726.20	108.05	5.89%
Health/Dental Insurance	14,376.00	23.21%	2,216.00	290.16	1,925.84	86.91%	19,160.00	3,336.84	15,823.16	82.58%
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Workers Compensation	4,500.00	96.99%	0.00	0.00	0.00	0.00%	4,500.00	4,364.61	135.39	3.01%
Shop Materials	1,000.00	47.12%	0.00	93.81	(93.81)	-100.00%	1,000.00	471.24	528.76	52.88%
Chemicals	0.00	0.00%	0.00	0.00	0.00	0.00%	1,000.00	262.11	737.89	0.00%
Equipment Parts	2,033.50	222.30%	0.00	0.00	0.00	0.00%	2,023.50	4,498.24	(2,474.74)	-122.30%
Building Repair Supplies	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	814.89	(814.89)	-100.00%
Landscapeing Materials	3,000.00	222.02%	0.00	156.00	(156.00)	-100.00%	3,000.00	6,660.53	(3,660.53)	-122.02%
Small Tools and Minor Equip	1,888.10	89.77%	39.87	0.00	39.87	100.00%	1,848.23	1,695.01	153.22	8.29%
Telephone	1,597.51	58.77%	180.86	85.16	95.70	52.91%	1,416.65	938.79	477.86	33.73%
Mileage	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	74.37	(74.37)	0.00%
Insurance	3,683.00	99.67%	0.00	0.00	0.00	0.00%	3,683.00	3,671.00	12.00	0.33%
Electric Utility	9,839.82	65.08%	919.64	379.45	540.19	58.74%	8,920.18	6,403.68	2,516.50	28.21%
Refuse	2,500.00	33.25%	207.82	0.00	207.82	100.00%	2,292.18	843.76	1,448.42	63.19%
Repair/Maint Bldg	1,723.75	25.88%	246.25	38.51	207.74	84.36%	1,477.50	446.15	1,031.35	69.80%
Repair/Maint NOT Bldg	274.39	2074.67%	27.25	0.00	27.25	100.00%	247.14	5,692.68	(5,445.54)	-2203.42%
Repair/Maint Equip	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	2,633.91	(2,633.91)	-100.00%
Rental Buildings	3,600.00	143.23%	300.00	0.00	300.00	100.00%	3,300.00	5,156.34	(1,856.34)	-56.25%
Miscellaneous	1,220.00	103.00%	75.00	0.00	75.00	100.00%	900.00	1,256.65	(356.65)	-39.63%
Total Parks & Recreation	206,837.25	91.43%	15,875.05	12,771.78	3,103.27	19.55%	200,116.88	189,112.14	11,004.74	5.50%
Grand Total all Expenses	2,943,535.00	84.84%	191,777.95	166,999.75	24,778.20	12.92%	2,510,400.15	2,497,437.52	12,962.63	0.52%
Subtotal Net Income over Expenses	360,000.00	-103.59%	(163,377.95)	32,880.56	146,702.11	-89.79%	(617,229.57)	(372,939.59)	244,289.98	-39.58%
DEPT 460 - COMP ADJ	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
DEPT 490 - CONTINGENCY FUND	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Transfer to City Projects (Streets)	160,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
DEPT 493 - OTH FINANCING	200,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
GRAND TOTAL EXP ALL DEPTS	3,303,535.00	75.60%	191,777.95	166,999.75	24,778.20	12.92%	2,510,400.15	2,497,437.52	12,962.63	0.52%
Net Income over Expenses	0.00	0.00%	(163,377.95)	32,880.56	196,258.51	120.13%	(617,229.57)	(372,939.59)	244,289.98	-39.58%

Extra part time help

480D radiator repair/service

Mo - \$500 deductible; tree limb dropped on City vehicle

Light repairs at Lions field, trail grooming at Sunfish Lake Park  
Unforeseen repairs on 98 GMC

City of Lake Elmo  
 Budget to Actual  
 2014 By Month  
 As of November 30, 2014  
 206-Library Fund  
 By Department

	Full Year BUDGET 2014	% to date	Month		YTD 2014 ACTUALS	Over/ (under)	Notes
			2014 BUDGET	2014 ACTUALS			
<b>REVENUE</b>							
Current Ad Valorem Taxes	256,957.00	50.00%	0.00	0.00	128,478.50	0.00	
Rental Income	11,400.00	83.98%	950.00	400.00	9,801.61	(648.39)	Funds received from WA City July and December
Interest Earnings	0.00	0.00%	0.00	0.00	0.00	0.00	
Miscellaneous Revenue	0.00	100.00%	45.00	45.00	350.00	350.00	
Donations	0.00	100.00%	130.00	130.00	2,566.17	2,566.17	
<b>Total Revenue</b>	<b>268,357.00</b>	<b>52.62%</b>	<b>1,125.00</b>	<b>575.00</b>	<b>141,196.28</b>	<b>2,267.78</b>	
<b>EXPENSE</b>							
PT Salaries	23,000.00	0.00%	1,916.67	0.00	21,083.37	0.00	
FT Salaries	35,200.00	92.41%	2,933.33	3,460.87	32,530.00	(263.37)	No part-time employees hired to date
PERA Contributions	2,552.00	91.17%	212.67	250.91	2,339.33	12.59	3 pay periods in Oct; budget reflected consistent Monthly amts
FICA Contributions	3,608.40	50.88%	300.70	204.50	3,307.70	1,835.81	
Medicare Contributions	843.60	50.89%	70.30	47.82	429.30	344.00	
Health/Dental Insurance	13,605.00	75.97%	1,133.75	1,088.00	12,471.25	2,135.25	Variance due to 3 pay periods in Oct
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00	
Workers Compensation	1,000.00	0.00%	83.33	0.00	916.63	916.63	
Library svcs supplies	0.00	0.00%	0.00	0.00	0.00	0.00	
Office Supplies	5,000.00	55.85%	416.67	33.65	4,583.37	1,791.01	
Library Collection Maintenance	20,000.00	118.92%	1,666.67	3,662.60	18,333.37	(5,449.97)	
Legal Services	500.00	91.00%	0.00	0.00	375.00	(80.00)	
Contract Services	4,000.00	4.50%	333.33	0.00	3,666.63	3,486.63	
Telephone	1,400.00	92.92%	116.67	0.00	1,283.37	1,300.82	
Internet	600.00	57.66%	50.00	0.00	550.00	204.04	
Information Technology (Equipo	13,000.00	43.75%	0.00	0.00	9,750.00	5,682.16	Timing issue; budgeted later in year as paid later in 2013; no cost increase
Software	0.00	100.00%	0.00	0.00	144.00	(144.00)	
Insurance	2,500.00	75.11%	0.00	0.00	2,500.00	622.34	
Electric Utility	7,000.00	89.79%	583.33	466.05	6,416.63	6,285.36	
Refuse	800.00	61.01%	66.67	18.00	733.37	245.31	
Repair/Maint Bldg	8,000.00	229.18%	666.67	977.07	7,333.37	18,334.14	
Repair/Maint NOT Bldg	52,748.00	0.67%	229.00	0.00	52,519.00	(11,000.77)	ITR meeting \$8,545
Repair/Maint Equip (non-LH Inv)	2,500.00	0.00%	208.33	0.00	2,291.63	52,164.00	
Library Card Reimbursements	39,000.00	56.65%	1,500.00	600.00	37,500.00	2,291.63	
Miscellaneous	30,000.00	2.43%	2,500.00	226.03	27,500.00	15,405.05	
Building Purchase Reprmt	0.00	0.00%	0.00	0.00	0.00	26,770.40	
Building/Property Tax	0.00	100.00%	0.00	0.00	2,526.00	(2,526.00)	
Other Equipment	0.00	0.00%	0.00	0.00	0.00	0.00	
Subscriptions	0.00	100.00%	0.00	0.00	0.00	0.00	
Conferences & Training	0.00	0.00%	0.00	0.00	561.55	(561.55)	
Contingency Monies	0.00	0.00%	0.00	0.00	300.00	(300.00)	
Internal charges	1,500.00	49.20%	125.00	0.00	0.00	0.00	
<b>Total Library</b>	<b>268,357.00</b>	<b>50.84%</b>	<b>15,113.09</b>	<b>11,396.17</b>	<b>249,868.95</b>	<b>113,433.14</b>	\$2 per card processing fee plus billable City resources (No City resources billed to date)
<b>Net Income/(Expense)</b>	<b>0.00</b>		<b>(14,563.09)</b>	<b>(10,271.17)</b>	<b>(4,759.47)</b>	<b>115,699.92</b>	
12/31/13 Cash Balance					85,190.43		
Net Income/(Expense)					4,759.47		
Accrued AP					2,290.83		
Ending Cash 11/30/14					<u>92,240.73</u>		



# MAYOR & COUNCIL COMMUNICATION

**DATE:** December 16, 2014  
**CONSENT**  
**ITEM** 5

**AGENDA ITEM:** New Single Family Home Permit Report

**SUBMITTED BY:** Rick Chase, Building Official

**THROUGH:** Rick Chase, Building Official

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

**SUGGESTED ORDER OF BUSINESS:**

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

**SUMMARY AND ACTION REQUESTED:** As part of its Consent Agenda, the City Council is asked to accept the monthly new single family home permit report through November, 2014. No specific motion is needed as this is recommended as part of the *Consent Agenda*.

**LEGISLATIVE HISTORY/BACKGROUND INFORMATION:**

	<u>2014</u>	<u>2013</u>	<u>2012</u>
New Homes	31	32	28
Total valuation	\$16,288,946	\$14,603,169	\$12,806,112
Average home value	525,449	456,349	457,361

**RECOMMENDATION:** Based on the aforementioned, the staff recommends the City Council accept the November, 2014 monthly new home building permit report.



# MAYOR & COUNCIL COMMUNICATION

**DATE:** December 16, 2014  
**CONSENT**  
**ITEM#** 6

**AGENDA ITEM:** Monthly Assessor Report  
**SUBMITTED BY:** Dan Raboin, City Assessor  
**THROUGH:** Cathy Bendel, Finance Director  
**REVIEWED BY:** Finance Committee

**SUGGESTED ORDER OF BUSINESS:**

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

**SUMMARY AND ACTION REQUESTED:** As part of its Consent Agenda, the City Council is asked to accept the monthly assessor report for through November 2014 outlining work performed on behalf of the City of Lake Elmo. No specific motion is needed as this is recommended as part of the *Consent Agenda*.

**LEGISLATIVE HISTORY/BACKGROUND INFORMATION:**

Property splits/plats – 0  
Sales collected and viewed – 16  
Taxpayer inquiries – 13  
Miscellaneous inquiries - 2  
Inspections – Residential – 34; Commercial – 6  
Building permit reviews – 19  
Pictures taken – 26

Other work performed included:

- Sales analysis, land values
- Monthly meeting with County residential and commercial supervisors

- Input of all inspection and permit work
- Perform sales verifications and land value analysis using MLS and other resources
- Field telephone inquiries

**RECOMMENDATION:** Based on the aforementioned, the staff recommends the City Council accept the November 2014 monthly assessor report.



# MAYOR & COUNCIL COMMUNICATION

**DATE:** December 16, 2014  
**CONSENT**  
**ITEM#** 7  
**MOTION**

**AGENDA ITEM:** Authorize Certification to Washington County Auditor for the Unpaid Water Utility Bills

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

**THROUGH:** Cathy Bendel, Finance Director

**REVIEWED BY:** Patty Baker, Accountant

**SUGGESTED ORDER OF BUSINESS:**

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

**POLICY RECOMMENDER:** Finance

**FISCAL IMPACT:** Up to \$25,142.16 to be assessed to Washington County for collection via 2015 tax rolls. Amount to be reduced for any payments received on or before December 19, 2014.

**SUMMARY AND ACTION REQUESTED:** As part of its Consent Agenda, the City Council is asked to approve the certification of the delinquent water bills to the Washington County Auditor. No specific motion is needed as this is recommended to be part of the *Consent Agenda*.

**BACKGROUND INFORMATION:** The City of Lake Elmo has authority by Minnesota State statute 444.075, subd.3 to assess property owners for unpaid water utilities and services. Affected homeowners with past due balances were sent notification of the proposed assessment. Property owners have until December 19, 2014 to pay the balance due without additional fees.

The City operates the water, sewer and surface water under its Enterprise Funds. Enterprise funds account for specific City operations that are financed and operated similar to a private

business. Generally, the services are provided to identifiable beneficiaries, as well as the general public, and all or most of the costs come from user fees.

The user fees collected are utilized to operate the Cities respective water, sewer and surface water systems. Assessing the property owners listed on Exhibit A (attached) for unpaid services will assure collection of charged fees. The deadline to certify unpaid water utility bills to Washington County is December 28, 2014. Any payments received before the cutoff of December 19, 2014 will be removed from this list and not reported to Washington County for assessment.

The potential amount to certify for 2014 is 45% below the 2013 amount of \$46,003.22 due to diligent efforts to work to follow up on past due amounts throughout the year.

**RECOMMENDATION:** It is recommended that the City Council authorize the certification of the unpaid delinquent water accounts to the Washington County Auditor.

**ATTACHMENTS:**

1. Resolution No. 2014-97
2. Exhibit A

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

**RESOLUTION NO. 2014-97**

**RESOLUTION AUTHORIZING CERTIFICATION TO THE WASHINGTON  
COUNTY AUDITOR FOR UNPAID WATER UTILITY BILLS**

WHEREAS, Minn. Stat. 444.075, subd. 3, permits certification of unpaid charges to the county auditor for collection with taxes payable;

WHEREAS, the Municipal Code for the City of Lake Elmo contains a provision to certify delinquent accounts to the County Auditor for the collection with taxes payable.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE ELMO, MINNESOTA, THAT:

1. The list of delinquent accounts, a copy of which is attached hereto as Exhibit A, and made part hereof, is hereby accepted and shall be certified to the Washington County Auditor for collection with taxes payable.
2. The certified amount shall be payable over a period of one year, with interest as provided in Exhibit A.
3. The owner of the property may, at any time prior to certification to the County Auditor, pay the delinquent amount to the City Finance Director.
4. The City Finance Director shall forthwith transmit a certified duplicate of Exhibit A to the County Auditor to be extended on the property tax lists of Washington County no later than December 28, 2014. Such delinquent accounts shall be collected and paid over in the same manner as other municipal taxes.

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE 16th DAY OF  
DECEMBER, 2014.**

By: \_\_\_\_\_  
Mike Pearson  
Mayor

(Seal)

\_\_\_\_\_  
Adam Bell, City Clerk

## City of Lake Elmo

## EXHIBIT A

## Potential Water Assessments

12/16/2014

Outstanding as of 12/11/14

Account	Balance	Fee	Potential to be Assessed	PID
01-00000006-00-7	241.44	25.00	266.44	13.029.21.32.0015
01-00000013-00-7	49.18	25.00	74.18	14.029.21.41.0018
01-00000016-00-0	31.42	25.00	56.42	13.029.21.31.0015
01-00000017-00-1	26.50	25.00	51.50	13.029.21.31.0014
01-00000020-00-7	434.15	34.73	468.88	13.029.21.34.0004
01-00000021-00-8	30.00	25.00	55.00	13.029.21.34.0005
01-00000026-00-3	196.52	25.00	221.52	13.029.21.33.0039
01-00000029-00-6	93.87	25.00	118.87	13.029.21.33.0024
01-00000037-00-7	72.65	25.00	97.65	14.029.21.44.0008
01-00000042-00-5	69.62	25.00	94.62	14.029.21.44.0018
01-00000052-00-8	110.80	25.00	135.80	13.029.21.34.0017
01-00000058-00-4	113.92	25.00	138.92	24.029.21.21.0004
01-00000063-00-2	37.84	25.00	62.84	24.029.21.21.0007
01-00000064-00-3	94.68	25.00	119.68	13.029.21.34.0007
01-00000072-00-4	68.20	25.00	93.20	13.029.21.24.0006
01-00000073-00-5	296.86	25.00	321.86	13.029.21.24.0005
01-00000078-00-0	67.12	25.00	92.12	13.029.21.34.0025
01-00000080-00-5	265.66	25.00	290.66	13.029.21.34.0029
01-00000084-00-9	37.84	25.00	62.84	13.029.21.23.0008
01-00000119-00-0	135.50	25.00	160.50	13.029.21.32.0084
01-00000120-00-4	33.31	25.00	58.31	13.029.21.32.0038
01-00000121-00-5	122.05	25.00	147.05	13.029.21.32.0039
01-00000122-00-6	304.78	25.00	329.78	13.029.21.32.0040
01-00000134-00-1	78.72	25.00	103.72	13.029.21.33.0040
01-00000148-00-8	42.38	25.00	67.38	13.029.21.32.0068
01-00000153-00-6	306.24	25.00	331.24	14.029.21.41.0012
01-00000158-00-1	303.63	25.00	328.63	14.029.21.41.0016
01-00000189-00-1	552.28	44.18	596.46	13.029.21.43.0007
01-00000197-00-2	479.37	38.35	517.72	13.029.21.32.0081
01-00000202-00-7	94.31	25.00	119.31	13.029.21.24.0017
01-00000210-00-8	144.05	25.00	169.05	13.029.21.32.0048
01-00000213-00-1	42.36	25.00	67.36	13.029.21.23.0027
01-00000229-00-0	113.21	25.00	138.21	13.029.21.33.0022
01-00000249-01-9	194.16	25.00	219.16	13.029.21.23.0036
01-00000256-00-6	115.32	25.00	140.32	13.029.21.23.0069
01-00000271-00-7	348.38	27.87	376.25	05.029.21.44.0016
01-00000276-00-2	191.86	25.00	216.86	10.029.21.24.0008
01-00000316-00-1	422.62	33.81	456.43	24.029.21.12.0030
01-00000320-00-8	445.49	35.64	481.13	24.029.21.14.0009
01-00000322-00-0	419.35	33.55	452.90	24.029.21.14.0008
01-00000330-00-1	40.11	25.00	65.11	24.029.21.11.0019
01-00000338-00-9	575.16	46.01	621.17	24.029.21.11.0012
01-00000340-00-4	63.56	25.00	88.56	24.029.21.11.0017
01-00000370-00-3	49.18	25.00	74.18	24.029.21.12.0034
01-00000426-00-1	297.75	25.00	322.75	16.029.21.41.0029
01-00000430-00-8	58.15	25.00	83.15	16.029.21.41.0031
01-00000456-00-0	33.34	25.00	58.34	16.029.21.44.0008
01-00000511-00-0	35.57	25.00	60.57	15.029.21.32.0018
01-00000516-00-5	30.93	25.00	55.93	15.029.21.32.0027

## City of Lake Elmo

## EXHIBIT A

## Potential Water Assessments

12/16/2014

Outstanding as of 12/11/14

Account	Balance	Fee	Potential to be Assessed	PID
01-00000519-00-8	85.78	25.00	110.78	15.029.21.32.0020
01-00000521-00-3	364.06	29.12	393.18	15.029.21.32.0022
01-00000522-00-4	167.95	25.00	192.95	15.029.21.32.0023
01-00000524-00-6	44.65	25.00	69.65	15.029.21.32.0013
01-00000532-00-7	33.31	25.00	58.31	15.029.21.32.0006
01-00000536-00-1	140.03	25.00	165.03	16.029.21.14.0005
01-00000549-00-7	68.61	25.00	93.61	16.029.21.14.0015
01-00000565-00-9	37.67	25.00	62.67	09.029.21.44.0014
01-00000577-00-4	37.84	25.00	62.84	15.029.21.31.0001
01-00000579-00-6	156.04	25.00	181.04	15.029.21.31.0004
01-00000584-00-4	49.18	25.00	74.18	10.029.21.32.0010
01-00000606-00-9	33.79	25.00	58.79	16.029.21.41.0031
01-00000607-00-0	120.48	25.00	145.48	16.029.21.14.0029
01-00000651-00-9	173.94	25.00	198.94	16.029.21.13.0024
01-00000662-00-3	66.59	25.00	91.59	16.029.21.13.0018
01-00000668-00-9	443.31	35.46	478.77	16.029.21.13.0009
01-00000813-00-3	408.17	32.65	440.82	12.029.21.13.0010
01-00000817-00-7	265.42	25.00	290.42	12.029.21.12.0018
01-00000843-00-2	301.76	25.00	326.76	12.029.21.42.0017
01-00000849-00-8	350.68	28.05	378.73	12.029.21.42.0019
01-00000850-00-2	173.94	25.00	198.94	12.029.21.42.0020
01-00000861-00-6	591.05	47.28	638.33	12.029.21.42.0031
01-00000878-00-6	448.03	35.84	483.87	12.029.21.43.0018
01-00000885-00-6	188.12	25.00	213.12	12.029.21.41.0030
01-00000905-00-9	80.59	25.00	105.59	06.029.20.33.0023
01-00000913-00-0	157.95	25.00	182.95	06.029.20.33.0013
01-00000921-00-1	115.76	25.00	140.76	06.029.20.33.0009
01-00000927-00-7	238.83	25.00	263.83	06.029.20.33.0005
01-00000967-00-9	26.24	25.00	51.24	06.029.20.32.0069
01-00000982-00-0	197.58	25.00	222.58	06.029.20.32.0019
01-00000984-00-2	133.97	25.00	158.97	06.029.20.31.0024
01-00000989-00-7	286.62	25.00	311.62	06.029.20.31.0020
01-00001011-00-4	118.43	25.00	143.43	06.029.20.31.0049
01-00001233-00-6	661.18	52.89	714.07	22.029.21.21.0011
01-00001247-00-3	177.93	25.00	202.93	22.029.21.21.0021
01-00001331-00-1	1,113.85	89.11	1,202.96	11.029.21.33.0021
01-00001370-00-2	249.52	25.00	274.52	01.029.21.13.0013
01-00001421-00-5	241.38	25.00	266.38	01.029.21.14.0016
01-00001451-00-4	289.67	25.00	314.67	02.029.21.14.0011
01-00001641-00-5	114.90	25.00	139.90	15.029.21.42.0003
01-00002061-00-8	313.12	25.05	338.17	11.029.21.33.0010
01-00002091-00-7	329.43	26.35	355.78	10.029.21.41.0016
01-00003181-00-0	33.31	25.00	58.31	01.029.21.14.0004
03-00000743-00-7	44.85	25.00	69.85	33.029.21.44.0032
04-00000013-00-0	202.24	25.00	227.24	15.029.21.34.0002
04-00000019-00-6	244.79	25.00	269.79	15.029.21.33.0040
04-00000033-00-6	40.11	25.00	65.11	15.029.21.33.0005
04-00000049-00-5	142.88	25.00	167.88	15.029.21.33.0021
04-00000063-00-5	60.53	25.00	85.53	15.029.21.33.0039
04-00000067-00-9	75.68	25.00	100.68	22.029.21.22.0015

City of Lake Elmo

EXHIBIT A

Potential Water Assessments

12/16/2014

Outstanding as of 12/11/14

Account	Balance	Fee	Potential to be Assessed	PID
04-00000093-00-4	102.97	25.00	127.97	22.029.21.23.0012
04-00000123-00-0	135.78	25.00	160.78	21.029.21.12.0009
04-00000127-00-4	161.31	25.00	186.31	21.029.21.12.0011
04-00000143-00-6	37.84	25.00	62.84	21.029.21.21.0001
04-00000175-00-7	256.37	25.00	281.37	21.029.21.12.0022
04-00000189-00-4	91.33	25.00	116.33	21.029.21.21.0014
04-00000209-00-7	253.22	25.00	278.22	21.029.21.23.0013
04-00000213-00-4	565.80	45.50	611.30	21.029.21.23.0006
04-00000215-00-6	213.01	25.00	238.01	21.029.21.23.0007
04-00000243-00-3	145.91	25.00	170.91	21.029.21.22.0007
04-00000269-00-5	330.33	26.43	356.76	21.029.21.24.0006
04-00000273-00-2	447.57	35.81	483.38	21.029.21.13.0019
04-00000289-00-1	403.33	32.27	435.60	21.029.21.13.0004
04-00000359-00-9	33.31	25.00	58.31	21.029.21.12.0030
	22,031.21	3,110.95	25,142.16	



# MAYOR & COUNCIL COMMUNICATION

**DATE:** December 16, 2014  
**CONSENT**  
**ITEM #** 8

**AGENDA ITEM:** 39<sup>th</sup> Street North: Street and Sanitary Sewer Improvements – Pay Request No. 3

**SUBMITTED BY:** Chad Isakson, Project Engineer

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

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

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

- 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

**POLICY RECOMMENDER:** Engineering

**FISCAL IMPACT:**

None. Partial payment is proposed in accordance with the Contract for the project. Payment remains within the authorized scope and budget.

**SUMMARY AND ACTION REQUESTED:**

The City Council is respectfully requested to consider approving Pay Request No. 3 for the 39<sup>th</sup> Street North: Street and Sanitary Sewer Improvements project. If removed from the consent agenda, the recommended motion for the action is as follows:

*“Move to approve Pay Request No. 3 to Geislinger & Sons Inc. in the amount of \$273,723.87 for the 39<sup>th</sup> Street North: Street and Sanitary Sewer Improvements”.*

**LEGISLATIVE HISTORY/BACKGROUND INFORMATION:**

Geislinger & Sons Inc., the Contractor for the project, has submitted Partial Pay Estimate No. 3 in the amount of \$273,723.87. The 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 \$59,454.88.

**RECOMMENDATION:**

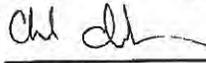
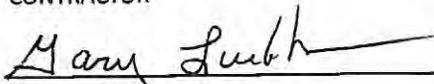
Staff is recommending that the City Council consider approving, *as part of the Consent Agenda*, Pay Request No. 3 for the 39<sup>th</sup> Street North: Street and Sanitary Sewer Improvements project. If removed from the consent agenda, the recommended motion for the action is as follows:

***“Move to approve Pay Request No. 3 to Geislinger & Sons Inc. in the amount of \$273,723.87, for the 39<sup>th</sup> Street North: Street and Sanitary Sewer Improvements”.***

**ATTACHMENT(S):**

1. Partial Pay Estimate No. 3

**PROJECT PAY FORM**

PARTIAL PAY ESTIMATE NO. <u>3</u>		<b>FOCUS</b> ENGINEERING, inc.	
39TH ST N: STREET AND SANITARY SEWER IMPROVEMENTS PROJECT NO. 2014.131		PERIOD OF ESTIMATE FROM <u>11/1/2014</u> TO <u>11/30/2014</u>	
PROJECT OWNER: <b>CITY OF LAKE ELMO</b> 3800 LAVERNE AVENUE NORTH LAKE ELMO, MN 55042 ATTN: JACK GRIFFIN, CITY ENGINEER		CONTRACTOR: <b>GEISLINGER &amp; SONS, INC.</b> 511 CENTRAL AVE S, PO BOX 437 WATKINS, MINNESOTA 55389 ATTN: GARY LUEBBEN, PROJECT MANAGER	
<b>CONTRACT CHANGE ORDER SUMMARY</b>		<b>PAY ESTIMATE SUMMARY</b>	
No.	Approval Date	Amount	
		Additions	Deductions
1	9/16/2014	\$118,975.00	
<b>TOTALS</b>		\$118,975.00	\$0.00
<b>NET CHANGE</b>		\$118,975.00	
		1. Original Contract Amount <u>\$1,760,458.80</u> 2. Net Change Order Sum <u>\$118,975.00</u> 3. Revised Contract (1+2) <u>\$1,879,433.80</u> 4. *Work Completed <u>\$1,189,097.69</u> 5. *Stored Materials <u>\$0.00</u> 6. Subtotal (4+5) <u>\$1,189,097.69</u> 7. Retainage* <u>5.0%</u> <u>\$59,454.88</u> 8. Previous Payments <u>\$855,918.94</u> 9. Amount Due (6-7-8) <u>\$273,723.87</u>	
		*Detailed Breakdown Attached	
<b>CONTRACT TIME</b>			
START DATE: <u>9/2/2014</u>	ORIGINAL DAYS <u>276</u>	ON SCHEDULE	
SUBSTANTIAL COMPLETION: <u>10/31/2014</u>	REVISED DAYS <u>0</u>	YES <input type="checkbox"/>	
FINAL COMPLETION: <u>6/5/2015</u>	REMAINING <u>187</u>	NO <input checked="" type="checkbox"/>	
ENGINEER'S CERTIFICATION: 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.		FOCUS Engineering, inc.  ENGINEER <u>12/4/2014</u> DATE	
CONTRACTOR'S CERTIFICATION: 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.		CONTRACTOR  BY <u>12/4/2014</u> DATE	
APPROVED BY OWNER: <b>CITY OF LAKE ELMO, MINNESOTA</b>			
BY _____		BY _____	
DATE _____		DATE _____	

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
<b>PART 1 - SANITARY SEWER</b>									
1	8" PVC SANITARY SEWER, SDR 26, 20' - 25' DEEP	LF	62	\$125.00	\$7,750.00	35	\$4,375.00	153.00	\$19,125.00
2	10" PVC SANITARY SEWER, SDR 26, 15' - 20' DEEP	LF	1,025	\$87.00	\$89,175.00	186	\$16,182.00	1,054.00	\$91,698.00
3	10" PVC SANITARY SEWER, SDR 26, 20' - 25' DEEP	LF	315	\$89.00	\$28,035.00	0	\$0.00	284	\$25,276.00
4	12" PVC SANITARY SEWER, SDR 26, 15' - 20' DEEP	LF	500	\$92.00	\$46,000.00	0	\$0.00	495	\$45,540.00
5	12" PVC SANITARY SEWER, SDR 26, 20' - 25' DEEP	LF	630	\$94.00	\$59,220.00	0	\$0.00	632	\$59,408.00
6	10" PVC SANITARY SEWER, SDR 26, IN CASING	LF	100	\$40.00	\$4,000.00	0	\$0.00	100	\$4,000.00
7	12" PVC SANITARY SEWER, SDR 26, IN CASING	LF	120	\$45.00	\$5,400.00	0	\$0.00	120	\$5,400.00
8	20" STEEL CASING PIPE (JACK/AUGERED)	LF	100	\$525.00	\$52,500.00	0	\$0.00	100	\$52,500.00
9	24" STEEL CASING PIPE (JACK/AUGERED)	LF	120	\$535.00	\$64,200.00	0	\$0.00	120	\$64,200.00
10	PIPE FOUNDATION ROCK	LF	1,400	\$0.10	\$140.00	0	\$0.00	118	\$11.80
11	TELEVISION	LF	2,850	\$2.00	\$5,700.00	0	\$0.00	0	\$0.00
12	4' DIAMETER SANITARY SEWER MH	EA	12	\$3,000.00	\$36,000.00	0	\$0.00	12	\$36,000.00
13	4' DIAMETER EXCESS MANHOLE DEPTH	LF	140	\$125.00	\$17,500.00	0	\$0.00	117.7	\$14,712.50
14	10"x6" PVC WYE, SDR 26	EA	6	\$400.00	\$2,400.00	0	\$0.00	6	\$2,400.00
15	12"x6" PVC WYE, SDR 26	EA	4	\$460.00	\$1,840.00	0	\$0.00	6	\$2,760.00
16	6" PVC SCH 40 SANITARY SEWER RISER	LF	85	\$35.00	\$2,975.00	0	\$0.00	118	\$4,130.00
17	6" PVC SCH 40 SANITARY SEWER SERVICE	LF	400	\$32.00	\$12,800.00	0	\$0.00	389	\$12,448.00
18	PRECAST CONCRETE JERSEY BARRIERS AT HIGHWAY 5 JACKING PITS	LS	1	\$4,500.00	\$4,500.00	0	\$0.00	1	\$4,500.00
19	PRECAST CONCRETE JERSEY BARRIERS AT HIGHWAY 17 JACKING PITS	LS	1	\$4,500.00	\$4,500.00	0	\$0.00	1	\$4,500.00
20	CROSS EXISTING WATER SERVICE	EA	7	\$450.00	\$3,150.00	0	\$0.00	7	\$3,150.00
21	EXPLORATORY DIGGING	HR	5	\$500.00	\$2,500.00	0	\$0.00	0	\$0.00
SUBTOTAL - PART 1					\$450,285.00		\$20,557.00		\$451,759.30
<b>PART 2 - WATERMAIN</b>									
1	TEMPORARY WATER SYSTEM	LS	1	\$1,500.00	\$1,500.00	0	\$0.00	1	\$1,500.00
2	CONNECT TO EXISTING 6" WATER MAIN	EA	3	\$900.00	\$2,700.00	0	\$0.00	1	\$900.00
3	CONNECT TO EXISTING 8" WATER MAIN	EA	1	\$950.00	\$950.00	0	\$0.00	1	\$950.00
4	CUT IN 8" X 8" TEE	EA	1	\$2,600.00	\$2,600.00	0	\$0.00	0	\$0.00
5	REMOVE AND DISPOSE OF EXISTING GATE VALVE & BOX	EA	3	\$1,500.00	\$4,500.00	0	\$0.00	0	\$0.00
6	REMOVE AND REPLACE 6" GATE VALVE & BOX	EA	4	\$3,400.00	\$13,600.00	0	\$0.00	4	\$13,600.00
7	REMOVE AND REPLACE 8" GATE VALVE & BOX	EA	11	\$3,900.00	\$42,900.00	0	\$0.00	10	\$39,000.00
8	REMOVE AND DISPOSE OF EXISTING HYDRANT	EA	5	\$760.00	\$3,800.00	0	\$0.00	3	\$2,280.00
9	6" DIP CL. 52 WATER MAIN	LF	70	\$46.00	\$3,220.00	0	\$0.00	30.5	\$1,403.00
10	8" DIP CL. 52 WATER MAIN	LF	30	\$53.00	\$1,590.00	0	\$0.00	88	\$4,664.00
11	6" GATE VALVE AND BOX	EA	4	\$1,450.00	\$5,800.00	0	\$0.00	1	\$1,450.00
12	HYDRANT	EA	5	\$4,000.00	\$20,000.00	0	\$0.00	3	\$12,000.00
13	VALVE BOX EXTENSION	LF	2	\$260.00	\$520.00	0	\$0.00	0	\$0.00
14	HYDRANT EXTENSION	LF	1	\$600.00	\$600.00	0	\$0.00	0	\$0.00
15	DUCTILE IRON FITTINGS	LB	100	\$10.00	\$1,000.00	0	\$0.00	94	\$940.00
SUBTOTAL - PART 2					\$105,280.00		\$0.00		\$78,687.00
<b>PART 3 - STORM SEWER</b>									
1	REMOVE AND DISPOSE OF EXISTING STORM SEWER	LF	910	\$10.00	\$9,100.00	0	\$0.00	902	\$9,020.00
2	REMOVE AND DISPOSE OF EXISTING STORM SEWER MANHOLE	EA	8	\$400.00	\$3,200.00	0	\$0.00	8	\$3,200.00
3	POTHOLE EXISTING WATER MAIN	EA	7	\$450.00	\$3,150.00	0	\$0.00	7	\$3,150.00
4	12" RCP STORM SEWER, CLASS 5	LF	70	\$40.00	\$2,800.00	70	\$2,800.00	70	\$2,800.00
5	15" RCP STORM SEWER, CLASS 5	LF	891	\$42.00	\$37,422.00	0	\$0.00	891	\$37,422.00
6	18" RCP STORM SEWER, CLASS 5	LF	236	\$45.00	\$10,620.00	96	\$4,320.00	236	\$10,620.00
7	24" RCP STORM SEWER, CLASS 4	LF	369	\$62.00	\$22,878.00	0	\$0.00	369	\$22,878.00
8	12" RCP FLARED END SECTION INCL TRASH GUARD	EA	2	\$900.00	\$1,800.00	2	\$1,800.00	2	\$1,800.00
9	18" RCP FLARED END SECTION INCL TRASH GUARD	EA	2	\$1,050.00	\$2,100.00	2	\$2,100.00	2	\$2,100.00
10	24" RCP FLARED END SECTION INCL TRASH GUARD	EA	1	\$1,400.00	\$1,400.00	1	\$1,400.00	1	\$1,400.00
11	RIP RAP, CLASS 3	CY	8	\$115.00	\$920.00	0	\$0.00	0	\$0.00
12	2'X3' CATCH BASIN	EA	3	\$2,100.00	\$6,300.00	0	\$0.00	3	\$6,300.00
13	4' DIA CATCH BASIN/MANHOLE	EA	5	\$2,500.00	\$12,500.00	0	\$0.00	5	\$12,500.00
14	5' DIA CATCH BASIN/MANHOLE	EA	2	\$3,600.00	\$7,200.00	0	\$0.00	2	\$7,200.00
15	5' DIA CATCH BASIN/MANHOLE W/ SUMP	EA	1	\$4,350.00	\$4,350.00	0	\$0.00	1	\$4,350.00
16	BULKHEAD 15" RCP STORM SEWER	EA	1	\$125.00	\$125.00	0	\$0.00	1	\$125.00
17	BULKHEAD 18" RCP STORM SEWER	EA	1	\$150.00	\$150.00	0	\$0.00	1	\$150.00
18	BULKHEAD 36" RCP STORM SEWER	EA	1	\$225.00	\$225.00	0	\$0.00	1	\$225.00
19	INLET PROTECTION	EA	12	\$175.00	\$2,100.00	0	\$0.00	3	\$525.00
20	INSULATION	SY	30	\$30.00	\$900.00	0	\$0.00	24	\$720.00
21	POND EXCAVATION (P)	CY	420	\$10.00	\$4,200.00	0	\$0.00	420	\$4,200.00
22	INFILTRATION SWALE EXCAVATION (P)	CY	675	\$10.00	\$6,750.00	0	\$0.00	0	\$0.00
23	SEED MIX 330 AND HYDRMULCH	SY	1600	\$2.75	\$4,400.00	0	\$0.00	0	\$0.00
SUBTOTAL - PART 3					\$144,590.00		\$12,420.00		\$130,685.00
<b>PART 4 - STREET IMPROVEMENTS</b>									
1	MOBILIZATION	LS	1	\$90,000.00	\$90,000.00	0.00	\$0.00	0.75	\$67,500.00
2	TRAFFIC CONTROL	LS	1	\$9,000.00	\$9,000.00	0.00	\$0.00	0.75	\$6,750.00

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
3	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EA	3	\$1,200.00	\$3,600.00	0.00	\$0.00	1	\$600.00
4	CLEAR AND GRUB TREES AND BRUSH	LS	1	\$4,500.00	\$4,500.00	0.00	\$0.00	0	\$0.00
5	TEMPORARY ACCESS GRADING	LS	1	\$2,000.00	\$2,000.00	0.00	\$0.00	1	\$2,000.00
6	TEMPORARY ACCESS AGGREGATE BASE CLASS 5	TN	60	\$30.00	\$1,800.00	0.00	\$0.00	60	\$1,800.00
7	TEMPORARY ACCESS MAINTENANCE	HR	10	\$125.00	\$1,250.00	0.00	\$0.00	10	\$1,250.00
8	REMOVE TEMPORARY ACCESS	LS	1	\$1,500.00	\$1,500.00	0.00	\$0.00	0	\$0.00
9	REMOVE AND DISPOSE OF EXISTING CONCRETE CURB AND GUTTER	LF	290	\$6.00	\$1,740.00	0.00	\$0.00	290	\$1,740.00
10	REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT	SY	9160	\$2.00	\$18,320.00	0.00	\$0.00	9,487	\$18,974.00
11	REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT (DRIVEWAY)	SY	335	\$4.00	\$1,340.00	0.00	\$0.00	300	\$1,200.00
12	REMOVE AND DISPOSE OF EXISTING LIGHT BASE	EA	4	\$300.00	\$1,200.00	0.00	\$0.00	0	\$0.00
13	SALVAGE AND REINSTALL SIGN	EA	8	\$200.00	\$1,600.00	0.00	\$0.00	0	\$0.00
14	SALVAGE AND REINSTALL MAIL DROPBOX	EA	1	\$250.00	\$250.00	0.00	\$0.00	0	\$0.00
15	SALVAGE AND REINSTALL RETAINING WALL	LS	1	\$7,500.00	\$7,500.00	0.00	\$0.00	0	\$0.00
16	SAWCUT BITUMINOUS PAVEMENT	LF	200	\$3.00	\$600.00	200.00	\$600.00	200	\$600.00
17	COMMON EXCAVATION (P)	CY	7750	\$9.00	\$69,750.00	1,938.00	\$17,442.00	7,363	\$66,267.00
18	SUBGRADE CORRECTION (EV)	CY	340	\$12.00	\$4,080.00	0.00	\$0.00	216	\$2,592.00
19	SUBGRADE PREPARATION	RS	24	\$465.00	\$11,318.10	8.30	\$3,859.50	24	\$11,299.50
20	4" PERFORATED PVC DRAIN TILE WITH AGGREGATE AND WRAP	LF	1000	\$12.00	\$12,000.00	200.00	\$2,400.00	980	\$11,760.00
21	AGGREGATE BASE CLASS 5	TN	6380	\$10.50	\$66,990.00	2,375.30	\$24,940.65	5,682	\$59,664.15
22	SELECT GRANULAR BORROW (P)	CY	4090	\$10.00	\$40,900.00	690.00	\$6,900.00	4,090	\$40,900.00
23	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B) [SPWEA230B]	TN	800	\$66.50	\$53,200.00	0.00	\$0.00	0	\$0.00
24	TYPE SP 12.5 BITUMINOUS NON WEARING COURSE MIXTURE (2,B) [SPNW]	TN	1335	\$57.75	\$77,096.25	510.00	\$29,452.50	510	\$29,452.50
25	BITUMINOUS MATERIAL FOR TACK COAT	GAL	565	\$2.00	\$1,130.00	25.00	\$50.00	25	\$50.00
26	ADJUST MH CASTING - STEEL RING (2015)	EA	12	\$450.00	\$5,400.00	0.00	\$0.00	0	\$0.00
27	ADJUST VALVE BOX (2015)	EA	20	\$250.00	\$5,000.00	0.00	\$0.00	0	\$0.00
28	B624 CONCRETE CURB AND GUTTER	LF	4310	\$10.77	\$46,418.70	2,862.00	\$30,823.74	2,862	\$30,823.74
29	B612 CONCRETE CURB AND GUTTER	LF	105	\$14.80	\$1,554.00	0.00	\$0.00	0	\$0.00
30	CONCRETE PEDESTRIAN RAMP	EA	12	\$420.00	\$5,040.00	0.00	\$0.00	0	\$0.00
31	5" CONCRETE SIDEWALK	SF	13110	\$3.50	\$45,885.00	0.00	\$0.00	0	\$0.00
32	8" COMMERCIAL CONCRETE DRIVEWAY PAVEMENT (HIGH EARLY)	SY	340	\$70.00	\$23,800.00	0.00	\$0.00	0	\$0.00
33	6" CONCRETE FLUME	SY	35	\$50.00	\$1,750.00	0.00	\$0.00	0	\$0.00
34	TRUNCATED DOME PANELS	SF	168	\$42.00	\$7,056.00	0.00	\$0.00	0	\$0.00
35	BITUMINOUS DRIVEWAY PAVEMENT	SY	105	\$50.00	\$5,250.00	0.00	\$0.00	0	\$0.00
36	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE - TRAIL (2,B) [SPW]	TN	270	\$65.00	\$17,550.00	0.00	\$0.00	0	\$0.00
37	SODDING	SY	5000	\$4.25	\$21,250.00	0.00	\$0.00	0	\$0.00
38	IMPORT AND PLACE TOPSOIL BORROW (CV)	CY	500	\$35.00	\$17,500.00	0.00	\$0.00	0	\$0.00
39	SEED & EROSION CONTROL BLANKET	SY	2000	\$3.25	\$6,500.00	0.00	\$0.00	0	\$0.00
40	SEED & HYDROMULCH	SY	5500	\$2.15	\$11,825.00	0.00	\$0.00	0	\$0.00
41	SILT FENCE, TYPE MACHINE SLICED	LF	1000	\$1.95	\$1,950.00	0.00	\$0.00	0	\$0.00
42	SILT FENCE, TYPE FLOATING	LF	30	\$22.50	\$675.00	0.00	\$0.00	0	\$0.00
43	DITCH CHECK - BIOROLL	LF	200	\$5.75	\$1,150.00	0.00	\$0.00	30	\$172.50
44	STREET SWEEPING	HR	15	\$125.00	\$1,875.00	0.00	\$0.00	0	\$0.00
45	SIGN PANELS, TYPE C	SF	6	\$45.00	\$281.25	0.00	\$0.00	0	\$0.00
46	4" DOUBLE SOLID YELLOW LINE, EPOXY	LF	2270	\$1.50	\$3,405.00	0.00	\$0.00	0	\$0.00
47	4" SOLID WHITE LINE, EPOXY	LF	110	\$0.75	\$82.50	0.00	\$0.00	0	\$0.00
48	RIGHT TURN ARROW, TAPE	EA	1	\$845.00	\$845.00	0.00	\$0.00	0	\$0.00
SUBTOTAL - PART 4					\$714,706.80		\$116,468.39		\$355,395.39
ALTERNATE NO. 1 - SANITARY SEWER SOUTH OF TH 5									
1	CLEAR AND GRUB TREES AND BRUSH	LS	1	\$4,000.00	\$4,000.00	0	\$0.00	0	\$0.00
2	REMOVE AND DISPOSE OF EXISTING STORM SEWER	LF	20	\$10.00	\$200.00	0	\$0.00	0	\$0.00
3	PATCH GRAVEL DRIVEWAY	TN	200	\$20.00	\$4,000.00	0	\$0.00	0	\$0.00
4	18" CMP DRIVEWAY CULVERT	LF	20	\$45.00	\$900.00	0	\$0.00	0	\$0.00
5	18" CMP FLARED END SECTION	EA	2	\$480.00	\$960.00	0	\$0.00	0	\$0.00
6	15" PVC SANITARY SEWER, SDR 26, 15' - 20' DEEP	LF	625	\$94.00	\$58,750.00	376	\$35,344.00	376	\$35,344.00
7	15" PVC SANITARY SEWER, SDR 26, 20' - 25' DEEP	LF	1255	\$96.00	\$120,480.00	175	\$16,800.00	175	\$16,800.00
8	14" PVC SANITARY SEWER, C905 DR 25, IN CASING	LF	164	\$40.00	\$6,560.00	0	\$0.00	0	\$0.00
9	14" PVC SANITARY SEWER, C905 DR 25, 20' - 25' DEEP	LF	20	\$76.00	\$1,520.00	0	\$0.00	0	\$0.00
10	28" STEEL CASING PIPE (JACK/AUGERED)	LF	164	\$565.00	\$92,660.00	0	\$0.00	0	\$0.00
11	PIPE FOUNDATION ROCK	LF	1000	\$0.01	\$10.00	0	\$0.00	0	\$0.00
12	TELEVISION	LF	2061	\$2.00	\$4,122.00	0	\$0.00	0	\$0.00
13	4' DIAMETER SANITARY SEWER MH	EA	8	\$3,200.00	\$25,600.00	2	\$6,400.00	3	\$9,600.00
14	4' DIAMETER EXCESS MANHOLE DEPTH	LF	115	\$125.00	\$14,375.00	28	\$3,450.00	41	\$5,075.00
15	SOIL DECOMPACTION	AC	5	\$1,200.00	\$6,000.00	0	\$0.00	0	\$0.00
16	SILT FENCE, TYPE MACHINE SLICED	LF	300	\$1.95	\$585.00	0	\$0.00	0	\$0.00
17	SEED AND BLANKET	SY	1500	\$3.25	\$4,875.00	0	\$0.00	0	\$0.00
SUBTOTAL - ALTERNATE NO. 1					\$345,597.00		\$61,994.00		\$66,819.00
<b>TOTALS - BASE CONTRACT</b>					<b>\$1,760,458.80</b>		<b>\$211,439.39</b>		<b>\$1,083,345.69</b>
CHANGE ORDER NO. 1									
CO1-1	CONNECT TO EXISTING 6" WATER MAIN	EA	-2.0	\$900.00	-\$1,800.00	0	\$0.00	0	\$0.00
CO1-2	CONNECT TO EXISTING 8" WATER MAIN	EA	2.0	\$950.00	\$1,900.00	0	\$0.00	2	\$1,900.00
CO1-3	CONNECT TO EXISTING 16" WATER MAIN	EA	1.0	\$1,600.00	\$1,600.00	1	\$1,600.00	1	\$1,600.00
CO1-4	CUT IN 8" X 8" TEE	EA	-1.0	\$2,600.00	-\$2,600.00	0	\$0.00	0	\$0.00
CO1-5	REMOVE AND DISPOSE OF EXISTING 8" WATER MAIN	LF	875.0	\$6.00	\$5,250.00	696	\$4,176.00	875	\$5,250.00

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
CO1-6	REMOVE AND DISPOSE OF EXISTING GATE VALVE & BOX	EA	1.0	\$1,500.00	\$1,500.00	1	\$1,500.00	1	\$1,500.00
CO1-7	16" DIP CL. 51 WATER MAIN	LF	875.0	\$69.00	\$60,375.00	705	\$48,645.00	875	\$60,375.00
CO1-8	8" GATE VALVE AND BOX	EA	2.0	\$1,700.00	\$3,400.00	2	\$3,400.00	2	\$3,400.00
CO1-9	16" BUTTERFLY VALVE AND BOX	EA	2.0	\$3,000.00	\$6,000.00	1	\$3,000.00	2	\$6,000.00
CO1-10	DUCTILE IRON FITTINGS	LB	2,680.0	\$10.00	\$26,800.00	1,437	\$14,370.00	2,525	\$25,250.00
CO1-11	8" DIP CL. 52 WATER MAIN	LF	10.0	\$53.00	\$530.00	0	\$0.00	9	\$477.00
CO1-12	10" HDPE DR 11 WATERMAIN INSTALLED BY DIRECTIONAL DRILL	LF	90.0	\$178.00	\$16,020.00	0	\$0.00	0	\$0.00
<b>TOTALS - CHANGE ORDER NO. 1</b>					<b>\$118,975.00</b>	<b>\$76,691.00</b>	<b>\$105,752.00</b>		
<b>TOTALS - REVISED CONTRACT</b>					<b>\$1,879,433.80</b>	<b>\$288,130.39</b>	<b>\$1,189,097.69</b>		



# MAYOR & COUNCIL COMMUNICATION

**DATE:** 12/16/2014  
**CONSENT**  
**ITEM** 9

**AGENDA ITEM:** 2014 Street Improvements – Pay Request No. 4

**SUBMITTED BY:** Ryan Stempski, Project Engineer

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

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

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

- 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

**POLICY RECOMMENDER:** Engineering

**FISCAL IMPACT:**

None. Partial payment is proposed in accordance with the Contract for the project. Payment remains within the authorized scope and budget.

**SUMMARY AND ACTION REQUESTED:**

The City Council is respectfully requested to consider approving Pay Request No. 4 for the 2014 Street Improvements project. If removed from the consent agenda, the recommended motion for the action is as follows:

*“Move to approve Pay Request No. 4 to Hardrives, Inc. in the amount of \$102,072.29, for the 2014 Street Improvements”.*

**LEGISLATIVE HISTORY/BACKGROUND INFORMATION:**

Hardrives, Inc., the Contractor for the project, has submitted Partial Pay Estimate No. 4 in the amount of \$102,072.29. The 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 \$69,297.39.

**RECOMMENDATION:**

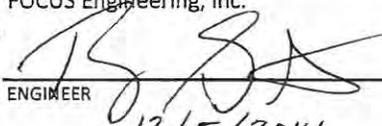
Staff is recommending that the City Council consider approving, *as part of the Consent Agenda*, Pay Request No. 4 for the 2014 Street Improvements. If removed from the consent agenda, the recommended motion for the action is as follows:

*“Move to approve Pay Request No. 4 to Hardrives, Inc. in the amount of \$102,072.29 for the 2014 Street Improvements”.*

**ATTACHMENT(S):**

1. Partial Pay Estimate No. 4

**PROJECT PAY FORM**

PARTIAL PAY ESTIMATE NO. <u>4</u>		<b>FOCUS</b> ENGINEERING, inc.			
2014 STREET IMPROVEMENTS PROJECT NO. 2013.135		PERIOD OF ESTIMATE FROM <u>10/1/2014</u> TO <u>11/30/2014</u>			
PROJECT OWNER: <b>CITY OF LAKE ELMO</b> 3800 LAVERNE AVENUE NORTH LAKE ELMO, MN 55042 ATTN: JACK GRIFFIN, CITY ENGINEER		CONTRACTOR: <b>HARDRIVES, INC.</b> 14478 QUIRAM DRIVE ROGERS, MN 55374 ATTN: DAN LOBELLO, PROJECT MANAGER			
CONTRACT CHANGE ORDER SUMMARY		PAY ESTIMATE SUMMARY			
No.	Approval Date	Amount			
		Additions	Deductions		
1	7/1/2014	\$7,988.30			1. Original Contract Amount <u>\$1,469,015.70</u>
					2. Net Change Order Sum <u>\$7,988.30</u>
					3. Revised Contract (1+2) <u>\$1,477,004.00</u>
					4. *Work Completed <u>\$1,385,947.71</u>
					5. *Stored Materials <u>\$0.00</u>
					6. Subtotal (4+5) <u>\$1,385,947.71</u>
					7. Retainage* <u>5.0%</u> <u>\$69,297.39</u>
					8. Previous Payments <u>\$1,214,578.03</u>
					9. Amount Due (6-7-8) <u>\$102,072.29</u>
TOTALS		\$7,988.30	\$0.00		*Detailed Breakdown Attached
NET CHANGE		\$7,988.30			
CONTRACT TIME					
START DATE: <u>7/2/2014</u>		ORIGINAL DAYS <u>142</u>		ON SCHEDULE	
SUBSTANTIAL COMPLETION: <u>10/10/2014</u>		REVISED DAYS <u>0</u>		YES <input checked="" type="checkbox"/>	
FINAL COMPLETION: <u>11/21/2014</u>		REMAINING <u>-9</u>		NO <input type="checkbox"/>	
ENGINEER'S CERTIFICATION: 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.			FOCUS Engineering, inc.  ENGINEER DATE <u>12/5/2014</u>		
CONTRACTOR'S CERTIFICATION: 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.			CONTRACTOR  BY DATE <u>12/14/14</u>		
APPROVED BY OWNER: <b>CITY OF LAKE ELMO, MINNESOTA</b>					
BY _____			BY _____		
DATE _____			DATE _____		

ITEM	DESCRIPTION OF PAY ITEM	UNIT	REVISED CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
<b>DIVISION 1 - PACKARD PARK AREA</b>									
1	MOBILIZATION	LS	1	\$34,750.00	\$34,750.00	0.00	\$0.00	1.00	\$34,750.00
2	TRAFFIC CONTROL	LS	1	\$2,162.47	\$2,162.47	0.10	\$216.25	1.00	\$2,162.47
3	SILT FENCE, TYPE MACHINE SLICED	LS	3,188	\$2.03	\$6,471.64	0.00	\$0.00	0.00	\$0.00
4	INLET PROTECTION	EA	14	\$74.93	\$1,049.02	0.00	\$0.00	14.00	\$1,049.02
5	BIOROLL DITCH CHECK	EA	14	\$80.28	\$1,123.92	0.00	\$0.00	0.00	\$0.00
6	STREET SWEEPING	HR	35	\$151.26	\$5,294.10	0.00	\$0.00	0.00	\$0.00
7	TREE TRIMMING	LS	1	\$5,352.13	\$5,352.13	0.50	\$2,676.07	0.50	\$2,676.07
8	SALVAGE MAILBOX	EA	24	\$32.44	\$778.56	0.00	\$0.00	25.00	\$811.00
9	INSTALL SALVAGED MAILBOX	EA	24	\$37.84	\$908.16	0.00	\$0.00	25.00	\$946.00
10	SAWCUT BITUMINOUS PAVEMENT	LF	720	\$2.12	\$1,526.40	0.00	\$0.00	261.00	\$553.32
11	SAWCUT CONCRETE PAVEMENT	LF	130	\$3.13	\$406.90	0.00	\$0.00	130.00	\$406.90
12	REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT (DRIVEWAYS)	SY	410	\$5.35	\$2,193.50	0.00	\$0.00	389.06	\$2,081.47
13	REMOVE AND DISPOSE OF EXISTING CONCRETE PAVEMENT (DRIVEWAYS)	SY	150	\$8.56	\$1,284.00	0.00	\$0.00	102.67	\$878.86
14	REMOVE AND DISPOSE OF EXISTING CONCRETE PAVEMENT	SY	10	\$32.11	\$321.10	0.00	\$0.00	0.00	\$0.00
15	REMOVE AND DISPOSE OF EXISTING STORM SEWER PIPE	LF	230	\$10.81	\$2,486.30	0.00	\$0.00	230.00	\$2,486.30
16	SUBGRADE EXCAVATION - RECLAIM AREAS (CV)	CY	1,000	\$9.10	\$9,100.00	0.00	\$0.00	0.00	\$0.00
17	SELECT GRANULAR BORROW (CV)	CY	250	\$14.13	\$3,532.50	0.00	\$0.00	0.00	\$0.00
18	RECLAIM EXISTING BITUMINOUS AND BASE MATERIALS, 8" DEPTH	SY	21,500	\$0.91	\$19,565.00	0.00	\$0.00	21,500.00	\$19,565.00
19	HAUL EXCESS RECLAIMED MATERIAL OFF SITE (LV)	CY	300	\$8.62	\$2,586.00	0.00	\$0.00	91.00	\$784.42
20	SUBGRADE PREPARATION OF RECLAIMED SURFACE	RS	61	\$324.76	\$19,690.20	0.00	\$0.00	60.63	\$19,690.20
21	TYPE SP 9.5 BITUMINOUS NON WEARING COURSE MIXTURE (2,B) [SPNWA230B]	TN	1,905	\$60.76	\$115,747.80	0.00	\$0.00	1,667.00	\$101,286.92
22	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B) [SPWEA240B]	TN	1,905	\$62.64	\$119,329.20	0.00	\$0.00	2,014.00	\$126,156.96
23	BITUMINOUS MATERIAL FOR TACK COAT	GAL	1,350	\$1.96	\$2,646.00	0.00	\$0.00	700.00	\$1,372.00
24	PATCH BITUMINOUS DRIVEWAY	SY	410	\$20.11	\$8,245.10	0.00	\$0.00	441.00	\$8,868.51
25	PATCH CONCRETE DRIVEWAY	SY	150	\$46.03	\$6,904.50	0.00	\$0.00	113.00	\$5,201.39
26	SAW & SEAL STREET (40' INTERVALS)	LF	2,900	\$2.61	\$7,569.00	2,372.00	\$6,190.92	2,372.00	\$6,190.92
27	B418 CONCRETE CURB & GUTTER	LF	7,660	\$9.63	\$73,765.80	0.00	\$0.00	7,247.00	\$69,788.61
28	CONCRETE RIBBON CURB	LF	530	\$14.50	\$7,685.00	0.00	\$0.00	857.00	\$12,426.50
29	6" CONCRETE FLUME	SF	500	\$6.74	\$3,370.00	0.00	\$0.00	370.00	\$2,493.80
30	REMOVE CB CASTING	EA	12	\$83.68	\$1,004.16	0.00	\$0.00	13.00	\$1,087.84
31	R-3250-1 CASTING	EA	12	\$779.82	\$9,357.84	0.00	\$0.00	12.00	\$9,357.84
32	2' X 3' CATCH BASIN WITH CASTING PER DETAIL 404	EA	1	\$1,838.10	\$1,838.10	0.00	\$0.00	0.00	\$0.00
33	4' DIA CBMH WITH SUMP AND CASTING PER DETAIL 405	EA	1	\$2,811.21	\$2,811.21	0.00	\$0.00	2.00	\$5,622.42
34	4' DIA MH WITH CASTING PER DETAIL 407	EA	2	\$1,946.23	\$3,892.46	0.00	\$0.00	2.00	\$3,892.46
35	15" RCP STORM SEWER, CLASS 5	LF	208	\$44.33	\$9,220.64	0.00	\$0.00	209.00	\$9,264.97
36	15" RCP FLARED END SECTION INCL TRASH GUARD	EA	4	\$1,243.42	\$4,973.68	0.00	\$0.00	4.00	\$4,973.68
37	CLASS 3 RIP RAP WITH FABRIC	CY	8	\$162.19	\$1,297.52	19.00	\$3,081.61	24.00	\$3,892.56
38	DITCH GRADING	LF	180	\$10.70	\$1,926.00	61.00	\$652.70	61.00	\$652.70
39	POND EXCAVATION (CV)	CY	70	\$21.41	\$1,498.70	126.00	\$2,697.66	126.00	\$2,697.66
40	JET AND CLEAN STORM SEWER	LF	135	\$15.14	\$2,043.90	0.00	\$0.00	135.00	\$2,043.90
41	IMPORT AND PLACE TOPSOIL BORROW (LV)	CY	800	\$15.00	\$12,000.00	78.00	\$1,170.00	544.00	\$8,160.00
42	SEEDING, FERTILIZER, AND EROSION CONTROL BLANKET	SY	1,500	\$2.94	\$4,410.00	3,290.00	\$9,672.60	3,290.00	\$9,672.60
43	SODDING	SY	8,800	\$4.28	\$37,664.00	0.00	\$0.00	3,500.00	\$14,980.00
44	SALVAGE SIGN	EA	10	\$27.03	\$270.30	0.00	\$0.00	1.00	\$27.03
45	INSTALL SALVAGED SIGN	EA	10	\$124.34	\$1,243.40	1.00	\$124.34	1.00	\$124.34
SUBTOTAL - DIVISION 1					\$561,296.21		\$26,482.14		\$499,076.63
<b>DIVISION 2 - 20TH STREET NORTH</b>									
46	MOBILIZATION	LS	0	\$15,172.98	\$0.00	0.00	\$0.00	0	\$0.00
47	TRAFFIC CONTROL	LS	0	\$5,000.00	\$0.00	0.00	\$0.00	0	\$0.00
48	JOINT REPAIR	SY	0	\$20.00	\$0.00	0.00	\$0.00	0	\$0.00
49	PATCH BITUMINOUS STREET (PARTIAL DEPTH)	SY	0	\$20.00	\$0.00	0.00	\$0.00	0	\$0.00
50	PATCH BITUMINOUS STREET (FULL DEPTH)	SY	0	\$38.64	\$0.00	0.00	\$0.00	0	\$0.00
51	REMOVE PAVEMENT MARKINGS - 4" LINES	LF	0	\$0.65	\$0.00	0.00	\$0.00	0	\$0.00
52	3/4" OVERLAY	TN	0	\$68.06	\$0.00	0.00	\$0.00	0	\$0.00
53	3/8" MICROSURFACE	SY	0	\$3.21	\$0.00	0.00	\$0.00	0	\$0.00
54	CLASS 2 AGGREGATE SHOULDERING - 100% CRUSHED LIMEROCK	TN	0	\$21.39	\$0.00	0.00	\$0.00	0	\$0.00
55	4" DOUBLE SOLID YELLOW LINE - LATEX	LF	0	\$0.22	\$0.00	0.00	\$0.00	0	\$0.00
56	4" SOLID WHITE LINE - LATEX	LF	0	\$0.11	\$0.00	0.00	\$0.00	0	\$0.00
SUBTOTAL - DIVISION 2					\$0.00		\$0.00		\$0.00

ITEM	DESCRIPTION OF PAY ITEM	UNIT	REVISED CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
<b>DIVISION 3 - DEER POND TRAIL &amp; COURT</b>									
57	MOBILIZATION	LS	1	\$21,000.00	\$21,000.00	0.00	\$0.00	1.00	\$21,000.00
58	TRAFFIC CONTROL	LS	1	\$1,621.85	\$1,621.85	0.10	\$162.19	1.00	\$1,621.85
59	SILT FENCE, TYPE MACHINE SLICED	LF	2,150	\$2.03	\$4,364.50	275.00	\$558.25	550.00	\$1,116.50
60	INLET PROTECTION	EA	12	\$74.93	\$899.16	0.00	\$0.00	12.00	\$899.16
61	STREET SWEEPING	HR	10	\$151.26	\$1,512.60	1.00	\$151.26	2.00	\$302.52
62	BIOROLL DITCH CHECK	EA	5	\$80.28	\$401.40	0.00	\$0.00	0.00	\$0.00
63	CLEAR AND GRUB TREE	EA	6	\$588.73	\$3,532.38	0.00	\$0.00	7.00	\$4,121.11
64	GRUB EXISTING STUMP	EA	5	\$214.09	\$1,070.45	0.00	\$0.00	4.00	\$856.36
65	SALVAGE MAILBOX	EA	22	\$32.44	\$713.68	0.00	\$0.00	22.00	\$713.68
66	INSTALL SALVAGED MAILBOX	EA	22	\$37.84	\$832.48	2.30	\$87.03	24.30	\$919.51
67	SAWCUT BITUMINOUS PAVEMENT	LF	375	\$2.17	\$813.75	0.00	\$0.00	269.00	\$583.73
68	SAWCUT CONCRETE PAVEMENT	LF	100	\$4.07	\$407.00	0.00	\$0.00	89.00	\$362.23
69	REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT	SY	6,680	\$2.91	\$19,438.80	0.00	\$0.00	6,680.00	\$19,438.80
70	REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT (DRIVEWAYS)	SY	250	\$5.35	\$1,337.50	166.00	\$888.10	432.00	\$2,311.20
71	REMOVE AND DISPOSE OF EXISTING CONCRETE PAVEMENT (DRIVEWAYS)	SY	110	\$8.56	\$941.60	0.00	\$0.00	37.00	\$316.72
72	REMOVE AND DISPOSE OF EXISTING STORM SEWER PIPE	LF	190	\$10.81	\$2,053.90	0.00	\$0.00	190.00	\$2,053.90
73	REMOVE AND DISPOSE OF EXISTING STORM SEWER STRUCTURE	EA	2	\$432.50	\$865.00	0.00	\$0.00	2.00	\$865.00
74	COMMON EXCAVATION (P)	CY	3,575	\$8.56	\$30,602.00	0.00	\$0.00	3,575.00	\$30,602.00
75	SUBGRADE EXCAVATION - RECONSTRUCT AREAS (CV)	CY	325	\$8.56	\$2,782.00	0.00	\$0.00	76.00	\$650.56
76	SELECT GRANULAR BORROW (CV)	CY	2,390	\$12.31	\$29,420.90	163.00	\$2,006.53	2,390.00	\$29,420.90
77	AGGREGATE BASE CLASS 5	TN	2,600	\$10.17	\$26,442.00	0.00	\$0.00	2,600.00	\$26,442.00
78	TYPE SP 9.5 BITUMINOUS NON WEARING COURSE MIXTURE (2.B) [SPNWA230B]	TN	690	\$62.38	\$43,042.20	0.00	\$0.00	690.00	\$43,042.20
79	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2.B) [SPWEA240B]	TN	520	\$63.49	\$33,014.80	0.00	\$0.00	521.10	\$33,084.64
80	BITUMINOUS MATERIAL FOR TACK COAT	GAL	405	\$1.96	\$793.80	0.00	\$0.00	350.00	\$686.00
81	PATCH BITUMINOUS DRIVEWAY	SY	250	\$20.55	\$5,137.50	175.00	\$3,596.25	454.06	\$9,330.93
82	PATCH CONCRETE DRIVEWAY	SY	110	\$46.03	\$5,063.30	0.00	\$0.00	65.50	\$3,014.97
83	PATCH GRAVEL DRIVEWAY	TN	20	\$27.54	\$550.80	0.00	\$0.00	0.00	\$0.00
84	SAW & SEAL STREET (40' INTERVALS)	LF	1,300	\$2.61	\$3,393.00	1,020.00	\$2,662.20	1,020.00	\$2,662.20
85	ADJUST EXISTING MANHOLE CASTING	EA	2	\$584.98	\$1,169.96	0.00	\$0.00	2.00	\$1,169.96
86	3612 CONCRETE CURB & GUTTER	LF	4,500	\$9.10	\$40,950.00	0.00	\$0.00	4,446.00	\$40,458.60
87	6" CONCRETE FLUME	SF	2	\$42.82	\$85.64	0.00	\$0.00	0.00	\$0.00
88	4" PVC PERF EDGE DRAIN W/BACKFILL & WRAP	LF	1,155	\$9.10	\$10,510.50	0.00	\$0.00	1,155.00	\$10,510.50
89	CONNECT DRAIN TILE TO STRUCTURE	EA	12	\$160.56	\$1,926.72	0.00	\$0.00	12.00	\$1,926.72
90	CONNECT TO EXISTING STORM SEWER MH	EA	2	\$540.62	\$1,081.24	0.00	\$0.00	2.00	\$1,081.24
91	2' X 3' CATCH BASIN WITH CASTING PER DETAIL 404	EA	2	\$1,838.10	\$3,676.20	0.00	\$0.00	2.00	\$3,676.20
92	4' DIA CBMH WITH CASTING PER DETAIL 402	EA	1	\$1,838.10	\$1,838.10	0.00	\$0.00	1.00	\$1,838.10
93	4' DIA CBMH WITH CASTING PER DETAIL 406	EA	6	\$2,108.41	\$12,650.46	0.00	\$0.00	6.00	\$12,650.46
94	4' DIA CBMH WITH SUMP AND CASTING PER DETAIL 405	EA	3	\$2,919.34	\$8,758.02	0.00	\$0.00	3.00	\$8,758.02
95	15" RCP STORM SEWER, CLASS 5	LF	382	\$42.17	\$16,108.94	0.00	\$0.00	382.00	\$16,108.94
96	18" RCP STORM SEWER, CLASS 5	LF	235	\$45.41	\$10,671.35	0.00	\$0.00	240.00	\$10,898.40
97	15" RCP FLARED END SECTION INCL TRASH GUARD	EA	2	\$1,243.42	\$2,486.84	0.00	\$0.00	2.00	\$2,486.84
98	18" RCP FLARED END SECTION INCL TRASH GUARD	EA	1	\$1,297.48	\$1,297.48	0.00	\$0.00	1.00	\$1,297.48
99	CLASS 3 RIP RAP WITH FABRIC	CY	15	\$162.19	\$2,432.85	0.00	\$0.00	11.40	\$1,848.97
100	DITCH GRADING	LF	100	\$10.70	\$1,070.00	39.00	\$417.30	100.00	\$1,070.00
101	IMPORT AND PLACE TOPSOIL BORROW (LV)	CY	300	\$15.00	\$4,500.00	178.00	\$2,670.00	250.00	\$3,750.00
102	SODDING	SY	5,000	\$4.28	\$21,400.00	0.00	\$0.00	2,180.00	\$9,330.40
103	SEEDING, FERTILIZER, AND EROSION CONTROL BLANKET	SY	400	\$2.94	\$1,176.00	1,065.00	\$3,131.10	1,065.00	\$3,131.10
104	4" DOUBLE SOLID YELLOW LINE - EPOXY	LF	1,440	\$0.79	\$1,137.60	1,246.00	\$984.34	1,246.00	\$984.34
105	REMOVE SIGN	EA	1	\$27.03	\$27.03	0.00	\$0.00	1.00	\$27.03
106	SIGN PANEL, TYPE C	SF	9	\$54.06	\$486.54	9.00	\$486.54	9.00	\$486.54
107	SALVAGE SIGN	EA	6	\$27.03	\$162.18	1.00	\$27.03	6.00	\$162.18
108	INSTALL SALVAGED SIGN	EA	6	\$124.34	\$746.04	6.00	\$746.04	6.00	\$746.04
SUBTOTAL - DIVISION 3					\$388,398.04	\$18,574.16	\$370,816.73		
<b>DIVISION 4 - MANNING TRAIL NORTH</b>									
109	MOBILIZATION	LS	1	\$3,500.00	\$3,500.00	0.00	\$0.00	1.00	\$3,500.00
110	TRAFFIC CONTROL	LS	1	\$2,324.66	\$2,324.66	0.10	\$232.47	1.00	\$2,324.66
111	SILT FENCE, TYPE MACHINE SLICED	LF	6,600	\$2.03	\$13,398.00	3,265.00	\$6,627.95	6,530.00	\$13,255.90
112	STREET SWEEPING	HR	25	\$151.26	\$3,781.50	0.00	\$0.00	0.00	\$0.00
113	BIOROLL DITCH CHECK	EA	20	\$80.28	\$1,605.60	0.00	\$0.00	0.00	\$0.00
114	CLEAR AND GRUB TREE	EA	15	\$588.73	\$8,830.95	0.00	\$0.00	12.00	\$7,064.76
115	SALVAGE MAILBOX	EA	12	\$32.44	\$389.28	0.00	\$0.00	12.00	\$389.28
116	INSTALL SALVAGED MAILBOX	EA	12	\$37.84	\$454.08	0.00	\$0.00	12.00	\$454.08
117	SAWCUT BITUMINOUS PAVEMENT	LF	375	\$2.17	\$813.75	0.00	\$0.00	122.00	\$264.74
118	REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT	SY	8,970	\$2.71	\$24,308.70	0.00	\$0.00	8,970.00	\$24,308.70
119	REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT (DRIVEWAYS)	SY	130	\$5.35	\$695.50	0.00	\$0.00	0.00	\$0.00

ITEM	DESCRIPTION OF PAY ITEM	UNIT	REVISED CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
120	REMOVE AND DISPOSE OF EXISTING STORM SEWER PIPE	LF	53	\$10.81	\$572.93	0.00	\$0.00	53.00	\$572.93
121	COMMON EXCAVATION (P)	CY	5,205	\$8.56	\$44,554.80	0.00	\$0.00	5,205.00	\$44,554.80
122	SUBGRADE EXCAVATION - RECONSTRUCT AREAS (CV)	CY	500	\$8.56	\$4,280.00	500.00	\$4,280.00	500.00	\$4,280.00
123	SELECT GRANULAR BORROW (CV)	CY	3,290	\$12.31	\$40,499.90	238.00	\$2,929.78	3,528.00	\$43,429.68
124	AGGREGATE BASE CLASS 5	TN	4,820	\$10.17	\$49,019.40	0.00	\$0.00	4,820.00	\$49,019.40
125	TYPE SP 12.5 BITUMINOUS NON-WEARING COURSE MIXTURE (2,B) [SPNW8230B]	TN	1,360	\$55.64	\$75,670.40	0.00	\$0.00	1,134.00	\$63,095.76
126	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B) [SPWEA240B]	TN	820	\$61.67	\$50,569.40	0.00	\$0.00	892.57	\$55,044.79
127	BITUMINOUS MATERIAL FOR TACK COAT	GAL	640	\$1.96	\$1,254.40	0.00	\$0.00	400.00	\$784.00
128	PATCH BITUMINOUS DRIVEWAY	SY	130	\$20.27	\$2,635.10	0.00	\$0.00	250.00	\$5,067.50
129	PATCH GRAVEL DRIVEWAY	TN	30	\$27.02	\$810.60	0.00	\$0.00	0.00	\$0.00
130	CLASS 2 AGGREGATE SHOULDERING - 100% CRUSHED LIMEROCK	TN	345	\$20.84	\$7,189.80	0.00	\$0.00	211.81	\$4,414.12
131	4" PVC PERF EDGE DRAIN W/BACKFILL & WRAP	LF	3,000	\$11.77	\$35,310.00	0.00	\$0.00	3,000.00	\$35,310.00
132	PRECAST CONCRETE HEADWALL (DRAIN TILE)	EA	8	\$535.21	\$4,281.68	10.00	\$5,352.10	10.00	\$5,352.10
133	18" RCP STORM SEWER, CLASS 5	LF	48	\$62.71	\$3,010.08	0.00	\$0.00	48.00	\$3,010.08
134	18" RCP FLARED END SECTION INCL TRASH GUARD	EA	2	\$1,297.49	\$2,594.98	0.00	\$0.00	2.00	\$2,594.98
135	CLASS 3 RIP RAP WITH FABRIC	CY	5	\$162.19	\$810.95	0.00	\$0.00	5.00	\$810.95
136	IMPORT AND PLACE TOPSOIL BORROW (LV)	CY	500	\$15.00	\$7,500.00	350.00	\$5,250.00	350.00	\$5,250.00
137	SEEDING, FERTILIZER, AND EROSION CONTROL BLANKET	SY	7,850	\$2.94	\$23,079.00	8,768.00	\$25,777.92	8,768.00	\$25,777.92
138	4" DOUBLE SOLID YELLOW LINE - EPOXY	LF	3,300	\$0.79	\$2,607.00	3,732.00	\$2,948.28	3,732.00	\$2,948.28
139	4" SOLID WHITE LINE - EPOXY	LF	6,600	\$0.48	\$3,168.00	7,594.00	\$3,645.12	7,594.00	\$3,645.12
140	REMOVE SIGN	EA	5	\$27.03	\$135.15	0.00	\$0.00	5.00	\$135.15
141	SIGN PANEL, TYPE C	SF	21	\$54.06	\$1,108.23	20.50	\$1,108.23	20.50	\$1,108.23
142	SALVAGE SIGN	EA	14	\$27.03	\$378.42	0.00	\$0.00	14.00	\$378.42
143	INSTALL SALVAGED SIGN	EA	14	\$124.34	\$1,740.76	14.00	\$1,740.76	14.00	\$1,740.76
SUBTOTAL - DIVISION 4					\$422,883.00		\$59,892.61		\$409,887.09

**TOTALS - BASE CONTRACT**

**\$1,372,577.25**

**\$104,948.91**

**\$1,279,780.45**

**CHANGE ORDER NO. 1 - 20TH STREET OVERLAY**

CO1-1	MOBILIZATION	LS	1.0	\$5,000.00	\$5,000.00		\$0.00	1.00	\$5,000.00
CO1-2	TRAFFIC CONTROL	LS	1.0	\$5,000.00	\$5,000.00	0.10	\$500.00	1.00	\$5,000.00
CO1-3	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B) [SPWEA240B] - LEVELING COURSE	TN	300.0	\$68.06	\$20,418.00		\$0.00	323.11	\$21,990.87
CO1-4	TYPE SP 9.5 BITUMINOUS WEARING COURSE MIXTURE (2,B) [SPWEA240B]	TN	1,065.0	\$60.67	\$64,613.55		\$0.00	1,094.14	\$66,381.47
CO1-5	BITUMINOUS MATERIAL FOR TACK COAT	GAL	865.0	\$1.96	\$1,695.40		\$0.00	700.00	\$1,372.00
CO1-6	CLASS 2 AGGREGATE SHOULDERING - 100% CRUSHED LIMEROCK	TN	260.0	\$21.39	\$5,561.40		\$0.00	206.98	\$4,427.30
CO1-7	4" DOUBLE SOLID YELLOW LINE - LATEX	LF	4,860.0	\$0.22	\$1,069.20	4,593.00	\$1,010.46	4,593.00	\$1,010.46
CO1-8	4" SOLID WHITE LINE - LATEX	LF	9,720.0	\$0.11	\$1,069.20	8,956.00	\$985.16	8,956.00	\$985.16

**TOTALS - CHANGE ORDER NO. 1**

**\$104,426.75**

**\$2,495.62**

**\$106,167.26**

**TOTALS - REVISED CONTRACT**

**\$1,477,004.00**

**\$107,444.53**

**\$1,385,947.71**



# MAYOR & COUNCIL COMMUNICATION

**DATE:** December 16, 2014  
**CONSENT**  
**ITEM #:** 10 \$\$

**AGENDA ITEM:** Diedrich-Rieder Easement Vacation Final Resolution & Reimbursement for Eastern Lot Line Easement

**SUBMITTED BY:** City Administrator

**THROUGH:** Mayor Pearson, City Council

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

**SUGGESTED ORDER OF BUSINESS:**

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

**POLICY RECCOMENDER:** Dean A. Zuleger, City Administrator

**FISCAL IMPACT:** \$476,592 net future savings benefit to the City of Lake Elmo due to landowners funding 100% construction of the northern ½ of 5<sup>th</sup> Street. \$19,603.70 realized savings to the City in construction costs, and \$4,200,000 of potential property value development on vacated easement property.

**SUMMARY AND ACTION REQUESTED:** Ratification of a 50% reimbursement of \$8,070.86 for the vacation of a relocated utility easements (both permanent and construction) from the eastern property line boundary of the Diedrich-Rieder property located on Lake Elmo Avenue. The City originally paid \$16,141.71 for the easements. If removed from the consent agenda, the recommended motion for this action is as follows:

*“Move to ratify the 50% Reimbursement Agreement to Vacate the Permanent Public Utility Easement for the Diedrich-Reider property, referenced formally in Resolution No. 2013-106A, at a total of \$8070.86 for past access considerations and future development potential including the land owner construction of 5<sup>th</sup> Street per developer agreement.”*

**LEGISLATIVE HISTORY/ANALYSIS:** In December of 2013, the Lake Elmo City Council passed Resolution No. 2013-106A vacating both a permanent and construction easement on the Diedrich-Rieder property due to the movement of the permanent easement from the northern and eastern borders to a southern property line border. The City had paid the land owner \$16,141.71 for the easements as a way to facilitate the construction of a sewer easement. The land owner determined that to maximize the development potential of the property that the sewer pipe easement would be more beneficial at the southern boundary and the City determined that there was a project cost savings to moving the easement to the south due to less pipe needed and construction/grading and restoration costs due to depth of the installation. The land owner complied quickly by signing right of way access documents and right of way survey documents for the construction of the sewer line that would also function as 5<sup>th</sup> Street in the future.

The original resolution noted that the City would negotiate the repayment of the easement with a goal of recovering 100%, but that the landowners thought that some consideration should be given for the development value, savings to the City and expedient access to the right of way for construction which was critical for the reimbursement of MNDEED Sewer Grant of \$1 million. The final motion on this issue did not contain the word “negotiated easement purchase funds and thus, the ratification action is needed to close the issue.

After 8 months of discussions about the reimbursement for the relocation of the northern easement and the lack of utility of the City holding the eastern easement – coupled with the landowner’s agreement to build 5<sup>th</sup> Street at a cost of \$484,663.00, the City agreed to a reimbursement settlement of 50% or \$8,070.86 to the landowner.

The rationale for the 50% reimbursement settlement is as follows:

- 50% is more than the payment actual cost of the total of the eastern easement. The eastern easement would not be needed by the City for any utility or road function. (Note: if the City was reimbursed for only the eastern easement the repayment would have only been \$5390.33).
- The relocation of the northern easement to the southern boundary represented an effective swap of land to be used for the same utility / street purpose but maximize the development potential for the landowner at an estimate of 12 homes x\$350,000 per home or a total of \$4,200,000.;
- The speed and cordiality that the landowner exercise to allow for right of way access and agreement to the right of way easement allowed the sewer project to move forward in a fashion to meet the MNDEED \$1 million grant deadline;
- The City realized an approximate \$19,603.70 net construction savings by the moving of the easement from the northern to the southern property line;
- The property owner and affiliated developers have agreed to self-fund the construction of 5<sup>th</sup> Street at a November 2014 cost estimate of \$484,663 and provide critical drainage easements at no cost for the south ½ construction of 5<sup>th</sup> Street in 2015.

**BACKGROUND INFORMATION (SWOT):**

- Strengths** Net savings / economic benefit in moving the easement from the northern boundary to the southern boundary
- Weaknesses** None.
- Opportunities** The addition of 12 additional housing lots at an estimated value of \$4.2 million
- Threats** Landowner would not have been agreeable to southern right of way access / easement, self-funding the construction of 5<sup>th</sup> street, and the granting of drainage considerations needed for the development of 99 lots in two developments.

**RECOMMENDATION:** Based on the aforementioned, the staff recommends and appropriate guiding motion if this item is removed from the consent agenda:

*“Move to ratify the 50% Reimbursement Agreement to Vacate the Permanent Public Utility Easement for the Diedrich-Reider property, referenced formally in Resolution No. 2013-106A, at a total of \$8070.86 for past access considerations and future development potential including the land owner construction of 5<sup>th</sup> Street per developer agreement.”*



MAYOR & COUNCIL COMMUNICATION

DATE: December 16, 2014  
CONSENT  
ITEM # 11

AGENDA ITEM: 2015 Meeting Calendar  
SUBMITTED BY: Beckie Gumatz, Deputy Clerk  
THROUGH: Dean Zuleger, City Administrator  
REVIEWED BY: Adam Bell, City Clerk/Assistant City Administrator

**SUGGESTED ORDER OF BUSINESS (if removed from the consent agenda):**

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

**POLICY RECOMMENDER:** Staff

**FISCAL IMPACT:** N/A

**SUMMARY AND ACTION REQUESTED:** As part of its Consent Agenda, the City Council is respectfully requested to approve the proposed 2015 City Meeting Calendar or amend as necessary. If removed from the Consent Agenda, the recommended motion is as follows:

*“Move to approve the proposed 2015 Meeting Calendar.”*

**LEGISLATIVE HISTORY:** At the end of each year it has been City Council practice to adopt a calendar of City Council and Planning Commission regular meetings and workshops for the following year. Adopting a meeting calendar serves as the official notice for the year of all upcoming meetings; thereby, satisfying legal requirements and increasing transparency to the general public.

**RECOMMENDATION:** If removed from the consent agenda, the recommended motion is as follows:

*“Move to approve the proposed 2015 Meeting Calendar.”*

**ATTACHMENTS:**

1. Proposed 2015 Calendar of City Council and Planning Commission regular meetings and workshops

**2015 ROUGH CALENDAR OF LAKE ELMO CITY COUNCIL & PLANNING  
COMMISSION MEETINGS AND WORKSHOPS**

(The Mayor and Council have the right to add or cancel meetings)

**City Council & Planning Commission Meetings/Workshops:**

January 12 – Planning Commission  
January 13 – Regular Meeting  
January 20 – Regular Meeting  
January 26 – Planning Commission

February 3 – Regular Meeting  
February 9 – Planning Commission  
February 10 – Workshop  
February 17 – Regular Meeting  
February 23 – Planning Commission

March 3 – Regular Meeting  
March 9 – Planning Commission  
March 10 – Workshop  
March 17 – Regular Meeting  
March 23 – Planning Commission

April 7 – Regular Meeting  
April 13 – Planning Commission  
April 14 – Workshop  
April 21 – Regular Meeting  
April 27 – Planning Commission

May 5 – Regular Meeting  
May 11 – Planning Commission  
May 12 – Workshop  
May 19 – Regular Meeting  
May 27 (Wed) – Planning Commission

June 2 – Regular Meeting  
June 8 – Planning Commission  
June 9 – Workshop  
June 16 – Regular Meeting  
June 22 – Planning Commission

July 7 – Regular Meeting  
July 13 – Planning Commission  
July 14 – Workshop  
July 21 – Regular Meeting  
July 27 – Planning Commission

August 4 – Regular Meeting  
August 10 – Planning Commission  
August 11 – Workshop  
August 18 – Regular Meeting  
August 24 – Planning Commission

September 1 – Regular Meeting  
September 8 – Workshop  
September 14 – Planning Commission  
September 15 – Regular Meeting  
September 28 – Planning Commission

October 6 – Regular Meeting  
October 12 – Planning Commission  
October 13 – Workshop  
October 20 – Regular Meeting  
October 26 – Planning Commission

November 3 – Regular Meeting  
November 9 – Planning Commission  
November 10 – Workshop  
November 17 – Regular Meeting  
November 23 – Planning Commission

December 1 – Regular Meeting  
December 14 – Planning Commission  
December 8 – Workshop  
December 15 – Regular Meeting



# MAYOR & COUNCIL COMMUNICATION

**DATE: December 16, 2014**  
**CONSENT**  
**ITEM #12**

**AGENDA ITEM:** Adoption of Amended 2015 Fee Schedule  
**SUBMITTED BY:** Adam Bell, Assistant City Administrator/City Clerk  
**THROUGH:** Dean Zuleger, City Administrator  
**REVIEWED BY:** Beckie Gumatz, Program Assistant

**SUGGESTED ORDER OF BUSINESS (if removed from the consent agenda):**

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

**POLICY RECOMMENDER:** Staff

**FISCAL IMPACT:** Specific annual dollar amount impact is not available at this time. Several fees are being increased to more accurately account for the time spent to provide services and costs to city. This therefore should provide an increase in revenue if the volume of service provided is the same.

**SUMMARY AND ACTION REQUESTED:** The City Council is respectfully requested to adopt Ordinance 08-115, An Ordinance Amending the Lake Elmo Fee Schedule. *As part of its consent agenda, no formal motion is required.* If Council would like to remove this item from the Consent Agenda, the suggested motion is as follows:

***“Move to approve Ordinance 08-115, An Ordinance Amending the Lake Elmo Fee Schedule.”***

**LEGISLATIVE HISTORY:** It is incumbent upon the City to continually and regularly review the Municipal Fee Schedule to ensure that it is in compliance with state and local law as well as continually able to be justified. Below are the changes/modifications being proposed to the Lake Elmo Fee Schedule for 2015:

- Change Administrative Appeal (to Board of Adjustment and Appeals) amount to better reflect true cost to city.

- Clarify Cancelled AND/OR Refunded Building Permits are subject to processing fee.
- Add fee to cover cost to city for issuing Duplicate Inspection Card.
- Change Easement Encroachment amount to better reflect true cost to city.
- Change GIS Scaled Aerial Map amount to better reflect true cost to city.
- Change Inspection outside of business hours amount to better reflect increased cost to city and discourage practice.
- Remove Separate Scaled Aerial Drawing fee.
- Remove separate Site Plan Review fee that was originally set up for specific properties in city that no longer applies.
- Add Surface Water Review Fee to recover additional cost borne by city for monitoring the impact to storm ponds by new construction terrain alteration.
- Change Water Meter (3/4" or less) amount to reflect actual cost to city.
- Add Zoning Certification Letter fee to recover cost to city. The City receives requests from property owners, financial and mortgage institutions, appraisers, and others to formally verify the zoning of a property. The zoning letter typically clarifies if the existing use, or future proposed uses, are permitted under the parcel's zoning designation. Other cities typically charge \$25-\$100 for this service.

#### **BACKGROUND INFORMATION (SWOT):**

**Strengths** Keeping the Fee Schedule up-to-date helps the City ensure that it is in compliance with state and local laws. It also helps to provide correct information to residents who pay for city services. Updating many items on the Fee Schedule at one time reduces the number of times this item must come before City Council.

**Weaknesses** At times, after further information or data is available, fees may need to be periodically adjusted.

**Opportunities** The Fee Schedule should be updated annually and throughout the year as needed. Staff currently does this and should strive to stay ahead of any required fee changes.

**Threats** Any fee that is not statutorily specified is subject to legal challenge. Short of being legally challenged, any fee the City imposes is subject to being challenged by the individual responsible for paying the fee. It is incumbent on staff to stay up to date on the law and make sure that each fee is reasonable, comparable, and can be justified and legally defended.

**RECOMMENDATION:** The City Council is respectfully requested to adopt Ordinance 08-115, An Ordinance Amending the Lake Elmo Fee Schedule. *As part of its consent agenda, no formal motion is required.* If Council would like to remove this item from the Consent Agenda, the suggested motion is as follows:

***“Move to approve Ordinance 08-115, An Ordinance Amending the Lake Elmo Fee Schedule.”***

#### **ATTACHMENTS:**

1. Ordinance 08-115
2. 2015 City of Lake Elmo Fee Schedule
3. Fee Schedule Modifications Summary

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

**ORDINANCE NO. 08-115**

**AN ORDINANCE SETTING MUNICIPAL FEES FOR CALENDAR YEAR 2015**

The Lake Elmo City Council hereby adopts the following fee schedule for calendar year 2015 and directs that it be added to the Lake Elmo Municipal Code as Appendix A.

Appendix A – 2015 Fee Schedule

**ADOPTION DATE:** Passed by the Lake Elmo City Council on the 16th day of December, 2014.

CITY OF LAKE ELMO

By: \_\_\_\_\_  
Mike Pearson  
Mayor

ATTEST:

\_\_\_\_\_  
Adam Bell  
City Clerk

**EFFECTIVE DATE:** This ordinance shall become effective on January 1, 2015 following adoption and publication.

**PUBLICATION DATE:** Published on the \_\_\_\_\_ day of \_\_\_\_\_ 2014.

## 2015 FEE SCHEDULE MODIFICATIONS SUMMARY

APPLICATION/FEE/PERMIT TYPE	2014 FEE	2015 FEE	NOTES	MODIFICATION
Appeal (to Board of Adjustment and Appeals)	\$150.00	\$250.00		Increased to more accurately reflect staff time and cost to city.
Cancelled or Refunded Building Permits	\$25.00	\$25.00		Clarified that refunded permits are also subject to fee.
Duplicate Inspection Card	N/A	\$25.00		New Fee. Staff previously did not collect for this service. Most communities do.
Easement Encroachment	\$100.00	\$150.00	Includes Recording Fee	Increased to more accurately reflect staff time and cost to city including recording costs.
GIS Scaled Aerial Map	\$15.00	\$25.00		Increased to more accurately reflect staff time and cost to city.
Inspection outside of business hours	\$70.00 (2 Hr. Min.)	\$100 (2 Hr. Min.)		Increased to more accurately reflect staff time and cost to city. Also encourages inspections during city business hours.
Scaled Aerial Drawing	\$15.00	N/A		Eliminated separate fee. Follow general schedule.
Site Plan Review	\$980.00	N/A		Eliminated separate fee. Follow general schedule.
Surface Water Review Fee	N/A	\$125.00	\$75 Review/\$50 Storm Water Fund.	New Fee. This one-time fee only applies to new construction to monitor impact to storm ponds.
Water Meter (3/4" or less)	\$300.00	\$350.00		Increased to reflect actual cost to city.
Zoning Certification Letter	N/A	\$25.00		New Fee. Staff previously did not collect for this service. Most communities do.



# City of Lake Elmo Fee Schedule 2015

APPLICATION/FEE/PERMIT TYPE	2015 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
Accessory Bldg forward of Primary Structure (§154.092)	\$200.00		Planning
Administrative Citations			Administration
General Code Violations:			Administration
1 <sup>st</sup> offense	\$100.00 per violation		Administration
2 <sup>nd</sup> offense within one year from the first citation	\$200.00 per violation		Administration
3 <sup>rd</sup> offense within one year from the first citation	\$500.00 per violation		Administration
4 <sup>th</sup> offense or subsequent offenses may be subject to criminal prosecution or any other legal remedy available to the City. An administrative citation may also be issued independently or concurrent to any other legal action taken by the City.			Administration
<b>Building and Safety Code Violations:</b>			Building
1 <sup>st</sup> offense	\$100.00 per violation		Building
2 <sup>nd</sup> offense within one year from the first citation	\$500.00 per violation		Building
3 <sup>rd</sup> offense within one year from the first citation	\$1000.00 per violation		Building
4 <sup>th</sup> offense or subsequent offenses may be subject to criminal prosecution or any other legal remedy available to the City. An administrative citation may also be issued independently or concurrent to any other legal action taken by the City.			Building
<b>Amateur Radio Antenna</b>	\$875.00		Planning
<b>Appeal (to Board of Adjustment and Appeals)</b>	\$250.00		Administration
<b>Assessment Search</b>	\$15.00/ search		Administration
<b>Bee Keeping Permit</b>	\$25.00	Valid for 2 years from issuance	Administration
<b>Building Demolition</b>			Administration
Residential	\$200.00		Building
Commercial	\$300.00	Plus \$5.00 Surcharge (State Mandated)	Building
<b>Burning Permit</b>			Fire
Residential	\$45.00		Fire
Commercial	\$80.00		Fire
Illegal Burn	see notes →	Additional fees may be incurred based on Wash. Cty. Chief's fee schedule and # of responding units	Fire
<b>Chicken Keeping Permit</b>	\$25.00	Initial permit expires on 12/31 of 2nd year.	Administration
<b>Comprehensive Plan Amendment</b>	\$1,300.00		Planning
<b>Conditional Use Permit (CUP)</b>			Planning
New	\$1,050.00	Wireless Communication Facilities Fee Escrow \$6,000.00. Flood	Planning
Amended	\$500.00	Plain Ordinance Fee Escrow \$500.00.	Planning



# City of Lake Elmo Fee Schedule 2015

APPLICATION/FEE/PERMIT TYPE	2015 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
<b>Contractor License Fees</b>			
Demolition	\$50.00		Licensing
Driveway	\$50.00		Licensing
Excavator	\$50.00		Licensing
HVAC	\$50.00		Licensing
Irrigation	\$50.00		Licensing
Sewer/Water Line Installer	\$50.00		Licensing
Sign Installer	\$50.00		Licensing
Solid Waste Hauler	\$120.00		Licensing
<b>Copy Services (Paper/Electronic)</b>			Administration
Copies (B&W)	\$0.25 per page	100 pages or more are charged at actual cost of production	Administration
Copies (Color)	\$0.50 per page	100 pages or more are charged at actual cost of production	Administration
Copies (B&W) 11x17	\$1.00 per page	100 pages or more are charged at actual cost of production	Administration
Copies (Color) 11x17	\$2.00 per page	100 pages or more are charged at actual cost of production	Administration
Data DVD Fee	\$15.00		Administration
GIS Scaled Aerial	\$25.00		Administration
Existing Maps	\$5.00		Administration
Custom (Per Hour Rate)	\$70.00		Administration
Plan Size Maps (Larger than 11x17)	\$15.00		Administration
Development Standards Specs/Details	\$55.00		Administration
Video reproduction	\$10.00		Administration
<b>Culverts in Developments with Rural Section</b>			Administration
Daycare Inspection Fee	\$160.00		Administration
Dog License- altered	\$60.00	Plus \$5.00 Surcharge (State Mandated) Plus 1% of Value. Minimum \$100.00	Fire
Dog License- unaltered	\$20.00		Licensing
Dog License- late fee	\$25.00		Licensing
Service Dog License	\$2.50 per month	Maximum \$10	Licensing
Duplicate License or Tag	No Charge		Licensing
First Impound- Unlicensed Dog	\$1.00		Licensing
First Impound- Licensed Dog	\$60.00		Licensing
First Impound- Cat	\$42.00	All Impound Fees plus \$20/day Boarding Fee	Licensing
Subsequent dog/ cat impound	\$42.00		Licensing
	\$85.00		Licensing



# City of Lake Elmo Fee Schedule 2015

APPLICATION/FEE/PERMIT TYPE	2015 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
Driveway			Planning
Residential	\$70.00		Planning
Commercial	\$160.00		Planning
Easement Encroachment	\$150.00	Staff & Recording Fee	Planning
Electronic Fund Withdrawal/Bill Payment	Fee + Trans. Charge		Administration
Environmental Review			
Village Area AUAR Fee	\$230.00	Per REC Unit. To be charged to development applications that increase the number of REC units above existing conditions within the Village AUAR Area. The fee will be based on the difference between the proposed and existing REC units. Fee to be paid as part of a developer's agreement for larger projects or at the time a building permit is issued for smaller projects. Once paid, the same land will not be charged again.	Planning
Erosion Control			Building
Re-inspection Fee (portal to portal from City Hall: 1 Hr. min)	\$50.00 per hour	\$5,000.00 Security	Building
Excavating & Grading ≥ 50 cubic yards, up to 400 cubic yds	\$125.00	Security \$500.00	Building
Excavating & Grading ≥ 400 cubic yards	\$500.00	\$500.00 fee escrow plus security \$1,500.00 per acre with \$1,500 minimum.	Engineering
False Alarms (12 Month Period) * (*1-3 no charge)			Fire
Residential			Fire
4-6 False Alarms	\$110.00		Fire
In Excess of 6 False Alarms	\$185.00		Fire
Commercial			Fire
4-6 False Alarms	\$315.00		Fire
In Excess of 6 False Alarms	\$520.00		Fire
Fire Alarm Systems (new or rework including low voltage systems)	1.2% of value	plus \$5.00 surcharge; Minimum \$100	Building
Flood Plain District Delineation	\$500.00		Planning
Fuel Tank Removal (Underground)	\$250.00	Plus \$5.00 Surcharge (State Mandated)	Administration
Fuel Tank Install	2% of value of work	Minimum \$100.00	Administration
HVAC			Building
Residential	\$60.00/unit	Up to 3 units, max fee \$180.00 plus \$5.00 Surcharge (State Mandated)	Building
Commercial	\$60.00/unit	Up to 3 units or 1% of total valuation, whichever is greater. Plus Surcharge (State Mandated)	Building



# City of Lake Elmo Fee Schedule 2015

APPLICATION/FEE/PERMIT TYPE	2015 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
<b>Interim Use Permit (IUP)</b>			
Fee	\$1,050.00		Planning
Renewal	\$300.00		Planning
<b>Liquor License</b>			
Club On-Sale Intoxicating	\$100.00		Licensing
On-Sale Intoxicating	\$1,500.00		Licensing
Off-Sale Intoxicating	\$200.00		Licensing
Off-Sale Non-Intoxicating	\$150.00		Licensing
On-Sale Intoxicating- 2nd Building	\$750.00		Licensing
On-Sale Non-Intoxicating	\$100.00		Licensing
Investigation	\$350.00		Licensing
On-Sale Sunday Intoxicating	\$200.00		Licensing
Temporary Intoxicating	\$25.00		Licensing
Wine	\$300.00		Licensing
<b>Lot Line Adjustment</b>	\$325.00		Planning
<b>Manufactured Home Parks</b>			
Fee	\$1,000.00		Planning
New	\$1,200.00	Plus \$2,500.00 Fee Escrow	Planning
Move home out of the city	\$200.00	Plus \$5.00 Surcharge (State Mandated)	Building
Move home into the city	\$200.00	Plus \$5.00 Surcharge (State Mandated)	Building
<b>Massage Therapy Premises License</b>			
Application Fee	\$100.00	Fee includes one Therapist	Licensing
Investigation Fee	\$100.00		Licensing
<b>Massage Therapy Practitioner License</b>			
Application Fee	\$50.00		Licensing
Investigation Fee	\$25.00		Licensing
<b>Massage Therapy Premises License Renewal</b>	\$50.00	Fee includes one Therapist	Licensing
<b>Massage Therapy Practitioner License Renewal</b>	\$25.00		Licensing
<b>Massage Therapy License Amendment</b>	\$25.00		Licensing
<b>Minor Subdivision</b>	\$525.00		Planning
<b>Moving House or Primary Structure into City</b>	\$520.00	Plus security w/amount to be determined by the City w/recommendation from building official	Administration
<b>Moving Accessory Structure into City</b>	\$305.00	Plus security to be determined by the City w/recommendation from building official	Administration



# City of Lake Elmo Fee Schedule 2015

APPLICATION/FEE/PERMIT TYPE	2015 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
<b>Other Inspections and Fees</b>			
Inspection outside of business hours	\$100.00 (2 Hr. Min.)		Building
Re-inspection Fees Assessed	\$50.00 per hour		Building
Inspections with no fee assigned	\$50.00 per hour		Building
Construction Escrow	\$5,000.00	Or determined by Building Official	Building
Cancelled or Refunded Permits	\$25.00		Building
Work without Permit	see notes	Investigative fee to equal permit fee	Building
Duplicate Inspection Card	\$25.00		Building
<b>Park Dedication</b>			Planning
Residential - Up to three lots	\$3,600.00 per lot	Four or more lots per \$153.14	Planning
Commercial	\$4,500.00 per acre		Planning
<b>Parking Lots</b>			Planning
New Commercial	\$175.00	\$500 Fee Escrow. Security \$1,500.00 per acre with \$1,500.00 minimum.	Planning
Existing Commercial	\$200.00		Planning
<b>Platting</b>			
Sketch Plan Review (Subdivision)	\$500.00	\$3,500.00 Fee Escrow	Planning
Preliminary Plat (Subdivision)	\$1,850.00	\$10,000.00 Fee Escrow	Planning
Final Plat (Subdivision)	\$1,250.00	\$8,000.00 Fee Escrow	Planning
Concept Plan (OP Development)	\$1,250.00	\$5,000.00 (<100 units) Fee Escrow \$7,500.00 (>100 units) Fee Escrow	Planning
Preliminary Plat Review (OP Development)	\$1,850.00	\$5,000.00 (<100 units) Fee Escrow \$7,500.00 (>100 units) Fee Escrow	Planning
Final Plat (OP Development)	\$1,250.00	\$5,000.00 (<100 units) Fee Escrow \$7,500.00 (>100 units) Fee Escrow	Planning
		(City will retain escrows to reimburse review costs for each stage of development review)	Planning
<b>Planned Unit Development</b>			Planning
General Concept Plan	\$1,250.00	\$7,500.00 Fee Escrow	Planning
Development Stage Plan	\$1,850.00	\$7,500.00 Fee Escrow	Planning
Final Plan	\$1,250.00	\$7,500.00 Fee Escrow	Planning
		(City will retain escrows to reimburse review costs for each stage of development review)	Planning



# City of Lake Elmo Fee Schedule 2015

APPLICATION/FEE/PERMIT TYPE	2015 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
<b>Plumbing</b>			
Residential	\$60.00/unit	Up to 3 units, max fee \$180.00 plus \$5.00 Surcharge (State Mandated)	Administration
Commercial	\$60.00/unit	Up to 3 units or 1% of total valuation, whichever is greater. Plus Surcharge (State Mandated)	Building
<b>Private Roads (Permitted only in AG zone)</b>	\$150.00		Building
<b>Restrictive Soils and Wetland Restoration Protection and Preservation Permit</b>	\$800.00	\$1,500.00 Fee Escrow	Planning
<b>Retaining Walls over 4'</b>	\$150.00	Plus \$5.00 State Surcharge	Building
<b>Returned Check (NSF)</b>	\$25.00		Administration
<b>Right-of-Way Permit</b>			Engineering
Annual Registration	\$200.00	\$5,000.00 Security	Engineering
Excavation Permit	\$275.00 + \$.60/foot		Engineering
Joint Trench Permit (per lot per utility)	\$275.00 + \$.60/foot		Engineering
Obstruction Permit	\$275.00		Engineering
Permit Extension	\$100.00		Engineering
Delay Penalty (per calendar day)	\$25.00		Engineering
<b>Roofing</b>			
Residential	\$150.00	Plus \$5.00 State Surcharge	Building
Commercial	see notes	Based on valuation	Building
<b>SAC Charge (City) (Sewer Availability Charge)</b>	\$3,000.00	Per REC Unit: collected at time of plat for new lot or at time of connection for existing.	Engineering
<b>SAC Charge (Met Council) (Sewer Availability Charge)</b>	\$2,485.00	Per REC Unit: \$2,485.00 to Met Council at time of connection.	Engineering
<b>Sewer Connection Charge</b>	\$1,000.00	Per REC Unit	Engineering
<b>Sewer Lateral Benefit Charge</b>	\$5,800.00	Per REC Unit connecting to a Trunk Sewer Main and that has never been assessed	Engineering
<b>Sewer Rate</b>	\$4.50/1,000 Gal		Administration
<b>201 Off-Site Maintenance Fee</b>	\$75.00/unit/quarter		Administration
<b>Siding</b>			
Residential	\$150.00	Plus \$5.00 State Surcharge	Building
Commercial	see notes	Based on valuation	Building
<b>Signs - Permanent</b>	\$180.00		Building
<b>Signs - Temporary</b>	\$75.00		Planning
Temporary Renewal	\$25.00		Planning
Re-inspection Fee	\$25.00		Planning



# City of Lake Elmo Fee Schedule 2015

APPLICATION/FEE/PERMIT TYPE	2015 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
Special Event Permit	\$75.00	City must be listed as additional insured	Planning
Sprinkler System (Inspection Fee)	1.2% of value	plus \$5.00 surcharge; Minimum \$100	Building
Sprinkler System (Re-Inspection Fee)	\$50.00		Building
Surface Water			Administration
Residential	\$50.00		Administration
Non-Residential (Commercial etc.)	\$50.00	Utility rate factor per code	Administration
Review Fee	\$125.00	\$75 Review/\$50 Storm Water Fund	Administration
Vacations (Streets or Easements)			Planning
Easements	\$515.00	\$500.00 Fee Escrow	Planning
Streets	\$515.00	\$500.00 Fee Escrow	Planning
Variance	\$750.00		Planning
Shoreland Variance	\$1,500.00		Planning
Water Availability Charge (WAC)	\$3,000.00	Per REC Unit; collected at time of plat for new lot or at time of connection for existing.	Engineering
Water Connection Charge	\$1,000.00	Per REC Unit	Administration
Water Equipment/Set up			Administration
Meter (3/4" or less)	\$350.00		Administration
Driveway Curb Stop Lid	\$100.00		Administration
Disconnect Service	\$80.00	Additional fees apply to larger sized meters	Administration
Reconnect Service	\$80.00		Administration
Water Lateral Benefit Charge	\$5,800.00	Per REC Unit connecting to a Trunk Water Main and that has never been assessed	Administration
Water Usage			Engineering
Residential - Quarterly Rate	\$25.00 Base		Administration
Residential - Plus Rate per 1,000 Gallons			Administration
Plus Rate for 0-15,000 Gallons	\$2.14		Administration
Plus Rate for 15,001-30,000 Gallons	\$2.86		Administration
Plus Rate for 30,001-50,000 Gallons	\$3.77		Administration
Plus Rate for 50,001-80,000 Gallons	\$5.00		Administration
Plus Rate for 80,001 + Gallons	\$6.63		Administration
Water Usage			Administration
Commercial - Quarterly Rate	\$25.00 Base		Administration
Commercial - Plus Rate Per 1,000 Gallons			Administration
Plus Rate for 0 - 15,000 Gallons	\$3.11		Administration
Plus Rate for 15,001 - 30,000 Gallons	\$3.26		Administration

# City of Lake Elmo Fee Schedule 2015

APPLICATION/FEE/PERMIT TYPE	2015 FEE	ESCROW OR ADDITIONAL CHARGE	DEPARTMENT
Plus Rate for 30,001 - 50,000 Gallon	\$3.77		Administration
Plus Rate for 50,001 - 80,000 Gallons	\$5.00		Administration
Plus Rate for 80,001 + Gallons	\$6.63		Administration
<b>Water Usage</b>		For metered non-irrigation (domestic) consumption	Administration
Hotel / Motel - Quarterly Rate	\$25.00 Base		Administration
Hotel / Motel - Plus Rate Per 1,000 Gallons			Administration
Plus Rate for 0 -30,000 Gallons	\$3.11		Administration
Plus Rate for 30,001 - 50,000 Gallons	\$3.26		Administration
Plus Rate for 50,001 + Gallons	\$4.00		Administration
<b>Water Usage Delinquent Accounts</b>			Administration
Regular	6% per quarter	Plus \$25.00 or 8%, whichever is greater, if certified to County for collection with taxes	Administration
Storm Water	10% per year	Plus \$25.00 or 8%, whichever is greater, if certified to County for collection with taxes	Administration
<b>Bulk Water Purchase</b>			Administration
Water from Hydrant	\$61.20 1st 5,000 Gal	Plus \$3.26/additional 1,000 gallons	Administration
Sod Installation (New Construction)	\$61.20 1st 5,000 Gal	Up to 45 days. Resident must contact city in advance.	Administration
Swimming Pool Fill	\$61.20 1st 5,000 Gal	Plus \$3.26 per 1,000 gallons and \$15.00/hr labor	Administration
<b>Wind Generator</b>	\$850.00	\$2,000.00 Fee Escrow	Planning
<b>Wireless Communication Permit</b>	\$500.00	\$6,000.00 Fee Escrow	Planning
<b>Zoning Amendment (Text or Map)</b>	\$1,245.00		Planning
<b>Zoning Certification Letter</b>	\$25.00		Planning
<b>Zoning Permit - Certificate of Zoning Compliance</b>			Planning
Accessory Structures < 120 SF	\$75.00		Planning
Fence (less than 6')	\$75.00		Planning
Swimming Pool	\$75.00		Planning
<b>Definition of Terms</b>			Planning
<b>* Fee Escrow:</b> City will maintain a fee escrow to cover all City review costs. Application fees include all professional fees and expenses incurred by the City.			
<b>** Security:</b> City will retain a security escrow to ensure completion of work as directed by the approved permit/application and compliance with the State Building Code and the City of Lake Elmo Municipal Code.			



# MAYOR & COUNCIL COMMUNICATION

**DATE:** December 16, 2014  
**CONSENT**  
**ITEM #** 13

**AGENDA ITEM:** Easement Encroachment Agreement – 5730 57<sup>th</sup> Street Cove N

**SUBMITTED BY:** Joan Ziertman, Planning Program Assistant

**THROUGH:** Dean Zuleger, City Administrator

**REVIEWED BY:** Rick Chase, Building Official  
Adam Bell, City Clerk

**SUGGESTED ORDER OF BUSINESS(if removed from consent agenda):**

- Introduction of Item .....Staff
- Report/Presentation.....Staff
- Questions from Council to Staff..... Mayor Facilitates
- Call for Motion ..... Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

**POLICY RECCOMENDER:** Staff recommends that the City Council approve the encroachment agreement for Gonyea Homes at 5730 57<sup>th</sup> Street Cove N as part of tonight’s consent agenda.

**FISCAL IMPACT:** None

**SUMMARY AND ACTION REQUESTED:** The City Council is respectfully requested to authorize as part of tonight’s consent agenda, the execution of an easement encroachment agreement. The City has received a request to install a retaining wall within a drainage and utility easement area at 5730 57<sup>th</sup> Street Cove N from Gonyea Homes. Approval of the requested improvement within the City’s drainage and utility easements would allow the property owners to construct the requested improvement within the City’s drainage and utility easements located on their private property.

*Staff is recommending that the City Council approve the easement encroachment agreement as part of the Consent Agenda. If the City Council removes the item from the Consent Agenda, the recommended action can be completed through the following motion:*

***“Move to approve the easement encroachment agreement for Gonyea Homes, 5730 57<sup>th</sup> Street Cove N to install a retaining wall within the City’s drainage and utility easement.”***

**LEGISLATIVE HISTORY:** The City holds easements of different sizes and for different purposes on many residential and commercial properties throughout the City. When a resident is interested in putting a structure within an easement, the city has requested the property owner provide a site plan showing where the improvement is proposed to be located, a detail of what the improvement will look like and how it will function. After that information is received, staff reviews the proposed improvement and the use of the easement to determine if the proposed improvement will impede the functionality of the easement. If staff determines that the improvement will not negatively impact the functionality of the easement, an approved building permit showing the requested work and an Easement Encroachment Agreement is needed before the work may commence.

The Easement Encroachment Agreement that has been submitted for Council consideration is for a retaining wall and has been reviewed by planning staff. The proposed retaining wall meets all city code requirements and Staff would have otherwise authorized construction of the retaining wall if it did not encroach into a drainage and utility easement.

**BACKGROUND INFORMATION (SWOT):**

**Strengths:** The easement encroachment agreement is a legal document that has been signed by all property owners seeking to install improvements within an easement. The document, among other things, indemnifies the city from responsibility if damage occurs to the improvement or if it needs to be removed at some point in the future.

**Weaknesses:** None

**Opportunities:** None

**Threats:** None

**RECOMMENDATION:**

*Based on the aforementioned, Staff is recommending that the City Council approve the easement encroachment agreement as part of the Consent Agenda. If the City Council removes the item from the Consent Agenda, the recommended action can be completed through the following motion:*

***“Move to approve the easement encroachment agreement for Gonyea Homes to install a retaining wall within the City’s drainage and utility easement.”***



# MAYOR & COUNCIL COMMUNICATION

**DATE:** December 16, 2014  
**REGULAR**  
**ITEM#** 14

**AGENDA ITEM:** Approve 2015 Capital Improvement Plan (CIP)  
**SUBMITTED BY:** Cathy Bendel, Finance Director  
**THROUGH:** Cathy Bendel, Finance Director  
**REVIEWED BY:** Finance Committee

**SUGGESTED ORDER OF BUSINESS:**

- Introduction of Item .....Finance Director
- Report/Presentation.....Finance Director/Finance Committee Chair
- Questions from Council to Staff..... Mayor Facilitates
- Call for Public Hearing..... Mayor Facilitates
- Close Public Hearing.....Mayor Facilitates
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

**POLICY RECOMMENDER:** Finance Director and Finance Committee

**FISCAL IMPACT:** NA

**SUMMARY AND ACTION REQUESTED:** The City Council is asked to approve the Final 2015 Capital Improvement Plan.

**BACKGROUND INFORMATION/STAFF REPORT:** At the budget workshop on August 13, 2014 the City Council reviewed an in-depth budget and levy presentation for 2015 related to the General Fund. Included with that review was a preliminary CIP draft based on the known projects at that time. Since then, there have been multiple meetings, updates and reviews by the Finance Committee. The Finance Committee spent extensive time on the 2015 component of the Plan but wanted it known that they did not spend significant time on the 2016-2019 sections. The attached report represents the final product of those meetings.

**RECOMMENDATION:** It is recommended that the City Council approve the 2015 Capital Improvement Plan by making the following motion:

*“Move to approve the final 2015 Capital Improvement Plan”*

**ATTACHMENT:**

1. 2015 Capital Improvement Plan

Project		Potential Future Bonding	General Fund (Levy)	Vehicle Fund	City Facilities Fund	State Grant Funds	Water Fund	Sewer Fund	SW Fund	Library Fund	Park Fund*	Resident Assessment	Developer Assessment	Total	Notes
12/31/14 Projected Balance				0	261,910										Vehicle fund to be spent down in 2014; City Facilities fund to be replenished in full
2015															
39th Street Project updates	X	606,661	x 29,020				239,775	1 163,786					174,080	606,661	Increased funding needs based on updated quotes and project scope changes
11 Foot Mower	Parks X	0	x								70,000			70,000	Per PW Director, smaller mowers may make more sense due to current prices
Field Maintenance Equipment	Parks X	0	x								30,000			30,000	
Refurb and update current parks	Parks X	0	x								400,000			400,000	
LERT Feasibility Study	Parks X	0	x								30,000			30,000	
Spray Patcher-Streets	Levy X	55,000	x 55,000											55,000	Propose purchasing new at \$65k vs used at \$52k
Replacement of CV1 (Tahoe #1)	Fire X	52,000	x 52,000											52,000	Replaces 2007 w/76,000 miles
ADA Bathroom	LIB X	0	x							35,000				35,000	
Pave Parking Lot	LIB X	0	x							35,000				35,000	
Inwood Booster Station	Water X	650,000	x			500,000	650,000							1,150,000	To be funded with MN Deed Funding (\$3.5M)
Inwood Trunk Watermain Impr	Water X	0	x			1,900,000								1,900,000	To be funded with MN Deed Funding (\$3.5M)
Inwood Water Tower (#4)	Water X	0	x			1,100,000								1,100,000	
LE Ave/Downtown Revitalization	SPLIT X	1,446,000	x 576,000				290,000	0	400,000			180,000		1,446,000	SEE SPLIT DETAILS BELOW (Sewer component 100% assessible)
Warning sirens x2	Fire X	50,000	x 50,000											50,000	Replace Cimarron and add in No. center gap
Reconstruction of EP Blvd	UP/Bremer X	1,000,000										1,000,000		1,000,000	100% assessable; requested by United Properties and Bremer Bank
Projected 2015		3,859,661	762,020	0	0	3,500,000	1,179,775	163,786	400,000	70,000	530,000	1,180,000	174,080	7,959,661	
2016															
1 Ton Truck/Dump Box	PW X	70,000	70,000											70,000	Replaces 2003 1 Ton with Plow; will be at year 13 of useful life
Lions Park Grading	Parks X	0									40,000			40,000	
New GL software	Finance X	60,000	60,000											60,000	Current software 10 years old and some components no longer supported
Stonegate & Kirkwood	Levy X	760,000	x 532,000									228,000		760,000	
Kelvin Avenue	Levy X	265,000	x 175,000									90,000		265,000	
Kelvin Avenue	Water X	151,000	x				38,800					112,200		151,000	
Sewer Assessment	LIB X	0								30,000				30,000	
Inwood Water Tower (#4)	Water X	1,100,000	x				1,100,000							1,100,000	Move forward from 2017 per DZ 8/19/14
Rescue Engine	Fire X	550,000	x 550,000											550,000	Replaces 1990 Engine with combination vehicle
LE Ave/Downtown Revitalization	SPLIT X	1,446,000	x 576,000				290,000	0	400,000			180,000		1,446,000	SEE SPLIT DETAILS BELOW (Sewer component 100% assessible)
Pressure reduction station-Vlg E 12"	Water X	110,000	x				110,000							110,000	
Olson Lake Trail Sanitary Sewer Ph 2	Sewer X	180,000	x									180,000		180,000	
Pressure reduction station Hammes Estates - 12" bypass	X	120,000	x										120,000	120,000	Proposed to use excess funds included in initial Section 34 Assessment Fund
Village East Trunk Watermain - 12" bypass	X	110,000	x										110,000	110,000	
Projected 2016		4,922,000	1,963,000	0	0	0	1,538,800	0	400,000	30,000	40,000	790,200	230,000	4,992,000	
2017															
Dump Truck/Plow Wing/Sander	PW X	215,000	215,000											215,000	Replaces 1998 Plow Truck; will be in 17th year of useful life; limited suppliers
Replacement of CV2 (Tahoe #2)	Fire X	55,000	x 55,000											55,000	Replaces 2006; purchased used in 2010
Tri-Lakes Area	Levy X	1,830,000	x 1,281,000									549,000		1,830,000	
36th, 37th and Irwin	Levy X	561,000	x 388,200									172,800		561,000	
36th, 37th and Irwin	Water X	306,000	x				306,000							306,000	No water assessment
Hudson Blvd LS Replace & Upsize	Sewer X	500,000	x					500,000						500,000	
LE Ave/Downtown Revitalization	SPLIT X	1,446,000	x 576,000				290,000	0	400,000			180,000		1,446,000	SEE SPLIT DETAILS BELOW (Sewer component 100% assessible)
Projected 2017		4,913,000	2,515,200	0	0	0	596,000	500,000	400,000	0	0	901,800	0	4,913,000	
2018															
Replacement of Tender 1	Fire X	450,000	x 450,000											450,000	Replaces 1987 Tender; refurbished in 2004
Mini excavator	PW X	50,000	50,000											50,000	Currently rent for \$4k per year
Add windows in blocked openings	LIB X	0								50,000				50,000	
38th, 39th and Innsdale	Levy X	1,020,000	705,100									314,900		1,020,000	
38th, 39th and Innsdale	Water X	598,000					175,000					423,000		598,000	
OV No of UP RR	Levy X	1,100,000	x 770,000									330,000		1,100,000	
OV No of RR watermain replacement	Water X	300,000	x				300,000							300,000	
OV lateral sewer ext No of RR	Sewer X	220,000	x					0				220,000		220,000	
LE Ave/Downtown Revitalization	SPLIT X	1,446,000	x 576,000				290,000	0	400,000			180,000		1,446,000	SEE SPLIT DETAILS BELOW (Sewer component 100% assessible)
Projected 2018		5,184,000	2,551,100	0	0	0	765,000	0	400,000	50,000	0	1,467,900	0	5,234,000	
2019															
Replacement of U2	Fire X	75,000	x 75,000											75,000	Replaces 1994 F-350
Replacement SCBA's	Fire X	207,000	x 207,000											207,000	Per NFFPA, max 15 year life; repairs done 9/14 to gain 5 yrs & extend life to max
OV So of UP RR	Levy X	1,900,000	x 1,330,000									570,000		1,900,000	
OV So of RR watermain replacement	Water X	710,000	x				710,000							710,000	
OV lateral sewer ext So of RR	Sewer X	1,120,000	x					0				1,120,000		1,120,000	
Elevated Storage Tank #3	Water X	2,200,000	x				2,200,000							2,200,000	
Pressure reduction station-12" tower #	Water X	110,000	x				110,000							110,000	
LE Ave/Downtown Revitalization	SPLIT X	1,446,000	x 576,000				290,000	0	400,000			180,000		1,446,000	SEE SPLIT DETAILS BELOW (Sewer component 100% assessible)
Projected 2019		7,768,000	2,188,000	0	0	0	3,310,000	0	400,000	0	0	1,870,000	0	7,768,000	
Grand Total		26,646,661	9,979,320	0	0	3,500,000	7,389,575	663,786	2,000,000	150,000	570,000	6,209,900	404,080	30,866,661	

1 Includes oversizing change approved by City Council on 9/16/14 (\$118,975)

LE Avenue/Downtown Revitalization Project	2015	2016	Total	Annual
Street/Storm Sewer/Trails/Sidewalks & Amenties - GEN FUND	1,880,000	1,000,000	2,880,000	39.83%
Watermain - WATER FUND	1,087,500	362,500	1,450,000	20.06%
Sanitary Sewer - SEWER FUND (100% assessed)	675,000	225,000	900,000	12.45%
Regional Stormwater System - STORMWATER FUND	1,000,000	1,000,000	2,000,000	27.66%
<b>PROJECT BY YEAR</b>	<b>4,642,500</b>	<b>2,587,500</b>	<b>7,230,000</b>	<b>100.00%</b>
<b>ANNUAL BONDING; WA CTY TO BOND; CITY TO REPAY</b>			<b>1,446,000</b>	<b>1,446,000</b>
<b>OVER 5 YEARS; 0% INTEREST FROM WA CTY; CITY TO REPAY VIA ANNUAL BONDING</b>				



## 2015 City of Lake Elmo Plan of Work

The 2015 City of Lake Elmo Plan of Work has been developed to reflect the governing principles established by the 2014 Lake Elmo City Council, which are (*Note: This Governing Principles May Change After the New Council is Seated*):

1. **Efficient, low cost taxpayer serviced-based government;**
2. **Disciplined and balanced market driven growth;**
3. **Well-ordered, low regulatory burdened quality of life**

From an operational standpoint five core ideas of local government have been applied to reflect public trust and accountability. **First**, our work must be proactive and taxpayer-centered. **Second**, the program must add value to the community in all aspects. **Third**, our operations must be efficient, stable and consistently fair. **Fourth**, program must be cross-functional and team based. And **Fifth**, staff members must be allowed to demonstrate expertise in their individual fields **thus building trust with the elected officials**.

### Taxpayer Service

**Mission Statement:** To provide the citizens of Lake Elmo with the most informed, efficient and transparent customer service experience possible.

#### 2015 Goals & Objectives

1. Continue to develop a multi-platform information strategy that includes a relevant website, daily, weekly and quarterly news updates, and pertinent mailings on key community issues;  
More consistent posting of Council, Commission and Committee Minutes of the Website
2. Create standard operating guidelines and taxpayer interaction reports to insure a 24 hour turnaround response on all taxpayer issues including an established FAQ section of the website;  
Continue a consistent and transparent method for taxpayer input that includes website polling, citizen surveys, focus groups and neighborhood meetings
3. Improve utilization of cable access capabilities & web streaming to maximize technology and inform the community via production of public affairs programming (ie Meet the Mayor, Policy Issue Focuses etc).
4. Continue implementation of the Speak Your Peace civil dialogue project in cooperation with Lake Elmo Elementary, Jaycees and Rotary and other community groups.
5. Continue development of Next Gen Leaders group for community building and leadership development.
6. Hold Jan- August Monthly Update Resident Meetings on downtown street / redevelopment plan

### Land Use Planning

**Mission Statement:** To thoughtfully review the relationship between the City of Lake Elmo Comprehensive Plan and development to insure that the open space character of the City is maintained while provide essential public services to our taxpayers

## 2015 Goals & Objectives

1. Adoption of the City Zoning Code
2. Complete functional master plan for the downtown based on economic metrics, infrastructure needs and practical, taxpayer-driven input
3. Streamline & Improve Policies /Procedures for the handling of routine land matters including but not limited to variances, site plan review, setbacks et al;
4. Reduce the population expectations to 18,000 by 2040 by careful negotiations with the Met Council prior to the adoption of the 2015 System Statements including the possibility of reducing density expectations in sewer served areas and re-designating high density areas in the SE to commercial
5. Efficiently process / approve final plats, Gonyea (3), Chase, Pratt, Inwood and Engstrom for future housing developments as prescribed by the Comprehensive Plan if directed by the City Council
6. Resolve zoning conflicts with the Metropolitan Airports Commission / MNDOT. Finalize Crossing Strategy with Railroad.
7. Develop a transit oriented development plan for Hudson Boulevard to accommodate the Gateway Corridor Bus Rapid Transit system.
8. Successfully manage development infrastructure construction to City specifications

## Municipal Code / Recordkeeping

**Mission Statement:** To create a City Code that is based on the development of an orderly community, reflects state-of-the-art municipal governance, and can be fairly understood and applied to the matter regulated. To create a record retention system that provides orderly access and transparency.

## 2015 Goals & Objectives

1. Convert paper files from years 2000-2012 to Laserfiche record retention.
2. Prioritize 12 Municipal Code Updates (1 / Month) to bring Lake Elmo Code into 21<sup>st</sup> Century
3. Establish public document destruction plan consistent with MN State Statutes.
4. Conduct, in the Spring of 2015 an Open Meeting, Data Practices & Ethics Seminar for all elected and appointed officials.

## Finance

**Mission Statement:** To efficiently steward the tax dollars and other resources of the City of Lake Elmo in a manner that eliminates waste, maximizes the investment of our residents and maintains an affordable tax rate that is in the bottom quartile of MN Cities.

## 2015 Goals & Objectives

1. Execute against Performance Based Budgeting for the 2015 Budget. Provide Quarterly Snapshot to City Council in April, July, October and Year End.
2. Complete City's Comprehensive Annual Financial Review prior to 2015 Borrowing.
3. Complete Audit by May 15<sup>th</sup> / Maintain Moodys Aa2 Bond Rating & Standards & Poors AA+ Rating.
4. Implement ACH – Credit Card electronic payment system for fees, utility bills, etc.
5. Timely reporting of all assessments to Washington County and collection of fees for service. This includes escrow offsets of developer related operational expenses in 2015
6. Perform a global review of the existing Sewer Billing System. This shall include examining our fee structure for consistency and equity along with making sure we are using water usage as the gauge for sewer invoicing.

7. In concert with the Community Development Department, maintain the master development summaries for WAC & SAC connections
8. Complete and maintain water and sanitary sewer cash flow models
9. Create and maintain a global cash flow model that incorporates our future revenues and costs.

## Public Safety / Quality of Life / Building Safety

**Mission Statement:** To provide the resources and manpower to sufficiently protect taxpayers and their property values from harm.

### 2015 Goals & Objectives

1. To effectively deploy the new 78' aerial/ engine and liquidate the old aerial for a fair price
2. Identify land, staffing and equipment needs for a single centralized fire station
3. To finish the first round of business fire inspections by the end of FY 2015
4. To develop a 10 year staffing & budget strategy with the Washington County Sheriffs to manage growth
5. To reduce the number of chronic nuisance properties to more than 10 by the end of 2015
6. Improve permit review time to 5 working days or less.
7. Implement hearing appeal process for Code Enforcement and Animal Control Issues
8. To develop and implement a strict "completeness" acceptance policy on accepted development and building plans
9. Based on available budget implement remote inspection/correction entry into initial phase

## Streets & Utilities

**Mission Statement:** To construct and maintain efficient infrastructure (streets and utilities) for the purpose of providing safe thoroughfares, potable drinking water, and the elimination of waste.

### 2015 Goals & Objectives:

1. Construct water main line on Inwood to I-94 corridor including the planning for a Water Tower #4
2. Complete Phase One of Downtown /Lake Elmo Ave. Reconstruction Partnership w/ Washington County
3. Prepare Phase Two of the Downtown / Lake Elmo Avenue Reconstruction Partnership w/ Washington County
4. Acquire land for Old Village Storm water Management Plan
5. Supervise to City Specification the developer constructed 5<sup>th</sup> Street from Inwood to Keats
6. Complete 201 System Analysis and make recommendations for future use
7. Reconstruct Eagle Point Blvd (on request) and assess 100% to business community
8. Complete PASR Rating of All Streets / Update Beehive Street Inventory and Mapping
9. Update Street CIP and Adopt 2016-2020 Street CIP & 2016 Feasibility Reports
10. Prepare Phase 2 Olson Lake Trail Sewer Extension for 2016 Construction  
Develop and standardize regular maintenance plans for water valves, lift stations, reducing valves and other utility mechanicals.

## Sustainable Growth

**Mission Statement:** To allow Lake Elmo to develop as a community in an environmentally sustainable manner at a pace that reflects “open space” character and marketplace realities.

### 2015 Goals & Objectives:

1. Adopt Redevelopment and Economic District for the Old Village (overlayed on the VMX area) via EDA
2. Develop policies on the use of economic development incentives including TIF, tax abatement, business improvement district
3. To develop (EDA & Planning Commission) a business park in the SE quadrant at the corner of Manning & Hudson Blvd. to optimize use and broaden the tax base

## Transportation

**Mission Statement:** To develop efficient and safe local transportation policy that allows for orderly, lawful traffic flow.

### 2015 Goals & Objectives:

1. Complete and approve a Highway 36 corridor plan;
2. Actively participate in the design process for Phase II of reconstruction of Lake Elmo Avenue in 2015 including the development of a downtown streetscape improvement plan;
3. Train DPW Staff in the use of PASER road rating system, rate the roads, and develop the 2016-2020 CIP program for street maintenance, reconstruction and reclamation
4. Develop a “hybrid” urban-rural street design that handles drainage, but maintains open space feel
5. Develop formal shouldering program for rural road cross sections
6. Construct 5th

## Elections

**Mission Statement:** To provide for an orderly process that allows for all Lake Elmo residents to exercise their right to vote.

**2015 Goals & Objectives:** 2015 is a non-election year.

## Park & Recreation

**Mission Statement:** To develop a comprehensive and fully accessible park, recreation and trail plan that provides use opportunities for all citizens.

### 2015 Goals & Objectives:

1. Conduct feasibility study, be included in the Washington County Parks Commission Master Plan and obtain grant funding for the construction of the Lake Elmo Regional Trail.
2. Complete 2015 Park Commission Strategic Plan of Work (see attached)
3. Complete Sun Fish Lake Park Utilization Plan

## Groundwater / Storm water / Environmental

**Mission Statement:** To balance the monetary realities with the protection of natural resources of the City of Lake Elmo through carefully policy development, deliberate advocacy for clean groundwater, drinking water and surface water, and proper management of storm water.

### 2015 Goals & Objectives:

1. Work with Continue to Pursue Economic Remedies of 3M Contamination;
2. Actively participate in the Washington County Groundwater Coalition to protect our water resources and monitor policy being developed by the Met Council on groundwater allocation
3. Develop and implement a storm water pond and facilities maintenance plan consistent with the MS4 permit
4. Participate in the (5) lake coalition with the Valley Branch Watershed District to control Eurasian Milfoil

## Process / Procedure

**Mission Statement:** To create a lean and efficient government that properly stewards taxpayer dollars and resources.

### 2015 Goals & Objectives:

1. Complete 37 standard operating procedure protocols in the DPW to standardize operations and qualify expectations;
2. Design a functional decision making tree that allows Council & Staff to prioritize day to day functions of departments to improve workflow & efficiency

## Council/Commissions/Committees

**Mission Statement:** To establish the public trust in policy-making by creating a productive, trust-base meeting process that is relevant to the issues at hand and civil in dialogue.

### 2015 Goals & Objectives:

1. Complete 24 policy-focused meetings & 10 technically-based workshops;
2. Complete a full departmental orientation for Council Members Elect Fliflet and Lundgren to seamless transition to new Council
3. Continue the creation of a citizen based Committee structure utilizing the expertise of the community;
4. Complete an error free, sound record-keeping and technically sound broadcast of all affected Planning Commission and City Council meetings.

## Human Resources

**Mission Statement:** To establish best practices in the recruitment, performance management, and overall welfare of the employees of the City of Lake Elmo

### 2015 Goals & Objectives

1. Streamline and contemporize the City of Lake Elmo Employee Handbook;
2. Develop new annual review process for technical & management staff;

3. Conduct 6 (1 / 2 month) team building and morale enhancing functions with all staff
4. Continue to work on wellness and proper utilization of health / dental insurances to keep the premiums affordable for taxpayers

## Library

**Mission Statement:** The mission of the Lake Elmo Public Library volunteer program is to give community members fulfilling opportunities to use their skills to enhance the lifelong learning of residents; to assist the library staff in providing services and service enhancements that otherwise could not be achieved; and to further the relationship between the public library and the community it serves.

### 2015 Goals & Objectives

1. Finalize Joint Powers Agreement between Library and Washington County so Lake Elmo residents are spared the inconvenience of out of pocket expenses for Washington County Library access.
2. Work towards normalizing relations between the Lake Elmo Public Library and other libraries throughout Minnesota, particularly Washington County, with the intention of inter-library loan (including convenient e book access)
3. Establish more consistent and expanded evening and weekend hours.
4. Have paid staff person at the library during virtually all of the Library's open hours.