THE CITY OF LAKE ELMO

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, July 15, 2014 7:00 P.M.
City of Lake Elmo | 3800 Laverne Avenue North
AGENDA

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Order of Business
E. Approval of Agenda
F. Accept Minutes
1. Accept July 1, 2014 City Council Meeting Minutes

G. Council Reports
- **Mayor**
  - EDA Appointment – Anne Cohen
- **Council**

H. Presentations/Public Comments/Inquiries
I. Finance Consent Agenda
2. Approve Payment of Disbursements and Payroll
3. Accept Financial Report dated June 30, 2014
4. Accept Building Report dated June 30, 2014
5. Accept City Assessor Report dated June 30, 2014
6. Lake Elmo Ave Sewer Infrastructure Improvements: I-94 to 30th Street – Compensating C.O. No. 6
7. Lake Elmo Ave Sewer Infrastructure Improvements: I-94 to 30th Street – Pay Estimate No. 8 (Final)
8. Section 34 Water & Sewer Utility Extension Improvements – Compensating C.O. No. 3
9. Section 34 Water & Sewer Utility Extension Improvements – Pay Estimate No. 6 (Final)
10. Well No. 4 Connecting Watermain Improvements – Pay Request No. 3
11. Production Well No. 4 – Pay Request No. 7
12. Pumphouse No. 4 Improvements – Pay Request No. 2
13. Investment Policy

J. Regular Agenda
14. Easton Village Preliminary Plat; ***Resolution No. 2014-58***
15. Village Preserve Preliminary Plat; ***Resolution No. 2014-59***
16. Holliday Property Comprehensive Plan Amendment; ***Resolution No. 2014-60***
17. Village Preserve South Sketch Plan

K. New Business
18. Future of Lake Elmo Library

L. Staff Reports and Announcements
- **City Administrator**
- **City Attorney**
- **Planning Director**
- **City Engineer**
- **Finance Director**
- **City Clerk**

M. Adjourn

CITY OF LAKE ELMO
CITY COUNCIL MINUTES
JULY 1, 2014

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

PRESENT: Mayor Mike Pearson and Council Members Wally Nelson, Anne Smith, and Mike Reeves

Absent: Council Member Bloyer

Staff present: City Administrator Zuleger, City Attorney Snyder, Community Development Director Klatt, City Engineer Griffin, Finance Director Bendel, and City Clerk Bell, and Taxpayer Relations and Communications Coordinator Macleod.

PLEDGE OF ALLIGENCE

APPROVAL OF AGENDA

Community Development Director Klatt explained that Item 9 will be postponed. Council Member Smith asked to postpone Item 7 until after upcoming meeting regarding Pebble Park. Council agreed to pull Item 7 for discussion after Item 16. It was announced that Hammes has withdrawn its variance request, so Item 10 - Hammes Shoreland Variance will be removed from agenda. Council Member Nelson requested that Items 11, 12, and 13 be pulled from Consent for discussion. He stated that he believes preliminary plats belong on the Regular Agenda. Council Member Smith also asked that all preliminary plats be placed on the Regular Agenda in the future.

MOTION: *Council Member Pearson moved* ***TO APPROVE THE JULY 1, 2014 CITY COUNCIL AGENDA AS AMENDED.*** *Council Member Reeves seconded the motion.* ***MOTION PASSED 4-0.***

ITEM 1: ACCEPT MINUTES

THE JUNE 17, 2014 CITY COUNCIL MINUTES WERE APPROVED AS PRESENTED BY CONSENSUS OF THE CITY COUNCIL.

COUNCIL REPORTS:

Mayor Pearson: spent time talking to people about lakes; met with Wildflower developer and neighbors; attended Public Safety Committee meeting and HR Committee meeting; attended Reid Park neighborhood meeting; attended Washington County library meeting and Lake Elmo Library Board mtgs. Mayor Pearson wants Council to consider re-affiliating with county system.
Council Member Smith: reported receiving many phones calls regarding multiple items. She expressed her desire to have all council members informed and make group decision on important items.
Council Member Nelson: attended Public Safety Committee meeting; examined budget and enterprise funds. There is a history of funds being transferred out of General Fund to Enterprise Funds. He wants Council to provide input on looking into having that money repaid back to enterprise. Mayor Pearson and Council Members Reeves and Smith support having finance committee look into it.
Council Member Reeves: attended Reid Park neighborhood meeting; attended HR Committee meeting. City is looking for additional members; attended Park Commission meeting and trying to move ahead with Sanctuary Park improvements; He would like to discuss the appropriate discretion to be used in issues such as the no wake decisions.

PUBLIC COMMENTS/INQUIRIES

Bob Cusick 5470 Highlands Trail asked about whether deed restrictions and covenants control. City Attorney Snyder affirmed that they are the first tool for homeowner to enforce property rights. He also explained that the City has no role in enforcing them. Mr. Cusick spoke about his neighbor's backyard and the trailer that has been placed on the Koch pipeline. He claimed that City staff responded to his complaint be telling him his property was once farmland, so there should not be a problem. Mayor Pearson told Mr. Cusick that the City will not involve itself in neighborhood covenants. The issue has been addressed and is done.

Leona Jacobson 11685 Stillwater Blvd lives next to Christ Lutheran Cemetery. She received letter from Washington County regarding TH 5 road realignment. The proposed road is going through her backyard. She is asking the Council for assistance. She claims that she has never heard of this proposal until now. It was explained that this is a county project and that there have been several public meetings.

Jan Shiltgen 3509 Kelvin Ave spoke on the TH 5 realignment. She is against the realignment. She wants the

Council Member Smith stated that she wants staff to do a better job of notifying residents of these projects.

City Engineer Griffin elaborated that this is a county project and that the status of planning is still early in the process. There will be future opportunities for the City and residents to weigh in.

Council Member Reeves commended City staff on efforts on communication but would like to look at expanding the effort even further to get ahead of potential issues. Council Member Smith suggested Council examine the use of Code Red to better notify citizens. City Administrator Zuleger explained the current purpose of the Code Red system and the potential changes for the future.

36TH & 37TH STREET IMPROVEMENTS – Public Input

Barb Ritchie spoke about the proposed improvements. She believes that the project should be postponed and lowered on priority list. She is opposed to total cost and is opposed to upgrade costs. She is also opposed to addition of curbs. She does not believe that there is a benefit. Neighborhood is also opposed to blocking off traffic during construction.

Council Member Nelson asked about water pressure. Ms. Ritchie said it is low but is adequate. Mayor Pearson asked if they were originally assessed for 4 inch pipe. She said no, the county put it in at its cost.

Council Member Smith clarified that there is not sanitary sewer being proposed. It is actually storm sewer being discussed.

Richard Quinn commended City Administrator Zuleger on actions during past storm. He will not accept a new street with curbs at cost of $22,000. No one on street can afford it. He suggested that City simply install an asphalt overlay.

Ray Strege 8808 36th St. asked that all lower cost options be considered and that residents can provide input.

Gordon Johnson 8804 37 St. does not understand why curbs are needed. He also does not understand why water improvements are needed. He thinks that water pressure is fine.

City Engineer Griffin explained the history of the improvement for this specific area. Many of the street improvements have been delayed He also explained the process and that much of the information is not known at this time. Most of the details are yet to be determined.

City Administrator Zuleger explained that the City tried to get out ahead and meet with the residents prior to the feasibility study

Council Member Nelson asked why 8 inch was being proposed and not a 4 inch pipe. Mr. Griffin explained that this was partially based on council input and the election to upgrade the infrastructure. Mr. Griffin explained that the oversize pipe is to prevent having to tear 50 year road base up to replace pipe at later date. A 4 inch pipe does not offer fire protection. The hydrants that are currently on street are flushing hydrants not protection hydrants. Pipes were put in 15-20 years ago by county.

Gordon Johnson said to put in 8 inch pipes when sanitary sewer comes.

2. PROCLAMATION HUFF 'N PUFF DAYS PROCLAMATION

Mike Slobodnik on behalf of the Lake Elmo Jaycees asked Council to proclaim August 7-10, 2014 Huff and Puff Days. Mayor Pearson read the proclamation. Mr. Slobodnik also asked the Council to approve the temporary liquor license request and waive the fees for the license and the field lights.

5. APPROVE TEMPORARY LIQUOR LICENSE FOR JAYCEES – HUFF 'N PUFF DAYS

MOTION: *Council Member Smith moved* ***TO APPROVE A TEMPORARY ON-SALE LIQUOR LICENSE ISSUED TO THE LAKE ELMO JAYCEES FOR THEIR HUFF N' PUFF DAYS EVENT HELD AUGUST 7 THROUGH 10, 2014, SUBJECT TO APPROVAL OF THE DIRECTOR OF MN ALCOHOL AND GAMBLING ENFORCEMENT DIVISION, AND WAIVE BOTH THE $25 LIQUOR LICENSE FEE AND THE FEE FOR LION'S PARK BALL FIELD LIGHTING.*** *Council Member Nelson seconded the motion.*

Mayor Pearson noted that the Jaycees are a big part of community. ***MOTION PASSED 4-0.*** Mike Slobodnik challenged City to rematch on softball field.

FINANCE CONSENT AGENDA

3. Approve Payment of Disbursements and Payroll in the amount of $261,831.97

4. 2014 Street Improvements - Change Order No. 1

MOTION: *Council Member Nelson moved* ***TO APPROVE THE FINANCE CONSENT AGENDA AS PRESENTED.*** *Council Member Smith seconded the motion.* ***MOTION PASSED 4-0.***

OTHER CONSENT AGENDA

5. ~~Approve Temporary Liquor License for Jaycees – Huff 'n Puff Days~~
6. Authorization for John Schiltz to Dispense Liquor at Lake Elmo Community Event on July 11, 2014
7. ~~Approval of New Park Equipment for Pebble and Sanctuary Parks~~
8. Authorize Contract for Cleaning Services
9. ~~AUAR Update; ***Resolution No. 2014-43***~~ **(postponed)**
10. ~~Hammes Shoreland Variance; ***Resolution No. 2014-52***~~ **(withdrawn)**
11. ~~Hunters Crossing Preliminary Plat; ***Resolution No. 2014-53***~~
12. ~~Eagle Point Medical Center Preliminary and Final Development Approval; ***Resolution No. 2014-54***~~
13. ~~Hammes Estates Preliminary Plat; ***Resolution No. 2014-55***~~
14. Planning Commission Appointment
15. Encroachment Agreement – 9954 Tapestry Road

MOTION: *Council Member Smith moved* ***TO APPROVE THE OTHER CONSENT AGENDA AS AMENDED.*** *Council Member Nelson seconded the motion.* ***MOTION PASSED 4-0.***

ITEM 7: APPROVAL OF NEW PARK EQUIPMENT FOR PEBBLE AND SANCTUARY PARKS

Council Member Smith explained why she wanted it pulled. She supports improvements, but she does not see inclusion of volley ball courts. Taxpayer Relations and Communications Coordinator Macleod explained that Pebble Park improvements were split into two phases. First phase includes some equipment and phase two includes volleyball courts and lighting.

MOTION: *Council Member Smith moved* ***TO APPROVE THE EXPENDITURE OF NO MORE THAN $155,000 IN PARKLAND DEDICATION FUNDS FOR IMPROVEMENTS IN PEBBLE PARK AND SANCTUARY PARK.*** *Council Member Reeves seconded the motion.*

Council Member Reeves commended Parks Commission and staff on work. The Commission created work plan and decided Pebble Park was at top of list for park improvement priorities. He urged anyone who is interested in knowing more about the parks attend the commission meetings- third Monday of the month.

Council Member Smith asked if current equipment was maintainable. Aesthetically it needs to be repaired but structurally it is sound. Jaime Colemer who is the Public Works Parks Maintainer is trying various methods to paint the equipment. Park equipment vendor actually stated that the equipment is structurally sound and does not need replacement.

MOTION PASSED 4-0.

ITEM 11. HUNTERS CROSSING PRELIMINARY PLAT; *RES. NO. 2014-53*

Community Development Klatt provided summary of proposal. Proposal by Ryland Homes includes 51 units with 2.5 units per acre net density. Mr. Klatt summarized the recommended conditions of approval and draft findings. The Planning Commission unanimously recommended approval.

Council Member Smith sought clarification on the 5th St improvements. Mr. Klatt explained that the City will not be on the hook for the improvements either through 100% assessment waivers or developer paid. It was also explained that the alignment of 5th street has been agreed upon. Council Member Reeves asked about timeline for public improvement project. Mr. Klatt explained that the agreement would be done before final plat.

MOTION: *Mayor Pearson moved* ***TO ADOPT RESOLUTION NO. 2014-53, APPROVING THE HUNTER'S CROSSING PRELIMINARY PLAT WITH 15 CONDITIONS OF APPROVAL.*** *Council Member Reeves seconded the motion.*

Council Member Nelson does not see additional risk regarding the road due to the City's waiver and assessment policy, but asked if it should it be an additional stipulation. Staff recommends that if council wishes, it can be added.

Mr. Klatt stated that because the road is included in preliminary plat, staff assumes that it would be required. City Attorney Snyder does not see harm in adding stipulation, but it does provide

Council Member Reeves confirmed that the council has another shot at approving the plans. It was confirmed that it will.

Mr. Nelson asked if mayor would accept friendly amendment. Mayor Pearson accepted the friendly amendment. Council member Reeves agreed.

FRIENDLY AMENDMENT TO MOTION REQUIRING PROVISION OF CONSTRUCTION OF 5TH STREET ADDED AS CONDITION #16.

Council Member Smith asked Ryland for any example developments she can go look at. Tracy Rust from Ryland said she will email the council the list.

MOTION PASSED 4-0.

ITEM 12: EAGLE POINT MEDICAL CENTER PRELIMINARY AND FINAL DEVELOPMENT APPROVAL; *RES. NO. 2014-54*

Community Development Klatt provided summary overview of the proposed PUD development consisting of a 28,500 sq. ft. medical center located in the Eagle Point Business Park. Mr. Klatt summarized the recommended conditions of approval and draft findings. The Planning Commission unanimously recommended approval.

Mark Davis from Davis group requested approval.

MOTION: *Council Member Reeves moved* ***TO ADOPT RESOLUTION NO. 2014-54, APPROVING THE PRELIMINARY AND FINAL PUD PLANS FOR THE EAGLE POINT MEDICAL BUILDING.*** *Council Member Nelson seconded the motion.* ***MOTION PASSED 4-0.***

ITEM 13: HAMMES ESTATES PRELIMINARY PLAT; *RES. NO. 2014-55*

Community Development Klatt provided summary overview of the proposed development and the history of the submission. Proposal includes 163 single family homes. A key issue was the proximity to Goose Lake. Mr. Klatt summarized the recommended conditions of approval and draft findings. It was noted that the shoreland variance request was recommended for denial and the application for variance was subsequently withdrawn. The Planning Commission unanimously recommended approval.

Council Member Reeves asked about Goose Lake extension. If the man made channel is closed off there is no adverse impact on park land. If it is not closed off, it actually improves the parkland situation.

MOTION: *Council Member Nelson moved* ***TO ADOPT RESOLUTION NO. 2014-55, APPROVING THE HAMMES ESTATES PRELIMINARY PLAT SUBJECT TO 17 CONDITIONS OF APPROVAL.*** *Council Member Reeves seconded the motion.*

Council Member Smith asked about size of buffer. It is 100 feet. Council Member Nelson commended staff and planning commission process. Council Member Reeves acknowledged that every development is going in next to something. He hopes that all parties can be reasonable in future discussions regarding this issue.

Ms. Smith said she cannot vote for this due to the reduction of the larger buffers between it and Stonegate. She believes she has to stay consistent with past disapproval.

Mr. Nelson likes the fact that a former gravel pit is being turned into a housing development.

Mayor Pearson noted that there is a land use plan and the Planning Commission recommended unanimously.

MOTION PASSED 3-1 (SMITH – NAY).

Mayor Pearson commended the Planning Commission. They have been doing a great job.

REGULAR AGENDA

ITEM 16: 2015 STREET IMPROVEMENTS – AUTHORIZE FEASIBILITY REPORT; *RES. NO. 2014-56*

City Engineer Griffin provided summary overview of the proposed project and the impacted areas. Areas include Bordners Gardner Farmettes, Kenridge Addition, and Kelvin Avenue. Mr. Griffin explained the approval process and project schedule.

Bordner Gardner Farmettes: opportunity to install municipal water to neighborhood. Proposal includes 47 benefitting properties. Street and storm sewer assessment estimated at $7,500. Water assessment estimated at $9,800.

Kenridge Addition: Proposal includes 24 benefitting properties. Street and storm sewer assessment estimated at $8000; Water assessment estimated at $12,000. 4 inch water pipe was put in 20 years ago by Washington County. At the time, City declined to upgrade to an 8 inch.

Kelvin Ave N.: 18 benefitting properties. Street and storm sewer assessment estimated at $5,000; Water assessment estimated at $12,000. 14 benefitting properties for water improvements.

Council Member Reeves asked if the lower cost options can be included in the study. Mr. Griffin explained that the current road conditions do not provide the option of not doing at least a partial reconstruct.

It was also explained that if the City does elect to do a lesser improvement, there are potential additional costs in maintenance. There is no way to guarantee the life of any road, however lesser improvements typically have lower lifespan. Some communities require residents who want lesser improvement to pay greater share of the improvement due to increased cost over the life of the street.

Reeves not in favor of simply doing an overlay on any road that needs a reconstruct. He wants lower cost options researched.

City Attorney Snyder asked Mr. Griffin if deferment options are a part of the presentation to residents. It is but it is residents responsibility to pursue those options.

Ms. Smith asked if City can get into trouble by making exception here and not in future.

Mr. Griffin explained that roads can fail due to traffic volume and weather. Our roads are low in traffic and failing due to weather and poor soil bases. Replacing the base is key. Replace the base with good soils and you will get a longer life road. Don't replace it and the life is unknown due to the various factors such as weather.

Mr. Snyder further explained that it does not create legal trouble for City, but it does create a precedent that will be brought up in each subsequent case. The Council needs to consider that during its policy determination.

MOTION: *Council Member Nelson moved* ***TO APPROVE RESOLUTION NO. 2014-56, ORDERING PREPARATION OF A FEASIBILITY REPORT FOR THE 2015 STREET AND UTILITY IMPROVEMENTS TO FOCUS IN THE NOT TO EXCEED AMOUNT OF $12,300.*** *Council Member Reeves seconded the motion.*

Council Member Nelson does not see need for curb and improved water. He wants to direct Focus Engineering to give the options.

Mayor Pearson believes City made mistake when it had the last opportunity regarding the water oversizing. He sees benefit in concrete curbs. He also recognizes individual council members will have to come to own conclusions regarding the benefits.

Council Member Reeves has concern regarding the lack of fire suppression ability if the water is not upgraded.

MOTION PASSED 4-0.

MOTION: *Council Member Nelson moved* ***TO APPROVE A TASK ORDER NO. 1 TO HYDROMETHODS, LLC. FOR ENGINEERING SUPPORT SERVICES IN THE NOT TO EXCEED AMOUNT OF $3,192.*** *Council Member Smith seconded the motion.* ***MOTION PASSED 4-0.***

Council Member Nelson asked for point of privilege. Meeting recessed at 9:39pm. Meeting reconvened at 9:45pm.

ITEM 17: OLD VILLAGE PHASE 1 STREET AND UTILITY IMPROVEMENTS – AUTHORIZE FEASIBILITY REPORT; *RES. NO. 2014-57*

City Engineer Griffin provided summary overview of the proposed project and the impacted areas. Mr. Griffin explained the project schedule. Future workshop will be needed.

MOTION: *Council Member Reeves moved* ***TO APPROVE RESOLUTION NO. 2014-57, ORDERING PREPARATION OF A FEASIBILITY REPORT FOR THE OLD VILLAGE PHASE 1 STREET AND UTILITY IMPROVEMENTS IN A NOT TO EXCEED AMOUNT OF $20,700.*** *Council Member Nelson seconded the motion.* ***MOTION PASSED 4-0.***

ITEM 18: WILDFLOWER COMP PLAN AMENDMENT; *RES. NO. 2014-46*

Community Development Klatt provided summary of the proposed comp plan amendment and the proceedings surrounding the proposed development including the conditions set at the 6/17/14 Council meeting. The signed agreement between the RECO and FOSCII has been completed. The screening between the neighbors and the development has been agreed upon.

Council Member Smith asked about the existing driveway and drainage issues in area.

Mayor Pearson asked if the maintenance plans for the conservancy area has been determined. Mr. Klatt explained that the maintenance plan will need to be addressed by the preliminary plat approval.

Developer Robert Engstrom noted the additional stormwater retention in Outlot O has been removed. Mr. Engstrom reminded Council that his proposal includes previous village planning and contains multiple amenities. He noted he is working with individual builders, not national builders.

Richard Smith 11514 Stillwater Blvd. does not believe he should have to have negotiated his buffer in the first place. He requested to see the city records that removed the elimination of the buffer. He wants to know if there are legal issues as a result of the removal. Wants to know why it is still shown on current maps. Mr. Klatt explained the background of the buffer distance modification. The Planning Commission desired to address each development on individual basis. He read the current comp plan language regarding the buffers.

Council Member Smith asked if Richard Smith has reached agreement with RECO. He said that he had. Mr. Smith said he is comfortable with the negotiations thus far, but does not understand why he had to negotiate anything in the first place.

Council Member Reeves reiterated that the CPA was only to be done after the agreements reached and that is what is taking place.

Bob Eichens 11614 Stillwater Blvd. reported Mary Jean Dupuis supports the accommodations Engstrom has agreed to. He appreciates amount of dialogue that has taken place. He also supports the proposal as currently addressed.

Erik Aunen 4330 Lily Ave. asked that he be added to list of adjacent neighbors being consulted regarding buffering. He requests that screening be continued on north side of Outlot O to shield his view of the proposed Wildflower homes. It was determined that his property is over 650 feet from nearest proposed lot.

John Hodler designated by FOSCII board to negotiate with RECO to add association to outlot easements title. He asked that those documents be completed prior to approval. Mr. Klatt clarified that the PUD Concept Plan approval already requires the easement agreements be completed. Council Member Nelson stated he wants the documents completed. City Attorney Snyder explained that technically completing the legal documents may not be possible prior to the comp plan amendment approval, but staff can inform Council when the agreements adequately meet Council's expectations. Mr. Nelson also wants the landscaping plans in writing.

Mr. Engstrom stated that he deliberately did not plan artificial tree buffers due to existing oak trees on north end of Outlot O. He also stated the 25 foot grade difference makes it impractical.

Mayor Pearson expressed his remaining concern about the conservancy area maintenance plans. He would like to see a more definite plan.

Council Member Reeves respectfully noted that in his opinion, Mr. Aunen's situation is different than the other adjacent neighbors.

MOTION: *Council Member Nelson moved* ***TO TABLE ITEM.*** *Council Member Reeves seconded the motion.* ***MOTION PASSED 4-0.***

STAFF REPORTS AND ANNOUNCEMENTS

City Administrator Zuleger: upcoming downtown/2015 budget assumptions workshop; third park neighborhood meeting at Pebble Park; possible special meeting on 7/22; noted that this is the wettest season on record. Suggested that Council reexamine OHWM level on Olson/Demontreville, find way to increase output of our lakes, and addressing the Eurasian Milfoil proliferation. Mr. Zuleger suggested that City use an outside expert to analyze issues. Mayor Pearson is open to discussing the outflow and milfoil issues but does not want to revisit the no wake debate at this time.

Mayor Pearson explained his reasoning for declaring emergency no wake decision on Lake Elmo. Council Member Smith reiterated her belief that the entire Council should be notified and included in important decisions.

Council Member Reeves stated his support in relying on Mayor and administrator or staff determinations that are urgent in nature.

City Attorney Snyder: no update

Community Development Director Klatt: Savona final plat has been signed. Home construction should begin in next week or two; downtown market study will be brought to council soon.

City Engineer Griffin: no report.

Finance Director Bendel: no report.

City Clerk Bell: Absentee voting for the 2014 State Primary Election has begun. Absentee ballots are now available at Washington County. Voters can also apply for absentee ballot online. The state website is linked on City website.

Mayor Pearson adjourned meeting at 11:07 pm.

LAKE ELMO CITY COUNCIL

ATTEST:

_____
Mike Pearson, Mayor

_____
Adam R. Bell, City Clerk

THE CITY OF LAKE ELMO

MAYOR & COUNCIL COMMUNICATION

DATE: 07/15/2014
CONSENT ITEM# 2
MOTION

AGENDA ITEM: Approve Disbursements in the amount of $690,040.67

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: $690,040.67

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of $690,040.67. 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.

Claim #	Amount	Description
ACH	$ 12,707.83	Payroll Taxes to IRS & MN Dept of Revenue 7/10/14
ACH	$ 5,977.83	Payroll Retirement to PERA 7/10/14
DD5637-DD5683	$ 36,976.41	Payroll Dated (Direct Deposits) 7/10/14
41521-41576	$ 633,358.60	Accounts Payable 7/15/14
2421-2437	$ 1,020.00	Library Card Reimbursement 7/15/14
TOTAL	**$ 690,040.67**	

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 $690,040.67.

ATTACHMENTS:

1. Accounts Payable – check registers

Accounts Payable
To Be Paid Proof List

User: PattyB
Printed: 07/10/2014 - 12:28 PM
Batch: 003-07-2014

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	POLine #
ACEHARD Ace Hardware , Inc											
150986	06/11/2014	238.79	0.00	07/15/2014	Lift Station locks, paint stripper		-			No	0000
601-494-9400-42270	Utility System Maintenance										
	150986 Total:	238.79									
151691	06/28/2014	35.95	0.00	07/15/2014	Trees - snow plow damage		-			No	0000
101-430-3120-42240	Street Maintenance Materials										
	151691 Total:	35.95									
	ACEHARD Total:	274.74									
AMERICAN American Eng and Testing, Inc.											
62684	06/27/2014	527.50	0.00	07/15/2014	Test LE Ave Sewer I-94-30th St #4		-			No	0000
602-495-9450-43030	Engineering Services										
62684	06/27/2014	363.30	0.00	07/15/2014	Test LE Ave Sewer I-94-30th St #5		-			No	0000
602-495-9450-43030	Engineering Services										
	62684 Total:	890.80									
	AMERICAN Total:	890.80									
AMFLAG American Flagpole & Flag Corp											
114190	06/26/2014	199.90	0.00	07/15/2014	Flag and Pole Support PW		-			No	0000
101-430-3100-44030	Repairs/Maint Imp Not Bldgs										
	114190 Total:	199.90									
	AMFLAG Total:	199.90									
ASPENMI Aspen Mills, Inc.											
151486	06/27/2014	403.70	0.00	07/15/2014	Witter Class A		-			No	0000
101-420-2220-44170	Uniforms										
	151486 Total:	403.70									
151487	06/27/2014	24.00	0.00	07/15/2014	N Malmquist - belt		-			No	0000
101-420-2220-44170	Uniforms										
	151487 Total:	24.00									
151488	06/27/2014	72.50	0.00	07/15/2014	Rutkowski - shirts, nametag		-			No	0000
101-420-2220-44170	Uniforms										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	POLine #
	151488 Total:	72.50									
151489	06/27/2014	72.50	0.00	07/15/2014	Hauser, shirts, nametag		-			No	0000
101-420-2220-44170	Uniforms										
	151489 Total:	72.50									
	ASPENMI Total:	572.70									
BAKERPAT Baker Patricia											
2014-06	07/07/2014	938.44	0.00	07/15/2014	Contract Service Hours - June 2014		-			No	0000
101-410-1520-43150	Contract Services										
2014-06	07/07/2014	804.38	0.00	07/15/2014	Contract Service Hours - June 2014		-			No	0000
601-494-9400-43150	Contract Services										
2014-06	07/07/2014	134.05	0.00	07/15/2014	Contract Service Hours - June 2014		-			No	0000
602-495-9450-43150	Contract Services										
2014-06	07/07/2014	804.38	0.00	07/15/2014	Contract Service Hours - June 2014		-			No	0000
603-495-9500-43150	Contract Services										
	2014-06 Total:	2,681.25									
	BAKERPAT Total:	2,681.25									
BIFFS Biff's Inc.											
530577-530586	06/25/2014	866.00	0.00	07/15/2014	Portable Restrooms		-			No	0000
101-450-5200-44120	Rentals - Buildings										
	530577-530586 Total:	866.00									
	BIFFS Total:	866.00									
BOLTONME Bolton & Menk, Inc											
167662	06/27/2014	2,131.40	0.00	07/15/2014	2013.132 Pumphouse No 4		-			No	0000
601-494-9400-43030	Engineering Services										
	167662 Total:	2,131.40									
	BOLTONME Total:	2,131.40									
BUBERL Buberl Black Dirt, Inc											
16049	07/01/2014	420.00	0.00	07/15/2014	Black Dirt - Reid		-			No	0000
101-450-5200-42250	Landscaping Materials										
	16049 Total:	420.00									
	BUBERL Total:	420.00									
BUELOW Buelow Excavating											
6393	08/31/2009	600.00	0.00	07/15/2014	Dozer Rental - Reid Park		-			No	0000
404-480-8000-44030	Repairs/Maint Imp Not Bldgs										
	6393 Total:	600.00									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	POLine #
6732	03/19/2013	432.50	0.00	07/15/2014	Contract Snow Plowing		-			No	0000
101-430-3125-43150	Contract Services										
	6732 Total:	432.50									
6834	06/08/2014	1,850.00	0.00	07/15/2014	Dozer Rental - Grading Sunfish		-			No	0000
404-480-8000-44030	Repairs/Maint Imp Not Bldgs										
	6834 Total:	1,850.00									
	BUELOW Total:	2,882.50									
C A C Companion Animal Control, LLC											
6	06/01/2014	500.00	0.00	07/15/2014	Animal Control Services - June		-			No	0000
101-420-2700-43150	Contract Services										
6	06/01/2014	120.00	0.00	07/15/2014	Dog/Cat Pick up 7am-7pm		-			No	0000
101-420-2700-43160	Impounding										
6	06/01/2014	315.00	0.00	07/15/2014	Dog/Cat Pick up 7pm-7am		-			No	0000
101-420-2700-43160	Impounding										
	6 Total:	935.00									
	C A C Total:	935.00									
CARQUEST Car Quest Auto Parts											
2055-322070	06/27/2014	160.36	0.00	07/15/2014	Equipment Maintenance Parts		-			No	0000
101-450-5200-42210	Equipment Parts										
	2055-322070 Total:	160.36									
	CARQUEST Total:	160.36									
CENTPOW Century Power Equipment											
628048	06/18/2014	189.58	0.00	07/15/2014	Weed Whip		-			No	0000
101-450-5200-42400	Small Tools & Minor Equipment										
	628048 Total:	189.58									
	CENTPOW Total:	189.58									
CENWOOD Central Wood Products											
39993	06/27/2014	1,620.00	0.00	07/15/2014	Rec Step Cert Mulch Field II Carriage St		-			No	0000
101-450-5200-42250	Landscaping Materials										
	39993 Total:	1,620.00									
	CENWOOD Total:	1,620.00									
COMCAST Comcast											
	06/24/2014	5.73	0.00	07/15/2014	Monthly Service - July		-			No	0000
101-410-1940-43210	Telephone										
	06/27/2014	6.36	0.00	07/15/2014	Monthly Service		-			No	0000
101-420-2220-43210	Telephone										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	POLine #
	Total:	12.09									
	COMCAST Total:	12.09									
CTYBLOOM City of Bloomington											
June 2014	06/30/2014	31.50	0.00	07/15/2014	Lab Bacteria Tests		-			No	0000
601-494-9400-42270	Utility System Maintenance										
	June 2014 Total:	31.50									
	CTYBLOOM Total:	31.50									
CTYOAKDA City of Oakdale											
201406264201	06/26/2014	474.56	0.00	07/15/2014	CV-1, front brakes		-			No	0000
101-420-2220-44040	Repairs/Maint Eqpt										
	201406264201 Total:	474.56									
	CTYOAKDA Total:	474.56									
CTYROSEV City of Roseville											
218917,218954	07/01/2014	2,635.58	0.00	07/15/2014	Monthly IT Services - July 2014		-			No	0000
101-410-1450-43180	Information Technology/Web										
218917,218954	07/01/2014	87.10	0.00	07/15/2014	Monthly Telephone - Admin		-			No	0000
101-410-1320-43210	Telephone										
218917,218954	07/01/2014	13.75	0.00	07/15/2014	Monthly Telephone - Building		-			No	0000
101-420-2400-43210	Telephone										
218917,218954	07/01/2014	13.75	0.00	07/15/2014	Monthly Telephone - Communication		-			No	0000
101-410-1450-43210	Telephone										
218917,218954	07/01/2014	13.75	0.00	07/15/2014	Monthly Telephone - Engineering		-			No	0000
101-410-1930-43210	Telephone										
218917,218954	07/01/2014	27.50	0.00	07/15/2014	Monthly Telephone - Finance		-			No	0000
101-410-1520-43210	Telephone										
218917,218954	07/01/2014	38.15	0.00	07/15/2014	Monthly Telephone - Planning		-			No	0000
101-410-1910-43210	Telephone										
218917,218954	07/01/2014	181.75	0.00	07/15/2014	Monthly Telephone - Public Works		-			No	0000
101-430-3100-43210	Telephone										
	218917,218954 Total:	3,011.33									
	CTYROSEV Total:	3,011.33									
DEMCO Demco											
5328366	06/20/2014	59.76	0.00	07/15/2014	Book ends		-			No	0000
206-450-5300-42500	Library Collection Maintenance										
5328366	06/20/2014	43.20	0.00	07/15/2014	Book ends		-			No	0000
206-450-5300-42500	Library Collection Maintenance										
5328366	06/20/2014	31.20	0.00	07/15/2014	Book easels		-			No	0000
206-450-5300-42500	Library Collection Maintenance										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	POLine #
5328366	06/20/2014	21.50	0.00	07/15/2014	Book easels		-			No	0000
206-450-5300-42500	Library Collection Maintenance										
5328366	06/20/2014	12.45	0.00	07/15/2014	Shipping		-			No	0000
206-450-5300-42500	Library Collection Maintenance										
	5328366 Total:	168.11									
	DEMCO Total:	168.11									
EMERGRES Emergency Response Solutions											
2373	06/25/2014	160.00	0.00	07/15/2014	Replace 2 pails of foam		-			No	0000
101-420-2220-44300	Miscellaneous										
	2373 Total:	160.00									
	EMERGRES Total:	160.00									
FASTENAL Fastenal Company											
MNOAK0110	05/19/2014	18.17	0.00	07/15/2014	hardware		-			No	0000
101-450-5200-42210	Equipment Parts										
	MNOAK0110 Total:	18.17									
	FASTENAL Total:	18.17									
FOCUS Focus Engineering, Inc.											
1239-1240	06/30/2014	2,789.28	0.00	07/15/2014	General		-			No	0000
101-410-1930-43030	Engineering Services										
1239-1240	06/30/2014	210.00	0.00	07/15/2014	Planning		-			No	0000
101-410-1910-43030	Engineering Services										
1239-1240	06/30/2014	1,192.32	0.00	07/15/2014	ROW		-			No	0000
101-430-3100-43030	Engineering Services										
	1239-1240 Total:	4,191.60									
1241-1244	06/30/2014	1,189.65	0.00	07/15/2014	Building		-			No	0000
101-420-2400-43030	Engineering										
1241-1244	06/30/2014	1,234.63	0.00	07/15/2014	Planning		-			No	0000
101-410-1910-43030	Engineering Services										
1241-1244	06/30/2014	219.50	0.00	07/15/2014	PW		-			No	0000
101-430-3100-43030	Engineering Services										
1241-1244	06/30/2014	422.25	0.00	07/15/2014	Water		-			No	0000
601-494-9400-43030	Engineering Services										
1241-1244	06/30/2014	1,178.00	0.00	07/15/2014	Sewer		-			No	0000
602-495-9450-43030	Engineering Services										
1241-1244	06/30/2014	1,637.75	0.00	07/15/2014	Surface Water		-			No	0000
603-496-9500-43030	Engineering Services										
	1241-1244 Total:	5,881.78									
1245	06/30/2014	546.88	0.00	07/15/2014	2014.114 Transportation & Traffic		-			No	0000
409-480-8000-43030	Engineering Services										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	POLine #
1245	06/30/2014	1,712.25	0.00	07/15/2014	2014.115 Street System & Maintenance		-			No	0000
409-480-8000-43030	Engineering Services										
1245	06/30/2014	67.50	0.00	07/15/2014	2014.117 Capital Improvement		-			No	0000
409-480-8000-43030	Engineering Services										
1245	06/30/2014	3,672.08	0.00	07/15/2014	2014.118 2014 Seal Coat Project		-			No	0000
409-480-8000-43030	Engineering Services										
	1245 Total:	5,998.71									
1246	06/30/2014	59.00	0.00	07/15/2014	State Highway 5 Traffic Mgmnt		-			No	0000
409-480-8000-43030	Engineering Services										
	1246 Total:	59.00									
1247	06/30/2014	172.75	0.00	07/15/2014	2012.125 OV Sanitary Sewer		-			No	0000
409-480-8000-43030	Engineering Services										
	1247 Total:	172.75									
1248	06/30/2014	184.19	0.00	07/15/2014	2012.129 Keats Ave Watermain		-			No	0000
601-494-9400-43030	Engineering Services										
1248	06/30/2014	244.17	0.00	07/15/2014	2012.129 Keats Ave Street		-			No	0000
409-480-8000-43030	Engineering Services										
	1248 Total:	428.36									
1249	06/30/2014	3,193.42	0.00	07/15/2014	2013.123 LE Ave I94-30th St		-			No	0000
409-480-8000-43030	Engineering Services										
	1249 Total:	3,193.42									
1250	06/30/2014	349.75	0.00	07/15/2014	2013.125 Production Well 4		-			No	0000
601-494-9400-43030	Engineering Services										
	1250 Total:	349.75									
1251	06/30/2014	2,433.13	0.00	07/15/2014	2013.126 Section 34 Water		-			No	0000
601-494-9400-43030	Engineering Services										
1251	06/30/2014	1,622.09	0.00	07/15/2014	2013.126 Section 34 Sewer		-			No	0000
602-495-9450-43030	Engineering Services										
	1251 Total:	4,055.22									
1252	06/30/2014	906.20	0.00	07/15/2014	2013.127 CSAH 15 Corridor		-			No	0000
602-495-9450-43030	Engineering Services										
	1252 Total:	906.20									
1253	06/30/2014	5,063.73	0.00	07/15/2014	2013.131 Well No 4 Feasibility		-			No	0000
601-494-9400-43030	Engineering Services										
	1253 Total:	5,063.73									
1254	06/30/2014	687.00	0.00	07/15/2014	2013.132 Pumphouse No 4		-			No	0000
601-494-9400-43030	Engineering Services										
	1254 Total:	687.00									
1255	06/30/2014	3,857.63	0.00	07/15/2014	2013.133 LE Ave Trunk Watermain		-			No	0000
601-494-9400-43030	Engineering Services										
	1255 Total:	3,857.63									
1256	06/30/2014	1,023.90	0.00	07/15/2014	2013.134 LE Ave Corridor Improve		-			No	0000
409-480-8000-43030	Engineering Services										
	1256 Total:	1,023.90									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	POLine #
1257	06/30/2014	3,583.00	0.00	07/15/2014	2013.135 2014 Street Impr		-			No	0000
409-480-8000-43030	Engineering Services										
	1257 Total:	3,583.00									
1258	06/30/2014	4,759.88	0.00	07/15/2014	2014.127 Village East Trunk Sewer		-			No	0000
602-495-9450-43030	Engineering Services										
	1258 Total:	4,759.88									
1259	06/30/2014	725.38	0.00	07/15/2014	2014.129 Inwood Booster Station		-			No	0000
601-494-9400-43030	Engineering Services										
	1259 Total:	725.38									
1260	06/30/2014	7,258.50	0.00	07/15/2014	2014.131 39th St N - Street		-			No	0000
409-480-8000-43030	Engineering Services										
	1260 Total:	7,258.50									
1261	06/30/2014	4,318.44	0.00	07/15/2014	2012.130 Lennar I94 West Corridor		-			No	0000
803-000-0000-22910	Developer Payments										
	1261 Total:	4,318.44									
1262	06/30/2014	888.50	0.00	07/15/2014	2013.128 Amaris Homes		-			No	0000
803-000-0000-22910	Developer Payments										
	1262 Total:	888.50									
1263	06/30/2014	944.00	0.00	07/15/2014	2013.129 Hammes Estates		-			No	0000
803-000-0000-22910	Developer Payments										
	1263 Total:	944.00									
1264	06/30/2014	147.50	0.00	07/15/2014	2013.130 Ryland		-			No	0000
803-000-0000-22910	Developer Payments										
	1264 Total:	147.50									
1265	06/30/2014	206.50	0.00	07/15/2014	Engstrom Village		-			No	0000
803-000-0000-22910	Developer Payments										
	1265 Total:	206.50									
1266	06/30/2014	1,059.38	0.00	07/15/2014	Gonyea Village		-			No	0000
803-000-0000-22910	Developer Payments										
	1266 Total:	1,059.38									
1267	06/30/2014	872.50	0.00	07/15/2014	Easton Village		-			No	0000
803-000-0000-22910	Developer Payments										
	1267 Total:	872.50									
1268	06/30/2014	355.50	0.00	07/15/2014	2014.127B Lakewood Crossing - Kwik Trip		-			No	0000
803-000-0000-22910	Developer Payments										
	1268 Total:	355.50									
1269	06/30/2014	118.00	0.00	07/15/2014	2014.132 Sprint 2.5 Equipment Deployment		-			No	0000
803-000-0000-22900	Deposits Payable										
	1269 Total:	118.00									
1270	06/30/2014	531.00	0.00	07/15/2014	2014.133 Gonyea Parcel E		-			No	0000
803-000-0000-22910	Developer Payments										
	1270 Total:	531.00									
1271	06/30/2014	767.00	0.00	07/15/2014	2014.134 Eagle Point Medical Center		-			No	0000
803-000-0000-22910	Developer Payments										
	1271 Total:	767.00									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	POLine #
	FOCUS Total:	62,404.13									
GRAPHICR Graphic Resources Inc											
49474	07/03/2014	1,258.00	0.00	07/15/2014	Spring Newsletter		-			No	0000
101-410-1450-43090	Newsletter										
	49474 Total:	1,258.00									
	GRAPHICR Total:	1,258.00									
HOLIDAYC Holiday Credit Office											
	06/15/2014	419.44	0.00	07/15/2014	Fuel		-			No	0000
101-420-2220-42120	Fuel, Oil and Fluids										
	06/15/2014	58.90	0.00	07/15/2014	Propane		-			No	0000
101-420-2220-44300	Miscellaneous										
	Total:	478.34									
	HOLIDAYC Total:	478.34									
INFINITP Infinity Printing Supplies											
464323-464325	06/24/2014	430.28	0.00	07/15/2014	Office Supplies - Admin		-			No	0000
101-410-1320-42000	Office Supplies										
464323-464325	06/24/2014	251.23	0.00	07/15/2014	Recycled Paper		-			No	0000
101-430-3200-42100	Recycling Supplies										
	464323-464325 Total:	681.51									
	INFINITP Total:	681.51									
kathfuel Kath Fuel Oil Service Co											
458675	04/08/2014	450.00	0.00	07/15/2014	Fuel - short paid invoice		-			No	0000
101-430-3120-42120	Fuel, Oil and Fluids										
	458675 Total:	450.00									
469231	07/02/2014	1,040.38	0.00	07/15/2014	Fuel		-			No	0000
101-430-3120-42120	Fuel, Oil and Fluids										
	469231 Total:	1,040.38									
469232	07/02/2014	2,352.79	0.00	07/15/2014	Fuel		-			No	0000
101-430-3120-42120	Fuel, Oil and Fluids										
	469232 Total:	2,352.79									
469233	07/02/2014	1,695.98	0.00	07/15/2014	Fuel		-			No	0000
101-430-3120-42120	Fuel, Oil and Fluids										
	469233 Total:	1,695.98									
	kathfuel Total:	5,539.15									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	POLine #
KEYSWELL Keys Well Drilling Company											
Pay Request 7	07/15/2014	19,085.50	0.00	07/15/2014	2013.125 Production Well 4		-			No	0000
601-494-9400-43030	Engineering Services										
	Pay Request 7 Total:	19,085.50									
	KEYSWELL Total:	19,085.50									
KORTHER KORTH ERIC											
	07/08/2014	37.81	0.00	07/15/2014	Cable Operations 7/8/14 CC Workshop		-			No	0000
101-410-1450-43620	Cable Operations										
	Total:	37.81									
	KORTHER Total:	37.81									
LANG RON Ron's Inspection Services, LLC											
1	06/27/2014	638.00	0.00	07/15/2014	Building Inspector Services		-			No	0000
101-420-2400-43150	Inspector Contract Services										
1	06/27/2014	57.68	0.00	07/15/2014	Building Inspector Mileage		-			No	0000
101-420-2400-43310	Mileage										
	1 Total:	695.68									
	LANG RON Total:	695.68									
LCSLAWN L.C.S. Lawn Service, Inc											
1341251422-23	06/26/2014	58.50	0.00	07/15/2014	Station 1 lawn treatment		-			No	0000
101-420-2220-44010	Repairs/Maint Bldg										
1341251422-23	06/26/2014	212.00	0.00	07/15/2014	Station 2 lawn treatment		-			No	0000
101-420-2220-44010	Repairs/Maint Bldg										
	1341251422-23 Total:	270.50									
	LCSLAWN Total:	270.50									
LEOIL Lake Elmo Oil, Inc.											
	05/31/2014	226.26	0.00	07/15/2014	Fuel		-			No	0000
101-420-2220-42120	Fuel, Oil and Fluids										
	06/30/2014	403.25	0.00	07/15/2014	Fuel		-			No	0000
101-420-2220-42120	Fuel, Oil and Fluids										
	Total:	629.51									
	LEOIL Total:	629.51									
Lillie Newspapers Inc. Lillie Suburban											
007148	06/30/2014	37.40	0.00	07/15/2014	6/11 Notice - PC Comm 6/23		-			No	0000
101-410-1320-43510	Legal Publishing										
007148	06/30/2014	30.80	0.00	07/15/2014	6/11 Notice - ORD 08-107		-			No	0000
101-410-1320-43510	Legal Publishing										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	POLine #
007148	06/30/2014	28.60	0.00	07/15/2014	6/11 Notice - ORD 08-111		-			No	0000
101-410-1320-43510	Legal Publishing										
007148	06/30/2014	19.80	0.00	07/15/2014	6/11 Notice - ORD 08-112		-			No	0000
101-410-1320-43510	Legal Publishing										
007148	06/30/2014	35.20	0.00	07/15/2014	6/18 Notice - PC Comm 6/30		-			No	0000
101-410-1320-43510	Legal Publishing										
007148	06/30/2014	57.20	0.00	07/15/2014	6/25 Notice - Advertisement for Bids		-			No	0000
101-410-1320-43510	Legal Publishing										
007148	06/30/2014	44.00	0.00	07/15/2014	6/25 Notice - ORD 08-108		-			No	0000
101-410-1320-43510	Legal Publishing										
007148	06/30/2014	37.40	0.00	07/15/2014	7/2 Notice - Public Hearing 7/14		-			No	0000
101-410-1320-43510	Legal Publishing										
	007148 Total:	290.40									
	Lillie Total:	290.40									
LOFF Loffler Companies, Inc.											
1776767	07/01/2014	837.85	0.00	07/15/2014	Copy machine contract & overage 6/10-7/9		-			No	0000
101-410-1940-44040	Repairs/Maint Contractual Eqpt										
	1776767 Total:	837.85									
	LOFF Total:	837.85									
LTG PWR L.T.G. Power Equipment											
180137	07/08/2014	82.23	0.00	07/15/2014	Cable Throtle, latch - Toro		-			No	0000
101-450-5200-44040	Repairs/Maint Eqpt										
	180137 Total:	82.23									
180248	07/07/2014	22.08	0.00	07/15/2014	Washers - Toro		-			No	0000
101-450-5200-44040	Repairs/Maint Eqpt										
	180248 Total:	22.08									
	LTG PWR Total:	104.31									
MENARDSO Menards - Oakdale											
49269	06/27/2014	126.93	0.00	07/15/2014	Shop Supplies		-			No	0000
101-430-3100-42150	Shop Materials										
	49269 Total:	126.93									
49407	06/29/2014	16.68	0.00	07/15/2014	Shop Supplies		-			No	0000
101-430-3100-42150	Shop Materials										
	49407 Total:	16.68									
49469	06/30/2014	47.53	0.00	07/15/2014	Shop Supplies		-			No	0000
101-430-3100-42150	Shop Materials										
	49469 Total:	47.53									
	MENARDSO Total:	191.14									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	POLine #
METCOU Metropolitan Council											
1035992	07/07/2014	1,550.84	0.00	07/15/2014	Monthly Wastewater Service		-			No	0000
602-495-9450-43820	Sewer Utility - Met Council										
	1035992 Total:	1,550.84									
	METCOU Total:	1,550.84									
MINGERCO Minger Construction Inc											
Pay 8	06/30/2014	176,079.90	0.00	07/15/2014	2013.123 LE Sewer		-			No	0000
602-495-9450-43030	Engineering Services										
	Pay 8 Total:	176,079.90									
	MINGERCO Total:	176,079.90									
NORTHDAL Northdale Construction Co, INC											
NO 3	07/08/2014	90,303.94	0.00	07/15/2014	2013.131 Well No 4 Watermain		-			No	0000
601-494-9400-43030	Engineering Services										
	NO 3 Total:	90,303.94									
	NORTHDAL Total:	90,303.94									
ONECALL Gopher State One Call											
111391	06/30/2014	294.45	0.00	07/15/2014	FTP Tickets - June		-			No	0000
101-430-3100-43150	Contract Services										
	111391 Total:	294.45									
	ONECALL Total:	294.45									
PARTYON PARTY ON STILLWATER											
1597	06/30/0214	940.00	0.00	07/15/2014	Tent Rental - set up and take down		-			No	0000
204-450-5200-43150	Contract Services										
	1597 Total:	940.00									
	PARTYON Total:	940.00									
PINKY Pinky's Sewer Service, Inc.											
68660	07/01/2014	100.00	0.00	07/15/2014	Pumped two tanks		-			No	0000
206-450-5300-44010	Repairs/Maint Bldg										
	68660 Total:	100.00									
	PINKY Total:	100.00									
PIONEERP Pioneer Press											
614520397	06/30/2014	181.40	0.00	07/15/2014	City Notice - Public Hearing 6/1-6/30/14		-			No	0000
101-410-1450-43510	Public Notices										
	614520397 Total:	181.40									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	POLine #
	PIONEERP Total:	181.40									
RCM RCM Specialties, Inc											
3250	06/30/2014	4,500.00	0.00	07/15/2014	Spray Patcher Rental		-			No	0000
101-430-3120-43150	Contract Services										
	3250 Total:	4,500.00									
4344	06/30/2014	290.73	0.00	07/15/2014	Emulsion		-			No	0000
101-430-3120-42240	Street Maintenance Materials										
	4344 Total:	290.73									
	RCM Total:	4,790.73									
REDSTONE Redstone Construction Co. Inc											
NO 6	06/30/0214	41,070.08	0.00	07/15/2014	2013.126 Section 34 Water & Sewer		-			No	0000
601-494-9400-43030	Engineering Services										
NO 6	06/30/0214	61,605.12	0.00	07/15/2014	2013.126 Section 34 Water & Sewer		-			No	0000
602-495-9450-43030	Engineering Services										
	NO 6 Total:	102,675.20									
	REDSTONE Total:	102,675.20									
S&T S&T Office Products, Inc.											
01QL0596	06/23/2014	136.84	0.00	07/15/2014	Office Supplies - Admin		-			No	0000
101-410-1320-42000	Office Supplies										
01QL0596	06/23/2014	19.40	0.00	07/15/2014	Office Supplies - Planning		-			No	0000
101-410-1910-42000	Office Supplies										
01QL0596	06/23/2014	8.64	0.00	07/15/2014	Office Supplies - Building		-			No	0000
101-420-2400-42000	Office Supplies										
	01QL0596 Total:	164.88									
01QL4064	06/30/2014	32.10	0.00	07/15/2014	Paper towels		-			No	0000
206-450-5300-42000	Office Supplies										
	01QL4064 Total:	32.10									
	S&T Total:	196.98									
SMITHSCH Smith Schafer & Associates,LTD											
19401	06/27/2014	13,940.00	0.00	07/15/2014	Final Billing		-			No	0000
101-410-1520-43010	Audit Services										
	19401 Total:	13,940.00									
	SMITHSCH Total:	13,940.00									
STCROIXR St. Croix Recreation Co.											
247	06/24/2014	11,873.40	0.00	07/15/2014	Down Payment - Pebble Park		-			No	0000
404-480-8000-45300	Improvements Other Than Bldgs										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	POLine #
	247 Total:	11,873.40									
	STCROIXR Total:	11,873.40									
SW/WC SW/WC Service Cooperatives											
C1210-20-7	06/26/2014	21,222.00	0.00	07/15/2014	August Premium		-			No	0000
101-000-0000-21706	Medical Insurance										
	C1210-20-7 Total:	21,222.00									
	SW/WC Total:	21,222.00									
TESSMAN Tessman Company Corp											
S197578-IN	06/24/2014	211.37	0.00	07/15/2014	Herbicide		-			No	0000
101-450-5200-42160	Chemicals										
	S197578-IN Total:	211.37									
	TESSMAN Total:	211.37									
TOTALMEC Total Mechanical Services, Inc											
NO 2	07/01/2014	92,915.70	0.00	07/15/2014	2013.132 Pumphouse No 4		-			No	0000
601-494-9400-43030	Engineering Services										
	NO 2 Total:	92,915.70									
	TOTALMEC Total:	92,915.70									
TOWNCTRY Town & Country Cleaning Co											
714686	07/01/2014	230.00	0.00	07/15/2014	July Cleaning		-			No	0000
101-410-1940-44010	Repairs/Maint Contractual Bldg										
	714686 Total:	230.00									
714728	07/01/2014	175.00	0.00	07/15/2014	July Cleaning - Library		-			No	0000
206-450-5300-44010	Repairs/Maint Bldg										
	714728 Total:	175.00									
	TOWNCTRY Total:	405.00									
USTREASU United States Treasury											
41-0874741	07/03/2014	108.00	0.00	07/15/2014	Form 720 Qtrly Excise Tax		-			No	0000
101-410-1320-44300	Miscellaneous										
	41-0874741 Total:	108.00									
	USTREASU Total:	108.00									
WARDDIES Ward Diesel Filter Systems											
769	06/30/2014	224.71	0.00	07/15/2014	Replacement Parts on T1		-			No	0000
101-420-2220-44040	Repairs/Maint Eqpt										
	769 Total:	224.71									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	POLine #
	WARDDIES Total:	224.71									
WAS-SHER Washington County											
79108	07/07/2014	677.50	0.00	07/15/2014	2014 Code Red		-			No	0000
101-420-2100-43150	Law Enforcement Contract										
	79108 Total:	677.50									
	WAS-SHER Total:	677.50									
WASHCONS Washington Conservation Dist.											
2947	06/30/2014	556.25	0.00	07/15/2014	2nd of four billings - Shared Educator		-			No	0000
603-496-9500-44370	Conferences & Training										
	2947 Total:	556.25									
	WASHCONS Total:	556.25									
Whiteani White Anita											
	07/01/2014	55.00	0.00	07/15/2014	Cable Operations 7/01/14 CC Meeting		-			No	0000
101-410-1450-43620	Cable Operations										
	07/01/2014	25.00	0.00	07/15/2014	Bonus		-			No	0000
101-410-1450-43620	Cable Operations										
	Total:	80.00									
	Whiteani Total:	80.00									
XCEL Xcel Energy											
	06/25/2014	24.85	0.00	07/15/2014	Electrical Services		-			No	0000
101-430-3160-43810	Street Lighting										
	06/25/2014	312.42	0.00	07/15/2014	Electrical Services		-			No	0000
101-420-2220-43810	Electric Utility										
	06/25/2014	359.78	0.00	07/15/2014	Electrical Services		-			No	0000
101-410-1940-43810	Electric Utility										
	06/25/2014	33.40	0.00	07/15/2014	Electrical Services		-			No	0000
101-430-3160-43810	Street Lighting										
	06/25/2014	343.02	0.00	07/15/2014	Electrical Services		-			No	0000
101-410-1940-43810	Electric Utility										
	06/25/2014	11.78	0.00	07/15/2014	Electrical Services		-			No	0000
101-450-5200-43810	Electric Utility										
	06/25/2014	44.92	0.00	07/15/2014	Electrical Services		-			No	0000
101-450-5200-43810	Electric Utility										
	06/25/2014	26.75	0.00	07/15/2014	Electrical Services		-			No	0000
101-450-5200-43810	Electric Utility										
	06/25/2014	254.62	0.00	07/15/2014	Electrical Services		-			No	0000
101-420-2220-43810	Electric Utility										

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close	POLine #
101-430-3160-43810 Street Lighting	06/25/2014	42.85	0.00	07/15/2014	Electrical Services		-			No	0000
101-450-5200-43810 Electric Utility	06/25/2014	87.81	0.00	07/15/2014	Electrical Services		-			No	0000
602-495-9450-43810 Electric Utility	06/25/2014	20.47	0.00	07/15/2014	Electrical Services		-			No	0000
602-495-9450-43810 Electric Utility	06/25/2014	17.23	0.00	07/15/2014	Electrical Services		-			No	0000
101-450-5200-43810 Electric Utility	06/25/2014	49.60	0.00	07/15/2014	Electrical Services		-			No	0000
101-430-3160-43810 Street Lighting	06/25/2014	30.55	0.00	07/15/2014	Electrical Services		-			No	0000
101-450-5200-43810 Electric Utility	06/25/2014	14.36	0.00	07/15/2014	Electrical Services		-			No	0000
101-450-5200-43810 Electric Utility	06/25/2014	420.87	0.00	07/15/2014	Electrical Services		-			No	0000
101-430-3100-43810 Electric Utility	06/25/2014	887.01	0.00	07/15/2014	Electrical Services		-			No	0000
601-494-9400-43810 Electric Utility	06/25/2014	24.35	0.00	07/15/2014	Electrical Services		-			No	0000
101-430-3160-43810 Street Lighting	06/25/2014	12.93	0.00	07/15/2014	Electrical Services		-			No	0000
101-430-3160-43810 Street Lighting	06/25/2014	21.60	0.00	07/15/2014	Electrical Services		-			No	0000
206-450-5300-43810 Electric Utility	06/25/2014	542.72	0.00	07/15/2014	Electrical Services		-			No	0000
602-495-9450-43810 Electric Utility	06/25/2014	154.98	0.00	07/15/2014	Electrical Services		-			No	0000
601-494-9400-43810 Electric Utility	06/25/2014	88.54	0.00	07/15/2014	Electrical Services		-			No	0000
	Total:	3,827.41									
	XCEL Total:	3,827.41									
	Report Total:	633,358.60									

THE CITY OF LAKE ELMO

MAYOR & COUNCIL COMMUNICATION

DATE: **July 15, 2014**
CONSENT ITEM **#3**
MOTION

AGENDA ITEM: June 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 June 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 June 2014 reflecting the monthly and year to date detail, comparing the actual results to the 2014 Budget.

Please note that at the suggestion of the Finance Committee, the full year budgeted numbers are now also shown to show where activity is at relative to the full year budget.

The most significant budget to actual variances are highlighted below:

Revenues:

- Building Permit revenue for the month was 39% better than budget and the year to date results are at 15% better than budget. There were three new homes started in June bringing the year to date new home starts to 12 compared to 17 in 2013. Although fewer homes, the actual valuations are above the estimates used in the budget resulting in the actual permit fee revenue to be better than budgeted.
- Plan check fees are 83% better than budget for the month and the year to date results are 22% better than budget. This is also is due to the higher home valuations than budgeted.

Expenses:

Most departments were at or below budget for the month due to diligently managing expenditures to the bottom line. A few items to note:

- Administration - Assessing services expense is higher than plan for the month by $8.4k and higher than plan year to date by $6.4k. This is a timing issue due to the contract with the new City Assessor calling for slightly higher monthly installments than in the past. The total expense for the year will be consistent with budget.
- Finance – Audit services expense is higher than budget by $3.3k for the month and this is also a timing issue. The total expense for the year will be consistent with budget.
- Planning – Salaries are less than budgeted due to the recovery of personnel time spent on developer work. This expense recovery was not included in the 2014 budget.
- Fire – Repairs and Maintenance included an emergency repair bill of $11.5k to repair the fire track ladder. This expense was not anticipated in the budget.
- Streets – Due to the summer focus on street repairs, the street maintenance expenses are higher than budgeted for the month but within the full year budgeted amount. Contract services included cost of $4k to repair curbs in the tapestry development which were damaged due to water drainage issues.

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

ATTACHMENT:

1. June Financial Reports

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

7/15/2014

	Full Year BUDGET 2014	% to date	MONTH BUDGET Month	MONTH ACTUAL Month	MONTH Variance ($) Month	MONTH Variance (%) Month	YTD BUDGET YTD	YTD ACTUAL YTD	YTD Variance ($) YTD	YTD Variance (%) YTD
DEPT 410 - GEN'L GOV'T										
REVENUE										
Total Revenue	$3,303,535.08	9.54%	37,600.00	61,440.53	23,840.53	63.41%	286,945.08	315,111.43	28,166.35	9.82%
EXPENSE										
Total Mayor & Council	45,269.32	39.66%	350.00	5.48	344.52	98.43%	30,391.66	17,952.56	12,439.10	40.93%
Total Administration	396,538.62	58.69%	27,692.70	36,349.61	(8,656.91)	-31.26%	215,219.81	232,743.28	(17,523.47)	-8.14%
Total Elections	13,350.00	7.04%	1,325.00	0.00	1,325.00	100.00%	1,675.00	940.00	735.00	43.88%
Total Communications	79,129.53	62.23%	7,778.48	6,017.51	1,760.97	22.64%	39,696.97	49,240.69	(9,543.72)	-24.04%
Total Finance	156,285.12	50.78%	10,110.24	13,014.67	(2,904.43)	-28.73%	84,552.06	79,367.87	5,184.19	6.13%
Total Planning & Zoning	273,059.23	44.23%	22,608.41	17,651.03	4,957.38	21.93%	135,204.61	120,763.84	14,440.77	10.68%
Total Engineering Services	48,000.00	42.03%	4,000.00	2,789.28	1,210.72	30.27%	24,000.00	20,176.43	3,823.57	15.93%
Total City Hall	27,133.16	45.19%	2,283.32	1,481.81	801.51	35.10%	13,583.24	12,260.59	1,322.65	9.74%
Total General Government	1,038,764.98	51.35%	76,148.15	77,309.39	(1,161.24)	-1.52%	544,323.35	533,445.26	10,878.09	2.00%
DEPT 420 - PUBLIC SAFETY										
Total Police	500,000.00	0.13%	250,000.00	0.00	250,000.00	100.00%	250,000.00	634.22	249,365.78	99.75%
Total Prosecution	51,000.00	44.46%	4,250.00	4,512.50	(262.50)	-6.18%	25,500.00	22,673.75	2,826.25	11.08%
Total Fire	399,655.82	46.29%	29,490.97	35,875.81	(6,384.84)	-21.65%	210,223.27	185,019.62	25,203.65	11.99%
Total Fire Relief	37,323.50	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%
Total Building Inspections	157,601.95	51.47%	12,127.24	11,363.39	763.85	6.30%	80,725.43	81,115.52	(390.09)	-0.48%
Total Emergency Communications	5,800.00	58.16%	5,800.00	0.00	5,800.00	100.00%	5,800.00	3,373.08	2,426.92	41.84%
Total Animal Control	6,282.08	44.95%	550.00	500.00	50.00	9.09%	3,132.08	2,824.00	308.08	9.84%
Total Public Safety	1,157,663.35	25.54%	302,218.21	52,251.70	249,966.51	82.71%	575,380.78	295,640.19	279,740.59	48.62%

			MONTH				YTD			
			BUDGET Month	ACTUAL Month	Variance ($) Month	Variance (%) Month	BUDGET YTD	ACTUAL YTD	Variance ($) YTD	Variance (%) YTD
DEPT 430 - PUBLIC WORKS										
Total Public Works	386,269.82	54.40%	32,708.91	32,645.71	63.20	0.19%	210,634.82	210,144.47	490.35	0.23%
Total Streets	16,800.00	88.79%	1,300.00	7,039.24	(5,739.24)	-441.48%	8,400.00	14,917.01	(6,517.01)	-77.58%
Total Ice & Snow Removal	96,000.00	59.73%	500.00	0.00	500.00	100.00%	62,500.00	57,341.49	5,158.51	8.25%
Total Street Lighting	28,800.00	36.49%	2,400.00	1,985.77	414.23	17.26%	14,400.00	10,507.93	3,892.07	27.03%
Total Recycling	7,400.00	65.30%	4,000.00	0.00	4,000.00	100.00%	7,400.00	4,831.86	2,568.14	34.70%
Total Tree Program	5,000.00	19.00%	1,250.00	0.00	1,250.00	100.00%	5,000.00	950.00	4,050.00	81.00%
Total Public Works	540,269.82	55.29%	42,158.91	41,670.72	488.19	1.16%	308,334.82	298,692.76	9,642.06	3.13%
DEPT 450 - CULTURE, RECREATION										
Total Parks & Recreation	206,836.93	48.43%	17,493.37	20,196.94	(2,703.57)	-15.45%	106,191.04	100,170.44	6,020.60	5.67%
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 ALL DEPTS	3,303,535.08	37.17%	438,018.64	191,428.75	246,589.89	56.30%	1,534,229.99	1,227,948.65	306,281.34	19.96%
Net Income over Expenses	0.00	-912832.00%	(400,418.64)	(129,988.22)	270,430.42	67.54%	(1,247,284.91)	(912,837.22)	334,447.69	26.81%

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

7/15/2014

DEPT 410 - GEN'L GOV'T	Full Year BUDGET 2014	% to date	MONTH BUDGET Month	MONTH ACTUAL Month	MONTH Variance ($) Month	MONTH Variance (%) Month	YTD BUDGET YTD	YTD ACTUAL YTD	YTD Variance ($) YTD	YTD Variance (%) YTD	YTD variance notes
REVENUE											
Current Ad Valorem Taxes	**2,565,000.00**	**0.00%**	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Delinquent Ad Valorem Taxes	**20,000.00**	**0.00%**	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Mobile Home Tax	**8,000.00**	**0.00%**	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Fiscal Disparities	**120,000.00**	**0.00%**	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Penalty & Interest on Taxes	**5,180.00**	**0.00%**	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Liquor License	**3,000.00**	**0.00%**	500.00	0.00	(500.00)	-100.00%	3,000.00	0.00	(3,000.00)	-100.00%	Prepaid in 2013 rather than early 2014
Wastehauler License	**0.00**	**1080.00%**	0.00	240.00	240.00	100.00%	0.00	1,080.00	1,080.00	100.00%	
General Contractor License	**165.00**	**30.30%**	0.00	50.00	50.00	100.00%	165.00	50.00	(115.00)	-69.70%	
Heating Contractor License	**6,650.00**	**41.50%**	500.00	550.00	50.00	10.00%	3,650.00	2,760.00	(890.00)	-24.38%	
Blacktopping Contractor License	**0.00**	**0.00%**	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Building Permits	**170,500.00**	**49.44%**	15,000.00	20,865.35	5,865.35	39.10%	73,000.00	84,289.40	11,289.40	15.46%	3 new home starts in June; YTD of 12 compared to 17 in 2013
Building Re-inspect Fees	**0.00**	**350.00%**	0.00	350.00	350.00	100.00%	0.00	350.00	350.00	100.00%	
Heating Permits	**15,600.00**	**48.56%**	1,300.00	1,140.00	(160.00)	-12.31%	7,800.00	7,575.00	(225.00)	-2.88%	
Plumbing Permits	**9,000.00**	**72.06%**	500.00	1,140.00	640.00	128.00%	6,000.00	6,485.00	485.00	8.08%	
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**	**107.41%**	150.00	80.00	(70.00)	-46.67%	1,491.00	2,138.50	647.50	43.43%	
Utility Permits (ROW)	**11,000.00**	**113.65%**	1,000.00	4,588.20	3,588.20	358.82%	4,000.00	12,501.00	8,501.00	212.53%	Due to I-94 expansion
Burning Permit	**3,350.00**	**25.67%**	500.00	80.00	(420.00)	-84.00%	2,100.00	860.00	(1,240.00)	-59.05%	
Massage Therapy Licenses	**150.00**	**0.00%**	0.00	0.00	0.00	0.00%	150.00	0.00	(150.00)	-100.00%	
Electrical Permit	**0.00**	**1600.11%**	0.00	627.73	627.73	100.00%	0.00	1,600.11	1,600.11	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	0.00%	
MSA-Maintenance	**98,022.00**	**51.87%**	0.00	0.00	0.00	0.00%	49,011.00	50,848.00	1,837.00	3.75%	
State Fire Aid	**41,500.00**	**0.00%**	0.00	0.00	0.00	0.00%	3,000.00	0.00	(3,000.00)	-100.00%	Budgeted based on funds rec'd in 2013 for the fire relief assn
PERA Aid	**2,749.00**	**0.00%**	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Gravel Tax	**0.00**	**0.00%**	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Recycling Grant	**15,500.00**	**0.00%**	0.00	0.00	0.00	0.00%	15,500.00	0.00	(15,500.00)	-100.00%	
Misc State Grant/Surcharge Rev	**1,150.00**	**362.67%**	0.00	0.00	0.00	100.00%	1,150.00	4,170.68	3,020.68	262.67%	DNR trail grooming funds of $4k (May)
Cable Franchise Revenue	**42,851.98**	**97.08%**	3,000.00	0.00	(3,000.00)	-100.00%	42,851.98	41,601.71	(1,250.27)	-2.92%	
Zoning & Subdivision Fees	**1,250.00**	**614.00%**	250.00	7,675.00	7,425.00	2970.00%	500.00	7,675.00	7,175.00	1435.00%	
Plan Check Fees	**82,000.00**	**62.74%**	7,000.00	12,821.33	5,821.33	83.16%	42,000.00	51,443.02	9,443.02	22.48%	
Sale of Copies, Books, Maps	**206.10**	**81.39%**	0.00	6.50	6.50	100.00%	206.10	167.75	(38.35)	-18.61%	
Assessment Searches	**1,285.00**	**31.52%**	100.00	120.00	20.00	20.00%	685.00	405.00	(280.00)	-40.88%	
Clean Up Days	**3,000.00**	**75.93%**	3,000.00	2,278.00	(722.00)	-100.00%	3,000.00	2,278.00	(722.00)	-100.00%	
Cable Operation Reimbursement	**1,950.00**	**39.68%**	0.00	773.75	773.75	0.00%	0.00	773.75	773.75	100.00%	
Fines	**48,000.00**	**44.65%**	4,500.00	5,015.67	515.67	11.46%	25,000.00	21,433.38	(3,566.62)	-14.27%	
Miscellaneous Revenue	**2,400.00**	**126.92%**	200.00	1,907.00	1,707.00	853.50%	1,200.00	3,046.13	1,846.13	153.84%	CUP permits
Internal Charges	**1,600.00**	**30.00%**	100.00	32.00	(68.00)	-68.00%	1,000.00	480.00	(520.00)	-52.00%	Fewer library card reimb than budgeted
Interest Earnings	**20,000.00**	**0.00%**	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Donations	**0.00**	**11100.00%**	0.00	1,100.00	1,100.00	100.00%	0.00	11,100.00	11,100.00	100.00%	Donation from LE Jaycees
Total Revenue	**3,303,535.08**	**9.54%**	**37,600.00**	**61,440.53**	**23,840.53**	**63.41%**	**286,945.08**	**315,111.43**	**28,166.35**	**9.82%**	

EXPENSE	Full Year BUDGET 2014	% to date	MONTH BUDGET Month	MONTH ACTUAL Month	MONTH Variance ($) Month	MONTH Variance (%) Month	YTD BUDGET YTD	YTD ACTUAL YTD	YTD Variance ($) YTD	YTD Variance (%) YTD	
1110 - Mayor & Council											
PT Salaries	**25,690.00**	**50.00%**	0.00	0.00	0.00	0.00%	12,845.00	12,845.00	0.00	0.00%	
FICA Contributions	**1,592.78**	**50.00%**	0.00	0.00	0.00	0.00%	796.39	796.39	0.00	0.00%	
Medicare Contributions	**372.54**	**50.00%**	0.00	0.00	0.00	0.00%	186.27	186.27	0.00	0.00%	
Workers Compensation	**300.00**	**0.00%**	0.00	0.00	0.00	0.00%	300.00	0.00	300.00	100.00%	
Mileage	**800.00**	**0.00%**	100.00	0.00	100.00	100.00%	250.00	0.00	250.00	100.00%	
Miscellaneous	**5,000.00**	**14.56%**	0.00	5.48	(5.48)	-100.00%	5,000.00	727.90	4,272.10	85.44%	
Dues & Subscriptions	**10,514.00**	**32.31%**	0.00	0.00	0.00	0.00%	10,514.00	3,397.00	7,117.00	67.69%	Includes Memberships
Conferences & Training	**1,000.00**	**0.00%**	250.00	0.00	250.00	100.00%	500.00	0.00	500.00	100.00%	
Total Mayor & Council	**45,269.32**	**39.66%**	**350.00**	**5.48**	**344.52**	**98.43%**	**30,391.66**	**17,952.56**	**12,439.10**	**40.93%**	
1320 - Administration											
FT Salaries	**176,384.00**	**48.67%**	13,568.00	13,271.41	296.59	2.19%	88,192.00	85,845.66	2,346.34	2.66%	
PERA Contributions	**12,505.02**	**49.76%**	983.68	962.17	21.51	2.19%	6,252.51	6,222.11	30.40	0.49%	
ICMA 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**	**47.53%**	841.22	779.60	61.62	7.33%	5,301.96	5,039.93	262.03	4.94%	
Medicare Contributions	**2,479.96**	**47.53%**	196.74	182.32	14.42	7.33%	1,239.98	1,178.66	61.32	4.95%	
Health/Dental Insurance	**47,636.00**	**45.60%**	3,716.00	3,620.00	96.00	2.58%	23,626.00	21,720.00	1,906.00	8.07%	
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**	**13.94%**	0.00	139.37	(139.37)	-100.00%	1,000.00	139.37	860.63	86.06%	
Office Supplies	**6,000.00**	**50.88%**	500.00	19.35	480.65	96.13%	3,000.00	3,052.87	(52.87)	-1.76%	
Printed Forms	**0.00**	**0.00%**	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Legal Services	**60,000.00**	**34.57%**	5,000.00	5,460.00	(460.00)	-9.20%	30,000.00	20,741.75	9,258.25	30.86%	
Newsletter/Website	**0.00**	**559.87%**	0.00	559.87	(559.87)	-100.00%	0.00	559.87	(559.87)	0.00%	
Assessing Services	**30,500.00**	**65.36%**	2,000.00	10,435.39	(8,435.39)	-421.77%	13,500.00	19,935.39	(6,435.39)	-47.67%	
Information Technology	**0.00**	**3201.02%**	0.00	0.00	0.00	0.00%	0.00	3,201.02	(3,201.02)	-100.00%	Comp upgrades appr by CC
Contract Services	**0.00**	**25000.00%**	0.00	0.00	0.00	0.00%	0.00	25,000.00	(25,000.00)	-100.00%	Leg Lobbyist appr by CC
Software Programs	**0.00**	**0.00%**	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Telephone	**4,044.72**	**14.03%**	337.06	87.10	249.96	74.16%	2,022.36	567.45	1,454.91	71.94%	
Postage	**4,000.00**	**34.65%**	0.00	500.00	(500.00)	-100.00%	2,000.00	1,386.17	613.83	30.69%	
Mileage	**600.00**	**16.75%**	0.00	0.00	0.00	0.00%	600.00	100.51	499.49	83.25%	
Legal Publishing	**2,400.00**	**138.89%**	200.00	184.80	15.20	7.60%	1,200.00	3,333.27	(2,133.27)	-177.77%	Due to notice increases due to development activities
Insurance	**35,000.00**	**70.88%**	0.00	0.00	0.00	0.00%	35,000.00	24,808.00	10,192.00	29.12%	Annual ins prem; budgeted in May
Cable Operation Expense	**0.00**	**0.00%**	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Miscellaneous	**600.00**	**147.09%**	50.00	0.00	50.00	100.00%	300.00	882.56	(582.56)	-194.19%	
Dues & Subscriptions	**600.00**	**63.53%**	50.00	148.23	(98.23)	-196.46%	300.00	381.19	(81.19)	-27.06%	
Books	**0.00**	**42.28%**	0.00	0.00	0.00	0.00%	0.00	42.28	(42.28)	-100.00%	
Conferences & Training	**2,185.00**	**393.83%**	250.00	0.00	250.00	100.00%	1,685.00	8,605.22	(6,920.22)	-410.70%	Predictive Index; CC approved
Staff Development	**0.00**	**0.00%**	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Total Administration	**396,538.62**	**58.69%**	**27,692.70**	**36,349.61**	**(8,656.91)**	**-31.26%**	**215,219.81**	**232,743.28**	**(17,523.47)**	**-8.14%**	
1410 - Elections											
PT Salaries	**10,000.00**	**0.00%**	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Office Supplies	**500.00**	**0.00%**	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Legal Publications/Notification	**500.00**	**0.00%**	125.00	0.00	125.00	100.00%	125.00	0.00	125.00	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	**450.00**	**0.00%**	100.00	0.00	100.00	100.00%	100.00	0.00	100.00	100.00%	
County Election Fees	**950.00**	**0.00%**	950.00	0.00	950.00	100.00%	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**	**156.67%**	150.00	0.00	150.00	100.00%	150.00	940.00	(790.00)	-526.67%	WA Cty Ann Elect Mach Calibr
Total Elections	**13,350.00**	**7.04%**	**1,325.00**	**0.00**	**1,325.00**	**100.00%**	**1,675.00**	**940.00**	**735.00**	**43.88%**	Not budgeted since no election scheduled; had to recalibrate machines for special school election.

	Full Year BUDGET 2014	% to date	MONTH BUDGET Month	MONTH ACTUAL Month	MONTH Variance ($) Month	MONTH Variance (%) Month	YTD BUDGET YTD	YTD ACTUAL YTD	YTD Variance ($) YTD	YTD Variance (%) YTD	
1450 - Communications											
FT Salaries	**13,390.00**	**73.63%**	1,030.00	1,545.23	(515.23)	-50.02%	6,695.00	9,859.39	(3,164.39)	-47.26%	
PERA Contributions	**970.78**	**73.63%**	74.68	112.04	(37.36)	-50.03%	485.39	714.79	(229.40)	-47.26%	
FICA Contributions	**830.18**	**71.40%**	63.86	92.96	(29.10)	-45.57%	415.09	592.79	(177.70)	-42.81%	
Medicare Contributions	**194.16**	**71.41%**	14.94	21.74	(6.80)	-45.52%	97.08	138.64	(41.56)	-42.81%	
Health/Dental Insurance	**3,120.00**	**52.31%**	240.00	272.00	(32.00)	-13.33%	1,560.00	1,632.00	(72.00)	-4.62%	
Workers Compensation	**110.00**	**14.90%**	0.00	16.39	(16.39)	-100.00%	110.00	16.39	93.61	85.10%	
Newsletter	**8,000.00**	**47.88%**	2,000.00	0.00	2,000.00	100.00%	4,000.00	3,830.06	169.94	4.25%	Due to timing of newsletters
Office Supplies	**304.41**	**201.63%**	50.00	53.08	(3.08)	-6.16%	154.41	613.77	(459.36)	-297.49%	
Info Technology/Web	**42,000.00**	**63.08%**	3,500.00	2,635.58	864.42	24.70%	21,000.00	26,493.55	(5,493.55)	-26.16%	Primarily due to Laserfiche upgrade approved by CC
Telephone	**1,560.00**	**26.54%**	130.00	69.09	60.91	46.85%	780.00	413.99	366.01	46.92%	
Mileage	**0.00**	**36.96%**	25.00	0.00	25.00	0.00%	50.00	36.96	13.04	26.08%	
Public Notices	**4,200.00**	**59.09%**	300.00	849.40	(549.40)	-183.13%	2,400.00	2,481.80	(81.80)	-3.41%	
Cable Operations	**3,600.00**	**64.35%**	300.00	350.00	(50.00)	-16.67%	1,800.00	2,316.56	(516.56)	-28.70%	Will be reimb by cable comm;
Conferences	**800.00**	**0.00%**	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	filed quarterly for reimb
Repair/Maint Equipment	**50.00**	**200.00%**	50.00	0.00	50.00	100.00%	150.00	100.00	50.00	100.00%	
Total Communications	**79,129.53**	**62.23%**	**7,778.48**	**6,017.51**	**1,760.97**	**22.64%**	**39,696.97**	**49,240.69**	**(9,543.72)**	**-24.04%**	
1520 - Finance											
FT Salaries	**87,880.00**	**49.65%**	6,760.00	6,258.13	501.87	7.42%	43,940.00	43,631.22	308.78	0.70%	Due to PTO payout to accounting clerk/overlap
PERA Contributions	**6,371.30**	**47.76%**	490.10	453.71	36.39	7.43%	3,185.65	3,043.06	142.59	4.48%	
FICA Contributions	**5,448.56**	**45.53%**	419.12	366.35	52.77	12.59%	2,724.28	2,480.75	243.53	8.94%	
Medicare Contributions	**1,274.26**	**45.53%**	98.02	85.67	12.35	12.60%	637.13	580.13	57.00	8.95%	
Health/Dental Insurance	**19,936.00**	**35.47%**	1,568.00	1,088.00	480.00	30.61%	9,840.00	7,072.00	2,768.00	28.13%	Savings due to use of contractor; no benefit costs
Unemployment Benefits	**0.00**	**456.86%**	0.00	0.00	0.00	0.00%	0.00	456.86	(456.86)	-100.00%	
Workers Compensation	**600.00**	**12.93%**	0.00	77.56	(77.56)	-100.00%	600.00	77.56	522.44	87.07%	
Office Supplies	**300.00**	**51.86%**	25.00	0.00	25.00	100.00%	150.00	155.57	(5.57)	-3.71%	
Printed Forms	**0.00**	**100.00%**	0.00	433.47	(433.47)	-100.00%	0.00	433.47	(433.47)	-100.00%	
Audit Services	**27,000.00**	**48.37%**	0.00	3,285.00	(3,285.00)	-100.00%	18,000.00	13,060.00	4,940.00	27.44%	Installment pmt
Contract Services	**4,500.00**	**130.04%**	500.00	929.38	(429.38)	-85.88%	3,500.00	5,851.58	(2,351.58)	-67.19%	See note 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	**1,200.00**	**13.75%**	100.00	27.50	72.50	72.50%	600.00	165.00	435.00	72.50%	
Mileage	**50.00**	**0.00%**	0.00	0.00	0.00	0.00%	50.00	0.00	50.00	100.00%	
Miscellaneous	**1,000.00**	**2.53%**	50.00	9.90	40.10	80.20%	850.00	25.28	824.72	97.03%	
Dues & Subscriptions	**0.00**	**0.00%**	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Conferences & Training	**575.00**	**80.15%**	100.00	0.00	100.00	100.00%	325.00	460.85	(135.85)	-41.80%	Ehlers conf recommended by City Admin Zuleger
Total Finance	**156,285.12**	**50.78%**	**10,110.24**	**13,014.67**	**(2,904.43)**	**-28.73%**	**84,552.06**	**79,367.87**	**5,184.19**	**6.13%**	

	Full Year BUDGET 2014	% to date	MONTH BUDGET Month	MONTH ACTUAL Month	MONTH Variance ($) Month	MONTH Variance (%) Month	YTD BUDGET YTD	YTD ACTUAL YTD	YTD Variance ($) YTD	YTD Variance (%) YTD	YTD variance notes
1910 - Planning & Zoning											
FT Salaries	**159,874.00**	**48.72%**	12,298.00	10,981.10	1,316.90	10.71%	79,937.00	77,893.59	2,043.41	2.56%	
PERA Contributions	**11,590.87**	**53.20%**	891.61	953.56	(61.95)	-6.95%	5,795.43	6,166.74	(371.31)	-6.41%	
FICA Contributions	**9,912.19**	**51.17%**	762.48	843.52	(81.04)	-10.63%	4,956.09	5,071.81	(115.72)	-2.33%	
Medicare Contributions	**2,318.17**	**51.17%**	178.32	197.30	(18.98)	-10.64%	1,159.09	1,186.17	(27.08)	-2.34%	
Health/Dental Insurance	**34,814.00**	**46.15%**	2,678.00	2,678.00	0.00	0.00%	17,407.00	16,068.00	1,339.00	7.69%	
Workers Compensation	**800.00**	**17.97%**	0.00	143.78	(143.78)	-100.00%	800.00	143.78	656.22	82.03%	
Office Supplies	**2,000.00**	**47.72%**	150.00	303.99	(153.99)	-102.66%	900.00	954.32	(54.32)	-6.04%	
Printed Forms	**750.00**	**60.80%**	0.00	0.00	0.00	0.00%	250.00	456.00	(206.00)	-82.40%	
Engineering Services	**36,000.00**	**33.82%**	3,000.00	1,444.63	1,555.37	51.85%	18,000.00	12,174.71	5,825.29	32.36%	
Contract Services	**10,000.00**	**0.00%**	2,500.00	0.00	2,500.00	100.00%	5,000.00	0.00	5,000.00	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**	**21.94%**	100.00	53.76	46.24	46.24%	600.00	263.27	336.73	56.12%	
Postage	**200.00**	**52.64%**	50.00	50.64	(0.64)	-1.28%	100.00	105.28	(5.28)	-5.28%	
Mileage	**200.00**	**0.00%**	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Miscellaneous	**500.00**	**8.23%**	0.00	0.75	(0.75)	-100.00%	200.00	41.17	158.83	79.42%	
Dues & Subscriptions	**600.00**	**39.83%**	0.00	0.00	0.00	0.00%	0.00	239.00	(239.00)	-100.00%	
Books	**300.00**	**0.00%**	0.00	0.00	0.00	0.00%	100.00	0.00	100.00	100.00%	
Conferences & Training	**2,000.00**	**0.00%**	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Total Planning & Zoning	**273,059.23**	**44.23%**	**22,608.41**	**17,651.03**	**4,957.38**	**21.93%**	**135,204.61**	**120,763.84**	**14,440.77**	**10.68%**	
1930 - Engineering Services											
Engineering Services	**48,000.00**	**42.03%**	4,000.00	2,789.28	1,210.72	30.27%	24,000.00	20,176.43	3,823.57	15.93%	
Total Engineering Services	**48,000.00**	**42.03%**	**4,000.00**	**2,789.28**	**1,210.72**	**30.27%**	**24,000.00**	**20,176.43**	**3,823.57**	**15.93%**	
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**	**81.99%**	25.00	0.00	25.00	100.00%	50.00	163.97	(113.97)	-227.94%	
Telephone	**2,400.00**	**25.27%**	200.00	81.27	118.73	59.37%	1,200.00	606.50	593.50	49.46%	
Utilities	**13,200.00**	**44.58%**	1,100.00	480.13	619.87	56.35%	6,600.00	5,883.93	716.07	10.85%	
Refuse	**1,408.16**	**39.03%**	108.32	109.93	(1.61)	-1.49%	758.24	549.65	208.59	27.51%	
Repairs/Maint Contractual Bldg	**7,200.00**	**34.77%**	600.00	230.00	370.00	61.67%	3,600.00	2,503.29	1,096.71	30.46%	
Repairs/Maint Contractual Equip	**2,400.00**	**97.99%**	200.00	510.20	(310.20)	-155.10%	1,200.00	2,351.77	(1,151.77)	-95.98%	Annex repairs -Yale Mech
Miscellaneous	**300.00**	**67.16%**	50.00	70.28	(20.28)	-40.56%	150.00	201.48	(51.48)	-34.32%	
Total City Hall	**27,133.16**	**45.19%**	**2,283.32**	**1,481.81**	**801.51**	**35.10%**	**13,583.24**	**12,260.59**	**1,322.65**	**9.74%**	
Total General Government	**1,038,764.98**	**51.35%**	**76,148.15**	**77,309.39**	**(1,161.24)**	**-1.52%**	**544,323.35**	**533,445.26**	**10,878.09**	**2.00%**	

DEPT 420 - PUBLIC SAFETY	Full Year BUDGET 2014	% to date	MONTH BUDGET Month	MONTH ACTUAL Month	MONTH Variance ($) Month	MONTH Variance (%) Month	YTD BUDGET YTD	YTD ACTUAL YTD	YTD Variance ($) YTD	YTD Variance (%) YTD	
2100 - Police											
Law Enforcement Contract	**500,000.00**	**0.13%**	250,000.00	0.00	250,000.00	100.00%	250,000.00	634.22	249,365.78	99.75%	Timing issue; not yet invoiced
Total Police	**500,000.00**	**0.13%**	**250,000.00**	**0.00**	**250,000.00**	**100.00%**	**250,000.00**	**634.22**	**249,365.78**	**99.75%**	
2150 - Prosecution											
Attorney Criminal	**51,000.00**	**44.46%**	4,250.00	4,512.50	(262.50)	-6.18%	25,500.00	22,673.75	2,826.25	11.08%	
Total Prosecution	**51,000.00**	**44.46%**	**4,250.00**	**4,512.50**	**(262.50)**	**-6.18%**	**25,500.00**	**22,673.75**	**2,826.25**	**11.08%**	
2220 - Fire											
FT Salaries	**74,119.04**	**50.07%**	5,701.46	5,712.91	(11.45)	-0.20%	37,059.52	37,111.32	(51.80)	-0.14%	
PT Salaries	**109,455.98**	**49.26%**	7,618.46	6,952.29	666.17	8.74%	59,935.99	53,916.24	6,019.75	10.04%	
PERA Contributions	**11,785.11**	**56.85%**	949.39	1,027.61	(78.22)	-8.24%	6,088.77	6,700.42	(611.65)	-10.05%	Due to FF rate change effective 1/1/2014
FICA Contributions	**11,381.65**	**26.51%**	825.84	380.68	445.16	53.90%	6,013.72	3,017.10	2,996.62	49.83%	FF budgeted at normal 6.2%; Full time fire FF rate is zero
Medicare Contributions	**2,661.84**	**47.82%**	193.14	176.09	17.05	8.83%	1,406.43	1,272.88	133.55	9.50%	
Health/Dental Insurance	**15,990.00**	**42.85%**	1,230.00	1,142.00	88.00	7.15%	7,995.00	6,852.00	1,143.00	14.30%	
Unemployment Benefits	**0.00**	**0.00%**	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Workers Compensation	**9,000.00**	**17.11%**	0.00	1,539.45	(1,539.45)	-100.00%	9,000.00	1,539.45	7,460.55	82.90%	
Office Supplies	**500.00**	**142.80%**	50.00	0.00	50.00	100.00%	200.00	714.02	(514.02)	-257.01%	
EMS Supplies	**4,900.00**	**4.66%**	1,500.00	0.00	1,500.00	100.00%	1,900.00	228.37	1,671.63	87.98%	
Fire Prevention	**3,000.00**	**0.00%**	250.00	0.00	250.00	100.00%	1,500.00	0.00	1,500.00	100.00%	
Fuel, Oil & Fluids	**14,000.00**	**39.73%**	1,200.00	446.12	753.88	62.82%	7,200.00	5,562.66	1,637.34	22.74%	
Small Tools & Equip	**22,500.00**	**35.02%**	1,900.00	99.50	1,800.50	94.76%	11,400.00	7,879.68	3,520.32	30.88%	YTD includes Themal Imaging camera from Jan
Physicals	**6,900.00**	**15.57%**	575.00	358.00	217.00	37.74%	3,450.00	1,074.00	2,376.00	68.87%	
Information Technology	**0.00**	**0.00%**	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Telephone	**4,200.00**	**58.09%**	350.00	285.71	64.29	18.37%	2,100.00	2,439.76	(339.76)	-16.18%	
Radio	**16,203.04**	**50.37%**	0.00	3,800.76	(3,800.76)	-100.00%	4,800.76	8,161.87	(3,361.11)	-70.01%	Timing issue
Mileage	**350.00**	**0.00%**	50.00	0.00	50.00	100.00%	50.00	0.00	50.00	0.00%	
Insurance	**5,237.00**	**97.69%**	0.00	850.00	(850.00)	-100.00%	5,237.00	5,116.00	121.00	2.31%	Firehall #2 charged to PW in error; reclassed in June
Electric Utility	**21,600.00**	**36.65%**	1,800.00	538.69	1,261.31	70.07%	10,800.00	7,917.04	2,882.96	26.69%	
Refuse	**572.16**	**79.15%**	47.68	259.32	(211.64)	-443.88%	286.08	452.84	(166.76)	-58.29%	
Repair/Maint Bldg	**12,000.00**	**30.02%**	1,000.00	132.73	867.27	86.73%	6,000.00	3,601.84	2,398.16	39.97%	
Repair/Maint Equip	**41,000.00**	**63.40%**	3,400.00	11,843.80	(8,443.80)	-248.35%	20,400.00	25,992.93	(5,592.93)	-27.42%	Emergency repair bill - $11,500
Uniforms	**3,000.00**	**13.98%**	250.00	288.00	(38.00)	-15.20%	1,500.00	419.35	1,080.65	72.04%	
Miscellaneous	**900.00**	**128.96%**	100.00	42.15	57.85	57.85%	600.00	1,160.63	(560.63)	-93.44%	
Dues & Subscriptions	**2,200.00**	**101.59%**	0.00	0.00	0.00	0.00%	2,200.00	2,235.00	(35.00)	-1.59%	
Books	**200.00**	**51.00%**	0.00	0.00	0.00	0.00%	100.00	102.00	(2.00)	-2.00%	
Conferences & Training	**6,000.00**	**59.64%**	500.00	0.00	500.00	100.00%	3,000.00	3,578.60	(578.60)	-19.29%	
Conferences & Training (Reimb)	**0.00**	**-2026.00%**	0.00	0.00	0.00	0.00%	0.00	(2,026.38)	2,026.38	100.00%	Reimb segregated out for better tracking
Total Fire	**399,655.82**	**46.29%**	**29,490.97**	**35,875.81**	**(6,384.84)**	**-21.65%**	**210,223.27**	**185,019.62**	**25,203.65**	**11.99%**	
2250 - Fire Relief											
Fire State Aid	**37,323.50**	**0.00%**	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Total Fire Relief	**37,323.50**	**0.00%**	**0.00**	**0.00**	**0.00**	**0.00%**	**0.00**	**0.00**	**0.00**	**0.00%**	

	Full Year BUDGET 2014	% to date	MONTH BUDGET Month	MONTH ACTUAL Month	MONTH Variance ($) Month	MONTH Variance (%) Month	YTD BUDGET YTD	YTD ACTUAL YTD	YTD Variance ($) YTD	YTD Variance (%) YTD	
2400 - Building Inspection											
FT Salaries	**95,992.00**	**46.25%**	7,384.00	6,892.91	491.09	6.65%	47,996.00	44,396.24	3,599.76	7.50%	
PERA Contributions	**6,959.42**	**46.25%**	535.34	499.72	35.62	6.65%	3,479.71	3,218.67	261.04	7.50%	
FICA Contributions	**5,951.50**	**43.45%**	457.81	401.65	56.16	12.27%	2,975.75	2,586.00	389.75	13.10%	
Medicare Contributions	**1,391.88**	**43.45%**	107.07	93.91	13.16	12.29%	695.94	604.73	91.21	13.11%	
Health/Dental Insurance	**24,102.00**	**35.20%**	1,896.00	1,414.00	482.00	25.42%	11,895.00	8,484.00	3,411.00	28.68%	
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**	**19.12%**	0.00	76.07	(76.07)	-100.00%	397.88	76.07	321.81	80.88%	
Office Supplies	**1,447.44**	**9.38%**	100.00	41.00	59.00	59.00%	847.44	135.80	711.64	83.98%	
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**	**23.50%**	51.36	0.00	51.36	100.00%	157.40	109.42	47.98	30.48%	
Engineering	**10,000.00**	**38.53%**	1,000.00	1,189.65	(189.65)	-18.97%	4,750.00	3,852.70	897.30	18.89%	
Surcharge Pmts	**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**	**27.67%**	500.00	638.00	(138.00)	-27.60%	1,381.50	908.00	473.50	34.27%	
Information Technology	**4,180.00**	**348.98%**	0.00	0.00	0.00	0.00%	4,180.00	14,587.16	(10,407.16)	-248.98%	Permit Works
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**	**63.06%**	45.66	58.80	(13.14)	-28.78%	273.96	345.50	(71.54)	-26.11%	
Mileage	**600.00**	**22.04%**	50.00	57.68	(7.68)	-15.36%	300.00	132.26	167.74	55.91%	
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%	0.00	213.28	(213.28)	-100.00%	
Uniforms	**0.00**	**0.00%**	0.00	0.00	0.00	0.00%	0.00	121.98	(121.98)	-100.00%	
Miscellaneous	**500.00**	**0.00%**	0.00	0.00	0.00	0.00%	300.00	0.00	300.00	100.00%	
Dues & Subscriptions	**0.00**	**220.00%**	0.00	0.00	0.00	0.00%	0.00	220.00	(220.00)	-100.00%	
Books	**308.24**	**112.48%**	0.00	0.00	0.00	0.00%	108.24	346.71	(238.47)	-220.32%	
Conferences & Training	**690.00**	**76.67%**	0.00	0.00	0.00	0.00%	500.00	529.00	(29.00)	-5.80%	Erosion control conf
Total Building Inspections	**157,601.95**	**51.47%**	**12,127.24**	**11,363.39**	**763.85**	**6.30%**	**80,725.43**	**81,115.52**	**(390.09)**	**-0.48%**	
2500 - Emergency Communications											
Contract Services	**5,800.00**	**58.16%**	5,800.00	0.00	5,800.00	100.00%	5,800.00	3,373.08	2,426.92	41.84%	Budget vs actual timing issue
Total Emergency Communications	**5,800.00**	**58.16%**	**5,800.00**	**0.00**	**5,800.00**	**100.00%**	**5,800.00**	**3,373.08**	**2,426.92**	**41.84%**	
2700 - Animal Control											
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**	**42.79%**	500.00	500.00	0.00	0.00%	2,842.08	2,500.00	342.08	12.04%	
Miscellaneous	**440.00**	**73.64%**	50.00	0.00	50.00	100.00%	290.00	324.00	(34.00)	-11.72%	Animal impound fees; recovering funds where possible
Total Animal Control	**6,282.08**	**44.95%**	**550.00**	**500.00**	**50.00**	**9.09%**	**3,132.08**	**2,824.00**	**308.08**	**9.84%**	
Total Public Safety	**1,157,663.35**	**25.54%**	**302,218.21**	**52,251.70**	**249,966.51**	**82.71%**	**575,380.78**	**295,640.19**	**279,740.59**	**48.62%**	

DEPT 430 - PUBLIC WORKS	Full Year BUDGET 2014	% to date	MONTH BUDGET Month	MONTH ACTUAL Month	MONTH Variance ($) Month	MONTH Variance (%) Month	YTD BUDGET YTD	YTD ACTUAL YTD	YTD Variance ($) YTD	YTD Variance (%) YTD	
3100 - Public Works											
FT Salaries	**178,568.00**	**48.36%**	13,736.00	12,286.89	1,449.11	10.55%	89,284.00	86,349.36	2,934.64	3.29%	
PT Salaries	**0.00**	**9943.97%**	0.00	2,669.20	(2,669.20)	-100.00%	0.00	9,943.97	(9,943.97)	-100.00%	Extra staff for snow removal
PERA Contributions	**12,946.18**	**53.32%**	995.86	1,008.64	(12.78)	-1.28%	6,473.09	6,903.31	(430.22)	-6.65%	
FICA Contributions	**11,071.40**	**51.36%**	851.63	883.83	(32.20)	-3.78%	5,535.61	5,686.04	(150.43)	-2.72%	
Medicare Contributions	**2,589.24**	**51.36%**	199.17	206.70	(7.53)	-3.78%	1,294.62	1,329.79	(35.17)	-2.72%	
Health/Dental Insurance	**42,640.00**	**40.79%**	3,280.00	2,899.00	381.00	11.62%	21,320.00	17,394.00	3,926.00	18.41%	
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**	**17.71%**	0.00	1,416.59	(1,416.59)	-100.00%	8,000.00	1,416.59	6,583.41	82.29%	
Office Supplies	**300.00**	**438.09%**	25.00	0.00	25.00	100.00%	150.00	1,314.26	(1,164.26)	-776.17%	
Shop Materials	**600.00**	**213.82%**	50.00	303.17	(253.17)	-506.34%	300.00	1,282.92	(982.92)	-327.64%	
Building Repair Supplies	**300.00**	**151.08%**	25.00	0.00	25.00	100.00%	150.00	453.24	(303.24)	-202.16%	
Small Tools and Minor Equip	**2,400.00**	**28.89%**	200.00	0.00	200.00	100.00%	1,200.00	693.29	506.71	42.23%	
Engineering Services	**9,000.00**	**66.46%**	750.00	1,411.82	(661.82)	-88.24%	4,500.00	5,981.32	(1,481.32)	-32.92%	Primarily ROW work; majority recovered by ROW fees
Contract Services	**1,200.00**	**50.23%**	100.00	284.30	(184.30)	-184.30%	600.00	602.75	(2.75)	-0.46%	
Information Technology	**0.00**	**0.00%**	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Telephone	**7,661.16**	**44.91%**	638.43	528.41	110.02	17.23%	3,830.58	3,440.96	389.62	10.17%	
Radio	**1,500.00**	**81.33%**	0.00	300.06	(300.06)	-100.00%	1,500.00	1,219.94	280.06	18.67%	
Mileage	**0.00**	**0.00%**	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Insurance	**20,000.00**	**76.18%**	0.00	(850.00)	850.00	100.00%	20,000.00	15,235.00	4,765.00	23.83%	Firehall #2 Ins charged to PW in error; reclassed in June
Electric Utility	**24,000.00**	**60.64%**	2,000.00	863.11	1,136.89	56.84%	12,000.00	14,554.13	(2,554.13)	-21.28%	
Refuse	**2,493.84**	**42.29%**	207.82	210.94	(3.12)	-1.50%	1,246.92	1,054.70	192.22	15.42%	
Fuel, Oil, Fluids (ALL depts)	**48,000.00**	**53.09%**	4,000.00	2,602.44	1,397.56	34.94%	24,000.00	25,485.20	(1,485.20)	-6.19%	
Repair/Maint Bldg	**1,200.00**	**285.53%**	100.00	1,499.59	(1,399.59)	-1399.59%	600.00	3,426.36	(2,826.36)	-471.06%	
Repair/Maint NOT Bldg	**600.00**	**74.67%**	50.00	0.00	50.00	100.00%	300.00	448.00	(148.00)	-49.33%	
Repair/Maint Equip (out)	**3,600.00**	**0.97%**	300.00	34.96	265.04	88.35%	1,800.00	34.96	1,765.04	98.06%	
Equipment Parts	**0.00**	**155.24%**	0.00	0.00	0.00	0.00%	0.00	155.24	(155.24)	-100.00%	
Uniforms	**1,200.00**	**64.21%**	100.00	96.79	3.21	3.21%	600.00	770.47	(170.47)	-28.41%	
Miscellaneous	**600.00**	**93.23%**	50.00	264.97	(214.97)	-429.94%	300.00	559.37	(259.37)	-86.46%	
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**	**61.67%**	50.00	0.00	50.00	100.00%	150.00	185.00	(35.00)	-23.33%	
Conferences & Training	**500.00**	**0.00%**	0.00	0.00	0.00	0.00%	500.00	0.00	500.00	100.00%	
Clean up Days	**5,000.00**	**84.49%**	5,000.00	3,724.30	1,275.70	25.51%	5,000.00	4,224.30	775.70	15.51%	June clean up days; budgeted in July since paid later last year
Total Public Works	**386,269.82**	**54.40%**	**32,708.91**	**32,645.71**	**63.20**	**0.19%**	**210,634.82**	**210,144.47**	**490.35**	**0.23%**	
3120 - Streets											
Equipment Parts	**1,200.00**	**72.10%**	100.00	0.00	100.00	100.00%	600.00	865.17	(265.17)	-44.20%	
Street Maintenance Materials	**12,000.00**	**63.98%**	1,000.00	2,488.29	(1,488.29)	-148.83%	6,000.00	7,678.11	(1,678.11)	-27.97%	
Sign Repair Materials	**0.00**	**1479.55%**	0.00	510.95	(510.95)	-100.00%	0.00	1,479.55	(1,479.55)	-100.00%	
Contract Services	**1,200.00**	**401.33%**	0.00	4,040.00	(4,040.00)	-100.00%	600.00	4,815.93	(4,215.93)	-702.66%	Curbs for tapestry; water drainage issues
Repairs/Maint Equipment	**2,400.00**	**3.26%**	200.00	0.00	200.00	100.00%	1,200.00	78.25	1,121.75	93.48%	
Total Streets	**16,800.00**	**88.79%**	**1,300.00**	**7,039.24**	**(5,739.24)**	**-441.48%**	**8,400.00**	**14,917.01**	**(6,517.01)**	**-77.58%**	

	Full Year BUDGET 2014	% to date	MONTH BUDGET Month	MONTH ACTUAL Month	MONTH Variance ($) Month	MONTH Variance (%) Month	YTD BUDGET YTD	YTD ACTUAL YTD	YTD Variance ($) YTD	YTD Variance (%) YTD	
3125 - Ice & Snow Removal											
Landscaping Material	**0.00**	**11.09%**	0.00	0.00	0.00	0.00%	0.00	11.09	(11.09)	-100.00%	
Sand/Salt	**70,000.00**	**64.88%**	0.00	0.00	0.00	0.00%	55,000.00	45,416.16	9,583.84	17.43%	
Contract Services	**20,000.00**	**48.30%**	0.00	0.00	0.00	0.00%	4,500.00	9,660.00	(5,160.00)	-114.67%	
Repairs/Maint Equipment	**6,000.00**	**37.57%**	500.00	0.00	500.00	100.00%	3,000.00	2,254.24	745.76	24.86%	
Total Ice & Snow Removal	**96,000.00**	**59.73%**	**500.00**	**0.00**	**500.00**	**100.00%**	**62,500.00**	**57,341.49**	**5,158.51**	**8.25%**	
3160 - Street Lighting											
Street Lighting	**28,800.00**	**36.49%**	2,400.00	1,985.77	414.23	17.26%	14,400.00	10,507.93	3,892.07	27.03%	
Total Street Lighting	**28,800.00**	**36.49%**	**2,400.00**	**1,985.77**	**414.23**	**17.26%**	**14,400.00**	**10,507.93**	**3,892.07**	**27.03%**	
3200 - Recycling											
Recycling Supplies	**3,400.00**	**96.79%**	0.00	0.00	0.00	0.00%	3,400.00	3,290.85	109.15	3.21%	
Newsletter	**0.00**	**0.00%**	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Miscellaneous	**4,000.00**	**38.53%**	4,000.00	0.00	4,000.00	100.00%	4,000.00	1,541.01	2,458.99	61.47%	CFL bulbs for residents
Total Recycling	**7,400.00**	**65.30%**	**4,000.00**	**0.00**	**4,000.00**	**100.00%**	**7,400.00**	**4,831.86**	**2,568.14**	**34.70%**	
3250 - Tree Program											
Contract Services	**5,000.00**	**19.00%**	1,250.00	0.00	1,250.00	100.00%	5,000.00	950.00	4,050.00	81.00%	
Total Tree Program	**5,000.00**	**19.00%**	**1,250.00**	**0.00**	**1,250.00**	**100.00%**	**5,000.00**	**950.00**	**4,050.00**	**81.00%**	
Total Public Works	**540,269.82**	**55.29%**	**42,158.91**	**41,670.72**	**488.19**	**1.16%**	**308,334.82**	**298,692.76**	**9,642.06**	**3.13%**	

DEPT 450 - CULTURE, RECREATIC	Full Year BUDGET 2014	% to date	MONTH BUDGET Month	MONTH ACTUAL Month	MONTH Variance ($) Month	MONTH Variance (%) Month	YTD BUDGET YTD	YTD ACTUAL YTD	YTD Variance ($) YTD	YTD Variance (%) YTD	
5200 - Parks & Recreation											
FT Salaries	**136,650.00**	**41.01%**	11,500.00	8,336.57	3,163.43	27.51%	66,325.00	56,044.01	10,280.99	15.50%	
PT Salaries	**0.00**	**7292.30%**	0.00	4,124.00	(4,124.00)	-100.00%	0.00	7,292.30	(7,292.30)	-100.00%	Part-time salaries not broken out in budget
PERA Contributions	**9,907.13**	**41.91%**	833.75	604.42	229.33	27.51%	4,808.56	4,152.38	656.18	13.65%	
FICA Contributions	**8,472.30**	**44.66%**	713.00	750.45	(37.45)	-5.25%	4,112.15	3,783.88	328.27	7.98%	
Medicare Contributions	**1,981.43**	**44.66%**	166.75	175.48	(8.73)	-5.24%	961.71	884.87	76.84	7.99%	
Health/Dental Insurance	**11,376.00**	**15.30%**	2,216.00	290.16	1,925.84	86.91%	6,972.00	1,740.96	5,231.04	75.03%	
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**	**17.47%**	0.00	786.07	(786.07)	-100.00%	4,500.00	786.07	3,713.93	82.53%	
Shop Materials	**1,000.00**	**24.99%**	0.00	0.00	0.00	0.00%	1,000.00	24.99	975.01	97.50%	
Chemicals	**1,000.00**	**0.00%**	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Equipment Parts	**2,023.50**	**143.97%**	0.00	0.00	0.00	0.00%	1,023.50	2,913.28	(1,889.78)	-184.64%	480D radiator repair/service
Building Repair Supplies	**0.00**	**814.89%**	0.00	0.00	0.00	0.00%	0.00	814.89	(814.89)	-100.00%	
Landscaping Materials	**3,600.00**	**100.00%**	0.00	811.14	(811.14)	-100.00%	2,000.00	2,225.13	(225.13)	-11.26%	
Small Tools and Minor Equip	**1,888.10**	**42.58%**	39.87	0.00	39.87	100.00%	1,648.88	803.87	845.01	51.25%	
Telephone	**1,597.51**	**32.16%**	180.86	88.47	92.39	51.08%	512.35	513.82	(1.47)	-0.29%	
Mileage	**0.00**	**0.00%**	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Insurance	**3,683.00**	**86.10%**	0.00	0.00	0.00	0.00%	3,683.00	3,171.00	512.00	13.90%	Annual ins prem; budgeted in May
Electric Utility	**9,839.82**	**38.50%**	919.64	503.94	415.70	45.20%	4,623.79	3,787.84	835.95	18.08%	
Refuse	**2,500.00**	**33.75%**	250.00	0.00	250.00	100.00%	1,081.28	843.76	237.52	21.97%	
Repair/Maint Bldg	**1,723.75**	**23.07%**	246.25	0.00	246.25	100.00%	492.50	397.64	94.86	19.26%	
Repair/Maint NOT Bldg	**274.39**	**1965.56%**	27.25	2,955.24	(2,927.99)	-10744.92%	96.32	5,393.31	(5,296.99)	-5499.37%	Light repairs at Lions field, trail grooming at Sunfish Lake Park
Repair/Maint Equip	**0.00**	**100.00%**	0.00	0.00	0.00	0.00%	0.00	2,194.35	(2,194.35)	-100.00%	Unforeseen repairs on 98 GMC
Rental Buildings	**3,600.00**	**48.68%**	300.00	771.00	(471.00)	-157.00%	1,800.00	1,752.34	47.66	2.65%	
Miscellaneous	**1,220.00**	**53.26%**	100.00	0.00	100.00	100.00%	550.00	649.75	(99.75)	-18.14%	
Total Parks & Recreation	**206,836.93**	**48.43%**	**17,493.37**	**20,196.94**	**(2,703.57)**	**-15.45%**	**106,191.04**	**100,170.44**	**6,020.60**	**5.67%**	
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 ALL DEPTS	**3,303,535.08**	**37.17%**	**438,018.64**	**191,428.75**	**246,589.89**	**56.30%**	**1,534,229.99**	**1,227,948.65**	**306,281.34**	**19.96%**	
Net Income over Expenses	**0.00**	**-912832.00%**	**(400,418.64)**	**(129,988.22)**	**270,430.42**	**67.54%**	**(1,247,284.91)**	**(912,837.22)**	**334,447.69**	**26.81%**	

THE CITY OF LAKE ELMO

MAYOR & COUNCIL COMMUNICATION

DATE: 07/15/2014
CONSENT ITEM# 4

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 June, 2014. No specific motion is needed as this is recommended as part of the *Consent Agenda*.

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

	2014	2013	2012
New Homes	12	17	16
Total valuation	$ 7,380,282	$7,269,742	$6,623,112
Average home value	615,023	427,631	413,944

- 2014 Pump house # 4 permitted but not included in valuation. (City Building)

RECOMMENDATION: Based on the aforementioned, the staff recommends the City Council accept the June, 2014 monthly building permit report.

THE CITY OF LAKE ELMO

MAYOR & COUNCIL COMMUNICATION

DATE: 07/15/2014
CONSENT ITEM# 5

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 June 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 – 7
Taxpayer inquiries – 16
Miscellaneous inquiries - 12
Inspections – Residential – 162; Commercial - 26
Building permit reviews – 48
Pictures taken – 221

Other work performed included:

- 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 June 2014 monthly assessor report.

THE CITY OF LAKE ELMO

MAYOR & COUNCIL COMMUNICATION

DATE: 07/15/2014
CONSENT ITEM # 6

AGENDA ITEM: Lake Elmo Avenue Sewer Infrastructure Improvements: I-94 to 30th Street–Compensating Change Order No. 6

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: Reduced contract amount of $59,982.54.

This change order reconciles the estimated and actual quantities installed on the project and decreases the contract amount by $59,982.54. With this change order and previous change orders on the project, the final contract amount is $3,409,246.20 which is 1.6% under the original construction contract award. The construction contract therefore remains within the original project budget amount as authorized on August 6, 2013.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider approving, *as part of the consent agenda,* Compensating Change Order No. 6 for the Lake Elmo Avenue Sewer Infrastructure Improvements: I-94 to 30th Street to reconcile the estimated and actual quantities installed on the project. If removed from the consent agenda, the recommended motion for the action is as follows:

"Move to approve Compensating Change Order No. 6 for the Lake Elmo Avenue Infrastructure Improvements: I-94 to 30th Street, thereby decreasing the final contract amount by $59,982.54."

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

Minger Construction, Inc. was awarded a construction contract on August 6, 2013 to construct the Lake Elmo Avenue Sewer Infrastructure Improvements: I-94 to 30th Street. The contractor has completed the work in accordance with the contract and with approval of this change order the contract amount will be adjusted to reflect quantities actually installed as a part of the project. The overall decrease in the contract amount for this change order is $59,982.54 as detailed on the attached itemization.

A large amount of this savings was due to not paving the driveway to the Lisbon Avenue Lift Station due to excessive grades. It is recommended that funds be reserved to complete a paved driveway access to the lift station under a separate contract, to be completed following the Village East Trunk Sanitary Sewer construction.

The final contract amount is $3,409,246.20 which is 1.6% under the original construction contract award. The construction contract therefore remains within the original project budget amount as authorized August 6, 2013.

RECOMMENDATION:

Staff is recommending that the City Council consider, *as part of the Consent Agenda*, approving Compensating Change Order No. 6 for the Lake Elmo Avenue Sewer Infrastructure Improvements: I-94 to 30th Street, thereby decreasing the final contract amount by $59,982,246.20. If removed from the consent agenda, the recommended motion for this action is as follows:

"Move to approve Compensating Change Order No. 6 for the Lake Elmo Avenue Sewer Infrastructure Improvements: I-94 to 30th Street, thereby decreasing the final contract amount by $59,982.54."

ATTACHMENT(S):

1. Compensating Change Order No. 6

CONTRACT CHANGE ORDER FORM

CITY OF LAKE ELMO, MINNESOTA
LAKE ELMO AVE SEWER INFRASTRUCTURE IMPROVEMENTS
2013.123

FOCUS ENGINEERING, inc.

CHANGE ORDER NO. 6 **DATE:** July 15, 2014

TO: Minger Construction , Inc. 2471 Galpin Court, Suite 110, Chanhassen, MN 55317

This Document will become a supplement to the Contract and all provisions will apply hereto. The Contract Documents are modified as follows upon execution of this Change Order.

CHANGE ORDER DESCRIPTION / JUSTIFICATION:

Per the project Contract Documents the original contract amount and basis of award is established using the estimated quantities for each item of work listed in the bid schedule and multiplying them by the Contractor's corresponding unit bid price. The Contractor is paid for the actual final quantities installed on the project at the unit bid prices.

At the completion of the project, a compensating change order is prepared to revise the estimated quantities for each work item listed in the bid schedule to the actual quantities installed and the corresponding Contract Amount is revised accordingly.

This compensating change order reflects a net decrease to the contract amount by $59,982.54.

Attachments (list documents supporting change): Itemization

ITEM	DESCRIPTION OF PAY ITEM	UNIT	QTY	UNIT PRICE	INCREASE/(DECREASE)
	**See attached itemization for Change Order Items				
				NET CONTRACT CHANGE	**($59,982.54)**

Amount of Original Contract	$	3,463,201.60
Sum of Additions/Deductions approved to date (CO # 1 -5)	$	6,027.14
Contract Amount to date	$	3,469,228.74
Amount of this Change Order (~~ADD~~) (DEDUCT) (~~NO CHANGE~~)	$	(59,982.54)
Revised Contract Amount	$	3,409,246.20

The Contract Period for Completion will be (UNCHANGED) (~~INCREASED~~) (~~DECREASED~~) **0** **days**

APPROVED BY ENGINEER: FOCUS Engineering, inc.

ENGINEER

DATE

APPROVED BY CONTRACTOR

BY

DATE

APPROVED BY OWNER: CITY OF LAKE ELMO, MINNESOTA

BY

DATE

BY

DATE

CHANGE ORDER NO. 6

LAKE ELMO AVENUE SEWER INFRASTRUCTURE IMPROVEMENTS
CITY OF LAKE ELMO, MINNESOTA
PROJECT NO. 2013.123

FOCUS ENGINEERING, inc.

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			TOTAL TO DATE		COMPENSATING CHANGE ORDER #6	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	NET CHANGE	AMOUNT
	DIVISION 1 - GENERAL								
1	MOBILIZATION	LS	1	$33,000.00	$33,000.00	1	$33,000.00	-	$0.00
2	TRAFFIC CONTROL	LS	1	$16,500.00	$16,500.00	1.00	$16,500.00	-	$0.00
3	SILT FENCE	LF	3654	$1.65	$6,029.10	1,857	$3,064.05	-1797.0	-$2,965.05
4	ROCK CONSTRUCTION ENTRANCE	EA	3	$970.00	$2,910.00	1.0	$970.00	-2.0	-$1,940.00
5	WATER FOR DUST CONTROL	MGAL	2	$278.00	$556.00	0	$0.00	-2.0	-$556.00
6	TREE REMOVAL	EA	206	$266.00	$54,796.00	209	$55,594.00	3.0	$798.00
7	CLEARING & GRUBBING	AC	1.9	$4,160.00	$7,904.00	1.9	$7,904.00	-	$0.00
8	INLET PROTECTION	EA	4	$350.00	$1,400.00	6	$2,100.00	2.0	$700.00
9	HYDRO MULCH W/ SEED & FERTILIZER	AC	9.49	$3,700.00	$35,113.00	9.34	$34,558.00	-0.15	-$555.00
10	SEEDING (WETLAND MIX)	AC	0.2	$4,250.00	$850.00	0	$0.00	-0.2	-$850.00
11	EROSION CONTROL BLANKET (WOOD FIBER)	SY	5625	$1.10	$6,187.50	5,570	$6,127.00	-55.0	-$60.50
12	TOPSOIL BORROW	CY	500	$13.00	$6,500.00	300	$3,900.00	-200.0	-$2,600.00
13	DITCH CHECK	LF	60	$5.25	$315.00	60	$315.00	-	$0.00
14	MODULAR BLOCK RETAINING WALL	SF	60	$55.00	$3,300.00	0	$0.00	-60.0	-$3,300.00
15	SALVAGE/SALVAGE AND REINSTALL EXISITNG IRRIGATION PUMP HOUSE	LS	0	$1,400.00	$0.00	0	$0.00	-	$0.00
16	RAIN GARDEN	LS	1	$11,500.00	$11,500.00	1	$11,500.00	-	$0.00
	SUBTOTAL - DIVISION 1				$186,860.60		$175,532.05		-$11,328.55
	DIVISION 2 - SANITARY SEWER								
1	CONNECT TO EXISTING MANHOLE	EA	1	$11,600.00	$11,600.00	1	$11,600.00	-	$0.00
2	SALVAGE & REINSTALL EXISTING SANITARY SEWER MANHOLE	EA	1	$3,760.00	$3,760.00	1	$3,760.00	-	$0.00
3	SALVAGE & REINSTALL EXISTING SANITARY SEWER	LF	100	$84.00	$8,400.00	52	$4,368.00	-48.0	-$4,032.00
4	LIFT STATION STRUCTURE, VALVE VAULT, AND PIPING	LS	1	$187,000.00	$187,000.00	1	$187,000.00	-	$0.00
5	LIFT STATION PUMPS AND ACCESSORIES	LS	1	$66,750.00	$66,750.00	1.00	$66,750.00	-	$0.00
6	LIFT STATION ELECTRICAL AND CONTROLS	LS	1	$134,000.00	$134,000.00	1.00	$134,000.00	-	$0.00
7	GENERATOR	LS	1	$98,250.00	$98,250.00	1.00	$98,250.00	-	$0.00
8	CHEMICAL FEED SYSTEM	LS	1	$243,000.00	$243,000.00	1.00	$243,000.00	-	$0.00
9	16" HDPE FORCEMAIN, INSTALLED BY HDD	LF	15649	$81.00	$1,267,569.00	15,619	$1,265,139.00	-30.0	-$2,430.00
10	16" HDPE FORCEMAIN, INSTALLED BY OPEN CUT	LF	399	$57.00	$22,743.00	438	$24,966.00	39.0	$2,223.00
11	8" PVC, SDR 35 SANITARY SEWER (10'-15' DEPTH)	LF	15	$155.00	$2,325.00	15	$2,325.00	-	$0.00
12	8" PVC, SDR 35 SANITARY SEWER (15'-20' DEPTH)	LF	15	$155.00	$2,325.00	15	$2,325.00	-	$0.00
13	8" PVC, SDR 35 SANITARY SEWER (20'-25' DEPTH)	LF	0	$155.00	$0.00	0	$0.00	-	$0.00
14	18" PVC, SDR 26 SANITARY SEWER (10-15' DEPTH)	LF	213	$91.00	$19,383.00	211	$19,201.00	-2.0	-$182.00
15	18" PVC, SDR 26 SANITARY SEWER (15-20' DEPTH)	LF	193	$91.00	$17,563.00	193	$17,563.00	-	$0.00
16	18" PVC, PS115 SANITARY SEWER (30-35" DEPTH)	LF	25	$258.00	$6,450.00	20	$5,160.00	-5.0	-$1,290.00
17	24" SANITARY SEWER (0-10' DEPTH)	LF	45	$116.00	$5,220.00	61	$7,076.00	16.0	$1,856.00
18	24" SANITARY SEWER (10-15' DEPTH)	LF	999	$116.00	$115,884.00	1,513	$175,508.00	514.0	$59,624.00
19	24" SANITARY SEWER (15-20' DEPTH)	LF	1353	$116.00	$156,948.00	934	$108,344.00	-419.0	-$48,604.00
20	24" SANITARY SEWER (20-25' DEPTH)	LF	583	$116.00	$67,628.00	486	$56,376.00	-97.0	-$11,252.00
21	24" SANITARY SEWER (25-30' DEPTH)	LF	213	$116.00	$24,708.00	202	$23,432.00	-11.0	-$1,276.00
22	24" SANITARY SEWER (30-35' DEPTH)	LF	92	$116.00	$10,672.00	153	$17,748.00	61.0	$7,076.00
23	24" SANITARY SEWER (35'-40' DEPTH)	LF	169	$116.00	$19,604.00	105	$12,180.00	-64.0	-$7,424.00
24	6" PVC, SDR 26 SOLVENT WELD SERVICE PIPE	LF	20	$82.00	$1,640.00	120	$9,840.00	100.0	$8,200.00
25	6" ON 18" WYE BRANCH	EA	1	$1,140.00	$1,140.00	6	$6,840.00	5.0	$5,700.00
26	48" DIAMETER SAN. MANHOLE, TYPE 301 (0'-10' DEPTH)	EA	12	$4,900.00	$58,800.00	11	$53,900.00	-1.0	-$4,900.00
27	54" DIAMETER SAN. MANHOLE, TYPE 301 (0'-10' DEPTH)	EA	4	$8,400.00	$33,600.00	5	$42,000.00	1.0	$8,400.00
28	48" DIAMETER SAN. MANHOLE, TYPE 301 EXTRA DEPTH (>10' DEPTH)	VF	120.1	$73.00	$8,767.30	112.0	$8,173.08	-8.1	-$594.22
29	54" DIAMETER SAN. MANHOLE, TYPE 301 EXTRA DEPTH (>10' DEPTH)	VF	44.1	$120.00	$5,292.00	56.2	$6,746.40	12.1	$1,454.40
30	72" CLEANOUT MANHOLE	EA	5	$10,400.00	$52,000.00	5	$52,000.00	-	$0.00
31	72" AIR RELEASE MANHOLE	EA	4	$13,500.00	$54,000.00	4	$54,000.00	-	$0.00
32	6" DIP CLASS 50 SANITARY SEWER	LF	0	$108.00	$0.00	0	$0.00	-	$0.00
33	18" DIP CLASS 50 SANITARY SEWER	LF	18	$138.00	$2,484.00	20	$2,760.00	2.0	$276.00
34	24" DIP CLASS 50 SANITARY SEWER	LF	36	$301.00	$10,836.00	40	$12,040.00	4.0	$1,204.00
35	EXTERNAL MANHOLE DROP	EA	3	$9,300.00	$27,900.00	3	$27,900.00	-	$0.00
36	16" RES. SEAT GATE VALVE & BOX	EA	18	$8,000.00	$144,000.00	18	$144,000.00	-	$0.00
37	EXCAVATE, SALVAGE, AND STOCKPILE WETLAND SOIL (CV)	CY	803	$1.00	$803.00	300	$300.00	-503.0	-$503.00
38	PLACE SALVAGED WETLAND SOIL (CV)	CY	803	$1.00	$803.00	300	$300.00	-503.0	-$503.00
39	TRENCH STABILIZATION ROCK	LF	300	$32.00	$9,600.00	0	$0.00	-300.0	-$9,600.00
40	TELEVISING	LF	4541	$1.25	$5,676.25	4,389	$5,486.25	-152.0	-$190.00
41	HORIZONTAL DIRECTIONAL DRILLING BORE PITS	LS	1	$190,000.00	$190,000.00	1.00	$190,000.00	-	$0.00
	SUBTOTAL - DIVISION 2				$3,099,123.55		$3,102,356.73		$3,233.18

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			TOTAL TO DATE		COMPENSATING CHANGE ORDER #6	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	NET CHANGE	AMOUNT
	DIVISION 3 - WATERMAIN								
1	8"X6" WET TAP (INCLUDE SLEEVE AND VALVE)	EA	0	$5,100.00	$0.00	0	$0.00	-	$0.00
2	6" DIP, CL. 52 WATERMAIN	LF	100	$41.00	$4,100.00	153	$6,273.00	53.0	$2,173.00
3	6" RES. SEAT GATE VALVE & BOX	EA	1	$1,300.00	$1,300.00	1	$1,300.00	-	$0.00
4	6" HYDRANT (8'-6" BURY)	EA	1	$4,600.00	$4,600.00	1	$4,600.00	-	$0.00
	SUBTOTAL - DIVISION 3				$10,000.00		$12,173.00		$2,173.00
	DIVISION 4 - STREETS AND RESTORATION								
1	SAWCUT BITUMINOUS PAVEMENT	LF	85	$5.50	$467.50	80	$440.00	-5.0	-$27.50
2	REMOVE PIPE CULVERT (ALL TYPES & SIZES)	LF	178	$4.50	$801.00	178	$801.00	-	$0.00
3	SALVAGE & REINSTALL WOOD WIER	EA	1	$1,050.00	$1,050.00	1.0	$1,050.00	-	$0.00
4	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT, DRIVES	SY	120	$2.90	$348.00	135	$391.50	15.0	$43.50
5	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT, STREETS	SY	25	$2.90	$72.50	39	$113.10	14.0	$40.60
6	REMOVE & DISPOSE OF EXIST. CONCRETE CURB & GUTTER	LF	20	$2.50	$50.00	25	$62.50	5.0	$12.50
7	LIFT STATION SITE GRADING	LS	1	$21,600.00	$21,600.00	1	$21,600.00	-	$0.00
8	CL.5 AGGREGATE BASE	TN	1101	$18.00	$19,818.00	1,139	$20,494.98	37.6	$676.98
9	SPWEA240B BITUMINOUS WEAR COURSE, DRIVES	SY	120	$44.00	$5,280.00	107	$4,708.00	-13.0	-$572.00
10	SPNWB230B BITUMINOUS NON-WEAR COURSE, STREETS	TN	165	$194.00	$32,010.00	7	$1,358.00	-158.0	-$30,652.00
11	SPWEA240B BITUMINOUS WEAR COURSE, STREETS	TN	125	$194.00	$24,250.00	7	$1,358.00	-118.0	-$22,892.00
12	BITUMINOUS MATERIAL FOR TACK COAT	GA	69	$4.25	$293.25	0	$0.00	-69.0	-$293.25
13	CONCRETE CURB & GUTTER	LF	20	$55.00	$1,100.00	25	$1,375.00	5.0	$275.00
14	CL.5 AGGREGATE BASE, SHOULDER	TN	55	$47.00	$2,585.00	5	$235.00	-50.0	-$2,350.00
15	15" CMP PIPE CULVERT W/APRON	LF	178	$47.00	$8,366.00	286	$13,442.00	108.0	$5,076.00
16	CL. 3 RIP RAP W/ GEOTEXTLE FABRIC	CY	5	$125.00	$625.00	10	$1,250.00	5.0	$625.00
17	OFF ROAD STRUCTURE MARKER	EA	25	$88.00	$2,200.00	14	$1,232.00	-11.0	-$968.00
	SUBTOTAL - DIVISION 4				$120,916.25		$69,911.08		-$51,005.17
	TOTALS - BASE CONTRACT				**$3,416,900.40**		**$3,359,972.86**		**-$56,927.54**
	CHANGE ORDER NO. 1								
CO1-1	8" PVC, SDR 23.5 SANITARY SEWER (25'-30' DEPTH)	LF	44.0	$200.00	$8,800.00	40.0	$8,000.00	-4.0	-$800.00
CO1-2	4" POLYSTYRENE INSULATION	SY	10.5	$35.00	$367.50	42.5	$1,487.50	32.0	$1,120.00
	TOTALS - CHANGE ORDER NO. 1				**$9,167.50**		**$9,487.50**		**$320.00**
	CHANGE ORDER NO. 2								
CO2-1	COST FOR ADDITIONAL EASEMENT TO RELOCATE MH 0-1	LS	1.0	-$3,500.00	-$3,500.00	1.0	-$3,500.00	-	$0.00
CO2-2	8" X 8" WET TAP INCL. VALVE & SLEEVE	EA	1.0	$5,500.00	$5,500.00	1.0	$5,500.00	-	$0.00
CO2-3	12" DIP CL. 52 WATERMAIN INCL. FITTINGS	LF	328.0	$75.00	$24,600.00	283.0	$21,225.00	-45.0	-$3,375.00
	TOTALS - CHANGE ORDER NO. 2				**$26,600.00**		**$23,225.00**		**-$3,375.00**
	CHANGE ORDER NO. 4								
CO4-1	ADDITIONAL FILL & GRADING AT LS SITE	CY	699.0	$8.66	$6,053.34	699.0	$6,053.34	-	$0.00
	TOTALS - CHANGE ORDER NO. 4				**$6,053.34**		**$6,053.34**		**$0.00**
	CHANGE ORDER NO. 5								
CO5-1	LOCKING COVER FOR AUTOMATIC TRANSFER SWITCH	LS	1.0	$1,050.00	$1,050.00	1.0	$1,050.00	-	$0.00
CO5-2	MILL AND REPAVE LAKE ELMO AVE AND 30TH ST INTERSECTION	LS	1.0	$3,000.00	$3,000.00	1.0	$3,000.00	-	$0.00
CO5-3	GRADING FOR RIPRAP CHANNEL ALONG LS DRIVEWAY	LS	1.0	$1,400.00	$1,400.00	1.0	$1,400.00	-	$0.00
CO5-4	INSTALL RIPRAP CHANNEL ALONG LS DRIVEWAY	TN	70.0	$72.25	$5,057.50	70.0	$5,057.50	-	$0.00
	TOTALS - CHANGE ORDER NO. 5				**$10,507.50**		**$10,507.50**		**$0.00**
	TOTALS - DIFFERENCE IN CONTRACT AND ACTUAL WORK COMPLETE				**$3,469,228.74**		**$3,409,246.20**		**-$59,982.54**

THE CITY OF LAKE ELMO

MAYOR & COUNCIL COMMUNICATION

DATE: 07/15/2014
CONSENT ITEM # 7

AGENDA ITEM: Lake Elmo Avenue Sewer Infrastructure Improvements: I-94 to 30th Street – Accept Improvements and Pay Request No. 8 (Final)

SUBMITTED BY: Ryan Stempski, Project Engineer

THROUGH: Dean A. Zuleger, City Administrator

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

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: No additional fiscal impact.

Final payment is proposed in accordance with the Contract for the project. Payment remains within authorized contract amount and approved change orders for the project.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider, *as part of the consent agenda,* accepting the improvements and approving Pay Request No. 8 (Final) to Minger Construction, Inc. in the amount of $176,079.90 for the Lake Elmo Avenue Infrastructure Improvements: I-94 to 30th Street. The work has been reviewed by the Engineer and is fully completed in accordance with the Contract, Plans and Specifications, and Change Orders. If removed from the consent agenda, the recommended motion for this action is as follows:

"Move to accept the improvements for the Lake Elmo Avenue Infrastructure Improvements: I-94 to 30th Street and approve Pay Request No. 8 (Final) to Minger Construction, Inc. in the amount of $176,079.90."

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

Minger Construction Inc. has completed the Lake Elmo Avenue Infrastructure Improvements: I-94 to 30th Street in accordance with the construction contract awarded by the council on August 6, 2013. The Project Engineer has prepared a Certification of Completion indicating that all work is completed including all punchlist items and is recommending acceptance of the improvements and release of the final retainage. Project acceptance will initiate the one-year warranty period for the improvements. The one-year warranty period will begin on July 15, 2014 and will extend to July 15, 2015.

The final construction cost for the project is $3,409,246.20 which is 1.6% under the original contract amount of $3,463,201.60. The Project is being funded partially through the MN-DEED sewer system grant with the remaining funds covered through the issuance of bonds with the debt retirement to be covered with the collection of Sewer Availability and Sewer Connection charges established by the City.

Final payment will be made to the Contractor, including the release of all retained funds, upon receipt of the Contractor's signed Pay Request No. 8 (Final) and receipt of all lien waivers.

RECOMMENDATION:

Staff is recommending that the City Council consider approving, *as part of the Consent Agenda*, accepting the improvements for the Lake Elmo Avenue Infrastructure Improvements: I-94 to 30th Street, and approving Pay Request No. 8 (Final) in the amount of $176,079.90. If removed from the consent agenda, the recommended motion for this action is as follows:

"Move to accept the improvements for the Lake Elmo Avenue Infrastructure Improvements: I-94 to 30th Street and approve Pay Request No. 8 (Final) to Minger Construction, Inc. in the amount of $176,079.90."

ATTACHMENT(S):

1. Pay Request No. 8 (Final)
2. Certification of Completion

PROJECT PAY FORM

PARTIAL PAY ESTIMATE NO. **8 (FINAL)**

FOCUS ENGINEERING, inc.

LAKE ELMO AVENUE SEWER INFRASTRUCTURE IMPROVEMENTS
PROJECT NO. 2013.123

PERIOD OF ESTIMATE
FROM **6/1/2014** TO **6/30/2014**

PROJECT OWNER:
CITY OF LAKE ELMO
3800 LAVERNE AVENUE NORTH
LAKE ELMO, MN 55042
ATTN: JACK GRIFFIN, CITY ENGINEER

CONTRACTOR:
MINGER CONSTRUCTION, INC.
2471 GALPIN COURT, SUITE 110, PO BOX 236
CHANHASSEN, MN 55317-0236
ATTN: AARON HOEFS, PROJECT MANAGER

CONTRACT CHANGE ORDER SUMMARY

No.	Approval Date	Amount	
		Additions	Deductions
1	10/15/2013	$0.00	$19,603.70
2	11/6/2013	$9,070.00	$0.00
3	1/6/2014	$0.00	$0.00
4	2/5/2014	$6,053.34	$0.00
5	6/17/2014	$10,507.50	$0.00
6	7/15/2014		$59,982.54
TOTALS		$25,630.84	$79,586.24
NET CHANGE		($53,955.40)	

PAY ESTIMATE SUMMARY

1. Original Contract Amount	$3,463,201.60
2. Net Change Order Sum	-$53,955.40
3. Revised Contract (1+2)	$3,409,246.20
4. *Work Completed	$3,409,246.20
5. *Stored Materials	$0.00
6. Subtotal (4+5)	$3,409,246.20
7. Retainage* 0.0%	$0.00
8. Previous Payments	$3,233,166.30
9. Amount Due (6-7-8)	**$176,079.90**

**Detailed Breakdown Attached*

CONTRACT TIME

START DATE:	9/9/2013	ORIGINAL DAYS	265	ON SCHEDULE	
SUBSTANTIAL COMPLETION:	2/14/2014	REVISED DAYS	0	YES	☐
FINAL COMPLETION:	6/1/2014	REMAINING	-29	NO	X

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

7-9-2014
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

DATE

APPROVED BY OWNER: **CITY OF LAKE ELMO, MINNESOTA**

BY

DATE

BY

DATE

PARTIAL PAY ESTIMATE NO. 8 (FINAL)

LAKE ELMO AVENUE SEWER INFRASTRUCTURE IMPROVEMENTS
CITY OF LAKE ELMO, MINNESOTA
PROJECT NO. 2013.123

FOCUS ENGINEERING, inc.

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
	DIVISION 1 - GENERAL								
1	MOBILIZATION	LS	1	$33,000.00	$33,000.00	0.00	$0.00	1	$33,000.00
2	TRAFFIC CONTROL	LS	1	$16,500.00	$16,500.00	0.00	$0.00	1.00	$16,500.00
3	SILT FENCE	LF	3654	$1.65	$6,029.10	30.00	$49.50	1,857	$3,064.05
4	ROCK CONSTRUCTION ENTRANCE	EA	3	$970.00	$2,910.00	0.00	$0.00	1.0	$970.00
5	WATER FOR DUST CONTROL	MGAL	2	$278.00	$556.00	0.00	$0.00	0	$0.00
6	TREE REMOVAL	EA	206	$266.00	$54,796.00	0.00	$0.00	209	$55,594.00
7	CLEARING & GRUBBING	AC	1.9	$4,160.00	$7,904.00	0.00	$0.00	1.9	$7,904.00
8	INLET PROTECTION	EA	4	$350.00	$1,400.00	0.00	$0.00	6	$2,100.00
9	HYDRO MULCH W/ SEED & FERTILIZER	AC	9.49	$3,700.00	$35,113.00	0.00	$0.00	9.34	$34,558.00
10	SEEDING (WETLAND MIX)	AC	0.2	$4,250.00	$850.00	0.00	$0.00	0	$0.00
11	EROSION CONTROL BLANKET (WOOD FIBER)	SY	5625	$1.10	$6,187.50	300.00	$330.00	5,570	$6,127.00
12	TOPSOIL BORROW	CY	500	$13.00	$6,500.00	0.00	$0.00	300	$3,900.00
13	DITCH CHECK	LF	60	$5.25	$315.00	0.00	$0.00	60	$315.00
14	MODULAR BLOCK RETAINING WALL	SF	60	$55.00	$3,300.00	0.00	$0.00	0	$0.00
15	SALVAGE/SALVAGE AND REINSTALL EXISITNG IRRIGATION PUMP HOUSE	LS	0	$1,400.00	$0.00	0.00	$0.00	0	$0.00
16	RAIN GARDEN	LS	1	$11,500.00	$11,500.00	0.00	$0.00	1	$11,500.00
	SUBTOTAL - DIVISION 1				$186,860.60		$379.50		$175,532.05
	DIVISION 2 - SANITARY SEWER								
1	CONNECT TO EXISTING MANHOLE	EA	1	$11,600.00	$11,600.00	0.00	$0.00	1	$11,600.00
2	SALVAGE & REINSTALL EXISTING SANITARY SEWER MANHOLE	EA	1	$3,760.00	$3,760.00	0.00	$0.00	1	$3,760.00
3	SALVAGE & REINSTALL EXISTING SANITARY SEWER	LF	100	$84.00	$8,400.00	0.00	$0.00	52	$4,368.00
4	LIFT STATION STRUCTURE, VALVE VAULT, AND PIPING	LS	1	$187,000.00	$187,000.00	0.00	$0.00	1	$187,000.00
5	LIFT STATION PUMPS AND ACCESSORIES	LS	1	$66,750.00	$66,750.00	0.00	$0.00	1.00	$66,750.00
6	LIFT STATION ELECTRICAL AND CONTROLS	LS	1	$134,000.00	$134,000.00	0.00	$0.00	1.00	$134,000.00
7	GENERATOR	LS	1	$98,250.00	$98,250.00	0.00	$0.00	1.00	$98,250.00
8	CHEMICAL FEED SYSTEM	LS	1	$243,000.00	$243,000.00	0.00	$0.00	1.00	$243,000.00
9	16" HDPE FORCEMAIN, INSTALLED BY HDD	LF	15649	$81.00	$1,267,569.00	0.00	$0.00	15,619	$1,265,139.00
10	16" HDPE FORCEMAIN, INSTALLED BY OPEN CUT	LF	399	$57.00	$22,743.00	0.00	$0.00	438	$24,966.00
11	8" PVC, SDR 35 SANITARY SEWER (10'-15' DEPTH)	LF	15	$155.00	$2,325.00	0.00	$0.00	15	$2,325.00
12	8" PVC, SDR 35 SANITARY SEWER (15'-20' DEPTH)	LF	15	$155.00	$2,325.00	0.00	$0.00	15	$2,325.00
13	8" PVC, SDR 35 SANITARY SEWER (20'-25' DEPTH)	LF	0	$155.00	$0.00	0.00	$0.00	0	$0.00
14	18" PVC, SDR 26 SANITARY SEWER (10-15' DEPTH)	LF	213	$91.00	$19,383.00	0.00	$0.00	211	$19,201.00
15	18" PVC, SDR 26 SANITARY SEWER (15-20' DEPTH)	LF	193	$91.00	$17,563.00	0.00	$0.00	193	$17,563.00
16	18" PVC, PS115 SANITARY SEWER (30-35" DEPTH)	LF	25	$258.00	$6,450.00	0.00	$0.00	20	$5,160.00
17	24" SANITARY SEWER (0-10' DEPTH)	LF	45	$116.00	$5,220.00	0.00	$0.00	61	$7,076.00
18	24" SANITARY SEWER (10-15' DEPTH)	LF	999	$116.00	$115,884.00	0.00	$0.00	1,513	$175,508.00
19	24" SANITARY SEWER (15-20' DEPTH)	LF	1353	$116.00	$156,948.00	0.00	$0.00	934	$108,344.00
20	24" SANITARY SEWER (20-25' DEPTH)	LF	583	$116.00	$67,628.00	0.00	$0.00	486	$56,376.00
21	24" SANITARY SEWER (25-30' DEPTH)	LF	213	$116.00	$24,708.00	0.00	$0.00	202	$23,432.00
22	24" SANITARY SEWER (30-35' DEPTH)	LF	92	$116.00	$10,672.00	0.00	$0.00	153	$17,748.00
23	24" SANITARY SEWER (35'-40' DEPTH)	LF	169	$116.00	$19,604.00	0.00	$0.00	105	$12,180.00
24	6" PVC, SDR 26 SOLVENT WELD SERVICE PIPE	LF	20	$82.00	$1,640.00	0.00	$0.00	120	$9,840.00
25	6" ON 18" WYE BRANCH	EA	1	$1,140.00	$1,140.00	0.00	$0.00	6	$6,840.00
26	48" DIAMETER SAN. MANHOLE, TYPE 301 (0'-10' DEPTH)	EA	12	$4,900.00	$58,800.00	0.00	$0.00	11	$53,900.00
27	54" DIAMETER SAN. MANHOLE, TYPE 301 (0'-10' DEPTH)	EA	4	$8,400.00	$33,600.00	0.00	$0.00	5	$42,000.00
28	48" DIAMETER SAN. MANHOLE, TYPE 301 EXTRA DEPTH (>10' DEPTH)	VF	120.1	$73.00	$8,767.30	0.00	$0.00	112.0	$8,173.08
29	54" DIAMETER SAN. MANHOLE, TYPE 301 EXTRA DEPTH (>10' DEPTH)	VF	44.1	$120.00	$5,292.00	0.00	$0.00	56.2	$6,746.40
30	72" CLEANOUT MANHOLE	EA	5	$10,400.00	$52,000.00	0.00	$0.00	5	$52,000.00
31	72" AIR RELEASE MANHOLE	EA	4	$13,500.00	$54,000.00	0.00	$0.00	4	$54,000.00
32	6" DIP CLASS 50 SANITARY SEWER	LF	0	$108.00	$0.00	0.00	$0.00	0	$0.00
33	18" DIP CLASS 50 SANITARY SEWER	LF	18	$138.00	$2,484.00	0.00	$0.00	20	$2,760.00
34	24" DIP CLASS 50 SANITARY SEWER	LF	36	$301.00	$10,836.00	0.00	$0.00	40	$12,040.00
35	EXTERNAL MANHOLE DROP	EA	3	$9,300.00	$27,900.00	0.00	$0.00	3	$27,900.00
36	16" RES. SEAT GATE VALVE & BOX	EA	18	$8,000.00	$144,000.00	0.00	$0.00	18	$144,000.00
37	EXCAVATE, SALVAGE, AND STOCKPILE WETLAND SOIL (CV)	CY	803	$1.00	$803.00	0.00	$0.00	300	$300.00
38	PLACE SALVAGED WETLAND SOIL (CV)	CY	803	$1.00	$803.00	0.00	$0.00	300	$300.00
39	TRENCH STABILIZATION ROCK	LF	300	$32.00	$9,600.00	0.00	$0.00	0	$0.00
40	TELEVISING	LF	4541	$1.25	$5,676.25	381.00	$476.25	4,389	$5,486.25
41	HORIZONTAL DIRECTIONAL DRILLING BORE PITS	LS	1	$190,000.00	$190,000.00	0.00	$0.00	1.00	$190,000.00
	SUBTOTAL - DIVISION 2				$3,099,123.55		$476.25		$3,102,356.73

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
	DIVISION 3 - WATERMAIN								
1	8"X6" WET TAP (INCLUDE SLEEVE AND VALVE)	EA	0	$5,100.00	$0.00	0.00	$0.00	0	$0.00
2	6" DIP, CL. 52 WATERMAIN	LF	100	$41.00	$4,100.00	0.00	$0.00	153	$6,273.00
3	6" RES. SEAT GATE VALVE & BOX	EA	1	$1,300.00	$1,300.00	0.00	$0.00	1	$1,300.00
4	6" HYDRANT (8'-6' BURY)	EA	1	$4,600.00	$4,600.00	0.00	$0.00	1	$4,600.00
	SUBTOTAL - DIVISION 3				$10,000.00		$0.00		$12,173.00
	DIVISION 4 - STREETS AND RESTORATION								
1	SAWCUT BITUMINOUS PAVEMENT	LF	85	$5.50	$467.50	0.00	$0.00	80	$440.00
2	REMOVE PIPE CULVERT (ALL TYPES & SIZES)	LF	178	$4.50	$801.00	0.00	$0.00	178	$801.00
3	SALVAGE & REINSTALL WOOD WIER	EA	1	$1,050.00	$1,050.00	0.00	$0.00	1.0	$1,050.00
4	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT, DRIVES	SY	120	$2.90	$348.00	0.00	$0.00	135	$391.50
5	REMOVE & DISPOSE OF EXIST. BITUMINOUS PAVEMENT, STREETS	SY	25	$2.90	$72.50	0.00	$0.00	39	$113.10
6	REMOVE & DISPOSE OF EXIST. CONCRETE CURB & GUTTER	LF	20	$2.50	$50.00	0.00	$0.00	25	$62.50
7	LIFT STATION SITE GRADING	LS	1	$21,600.00	$21,600.00	0.00	$0.00	1	$21,600.00
8	CL.5 AGGREGATE BASE	TN	1101	$18.00	$19,818.00	0.00	$0.00	1,139	$20,494.98
9	SPWEA240B BITUMINOUS WEAR COURSE, DRIVES	SY	120	$44.00	$5,280.00	0.00	$0.00	107	$4,708.00
10	SPNWB230B BITUMINOUS NON-WEAR COURSE, STREETS	TN	165	$194.00	$32,010.00	0.00	$0.00	7	$1,358.00
11	SPWEA240B BITUMINOUS WEAR COURSE, STREETS	TN	125	$194.00	$24,250.00	0.00	$0.00	7	$1,358.00
12	BITUMINOUS MATERIAL FOR TACK COAT	GA	69	$4.25	$293.25	0.00	$0.00	0	$0.00
13	CONCRETE CURB & GUTTER	LF	20	$55.00	$1,100.00	0.00	$0.00	25	$1,375.00
14	CL.5 AGGREGATE BASE, SHOULDER	TN	55	$47.00	$2,585.00	0.00	$0.00	5	$235.00
15	15" CMP PIPE CULVERT W/APRON	LF	178	$47.00	$8,366.00	0.00	$0.00	286	$13,442.00
16	CL. 3 RIP RAP W/ GEOTEXTLE FABRIC	CY	5	$125.00	$625.00	0.00	$0.00	10	$1,250.00
17	OFF ROAD STRUCTURE MARKER	EA	25	$88.00	$2,200.00	0.00	$0.00	14	$1,232.00
	SUBTOTAL - DIVISION 4				$120,916.25		$0.00		$69,911.08
	TOTALS - BASE CONTRACT				$3,416,900.40		$855.75		$3,359,972.86
	CHANGE ORDER NO. 1								
CO1-1	8" PVC, SDR 23.5 SANITARY SEWER (25'-30' DEPTH)	LF	44.0	$200.00	$8,800.00	0.00	$0.00	40.0	$8,000.00
CO1-2	4" POLYSTYRENE INSULATION	SY	10.5	$35.00	$367.50	0.00	$0.00	42.5	$1,487.50
	TOTALS - CHANGE ORDER NO. 1				$9,167.50		$0.00		$9,487.50
	CHANGE ORDER NO. 2								
CO2-1	COST FOR ADDITIONAL EASEMENT TO RELOCATE MH 0-1	LS	1.0	-$3,500.00	-$3,500.00	0.00	$0.00	1.0	-$3,500.00
CO2-2	8" X 8" WET TAP INCL. VALVE & SLEEVE	EA	1.0	$5,500.00	$5,500.00	0.00	$0.00	1.0	$5,500.00
CO2-3	12" DIP CL. 52 WATERMAIN INCL. FITTINGS	LF	328.0	$75.00	$24,600.00	0.00	$0.00	283.0	$21,225.00
	TOTALS - CHANGE ORDER NO. 2				$26,600.00		$0.00		$23,225.00
	CHANGE ORDER NO. 4								
CO4-1	ADDITIONAL FILL & GRADING AT LS SITE	CY	699.0	$8.66	$6,053.34	0.00	$0.00	699.0	$6,053.34
	TOTALS - CHANGE ORDER NO. 4				$6,053.34		$0.00		$6,053.34
	CHANGE ORDER NO. 5								
CO5-1	LOCKING COVER FOR AUTOMATIC TRANSFER SWITCH	LS	1.0	$1,050.00	$1,050.00	0.00	$0.00	1.0	$1,050.00
CO5-2	MILL AND REPAVE LAKE ELMO AVE AND 30TH ST INTERSECTION	LS	1.0	$3,000.00	$3,000.00	0.00	$0.00	1.0	$3,000.00
CO5-3	GRADING FOR RIPRAP CHANNEL ALONG LS DRIVEWAY	LS	1.0	$1,400.00	$1,400.00	0.00	$0.00	1.0	$1,400.00
CO5-4	INSTALL RIPRAP CHANNEL ALONG LS DRIVEWAY	TN	70.0	$72.25	$5,057.50	70.00	$5,057.50	70.0	$5,057.50
	TOTALS - CHANGE ORDER NO. 5				$10,507.50		$5,057.50		$10,507.50
	COMPENSATING CHANGE ORDER NO. 6								
CO6-1		LS	1.0	-$59,982.54	-$59,982.54	0.00	$0.00	0.0	$0.00
					-$59,982.54				
	TOTALS - REVISED CONTRACT				$3,409,246.20		$5,913.25		$3,409,246.20

CERTIFICATE OF COMPLETION

DATE OF ISSUANCE: **JULY 15, 2014**

OWNER:	CITY OF LAKE ELMO, MN
CONTRACTOR:	MINGER CONSTRUCTION, INC.
PROJECT NAME:	LAKE ELMO AVENUE SEWER INFRASTRUCTURE IMPROVEMENTS
PROJECT NO.:	2013.123

☒ This Certification of Completion applies to all work under the Contract Documents
☐ This Certification of Completion applies to the following specified parts of the Contract Documents

I do hereby certify that the work to which this Certificate applies has been constructed in accordance with the Contract dated **SEPTEMBER 10, 2013**. The above-mentioned improvement is hereby declared to be complete and acceptance of this work is recommended.

DATE OF COMPLETION: **JULY 15, 2014**

Ryan Stempski, P.E. Reg. No. 45395

FOCUS Engineering, Inc.

THE WARRANTY PERIOD BEGINS **JULY 15, 2014** AND ENDS **JULY 15, 2015**

THE CITY OF LAKE ELMO

MAYOR & COUNCIL COMMUNICATION

DATE: 07/15/2014
CONSENT ITEM # 8

AGENDA ITEM: Section 34 Water and Sewer Utility Extension Improvements– Compensating Change Order No. 3

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: Reduced contract amount of $8,365.36

This change order reconciles the estimated and actual quantities installed on the project and decreases the contract amount by $8,365.36. With this change order and previous change orders on the project, the final contract amount is $1,704,681.96 which is $2,797.46 (0.2%) over the original construction contract award. The construction contract therefore remains within the original project budget and contingency amount as authorized on September 3, 2013.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider approving, *as part of the consent agenda,* Compensating Change Order No. 3 for the Section 34 Water and Sewer Extension Improvements to reconcile the estimated and actual quantities installed on the project. If removed from the consent agenda, the recommended motion for the action is as follows:

"Move to approve Compensating Change Order No. 3 for the Section 34 Water and Sewer Utility Extension Improvements, thereby decreasing the final contract amount by $8,365.36."

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

Redstone Construction Company, Inc. was awarded a construction contract on September 3, 2013 to construct the Section 34 Water and Sewer Utility Extension Improvements. The contractor has completed the work in accordance with the contract and with approval of this change order the contract amount will be adjusted to reflect quantities actually installed as a part of the project. The overall decrease in the contract amount for this change order is $8,365.36 as detailed on the attached itemization.

The final contract amount is $1,704,681.96 which is 0.2% over the original construction contract award. The construction contract remains within the original project budget and contingency amount as authorized September 3, 2013.

RECOMMENDATION:

Staff is recommending that the City Council consider, *as part of the Consent Agenda*, approving Compensating Change Order No. 3 for the Section 34 Water and Sewer Utility Extension Improvements, thereby decreasing the final contract amount by $8,365.36. If removed from the consent agenda, the recommended motion for this action is as follows:

"Move to approve Compensating Change Order No. 3 for the Section 34 Water and Sewer Utility Extension Improvements, thereby decreasing the final contract amount by $8,365.36."

ATTACHMENT(S):

1. Compensating Change Order No. 3

CONTRACT CHANGE ORDER FORM

CITY OF LAKE ELMO, MINNESOTA
SECTION 34 WATER & SEWER UTILITY EXTENSION IMPROV
PROJECT NO. 2013.126

FOCUS ENGINEERING, inc.

CHANGE ORDER NO. 3 **DATE:** July 15, 2014

TO: REDSTONE CONSTRUCTION COMPANY, INC. , PO BOX 218, MORA, MN 55051

This Document will become a supplement to the Contract and all provisions will apply hereto. The Contract Documents are modified as follows upon execution of this Change Order.

CHANGE ORDER DESCRIPTION / JUSTIFICATION:

Per the project Contract Documents the original contract amount and basis of award is established using the estimated quantities for each item of work listed in the bid schedule and multiplying them by the Contractor's corresponding unit bid price. The Contractor is paid for the actual final quantities installed on the project at the unit bid prices.

At the completion of the project, a compensating change order is prepared to revise the estimated quantities for each work item listed in the bid schedule to the actual quantities installed and the corresponding Contract Amount is revised accordingly.

This compensating change order reflects a net decrease to the contract amount by $8,365.36.

Attachments (list documents supporting change): Itemization

ITEM	DESCRIPTION OF PAY ITEM	UNIT	QTY	UNITE PRICE	INCREASE/(DECREASE)
	**See attached itemization for Change Order Items				
				NET CONTRACT CHANGE	**($8,365.36)**

Amount of Original Contract	$	1,701,884.50
Sum of Additions/Deductions approved to date (CO #1)	$	11,162.82
Contract Amount to date	$	1,713,047.32
Amount of this Change Order (~~ADD~~) (DEDUCT) (~~NO CHANGE~~)	$	(8,365.36)
Revised Contract Amount	$	1,704,681.96

The Contract Period for Completion will be (UNCHANGED) (~~INCREASED~~) (~~DECREASED~~) **0** **days**

APPROVED BY ENGINEER: FOCUS Engineering, inc.

ENGINEER

DATE

APPROVED BY CONTRACTOR

BY

DATE

APPROVED BY OWNER: CITY OF LAKE ELMO, MINNESOTA

BY

DATE

BY

DATE

CHANGE ORDER NO. 3

SECTION 34 WATER & SEWER UTILITY EXTENSION IMPROVEMENTS
CITY OF LAKE ELMO, MINNESOTA
PROJECT NO. 2013.126

FOCUS ENGINEERING, inc.

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			TOTAL TO DATE		COMPENSATING CO NO. 3	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	NET CHANGE	AMOUNT
	DIVISION 1 - GENERAL								
1	MOBILIZATION	LS	1.00	$48,000.00	$48,000.00	1.00	$48,000.00	-	$0.00
2	TRAFFIC CONTROL	LS	1	$6,300.00	$6,300.00	1	$6,300.00	-	$0.00
3	CLEAR AND GRUB TREES	LS	1	$19,000.00	$19,000.00	1	$19,000.00	-	$0.00
4	TEMPORARY ROCK CONSTRTUCTION ENTRANCE	EA	2	$1,100.00	$2,200.00	0	$0.00	-2.0	-$2,200.00
5	STREET SWEEPING	HR	40	$175.00	$7,000.00	2	$350.00	-38.0	-$6,650.00
	SUBTOTAL - DIVISION 1				$82,500.00		$73,650.00		-$8,850.00
	DIVISION 2 - SANITARY SEWER (GRAVITY SEWER - HUDSON BLVD.)								
6	CONCRETE JERSEY BARRIERS	LF	900	$21.00	$18,900.00	900	$18,900.00	-	$0.00
7	REMOVE AND DISPOSE OF EXISTING BITUMINOUS DRIVEWAY	SY	500	$2.20	$1,100.00	778	$1,711.60	278.0	$611.60
8	REMOVE PIPE CULVERT	LF	245	$5.50	$1,347.50	235	$1,292.50	-10.0	-$55.00
9	REMOVE SANITARY SEWER PIPE	LF	13	$6.55	$85.15	13	$85.15	-	$0.00
10	SALVAGE AND REINSTALL 12" RCP, INCL APRONS	LF	50	$22.10	$1,105.00	50	$1,105.00	-	$0.00
11	PATCH BITUMINOUS DRIVEWAY	SY	500	$35.00	$17,500.00	678	$23,730.00	178.0	$6,230.00
12	PATCH GRAVEL DRIVEWAY	TN	100	$15.00	$1,500.00	600	$9,000.00	500.0	$7,500.00
13	29" X 42" ARCH CMP CULVERT	LF	69	$51.90	$3,581.10	133	$6,902.70	64.0	$3,321.60
14	30" CMP CULVERT	LF	71	$44.20	$3,138.20	67	$2,961.40	-4.0	-$176.80
15	36" CMP CULVERT	LF	35	$51.90	$1,816.50	35	$1,816.50	-	$0.00
16	42" CMP CULVERT	LF	64	$76.20	$4,876.80	0	$0.00	-64.0	-$4,876.80
17	29" X 42" ARCH CMP CULVERT	EA	2	$498.00	$996.00	4	$1,992.00	2.0	$996.00
18	30" CMP APRON	EA	3	$389.00	$1,167.00	3	$1,167.00	-	$0.00
19	36" CMP APRON	EA	2	$573.00	$1,146.00	2	$1,146.00	-	$0.00
20	42" CMP APRON	EA	2	$1,110.00	$2,220.00	0	$0.00	-2.0	-$2,220.00
21	CONNECT TO EXISTING SANITARY SEWER MH	EA	1	$993.00	$993.00	1	$993.00	-	$0.00
22	8" PVC SANITARY SEWER, SDR 35, 0' - 10' DEEP	LF	25	$38.90	$972.50	28	$1,089.20	3.0	$116.70
23	10" PVC SANITARY SEWER, SDR 26, 25' - 30' DEEP	LF	20	$154.00	$3,080.00	20	$3,080.00	-	$0.00
24	12" PVC SANITARY SEWER, SDR 35, 0' - 10' DEEP	LF	885	$36.20	$32,037.00	860	$31,132.00	-25.0	-$905.00
25	12" PVC SANITARY SEWER, SDR 35, 10' - 15' DEEP	LF	675	$40.00	$27,000.00	700	$28,000.00	25.0	$1,000.00
26	12" PVC SANITARY SEWER, SDR 35, 15' - 20' DEEP	LF	290	$71.40	$20,706.00	287	$20,491.80	-3.0	-$214.20
27	12" PVC SANITARY SEWER, SDR 35, 15' - 20' DEEP	LF	65	$83.60	$5,434.00	63	$5,266.80	-2.0	-$167.20
28	12" PVC SANITARY SEWER, SDR 26, 20' - 25' DEEP	LF	200	$91.20	$18,240.00	200	$18,240.00	-	$0.00
29	12" PVC SANITARY SEWER, SDR 26, 25' - 30' DEEP	LF	560	$103.00	$57,680.00	516	$53,148.00	-44.0	-$4,532.00
30	JACK 12" PVC SANITARY SEWER	LF	40	$410.00	$16,400.00	40	$16,400.00	-	$0.00
31	ROCK FOUNDATION BORROW	LF	1,300	$0.01	$13.00	0	$0.00	-1300.0	-$13.00
32	INSULATION, 2" THICK	SY	150	$19.90	$2,985.00	188.3	$3,747.17	38.3	$762.17
33	PLACE FILL OVER SANITARY SEWER PIPE (LV)	CY	150	$7.75	$1,162.50	150	$1,162.50	-	$0.00
34	CROSS HIGH PRESSURE GAS PIPE LINE	LS	1	$2,760.00	$2,760.00	1	$2,760.00	-	$0.00
35	SANITARY SEWER MH, 4' DIAMETER	EA	8	$2,530.00	$20,240.00	8	$20,240.00	-	$0.00
36	EXCESS MANHOLE DEPTH, 4' DIAMETER	LF	56	$97.20	$5,443.20	45.98	$4,469.26	-10.0	-$973.94
37	TELEVISE SANITARY SEWER	LF	2,672	$1.75	$4,676.00	3,520	$6,159.50	847.7	$1,483.50
38	OFF ROAD STRUCTURE MARKER	EA	7	$55.20	$386.40	7	$386.40	-	$0.00
39	SEED MIX 250 & BLANKET	SY	5,000	$1.10	$5,500.00	5,000	$5,500.00	-	$0.00
40	SEED MIX 270 & BLANKET	SY	5,200	$1.14	$5,928.00	0	$0.00	-5200.0	-$5,928.00
41	SEED MIX 250 & HYDROMULCH	SY	5,000	$0.42	$2,100.00	17,000	$7,140.00	12000.0	$5,040.00
42	SEED MIX 270 & HYDROMULCH	SY	5,200	$0.46	$2,392.00	1,040	$478.40	-4160.0	-$1,913.60
43	EROSION STABILIZATION MAT	SY	150	$9.90	$1,485.00	0	$0.00	-150.0	-$1,485.00
44	TEMPORARY SEED MIX 100 AND MULCH	AC	4	$686.00	$2,744.00	0	$0.00	-4.0	-$2,744.00
45	DITCH CHECK	EA	8	$97.50	$780.00	0	$0.00	-8.0	-$780.00
46	CULVERT INLET PROTECTION	EA	8	$200.00	$1,600.00	0	$0.00	-8.0	-$1,600.00
47	SILT FENCE	LF	1,500	$1.71	$2,565.00	1,352	$2,311.92	-148.0	-$253.08
	SUBTOTAL - DIVISION 2				$305,781.85		$304,005.80		-$1,776.05

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			TOTAL TO DATE		COMPENSATING CO NO. 3	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	NET CHANGE	AMOUNT
	DIVISION 3 - SANITARY SEWER (LIFT STATION SYSTEM)								
48	REMOVE AND DISPOSE OF EXISTING BITUMINOUS DRIVEWAY	SY	570	$2.75	$1,567.50	818	$2,249.50	248.0	$682.00
49	REMOVE AND DISPOSE OF EXISTING CONCRETE DRIVEWAY	SY	40	$8.75	$350.00	40	$350.00	-	$0.00
50	REMOVE AND DISPOSE OF CONCRETE CURB AND GUTTER	LF	30	$4.35	$130.50	30	$130.50	-	$0.00
51	REMOVE PIPE CULVERT	LF	165	$5.50	$907.50	202	$1,111.00	37.0	$203.50
52	SALVAGE AND REINSTALL 18" RCP, INCL APRONS	LF	60	$24.30	$1,458.00	24	$583.20	-36.0	-$874.80
53	PATCH BITUMINOUS DRIVEWAY	SY	200	$35.00	$7,000.00	0	$0.00	-200.0	-$7,000.00
54	PATCH GRAVEL DRIVEWAY	TN	250	$15.00	$3,750.00	217	$3,255.00	-33.0	-$495.00
55	B618 CONCRETE CURB AND GUTTER	LF	30	$30.00	$900.00	0	$0.00	-30.0	-$900.00
56	12" CMP CULVERT	LF	30	$20.50	$615.00	45	$922.50	15.0	$307.50
57	18" CMP CULVERT	LF	52	$26.80	$1,393.60	116	$3,108.80	64.0	$1,715.20
58	21" CMP CULVERT	LF	40	$31.00	$1,240.00	41	$1,271.00	1.0	$31.00
59	12" CMP APRON	EA	1	$131.00	$131.00	1	$131.00	-	$0.00
60	18" CMP APRON	EA	2	$157.00	$314.00	5	$785.00	3.0	$471.00
61	21" CMP APRON	EA	2	$187.00	$374.00	2	$374.00	-	$0.00
62	8" DIP SANITARY SEWER, CLASS 52, 10' - 15' DEEP	LF	40	$44.30	$1,772.00	40	$1,772.00	-	$0.00
63	8" PVC SANITARY SEWER, SDR 35, 0' - 10' DEEP	LF	700	$25.70	$17,990.00	699	$17,964.30	-1.0	-$25.70
64	8" PVC SANITARY SEWER, SDR 35, 10' - 15' DEEP	LF	1,275	$28.00	$35,700.00	957	$26,796.00	-318.0	-$8,904.00
65	8" PVC SANITARY SEWER, SDR 35, 15' - 20' DEEP	LF	425	$59.00	$25,075.00	744	$43,896.00	319.0	$18,821.00
66	8" PVC SANITARY SEWER, SDR 35, 20' - 25' DEEP	LF	10	$74.30	$743.00	0	$0.00	-10.0	-$743.00
67	8" PVC SANITARY SEWER, SDR 26, 0' - 10' DEEP	LF	50	$28.10	$1,405.00	0	$0.00	-50.0	-$1,405.00
68	8" PVC SANITARY SEWER, SDR 26, 10' - 15' DEEP	LF	806	$34.50	$27,807.00	747	$25,771.50	-59.0	-$2,035.50
69	8" PVC SANITARY SEWER, SDR 26, 15' - 20' DEEP	LF	435	$69.90	$30,406.50	381	$26,631.90	-54.0	-$3,774.60
70	8" PVC SANITARY SEWER, SDR 26, 20' - 25' DEEP	LF	715	$82.90	$59,273.50	896	$74,278.40	181.0	$15,004.90
71	8" PVC SANITARY SEWER, SDR 26, 25' - 30' DEEP	LF	85	$94.20	$8,007.00	70	$6,594.00	-15.0	-$1,413.00
72	10" PVC SANITARY SEWER, SDR 26, 15' - 20' DEEP	LF	70	$80.10	$5,607.00	0	$0.00	-70.0	-$5,607.00
73	10" PVC SANITARY SEWER, SDR 26, 20' - 25' DEEP	LF	32	$51.50	$1,648.00	102	$5,253.00	70.0	$3,605.00
74	10" PVC SANITARY SEWER, SDR 26, 25' - 30' DEEP	LF	0	$109.00	$0.00	0	$0.00	-	$0.00
75	10" PVC SANITARY SEWER, SDR 26, 30' - 35' DEEP	LF	0	$137.00	$0.00	0	$0.00	-	$0.00
76	ROCK FOUNDATION BORROW	LF	5,000	$0.01	$50.00	0	$0.00	-5000.0	-$50.00
77	8" DIP SANITARY SEWER OUTSIDE DROP	LF	27	$162.00	$4,374.00	12.1	$1,960.20	-14.9	-$2,413.80
78	8" DIP SANITARY SEWER BLIND OUTSIDE DROP	LF	29	$151.00	$4,379.00	29.3	$4,424.30	0.3	$45.30
79	SANITARY SEWER MH, 4' DIAMETER	EA	27	$2,460.00	$66,420.00	27	$66,420.00	-	$0.00
80	EXCESS MANHOLE DEPTH, 4' DIAMETER	LF	168	$97.20	$16,368.48	187.52	$18,226.94	19.1	$1,858.46
81	TELEVISE SANITARY SEWER	LF	4,733	$1.75	$8,282.75	4,636	$8,113.00	-97.0	-$169.75
82	OFF ROAD STRUCTURE MARKER	EA	29	$55.20	$1,600.80	28	$1,545.60	-1.0	-$55.20
83	8" PVC FORCE MAIN	LF	5,960	$24.90	$148,404.00	5,940	$147,906.00	-20.0	-$498.00
84	AIR RELEASE MH	EA	2	$5,410.00	$10,820.00	2	$10,820.00	-	$0.00
85	DIP FITTINGS	LB	186	$5.95	$1,106.70	202	$1,201.90	16.0	$95.20
86	LIFT STATION	LS	1	$220,000.00	$220,000.00	1.00	$220,000.00	-	$0.00
87	BITUMINOUS DRIVEWAY (LIFT STATION)	SY	317	$33.00	$10,461.00	331	$10,923.00	14.0	$462.00
88	SEED MIX 250 & BLANKET	SY	24,600	$1.10	$27,060.00	10,910	$12,001.00	-13690.0	-$15,059.00
89	SEED MIX 250 & HYDROMULCH	SY	24,000	$0.42	$10,080.00	50,411	$21,172.62	26411.0	$11,092.62
90	EROSION STABILIZATION MAT	SY	50	$9.90	$495.00	290	$2,871.00	240.0	$2,376.00
91	SEED MIX 250, MULCH, & DISC ANCHOR	AC	5	$929.00	$4,645.00	4.5	$4,180.50	-0.5	-$464.50
92	TEMPORARY SEED MIX 100 AND MULCH	AC	15	$686.00	$10,290.00	10.06	$6,901.16	-4.9	-$3,388.84
93	WETLAND RESTORATION WITH BWSR MIX 34-181	SY	80	$9.91	$792.80	0	$0.00	-80.0	-$792.80
94	DITCH CHECK	EA	17	$97.50	$1,657.50	25	$2,437.50	8.0	$780.00
95	CULVERT INLET PROTECTION	EA	9	$200.00	$1,800.00	4	$800.00	-5.0	-$1,000.00
96	SILT FENCE	LF	5,310	$1.71	$9,080.10	2,630	$4,497.30	-2680.0	-$4,582.80
	SUBTOTAL - DIVISION 3				$793,732.23		$789,630.62		-$4,101.61
	DIVISION 4 - SANITARY SEWER (SERVICE TO CM PROPERTIES)								
97	8" PVC SANITARY SEWER, SDR 35, 0' - 10' DEEP	LF	45	$33.20	$1,494.00	45	$1,494.00	-	$0.00
98	JACK 8" PVC SANITARY SEWER	LF	60	$405.00	$24,300.00	60	$24,300.00	-	$0.00
99	SEED MIX 250 & BLANKET	SY	300	$1.10	$330.00	0	$0.00	-300.0	-$330.00
100	SILT FENCE	LF	50	$1.71	$85.50	50	$85.50	-	$0.00
	SUBTOTAL - DIVISION 4				$26,209.50		$25,879.50		-$330.00
	DIVISION 5 - SANITARY SEWER (LENNAR AREA SERVICES)								
101	8" X 4" PVC WYE, SDR 26	EA	11	$127.00	$1,397.00	11	$1,397.00	-	$0.00
102	4" PVC SANITARY SEWER SERVICE RISER	LF	130	$7.75	$1,007.50	148	$1,147.00	18.0	$139.50
	SUBTOTAL - DIVISION 5				$2,404.50		$2,544.00		$139.50
	DIVISION 6 - WATERMAIN								
103	CONNECT TO EXISTING 12" WATER MAIN	EA	1	$404.00	$404.00	1	$404.00	-	$0.00
104	6" DIP, CL. 52 WATER MAIN	LF	215	$28.50	$6,127.50	192	$5,472.00	-23.0	-$655.50
105	8" DIP, CL. 52 WATER MAIN	LF	40	$35.90	$1,436.00	44	$1,579.60	4.0	$143.60
106	12" DIP, CL. 52 WATER MAIN	LF	7,305	$48.90	$357,214.50	7,303	$357,116.70	-2.0	-$97.80
107	CROSS HIGH PRESSURE GAS PIPE LINE	LS	1	$882.00	$882.00	1	$882.00	-	$0.00
108	6" GATE VALVE AND BOX	EA	14	$1,220.00	$17,080.00	15	$18,300.00	1.0	$1,220.00
109	8" GATE VALVE AND BOX	EA	4	$1,830.00	$7,320.00	4	$7,320.00	-	$0.00
110	12" GATE VALVE AND BOX	EA	12	$3,070.00	$36,840.00	13	$39,910.00	1.0	$3,070.00
111	VALVE BOX EXTENSION	LF	15	$55.40	$831.00	7	$387.80	-8.0	-$443.20
112	VALVE NUT EXTENSION	LF	15	$37.70	$565.50	0	$0.00	-15.0	-$565.50
113	HYDRANT	EA	11	$4,090.00	$44,990.00	12	$49,080.00	1.0	$4,090.00

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			TOTAL TO DATE		COMPENSATING CO NO. 3	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	NET CHANGE	AMOUNT
114	HYDRANT EXTENSION	LF	6	$666.00	$3,996.00	2	$1,332.00	-4.0	-$2,664.00
115	OFF ROAD STRUCTURE MARKER	EA	17	$55.20	$938.40	17	$938.40	-	$0.00
116	DUCTILE IRON FITTINGS	LB	3,000	$4.95	$14,850.00	3,496	$17,305.20	496.0	$2,455.20
	SUBTOTAL - DIVISION 6				$493,474.90		$500,027.70		$6,552.80

TOTALS - BASE CONTRACT **$1,704,102.98** **$1,695,737.62** **-$8,365.36**

CHANGE ORDER NO. 1

CO1-1	CLEAR & GRUB TREES (LIFT STATION SITE ON CITY PROPERTY)	LS	1.0	$3,500.00	$3,500.00	1.00	$3,500.00	-	$0.00
CO1-2	EXTRA 8' OF DEPTH AT VALVE MH	LS	1.0	$1,631.94	$1,631.94	1.0	$1,631.94	-	$0.00
CO1-3	EXTRA DEPTH OF FORCEMAIN	LF	300.0	$20.58	$6,174.00	300.0	$6,174.00	-	$0.00
CO1-4	LIFT STATION GRAVEL DRIVEWAY	TN	138.0	$15.00	$2,070.00	138.0	$2,070.00	-	$0.00
CO1-5	DEDUCT FOR GRAVITY SANITARY SEWER TRACER WIRE	LF	7,386.0	-$0.60	-$4,431.60	7,386.0	-$4,431.60	-	$0.00

TOTALS - CHANGE ORDER NO. 1 **$8,944.34** **$8,944.34** **$0.00**

TOTALS - DIFFERENCE IN CONTRACT AND ACTUAL WORK COMPLETE **$1,713,047.32** **$1,704,681.96** **-$8,365.36**

THE CITY OF LAKE ELMO

MAYOR & COUNCIL COMMUNICATION

DATE: 07/15/2014
CONSENT ITEM # 9

AGENDA ITEM: Section 34 Water and Sewer Utility Extension Improvements – Accept Improvements and Pay Request No. 6 (Final)

SUBMITTED BY: Ryan Stempski, Project Engineer

THROUGH: Dean A. Zuleger, City Administrator

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

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: No additional fiscal impact.

Final payment is proposed in accordance with the Contract for the project. Payment remains within authorized contract amount and approved change orders for the project.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider, *as part of the consent agenda,* accepting the improvements and approving Pay Request No. 6 (Final) to Redstone Construction Company, Inc. in the amount of $102,675.20 for the Section 34 Water and Sewer Utility Extension Improvements. The work has been reviewed by the Engineer and is fully completed in accordance with the Contract, Plans and Specifications, and Change Orders. If removed from the consent agenda, the recommended motion for this action is as follows:

"Move to accept the improvements for the Section 34 Water and Sewer Utility Extension Improvements and approve Pay Request No. 6 (Final) to Redstone Construction Company, Inc. in the amount of $102,675.20."

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

Redstone Construction Company, Inc. has completed the Section 34 Water and Sewer Utility Extension Improvements in accordance with the construction contract awarded by the council on September 3, 2013. The Project Engineer has prepared a Certification of Completion indicating that all work is completed including all punchlist items and is recommending acceptance of the improvements and release of the final retainage. Project acceptance will initiate the one-year warranty period for the improvements. The one-year warranty period will begin on July 15, 2014 and will extend to July 15, 2015.

The final construction cost for the project is $1,704,681.96 which is $2,797.46 over the original contract amount of $1,701,884.50. The total project cost remains under budget and is being funded 100% by assessments to the benefitting properties in Section 34.

Final payment will be made to the Contractor, including the release of all retained funds, upon receipt of all lien waivers from the Contractor.

RECOMMENDATION:

Staff is recommending that the City Council consider approving, *as part of the Consent Agenda*, accepting the improvements for Section 34 Water and Sewer Utility Extension Improvements, and approving Pay Request No. 6 (Final) in the amount of $102,675.20. If removed from the consent agenda, the recommended motion for this action is as follows:

"Move to accept the improvements for the Section 34 Water and Sewer Utility Extension Improvements and approve Pay Request No. 6 (Final) to Redstone Construction Company, Inc. in the amount of $102,675.20."

ATTACHMENT(S):

1. Pay Request No. 6 (Final)
2. Certification of Completion

PROJECT PAY FORM

PARTIAL PAY ESTIMATE NO. 6 (FINAL)

FOCUS ENGINEERING, inc.

SECTION 34 WATER & SEWER UTILITY EXTENSION IMPROVEMENTS
PROJECT NO. 2013.126

PERIOD OF ESTIMATE
FROM 6/1/2014 TO 6/30/2014

PROJECT OWNER:
CITY OF LAKE ELMO
3800 LAVERNE AVENUE NORTH
LAKE ELMO, MN 55042
ATTN: JACK GRIFFIN, CITY ENGINEER

CONTRACTOR:
REDSTONE CONSTRUCTION COMPANY INC.
PO BOX 218
MORA, MN 55051
ATTN: DALE MANS, PROJECT MANAGER

CONTRACT CHANGE ORDER SUMMARY

No.	Approval Date	Amount	
		Additions	Deductions
1	11/6/2013	$11,162.82	$0.00
2	1/6/2014	$0.00	$0.00
3	7/15/2014		$8,365.36
TOTALS		$11,162.82	$8,365.36
NET CHANGE		$2,797.46	

PAY ESTIMATE SUMMARY

1. Original Contract Amount	$1,701,884.50
2. Net Change Order Sum	$2,797.46
3. Revised Contract (1+2)	$1,704,681.96
4. *Work Completed	$1,704,681.96
5. *Stored Materials	$0.00
6. Subtotal (4+5)	$1,704,681.96
7. Retainage* 0.0%	$0.00
8. Previous Payments	$1,602,006.76
9. Amount Due (6-7-8)	**$102,675.20**

**Detailed Breakdown Attached*

CONTRACT TIME

START DATE:	10/7/2013	ORIGINAL DAYS	235	ON SCHEDULE	
SUBSTANTIAL COMPLETION:	5/19/2014	REVISED DAYS		YES	☐
FINAL COMPLETION:	5/30/2014	REMAINING	-31	NO	X

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
7-9-2014
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
Dale Mans
BY
7-9-14
DATE

APPROVED BY OWNER: CITY OF LAKE ELMO, MINNESOTA

BY

DATE

BY

DATE

PARTIAL PAY ESTIMATE NO. 6 (FINAL)

SECTION 34 WATER & SEWER UTILITY EXTENSION IMPROVEMENTS
CITY OF LAKE ELMO, MINNESOTA
PROJECT NO. 2013.126

FOCUS ENGINEERING, Inc.

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
	DIVISION 1 - GENERAL								
1	MOBILIZATION	LS	1.00	$48,000.00	$48,000.00	0.00	$0.00	1.00	$48,000.00
2	TRAFFIC CONTROL	LS	1	$6,300.00	$6,300.00	0.00	$0.00	1	$6,300.00
3	CLEAR AND GRUB TREES	LS	1	$19,000.00	$19,000.00	0.00	$0.00	1	$19,000.00
4	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EA	2	$1,100.00	$2,200.00	0.00	$0.00	0	$0.00
5	STREET SWEEPING	HR	40	$175.00	$7,000.00	0.00	$0.00	2	$350.00
	SUBTOTAL - DIVISION 1				$82,500.00		$0.00		$73,650.00
	DIVISION 2 - SANITARY SEWER (GRAVITY SEWER - HUDSON BLVD.)								
6	CONCRETE JERSEY BARRIERS	LF	900	$21.00	$18,900.00	0.00	$0.00	900	$18,900.00
7	REMOVE AND DISPOSE OF EXISTING BITUMINOUS DRIVEWAY	SY	500	$2.20	$1,100.00	0.00	$0.00	778	$1,711.60
8	REMOVE PIPE CULVERT	LF	245	$5.50	$1,347.50	0.00	$0.00	235	$1,292.50
9	REMOVE SANITARY SEWER PIPE	LF	13	$6.55	$85.15	0.00	$0.00	13	$85.15
10	SALVAGE AND REINSTALL 12" RCP, INCL APRONS	LF	50	$22.10	$1,105.00	0.00	$0.00	50	$1,105.00
11	PATCH BITUMINOUS DRIVEWAY	SY	500	$35.00	$17,500.00	0.00	$0.00	678	$23,730.00
12	PATCH GRAVEL DRIVEWAY	TN	100	$15.00	$1,500.00	0.00	$0.00	600	$9,000.00
13	29" X 42" ARCH CMP CULVERT	LF	69	$51.90	$3,581.10	0.00	$0.00	133	$6,901.70
14	30" CMP CULVERT	LF	71	$44.20	$3,138.20	0.00	$0.00	67	$2,961.40
15	36" CMP CULVERT	LF	35	$51.90	$1,816.50	0.00	$0.00	35	$1,816.50
16	42" CMP CULVERT	LF	64	$76.20	$4,876.80	0.00	$0.00	0	$0.00
17	29" X 42" ARCH CMP CULVERT	EA	2	$498.00	$996.00	0.00	$0.00	4	$1,992.00
18	30" CMP APRON	EA	3	$389.00	$1,167.00	0.00	$0.00	3	$1,167.00
19	36" CMP APRON	EA	2	$573.00	$1,146.00	0.00	$0.00	2	$1,146.00
20	42" CMP APRON	EA	2	$1,110.00	$2,220.00	0.00	$0.00	0	$0.00
21	CONNECT TO EXISTING SANITARY SEWER MH	EA	1	$993.00	$993.00	0.00	$0.00	1	$993.00
22	8" PVC SANITARY SEWER, SDR 35, 0' - 10' DEEP	LF	25	$38.50	$972.50	0.00	$0.00	28	$1,089.20
23	10" PVC SANITARY SEWER, SDR 26, 25' - 30' DEEP	LF	20	$154.00	$3,080.00	0.00	$0.00	20	$3,080.00
24	12" PVC SANITARY SEWER, SDR 35, 0' - 10' DEEP	LF	885	$36.20	$32,037.00	0.00	$0.00	860	$31,132.00
25	12" PVC SANITARY SEWER, SDR 35, 10' - 15' DEEP	LF	675	$40.00	$27,000.00	0.00	$0.00	700	$28,000.00
26	12" PVC SANITARY SEWER, SDR 35, 15' - 20' DEEP	LF	290	$71.40	$20,706.00	0.00	$0.00	287	$20,491.80
27	12" PVC SANITARY SEWER, SDR 35, 15' - 20' DEEP	LF	65	$83.60	$5,434.00	0.00	$0.00	63	$5,266.80
28	12" PVC SANITARY SEWER, SDR 26, 20' - 25' DEEP	LF	200	$91.20	$18,240.00	0.00	$0.00	200	$18,240.00
29	12" PVC SANITARY SEWER, SDR 26, 25' - 30' DEEP	LF	560	$103.00	$57,680.00	0.00	$0.00	516	$53,148.00
30	JACK 12" PVC SANITARY SEWER	LF	40	$410.00	$16,400.00	0.00	$0.00	40	$16,400.00
31	ROCK FOUNDATION BORROW	LF	1,800	$0.01	$18.00	0.00	$0.00	0	$0.00
32	INSULATION, 2" THICK	SY	150	$19.90	$2,985.00	0.00	$0.00	188.3	$3,747.17
33	PLACE FILL OVER SANITARY SEWER PIPE (LV)	CY	150	$7.75	$1,162.50	0.00	$0.00	150	$1,162.50
34	CROSS HIGH PRESSURE GAS PIPE LINE	LS	1	$2,760.00	$2,760.00	0.00	$0.00	1	$2,760.00
35	SANITARY SEWER MH, 4' DIAMETER	EA	8	$2,530.00	$20,240.00	0.00	$0.00	8	$20,240.00
36	EXCESS MANHOLE DEPTH, 4' DIAMETER	LF	56	$97.20	$5,443.20	0.00	$0.00	45.88	$4,459.26
37	TELEVISE SANITARY SEWER	LF	2,672	$1.75	$4,676.00	3,520	$6,159.50	3,520	$6,159.50
38	OFF ROAD STRUCTURE MARKER	EA	7	$55.20	$386.40	0.00	$0.00	7	$386.40
39	SEED MIX 250 & BLANKET	SY	5,000	$1.10	$5,500.00	0.00	$0.00	5,000	$5,500.00
40	SEED MIX 270 & BLANKET	SY	5,200	$1.14	$5,928.00	0.00	$0.00	0	$0.00
41	SEED MIX 250 & HYDROMULCH	SY	5,000	$0.42	$2,100.00	0.00	$0.00	17,000	$7,140.00
42	SEED MIX 270 & HYDROMULCH	SY	5,200	$0.46	$2,392.00	0.00	$0.00	1,040	$478.40
43	EROSION STABILIZATION MAT	SY	150	$9.90	$1,485.00	0.00	$0.00	0	$0.00
44	TEMPORARY SEED MIX 100 AND MULCH	AC	4	$686.00	$2,744.00	0.00	$0.00	0	$0.00
45	DITCH CHECK	EA	8	$97.50	$780.00	0.00	$0.00	0	$0.00
46	CULVERT INLET PROTECTION	EA	8	$200.00	$1,600.00	0.00	$0.00	0	$0.00
47	SILT FENCE	LF	1,500	$1.71	$2,565.00	0.00	$0.00	1,352	$2,311.92
	SUBTOTAL - DIVISION 2				$305,781.85		$6,159.50		$304,005.80

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
	DIVISION 3 - SANITARY SEWER (LIFT STATION SYSTEM)								
48	REMOVE AND DISPOSE OF EXISTING BITUMINOUS DRIVEWAY	SY	570	$2.75	$1,567.50	0.00	$0.00	818	$2,249.50
49	REMOVE AND DISPOSE OF EXISTING CONCRETE DRIVEWAY	SY	40	$8.75	$350.00	0.00	$0.00	40	$350.00
50	REMOVE AND DISPOSE OF CONCRETE CURB AND GUTTER	LF	30	$4.35	$130.50	0.00	$0.00	30	$130.50
51	REMOVE PIPE CULVERT	LF	165	$5.50	$907.50	0.00	$0.00	202	$1,111.00
52	SALVAGE AND REINSTALL 18" RCP, INCL APRONS	LF	60	$24.30	$1,458.00	0.00	$0.00	24	$583.20
53	PATCH BITUMINOUS DRIVEWAY	SY	200	$35.00	$7,000.00	0.00	$0.00	0	$0.00
54	PATCH GRAVEL DRIVEWAY	TN	250	$15.00	$3,750.00	0.00	$0.00	217	$3,255.00
55	B618 CONCRETE CURB AND GUTTER	LF	30	$30.00	$900.00	0.00	$0.00	0	$0.00
56	12" CMP CULVERT	LF	30	$20.50	$615.00	0.00	$0.00	45	$922.50
57	18" CMP CULVERT	LF	52	$26.80	$1,393.60	0.00	$0.00	116	$3,108.80
58	21" CMP CULVERT	LF	40	$31.00	$1,240.00	0.00	$0.00	41	$1,271.00
59	12" CMP APRON	EA	1	$131.00	$131.00	0.00	$0.00	1	$131.00
60	18" CMP APRON	EA	2	$157.00	$314.00	0.00	$0.00	5	$785.00
61	21" CMP APRON	EA	2	$187.00	$374.00	0.00	$0.00	2	$374.00
62	8" DIP SANITARY SEWER, CLASS 52, 10' - 15' DEEP	LF	40	$44.30	$1,772.00	0.00	$0.00	40	$1,772.00
63	8" PVC SANITARY SEWER, SDR 35, 0' - 10' DEEP	LF	700	$25.70	$17,990.00	0.00	$0.00	699	$17,964.30
64	8" PVC SANITARY SEWER, SDR 35, 10' - 15' DEEP	LF	1,275	$28.00	$35,700.00	0.00	$0.00	957	$26,796.00
65	8" PVC SANITARY SEWER, SDR 35, 15' - 20' DEEP	LF	425	$59.00	$25,075.00	0.00	$0.00	744	$43,896.00
66	8" PVC SANITARY SEWER, SDR 35, 20' - 25' DEEP	LF	10	$74.30	$743.00	0.00	$0.00	0	$0.00
67	8" PVC SANITARY SEWER, SDR 26, 0' - 10' DEEP	LF	50	$28.10	$1,405.00	0.00	$0.00	0	$0.00
68	8" PVC SANITARY SEWER, SDR 26, 10' - 15' DEEP	LF	806	$34.50	$27,807.00	0.00	$0.00	747	$25,771.50
69	8" PVC SANITARY SEWER, SDR 26, 15' - 20' DEEP	LF	435	$69.90	$30,406.50	0.00	$0.00	381	$26,631.90
70	8" PVC SANITARY SEWER, SDR 26, 20' - 25' DEEP	LF	715	$82.90	$59,273.50	0.00	$0.00	896	$74,278.40
71	8" PVC SANITARY SEWER, SDR 26, 25' - 30' DEEP	LF	85	$94.20	$8,007.00	0.00	$0.00	70	$6,594.00
72	10" PVC SANITARY SEWER, SDR 26, 15' - 20' DEEP	LF	70	$80.10	$5,607.00	0.00	$0.00	0	$0.00
73	10" PVC SANITARY SEWER, SDR 26, 20' - 25' DEEP	LF	32	$51.50	$1,648.00	0.00	$0.00	102	$5,253.00
74	10" PVC SANITARY SEWER, SDR 26, 25' - 30' DEEP	LF	0	$100.00	$0.00	0.00	$0.00	0	$0.00
75	10" PVC SANITARY SEWER, SDR 26, 30' - 35' DEEP	LF	0	$137.00	$0.00	0.00	$0.00	0	$0.00
76	ROCK FOUNDATION BORROW	LF	5,000	$0.01	$50.00	0.00	$0.00	0	$0.00
77	8" DIP SANITARY SEWER OUTSIDE DROP	LF	27	$152.00	$4,374.00	0.00	$0.00	12.1	$1,950.20
78	8" DIP SANITARY SEWER BLIND OUTSIDE DROP	LF	29	$151.00	$4,379.00	0.00	$0.00	29.3	$4,424.30
79	SANITARY SEWER MH, 4' DIAMETER	EA	27	$2,460.00	$66,420.00	0.00	$0.00	27	$66,420.00
80	EXCESS MANHOLE DEPTH, 4' DIAMETER	LF	168	$97.20	$16,368.48	0.00	$0.00	187.52	$18,226.54
81	TELEVISE SANITARY SEWER	LF	4,718	$1.75	$8,282.75	4,636.00	$8,113.00	4,636	$8,113.00
82	OFF ROAD STRUCTURE MARKER	EA	29	$55.20	$1,600.80	0.00	$0.00	28	$1,545.60
83	6" PVC FORCE MAIN	LF	5,960	$24.90	$148,404.00	0.00	$0.00	5,940	$147,906.00
84	AIR RELEASE MH	EA	2	$5,410.00	$10,820.00	0.00	$0.00	2	$10,820.00
85	DIP FITTINGS	LB	186	$5.95	$1,106.70	0.00	$0.00	202	$1,201.90
86	LIFT STATION	LS	1	$220,000.00	$220,000.00	0.00	$0.00	1.00	$220,000.00
87	BITUMINOUS DRIVEWAY (LIFT STATION)	SY	317	$33.00	$10,461.00	0.00	$0.00	331	$10,923.00
88	SEED MIX 250 & BLANKET	SY	24,600	$1.10	$27,060.00	0.00	$0.00	10,910	$12,001.00
89	SEED MIX 250 & HYDROMULCH	SY	24,000	$0.42	$10,080.00	0.00	$0.00	50,411	$21,172.62
90	EROSION STABILIZATION MAT	SY	50	$9.90	$495.00	0.00	$0.00	290	$2,871.00
91	SEED MIX 250, MULCH, & DISC ANCHOR	AC	5	$929.00	$4,645.00	0.00	$0.00	4.5	$4,180.50
92	TEMPORARY SEED MIX 100 AND MULCH	AC	15	$686.00	$10,290.00	1.46	$1,001.56	10.06	$6,901.16
93	WETLAND RESTORATION WITH BWSR MIX 34-181	SY	80	$9.91	$792.80	0.00	$0.00	0	$0.00
94	DITCH CHECK	EA	17	$97.50	$1,657.50	0.00	$0.00	25	$2,437.50
95	CULVERT INLET PROTECTION	EA	9	$200.00	$1,800.00	0.00	$0.00	4	$800.00
96	SILT FENCE	LF	5,310	$1.71	$9,080.10	0.00	$0.00	2,630	$4,497.30
	SUBTOTAL - DIVISION 3				$793,732.23		$9,114.56		$789,630.62
	DIVISION 4 - SANITARY SEWER (SERVICE TO CM PROPERTIES)								
97	8" PVC SANITARY SEWER, SDR 35, 0' - 10' DEEP	LF	45	$33.20	$1,494.00	0.00	$0.00	45	$1,494.00
98	JACK 8" PVC SANITARY SEWER	LF	60	$405.00	$24,300.00	0.00	$0.00	60	$24,300.00
99	SEED MIX 250 & BLANKET	SY	300	$1.10	$330.00	0.00	$0.00	0	$0.00
100	SILT FENCE	LF	50	$1.71	$85.50	0.00	$0.00	50	$85.50
	SUBTOTAL - DIVISION 4				$28,209.50		$0.00		$25,879.50
	DIVISION 5 - SANITARY SEWER (LENNAR AREA SERVICES)								
101	6" X 4" PVC WYE, SDR 26	EA	11	$127.00	$1,397.00	0.00	$0.00	11	$1,397.00
102	4" PVC SANITARY SEWER SERVICE RISER	LF	130	$7.75	$1,007.50	0.00	$0.00	148	$1,147.00
	SUBTOTAL - DIVISION 5				$2,404.50		$0.00		$2,544.00
	DIVISION 6 - WATERMAIN								
103	CONNECT TO EXISTING 12" WATER MAIN	EA	1	$404.00	$404.00	0.00	$0.00	1	$404.00
104	6" DIP, CL. 52 WATER MAIN	LF	215	$28.50	$6,127.50	0.00	$0.00	192	$5,472.00
105	8" DIP, CL. 52 WATER MAIN	LF	40	$35.90	$1,436.00	0.00	$0.00	44	$1,578.60
106	12" DIP, CL. 52 WATER MAIN	LF	7,305	$48.90	$357,214.50	0.00	$0.00	7,303	$357,116.70
107	CROSS HIGH PRESSURE GAS PIPE LINE	LS	1	$882.00	$882.00	0.00	$0.00	1	$882.00
108	6" GATE VALVE AND BOX	EA	14	$1,220.00	$17,080.00	0.00	$0.00	15	$18,300.00
109	8" GATE VALVE AND BOX	EA	4	$1,830.00	$7,320.00	0.00	$0.00	4	$7,320.00
110	12" GATE VALVE AND BOX	EA	12	$3,070.00	$36,840.00	0.00	$0.00	13	$39,910.00
111	VALVE BOX EXTENSION	LF	15	$55.40	$831.00	0.00	$0.00	7	$387.80
112	VALVE NUT EXTENSION	LF	15	$37.70	$565.50	0.00	$0.00	0	$0.00
113	HYDRANT	EA	11	$4,090.00	$44,990.00	0.00	$0.00	12	$49,080.00

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
114	HYDRANT EXTENSION	LF	6	$666.00	$3,996.00	0.00	$0.00	2	$1,332.00
115	OFF ROAD STRUCTURE MARKER	EA	17	$55.20	$938.40	0.00	$0.00	17	$938.40
116	DUCTILE IRON FITTINGS	LB	3,000	$4.95	$14,850.00	0.00	$0.00	3,496	$17,305.20
	SUBTOTAL - DIVISION 6				$499,474.90		$0.00		$500,027.70

TOTALS - BASE CONTRACT $1,704,102.98 $15,274.06 $1,695,737.62

CHANGE ORDER NO. 1

CO1-1	CLEAR & GRUB TREES (LIFT STATION SITE ON CITY PROPERTY)	LS	1.0	$3,500.00	$3,500.00	0.29	$1,015.00	1.00	$3,500.00
CO1-2	EXTRA 8' OF DEPTH AT VALVE MH	LS	1.0	$1,631.94	$1,631.94	0.00	$0.00	1.0	$1,631.94
CO1-3	EXTRA DEPTH OF FORCEMAIN	LF	300.0	$20.58	$6,174.00	0.00	$0.00	300.0	$6,174.00
CO1-4	LIFT STATION GRAVEL DRIVEWAY	TN	138.0	$15.00	$2,070.00	138.00	$2,070.00	138.0	$2,070.00
CO1-5	DEDUCT FOR GRAVITY SANITARY SEWER TRACER WIRE	LF	7,386.0	-$0.60	-$4,431.60	0.00	$0.00	7,386.0	-$4,431.60

TOTALS - CHANGE ORDER NO. 1 $8,944.34 $3,085.00 $8,944.34

COMPENSATING CHANGE ORDER NO. 3

CCO3-1		LS	1.0	-$8,365.36	-$8,365.36	0.00	$0.00	0.00	$0.00

TOTALS - COMPENSATING CHANGE ORDER NO. 3 -$8,365.36 $0.00 $0.00

TOTALS - REVISED CONTRACT $1,704,681.96 $18,359.06 $1,704,681.96

CERTIFICATE OF COMPLETION

DATE OF ISSUANCE: **JULY 15, 2014**

OWNER:	CITY OF LAKE ELMO, MN
CONTRACTOR:	REDSTONE CONSTRUCTION COMPANY, INC.
PROJECT NAME:	SECTION 34 WATER & SEWER UTILITY EXTENSION IMPROVEMENTS
PROJECT NO.:	2013.126

☒ This Certification of Completion applies to all work under the Contract Documents
☐ This Certification of Completion applies to the following specified parts of the Contract Documents

I do hereby certify that the work to which this Certificate applies has been constructed in accordance with the Contract dated **OCTOBER 7, 2013**. The above-mentioned improvement is hereby declared to be complete and acceptance of this work is recommended.

DATE OF COMPLETION: **JULY 15, 2014**

Ryan Stempski, P.E. Reg. No. 45395

FOCUS Engineering, Inc.

THE WARRANTY PERIOD BEGINS **JULY 15, 2014** AND ENDS **JULY 15, 2015**

THE CITY OF LAKE ELMO

MAYOR & COUNCIL COMMUNICATION

DATE: 07/15/2014
CONSENT ITEM # 10

AGENDA ITEM: Well No. 4 Connecting Watermain 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 Well No. 4 Connecting Watermain Improvements. If removed from the consent agenda, the recommended motion for the action is as follows:

"Move to approve Pay Request No. 3 to Northdale Construction Company in the amount of $90,303.94, for the Well No. 4 Connecting Watermain Improvements".

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

Northdale Construction Company, the Contractor for the project, has submitted Partial Pay Estimate No. 3 in the amount of $90,303.94. 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 $22,337.83.

RECOMMENDATION:

Staff is recommending that the City Council consider approving, *as part of the Consent Agenda,* Pay Request No. 3 for the Well No. 4 Connecting Watermain Improvements. If removed from the consent agenda, the recommended motion for the action is as follows:

"Move to approve Pay Request No. 3 to Northdale Construction Company in the amount of $90,303.94, for the Well No. 4 Connecting Watermain Improvements".

ATTACHMENT(S):

1. Partial Pay Estimate No. 3

PROJECT PAY FORM

PARTIAL PAY ESTIMATE NO. 3

FOCUS ENGINEERING, inc.

WELL NO. 4 CONNECTING WATERMAIN IMPROVEMENTS
PROJECT NO. 2013.131

PERIOD OF ESTIMATE
FROM 5/24/2014 TO 7/8/2014

PROJECT OWNER:
CITY OF LAKE ELMO
3800 LAVERNE AVENUE NORTH
LAKE ELMO, MN 55042
ATTN: JACK GRIFFIN, P.E., CITY ENGINEER

CONTRACTOR:
NORTHDALE CONSTRUCTION COMPANY INC.
9760 71ST ST. NE
ALBERTVILLE, MN 55301
ATTN: THOMAS WILEBSKI

CONTRACT CHANGE ORDER SUMMARY

No.	Approval Date	Amount	
		Additions	Deductions
TOTALS		$0.00	$0.00
NET CHANGE		$0.00	

PAY ESTIMATE SUMMARY

1. Original Contract Amount	$442,484.13
2. Net Change Order Sum	$0.00
3. Revised Contract (1+2)	$442,484.13
4. *Work Completed	$446,756.60
5. *Stored Materials	$0.00
6. Subtotal (4+5)	$446,756.60
7. Retainage* 5.0%	$22,337.83
8. Previous Payments	$334,114.83
9. Amount Due (6-7-8)	$90,303.94

Detailed Breakdown Attached

CONTRACT TIME

START DATE:	4/14/2014	ORIGINAL DAYS	86	ON SCHEDULE	
SUBSTANTIAL COMPLETION:	6/9/2014	REVISED DAYS	0	YES	X
FINAL COMPLETION:	7/9/2014	REMAINING	1	NO	

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

7/8/2014
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

7/8/14
DATE

APPROVED BY OWNER: CITY OF LAKE ELMO, MINNESOTA

BY

DATE

BY

DATE

PARTIAL PAY ESTIMATE NO. 3

WELL NO. 4 CONNECTING WATERMAIN IMPROVEMENTS
CITY OF LAKE ELMO, MINNESOTA
PROJECT NO. 2013.131

FOCUS ENGINEERING, inc.

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
1	MOBILIZATION	LS	1	$19,640.77	$19,640.77	0.25	$4,910.19	1.00	$19,640.77
2	TRAFFIC CONTROL	LS	1	$2,275.00	$2,275.00	0.25	$568.75	1.00	$2,275.00
3	CLEAR AND GRUB TREE	EA	5	$375.00	$1,875.00	-	$0.00	-	$0.00
4	CONNECT TO EXISTING 12" WATERMAIN	EA	1	$1,033.82	$1,033.82	-	$0.00	-	$0.00
5	CONNECT TO EXISTING 16" WATERMAIN	EA	1	$3,353.64	$3,353.64	1.00	$3,353.64	1.0	$3,353.64
6	6" DIP, CL. 52 WATERMAIN	LF	40	$76.89	$3,075.60	19.00	$1,460.91	45.5	$3,498.50
7	12" DIP, CL. 52 WATERMAIN	LF	76	$118.02	$8,969.52	26.50	$3,127.53	133.0	$15,696.66
8	12" HDPE WATERMAIN, DIRECTIONAL DRILL	LF	4,347	$50.57	$219,827.79	290.00	$14,665.30	4290.0	$216,945.30
9	6" GATE VALVE AND BOX	EA	8	$1,214.39	$9,715.12	3.00	$3,643.17	8.0	$9,715.12
10	12" GATE VALVE AND BOX	EA	9	$4,755.14	$42,796.26	2.00	$9,510.28	9.0	$42,796.26
11	VALVE BOX EXTENSION	LF	9	$138.70	$1,248.30	-	$0.00	-	$0.00
12	HYDRANT	EA	8	$6,752.79	$54,022.32	3.00	$20,258.37	8.0	$54,022.32
13	HYDRANT EXTENSION	LF	4	$991.24	$3,469.34	-	$0.00	-	$0.00
14	1" TYPE "K" COPPER WATER SERVICE	LF	5	$31.09	$155.45	4.50	$139.91	4.5	$139.91
15	1" TYPE "K" COPPER WATER SERVICE, DIRECTIONAL DRILL	LF	220	$43.50	$9,570.00	-	$0.00	251.0	$10,918.50
16	1.5" TYPE "K" COPPER WATER SERVICE	LF	65	$39.74	$2,583.10	101.50	$4,033.61	101.5	$4,033.61
17	1.5" TYPE "K" COPPER WATER SERVICE, DIRECTIONAL DRILL	LF	215	$46.83	$10,068.45	-	$0.00	239.0	$11,192.37
18	1" CORPORATION STOP W/ FUSABLE SADDLE	EA	4	$469.74	$1,878.96	4.00	$1,878.96	4.0	$1,878.96
19	1" CURB STOP & BOX	EA	4	$712.75	$2,851.00	1.00	$712.75	4.0	$2,851.00
20	1.5" CORPORATION STOP W/ FUSABLE SADDLE	EA	6	$527.08	$3,162.48	6.00	$3,162.48	6.0	$3,162.48
21	1.5" CURB STOP & BOX	EA	6	$755.16	$4,530.96	3.00	$2,265.48	6.0	$4,530.96
22	OFF ROAD STRUCTURE MARKER	EA	9	$71.25	$641.25	8.00	$570.00	8.0	$570.00
23	DUCTILE IRON FITTINGS	LB	1,500	$8.55	$12,825.00	829.00	$7,087.95	2205.0	$18,852.75
24	POTHOLE EXISTING UTILITY	EA	24	$275.00	$6,600.00	-	$0.00	23.0	$6,325.00
25	PATCH BITUMINOUS STREET	SY	25	$90.00	$2,250.00	-	$0.00		$0.00
26	TOPSOIL BORROW (CV)	CY	100	$26.50	$2,650.00	120.00	$3,180.00	120.0	$3,180.00
27	SEED MIX 250 & EROSION CONTROL BLANKET	SY	3,000	$1.60	$4,800.00	6400.00	$10,240.00	6400.0	$10,240.00
28	SODDING	SY	1,000	$4.57	$4,570.00	-	$0.00	-	$0.00
29	SILT FENCE, MACHINE SLICED	LF	350	$4.20	$1,470.00	-	$0.00	100.0	$420.00
30	STREET SWEEPER WITH PICK UP BROOM	HR	5	$115.00	$575.00	2.50	$287.50	4.5	$517.50
TOTALS - BASE CONTRACT					**$442,484.13**		**$95,056.78**		**$446,756.60**

THE CITY OF LAKE ELMO

MAYOR & COUNCIL COMMUNICATION

DATE: 07/15/2014
CONSENT ITEM # 11

AGENDA ITEM: Production Well No. 4 – Pay Request No. 7

SUBMITTED BY: Chad Isakson, Project Engineer

THROUGH: Dean A. Zuleger, City Administrator

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

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. 7 for the Production Well No. 4 project. If removed from the consent agenda, the recommended motion for the action is as follows:

"Move to approve Pay Request No. 7 to Keys Well Drilling Company in the amount of $19,085.50, for the Production Well No. 4 Project".

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

Keys Well Drilling Co., the Contractor for the project, has submitted Partial Pay Estimate No. 7 in the amount of $19,085.50. 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 $13,586.63.

RECOMMENDATION:

Staff is recommending that the City Council consider approving, *as part of the Consent Agenda,* Pay Request No. 7 for the Production Well No. 4 project. If removed from the consent agenda, the recommended motion for the action is as follows:

"Move to approve Pay Request No. 7 to Keys Well Drilling Company in the amount of $19,085.50, for the Production Well No. 4 Project".

ATTACHMENT(S):

1. Partial Pay Estimate No. 7.

PROJECT PAY FORM

PARTIAL PAY ESTIMATE NO. 7	**FOCUS** ENGINEERING, inc.
PRODUCTION WELL NO. 4 **PROJECT NO. 2013.125**	PERIOD OF ESTIMATE FROM **4/25/2014** TO **6/30/2014**

PROJECT OWNER:	CONTRACTOR:
CITY OF LAKE ELMO	**KEYS WELL DRILLING CO.**
3800 LAVERNE AVENUE NORTH	**1156 HOMER ST**
LAKE ELMO, MN 55042	**ST. PAUL, MN 55116**
ATTN: JACK GRIFFIN, P.E., CITY ENGINEER	**ATTN: JEFFREY KEYS**

CONTRACT CHANGE ORDER SUMMARY

No.	Approval Date	Amount: Additions	Amount: Deductions
1	11/19/2013	na	na
TOTALS		$0.00	$0.00
NET CHANGE		$0.00	

PAY ESTIMATE SUMMARY

1. Original Contract Amount	$304,800.00
2. Net Change Order Sum	$0.00
3. Revised Contract (1+2)	$304,800.00
4. *Work Completed	$271,732.50
5. *Stored Materials	$0.00
6. Subtotal (4+5)	$271,732.50
7. Retainage* 5.0%	$13,586.63
8. Previous Payments	$239,060.38
9. Amount Due (10)	**$19,085.50**

**Detailed Breakdown Attached*

CONTRACT TIME

START DATE:	**7/8/2013**	ORIGINAL DAYS	158	ON SCHEDULE	
SUBSTANTIAL COMPLETION:	**11/29/2013**	REVISED DAYS	0	YES	☐
FINAL COMPLETION:	**12/13/2013**	REMAINING	-199	NO	X

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

7/1/2014

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

7/9/14

DATE

APPROVED BY OWNER: **CITY OF LAKE ELMO, MINNESOTA**

BY

DATE

BY

DATE

PARTIAL PAY ESTIMATE NO. 7

PRODUCTION WELL NO. 4
CITY OF LAKE ELMO, MINNESOTA
PROJECT NO. 2013.125

FOCUS ENGINEERING, inc.

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
1	MOBILIZATION / SITE WORK	LS	1	$26,000.00	$26,000.00	-	$0.00	0.90	$23,400.00
2	SILT FENCE	LF	550	$5.00	$2,750.00	-	$0.00	275.00	$1,375.00
3	24-INCH STEEL CASING	LF	95	$200.00	$19,000.00	-	$0.00	89.00	$17,800.00
4	24-INCH OPEN HOLE	LF	110	$125.00	$13,750.00	-	$0.00	122.00	$15,250.00
5	18-INCH STEEL CASING	LF	210	$80.00	$16,800.00	-	$0.00	211.00	$16,880.00
6	18-INCH OPEN HOLE	LF	85	$60.00	$5,100.00	-	$0.00	81.00	$4,860.00
7	GROUT	CY	50	$410.00	$20,500.00	1.00	$410.00	29.00	$11,890.00
8	EXPLOSIVES	LB	400	$28.00	$11,200.00	-	$0.00	410.00	$11,480.00
9	REMOVAL OF ROCK	CY	750	$70.00	$52,500.00	121.00	$8,470.00	1071.00	$74,970.00
10	AIR SURGING MOBILIZATION	LS	1	$4,500.00	$4,500.00	-	$0.00	2.00	$9,000.00
11	AIR SURGING DEVELOPMENT	HRS	125	$210.00	$26,250.00	34.00	$7,140.00	121.50	$25,515.00
12	TELEVISION SURVEY	LS	1	$1,400.00	$1,400.00	-	$0.00	1.00	$1,400.00
13	TEST PUMP MOBILIZATION & INSTALL.	LS	1	$5,000.00	$5,000.00	0.50	$2,500.00	2.00	$10,000.00
14	TEST PUMPING	HRS	80	$140.00	$11,200.00	10.50	$1,470.00	63.50	$8,890.00
15	TEST PUMPING DISCHARGE PIPE	LF	2,500	$5.50	$13,750.00	-	$0.00	2425.00	$13,337.50
16	SAND CONTENT TESTS	EA	5	$50.00	$250.00	2.00	$100.00	3.00	$150.00
17	CHEM. ANALYSIS & BACT. TEST	LS	1	$4,500.00	$4,500.00	-	$0.00	1.00	$4,500.00
18	SOUNDS BARRIER CONSTRUCTION	SF	1,600	$8.00	$12,800.00	-	$0.00	-	$0.00
19	GAMMA LOG	EA	1	$800.00	$800.00	-	$0.00	1.00	$800.00
20	RESTORATION	LS	1	$3,500.00	$3,500.00	-	$0.00	-	$0.00
21	WELL PUMP	LS	1	$53,250.00	$53,250.00	-	$0.00	0.38	$20,235.00
TOTALS - BASE CONTRACT					**$304,800.00**		**$20,090.00**		**$271,732.50**

THE CITY OF LAKE ELMO

MAYOR & COUNCIL COMMUNICATION

DATE: 07/15/2014
CONSENT ITEM # 12

AGENDA ITEM: Pumphouse No. 4 – Pay Request No. 2

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. 2 for the Pumphouse No. 4 project. If removed from the consent agenda, the recommended motion for the action is as follows:

"Move to approve Pay Request No. 2 to Total Mechanical Services, Inc. in the amount of $92,915.70, for Pumphouse No. 4".

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

Total Mechanical Services Inc., the Contractor for the project, has submitted Partial Pay Estimate No. 2 in the amount of $92,915.70. 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 $5,740.30.

RECOMMENDATION:

Staff is recommending that the City Council consider approving, *as part of the Consent Agenda,* Pay Request No. 2 for the Pumphouse No. 4 project. If removed from the consent agenda, the recommended motion for the action is as follows:

"Move to approve Pay Request No. 2 to Total Mechanical Services, Inc. in the amount of $92,915.70, for Pumphouse No. 4".

ATTACHMENT(S):

1. Partial Pay Estimate No. 2

PROJECT PAY FORM

PARTIAL PAY ESTIMATE NO. 2

FOCUS ENGINEERING, inc.

PUMPHOUSE NO. 4
PROJECT NO. 2013.132

PERIOD OF ESTIMATE
FROM 6/1/2014 TO 6/30/2014

PROJECT OWNER:
CITY OF LAKE ELMO
3800 LAVERNE AVENUE NORTH
LAKE ELMO, MN 55042
ATTN: JACK GRIFFIN, P.E., CITY ENGINEER

CONTRACTOR:
TOTAL MECHANICAL SERVICES, INC.
420 BROADWAY AVE
ST. PAUL, MN 55071
ATTN: MARK DIESSNER

CONTRACT CHANGE ORDER SUMMARY

No.	Approval Date	Amount Additions	Amount Deductions
TOTALS		$0.00	$0.00
NET CHANGE		$0.00	

PAY ESTIMATE SUMMARY

1. Original Contract Amount		$748,640.00
2. Net Change Order Sum		$0.00
3. Revised Contract (1+2)		$748,640.00
4. *Work Completed		$114,806.00
5. *Stored Materials		$0.00
6. Subtotal (4+5)		$114,806.00
7. Retainage*	5.0%	$5,740.30
8. Previous Payments		$16,150.00
9. Amount Due (6-7-8)		**$92,915.70**

**Detailed Breakdown Attached*

CONTRACT TIME

START DATE:	5/19/2014	ORIGINAL DAYS	186	ON SCHEDULE	
SUBSTANTIAL COMPLETION:	10/10/2014	REVISED DAYS	0	YES	X
FINAL COMPLETION:	11/21/2014	REMAINING	144	NO	

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

7/2/14

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

7/2/14

DATE

APPROVED BY OWNER: **CITY OF LAKE ELMO, MINNESOTA**

BY

DATE

BY

DATE

PARTIAL PAY ESTIMATE NO. 2

PUMPHOUSE NO. 4
CITY OF LAKE ELMO, MINNESOTA
PROJECT NO. 2013.132

FOCUS ENGINEERING, inc.

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
1	DIV 1 - GENERAL CONDITIONS	LS	1	$60,000.00	$60,000.00	0.17	$10,200.00	0.34	$20,400.00
2	DIV 1 - MOBILIZATION	LS	1	$10,000.00	$10,000.00	0.25	$2,500.00	0.75	$7,500.00
3	DIV 2 - SITE WORK	LS	1	$45,000.00	$45,000.00	0.92	$41,400.00	0.96	$43,200.00
4	DIV 3 - CONCRETE	LS	1	$30,000.00	$30,000.00	0.17	$5,100.00	0.17	$5,100.00
5	DIV 4 - MASONRY	LS	1	$59,000.00	$59,000.00	0.50	$29,500.00	0.50	$29,500.00
6	DIV 5 - METALS	LS	1	$3,000.00	$3,000.00	0.17	$510.00	0.17	$510.00
7	DIV 6 - CARPENTRY	LS	1	$19,000.00	$19,000.00	-	$0.00	-	$0.00
8	DIV 7 - THERMAL PROTECTION	LS	1	$13,000.00	$13,000.00	0.08	$1,040.00	0.08	$1,040.00
9	DIV 8 - DOORS AND WINDOWS	LS	1	$12,000.00	$12,000.00	0.17	$2,040.00	0.17	$2,040.00
10	DIV 9 - FINISHES	LS	1	$10,000.00	$10,000.00	-	$0.00	-	$0.00
11	DIV 10 - SAFETY AND SIGNS	LS	1	$5,000.00	$5,000.00	-	$0.00	-	$0.00
12	DIV 11 - PROCESS EQUIPMENT	LS	1	$60,000.00	$60,000.00	-	$0.00	-	$0.00
13	DIV 15 - MECHANICAL	LS	1	$137,900.00	$137,900.00	0.04	$5,516.00	0.04	$5,516.00
14	DIV 16 - ELECTRICAL	LS	1	$243,000.00	$243,000.00	-	$0.00	-	$0.00
15	COMMON EXCAVATION (P)	CY	350	$11.00	$3,850.00	-	$0.00	-	$0.00
16	TYPE SP. 12.5 BITUMINOUS WEARING COURSE MIXTURE (2,B)	TN	130	$108.00	$14,040.00	-	$0.00	-	$0.00
17	BITUMINOUS MATERIAL FOR TACK COAT	GAL	35	$6.00	$210.00	-	$0.00	-	$0.00
18	AGGREGATE BASE CLASS 5, 100% CRUSHED	TN	190	$20.00	$3,800.00	-	$0.00	-	$0.00
19	SELECT GRANULAR BORROW (MODIFIED)	TN	380	$13.50	$5,130.00	-	$0.00	-	$0.00
20	5" CONCRETE SIDEWALK	SF	235	$5.00	$1,175.00	-	$0.00	-	$0.00
21	TRUNCATED DOME PANELS	SF	8	$40.00	$320.00	-	$0.00	-	$0.00
22	TOPSOIL BORROW (CV)	CY	15	$65.00	$975.00	-	$0.00	-	$0.00
23	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EA	1	$1,000.00	$1,000.00	-	$0.00	-	$0.00
24	SILT FENCE, MACHINE SLICED	LF	400	$3.00	$1,200.00	-	$0.00	-	$0.00
25	STREET SWEEPER	HR	4	$110.00	$440.00	-	$0.00	-	$0.00
26	SOD	SY	2,400	$4.00	$9,600.00	-	$0.00	-	$0.00
TOTALS - BASE CONTRACT					**$748,640.00**		**$97,806.00**		**$114,806.00**

THE CITY OF LAKE ELMO

MAYOR & COUNCIL COMMUNICATION

DATE: **July 15, 2014**
CONSENT ITEM **#13**

AGENDA ITEM: Approve Investment Policy

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

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to consider approval of a policy related to Investing activity for the City of Lake Elmo. No specific motion is needed as this is recommended as part of the *Consent Agenda.*

BACKGROUND INFORMATION: The City of Lake Elmo currently has no official policy surrounding the investment activity. Although most items listed in the policy are currently being adhered to, there is nothing officially documenting the specifics. By approving the attached policy the City Council will strengthen the internal controls surrounding investment activity.

STAFF REPORT: Investing of the Cities funds is a critical function for the City. As part of the Finance Department and Finance Committee's 2014 initiatives, initializing and updating some outdated Finance related policies is very high on the list. This is one of those key policies.

Investment of the Cities funds is an integral part of the overall financial management of the City. This policy will ensure that the investment activity of the City is being done with the focus of protecting the investment of principal, maintaining liquidity as needed and optimizing investment returns.

RECOMMENDATION: It is recommended that the City Council consider approval of the proposed Investment Policy.

ATTACHMENTS:

1. Draft Investment Policy

THE CITY OF
LAKE ELMO

Investment Policy

1. **Purpose and Scope**
   a. The purpose of this policy is to establish specific guidelines which the City of Lake Elmo will use in the investment of City funds. The fundamental objectives for the investment of City funds include protection of principal, liquidity and an acceptable rate of return on all funds under the scope of this policy.
   b. This policy applies to the investment of all funds controlled by the City of Lake Elmo, excluding the investment of employees' retirement funds.
   c. Pooling of funds: Except for cash in certain restricted and special funds, the City will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Each individual fund cash balance will continue to be reported separately in the general ledger system. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

2. **Objectives**
   a. The three main objectives of all investment activity are protection of principal (capital), liquidity and optimization of return with safety of capital being the primary objective.
   b. Investments will be undertaken in a manner which seeks to ensure the preservation of capital in the overall portfolio. Both credit and interest rate risk will be mitigated.
      i. The City will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by limiting investments to those types outlined in this policy.
      ii. The City will also minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changing market rates. Extended maturities may be utilized to take advantage of higher yields; however no more than 25% of total investments should extend beyond 5 years and in no circumstance should any extend beyond 10 years.

   c. The City will practice a buy and hold investing philosophy. Once an investment is purchased, it will be held until maturity. In the unlikely circumstance that unanticipated cash demand may require it an investment may be sold to cover immediate cash needs. This action must be approved by the City Council. In order to facilitate such a transaction, the majority of securities within the portfolio should have active secondary or resale markets.

3. **Delegation of Authority**
   a. Management of the City's investment portfolio is delegated by the City Council to the Finance Director. The Finance Director shall establish procedures for the operation of the investment program consistent with this policy, shall be responsible for all transactions undertaken and shall establish a system of internal controls designed to prevent loss from fraud and employee error.

4. **Prudence**
   a. Investment personnel acting in accordance with this policy and with Minnesota Statutes 118A.01 – 118A.06 and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes provided that reasonable action is taken to control adverse developments and unexpected deviations are reported in a timely manner.
   b. Employees involved in the investment process shall refrain from personal business activity which would conflict with the proper execution of the investment program or which could impair their ability to make impartial investment decisions.

5. **Authorized Investments**
   a. Consistent with Minnesota Statutes Section 118A.04, the following is a listing of the instruments the City will be authorized to invest in:
      1. U.S. Treasury obligations which carry the full faith and credit guarantee of the United States government and are considered to be the most secure instruments available
      2. U.S. government agencies which are created and supervised by the federal government
      3. Certificates of Deposit (CD) which are negotiable or non-negotiable instruments issued by commercial banks and insured up to $250,000 each by the Federal Deposit Insurance Corporation (FDIC)
      4. Commercial paper, rated in the highest tier (A1, P1) by a nationally recognized rating agency and maturing in 270 days or less
      5. General Obligations of the State of Minnesota or any of its municipalities. Municipalities should have a bond rating equal to or better than the City of Lake Elmo's bond rating.
      6. Repurchase agreements whose underlying purchased securities consist of the aforementioned instruments
      7. Money market mutual funds which invest in authorized instruments according to Minnesota Statutes 118A.05

   b. The City will not invest in:

      1. Reverse repurchase agreements;
      2. Mortgage-Back securities
      3. Future contracts
      4. Options
      5. Guaranteed investment contracts
      6. Derivatives
      7. Equities
      8. Alternative Investments

6. **Authorized Financial Institutions, Depositories & Broker/Dealers**
   a. The City of Lake Elmo will maintain a list of financial institutions, depositories and broker/dealers authorized to provide investment services to the City. This list will be provided to the City Council annually at the second Council meeting in January. Institutions will meet the following criteria:
      1. Minimum capital requirement $10,000,000 and at least five years of operations and/or "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule)
      2. Located in the State of Minnesota
   b. An annual review of the financial condition and registration of all qualified financial institutions and broker/dealers may be conducted by the Finance Director. Information requested may include the following: audited financial statements, proof of National Association of Securities Dealers (NASD) certification, and proof of state registration.

c. All brokers will provide to the City of Lake Elmo annually a Broker/Dealer Certification form as required by law, outlining their intention to do business with the City in accordance with Minnesota Statutes and the City's investment policy. All financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving City funds.
d. Whenever possible using a local community bank is advised.

7. Diversification

a. It is the policy of the City of Lake Elmo to diversify its investment portfolio by type, maturity of investment purchased and brokerages holding those investments. This will eliminate risk of loss resulting from over concentration of assets in a specific maturity, issuer or class of securities.
b. Portfolio maturities will be staggered and maturities selected will provide for stability of income and liquidity.
c. Primary guidance in the diversification will be the annual cash flow requirements of the City.

8. Reporting

a. The Finance Director will provide at a minimum a Quarterly Investment Portfolio Performance report to the Finance Committee. This report will provide the current status of the City's investment portfolio. As a guideline the investment report should include the following information:

    i. Type of investment
    ii. Financial institution involved in the transaction
    iii. Yield
    iv. Purchase date and Maturity date
    v. Amount invested

b. An annual report on the investment portfolio performance will be available within 30 days subsequent to fiscal year end. The report will include the annual activity of the above data, return on investment, gains or losses due to marking the portfolio to market value and the percentage breakdown of investments by type and maturity.

9. Conclusion

Approved by City Council
Date:

ATTEST:

_____

Mike Pearson, Mayor

THE CITY OF LAKE ELMO

MAYOR & COUNCIL COMMUNICATION

DATE: 7/15/14
REGULAR
ITEM # 14
RESOLUTION 2014-58

AGENDA ITEM: Easton Village Preliminary Plat

SUBMITTED BY: Kyle Klatt, Community Development Director

THROUGH: Dean Zuleger, City Administrator

REVIEWED BY: Planning Commission
Nick Johnson, City Planner
Lake Elmo Development Review Committee

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 Planning Commission is recommending approval of a preliminary plat for a new subdivision to be called Easton Village. The Subdivision Ordinance requires that the City Council review and approval a preliminary plat before an applicant may proceed with the preparation and recording of a final plat. The subdivision request is being made by Easton Village, LLC for property located immediately south of the Union Pacific rail line and west of Manning Avenue in the Village Planning Area.

FISCAL IMPACT: TBD – The City will require that the applicant enter into a developer's agreement with the City to specify the financial responsibilities for various aspects of the subdivision and related public improvements. The proposed subdivision will help facilitate the construction of the eastern Village sewer trunk line, which will eventually bring sanitary sewer service to the northern portions of the Village.

SUMMARY AND ACTION REQUESTED: The City Council is being asked to consider a request for approval of a Preliminary Plat from Easton Village, LLC for a preliminary plat to subdivide approximately 98 acres of land within the Village Planning Area into 217 single-

family residential housing sites. The proposed subdivision would be located immediately south of the Union Pacific rail line that cuts through the bottom half of the Village Planning Area, and would extend from the Manning Avenue right-of-way to easternmost line of Reid Park. The development site has formerly been referenced as the Anchor Bank property; which also includes a large area north of the railroad tracks. At this time, the developer is only seeking to plat the land south of the railroad right-of-way, and will bring a preliminary plat forward on the northern site at a future date.

The proposed development site is located within the City's Village planning area, and is in an area guided for public sewer and water services. The preliminary plat has been prepared in response to the City's Comprehensive Plan for the Village, which guides this site for low density urban residential development (at 1.5 to 2.5 units per acre). The Staff report to the Planning Commission concerning this request is attached to this memorandum, and includes a detailed summary of the request in addition to the detailed Staff review and recommendation.

The Planning Commission is recommending approval of the preliminary plat with several conditions of approval. The suggested motion to adopt the Planning Commission recommendation is as follows:

"Move to adopt Resolution No. 2014-058 approving the Easton Village preliminary plat with 15 conditions of approval."

LEGISLATIVE HISTORY/PLANNING COMMISSION REPORT: The attached staff report to the Planning Commission provides an overview of the request and a detailed list of review comments from Staff. The Planning Commission considered the preliminary plat at its June 30, 2014 meeting and conducted a public hearing on the applicant's request at this time. At the hearing, the following individuals addressed the Planning Commission:

- Susan Dunn, 11018 Upper 33rd St. N., discussed the guiding principles of the Village Master Plan and stated that she is in opposition to the proposed plat. She expressed concern about the safety of building homes near the railroad tracks, the airport, and the Manning Avenue corridor. She stated that she does not support the development as proposed because is not consistent with previous planning efforts.

In addition to this verbal statement, the City did receive written comments from the Metropolitan Airports Commission prior to the meeting. These comments are included in the City Council packet.

The Planning Commission discussed the request and raised questions concerning the location of the gas line easement through the property, trail connections to Manning Avenue, the storm water retention and infiltration areas, parkland dedication amounts, noise, and the design of the Village Parkway. After reviewing the various issues associated with the Parkway, the Commission supported the design and cross section that has been recommended by Staff.

The Commission reviewed the draft findings prepared by Staff and requested modifications to these findings to combine two of the statements and to add language noting that the recommended corrections to the plans were necessary for the subdivision to comply with all of the City's requirements. The Commission also requested a minor modification to the conditions of approval which have been incorporated into the draft resolution.

The Planning Commission adopted a motion to recommend approval of the Preliminary Plat with the findings and conditions as noted in the attached Resolution 2014-060. The motion passed unanimously.

BACKGROUND INFORMATION (SWOT):

Strengths

- The preliminary plat is consistent with the Comprehensive Plan and specifically the Village Urban Low Density Residential land use classification.
- The project is a key component of a larger plan to bring sanitary sewer service to the northern portion of the Village Planning Area.
- The project incorporates changes as recommended by the City during the sketch plan review.

Weaknesses

- The proposed railroad crossing has not yet been authorized by the Union Pacific Railway. Staff will be working with the railway on the proper permitting for this crossing.

Opportunities

- The development will include 217 REC units and will pay connection fees for sewer and water service.
- The project will include the initial segment of Village Parkway and would be built by the developer as part of the construction plans for Easton Village.

Threats

- The storm water management plan is subject to review and approval by the watershed district.

RECOMMENDATION: Based upon the above background information, Staff report and Planning Commission recommendation, it is recommended that the City Council approve the Hunter's Crossing preliminary plat with the 21 conditions of approval as documented in the resolution of approval by taking the following action / with the following motion:

"Move to adopt Resolution No. 2014-058 approving the Easton Village preliminary plat with 15 conditions of approval."

ATTACHMENTS:

1. Resolution No. 2014-058

2. Planning Commission Report (6/30/14)
3. Application Form (3)
4. Preliminary Plat Narrative
5. Legal Description
6. Wetland Evaluation Report (Summary)
7. Review Comments:
    a. City Engineer
    b. Washington County
    c. Landscape Architecture, Inc,
    d. Metropolitan Airports Commission
8. Preliminary Plat and Plans (37 sheets)

CITY OF LAKE ELMO
WASHINGTON COUNTY, MINNESOTA

RESOLUTION NO. 2014-058

A RESOLUTION APPROVING A PRELIMINARY PLAT FOR EASTON VILLAGE

WHEREAS, the City of Lake Elmo is a municipal corporation organized and existing under the laws of the State of Minnesota; and

WHEREAS, Easton Village, LLC 2140 West County Road 42, Burnsville, MN has submitted an application to the City of Lake Elmo (City) for a Preliminary Plat for Easton Village, a copy of which is on file in the City of Lake Elmo Planning and Zoning Department; and

WHEREAS, the Lake Elmo Planning Commission held public hearing on June 30, 2014 to consider the Preliminary Plat request; and

WHEREAS, the Lake Elmo Planning Commission has submitted its report and recommendation concerning the Preliminary Plat as part of a memorandum to the City Council from Community Development Director Kyle Klatt for the July 15, 2014 Council Meeting; and

WHEREAS, the Lake Elmo Planning Commission adopted a motion recommending approval of the Preliminary Plat; and

WHEREAS, the City Council reviewed the Preliminary Plat at its meeting held on July 15, 2014 and made the following findings of fact:

1) That the Easton Village preliminary plat is consistent with the Lake Elmo Comprehensive Plan and the Future Land Use Map for this area.

2) That the Easton Village preliminary plat complies with the City's Urban Low Density Residential zoning districts.

3) That the Easton Village preliminary plat complies with all other applicable zoning requirements, including the City's landscaping, storm water, sediment and erosion control and other ordinances, and is consistent with the City's engineering design standards with corrections as noted by the City Engineer.

4) That the Easton Village preliminary plat complies with the City's subdivision ordinance.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council does hereby approve the preliminary plat for Easton Village subject to the following conditions:

1) Within six months of preliminary plat approval, the applicant shall complete the following: a) the applicant shall provide adequate title evidence satisfactory to the City Attorney; b) the applicant shall pay all fees associated with the preliminary plat. All of the above conditions shall be met prior to the City accepting an application for final plat and prior to the commencement of any grading activity on the site.

2) The grading plan shall be updated to include the protective tree fencing necessary to preserve all vegetative areas identified for protection around the 5.15 acre residential parcel to the west of the subdivision.

3) The applicant shall work with the City and Washington County to identify and reserve sufficient space for a future trail corridor along the western right-of-way line of Manning Avenue.

4) The applicant shall submit a landscape plan prepared by landscape architect for review and approval by the City. The landscape plan submittal will include a tree protection and replacement plan consistent with City ordinances.

5) The final plat will incorporate all review comments from the City's landscape architect, including the selection and mix of plantings within storm water basins and infiltration areas.

6) The landscape plan shall include additional plantings around the Northern Natural Gas utility site.

7) The proposed access to Manning Avenue will be permitted as a temporary access until such time that the Village Parkway is connected to 30th Street. The construction plans will be updated to reflect the temporary nature of this street.

8) The applicant shall be responsible for the construction of all improvements within the Manning Avenue (CSAH 15) right-of-way as required by Washington County and further described in the review letter received from the County dated June 24, 2014.

9) The developer shall follow all of the rules and regulations spelled out in the Wetland Conservation Act, and shall acquire the needed permits from the appropriate watershed districts for the storm water management system prior to the commencement of any grading or development activity on the site.

10) The applicant shall enter into a maintenance agreement with the City that clarifies the individuals or entities responsible for any landscaping installed in areas outside of land dedicated as public park and open space on the final plat.

11) The developer shall provide an updated accounting of the land to be dedicated for park purposes prior to submission of a final plat. If required, the developer shall be required to pay a fee in lieu of park land dedication equivalent to the fair market value for the amount of land that is required to be dedicated for such purposes in the City's Subdivision Ordinance less the amount of land that is accepted for park purposes by the City. Any cash payment in lieu of land dedication shall be paid by the applicant prior to the release of the final plat for recording.

12) Any land under which public trails are located will be accepted as park land provided the developer constructs said trails as part of the public improvements for the subdivision.

13) All required modifications to the plans as requested by the City Engineer in a review letter dated June 26, 2014 shall be incorporated into the plans prior to consideration of a final plat.

14) The City and developer will determine the appropriate distribution of future costs associated with the Village Parkway railroad crossing improvements as part of a developer's agreement for any portion of Easton Village.

15) The developer shall address any comments from Metropolitan Airport Commission as part of a final plat submission for any portion of Easton Village. MAC will be asked to comment on the landscape plan, and the plan shall be revised to address any specific comments concerning the appropriate vegetation to be planted within storm water facilities.

16) The landscape plan shall be revised to eliminate all trees planted within the Lake Elmo Airport Regulatory Protection Zone.

17) The final plat shall include a paved trail connection between Lots 13 and 14 of Block 3.

18) The applicant shall submit written acknowledgement from property owner of the parcel immediately to the south of Easton Village concerning the storm water being outlet running into their property.

19) The applicant is encouraged to incorporate elements from the Lake Elmo Theming Study into the open space areas within the subdivision.

20) The developer shall obtain all required permits from Northern Natural Gas to perform construction work over the gas line that runs from north to south across this site.

21) The developer shall be required to extend sewer to the northernmost boundary of the site.

Passed and duly adopted this 15th day of July 2014 by the City Council of the City of Lake Elmo, Minnesota.

_____
Mike Pearson, Mayor

ATTEST:

_____
Adam Bell, City Clerk

THE CITY OF
LAKE ELMO

PLANNING COMMISSION
DATE: 6/30/14
AGENDA ITEM: 4A – PUBLIC HEARING
CASE # 2014-21

ITEM:	Easton Village Preliminary Plat
SUBMITTED BY:	Kyle Klatt, Planning Director
REVIEWED BY:	Nick Johnson, City Planner Jack Griffin, City Engineer Lake Elmo Development Review Committee

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SUMMARY AND ACTION REQUESTED:

The Planning Commission is being asked to consider a Preliminary Plat request from Easton Village, LLC, 2140 West County Road 42, Burnsville, MN for a 217 unit single family residential subdivision to be located on 98.47 acres west of Manning Avenue and immediately south of the Union Pacific railroad corridor in the Village Planning Area. Staff is recommending approval of the request subject to compliance with a series of conditions as noted in this report.

GENERAL INFORMATION

Applicant:	Easton Village, LLC, (Tom Wolter) 2140 West County Road 42, Burnsville, MN
Property Owners:	Same
Location:	Section 13, Township 29 North, Range 21 West in Lake Elmo, north of 30th Street, west of Manning Avenue, and south of the Union Pacific railroad right-of-way. PID Numbers 13.029.21.14.0002, 13.029.21.41.0001, 13.029.21.42.0001 and 13.029.21.13.0001
Request:	Application for preliminary plat approval of a 217 unit residential subdivision to be named Easton Village.
Existing Land Use:	Agriculture, Woods/Natural Vegetation
Current Zoning:	RT – Rural Transitional
Proposed Zoning:	LDR – Urban Low Density Residential
Surrounding Land Use:	North – vacant/agricultural land; west – single family home, City park, natural vegetation; south – vacant/agricultural land; east – Lake Elmo Airport (Baytown Township)
Surrounding Zoning:	RT – Rural Transitional; PF – Public and Quasi-Public Open Space
Comprehensive Plan:	Village Urban Low Density Residential (1.5 - 2.5 units per acre)

History: Property was included in Village Planning Area boundary and municipal sewer service area as defined in the 2013 Village Land Use Plan. Site has historically been used for faming activities, including the growing of agricultural crops. Sketch Plan review by Planning Commission on 1/27/14. AUAR for the project area approved by the City in May of 2009.

Deadline for Action: Application Complete – 6/13/14
60 Day Deadline – 8/13/14
Extension Letter Mailed – No
120 Day Deadline – 10/13/14

Applicable Regulations: Chapter 153 – Subdivision Regulations
Article 10 – Urban Residential Districts (LDR)
§150.270 Storm Water, Erosion, and Sediment

REQUEST DETAILS

The City of Lake Elmo has received a request from Easton Village, LLC for a preliminary plat to subdivide approximately 98 acres of land within the Village Planning Area into 217 single-family residential housing sites. The proposed subdivision would be located immediately south of the Union Pacific rail line that cuts through the bottom half of the Village Planning Area, and would extend from the Manning Avenue right-of-way to easternmost line of Reid Park. The development site has formerly been referenced as the Anchor Bank property; which also includes a large area north of the railroad tracks. At this time, the developer is only seeking to plat the land south of the railroad right-of-way, and will bring a preliminary plat forward on the northern site at a future date.

The subdivision site is presently used for agricultural purposes, and therefore has very little in the way of larger trees or other landscape features. Almost all of the trees on the applicant's site are located within the extreme western portion of the land, either around an existing single-family parcel of 5.15 acres in size, along the western property boundary, or in a windrow of trees along the property line to the south. When reviewing drainage patterns in the Village Area, it becomes obvious that the site under consideration accepts a large amount of storm water as it travels north to south and eventually into the Downs Lake watershed basin. With the recent heavy rains, the water moving through the site is readily apparent when driving by on Manning Avenue. A major component of the City Engineer's comments focus on storm water, which is the most significant site constraint that the applicant will need to properly address.

The transportation infrastructure surrounding the site also plays a major role in planning for the proposed subdivision because of the constraints it places on the site. In particular, the property to be subdivided is bordered by a major county roadway, Manning Avenue, that is planned for expansion to a four-lane section within the next several years. The site is further bordered by the Union Pacific rail line, which typically carries around 6 trains each day, and is immediately across from the Lake Elmo Regional Airport. The extreme northeast corner of the site is in a runway protection zone, which extends across the rail road tracks into the applicant's northern property. The location of airport safety zones in this area is one of the reasons that the developer is planning open space and storm water infiltration areas in the northeast portion of the site and why the site south of the tracks has been selected for development first.

A significant feature of the Easton Village preliminary plat is the proposed construction of an initial segment of the Village Parkway minor collector roadway. This road will ultimately provide a

connection between Highway 5 in the northern part of the Village Area to 30th Street at the southern end of the Village. Village Parkway, as depicted in the attached plans, has been designed to conform to the City's specifications for this roadway in terms of right-of-way width (80 feet), road width (32 feet), boulevard areas, and the location of a sidewalk and trail within the right-of-way. Because the road will be primarily providing access to the adjacent residential lots, the specifications for the road do not call for separated driving lanes with a center median. The internal road system has been designed to accommodate the Planning Commission's request for a modified grid layout that makes use of cul-de-sacs while still allowing for pedestrian connections back to the Village Parkway trail. The primary access into the development will be from a new connection to Manning Avenue immediately across from an existing entrance into the Lake Elmo Airport. Staff is recommending that this access road be used on a temporary basis until such time that the Village Parkway connection to 30th Street is completed.

In terms of parks and trails, the preliminary plat includes a fairly extensive system of trails that provide for internal connections to the planned lots and that will also traverse the open space in the northern and western portions of the plat. Consistent with previous direction from the Planning Commission, the developer has added trail connections at the end of the cul-de-sacs (with an exception that will be addressed in the comment section of this report) and has extended trails to the western property boundary. The western trails could potentially extend into Reid Park or through an adjacent parcel north of Reid Park. There is one larger 1.36 acre park planned within the middle portion of the site on Outlot D, with larger open space areas planned in Outlots B, H, and K.

There are two parcels that will be partially surrounding by the proposed development along its western boundary, including a 5.15 acre residential lot owned by Elzabeth Miner and Scott Lampert and a 2.6 acre parcel owned by Northern Natural Gas and used for a utility station. Both of these lots are accessed via a private driveway connection across the railroad that would be eliminated under the proposed subdivision plan. These sites will be able to access the planned public roadway system serving the lots in Easton Village.

The proposed storm water management plan for Easton Village includes a large and very deep storm water basin in the northeast part of the site, with smaller facilities located along the railroad right-of-way. All storm water runoff is therefore being direction north and around the residential homes, and will eventually outlet to into the planned storm water improvements on the property to the south. The developer will need to obtain permission from this property owner to move forward with the plan as proposed. The applicant has not yet obtained the proper permits from the Valley Branch Watershed District for the project, and will need to address any permitting requirements that come out of this review.

As the first project that will be seeking a connection to the Village Trunk Sewer line, the developer will need to make the initial connection to the Reid Park lift station as a part of this project. This connection will cross the southerly parcel currently under contract with Gonyea Homes, and both parties have indicated that they are agreeable to this extension. In this case, Gonyea and Easton Village, LLC have been coordinating a larger sewer extension project that will bring public sanitary sewer services to the northern portion of the Village and tie into the City's planned infrastructure project for 39th Street. With the platting and development of Easton Village, a significant piece of this larger sewer project will be constructed with this development. Water will be extended via a stub from the adjacent property and will connect to existing lines in the Village.

The applicant is proposing to bring forward a final plat for Easton Village development in stages, starting with the southeast portion of the property that will be served by the Manning Avenue access road.

PLANNING AND ZONING ISSUES

The Easton Village site is guided for Village Urban Low Density development in the City's Comprehensive Plan, and Staff is recommending that the zoning for the site be established as LDR – Low Density Residential. The overall subdivision plan has therefore been prepared in order to comply with the district standards for the LDR districts in terms of lot size, lot widths, building setbacks, and other design criteria. With the recent influx of subdivision and land applications, Staff will be bringing a broader Zoning Map Amendment proposal forward at the July 14th Planning Commission meeting in order to more efficiently notice and prepare zoning map amendments for each of these developing areas.

The arrangement of lots and blocks within the subdivision follows a fairly rigid grid pattern as one moves from east to west through the subdivision, but with cul-de-sacs off of the Village Parkway due to the City's access spacing requirements along this roadway. The proposed roadways have been designed in conformance to City standards, with the exception of the "eyebrow" pull out areas located at the curve of several streets. These road features will need be subject to further review by the City's Engineering and Public Works Departments. All other aspects of the road and subdivision layout conform to applicable subdivision ordinance requirements.

Although the proposed street system meets City requirements, the platting of Easton Village will include the southerly extension of the Village Parkway that will cross the Union Pacific rail line. The City will need to work with the railroad to obtain the necessary permits to create a new crossing, and this permitting process will likely take some time to complete. The City has been given initial feedback from the railroad that a new crossing will be considered in this location, but will require the closing of at least one existing public crossing as part of the permit. Staff is continuing to work towards making a formal request to the railroad in order to ensure that the planned crossing can move forward. In addition, the City needs to also determine whether or not the Easton Village, LLC should contribute towards the cost of the railroad crossing, or if this expense will be taken on by the City as a broader road improvement project.

Sidewalks and trails are planned throughout the subdivision, and as with other recent subdivisions, Staff is recommending that sidewalks be installed on at least one side of all single-family residential streets. The proposed plans provide for sidewalks consistent with the Staff recommendation. In addition to the internal trails and sidewalks that are proposed by the developer, the City has asked that the Village Parkway Corridor include a 10-foot bituminous trail on one side of the road and a six-foot sidewalk on the opposite side. The proposed plans conform to this request as well.

The proposed development standards for the lots are included as part of the attached subdivision packet, and each lot as depicted in the plans includes a description of the lot size, dimensions, and all required easements. The majority of the proposed lots are between 65 and 75 feet in width, and all meet the City's minimum area requirement of 8,000 for single family lots in a LDR district, with the smallest lot proposed at 8,100 square feet. The site plans further illustrate that throughout the single family area the lots will average 10,489 square feet, which exceeds the minimum requirements by a fairly wide margin.

The following is a general summary of the subdivision design elements that have proposed as part of the Easton Village preliminary plat and plans:

Zoning and Site Information:

- Existing Zoning: RT – Rural Transitional
- Proposed Zoning: LDR
- Total Site Area: 98.47 acres
- Total Residential Units: 217
- Proposed Density (Net): 2.5 units per acre
- REC Units from Comp Plan: 148-246 (using gross area calulcation)

Proposed Lot Dimensional Standards:

- Min. Lot Width: 65 ft.
- Lot Depth: 100 ft. (130 ft. typical)
- Lot Area: 8,000 sq. ft. (8,100 min.)
- Front Yard Setback: 25 ft.
- Side Yard Setback: 5 ft. garage, 10 ft. primary building
- Rear Yard Setback: 20 ft.

Proposed Street Standards:

- ROW Width – Local 60 ft. (per Subdivision Ordinance)
- ROW Width – Minor Collector 80 feet
- Street Widths – Local: 28 ft. (per City standard)
- Street Width – Minor Collector 32 ft. – per City standard

The standards listed above are all in compliance with the applicable requirements from the City's zoning and subdivision regulations. Based on Staff's review of the preliminary plat, the applicant has demonstrated compliance with all applicable code requirements at the level of detail that is required for a preliminary plat.

As with any new subdivision the City Code requires that a portion of the plat be set aside for public park use. In this case, the applicant has indicated that certain outlot areas will be dedicated to the City for this purpose, including Outlots D and portions of B and H. Since a large portion these areas represent green belt or trail corridors and are not suitable for other types of active recreation usage, it is Staff's recommendation that the City only accept the trail corridors as part of the park land dedication requirements if the developer constructs the planned trail over these areas in conjunction with other required infrastructure improvements. As a general policy, Staff is recommending that the City consider accepting smaller land dedications in exchange for a more robust and connected trail system that will provide access to the City's numerous parks (including the regional park preserve).

The Subdivision Ordinance requires 10% of the land in urban residential districts to be set aside as open space, which totals 9.84 acres. The areas to be dedicated for public use add up to 7.96 acres based on the applicants calculation, which leaves the applicant 1.88 acres short of the required land dedication. Please note that Staff was having a difficult time following the area calculations included in the subdivision materials, and is recommending that these calculations be subject to further review by Staff and the developer. In addition, the developer does own additional land north of the railroad line that will include additional dedications of park land, and the City may want to consider future land dedications as part of the current subdivision review. This is an issues that can be resolved prior to submission of a final plat.

REVIEW AND ANALYSIS

City Staff has reviewed the proposed preliminary plat, which has gone through several versions in advance of the formal application being accepted as complete by the City. During the course of these reviews, several of the issues and concerns that were pointed out by Staff have been addressed by the applicant with updated submission documents; however, there are other elements of the plat that must still be addressed or corrected by the applicant, primarily as it relates to storm water management. In general, the proposed plat will meet all applicable City requirements for approval, and any deficiencies or additional work that is needed is noted as part of the review record.

Because of its location in the Village Planning Area, Easton Village will not be subject to a separate environmental review as long as the project is consistent with the development scenarios studied under the Village Area AUAR. The project is consistent with the City's Comprehensive Plan for the area, and the Comprehensive Plan was designed to be consistent with the AUAR. Where applicable, Staff has recommended condition of approval to ensure that the development conforms to the AUAR Mitigation Plan.

The City has received a detailed list of comments from the City Engineer and the Washington County concerning the proposed subdivision, in addition to general comments from the Valley Building Official and Fire Chief which are incorporated as part of the Staff comments below.

In addition to the general comments that have been provided in the preceding sections of this report, Staff would like the Planning Commission to consider the issues and comments related to the following discussion areas as well:

- ***Comprehensive Plan***. The proposed subdivision is consistent with the Lake Elmo Comprehensive Plan for this area and with the densities that were approved for the Village Planning Area as part of this plan. The net density for the development is at the upper end of the range allowed for the Village urban low density land use category of 2.5 units per acre. Furthermore, the overall number of REC units planned matches the overall numbers that were used for projecting the unit counts in this area. With the current zoning restrictions associated of the airport runway safety zones crossing the applicant's property north of the railroad tracks, the applicant is seeking the maximum allowed density for the southern property given the uncertainty over the potential densities that may ultimately be allowed north of the tracks. At present, Staff estimates that the current airport zoning would allow no more than half of the projected density in this future development area. Other aspects of the Comprehensive Plan relate to the Easton Village subdivision as follows:
    - ***Transportation***. The City's transportation plan calls for the construction of a minor collector road that will connect the northern and southern portions of the Village. Staff views this road as a critical piece of the transportation infrastructure that is needed to serve the densities that have been planned for this area. The applicant has incorporated the right-of-way at the width necessary to construct the minor collector as part of its preliminary plat. The plan does not include any specific language concerning the proposed Manning Avenue connection, although Washington County has noted that this connection will divert some traffic that would otherwise be using the 30th Street/Manning Avenue intersection. There will not be enough future traffic along Manning Avenue to support a signalized intersection at both intersections.

- ***Parks***. The Village Land Use Plan calls for a larger park area along both the northern and southern edge of the railroad right-of-way, and the proposed development includes open space and a trail along the railroad's southern boundary. This area is not as large as depicted in the Comprehensive Plan; however, the applicant has expressed concern that the open space and/or park dedication on the northern property may need to expand due to airport zoning restrictions. Based on the Park Commission's review of the sketch plan, the Park Commission was interested in the more robust trail system and potential expansion of park areas north of the rail line consistent with the developer's preliminary plat.
- ***Water***. Water is being stubbed into the site from an adjacent property and will connect to the broader Village (and City) water system. The City recently installed Well Number 4 just north of the Village consistent with the City's Water Plan, and there is adequate supply to provide for the proposed development.
- ***Sanitary Sewer***. Sewer will be extended to the development from the Reid Park lift station, but will need to cross the property to the south (under contract with Gonyea Homes). This project is part of a larger project to bring sewer to the northern portions of the Village, and both Easton Village and Gonyea are cooperating on the line south of the railroad.
- ***Phasing***. All of the Village is identified as a Stage 1 phasing area for development, and the preliminary plat documents that adequate public facilities are available or will be constructed as part of the project to serve the subdivision.

- ***Zoning***. As noted above, future zoning action will be necessary to change the zoning of the subject parcels from RT to LDR. A zoning map amendment to achieve the necessary change will be brought before the Planning Commission in the near future.
- ***Airport Zoning Issues***. The northeastern portion of the site lies within a runway protection zone for the Lake Elmo Airport, and development activity of any kind is severely restricted in this zone. The proposed infiltration basin is acceptable; however, there are some trees and other plantings depicted on the plans that will likely be deemed incompatible with the protection zone (RPZ). The Metropolitan Airports Commission (MAC) did discuss Easton Village with Staff prior to the Planning Commission meeting, and requested that the developer consider potential noise and other impacts associated with the airport as the development progresses. Staff is recommending that the landscape plan be reviewed by MAC to ensure conformance with RPZ requirements and to help address airport concerns over the landscaping of storm water ponds outside of the RPZ. The City is continuing to work with the MAC and MnDOT aeronautics to develop airport zoning that will address airport zoning restrictions on the northern Easton Village property.
- ***Subdivision Requirements***. The City's Subdivision Ordinance includes a fairly lengthy list of standards that must be met by all new subdivisions, and include requirements for blocks, lots, easements, erosion and sediment control, drainage systems, monuments, sanitary sewer and water facilities, streets, and other aspects of the plans. The majority of these requirements have been addressed as part of the City Engineer's comments (which are summarized below) or have been reviewed as part of Staff's ongoing communications with the applicant regarding the project.
- ***Infrastructure***. The developer will be required to construct all streets, sewer, water, storm water ponds, and other infrastructure necessary to serve the development. The responsibility

for the costs associated with the future Village Parkway railroad crossing still needs to be discussed between the City and the developer.

- ***Landscaping***. The City's consulting landscape architect has reviewed the preliminary landscape plan and noted that the plans submitted were not prepared by a landscape architect as per the City's ordinance. The plans do provide calculations to document compliance with the ordinance, but these calculations show that the project is short on the number of trees, but exceeds the requirements for the size (in terms of caliper inches) of the proposed trees. Staff is recommending that a plan, prepared by a landscape architect, be submitted as a condition of approval, and that this plan be reviewed for consistency with the City's requirements.
- ***Tree Preservation and Protection***. The City recently adopted a tree preservation and protection ordinance; and the subdivision plans include a description of the tress and sizes of these trees to be removed. There is no related replacement plan consistent with the City's requirements included in the attached materials. Staff is recommending that this plan can be reviewed with an updated landscaped plan given the relatively low number of trees that will be impacted by the development.
- ***Green Belt/Buffer***. The Village Land Use Plan includes a green belt/open space area around the proposed residential development areas. The plan does not identify a specific dimension for the green belt, and instead noted that each development will be reviewed for consistency with the general plan. In the case of Easton Village, the developer is proposing to accommodate storm water retention and infiltration within a buffer area along Manning Avenue, and the width of this buffer will vary from approximately 600 feet in width on the north part of the subdivision to 100 feet in the southern portion of the subdivision.
- ***Natural Area Preservation***. The Village AUAR identifies primary and secondary ecologically sensitive areas throughout the planning area, and a larger primary area is located on what is labeled as Outlot K on the preliminary plat. This area is shown as an open space area within the plat, and will therefore not be developed for residential lots. Because this area is located adjacent to Reid Park, Staff is recommending that this parcel be considered for park land dedication.
- ***Existing Residential Parcel***. The proposed development will plat single family homes adjacent to the Lampert/Minor parcel in the eastern portion of the subdivision. The applicant's plan preserves most of the trees and landscaping around this parcel; Staff is recommending the proposed protective tree fencing depicted on the existing conditions plan also be shown on the grading plan to help ensure that as few trees as possible are impacted by the construction activity.
- ***Streets and Transportation***. The proposed street system has been designed to comply with all applicable subdivision requirements and City engineering standards. Staff is requesting that the plans for Village Parkway include all design elements as requested by the City, including the street trees, landscaping, lighting, signage, and fencing proposed as part of the City's theming project prepared by Damon and Farber Associates. Other transportation comments from Staff include the following:
    - ***Manning Avenue Access***. The proposed access to Manning Avenue will meet County access spacing and other design requirements with the modifications as requested in the Washington County review comments. However, after further reviewing the overall transportation plan for the Village, Staff is recommending that this access be approved as a temporary access until such time that Village Parkway is

extended to 30th Street. Staff is recommending this course of action for the following reasons: 1) the connecting road between Manning Avenue and Village Parkway will be a heavily travelled segment and serve as a de facto extension of the parkway, 2) residents along this stretch will experience heavy amounts of traffic and will likely run into times when queuing lines from Manning extend across their driveways, and 3) removing traffic from the Manning Avenue/30th Street intersection will greatly decrease the potential for this intersection to be signalized at some point in the future.

- ***Trails***. The sketch plan included a trail connection between Lots 13 and 14 of Block 3 on the preliminary plat. Staff is recommending that that this connection be included in the final plat.

- ***Street Names***. Staff is continuing to work on implementing a clear and consistent naming system for new streets in the community and will need to provide names for the streets within Easton Village. As a condition of approval, Staff is asking that the applicant continue to work with the City at developing street names for the project, and that these names be included with the final plat submission.

- ***City Engineer Review***. The City Engineer has provided the Planning Department with a detailed comment letter as a summary of his preliminary plat review. Staff has incorporated the more significant issues identified by the Engineer as part of the recommended conditions of approval, and has also included a general condition that all issues identified by the City Engineer must be addressed by the applicant prior to approval of a final plat for any portion of the Easton Village subdivision. Storm water management is a significant concern as noted in the comments, and the applicant is advised to continue working with the watershed district to ensure the storm water management plans will meet Valley Branch requirements.

- ***Fire Department Review***. The Fire Chief has reviewed the plat and has requested that additional buffering be provided between the proposed homes and Northern Natural Gas utility site. He has also asked that the spacing of fire hydrants comply with the City's requirements. The City Engineer will be taking these comments into consideration during its review of future construction plans for this subdivision.

- ***Washington County Review***. County Staff has reviewed the Easton Village plat and provided specific comments to the City in a letter dated June 24, 2014. The most significant of the County's concerns is that the applicant will need to make improvements to Manning Avenue in order to construct the proposed access into the subdivision. These improvements will required whether or not the access road is temporary or permanent. As a condition of approval, Staff has noted that the applicant will be responsible for address all of the County's review comments.

- ***Watershed Districts***. The project area lies within the Valley Branch Watershed District; the developer will need to secure permits from the watershed district in order to proceed with the development as planned.

- ***AUAR Mitigation Plan***. As projects within the Village Planning Area come forward, Staff is continuing to monitor each development for consistency with the AUAR and to make sure that the mitigation plan is being properly addressed either as part of broader City actions or directly through appropriate development plans. In this case, the mitigation elements that are most directly applicable to the Easton Village include the following;

- ***Railroad Setbacks and Noise***. The proposed plat establishes a larger setback between the rail line and individual homes within the subdivision by incorporating outlots along the southern edge of the railroad right-of-way.
- ***Storm Water Management***. The storm water management system has been designed to comply with City and Watershed District requirements. The larger amount of open space, including ponding areas, is consistent with the expectations established in the AUAR.
- ***Traffic***. The crossing of the railroad is a critical component of the transportation plan and the proposed plans anticipate this crossing. The eventual elimination of the Manning Avenue access will help keep anticipated improvements at 30th and Manning a viable option.

- ***Railroad Crossing***. The design of the railroad crossing, and in particular, the necessary improvements within the Village Parkway to design for a whistle-free crossing, should be further evaluated with the developer. Staff is recommending that the final development plans include a design that will allow for a future whistle-free crossing.

Based on the above Staff report and analysis, Staff is recommending approval of the preliminary plat with several conditions intended to address the outstanding issues noted above and to further clarify the City's expectations in order for the developer to move forward with a final plat. The recommended conditions are as follows:

Recommended Conditions of Approval:

1) Within six months of preliminary plat approval, the applicant shall complete the following: a) the applicant shall provide adequate title evidence satisfactory to the City Attorney; b) the applicant shall pay all fees associated with the preliminary plat. All of the above conditions shall be met prior to the City accepting an application for final plat and prior to the commencement of any grading activity on the site.

2) The grading plan shall be updated to include the protective tree fencing necessary to preserve all vegetative areas identified for protection around the 5.15 acre residential parcel to the west of the subdivision.

3) The applicant shall work with the City and Washington County to identify and reserve sufficient space for a future trail corridor along the western right-of-way line of Manning Avenue.

4) The applicant shall submit a landscape plan prepared by landscape architect for review and approval by the City. The landscape plan submittal will include a tree protection and replacement plan consistent with City ordinances.

5) The final plat will incorporate all review comments from the City's landscape architect, including the selection and mix of plantings within storm water basins and infiltration areas.

6) The landscape plan shall include additional plantings around the Northern Natural Gas utility site.

7) The proposed access to Manning Avenue will be permitted as a temporary access until such time that the Village Parkway is connected to 30th Street. The construction plans will be updated to reflect the temporary nature of this street.

8) The applicant shall be responsible for the construction of all improvements within the Manning Avenue (CSAH 15) right-of-way as required by Washington County and further described in the review letter received from the County dated June 24, 2014.

9) The developer shall follow all of the rules and regulations spelled out in the Wetland Conservation Act, and shall acquire the needed permits from the appropriate watershed districts prior to the commencement of any grading or development activity on the site.

10) The applicant shall enter into a maintenance agreement with the City that clarifies the individuals or entities responsible for any landscaping installed in areas outside of land dedicated as public park and open space on the final plat.

11) The developer shall provide an updated accounting of the land to be dedicated for park purposes prior to submission of a final plat. If required, the developer shall be required to pay a fee in lieu of park land dedication equivalent to the fair market value for the amount of land that is required to be dedicated for such purposes in the City's Subdivision Ordinance less the amount of land that is accepted for park purposes by the City. Any cash payment in lieu of land dedication shall be paid by the applicant prior to the release of the final plat for recording.

12) Any land under which public trails are located will be accepted as park land provided the developer constructs said trails as part of the public improvements for the subdivision.

13) All required modifications to the plans as requested by the City Engineer in a review letter dated June 26, 2014 shall be incorporated into the plans prior to consideration of a final plat.

14) The City and developer will determine the appropriate distribution of future costs associated with the Village Parkway railroad crossing improvements as part of a developer's agreement for any portion of Easton Village.

15) The developer shall address any comments from Metropolitan Airport Commission as part of a final plat submission for any portion of Easton Village. MAC will be asked to comment on the landscape plan, and the plan shall be revised to address any specific comments concerning the appropriate vegetation to be planted within storm water facilities.

16) The landscape plan shall be revised to eliminate all trees planted within the Lake Elmo Airport Regulatory Protection Zone.

17) The final plat shall include a paved trail connection between Lots 13 and 14 of Block 3.

18) The applicant shall submit written acknowledgement from property owner of the parcel immediately to the south of Easton Village concerning the storm water being outlet running into their property.

19) The applicant is encouraged to incorporate elements from the Lake Elmo Theming Study into the open space areas within the subdivision.

20) The developer shall obtain all required permits from Northern Natural Gas to perform construction work over the gas line that runs from north to south across this site.

21) The developer shall be required to extend sewer to the northernmost boundary of the site.

DRAFT FINDINGS

Staff is recommending that the Planning Commission consider the following findings with regards to the proposed Easton Village preliminary plat:

- That the Easton Village preliminary plat is consistent with the Lake Elmo Comprehensive Plan and the Future Land Use Map for this area.
- That the Easton Village preliminary plat complies with the City's Urban Low Density Residential zoning district.
- That the Easton Village preliminary plat complies with all other applicable zoning requirements, including the City's landscaping, storm water, sediment and erosion control and other ordinances.
- That the Easton Village preliminary plat complies with the City's subdivision ordinance.
- That the Easton Village preliminary plat is consistent with the City's engineering standards.

RECCOMENDATION:

Staff recommends that the Planning Commission recommend approval of the Easton Village preliminary plat with the 21 conditions of approval as listed in the Staff report. Suggested motion:

"Move to recommend approval of the Easton Village preliminary plat with the 21 conditions of approval as drafted by Staff"

ATTACHMENTS:

1. Application Form (3)
2. Preliminary Plat Narrative
3. Legal Description
4. Wetland Evaluation Report (Summary)
5. Review Comments:
    a. City Engineer
    b. Washington County
    c. Landscape Architecture, Inc,
6. Preliminary Plat and Plans (37 sheets)

ORDER OF BUSINESS:

- Introduction ..... Planning Staff
- Report by Staff ..... Planning Staff
- Questions from the Commission ..... Chair & Commission Members
- Open the Public Hearing ..... Chair
- Close the Public Hearing ..... Chair

- Discussion by the Commission ..... Chair & Commission Members
- Action by the Commission ..... Chair & Commission Members

Date Received: _____
Received By: _____
LU File #: _____

THE CITY OF
LAKE ELMO

651-747-3900
3800 Laverne Avenue North
Lake Elmo, MN 55042

PRELIMINARY PLAT APPLICATION

Applicant: Easton Village LLC
Address: 2140 W County Rd 42 Burnsville MN 55337
Phone #: 952 292 0046
Email Address: Tom@walter-mn.com

Fee Owner: SAME
Address: _____
Phone #: _____
Email Address: _____

Property Location (Address and Complete (long) Legal Description: _____

General information of proposed subdivision: _____

Conducted pre-application meeting with Staff? ☒ Yes ☐ No

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

Signature of applicant: Tom Walter Date: 3-27-2014

City Use Only
Planning: Zoning District: _____
Reviewed by: _____ Date: _____
Subject to the following conditions: _____

Engineering: Reviewed by: _____ Date: _____
Subject to the following conditions: _____

THE CITY OF
LAKE ELMO

Lake Elmo City Hall
651-747-3900
3800 Laverne Avenue North
Lake Elmo, MN 55042

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that **I am the fee title owner** of the below described property or that I have written authorization from the owner to pursue the described action.

Name of applicant Easton Village LLC
(Please Print)

Street address/legal description of subject property _____

_____

_____

_____

_____

Tom Wist
Signature

3-27-2014
Date

If you are not the fee owner, attach another copy of this form which has been completed by the fee owner or a copy of your authorization to pursue this action.

If a corporation is fee title holder, attach a copy of the resolution of the Board of Directors authorizing this action.

If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership.

THE CITY OF
LAKE ELMO

Lake Elmo City Hall
651-747-3900
3800 Laverne Avenue North
Lake Elmo, MN 55042

ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am the party whom the City should contact regarding any matter pertaining to this application.

I have read and understand the instructions supplied for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I will keep myself informed of the deadlines for submission of material and of the progress of this application.

I understand that this application may be reviewed by City staff and consultants. I further understand that additional information, including, but not limited to, traffic analysis and expert testimony may be required for review of this application. I agree to pay to the City upon demand, expenses, determined by the City, that the City incurs in reviewing this application and shall provide an escrow deposit to the City in an amount to be determined by the City. Said expenses shall include, but are not limited to, staff time, engineering, legal expenses and other consultant expenses.

I agree to allow access by City personnel to the property for purposes of review of my application.

Signature of applicant Tom Wurst Date 3-27-2014

Name of applicant Easton Village LLC Phone 952-292-0046
(Please Print)

Name and address of Contact (if other than applicant)_____

EASTON VILLAGE

Preliminary Plat Narrative

June 12, 2014

The project property consists of 98.5 acres located along the west side of Manning Avenue North about a quarter mile south of Highway 5 and bordered on the north by railroad tracks. The property is owned by Easton Village, LLC. The property is currently used for farming practices. The property is currently identified as Low Density Residential in the Comprehensive Plan, Planned Land Use section. No change is required or requested of the Comprehensive Plan designation.

DENSITY/LOTS

The density of the project is 2.20 units per acre of gross area and 2.38 net density, below the maximum allowed by the Comprehensive Plan of 2.5 units per acre. The typical lot size as shown is 65 feet wide and 130 feet in length, providing a typical lot area of 8,450 square feet, larger than the 8,000 minimum. The smallest proposed lot is 8,100 square feet. The average lot area is 10,489 square feet. All of the lots will meet or exceed the minimum standards. No variances or exceptions are anticipated. Proposed setbacks meet with the minimum established for this zoning district, 5-ft garage side, 10-ft house side, 25-ft front, 15-ft corner side yard and 20-ft rear yard setback.

PARK AREA	7.96
OPEN SPACE	18.90
LOT AREA	52.25
RIGHT OF WAY	19.37
RUNWAY PROTECTION ZONE	4.77
STEEP SLOPE AREAS	2.65
TOTAL PROPERTY AREA	98.47
TOTAL PROPOSED LOTS	217
PERCENT OF OPEN SPACE/PARK	27.3%
GROSS DENSITY	2.20
NET DENSITY*	2.38

OPEN SPACE

As with the concept drawing the preliminary plat document design includes a large amount of open space and park area. Approximately 27.3% of the project is either defined as park or open space. The area along Manning Avenue North will provide for buffering of 100 feet or more, with ponds, berms and landscaping of this area. The concept was redesigned per our discussions with the Park Commission and the Planning Commission, with a reduction in park space on the north of the property. Parks and neighborhoods will now be connected together with a trail system that has been expanded from the first concept. Reid Park will be connected to the development with a trail connection that will extend to the park (Outlot D) proposed for the first phase of the development. The proposed northern parks have been reduced in size and reconfigured as a linear park system, once again with the goal of connecting neighborhoods together. Due to the location and use of the Outlots, we are currently proposing to turn all Outlots over to the City for maintenance and care. The area designated as the infiltration area meets with the requirements for the Runway Protection Zone for Runway 32 at the Lake Elmo Airport.

PHASING

The phasing of the project is anticipated to begin with a 36 unit addition identified on sheet C5 of the plan set. Connection to water and sewer through Reid Park would be a part of this first phase. Each additional phase would more than likely move north and then west. We anticipate that the first phase will involve the construction of the large ponds on the north and east of the project, and enough grading to ensure proper drainage for all portions of the project. Trunk sewer and water will also be part of Phase I, as indicated on sheet C5.

STREETS/TRAILS

The street design for the local roads meets with the City Standard width and section. The collector road width and right of way width both meet with dimensions provided by City Staff. Both street sections will feature concrete curb and gutter with bituminous surfacing. The collector road provides a trail corridor and sidewalk. The trail is featured on the east side of the road with the sidewalk on the west. The trails section meets City requirements of 8.5 feet in width and all sidewalks have been designed as 6 feet in width. The sidewalks are proposed on at least one side of the local roads, also helping to connect the neighborhoods together. A quiet zone design has been shown for the future railroad crossing.

UTILITIES

The home sites will be served with City Sewer and City Water from the new lift station and existing water main systems that will be extended to the property limits of this site as discussed with City Staff. Currently the design shows the sanitary sewer extending to the site from the property to the south. This system then continues through our site to the northwest property boundary and will serve as the trunk sewer that will provide service to the future developments north of Highway 5. The water may follow the same route or up the future collector road, this has yet to be decided and will be addressed in the near future with City Staff and other property owners to determine the best routing.

STORM SEWER AND PONDING

One of the major challenges for the design of this subdivision was the large amount of water flowing through the site. The design incorporates retention ponds, detention ponds and a large infiltration pond to meet the rate and volume control for the property. Due to the limited outfall from the site the proposed pond on Outlot B has been designed with extra depth to allow for increased water

quality and to provide adequate material to be able to meet the freeboard separation for the proposed home sites. This ponding area is connected to the proposed infiltration area with a rock filter berm to help filter the water prior to entering the area. This design feature will help to minimize the future maintenance and improve the longevity of the infiltration capability. The ponding area on Outlot B will be lined extensively to insure the pond remains at its normal water elevation is maintain as best as possible. The ponding and infiltration as shown in Outlot B and Outlot H provide the needed rate and volume control for the entire subdivision, both of which have been designed with access for maintenance with the proposed trail system. The remaining drainage for the property is accomplished with the used of backyard swales, which act as retention only areas for flood conditions. Depending upon timing of the Gonyea's Development to the south, grading may have to occur on the Schiltgen Property in order to facilitate the proper timing of the construction of this development. This will be decided in the near future and will be incorporated into the construction documents and final phase of the project. All home sites have been designed with their lowest floor 2 feet or more above the 100-Year High Water Elevation, and 1 foot above the emergency overflow elevations. Lookout type lots have been labeled with elevations that create proper drainage from low openings of the homes, with low openings 1 foot above emergency overflow points and with basements 2 feet above the 100-year flood events.

NEIGHBORING PROPERTIES AND IMPACTS

Due to the lack of neighbors to this parcel, no opposition has been received. The one adjoining resident is located on the western boundary and this development will have little impact on this parcel. A buffering of trees will remain between the new and existing neighbor. One benefit will be the future road connection, eliminating the current access easement used by the neighbor, which is a poorly graded and maintained gravel access to the gas facility in the northwest corner of the property. We have made early efforts to address issues associated with the gas crossings and the Airport Runway Protection Zone. We have also made contact and had discussions with the County in regards to the location and type of access for this development, all done to help move this project to the next stage.

LANDTITLE

service beyond the expected

Prepared for:
Tom Wolters
2140 County Road 42 West
Burnsville, MN 55337
Attn: Tom Wolters
Client File No.:

LT File Number: 502715

350 FOOT RADIUS REPORT LETTER

Land Title, Inc. hereby certifies that as of 3/12/2014, it has searched the public records in the Washington County Department of Property Taxation and finds the names and addresses of property owners within 350 feet of the property described as:

All that part of the West Fifty-nine and one-half (59 ½) rods of the West Half of the Northeast Quarter (W ½ of NE ¼) of Section Thirteen (13), Township Twenty-nine (29) North, Range Twenty-one (21) West lying South of the right of way of the Chicago, St. Paul, Minneapolis & Omaha Railway Company; and also the North Half of the Southeast Quarter (N ½ of SE ¼) of Section Thirteen (13), Township Twenty-nine (29) North, Range Twenty-one (21) West, excepting therefrom:

Commencing at the Southwest corner of Northwest Quarter of Southeast Quarter (NW ¼ of SE ¼) of Section Thirteen (13), Township Twenty-nine (29) North, Range Twenty-one (21) West, East Oakdale Township, Washington County, Minnesota; thence North along the West line of said Southeast Quarter (SE ¼) of Section Thirteen (13) for Two Hundred Forty (240) feet to the point of beginning of this description; thence continuing North along said West line of Southeast Quarter (SE ¼) for Six Hundred sixty-seven and eight tenths (667.8) feet; thence East at right angle for Thirty (30) feet; thence Southeasterly by a deflection angle to the right Forty-six degrees twenty-eight minutes (46° 28') for Two Hundred twenty and seven tenths (220.7) feet; thence Southeasterly by a deflection angle to the left Twenty degrees thirty-five minutes (20° 35') for Two Hundred eighty-six and eight tenths (286.8) feet; thence South by deflection to the right Sixty-four degrees and zero seven minutes (64° 07') and parallel with said West line of Southeast Quarter (SE ¼) for Three Hundred eighty-two and seven tenths (382.7) feet; thence West at right angle for Four Hundred forty (440) feet to the point of beginning.

Exhibit I

The above described tract is sold subject to an easement Thirty (30) feet in width, which is hereby reserved by the first party, sellers, for purposes of a roadway to provide access to the above described 5.1 acre tract, the Westerly line of said easement being described as follows:

Commencing at the Southwest corner of the Northwest Quarter of Southeast Quarter (NW 1/4 of SE 1/4) of Section Thirteen (13), Township Twenty-nine (29) North, Range Twenty-One (21) West, East Oakdale Township, Washington County, Minnesota; thence North along the West line of Southeast 1/4 (SE 1/4) of Section Thirteen (13), being the North and South Quarter line of said Section Thirteen (13) for Nine hundred seven and eight tenths (907.8) feet to the point of beginning of this thirty (30) foot road easement; thence continuing North along said North and South quarter line of Section Thirteen (13) for

EXHIBIT A
LT File No. 502715

Four hundred seventy-six and two tenths (476.2) feet being along said Westerly line of this thirty (30) foot road easement to its intersection with the Southerly right of way line of Chicago, St. Paul, Minneapolis & Omaha Railway Company, being the end of this easement.

And also excepting therefrom:

All that part of the Northeast Quarter (NE ¼) and all that part of the North Half of the Southeast Quarter (N ½ of SE ¼), all in Section Thirteen (13), Township Twenty-nine (29) North, Range Twenty-one (21) West, Village of Lake Elmo, Washington County, Minnesota, more particularly described as follows:

Beginning at a point on the Southerly right-of-way line of the Chicago and North Western Transportation Company, said point being Sixty-six (66) feet East of (as measured at right angles to) the North-South Quarter Section line of Section Thirteen (13), Township Twenty-nine (29) North, Range Twenty-one (21) West, Washington County, Minnesota; thence South, parallel with and Sixty-six (66) feet East of (as measured at right angles to) said North-South Quarter Section line for Three Hundred Thirty (330) feet; thence East at right angles for Three Hundred (300) feet; thence North at right angles for Four Hundred Twenty-four and Two Hundredths (424.02) feet to its intersection with said Southerly right-of-way of the Chicago and North Western Transportation Company; thence Southwesterly along said Southerly right-of-way of the Chicago and North Western Transportation Company for Three Hundred Fourteen and Thirty-nine Hundredths (314.39) feet to the point of beginning.

Together with an easement for ingress and egress over the following described tract:

The West Sixty-six (66) feet of the Northeast Quarter (NE 1/4), excepting therefrom all that part thereof which lies North of Southerly right-of-way of the Chicago and North Western Transportation Company, and the West Sixty-six (66) feet of the North Half of the Southeast Quarter (N ½ of SE ¼). Excepting therefrom all that part thereof which lies South of a Westerly projection of the South line of the above described tract, all in Section Thirteen (13), Township Twenty-nine (29) North, Range Twenty-one (21) West, Washington County, Minnesota.

And also excepting therefrom:

That part of the Northeast Quarter of the Southeast Quarter of Section 13, Township 29 North, Range 21 West lying Easterly of a line 60.00 feet West of, measured at a right angle to and parallel with the centerline of County State Aid Highway 15 described as follows:

Commencing at the East quarter corner of said Section 13, thence South 00 degrees 51 minutes 49 seconds East, bearing oriented to the Washington County Coordinate System, South Zone, along the East line of said Section 13 to the Southeast corner of said Section 13 and the beginning of the center line to be described, thence North 00 degrees 45 minutes 51 seconds West a distance of 2700.00 feet, and said center line there terminating, Washington County, Minnesota.

AND

EXHIBIT A
LT File No. 502715

The Southeast Quarter (SE ¼) of the Northeast Quarter (NE ¼); also the South Four Hundred Ninety-five (495) feet of the Northeast Quarter (NE ¼) of the Northeast Quarter (NE ¼); also that part of the East Three Hundred thirty-eight and twenty-five hundredths (338.25) feet of the West One-half (W ½) of the Northeast Quarter (NE ¼) lying South of the North One Hundred twenty-eight and seventy-eight hundredths (128.78) feet thereof; all in Section thirteen (13) in Township Twenty-nine (29) North of Range Twenty-one (21). According to the United States Government Survey thereof.

Excepting therefrom:

That part of the Southeast Quarter of the Northeast Quarter and that part of the Northeast Quarter of the Northeast Quarter except the North 50 rods (825.00 feet) of Section 13, Township 29 North, Range 21 West lying Easterly of a line 60.00 feet West of, measured at a right angle to and parallel with the center line of County State Aid Highway 15 described as follows:

Commencing at the East Quarter corner of said Section 13, thence South 00 degrees 51 minutes 49 seconds East, bearing oriented to the Washington County Coordinate System, South Zone, along the East line of said Section 13 to the Southeast corner of said Section 13 and the beginning of the center line to be described; thence North 00 degrees 45 minutes 51 seconds West a distance of 3571.19 feet, thence North 00 degrees 54 minutes 55 seconds West a distance of 1000.00 feet, and said center line there terminating, except the Chicago and Northwestern Railroad right of way, Washington County, Minnesota.

And

Except that portion North of the Chicago and Northwestern Railroad right of way, Washington County, Minnesota.

to be entries 1 through 11, inclusive, as shown on attached Exhibit A.

Dated this 18th day of March, 2014 at 7 o'clock A.M.

LANDTITLE

By: _____
An Authorized Signature

KJOLHAUG ENVIRONMENTAL SERVICES COMPANY

Providing Sound, Balanced, Comprehensive Natural Resource Solutions

Memorandum

Date: May 16, 2014

To: Karen Wold, Barr Engineering
Thomas Hingsberger, Army Corps of Engineers

Cc: Tom Wolter

From: Ben Carlson, Kjolhaug Environmental Services Company

Re: Site Assessment for Wetland Habitat – Wolter Project in Lake Elmo, MN
KES PROJECT # 2014-033

On Thursday, April 24, 2014, Ben Carlson (Certified Wetland Delineator #1125) with Kjolhaug Environmental Services (KES) reviewed the aforementioned parcel for potential wetland habitat. The parcel is located in part of the E ½ of Section 13, T29N, R21W, Washington County, Lake Elmo, MN. The site is comprised of four parcels for a total of 98.39 acres. The site was examined in 2005 by Kjolhaug Environmental Services and no wetland was identified within the project area (KES Project # 2005-171, Hutchinson Property, dated August 18th, 2005).

The intent of the site assessment was to determine if wetland was present at the project location and if present determine the extent.

A Project Location Map (Hudson and Stillwater Quads) (**Figure 1**), the Minnesota Department of Natural Resources (MN DNR) Public Water Inventory Map (PWI) (**Figure 2**), the Washington County Soil Survey Map (**Figure 3**), and the National Wetland Inventory (NWI) Map (**Figure 4**) were reviewed prior to the site visit and used in the site review process. Aerial images from 1980, 1981, 1983-2000, 2003, 2004, 2006, 2008, 2009, 2010, and 2013 were examined for cropping history and indicators of hydrology (Appendix A).

The PWI and NWI maps indicate no wetland habitat within the project area. According to the Washington County Soil Survey map, the project area is mapped with Antigo, Campia, Chetek, Comstock, and Crystal Lake (all non-hydric) soil with a small area of Auburndale (Hydric) soil in the SW corner of the site. It should be noted that the parcel to the south of the site was delineated by Kjolhaug Environmental Services in 2013 and a small wetland was identified

26105 Wild Rose Lane, Shorewood, Minnesota 55331, Phone: 952-401-8757, Fax: 952-401-8798

south of the area mapped as Auburndale soil, however, the wetland area did not extend onto the Wolter's site.

Site Review

The project area gradually slopes from north to south with a slight drop in elevation across the site. The project area is currently used for agricultural production; the southwest corner of the project area is hardwood forest with a small wetland identified south of the property.

Three areas (Sample Points A, B, and C) were assessed for potential wetland habitat, however, the areas were determined to be non-wetland. All three areas were located within plowed agricultural field and were lacking any vegetation. Sample Point A (SP-A) was located at the north end of a shallow drainage channel that runs from north to south (western channel). Sample Point B (SP-B) was located at the southern end of a shallow drainage channel that runs from north to south (eastern channel). Sample Point C (SP-C) was located at the south end of the western channel (South of SP-A).

Soil borings were taken at each sample area and non-hydric soil was observed at each location. Sample Point A had water within 4" of the soil surface, Sample Points B and C were dry (no water in the borehole, see Data Sheets in Appendix B).

A precipitation graph is included (Figure 5), for the year (From January 1 to April 24th) the area is 0.71" above normal for precipitation, the week prior to the site visit had 1.67" inches of precipitation.

An FSA aerial photo review was performed for the site. Aerial images from 1980, 1981, 1983-2000, 2003, 2004, 2006, 2008, 2009, 2010, and 2013 were examined for cropping history and indicators of hydrology (Appendix A). Precipitation data was obtained from the Minnesota Climatology Working Group Website (http://climate.umn.edu/doc/historical.htm Stillwater, MN Station). Antecedent precipitation conditions were compared to available years of imagery; years with normal precipitation conditions were 1980, 1981, 1983, 1984, 1985, 1991, 1992, 1994, 1995, 1996, 2000, 2004, and 2008. An assumed date of July 1st was applied for each image.

According to the WETS table (Figure 6) Sample Point A showed hydrology indicators 23% of the time (3 out of 13 years with normal precipitation), Sample Point B showed hydrology indicators 38% of the time (5 out of 13 years with normal precipitation), and Sample Point C showed hydrology indicators 46% of the time (6 out of 13 years with normal precipitation).

The drainage channels are periodically visible throughout the historical imagery; however, the imagery may be misleading. Because of the ongoing erosion and drainage, signatures are present frequently; KES believes the signatures to be a false positive of hydrology indicators. During the early part of the growing season and into the early part of summer, much of the agricultural field is void of vegetation. During significant rain events, without vegetation to absorb or slow down the energy from the rain event, significant erosion occurs thus washing out the channels. The channels then shows up in aerial imagery (images are generally taken on our around July 1st). By the time the image has been taken the vegetation within the field has shown

significant growth, however, the vegetation within the channel has been washed away, making the area looked drowned out or avoided. These areas may look like wetland on the historical images but are temporarily flooded drainage channels lacking persistent hydrology to meet jurisdictional wetland criteria.

Based on this information and the fact that non-hydric soils were observed at each sample location, the areas associated with Sample Points A, B, and C should be considered non-wetland.

Summary

Certified Wetland Delineator, Ben Carlson reviewed the property and did not observe any jurisdictional wetland within the property. The NWI map indicates no wetland habitat within the project boundary; the review areas had non-hydric soils and were lacking persistent hydrology indicators based on the long term photographic record.

If you have any questions regarding this project, or need additional information, please do not hesitate to call me at 612-237-5996.

Thank you,

Ben Carlson

Ben Carlson, WDC (#1125)

MEMORANDUM

FOCUS ENGINEERING, inc.

Cara Geheren, P.E.	**651.300.4261**
Jack Griffin, P.E.	**651.300.4264**
Ryan Stempski, P.E.	**651.300.4267**
Chad Isakson, P.E.	**651.300.4285**

Date: June 26, 2014

To: Kyle Klatt, Planning Director
Cc: Nick Johnson, City Planner
Ryan Stemspksi, P.E., Assistant City Engineer
From: Jack Griffin, P.E., City Engineer

Re: Easton Village
Preliminary Plat Review

An engineering review has been completed for the Easton Village development. A Preliminary Plan submittal was received on June 16, 2014. The submittal consisted of the following documentation prepared by Erickson Civil:

- Preliminary Plans dated June 12, 2014.
- An updated Preliminary Storm Water Drainage Report was not provided.

STATUS/FINDINGS: Engineering review comments are as outlined below. Comments that are <u>underlined</u> indicate potential site plan changes that may impact the preliminary or final plat:

AGENCY AND THIRD PARTY APPROVALS

- The City must receive copies of the written approvals from Washington County to verify the proposed access to Manning Avenue (CSAH 15) together with any County requirements. Turn lane, by-pass lane and other improvements on Manning Avenue as required by Washington County must be identified and incorporated into the plans at the developer's cost.
- <u>Union Pacific Railroad must provide approval of the location and profile of the proposed street and utility crossings</u>.
- The City must receive copies of the written approvals from Northern Natural Gas for the proposed locations and profiles of the multiple street and utility crossings. Any conditions of approval must be provided.
- The proposed drainage plan indicates the direct discharge of storm water runoff from the site to the property to the south. The applicant must submit written permission from the impacted property owner acknowledging and consenting to this discharge location, volume and rate(s).
- Plan revisions are necessary to fully incorporate and comply with the Lake Elmo engineering design standards. Any changes proposed in the Lake Elmo engineering design standards, standard details, plan notes, or specifications must be clearly identified in a "change request" letter by the developer's engineer and submitted for consideration.
- The plans must include all applicable City standard details and must use City standard plan notes for the applicable plan sheets. All other plan notes must be removed where they duplicate or contradict the City standards. Plan standard details shall retain the Lake Elmo title block to indicate no changes.
- The phasing plan requires utilities to be extended within the street R/W of future street phases. The final design of these streets will be required as part of the Phase 1 approvals to initiate construction.
- Easement widths appear to provide the 30 foot minimum utility width. Additional easements and amendments may be required as the plan continues to evolve through the process.

WATERMAIN AND SANITARY SEWER PLANS

- Watermain stubs to adjacent property and pipe oversizing will continue to be reviewed by City staff as the development progresses forward and oversizing routes may need to be changed as part of the final construction plans. Watermain oversizing is paid by the City as a reimbursement addressed within the development agreement.
- Sanitary sewer pipe stubs to adjacent property and pipe oversizing will continue to be reviewed by City staff as the development progresses forward. Revisions may need to be incorporated as part of the final construction plans. Sewer pipe oversiing has been accounted for through the Village East Trunk Sanitary Sewer project. Therefore, the sewer pipe oversizing must be installed at no cost to the City.
- A minimum of 10 feet of separation must be provided between the watermain and storm sewer along Lot 19, Block 3; Lot 5, Block 5; and Lots 16-22, Block 9.
- City Standard Plan Notes must be added to all applicable utility plan sheets. All other plan notes must be removed where they duplicate or contradict the City Standards.

GRADING, STORM WATER MANGEMENT AND EROSION CONTROL AND STORM SEWER SYSTEM

- Preliminary Plat approval should be contingent upon additional plan revisions needed to provide a grading plan, storm water management plan and storm sewer system that complies with the requirements of the City of Lake Elmo Engineering Design Standards Manual. The latest version of the preliminary plans, dated June 12, 2014, will require additional site plan modifications to design a comprehensive drainage system that provides adequate flood protection for the proposed building lots, provides positive drainage across the development without the creation of flat low areas or landlocked drainage areas, and constructs a storm sewer system that complies with minimum City construction standards to result in a functional storm sewer infrastructure that is not subject to early failure. Plan modifications will be necessary to meet these requirements and standards and must be completed prior to grading operations or start of construction. Specific issues that will need to be addressed include but is not limited to the following:
  - The site plan is dependent upon and subject to a storm water management plan meeting State, VBWD and City rules and regulations. Storm water facilities proposed as part of the site plan to meet VBWD permitting requirements must be constructed in accordance with the City Engineering Design Standards Manual.
  - The general drainage system consists of flat low lying areas in the rear yards of most lots, flat vegetated swales and emergency overflow points that tend to equalize the storm water between low areas rather than provide for positive storm water drainage. The design results in localized landlocked drainage basins and rear yards that will remain wet for significant periods of time following each rain event. The general drainage system should be revised to provide positive storm water drainage across the development through a conveyance system that flows from low area to low area until it discharges to the storm water infiltration and pond facilities constructed for the development.
  - The storm sewer system or grading plans must be revised to provide the City standard **minimum** pipe cover of 3.5 feet. Throughout the site plan the storm sewer minimum cover has not been provided, specifically in low areas. Additional vertical elevation is needed in these locations to result in a site design that coordinates the constructability and functionality for the street design, storm sewer design, grading and drainage requirements, and emergency overflow requirements.
  - Drain tile is required as part of the City standard street section at all localized low points in the street. Drain tile considerations may impact the storm sewer design and depth requirements at low points.
  - The storm water pond 100-year HWL in Outlout B encroaches onto Lots 11-19, Block 5.
  - The 100-year HWL elevations for all low areas adjacent to streets and trail must be one foot below the sub base for the adjacent street and trail.
  - Lot, grading and/or emergency overflow revisions are necessary to provide minimum required flood protection for some lots. Building low opening elevations must be a minimum 1 ft. above an adjacent overland EOF. The building pad type may need to be revised.
  - EOF's for landlocked drainage areas, if allowed to be incorporated into the site design, must be set at the 100-year HWL for back to back storm events.

- Catch basin low points have been located along rear and side yard swales throughout development and a 100-year HWL has been identified. The actual 100-year HWL contour must be shown on the plans to verify that the HWL is fully contained within a drainage and utility easement.
- The 100-year HWL calculations should be provided to support the flood elevations on the site.

STREET AND TRAIL PLANS

- Two trail crossings along Village Parkway require additional staff review for safety considerations.
- The UP Railroad street crossing design has been provided to comply with Quiet Zone design requirements. A transportation railroad engineer should be retained to review the proposed Village Parkway alignment at the UP Rail crossing and quiet zone design elements.
- Planning, engineering and public works should jointly review the street "eyebrow" designs to establish City geometric guidelines.
- Planning should review the proposed lighting standard detail to determine if it is consistent with the City selected Xcel standard pole.

Washington County

Public Works Department

Donald J. Theisen, P.E.
Director

Wayne H. Sandberg, P.E.
Deputy Director/County Engineer

June 24, 2014

Nick Johnson
Planner
City of Lake Elmo
3600 Laverne Avenue North
Lake Elmo, MN 55042

RE: Washington County comments on the Preliminary Plat for the Easton Village Residential Development in the City of Lake Elmo

Dear Mr. Johnson,

Thank you for providing the county with the concept plan of the Easton Village Residential subdivision in Section 13, Township 29, Range 21 along County State Aid Highway (CSAH) 15/ Manning Avenue, City of Lake Elmo The project will consist of 217 single family residential lots on 98.47 acres of property. Based on review of the plans, we offer the following comments and recommendations to consider as you process this subdivision application through the City of Lake Elmo:

- The proposed access point on CSAH 15/Manning Avenue is acceptable to the County; however, as indicated to the city previously, there should be consideration whether this access should be temporary or permanent. A collector roadway is identified in the center of the subdivision that will connect 30th Street to Trunk Highway (TH) 5 which will then provide a sub-regional connection to the County Highway system. Providing a direct link to CSAH 15/Manning Avenue at this location may influence the future function of the local street to a collector roadway. According to the *Trip Generation Manual, 7th Addition ITE, 2003*, this development will generate 2076 Average Vehicle Trips (AVT) per day which can be accommodated by the new collector street.

- The Functional Classification of CSAH 15/ Manning Avenue is "A" Minor Arterial Roadway, expander category. The future right-of-way requirement within this section of roadway is 184 feet. As part of the subdivision plat, there should be an additional 32 feet of right-of way dedicated to Washington County. The preliminary plat identifies this as a 36 foot right-of- way easement. The final plat should reflect right-of-way dedication.

- The 2012 Traffic Volumes on this section of roadway is 12,600 Average Daily Trips (ADT) according to the Washington County 2012 Traffic Volumes Map. The Washington County Traffic Study prepared for the Washington County Comprehensive Plan 2030, has estimated that traffic will increase to 15,400 TPD by 2030.

- Since the proposed project will generate additional traffic on CSAH 15/Manning Avenue, functionally classified as an "A" Minor Arterial Roadway, improvements to CSAH 15/Manning Avenue will need to be provided for access to the roadway. These improvements should include a left and right turn lanes on the southbound

lane and a left turn lane on the northbound lane on CSAH 15 in order to provide through traffic moving and provide additional safety by protecting turning traffic. The county, city and the developer will continue to define the specific scope of improvements as it relates to the current Manning Avenue study and future county roadway projects.

- A right-of way permit will be required for any work in the CSAH 15 right-of way as it relates to the development. A plan set is required with the application and include any grading, installation of culverts, installation of water and sewer services, left and right turn lanes on CSAH 15/Manning Avenue, parallel trail grading, signage and any landscaping and other improvements within county right-of-way.

- The proposed project will generate pedestrian/bicycle traffic on CSAH 15/ Manning Avenue. Pedestrians from the future development will need to access any proposed off road trail on CSAH 15/Manning Avenue.

- The developer or the city must submit the drainage report and calculations to our office for review of any downstream impacts to the county drainage system. Along with the drainage calculations, we will request written conclusions that the volume and rate of stormwater run-off into the county right-of way will not increase as part of the project.

  As the developer plans the stormwater facilities on this property, there should be consideration for setbacks from county right-of-way and perimeter landscape elements and berming.

- Access control must be dedicated to Washington County along the CSAH 15/Manning Avenue, except for the opening corresponding to the City's right of way for the local street.

- Washington County's policy is to assist local governments in promoting compatibility between land use and highways. Residential uses located adjacent to highways often result in complaints about traffic noise. Traffic noise from this highway could exceed noise standards established by the Minnesota Pollution Control Agency (MPCA), the U.S. Department of Housing and Urban Development, and the U.S. Department of Transportation. Minnesota Rule 7030.0030 states that municipalities are responsible for taking all reasonable measures to prevent land use activities listed in the MPCA's Noise Area Classification (NAC) where the establishment of the land use would result in violations of established noise standards. Minnesota Statute 116.07, Subpart 2a exempts County Roads and County State Aid Highways from noise thresholds.

  County policy regarding development adjacent to existing highways prohibits the expenditure of highway funds for noise mitigation measures in such areas. The developer should assess the noise situation and take any action outside of County right of way deemed necessary to minimize the impact of any highway noise.

Thank you for the opportunity to comment on this preliminary plat. If you have any questions, please contact me at 651-430-4362 or ann.pung-terwedo@co.washington.mn.us. For permit applications, please contact Carol Hanson at Carol.hanson@co.washington.mn.us.

Sincerely,

Ann Pung-Terwedo
Senior Planner

C: Carol Hanson, Office Specialist

R/Plat Reviews/City of Lake Elmo/Easton Village 6-25-2014

LANDSCAPE ARCHITECTURE INCORPORATED

EASTON VILLAGE – DESIGN REVIEW REPORT
LAKE ELMO, MN

LANDSCAPE ARCHITECTURAL DESIGN REVIEW DATED JUNE 25TH, 2014

REVIEWED PLAN SET DATED MAY 7th, 2014

Required Action Items by Easton Village Project Team

1. Per ordinance 08-077, passed 5-07-2013: Article VI – Environmental Performance Standards under 154.258 Landscape Requirements, A. *"The landscape plan shall be prepared by a landscape architect"*

Please resubmit drawings using the current zoning code as well as with the appropriate design professional for this work as required by code.

SINCERELY,

LANDSCAPE ARCHITECTURE, INC.

STEPHEN MASTEY, ASLA, CLARB, LEED AP BD+C
DIRECTOR OF DESIGN

856 RAYMOND AVENUE SUITE C • ST. PAUL, MN • 55114
PHONE: 651.646.1020 • EMAIL: STEPHEN@LANDARCINC.COM

METROPOLITAN AIRPORTS COMMISSION

Minneapolis-Saint Paul International Airport
6040 - 28th Avenue South • Minneapolis, MN 55450-2799
Phone (612) 726-8100

June 30, 2014

Kyle Klatt
Planning Director
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042-9629

Re: Easton Village Preliminary Plat Review
Lake Elmo Airport

Dear Mr. Klatt:

The Metropolitan Airports Commission (MAC) has reviewed the Easton Village concept plan document slated for the City of Lake Elmo Planning Commission on June 30, 2014. We appreciate the opportunity to review the document and offer the following comments:

Airport Over Flights and Noise

The proposed Easton Village development is located adjacent to the Lake Elmo Airport in an area that receives aircraft over flights. Although the 2005 and Forecast 2025 65 DNL Noise Contours do not appear to encompass any of the proposed residential parcels, several parcels in the northeast corner of the proposed development are located in close proximity to the Forecast 65 DNL Noise Contour line. (Residential development should not occur within the 65 DNL Noise Contour.) It is the MAC's experience that placing residential areas in such locations around airports can result in noise complaints and resident concerns about aircraft noise. The MAC requests that prospective Easton Village property buyers be provided information on the properties' locations relative to the airport and the related existence of aircraft operations over this area.

As is detailed in the Village Area AUAR record, the agreed upon maintenance of open space in the Runway 14 Runway Protection Zone (RPZ) is critical to the Lake Elmo Airport. The MAC appreciates and acknowledges that the proposed development is consistent with this requirement and will provide for the continuation of a clear area within the Runway 14 RPZ.

Water Quality – Surface Water Runoff

The preliminary plat plan provides some information about the proposed ponding area for the Development area. As discussed in earlier correspondence, open water ponds, especially those with mowed grass nearby, have been shown to be hazardous to the flight of aircraft due to the use of the ponds by Canada geese and other waterfowl. The FAA's Advisory Circular 150/5200-33B can be found on their web page, at www.faa.gov. It outlines the restrictions and

prohibitions surrounding drainage areas within the vicinity of airports as well as guidelines for not only ponds, but other potential wildlife attracting sources. According to the circular, the entire development area lies within the separation distance recommended by the FAA (5,000 feet for airports serving piston-powered aircraft).

MAC fully supports the use of infiltration basins in the vicinity of the airport and encourages all ponding areas to be designed as dry ponds that are non-attractive to waterfowl. If this is not possible, we offer the following suggestions to reduce the attraction to wildlife: design ponds with no slope benches; maintain a water depth of less than two feet so that water-emergent growth can occur; plant tall grasses around ponds; install riprap around ponds; and/or cover ponds with a grid of kevlar wire to keep birds out.

As detailed in the preliminary plat, the developer is providing infiltration ponds and ponds that are 2 foot or less in depth for high water. We however must object to the use of overstory trees and fruit bearing ornamentals near the approach zone for the airport. These will one day become an obstruction to the Airport's airspace affecting flight procedures and the fruit will attract wildlife. We would request that the vegetation be limited to shrubs and tall grasses as discussed above to limit waterfowl and other wildlife. The City must also be aware that any of the overstory trees planted within the development may require removal at some future date if they become an obstruction to the airspace of the Airport and compromise flight procedures.

Lastly, please identify who will be the responsible party for long-term maintenance of this pond.

One last comment relates to the design of the street luminaries. Due to the close proximity to the runway we request the luminaries be down lighted to avoid confusion by pilots as they approach the airfield at night.

Thank you for the opportunity to comment on this preliminary plat. The Lake Elmo Airport is an important recreational and transportation asset to the City and the region. If you have any questions, please contact me at 612-713-7499 or via e-mail at pat.mosites@mspmac.org.

Sincerely,

Patrick Mosites, P.E.
Project Manager – Airport Development

cc: Neil Ralston, MAC
Chad Leqve, MAC
Joe Harris, MAC

EASTON VILLAGE

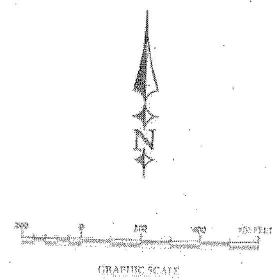
LAKE ELMO, MINNESOTA

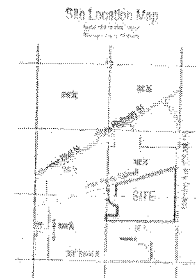
PRELIMINARY PLAT

MAY 7, 2014

JUN 13 2014

217 UNIT SINGLE FAMILY RESIDENTIAL SUBDIVISION





PLAN SHEET INDEX:

SHEET NO.	SHEET ID	DESCRIPTION
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[illegible]	[illegible]	EXISTING CONDITIONS
[illegible]	[illegible]	EXISTING CONDITIONS
[illegible]	[illegible]	EXISTING CONDITIONS
[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	PRELIMINARY LAYOUT PLAN
[illegible]	[illegible]	PRELIMINARY LAYOUT PLAN
[illegible]	[illegible]	PRELIMINARY LAYOUT PLAN
[illegible]	[illegible]	STREET PLAN
[illegible]	[illegible]	STREET PLAN
[illegible]	[illegible]	STREET PROFILE
[illegible]	[illegible]	STREET PROFILE
[illegible]	[illegible]	STREET PROFILE
[illegible]	[illegible]	EROSION CONTROL PLAN
[illegible]	[illegible]	EROSION CONTROL PLAN
[illegible]	[illegible]	EROSION CONTROL PLAN
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[illegible]	[illegible]	UTILITY PLAN
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[illegible]	[illegible]	DETAILS
[illegible]	[illegible]	DETAILS
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[illegible]	[illegible]	LANDSCAPE PLAN
[illegible]	[illegible]	LANDSCAPE PLAN
[illegible]	[illegible]	LANDSCAPE PLAN
[illegible]	[illegible]	LANDSCAPE DETAILS

PROPERTY LEGAL DESCRIPTION:

[illegible]

ERICKSON CIVIL

40418

06/12/2014

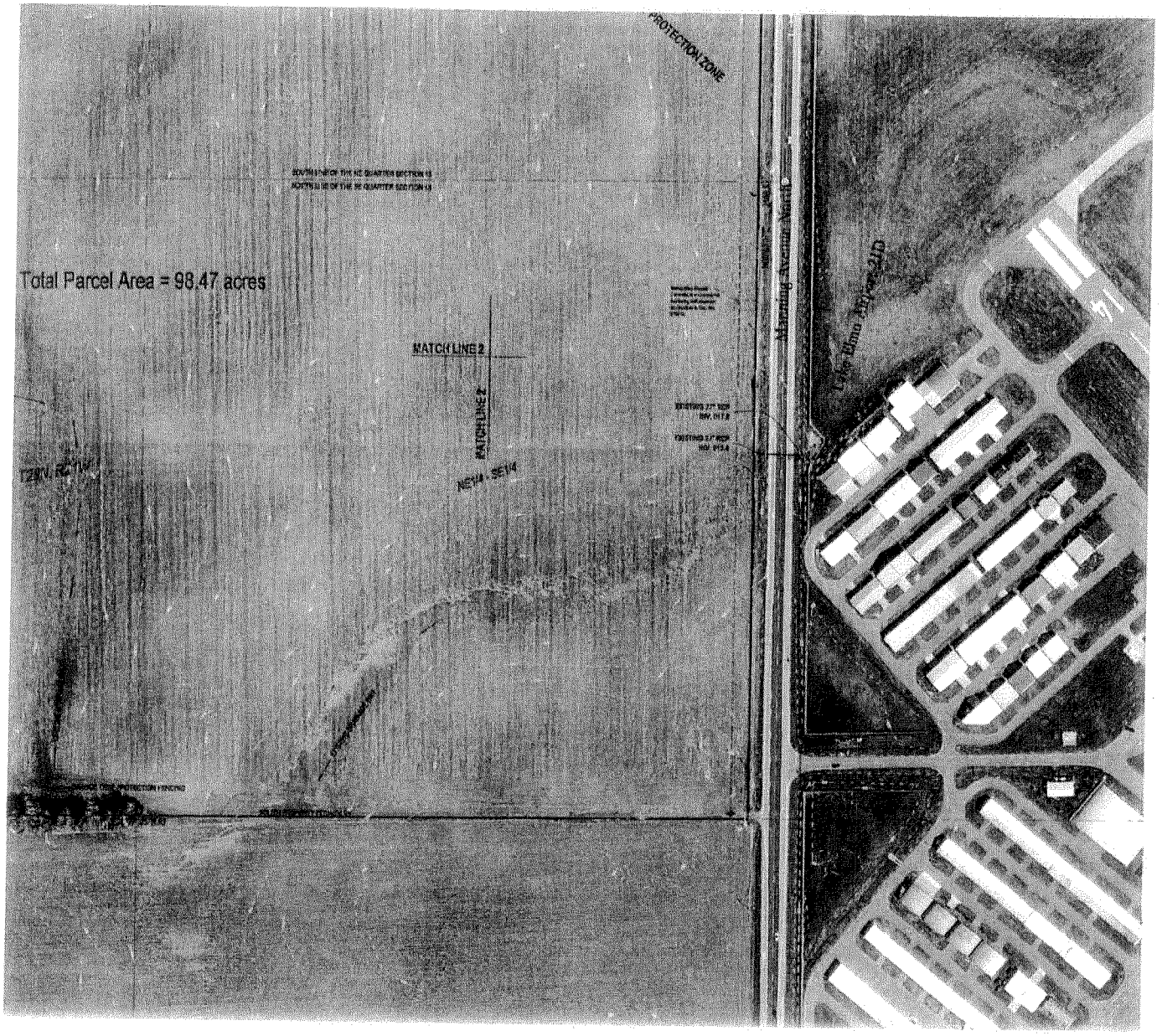
EASTON VILLAGE, LLC
2140 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

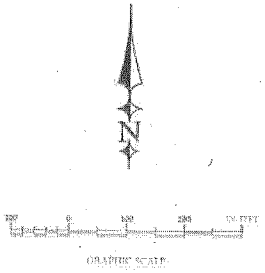
EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

13-114

TITLE SHEET

C1





LEGEND

PARCEL INFO

NOTES

ERICKSON CIVIL

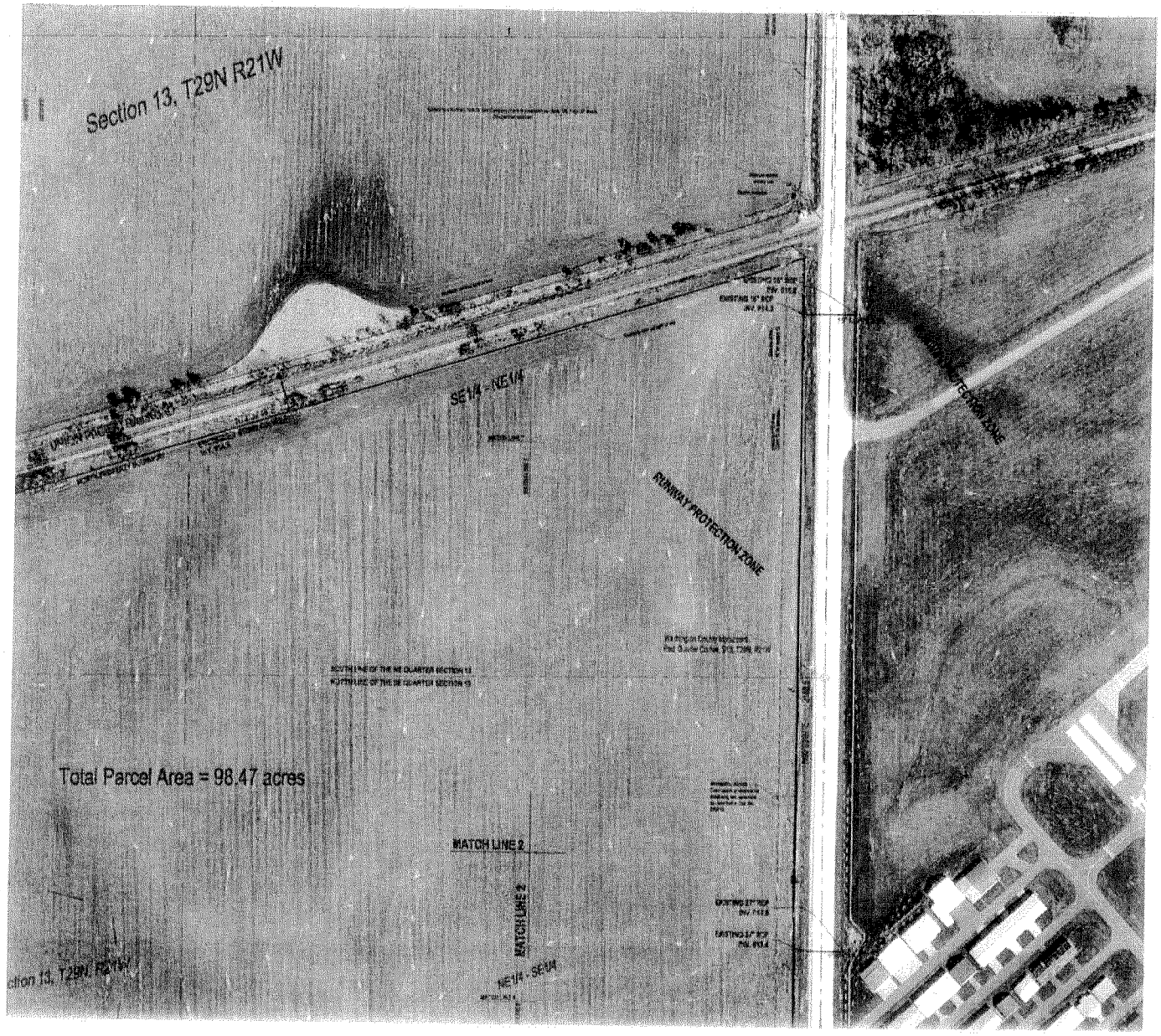
40418

EASTON VILLAGE, LLC
2149 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

EXISTING CONDITIONS

C2



N

GRAPHIC SCALE

LEGEND

PARCEL INFO

NOTES

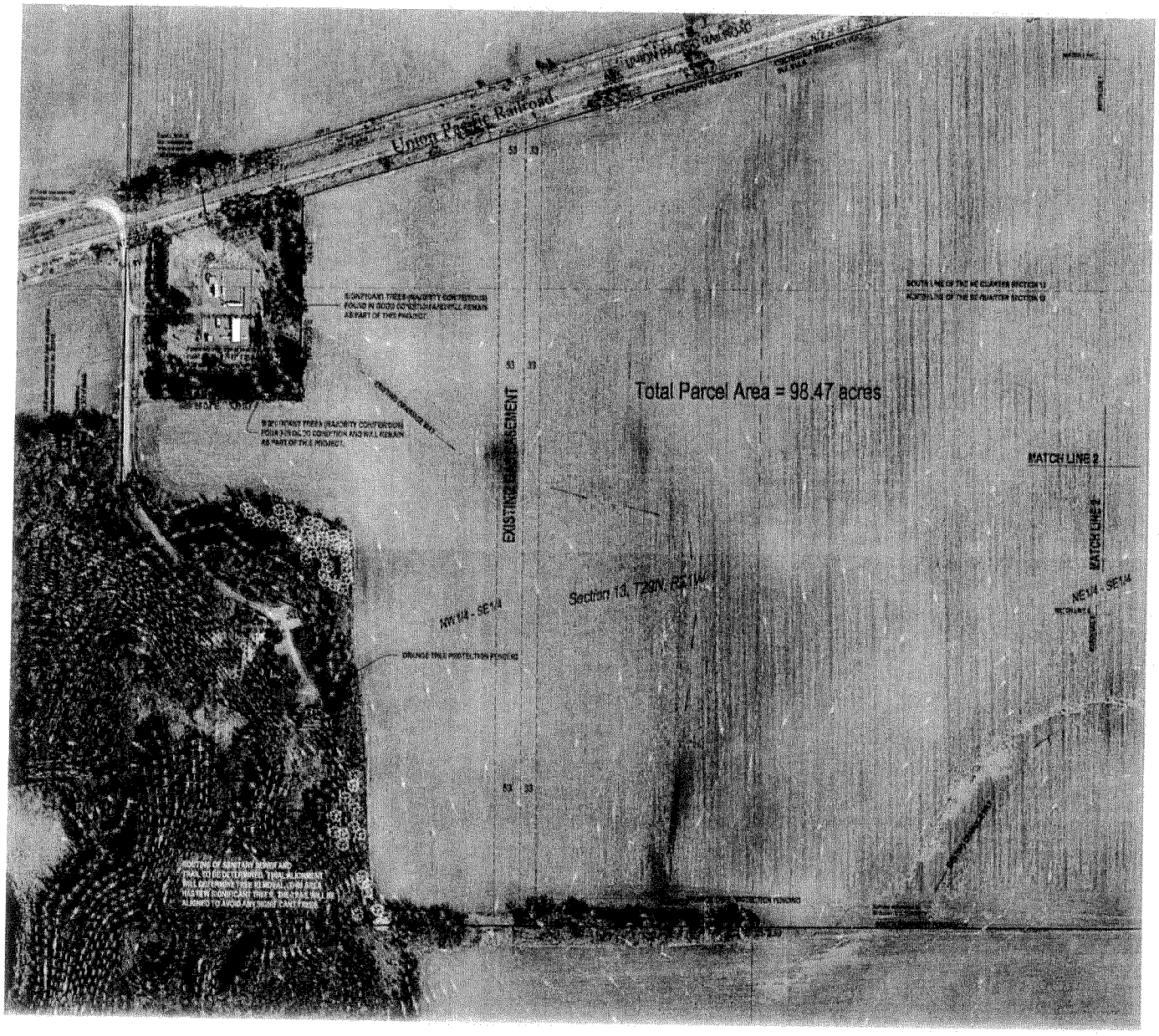
ERICKSON CIVIL

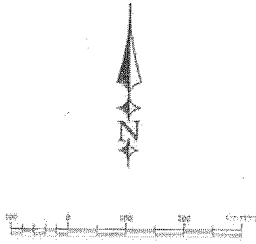
EASTON VILLAGE, LLC
2140 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

EXISTING CONDITIONS

C3





LEGEND

- PROPERTY LINE (EXISTING)
- PROPERTY LINE (PROPOSED)
- TREE REMOVAL PROPOSED (APPROX. 1.1 ACRES)
- SIGNIFICANT HARDWOOD TREE SCHEDULED FOR REMOVAL WITHIN ROW
- SIGNIFICANT HARDWOOD TREE TO BE PRESERVED WITHIN ROW
- CENTER LINE PROPOSED ROADWAY

PARCEL INFO

1. PARCEL COMPRISED OF NE1/4 OF SECTION 13 EXCLUDING ROAD RIGHT OF WAY, TOTAL 98.47 ACRES
2. EXISTING ZONING: RR - RURAL RESIDENTIAL ZONING
3. COMPREHENSIVE PLAN: RR (RURAL RESIDENTIAL) AND CONSERVATION (1.1 ACRES NW CORNER)
4. PROPOSED ZONING: RRR - RURAL RESIDENTIAL RESERVE

NOTES

1. PROPERTY LINES PROVIDED BY ERIC INC. TOPOGRAPHIC AERIAL PHOTO PROVIDED BY WASHINGTON COUNTY FOR THIS PROJECT. CONTOURS PROVIDED BY CONVERSION DATA. ERICKSON CIVIL CANNOT VOUCH FOR THE ACCURACY OF INFORMATION PROVIDED BY OTHERS.
2. REFER TO NOTES.

TREE REMOVAL SCHEDULE

TREE ID	TYPE / CONDITION	TREE ID	TYPE / CONDITION
1009	ELM 12	1064	ELM 6
1010	BOX ELDER 7	1065	ELM 24
1011	ELM 12	1066	ELM 18
1012	ELM 12	1067	ELM 6
1014	ELM 18 DEAD	1068	ELM 12
1015	ELM 18 DEAD	1069	ELM 6
1016	ELM 36	1070	ELM 22
1017	ELM 6	1071	ELM 24
1018	ASH 20	1072	ELM 21
1021	ELM 20	1073	ELM DBH 18 TC
1022	ELM 18	1074	ELM DBH 10 TC
1023	ELM 20	1075	ELM 10 DEAD
1024	ELM 22	1076	ELM 6
1025	ASH 6	1077	ELM DBH 14
1026	BOX ELDER 6	1078	BLACK CHERRY 6
1027	ELM 6	1079	BLACK CHERRY 6
1028	ASH 24	1080	WHITE OAK 36
1029	ELM DBH 11	1081	WHITE OAK 24
1030	ELM 6	1082	WHITE OAK 24
1031	ASH 12	1083	BLACK CHERRY 6
1032	ELM 6	1084	POPLAR 6
1033	ELM 18	1085	POPLAR 12
1034	BOX ELDER 20	1086	POPLAR 6
1035	BOX ELDER 24	1087	ELM 6
1036	ELM 6		
1037	BOX ELDER 6		
1038	WHITE OAK 24		
1039	ELM 18		
1040	BOX ELDER 30		
1041	BOX ELDER 8		
1042	ELM 18		
1043	ELM 18		
1044	ELM 20 DEAD		
1045	ELM 20*		
1046	ELM 22		
1047	BOX ELDER 20		
1048	ELM 20		

NOTE:

MOST LIKELY TO BE REMOVED

1016 18" ELM
1018 20" ASH
1019 18" BLACK CHERRY
1020 18" WHITE ASH
1021 18" ELM

NOTE:

MOST LIKELY TO BE REMOVED DUE TO POOR CONDITION AND THE AREA WILL BE EXPERIENCE A TECHNICIAN OF NATURAL OR MILLING TREES

ERICKSON CIVIL
10 North Main Street, Suite 200
Stillwater, Minnesota 55082
Phone 612 396 1694
www.ericksoncivil.com

DRAWING PHASE

- CONCEPT PLAN
- PRELIMINARY PLAT
- FINAL PLAT
- PRE-CONSTRUCTION
- AS-BUILT / POST-CONSTRUCTION

49418

06/12/2014

DATE

PROJECT NAME

EASTON VILLAGE, LLC
2140 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

PROJECT TITLE

EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

NO.	REVISIONS / DESCRIPTIONS	DATE

Job: 13-114

DRAWN BY: TAE, JBR

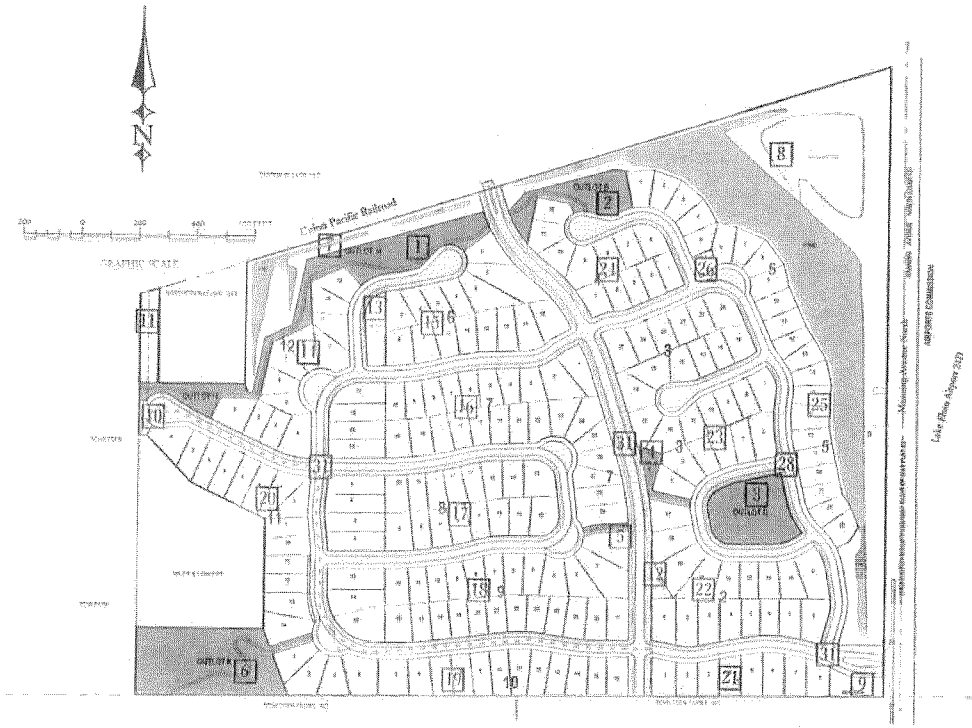
CHECKED: TAE

SHEET TITLE

EXISTING CONDITIONS

SHEET NO.

C4



LEGEND

OUTLOT TABLE

PARCEL INFO

DEVELOPMENT STANDARDS

AREA CALCULATION

Area ID	Block or Outlot	Square Feet	Acres
Park Area 2	Outlot C	[illegible]	2.68
Park Area 3	Outlot C	43,632	1.00
Park Area 3	Outlot D	59,197	1.36
Park Area 4	Outlot D	11,103	0.25
Park Area 5	Outlot D	4,733	0.11
Park Area 6	Outlot D	119,877	2.75
Subtotal			7.66
Open Space 1	Outlot C	98,942	2.27
Open Space 5	Outlot C	[illegible]	15.38
Open Space 6	Outlot A	14,335	0.33
Open Space 10	Outlot A	2,176	0.05
Open Space 11	Outlot C	[illegible]	0.49
Open Space 15	Outlot C	4,098	0.11
Open Space 18	Outlot D	16,072	0.37
Open Space 20	Outlot D	5,170	0.12
Subtotal			18.98
Lot Area 14	Block 1	[illegible]	2.67
Lot Area 15	Block 1	[illegible]	3.03
Lot Area 16	Block 1	[illegible]	6.74
Lot Area 17	Block 1	[illegible]	4.73
Lot Area 18	Block 1	[illegible]	6.61
Lot Area 19	Block 1	[illegible]	4.11
Lot Area 20	Block 1	[illegible]	3.02
Lot Area 21	Block 1	84,723	1.94
Lot Area 22	Block 2	[illegible]	4.54
Lot Area 23	Block 2	[illegible]	5.64
Lot Area 24	Block 2	[illegible]	2.89
Lot Area 25	Block 2	[illegible]	4.64
Subtotal			52.25
Right of Way Area 21		[illegible]	19.37
Subtotal			19.37
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ERICKSON CIVIL

DRAWING PHASE

49418

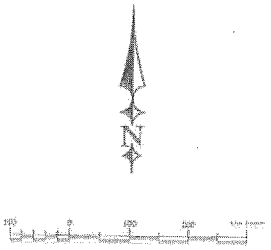
07/03/2014

EASTON VILLAGE, LLC
2140 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

PRELIMINARY SITE PLAN

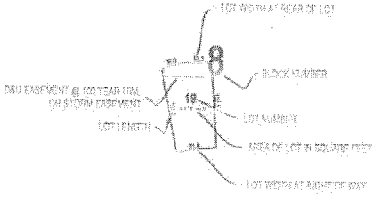
C5



LEGEND

DEVELOPMENT STANDARDS

NOTES



TYPICAL LOT DETAIL

PROPOSED TYPICAL EASEMENT DETAIL

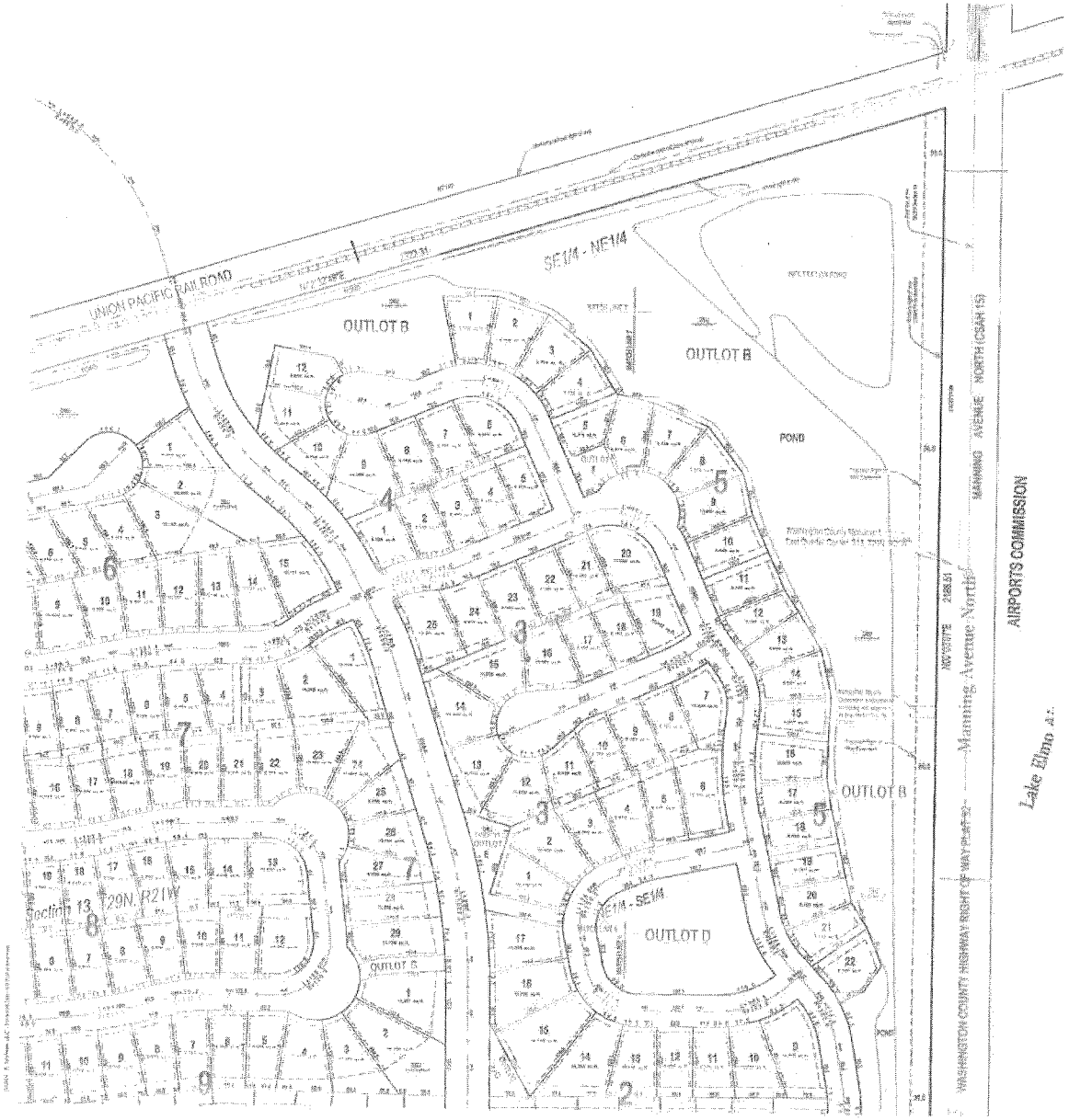
ERICKSON CIVIL

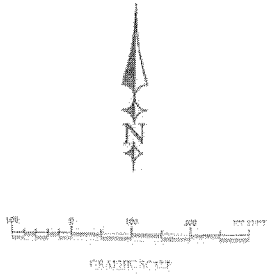
EASTON VILLAGE, LLC
2140 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

PRELIMINARY SITE PLAN

C6

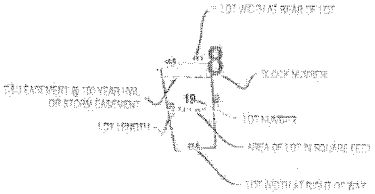




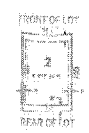
LEGEND

DEVELOPMENT STANDARDS

NOTES



TYPICAL LOT DETAIL



PROPOSED TYPICAL EASEMENT DETAIL

ERICKSON CIVIL

EASTON VILLAGE, LLC
2140 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

PRELIMINARY SITE PLAN

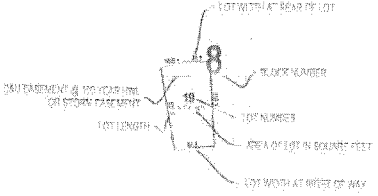
C7

GRAPHIC SCALE

LEGEND

DEVELOPMENT STANDARDS

NOTES



TYPICAL LOT DETAIL

PROPOSED TYPICAL EASEMENT DETAIL

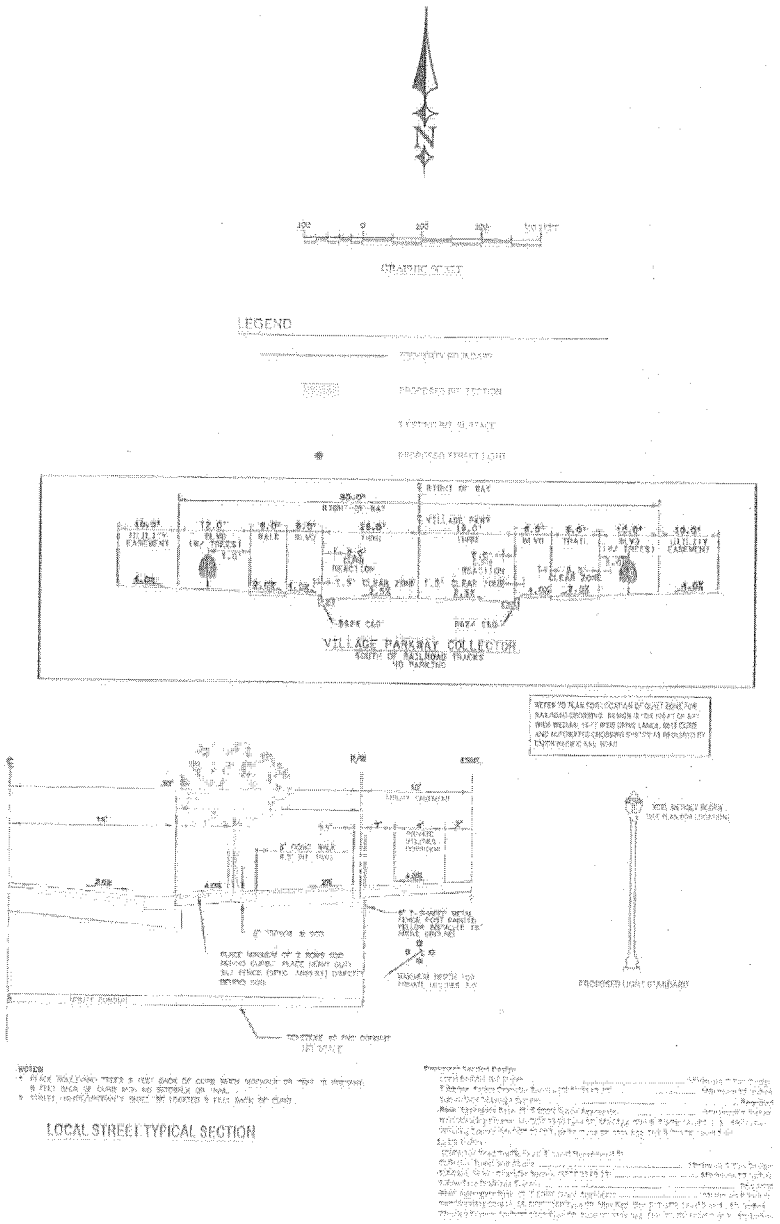
Ericksons Civil

EASTON VILLAGE, LLC
2149 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

PRELIMINARY SITE PLAN

C8



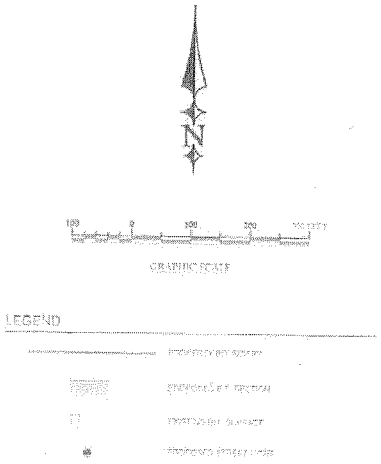
ERICKSON CIVIL

EASTON VILLAGE, LLC
21-40 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

STREET LAYOUT PLAN

C9



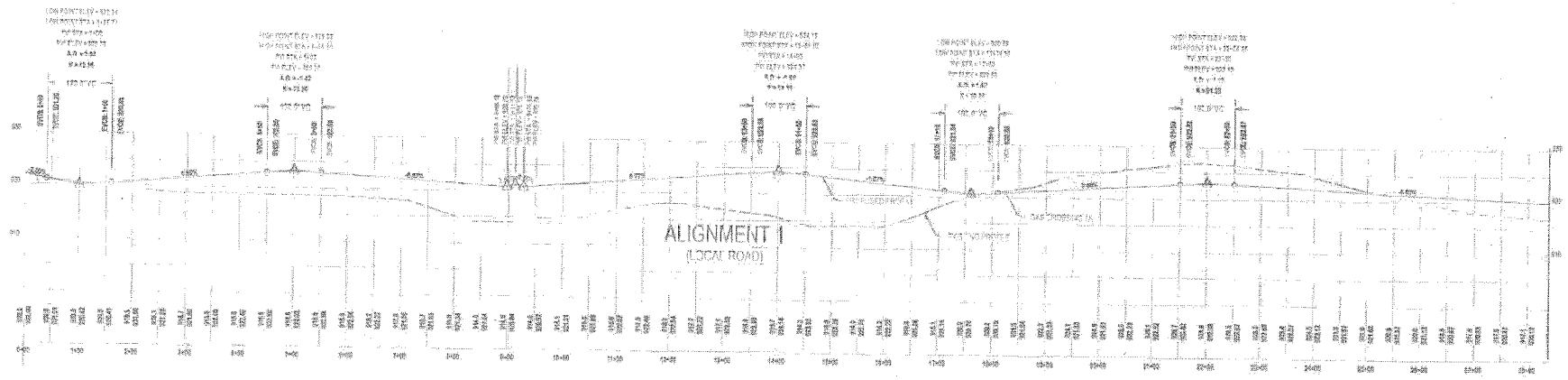
ERICKSON CIVIL

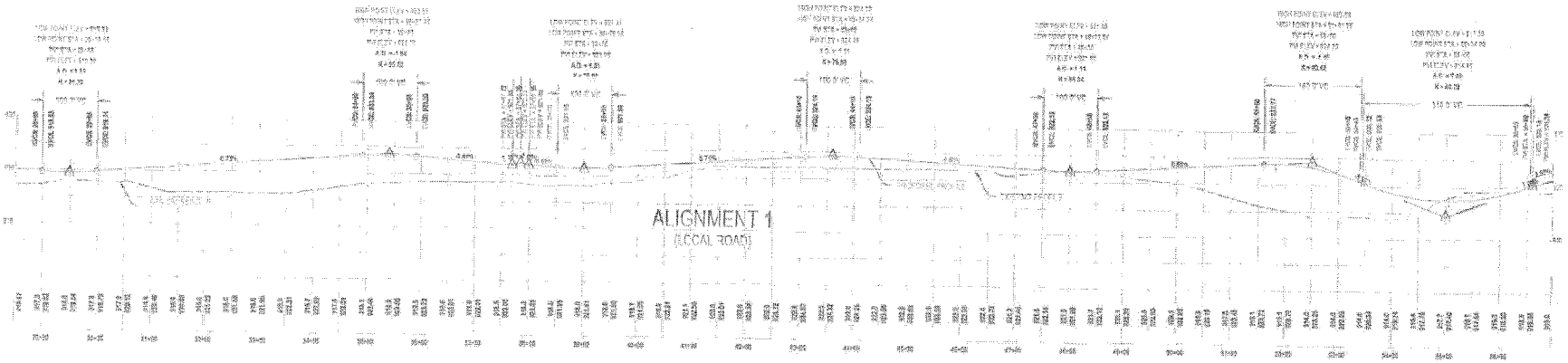
EASTON VILLAGE, LLC
21940 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

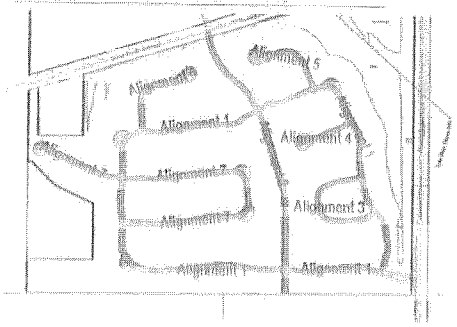
STREET LAYOUT PLAN

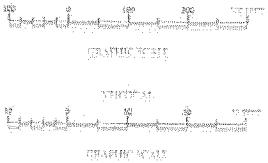
C10





ALIGNMENT REFERENCE MAP (NO SCALE)





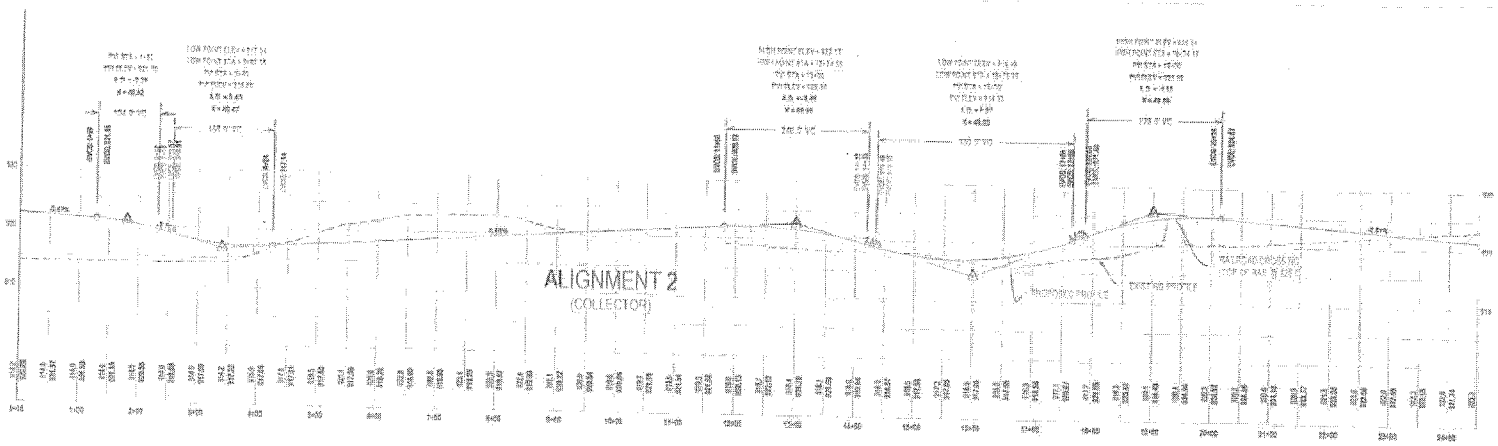
ERICKSON CIVIL

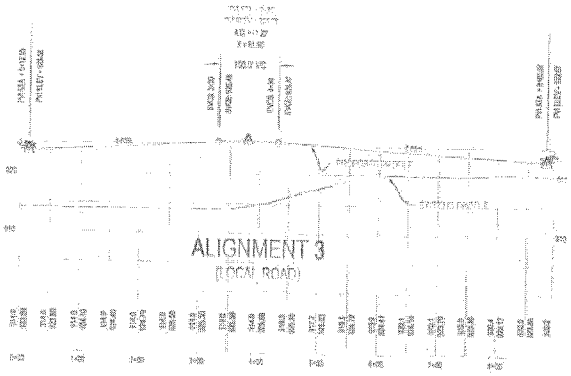
EASTON VILLAGE, LLC
21491 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

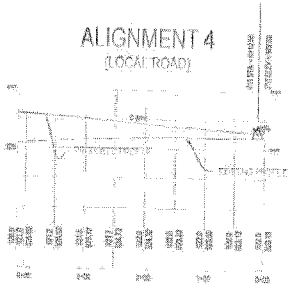
EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

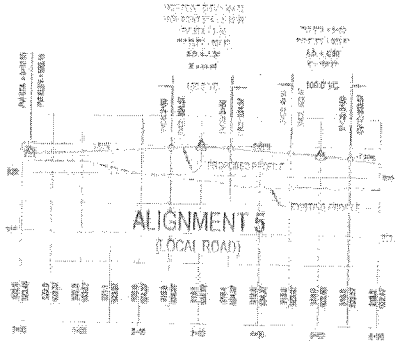
STREET PROFILES

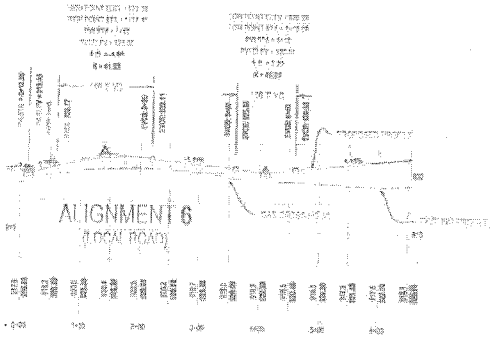
C11



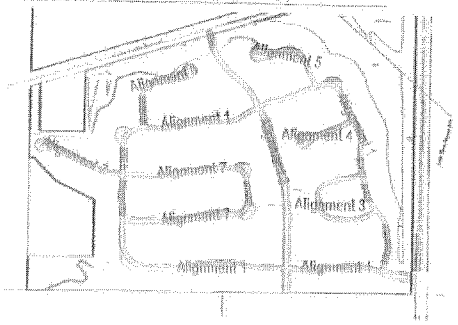


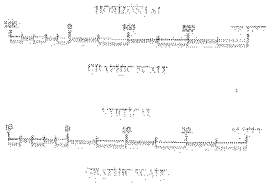






ALIGNMENT REFERENCE MAP (NO SCALE)





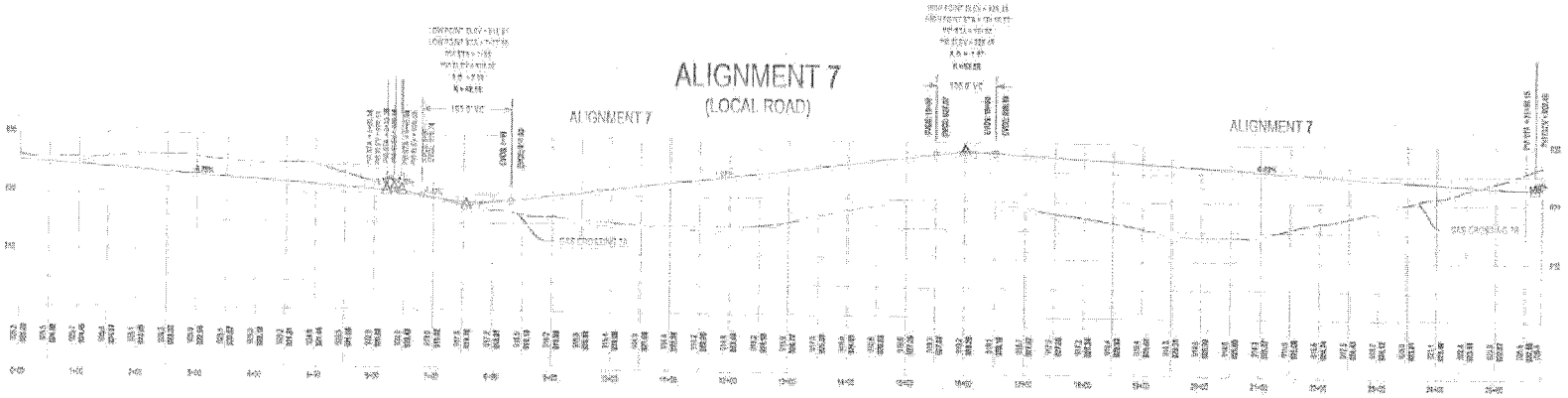
ERICKSON CIVIL

EASTON VILLAGE, LLC
21440 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

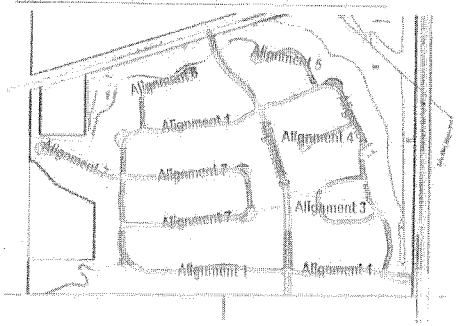
EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

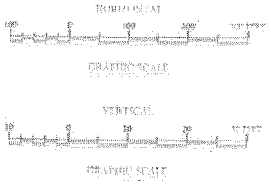
STREET PROFILES

C12



ALIGNMENT REFERENCE MAP (NO SCALE)





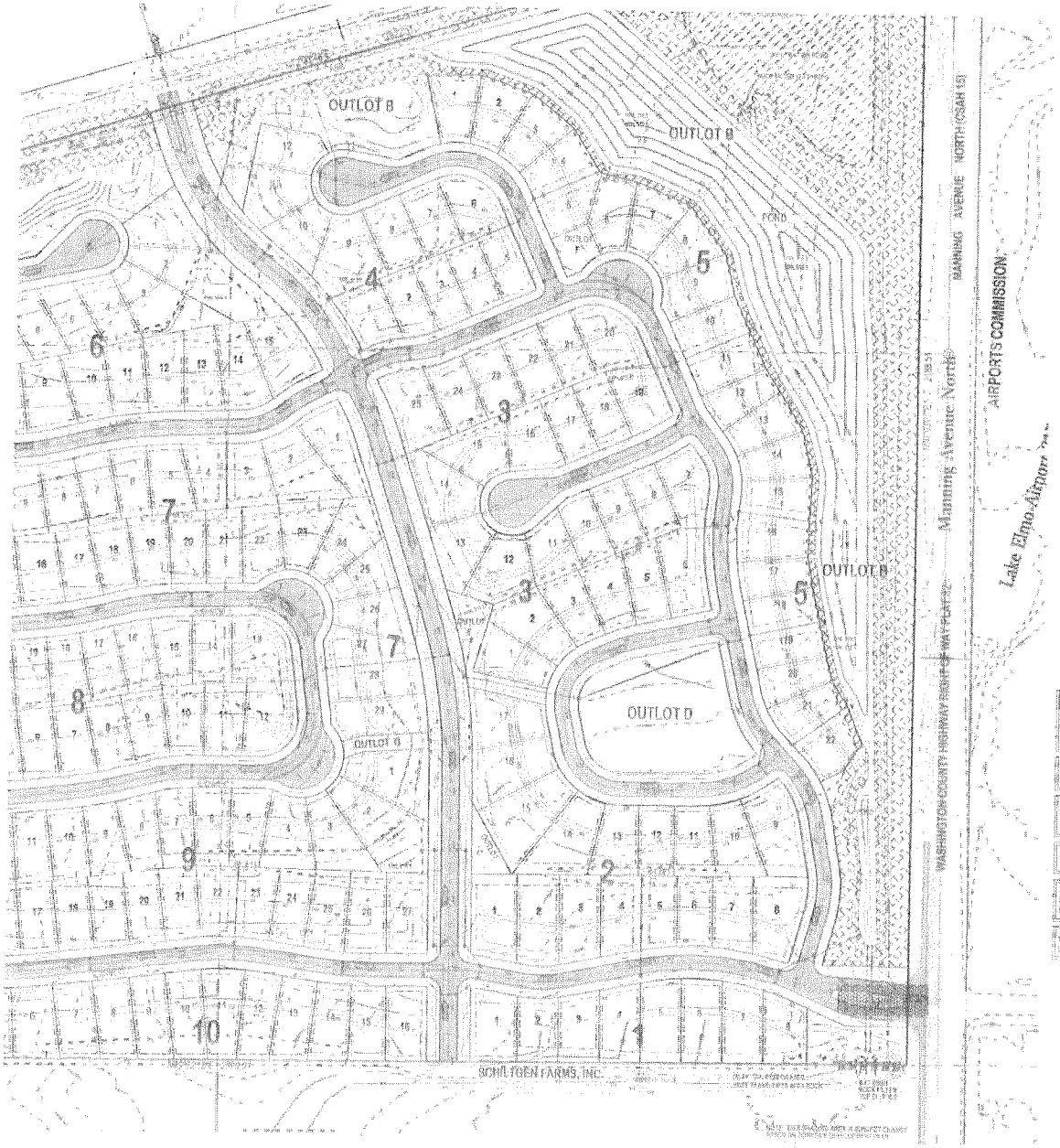
ERICKSON CIVIL

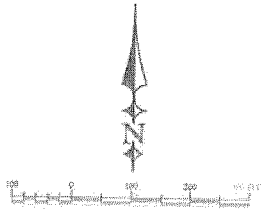
EASTON VILLAGE, LLC
2140 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

STREET PROFILES

C13





GRAPHIC SCALE

LEGEND

NOTE:
ADEQUATELY WEIGHTED BY OWNER OF CONSTRUCTION, AS COULD PARKING OF CONSTRUCTION EQUIPMENT. ON AN AREA OF FUNCTIONAL SIDE PAR. OVERLAYS SHALL BE ALLOWED BY MANING ASPHALT DURING CONSTRUCTION.

24 HOUR COMPLAINT PHONE NUMBER FOR INFORMATION AND INSPECTION

ALL CONSTRUCTION DEBRIS SHALL BE CONTAINED IN DUMPSTERS AND ROLL OFF BOXES AND EMPTIED WHEN NEEDED REGARDLESS THE SIZE OF THE CONTAINER

SEE DETAIL FOR SILT FENCE NOTES ON ALL WATER ALL AND CHEMICALS BEYOND ON SITE AND THE METHOD OF CONTAINMENT

SEE DETAIL FOR SHALL REPLACE ROCK CONSTRUCTION ENTRANCE WHEN DEVELOPER USES APPURTENANT THIS SHALL BE CONSULTED WITHIN 24 HOURS OF NOTICE ON CONSTRUCTION

NOTES WITHIN 5 DAYS TO REMOVE ANY DIRT ON THE ROAD DIRECTLY ON AND ADJACENT TO THE PARCEL

NOTE:
ALL SEED WHICH FAILS TO GERMINATE WITHIN ONE WEEK SHALL BE RESEEDED

ALL SEEDING SHALL BE COMPLETED WITHIN THREE WEEKS OF THE DATE OF INSTALLATION

GRADING AND EROSION CONTROL NOTES:

1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible]
5. [illegible]
6. [illegible]
7. [illegible]
8. [illegible]
9. [illegible]
10. [illegible]
11. [illegible]
12. [illegible]
13. [illegible]
14. [illegible]
15. [illegible]
16. [illegible]
17. [illegible]
18. [illegible]
19. [illegible]
20. [illegible]
21. [illegible]
22. [illegible]
23. [illegible]
24. [illegible]
25. [illegible]
26. [illegible]
27. [illegible]

ERICKSON CIVIL

[illegible]

DRAWING FILE NAME

40418

06/12/2014

EASTON VILLAGE, LLC
21-49 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

NO.	REVISION	BY	DATE

DESIGN: TJB-116
DRAWN: TAT
CHECKED: TAB

EROSION CONTROL PLAN

C14

GRAPHIC SCALE

LEGEND

GRADING AND EROSION CONTROL NOTES:

ERICKSON CIVIL

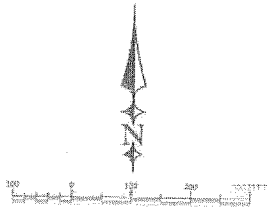
DRAWING PHASE

EASTON VILLAGE, LLC
2140 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

EROSION CONTROL PLAN

C15



LEGEND

NOTE:

NO STORAGE OF CONSTRUCTION MATERIALS AND NO CONSTRUCTION PARKING ON PAVEMENT OR PARKING OR CONTRACTOR'S EMPLOYEES SHALL BE ALLOWED ON PARKING LOT FOR DURING CONSTRUCTION.

NO CONSTRUCTION TRAFFIC FROM BURNSVILLE PARKWAY.

ALL CONSTRUCTION DEBRIS SHALL BE CONTAINED IN DUMPSTERS AND ROLL OFF BOXES AND COVERED WHEN NOT REACHING THE TOP OF THE CONTAINER.

SEE SWPPP DOCUMENT FOR NOTES ON ALL MATERIALS AND CHEMICALS STORED ON SITE AND THE METHOD OF CONTAINMENT.

CONTRACTOR SHALL REPLACE WORK CONSTRUCTION DAMAGED FENCE WITH SAME OR BETTER QUALITY FENCE AT NO COST TO THE OWNER.

ERODED SEDIMENT SHALL BE REMOVED BY SHOVEL/SCRAPER AS OFTEN AS NECESSARY TO ON-SITE STORAGE AREAS, NOT TO EXCEED 24 HOURS.

GRADING AND EROSION CONTROL NOTES

1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible]
5. [illegible]
6. [illegible]
7. [illegible]
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11. [illegible]
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21. [illegible]
22. [illegible]
23. [illegible]
24. [illegible]

ERICKSON CIVIL

EASTON VILLAGE, LLC
21140 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

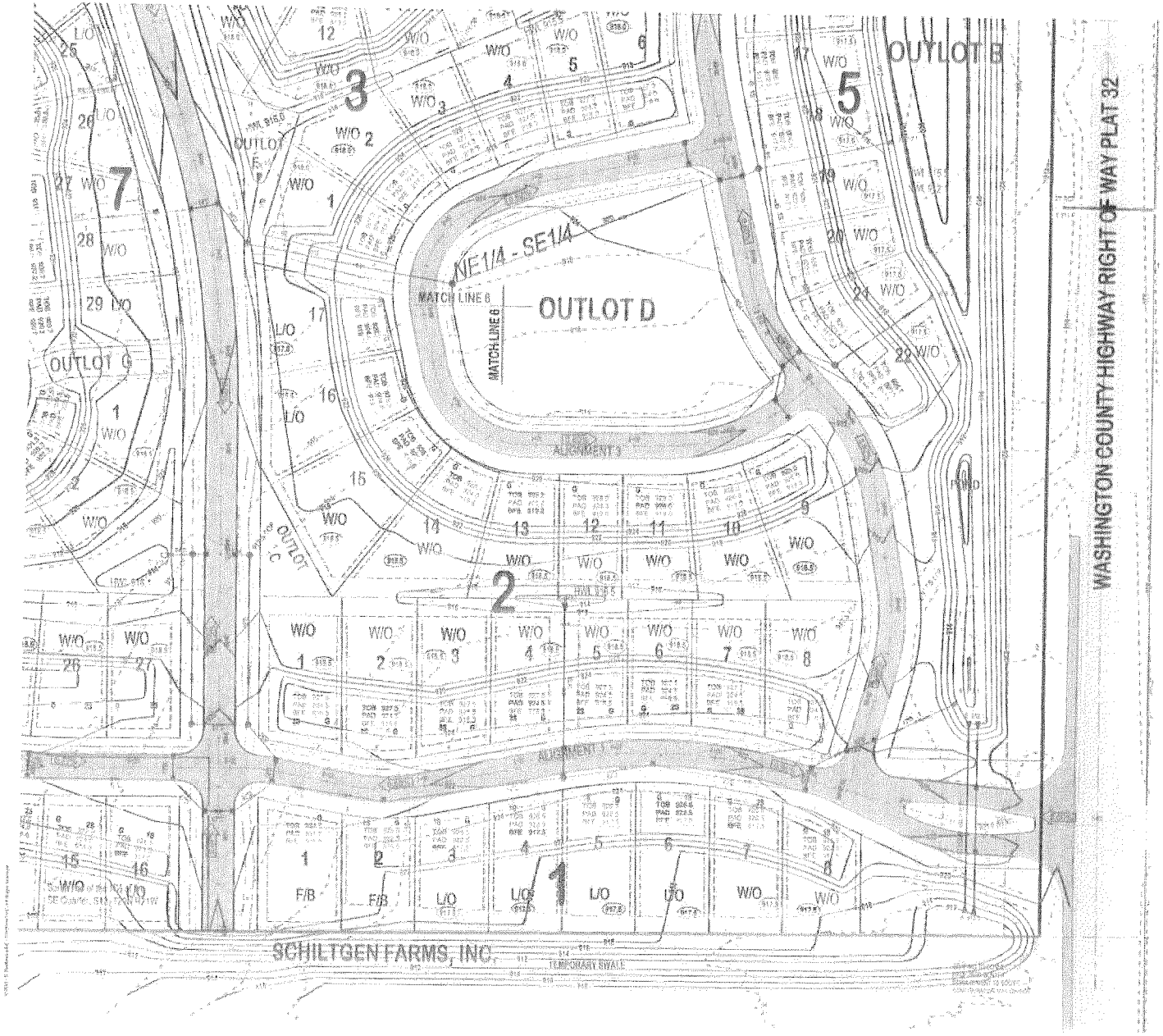
EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

NO.	REVISION	DATE

JOB NO. 13-119
DRAWN BY TAP, JKB
CHECKED BY TAP

EROSION CONTROL PLAN

C16



ERICKSON CIVIL

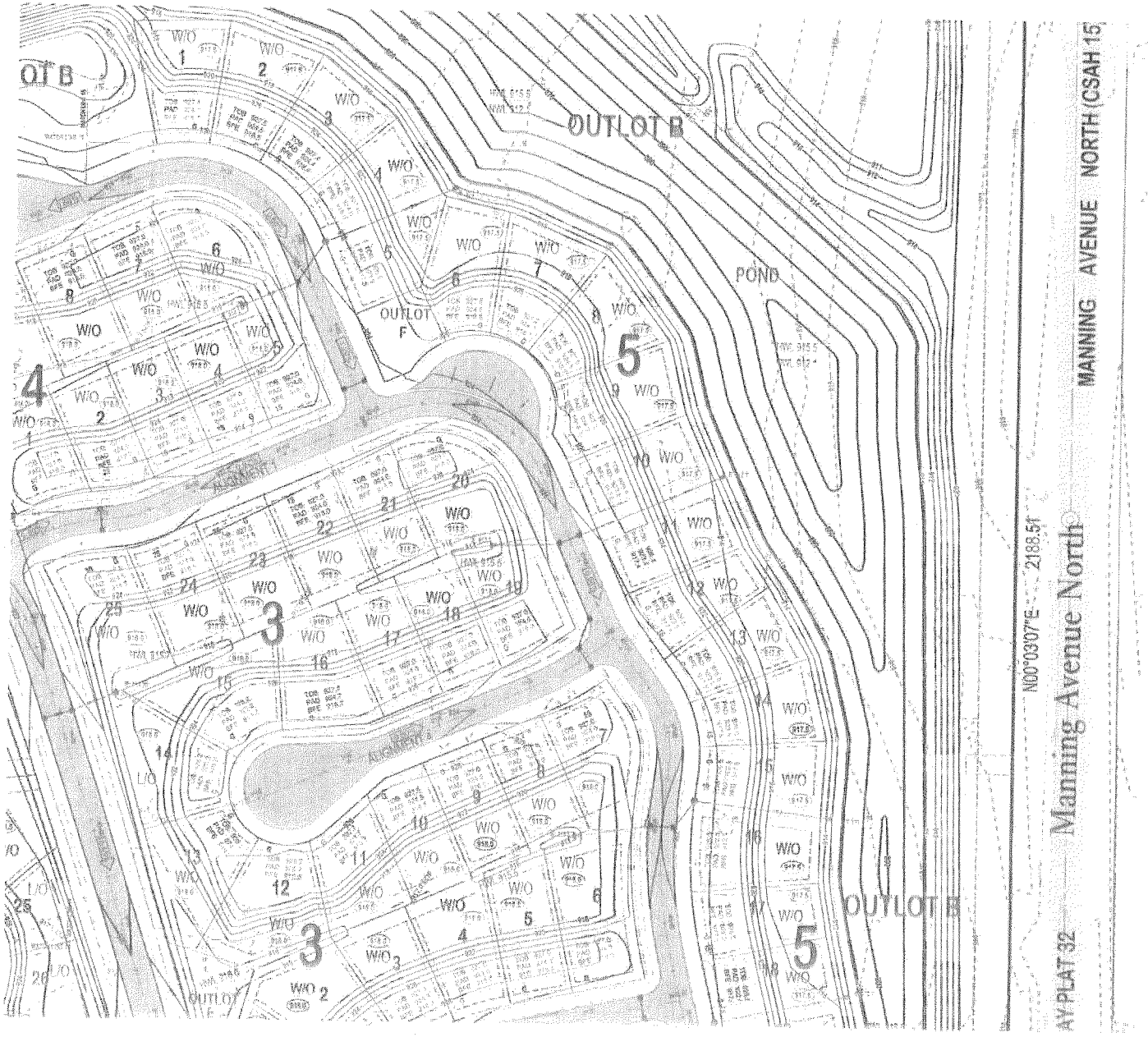
DRAWING PHASE

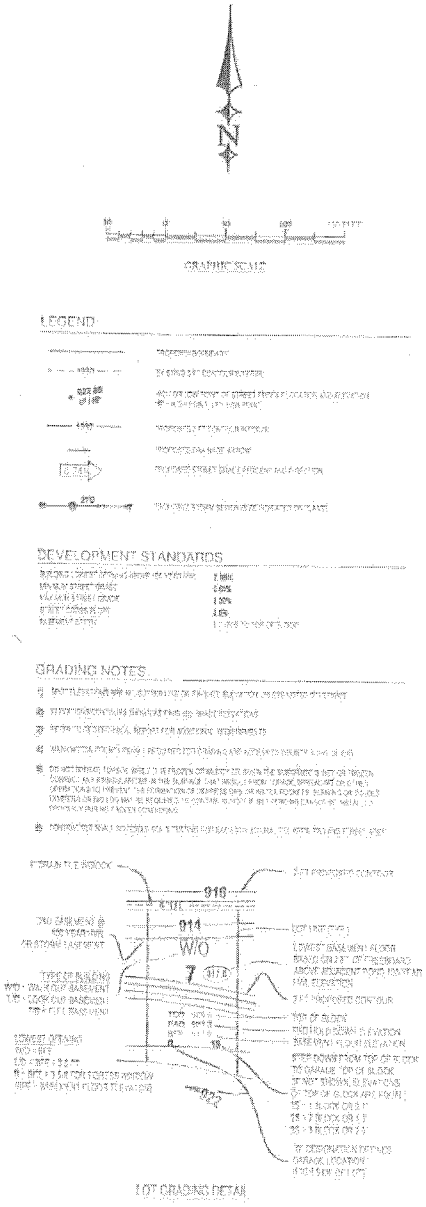
EASTON VILLAGE, LLC
2140 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

GRADING PLAN

C17





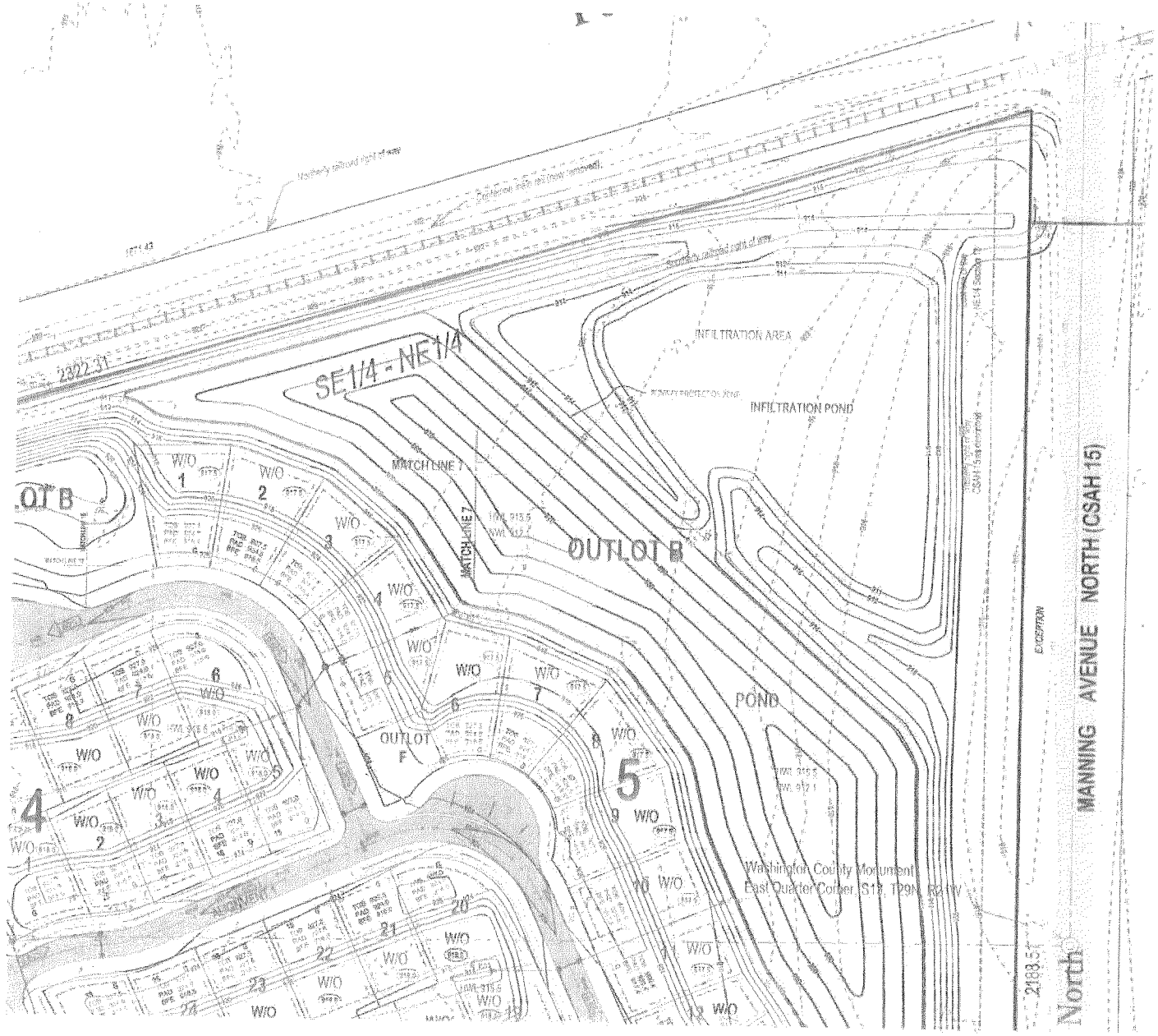
FRICKSON CIVIL

EASTON VILLAGE, LLC
21140 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

GRADING PLAN

C18

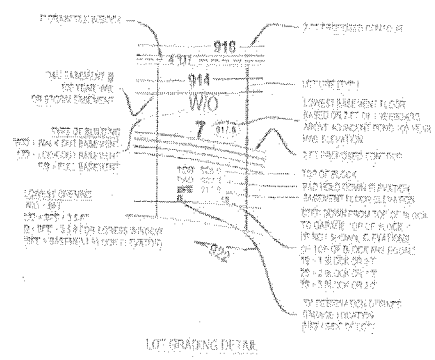


GRAPHIC SCALE

LEGEND

DEVELOPMENT STANDARDS

GRADING NOTES:



LOT GRADING DETAIL

ERICKSON CIVIL

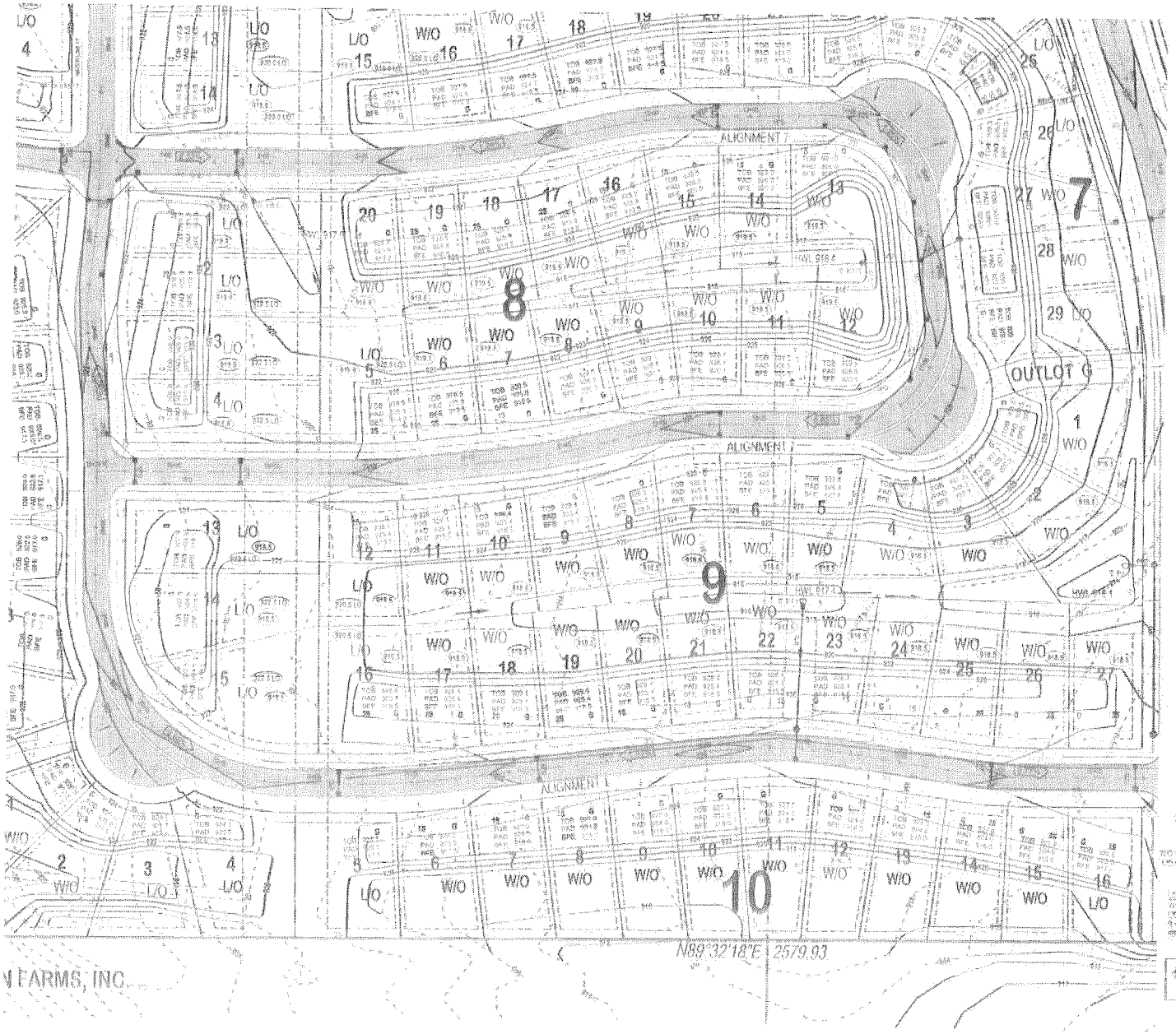
40418

EASTON VILLAGE, LLC
2140 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

GRADING PLAN

C19



GRAPHIC SCALE

LEGEND

DEVELOPMENT STANDARDS

GRADING NOTES:

LOT GRADING DETAIL

ERICKSON CIVIL

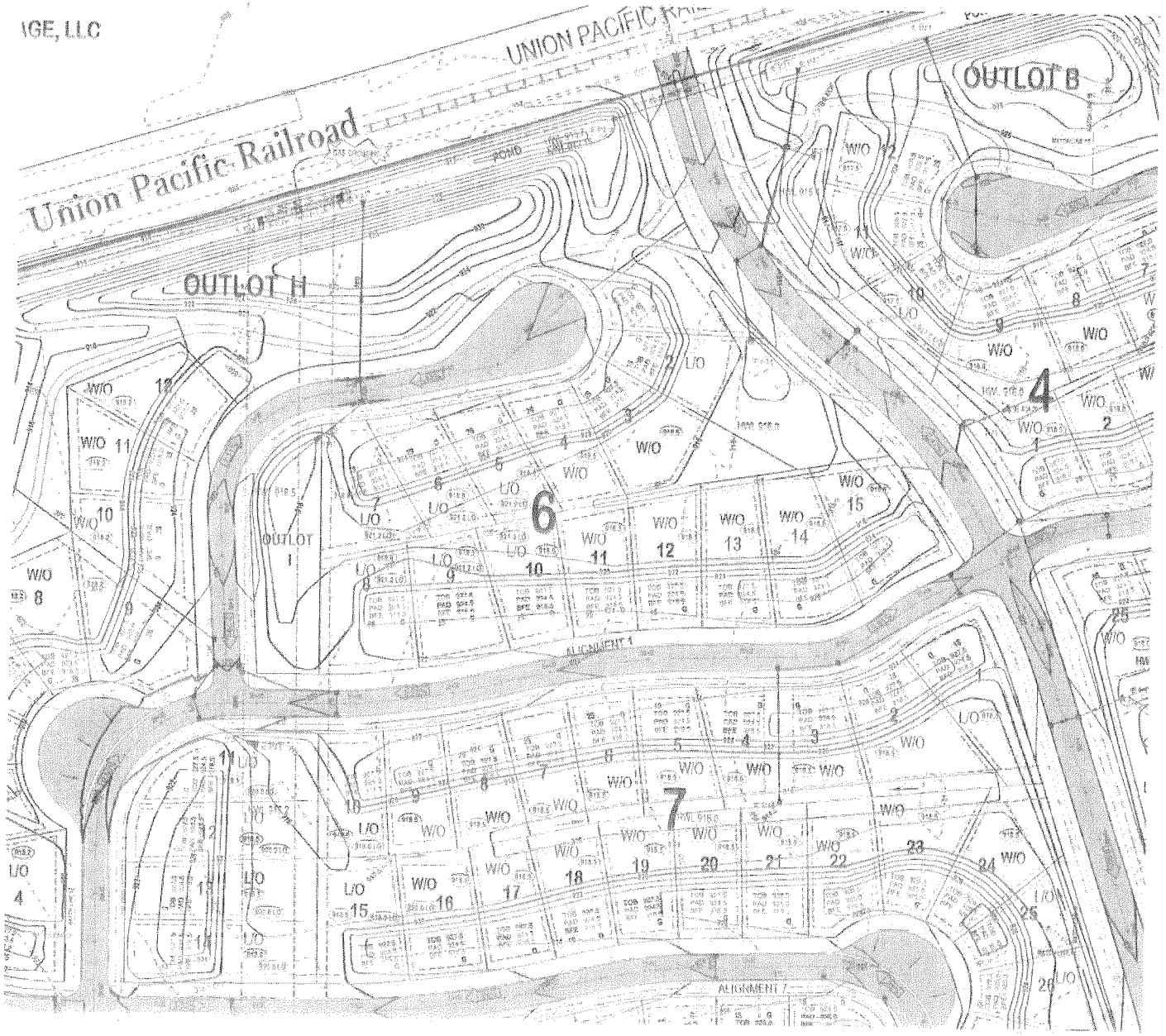
EASTON VILLAGE, LLC
2140 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

GRADING PLAN

C20

IGE, LLC



GRADING SCALE

LEGEND

DEVELOPMENT STANDARDS

GRADING NOTES

1 LOT GRADING DETAIL

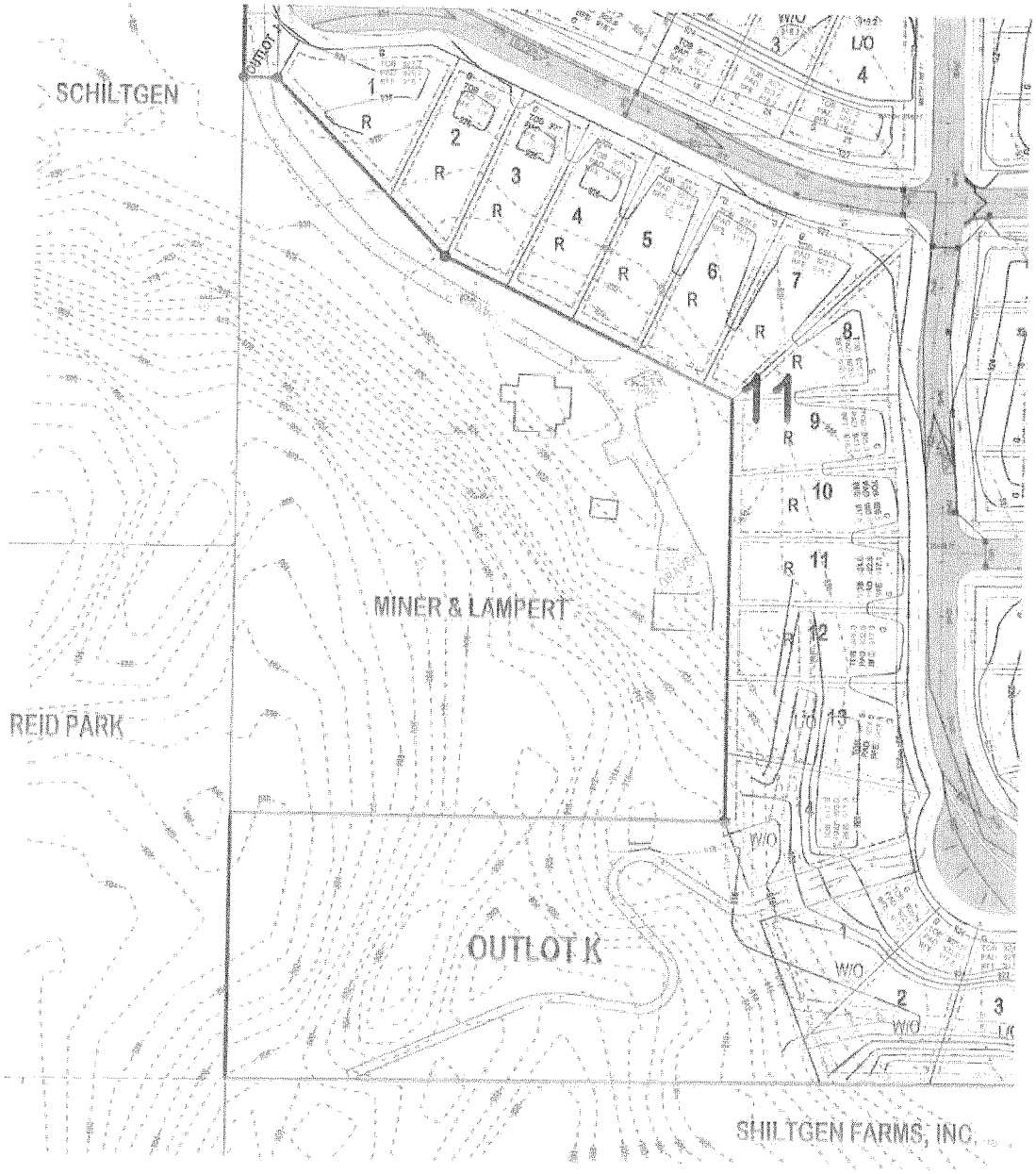
ERICKSON CIVIL

EASTON VILLAGE, LLC
2146 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

GRADING PLAN

C21

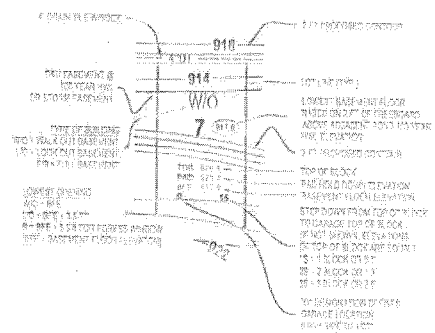


GRAPHIC SCALE

LEGEND

DEVELOPMENT STANDARDS

GRADING NOTES



LOT GRADING DETAIL

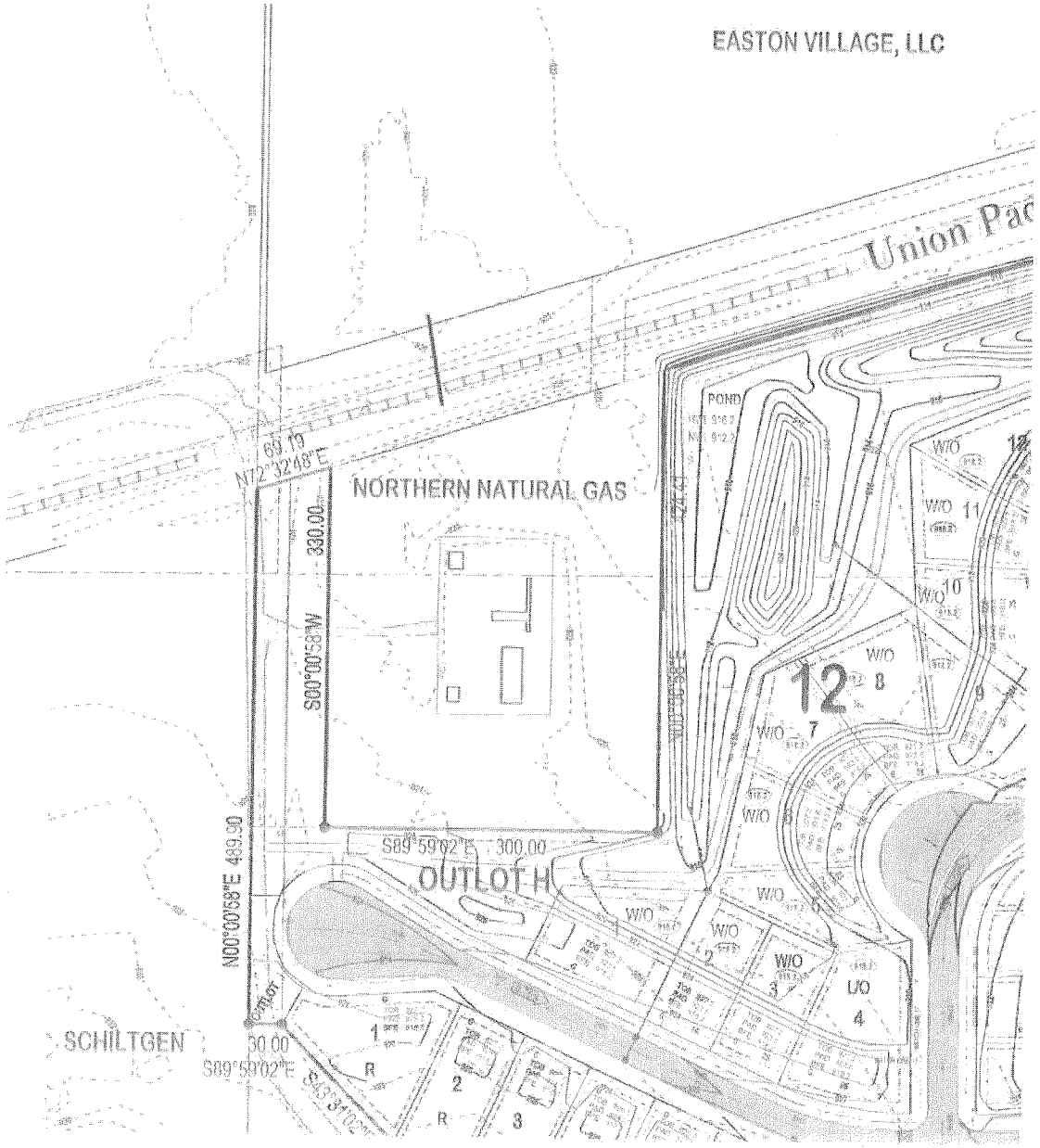
ERICKSON CIVIL

EASTON VILLAGE, LLC
2140 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

GRADING PLAN

C22

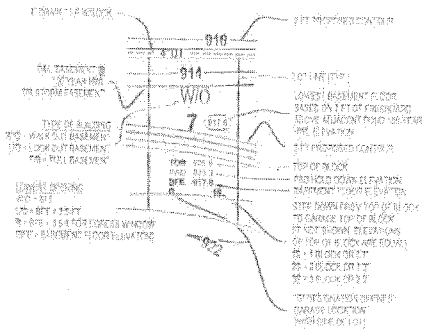


GRAPHIC SCALE

LEGEND

DEVELOPMENT STANDARDS

GRADING NOTES:



LOT GRADING DETAIL

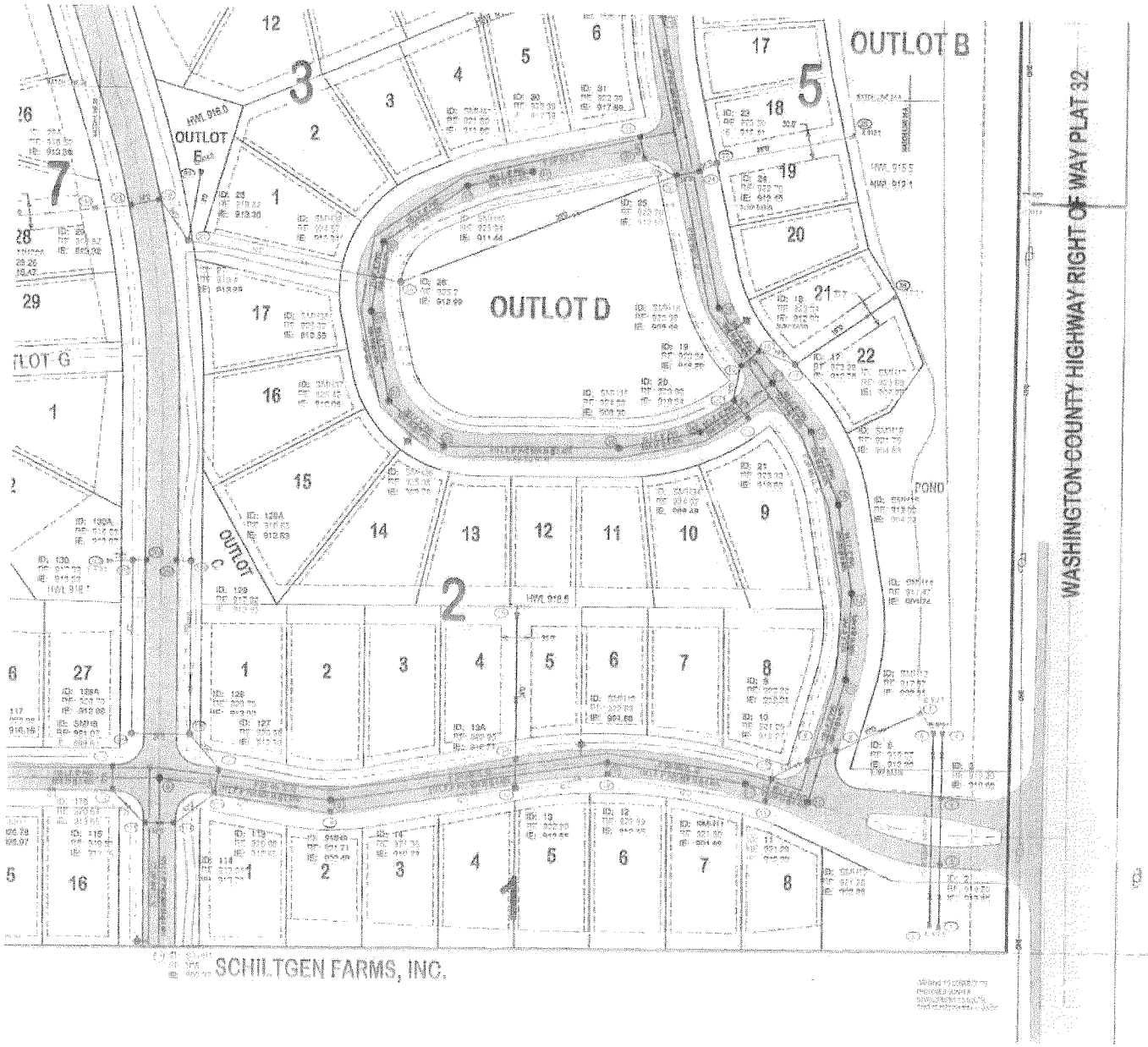
ERICKSON CIVIL

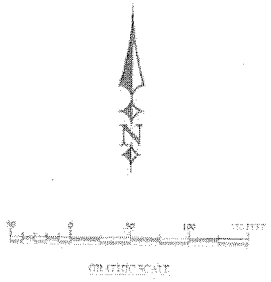
EASTON VILLAGE, LLC
2140 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

GRADING PLAN

C23





LEGEND

NOTES

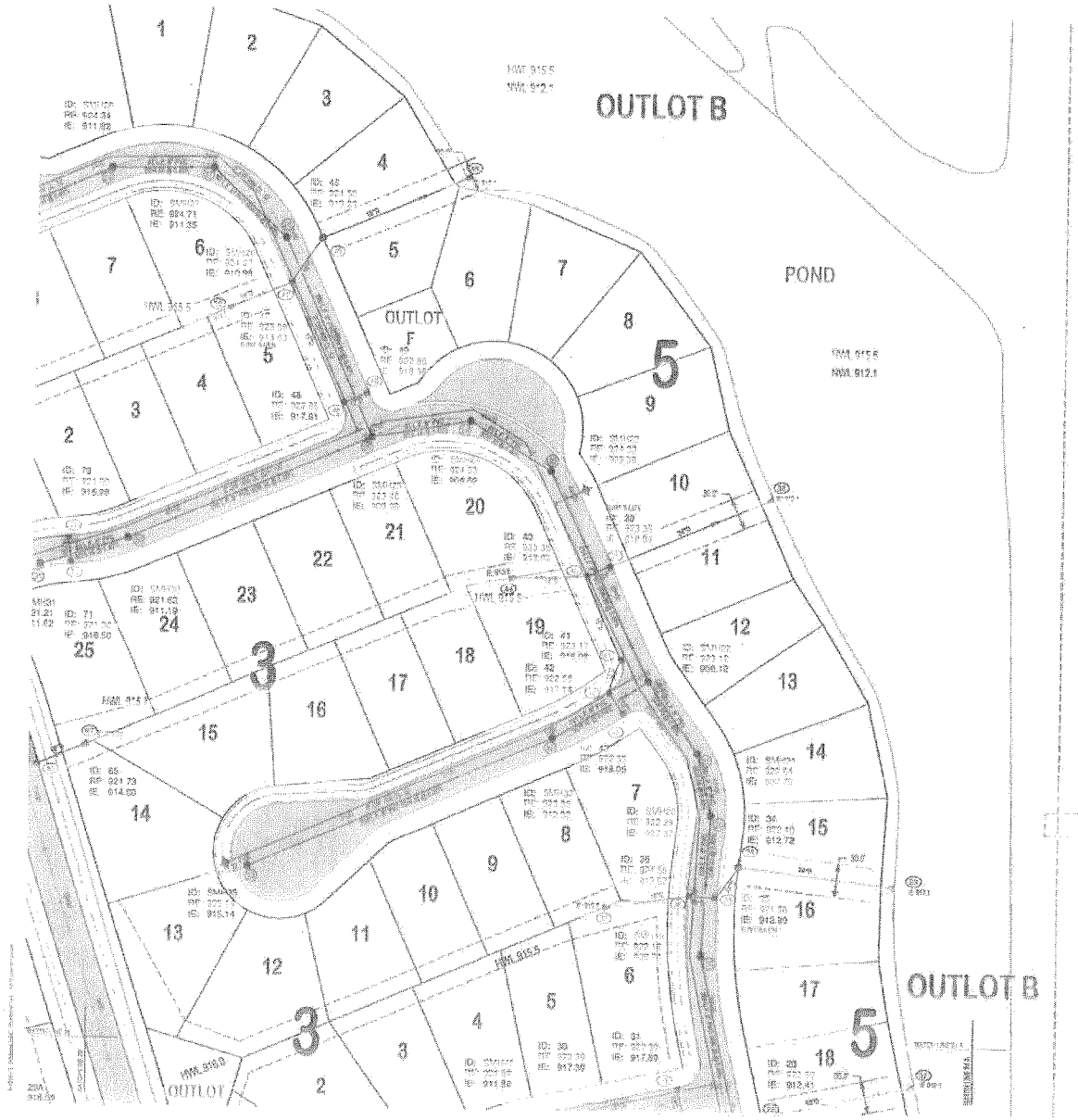
ERICKSON CIVIL

EASTON VILLAGE, LLC
21140 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

UTILITY PLAN

C24



GRAPHIC SCALE

LEGEND

NOTES

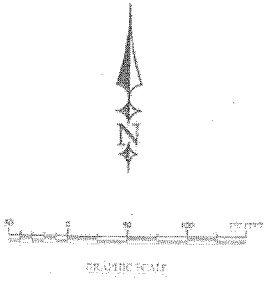
ERICKSON CIVIL

EASTON VILLAGE, LLC
21140 COUNTY ROAD 42 WEST
BLOOMINGTON, MN 55337

EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

UTILITY PLAN

C25



LEGEND

NOTES

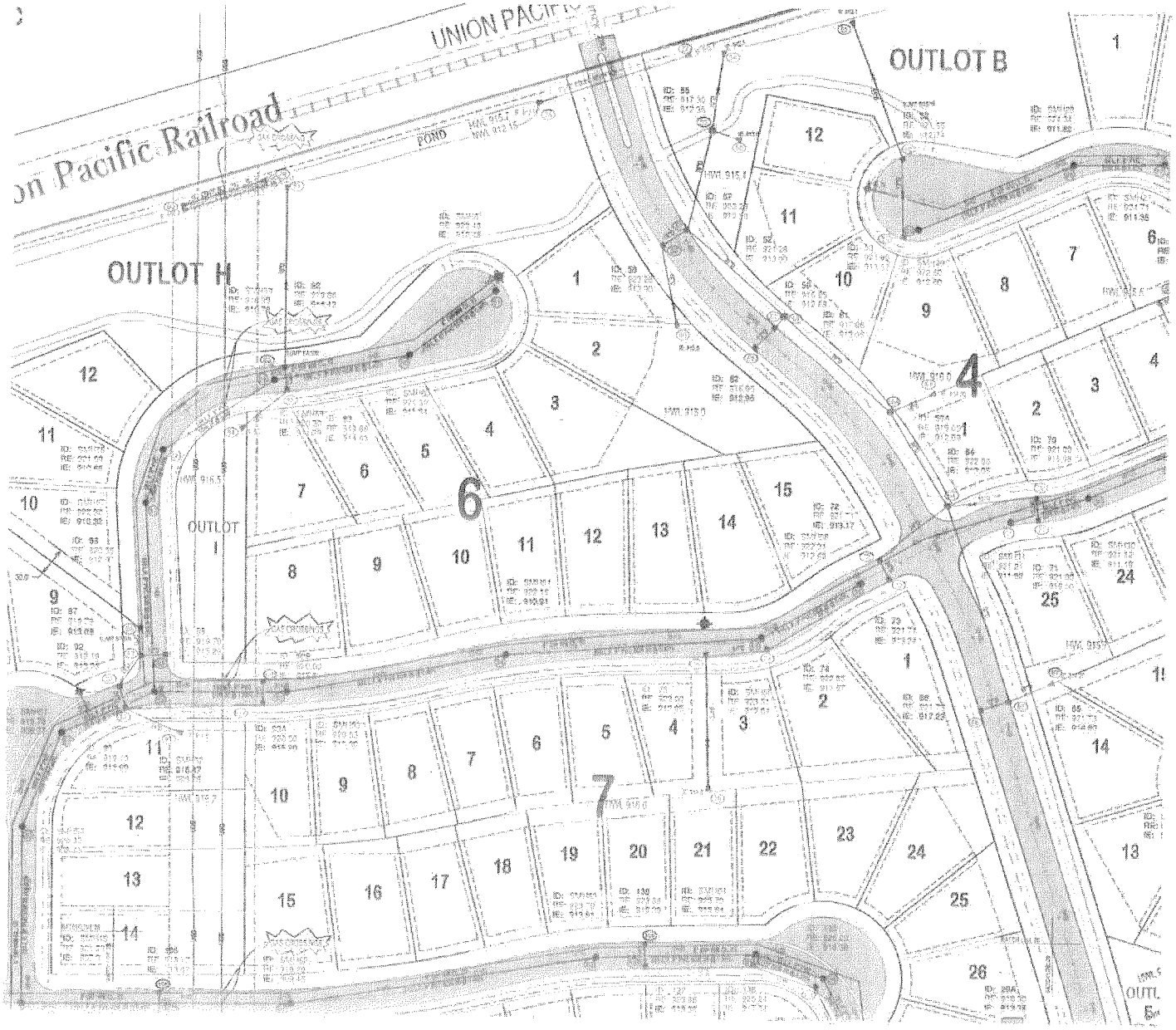
ERICKSON CIVIL

EASTON VILLAGE, LLC
21140 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

UTILITY PLAN

C26



GRAPHIC SCALE

LEGEND

NOTES

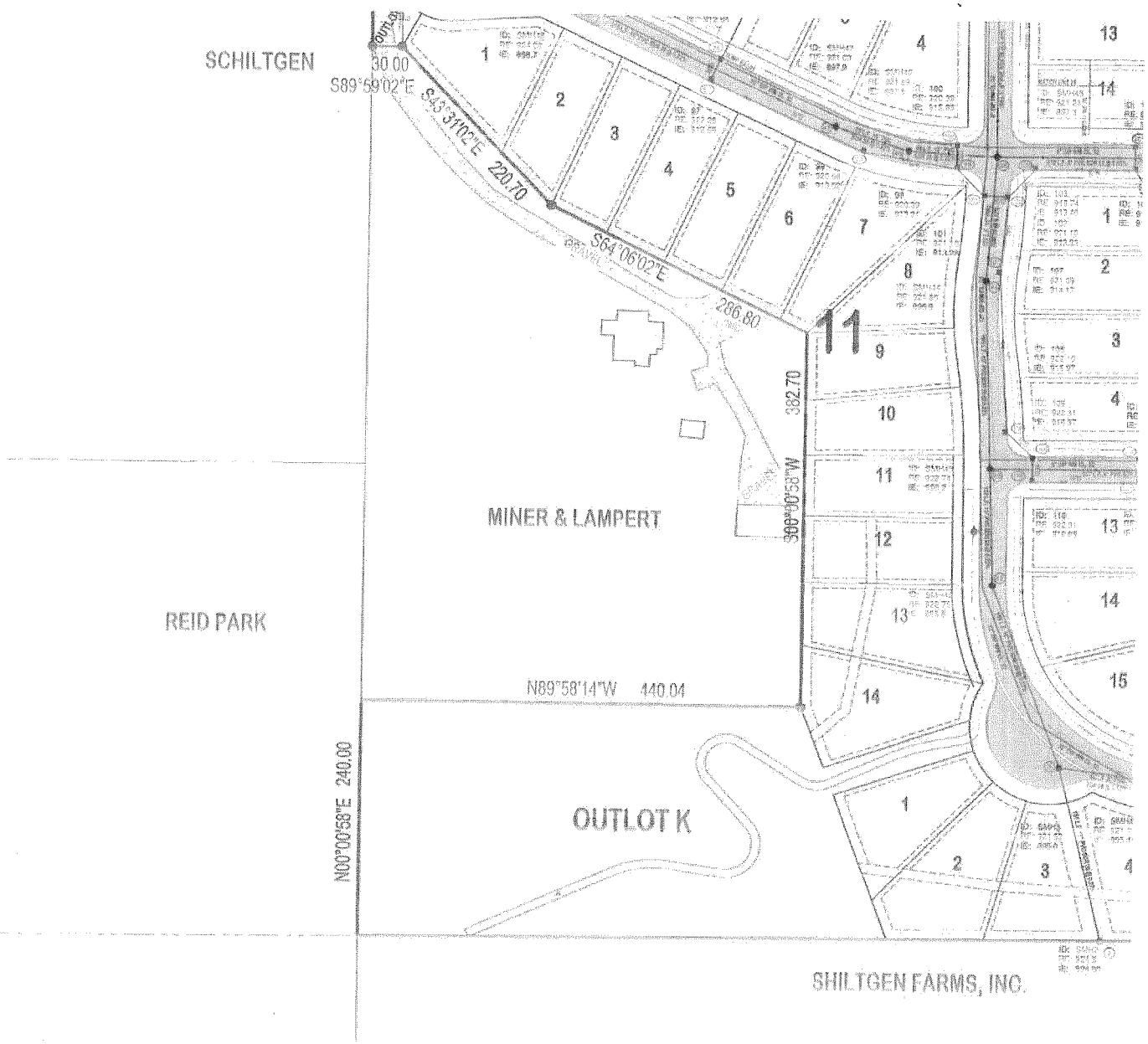
ERICKSON CIVIL

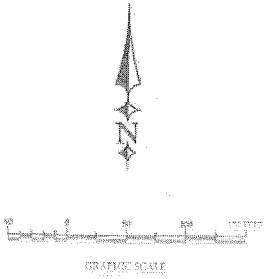
EASTON VILLAGE, LLC
21140 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

UTILITY PLAN

C27





LEGEND

NOTES

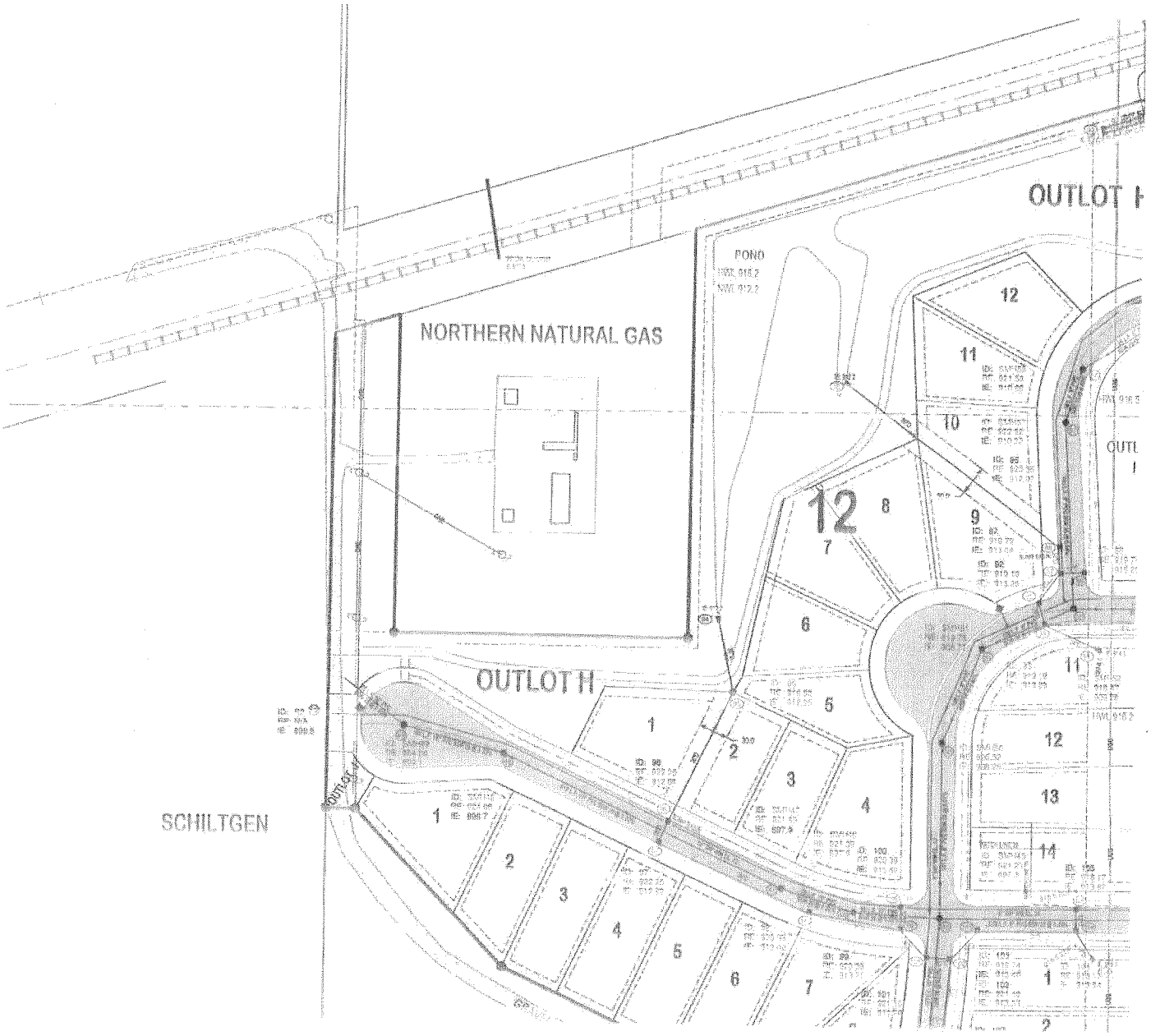
ERICKSON CIVIL

EASTON VILLAGE, LLC
2140 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

UTILITY PLAN

C28



GRAPHIC SCALE

LEGEND

NOTES

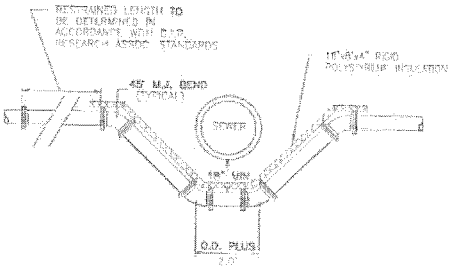
ERICKSON CIVIL

EASTON VILLAGE, LLC
2140 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

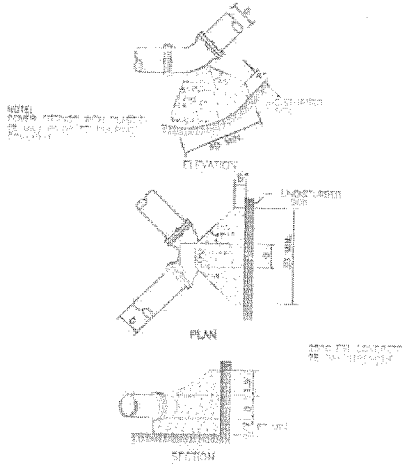
UTILITY PLAN

C29

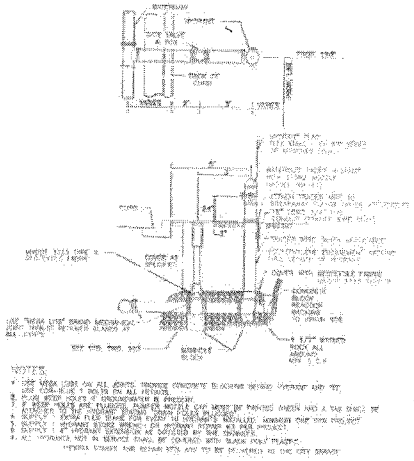


NOTE: FITTINGS SHALL BE RESTRAINED WITH THE USE OF APPROVED MECHANICAL JOINT RESTRAINING GLANDS

210 / C30 WATERMAIN OFFSET
NO SCALE

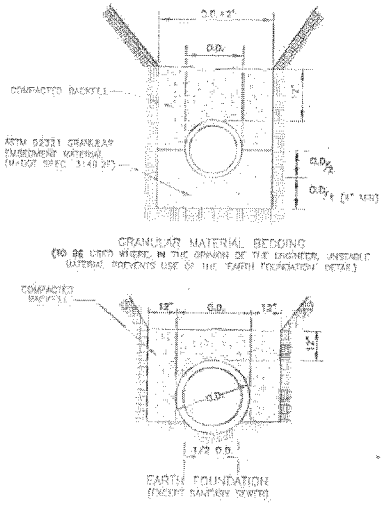


206 / C30 CONCRETE REACTION BACKING
NO SCALE

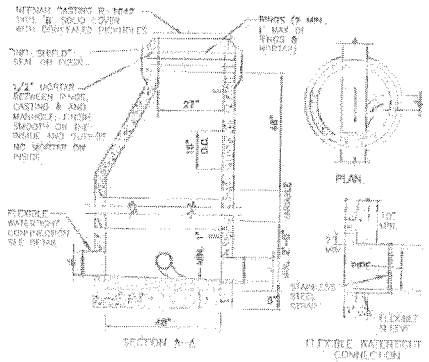


NOTES:

201 / C30 TYPICAL HYDRANT LAYOUT
NO SCALE



101 / C30 PIPE FOUNDATION DETAILS
NO SCALE



NO WOOD SHALL BE USED FOR MANHOLE CASTING, COVER MATERIAL OR FRAME

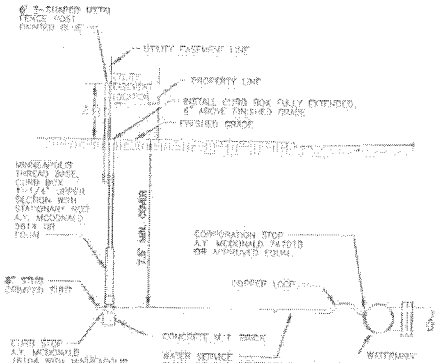
[illegible]

MANHOLE STEPS SHALL BE CAST IRON, ALUMINUM OR STEEL REINFORCED PLASTIC. NOT ICEM COTE. STEP LOCATION SHALL BE AS NOTED IN THE SPECIFICATIONS.

THROAT REINFORCED CONCRETE MANHOLE SECTIONS PER ASTM C478, REFRIGERATED WITH O-RING GASKETS AND LUBRICANT EXCEPT AS OTHERWISE SPECIFIED. 8, 12" OR 18" SHAPE. SECTION SHALL BE INSTALLED UNDER THE SAME WATERTIGHT PRECISION.

PIPE CONNECTIONS TO MANHOLE SHALL BE MADE WITHIN THIRTY (30) DAYS AFTER INSTALLATION. [illegible]

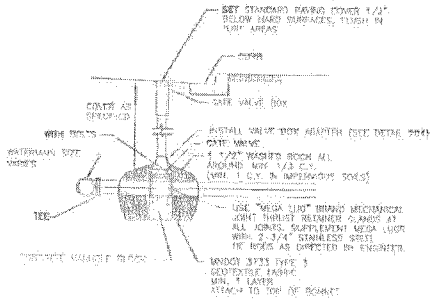
331 / C30 SANITARY SEWER MANHOLE, TYPE 301
NO SCALE



TYPICAL WATER SERVICE, 1" TO 2 1/2" COPPER

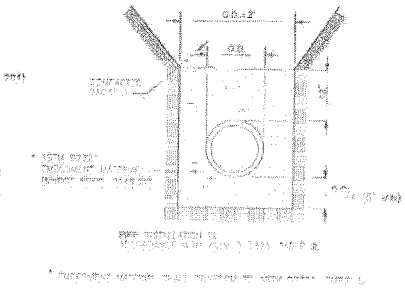
NOTE:
SERVICE TAP TO BE MADE SUBSEQUENT ABOVE. SERVICE LINE OR THAT COPPER LOOP SHALL NOT EXTEND ABOVE MAIN. MINIMUM 7.5' MINIMUM COVER FOR ALL SERVICE LINES.

206A / C30 WATER SERVICE ON DIP MAIN
NO SCALE



NOTES:
SUPPLY ONE 16" GATE VALVE KEY PER PROJECT, AS DIRECTED BY THE ENGINEER. EXTRA KEYS SHALL BE DELIVERED TO THE CITY GARAGE.

203 / C30 GATE VALVE INSTALLATION
NO SCALE



PIPE INSTALLATION IN ACCORDANCE WITH ASTM D2321, TYPE B.

* EMBEDMENT MATERIAL SHALL BE REMOVED BEFORE ASTM D2321, TYPE B.

103 / C30 GRANULAR MATERIAL BEDDING METHOD
NO SCALE

CITY OF LAKE ELMO STANDARD PLATE SHOWN ABOVE. LAKE ELMO STANDARDS PLATES SHALL BE UTILIZED FOR ALL INSTALLATION

ERICKSON CIVIL

EASTON VILLAGE, LLC
2140 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

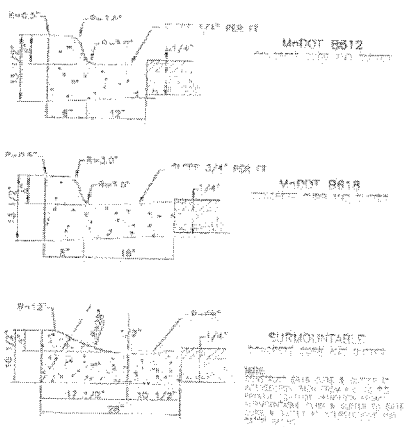
EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

NO	REVISION DESCRIPTION	DATE
1		
2		
3		
4		

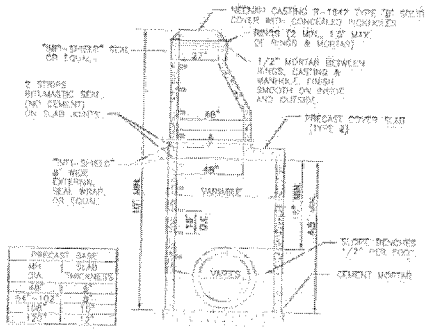
DATE 12-11-18
DRAWN TAE, JBR
DESIGN TAE

DETAILS

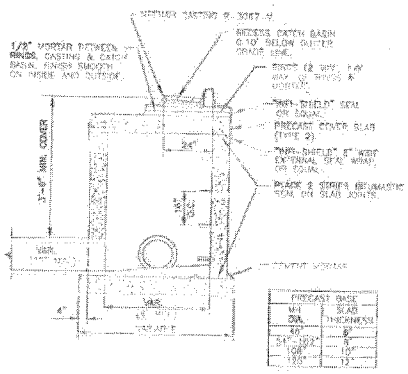
SHEET C30



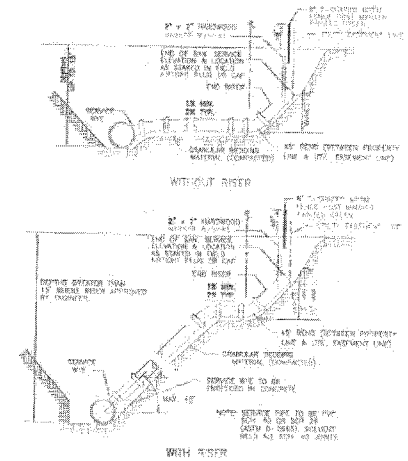
501 CONCRETE CURB & GUTTER
C31 NO SCALE



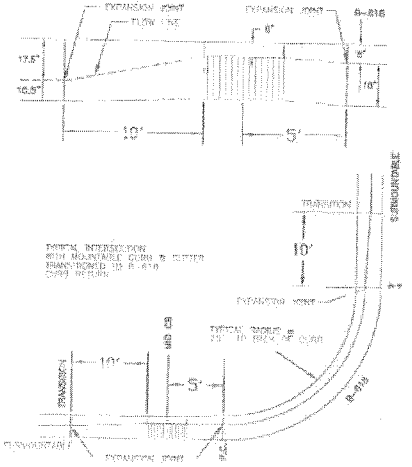
408 STORM SEWER MANHOLE, TYPE 408
C31 NO SCALE



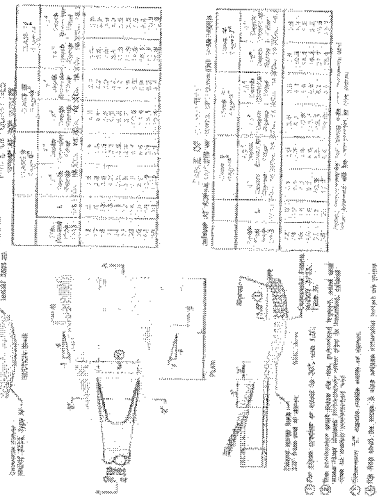
406 CATCH BASIN/MANHOLE, TYPE 406
C31 NO SCALE



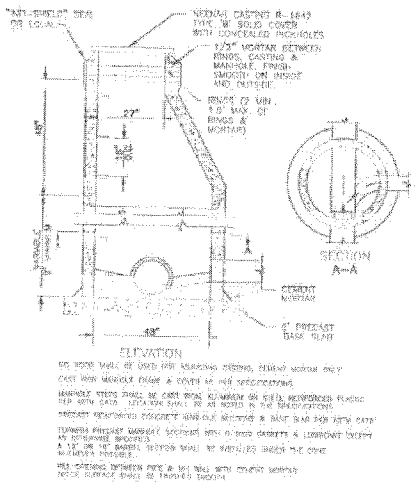
313 SANITARY SEWER SERVICE
C31 NO SCALE



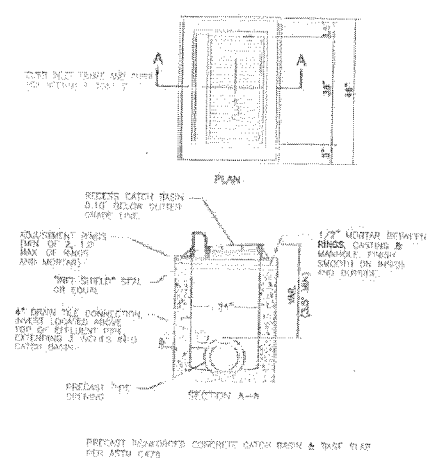
506 CATCH BASIN PLACEMENT AND CURB & GUTTER
C31 NO SCALE



411 RIPRAP AT RCP OUTLETS
C31 NO SCALE



407 STORM SEWER MANHOLE, TYPE 407
C31 NO SCALE



404 CATCH BASIN, TYPE 404
C31 NO SCALE

CITY OF LAKE ELMO STANDARD PLATE SHOWN ABOVE.
LAKE ELMO STANDARDS PLATES SHALL BE UTILIZED
FOR ALL INSTALLATION

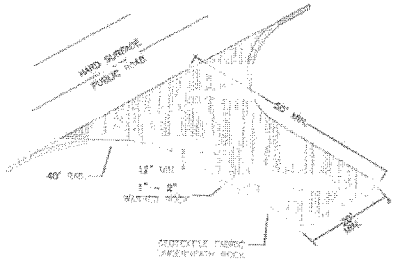
ERICKSON CIVIL

EASTON VILLAGE, LLC
2140 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

DETAILS

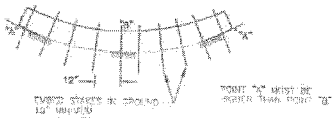
C31



NOTES:

1. MINIMUM WIDTH OF CONSTRUCTION ENTRANCE IS 12 FEET.
2. A MINIMUM 3733 TYPE V GEOTEXTILE FABRIC SHALL BE USED UNDER THE ROCK TO PREVENT MIGRATION OF THE UNDERLYING SOIL INTO THE FLOW.
3. CONSTRUCTION ENTRANCE IS REQUIRED FOR ALL NEW HOME CONSTRUCTION AND NEW STREET CONSTRUCTION.
4. CONSTRUCTION ENTRANCE SHALL BE MAINTAINED TO PREVENT TRACKING OF MUD INTO ROADWAYS THAT ADJOIN THE PROJECT. THIS WILL REQUIRE PERIODIC TOP DRESSING WITH ADDITIONAL ROCK OR REMOVAL AND REINSTALLATION OF THE ROCK ENTRANCE.
5. REMOVE MUD AND DEBRIS FROM TIRES AND VEHICLE UNDERCARRIAGE PRIOR TO LEAVING THE SITE.

805 C32 ROCK CONSTRUCTION ENTRANCE
NO SCALE

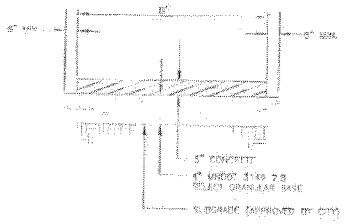


DITCH SECTION

FIBER ROLL SECTION

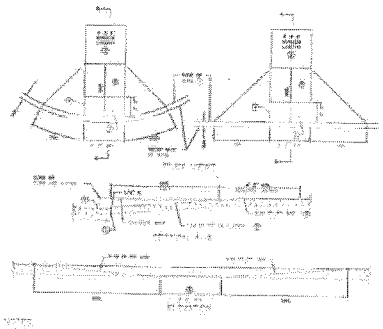
NOTES:

803 C32 DITCH CHECK (FIBER ROLL)
NO SCALE



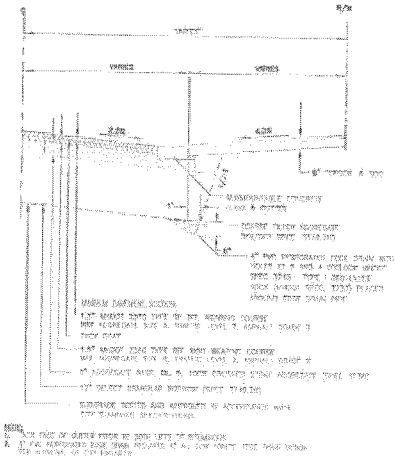
NOTE
1. SIDEWALKS SHALL HAVE CONCRETE PED RAMPS AT ALL STREET INTERSECTIONS.
2. PROVIDE 2% CROSS-SLOPE TO MAINTAIN POSITIVE DRAINAGE AWAY FROM SIDEWALK THROUGHOUT LENGTH OF WALK.

510 C32 CONCRETE SIDEWALK
NO SCALE



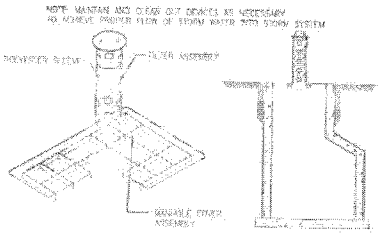
NOTES

507 C32 PEDESTRIAN CURB RAMP
NO SCALE

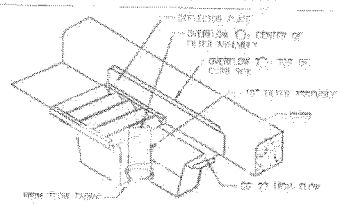


NOTE:

801 C32 TYPICAL LOCAL RESIDENTIAL STREET SECTION
NO SCALE

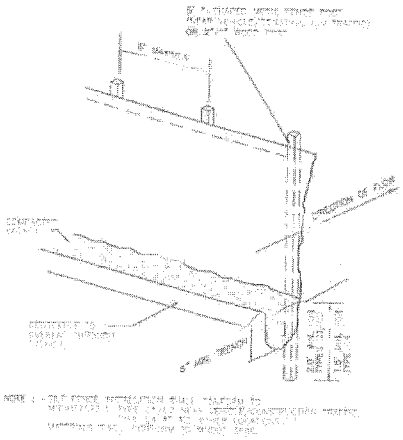


WIMCO SD-23 OR APPROVED EQUAL



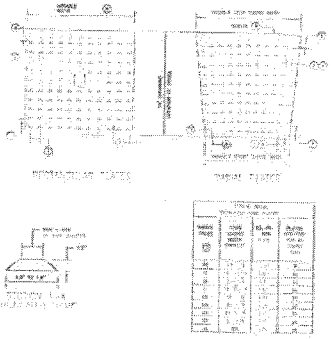
WIMCO SD-23 HIGH FLOW OR APPROVED EQUAL

504 C32 SEDIMENT CONTROL AROUND STORM SEWER INLET
NO SCALE



NOTE: CHAIN FENCE, REFLECTIVE SHALL TAPERED TO

601 C32 SILT FENCE
NO SCALE



NOTES:

508 C32 DETECTABLE WARNING SURFACE
TRUNCATED PLATES
NO SCALE

CITY OF LAKE ELMO STANDARD PLATE SHOWN ABOVE. LAKE ELMO STANDARDS PLATES SHALL BE UTILIZED FOR ALL INSTALLATION

ERICKSON CIVIL

DRAWING PHASE

EASTON VILLAGE, LLC
21-49 COUNTY ROAD 12 WEST
SILVERSVILLE, MN 55337

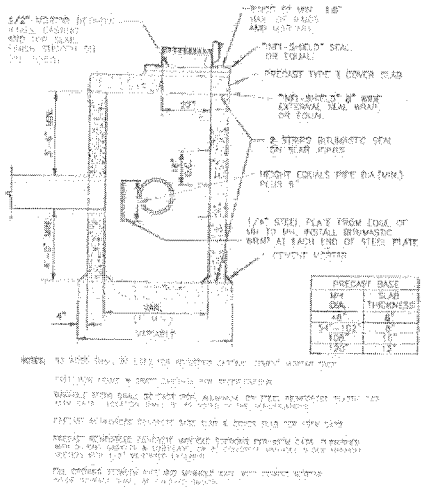
EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

NO.	REVISION DESCRIPTION	DATE

DATE: 12/14
DRAWN: TAF, JRP
CHECKED: TAF

DETAILS

C32



NOTES: NO PIPE SHALL BE LAID FOR MORE THAN THREE (3) WEEKS PRIOR TO FINISH GRADE.

FOR FLOW LINE & INVERT ELEVATIONS SEE PLAN AND PROFILE.

MANHOLE RING SHALL BE CAST FROM ALUMINUM OR STEEL REINFORCED PLASTIC PER MN/DOT. LOCATION SHALL BE AS NOTED ON THE DRAWINGS.

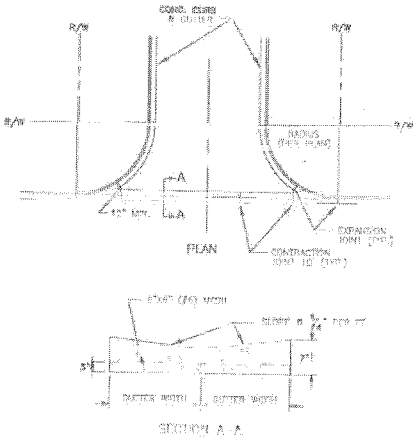
FRAME AT MANHOLE BITUMASTIC WRAP SLAB & STEEL PLATE FOR FINISH GRADE.

PRECAST REINFORCED CONCRETE MANHOLE SECTIONS FOR FINISH GRADE ELEVATIONS WITH 2 ROWS BITUMASTIC & CONTINUOUS WRAP AT CONCRETE MANHOLE RING MATERIAL SECTION WITH 1/2" MORTAR EXTERIOR.

FOR OPENING STRIPS PUT 2ND MANHOLE RING WITH CONCRETE MORTAR WRAP WITHOUT CAST IN PLACE RINGS.

405 / C33 CATCH BASIN/MANHOLE WITH SUMP, TYPE 405

NO SCALE



405 / C34 CONCRETE VALLEY GUTTER

NO SCALE

CITY OF LAKE ELMO STANDARD PLATE SHOWN ABOVE. LAKE ELMO STANDARDS PLATES SHALL BE UTILIZED FOR ALL INSTALLATION

ERICKSON CIVIL

CRAWFORD PLACE

40618

21OCT2014

EASTON VILLAGE, LLC
2140 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

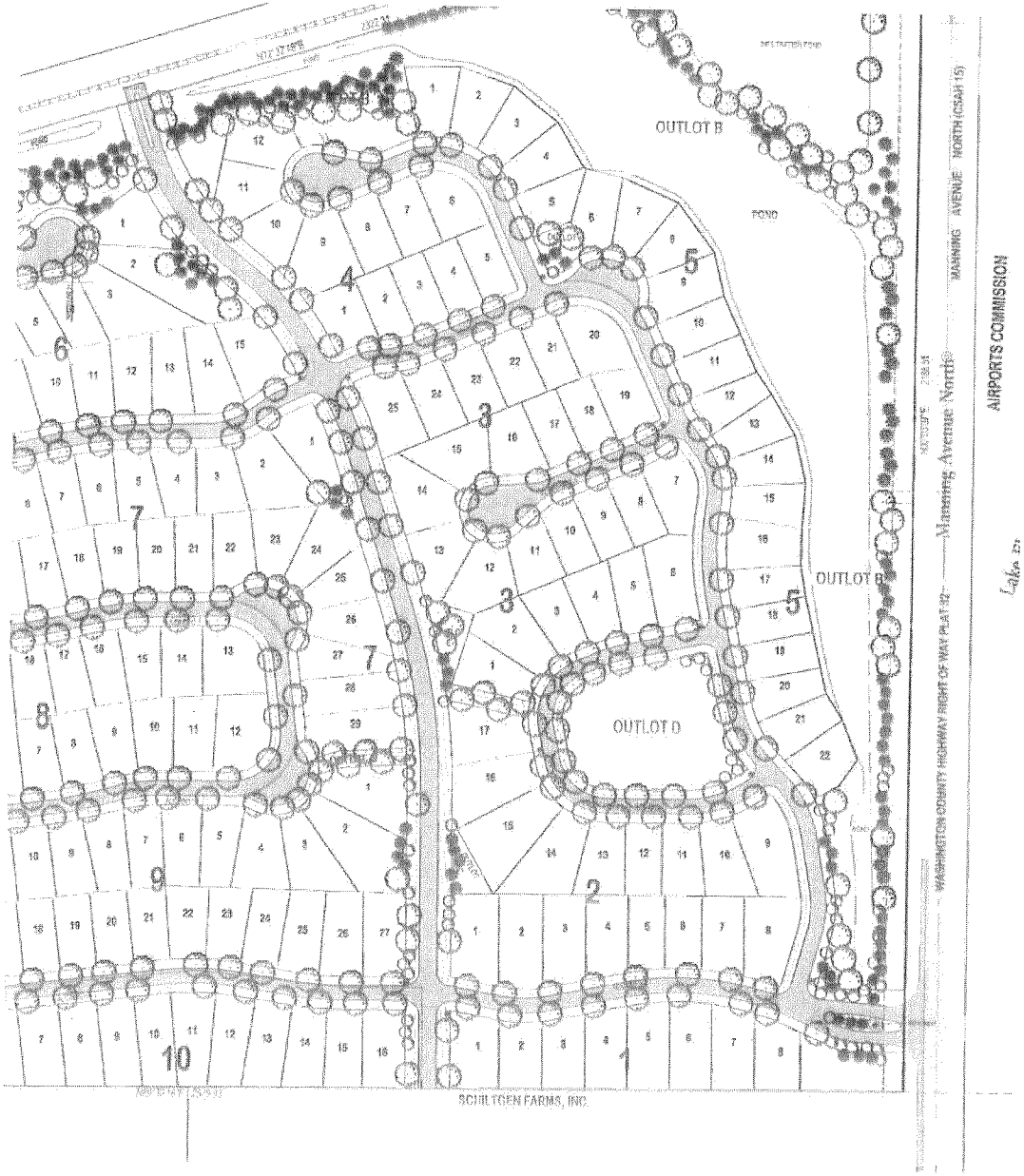
EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

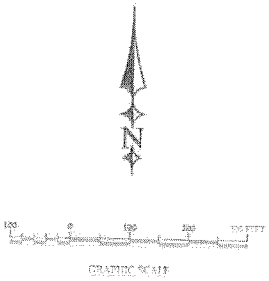
DATE | DESCRIPTION

13-114

DETAILS

C33





LEGEND

- PROPERTY BOUNDARY
- DENOTES PROPOSED DECIDUOUS TREE (SEE SCHEDULE) 361 TOTAL
- DENOTES PROPOSED ORNAMENTAL TREE 91 TOTAL
- DENOTES PROPOSED CONIFEROUS TREE 261 TOTAL
- DENOTES PROPOSED AS BUILT 18 TO 8 STATIONITY SIGN (SEE SCHEDULE)

REQUIREMENTS

(5) TREES PER ACRE (SITE AREA PER)	= 351 TREES REQUIRED (351 CALIPER INCHES)
(3) TREES PER 100 LINEAL FEET OF STREET (24 100 FT)	= 254 TREES REQUIRED (241 CALIPER INCHES) (1.5" CALIPER MIN)
TOTAL TREES REQUIRED	= 605 TREES (592 CALIPER INCHES)
TOTAL TREES PROVIDED	= 713 TREES (1080 CALIPER INCHES)

OVERSTORY TREES	Latin Name	Size	Type	Notes
Bigleaf Linden	Tilia Americana 'Redmond'	2-1/2" Dia.	B&B	
Red Maple	Acer rubrum	2-1/2" Dia.	B&B	
Weeping Willow	Salix babylonica	2-1/2" Dia.	B&B	
Swamp White Oak	Quercus bicolor	2-1/2" Dia.	B&B	Hydrologic Zone Only
Autumn Blaze Maple	Acer x freemanii 'Jeffers Red'	2-1/2" Dia.	B&B	
Sugar Maple	Acer saccharum	2-1/2" Dia.	B&B	
Trembling Aspen	Populus tremuloides	2-1/2" Dia.	B&B	Berm Open Space Only
Bur Oak	Quercus macrocarpa	2-1/2" Dia.	B&B	
Canada Red Cherry	Prunus virginiana 'Canada Red'	2-1/2" Dia.	B&B	Berm Open Space Only
Skyline Honey Locust	Gleditsia triacanthos 'Skyline'	2-1/2" Dia.	B&B	
Redmond Linden	Tilia americana 'Redmond'	2-1/2" Dia.	B&B	
Northern Pin Oak	Quercus ellipsoidalis	2-1/2" Dia.	B&B	
Common Hackberry	Celtis occidentalis	2-1/2" Dia.	B&B	

ORNAMENTAL	Latin Name	Size	Type	Notes
River Birch Clump	Betula nigra	10-ft Clump	B&B	
Prairie Fire Crab	Malus 'Prairie Fire'	2-1/2" Dia.	B&B	
Spring Snow Crab	Malus 'Spring Snow'	2-1/2" Dia.	B&B	
Red Splendor Crab	Malus 'Red Splendor'	2-1/2" Dia.	B&B	
Adirondack Flowering Crab	Malus 'Adirondack'	2-1/2" Dia.	B&B	Berm Open Space Only

CONIFEROUS	Latin Name	Size	Type	Notes
Norway Spruce	Picea abies	6-ft	B&B	
Serbian Spruce	Picea omorika	6-ft	B&B	
Black Hills Spruce	Picea glauca 'Densata'	6-ft	B&B	
White Pine	Pinus strobus	6-ft	B&B	
Red Pine	Pinus resinosa	6-ft	B&B	

Erickson Civil

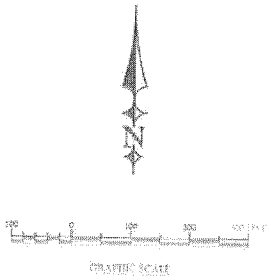
EASTON VILLAGE, LLC
2140 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

DATE: 08-11-
DRAWN: TAE / DSF
CHECKED: TAE

LANDSCAPE PLAN

L1



LEGEND

PROPERTY BOUNDARY

DENOTES PROPOSED DECIDUOUS TREE (DESIGNATORY) 5M TOTAL

DENOTES PROPOSED ORNAMENTAL TREE 9T TOTAL

DENOTES PROPOSED CONIFEROUS TREE 25T TOTAL

DENOTES PROPOSED 45 SHRUB (5 TO 8 FT MATURITY SIZE) (AT ENTRANCE)

ERICKSON CIVIL

PRAWING PHASE

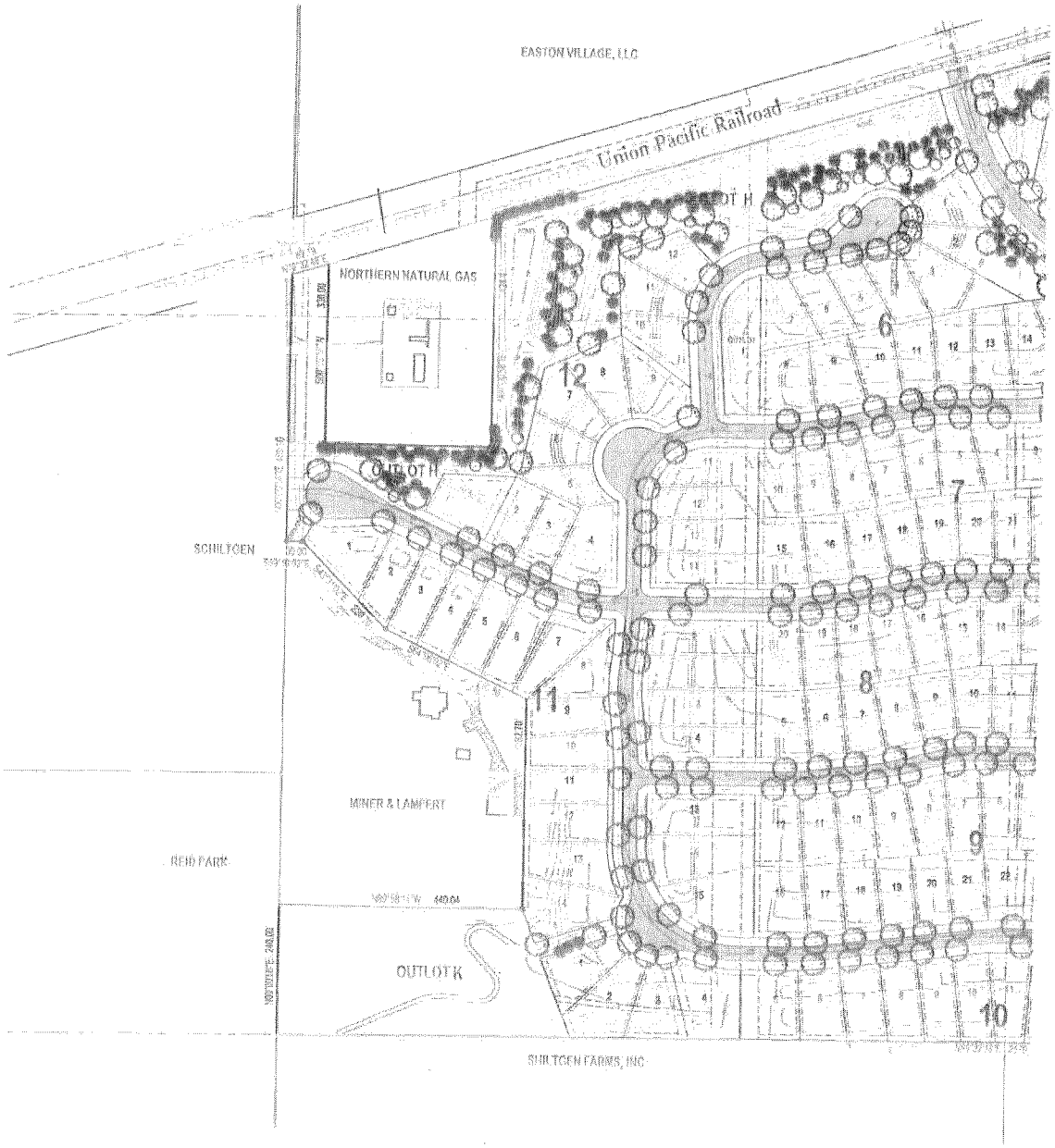
40418

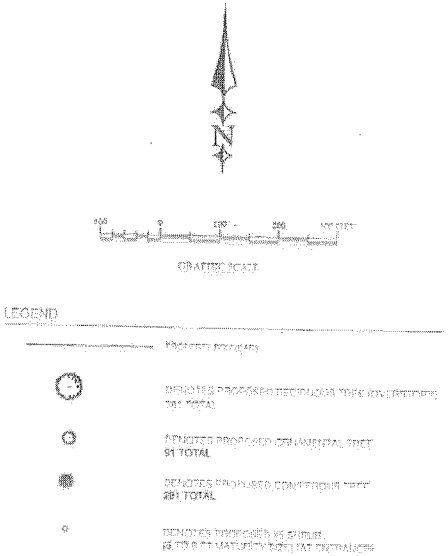
EASTON VILLAGE, LLC
2140 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

TANDSCAPE PLAN

L2





ERICKSON CIVIL

EASTON VILLAGE, LLC
21140 COUNTY ROAD 42 WEST
BURNSVILLE, MN 55337

EASTON VILLAGE
PRELIMINARY PLAT
LAKE ELMO, MINNESOTA

LANDSCAPE PLAN

L3