



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, November 17, 2015 7:00 P.M.
City of Lake Elmo | 3800 Laverne Avenue North
Agenda

A. Call to Order

- Parliamentarian Introduction

B. Pledge of Allegiance

A. Roll Call/Order of Business

B. Approval of Agenda

C. Accept Minutes

1. Approve November 4, 2015 Minutes

D. Council Reports

E. Presentations/Public Comments/Inquiries

F. Finance Consent Agenda

2. Approve Payment of Disbursements
3. Accept Financial Report Dated October 31, 2015
4. Accept Building Report Dated October 31, 2015
5. Accept Assessors Report Dated October 31, 2015
6. Approve Eagle Point Blvd. Street Improvements Pay Request No. 3
7. Approve Special Assessment Payoff for Kleis Property

G. Other Consent Agenda

8. Water Tower No. 4 – Approve Preliminary Design Recommendations
9. Downtown Phase 1 Improvements – Approve Design Revisions for Upper 33rd St. and Library Parking Lot

H. Regular Agenda

10. Reconsider Hammes Plat Extension (*Bloyer request*)
11. Clarification of Manning Avenue Redesign and Funding Options (*Fliflet/Lundgren request*)
12. Search Firm for City Administrator
13. High Priority for Highway 5/County Road 14 (*Fliflet request*)

I. Staff Reports and Announcements

J. Adjourn

**CITY OF LAKE ELMO
CITY COUNCIL MINUTES
NOVEMBER 4, 2015**

A. CALL TO ORDER

Mayor Pearson called the meeting to order at 6:30 pm.

PRESENT: Mayor Mike Pearson and Council Members Julie Fliflet, Anne Smith, Justin Bloyer, and Jill Lundgren.

Staff present: Interim Administrator Schroeder, City Attorney Snyder, City Engineer Griffin, City Planner Wensman, and City Clerk Johnson.

B. PLANNING COMMISSION INTERVIEW

Susan Dunn was interviewed for a vacancy on the Planning Commission.

Councilmember Bloyer, seconded by Councilmember Fliflet, moved TO APPOINT MAYOR DUNN TO THE PLANNING COMMISSION. MOTION PASSED 5 – 0.

C. PLEDGE OF ALLIGENCE

D. APPROVAL OF AGENDA

Items 4, 7, 9 and 11 were removed from the Consent Agenda and Item 12 was moved to the beginning of the Regular Agenda.

Councilmember Smith, seconded by Mayor Pearson, moved TO APPROVE THE AGENDA AS AMENDED. MOTION PASSED 5 – 0.

E. ACCEPT MINUTES

Minutes of the October 20, 2015 Regular Meeting were accepted as presented.

COUNCIL REPORTS

Mayor Pearson: Thanked Washington County for hosting neighborhood meetings on the Olson Lake Road project, met with owner on 33rd Street regarding right of way concerns, met with Fields of St. Croix residents, announced the upcoming Meeting with the Mayor, noted that the ISD 622 election went well, and welcomed Stephen Wensman to the City staff.

Councilmember Smith: Met with Ellie Hammes, met with Fields II residents regarding realignment of County Rd. 5, met with Focus Engineering and took calls from developers.

Councilmember Fliflet: Met with residents regarding various issues, noted Kyle Klatt's last day with the City and thanked him for his service, welcomed the new City Planner and thanked Ben Gozola for his high quality work during the transition period.

Councilmember Bloyer: Received a lot of emails from Fields II residents, met with League of Minnesota Cities with Councilmember Fliflet.

Councilmember Lundgren: Met with Fields II residents, thanked staff for meeting with Councilmembers prior to the Council meeting to answer questions and welcomed City Planner Wensman.

PUBLIC COMMENTS/INQUIRIES

Mike Reeves, 11075 14th Street North, commented on City Council effectiveness and interaction with each other, and censure of Councilmember Bloyer.

Christine Nelson commented on her application to serve on the HR Committee and comments made concerning her experience.

PRESENTATIONS

None

FINANCE CONSENT AGENDA

- 2. Approve Payment of Disbursements**
- 3. Approve 404 Lake Elmo Avenue Assessment Agreement**
- 5. Wildflower at Lake Elmo – Approve Release of Grading Security per the Site Grading Agreement**
- 6. Eagle Point Boulevard Street Improvements – Change Order No. 2**

Councilmember Bloyer, seconded by Councilmember Smith, moved TO APPROVE THE FINANCE CONSENT AGENDA AS PRESENTED. MOTION PASSED 5-0.

OTHER CONSENT AGENDA

- 8. Receive Building Department Report**
- 10. Motion to Request Being Added to the County CIP for 2017**

Councilmember Smith, seconded by Councilmember Lundgren, moved TO APPROVE THE OTHER CONSENT AGENDA AS PRESENTED. MOTION PASSED 5-0.

ITEM 12: 2016 STREET IMPROVEMENTS – IMPROVEMENT HEARING, ORDER PREPARATION OF PLANS AND SPECIFICAITONS AND PUBLIC HEARING

City Engineer Griffin provided an introduction of the history of the project and planning. City Engineer Stempski reviewed the project schedule for each of the three portions of the project, providing details on the improvements proposed for each area. Stempski also reviewed the assessable properties and the costs for each neighborhood with the City share and per unit assessment rate for the proposed street project and optional water project.

Councilmember Smith, seconded by Councilmember Bloyer, moved TO OPEN THE PUBLIC HEARING AT 8:00 P.M. MOTION PASSED 5 – 0.

Curt Monteith, 331 Julep, requested clarification on the project area and suggested squaring off the parking area at the park.

Wayne Hector, 5110 Kirkwood, provided a written statement in favor of the project.

David Loos, 3567 Kelvin, spoke in favor of the water main improvement due to pollution from the landfill and plume, adding he is not in favor of the road project unless the water portion is included.

Dick Hedquist, 3440 Kelvin, questioned the expense for the water connection and additional cost for looping.

Bill Rogers, 3490 Kelvin, spoke against the water project and stated the road project should be paid from tax dollars due to City neglect in maintaining the road.

Joe Chaves, 3505 Kelvin, stated that street maintenance has been lacking.

Allen Kristenson, 5230 Kirkwood, spoke in favor of the project.

Councilmember Bloyer, seconded by Councilmember Smith, moved TO CLOSE THE PUBLIC HEARING AT 8:22 P.M. MOTION PASSED 5 – 0.

Discussion was held concerning the water utility portion of the project and funding options. City Engineer Griffin reviewed the 2030 Comprehensive Water System Plan as it relates to the Kelvin project.

Councilmember Bloyer, seconded by Councilmember Smith, moved TO AMEND RESOLUTION 2015-82 TO INCLUDE STONGATE AND KIRKWOOD AREAS AND REMOVE THE KELVIN AVENUE AREA FROM THE PROJECT. MOTION PASSED 5 – 0.

Discussion held concerning the Kelvin Avenue area of the project. Citizen input was considered and allowing payment on the water connection as was done with the Keats Avenue project was discussed. Councilmember Fliflet stated that the road is not well traveled and the project could be postponed.

Councilmember Lundgren, seconded by Councilmember Smith, moved TO ADOPT 2015-82 ORDERING THE 2016 STREET, DRAINAGE AND UTILITY IMPROVEMENTS AND THE PREPARATION OF PLANS AND SPECIFICATIONS AS AMENDED, WITH REMOVAL OF THE 6” WATER MAIN LATERAL TO THE EAST, AND TO AMEND THE WATER LATERAL ASSESSMENT TO \$2,900 WITH AN ADDITIONAL \$2,900 DEFERRED TO THE TIME OF CONNECTION. MOTION PASSED 3 – 2. (Bloyer, Fliflet – Nay)

Councilmember Bloyer stated he was opposed to the motion due to the \$12,000 assessment on the north portion of the project.

City Engineer Griffin reviewed the bids received for engineering design and support services.

Mayor Pearson, seconded by Councilmember Lundgren, moved TO APPROVE A PROFESSIONAL ENGINEERING DESIGN AND CONSTRUCTION SUPPORT SERVICES CONTRACT WITH SEH AS RECOMMENDED BY THE CITY ENGINEER. MOTION PASSED 5 – 0.

ITEM 4: APPROVAL FOR GASB 67 & 68 VALUATION ACTUARIAL SERVICES CONTRACT

Councilmember Fliflet reported that it is a new requirement to approve actuarial review on an annual basis.

Councilmember Fliflet, seconded by Councilmember Smith, moved TO APPROVE THE CONTRACT FOR ACTUARIAL SERVICES AND ACCEPT AS AN ANNUAL POLICY NOT REQUIRING CITY COUNCIL APPROVAL EACH YEAR. MOTION PASSED 5 – 0.

ITEM 7: RETAINING WALL FOR LIONS PARK

Interim Administrator Schroeder explained the need for a retaining wall in Lions Park needed to support the trail as a result of a change in grade with the downtown project.

Councilmember Fliflet, seconded by Councilmember Lundgren, moved TO APPROVE THE RETAINING WALL CHANGE ORDER FOR LIONS PARK. MOTION PASSED 5 – 0.

ITEM 9: APPROVE MASSAGE LICENSE RENEWALS

Mayor Pearson, seconded by Councilmember Fliflet, moved TO APPROVE THE LICENSE RENEWAL FOR RENEW AND RECOVER MASSAGE. MOTION PASSED 5 – 0.

Mayor Pearson, seconded by Councilmember Lundgren, moved TO TABLE THE LICENSE RENEWAL FOR NIRVANA MASSAGE & SPA. MOTION PASSED 5 – 0.

Councilmember Lundgren, seconded by Councilmember Smith, moved TO APPROVE THE LICENSE RENEWALS FOR BODY & SOUL AND JENNIFER MERTES. MOTION PASSED 5 – 0.

ITEM 11: REASSIGNMENT OF INWOOD DEVELOPMENT CONTRACTS

Interim Administrator Schroeder reported that M/I Homes is acquiring the assets of Hans Hagen Homes. Schroeder explained that Hans Hagen Homes will continue to construct the homes and there will be no design changes.

Councilmember Smith, seconded by Councilmember Lundgren, moved TO REASSIGN DEVELOPMENT CONTRACTS FROM HANS HAGEN HOMES TO M/I HOMES, LLC. MOTION PASSED 5 – 0.

ITEM 13: HAMMES PLAT EXTENSION

Interim Administrator Schroeder reviewed the request for an extension of the plat approved in 2014. Councilmember Fliflet requested clarification on how the moratorium affects this request. City Attorney Snyder stated that the moratorium does not apply to previously approved plats. Discussion held concerning outstanding special assessments and property taxes.

Mayor Pearson, seconded by Councilmember Bloyer, moved TO EXTEND THE PRELIMINARY AND FINAL PLAT APPROVAL AND DEVELOPMENT CONTRACT FOR TWO YEARS THROUGH OCTOBER 7, 2016 WITH THE CONDITION THAT ALL SPECIAL ASSESSMENTS BE PAID AT PLAT, AND THAT THE DEVELOPER'S AGREEMENT BE EXECUTED BY A DEVELOPER AS A CONDITION OF RECORDING THE PLAT. MOTION PASSED 3 – 2. (Fliflet, Lundgren – Nay)

Mayor Pearson, seconded by Councilmember Smith, moved THAT ASSESSMENT ARREARAGES AND BALANCE BE PAID WHEN OTHERWISE DUE UNDER THE CONTRACT. MOTION PASSED 3 – 0 – 2. (Fliflet, Lundgren – abstain)

ITEM 14: RFP REQUEST FROM PARKS COMMISSION FOR BALLPARK REDESIGN

Parks Commission Chair Weis explained the scope of the RFP request and presented photos of ball parks in other Minnesota cities. Weis explained that the Parks Commission has placed Lions Park on the Parks Commission CIP and has incurred significant cost for repairs, prompting the need for further planning.

Curt Monteith, 331 Julep, asked for denial of the request and stated that future parks should include long space, not just tot lots.

Barry Weeks, 3647 Lake Elmo Avenue, stated that the ball field is a tradition in the area and is heavily used.

Pam Hartley, 10010 Tapestry, spoke as a Parks Commissioner, stating that the Commission was unanimous in its decision to move forward toward making Lions Park a focal point and asset for the community.

Nadine Obermueller stated she loves Lions Park and baseball is great for the town but the park needs freshening up.

Jerry Kromschroeder, 3517 Lake Elmo Avenue, stated that Lions Park is an icon and anything that can be done to improve it would be a good thing.

Parks Chair Weis discussed a potential timeline for receiving plans and initiating a project.

Councilmember Fliflet, seconded by Councilmember Bloyer, moved TO ISSUE AN RFP FOR ARCHITECTURAL WORK TO REDESIGN THE BALLFIELDS IN THE HISTORIC DOWNTOWN. MOTION PASSED 5 – 0.

ITEM 15: BUILDING DEPARTMENT TRUCK

Interim Administrator Schroeder reviewed bids received for two vehicle options under leasing and purchasing plans. Councilmember Lundgren stated that a leased vehicle would be cheaper for the City in the long run. Councilmember Fliflet stated she is in favor of leasing and allowing staff to turn in leased vehicles for new leased vehicles without City Council approval.

Mayor Pearson, seconded by Councilmember Bloyer, moved TO PURCHASE A 2016 JEEP COMPASS WITH A LOAN FROM LAKE ELMO BANK AT 1.99%. MOTION PASSED 3 – 2. (Fliflet, Lundgren – Nay)

ITEM 16: OP ORDINANCE DEVELOPMENT DISCUSSION

Interim Administrator Schroeder reviewed the general requirements regarding density in the OP zoning district and questions concerning potential revisions. Councilmembers noted restrictions in the current code and potential for improving it.

Councilmember Fliflet, seconded by Councilmember Smith, moved FOR THE PLANNING COMMISSION TO DIRECT THE OP ORDINANCE BACK TO THE PLANNING COMMISSION FOR CONSIDERATION BASED ON THE AREAS IDENTIFIED IN

ORDINANCE THAT WERE DISCUSSED BY THE CITY COUNCIL. MOTION PASSED 3 – 1 – 1. (Bloyer – Nay, Pearson – Abstain)

ITEM 17: PARLIAMENTARIAN DISCUSSION

Councilmember Fliflet stated that she would like the Council to hire a parliamentarian to run the City Council meetings while the Council continues to work toward better relations.

Discussion held concerning the current Council meeting procedures and decorum.

Councilmember Fliflet, seconded by Councilmember Smith, moved TO DIRECT THE ADMINISTRATOR TO HIRE A PARLIAMENTARIAN OF HIS CHOICE FOR THE NEXT COUNCIL MEETING. MOTION PASSED 3 – 1 – 1. (Bloyer – Nay, Pearson – Abstain)

Dale Doerschner – 3150 Lake Elmo Avenue – questioned the cost and effectiveness of hiring a parliamentarian.

ITEM 18: RFP PROCESS FOR ENGINEERING AND LEGAL CONTRACTS

Councilmember Fliflet asked staff to look into the current contracts with City consultants to determine if the City needs to start an RFP process as part of year end planning.

ITEM 19: INTERIM CITY ADMINISTRATOR CONTRACT

City Attorney Snyder stated that he prepared a letter to the Council and provided a copy of the Interim Administrator's contract for Council review. Councilmember Bloyer suggested the City Attorney negotiate with the Interim Administrator for an extension to allow the City time to stabilize. Councilmember Fliflet stated the City needs to finish the process and conduct a search for a permanent Administrator but noted she is against using a search firm. Councilmember Smith stated she is in favor of using a search firm and offered to gather additional information for the next meeting.

ITEM 20: PROFORMA UPDATE

Interim Administrator Schroeder reported on follow up he conducted on questions from the previous Council meeting. Schroeder explained that the document is a very complex, interlinked spreadsheet with issues in calculations that occur after the year 2021. Schroeder reiterated his recommendation from the previous meeting for the City to purchase software from an outside vendor and hire a contractor to input the information to replace use of the spreadsheet.

Wally Nelson, 4582 Lilac Lane, thanked staff for admitting errors in the spreadsheet and offered assistance to the Finance Director and Finance Committee Chair.

STAFF REPORTS AND ANNOUNCEMENTS

Interim City Administrator Schroeder: Attended a library meeting, Washington County municipal water meeting, League of Minnesota Cities Meeting, met with developers, attended an in-service regarding livable communities.

City Clerk Johnson: Reported that the ISD 622 special election went very smoothly with a 25% voter turnout, and thanked City staff and election judges for their help. Attended an HR training last week, preparing for HR Committee meeting Monday, November 9th, posted Community Development Director position opening, interviewing candidates for the Office Administrative Assistant position later in the week, working on license renewals and assisting residents with special assessment questions. Noted City Hall will be closed on Wednesday, November 11th in observance of Veteran's Day.

Meeting adjourned at 12:26 a.m.

LAKE ELMO CITY COUNCIL

ATTEST:

Julie Johnson, City Clerk

Mike Pearson, Mayor



MAYOR & COUNCIL COMMUNICATION

DATE: November 17, 2015
CONSENT
ITEM #2
MOTION

AGENDA ITEM: Approve Disbursements in the amount of \$698,524.57

SUBMITTED BY: Patty Baker, Accountant

THROUGH: Cathy Bendel, Finance Director

REVIEWED BY: Cathy Bendel, Finance 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

POLICY RECOMMENDER: Finance

FISCAL IMPACT: \$698,524.57

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of \$698,524.57. No specific motion is needed as this is recommended to be part of the *Consent Agenda*.

LEGISLATIVE HISTORY: NA

Accounts Payable To Be Paid Proof List

User: PattyB

Printed: 11/12/2015 - 1:13 PM

Batch: 004-11-2015

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
AMERICAN American Eng and Testing, Inc.										
69418	10/31/2015	986.00	0.00	11/17/2015	2015.120 Eagle Point Blvd		-	No		0000
409-480-8000-43030	Engineering Services	986.00								
	69418 Total:	986.00								
	AMERICAN Total:									
BAKERPAT Baker Patricia										
2015-10	11/06/2015	612.50	0.00	11/17/2015	Contract Hours - October		-	No		0000
101-410-1520-43150	Contract Services	250.00	0.00	11/17/2015	Contract Hours - October		-	No		0000
2015-10	11/06/2015	1,225.00	0.00	11/17/2015	Contract Hours - October		-	No		0000
101-410-1320-43150	Contract Services	245.00	0.00	11/17/2015	Contract Hours - October		-	No		0000
2015-10	11/06/2015	367.50	0.00	11/17/2015	Contract Hours - October		-	No		0000
601-494-9400-43150	Contract Services	2,700.00								
2015-10	11/06/2015	2,700.00								
602-495-9450-43150	Contract Services									
2015-10	11/06/2015									
603-496-9500-43150	Contract Services									
	2015-10 Total:									
	BAKERPAT Total:									
CENCOLLE Century College										
596939	10/30/2015	825.00	0.00	11/17/2015	1/4 Yearly CEU training		-	No		0000
101-420-2220-44370	Conferences & Training	825.00								
	596939 Total:	825.00								
	CENCOLLE Total:									
COMCAST Comcast										
	10/27/2015	7.90	0.00	11/17/2015	Monthly Service		-	No		0000
101-420-2220-44300	Miscellaneous									
	Total:	7.90								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
COMCAST Total:		7.90								
CTYBLOOM City of Bloomington										
Oct-15	11/12/2015	31.50	0.00	11/17/2015	Lab Bacteria Testing - October		-	No		0000
601-494-9400-42270	Utility System Maintenance									
Oct-15 Total:		31.50								
CTYBLOOM Total:		31.50								
CTYHUGO City of Hugo										
11/3/15	11/12/2015	172.00	0.00	11/17/2015	Building Inspector Services		-	No		0000
101-420-2400-43150	Inspector Contract Services									
11/3/15	11/12/2015	37.29	0.00	11/17/2015	Building Inspector Mileage		-	No		0000
101-420-2400-43310	Mileage									
11/3/15 Total:		209.29								
CTYHUGO Total:		209.29								
CTYOAKDA City of Oakdale										
October	11/01/2015	12,500.00	0.00	11/17/2015	New Connections - Water		-	No		0000
601-000-0000-20803	WAC due Oakdale									
October Total:		12,500.00								
CTYOAKDA Total:		12,500.00								
CTYOAKDP City of Oakdale										
201511024954	10/30/2015	40.55	0.00	11/17/2015	EI repair exhaust leak		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt									
201511024954 Total:		40.55								
CTYOAKDP Total:		40.55								
CTYSTPAU City of St. Paul										
12691	11/04/2015	1,032.92	0.00	11/17/2015	Asphalt		-	No		0000
101-430-3120-42240	Street Maintenance Materials									
12691 Total:		1,032.92								
CTYSTPAU Total:		1,032.92								
EJ-BBJOR Bjorkman Barb										
101-410-1410-41030	11/12/2015	80.00	0.00	11/17/2015	Special Election 11/3/2015		-	No		0000
Part-time Salaries										
Total:		80.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
EJ-BBJOR	Total:	80.00								
EJBSCHU Schumacher Bob	11/12/2015	80.00	0.00	11/17/2015	Special Election	11/3/2015	-	No		0000
101-410-1410-41030	Part-time Salaries									
	Total:	80.00								
EJBSCHU	Total:	80.00								
EJ-BWACK Wacker Bill	11/12/2015	70.00	0.00	11/17/2015	Special Election	11/3/2015	-	No		0000
101-410-1410-41030	Part-time Salaries									
	Total:	70.00								
EJ-BWACK	Total:	70.00								
EJ-DALLE Allen Diane	11/12/2015	184.25	0.00	11/17/2015	Special Election	11/3/2015	-	No		0000
101-410-1410-41030	Part-time Salaries									
	Total:	184.25								
EJ-DALLE	Total:	184.25								
EJ-JALLE Allen Jim	11/12/2015	11.00	0.00	11/17/2015	Special Election	11/3/2015	-	No		0000
101-410-1410-41030	Part-time Salaries									
	Total:	11.00								
EJ-JALLE	Total:	11.00								
EJ-JKRUE Krueger Jan	11/12/2015	70.00	0.00	11/17/2015	Special Election	11/3/2015	-	No		0000
101-410-1410-41030	Part-time Salaries									
	Total:	70.00								
EJ-JKRUE	Total:	70.00								
EJ-JROTH Roth Jim	11/12/2015	70.00	0.00	11/17/2015	Special Election	11/3/2015	-	No		0000
101-410-1410-41030	Part-time Salaries									
	Total:	70.00								
EJ-JROTH	Total:	70.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
EJ-LINDB Lindberg Margitta	11/12/2015	70.00	0.00	11/17/2015	Special Election	11/3/2015	-	No		0000
101-410-1410-41030	Part-time Salaries									
Total:		70.00								
EJ-LINDB Total:		70.00								
<hr/>										
EJ-LWAGN Wagner Linda	11/12/2015	80.00	0.00	11/17/2015	Special Election	11/3/2015	-	No		0000
101-410-1410-41030	Part-time Salaries									
Total:		80.00								
EJ-LWAGN Total:		80.00								
<hr/>										
EJ-MDARM Menendez Armando	11/12/2015	80.00	0.00	11/17/2015	Special Election	11/3/2015	-	No		0000
101-410-1410-41030	Part-time Salaries									
Total:		80.00								
EJ-MDARM Total:		80.00								
<hr/>										
EJ-MENEL Menendez Ella	11/12/2015	70.00	0.00	11/17/2015	Special Election	11/3/2015	-	No		0000
101-410-1410-41030	Part-time Salaries									
Total:		70.00								
EJ-MENEL Total:		70.00								
<hr/>										
EJ-MGRUN Grundeen Mary	11/12/2015	80.00	0.00	11/17/2015	Special Election	11/3/2015	-	No		0000
101-410-1410-41030	Part-time Salaries									
Total:		80.00								
EJ-MGRUN Total:		80.00								
<hr/>										
EJ-PODON O'Donnell Pat	11/12/2015	80.00	0.00	11/17/2015	Special Election	11/3/2015	-	No		0000
101-410-1410-41030	Part-time Salaries									
Total:		80.00								
EJ-PODON Total:		80.00								
<hr/>										
EJ-ROTHJ Roth Janice	11/12/2015	80.00	0.00	11/17/2015	Special Election	11/3/2015	-	No		0000
101-410-1410-41030	Part-time Salaries									
Total:		80.00								
EJ-ROTHJ Total:		80.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	EJ-ROTHJ Total:	80.00								
EJ-WACKE Wacker Sallyann	11/12/2015	80.00	0.00	11/17/2015	Special Election 11/3/2015		-	No		0000
101-410-1410-41030	Part-time Salaries									
	Total:	80.00								
	EJ-WACKE Total:	80.00								
EJ-WHIRS Hirsch Wil	11/12/2015	70.00	0.00	11/17/2015	Special Election 11/3/2015		-	No		0000
101-410-1410-41030	Part-time Salaries									
	Total:	70.00								
	EJ-WHIRS Total:	70.00								
EJ-WLOOS Loos Wendy	11/12/2015	70.00	0.00	11/17/2015	Special Election 11/3/2015		-	No		0000
101-410-1410-41030	Part-time Salaries									
	Total:	70.00								
	EJ-WLOOS Total:	70.00								
EMERGENC Emergency Services Marktg Inc.	10/30/2015	650.00	0.00	11/17/2015	Annual IAMRESPONDING		-	No		0000
101-420-2220-44330	Dues & Subscriptions									
	Total:	650.00								
	EMERGENC Total:	650.00								
Enright Enright Robert	11/09/2015	25.00	0.00	11/17/2015	PC 11/09/15 Cable		-	No		0000
Bonus										
101-410-1450-43620	Cable Operations									
	Bonus Total:	25.00								
Cable	11/09/2015	55.00	0.00	11/17/2015	PC 11/09/15 Cable		-	No		0000
101-410-1450-43620	Cable Operations									
	Cable Total:	55.00								
	Enright Total:	80.00								
FEDERAL Federal Signal Corporation	09/30/2015	600.00	0.00	11/17/2015	Antennas		-	No		0000
6137417										
101-420-2100-43150	Law Enforcement Contract									
	6137417 Total:	600.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
6157268	09/30/2015	27,330.00	0.00	11/17/2015	Sirens		-	No		0000
101-420-2100-43150	Law Enforcement Contract									
	6157268 Total:	27,330.00								
	FEDERAL Total:	27,930.00								
FOCUS Focus Engineering, Inc.										
2266-2270	10/31/2015	583.50	0.00	11/17/2015	Building		-	No		0000
101-420-2400-43030	Engineering									
2266-2270	10/31/2015	312.00	0.00	11/17/2015	PW		-	No		0000
101-430-3100-43030	Engineering Services									
2266-2270	10/31/2015	2,257.00	0.00	11/17/2015	General		-	No		0000
101-410-1930-43030	Engineering Services									
2266-2270	10/31/2015	591.55	0.00	11/17/2015	PLanning		-	No		0000
101-410-1910-43030	Engineering Services									
	2266-2270 Total:	3,744.05								
2271	10/31/2015	1,366.00	0.00	11/17/2015	Water		-	No		0000
601-494-9400-43030	Engineering Services									
2271	10/31/2015	375.50	0.00	11/17/2015	Sewer		-	No		0000
602-495-9450-43030	Engineering Services									
2271	10/31/2015	417.50	0.00	11/17/2015	Surface Water		-	No		0000
603-496-9500-43030	Engineering Services									
	2271 Total:	2,159.00								
2272	10/31/2015	503.05	0.00	11/17/2015	Transportation & Traffic		-	No		0000
409-480-8000-43030	Engineering Services									
2272	10/31/2015	445.50	0.00	11/17/2015	Street Maintenance		-	No		0000
409-480-8000-43030	Engineering Services									
2272	10/31/2015	501.50	0.00	11/17/2015	Capital Improvement		-	No		0000
409-480-8000-43030	Engineering Services									
	2272 Total:	1,450.05								
2273	10/31/2015	560.50	0.00	11/17/2015	CSAH 15 Corridor Mgmt		-	No		0000
602-495-9450-43030	Engineering Services									
	2273 Total:	560.50								
2274	10/31/2015	1,013.75	0.00	11/17/2015	LE Trunk Watermain		-	No		0000
601-494-9400-43030	Engineering Services									
	2274 Total:	1,013.75								
2275	10/31/2015	9,975.10	0.00	11/17/2015	LE Ave Corridor		-	No		0000
409-480-8000-43030	Engineering Services									
	2275 Total:	9,975.10								
2276	10/31/2015	1,923.05	0.00	11/17/2015	2014 Street Improvements		-	No		0000
409-480-8000-43030	Engineering Services									
	2276 Total:	1,923.05								
2277	10/31/2015	2,420.00	0.00	11/17/2015	Inwood Booster		-	No		0000
601-494-9400-43030	Engineering Services									
	2277 Total:	2,420.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
2278	10/31/2015	200.00	0.00	11/17/2015	Inwood Trunk Watermain		-	No		0000
601-494-9400-43030	Engineering Services									
	2278 Total:	200.00								
2279	10/31/2015	1,872.00	0.00	11/17/2015	39th Street		-	No		0000
409-480-8000-43030	Engineering Services									
	2279 Total:	1,872.00								
2280	10/31/2015	1,872.00	0.00	11/17/2015	Eagle Point Blvd		-	No		0000
409-480-8000-43030	Engineering Services									
	2280 Total:	3,438.00								
2281	10/31/2015	806.00	0.00	11/17/2015	CSAH 13 Ideal Ave		-	No		0000
409-480-8000-43030	Engineering Services									
	2281 Total:	806.00								
2282	10/31/2015	7,431.25	0.00	11/17/2015	2016 Street Improvements		-	No		0000
409-480-8000-43030	Engineering Services									
	2282 Total:	7,431.25								
2283	10/31/2015	7,431.25	0.00	11/17/2015	Inwood Water Tower		-	No		0000
601-494-9400-43030	Engineering Services									
	2283 Total:	1,513.00								
2284	10/31/2015	7,287.49	0.00	11/17/2015	Village East Trunk Sewer		-	No		0000
602-495-9450-43030	Engineering Services									
	2284 Total:	7,287.49								
2285	10/31/2015	897.26	0.00	11/17/2015	Lennar - I94 Corridor		-	No		0000
803-000-0000-22910	Developer Payments									
	2285 Total:	897.26								
2286	10/31/2015	4,523.50	0.00	11/17/2015	Boulder Ponds		-	No		0000
803-000-0000-22910	Developer Payments									
	2286 Total:	4,523.50								
2287	10/31/2015	354.00	0.00	11/17/2015	Hammes		-	No		0000
803-000-0000-22910	Developer Payments									
	2287 Total:	354.00								
2288	10/31/2015	3,526.09	0.00	11/17/2015	Wildflower		-	No		0000
803-000-0000-22910	Developer Payments									
	2288 Total:	3,526.09								
2289	10/31/2015	9,593.53	0.00	11/17/2015	Village Preserve		-	No		0000
803-000-0000-22910	Developer Payments									
	2289 Total:	9,593.53								
2290	10/31/2015	12,642.41	0.00	11/17/2015	Easton Village		-	No		0000
803-000-0000-22910	Developer Payments									
	2290 Total:	12,642.41								
2291	10/31/2015	1,236.03	0.00	11/17/2015	Lakewood Crossing - Kwik Trip		-	No		0000
803-000-0000-22910	Developer Payments									
	2291 Total:	1,236.03								
2292	10/31/2015	1,457.95	0.00	11/17/2015	Savona II		-	No		0000
803-000-0000-22910	Developer Payments									
	2292 Total:	1,457.95								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
2293	10/31/2015	7,122.00	0.00	11/17/2015	Inwood		-			0000
803-000-0000-22910	Developer Payments									No
	2293 Total:	7,122.00								
2294	10/31/2015	3,463.35	0.00	11/17/2015	Hunter Crossing II		-			0000
803-000-0000-22910	Developer Payments									No
	2294 Total:	3,463.35								
2295	10/31/2015	7,317.55	0.00	11/17/2015	Savona III		-			0000
803-000-0000-22910	Developer Payments									No
	2295 Total:	7,317.55								
2296	10/31/2015	649.00	0.00	11/17/2015	Auto Owners		-			0000
803-000-0000-22910	Developer Payments									No
	2296 Total:	649.00								
2297	10/31/2015	973.50	0.00	11/17/2015	Legends		-			0000
803-000-0000-22910	Developer Payments									No
	2297 Total:	973.50								
2298	10/31/2015	59.00	0.00	11/17/2015	ISD 916		-			0000
803-000-0000-22910	Developer Payments									No
	2298 Total:	59.00								
2299	10/31/2015	423.50	0.00	11/17/2015	Arbor Glen		-			0000
803-000-0000-22910	Developer Payments									No
	2299 Total:	423.50								
2300	10/31/2015	265.50	0.00	11/17/2015	Eagle Point Homes Hotel		-			0000
803-000-0000-22910	Developer Payments									No
	2300 Total:	265.50								
	FOCUS Total:	100,297.41								
<hr/>										
GKSERVIC G&K Services										
1182370781	10/28/2015	133.99	0.00	11/17/2015	Uniforms		-			0000
101-430-3100-44170	Uniforms									No
	1182370781 Total:	133.99								
1182382297	11/04/2015	36.06	0.00	11/17/2015	Uniforms		-			0000
101-430-3100-44170	Uniforms									No
	1182382297 Total:	36.06								
	GKSERVIC Total:	170.05								
<hr/>										
GRAPHICR Graphic Resources Inc										
53503	10/30/2015	137.00	0.00	11/17/2015	Envelopes		-			0000
101-410-1520-42030	Printed Forms									No
	53503 Total:	137.00								
	GRAPHICR Total:	137.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
GUSTAF Gustafson Richard	10/23/2015	261.23	0.00	11/17/2015	Boots, insole		-		No	0000
101-430-3100-44170	Uniforms									
	Total:	261.23								
	GUSTAF Total:	261.23								
INNOVAT Innovative Office Solutions	10/19/2015	38.00	0.00	11/17/2015	Business Cards - Liljdahl		-		No	0000
101-420-2400-42030	Printed Forms									
INNOVAT Innovative Office Solutions	10/19/2015	38.00	0.00	11/17/2015	Business Cards - Wensman		-		No	0000
101-410-1910-42030	Printed Forms									
INNOVAT Innovative Office Solutions	10/19/2015	38.00	0.00	11/17/2015	Business Cards - Raboin		-		No	0000
101-410-1320-42030	Printed Forms									
	IN0968032 Total:	114.00								
	INNOVAT Total:	114.00								
JANIKING Jani-King of Minnesota, Inc	11/01/2015	326.65	0.00	11/17/2015	Cleaning Services - November		-		No	0000
MIN1150417	Repairs/Maint Contractual Bldg									
101-410-1940-44010	Repairs/Maint Contractual Bldg									
	MIN1150417 Total:	326.65								
	JANIKING Total:	326.65								
JOHNSON& Johnson & Turner Attorneys	10/31/2015	4,512.50	0.00	11/17/2015	Prosecution		-		No	0000
46042	Attorney Criminal									
101-420-2150-43045	Attorney Criminal									
	46042 Total:	4,512.50								
46152	10/31/2015	37.50	0.00	11/17/2015	3M Litigation		-		No	0000
101-410-1320-43040	Legal Services									
	46152 Total:	37.50								
46176	10/31/2015	865.00	0.00	11/17/2015	Wildflower		-		No	0000
803-000-0000-22910	Developer Payments									
	46176 Total:	865.00								
46177	10/31/2015	1,790.00	0.00	11/17/2015	Ryland/Hammes		-		No	0000
803-000-0000-22910	Developer Payments									
	46177 Total:	1,790.00								
46178	10/31/2015	1,230.00	0.00	11/17/2015	Hans Hagen		-		No	0000
803-000-0000-22910	Developer Payments									
	46178 Total:	1,230.00								
46214	10/31/2015	-220.50	0.00	11/17/2015	Riley Bros Litigation		-		No	0000
101-410-1320-43040	Legal Services									
	46214 Total:	-220.50								
46356	10/31/2015	789.50	0.00	11/17/2015	Massage License Renewal		-		No	0000
101-410-1320-43040	Legal Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
46356 Total:		789.50								
46361	10/31/2015	285.00	0.00	11/17/2015	Savona		-	No		0000
803-000-0000-22910	Developer Payments									
46361 Total:		285.00								
46362	10/31/2015	550.00	0.00	11/17/2015	Easton Village		-	No		0000
803-000-0000-22910	Developer Payments									
46362 Total:		550.00								
46366	10/31/2015	5,656.50	0.00	11/17/2015	Civil Matters		-	No		0000
101-410-1320-43040	Legal Services									
46366 Total:		5,656.50								
JOHNSON& Total:		15,495.50								
<hr/>										
KLINGSPO Klingspor										
2769878	10/29/2015	72.19	0.00	11/17/2015	Tools		-	No		0000
101-430-3100-42400	Small Tools & Minor Equipment									
2769878 Total:		72.19								
KLINGSPO Total:		72.19								
<hr/>										
KWIK Kwik Trip Inc										
11/02/2015		156.25	0.00	11/17/2015	Fuel		-	No		0000
101-420-2220-42120	Fuel, Oil and Fluids									
Total:		156.25								
KWIK Total:		156.25								
<hr/>										
LANDSEM Landsem Stephanie										
11/06/2015		50.00	0.00	11/17/2015	Refund Surface Water payment		-	No		0000
SW05-3530-00-6	Accounts Receivable									
101-000-0000-11500	SW05-3530-00-6 Total:	50.00								
LANDSEM Total:		50.00								
<hr/>										
LARSON Larson Diesel Service, Corp										
10/23/2015		2,060.41	0.00	11/17/2015	Truck and trailer repair		-	No		0000
151023001	Repairs/Maint Eqpt									
101-430-3120-44040	151023001 Total:	2,060.41								
151027001	10/27/2015	108.00	0.00	11/17/2015	truck & trailer		-	No		0000
101-430-3120-44040	Repairs/Maint Eqpt									
151027001 Total:		108.00								
151030001	10/30/2015	276.21	0.00	11/17/2015	Ditchwitch		-	No		0000
101-430-3120-44040	Repairs/Maint Eqpt									
151030001 Total:		276.21								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
LARSON Total:		2,444.62								
LEOIL Lake Elmo Oil, Inc.	10/31/2015	318.09	0.00	11/17/2015	Fuel		-	No		0000
101-420-2220-42120	Fuel, Oil and Fluids									
Total:		318.09								
LEOIL Total:		318.09								
LILJDAHL Liljdahl Toni	11/06/2015	10.15	0.00	11/17/2015	Reimburse fuel for truck		-	No		0000
101-420-2400-42120	Fuel, Oil and Fluids									
Total:		10.15								
LILJDAHL Total:		10.15								
Lillie Newspapers Inc. Lillie Suburban	10/29/2015	72.38	0.00	11/17/2015	2016 Street Project Notice		-	No		0000
7148	Legal Publishing									
101-410-1320-43510	7148 Total:	72.38								
Lillie Total:		72.38								
LOFF Loffler Companies, Inc.	11/03/2015	303.46	0.00	11/17/2015	Copy machines Overage & Base		-	No		0000
2102674	Repairs/Maint Contractual Eqpt									
101-410-1940-44040	2102674 Total:	303.46								
LOFF Total:		303.46								
MARONEYS Maroney's Sanitation, Inc	11/03/2015	112.94	0.00	11/17/2015	City Hall		-	No		0000
597866	Refuse									
101-410-1940-43840	Refuse									
597866	11/03/2015	49.71	0.00	11/17/2015	Fire		-	No		0000
101-420-2220-43840	Refuse									
597866	11/03/2015	216.67	0.00	11/17/2015	PW		-	No		0000
101-430-3100-43840	Refuse									
597866	11/03/2015	216.67	0.00	11/17/2015	Fire		-	No		0000
101-420-2220-43840	Refuse									
597866	11/03/2015	49.89	0.00	11/17/2015	Library		-	No		0000
206-450-5300-43840	Refuse									
597866 Total:		645.88								
MARONEYS Total:		645.88								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close PO Line #
MENARDSO Menards - Oakdale										
89945	11/05/2015	49.91	0.00	11/17/2015	Supplies		-	No		0000
101-450-5200-42150	Shop Materials									
	89945 Total:	49.91								
90034	11/10/2015	33.87	0.00	11/17/2015	Park signs		-	No		0000
404-480-8000-44030	Repairs/Maint Imp Not Bldgs									
	90034 Total:	33.87								
90655	11/04/2015	13.04	0.00	11/17/2015	Supplies		-	No		0000
601-494-9400-42400	Small Tools & Minor Equipment									
	90655 Total:	13.04								
90696	11/05/2015	69.48	0.00	11/17/2015	Supplies		-	No		0000
601-494-9400-42400	Small Tools & Minor Equipment									
	90696 Total:	69.48								
91086	11/10/2015	38.12	0.00	11/17/2015	Landscape materials		-	No		0000
101-450-5200-42250	Landscaping Materials									
	91086 Total:	38.12								
	MENARDSO Total:	204.42								
METCOU Metropolitan Council										
1049476	11/03/2015	1,466.00	0.00	11/17/2015	Waste water services		-	No		0000
602-495-9450-43820	Sewer Utility - Met Council									
	1049476 Total:	1,466.00								
	METCOU Total:	1,466.00								
METSAC Metropolitan Council										
Oct 2015	11/01/2015	62,125.00	0.00	11/17/2015	SAC due Met Council - October 2015		-	No		0000
602-000-0000-20802	SAC due Met Council									
	Oct 2015 Total:	62,125.00								
Oct 2015 - Disc	11/01/2015	-621.25	0.00	11/17/2015	Early Pay Discount		-	No		0000
602-000-0000-37220	SAC Early Pay discount/revenue									
	Oct 2015 - Disc Total:	-621.25								
	METSAC Total:	61,503.75								
MILLEREX Miller Excavating, Inc.										
Pay Request 3	10/31/2015	322,264.98	0.00	11/17/2015	2015.120 Eagle Point Blvd		-	No		0000
409-480-8000-43030	Engineering Services									
	Pay Request 3 Total:	322,264.98								
	MILLEREX Total:	322,264.98								
MSAPROF MSA Professional Services, Inc										
5	10/20/2015	18,188.50	0.00	11/17/2015	2014.129 Inwood Booster		-	No		0000
601-494-9400-43030	Engineering Services									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
6	10/20/2015	18,188.50	0.00	11/17/2015	2014.130 Inwood Trunk Watermain		-	No		0000
	601-494-9400-43030 Engineering Services	422.50								
	6 Total:	422.50								
	MSAPROF Total:	18,611.00								
<hr/>										
	5 Total:	18,188.50								
ONECALL Gopher State One Call										
148481	10/31/2015	512.05	0.00	11/17/2015	Tickets		-	No		0000
101-430-3100-43150 Contract Services										
	148481 Total:	512.05								
	ONECALL Total:	512.05								
<hr/>										
PINKY Pinky's Sewer Service, Inc.										
74885	10/17/2015	100.00	0.00	11/17/2015	Pumped Tanks - Library		-	No		0000
206-450-5300-44010 Repairs/Maint Bldg										
	74885 Total:	100.00								
75723	09/14/2015	100.00	0.00	11/17/2015	Pumped Tanks - Library		-	No		0000
206-450-5300-44010 Repairs/Maint Bldg										
	75723 Total:	100.00								
	PINKY Total:	200.00								
<hr/>										
PLATZ Platz Robert										
SW 05-16530-6	11/06/2015	55.00	0.00	11/17/2015	Refund SW payment		-	No		0000
101-000-0000-11500 Accounts Receivable										
	SW 05-16530-6 Total:	55.00								
	PLATZ Total:	55.00								
<hr/>										
POMPS Pomp's Tire Service, Inc.										
210202923	10/30/2015	2,334.68	0.00	11/17/2015	Repairs on plow truck		-	No		0000
101-430-3120-44040 Repairs/Maint Eqpt										
	210202923 Total:	2,334.68								
	POMPS Total:	2,334.68								
<hr/>										
RCM RCM Specialties, Inc										
5200	10/23/2015	337.24	0.00	11/17/2015	Emulsion		-	No		0000
101-430-3120-42240 Street Maintenance Materials										
	5200 Total:	337.24								
	RCM Total:	337.24								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
RIVRCOOP River Country Cooperative										
101-420-2220-42120	10/31/2015	362.04	0.00	11/17/2015	Fuel		-	No		0000
	Total:	362.04								
	RIVRCOOP Total:	362.04								
SAMBATEK Sambatek, Inc										
6389	10/27/2015	1,685.75	0.00	11/17/2015	ISD 916		-	No		0000
803-000-0000-22910	Developer Payments									
	6389 Total:	1,685.75								
6397	10/27/2015	1,428.00	0.00	11/17/2015	Planning - General		-	No		0000
101-410-1910-43150	Contract Services									
6397	10/27/2015	225.00	0.00	11/17/2015	Savona III		-	No		0000
803-000-0000-22910	Developer Payments									
	6397 Total:	1,653.00								
6398	10/27/2015	238.00	0.00	11/17/2015	Arbor Glen		-	No		0000
803-000-0000-22910	Developer Payments									
	6398 Total:	238.00								
6399	10/27/2015	1,666.00	0.00	11/17/2015	Legends		-	No		0000
803-000-0000-22910	Developer Payments									
	6399 Total:	1,666.00								
6400	10/27/2015	518.55	0.00	11/17/2015	Auto Owners		-	No		0000
803-000-0000-22910	Developer Payments									
	6400 Total:	518.55								
6402	10/27/2015	315.00	0.00	11/17/2015	Hilton Hotels		-	No		0000
803-000-0000-22910	Developer Payments									
	6402 Total:	315.00								
	SAMBATEK Total:	6,076.30								
SAMSLUB Sam's Club										
204-450-5200-44300	11/07/2015	246.51	0.00	11/17/2015	Volksmarch supplies		-	No		0000
	Miscellaneous									
101-420-2220-44300	10/30/2015	67.60	0.00	11/17/2015	Rehab supplies - water		-	No		0000
	Miscellaneous									
	Total:	314.11								
	SAMSLUB Total:	314.11								
TASCH T.A. Schifsky & Sons Inc										
58361	07/22/2015	58.65	0.00	11/17/2015	Asphalt		-	No		0000
101-430-3120-42240	Street Maintenance Materials									
	58361 Total:	58.65								
58685	09/17/2015	57.50	0.00	11/17/2015	Asphalt		-	No		0000
101-430-3120-42240	Street Maintenance Materials									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
58721	09/25/2015	57.50								
101-430-3120-42240	Street Maintenance Materials	115.00	0.00	11/17/2015	Asphalt		-	No		0000
	58721 Total:	115.00								
58767	10/05/2015	57.50								
101-430-3120-42240	Street Maintenance Materials	57.50	0.00	11/17/2015	Asphalt		-	No		0000
	58767 Total:	57.50								
58914	10/20/2015	57.50								
101-430-3120-42240	Street Maintenance Materials	57.50	0.00	11/17/2015	Asphalt		-	No		0000
	58914 Total:	57.50								
58998	11/03/2015	116.15								
101-430-3120-42240	Street Maintenance Materials	116.15	0.00	11/17/2015	Asphalt		-	No		0000
	58998 Total:	116.15								
	TASCH Total:	462.30								
<hr/>										
TOOLGUY The Tool Guy, LLC										
10170	11/03/2015	23.73								
101-430-3100-42400	Small Tools & Minor Equipment	23.73	0.00	11/17/2015	Tools		-	No		0000
	10170 Total:	23.73								
9935	10/27/2015	23.73								
101-430-3100-42400	Small Tools & Minor Equipment	23.73	0.00	11/17/2015	Tools		-	No		0000
	9935 Total:	23.73								
	TOOLGUY Total:	47.46								
<hr/>										
TOWNCTRY Town & Country Cleaning Co										
1115744	11/01/2015	461.04								
206-450-5300-44010	Repairs/Maint Bldg	461.04	0.00	11/17/2015	November cleaning & addl October		-	No		0000
	1115744 Total:	461.04								
	TOWNCTRY Total:	461.04								
<hr/>										
WASH-REC Washington County										
P304401	11/02/2015	46.00								
101-410-1320-42030	Printed Forms	46.00	0.00	11/17/2015	Savona III Dev Contract recording fee		-	No		0000
	P304401 Total:	46.00								
	WASH-REC Total:	46.00								
<hr/>										
WHEATON Wheaton Joseph										
20151103	11/04/2015	1,836.98								
101-000-0000-20802	Electrical Permit Fees Payable	1,836.98	0.00	11/17/2015	Electrical Inspection Services		-	No		0000
	20151103 Total:	1,836.98								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
WHEATON Total:		1,836.98								
Whiteani White Anita										
Bonus	11/04/2015	25.00	0.00	11/17/2015	CC 11/04/15 - Bonus		-	No		0000
101-410-1450-43620	Cable Operations									
Bonus Total:		25.00								
Cable	11/04/2015	55.00	0.00	11/17/2015	CC 11/04/15		-	No		0000
101-410-1450-43620	Cable Operations									
Cable Total:		55.00								
Whiteani Total:		80.00								
XCEL Xcel Energy										
101-450-5200-43810	11/17/2015 Electric Utility	72.60	0.00	11/17/2015	Utility Services		-	No		0000
602-495-9450-43810	11/17/2015 Electric Utility	161.38	0.00	11/17/2015	Utility Services		-	No		0000
101-430-3160-43810	11/17/2015 Street Lighting	34.00	0.00	11/17/2015	Utility Services		-	No		0000
101-420-2220-43810	11/17/2015 Electric Utility	242.50	0.00	11/17/2015	Utility Services		-	No		0000
101-410-1940-43810	11/17/2015 Electric Utility	252.30	0.00	11/17/2015	Utility Services		-	No		0000
101-430-3160-43810	11/17/2015 Street Lighting	31.52	0.00	11/17/2015	Utility Services		-	No		0000
101-450-5200-43810	11/17/2015 Electric Utility	12.89	0.00	11/17/2015	Utility Services		-	No		0000
101-450-5200-43810	11/17/2015 Electric Utility	36.69	0.00	11/17/2015	Utility Services		-	No		0000
101-450-5200-43810	11/17/2015 Electric Utility	4.20	0.00	11/17/2015	Utility Services		-	No		0000
601-494-9400-43810	11/17/2015 Electric Utility	1,301.51	0.00	11/17/2015	Utility Services		-	No		0000
101-430-3160-43810	11/17/2015 Street Lighting	42.02	0.00	11/17/2015	Utility Services		-	No		0000
101-450-5200-43810	11/17/2015 Electric Utility	112.56	0.00	11/17/2015	Utility Services		-	No		0000
602-495-9450-43810	11/17/2015 Electric Utility	19.80	0.00	11/17/2015	Utility Services		-	No		0000
101-420-2220-43810	11/17/2015 Electric Utility	269.05	0.00	11/17/2015	Utility Services		-	No		0000
101-450-5200-43810	11/17/2015 Electric Utility	125.49	0.00	11/17/2015	Utility Services		-	No		0000
101-430-3160-43810	11/17/2015 Street Lighting	1,904.06	0.00	11/17/2015	Utility Services		-	No		0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
101-430-3160-43810	11/17/2015 Street Lighting	29.11	0.00	11/17/2015	Utility Services		-		No	0000
101-450-5200-43810	11/17/2015 Electric Utility	14.63	0.00	11/17/2015	Utility Services		-		No	0000
101-450-5200-43810	11/17/2015 Electric Utility	31.94	0.00	11/17/2015	Utility Services		-		No	0000
101-430-3100-43810	11/17/2015 Electric Utility	1,081.36	0.00	11/17/2015	Utility Services		-		No	0000
601-494-9400-43810	11/17/2015 Electric Utility	27.55	0.00	11/17/2015	Utility Services		-		No	0000
101-430-3160-43810	11/17/2015 Street Lighting	12.89	0.00	11/17/2015	Utility Services		-		No	0000
206-450-5300-43810	11/17/2015 Electric Utility	327.73	0.00	11/17/2015	Utility Services		-		No	0000
602-495-9450-43810	11/17/2015 Electric Utility	188.37	0.00	11/17/2015	Utility Services		-		No	0000
601-494-9400-43810	11/17/2015 Electric Utility	116.60	0.00	11/17/2015	Utility Services		-		No	0000
101-450-5200-43810	11/17/2015 Electric Utility	13.92	0.00	11/17/2015	Utility Services		-		No	0000
101-430-3160-43810	11/17/2015 Street Lighting	50.28	0.00	11/17/2015	Utility Services		-		No	0000
101-430-3160-43810	11/17/2015 Street Lighting	43.41	0.00	11/17/2015	Utility Services		-		No	0000
601-494-9400-43810	11/17/2015 Electric Utility	731.76	0.00	11/17/2015	Utility Services		-		No	0000
	Total:	7,292.12								
	XCEL Total:	7,292.12								
	Report Total:	593,660.74								

Accounts Payable To Be Paid Proof List

User: PattyB
 Printed: 11/12/2015 - 1:24 PM
 Batch: 005-11-2015

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
CTYOAKDA City of Oakdale										
10000460-01	10/31/2015	14,843.03	0.00	11/17/2015	Water meter - South Pit 10/01-11/01/15		-		No	0000
601-494-9400-43820	Water Utility	14,843.03								
	10000460-01 Total:	14,843.03								
	CTYOAKDA Total:	14,843.03								
	Report Total:	14,843.03								

Accounts Payable To Be Paid Proof List

User: PattyB
 Printed: 11/12/2015 - 1:31 PM
 Batch: 006-11-2015

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
SW/WC SW/WC Service Cooperatives										
10282015	10/28/2015	19,272.00	0.00	11/17/2015	December premium		-			0000
101-000-0000-21706	Medical Insurance									No
	10282015 Total:	19,272.00								
	SW/WC Total:	19,272.00								
	Report Total:	19,272.00								



MAYOR & COUNCIL COMMUNICATION

DATE: November 17, 2015
CONSENT
ITEM #3
MOTION

AGENDA ITEM: October 2015 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 October 2015 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 October 2015 reflecting the monthly and year to date detail, comparing the actual results to the 2015 Budget.

GENERAL FUND:

Revenues:

Total revenue for the month was 124% above budget for the month bringing the year to date total revenue to 3.6% above budget. The most significant budget to actual revenue variances are as follows:

- Building Permit revenue was 32.3% below budget for the month bringing the year to date to 22.4% below budget. In October there were 25 new home starts compared to the budgeted 11 new home starts per month. 13 of the 25 new home starts were in the Hans Hagen development. The year to date new home starts is at 113, of which 10 were open space new homes. The 2015 budget did not include any open space new homes.
- The DNR trail grooming grant proceeds of \$4.1k and the County 5 tree project grant proceeds of \$18k were received in October.
- Recycling grant proceeds were received in October.

Expenses:

Total expenses for the month were 13.9% below budget bringing the year to date expenses to 3.6% less than budget. This was primarily a result of the receipt of the supplemental State Fire Aid received in September. Although a pass through expense, it is still reported within the operating expenses. All departments continue to manage to the bottom line.

The following summarizes variances of note:

General:

- Planning & Zoning – The developer escrow offset expenses for August and September were booked in October.
- Engineering services continue to be below budget due to their primary focus in 2015 being on development activity for which their fees are 100% recoverable from the developer escrows.
- Building Inspection – The new building inspector has been hired and contract services will no longer be utilized on a regular basis.
- Public Works – The total Public Works expenses were 38.4% below budget for the month and 13.9% below budget year to date.

In summary, year to date actual expenses continue to be less than budgeted and the net income through October is 49.8% better than budget.

LIBRARY FUND:

Revenues: Revenues on a year to date basis far exceeded budget as a result of recovering the delinquent rent from a prior tenant of \$20.6k. The library will no longer be renting out space due to the continued collection expansion and the need for the space by the Library.

Expenses: Expenses for the month of October were 55% below budget for the month. This was primarily due to spending less than anticipated on repairs and maintenance during the month. On a year to date basis the actual expenses are 28% below budget.

On a net income basis, the year to date results are 90% better than budget primarily due to the previously mentioned collection of delinquent rent mentioned in prior months.

The ending October cash balance in the library fund is \$193.9k.

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

ATTACHMENT:

1. October Financial Reports

2015 By Month
 Budget to Actual Comparative
 For the month ending October 31, 2015
 101-General Fund Summary
 By Department

DEPT 410 - GEN'L GOV'T	Full Year BUDGET 2015	% to date	MONTH				YTD										
			BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)							
			Month	Month	Month	Month	YTD	YTD	YTD	YTD							
REVENUE																	
Total Revenue	3,798,334.00	61.16%	70,362.25	157,640.46	87,278.21	124.04%	2,243,327.00	2,323,044.68	79,717.68	3.55%							
EXPENSE																	
Total Mayor & Council	40,955.00	74.35%	1,000.00	682.58	317.42	31.74%	25,002.66	30,450.81	(5,448.15)	-21.79%							
Total Administration	407,316.00	106.23%	39,343.57	56,219.80	(16,876.23)	-42.89%	347,036.22	432,678.42	(85,642.20)	-24.68%							
Total Elections	1,050.00	206.76%	0.00	0.00	0.00	0.00%	1,025.00	2,171.03	(1,146.03)	-111.81%							
Total Communications	70,842.00	40.03%	6,756.66	348.62	6,408.04	94.84%	59,290.47	28,360.52	30,929.95	52.17%							
Total Finance	134,647.00	75.56%	12,587.34	9,757.15	2,830.19	22.48%	118,505.53	101,739.53	16,766.00	14.15%							
Total Planning & Zoning	224,218.00	87.29%	23,940.92	17,929.02	6,011.90	25.11%	189,276.76	195,718.69	(6,441.93)	-3.40%							
Total Engineering Services	54,800.00	61.50%	4,600.00	2,257.00	2,343.00	50.93%	45,600.00	33,704.40	11,895.60	26.09%							
Total City Hall	50,235.00	103.29%	4,186.00	4,274.30	(88.30)	-2.11%	41,963.00	51,886.32	(9,923.32)	-23.65%							
Total General Government	984,063.00	89.09%	92,414.49	91,468.47	946.02	1.02%	827,699.64	876,709.72	(49,010.08)	-5.92%							
DEPT 420 - PUBLIC SAFETY																	
Total Police	517,799.00	50.92%	0.00	0.00	0.00	0.00%	258,899.50	263,645.09	(4,745.59)	-1.83%							
Total Prosecution	50,000.00	93.37%	4,200.00	5,547.50	(1,347.50)	-32.08%	41,900.00	46,685.00	(4,785.00)	-11.42%							
Total Fire	385,312.00	75.55%	36,174.19	29,839.77	6,334.42	17.51%	324,995.58	291,118.63	33,876.95	10.42%							
Total Fire Relief	37,323.00	155.84%	0.00	0.00	0.00	0.00%	0.00	58,165.92	(58,165.92)	-100.00%							
Total Building Inspections	323,558.00	46.09%	32,256.12	19,221.41	13,034.71	40.41%	274,929.84	149,143.57	125,786.27	45.75%							
Total Emergency Communications	7,000.00	53.50%	0.00	0.00	0.00	0.00%	5,250.00	3,745.00	1,505.00	28.67%							
Total Animal Control	6,800.00	112.18%	570.00	465.00	105.00	18.42%	5,660.00	7,627.99	(1,967.99)	-34.77%							
Total Public Safety	1,327,792.00	61.77%	73,200.31	55,073.68	18,126.63	24.76%	911,634.92	820,131.20	91,503.72	10.04%							

DEPT 430 - PUBLIC WORKS	MONTH				YTD				
	BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)	
	Month	Month	Month	Month	YTD	YTD	YTD	YTD	
Total Public Works	380,195.00	22,934.89	12,719.15	35.67%	318,219.62	273,623.68	44,595.94	14.01%	
Total Streets	222,578.00	1,836.32	323.68	14.99%	219,978.00	194,012.89	25,965.11	11.80%	
Total Ice & Snow Removal	95,500.00	282.95	1,017.05	78.23%	57,900.00	55,762.53	2,137.47	3.69%	
Total Street Lighting	28,000.00	2,173.13	126.87	5.52%	23,400.00	19,538.19	3,861.81	16.50%	
Total Recycling	9,500.00	0.00	2,250.00	100.00%	8,500.00	568.03	7,931.97	93.32%	
Total Tree Program	6,000.00	0.00	500.00	100.00%	5,000.00	1,500.00	3,500.00	70.00%	
Total Public Works	741,773.00	27,227.29	16,936.75	38.35%	632,997.62	545,005.32	87,992.30	13.90%	
DEPT 450 - CULTURE, RECREATION									
Total Parks & Recreation	153,028.00	21,554.67	(5,534.40)	-34.55%	129,926.45	199,195.99	(69,269.54)	-53.31%	
IT & Telephone	109,560.00	4,577.55	1,810.45	28.34%	90,280.00	57,234.21	33,045.79	36.60%	
GRAND TOTAL ALL EXPENSES	3,316,216.00	199,901.66	32,285.45	13.90%	2,592,538.63	2,498,276.44	94,262.19	3.64%	
SUB TOTAL NET INC OVER EXP	482,118.00	(42,261.20)	119,563.66	73.88%	(349,211.63)	(175,231.76)	173,979.87	49.82%	
DEPT 460 - COMP ADJ	35,000.00	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%	
Debt Service Increase	247,118.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
DEPT 493 - OTH FINANCING	200,000.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
GRAND TOTAL ALL DEPTS	3,798,334.00	199,901.66	32,285.45	13.90%	2,592,538.63	2,498,276.44	94,262.19	3.64%	
Net Income over Expenses	0.00	(42,261.20)	119,563.66	73.88%	(349,211.63)	(175,231.76)	173,979.87	49.82%	

EXPENSE	Full Year				MONTH				YTD							
	BUDGET		% to date		ACTUAL		Variance (\$)		Variance (%)		ACTUAL		Variance (\$)		Variance (%)	
	2015	Month	2015	Month	Month	Month	Month	Month	Month	Month	YTD	YTD	YTD	YTD	YTD	YTD
1110 - Mayor & Council																
PT Salaries	25,690.00	0.00	50.00%	0.00	0.00	0.00	0.00	0.00%	0.00%	12,845.00	12,845.00	0.00	0.00%	0.00%		
FICA Contributions	1,593.00	0.00	49.99%	0.00	0.00	0.00	0.00%	0.00%	0.00%	796.39	796.39	0.00	0.00%	0.00%		
Medicare Contributions	372.00	0.00	50.07%	0.00	0.00	0.00	0.00%	0.00%	0.00%	186.27	186.27	0.00	0.00%	0.00%		
Workers Compensation	300.00	0.00	29.66%	0.00	0.00	0.00	0.00%	0.00%	0.00%	300.00	88.97	211.03	70.34%	70.34%		
Mileage	500.00	0.00	33.83%	0.00	0.00	0.00	0.00%	0.00%	0.00%	375.00	169.16	205.84	54.89%	54.89%		
Miscellaneous	0.00	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00%	0.00%	0.00	211.54	(211.54)	-100.00%	-100.00%		
Dues & Subscriptions	11,500.00	1,000.00	131.77%	1,000.00	682.58	317.42	31.74%	0.00%	0.00%	10,000.00	15,153.48	(5,153.48)	-51.53%	-51.53%	2015 share of LMC annual Pmt made in Sept 2014 plus annual YSB payment	
Conferences & Training	1,000.00	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00%	0.00%	500.00	1,000.00	(500.00)	-100.00%	-100.00%		
Total Mayor & Council	40,955.00	1,000.00	74.35%	1,000.00	682.58	317.42	31.74%			25,002.66	30,450.81	(5,448.15)	-21.79%			
1320 - Administration																
FT Salaries	198,125.00	22,860.58	96.39%	22,860.58	29,862.45	(7,001.87)	-30.63%	167,644.23	190,968.20	(23,323.97)	-13.91%					
PERA Contributions	14,364.00	1,657.38	76.33%	1,657.38	1,261.80	395.58	23.87%	12,154.15	10,964.13	1,190.02	9.79%					
ICMA Contributions	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%		
FICA Contributions	12,284.00	1,417.38	93.48%	1,417.38	1,766.52	(349.14)	-24.63%	10,394.15	11,483.06	(1,088.91)	-10.48%					
Medicare Contributions	2,873.00	331.50	93.48%	331.50	413.13	(81.63)	-24.62%	2,431.00	2,685.62	(254.62)	-10.47%					
Health/Dental Insurance	44,865.00	5,176.73	87.15%	5,176.73	4,708.00	468.73	9.05%	37,962.69	39,098.00	(1,135.31)	-2.99%					
Unemployment Benefits	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%		
Workers Compensation	1,000.00	0.00	106.23%	0.00	0.00	0.00	0.00%	1,000.00	1,062.27	(62.27)	-6.23%					
Office Supplies	5,500.00	475.00	95.13%	475.00	732.70	(257.70)	-54.25%	4,550.00	5,232.22	(682.22)	-14.99%					
Printed Forms	0.00	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	1,850.00	(1,850.00)	-100.00%					
Legal Services	45,000.00	3,750.00	203.55%	3,750.00	13,101.50	(9,351.50)	-249.37%	37,500.00	91,598.59	(54,098.59)	-144.26%					
Newsletter/Website	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%		
Assessing Services	32,000.00	2,500.00	96.85%	2,500.00	2,500.00	0.00	0.00%	25,000.00	30,990.88	(5,990.88)	-23.96%					
Contract Services	0.00	0.00	0.00%	0.00	550.00	(550.00)	-100.00%	0.00	800.00	(800.00)	-100.00%					
Postage	2,000.00	0.00	166.72%	0.00	500.00	(500.00)	-100.00%	1,500.00	3,334.36	(1,834.36)	-122.29%					
Mileage	500.00	50.00	14.10%	50.00	0.00	50.00	100.00%	450.00	70.49	379.51	84.34%					
Legal Publishing	5,000.00	400.00	98.37%	400.00	334.70	65.30	16.33%	4,200.00	4,918.73	(718.73)	-17.11%					
Insurance	35,000.00	0.00	93.10%	0.00	0.00	0.00	0.00%	35,000.00	32,586.00	2,414.00	6.90%					
Cable Operation Expense	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%		
Miscellaneous	600.00	50.00	124.92%	50.00	384.00	(334.00)	-668.00%	500.00	749.52	(249.52)	-49.90%					
Dues & Subscriptions	2,105.00	175.00	81.40%	175.00	25.00	150.00	85.71%	1,750.00	1,713.46	36.54	2.09%					
Books	0.00	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	131.89	(131.89)	-100.00%					
Conferences & Training	6,100.00	500.00	40.02%	500.00	80.00	420.00	84.00%	5,000.00	2,441.00	2,559.00	51.18%					
Staff Development	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00	0.00	0.00%	0.00%		
Total Administration	407,316.00	39,343.57	106.23%	39,343.57	56,219.80	(16,876.23)	-42.89%	347,036.22	432,678.42	(85,642.20)	-24.68%					
1410 - Elections																
PT Salaries	0.00	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	1,280.00	(1,280.00)	-100.00%					
Office Supplies	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%					
Legal Publications/Notification	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%					
Equipment Repair	0.00	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	600.00	(600.00)	-100.00%					
County Election Fees	950.00	0.00	0.00%	0.00	0.00	0.00	0.00%	950.00	0.00	950.00	100.00%					
Printed Forms	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%					
Miscellaneous	100.00	0.00	0.00%	0.00	0.00	0.00	0.00%	75.00	291.03	(216.03)	-288.04%					
Total Elections	1,050.00	0.00	206.76%	0.00	0.00	0.00	0.00%	1,025.00	2,171.03	(1,146.03)	-111.81%					

May expense includes W/A assessor fees budgeted later in the year
Timing issue

Variance is a result of PTO payouts to prior employees

2015 share of LMC annual Pmt made in Sept 2014 plus annual YSB payment

	Full Year		MONTH				YTD			
	BUDGET	% to date	BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)
	2015		Month	Month	Month	Month	YTD	YTD	YTD	YTD
1450 - Communications										
FT Salaries	35,876.00	32.72%	4,139.54	0.00	4,139.54	100.00%	30,356.62	11,739.09	18,617.53	61.33%
PERA Contributions	2,601.00	27.11%	300.12	0.00	300.12	100.00%	2,200.85	705.10	1,495.75	67.96%
FICA Contributions	2,224.00	32.07%	256.62	0.00	256.62	100.00%	1,881.85	713.13	1,168.72	62.10%
Medicare Contributions	520.00	32.08%	60.00	0.00	60.00	100.00%	440.00	166.80	273.20	62.09%
Health/Dental Insurance	9,970.00	36.83%	1,150.38	0.00	1,150.38	100.00%	8,436.15	3,672.00	4,764.15	56.47%
Workers Compensation	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	177.91	(177.91)	-100.00%
Newsletter	8,000.00	73.39%	0.00	0.00	0.00	0.00%	6,000.00	5,871.11	128.89	2.15%
Office Supplies	561.00	8.65%	50.00	0.00	50.00	100.00%	500.00	48.50	451.50	90.30%
Mileage	100.00	0.00%	0.00	0.00	0.00	0.00%	75.00	57.27	17.73	23.64%
Public Notices	5,040.00	32.05%	400.00	28.62	371.38	92.85%	4,250.00	1,615.46	2,634.54	61.99%
Cable Operations	4,800.00	67.38%	400.00	320.00	80.00	20.00%	4,000.00	3,234.15	765.85	19.15%
Conferences	700.00	51.43%	0.00	0.00	0.00	0.00%	700.00	360.00	340.00	48.57%
Repair/Maint Equipment	450.00	0.00%	0.00	0.00	0.00	0.00%	450.00	0.00	450.00	100.00%
Total Communications	70,842.00	40.03%	6,756.66	348.62	6,408.04	94.84%	59,290.47	28,360.52	30,929.95	52.17%
1520 - Finance										
FT Salaries	66,863.00	76.82%	7,714.96	6,948.49	766.47	9.93%	56,576.38	51,366.00	5,210.38	9.21%
PT Salaries	3,600.00	0.00%	415.38	0.00	415.38	100.00%	3,046.15	0.00	3,046.15	100.00%
PERA Contributions	4,848.00	79.47%	559.38	521.16	38.22	6.83%	4,102.15	3,852.51	249.64	6.09%
FICA Contributions	4,369.00	68.87%	504.12	408.14	95.98	19.04%	3,696.85	3,009.02	687.83	18.61%
Medicare Contributions	1,022.00	68.85%	117.92	95.45	22.47	19.06%	864.77	703.61	161.16	18.64%
Health/Dental Insurance	14,955.00	61.11%	1,725.58	870.40	855.18	49.56%	12,654.23	9,139.20	3,515.03	27.78%
Unemployment Benefits	3,000.00	0.00%	0.00	0.00	0.00	0.00%	3,000.00	0.00	3,000.00	100.00%
Workers Compensation	500.00	81.52%	0.00	0.00	0.00	0.00%	375.00	407.61	(32.61)	-8.70%
Office Supplies	500.00	176.90%	0.00	0.00	0.00	0.00%	375.00	884.52	(509.52)	-135.87%
Printed Forms	500.00	0.00%	0.00	0.00	0.00	0.00%	375.00	0.00	375.00	100.00%
Audit Services	27,000.00	94.24%	0.00	0.00	0.00	0.00%	27,000.00	25,445.00	1,555.00	5.76%
Contract Services	6,000.00	108.43%	500.00	913.51	(413.51)	-82.70%	5,000.00	6,505.50	(1,505.50)	-30.11%
Mileage	50.00	0.00%	50.00	0.00	50.00	100.00%	50.00	0.00	50.00	100.00%
Miscellaneous	200.00	128.28%	0.00	0.00	0.00	0.00%	150.00	256.56	(106.56)	-71.04%
Dues & Subscriptions	740.00	22.97%	500.00	0.00	500.00	100.00%	740.00	170.00	570.00	77.03%
Conferences & Training	500.00	0.00%	500.00	0.00	500.00	100.00%	500.00	0.00	500.00	100.00%
Total Finance	134,647.00	75.56%	12,587.34	9,757.15	2,830.19	22.48%	118,505.53	101,739.53	16,766.00	14.15%

Annual check stock re-order
 Fieldwork completed and billed earlier than anticipated in budget
 Will decrease now that audit substantially completed

	Full Year		MONTH				YTD				YTD variance notes	
	BUDGET	% to date	BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)		
	2015		Month	Month	Month	Month	YTD	YTD	YTD	YTD		
1910 - Planning & Zoning												
FT Salaries	152,354.00	87.19%	17,050.46	14,531.13	2,699.33	15.83%	128,703.38	132,834.76	(4,131.38)	-3.21%		
PT Salaries	3,600.00	0.00%	415.38	0.00	415.38	100.00%	3,046.15	0.00	3,046.15	100.00%		
PERA Contributions	9,849.00	91.18%	1,136.42	931.19	205.23	18.06%	8,333.77	8,980.36	(646.59)	-7.76%		
FICA Contributions	8,646.00	79.40%	997.62	711.75	285.87	28.66%	7,315.85	6,865.23	450.62	6.16%		
Medicare Contributions	2,022.00	78.42%	233.31	166.48	66.83	28.64%	1,710.92	1,585.58	125.34	7.33%		
Health/Dental Insurance	32,047.00	79.60%	3,697.73	1,812.00	1,885.73	51.00%	27,116.69	25,509.00	1,607.69	5.93%		
Workers Compensation	800.00	100.76%	0.00	0.00	0.00	0.00%	800.00	806.07	(6.07)	-0.76%		
Developer escrow offset cost recovery	(16,500.00)	88.16%	(1,375.00)	(1,938.80)	563.80	-41.00%	(13,750.00)	(14,547.18)	797.18	-5.80%	Missing planning offset time for Aug and Sept	
Office Supplies	1,800.00	67.90%	150.00	324.55	(174.55)	-116.37%	1,500.00	1,222.28	277.72	18.51%		
Printed Forms	750.00	124.78%	0.00	0.00	0.00	100.00%	750.00	935.87	(185.87)	-24.78%		
Engineering Services	20,000.00	80.95%	1,500.00	591.55	908.45	60.56%	17,000.00	16,190.80	809.20	4.76%		
Contract Services	5,000.00	289.98%	0.00	459.05	(459.05)	-100.00%	3,750.00	14,499.05	(10,749.05)	-286.64%	YTD=Landscape Architect-5th Street	
Postage	2,000.00	34.36%	0.00	62.02	(62.02)	-100.00%	150.00	68.72	81.28	54.19%		
Mileage	250.00	24.86%	20.00	8.10	11.90	59.50%	200.00	62.15	137.85	68.93%		
Miscellaneous	500.00	6.20%	40.00	0.00	40.00	100.00%	400.00	31.00	369.00	92.25%		
Dues & Subscriptions	600.00	20.00%	50.00	120.00	(70.00)	-140.00%	500.00	120.00	380.00	76.00%		
Books	300.00	0.00%	25.00	0.00	25.00	100.00%	250.00	0.00	250.00	100.00%		
Conferences & Training	2,000.00	27.75%	0.00	330.00	(330.00)	-100.00%	1,500.00	555.00	945.00	63.00%		
Total Planning & Zoning	224,218.00	87.29%	23,940.92	17,929.02	6,011.90	25.11%	189,276.76	195,718.69	(6,441.93)	-3.40%		
1930 - Engineering Services	54,800.00	61.50%	4,600.00	2,257.00	2,343.00	50.93%	45,600.00	33,704.40	11,895.60	26.09%		
Engineering Services	54,800.00	61.50%	4,600.00	2,257.00	2,343.00	50.93%	45,600.00	33,704.40	11,895.60	26.09%		
Total Engineering Services	54,800.00	61.50%	4,600.00	2,257.00	2,343.00	50.93%	45,600.00	33,704.40	11,895.60	26.09%		
1940 - City Hall	50.00	0.00%	25.00	0.00	25.00	100.00%	50.00	0.00	50.00	100.00%		
Cleaning Supplies	50.00	0.00%	25.00	0.00	25.00	100.00%	50.00	0.00	50.00	100.00%		
Building Repair Supplies	300.00	126.02%	25.00	0.00	25.00	100.00%	250.00	378.06	(128.06)	-51.22%		
Utilities	6,000.00	104.88%	500.00	399.57	100.43	20.09%	5,000.00	6,292.56	(1,292.56)	-25.85%	Budget assumed annex site in 2014	
Refuse	353.00	326.13%	0.00	112.94	(112.94)	-100.00%	353.00	1,151.24	(798.24)	-226.13%		
Repairs/Maint Contractual Bldg	6,000.00	141.42%	500.00	386.63	113.37	22.67%	5,000.00	8,485.21	(3,485.21)	-69.70%	YTD: Electrical wiring needed in new rental office space (\$2.7k)	
Repairs/Maint Contractual Equip	7,700.00	120.13%	650.00	857.26	(207.26)	-31.89%	6,450.00	9,230.06	(2,800.06)	-43.41%	New copier lease and usage overage fees	
Facility Lease	29,532.00	83.33%	2,461.00	2,461.00	0.00	0.00%	24,610.00	24,610.00	0.00	0.00%		
Miscellaneous	300.00	573.06%	25.00	56.90	(31.90)	-127.60%	250.00	1,719.19	(1,469.19)	-587.68%		
Total City Hall	50,235.00	103.29%	4,186.00	4,274.30	(88.30)	-2.11%	41,963.00	51,886.32	(9,923.32)	-23.65%		
Total General Government	984,063.00	89.09%	92,414.49	91,468.47	946.02	1.02%	837,699.64	876,709.72	(49,010.08)	-5.92%		

DEPT 420 - PUBLIC SAFETY

	Full Year		MONTH					YTD				
	BUDGET	% to date	BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)		
	2015		Month	Month	Month	Month	YTD	YTD	YTD	YTD		
2100 - Police												
Law Enforcement Contract	517,799.00	50.92%	0.00	0.00	0.00	0.00%	258,899.50	263,645.09	(4,745.59)	-1.83%		
Total Police	517,799.00	50.92%	0.00	0.00	0.00	0.00%	258,899.50	263,645.09	(4,745.59)	-1.83%		
2150 - Prosecution												
Attorney Criminal	50,000.00	93.37%	4,200.00	5,547.50	(1,347.50)	-32.08%	41,900.00	46,685.00	(4,785.00)	-11.42%		
Total Prosecution	50,000.00	93.37%	4,200.00	5,547.50	(1,347.50)	-32.08%	41,900.00	46,685.00	(4,785.00)	-11.42%		
2220 - Fire												
FT Salaries	68,614.00	86.65%	7,917.00	8,114.61	(197.61)	-2.50%	58,058.00	59,454.31	(1,396.31)	-2.41%		
PT Salaries	123,121.00	62.54%	14,206.27	7,568.24	6,638.03	46.73%	104,179.31	77,004.35	27,174.96	26.08%	YTD correction for accrual back to 2014 for POC FF	
PERA Contributions	12,116.00	98.28%	1,398.00	1,608.81	(210.81)	-15.08%	10,252.00	11,907.33	(1,655.33)	-16.15%		
FICA Contributions	7,653.00	58.69%	880.73	340.36	540.37	61.35%	6,458.69	4,477.67	1,981.02	30.67%		
Medicare Contributions	2,780.00	73.72%	320.77	320.77	0.00	0.00%	2,352.31	2,049.29	303.02	12.88%		
Health/Dental Insurance	14,243.00	84.19%	1,643.42	1,142.00	501.42	30.51%	12,051.77	11,991.00	60.77	0.50%		
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	195.48%	0.00	0.00	0.00	0.00%	9,000.00	17,592.88	(8,592.88)	-95.48%	Due to 18% rate increase	
Office Supplies	850.00	149.49%	70.00	975.45	(905.45)	-1293.50%	700.00	1,270.64	(570.64)	-81.52%		
EMS Supplies	3,400.00	76.15%	280.00	0.00	280.00	100.00%	2,800.00	2,589.08	210.92	7.53%		
Fire Prevention	3,000.00	4.75%	250.00	83.06	1,669.4	66.78%	2,500.00	142.39	2,357.61	94.30%		
Fuel, Oil & Fluids	13,000.00	59.41%	1,100.00	995.07	1,049.3	9.54%	10,800.00	7,723.06	3,076.94	28.49%		
Small Tools & Equip	20,892.00	41.60%	1,750.00	363.94	1,386.06	79.20%	17,500.00	8,690.70	8,809.30	50.34%		
Physicals	3,181.00	163.45%	265.00	0.00	2,650.00	100.00%	2,650.00	5,199.47	(2,549.47)	-96.21%		
Radio	21,562.00	76.67%	0.00	205.00	(205.00)	-100.00%	16,171.50	16,531.30	(359.80)	-2.22%		
Milage	250.00	231.38%	20.00	173.65	(153.65)	-768.25%	210.00	578.45	(368.45)	-175.45%		
Insurance	8,307.00	87.02%	0.00	0.00	0.00	0.00%	8,307.00	7,229.00	1,078.00	12.98%	Annual premiums billed April	
Electric Utility	17,000.00	68.90%	1,400.00	727.00	673.00	48.07%	14,000.00	11,712.78	2,287.22	16.34%		
Refuse	1,000.00	265.64%	80.00	266.38	(186.38)	-232.98%	840.00	2,656.35	(1,816.35)	-216.23%		
Repair/Maint Bldg	2,000.00	296.81%	170.00	440.74	(270.74)	-159.26%	1,660.00	5,936.23	(4,276.23)	-257.60%		
Repair/Maint Equip	33,260.00	73.52%	2,770.00	6,485.26	(3,715.26)	-134.12%	27,700.00	24,452.07	3,247.93	11.73%	Aug is Annual svce of all fire vehicles	
Uniforms	2,500.00	39.46%	208.00	0.00	208.00	100.00%	2,080.00	986.60	1,093.40	52.57%		
Miscellaneous	1,500.00	166.24%	125.00	132.74	(7.74)	-6.19%	1,250.00	2,493.59	(1,243.59)	-99.49%		
Dues & Subscriptions	3,508.00	74.72%	300.00	0.00	300.00	100.00%	2,910.00	2,621.04	288.96	9.93%		
Books	220.00	9.09%	20.00	0.00	20.00	100.00%	190.00	20.00	170.00	89.47%		
Conferences & Training	12,375.00	64.97%	1,000.00	0.00	1,000.00	100.00%	10,375.00	8,040.05	2,334.95	22.51%		
Conferences & Training (Reimb)	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	(2,231.00)	2,231.00	100.00%		
Total Fire	385,312.00	75.55%	36,174.19	29,839.77	6,334.42	17.51%	324,995.58	291,118.63	33,876.95	10.42%		
2250 - Fire Relief												
Fire State Aid	37,323.00	155.84%	0.00	0.00	0.00	0.00%	0.00	58,165.92	(58,165.92)	-100.00%	Base State Aid \$46.7k, Suppl \$11.4k	
Total Fire Relief	37,323.00	155.84%	0.00	0.00	0.00	0.00%	0.00	58,165.92	(58,165.92)	-100.00%		

	Full Year		MONTH					YTD				
	BUDGET	% to date	BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)		
	2015		Month	Month	Month	Month	YTD	YTD	YTD	YTD		
2400 - Building Inspection												
FT Salaries	149,606.00	49.76%	17,262.23	11,460.45	5,801.78	33.61%	126,589.69	74,443.85	52,145.84	41.19%		
PERA Contributions	10,846.00	51.36%	1,251.46	839.54	391.92	31.32%	9,177.38	5,570.34	3,607.04	39.30%		
FICA Contributions	9,276.00	46.90%	1,070.31	676.12	394.19	36.83%	7,848.92	4,350.71	3,498.21	44.57%		
Medicare Contributions	2,169.00	46.90%	250.27	158.12	92.15	36.82%	1,835.31	1,017.19	818.12	44.58%		
Health/Dental Insurance	28,486.00	52.12%	3,286.85	1,414.00	1,872.85	56.98%	24,103.54	14,847.00	9,256.54	38.40%		
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	232.40%	0.00	0.00	0.00	0.00%	1,000.00	2,332.96	(1,332.96)	-132.40%		
Office Supplies	2,100.00	19.65%	175.00	182.88	(7.88)	-4.50%	1,750.00	412.70	1,337.30	76.42%		
Printed Forms	700.00	16.58%	0.00	0.00	0.00	0.00%	525.00	116.09	408.91	77.89%		
Fuel, Oil & Fluids	5,500.00	12.63%	450.00	114.31	335.69	74.60%	4,600.00	694.85	3,905.15	84.89%		
Engineering	9,000.00	74.14%	750.00	583.50	166.50	22.20%	7,500.00	6,672.45	827.55	11.03%		
Inspector Contract Services	67,200.00	43.33%	7,000.00	2,010.00	4,990.00	71.29%	55,000.00	29,120.99	25,879.01	47.05%		
Mileage	3,500.00	107.47%	300.00	653.36	(353.36)	-117.79%	2,900.00	3,761.28	(861.28)	-29.70%		
Insurance	900.00	20.00%	75.00	0.00	75.00	100.00%	750.00	180.00	570.00	76.00%		
Repairs/Maint Equip	2,300.00	55.63%	200.00	1,024.13	(824.13)	-412.07%	1,900.00	1,279.56	620.44	32.65%		
Uniforms	850.00	22.88%	70.00	0.00	70.00	100.00%	700.00	194.45	505.55	72.22%		
Miscellaneous	650.00	236.27%	55.00	0.00	55.00	100.00%	550.00	1,535.76	(985.76)	-179.23%		
Dues & Subscriptions	700.00	55.00%	60.00	0.00	60.00	100.00%	600.00	385.00	215.00	35.83%		
Books	3,000.00	56.41%	0.00	0.00	0.00	0.00%	2,500.00	1,692.39	807.61	32.30%		
New Truck	23,000.00	0.00%	0.00	0.00	0.00	0.00%	23,000.00	0.00	23,000.00	100.00%		
Conferences & Training	2,775.00	19.64%	0.00	85.00	(85.00)	-100.00%	2,100.00	545.00	1,555.00	74.05%		
Total Building Inspections	323,558.00	46.09%	32,256.12	19,221.41	13,034.71	40.41%	274,929.84	149,143.57	125,786.27	45.75%		
2500 - Emergency Communications												
Contract Services	7,000.00	53.50%	0.00	0.00	0.00	0.00%	5,250.00	3,745.00	1,505.00	28.67%		
Total Emergency Communications	7,000.00	53.50%	0.00	0.00	0.00	0.00%	5,250.00	3,745.00	1,505.00	28.67%		
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	6,000.00	125.83%	500.00	465.00	35.00	7.00%	5,000.00	7,550.00	(2,550.00)	-51.00%		
Miscellaneous (Impounding)	800.00	9.75%	70.00	0.00	70.00	100.00%	660.00	77.99	582.01	88.18%		
Total Animal Control	6,800.00	112.18%	570.00	465.00	105.00	18.42%	5,660.00	7,627.99	(1,967.99)	-34.77%		
Total Public Safety	1,327,792.00	61.77%	73,200.31	55,073.68	18,126.63	24.76%	911,634.92	820,131.20	91,503.72	10.04%		

Sept includes Q1.15 Humane Society billing received late Sept.

Aug is EG Rud swcs for lot time adj; budget exception approved by CC

Sept includes Aug accrual true up of \$1,970
 Sept includes Aug accrual true up of \$218
 Annual premiums billed April

DEPT 430 - PUBLIC WORKS

	Full Year		MONTH				YTD				
	BUDGET	% to date	BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)	
	2015		Month	Month	Month	Month	YTD	YTD	YTD	YTD	
3100 - Public Works											
FT Salaries	153,314.00	71.03%	17,690.08	13,821.92	3,868.16	21.87%	129,727.23	108,902.76	20,824.47	16.05%	Use of more FT vs PT; overall cost very close to budget
PT Salaries	23,460.00	10.12%	2,706.92	572.00	2,134.92	78.87%	19,850.77	2,373.00	17,477.77	88.05%	
PERA Contributions	11,115.00	75.60%	1,282.50	1,036.65	245.85	19.17%	9,405.00	8,402.59	1,002.41	10.66%	
FICA Contributions	10,960.00	59.54%	1,264.62	841.79	422.83	33.44%	9,273.85	6,526.07	2,747.78	29.63%	
Medicare Contributions	2,563.00	59.55%	295.73	196.86	98.87	33.43%	2,168.69	1,526.24	642.45	29.62%	
Health/Dental Insurance	34,183.00	89.05%	3,944.19	2,899.00	1,045.19	26.50%	28,924.08	30,439.50	(1,515.42)	-5.24%	
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Workers Compensation	6,000.00	264.59%	500.00	0.00	500.00	100.00%	5,000.00	15,875.53	(10,875.53)	-217.51%	Expense spread out in the budget; 18% rate increase in 2015
Office Supplies	2,000.00	17.27%	170.00	0.00	170.00	100.00%	1,660.00	3,454.42	1,314.58	79.19%	
Shop Materials	1,500.00	104.87%	125.00	206.39	(81.39)	-65.11%	1,250.00	1,573.01	(323.01)	-25.84%	
Building Repair Supplies	500.00	17.35%	40.00	0.00	40.00	100.00%	400.00	86.75	313.25	78.31%	
Small Tools and Minor Equip	1,200.00	400.95%	100.00	174.49	(74.49)	-74.49%	1,000.00	4,811.44	(3,811.44)	-381.14%	
Engineering Services	9,000.00	109.89%	750.00	312.00	438.00	58.40%	7,500.00	9,890.25	(2,390.25)	-31.87%	
Contract Services	4,000.00	68.04%	0.00	443.90	(443.90)	-100.00%	2,000.00	2,721.73	(721.73)	-36.09%	
Radio	1,300.00	71.32%	0.00	0.00	0.00	0.00%	975.00	927.18	47.82	4.90%	
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	78.74%	0.00	0.00	0.00	0.00%	20,000.00	15,748.00	4,252.00	21.26%	
Electric Utility	28,000.00	61.87%	2,500.00	609.94	1,890.06	75.60%	21,500.00	17,324.53	4,175.47	19.42%	
Refuse	2,400.00	90.03%	200.00	216.67	(16.67)	-8.33%	2,000.00	2,160.66	(160.66)	-8.03%	
Fuel, Oil, Fluids (ALL depts)	42,000.00	51.46%	2,500.00	1,007.50	1,492.50	59.70%	32,500.00	21,611.89	10,888.11	33.50%	
Repair/Maint Bldg	3,500.00	98.51%	300.00	0.00	300.00	100.00%	2,900.00	3,447.94	(547.94)	-18.89%	
Repair/Maint NOT Bldg	500.00	117.93%	40.00	0.00	40.00	100.00%	400.00	589.64	(189.64)	-47.41%	
Repair/Maint Equip (out)	5,000.00	79.29%	400.00	0.00	400.00	100.00%	4,200.00	3,964.56	235.44	5.61%	
Equipment Parts	7,500.00	34.71%	0.00	0.00	625.00	100.00%	6,250.00	2,602.92	3,647.08	58.35%	
Uniforms	2,000.00	98.90%	170.00	220.78	(50.78)	-29.87%	1,660.00	1,978.00	(318.00)	-19.16%	
Miscellaneous	1,000.00	76.83%	50.00	0.00	50.00	100.00%	900.00	768.25	131.75	14.64%	
Landscaping Material	500.00	0.00%	0.00	0.00	0.00	0.00%	500.00	0.00	500.00	100.00%	
Dues & Subscriptions	200.00	137.50%	0.00	275.00	(275.00)	-100.00%	150.00	275.00	(125.00)	-83.33%	
Conferences & Training	1,500.00	212.47%	0.00	100.00	(100.00)	-100.00%	1,250.00	3,187.00	(2,062.00)	-183.29%	Annual safety training
Clean up Days	5,000.00	111.28%	0.00	0.00	0.00	0.00%	5,000.00	5,563.82	(563.82)	-11.28%	
Total Public Works	380,195.00	71.97%	35,654.04	22,934.89	12,719.15	35.67%	318,219.62	273,623.68	44,595.94	14.01%	
3120 - Streets											
Equipment Parts	3,000.00	75.99%	250.00	0.00	250.00	100.00%	2,500.00	2,279.78	220.22	8.81%	
Street Maintenance Materials	20,000.00	84.31%	1,500.00	1,186.32	313.68	20.91%	18,500.00	16,861.24	1,638.76	8.86%	
Seal Coating/Crack Filling	186,578.00	90.66%	0.00	0.00	0.00	0.00%	186,578.00	169,150.44	17,427.56	9.34%	Entire project budgeted in June
Sign Repair Materials	2,500.00	15.12%	200.00	0.00	200.00	100.00%	2,300.00	378.09	1,921.91	83.56%	
Contract Services	8,000.00	54.20%	0.00	650.00	(650.00)	-100.00%	8,000.00	4,336.04	3,663.96	45.80%	
Repairs/Maint Equipment	2,500.00	40.29%	210.00	0.00	210.00	100.00%	2,100.00	1,007.30	1,092.70	52.03%	
Total Streets	222,578.00	87.17%	2,160.00	1,836.32	323.68	14.99%	219,978.00	194,012.89	25,965.11	11.80%	

	Full Year BUDGET 2015	% to date	MONTH					YTD									
			BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)							
			Month	Month	Month	Month	YTD	YTD	YTD	YTD							
3125 - Ice & Snow Removal																	
Landscaping Material	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	794.14	(794.14)	-100.00%							
Sand/Salt	80,000.00	57.05%	0.00	0.00	0.00	0.00%	45,000.00	45,639.52	(639.52)	-1.42%							
Contract Services	6,000.00	0.00%	0.00	0.00	500.00	100.00%	5,000.00	5,000.00	0.00	100.00%							
Repairs/Maint Equipment	9,500.00	98.20%	800.00	282.95	517.05	64.63%	7,900.00	9,338.87	(1,428.87)	-18.09%							
Total Ice & Snow Removal	95,500.00	58.39%	1,300.00	282.95	1,017.05	78.23%	57,900.00	55,762.53	2,137.47	3.69%							Includes \$7,200 for snow plow blades
3160 - Street Lighting																	
Street Lighting	28,000.00	69.78%	2,300.00	2,173.13	126.87	5.52%	23,400.00	19,538.19	3,861.81	16.50%							
Total Street Lighting	28,000.00	69.78%	2,300.00	2,173.13	126.87	5.52%	23,400.00	19,538.19	3,861.81	16.50%							
3200 - Recycling																	
Recycling Supplies	3,500.00	0.00%	1,750.00	0.00	1,750.00	100.00%	3,500.00	0.00	3,500.00	100.00%							
Miscellaneous	6,000.00	9.47%	500.00	0.00	500.00	100.00%	5,000.00	568.03	4,431.97	88.64%							
Total Recycling	9,500.00	5.98%	2,250.00	0.00	2,250.00	100.00%	8,500.00	568.03	7,931.97	93.32%							
3250 - Tree Program																	
Contract Services	6,000.00	25.00%	500.00	0.00	500.00	100.00%	5,000.00	1,500.00	3,500.00	70.00%							
Total Tree Program	6,000.00	25.00%	500.00	0.00	500.00	100.00%	5,000.00	1,500.00	3,500.00	70.00%							
Total Public Works	741,773.00	73.47%	44,164.04	27,227.29	16,936.75	38.35%	632,997.62	545,005.32	87,992.30	13.90%							

DEPT 450 - CULTURE, RECREATIO

	Full Year		MONTH						YTD									
	BUDGET		BUDGET		ACTUAL		Variance (\$)		Variance (%)		BUDGET		ACTUAL		Variance (\$)		Variance (%)	
	2015	% to date	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month
5200 - Parks & Recreation																		
FT Salaries	77,847.00	143.65%	8,982.35	13,847.52	(4,865.17)	-54.16%	65,870.54	111,824.19	(45,953.65)	-69.76%								
PT Salaries	6,820.00	292.16%	786.92	2,110.00	(1,323.08)	-168.13%	5,770.77	19,925.13	(14,154.36)	-245.28%								
PERA Contributions	5,644.00	146.39%	651.23	1,090.68	(439.45)	-67.48%	4,775.69	8,262.28	(3,486.59)	-73.01%								
FICA Contributions	5,249.00	149.27%	605.65	942.17	(336.52)	-55.56%	4,441.46	7,835.13	(3,393.67)	-76.41%								
Medicare Contributions	1,228.00	149.22%	141.69	220.36	(78.67)	-55.52%	1,039.08	1,832.39	(793.31)	-76.35%								
Health/Dental Insurance	19,940.00	76.39%	2,300.77	1,450.80	849.97	36.94%	16,872.31	15,232.60	1,639.71	9.72%								
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	4,000.00	0.00	(570.91)	-14.27%								
Workers Compensation	4,000.00	114.27%	0.00	0.00	0.00	0.00%	4,000.00	4,570.91	(570.91)	-14.27%								
Shop Materials	500.00	228.34%	40.00	257.96	(217.96)	-544.90%	400.00	1,141.71	(741.71)	-185.43%								
Chemicals	750.00	104.99%	62.50	0.00	62.50	100.00%	625.00	787.39	(162.39)	-25.98%								
Equipment Parts	2,000.00	89.02%	170.00	0.00	170.00	100.00%	1,660.00	1,780.35	(120.35)	-7.25%								
Building Repair Supplies	500.00	15.26%	40.00	0.00	40.00	100.00%	400.00	76.32	323.68	80.92%								
Landscaping Materials	3,000.00	66.80%	250.00	327.19	(77.19)	-30.88%	2,500.00	2,003.93	496.07	19.84%								
Small Tools and Minor Equip	1,000.00	156.46%	80.00	0.00	80.00	100.00%	840.00	1,564.60	(724.60)	-86.26%								
Mileage	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%								
Insurance	3,200.00	95.03%	0.00	0.00	0.00	0.00%	3,200.00	3,041.00	159.00	4.97%								
Electric Utility	8,500.00	86.47%	850.00	426.03	423.97	49.88%	6,800.00	7,349.76	(549.76)	-8.08%								
Refuse	2,500.00	0.00%	208.33	0.00	208.33	100.00%	2,083.30	0.00	2,083.30	100.00%								
Repair/Maint Bldg	1,000.00	129.41%	80.00	0.00	80.00	100.00%	840.00	1,294.07	(454.07)	-54.06%								
Repair/Maint NOT Bldg	2,500.00	116.97%	200.00	0.00	200.00	100.00%	2,100.00	2,924.25	(824.25)	-39.25%								
Repair/Maint Equip	1,500.00	0.00%	125.00	0.00	125.00	100.00%	1,250.00	426.14	823.86	65.91%								
Rental Buildings	4,600.00	139.26%	383.33	826.00	(442.67)	-115.48%	3,833.30	6,405.78	(2,572.48)	-67.11%								
Miscellaneous	750.00	122.41%	62.50	55.96	6.54	10.46%	625.00	918.06	(293.06)	-46.89%								
Total Parks & Recreation	153,028.00	130.17%	16,020.27	21,554.67	(5,534.40)	-34.55%	129,926.45	199,195.99	(69,269.54)	-53.31%								
IT & Telephone																		
IT-Hardware	9,100.00	57.47%	0.00	176.40	(176.40)	-100.00%	4,550.00	5,229.38	(679.38)	-14.93%								
IT-Software	16,000.00	46.93%	1,333.00	0.00	1,333.00	100.00%	13,330.00	7,508.00	5,822.00	43.68%								
IT-Support Services	36,000.00	81.98%	3,000.00	2,951.42	48.58	1.62%	30,000.00	29,514.20	485.80	1.62%								
IT-Networking	7,800.00	0.00%	0.00	0.00	0.00	0.00%	5,850.00	0.00	5,850.00	100.00%								
INET Contingency	16,000.00	0.00%	0.00	0.00	0.00	0.00%	16,000.00	0.00	16,000.00	100.00%								
Telephone	24,660.00	60.76%	2,055.00	1,449.73	605.27	29.45%	20,550.00	14,982.63	5,567.37	27.09%								
Total IT & Telephone	109,560.00	52.24%	6,388.00	4,577.55	1,810.45	28.34%	90,280.00	57,234.21	33,045.79	36.60%								
Grand Total all Expenses	3,316,216.00	75.34%	232,187.11	199,901.66	32,285.45	13.90%	2,592,538.63	2,498,276.44	94,262.19	3.64%								
Subtotal Net Income over Expenses	482,118.00	-36.35%	(161,824.86)	(42,261.20)	119,563.66	73.88%	(349,211.63)	(175,231.76)	173,979.87	49.82%								
DEPT 460 - COMP ADJ	35,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%								
Debt Service Increase	247,118.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%								
Transfer to City Projects (Streets)	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%								
DEPT 493 - OTH FINANCING	200,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%								
GRAND TOTAL EXP ALL DEPTS	3,798,334.00	65.77%	232,187.11	199,901.66	32,285.45	13.90%	2,592,538.63	2,498,276.44	94,262.19	3.64%								
Net Income over Expenses	0.00	0.00%	(161,824.86)	(42,261.20)	119,563.66	73.88%	(349,211.63)	(175,231.76)	173,979.87	49.82%								

Position switch from new employee at lower rate to long term ee

Comp adjustments made appear in the individual department expense lines.
Annual adjustments made were approximately \$35k.

City of Lake Elmo
 Budget to Actual
 2015 By Month
 As of October 31, 2015
 206-Library Fund
 By Department

	Full Year		Month		YTD		Notes
	BUDGET	% to date	2015 BUDGET	2015 ACTUALS	2015 BUDGET	2015 ACTUALS	
REVENUE							
Current Ad Valorem Taxes	231,261.00	50.00%	0.00	0.00	115,630.50	115,630.50	0.00
Rental Income	11,400.00	229.95%	950.00	0.00	9,500.00	26,214.00	16,714.00
Interest Earnings	0.00	0.00%	0.00	0.00	0.00	0.00	0.00
Miscellaneous Revenue	0.00	0.00%	0.00	0.00	0.00	200.55	200.55
Donations	0.00	100.00%	0.00	0.00	0.00	1,235.00	1,235.00
Total Revenue	242,661.00	59.05%	950.00	0.00	125,130.50	143,280.05	18,149.55
EXPENSE							
FT Salaries	45,000.00	85.09%	3,750.00	5,191.20	37,500.00	38,289.34	(789.34)
PT Salaries	16,000.00	45.25%	1,333.33	1,972.00	13,333.33	7,239.50	6,093.83
PERA Contributions	4,422.50	76.84%	368.54	537.24	3,685.42	3,398.15	287.27
FICA Contributions	3,782.00	69.81%	315.17	420.73	3,151.67	2,640.40	511.27
Medicare Contributions	884.50	69.82%	73.71	98.40	737.08	617.55	119.53
Health/Dental Insurance	11,987.00	95.30%	998.92	1,088.00	9,989.17	11,424.00	(1,434.83)
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00	0.00
Workers Compensation	350.00	0.00%	0.00	0.00	350.00	0.00	350.00
Library svcs supplies	1,100.00	0.00%	91.67	0.00	916.69	0.00	916.69
Office Supplies	4,100.00	28.96%	341.67	0.00	3,416.70	1,187.29	2,229.41
Library Collection Maintenance	49,700.00	48.28%	4,141.67	4,345.71	41,416.67	23,996.29	17,420.38
Legal Services	2,000.00	75.80%	0.00	132.00	1,500.00	1,516.00	(16.00)
Contract Services	3,000.00	3.45%	250.00	0.00	2,500.00	1,03.50	2,396.50
Telephone	1,600.00	76.93%	133.33	109.80	1,333.30	1,230.91	102.39
Internet	1,000.00	73.13%	83.33	115.00	833.33	731.29	102.04
Information Technology (Equino	3,220.00	96.27%	0.00	0.00	3,220.00	3,100.00	120.00
Software	0.00	0.00%	0.00	0.00	0.00	0.00	0.00
Insurance	2,700.00	69.74%	0.00	0.00	2,700.00	1,883.00	817.00
Utilities	7,550.00	79.89%	666.66	544.82	6,316.60	6,031.90	284.70
Refuse	550.00	90.49%	45.83	49.89	458.30	497.68	(39.38)
Repair/Maint Bldg	14,000.00	148.58%	1,166.67	286.09	11,666.67	20,801.26	(9,134.59)
Repair/Maint Equip (out-LH Inrg	0.00	0.00%	24,015.00	824.77	29,515.00	824.77	28,690.23
Library Card Reimbursements	0.00	100.00%	0.00	0.00	0.00	420.00	(420.00)
Miscellaneous	24,000.00	90.09%	1,000.00	1,795.31	21,700.00	21,620.65	79.35
Building Purchase Reptm	2,000.00	14.68%	166.66	0.00	1,666.60	293.62	1,372.98
Building-Property Tax	0.00	0.00%	0.00	0.00	0.00	0.00	0.00
Other Equipment	2,600.00	89.77%	1,300.00	1,167.00	2,600.00	2,334.00	266.00
Subscriptions	0.00	100.00%	0.00	0.00	0.00	738.00	(738.00)
Conferences & Training	2,500.00	0.00%	0.00	0.00	0.00	0.00	0.00
Programs	7,500.00	0.00%	625.00	0.00	2,500.00	2,75.00	2,225.00
Internal charges	1,600.00	25.88%	130.00	0.00	6,250.00	0.00	6,250.00
Total Library	213,146.00	71.13%	42,247.16	18,877.96	210,596.53	151,608.10	58,988.43
Net Income/(Expense)	29,515.00		(41,297.16)	(18,877.96)	(85,466.03)	(8,328.05)	77,137.98
12/31/14 Cash Balance	172,205.10					206,407.26	
Net Income/(Expense)	29,515.00					(8,328.05)	
Accrued AP	(70,000.00)					(4,103.87)	
CIP (self funded)	0.00						
Contingencies							
2014 AP accrual reversal							
Ending Cash Balance	<u>131,720.10</u>				<u>193,975.34</u>		

\$2 per card processing fee plus billable City resources

Library card reimb are processed by County eff 5/1/15

YTD includes Roof repairs

Cost to recover delinquent rent from prior tenant
 Snow Plowing

Budget showed consistent monthly cost; not impact
 of multiple pay period months



MAYOR & COUNCIL COMMUNICATION

DATE: November 17, 2015
**CONSENT
ITEM
MOTION**

AGENDA ITEM: New Single Family Home Permit Report

SUBMITTED BY: Rick Chase, Building Official

THROUGH: Rick Chase, Building Official

REVIEWED BY: Clark Schroeder, 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

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 October, 2015. No specific motion is needed as this is recommended as part of the *Consent Agenda*.

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

	<u>2015</u>	<u>2014</u>	<u>2013</u>
New Homes	113	21	30
Total valuation	\$36,117,376	\$12,336,684	\$13,818,894
Average home value	319,622	587,461	460,629
Total Valuation YTD	41,167,374	22,435,198	17,478,188

❖ One new home rebuilt in 2015 due to fire.

RECOMMENDATION: Based on the aforementioned, the staff recommends the City Council accept the October, 2015 monthly new home building permit report.

**CITY OF LAKE ELMO
Valuation Report - Summary**

Issued Date From: 1/1/2015 To: 10/31/2015

Permit Type: BUILDING Property Type: All Construction Type: All
Include YTD: Yes

Permit Kind	Permit Count	Valuation	Dwell Units	
Permit Type: BUILDING				
ALL RETAINING WALL	1	\$15,000.00	0	
COMMERCIAL ADDITION	1	\$10,000.00	0	
COMMERCIAL CELL TOWER UPGRADE	1	\$12,500.00	0	
COMMERCIAL FENCE	1	\$27,000.00	0	
COMMERCIAL NEW CONSTRUCTION	1	\$145,000.00	0	
COMMERCIAL REMODEL	2	\$130,000.00	0	
COMMERCIAL ROOFING	1	\$30,000.00	0	
COMMERCIAL SIGN	1	\$19,200.00	0	
COMMERCIAL TENNANT BUILDOUT	2	\$1,555,000.00	0	
PUBLIC SOLAR PANEL INSTALL	1	\$135,000.00	0	
SINGLE FAMILY ACCESSORY BUILDING	9	\$219,972.00	0	
SINGLE FAMILY ADDITION	9	\$485,765.00	0	
SINGLE FAMILY ALTERATION	18	\$109,900.00	0	
SINGLE FAMILY ATTACHED NEW CONSTRUCTION	22	\$4,470,000.00	0	
SINGLE FAMILY BASEMENT FINISH	13	\$312,000.00	0	
SINGLE FAMILY DECK	29	\$173,971.00	0	
SINGLE FAMILY DEMOLITION	1	\$3,000.00	0	
SINGLE FAMILY DOOR	11	\$47,310.00	0	
SINGLE FAMILY DRAIN TILE WATERPROOFING	1	\$5,523.00	0	
SINGLE FAMILY NEW CONSTRUCTION	91	\$31,647,376.25	0	
SINGLE FAMILY POOL	8	\$164,440.00	0	
SINGLE FAMILY POOL REMOVAL	1	\$2,000.00	0	
SINGLE FAMILY REMODEL	16	\$760,180.00	0	
SINGLE FAMILY REPLACE/REPAIR	2	\$43,000.00	0	
SINGLE FAMILY SOLAR PANEL INSTALL	4	\$92,438.00	0	
SINGLE FAMILY WINDOWS	42	\$551,799.00	0	
Permit Type: BUILDING - Total	Period	289	\$41,167,374.25	0
	YTD	289	\$41,167,374.25	0
Report Total:	Period	289	\$41,167,374.25	0
	YTD	289	\$41,167,374.25	0

**CITY OF LAKE ELMO
Valuation Report - Summary**

Issued Date From: 1/1/2014 To: 10/31/2014

Permit Type: BUILDING Property Type: All Construction Type: All
Include YTD: Yes

Permit Kind	Permit Count	Valuation	Dwell Units	
Permit Type: BUILDING				
COMMERCIAL ACCESSORY BUILDING	1	\$21,605.00	0	
COMMERCIAL ALTERATION	7	\$500,500.00	0	
COMMERCIAL NEW CONSTRUCTION	3	\$5,603,652.00	0	
COMMERCIAL REMODEL	3	\$980,422.00	0	
COMMERCIAL ROOFING	1	\$128,246.00	0	
COMMERCIAL SIDING	1	\$20,000.00	0	
COMMERCIAL SIGN	1	\$8,928.00	0	
COMMERCIAL TENNANT BUILDOUT	1	\$20,250.00	0	
MANUFACTURED HOME DOOR	1	\$2,734.00	0	
PUBLIC ROOFING	1	\$5,000.00	0	
SINGLE FAMILY ACCESSORY BUILDING	10	\$142,147.00	0	
SINGLE FAMILY ADDITION	14	\$1,359,894.00	0	
SINGLE FAMILY ALTERATION	11	\$140,765.00	0	
SINGLE FAMILY BASEMENT FINISH	14	\$324,548.00	0	
SINGLE FAMILY DECK	17	\$130,120.00	0	
SINGLE FAMILY DOOR	6	\$27,675.00	0	
SINGLE FAMILY DRAIN TILE WATERPROOFING	1	\$2,950.00	0	
SINGLE FAMILY FIRE / STORM DAMAGE	1	\$20,712.92	0	
SINGLE FAMILY FIREPLACE	1	\$5,923.68	0	
SINGLE FAMILY NEW CONSTRUCTION	21	\$12,336,684.00	0	
SINGLE FAMILY POOL	7	\$114,000.00	0	
SINGLE FAMILY REMODEL	12	\$290,201.00	0	
SINGLE FAMILY REPLACE/REPAIR	3	\$14,500.00	0	
SINGLE FAMILY SOLAR PANEL INSTALL	1	\$8,000.00	0	
SINGLE FAMILY THREE SEASON PORCH	1	\$20,000.00	0	
SINGLE FAMILY WINDOWS	21	\$205,741.00	0	
Permit Type: BUILDING - Total	Period	161	\$22,435,198.60	0
	YTD	161	\$22,435,198.60	0
Report Total:	Period	161	\$22,435,198.60	0
	YTD	161	\$22,435,198.60	0

CITY OF LAKE ELMO
Valuation Report - Summary

Issued Date From: 1/1/2013 To: 10/31/2013
 Permit Type: BUILDING Property Type: All Construction Type: All
 Include YTD: Yes

Permit Kind	Permit Count	Valuation	Dwell Units	
Permit Type: BUILDING				
COMMERCIAL ALTERATION	4	\$762,000.00	0	
COMMERCIAL REMODEL	1	\$13,000.00	0	
COMMERCIAL ROOFING	2	\$14,800.00	0	
COMMERCIAL SIGN	1	\$500.00	0	
COMMERCIAL VALUATION OTHER	1	\$52,000.00	0	
PUBLIC ALTERATION	2	\$16,500.00	0	
SINGLE FAMILY ACCESSORY BUILDING	16	\$266,999.00	0	
SINGLE FAMILY ADDITION	8	\$678,000.00	0	
SINGLE FAMILY ALTERATION	20	\$598,529.00	0	
SINGLE FAMILY BASEMENT FINISH	15	\$274,147.00	0	
SINGLE FAMILY DECK	21	\$290,311.00	0	
SINGLE FAMILY DOOR	6	\$26,246.00	0	
SINGLE FAMILY NEW CONSTRUCTION	30	\$13,818,894.00	0	
SINGLE FAMILY OTHER FIXED	1	\$9,500.00	0	
SINGLE FAMILY POOL	10	\$234,300.00	0	
SINGLE FAMILY PORCH	1	\$20,000.00	0	
SINGLE FAMILY REMODEL	6	\$132,500.00	0	
SINGLE FAMILY REPLACE/REPAIR	5	\$28,526.00	0	
SINGLE FAMILY VALUATION OTHER	2	\$30,928.00	0	
SINGLE FAMILY WINDOWS	22	\$210,508.82	0	
Permit Type: BUILDING - Total	Period	174	\$17,478,188.82	0
	YTD	174	\$17,478,188.82	0
Report Total:	Period	174	\$17,478,188.82	0
	YTD	174	\$17,478,188.82	0



MAYOR & COUNCIL COMMUNICATION

DATE: November 17, 2015
CONSENT
ITEM #5

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

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item City Administrator
- Report/Presentation.....City Administrator
- Questions from Council to StaffMayor 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 October 2015 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 – 3
Sales collected and viewed – 6
Taxpayer inquiries – 7
Miscellaneous inquiries - 6
Inspections – Residential – 46; Commercial – 1
Building permit reviews – 33
Pictures taken – 48

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 October 2015 monthly assessor report.



MAYOR & COUNCIL COMMUNICATION

DATE: November 17, 2015

CONSENT

ITEM # 6

AGENDA ITEM: Eagle Point Blvd Street and Utility Improvements – Pay Request No. 3

SUBMITTED BY: Ryan Stempski, Project Engineer

THROUGH: Clark Schroeder, Interim 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 Eagle Point Boulevard Street and Utility Improvements project. If removed from the consent agenda, the recommended motion for the action is as follows:

“Move to approve Pay Request No. 3 to Miller Excavating, Inc. in the amount of \$322,264.98 for the Eagle Point Boulevard Street and Utility Improvements”.

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

Miller Excavating, Inc., the Contractor for the project, has submitted Partial Pay Estimate No. 3 in the amount of \$322,264.98. 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 \$36,506.10.

RECOMMENDATION:

Staff is recommending that the City Council consider approving, *as part of the Consent Agenda*, Pay Request No. 3 for the Eagle Point Boulevard Street and Utility Improvements project. If removed from the consent agenda, the recommended motion for the action is as follows:

“Move to approve Pay Request No. 3 to Miller Excavating, Inc. in the amount of \$322,264.98 for the Eagle Point Boulevard Street and Utility Improvements”.

ATTACHMENT(S):

1. Partial Pay Estimate No. 3

PROJECT PAY FORM

PARTIAL PAY ESTIMATE NO. <u> 3 </u>	FOCUS ENGINEERING, inc.
---	--------------------------------

EAGLE POINT BLVD STREET & UTILITY IMPROVEMENTS PROJECT NO. 2015.120	PERIOD OF ESTIMATE FROM <u> 10/1/2015 </u> TO <u> 10/31/2015 </u>
--	--

PROJECT OWNER: CITY OF LAKE ELMO 3800 LAVERNE AVENUE NORTH LAKE ELMO, MN 55042 ATTN: JACK GRIFFIN, CITY ENGINEER	CONTRACTOR: MILLER EXCAVATING, INC. 3636 STAGECOACH TRAIL NORTH STILLWATER, MN 55082 ATTN: STEVE ST. CLAIRE, PROJECT MANAGER
---	---

CONTRACT CHANGE ORDER SUMMARY				PAY ESTIMATE SUMMARY	
No.	Approval Date	Amount			
		Additions	Deductions		
1	8/4/2015		\$28,500.00	1. Original Contract Amount	\$1,249,494.09
2	11/4/2015			2. Net Change Order Sum	-\$28,500.00
				3. Revised Contract (1+2)	\$1,220,994.09
				4. *Work Completed	\$730,121.95
				5. *Stored Materials	\$0.00
				6. Subtotal (4+5)	\$730,121.95
				7. Retainage* <u> 5.0% </u>	\$36,506.10
				8. Previous Payments	\$371,350.87
TOTALS				9. Amount Due (6-7-8)	\$322,264.98
NET CHANGE		(\$28,500.00)		*Detailed Breakdown Attached	

CONTRACT TIME					
START DATE: <u> 7/31/2015 </u>	ORIGINAL DAYS	<u> 320 </u>	ON SCHEDULE		
SUBSTANTIAL COMPLETION: <u> 11/6/2015 </u>	REVISED DAYS	<u> 0 </u>	YES	<input checked="" type="checkbox"/>	
FINAL COMPLETION: <u> 6/15/2016 </u>	REMAINING	<u> 228 </u>	NO	<input type="checkbox"/>	

ENGINEER'S CERTIFICATION: The undersigned certifies that the work has been reviewed and to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.	FOCUS Engineering, inc. _____ ENGINEER <u> 11-9-2015 </u> _____ DATE
--	---

CONTRACTOR'S CERTIFICATION: The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the contractor for work for which previous payment estimates was issued and payments received from the owner, and that current payment shown herein is now due.	CONTRACTOR _____ BY _____ DATE
--	--

APPROVED BY OWNER: CITY OF LAKE ELMO, MINNESOTA	
_____ BY	_____ BY
_____ DATE	_____ DATE

**EAGLE POINT BLVD STREET & UTILITY IMPROVEMENTS
CITY OF LAKE ELMO, MINNESOTA
PROJECT NO. 2015.120**



ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT AMOUNT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
DIVISION 1 - GENERAL									
1	MOBILIZATION	LS	1.00	\$29,900.00	\$29,900.00	0.25	\$7,475.00	0.75	\$22,425.00
2	TRAFFIC CONTROL	LS	1.00	\$6,850.00	\$6,850.00	0.25	\$1,712.50	0.75	\$5,137.50
3	SILT FENCE	LF	3,100.00	\$2.00	\$6,200.00	0.00	\$0.00	1,550.00	\$3,100.00
4	INLET PROTECTION	EA	17.00	\$200.00	\$3,400.00	9.00	\$1,800.00	17.00	\$3,400.00
5	TEMPORARY ROCK CONSTRUCTION ENTRANCE	EA	2.00	\$1,000.00	\$2,000.00	1.00	\$1,000.00	2.00	\$2,000.00
6	STREET SWEEPING	HR	20.00	\$100.00	\$2,000.00	0.00	\$0.00	4.00	\$400.00
7	6" TOPSOIL AND SOD	SY	5,145.00	\$10.50	\$54,022.50	0.00	\$0.00	0.00	\$0.00
8	HYDRAULIC MULCH (TEMPORARY)	SY	2,575.00	\$1.15	\$2,961.25	0.00	\$0.00	0.00	\$0.00
SUBTOTAL - DIVISION 1					\$107,333.75		\$11,987.50		\$36,462.50
DIVISION 2 - SANITARY SEWER									
9	CONNECT TO EXISTING SANITARY SEWER MANHOLE	EA	2.00	\$2,800.00	\$5,600.00	0.00	\$0.00	2.00	\$5,600.00
10	SANITARY SEWER PIPE - 8"	LF	764.00	\$33.60	\$25,670.40	0.00	\$0.00	764.00	\$25,670.40
11	SANITARY SEWER MANHOLE - TYPE 301	EA	3.00	\$3,400.00	\$10,200.00	0.00	\$0.00	3.00	\$10,200.00
12	EXCESS MANHOLE DEPTH	LF	12.00	\$240.00	\$2,880.00	0.00	\$0.00	12.00	\$2,880.00
13	REMOVAL OF UNSTABLE FOUNDATION MATERIAL	CY	42.00	\$52.00	\$2,184.00	0.00	\$0.00	0.00	\$0.00
14	STABILIZING AGGREGATE BORROW	CY	42.00	\$68.00	\$2,856.00	0.00	\$0.00	0.00	\$0.00
15	TELEVISION	LF	764.00	\$3.50	\$2,674.00	0.00	\$0.00	0.00	\$0.00
SUBTOTAL - DIVISION 2					\$52,064.40		\$0.00		\$44,350.40
DIVISION 3 - WATERMAIN									
16	CONNECT TO EXISTING WATERMAIN	EA	1.00	\$2,650.00	\$2,650.00	0.00	\$0.00	1.00	\$2,650.00
17	6" GATE VALVE & BOX	EA	1.00	\$1,990.00	\$1,990.00	1.00	\$1,990.00	1.00	\$1,990.00
18	12" GATE VALVE	EA	2.00	\$4,770.00	\$9,540.00	0.00	\$0.00	2.00	\$9,540.00
19	16" BUTTERFLY VALVE & BOX	EA	1.00	\$4,990.00	\$4,990.00	0.00	\$0.00	1.00	\$4,990.00
20	HYDRANT	EA	1.00	\$4,560.00	\$4,560.00	1.00	\$4,560.00	1.00	\$4,560.00
21	16" DIP CL. 52 WATERMAIN	LF	209.00	\$108.00	\$22,572.00	199.00	\$21,492.00	230.00	\$24,840.00
22	REMOVE AND REPLACE VALVE BOX	EA	2.00	\$985.00	\$1,970.00	1.00	\$985.00	2.00	\$1,970.00
23	16"x45" BEND MJ DUCTILE IRON COMPACT FITTING	EA	1.00	\$1,560.00	\$1,560.00	1.00	\$1,560.00	1.00	\$1,560.00
24	16"x16" TEE MJ DUCTILE IRON COMPACT FITTING	EA	1.00	\$2,190.00	\$2,190.00	1.00	\$2,190.00	2.00	\$4,380.00
25	16"x12" REDUCER MJ DUCTILE IRON COMPACT FITTING	EA	2.00	\$1,380.00	\$2,760.00	0.00	\$0.00	2.00	\$2,760.00
26	16"x6" REDUCER MJ DUCTILE IRON COMPACT FITTING	EA	1.00	\$1,270.00	\$1,270.00	2.00	\$2,540.00	2.00	\$2,540.00
27	4" POLYSTYRENE INSULATION	SF	32.00	\$10.00	\$320.00	0.00	\$0.00	32.00	\$320.00
SUBTOTAL - DIVISION 3					\$56,372.00		\$35,317.00		\$62,100.00
DIVISION 4 - STORM SEWER									
28	REMOVE EXISTING STORM SEWER STRUCTURE	EA	2.00	\$400.00	\$800.00	0.00	\$0.00	2.00	\$800.00
29	REMOVE EXISTING STORM SEWER (ALL TYPES AND SIZES)	LF	65.00	\$15.00	\$975.00	0.00	\$0.00	65.00	\$975.00
30	CONNECT TO EXISTING STORM SEWER STRUCTURE	EA	2.00	\$890.00	\$1,780.00	1.00	\$890.00	2.00	\$1,780.00
31	STORM SEWER PIPE - 12" RCP	LF	117.00	\$33.00	\$3,861.00	78.00	\$2,574.00	117.00	\$3,861.00
32	STORM SEWER PIPE - 15" RCP	LF	971.00	\$34.50	\$33,499.50	387.00	\$13,351.50	971.00	\$33,499.50
33	CATCH BASIN - TYPE 404	EA	3.00	\$1,695.00	\$5,085.00	2.00	\$3,390.00	3.00	\$5,085.00
34	CATCH BASIN/MANHOLE - TYPE 406	EA	7.00	\$2,665.00	\$18,655.00	2.00	\$5,330.00	7.00	\$18,655.00
35	RESET EXISTING CATCH BASIN CASTING	EA	2.00	\$475.00	\$950.00	0.00	\$0.00	0.00	\$0.00
36	REPAIR EXISTING CATCH BASIN CONCRETE	SF	27.00	\$36.00	\$972.00	0.00	\$0.00	0.00	\$0.00
SUBTOTAL - DIVISION 4					\$66,577.50		\$25,535.50		\$64,655.50
DIVISION 5 - STREETS									
37	SALVAGE POST AND SIGN	EA	11.00	\$60.00	\$660.00	0.00	\$0.00	0	\$0.00
38	REMOVE POST AND SIGN	EA	1.00	\$60.00	\$60.00	0.00	\$0.00	0	\$0.00
39	SAWCUT BITUMINOUS OR CONCRETE	LF	553.00	\$3.00	\$1,659.00	538.00	\$1,614.00	538	\$1,614.00
40	REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT (DRIVEWAY)	SY	266.00	\$5.00	\$1,330.00	266.00	\$1,330.00	266	\$1,330.00
41	REMOVE AND DISPOSE OF EXISTING CONCRETE PAVEMENT (DRIVEWAY)	SY	380.00	\$6.00	\$2,280.00	42.00	\$252.00	42	\$252.00
42	REMOVE AND DISPOSE OF EXISTING CONCRETE CURB	LF	7,036.00	\$2.00	\$14,072.00	3,510.00	\$7,020.00	7,080	\$14,160.00
43	COMMON EXCAVATION	LS	1.00	\$214,450.00	\$214,450.00	0.52	\$111,514.00	1.00	\$214,450.00
44	SELECT GRANULAR BORROW (CV) (P)	CY	12,000.00	\$11.95	\$143,400.00	6,240.00	\$74,568.00	12,000	\$143,400.00
45	SUBGRADE CORRECTION	SY	2,700.00	\$9.00	\$24,300.00	118.00	\$1,062.00	468	\$4,212.00
46	SUBGRADE PREPARATION	RS	34.00	\$150.00	\$5,100.00	17.00	\$2,550.00	34	\$5,100.00
47	CLASS 6 AGGREGATE BASE	TN	9,850.00	\$12.65	\$124,602.50	3,382.00	\$42,782.30	7,007	\$88,638.55
48	AGGREGATE TRAIL RESTORATION	TN	9.00	\$80.00	\$720.00	0.00	\$0.00	0	\$0.00
49	BITUMINOUS NON-WEAR COURSE	TN	1,825.00	\$62.00	\$113,150.00	0.00	\$0.00	0	\$0.00

ITEM	DESCRIPTION OF PAY ITEM	UNIT	CONTRACT AMOUNT			THIS PERIOD		TOTAL TO DATE	
			QUANTITY	UNIT PRICE	AMOUNT	QUANTITY	AMOUNT	QUANTITY	AMOUNT
50	BITUMINOUS WEAR COURSE	TN	1,825.00	\$62.00	\$113,150.00	0.00	\$0.00	0	\$0.00
51	BITUMINOUS MATERIAL FOR TACK COAT	GA	842.00	\$3.00	\$2,526.00	0.00	\$0.00	0	\$0.00
52	CONCRETE CURB AND GUTTER	LF	6,596.00	\$12.00	\$79,152.00	0.00	\$0.00	0	\$0.00
53	DRIVEWAY VALLEY GUTTER	EA	4.00	\$2,970.00	\$11,880.00	0.00	\$0.00	0	\$0.00
54	6" CONCRETE DRIVEWAY PAVEMENT	SY	40.00	\$55.00	\$2,200.00	0.00	\$0.00	0	\$0.00
55	BITUMINOUS DRIVEWAY PAVEMENT	SY	295.00	\$27.00	\$7,965.00	0.00	\$0.00	0	\$0.00
56	PERFORATED PVC EDGE DRAIN	LF	6,660.00	\$9.00	\$59,940.00	1,976.00	\$17,784.00	4,273	\$38,457.00
57	DRAINTILE CLEANOUT	EA	50.00	\$150.00	\$7,500.00	15.00	\$2,250.00	31	\$4,650.00
58	DRAINTILE CONNECTION INTO CATCH BASIN	EA	8.00	\$400.00	\$3,200.00	4.00	\$1,600.00	8	\$3,200.00
59	PRECAST CONCRETE HEADWALL FOR DRAINTILE	EA	6.00	\$515.00	\$3,090.00	4.00	\$2,060.00	6	\$3,090.00
60	ADJUST MANHOLE CASTING	EA	4.00	\$600.00	\$2,400.00	0.00	\$0.00	0	\$0.00
61	ADJUST GATE VALVE BOX	EA	18.00	\$350.00	\$6,300.00	0.00	\$0.00	0	\$0.00
62	FURNISH SIGN PANEL	SF	15.00	\$45.00	\$675.00	0.00	\$0.00	0	\$0.00
63	INSTALL SIGN PANELS	EA	2.00	\$200.00	\$400.00	0.00	\$0.00	0	\$0.00
64	4" SOLID LINE WHITE EPOXY	LF	7,116.00	\$0.53	\$3,771.48	0.00	\$0.00	0	\$0.00
65	4" SOLID LINE YELLOW EPOXY	LF	1,524.00	\$0.53	\$807.72	0.00	\$0.00	0	\$0.00
66	4" BROKEN LINE YELLOW EPOXY	LF	2,558.00	\$0.53	\$1,355.74	0.00	\$0.00	0	\$0.00
67	STOP BAR - POLY PREFORMED	EA	2.00	\$1,200.00	\$2,400.00	0.00	\$0.00	0	\$0.00
68	TEMPORARY PAVEMENT STRIPING	LS	1.00	\$4,500.00	\$4,500.00	0.00	\$0.00	0	\$0.00
69	PAVEMENT MARKINGS - POLY PREFORMED	EA	10.00	\$815.00	\$8,150.00	0.00	\$0.00	0	\$0.00
SUBTOTAL - DIVISION 5					\$967,146.44		\$266,386.30		\$522,553.55

TOTALS - BASE CONTRACT

\$1,249,494.09

\$339,226.30

\$730,121.95

CHANGE ORDER NO. 1

CO1-1	PERFORATED PVC EDGE DRAIN	LF	(2,850.00)	\$9.00	-\$25,650.00	0.00	\$0.00	0	\$0.00
CO1-2	DRAINTILE CLEANOUT	EA	(19.00)	\$150.00	-\$2,850.00	0.00	\$0.00	0	\$0.00
TOTALS - CHANGE ORDER NO. 1					-\$28,500.00		\$0.00		\$0.00

TOTALS - REVISED CONTRACT

\$1,220,994.09

\$339,226.30

\$730,121.95



MAYOR AND COUNCIL COMMUNICATION

DATE: 11/17/15
CONSENT
ITEM: #7

AGENDA ITEM: Approve Special Assessment Payoff – Kleis Family Trust
SUBMITTED BY: Cathy Bendel, Finance Director
THROUGH: Cathy Bendel, Finance Director
REVIEWED BY: Peter Kastler, Kleis Family representative

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item..... Finance Director
- Report/Presentation Finance Director
- Questions from Council to Staff Mayor Facilitates
- Public Input, if Appropriate..... Mayor Facilitates
- Call for Motion Mayor & City Council
- Discussion..... Mayor & City Council
- Action on Motion..... Mayor Facilitates

FINANCIAL IMPACT: Special Assessment payoff of 6,879.55; \$3,821.97 principal and \$3,057.60 interest (10 years at 8% which was the rate charged on assessments for this project based on the bonding rate at that time).

BACKGROUND AND STAFF REPORT:

In 1995, the Kleis property (PID #03.029.21.24.0001) was part of a street overlay project which involved assessments to parcel owners. The assessment to their property was \$3,821.97. These assessments were assessed over 10 years at a rate of 8%.

Peter Kastler’s grandparents owned the property at that time and the property was, and still is, in the Green Acres program. Mr. Kastler recently purchased a portion of this property from his family and they were unaware of any outstanding special assessments on the parcel until a request to sub-divide the property was brought forward to the City Council on 10/6/15.

The family firmly believes that had their grandparents been aware that the interest being charged was 8% until the special assessment is paid in full, and that it would be a lien on the parcel, they would have paid it off in full prior to assessment.

The special assessments will need to be resolved in order for Mr. Kastler to move forward with the sub-division which was approved by the City Council on 10/6/15.

RECOMMENDATIONS:

Staff recommends accepting the payoff offer of \$6,879.55 from Mr. Kastler/Kleis family to pay in full the outstanding special assessments related to the 1995 street overlay project. The amount offered is fair and reasonable.



MAYOR & COUNCIL COMMUNICATION

DATE: November 17, 2015

REGULAR

ITEM #

8

AGENDA ITEM: Inwood Water Tower (No. 4) – Preliminary Design Update

SUBMITTED BY: Chad Isakson, Project Engineer

THROUGH: Clark Schroeder, Interim City Administrator

REVIEWED BY: Jack Griffin, City Engineer

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item..... City Engineer
- Report/Presentation..... City Engineer
- 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.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to receive an update on the preliminary design recommendations for the Inwood Water Tower (No. 4) and to provide input and direction as may be deemed appropriate. No formal action is required.

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

The City retained an engineering design consultant (SEH) to complete a preliminary design evaluation for the Inwood Water Tower (No. 4), including recommendations for the storage volume requirements and to evaluate the capital and life cycle costs for the two most common elevated tank styles.

The size of the water tower was evaluated based on current and projected water use in the high pressure zone water system and including its interaction with the south intermediate pressure zone near Keats and Hudson Boulevard. Water use projections were reviewed to determine the water demands on the system

including current and projected average day demand, maximum day demand, and peak hour demand. In addition, fire flow storage was evaluated for a fire event of 3 hours at 3,000 gallons per minute. Water tower size requirements were then calculated using guidelines and practices from the American Water Works Association (AWWA) Manual of Water Supply Practices.

This analysis confirmed the capital improvement program need to construct a 1.0 Million Gallon (MG) elevated water storage tank. The final design phase will further investigate the potential need for mixing systems to address the interim low water use condition until the high pressure zone is built out.

At a size of 1.0 MG there are two cost effective elevated water tower styles that are typically constructed. The attachments provide a visual comparison of the two styles of tanks for reference.

Style of Tank	Capital Cost	Lifecycle Cost (60 Year)
Composite Style	\$2,400,000	\$450,000
Fluted Steel Column Style	\$2,500,000	\$1,000,000

The composite style tank matches Water Tower No. 2 near the Public Works building. With the lower anticipated capital cost and lower lifecycle cost it is the recommended style of tank. Composite style tanks have become more popular as the relative construction costs have equalized or become less than the Fluted Steel Column Tank and as tank repainting costs have significantly increased. Other composite tank highlights and advantages include:

- One of the most common and most economical style tanks in the 1,000,000 gallon range.
- A cost efficient, low maintenance and durable structure combining an efficient use of reinforced concrete for the support pedestal and welded steel for a watertight storage tank.
- No coating system required for concrete shaft and thus less long-term maintenance (reduced surface area for painting).
- Some believe it is an aesthetically pleasing design. Architectural Rustications highlight the concrete column. These rustications are placed vertically and horizontally at the edge of concrete forms to blend concrete appearance and hide construction joints.
- Interior ladders and piping protects against weather and vandalism and easily allows for pipe insulation.

With confirmation from the council regarding these two recommendations, the final design phase will proceed forward and will include meetings with Public Works and City Officials to consider how to best utilize the site and position the tower for potential future use by telecommunication companies. These additions and design considerations will be brought forward to Council in December or January for presentation and approval.

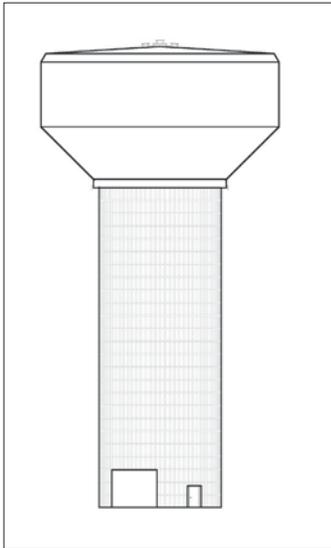
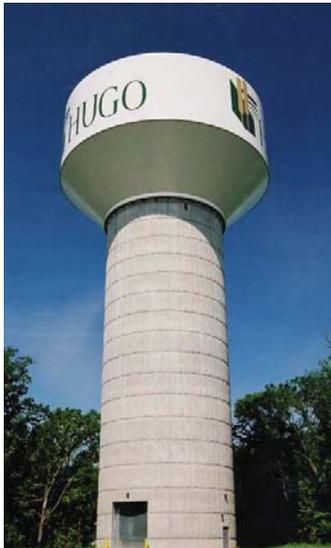
RECOMMENDATION:

Staff recommends that the Final Design proceed forward for a 1.0 Million Gallon (MG) Composite Elevated Water Storage Tank. This tank would be similar in style to the existing City Water Tower No. 2 located at the Public Works facility. No formal action is required.

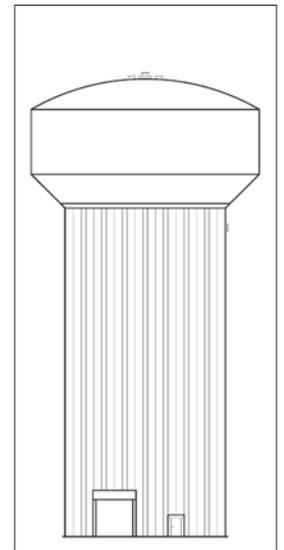
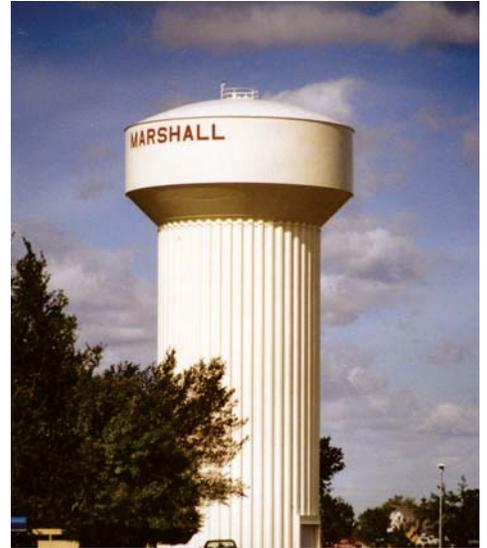
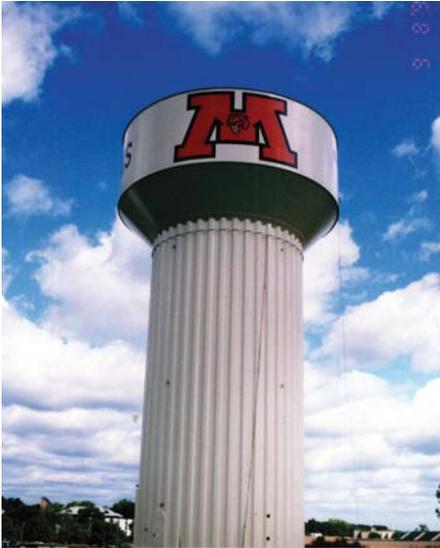
ATTACHMENT(S):

1. Exhibit – Example Composite Elevated Storage Tanks.
2. Exhibit – Example Fluted Steel Column Elevated Storage Tanks.

COMPOSITE ELEVATED STORAGE TANKS



FLUTED STEEL COLUMN ELEVATED STORAGE TANKS





MAYOR & COUNCIL COMMUNICATION

DATE: November 17, 2015
REGULAR
ITEM #9

AGENDA ITEM: Phase 1 Downtown Street, Drainage, and Utility Improvements – Review Proposed Plan Revision for Upper 33rd Street and Proposed Library Parking Lot.

SUBMITTED BY: Chad Isakson, Project Engineer

THROUGH: Clark Schroeder, Interim City Administrator

REVIEWED BY: Jack Griffin, City Engineer
Cathy Bendel, Finance Director
Nate Deprey, Library Director

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item..... City Engineer
- Report/Presentation..... City Engineer
- 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:

- 1) Upper 33rd Street Revisions – No Cost. The revised Upper 33rd Street plan includes striping alterations within the quantities already approved in the contract.
- 2) Library Parking Lot - \$77,200. Staff was requested by the Library Board to provide a design and cost estimate to construct a paved parking lot east of the Library facility. The cost to design and construct the proposed parking lot is approximately \$77,200 using the contractor’s unit prices for the Phase 1 Downtown Improvements. Funding for this expense would be 100% from the Library Fund.

SUMMARY AND ACTION REQUESTED:

The City Council is respectfully requested to consider approving the proposed Upper 33rd Street striping revisions for the Phase 1 Downtown Street, Drainage, and Utility Improvements as requested by the property owner at 11320 Upper 33rd Street. The recommended motion for this action would be as follows:

“Move to [approve or deny] the Upper 33rd Street striping revisions for the Phase 1 Downtown Street, Drainage, and Utility Improvements.”

Furthermore, the City Council is respectfully requested to consider approving the proposed Library parking lot improvements as requested by the Library Board to be funded by the Library Fund. The recommended motion for this action would be as follows:

“Move to [approve or deny] the Library parking lot improvements to be constructed in conjunction with the Phase 1 Downtown Street, Drainage, and Utility Improvements.”

LEGISLATIVE HISTORY/BACKGROUND INFORMATION:

The City of Lake Elmo was approached by the property owner located at 11320 Upper 33rd Street North to review shifting the new roadway constructed north away from his existing commercial building. Upon extensive staff review, property ownership and right-of-way verification, and the improvements previously approved by Council it was determined that it is not possible to shift the roadway further north. To address the property owner’s concerns, staff worked with the design engineer to propose a revised striping plan which would direct traffic further away from the building by repurposing the drive lane locations within the paved surfaces. By changing only the pavement striping the roadway improvements, including curb locations, were constructed as originally proposed. The impact of the proposed restriping plan is the elimination of 5 on-street public parking spaces.

Staff received a request from the Library Board to consider constructing a parking lot on City owned property east of the Library building. A draft layout was prepared and presented to the Library Board for consideration. The cost of the improvements as provided by North Pine Aggregate (current contractor working in the Village) is estimated at \$77,200. A decision to proceed with this work is needed by November 20, 2015 to retain this quoted price for the work. The library board will meet on November 18, 2015 to consider the improvements as presented.

RECOMMENDATION:

The City Council is respectfully requested to consider approving the proposed Upper 33rd Street striping revisions for the Phase 1 Downtown Street, Drainage, and Utility Improvements as requested by the property owner at 11320 Upper 33rd Street. The recommended motion for this action would be as follows:

“Move to [approve or deny] the Upper 33rd Street striping revisions for the Phase 1 Downtown Street, Drainage, and Utility Improvements.”

Furthermore, the City Council is respectfully requested to consider approving the proposed Library parking lot improvements as requested by the Library Board to be funded by the Library Fund. The recommended motion for this action would be as follows:

“Move to [approve or deny] the Library parking lot improvements to be constructed in conjunction with the Phase 1 Downtown Street, Drainage, and Utility Improvements.”

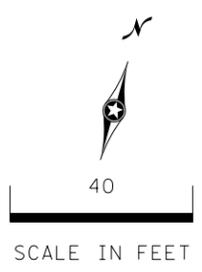
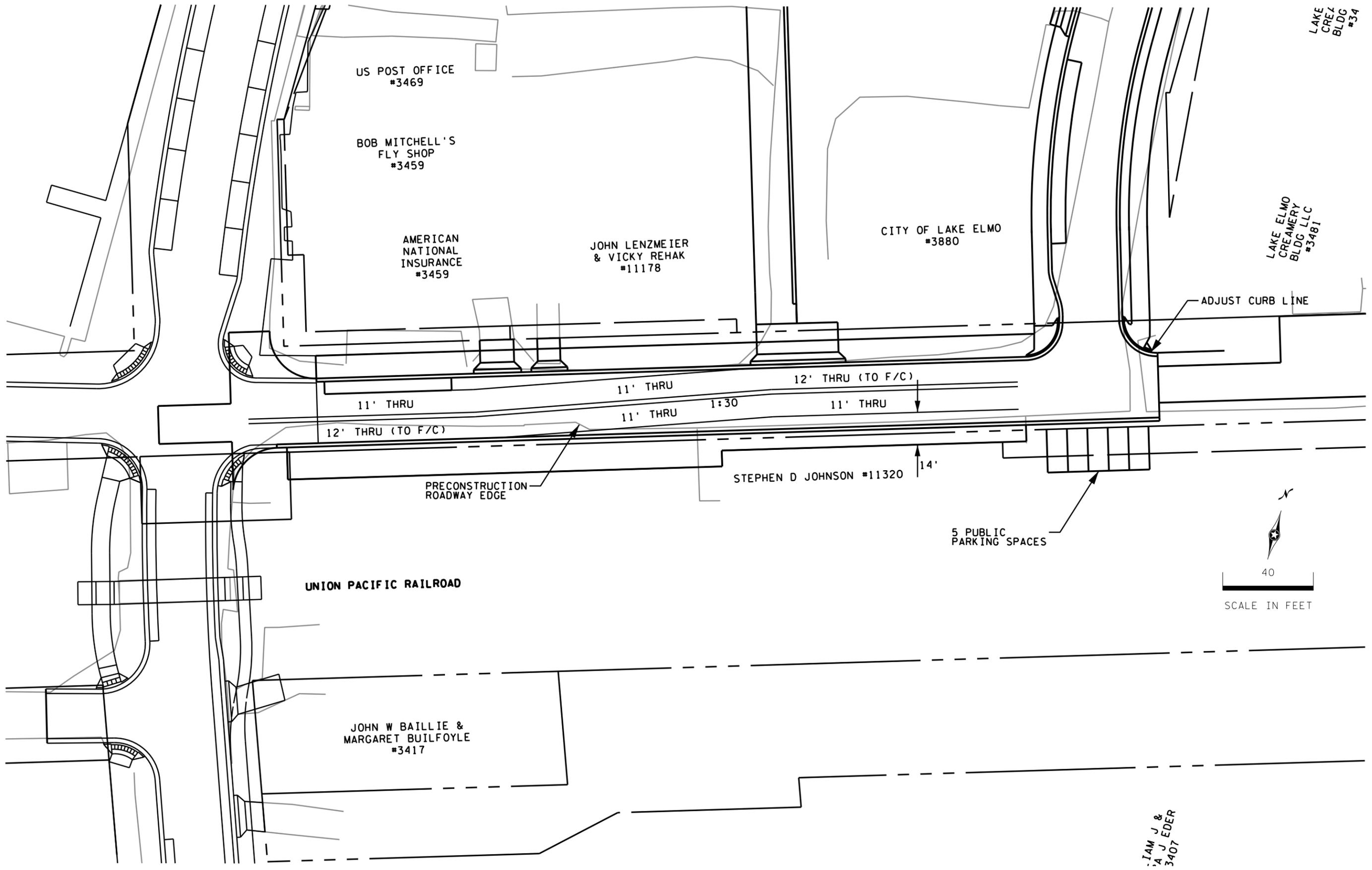
ATTACHMENT(S):

1. Upper 33rd Street – Proposed Striping Plan Revision.
2. Proposed Library Parking Lot Layout.

S:\UZ\W\Washc\126774\5-final-dsgn\51-cadd\junk\F126774_cpl_33rdBumpout.dgn
Exhibit 33Laverne no Bumpout

10/27/2015

2:18:02 PM



TAM J &
A J EDER
3407

SEH
PHONE: 651-490-2000
3535 VADNAIS CENTER DR.
ST. PAUL, MN 55110

**UPPER 33RD
LANE SHIFT
10-27-15**

FILE NO.
WASHC126774
OF



LOT SIZE: 11,800 SQ FT
 EXISTING IMPERVIOUS: 6174 SQ FT
 PROPOSED IMPERVIOUS: 7670 SQ FT



MAYOR AND COUNCIL COMMUNICATION

DATE: 11/17/15
REGULAR
ITEM #: 10
MOTION

AGENDA ITEM: Reconsideration of the Hammes Plat Extension
SUBMITTED BY: Clark Schroeder
THROUGH: Clark Schroeder
REVIEWED BY: City Attorney Snyder, City Planners Gozola and Wensman and Finance Director Bendel

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item.....Staff
- Report/PresentationStaff
- 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

PUBLIC POLICY STATEMENT

SUMMARY AND ACTION REQUESTED:

Councilmember Bloyer has requested a reconsideration of the extension of the Hammes Estate Plat.

FINANCIAL IMPACT: Delayed/Lost revenue related to 163 units; General fund impact of approximately \$100k per year, Utility fund access and connection fees of \$1.2M, Utility fund usage revenue of \$150k per year and parkland dedication fees of \$107k. Risk related to recovery of utility fund special assessments of \$580k.

BACKGROUND AND STAFF REPORT: On October 7, 2014, the City Council approved the Hammes Estates final plat. At that same meeting, a draft developer agreement was proposed and approved as well. However, the developer agreement was never executed due to various issues.

The issues which previously prevented the execution of the developer agreement and the plat from being recorded have since been mitigated. The broker and Mrs. Hammes were granted an extension to file the plat till October 7th 2016 on November 4th 2015 by city council.

In consultation with Mr. Snyder on the question of reconsideration of the approved motion he states.

“The council can reconsider any action at the next subsequent meeting. Or even after that.
The motion to reconsider must be brought by somebody who voted in the affirmative.

So, yes, it can be reconsidered. But, there is, however, the matter of what standards are to be applied in considering a reconsideration (must not be arbitrary, must not be capricious, must be fact-based) and the matter of whether intervening rights have accrued in the meantime (ie: whether the applicant has taken steps or materially changed its position after the first vote).

Bottom line, absent a showing of materially changed circumstances, reconsideration can be raised, but a vote to effectuate it is likely not recommended”.

In consultation with Ben Gozola on the initial question of whether to grant the extension he stated the following.

Statute 462.358

Subd. 3c. Effect of subdivision approval.

For one year following preliminary approval and for two years following final approval, unless the subdivider and the municipality agree otherwise, no amendment to a comprehensive plan or official control shall apply to or affect the use, development density, lot size, lot layout, or dedication or platting required or permitted by the approved application. Thereafter, pursuant to its regulations, the municipality may extend the period by agreement with the subdivider and subject to all applicable performance conditions and requirements, or it may require submission of a new application unless substantial physical activity and investment has occurred in reasonable reliance on the approved application and the subdivider will suffer substantial financial damage as a consequence of a requirement to submit a new application. In connection with a subdivision involving planned and staged development, a municipality may by resolution or agreement grant the rights referred to herein for such periods of time longer than two years which it determines to be reasonable and appropriate.

Nothing in this language says the applicant must have filed the approved plat or followed through with conditions, so even if the Council wishes to see something different happen on this land, it cannot compel such changes for approximately one more year. Put another way, if the Council elects to *not* approve the extension, the Hammes family can simply reapply for the subdivision through the preliminary and final plat process, and Council would have to approve the requests (it would be very difficult to arrive at findings for denial when the subdivision has already been approved under existing regulations).

No one wins if the extension is not approved: the Hammes family would need to spend time and money to redo the process (which would then restart their two-year protection clock), staff would need to prepare for and oversee this item taking up valuable meeting time, and the public would be invited to public hearings for an item that essentially has a predetermined outcome. Accordingly, it is strongly recommended that Council approve this item on the consent agenda and grant the requested one-year extension to file the approved final plat.

If the Hammes family does not act prior to the new deadline, then Council may be free to re-examine the comprehensive plan guidance and zoning for the site, and make changes to local controls as it sees fit. (End of Ben’s Comments)

The question as to whether to rescind the approved extension should be weighed with the same consideration as granting the extension in the first place. Such decision should not be capricious nor arbitrary. Since there have been no intervening area-wide zoning changes, or big land-use changes, since the city council approved the plat and subsequently approved the extension there would have to some sort of material reason to withdraw the extension at this point in time.

RECOMMENDATION:

Staff does not recommend rescinding the plat extension.



MAYOR AND COUNCIL COMMUNICATION

DATE: 11/17/15
REGULAR
ITEM #: 11
MOTION

AGENDA ITEM: Clarification of Manning Avenue Redesign and Funding Options
SUBMITTED BY: Julie Fliflet and Jill Lundgren
THROUGH: Clark Schroeder
REVIEWED BY: **Clark Schroeder**

SUGGESTED ORDER OF BUSINESS:

- Introduction of ItemStaff
- Report/Presentation.....Staff
- 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

PUBLIC POLICY STATEMENT: Council seeks to clarify the proposed changes associated with the Manning Avenue redesign.

BACKGROUND AND STAFF REPORT: Councilmembers have received questions from residents regarding the Washington County project to redesign Manning Avenue and would like to provide clarification on the design concept and aspects, specifically as it pertains to the building of the new city connection road.

RECOMMENDATION:

Discuss and provide direction to staff.



MAYOR AND COUNCIL COMMUNICATION

DATE: 11/17/15
REGULAR
ITEM #: 12
MOTION

AGENDA ITEM: Search firm for City Administrator
SUBMITTED BY: Clark Schroeder
THROUGH: Clark Schroeder
REVIEWED BY: **Clark Schroeder**

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item.....Staff
- Report/PresentationStaff
- 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

BACKGROUND AND STAFF REPORT: The question has been raised as to whether or not to hire a search firm to vet/recruit the cities next administrator. According to Springsted, a search for Lake Elmo would run around 15 to 20 thousand dollars based on the scope of services. The firms could collect resumes, initial interviews, background check, negotiate contracts, recommend for hire, develop descriptions/scope of duties, establish compensation range, develop and execute recruitment and marketing strategy, or other duties which you wish to outsource.

The city could develop a RFP for these services and have parties respond with a competitive bid. The city could contract with a search firm with a negotiated price. The city could search for a new candidate themselves making sure that the current interim administrator does not involve themselves in the selection process.

Some firms which might be of interest to the city are as follows.

Springsted Public Sector Advisors <http://www.springsted.com/>

Waters and Company, a Springsted Company <http://waters-company.com/>

ROO solutions <http://www.roosolutions.net/>

The Chandler Group <http://www.roosolutions.net/>

RECOMMENDATION:

City Council should decide whether to utilize a search firm or not for their next administrator.



MAYOR AND COUNCIL COMMUNICATION

DATE: 11/17/15
REGULAR
ITEM #: 13
MOTION

AGENDA ITEM: High Priority for CSAH 15
SUBMITTED BY: Julie Fliflet
THROUGH: Clark Schroeder
REVIEWED BY: Clark Schroeder

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item.....Staff
- Report/PresentationStaff
- 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

PUBLIC POLICY STATEMENT POLICY BEING SET, REQUEST STOP LIGHT AT 50TH AND COUNTY ROAD 15

BACKGROUND AND STAFF REPORT:

As part of its annual budget process, Washington County prepares a five-year Capital Improvement Plan (CIP). The CIP includes the county’s tentative plans for roads, bridges, parks, land, trails, and public facilities. The first year of this plan will be included in the county’s 2016 budget. The County invites Cities to send comments to be considered when developing the final CIP. Those comments must be received by November 20 and a public hearing will also be held on December 15 prior to adopting the final document.

During 2015, State Highway 5 that runs through Lake Elmo was turned over to Washington County so the County now controls the improvements to Hwy 5. Under the County’s control, the road is now called CSAH 14.

At the May 19 City Council meeting Wayne Sandberg from Washington County spoke regarding the turnback of Hwy 5 to the County, and noted that the County would be looking to work with the city of Lake Elmo regarding improvements for this stretch of road. He also said during the meeting that a stoplight between the high school and the Manning Ave intersection was on the priority list for 2016, presumably that it would be at the intersection of Hwy 5 and 50th Street, or possibly at the Carriage Station entrance.

In speaking with Wayne Sandberg and Frank Ticknor, it was confirmed that the number one comment and concern they hear regarding this stretch of road that has now been turned over to the county is the need for a stoplight at the 50th Street intersection. Since 50th Street is the only connecting road between Hwy 5 and Lake Elmo Avenue it is heavily traveled. It can be very difficult to turn onto Highway 5 at this intersection, especially during the busier times of the day. Traffic is highly affected by the traffic from the high school and rush hour traffic. It is not uncommon for it to take 5 minutes or longer for a car to make a left turn onto Hwy 5. There have been many accidents at this intersection, and in recent years three people were killed at this intersection.

In speaking with the County staff, they have indicated that it is important for the City Council to make it known what their concerns are regarding this stretch of road that is now under the control of the County. The Council is being asked to pass a resolution in support of a traffic signal at the intersection of CSAH 15 and 50th Street, making it known that the Lake Elmo City Council would like this to be the number one priority as part of the transfer of Hwy 5 over to the County. This resolution can be submitted to the County during the comment period for their 2016 CIP.

RECOMMENDATION:

Resolution:

The Lake Elmo City Council would like by matter of resolution to support a traffic signal at the intersection of new CSAH 15 and 50th Street and make it known that the city would like this to be the number one priority for the County for this stretch of roadway recently turned over to the County from the State of Minnesota previously known as State Highway 5.

