



NOTICE OF MEETING
City Council Meeting
Tuesday, December 15, 2015 7:00 P.M.
City of Lake Elmo | 3800 Laverne Avenue North

Agenda

A. Call to Order/Pledge of Allegiance

B. Approval of Agenda

C. Council Reports

D. Presentations/Public Comments/Inquiries

E. Consent Agenda

1. Approve Payment of Disbursements
2. Authorize Certification to the Washington County Auditor – Unpaid Water Utility Bills – *Resolution 2015-86*
3. Accept November 2015 Financial Statements
4. Approve 2016 Liquor License Renewals: Prom Management & Elmo Liquor
5. Accept November 2015 Assessor Report
6. Accept November 2015 Building Department Report
7. Approve Driveway Encroachment and Maintenance Agreement
8. Approve Eagle Point Boulevard Street Improvements – Pay Request No. 4
9. Approve CUP Amendment for Oakdale Gun Club
10. Approve 3M Tolling Agreement
11. Approve Office Administrative Assistant Hiring
12. Approve Public Works Hirings
13. Approve Reider Preliminary Plat Extension
14. Approve Joint Powers Agreement for Use of East Metro Public Safety Training Facility

F. Regular Agenda

15. Single Fire Station
16. Northland Securities – Approve Proforma Services
17. Cost of Service Study for Water and Sanitary Sewer Utilities – Approve Authorization for TKDA
18. Proposal to Reduce Water Rates
19. Transfer Electrical Permit Inspecting to the State of MN
20. Approve 2016 Fee Schedule
21. Decrease in Letter of Credit Policy
 - a. Boulder Ponds – Approve Reduction of Security
 - b. Hunters Crossing – Approve Reduction of Security
 - c. Wildflower of Lake Elmo – Approve Reduction of Security
 - d. Hunters Crossing 2nd Addition – Approve Security Reduction #1
22. Ordinance Amendments to Article IX of the Zoning Ordinance – Rural Districts as it pertains to Permitted, Conditional, and Interim Uses
23. Village Mixed Use Zoning Discussion
24. Council Ethics, Rules & Responsibilities (*no memo*)
25. Order of Agenda Items: Council Reports
26. Discussion of Meeting Minutes Content
27. Draft Agreement for Library Services
28. Purchase of Public Works Truck

G. Staff Reports and Announcements

H. Adjourn



MAYOR & COUNCIL COMMUNICATION

DATE: December 15, 2015
CONSENT
ITEM #1
MOTION

AGENDA ITEM: Approve Disbursements in the amount of \$261,159.85

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: \$261,159.85

SUMMARY AND ACTION REQUESTED: As part of its Consent Agenda, the City Council is asked to approve disbursements in the amount of \$261,159.85. No specific motion is needed as this is recommended to be part of the *Consent Agenda*.

LEGISLATIVE HISTORY: NA

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

Claim #	Amount	Description
ACH	\$ 15,248.40	Payroll Taxes to IRS & MN Dept of Revenue 12/10/15
ACH	\$ 5,831.77	Payroll Retirement to PERA 12/10/15
DD6826-DD6873	\$ 38,396.70	Payroll Dated (Direct Deposits) 12/10/15
43679-43683	\$ 9,958.32	Payroll Dated (Checks) 12/10/15
43684-43736	\$ 191,724.66	Accounts Payable 12/15/15
TOTAL	\$ 261,159.85	

RECOMMENDATION: Based on the aforementioned, the staff recommends the City Council approve as part of the Consent Agenda the aforementioned disbursements in the amount of \$261,159.85.

ATTACHMENTS:

1. Accounts Payable – check registers

Accounts Payable To Be Paid Proof List

User: PattyB

Printed: 12/07/2015 - 3:40 PM

Batch: 002-12-2015

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
BAKERPAT Baker Patricia										
2015-11	12/01/2015	625.00	0.00	12/15/2015	Contract hours - November		-	No		0000
101-410-1520-43150	Contract Services									
2015-11	12/01/2015	300.00	0.00	12/15/2015	Contract hours - November		-	No		0000
101-410-1320-43150	Contract Services									
2015-11	12/01/2015	1,250.00	0.00	12/15/2015	Contract hours - November		-	No		0000
601-494-9400-43150	Contract Services									
2015-11	12/01/2015	250.00	0.00	12/15/2015	Contract hours - November		-	No		0000
602-495-9450-43150	Contract Services									
2015-11	12/01/2015	375.00	0.00	12/15/2015	Contract hours - November		-	No		0000
603-496-9500-43150	Contract Services									
	2015-11 Total:	2,800.00								
	BAKERPAT Total:	2,800.00								
BAKERTAY Baker & Taylor										
203139	11/22/2015	1,241.15	0.00	12/15/2015	Adult, teen and childrens books		-	No		0000
206-450-5300-42500	Library Collection Maintenance									
	203139 Total:	1,241.15								
203142	12/02/2015	20.48	0.00	12/15/2015	Teen books		-	No		0000
206-450-5300-42500	Library Collection Maintenance									
	203142 Total:	20.48								
	BAKERTAY Total:	1,261.63								
BOLTONME Bolton & Menk, Inc										
0184236	11/13/2015	22,140.00	0.00	12/15/2015	Wildflower		-	No		0000
803-000-0000-22910	Developer Payments									
	0184236 Total:	22,140.00								
0184237	11/13/2015	59.00	0.00	12/15/2015	Arbor Glen		-	No		0000
803-000-0000-22910	Developer Payments									
	0184237 Total:	59.00								
	BOLTONME Total:	22,199.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
BRO Brodart Company										
419052	12/09/2015	306.15	0.00	12/15/2015	Book Covers		-	No		0000
206-450-5300-42500	Library Collection Maintenance									
	419052 Total:	306.15								
	BRO Total:	306.15								
CARDMEMB Cardmember Service										
11202015	11/20/2015	70.39	0.00	12/15/2015	MB - gas		-	No		0000
101-000-0000-11500	Accounts Receivable									
11202015	11/20/2015	64.26	0.00	12/15/2015	Holiday		-	No		0000
101-420-2220-44300	Miscellaneous									
11202015	11/20/2015	1,085.64	0.00	12/15/2015	State Chief, delta bag fees		-	No		0000
101-420-2220-44370	Conferences & Training									
11202015	11/20/2015	85.39	0.00	12/15/2015	NSWFA		-	No		0000
101-420-2220-44370	Conferences & Training									
11202015	11/20/2015	204.22	0.00	12/15/2015	Computer mount - new ladder		-	No		0000
410-480-8000-45500	Vehicles									
11202015	11/20/2015	45.00	0.00	12/15/2015	Constant Contact		-	No		0000
101-410-1450-43180	Information Technology/Web									
11202015	11/20/2015	1,002.40	0.00	12/15/2015	Hilton - VCOS		-	No		0000
101-420-2220-44370	Conferences & Training									
11202015	11/20/2015	50.00	0.00	12/15/2015	Software		-	No		0000
101-430-3100-43180	Information Technology/Web									
11202015	11/20/2015	14.06	0.00	12/15/2015	Tape measure		-	No		0000
101-420-2400-44300	Miscellaneous									
11202015	11/20/2015	133.25	0.00	12/15/2015	Fuel		-	No		0000
101-420-2400-42120	Fuel, Oil and Fluids									
11202015	11/20/2015	46.98	0.00	12/15/2015	Hard hat & vest		-	No		0000
101-420-2400-44170	Uniforms									
11202015	11/20/2015	52.83	0.00	12/15/2015	Library Chair		-	No		0000
206-450-5300-44300	Miscellaneous									
11202015	11/20/2015	17.12	0.00	12/15/2015	Cub Foods		-	No		0000
206-450-5300-44300	Miscellaneous									
11202015	11/20/2015	99.00	0.00	12/15/2015	Amazon Prime membership		-	No		0000
206-450-5300-44330	Dues & Subscriptions									
	11202015 Total:	2,970.54								
	CARDMEMB Total:	2,970.54								
CARQUEST Car Quest Auto Parts										
2055-365484	11/30/2015	46.16	0.00	12/15/2015	Parts - repair		-	No		0000
101-430-3125-44040	Repairs/Maint Eqpt									
	2055-365484 Total:	46.16								
2055-365755	12/03/2015	122.67	0.00	12/15/2015	Parts		-	No		0000
101-430-3120-42210	Equipment Parts									

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
2055-365857	12/04/2015	122.67								
2055-365755 Total:		122.67								
101-430-3100-42150	Shop Materials	58.54	0.00	12/15/2015	Shop supplies		-	No		0000
2055-365857 Total:		58.54								
CARQUEST Total:		227.37								
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CENTPOW Century Power Equipment										
675225	12/02/2015	845.74	0.00	12/15/2015	Tools		-	No		0000
101-450-5200-42400 Small Tools & Minor Equipment		845.74								
675225 Total:		845.74								
CENTPOW Total:		845.74								
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CENTURL CenturyLink										
11192015	11/19/2015	110.48	0.00	12/15/2015	Phone service		-	No		0000
206-450-5300-43210 Telephone		115.00								
11192015	11/19/2015	115.00	0.00	12/15/2015	Internet Service		-	No		0000
206-450-5300-43250 Internet		225.48								
11192015 Total:		225.48								
CENTURL Total:		225.48								
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COORDIN Coordinated Business Systems										
ARIN108546	11/20/2015	64.24	0.00	12/15/2015	Staples for copier		-	No		0000
101-410-1910-42000 Office Supplies		64.24								
ARIN108546 Total:		64.24								
ARIN108612	11/23/2015	62.00	0.00	12/15/2015	Staples for copier		-	No		0000
101-410-1910-42000 Office Supplies		62.00								
ARIN108612 Total:		62.00								
COORDIN Total:		126.24								
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CTYBLOOM City of Bloomington										
Nov-15	11/30/2015	171.50	0.00	12/15/2015	Lab tests - November		-	No		0000
601-494-9400-42270 Utility System Maintenance		171.50								
Nov-15 Total:		171.50								
CTYBLOOM Total:		171.50								
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CTYROSEV City of Roseville										
220893	11/24/2015	2,951.42	0.00	12/15/2015	IT Services - December		-	No		0000
101-410-1450-43180 Information Technology/Web		2,951.42								
220893 Total:		2,951.42								
220917	11/24/2015	107.64	0.00	12/15/2015	Phone - Admin		-	No		0000
101-410-1320-43210 Telephone		107.64								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
220917	11/24/2015	17.00	0.00	12/15/2015	Building		-			No 0000
101-420-2400-43210	Telephone									
220917	11/24/2015	17.00	0.00	12/15/2015	Communications		-			No 0000
101-410-1450-43210	Telephone									
220917	11/24/2015	17.00	0.00	12/15/2015	Engineering		-			No 0000
101-410-1930-43210	Telephone									
220917	11/24/2015	34.00	0.00	12/15/2015	Finance		-			No 0000
101-410-1520-43210	Telephone									
220917	11/24/2015	47.15	0.00	12/15/2015	Planning		-			No 0000
101-410-1910-43210	Telephone									
220917	11/24/2015	224.65	0.00	12/15/2015	PW		-			No 0000
101-430-3100-43210	Telephone									
	220917 Total:	464.44								
	CTYROSEV Total:	3,415.86								
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ELECTPUM Electric Pump, Inc										
0056737-in	11/20/2015	750.00	0.00	12/15/2015	Maintenance		-			No 0000
602-495-9450-42270	Utility System Maint Supplies									
	0056737-in Total:	750.00								
	ELECTPUM Total:	750.00								
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EMERGRES Emergency Response Solutions										
5206	11/25/2015	968.06	0.00	12/15/2015	Portable lights		-			No 0000
101-420-2220-42400	Small Tools & Equipment									
	5206 Total:	968.06								
	EMERGRES Total:	968.06								
<hr/>										
Enright Enright Robert										
Bonus	11/23/2015	25.00	0.00	12/15/2015	PC 11/23/15 - Bonus		-			No 0000
101-410-1450-43620	Cable Operations									
	Bonus Total:	25.00								
Cable	11/23/2015	55.00	0.00	12/15/2015	PC 11/23/15		-			No 0000
101-410-1450-43620	Cable Operations									
	Cable Total:	55.00								
	Enright Total:	80.00								
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FASTENAL Fastenal Company										
MNOAK12054	11/17/2015	110.72	0.00	12/15/2015	Parts		-			No 0000
101-430-3100-44040	Repairs/Maint Eqpt									
	MNOAK12054 Total:	110.72								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
FASTENAL Total:		110.72								
FOCUS Focus Engineering, Inc.										
2370-2374	11/26/2015	204.95	0.00	12/15/2015	Building		-	No		0000
101-420-2400-43030	Engineering									
2370-2374	11/26/2015	201.00	0.00	12/15/2015	PW		-	No		0000
101-430-3100-43030	Engineering Services									
2370-2374	11/26/2015	1,714.55	0.00	12/15/2015	General		-	No		0000
101-410-1930-43030	Engineering Services									
2370-2374	11/26/2015	177.00	0.00	12/15/2015	PLanning		-	No		0000
101-410-1910-43030	Engineering Services									
2370-2374	11/26/2015	292.50	0.00	12/15/2015	ROW		-	No		0000
101-430-3100-43030	Engineering Services									
	2370-2374 Total:	2,590.00								
2375	11/26/2015	896.50	0.00	12/15/2015	Water		-	No		0000
601-494-9400-43030	Engineering Services									
2375	11/26/2015	385.90	0.00	12/15/2015	SW		-	No		0000
603-496-9500-43030	Engineering Services									
	2375 Total:	1,282.40								
2376	11/26/2015	118.00	0.00	12/15/2015	Transportation & Traffic		-	No		0000
409-480-8000-43030	Engineering Services									
	2376 Total:	118.00								
2377	11/26/2015	195.00	0.00	12/15/2015	Prod Well 4		-	No		0000
601-494-9400-43030	Engineering Services									
	2377 Total:	195.00								
2378	11/26/2015	300.00	0.00	12/15/2015	LE Ave Trunk Water		-	No		0000
601-494-9400-43030	Engineering Services									
	2378 Total:	300.00								
2379	11/26/2015	7,239.35	0.00	12/15/2015	LE Ave Corridor		-	No		0000
409-480-8000-43030	Engineering Services									
	2379 Total:	7,239.35								
2380	11/26/2015	747.50	0.00	12/15/2015	Inwood Booster		-	No		0000
601-494-9400-43030	Engineering Services									
	2380 Total:	747.50								
2381	11/26/2015	220.00	0.00	12/15/2015	Inwood Trunk Watermain		-	No		0000
601-494-9400-43030	Engineering Services									
	2381 Total:	220.00								
2382	11/26/2015	420.00	0.00	12/15/2015	39th Street		-	No		0000
409-480-8000-43030	Engineering Services									
	2382 Total:	420.00								
2383	11/26/2015	2,074.00	0.00	12/15/2015	Eagle Point Blvd		-	No		0000
409-480-8000-43030	Engineering Services									
	2383 Total:	2,074.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
2384	11/26/2015	642.30	0.00	12/15/2015	CSAH 13		-	No		0000
409-480-8000-43030 Engineering Services										
2384 Total:		642.30								
2385	11/26/2015	424.90	0.00	12/15/2015	CSAH 15 Corridor		-	No		0000
602-495-9450-43030 Engineering Services										
2385 Total:		424.90								
2386	11/26/2015	2,887.75	0.00	12/15/2015	2016 Street Improvement		-	No		0000
409-480-8000-43030 Engineering Services										
2386 Total:		2,887.75								
2387	11/26/2015	1,554.55	0.00	12/15/2015	Inwood Tower		-	No		0000
601-494-9400-43030 Engineering Services										
2387 Total:		1,554.55								
2388	11/26/2015	1,506.30	0.00	12/15/2015	Village East Sewer		-	No		0000
602-495-9450-43030 Engineering Services										
2388 Total:		1,506.30								
2389	11/26/2015	1,497.26	0.00	12/15/2015	Lennar I94		-	No		0000
803-000-0000-22910 Developer Payments										
2389 Total:		1,497.26								
2390	11/26/2015	2,021.13	0.00	12/15/2015	Boulder Ponds		-	No		0000
803-000-0000-22910 Developer Payments										
2390 Total:		2,021.13								
2391	11/26/2015	678.50	0.00	12/15/2015	Hammes		-	No		0000
803-000-0000-22910 Developer Payments										
2391 Total:		678.50								
2392	11/26/2015	163.75	0.00	12/15/2015	Hunter Crossing		-	No		0000
803-000-0000-22910 Developer Payments										
2392 Total:		163.75								
2393	11/26/2015	4,108.40	0.00	12/15/2015	Wildflower		-	No		0000
803-000-0000-22910 Developer Payments										
2393 Total:		4,108.40								
2394	11/26/2015	6,051.61	0.00	12/15/2015	Village Preserve		-	No		0000
803-000-0000-22910 Developer Payments										
2394 Total:		6,051.61								
2395	11/26/2015	9,664.06	0.00	12/15/2015	Easton Village		-	No		0000
803-000-0000-22910 Developer Payments										
2395 Total:		9,664.06								
2396	11/26/2015	435.80	0.00	12/15/2015	Kwik Trip		-	No		0000
803-000-0000-22910 Developer Payments										
2396 Total:		435.80								
2397	11/26/2015	3,141.09	0.00	12/15/2015	Inwood		-	No		0000
803-000-0000-22910 Developer Payments										
2397 Total:		3,141.09								
2398	11/26/2015	1,086.69	0.00	12/15/2015	Hunter - 2nd		-	No		0000
803-000-0000-22910 Developer Payments										
2398 Total:		1,086.69								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
2399	11/26/2015	6,709.45	0.00	12/15/2015	Savona 3		-			No 0000
803-000-0000-22910	Developer Payments									
	2399 Total:	6,709.45								
2400	11/26/2015	829.00	0.00	12/15/2015	Auto Owners		-			No 0000
803-000-0000-22910	Developer Payments									
	2400 Total:	829.00								
2401	11/26/2015	59.00	0.00	12/15/2015	ISD 916		-			No 0000
803-000-0000-22910	Developer Payments									
	2401 Total:	59.00								
2402	11/26/2015	2,125.80	0.00	12/15/2015	Arbor Glen		-			No 0000
803-000-0000-22910	Developer Payments									
	2402 Total:	2,125.80								
2403	11/26/2015	147.50	0.00	12/15/2015	Hilton		-			No 0000
803-000-0000-22910	Developer Payments									
	2403 Total:	147.50								
	FOCUS Total:	60,921.09								
GKSERVIC G&K Services										
1182393696	11/11/2015	36.06	0.00	12/15/2015	Uniforms		-			No 0000
101-430-3100-44170	Uniforms									
	1182393696 Total:	36.06								
1182405180	11/18/2015	36.06	0.00	12/15/2015	Uniforms		-			No 0000
101-430-3100-44170	Uniforms									
	1182405180 Total:	36.06								
1182416604	11/25/2015	36.06	0.00	12/15/2015	Uniforms		-			No 0000
101-430-3100-44170	Uniforms									
	1182416604 Total:	36.06								
1182428131	12/02/2015	34.20	0.00	12/15/2015	Uniforms		-			No 0000
101-430-3100-44170	Uniforms									
	1182428131 Total:	34.20								
	GKSERVIC Total:	142.38								
HARAIR Harmon Air										
4823	11/24/2015	235.00	0.00	12/15/2015	Maintenance		-			No 0000
601-494-9400-42270	Utility System Maintenance									
	4823 Total:	235.00								
	HARAIR Total:	235.00								
ICMAA ICMA										
112568	12/07/2015	450.00	0.00	12/15/2015	Ad - City Administrator		-			No 0000
101-410-1320-44300	Miscellaneous									
	112568 Total:	450.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
	ICMAA Total:	450.00								
INNOVAT Innovative Office Solutions										
IN0993665	11/25/2015	67.49	0.00	12/15/2015	Name badges		-	No		0000
101-410-1320-42000	Office Supplies									
	IN0993665 Total:	67.49								
IN1000647	12/03/2015	195.29	0.00	12/15/2015	Supplies		-	No		0000
101-410-1320-42000	Office Supplies									
IN1000647	12/03/2015	124.51	0.00	12/15/2015	Supplies		-	No		0000
101-420-2400-42000	Office Supplies									
IN1000647	12/03/2015	177.51	0.00	12/15/2015	Supplies		-	No		0000
101-410-1910-42000	Office Supplies									
	IN1000647 Total:	497.31								
	INNOVAT Total:	564.80								
JANIKING Jani-King of Minnesota, Inc										
MIN12150410	12/01/2015	326.65	0.00	12/15/2015	Cleaning services - December		-	No		0000
101-410-1940-44010	Repairs/Maint Contractual Bldg									
	MIN12150410 Total:	326.65								
	JANIKING Total:	326.65								
LENNAR Lennar Family of Builders										
Escrow	12/01/2015	45,000.00	0.00	12/15/2015	Refund escrow - Juniper Court		-	No		0000
803-000-0000-22900	Deposits Payable									
	Escrow Total:	45,000.00								
	LENNAR Total:	45,000.00								
LEOIL Lake Elmo Oil, Inc.										
	11/30/2015	361.58	0.00	12/15/2015	Fuel		-	No		0000
101-420-2220-42120	Fuel, Oil and Fluids									
	Total:	361.58								
	LEOIL Total:	361.58								
LOFF Loffler Companies, Inc.										
2121252	12/01/2015	261.02	0.00	12/15/2015	Copy machine coverage & base		-	No		0000
101-410-1940-44040	Repairs/Maint Contractual Eqpt									
	2121252 Total:	261.02								
	LOFF Total:	261.02								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
MENARDSO Menards - Oakdale										
91747	11/19/2015	153.24	0.00	12/15/2015	Supplies		-	No		0000
601-494-9400-42270	Utility System Maintenance									
	91747 Total:	153.24								
91921	11/21/2015	82.77	0.00	12/15/2015	Supplies		-	No		0000
101-450-5200-42250	Landscaping Materials									
	91921 Total:	82.77								
92074	11/23/2015	114.48	0.00	12/15/2015	Supplies		-	No		0000
101-450-5200-42150	Shop Materials									
	92074 Total:	114.48								
92177	11/25/2015	190.24	0.00	12/15/2015	Hockey rink boards		-	No		0000
101-450-5200-44030	Repairs/Maint Imp Not Bldgs									
	92177 Total:	190.24								
92178	11/25/2015	41.97	0.00	12/15/2015	Supplies		-	No		0000
101-430-3100-42150	Shop Materials									
	92178 Total:	41.97								
92843	12/04/2015	13.94	0.00	12/15/2015	Station 1 repairs		-	No		0000
101-420-2220-44010	Repairs/Maint Bldg									
92843	12/04/2015	13.19	0.00	12/15/2015	Vehicle main.		-	No		0000
101-420-2220-44040	Repairs/Maint Eqpt									
	92843 Total:	27.13								
	MENARDSO Total:	609.83								
MILLEREX Miller Excavating, Inc.										
20133	11/30/2015	440.00	0.00	12/15/2015	Grader		-	No		0000
101-430-3120-43150	Contract Services									
	20133 Total:	440.00								
	MILLEREX Total:	440.00								
MINITEX Minitex										
88821	10/14/2015	475.00	0.00	12/15/2015	Library Cards		-	No		0000
206-450-5300-42500	Library Collection Maintenance									
	88821 Total:	475.00								
	MINITEX Total:	475.00								
MORNING Morningsstar										
	11/18/2015	1,908.00	0.00	12/15/2015	Database		-	No		0000
206-000-0000-15500	Prepaid Items									
	Total:	1,908.00								
	MORNING Total:	1,908.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
MSAPROF MSA Professional Services, Inc										
6	11/11/2015	2,248.28	0.00	12/15/2015	Inwood Booster Station		-	No		0000
601-494-9400-43030 Engineering Services		2,248.28								
6 Total:		2,248.28								
MSAPROF Total:		2,248.28								
NCPERS 566200-NCPERS Minnesota										
5662915	11/20/2015	96.00	0.00	12/15/2015	December premiums		-	No		0000
101-000-0000-21708 Other Benefits		96.00								
5662915 Total:		96.00								
NCPERS Total:		96.00								
NIEBUR Niebur Tractor & Equipment										
01-50610	12/03/2015	294.97	0.00	12/15/2015	Tools		-	No		0000
101-430-3100-42400 Small Tools & Minor Equipment		294.98								
01-50610	12/03/2015	294.98	0.00	12/15/2015	Tools		-	No		0000
101-450-5200-42400 Small Tools & Minor Equipment		589.95								
01-50610 Total:		589.95								
NIEBUR Total:		589.95								
NORTH Northland Trust Services, Inc.										
LKEL12A	10/12/2015	495.00	0.00	12/15/2015	Debt Service		-	No		0000
601-494-9400-46200 Fiscal Agent Fees		495.00								
LKEL12A Total:		495.00								
NORTH Total:		495.00								
ONECALL Gopher State One Call										
150867	11/30/2015	385.70	0.00	12/15/2015	Tickets		-	No		0000
101-430-3100-43150 Contract Services		385.70								
150867 Total:		385.70								
ONECALL Total:		385.70								
OVERDRIV OverDrive, Inc										
206-450-5300-42500 Library Collection Maintenance	12/03/2015	5,000.00	0.00	12/15/2015	Ebooks Subscription		-	No		0000
Library Collection Maintenance		5,000.00								
Total:		5,000.00								
OVERDRIV Total:		5,000.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
PENWORTH The Penworthy Company										
0510003-IN	12/02/2015	680.77	0.00	12/15/2015	Childrens Easy readers		-	No		0000
206-450-5300-42500	Library Collection Maintenance									
	0510003-IN Total:	680.77								
	PENWORTH Total:	680.77								
PINKY Pinky's Sewer Service, Inc.										
74636	12/02/2015	100.00	0.00	12/15/2015	Pumped two tanks		-	No		0000
206-450-5300-44010	Repairs/Maint Bldg									
	74636 Total:	100.00								
	PINKY Total:	100.00								
SACHSJIM James Sachs										
101-430-3100-44170	12/03/2015	209.99	0.00	12/15/2015	Boots		-	No		0000
	Uniforms									
	Total:	209.99								
	SACHSJIM Total:	209.99								
SAMBATEK Sambatek, Inc										
6633	11/25/2015	39.10	0.00	12/15/2015	Legends		-	No		0000
803-000-0000-22910	Developer Payments									
	6633 Total:	39.10								
6634	11/25/2015	90.00	0.00	12/15/2015	Arbor Glen		-	No		0000
803-000-0000-22910	Developer Payments									
	6634 Total:	90.00								
	SAMBATEK Total:	129.10								
SAMSCLUB Sam's Club										
101-420-2220-44010	12/03/2015	20.58	0.00	12/15/2015	Station supplies		-	No		0000
	Repairs/Maint Bldg									
101-420-2220-44300	12/03/2015	21.96	0.00	12/15/2015	Rehab supplies		-	No		0000
	Miscellaneous									
	Total:	42.54								
	SAMSCLUB Total:	42.54								
SCHLOMKA Schlomka Service LLC										
17958	11/24/2015	230.00	0.00	12/15/2015	Pump holding tanks		-	No		0000
101-430-3100-44010	Repairs/Maint Bldg									
	17958 Total:	230.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
SCHLOMKA Total:		230.00								
SPRINT Sprint										
761950227-150	11/18/2015	60.25	0.00	12/15/2015	Cell phone - Admin		-	No		0000
101-410-1940-43210	Telephone									
761950227-150	11/18/2015	223.18	0.00	12/15/2015	Cell phone - Fire		-	No		0000
101-420-2220-43210	Telephone									
761950227-150	11/18/2015	43.99	0.00	12/15/2015	Cell phone - Bldg		-	No		0000
101-420-2400-43210	Telephone									
761950227-150	11/18/2015	85.50	0.00	12/15/2015	Cell phone - PW		-	No		0000
101-430-3100-43210	Telephone									
761950227-150	11/18/2015	119.70	0.00	12/15/2015	Cell phone - Parks		-	No		0000
101-450-5200-43210	Telephone									
761950227-150	11/18/2015	55.77	0.00	12/15/2015	Cell phone - Taxpayer		-	No		0000
101-410-1450-43210	Telephone									
761950227-150	11/18/2015	14.87	0.00	12/15/2015	Cell phone - Planning		-	No		0000
101-410-1910-43210	Telephone									
761950227-150 Total:		603.26								
SPRINT Total:		603.26								
STLIBRAR Stillwater Public Library										
	12/01/2015	300.00	0.00	12/15/2015	Library card reimbursement		-	No		0000
206-450-5300-44300	Miscellaneous									
Total:		300.00								
STLIBRAR Total:		300.00								
TEILANDM TEI Landmark Audio										
	11/20/2015	2,000.00	0.00	12/15/2015	New audio books purchase plan		-	No		0000
206-000-0000-15500	Prepaid Items									
Total:		2,000.00								
11836728	09/03/2015	164.52	0.00	12/15/2015	Used audio books		-	No		0000
206-450-5300-42500	Library Collection Maintenance									
11836728 Total:		164.52								
TEILANDM Total:		2,164.52								
TOWNCTRY Town & Country Cleaning Co										
1215175	12/01/2015	370.00	0.00	12/15/2015	December 2015 cleaning		-	No		0000
206-450-5300-44010	Repairs/Maint Bldg									
1215175 Total:		370.00								
W1115251	11/30/2015	275.00	0.00	12/15/2015	Window cleaning library		-	No		0000
206-450-5300-44010	Repairs/Maint Bldg									
W1115251 Total:		275.00								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
TOWNCTRY Total:		645.00								
TRISTATE Tri State Bobcat, Inc.	11/20/2015	1,210.00	0.00	12/15/2015	Loader rental		-	No		0000
E18190	404-480-8000-44030	Repairs/Maint Imp Not Bldgs								
	E18190 Total:	1,210.00								
TRISTATE Total:		1,210.00								
TRKUTI Truck Utilities Inc.	11/19/2015	41.08	0.00	12/15/2015	Parts		-	No		0000
291495	101-430-3125-42210	Equipment Parts								
	291495 Total:	41.08								
TRKUTI Total:		41.08								
WASHLIB Washington County Library	12/01/2015	1,023.00	0.00	12/15/2015	Library card reimbursement		-	No		0000
206-450-5300-44300	Miscellaneous									
	Total:	1,023.00								
WASHLIB Total:		1,023.00								
WHEATON Wheaton Joseph	12/01/2015	2,206.65	0.00	12/15/2015	Electrical Inspections - November		-	No		0000
20151130	101-000-0000-20802	Electrical Permit Fees Payable								
	20151130 Total:	2,206.65								
WHEATON Total:		2,206.65								
Whiteani White Anita	12/01/2015	25.00	0.00	12/15/2015	CC 12/01/15 - Bonus		-	No		0000
Bonus	101-410-1450-43620	Cable Operations								
	Bonus Total:	25.00								
Cable	12/01/2015	55.00	0.00	12/15/2015	CC 12/01/15		-	No		0000
101-410-1450-43620	Cable Operations									
	Cable Total:	55.00								
Whiteani Total:		80.00								
WIER Wier Darla	12/07/2015	73.48	0.00	12/15/2015	Refund payment		-	No		0000
603-000-0000-37100	Surface Water Utility Sales									
	Total:	73.48								

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
WIER Total:		73.48								
XCEL Xcel Energy	12/15/2015	27.84	0.00	12/15/2015	Utility services		-	No		0000
101-430-3160-43810	Street Lighting									
101-420-2220-43810	Electric Utility	423.71	0.00	12/15/2015	Utility services		-	No		0000
101-410-1940-43810	Electric Utility	266.32	0.00	12/15/2015	Utility services		-	No		0000
101-430-3160-43810	Street Lighting	29.18	0.00	12/15/2015	Utility services		-	No		0000
101-450-5200-43810	Electric Utility	13.51	0.00	12/15/2015	Utility services		-	No		0000
101-450-5200-43810	Electric Utility	37.02	0.00	12/15/2015	Utility services		-	No		0000
101-450-5200-43810	Electric Utility	26.60	0.00	12/15/2015	Utility services		-	No		0000
101-430-3160-43810	Street Lighting	38.91	0.00	12/15/2015	Utility services		-	No		0000
101-450-5200-43810	Electric Utility	103.58	0.00	12/15/2015	Utility services		-	No		0000
602-495-9450-43810	Electric Utility	19.22	0.00	12/15/2015	Utility services		-	No		0000
602-495-9450-43810	Electric Utility	17.78	0.00	12/15/2015	Utility services		-	No		0000
101-420-2220-43810	Electric Utility	294.39	0.00	12/15/2015	Utility services		-	No		0000
101-450-5200-43810	Electric Utility	255.54	0.00	12/15/2015	Utility services		-	No		0000
101-430-3160-43810	Street Lighting	26.98	0.00	12/15/2015	Utility services		-	No		0000
101-450-5200-43810	Electric Utility	14.24	0.00	12/15/2015	Utility services		-	No		0000
101-450-5200-43810	Electric Utility	30.65	0.00	12/15/2015	Utility services		-	No		0000
101-430-3100-43810	Electric Utility	781.05	0.00	12/15/2015	Utility services		-	No		0000
601-494-9400-43810	Electric Utility	108.76	0.00	12/15/2015	Utility services		-	No		0000
101-430-3160-43810	Street Lighting	12.23	0.00	12/15/2015	Utility services		-	No		0000
206-450-5300-43810	Electric Utility	474.51	0.00	12/15/2015	Utility services		-	No		0000

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
602-495-9450-43810	12/15/2015 Electric Utility	201.81	0.00	12/15/2015	Utility services		-	No		0000
601-494-9400-43810	12/15/2015 Electric Utility	123.64	0.00	12/15/2015	Utility services		-	No		0000
101-450-5200-43810	12/15/2015 Electric Utility	13.22	0.00	12/15/2015	Utility services		-	No		0000
101-430-3160-43810	12/15/2015 Street Lighting	51.28	0.00	12/15/2015	Utility services		-	No		0000
101-430-3160-43810	12/15/2015 Street Lighting	46.44	0.00	12/15/2015	Utility services		-	No		0000
601-494-9400-43810	12/15/2015 Electric Utility	1,016.71	0.00	12/15/2015	Utility services		-	No		0000
Total:		4,455.12								
XCEL Total:		4,455.12								
Report Total:		171,163.08								

Accounts Payable To Be Paid Proof List

User: PattyB

Printed: 12/07/2015 - 3:52 PM

Batch: 003-12-2015

Invoice #	Inv Date	Amount	Quantity	Pmt Date	Description	Reference	Task	Type	PO #	Close POLine #
METCOU Metropolitan Council										
1050155	12/02/2015	1,289.58	0.00	12/15/2015	Waste water - January 2016		-	No		0000
602-000-0000-15500	Prepaid Items									
	1050155 Total:	1,289.58								
	METCOU Total:	1,289.58								
SW/WC SW/WC Service Cooperatives										
101-000-0000-15500	11/24/2015	19,272.00	0.00	12/15/2015	January 2016 Premium		-	No		0000
	Prepaid Items									
	Total:	19,272.00								
	SW/WC Total:	19,272.00								
	Report Total:	20,561.58								



MAYOR & COUNCIL COMMUNICATION

DATE: December 15, 2015
CONSENT
ITEM #2
MOTION

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

SUBMITTED BY: Cathy Bendel, Finance Director

THROUGH: Cathy Bendel, Finance Director

REVIEWED BY: Patty Baker, Accountant

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: Finance

FISCAL IMPACT: Up to \$15,668.87 to be assessed to Washington County for collection via 2015 tax rolls. Amount to be reduced for any payments received on or before December 18, 2015.

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

BACKGROUND INFORMATION: The City of Lake Elmo has authority by Minnesota State statute 444.075, subd.3 to assess property owners for unpaid water utilities and services. Affected homeowners with past due balances were sent notification of the proposed assessment. Property owners have until December 18, 2015 to pay the balance due without additional fees.

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

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

The user fees collected are utilized to operate the Cities respective water, sewer and surface water systems. Assessing the property owners listed on Exhibit A (attached) for unpaid services will assure collection of charged fees. The deadline to certify unpaid water utility bills to Washington County is December 28, 2015. Any payments received before the cutoff of December 18, 2015 will be removed from this list and not reported to Washington County for assessment.

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

ATTACHMENTS:

1. Resolution 2015-86
2. Exhibit A

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

RESOLUTION 2015-086

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

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

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

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

1. The list of delinquent accounts, a copy of which is attached hereto as Exhibit A, and made part hereof, is hereby accepted and shall be certified to the Washington County Auditor for collection with taxes payable.
2. The certified amount shall be payable over a period of one year, with interest as provided in Exhibit A.
3. The owner of the property may, at any time prior to certification to the County Auditor, pay the delinquent amount to the City Finance Director.
4. The City Finance Director shall forthwith transmit a certified duplicate of Exhibit A to the County Auditor to be extended on the property tax lists of Washington County no later than December 28, 2015. Such delinquent accounts shall be collected and paid over in the same manner as other municipal taxes.

**ADOPTED BY THE LAKE ELMO CITY COUNCIL ON THE 15th DAY OF
DECEMBER, 2015.**

By: _____

Mike Pearson
Mayor

(Seal)

Julie Johnson, City Clerk

City of Lake Elmo		EXHIBIT A		
<u>Potential Water Assessments</u>				
<u>12/15/2015</u>				
<u>Outstanding as of 12/11/15</u>				
			Potential to be	
Account	Balance	Fee	Assessed	PID
01-00000121-00-5	159.73	25.00	184.73	13.029.21.32.0039
01-00000122-00-6	515.84	41.27	557.11	13.029.21.32.0040
01-00000153-00-6	280.89	25.00	305.89	14.029.21.41.0012
01-00000158-00-1	342.79	27.42	370.21	14.029.21.41.0016
01-00000189-00-1	559.05	44.72	603.77	13.029.21.43.0007
01-00000193-00-8	211.57	25.00	236.57	13.029.21.43.0010
01-00000197-00-2	728.82	58.31	787.13	13.029.21.32.0081
01-00000213-00-1	112.64	25.00	137.64	13.029.21.23.0027
01-00000228-00-9	665.56	53.24	718.80	14.029.21.44.0010
01-00000229-00-0	105.99	25.00	130.99	13.029.21.33.0022
01-00000244-00-1	201.34	25.00	226.34	14.029.21.41.0027
01-00000247-00-4	1,334.04	106.72	1,440.76	14.029.21.44.0020
01-00000271-00-7	374.22	29.94	404.16	05.029.21.44.0016
01-00000276-00-2	348.38	27.87	376.25	10.029.21.24.0008
01-00000316-00-1	162.22	25.00	187.22	24.029.21.12.0030
01-00000320-00-8	245.01	25.00	270.01	24.029.21.14.0009
01-00000322-00-0	203.71	25.00	228.71	24.029.21.14.0008
01-00000340-00-4	163.80	25.00	188.80	24.029.21.11.0017
01-00000430-00-8	123.82	25.00	148.82	16.029.21.41.0031
01-00000521-00-3	423.78	33.90	457.68	15.029.21.32.0022
01-00000524-00-6	53.00	25.00	78.00	15.029.21.32.0013
01-00000576-00-3	251.75	25.00	276.75	15.029.21.31.0011
01-00000603-00-6	281.94	25.00	306.94	16.029.21.41.0012
01-00000843-00-2	418.33	33.47	451.80	12.029.21.42.0017
01-00000845-00-4	164.29	25.00	189.29	12.029.21.41.0019
01-00000849-00-8	330.49	26.44	356.93	12.029.21.42.0019
01-00000861-00-6	737.81	59.02	796.83	12.029.21.42.0031
01-00000878-00-6	451.40	36.11	487.51	12.029.21.43.0018
01-00000932-00-5	484.27	38.74	523.01	06.029.20.32.0044
01-00000970-00-5	368.24	29.46	397.70	06.029.20.32.0067
01-00001325-00-2	1,112.96	89.04	1,202.00	01.029.21.11.0017
01-00001451-00-4	439.32	35.15	474.47	02.029.21.14.0011
01-00003181-00-0	510.71	40.86	551.57	01.029.21.14.0004
04-00000013-00-0	179.33	25.00	204.33	15.029.21.34.0002
04-00000019-00-6	247.50	25.00	272.50	15.029.21.33.0040
04-00000027-00-7	96.78	25.00	121.78	15.029.21.33.0012
04-00000071-00-6	101.72	25.00	126.72	22.029.21.22.0012
04-00000123-00-0	138.18	25.00	163.18	21.029.21.12.0009
04-00000127-00-4	96.99	25.00	121.99	21.029.21.12.0011
04-00000171-00-3	162.16	25.00	187.16	21.029.21.12.0001
04-00000175-00-7	249.18	25.00	274.18	21.029.21.12.0022
04-00000213-00-4	386.05	30.88	416.93	21.029.21.23.0006
04-00000215-00-6	152.50	25.00	177.50	21.029.21.23.0007
	14,678.10	1,442.56	16,120.66	



MAYOR & COUNCIL COMMUNICATION

DATE: December 15, 2015
CONSENT
ITEM #3
MOTION

AGENDA ITEM: November 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 November 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 November 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 25.7% above budget for the month bringing the year to date total revenue to 4.1% above budget. The most significant budget to actual revenue variances are as follows:

- Building Permit revenue was 17.5% below budget for the month bringing the year to date to 21.9% below budget. In November there were 12 new home starts compared to the budgeted 11 new home starts per month. The year to date new home starts is at 125, of which 11 were open space new homes. The 2015 budget did not include any open space new homes.

Expenses:

Total expenses for the month were 3.0% above budget bringing the year to date expenses to 3.2% less than budget. All departments continue to manage to the bottom line.

The following summarizes variances of note:

General:

- General Government expenses were 11.0% greater than budget for the month bringing the year to date expenses to 6.1% greater than budget. This was primarily due to PTO payouts which were not planned for in the budget.
- Total Public Safety expenses were 28.4% greater than budget for the month bringing the year to date expenses to 7.8% better than budget. This was primarily due to the building inspector truck purchase in November which was budgeted to happen earlier in the year. The truck was financed through a vehicle loan through Lake Elmo bank at a rate of 1.99% which is below the current bonding rate.
- Public Works – The total Public Works expenses were 36.2% below budget for the month and 15.6% below budget year to date. This is primarily due to the mild winter we have had so far resulting in lower road maintenance costs than anticipated in the budget.

In summary, year to date actual expenses continue to be less than budgeted and the net income through November is 38.8% 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 November were 5.3% below budget for the month. This was primarily due to expenditures running very close to budget during the month. On a year to date basis the actual expenses are 26.4% below budget.

On a net income basis, the year to date results are 77% better than budget primarily due to the previously mentioned collection of delinquent rent mentioned in prior months.

The ending November cash balance in the library fund is \$178.7k.

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

ATTACHMENT:

1. November Financial Reports

City of Lake Elmo
 2015 By Month
 Budget to Actual Comparative
 For the month ending November 30, 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	63.40%	69,267.25	87,067.63	17,800.38	25.70%	2,312,594.25	2,408,023.72	95,429.47	4.13%									
EXPENSE																			
Total Mayor & Council	40,955.00	76.02%	1,000.00	682.58	317.42	31.74%	26,002.66	31,133.39	(5,130.73)	-19.73%									
Total Administration	407,316.00	114.60%	28,962.37	34,107.65	(5,145.28)	-17.77%	375,998.63	466,786.07	(90,787.44)	-24.15%									
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	40.37%	4,787.77	240.00	4,547.77	94.99%	64,078.23	28,600.52	35,477.71	55.37%									
Total Finance	134,647.00	80.74%	7,858.23	6,953.93	904.30	11.51%	126,363.77	108,709.54	17,654.23	13.97%									
Total Planning & Zoning	224,218.00	98.71%	16,575.62	25,612.40	(9,036.78)	-54.52%	205,852.38	221,331.09	(15,478.71)	-7.52%									
Total Engineering Services	54,800.00	68.75%	4,600.00	3,971.55	628.45	13.66%	50,200.00	37,675.95	12,524.05	24.95%									
Total City Hall	50,235.00	110.99%	4,161.00	3,869.31	291.69	7.01%	46,124.00	55,755.63	(9,631.63)	-20.88%									
Total General Government	984,063.00	96.76%	67,944.99	75,437.42	(7,492.43)	-11.03%	895,644.67	952,163.22	(56,518.55)	-6.31%									
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	102.40%	4,100.00	4,512.50	(412.50)	-10.06%	46,000.00	51,197.50	(5,197.50)	-11.30%									
Total Fire	385,312.00	83.01%	27,497.47	28,742.99	(1,245.52)	-4.53%	352,493.03	319,861.62	32,631.41	9.26%									
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	57.96%	24,144.08	38,390.73	(14,246.65)	-59.01%	299,073.92	187,534.30	111,539.62	37.30%									
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	121.74%	570.00	650.00	(80.00)	-14.04%	6,230.00	8,277.99	(2,047.99)	-32.87%									
Total Public Safety	1,327,792.00	67.21%	56,311.55	72,296.22	(15,984.67)	-28.39%	967,946.45	892,427.42	75,519.03	7.80%									

	MONTH				YTD			
	BUDGET Month	ACTUAL Month	Variance (\$) Month	Variance (%) Month	BUDGET YTD	ACTUAL YTD	Variance (\$) YTD	Variance (%) YTD
DEPT 430 - PUBLIC WORKS								
Total Public Works	380,195.00	30,612.69	19,690.01	10,922.68	348,832.31	293,313.69	55,518.62	15.92%
Total Streets	222,578.00	1,550.00	6,968.08	(5,418.08)	221,528.00	200,980.87	20,547.13	9.28%
Total Ice & Snow Removal	95,500.00	16,300.00	4,199.47	12,100.53	74,200.00	59,962.00	14,238.00	19.19%
Total Street Lighting	28,000.00	2,300.00	2,147.29	152.71	25,700.00	21,685.48	4,014.52	15.62%
Total Recycling	9,500.00	500.00	0.00	500.00	9,000.00	568.03	8,431.97	93.69%
Total Tree Program	6,000.00	500.00	0.00	500.00	5,500.00	1,500.00	4,000.00	72.73%
Total Public Works	<u>741,773.00</u>	<u>51,762.69</u>	<u>33,004.85</u>	<u>18,757.84</u>	<u>684,760.31</u>	<u>578,010.07</u>	<u>106,750.24</u>	<u>15.59%</u>
DEPT 450 - CULTURE, RECREATION								
Total Parks & Recreation	153,028.00	11,550.74	15,300.23	(3,749.49)	141,477.18	214,496.22	(73,019.04)	-51.61%
IT & Telephone	109,560.00	6,388.00	3,793.57	2,594.43	96,668.00	61,027.78	35,640.22	36.87%
GRAND TOTAL ALL EXPENSES	<u>3,316,216.00</u>	<u>193,957.97</u>	<u>199,832.29</u>	<u>(5,874.32)</u>	<u>2,786,496.61</u>	<u>2,698,124.71</u>	<u>88,371.90</u>	<u>3.17%</u>
SUB TOTAL NET INC OVER EXP	<u>482,118.00</u>	<u>(124,690.72)</u>	<u>(112,764.66)</u>	<u>11,926.60</u>	<u>(473,902.36)</u>	<u>(290,100.99)</u>	<u>183,801.37</u>	<u>38.78%</u>
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	<u>3,798,334.00</u>	<u>193,957.97</u>	<u>199,832.29</u>	<u>(5,874.32)</u>	<u>2,786,496.61</u>	<u>2,698,124.71</u>	<u>88,371.90</u>	<u>3.17%</u>
Net Income over Expenses	<u>0.00</u>	<u>(124,690.72)</u>	<u>(112,764.66)</u>	<u>11,926.60</u>	<u>(473,902.36)</u>	<u>(290,100.99)</u>	<u>183,801.37</u>	<u>38.78%</u>

2015 By Month
Budget to Actual Comparative
For the month ending November 30, 2015
101-General Fund Detail
By Department

DEPT 410 - GEN'L GOV'T	Full Year		MONTH				YTD				YTD Variance notes
	BUDGET 2015	% to date	BUDGET Month	ACTUAL Month	Variance (\$) Month	Variance (%) Month	BUDGET YTD	ACTUAL YTD	Variance (\$) YTD	Variance (%) YTD	
REVENUE											
Current Ad Valorem Taxes	2,531,080.00	45.80%	0.00	0.00	0.00	0.00%	1,265,540.00	1,159,178.20	(106,361.80)	-8.40%	
Delinquent Ad Valorem Taxes	15,000.00	168.99%	0.00	0.00	0.00	0.00%	7,500.00	25,347.86	17,847.86	237.97%	
Mobile Home Tax	11,400.00	56.33%	0.00	0.00	0.00	0.00%	5,700.00	6,421.42	721.42	12.66%	
Fiscal Disparities	160,000.00	69.25%	0.00	0.00	0.00	0.00%	80,000.00	110,796.92	30,796.92	38.50%	
Penalty & Interests on Taxes	700.00	160.65%	0.00	0.00	0.00	0.00%	350.00	1,124.58	774.58	221.31%	
Liquor License	8,350.00	97.60%	0.00	0.00	0.00	0.00%	5,350.00	8,150.00	2,800.00	52.34%	
Wastewater License	1,680.00	28.57%	0.00	0.00	0.00	0.00%	840.00	480.00	(360.00)	-42.86%	
General Contractor License	2,500.00	0.00%	0.00	0.00	0.00	0.00%	2,300.00	3,500.00	1,200.00	52.17%	
Heating Contractor License	2,500.00	140.00%	0.00	200.00	200.00	0.00%	0.00	0.00	1,200.00	0.00%	
Blacktopping Contractor License	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Building Permits	517,600.00	71.52%	43,130.00	35,603.95	(7,526.05)	-17.45%	474,430.00	370,186.61	(104,243.39)	-21.97%	12 new home permits in Nov; YTD at 125 new homes (1 Open space)
Building Re-inspect Fees	1,000.00	0.00%	100.00	0.00	(100.00)	-100.00%	1,000.00	100.00	(900.00)	-90.00%	
Heating Permits	29,040.00	107.66%	2,420.00	5,579.00	3,159.00	130.54%	26,620.00	31,265.70	4,645.70	17.45%	
Plumbing Permits	29,040.00	132.65%	2,420.00	4,680.00	2,260.00	93.39%	26,620.00	38,522.00	11,902.00	44.71%	
Sewer Permits	10,560.00	0.00%	880.00	0.00	(880.00)	-100.00%	9,680.00	0.00	(9,680.00)	-100.00%	
Animal License	2,500.00	82.24%	40.00	20.00	(20.00)	-50.00%	2,460.00	2,056.00	(404.00)	-16.42%	
Utility Permits (ROW)	5,000.00	1106.92%	0.00	13,409.40	13,409.40	100.00%	5,000.00	55,346.20	50,346.20	1006.92%	Driven by development activity
Burning Permit	2,250.00	68.00%	50.00	125.00	75.00	150.00%	2,250.00	1,530.00	(720.00)	-32.00%	
Massage Therapy Licenses	150.00	16.67%	0.00	0.00	0.00	0.00%	150.00	25.00	(125.00)	-83.33%	
Electrical Permit	6,051.00	142.98%	500.00	804.82	304.82	60.96%	5,500.00	8,651.94	3,151.94	57.31%	Year to date includes a correction for an August coding error
Homestead Credit Aid	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
MSA-Maintenance	101,696.00	117.47%	0.00	0.00	0.00	0.00%	101,696.00	119,464.00	17,768.00	17.47%	YTD=MSA funding increase for 2015
State Fire Aid	41,500.00	140.16%	0.00	0.00	0.00	0.00%	0.00	58,165.92	58,165.92	100.00%	
PERA Aid	2,749.00	50.00%	0.00	0.00	0.00	0.00%	1,374.50	1,374.50	0.00	0.00%	
Gravel Tax	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Recycling Grant	15,500.00	101.21%	0.00	0.00	0.00	100.00%	15,500.00	15,688.00	188.00	1.21%	
Misc State Grant/Surcharge Rev	5,000.00	5039.23%	0.00	0.00	0.00	100.00%	375.00	15,688.00	15,313.00	618.97%	Grant fund for DNR trail grooming & City 5 tree project
Cable Franchise Revenue	45,000.00	151.40%	0.00	0.00	0.00	0.00%	45,000.00	25,196.14	(19,803.86)	-44.01%	Rec'd participant distribution of excess funding
Zoning & Subdivision Fees	7,500.00	357.73%	0.00	1,200.00	1,200.00	100.00%	7,500.00	26,830.00	19,330.00	257.73%	Very few zoning permits budgeted in 2015
Plan Check Fees	181,923.00	117.41%	15,160.25	21,132.58	5,972.33	39.39%	166,762.75	213,604.38	46,841.63	28.09%	
Sale of Copies, Books, Maps	175.00	38.00%	15.00	0.00	(15.00)	-100.00%	160.00	66.50	(93.50)	-58.44%	
Assessment Searches	750.00	348.00%	30.00	540.00	510.00	1700.00%	735.00	2,610.00	1,875.00	255.10%	
Clean Up Days	2,000.00	180.75%	0.00	0.00	0.00	0.00%	2,000.00	3,615.00	1,615.00	80.75%	
Cable Operation Reimbursement	2,500.00	32.03%	0.00	0.00	0.00	0.00%	1,875.00	800.63	(1,074.37)	-57.30%	
Fines	48,000.00	77.31%	4,000.00	3,768.88	(231.12)	-5.78%	44,000.00	37,107.01	(6,892.99)	-15.67%	
Miscellaneous Permits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Fire Billable Revenue	500.00	100.00%	0.00	0.00	0.00	0.00%	500.00	500.00	0.00	0.00%	
Miscellaneous Revenue	3,500.00	336.35%	300.00	0.00	(300.00)	-100.00%	3,200.00	11,772.11	8,572.11	267.88%	
Internal Charges	640.00	65.31%	22.00	4.00	(18.00)	-81.82%	626.00	418.00	(208.00)	-33.23%	
Interest Earnings	10,000.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Donations	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%	
Total Revenue	3,798,334.00	63.40%	69,267.25	87,067.63	17,800.38	25.70%	2,312,594.25	2,408,023.72	95,429.47	4.13%	

EXPENSE	Full Year BUDGET 2015	% to date	MONTH					YTD								
			BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)						
			Month	Month	Month	Month	YTD	YTD	YTD	YTD						
1110 - Mayor & Council																
PT Salaries	25,690.00	50.00%	0.00	0.00	0.00	0.00%	12,845.00	12,845.00	0.00	0.00%						
FICA Contributions	1,593.00	49.99%	0.00	0.00	0.00	0.00%	796.39	796.39	0.00	0.00%						
Medicare Contributions	372.00	50.07%	0.00	0.00	0.00	0.00%	186.27	186.27	0.00	0.00%						
Workers Compensation	300.00	29.66%	0.00	0.00	0.00	0.00%	300.00	88.97	211.03	70.34%						
Mileage	500.00	33.83%	0.00	0.00	0.00	0.00%	375.00	169.16	205.84	54.89%						
Miscellaneous	0.00	100.00%	0.00	0.00	0.00	0.00%	0.00	211.54	(211.54)	-100.00%						
Dues & Subscriptions	11,500.00	137.70%	1,000.00	682.58	317.42	31.74%	11,000.00	15,836.06	(4,836.06)	-43.96%						2015 share of LMC annual Print made in Sept 2014 plus annual YSB payment
Conferences & Training	1,000.00	100.00%	0.00	682.58	0.00	0.00%	500.00	1,000.00	(500.00)	-100.00%						
Total Mayor & Council	40,955.00	76.02%	1,000.00	682.58	317.42	31.74%	26,002.66	31,133.39	(5,130.73)	-19.73%						
1320 - Administration																
FT Salaries	198,125.00	105.41%	15,240.38	17,867.83	(2,627.45)	-17.24%	182,884.62	208,836.03	(25,951.41)	-14.19%						Variance is a result of PTO payouts to prior employees
PERA Contributions	14,364.00	81.92%	1,104.92	802.25	302.67	27.39%	13,259.08	11,766.38	1,492.70	11.26%						
ICMA Contributions	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	100.46%	944.92	857.69	87.23	9.23%	11,339.08	12,340.75	(1,001.67)	-8.83%						
Medicare Contributions	2,873.00	102.06%	221.00	246.61	(25.61)	-11.59%	2,652.00	2,932.23	(280.23)	-10.57%						
Health/Dental Insurance	44,865.00	97.37%	3,451.15	4,585.44	(1,134.29)	-32.87%	41,413.85	43,683.44	(2,269.59)	-5.48%						
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	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	95.60%	475.00	25.81	449.19	94.57%	5,025.00	5,258.03	(233.03)	-4.64%						
Printed Forms	0.00	100.00%	0.00	38.00	(38.00)	-100.00%	0.00	1,888.00	(1,888.00)	-100.00%						
Legal Services	45,000.00	218.45%	3,750.00	6,704.00	(2,954.00)	-78.77%	41,250.00	98,302.59	(57,052.59)	-138.31%						November Johnson and Turner invoice not yet received
Newsletter/Website	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	104.66%	2,500.00	2,500.00	0.00	0.00%	27,500.00	33,490.88	(5,990.88)	-21.79%						May expense includes WA assessor fees budgeted later in the year
Contract Services	0.00	0.00%	0.00	300.00	(300.00)	-100.00%	0.00	1,100.00	(1,100.00)	-100.00%						
Postage	2,000.00	172.10%	0.00	107.64	(107.64)	-100.00%	1,500.00	3,442.00	(1,942.00)	-129.47%						Timing issue
Mileage	5,000.00	14.10%	50.00	0.00	50.00	100.00%	500.00	70.49	429.51	85.90%						
Legal Publishing	5,000.00	99.82%	400.00	72.38	327.62	81.91%	4,600.00	4,991.11	(391.11)	-8.50%						
Insurance	35,000.00	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%						
Miscellaneous	600.00	124.92%	50.00	0.00	50.00	100.00%	550.00	749.52	(199.52)	-36.28%						
Dues & Subscriptions	2,105.00	81.40%	175.00	0.00	175.00	100.00%	1,925.00	1,713.46	211.54	10.99%						
Books	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	40.02%	600.00	0.00	600.00	100.00%	5,600.00	2,441.00	3,159.00	56.41%						
Staff Development	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	114.60%	28,962.37	34,107.65	(5,145.28)	-17.77%	375,998.63	466,786.07	(90,787.44)	-24.15%						
1410 - Elections																
PT Salaries	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%						
Legal Publications/Notification	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%						
Equipment Repair	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%	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%						
Miscellaneous	100.00	291.03%	0.00	0.00	0.00	0.00%	75.00	291.03	(216.03)	-288.04%						
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%						

	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%	2,759.69	0.00	2,759.69	100.00%	33,116.31	11,739.09	21,377.22	64.55%				
PERA Contributions	2,601.00	27.11%	200.08	0.00	200.08	100.00%	2,400.92	705.10	1,695.82	70.63%				
FICA Contributions	2,224.00	32.07%	171.08	0.00	171.08	100.00%	2,052.92	713.13	1,339.79	65.26%				
Medicare Contributions	520.00	32.08%	40.00	0.00	40.00	100.00%	480.00	166.80	313.20	65.25%				
Health/Dental Insurance	9,970.00	36.83%	766.92	0.00	766.92	100.00%	9,203.08	3,672.00	5,531.08	60.10%				
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%	550.00	48.50	501.50	91.18%				
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	0.00	400.00	100.00%	4,650.00	1,615.46	3,034.54	65.26%				
Cable Operations	4,800.00	72.38%	400.00	0.00	160.00	40.00%	4,400.00	3,474.15	925.85	21.04%				
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	40.37%	4,787.77	240.00	4,547.77	94.99%	64,078.23	28,600.52	35,477.71	55.37%				
1520 - Finance														
FT Salaries	66,863.00	83.75%	5,143.31	4,632.33	510.98	9.93%	61,719.69	55,998.33	5,721.36	9.27%				
PT Salaries	3,600.00	0.00%	276.92	0.00	276.92	100.00%	3,323.08	0.00	3,323.08	100.00%				
PERA Contributions	4,848.00	86.63%	372.92	347.13	25.79	6.92%	4,475.08	4,199.64	275.44	6.15%				
FICA Contributions	4,369.00	75.10%	336.08	272.10	63.98	19.04%	4,032.92	3,281.12	751.80	18.64%				
Medicare Contributions	1,022.00	75.07%	78.62	63.64	14.98	19.05%	943.38	767.25	176.13	18.67%				
Health/Dental Insurance	14,955.00	66.93%	1,150.38	870.40	279.98	24.34%	13,804.62	10,009.60	3,795.02	27.49%				
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	137.00	(137.00)	-100.00%	375.00	153.08	221.92	59.18%				
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	118.95%	500.00	631.33	(131.33)	-26.27%	5,500.00	7,136.83	(1,636.83)	-29.76%				
Mileage	50.00	0.00%	0.00	0.00	0.00	0.00%	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%	0.00	0.00	0.00	0.00%	740.00	170.00	570.00	77.03%				
Conferences & Training	500.00	0.00%	0.00	0.00	0.00	0.00%	500.00	0.00	500.00	100.00%				
Total Finance	134,647.00	80.74%	7,858.23	6,953.93	904.30	11.51%	126,363.77	108,709.54	17,654.23	13.97%				

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 2015	% to date	BUDGET Month	ACTUAL Month	Variance (\$) Month	Variance (%) Month	BUDGET YTD	ACTUAL YTD	Variance (\$) YTD	Variance (%) YTD			
1910 - Planning & Zoning													
FT Salaries	152,354.00	100.28%	11,825.31	19,951.91	(8,126.60)	-68.72%	140,528.69	152,786.67	(12,257.98)	-8.72%			
PT Salaries	3,600.00	0.00%	276.92	0.00	276.92	100.00%	3,323.08	0.00	3,323.08	100.00%			
PERA Contributions	9,849.00	98.18%	757.62	689.14	68.48	9.04%	9,091.38	9,669.50	(578.12)	-6.36%			
FICA Contributions	8,646.00	92.94%	665.08	1,170.57	(505.49)	-76.00%	7,980.92	8,035.80	(54.88)	-0.69%			
Medicare Contributions	2,022.00	91.95%	155.54	273.76	(118.22)	-76.01%	1,866.46	1,859.24	7.22	0.39%			
Health/Dental Insurance	32,047.00	85.25%	2,465.15	1,812.00	653.15	26.50%	29,581.85	27,321.00	2,260.85	7.64%			
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)	92.03%	(1,375.00)	(637.98)	(737.02)	53.60%	(15,125.00)	(15,185.06)	60.06	-0.40%			
Office Supplies	1,800.00	70.75%	150.00	51.50	98.70	65.80%	1,650.00	1,273.58	376.42	22.81%			
Printed Forms	750.00	129.85%	0.00	38.00	(38.00)	-100.00%	750.00	973.87	(223.87)	-29.85%			
Engineering Services	20,000.00	84.80%	1,500.00	768.55	731.45	48.76%	18,500.00	16,959.35	1,540.65	8.33%			
Contract Services	5,000.00	318.54%	0.00	1,428.00	(1,428.00)	-100.00%	3,750.00	15,927.05	(12,177.05)	-324.72%	YTD=Landscape Architect-5th Street		
Postage	200.00	57.94%	0.00	47.15	(47.15)	-100.00%	150.00	115.87	34.13	22.75%			
Mileage	250.00	32.86%	30.00	20.00	10.00	33.33%	230.00	82.15	147.85	64.28%			
Miscellaneous	500.00	6.20%	50.00	0.00	50.00	100.00%	450.00	31.00	419.00	93.11%			
Dues & Subscriptions	600.00	20.00%	50.00	0.00	50.00	100.00%	550.00	120.00	430.00	78.18%			
Books	300.00	0.00%	25.00	0.00	25.00	100.00%	275.00	0.00	275.00	100.00%			
Conferences & Training	2,000.00	27.75%	0.00	0.00	0.00	0.00%	1,500.00	555.00	945.00	63.00%			
Total Planning & Zoning	224,218.00	98.71%	16,575.62	25,612.40	(9,036.78)	-54.52%	205,852.38	221,331.09	(15,478.71)	-7.52%			
1930 - Engineering Services													
Engineering Services	54,800.00	68.75%	4,600.00	3,971.55	628.45	13.66%	50,200.00	37,675.95	12,524.05	24.95%			
Total Engineering Services	54,800.00	68.75%	4,600.00	3,971.55	628.45	13.66%	50,200.00	37,675.95	12,524.05	24.95%			
1940 - City Hall													
Cleaning Supplies	50.00	0.00%	0.00	0.00	0.00	0.00%	50.00	0.00	50.00	100.00%			
Building Repair Supplies	300.00	126.02%	25.00	0.00	25.00	100.00%	275.00	378.06	(103.06)	-37.48%			
Utilities	6,000.00	109.08%	500.00	252.30	247.70	49.54%	5,500.00	6,544.86	(1,044.86)	-19.00%	Budget assumed annex sale in 2014		
Refuse	353.00	358.12%	0.00	112.94	(112.94)	-100.00%	353.00	1,264.18	(911.18)	-258.12%			
Repairs/Maint Contractual Bldg	6,000.00	146.86%	500.00	326.65	173.35	34.67%	5,500.00	8,811.86	(3,311.86)	-60.22%	YTD: Electrical wiring needed in new rental office space (\$2.7k)		
Repairs/Maint Contractual Equip	7,700.00	129.22%	650.00	699.95	(49.95)	-7.68%	7,100.00	9,950.01	(2,850.01)	-40.14%	New copier lease and usage overage fees		
Facility Lease	29,532.00	91.67%	2,461.00	2,461.00	0.00	0.00%	27,071.00	27,071.00	0.00	0.00%			
Miscellaneous	300.00	578.55%	25.00	16.47	8.53	34.12%	275.00	1,735.66	(1,460.66)	-531.15%			
Total City Hall	50,235.00	110.99%	4,161.00	3,869.31	291.69	7.01%	46,124.00	55,755.63	(9,631.63)	-20.88%			
Total General Government	984,063.00	96.76%	67,944.99	75,437.42	(7,492.43)	-11.03%	895,644.67	952,163.22	(56,518.55)	-6.31%			

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	102.40%	4,100.00	4,512.50	(412.50)	-10.06%	46,000.00	51,197.50	(5,197.50)	-11.30%		
Total Prosecution	50,000.00	102.40%	4,100.00	4,512.50	(412.50)	-10.06%	46,000.00	51,197.50	(5,197.50)	-11.30%		
2220 - Fire												
FT Salaries	68,614.00	94.53%	5,278.00	5,409.63	(131.63)	-2.49%	63,336.00	64,863.94	(1,527.94)	-2.41%		
PT Salaries	123,121.00	70.43%	9,470.85	9,713.03	(242.18)	-2.56%	113,650.15	86,717.38	26,932.77	23.70%	YTD correction for accrual back to 2014 for POC FF	
PERA Contributions	12,116.00	107.79%	932.00	1,152.67	(220.67)	-23.68%	11,184.00	13,060.00	(1,876.00)	-16.77%		
FICA Contributions	7,633.00	65.17%	587.15	496.43	90.72	15.45%	7,045.85	4,974.10	2,071.75	29.40%		
Medicare Contributions	2,780.00	81.36%	213.85	212.62	1.23	0.58%	2,566.15	2,261.91	304.24	11.86%		
Health/Dental Insurance	14,243.00	92.21%	1,095.62	1,142.00	(46.38)	-4.23%	13,147.38	13,133.00	14.38	0.11%		
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	154.37%	70.00	41.49	28.51	40.73%	770.00	1,312.13	(542.13)	-70.41%		
EMS Supplies	3,400.00	76.15%	280.00	0.00	280.00	100.00%	3,080.00	2,589.08	490.92	15.94%		
Fire Prevention	3,000.00	4.75%	250.00	0.00	250.00	100.00%	2,750.00	142.39	2,607.61	94.82%		
Fuel, Oil & Fluids	13,000.00	67.35%	1,100.00	1,032.38	67.62	6.15%	11,900.00	8,755.44	3,144.56	26.42%		
Small Tools & Equip	20,892.00	70.06%	1,750.00	5,945.65	(4,195.65)	-239.75%	19,250.00	14,636.35	4,613.65	23.97%		
Physicals	3,181.00	163.45%	265.00	0.00	265.00	100.00%	2,915.00	5,199.47	(2,284.47)	-78.37%		
Radio	21,562.00	76.67%	0.00	0.00	0.00	0.00%	16,171.50	16,531.30	(359.80)	-2.22%		
Mileage	250.00	231.38%	20.00	0.00	20.00	100.00%	230.00	578.45	(348.45)	-151.50%		
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	71.91%	1,500.00	511.55	988.45	65.90%	15,500.00	12,224.33	3,275.67	21.13%		
Refuse	1,000.00	292.27%	80.00	266.38	(186.38)	-232.98%	920.00	2,922.73	(2,002.73)	-217.69%		
Repair/Maint Bldg	2,000.00	304.53%	170.00	154.45	15.55	9.15%	1,830.00	6,090.68	(4,260.68)	-232.82%		
Repair/Maint Equip	33,260.00	74.04%	2,780.00	172.49	2,607.51	93.80%	30,480.00	24,624.56	5,855.44	19.21%	Aug is Annual swcg of all fire vehicles	
Uniforms	2,500.00	61.39%	210.00	548.10	(338.10)	-161.00%	2,290.00	1,534.70	755.30	32.98%		
Miscellaneous	1,500.00	171.27%	125.00	75.50	49.50	39.60%	1,375.00	2,569.09	(1,194.09)	-86.84%		
Dues & Subscriptions	3,508.00	93.25%	300.00	650.00	(350.00)	-116.67%	3,210.00	3,271.04	(61.04)	-1.90%		
Books	220.00	9.09%	20.00	0.00	20.00	100.00%	210.00	20.00	190.00	90.48%		
Conferences & Training	12,375.00	74.82%	1,000.00	1,218.62	(218.62)	-21.86%	11,375.00	9,258.67	2,116.33	18.61%		
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	83.01%	27,497.47	28,742.99	(1,245.52)	-4.53%	352,493.03	319,861.62	32,631.41	9.26%		
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	BUDGET 2015	% to date	MONTH					YTD										
			BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)								
			Month	Month	Month	Month	YTD	YTD	YTD	YTD								
2400 - Building Inspection																		
FT Salaries	149,606.00	58.19%	11,508.15	12,613.40	(1,105.25)	-9.60%	138,097.85	87,057.25	51,040.60	36.96%								
PERA Contributions	10,846.00	58.53%	834.31	777.84	56.47	6.77%	10,011.69	6,348.18	3,663.51	36.59%								
FICA Contributions	9,276.00	55.09%	713.54	759.29	(45.75)	-6.41%	8,562.46	5,110.00	3,452.46	40.32%								
Medicare Contributions	2,169.00	55.08%	166.85	177.57	(10.72)	-6.42%	2,002.15	1,194.76	807.39	40.33%								
Health/Dental Insurance	28,486.00	57.08%	2,191.23	1,414.00	777.23	35.47%	26,294.77	16,261.00	10,033.77	38.16%								
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	2,323.96	(1,323.96)	-132.40%								
Office Supplies	2,100.00	21.65%	175.00	41.93	133.07	76.04%	1,925.00	454.63	1,470.37	76.38%								
Printed Forms	700.00	22.01%	0.00	38.00	(38.00)	0.00%	525.00	154.09	370.91	70.65%								
Fuel, Oil & Fluids	5,500.00	12.82%	450.00	10.15	439.85	97.74%	5,050.00	705.00	4,345.00	86.04%								
Engineering	9,000.00	82.90%	750.00	788.45	(38.45)	-5.13%	8,250.00	7,460.90	789.10	9.56%								
Inspector Contract Services	67,200.00	43.59%	6,100.00	172.00	5,928.00	97.18%	61,100.00	29,292.99	31,807.01	52.06%								
Mileage	3,500.00	108.53%	300.00	37.29	262.71	87.57%	3,200.00	3,798.57	(598.57)	-18.71%								
Insurance	900.00	20.00%	75.00	0.00	75.00	100.00%	825.00	180.00	645.00	78.18%								
Repairs/Maint Equip	2,300.00	55.63%	200.00	0.00	200.00	100.00%	2,100.00	1,279.56	820.44	39.07%								
Uniforms	850.00	22.88%	80.00	0.00	80.00	100.00%	780.00	194.45	585.55	75.07%								
Miscellaneous	650.00	236.27%	50.00	0.00	50.00	100.00%	600.00	1,535.76	(935.76)	-155.96%								
Dues & Subscriptions	700.00	55.00%	50.00	0.00	50.00	100.00%	650.00	385.00	265.00	40.77%								
Books	3,000.00	56.41%	500.00	0.00	500.00	100.00%	3,000.00	1,692.39	1,307.61	43.59%								
New Truck	23,000.00	93.74%	0.00	21,560.81	(21,560.81)	-100.00%	23,000.00	21,560.81	1,439.19	6.26%								
Conferences & Training	2,775.00	19.64%	0.00	0.00	0.00	0.00%	2,100.00	545.00	1,555.00	74.05%								
Total Building Inspections	323,558.00	57.96%	24,144.08	38,390.73	(14,246.65)	-59.01%	299,073.92	187,534.30	111,539.62	37.30%								
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	136.67%	500.00	650.00	(150.00)	-30.00%	5,500.00	8,200.00	(2,700.00)	-49.09%								
Miscellaneous (Impounding)	800.00	9.75%	70.00	0.00	70.00	100.00%	730.00	77.99	652.01	89.32%								
Total Animal Control	6,800.00	121.74%	570.00	650.00	(80.00)	-14.04%	6,230.00	8,277.99	(2,047.99)	-32.87%								
Total Public Safety	1,327,792.00	67.21%	56,311.55	72,296.22	(15,984.67)	-28.39%	967,946.45	892,427.42	75,519.03	7.80%								

Aug is EG Rud svcs for lot line adj; budget exception approved by CC
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	77.12%	11,793.38	9,325.72	2,467.66	20.92%	141,520.62	118,228.48	23,292.14	16.46%
PT Salaries	23,460.00	10.67%	1,804.62	130.00	1,674.62	92.80%	21,655.38	2,503.00	19,152.38	88.44%
PERA Contributions	11,115.00	81.89%	855.00	699.43	155.57	18.20%	10,260.00	9,102.02	1,157.98	11.29%
FICA Contributions	10,960.00	64.66%	843.08	560.18	282.90	33.56%	10,116.92	7,086.25	3,030.67	29.96%
Medicare Contributions	2,563.00	64.66%	197.15	131.01	66.14	33.55%	2,365.85	1,657.25	708.60	29.95%
Health/Dental Insurance	34,183.00	97.53%	2,629.46	2,899.00	(269.54)	-10.25%	31,553.54	33,338.50	(1,784.96)	-5.66%
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%	5,500.00	15,875.53	(10,375.53)	-188.65%
Office Supplies	2,000.00	17.27%	170.00	0.00	170.00	100.00%	1,830.00	345.42	1,484.58	81.12%
Shop Materials	1,500.00	104.87%	125.00	0.00	125.00	100.00%	1,375.00	1,573.01	(198.01)	-14.40%
Building Repair Supplies	500.00	17.35%	50.00	0.00	50.00	100.00%	450.00	86.75	363.25	80.72%
Small Tools and Minor Equip	1,200.00	410.92%	100.00	119.65	(19.65)	-19.65%	1,100.00	4,931.09	(3,831.09)	-348.28%
Engineering Services	9,000.00	118.84%	750.00	805.50	(55.50)	-7.40%	8,250.00	10,695.75	(2,445.75)	-29.65%
Contract Services	4,000.00	80.84%	1,000.00	512.05	487.95	48.80%	3,000.00	3,233.78	(233.78)	-7.79%
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	65.74%	3,000.00	1,081.36	1,918.64	63.95%	24,500.00	18,405.89	6,094.11	24.87%
Refuse	2,400.00	99.06%	200.00	216.67	(16.67)	-8.33%	2,200.00	2,377.33	(177.33)	-8.06%
Fuel, Oil, Fluids (ALL depts)	42,000.00	58.07%	5,000.00	2,778.16	2,221.84	44.44%	37,500.00	24,390.05	13,109.95	34.96%
Repair/Maint Bldg	3,500.00	98.51%	300.00	0.00	300.00	100.00%	3,200.00	3,447.94	(247.94)	-7.75%
Repair/Maint NOT Bldg	500.00	117.93%	50.00	0.00	50.00	100.00%	450.00	589.64	(139.64)	-31.03%
Equipment Parts	5,000.00	79.29%	400.00	0.00	400.00	100.00%	4,600.00	3,964.56	635.44	13.81%
Uniforms	2,000.00	34.71%	625.00	0.00	625.00	100.00%	6,875.00	2,602.92	4,272.08	62.14%
Miscellaneous	1,000.00	120.46%	170.00	431.28	(261.28)	-153.69%	1,830.00	2,409.28	(579.28)	-31.65%
Landscaping Material	500.00	76.83%	50.00	0.00	50.00	100.00%	950.00	768.25	181.75	19.13%
Dues & Subscriptions	200.00	0.00%	0.00	0.00	0.00	0.00%	500.00	0.00	500.00	100.00%
Conferences & Training	1,500.00	137.50%	0.00	0.00	0.00	0.00%	150.00	275.00	(125.00)	-83.33%
Clean up Days	5,000.00	212.47%	0.00	0.00	0.00	0.00%	1,125.00	3,187.00	(2,062.00)	-183.29%
Total Public Works	380,195.00	111.28%	30,612.69	19,690.01	10,922.68	35.68%	5,000.00	5,563.82	(563.82)	-11.28%
		77.15%					348,832.31	293,313.69	55,518.62	15.92%
3120 - Streets										
Equipment Parts	3,000.00	75.99%	250.00	0.00	250.00	100.00%	2,750.00	2,279.78	470.22	17.10%
Street Maintenance Materials	20,000.00	95.25%	1,000.00	0.00	1,000.00	100.00%	19,500.00	19,050.02	449.98	2.31%
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%
Sign Repair Materials	2,500.00	15.12%	100.00	0.00	100.00	100.00%	2,400.00	378.09	2,021.91	84.25%
Contract Services	8,000.00	54.20%	0.00	0.00	0.00	0.00%	8,000.00	4,336.04	3,663.96	45.80%
Repairs/Maint Equipment	2,500.00	231.46%	200.00	4,779.30	(4,579.30)	-2289.65%	2,300.00	5,786.50	(3,486.50)	-151.59%
Total Streets	222,578.00	90.30%	1,550.00	6,968.08	(5,418.08)	-349.55%	221,528.00	200,980.87	20,547.13	9.28%

Expense spread out in the budget; 18% rate increase in 2015

Annual safety training

3125 - Ice & Snow Removal	Full Year BUDGET 2015	% to date	MONTH					YTD				
			BUDGET	ACTUAL	Variance (\$)	Variance (%)	BUDGET	ACTUAL	Variance (\$)	Variance (%)		
			Month	Month	Month	Month	YTD	YTD	YTD	YTD		
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%	15,000.00	0.00	15,000.00	100.00%	60,000.00	45,639.52	14,360.48	23.93%		
Contract Services	6,000.00	0.00%	500.00	0.00	500.00	100.00%	5,500.00	0.00	5,500.00	100.00%		
Repairs/Maint Equipment	9,500.00	142.40%	800.00	4,199.47	(3,399.47)	-424.93%	8,700.00	13,528.34	(4,828.34)	-55.50%		
Total Ice & Snow Removal	95,500.00	62.79%	16,300.00	4,199.47	12,100.53	74.24%	74,200.00	59,962.00	14,238.00	19.19%		
Includes \$7,200 for snow plow blades												
3160 - Street Lighting	28,000.00	77.45%	2,300.00	2,147.29	152.71	6.64%	25,700.00	21,685.48	4,014.52	15.62%		
Street Lighting	28,000.00	77.45%	2,300.00	2,147.29	152.71	6.64%	25,700.00	21,685.48	4,014.52	15.62%		
Total Street Lighting	28,000.00	77.45%	2,300.00	2,147.29	152.71	6.64%	25,700.00	21,685.48	4,014.52	15.62%		
3200 - Recycling	3,500.00	0.00%	0.00	0.00	0.00	0.00%	3,500.00	0.00	3,500.00	100.00%		
Recycling Supplies	6,000.00	9.47%	500.00	0.00	500.00	100.00%	5,500.00	568.03	4,931.97	89.67%		
Miscellaneous	9,500.00	5.98%	500.00	0.00	500.00	100.00%	9,000.00	568.03	8,431.97	93.69%		
Total Recycling	9,500.00	5.98%	500.00	0.00	500.00	100.00%	9,000.00	568.03	8,431.97	93.69%		
3250 - Tree Program	6,000.00	25.00%	500.00	0.00	500.00	100.00%	5,500.00	1,500.00	4,000.00	72.73%		
Contract Services	6,000.00	25.00%	500.00	0.00	500.00	100.00%	5,500.00	1,500.00	4,000.00	72.73%		
Total Tree Program	6,000.00	25.00%	500.00	0.00	500.00	100.00%	5,500.00	1,500.00	4,000.00	72.73%		
Total Public Works	741,773.00	77.92%	51,762.69	33,004.85	18,757.84	36.24%	684,760.31	578,010.07	106,750.24	15.59%		

DEPT 450 - CULTURE, RECREATIO	Full Year	MONTH						YTD												
		BUDGET		ACTUAL		Variance (\$)		BUDGET		ACTUAL		Variance (\$)								
		2015	% to date	Month	Month	Month	Month	YTD	YTD	YTD	YTD	YTD	YTD							
5200 - Parks & Recreation																				
FT Salaries	77,847.00	155.86%	5,988.23	9,510.12	(3,521.89)	-58.81%	71,838.77	121,334.31	(49,475.54)	-68.85%										
PT Salaries	6,820.00	308.87%	524.62	1,140.00	(615.38)	-117.30%	6,295.38	21,065.13	(14,769.75)	-234.61%										
PERA Contributions	5,644.00	159.97%	434.15	766.16	(332.01)	-76.47%	5,209.85	9,028.44	(3,818.59)	-73.30%										
FICA Contributions	5,249.00	161.32%	403.77	632.32	(228.55)	-56.60%	4,845.23	8,467.45	(3,622.22)	-74.76%										
Medicare Contributions	1,228.00	161.26%	94.46	147.88	(53.42)	-56.55%	1,133.54	1,980.27	(846.73)	-74.70%										
Health/Dental Insurance	19,940.00	83.67%	1,533.85	1,450.80	83.05	5.41%	18,406.15	16,683.40	1,722.75	9.36%										
Unemployment Benefits	0.00	0.00%	0.00	0.00	0.00	0.00%	0.00	0.00	0.00	0.00%										
Workers Compensation	4,000.00	114.27%	0.00	0.00	0.00	0.00%	4,000.00	4,570.91	(570.91)	-14.27%										
Shop Materials	500.00	238.32%	50.00	49.91	0.09	0.18%	450.00	1,191.62	(741.62)	-164.80%										
Chemicals	750.00	104.99%	62.50	0.00	62.50	0.00%	687.50	787.39	(99.89)	-14.53%										
Equipment Parts	2,000.00	89.02%	170.00	0.00	170.00	0.00%	1,830.00	1,780.35	49.65	2.71%										
Building Repair Supplies	500.00	15.26%	50.00	0.00	50.00	0.00%	450.00	76.32	373.68	83.04%										
Landscaping Materials	3,000.00	71.87%	250.00	152.12	97.88	39.15%	2,750.00	2,156.05	593.95	21.60%										
Small Tools and Minor Equip	1,000.00	176.46%	80.00	200.00	(120.00)	-150.00%	920.00	1,764.60	(844.60)	-91.80%										
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	91.47%	850.00	424.92	425.08	50.01%	7,650.00	7,774.68	(124.68)	-1.63%										
Refuse	2,500.00	0.00%	208.33	0.00	208.33	0.00%	2,291.63	0.00	2,291.63	100.00%										
Repair/Maint Bldg	1,000.00	129.41%	80.00	0.00	80.00	0.00%	920.00	1,294.07	(374.07)	-40.66%										
Repair/Maint NOT Bldg	2,500.00	116.97%	200.00	0.00	200.00	0.00%	2,300.00	2,924.25	(624.25)	-27.14%										
Repair/Maint Equip	1,500.00	0.00%	125.00	0.00	125.00	0.00%	1,375.00	426.14	948.86	69.01%										
Rental Buildings	4,600.00	157.21%	383.33	826.00	(442.67)	-115.48%	4,216.63	7,231.78	(3,015.15)	-71.51%										
Miscellaneous	750.00	122.41%	62.50	0.00	62.50	0.00%	687.50	918.06	(230.56)	-33.54%										
Total Parks & Recreation	153,028.00	140.17%	11,550.74	15,300.23	(3,749.49)	-32.46%	141,477.18	214,496.22	(73,019.04)	-51.61%										
IT & Telephone																				
IT-Hardware	9,100.00	57.47%	0.00	0.00	0.00	0.00%	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%	14,663.00	7,508.00	7,155.00	48.80%										
IT-Support Services	36,000.00	90.18%	3,000.00	2,951.42	48.58	1.62%	33,000.00	32,465.62	534.38	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	64.17%	2,055.00	842.15	1,212.85	59.02%	22,605.00	15,824.78	6,780.22	29.99%										
Total IT & Telephone	109,560.00	55.70%	6,388.00	3,793.57	2,594.43	40.61%	96,668.00	61,027.78	35,640.22	36.87%										
Grand Total all Expenses	3,316,216.00	81.36%	193,957.97	199,832.29	(5,874.32)	-3.03%	2,786,496.61	2,698,124.71	88,371.90	3.17%										
Subtotal Net Income over Expenses	482,118.00	-60.17%	(124,690.72)	(112,764.60)	11,926.06	9.56%	(473,902.36)	(290,100.99)	183,801.37	38.78%										
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	71.03%	193,957.97	199,832.29	(5,874.32)	-3.03%	2,786,496.61	2,698,124.71	88,371.90	3.17%										
Net Income over Expenses	0.00	0.00%	(124,690.72)	(112,764.60)	11,926.06	9.56%	(473,902.36)	(290,100.99)	183,801.37	38.78%										

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.

	Full Year		Month		YTD		Notes
	BUDGET	% to date	2015	2015	2015	2015	
	2015		BUDGET	ACTUALS	ACTUALS	BUDGET	
REVENUE							
Current Ad Valorem Taxes	231,261.00	50.00%	0.00	0.00	0.00	115,630.50	0.00
Rental Income	11,400.00	229.95%	950.00	0.00	0.00	9,500.00	26,214.00
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	0.00	200.55
Donations	0.00	100.00%	0.00	0.00	0.00	0.00	1,235.00
Total Revenue	242,661.00	59.05%	950.00	0.00	0.00	125,130.50	18,149.55
EXPENSE							
FT Salaries	45,000.00	92.78%	3,750.00	3,460.84	289.16	41,250.00	41,750.18
PT Salaries	16,000.00	55.66%	1,333.33	1,666.00	(332.67)	14,666.67	8,905.50
PERA Contributions	4,422.50	85.53%	368.54	384.51	(15.97)	4,053.96	3,782.66
FICA Contributions	3,782.00	77.81%	315.17	302.27	12.90	3,466.83	2,942.67
Medicare Contributions	884.50	77.81%	73.71	70.70	3.01	810.79	688.25
Health/Dental Insurance	11,987.00	104.38%	998.92	1,088.00	(89.08)	10,988.08	12,512.00
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	0.00	350.00	0.00
Library svcs supplies	1,100.00	0.00%	91.67	0.00	91.67	1,008.36	0.00
Library svcs supplies	4,100.00	35.08%	341.67	250.81	90.86	3,758.37	1,438.10
Library Collection Maintenance	49,700.00	56.99%	4,141.67	4,328.05	(186.38)	45,558.33	28,324.34
Legal Services	2,800.00	75.80%	0.00	0.00	2,800.00	1,500.00	1,516.00
Contract Services	3,000.00	3.45%	250.00	0.00	250.00	2,750.00	103.50
Telephone	1,600.00	76.93%	133.33	0.00	133.33	1,466.63	1,230.91
Internet	1,000.00	73.13%	83.33	0.00	83.33	916.67	731.29
Information Technology/Equino	3,220.00	96.27%	0.00	0.00	0.00	3,220.00	3,100.00
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	0.00	2,700.00	1,883.00
Utilities	7,550.00	84.23%	616.66	327.73	288.93	6,933.26	6,359.63
Refuse	550.00	99.56%	45.83	49.89	(4.06)	504.13	547.57
Repair/Maint Bldg	14,000.00	160.14%	1,166.67	1,618.58	(451.91)	12,833.33	22,419.84
Repair/Maint NOT Bldg	0.00	0.00%	0.00	0.00	0.00	29,515.00	824.77
Repair/Maint Equip (out-LH Int)	0.00	100.00%	0.00	0.00	0.00	0.00	420.00
Library Card Reimbursements	24,000.00	95.07%	1,000.00	1,197.00	(197.00)	22,700.00	22,817.65
Miscellaneous	2,000.00	14.68%	166.66	0.00	166.66	1,833.26	293.62
Building Purchase Reprint	0.00	0.00%	0.00	0.00	0.00	0.00	0.00
Building-Property Tax	2,600.00	89.77%	0.00	0.00	0.00	2,600.00	2,334.00
Other Equipment	0.00	100.00%	0.00	0.00	0.00	0.00	738.00
Subscriptions	0.00	0.00%	0.00	0.00	0.00	0.00	0.00
Conferences & Training	2,500.00	0.00%	0.00	55.00	(55.00)	2,500.00	330.00
Programs	7,500.00	0.00%	625.00	0.00	625.00	6,875.00	0.00
Internal charges	1,600.00	26.13%	130.00	4.00	126.00	1,470.00	1,052.00
Total Library	213,146.00	78.07%	15,632.16	14,803.38	828.78	226,228.67	166,411.88
Net Income/(Expense)	29,515.00		(14,682.16)	(14,803.38)	(121.22)	(101,098.17)	(23,131.43)
12/31/14 Cash Balance	172,205.10				0.83%	206,407.26	
Net Income/(Expense)	29,515.00					(23,131.43)	
Accrued AP	(70,000.00)					(4,603.87)	
CIP (self funded)	0.00						
Contingencies							
2014 AP accrual reversal							
Ending Cash Balance	131,720.10					178,671.96	

\$2 per card processing fee plus billable City resources

Library card reimp 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

Funds received from WA Civ July and December Includes \$20.6k delinquent rent from prior tenant

Revenue from use of copier



MAYOR & COUNCIL COMMUNICATION

DATE: December 15, 2015
CONSENT
ITEM # 4

AGENDA ITEM: Approval of 2016 Liquor License Renewals – Prom Management & Elmo Liquor

SUBMITTED BY: Julie Johnson, City Clerk

THROUGH: Clark Schroeder, Interim City Administrator

REVIEWED BY: Julie Johnson, City Clerk
Washington County Sheriff’s Office (Pending)

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMMENDER: Staff

FISCAL IMPACT: License application revenue of \$2,100

SUMMARY AND ACTION REQUESTED: The City has received liquor license renewal applications for 2016, required fees, and insurance certificates. As all applications are in order, it is respectfully requested that the City Council approve these renewals as part of its Consent Agenda. If removed from the Consent Agenda, staff recommends the following motion:

“Move to approve 2016 Liquor License Renewals, as presented.”

LEGISLATIVE HISTORY: According to State Statute and City Code, each year, all Liquor Licenses must be renewed. All renewals are contingent upon approve by the Washington County Sheriff’s Department.

BACKGROUND INFORMATION: The City is respectfully requested to consider granting the following 2016 Liquor License applications:

- On-sale intoxicating liquor and On-Sale Sunday intoxicating license to **Prom Management Group for Tartan Park Restaurant**; contingent upon approval by the Washington County Sheriff's Department.
- Off-sale intoxicating liquor license to **Elmo Liquor**; contingent upon approval by the Washington County Sheriff's Department.

RECOMMENDATION: As all applications are in order, it is respectfully requested that the City Council approve all liquor license renewals. As part of its Consent Agenda, no formal motion is required. If removed from the Consent Agenda, staff recommends the following motion:

“Move to approve 2016 Liquor License Renewals, as presented.”



MAYOR & COUNCIL COMMUNICATION

DATE: December 15, 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 November 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 – 2
Sales collected and viewed – 13
Taxpayer inquiries – 11
Miscellaneous inquiries - 4
Inspections – Residential – 73; Commercial – 2
Building permit reviews – 28
Pictures taken – 76

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 November 2015 monthly assessor report.



MAYOR & COUNCIL COMMUNICATION

DATE: December 15, 2015
CONSENT
ITEM 6
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 November, 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	125	30	32
Total valuation	\$40,756,287	\$15,902,815	\$14,603,169
Average home value	326,050	530,093	456,349
Total Valuation YTD	45,927,444	26,098,162	18,436,843

❖ One new home rebuilt in 2015 due to fire.

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



MAYOR & COUNCIL COMMUNICATION

DATE: December 15, 2015

CONSENT

ITEM # 7

AGENDA ITEM: Driveway Encroachment & Maintenance Agreement

SUBMITTED BY: Joan Ziertman, Planning Program Assistant

THROUGH: Clark Schroeder, City Administrator

REVIEWED BY: Stephen Wensman, City Planner

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

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

POLICY RECCOMENDER: Staff recommends that the City Council approve the Driveway Encroachment and Maintenance agreement for Jeerasak Poophakumanart at PID #24.029.21.13.0004.

FISCAL IMPACT: None

SUMMARY AND ACTION REQUESTED: The City Council is respectfully requested to authorize as part of tonight’s consent agenda, the execution of a driveway encroachment and maintenance agreement. The City has received a request to install a driveway within an unimproved portion of the public right-of-way owned by the City. Homeowner and City intend that Homeowner shall be responsible for maintaining, repairing and replacing the Private Driveway.

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

“Move to approve the driveway encroachment and maintenance agreement for Jeerasak Poophakumpanart to install a driveway within an unimproved portion of the public right-of-way owned by the City.”

LEGISLATIVE HISTORY: The Driveway Encroachment and Maintenance Agreement that has been submitted for Council consideration is for a driveway and has been reviewed by planning and engineering staff. The proposed driveway meets all city code requirements and Staff would have otherwise authorized construction of the driveway if it did not encroach into the unimproved portion of the public right-of-way owned by the City.

BACKGROUND INFORMATION (SWOT):

Strengths: The Driveway encroachment and maintenance agreement is a legal document that all property owners seeking to install driveways within unimproved portions of public right-of-way owned by the City are required to sign. The document, among other things, indemnifies the city from responsibility if damage occurs to the improvement or if it needs to be removed at some point in the future.

Weaknesses: None

Opportunities: None

Threats: None

RECOMMENDATION:

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

“Move to approve the driveway encroachment and maintenance agreement for Jeerasak Poophakumpanart to install a driveway within an unimproved portion of the public right-of-way owned by the City.”



0 480 960 1,920 Feet

**MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT**

Parcel ID: 2402921130004
Parcel Address:
CITY OF LAKE ELMO

This drawing is the result of the compilation and reproduction of land records as they appear in various Washington County offices. The drawing should be used for reference purposes only. Washington County is not responsible for any inaccuracies.



MAYOR AND COUNCIL COMMUNICATION

DATE: 12/15/2015
REGULAR
ITEM #: 9
MOTION

AGENDA ITEM: Oakdale Gun Club Conditional Use Permit Amendment
SUBMITTED BY: Stephen Wensman
THROUGH: Clark Schroeder
REVIEWED BY: Joan Ziertman

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

SUMMARY AND ACTION REQUESTED:

The Oakdale Gun Club is requesting a Conditional Use Permit Amendment to allow two trap shooting shelters for use on the site. Staff and the Planning Commission are recommending the City Council approve the request with no conditions with the following motion:

“Move to recommend approval of the CUP Amendment to allow the use of two additional trap shooting ranges on the Oakdale Gun Club site.”

BACKGROUND AND STAFF REPORT:

The Oakdale Gun Club has an existing conditional use permit for the gun club operations, defined as *restricted recreation* by city ordinance which is a conditional use in the Agriculture Zoning District. The Oakdale Gun Club has been operating under conditional use permit approved in 1988 by resolution (Resolution No. 88-5) which has served as the basis for compliance. The Conditional Use Permit has been amended several times in the past. This amendment is to allow an additional two trap shooting shelters for use on the site.

Trap shooting has become a popular high school sport. The Minnesota Department of Natural Resources (MnDNR) has encouraged gun clubs to facilitate this growing sport. Presently the Tartan High School team uses the Oakdale Gun Club’s existing trap range, but other school teams such as Stillwater, North St. Paul and Oakdale are also interested. This expansion is proposed to accommodate the growing sport of trap shooting for high school teams.

When reviewing the proposal, Staff suggested conditions limiting the use of the additional trap ranges to the time periods and dates the gun club suggested were in demand and for high school use only to minimize potential noise. The Planning Commission discussed traffic and noise. The Commission was sympathetic to noise and traffic concerns, but did not feel the use changes would significantly increase noise or traffic, and felt the conditions suggested by Staff would be difficult to enforce. At the public hearing, the Planning Commission discussed restricting gun club weekend hours for all operations to 10 AM to ½ hour before sunset, however a subsequent motion did not move forward. The Planning Commission determined that they did not want to restrict the club operations such that they would have to come back for another Conditional Use Permit Amendment if the demand for the trap shooting ranges grew beyond the high school use. Therefore, the Planning Commission recommended approval of the Conditional Use Permit Amendment without condition.

LOCAL CONTROL LIMITATIONS:

On May 28, 2005, the MN State Legislature passed the Shooting Range Protection Act which effectively puts limits on local control over shooting ranges. Staff has attached MN State Statute Chapter 87A for reference.

RECOMMENDATION:

Staff and the Planning Commission are recommending the City Council approve the request with no conditions with the following motion:

“Move to recommend approval of the CUP Amendment to allow the use of two additional trap shooting ranges on the Oakdale Gun Club site.”

ATTACHMENT(S):

- Resolution 2015-~~87~~⁸⁷ to approve the Oakdale Gun Club Conditional Use Permit Amendment
- Planning Commission packet of 11/23/15
- ~~Planning Commission minutes of 11/23/15-~~
- Gun Club Site Plan
- MN State Statute Chapter 87A

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

Resolution No. 2015-87

**A RESOLUTION APPROVING THE CONDITIONAL USE PERMIT AMENDMENT
TO ALLOW TWO ADDITIONAL TRAP SHOOTING RANGES ON THE OAKDALE
GUN CLUB SITE.**

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

WHEREAS, The Oakdale Gun Club has submitted an application to the City of Lake Elmo (the "City") for an amendment to the existing Conditional Use Permit to add 2 trap shooting ranges to their existing 40 acre site.

WHEREAS, notice has been published, mailed and posted pursuant to the Lake Elmo Zoning Ordinance, Section 154.017; and

WHEREAS, the Lake Elmo Planning Commission held a public hearing on said matter on November 23, 2015; and

WHEREAS, the Lake Elmo Planning Commission has submitted its report and recommendation to the City Council as part of a Staff Memorandum dated December 15, 2015; and

WHEREAS, the City Council considered said matter at its December 15, 2015, meeting.

NOW, THEREFORE, based on the testimony elicited and information received, the City Council makes the following findings:

FINDINGS

- 1) That the procedures for obtaining said Conditional Use Permit Amendment and are found in the Lake Elmo Zoning Ordinance, Section 154.106.
- 2) That all the submission requirements of said Section 154.101 have been met by the Applicant.
- 3) That the Conditional Use Permit Amendment meets the review criteria for Conditional Use Permits (Section 154.106).

CONCLUSIONS AND DECISION

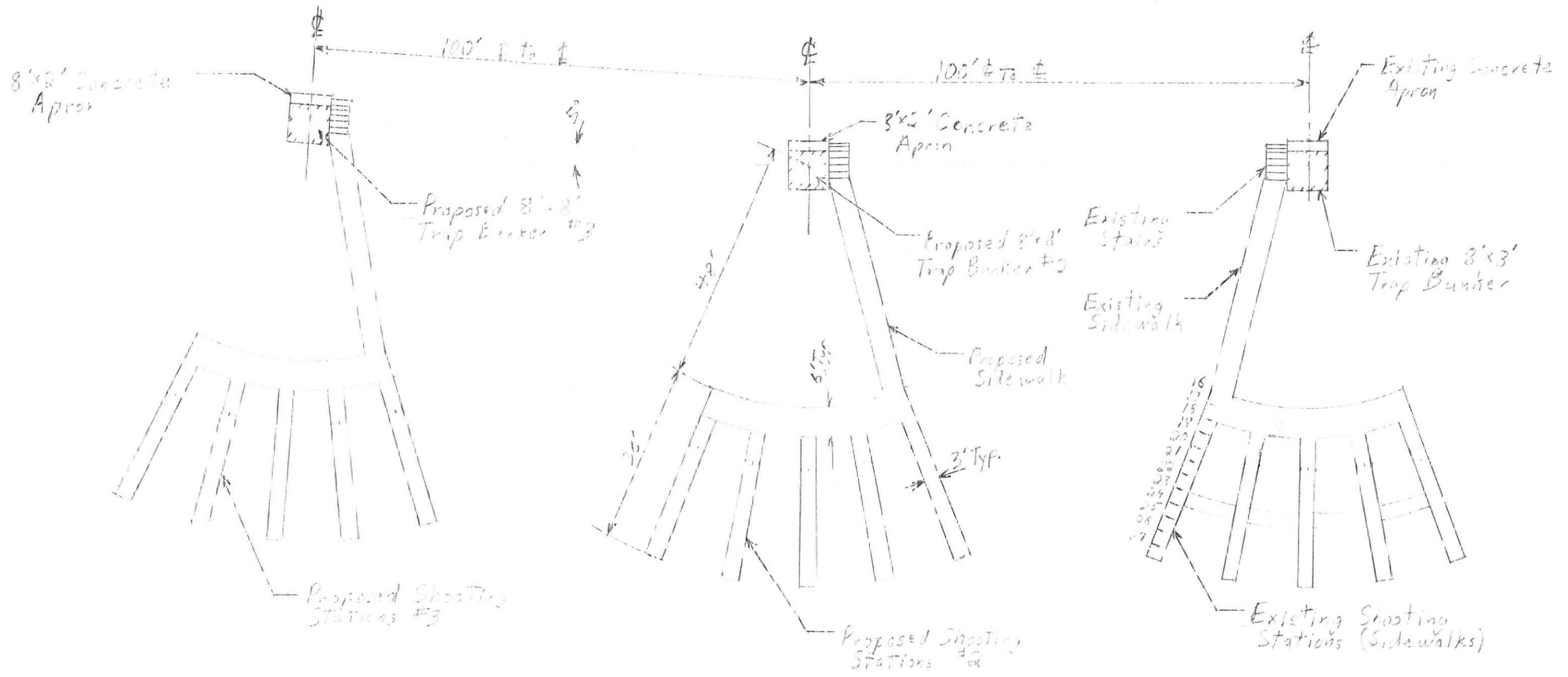
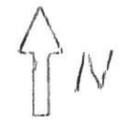
Based on the foregoing, the Applicants' application for a Conditional Use Permit amendment is granted.

Passed and duly adopted this 15th day of December 2015 by the City Council of the City of Lake Elmo, Minnesota.

Mike Pearson, Mayor

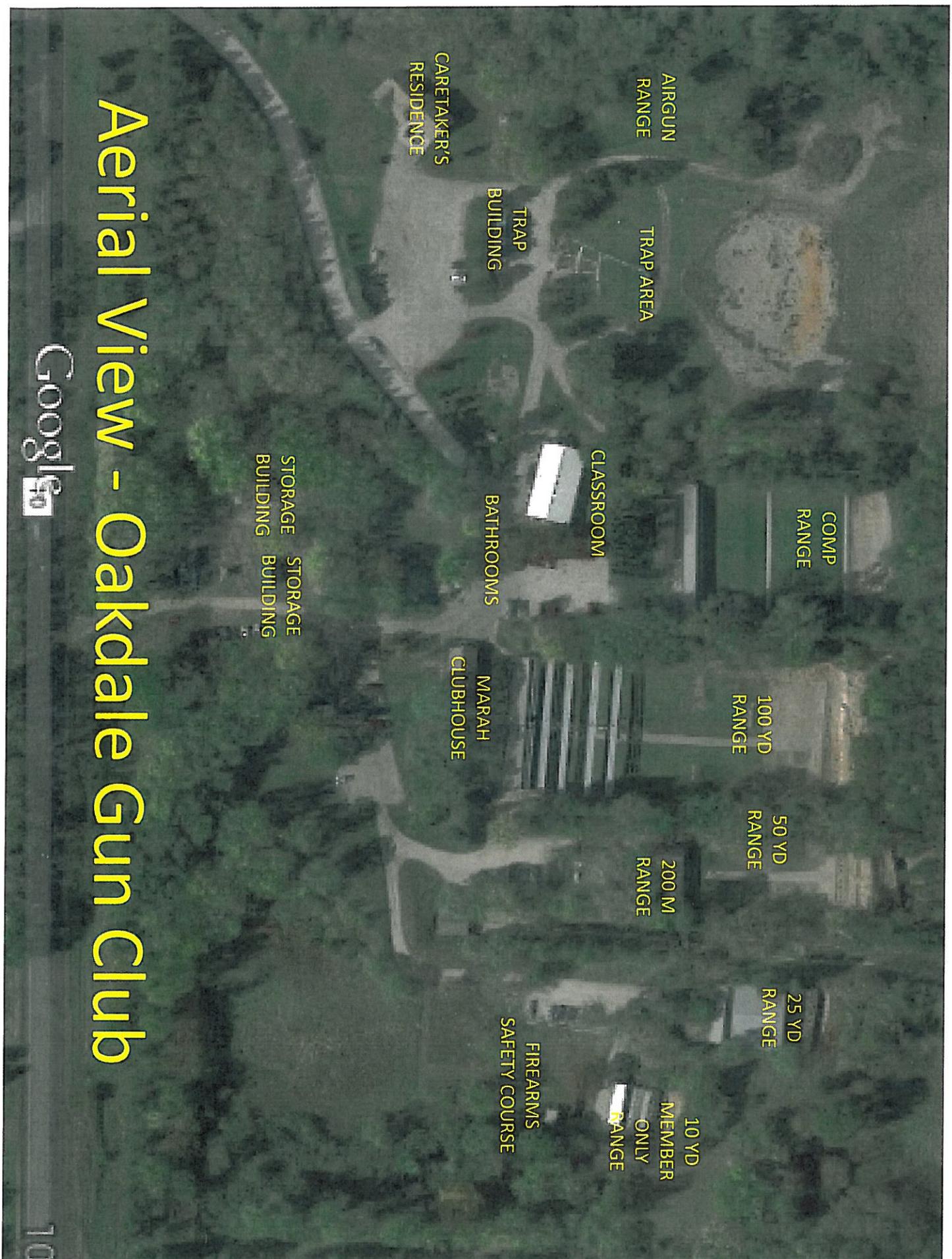
ATTEST:

Julie Johnson, City Clerk



RECEIVED
OCT 23 2015
CITY OF LAKE ELMO

Proposed Trap Field
Modification
Oakdale Golf Club
2015
Area 500 x 200'

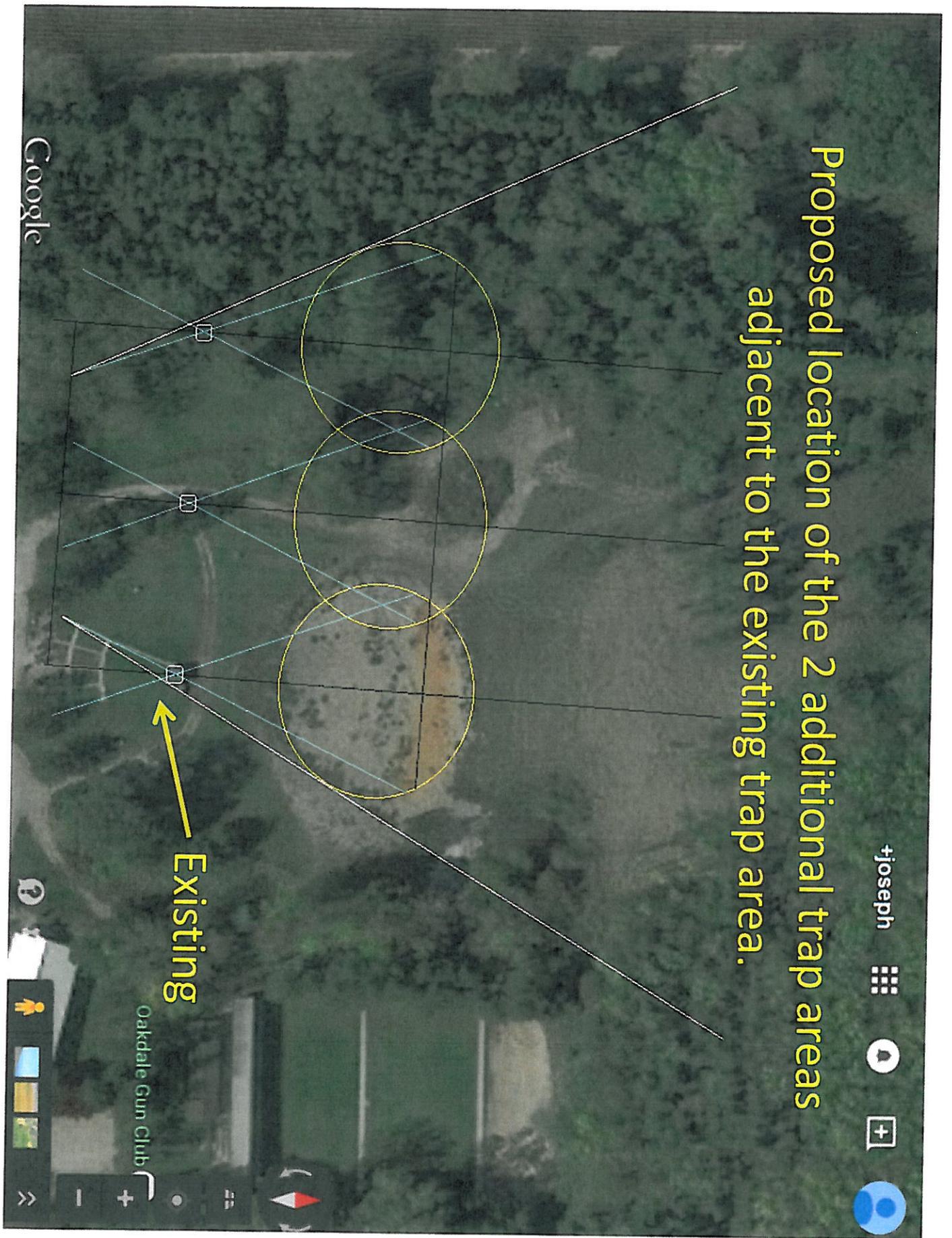


Aerial View - Oakdale Gun Club

Google Earth

Proposed location of the 2 additional trap areas adjacent to the existing trap area.

Existing



Statement for Amendment to Existing Conditional Use Permit



Written statements

2(a) Oakdale Gun Club is a not for profit corporation located at 10386 10th Street, North, Lake Elmo, MN 55042. Club officers are elected on an annual basis. Our current president is Jerome Marah. His contact information is president@oakdalegunclub.org. Our current General Manager is Teresa Reiter. Her contact information is gm@oakdalegunclub.org.

2(b) The Southeast Quarter of the Southwest Quarter (SE ¼ of SW ¼) of Section Twenty-six (26) in the Township Twenty-nine (29) North of Range Twenty-one (21) West, SUBJECT to easements in favor of American Telephone and Telegraph Company of Minnesota, recorded in Block 118 of Deeds, page 554, and 135 of Deeds, page 374, in the office of the Register of Deeds in and for said County and State. More commonly known as 10386 10th Street North; PID Number: 26-029-21-34-0001

2(c) Oakdale Gun Club has existed as a gun club/outdoor shooting range in its current location for approximately 50 years.

2(d) Oakdale Gun Club (OGC) is requesting an amendment to its existing Lake Elmo Conditional Use Permit (88-5) under which the club has operated. OGC requests permission to construct two small (approximately 8 ft. x 8 ft.) trap machine shelters and associated concrete shooters stations (sidewalks) on a section of the club's existing range facility.

Background:

The last 8 years have seen an unprecedented upsurge in the sport of youth clay target (trap) shooting in Minnesota. High school student participation in Minnesota is currently unparalleled anywhere else in the US. This relatively new high school sport is recognized by the general Minnesota State High School League with rules and regulations established by the Minnesota State High School Clay Target League. Current interest has reached a point where schools are unable to find sufficient facilities at which their students can participate. Facing this limitation on development of a youth sport in which all students can compete regardless of gender, the Minnesota Department of Natural Resources has requested outdoor shooting ranges throughout Minnesota to assess whether their facilities can accommodate high school trap teams. The DNR has established a fund of improvement grants to selected organizations willing to develop or accelerate high school student programs.

For the last 5 years, OGC has partnered with students from one nearby high school utilizing our existing trap range. To date, it has been possible to undertake this endeavor on a limited basis while remaining in full compliance with OGC's existing Conditional Use Permit. After recently being contacted by several other nearby high schools and with a desire to maximize the club's service to youth in the area, OGC has reevaluated trap shooting capability at its facility. It has been concluded that by

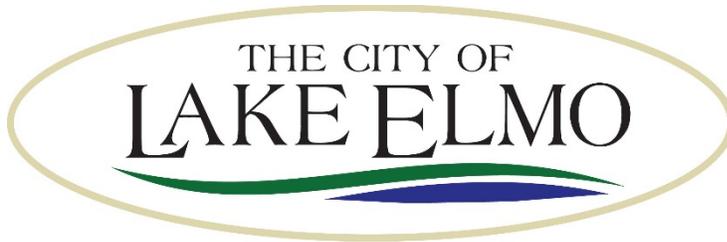
rearranging an existing section of the range, it would be possible to install two additional clay target throwing machines and the corresponding shooter's stations within the existing boundaries of the club property.

Installation of these trap machines along with the associated protective shelters and sidewalk type shooting stations would allow OGC to comply with DNR requests and provide several nearby high schools with a facility on which they could organize student participation in the sport of trap shooting. It is the construction of the two 8 ft. X 8 ft. concrete trap machine protective shelters and the adjacent concrete shooter's stations for which OGC is requesting an amendment to their Conditional Use Permit from Lake Elmo (See attached photos of the existing trap protective shelter, shooter's stations, and participating students). Points of note are:

- Clay target (trap) shooting activities have historically been available at OGC to both members and the general public. They have been conducted in the same location for approximately 40 years
- All range modifications would take place within OGC's existing property boundaries. (See two attached aerial photos)
- None of the proposed modifications can be seen from outside the facility
- The plan for the proposed machine protective shelters and shooter stations have been reviewed by the Valley Branch Watershed District and has been determined that the plan does not impact the watershed area. (See attached plan and Valley Branch Watershed District letter of exemption)
- The area for the two new trap machines and shooter's stations would be an area currently used for air gun competition. (See attached aerial photo)
- The clay target fall area would be directly adjacent to the fall area historically used for such target fall (See attached aerial photo)
- All students participating in the high school trap league at OGC are required to possess evidence of having successfully completed a DNR Youth Firearm Safety course.
- All high school league trap shooting activities will be supervised by adult members of OGC

Members of the Oakdale Gun Club can be made available to provide further clarifications should any be requested. A short tour of the existing trap shooting area and proposed adjacent modifications can be arranged for any interested individuals.

2(d)(ii) Oakdale Gun Club is a not for profit outdoor recreational shooting range. There is currently 1 employee. Our hours of operation are 8am to ½ hour before sunset, 7 days a week as defined in our existing CUP.



Planning Commission
Date: 11/23/2015
Item: 4a

ITEM: PUBLIC HEARING: Conditional Use Permit Amendment to add two trap shooting shelters to the overall site.

REQUESTED BY: Planning Department

SUBMITTED BY: Stephen Wensman, City Planner

REVIEWED BY: Ben Gozola, Consulting Planner

SUMMARY AND ACTION REQUESTED:

The Oakdale Gun Club is requesting an amendment to its Conditional Use Permit to add two trap shooting shelters to the overall site plan. Staff is recommending approval of the request subject to the conditions listed in this report.

GENERAL INFORMATION

Applicant and Property Owner: Oakdale Gun Club
10386 10th Street North, Lake Emo

Location: The SE ¼ of SW1/4 of Section 26, Township 29 north of range 21 west.

Property Identification Number (PID): 26-029-21-34-0001

Lot Size: 40 acres (active gun range property)

Request: Application for a Conditional Use Permit Amendment to add two trap shooting shelters to the overall site.

Existing Land Use and Zoning: Restricted Recreation - Agriculture

Surrounding Land Use and Zoning: The Lake Elmo Regional Park is located to the north and Rural Residential to the west, east and south.

Comprehensive Plan: Public/Park

History: The Oakdale Gun Club has been in operation continuously on its present site since 1964. The Gun Club is presently operating under an existing Condition Use Permit (88-5). The land use is considered restricted recreation by definition which is a conditional use in the Agriculture Zoning District. The Gun Club has amended its permit from time to time and would like to amend its permit to add two trap shooting shelters to their site.

Deadline for Action: Application Complete – October 23, 2015
60 Day Deadline – December 14, 2015
Extension Letter Mailed – No
120 Day Deadline – N/A

Applicable Regulations: Section 154.106 Conditional Use Permits.
 Section 154.401 Permitted and Conditional Uses.
 Section 154.306 Standards for Outdoor Recreation.

PROPERTY INFORMATION:

The Oakdale Gun Club has been in operation continuously on its present site since 1964, which predates the City's current Zoning Ordinance. The City's file on this property goes back to at least 1965; however, for the purposes of the present review, Staff will be focusing on actions taken by the City since 1982. It was at this point in time that the City of Lake Elmo conducted a more thorough review of the Gun Club operations, and it appears that this is when the current conditions of operation were adopted by the City.

Between 1983 and 1997 the City reviewed the Gun Club operation as part of an annual review of conditional use permits that was presented to the City Council each year. Since 1997, it does not appear that the Council was presented information concerning existing Conditional Use Permits. Staff's assumption is that any reviews were conducted on an administrative basis.

Starting in the mid 1980's, the City Council adopted a resolution that specified the conditions of approval for the Gun Club. After 1988, subsequent reviews and amendments to the C.U.P. have used the resolution adopted in this year (Resolution No. 88-5) as the basis for compliance. All amendments since then have technically amended this resolution as it relates to the continued operation of the Gun Club. A summary of the more recent C.U.P. amendments for the Gun Club is as follows:

- 1998 (Resolution 95-58) New caretaker residence, accessory garage, and accessory storage structure.
- 2002 (Resolution not in file) Noise abatement cover for 25 ft. range.
- 2005 (Resolution No. 2005-111) Storage structure addition.
- 2006 (Resolution No. 2006-145) New storage building.
- 2008 (Withdrawn by Applicant) Construction of a building shell over an existing range/expansion of operations building.
- 2012 (Resolution 2012-21) Construction of sidewalls and overhead baffling.

The current use of the site includes a range operations building, several outdoor ranges of varying length, the caretaker's home, storage buildings, a covered shooting range (25 yards), an archery practice area, and other miscellaneous buildings. The actual use of the facility beyond target practice includes training and other educational programs.

The property owned by the club is divided into two larger tracts. The 22-acre eastern portion is not used for any formal range facilities while the 40-acre western parcel houses all of the formal range operations.

REVIEW:

The club has been in operation long before the City adopted a Zoning Ordinance to regulate such uses. A Conditional Use Permit was first established for the use in 1988. Since that time, this Conditional Use Permit has been the basis for all amendments that have come after.

In accordance with the City Zoning Ordinance, an amended conditional use may be administered in a manner similar to that required for a new permit.

The Oakdale Gun Club is a not-for-profit outdoor recreational shooting range. The club presently has one employee. The hours of operation are 8 AM to ½ hour before sunset, 7 days of the week as defined in the existing Conditional Use Permit.

The purpose of the Gun Club's request is to amend the Conditional Use Permit to allow the construction of two 8 ft. x 8 ft. trap machine shelters and associated concrete shooter's stations (sidewalks) on a section of the club's existing range facility.

There has been an unprecedented demand for clay target (trap) shooting from Minnesota high school students. Trap shooting is a new sport that has been recognized by the Minnesota State High School League with rules and regulations established by the Minnesota State High School Clay Target League. Because of the demand, the Minnesota Department of Natural Resources (MnDNR) has requested outdoor shooting ranges in MN to assess whether their facilities can accommodate high school trap teams. The MnDNR has established a grant program to assist with such improvements.

For the past five years, the Gun Club has partnered with students from one high school to utilize the existing trap facility. The Gun Club has been able to do this while remaining in compliance with its Conditional Use Permit. Interest has grown and additional schools would like to participate in the use of the facilities. Based on analysis of the facilities, the Gun Club has determined that it is possible to expand their trap shooting facilities to accommodate the demand.

Proposal Details:

- The proposal is to install two trap machines, the associated protective shelters and sidewalk type shooting stations would allow the Gun Club to comply with the MnDNR's request.
- Clay target trap shooting activities have historically been available at the Gun Club to members and the general public. Proposed use of the new trap machines would be as follows:
 - Use by school teams for approximately ten weeks in the spring from the end of March to early June.
 - Potentially use in the fall for approximately six weeks; and
 - Available for high school matches on weekends.
- The trap ranges would shut down ½ hour before sunset on days when in use.
- All modification would take place on the Gun Club's property and would not be visible from off of the property.
- The Valley Branch Watershed District has reviewed the proposal and has determined there is no impact to the watershed.
- The new trap machines would be located in an area currently used for air gun competition (see aerial photo), which was used once per month.
- Clay targets fall area would be directly adjacent to the fall areas historically used for such target fall (see aerial photo).
- Students participating in the trap league at the Gun Club are required to possess evidence of having successfully completed a MnDNR Youth Firearm Safety course.
- All high school league trap shooting activities will be supervised by adult Gun Club members.

NOISE:

The additional two trap shooting ranges will increase noise some when in use. As requested, the use will be active primarily in the after school hours by high school teams in the spring, possibly in the fall, some weekends for high school matches. The ranges are displacing the air gun competition area. There is no immediate plans to replace the air gun competition area. When in use, there will only be one gun being shot at any one time. Noise could be mitigated by conditions to ensure use of the additional ranges be limited to the proposed afterschool hours, and during the spring and fall seasons and weekends as noted

TRAFFIC:

The Gun Club has adequate parking area to accommodate the proposed use. 10th Street is a collector road. The increased traffic will be negligible.

CONDITIONAL USE PERMIT REVIEW CRITERIA:

Reviewing this request requires that all general CUP criteria be examined. For these types of applications, the burden is on the City to show why the use should not be permitted due to impacts that cannot be controlled by reasonable conditions.

1. Effects on the health, safety, morals, convenience, or general welfare of surrounding lands.

In the early 1980's, the City of Lake Elmo conducted an extensive review of the Oakdale Gun Club and developed a list of conditions that have been applied to this day to the present day. As part of the 2008 permit request Staff visited the site and found that the club was operating in accordance with the City's requirements at that time. One of the key factors that Staff recommends that the Planning Commission consider as part of its review is whether or not the proposed changes will create any external impacts beyond what presently occurs on the site. In this case, the addition of the two trap shooting ranges are in an area that was used by air gun competition and is adjacent the existing trap range. The new trap ranges will be used for high school teams for ten weeks, after school, between the end of March through early June, and possibly in the fall for six weeks and occasional weekends for matches. The new trap ranges will displace the air gun completion area. When in use, there will be only a single shot-gun fired at any one time. Staff finds that there will be no significant increase in noise or any other effect and that this criterion is satisfied.

2. Traffic & Parking conditions.

Because the proposed improvements will mostly be used in the after school hours, the amount of traffic and parking associated with the proposed use will not significantly affect traffic and parking and adequate parking exists on site. The use will continue to be consistent with the existing operation. Staff finds that this criterion is met.

3. Effects on utility and school capacities.

There will be no changes to the utilities already established for the site. Staff finds this criterion is met.

4. Effect on property values of surrounding lands.

The Club has been in operation since before the City regulated such uses through zoning, and likewise, the club has been located on this site since before many of the surrounding land uses were established. Furthermore, since the request is for an amendment to a C.U.P. and not a new use, the Planning Commission should consider the potential impacts associated with this change and not the overall impacts of the site. If there are any violations of the previous conditions of approval for the site, the City may take action in accordance with the process specified in Resolution No. 88-5 or through enforcement of the City's Target Range ordinance.

The proposed changes will not significantly increase noise or traffic, therefore, staff finds that this criterion is satisfied as well.

5. Effect of the proposed use on the Comprehensive Plan.

The property at 10386 North 10th Street is currently utilized for a target range facility. The Comprehensive Plan guides the property for public facility use in the future, but also provides for the continuation of existing uses until such time as the parcel is redeveloped. The City Code allows for such a use to be conditionally permitted on this site. Staff finds this criterion is met.

RECOMMENDATION:

Staff recommends that the Planning Commission recommend approval of the Conditional Use Permit Amendment with the following conditions:

1. The applicant shall submit an accurate updated site plan that accurately (to scale) identifies all buildings, ranges, fences, driveways and other site improvements for city review.
2. The 2nd and 3rd trap range use shall be limited as follows in any given calendar year:
 - a. January 1st through March 14th – no use authorized.
 - b. March 15th through June 15th – Both ranges may be used, but hours of operation shall be limited to 3PM to 1/2 hour before sunset;
 - c. June 16th through August 31st – no use authorized.
 - d. September 1st through November 30th – Use shall be limited to high school teams and high school competitions. The Gun Club may designate a six week period during this timeframe when both trap ranges will be available for practice and competitions. Additionally, both ranges can be used on weekends for matches during business hours
 - e. December 1st through December 31st – no use authorized.

ORDER OF BUSINESS:

- Introduction Stephen Wensman, City Planner
- Report by staff..... Stephen Wensman, City Planner
- Questions from the Commission.....Chair & Commission Members
- Open the Public Hearing Chair
- Close the Public Hearing Chair
- Call for a motionChair Facilitates
- Discussion of Commission on the motionChair Facilitates
- Action by the Planning CommissionChair & Commission Members

ATTACHMENTS:

1. Proposed Trap Field Modification Drawing.
2. Statement for Amendment to Existing Conditional Use Permit.

CHAPTER 87A

SHOOTING RANGES

87A.01	DEFINITIONS.	87A.06	NUISANCE ACTIONS; COMPLIANCE WITH SHOOTING RANGE PERFORMANCE STANDARDS.
87A.02	SHOOTING RANGE PERFORMANCE STANDARDS; BEST PRACTICES.	87A.07	CLOSURE OF SHOOTING RANGES.
87A.03	COMPLIANT RANGES; AUTHORIZED ACTIVITIES.	87A.08	APPLICABILITY OF OTHER LAWS.
87A.04	MITIGATION AREA.	87A.09	PUBLIC SHOOTING RANGES; ACCESSIBILITY.
87A.05	NOISE STANDARDS.	87A.10	SHOOTING SPORTS FACILITY GRANTS.

87A.001 MS 2006 [Renumbered 15.001]

87A.01 DEFINITIONS.

Subdivision 1. **Applicability.** The definitions in this section apply to sections 87A.01 to 87A.08.

Subd. 2. **Person.** "Person" means an individual, association, proprietorship, partnership, corporation, club, political subdivision, or other legal entity.

Subd. 3. **Shooting range or range.** "Shooting range" or "range" means an area or facility designated or operated primarily for the use of firearms, as defined in section 97A.015, subdivision 19, or archery, and includes shooting preserves as described in section 97A.115 or any other Minnesota law.

Subd. 4. **Shooting range performance standards.** "Shooting range performance standards" means the best practices for shooting range performance standards identified in section 87A.02.

Subd. 5. **Local unit of government.** "Local unit of government" means a home rule charter or statutory city, county, town, or other political subdivision.

History: 2005 c 105 s 1; 2012 c 277 art 1 s 16

87A.02 SHOOTING RANGE PERFORMANCE STANDARDS; BEST PRACTICES.

Subdivision 1. [Repealed, 2012 c 277 art 1 s 91]

Subd. 2. **Best practices.** For purposes of this chapter, the November 1999 revised edition of the National Rifle Association's Range Source Book: A Guide to Planning and Construction shall serve as best practices for shooting range performance standards.

History: 2005 c 105 s 2; 2012 c 277 art 1 s 17

87A.03 COMPLIANT RANGES; AUTHORIZED ACTIVITIES.

Subdivision 1. **Authorized activities.** A shooting range that operates in compliance with the shooting range performance standards must be permitted to do all of the following within its geographic boundaries, under the same or different ownership or occupancy, if done in accordance with shooting range performance standards:

- (1) operate the range and conduct activities involving the discharge of firearms;

(2) expand or increase its membership or opportunities for public participation related to the primary activity as a shooting range;

(3) make those repairs or improvements desirable to meet or exceed requirements of shooting range performance standards;

(4) increase events and activities related to the primary activity as a shooting range;

(5) conduct shooting activities and discharge firearms daily between 7:00 a.m. and 10:00 p.m. A local unit of government with zoning jurisdiction over a shooting range may extend the hours of operation by the issuance of a special or conditional use permit; and

(6) acquire additional lands to be used for buffer zones or noise mitigation efforts or to otherwise comply with this chapter.

Subd. 2. Nonconforming use. A shooting range that is a nonconforming use shall be allowed to conduct additional shooting activities within the range's lawful property boundaries as of the date the range became a nonconforming use, provided the shooting range remains in compliance with noise and shooting range performance standards under this chapter.

Subd. 3. Compliance with other law. Nothing in this section exempts any newly constructed or remodeled building on a shooting range from compliance with fire safety, disability accessibility, elevator safety, bleacher safety, or other provisions of the State Building Code that have mandatory statewide application.

History: 2005 c 56 s 1; 2005 c 105 s 3

87A.04 MITIGATION AREA.

(a) Except for those uses, developments, and structures in existence or for which approval has been granted by October 1, 2005, or as provided in paragraph (b), no change in use, new development, or construction of a structure shall be approved for any portion of property within 750 feet of the perimeter property line of an outdoor shooting range if the change in use, development, or construction would cause an outdoor shooting range in compliance with this chapter to become out of compliance.

(b) A change in use, new development, or construction of a structure subject to this section may be approved if the person seeking the approval or, at the discretion of the governing body, the approving authority agrees to provide any mitigation required to keep the range in compliance with this chapter. The person requesting an approval subject to this section is responsible for providing documentation if no mitigation is required under this section. Failure to provide the documentation or any mitigation required under this section exempts the range from being found out of compliance with the shooting range performance and noise standards of this chapter with regard to the property responsible for the mitigation if the failure to provide the documentation or required mitigation is the sole basis for the range being out of compliance with the shooting range performance standards. Any action brought by the owner of the property against the range is subject to section 87A.06. With the permission of the range operator, any mitigation required under this section may be provided on the range property.

History: 2005 c 105 s 4

87A.05 NOISE STANDARDS.

Allowable noise levels for the operation of a shooting range are the levels determined by replacing the steady state noise L10 and L50 state standards for each period of time within each noise area's classification with a single Leq(h) standard for impulsive noise that is two dBA lower than that of the L10 level for steady state noise. The noise level shall be measured outside of the range property at the location of the receiver's activity according to Minnesota Rules, parts 7030.0010 to 7030.0080, as in effect on May 28, 2005. For purposes of this section, "Leq(h)" means the energy level that is equivalent to a steady state level that contains the same amount of sound energy as the time varying sound level for a 60-minute time period.

History: 2005 c 105 s 5

87A.06 NUISANCE ACTIONS; COMPLIANCE WITH SHOOTING RANGE PERFORMANCE STANDARDS.

A person who owns, operates, or uses a shooting range in this state that is in compliance with shooting range performance standards is not subject to any nuisance action for damages or equitable relief based on noise or other matters regulated by the shooting range performance standards. This section does not prohibit other actions.

History: 2005 c 105 s 6

87A.07 CLOSURE OF SHOOTING RANGES.

Subdivision 1. **Closure.** Except as otherwise provided in sections 87A.01 to 87A.08, a shooting range that is in compliance with shooting range performance standards and the requirements of sections 87A.01 to 87A.08 shall not be forced to permanently close or permanently cease any activity related to the primary use of the shooting range unless the range or activity is found to be a clear and immediate safety hazard by a court of competent jurisdiction. In any action brought to compel the permanent closure of any range in compliance with shooting range performance standards and this chapter, or to permanently cease any activity related to the primary use of the shooting range, there is a rebuttable presumption that the range or activity is not a clear and immediate safety hazard. If the shooting range provides evidence that the cause of a proven safety hazard can be mitigated so as to eliminate the safety hazard, the court shall not order the permanent closure of the range, or permanent ceasing of the activity found to be a clear and immediate safety hazard, unless the range operator fails to implement the necessary mitigation to remove the safety hazard by the date that is determined reasonable by the court.

Subd. 2. **Preliminary injunctions.** Nothing in this section prohibits a court from granting a preliminary injunction against any activity determined to be a probable clear and immediate safety hazard, or against any individual determined to be the probable cause of an alleged clear and immediate safety hazard, pending the final determination of the existence of the safety hazard.

Subd. 3. **Permanent injunctions.** A court may grant a permanent injunction only against a particular activity or person instead of permanently closing the range unless the court finds that the remaining operations also pose a safety hazard under this section.

History: 2005 c 105 s 7

87A.08 APPLICABILITY OF OTHER LAWS.

Subdivision 1. **Public safety laws; zoning.** (a) Nothing in this chapter prohibits enforcement of any federal law. To the extent consistent with this chapter, other state laws regarding the health, safety, and

welfare of the public may be enforced. To the extent consistent with this chapter, a local unit of government with zoning authority jurisdiction over a shooting range may enforce its applicable ordinances and permits. Nothing in this chapter shall supersede more restrictive regulation of days and hours of operation imposed by the terms and conditions of ordinances and permits that are in effect on May 28, 2005.

(b) If the operator of the shooting range shows evidence that the range can be brought into compliance with the applicable state law, local ordinance, or permit, the range may not be permanently closed unless the range operator fails to bring the range into compliance with the applicable law, ordinance, or permit under this section by the date that the court determines reasonable. Nothing in this section prohibits a court from granting a preliminary injunction against any activity determined to be a violation of a law, ordinance, or permit under this section or against any individual determined to be causing an alleged violation, pending the final determination of the existence of the violation.

Subd. 2. **Permanent injunctions.** A court may grant a permanent injunction only against a particular activity or person instead of permanently closing the range unless the court finds that the remaining operations also create a violation under this section.

History: 2005 c 105 s 8

87A.09 PUBLIC SHOOTING RANGES; ACCESSIBILITY.

(a) A publicly owned or managed shooting range located in the seven-county metropolitan area that is funded in whole or part with public funds must be available at least twice during the spring and twice during the summer for use by participants in a Minnesota Department of Natural Resources firearms safety instruction course under section 97B.015. The shooting range must be available during hours reasonable for youth participants. The range operator may charge a fee to cover any costs directly incurred from use required under this section, but may not charge a fee to offset costs for general maintenance and operation of the facility.

(b) This section does not apply to cities of the first class or a shooting range located on the same premises as a correctional or detention facility that holds or incarcerates offenders.

History: 2012 c 277 art 1 s 18

87A.10 SHOOTING SPORTS FACILITY GRANTS.

The commissioner of natural resources shall administer a program to provide cost-share grants to local recreational shooting clubs or local units of government for up to 50 percent of the costs of developing or rehabilitating shooting sports facilities for public use. A facility rehabilitated or developed with a grant under this section must be open to the general public at reasonable times and for a reasonable fee on a walk-in basis. The commissioner shall give preference to projects that will provide the most opportunities for youth.

History: 2014 c 290 s 13; 2014 c 312 art 13 s 18; 1Sp2015 c 4 art 4 s 40



MAYOR & COUNCIL COMMUNICATION

DATE: December 15, 2015

CONSENT

ITEM # 10

AGENDA ITEM: Approve 3M Tolling Agreement

SUBMITTED BY: City Clerk, Julie Johnson

THROUGH: Interim Administrator, Clark Schroeder &
City Attorney David Snyder

REVIEWED BY: Clark Schroeder

SUGGESTED ORDER OF BUSINESS *if removed from Consent:*

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

POLICY RECOMENDER: Interim Administrator and City Attorney

SUMMARY AND ACTION REQUESTED:

The attached agreement would toll the statute of limitations on claims related to 3M's alleged disposal of PFC containing wastes to April 1, 2016.

RECOMMENDATION: If pulled from consent agenda, motion should be:

“Motion to approve the Fourth Amended Tolling Agreement between the City of Lake Elmo and 3M Company.”



MAYOR & COUNCIL COMMUNICATION

DATE: December 15, 2015

CONSENT

ITEM # 11

AGENDA ITEM: Approve Office Administrative Assistant Hiring

SUBMITTED BY: City Clerk, Julie Johnson

THROUGH: Interim Administrator, Clark Schroeder

REVIEWED BY: Clark Schroeder & Cathy Bendel

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECOMENDER: Interim Administrator and City Clerk.

FISCAL IMPACT: This is a full time non exempt position at \$20.00/hr with an estimated fully loaded cost of \$62,068 per year assuming family medical and dental coverage.

SUMMARY AND ACTION REQUESTED:

We received almost 30 applications for this position, and of those, 5 individuals were interviewed. References have been contacted and verified, and we are recommending that Nicole Smith be hired with a start date on or around January 5, 2016. Ms. Smith has been offered the position contingent on the approval by the City Council.

RECOMMENDATION: If pulled from consent agenda, motion should be:

“Motion to approve filling the Office Administrative Assistant position as recommended by City Staff.”



MAYOR & COUNCIL COMMUNICATION

DATE: December 15th, 2015
CONSENT
ITEM #12
MOTION

AGENDA ITEM: FTE Hires for Public Works

SUBMITTED BY: Michael Bouthilet, Public Works Superintendant

THROUGH: Clark Schroeder, Interim City Administrator

REVIEWED BY: Finance Director Bendel and City Clerk Johnson

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: Public Works Superintendant

FISCAL IMPACT:

Base salary rate of \$20/hr; total addition cost of approximately \$85k for the 1.5 FTE add.

SUMMARY AND ACTION REQUESTED:

Approval is being requested to fill two budgeted Public Works positions. One is a new full-time street position which was budgeted in 2015. One is to upgrade the current part-time Utility Operator position to full-time which was budgeted for 2016 effective 1/1/16.

LEGISLATIVE HISTORY:

One Public Works maintenance operator, with a primary role in street maintenance, was budgeted for the latter part of 2015. The current Public works Operator with a utility maintenance primary was budgeted to be upgraded to full time effective January 1, 2016. The street primary was position was advertised in November. As is typical for municipal employment opportunities the applicants covered a broad spectrum of education, training and experience. This is beneficial to smaller communities with staff cross trained across the full spectrum of street, water, sewer, storm water and park maintenance. With the top two candidates meeting these

criteria, it is recommended to hire Joseph Effinger effective 12/16/15 as a street maintenance primary role and to upgrade Michael Cornell from part-time to full time in a utility maintenance role effective 1/1/2016. Mike Cornell will continue in his current split position through 12/31/15 will allow time to transition function coverage.

BACKGROUND INFORMATION (SWOT)

Strengths: Will be able to provide an expected level of service. Every attempt is made to maintain or improve service, but current staffing has increasingly been challenged to meet the demands.

Weaknesses: During the development and installation of new infrastructure staff has added responsibilities to protect existing systems with numerous utility locate requests and meeting. In addition to reviewing and inspecting new streets, infrastructures and amenities the City will be required to maintain. It cannot reasonably be expected to hire staff to facilitate tasks required during build outs, but two additional staff will significantly help during this period and are needed to continue in all maintenance operations.

Opportunities: Both of the recommended applicants are making municipal operations a career choice and expect to train and expand their experience and knowledge base. Both have demonstrated attributes which could lead to potential leadership roles.

Threats: Inability to respond timely to resident inquiries and City maintenance issues.

RECOMMENDATION:

Approve the hiring of Joe Effinger full-time and the upgrade of Mike Cornell from part-time to full-time.



MAYOR & COUNCIL COMMUNICATION

DATE: December 15, 2015
CONSENT
ITEM # 13

AGENDA ITEM: Rieder Property– Preliminary Plat Extension

SUBMITTED BY: Stephen Wensman, City Planner

REVIEWED BY: Clark Schroeder

<u>SUGGESTED ORDER OF BUSINESS:</u>	
- Introduction of Item	City Planner
- Report/Presentation.....	City Planner
- 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: The City Council is being asked to consider a request by Mr. Rieder for Preliminary Plat Extension. The City Council approved Resolution 2015-056 granting preliminary plat approval on July 21, 2015. According to Lake Elmo City Ordinance 153.07 a subdivider of land must submit a final plat within 180 days after approval of preliminary plat or the plat will be considered void. Staff is recommending approval of the Preliminary Plat Extension.

Staff recommends approval of the request with the following motion:

“Move to adopt Resolution No. 2015-086 approving the Rieder (Lennar Diedrich) Townhouses preliminary plat extension for one year.”

BACKGROUND AND STAFF REPORT: The City Council approved Resolution 2015-056 granting preliminary plat approval for a 46-unit singled family attached (townhouse) development to be located on slightly over 15 acres of land immediately east of Lake Elmo Avenue and north of the Hunters Crossing development. The applicant, Mr. Rieder is requesting the extension to allow for more time to arrange bank financing and prepare for final plat.

As with previous extension considerations, the City Council has the right to reconsider. According to the City Attorney:

“The council can reconsider any action ...[but the] motion to reconsider must be brought by somebody who voted in the affirmative.... 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”.

According to MN State Statutes, 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 within a period of two years after the original plat approval. If the Council elects to not approve the extension, the developer can reapply for preliminary and final plat, and Council will have to approve the requests (as it would be very difficult to arrive at findings for denial when the subdivision has already been approved under existing regulations). For reference, the relevant statute reads as follows:

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.

In summary, in considering the applicants request the City Council should consider whether there has been any intervening area-wide zoning or big land-use changes since the original approval of the plat. To deny, the City Council would need to cite some material fact. The Council’s decision cannot be arbitrary or capricious.

If denied, the Reider’s and/or their developer could go through the approval process again spending time and money (which would then restart their two-year protection clock). Staff’s valuable time would be taken to again review and provide reports, and the public hearings would be held for an item that essentially has a predetermined outcome. Accordingly, it is strongly recommended that City Council approve this item on the consent agenda and grant the requested one-year extension to file the approved final plat.

MORITORIUM: This development is not affected by the City's moratorium since it received preliminary plat approval prior to July 22, 2015.

FISCAL IMPACT:

- **5th Street:** The City will require that the applicant enter into a developer's agreement with the City to specify the financial responsibilities for various aspects of the subdivision and related public improvements. It is expected that the project will include the construction of the northern half of the segment of 5th Street to the east of Lake Elmo.
- **Municipal services and property taxes:** The developer is expected to pay the Water Availability Charge for the entire development at the time a final plat (\$138,000 per unit) and Sewer Accessibility Charge (\$138,000) similar to other developments that are connecting to the Municipal services. In addition, at the time of building permit issuance, water and sewer connection charges will be collected in the amount of \$2,000/unit (\$92,000). When fully developed, the property taxes will produce roughly $(\$350,000 \times 46) \div 1,000 = \$32,200$ in increased revenue per year.

SUMMARY AND ACTION REQUESTED: The City Council is being asked to consider a request for approval of a Preliminary Plat Extension for a 46-unit singled family attached (townhouse) development to be located on slightly over 15 acres of land immediately east of Lake Elmo Avenue and north of the Hunters Crossing development.

“Move to adopt Resolution No. 2015-086 approving the Rieder (Lennar Diedrich) Townhouses preliminary plat extension for one year.”

ATTACHMENTS:

1. Resolution No. 2015-086 approving the Rieder Preliminary extension for one year.
2. Resolution No. 2015-056 approving the preliminary plat
3. Lennar Diedrich Townhouses Preliminary Plat
4. City Council Packet 7-21-15

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

RESOLUTION NO. 2015-86

A RESOLUTION APPROVING

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

WHEREAS, Gerhart Rieder, property owner, 7401 Wyndham Way, Woodbury, MN 55125, submitted an application to the City of Lake Elmo (City) for a preliminary plat for a 46-unit singled family attached (townhouse) development on approximately 15 acres in the RT-Rural Development Transitional Zoning District (PID: 36.029.21.32.0002) referred to as Lennar Diedrich Property Preliminary Plat, a copy of which is on file in the City of Lake Elmo Community Development Department; and

WHEREAS, on July 7, 2015, the Lake Elmo Planning Commission reviewed and recommended approval of the Lennar Diedrich Preliminary Plat; and

WHEREAS, on July 21, 2015, the Lake Elmo City Council adopted Resolution 2015-056 granting preliminary plat approval for a 46-unit singled family attached (townhouse) development

WHEREAS, Gerhart Reider has requested a 12-month extension to the Final Plat submittal deadline of the approved plat to allow for additional time to prepare for financing and other planning activities;

NOW, THEREFORE, BE IT RESOLVED THAT the City Council does hereby approve a 12-month extension to the Final Plat deadline for the Lennar Diedrich property residential subdivision, thereby extending the final plat application deadline to December 1, 2016.

Passed and duly adopted this 15th day of December, 2015 by the City Council of the City of Lake Elmo, Minnesota.

Mike Pearson, Mayor

ATTEST:

Julie Johnson, City Clerk

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

RESOLUTION NO. 2015-056

*A RESOLUTION APPROVING A PRELIMINARY PLAT FOR
THE LENNAR DIEDRICH TOWNHOUSES*

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

WHEREAS, Lennar Corporation, 16305 36th Avenue North, Plymouth, MN (Applicant) has submitted an application to the City of Lake Elmo (City) for a Preliminary Plat for the Lennar Diedrich Townhouses subdivision, a copy of which is on file in the City of Lake Elmo Community Development Department; and

WHEREAS, the Lake Elmo Planning Commission held public hearing on June 22, 2015 to consider the Preliminary Plat request; and

WHEREAS, the Lake Elmo Planning Commission has submitted its report and recommendation concerning the Preliminary Plat as part of a memorandum to the City Council from Community Development Director Kyle Klatt for the July 7, 2015 Council Meeting; and

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

WHEREAS, the City Council reviewed the Preliminary Plat at its meeting held on July 7, 2014 and made the following findings of fact:

- 1) That the preliminary plat is consistent with the Lake Elmo Comprehensive Plan and the Future Land Use Map for this area.
- 2) That the preliminary plat complies with the City's Urban Medium Density Residential zoning district regulations.
- 3) That the preliminary plat complies with all other applicable zoning requirements, including the City's landscaping, storm water, sediment and erosion control and other ordinances with the plan revisions as requested by City Staff and consultants.
- 4) That the preliminary plat complies with the City's subdivision ordinance.
- 5) That the preliminary plat is consistent with the City's engineering standards provided the plans are updated to address the City Engineer's comments documented in a letter dated June 17, 2014.
- 6) That there are no City parks located within ½ mile of the proposed subdivision.

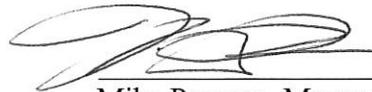
- 7) That the updated development plans indicate that proposed structures on Lots 29-32 are located too close to the property line and that the development plans must be updated to move these structures to the required setbacks prior to the submission of a final plat.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council does hereby approve the preliminary plat for the Lennar Diedrich Townhouses subdivision subject to the following conditions:

- 1) The landscape plan and tree preservation plan shall be reviewed and approved by an independent forester or landscape architect in advance of the approval of a final plat and final construction plans.
- 2) The final landscape plan shall incorporate additional plantings where feasible adjacent to the shared property lines with parcel at 11490 Hudson Boulevard.
- 3) The applicant shall be responsible for updating the final construction plans to include the construction of all improvements within the Lake Elmo Avenue (CSAH 17) right-of-way as required by Washington County and further described in the review letter received from the County dated March 3, 2015. The required improvements shall include, but not be limited to the construction of a northbound right turn lane and southbound center turn lane.
- 4) The developer shall follow all of the rules and regulations spelled out in the Wetland Conservation Act, and shall acquire the needed permits from the Valley Branch Watershed District prior to the commencement of any grading or development activity on the site.
- 5) The applicant shall enter into a maintenance agreement with the City that clarifies the individuals or entities responsible for any landscaping installed in areas outside of land dedicated as public park and open space on the final plat.
- 6) The developer shall be required to pay a fee in lieu of park land dedication equivalent to the fair market value for the amount of land that is required to be dedicated for such purposes in the City's Subdivision Ordinance. A cash payment in lieu of land dedication shall be paid by the applicant prior to the release of the final plat for recording.
- 7) The applicant must enter into a separate grading agreement with the City prior to the commencement of any grading activity in advance of final plat and plan approval. The City Engineer shall review any grading plan that is submitted in advance of a final plat, and said plan shall document extent of any proposed grading on the site.
- 8) All required modifications to the plans as requested by the City Engineer in a review letter dated June 17, 2015 shall be incorporated into the plans prior to consideration of a final plat.

- 9) The applicant shall update all of the landscaping and construction plans to reflect the updated site plan that includes a public right-of-way within the project area. These updated plan shall be subject to review and approval by the City Engineer.
- 10) Although the updated site plan does not incorporate a private street, any request for flexibility from City regulations and standards must be considered and addressed as part of the final plat submission.
- 11) The final construction plans for the Diedrich Townhouses subdivision shall include, at a minimum, the northern portion of 5th Street if a joint construction project between the applicant and Ryland Homes does not proceed in advance of a final plat submission for the applicant's site.
- 12) The architectural covenants for the homeowner's association shall include provisions that discourage blank garage doors. All garage doors shall incorporate windows or decorative trim to minimize the visual impact of the garage-forward home design.
- 13) Prior to recording the Final Plat for any portion of the area shown in the Preliminary Plat, the Developer shall enter into a Developers Agreement acceptable to the City Attorney that delineates who is responsible for the design, construction, and payment of public improvements.
- 14) The site plan and construction plans shall be revised to include a sidewalk along at least one side of all streets within the subdivision.
- 15) The applicant shall pay a Water Availability Charge consistent with the Lake Elmo Fee Schedule for the entire development prior to the release of the final plat for recording, regardless of project phasing.
- 16) The developer shall secure a written grading agreement from Excel Energy concerning the proposed grading activity underneath an existing power line easement across the property prior to submission of a final plat.

Passed and duly adopted this 21st day of July 2015 by the City Council of the City of Lake Elmo, Minnesota.



Mike Pearson, Mayor

ATTEST:


Julie Johnson, City Clerk



MAYOR & COUNCIL COMMUNICATION

DATE: July 21, 2015
REGULAR
ITEM # 14
RESOLUTION 2015-056

AGENDA ITEM: Diedrich Property Townhouses (Lennar) – Preliminary Plat

SUBMITTED BY: Kyle Klatt, Community Development Director

THROUGH: Julie Johnson, City Clerk

REVIEWED BY: Planning Commission
Nick Johnson, City Planner
Jack Griffin, City Engineer

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECCOMENDER: The Planning Commission is recommending approval of a preliminary plat for a new subdivision as requested by Lennar Corporation. The Subdivision Ordinance requires that the City Council review and approval a preliminary plat before an applicant may proceed with the preparation and recording of a final plat. The subdivision request is being made by Lennar for property presently owned by Tammy Diedrich and Gerhard Rieder within the I-94 Corridor planning area.

FISCAL IMPACT: TBD – The City will require that the applicant enter into a developer’s agreement with the City to specify the financial responsibilities for various aspects of the subdivision and related public improvements. The developer is expected to pay the Water Availability Charge for the entire development at the time a final plat is approved (currently \$3,000 per unit) similar to other developments that are connecting to the Lake Elmo Avenue water main.

SUMMARY AND ACTION REQUESTED: The City Council is being asked to consider a request for approval of a Preliminary Plat from Lennar Corporation for a 46-unit singled family

attached (townhouse) development to be located on slightly over 15 acres of land immediately east of Lake Elmo Avenue and north of the Hunters Crossing development. The proposed development site is located within the City's I-94 corridor planning area, and is in an area guided for public sewer and water services. The preliminary plat has been prepared in response to the City's Comprehensive Plan for the corridor, which guides this site for medium density urban residential development. The Staff report to the Planning Commission concerning this request is attached to this memorandum, and includes a detailed summary of the request in addition to the detailed Staff review and recommendation. The City Council was scheduled to review this request at the 7/7/15 meeting, but consideration was postponed at request of the applicant. The applicant has now requested that consideration be placed back on the agenda

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

“Move to adopt Resolution No. 2015-056 approving the Lennar Diedrich Townhouses preliminary plat with 16 conditions of approval.”

LEGISLATIVE HISTORY/PLANNING COMMISSION REPORT: The attached staff report to the Planning Commission provides an overview of the request and a list of comments and recommendations from Staff. In order to address the initial set of comments from the City, the developer prepared an updated site plan prior to the Planning Commission meeting that reduced the overall number of units by two and that changed the originally planned private street to a public street meeting City specifications. Although the construction plans have not yet been updated, the Planning Commission's review focused on the updated site plan. The City will still need to review updated construction plans, and all previous review comments from the City Engineer and County Engineer will need to be addressed by the applicant. Since the Planning Commission meeting the developer has updated the landscape plan to provide a better overview of how the site will look when completed.

The Planning Commission considered the preliminary plat at its June 22, 2015 meeting and conducted a public hearing on the applicant's request at this time. No one spoke at the public hearing.

The Planning Commission discussed the request and specifically issues associated with the timing of improvements to 5th Street, the updated site plan, and potential issues associated with the new configuration of lots. The Commission also noted that the developer would need to address an ownership issue in the extreme southwestern portion of the plat. Specifically, Ryland Homes owns a small remnant of land that is sandwiched between 5th Street and the Lennar property. This property is shown as part of the Lennar plat, but it may be excluded from the subdivision based on the developers' comments at the meeting. If this is the case, four of the lots need be adjusted in order to provide adequate rear yard setbacks. This is not a major plat concern, but will need to be addressed as part of a final plat submission. The Commission adopted a finding of fact to document their concerns over this issue.

The Commission further discussed the status of parks in this area and the developer's request to pay a fee in lieu of land dedication. Commissioners adopted a motion to include a finding that there are no City parks within ½ mile of the subdivision site. The Commission also requested one additional condition of approval to clarify that the developer must secure a written agreement from Xcel Energy to perform the planned grading work within the existing power line easement. The conditions of approval as amended by the Planning Commission are incorporated into the draft resolution.

The Planning Commission adopted a motion to recommend approval of the Preliminary Plat with the findings and conditions as noted in the attached Resolution 2015-056. The motion passed unanimously (7-0).

BACKGROUND INFORMATION (SWOT):

- | | |
|----------------------|--|
| Strengths | <ul style="list-style-type: none">• The preliminary plat is consistent with the Comprehensive Plan and specifically the Urban Medium Density Residential land use classification.• The project will connect to the Cottage Grove sewer interceptor via a connection to the gravity line constructed across the project site late last year.• The project will connect to the Lake Elmo Avenue water main recently installed in this area. |
| Weaknesses | <ul style="list-style-type: none">• The two developers adjacent to 5th Street have not yet agreed to build this road as a joint project. |
| Opportunities | <ul style="list-style-type: none">• The development will include 46 REC units and will pay connection fees for sewer and water service. The developer has committed to paying the water available charge for the entire development (\$138,000 based on the current fee schedule) with the first phase of the final plat.• The project will include the construction of the initial segment of 5th Street to the east of Lake Elmo (which must either be constructed as a public project or privately by the developer). |
| Threats | <ul style="list-style-type: none">• None identified. |

RECOMMENDATION: Based upon the above background information, Staff report and Planning Commission recommendation, it is recommended that the City Council approve the Lennar Diedrich Townhouses preliminary plat with the 16 conditions of approval as documented in the resolution of approval by taking the following action / with the following motion:

“Move to adopt Resolution No. 2015-056 approving the Lennar Diedrich Townhouses preliminary plat with 16 conditions of approval.”

ATTACHMENTS:

1. Resolution No. 2015-056
2. Planning Commission Report (6/22/15)
3. Application Forms
4. Application Narrative and Information
5. Location Map
6. Tree Inventory
7. Review Comments:
 - a. City Engineer
 - b. Washington County
8. Preliminary Plat and Plans (20 sheets)
 - a. Revised Site Plan (Dated 6/19/15)
 - b. Revised Landscape Plan (Dated 6/25/15)
 - c. Cover Sheet
 - d. Legend Sheet
 - e. Existing Conditions
 - f. Preliminary Plat
 - g. Preliminary Site Plan
 - h. Preliminary Utility Plan
 - i. Preliminary Grading Plan
 - j. Erosion Control Plan
 - k. Preliminary Seeding Plan
 - l. Preliminary Street Profiles
 - m. Details
 - n. Landscape Plan
 - o. Tree Preservation Plan

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

RESOLUTION NO. 2015-056

*A RESOLUTION APPROVING A PRELIMINARY PLAT FOR
THE LENNAR DIEDRICH TOWNHOUSES*

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

WHEREAS, Lennar Corporation, 16305 36th Avenue North, Plymouth, MN (Applicant) has submitted an application to the City of Lake Elmo (City) for a Preliminary Plat for the Lennar Diedrich Townhouses subdivision, a copy of which is on file in the City of Lake Elmo Community Development Department; and

WHEREAS, the Lake Elmo Planning Commission held public hearing on June 22, 2015 to consider the Preliminary Plat request; and

WHEREAS, the Lake Elmo Planning Commission has submitted its report and recommendation concerning the Preliminary Plat as part of a memorandum to the City Council from Community Development Director Kyle Klatt for the July 7, 2015 Council Meeting; and

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

WHEREAS, the City Council reviewed the Preliminary Plat at its meeting held on July 7, 2014 and made the following findings of fact:

- 1) That the preliminary plat is consistent with the Lake Elmo Comprehensive Plan and the Future Land Use Map for this area.
- 2) That the preliminary plat complies with the City's Urban Medium Density Residential zoning district regulations.
- 3) That the preliminary plat complies with all other applicable zoning requirements, including the City's landscaping, storm water, sediment and erosion control and other ordinances with the plan revisions as requested by City Staff and consultants.
- 4) That the preliminary plat complies with the City's subdivision ordinance.
- 5) That the preliminary plat is consistent with the City's engineering standards provided the plans are updated to address the City Engineer's comments documented in a letter dated June 17, 2014.
- 6) That there are no City parks located within ½ mile of the proposed subdivision.

- 7) That the updated development plans indicate that proposed structures on Lots 29-32 are located too close to the property line and that the development plans must be updated to move these structures to the required setbacks prior to the submission of a final plat.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council does hereby approve the preliminary plat for the Lennar Diedrich Townhouses subdivision subject to the following conditions:

- 1) The landscape plan and tree preservation plan shall be reviewed and approved by an independent forester or landscape architect in advance of the approval of a final plat and final construction plans.
- 2) The final landscape plan shall incorporate additional plantings where feasible adjacent to the shared property lines with parcel at 11490 Hudson Boulevard.
- 3) The applicant shall be responsible for updating the final construction plans to include the construction of all improvements within the Lake Elmo Avenue (CSAH 17) right-of-way as required by Washington County and further described in the review letter received from the County dated March 3, 2015. The required improvements shall include, but not be limited to the construction of a northbound right turn lane and southbound center turn lane.
- 4) The developer shall follow all of the rules and regulations spelled out in the Wetland Conservation Act, and shall acquire the needed permits from the Valley Branch Watershed District prior to the commencement of any grading or development activity on the site.
- 5) The applicant shall enter into a maintenance agreement with the City that clarifies the individuals or entities responsible for any landscaping installed in areas outside of land dedicated as public park and open space on the final plat.
- 6) The developer shall be required to pay a fee in lieu of park land dedication equivalent to the fair market value for the amount of land that is required to be dedicated for such purposes in the City's Subdivision Ordinance. A cash payment in lieu of land dedication shall be paid by the applicant prior to the release of the final plat for recording.
- 7) The applicant must enter into a separate grading agreement with the City prior to the commencement of any grading activity in advance of final plat and plan approval. The City Engineer shall review any grading plan that is submitted in advance of a final plat, and said plan shall document extent of any proposed grading on the site.
- 8) All required modifications to the plans as requested by the City Engineer in a review letter dated June 17, 2015 shall be incorporated into the plans prior to consideration of a final plat.

- 9) The applicant shall update all of the landscaping and construction plans to reflect the updated site plan that includes a public right-of-way within the project area. These updated plan shall be subject to review and approval by the City Engineer.
- 10) Although the updated site plan does not incorporate a private street, any request for flexibility from City regulations and standards must be considered and addressed as part of the final plat submission.
- 11) The final construction plans for the Diedrich Townhouses subdivision shall include, at a minimum, the northern portion of 5th Street if a joint construction project between the applicant and Ryland Homes does not proceed in advance of a final plat submission for the applicant's site.
- 12) The architectural covenants for the homeowner's association shall include provisions that discourage blank garage doors. All garage doors shall incorporate windows or decorative trim to minimize the visual impact of the garage-forward home design.
- 13) Prior to recording the Final Plat for any portion of the area shown in the Preliminary Plat, the Developer shall enter into a Developers Agreement acceptable to the City Attorney that delineates who is responsible for the design, construction, and payment of public improvements.
- 14) The site plan and construction plans shall be revised to include a sidewalk along at least one side of all streets within the subdivision.
- 15) The applicant shall pay a Water Availability Charge consistent with the Lake Elmo Fee Schedule for the entire development prior to the release of the final plat for recording, regardless of project phasing.
- 16) The developer shall secure a written grading agreement from Excel Energy concerning the proposed grading activity underneath an existing power line easement across the property prior to submission of a final plat.

Passed and duly adopted this 21st day of July 2015 by the City Council of the City of Lake Elmo, Minnesota.

Mike Pearson, Mayor

ATTEST:

Julie Johnson, City Clerk



PLANNING COMMISSION
DATE: 6/22/15
AGENDA ITEM: 4A – PUBLIC HEARING
CASE # 2015-19

ITEM: Diedrich Property Townhouses (Lennar) – Preliminary Plat and Conditional Use Permit

SUBMITTED BY: Kyle Klatt, Planning Director

REVIEWED BY: Nick Johnson, City Planner
Jack Griffin, City Engineer

SUMMARY AND ACTION REQUESTED:

The Planning Commission is being asked to consider a Preliminary Plat request from Lennar Corporation for a 46-unit single-family attached (townhouse) development to be located on slightly over 15 acres of land immediately east of Lake Elmo Avenue and north of the Hunters Crossing development. The site is located within the I-94 Corridor Planning Area and is therefore on property that has been guided for public sewer and water services. The application as originally submitted included a request for a Conditional Use Permit to allow the use of a private street to serve the individual townhouse units. The applicant has since updated the proposed site plan and plat to incorporate a public street within the development, which will eliminate the need for a conditional use permit. Staff is recommending approval of the request with conditions as listed in the below report.

GENERAL INFORMATION

Applicant: Lennar Corporation (Paul Tabone); 16305 36th Avenue North, Suite 600, Plymouth MN 55446

Property Owner: Tammy Diedrich and Gerhard Rieder, 7401 Wyndham Way, Woodbury, MN 55125

Location: Part of Section 36 in Lake Elmo, north of I-94, east of Lake Elmo Avenue, and south of the Cimarron Golf Course property. Immediately north of 404 Lake Elmo Avenue North. PID: 36.029.21.32.0002

Request: Application for a preliminary plat related to a 46-unit townhouse subdivision. A request for a conditional use permit is no longer need based on the submission of an updated site plan with a public street.

Existing Land Use and Zoning: Vacant with fairly heavy tree cover. Current Zoning: RT – Rural Transitional; Proposed Zoning: MDR – Medium Density Residential

Surrounding Land Use: North – Cimarron Manufactured Home Park and golf course; East – Trans-City industrial building; West – Rural Residential property and The Forest residential subdivision; South –

	Hunters Crossing single family residential development; also one existing home site adjacent to Lake Elmo Avenue.
<i>Surrounding Zoning:</i>	MDR – Medium Density Residential, RT – Rural Development Transitional; LDR – Low Density Residential
<i>Comprehensive Plan:</i>	Urban Medium Density Residential (4 – 7.5 units per acre)
<i>History:</i>	No history on file with the City. Site has been vacant or used for agricultural purposes for a long period of time. The sketch plan was reviewed by the City in February and March of 2015. Staff did not find any information in the City’s land use files for the site that would impact the proposed subdivision.
<i>Deadline for Action:</i>	Application Complete – 6/3/15 60 Day Deadline – 8/2/15 Extension Letter Mailed – No 120 Day Deadline – 10/1/15
<i>Applicable Regulations:</i>	Chapter 153 – Subdivision Regulations Article 10 – Urban Residential Districts (MDR) §150.270 Storm Water, Erosion, and Sediment Control

REQUEST DETAILS

The City of Lake Elmo has received a request from Lennar Corporation for a preliminary plat for a 46 unit townhouse development tentatively called the Diedrich Property Preliminary Plat. Please note that the original application and all of the construction plans as submitted were for a 48-unit project utilizing a private street. Due to several issues concerning the original configuration of lots and in order to address City, County, and watershed district comments and concerns, the applicant has submitted a revised site plan that now includes a public street and a reduced number of lots. The applicant may still be seeking some variation from City standards in order to plat a public street, and Staff is suggesting that any variations from the City’s zoning and subdivision regulations be addressed at the final plat stage.

The City previously reviewed a sketch plan for the property earlier in the spring of this year, and the current application has been preceded by a Comprehensive Plan amendment that changed the future land use designation of this parcel from HDR – High Density Residential to MDR – Medium Density Residential.

The site under consideration is situated between the Cimarron Golf Course and the Hunters Crossing development north of the planned 5th Street corridor and west of Lake Elmo Avenue. The property is currently vacant, and there is no record of any buildings or structures being constructed on the site. When the City was initially planning the trunk sewer line project to serve the Village Area, the original alignment of the trunk sewer through this property followed the northern and eastern property boundaries. After subsequent discussions with the property owners, this alignment was changed to the southern boundary of the site, within what eventually become the planned right-of-way for 5th Street. The City has acquired easements for both 5th Street and the sewer and water main serving this area that cross the southern property boundary of the applicant’s property. These easements may eventually be vacated since the preliminary plat will formally dedicate the required right-of-way for the road, sewer, water, and other utilities as 5th Street. A similar dedication of the road and utility right-of-way was provided with Hunters Crossing to the South.

The proposed access into the development is now proposed to occur via a new public road immediately across from the entrance to Hunters Crossing (Lavern Avenue North). The City has previously approved the use of private roads to serve the townhouse units with Lennar's Savona subdivision, and the plan as originally drawn out called for a private road to be used to access the proposed townhouses. The road as originally planned would have been located within a 30-foot wide Outlot, however, the City Engineer expressed concern that this outlot was not wide enough to accommodate all necessary infrastructure (both private and public) to serve the development. In order to address these (and other) concerns, the applicant has propose a modified plan that accommodates a public street meeting all City standards. This updated plan has been submitted as a supplement to the original application materials that still include a 30-foot outlot with a private street. Any future plan submissions and reviews will need to address revised review comments from Staff, and specifically, the City Engineer, prior to approval of a final plat.

The overall site plan is generally consistent with sketch plan submitted earlier this year. The two notable exceptions are that the (now revised) preliminary plat reduced the overall number of units from 50 to 46. The developer is proposing to construct a sidewalk along the main entrance into the development in addition to a sidewalk connecting the western cul-de-sac with the planned 5th Street trail. There are no interior sidewalks depicted on the preliminary development plans, and the applicant has stated that they believe that interior sidewalks will not be necessary given the low traffic volumes expected on the interior streets. Staff is recommending that if the project does includes a public street and right-of-way meeting City standards that a sidewalk on one side of all street be included in the final development plans.

One of the reasons that the applicant originally requested the use of a private street is that it would allow them to slightly vary the setbacks of the townhouse units in order to help minimize the visual impact of a row of townhouses all at the same setback. The developer is still looking for ways to add some variation to the setbacks, and will be seeking some minor modifications as part of the final plat submission in order to address this issue.

Consistent with the City's specifications for the 5th Street roadway segment, the applicant has provided for a 100-foot wide right-of-way, which will provide sufficient room for the construction of a parkway with turning lanes, 10-foot bituminous trail, sidewalk, trees, lighting, and other design elements as planned by the City. In this case, the applicant is retaining the existing easement width of 110 feet at the intersection of 5th Street and Lake Elmo Avenue and narrowing the right-of-way down to match the 100 foot right-of-way platting within Hunters Crossing. Both Ryland Homes and Lennar are still working towards a joint project to build 5th Street at one time verses splitting the construction up into northern and southern segments.

The preliminary plat has been developed in response to the City's recently adopted Comprehensive Plan, which identifies all of the applicant's property for urban medium density residential development. The plat incorporates 46 single family attached lots, most of which are designed with widths around 40 feet each. Given the limited access to the site and relatively small nature of the property, the applicant has worked to incorporate some variety into the arrangement of lots as is possible given these restrictions.

Public sanitary sewer service is presently available on the site, which was constructed as part of the Village trunk line project completed late last year. Water was extended to the site as part of the 2014 Lake Elmo Avenue water main project. Like other developments along this line, the developer will be expected to pay the full water availability charges for each planned lot (\$3,000) at the time of the final plat, even if the project is broken up into different stages.

PLANNING AND ZONING ISSUES

The Diedrich Townhouse site is guided for urban medium density development in the City's Comprehensive Plan, and the appropriate zoning for the site will be MDR – Medium Density Residential. The actual rezoning of the property is a necessary step prior to development of this site that will need to be completed prior to approval of the final plat. The overall subdivision plan has therefore been prepared in order to comply with the district standards for the MDR districts in terms of lot size, lot widths, building setbacks, and other design criteria. Within the MDR district, townhouses are allowed that do not meet minimum frontage requirements or that are located along a private street as a conditional use permit.

The planned road serving the townhouse lots extends due north from 5th Street and then splits east and west through the middle of the property to provide access to the townhouses. There are no planned connections to the east, west, or north of the property because these sites have previously been developed or will connect into 5th Street once on either side of the site under consideration. Given the site characteristics and the immediately adjacent land uses (which are all different than single family), the applicant has had to design the site as an isolated island that is impractical to connect to adjacent properties. The streets as originally planned and later updated will meet the City's minimum standards for construction.

The sidewalks within the subdivision are limited to those mentioned in the previous section of this report, and there are no sidewalks planned along the east/west private road. Please note that the plat as originally submitted did not dedicate the amount of right-of-way that has been requested by Washington County. The County has previously requested that the developer dedicate an additional 42 feet of right-of-way along Lake Elmo Avenue, and that this right-of-way width be incorporated into the final plat. The additional right-of-way does impact the location of the planned storm water pond over Outlot A, and this pond and associated grading work will need to be adjusted in order to account for the expanded right-of-way. Updated plans must be reviewed and approved by the City, County, and Watershed District prior to the City's approval of a final plat for this subdivision.

As noted in the preceding section, the developer has submitted an updated site plan that retains the same general layout, and configuration of lots, but changes the proposed private street outlot of 30 feet to a public right-of-way 60 feet in width. The additional right-of-way has been requested by the City Engineer to help ensure that there is adequate room for future maintenance and upkeep of public utilities (sewer, water, and other private utilities) within this subdivision. All final construction plans will need to be updated to reflect the public right-of-way and reconfiguration of lots.

The preliminary site plan included as part of the application materials includes a description of the lot size, dimensions, and all required setbacks for the development. All of the lots meet the City's minimum area requirement of 4,000 for single-family attached lots in a MDR district, with the smallest lot proposed at 5,527 square feet. The site plans further illustrate that throughout the subdivision the lots will average 8,782 square feet, which exceeds the minimum requirements by a fairly wide margin.

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

Zoning and Site Information:

- Existing Zoning: RT – Rural Transitional

- Proposed Zoning: MDR – Medium Density Residential
- Total Site Area: 15.11 acres (includes Outlot D of Hunters Crossing)
- Total Residential Units: 48
- Proposed Density (Net): 4 units per acre
- REC Units from Comp Plan: 57 (based on a gross calculation)

Proposed Lot Dimensional Standards:

- Min. Lot Width: 40 ft.
- Lot Depth: 134 ft. (140 ft. typical)
- Lot Area: 4,000 sq. ft. (8,000 typical)
- Front Yard Setback: 25 ft.
- Side Yard Setback: 10 ft.
- Rear Yard Setback: 20 ft.

Proposed Street Standards:

- ROW Width – Local 60 ft. (potentially could be reduced to 50 ft. for a limited access road)
- ROW Width – Minor Collector 110-100 feet
- Street Widths – Local: 28 ft.(per City standard)
- Street Width – Minor Collector Varies – parkway design proposed

The standards listed above are all in compliance with the applicable requirements from the City's zoning and subdivision regulations, including the revised public street and associated right-of-way. Based on Staff's review of the preliminary plat, the applicant has demonstrated compliance with all applicable code requirements at the level of detail that is required for a preliminary plat. The applicant will need to address the review comments from the City and County, and the final plat and final construction plans will specifically need to be updated to reflect the wider public street right-of-way and expanded Lake Elmo Avenue (CSAH 17) right-of-way. Any variations from setbacks and other standards because of the amended road section will need to be addressed with the final plat.

As with any new subdivision the City Code requires that a portion of the plat be set aside for public park use. In this case, the applicant is not proposing to dedicate any land specifically for a public park, and is instead asking to pay a fee in lieu of land dedication. This is not a site or general location that would be suitable for a public park or any specific trail connections; therefore, Staff is supportive of the applicant's request to pay a fee instead of dedicating any public land with the subdivision. The required dedication for the 15.11 acre site would be 1.51 acres, or a cash payment of approximately \$90,000 based on previous appraisals of land in this area.

REVIEW AND ANALYSIS

City Staff has reviewed the proposed preliminary plat, and has forwarded the plans to appropriate reviewing agencies in advance of the Planning Commission meeting. In general, the proposed plat will meet all applicable City requirements for approval, and any deficiencies or additional work that is needed is noted as part of the review record and can be imported in the final plat and final construction plans. The City has received a detailed list of comments from the City Engineer concerning the proposed subdivision; these comments are attached to this report for consideration by the Planning Commission.

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

- **Comprehensive Plan.** The proposed subdivision is consistent with the Lake Elmo Comprehensive Plan for this area and with the densities that were approved as part of this plan (as recently amended). The net densities for the development fall within the low end of the range allowed for the urban medium density, and depending on the specific amount of land that will be dedicated for 5th Street and Lake Elmo Avenue, this density will be somewhere in the 3.8 to 4.0 units per acre range. Given the site constraints and need to accommodate additional right-of-way within the plat, Staff has found that the proposed density is in keeping the spirit and intent of the Comprehensive Plan for this area. Other aspects of the Comprehensive Plan relate to the Hunter's Crossing subdivision as follows:
 - **Transportation.** The City's transportation plan calls for the construction of a minor collector road that will connect the eastern and western portions of the I-94 Corridor. Staff views this road as a critical piece of the transportation infrastructure that is needed to serve the densities that have been planned for this area. The City's previous acquisition of easements through this area anticipated the future alignment of 5th Street through the southern portion of the applicant's property and the proposed subdivision will officially plat this right-of-way with the final plat. Both Lennar and Ryland are still working towards a joint project to build all of 5th Street between their properties later this summer, and regardless of whether or not a joint project occurs, Lennar will need to build at least its half of 5th Street in order to provide access to the proposed townhouses. Staff will continue to work with both parties to work towards a joint project that addresses the needs of the private developers and the City for access.
 - **Parks.** The City's park plan identifies proposed locations for neighborhood parks based on the anticipated population that should be served by each park. This subdivision is located at the periphery of a park search area for the area east of Lake Elmo Avenue. During its review of the sketch plan for this subdivision, the Park Commission did not recommend the dedication of land within the subdivision for a new park, and instead agreed with the developer's request to submit a cash payment in lieu of land dedication. Staff anticipates that a larger park that could be designed in conjunction with the School District near Oakland Junior High would better serve existing and future residents in this portion of the City.
 - **Water.** Public water service has been extended to this area via the public improvement project that installed a new water main along Lake Elmo Avenue last year. The final construction plans will need to abide by any recommendations of the City Engineer concerning the extension of water service through this site to service other adjacent sites (which will likely not be required given the exiting development on either side of the applicant's site).
 - **Sanitary Sewer.** The developer will be required to connect to the gravity sewer main that has been installed under the 5th Street right-of-way. The utility plans provided by the applicant document this connection.

- **Phasing.** The Lennar townhouse subdivision is located within the Stage 2 phasing area for the I-94 Corridor. The City's Comprehensive Plan allows the City to consider accelerating development stages when adequate public services are available. In this case, the sewer and water projects already completed help this project meet this threshold. The developer will also be required to pay all water availability charges for the project at the time of platting regardless of project staging.
- **Zoning.** The proposed zoning for the site is MDR – Low Density Residential and the subdivision has been designed to comply with all applicable requirements of this zoning district.
- **Subdivision Requirements.** The City's Subdivision Ordinance includes a fairly lengthy list of standards that must be met by all new subdivisions, and include requirements for blocks, lots, easements, erosion and sediment control, drainage systems, monuments, sanitary sewer and water facilities, streets, and other aspects of the plans. The majority of these requirements have been addressed as part of the City Engineer's comments (which are detailed in the Engineer's comment letter) or have been reviewed as part of Staff's ongoing communications with the applicant regarding the project. The elimination of the private street will help the project comply with several of the concerns previously expressed by the City Engineer and other Staff.
- **Infrastructure.** The developer will be required to construct all streets, sewer, water, storm water ponds, and other infrastructure necessary to serve the development.
- **Landscaping.** The applicant has provided a landscape plan for the development that is intended to comply with the City's requirements for number, size and spacing of trees along the public streets. This plan should be reviewed by the City's consulting landscape architect prior to the submission of a final plat. The applicant has also submitted a tree inventory that documents the type and size of all trees on the property and all those that will be impacted by construction to determine compliance with the City's tree preservation and protection plan as described below.
- **Tree Preservation and Protection.** The City recently adopted a tree preservation and protection ordinance, and the applicant has prepared a tree inventory and tree preservation plan for the site. Overall, there are 1,387 caliper inches of trees on the subject property, and all of these trees will be removed in order to build the subdivision as planned. This means the developer will need to mitigate for 485 caliper inches (the amount that exceeds the allowed 30% removal) in accordance with the ordinance replacement schedule. The species and mix of replacement plantings should be also be reviewed by the City's consulting landscape architect.
- **Green Belt/Buffer/Screening.** There are no planned green belts or buffers on or around the site under consideration. The proposed landscape plan incorporates plantings along all edges of the property and within the internal outlots.
- **Streets and Transportation.** The proposed street system, as revised, has been designed to comply with all applicable subdivision requirements and City engineering standards. The developer must also commit to the construction of at least the northern portion of 5th Street in

order for the project to move forward as a final plat. The timing of this road will be somewhat dependent on whether or not Ryland and Lennar are able to come to an agreement to build 5th Street as a joint project. The final construction plans should reflect how 5th Street will be built, and must include the northern portion if a joint project does not move forward. The City has received and reviewed a complete set of construction plans for 5th Street as part of the Hunters Crossing development.

- **County Comments.** Comments received from Washington County during the concept plan review, which focus on needed improvements to Lake Elmo Avenue (CSAH 17) to serve the development, are included in an attached letter from the County's Senior Planner dated March 3, 2015. Staff is recommending that compliance with the County's comments be added as a condition of approval for the plat.
- **Trails.** The Planning Commission comments during the sketch plan review encouraged the developer to incorporate a trail connection between 5th Street and the eastern cul-de-sac. The developer has indicated that given the tight constraints on the site (even with the elimination of four units) that there is not sufficient room to provide for this trail connection. Staff would also like to note that the overall distance from the cul-de-sac to 5th Street is not a large distance even without a direct trail connection.
- **Street Names.** Staff has forwarded its recommendation for street names to Lennar, and these names should be included on the final plat documents.
- **Adjacent Parcels.** The proposed landscape plan includes additional plantings between the proposed townhouses and the industrial facility to the east. The landscape plan will need to be updated to reflect the revised site plan, and in particular, the plan should continue to provide for screening between the eastern-most townhouses and the adjacent industrial land.
- **City Engineer Review.** The City Engineer has provided the Planning Department with a detailed comment letter as a summary of his preliminary plat review. Staff has incorporated the more significant issues identified by the Engineer as part of the recommended conditions of approval, and has also included a general condition that all issues identified by the City Engineer must be addressed by the applicant prior to approval of a final plat for any portion of the Diedrich townhouses. With the general site plan revisions that have been proposed by the applicant, the construction plans will need to be updated to reflect this revisions. Any additional comments or concerns from the City Engineer that arise from the plan updates will need to be addressed as part of a final plat submission.
- **Watershed District.** The project area lies within the Valley Branch Watershed District and the developer will need to secure permits from the watershed district in order to proceed with the development as planned. One of the recommended conditions of approval is that the applicant receive plan approval from the watershed district prior to submission of a final plat for the subdivision.
- **Storm Water Management.** In order to accommodate the County's requirement for additional right-of-way along Lake Elmo Avenue, the developer has had to readjust the size and configuration of the planned storm water basin over Outlot A. The County will not allow any portion of the storm water facility to be located within its right-of-way; therefore, the

plans will need to be updated to reconfigure and adjust the location and size of this pond. These updated plans will be subject to review by the City Engineer and Valley Branch Watershed District. The developer is also requesting to use the proposed pond as part of a water re-use system through lawn irrigation. The City Engineer is seeking additional details concerning this system prior to making any recommendations concerning the viability of the system as proposed.

- ***Washington County Review.*** County Staff has previously provided review comments to the City concerning the sketch plan for the Diedrich townhouses subdivision to the City in a letter dated March 5, 2015. The most significant of the County's concerns is that the applicant will need to make improvements to the County road system in order to provide the necessary access to the subdivision. As a condition of approval, Staff has noted that the applicant will be responsible for including all improvements to TH17 as required by the County as part of the construction plans for the development. In addition, the County has noted that the required right-of-way dedication for Lake Elmo Avenue should be 92 feet as opposed to the 90 feet shown. This request does impact the proposed storm water plan as noted above.

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

Recommended Conditions of Approval:

- 1) The landscape plan and tree preservation plan shall be reviewed and approved by an independent forester or landscape architect in advance of the approval of a final plat and final construction plans.
- 2) The final landscape plan shall incorporate additional plantings where feasible adjacent to the shared property lines with parcel at 11490 Hudson Boulevard.
- 3) The applicant shall be responsible for updating the final construction plans to include the construction of all improvements within the Lake Elmo Avenue (CSAH 17) right-of-way as required by Washington County and further described in the review letter received from the County dated March 3, 2015. The required improvements shall include, but not be limited to the construction of a northbound right turn lane and southbound center turn lane.
- 4) The developer shall follow all of the rules and regulations spelled out in the Wetland Conservation Act, and shall acquire the needed permits from the Valley Branch Watershed District prior to the commencement of any grading or development activity on the site.
- 5) The applicant shall enter into a maintenance agreement with the City that clarifies the individuals or entities responsible for any landscaping installed in areas outside of land dedicated as public park and open space on the final plat.
- 6) The developer shall be required to pay a fee in lieu of park land dedication equivalent to the fair market value for the amount of land that is required to be dedicated for such purposes in

the City's Subdivision Ordinance. A cash payment in lieu of land dedication shall be paid by the applicant prior to the release of the final plat for recording.

- 7) The applicant must enter into a separate grading agreement with the City prior to the commencement of any grading activity in advance of final plat and plan approval. The City Engineer shall review any grading plan that is submitted in advance of a final plat, and said plan shall document extent of any proposed grading on the site.
- 8) All required modifications to the plans as requested by the City Engineer in a review letter dated June 17, 2015 shall be incorporated into the plans prior to consideration of a final plat.
- 9) The applicant shall update all of the landscaping and construction plans to reflect the updated site plan that includes a public right-of-way within the project area. These updated plan shall be subject to review and approval by the City Engineer.
- 10) Although the updated site plan does not incorporate a private street, any request for flexibility from City regulations and standards must be considered and addressed as part of the final plat submission.
- 11) The final construction plans for the Diedrich Townhouses subdivision shall include, at a minimum, the northern portion of 5th Street if a joint construction project between the applicant and Ryland Homes does not proceed in advance of a final plat submission for the applicant's site.
- 12) The architectural covenants for the homeowner's association shall include provisions that discourage blank garage doors. All garage doors shall incorporate windows or decorative trim to minimize the visual impact of the garage-forward home design.
- 13) Prior to recording the Final Plat for any portion of the area shown in the Preliminary Plat, the Developer shall enter into a Developers Agreement acceptable to the City Attorney that delineates who is responsible for the design, construction, and payment of public improvements.
- 14) The site plan and construction plans shall be revised to include a sidewalk along at least one side of all streets within the subdivision.

DRAFT FINDINGS

Staff is recommending that the Planning Commission consider the following findings with regards to the proposed Lennar/Diedrich Townhouses preliminary plat:

- That the preliminary plat is consistent with the Lake Elmo Comprehensive Plan and the Future Land Use Map for this area.
- That the preliminary plat complies with the City's Urban Medium Density Residential zoning district regulations.

- That the preliminary plat complies with all other applicable zoning requirements, including the City’s landscaping, storm water, sediment and erosion control and other ordinances with the plan revisions as requested by City Staff and consultants
- That the preliminary plat complies with the City’s subdivision ordinance.
- That the preliminary plat is consistent with the City’s engineering standards provided the plans are updated to address the City Engineer’s comments documented in a letter dated June 17, 2014.

RECCOMENDATION:

Staff recommends that the Planning Commission recommend approval of the Lennar/Diedrich preliminary plat with the 14 conditions of approval as listed in the Staff report. Suggested motion:

“Move to recommend approval of the Lennar/Diedrich preliminary plat with the 14 conditions of approval as drafted by Staff”

ATTACHMENTS:

1. Application Forms
2. Application Narrative and Information
3. Location Map
4. Tree Inventory
5. Review Comments:
 - a. City Engineer
 - b. Washington County
6. Preliminary Plat and Plans (20 sheets)
 - a. Revised Site Plan (Dated 6/19/15)
 - b. Cover Sheet
 - c. Legend Sheet
 - d. Existing Conditions
 - e. Preliminary Plat
 - f. Preliminary Site Plan
 - g. Preliminary Utility Plan
 - h. Preliminary Grading Plan
 - i. Erosion Control Plan
 - j. Preliminary Seeding Plan
 - k. Preliminary Street Profiles
 - l. Details
 - m. Landscape Plan
 - n. Tree Preservation Plan

ORDER OF BUSINESS:

- IntroductionPlanning Staff

- Report by StaffPlanning Staff
- Questions from the Commission Chair & Commission Members
- Open the Public HearingChair
- Close the Public Hearing.....Chair
- Discussion by the Commission Chair & Commission Members
- Action by the Commission Chair & Commission Members

Date Received: 4/29/15
Received By: [Signature]
LU File #: 2015-19



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

PRELIMINARY PLAT APPLICATION

Applicant: PAUL TABONE - LENNAR CORPORATION
Address: 16305 36th AVE NORTH, PLYMOUTH MN 55446
Phone #: 952-249-3086
Email Address: PAUL.TABONE@LENNAR.COM

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

Property Location (Address and Complete (long) Legal Description): LOCATED ALONG
LAKE ELMO AVENUE - PIN # 36-029-21-32-002 -
REFER TO PRELIMINARY PLAT.

General information of proposed subdivision: 48 TOWN HOMES WITH
ASSOCIATED IMPROVEMENTS - REFER TO PRE-PLAT PLANS
& COVER LETTER.

Conducted pre-application meeting with Staff? Yes No

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

Signature of applicant: Paul J. Tabone Date: 4/29/2015
Signature of Fee Owner: [Signature] Date: 4/29/2015
Tammy Diehl 4/29/2015

Date Received: _____
Received By: _____
Permit #: _____



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

LAND USE APPLICATION

- Comprehensive Plan Zoning District Amend Zoning Text Amend Variance*(see below) Zoning Appeal
- Conditional Use Permit (C.U.P.) Flood Plain C.U.P. Interim Use Permit (I.U.P.) Excavating/Grading
- Lot Line Adjustment Minor Subdivision Residential Subdivision Sketch/Concept Plan
- PUD Concept Plan PUD Preliminary Plan PUD Final Plan

Applicant: SALE - PAUL TABONE - LENNAR CORPORATION
Address: _____
Phone #: _____
Email Address: _____

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

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

Detailed Reason for Request: REFER TO ATTACHED COVER MEMO -
CUP FOR PRIVATE STREETS FOR TWIN HOME COMMUNITY

*Variance Requests: As outlined in Section 301.060 C. of the Lake Elmo Municipal Code, the applicant must demonstrate practical difficulties before a variance can be granted. The practical difficulties related to this application are as follows:

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

Signature of applicant: Paul J. Tabone Date: 4/29/2015

Signature of fee owner: Tammy Dieckel Date: 4/29/2015



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

AFFIRMATION OF SUFFICIENT INTEREST

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

Name of applicant Gerhard Rieder - Tammy Diederich
(Please Print)

Street address/legal description of subject property _____

Tammy Diederich Signature 4/29/15 Date
Tammy Diederich 4/29/15

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

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

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



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

ACKNOWLEDGEMENT OF RESPONSIBILITY

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

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

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

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

Signature of applicant PAUL J. TABONE Date 4/29/2015

Name of applicant Paul J. Tabone Phone 952-249-3086
(Please Print)

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



Mr. Kyle Klatt
Community Development Director
City of Lake Elmo, MN

Dear Kyle:

Lennar Corporation is pleased to submit the preliminary plat application for a twin home community located on the Diedrich property (PIN 36.029.21.32.0002) along Lake Elmo Avenue. The proposed preliminary plat is in substantial conformance with the sketch plat for the property that was reviewed by the City during February. There are some modifications we wish to acknowledge with this submittal.

In finalizing the design and layout, it was determined that homes were too close when private walks were added; private sidewalks were overlapping each other, especially when homes were located around the curves of both cul-de-sacs that were shown in the sketch plat. The wider public rights of way were overdesigned, and also resulted in tight spacing around each cul-de-sac. Additionally, units 38-23 all had fronts located along the same setback line, resulting in a stretch of homes that had no variation in placement. To remedy these issues and open up the design a bit more, 2 units were eliminated to allow more space between the twin homes, resulting in a total of 48 units. The easterly cul-de-sac has also been modified into a loop road with an outlot in a center island. This allowed us to space out the layout of the homes while providing an open space area for residents. Side setbacks have also been modified to a minimum of 7.5 feet.

Because the entire interior street system is now set up as a private street, and side setbacks have been slightly modified to achieve a better fit between units, we are requesting that a CUP be processed as a master plan of development for this site primarily for the private roads, as was done in the townhome area for Savona. It should be noted that the width of the paved area is still 28' back to back; only the right of way has been reduced. The remainder of the site meets the minimum design requirements for the MDR District, with the exception of the modified setback, which can be governed by a CUP. The transition of the interior streets from public to private roads results in the opportunity for a HOA to maintain the streets, and the MDR District Density of 4 to 7 dwelling units per acre can still be achieved when right of way and pond areas are excluded.

16305 36th Avenue N, Suite 600 • Plymouth, MN 55446

LENNAR.COM

Enclosed you will find the following project documents:

- 5 sets of full-size plans, 1 digital set, 10 reductions size 11x17
- Signed and dated application & escrow deposit check
- Current title commitment
- Mailing labels – 750' radius
- Vacation Exhibit for a portion of 5th Street

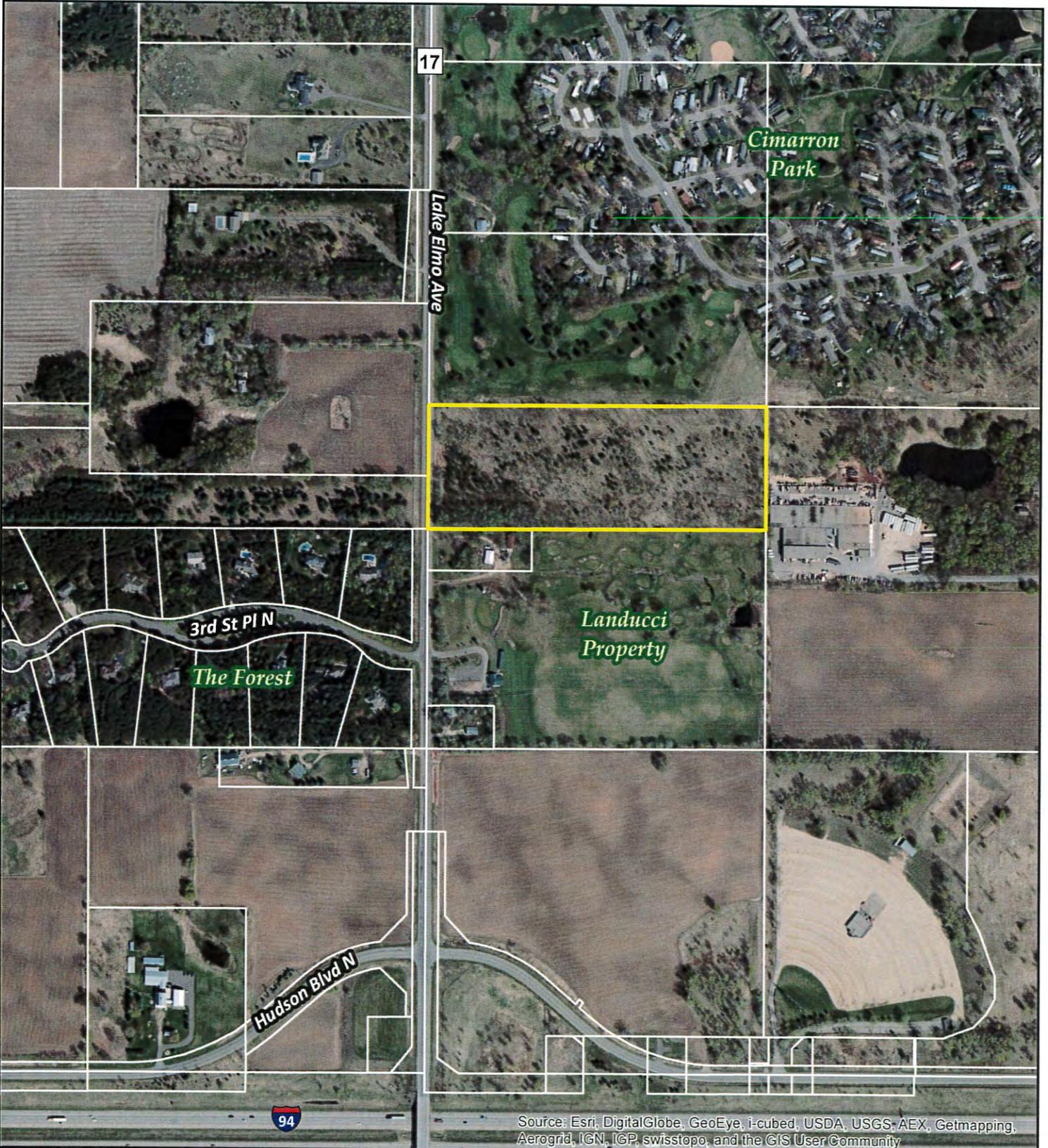
We are confident that this layout enhances the site design from what was initially presented in the sketch plat, and are excited about a new prospective community in the City of Lake Elmo.

Please contact me with any questions, and I look forward to working with you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Paul J. Tabone", with a long horizontal flourish extending to the right.

Paul J. Tabone
Land Entitlement Mgr
Lennar Minnesota

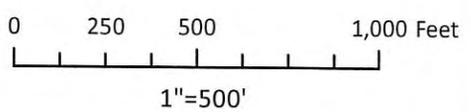


Location Map: Diedrich Property (PIN: 36.029.21.32.0002)



Data Source: Washington County, MN
10-22-2013

 Diedrich Property



Diedrich Property Tree Inventory

Lake Elmo, Minnesota

April 29, 2015

LENNAR®

Tree Inventory by:

Ken Arndt

Forest Ecologist/Wetland Specialist

Midwest Natural Resources, Inc.

1032 West Seventh St. #150

St. Paul, MN 55102

(651)-788-0641

Tree Preservation Plans provided by:

PI **NEER** *engineering*

2422 Enterprise Drive

Mendota Heights, MN 55120

651-681-1914

#	Tree Tag #	Size (DBH ")	Common Name	Scientific Name	Notes	Total Remove	Conifer Remove	Common Remove
1	1701	12/10	Siberian Elm	<i>Ulmus pumila</i>	offsite			
2	1702	15	Honey Locust	<i>Gleditsia triacanthos</i>	offsite			
3	1703	15	Siberian Elm	<i>Ulmus pumila</i>	offsite			
4	1704	16/10	Siberian Elm	<i>Ulmus pumila</i>	offsite			
5	1705	8	Jack Pine	<i>Pinus banksiana</i>		8	8	
6	1706	8	Jack Pine	<i>Pinus banksiana</i>		8	8	
7	1707	9	Red Pine	<i>Pinus resinosa</i>		9	9	
8	1708	8	Jack Pine	<i>Pinus banksiana</i>		8	8	
9	1709	8	Jack Pine	<i>Pinus banksiana</i>		8	8	
10	1710	8	Jack Pine	<i>Pinus banksiana</i>		8	8	
11	1711	8	Jack Pine	<i>Pinus banksiana</i>		8	8	
12	1712	8	Jack Pine	<i>Pinus banksiana</i>		8	8	
13	1713	10	Jack Pine	<i>Pinus banksiana</i>		10	10	
14	1714	8	Jack Pine	<i>Pinus banksiana</i>		8	8	
15	1715	9	Jack Pine	<i>Pinus banksiana</i>		9	9	
16	1716	8	Jack Pine	<i>Pinus banksiana</i>		8	8	
17	1717	8	Jack Pine	<i>Pinus banksiana</i>		8	8	
18	1718	8	Jack Pine	<i>Pinus banksiana</i>		8	8	
19	1719	8	Jack Pine	<i>Pinus banksiana</i>		8	8	
20	1720	8	Jack Pine	<i>Pinus banksiana</i>		8	8	
21	1721	10	Jack Pine	<i>Pinus banksiana</i>		10	10	
22	1722	8	Jack Pine	<i>Pinus banksiana</i>		8	8	
23	1723	8	Jack Pine	<i>Pinus banksiana</i>		8	8	
24	1724	8	Red Pine	<i>Pinus resinosa</i>		8	8	
25	1725	8	Red Pine	<i>Pinus resinosa</i>		8	8	
26	1726	12	Quaking Aspen	<i>Populus tremuloides</i>		12		12
27	1727	8	Jack Pine	<i>Pinus banksiana</i>		8	8	
28	1728	9	Jack Pine	<i>Pinus banksiana</i>		9	9	
29	1729	12	Scotch Pine	<i>Pinus sylvestris</i>	heavy sapsucker damage along trunk			
30	1730	8	Jack Pine	<i>Pinus banksiana</i>		8	8	
31	1731	11	Scotch Pine	<i>Pinus sylvestris</i>	heavy sapsucker damage along trunk			
32	1732	10	Jack Pine	<i>Pinus banksiana</i>		10	10	
33	1733	8	Jack Pine	<i>Pinus banksiana</i>		8	8	
34	1734	8	Jack Pine	<i>Pinus banksiana</i>		8	8	
35	1735	9	Jack Pine	<i>Pinus banksiana</i>		9	9	
36	1736	10	Jack Pine	<i>Pinus banksiana</i>		10	10	
37	1737	9	Red Pine	<i>Pinus resinosa</i>		9	9	
38	1738	9	Red Pine	<i>Pinus resinosa</i>		9	9	
39	1739	10	Jack Pine	<i>Pinus banksiana</i>		10	10	
40	1740	8	Jack Pine	<i>Pinus banksiana</i>		8	8	
41	1741	8	Jack Pine	<i>Pinus banksiana</i>		8	8	
42	1742	10	Scotch Pine	<i>Pinus sylvestris</i>		10	10	
43	1743	9	Jack Pine	<i>Pinus banksiana</i>		9	9	
44	1744	8	Jack Pine	<i>Pinus banksiana</i>		8	8	
45	1745	9	Scotch Pine	<i>Pinus sylvestris</i>	heavy sapsucker damage along trunk			
46	1746	8	Jack Pine	<i>Pinus banksiana</i>		8	8	
47	1747	8	Jack Pine	<i>Pinus banksiana</i>		8	8	
48	1748	8	Jack Pine	<i>Pinus banksiana</i>		8	8	
49	1749	8	Red Pine	<i>Pinus resinosa</i>		8	8	
50	1750	9	Jack Pine	<i>Pinus banksiana</i>		9	9	
51	1751	9	Jack Pine	<i>Pinus banksiana</i>		9	9	
52	1752	8	Red Pine	<i>Pinus resinosa</i>		8	8	
53	1753	8	Red Pine	<i>Pinus resinosa</i>		8	8	
54	1754	10	Red Pine	<i>Pinus resinosa</i>		10	10	
55	1755	10	Red Pine	<i>Pinus resinosa</i>		10	10	
56	1756	8	Red Pine	<i>Pinus resinosa</i>		8	8	

#	Tree Tag #	Size (DBH ")	Common Name	Scientific Name	Notes	Total Remove	Conifer Remove	Common Remove
57	1757	8	Red Pine	<i>Pinus resinosa</i>		8	8	
58	1758	13	Scotch Pine	<i>Pinus sylvestris</i>	heavy sapsucker damage along trunk			
59	1759	8/6	Red Pine	<i>Pinus resinosa</i>		14	14	
60	1760	10	Red Pine	<i>Pinus resinosa</i>		10	10	
61	1761	10	Jack Pine	<i>Pinus banksiana</i>		10	10	
62	1762	8	Jack Pine	<i>Pinus banksiana</i>		8	8	
63	1763	10	Red Pine	<i>Pinus resinosa</i>		10	10	
64	1764	8	Scotch Pine	<i>Pinus sylvestris</i>		8	8	
65	1765	8	Jack Pine	<i>Pinus banksiana</i>		8	8	
66	1766	8	Jack Pine	<i>Pinus banksiana</i>		8	8	
67	1767	9	Red Pine	<i>Pinus resinosa</i>		9	9	
68	1768	8	Jack Pine	<i>Pinus banksiana</i>		8	8	
69	1769	9	Jack Pine	<i>Pinus banksiana</i>		9	9	
70	1770	9	Jack Pine	<i>Pinus banksiana</i>		9	9	
71	1771	10	Scotch Pine	<i>Pinus sylvestris</i>		10	10	
72	1772	8	Red Pine	<i>Pinus resinosa</i>		8	8	
73	1773	9	Red Pine	<i>Pinus resinosa</i>		9	9	
74	1774	8	Red Pine	<i>Pinus resinosa</i>		8	8	
75	1775	8	Red Pine	<i>Pinus resinosa</i>		8	8	
76	1776	8/6/6	Red Pine	<i>Pinus resinosa</i>		20	20	
77	1777	8	Red Pine	<i>Pinus resinosa</i>		8	8	
78	1778	8	Red Pine	<i>Pinus resinosa</i>		8	8	
79	1779	8	Red Pine	<i>Pinus resinosa</i>		8	8	
80	1780	8	Red Pine	<i>Pinus resinosa</i>		8	8	
81	1781	9	Red Pine	<i>Pinus resinosa</i>		9	9	
82	1782	9	Red Pine	<i>Pinus resinosa</i>		9	9	
83	1783	8	Red Pine	<i>Pinus resinosa</i>		8	8	
84	1784	9	Red Pine	<i>Pinus resinosa</i>		9	9	
85	1785	8/7	Red Pine	<i>Pinus resinosa</i>		15	15	
86	1786	12	Scotch Pine	<i>Pinus sylvestris</i>	toppled but alive			
87	1787	9	Red Pine	<i>Pinus resinosa</i>		9	9	
88	1788	8	Red Pine	<i>Pinus resinosa</i>		8	8	
89	1789	8	Red Pine	<i>Pinus resinosa</i>		8	8	
90	1790	9	Red Pine	<i>Pinus resinosa</i>		9	9	
91	1791	8	Red Pine	<i>Pinus resinosa</i>		8	8	
92	1792	8	Red Pine	<i>Pinus resinosa</i>		8	8	
93	1793	8	Red Pine	<i>Pinus resinosa</i>		8	8	
94	1794	8	Red Pine	<i>Pinus resinosa</i>		8	8	
95	1795	9	Jack Pine	<i>Pinus banksiana</i>		9	9	
96	1796	9/8	Scotch Pine	<i>Pinus sylvestris</i>		17	17	
97	1797	8	Scotch Pine	<i>Pinus sylvestris</i>		8	8	
98	1798	12	Cottonwood	<i>Populus deltoides</i>		12		12
99	1799	8	Red Pine	<i>Pinus resinosa</i>		8	8	
100	1800	8	Red Pine	<i>Pinus resinosa</i>		8	8	
101	1801	9	Red Pine	<i>Pinus resinosa</i>		9	9	
102	1802	9	Red Pine	<i>Pinus resinosa</i>		9	9	
103	1803	8/7	Red Pine	<i>Pinus resinosa</i>		15	15	
104	1804	9	Red Pine	<i>Pinus resinosa</i>		9	9	
105	1805	9/7	Red Pine	<i>Pinus resinosa</i>		16	16	
106	1806	12	Siberian Elm	<i>Ulmus pumila</i>		12		12
107	1807	13	Box Elder	<i>Acer negundo</i>		13		13
108	1808	8	Red Pine	<i>Pinus resinosa</i>		8	8	
109	1809	9	Red Pine	<i>Pinus resinosa</i>		9	9	
110	1810	8	Red Pine	<i>Pinus resinosa</i>		8	8	
111	1811	9	Red Pine	<i>Pinus resinosa</i>		9	9	
112	1812	8	Red Pine	<i>Pinus resinosa</i>		8	8	

#	Tree Tag #	Size (DBH ")	Common Name	Scientific Name	Notes	Total Remove	Conifer Remove	Common Remove
113	1813	8	Red Pine	<i>Pinus resinosa</i>		8	8	
114	1814	8	Red Pine	<i>Pinus resinosa</i>		8	8	
115	1815	8	Red Pine	<i>Pinus resinosa</i>		8	8	
116	1816	8	Red Pine	<i>Pinus resinosa</i>		8	8	
117	1817	9	Red Pine	<i>Pinus resinosa</i>		9	9	
118	1818	15	Siberian Elm	<i>Ulmus pumila</i>		15		15
119	1819	20	Siberian Elm	<i>Ulmus pumila</i>		20		20
120	1820	12	Siberian Elm	<i>Ulmus pumila</i>		12		12
121	1821	14	Siberian Elm	<i>Ulmus pumila</i>		14		14
122	1822	12	Siberian Elm	<i>Ulmus pumila</i>	offsite			
123	1823	13	Siberian Elm	<i>Ulmus pumila</i>	offsite			
124	1824	8	Red Pine	<i>Pinus resinosa</i>		8	8	
125	1825	8	Red Pine	<i>Pinus resinosa</i>		8	8	
126	1826	8	Red Pine	<i>Pinus resinosa</i>		8	8	
127	1827	8/8	Red Pine	<i>Pinus resinosa</i>		16	16	
128	1828	8/6	Red Pine	<i>Pinus resinosa</i>		14	14	
129	1829	8	Red Pine	<i>Pinus resinosa</i>		8	8	
130	1830	9	Jack Pine	<i>Pinus banksiana</i>		9	9	
131	1831	8	Red Pine	<i>Pinus resinosa</i>		8	8	
132	1832	9	Red Pine	<i>Pinus resinosa</i>		9	9	
133	1833	10	Red Pine	<i>Pinus resinosa</i>		10	10	
134	1834	8	Scotch Pine	<i>Pinus sylvestris</i>		8	8	
135	1835	9	Red Pine	<i>Pinus resinosa</i>		9	9	
136	1836	8	Red Pine	<i>Pinus resinosa</i>		8	8	
137	1837	8	Scotch Pine	<i>Pinus sylvestris</i>		8	8	
138	1838	8/8/8	Scotch Pine	<i>Pinus sylvestris</i>		24	24	
139	1839	8/8	Red Pine	<i>Pinus resinosa</i>		16	16	
140	1840	9/9	Scotch Pine	<i>Pinus sylvestris</i>		18	18	
141	1841	8	Red Pine	<i>Pinus resinosa</i>		8	8	
142	1842	8	Red Pine	<i>Pinus resinosa</i>		8	8	
143	1843	9	Scotch Pine	<i>Pinus sylvestris</i>		9	9	
144	1844	8	Red Pine	<i>Pinus resinosa</i>		8	8	
145	1845	9/8	Red Pine	<i>Pinus resinosa</i>		17	17	
146	1846	9	Red Pine	<i>Pinus resinosa</i>		9	9	
147	1847	8	Red Pine	<i>Pinus resinosa</i>		8	8	
148	1848	8	Red Pine	<i>Pinus resinosa</i>		8	8	
149	1849	14	Siberian Elm	<i>Ulmus pumila</i>		14		14
150	1850	8/6	Red Pine	<i>Pinus resinosa</i>		14	14	
151	1851	8/6	Red Pine	<i>Pinus resinosa</i>		14	14	
152	1852	9	Jack Pine	<i>Pinus banksiana</i>		9	9	
153	1853	8	Red Pine	<i>Pinus resinosa</i>		8	8	
154	1854	8	Scotch Pine	<i>Pinus sylvestris</i>		8	8	
155	1855	8	White Spruce	<i>Picea alba</i>		8	8	
156	1856	8	White Spruce	<i>Picea alba</i>		8	8	
Totals:						1387	1263	124

Total Inches:	1387
Allowable removal: 30%	416.1
Total Removal:	1387
Removal over threshold:	970.9
Mitigation for conifers: 50%	485.45
486" required mitigation	

Trees that are topped or have heavy sapsucker damage are not included in totals

MEMORANDUM

FOCUS ENGINEERING, inc.

Cara Geheren, P.E. 651.300.4261
Jack Griffin, P.E. 651.300.4264
Ryan Stempski, P.E. 651.300.4267
Chad Isakson, P.E. 651.300.4283

Date: June 17, 2015

To: Kyle Klatt, Planning Director
From: Jack Griffin, P.E., City Engineer

Re: Diedrich Property – Preliminary Plan Review

An engineering review has been completed for the Preliminary Plat submittal for the Diedrich Property. The submittal consisted of the following documentation prepared by Pioneer Engineering:

- Diedrich Property Preliminary Plan Set, Sheets 1-14, L1 and T1, dated June 17, 2015.
- Stormwater Management Plan dated June 3, 2015.

STATUS/FINDINGS: Engineering has prepared the following review comments:

PRELIMINARY PLAT

- Outlot A is proposed as City owned to accommodate the storm water pond with an HOA owned and operated water re-use irrigation system. See comments below under Stormwater Management.
- Outlot B is proposed as HOA owned to accommodate a "Private Street". See comments below under residential streets.
- The applicant must submit to the City written correspondence from the County indicating that adequate CSAH 17 R/W is being dedicated as part of this Plat. If additional R/W is required by the County the Plat must be revised and resubmitted.
- The plat must be revised to include the Xcel Energy Transmission Easement along the north property line.
- Permanent grading and drainage easements are required to implement the improvements as proposed. These easements must be obtained prior to grading activities and prior to the City accepting an application for final plat.

All public improvements constructed to support the development must be designed and constructed in accordance with the City Engineering Design Standards Manual available on the City website and dated February 2015.

GRADING PLAN, STORMWATER MANAGEMENT AND STORM SEWER SYSTEM

- The site plan is subject to a storm water management plan meeting State, VBWD and City rules and regulations. Storm water facilities proposed as part of the site plan to meet State and VBWD permitting requirements must be constructed in accordance with the City Engineering Design Standards Manual available on the City website. A finalized storm water management plan must be approved by the City and the VBWD permit must be obtained prior to grading activities.
- The Stormwater Management Plan incorporates storm water re-use through lawn irrigation. The re-use system is necessary for the applicant's plan to meet State and Watershed permit requirements for water quality treatment (volume control). Outlot A is proposed as City owned to accommodate the storm water

pond. The water re-use irrigation system is proposed to be HOA operated and maintained on City property. Details of this plan are limited in the application. The following considerations should be noted.

- Stormwater re-use, when implemented correctly can be an effective method to reduce reliance of potable water use while reducing storm water discharges. It would help to reduce peak demands on the potable water system that typically occurs during the summer irrigation and landscape watering season. These benefits make storm water re-use worth consideration.
- However, the City has no design standards or guidelines for implementation and currently has no experience with storm water reuse operations.
- The two most notable concerns for storm water reuse includes the pollutants in the storm water (addressing treatment needs) and designing a system that provides a properly balanced hydraulic system (sizing the storage, and balancing the drawdown to the projected use in a variable climate).
- Pollutants in the storm water reuse system may be a concern for three basic reasons: 1) the health risks associated with human contact; 2) the impact on the environment given the various uses (i.e. bacteria or chlorides from salts); 3) issues for the system equipment and operational impacts.
- Preliminary Plat should be conditioned upon the following:
 - The developer must sign an operation and maintenance agreement for the storm water reuse system in a form acceptable to the City Attorney. The agreement must indemnify and hold harmless the City from any and all activities related to the developer and HOA's operation of this system.
 - The storm water pond must be designed with a hydraulic capacity acceptable to the City Engineer that ensures adequate flood protection without accounting for any water reuse from the system.
 - The storm water pond must be designed and constructed in accordance with the City Engineering Design Standards.
 - A detailed design of the irrigation system together with a detailed operations and maintenance plan must be submitted prior to any grading or construction activity on the site.
- Per City requirements, all storm water facilities, including infiltration basins, must be placed in Outlots deeded to the City for maintenance purposes. The Stormwater Facility Outlots must fully incorporate the 100-year HWL, 10 foot maintenance bench and all maintenance access roads.
 - The pond grading must be revised to add a 10-foot maintenance bench around the entire pond, per the standard pond detail.
 - The maintenance access road must be revised to access the pond from 5th Street North, not CSAH 17.
- Overland emergency overflows or outlets will be required as part of the site plan and must be located within drainage easements, must be in Bold Type on the plans, and must provide 1 foot of vertical separation to the low opening of any building structure. Lot information details must include the lowest opening in addition to the lowest floor elevation.
- The ultimate discharge rate and location is an important consideration to avoid negative impacts to downstream properties. The storm water management plan indicates the pond outfall pipe to discharge to the northerly property. The plan as proposed cannot be implemented without permanent drainage and utility easements from the adjacent property. Permission should be provided to the City prior to accepting a final plat application or allowing grading activities.
- Significant grading is proposed along the northerly property to accommodate many of the proposed building pads. Without written permission to permanently alter grades on the adjacent property, the site would require a redesign. Property owner permission or easements should be provided to the City prior to accepting a final plat application or allowing grading activities.
- The storm sewer system shall be designed to maintain the City standard **minimum** pipe cover of 3.0 feet.
- Per City requirements all storm sewer pipe easements must be a minimum 30-feet in width.
- The maximum allowable curb run along streets without catch basins is 350 feet. Catch basins should be added along Street B, easterly cul-de-sac to maintain maximum curb run of 350 ft.
- Sump manholes are required prior to all discharge points, located at the last manhole or catch basin prior to leaving a paved area. All sump manholes must be 4-foot deep.

MUNICIPAL SANITARY SEWER

- Municipal sanitary sewer service is readily available within the 5th Street R/W located adjacent to the plat.
- The applicant is responsible to extend the municipal sanitary sewer to the development to serve the proposed properties.
- No trunk sewer oversizing is anticipated. The area can be served without a lift station.
- Sanitary sewer must be realigned to better maintain street centerline alignment.
- The sanitary sewer is proposed to be placed within Outlot B to be HOA owned and maintained as a private street. The Outlot width must be a minimum of 40 feet with a 5 foot drainage and utility easement along each side of the street for the corridor to be acceptable for the placement of publicly owned and maintained utilities.

MUNICIPAL WATER SUPPLY

- Municipal water service is readily available within the 5th Street R/W located adjacent to the plat.
- The applicant is responsible to extend municipal water into the development to serve the proposed properties.
- Two connection points to the existing City system should be required.
- No trunk watermain oversizing is anticipated for this development.
- Additional hydrants and system valves will be required as part of the final design.
- Watermain must be realigned to maintain 10-foot separation from the sanitary sewer once the sanitary sewer is realigned as previously noted.
- The watermain is proposed to be placed within Outlot B to be HOA owned and maintained as a private street. The Outlot width must be a minimum of 40 feet with a 5 foot drainage and utility easement along each side of the street for the corridor to be acceptable for the placement of publicly owned and maintained utilities.

TRANSPORTATION IMPROVEMENTS

- Access to the development must be from 5th Street as shown, directly across from the Hunters Crossing access roadway.
- The applicant will be responsible to construct the north half of 5th Street from CSAH 17 to the east plat edge of the Hunters Crossing development. This improvement must be completed at the developer's cost.
- The plat must dedicate the existing 5th Street roadway easement as City R/W. The plan indicates the minimum 100 foot R/W as required. A ten (10) foot utility easement must be provided along the north side of the 5th Street R/W.
- The proposed 2-lane collector parkway street (5th Street) design and geometrics must meet all Municipal State Aid design standards for urban streets (8820.9936) for ADT > 10,000; 40 mph design speed; and must be consistent with the detailed parkway cross section installed throughout the remaining corridor segments and as outlined in the 5th Street Collector Design Guidelines as prepared by City staff.
- Right and left turn lanes must be incorporated along 5th Street North per the City design standards to maintain mobility along the Parkway since there is only one travel lane in each direction.
- Additional streetscape amenities are required along 5th Street consistent with the remaining corridor segments. 5th Street Amenities include a north side off-road bituminous trail, minimum 10 foot width with 5 foot clear zone; a south side concrete sidewalk, minimum 6 foot width with 2 foot clear zone; landscaping elements including a center landscape median; and street lighting.
- The applicant will also be partially responsible for the improvements required by Washington County at the intersection of 5th Street and CSAH 17.

RESIDENTIAL STREETS

- Street A must include a 50 foot tangent per City standards at the intersection with 5th Street before initiating the proposed horizontal curve.
- Street B, east cul-de-sac geometrics must be revised to eliminate turns greater than 90-degrees.

- It is preferable that Public Streets be constructed to serve this development and designed to meet the City's Engineering Design Standards including R/W width, street width and cul-de-sac radii.
- If the streets remain HOA Privately owned, the following recommendations apply:
 - The street/boulevard section must be widened to allow for adequate ownership and maintenance by the City for the public utilities (watermain, sanitary sewer and storm sewer).
 - The street Outlot should be a minimum width of 40 feet (14 feet pavement + 6 foot boulevard) with 5-foot minimum utility easement on each side. This will enable any future construction activity to remain 100% within the Street Outlot plus the utility easement. No additional encroachment on the properties/sidewalks should be necessary during future construction.
 - The typical section should be updated to include storm sewer and should show the small utilities, demonstrating the 3-foot separation between gas and joint trench.
- Street A vertical alignment should be revised to provide a $K = 37$ minimum at STA 0+71.00.



Public Works Department

Donald J. Theisen, P.E.
Director

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

March 3, 2015

Kyle Klatt
Community Development Director
City of Lake Elmo
3600 Laverne Avenue North
Lake Elmo, MN 55042

RE: Washington County comments on the concept plan for the Diedrich property by Lennar Homes, City of Lake Elmo

Dear Mr. Klatt:

Thank you for providing the county with the concept plan for the Lennar subdivision on the Diedrich property, in Section 36 ,Township 29N , Range 21W along County Road (CR) 17B/Lake Elmo Avenue in the City of Lake Elmo. The project consists of 50 attached single family residential dwelling units on 12 acres of land. Based on the plan provided, we have the following comments:

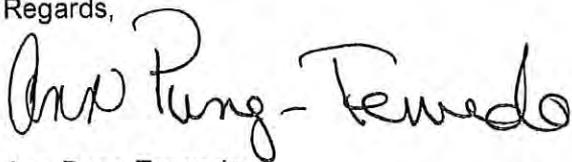
- There is currently 50 feet of right-of-way from the center line of County Road (CR) 17B therefore, an additional 42 feet should be dedicated on the plat which should include the existing home site south of 5th Street.
- According to the *Trip Generation Manual, 7th Addition ITE, 2003*, this development will generate 478 Average Vehicle Trips (AVT) per day.
- In the future, there will be a traffic signal at the intersection of CR 17B and 5th Street and since 5th Street will be a collector roadway, a center left turn lane should be provided on 5th Street for access to the development.
- Access control must be dedicated to Washington County along the CSAH 17/Lake Elmo Avenue frontage. This should be denoted on the final plat.
- Improvements to County Road (CR) 17B will be completed at the new 5th Street section. Washington County is working with the City of Lake Elmo on the planned improvements. The cost of these improvements will be the responsibility of the city.
- The developer or the city must submit the drainage report and calculations to our office for review of any downstream impacts to the county drainage system. Along with the drainage calculations, we will request written conclusions that the volume and rate of stormwater run-off into the county right-of way will not increase as part of the project.

March 3, 2015
Diedrich Property
Concept Plan

- All stormwater ponds should be located outside the county right-of-way.
- Washington County's policy is to assist local governments in promoting compatibility between land use and highways. Residential uses located adjacent to highways often result in complaints about traffic noise. Traffic noise from this highway could exceed noise standards established by the Minnesota Pollution Control Agency (MPCA), the U.S. Department of Housing and Urban Development, and the U.S. Department of Transportation. Minnesota Rule 7030.0030 states that municipalities are responsible for taking all reasonable measures to prevent land use activities listed in the MPCA's Noise Area Classification (NAC) where the establishment of the land use would result in violations of established noise standards. Minnesota Statute 116.07, Subpart 2a exempts County Roads and County State Aid Highways from noise thresholds. County policy regarding development adjacent to existing highways prohibits the expenditure of highway funds for noise mitigation measures in such areas. The developer should assess the noise situation and take any action outside of County right of way deemed necessary to minimize the impact of any highway noise.
- Any grading within County right of way will require a Washington County Right of Way Permit.
- All utility connections for the development require Washington County Right of Way permits. Typically, these are the responsibility of the utility companies.

Thank you for the opportunity to comment on this concept plan. If you have any questions, please contact me at 651-430-4362 or ann.pung-terwedo@co.washington.mn.us

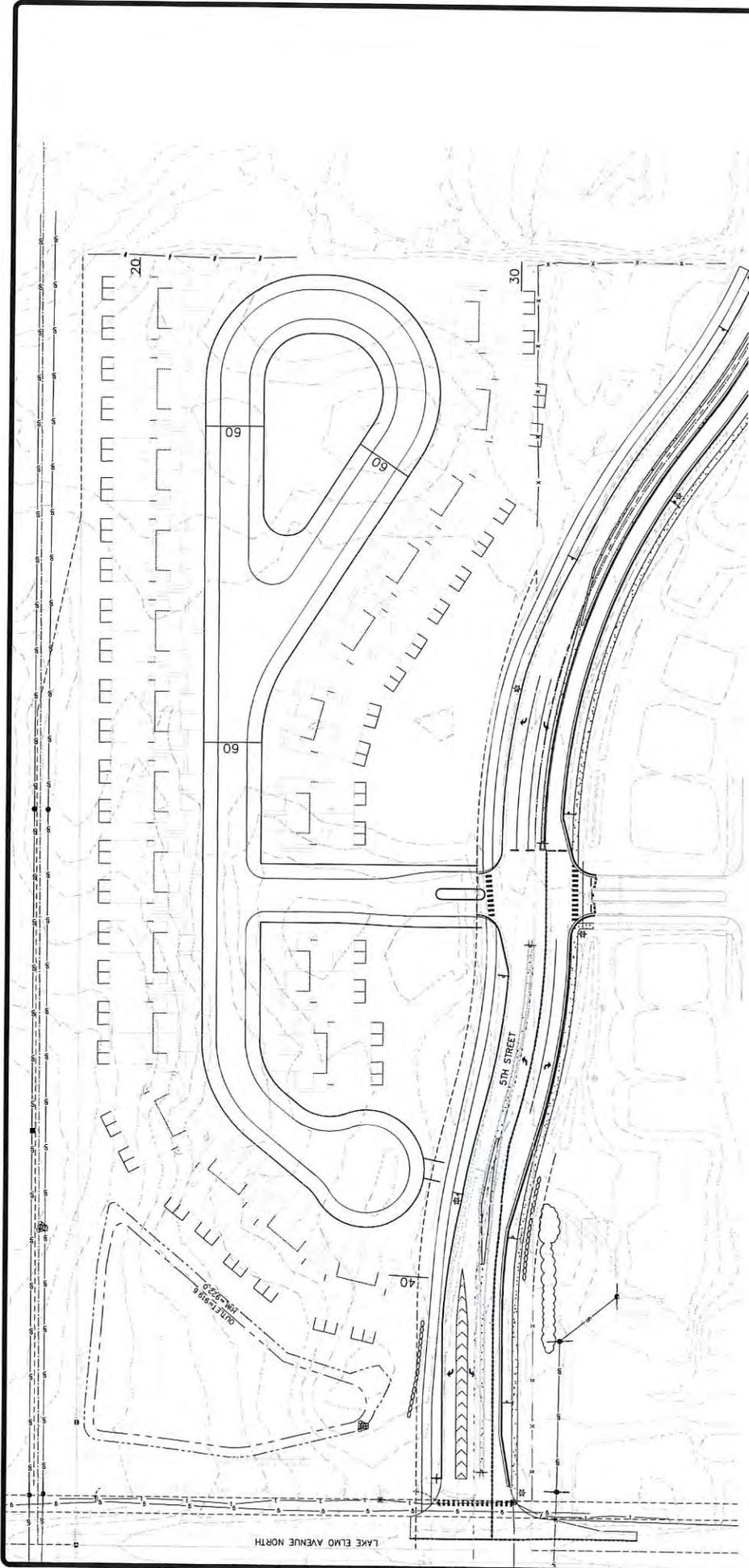
Regards,



Ann Pung-Terwedo
Senior Planner

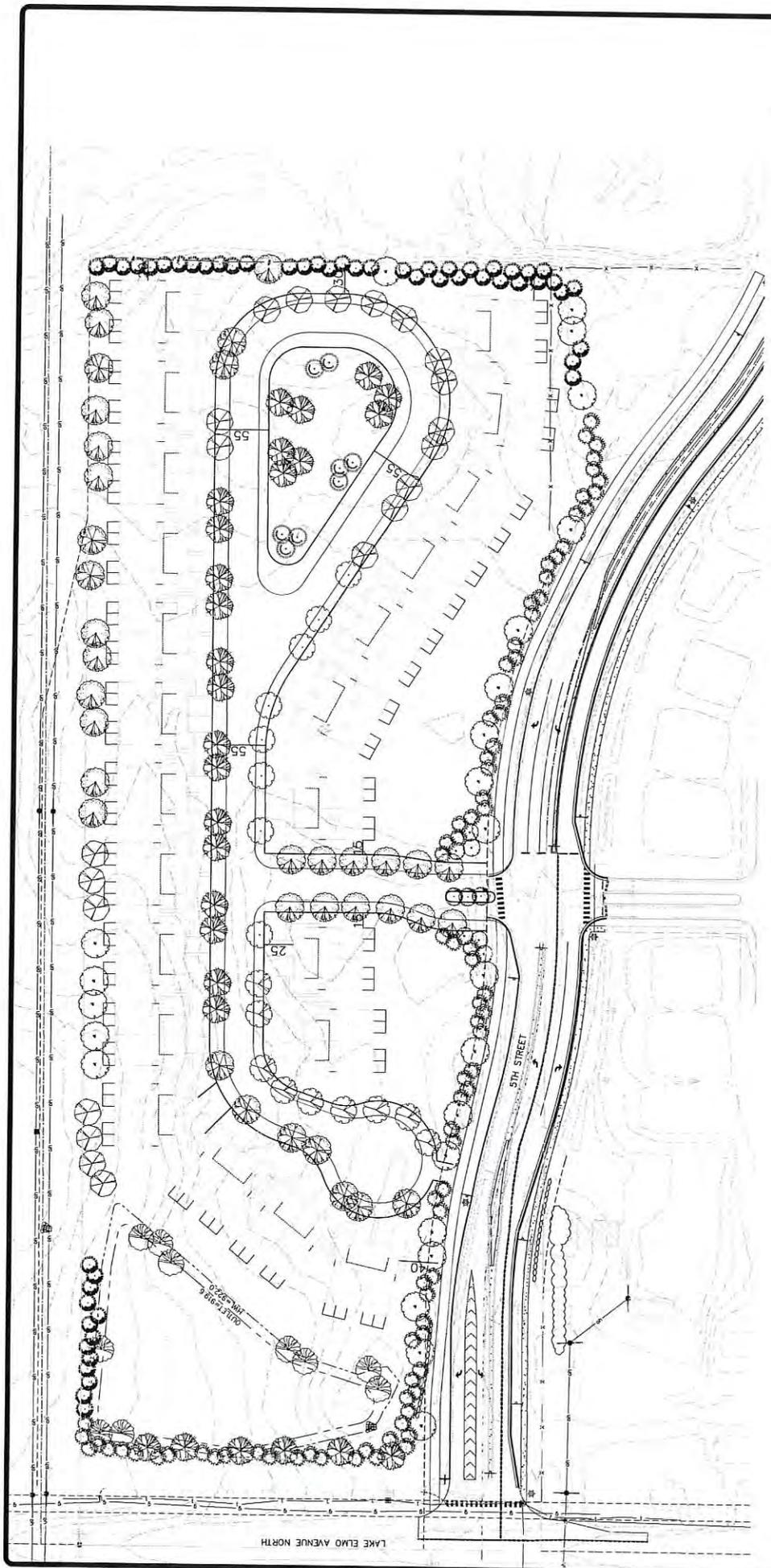
Cc: Carol Hanson, Office Specialist

R/Plat Reviews/City of lake Elmo/Diedrich property



SITE DATA
 PROJECT AREA: ±12 ACRES (EXCLUDING 5TH STREET AND 17 ROW)
 GUIDE PLAN: URBAN MEDIUM DENSITY (4.7-7 UNITS/ACRE NET)
 BULK STANDARDS
 REAR SETBACK: 25'
 FRONT SETBACK: 25'
 SIDE SETBACK: 15' BETWEEN BUILDINGS, 15' SIDE CORNER
 SETBACK ALONG 5TH STREET: 50'
 PROPOSED UNITS: 46

		242 Enterprise Drive Medina Heights, MN 55120 (651) 661-1814 www.pioneereng.com		Project: _____ Date: _____ Designer: _____ Checker: _____		SITE PLAN 4		LENA CP 1609 SUTCLIFF AVENUE SUITE 600 PLYMOUTH, MINNESOTA 55446		DIEDRICH PROPERTY LAKE ELMO, MINNESOTA		LI OF I	
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SITE DATA
 PROJECT AREA: ±12 ACRES (EXCLUDING 5TH STREET AND 17 ROW)
 GUIDE PLAN: URBAN MEDIUM DENSITY (4.7-7 UNITS/ACRE NET)
 BULK STANDARDS
 REAR SETBACK: 25'
 FRONT SETBACK: 25'
 SIDE SETBACK: 19' BETWEEN BUILDINGS, 15' SIDE CORNER
 SETBACK ALONG 5TH STREET: 40'
 PROPOSED UNITS: 46

PIONEER engineering
 CONSULTING ENGINEERS ARCHITECTS LANDSCAPE ARCHITECTS
 1000 W. UNIVERSITY AVENUE SUITE 200
 METCALFE HEIGHTS, MN 55120
 TEL: (612) 458-1000
 WWW.PIONEERENGINEERING.COM

PROJECT NO. 15-001
 SHEET NO. 1
 DATE: 10/2015
 DESIGNER: J. L. HANSEN
 CHECKER: J. L. HANSEN
 DATE: 10/2015

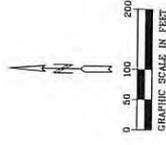
SITE PLAN 5

LENNAR
 1635 SOUTH AVENUE N. SUITE 600
 FORT MYERS, FLORIDA 33906

DIEDRICH PROPERTY
 LAKE ELMO, MINNESOTA

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DIEDRICH PROPERTY PRELIMINARY PLAT LAKE ELMO, MINNESOTA



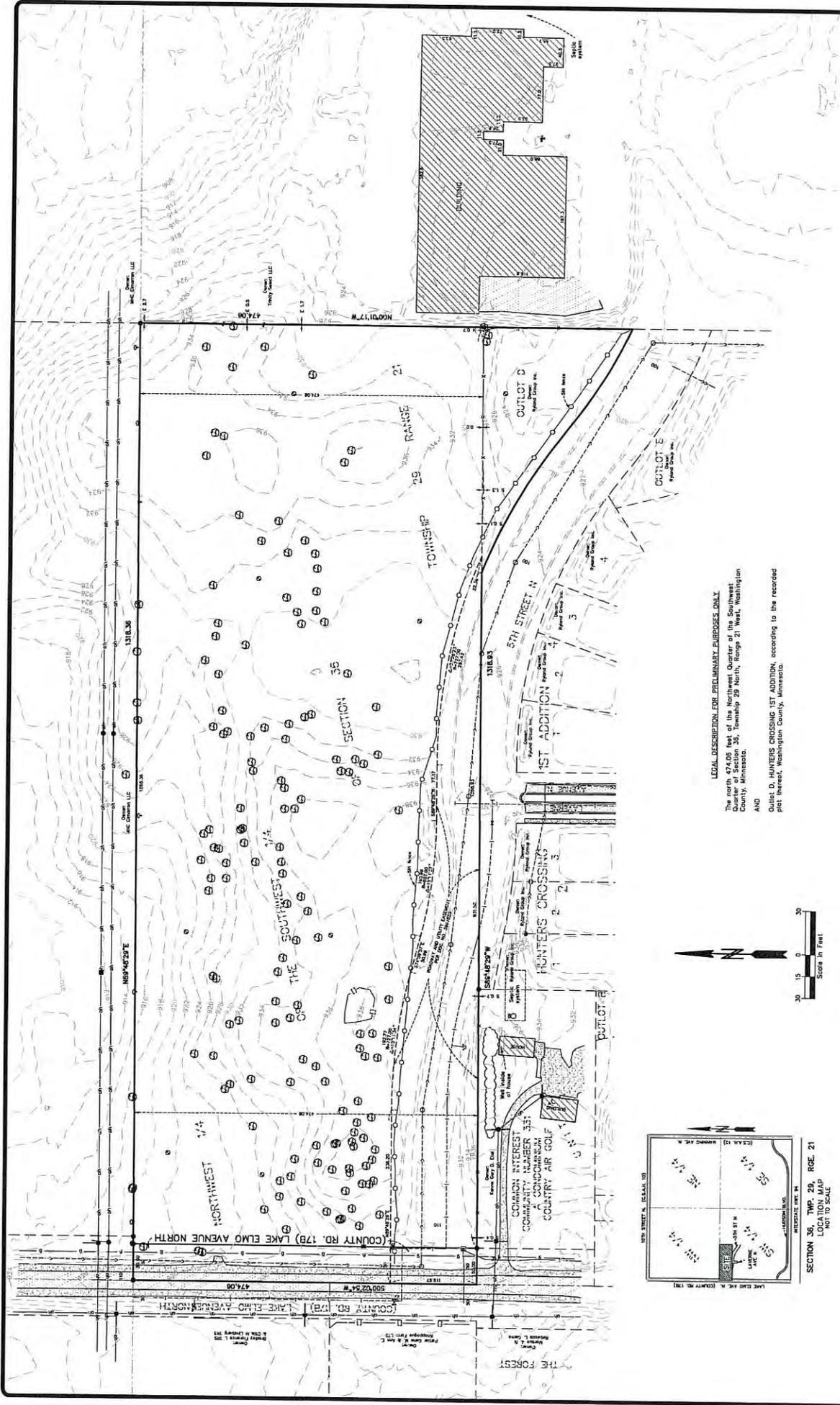
- SHEET INDEX**
1. COVER SHEET
 2. LEGEND SHEET
 3. EXISTING CONDITIONS
 4. PRELIMINARY PLAT
 5. PRELIMINARY SITE PLAN
 - 6-7. PRELIMINARY UTILITY PLAN
 8. PRELIMINARY GRADING PLAN
 9. EROSION CONTROL PLAN
 10. PRELIMINARY SEEDING PLAN
 11. PRELIMINARY STREET PROFILES
 - 12-14. DETAILS

- L1. LANDSCAPE PLAN
- T1. TREE PRESERVATION PLAN

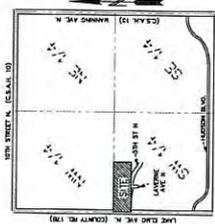
<p>PIONEER <i>Engineering</i></p> <p>2122 Empire Drive Plymouth, MN 55425 www.pioneereng.com</p>	<p>LENNAR 16,905 SOTTLAVEN BLVD, SUITE 600 PLYMOUTH, MINNESOTA 55446</p>	<p>COVER SHEET</p>	<p>DIEDRICH PROPERTY LAKE ELMO, MINNESOTA</p>
<p>PIioneer Engineering, Inc. is a professional engineering firm licensed in the State of Minnesota. We are not responsible for any errors or omissions in this drawing or any other drawings or specifications unless we have specifically agreed in writing to be responsible for them.</p>	<p>DATE: 04.20.13 DESIGNED BY: [Name] CHECKED BY: [Name]</p>	<p>DATE: 04.20.13 DESIGNED BY: [Name] CHECKED BY: [Name]</p>	<p>DATE: 04.20.13 DESIGNED BY: [Name] CHECKED BY: [Name]</p>

BRUSH MARK
MAY/07/13 10:25 AC
ELEV: 943.87 (1983 datum)

1 OF 14



LEGAL DESCRIPTION FOR PRELIMINARY PURPOSES ONLY
 The north 474.06 feet of the Northwest Quarter of the Southwest Quarter of Section 36, Township 29 North, Range 21 West, Washington County, Minnesota;
 AND
 DULIE D. HUNTERS CROSSING 1ST ADDITION, according to the recorded plat thereof, Washington County, Minnesota.



SECTION 36, TWP. 29, RGE. 21
 LOCATION MAP
 NOT TO SCALE

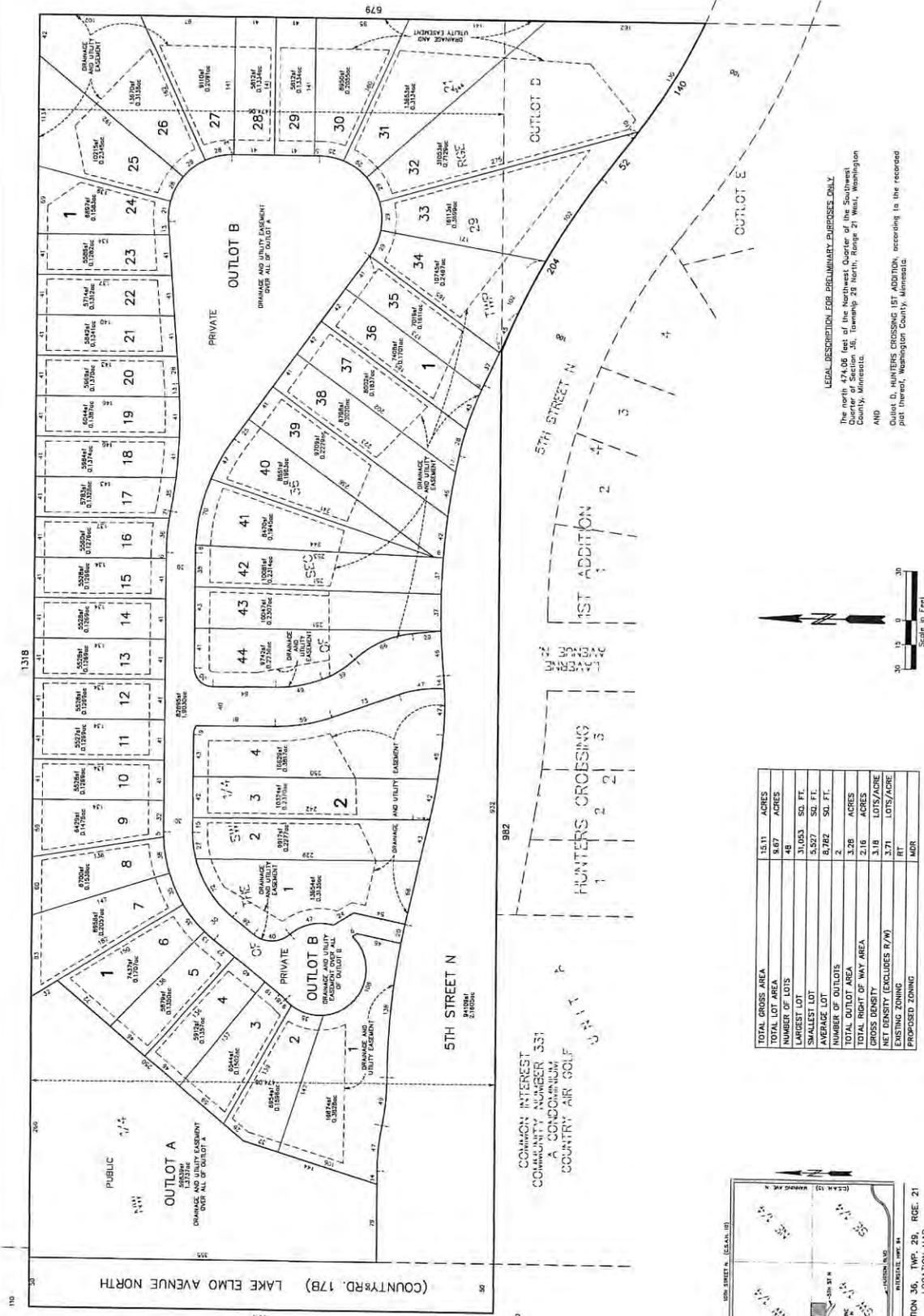
PIONEER engineering
 2422 Enterprise Drive
 Mendota Heights, MN 55120
 www.pioneereng.com

DATE: 10/28/2015
 DRAWN: JEREMIAH
 CHECKED: [Signature]
 PROJECT: 17292
 CLIENT: LAKELAND CITY COMMISSIONERS

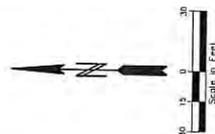
EXISTING CONDITIONS

LENNAR
 16365 16TH AVENUE N SUITE 600
 PRIMAVERE, MINNESOTA 55116

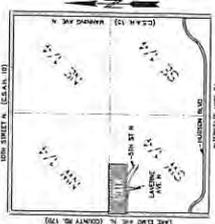
DIEDRICH PROPERTY
 LAKE ELMO, MINNESOTA



LEGAL DESCRIPTION FOR PRELIMINARY PURPOSE ONLY
 The north 474.06 feet of the Northwest Quarter of the Southwest
 Quarter, Section 36, Township 29 North, Range 21 West, Washington
 County, Minnesota.
 AND
 Outlot B, HUNTERS CROSSING 1ST ADDITION, according to the recorded
 plat thereof, Washington County, Minnesota.



TOTAL GROSS AREA	15.11	ACRES
TOTAL LOT AREA	9.67	ACRES
NUMBER OF LOTS	48	
SMALLEST LOT	31,083	SQ. FT.
AVERAGE LOT	5,527	SQ. FT.
NUMBER OF OUTLOTS	2	
TOTAL OUTLOT AREA	2.28	ACRES
TOTAL RIGHT OF WAY AREA	1.16	ACRES
GROSS DENSITY	3.71	LOTS/ACRE
NET DENSITY (EXCLUDES R/W)	RT	LOTS/ACRE
EXISTING ZONING	RT	
PROPOSED ZONING	MOR	



SECTION 36, TWP. 29, RGE. 21
 LOCATION MAP
 NET TO SCALE

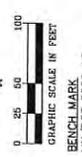
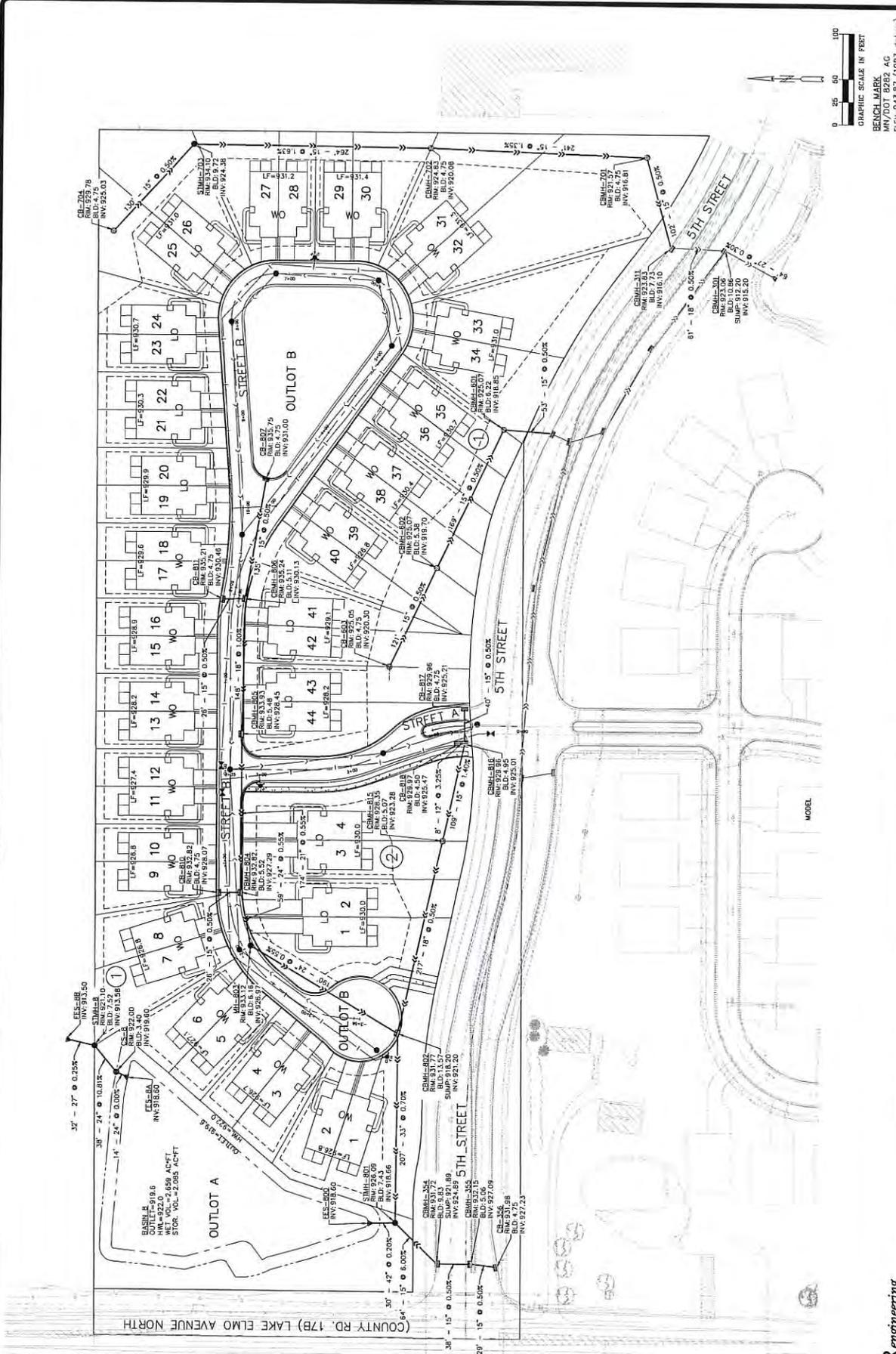
PIONEER engineering
 1700 UNIVERSITY AVENUE, SUITE 1000
 MINNEAPOLIS, MINNESOTA 55425
 TEL: 612-338-4488
 WWW.PIONEERENGINEERING.COM

DATE: 01/22/2014
 DRAWN BY: J. HANSEN
 CHECKED BY: J. HANSEN
 PROJECT: 1318

PRELIMINARY PLAT

LENNAR
 1605 SOUTH AVENUE, SUITE 600
 PLUMBLITH, MINNESOTA 55446

DIEDRICH PROPERTY
 LAKE ELMO, MINNESOTA



BENCH MARK
 MN/DOOT 9282 AG
 ELEV=943.67 (1983 datum)
 05/01/1983 HED/STB

7 of 14

DIEDRICH PROPERTY
 LAKE ILWACO, MINNESOTA

LENVAR
 1638 S. WASHINGTON
 ST. PAUL, MINNESOTA 55108

STORM SEWER

DATE: 04/20/11
 DRAWN: P/STB
 CHECKED: BJA

PROJECT: 1704-0001 CITY CONSULTS

DATE: 11/02/09
 DRAWN: B/STB

DATE: 11/02/09
 DRAWN: B/STB

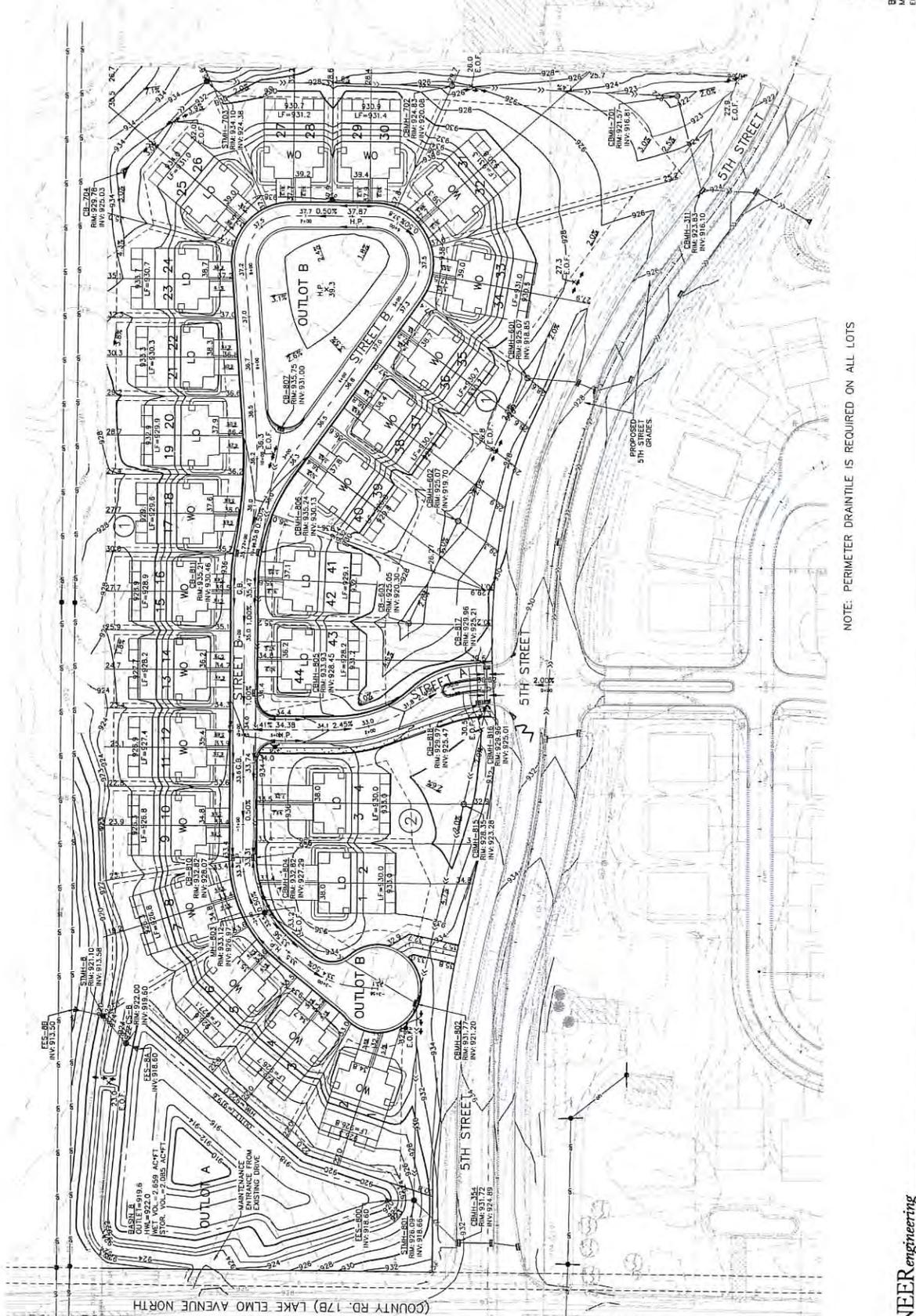
DATE: 11/02/09
 DRAWN: B/STB

DATE: 11/02/09
 DRAWN: B/STB

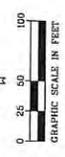
PIONEER engineering

2122 Starbuck Drive
 Mendota Heights, MN 55120
 (651) 681-1284
 www.pioneereng.com

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NOTE: PERIMETER DRAINTILE IS REQUIRED ON ALL LOTS



BENCH MARK
 MN/DOOT B282 AC
 ELEV=943.67 (1983 datum)

(COUNTY RD. 17B) LAKE ELMO AVENUE NORTH

PIONEER engineering
 11333 Highway 100, Suite 100, Mendota Heights, MN 55120
 (612) 834-1014
 Fax: (612) 834-1018
 www.pioneereng.com

Project: 18-0013
 Client: City of Mendota Heights
 Date: 01/20/18

Drawn: J. Johnson
 Checked: J. Johnson
 Date: 01/18/18

LENARR
 1805
 13340 13th Avenue S.W.
 Tukwila, WA 98148

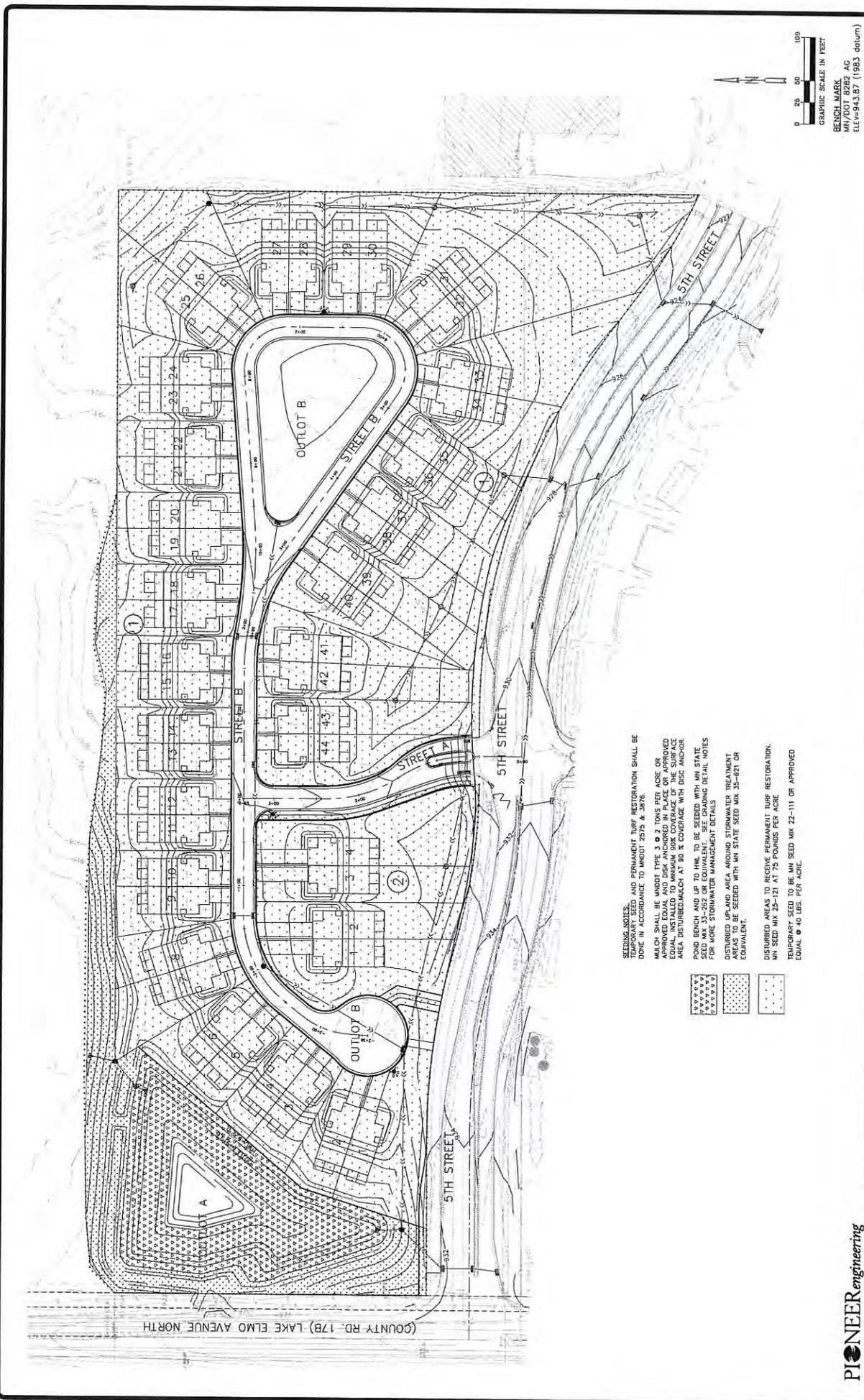
DIEDRICH PROPERTY
 LAKE ELMO, MINNESOTA



0 25 50 100
 GRAPHIC SCALE IN FEET
 BENCHMARK
 MN/DOT 6292 AC
 ELEV=94.87 (1983 datum)

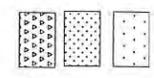
- LEGEND**
- ROCK CONSTRUCTION ENTRANCE
 INSTALL BEFORE START OF GRADING
 - PERIMETER EROSION CONTROL FENCE
 INSTALL BEFORE START OF GRADING
 - SECONDARY EROSION CONTROL FENCE
 TO BE INSTALLED 48 HOURS AFTER
 COMPLETION OF GRADING.
 - CATCH BASIN INLET PROTECTION
 TO BE INSTALLED WITHIN 24 HOURS
 AFTER CONNECTION TO A SURFACE WATER.
 - PHASE LINE
 - DISCHARGE LOCATION
 - CATCH BASIN INLET PROTECTION
 TO BE INSTALLED AFTER 1ST LIFT
 OF BITUMINOUS.
 - CATCH BASIN INLET PROTECTION
 TO BE INSTALLED WITH CATCH
 BASIN GRATE.
 - STRAM BIRD ROLLS. INSTALL WITHIN 2 DAYS
 OF GRADING COMPLETION OR BEFORE 1ST
 RAINFALL EVENT WHICHEVER IS FIRST.
 - ROCK BERM. INSTALL WITHIN 7 DAYS OF
 GRADING COMPLETION OR BEFORE 1ST
 RAINFALL EVENT WHICHEVER IS FIRST.

(COUNTRY RD. 17B) LAKE ELMO AVENUE NORTH



GRAPHIC SCALE IN FEET
 0 25 50 100
 BENCH MARK
 MVDOT 0282 AG
 ELEVATION 943.87' (1985 datum)

SEEDING NOTES:
 TEMPORARY SEED AND PERMANENT TURF RESTORATION SHALL BE DONE IN ACCORDANCE TO MNDOT 2575 A, 3076.
 MULCH SHALL BE MNDOT TYPE 3 @ 2 TONS PER ACRE OR APPROVED EQUAL AND DISK ANCHORED IN PLACE OR APPROVED EQUAL. SEE GRAVING DETAIL NOTES FOR DISK ANCHOR AREA DISTURBED MULCH AT 80% COVERAGE WITH DISK ANCHOR.
 POND BENCH AND UP TO 1M TO BE SEEDED WITH MN STATE SEED MIX 33-282 OR EQUIVALENT. SEE GRAVING DETAIL NOTES FOR MORE STORMWATER MANAGEMENT DETAILS.
 DISTURBED UPLAND AREA AROUND STORMWATER TREATMENT AREAS TO BE SEEDED WITH MN STATE SEED MIX 35-621 OR EQUIVALENT.
 DISTURBED AREAS TO RECEIVE PERMANENT TURF RESTORATION, MN SEED MIX 25-121 AT 75 POUNDS PER ACRE.
 TEMPORARY SEED TO BE MN SEED MIX 22-111 OR APPROVED EQUAL @ 40 LBS. PER ACRE.

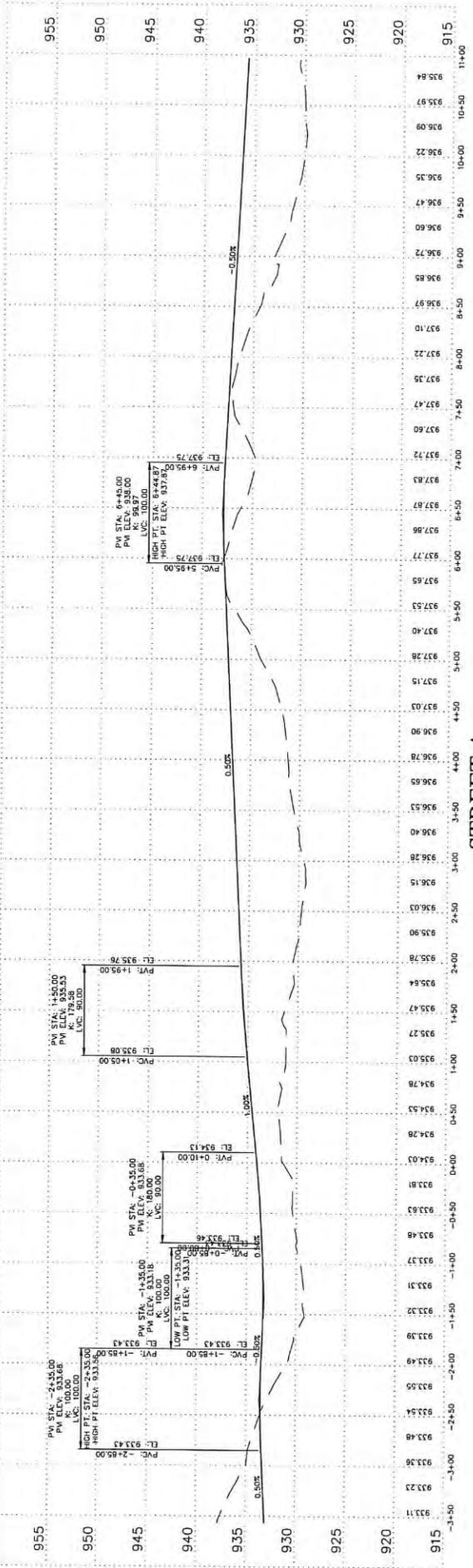


(COUNTY RD. 17B) LAKE ELMO AVENUE NORTH

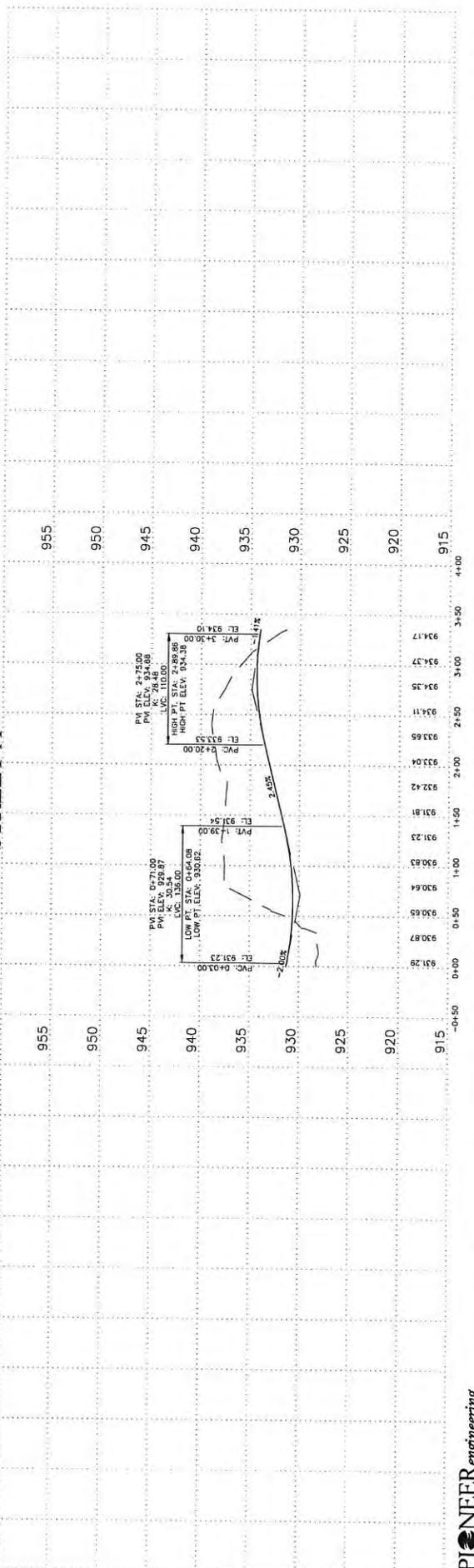
PIONEER engineering
 2122 Bluffs Drive
 Mendota Heights, MN 55120
 (651) 681-7914
 www.pioneereng.com

LENA B 1635 MEDICAL CENTER BLVD, SUITE 600 PLYMOUTH, MINNESOTA 55446	SEEDING PLAN	DIEDRICH PROPERTY LAKE ELMO, MINNESOTA	Date: 10/24/2014	Scale: 1"=40'
			Drawn: J. J. JENSEN	Check: J. J. JENSEN

STREET B



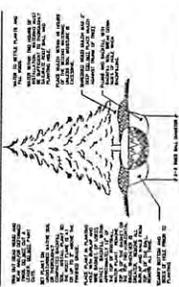
STREET A



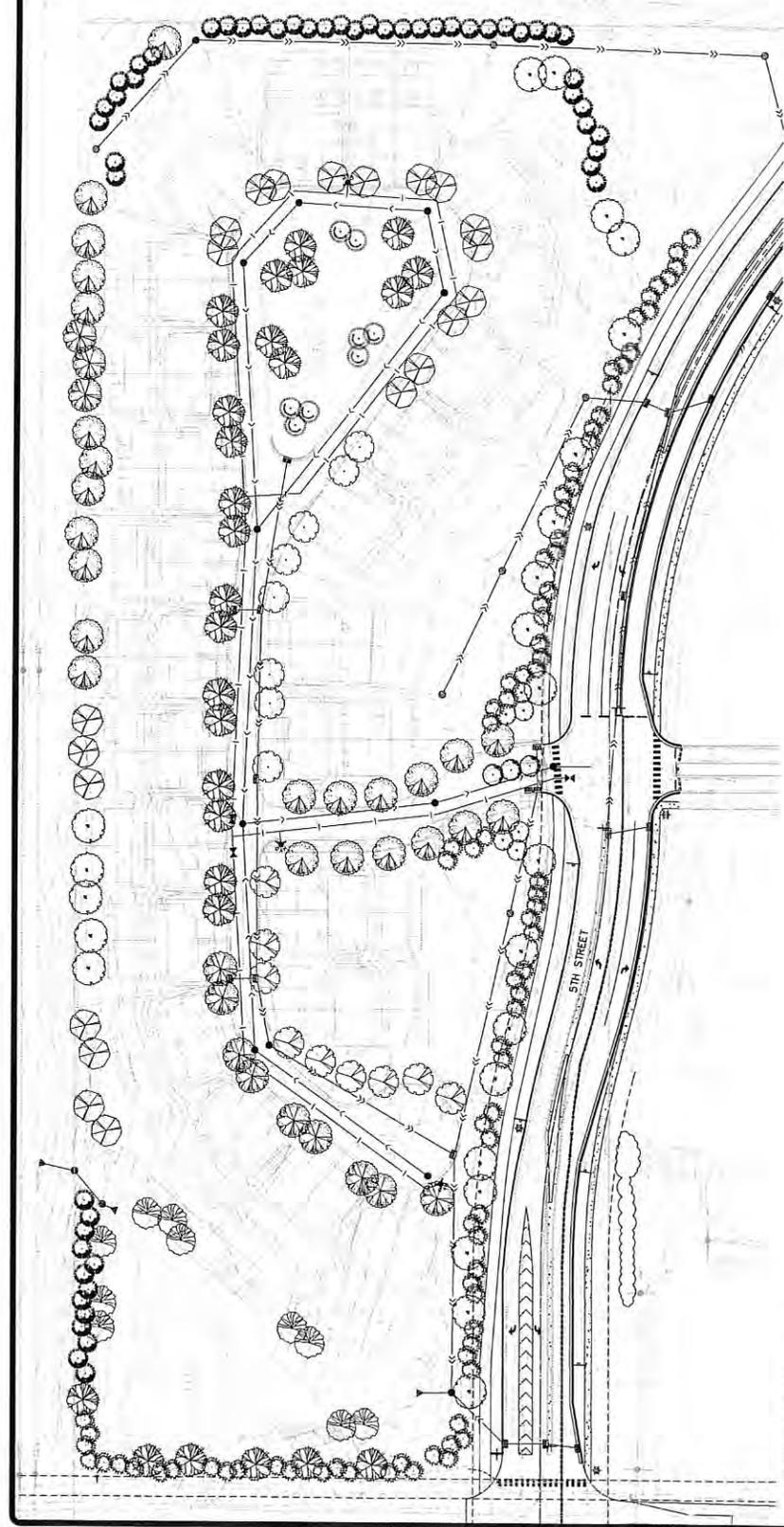
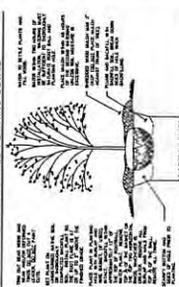
LANDSCAPE NOTES

1. ALL PLANTINGS SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS:
 a. ALL PLANTINGS SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS:
 b. ALL PLANTINGS SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS:
 c. ALL PLANTINGS SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS:
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 t. ALL PLANTINGS SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS:
 u. ALL PLANTINGS SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS:
 v. ALL PLANTINGS SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS:
 w. ALL PLANTINGS SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS:
 x. ALL PLANTINGS SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS:
 y. ALL PLANTINGS SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS:
 z. ALL PLANTINGS SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING SPECIFICATIONS:

CONIFEROUS TREE PLANTING DETAIL



DECIDUOUS TREE PLANTING DETAIL



KEY	COMMON NAME / Scientific name	ROOT	QUANTITY	INSTRUCTIONS
(Symbol)	NORWOOD RED MAPLE / <i>Acer rubrum 'Northwood'</i>	2.5" B&B	24	
(Symbol)	MUTISH BLAZE MAPLE / <i>Acer x hybridum 'Autumn Blaze'</i>	2.5" B&B	12	
(Symbol)	RIVER BIRCH / <i>Betula nigra 'Heritage'</i>	12" B&B	24	Multi-Stem
(Symbol)	COMMON HICKORY / <i>Carya occidentalis</i>	2.5" B&B	8	
(Symbol)	HONEYLOCUST / <i>Robinia pseudoacacia var. americana</i>	2.5" B&B	21	
(Symbol)	NORTHERN RED OAK / <i>Quercus rubra</i>	2.5" B&B	20	
(Symbol)	SAWYER LINDEN / <i>Tilia americana 'Sawyer'</i>	2.5" B&B	9	
(Symbol)	WIDE LEAFING WILLOW / <i>Salix alba 'Trillix'</i>	3" B&B	10	
(Symbol)	BLACK HILLS SPRUCE / <i>Pinus strobus densata</i>	8" B&B	86	
(Symbol)	EASTERN WHITE PINE / <i>Pinus strobus</i>	8" B&B	51	
(Symbol)	AUSTRIAN PINE / <i>Pinus nigra 'Marmorata'</i>	8" B&B	6	
(Symbol)	SPRING SNOW GRASS / <i>Anemone 'Spring Snow'</i>	2" B&B	9	

TREES BELOW HEAVY DASHED LINE COUNTED TOWARD THE MITIGATION REQUIREMENT. TREES ABOVE HEAVY DASHED LINE COUNTED TOWARD THE FRONTAGE AND DEVELOPED AREA REQUIREMENT.

LANDSCAPE NOTES:

LANDSCAPE REQUIREMENTS:

1. 1 TREE PER 50 LINEAR FEET PROPOSED STREET FRONTAGE: 2687 LINEAR FEET / 50 = 54 TREES
2. 5 TREES PER DEVELOPED ACRE: 13 DEVELOPED ACRES (EXCL 5TH STREET AND COUNTY ROAD 17) X 5 = 65 TREES

TREE PRESERVATION REQUIREMENTS:

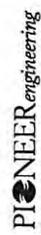
486" REQUIRED FOR MITIGATION (SEE TREE PRESERVATION PLAN FOR MORE DETAILS)

PROPOSED LANDSCAPING:

126 FRONTAGE AND DEVELOPED AREA TREES

489" MITIGATION TREES

ALL DISTURBED UPLAND AREAS TO BE SODDED AND IRRIGATED. IRRIGATION DESIGNED BY OTHERS.



2322 Enterprise Drive
 Mendota Heights, MN 55120
 (612) 551-1914
 www.pioneereng.com

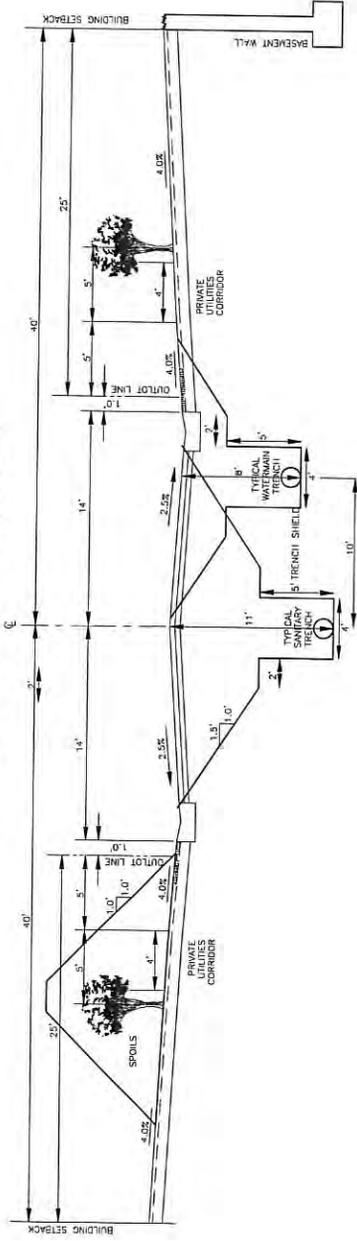
Project: 17-001-001
 Client: CITY OF MENNOMONIE
 Date: 08/20/2017
 Drawn: J. B. B. B.

LANDSCAPE PLAN

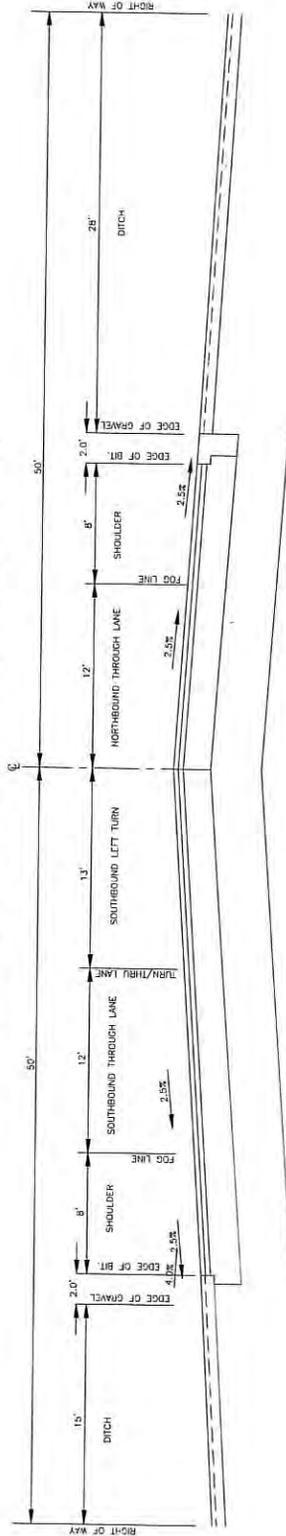
LENNAR
 1605 30TH AVENUE, SUITE 600
 FORT WORTH, MINNESOTA, 55004

DIEDRICH PROPERTY
 LAKE ELMO, MINNESOTA

TYPICAL UTILITY TRENCH



PROPOSED SECTION CSAH 17





MAYOR & COUNCIL COMMUNICATION

DATE: December 15, 2015
CONSENT
ITEM CONSENT #14
MOTION

AGENDA ITEM: Approval of Joint Powers Agreement for the East Metro Public Safety Training Facility

SUBMITTED BY: Greg Malmquist, Fire Chief

THROUGH: City Clerk

REVIEWED BY: Finance Director

SUGGESTED ORDER OF BUSINESS:

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

POLICY RECCOMENDER: Fire Department

FISCAL IMPACT: \$4,400.00 (\$200.00 per Firefighter) Annual Fee which will be covered by reimbursement from the MBFTE (Mn Board of Firefighter Training and Education) as well as budgeted training monies for rental of the facility.

SUMMARY AND ACTION REQUESTED: Approval of the JPA Agreement between the City of Maplewood and the City of Lake Elmo for unlimited use of the East Metro Public Safety Training Facility.

LEGISLATIVE HISTORY: Lake Elmo Fire Department has been an active participant in the process to bring the East Metro Public Safety Training Facility to reality since it began. It started in November of 2009 when the city passed a Resolution supporting State Bonding Funds for the Design and Building of the facility, (see attached). Once the project received funding and began to move ahead we were involved with the design sub-committee for the facility. From the very inception of this project we realized the benefit of having this facility being in such close proximity to Lake Elmo and the training opportunities it would provide for us into the future.

This state of the art facility will provide high level training for our department that we are unable to achieve by any other means.

The “Full JPA” membership that we are recommending is not only the most cost effective participation for us, as it provides unlimited use of the facility and no additional charges for “consumable costs”. It also gives us first priority for site scheduling and a seat on the Board that governs the operation of the facility.

BACKGROUND INFORMATION (SWOT):

Strengths	Provide much needed, high quality training for our department. Opportunities to train with other agencies.
Weaknesses	
Opportunities	Participation on the board to have a voice in future decisions that impact our training needs.
Threats	The possibility of reimbursement funding from the MBFTE, not being funded by the State.

RECOMMENDATION: Staff recommends Approval of the JPA Agreement between the City of Maplewood and the City of Lake Elmo for use of the East Metro Public Safety Training Facility.

ATTACHMENTS:

- Joint Powers Agreement
- Resolution 2009-044

JOINT POWERS AGREEMENT
EAST METRO PUBLIC SAFETY TRAINING FACILITY

THIS AGREEMENT is made on the ____ day of _____ 20____, between the Cities of Maplewood, _____.

RECITALS

A. Each Member to this Agreement has determined that it is in the best interests of their communities to undertake in a cooperative fashion the operation of a facility in the NORTH EASTERN portion of the Twin Cities metropolitan area to be used for the training of public safety disciplines.

B. It is more economical for the Members to jointly and cooperatively construct and operate a public safety training facility than for each Member to construct and maintain its own facility.

C. The Members are authorized pursuant to Minnesota Statutes, Section 471.59, to enter into agreements providing for the joint and cooperative exercise of powers common to them.

D. The Members desire to jointly and cooperatively exercise power common to them by jointly operating a public safety training facility in accordance with the terms set forth herein.

NOW, THEREFORE, in consideration of the mutual understandings and agreements hereafter set forth, the Members agree as follows:

ARTICLE I

Section 1. Definitions.

When used in this Agreement, the following terms shall be defined as follows, unless a different meaning is clearly specified:

Association- The term "Association" shall be used to refer to East Metro Public Safety Training Facility Association which is formed by this Agreement.

Board- The term "Board" shall be used to refer to the governing body of this Association.

Board Member- The term "Board Member" shall be used to refer to an individual member of the Board, who is appointed in accordance with Article II, Section 2 to represent a Member municipality or public corporation of the Association.

Coordinator- The term "Coordinator" shall be used to refer to the person appointed by the Board to manage and coordinate the daily operation of the Facility.

Cost Sharing Formula

Full JPA membership - By January 1 of each year, each member will provide a department list to the board with the names of each firefighter for the purpose of determining the number of firefighters per department to be used in the fee calculation. Members will pay based on the number of firefighters in their agency for the year. (see Appendix A for pricing) Full JPA members will have access to the site 365 day per year, subject to scheduled availability, first priority for site scheduling, and a seat on the "Board" that governs the operation of the facility.

Hour Base JPA Members - By January 1 of each year, each Hour Based member will determine the estimated number of training hours to be prepaid for their agency for the upcoming year from the blocks listed. (see Appendix A for hourly blocks and pricing) Hour Based JPA members will have second priority for site scheduling, training provided for an agency Site Manager, and reduced hourly rates based on the number of hours selected.

Executive Board- The Executive Board shall be the body that oversees the day-to-day business of the Facility and shall consist of the Appointed Officials of the Board as defined in Article II Section 2 and an additional appointed member representing the City of Maplewood, the underlying landowner.

Facility- The term "Facility" shall be used to refer to the East Metro Public Safety Training Facility and shall include all structures, buildings and the grounds associated with the East Metro Public Safety Training Facility.

Hazardous Substance- The term "Hazardous Substance" shall be used to refer to any pollutant, contaminant, hazardous substance or waste, solid waste, petroleum product, distillate, or fraction, radioactive material, chemical known to cause cancer or reproductive toxicity, polychlorinated biphenyl or any other chemical, substance or material listed or identified in or regulated by any Environmental Law. Environmental Law refers to the Comprehensive Environmental Response Compensation and Liability Act ("CERCLA"), 42 U.S.C. 9601 et seq., the Resource Conservation and Recovery Act, 42 U.S.C. 9601 et seq., the Federal Water Pollution Control Act, 33 U.S.C. 1201 et seq., the Clean Water Act, 33 U.S.C. 1321 et seq., the Clean Air Act, 42 U.S.C. 7401 et seq., the Toxic Substances Control Act, 33 U.S.C. 1251 ET SEQ., all as amended from time to time, and any other federal, state, local or other governmental statute, regulation, rule or ordinance dealing with the protection of human health, safety, natural resources or the environment now existing and hereafter enacted.

Major Improvement- The term "Major Improvement" shall be used to refer to any addition to or improvement to the Facility designated as a Major Improvement by the Board irrespective of value or any addition to or improvement to the Facility with a value at \$50,000 or greater.

Member- The term "Member" shall be used to individually refer to a municipal corporation or public corporation that is a party to this Joint Powers Agreement.

Operating Budget- The term "Operating Budget" shall be used to refer to the annual budget of operating expenses for the Facility, including but not limited to, maintenance and repair of the building and grounds, costs of utilities, maintenance and repair of all equipment associated with the building, supplies and materials associated with the operation of the Facility, personnel expenses associated with the Coordinator and other ordinary business expenses associated with the operation of the Facility, except for Major Improvements.

Public Safety Consumables- The term "Public Safety Consumable" refers to propane fuel , liquid smoke used in fire firefighting operations, fire extinguishing material, pallets and straw other than water, used in any fire fighting training operation and other unique training supplies declared to be Public Safety Consumables by the Board.

Section 2. Plural and Singular References.

Unless a contrary intent is clearly demonstrated, a singular reference to a person or entity shall include the plural and a plural reference to persons or entities shall include the singular.

Section 3. Counterparts.

This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

ARTICLE II

Section 1. Formation of Association.

The parties to this Agreement form the "East Metro Public Safety Training Facility Association" for the purpose of operating a public safety training facility. Each party shall be a Member of the Association until it terminates or participation is otherwise truncated pursuant to Article III.

Section 2. Governance of Association.

The Association shall be governed by a Board consisting of one representative from each Member. The Board representative need not be an elected official of any Member of the Association. The Member shall designate an individual to serve as such Member's representative and an alternate representative who shall be entitled to act as the representative of the Member on the Board in the case of the absence or disability of the representative of such Member on the Board.

Each representative and their alternate shall serve until a successor is appointed and assumes his or her responsibilities. Board Members and their alternates shall serve at the pleasure of the Member appointing them and any vacancy on the Board shall be filled by the Member whose position on the Board is vacant.

Each Board Member shall have one vote. The Board shall act by 3/4 majority vote of the Board Members at a meeting duly called upon 15 days written notice to each Board Member and to the manager or executive director of each Member. Should the membership in the Association decline to three members the 3/4 majority vote required for Board action shall be reduced to a 2/3 majority vote. At least three Board Members must be present to constitute a quorum of the Board. The Board shall meet at least once annually and more often as it deems necessary to perform its duties.

The Board shall designate one of the Board Members as the Chair and a second as the Vice Chair as well as one to be a Secretary/Treasurer (the Officers of the Board). This designation will be made annually by the Board and the Chair and Vice Chair shall retain their positions until a successor has been designated. All appointed officers must be voting members of the Board. The Chair shall preside at all meetings of the Board and shall perform all duties incident to the office of Chair and such other duties as may be delegated by the Board. The Vice Chair shall act as Chair in the absence of the Chair and the Secretary/Treasurer shall act in the absence of the Vice Chair. A record of all proceedings of the Board shall be maintained by the Secretary/Treasurer and a copy of that record shall be forwarded to each Member. The Chair, Vice Chair and Secretary/Treasurer shall have the authority to sign all documents on behalf of the Association.

The Board may establish committees for any purpose related to the business of the Association. The members of a committee need not be members of the Board. Committees are subject at all times to the direction and control of the Board.

Section 3. Executive Board- The Executive Board shall be the body that oversees the day-to-day operation of the Facility and shall consist of the Appointed Officials of the Board as defined in Article II Section 2 and an additional appointed member representing the City of Maplewood, the underlying landowner. If a member of the Executive Board is also the Maplewood Representative to the Association, the additional appointment is not necessary for so long as Maplewood's interests are directly represented on the Executive Board.

Section 4. Operating Committee.

There shall be appointed by the Board an Operating Committee, consisting of a fire training officer for each Member which is a fire fighter participant. The Operating Committee shall be responsible for identifying training needs, working with the Coordinator to schedule curricula and training sessions, insuring proper supplies, coordinating the maintenance of the Facility, and developing an Operating Budget for submission to the Board for approval. The Operating Committee will be responsible for the development of the operating policy for the Facility and shall forward recommendations with respect to the Facility to the Board as appropriate.

Section 5. Fiscal Matters.

The Board shall designate one of the Members to act as, "Fiscal Agent" for the Association. The Fiscal Agent shall have custody of the Association's funds, shall pay its bills,

shall keep its financial records, and generally conduct the financial affairs of the Association. The Fiscal Agent shall be responsible for such other matters as shall be delegated to it by the Board. The City of Maplewood is hereby appointed as Fiscal Agent until such time as a successor fiscal agent is appointed by the Board.

Any Member may inspect and copy the Association's books and records at any and all reasonable times. All books and records of the Association shall be kept in accordance with normal and accepted accounting procedures and principles used by Minnesota cities.

The Fiscal Agent shall prepare annual financial statements of the Association. A copy of such annual financial statements shall be distributed to each of the Members.

Section 5. Operating Budget .

On or before May 1 of each year, the Board shall prepare and approve a budget for the operation of the Facility for the next calendar year. A copy of the operating budget and a break down of each Member's share of the operating cost, using the Cost Sharing Formula, shall be forwarded to each Member by May 15. Each Member shall be responsible for the payment of their share of the operating costs of the Facility. All member fees will be paid by January 15 of each year. If fees are not paid within thirty (30) days, a late fee of one percent (1%) will be assessed to the member department. Fee payments not made within ninety (90) days will come before the board for action. Failure of a Member to pay its proportional share of the operating costs, or additional expenses unanimously approved by the Board shall be grounds for removal of the Member from the Association. To the extent possible, expenses that are exclusively related to one public safety vocation (police or fire) shall be stated separately with the assessment allocated to Members who are participating members for that vocation, including Public Safety Consumables which shall be stated separately and assessed against the Member actually using those items.

Section 6. Facility Coordinator.

A person shall be appointed by the Board to act as the Coordinator for the Facility. The Coordinator shall be an employee of one of the Members and the Member employing the Coordinator shall be entitled to reimbursement of wages, benefits and other payroll related expenses under guidelines established by the Board. The Coordinator shall be responsible for the day to day operation and maintenance of the Facility and other responsibilities as assigned by the Board. The Coordinator shall be responsible for managing rental agreements from any non-Member public safety agency which desires to utilize the Facility for training purposes.

Section 7. Major Improvements.

If recommended by the Operations Committee and approved by the Board in advance and ratified by the governing body of each of the Members, the costs of all major capital additions and improvements to the Facility shall be assessed against each Member based upon the Cost Sharing Formula. Where a Major Improvement is only related to one public safety vocation

(police or fire), the costs shall only be allocated against the participating Members for that vocation.

Section 8. Liability and Insurance.

The East Metro Public Safety Training Facility Association is a separate and distinct public entity to which the parties have transferred all responsibility and control for actions taken pursuant to this Agreement. The East Metro Public Safety Training Facility Association shall defend and indemnify the parties, and their officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of the acts or omissions of the Joint Powers Board in carrying out the terms of this Agreement.

This Agreement does not constitute a waiver on the limitations of liability set forth in Minnesota Statutes, Section 466.04.

Nothing herein shall be construed to provide insurance coverage or indemnification to an officer, employee, or volunteer of any member for any act or omission for which the officer, employee, or volunteer is guilty of malfeasance in office, willful neglect of duty, or bad faith.

To the fullest extent permitted by law, action by the parties to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, as set forth in Minnesota Statutes, Section 471.59, subd. 1a(a), provide further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of another party.

The parties to this Agreement are not liable for the acts or omissions of another party to this Agreement except to the extent they have agreed in writing to be responsible for the acts or omissions of the other parties.

Any excess or uninsured liability shall be borne equally by all the members, but this does not include the liability of any individual officer, employee, or volunteer which arises from his or her own malfeasance, willful neglect of duty, or bad faith.

The Association shall purchase insurance in forms and amounts to adequately protect its insurable interests in the value of the Facility and all other property of the Association against perils of fire, theft, vandalism and Acts of God, and to protect the financial interests of the Association, the Members and their agents and employees, against all claims or lawsuits, including expenses and attorney fees, arising from the ownership, design, operation, and maintenance of the Facility. The policy limits, terms and conditions shall be acceptable to each Member. Costs of insurance shall be included in the Operating Budget.

The Board shall continually assess the need for other policies of insurance deemed necessary and appropriate by the Board to protect the property of Association, to protect the

Association from claims and to protect the Members of the Association from any claims that might be made against them by virtue of their participation in the Association and operation of the Facility.

Section 9. Facility Use.

Each Member shall be entitled to use of the Facility subject to advance scheduling through the Coordinator under the rules and guidelines established by the Operating Committee.

Section 10. Use By Other Public Safety Agencies

The Board may establish guidelines and policies for use of the Facility by other non-Member public safety agencies for a rental fee. The Coordinator shall implement the guidelines for use of the Facility and shall be in charge of scheduling and collection of rents and fees. Rental use by other non-Member public safety agencies shall not conflict with scheduled activity by any Member. Any rents or fees collected in excess of the yearly operating expenses may at the Board's discretion, be retained for repair or improvements to the Facility, future operating expenses, or returned to the Members in proportion to the Cost Sharing Formula.

ARTICLE III

Section 1. Addition of Members to Association

Additional Members may be added to the Association upon a majority vote of the Board and the ratification of a majority of the governing bodies of each Member.

Any department that wishes to become a member at anytime during the year will be charged based on the formula as listed. Full JPA Member agencies will then be prorated based on the number of months left in that year.

If during that year a Full JPA member department adds or loses a firefighter, there will be no refund for a reduction of firefighters nor will there be an added charge for additional firefighters in that year.

Section 2. Withdrawal from Association.

Any Member may withdraw from the Association by giving written notice of intent to withdraw directed to the attention of the Board members not later than January 1 of the preceding year. A Member's notice of intent to withdraw shall be accompanied by a certified copy of a resolution of the Member's governing body stating its intent to withdraw from the Association. The withdrawing Member shall not be entitled to any refund for its share of the capital costs or fees or operating costs paid under this Agreement. The withdrawing Member waives any and all rights and interest in the Facility as of the date of withdrawal. Any withdrawing Member shall also be responsible for its proportionate share of outstanding

operating costs of the Facility through the end of the calendar year in which it gives notice of intent to withdraw.

A withdrawing Member shall not be relieved of responsibility for any foreseen or unforeseen liabilities that may have accrued while they were a member of the Association, including, but not limited to the cost of clean-up of any hazardous substance from the Facility site. A withdrawing Member shall have no claim to assets of the Association including excess fees or rents collected under Article III, Section 10.

Section 3. Dissolution.

Upon unanimous approval by the Members and ratification of the governing bodies of each Member, a dissolution of this Association may be adopted, at which time the liabilities of the Association shall be satisfied from the assets of the Association. The Members further agree that they will share in the cost of clean-up of any hazardous substance caused or created by the Member's usage of the Facility site. The Facility shall then revert to the City of Maplewood, and all remaining assets shall be divided among the Members at the time of dissolution based on the Cost Sharing Formula. In making a final distribution of assets, the value of the Facility shall be credited against any share of the remaining assets the City of Maplewood would otherwise be entitled to receive under this provision.

Section 4. Assignment

A Member shall not assign or transfer its rights and obligations under this Agreement without the prior unanimous written consent of all other Members and the ratification by the elected bodies of each Member.

Section 5. Amendment.

This Agreement may be amended upon proposal by the Board and approval by the governing body for each Member.

ARTICLE IV.

Section 1. Location of Public Safety Training Facility.

The Association shall provide for the equipping and operation of a public safety training facility. The Facility shall be constructed on property owned by the City of Maplewood and located at 1881 Century Ave North in the vicinity of the intersection of Washington County CSAH 14 and MN Highway 120 to the west within the corporate limits of the City of Maplewood as more specifically described in Exhibit A hereto. Before commissioning of the public safety training facility the Association shall enter a long term ground lease with the City of Maplewood covering the Facility Site for a term of thirty (30) years as indicated in Exhibit B. The lease shall provide for renewal for successive ten year periods at the option of the Association.

Section 2. Ownership of the Public Safety Training Facility

The Association shall be the owner of the Public Safety Training Facility.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be executed by their duly authorized officers by authority of their respective governing bodies.

CITY OF MAPLEWOOD

Mayor _____

City Manager _____

Date ____ / ____ / ____

CITY OF _____

Mayor _____

City Manager _____

Date ____ / ____ / ____

Appendix A

Full JPA membership

\$200 per firefighter annually. (Includes the cost of all consumables)

Hour based JPA membership cost. (Includes Propane)

0-8 Hours:
\$2500

9-20 Hours:
\$5000

21-40 Hours:
\$8000

41-80 Hours:
\$10,000

81-120 Hours:
\$12,000

120+ Hours:
\$100/Hour

Consumable costs

Fees - Props, Tools & Consumables	2-hour Minimum Fee	Add/Hr
Hand Tools	Per tool	\$10
Rescue Mannequin	\$40	\$20
Plywood or Particle Board (4' x 8' sheet)	Per Sheet	\$20/Per sheet
Pallets	Per Pallet	\$6/Per Pallet
Straw	Per Bale	\$10/Per Bale
Power Tools (<i>includes fuel cost</i>)	Per Tool	\$25
Smoke Machine (<i>includes consumables</i>)	\$100	\$25
Forcible Entry Prop	\$200	\$100
Additional EMTF Safety Officer/Instructional Assistance	Per Hour	\$50
EMTF Training Site Manager (<i>Required*</i>)	\$150	\$75

City of Lake Elmo
Washington County, Minnesota

Resolution No. 2009-044

A RESOLUTION AUTHORIZING SUPPORT FOR STATE BONDING FUNDS FOR
THE DESIGN AND CONSTRUCTION OF AN EAST METRO REGIONAL
FIREFIGHTER TRAINING FACILITY

WHEREAS, a coalition of fire departments from the East Metro Counties of Ramsey and Washington are planning to build a regional command and training center in the near future that will provide a state-of-the-art East Metro Regional Fire Training Facility for fire safety training/management and meet the needs of other public safety disciplines that will benefit all cities and other municipalities and,

WHEREAS, the fire departments are seeking support and funding from the state and others to see this project come to full fruition.

WHEREAS, the fire departments are seeking support from all communities in Ramsey and Washington counties due to the interest in state funding for the facility.

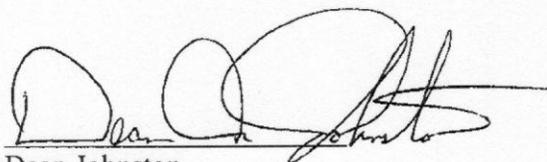
NOW, BE IT THEREFORE RESOLVED, that the City Council of Lake Elmo does hereby support and recommend the concept of the East Metro Regional Fire Training Facility.

That the City Council of Lake Elmo expects and anticipates that it will benefit generally and possibly directly with the addition of this facility to the East Metro for training and management purposes.

That the City Council of Lake Elmo therefore supports the consideration and subsequent award of any grant by the state or their designee for the purposes of planning, building or mobilizing such a facility.

Passed by the City Council of Lake Elmo.

Dated: November 17, 2009



Dean Johnston
Mayor of Lake Elmo

City Clerk Stamp: