



MAYOR & COUNCIL COMMUNICATION

DATE: 8/18/15
REGULAR
ITEM #15
ORDINANCE 08-124

AGENDA ITEM: Zoning Text Amendment – Subdivision Identification Signs

SUBMITTED BY: Kyle Klatt, Community Development Director

THROUGH: Clark Schroeder, Interim City Administrator

REVIEWED BY: Planning Commission
Nick M. Johnson, City Planner (previous Staff reports)

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: Planning Commission

FISCAL IMPACT: None

SUMMARY AND ACTION REQUESTED: The City has received inquiries from the residential development community about subdivision identification signage. In reviewing the City’s regulations with signage, staff determined that adding greater clarity about what type of signage is allowed and where would be beneficial to the City moving forward. To address the situation staff conducted research and ultimately drafted a Zoning Text Amendment to add language to the ordinance. The Planning Commission reviewed the research at their 6/22/15 meeting, held a public hearing on 7/13/15. The City Council considered the Commission’s recommendation at its second meeting in June, but sent the ordinance back to the Planning Commission for further review. The Council specifically requested that the maximum allowable size of a subdivision identification sign be decreased from 32 to 24 square feet.

After further review, the Planning Commission is recommending approval of the Zoning Text Amendment with the size reduction as proposed by the Council and with additional provisions to limit the size of the supporting infrastructure around the sign. The suggested motion to take action of this request is as follows:

“Move to adopt Ordinance 08-124, amending the Sign Ordinance to provide greater clarity in the regulations for subdivision identification signage.”

BACKGROUND INFORMATION/STAFF REPORT: The City Council has received the previous Planning Commission reports and supporting information on this matter. Since this has recently been in front of the Council, the supporting documentation has not been attached to this report, but is available upon request.

PLANNING COMMISSION REPORT: The Planning Commission reviewed the subdivision identification signage provisions at its meeting on 6/22/15, where they directed staff to schedule a public hearing and prepare a Zoning Text Amendment. The public hearing was held on July 13, 2015. No one spoke during the public hearing and no written correspondence was received. During the meeting, the Planning Commission requested that provisions be added to not allow changeable copy or electronic variable message signage for subdivision identification signs. The Planning Commission unanimously recommended approval of the zoning text amendment to add additional provisions to provide clarity for subdivision identification signs (Vote: 6-0).

Upon receipt of the ordinance with an updated recommendation from the Council, the Commission reviewed and further revised ordinance at its August 10, 2015 meeting. The Planning Commission supported the Council’s size amendment, and further added language that limits the overall size of the support structure and monument portion a sign. The updated language has been included in the attached ordinance.

STRENGTHS, WEAKNESSES, OPPORTUNITIES, THREATS:

Strengths: The addition provisions proposed for subdivision identification signs add greater clarity to what is allowed for this type of signage. The provisions include more specificity with regards to the number, location and type of signage that is allowed. These provisions will set clear expectations for the developers and HOAs who are interested in installing such signage.

Weaknesses: None

Opportunities: Providing greater clarity in the regulations of subdivision signage should remove some of the confusion that developer and HOAs have encountered with the existing provisions.

Threats: None.

RECOMMENDATION: Based on the aforementioned, the Planning Commission and staff are recommending that the City Council approve the proposed amendment to the Sign Ordinance to

add provisions related to subdivision identification signage. the motion to take the recommended action on the request is as follows:

“Move to adopt Ordinance 08-124, amending the Sign Ordinance to provide greater clarity in the regulations for subdivision identification signage.”

ATTACHMENTS:

1. Ordinance 08-124
2. Staff Report to the Planning Commission 8-10-15
3. Available Upon Request:
 - a. *Staff Report to the Planning Commission, dated 7-13-15*
 - b. *Staff Report to the Planning Commission, dated 6-22-15*
 - c. *Existing Subdivision Signage Provisions*
 - d. *Comparison Chart of Signage of Metro Cities*
 - e. *Signage Examples from Other Metro Cities*



PLANNING COMMISSION
DATE: 8/10/15
AGENDA ITEM: 6A – BUSINESS ITEM
CASE # 2015-23

ITEM: Zoning Text Amendment – Subdivision Identification Signs

SUBMITTED BY: Kyle Klatt, Community Development Director

REVIEWED BY: Nick Johnson, City Planner

SUMMARY AND ACTION REQUESTED:

The Planning Commission is being asked to reconsider its recommendation to the City Council concerning a zoning text amendment for neighborhood identification signs. The Council considered the ordinance at its July 21, 2015 meeting, and requested that the Planning Commission consider reducing the maximum size of a neighborhood identification sign from 32 square feet to 24 square feet. Staff has updated the draft ordinance to reflect this change, and will be seeking further discussion and comments from the Planning Commission on this matter before sending it back to the Council for final action.

Please note that the Commission has received detailed reports and supporting information on this item at two previous meetings. Staff will provide copies of any of these materials upon request from individual Commissioners or the general public.

GENERAL INFORMATION

Applicant: City of Lake Elmo

Property Owners: N/A

Location: N/A – Proposed zoning text amendment would apply to existing and future residential subdivisions throughout the community.

Request: The Planning Commission is asked to reconsider its recommendation to the City Council concerning neighborhood identification signs.

Existing Land Use: N/A

Existing Zoning: N/A

Surrounding Land Use: N/A

Surrounding Zoning: N/A

Comprehensive Plan: N/A

Proposed Zoning: N/A

History: The City updated the Sign Ordinance in 2013 as part of the Zoning Code Update Project. The provisions that regulate subdivision identification signs were included in the 2013 update.

Applicable Regulations: §154.212 – Sign Regulations

RECOMMENDATION:

Staff is recommending that the Planning Commission recommend approval of the Zoning Text Amendment to the Sign Ordinance to provide clarity with regards to subdivision identification signs. The suggested motion is the following:

“Move to recommend approval of the Zoning Text Amendment to add greater detail to the subdivision identification sign provisions in the City’s Sign Ordinance.”

ATTACHMENTS:

- 1. DRAFT ORDINANCE – Proposed Zoning Text Amendment

ORDER OF BUSINESS:

- IntroductionCommunity Development Director
- Report by Staff City Planner
- Questions from the Commission Chair & Commission Members
- Public CommentsChair
- Discussion by the Commission Chair & Commission Members
- Action by the Commission Chair & Commission Members

CITY OF LAKE ELMO
COUNTY OF WASHINGTON
STATE OF MINNESOTA

ORDINANCE NO. 08-124

AN ORDINANCE AMENDING THE LAKE ELMO ZONING CODE BY AMENDING THE SIGN
ORDINANCE BY ADDING ADDITIONAL REGULATION AND CLARIFICATION WITH REGARDS TO
SUBDIVISION IDENTIFICATION SIGNS

SECTION 1. The City Council of the City of Lake Elmo hereby amends Title XV: Land Usage; Chapter 154: Zoning Code; Section 212; Subsection G.1.c to read the following:

c. Subdivision Identification Signs

- i. *Number.* Each residential subdivision is allowed up to a maximum of two (2) subdivision identification signs. For the purposes of this section, residential subdivisions shall include all phases of approved staged developments.
- ii. *Location.* Subdivision identification signs shall be located near entrances to the subdivision, except that one sign may be located along an abutting arterial or major collector roadway.
- iii. *Size.* The maximum size for a subdivision identification sign is ~~thirty-two~~twenty-four (224) square feet. The face area of any monument or support structure attached to or integral to the design of the sign shall be no more than two (2) times the area of the sign.
- iv. *Sub-Monuments.* Each residential subdivision may have two (2) sub-monument identification signs in addition to two (2) subdivision identification signs. Sub-monument identification signs may not exceed four (4) square feet in size.
- v. Changeable copy signs, including electronic variable message signs, are not a permitted sign type for subdivision identification signage.

SECTION 2. **Effective Date.** This ordinance shall become effective immediately upon adoption and publication in the official newspaper of the City of Lake Elmo.

SECTION 3. **Adoption Date.** This Ordinance 08-124 was adopted on this eighteenth day of August 2015, by a vote of ___ Ayes and ___ Nays.

LAKE ELMO CITY COUNCIL

Mike Pearson, Mayor

ATTEST:

Julie Johnson, City Clerk

This Ordinance 08-124 was published on the ____ day of _____, 2015.



MAYOR & COUNCIL COMMUNICATION

DATE: August 18, 2015
REGULAR
ITEM 26
MOTION

AGENDA ITEM: Building Safety staffing

SUBMITTED BY: Rick Chase, Building Official

THROUGH: Kyle Klatt, Community Development Director

REVIEWED BY: Kyle Klatt, Community Development 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 RECCOMENDER: Staff

FISCAL IMPACT: Included in the 2015 budget.

SUMMARY AND ACTION REQUESTED:

The Department of Building Safety is experiencing increases in permit fees, the increase in permit fees will off-set additional expenditures for the position.

BACKGROUND INFORMATION (SWOT):

Strengths – The proposed position will continue the vision of service to the community and compliance with applicable State and Municipal Code requirements.

Weaknesses – Not Applicable

Opportunities – The proposed position will assist in carrying out the Department of Building safety’s mission in maintaining minimum requirements to safeguard public health, safety, and general welfare through compliance with City Code.

Threats- None

RECOMMENDATION: Based on the aforementioned, the staff recommends the City Council authorize the hiring of a full time building inspector.

“Move to authorize the City Administrator to advertise, recruit, interview, and present for employment a Building Inspector.”



The City of Lake Elmo offers competitive pay and benefits in addition to professional development opportunities to all employees. The city's number one value statement is to foster an environment based on trust and ethics. These philosophies and practices help the City in recruiting and retaining exceptional employees.

Accepting Applications for the Position of:

BUILDING INSPECTOR

SALARY: \$ 26.00- 30.00 per hour

OPENING DATE:

CLOSING DATE:

POSITION TITLE: Building Inspector
DEPARTMENT: Department of Building Safety
ACCOUNTABLE TO: **Building Official**

PRIMARY OBJECTIVE:

This individual will perform all functions of the Department of Building Safety to assist and maintain compliance with the State Building Code and City of Lake Elmo Municipal Code. Delivering service, solutions, education, and efficiency while facilitating positive relationships with residents, contractors, and design professionals.

ESSENTIAL FUNCTIONS OF THE POSITION

1. Perform plan reviews and building inspections on all types of building structures (commercial, industrial and residential) to ensure that they meet the MSBC and City of Lake Elmo Municipal Code.
2. Communicate with architects, engineers, contractors and property owners to interpret and clarify code requirements.
3. Maintains record of erosion control violations and coordinates the City's enforcement of erosion control requirements for new construction.
4. Verifies that site construction activity is in conformance to approved plans, coordinates City action

- o bring non-compliant sites into compliance.
- 5. Ensure complaints involving building codes and related ordinances are processed in a timely manner. Initiate appropriate action regarding violations that are not corrected.
- 6. Keep abreast of innovations and developments in the construction industry and how changes in materials and construction practices relate to code requirements.
- 7. Responsible for keeping Building Official informed of issues and proactively working through for solutions. Recommends procedures and policies in cases not clearly covered by codes and ordinances.
- 8. Responsible for ensuring department reports are completed and accurate.

PERFORMANCE CRITERIA

- Skills in mediation, complaint resolution and problem solving.
- Team player with the ability to collaborate and implement effective customer service.
- Strong initiative to improve processes and productivity.
- Ability to effectively use a computer and various software programs, including software for tracking building inspections and permitting activity.
- Ability to maintain a positive and effective working relationship with council, commissions, businesses, designers, contractors, residents and staff.
- Ability to communicate effectively, both orally and in writing.
- Thorough knowledge and understanding of the pertinent state and local codes and licensing requirements applicable to the City of Lake Elmo and the legal aspects of code administration.
- Ability to read and interpret plans, specifications, engineering and architectural project drawings, and electronic documents accurately and to compare them with construction in progress.
- Ability to enforce codes and ordinances firmly, tactfully and impartially and deal with difficult situations.
- Understanding and experience working with best management practices for construction activity.
- Develop and maintain effective working relationships with City departments & Authorities having jurisdiction.
- Ability to physically move about all areas of construction properties to carry out duties.
- Ability to manage multiple projects and meet deadlines working in a fast paced environment.

MINIMUM QUALIFICATIONS

- Certified Building Official with State of Minnesota
- 2 years' experience in building inspections/plan review
- Experience with Microsoft Products (Word, Excel, PowerPoint)
- Valid MN Driver's License

DESIRABLE QUALIFICATIONS

- Experience with inspections, property maintenance, sign permits and/or planning and zoning in Public Sector
- Certification from ICC in fire/building/ property maintenance
- A.A.S degree in construction.

SUPERVISION RESPONSIBILITIES

N/A

PHYSICAL REQUIREMENTS

Positions in this class typically require: sitting, feeling, manual dexterity, grasping, talking, and hearing, typing, and seeing. The individual may encounter unexpected and prolonged workdays and stress and pressures from dealing with emotional issues and conflicts. There is sustained exposure to computer keyboards and video screens. This position is light duty and may require the exertion of up to 20 pounds of force on occasion or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects.

PLEASE APPLY BY **CLOSING DATE: Enter date**

SEND COVER LETTER, RESUME, AND REFERENCES TO:

CITY OF LAKE ELMO

ATTN: Julie Johnson, CITY CLERK

3800 LAVERNE AVENUE NORTH, LAKE ELMO, MN 55042

PLEASE VISIT OUR WEBSITE AT **WWW.LAKEELMO.ORG** FOR ADDITIONAL INFORMATION OR CONTACT US AT 651.747.3900

CITY OF LAKE ELMO IS AN EQUAL OPPORTUNITY EMPLOYER



MAYOR & COUNCIL COMMUNICATION

DATE: 8/18/15

Regular

ITEM #17

AGENDA ITEM: 2016 Volksmarch

SUBMITTED BY: Mike Bouthilet, Public Works Superintendent

THROUGH: Julie Johnson, City Clerk

REVIEWED BY: Mike Bouthilet, Public Works Superintendent

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item Public Works Superintendent
- Report/Presentation.....Public Works Superintendent
- 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 Superintendent

FISCAL IMPACT: None

SUMMARY AND ACTION REQUESTED: Requesting Council approval to hold the second annual Volksmarch on Saturday, October 10, 2015. Public works and administrative staff will organize and facilitate the event. There is no request at this time for funding from the city. It is anticipated that sponsorship donations will cover the cost of tents and medals.

RECOMMENDATION: Approve Scheduling of 2016 Volksmarch



MAYOR & COUNCIL COMMUNICATION

DATE: 8/18/2015

Regular Agenda

ITEM #18

AGENDA ITEM: Dog Park

SUBMITTED BY: Councilmember Lundgren

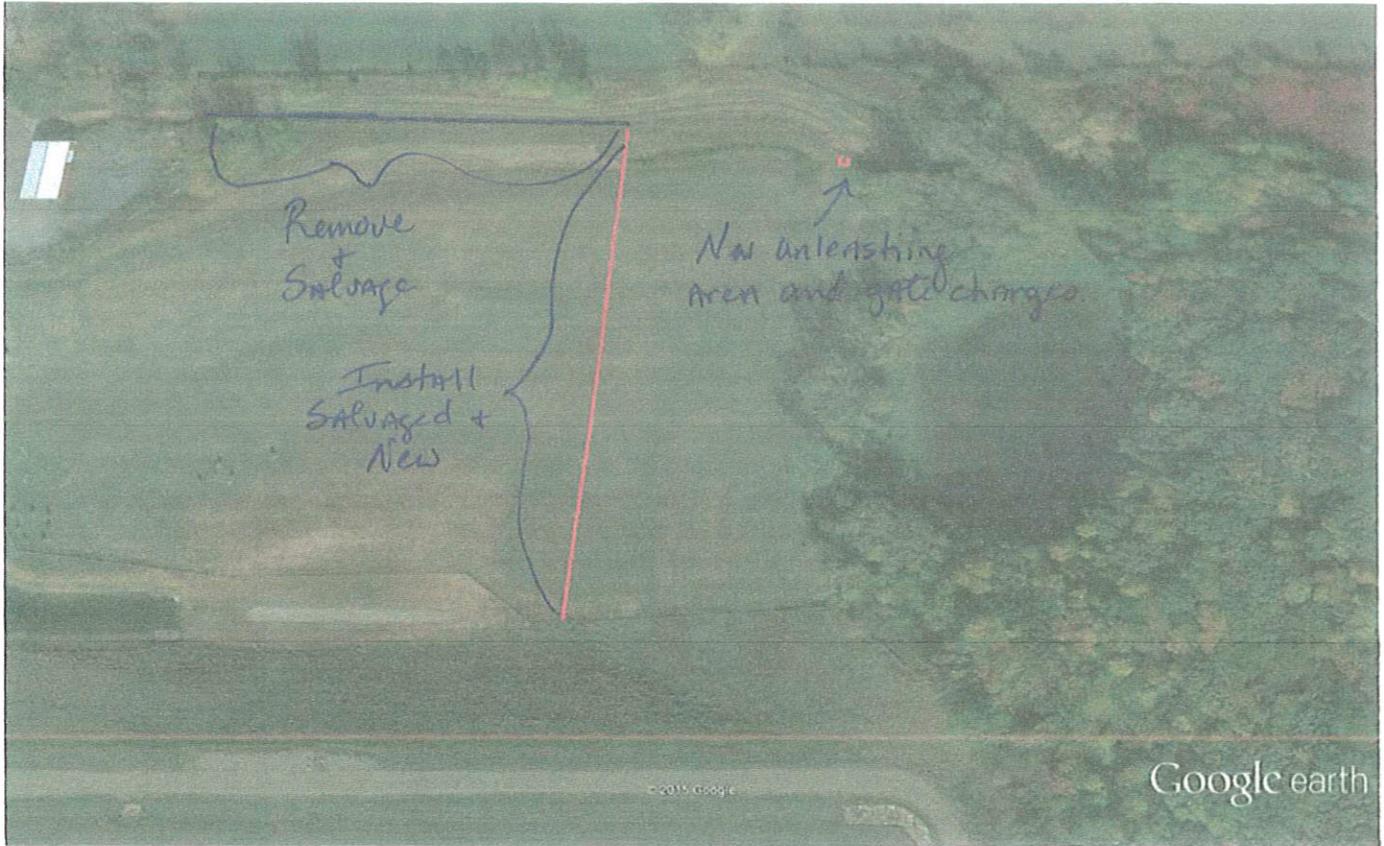
THROUGH: Mike Bouthilet, Public Works Superintendent

REVIEWED BY: Parks Commission / Staff

Councilmember Lundgren has been working with Public Works staff to identify a location and obtain cost estimates for establishing a dog park in the city. Preliminary cost information and a map of the area identified is attached. Costs would be covered by the Park Dedication Fund. Councilmember Lundgren will also be attending the Parks Commission meeting on Monday, August 17th to discuss this issue.

City Council is asked to receive the information and indicate if this is a project the Council would support.

2.2 Acres



Google earth



Dog Park Costs

Fencing & Gates.....\$11,443.00

- Submitted Proposal

Dog Waste Station.....\$298.00

- Sign
- Post
- Bag Dispenser with 500 bags
- Disposal Receptacle
- (on hand)

Parking Lot Gravel.....\$600.00

- *Materials only*-grading, level, and compaction by PW Staff.

TOTAL.....\$12,341.00



SINCE 1917 THE MARK OF PERMANENCE

Office (651)-464-7373
Toll Free (800)-328-9558
Fax (651)-464-7377
Cellular (612)-328-8806
ijorgensen@centuryfence.com

P.O. Box 277, Forest Lake, MN, 55025

8/11/2015

Phone: 651-747-3940 Fax:

Proposal To:

City of Lake Elmo
Attn: Mike Bouthilet
3800 Laverne Ave N
Lake Elmo, MN 55042

Ship To:

Dog Park
Lake Elmo MN

Installed Material Only Prepaid Freight Freight Collect **F.O.B.** Job Site **Delivery Schedule:**

Description

Remove and salvage 493 l.f. of existing 6' high chain link fence

Furnish and install:

618 l.f. of 6' high chain link fence using salvaged and new material
(2) 4' wide x 6' high swing gates
Install owner provided 20' wide double swing gate
Add pedestrian opening at double gate

Total \$11,443.00

Excludes locating of private utilities
Excludes excavation through rock, frost, or backfill
Proposal is valid for 30 days

Acceptance: This proposal when accepted in writing by purchaser and by Century Fence Company's Main Office becomes a contract between two parties. The conditions on the attached "Terms and Conditions" sheet are made a part of this contract.

Terms of Payment: Net Cash upon receipt of invoice.

Buyer's signature _____ Date _____

Submitted by Ian Jorgensen
Ian Jorgensen



TERMS & CONDITIONS *(Upon acceptance of proposal become binding to the contract, PLEASE INITIAL BELOW)*

- 1). **Insurance coverage** - Century Fence will maintain standard General Liability and Worker's Compensation coverage as required by the state the work is to be performed in. Any additional coverage required by the General Contractor, Owner or Customer will be available only upon request, if it is available. An additional charge to cover the cost of that specific coverage will be considered an add order to the contract.
- 2). **Pricing** - The prices set forth herein are based upon current prices and are subject to change without notice.
- 3). **Change Order** - An extra charge will be made to Purchaser for any material or labor additional to that specified herein necessary to make a complete installation in a workmanlike manner and final measurement after erection will govern the amount of invoice.
- 4). **Installation** - All property line stakes and grade stakes are to be established by Purchaser. Fence is to follow ground lines unless otherwise provided for in this contract.
- 5). **Site Conditions** - Obstructions of every nature which in any manner interfere with the erection of fence shall be moved by Purchaser prior to commencing work on fence. This contract does not contemplate the encountering of rock, swampy conditions, or boulders larger than the hole to be dug. Should any of the above conditions be encountered, Purchaser shall pay the actual cost of the additional work caused thereby unless stated in this proposal.
- 6). **Job Delays** - When work is started by Century Fence under this contract, work may be continued to completion without interruption, including, without limitation, interruptions caused by other contractors or changes in the plans of Purchaser. In the event that Century Fence is required to withdraw from work after starting, Purchaser agrees to pay charges covering the actual expenses incurred. It is understood that when Century's crew reports to the job site by appointment, this constitutes starting work. Century Fence shall not be responsible for delays, defaults or damages occasions by any causes beyond Century's control including, without limitations, governmental actions or orders, embargoes, strikes, lockouts, fires and floods.
- 7). **Underground Obstructions** - Before work is started, Purchaser shall furnish Century with the location and character of any underground wire, pipe, sewers conduits, obstructions, conditions, or restrictions of any nature which might interfere with injuries, or other damages. If the Purchaser fails to do so, or if any of the release, indemnify, hold harmless and defend Century from and against any and all liability, loss damages, fines and expenses caused thereby or from any claims, demands or suites based thereon.
- 8). **Laws** - This contract is subject to all applicable laws, regulations and ordinances of any federal, state or local governmental authority or agency.
- 9). **Warranty** - All material and labor sold hereunder is warranted to be free from manufacturing defects for a period not to exceed (1) one year from date of completion and in the event of any breach hereunder will either be repaired or replaced without charge, or the purchase price refunded at the option of Century Fence. IN NO EVENT SHALL CENTURY FENCE BE LIABLE FOR ANY CONSEQUENTIAL DAMAGES. There are not warranties which extend beyond the description on the face hereof.
- 10). **Payment** - Payment shall be net cash upon receipt of invoice with 18% annual interest charges on accounts past due 30 days. All accounts are payable in United States funds, free of exchange, collection or other charges. Century reserves the right to lien the owner of the property if timely payment is not received. **CREDIT CARD PAYMENTS SUBJECT TO 3% PROCESSING FEE**
- 11). **Costs of Collection** - Should the Buyer default in its obligations herein, the Buyer shall, in addition to other obligations herein, be liable to Century Fence Co. for all costs of collection, including reasonable attorney's fees.
- 12). **Building Permits** - Permits or license including the payment of fees therefore shall be the sole responsibility of Purchaser.
- 13). **Sale Terms** - The above and foregoing terms and conditions are the final expression of the terms and conditions of this contract, and are intended as a complete and exhaustive statement of the agreement. Modifications or change shall only be permitted by signed writing between the Purchaser and Century. This contract shall not be assigned by Purchaser, in whole, or in part, without the written consent of Century Fence, and shall be binding upon the successors, administrators, executors or assigns of the parties hereto. Waiver of any default shall not be considered as a waiver of any subsequent default. No conditions, terms, agreements, or stipulations other than those stated herein shall be binding on Century.

INITIAL



MAYOR & COUNCIL COMMUNICATION

DATE: 8/18/15
Regular Agenda
ITEM #19

AGENDA ITEM: Tablyn Park

SUBMITTED BY: Mike Bouthilet, Public Works Superintendent

THROUGH: Parks Commission and Julie Johnson, City Clerk

REVIEWED BY: Mike Bouthilet, Public Works Superintendent
Parks Commission

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item Public Works Superintendent
- Report/Presentation.....Public Works Superintendent/Parks Commissioner
- 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 Superintendent

FISCAL IMPACT: TBD

SUMMARY AND ACTION REQUESTED: The Parks Commission has been working on a concept plan for Tablyn Park. Finalization of the plan is scheduled for the August 17th Parks Commission meeting. Staff and a Parks Commission will present the final plan to the City Council at the meeting.

RECOMMENDATION: Approve Tablyn Park Concept Plan



MAYOR & COUNCIL COMMUNICATION

DATE: 8/18/15

Regular

ITEM #20

AGENDA ITEM: Pebble Park Picnic Shelter

SUBMITTED BY: Mike Bouthilet, Public Works Superintendent

THROUGH: Parks Commission and Julie Johnson, City Clerk

REVIEWED BY: Mike Bouthilet, Public Works Superintendent

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item Public Works Superintendent
- Report/Presentation.....Public Works Superintendent
- 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 Superintendent

FISCAL IMPACT: TBD

SUMMARY AND ACTION REQUESTED: The Parks Commission will be considering two quotes for a picnic shelter at Pebble Park at its August 17th meeting. Staff will report on the final choice at the Council meeting and request approval for the purchase and installation of the picnic shelter.

RECOMMENDATION: Approve Parks Commission Recommendation for Purchase and Installation of Pebble Park Picnic Shelter.



Webber Recreational Design, Inc.

1442 Brooke Court · Hastings, MN 55033-3266
(651) 438-3630 · Fax: (651) 438-3939
(800) 677-5153
www.webberrec.com

August 12, 2015

City of Lake Elmo
ATTN: Mike Bouthilet
3800 Laverne Avenue North
Lake Elmo, MN 55042

Pebble Park- ICON 20' x 24'

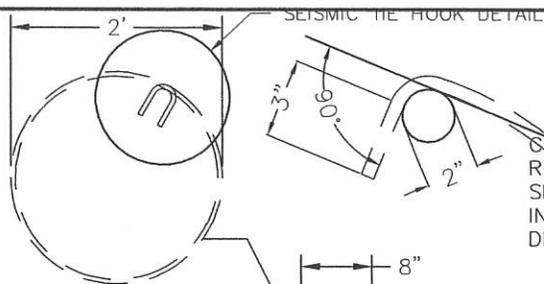
Thank you for the opportunity to submit a shelter quote for Pebble Park in Lake Elmo, MN.

RG20'x24' Rectangular Gable Shelter	\$ 12,763.00
2x6 Tongue and Groove Roof Deck	
Multi Rib Roof Panels	
4:12 Roof Slope	
Gable End Ornamentation w/ Laser Cut Medallion on one end	
Sheet Steel Culola	
Anchor Bolts & Templates Included	
Engineering-2 Calculation Books, 4 Sets of Drawings	
Powdercoat, frame only	
Base Covers for (4) Columns	
Freight to Jobsite	<u>850.00</u>
Total Delivered 20'x20' Shelter and Sales Tax	\$ 13,613.00
Installation of above shelter	3,200.00
24'x28' Concrete Pad and 4- Footings	<u>6,350.00</u>
Total Shelter, Installation, Footings and Slab	\$ 23,163.00

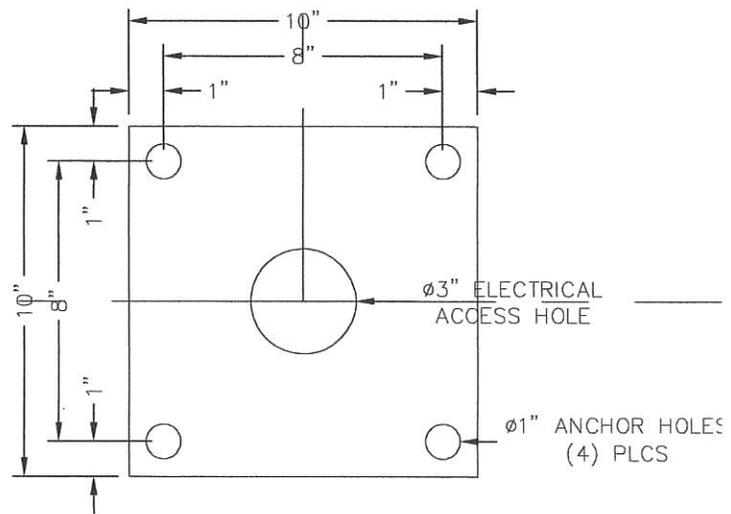
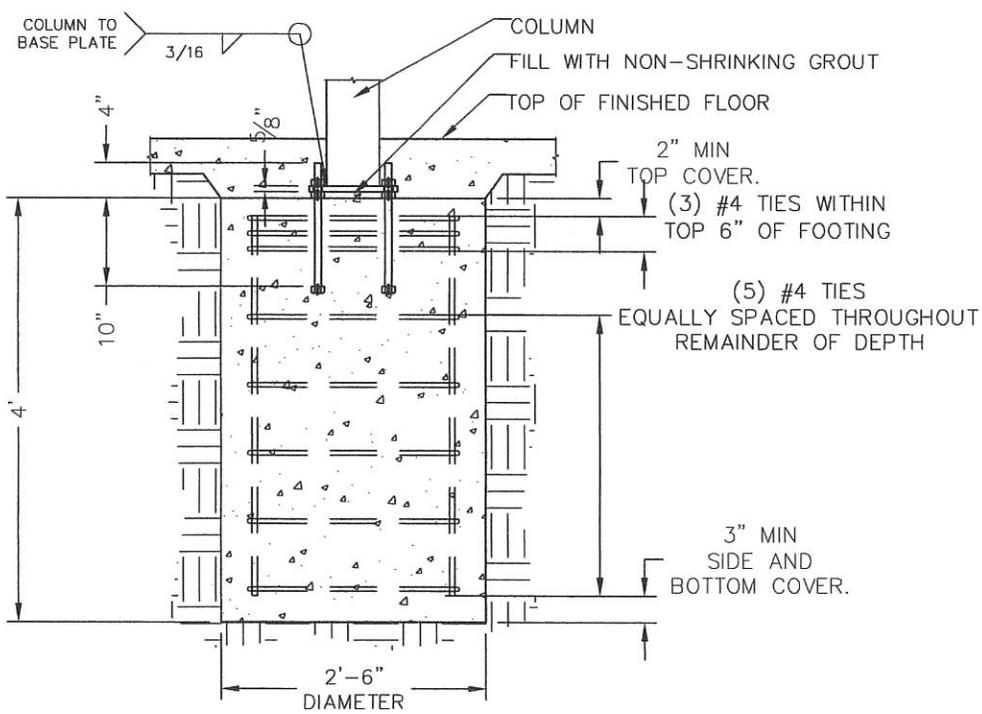
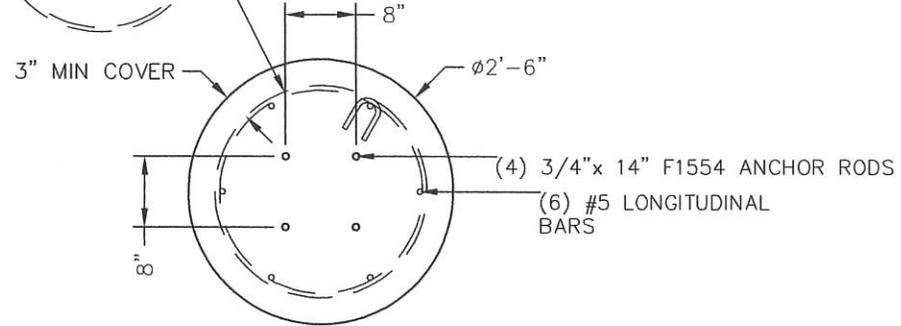
(Please note: footing and slab specs from my concrete guy is attached to the email. He quote spells out what he will be doing on this job. Please review the concrete quote attached!)

If there are any questions, please feel free to contact me. Call my cell (612) 581-4704.
Sincerely,

Jay Webber- President
WEBBER RECREATIONAL DESIGN, INC.



CONCRETE STRENGTH $F'_c = 2500$ PSI
 REBAR GRADE $F_y = 60$ KSI
 SLAB IS REQUIRED. IF NO SLAB IS TO BE
 INSTALLED, CONTACT THE ICON ENGINEERING
 DEPARTMENT.



**PRELIMINARY FOOTING
 FOR ESTIMATING PROPOSES ONLY**

ICON
 Shelter Systems Inc
 1455 LINCOLN AVE.
 HOLLAND MI, 49423
 PHONE: 616.396.0919, 800.748.0985
 FAX: 616.396.0944
 DISTINCTIVE STEEL SHELTERS
 WWW.ICONSHelters.COM
 COPYRIGHT 2004, ICON SHELTER SYSTEMS, INC.
 QF-73-01-41
 Engineering\AcadStandards\Blocks\ICONFOOTING

DRAWING NO: -

DATE: -

Aug 12, 2015

FRANDRUP MASONRY, INC.

6240 190TH ST. E. • HASTINGS, MN 55033

(651) 437-8072

frandrupmasonry@gmail.com

Estimate for

Jay Webber
Lake Elmo

24' x 28' Slab -

4" concrete slab - reinforced
with 6-6-10 re mesh - 12" x 12" lug
on exterior of slab with 1-1/2" rod
continuous sealed with
a concrete sealerDrill & pour (4) - 30" in diameter
x 4' deep piers - 8-1/2" stirrups &
6-#5 rods per pier.

#6,350.00

No removal of topsoil or fill
figuredIf work is done between Oct 15th
& Nov 1st. Add 100.00 for winter
chgs on concrete.If done after Nov 1st - Add #375.00
for winter chgs & blankets.



10085 Bridgewater Bay
 Woodbury, MN 55129
 Phone 651.815.4097
 Toll Free 888.371.4958 Fax 414.395.8538
 Email info@northlandrec.com

QUOTATION

To:	City of Lake Elmo	Date:	July 24, 2015
		Contact:	Mike
		Phone:	651-248-7828
		Cell:	
Project:	Pebble Park Shelter	Fax:	
		Email:	MBouthilet@lakeelmo.org

We are pleased to provide the following quotation on items supplied by **Poligon Park Architecture**

<u>Qty.</u>	<u>Item</u>	<u>Description</u>	<u>Unit Price</u>	<u>Extension</u>
1	REK	Poligon Gable Roof Shelter 20' x 24' w/ Metal Roof - Multi Rib Roof with 4:12 Roof Pitch - Cupola (Metal Non Vented) - Electrical Access + (2) cutouts - Ornamentation * on (1) end of structure * Either Sunshine or Lettered Arch & Medallion		\$12,970.00 \$990.00 \$450.00 <u>\$2,200.00</u>
		SHELTER TOTAL		\$16,610.00
		Installation Costs Broken Out Below		
1	Install	Installation of above shelter only		\$5,700.00
1	Pad	Supply/Installation of concrete pad-Pour 2' wider each side		\$4,032.00
1	Footings	(4) Concrete footings for Sqr 20 shelter		<u>\$3,000.00</u>
		INSTALLATION TOTAL		\$12,732.00

Shelter above includes: Anchor Bolts, Engineered Drawings, 50lb Snow Load, 90mph Wind Load, Freight To Lake Elmo

* Site preparation and restoration by others
 ** This quote DOES NOT include any permits or special inspections required by the city. Does not include any excavation.

Sub Total	See Above
Freight	Included
Tax 6.875%	<u>Not Included</u>
Total	-----

IMPORTANT INFORMATION:

- ◆ Quotation is valid for: 30 Days
- ◆ Freight based on shipment to Lake Elmo
- ◆ Shipment can currently be made in - to be determined; based on shop drawing approval
- ◆ Terms: Based on credit approval -down payment may be req.
- ◆ Pricing based on above quantities – any changes may require a revised quotation.
- ◆ **Orders will be placed upon receipt of a Purchase Order or your signed acceptance of this quotation.**

Make Purchase Orders to: Poligon by PorterCorp 4240 N 136th Ave Holland, MI 49424

Thank You! Northland Recreation, LLC

Mike Dorsey
 Representative

ACCEPTED BY: _____

DATE: _____



Northland Recreation, LLC. greatly appreciates your consideration of our proposal. If it is your desire to purchase any or all of the items listed in this proposal, we kindly ask that you sign your acceptance on both pages of this quotation and complete the following information to insure timely and accurate order entry.

Bill to address: (if different from quote)

Ship to address: (if different from quote)

Delivery Contact:

Phone Number(s):

Desired Delivery Date:

* Please Note: Many factors are involved in the manufacturer's actual ship dates. We will make every attempt to accommodate your preferred date.

Purchase Order # (if applicable):

* Please Note: Purchase orders to be made out to **Northland Recreation LLC**

Is this project exempt from sales tax?

* If YES, please include a completed **Certificate of Exemption**

Color Selections (if applicable):

Additional Comments:

Terms:

- I / We understand that all accounts are payable to Northland Recreation LLC. according to the terms shown on each invoice, and if not paid on or before said date, are then delinquent. I / We agree to pay any and all service charges added each month to past due invoices. Terms are Net 30 days upon delivery with approved credit.
- Unless notified in writing to the contrary, all charges are due and payable in full at:
Northland Recreation LLC 10085 Bridgewater Bay Woodbury, MN 55129
- Credit approval may be required to complete this order.
- Additional charges may apply for applicable sales tax, extra unloading time, incorrect delivery addresses, and/or cancellation of delivery without 24 hours prior notice.
- The Terms and Conditions of this signed quotation shall prevail over any inconsistent terms and conditions of a purchase order, contract and / or confirmation related to this project.

ACCEPTED BY: _____

DATE: _____



MAYOR & COUNCIL COMMUNICATION

DATE: 8/18/15

Regular

ITEM #21

AGENDA ITEM: Sanctuary Park Trail

SUBMITTED BY: Mike Bouthilet, Public Works Superintendent

THROUGH: Parks Commission and Julie Johnson, City Clerk

REVIEWED BY: Mike Bouthilet, Public Works Superintendent
Parks Commission

SUGGESTED ORDER OF BUSINESS:

- Introduction of Item Public Works Superintendent
- Report/Presentation.....Public Works Superintendent/Parks Commissioner
- 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 Superintendent

FISCAL IMPACT: TBD

SUMMARY AND ACTION REQUESTED: The Parks Commission will be considering final quotes for the Sanctuary Park Trail at its August 17th meeting and will forward a recommendation to the City Council for final approval. The project is anticipated to come in under the previously approved budgeted amount.

RECOMMENDATION: Approve installation of Sanctuary Park Trail as recommended by the Parks Commission.



MAYOR & COUNCIL COMMUNICATION

DATE: 8/18/15
REGULAR
ITEM #22

AGENDA ITEM: Plan B versus Plan A cities

SUBMITTED BY: Clark Schroeder

THROUGH: Clark Schroeder, Interim City Administrator

REVIEWED BY: Clark Schroeder

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: City Council

FISCAL IMPACT: Unknown

SUMMARY AND ACTION REQUESTED:

LEGISLATIVE HISTORY: A question was raised concerning what is the difference between a Plan A and a Plan B city and what would it take to make Lake Elmo a Plan B city versus the current status of a Plan A city.

Minnesota has two basic types of city governance: statutory cities, which operate under the statutory city code and home rule charter cities, which operate under a local charter. Most statutory cities have a weak mayor-council governing system. This means the mayor has all the powers and duties of a council member in addition to those duties of a mayor. The council as a whole retains ultimate administrative and legislative responsibility and authority, except where an independent board, such as a utilities commission, has one for more specific functions.

Lake Elmo is currently governed under Minnesota Statute § 412.572 as a Fourth Class Statutory Plan A city. Cities using the Plan A form of organization are the most common type of city in our state. Plan A cities operate with a weak mayor-council. The Plan A city council

consists of an elected mayor and four or six elected councilmembers. One example of the differences in a Plan A versus a Plan B city is in the role of the council in hiring/firing employees of the city.

Statutory Plan A city councils have complete freedom to create whatever positions they find necessary in addition to those required by statutes. Absent specific statutory or charter authority, a city council may not delegate legislative or quasi-judicial power. *A.G. Op. 624-a-3* (Nov. 2, 1998). In addition, a city council may not delegate any administrative power of a discretionary nature unless authorized to do so by state law or city charter. *Jewell Belting Co. v. Village of Bertha*, 91 Minn. 9, 97 N. W. 424 (1903). Councils may delegate merely ministerial functions. *Id.* Except to the extent provided by statute, governance of the affairs of the city is vest in the council. *A.G. Op. 624-a-3*. Under the City of Lake Elmo's current plan, the city council is deemed to have the sole authority to handle the hiring and firing of city employees, including department heads. Minn. Stat. § 412 also provides that the city council may appoint employees for the city as deemed necessary for its proper management and operation. As such, Plan A city councils may establish, by ordinance or resolution, a City Administrator role. State statute does not specifically define the powers of the position, however, the duties delegated to the City Administrator must be ministerial in nature. *Jewell Belting Co.*, 97 N. W. at 425. The duties that the council may delegate include the supervision of workers, accounting, the preparation of reports, factual determinations, and execution of policies set by the council. The administrator may not hire and fire employees or make purchases or let contracts unless the council sets specific standards governing those actions. *A.G. Op. 471-1F* (Oct. 24, 1961). The *A.G. Op. 471-1F* discusses a city administrator's ability to hire and fire employees in the context of an ordinance passed by the City Council of Brooklyn Park which delineated standards for that city's administrator to hire and file employees. However, the Attorney General ultimately concluded that the council may not delegate the ultimate authority to hire or remove officers, employees and agents, stating that:

“The council may adopt rules and standards for the guidance of the administrator in carrying out all ministerial and administrative functions, including the holding of examinations to determine merit and fitness for appointment and obtaining and submission of particular evidence in connection with the selection and dismissal of employees. But, the ultimate questions as to appointment and dismissal are matters for the determination of the village council on the basis of M.S. § 412.111.”

The involvement of the council in daily operations varies by city. Some councils have very little daily interaction, leaving most of the decisions to the administrator and the staff; others involve themselves in the daily operations of running a city. It is up to each council to decide how much authority it grants an administrator in a Plan A city.

Plan B Cities:

In Plan B Cities, also referred to as the “council-manager” form, the city manager exercises the administrative power of the city and is responsible to the council for the proper

administration of all city affairs. Statutory cities must have a population of over 1,000 to be eligible to operate as a Plan B City.

The city manager has complete discretion to appoint or remove staff members within the limits of other applicable laws. Minn. Stat. § 412.651 subd. 3. Neither the council nor any individual councilmember may dictate the appointment of any person to office or employment by the manager. *Nelson v. City of Eden Prairie*, No. A11-350 (Minn. Ct. App. Dec. 27, 2011) (unpublished decision). The council may not give orders to any subordinate of the manager. Minn. Stat. § 412.661. The council's control is indirect, through its selection and appointment of the manager. Minn. Stat. § 412.661. Among the various powers and duties of the City manager laid out in Minn. Stat. § 412.651, the manager is also the purchasing agent for the city. Minn. Stat. § 412.691.

In a Plan B city, the council has only one employee, the city manager and the remainders of the employees are the responsibility of the manager. The city manager also appoints the city clerk, the treasurer, the city attorney and other city officials. The city manager submits a budget to the council for approval, and has broad authorization to make purchases within the legally adopted budget.

In order for the City of Lake Elmo to become a Plan B city, the city must follow procedure laid out in Minn. Stat. § 412.551:

“Subdivision 1. One plan per election.

The council may, and upon petition therefor signed by voters equal in number to at least 15 percent of the electors voting at the last previous city election, shall, submit to the voters at a regular or special election the question of adoption by the city of Optional Plan A or B. The city may also upon its own motion submit an optional plan for voter consideration. Only one plan shall be so submitted at any one election, except that any such plan shall be submitted at the election on incorporation of a city if the incorporation petition so requests and the population of the proposed city, when the submission of Optional Plan B is proposed, is more than 1,000. No plan, except a home rule charter submitted under chapter 410, shall be submitted in any city in which another optional plan is already in effect until the latter plan has been in effect for at least three years.”

Minn. Stat. § 412.551 also lays out various steps the city must follow should the plan be passed by the voters, including specific language that must be used on the ballot, the procedure for adoption and abandonment, and filing an election certificate.

Summary

In Minnesota, 632 cities operate under a Plan A form of government while only 17 operate under the Plan B form of government. Switching to a Plan B city would be a process that without a special election, would take till January 2017. If the desire to have a Plan B city is driven by a goal of having less daily operational engagement with city business there could be avenues explored to develop policies and procedures to lessen the operational work load for council members.

Note: some text was used with permission from David Snyder and the League of Minnesota Cities.

BACKGROUND INFORMATION (SWOT):

Strengths
Weaknesses
Opportunities
Threats

RECOMMENDATION: None



MAYOR & COUNCIL COMMUNICATION

DATE: 8/18/15
REGULAR
ITEM: #23

AGENDA ITEM: Projected City Growth Analysis

SUBMITTED BY: Clark Schroeder Interim City Administrator

THROUGH: Cathy Bendel and Kyle Klatt

REVIEWED BY: City Staff

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: City Council

FISCAL IMPACT: Unknown

SUMMARY AND ACTION REQUESTED:

A request was made by Mayor Pearson to prepare an analysis of Lake Elmo’s projected population growth. As with any future projection, assumptions need to be made that may or may not come to pass. In just one assumption, the build out of the downtown mixed use zone could affect the number of residential units built considerably. Another variable in calculating population growth is the assumed people per residence. Some developments might have 2.0 people per residence while other developments might have 2.5 or 3.0. A full analysis, breaking down each development and the expected people per development would be something the council could request of staff for a future meeting.

For this presentation, the most recent number of build outs for all projects has been used (2,043 new homes) to show where the City is at related to the Met Council most recently drafted local forecast targets for 2020, 2030 and 2040 (letter attached).

Please note that the Met Council targets reflect a decreasing number of residents per household in the future (2.76 per HH for 2020, 2.66 per HH for 2030 and 2.56 per HH for 2040).

LEGISLATIVE HISTORY:

RECOMMENDATION: Discussion, information, and future direction for analysis.

ATTACHMENTS:

1. Met Council letter dated April 9, 2015 regarding updated draft forecasts for Lake Elmo
2. Growth projections; snapshot as of 8/14/15

April 9, 2015

Dean Zuleger, City Administrator
City Of Lake Elmo
3800 Laverne Ave N
Lake Elmo, MN 55042

Dear Mr.Zuleger:

The Metropolitan Council requests your input on updates to your community's local forecast. The Council is updating **draft local forecasts** in preparation for the release of Systems Statements this fall to kick off the local comprehensive planning process.

The table below shows your community's 2020, 2030, and 2040 draft local forecasts (2015 update); the table also includes your community's current adopted Thrive MSP 2040 forecasts for comparison. (In addition, a table with draft local forecasts for all communities is enclosed with this letter.)

Forecasts for City Of Lake Elmo

	Population			Households			Employment		
	2020	2030	2040	2020	2030	2040	2020	2030	2040
Forecasts (2014 as adopted)	10,300	14,500	20,500	3,880	5,700	8,000	2,550	2,740	3,160
Draft forecasts (2015 update)	10,500	14,100	18,200	3,800	5,300	7,100	2,900	3,350	3,800

The Council will accept comments on the draft forecasts (2015 update) through **May 8, 2015**. If you have questions or concerns about your local forecasts, please contact your Sector Representative, Ryan Garcia, at Ryan.Garcia@metc.state.mn.us or 651-602-1832.

We will not publish these draft local forecasts until we have responded to local comments and the Council formally adopts those revised forecasts in July. Some draft forecasts will change based upon the local comments we receive.

A few things to note:

- The updated regional forecast released in March (metrocouncil.org/forecasts) reduces regional growth by 2040 by 5% for population, 6% for households, and 15% for jobs. These reductions alone reduce many community forecasts.
- The draft local forecasts use updated real estate and land use data. These revisions have changed our forecasts of growth across the region.
- Please remember that while the Council has reduced 30-year population forecasts for some jurisdictions, the Council will provide necessary wastewater infrastructure to honor existing 2030 commitments for land to be included in the Metropolitan Urban Service Area by 2040 (*Thrive MSP 2040*, p. 21).

Sincerely,



Beth Reetz, Interim Director
Community Development Division

cc: Council Member Harry Melander, District 12

City of Lake Elmo
Growth Projections
Snapshot as of 8/14/15

X = have hit the Met Council Target
☐ = have not yet hit the Met Council Target

	New Homes	Projected Cumulative Homes		Residents (2.0 per Home)		Residents (2.5 per Home)		Residents (2.9 per Home)		Per Census report (2.9 per HH)	OP Development HH	New Development Residential HH	New Cumulative Residential HH
		2,782	8,069	8,069	8,069	8,069	8,069	8,069	8,069				
2010		2,782	8,069	8,069	8,069	8,069	8,069	8,069	8,069				
2011	24	2,806	8,117	8,129	8,139					24			
2012	35	2,841	8,187	8,217	8,240					35			
2013	37	2,878	8,261	8,309	8,347					37			
2014	41	2,919	8,343	8,412	8,466					24	17		105
2015	100	3,019	8,543	8,662	8,756					12	88		228
2016	130	3,149	8,803	8,987	9,133					7	123		438
2017	210	3,359	9,223	9,512	9,742					0	210		648
2018	210	3,569	9,643	10,037	10,351					0	210		858
2019	210	3,779	10,063	10,562	10,960					0	210		1068
2020	210	3,989	X 10,483	X 11,087	X 11,569	X				0	210		1188
2021	120	4,109	10,723	11,387	11,917					0	120		1308
2022	120	4,229	10,963	11,687	12,265					0	120		1428
2023	120	4,349	11,203	11,987	12,613					0	120		1543
2024	115	4,464	11,433	12,274	12,947					0	115		1643
2025	100	4,564	11,633	12,524	13,237					0	100		1743
2026	100	4,664	11,833	12,774	13,527					0	100		1843
2027	100	4,764	12,033	13,024	13,817					0	100		1943
2028	100	4,864	12,233	13,274	14,107					0	100		2043
2029	100	4,964	12,433	13,524	14,397					0	100		2043
2030	0	4,964	☐ 12,433	☐ 13,524	☐ 14,397	☐				0	0		2043
2031	0	4,964	12,433	13,524	14,397					0	0		2043
2032	0	4,964	12,433	13,524	14,397					0	0		2043
2033	0	4,964	12,433	13,524	14,397					0	0		2043
2034	0	4,964	12,433	13,524	14,397					0	0		2043
2035	0	4,964	12,433	13,524	14,397					0	0		2043
2036	0	4,964	12,433	13,524	14,397					0	0		2043
2037	0	4,964	12,433	13,524	14,397					0	0		2043
2038	0	4,964	12,433	13,524	14,397					0	0		2043
2039	0	4,964	12,433	13,524	14,397					0	0		2043
2040	0	4,964	☐ 12,433	☐ 13,524	☐ 14,397	☐				0	0		2043

NOTE: Updated draft forecasts per Met Council:

Population	HH	Res Per HH
2020	10,500	3,800
2030	14,100	5,300
2040	18,200	7,100



MAYOR & COUNCIL COMMUNICATION

DATE: 8/18/2015

Regular Agenda

ITEM #24

AGENDA ITEM: Old Village Work Group Membership

SUBMITTED BY: Mayor Pearson

THROUGH: Julie Johnson, City Clerk
Kyle Klatt, Community Development Director

REVIEWED BY: Staff

Current members of the Old Village Work Group are:

Councilmember Julie Fliflet
Steve DeLapp
Brett Emmons
Nadine Obermueller
Jennifer Pelletier
Kathleen Haggard
Councilmember Anne Smith

Community Development Director Klatt has received inquiries from the following residents who are interested in participating in the group:

Dick Wier
3645 Laverne Ave. N.
Lake Elmo Mn. 55042
(H) 651-777-7177
(C) 651- 206-1655
Dick Wier <adwier@aol.com>

Barry Weeks
3647 Lake Elmo Ave. N.
Bkweeks <bkweeks@aol.com>

Andrea Albrecht
3603 Lake Elmo Ave. N.

Diane Knoll
(H) 651-777-9443

(C) 651-270-9120
(W) 651-774-8785
DIANE KNOLL cmknoll@msn.com

And those interested in notification for meetings:

Dana Nelson
2871 Legion Ave
guswilt24@comcast.net

I would like the Council to consider appointing the additional interested residents as members of the Old Village Work Group.