

**AGENDA  
CITY OF LEXINGTON  
REGULAR COUNCIL MEETING  
FEBRUARY 4, 2016 – 7:00 P.M.  
9180 LEXINGTON AVENUE**

**1. CALL TO ORDER: – Mayor Kurth**

- A. Roll Call - Council Members: DeVries, Hughes, Payment, Plasch

**2. CITIZENS FORUM**

This is a portion of the Council meeting where individuals will be allowed to address the Council on subjects which are not a part of the meeting agenda. Persons wishing to speak may be required to complete a sign-up sheet and give it to a staff person at the meeting. The Council may take action or reply at the time of the statement or may give direction to staff for future action based on the concerns expressed.

**3. APPROVAL OF AGENDA WITH CHANGES AND CORRECTIONS**

**4. I 35 MN PASS UPDATE –**

**JEROME ADAMS (MNDOT)**

**5. INFORMATIONAL REPORTS:**

- A. Airport (Councilmember Plasch)  
B. Cable Commission (Councilmember Payment)  
C. City Administrator (Bill Petracek)

**6. LETTERS AND COMMUNICATIONS:**

- A. Council Workshop meeting minutes – January 21, 2016 **pp. 1-2**  
B. Royal Roofing – City Hall roofing contract **pp. 3-5**  
C. MSA – List of Items to Be Corrected- Fire Station Project **pp. 6-8**  
D. Planning & Zoning meeting minutes – January 20, 2016 **pp. 9-12**  
E. Anoka County Environmental Services – Non Profit Organizations –  
Temporary Food Licensing Fee **pp. 13**

**Consent Agenda:**

The Consent Agenda covers routine administrative matters. These items are not discussed, and are approved in their entirety pursuant to the recommendations on the staff reports. A Council Member or citizen may ask that an item be moved from the Consent Agenda to the end of section 7 of the agenda in order to be discussed and receive separate action.

## **7. CONSENT ITEMS:**

- A. Recommendation to Approve Council Minutes:  
Council Meeting – January 21, 2016
- B. Recommendation to Approve Claims and Bills:  
Check #'s 13416 through 13416  
Check #'s 40398 through 40344  
Check #'s 10703 through 10721

**pp. 14-16**

**pp. 17-25**

### **Action Items:**

These items are intended primarily for Council discussion and action. It is up to the discretion of the Mayor as to what, if any, public comment will be heard on these items. Persons wishing to speak on discussion items must complete a sign-up sheet and give it to a staff person at the meeting.

## **8. ACTION ITEMS:**

- A. Recommendation to approve Carbone's (Robert Karas) Liquor License Violation Fine
- B. Recommendation to approve ezTask as new website vendor
- C. Recommendation to approve Installation of City Hall Cabling
- D. Request for Cost Analysis for Benefit Level Change for Firefighters

**pp. 26-33**

**pp. 34-37**

**pp. 38-39**

## **9. MAYOR AND COUNCIL INPUT**

## **10. ADJOURNMENT**

/mv

**CITY OF LEXINGTON  
WORKSHOP MINUTES  
Thursday, January 21, 2016  
Immediately following Council meeting  
City Hall**

1. Call to Order: Mayor Kurth
2. Roll Call: DeVries – Hughes – Plasch – Payment

*Mayor Kurth called to order the workshop for January 21, 2016 at 7:23 p.m. Councilmember's present: Devries, Hughes, Payment, and Plasch Plasch. Also Present: Bill Petracek, City Administrator; Kurt Glaser, City Attorney; Tina Meyer, Finance Director; Steve Winter; City Engineer; Lou Suski, Lovell Building Realtor; Lori Knudson*

**3. Discussion Items:**

*Mayor Kurth introduced Lori Knudson to the Council. Kundson approached the Mayor about developing a facebook page for the liquor store. Ms. Knudson explained that she is a realtor that trains other realtor's on how to set-up and use facebook for businesses. She provided some insight on the power of using facebook for promoting your business. Discussion ensued. Knudson would work with the finance director and liquor store manager to develop our liquor store facebook page.*

**A. Update - Lovell Building - Realtor Lou Suski**

*Lou Suski provided an overview of a hand-out that spells out a potential offer from a developer that is interested in the Lovell property. The idea is that the developer only needs 2.9 acres of the property along Lexington Ave for a 70-80 unit assisted living/senior living facility. Discussion ensued. Suski asked the Council if anyone had objections to him marketing the property as being sub dividable. Discussion ensued. There were no objections from the Council about subdividing the property for marketing purposes.*

**B. Discuss 2016 Alternative Road Projects**

*Steve Winter, City Engineer, asked the Council, since Lake Drive won't be completed until 2017, if completing Flowerfield Road and Restwood Road would be an option. Discussion ensued. Winter stated that both roads are shared with Blaine, and feasibility studies would need to be completed on both roads; Blaine is agreeable to improving the roads in 2016. Mayor Kurth agreed that Lexington should complete these road projects in 2016. Discussion ensued.*

*Winter stated he would have Resolutions approving the road projects ready for their consideration at the next Council meeting.*

**C. Discuss Cell Tower Proposal**

*Attorney Glaser provided an explanation to the proposals received from Lease Advisors and American Tower Corporation to buyout our lease agreements with cellular providers using our cellular tower in Memorial Park. Discussion ensued.*

*The Council wanted to think about the proposal and have the city administrator and city attorney look into finding a consultant that can provide some guidance on the cellular industry and these proposals. This item would be placed on the February workshop for discussion.*

**4. Staff Input**

**No staff input.**

**5. Council Input**

*Councilmember Hughes stated there is a dump truck and two trailers currently parked behind the Circle Pines Sausage House.*

*Councilmember Devries stated there is a car on ramps for 5 months at 3811 Restwood Road.*

**6. Adjourn**

*Meeting adjourned at 8:49 p.m.*



**Royal Roofing, Inc.**  
**7472 Edmonson Ave NE**  
**Monticello, MN 55362**



January 25, 2016

**City of Lexington**  
**9180 Lexington Ave**  
**Lexington, MN 55014**

**LICENSE # MN - 20175152**

Office (763) 295-0540  
Fax (763) 295-5815



## **Owens Corning Duration 30 Year Roof System**

### **Roof Preparation**

- Tear-off existing roof going down to the wood deck, removing all debris from job-site.
- Sweep roof decking clean of all dirt, gravel and debris.
- Inspect decking; any damaged or deteriorated decking will be replaced at a rate of \$2.00 per sq. ft.
- Verify that wood decking is nailed correctly.
- Install Ice & Water Shield 6' from bottom edge, 3' in all valley areas.
- Install new 24 gauge pre-finished colored valley metal.
- Install 15# felt underlayment over remainder of roof.
- Install Owens Corning 30 year dimensional shingle using 6 nails per shingle.
- Install new prefinished colored metal lead top pipe flanges to all soil stacks.
- Install new prefinished colored metal 750 Vents (turtle type).
- Install Owens Corning ridge cap to hips and ridge.
- Do magnetic sweep of grounds.

### **Warranty and Inspections**

1. Upon completion of installation, have roof inspected by Inspectron, Inc. inspector.
2. Provide you with an Owens Corning Shingle Warranty when paid in full.
3. Provide you with a Royal Roofing, Inc. 10 Year labor warranty.

### **Project Conditions**

1. Royal Roofing, inc. will keep all work and storage areas clean and neat on a daily basis.
2. Weather Condition Limitations: Royal Roofing, Inc. will not apply roofing during inclement weather or when a 40% chance of precipitation is expected.

### **Fees, Licenses, Permits and Taxes**

1. Roofing permit will be in addition to base bid.

### **Protection of Work and Property**

1. Royal Roofing, Inc. shall provide and maintain any danger signs, guards or obstructions necessary to protect the public and workers from any danger created by the work in progress.
2. Protect grounds and building where work will be performed.
3. All materials will be stored with as much protection as possible against wind, sun, and moisture damage prior to and during installation. Keeping materials enclosed in a watertight, ventilated enclosure (i.e. tarpaulins).

### **Preliminary Lien Notice**

1. Any person or company supplying labor or material for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions. Under MN law, you must have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due from us until 120 days after completion of improvement.
2. Royal Roofing, Inc. shall, if requested by the owners, furnish the owner a release in full of all liens arising out of this contract or in lieu thereof, receipts in full for all materials and labor on the job.

All material is guaranteed to be as specified and all work shall be performed in a manner in accordance with the above specifications and standard practices. Any alterations or deviations from the above specifications will be made only upon written change order signed by both Royal Roofing, Inc. and the owner describing the change and stating what, if any, additional amount is to be paid by owner. Owner assumes the risk of concealed or unknown conditions which delay or increase the cost of our performance and agrees to pay reasonable, additional charges resulting from those conditions. Contractor is not responsible for delays resulting from strikes, transportation, disruption, weather, accidents, material shortage or other causes beyond our control. Contractor is not responsible for damages due to vibrations caused by workers. Owner to carry fire, tornado, and other necessary insurances. Our workers are fully covered by Workmen's Compensation Insurance.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

We propose to hereby furnish material and labor-complete in accordance with above specifications, for the sum of:

Twenty Three Thousand Five Hundred Ninety Five and 00/100 Dollars

\$ 23,595.00.

**Option # 1** – Furnish and install prefinished color metal fascia and soffit to entire perimeter.  
Add **\$8,988.00** to the above contracted amount.

Initials



**Terms and Conditions:** 25% down at the time of contract signing, 25% when materials are delivered, balance (including any approved change orders) due within 10 days of completion of job. The owner agrees to pay 1.5% monthly service charge on all money due past 30 days. The owner further agrees to indemnify, defend and hold contractor harmless from all damages, expenses, lawsuits or claims, including collection actions, claims for subrogation, attorney's fees and/or cost of remediation or restoration, brought by any party(s) arising from or relating to; (1) the performance of the work described in this proposal unless solely due to contractor's negligence; (2) the present or future growth or presence of mold or other biological growth within the roof assembly or the building envelope; (3) damages from leaks through any area of the existing or present roof surface where the contractor has not performed tear off or surface preparation work. No warranties described herein become effective until all money is paid within the terms described in this paragraph.

**ACCEPTANCE OF PROPOSAL:** I accept your proposal. In signing this document I acknowledge that I have completely read this document and agree to be bound by its terms and conditions and that I have the authority to bind the company/person named as the owner above. The above prices, specification and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be as outlined above.

Date of Acceptance 1/25/16 P.O. # \_\_\_\_\_

Signature 

Signature \_\_\_\_\_

Jeff Richard

Sales Manager  
Royal Roofing Inc.  
763-567-9226





PROFESSIONAL SERVICES

Reflects work completed  
on 1/12/16

## LIST OF ITEMS TO BE CORRECTED OR COMPLETED

**Project:** Lexington Fire Station Renovation  
City of Lexington  
MSA Project Number: 10481019

**Contractor:** JPMI Construction Co.  
2310 West County Rd D, #105  
St. Paul, MN 55014-3531

**Initial Project Visit Date:** Saturday January 2, 2016

**Issue Date:** January 5, 2016

1/22/16

DISCREPANCIES NOT CROSSED  
OFF OR WITH AN ARROW HAVE NOT BEEN  
COMPLETED. THERE ARE 10 ITEMS  
REMAINING.

*This list of items to be completed or corrected itemizes observed portions of the installation of workmanship and/or material items that fail to meet the intent of the contract documents. The work shall be considered finally complete only when all of the noted items have been corrected and/or completed. This list of items to be completed or corrected shall not be construed as having any other purpose but to notify the contractor of visible deviations from the contract documents that were observed on the date noted. Omissions or unnoted items do not relieve the contractor from his or her responsibility to complete all work in accordance with the contract documents.*

### GENERAL NOTES:

1. Operation and Maintenance Manual shall be submitted as required by the specification.
2. Warranties shall be submitted as required by the specification.
3. Record Drawings shall be submitted as requested by the specification.

### BUILDING EXTERIOR:

- ~~1.~~ Install backer rod and sealant at the vertical joint between the EIFS and the existing adjacent building siding at the front and rear of the building.
- ~~2.~~ Install sealant around the refrigeration pipe penetration through the EIFS.
- ~~3.~~ Install sealant around the electric service weather head at the southeast corner of the building.
- 4. Flag pole light is not working. Correct this to make operational.
- ~~5.~~ Paint the exposed surfaces of the concrete block at the base of the wall.
6. Clean and restore the displaced concrete masonry units around the edge of the planting area at the front of the building.
7. At the grass area at the rear side of the building repair the tire ruts and rake the grass to remove debris.
- ~~8.~~ Install the latch guards on all the exterior doors.

CONTRACTOR AGREED TO INSTALL NEW BULB ONLY.  
ANYTHING ELSE WILL BE A CITY MAINTENANCE ITEM.

### WOMENS TOILET ROOM:

- ~~1.~~ Door 7:
  - ~~1.~~ Install the three silencers in the door frame.

## LIST OF ITEMS TO BE CORRECTED OR COMPLETED

Lexington Fire Station

MSA Project Number: 10481019

January 5, 2016

- ~~1.~~ The overhead stop was installed but does stop the door before the latch set handle impacts the wall. Either adjust the overhead stop or relocate the existing wall stop so the lever handle impacts the wall stop.
- ~~2.~~ Paint the entire ceiling as required by the drawings.
- ~~3.~~ The ceramic tile around the sink waste pipe through the wall is not installed up to the pipe. The wall substrate is exposed. This is not acceptable. Install wall ceramic tile up to the waste pipe so the wall substrate is not exposed.


### MEN'S TOILET ROOM:

- ~~1.~~ Sink Faucet: The hot and cold water pipes are reserved from what they should be. Correct this so hot water comes out of the faucet when the handle is moved to the left.
- ~~2.~~ Sink: The rim of the sink is installed at 34.5 inches above the finished floor. The sink is installed too high. Code allows a maximum of 34 inches to the top of the rim. The 34 inch maximum height is noted on the drawings. The sink needs to be lowered ½ inch.
- ~~3.~~ There are three ceramic floor tile in front of the door that have chipped edges. This damaged occurred during construction. MSA has photos showing the tile before construction and the tile are not chipped. Replace the tile. One row of tile (5 tile) need to be replaced so the installation will look professional.

### MEETING TRAINING ROOM:

- ~~1.~~ Install the existing window blind valance that was removed during demolition.
- ~~2.~~ Fix the position of the ceiling outlet which was displaced during removal and replacement of the ceiling tile. The outlet is in northeast corner of the room near one of the windows.
- ~~3.~~ Door 1:
  - ~~a.~~ Different types of screws were used to install the glazing frame in the door. Replace the odd type of screws with the all the same type of screw head.
  - ~~b.~~ The screws used to fasten the glazing frame in the door shall be painted to match the frame.
  - ~~c.~~ Paint two glass stops on the exterior side of the transom.
  - ~~d.~~ The threshold and sweep need to be adjusted. Daylight can be seen under the door on the hinge side of the door.
  - ~~e.~~ Lower the sweep. It is not installed low enough to seal the entire door bottom.
  - ~~f.~~ Install sealant between the door frame and the floor on the hinge side of the door.
  - ~~g.~~ The weather stripping is installed incorrectly. It is installed backward. Remove and reinstall in the correct position.

### CORRIDOR:

- 
- ~~1.~~ Repair the broken/chipped concrete block at the door 6 jamb on the latch side about latch height.
  - ~~2.~~ Fasten the suspended ceiling wall angle to the wall above door 6.
  - ~~3.~~ Install the missing vinyl base at the jambs of the doors.

## LIST OF ITEMS TO BE CORRECTED OR COMPLETED

Lexington Fire Station

MSA Project Number: 10481019

January 5, 2016

- ~~4.~~ At door 6 install VCT floor tile to match the existing floor tile. Concrete floor is exposed in the Corridor.
- ~~5.~~ At doors 6, 7, 8 and 9 there are holes in the jambs from bolt holes that were not used. The holes are filled but the material is not flush with the frame surface. This is not acceptable. Remove the paint from the patch material, add patch material so it is flush with the frame surface, and paint.
- ~~6.~~ Install the existing smoke detector that was removed from the wall during demolition.
7. Door 9:
  - ~~a.~~ Install the three silencers in the door frame.
  - b. Auto door bottom seal:
    - 1) Install end caps on the auto door bottom seal.
    - ~~2)~~ Adjust the seal so it closes down to the floor across the entire width of the door.

### OFFICE:

- ~~1.~~ Provide and install the window crank.

### MECHANICAL ROOM:

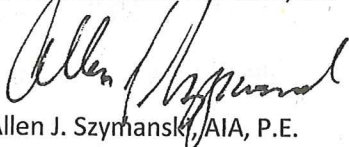
1. Door 6:
  - a. ~~The door does not close to a latched position.~~ The door is binding in the frame. Correct and adjust. **AS DISCUSSED**
  - ~~b.~~ Install the three silencers in the door frame.

### APPARATUS BAYS:

1. Doors 10 and 12:
  - a. Install the three silencers in the door frame.
  - ~~b.~~ The weather stripping is installed incorrectly. It is installed backward. Remove and reinstall in the correct position.

Prepared By:

MSA Professional Services, Inc.

  
Allen J. Szymanski, AIA, P.E.  
Architect/Structural Engineer

**Unapproved minutes  
PUBLIC HEARING  
&  
REGULAR PLANNING COMMISSION MEETING  
January 20, 2016 - 7:00 P.M.  
9180 Lexington Avenue, Lexington, MN**

**1. CALL TO ORDER**

A. Roll Call: Chairperson Olsson, Commissioners Bautch, O'Neil, Thorson and Vanderbloomer.

*Chairperson Olsson called to order the Public Hearing on January 20, 2016 at 7:00 p.m. Commissioners Present: John Bautch, John O'Neill, Ron Thorson, and Mark Vanderbloomer, and John Hughes, Councilmember. Also present: Bill Petracek, City Administrator; Kurt Glaser, City Attorney; citizens for the public hearing.*

PUBLIC HEARING – The purpose of the Public Hearing is to modify Section 11.60 PERFORMANCE STANDARDS - Subd. 22. Parking – Subsections C (3):C (4) H (1): H(5): H(6).

*Olsson provided an overview of the letter that was sent out informing citizens of the public hearing. He explained that based on an inspection of their driveway by the building inspector, that some driveway's may or may not meet the standards of the proposed ordinance, as the building inspector only did a drive-by inspection; the inspector was unable to physically walk on the property to inspect the driveway materials on individual properties.*

*Olsson also provided an overview of the proposed amendment to Section 11.60 PERFORMANCE STANDARDS - Subd. 22. Parking – Subsections C (3):C (4) H (1): H(5): H(6). He explained the Planning & Zoning Commission feels there is a need to prohibit people from parking on their front lawns and require property owner's to park on designated driveways that are constructed of the materials proposed.*

*Citizens that addressed their questions and concerns to the Planning & Zoning Commission regarding proposed amendment to Section 11.60 PERFORMANCE STANDARDS - Subd. 22. Parking – Subsections C (3): C (4) H (1): H(5): H(6):*

*Andrea Hunt  
8720 Griggs Ave.*

*Ron Mccarthy  
3899 Lovell Rd.*



**Eldon Frisk**  
**2719 Syndicate Rd.**

**Gary Burien**  
**8840 Arona Ave.**

**Don Mccarthy**  
**8797 Griggs Ave.**

**Wayne Saumer**  
**9516 Lexington Ave.**

## **2. ADJOURNMENT OF PUBLIC HEARING**

***A motion was made by Olsson to adjourn the public hearing at 8:28 p.m. The motion was seconded by Thorson. Motion carried 5-0.***

## **REGULAR PLANNING COMMISSION MEETING**

### **1. CALL TO ORDER**

**A. Roll Call:** Chairperson Olsson, Commissioners Bautch, O'Neil, Thorson and Vanderbloomer

***Chairperson Olsson called to order the Regular Planning Commission meeting on January 20, 2016 at 7:28 p.m. Commissioners Present: John Bautch, John O'Neill, Ron Thorson, and Mark Vanderbloomer, and John Hughes, Councilmember. Also present: Bill Petracek, City Administrator; Kurt Glaser, City Attorney; citizens for the public hearing.***

### **2. ELECTION OF OFFICERS**

**A. Chairperson**

***A motion was made by Vanderbloomer to approve Chris Olsson to be the Chairperson of the Planning & Zoning Commission for 2016. The motion was seconded by Olsson. Motion carried 5-0.***

**B. Vice Chairperson**

***A motion was made by Bautch to approve John O'Neill to be the Vice Chairperson of the Planning & Zoning Commission for 2016. The motion was seconded by Vanderbloomer. Motion carried 5-0.***

### **3. CITIZENS FORUM**

*No citizens were present to address the Commission*

4. APPROVAL OF AGENDA WITH CHANGES AND CORRECTIONS

*A motion was made by Olsson to approve the amended agenda as typewritten. The motion was seconded by Vanderbloomer. Motion carried 5-0.*

5. LETTERS AND COMMUNICATION

Building Permits for December 2015

*Some discussion on building permits*

6. APPROVAL OF PLANNING COMMISSION MINUTES

A. December 8, 2015

*A motion was made by Olsson to approve the December 8, 2015 Planning Commission minutes. The motion was seconded by Vanderbloomer. Motion carried 5-0.*

7. DISCUSSION ITEM:

A. Discuss Section 11.60 PERFORMANCE STANDARDS - Subd. 22. Parking – Subsections C (3):C (4) H (1): H(5): H(6).

*Olsson asked the Commission if it is reasonable to limit parking to a driveway and not the front yard or the back yard. Discussion ensued.*

*Attorney Glaser recommended that the Planning & Zoning Commission, as part of the ordinance amendment, recommend to the City Council a time frame for the ordinance to be enforced. Discussion ensued.*

*The Commission discussed the permitting process of the requirements for the driveway and the enforcement of the ordinance. Petracek suggested having Ron Wasmund, Building Official, review the proposed ordinance and have him provide his insights on the enforcement and permitting process. Discussion ensued.*

*Olsson made a motion to table item 8(A) and have Ron Wasmund, Building Official, at the February meeting to provide some guidance to the Commission. The motion was seconded by Vanderbloomer. Motion carried 5-0.*

B. Discuss Limitation of rental housing – “30% Rule”

*Olsson made a motion to table item 8(B) – Limitation of rental housing – “30% Rule” The motion was seconded by Vanderbloomer. Motion carried 5-0.*

8. NOTE COUNCIL MINUTES:

- A. December 3, 2015
- B. December 17, 2015

*Some discussion on Council minutes.*

9. PLANNING COMMISSION INPUT

*Bautch stated there is a street light out on the corner of Albert and Restwood Ave. No further input from the Commission.*

10. ADJOURNMENT

*A motion to adjourn was made by Bautch at 9:22 pm. The motion was seconded by Olsson. Motion carried unanimously 5-0.*



**Anoka County**  
**HUMAN SERVICES DIVISION**  
Community Health & Environmental Services

01-29-16 A11:12 IN

Environmental  
Services

January 27, 2016

Dear Non-Profit Organizations:

Anoka County Environmental Services has licensed temporary food events for over 30 years. We inspect over ninety percent of events where temporary food licenses are issued. In the past, we have issued licenses to non-profits and some municipalities with nominal or no fees charged. It is an expensive process to collect information from vendors, travel to the location and conduct inspections.

In order to reduce our costs and still provide this service, we have made changes to the manner in which we will license and charge fees for these events.

**A license fee of \$30 has been set for ALL nonprofit organizations per event, which includes all City sanctioned events. This fee is to cover a portion of the cost the County incurs to provide this service.**



For non-profit entities having fundraising events with multiple food vendors, we have established the following criteria:

It is the responsibility of the event coordinator or sponsor of the event to distribute, collect and submit the completed license applications from all food vendors and return them to Environmental Services **at least one month prior to the event**, the following fee schedule will apply:

\$60 for up to 10 vendors  
\$80 for up to 20 vendors  
\$2.50 for each additional over 20

If additional vendors are added after the one month deadline, an additional fee of \$20 per vendor will apply.

If you have any questions about this letter, please contact me at 763 422-7068.

Respectfully,

Spencer J. Pierce, REHS  
Manager, Environmental Services

Prevent. Promote. Protect.

Government Center ▲ 2100 Third Avenue, Suite 600 ▲ Anoka, MN 55303-5041 ▲ www.anokacounty.us  
763-422-7063 ▲ FAX: 763-323-6150

Affirmative Action / Equal Opportunity Employer

**Unapproved minutes  
CITY OF LEXINGTON  
REGULAR COUNCIL MEETING  
JANUARY 21, 2016 – 7:00 P.M.  
9180 LEXINGTON AVENUE**

**1. CALL TO ORDER: – Mayor Kurth**

- A. Roll Call - Council Members: DeVries, Hughes, Payment, Plasch

*Mayor Kurth called to order the Regular City Council meeting for January 21, 2015 at 7:00 p.m. Councilmember's present: Devries, Hughes, Payment, and Plasch. Also Present: Bill Petracek, City Administrator; Kurt Glaser, City Attorney; Tina Meyer, Finance Director; Steve Winter, City Engineer; Gary Grote, Fire Chief; Centennial High School Students; Lou Suski, Gaughan Realtor; Lori Knudson.*

**2. CITIZENS FORUM**

*No citizens were present to address the Council.*

**3. APPROVAL OF AGENDA WITH CHANGES AND CORRECTIONS**

*Councilmember Devries made a motion to approve the agenda as typewritten. The motion was seconded by Councilmember Plasch. Motion carried 5-0.*

**4. LETTERS AND COMMUNICATIONS:**

- A. North Metro TV – December 2015 Update
- B. Northern States Power Company (Xcel Energy) request to Minnesota Public Utilities Commission to increase rates for electric service in Minnesota
- C. Rice Creek Watershed District – Notice of Public Hearing
- D. Anoka County Parks and Community Services – Connection January Volume 23 Issue 1
- E. City of Lexington Regular Park Board Meeting Minutes – January 4, 2016

*No discussion on Letters and Communications*

**5. CONSENT ITEMS:**

- A. Recommendation to Approve Council Minutes:  
Council Meeting – January 7, 2016
- B. Recommendation to Approve Claims and Bills:

Check #'s 40346 through 40397

Check #'s 10668 through 10702

- Financial ReportsCash Balances
- Fund Summary – Budget to Actual

*A motion was made by Councilmember Payment to approve the consent agenda items. The motion was seconded by Councilmember Hughes. Motion carried 5-0.*

## **6. ACTION ITEMS:**

- A. Memorandum of Understanding - FY 15 Assistance to Firefighter Grant  
matched at \$2,394.00

*Mayor Kurth explained that if this grant is awarded and the teleconferencing equipment is purchased for the fire station, members of the fire department would have the capabilities to receive and provide training from and to fire departments on a nationwide level. He explained that this would cut down on the need for firefighters to travel long distances to receive appropriate training. Discussion ensued.*

*A motion was made by Councilmember Devries to approve the Memorandum of Understanding –Assistance to firefighter grant matched at \$2,394.00. The motion was seconded by Councilmember Hughes. Motion carried 5-0.*

- B. Request to approve purchase of PermitWorks – Code Enforcement Module  
not to exceed \$9,000.00

*A motion was made by Councilmember Devries to approve the purchase of PermitWorks – Code Enforcement Module not to exceed \$9,000.00. The motion was seconded by Councilmember Hughes. Motion carried 5-0.*

- C. Recommendation to approve City Hall Roof Replacement, Maintenance Free  
Fascia and Soffit Installation bid to Royal Roofing not to exceed \$37,000.00

*Mayor Kurth questioned the bid comparison regarding the decking inspection and the cost to replace damaged decking at \$2.40 per sq. ft. Kurth believes that it would be a large added expense beyond the bid, and feels that price should be lower, possibly \$1.20 per sq. ft. Discussion ensued. Councilmember Hughes suggested approving the bid with a \$2.00 per sq. ft. price to replace decking.*

*A motion was made by Councilmember Hughes to approve the City Hall Roof Replacement, Maintenance Free Fascia and Soffit Installation bid to Royal Roofing in the amount of \$32,583.00 contingent upon Royal Roofing lowering the decking replacement rate of \$2.40/sq. ft. to \$2.00/sq. ft. The motion was seconded by Councilmember Devries. Motion carried 5-0.*

*Petracek asked the Council if Royal Roofing doesn't lower their rate, what would they want the staff to do. Mayor Kurth recommended bring all bids back to the Council for discussion. The rest of the Council concurred. Petracek stated he would place an item on the next agenda if Royal Roofing does not accept this price.*

- D. Recommendation of Lexington Park Board to approve Centennial Lakes Little League request for use of ball fields at Lexington Memorial Park

*A motion was made by Councilmember Payment to approve Centennial Lakes Little League request for the use of the ball fields at Lexington Memorial Park for 2016. The motion was seconded by Councilmember Plasch. Motion carried 5-0.*

- E. Recommendation to approve Payment Request #4 for Fire Station Project in the amount of \$14,495.59

*A motion was made by Councilmember Devries to approve payment request #4 for fire station project in the amount of \$14,495.59. The motion was seconded by Councilmember Hughes. Motion carried 5-0.*

*Devries questioned the warranty on the new roof on the fire station. Steve Winters, City Engineer, stated it is a 10-15 year warranty. The Council discussed the punch list items from the final inspection.*

- F. Recommendation to approve Carbone's (Robert Karas) Liquor License Violation Fine

*Attorney Glaser asked the Council to table this item until next meeting. No action was taken.*

## **7. MAYOR AND COUNCIL INPUT**

- Councilmember Plasch provided the Council an update on his health issues.*
- Mayor Kurth explained the ice skating rink in Memorial Park is open.*

## **8. ADMINISTRATOR INPUT**

*Petracek stated that the Planning & Zoning Commission held a public hearing the previous night on a proposed amendment to the City's off-street parking regulations. He added there may be a possibility that Councilmember's would receive phone calls from property owner's lobbying against the proposed regulations. He added that they are still in the process of developing the proposed ordinance.*

## **9. ADJOURNMENT**

*A motion was made by Councilmember Devries to adjourn the meeting at 7:21 p.m. The motion was seconded by Councilmember Hughes. Motion carried 5-0.*



CITY OF LEXINGTON

RECOMMEND FOR APPROVAL OF CLAIMS AND BILLS

The following claims and bills have been presented to the Council for approval at the Council Meeting of February 4, 2016.

(1) Payroll

Checks	13416 through	13416	\$	24,971.97
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VOID:

Automatic Withdrawals

Federal Tax	\$2,173.24	
Social Security	\$2,032.57	
Medicare	\$475.39	
State Tax	<u>\$953.38</u>	
Total	\$5,634.58	\$ 5,634.58

(2) Automatic Data Processing	\$ 249.19
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(3) General and Liquor Payment Recommendations:

Checks	40398 through	40443	\$	194,488.57
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VOID:

(4) ACH and Credit Card Payments for:	\$ -
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(5) Wire Transfer Payment Recommendation: (Bond Payments)	\$ -
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Total Payments and Withdrawals Approval	<u>\$ 225,344.31</u>
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Centennial Lakes Police Payment Recommendations:

Checks	10703 through	10721	\$	54,828.71
ACH	201601		\$	<u>14,499.98</u>

Total Payments	<u>\$ 69,328.69</u>
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VOID:

WEEK 04 BATCH 6374 48 PAYS

0 Employees With Overflow Statement

0 Overflow Statement 1 Total Statement

Tot Cks/Vchrs:000000000001 Total Pages:000000000003 - Page count not applicable for iReports

First No. Last No. Total

Checks: 00000013416 00000013416 000000000001

Vouchers: 00000040001 00000040047 000000000000

# Earnings Statement

STLO M9J TOTAL DOCUMENT

CITY OF LEXINGTON

LOCATION 0001

33203.82 GROSS  
24971.97 NET PAY (INCLUDING ALL DEPOSITS)  
2173.24 FEDERAL TAX  
2032.57 SOCIAL SECURITY  
475.39 MEDICARE  
.00 MEDICARE SURTAX  
.00 SUI TAX  
953.38 STATE TAX  
.00 LOCAL TAX  
27315.28 DEDUCTIONS  
253.96 NET CHECK

STLO COMPANY CODE M9J  
CITY OF LEXINGTON  
TOTAL DOCUMENT  
LOCATION 0001

VERIFY DOCUMENT AUTHENTICITY - COLORED AREA MUST CHANGE IN TONE GRADUALLY AND EVENLY FROM DARK AT TOP TO LIGHTER AT BOTTOM

NON-NEGOTIABLE - VOID - NON-NEGOTIABLE  
NON-NEGOTIABLE - VOID - NON-NEGOTIABLE  
NON-NEGOTIABLE - VOID - NON-NEGOTIABLE  
NON-NEGOTIABLE - VOID - NON-NEGOTIABLE  
NON-NEGOTIABLE - VOID - NON-NEGOTIABLE  
NON-NEGOTIABLE - VOID - NON-NEGOTIABLE  
NON-NEGOTIABLE - VOID - NON-NEGOTIABLE  
NON-NEGOTIABLE - VOID - NON-NEGOTIABLE


**ADVICE OF DEBIT**

ADP, LLC  
1851 N RESLER DRIVE MS-100  
EL PASO TX 79912

Client Name : CITY OF LEXINGTON  
Client Number : 395512  
Advice of Debit Number : 467402977  
Advice of Debit Date : 01/15/2016  
Advice of Debit Due Date : 01/22/2016  
Total Debited This Invoice : \$249.19

**i Inquiries**

For Product/Service inquiries, please contact your Client Service Team.

TINA NORTHCUTT  
CITY OF LEXINGTON  
9180 LEXINGTON AVE N  
CIRCLE PINES, MN 55014-3625

**CURRENT CHARGES**

PAYROLL SERVICES  
COMPANY CODE 0069-10-M9J

Processing Charges for  
Period Ending Date: 01/09/2016

	QUANTITY	RATE	BASE	TOTAL CHARGES	TAX
Pays	16			\$135.35	
Labor Distribution	16			\$19.10	
Personnel Reporting Sys Base Chg	114	at no charge			
Tax Service	16	\$0.30 each	\$33.05	\$37.85	
ADPiPayStatements	16	\$0.20 each		\$3.20	
iReports	16	\$0.08 each		\$1.28	
YTD Download	16	at no charge			
For Payroll Delivery Only	1			\$21.10	
24 Hr. Service	16	at no charge			

Employee Payment Services for  
Period Ending Date: 01/09/2016

Full Service Direct Deposit	23	\$0.82 each	\$12.45	\$31.31	
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TOTAL CHARGES FOR COMPANY CODE:

0069-10-M9J

\$249.19

**Total Debited**

**\$249.19**

**WE APPRECIATE YOUR BUSINESS! - NO PAYMENT REQUIRED.**

This amount will be processed for debit from your account # XXXXXXXX6090 on 01/22/2016 or the next banking day. Please confirm the debit was completed with your banking institution to ensure the invoice is paid in full.

**\*Check Detail Register©**

February 2016

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**10100 4M FUND**

Paid Chk# 000001 2/4/2016 ARCTIC GLACIER ICE

E 609-00000-254 Miscellaneous Purchase \$0.00

Total ARCTIC GLACIER ICE \$0.00

Paid Chk# 040398 2/4/2016 AFSCME MN COUNCIL 5

G 101-21719 Union Dues \$46.84

G 101-21719 Union Dues \$46.84

G 101-21719 Union Dues \$35.13

G 101-21719 Union Dues \$46.84

G 101-21719 Union Dues \$46.84

Total AFSCME MN COUNCIL 5 \$222.49

MARY VINZANT  
PEGGY MCNAMARA  
ROBERT HUNT  
JIM FISCHER  
TRAVIS SCHMID

Paid Chk# 040399 2/4/2016 ALEXANDRA HOUSE INC

E 101-41500-490 Subcontracted Services \$2,128.00

Total ALEXANDRA HOUSE INC \$2,128.00

2015 SERVICES

Paid Chk# 040400 2/4/2016 ANOKA CO - FIRE PROECTION

E 101-42260-433 Dues and Subscriptions \$64.00 16-011

Total ANOKA CO - FIRE PROECTION \$64.00

Paid Chk# 040401 2/4/2016 ARMOR SECURITY INC

E 220-48000-385 Building Security \$24.10 193126

Total ARMOR SECURITY INC \$24.10

Paid Chk# 040402 2/4/2016 ARTISAN BEER COMPANY

E 609-00000-252 Beer Purchase \$151.00 3077083

Total ARTISAN BEER COMPANY \$151.00

Paid Chk# 040403 2/4/2016 BERNICKS BEVERAGES/VENDING

E 609-00000-254 Miscellaneous Purchase \$20.00 273531

E 609-00000-252 Beer Purchase \$761.80 273532

Total BERNICKS BEVERAGES/VENDING \$781.80

Paid Chk# 040404 2/4/2016 BOBS HEATING AND AIR

E 101-43100-240 Small Tools and Minor Equip \$400.00 757818

Total BOBS HEATING AND AIR \$400.00

Paid Chk# 040405 2/4/2016 BREAKTHRU BEVERAGE MN

E 609-00000-251 Liquor Purchase \$1,047.06 1080423149

E 609-00000-251 Liquor Purchase \$854.90 1080423241

E 609-00000-251 Liquor Purchase \$3,203.50 1080425938

E 609-00000-252 Beer Purchase \$46.15 1080425939

Total BREAKTHRU BEVERAGE MN \$5,151.61

Paid Chk# 040406 2/4/2016 CAPITOL BEVERAGE SALES

E 609-00000-252 Beer Purchase \$3,427.86 803689

E 609-00000-252 Beer Purchase \$325.50 806733

E 609-00000-252 Beer Purchase \$42.00 808732

E 609-00000-252 Beer Purchase \$11,921.15 809202

E 609-00000-252 Beer Purchase \$59.52 815300

Total CAPITOL BEVERAGE SALES \$15,776.03

Paid Chk# 040407 2/4/2016 CARLOS CREEK WINERY

E 609-00000-253 Wine Purchase \$444.00 12120

Total CARLOS CREEK WINERY \$444.00

**\*Check Detail Register©**

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Paid Chk# 040408	2/4/2016	CASTLE DANGER BREWING CO			
E 609-00000-252	Beer Purchase		\$308.00	2441	
Total	CASTLE DANGER BREWING CO		\$308.00		
Paid Chk# 040409	2/4/2016	CENTENNIAL LAKES PD			
E 101-42110-230	Contracted Services		\$61,183.41		MONTHLY POLICE FEB
Total	CENTENNIAL LAKES PD		\$61,183.41		
Paid Chk# 040410	2/4/2016	CIRCLE PINES, CITY OF			
E 599-42110-611	Bond Interest		\$341.04		
E 599-42110-601	Bond Principal		\$4,583.33		POLICE BLDG FEB
Total	CIRCLE PINES, CITY OF		\$4,924.37		
Paid Chk# 040411	2/4/2016	CITY WIDE WINDOW SERVICES INC.			
E 609-00000-400	General Maintenance		\$30.18	588695	12/1/15-12/31/15
Total	CITY WIDE WINDOW SERVICES INC.		\$30.18		
Paid Chk# 040412	2/4/2016	CLEAR RIVER BEVERAGE COMPANY			
E 609-00000-252	Beer Purchase		\$565.47	238839	
E 609-00000-252	Beer Purchase		\$407.02	242078	
Total	CLEAR RIVER BEVERAGE COMPANY		\$972.49		
Paid Chk# 040413	2/4/2016	COCA-COLA BOTTLING CO			
E 609-00000-254	Miscellaneous Purchase		\$502.64	1814992869	
Total	COCA-COLA BOTTLING CO		\$502.64		
Paid Chk# 040414	2/4/2016	DAHLHEIMER DISTRIBUTING			
E 609-00000-252	Beer Purchase		\$9,076.08	1187854	
E 609-00000-252	Beer Purchase		\$2,937.75	1187903	
E 609-00000-252	Beer Purchase		\$106.20	120917	
E 609-00000-252	Beer Purchase		\$4,681.99	120943	
E 609-00000-252	Beer Purchase		(\$79.70)	121133	
E 609-00000-252	Beer Purchase		(\$66.60)	121162	
E 609-00000-252	Beer Purchase		\$127.50	121503	
Total	DAHLHEIMER DISTRIBUTING		\$16,783.22		
Paid Chk# 040415	2/4/2016	DELTA DENTAL			
E 101-41500-160	Health/Dental Insurance		\$105.03	6341964	
E 609-00000-160	Health/Dental Insurance		\$174.31	6341964	
E 101-45200-160	Health/Dental Insurance		\$56.12	6341964	
E 101-43100-160	Health/Dental Insurance		\$84.18	6341964	
Total	DELTA DENTAL		\$419.64		
Paid Chk# 040416	2/4/2016	EXTREME BEVERAGE			
E 609-00000-254	Miscellaneous Purchase		\$161.00	312-2315	
Total	EXTREME BEVERAGE		\$161.00		
Paid Chk# 040417	2/4/2016	FIRE EQUIPMENT SPECIALTIES			
E 101-42260-215	Shop Supplies		\$135.70	9075	
Total	FIRE EQUIPMENT SPECIALTIES		\$135.70		
Paid Chk# 040418	2/4/2016	FOREMOST PROMOTIONS			
E 101-42260-219	Fire Prevention		\$55.00	312262	
Total	FOREMOST PROMOTIONS		\$55.00		
Paid Chk# 040419	2/4/2016	FRATTALLONE S HARDWARE			
E 101-43100-210	Operating Supplies		\$18.03	54774	

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February 2016

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Total FRATTALLONE S HARDWARE

\$18.03

Paid Chk# 040420 2/4/2016 HAWKINS INC

E 730-00000-216 Chemicals

\$5.00 3829497 RI

Total HAWKINS INC

\$5.00

Paid Chk# 040421 2/4/2016 HOHENSTEINS INC

E 609-00000-252 Beer Purchase

\$1,259.40 805118

Total HOHENSTEINS INC

\$1,259.40

Paid Chk# 040422 2/4/2016 INDIAN ISLAND WINERY

E 609-00000-253 Wine Purchase

\$344.16 2935

Total INDIAN ISLAND WINERY

\$344.16

Paid Chk# 040423 2/4/2016 JJ TAYLOR

E 609-00000-252 Beer Purchase

\$3,851.47 2451879

E 609-00000-252 Beer Purchase

\$3,456.48 2451907

E 609-00000-252 Beer Purchase

(\$48.00) 2451912

Total JJ TAYLOR

\$7,259.95

Paid Chk# 040424 2/4/2016 JOHNSON BROTHERS LIQUOR

E 609-00000-253 Wine Purchase

\$9.52

PER STATEMENT #705520

E 609-00000-253 Wine Purchase

\$60.07

PER STATEMENT #225959

E 609-00000-253 Wine Purchase

(\$17.34)

PER STATEMENT #555955

E 609-00000-253 Wine Purchase

\$252.73 5350830

E 609-00000-253 Wine Purchase

\$42.53 5350831

E 609-00000-251 Liquor Purchase

\$944.30 5352035

E 609-00000-253 Wine Purchase

\$1,814.01 5352036

E 609-00000-251 Liquor Purchase

\$376.46 5352037

E 609-00000-253 Wine Purchase

\$243.58 5355576

E 609-00000-251 Liquor Purchase

\$737.00 5355745

E 609-00000-251 Liquor Purchase

\$1,057.61 5356865

E 609-00000-253 Wine Purchase

\$731.91 5356866

E 609-00000-251 Liquor Purchase

\$926.87 5356867

E 609-00000-253 Wine Purchase

\$296.65 5358402

E 609-00000-253 Wine Purchase

(\$15.99) 559441

E 609-00000-253 Wine Purchase

(\$15.99) 559442

Total JOHNSON BROTHERS LIQUOR

\$7,443.92

Paid Chk# 040425 2/4/2016 LEAGUE OF MN CITIES-INSURANCE

E 101-41500-361 General Liability Ins

\$35,224.00 51794

CMC 38665

E 609-00000-361 General Liability Ins

\$3,515.00 51795

LLC 3175

E 609-00000-361 General Liability Ins

\$3,801.00 51796

MEL 8734

Total LEAGUE OF MN CITIES-INSURANCE

\$42,540.00

Paid Chk# 040426 2/4/2016 M AMUNDSON LLP

E 609-00000-254 Miscellaneous Purchase

\$924.42 210010

E 609-00000-254 Miscellaneous Purchase

\$2,886.63 210379

Total M AMUNDSON LLP

\$3,811.05

Paid Chk# 040427 2/4/2016 MARCO

E 310-41500-570 Office Equip and Furnishings

\$480.00 INV3079940

DOMAIN CONNECTIONS

Total MARCO

\$480.00

Paid Chk# 040428 2/4/2016 MIDAMERICA ADMINISTRATIVE

G 101-21716 Other Retirement

\$277.00

OCTOBER 2015

G 101-21716 Other Retirement

\$277.00

NOVEMBER 2015

**\*Check Detail Register©**

February 2016

Check Amt Invoice Comment

G 101-21716	Other Retirement	\$415.50		DECEMBER 2015
G 101-21716	Other Retirement	\$252.00		JANUARY 2016

<b>Total</b>	<b>MIDAMERICA ADMINISTRATIVE</b>	<b>\$1,221.50</b>		
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Paid Chk# 040429	2/4/2016	<b>MUNICIPAL EMERGENCY SERVICES</b>		
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E 101-42260-229	Turn Out Gear	\$372.27	00705888_SN	
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<b>Total</b>	<b>MUNICIPAL EMERGENCY SERVICES</b>	<b>\$372.27</b>		
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Paid Chk# 040430	2/4/2016	<b>NCPERS GROUP LIFE INSURANCE</b>		
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G 101-21724	Life Insurance	\$80.00		JANUARY
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<b>Total</b>	<b>NCPERS GROUP LIFE INSURANCE</b>	<b>\$80.00</b>		
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Paid Chk# 040431	2/4/2016	<b>NEW FRANCE WINE COMPANY</b>		
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E 609-00000-253	Wine Purchase	\$113.50	106997	
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<b>Total</b>	<b>NEW FRANCE WINE COMPANY</b>	<b>\$113.50</b>		
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Paid Chk# 040432	2/4/2016	<b>PACE ANALYTICAL</b>		
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R 730-37100	Water Sales	\$50.00	16100128081	WATER TEST FEE
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<b>Total</b>	<b>PACE ANALYTICAL</b>	<b>\$50.00</b>		
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Paid Chk# 040433	2/4/2016	<b>PAUSTIS &amp; SONS</b>		
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E 609-00000-253	Wine Purchase	\$968.50	8532804-IN	
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<b>Total</b>	<b>PAUSTIS &amp; SONS</b>	<b>\$968.50</b>		
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Paid Chk# 040434	2/4/2016	<b>PERMITWORKS</b>		
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E 310-41500-570	Office Equip and Furnishings	\$6,365.00	2016-0053	CODE ENFORCEMENT
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<b>Total</b>	<b>PERMITWORKS</b>	<b>\$6,365.00</b>		
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Paid Chk# 040435	2/4/2016	<b>PETRACEK, BILL</b>		
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E 101-41500-205	Mileage Reimbursement	\$200.00		FEB 2016
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E 101-41500-321	Telephone	\$100.00		FEB 2016
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<b>Total</b>	<b>PETRACEK, BILL</b>	<b>\$300.00</b>		
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Paid Chk# 040436	2/4/2016	<b>PHILLIPS WINE AND SPIRITS INC</b>		
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E 609-00000-253	Wine Purchase	\$9.33		SHORT PD #2898020
E 609-00000-251	Liquor Purchase	\$60.07		CREDIT TAKEN TWICE

E 609-00000-253	Wine Purchase	(\$38.43)	228521	
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E 609-00000-253	Wine Purchase	(\$49.18)	229314	
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E 609-00000-253	Wine Purchase	\$233.40	2914994	
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E 609-00000-251	Liquor Purchase	\$592.44	2915835	
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E 609-00000-253	Wine Purchase	\$318.85	2915836	
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E 609-00000-251	Liquor Purchase	\$415.49	2919163	
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E 609-00000-253	Wine Purchase	\$631.38	2919164	
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<b>Total</b>	<b>PHILLIPS WINE AND SPIRITS INC</b>	<b>\$2,173.35</b>		
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Paid Chk# 040437	2/4/2016	<b>SOUTHERN WINE &amp; SPIRITS</b>		
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E 609-00000-253	Wine Purchase	\$649.87	1367595	
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E 609-00000-251	Liquor Purchase	\$1,104.46	1367596	
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E 609-00000-251	Liquor Purchase	\$2,484.14	1369711	
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E 609-00000-254	Miscellaneous Purchase	\$41.28	1369712	
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E 609-00000-253	Wine Purchase	\$480.00	1369713	
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E 609-00000-251	Liquor Purchase	(\$112.44)	9071182	
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<b>Total</b>	<b>SOUTHERN WINE &amp; SPIRITS</b>	<b>\$4,647.31</b>		
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Paid Chk# 040438	2/4/2016	<b>SUMMER FUN PROGRAM</b>		
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E 101-41500-490	Subcontracted Services	\$2,000.00		2016 PROGRAM
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**\*Check Detail Register©**

February 2016

	Check Amt	Invoice	Comment
<b>Total SUMMER FUN PROGRAM</b>	<b>\$2,000.00</b>		
Paid Chk# 040439 2/4/2016 TIRES PLUS			
E 101-43100-404 Repair Machinery/Equipment	\$240.00	656957	
<b>Total TIRES PLUS</b>	<b>\$240.00</b>		
Paid Chk# 040440 2/4/2016 VIKING AUTOMATIC SPRINKLER CO			
E 609-00000-400 General Maintenance	\$135.00	SP008362	
<b>Total VIKING AUTOMATIC SPRINKLER CO</b>	<b>\$135.00</b>		
Paid Chk# 040441 2/4/2016 VINOCOPIA			
E 609-00000-253 Wine Purchase	\$1,647.25	0143074-IN	
<b>Total VINOCOPIA</b>	<b>\$1,647.25</b>		
Paid Chk# 040442 2/4/2016 VINZANT, MARY			
E 220-46000-230 Contracted Services	\$132.00		WK ENDING 1/23/16
E 220-46000-230 Contracted Services	\$132.00		WK ENDING 1/30/16
<b>Total VINZANT, MARY</b>	<b>\$264.00</b>		
Paid Chk# 040443 2/4/2016 WINE MERCHANTS			
E 609-00000-251 Liquor Purchase	\$9.52		CREDIT TAKEN TWICE
E 609-00000-253 Wine Purchase	\$121.18		
<b>Total WINE MERCHANTS</b>	<b>\$130.70</b>		
<b>10100 4M FUND</b>	<b>\$194,488.57</b>		

**Fund Summary****10100 4M FUND**

101 GENERAL FUND	\$103,889.73
220 LOVELL BUILDING	\$288.10
310 CAPITAL PROJECTS	\$6,845.00
599 POLICE BUILDING	\$4,924.37
609 MUNICIPAL LIQUOR FUND	\$78,486.37
730 WATER FUND	\$55.00
	<b>\$194,488.57</b>

Report Criteria:  
Report type: Summary

GL Period	Check Issue Date	Ck No	Payee	Description	Check Amount
01/16	01/27/2016	10703	A.T.O.M.	LAW ENFORCEMENT TRAINING AJ	150.00
01/16	01/27/2016	10704	AMAZON	MAGNETIC MARKER BOARD/DRY ER	818.33
01/16	01/27/2016	10705	ANOKA CO CHIEFS OF POLICE ASSN	ANOKA CO CHIEFS MEMBERSHIP JC/	146.00
01/16	01/27/2016	10706	BCA CJTE	DMT-G RECERTIFICATION JK	150.00
01/16	01/27/2016	10707	BARNUM GATE SERVICES, INC	GATE REPAIR	394.98
01/16	01/27/2016	10708	CENTENNIAL UTILITIES	DEC UTILITIES	611.17
01/16	01/27/2016	10709	CONNEXUS ENERGY	DEC ELECTRIC	2,404.21
01/16	01/27/2016	10710	DELL MARKETING L.P.	COMPUTER	1,509.87
01/16	01/27/2016	10711	DON'S CIRCLE SERVICE, INC	VEH REPAIRS & MTC	1,039.67
01/16	01/27/2016	10712	E C S I, INC	DIALER STAND REPAIR	182.50
01/16	01/27/2016	10713	JOHN E REID & ASSOCIATES, INC	INTERROGATION TECHNIQUE MG	420.00
01/16	01/27/2016	10714	HEALTH PARTNERS	FEB HEALTH INS	10,185.40
01/16	01/27/2016	10715	KEEPRS, INC	UNIFORM PANTS	7,884.76
01/16	01/27/2016	10716	PAMELA KARG	UNIFORMS	40.00
01/16	01/27/2016	10717	LOFFLER	TONER	120.00
01/16	01/27/2016	10718	MIDWAY FORD INC	2016 FORD INTERCEPTOR UTILITY A	26,205.46
01/16	01/27/2016	10719	NAC	BLDG HEATER REPAIR	1,876.17
01/16	01/27/2016	10720	PURCHASE POWER INC	POSTAGE	208.99
01/16	01/27/2016	10721	SUPPLYWORKS	TOWELS/TISSUE/VAC BAGS	481.20
01/16	01/28/2016	201601	WELLS FARGO	EFT 1ST QTR HSA CONTRIBUTION	14,499.98
Grand Totals:					69,328.69

M = Manual Check, V = Void Check

## MEMO . . .

DATE: January 27, 2016  
TO: City of Lexington Mayor and Councilmembers  
FROM: Tina Meyer, Finance Director *TM*  
RE: Recommendation to approve ezTask as new website vendor

The city originally launched the website in 2008 and we did a custom upgrade in 2010, however, there have been several upgrades since then and we have not made the investment to purchase the upgrades.

A website redesign/upgrade is required in order to create better connectivity between our city website and social media (Facebook, Twitter, Mass emailing, etc.) to help provide new ways to reach the public and share information. Social media can also increase citizen feedback and engagement. This connectivity is currently missing from our website.

We have obtained quotes from our current vendor, GovOffice, and a new vendor, ezTask.

GovOffice	\$5,445
ezTask	\$4,990

Both organizations provide the same services; however, updating the website is much more user friendly with ezTask's ability to drag-and-drop information onto a page.

Therefore, I am recommending approval of ezTask as the vendor for our website redesign with Liquor Fund monies (\$5,000) that were budgeted for 2016.



GovOffice is a national leader in local government websites. With 14 years of experience and over 1400 communities served, GovOffice is a **proven Web solution you can count on.**

## Best Value in Government Websites

Serving over 1400 local governments creates many efficiencies and we pass these savings on to you. Plus, our population-based pricing makes GovOffice an affordable solution for any size local government.

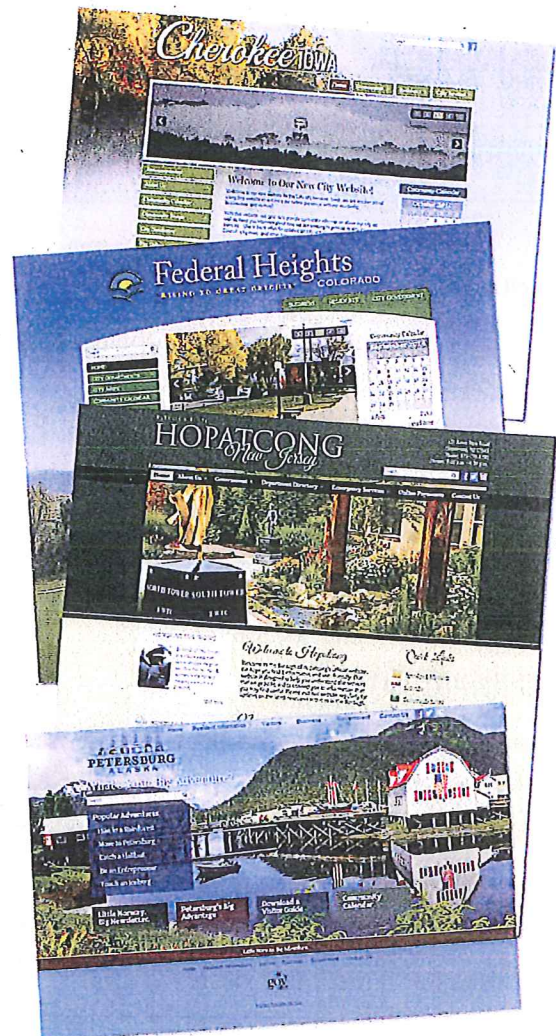
GovOffice provides all the core features you need and enables you to add more advanced online tools as you grow. In short, GovOffice is:

- Easy to use, with worry-free hosting
- Robust and scalable, with the best mix of in demand features
- Priced to fit a government budget

## Content Management System

Our **powerful, flexible Content Management System (CMS)** is a proven easy-to-use tool that even non-technical staff can master.

The GovOffice CMS allows an unlimited number of users to manage and update website content and features including: text, documents, image galleries, links, forms, calendars, RSS feeds, job openings, audio and video clips and more! [Learn more](#)



## Custom Designs

Our experienced graphic designers will work with you to **develop a unique image and brand to showcase your community.**

Our team will develop a professional, modern design to meet your goals while incorporating Web best practices for optimum usability. An engaging graphic design improves the user experience while featuring what makes your community special. [Learn more](#)

**CONTACT US TODAY, GO LIVE IN WEEKS!**

Ross Heupel, Marketing Director | [rossh@avenet.net](mailto:rossh@avenet.net) | 651.270.0442



# Quotation for Service

DATE: January 15, 2016

## Custom Redesign Project City of Lexington, MN

City of Lexington  
9180 Lexington Ave.  
Lexington, MN 55014

Key Contact:  
Tina Northcutt  
Finance Director  
763-784-2792  
tnlexington@comcast.net  
www.ci.lexington.mn.us

Custom Redesign Project	Cost
Premium Solution Design Service Includes Mobile Design	\$4,895
2016 Annual Hosting Fee	\$550
Grand Total	\$5,445

### Premium Solution Design Includes

- Custom homepage design
- 4 Interior Banners rotate on refresh or be tied to internal sections
- Unique color scheme to fully match the client's branding
- Custom font treatment throughout site (from Google font selection)
- Full set of social media icons
- Favicon, if requested by the client
- Limit of 50 photos sent for inclusion in the design
- Mobile website design

- Rebuild site if requested by the client
- 10 short cuts
- 3 Mockups – 3 Revisions

Homepage Setup included -- our content professionals will provide up to 3 hours of service in setting up or organizing your new Homepage content to conform to the final design draft and Web best practices.

**Timeline:** While GovOffice strives to complete each Client's custom design project as efficiently as possible, we do not guarantee the deployment ("go-live") of a custom design by or on a specified date.

By signing below, you agree to the pending design project.

Date: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

**Steps to begin service with GovOffice:**

1. Please sign your quote and return a soft copy to [ross@govoffice.com](mailto:ross@govoffice.com)
2. Avenet Web Solutions (the parent company of GovOffice) will e-mail the "Avenet Invoice" to the "Site Admin" named above. Payment instructions will be posted on the invoice.





## Exceptional websites for Local Government that are affordable and easy to update.



### Your Total Solution

With a time-tested reputation for excellence in web design, intuitive content management, and truly extraordinary customer service, ensuring your success is as easy as selecting one of our all-inclusive packages.



### Best of the Best

Our state-of-the-art web hosting services deliver 99.9% uptime, and we provide you with outstanding technical support 24/7/365.



### Fast, Proven & Hassle-Free

Our proprietary ez10Step Process™ is your key to going from the drawing board to live in record time, and any member of your staff can manage content from day one, without the need for technical savvy or extensive training.



### Our Promise

Unparalleled customer service is our trademark, and we guarantee your total satisfaction. Let us provide you with a website that will showcase the heart of your community!

ezTask.com, Inc.

210-A Morton Street  
Richmond, Texas

[www.eztask.com](http://www.eztask.com)

(800) 921-6764

[info@eztask.com](mailto:info@eztask.com)

ezTask, Inc. All Rights Reserved.





ezTask.com, Inc.  
210-A Morton Street  
Richmond, TX 77469  
1-800-921-6764  
Fax: 281-239-7095

## Price Quote

**Proposal to:**

Tina Northcutt  
Lexington, MN  
9180 Lexington Avenue  
Lexington, MN 55014

Date: 1/15/2016

Quote #: 05190915

**Prepared by:**

Glenn Schalles  
(281) 239-3227  
glenn@eztask.com

Products and Services		Subtotal
Premium Plus Website		\$3,995
Premium Plus Module Package Special (includes Document Manager, Database Module, and Communications Suite)	\$995	\$995
<b>Total Costs (First Year)</b>		<b>\$4,990</b>

The above total includes initial setup fees as well as Web Hosting services for the first year. The following recurring fee (based on product selections and options) includes unlimited support and maintenance services and is billed annually.

<b>Web Hosting (Recurring)</b>	<b>\$1,850</b>
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**Optional Features and Specialized Services**

ezTask offers additional modules, upgrades, and services to customize and enhance the use and management of your website. Please see included Price List for scope details and pricing.

Confidential Document – Quote #: 05190915

ezTask.com, Inc. | 210-A Morton Street, Richmond, Texas 77469 | Phone: 281-239-3227 | Fax: 281-239-7095

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### Scope of Services

ezTask.com, Inc. has years of experience providing quality websites and web services that transform communication between residents, citizens, and local government entities. We stand behind all of our products and services with a 100% satisfaction, money-back guarantee.

Web Hosting Services	Fully-managed web hosting services, including nightly data backup, required software updates, server maintenance, and allocation of sufficient bandwidth and storage space for Lexington, MN websites and web content for the duration of the contract period.
Setup and Installation	Includes setup and installation of website and web services, as well as installation and/or fulfillment of additional products, product options, and/or services as outlined in this document.
Customer Support	World-class technical service and support available 24/7/365. Includes unlimited access to ezTask's online support site ( <a href="http://support.eztask.com">http://support.eztask.com</a> ), which houses a comprehensive software knowledgebase and documentation, community forums, video tutorials, and a support case ticketing system.
Training and Materials	Live, online training for content managers will be conducted by ezTask staff, and supplemental materials will be provided to Lexington, MN as a resource for subsequently training additional staff.
Website Analysis	ezTask will conduct a review of existing Lexington, MN website(s) to assess current authoring processes, content publishing needs, navigation requirements, media content needs, and/or application usage.
Premium Plus Website	Creation of a fully-custom, Premium website, managed with ezTaskTitanium™ Content Management System (CMS). Includes one-on-one design development with an ezTask Design Expert, as well as unlimited software access and user accounts.
Premium Plus Module Package Special (Includes Document Manager, Database Module, and Communications Suite)	ezTask will install Premium Plus Module package into Titanium website project

Confidential Document – Quote #: 05190915

ezTask.com, Inc. | 210-A Morton Street, Richmond, Texas 77469 | Phone: 281-239-3227 | Fax: 281-239-7095

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**Additional Information**

**Optional Features and Services (Price List)**

Communications Package	Full-featured blogging with effortless automation, RSS aggregator, widgets, and more.	\$1,500
Content Migration	All-inclusive migration of your existing web content to your new ezTask website.	By Quote
Custom Search	Custom search engine for your website - replaces third party utilities.	\$1,100
Database Module	Generate content in a spreadsheet application and simply import the file or connect to an existing data source using an LDAP connection. Automatically update database resources, such as staff directories, archives, menus, and more.	\$1,100
Employment Module	Post job opportunities and receive applications and resumes automatically by email.	\$1,500
LDAP Authentication	Connect to Active Directory or any source with LDAP connectivity. Dynamically updated when user accounts are created, suspended, or deleted.	\$2,500
MegaMenu Upgrade	Clear navigation layout - ideal for large websites with an extensive menu structure.	\$1,100
Mobile Websites	Optimization of content and design to suit mobile web access.	\$1,100
Onsite Training	Hands-on training at your facility by an expert ezTask Instructor.	By Quote
Website Management	Complete website maintenance – content management, updating, and more.	By Quote

**Customer References**

**Texas Association of Counties (TAC)**  
County Information Resources Agency (CIRA)  
1201 San Antonio Street  
Austin, Texas 78707

Contact: Brittany Lane  
Title: CIRA Coordinator  
Phone: (512) 478-8753  
Email: brittany.lane@cira.state.tx.us

**City of Alvin, Texas**  
216 West Sealy  
Alvin, Texas 77511

Contact: Mary Dearing  
Title: Assistant City Manager  
Phone: (281) 388-4230  
Email: mdearing@cityhall.cityofalvin.com  
Website: <http://www.alvin-tx.gov>

**City of Pasadena, Texas**  
1211 Southmore  
Pasadena, Texas 77502

Contact: Wayne Holt  
Title: Publications Manager  
Phone: (713) 475-5511  
Email: wholt@ci.pasadena.tx.us  
Website: <http://www.ci.pasadena.tx.us>

**Sealy Economic Development Corp.**  
415 Main Street  
Sealy, Texas 77474

Contact: Kim Meloneck  
Title: EDC Director  
Phone: (979) 885-3511  
Email: kmeloneck@ci.sealy.tx.us  
Website: <http://www.sealyedc.com>

## MEMO . . .

DATE: January 28, 2016  
TO: City of Lexington Mayor and Councilmembers  
FROM: Tina Meyer, Finance Director  
RE: Recommendation to Approve Installation of City Hall Cabling

In an effort to begin implementing our Technology Upgrades, I am requesting the approval for the installation of Cat 6 network cabling that will improve our network performance and will accommodate the new phone system that will be installed in 2016.

We have obtained quotes from Marco and Popp Communications for the installation of the cable.

Marco	\$5,878
Popp Communications	\$3,870

Therefore, I am requesting approval of the bid from Popp Communication for the installation of City Hall Cabling with Capital Fund / Fire monies (\$6,000) that were budgeted for 2016.

# Proposal



Date  
11/04/15

Proposal #  
MARQ145905

Voice: 800.892.8548 | Fax: 800.847.3087

**Client:** CITY OF LEXINGTON  
TINA  
9180 LEXINGTON AVE  
LEXINGTON, MN 55014  
**Phone:** 763-784-2792  
**Email:** tnlexington@comcast.net tina ap

For any questions regarding this quote please contact either:

Erin O'Kane  
651-634-6112  
erin.okane@marconet.com

Peder Rolvaag  
763-404-4709  
peder.rolvaag@marconet.com



**Ship To:** CITY OF LEXINGTON  
9180 LEXINGTON AVE  
LEXINGTON, MN 55014

Qty	Description	Duration	Unit Price	Ext. Price
	<b>Professional Cabling Services</b> - Price below includes all necessary material, labor, transportation, cabling, and testing certification for full technology cabling build out per project breakout below. We will warrant our installation and products for one year of reliable operation from the date of certification. This proposal is in accordance with local and state Fire Codes. RTX Solutions is a PLT and BICSI Certified installer.			
1	Full Cat 6 installation which includes station and closet hardware for the installation and termination of (20) Cat 6 plenum blue data cables. All closet hardware listed below within scope of work will be provided by RTX Solutions, One four post rack to be supplied by the City of Lexington and installed by RTX Solutions. RTX Solutions will supply and install new horizontal power strip, vertical grounding bar, and wall mount grounding bar kit to new rack location. All cable will route back to the new MDF rack location within the Audio room location, all old data cabling at the existing IDF location will be removed by RTX Solutions. Comcast to re-route current signaling from old IDF location to new MDF location. All cable locations will be fully tested with test results given to customer after projects end. Breakout scope for technology cabling as below:		\$5,878.00	\$5,878.00

Qty	Description	Duration	Unit Price	Ext. Price
	<ul style="list-style-type: none"> <li>- All cable to be Plenum rated blue Cat 6 routed within assessable ceiling locations throughout office facility.</li> <li>- All RJ45 jacks and patch panels to be Cat 6, all faceplates to be high density plastic and IW in color with label windows at all wall locations, furniture plates will be provided by RTX Solutions for all cubical locations if needed. All station cables to be terminated using RJ45 Cat 6 blue jacks,</li> <li>- All closet location cables will terminate within new MDF location, within this location RTX Solutions to provide the following (one horizontal power strip, 24 port Cat 6 patch panel, and proper grounding of rack location to wall grounding bus bar. RTX Solutions to ground from wall bus bar to site facility grounding location within the new MDF room location.</li> <li>- All cable locations will be fully tested all faceplates and patch panels to be fully labeled using owners labeling scheme.</li> <li>- All cables will route within office facility within existing wall locations, RTX Solutions will use all current pathways within office facility.</li> <li>- Demo of all existing data cabling is included within proposal price below. RTX Solutions will NOT touch the current Voice cabling that is within this facility.</li> <li>- All work to be done during regular working hours. All patch cables for closet and station end locations are to be provided by Marco. All cable locations identified with walk through with customer on 10/07/2015 as on provided print from customer.</li> </ul>			

<b>SubTotal</b>	<b>\$5,878.00</b>
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Client Signature \_\_\_\_\_

Date \_\_\_\_\_

☐ Check if replacing existing product

*Tax and/or shipping may be charged where applicable. Product listed above is subject to technical review and approval.  
Prices quoted are subject to change and should be verified before placing your order.*

#### Warranty

Your equipment is covered by its respective manufacturer warranties. Please consult the warranty documentation that accompanies the product for details. Any charges from the manufacturer are the sole responsibility of the customer (including, but not limited to, shipping, travel and/or labor charges). Marco can provide assistance with the processing of these warranties for a processing fee. Optional contracts or warranty enhancements are available for an additional fee at the time of purchase.

#### Returns

Upon receipt of merchandise, make sure specifications are correct before opening or marking merchandise.

- Request to return the UNOPENED merchandise within fifteen (15) days.
- Product must be returned in the original undamaged/unmarked box.
- Recognize that special or custom orders are non-returnable.
- Merchandise can be subject to restock fees and/or denial of return.
- For our Complete Return Policy, please go to [www.marconet.com](http://www.marconet.com) and click on Support

#### Payment Terms

Payment terms are net 15 days from date of invoice. For orders over \$25,000, we require twenty-five percent down at time of order with remainder due upon completion.

**POPP Systems & Equipment Division**

Phone: 763-797-7900 Fax: 763-512-5911  
620 Mendelssohn Avenue North Suite 101  
Golden Valley, MN 55427

**Quote**No.: **29094**Date: **1/28/2016****Prepared for:**

Tina Meyer (763) 784-2792  
City of Lexington  
9180 Lexington Ave  
Lexington, MN 55014 U.S.A.

**Prepared by: Tony Pahula**

Account No.: 61826  
Phone: (763) 784-2792  
Job: Infrastructure

Qty.	Part Number	Description	UOM
3,000	CAT6	Cable, Cat 6 - 4 Pair Plenum	EA
1		Category 6 24-Port Data Patch Panel	EA
16		Leviton 1-Port Faceplate	EA
2		Leviton 2-Port Faceplate	EA
20		Leviton Category 6 Gigamax Jack Insert	EA
1		Misc. Parts & Cable	EA
24.00		Labor - Infrastructure Technician	HR

Item Total: **\$3,870.00**Total Due: **\$3,870.00**  
Plus Tax

Prices are firm until 2/27/2016

Terms: Net 20

**Quoted by:** Tony Pahula, tpahula@popp.com**Date:** 1/28/2016

- Scope of Work: Install 16 x single and 2 x dual Category 6 data runs per floorplan.

POPP requires a 50% down payment or lease approval for new installations and any additions to new installations over \$1,000, with the balance due upon installation. POPP requires a 50% down payment on add/move/change orders over \$5,000. POPP requires 100% down payment for customers who are C.O.D. A 20% restocking fee applies to all returned equipment or cancelled orders with the exception of licensing which is non-returnable and non-refundable. Visit [www.popp.com](http://www.popp.com) for warranty, payment, and other terms and conditions.

**Accepted by:** \_\_\_\_\_**Date:** \_\_\_\_\_

Note: POPP Equipment Division has no control over, nor are we responsible for any costs incurred in bringing central office dial tone to the customer's premises. Customer to provide dedicated electrical circuits and any necessary conduit to meet local or national electrical codes. All material is guaranteed to be as specified. All work will be completed in a professional manner according to standard practices. Any alterations or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above this contract. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by worker's compensation insurance. All quoted parts & materials are subject to a site survey.



January 27, 2016

To Bill Petracek

From Mark VanderBloomer

RE Request for Cost Analysis of Benefit Level Change

---

In 2011, we converted our pension benefit from the statutory benefit of our Relief Association to a pension benefit administered through PERA called the Statewide Volunteer Firefighter Retirement Plan. At the time of the conversion, our benefit level was at \$2,300. After the cost analysis performed as part of our entry process, it was determined our plan could support a \$3,000 benefit level with no additional participation by the City.

A cost analysis can be done at any time, is performed by PERA and there is no cost to the City. As five years have passed since our last benefit level change, the Relief Association is asking that the City request a cost analysis to see if our fund is able to support a benefit level change. We ask that the City look at a \$3,500 benefit level and a \$4,000 benefit level.

A 3% annual escalation of our current \$3,000 benefit would calculate to the \$3,500 benefit level.

Our members and potential members must be within 5 minutes of the station to maintain our response times. This "area" encompasses four other departments with which the City competes for volunteers. While the importance of the pension benefit varies with each individual, it is a consideration. Of the four communities the City competes with, three offer similar packages with current pension benefits of \$5,400, \$4,500 and \$5,000 (the fourth department has a different package altogether, so no direct comparison is possible). We would like to remain more competitive with the surrounding communities, even if at the lower end.



## Request for a Cost Analysis of a Benefit Level Change In the Statewide Volunteer Firefighter Retirement Plan



The process for increasing benefit levels in the Statewide Volunteer Firefighter Retirement Plan (SVFRP) is initiated by a request for a cost analysis of the prospective retirement change using this form. Once completed, the form must be signed by representatives of the entity or entities sponsoring the fire department, and returned to the Public Employees Retirement Association (PERA) using the address or fax number listed at the bottom of this form. Please note: benefit levels can only be increased. They cannot be decreased.

### PART A – INFORMATION REQUEST

Name of Fire Department:	Existing benefit level per year of service: \$
<i>We would like PERA to provide a cost analysis of increasing the benefit level to the following level(s): (Benefits must be in \$100 increments between \$500 and \$7,500.)</i>	
\$ _____	\$ _____
\$ _____	\$ _____

### PART B – SIGNATURE OF THE ENTITY SPONSORING THE FIRE DEPARTMENT

Name of Sponsoring Entity: (municipality, nonprofit corp.)	Name of Chief Administrative Officer:
Signature of Chief Administrative Officer	Date:
Email Address:	Phone Number:
Mail Address:	City, State, Zip

### PART C – SIGNATURE OF OTHER ENTITIES SPONSORING THE FIRE DEPARTMENT

<i>If more than one entity sponsors the fire department, the chief administrative officer of each association entity must execute the request for a cost analysis by signing below.</i>	
Name of Sponsoring Entity: (municipality, nonprofit corp.)	Name of Chief Administrative Officer:
Signature of Chief Administrative Officer:	Date:
Email Address:	Phone Number:
Mail Address:	City, State, Zip

Updated June 2015

Please Return to: PERA, 60 Empire Drive Suite 200, St. Paul, MN 55103 or fax to 651-296-8392