

**AGENDA  
CITY OF LEXINGTON  
REGULAR COUNCIL MEETING  
MARCH 17, 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. LETTERS AND COMMUNICATIONS:**

- |  |           |
|--|-----------|
| A. Public Notice - Fire Department Awards                  | pp. 1     |
| B. Council Workshop meeting minutes – March 3, 2016        | pp. 2-3   |
| C. Planning and Zoning meeting minutes – March 8, 2016     | pp. 4-6   |
| D. North Metro TV February 2016 Update                     | pp. 7-11  |
| E. Allina Health EMS Community Report 2015                 | pp. 12-24 |
| F. Public Notice – Closed Executive Session March 17, 2016 | pp. 25    |
| G. Park Board meeting minutes – March 7, 2016              | pp. 26-27 |

**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.

**5. CONSENT ITEMS:**

- |  |           |
|--|-----------|
| A. Recommendation to Approve Council Minutes:<br>Council Meeting – March 3, 2016 | pp. 28-30 |
| B. Recommendation to Approve Claims and Bills:                                   | pp. 31-40 |

Check #'s 13418 through 13418  
Check #'s 10746 through 10770  
Check #'s 10771 through 10789

VOID #10758

**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.

**6. ACTION ITEMS:**

- A. Recommendation to appoint Gary Groan for Interim Finance Director pp. 41
- B. Recommendation to approve salary range of \$55,000.00 to \$65,000.00  
for Finance Director recruitment process pp. 42-46
- C. Recommendation to approve Citizen Survey pp. 47-49
- D. Recommendation to approve Resolution NO. 16-07 A Resolution Increasing  
The Pension Plan For The Lexington Firemen's Relief Association pp. 50-56
- E. Recommendation to approve City Phone System pp. 57-88

**7. MAYOR AND COUNCIL INPUT**

**8. ADMINISTRATOR INPUT**

**9. CONVENE FOR CLOSED EXECUTIVE SESSION - ATTORNEY  
CLIENT PRIVILEGED MATTERS**

**10. RECONVENE FROM CLOSED SESSION**

**11. ADJOURNMENT**

/mv

# **PUBLIC NOTICE**

## **CITY OF LEXINGTON COUNTY OF ANOKA STATE OF MINNESOTA**

### **TO WHOM IT MAY CONCERN:**

Notice is hereby given, Lexington City Mayor, Councilmember's may be in attendance at the Fire Relief meeting on March 21, 2016 for the annual Fire Department Awards Ceremony. This may constitute a quorum of the City Council. This will be a cordial setting and no city council business will be conducted during this time.

Mary Vinzant  
Deputy City Clerk

**POSTED: March 7, 2016**

**CITY OF LEXINGTON  
WORKSHOP AGENDA  
Thursday, March 3, 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 March 3, 2016 at 8:00 p.m. Councilmember's present: Devries, Hughes, Payment, and Plash. Also Present: Bill Petrcek, City Administrator; Kurt Glaser, City Attorney; Tina Meyer, Finance Director.*

**3. Discussion Items:**

A. Discuss Cell Tower Consultant Proposals

*Attorney Glaser provided an overview of the proposals submitted by Vertical Consultants and Steel in the Air. Glaser explained that he spoke with Sprint, and we will be losing them off of our tower in the future. He further explained that one of these consultants will provide an appraised value of our cell tower based on its location and current market. Discussion ensued.*

*Glaser stated that the Steel in the Air proposal is a cheaper quote and they will provide a wider range of services. Discussion ensued.*

*Mayor Kurth suggested waiting until 2018 to hire a consultant and wait until 2021 to consider selling the tower leases. Discussion ensued.*

*The consensus of the Council was to not move forward with hiring a consultant to appraise the tower at this time.*

B. Discuss Capital Improvement Plan

*Tina Meyer, Finance Director, led the discussion on the capital improvement plan. Discussion ensued.*

*The consensus of the Council was to conduct a citizen's survey on our public safety services instead of hiring a consultant to provide a review of our current services. The survey would determine if there is a need to move forward with hiring a consultant.*



**4. Staff Input**

*No staff input*

**5. Council Input**

*No Council input.*

**6. Adjourn**

*Meeting adjourned at 8:56 p.m.*

**Unapproved minutes**  
**REGULAR PLANNING COMMISSION MEETING**  
**March 8, 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 Regular Planning Commission meeting on March 8, 2016 at 7:00 p.m. Commissioners Present: John Bautch, Ron Thorson, and Mark Vanderbloomer. Excused absence: John O'Neill. Also present: John Hughes, Councilmember; Bill Petracek, City Administrator; Kurt Glaser, City Attorney; Ron Wasmund, Building Official.*

2. CITIZENS FORUM

*No citizens were present to address the Commission*

3. APPROVAL OF AGENDA WITH CHANGES AND CORRECTIONS

*A motion was made by Olsson to approve the agenda as typewritten. The motion was seconded by Thorson. Motion carried 4-0.*

4. LETTERS AND COMMUNICATION

- A. Building Permits for February 2016

*Vanderbloomer asked about the empty thrift store on Lake Drive next to the Circle Pines Sausage House. He explained that the building may need fire sprinklers. Petracek stated he would talk to the building inspector about it. He explained that the inspector and he had been over there in the morning of that day to see what was going on in the building and talked to the owner of the property. They also addressed the parked dump truck on the property.*

5. APPROVAL OF PLANNING COMMISSION MINUTES

- A. February 9, 2016

*A motion was made by Vanderbloomer to approve the February 9, 2016 Planning Commission minutes with corrections. The motion was seconded by Bautch. Motion carried 4-0.*

6. DISCUSSION ITEM:

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

*Olsson began the discussion of the redraft of the parking performance standards ordinance. Attorney Glaser and Building Official Wasmund provided an explanation to the proposed requirement of restricting the driveway width to 24 ft. Discussion ensued.*

*Wasmund stated he would need to have a discussion with the city engineer on the 24 ft. wide curb cut onto a city street to determine why this may be necessary. Discussion ensued.*

*Olsson continued the discussion on Section D(2) - Yards regarding the proposed regulations that would restrict the limit of only two vehicles per dwelling unit can be parked outside of an accessory structure. Discussion ensued. The consensus of the Commission was to remove this section from the proposed regulations.*

*Glaser provided a recap of the discussion on the driveway standards that would be required to be completed by December 17, 2017. Glaser would provide a redraft of the ordinance based on the discussion for the next meeting. Discussion ensued. No action taken.*

- B. Discuss Tiny House Neighborhood Requirements

*Wasmund provided an overview of the information provided to the Commission that explains regulating “Tiny Homes” in a community. He stated that this idea has become a national trend and at some point, someone will want to build one in their backyard. He recommended that whether the Commission decides to allow them or not, there needs to be something in the ordinance that regulates their construction in Lexington. Discussion ensued.*

*Wasmund recommended if Lexington allows Tiny Homes on residential properties that they be site-built homes with permanent connections to utilities and placed on permanent foundations. Discussion ensued.*

*Olsson asked if this should be an item to be placed on a future agenda for discussion. Wasmund explained that we need to discuss regulating Tiny Homes one way or the other. Wasmund also added he would do some more research based off of the discussion by the Commission and provide an update.*

*Petracek stated he would put this item on the agenda in a couple of months after Wasmund has found the information requested by the Commission. No action was taken.*

C. NOTE COUNCIL MINUTES:

A. February 4, 2016

B. February 18, 2016

*No discussion on the February 4th and 18th City Council minutes.*

D. PLANNING COMMISSION INPUT

*No input from the Planning Commission*

E. ADJOURNMENT

*Bautch made a motion to adjourn at 9:12 p.m. The motion was seconded by Olsson.  
Motion carried 4-0.*

# North Metro TV

February 2016 Update

## Program Production

In February, a total of **74 new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **63:30:00 hours of new programming**.

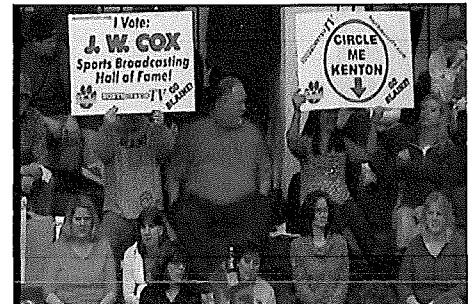
- 28 programs were produced by the public
- 24 programs were produced by NMTV staff
- 22 programs were produced by City staff



## Van Shoots

The van was used for **52:45:00 hours of production**. The following events were videotaped:

- Boys Basketball: Park Center vs. Blaine
- Girls Basketball: Armstrong vs. Spring Lake Park
- Girls Hockey: 5AA SF: Centennial vs. Blaine
- Girls Hockey: 5AA SF: Maple Grove vs. Spring Lake Park-Coon Rapids
- Boys Hockey: Spring Lake Park vs. Centennial
- Boys Hockey: 5AA QF: Centennial vs. Osseo
- Boys Hockey: 5AA QF: Anoka vs. Champlin Park
- Boys Hockey: 5AA SF: Anoka vs. Centennial
- Boys Hockey: 5AA SF: Blaine vs. Maple Grove
- Adapted Floor Hockey: Anoka-Hennepin vs. North Suburban
- Girls Basketball: Spring Lake Park vs. Blaine



## Workshops

Workshop	Instructor	Organization	Students
After School Workshop	Eric Houston	DaVinci Academy	7
After School Workshop	Eric Houston	DaVinci Academy	10
<b>2 Workshops</b>			<b>17 Students</b>

## Home Movie Transfers

Home movie transfers have become one of our most popular services. Residents can transfer their family videos at North Metro TV themselves for free, or pay NMTV to do it. Most participants

want to do it themselves. Even though Studio Manager, Eric Houston, was on vacation for over two weeks in February, the numbers are good.

Month	Hours Transferred	Tapes	Film	Fees Paid
January	262.25	137	54	\$950
February	124	37	43	\$110

## Public Usage Stats

For statistical purposes, the public access department documents total numbers of unique individuals and total hours of usage of the facility by the general public, every month. These numbers include regular users, class participants, individuals transferring videos, people who attend events, and any other public usage of the facility. Eric's vacation played into the lower numbers.

Month	Unique Individuals	Total Usage Hours
January	100	746.75
February	52	314.25

## Production Highlights

### NMTV News Highlights

Each week Danika Peterson and Ben Hayle create a news program that highlights events, people, issues, and information important to citizens of the our Member Cities. Some February highlights include stories regarding new senior apartment living options in Blaine, a socks for the homeless program coordinated by the owner of Centerville Floral, Project Prom finding free dresses for girls in need, Lino Lakes seeking to help military families, the importance of shoveling snow away from fire hydrants, and the Ham Lake Snow Bowl celebration.

In addition to daily playbacks of North Metro TV News on the cable system, there are over 250 local stories archived for viewers on the NMTV YouTube page. The page can be accessed through the [northmetrotv.com](http://northmetrotv.com) website.



### Arrive Alive 2016

T.J. Tronson has begun work on the 2016 version of Arrive Alive. This year the project is being coordinated through Blaine High School and the Blaine Police Department. T.J. has met with Detective Mark Boerboom and Patrolman Steve Nanney to outline the events and select production dates. Several scenes were shot in February, including the "death notification" at a home in Blaine, and the "body bag" scene at a funeral home in Circle Pines. Additional shoots are scheduled for March, with the final "mock crash" scene being shot in April in front of the Blaine student body. The final presentation of the video will take place on April 15th at Blaine High School.

### Centennial's Got Talent

T.J. Tronson continues to work with Kelly Boulder, of Centennial Elementary School, on the production of the school's annual talent show. The taping was done in January, and the editing was completed in February. T.J. is waiting for a final approval on the finished product before he creates DVD copies for the school.



## Centerville Historical Project Update

T.J. Tronson is working with the City of Centerville on a historical project. They are in the discussion and planning stages and about to move into scheduling. Centerville City Administrator, Mike Ericson, provided T.J. with a list of fifteen individuals to schedule for interviews regarding the history of Centerville. The project should result in fifteen two to three minute short videos. The shorts will be edited as stand-alone segments and will be combined into one longer program.



## Blaine High School Play

North Metro TV recorded Blaine High School's Bengal Drive production of the special education play "Inside Out - Emotional Roller Coaster." All of the performers have mental or physical disabilities and use iPads along with other devices to speak for them.

## PR bits and pieces

- Re-edited Ham Lake Snow Bowl promo.
- Met with Mike Ericson to discuss goals for future Centerville videos. The conversation is ongoing and we are developing a plan of action.
- Continued shooting for Make.
- Attended Chamber meeting.
- Was invited to speak with High School kids about careers in the film industry.
- Spoke with a local businessman who would like to purchase a spot for his business website.
- Approached new gyro restaurant regarding sponsorship opportunities.

## Production equipment consulting for cities and schools

### Circle Pines (3 hrs)

- Installed and adjusted new scan converter.
- Camera 2 monitor black upon initial power-up. Was unable to duplicate symptom.

### Blaine (2 hrs)

- Coordinated meeting with Roark Haver and vendor to work on quote for HD upgrade.

### Centerville (4 hrs)

- DVD won't finalize. Brought deck back to shop for testing.
- Could not retrieve data from DVD. Attempted several short recordings on original disc and was able to record and finalize. Tested recording on other discs and all operated as it should.

## Computer/Networking consulting for cities and schools

### Circle Pines

- Ordered new scan converter.

## City Channel 16 Playback Stats

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	179	226:26:07
Centerville	9	12:35:57
Circle Pines	143	104:11:57
Ham Lake	45	35:15:42
Lexington	85	85:15:33
Lino Lakes	22	24:06:34
Spring Lake Park	97	83:52:41
<b>Totals:</b>	<b>580 Program Playbacks</b>	<b>571:54:31 Hours of Video Programming on Channels</b>

## Programs Produced by the Public

Title	Producer	Runtime
A Soldier in Vietnam: 1970 John Krantz	Joachim Scholz	00:34:15
Carving Woods	Joachim Scholz	00:50:08
Off Constantly (2 episodes)	McLean Dolphy	00:49:20
BHS BPA News Entry 1	Benjamin Voissem	00:03:17
BHS BPA News Entry 2	Jonathan Bidon	00:05:32
Imprisoned Show	Bukola Oriola	00:53:58
Chit Chat 10	Sharon Carlson	00:18:26
Cornerstone Church (3 episodes)	Rick Bostrom	01:12:23
Lovepower (4 episodes)	Ann Sandell	04:00:00
The Power of Love (4 episodes)	Rick Larson	02:00:00
Rice Creek Watershed District Meeting (2 episodes)	Theresa Stasica	02:23:50
Hope Church (3 episodes)	Cindy Hardy	02:10:40
Sunday Senior Moments (4 episodes)	David Turnidge	03:07:39
<b>28 New Programs</b>		<b>18:29:28 New Hours</b>

## Programs Produced by NMTV Staff

Title	Producer	Runtime
Anoka County Board Meeting (2/16/16)	T.J. Tronson	00:55:33
North Metro Cable Commission Meeting	T.J. Tronson	00:09:44
Johnsville Elementary CRT Presentation	T.J. Tronson	00:03:12
Just Kidding Just Fine Trailer 2	T.J. Tronson	00:02:06
North Metro TV News (3 episodes)	Danika Peterson/Ben Hayle	01:05:48
NMTV News Special Report: Marco Rubio Rally	Danika Peterson/Ben Hayle	00:01:43
On Tap	Danika Peterson/Ben Hayle	00:22:50
Boys Basketball: Park Center/Blaine	Kenton Kipp/Matt Waldron	01:44:33
Girls Basketball: Armstrong/Spring Lake Park	Kenton Kipp/Matt Waldron	01:27:26
Girls Hockey: 5AA SF: Centennial/Blaine	Kenton Kipp/Matt Waldron	02:13:23
Girls Hockey: 5AA SF: Maple Grove/Spring Lake Park-Coon Rapids	Kenton Kipp/Matt Waldron	01:32:26
Boys Hockey: Spring Lake Park/Centennial	Kenton Kipp/Matt Waldron	02:08:15
Boys Hockey: 5AA QF: Centennial/Osseo	Kenton Kipp/Matt Waldron	01:45:23
Boys Hockey: 5AA QF: Anoka/Champlin Park	Kenton Kipp/Matt Waldron	01:42:06
Boys Hockey: 5AA SF: Anoka/Centennial	Kenton Kipp/Matt Waldron	01:56:24
Boys Hockey: 5AA SF: Blaine/Maple Grove	Kenton Kipp/Matt Waldron	02:04:11
Adapted Floor Hockey: Anoka-Hennepin/North Suburban	Kenton Kipp/Matt Waldron	01:13:54
Girls Basketball: Spring Lake Park/Blaine	Kenton Kipp/Matt Waldron	01:37:56
Sports Den (4 episodes)	Kenton Kipp/Matt Waldron	01:57:46
<b>24 New Programs</b>		<b>24:04:39 New Hours</b>



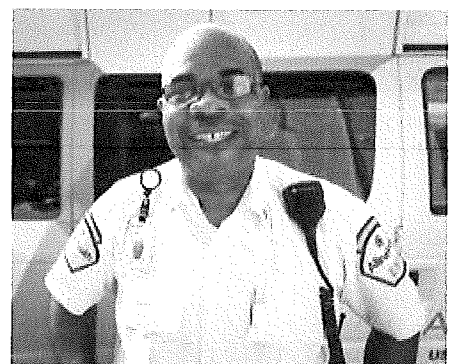
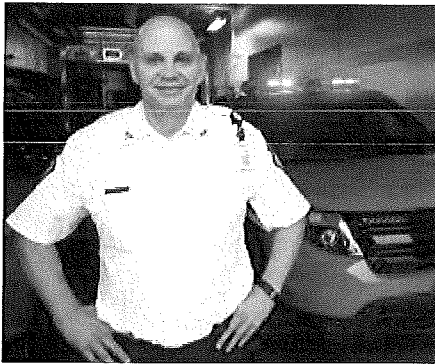
## Programs Produced by City Staff

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Title	Producer	Runtime
Blaine City Council Meeting (2/4/16)	Blaine Staff	02:36:35
Blaine Planning Commission Meeting (2/9/16)	Blaine Staff	00:20:17
Blaine Special City Council Meeting (2/11/16)	Blaine Staff	00:05:24
Blaine City Council Meeting (2/18/16)	Blaine Staff	01:48:10
Blaine Park Board Meeting (2/23/16)	Blaine Staff	01:07:05
Centerville City Council Meeting (2/10/16)	Centerville Staff	01:44:28
Circle Pines Park Board Meeting (2/2/16)	Circle Pines Staff	00:03:56
Circle Pines City Council Meeting (2/9/16)	Circle Pines Staff	01:00:48
Circle Pines Utility Commission Meeting (2/17/16)	Circle Pines Staff	00:10:44
Circle Pines City Council Meeting (2/23/16)	Circle Pines Staff	00:50:10
Ham Lake City Council Meeting (2/1/16)	Ham Lake Staff	01:39:29
Ham Lake Planning Commission Meeting (2/8/16)	Ham Lake Staff	00:15:08
Ham Lake City Council Meeting (2/16/16)	Ham Lake Staff	00:26:53
Ham Lake Planning Commission Meeting (2/22/16)	Ham Lake Staff	00:40:33
Ham Lake Planning Commission Meeting (1/25/16)	Ham Lake Staff	00:19:35
Lexington City Council Meeting (2/4/16)	Lexington Staff	01:11:19
Lexington City Council Meeting (2/18/16)	Lexington Staff	00:59:21
Lino Lakes City Council Meeting (2/8/16)	Lino Lakes Staff	00:48:18
Lino Lakes Planning & Zoning Meeting (2/10/16)	Lino Lakes Staff	00:56:54
Lino Lakes City Council Meeting (2/22/16)	Lino Lakes Staff	01:24:07
Spring Lake Park City Council Meeting (2/1/16)	Spring Lake Park Staff	00:32:25
Spring Lake Park City Council Meeting (2/16/16)	Spring Lake Park Staff	00:10:49
Spring Lake Park Planning Commission Meeting (2/22/16)	Spring Lake Park Staff	00:59:45
<b>22 New Programs</b>		<b>20:52:38 New Hours</b>

If you have any questions or comments regarding this monthly report please contact Heidi Arnson at 763.231.2801 or [harnson@northmetrotv.com](mailto:harnson@northmetrotv.com).

Allina Health  
Emergency Medical Services



# Community Report 2015



Heroism comes in a variety of forms. Here, Allina Health EMS paramedics Shariff Rasoul and Ryan McGlenn collect donated bicycles for children in need.

# People Who Care

At Allina Health Emergency Medical Services, caring lies at the heart of everything we do. Caring for our patients. For our community. For each other.

Our job is to deliver high-quality, efficient care to our patients. But our *commitment* is to provide kind, empathetic care—whether by placing a reassuring hand on a frightened child's shoulder or offering a comforting word to a family who has lost a loved one. From top to bottom, everybody at Allina Health EMS ensures that this philosophy is not just a catchphrase, but a true, abiding commitment.

Living up to that commitment means that we rely—*heavily*—on our employees to be kind, thoughtful and caring people. People who live lives of purpose. People who spend their free time doing things like volunteering to help the visually impaired play baseball; people who repair bicycles to be donated to children in need; people who are there for their co-workers in times of stress or despair.

As our president and EMS chief, Brian LaCroix, says, "There is something in the air at Allina Health EMS that says, *We care.*"

It's what makes us  
who we are.





Active Ride Transport driver Michael Kokoh greets every patient with a smile. To Allina Health EMS employees, each patient encounter is a chance to show how much we care.

## Living Our Promise

At Allina Health EMS, we are required—by the very nature of our business—to put our trust in our 590 employees, who work in a largely autonomous environment. Day in and day out, our clinicians are in the field, working independently and without direct supervision, to provide care in a way our patients deserve. They also must represent Allina Health EMS in the way we expect it to be represented: with professionalism, with top-notch skills and with genuine caring. That's a lot of trust to bestow—and we're proud to say that they don't let us down.

It's simple enough to assess the clinical side of emergency medical services: Skills can be tested, certificates can be scrutinized, previous employment can be verified. But how do you test someone's compassion and caring? How do we know if a potential employee is a good fit for Allina Health EMS, whether as a paramedic, a mechanic or an accountant?

"Some years ago, we began to focus more on traits that are a part of people when they are 12 years old," explains LaCroix. "People with integrity and a strong values system that aligns with our organization—those are the ones we hire. We put less emphasis on their experience and education.

"To a large degree we can give someone experience and support their education," he adds. "But we can't teach someone compassion if it's not in their DNA."

Adds our director of finance, Mark Anderson: "You can see people's hearts through their eyes. Sometimes you need to look deeper than the resume to make sure someone has the heart and the caring we're looking for."

*Heart* is the operative word here. We expect all employees—from the business side to the clinical side to dispatch to janitorial—to embody the Allina Health EMS values of caring and service. "We care about our communities, our patients and each other," says our deputy chief, Kevin Miller. "Year over year, the organization has grown more deeply committed to cultivating a culture of service."

In other words, we expect a lot of our employees—and in return, they can expect a lot from us. "People who work here know there are high expectations of them," Miller says. "Caregivers are expected



to know their protocols without question, be nice to a patient who just threw up on them and be supportive of their colleagues no matter what. Dispatchers, mechanics, support staff and everyone else knows that quality work with a positive attitude is the norm.

"But in return, we have their back," he adds. "This is the kind of agency that will be there for our employees in the form of great equipment, ongoing education—and, perhaps most important, a kind word or collegial environment when they might need it most."

As our chaplain, the Rev. Russ Myers, says: "Allina Health EMS is an environment of high expectations and high support. It is also known as an innovator in the practice of leading-edge, progressive prehospital medicine. It's a great place to work in EMS."

## Attracting the best employees—and keeping them

Because of job burnout, injury and other factors, the field of emergency medical

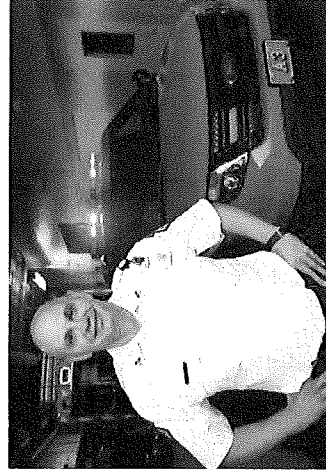
Our employees are the face, voice and soul of Allina Health EMS. Left, clockwise from top: Dispatch supervisors Chris Falkner, Dave Prescott, Heidi Delo and Charles Sloan III reflect the pride of our top-ranked Communications Center. Mother-daughter team Kathy and Theresa Reitan share a smile—and a calling. Administrative assistant Brenda McKenzie enjoys a lighthearted moment with EMT Sarah Walker. Paramedic Brian Nagel breathes life into an EMT class at the Anoka-Champlin Fire Department. Right: Paramedic Paul Nei is a 37-year EMS veteran.



services in general has a notoriously low retention rate. While exact numbers are not available, it is largely believed that the average tenure of non-fire-department EMS field personnel is less than five years. Not so at Allina Health EMS: A full 15 percent of our employees have been with us for 20 years or more; and 25 percent have been here for more than 15 years.

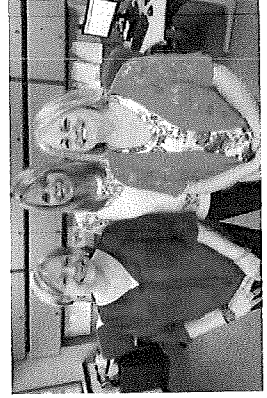
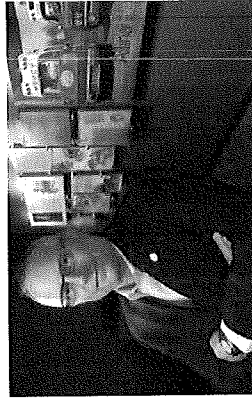
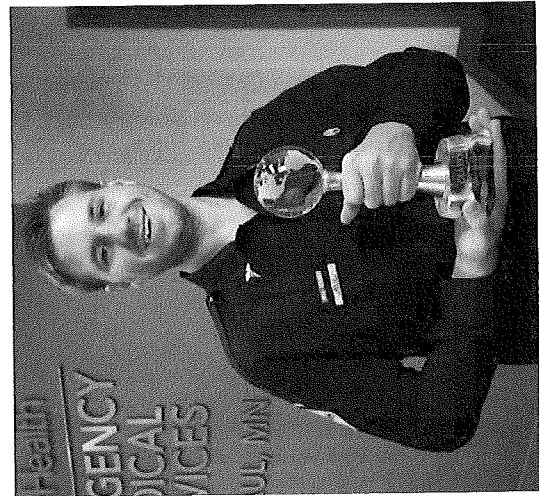
Take paramedic Paul Nei, for example: He is entering his 37th year with the company. And Kathy Reitan, a fellow paramedic, has been with us for 34. Reitan's daughter also is an EMT at Allina Health EMS, making up just one of our many multigenerational employee teams.

While both Nei and Reitan say that working in a service job, particularly in the medical field, is a big draw for them, it's the "people factor" at Allina Health that makes them want to stay. "You get to work with a really great group of people," Nei says.



Reitan adds that our commitment to technology is also important to her. "We're cutting-edge in a lot of innovative new treatments, and I like that," she says.

Anderson, our finance director, emphasizes the importance of service in job satisfaction for him as well. "Working in finance, I could go just about



anywhere for a paycheck," he says. "But there's something really humbling and special about working for a company that cares for people. I can't see myself ever going anywhere else."

Our investment in workforce retention has paid off in many ways. "Our employee surveys show high engagement among our most experienced workers compared to some organizations where it's just the opposite, with longer-tenured workers becoming cynical or simply exhausted," says Jeff Czynson, our operations director. "And especially in an emergency situation, there's something extra valuable about having a senior paramedic on scene to reassure patients, family members and even fellow responders that everything is being exceptionally well handled."

While we have many veterans within our ranks, our growth has injected new blood as well. "We have a really nice blend of tenure within the organization," Miller says. "Older staff members lead and mentor new ones, and the younger staff members bring fresh ideas and new energy to the organization."

## Growing great leaders

At Allina Health EMS, we believe—strongly—that the people most qualified to become our leaders

We believe in nurturing leadership at all levels of our organization. Left, clockwise from top: EMT Kathy Quinn teaches CPR to preschoolers. President and EMS Chief Brian LaCroix poses in our training center with a mural he painted depicting the history of EMS. Staffers Cindy Huseby, Lynda Priebe and Jackie Stuntz keep our clinicians' schedules running smoothly. Dispatcher and EMT Jim Domeier displays his Dispatcher of the Year Award from the International Academies of Emergency Dispatch.

are those employees who are already working for the organization. Operations Supervisor Renee Rosenberg, for example, was promoted to a management position in 2012 after working as a paramedic for eight years.

"Some of our supervisors started as vehicle service techs and worked their way up to paramedics, then supervisors," she says. "That's really working their way through the ranks!"

As an organization, we make it a priority to stay focused on succession planning so that current employees can be groomed for future leadership positions. "We encourage people to go for leadership roles such as field training officers or union leadership positions," Rosenberg explains, "and we urge them to take advantage of tuition reimbursement to attend EMS training programs." She adds that mentoring is encouraged throughout the organization as well.

"By developing relationships with our employees, we get an idea of their future plans and can put opportunities in front of them as they arise," Rosenberg says.

Once an employee becomes a supervisor, he or she is offered additional support and guidance. For instance, orientation and leadership classes are offered by our parent organization, Allina Health, and we encourage our managers to take full advantage of them.

"And everyone in senior leadership—whether the chief or deputy chief—is more than willing to answer the phone whenever we have a question," Rosenberg says.

"It's a legacy issue for us that Allina Health EMS be known to everyone as a place that produces really great leaders," says LaCroix. "Just as we seek to provide exceptional care to our patients, we aspire to nurture and cultivate outstanding leaders who, in turn, provide exceptional support to their employees."





Clinical excellence starts with safe vehicle operations from the moment we receive a call. We're investing in new ambulance designs and technology to improve safety throughout our fleet.

## Pursuing Clinical Excellence

Allina Health EMS provides care to more than 1 million people in 121 communities in the Minneapolis/St. Paul metropolitan area and out-state. Using 114 vehicles and covering a 1,800-square-mile area, we operate 24 hours a day, seven days a week—in all types of weather, over all types of terrain and under all types of circumstances.

In addition to responding to traditional 911 calls, Allina Health EMS provides nonemergency services, including wheelchair van service, interfacility transport (for patients being transferred between hospitals, for instance), critical care transport, and neonate transport in partnership with Children's Hospitals and Clinics of Minnesota. We are also one of a handful of agencies in the nation to employ community paramedics, who take on a primarily preventive and educational role for select patients in the community.

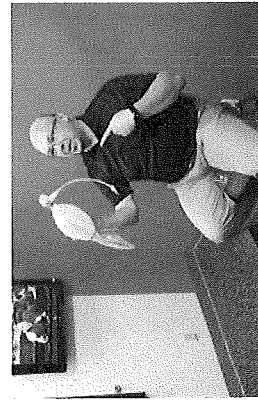
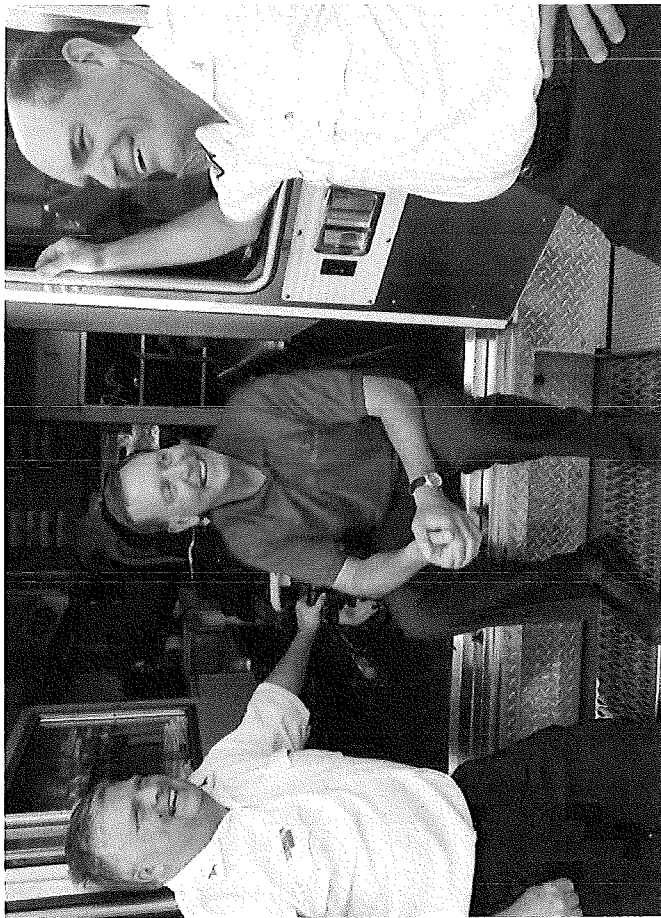
This makes for a lot of patient care. In fact, in 2015, Allina Health EMS had well over 100,000 patient contacts—an increase of nearly 8 percent over the previous year. Most of those were 911 ambulance responses but also included basic life support, critical care and neonatal interfacility transports, and special transportation requests, such as wheelchair transports. And our community paramedics have cared for nearly 1,000 patients since our program began in 2013.

Other highlights include the following:

**WE'RE HELPING PATIENTS WITH SICKLE-CELL ANEMIA.** Although sickle-cell anemia is not terribly common among patients in our community, those who do have it need help with managing their condition and finding support services. "This is a population of patients with tremendous needs that are not being met," says Cory Kissling, our manager of mobile integrated healthcare.

Our 12 Allina Health EMS community paramedics have regularly been seeing a small group of patients with sickle-cell anemia since we started working with this patient population in October. "We are meeting with them in their homes to determine what their individual barriers to health are," Kissling says. "For example, we have learned that transportation can be a serious issue."

He explains that patients with sickle-cell anemia have severe difficulty tolerating cold temperatures, so waiting for a bus to go to a

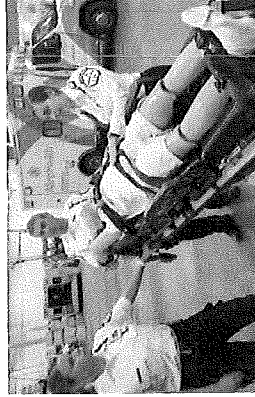


The level of care Allina Health EMS clinicians provide is among the most advanced of any prehospital system in the nation. Left, clockwise from top: Our medical director, Charles Lick, MD, visits paramedics Chris Kaldenberg and Bob Beadle in the field. As new hires, paramedics Steve Hendel and Josh Parrow undergo extensive training in our Academy prior to beginning field work. Facing the cameras in our recording studio, clinical training specialist Mark Weiberg demonstrates an endotracheal airway during one of our weekly clinical video sessions. Paramedic Harrison Meyer adjusts an IV pump during training. Above, paramedic Colin Underwood reviews drug dosage calculations with paramedic student Kelly Ryan.

doctor's appointment becomes nearly impossible for them in winter. Kissling's community paramedics have gotten approval for these patients to use Metro Mobility, a transportation service for people with disabilities or medical conditions.

Our community paramedics—whose role is largely preventive and integral to helping people avoid illness and hospitalization—also see patients with heart failure, and with great results. Kissling explains that the national average for hospital readmission of heart-failure patients within 30 days of discharge is 25 percent; the 30-day rate of readmission among the patients seen by Allina Health EMS community paramedics is just 2.78 percent. "We conducted home visits for 72 heart-failure patients in 2015," he says, "and only two had a readmission."





We are making such great strides in mobile integrated healthcare/community paramedicine that our director of Clinical and Support Services, Susan Long, was invited to Australia in October to speak at the International Roundtable on Community Paramedicine.

**WE MET OUR CARE GOAL ... FOR THE EIGHTH YEAR IN A ROW.** Every year since 2007, Allina Health EMS clinicians have been challenged to significantly improve the care they deliver as measured by stringent objective criteria. Called the Care Goals, one area is targeted for improvement each year.

In 2015, the Care Goal was sepsis. Clinicians were given ongoing feedback on their early recognition of patients with the condition and hospital that they would be transporting a possible sepsis patient, says Long. And they did a great job, improving the delivery of best-practice sepsis recognition and care from 56 percent in January to 88 percent by year's end.

**WE'RE HELPING PEOPLE STAY AT THE TOP OF THEIR GAME.** For the 11th year in a row, we held our annual educational conference, Pulse Check, which provides continuing education units for EMS providers and first responders on

Every employee plays a critical role in helping us fulfill our commitment to state-of-the-art care. Clockwise from top: Paramedic Brett Hopper explains a procedure during a critical care transport. Students in our Academy drill on safe patient-restraint techniques. Community paramedic Diane Bauer conducts a home visit. After dispatching an ambulance to a 911 call, emergency medical dispatcher Drew Boxrud stays on the line with the caller to provide pre-arrival instructions until help arrives at the scene.

a variety of medical topics. We also contract with 50 police and fire departments to provide various levels of continuing education, such as CPR and EMR refresher training.

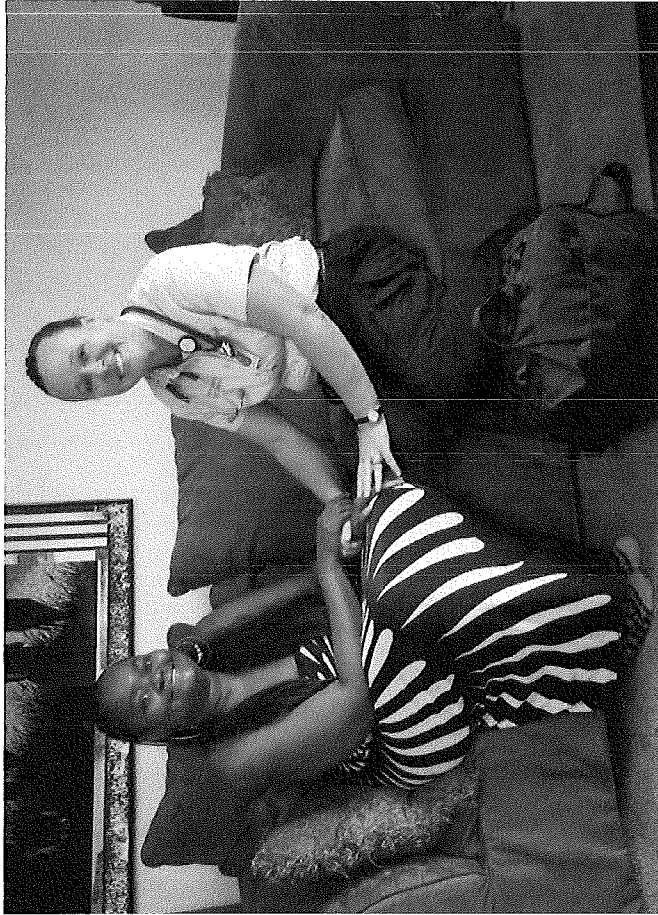
**WE'RE HELPING TO DEVELOP INDUSTRY LEADERS.** In conjunction with Pulse Check, we held our first Leadership Summit in September. The Summit featured a keynote speech by the acclaimed polar explorer Ann Bancroft, as well as other noted speakers on leadership topics.

**WE OFFER MONTHLY CASE REVIEWS.** Led by our medical directors, clinicians attend monthly sessions to review unusual or noteworthy cases experienced by our crews. Staff can attend either in person in the classroom or through the Internet via a live webinar environment.

**WE HAVE OUR OWN IN-HOUSE ACADEMY.** All employees who are hired as clinicians are required to complete an extensive training program led by experienced Allina Health EMS field providers. Such training not only provides excellent, detailed clinical preparation for a job in the field, but it also familiarizes new hires with various practices and equipment specific to Allina Health EMS.

**WE HAVE A STATE-OF-THE-ART DISPATCH SYSTEM.** Unlike many other EMS agencies, which rely on their local public safety call center, Allina Health EMS employs our own team of dispatchers, who are trained to instruct 911 callers in how to handle an emergency until our EMTs or paramedics arrive on scene. Our team consists of approximately 32 Emergency Medical Dispatcher-certified staff, with up to 14 on duty at any given time.

In addition, we've changed the structure of our dispatch center. Whereas we used to employ



dispatch leads on every shift, we now employ full-time, dedicated dispatch supervisors. These supervisors do not take calls; rather, their job is to monitor the center and support the dispatchers.

"With 1,800 square miles to cover and all of the operational complexities of our service area, supervisors are the system watchdogs keeping close tabs on what's happening across the system," explains Chuck Kaufman, our communications director. "The supervisor also has eyes on the dispatch team to support them."

**WE HAD NOT ONE, BUT TWO, DISPATCH COMMENDATIONS.** In April, our dispatch system was recognized as an Accredited Center of Excellence by the International Academies of Emergency Dispatch (IAED). "This was a hard-

earned, years-long process, and we are thrilled to have received this highly competitive designation," says Kaufman.

Also in April at the annual Navigator conference, our own James Domeier was named Dispatcher of the Year by the IAED. Interestingly, Domeier is a National Guardsman and was on active duty in the Middle East during the time of the award, so he was patched in via Skype connection to receive his award—to the sound of much applause.

**WE'RE HELPING TO IMPROVE OUTCOMES FOR STROKE PATIENTS.** In July, Allina Health EMS joined forces with United Hospital and the Nasseff Neuroscience Institute to participate in the "Stroke Code" program. Through

the program, once our EMTs and paramedics identify a patient who is having a stroke, they call a stroke code from the field; this allows the patient to bypass the emergency department and receive much faster definitive stroke care, including having a CT scan performed and receiving "clot-busting" medication to restore circulation to the affected part of the brain.

"This has pushed the door-to-drug time into the mid-20-minute range," says Quality/Risk Manager Scott Tomek. (For comparison, the American Stroke Association sets a door-to-needle goal of 60 minutes or less.)

**WE'RE STAYING AHEAD OF 911 TECHNOLOGY.** We have invested the time, research and equipment required to implement Next Generation 911 (NG911) technology in 2016. This technology will allow the public to send digital information, such as photos, text messages, videos and voice, over the Internet through the 911 network—something that isn't widely available, or in many systems even possible, yet. When 911 network technology catches up, "We are ready to go," says Kaufman.

**WE EMPLOY OTHER CUTTING-EDGE TECHNOLOGY, TOO.** Allina Health EMS uses special data-monitoring software, called

Left: Our Community Paramedicine program helps keep patients with chronic conditions from having to be admitted to the hospital. Here, community paramedic Kimberly Hedger provides in-home care for Sheila West, who has sickle-cell anemia. Right: The back of an ambulance can be a scary place for a small child. Our clinicians have special training in caring not only for the medical needs of our youngest patients, but in helping them to feel safe.

FirstWatch, to automatically alert us to any unusual increase in certain types of calls, such as an influenza outbreak, a potential Ebola patient or other emerging infectious diseases, so we can take immediate and decisive action. We also use this software to monitor multiple databases across Operations, Clinical Services and Dispatch.

**WE MAINTAIN CLOSE TIES WITH OUR PARENT COMPANY.** With rare exception, and



based on clinical considerations, our 911 patients choose which hospital they want to be transported to—and 60 percent of the time, they elect to go to one of Allina Health's 13 hospitals. As a division of the Allina Health system, we are able to better track outcomes among patients transported to one of these hospitals.

"This outcome tracking gives us invaluable information about the effectiveness of the care we're delivering and allows us to better research how to improve the services we provide," says Charles Lick, MD, our medical director.



Reece Toonen, age 3, gets a firsthand look at the inside of an ambulance during a tour. We engage in frequent community outreach to help children and adults understand how and when to call for help.

## Honoring Our Commitment

In addition to providing top-notch patient care, Allina Health EMS has an abiding commitment to our employees and our community. For instance, after a horrific ambulance crash in 2014 that left two of our paramedics gravely injured (but, thankfully, who are on the mend and back to work), we decided we needed to invest the time, effort and finances to improve the safety of our ambulances.

Our main priority was to redesign the back of the ambulance so that our clinicians no longer need to stand to deliver patient care or reach supplies, so the bench seat has been replaced with a seat with a four-point harness instead of a lap belt. All cabinets are also padded and angled, according to our operations director, Jeff Czyson. "We hope to start rolling out our new ambulances in early 2016," he says.

We also have installed a fleet management and vehicle tracking system on all ambulances. Called GeoTab, the system monitors driving and provides instant feedback on g-force, speed, acceleration/ deceleration and other measurements. "This increases driving safety by leaps and bounds," Czyson says.

In addition to helping protect our own employees through the knowledge we gained from the 2014 crash, we're trying to help other agencies. LaCroix has spoken at conferences about the lessons learned from this tragedy, and he also wrote an in-depth article for *EMS World*.

Here are other ways we're living up to our commitment:

**WE TAKE CARE OF OUR EMPLOYEES' BODIES AND MINDS ...** Allina Health EMS is one of the few EMS organizations in the country to employ our own chaplain—one whose sole purpose is to support our employees. So whether it's a particularly upsetting call, personal issues or the death of a co-worker, our chaplain, the Rev. Russ Myers, is there for support. "Not only do we provide for our employees in terms of safety—for instance, by supplying them with the highest-quality equipment—but their emotional safety as well," he says.

**... AND WE SUPPORT THEIR EDUCATION.** Allina Health EMS offers a tuition reimbursement program for all half- and full-time employees wishing to pursue training or programs related to their current job—or for any position within the company. With annual





Our employees volunteered their time to help collect more than 5,500 bicycles in a single-day donation drive last October. They'll be tuned up and redistributed to needy children throughout the community.

reimbursement amounts ranging from \$1,000 to \$2,500 per employee, Allina Health budgeted more than \$150,000 for this program during 2015 alone.

#### OUR EMPLOYEES VOLUNTEER. A LOT.

One of our employees' favorite community volunteer events is Free Bikes 4 Kids, which Allina Health partners with. This year's event was so successful that we made the *Guinness Book of World Records* with a whopping 5,512 bikes collected, cleaned, repaired and distributed to kids in need.

Free Bikes 4 Kids is just one organization that benefits from our volunteer spirit; our 590 employees gave 6,215 hours of their time throughout the year to such organizations as the National EMS Memorial Bike Ride, the Minnesota EMS Honor Guard, the Metro Critical Incident Stress

Management Team, Beep Baseball (for the visually impaired), and many others. We believe so deeply in giving back that through Allina Health's Dollars for Doers program, employees can designate a \$100 contribution to the nonprofit organization of their choice for every 20 hours of volunteer time logged.

#### WE SUPPORT OUR COMMUNITIES. Allina

Health EMS participates in numerous community outreach activities each year. One example is the 3M Golf Championship, which is played annually at the TPC Twin Cities golf course; the event attracts hundreds of professional and semipro golfers who help raise money to support our clinical initiatives. Allina Health EMS coordinates all medical components of the tournament, including scheduling the volunteers who provide first aid and



Ambulance mechanic Pat Kalin prepares a newly delivered ambulance for service. Maintaining a fleet of emergency vehicles takes special expertise, so we run our own state-of-the-art automotive shop to keep our vehicles running smoothly—and safely.

#### emergency medical coverage for the tournament.

We also provided coverage at the Anoka (Minn.) Halloween Grand Parade. Anoka, the "Halloween Capital of the World," was one of the first cities in the United States to put on a Halloween celebration back in 1920. This year's event—with 60,000 spectators lining a 15-block route—was watched over by fully staffed bike and golf cart medical teams.

#### OUR LEADERS ARE INDUSTRY LEADERS.

Our president and EMS chief, Brian LaCroix, serves on the board of the National EMS Management Association; he is also chairman of the Century College EMS Advisory Board. Susan Long, director of Clinical and Support Services, is president of the North Central EMS Institute. Bruce Hildebrandt, an operations manager, is a

#### board member of the EMS buying group Savvik.

Jeff Czyson, our operations director, is chairman of the Dakota County EMS Council. Kevin Miller, our deputy chief, is vice chairman of the Minnesota EMS Regulatory Board and leads the Legislative Committee of the Board. And Charles Lick, MD, our medical director, serves on the board of Take Heart America.

#### OUR PRESIDENT AND EMS CHIEF WAS LAUDED AS AN EXEMPLARY LEADER.

In August, Brian LaCroix was presented with the Pinnacle EMS Leadership Award—and, true to form, he remains modest about the accolades. "Individual recognition is nice," he says, "but we all have one our in the water around here. I believe our organization won this award, not just me."

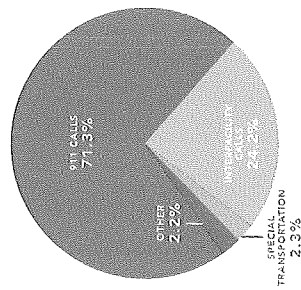
## Ensuring Financial Viability—While Giving Back

At Allina Health EMS, it is our mission to serve our communities with exceptional care. And being financially responsible helps us to accomplish that goal.

As a nonprofit agency, we focus on two things related to our budget: reinvesting in the organization and reinvesting in the community. In 2015, we were able to replace and upgrade a number of capital items—everything from new ambulances and medical equipment to a \$1.7 million base renovation in our south metro headquarters in Savage, Minn. We continued our commitment to supporting our community with financial and operational support for numerous programs, including Heart Safe Communities, 500-plus special events, and thousands of donated hours in our student ride-along and Community Paramedic programs.

Here's an overview showing how we manage our growth while maintaining a solid financial footing.

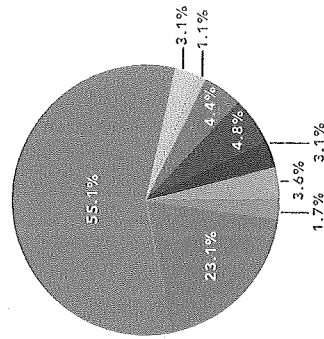
### 2015 REVENUE SOURCES



911 calls	\$45,082,904
Interfacility calls	\$15,323,490
Special transportation	\$1,453,129
Other (FlightCare, education, etc.)	\$1,359,903
<b>TOTAL REVENUE*</b>	<b>\$63,219,426</b>

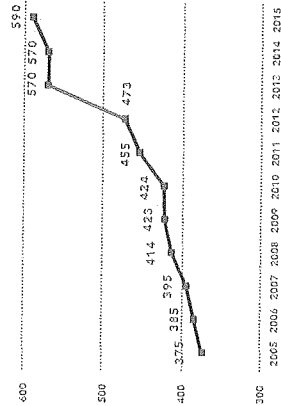
\* Includes more than \$3.3M in patient bed debt absorbed by Allina Health EMS

### 2015 EXPENSES



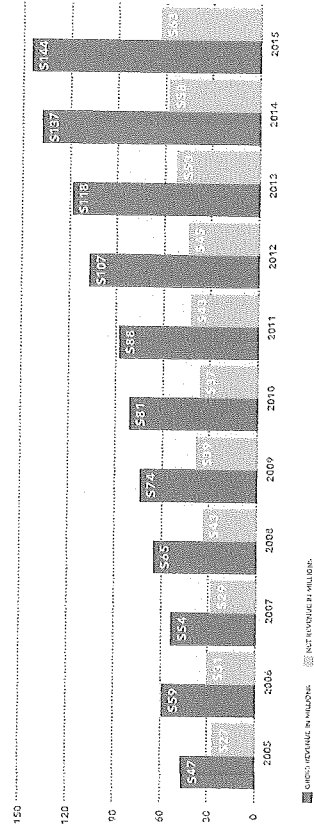
Salaries and benefits	\$34,827,447
Supplies and drugs	\$1,945,403
Services (laundry, equipment maintenance, etc.)	\$677,777
Depreciation	\$2,796,350
Corporate legal, payroll, HR, IS and financing	\$3,092,346
Utilities, rent and maintenance	\$1,979,880
Other (Minnesota Care, Inc., insurance, workers' comp)	\$2,244,736
Fuel	\$1,095,549
Capital use (vehicle and equipment purchases, etc.)	\$14,609,638
<b>TOTAL EXPENSES</b>	<b>\$63,219,426</b>

### NUMBER OF EMPLOYEES



For the fourth straight year, employee engagement at Allina Health EMS scored above 80 percent—considered best in class.

### FINANCIAL PERFORMANCE





[allinahealth.org/ems](http://allinahealth.org/ems)

**PUBLIC NOTICE**

**CITY OF LEXINGTON**  
**COUNTY OF ANOKA**  
**STATE OF MINNESOTA**

**TO WHOM IT MAY CONCERN:**

**Notice is hereby given, the Lexington City Council and the City Administrator will meet in Closed Executive Session with legal counsel for the City, during the Council Meeting on Thursday, March 17, 2016. The Council will convene directly after Administrator Input Input. The Council will re-convene to adjourn the Council meeting directly afterwards. The meeting will take place at Lexington City Hall, Conference Room, 9180 Lexington Avenue, Lexington, MN.**

- **The purpose of this meeting is Attorney Client privileged matters to discuss pending litigation.**

**Mary Vinzant**  
**Deputy City Clerk**

**POSTED: March 10, 2016**

**CITY OF LEXINGTON  
REGULAR PARK BOARD MEETING AGENDA  
March 7, 2016 – 6:30 P.M.  
9180 Lexington Avenue  
Lexington, MN 55014**

**1. CALL TO ORDER**

A. Roll Call: Chairperson Mitlyng, Commissioners Ames, Hylton, Koch, Harris  
*Vice Chairperson Hylton called to order the Regular Park Board Meeting of the City of Lexington of March 7, 2016. Commissioners Present: Ames, Koch and Harris. Excused: Mitlyng. Also Present: Finance Director Meyer, Administrative Assistant McNamara and Councilmember Liaison DeVries.*

**2. CITIZENS FORUM**

*No one wished to address the park board.*

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

*Motion was made by Commissioner Koch, seconded by Commissioner Harris, to approve the agenda as presented. Motion carried. Passed unanimously.*

**4. LETTERS AND COMMUNICATION**

A. None

**5. APPROVAL OF PARK BOARD MINUTES**

A. February 1, 2016

*Motion was made by Commissioner Ames, seconded by Commissioner Koch, to approve the Park Board Minutes of February 1, 2016. Motion carried. Passed unanimously.*

**6. ACTION ITEMS:**

A. Tot Park Plantings

a. Trees and Bushes – 1 to 2 of each

*It was requested that a tree count and location of existing trees/bushes be done so the group can further discuss the topic at the next Park Board meeting.*

**7. NOTE COUNCIL MINUTES:**

A. January 21, 2016

B. February 4, 2016

C. February 18, 2016

**8. PARK BOARD INPUT**

*Park Board members inquired about the status of grant applications for the Parks Masterplan with the announcement of the resignation of Finance Director Meyer. Finance Director Meyer stated that all grant research would be put on hold until the new Finance Director is hired.*



*Park Board members inquired about the City's dog licensing regulations, start date of the Farmer's Market, and when and where the public meetings for I-35W expansion will take place.*

**9. ADJOURNMENT**

*Motion was made by Commissioner Hylton, seconded by Commissioner Ames, to adjourn the Regular Park Board Meeting of March 7, 2016. Motion carried. Passed unanimously.*

**Unapproved minutes  
CITY OF LEXINGTON  
REGULAR COUNCIL MEETING  
MARCH 3, 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 March 3, 2016 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; Gary Grote, Fire Chief; Chris Diebold and Larry Ranallo from Cowboy's Saloon; Ron Wasmund and Scott Jensen from Inspectron Inc.; Sara Moore, Quad Press.*

**2. CITIZENS FORUM**

*No citizens were present to address the Council.*

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

*Petracek explained that item C of the Consent Agenda needs to be removed. Discussion ensued.*

*Councilmember Devries made a motion to approve the agenda with the removal of item C of the Consent Agenda. The motion was seconded by Councilmember Payment. Motion carried 5-0.*

**4. INFORMATIONAL REPORTS:**

- A. Airport (Councilmember Plasch) – *Councilmember Plasch had nothing to report*
- B. Cable Commission (Councilmember Payment) – *Councilmember Payment had nothing to report*
- C. City Administrator (Bill Petracek) – *Petracek explained that Tina Meyer has given her notice of resignation effective April 4, 2016. Discussion ensued. Petracek also provided an update on the brochure being developed by the Quad Press that will be distributed to promote the Section 4AAA Girl's Fastpitch tournament in May. Discussion ensued.*
- D. Building Official (Ron Wasmund)
- Ron Wasmund, Building Official, introduced Scott Jensen, Building Inspector, to the Council. Wasmund stated he wanted Mr. Jensen to provide the report to the Council, since he is the person doing the work.*

*Scott Jensen explained how the rental housing inspection, building inspection, and property maintenance inspection process has been going. Discussion ensued. Hughes asked when the rental housing inspection process would be completed. Jensen explained that he feels it should be completed in June or July of next year. Discussion ensued.*

## **5. LETTERS AND COMMUNICATIONS:**

- A. Public Notice – Closed Executive Session – March 3, 2016
- B. Public Notice – March 17, 2016 Council Workshop meeting rescheduled to March 3, 2016
- C. Council Workshop meeting minutes – February 18, 2016
- D. Planning & Zoning meeting minutes – February 9, 2016
- E. Circle Pines Mayor Dave Bartholomay – Patriot Ride – July 9, 2016
- F. North Metro TV – January 2016 Update
- G. Forest Lake Area Chamber of Commerce – Lunch with Congressman Tom Emmer, Friday April 1, 2016

*No discussion on Letters and Communications.*

## **6. CONSENT ITEMS:**

- A. Recommendation to Approve Council Minutes:  
Council Meeting – February 18, 2016
- B. Recommendation to Approve Claims and Bills:  
Check #'s 13417 through 13417  
Check #'s 40488 through 40529

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

## **7. ACTION ITEMS:**

- A. Recommendation to approve Liquor License application for Mr. Arthur's, Inc. DBA Cowboy's Saloon pending successful background check conducted by CL.

*A motion was made by Councilmember Devries to approve the liquor license application for Mr. Arthur's Inc. DBA Cowboy's Saloon pending successful*

*background check conducted by the police department. The motion was seconded by Councilmember Plasch. Motion carried 5-0.*

*Chris Diebold from Cowboy's introduced Larry Ranallo, the new owner of Cowboy's Saloon. He provided the Council an explanation for the sale of Cowboy's Saloon. Mr. Ranallo provided the Council his background in the hospitality industry. He stated that his family has been running bars and restaurants for many years. Discussion ensued.*

- B. Recommendation to approve hiring of Firefighter Scott Parenteau  
to the Lexington Fire Department

*Councilmember Payment asked the Chief Grote since we are not paying for the fire training, how long will it take to get this recruit through the academy. Chief Grote replied by saying we want to bring Mr. Parenteau onto the department and work with him a while before we invest a lot of money in him by sending him through the academy and purchasing gear for him. Discussion ensued.*

*A motion was made by Councilmember Devries to approve the hiring of Firefighter Scott Parenteau to the Lexington Fire Department. The motion was seconded by Councilmember Hughes. Motion carried 5-0.*

## **8. MAYOR AND COUNCIL INPUT**

*No input from the Mayor or Council*

## **9. ADMINISTRATOR INPUT**

*No Input from the City Administrator*

## **10. CONVENE FOR CLOSED EXECUTIVE SESSION - ATTORNEY CLIENT PRIVILEGES MATTERS**

*A motion was made by Councilmember Hughes to convene for closed executive session – attorney client privileges matters at 7:25 p.m. The motion was seconded by councilmember payment. motion carried 5-0.*

## **11. RECONVENE FROM CLOSED SESSION**

*The Council reconvened into open session at 7:52 p.m. Attorney Glaser stated we were in closed session to discuss Parkview litigation.*

## **12. ADJOURNMENT**

*A motion was made by Councilmember Devries to adjourn the meeting at 7:53 p.m. The motion was seconded by Councilmember Payment. 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 March 17, 2016.**

(1) Payroll

Checks	13418 through	13418	\$	-
Vouchers	100001 through	100018	\$	18,518.91

VOID:

Automatic Withdrawals				
	Federal Tax	\$2,318.67		
	Social Security	\$1,620.78		
	Medicare	\$379.05		
	State Tax	<u>\$976.18</u>		
	Total	\$5,294.68	\$	5,294.68

(2) Automatic Data Processing	\$	412.97
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(3) General and Liquor Payment Recommendations:

Checks	40530 through	40575	\$	94,235.34
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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>\$</u>	<u>118,461.90</u>
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Centennial Lakes Police Payment Recommendations:

Checks	10746 through	10770	\$	72,294.70
Checks	10771 through	10789	\$	17,814.41
ACH			\$	-
Total Payments			<u>\$</u>	<u>90,109.11</u>

VOID: 10758

WEEK 10 BATCH 2183 18 PAYS  
0 Employees With Overflow Statement  
0 Overflow Statement 1 Total Statement  
Tot Cks/Vchrs:00000000001 Total Pages:00000000003 - Page count not applicable for iReports  
First No. Last No. Total  
Checks: 00000013418 00000013418 00000000001  
Vouchers: 00000100001 00000100018 00000000000

## Earnings Statement

STLO M9J TOTAL DOCUMENT  
CITY OF LEXINGTON  
LOCATION 0001

COPY

COPY

26561.80 GROSS  
18518.91 NET PAY (INCLUDING ALL DEPOSITS)  
2318.67 FEDERAL TAX  
1620.78 SOCIAL SECURITY  
379.05 MEDICARE  
.00 MEDICARE SURTAX  
.00 SUI TAX  
976.18 STATE TAX  
.00 LOCAL TAX  
20141.61 DEDUCTIONS  
1125.51 NET CHECK

STLO COMPANY CODE M9J  
CITY OF LEXINGTON  
TOTAL DOCUMENT  
LOCATION 0001

COPY

COPY

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TEAR HERE

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

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THE ORIGINAL DOCUMENT HAS AN ARTIFICIAL WATERMARK ON THE BACK. HOLD AT AN ANGLE TO VIEW WHEN CHECKING THE ENDORSEMENT.



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

**i Inquiries**

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

**ADVICE OF DEBIT**

Client Name : CITY OF LEXINGTON  
Client Number : 395512  
Advice of Debit Number : 469649217  
Advice of Debit Date : 02/26/2016  
Advice of Debit Due Date : 03/04/2016  
Total Debited This Invoice : \$412.97

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

**CURRENT CHARGES**

PAYROLL SERVICES	QUANTITY	RATE	BASE	TOTAL CHARGES	TAX
COMPANY CODE 0069-10-M9J					
Processing Charges for Period Ending Date: 02/20/2016					
Pays	48			\$218.55	
Labor Distribution	48			\$19.10	
Personnel Reporting Sys Base Chg	114	at no charge			
Tax Service	48	\$0.30 each	\$33.05	\$47.45	
ADPiPayStatements	48	\$0.20 each		\$9.60	
iReports	48	\$0.08 each		\$3.84	
YTD Download	48	at no charge			
For Payroll Delivery Only	1			\$21.10	
24 Hr. Service	48	at no charge			
Employee Payment Services for Period Ending Date: 02/20/2016					
Full Service Direct Deposit	54	\$0.82 each	\$12.45	\$56.73	
Management Reports for Period Ending Date: 02/20/2016					
Inline Monthly Summary	1			\$36.60	

TOTAL CHARGES FOR COMPANY CODE: 0069-10-M9J \$412.97

**Total Debited \$412.97**

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

This amount will be processed for debit from your account # XXXXXXXX6090 on 03/04/2016 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©**

March 2016

Check Amt Invoice Comment

10100 4M FUND					
Paid Chk#	040530	3/17/2016	ARMOR SECURITY INC		
E 220-48000-385	Building Security		\$212.62	194733	
	<b>Total ARMOR SECURITY INC</b>		<b>\$212.62</b>		
Paid Chk#	040531	3/17/2016	ARTISAN BEER COMPANY		
E 609-00000-252	Beer Purchase		\$425.45	3084526	
E 609-00000-252	Beer Purchase		\$89.85	3085768	
	<b>Total ARTISAN BEER COMPANY</b>		<b>\$515.30</b>		
Paid Chk#	040532	3/17/2016	BEISSWENGER S		
E 101-43100-210	Operating Supplies		\$69.63		
E 101-45200-240	Small Tools and Minor Equip		\$75.80	703255	
	<b>Total BEISSWENGER S</b>		<b>\$145.43</b>		
Paid Chk#	040533	3/17/2016	BERNICKS BEVERAGES/VENDING		
E 609-00000-252	Beer Purchase		\$28.73	282080	
E 609-00000-252	Beer Purchase		\$980.94	282081	
	<b>Total BERNICKS BEVERAGES/VENDING</b>		<b>\$1,009.67</b>		
Paid Chk#	040534	3/17/2016	BREAKTHRU BEVERAGE MN		
E 609-00000-251	Liquor Purchase		\$3,367.26	1080439099	
E 609-00000-251	Liquor Purchase		\$276.04	1080440070	
E 609-00000-251	Liquor Purchase		\$763.85	1080441789	
	<b>Total BREAKTHRU BEVERAGE MN</b>		<b>\$4,407.15</b>		
Paid Chk#	040535	3/17/2016	CAPITOL BEVERAGE SALES		
E 609-00000-254	Miscellaneous Purchase		\$59.52	839383	
E 609-00000-252	Beer Purchase		\$2,632.60	839778	
E 609-00000-252	Beer Purchase		\$173.50	841027	
E 609-00000-254	Miscellaneous Purchase		\$28.00	845491	
E 609-00000-252	Beer Purchase		\$9,096.92	845936	
E 609-00000-254	Miscellaneous Purchase		\$63.04	851516	
	<b>Total CAPITOL BEVERAGE SALES</b>		<b>\$12,053.58</b>		
Paid Chk#	040536	3/17/2016	CAPLUGS		
E 609-00000-200	Office Supplies		\$265.62	so1524082	
	<b>Total CAPLUGS</b>		<b>\$265.62</b>		
Paid Chk#	040537	3/17/2016	CASTLE DANGER BREWING CO		
E 609-00000-252	Beer Purchase		\$396.80	4645x	re-issue ck/not rec'd
	<b>Total CASTLE DANGER BREWING CO</b>		<b>\$396.80</b>		
Paid Chk#	040538	3/17/2016	CHET S SHOES, INC		
E 101-43100-175	Clothing Allowance		\$156.43	32817	
	<b>Total CHET S SHOES, INC</b>		<b>\$156.43</b>		
Paid Chk#	040539	3/17/2016	CITY VIEW ELECTRIC		
E 609-00000-400	General Maintenance		\$220.00	51999	Cooler Ballasts
	<b>Total CITY VIEW ELECTRIC</b>		<b>\$220.00</b>		
Paid Chk#	040540	3/17/2016	CLEAR RIVER BEVERAGE COMPANY		
E 609-00000-252	Beer Purchase		\$80.00	248543	
E 609-00000-252	Beer Purchase		\$578.60	250139	
	<b>Total CLEAR RIVER BEVERAGE COMPANY</b>		<b>\$658.60</b>		



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March 2016

			Check Amt	Invoice	Comment
Paid Chk#	040541	3/17/2016	<b>CREEKSIDE ESTATES</b>		
E 220-47000-430	Miscellaneous		\$525.00		Deposit refund
	<b>Total</b>	<b>CREEKSIDE ESTATES</b>	<b>\$525.00</b>		
Paid Chk#	040542	3/17/2016	<b>CRYSTEEL DIST. INC</b>		
E 101-43100-404	Repair Machinery/Equipment		\$178.10	f38122	plow headlamp kit
	<b>Total</b>	<b>CRYSTEEL DIST. INC</b>	<b>\$178.10</b>		
Paid Chk#	040543	3/17/2016	<b>DAHLHEIMER DISTRIBUTING</b>		
E 609-00000-252	Beer Purchase		\$5,766.34	1190988	
E 609-00000-252	Beer Purchase		\$879.22	122736	
E 609-00000-252	Beer Purchase		(\$88.00)	123097	
E 609-00000-252	Beer Purchase		(\$4.00)	c122570	
	<b>Total</b>	<b>DAHLHEIMER DISTRIBUTING</b>	<b>\$6,553.56</b>		
Paid Chk#	040544	3/17/2016	<b>EHLERS &amp; ASSOC.</b>		
R 101-36210	Interest on Investments		\$80.83		2-29-2016
R 101-36210	Interest on Investments		\$86.37		1-31-2016
R 101-36210	Interest on Investments		(\$181.46)		pd twice 6-18-15 & 8-20-15
R 101-36210	Interest on Investments		\$120.57		12-31-2015
	<b>Total</b>	<b>EHLERS &amp; ASSOC.</b>	<b>\$106.31</b>		
Paid Chk#	040545	3/17/2016	<b>ENERGY MECHANICAL SERVICES INC</b>		
E 609-00000-404	Repair Machinery/Equipment		\$894.10	5108	gas valve/gas blower
E 220-47000-407	Heating/AC		\$3,490.00	5117	heat exchanger
E 101-41500-400	General Maintenance		\$378.15	5118	draft blower board
	<b>otal</b>	<b>ENERGY MECHANICAL SERVICES INC</b>	<b>\$4,762.25</b>		
Paid Chk#	040546	3/17/2016	<b>FOR THE JOURNEY</b>		
E 220-41500-430	Miscellaneous		\$600.00		deposit refund
	<b>Total</b>	<b>FOR THE JOURNEY</b>	<b>\$600.00</b>		
Paid Chk#	040547	3/17/2016	<b>FRATTALLONE S HARDWARE</b>		
E 101-43100-401	Repair Buildings		\$5.54	55233/g	
E 101-43100-210	Operating Supplies		\$8.86	55234/g	
E 101-45200-400	General Maintenance		\$10.67	55291/g	playground equipment
E 101-42260-210	Operating Supplies		\$109.91	565056/g	batteries
	<b>Total</b>	<b>FRATTALLONE S HARDWARE</b>	<b>\$134.98</b>		
Paid Chk#	040548	3/17/2016	<b>GALAXY MECHANICAL</b>		
E 101-42260-404	Repair Machinery/Equipment		\$1,519.00	6863	
	<b>Total</b>	<b>GALAXY MECHANICAL</b>	<b>\$1,519.00</b>		
Paid Chk#	040549	3/17/2016	<b>GOPHER STATE ONE CALL</b>		
E 770-00000-228	Gopher State One Call		\$4.35		
E 730-00000-228	Gopher State One Call		\$4.35	6020509	
	<b>Total</b>	<b>GOPHER STATE ONE CALL</b>	<b>\$8.70</b>		
Paid Chk#	040550	3/17/2016	<b>GURSTEL CHARGO PA</b>		
G 101-21714	Garnishment		\$2,133.20		
	<b>Total</b>	<b>GURSTEL CHARGO PA</b>	<b>\$2,133.20</b>		
Paid Chk#	040551	3/17/2016	<b>HOHENSTEINS INC</b>		
E 609-00000-252	Beer Purchase		\$2,279.55	812266	
	<b>Total</b>	<b>HOHENSTEINS INC</b>	<b>\$2,279.55</b>		

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March 2016

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Paid Chk# 040552	3/17/2016	HOLIDAY STATIONSTORES		
E 730-00000-212	Gas & Oil		\$36.61	ACCT #012-558-511
E 101-43100-212	Gas & Oil		(\$2.25)	rebate
E 101-43100-212	Gas & Oil		\$29.28	ACCT #012-558-511
E 770-00000-212	Gas & Oil		\$36.63	ACCT #012-558-511
E 101-45200-212	Gas & Oil		\$29.28	ACCT #012-558-511
E 651-00000-212	Gas & Oil		\$14.64	ACCT #012-558-511
		<b>Total HOLIDAY STATIONSTORES</b>	<b>\$144.19</b>	
Paid Chk# 040553	3/17/2016	IEH AUTO PARTS LLC		
E 770-00000-400	General Maintenance		\$17.19	38840703
		<b>Total IEH AUTO PARTS LLC</b>	<b>\$17.19</b>	
Paid Chk# 040554	3/17/2016	JJ TAYLOR		
E 609-00000-252	Beer Purchase		\$4,857.99	2479276
E 609-00000-252	Beer Purchase		\$10,557.35	2479296
		<b>Total JJ TAYLOR</b>	<b>\$15,415.34</b>	
Paid Chk# 040555	3/17/2016	JOHNSON BROTHERS LIQUOR		
E 609-00000-251	Liquor Purchase		\$1,384.52	5378772
E 609-00000-253	Wine Purchase		\$4,482.11	5381269
E 609-00000-251	Liquor Purchase		\$1,076.51	5382819
E 609-00000-253	Wine Purchase		\$1,204.90	5382820
E 609-00000-252	Beer Purchase		\$21.99	5382821
E 609-00000-254	Miscellaneous Purchase		\$38.43	5382822
E 609-00000-251	Liquor Purchase		\$781.97	5382823
E 609-00000-251	Liquor Purchase		\$91.13	5386606
E 609-00000-253	Wine Purchase		\$1,212.48	5386607
E 609-00000-252	Beer Purchase		\$30.00	5386608
E 609-00000-254	Miscellaneous Purchase		\$37.18	5386609
E 609-00000-251	Liquor Purchase		\$2,347.85	5387894
E 609-00000-253	Wine Purchase		\$557.13	5387895
E 609-00000-251	Liquor Purchase		\$515.90	5387896
E 609-00000-253	Wine Purchase		(\$90.93)	565029
		<b>Total JOHNSON BROTHERS LIQUOR</b>	<b>\$13,691.17</b>	
Paid Chk# 040556	3/17/2016	M AMUNDSON LLP		
E 609-00000-254	Miscellaneous Purchase		\$1,399.64	202306
E 609-00000-254	Miscellaneous Purchase		\$2,386.73	212704
		<b>Total M AMUNDSON LLP</b>	<b>\$3,786.37</b>	
Paid Chk# 040557	3/17/2016	MAIYA VUE		
R 650-38080	License/Permit Revenue		\$135.00	rental lic refund
		<b>Total MAIYA VUE</b>	<b>\$135.00</b>	
Paid Chk# 040558	3/17/2016	MARCO		
E 310-41500-570	Office Equip and Furnishings		\$80.00	inv3161012
		<b>Total MARCO</b>	<b>\$80.00</b>	
Paid Chk# 040559	3/17/2016	MET COUNCIL - WASTEWATER		
E 770-00000-389	MWCC Charges		\$7,193.48	0001052997
		<b>Total MET COUNCIL - WASTEWATER</b>	<b>\$7,193.48</b>	
Paid Chk# 040560	3/17/2016	METRO CHIEF FIRE OFFICERS		
E 101-42260-433	Dues and Subscriptions		\$100.00	Gary Grote

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March 2016

			Check Amt	Invoice	Comment
<b>Total</b>	<b>METRO CHIEF FIRE OFFICERS</b>		<b>\$100.00</b>		
Paid Chk#	040561	3/17/2016	<b>METRO CRANE SERVICE</b>		
E 220-47000-407	Heating/AC		\$240.00	978-7	
<b>Total</b>	<b>METRO CRANE SERVICE</b>		<b>\$240.00</b>		
Paid Chk#	040562	3/17/2016	<b>NCPERS GROUP LIFE INSURANCE</b>		
G 101-21724	Life Insurance		\$80.00	5868316	
<b>Total</b>	<b>NCPERS GROUP LIFE INSURANCE</b>		<b>\$80.00</b>		
Paid Chk#	040563	3/17/2016	<b>PACE ANALYTICAL</b>		
R 730-37100	Water Sales		\$25.00	16100130770	WATER TEST FEE
<b>Total</b>	<b>PACE ANALYTICAL</b>		<b>\$25.00</b>		
Paid Chk#	040564	3/17/2016	<b>PAUSTIS &amp; SONS</b>		
E 609-00000-253	Wine Purchase		\$1,311.89	8537351-in	
E 609-00000-253	Wine Purchase		\$932.23	8538270-in	
<b>Total</b>	<b>PAUSTIS &amp; SONS</b>		<b>\$2,244.12</b>		
Paid Chk#	040565	3/17/2016	<b>PERFORMANCE PLUS</b>		
E 101-42260-207	Physical & Fit Training		\$144.00	4253lf	Kiley & Maleski
E 101-42260-207	Physical & Fit Training		\$72.00	4266lf	Kieran Gallagher
<b>Total</b>	<b>PERFORMANCE PLUS</b>		<b>\$216.00</b>		
Paid Chk#	040566	3/17/2016	<b>PHILLIPS WINE AND SPIRITS INC</b>		
E 609-00000-251	Liquor Purchase		\$170.18	2936387	
E 609-00000-253	Wine Purchase		\$482.71	2936388	
E 609-00000-251	Liquor Purchase		\$370.53	2939866	
E 609-00000-253	Wine Purchase		\$341.14	2939867	
<b>Total</b>	<b>PHILLIPS WINE AND SPIRITS INC</b>		<b>\$1,364.56</b>		
Paid Chk#	040567	3/17/2016	<b>RESOLUTION ENGINEERING</b>		
E 220-41500-430	Miscellaneous		\$250.00		deposit refund #119
<b>Total</b>	<b>RESOLUTION ENGINEERING</b>		<b>\$250.00</b>		
Paid Chk#	040568	3/17/2016	<b>RJM DISTRIBUTING</b>		
E 609-00000-252	Beer Purchase		\$24.00	ind009924	
<b>Total</b>	<b>RJM DISTRIBUTING</b>		<b>\$24.00</b>		
Paid Chk#	040569	3/17/2016	<b>SILENT KNIGHT</b>		
E 101-41500-385	Building Security		\$495.00	00092287	panic buttons
<b>Total</b>	<b>SILENT KNIGHT</b>		<b>\$495.00</b>		
Paid Chk#	040570	3/17/2016	<b>SOUTHERN WINE &amp; SPIRITS</b>		
E 609-00000-251	Liquor Purchase		\$112.44		short paid #1365459
E 609-00000-251	Liquor Purchase		\$6,400.75	1380896	
E 609-00000-253	Wine Purchase		\$951.04	1380898	
E 609-00000-251	Liquor Purchase		\$379.63	1383167	
E 609-00000-253	Wine Purchase		\$261.41	1383169	
E 609-00000-251	Liquor Purchase		(\$165.00)	cfm 950 90702	
E 609-00000-253	Wine Purchase		(\$176.00)	cpu 950 90736	ref # 1363344
<b>Total</b>	<b>SOUTHERN WINE &amp; SPIRITS</b>		<b>\$7,764.27</b>		
Paid Chk#	040571	3/17/2016	<b>STANLEY ACCESS TECH</b>		
E 220-47000-400	General Maintenance		\$1,015.10	0904386626	gearbox for west handicap door
<b>Total</b>	<b>STANLEY ACCESS TECH</b>		<b>\$1,015.10</b>		

**\*Check Detail Register©**

March 2016

			Check Amt	Invoice	Comment
Paid Chk#	040572	3/17/2016	<b>VINZANT, MARY</b>		
E 220-46000-230	Contracted Services		\$132.00		WK ENDING 3-12-16
E 220-46000-230	Contracted Services		\$132.00		WK ENDING 3-5-16
	<b>Total VINZANT, MARY</b>		<b>\$264.00</b>		
Paid Chk#	040573	3/17/2016	<b>VOLUNTEER FIREFIGHTERS BENEFIT</b>		
E 101-42260-433	Dues and Subscriptions		\$11.00		Scott Parenteau
	<b>Total VOLUNTEER FIREFIGHTERS BENEFIT</b>		<b>\$11.00</b>		
Paid Chk#	040574	3/17/2016	<b>WINE COMPANY</b>		
E 609-00000-253	Wine Purchase		\$288.25	418242-00	
	<b>Total WINE COMPANY</b>		<b>\$288.25</b>		
Paid Chk#	040575	3/17/2016	<b>WINE MERCHANTS</b>		
E 609-00000-253	Wine Purchase		(\$3.64)	706731	
E 609-00000-253	Wine Purchase		\$431.91	7070010	
E 609-00000-253	Wine Purchase		\$121.18	7070727	
	<b>Total WINE MERCHANTS</b>		<b>\$549.45</b>		
	<b>10100 4M FUND</b>		<b>\$94,235.34</b>		

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

101 GENERAL FUND	\$5,709.91
220 LOVELL BUILDING	\$6,596.72
310 CAPITAL PROJECTS	\$80.00
609 MUNICIPAL LIQUOR FUND	\$74,381.46
650 PROPERTY MAINTENANCE PROGRAM	\$135.00
651 STORM WATER FUND	\$14.64
730 WATER FUND	\$65.96
770 SEWER FUND	\$7,251.65
	<b>\$94,235.34</b>

Report Criteria:  
Report type: Summary

GL Period	Check Issue Date	Ck No	Payee	Description	Check Amount	
02/16	02/24/2016	10746	DELTA DENTAL	MARCH DENTAL	1,126.95	M
02/16	02/29/2016	10747	A.T.O.M.	SEMINAR JZ MANAGING MENTAL HE	150.00	
02/16	02/29/2016	10748	AMAZON	6 NEW TIRES	943.97	
02/16	02/29/2016	10749	ASPEN MILLS, INC	UNIFORMS	956.80	
02/16	02/29/2016	10750	CENTENNIAL UTILITIES	JAN UTILITIES	875.48	
02/16	02/29/2016	10751	CITY OF CIRCLE PINES	BLDG MTC-HOME DEPOT CHG	95.88	
02/16	02/29/2016	10752	CONNEXUS ENERGY	JAN ELECTRIC	2,663.33	
02/16	02/29/2016	10753	CONSOLIDATED COMMUNICATIONS	FEB PHONES	406.98	
02/16	02/29/2016	10754	DON'S CIRCLE SERVICE, INC	VEH MTC & REPAIRS	2,788.16	
02/16	02/29/2016	10755	EMERGENCY AUTO TECH ,INC	STRIP EQUIP FROM VEH	195.00	
02/16	02/29/2016	10756	GRAFIX SHOPPE, INC	VEH SETUP2016 EXPLORER UNIT 116	735.00	
02/16	02/29/2016	10757	HEALTH PARTNERS	MARCH HEALTH INS	9,152.68	
02/16	02/29/2016	10758	HOLIDAY COMPANIES	JAN FUEL	.00	V
02/16	02/29/2016	10759	KNOWLAN'S SUPER MARKETS	GOVERNING BOARD MEETING SUPP	59.27	
02/16	02/29/2016	10760	LEAGUE OF MN CITIES INS TRUST	2016 UMBRELLA COVERAGE	45,209.00	
02/16	02/29/2016	10761	MCPA	2016 MCPA MEMBERSHIP	45.00	
02/16	02/29/2016	10762	MMKR INC	PROGRESS BILLING 2015 AUDIT	1,500.00	
02/16	02/29/2016	10763	MINNEAPOLIS FINANCE DEPT	ANNUAL APS ACCESS FEE	204.00	
02/16	02/29/2016	10764	MN CHIEFS OF POLICE ASSOC.	2016 MEMBERSHIP DUES	290.00	
02/16	02/29/2016	10765	NEAL A. NOREN	BLDG MTC HOURS	149.97	
02/16	02/29/2016	10766	FRED PRYOR SEMINARS	SEMINAR/HONKOMP	99.00	
02/16	02/29/2016	10767	QUILL CORPORATION	OFFICE SUPPLIES COPY PAPER/MIS	238.20	
02/16	02/29/2016	10768	PAUL H STEFFEL	INS AGENT OF RECORD	1,500.00	
02/16	02/29/2016	10769	TELECIDE PRODUCTIONS, INC	COMPUTER MTC/SUPPORT	929.81	
02/16	02/29/2016	10770	HOLIDAY FLEET	JANUARY FUEL	1,980.22	
Grand Totals:					72,294.70	

M = Manual Check, V = Void Check

Report Criteria:  
Report type: Summary

GL Period	Check Issue Date	Ck No	Payee	Description	Check Amount
03/16	03/09/2016	10771	ABRAMS & SCHMIDT LLC	LEGAL FEES	29.00
03/16	03/09/2016	10772	ANOKA CO TREASURY DEPT.	APRIL BROADBAND	75.00
03/16	03/09/2016	10773	ANOKA COUNTY	JLEC 2016 YEARLY EXPENSES	10,495.00
03/16	03/09/2016	10774	CENTURY LINK	COMMUNICATIONS	121.24
03/16	03/09/2016	10775	COVERALL OF THE TWIN CITIES INC	MARCH CLEANING SERVICES	796.22
03/16	03/09/2016	10776	EMERGENCY MEDICAL PRODUCTS, I	MEDICAL SUPPLIES	1,659.26
03/16	03/09/2016	10777	4IMPRINT, INC	CRIME PREVENTION SUPPLIES	1,569.73
03/16	03/09/2016	10778	J.N.JOHNSON FIRE & SAFETY, INC	FIRE EXTINGUISHER MTC	96.25
03/16	03/09/2016	10779	LOFFLER	2 TONERS	120.00
03/16	03/09/2016	10780	MCAA	FORFEITURE FORMS/PROPERTY RE	77.00
03/16	03/09/2016	10781	NEAL A. NOREN	BLDG MTC HOURS	150.00
03/16	03/09/2016	10782	O'REILLY AUTOMOTIVE, INC	CAR WASH SUPPLIES/REPL HEADLA	41.98
03/16	03/09/2016	10783	PRESS PUBLICATIONS	PT POLICE RECORDS AD	127.00
03/16	03/09/2016	10784	QUILL CORPORATION	BINDER	11.77
03/16	03/09/2016	10785	SHRED-N-GO, INC	SHREDDING SERVICE	45.00
03/16	03/09/2016	10786	TACTICAL SOLUTIONS	EQUIP REPAIR-ANTENNA MOUNT	84.00
03/16	03/09/2016	10787	TOP GREEN	MARCH GROUNDS MTC	671.98
03/16	03/09/2016	10788	VATA COMMUNICATIONS, INC	PHONE SYSTEM REPAIR	1,079.44
03/16	03/09/2016	10789	VERIZON WIRELESS	CELL PHONES	564.54
Grand Totals:					17,814.41

M = Manual Check, V = Void Check

To: Mayor Kurth and City Council  
From: Bill Petracek, City Administrator  
Date: March 10, 2016  
Re: Interim Finance Director


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Gary Groan has agreed to help us maintain the status quo until we hire a new finance director. Mr. Groan has been providing his financial expertise to the City of Lexington for many years. He also is currently providing his contracted financial services to other small communities/organizations in the metro area that need assistance while they are in the recruitment process. He is currently working with the City of Dayton, the City of Osseo, and Southwest Metro Transit to train their new person and/or do interim work for the organization.

I am anticipating using him approximately 8 hours per week, initially, but when the new person begins, he will be here more hours to help me mentor the new person until he/she is comfortable in their position. Gary currently works with Tina and comes in quarterly to do a check up on our financials, and has been for years. He knows our financials quite well and it makes sense to have him be our interim finance director.



To: Mayor Kurth and City Council  
From: Bill Petracek, City Administrator   
Date: March 10, 2016  
Re: Finance Director Search/Salary

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As we begin the process to recruit a new finance director to replace Tina, one of the first items we need to determine is a salary range for the new employee. Based on the size of our community, the level of salary we can offer, and the discussions I've had with other city administrator's that have conducted finance director searches, it is highly unlikely that we will attract someone that is currently a finance director in the metro area. My hope is that we are able to attract someone who has a background in municipal finances and has done various job tasks within a municipality such as: payroll, utility billing, accounts payable, etc. With the help of Gary Groan, I believe between him and me, we can mentor someone who may not have all the necessary skills, but has an aptitude and desire to learn the position.

Keep in mind, as we consider the salary for this position, we are coming into an era of development/redevelopment in this community – Paster properties, Lovell Building, and Parkview – that will require a higher level of complex financial management, so it is imperative that we have someone in this position with the right skills and abilities.

To help us set a salary range, I have included salaries from metro and outstate communities varying from 4,000 populations down to 1,000 populations to see what we would need to offer in order to attract a talented person.

My recommendation, based on the salary comparison, is to set an annual salary range between \$55,000 and \$65,000.

**Finance Director/Auditor/Treasurer**

Performs high-level accounting duties in the maintenance and control of municipal or county finance operations, including budget preparation, receipts and disbursements, insurance, payroll, investments, and the preparation of related financial reports. May have supervisory responsibilities (Finance Director)

**Search Results for Finance Director/Auditor/Treasurer. No comparison salary provided.**

Organization	Population	Region	Organization's Job Title	# Emps	Range Minimum	Range Maximum	Actual Low	Actual High	Actual Average	Hr/Wk	+/-Diff	Degree Or Match	Union	FLSA	# of Steps In Salary range	# of Yrs max of range	Licenses	Reports To	Data Entry Date
Barnesville	2,318	Northwest	Finance Director	1			51,563.20	51,563.20	51,563.20	40	-N/A-		N/A	Yes				City Administrator	
Croslake	2,094	Central	Finance Director/Treasurer	1	81,200.00	81,200.01	81,200.00	81,200.00	81,200.00		-N/A-	Equal	No	No	1	1		Contract City Administrator	
Dodge Center	2,561	Southeast	Finance Director	1	58,614.40	68,161.60	68,161.60	68,161.60	68,161.60	40	-N/A-	Equal	N/A	N/A	6	4		City Administrator	
Excelsior	2,360	Metro	Finance Officer	1			74,909.00	80,882.00	77,695.50		-N/A-	Equal	No	No				City Manager	
Granite Falls	2,947	Central	Finance Director	1			49,188.05	49,188.05	49,188.05	40	-N/A-	Greater	Yes	Yes				City Manager	
Lexington	2,017	Metro	Finance Director	1	45,635.20	59,302.40	59,302.40	59,302.40	59,302.40	40	-N/A-	Equal	No	No	6	5		City Administrator	
Lonsdale	2,879	Southeast	City Treasurer	1	41,827.00	66,576.00	47,486.40	47,486.40	47,486.40	40	-N/A-	Equal	No	Yes	14	14		City Administrator	
Perham	2,757	Central	Finance Officer	1	47,798.40	62,192.00	58,804.80	58,804.80	58,804.80	40	-N/A-	Equal	No	No	9	9		City Manager	
Proctor	2,666	Northwest	Deputy Clerk	1			60,320.00	60,320.00	60,320.00	40	-N/A-	Equal	No	Yes				City Administrator	
Rockville	2,632	Central	Finance/Billing/Administrative Assistant	1	45,905.60	64,230.40	47,320.00	47,320.00	47,320.00	40	-N/A-	Greater	No	Yes	11	11		City Administrator	
Un-aged Average					\$53,498.77	\$68,943.74	\$59,525.55	\$60,122.65	\$59,824.20		-N/A-								
Aged Average									\$59,824.20										

**Finance Director/Auditor/Treasurer**

Performs high-level accounting duties in the maintenance and control of municipal or county finance operations, including budget preparation, receipts and disbursements, insurance, payroll, investments, and the preparation of related financial reports. May have supervisory responsibilities. (Finance Director)

**Search Results for Finance Director/Auditor/Treasurer. No comparison salary provided.**

Organization	Population	Region	Organization's Job Title	# Emps	Range Minimum	Range Maximum	Actual Low	Actual High	Actual Average	Hrs/ Week	+/-Diff	Degree Of Match	Union	FLSA	# of Steps in salary range	# of yrs to max range	Licenses	Reports To	Data Entry Date
Amundale	3,017	Central	Treasurer	1	37,772.80	55,390.40	55,099.20	55,099.20	55,099.20	40	-N/A-	Equal	No	Yes	10	0		City Administrator	
Cold Spring	3,825	Central	Finance Director	1	39,208.00	55,057.60	55,057.60	55,057.60	55,057.60	40	-N/A-	Equal	No	Yes	11	11		City Administrator	
Dillworth	3,698	Northwest	Finance Director	1	53,705.00	69,863.00	69,863.00	69,863.00	69,863.00	40	-N/A-		Yes	No	8	5		City Administrator	
Meiose	3,401	Central	Finance Director	1	57,187.00	77,280.00	71,098.00	71,098.00	71,098.00		-N/A-	Equal	No	No	7	7		City Administrator	
Two Harbors	3,578	Northeast	FINANCE DIRECTOR	1			70,408.00	70,408.00	70,408.00	40	-N/A-	Equal	Yes	No				ADMINISTRATOR / CITY COUNCIL	
Un-aged Average					\$46,995.20	\$84,397.75	\$54,305.16	\$54,305.16	\$54,305.16		-N/A-								
Aged Average									\$54,305.16										

**Finance Director/Auditor/Treasurer**

Performs high-level accounting duties in the maintenance and control of municipal or county finance operations, including budget preparation, receipts and disbursements, insurance, payroll, investments, and the preparation of related financial reports. May have supervisory responsibilities. (Finance Director)

**Search Results for Finance Director/Auditor/Treasurer. No comparison salary provided.**

Organization	Population	Region	Organization's Job Title	# Emps	Range Minimum	Range Maximum	Actual Low	Actual High	Actual Average	Hrs/ Week	+/-Diff	Degree Of Match	Union	FLSA	# of Steps in Salary range	# of Steps to max of range	Licenses	Reports To	Data Entry Date
Adrian	1,217	Southwest	Deputy Clerk/Treasurer	1	33,218.00	48,508.00	50,190.00	50,190.00	50,190.00	40	-N/A	Equal	No	No	11	11		Administrator/Clerk-Treasurer	
Grand Marais	1,428	Northeast	Finance Director	1	48,921.60	58,897.60	56,534.40	56,534.40	56,534.40	40	-N/A	Equal	No	No	7	20		City Administrator/City Council	
Hindkley	1,419	Central	Finance Director	1	46,051.20	48,633.80	46,051.20	46,633.60	46,342.40	40	-N/A	Equal	No	No				City Administrator	
Lakefield	1,657	Southwest	FINANCIAL MANAGER	1	44,845.00	55,640.00	55,640.00	55,640.00	55,640.00		-N/A		No	No	9	12		MAYOR/COUNCIL	
Un-aged Average					\$43,258.65	\$52,368.30	\$52,103.90	\$52,249.50	\$52,176.70		-N/A								
Aged Average									\$52,176.70										

## **Finance Director**

The City of Lexington, Mn, located in Anoka County, (pop. 2114) is seeking a full-time Finance Director that is responsible for directing and managing the city finance functions – supervision of deputy city clerk and administrative assistant. The position is responsible for financial management of a General Fund of \$1.7 million; Municipal Liquor Store operations of \$3 million; Utility operations \$600,000. The position reports to the city administrator and is the acting city administrator in his/her absence.

A Bachelor's Degree in accounting, finance, or business and/or 3 years of municipal accounting experience or a combination of both is desired, but not required. Other related combinations of education and experience will be strongly considered on an individual basis.


Minimum starting annual salary \$55,000. Send city application, resume, cover letter, salary history and references to Bill Petracek, City Administrator, 9180 Lexington Avenue, Lexington, MN. 55014 or email to [bplexington@comcast.net](mailto:bplexington@comcast.net). For more information or to obtain a complete job description and city application, visit our website: <http://www.ci.lexington.mn.us/> or call 763-354-2805.

Application deadline 3:30 p.m. Friday, April 14, 2016.

## **M E M O . . .**

DATE: March 10, 2016

TO: City of Lexington Mayor and Councilmembers

FROM: Tina Meyer, Finance Director 

RE: Recommendation to Approve Citizen Survey

As discussed at the March 3 council workshop, we were going to investigate how much time and money would be required to implement the League of Minnesota Cities (LMC) survey tool as it relates to public safety services.

I have contacted the league and they would need a couple of days to setup the survey and it would be at no cost to the city.

We can notify residents of the survey on the April and July utility bills, with the survey closing at the end of July.

Therefore, I am requesting approval of the attached citizen survey.

## SURVEY INSTRUMENT

### Performance Measurement Program Citizen Survey

1. In which city do you live?
2. Indicate the number of years you have lived in this city: \_\_\_\_\_years
3. Please enter your email address. This will not be shared with the city. It is used to ensure only one response per person. If you do not have email simply type "no mail."
4. How would you rate the overall **appearance** of the city?
  - a. Excellent
  - b. Good
  - c. Fair
  - d. Poor
  - e. Don't know
5. How would you describe your overall **feeling of safety** in the city?
  - a. Very safe
  - b. Somewhat safe
  - c. Somewhat unsafe
  - d. Very unsafe
  - e. Don't know
6. How would you rate the overall **quality of fire protection services** in the city?
  - a. Excellent
  - b. Good
  - c. Fair
  - d. Poor
  - e. Don't know
7. How would you rate the **emergency medical services** in your city (e.g. ER, paramedic services)?
  - a. Excellent
  - b. Good
  - c. Fair
  - d. Poor
  - e. Don't know



8. How would you rate the overall **quality of police protection services** in the city?
- a. Excellent
  - b. Good
  - c. Fair
  - d. Poor
  - e. Don't know
9. How would you rate the **quality of licensing, permitting and building inspection services** in your city?
- a. Excellent
  - b. Good
  - c. Fair
  - d. Poor
  - e. Don't know
10. How would you rate the **quality of code enforcement services** in your city (e.g. zoning, property maintenance)?
- a. Excellent
  - b. Good
  - c. Fair
  - d. Poor
  - e. Don't know
11. How would you rate the overall **quality of services** provided by the city?
- a. Excellent
  - b. Good
  - c. Fair
  - d. Poor
  - e. Don't know

A comment box can follow each question or there can be one comment box at the very end of the survey.

**CITY OF LEXINGTON  
COUNTY OF ANOKA  
STATE OF MINNESOTA**

**RESOLUTION NO. 16-07**

**A RESOLUTION INCREASING THE PENSION PLAN FOR THE  
LEXINGTON FIREMEN'S RELIEF ASSOCIATION**

**WHEREAS**, the City of Lexington is authorized to join the Voluntary Statewide Lump-Sum Volunteer Firefighter Retirement Plan administered by the Public Employees Retirement Association (PERA); and

**WHEREAS**, the City of Lexington and the Lexington Firemen's Relief Association jointly consented, in 2010, to join the voluntary statewide lump-sum volunteer firefighter retirement plan; and

**WHEREAS**, the City of Lexington has obtained a cost analysis to estimate the cost of increasing the benefit level in the statewide volunteer firefighter retirement plan administered by PERA not less than 90 days ago and the analysis shows that the plan would support an increase in member's benefits.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LEXINGTON, ANOKA COUNTY, STATE OF MINNESOTA**, that each qualified member of the Lexington Firemen's Relief Association, when eligible, may receive \$3,500.00 for each year served as an active member.

**PASSED** and adopted by the Lexington City Council this the 17th day of March, 2016.

---

Vice Mayor

ATTEST:

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City Administrator

**Public Employees Retirement Association of Minnesota**

60 Empire Drive, Suite 200

St. Paul, MN 55103-2088

Phone: 651-296-7460 or 1-800-652-9026

Website: [www.mnpera.org](http://www.mnpera.org)



March 11, 2016

PERA ID 5868-00

Bill Petracek  
City of Lexington  
9180 Lexington Ave  
Lexington MN 55014

We received your request for a cost analysis to estimate the cost of increasing the benefit level in the statewide volunteer firefighter retirement plan administered by PERA. Based on the information you provided to us, we have developed this spreadsheet and a cost analysis for the benefit levels you requested. The results are shown below.

<b>A. Benefit Level (per year of service):</b>	\$ 3,500	\$ 4,000		
B. Estimated yearly normal cost:	52,994	60,564		
C. Estimated yearly admin expenses:	540	540		
D. Estimated beginning asset value:	524,973	524,973		
E. Estimated beginning liability:	522,142	596,733		
F. Estimated Deficit Amortization Payment ((E-D)/10):	0	7,176		
G. Estimated Total Required Contribution (B+C+F):	53,534	68,280		
H. Estimated Investment Income (D x 6%):	31,498	31,498		
I. Estimated Fire State Aid (2015 Amount):	11,306	11,306		
<b>J. Estimated Municipal Required Contribution (G-H-I):</b>	<b>\$ 10,729</b>	<b>\$ 25,476</b>		

Please note that these are estimates only. Should you choose to increase your benefit level in the statewide plan on January 1, 2017, the required municipal contribution for December 31, 2017 will be communicated to the city in July 2016. The figures shown above on Line J are estimates of required municipal contributions that would be due on December 31, 2018 and beyond at the given benefit levels.

The estimate calculations were based on member information that was available as of December 2015. Please review the membership data and make any corrections to that data. If you return that to me, I will prepare an updated cost estimate for

In accordance with Minnesota Statute 353G.05, if you wish to join the statewide plan, we must receive a signed resolution from the governing body of the municipality within 120 days of the receipt of this cost analysis. A sample resolution can be found on our website, [www.mnpera.org](http://www.mnpera.org), under the Employers tab.

If you have any questions, please do not hesitate to contact me by phone (651-201-2648) or by email at [david.andrews@mnpera.org](mailto:david.andrews@mnpera.org).

Sincerely,

David Andrews  
Accounting Supervisor, PERA














## MEMO . . .

DATE: March 11, 2016

TO: City of Lexington Mayor and Councilmembers

FROM: Tina Meyer, Finance Director 

RE: Recommendation to Approve City Wide Phone System Upgrade

In an effort to continue implementing our Technology Upgrades, I am requesting the approval for the installation of a city wide phone system upgrade. The cabling upgrade that was necessary at City Hall is scheduled for installation on Wednesday, March 16 and Thursday, March 17.

We have obtained quotes from Integra, Marco and Popp Communications for the phone system.

Integra	\$10,076.72
Marco	\$9,343.90*
Popp Communications	\$8,762.65

All quotes are for Voice Over Internet Protocol (VoIP) which allows the phone system to run over the internet instead of standard phone lines. The main feature of the system is the ability to transfer calls from one city building to another. The system will also allow calls to be forwarded to a person's cell phone if they are away from their desk and/or building.

\*At this time, the quote provided by Marco only shows 8 phones instead of 16, so the total shown above is only an estimate.

Therefore, I am requesting approval of the bid from Popp Communications for the installation of the City Wide Phone System Upgrade with monies from the following areas:

Capital Fund / Administration	\$4,000
Capital Fund / Fire	\$3,000
Liquor Fund	\$3,000

that were budgeted for 2016.

## City of Lexington

### MiVoice Office Proposal – September 4, 2015

Thank you for the opportunity to present our solution for the City of Lexington.

#### Mitel MiVoice Office

MiVoice Office enables small and medium sized businesses to blend their voice system into their data network, creating a cost-effective, efficient communications environment. It delivers a hybrid digital / IP communications platform, MiVoice Office allows businesses to network geographically-dispersed employees and locations, whether they are connecting offices and applications together over a data network, or deploying digital and IP phones to on-site employees.

MiVoice Office is built on a scalable software and hardware platform that efficiently combines the best of both data networking and TDM switching architectures. Delivering support for digital telephones natively, in addition to out-of-the-box IP networking. MiVoice Office is designed to help scale and protect your investment with add-on modules and processors in a form factor that is optimized for shelf-top, rack-mount, and wall-mount scenarios. MiVoice Office is expandable to support up to 250 users and multiple sites.

MiVoice Office ensures small and medium sized businesses are more flexible and responsive. Through a complete suite of out-of-the-box business productivity applications, your business will benefit from reduced costs and enhanced staff productivity. MiVoice Office delivers as standard applications including: Unified Voice Messaging with Automated Attendant, Meet-Me Conferencing, Automatic Call Distribution, Hot Desking, Twinning, Mobile Hand-Off, Teleworking and Reporting.

Mitel Phone Manager is a productivity application available on the MiVoice Office. Phone Manager is a feature-rich desktop computer telephony client that provides MiVoice Office users with complete control of their telephone interactions directly from their computer. Its key benefits include powerful unified communications and Customer Relationship Management (CRM) tools for MiVoice Office through Mitel Open Application Integration (OAI).

Presence information for all users makes instant messaging and transferring calls around the business effortless. Out-of-box integration with Microsoft Outlook brings screen popping and enables quick dialing of contacts either through the system directory or system speed dials.

Phone Manager's SIP softphone features are ideal for the mobile user. In addition, Mitel OAI enables features that are not available on a standard SIP device including Forward Control, Do Not Disturb Control, and Alert Notification.

As a CRM tool, Phone Manager offers integration with applications like Microsoft Outlook, Microsoft Dynamics CRM, Maximizer, and Salesforce.

## Why Integra?

- **As a Preferred Mitel Partner, Integra is large enough to deliver and small enough to care.** Integra has been installing Mitel specifically for 25 years, Integra guarantees the highest level of Manufacturer support to you combined with our own superior customer service (based on our customer feedback) if you're seeking an engaged solution and service partner; Integra is the one.
- **Integra's mantra is Local, Accountable & Reliable.** Integra has been installing networked voice, data, cabling infrastructure, unified messaging application & solutions as long as we've been a Mitel partner. We are also known to be the Vendor Partner who steps up to rally vendors, work together and resolve, versus the alternative.
- **Integra's staff.** We have 33 local trained technicians and the privilege of employing the highest tenured staff in the industry with an average experience level of 15 years; experienced veterans & customer service advocates. Integra has data experts on staff and the ability to dedicate staff to your project – in simple terms - we have plenty of experienced & knowledgeable staff poised & anxious to begin your installation!
- **Investment Protection with Proven Solutions.** Integra only sells and supports Customer value add flexible solutions that demonstrate a proven history of stability & sustainability, incorporating ease of use offering access to technology with a lower cost of ownership – We aren't fickle about the solutions we sell to you or support - **we are as committed to the solutions as we ask you to be!**
- **Local Reliable & Responsible.** 99% of Integra's service calls are answered within 21 seconds; our average resolution time frame for major service issues is 39 minutes. Integra is the right service partner, regardless of the service plan you choose.
- **Technical Support.** Our approach to service for customers ensures that you'll continue to leverage new solutions by leveraging our no charge ongoing engineering & consultation services from highly tenured, skilled and engaged staff for Maintenance Customers.
- **Culture of Learning & Education.** Free ongoing end user training through the Integra support agreement ensures that the Seaton, Peters & Revnew staff has consistent access to learn new or refresh skills,

## Mitel 5330E IP Telephone

The Mitel MiVoice 5330e IP Phone is perfect for the enterprise desktop and features a large display and 24 self-labeling buttons that can be programmed for a variety of functions.



The Mitel MiVoice 5330e IP Phone is a full-feature, applications telephone that features a large graphics display, embedded gigabit support, and 24 self-labeling keys that can be programmed as speed dial keys, line keys, or feature access keys. Twelve fixed-function keys provide convenient one-touch access to commonly used telephony features, navigation keys and menus, as well as customizable user settings. The 5330e IP Phone also has three contextual softkeys to help users easily navigate through telephony functions.

Optional modules can be added to your 5330e IP Phone, fulfilling the need for users to have conferencing, additional buttons, cordless DECT or Bluetooth accessories, or local emergency access for Teleworkers.

Add-on applications include Mitel Intelligent Directory, which is an advanced phonebook and presence application, and Mitel Live Content Suite, which allows you turn your phone into a rich media information appliance using Live Blogger, Live Flickr, and Live Twitter. All of these applications as well as custom HTML applications can also be accessed when the 5330e IP Phone is used as a remote Teleworker phone. When used with Mitel Unified Communicator Express (UCX) or Mitel MiCollab Client (formerly Mitel Unified Communicator Advanced), the 5330e IP Phone provides users with presence applications and integrated functionality with your PC.

## Pricing Summary

### MiVoice Office

The MiVoice Office for the City of Lexington has been configured to support 16 IP Phones and one PRI. Even though the City is only currently utilizing 15 phones, it was more cost effective to include 16 phones. The extra one can be used for growth or as a spare phone that can be used as a "traveler". The extra phone could be used by anyone that needed to work from home or some other place and wanted the convenience of having their office phone wherever they are.

The solution also includes a 24-port 10/100 switch with Power over Ethernet and power adaptors for the IP phones in the remote locations – Fire Station, Liquor Store, and Public Works.

The purchase price includes:

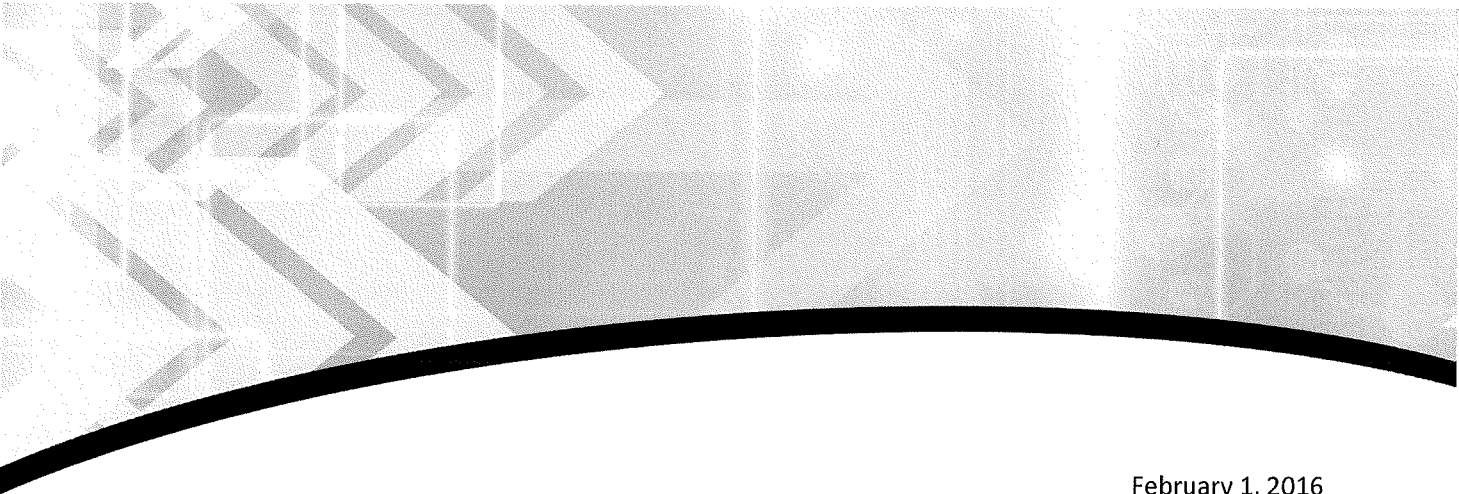
- Integra's Local Personalized Service Model
- Dedicated Project Management Team
- **Five-Year** Guardian Parts Warranty
- **One-Year** Guardian Select Maintenance Labor
- \$1000 Emergency Response Guarantee
- \$1000 Emergency Spare Parts Inventory Guarantee
- All End User Training

Purchase Price	\$11,351.72
Competitive Discount	( 1,275.00)
<b>TOTAL SOLUTION INVESTMENT</b>	<b>\$10,076.72</b>

We are grateful for the opportunity to present Seaton, Peters & Revnew with a technology solution designed to meet your needs. We're confident you'll find our proposal value rich, technically complete and equitably priced.

Thank you for your consideration,

**Jill Somers**



February 1, 2016

City of Lexington - Mitel MiVoice Office Phone System proposal for

City of Lexington

**Tina Northcutt, Finance Director**

9180 Lexington Ave  
Lexington, MN 55014  
763-784-2792  
tnlexington@comcast.net

Project Number:

Prepared by:

Erin O'Kane  
651-634-6112 or 800.892.8548  
erin.okane@marconet.com

**marco**<sup>®</sup>

marconet.com



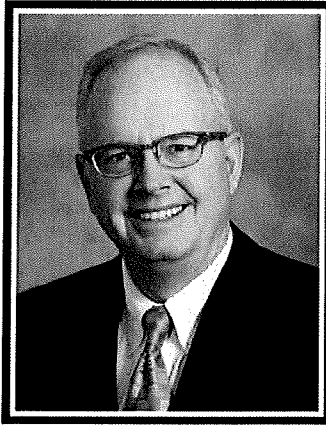
**CONFIDENTIAL**



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Here are just a few reasons why partnering with Marco for your technology services is the right decision.



*When you work with Marco, you get our very best every day—our best people, our best support services and the best technology in the industry. Because consistently outperforming your expectations is the key to building strong partnerships.*

**Jeff Gau, CEO**

To learn more about Marco's high-performance culture, visit [aleadershipculture.com](http://aleadershipculture.com).

### **Passionate employees**

When you love what you do, it shows. And we have a generous list of awards to prove it. Marco is consistently named a top workplace by highly respected organizations locally and nationally for being a fun and friendly place to work, a good corporate citizen and a caring employer.

### **Committed to our communities**

Marco is committed to giving back to the communities we serve. We contribute financially, sponsor events, participate in fundraisers and encourage employees to volunteer on and off company time.

### **Customer survey process to ensure we're doing things right**

We have consistently been sending out monthly surveys and measuring the results since 1994 to make sure we're doing everything we can to keep our customers happy. We're proud to say that 90% of customers surveyed say they would recommend Marco.

### **Quality assurance program to keep us sharp**

We use Lean continuous improvement principles to keep us focused on working smarter. Because the more efficiently we operate on the inside, the better service we offer on the outside.

### **Over 500 certified systems engineers and technical representatives**

You have access to a depth of technical expertise to help you stay on top of the latest technologies. Our technical staff is certified at the highest levels for their area of expertise because your business deserves nothing less.

### **Real-time service dispatching with GPS software**

We use real-time GPS technology to determine which resource is closest to your location. That means quicker on-site service and more efficient use of everyone's time.

### **Convenient online services**

Marco's online services make it easy to send a service request, order supplies and check your account history in real time.

### **Quick response to your service requests**

Our full-time dispatchers and support desk representatives consistently maintain a 98% live call answer rate and resolve 97% of service issues remotely so you experience less down time. We use real-time GPS technology to determine which resource is closest to your location when on-site service is needed.

### **Industry-leading partnerships**

You benefit from the innovation and resources of our industry-leading partners. Together we are committed to helping you connect the right technology to

## Proposed Solutions

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### About Mitel



Mitel (Nasdaq:MITL) is a global provider of business communications and collaboration software and services. For more than 35 years, thousands of businesses worldwide have invested in and relied on Mitel's market-leading portfolio of communications solutions, managed services and network services to help them improve their business performance and service delivery. Mitel operates in over 100 countries, with a sales and service organization of over 70 offices, in conjunction with over 1,600 value-added resellers and partners around the world.

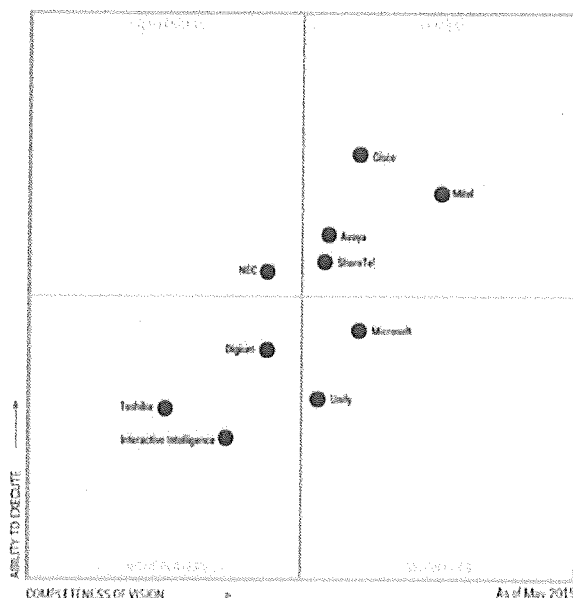
In 2014, Mitel completed its merger with Aastra Technologies Ltd., positioning the company as a global leader in business communications, with an emphasis on taking the lead as the market continues its long-term migration to cloud-based services. The current move to the cloud follows Mitel's prescient decision during the previous decade to focus on IP-based communications, in accurate anticipation of the industry's upgrading from traditional analog telephony.

Mitel is now a clear market leader, with combined annual revenue of US\$1 billion, 60 million customers worldwide, and top market share in Western Europe. The combined business provides Mitel with a \$100 million annual Research and Development budget used to pursue innovation and the development of a broad range of regional and global solutions. In fact, this is reflected in the 2014 and 2015 Gartner's Magic Quadrant (the most important, independent, third-party ranking of technology) for both Unified Communications and Contact Center Infrastructure:

### Magic Quadrant

**Figure 1. Magic Quadrant for Unified Communications  
for Contact Center**

**Figure 2. Magic Quadrant  
Infrastructure**



Source: Gartner (May 2015)



Source: Gartner (May 2014)

Mitel's channel partners provide unparalleled customer service and support. Mitel insists on delivering not only an exceptional communications solution tailored to each business, but the support and services that make an initial communications investment pay long-term returns.

The Mitel Freedom architecture is the foundation of what Mitel business units and efforts have to offer. Mitel Freedom will provide you with the flexibility and simplicity to support today's dynamic work environment. Through a single cloud-ready software stream, you will receive advanced communications and collaboration capabilities that liberate businesses from single-vendor architectures and enable them to implement leading-edge solutions on any network, extend the "in-office" experience anywhere, on any device, and offer a choice of commercial options to fit business needs.

Partnerships are a crucial part of Mitel and its offering. It is Mitel's priority to build long-term relationships with other companies to create better solutions for its customers. By collaborating with industry leaders such as VMware, Vidyo, and Microsoft, Mitel and its partners continue to develop integrated and innovative solutions that work for you.

Mitel solutions are highly scalable, secure, simple to manage, and optimized to meet evolving communications needs. With unmatched reliability and scalability, they enhance employee productivity, increase customer service, reduce costs, and generate new revenue streams. Mitel sees communications as an investment in a business' ongoing performance, not a one-time equipment acquisition.

Through a conscientious IP migration strategy, Mitel enables businesses to maintain their existing infrastructure investment while taking advantage of the latest IP technologies.

Leading the unified communications market with the latest in presence integration, it provides businesses with what they want: choice.

### **Mitel MiVoice Office 250**

The MiVoice Office 250 phone system is an affordable and flexible communication platform for small to mid-size businesses.



Are your employees dispersed among offices, home offices and working from the road? The MiVoice Office 250 connects employees from every location, increasing productivity and lowering your communication costs. MiVoice Office 250 was designed and built specifically with small and medium sized businesses in mind by the communications experts at Mitel.

Right out-of-the-box, the MiVoice Office 250 offers businesses a complete suite of productivity enhancing applications. What this means is from the start, the business requires fewer servers, requires less space to deploy the solution, and can immediately benefit from applications that will greatly assist them with being more responsive to clients and allowing employees to be more productive. These applications include:

- Voice Messaging
- Unified Messaging
- Automated Attendant
- Ad-Hoc Conferencing
- Meet-Me Conferencing
- Automatic call routing to employees or groups
- Hot Desking
- Linking / twinning of employee phones with mobile devices (Dynamic Extension Express)
- Mid-Call Features on twinned devices
- Support for remote / home-based phones for teleworkers without the need for VPN services
- Inbound call routing based upon on the time of day, day of the week or specific dates (Scheduled Time-Based Application Routing (STAR))
- And System reporting

In addition, the MiVoice Office 250 supports a range of advanced applications designed to enhance the business, such as MiCollab, MiCollab Client, MiContact Center Office, and Mitel Phone Manager.

MiVoice Office 250 offers Mitel Phone Manager Softphone as an ACD Agent. (Delivers the support for applications to work in conjunction with SIP endpoints). And also supports Windows 10.

MiVoice Office 250 uses a software and hardware platform that combines the best of data networking and TDM switching architectures. It supports MiVoice Digital and IP telephones, IP networking for up to 99 sites and is designed to be customized with add-on modules & processors, all in a form factor that is optimized for shelf-top, rack-mount and wall-mount scenarios.

The MiVoice Office 250 maximizes your communications investment with full network support and feature transparency for single or multiple locations through existing LAN and WAN infrastructures. Tightly integrated presence management, collaboration and messaging tools—such as unified communications, Web collaboration, call center software, voice processing and unified messaging—enable your business to build customer loyalty, enhance employee productivity and facilitate the mobility of your staff. MiVoice Office 250 communications server solutions allow you to deploy full-featured IP telephones (endpoints), including IP desktop and IP wireless phones—where and when it's right for your business. To further protect your communications investment, the Mitel MiVoice Office 250 also allows you to expand your system environment through Mitel's Digital Expansion Interface (DEI) if you require digital phones and/or analog support.

The Mitel MiVoice Office 250 network communications solutions are based on open architecture interfaces and standard protocols which offer the flexibility to tailor the platform to suit your dynamic needs. Support for VoIP protocols, such as Session Initiation Protocol (SIP), provides a communications pathway—connecting diverse tools together so that they can “speak” to each other. SIP enables simple, flexible connectivity, which allow infrastructures, applications and endpoints to interact in a standard manner. IEEE supported standards, such as 802.11b and 802.3af, enable your business to provide tools that facilitate the mobility of employees. ITU-supported standards include G.711, G.729 and T.38. Mitel is focused on continued support for these standards and many other industry-standard interfaces, which will help address your unique business needs.

### **Improving Business Processes:**

- Experience improved ROI on your network infrastructure investment
- Improve customer interactions and employee productivity with integrated Mitel software applications
- Increase efficiency and lower communications costs by seamlessly connecting remote offices and employees
- Expand and enhance your communications capabilities as your business needs dictate with a wide range of IP and applications standards that allow flexibility and enhance the core system
- Easy on-site installation, configuration and maintenance

### **Mitel MiVoice Office Enhanced Unified Messaging**

The Unified Messaging for UVM enhances its embedded messaging capabilities by providing bi-directional synchronization of deletion and read / heard messages. This synchronization can be associated with e-mail mailboxes stored on Microsoft® Exchange, Office 365, Google Apps, Lotus Notes®, or Novell® GroupWise®. The new synchronization capability allows a user to process a message only once, regardless of whether they use the voice mail telephone user interface (TUI) or their e-mail client:

- If the user deletes the message from voice mail, it will be deleted from e-mail. Likewise, if the user deletes the message using e-mail, it will be deleted from voice mail.
- If the user listens to a message using voice mail, it will be marked as “read” in e-mail. Likewise, if the user reads the e-mail containing the voice mail attachment, the corresponding voice mail message will be marked as “saved.”

Besides supporting the common e-mail servers listed above, UVM also supports a specific message format designed for integrating with RIM®'s BlackBerry® Enterprise Server (BES).

The format for the voice mail attachment can be configured to be WAV, MP3, or none (envelope notification only). Note that the use of MP3 is processing intensive and may result in significantly delayed message delivery. Mitel recommends a Processing Server (PS-1) if messages, including Record-a-Call, will be longer than five minutes.

### **Hot Desking (Single Node)**

Hot Desking is the ability for a user to "log in" to another phone and have that phone become "theirs" for the duration of the hot desk session. Hot Desking is currently limited to within a single node.

Single-node Hot Desking typically address's two common customer scenarios:

- Office workers that telecommute some of the time -- Hot Desking allows their home IP phone to become their main extension with all rights, privileges, identity, etc.
- Remote workers that are in the office some of the time -- The typical example is a real estate office in which users are out of the office most of the time, but they need to use shared office space when in the office. This scenario is sometimes referred to as "hoteling."

Hot Desking can be utilized on any Digital or IP phone.

### **Meet-Me & Ad Hoc Conferencing**

Meet-Me Conferencing provides conference bridge numbers to which callers can dial in and be connected to an audio conference call. This feature is in addition to the "ad hoc" conferences, which can only be created by manually adding members to a call using an internal phone.

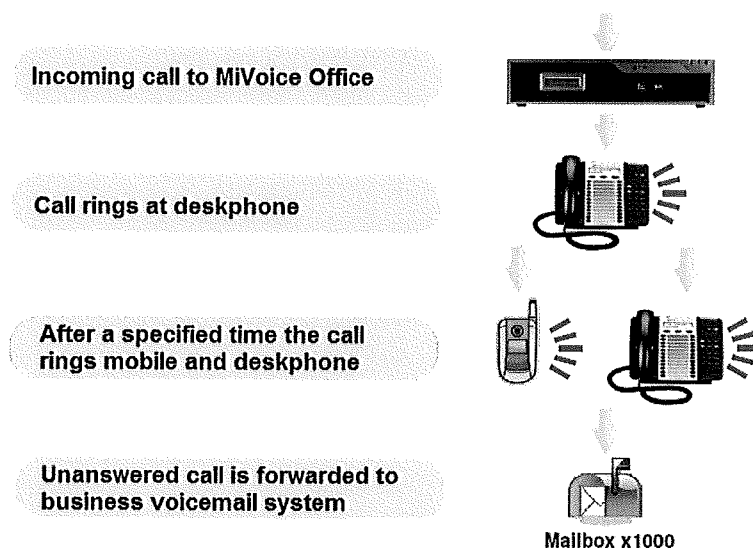
Meet-Me & ad hoc Conferences can include up to 20 parties in a conference, and up to 40 parties with expansion.

Meet-Me Conferencing is accessible thru the dial-able Conference Assistant with conference codes, and setup on demand via a User Web Portal or Telephone User Interface (TUI)

### Dynamic Extension Express (Embedded Twinning)

Dynamic Extension Express enables mobile workers to increase their accessibility and reduce mobility charges through flexible call routing and embedded twinning. Through Dynamic Extension Express, they can have calls routed to their desk phone and their mobile device simultaneously. Optionally, they can avoid unnecessary mobile calls by first routing calls to their desk phone before twinning between their desk phone and up to 10 remote or mobile devices. If the call remained unanswered upon reaching any of those devices, it would then be routed to voice mail. Users can also hand off calls from a mobile device to a desk phone, saving on the expense of carrying a call on the mobile network if they receive the call while they are in the office.

#### MiVoice Office Personal Call Routing Example #1





## MiVoice Office Personal Call Routing Example #2



### Mid-Call Features (MCF) for Dynamic Extensions

Mid-Call Features (MCF) allow mobile users with Dynamic Extension Express to take advantage of such core PBX features as Hold, Transfer, Conference, etc., for quick and simple consultation with "in-office" colleagues. MCF extends the MiVoice Office capabilities to mobile devices for maximum flexibility and productivity. It is delivered through a set of voice guided menus rather than users having to remember feature codes. (Note, prompt language is automatically aligned with that of the user's main extension.)

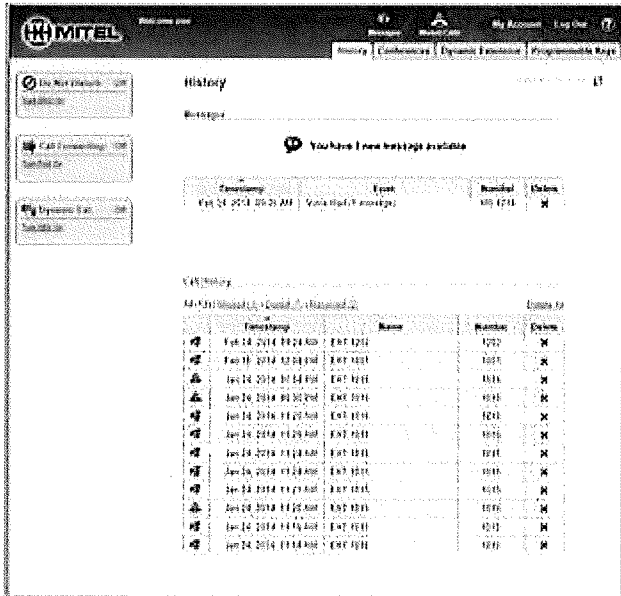
With MCF, once you place the original call on hold, you will be prompted to either transfer to, or conference in another party. For example, you can transfer to a colleague, to the company operator or auto-attendant or even to an outside line. Over time, as the user becomes more accustomed, they can easily type-ahead over the voice prompts.

### MiVoice Office User Web Portal

The Mitel MiVoice Office User Web Portal application allows you to view and manage the following phone and user account options:

- Do-Not-Disturb (DND)
- Manual Call Forwarding
- Dynamic Extension Expression (DEE)
- Station and Voice Mail Messages
- Call History
- Meet-Me Conferences
- Account Information (user profile, passwords/passcodes, and UVM Email Synchronization settings)
- Programmable Keys

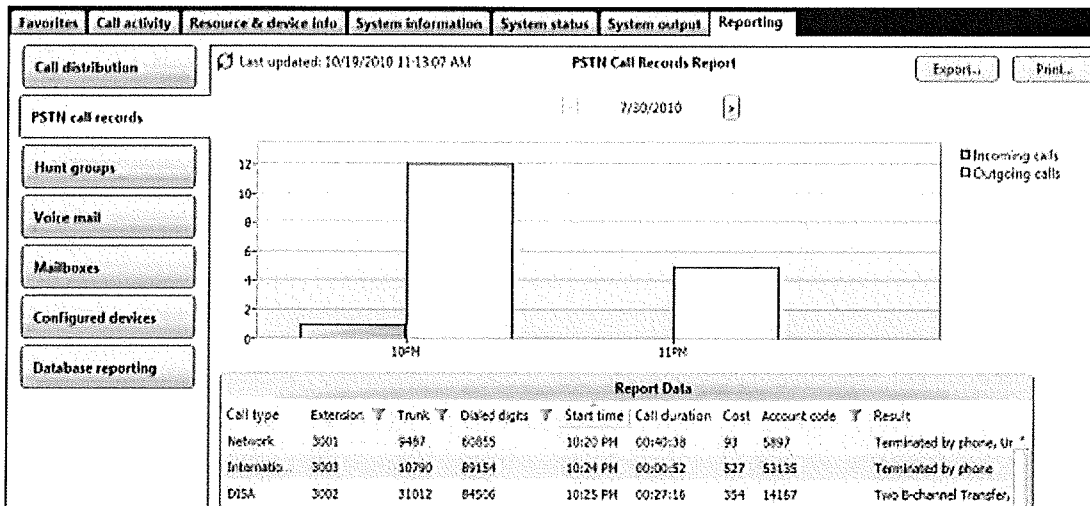
## Recommendation



## Embedded Reporting

## Recommendation

Embedded reporting provides basic historical (not real time) call reporting for phones, hunt groups, mailboxes, trunks, etc. The system stores up to seven days of call data. Reports are delivered through the System Administration and Diagnostics client. This feature-rich interface allows for graphical representation and quick filtering of data. Most reports allow for viewing individual days or all seven days at once. Report data can easily be exported for further analysis with external tools such as Microsoft Excel®.



### Mitel 5330e IP Phone

Part of the next generation desktop family, the Mitel 5330e IP Phone demonstrates Mitel's commitment to ease of use and enhanced user value, while delivering innovative features and applications. A full-feature enterprise-class telephone, the 5330e IP Phone provides a large backlit graphics display with 24 programmable self-labeling keys, superior wideband audio, and a built-in HTML toolkit for desktop applications development. The 5330e IP Phone is ideal for enterprise executives, managers and employees and can be used as an ACD agent, as a supervisor phone, or as a teleworker phone.



#### Mitel 5330e IP Phone features include:

- Large backlit graphics display (160 x 320)
- 24 Programmable, multi-function, self-labeling keys, provided in 3 pages of 8 keys each ((for speed dialing, line appearances, feature access)
- An embedded Gigabit Ethernet switch that supports 10/100/1000 Mb mode
- IPv6 Support
- Wideband Audio Support – ships with a wideband handset (7kHz) standard
- Peripherals and modules support: Line Interface Module, IP Conference Unit, Gigabit Ethernet Stand
- 12 fixed function keys: Hold, Settings, Message, Speaker, Mute, Transfer / Conference, Redial, Cancel, Volume/Ringing/Contrast Up & Down, Previous Page, Next Page
- 3 context-sensitive softkeys for intuitive feature access \*
- HTML Desktop Toolkit included for Applications development \*
- PC Companion Application for easy user programming and key labeling
- Dual mode phone: support for SIP and MiNET protocols
- Handsfree speakerphone operation (full duplex)
- Dual port IP phone (10/100 Mb integrated Ethernet switch)
- Language Support: English, French, German, Italian, Portuguese, Spanish, Dutch
- 802.3af power compliant (IEEE Standard)
- Supports IEEE 802.1p/q for Voice Quality of Service
- Designed for power conservation: reduces power consumption for overall energy savings

*Display Varies on Platform*

\*Available only with a MiVoice Business solution

### Small Business Installation:

#### Installation notes:

Project coordinator time is for internal kickoff, scheduling, retrieve info from customer remotely, and creating labels for the phones (Remote).

## Recommendation

Technician time is for programming the system, installation, end user training and cut over.

## Schedule of Products

The proposed schedule of equipment below is the detail of all items included in the solution. This schedule includes all equipment and labor services if applicable.

The prices quoted in this document are **estimated** based upon the information available at the time of this quote. The final billing amount may vary depending on the actual labor hours required to complete the work. Any changes to this statement of work involving extra costs will be implemented only upon written customer authorization and will become an extra charge over and above this quotation.

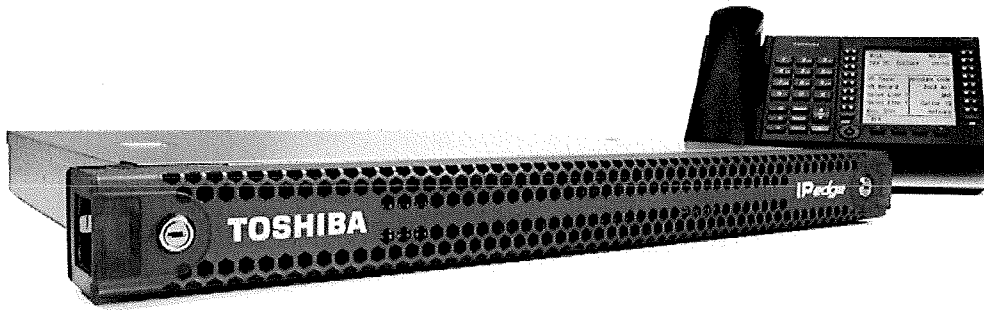
*Pricing excludes taxes and is valid until 3/2/2016.*

<u>Qty</u>	<u>Description</u>	<u>Unit Sell</u>	<u>Ext Sell</u>
	<b>Endpoints</b>		
8	Model 5330e GB - Full LCD IP Tel (Bklit)	\$244.90	\$1,959.20
	<b>Mitel MiVoice Office System</b>		
1	CF Card 2 GB v4+ (300 Hours)		\$120.00
1	HX Controller Wall Mount Kit		\$49.60
1	MiVoice Office IP Base Pack		\$1,236.90
	HX Controller		
	16 IP phone licenses, Power Supply/Cable		
	4 ports UVM		
	Hot desking, UVM email Synch, Meet-me conferencing		
	Dynamic Extension Express		
1	File Based Music Source License (5 Max)		\$93.00
	<b>Miscellaneous</b>		
8	5ft CAT5E Black Patch Cable	\$3.50	\$28.00
1	10ft CAT5E Black Patch Cable		\$5.00
	<b>Services</b>		
1	Voice Engineer Labor		\$2,985.00
	PBX/ICP design		
	Phone system set users to train: 8		
	1 classes, 1 hr/class, max 15 attendees/class		
	PBX Termination labor		
	Phone Installation		
	Voice Project Management		
	Engineer Travel Hours		
	Project Management Travel		
	<b>1 Year</b>		
1	<b>Marco Managed Voice Support</b>		\$784.00
	<b>Software Assurance</b>		
1	STD SWAS MiVoice Office Base		\$124.00
	<b>TOTAL PRICE (not including taxes)</b>		<b>\$7,384.70</b>

# **POPP<sup>®</sup>** **COMMUNICATIONS**

in partnership with

## **TOSHIBA**



Customized Proposal Prepared for:

## **City of Lexington**

Prepared by  
Tony Pahula  
(763) 512-5932  
tpahula@popp.com



620 Mendelssohn Avenue North  
Golden Valley, MN 55427-4300

January 19, 2016

Tina Meyer  
City of Lexington  
9180 Lexington Ave  
Lexington, MN 55014

Dear Tina,

Thank you for giving me the opportunity to design a communications solution for your business. I'm confident the Toshiba IPedge telephone server solution will have a positive impact on your business and will enable your business to improve communication with your clients, prospects, employees and suppliers.

At POPP, we work hard to help your business design, implement and service a solution that will pay for itself. Along with other POPP Representatives, I am committed to learn about your business and work with you to tailor a solution best suited to your company's needs.

In the following proposal, you will find these sections:

1. About POPP and Toshiba
2. Design, Implementation and Service
3. Financial Information

I am excited to have the opportunity to work with you to design a communications solution that will assist in helping your company meet its goals. As you review the information, please feel free to call me with any questions. Thank you again for your time and consideration.

Sincerely,

Tony Pahula  
Systems Design Consultant  
POPP Communications  
Direct (763) 512-5932  
Fax (763) 512-5911



### **Purpose**

Make a difference by doing it better.

### **Our History**

- Incorporated in 1981 and headquartered in Golden Valley, Minnesota
- Privately held and debt-free
- POPP serves thousands of clients in Minnesota
- POPP specializes in the following products:
  - Internet Connectivity/Bandwidth and Hosted Services:
    - Dynamic T-1s
    - ADSL
    - Ethernet over Copper
    - DSL
    - Comcast Fiber and Cable
    - CenutryLink Metro Optical Ethernet and Broadband Internet
    - Web Sites, Domain Names, E-mail Boxes
  - VoIP/Voice Connectivity and Hosted Services:
    - Central Office Lines
    - T-1s
    - Session Initiation Protocol (SIP) Trunks
  - Telephone Systems:
    - On-site Phone Systems
    - Hosted Phone Systems
    - Contact Center Solutions
    - Mobility Solutions
    - Collaboration Solutions
    - Call Recording and Documentation
  - Local Area Networks:
    - Internet Gateway Firewall Appliances
    - Ethernet Switches
    - Routers
    - Voice and Data Cabling
    - Business Class Network Redundancy
    - Virtual Private Networks

### **POPP's Partnership with Toshiba**

- POPP has made a strategic decision to represent one premise-based telephone system manufacturer, Toshiba
- POPP is the largest Toshiba authorized dealer in Minnesota
- POPP is one of the top 12 largest Toshiba dealers nationwide
- POPP has designed, implemented and serviced over 5,000 business communication systems
- POPP is licensed by the State of Minnesota as a communications contractor
- POPP is covered by Workers Compensation Insurance, General Liability Insurance, and Property Damage Insurance

### **Toshiba Telecommunication Systems Division Vision**

Toshiba represents Quality, Reliability, Innovation and a Secure Pathway to the future for its clients. Together with its Authorized Dealers, we are committed to supporting business transition into the IP world with client driven communication solutions and world-class services.

### **Toshiba's Philosophy & Commitment**

A sense of obligation to society, the environment and our collective future comes from the highest ranks of Toshiba management. Respecting human rights. Acting with integrity, transparency and accountability. Planning product lifecycles to ease environmental harm. Joining the U.N. Global Compact. At Toshiba, we know that in today's complex global mix, corporate success, personal prosperity, and a greener planet reside along the very same path.

### **Toshiba—Acting with Hearts, Minds and Resolve**

Toshiba is a \$60 billion global company employing nearly 200,000 in 30 countries around the globe. Yet with our unwavering commitment to corporate social responsibility (CSR), we think and act much like a local business—caring for the people, the land and future of the communities where we operate.

### **Toshiba's History**

- Toshiba has been a world-wide leader in manufacturing communications solutions since 1875. Toshiba America, since 1965, has grown into a multibillion-dollar Fortune 500 company with six successful divisions that market a diversified range of electronics.
- Toshiba telecommunication systems were introduced in 1974 with over 10 million telephones sold in the United States and 15.3% of the market share. Toshiba provides clients with powerful, top-quality, flexible telephone and voice processing systems to satisfy their communication requirements.
- Toshiba is the world's 9<sup>th</sup> largest electronics manufacturer and Japan's oldest and 4<sup>th</sup> largest electronics company with over 166,000 employees worldwide and annual sales of \$47 billion.
- Quality, reliability and value of all Toshiba's products have long been the cornerstone of Toshiba's reputation.
- The combination of experience, innovation and leadership keeps Toshiba in touch with the needs of today's business. From its origin as a telegraph apparatus factory, Toshiba has evolved into a leading manufacturer of products for home, business and government.
- Toshiba offers a comprehensive feature-rich suite of communication solutions for the small to medium- sized business with best in class migration, quality and reliability.
- Toshiba operates one of the largest privately funded Research and Development organizations in the world, investing over two billion dollars annually in research and development.
- Introduced in 1986, Toshiba offers one of the most comprehensive National Accounts Programs in the industry. The program offers uniform equipment and labor pricing, standardization of equipment, no down payment, and account coordination.
- Toshiba believes businesses shouldn't have to adapt to technology, rather technology should adapt to the needs of businesses. Toshiba is committed to delivering on the promise of emerging technologies by developing and packaging these technologies into Communication Solutions which allow businesses to be more cost effective, more competitive, more connected to their clients, vendors and each other.

**TOSHIBA**  
Leading Innovation >>>

**VIPedge.**

**IPedge.**  
Strata.  
**CIX.**



## Product Awards

### 2014 Channel Program Excellence Award

Toshiba was honored for attracting top dealers, VARs and agents to its Authorized Toshiba Dealer Network.

### TMC Internet Telephony Excellence Award

IPedge® Wins 2014 INTERNET TELEPHONY Excellence Award  
Toshiba was recognized for its innovation in IP communications as well as outstanding quality and exceptional solutions for its customers.

### TMC Excellence Award

VIPedge® Cloud-Based Solution 2014 Cloud Computing Award  
Toshiba is honored for its achievement in bringing innovation and excellence to the market.

### Communications Solutions

IPedge® App Server Wins 2014 Product of the Year Award  
Toshiba's IPedge Application Server has demonstrated true innovation and is amongst the best solutions that facilitate voice, data and video communications.

### TMCnet Customer Magazine

VIPedge Call Manager Mobile 2014 CRM Excellence Award  
Toshiba Telecom for being a true CRM partner to its customers.

### TMC Customer Product of the Year Award

VIPedge Call Manager Mobile 2014 Product of the Year  
Honored for improving customer experience through innovation.

### Internet Telephony

IPedge® App Server 2014 Product of the Year Award  
Recognized for representing the best in technology and communications products and solutions.

### Cloud Computing Magazine

VIPedge 2013 Cloud Computing Excellence Award  
Recognized for delivering innovation and excellence. And for leveraging the latest technology trends to create an enriched experience for businesses.

[www.telecom.toshiba.com/News/Product\\_Awards](http://www.telecom.toshiba.com/News/Product_Awards)



POPP has worked hard to develop a thorough implementation process in order to follow through on the design and installation of your new system. POPP Representatives will work closely with you throughout each of the implementation phases to keep you informed, ensure clear communication, and to achieve your desired results.

**1. Place Order for Equipment**

- Credit Application, Purchase Agreement, Terms and Conditions signed
- Down Payment due (cash or lease)
- Account submitted for credit approval

**2. Coordination**

- Project Manager and Trainer schedules applicable events:
  - Site Survey
  - Infrastructure Cabling
  - Installation and Configuration Meeting
  - Training Classes
  - Pre-installation of Toshiba telephone system
  - Toshiba telephone system cut-over date
- Local telephone company changes, if needed, are ordered
- System Engineer verifies configuration

**3. Designing your Telephone System**

- Installation and Configuration Meeting
  - Review goals and plan for implementing new telephone system
  - Telephone features are selected
  - System timers and parameters are selected
  - Client provides POPP with floor plan and extension list
- Toshiba Technician configures the system software and tests all applications
- Infrastructure cabling completed, if ordered through POPP

**4. Pre-Installation**

- Equipment is delivered to your office
- Pre-Installation of your Toshiba telephone and voice mail systems in a standby mode
- Training room is prepared at your office
- Initial testing and trouble shooting of connectivity, features, and applications completed

**5. Installation and Training**

- Customized training classes performed at your office
- New extension lists and user guides are distributed
- Installation of your new Toshiba telephone and voice mail systems is completed
  - Final testing and troubleshooting of connectivity, features and applications completed
  - Final programming adjustments made
- Old system removed (by POPP or by client)
- Warranty period begins
- Quality Assurance Checklist and Service Order reviewed
- Client presented with POPP Service Package

**6. New Client Follow Up**

- Your project manager ensures a smooth transition to your account manager
- Your account manager will follow up with you within two weeks of the installation
- Receive up to two hours of programming changes within 30 days of installation

POPP assigns a Project Manager/Trainer to oversee the entire design and implementation of your system as well as the training of your employees. Your Project Manager/Trainer has the following responsibilities:

**Reviews system design with your POPP Systems Design Consultant**

- Ensures important design information gathered during the discovery/sales process is maintained through implementation

**Proactively schedules and tracks all tasks**

- Provides a timely and successful implementation
- Keeps your system administrator up-to-date on all timeframes and schedules
- Saves you time

**Asks you specific design and system configuration questions**

- Identifies additional ways the system can help you meet your goals and improve your productivity and workflow
- Defines important details

**Coordinates any changes with your local exchange carrier**

- Saves you time
- Increases accuracy and eliminates room for error

**Coordinates with POPP Installation Technicians/Engineers**

- Ensures important design and configuration information gathered is maintained through implementation
- Technicians/Engineers have a clear understanding of how the system will be designed and configured, so there are no interruptions or last minute changes during the installation

**Develops and provides customized training classes specific to your company's needs**

- Provides smooth transition to new system; employees understand how to utilize the new phone system features and enhancements which means less disruption in day-to-day activities and higher productivity
- Communicates your vision of what the Toshiba system will do for your business to your team
- Works with you to customize a training plan for your employees
- Provides specialized training classes for main attendants, Automatic Call Distribution (ACD) users and/or Executive Management to encourage effective call distribution and faster call response times
- Provides one-on-one training with key people in your organization who handle the highest volume of calls



POPP is committed to providing the best service in the industry. Our Client Service team is available to serve you 24 hours a day, 365 days a year.

**Availability**

- POPP answers all service calls with a live person, 24 hours a day, 365 days a year
- POPP Technicians are available 24 hours a day, 365 days a year

**Feedback**

- Complete a survey which provides valuable feedback on how we can improve our processes

**Toshiba Account Manager**

- Single point of contact
- Works with you to ensure your system supports changes within your business
- Proactively calls you with new technologies and/or updates that are available

**POPP Chooses to Offer One Manufacturer**

- Service vehicles are stocked with critical parts; highly likely the necessary part is in a technician's van and we can get there fast
- Technicians are certified and highly skilled with one system; our technicians are not learning on your dime
- Service team provides quality technical support on first call; issues can be resolved immediately and you don't pay for technician's time
- Can afford to maintain higher inventory levels for all critical parts
- Ability to keep up-to-date with new hardware and software versions (10-20 version updates per year)
- Bigger volume discounts; can pass the savings on to our clients
- Supplier won't discontinue us as a dealer due to not meeting manufacturer volume quotas
- Team members stay up-to-date on certifications and new product releases
- Having one manufacturer keeps prices down and quality up for our clients

**System Size and Technology Migration**

- Toshiba leads the industry in migration capabilities
- As newer technologies become available, your business can take advantage of them
- Protects your original investment



## POPP Systems & Equipment Division

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

## Quote

No.: **29065**  
Date: 1/19/2016

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: Telephone System

Qty.	Part Number	Description	UOM	Sell	Total
1	D-9020M-2UBOX	2U Box Enclosure for Dell 9020m	EA	\$149.00	\$149.00
1	I-EP-PKG16-VL	IPedge EP Virtual Server <i>IPedge EP Virtual Server includes the server hardware (Dell 9020M), IPedge system license (I-SYS-EP-VS that includes the same license features as I-SYS-EP). Package 16 includes additional licenses: 10 x I-CP-USR-EP (total 16), 10 x I-MSG-ADV (total 16), 5 x I-CP-TRUNK-DISC (total 8), 16 x CM-STD1.</i>	EA	\$3,086.00	\$3,086.00
Each assembly includes					
<u>Qty.</u>	<u>Part Number</u>	<u>Description</u>	<u>UOM</u>		
1	D-9020M-B	Dell 9020M	EA		
1	I-SYS-EP-VS	IPedge EP System License for Virtual Server Bundle	EA		
16	I-CP-USR	IP Phone or IP Application Port - per device and port IPedge IP Phone or IP Application Port - per device and port - for all IPedge models including IPedge Virtual Server.	EA		
8	I-CP-TRUNK-DISC	IPedge Discount Trunk License IPedge Call Processing Trunk License. This license enables one channel of SIP trunking at a reduced price, up to a maximum of 20 of these reduced trunks per system including what's in the base license.	EA		
16	I-MSG-ADV	IPedge Messaging Advanced User License with Unified Messaging IPedge IP Messaging Advanced mailbox - per user. One required for each voice mailbox includes unified messaging and fax.	EA		
8	I-MSG-CH	IPedge Messaging Simultaneous Channel License One IPedge Messaging simultaneous channel license. One is required for each simultaneous call into Messaging.	EA		
16	CM-STD1	Call Manager Standard on IPedge or Strata Call Manager Standard for IPedge or Strata. License enables call manager standard and can be applied to IPedge, the IPedge Application Server, Strata MAS or Strata ACD.	EA		
5	I-MSG-ADV	IPedge Messaging Advanced User License with Unified Messaging IPedge IP Messaging Advanced mailbox - per user. One required for each voice mailbox includes unified messaging and fax.	EA	\$15.00	\$75.00
16	IP5531-SDL	20-button IP Speakerphone 9-line, Non-backlit LCD, 100Mbps Full-duplex speakerphone with 20 programmable buttons (10 buttons with shift) and LCD key labels, 9-line LCD, 10/100Mbps Ethernet connection. Telephone uses 1-channel on MIPU or LIPU/LIPS in Strata CIX100/200/670/1200, or 1-channel on GIPU8 or MIPU or GIPH in CIX40. Does not include local power supply or endpoint license. Color - Black. Does not support carbon handset/headset.	EA	\$203.00	\$3,248.00
16	LADP2000-3A	120 VAC Power Adaptor for IP5000 series telephones	EA	\$10.00	\$160.00
1	SUS-EP-5YRSTOTAL	Toshiba Software Support and Upgrade Service Toshiba Software Support and Upgrade Service (SUS) - 1 year coverage included, plus pre-purchase of four additional years coverage for five total years. IPedge EP must be covered by SUS to add licenses, upgrade software, or request service from Toshiba.	EA	\$1,020.00	\$1,020.00



## POPP Systems & Equipment Division

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

## Quote

No.: **29065**

Date: 1/19/2016

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: Telephone System

Qty.	Part Number	Description	UOM	Sell	Total
1	DELL-9020M-5BS	Dell 9020M upgrade to 5-year Basic support <i>Dell 9020M upgrade to 5-year Basic support</i>	EA	\$275.00	\$275.00
16.00	IN-EXISTIPPHONE	Install & Program IP telephone phone - existing cable <i>Installation and programming of IP Telephone Station connected to the customer's existing LAN or WAN network.</i>	EA	\$75.00	\$1,200.00
11.00	IN-I-MSG-ADV	IPedge Install Adv. Mbox	EA	\$17.00	\$187.00
1.00	IN-I-SYS-EP	IPedge Install EP base	EA	\$579.00	\$579.00
1.00	IN-I-IPMOB-SYS	Configuration of IPedge to support IPMobility or UCedge apps	EA	\$130.00	\$130.00
1.00		Administration Management Software Training	HR	\$200.00	\$200.00

Item Total: \$10,309.00

Your Price: **\$8,762.65**

**Total Due: \$8,762.65**  
Plus Tax

You saved: **\$1,546.35**

**For a savings of 15.00%**

Prices are firm until 2/18/2016

Terms: Net 20

**Quoted by:** Tony Pahula, tpahula@popp.com

**Date:** 1/19/2016

- Proposal includes all system design, configuration, programming, installation and on-site training.
- Proposal includes a 5-year Toshiba Software Upgrade & Support Plan.
- Proposal includes a 5-year DELL Hardware Warranty & Support Plan one the 9020M Server.
- Proposal includes a 2-year Toshiba Hardware Warranty & Support Plan on the IP Handsets.
- Proposal includes a 1-year POPP Communications Maintenance Agreement.

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:** \_\_\_\_\_





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Qty.	Part Number	Description	UOM	Sell	Total
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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.

## Payment Options

### Cash

When purchasing, 50% down payment is due upon placing the order; the remaining 50% is due at installation.

### 1. Lease

POPP and Toshiba partner with GreatAmerica Leasing Corporation to provide lease options for our clients. There are many reasons a business may choose to lease over other financing methods including:

- Leasing gives businesses the ability to purchase new equipment at a more affordable monthly payment
- Flexible end of term options: return, renew or purchase
- Possible tax benefits

POPP clients have the option to work with any leasing company. The lease options detailed below are through GreatAmerica Leasing Corporation and specifically for a Toshiba System.

In the lease options table, the amount below\* is the determined amount to be leased and is reflected in the monthly leasing payments.

\$8,762.65							
Lease Options**		36 Month Lease		48 Month Lease		60 Month Lease	
\$1.00 Purchase Option Zero Down		298.54	per month	234.75	per month	194.97	per month
Fair Market Purchase Option Zero Down		271.03	per month	219.68	per month	183.14	per month

#### \$1.00 Purchase Option

At the end of the lease, you have the option to purchase the leased property for \$1.00.

#### Fair Market Purchase Option

At the end of the lease, you have the option to purchase the leased property at its fair market value. The lessor does not have the ability to retain title to the equipment if the lessee chooses to exercise the purchase option.

Other lease options are available. Please contact me to discuss options, term lengths or to begin the application process.

\*Taxes not included. This amount may not reflect the total cost of equipment purchased from POPP. See schedule of Equipment and/or Optional Items for total cost.

\*\*Lease is subject to credit approval. Other terms and conditions apply. Quote is valid for 30 days.