

**APPEALS HEARING
&
CITY OF LEXINGTON
REGULAR COUNCIL MEETING
MAY 19, 2016 – 7:00 P.M.
9180 LEXINGTON AVENUE**

APPEALS HEARING

1. CALL TO ORDER: Mayor Kurth

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

**2. APPEALS HEARING: HEARING TO APPEAL DESIGNATION AS A
POTENTIALLY DANGEROUS DOG, by Colleen Nelson** pp. 1-12

3. ADJOURN APPEALS HEARING

4. CALL TO ORDER: – Mayor Kurth

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

5. 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.

6. APPROVAL OF AGENDA WITH CHANGES AND CORRECTIONS

7. LETTERS AND COMMUNICATIONS:

- | | |
|--|-----------|
| A. Metropolitan Council -- 2015 Annual Population Estimate | pp. 13-15 |
| B. Centennial Lakes Police Department Media Report 4/28/2016 - 5/10/16 | pp. 16-19 |
| C. North Metro TV – April 2016 Update | pp. 20-25 |
| D. Public Notice – Closed Executive Session | pp. 26 |
| E. Planning & Zoning meeting minutes - May 10, 2016 | pp. 27-28 |

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.

8. CONSENT ITEMS:**A. Recommendation to Approve Council Minutes:**

Council Meeting – May 5, 2016

pp. 29-31

B. Recommendation to Approve Claims and Bills:

pp. 32-45

Check #'s 13423 through 13424

Check #'s 40733 through 40733

Check #'s 40734 through 40786

Check #'s 10863 through 10877

C. Recommendation to Approve Business License

pp. 46

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

9. ACTION ITEMS**A. Consider appeal of designation as a potentially dangerous dog by
Colleen Nelson****B. Consider Planning & Zoning Commissions Recommendation to
Approve Ordinance NO. #16-01 – An Ordinance Amending City Code
Chapter 11.60 – Performance Standards – SUBD. 22 – Parking**

pp. 47-53

**C. Recommendation to Approve Summary of Ordinance NO. 16-01 for
publication**

pp. 54

**D. Recommendation to approve Finance Director Employment Agreement
for Hristo (Chris) Galiov.**

pp. 55-61

**E. Recommendation to approve a liquor store keg lifter not to exceed an
amount of \$3,500**

pp. 62

F. Recommendation to approve 2016 management and non-union salaries
effective June 1, 2016

pp. 63-64

10. MAYOR AND COUNCIL INPUT

11. ADMINISTRATOR INPUT

**12. CONVENE FOR CLOSED EXECUTIVE SESSION – ATTORNEY
CLIENT PRIVILEGED MATTER**

13. RECONVENE FROM CLOSED SESSION

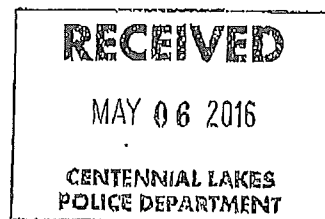
14. ADJOURNMENT

/pm



GA16003085

 COPY



**REQUEST FOR APPEAL OF DANGEROUS/POTENTIALLY DANGEROUS
DOG CLASSIFICATION**

Within 14 days return to:

Chief of Police
Centennial Lakes Police Department
54 North Road
Circle Pines, MN 55014

Check appropriate box:



Please be advised of my intent to appeal this matter to
the City Council.



I do not intend to appeal this matter. (Please check appropriate
line below)


The dog in question has been:

_____ Humanely euthanized.

_____ Permanently removed from the city.



Brought into compliance with this declaration.



Signature of Dog Owner

5-4-2016
Date

Colleen NELSON
Printed Name of Dog Owner

Note: In the event that you elect to appeal this matter to the City Council, the City will
notify you as to the date and time of the hearing as well as additional rights that are
provided to you under local ordinance.

COLLEEN M. NELSON
8725 GRIGGS AVE
LEXINGTON, MN 55014



Centennial Lakes Police Department Notice of Animal Quarantine

Centennial Lakes Police Department
54 North Rd
Circle Pines, MN 55014
(763) 784-2501

Case # 6A16003085Date/Time of Bite: 4/22/16 @ 1626Date of Complaint: 4/22/16Address/Location of Bite: 8744 8725 Griggs Ave

NOTICE: You are to quarantine the involved animal at the agreed location below for 10 DAYS. During this period the animal should have no contact with any other animals. The animal may only be outside the location for short periods of time and must be physically restrained by the owner on the property of the quarantine location. *The animal shall not leave the quarantine location without written permission of the Centennial Lakes Police Department.* You are to contact the Police Department immediately if there is any change in the animal's behavior during this period. If the Officer believes the animal cannot be effectively quarantined at the owner's residence, or the owner cannot provide proof of current rabies vaccinations the animal will be taken to Otter Lake Animal Care Center and the owner will be responsible for any and all costs. The animal must have current rabies vaccinations by the end of the quarantine period.

Owners Signature: X REFUSEDLocation of Quarantine: Otter Lake ShelterDate of Quarantine From: 4/22/16 To: 5/2/16Animal Quarantined: Dog ☒ Cat ☐ Name Jackson Sex MColor: white Breed: Shih Tzu

**** I have inspected the animal at the end of the quarantine and find as follows:

Condition of animal: fine Potem./Dangerous Dog: DangerousCSO/Officer Signature: [Signature]Date: 5/2/16

Reminder Letter Report

Sorted by Client ID

Client ID	Client Name	Patient ID	Patient Name	Item ID/Description	Type	Date
6999QU	Nelson, Colleen					
Phone:	(763) 786-8821					
		18282	Jackson	VDHPPC DIST HEP PARA PARVO COR LL		5/2/2017
				VRD RABIES VACCINATION, DOG	L	5/2/2018

Otter Lake Animal Care
 Otter Lake Animal Care 651-426-8871
 6848 Otter Lake Rd P.O. Box 343
 Hugo, MN 55038
 (651) 426-8871

Rabies Certificate

Client ID: 6999QU
 Client Name: Colleen Nelson
 Address: 8725 Griggs
 Lexington, MN
 Phone: (763)786-8821

Patient ID: 18282
 Patient Name: Jackson
 Species: Canine
 Breed: Shih Tzu
 Sex: Male
 Color: white
 Markings:
 Birthday: 00/00/0000
 Weight:

Tag Number: 16-1574

Lot Number:

Rabies Vaccination

Producer: Boehringer Ingelheim

K / MLV / R: Killed Virus

Vaccination Date: 5/2/2016

Expiration Date: 5/2/2018



Staff Name: Wayne D. Scanlan, DVM

License Number: 08675



Centennial Lakes Police Department

Incident #:

GA16003085

Case #: GA16003085

Incident Initial Report

8725 GRIGGS AVE LEXINGTON, MINNESOTA 55014

<i>Description of Incident:</i>	DOG BITE	<i>Reported Date:</i>	04/22/2016 16:27:00
<i>Time Assigned:</i>	16:27	<i>Time Arrived:</i>	16:29
<i>Time Cleared:</i>	17:08	<i>Day of Week:</i>	FRIDAY
<i>How Received:</i>	RADIO	<i>Area:</i>	4
<i>Disposition:</i>	ACTIVE	<i>Case Summary:</i>	A DOG BITE OCCURRED IN THE 8700 BLOCK OF GRIGGS AVE. THE DOG WAS LOCATED AND PLACED ON A 10 DAY QUARANTINE. ACTIVE.
<i>Photos Taken:</i>	YES	<i>Send Report To::</i>	CHIEF/CSO

Victims (1)

NELSON, COLLEEN MARIE

<i>Address:</i>	8725 GRIGGS AVE	<i>City:</i>	LEXINGTON
<i>State:</i>	MINNESOTA	<i>Zip Code:</i>	55014
<i>DOB:</i>	07/09/1936	<i>Age:</i>	79
<i>Sex:</i>	FEMALE	<i>Home Phone:</i>	763-786-8821

Charge (1)

ANIMBITEDOG ANIMAL - DOG BITES 9000 MISC CODE 9999

<i>Offense Status:</i>	ASSISTED/ADVISED	<i>Felony/Misdemeanor:</i>	<null
------------------------	------------------	----------------------------	-------

Narrative (1)

Original Officer Narrative

On 4/22/16 at 1627 I responded to 8741 Griggs Ave on a report of a dog bite. I arrived to find the victim, Colleen Nelson, bleeding in the garage. Colleen told me she had been bitten by her own dog in her backyard at 8725 Griggs Ave. I noted large parts of the skin on her left hand had been torn away and almost all of her hand was blue/black with early bruising. There was blood all over the garage floor. The bleeding appeared to be under control. Colleen kept direct pressure on the wound until medics arrived. Colleen refused transport after medics from Allina wrapped the wound.

I asked Colleen to tell me what happened. Colleen advised she was trying to leave the house, but she needed to collect her dog, Jackson, from the backyard first. Colleen advised she had been chasing Jackson around the yard for some time and was able to corner him near the air conditioning unit. Colleen advised she reached down to take hold of Jackson's collar when he turned back and bit/tore her hand open. Colleen advised she was bleeding and came to her neighbor's house for help.

Colleen advised Jackson is a 13 year old male Shih Tzu with a white and tan coat. Colleen advised Jackson was not licensed with the city and she didn't recall when he was last vaccinated. Colleen later admitted that Jackson has never been to the veterinarian in his life. I asked to meet Jackson and Colleen agreed. I found that Jackson was aggressive towards me and would not let my hands get close to him. I noted blood on his muzzle.

Due to the seriousness of the bite, and Colleen's admission that Jackson had never been vaccinated in his life, I informed Colleen that I would need to take Jackson into custody for a 10 day quarantine at Otter Lake Animal Shelter. Colleen was not cooperative and initially refused to help officers safely take Jackson into custody. Colleen did say that he would likely respond better to a female, so Officer Kruyer responded to assist.

Officer Kruyer, wearing heavy duty gloves, attempted to leash Jackson. I observed Jackson snap at Officer Kruyer and try to bite her and/or Colleen, who was nearby trying to help. Jackson was eventually moved to a squad safely and transported to Otter Lake Animal Shelter. Colleen refused to sign the quarantine form, but did allow me to take photos of her back yard and home. I noted blood near the A/C unit, on the deck, up the stairs, through the kitchen, and into the bathroom. I observed blood in the bathroom sink and on the floor and wall.

I advised Colleen that a CSO Grubbs would be following up with her next week. This case is pending the outcome of the quarantine period.

Pending.

Incident #: GA16003085

Author Name: Jacobson

Officers (1)

Reporting Officer:	Jacobson, William G (GPD00013)	04/22/2016 20:07:00
--------------------	-----------------------------------	---------------------



Centennial Lakes Police Department

Incident #:

GA16003085

Case #: GA16003085

Incident Supplement Report

Narrative (1)

Supplement Report

On 4/22/16 I assisted Sgt Jacobson with a dog bite call.

Prior to my arrival Sgt Jacobson advised to bring in my heavy duty gloves due to the dog's aggressiveness.

Upon arrival in the residence I observed a white dog near Sgt Jacobson and the owner. Sgt Jacobson advised the dog does not like men and was already growling at him. The dog came over to me and sniffed me. I was then able to get down and put the gloves on. The dog did not seem to like the gloves and began to growl and nip at me when I reached for him. The dog ran away into the kitchen and would come back but not near enough for me to grab him. Sgt Jacobson requested that the owner help us get the dog under control.

We were able to corral the dog into the living room and once on the couch I attempted to put the leash on the dog. The dog lashed out at me and came close to biting me. I was able to get the dog leashed and led it outside to my squad.

When at the squad the dog was unable to jump into the back seat. I was able to lift him in without any injury to the dog or me.

I then transported the dog to Otter Lake Animal Hospital. Once at Otter Lake I advised of the aggressive dog I had and was able to bring the dog in a different entrance. Paperwork on the dog was filled out and staff was advised of the dog's nature and aggressiveness.

10 day quarantine was written on the top of the Intake form.

Clear.

Author Name:

Kruyer

Incident #: GA16003085

Officers (1)

<i>Supplementing Officer:</i>	Kruyer, Angela R (GPD00016)	04/22/2016 18:19:00
-------------------------------	--------------------------------	---------------------



Centennial Lakes Police Department

Incident #:
GA16003085
Case #: GA16003085

Incident Supplement Report

Narrative (1)

Supplement Report

On 04/26/2016 at approximately 10:23AM, I met with Colleen Nelson at her residence of 8725 Griggs Ave. I observed Nelson had another dog in the residence and she advised me her dog's name is Charlie who is about 11 years old and is somewhat blind. She advised me Jackson was his guider around the house. I advised C. Nelson I was going to go over paperwork with her about the quarantine process, dangerous dog label and what I expected of her when the quarantine was complete via city ordinance. Nelson was not very receptive to anything I had to say and said the situation was blown out of proportion. She advised it was her fault the dog reacted the way he did. I observed Nelson's hand to be blue and purple and have a wound on the top of her hand that was red and appeared to be scabbed. I advised Nelson I needed to go over this paperwork with her regardless of who's dog it involved. I advised this is the process I follow for every dog bite depending on the severity of it. She understood and allowed me to finish explaining the appeal process and the dangerous label that would be put on her dog. I advised I would need copies of an up-to-date rabies shot. She advised she was not aware where Jackson currently was. I provided Otter Lake's information to her and advised her Jackson was staying there until she provided me up-to-date records of rabies shots. She thanked me for the information and advised me she would do whatever she needed to do to get Jackson back and not have to go through this process. She advised me again she thought this was blown out of proportion.

I asked Nelson how she was feeling and how her hand was doing. She advised me she was fine and she was angry that her neighbor called 911 after she refused. She advised her neighbor does not do well with blood and she thought that was why her neighbor called. She advised me she is on blood thinners and was afraid she would not get the bleeding under control but it started to clot up when she got to her neighbors.

I called Otter Lake where Jackson is currently staying and asked a female how his behavior was while he has been there. She advised he is scared but has allowed tech's to pet him. She advised the owner called today to get a rabies and disinterment shot before he goes home on Monday. I thanked her for her time.

Follow-up required.

CSO Grubbs

#303

Author Name:

Grubbs

Send Report To::

City Attorney, City
Administrator and Chief
Coan

Incident #: GA16003085

Supplementing Officer: Grubbs, Jennifer

04/26/2016 13:04:00

Car Number: 212

May 10, 2016

Bill Petracek, City Administrator
City of Lexington
9180 Lexington Ave
Lexington, MN 55014

Dear Mr. Petracek:

The Metropolitan Council has prepared preliminary population and household estimates for your community as of April 1, 2015. This is an annual process governed by *Minnesota Statutes 473.24*. Please note that these estimates are different from the Council's local forecasts that your community has reviewed before. Forecasts look ahead to the coming decades; the annual estimates communicated below look back in time to the previous year.

2015 Annual Population Estimate

The Metropolitan Council estimates that the City of Lexington had 2,040 people and 772 households as of April 1, 2015. Household size averaged 2.637 persons per household.

How was this estimate calculated?

We estimate households and population with a housing-stock-based method, which involves three questions:

1. *How many housing units did your community have?*
2. *How many households occupied these housing units?*
3. *How many people lived in these occupied housing units?*

This letter includes an overview of our estimation method along with a report showing the data inputs and calculations used to develop the preliminary estimates. For more information, visit <http://www.metrocouncil.org/populationestimates>, or contact me at 651-602-1513.

This estimate is only 10 people higher than my community's 2014 estimate. Does this mean that my community added only 10 people between 2014 and 2015?

No, not necessarily. Each year, we update our data and refine our methods, so estimates from different years are not directly comparable. Instead, we recommend examining growth since the 2010 Census.

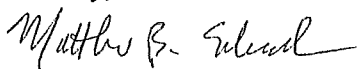
How can my community provide feedback on this estimate?

We welcome discussion of the 2015 preliminary estimates and invite you to review and comment on them. Please send any written comments or questions to Matt Schroeder, Metropolitan Council Research, 390 Robert Street North, Saint Paul, MN 55101; or by e-mail to Matt.Schroeder@metc.state.mn.us. ***Under Minnesota Statutes 473.24, we must receive your comments, questions, or specific objections, in writing, by Friday, June 24, 2016.***

What happens after my community provides feedback?

The Council will certify final estimates by July 15, 2016 for state government use in allocating local government aid and street aid.

Sincerely,



Matt Schroeder
Senior Researcher

2015 Annual Population Estimates

Lexington city, Anoka County, Minnesota

Households:	772	Population in Households:	2,036	Average Household Size:	2.637
Housing Total:	838	Population in Group Quarters:	4		
Occupancy Rate:	92.12%	Total Population:	2,040		

The Metropolitan Council's Annual Estimates account for housing stock changes since April 1, 2010. These include housing units permitted and other changes. Other changes are due to demolitions, building conversions (units added or lost), city boundary changes (units annexed in or out), and other changes reported by city and township staff. We assume that 95% of single-family detached units, 90% of townhome/duplex/triplex/quadplex units, and 85% of multifamily units permitted in 2014 were completed and occupiable by April 1, 2015; the remainder are occupiable in the future and will count toward next year's estimates (for April 1, 2016).

Manufactured homes are counted each year from Metropolitan Council surveys of manufactured home park operators and local governments. Other housing (boats, RVs, etc. used as housing) comes from the most recent American Community Survey estimates.

	<u>Housing Stock</u> <u>April 1, 2010</u>	<u>Permitted and</u> <u>built since 2010</u>	<u>Other changes</u> <u>since 2010</u>	<u>Housing Stock</u> <u>April 1, 2015</u>
Single-family-detached:	459	1	-1	459
Townhomes:	60	0	0	60
Duplex, 3-, 4-plex units:	70	0	0	70
Multifamily units:	145	0	0	145
Manufactured homes:	127			104
Other (boats, RVs, etc. as shelter):	0			0
Housing Total:	861			838

Each housing type has a specifically estimated occupancy rate and average household size. These data come from the most recent Community Survey estimates, decennial census data from the U.S. Census Bureau, and the U.S. Postal Service (for occupancy rates only). For more detail, please see the full methodology, available online from <http://www.metrocouncil.org/populationestimates>.

Definitions: A household is a group of people (or one person alone) occupying a housing unit.

The number of occupied housing units and the number of households are equivalent.

Population in Group Quarters (or Institutional housing) is counted separately through an annual Metropolitan Council survey.

	<u>Housing Stock</u> <u>April 1, 2015</u>	<u>Occupancy</u> <u>Rate 2015</u>	<u>Occupied with</u> <u>Households</u>	<u>Persons Per</u> <u>Household</u>	<u>Population in</u> <u>2015</u>
Single-family-detached:	459	93.21%	428	2.851	1,220
Townhomes:	60	93.72%	56	2.851	160
Duplex, 3-, 4-plex units:	70	96.22%	67	2.822	189
Multifamily units:	145	84.72%	123	1.795	221
Manufactured homes:	104	94.56%	98	2.512	246
Other:	0	Counted only if occupied	0	2.328	0
Housing Total:	838		Households: 772	In Households: 2,036	
				In Group Qtrs: 4	
				Total Population:	2,040

**HOW MANY
HOUSING UNITS
ARE IN THE
COMMUNITY?**

Housing units in 2010
(U.S. Census)



Changes to housing stock
since 2010
(Metropolitan Council surveys)

We start with the housing units from the 2010 Census, then we add units identified in our annual surveys of residential construction (building permits and other housing stock changes) and manufactured housing parks.

This results in the estimated number of housing units in each community, broken down by the type of housing.

**HOW MANY
HOUSEHOLDS
OCCUPY THESE
HOUSING UNITS?**

Occupancy rates
(U.S. Census Bureau,
U.S. Postal Service)



Not all of these housing units are occupied; some are vacant.

To estimate the number of households, we examine occupancy rates in the community for different types of housing. These data come from the U.S. Census Bureau's American Community Survey and Decennial Census as well as the U.S. Postal Service.

This results in the estimated number of households in each community, again broken down by the type of housing.

**HOW MANY PEOPLE
LIVE IN THESE
OCCUPIED HOUSING
UNITS?**

Average household sizes
(persons per household)
(U.S. Census Bureau)



Finally, we examine the average household sizes in the community for different types of housing. These data come from the U.S. Census Bureau's American Community Survey and Decennial Census.

To arrive at the total population, we add in residents of "group quarters" (places like emergency housing shelters and nursing homes), measured by our annual survey of such facilities.

The data inputs for your community are on the back of this page.

For more detail, see the estimates methodology, available from <http://www.metrocouncil.org/populationestimates>.

Centennial Lakes Police Department

Media Report

4/26/16 through 5/10/16

CASE NUMBER: GA16003235
CASE DESCRIPTION: TRAFFIC
INCIDENT DATE: 4/27/16
INCIDENT LOCATION: CENTER RD/NORTH RD, CIRCLE PINES, MN
NARRATIVE: TRAFFIC / DRUGS / SPEED
I SAW A VEHICLE TRAVELING AT A HIGH RATE OF SPEED IN THE AREA OF NORTH RD AND CENTER RD. VEHICLE STOPPED AND WAS SUBSEQUENTLY SEARCHED. METHAMPHETAMINES LOCATED ON A PARTY INVOLVED, AND THEY WERE BOOKED INTO ACSO JAIL FOR 3RD DEGREE CONTROLLED SUBSTANCE.

CASE NUMBER:
CASE DESCRIPTION:
INCIDENT DATE:
INCIDENT LOCATION:
NARRATIVE:

CASE NUMBER: GA16003291
CASE DESCRIPTION: VEHICLE LOCKOUT
INCIDENT DATE: 4/28/16
INCIDENT LOCATION: 91XX SOUTH SERVICE DR, LEXINGTON, MN
NARRATIVE: VEHICLE LOCKOUT.

CASE NUMBER: GA16003315
CASE DESCRIPTION: 2ND DEGREE DWI
INCIDENT DATE: 4/29/16
INCIDENT LOCATION: 7200 BLOCK MAIN ST, CENTERVILLE, MN
NARRATIVE: DWI
POLICE STOPPED A VEHICLE AFTER MULTIPLE TRAFFIC VIOLATIONS ON THE 7200 BLOCK OF MAIN STREET. POLICE DETECTED AN ODOR OF ALCOHOL ON THE DRIVERS BREATH AND HAD HIM COMPLETE FIELD SOBRIETY TESTS. THE DRIVER FAILED THE TESTS AND WAS ARRESTED. THE DRIVER WAS BROUGHT TO THE POLICE DEPARTMENT AND READ THE MN IMPLIED CONSENT ADVISORY. THE DRIVER CONSENTED TO OUR BREATH TEST AND FAILED. THE DRIVER WAS BROUGHT TO JAIL AND CHARGED WITH 2ND DEGREE DWI.
THE VEHICLE WAS TOWED BY JEFF, BOBBY AND STEVES.
CLEAR

CASE NUMBER:
CASE DESCRIPTION:
INCIDENT DATE:
INCIDENT LOCATION:
NARRATIVE:

CASE NUMBER: GA16003317
CASE DESCRIPTION: MOTOR VEHICLE TAMPERING
INCIDENT DATE: 4/30/16
INCIDENT LOCATION: 90XX LAKE DR, LEXINGTON, MN
NARRATIVE: MOTOR VEHICLE TAMPERING-POLICE SUMMONED TO THE 9000 BLOCK OF LAKE DR REGARDING A WEAPON OFFENSE AND DAMAGE TO PROPERTY. MET WITH CALLER WHO ADVISED HER CAR WAS KICKED BY ANOTHER FEMALE. OTHER FEMALE WAS GONE, ALONG WITH A SEPARATE MALE RELATED TO THE CALL. UPON INVESTIGATING THE MATTER, ONLY APPARENT CHARGE APPEARS TO BE FOR MOTOR VEHICLE TAMPERING. CLEARED BY ARREST.

CASE NUMBER: GA16003338
CASE DESCRIPTION: TRAFFIC
INCIDENT DATE: 4/30/16
INCIDENT LOCATION: CENTERVILLE RD/MAIN ST, CENTERVILLE, MN
NARRATIVE: TRAFFIC / DRUGS
WHILE ON ROUTINE PATROL, I SAW A VEHICLE PARKED AT A STOP SIGN AT CENTERVILLE RD AND MAIN ST FOR AN ABNORMALLY LONG TIME. VEHICLE THEN TRAVELED AT A HIGH RATE OF SPEED ON MAIN ST, AND WAS STOPPED OVER 35E. ON A SUBSEQUENT SEARCH OF A MALE PASSENGER MARIJUANA WAX WAS LOCATED. MALE ARRESTED AND BROUGHT TO JAIL.

CASE NUMBER: GA16003339
CASE DESCRIPTION: DOMESTIC ESCORT
INCIDENT DATE: 4/30/16
INCIDENT LOCATION: 19XX 72ND ST, CENTERVILLE, MN
NARRATIVE: DOMESTIC ESCORT
DOMESTIC ESCORT IN THE 1900 BLOCK OF 72ND ST. UNABLE TO MAKE CONTACT AT RESIDENCE OR BY TELEPHONE. COMP ADVISED, AND BECAME ENRAGED. HE WAS ADVISED TO LEAVE THE AREA AND FINALLY DID.

CASE NUMBER: GA16003418
CASE DESCRIPTION: DWI
INCIDENT DATE: 5/2/16
INCIDENT LOCATION: 7100 BLOCK MAIN ST, CENTERVILLE, MN
NARRATIVE: 4TH DEGREE DWI – CITATION ISSUED.

CASE NUMBER:
CASE DESCRIPTION:
INCIDENT DATE:
INCIDENT LOCATION:
NARRATIVE:

CASE NUMBER: GA16003517
CASE DESCRIPTION: WARRANT ARREST
INCIDENT DATE: 5/5/16
INCIDENT LOCATION: 9X SOUTH DR, CIRCLE PINES, MN
NARRATIVE: AN ADULT FEMALE WAS TAKEN INTO CUSTODY FOR AN OUTSTANDING ARREST WARRANT IN THE 90 BLOCK OF SOUTH DR.

CASE NUMBER: GA16003522
CASE DESCRIPTION: VEHICLE LOCKOUT
INCIDENT DATE: 5/5/16
INCIDENT LOCATION: 91XX SOUTH HIGHWAY DR, LEXINGTON, MN
NARRATIVE: VEHICLE LOCK OUT

CASE NUMBER: GA16003529
CASE DESCRIPTION: TRAFFIC
INCIDENT DATE: 5/6/16
INCIDENT LOCATION: 3800 BLOCK LOVELL RD, LEXINGTON, MN
NARRATIVE: TRAFFIC / FLEE / DAMAGE TO PROPERTY. WHILE ON ROUTINE PATROL, I SAW A VEHICLE WITH AN INOPERABLE LICENSE PLATE LIGHT IN THE 3800 BLOCK OF LOVELL RD. VEHICLE STOPPED, AND DRIVER GAVE ME FALSE INFORMATION. DRIVER THEN FLED, AND ULTIMATELY CRASHED INTO A TRAILER. DRIVER FLED ON FOOT, AND WAS SUBSEQUENTLY LOCATED AT HIS APARTMENT.

CASE NUMBER: GA16003574
CASE DESCRIPTION: ORDINANCE VIOLATION
INCIDENT DATE: 5/7/16
INCIDENT LOCATION: 73XX DEER PASS DR, CENTERVILLE, MN
NARRATIVE: ORDINANCE VIOLATION - ILLEGAL BURN
POLICE RESPONDED TO THE 7300 BLOCK OF DEER PASS DRIVE ON A RECREATIONAL FIRE ORDINANCE VIOLATION. POLICE OBSERVED THE VIOLATION ALONG WITH THE LOCAL FIRE DEPARTMENT PERSONNEL. THE HOMEOWNER WAS ADVISED OF THE VIOLATION AND WAS ISSUED A CITATION.
CLEAR

North Metro TV

April 2016 Update

Program Production

In April, a total of **66 new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **56:45:00 hours of new programming**.

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



Van Shoots

The van was used for **20:30:00 hours of production**. The following events were videotaped:

- Boys Tennis: Centennial vs. Blaine
- Boys Lacrosse: Andover vs. Spring Lake Park
- Baseball: Osseo vs. Blaine
- Girls Lacrosse: Spring Lake Park vs. Centennial



Workshops

Workshop	Instructor	Organization	Students
Editing	Eric Houston	General Public	1
Doc Workshop Week 1	Eric Houston	Video Club	10
Camera	Eric Houston	General Public	1
Spring Session	Eric Houston	Davinci Academy	8
Doc Workshop Week 2	Eric Houston	Video Club	8
Spring Session	Eric Houston	Davinci Academy	8
Blue Screen	Eric Houston	General Public	1
Spring Session	Eric Houston	Davinci Academy	6
Production Workshop	Eric Houston	Northside Christian School	14
Doc Workshop Week3	Eric Houston	Video Club	8
Spring Session	Eric Houston	Davinci Academy	6
Production Workshop	Eric Houston	Northside Christian School	13
Spring Session	Eric Houston	Davinci Academy	8
Production Workshop	Eric Houston	Northside Christian School	10
Doc Workshop Week 4	Eric Houston	Video Club	8
Spring Session	Eric Houston	Davinci Academy	6

Workshop cont.	Instructor cont.	Organization cont.	Students cont
Movie Screening & Discussion	Eric Houston	Video Club	8
Production Workshop	Eric Houston	Northside Christian School	14
18 Workshops			137 Students

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.

Month	Hours Transferred	Tapes	Film	DVDs	Fees Paid
January	262.25	137	54		\$950
February	124.0	37	43		\$110
March	288.5	129	21		\$225
April	243.0	106	23	69	\$525

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. The numbers do not take into account the many members of the public who work with any other NMTV department, such as news, sports, outreach, or educational.

Month	Unique Individuals	Total Usage Hours
January	100	746.75
February	52	314.25
March	77	688.00
April	85	759.25

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 April highlights include SBM Fire Chief Nyle Zikmund's retirement, the Senior Safety Fair, Spring Lake Park's school bond referendum, and the MN United FC's new season. In addition to daily playbacks of North Metro TV News on the cable system, there are over 270 local stories archived for viewers on the NMTV YouTube page. The page can be accessed through the northmetrotv.com website.

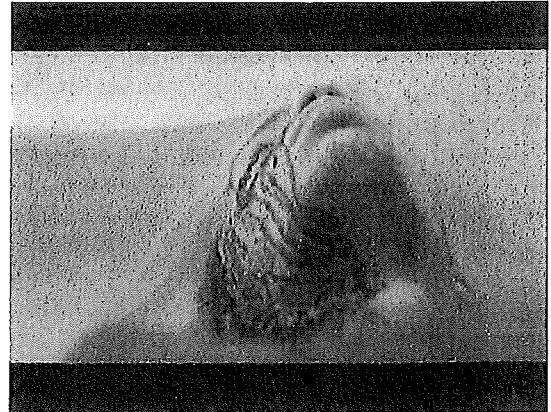


Workshops

Studio Manager, Eric Houston, had a very busy teaching month. Eighteen classes for 137 students occupied a great deal of his time. The very popular Documentary Workshop started, along with two class series taught on location. The Spring Session of the Davinci Academy's after school production series began, along with a production series for students at the Northside Christian School. Both on location classes have been focusing on recording sound. Lessons have included recording sound effects and dialog. The final project will have the students replacing all of the sound from an old movie with their recordings. Eric's on location classes have been a big hit with the schools that have taken advantage of them.

Arrive Alive

T.J. has wrapped up work on this year's version of Arrive Alive. In total three programs will come of the event. The first is the ten minute movie version that was presented to the student body. The second is a YouTube version for the Blaine Police Department, and the third includes the movie, the presentation of the movie to the students, an interview with Officer Steven Nanney explaining the purpose of the program, and finally the reading of letters from the parents and children involved in the presentation. It always ends up being a very emotional program. T.J. really outdid himself this time around. Please check out the 10 minute film version on the northmetrotv.com website. I promise you will be impressed.



Just Kidding Just Fine And Other Lies

The production of Just Kidding Just Fine and Other Lies is now available for viewing and check-out at every Anoka County Library. The program was a collaboration between the Spring Lake Park student group "The Voice" and North Metro TV.

Art and Culture Series

Damian Kussian completed work on two more artist shorts, highlighting Nick Harper and Aldo Moroni. The shorts are teasers for the Art and Culture Series, "Make." The shorts are featured on the North Metro TV website and are being promoted heavily on social media. So far, 14,355 people have watched them on-line. The response has been very positive. The shorts will be expanded upon and combined into a feature length documentary about the artists and artist culture in the Twin Cities.



PR bits and pieces

- Created shorts for two more artists that will be featured in the Art and Culture series Make.
- Shot additional artist interviews.
- Created a program for the Legislative Session for the Metro North Chamber of Commerce.

Production equipment consulting for cities and schools

Ham Lake (6 hrs)

- Retuned the control room FM receiver to a non-commercial station.
- Purchased parts and built cabling for modulator install in training room.
- Purchased and installed new monitors in control room to replace old monitors.

Lexington (2 hrs)

- SCALA system down. No one knows password to reboot. Have new AV operator who needs training on how to switch from SCALA to live and make recording.

Spring Lake Park (2 hrs)

- Audio to master control low. Adjusted Comcast modulator audio. Also confirmed quality of video signal.

Blaine (2 hrs)

- Pursued Alpha Video to produce and submit the proposal for the Blaine HD upgrade. Read over proposal and made evaluations. Called Roark to set up a meeting to go over the proposal with Alpha.

Computer/Networking consulting for cities and schools**Ham Lake**

- SCALA down. Get it back up and operational.

Lexington

- Train new AV person on SCALA operation.

City Channel 16 Playback Stats

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	165	255:09:58
Centerville	10	22:34:46
Circle Pines	143	104:02:30
Ham Lake	52	33:38:28
Lexington	68	36:52:01
Lino Lakes	27	35:09:24
Spring Lake Park	128	103:57:48
Totals:	593 Program Playbacks	591:24:55 Hours of Video Programming on Channels

Programs Produced by the Public

Title	Producer	Runtime
Positive Investigations: Blaine Fest	Fran Sorensen	00:51:50
Hodge Podge: John Krantz- Woodsman	Laurie Sigler	00:43:23
NMTV Video Tips & Tricks: Interview Backgrounds	NMTV Video Club	00:02:14
Marriage Partners (3 episodes)	Kevin Eggerth	02:22:40
A Fresh New Day	Anita Wardlaw	00:31:25
Grace to Overcome	Doug Martin	00:20:29
Giving to Grace Christian Center (2 episodes)	Stevie Lindsey	01:12:53
Cornerstone Church (3 episodes)	Rick Bostrom	01:27:47
Lovepower (6 episodes)	Ann Sandell	06:00:00
The Power of Love (6 episodes)	Rick Larson	03:00:00
Rice Creek Watershed District Meeting	Theresa Stasica	01:10:00
Hope Church (2 episodes)	Cindy Hardy	01:12:38
28 New Programs		18:55:19 New Hours

Programs Produced by NMTV Staff

Title	Producer	Runtime
Anoka County Board Meeting (4/12/16)	T.J. Tronson	00:50:41
Anoka County Board Meeting (4/26/16)	T.J. Tronson	00:23:25
Centennial Fire Awards	T.J. Tronson	01:28:02
Arrive Alive	T.J. Tronson	00:10:00
North Metro TV News (3 episodes)	Danika Peterson/Ben Hayle	01:06:46
On Tap	Ben Hayle	00:24:43
Metro North Chamber Leg. Reception	Damian Kussian	00:02:48

Title cont.	Producer cont.	Runtime cont.
Artist Dick Harper	Damian Kussian	00:03:43
Artist Aldo Moroni	Damian Kussian	00:03:42
Discover Aviation Days Promo	Damian Kussian	00:00:30
Boys Tennis: Centennial/Blaine	Kenton Kipp/Matt Waldron	01:27:48
Boys Lacrosse: Andover/Spring Lake Park	Kenton Kipp/Matt Waldron	01:49:12
Baseball: Osseo/Blaine	Kenton Kipp/Matt Waldron	02:00:50
Girls Lacrosse: Spring Lake Park/Centennial	Kenton Kipp/Matt Waldron	01:31:24
16 New Programs		11:23:34 New Hours

Programs Produced by City Staff

Title	Producer	Runtime
Blaine City Council Meeting (4/7/16)	Blaine Staff	01:26:36
Blaine Planning Commission Meeting (4/12/16)	Blaine Staff	01:49:05
Blaine City Council Meeting (4/21/16)	Blaine Staff	02:31:41
Blaine Park Board Meeting (4/26/16)	Blaine Staff	01:09:33
Centerville City Council Meeting (4/13/16)	Centerville Staff	02:49:58
Centerville City Council Meeting (4/27/16)	Centerville Staff	00:55:00
Circle Pines Park Board Meeting (4/5/16)	Circle Pines Staff	00:55:00
Circle Pines City Council Meeting (4/12/16)	Circle Pines Staff	00:33:00
Circle Pines Utility Commission Meeting (4/20/16)	Circle Pines Staff	00:39:42
Circle Pines City Council Meeting (4/26/16)	Circle Pines Staff	00:40:51
Ham Lake City Council Meeting (4/4/16)	Ham Lake Staff	00:38:00
Ham Lake Planning Commission Meeting (4/11/16)	Ham Lake Staff	00:30:43
Ham Lake City Council Meeting (4/18/16)	Ham Lake Staff	00:32:34
Ham Lake Planning Commission Meeting (4/25/16)	Ham Lake Staff	01:18:01
Lexington City Council Meeting (4/7/16)	Lexington Staff	00:40:08
Lexington City Council Meeting (4/21/16)	Lexington Staff	00:20:59
Lino Lakes Planning & Zoning Meeting (4/9/16)	Lino Lakes Staff	03:17:04
Lino Lakes City Council Meeting (4/11/16)	Lino Lakes Staff	01:19:22
Lino Lakes City Council Meeting (4/25/16)	Lino Lakes Staff	00:59:29
Spring Lake Park City Council Meeting (4/4/16)	Spring Lake Park Staff	00:28:59
Spring Lake Park City Council Meeting (4/18/16)	Spring Lake Park Staff	00:56:57
Spring Lake Park Planning Commission Meeting (4/25/16)	Spring Lake Park Staff	00:41:27
22 New Programs		26:14:09 New Hours

If you have any questions or comments regarding this monthly report please contact Heidi Arnson at 763.231.2801 or harnson@northmetrotv.com.

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, May 19, 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: May 13, 2016

AGENDA
REGULAR PLANNING COMMISSION MEETING
May 10, 2016 - 7:00 P.M.
9180 Lexington Avenue, Lexington, MN

1. CALL TO ORDER

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

Chairperson Olsson called to order the Regular Planning Commission meeting on May 10, 2016 at 7:01 p.m. Commissioners Present: John O'Neill, Ron Thorson, and Mark Vanderbloomer. Excused absence: John Bautch. Also present: John Hughes, Councilmember; Bill Petrcek, City Administrator; Kurt Glaser, City Attorney.

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 with changes to item #1 amending the Commissioner's names. The motion was seconded by Vanderbloomer. Motion carried 4-0.

4. LETTERS AND COMMUNICATION

- A. Building Permits for April 2016

Olsson questioned the Public Repair permit for \$40. Petrcek stated he thought it was for the plumbing work done in a city hall bathroom, but he was unsure. Discussion ensued.

5. APPROVAL OF PLANNING COMMISSION MINUTES

- A. April 12, 2016

A motion was made by Olsson to approve the April 12, 2016 Planning Commission minutes as typewritten. The motion was seconded by Vanderbloomer. Motion carried 4-0.

6. DISCUSSION ITEM:

- B. Proposed Parking Changes – Revision version from April P&Z meeting

Attorney Glaser stated there was only one change made from the last draft of Ordinance 11.60 – Performance Standards, which include the definitions for parking area based on parking space. Discussion ensued.

Councilmember Hughes asked for clarification about duplexes with two driveways next to each other and whether we would allow two 24 ft. wide driveways next to each other. Discussion about allowing a 48 ft. curb cut to accommodate duplexes/zero lot-line homes ensued.

O’Neil point out to the Commission that subsections 10 could be a way to address the width of curb cuts totaling 24 – 48 ft. wide for driveways. Discussion ensued.

O’Neil made a motion to recommend to the City Council the approval of proposed Ordinance 11.60 - Performance Standards. The motion was seconded by Thorson. Motion carried 4-0.

7. NOTE COUNCIL MINUTES:

- A. April 7, 2016
- B. April 21, 2016

Some discussion on Council minutes

8. PLANNING COMMISSION INPUT

No input from members of the Commission.

9. ADJOURNMENT

Olsson made a motion to adjourn at 7:46 p.m. The motion was seconded by Vanderbloomer. Motion carried 4-0.

Agenda items for next meeting:

*Tiny Homes regulations – if no information available, then;
Begin discussion on the Business District Schedule of Uses.*

**Unapproved minutes
CITY OF LEXINGTON
REGULAR COUNCIL MEETING
MAY 5, 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 May 5, 2016 at 7:00 p.m. Councilmember's present: Devries, Hughes, Payment, and Plasch. Also Present: Bill Petracek, City Administrator; Shannon Granholm, Quad Press.

2. CITIZENS FORUM

No citizens were present to address the Council.

3. APPROVAL OF AGENDA WITH CHANGES AND CORRECTIONS

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

4. INFORMATIONAL REPORTS:

- A. Airport (Councilmember Plasch) – *Plasch that they did not have a meeting due to lack of attendance.*
- B. Cable Commission (Councilmember Payment) – *Payment stated that the April meeting was cancelled.*
- C. City Administrator (Bill Petracek) – *Petracek provided an update to the finance director hiring process. He also explained that the new phone system is currently being installed and that Peggy had been out all week for Clerk's training.*
- D. Liquor Store Manager Update (Jack Borgen) *Borgen explained that liquor store sales were up 5% and gross profits were up 1% so far in 2016 and that no bills were currently being proposed in the legislature that affects liquor stores. Discussion ensued.*

Borgen stated the store had been demonstrating a beer keg lifter over the past month or so to the staff. It is a battery powered, two wheeled cart that will lift kegs into the back of cars and trucks. Borgen explained that since the League of Minnesota's insurance recommended that employees no longer lift kegs for people, their keg sales have dropped. He added that it would cost \$3,500 for the keg lifter, but it will open up more sales of kegs. Discussion ensued.

Petracek explained that this item is unbudgeted, and asked if the Council would like for city staff pursue the purchase of a keg lifter. Discussion ensued. Petracek stated he would have it on the next Council agenda for approval.

5. LETTERS AND COMMUNICATIONS:

- A. Council Workshop Minutes-April 21, 2016
- B. Planning & Zoning-April April 12, 2016
- C. Park Board Minutes-April 4, 2016
- D. Comcast Twin Cities Update
- E. PUBLIC NOTICE—Closed Executive Session—May 5, 2016

No discussion on Letters and Communications.

Consent Agenda:

6. CONSENT ITEMS:

- A. Recommendation to Approve Council Minutes:
Council Meeting and Board of Review April 21, 2016
- B. Recommendation to Approve Claims and Bills:
Check #'s 13421 through 13422
Check #'s 40682 through 40732
Check #'s 10829 through 10862
- C. Recommendation to Approve Business License

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

Action Items:

There were no action items to approve.

7. MAYOR AND COUNCIL INPUT

Councilmember Plasch asked for volunteers for the Aviation Days pancake breakfast. Discussion ensued.

Councilmember Payment thanked all of the volunteers who helped with the citywide clean-up.

8. ADMINISTRATOR INPUT

No input from the City administrator

**9. CONVENE FOR CLOSED EXECUTIVE SESSION – ATTORNEY
CLIENT PRIVILEGED MATTER**

Petracek stated that Attorney Glaser did not have anything to report in closed session on the pending lawsuit with parkview. There would be no need to convene in closed session.

10. RECONVENE FROM CLOSED SESSION

11. ADJOURNMENT

A motion was made by Councilmember Hughes to adjourn the meeting at 7:18 p.m. The motion was seconded by Councilmember Devries. Motion carried 5-0.

/pm

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 May 19, 2016.

(1) Payroll

Checks	13423 through	13424	
Vouchers	180001 through	180014	\$ 34,928.30

VOID:

Automatic Withdrawals			
Federal Tax		\$1,908.97	
Social Security		\$1,437.99	
Medicare		\$336.30	
State Tax		\$822.88	
Total		\$4,506.14	\$ 4,506.14

(2) Automatic Data Processing	\$ 243.73
-------------------------------	-----------

(3) General and Liquor Payment Recommendations:

Checks	40733 through	40733	\$ 864.98
Checks	40734 through	40786	\$ 159,267.74

VOID:

(4) ACH and Credit Card Payments for:	\$ -
---------------------------------------	------

(5) Wire Transfer Payment Recommendation: (Bond Payments)	\$ -
---	------

Total Payments and Withdrawals Approval	<u>\$ 199,810.89</u>
---	----------------------

Centennial Lakes Police Payment Recommendations:

Checks	10863 through	10877	\$ 53,638.38
ACH			<u>\$ -</u>
Total Payments			<u>\$ 53,638.38</u>

VOID:

WEEK 18 BATCH 8046 15 PAYS
0 Employees With Overflow Statement
0 Overflow Statement 1 Total Statement
Tot Cks/Vchrs:00000000003 Total Pages:00000000005 - Page count not applicable for iReports
First No. Last No. Total
Checks: 00000013423 00000013424 00000000002
Vouchers: 00000180001 00000180014 00000000001

Earnings Statement

STLO M9J TOTAL DOCUMENT
CITY OF LEXINGTON
LOCATION 0001

COPY

COPY

23605.74 GROSS
16901.04 NET PAY (INCLUDING ALL DEPOSITS)
1908.97 FEDERAL TAX
1437.99 SOCIAL SECURITY
336.30 MEDICARE
.00 MEDICARE SURTAX
.00 SUI TAX
822.88 STATE TAX
.00 LOCAL TAX
18622.26 DEDUCTIONS
477.34 NET CHECK

STLO COMPANY CODE M9J
CITY OF LEXINGTON
TOTAL DOCUMENT
LOCATION 0001

COPY

COPY

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

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



ADVISE OF DEBIT

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

Client Name : CITY OF LEXINGTON
Client Number : 395512
Advice of Debit Number : 473225013
Advice of Debit Date : 05/06/2016
Advice of Debit Due Date : 05/13/2016
Total Debited This Invoice : \$243.73

Inquiries

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

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

CURRENT CHARGES

PAYROLL SERVICES	QUANTITY	RATE	BASE	TOTAL CHARGES	TAX
COMPANY CODE 0069-10-M9J					
Processing Charges for Period Ending Date: 04/29/2016					
Pays	15			\$132.75	
New Hires	1	\$1.00 each		\$1.00	
Labor Distribution	15			\$19.10	
Personnel Reporting Sys Base Chg	117	at no charge			
Tax Service	15	\$0.30 each	\$33.05	\$37.55	
ADPiPayStatements	15	\$0.20 each		\$3.00	
iReports	15	\$0.08 each		\$1.20	
YTD Download	15	at no charge			
For Payroll Delivery Only	1			\$21.10	
24 Hr. Service	15	at no charge			
Employee Payment Services for Period Ending Date: 04/29/2016					
Full Service Direct Deposit	19	\$0.82 each	\$12.45	\$28.03	

TOTAL CHARGES FOR COMPANY CODE:

0069-10-M9J

\$243.73

Total Debited**\$243.73****WE APPRECIATE YOUR BUSINESS! - NO PAYMENT REQUIRED.**

This amount will be processed for debit from your account # XXXXXXXX6090 on 05/13/2016 or the next banking day. Please confirm the debit was completed with your banking institution to ensure the invoice is paid in full.

Claims & Bills

LEXINGTON, MN

05/03/16 12:23 PM

Page 1

Payments

Current Period: May 2016

Batch Name	05/04/16 PAY			
	Payment	Computer Dollar Amt	\$864.98	Posted

Refer	17384 LARSON, KAREN	Ck# 040733 5/4/2016		
Cash Payment	E 609-00000-101 Salaries & Wages	missed insurance opt out		\$864.98
Invoice	05042016 5/4/2016			
Transaction Date	5/3/2016	Due 0 4M FUND	10100	Total \$864.98

Fund Summary

	10100 4M FUND	
609 MUNICIPAL LIQUOR FUND	\$864.98	
	\$864.98	

Pre-Written Checks	\$864.98
Checks to be Generated by the Computer	\$0.00
Total	\$864.98

***Check Detail Register©**

May 2016

			Check Amt	Invoice	Comment
10100 4M FUND					
Paid Chk#	040734	5/19/2016	ACTION BROADCASTING SERVICES		
E 609-00000-340	Advertising		\$153.00	67561	
Total	ACTION BROADCASTING SERVICES		\$153.00		
Paid Chk#	040735	5/19/2016	ANOKA CO - ELECTIONS		
E 101-41410-327	Annual Technology Maintenance		\$464.50	2016-16	JPA #2012-0362
Total	ANOKA CO - ELECTIONS		\$464.50		
Paid Chk#	040736	5/19/2016	ARCTIC GLACIER ICE		
E 609-00000-254	Miscellaneous Purchase		\$244.64	1968612103	
E 609-00000-254	Miscellaneous Purchase		\$277.98	1991613302	
Total	ARCTIC GLACIER ICE		\$522.62		
Paid Chk#	040737	5/19/2016	ARTISAN BEER COMPANY		
E 609-00000-252	Beer Purchase		\$274.75	3098021	
Total	ARTISAN BEER COMPANY		\$274.75		
Paid Chk#	040738	5/19/2016	BEISSWENGER S		
E 101-45200-210	Operating Supplies		\$93.60	731162	
Total	BEISSWENGER S		\$93.60		
Paid Chk#	040739	5/19/2016	BELLBOY CORPORATION		
E 609-00000-251	Liquor Purchase		\$1,665.26	53408100	
E 609-00000-254	Miscellaneous Purchase		\$357.48	93855700	
Total	BELLBOY CORPORATION		\$2,022.74		
Paid Chk#	040740	5/19/2016	BERNICKS BEVERAGES/VENDING		
E 609-00000-252	Beer Purchase		\$20.00	295634	
E 609-00000-252	Beer Purchase		\$992.50	295635	
Total	BERNICKS BEVERAGES/VENDING		\$1,012.50		
Paid Chk#	040741	5/19/2016	BREAKTHRU BEVERAGE MN		
E 609-00000-251	Liquor Purchase		\$1,445.60	1080467439	
E 609-00000-251	Liquor Purchase		\$2,496.64	1080470573	
Total	BREAKTHRU BEVERAGE MN		\$3,942.24		
Paid Chk#	040742	5/19/2016	CANNON RIVER WINERY		
E 609-00000-253	Wine Purchase		\$351.90	8827	
Total	CANNON RIVER WINERY		\$351.90		
Paid Chk#	040743	5/19/2016	CAPITOL BEVERAGE SALES		
E 609-00000-252	Beer Purchase		\$7,458.37	888518	
E 609-00000-252	Beer Purchase		\$31.52	894332	
E 609-00000-252	Beer Purchase		\$4,990.50	894784	
E 609-00000-252	Beer Purchase		\$6,091.20	900885	
E 609-00000-252	Beer Purchase		\$63.04	906706	
Total	CAPITOL BEVERAGE SALES		\$18,634.63		
Paid Chk#	040744	5/19/2016	CLEAR RIVER BEVERAGE COMPANY		
E 609-00000-252	Beer Purchase		\$916.60	266859	
E 609-00000-252	Beer Purchase		\$564.00	268900	
Total	CLEAR RIVER BEVERAGE COMPANY		\$1,480.60		
Paid Chk#	040745	5/19/2016	COCA-COLA BOTTLING CO		
E 609-00000-254	Miscellaneous Purchase		\$6.32	ck# 40413	ck# 40413

***Check Detail Register©**

May 2016

		Check Amt	Invoice	Comment
Total COCA-COLA BOTTLING CO		\$6.32		
Paid Chk# 040746	5/19/2016	DAHLHEIMER DISTRIBUTING		
E 609-00000-252	Beer Purchase	\$5,999.85	1199573	
E 609-00000-252	Beer Purchase	(\$38.00)	125443	
E 609-00000-252	Beer Purchase	\$9,146.44	125819	
E 609-00000-252	Beer Purchase	\$132.50	125867	
E 609-00000-252	Beer Purchase	\$251.00	126089	
E 609-00000-252	Beer Purchase	\$84.00	126222	
E 609-00000-252	Beer Purchase	(\$69.00)	126446	
Total DAHLHEIMER DISTRIBUTING		\$15,506.79		
Paid Chk# 040747	5/19/2016	E H RENNER & SONS		
E 101-42260-404	Repair Machinery/Equipment	\$6,190.00	149120000	
Total E H RENNER & SONS		\$6,190.00		
Paid Chk# 040748	5/19/2016	FLAT EARTH BREWING CO		
E 609-00000-252	Beer Purchase	\$216.00	15340	
Total FLAT EARTH BREWING CO		\$216.00		
Paid Chk# 040749	5/19/2016	FRATTALLONE S HARDWARE		
E 101-43100-404	Repair Machinery/Equipment	\$1.45	55778	fastener
E 609-00000-210	Operating Supplies	\$38.44	55804	batteries
E 101-45200-210	Operating Supplies	\$52.87	55897	saw blades
E 101-41500-400	General Maintenance	\$37.92	55901	city hall men's room
E 101-41500-400	General Maintenance	\$8.54	55902	mop head
E 101-41500-400	General Maintenance	(\$14.96)	55903	city hall men's room
E 101-43100-210	Operating Supplies	\$18.16	55915	blade pruner
Total FRATTALLONE S HARDWARE		\$142.42		
Paid Chk# 040750	5/19/2016	GOPHER STATE ONE CALL		
E 770-00000-228	Gopher State One Call	\$30.45	6040506	
E 730-00000-228	Gopher State One Call	\$30.45	6040506	
Total GOPHER STATE ONE CALL		\$60.90		
Paid Chk# 040751	5/19/2016	GRAPE BEGINNINGS, INC.		
E 609-00000-253	Wine Purchase	\$208.50	00004185	
Total GRAPE BEGINNINGS, INC.		\$208.50		
Paid Chk# 040752	5/19/2016	GROEN, GARY A		
E 770-00000-301	Auditing/Acctg Services	\$396.00		
E 651-00000-301	Auditing/Acctg Services	\$396.00		
E 101-41500-301	Auditing/Acctg Services	\$594.00		
E 730-00000-301	Auditing/Acctg Services	\$396.00		
E 220-41500-301	Auditing/Acctg Services	\$99.00		
E 609-00000-301	Auditing/Acctg Services	\$99.00		
Total GROEN, GARY A		\$1,980.00		
Paid Chk# 040753	5/19/2016	HAWKINS INC		
E 730-00000-216	Chemicals	\$5.00	3875217	
Total HAWKINS INC		\$5.00		
Paid Chk# 040754	5/19/2016	HOHENSTEINS INC		
E 609-00000-252	Beer Purchase	\$1,670.38	824836	
Total HOHENSTEINS INC		\$1,670.38		

***Check Detail Register©**

May 2016

		Check Amt	Invoice	Comment
Paid Chk#	040755	5/19/2016	HOLIDAY STATIONSTORES	
E 730-00000-212	Gas & Oil	\$105.44		ACCT #012-558-511
E 101-42260-212	Gas & Oil	\$56.11		engine #1
E 101-43100-212	Gas & Oil	\$84.35		ACCT #012-558-511
E 101-45200-212	Gas & Oil	\$84.35		ACCT #012-558-511
E 651-00000-212	Gas & Oil	\$42.17		ACCT #012-558-511
E 770-00000-212	Gas & Oil	\$105.47		ACCT #012-558-511
Total HOLIDAY STATIONSTORES		\$477.89		
Paid Chk#	040756	5/19/2016	HUNT, BOB	
E 101-43100-400	General Maintenance	\$31.04	b29783	used personal cc instead of frattalones charge
Total HUNT, BOB		\$31.04		
Paid Chk#	040757	5/19/2016	I.M.S.	
E 101-43100-404	Repair Machinery/Equipment	\$2,250.00	6207	catch basin repair
Total I.M.S.		\$2,250.00		
Paid Chk#	040758	5/19/2016	JJ TAYLOR	
E 609-00000-252	Beer Purchase	\$5,000.15	2498272	
E 609-00000-252	Beer Purchase	\$11,561.69	2498294	
E 609-00000-252	Beer Purchase	\$99.00	2498304	
Total JJ TAYLOR		\$16,660.84		
Paid Chk#	040759	5/19/2016	JOHNSON BROTHERS LIQUOR	
E 609-00000-253	Wine Purchase	\$21.99	5423611	
E 609-00000-251	Liquor Purchase	\$232.47	5429183	
E 609-00000-253	Wine Purchase	\$646.83	5429184	
E 609-00000-253	Wine Purchase	\$21.99	5429185	
E 609-00000-254	Miscellaneous Purchase	\$179.18	5429186	
E 609-00000-251	Liquor Purchase	\$125.58	5430661	
E 609-00000-253	Wine Purchase	\$583.37	5430662	
E 609-00000-251	Liquor Purchase	\$243.77	5430663	
E 609-00000-251	Liquor Purchase	\$138.80	5430947	
E 609-00000-253	Wine Purchase	\$522.78	5430948	
E 609-00000-251	Liquor Purchase	\$307.13	5434968	
E 609-00000-253	Wine Purchase	\$353.81	5434969	
E 609-00000-251	Liquor Purchase	\$15,611.17	5436334	
E 609-00000-253	Wine Purchase	\$17,832.38	5436335	
E 609-00000-253	Wine Purchase	\$175.92	5436336	
E 609-00000-254	Miscellaneous Purchase	\$307.05	5436337	
E 609-00000-251	Liquor Purchase	\$11,028.22	5436338	
E 609-00000-253	Wine Purchase	(\$40.03)	571788	
Total JOHNSON BROTHERS LIQUOR		\$48,292.41		
Paid Chk#	040760	5/19/2016	KNOWLAN S SUPER MARKET	
E 101-41500-430	Miscellaneous	\$58.68	1000038705	
Total KNOWLAN S SUPER MARKET		\$58.68		
Paid Chk#	040761	5/19/2016	LAKES AREA ELECTRIC, INC	
E 609-00000-401	Repair Buildings	\$360.00	4304	labor replace ballasts
Total LAKES AREA ELECTRIC, INC		\$360.00		
Paid Chk#	040762	5/19/2016	LEAGUE OF MN CITIES-INSURANCE	
E 101-41500-150	Worker s Comp	\$446.00	32124	Workers Comp Final Audit
Total LEAGUE OF MN CITIES-INSURANCE		\$446.00		

***Check Detail Register©**

May 2016

		Check Amt	Invoice	Comment
Paid Chk#	040763	5/19/2016	LITURGICAL PUBLICATIONS	
E 609-00000-340	Advertising	\$325.00	05022016	
Total	LITURGICAL PUBLICATIONS	\$325.00		
Paid Chk#	040764	5/19/2016	M AMUNDSON LLP	
E 609-00000-254	Miscellaneous Purchase	\$3,934.11	215922	
Total	M AMUNDSON LLP	\$3,934.11		
Paid Chk#	040765	5/19/2016	M/A ASSOCIATES	
E 220-46000-209	Cleaning Supplies	\$599.52	10030	
Total	M/A ASSOCIATES	\$599.52		
Paid Chk#	040766	5/19/2016	MARCO	
E 310-41500-570	Office Equip and Furnishings	\$5.33	3316473	25' cat 5E patch
E 101-41500-200	Office Supplies	\$80.00	3316626	peg's email
Total	MARCO	\$85.33		
Paid Chk#	040767	5/19/2016	MCMA	
E 101-41500-433	Dues and Subscriptions	\$102.00	05012016-043	Annual Membership
Total	MCMA	\$102.00		
Paid Chk#	040768	5/19/2016	MCNAMARA, PEGGY	
E 101-41500-205	Mileage Reimbursement	\$182.74		Clerks Conference
Total	MCNAMARA, PEGGY	\$182.74		
Paid Chk#	040769	5/19/2016	MET COUNCIL - WASTEWATER	
E 770-00000-389	MWCC Charges	\$7,193.48	1055002	
Total	MET COUNCIL - WASTEWATER	\$7,193.48		
Paid Chk#	040770	5/19/2016	OREILLY AUTO PARTS	
E 101-42260-400	General Maintenance	\$6.63	3472183547	
Total	OREILLY AUTO PARTS	\$6.63		
Paid Chk#	040771	5/19/2016	ORKIN PEST CONTROL	
E 220-47000-230	Contracted Services	\$321.38	108382197	city hall exterior treatment
Total	ORKIN PEST CONTROL	\$321.38		
Paid Chk#	040772	5/19/2016	PACE ANALYTICAL	
R 730-37100	Water Sales	\$50.00	16100137048	WATER TEST FEE
Total	PACE ANALYTICAL	\$50.00		
Paid Chk#	040773	5/19/2016	PAUSTIS & SONS	
E 609-00000-253	Wine Purchase	\$1,814.48	8546597	
Total	PAUSTIS & SONS	\$1,814.48		
Paid Chk#	040774	5/19/2016	PEPSI COLA COMPANY	
E 609-00000-254	Miscellaneous Purchase	\$222.50	54301514	
Total	PEPSI COLA COMPANY	\$222.50		
Paid Chk#	040775	5/19/2016	PHILLIPS WINE AND SPIRITS INC	
E 609-00000-251	Liquor Purchase	\$362.36	2968290	
E 609-00000-253	Wine Purchase	\$97.18	2968291	
E 609-00000-253	Wine Purchase	\$282.28	2969279	
E 609-00000-251	Liquor Purchase	\$652.75	2973043	
E 609-00000-253	Wine Purchase	\$3,831.38	2973044	
Total	PHILLIPS WINE AND SPIRITS INC	\$5,225.95		

***Check Detail Register©**

May 2016

			Check Amt	Invoice	Comment
Paid Chk#	040776	5/19/2016	RICOH USA INC		
E 101-41500-350	Print/Binding		\$658.56	5041707001	1-29-16 / 4-28-16
	Total	RICOH USA INC	\$658.56		
Paid Chk#	040777	5/19/2016	ROYAL ROOFING INC		
E 730-00000-401	Repair Buildings		\$577.00	16-105	repair to pump house
	Total	ROYAL ROOFING INC	\$577.00		
Paid Chk#	040778	5/19/2016	SOUTHERN WINE & SPIRITS		
E 609-00000-251	Liquor Purchase		\$3,094.25	1404472	
E 609-00000-253	Wine Purchase		\$1,428.06	1404473	
E 609-00000-253	Wine Purchase		\$1.28	1406890	
E 609-00000-251	Liquor Purchase		\$505.90	1406891	
E 609-00000-253	Wine Purchase		\$344.96	1406892	
E 609-00000-251	Liquor Purchase		\$2,851.75	5015568	
	Total	SOUTHERN WINE & SPIRITS	\$8,226.20		
Paid Chk#	040779	5/19/2016	SPECIALTY TURF & AG		
E 101-41500-400	General Maintenance		\$229.35	145237	game time white paint
	Total	SPECIALTY TURF & AG	\$229.35		
Paid Chk#	040780	5/19/2016	ST PAUL STAMPS WORKS		
E 609-00000-200	Office Supplies		\$59.25	360554	
	Total	ST PAUL STAMPS WORKS	\$59.25		
Paid Chk#	040781	5/19/2016	ULTIMATE SAFETY CONCEPTS INC.		
E 101-42260-404	Repair Machinery/Equipment		\$1,120.00	166126	40x100 yellow hose
E 101-42260-404	Repair Machinery/Equipment		\$1,120.00	166127	40x100 yellow hose
	Total	ULTIMATE SAFETY CONCEPTS INC.	\$2,240.00		
Paid Chk#	040782	5/19/2016	VINOCOPIA		
E 609-00000-253	Wine Purchase		\$335.50	151506	
	Total	VINOCOPIA	\$335.50		
Paid Chk#	040783	5/19/2016	VINZANT, MARY		
E 220-46000-230	Contracted Services		\$132.00	5-14-16	WK ENDING 5-14-16
E 220-46000-230	Contracted Services		\$132.00	5-7-16	WK ENDING 5-7-16
	Total	VINZANT, MARY	\$264.00		
Paid Chk#	040784	5/19/2016	WALLEN-FRIEDMAN & FLOYD, PA		
E 101-41500-304	Legal Fees		\$412.50	1631	
	Total	WALLEN-FRIEDMAN & FLOYD, PA	\$412.50		
Paid Chk#	040785	5/19/2016	WALTERS RUBBISH INC		
E 101-45200-384	Refuse/Garbage Disposal		\$24.14	0001579981	0003
E 101-43100-384	Refuse/Garbage Disposal		\$24.14	0001579981	0003
E 651-00000-384	Refuse/Garbage Disposal		\$12.07	0001579981	0003
E 730-00000-384	Refuse/Garbage Disposal		\$30.17	0001579981	0003
E 770-00000-384	Refuse/Garbage Disposal		\$30.18	0001579981	0003
E 220-46000-384	Refuse/Garbage Disposal		\$333.37	0001579981	0004
E 609-00000-384	Refuse/Garbage Disposal		\$66.50	0001579981	0005
E 101-43500-230	Contracted Services		\$1,004.05	0001579981	
E 101-41500-384	Refuse/Garbage Disposal		\$45.63	0001579981	0002
	Total	WALTERS RUBBISH INC	\$1,570.25		
Paid Chk#	040786	5/19/2016	WINE MERCHANTS		

***Check Detail Register©**

May 2016

		Check Amt	Invoice	Comment
E 609-00000-253	Wine Purchase	(\$34.50)	707684	
E 609-00000-253	Wine Purchase	\$1,150.26	7080653	
Total WINE MERCHANTS		\$1,115.76		
10100 4M FUND		\$159,267.74		

Fund Summary**10100 4M FUND**

101 GENERAL FUND	\$15,466.35
220 LOVELL BUILDING	\$1,617.27
310 CAPITAL PROJECTS	\$5.33
609 MUNICIPAL LIQUOR FUND	\$132,778.91
651 STORM WATER FUND	\$450.24
730 WATER FUND	\$1,194.06
770 SEWER FUND	\$7,755.58
	\$159,267.74

LEXINGTON, MN

05/13/16 9:49 AM

Page 7

Payments

Current Period: May 2016

Transaction Date	5/12/2016	4M FUND	10100	Total	\$325.00
Refer	17425	M AMUNDSON LLP			
Cash Payment	E 609-00000-254	Miscellaneous Purchase			\$3,934.11
Invoice	215922	5/3/2016			
Transaction Date	5/12/2016	4M FUND	10100	Total	\$3,934.11
Refer	17426	PAUSTIS & SONS			
Cash Payment	E 609-00000-253	Wine Purchase			\$1,814.48
Invoice	8546597	5/4/2016			
Transaction Date	5/12/2016	4M FUND	10100	Total	\$1,814.48
Refer	17427	PEPSI COLA COMPANY			
Cash Payment	E 609-00000-254	Miscellaneous Purchase			\$222.50
Invoice	54301514	5/4/2016			
Transaction Date	5/12/2016	4M FUND	10100	Total	\$222.50
Refer	17428	PHILLIPS WINE AND SPIRITS INC			
Cash Payment	E 609-00000-251	Liquor Purchase			\$362.36
Invoice	2968290	4/28/2016			
Cash Payment	E 609-00000-253	Wine Purchase			\$97.18
Invoice	2968291	4/28/2016			
Cash Payment	E 609-00000-253	Wine Purchase			\$282.28
Invoice	2969279	5/2/2016			
Cash Payment	E 609-00000-251	Liquor Purchase			\$652.75
Invoice	2973043	5/9/2016			
Cash Payment	E 609-00000-253	Wine Purchase			\$3,831.38
Invoice	2973044	5/9/2016			
Transaction Date	5/12/2016	4M FUND	10100	Total	\$5,225.95
Refer	17429	SOUTHERN WINE & SPIRITS			
Cash Payment	E 609-00000-251	Liquor Purchase			\$2,851.75
Invoice	5015568	4/29/2016			
Cash Payment	E 609-00000-251	Liquor Purchase			\$3,094.25
Invoice	1404472	5/5/2016			
Cash Payment	E 609-00000-253	Wine Purchase			\$1,428.06
Invoice	1404473	5/5/2016			
Cash Payment	E 609-00000-251	Liquor Purchase			\$505.90
Invoice	1406891	5/12/2016			
Cash Payment	E 609-00000-253	Wine Purchase			\$344.96
Invoice	1406892	5/12/2016			
Cash Payment	E 609-00000-253	Wine Purchase			\$1.28
Invoice	1406890	5/12/2016			
Transaction Date	5/12/2016	4M FUND	10100	Total	\$8,226.20
Refer	17430	ST PAUL STAMPS WORKS			
Cash Payment	E 609-00000-200	Office Supplies			\$59.25
Invoice	360554	4/29/2016			
Transaction Date	5/12/2016	4M FUND	10100	Total	\$59.25
Refer	17431	WINE MERCHANTS			
Cash Payment	E 609-00000-253	Wine Purchase			\$1,150.26
Invoice	7080653	5/9/2016			

05/13/16 9:49 AM

Page 8

Payments

Current Period: May 2016

Cash Payment	E 609-00000-253 Wine Purchase				\$-34.50
Invoice	707684	4/22/2016			
Transaction Date	5/12/2016	4M FUND	10100	Total	\$1,115.76
Refer	17432 ARCTIC GLACIER ICE	-			
Cash Payment	E 609-00000-254 Miscellaneous Purchase				\$244.64
Invoice	1968612103	4/30/2016			
Cash Payment	E 609-00000-254 Miscellaneous Purchase				\$277.98
Invoice	1991613302	5/12/2016			
Transaction Date	5/12/2016	4M FUND	10100	Total	\$522.62
Refer	17433 ORKIN PEST CONTROL	-			
Cash Payment	E 220-47000-230 Contracted Services	city hall exterior treatment			\$321.38
Invoice	108382197	5/6/2016			
Transaction Date	5/12/2016	4M FUND	10100	Total	\$321.38
Refer	17434 COCA-COLA BOTTLING CO	-			
Cash Payment	E 609-00000-254 Miscellaneous Purchase	ck# 40413			\$6.32
Invoice	ck# 40413	5/4/2016			
Transaction Date	5/12/2016	4M FUND	10100	Total	\$6.32
Refer	17435 FLAT EARTH BREWING CO	-			
Cash Payment	E 609-00000-252 Beer Purchase				\$216.00
Invoice	15340	5/11/2016			
Transaction Date	5/12/2016	4M FUND	10100	Total	\$216.00
Refer	17436 GRAPE BEGINNINGS, INC.	-			
Cash Payment	E 609-00000-253 Wine Purchase				\$208.50
Invoice	00004185	5/10/2016			
Transaction Date	5/12/2016	4M FUND	10100	Total	\$208.50
Refer	17437 LAKES AREA ELECTRIC, INC	-			
Cash Payment	E 609-00000-401 Repair Buildings	labor replace ballasts			\$360.00
Invoice	4304	5/4/2016			
Transaction Date	5/12/2016	4M FUND	10100	Total	\$360.00
Refer	17438 VINOCOPIA	-			
Cash Payment	E 609-00000-253 Wine Purchase				\$335.50
Invoice	151506	5/11/2016			
Transaction Date	5/12/2016	4M FUND	10100	Total	\$335.50

LEXINGTON, MN

05/13/16 9:49 AM

Page 9

Payments

Current Period: May 2016

Fund Summary

	10100 4M FUND
101 GENERAL FUND	\$15,466.35
220 LOVELL BUILDING	\$1,617.27
310 CAPITAL PROJECTS	\$5.33
609 MUNICIPAL LIQUOR FUND	\$132,778.91
651 STORM WATER FUND	\$450.24
730 WATER FUND	\$1,194.06
770 SEWER FUND	\$7,755.58
	<hr/>
	\$159,267.74

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	<hr/>
	\$159,267.74
Total	<hr/>
	\$159,267.74

Report Criteria:
Report type: Summary

GL Period	Check Issue Date	Ck No	Payee	Description	Check Amount
05/16	05/02/2016	10863	MILITARY PLAQUES	FRONT LOBBY EMBLEM	159.95
05/16	05/04/2016	10864	ASPEN MILLS, INC	100 PATCHES	589.42
05/16	05/04/2016	10865	COVERALL OF THE TWIN CITIES INC	MAY CLEANING SERVICE	796.22
05/16	05/04/2016	10866	DON'S CIRCLE SERVICE, INC	VEH MTC & REPAIRS	575.07
05/16	05/04/2016	10867	EMERGENCY AUTO TECH ,INC	NEW VEH SET UP	7,857.65
05/16	05/04/2016	10868	FRATTALLONES HARDWARE, INC.	VEH CAR WASH SUPPLIES	8.54
05/16	05/04/2016	10869	IMAGE PRINTING & GRAPHICS, INC	BUSINESS CARDS K HONKOMP	85.50
05/16	05/04/2016	10870	LEAGUE OF MN CITIES INS TRUST	WORKERS COMP 4/1/2016-4/1/2017	41,239.00
05/16	05/04/2016	10871	MCAA	FORFEITURE FORMS/PROPERTY RE	55.00
05/16	05/04/2016	10872	POPP COMUNICATIONS	DSL LINE FOR WIFI	258.02
05/16	05/04/2016	10873	QUILL CORPORATION	STAMP	201.90
05/16	05/04/2016	10874	SUPPLYWORKS	TOWELS/TISSUE/LINERS	553.45
05/16	05/04/2016	10875	TOP GREEN	MAY GROUNDS MTC	671.98
05/16	05/04/2016	10876	TWIN CITIES TRANSPORT & RECOVER	TIRE CHANGE	35.00
05/16	05/04/2016	10877	VERIZON WIRELESS	APRIL CELL PHONES	551.68
Grand Totals:					53,638.38

BUSINESS LICENSE - COUNCIL APPROVAL -MAY 5, 2016

P44

BUSINESS LICENSE APPLICATIONS					
NAME OF BUSINESS	BUSINESS ADDRESS	CITY	ST.	ZIP	DESCRIPTION OF BUSINESS
Ike's Plumbing & Drain Cleaning	9046 Lake Drive	Lexington	MN	55014	Plumbing

CITY OF LEXINGTON
COUNTY OF ANOKA
STATE OF MINNESOTA

ORDINANCE #16-01

AN ORDINANCE AMENDING CITY CODE CHAPTER 11.60 DEFINITIONS, AND
11.60 PERFORMANCE STANDARDS – SUBD. 22 - PARKING

Section 1. The City Council of Lexington does hereby ordain as following changes to Chapter 11 Lexington City Code:

Section 11.60 PERFORMANCE STANDARDS

Subd. 22. Parking.

A. Any off-street parking space in connection with existing buildings or structures, on the effective date of this Chapter, shall not be removed, enlarged or altered, except in conformance with the requirements of this Chapter. In connection with any building or structure which is to be erected or substantially altered and which requires off street parking spaces, off-street parking space will be provided in accordance with the following regulations. The following requirements are designed to provide adequate off street parking space for passenger automobiles of patrons, occupants or employees.

B. Size.

a. Off-Street Parking Spaces: A required off-street parking space shall be at least nine (9) feet in width and twenty (20) feet in length, exclusive of access drives, aisles, ramps and columns.

b. Driveways:

- i. A required driveway may not exceed 24 feet wide at the intersection with the street nor at any point in a right of way or publically owned property.
- ii. A driveway can flare no greater than 45 degrees, beginning immediately outside any right of way or publically owned property.
- iii. A driveway may not exceed the width of a garage and a single, approved off-street parking space, and then only to a point intersecting with the driveway flare.

c. Lot Coverage: Parking spaces, driveways or other hard and dust-free surfaces are included when calculating lot coverage standards. If

permeable materials are used, they shall reduce coverage by the percentage rated by the manufacturer of material.

B.C. Access.

- 1) Each required off-street parking space shall open directly upon an aisle or driveway of such width and design as to provide safe and efficient means of vehicular access to parking spaces.
- 2) All off-street parking facilities shall be provided with appropriate means of vehicular access to a street, alley, or driveways, in a manner which will least interfere with traffic movements.
- 3) A parking area containing four (4) or more parking spaces, shall have vehicular access to it by a street, alley, or driveway, containing all-weather, hard surfaced pavement and the size, location, and route of access to such parking areas shall be approved by Council.

C.D. Yards.

- 1) Off-street parking spaces shall not be permitted within any front yard or side yard setback, ~~except~~.
 - a. For those off-street spaces existing in the front yard or side yard setback in residential districts at the time this ordinance was modified on May 12, 2016, they may continue to exist as nonconforming but in no instance shall the number of these parking spaces exceed two per dwelling unit.
 - b. Parking spaces required for single or two family dwelling units shall be located on the same lot as the dwelling served.

D.E. Computation of Parking Spaces. When determination of the number of parking spaces required by this Chapter results in a requirement of a fractional space, any fraction shall be counted as one parking space.

E.F. Collective Parking Provisions for Non-Residential Uses. Off-street parking facilities for separate uses may be provided collectively if the total number of spaces so provided is not less than the sum of the separate requirements of each use and if all regulations governing the location of accessory parking spaces in relation to the use served are observed. But no parking space, or portion thereof, shall serve as a required space for more than one use unless otherwise authorized in this Chapter.

F.G. _____ Repair. No major motor vehicle repair work shall be permitted in parking lots.

G.H. _____ Design, Maintenance, and Installation.

- 1) All open off-street parking areas and access to those areas shall be pavedimproved with a hard and dust-free surface., and vehicles shall park, stand or operate only on that surface.
- 2) All parking areas shall provide for proper drainage of surface water to prevent the drainage of such water onto adjacent properties or walkways.
- 3) All open automobile parking areas containing more than four parking spaces shall be effectively screened on each side adjoining or fronting on any residential property, by an approved, compatible wall or fence that conforms with this Chapter or a densely planted compact hedge not less than five (5) feet in height and so as not to create a traffic hazard on adjacent streets.
- 4) Illumination of an off-street parking area shall be arranged so as not to project or reflect rays of light into adjacent and residential districts, and so as not to create a traffic hazard on adjacent streets.
- 5) The owner of any off-street parking area shall maintain the area in good condition without holes and free of all dust, trash, and other debris.

6) Hard and dust-free surfaces.

a. Residential Areas.

- i. Interim Standard. Hard and dust-free surfaces used for parking or access to parking areas for residential districts may only be constructed from materials that include bituminous, cement, gravel (class 2 or class 5), crushed rock, recycled bituminous, pavers, permeable pavers, or other materials specifically approved by the building official.
- ii. Permanent Standard. All new construction and all properties granted a non-maintenance building permit shall meet the following standard for hard and dust-free surfaces. Hard and dust-free surfaces used for parking or access to parking areas for residential districts may only be constructed from materials that include bituminous, cement, pavers, permeable pavers, or other materials specifically approved by the building official.

- b. Non-residential Areas. Hard and dust-free surfaces used for parking or access to parking areas for all other areas such as business, commercial or multiuse districts may only be constructed from materials that include bituminous, cement, or other materials specifically approved by the building official.
- 7) Driveways or other access to parking areas required by this section shall be constructed in the same manner as the parking area. Driveways and parking areas must be durable and designed to support the weight of vehicles. Driveways must connect to a street, alley, or roadway by a curb, gutter or apron designed for vehicular travel and as otherwise approved by the building official.
- 8) A zoning permit shall be issued for the installation or replacement of residential driveways and off-street parking unless performed in conjunction with a building permit for construction of a primary or accessory structure. In all other instances, a building permit is necessary for installation or replacement of driveways and off-street parking.
- 9) Driveways may not encroach easements, rights of way or publically owned property but may exist therein subject to the applicable property rights in a manner as set forth in the applicable permit.
- 10) Off-street parking spaces are subject to the setbacks of their district. Driveways are subject to the setbacks of their district except where necessary to connect to a street, alley or roadway by a direct route, or such route as approved by the building official for unique lots, return driveways or commercial applications in a manner as set forth in the applicable permit.
- H.I. Required Parking Spaces. The minimum number of off-street parking spaces for each type of use shall be determined in accordance with the following:
- 1) Residential Use. Two parking spaces for each dwelling unit for single family, two family, or multiple dwelling units. Parking space(s) inside an accessory structure may satisfy this requirement.
 - 2) Automobile Service Stations. At least one parking space for each employee, plus two for each service stall.
 - 3) Banks. At least one parking space for each two hundred square feet of floor area.

- 4) Group Homes, Boarding and Rooming Houses. At least two parking spaces, plus one parking space for each three persons for which living accommodations are provided.
- 5) Bowling Alleys. At least seven parking spaces for each alley, plus such additional spaces as may be required for affiliated uses.
- 6) Business and Professional Offices or Public Administration Buildings. At least one parking space for each two hundred square feet of floor area.
- 7) Churches and Synagogues. At least one parking space for each four seats in accordance with density capacity of the main auditorium.
- 8) Establishments Handling the Sale and Consumption of Food and Refreshment on the Premises. At least one parking space for each seventy-five square feet of floor area.
- 9) Furniture and Appliance Stores, Motor Vehicle Sales, Stores for Repair of Household Equipment, or Furniture. At least one parking space for each six hundred square feet of floor area.
- 10) Hotels. At least one space for each three separate rooms and at least one space for each three suites of more than one room.
- 11) Libraries and Museums. At least one parking space for each five hundred square feet of floor area.
- 12) Manufacturing, Fabricating, and Processing Plants Not Engaged in Retail Trade. At least one parking space for each employee or one parking space for every one thousand square feet of floor area, whichever is greater.
- 13) Medical and Dental Clinics. At least two spaces for each examining or treatment room, plus one for each doctor and employee in the building.
- 14) Motels. At least one parking space for each dwelling unit, plus one space per employee.
- 15) Public Utility and Public Service Uses. At least one parking space for each three employees, plus spaces in adequate number as determined by the Council to serve the visiting public.
- 16) Recreational Buildings or Community Centers. Spaces in adequate number as determined by the Planning Commission.

- 17) Schools, Elementary, Junior High, Public or Private. At least one parking space for each faculty member and other full-time employees. Senior high schools shall also provide one space for each ten students.
- 18) Supermarkets, Discount Houses, Mail Order Outlets, Retail Stores and Other Stores with High Customer Volume. At least one parking space for each three hundred square feet of floor area.
- 19) Theaters. At least one parking space for each four seats in the theater.
- 20) Warehouse and Storage Establishments and Freight Terminals. At least one off-street parking space for each two thousand square feet of floor area or one parking space for every two employees, whichever is greater.
- 21) Other Uses. Parking spaces on the same basis as required for the most similar use.

J. Exception to Required Parking Spaces: The City may modify the minimum parking requirements in any Multiuse or Business District, as part of a planned unit development approval process or for other exception circumstances, if it is determined that the use is consistent with the purpose of the district and that parking is determined by the City to be sufficient to accommodate the use.

K. Implementation Of Ordinance Changes From Ordinance 16-01: Unless otherwise specified, all changes to this Chapter are effective on the date adopted by the City Council. All parcels that do not conform to the requirement to construct driveways, construct off-street parking from hard and dust free surfaces, or all other requirements of Section 11.06 as adopted in Ordinance 16-01 shall come into compliance with the amended Section 11.06 at such time as a non-maintenance building permit is issued, or not later than December 1, 2017.

SECTION 11.02. DEFINITIONS.

"Parking Area" - A suitable surfaced and permanently maintained area on property either within or outside of a building of sufficient size to store one or more standard automobile. Commonly referred to as a 'parking lot.'

Section 2. Effective Date. This ordinance shall be effective immediately upon its passage and publication of the attached summary according to law.

Section 3. Summary for Publication. The attached "Exhibit A" entitled Summary of Ordinance 16-01, is hereby adopted and is hereby ordered to be published in the official paper.

PASSED AND DULY ADOPTED this 19th day of May, 2016 by the City Council of the City of Lexington.

Mayor

Attest:

City Administrator

EXHIBIT A

Summary of Ordinance 16-01

Notice is hereby given, that on May 19, 2016, Ordinance Number 16-01, entitled "AN ORDINANCE AMENDING CITY CODE CHAPTER 11, was adopted by the City Council of Lexington, Minnesota.

Notice is further given that due to the lengthy nature of the ordinance, the City Council has directed that this title and summary be prepared for publication pursuant to Minn. Stat. 412.191, Subd. 4.

Notice is further given that a complete printed copy of the ordinance is available for inspection by any person during normal business hours of the City Clerk, 9180 Lexington Avenue, Lexington, MN, 55014, or will be mailed or emailed to anyone requesting it by telephone 763-784-2792.

Notice is further given that the general purpose of the ordinance is to amend the code as to regulate and revise zoning.

Section 1. This section contains the text of a revising definitions used in the chapter for parking areas, driveway requirements and construction requirements for driveways and off-street parking.

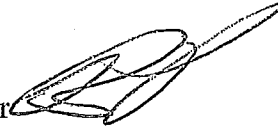
Section 2. This section provides that the effective date shall be upon publication of this summary.

Notice is further given that the Council has by at least 4/5 vote approved this public notice on the 19th day of May 2016.

Mary Vinzant, Deputy City Clerk

Published in the _____ on _____, 2016.

To: Mayor Kurth and City Council
From: Bill Petracek, City Administrator
Date: May 13, 2016
RE: Hristo (Chris) Galiov's Employment Contract



I have made an offer to Hristo (Chris) Galiov to replace Tina Northcutt – Meyer to be our new finance director. Mr. Galiov comes to us with a wide array of financial management experience in the private and public sector.

He is currently working for the City of Mendota Heights as their accounting clerk; he has served Mendota Heights since 2011. He also served the City of Lake Elmo as their finance specialist for 4 years. Mr. Galiov is a native Bulgarian, and currently resides in Blaine. I have included a copy of his resume for you to get more detail on his background.

Briefly, his employment contract consists of the following terms:

Starting salary - \$60,000 with an added \$1,000 increase following the successful completion of his six month probation period.

Paid Time Off – he will be credited with 80 hours of PTO upon his starting date, and will accrue PTO as a 5-year managerial employee.

Benefits afforded to Mr. Galiov will coincide with other management and non-union employees.

The hiring committee, which consisted of Gary Groen, Mary Vinzant, and Jack Borgen, unanimously agreed that Mr. Galiov is the top candidate of the 19 applicants we received for the position. City staff is very excited to have him begin his duties with the City of Lexington.

STANDARD EMPLOYMENT AGREEMENT

This agreement ("Agreement") is made effective the 4th day of May 2016, by and between the City of Lexington, a Minnesota municipal corporation ("Employer"), and Hristo Galiov, ("Employee").

IT IS HEREBY AGREED:

1. **POSITION.** Employer agrees to employ Employee as Finance Director. Employee agrees to serve in that position in accordance with the attached position/job description or at the direction of the City Council or its designee. Employee is hired on an "at-will" basis and his/her employment with the City may be terminated by the City Council, with or without cause, at any time. Employee shall perform the duties as are required of him/her pursuant to the Employee Handbook for City of Lexington employees. At all times during the performance of this Agreement, Employee shall adhere to all rules and regulations established by the City of Lexington for the conduct of its key employees.
 2. **SALARY.** Employer shall pay Employee an initial annual salary of \$60,000.00 year starting with the pay period beginning the effective date of this Agreement as set forth above, said amount to be paid in installments in accordance with the City's regular payroll period for City employees. Employee shall be given an annual performance review. Upon successful completion of Employees six (6) month probation period the Employer will increase Employee's salary to \$61,000. Any annual salary increases thereafter will be either step and/or merit based and at the sole discretion of the City Council upon the recommendation of the City Administrator.
 3. **PAID TIME OFF.** Employee will start employment with the status of a 5-year managerial employee for the purposes of calculating PTO and will begin earning time off accordingly. The Finance Director will be provided 80 hours of PTO upon employment. Employee will be eligible to convert paid time off hours to cash with the following conditions:
 - Employee may elect each November 1st to convert up to 50% of their annual accumulated paid time off.
 - Payment will be based on the employee's current hourly rate on November 1st of the current year.
 - Conversion to cash will occur on the first payroll of December of the current year.
 - The conversion will be part of the regular payroll and a separate check will be issued upon the employee's request.
 4. **PENSION.** Employee shall be eligible to participate in the pension plan applicable for municipal employees in accordance with the terms of the plan and applicable laws ("Pension Plan").
 5. **INSURANCE.** The Employer shall offer group health and dental insurance meeting requirements of state law for regular employees and their dependents. The Employer shall contribute up \$1,250.00 per month per employee for premiums for all such coverage. Any excess shall be paid by the employee by means of payroll deductions. The continuation rights of employees whose employment terminates and of dependents whose coverage terminates for any reason shall be governed by applicable state and federal law. Upon proof of an alternative insurance, Employee may elect, in lieu of participation in the Employees' Insurance Benefits plan, to have the Employer's cost for such coverage, up to a total of \$ 1,250.00 per month to be paid as premium payments to an alternative medical, dental or HMO plan selected by the Employee.
- The Employer shall offer short and long term disability insurance and life insurance and each Regular Employee is required to purchase said insurance as a part of the group plan offered by the City with the amount of said insurance being paid by payroll deduction, as follows:
- a.) Short-term disability insurance ("STD") (i.e., disability insurance coverage for "disabilities" that qualify for coverage for the "short term" as those terms are defined in the STD group insurance policy offered by the Employer);
 - b.) Long-term disability insurance ("LTD") (i.e., disability insurance coverage for "disabilities" that qualify for coverage during the "long term" as those terms are defined in the LTD group insurance policy offered by the Employer); and
 - c.) Life insurance in the amount of \$25,000.00 per employee as provided for in the group life

insurance policy offered by the Employer.

- d.) For the term of this Agreement and any extension thereto, the health care premium payment by the City for Employee shall be equal to or greater than the amount set forth in the COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF LEXINGTON AND AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, COUNCIL NO. 5 LOCAL 2454 for the applicable year for which insurance coverage is due and owing by the City for the Employee.
6. **GENERAL EXPENSES.** Employer shall reimburse Employee miscellaneous job related expenses incurred in the necessary course of job performance and for which the Employer has given Employee prior written approval. Employee shall complete a log providing the necessary documentation for business purposes required by the City and the Internal Revenue Code.
7. **DUES AND SUBSCRIPTIONS.** The Employer shall budget and provide for the professional dues and subscriptions for the Employee which are deemed reasonable and necessary for the Employee's participation in national, regional, state and local associations necessary and desirable for the Employee's continued professional participation, growth and advancement in a mutually agreed upon amount. The amount for all activities included in this section shall be budgeted and paid for annually.
8. **TRAINING (PROBATION) PERIOD.** The training (probation) period is an integral part of the selection process and will be used for the purpose of observing the employee's work and for training the employee in work expectations. The probation period shall be in effect for the first six (6) months of employment. The Employer may terminate the Employee at any time during the probationary period if in the sole judgment of the Employer, the Employee's work performance indicates that the Employee is unable or unwilling to perform the duties of the position satisfactorily. Employee understands that after the initial Probationary Period, employee's employment status will continue to be "at will" as defined in Section 1 above.
9. **HOURS OF WORK.** The position of Employee is an exempt, full-time position and Employee is expected to devote his/her full time and attention to the duties of his/her position. The Employee's work schedule shall be established by the city administrator to meet the performance expectations outlined by the city administrator. At times, however, the requirements of Employee's job may require him or her to work more than forty (40) hours in a given work week. When Employee's regular job duties require work outside normal business hours, the Employee may adjust his/her working hours to compensate.
10. **GENERAL CONDITIONS OF EMPLOYMENT.** Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employer to terminate the services of Employee at any time, and for any reason, subject only to the provisions of this Agreement. Furthermore, nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from his/her position with Employer, subject to the provisions of this Agreement.
11. **INDEMNIFICATION.** Employer shall defend and indemnify Employee pursuant to Minn. Stat. §§ 466.07 and 465.76. In addition, Employer shall defend, hold harmless, and indemnify Employee from all torts; civil damages, penalties, and fines; violation of statutes, laws, rules, and ordinances, provided the Employee was acting in good faith in the performance of the duties of the position.
12. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the parties and there are no agreements, understandings, restrictions, warranties, or representations between the parties relating to this subject matter other than those in this Agreement. **To the extent, if any, this Agreement and the Employee Handbook conflict, the terms and conditions set forth in this Agreement shall take precedence over the Employee Handbook.** This Agreement supersedes all prior agreements, understandings, discussions, or negotiations relating to this subject matter. Any modification or amendment to this Agreement will be effective only if it is in writing and signed by both Employee and the Mayor or other authorized City Council member.
13. **ARBITRATION.** Employee and the City agree that any and all unresolved disputes arising in relation to or out of this Agreement including, but not limited to, any dispute regarding the interpretation of this

Agreement and the performance thereunder, shall be resolved through binding arbitration. The arbitration shall be held before one (1) arbitrator and shall be conducted in accordance with the Minnesota Uniform Arbitration Act (Minn. Stat. Ch. 572B) and the arbitrator's fee and forum fees, if any, for the arbitration shall be borne by the City. The parties also agree that any arbitration award shall be binding upon the parties and said award may be filed by either party in any court of competent jurisdiction.

14. **GOVERNING LAW.** This Agreement and any addendum or amendment hereto shall be governed by and enforced in accordance with the laws of the State of Minnesota, without regard to its conflict of laws principles.
15. **OPPORTUNITY TO REVIEW AGREEMENT WITH LEGAL COUNSEL.** By executing this Agreement, Employee acknowledges that he/she has had an adequate opportunity to read and understand this contract, and to seek legal assistance, if he/she desires, to gain an understanding of the meaning thereof.

IN WITNESS WHEREOF, Employer has caused this Agreement to be signed and executed on its behalf by its Mayor and/or City Administrator and Employee has signed this Agreement, in duplicate, the day and year first written above.

CITY OF LEXINGTON: EMPLOYER

Dated: _____

By: _____

Its: _____

Dated: 05/09/16

EMPLOYEE

Hristo Galiov

Print Name

HRISTO IVANOV GALIOV

12123 Waconia Cir NE ♦ Blaine, MN 55449 ♦ Tel/fax: (763) 862 2569 ♦ Cell: (612) 599 4649 ♦ E-mail: chrishgaliov@hotmail.com

EXPERIENCE

City of Mendota Heights, Mendota Heights, MN (September 2011 – Present)

Accounting Clerk

- Process Accounts Payable – coding, entry and check runs.
- Process bi-weekly payroll – time cards entry, check runs.
- Process cash receipts.
- Prepare miscellaneous reports.
- Provide phone support.
- Process Accounts Payable in Laserfiche .
- Prepare 1099s.

The Wirth Companies, Brooklyn Center, MN (June 2008 – September 2011)

Staff Accountant

- Make General Ledger entries for payroll, bank transfers and intercompany transactions.
- Prepare and present financials, budget variances and delinquency reports for monthly property meetings.
- Process daily payments for the commercial and residential properties of the companies.
- Perform daily treasury functions.
- Prepare monthly bank reconciliation for all company accounts.
- Generate Rent Roll and statements for the company's commercial properties.
- Update leasing information and maintain tenant profiles in property management system.
- Responsible for Accounts Payable and Payroll for one of the Company's hotel properties.

City of Lake Elmo, Lake Elmo, MN (July 2004 – February 2008)

Finance Specialist

- Processed Accounts Payable – coding, entry and check runs.
- Processed bi-weekly payroll – time cards entry, check runs and direct deposit uploads, benefits and income tax payments and reporting, UI hearings.
- Monitored and controlled compliance with monthly budgets for all departments.
- Assisted in annual budget preparation and presentation.
- Performed quarterly utility billing (water and surface water), accounts setup and responded to billing inquiries.
- Performed month end and daily bank reconciliations.
- Submitted monthly and quarterly tax returns.

Grand Hotel Minneapolis, Minneapolis, MN (June 2002 – July 2004)

Accounts Receivable Manager

- Controlled Accounts Receivable from account set-up to billing and collections.
- Set up and processed Accounts Payable.
- Processed bi-weekly payroll for one of the company properties.
- Responded and followed-up to billing inquiries.
- Completed daily revenue reports.

Nicollet Island Inn, Minneapolis, MN (September 1998 – April 2009)

Night Auditor

- Balanced all daily reports for the hotel. Run Micros reports for the restaurant and balanced daily receipts against those reports.
- Balanced credit card batch transfer amounts with hotel end of day reports.
- Closed the day operations, adjusted hotel and restaurant postings from the daytime shifts.
- Performed computer backup and reset the system for next day operations.

Best Western Downtown, Minneapolis, MN (May 1998 – January 2000)

Front Desk Supervisor/Night Auditor

- Performed guest service duties, trained staff, closed and balanced day to day operations, solved problems to assure accurate postings.
- Balanced and settled credit card transactions for the day.

EDUCATION

Metropolitan State University, St. Paul, MN (September 2010 – December 2014)

Bachelor of Science, Accounting

Cum Laude

Assen Zlatarov University, Burgas, Bulgaria, (September 1996 – December 1998)

Two years of graduate study in Economics and International Tourism¹

College of Tourism, Burgas, Bulgaria (September 1991 – June 1994)

Bachelor Degree in Management of Tourism²

English Language School, Burgas, Bulgaria (September 1984 – June 1989)

High School Degree

PROFESSIONAL MEMBERSHIPS

Minnesota Government Finance Officers Association – member since 2007

LANGUAGES

Bulgarian – fluent, written and spoken

Russian – good, written and spoken

^{1, 2} Credential evaluation issued by World Education Services, Chicago, IL available upon request.

Lexington Liquor

From: Lamb, Nikki [Nikki@liftnbuddy.com]
Sent: Tuesday, January 19, 2016 1:05 PM
To: LexingtonMNMunicipal@comcast.net
Subject: Keg Lifter

Hello Jack,

Thank you for your inquiry.

The Keg Lifter is \$2,995 + tax and shipping. Please let me know if you would like me to provide a freight quote as well.


This machine is incredibly maneuverable and has an immediate positive impact on workers.

Thanks again,

Nikki Lamb, Sales Manager
Lift'n Buddy, A Southworth Company
1854 NDSU Research Circle North
Fargo, ND 58102

701.499.5290-Office
701-429-8538-Mobile
207-669-8345-Fax
nikki@liftnbuddy.com
www.liftnbuddy.com

I HAVE REQUESTED AN
INVOICE, BUT HAVE NOT
RECEIVED ANYTHING YET.
WILL FORWARD SOON AS I
GET IT.
Jack.

To: Mayor Kurth and City Council
From: Bill Petracek, City Administrator 
Date: May13, 2016
Re: **Management and Non Union Salary Increase Request**

We have conducted annual reviews on the management and non-union employees during the month of May that are listed below. Based on the annual reviews, **I am recommending a 2.5% salary increase for the following management and non-union (liquor store) employees.** These salary increases will go into effect June 1, 2016. w

As you recall the employees represented by the Collective Bargaining Agreement (CBA) are entitled to a 2.5% in salary for the 2016 year.

Management and Non-union employees:

<u>Liquor Store</u>	<u>2015</u>		<u>2016</u>
• Jack Borgen – Liquor Store Manager	\$32.94	→	\$33.77
• Karen Larson – Supervisor	\$21.34	→	\$21.88
• Andrew Lyons – Supervisor	\$20.51	→	\$21.03

Part-Time Liquor Store Staff

• Nick Palinkas – Sales Associate	\$13.01	→	\$13.34
• Raina Spack – Sales Associate	\$13.31	→	\$13.65
• Mark Trandam – Sales Associate	\$12.02	→	\$12.32

Administration

My contract provides that I have an annual review of my performance. We will need to discuss how the City Council wants to handle this process. I have some ideas that other City's have used for their city administrator's performance review.

I am requesting a 2.5% increase, but I will let you folks decide based on my performance review.

[illegible]