

**CITY OF PLYMOUTH
AGENDA
REGULAR COUNCIL MEETING
APRIL 20, 1999, 7:00 PM**

- 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. PLYMOUTH FORUM**—*Individuals may address the Council about any item not contained on the regular agenda. A maximum of 15 minutes is allotted for the Forum. If the full 15 minutes are not needed for the Forum, the City Council will continue with the agenda. The City Council will take no official action on items discussed at the Forum, with the exception of referral to staff or Commission for future report.*
- 4. PRESENTATIONS AND PUBLIC INFORMATION ANNOUNCEMENTS**
 - 4.1 Arbor Day Proclamation and Tree City USA Award -- Paul Buck, City Forester
 - 4.2 Annual Report on Volunteer Program -- Nancy Anderson, Volunteer Coordinator
- 5. APPROVE AGENDA**—*Councilmembers may add items to the agenda including items contained in the Council Information Memorandum for discussion purposes or staff direction only. The Council will not normally take official action on items added to the agenda.*
- 6. CONSENT AGENDA**—*These items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which event the item will be removed from the Consent Agenda and placed elsewhere on the agenda.*
 - 6.01 Approve proposed City Council Minutes
 - 6.02 Approve Disbursements
 - 6.03 Approve Revised Policy on Funding of Human Service Agencies
 - 6.04 Approve Findings of Fact for Alcohol Violation Civil Penalties imposed on April 6

**** Items require 5 affirmative votes of the City Council for approval.***

REGULAR COUNCIL MEETING

April 20, 1999

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- 6.05 Receive Petition and Set Public Hearing to Consider Vacation of Part of Brockton Lane Street Right-of-Way in Greentree West Addition (south of County Road 24 across from Holy Name Church)
- 6.06 Approve Agreement with Hennepin County for Temporary Traffic Control Signal System at County Road 61 (Northwest Blvd.) and County Road 47
- 6.07 Authorize Request for Proposals for Citizen Survey
- 6.08 Authorize Submission of Applications to the Minnesota Department of Trade and Economic Development's Contamination Cleanup Grant Program and the Metropolitan Council's Tax Base Revitalization Account for Phase 2 of the Village At Bassett Creek Development, Tax Increment Financing District 7-5A
- 6.09 Approve Reinstallation of Disc Golf Course at Plymouth Creek Park

7. PUBLIC HEARINGS

8. GENERAL BUSINESS

- 8.1 Request of Community Sports and Recreation regarding Skate Park Proposal
- 8.2 Consider Contribution to Plymouth Civic League
- 8.3 Adopt Ordinance Banning the Use of Lawn Fertilizer Containing Phosphorus in the City of Plymouth
- 8.4 Approve Name for Activity Center and Field House Facilities
- 8.5 Renew Property Casualty Liability Insurance and Approve Transfer from Risk Management Fund
- 8.6 Receive Report on Seal Coat Program and Approve 1999 Program

9. REPORTS AND RECOMMENDATIONS

- 9.1 Consider Possible Amendment to Regular Council Meeting Schedule in June (requested by Mayor Tierney)

**** Items require 5 affirmative votes of the City Council for approval.***

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9.2 Legislative Update

9.3 Announce Appointment of Ward 3 Councilmember Sandra Spigner to Metropolitan Council; Consider Process for Declaring Vacancy and Appointing a Councilmember

10. ADJOURNMENT

** Items require 5 affirmative votes of the City Council for approval.*

MEMO

CITY OF PLYMOUTH

3400 PLYMOUTH BOULEVARD, PLYMOUTH, MN 55447

DATE: April 16, 1999
TO: Mayor and City Council
FROM: Dwight D. Johnson, City Manager
SUBJECT: Summary of Agenda Items for April 20, 1999

Note: At this time, we are expecting that Sandra Spigner will still be a member of the City Council Tuesday night, and will not officially hold her new office with the Met Council until after she is both confirmed by the Senate and takes the oath of office for it.

8.1 Request of Community Sports and Recreation to operate an outdoor skate park behind the Ice Arena. CSR is a new, non-profit entity established by Wayne Cummings. Their plan is to acquire the equipment at 4-Down, which closed last Sunday, and re-use it in an outdoor facility to be operated from late May to October. The main requests to the City are to allow this to occur on City property and build a fence around it. The proposal would reimburse the City for the fence costs by remitting \$1 per user back to the City. Eric Blank has enumerated a number of issues to be considered and has proposed a list of conditions should the council wish to consider approval of this request. While a skate park would be a nice amenity for many youth in the community, CSR is a new organization and one of the main questions is whether or not it has had the time to develop the structure and capability to run a highly visible business operation without major problems.

8.2 Contribution to Civic League. This matter was discussed during the last budget process, and staff indicated that the matter would be placed on an agenda before actual payment is made. If the Council wishes to consider reducing the funding, it is suggested that this be considered for the year 2000 budget process, not 10 weeks before Music in Plymouth this year.

8.3 Ordinance banning lawn fertilizer containing phosphorous. This ordinance has been reviewed and recommended by the EQC. The ordinance will not be very enforceable, but its educational value and the demonstrated harm from excessive phosphorous more than offsets this. Staff's only concern is that the Council should consider having an effective date that is a month or two into the future instead of immediately to allow time for people to learn about and adjust to the new ordinance provisions.

8.4 Name for Activity Center and Field House. Despite our invitation to the public, no names were suggested by the citizens. Here is a short background and pros and cons of the leading choices.

Plymouth Creek Center	Preferred by most staff and reflects the setting in Plymouth Creek park and may be a better name for marketing to renting parties. However, it may be confused with Plymouth Creek School and a nearby local church.
Plymouth Pavillion	Nominated by the Youth Advisory Council and has alliterative and style appeal. May be confused with Parkers Lake Pavillion and a future planned Medicine Lake pavillion building. Also, the main definition of "pavillion" in the dictionary is "a large tent."
Plymouth Activity Center	Recommended by PRAC. This has been the name throughout the last two years, including in the election of 1998. It is descriptive and has no real problems, but may be the most uninspired and boring choice and the worst for marketing purposes.

I like both of the first two names.

8.5. Renew insurance and transfer funds from Risk Management Fund. The total insurance bill is down for this year, with decreases in liability insurance more than offsetting increases in property insurance. Since the Risk Management Fund grew last year by about \$270,000, but already has a sufficient fund balance of \$7 million, it is proposed that the excess be transferred to the Capital Improvement Fund with \$5,000 reserved to replace lost funding in the employee wellness program.

8.6 Seal Coating program. Staff has been researching available reports to find solid evidence that seal coating prolongs the life of asphalt pavement. Unfortunately, the evidence is generally lacking and inconclusive. The best study shows that seal coating plus crack-filling may achieve the same pavement life at a cost reduction of about 8%. Therefore, a way to frame the question might be, would our residents tolerate an increase in taxes of about 1/10 of one percent (\$4/year) to avoid the unpleasant side effects of seal coating once every 5-7 years? Engineering and public works maintenance believe seal coating is useful and effective, but the absence of real quantitative studies in the field is disappointing.

9.1 Consider Council meeting schedule in June. The annual League of Minnesota Cities conference begins Tuesday, June 15th, a scheduled council meeting night. Mayor Tierney would like to find out which council members might be absent, and consider rescheduling that meeting if necessary.

9.2 Legislative Update. The League Bulletin states that the House will unveil its version of the omnibus tax bill on Monday, April 19th.

9.3 Announce appointment of Sandra Spigner to Met Council and consider process for filling the vacancy when it occurs. Council member Spigner was appointed to the Met Council by the Governor. Council member Spigner will be officially a member of the Met Council when confirmed by the Senate and after she takes the oath of office for it. After these events occur, the Council can then declare a vacancy and seek applicants to fill the Ward 3 seat.

MEMO

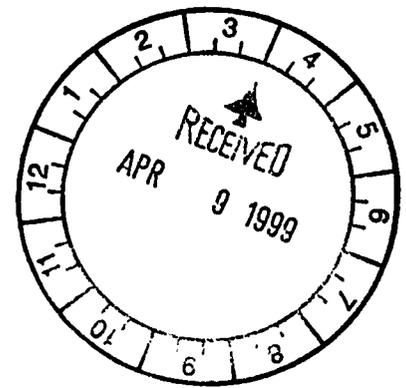
CITY OF PLYMOUTH

3400 PLYMOUTH BOULEVARD, PLYMOUTH, MINNESOTA 55447

DATE: April 12, 1999
TO: Mayor and City Council
FROM: Laurie Ahrens, City Clerk 
SUBJECT: City Attorney Billing

Attached for your information is the summary of the City Attorney billing for March 1999.

CAMPBELL KNUTSON
PROFESSIONAL ASSOCIATION
Attorneys at Law
Federal Tax I.D. #41-1562130
317 Eagandale Office Center
1380 Corporate Center Curve
Eagan, Minnesota 55121
(651) 452-5000



City of Plymouth
Attention: Ms. Kathy Lueckert
Assistant City Manager
3400 Plymouth Boulevard
Plymouth MN 55447

Page: 1
March 31, 1999
Account # 1455X

SUMMARY STATEMENT

PREVIOUS BALANCE	FEES	EXPENSES	CREDITS	PAYMENTS	BALANCE
	1455-000 RE: GENERAL MATTERS SERVICES RENDERED TO DATE:				
3,080.27	3,411.00	103.17	0.00	-3,080.27	\$3,514.17
	1455-001 RE: MEETINGS SERVICES RENDERED TO DATE:				
2,096.20	1,883.20	0.00	0.00	-2,096.20	\$1,883.20
	1455-002 RE: ORDINANCE/CITY CODE MATTERS SERVICES RENDERED TO DATE:				
1,136.60	423.80	7.14	0.00	-1,136.60	\$430.94
	1455-004 RE: RECORDING DOCUMENTS SERVICES RENDERED TO DATE:				
393.27	249.90	201.65	0.00	-393.27	\$451.55
	1455-005 RE: VEHICLE/WEAPON FORFEITURES SERVICES RENDERED TO DATE:				
764.40	381.60	0.00	0.00	-764.40	\$381.60
	1455-006 RE: HRA - GENERAL MATTERS SERVICES RENDERED TO DATE:				
455.40	901.00	20.50	0.00	-455.40	\$921.50
	1455-007 RE: MEDICINE LAKE BOULEVARD EAST (PROJECT #7006) SERVICES RENDERED TO DATE:				
159.00	53.00	75.00	0.00	-159.00	\$128.00

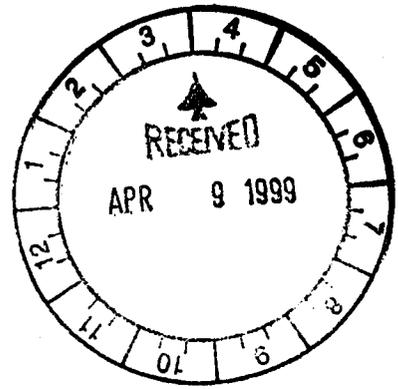
City of Plymouth

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March 31, 1999
Account # 1455

PREVIOUS BALANCE	FEEES	EXPENSES	CREDITS	PAYMENTS	BALANCE
1455-043	L.E.L.S. - SICK LEAVE ARBITRATION SERVICES RENDERED TO DATE:				
253.10	0.00	0.00	0.00	-253.10	\$0.00
1455-072	L.E.L.S. - JESKA GRIEVANCE SERVICES RENDERED TO DATE:				
46.40	0.00	0.00	0.00	-46.40	\$0.00
1455-073	CRIMINAL APPEALS SERVICES RENDERED TO DATE:				
1,272.00	106.00	292.25	0.00	-1,272.00	\$398.25
1455-999	PROSECUTION MATTERS SERVICES RENDERED TO DATE:				
17,269.38	16,686.00	451.07	0.00	-17,269.38	\$17,137.07
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26,926.02	24,095.50	1,150.78	0.00	-26,926.02	\$25,246.28 =====

Amounts due over 30 days will be subject to a finance charge of .5% per month (or an annual rate of 6%).
(Minimum charge - 50 cents)

CAMPBELL KNUTSON
 PROFESSIONAL ASSOCIATION
 Attorneys at Law
 Federal Tax I.D. #41-1562130
 317 Eagandale Office Center
 1380 Corporate Center Curve
 Eagan, Minnesota 55121
 (651) 452-5000



City of Plymouth
 Attention: Ms. Kathy Lueckert
 Assistant City Manager
 3400 Plymouth Boulevard
 Plymouth MN 55447

Page: 1
 March 31, 1999
 Account # 1456G

SUMMARY STATEMENT

PREVIOUS BALANCE	FEES	EXPENSES	CREDITS	PAYMENTS	BALANCE
	1456-006 LARCH LANE EASEMENT SERVICES RENDERED TO DATE:				
59.00	0.00	0.00	0.00	-59.00	\$0.00
	1456-013 PEONY LANE NORTH GRADING AND BYPASS CONSTRUCTION (PROJECT #502) OTTEN PARCEL SERVICES RENDERED TO DATE:				
2,252.56	35.00	18.24	0.00	-2,252.56	\$53.24
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2,311.56	35.00	18.24	0.00	-2,311.56	\$53.24
					=====

Amounts due over 30 days will be subject to a finance charge of .5% per month (or an annual rate of 6%).
 (Minimum charge - 50 cents)

**Proposed Minutes
Plymouth City Council Special Meeting
April 13, 1999**

A special meeting of the Plymouth City Council was called to order at 7:08 PM in the Public Safety Training Room, 3400 Plymouth Blvd., on April 13, 1999.

COUNCIL PRESENT: Mayor Tierney; Councilmembers Black, Harstad, and Johnson. Councilmember Bildsoe arrived at 7:18 PM. Councilmember Spigner arrived at 7:45 PM.

COUNCIL ABSENT: Councilmember Slavik.

ALSO PRESENT: City Manager Johnson, City Clerk Ahrens, Park and Recreation Director Blank, Public Safety Director Gerdes, Public Safety Support Services Supervisor Cox, Finance Director Hahn, Community Development Director Hurlburt, Public Works Director Moore, and Deputy City Clerk Hoffman.

Summer Pool Passes

Park Director Blank explained the history of negotiations with LifeTime Fitness over a summer pool pass for Plymouth residents. He outlined membership account plans, and the participation rates for Plymouth residents at the Life Time Fitness Center in Plymouth. He explained it would be very easy to reach capacity for the outdoor pool, leading to congestion, and frustration among club members and residents paying daily admission. He said from Memorial Day to Labor Day staff is proposing a program that offer a daily pass at a lower rate for Plymouth residents.

Councilmember Bildsoe arrived at 7:18 PM.

Park Director Blank said staff would like to receive a general consensus from Council on proceeding with the plan, so that appropriate advertising and staffing could be arranged.

Motion was made by Councilmember Black, seconded by Councilmember Johnson, to direct staff to proceed in developing an agreement with Life Time Fitness to offer daily pool passes from Memorial Day to Labor Day with a reduced rate for Plymouth residents. Motion carried, five ayes.

Citizen Survey

City Clerk Ahrens outlined the schedule proposed for conducting a citizen survey. She summarized the questions that are proposed in the survey.

Councilmember Spigner arrived at the meeting at 7:45 PM.

Councilmembers discussed questions that might be asked in the 1999 proposed survey. These topics included: questions about town meetings and ward meetings; questions

about a sense of community and participation in neighborhoods; whether there are services that Plymouth does not provide which may be desired by residents; questions about the appeal of city beautification projects; questions to judge the effectiveness of council and city government; and questions about residents' use of LifeTime Fitness Center.

Councilmembers directed staff to prepare a request for proposals for a City survey.

Liquor and Tobacco Ordinances

Public Safety Director Gerdes presented a report outlining administrative and presumptive penalties for alcohol compliance check violations. He said the advantage of presumptive penalties is that business owners know up front what the penalties for violation will be, and this helps with training.

Public Safety Director Gerdes recommended that first violations would be handled through an administrative hearing. He said that staff would then provide a report on the disposition to the full Council as part of general business in a regular Council meeting.

Councilmembers discussed the levels of penalties for first, second, and third violations.

In response to a Council question, Attorney Knutson stated that it would be legal to require a violator to post a sign explaining why a license had been suspended.

Motion was made by Councilmember Johnson, seconded by Councilmember Bildsoe, to direct staff to propose an ordinance containing the proposed alcohol violation penalty guidelines on the May 4, 1999 regular Council meeting agenda.

Motion carried, six ayes.

Public Safety Director Gerdes presented the proposed penalties for violations of the tobacco ordinance. He said that the State has set minimum penalties for violations, while giving cities the ability to set higher maximum penalties.

Councilmembers discussed penalty levels and whether first and second violations should be handled through administrative hearings. Public Safety Director Gerdes recommended that in a first violation the presumptive penalty be offered in an administrative hearing. He said if an agreement is not reached, the violation would go before the full Council in a public hearing.

Motion was made by Councilmember Harstad, seconded by Mayor Tierney, to direct staff to prepare an ordinance regarding penalties and procedures for liquor violations.

Motion was made by Councilmember Bildsoe, seconded by Councilmember Johnson, to amend the motion, and increase presumptive penalties to the maximum levels set by the City, and to change the maximum penalties to a 60-day suspension and a \$2000 fine.

Motion to amend failed, Councilmembers Bildsoe, Black, and Spigner ayes; Mayor Tierney, Councilmembers Harstad and Johnson nays.

Motion was made by Councilmember Johnson, seconded by Councilmember Black, to amend the motion, to increase fines to the maximum, but retain suspension periods at the amounts recommended for presumptive penalties.

Councilmember Spigner said she would like a requirement that violators be required to attend smoking clinics.

Plymouth resident Wayne Cummings said that smoking is becoming a problem for younger children. He said this is an important issue that the Council needs to address.

Motion to amend passed unanimously.

Motion was made by Councilmember Bildsoe, seconded by Councilmember Black, to amend the motion, to increase suspension periods to 20 days for the second violation, and 30 days for the third violation.

Motion to amend failed, Councilmembers Bildsoe, Black and Spigner aye; Mayor Tierney, Councilmembers Harstad and Johnson nay.

Motion was made by Councilmember Bildsoe, seconded by Councilmember Johnson, to amend the motion, to increase suspension periods to 15 days for the second violation, and 25 days for the third violation.

Motion to amend passed, Councilmembers Bildsoe, Black, Spigner, and Harstad aye; Mayor Tierney and Councilmember Johnson nay.

Main motion passed, six ayes.

City Court

Manager Johnson asked for direction on how to proceed with a proposal to develop a city court.

Councilmember Spigner stated that a city court is different from a district court or a community court because it deals with violations by settling cases within the community.

Community Development Director Hurlburt stated that a City court would not likely change the number of citations or the speed of dispositions, but would change the venue. She said it was a matter of giving violators a chance to correct a situation.

Attorney Knutson said a city court may be a more humane process, but its effectiveness would depend on the city's goals

Motion was made by Councilmember Spigner, seconded by Councilmember Black to direct the Charter Commission to study the concept of a city court.

Motion carried; Mayor Tierney and Councilmembers Spigner and Black aye; Councilmembers Johnson and Harstad nay. Councilmember Bildsoe absent.

Policy on Funding Social Services

City Clerk Ahrens summarized the City's policy on funding of human service agencies. She said general fund contributions are guided by legal criteria. She said the proposal before the Council would set guidelines more detailed than exist at present. She said the new policy would establish a review process for allocation.

Attorney Knutson said that the State Auditor is increasingly concerned about how local government money is spent. Before the city can spend any money; public purpose and statutory authority for spending that money must be established. He recommended a written agreement with agencies on specifically how the money donated will be spent, and whether it meets statutory authority.

Councilmembers agreed unanimously to remove Item 2-C from the proposed policy, referring to Council consideration of human services priorities established by the Northwest Hennepin Human Services Planning Board.

Councilmembers discussed establishing the year 2000 general fund contribution to human service agencies at a \$100,000 budget maximum.

Councilmembers directed staff to put the proposed policy on a regular Council meeting agenda item for consideration.

Proposed Minutes
Special City Council Minutes
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Establish Future Study Session Date and Topics

Councilmembers discussed topics for future study session. Topics included:

Convention travel and tourism
Zachary Elementary playground funding
Council packet content
Crime issues Summit
League of Minnesota Cities
City Center streetscape plans
Year 2000 City celebration

Councilmembers agreed to use time after the May 11 Board of Review session as a study session, and to consider session dates in May and June to review streetscape plans.

The meeting was adjourned at 10:30 PM.

CITY OF PLYMOUTH
CITY COUNCIL AGENDA REPORT

TO: Dwight D. Johnson, City Manager
FROM: Dale E. Hahn, Director of Finance & Information Technology
SUBJECT: Disbursements
DATE: April 12, 1999 for the City Council Meeting April 20, 1999

1. PROPOSED MOTION: To adopt the attached resolution approving the disbursements for the period ending April 9, 1999.

2. DISCUSSION: Shown below is a listing of disbursements for the various funds for the period ending April 9, 1999:

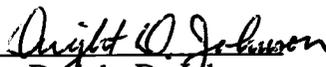
Anchor Bank

General & Special Revenue	\$ 256,171.84
Construction & Debt Service	477,894.96
Enterprise & Internal Service	109,018.19
Housing & Redevelopment Authority	<u>99,437.33</u>

GRAND TOTAL FOR ALL FUNDS \$ 942,522.32


Dale E. Hahn

3. RECOMMENDATION: I hereby approve the attached listing of disbursements and recommend same for payment.


Dwight D. Johnson

CITY OF PLYMOUTH

RESOLUTION NO: 99-

APPROVING DISBURSEMENTS FOR THE PERIOD
ENDING APRIL 9, 1999

WHEREAS, a list of disbursements for the period ending as presented to the City Council for approval;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that the payment of the list of disbursements of the following funds is approved:

Anchor Bank

General & Special Revenue	\$ 256,171.84
Construction & Debt Service	477,894.96
Enterprise & Internal Service	109,018.19
Housing & Redevelopment Authority	<u>99,437.33</u>

GRAND TOTAL FOR ALL FUNDS \$ 942,522.32

Adopted by the City Council on April 20, 1999.

Invoice Expense Distribution for Period Ended 04-09-99

FUND	101	General Fund	27,794.05
	201	Recreation Fund	2,841.57
	203	Transit System Fund	223,435.59
	204	Community Development Fund	0.00
	207	Economic Development Fund	0.00
	220	Comm Dev Block Grant Fund	2,100.63
	250	HRA Section 8 Fund	99,427.12
	251	HRA General Fund	10.21
	401	General Capital Projects Fund	15,359.56
	402	Minnesota State Aid Fund	0.00
	404	Building & Equipment Rev. Fund	360.00
	408	Project Administration Fund	2,344.20
	409	City & Community Parks	3,000.00
	421	Utility Trunk Fund	837.50
	422	Unfinanced Imp Construction	455,819.20
	425	Shenandoah Housing Imp. Area	0.00
	426	Shenandoah Administration	0.00
	428	Activity Center/Fieldhouse	0.00
	470	TIF # 7-1 (Const)	0.00
	471	TIF # 7-2 O.S. (Const)	0.00
	472	TIF # 7-3 P.O.S. (Const)	0.00
	474	TIF Dev. Exp. Bonds 95 (Const)	174.50
	475	TIF # 7-5 Rottlund (Const)	0.00
	501	Water Fund	10,502.43
	502	Sewer Fund	519.49
	503	Solid Waste Management Fund	0.00
	504	Recreation Facility Fund	1,135.62
	505	Water Resources Fund	340.71
	506	Activity Center Fund	0.00
	601	Central Services Fund	5,794.85
	602	Central Equipment Fund	7,149.41
	603	Risk Management Fund	480.20
	604	Design Engineering Fund	0.00
	605	Employee Benefits Fund	67,056.09
	606	Information Technology Fund	8,477.92
	607	Public Facilities Fund	7,561.47

Total Invoice Expense Distribution:

\$ 942,522.32

COUNCIL REPORT - CHECK REGISTER

3/29/99 Through 4/9/99

<u>Vendor Name</u> <u>Invoice Description</u>	<u>Invoice Amount</u>	<u>Check#</u> <u>Fund Description</u>	<u>Check Amount</u>
A V C A M / PO Box 39262		19334	\$30.00
Baloun/Crime Prevtn Semi	\$30.00	General Fund	
Aetna Life Ins & Annuity Inc		19335	\$1,317.53
Payroll Generated Invoice	\$301.93	Employee Benefi	
Payroll Generated Invoice	\$150.00	Employee Benefi	
Payroll Generated Invoice	\$50.00	Employee Benefi	
Payroll Generated Invoice	\$435.00	Employee Benefi	
Payroll Generated Invoice	\$330.60	Employee Benefi	
Payroll Generated Invoice	\$50.00	Employee Benefi	
Airtouch Cellular		19336	\$36.24
Mar99 Rick Kline	\$8.98	General Fund	
Mar99 Craig Gerdes	\$27.26	General Fund	
Airtouch Cellular		19373	\$231.73
Mar99 Rad Team	\$8.99	General Fund	
Mar99 Aerial 21	\$7.85	General Fund	
Mar99 Engine 31	\$7.85	General Fund	
Mar99 Engine 11	\$7.85	General Fund	
Mar99 Rad Team	\$7.85	General Fund	
Mar99 Rad Team	\$9.16	General Fund	
Feb99/Mar99 K Greupner	\$2.63	Recreation Fund	
Mar99 Investigations	\$27.26	General Fund	
Mar99 K Greupner	\$1.17	Recreation Fund	
Mar99 Ice Arena	\$8.06	Recreation Facil	
Mar99 Mark Peterson	\$12.39	General Fund	
Mar99 Fred Moore/Eng	\$26.59	General Fund	
Mar99 Investigations	\$57.05	General Fund	
Mar99 280-5879/790-1160	\$33.29	General Fund	
Mar99 Rad Team	\$7.38	General Fund	
Mar99 Rad Team	\$6.36	General Fund	
Albinson's		19374	\$25.35
Map scanning Metrolink update	\$25.35	Transit System	
Albrecht, Anita		19337	\$8.00
Park and Recreation Refund	\$8.00	Recreation Fund	
Alex Air Apparatus Inc		19375	\$1,072.00
2 SCBA Drager Masks	\$536.00	General Fund	
2 SCBA Drager Masks	\$536.00	General Fund	
All Star Construction Inc		19376	\$82.90
1120 Kirkwd Permit #82141	\$82.90	General Fund	

COUNCIL REPORT - CHECK REGISTER

3/29/99 Through 4/9/99

<u>Vendor Name</u> <u>Invoice Description</u>	<u>Invoice Amount</u>	<u>Check#</u> <u>Fund Description</u>	<u>Check Amount</u>
Amegah, Ruby Park and Recreation Refund	\$31.00	19338 Recreation Fund	\$31.00
American Planning Assoc. LindahI 99' Membership APA/MN	\$161.00	19339 General Fund	\$161.00
Aramark 28reg,17 decaf coffee	\$993.00	19377 General Fund	\$993.00
Assoc of Government Accountant 99'C Ecker Membership	\$85.00	19378 General Fund	\$85.00
At the Lake Apartments Apr99 Section 8 rent	\$10,605.00	19306 HRA Section 8	\$10,605.00
Baker Road Auto Service Center Western plow rams/markers Western plow A frame	\$123.43 \$243.72	19379 Central Equipm Central Equipm	\$367.15
Bass Lake Hills Townhomes LTD Apr99 Section 8 Rent	\$6,997.00	19307 HRA Section 8	\$6,997.00
Bertelson Bros. Inc. 15-binders/index dividers batteries/tape box/sealing 3-binders/big rack lables Rtn 1 copy clip Batteries/binders/envelopes 1 lgy copy clip	\$125.24 \$20.20 \$50.66 \$15.93 -\$5.97 \$73.28 \$5.97	19382 General Fund General Fund General Fund General Fund General Fund Central Services General Fund	\$285.31
Bezdicsek, Gerald 99-01-0005 Mailbox damage	\$50.00	19411 General Fund	\$50.00
Blue Line Boosters Ad to be placed Wayz Youth	\$30.00	19383 Recreation Facil	\$30.00
Bohnert, Sharon Park and Recreation Refund	\$48.00	19384 Recreation Fund	\$48.00
Bonestroo Rosene Anderlik Feb99 Proj8030 File 70988021 Feb99 Proj7011 File 70983029 Feb99 Proj9007 File PR70983009 Feb99 Proj9007 File 70983009 Feb99 Well 6 File 70983049 Feb99 Well 7 File 70983059	\$837.50 \$355.00 \$417.01 \$2,404.05 \$94.50 \$661.50	19385 Utility Trunk Fun Unfinanced Imp Unfinanced Imp Unfinanced Imp Water Fund Water Fund	\$4,769.56

COUNCIL REPORT - CHECK REGISTER

3/29/99 Through 4/9/99

<u>Vendor Name</u> <u>Invoice Description</u>	<u>Invoice Amount</u>	<u>Check#</u> <u>Fund Description</u>	<u>Check Amount</u>
Border States Industries, Inc. D814 tool blade	\$56.45	19386 Public Facilities	\$56.45
Boyer Trucks Core return Plate-horn Plate/Reistor/plate	-\$10.65 \$17.89 \$12.50	19387 Central Equipm Central Equipm Central Equipm	\$19.74
Bringle, Lorene 3/21-3/27 69 3/4 hrs Mass Apra	\$4,185.00	19351 Information Tech	\$4,185.00
Bringle, Lorene 3-28/4-3 28.5hrs Mass Apprsl	\$1,710.00	19437 Information Tech	\$1,710.00
Buck, Paul M Pizza for Gym & Movie Day	\$100.00	19365 Recreation Fund	\$100.00
Business Card Postage Recreation Materials	\$190.32	19340 General Fund	\$190.32
C P Limited 4-99/3-31-2004 Lease #23496	\$300.00	19389 General Fund	\$300.00
Carlson Tractor & Equip Co. Unit 684 Hyd Cyl	\$238.44	19390 Central Equipm	\$238.44
Charlie's Marketing 9cs pop/council	\$81.47	19391 General Fund	\$81.47
City of Maple Grove Jan99 Dog Impounds Feb99 Dog/2nd qtr99' Adm Fee	\$330.95 \$2,158.00	19392 General Fund General Fund	\$2,488.95
City of Minnetonka Proj7004 Final Ridgemount Recn	\$452,533.24	19393 Unfinanced Imp	\$452,533.24
City of Plymouth HRA/FSS Apr99 FSS Section 8	\$1,196.00	19394 HRA Section 8	\$1,196.00
City of Plymouth Petty Cash Parking,pop,title trnsf,ovrhd	\$111.36	19395 Central Equipm	\$111.36
City of Wayzata Unit 167&168 tabs	\$33.00	19396 Central Equipm	\$33.00
Clarion Hotel & Conf Center S Lewis/4 nites lodge/WI Conf	\$342.20	19397 Recreation Facil	\$342.20

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<u>Vendor Name</u> <u>Invoice Description</u>	<u>Invoice Amount</u>	<u>Check#</u> <u>Fund Description</u>	<u>Check Amount</u>
Commissioner of Transp/MS215 PA00002068I 12-24-98 Proj5030	\$174.50	19398 TIF Dev. Exp. Bo	\$174.50
Contact Mobile Communications Unit 576 instl line kit	\$61.19	19399 Central Equipm	\$61.19
Coughlin, Bridgit 3-2/4-20 Teach fun Fitness	\$1,147.50	19388 Recreation Fund	\$1,147.50
Crown Marking, Inc. 3 Stamps,3 pads	\$63.13	19400 General Fund	\$63.13
Cwayna, Sara 3-20/4-2-99 STD	\$1,324.00	19470 Employee Benefi	\$1,324.00
Danko Emergency Equip/PO 248 1pr Bunker boot 1pr Bunker Boots	\$81.00 \$82.00	19401 General Fund General Fund	\$163.00
Davies Water Equipment Co 6-Tyler VB Riser Screw	\$494.54	19402 Water Fund	\$494.54
Delta Dental Apr99 Dental coverage	\$6,371.70	19403 Employee Benefi	\$6,371.70
Dey Appliance 1 Timer-Def	\$41.91	19404 Public Facilities	\$41.91
Dundee Nursery&Landscaping Co. Flowers/N Anderson Father Flowers/J Erickson baby boy Flowers/Mike Kohn baby boy Flowers/Rick Bush surgery	\$39.95 \$39.95 \$35.76 \$35.76	19405 General Fund General Fund General Fund General Fund	\$151.42
Evergreen Land Services Co. 3-1/3-15 Proj9002 Consult	\$109.90	19406 Unfinanced Imp	\$109.90
Farris, Kelley Payroll Generated Invoice	\$151.85	19344 Employee Benefi	\$151.85
Farris, Roberta Lynn Payroll Generated Invoice	\$512.77	19368 Employee Benefi	\$512.77
Fedex 3-9 Mattson/ESCOM Dute fees/Amy to Escom	\$42.75 \$11.78	19407 Information Tech Information Tech	\$54.53

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<u>Vendor Name</u> <u>Invoice Description</u>	<u>Invoice Amount</u>	<u>Check#</u> <u>Fund Description</u>	<u>Check Amount</u>
Fire Findings 99'Subscr renewal	\$38.00	19408 General Fund	\$38.00
Four Seasons Estates Apr99 Section 8 Rent	\$15,251.00	19311 HRA Section 8	\$15,251.00
Four Seasons Villa Apt Apr99 Section 8 Rent	\$456.00	19324 HRA Section 8	\$456.00
G & K Services Public Works Uniform Rntl	\$492.05	19409 Sewer Fund	\$492.05
G C Bentley Assoc /14292 Golf 3-16/3-28 83.25hr Proj Mgmnt	\$2,497.50	19410 Transit System	\$2,497.50
Gebhardt, Joe FL car rental 3-13/3-19	\$323.85	19428 General Fund	\$323.85
Georgi, Donald K Apr99 Section 8 Rent	\$461.00	19310 HRA Section 8	\$461.00
Goers, William Apr99 Section 8 Rent	\$552.00	19333 HRA Section 8	\$552.00
Halvorson, Henry Apr99 Section 8 Rent	\$895.00	19314 HRA Section 8	\$895.00
Hamel Building Center Mar99 Hardware Supplies	\$255.92	19414 General Fund	\$17,779.22
Mar99 Hardware Supplies	\$373.37	General Fund	
Mar99 Hardware Supplies	\$14.75	General Fund	
Mar99 Hardware Supplies	\$17.46	General Fund	
Mar99 Hardware Supplies	\$13.78	General Fund	
Mar99 Hardware Supplies	\$402.45	Water Fund	
Mar99 Hardware Supplies	\$8.34	General Fund	
Mar99 Hardware Supplies	\$7.70	General Fund	
Mar99 Hardware Supplies	\$254.87	General Fund	
Mar99 Hardware Supplies	\$46.90	General Fund	
Mar99 Hardware Supplies	\$8.68	General Fund	
Mar99 Hardware Supplies	\$69.82	General Fund	
Mar99 Hardware Supplies	\$87.67	General Fund	
Mar99 Hardware Supplies	\$12.26	General Fund	
Mar99 Hardware Supplies	\$106.79	General Fund	
Mar99 Hardware Supplies	\$14.95	Recreation Facil	
Mar99 Hardware Supplies	\$344.97	General Fund	
Mar99 Hardware Supplies	\$326.70	General Fund	

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<u>Vendor Name</u>	<u>Invoice Amount</u>	<u>Check#</u> <u>Fund Description</u>	<u>Check Amount</u>
Mar99 Hardware Supplies	\$79.05	General Fund	
Mar99 Hardware Supplies	\$17.24	Recreation Facil	
Mar99 Hardware Supplies	\$36.15	General Fund	
Mar99 Hardware Supplies	\$139.83	General Fund	
Mar99 Hardware Supplies	\$372.27	General Fund	
Mar99 Hardware PO#90224	\$15,359.56	General Capital	
Mar99 Hardware Supplies	\$32.02	General Fund	
Mar99 Hardware supplies	\$113.13	General Fund	
Mar99 Hardware Supplies	\$11.23	Recreation Facil	
Mar99 Hardware Supplies	\$46.93	General Fund	
CM for PO#90224	-\$1,387.92	General Fund	
CM for PO#90224	-\$78.84	General Fund	
Mar99 Hardware Supplies	\$148.49	General Fund	
Mar99 Hardware Supplies	\$36.45	General Fund	
Mar99 Hardware Supplies	\$16.27	General Fund	
Mar99 Hardware Supplies	\$51.50	General Fund	
Mar99 Hardware Supplies	\$344.11	General Fund	
Mar99 Hardware Supplies	\$26.85	General Fund	
Mar99 Hardware Supplies	\$6.83	Water Fund	
Mar99 Hardware Supplies	\$38.96	General Fund	
Mar99 Hardware Supplies	\$14.41	Recreation Facil	
Mar99 Hardware Supplies	\$9.36	General Fund	
Mar99 Hardware Supplies	-\$122.62	General Fund	
Mar99 Hardware Supplies	\$42.37	Water Fund	
Mar99 Hardware Supplies	\$26.45	Recreation Facil	
Mar99 Hardware Supplies	\$25.50	General Fund	
Mar99 Hardware Supplies	\$6.26	General Fund	
Hampton, Linda		19318	\$144.00
Apr99 Section 8 Rent	\$144.00	HRA Section 8	
Hartman, Grant R		19412	\$775.20
1-12/3-16 Karate Instruction	\$775.20	Recreation Fund	
Hatten, Luann		19352	\$5.00
Apr99 Utility Reimbursement	\$5.00	HRA Section 8	
Haugen Building Maintenance		19415	\$5,937.38
Mar99 CC Janitorial	\$2,795.63	Public Facilities	
Mar99 Addl Cleaning	\$532.50	Public Facilities	
Mar99 Fire 123 Janitorial	\$532.50	Public Facilities	
Mar99 PW Janitorial	\$639.00	Public Facilities	
Mar99 PS Janitorial	\$1,437.75	Public Facilities	
Healthfund of Minnesota		19342	\$44.20
Payroll Generated Invoice	\$1.00	Employee Benefi	

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<u>Vendor Name</u>	<u>Invoice Amount</u>	<u>Check#</u>	<u>Check Amount</u>
<u>Invoice Description</u>		<u>Fund Description</u>	
Payroll Generated Invoice	\$5.67	Employee Benefi	
Payroll Generated Invoice	\$1.73	Employee Benefi	
Payroll Generated Invoice	\$1.00	Employee Benefi	
Payroll Generated Invoice	\$1.00	Employee Benefi	
Payroll Generated Invoice	\$2.00	Employee Benefi	
Payroll Generated Invoice	\$1.80	Employee Benefi	
Payroll Generated Invoice	\$6.00	Employee Benefi	
Payroll Generated Invoice	\$10.00	Employee Benefi	
Payroll Generated Invoice	\$5.00	Employee Benefi	
Payroll Generated Invoice	\$2.00	Employee Benefi	
Payroll Generated Invoice	\$3.00	Employee Benefi	
Payroll Generated Invoice	\$3.00	Employee Benefi	
Payroll Generated Invoice	\$1.00	Employee Benefi	
Hennepin County Recorder		19416	\$19.50
File repayment HRA Loan	\$19.50	Comm Dev Bloc	
Hennepin County Treas/NO ADDR		19417	\$25.00
R Stoen Notary applic fee	\$25.00	Comm Dev Bloc	
Hennepin County Treasurer/Misc		19418	\$2,344.20
S/A processing annual serv chr	\$2,344.20	Project Administ	
Hoglund, Jackie		19419	\$52.00
Park and Recreation Refund	\$52.00	Recreation Fund	
Hopkins Parts Co.		19420	\$1,638.79
Mar99 Equipment Repair	\$1,153.20	Central Equipm	
Mar99 Equipment Repair	\$485.59	Central Equipm	
Horan, Shawn		19474	\$57.71
Pizza/Public Educ function	\$25.77	General Fund	
Office Depot/Fire 2 Bulletin	\$31.94	General Fund	
Hydro Supply Co.		19421	\$1,898.99
Credit 51 Bronze scrap meter	-\$71.75	Water Fund	
2 1",2 1-1/2"+flange set	\$856.26	Water Fund	
2 2"-3" Compound,1000 1/2"lead	\$1,114.48	Water Fund	
I F M A / Ck Address		19422	\$50.00
J Taber/Spring Conf	\$50.00	Public Facilities	
Inacom Information Systems		19423	\$1,896.44
1 HP Toner for 5SI	\$197.90	Information Tech	
Sales tax on 300 Norton Solutn	\$351.00	Information Tech	
2 COM 12MB Memory upgrd Millen	\$507.29	Information Tech	
2 COM Matrox Millen II Grphc	\$470.12	Information Tech	

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<u>Vendor Name</u>	<u>Invoice Amount</u>	<u>Check#</u>	<u>Check Amount</u>
<u>Invoice Description</u>		<u>Fund Description</u>	
1 COM Plub/Play SCSI controllr	\$158.65	Information Tech	
Ingram Micro Zip 250MB SCSI	\$211.48	Information Tech	
Cr inv 8441899	-\$179.21	Information Tech	
1 COM deskpro SDRAM 64MB SYNC	\$179.21	Information Tech	
Industrial Equities LLP		19424	\$50.00
Rcpt 904602 overpymnt sign fee	\$50.00	General Fund	
Industrial Supply Co., Inc.		19425	\$48.14
4 Timken bearing	\$48.14	Central Equipm	
Insight News, Inc.		19426	\$288.52
Ad-Rec program/office support	\$288.52	General Fund	
Int'l Conf. of Bldg Officials		19427	\$70.00
99'Membership + upgrde looself	\$70.00	General Fund	
Jacobson, Larry		19348	\$54.17
MN GFOA seminar in St. Cloud	\$54.17	General Fund	
Jahnke, Camille		19309	\$697.00
Apr99 Section 8 Rent	\$697.00	HRA Section 8	
K M T Communications		19429	\$13,209.24
2-15/3-19 Job Fair/Advertise	\$8,517.39	Transit System	
2-15/3-19 Marketing/Metrolink	\$4,691.85	Transit System	
Kath Fuel Oil Service		19430	\$682.10
1 PHI Magnus A Oils	\$28.48	Central Equipm	
Rtn PHI Maga,Drum	-\$53.48	Central Equipm	
2 drum anti-freeze	\$400.33	Central Equipm	
Cr drum core	-\$25.00	Central Equipm	
Magnus Oils,Eclipse T3040	\$331.77	Water Fund	
Kenigsberg, Sergey		19328	\$461.00
Apr99 Section 8 Rent	\$461.00	HRA Section 8	
Klein, Mary Lou		19320	\$663.00
Apr99 Section 8 Rent	\$663.00	HRA Section 8	
Kline, Kristi		19345	\$1.00
Apr99 Utility Reimbursement	\$1.00	HRA Section 8	
Kline, Richard		19367	\$13.00
Shuttle/Airport-hotel FD Conf	\$13.00	General Fund	
La Prensa De Minnesota		19431	\$357.00
Ofc support personnel,Recreati	\$357.00	General Fund	

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<u>Vendor Name</u> <u>Invoice Description</u>	<u>Invoice Amount</u>	<u>Check#</u> <u>Fund Description</u>	<u>Check Amount</u>
Lagerquist Corporation/CK ADDR Apr99 PS Elev Service	\$88.63	19432 Public Facilities	\$88.63
Laidlaw Transit Services Inc Jan99 Dial/Metrolink Reimb Feb99 Dial/Metrolink Reimb Jan99 Flyer Transit Serv Feb99 Flyer Transit Serv	\$74,287.31 \$73,785.96 \$8,293.20 \$7,036.95	19433 Transit System Transit System Transit System Transit System	\$163,403.42
Lakeview Commons Apr99 Section 8 Rent	\$18,087.00	19313 HRA Section 8	\$18,087.00
Lancaster Village Apartments Apr99 Section 8 Rent	\$7,356.00	19317 HRA Section 8	\$7,356.00
Langendorfer, Andrea Park and Recreation Refund	\$51.00	19346 Recreation Fund	\$51.00
Larry Farris Meals/transp/car rntl-CO 2-28	\$274.38	19347 General Fund	\$274.38
Law Enforce Labor Serv./Union Payroll Generated Invoice Payroll Generated Invoice Payroll Generated Invoice	\$132.00 \$643.50 \$16.50	19349 Employee Benefi Employee Benefi Employee Benefi	\$792.00
Lawson Products Inc 10 5/32 Union instant ftg	\$66.11	19434 Central Equipm	\$66.11
League of Minnesota Cities 99' Safety & Loss Cntrl Wkshp	\$160.00	19350 Risk Manageme	\$160.00
League of Minnesota Cities L Ahrens/Rochester Conf 6-16/6	\$280.00	19435 General Fund	\$280.00
Long Lake Glass Inc IC rpr upper/lwr offc windows	\$294.31	19436 Recreation Facil	\$294.31
M E M A T Saba/6-2 Luncheon	\$15.00	19438 General Fund	\$15.00
MCC Behavioral Care, Inc. Apr-Jun99 EAP Serv 220 Empl	\$1,128.60	19439 General Fund	\$1,128.60
MLEEA 14 Explorers Breezy Pnt Conf	\$1,890.00	19353 General Fund	\$1,890.00

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<u>Vendor Name</u> <u>Invoice Description</u>	<u>Invoice Amount</u>	<u>Check#</u> <u>Fund Description</u>	<u>Check Amount</u>
MN AFSCME Council #14		19355	\$1,450.29
Payroll Generated Invoice	\$35.25	Employee Benefi	
Payroll Generated Invoice	\$9.99	Employee Benefi	
Payroll Generated Invoice	\$29.97	Employee Benefi	
Payroll Generated Invoice	\$47.00	Employee Benefi	
Payroll Generated Invoice	\$58.75	Employee Benefi	
Payroll Generated Invoice	\$11.75	Employee Benefi	
Payroll Generated Invoice	\$35.25	Employee Benefi	
Payroll Generated Invoice	\$9.99	Employee Benefi	
Payroll Generated Invoice	\$70.50	Employee Benefi	
Payroll Generated Invoice	\$8.81	Employee Benefi	
Payroll Generated Invoice	\$9.99	Employee Benefi	
Payroll Generated Invoice	\$100.52	Employee Benefi	
Payroll Generated Invoice	\$35.25	Employee Benefi	
Payroll Generated Invoice	\$201.04	Employee Benefi	
Payroll Generated Invoice	\$12.21	Employee Benefi	
Payroll Generated Invoice	\$100.52	Employee Benefi	
Payroll Generated Invoice	\$12.21	Employee Benefi	
Payroll Generated Invoice	\$43.08	Employee Benefi	
Payroll Generated Invoice	\$7.49	Employee Benefi	
Payroll Generated Invoice	\$212.79	Employee Benefi	
Payroll Generated Invoice	\$28.72	Employee Benefi	
Payroll Generated Invoice	\$23.50	Employee Benefi	
Payroll Generated Invoice	\$8.81	Employee Benefi	
Payroll Generated Invoice	\$23.50	Employee Benefi	
Payroll Generated Invoice	\$11.75	Employee Benefi	
Payroll Generated Invoice	\$14.36	Employee Benefi	
Payroll Generated Invoice	\$94.00	Employee Benefi	
Payroll Generated Invoice	\$58.75	Employee Benefi	
Payroll Generated Invoice	\$9.99	Employee Benefi	
Payroll Generated Invoice	\$23.50	Employee Benefi	
Payroll Generated Invoice	\$8.81	Employee Benefi	
Payroll Generated Invoice	\$11.75	Employee Benefi	
Payroll Generated Invoice	\$9.99	Employee Benefi	
Payroll Generated Invoice	\$11.75	Employee Benefi	
Payroll Generated Invoice	\$58.75	Employee Benefi	
MN Chapter of NAHRO		19440	\$380.00
Stoen/Carnicelli Registr Conf	\$380.00	HRA Section 8	
MN Child Support Payment Ctr		19356	\$1,554.30
Payroll Generated Invoice	\$582.60	Employee Benefi	
Payroll Generated Invoice	\$414.85	Employee Benefi	
Payroll Generated Invoice	\$153.20	Employee Benefi	

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<u>Vendor Name</u> <u>Invoice Description</u>	<u>Invoice Amount</u>	<u>Check#</u> <u>Fund Description</u>	<u>Check Amount</u>
Payroll Generated Invoice	\$403.65	Employee Benefi	
MN Dept of Public Safety/Bike		19441	\$72.00
Sold 8 bike lic/9014401-07 &	\$72.00	General Fund	
MN Environmental Fund		19357	\$25.04
Payroll Generated Invoice	\$5.00	Employee Benefi	
Payroll Generated Invoice	\$4.00	Employee Benefi	
Payroll Generated Invoice	\$2.66	Employee Benefi	
Payroll Generated Invoice	\$3.00	Employee Benefi	
Payroll Generated Invoice	\$2.00	Employee Benefi	
Payroll Generated Invoice	\$1.30	Employee Benefi	
Payroll Generated Invoice	\$1.00	Employee Benefi	
Payroll Generated Invoice	\$3.50	Employee Benefi	
Payroll Generated Invoice	\$2.00	Employee Benefi	
Payroll Generated Invoice	\$0.58	Employee Benefi	
MN Fire Serv.Certification Brd		19442	\$420.00
35 MN FF certifications	\$350.00	General Fund	
7 FF Certification	\$70.00	General Fund	
MN Pump & Supply Corp		19443	\$55.57
2 PVC CPLG,Silicone caulkgun,	\$55.57	Water Fund	
MN Sun Publications/Notices		19444	\$118.30
Ord 99-6	\$88.40	General Fund	
License Angeno's	\$29.90	General Fund	
MN Toro, Inc		19445	\$106.95
Rolelr-deck,shaft roller,pin	\$35.08	Central Equipm	
1 Rim STD rear steering	\$71.87	Central Equipm	
Madden Resorts		19446	\$421.36
Stoen/Carnicelli-NAHRO Conf	\$421.36	HRA Section 8	
Magy, Susan		19481	\$22.34
Pizza/Public Educ function	\$22.34	General Fund	
McLellan, Scott		19472	\$920.00
3-24/3-31 Bass Crk Bus Prk Rvw	\$920.00	General Fund	
Metro Sales Inc		19447	\$87.49
2 Toner Afico 200	\$87.49	Recreation Facil	
Metropolitan Council HRA		19321	\$1,831.44
Apr99 Section 8 Rent	\$1,831.44	HRA Section 8	

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<u>Vendor Name</u> <u>Invoice Description</u>	<u>Invoice Amount</u>	<u>Check#</u> <u>Fund Description</u>	<u>Check Amount</u>
Metropolitan Council/230 E 5th		19448	\$58.05
Feb99 Guaranteed Rides	\$58.05	Transit System	
Metropolitan Council/Metrolink		19449	\$44,242.03
Jan99 Metrolink Transit Serv	\$44,242.03	Transit System	
Minneapolis Community College		19450	\$200.00
12-22-98 C Mack Books	\$171.55	General Fund	
C Mack textbooks	\$28.45	General Fund	
N I P C		19358	\$200.00
Missaghi/Chicago Enhancing St	\$200.00	Water Resource	
Nardini Fire Equipment Co		19451	\$3,657.40
IC 23 Fire Insp,pres seal,	\$69.15	Recreation Facil	
Elm Crk plyfld exting inspecs	\$191.00	Public Facilities	
PW Vehicles 95 Fire ext inspec	\$1,299.35	Central Equipm	
IC ansul,ABC,CO2	\$266.00	Public Facilities	
Zach Plyfld shelter 20# inspc	\$11.75	General Fund	
Trtmnt PL 2/4 10# inspec,Halon	\$20.50	Water Fund	
Cntrl trmnt pl/9 Fire exting	\$121.50	Water Fund	
Hist Society/Fire exting inspe	\$136.70	General Fund	
Plym crk prk 20# inspec	\$11.75	General Fund	
Fire 2/4 20# extgr inspc,etc	\$41.35	Public Facilities	
Fire 2 Fire extgr insp/install	\$126.00	Public Facilities	
Parkers lk park/Fire extgr ins	\$203.25	General Fund	
Bass Lk plyfld/Fire ext inspec	\$26.25	General Fund	
LaCompte plyfld/20# inspec,etc	\$33.75	General Fund	
Oakwood plyfld shelter/20# ins	\$47.40	General Fund	
Parkers lk plyfld shelter/Fire	\$128.50	General Fund	
Plym plyfld shelter/20# inspec	\$33.00	General Fund	
Fire 3 8 10# extgr inspecs	\$24.00	Public Facilities	
Fire 1 4 extgr inspection	\$17.00	Public Facilities	
Ridgemount plyfld shelter/fire	\$47.40	General Fund	
E Med Lk beach/20# inspec	\$11.75	General Fund	
Well 4,pump house/10# inspec,	\$56.75	Water Fund	
CC/PS 28 Fire exting inspecs	\$193.50	Public Facilities	
PW Vehicles Ansul,seals,valve	\$539.80	Public Facilities	
Nelson, Thomas		19485	\$75.00
Update Rec bklt park map	\$75.00	General Fund	
Neopost		19452	\$31.57
Cleaning kit for folder mach	\$31.57	Central Services	

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<u>Vendor Name</u> <u>Invoice Description</u>	<u>Invoice Amount</u>	<u>Check#</u> <u>Fund Description</u>	<u>Check Amount</u>
North Hennepin Comm. Coll 12-8-98 C Mack-Juvenile Delinq	\$25.00	19453 General Fund	\$25.00
Northern Automotive 6-Af elem 2-Af elem	\$55.07 \$14.55	19454 Central Equipm Central Equipm	\$69.62
Northern Sanitary Supply 2 Mopping Combo	\$200.52	19455 General Fund	\$200.52
Northern States Power/PO 9477 Trfc Signal 2-17/3-18-99 Lions prk nite lite/2-16/3-17 Kingsview lift 2-15/3-16-99	\$79.42 \$10.51 \$93.02	19456 General Fund General Fund Sewer Fund	\$182.95
Northland Business Systems 1 Headset,1 adapter	\$64.57	19457 General Fund	\$64.57
Northstar Repro Products, Inc. 4 36x50yd 24# ink jet color bn	\$135.62	19458 Information Tech	\$135.62
OPR Limited Partnership Apr99 Section 8 Rent	\$13,062.00	19322 HRA Section 8	\$13,062.00
OSI Environmental, Inc. 1 Drum filter pickup	\$50.00	19459 Central Equipm	\$50.00
Oakwood Apartments Apr99 Section 8 Rent	\$802.00	19308 HRA Section 8	\$802.00
Omni Travel Agency/18344 Mtka S Missaghi/Chicago 4-20/4-23	\$124.00	19460 Water Resource	\$124.00
PERA / Council Payroll Generated Invoice Payroll Generated Invoice	\$193.33 \$193.33	19363 Employee Benefi Employee Benefi	\$386.66
PERA / Payroll Payroll Generated Invoice Payroll Generated Invoice	\$336.62 \$336.62 \$113.35 \$10.26 \$162.00 \$202.71 \$14.66 \$24.46 \$270.29	19362 Employee Benefi Employee Benefi Employee Benefi Employee Benefi Employee Benefi Employee Benefi Employee Benefi Employee Benefi Employee Benefi	\$51,383.99

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<u>Vendor Name</u> <u>Invoice Description</u>	<u>Invoice Amount</u>	<u>Check#</u> <u>Fund Description</u>	<u>Check Amount</u>
Payroll Generated Invoice	\$270.29	Employee Benefi	
Payroll Generated Invoice	\$48.00	Employee Benefi	
Payroll Generated Invoice	\$530.44	Employee Benefi	
Payroll Generated Invoice	\$530.44	Employee Benefi	
Payroll Generated Invoice	\$93.67	Employee Benefi	
Payroll Generated Invoice	\$1,035.41	Employee Benefi	
Payroll Generated Invoice	\$96.59	Employee Benefi	
Payroll Generated Invoice	\$14.58	Employee Benefi	
Payroll Generated Invoice	\$161.12	Employee Benefi	
Payroll Generated Invoice	\$161.12	Employee Benefi	
Payroll Generated Invoice	\$43.40	Employee Benefi	
Payroll Generated Invoice	\$479.63	Employee Benefi	
Payroll Generated Invoice	\$479.63	Employee Benefi	
Payroll Generated Invoice	\$15.00	Employee Benefi	
Payroll Generated Invoice	\$1,349.72	Employee Benefi	
Payroll Generated Invoice	\$1,349.72	Employee Benefi	
Payroll Generated Invoice	\$32.20	Employee Benefi	
Payroll Generated Invoice	\$355.97	Employee Benefi	
Payroll Generated Invoice	\$355.97	Employee Benefi	
Payroll Generated Invoice	\$15.00	Employee Benefi	
Payroll Generated Invoice	\$165.77	Employee Benefi	
Payroll Generated Invoice	\$165.77	Employee Benefi	
Payroll Generated Invoice	\$26.88	Employee Benefi	
Payroll Generated Invoice	\$10,137.10	Employee Benefi	
Payroll Generated Invoice	\$6,857.08	Employee Benefi	
Payroll Generated Invoice	\$2,337.92	Employee Benefi	
Payroll Generated Invoice	\$1,558.59	Employee Benefi	
Payroll Generated Invoice	\$554.24	Employee Benefi	
Payroll Generated Invoice	\$369.49	Employee Benefi	
Payroll Generated Invoice	\$397.85	Employee Benefi	
Payroll Generated Invoice	\$8.71	Employee Benefi	
Payroll Generated Invoice	\$96.29	Employee Benefi	
Payroll Generated Invoice	\$96.29	Employee Benefi	
Payroll Generated Invoice	\$46.07	Employee Benefi	
Payroll Generated Invoice	\$509.29	Employee Benefi	
Payroll Generated Invoice	\$509.29	Employee Benefi	
Payroll Generated Invoice	\$27.71	Employee Benefi	
Payroll Generated Invoice	\$306.28	Employee Benefi	
Payroll Generated Invoice	\$306.28	Employee Benefi	
Payroll Generated Invoice	\$99.32	Employee Benefi	
Payroll Generated Invoice	\$1,097.82	Employee Benefi	
Payroll Generated Invoice	\$1,097.82	Employee Benefi	
Payroll Generated Invoice	\$42.86	Employee Benefi	
Payroll Generated Invoice	\$139.96	Employee Benefi	

COUNCIL REPORT - CHECK REGISTER

3/29/99 Through 4/9/99

<u>Vendor Name</u> <u>Invoice Description</u>	<u>Invoice Amount</u>	<u>Check#</u> <u>Fund Description</u>	<u>Check Amount</u>
Payroll Generated Invoice	\$139.96	Employee Benefi	
Payroll Generated Invoice	\$49.59	Employee Benefi	
Payroll Generated Invoice	\$548.16	Employee Benefi	
Payroll Generated Invoice	\$548.16	Employee Benefi	
Payroll Generated Invoice	\$40.53	Employee Benefi	
Payroll Generated Invoice	\$447.89	Employee Benefi	
Payroll Generated Invoice	\$447.89	Employee Benefi	
Payroll Generated Invoice	\$104.36	Employee Benefi	
Payroll Generated Invoice	\$1,153.28	Employee Benefi	
Payroll Generated Invoice	\$1,153.28	Employee Benefi	
Payroll Generated Invoice	\$15.00	Employee Benefi	
Payroll Generated Invoice	\$165.77	Employee Benefi	
Payroll Generated Invoice	\$165.77	Employee Benefi	
Payroll Generated Invoice	\$40.75	Employee Benefi	
Payroll Generated Invoice	\$450.54	Employee Benefi	
Payroll Generated Invoice	\$450.54	Employee Benefi	
Payroll Generated Invoice	\$564.85	Employee Benefi	
Payroll Generated Invoice	\$376.56	Employee Benefi	
Payroll Generated Invoice	\$265.23	Employee Benefi	
Payroll Generated Invoice	\$14.46	Employee Benefi	
Payroll Generated Invoice	\$159.86	Employee Benefi	
Payroll Generated Invoice	\$159.86	Employee Benefi	
Payroll Generated Invoice	\$47.27	Employee Benefi	
Payroll Generated Invoice	\$522.58	Employee Benefi	
Payroll Generated Invoice	\$522.58	Employee Benefi	
Payroll Generated Invoice	\$122.10	Employee Benefi	
Payroll Generated Invoice	\$12.10	Employee Benefi	
Payroll Generated Invoice	\$133.69	Employee Benefi	
Payroll Generated Invoice	\$133.69	Employee Benefi	
Payroll Generated Invoice	\$40.10	Employee Benefi	
Payroll Generated Invoice	\$443.16	Employee Benefi	
Payroll Generated Invoice	\$443.16	Employee Benefi	
Payroll Generated Invoice	\$8.74	Employee Benefi	
Payroll Generated Invoice	\$96.59	Employee Benefi	
Payroll Generated Invoice	\$165.77	Employee Benefi	
Payroll Generated Invoice	\$165.77	Employee Benefi	
Payroll Generated Invoice	\$51.69	Employee Benefi	
Payroll Generated Invoice	\$571.38	Employee Benefi	
Payroll Generated Invoice	\$571.38	Employee Benefi	
Payroll Generated Invoice	\$70.47	Employee Benefi	
Payroll Generated Invoice	\$778.78	Employee Benefi	
Payroll Generated Invoice	\$778.78	Employee Benefi	
Payroll Generated Invoice	\$1,035.41	Employee Benefi	
Payroll Generated Invoice	\$21.52	Employee Benefi	

COUNCIL REPORT - CHECK REGISTER

3/29/99 Through 4/9/99

<u>Vendor Name</u>	<u>Invoice Amount</u>	<u>Check#</u>	<u>Check Amount</u>
<u>Invoice Description</u>		<u>Fund Description</u>	
Payroll Generated Invoice	\$237.96	Employee Benefi	
Payroll Generated Invoice	\$237.96	Employee Benefi	
Payroll Generated Invoice	\$14.66	Employee Benefi	
Payroll Generated Invoice	\$162.00	Employee Benefi	
Payroll Generated Invoice	\$162.00	Employee Benefi	
Payroll Generated Invoice	\$18.34	Employee Benefi	
Payroll Generated Invoice	\$202.71	Employee Benefi	
Payroll Generated Invoice	\$162.00	Employee Benefi	
Payroll Generated Invoice	\$113.35	Employee Benefi	
Payroll Generated Invoice	\$30.46	Employee Benefi	
PERA / Payroll		19461	\$198.56
Payroll Generated Invoice	\$9.85	Employee Benefi	
Payroll Generated Invoice	\$9.85	Employee Benefi	
Payroll Generated Invoice	\$57.66	Employee Benefi	
Payroll Generated Invoice	\$5.20	Employee Benefi	
Payroll Generated Invoice	\$57.66	Employee Benefi	
Payroll Generated Invoice	\$2.47	Employee Benefi	
Payroll Generated Invoice	\$27.49	Employee Benefi	
Payroll Generated Invoice	\$27.49	Employee Benefi	
Payroll Generated Invoice	\$0.89	Employee Benefi	
Page Electrical Contract.,Inc.		19364	\$498.67
Term kits/Welding cable/permit	\$498.67	Water Fund	
Pagenet of Minnesota Inc		19462	\$289.80
Apr99 2 IC pager rental	\$20.14	Recreation Facil	
Apr99 32 PD Pager Rental	\$269.66	General Fund	
Park Place Apartments		19323	\$764.00
Apr99 Section 8 Rent	\$764.00	HRA Section 8	
Peterson, Barb		19380	\$8.45
3-31 26 Mileage Reimb	\$8.45	Comm Dev Bloc	
Place Apartments, The		19329	\$425.00
Apr99 Section 8 Rent	\$425.00	HRA Section 8	
Plymouth Automotive Inc.		19463	\$420.00
7 tows to PD Auction yard	\$420.00	Building & Equi	
Plymouth Colony Apartments		19325	\$11,186.00
Apr99 Section 8 Rent	\$11,186.00	HRA Section 8	
Plymouth Colony Apartments		19464	\$1,591.00
Mar/Apr99 Hap	\$1,591.00	HRA Section 8	

COUNCIL REPORT - CHECK REGISTER

3/29/99 Through 4/9/99

<u>Vendor Name</u> <u>Invoice Description</u>	<u>Invoice Amount</u>	<u>Check#</u> <u>Fund Description</u>	<u>Check Amount</u>
Plymouth Oaks Apartments Apr99 Section 8 Rent	\$580.00	19312 HRA Section 8	\$580.00
Plymouth Plumbing Co. 17500 49th Refund Permt 205434 17500 49th Refund Permt 205435 17545 48th Refund Permt 205426 17210 49th Ave Permit #205625	\$213.30 \$40.50 \$213.30 \$40.40	19465 Water Fund Sewer Fund Water Fund General Fund	\$507.50
Plymouth Ponds Apartments Apr99 Section 8 Rent	\$1,218.00	19326 HRA Section 8	\$1,218.00
Plymouth Terrace Realty, LLP Apr99 Section 8 Rent	\$615.00	19327 HRA Section 8	\$615.00
Pope, Kathy balloons/plates/juice/crackers	\$17.49	19343 Recreation Fund	\$17.49
Postmaster/Plymouth Branch Mailroom meter postage	\$5,000.00	19466 Central Services	\$5,000.00
Proex Photo 3-1/3-21 Photo Charges 3-1/3-21 Photo Charges 3-1/3-21 Photo Charges 3-1/3-21 Photo charges 3-1/3-21 Photo Charges	\$47.50 \$10.21 \$9.92 \$9.92 \$6.93	19497 General Fund HRA General F General Fund General Fund General Fund	\$84.48
R D O 2 Thermostat 2 Gasket	\$14.90	19467 Central Equipm	\$14.90
R M R Services Inc Feb99 3393 Meter Reads	\$1,526.85	19468 Water Fund	\$1,526.85
Radhi, Julie Park and Recreation Refund	\$213.40	19366 Recreation Fund	\$213.40
Riteway Motor Parts Inc Mar99 Equipment Repair Mar99 Equipment Repair	\$24.30 \$42.98 \$31.73 \$22.71 \$98.79 \$5.97 \$149.00 \$40.18	19469 Central Equipm Central Equipm Central Equipm Central Equipm Central Equipm General Fund Central Equipm Central Equipm	\$535.29

COUNCIL REPORT - CHECK REGISTER

3/29/99 Through 4/9/99

<u>Vendor Name</u> <u>Invoice Description</u>	<u>Invoice Amount</u>	<u>Check#</u> <u>Fund Description</u>	<u>Check Amount</u>
Mar99 Equipment Repair	\$5.23	Central Equipm	
Mar99 Equipment Repair	\$60.51	Central Equipm	
Mar99 Equipment Repair	\$30.93	Central Equipm	
Mar99 Equipment Repair	\$22.96	Central Equipm	
Roytelman, Ilya		19315	\$372.00
Apr99 Section 8 Rent	\$372.00	HRA Section 8	
Sathre-Bergquist Inc		19471	\$3,000.00
Feb99 City Park survey/drawing	\$3,000.00	City & Communit	
Schreckenghaust, Randy		19369	\$68.00
Park and Recreation Refund	\$68.00	Recreation Fund	
Selectaccount		19473	\$1,350.00
Apr-Dec99 Annual Fee	\$1,350.00	Employee Benefi	
Seness, Barbara		19381	\$42.58
1-27/3-31 131 Mileage Reimb	\$42.58	General Fund	
Shevchenko, Valentina		19330	\$464.00
Apr99 Section 8 Rent	\$464.00	HRA Section 8	
Soto, Carol		19341	\$36.00
Apr99 Utility Reimbursement	\$36.00	HRA Section 8	
Star Tribune		19475	\$2,505.76
Civil Eng,Rec Prog Coord,Cleri	\$2,505.76	General Fund	
State Board of Electricity		19476	\$125.00
6 Elec permit applic bklt	\$125.00	General Fund	
Suburban Propane		19477	\$22.63
1 20# cylinder	\$10.97	General Fund	
Street torch parts	\$11.66	General Fund	
Suburban Rate Authority		19478	\$2,200.00
99'1st 1/2 Membership	\$2,200.00	General Fund	
Suburban Tire, Inc.		19479	\$1,342.33
4 ST225/75R15D tires	\$190.51	Central Equipm	
Turf guide,IM tube	\$35.36	Central Equipm	
24 P225/70R15 Eagle GT	\$1,116.46	Central Equipm	
Superior Ford, Inc.		19370	\$334.98
Shaft As	\$121.35	Central Equipm	
Battery NS	\$209.23	General Fund	
Knob-R	\$4.40	Central Equipm	

COUNCIL REPORT - CHECK REGISTER

3/29/99 Through 4/9/99

<u>Vendor Name</u> <u>Invoice Description</u>	<u>Invoice Amount</u>	<u>Check#</u> <u>Fund Description</u>	<u>Check Amount</u>
Superior Ford, Inc. Pan asy ns	\$31.89	19480 Central Equipm	\$31.89
Swain Enterprises Inc 1740 Merrimac Rehab work	\$1,642.00	19482 Comm Dev Bloc	\$1,642.00
TSR Wireless - Minnesota Apr99 Strts,Wtr,Fin,PM,ADM,IT	\$78.48	19483 Information Tech	\$78.48
Teichman, Diane Park and Recreation Refund	\$47.00	19371 Recreation Fund	\$47.00
Terminal Supply Company 8 various bulbs	\$88.09	19484 Central Equipm	\$88.09
Town & Country Caterers 3-13-99 Food/Council meeting	\$694.79	19486 General Fund	\$694.79
Townhome Maintenance Corp 3-9/3-10 2hrs Snowplowing	\$120.00	19487 General Fund	\$120.00
Turovskaya, Irina Apr99 Section 8 Rent	\$376.00	19316 HRA Section 8	\$376.00
U S West Comm / PO Box 1301 Mar99 Auto Dialer/Zachary	\$113.62	19488 Water Fund	\$351.89
Mar99 Bass Lake Plyfld	\$37.49	Recreation Fund	
Mar99 Elm Creek Plyfld outside	\$72.79	Recreation Fund	
Mar99 Medicine Lake beach pay	\$70.70	Recreation Fund	
Mar99 Elm Creek plyfld	\$57.29	Recreation Fund	
United Way of Mpls		19372	\$193.20
Payroll Generated Invoice	\$10.00	Employee Benefi	
Payroll Generated Invoice	\$24.00	Employee Benefi	
Payroll Generated Invoice	\$2.00	Employee Benefi	
Payroll Generated Invoice	\$9.67	Employee Benefi	
Payroll Generated Invoice	\$8.00	Employee Benefi	
Payroll Generated Invoice	\$2.30	Employee Benefi	
Payroll Generated Invoice	\$2.00	Employee Benefi	
Payroll Generated Invoice	\$17.00	Employee Benefi	
Payroll Generated Invoice	\$20.00	Employee Benefi	
Payroll Generated Invoice	\$1.00	Employee Benefi	
Payroll Generated Invoice	\$5.00	Employee Benefi	
Payroll Generated Invoice	\$7.00	Employee Benefi	
Payroll Generated Invoice	\$19.50	Employee Benefi	
Payroll Generated Invoice	\$10.00	Employee Benefi	

COUNCIL REPORT - CHECK REGISTER

3/29/99 Through 4/9/99

<u>Vendor Name</u> <u>Invoice Description</u>	<u>Invoice Amount</u>	<u>Check#</u> <u>Fund Description</u>	<u>Check Amount</u>
Payroll Generated Invoice	\$1.00	Employee Benefi	
Payroll Generated Invoice	\$6.73	Employee Benefi	
Payroll Generated Invoice	\$6.00	Employee Benefi	
Payroll Generated Invoice	\$6.00	Employee Benefi	
Payroll Generated Invoice	\$1.00	Employee Benefi	
Payroll Generated Invoice	\$6.00	Employee Benefi	
Payroll Generated Invoice	\$8.00	Employee Benefi	
Payroll Generated Invoice	\$11.00	Employee Benefi	
Payroll Generated Invoice	\$10.00	Employee Benefi	
Valley Rich Co Inc		19489	\$3,469.64
705 Co Rd 101 labor/equip chrg	\$3,469.64	Water Fund	
Valspar Paint		19490	\$150.94
Yellow Gal/thinner/brush/toner	\$82.07	General Fund	
Gloss Lacomte Green	\$22.46	General Fund	
Gloss Gal Floor tan	\$22.46	Water Fund	
Osha Green Gal	\$22.46	Water Fund	
1"/2" foam brush's	\$1.49	Water Fund	
VanPelt, Sheila		19491	\$36.00
Park and Recreation Refund	\$36.00	Recreation Fund	
W W Grainger Inc		19492	\$257.04
1 50lb Laundry detergent	\$42.82	Public Facilities	
5 Cable tie 100pk	\$71.46	General Fund	
12 "D"Alkaline battery	\$11.50	Water Fund	
Cap screw,Flat washer	\$59.12	Water Fund	
2 Scrubs towels-pk72	\$22.92	Public Facilities	
1 Quartz clock,30 lamp	\$49.22	Public Facilities	
Wagers, Inc.		19493	\$690.00
4-3/7-2-99 Eng Toshiba+copy us	\$690.00	Central Services	
Washa, Mark		19319	\$652.00
Apr99 Section 8 Rent	\$652.00	HRA Section 8	
Wellington Apartments		19332	\$575.00
Apr99 Section 8 Rent	\$575.00	HRA Section 8	
West Point Products		19494	\$486.28
Hp 5SI gold reman	\$217.90	Information Tech	
H/Yld gold reman	\$268.38	Information Tech	
West Suburban Industrial Splys		19495	\$294.68
PS shelving	\$294.68	Public Facilities	

COUNCIL REPORT - CHECK REGISTER

3/29/99 Through 4/9/99

<u>Vendor Name</u> <u>Invoice Description</u>	<u>Invoice Amount</u>	<u>Check#</u> <u>Fund Description</u>	<u>Check Amount</u>
Westside Wholesale Tire Inc. 1 used 16.5 rim/mount tire	\$20.00	19496 Central Equipm	\$20.00
Wilson, Victoria Apr99 Section 8 Rent	\$655.00	19331 HRA Section 8	\$655.00
Woody's Hardware Mar99 Hardware Supplies	\$98.89	19498 Water Fund	\$98.89
Wright County Sheriff's Dept WN990509 Bail	\$92.00	19499 General Fund	\$92.00
Wright-Henn Elec. Co. Feb-Mar99 Forestview cul-de-sa 3-15-99 Street Lighting	\$40.70 \$5,338.35	19500 General Fund General Fund	\$5,379.05
		TOTAL AMOUNT	\$942,202.12

END OF REPORT

<u>MANUAL CHECK 3/36/99</u> Sheppard, David 3/6-3/19/99 Workers Compensation	320.20	10124	320.20
		TOTAL AMOUNT	\$942,522.32

CITY OF PLYMOUTH
CITY COUNCIL AGENDA REPORT

TO: Dwight Johnson, City Manager
FROM: Laurie Ahrens, City Clerk *JA*
SUBJECT: *Policy on City Funding of Human Service Agencies*
DATE: April 14, 1999, for City Council meeting of April 20, 1999

ACTION REQUESTED: Adopt the attached resolution revising the City's Policy on Funding of Human Service Agencies.

BACKGROUND: Requests for human service contributions from the City's General Fund Budget are considered under the *Policy on City Funding of Human Service Agencies*. This policy was adopted by the City Council in 1984 and amended to the current version in 1992. The City Council recently reviewed the legal issues and discretionary issues relating to the policy at the study session on April 13.

The City Attorney has advised that it is not legal for the City to make charitable donations, contributions, or grants based solely on good cause to any agency. For a municipal expenditure to be valid, it must be for a public purpose and must be expressly authorized by statute. The following new elements are recommended in the revised policy to ensure that legal requirements are met:

1. The public purpose must be identified for each contribution.
2. The statutory authority must be identified for each contribution.
3. The City must have a written agreement with each agency receiving a contribution to ensure that the funds will be spent on a program which meets the public purpose and statutory authority requirements and, when appropriate, to document that the agency is providing a service for the City in exchange for a contribution.

Human Service Policy Memo

April 20, 1999

Page 2

In the past, the City Attorney has not reviewed the specific purpose of human service programs requesting funding. However, this will be done for the 2000 contribution requests to ensure that public purpose and statutory authorizations are met before requests are considered by the City Council. Once the legal issues have been met, the remaining policy issues are largely at the Council's discretion. A new provision is recommended that the City Council may establish additional guidelines or criteria for considering human service funding requests. Based on discussion at the Council study session, a provision which gave funding preference to programs recommended by the Northwest Hennepin Human Service Council has been eliminated because this agency only serves a portion of Plymouth.

Contributions are also made to human service agencies from Community Development Block Grant (CDBG) funds in the HRA Budget. The CDBG Program is federally funded, and there are specific federal program requirements. While the revised policy on funding Human Service Agencies would not apply to requests for CDBG funds, information will be shared with the City Council on which agencies and programs have requested funding from both the General Fund and the CDBG Program.

RECOMMENDATION: The attached resolution approving revisions to the Policy Relating to City Funding of Human Service Agencies is recommended for adoption.

CITY OF PLYMOUTH

RESOLUTION 99-

APPROVING REVISIONS TO POLICY RELATING TO
CITY FUNDING OF HUMAN SERVICE AGENCIES

(Supersedes Resolution 92-31, January 6, 1992;
Resolution 84-506, July 23, 1984)

The Plymouth City Council is responsible for periodically determining whether a financial or in-kind contribution will be made by the City to assist human service agencies. Human service funding requests will be considered as part of the annual budget cycle.

- New* (
1. Any City contribution to a human service agency shall be for a public purpose and shall be expressly authorized by statute, and this information shall be forwarded to the City Council with the funding request.
 2. The City Council will consider the following guidelines in determining which human service agencies, if any, receive funding. This policy should not be construed to obligate the City Council to provide funding or in-kind human service contributions.
 - A. Agencies must submit funding requests and all required information within the established time frame to be considered for funding.
 - B. All funding requests shall be evaluated for effectiveness and appropriateness each year.
 - C. Human service agencies will be expected to provide data substantiating the need for their specific types of service within the Plymouth community. Specific figures on the Plymouth population served through their efforts, fiscal analysis of cost of delivery of such services and documentation that their services do not duplicate those of other agencies serving the Plymouth population.
 - D. The City Council will only consider funding programs or agencies which can demonstrate that the funds are used solely to provide services to Plymouth residents.
 - E. Funding requests will normally be considered in relation to existing City human service commitments and the target populations served.
 - F. Preference will be given to agencies or programs which:
 1. Have taken affirmative efforts to raise funds to support their efforts.
 2. Demonstrate in their budgets that there is a continuing concentration on minimizing administrative and overhead costs.
 3. Cannot be effectively or fully funded through other sources.

4. Sponsor programs which have verifiable benefits to the community at large, for example, programs that put people to work or enhance the effectiveness of City service delivery programs.
5. Make effective use of volunteer skills and in-kind contributions to reduce the cost of program/service delivery.

New (

G. The City Council may establish additional guidelines or criteria for consideration of human service funding requests.

New (

3. Before any human service agency receives funding, an agreement or contract between the City and the human service agency shall be executed to ensure that the funds will be spent on a program which meets the public purpose and statutory authority requirements and, when appropriate, to establish that the agency is providing a service for the City in exchange for a contribution.

CITY OF PLYMOUTH
CITY COUNCIL AGENDA REPORT

TO: Dwight Johnson, City Manager
FROM: Craig Gerdes, Director of Public Safety
SUBJECT: Adopt Findings of Fact on Liquor Violations
DATE: April 16, 1999, for City Council meeting of April 20, 1999

1. **ACTION REQUESTED:** Adopt the Findings of Fact for the four license holders who appeared at the April 6 Council meeting for a hearing on their compliance check violations.
2. **BACKGROUND:** At the April 6 Council meeting, four hearings were held regarding alcohol compliance check violations that occurred in 1998. At the time of the hearing the City Council determined an administrative penalty above the minimum presumptive penalty established in the liquor ordinance.

Section 1206.22 Presumptive Civil Penalties, subdivision A, states in part that "...the Council may deviate in an individual case where the Council finds that there exist substantial reasons making it more appropriate to deviate...When deviating from these standards, the Council will provide written findings that support the penalty selected."

The City Attorney's office prepared the Findings of Fact for the four establishments and they are attached.

3. **RECOMMENDATION:** The City Council adopt the Findings of Fact and imposition of administrative civil penalties for the following establishments:
 - Four Seasons Liquor II Inc., 4232 Lancaster Lane
 - Blue Wave Ventures, Inc., d/b/a Green Mill Restaurant, 2705 Annapolis Lane North
 - TGI Friday's Inc., d/b/a Italianni's, 220 Carlson Parkway
 - D & D of Minnesota, Inc., d/b/a Famous Dave's BBQ Shack, 11308 Highway 55

CITY OF PLYMOUTH**HENNEPIN COUNTY, MINNESOTA****IN RE:**

City of Plymouth Liquor
Licensing Complaint Against
Four Seasons Liquor II, Inc.

**FINDINGS OF FACT
AND DECISION**

On April 6, 1999, the Plymouth City Council met at its regularly scheduled meeting to consider adopting civil sanctions for a liquor license violation which resulted from a compliance check done in 1998. The liquor license holder was present and the City Council heard testimony from all interested persons wishing to speak at the meeting.

FINDINGS OF FACT

1. Four Seasons Liquor II, Inc. is the holder of an off-sale intoxicating liquor license issued pursuant to Plymouth City Code Section 1206.
2. Four Seasons Liquor II, Inc. is located at 4232 Lancaster Lane in the City of Plymouth.
3. On October 27, 1998, Four Seasons Liquor II, Inc. employee Kerry A. Donnelly sold a twelve-pack of Miller Genuine Draft beer to a person who was under twenty-one years of age. Kerry A. Donnelly did ask to see identification. The underage person produced a valid Minnesota driver's license showing that he was

under twenty-one years of age. Kerry A. Donnelly then continued with the sale of the alcoholic beverage.

4. Kerry A. Donnelly's sale of beer to an underage person was in violation of Minnesota Statute § 340A.503, Subd. 2(1).

5. Copies of the Plymouth Police Department reports regarding this incident are incorporated into these Findings by reference.

6. On or about March 4, 1999, Kerry A. Donnelly pleaded guilty to selling alcoholic beverages to an underage person in violation of Minnesota Statute § 340A.503, Subd. 2(1).

7. On March 25, 1999, Four Seasons Liquor II, Inc. was notified in compliance with law of the above violation, and informed that an administrative hearing would be held before the City Council on April 6, 1999.

8. The Notice informed Four Seasons Liquor II, Inc. that civil sanctions would be considered as a result of the violation.

9. Four Seasons Liquor II, Inc. received the Notice and its representative attended the April 6, 1999 City Council meeting. The representative admitted at the hearing that the violation occurred.

10. There are no mitigating circumstances that excuse the violation.

DECISION

1. Four Seasons Liquor II, Inc.'s off-sale intoxicating liquor license is suspended for five (5) consecutive days, to be determined at the discretion of the City.

2. Four (4) days of the license suspension are hereby stayed for eighteen months from the date these Findings are adopted, upon condition of no violation of State law or City ordinance involving sale, consumption or display of alcoholic beverages. If a violation occurs, the stay shall be revoked immediately, if ordered by the City Council after a hearing. The hearing on the revocation of the stay may proceed before final disposition of the criminal case on the new violation.

3. Four Seasons Liquor II, Inc. shall pay a civil sanction to the City in the amount of Five Hundred and No/100 Dollars (\$500.00).

4. The civil sanction imposed herein constitutes Four Seasons Liquor II, Inc. first violation and first appearance before the City Council, pursuant to City Code Section 1206.22.

Dated: April 6, 1999.

CITY OF PLYMOUTH

BY: _____
Joycelyn Tierney, Mayor

ATTEST:

Laurie F. Ahrens, City Clerk

CITY OF PLYMOUTH**HENNEPIN COUNTY, MINNESOTA****IN RE:**

City of Plymouth Liquor
Licensing Complaint Against
Blue Wave Ventures, Inc.,
d/b/a Green Mill Restaurant

**FINDINGS OF FACT
AND DECISION**

On April 6, 1999, the Plymouth City Council met at its regularly scheduled meeting to consider adopting civil sanctions for a liquor license violation which resulted from a compliance check done in 1998. The liquor license holder was present and the City Council heard testimony from all interested persons wishing to speak at the meeting.

FINDINGS OF FACT

1. Blue Wave Ventures, Inc., d/b/a Green Mill Restaurant is the holder of an on-sale intoxicating liquor license issued pursuant to Plymouth City Code Section 1206.
2. Green Mill Restaurant is located at 2705 Annapolis Lane North in the City of Plymouth.
3. On November 6, 1998, Green Mill Restaurant employee Anthony T. Blais sold a Seagram's Berry Wine Cooler to a person who was under twenty-one years of age. Anthony T. Blais did ask to see identification. The underage person

produced a valid Minnesota driver's license showing that she was under twenty-one years of age. Anthony T. Blais then continued with the sale of the Seagram's Berry Wine Cooler.

4. Anthony T. Blais's sale of a wine cooler to an underage person was in violation of Minnesota Statute § 340A.503, Subd. 2(1).

5. Copies of the Plymouth Police Department reports regarding this incident are incorporated into these Findings by reference.

6. On or about March 5, 1999, Anthony T. Blais pleaded guilty to selling alcoholic beverages to an underage person in violation of Minnesota Statute § 340A.503, Subd. 2(1).

7. On March 25, 1999, Green Mill Restaurant was notified in compliance with law of the above violation, and informed that an administrative hearing would be held before the City Council on April 6, 1999.

8. The Notice informed Green Mill Restaurant that civil sanctions would be considered as a result of the violation.

9. Green Mill Restaurant received the Notice and its representative attended the April 6, 1999 City Council meeting. The representative admitted at the hearing that the violation occurred.

10. There are no mitigating circumstances that excuse the violation.

DECISION

1. Green Mill Restaurant's on-sale intoxicating liquor license is suspended for five (5) consecutive days, to be determined at the discretion of the City.

2. Three (3) days of the license suspension are hereby stayed for twelve months from the date these Findings are adopted, upon condition of no violation of State law or City ordinance involving sale, consumption or display of alcoholic beverages. If a violation occurs, the stay shall be revoked immediately, if ordered by the City Council after a hearing. The hearing on the revocation of the stay may proceed before final disposition of the criminal case on the new violation.

3. Green Mill Restaurant shall pay a civil sanction to the City in the amount of Five Hundred and No/100 Dollars (\$500.00).

4. The civil sanction imposed herein constitutes Green Mill Restaurant's first violation and first appearance before the City Council, pursuant to City Code Section 1206.22.

Dated: April 6, 1999.

CITY OF PLYMOUTH

BY: _____
Joycelyn Tierney, Mayor

ATTEST:

Laurie F. Ahrens, City Clerk

CITY OF PLYMOUTH
HENNEPIN COUNTY, MINNESOTA

IN RE:

City of Plymouth Liquor
Licensing Complaint Against
TGI Friday's of Minnesota, Inc.,
d/b/a Italianni's

**FINDINGS OF FACT
AND DECISION**

On April 6, 1999, the Plymouth City Council met at its regularly scheduled meeting to consider adopting civil sanctions for a liquor license violation which resulted from a compliance check done in 1998. The liquor license holder was present and the City Council heard testimony from all interested persons wishing to speak at the meeting.

FINDINGS OF FACT

1. TGI Friday's of Minnesota, Inc., d/b/a Italianni's is the holder of an on-sale intoxicating liquor license issued pursuant to Plymouth City Code Section 1206.
2. Italianni's is located at 220 Carlson Parkway in the City of Plymouth.
3. On November 2, 1998, Italianni's employee Adam T. Fielitz sold a bottle of Miller Genuine Draft beer to a person who was under twenty-one years of age. Adam T. Fielitz did ask to see identification. The underage person produced a valid Minnesota driver's license showing that he was under twenty-one years of age. Adam T. Fielitz then continued with the sale of the Miller Genuine Draft beer.

4. Adam T. Fielitz's sale of beer to an underage person was in violation of Minnesota Statute § 340A.503, Subd. 2(1).
5. Copies of the Plymouth Police Department reports regarding this incident are incorporated into these Findings by reference.
6. On or about January 11, 1999, Adam T. Fielitz pleaded guilty to selling alcoholic beverages to an underage person in violation of Minnesota Statute § 340A.503, Subd. 2(1).
7. On March 25, 1999, Italianni's was notified in compliance with law of the above violation, and informed that an administrative hearing would be held before the City Council on April 6, 1999.
8. The Notice informed Italianni's that civil sanctions would be considered as a result of the violation.
9. Italianni's received the Notice and its representative attended the April 6, 1999 City Council meeting. The representative admitted at the hearing that the violation occurred.
10. There are no mitigating circumstances that excuse the violation.

DECISION

1. Italianni's on-sale intoxicating liquor license is suspended for ten (10) consecutive days, to be determined at the discretion of the City.
2. Eight (8) days of the license suspension are hereby stayed for twelve months from the date these Findings are adopted, upon condition of no violation of

State law or City ordinance involving sale, consumption or display of alcoholic beverages. If a violation occurs, the stay shall be revoked immediately, if ordered by the City Council after a hearing. The hearing on the revocation of the stay may proceed before final disposition of the criminal case on the new violation.

3. Italianni's shall pay a civil sanction to the City in the amount of One Thousand and No/100 Dollars (\$1,000.00).

4. The civil sanction imposed herein constitutes Italianni's first violation and first appearance before the City Council, pursuant to City Code Section 1206.22.

Dated: April 6, 1999.

CITY OF PLYMOUTH

BY: _____
Joycelyn Tierney, Mayor

ATTEST:

Laurie F. Ahrens, City Clerk

CITY OF PLYMOUTH
HENNEPIN COUNTY, MINNESOTA

IN RE:

City of Plymouth Liquor
Licensing Complaint Against
D & D of Minnesota, Inc.,
d/b/a Famous Dave's BBQ Shack

**FINDINGS OF FACT
AND DECISION**

On April 6, 1999, the Plymouth City Council met at its regularly scheduled meeting to consider adopting civil sanctions for a liquor license violation which resulted from a compliance check done in 1998. The liquor license holder was present and the City Council heard testimony from all interested persons wishing to speak at the meeting.

FINDINGS OF FACT

1. D & D of Minnesota, Inc., d/b/a Famous Dave's BBQ Shack is the holder of a wine and strong beer license issued pursuant to Plymouth City Code Section 1206.
2. Famous Dave's BBQ Shack is located at 11308 State Highway 55 in the City of Plymouth.
3. On November 21, 1998, a Famous Dave's BBQ Shack juvenile employee sold a bottle of Miller Lite beer to a person who was under twenty-one years of age.

The juvenile employee did not ask to see identification, nor did he ask the date of birth of the underage person.

4. The juvenile employee's sale of beer to an underage person was in violation of Minnesota Statute § 340A.503, Subd. 2(1).

5. Copies of the Plymouth Police Department reports regarding this incident are incorporated into these Findings by reference.

6. On March 25, 1999, Famous Dave's BBQ Shack was notified in compliance with law of the above violation, and informed that an administrative hearing would be held before the City Council on April 6, 1999.

7. The Notice informed Famous Dave's BBQ Shack that civil sanctions would be considered as a result of the violation.

8. Famous Dave's BBQ Shack received the Notice and its representative attended the April 6, 1999 City Council meeting. The representative admitted at the hearing that the violation occurred.

9. There are no mitigating circumstances that excuse the violation.

DECISION

1. Famous Dave's BBQ Shack's wine and strong beer license is suspended for sixty (60) consecutive days, to be determined at the discretion of the City.

2. Famous Dave's BBQ Shack shall pay a civil sanction to the City in the amount of Two Thousand and No/100 Dollars (\$2,000.00).

3. The civil sanction imposed herein constitutes Famous Dave's BBQ Shack's first violation and first appearance before the City Council, pursuant to City Code Section 1206.22.

Dated: April 6, 1999.

CITY OF PLYMOUTH

BY: _____
Joycelyn Tierney, Mayor

ATTEST:

Laurie F. Ahrens, City Clerk

CITY OF PLYMOUTH
CITY COUNCIL AGENDA REPORT

DATE: April 9, 1999 for the City Council Meeting of April 20, 1999

TO: Dwight D. Johnson, City Manager through
Fred G. Moore, P.E., Director of Public Works 

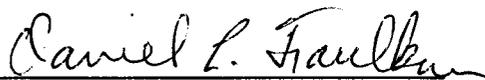
FROM: Daniel L. Faulkner, P.E. City Engineer

SUBJECT: ORDER PUBLIC HEARING TO CONSIDER THE VACATION OF A PART
OF BROCKTON LANE STREET RIGHT-OF-WAY IN
GREENTREE WEST

ACTION REQUESTED: Make a motion to adopt the attached resolution setting a public hearing for May 18, 1999, at 7:00 p.m. to consider the vacation of a part of Brockton Lane in Greentree West.

BACKGROUND: T.M. Hill, Tom Frantzen and Terry Murphey have submitted a petition requesting the vacation of a part of Brockton Lane street right-of-way. The reason for the request is that Holy Name Church in Medina is in the process of expanding their building and adding parking. A plan has been prepared to provide screening (fence and shrubs) in the backyard of the homes located at 3025, 3035, and 3045 Alvarado Lane (map attached). The vacation of 8-feet of the 33-feet of right-of-way would allow the screening to be moved closer to Brockton Lane reducing the loss of the backyard space for the homeowners. The 25 foot wide right of way will still provide the required 8.5' wide boulevard for utilities and snow storage.

RECOMMENDATIONS AND CONCLUSIONS: I recommend the City Council adopt the attached resolution setting the public hearing to consider the vacation of a part of Brockton Lane in Greentree West for May 18, 1999, at 7:00 p.m.



Daniel L. Faulkner, P.E.

attachments: Resolution
Petition
Map

CITY OF PLYMOUTH

**RESOLUTION NO. 99 -
ORDERING PUBLIC HEARING ON THE VACATION OF
BROCKTON LANE STREET RIGHT-OF-WAY IN
GREENTREE WEST**

WHEREAS, pursuant to M.S.A. 412.851 and the City Charter Section 12.06, T.M. Hill, Tom Frantzen and Terry Murphey have petitioned the City Council for the vacation of the following street right-of-way:

That part of Brockton Lane as platted in Greentree West, Hennepin County, Minnesota lying east of a line 25 feet east as measured perpendicular to the existing centerline of Brockton Lane and lying south of the westerly extension of the north line of Lot 8, Block 4, Greentree West and north of the westerly extension of the south line of Lot 10, Block 4, Greentree West.

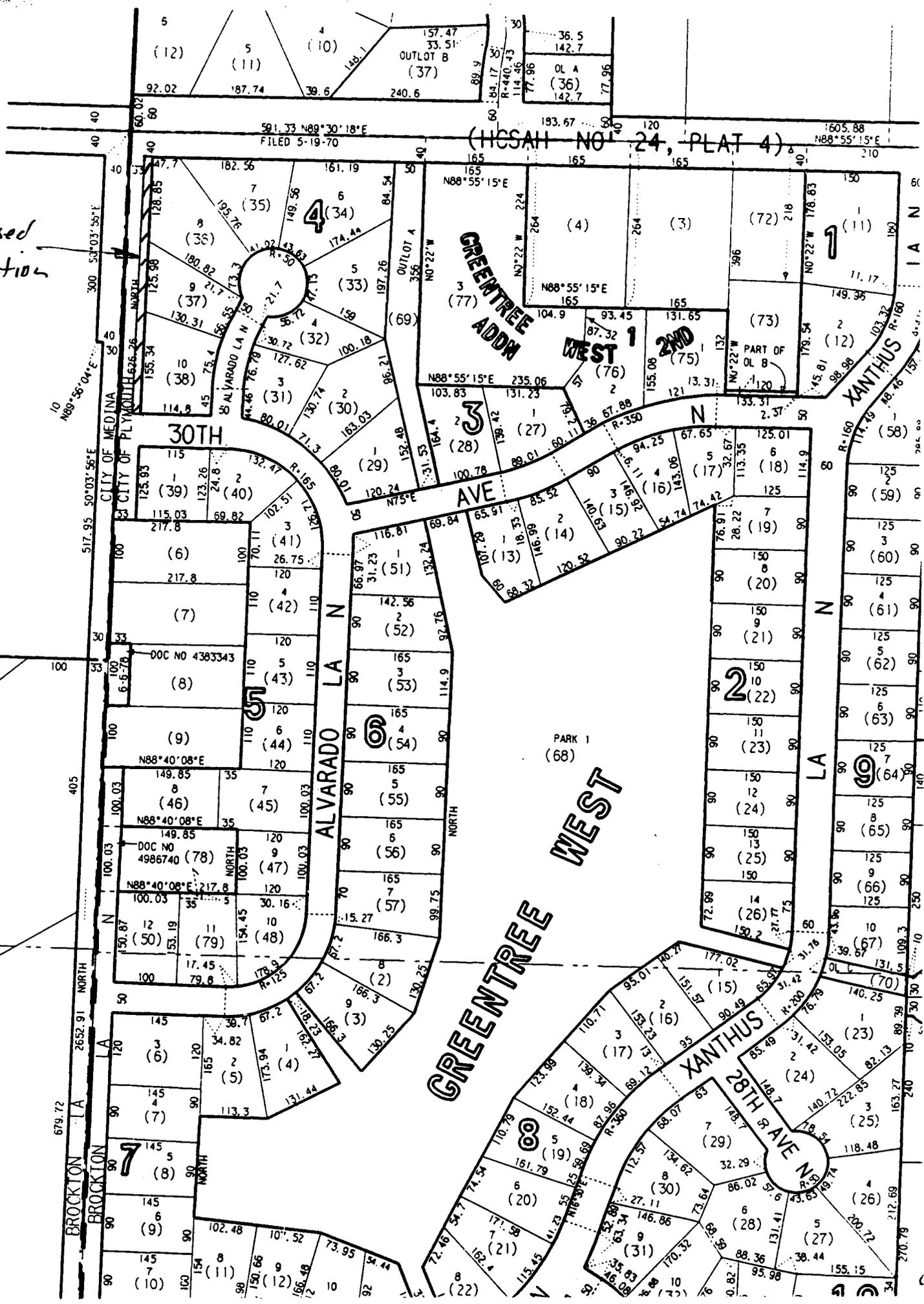
AND WHEREAS, the City Council has reviewed said request and found the same to be in order;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA: That it should, and hereby does, establish the date of May 18, 1999 at 7:00 p.m. in the Council Chambers, Plymouth City Center, 3400 Plymouth Boulevard, as the time and place for the public hearing of said petition and directs the administrative staff to publish notice of said hearing as provided by law.

Adopted by the City Council on April 20, 1999.

2052.73 KLS

Proposed
Vacation



HCSAH NO. 24, PLAT 4

GREENTREE
ADDN
WEST 1
2ND

30TH

AVE

PARK 1
(68)

GREENTREE
WEST

XANTHUS
28TH AVE N

BROCKTON
LA

ALVARADO
LA N

XANTHUS
LA N

CITY OF MEDINA
CITY OF PLYMOUTH

DOC NO 4383343
6-6-78

DOC NO 4986740
NORTH

DOC NO 4986740
NORTH

March 29, 1999



Fred Moore
Public Works Director
City of Plymouth
3400 Plymouth Blvd.
Plymouth, Minnesota 55447

Dear Mr. Moore:

At this time Holy Name Church in Medina is in the process of expanding their building and parking areas. They expect to break ground toward the end of April. The facilities main entrance/exit for east bound traffic on County Road 24 is via Brockton Lane. It is my understanding that the parking area will accommodate close to 700 automobiles. The continued growth of the parish has resulted in a significant increase in traffic; elementary school traffic during the day, religious education classes on Tuesday and Wednesday evening, church services Saturday evening and Sunday morning. These are only the scheduled events. There are weddings, funeral services, basically activities occurring just about every night of the week.

The increase in church traffic is not only a nuisance, but has decreased the property values of the Plymouth residents located adjacent to Brockton Lane, especially the homes on the north end toward the church entrance. There is a plan to provide screening (fence and shrubs) in the backyards of the homes located at the north end of Brockton Lane; addresses; 3025, 3035 and 3045 Alvarado Lane.

The right of way is 66 feet on Brockton Lane. We would like to request a reduction of the right of way to the residential standard of 50 feet, or 25 feet on the Plymouth side. This would allow the screening to be moved eight feet toward the street. Thus reducing the loss of backyard space and bettering the elevation of the screening. It is our understanding that there are no utilities on the right of way and since Brockton Lane ends at County Road 24, widening is unlikely.

An expeditious review of this request would be appreciated. We would like to have some relief before construction begins. It is possible Brockton Lane will be the construction entrance for the upcoming project. Thank you for your review and support of this request. At your request, we would be happy to meet with you. I can be reached during the day at 323-9666 ext. 2502.

Sincerely,

A handwritten signature in cursive script, appearing to read "T. M. Hill".

T. M. Hill
3045 Alvarado Lane,
Pymouth, MN 55447

Tom Frantzen
3035 Alvarado Lane
Plymouth, MN 55447

Terry Murphey
3025 Alvarado Lane
Plymouth, MN 55447

cc: Dan Faulkner
City Engineer

CITY OF PLYMOUTH
CITY COUNCIL AGENDA REPORT

DATE: April 12, 1999 for the City Council Meeting of April 20, 1999

TO: Dwight D. Johnson, City Manager through
Fred G. Moore, P.E., Director of Public Works *F. Moore*

FROM: Daniel L. Faulkner, P.E. City Engineer

SUBJECT: CONSTRUCTION COOPERATIVE AGREEMENT WITH HENNEPIN COUNTY, TEMPORARY TRAFFIC CONTROL SIGNAL SYSTEM AT CO. RD. 61 AND CO. RD. 47

ACTION REQUESTED: Make a motion to adopt the attached resolution approving the construction cooperative agreement with Hennepin County for the construction of a temporary traffic control signal system at the Co. Rd. 61 and Co. Rd. 47/Pineview Lane intersection.

BACKGROUND: A traffic control signal system has been planned at the intersection of Co. Rd. 61 and Co. Rd. 47/Pineview Lane for a number of years. The traffic volumes and warrants have now been reached to justify a signal system. Hennepin County has agreed to construct a temporary traffic control signal system at this intersection asking the City to take over the operating costs of the signal system after it has been installed. This is a standard operating procedure throughout the City at county signalized intersections. The county has now prepared and submitted to the City the construction cost sharing agreement for this project. This agreement has been prepared in accordance with the adopted county policy on the installation of signal systems on county roads between the county and the City. The county will install a temporary signal system at its own cost and the City would be required to maintain the traffic signal system at City's cost.

RECOMMENDATIONS AND CONCLUSIONS: It is my recommendation that the City Council approve the construction cost sharing agreement and authorize the Mayor and City Manager to sign the agreement.

Daniel L. Faulkner
Daniel L. Faulkner, P.E.

attachment : Resolution
Construction Agreement

CITY OF PLYMOUTH

**RESOLUTION NO. 99 -
APPROVING CONSTRUCTION COOPERATIVE AGREEMENT
TEMPORARY TRAFFIC CONTROL SIGNAL SYSTEM
COUNTY PROJECT NO. 9868**

WHEREAS, Agreement for participation in the operation of a traffic control signal system at County State Aid Highway No. 61 and Co. State Aid Hwy. No. 47/Pineview Lane, Hennepin County Project No. 9868, Agreement No. PW 27-17-99 has been prepared and presented to the City;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA: That said agreement in all things approved as conditioned therein;

BE IT FURTHER RESOLVED, that the Mayor and City Manager are authorized to sign Agreement No. PW 27-17-99, Hennepin County Project No. 9868.

Adopted by the City Council on April 20, 1999.

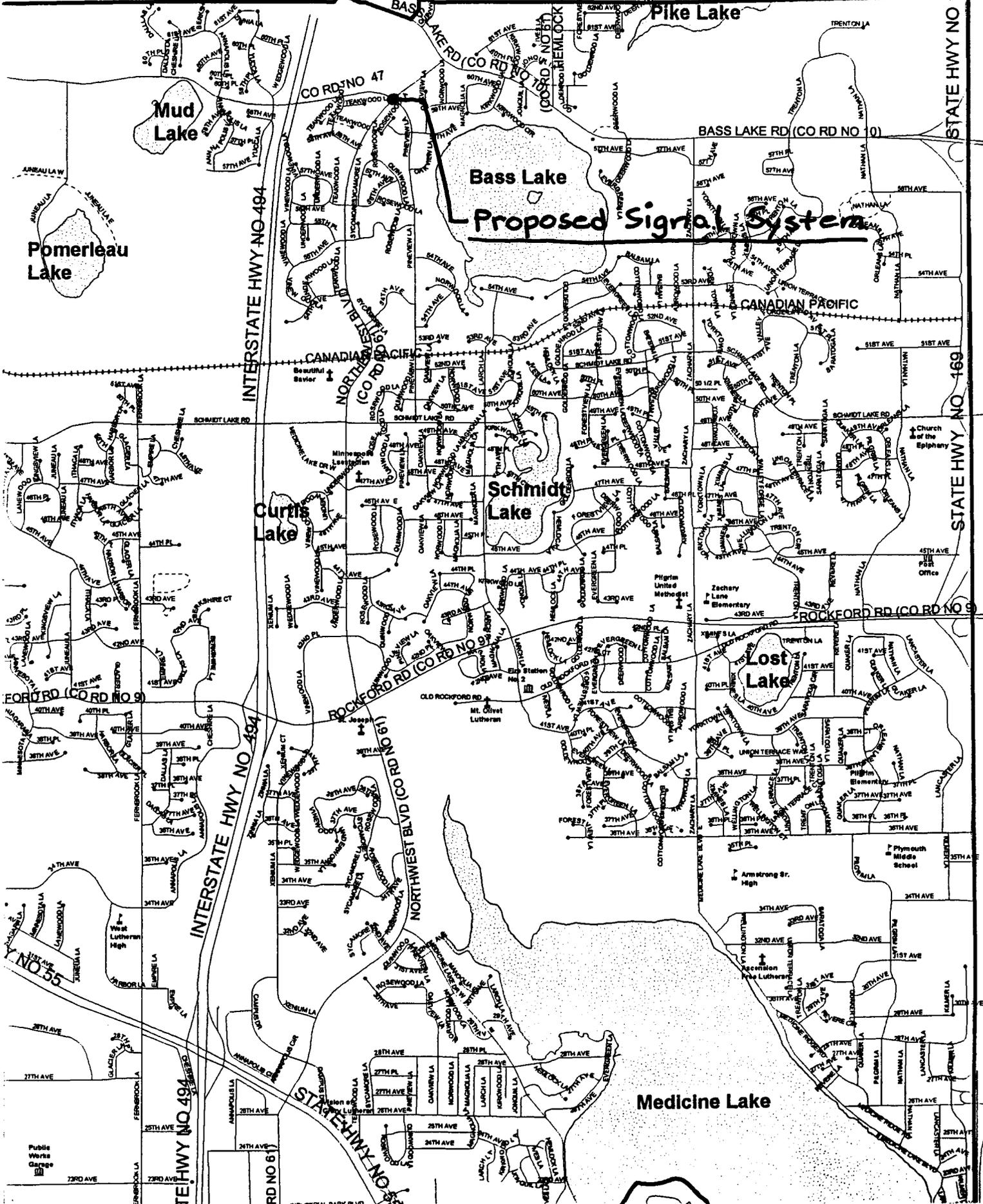
STATE OF MINNESOTA)
COUNTY OF HENNEPIN) SS.

The undersigned, being the duly qualified and appointed City Clerk of the City of Plymouth, Minnesota, certifies that I compared the foregoing resolution adopted at a meeting of the Plymouth City Council on _____, with the original thereof on file in my office, and the same is a correct transcription thereof.

WITNESS my hand officially as such City Clerk and the Corporate seal of the City this _____ day of _____.

City Clerk

- 15000 MINNESOTA
- 14900 LANEWOOD
- 14800 KINGSVIEW
- 14700 JUNEAU
- 14600 ITHACA
- 14500 HARBOR
- 14400 GLACIER
- 14300 FERNBROOK
- 14200 EMPIRE
- 14100 DALLAS
- 14000 CHESHIRE
- 13900 BERKSHIRE
- 13800 ANNAPOLIS
- 13700 ZINNIA
- 13600 YUCCA
- 13500 XENIUM
- 13400 WEDGEWOOD
- 13300 VINEWOOD
- 13200 UNDERWOOD
- 13100 TEAKWOOD
- 13000 SYCAMORE
- 12900 ROSEWOOD
- 12800 QUINWOOD
- 12700 PINEVIEW
- 12600 OAKVIEW
- 12500 NORWOOD
- 12400 MAGNOLIA
- 12300 LARCH
- 12200 KIRKWOOD
- 12100 JONQUIL
- 12000 IVES
- 11900 HEMLOCK
- 11800 GOLDENROD
- 11700 FORESTVIEW
- 11600 EVERGREEN
- 11500 DEERWOOD
- 11400 COTTONWOOD
- 11300 BALSAM
- 11200 ARROWWOOD
- 11100 ZACHARY
- 11000 YORKTOWN
- 10900 XIMINES
- 10800 WELLINGTON
- 10700 VALLEY FORGE
- 10600 UNION TERRA
- 10500 TRENTON
- 10400 SARATOGA
- 10300 REVERE
- 10200 QUAKER
- 10100 PILGRIM
- 10000 ORLEANS
- 9900 NATHAN
- 9800 MONTICELLO
- 9700 LANCASTER
- 9600 KILMER
- 9500 T.H. 169



60
55
50
45
40
35
30
25

Agreement No. PW 27-17-99
County Project No. 9868
County State Aid Highway No. 61
City of Plymouth
County of Hennepin

**CONSTRUCTION COOPERATIVE AGREEMENT
TEMPORARY TRAFFIC SIGNAL**

THIS AGREEMENT, Made and entered into this _____ day of _____, 1999, by and between the **County of Hennepin**, a body politic and corporate under the laws of the State of Minnesota, hereinafter referred to as the "County", and the **City of Plymouth**, a body politic and corporate under the laws of the State of Minnesota, hereinafter referred to as the "City".

WITNESSETH:

WHEREAS, It is considered mutually desirable to install a temporary traffic control signal system at the intersection of County State Aid Highway No. (CSAH) 61 with CSAH 47 within the City limits; and

WHEREAS, Said traffic control signal system described immediately above, shall be identified and accomplished under Hennepin County Project No. 9868 hereinafter referred to as the "Project"; and

WHEREAS, The City has expressed willingness to participate in the operating cost of said temporary signal system; and

WHEREAS, It is contemplated that said work be carried out by the parties hereto under the provisions of Minnesota Statutes 1996, Section 162.17, Subdivision 1 and Section 471.59.

NOW THEREFORE, IT IS HEREBY AGREED:

I

The County, at the sole cost and expense of the County, shall prepare the necessary plans and specifications for the Project; shall perform the necessary engineering and inspection; shall perform the necessary grading and surfacing; and shall install said temporary traffic control signal system with County forces.



II

The City shall install, or cause the installation of an adequate three wire, 120/240 volt, single phase, alternating current electrical power connection to the temporary traffic control signals and integral street lights included in said Project at the sole cost and expense of the City. Further, the City shall provide the electrical energy for the operation of said temporary traffic control signals and integral street lights at the sole cost and expense of the City.

III

All construction costs on the Project shall be the responsibility of the County; there shall be no cost to the City for the construction of said Project.

IV

The construction of this Project shall be under the supervision and direction of the County. However, the City Engineer and his staff shall cooperate with the County Engineer and his staff at their request to the extent necessary, but will have no responsibility for the supervision of the work.

V

The County has heretofore prepared an estimate of materials and labor for installation of the above referenced temporary traffic control signal system in the sum of Thirty Five Thousand Dollars and No cents (\$35,000.00).

VI

The City shall not revise by addition or deletion, nor alter or adjust any component, part, sequence, or timing of the aforesaid traffic control signals, however, nothing herein shall prohibit prompt, prudent action by properly constituted authorities in situations where a part of such traffic control signals may be directly involved in an emergency.

VII

Upon completion of this Project, the County shall thereafter maintain and repair said traffic control signal system installed as part of said Project, all at the sole cost and expense of the County. Further, the County, at its expense, shall maintain 110 volt power to the line side of the fuse in the base of the signal poles for the integral street lights. The City, at its expense, shall maintain the fuse, the luminaire and the wire to the load side of the fuse in the base of the signal poles.

VIII

All records kept by the City and the County with respect to this Project shall be subject to examination by the representatives of each party hereto.



IX

It is understood and agreed that upon completion of any and all improvements proposed herein, all integral street lighting included in said improvement shall become the property of the City and all maintenance, restoration, repair, replacement or other work or services required thereafter shall be performed by the City at its own expense.

The City agrees to defend, indemnify and hold harmless the County, its officials, officers, agents, volunteers and employees, from any liabilities, claims, causes of action, judgments, damages, losses, costs or expenses, including, reasonable attorneys' fees, resulting directly or indirectly from any act or omission of the City, its contractors, anyone directly or indirectly employed by them, and/or anyone for whose acts and/or omissions they may be liable related to the ownership, maintenance, existence, restoration, repair or replacement of the aforedefined City owned improvements constructed as part of said Project. The City's liability shall be governed by the provisions of Minnesota Statutes, Chapter 466 or other applicable law.

X

Each party agrees that it will be responsible for its own acts and the results thereof, to the extent authorized by the law, and shall not be responsible for the acts of the other party and the results thereof. The County's and the City's liability is governed by the provisions of Minnesota Statutes, Chapter 466.

The County and the City each warrant that they are able to comply with the aforementioned indemnity requirements through an insurance or self-insurance program.

XI

It is further agreed that any and all employees of the City and all other persons engaged by the City in the performance of any work or services required or provided for herein to be performed by the City shall not be considered employees of the County, and that any and all claims that may or might arise under the Workers' Compensation Act or the Minnesota Economic Security Law on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act or omission on the part of said employees while so engaged on any of the work or services provided to be rendered herein shall in no way be the obligation or responsibility of the County.

Also, any and all employees of the County and all other persons engaged by the County in the performance of any work or services required or provided for herein to be performed by the County shall not be considered employees of the City, and that any and all claims that may or might arise under the Worker's Compensation Act or the Minnesota Economic Security Law on behalf of said employees while so engaged and any and all claims made by any third parties as a consequence of any act or omission on the part of said employees while so engaged on any of the work or services provided to be rendered herein shall in no way be the obligation or responsibility of the City.



XII

In order to coordinate the services of the County with the activities of the City so as to accomplish the purposes of this Agreement, the Hennepin County Engineer or his designated representative shall manage this Agreement on behalf of the County and serve as liaison between the County and the City.

In order to coordinate the services of the City with the activities of the County so as to accomplish the purposes of this Agreement, the City Engineer or his designated representative shall manage this Agreement on behalf of the City and serve as liaison between the City and the County.

XIII

It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all permits, oral agreements and negotiations between the parties relating to the subject matter hereof. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement.

Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties hereto.

XIV

The provisions of Minnesota Statutes 181.59 and of any applicable local ordinance relating to civil rights and discrimination and the Affirmative Action Policy statement of Hennepin County shall be considered a part of this Agreement as though fully set forth herein.

(THIS SPACE LEFT INTENTIONALLY BLANK)



IN TESTIMONY WHEREOF, The parties hereto have caused this Agreement to be executed by their respective duly authorized officers as of the day and year first above written.

CITY OF PLYMOUTH

(Seal)

By: _____
Mayor

Date: _____

And: _____
Manager

Date: _____

COUNTY OF HENNEPIN

ATTEST:

By: _____
Deputy/Clerk of the County Board

Date: _____

By: _____
Chair of its County Board

Date: _____

APPROVED AS TO FORM:

By: Julie K. Bourman
Assistant County Attorney

Date: 4/1/99

And: _____
Assistant/Deputy/County Administrator

Date: _____

And: _____
Assistant County Administrator, Public Works
and County Engineer

Date: _____

APPROVED AS TO EXECUTION:

By: _____
Assistant County Attorney

Date: _____

RECOMMENDED FOR APPROVAL

By: _____
Director, Transportation Department

Date: _____



CITY OF PLYMOUTH
CITY COUNCIL AGENDA REPORT

TO: Dwight Johnson, City Manager
FROM: Laurie Ahrens, City Clerk *LA*
SUBJECT: *Authorize Request for Proposals for 1999 Citizen Survey*
DATE: April 14, 1999, for City Council meeting of April 20, 1999

1. **ACTION REQUESTED:** Adopt the attached resolution authorizing a request for proposals for professional services for the 1999 Citizen Survey.
2. **BACKGROUND:** Citizen surveys conducted at regular intervals are excellent ways of measuring, over time, how citizens feel about the community, its governance, and the services provided. The City Council included a Citizen Survey in its 1999-2000 Goals and Priorities. There is interest in proceeding quickly with this survey so that results can be considered during the update of the Comprehensive Plan. The City Council reviewed the proposed survey schedule and general question areas at the study session on April 13.
3. **ALTERNATIVES:** The City Council could decide not to proceed with a Citizen Survey at this time.
4. **DISCUSSION:** The next step in the process is to issue a Request for Proposals for professional services for the Citizen Survey (copy attached). We are seeking a professional survey firm to prepare and administer the survey and to analyze the survey results. The consultant would be responsible for the entire process including question design and pretesting, sample design and drawing, interviewing, computer analysis, and report preparation. The consultant would provide a written and verbal report to the City Council at the conclusion of the survey. The survey would be conducted by telephone to approximately 400 Plymouth registered voters, randomly selected by the consultant. This is similar to previous surveys in Plymouth and in other communities and would provide results with a statistical margin of error of plus or minus 5 percentage points.

Under the proposed schedule, the City Council would award a contract for professional services on May 18, and the final survey instrument would be developed during the subsequent two weeks. The survey would be conducted in June, and the data analysis would be presented to the City Council in July or August.

5. **BUDGET IMPACT:** The City Council established a Citizen Survey Reserve Fund from the 1998 General Fund surplus which should cover the costs of a citizen survey.

Survey Memo
April 20, 1999
Page 2

6. **RECOMMENDATION:** The attached resolution authorizing a request for proposals for professional services for the 1999 Citizen Survey is recommended for adoption.

CITY OF PLYMOUTH

RESOLUTION 99-

**AUTHORIZING REQUEST FOR PROPOSALS FOR
PROFESSIONAL SERVICES FOR CITIZEN SURVEY**

WHEREAS, conducting surveys to measure citizen perceptions and attitudes about the City of Plymouth and its services is helpful to maintain quality of life; and

WHEREAS, the City Council has included a Citizen Survey in its goals and priorities for 1999-2000; and

WHEREAS, the City Council has established a Citizen Survey Reserve Fund for a 1999 Citizen Survey.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Plymouth that it does hereby authorize a request for proposals for professional services for the 1999 Citizen Survey.

Adopted by the Plymouth City Council on April 20, 1999.

**City of Plymouth
1999 Citizen Survey
Request for Proposal**

The City of Plymouth, Minnesota, is requesting proposals for professional services to conduct a survey to determine citizen attitudes about the City of Plymouth.

Description: The City of Plymouth conducted general surveys on citizen perceptions about Plymouth in 1982, 1985, 1987, and 1995. The purpose of the 1999 citizen survey is to continue to measure citizen perceptions about Plymouth. The survey will also measure citizen attitudes about current city services and amenities, and gauge citizen opinion on possible new city services and initiatives.

To Be Provided By The City: 1) Tracking questions asked in previous surveys; 2) Question areas submitted by City staff and City Council on specific issues (contractor will recommend exact question).

Work Specifications:

- **Time Frame** -- Data and preliminary analysis within 45 calendar days of signing contract to conduct the survey.
- **Method** -- Telephone interviews, approximately 25-30 minutes in length.
- **Sample** -- Random sample of 400 Plymouth registered voters.

To Be Provided To The City:

- **Data** -- Data to be provided in Microsoft Excel or other format acceptable to the City.
- **Analysis** -- Frequency distribution of all items; cross tabulations of all items by demographic variables, to be determined by the City and the contractor.
- **Operational Description** -- Data on the following:
 - Number of residential phones selected
 - Number of phone numbers where no contact was made
 - Number of registered voter refusals.
- **Response Rate** -- Number of Completed Interviews/Number of Phone Attempts.
- **Reports** -- A final report (25 copies) containing all required analysis items. An executive summary (25 copies) which presents the key survey results. Formal oral presentation of the executive summary to the City Council and the senior staff.

Total Project Cost Estimate:

\$ _____ **

**The total project cost should include all costs for interview schedule design and pretesting; sample design and drawing (80% response rate); interviewing (80% response rate); editing, code design, and coding; data entry, data preparation, computer analysis, report preparation; and written and oral presentation of report to City.

Responses to the Request for Proposals are due at 4:30 p.m. on May 7, 1999, at the Plymouth City Center, 3400 Plymouth Blvd., Plymouth, MN 55447.

Questions on the Request for Proposals should be directed to Laurie Ahrens, (612) 509-5080.

CITY OF PLYMOUTH
CITY COUNCIL AGENDA REPORT

TO: Dwight Johnson, City Manager

FROM: Edward Goldsmith, HRA Supervisor through Anne Hurlburt, Community Development Director

SUBJECT: Applications to the Minnesota Department of Trade and Economic Development's Contamination Cleanup Grant Program and the Metropolitan Council's Tax Base Revitalization Account for Phase 2 of the Village At Bassett Creek Development, Tax Increment Financing District 7-5A

DATE: April 12, 1999, for the City Council Meeting of April 20, 1999

1. PROPOSED MOTION:

Adopt the attached resolutions authorizing submission of applications to the Minnesota Department of Trade and Economic Development's Contamination Cleanup Grant Program and the Metropolitan Council's Tax Base Revitalization Account for Phase 2 of the Village At Bassett Creek development.

2. BACKGROUND:

On October 21, 1998, the City Council adopted Resolutions 98-631 and 632 that authorized submission of applications to the Minnesota Department of Trade and Economic Development and the Metropolitan Council for funds to assist in the clean-up of the asbestos contaminated demolition debris on the western portion (Phase 2) of The Village At Bassett Creek development, Tax Increment Housing District 7-5A at the northwest quadrant of State Highway 55 and Revere Lane. Phase 2 is to be the development of the western portion of the District with a commercial office building and townhome units. Phase 1 is the development of the eastern portion with 46 units of low-income senior housing and 71 townhome units that is currently underway. Phase 2 is contingent upon the availability of funding to properly dispose of the contaminated construction debris and Council approval of any required tax increment funding. Proper disposal must be done in accordance with a Response Action Plan (RAP) approved by the Minnesota Pollution Control Agency. Rottlund has developed the RAP with \$21,061 in assistance from the Plymouth Housing and Redevelopment Authority (HRA) provided through a Contamination Investigation Grant from the Minnesota Department of Trade and Economic Development (DTED)

On November 1, 1998, staff submitted the aforesaid applications to DTED and the Metropolitan Council. However, due to the limited funding available, these applications were not funded. Staff members from DTED and Metropolitan Council have indicated that the applications were eligible for funding, however, other applications with higher priorities received the available funding. We have been working with the property owner and prospective developer of the office building, John Allen of Industrial Equities, and Rottlund

Homes, the developer of the housing, to revise the applications to make them more competitive. The next application date for such funding is May 3rd. These agencies could fund up to 88% of the cleanup cost, which is estimated to be approximately \$2,000,000. The developers of the property would fund the remaining cost.

3. DISCUSSION:

Both the City and the Plymouth Housing and Redevelopment Authority are eligible to apply for the DTED and Metropolitan Council contamination cleanup funding. We are recommending that the HRA, as the City's development and housing agency, apply for these funds. Because the City is using tax increment funding to support the development of Phase 1, it will be to the City's advantage to keep the grant and developer funding for the cleanup separate from the City's tax increment funding for the tax increment district. The City's Bond Counsel has concurred in this recommendation.

The DTED and Metropolitan Council applications require that the City adopt a resolution authorizing the HRA and its designated representative to submit the respective applications and commit the local match required for the Programs. Although the actual source of the local match will be the developers, the applications require that the City commit the matching funds in its resolution. The HRA's agreements with the developers will require that the developers commit the necessary matching funds, before any DTED or Metropolitan Council funding is accepted. The HRA Board will consider these applications at its April 15, 1999 meeting. Adoption of the attached resolutions, in the form required by DTED and the Metropolitan Council, is necessary for the HRA to submit these applications.

4. FISCAL IMPACT:

Given existing conditions at the site it is unlikely that it will be privately developed to generate additional property taxes without governmental assistance. If awarded, the grants will permit development worth an estimated \$13,000,000 that would produce approximately \$200,000 in local property taxes annually. Any DTED funding received will also reduce any local contributions required under the tax increment statutes by 50% of the amount of the grant. These applications will not obligate the City to provide any funding beyond that already approved for Tax Increment District 7-5A.

5. RECOMMENDATION:

That the City Council adopt the attached resolutions authorizing submission of applications to the Minnesota Department Of Trade And Economic Development's Contamination Cleanup Grant Program and the Metropolitan Council's Tax Base Revitalization Account for Phase 2 of the Village At Bassett Creek development.

ATTACHMENTS:

1. Draft Council Resolution for submission of DTED Application
2. Draft Council Resolution for submission of Metropolitan Council Application

CITY OF PLYMOUTH

Resolution 99-

AUTHORIZING SUBMISSION OF AN APPLICATION TO THE MINNESOTA DEPARTMENT OF TRADE AND ECONOMIC DEVELOPMENT'S CONTAMINATION CLEANUP GRANT PROGRAM FOR THE VILLAGE AT BASSETT CREEK DEVELOPMENT

WHEREAS, on September 2, 1998, the City Council of the City of Plymouth, Minnesota (the "CITY") adopted Resolution No. 98-541, creating a new Tax Increment Financing District No. 7-5A, the Village At Bassett Creek Development; and

WHEREAS, development of the westerly portion of the District ("Phase 2") requires additional financial assistance to cleanup contaminated construction debris deposited on the site; and

WHEREAS, the Minnesota Department of Trade and Economic Development ("DTED") is accepting applications for financing to cleanup contaminated sites such as Phase 2; and

WHEREAS, the City wishes to authorize an application from the Housing and Redevelopment Authority In and For the City of Plymouth (the "Plymouth HRA") to DTED's Contamination Cleanup Program for Phase 2 of the Village At Bassett Creek Development;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Plymouth, Minnesota that the Plymouth HRA act as the legal sponsor for the project contained in the Contamination Cleanup Grant Program to be submitted by May 3, 1999 and that Anne Hurlburt, HRA Executive Director, is hereby authorized to apply to the Department of Trade and Economic Development for funding of this project on behalf of the Plymouth HRA.

BE IT FURTHER RESOLVED that the Plymouth HRA has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration.

BE IT FURTHER RESOLVED that the sources and amounts of the local match identified in the application are committed to the project identified.

BE IT FURTHER RESOLVED that the Plymouth HRA has not violated any Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the state, the Plymouth HRA may enter into an agreement with the State of Minnesota for the above referenced project, and that the Plymouth HRA certifies that it will comply with all applicable laws as stated in all contract agreements.

NOW THEREFORE BE IT RESOLVED that Anne Hurlburt, HRA Executive Director is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

Adopted by the City Council of the City of Plymouth, Minnesota on April 20, 1999.

CITY OF PLYMOUTH

Resolution 99-

AUTHORIZING SUBMISSION OF AN APPLICATION TO THE METROPOLITAN COUNCIL'S LIVABLE COMMUNITIES TAX BASE REVITALIZATION ACCOUNT FOR THE VILLAGE AT BASSETT CREEK DEVELOPMENT

WHEREAS the City of Plymouth, Minnesota (the "City") is a participant in the Livable Communities Act's Housing Incentives Program for 1999 as determined by the Metropolitan Council, and is therefore eligible to make application for funds under the Tax Base Revitalization Account; and

WHEREAS the Housing and Redevelopment Authority In and For the City of Plymouth (the "HRA") has been duly established to undertake and support activities within the City that facilitate development and the growth of the City's tax base; and

WHEREAS the City and HRA have identified a proposed clean-up project within the City, the Village At Bassett Creek, that meets the Tax Base Revitalization Account's purposes and criteria; and

WHEREAS the HRA has the institutional, managerial and financial capability to ensure adequate project administration; and

WHEREAS the City certifies that it and the HRA will comply with all applicable laws and regulations as stated in the contract agreements.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH that Anne Hurlburt, Executive Director of the HRA is hereby authorized to apply to the Metropolitan Council for Tax Base Revitalization Account funding on behalf of the HRA and to execute such agreements as are necessary to implement the project on behalf of the applicant.

Adopted by the City Council of the City of Plymouth, Minnesota on April 20, 1999.

CITY OF PLYMOUTH
CITY COUNCIL AGENDA REPORT

TO: Dwight Johnson, City Manager
FROM: Eric Blank, Director of Parks & Recreation
SUBJECT: Approval to Reinstall Disc Golf Course at Plymouth Creek Park
DATE: April 14, 1999

EB

- 1. ACTION REQUESTED:** Council should approve the attached resolution authorizing the Director of Parks & Recreation to proceed with the installation of a disc golf course in Plymouth Creek Park.
- 2. BACKGROUND:** The attached memo dated April 5 to the Park and Recreation Advisory Commission outlines the history of the disc golf course in Plymouth Creek Park. The existing twelve-hole course had to be removed in order to make way for the new activity center project. Mark Peterson and I have been working with the disc golf players to relocate the course in an area immediately east of the field house. The new course will be owned and operated by the City of Plymouth. Rob Bork, one of the disc golf players, will donate all the disc golf course baskets for the new course. The Park and Recreation Advisory Commission reviewed the proposal at the April 8 meeting. The Commission voted unanimously to recommend to the City Council that a new disc golf course be incorporated into Plymouth Creek Park in an area lying immediately east of the new field house.
- 3. BUDGET IMPACT:** As stated earlier, the baskets for this course will be donated by Rob Bork to the City. Mark Peterson of our staff estimates that an additional \$2,000-\$3,000 of in kind service and labor and miscellaneous materials will be necessary to complete the course. These funds and labor will come from the City's existing 1999 Park Maintenance Operation Budget.
- 4. RECOMMENDATION:** Staff concurs with the recommendation of the Park and Recreation Advisory Commission to proceed with the installation of a new disc golf course in Plymouth Creek Park.

EB/ds
Attachments

RESOLUTION NO. 99-

APPROVING INSTALLATION OF DISC GOLF COURSE

WHEREAS, the Park and Recreation Advisory Commission has reviewed and recommended the installation of a disc golf course at Plymouth Creek Park, and

WHEREAS, the Director of Parks and Recreation concurs with this recommendation,

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that the Director of Parks and Recreation is authorized to proceed with the installation of a new disc golf course in Plymouth Creek Park in an area lying immediately east of the new field house project.

Adopted by the City Council on _____

MEMO

CITY OF PLYMOUTH

3400 PLYMOUTH BOULEVARD, PLYMOUTH, MN 55447

DATE: April 5, 1999
TO: PRAC
FROM: Eric J. Blank, Director, Parks and Recreation
SUBJECT: Proposed Disc Golf Course - Plymouth Creek Park

Recommendation: I would recommend the Park Commission adopt a motion recommending the approval of the installation of a disc golf course in a location immediately east of the fieldhouse in Plymouth Creek Park.

Background: As you may recall, the disc golf players assembled a disc golf facility in Plymouth Creek Park in the area that is now going to be occupied by the activity center fieldhouse. We have been working with this group of players on the redesign of a new 12-hole course for Plymouth Creek Park. Rob Bork is the disc golf player who actually took the initiative to design and build the original golf course. Rob has worked with Mark Peterson and me on the layout of a new facility at Plymouth Creek Park.

On the attached graphics, I have shown the approximate location of the disc golf course within the park and a blow up diagram of the 12 hole course. Rob is willing to donate the disc course baskets, which he built himself that have a value of between \$1,000 and \$1,500. It is our proposal that the City will be the owner/operator of the disc golf course in the future.

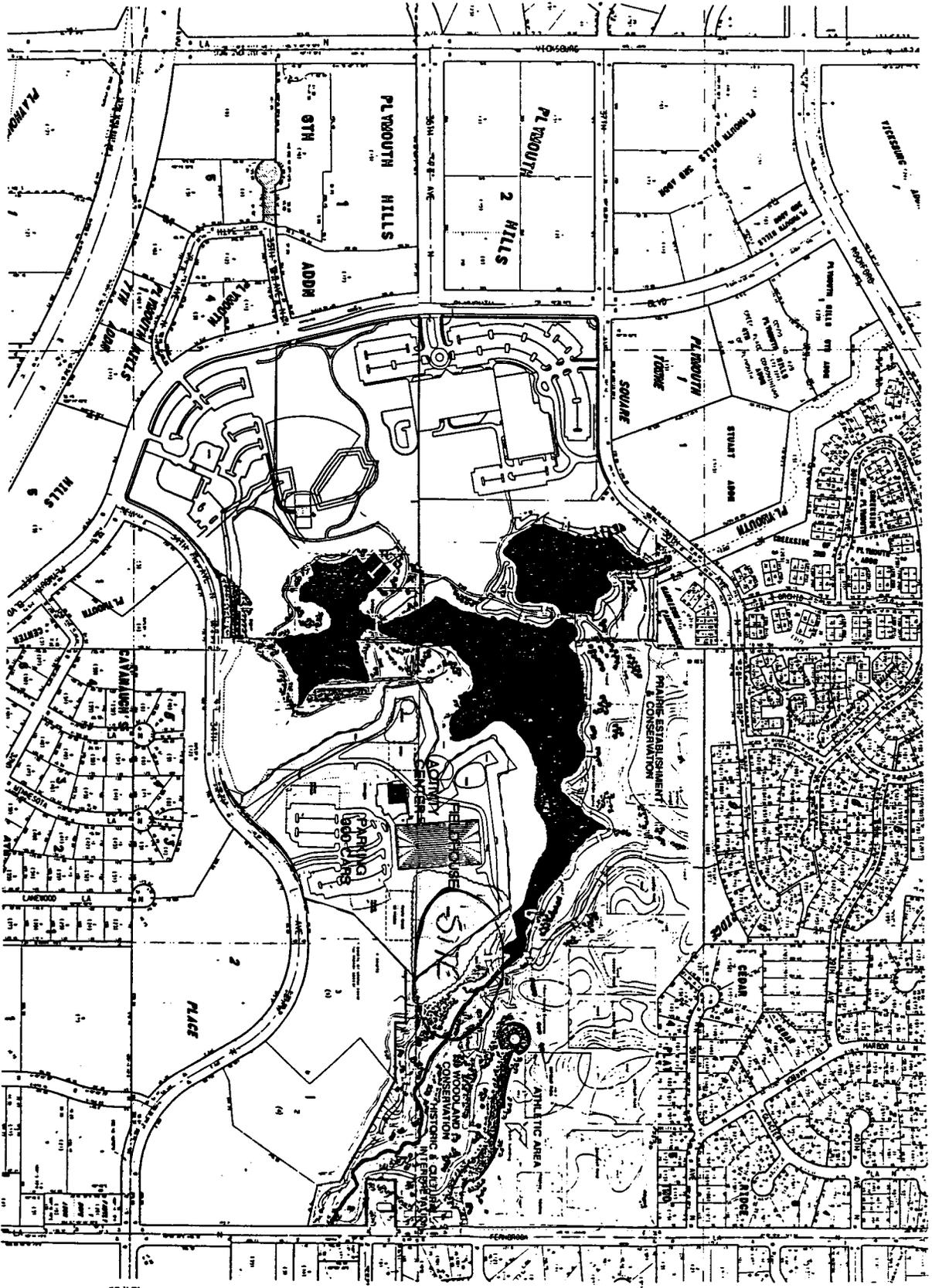
The construction of the golf course will be a combination of ICWC labor force, Rob and some volunteers under the direction of Mark Peterson, Superintendent of Parks. We anticipate an out of pocket expense of about \$3,000 for miscellaneous materials to provide a first class facility. We anticipate that work on the course could begin in May and would be a summer long project with completion by August or September of this year. The new course will lay out in the big woods area immediately east of the fieldhouse and south of the major parking lot within the park. To construct the fairways, we will have to thin out smaller trees approximately of the inch to inch and a half variety in some of the fairways. The removal of these trees would be done very selectively on a tree by tree basis under the guidance of the city forester, Paul Buck, and Rob Bjork. We would propose to remove as few trees as possible, open the course and evaluate whether or not additional thinning would be necessary.

Rob Bjork will be available at the Commission meeting to answer any questions that you might have.

Recommendation: Staff recommends the Park and Recreation Advisory Commission recommend to the City Council that the master plan for Plymouth Creek Park show the addition of a disc golf course lying immediately east of the fieldhouse and south of the Plymouth Creek parking lot, and further, that staff be authorized to proceed with the installation of said disc golf course during the summer of 1999.

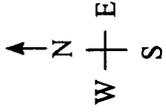
EB/np

CENTRAL PARK WITH FIELDHOUSE

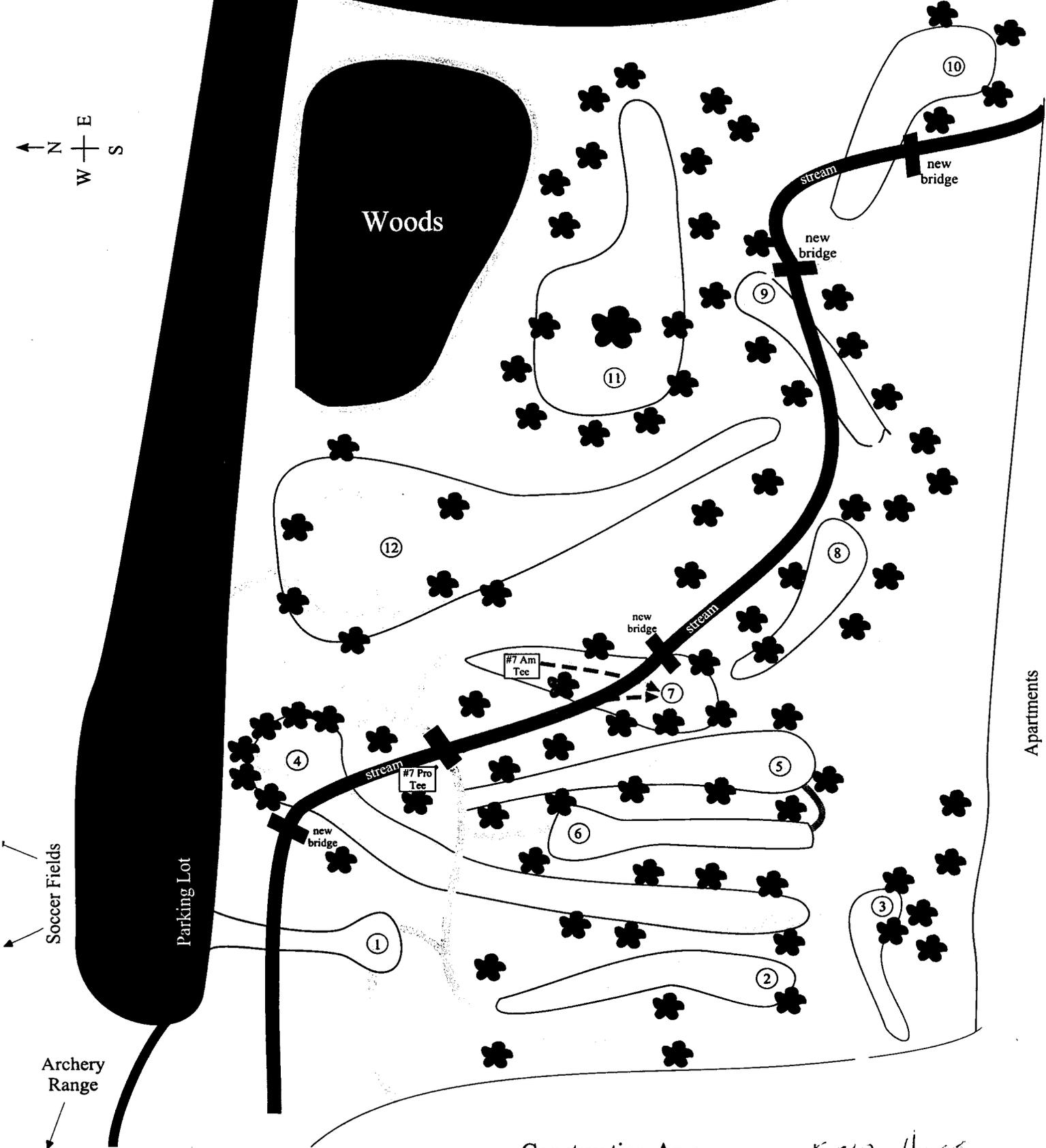
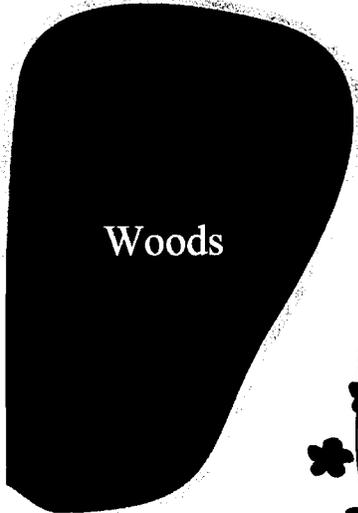
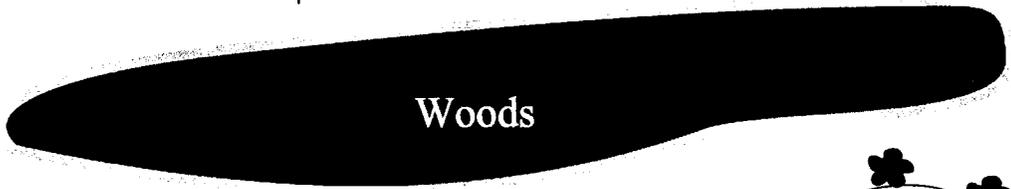


1-A SITE PLAN SCALE: 1"=50'

Proposed Disc Golf Course Expansion
4/5/99



Fernbrook Lane ↑



Soccer Fields

Parking Lot

Archery Range

Construction Area

FIELD HOUSE ↓

Apartments

CITY OF PLYMOUTH
CITY COUNCIL AGENDA REPORT

TO: Dwight Johnson, City Manager
FROM: Eric Blank, Director of Parks and Recreation *EB*
SUBJECT: Proposal From CSR To Operate Skate Park Adjacent To Plymouth Ice Center
DATE: April 16, 1999, for Council Meeting of April 20

1. **ACTION REQUESTED:** Community Sports and Recreation, a non-profit organization, is requesting Council authorization to set up an outdoor skateboard park in the parking lot east of the Plymouth Ice Center.

2. **BACKGROUND:** Because of the timing and the nature of this request, the staff is not in a position to effectively analyze and evaluate the strengths and/or weaknesses of this organization and the proposal as it has been presented. However, in your review of this, we think there are a number of issues you should weigh in your deliberations. Outlined below, in no particular order, are some of the issues which staff believes need to be analyzed. In raising these issues, we are in no way attempting to discredit the efforts being put forth by Wayne Cummings and other members associated with this proposal. These are issues we believe any city would review with any third party attempting to conduct a program on city property.
 - Does this non-profit organization have a board of directors in place capable of managing a program and staff necessary to run a program of this size and scope?
 - Does the organization have a set of by-laws and/or a manual of procedures and minutes of their meetings that identifies for the community at large who they are and how they operate?
 - Does this organization bring enough expertise and skills with them to successfully manage this type of operation?
 - What kind of financial controls will be in place at the skate park? This is a pure cash operation, which can have problems if proper procedures are not in place.
 - Similar to LifeTime Fitness, if this facility is on city land, the public will assume the City has some control over it. City staff time will be necessary to monitor the program facilities and answer questions from the public.

- Does the City Council wish to expend city funds for the promotion of the facility with our resources such as city newsletters, cable TV etc.?
- Could problems at the outdoor skate park cause concerns for people enjoying the outdoor pool which is located nearby?
- If, for some reason, this effort fails, will that set back any future city efforts to build and operate a successful skateboard park?
- Will there be enough trained and skilled staff on duty at all times capable of managing a park with 60 to 80 young adults in attendance?
- What is the role of the board of directors and the parent/advisory committee? How do they exercise control over the day to day operation of the staff and the finances of the non-profit organization?
- The indoor park had a number of injuries. How will injuries and emergencies be handled at the outdoor park?
- Will the skate park be promoted to all residents of Plymouth in an equal manner?
- Where will the equipment be stored after the park closes in October? By October 1st, this area of parking will be needed for the ice center programs.

If the Council is comfortable proceeding with this idea, we think the following items need to be in place as part of the conditional approval:

- The proper amount of insurance to meet the League of Minnesota Cities guidelines for skate parks.
- All participants must wear all the recommended safety equipment at all times.
- Proper financial controls must be put in place. These controls should be written up and reviewed by the City Finance Director prior to the opening of the park.
- \$1 per participant will be reimbursed to the City to recover the cost of fencing the site. Once 100% of the fence has been repaid, the cost will be drop to \$.50 per participant to pay for ongoing city costs such as electricity, trash removal and satellites.
- The park should close on or before 9:30 p.m., or sunset of each day. This is because of the lack of lighting at the location for skating safely after sundown.
- There is no smoking, alcohol, or drugs permitted in or around the skate park, or on park property.
- The Chief of Police and/or Director of Parks and Recreation can shut down the park at any time it is deemed necessary.

- The skate park will pay for any vandalism or damage in and around the ice center if the vandalism is known to have been done by participants of the skate park.
 - We believe there should be two staff members on the premises at all times. One of the staff members must be 18 or older.
 - The skate park staff should prepare a safety procedure manual, which is reviewed and approved by the city.
 - All participants must have a signed waiver on file before skating in the park. The waiver should absolve the City of Plymouth from any liability for accidents or injuries.
3. **BUDGET IMPACT:** In their proposal the group has requested that the city provide trash dumpsters, bathroom facilities, phone (if possible), fence and bleachers. Trash barrels are something we have and will not incur any cost. We anticipate having at least one outdoor satellite facility, which runs about \$55 a month. The Ice Center would provide back-up restroom facilities during peak times. We have estimated from the fence bids we took last year that to fence the site would run approximately \$10,000. We currently have a number of bleachers. If some of them are available, we would move one or more to the site on an as needed basis. This project was not budgeted in either the city's capital or operating budgets in 1999. If the Council wishes to move forward with it, we are recommending that \$10,000 be taken from the 1999 contingency fund of the general fund. The \$1 per participant rebate would come back to the city and be refunded to the city's general fund. The Park Maintenance Department would absorb the cost for the portable satellite, trash removal and any other miscellaneous costs.
4. **RECOMMENDATION:** If the Council is comfortable that the Community Sports and Recreation Organization has what the Council deems to be acceptable standards of operation for this type of facility, then the staff is comfortable with proceeding on a one year trial basis from approximately May 15 to October 1, 1999. If, however, the Council is not comfortable proceeding with this program as outlined, I would recommend that the Council direct the Park and Recreation Advisory Commission to study as part of our park plan update the development of future inline and skate park facilities within the City of Plymouth.

EB/np

RESOLUTION 99-

AUTHORIZING CONTRACT FOR SKATE PARK WITH COMMUNITY SPORTS AND RECREATION

WHEREAS, Community Sports and Recreation, a nonprofit organization, has submitted a proposal for the operation of an outdoor skateboard park to be located on city park property adjacent to the Plymouth Ice Center, and

WHEREAS, the Director of Parks and Recreation has reviewed said proposal, and has identified a number of issues that the City Council has reviewed and considered, and

WHEREAS, the City Council finds that Community Sports and Recreation can meet the necessary requirements for the operation of a safe inline skateboard park facility,

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE PLYMOUTH CITY COUNCIL that the city attorney is authorized to prepare a written agreement between Community Sports and Recreation and the City of Plymouth outlining the conditions under which said facility may operate, and further, that the contract will stipulate that at minimum the following conditions must be met:

- The proper amount of insurance to meet the League of Minnesota Cities guidelines for skate parks.
- All participants must wear all the recommended safety equipment at all times.
- Proper financial controls must be put in place. These controls should be written up and reviewed by the City Finance Director prior to the opening of the park.
- \$1 per participant will be reimbursed to the City to recover the cost of fencing the site. Once 100% of the fence has been repaid, the cost will be drop to \$.50 per participant to pay for ongoing city costs such as electricity, trash removal and satellites.
- The park should close on or before 9:30 p.m., or sunset of each day. This is because of the lack of lighting at the location for skating safely after sundown.
- There is no smoking, alcohol, or drugs permitted in or around the skate park, or on park property.
- The Chief of Police and/or Director of Parks and Recreation can shut down the park at any time it is deemed necessary.
- The skate park will pay for any vandalism or damage in and around the ice center if the vandalism is known to have been done by participants of the skate park.

- We believe there should be two staff members on the premises at all times. One of the staff members must be 18 or older.
- The skate park staff should prepare a safety procedure manual, which is reviewed and approved by the city.
- All participants must have a signed waiver on file before skating in the park. The waiver should absolve the City of Plymouth from any liability for accidents or injuries.

And further, that the Director of Finance is authorized to expend funds from the 1999 General Fund Contingency for the installation of fence around said park, and further, that the \$1 surcharge per participant will be reimbursed to the city's general fund for repayment of this cost, and further, that the Director of Parks and Recreation is authorized to proceed with the necessary steps to see that the skate park is opened as soon as all conditions have been met, and further, that the City Council will review this contract at the end of one year to determine whether or not it will be authorized for future years, and further, that the Mayor and City Manager are authorized to sign said contract.

Adopted by the City Council on _____.



**Plans
&
Objectives
Report**

Mailing Address:

1400 Hwy. 101 N. Suite #139, Plymouth, MN 55447

CSR

COMMUNITY

S p o r t s & R e c r e a t i o n

When a boy or girl puts their hands in ours, it may be smeared with chocolate ice cream, or grimy from petting a dog, and there may be a wart under the right thumb, or a bandage around the little finger, but the most important thing about the hands is that they are the hands of the future. These are the hands that someday may hold a Bible or a revolver, play the piano or spin a gambling wheel, gently dress a bleeding wound, or trembles wretchedly uncontrolled by a drug-addicted mind. Right now that hand is in ours. It asks for help and guidance, it represents a full-fledged, mini-personality to be respected as a separate individual whose day-to-day growth into adulthood is our responsibility.

**Wayne
CSR**

COMMUNITY Sports & Recreation

CSR's

Rolling Kingdom Park

Inline-Skateboard-Bikes

BLADE - BOARD - BIKE

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I. Board of Directors

Board of Director members serve as advisors to the programming & corporate level of CSR. The founding board was chosen by the Founder of CSR, & new members will be chosen by the policies set forth by the current board, & by a majority vote factor.

CSR Board of Directors COMMUNITY Sports & Recreation

Mr. Wayne L. Cummings Jr., Founder, Chair, & President of the Board.

Mr. Chip Weeks, Director

Mr. Gary Ujifusa, Director

Mrs. Toni Watts, Director

There is room for one more director on the CSR Board to begin making policies, & voting on decisions.

The CSR Board advises on all programs & programming within CSR, Community Sports & Recreation.

II. CSR P.A.C. – Parent Advisory Committee

The Parent Advisory Committee was formed to give parents the chance to inter-act, & to help advise for certain CSR Programs. The PAC as it will be known, is working on CSR's newest project for a new park for the aggressive inline, biking, & skateboard park. The PAC will help advise on the operations of the park, & the fundraising event for the park & other CSR Programs.

CSR P.A.C. Parent Advisory Committee

COMMUNITY Sports & Recreation

Harry Marovskis – 553-2064
Julie Engle – 541-9644
Sue Stenson – 546-6004
Gary Ujifusa – 475-3859
Mike Farmer – 544-9965
Steve Pfeffer – 559-6341
Barb Pfeffer – 559-6341
Cindy Dawson – 535-0895
Greg Baufield – 553-9577
Nan Morris – 559-6345

The P.A.C. has room for many more. PAC may also elect a chairperson to be the spokesperson for the Committee. Members of CSR's Parent Advisory Committee may serve or leave the committee at any time.

III. CSR Y.L.C. – Youth Leadership Committee

The Youth Leadership Committee is a way for youth to gain leadership skills, & practice those skills by volunteering, helping to advise in certain CSR programs, do service projects, help with the new skate park, go on trips, help coach younger youth, meet with other youth groups from other cities & more.

There has been a response to youth being a part of the YLC. Those members come from more than one city & school district in the surrounding areas. The YLC is awaiting to elect a chair or president of the committee.

To be in the YLC, Youth must be at the 5th-12th grade level. There are registration papers to sign up & be a part of the CSR Youth Leadership Committee.

Being a part of a YLC group helps to develop character, leadership, friendships, & gives a sense of belonging & pride.

IV. Purpose

The Purpose of CSR is to provide community programming for people of all ages, by bringing communities together through traditional & non-traditional activities.

The Purpose of CSR's Rolling Kingdom Park for Blades, Boards, & Bikes is to provide a safe environment for those who wish to participate in it's activities. To develop & excel the skills of the Rolling Kingdom participants.

V. Proposal

The proposal is for the City of Plymouth to let the space behind the Plymouth Ice Center be used by CSR - Community Sports & Recreation for the purpose of building & running a new skate park within the city. The name of the park will be named CSR's Rolling Kingdom Park, in collaboration with the City of Plymouth. The park will be run by CSR, which is a MN chapter 317A registered non-profit corporation.

The City of Plymouth would provide the following.

Land

Trash Dumpster (1-4 trash barrels, & place to dump trash)

Bathroom Facility (Inside the Ice Center & a possible 1-3 portable Biffs)

Phone (If possible)

Fence

Bleachers

CSR will to pay a fee of \$0.50-\$1.00 per kid that comes to the park per day. If 60 participants come one day, CSR will pay \$60.00 for that day. ETC.

This park will be an attraction because it will be known as the world's largest ever built mini. Most people go to skate parks to skate mini. We are expecting an average of 60-70+ participants per day. With the goal of raising the funds over the summer to move the facilities indoor, & create a teen-youth center with an aggressive sports park (similar to a triple play plus a 4 Down park & Café). CSR's Rolling Kingdom will also attract a crowd of bikes & beginner skaters & bikers, & will also give lessons/classes on how to blade, board, or bike. Other Parks in the area may not allow or tend not to favor bikes, & may be to much at the beginner stage for most of the participants. There will also be a beginner park @ Rolling Kingdom for Skateboarders & beginner inline skaters on the side of the big ramp.

Our start date would like to be as soon as possible, with the closing of the 4 Down Skate Park we will be acquiring the equipment through a purchase agreement with 4 Down. And that the builder of the park is going around the State to a few other cities to build temporary parks. We would like to have the park opened by Mid-May or the end of May.

VI. Operations

Two park directors will run the daily operations of CSR's Rolling Kingdom Park, for Aggressive Inline Skating, Freestyle/BMX Biking, & Skateboarding. The Park Directors are responsible for the management of the funds generated by the participants, The paying of the insurance to the insurance company etc., the daily management of the park, & the supervision of the park staff & participants.

The hours of operations will be 7 days a week, Sunday through Saturday, 12:00 noon – 9pm. (Fridays & Saturdays the park may be opened until 10:00-10:30). Classes & Lessons will be offered either between sessions or starting at 10:00am before the park opens.

We have discussed the option of running the park in sessions, for instance Noon to 4pm would be session 1, and 5pm to 9pm would be session 2. The time between 4pm to 5pm would be used as park cleanup, concessions, rides etc.

The park staff will be that of adults of the age 18 or older. The park directors will be Chip Weeks, & Wayne Cummings. Rolling Kingdom park is an operation & a program of CSR, COMMUNITY Sports & Recreation.

An example of the weekly programming below.
S=Inline Skating or Skateboarding. B=Biking

Sessions	Mon	Tue	Wed	Thur	Fri	Sat	Sun
1 – 12pm-4pm	S	S	B	S	B	S	B
Closed 4pm-5pm	X	X	X	X	X	X	X
2 – 5pm-9pm	B	S	S	S	S	S	B

On Bike times skateboarders or inliners would be allowed in the beginner park only.

VII. Other Items of Discussion

Marketing – We can & will promote our park through flyers, mailings, word of mouth, stories through news facilities such as T.V. & Newspapers.

CSR's Rolling Kingdom will have a model of the park floating through schools, sport shops, etc. (Such as the Hut), & will also work with some of the shops on or for special events.

Code of Conduct – There will be with the waivers signed a list & description of a code of conduct & or rules regarding behavior, & discipline issues such as, watching out on profanity, No Smoking on the city property, no drinking of alcoholic beverages, NO DRUGS, the area is surveilled & patrolled. There will be a list of rules also borrowed from the list of rules from 4 Down Skate Park.

Trailer, Tent, etc. – We are looking at renting a trailer, the price ranges from \$150-300+ dollars per month. The Trailer would be used for collecting the daily fees for entry to the park, Concession, & office. A tent would be provided to escape the Sunlight, & have an area to store the personal belongings of the participants, An area for sitting & eating..

Insurance cost of \$210 p/month \$1260p/whole 6 month operation
Trailer cost of \$300 p/month \$1500 for the operation
City Compensated \$0.50-1.00 per person per day
With an expected 60-70 participants per day (not including concessions)
Total of \$350 per day, 25 days per month, 6 month ops @ 8750 per month
at approximately \$52,500 raised for the operation of going indoors. This excludes any grants or money raised from donations or fundraisers.

\$2700 in expenses

\$8400 expected pay to city

\$41,400 expected to raise during the operation time.

CITY OF PLYMOUTH
CITY COUNCIL AGENDA REPORT

TO: Dwight Johnson, City Manager
FROM: Laurie Ahrens, City Clerk *JA*
SUBJECT: *Consider Contribution Request of Plymouth Civic League*
DATE: April 6, 1999, for City Council meeting of April 20, 1999

1. **ACTION REQUESTED:** Adopt the attached resolution approving a 1999 contribution of \$17,500 to the Plymouth Civic League.
2. **BACKGROUND:** The City has been requested to make a contribution of \$17,500 to the Plymouth Civic League in 1999, which would match the City's 1998 contribution. The City of Plymouth has traditionally contributed to the Plymouth Civic League to support Music in Plymouth. The following contribution amounts have been made by the City in previous years:

1992	\$9,000
1993	\$9,000
1994	\$9,000
1995	\$10,000
1996	\$15,000
1997	\$17,500**
1998	\$17,500
3. **ALTERNATIVES:** The City Council can contribute all or part of the \$17,500 that is budgeted.
4. **DISCUSSION:** In 1998, over 10,000 people attended Music in Plymouth for an evening of entertainment, food, and fireworks at the Plymouth amphitheater. The 27th annual Music in Plymouth will be held on Wednesday, June 30, and will feature the Minnesota Orchestra along with other musical entertainment. This event helps to provide community identity for Plymouth.

The City's contribution is a large portion of the Civic League budget. The Civic League is depending on the \$17,500 that is budgeted to produce the 1999 Music in Plymouth. If the City Council is considering a reduction in funding to the Plymouth Civic League, staff recommends that it be determined in the 2000 budget so that it will not impact the plans for the 1999 Music in Plymouth. This would also give the Civic League adequate time to plan alternate fundraising or reduce the scope of the event.

** In addition to the \$17,500 contribution in 1997, the amount of \$2,500 was contributed to the Plymouth Civic League for the purchase of brackets for the Music in Plymouth banners which seasonally hang near City Hall and the amphitheater.

Memo - Plymouth Civic League
April 20, 1999
Page 2

The City Attorney indicates that the requirements of public purpose and statutory authority have been met because Music in Plymouth is an arts and recreation event. He recommends that the City enter into agreement with the Civic League to ensure that the contribution is used for purposes authorized by statute.

5. **BUDGET IMPACT:** There is \$17,500 in the 1999 Recreation Fund budgeted for the Plymouth Civic League.
6. **RECOMMENDATION:** Staff recommends that the City Council adopt the attached resolution contributing \$17,500 to the Plymouth Civic League and authorizing an agreement with the Civic League to ensure the contribution is spent on purposes authorized by statute.

CITY OF PLYMOUTH

RESOLUTION 99-

APPROVING 1999 CONTRIBUTION TO THE PLYMOUTH CIVIC LEAGUE

BE IT RESOLVED by the City Council of the City of Plymouth that the amount of \$17,500 is approved for contribution to the Plymouth Civic League for 1999.

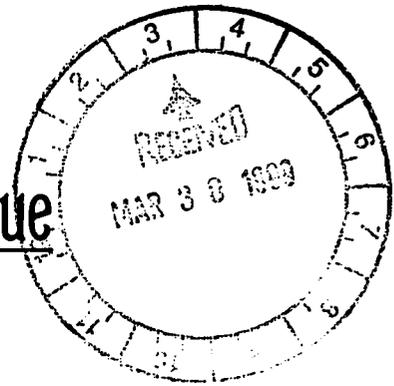
BE IT FURTHER RESOLVED that the Mayor and City Manager are authorized to execute an agreement with the Plymouth Civic League to ensure that the contribution is spent on purposes authorized by statute.

Adopted by the Plymouth City Council on April 20, 1999.



The Plymouth Civic League

3400 Plymouth Boulevard
Plymouth, Minnesota 55447



Dear Dwight:

On behalf of the Plymouth Civic League, we would like to thank the City of Plymouth for its generous contributions that helped make the 1998 Music In Plymouth concert an overwhelming success. The 1998 summer concert was attended by over 10,000 people who enjoyed a wonderful summer evening of great entertainment, good food and outstanding fireworks. The 1999 event will be held on **Wednesday, June 30th**.

The feature performer will once again be the Minnesota Orchestra. As usual, there will be many activities and fun for the kids.

A great deal of time and effort goes into the planning for each year's concert. The Board of Directors are committed to making the 27th Annual Concert the very best ever. This can only be made possible through the continued generosity of contributors like you.

A special thank you to the 1998 Platinum Guarantors:

Platinum Guarantors

Franklin National Bank	City of Plymouth	US Bank-Plymouth & Four Seasons	Holiday Companies
Holiday Station Stores	Honeywell, Inc.	LIFE TIME Fitness	North Tec, Inc.
Norwest Foundation	Omega Lithograph, Inc.	Plymouth Tire & Auto Center	McQuay, Inc.
SRF Consulting	US WEST Foundation	Caliber Development Corp	Prudential
Turck, Inc.			

We are asking the City of Plymouth to contribute \$17,500.00, which would match the 1998 City donation.

Checks payable to the Plymouth Civic League may be sent to our League Treasurer, Sue Jackson at Food Engineering Corp., 2765 Niagara Lane, Plymouth, MN 55447. All contributions are acknowledged in the concert program.

We look forward to receiving your contribution to support the Music in Plymouth and thank you in advance for your support. If you have any questions, feel free to call me at 550-0500.

Sincerely,

Kris St. Martin
Chair - Finance Committee

CITY OF PLYMOUTH
CITY COUNCIL AGENDA REPORT

DATE: April 8, 1999 for the City Council Meeting of April 20, 1999

TO: Dwight D. Johnson, City Manager through
Fred G. Moore, P.E., Director of Public Works 

FROM: Daniel L. Faulkner, P.E. City Engineer

SUBJECT: LAWN FERTILIZER APPLICATION CONTROL,
PROHIBITION OF PHOSPHATE CONTAINING FERTILIZERS

ACTION REQUESTED: Make a motion to adopt the attached ordinance amending chapter XI of the City code concerning the prohibition of using fertilizer containing any quantity of phosphorous except as provided in the ordinance.

BACKGROUND: Last September, the Plymouth Environmental Quality Committee (EQC) forwarded the Plymouth Water Resources Management Plan to the Planning Commission and City Council for their review and approval. In their recommendation to the Planning Commission and City Council, EQC included five specific amendments and corrections to the Water Resources Management Plan. One amendment required that "the City shall develop and adopt a City-wide ban on phosphorous base fertilizers."

After approving the draft water plan including the additional recommendations of EQC for a city wide ban on phosphorous base fertilizer, the Council asked the EQC to develop the appropriate ordinance. The EQC then provided the city attorney with the necessary guidelines to draft such an ordinance. The proposed amendment to the existing Lawn Fertilizer Application Control will provide for a City wide ban on phosphorous base fertilizer use. The EQC reviewed the proposed ordinance at their last meeting on April 7, 1999, and recommends that the City Council amend chapter XI of the City code as outlined in the proposed ordinance. The EQC also recommends that the Council make the ordinance available on the city's web site to the public and other interested parties.

RECOMMENDATIONS AND CONCLUSIONS: I recommend that the City Council adopt the attached ordinance as recommended by the EQC. I also recommend the following educational efforts in support of the proposed ordinance:

- Include a one page flier or article in May and June city newsletters to explain and promote the new City wide ban on phosphorous containing fertilizers,
- Communicate with area retail businesses on the city's ban on phosphorous containing fertilizers and ask their cooperation to provide or allow for appropriate signs to inform Plymouth residents,

**SUBJECT: LAWN FERTILIZER APPLICATION CONTROL,
PROHIBITION OF PHOSPHATE CONTAINING FERTILIZERS**

- Allow city residents to use any of their phosphate containing fertilizers purchased prior to the adoption of the ordinance, and
- In collaboration with Home Owners Associations develop and disseminate necessary educational materials to inform all residents of the new ordinance.



Daniel L. Faulkner
Daniel L. Faulkner, P.E.

attachment : Ordinance

CAMPBELL KNUTSON

Professional Association
Attorneys at Law

Thomas J. Campbell
Roger N. Knutson
Thomas M. Scott
Elliott B. Knetsch
Suesan Lea Pace

(651) 452-5000
Fax (651) 452-5550

March 10, 1999

Joel J. Jamnik
Andrea McDowell Poehler
Matthew K. Brokl*
John F. Kelly
Matthew J. Foli
Marguerite M. McCarron

*Also licensed in Wisconsin

Mr. Fred Moore
City of Plymouth
3400 Plymouth Boulevard
Plymouth, MN 55447-1482

Re: Fertilizer Ordinance

Dear Fred:

Enclosed please find a redlined version and an original of a proposed Ordinance Amending Chapter XI of the Plymouth City Code Concerning Lawn Fertilizer Application Control. This ordinance extends the prohibition against use of lawn fertilizer containing any amount of phosphorous to any person within the City, not just commercial and non-commercial applicators. In addition, the ordinance clarifies the exemption from the prohibition.

The City has also asked whether it has the authority to prohibit the sale of fertilizer containing any amount of phosphorous within the City. Because the sale of fertilizer containing phosphorous is a lawful product for sale under federal law, my research indicates that such a prohibition would likely constitute an unconstitutional interference with interstate commerce.

Please contact me with any questions or changes you have regarding the foregoing.

Very truly yours,

CAMPBELL KNUTSON
Professional Association

By: 
Andrea McDowell Poehler

AMP:cjh
Enclosure



CITY OF PLYMOUTH
HENNEPIN COUNTY, MINNESOTA

ORDINANCE NO. 99-

AN ORDINANCE AMENDING CHAPTER XI OF
THE PLYMOUTH CITY CODE CONCERNING
LAWN FERTILIZER APPLICATION CONTROL

THE CITY OF PLYMOUTH ORDAINS:

SECTION 1. Subdivision 3 of Section 1170.04 of the Plymouth City Code is amended to read as follows:

Subd. 3. Fertilizer Content. ~~{Neither a} [No person, firm, corporation, franchise, or] commercial {applicator nor a} [or] noncommercial applicator[, including homeowners or renters,]~~ shall apply any lawn fertilizer, liquid or granular, within the City of Plymouth which contains any amount of phosphorous or other compound containing phosphorous, such as phosphate, except:

- (a) the naturally occurring phosphorous in unadulterated natural or organic fertilizing products such as yard waste compost[.];
- (b) or as otherwise provided in Section 1170.05.

SECTION 2. Section 1170.05 of the Plymouth City Code is amended to read as follows:

1170.05. Exemption {to Phosphorous} [and Notice] Requirement. The ~~{limitation pertaining to}~~ ~~[prohibition against use of fertilizer containing any]~~ quantity of phosphorous ~~[under Section 1170.04]~~ shall not apply to:

- (a) newly established or developed turf and lawn areas during first growing season; or
- (b) turf and lawn areas which soil tests confirm are below phosphorous levels established by the University of Minnesota Extension Services. The lawn fertilizer application shall not contain an amount of phosphorous exceeding the amount of phosphorous and the appropriate application rate recommended in the soil test evaluation.

Phosphorus applied as lawn fertilizer pursuant to the aforementioned exemptions shall be watered into the soil where it is immobilized and generally protected from loss by runoff.

~~{At} [Any person, firm, corporation, franchise, or commercial or noncommercial applicator, including a homeowner or renter, shall notify the City at] least 24 hours prior to applying lawn fertilizer {that exceeds the phosphorus limits specified in this Chapter, the City must receive notice from the commercial license applicator of the lawn fertilizer application, the reason for exceeding the phosphorous limitations provided in this Chapter and the amount of phosphorus} [containing phosphorous of the reason for using fertilizer containing phosphorous and the amount of phosphorous] contained in the lawn fertilizer to be applied.~~

SECTION 3. This ordinance shall be effective immediately upon its passage.

ADOPTED by the City Council this _____ day of _____, 1999.

Joycelyn H. Tierney, Mayor

ATTEST:

Laurie F. Ahrens, City Clerk

CITY OF PLYMOUTH
HENNEPIN COUNTY, MINNESOTA

ORDINANCE NO. 99-

**AN ORDINANCE AMENDING CHAPTER XI OF
THE PLYMOUTH CITY CODE CONCERNING
LAWN FERTILIZER APPLICATION CONTROL**

THE CITY OF PLYMOUTH ORDAINS:

SECTION 1. Subdivision 3 of Section 1170.04 of the Plymouth City Code is amended to read as follows:

Subd. 3. Fertilizer Content. No person, firm, corporation, franchise, or commercial or noncommercial applicator, including homeowners or renters, shall apply any lawn fertilizer, liquid or granular, within the City of Plymouth which contains any amount of phosphorous or other compound containing phosphorous, such as phosphate, except:

- (a) the naturally occurring phosphorous in unadulterated natural or organic fertilizing products such as yard waste compost;
- (b) or as otherwise provided in Section 1170.05.

SECTION 2. Section 1170.05 of the Plymouth City Code is amended to read as follows:

1170.05. Exemption and Notice Requirement. The prohibition against use of fertilizer containing any quantity of phosphorous under Section 1170.04 shall not apply to:

- (a) newly established or developed turf and lawn areas during first growing season; or
- (b) turf and lawn areas which soil tests confirm are below phosphorous levels established by the University of Minnesota Extension Services. The lawn fertilizer application shall not contain an amount of phosphorous exceeding the amount of phosphorous and the appropriate application rate recommended in the soil test evaluation.

Phosphorus applied as lawn fertilizer pursuant to the aforementioned exemptions shall be watered into the soil where it is immobilized and generally protected from loss by runoff.

Any person, firm, corporation, franchise, or commercial or noncommercial applicator, including a homeowner or renter, shall notify the City at least 24 hours prior to applying lawn fertilizer containing phosphorous of the reason for using fertilizer containing phosphorous and the amount of phosphorous contained in the lawn fertilizer to be applied.

SECTION 3. This ordinance shall be effective immediately upon its passage.

ADOPTED by the City Council this _____ day of _____, 1999.

Joycelyn H. Tierney, Mayor

ATTEST:

Laurie F. Ahrens, City Clerk

CITY OF PLYMOUTH
CITY COUNCIL AGENDA REPORT

TO: Dwight Johnson, City Manager
FROM: Eric Blank, Director of Parks & Recreation
SUBJECT: Name of Recreational Facility
DATE: April 14, 1999

EB

1. **ACTION REQUESTED:** City Council should move the attached resolution adopting the official name "Plymouth Activity Center" for the new recreational facility located in Plymouth Creek Park.

2. **BACKGROUND:** A few weeks back, at the Park and Recreation Advisory Commission's suggestion, the City Council approved soliciting names from the community for the new recreational facility. Unfortunately, after three weeks of advertisement, we did not receive any suggestions from the community for naming the facility. The Park and Recreation Advisory Commission then reviewed this subject at their April 8 normal commission meeting. The attached staff report dated April 5 outlines the staff ideas on this subject. Staff had suggested four names and Commissioner Thompson added a fifth one for consideration which was the "Plymouth Activity and Arts Center." The commissioners did not like the "Plymouth Creek Center" idea because of conflicts with Plymouth Creek Elementary School and Plymouth Creek Park. There was no support for the "Plymouth Pavilions" idea for two reasons. One, they felt that pavilions was misleading on the scope of the building, and second, we already have Parkers Lake Pavilion and plans for a Medicine Lake Pavilion in the future at West Medicine Lake Park. They discarded the "Community Center" idea because they thought the building did not have a broad enough scope of activities which are normally associated with the words "community center." After a lively debate, the Commission voted unanimously to recommend to the City Council that the name remain "Plymouth Activity Center."

Staff would like the Council to conclude this item in a timely fashion so that we can begin properly promoting and advertising the facility. We are anticipating having a ground breaking ceremony in mid-May and would like to have signs with the proper name for the facility developed for that program.

3. **RECOMMENDATION:** The Park Commission has recommended the name "Plymouth Activity Center." Staff believes that the name "Plymouth Creek Center" is the best name for this site and these two different type facilities.

EB/ds
attachments

RESOLUTION NO. 99-

APPROVING NAME OF NEW RECREATIONAL FACILITY

WHEREAS, the Park and Recreation Advisory Commission has recommended the name Plymouth Activity Center for the new recreational facility in Plymouth Creek Park,

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that the name of the new recreational facility will officially be known as Plymouth Activity Center.

Adopted by the City Council on _____

RESOLUTION NO. 99-

APPROVING NAME OF NEW RECREATIONAL FACILITY

WHEREAS, the Director of Parks and Recreation has recommended the name Plymouth Creek Center for the new recreational facility in Plymouth Creek Park,

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that the name of the new recreational facility will officially be known as Plymouth Creek Center.

Adopted by the City Council on _____

MEMO

CITY OF PLYMOUTH

3400 PLYMOUTH BOULEVARD, PLYMOUTH, MN 55447

DATE: April 5, 1999
TO: PRAC
FROM: Eric J. Blank, Director, Parks and Recreation
SUBJECT: Name of Recreational Facility

Two months ago, the Commission delayed action on naming this facility in order to allow for public input. We sent letters to the various school districts and put announcements in the local newspaper, on the city's web page and cable TV. The deadline for submitting names was last week. At this time, we have not received any suggestions. This leaves us back at square one where we were two months ago. There appear to be four choices for consideration at this time. These are in no particular order:

1. Plymouth Community Center
2. Plymouth Activity Center
3. Plymouth Pavilions
4. Plymouth Creek Center

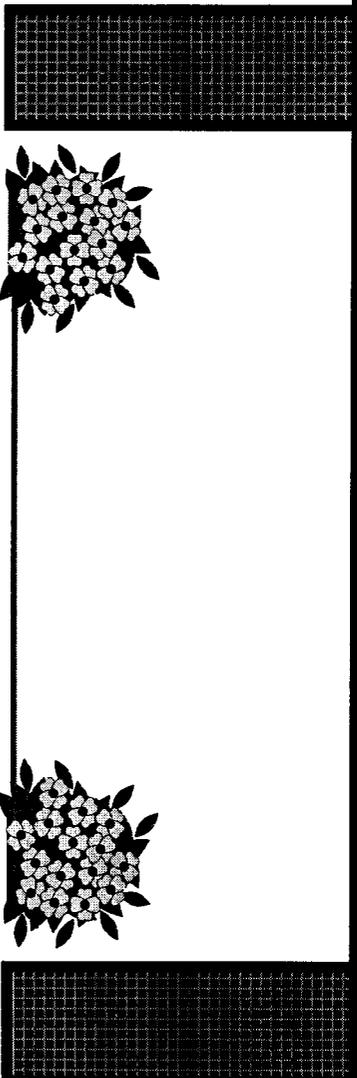
The name community center is typical for a facility of this type, although many community centers have a wider range of facilities than what will be included in our facility. Activity Center is the name that we have currently been using to describe the project. The name Plymouth Pavilions was recommended by the Plymouth Youth Council. Staff concern with this name is that it conflicts with Parkers Lake Pavilion and our future plans to name the new building at West Medicine Lake Park the Medicine Lake Pavilion. The name Plymouth Creek Center picks up on the fact that this facility is located in Plymouth Creek Park and plays off the name Plymouth Ice Center and the downtown, which is now named City Center. The downside of this name is that it could be confused as part of Plymouth Creek Elementary School.

This is a classic case of whatever we do, someone will be unhappy with the name. There is no clear, concise answer to this issue. The eight members of my staff have not come to a conclusion on what is the best name. However, I can tell you that I personally feel most comfortable with Plymouth Creek Center.

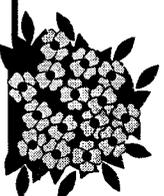
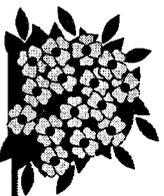
I would like you to make your recommendation at the April meeting, so that the City Council can take the name up at their next meeting in April. I anticipate that we will have a groundbreaking ceremony sometime around the 15th of May, and it would be nice to unveil the official name at that ceremony. If any of you have come up with additional names, please feel free to put them on the table during the discussion of this item at Thursday's meeting.

EB/np

**Welcome to
Plymouth
Activity Center**



**Welcome to
Plymouth Creek
Center**



some demographic information, which spins off land uses, zoning, etc. Can't do the demographics just yet. We'll be hitting the park plan hard next month or the trail plan. This may be the only thing on the agenda for May.

- X b. Activity center/fieldhouse. Director Blank said that printing of the specification books was completed today. Bid date is Tuesday, April 27, at 2 p.m. A general contractor bid will be opened which will include 90% of the project. A second bid will be for the air dome structure. There are three such contractors. Bid three will be for the astroplay turf. Staff expects the Council to award the bid on May 4. The groundbreaking ceremony will be sometime in May in the late afternoon. Once bids are opened and awarded, a final budget can be adopted. Director Blank explained that the City Charter requires that we must hold a public hearing on the issue of using \$3 million of community improvement funds. Commissioner Thompson asked if the public hearing is just to inform the public. Director Blank said it's necessary to make the public aware that community improvement funds are being used. Director Blank then opened a discussion on naming the facility and said he had five suggestions, which had been made by staff. Director Blank's personal favorite is Plymouth Creek Center. He said he wants something decided, so a banner can be made available for the groundbreaking. Commissioner Thompson suggested the Plymouth Activity and Arts Center. She doesn't like adding Creek to the title, because she believes it makes it too specific to a certain area. Commissioner Wahl doesn't like Plymouth Creek either. Neither did Commissioner Priebe. None of the commissioners liked the name Plymouth Pavilions. Commissioner Musliner liked Commissioner Thompson's suggestion of Plymouth Activity and Arts Center. Commissioner Priebe wanted to know if the facility will be of adequate breadth to have community center in the title. Director Blank said the facility will not encompass all the things that most community center's typically do. Primary uses will be seniors, arts, and miscellaneous activities. Commissioner Willegalle liked Plymouth Activity Center and reminded everyone that it has always been referred to as the Plymouth Activity Center in all written documents and whenever it's been mentioned in the local newspaper. **CHAIR ANDERSON THEN MOVED TO CALL THE FACILITY PLYMOUTH ACTIVITY AND ARTS CENTER. COMMISSIONER FIEMANN SECONDED THE MOTION.** Commissioner Wahl then agreed with Commissioner Willegalle and said he prefers Activity Center and so does Commissioner Priebe. There was some discussion then on whether or not it needed to be voted on or just a consensus agreement. Chair Anderson decided to withdraw the motion. Commissioner Musliner liked either name. Commissioner Priebe suggested a show of hands. The consensus agreement was to call it Plymouth Activity Center. **COMMISSIONER WAHL MOVED TO NAME THE NEW FACILITY PLYMOUTH ACTIVITY CENTER. CHAIR ANDERSON SECONDED THE MOTION. THE MOTION CARRIED WITH ALL AYES.**

Commissioner Willegalle asked about a new group's plan for a skateboard park. He wanted to know if this was happening again. Director Blank said the Four Downs Skate Park closed their doors and that they wanted to relocate to Oakwood Park. Director Blank discouraged this due to a shortage of parking. The group was asked to take a look at the rink at Plymouth Creek or to consider the parking lot behind the ice

CITY OF PLYMOUTH
CITY COUNCIL AGENDA REPORT

TO: Dwight D. Johnson, City Manager
FROM: Bob Pemberton, Risk Management Coordinator through Dale E. Hahn,
Finance Director
SUBJECT: AWARD OF PROPERTY AND LIABILITY INSURANCE AND FUND
TRANSFERS
DATE: April 12, 1999 for Council Meeting April 20, 1999

- 1. ACTION REQUESTED:** Review the proposal submitted, and award the contract for the 1999-2000 property and liability insurance to the League of Minnesota Cities Insurance Trust (LMCIT) for a total cost of \$172,502, and approve transfers to the Capital Improvement Fund and Employee Wellness Program. There are three resolutions attached.
- 2. BACKGROUND:** The City has previously accepted higher deductible/retention levels to the point that no additional cost effective credits were available to further reduce our premiums. As a result of the increased deductible amounts assumed by the City, we have been paying more of the direct costs to settle claims. In consideration of carrying high deductible amounts, we will realize savings of \$106,275 for the 1999/2000 year. The total insurance cost is still considerably less than the 1986 policy with CNA Insurance Co. which was \$270,320.

In 1991, I obtained alternate quotations for the Property Casualty Package Policy from stable and acceptable markets able to write and service governmental exposures and a self-insured administrator, but there was no advantage to leave the LMCIT Program. In 1995, we repeated the process and sought a competitive quotation from a qualified and stable insurer able to write and service governmental exposures. We again elected to remain with the LMCIT.

This year, we asked a number of major qualified insurers to submit a competitive quotation. They declined due to the fact that they would be unable to provide us with a comparable coverage document. However, Pennco advised that they are interested in providing us with a conceptual proposal for our review at an undetermined date. It is expensive and time consuming for an insurer to prepare a competitive quotation and for that reason the Council accepted my recommendation to seek competitive quotations once every three or four years unless market conditions, pricing and coverages experience drastic change. For that reason we did seek alternative quotations for 1999. Unless

Market forces change I would recommend that we merely monitor the Market and seek alternative quotations if we can be assured market stability, pricing, coverage and service.

The LMCIT is a non-profit organization formed by Minnesota cities, and governed by city officials. Whereas, the commercial property casualty insurance industry goes through underwriting cycles in which they enter and withdraw from markets including governmental, the only business of the LMCIT is insuring Minnesota Cities. This provides stability of market with an insurer who understands and is able to service the needs of their customer. The LMCIT has been very successful and now insures approximately 90% of Minnesota's Cities and many of the Specialty Governmental Districts.

Shown in Exhibit C is the cost comparison for the LMCIT policies for the past ten years including premium rebates. Rebates from 1987, the start of insurance with the LMCIT, to date total \$516,157. Exhibit D shows the changes in our exposure base which accounts for the increases and decreases in premium costs over the years.

The Council's continuing decision to retain a high casualty self-insured retention of \$50,000 per occurrence, \$200,000 aggregate has been very cost effective. The LMCIT has calculated that the current deductible program will result in a premium savings of \$106,275 for the 1999/2000 year. The City presently does not carry an excess liability insurance policy because it elected to rely on the Minnesota Municipal Tort Liability Statute. This will result in an additional savings of \$66,025 should we elect not to purchase excess insurance with \$5,000,000 limits (Exhibit B). This decision would result in a total savings of \$172,300 for the 1999/2000 year.

On October 18, 1993, the City Council appointed T.C. Field & Company as our property/casualty agent of record and changed the means of compensation from a commission rate of 10% to an annual fee. This appointment became effective November 1, 1993 and is ongoing on a year to year basis, unless canceled. We are paying an annual fee of \$8,000 and this has resulted in a cumulative savings of approximately \$64,900 over the previous agent.

3. **DISCUSSION:** The Municipal Tort Liability Limit would be waived with the purchase of an excess insurance policy. However, this Tort Liability Limit does not apply to Federal Actions including human rights, sexual harassment or vehicular and personal injury accidents occurring out of State. The LMCIT provides us with the opportunity of purchasing excess liability insurance with options of waiving or not waiving the Tort Limitation Statute. If we were to purchase excess insurance and elect not to waive the Tort Liability Statute, the insurance would apply only to Federal actions and accidents occurring out of State.

We must be aware that with the completion of the Community Ice Center, the City has acquired a catastrophic exposure due to the seating and standing capacity which totals 1,600. This exposure will continue to increase with the addition of the Activity Center and Fieldhouse. Anytime a large group of people assemble in a building, we have an exposure to a catastrophic loss. The loss may result from severe windstorm, tornado, fire, crowd hysteria and panic, collapse of the structure due to snow loads or faulty design, airborne bacteria from the evaporation tower, just to name a few. These exposures are manageable through staff training and planning, but they still exist.

One exposure that exists in all hockey facilities is that of a stray puck injuring a spectator in the stands. The facility has nets behind both goals and five foot high transparent barriers on top of the boards along the length of the rinks. This exceeds the industry standard which recommends four foot barriers on top of the boards. The Arena will also have the necessary warning signs to alert the spectators to the risk of injury.

We also have minor exposures due to the activities of unsupervised outside groups in various city buildings. These are merely challenges, provided the City runs and supervises all activities. Without tight management controls and policies, we would be exposed to the risk of a minor high school student injuring himself while sharpening skates for his team or an outside group bringing their own food concessions into the building and exposing the City to food borne illness claims, just to name a few.

Effective April 1, 1994 the Plymouth City Council elected to purchase Open Meeting Law Defense Coverage. This coverage will reimburse both elected and appointed City Officials for 100% of the defense costs incurred in defending Open Meeting Law Lawsuits. The coverage is subject to a maximum reimbursement of \$20,000 per elected official, per policy year.

Our current LMCIT insurance policy provides for a self-insurance retention of \$50,000 per claim and \$200,000 aggregate for General and Automobile Liability Claims. On the property side, we have a self-insured retention level of \$5,000 per claim and \$30,000 aggregate. Therefore, our self-insured claims exposure each year is \$230,000. All liability coverages are written on an occurrence basis with the exception of the comprehensive general liability and errors and omissions, which is written on a claims made basis. The LMCIT covers those claims made exposure, retroactively to April 1, 1987.

In 1993, we requested and the LMCIT provided us with an optional quotation to raise the self-insured retention of our property coverage including automobile physical damage, inland marine and crime insurance to \$50,000 per claim and \$200,000 aggregate. This would have increased our self-insured claims exposure from \$230,000 to \$400,000 per year in exchange for a premium savings of \$21,295. The council reviewed the quotation

and elected to maintain the current property self-insured retention. The premium savings have remained stable for the 1999 policy year.

The LMCIT insurance premiums for coverage at the current level decreased from \$177,777 to \$172,502 and are outlined in Exhibit A. This represents a 3% decrease which has been caused in part by a competitive insurance market and our good Loss Experience with the LMCIT, even though our exposures have increased considerably. Looking at the individual premiums shows that the Property Insurance has increased more than the norm because of increased City property values and a general rate increase, whereas General Liability has decreased due to our good loss experience and a careful review and presentation of our rating base.

The City has assumed higher claim retention levels, and manages those claims falling within our retention levels, which for all practical purposes makes us self-insured. At the present, the only other viable alternative would be self-insurance and we explored and rejected this option in 1991. This would expose the City to serious major losses without the benefit of the LMCIT expertise in safety engineering, claims analysis and legal defense which saves in both litigation costs and staff time.

4. **OTHER DISCUSSION:** The annual premium savings from the LMCIT Insurance coverage, coupled with our self insurance retentions, have accumulated a Risk Management Fund Equity of almost \$7,200,000 on December 31, 1998. I believe that we have reached a point where we can halt the growth of the fund, and utilize the 1998 surplus of over \$274,000 for other purposes. For the 1999 budget year and thereafter, we have discontinued charging other funds for their share of the insurance costs. This will have the effect of creating a balanced budget without the other fund allocations.

The Risk Management Fund's 1998 surplus will enable us to transfer \$269,000 to the Capital Improvement Fund and another \$5,000 to the Employee Wellness Program. The \$269,000 transfer to the Capital Improvement Fund will allow us to start replenishing the Fund for future capital improvement needs such as Water Quality Improvements, Streetscape, future fire station etc. The \$5,000 transfer to the Wellness Program will allow us to continue our Wellness Education Activities since our new health insurance carrier, Blue Cross/Blue Shield, does not provide free support in that area as was the case with HealthPartners. The City's premium savings from switching to Blue Cross/Blue Shield will more than offset the \$5,000 additional cost of the wellness program.

5. **ALTERNATIVES:** Effective January 1, 1998 the Minnesota Legislature revised the Municipal Tort Liability Statute and raised the limit from \$200,000 per person, \$600,000 per occurrence to \$300,000 per person, \$750,000 per occurrence. The LMCIT has provided the City with the option of raising the per person limit from \$300,000 to \$750,000 for an additional premium charge of \$3,110. This additional premium charge has also been built into Excess Liability Quotations which waive the Tort Liability Limits.

Dwight D. Johnson

April 12, 1999

Page 5

I have discussed the matter with the City Attorney, and it is our recommendation that we accept the basic limit which corresponds with the State Statute. The City Council has the option of waiving the existing liability cap and substituting a revised liability cap in the event of a serious accident, without admitting liability.

Lastly, we have submitted an application and requested a quotation for Y2K coverage. The LMCIT has not completed the development of their underwriting standards. I will present the options to the City Council once they are available.

6. RECOMMENDATION: I recommend the City Council:

- ◆ Maintain the current tort limits and other existing coverages
- ◆ Award the contract for the 1999/2000 Property and Liability Insurance coverage to the League of Minnesota Cities Insurance Trust in the amount of \$172,502
- ◆ Transfer \$269,000 to the Capital Improvement Fund, plus \$5,000 to the Employee Wellness Program

CITY OF PLYMOUTH

RESOLUTION NO. 99-

**AWARDING THE CONTRACT FOR
INSURANCE FOR THE 1999/2000 INSURANCE PROGRAM**

WHEREAS, the City desires to purchase insurance coverage for potential liability and property losses; and

WHEREAS, the City has reviewed the proposal for the necessary insurance coverage; and

WHEREAS, the City received a proposal from the League of Minnesota Cities Insurance Trust for \$172,502 for coverages and limitations set forth in the Risk Management Coordinator's memo dated April 12, 1999;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that the City Council award the contract for all insurance coverage's as outlined in the Risk Management Coordinator's memo, to the League of Minnesota Cities Insurance Trust for \$172,502.

Adopted by the City Council on April 20, 1999.

CITY OF PLYMOUTH

**RESOLUTION NO. 99-
TRANSFERRING FUNDS FROM RISK MANAGEMENT FUND TO CAPITAL
IMPROVEMENT FUND**

WHEREAS, funds are required to assist with financing of future City improvements; and

WHEREAS, the Risk Management Fund has funds available to assist with the financing of the improvements; and

WHEREAS, the City Council reviewed the recommendation from the Finance Director to transfer \$269,000 from the Risk Management Fund to the Capital Improvement Fund;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that the Finance Director is hereby directed to transfer \$269,000 from the Risk Management Fund to the Capital Improvement Fund.

Adopted by the City Council on April 20, 1999.

CITY OF PLYMOUTH

**RESOLUTION NO. 99-
TRANSFERRING FUNDS FROM RISK MANAGEMENT FUND TO EMPLOYEE
WELLNESS PROGRAM**

WHEREAS, funds are required to finance the Employee Wellness Programs; and

WHEREAS, the Risk Management Fund has funds available to assist with the financing of these program costs; and

WHEREAS, the City Council reviewed the recommendation from the Finance Director to transfer \$5,000 from the Risk Management Fund to the Employee Wellness Program;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA, that the Finance Director is hereby directed to transfer \$5,000 from the Risk Management Fund to the Employee Wellness Program.

Adopted by the City Council on April 20, 1999.

APRIL 1, 1999 TO APRIL 1, 2000 PROPOSAL

	<u>LMCIT</u> <u>1997/1998</u>	<u>LMCIT</u> <u>1998/1999</u>	<u>LMCIT</u> <u>1999/2000 PROPOSAL</u>
Property	30,644.00	36,159.00	46,085.00
Inland Marine	5,431.00	6,267.00	5,943.00
Crime	508.00	648.00	644.00
General Liability	113,046.00	94,712.00	81,816.00
Automobile Liability	10,877.00	10,995.00	10,113.00
Automobile Physical Damage	18,764.00	21,495.00	20,089.00
Boiler & Machinery	<u>6,229.00</u>	<u>7,501.00</u>	<u>7,812.00</u>
Sub-Total	185,499.00	177,777.00	172,502.00
Paid or Anticipated Dividend	70,842.00	60,052.00	65,000.00
Fee/Commission	8,000.00	8,000	8,000.00
TOTAL	<u>122,657.00</u>	<u>125,725.00</u>	<u>115,502.00</u>

EXCESS LIABILITY QUOTATION

<u>LIMITS</u>	<u>(1) NON WAIVER OF TORT IMMUNITY</u>	<u>(2) WITH WAIVER OF TORT IMMUNITY</u>
\$1,000,000	26,060	35,582
\$3,000,000	45,605	59,936
\$5,000,000	50,491	66,025

- (1) **Non-waiver of Tort Immunity:** The Minnesota Legislature revised the Municipal Tort Liability Statute and raised the limits in two steps. Effective January 1, 1998 the Statutory Limits were raised to \$300,000 per person, \$750,000 per occurrence. Effective January 1, 2000 the limits will further increase to \$300,000 per person, \$1,000,000 per occurrence. This statute does not apply to Federal Actions or claims arising out of incidents occurring outside of the State of Minnesota.

The basic Policy written by the LMCIT conforms to the Statute. The limits will further increase on January 1, 2000.

The purchase of the Non-Waiver of Tort Liability Excess Liability Policy with limits of \$1,000,000 would increase the Limits of Liability to \$1,300,000 per person, \$1,750,000 per occurrence. However, these increased limits would only apply to Federal Actions and those vehicular and/or personal injury occurrences occurring outside the State of Minnesota. Effective January 1, 2000 the limits would further increase to \$1,300,000 per person, \$2,000,000 per occurrence.

- (2) **Waiver of Tort Limits:** The Municipal Tort Liability Statute limiting liability to \$300,000 per person \$700,000 per occurrence would be waived and our basic limits of liability would first be raised to \$750,000 per person, \$750,000 per occurrence. The excess limit purchased would raise the limit of liability a corresponding amount. The purchase of \$1,000,000 excess limits would raise our limit of liability to \$1,750,000 per person, \$1,750,000 per occurrence and the new limit would become our Municipal Tort Liability Limit. The same will hold true when the Statutory Limit increases on on January 1, 2000. The revised Municipal Tort Liability Limit does not apply to Federal Actions or occurrences outside the borders of the state.

Exhibit C
April 9, 1999

PREMIUM HISTORY APRIL 1, 1989 THRU APRIL 1, 1999

	1998/1999	1997/1998	1996/1997	1995/1996	1994/1995	1993/1994	1992/1993	1991/1992	1990/1991	1989/1990
Total Adjusted Premium	\$182,587	\$180,574	\$205,424	\$195,279	\$187,782	\$180,887	\$168,312	\$164,895	\$147,090	\$136,084
Claims Paid Including Reserves:										
Liability	42,157	16,684	17,610	14,963	8,244	116,212	9,462	17,605	16,142	2,867
Automobile	39,301	34,254	51,505	24,505	30,720	59,946	22,301	14,983	62,408	4,835
Property	15,845	710	3,083	2,900	8,625	0	2,291	4,705	6,605	351
Less: Premium Rebates	(60,052)	(70,842)	(65,953)	(48,593)	(42,743)	(41,023)	(50,122)	(42,457)	(34,476)	(28,621)
Subtotal	219,838	161,380	211,669	189,054	192,628	316,022	152,244	159,731	197,769	115,516
Boiler & Machinery Policy	7,501	6,229	9,035	8,964	10,929	11,107	11,120	10,767	8,476	10,252
EDP Policy *	2,954	2,043	2,043	2,681	2,153	2,200	2,519	2,555	2,182	1,682
Total Insurance Cost	\$230,293	\$169,652	\$222,747	\$200,699	\$205,710	\$329,329	\$165,883	\$173,053	\$208,427	\$127,450

*The Insurance Covering the Computer and Software is not purchased through the LMCIT program. Due to competitive pricing and superior coverage it is purchased from the St. Paul Fire and Marine Insurance Company.

CITY OF PLYMOUTH
LIABILITY AND PROPERTY EXPOSURE

Exhibit D
April 9, 1999

	<u>1999/2000</u>	<u>1998/1999</u>	<u>1997/1998</u>	<u>1996/1997</u>	<u>1995/1996</u>	<u>1994/1995</u>	<u>1993/1994</u>	<u>1992/1993</u>
Buildings and Contents	\$49,084,933	\$46,682,300	\$41,676,896	\$40,891,340	\$38,680,795	\$32,414,636	\$29,587,106	\$26,066,506
Equipment at Athletic Fields	3,337,850	2,826,550	2,663,150	2,663,150	2,477,200	2,492,300	2,492,300	2,863,400
Contractors Equipment	2,463,972	2,324,322	2,041,669	2,115,608	2,004,022	1,865,478	1,710,734	1,784,719
Number of Fire Vehicles	18	18	20	17	16	17	15	15
Value of Fire Vehicles	2,876,141	2,479,021	2,489,021	2,079,081	1,919,702	1,818,640	1,587,176	1,573,563
Number of Sworn Police Officers	57	57	55	55	53	46	45	45
Police Payroll	3,596,000	3,471,090	3,315,500	3,092,414	2,945,200	2,608,600	2,368,000	2,128,500
Acres of Parkland	1500	1,500	1,300	1,300	1,000	846	846	700
Number of Developed Parks	40	39	37	36	36	36	36	35
Miles of Trails	80	77	75	70	67	65	60	60
Estimated Population	61,620	59,000	58,000	57,500	56,000	54,500	54,500	50,887
Rated Expenditures	21,478,441	24,390,822	26,343,636	26,777,996	26,368,469	22,519,814	21,064,900	19,314,349
Miles of Paved Streets	263	262.00	260.00	256.00	252.00	247.00	236.22	225.42

CITY OF PLYMOUTH
CITY COUNCIL AGENDA REPORT

DATE: April 9, 1999 for the City Council Meeting of April 20, 1999

TO: Dwight D. Johnson, City Manager through
Fred G. Moore, P.E., Director of Public Works 

FROM: Daniel L. Faulkner, P.E. City Engineer

SUBJECT: 1999 SEAL COAT PROGRAM

ACTION REQUESTED: Make a motion to adopt the attached resolution approving plans and specifications and advertising for bids for the 1999 Seal Coat Program.

BACKGROUND: As requested by Councilmember Tim Bildsoe, discussion of our Seal Coating Program took place at the March 9, 1999 study session. After reviewing the program as presented, it was determined that further study was needed to provide the Council with a better understanding of the benefits and cost effectiveness of this element of our routine maintenance program.

Attached to this memo you will find a survey that was recently completed in which we contacted 11 cities throughout the metropolitan area to determine who was doing seal coating and their current practices and opinions. You will also find a list of reference publications researched through the Minnesota Department of Transportation Library on the subject of routine maintenance and its effectiveness. Copies of key statements and conclusions from these materials have also been attached for your review.

Researching the subject of seal coating and its effectiveness has been a very interesting and enlightening process. There are many many articles and research studies that have been done on the subject of routine maintenance procedures. Not only have research scientists at the academic level studied this process, but also local, federal, and international attempts have been made to provide information to officials who make choices and set policy on asphalt pavement maintenance procedures.

RESEARCH SUMMARY: Many factors affect flexible pavement (bituminous) life expectancy which include the effects of climate, subgrade soil, traffic rates, and structural design of the pavement section itself. Due to the wide variation of these factors, only general conclusions have been reached. The one general conclusion that

SUBJECT: 1999 SEAL COAT PROGRAM

Page 2

has been found is that the seal coating maintenance procedure will extend the life of a bituminous roadway thus deferring the next level of pavement rehabilitation of a bituminous overlay, and eventually total replacement of the entire bituminous street section.

Of the 11 cities surveyed, 10 cities reported an active Seal Coating Program. The City of Minnetonka has chosen to only repair cracks in its newly constructed streets and do a bituminous overlay when the need is determined. Of the 10 cities doing seal coating procedures, they all report that in their opinion, seal coating does extend the life expectancy of their bituminous streets on an average of between 8 - 13 years.

The Minnesota Department of Transportation Physical Research Section, Office of Minnesota Road Research, has provided a graphic showing the effects of routine maintenance comparing crack filling and seal coating versus a bituminous overlay to achieve the life expectancy from a bituminous roadway (attached reference number 3). The comparison also represents the cost savings between the two. This is represented in present worth example No. 1 and No. 2 and indicates a savings of 8%.

RECOMMENDATIONS AND CONCLUSIONS: Before a street is seal coated, holes are patched and thin surface overlays are applied to remove settlements. After the seal coat the street has a uniform appearance. Through the research and attached documentation we feel that seal coating is a cost effective maintenance procedure which should be continued as part of the City of Plymouth's overall Pavement Management Program. If the City Council decides not to have a seal coat program this year, we would use the budgeted funds to perform more asphalt overlay work. This work is done by street maintenance employees.

The attached resolution approving the plans and specifications and advertising for bids for the 1999 project is recommended for City Council approval. Bids would be received until 10:00 a.m. on May 21, 1999. The estimated cost of this contract is \$152,500. Funding for this maintenance program is included in the 1999 Street Maintenance Budget.



Daniel L. Faulkner, P.E.

attachments: Resolution
Research Data
Map

1999 SEAL COAT SURVEY		City & Response											Comments
		1	2	3	4	5	6	7	8	9	10	11	
Do you Seal Coat your streets	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	1. Minnetonka stopped seal coating in 1989. They only do crack repair and overlays now
How long have Seal Coats been used in your city	30-40 years	30-40 years	40-50 years	30-40 years	30-40 years	30-40 years	30-40 years	50-60 years	50-60 years	30-40 years	50-60 years	30-40 years	
How often do you apply a Seal Coat to a street	every 7-8 years	every 7 years	varies, determined by PM	every 7-8 years	every 7-8 years	every 7-8 years	varies, determined by visual inspection	every 5 years	every 5 years	every 7 years	every 10 years	every 5 years on high volume and 10 on residential	2. Bournsville is the lead agency in a Joint Powers Agreement with Lakeville, Savage, Rosemount, Bloomington, Apple Valley, Eagan, Prior Lake, and Shakopee.
What type of emulsion do you use	CRS-2	CRS-2	CRS-2	CRS-2	CRS-2	CRS-2	CRS-2	CRS-2	CRS-2	CRS-2	CRS-2	CRS-2	
What type of aggregates do you use	Trap rock FA-2 & 3	Granite FA-2	Granite FA_3 & 2	Granite FA-2 & FA-2 Mod.(1/8)	Granite FA-3 & FA-2 Mod.(1/8)	Granite FA-3 & FA-2 Mod.(1/8)	Trap rock FA-3 & FA-2 Mod.(1/8)	Granite FA-3 & 2	Granite FA-3 & 2	Trap rock FA-2 Mod.(1/8)	Pea rock FA-2	Granite FA-3 & 2	
Do you use the MnDot design Formulas	No	No	Yes	No	Yes	Yes	No	No	No	No	No	No	
How long is the life of a street extended by applying Seal Coats before Reconstruction is needed	10 yrs	10-15 yrs	10-15 yrs	5-10 yrs	5-10 yrs	5-10 yrs	5-10 yrs	5-10 yrs	5-10 yrs	5-10 yrs	20-30 yrs	5-8 yrs	
City & Contact person													
1. Brooklyn Center-John Harlow	7. Minnetonka-Pat Kerr												
2. Brooklyn Park-Gordy Surges	8. Minneapolis-Rick Oberg												
3. Bloomington-Larry Tichita	9. Lakeville- Kieth Nelson												
4. Eagan-Curt Slagen	10. St Paul-Gary Erickson												
5. Eden Prairie-Mary Krause	11. Burnsville-Cleve Crowningsheid												
6. Maple Grove- Terry Muller													

CITY OF PLYMOUTH

**RESOLUTION NO. 99 -
APPROVING PLANS AND SPECIFICATIONS AND
ORDERING ADVERTISEMENT FOR BIDS
1999 SEAL COAT PROGRAM**

WHEREAS, plans and specifications have been prepared by the City Engineer for the maintenance of certain streets within the City by the installation of bituminous seal coat, and said plans and specifications have been presented to the Council for approval;

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF PLYMOUTH, MINNESOTA:

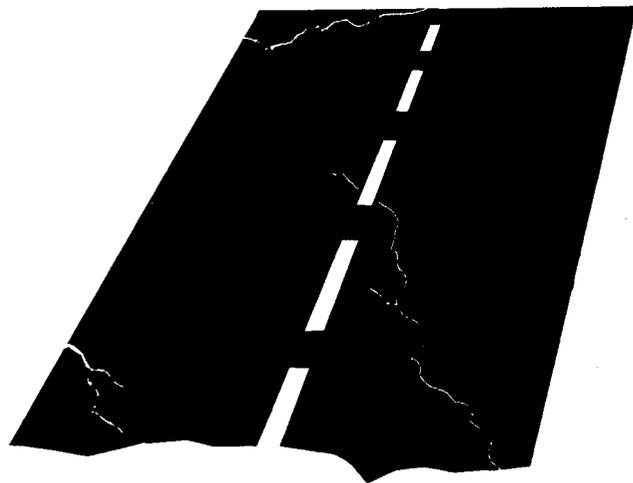
1. Such plans and specifications, a copy of which is on file in the City Engineer's office and made a part hereof, are hereby approved.
2. The City Clerk shall prepare and cause to be inserted in the official paper and in The Construction Bulletin an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published twice, shall specify the work to be done, shall state that bids will be received by the City Clerk until 10:00 a.m. on May 21, 1999 at which time they will be publicly opened in the Council Chambers of the Plymouth City Center building at 3400 Plymouth Boulevard, Plymouth, Minnesota, by the City Engineer and that no bids will be considered unless sealed and filed with the City Clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City Clerk for five percent of the amount of such bid.

Adopted by the City Council on April 20, 1999.

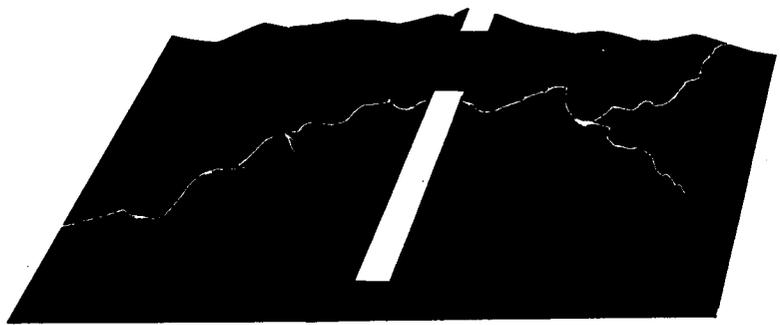
REFERENCES

1. Pavement Rehabilitation – A guide for Minnesota Cities, A local Road Research Board (LLRB) Research Implementation Project. Investigation No. 645, July 1989.
2. Service Lives and Costs of Local Highway Maintenance and Rehabilitation Treatments – In Transportation Research Record 1102, TRB, National Research Council, Washington D.C., 1986.
3. Asphalt Pavement Rehabilitation Techniques – A seminar presented by: MnDOT Physical Research Section Office of Minnesota Road Research.
4. Economic Analysis of Effectiveness of Pavement Preventative Maintenance – In Transportation Research Record 1442, TRB.
5. An Overview of Surface Rehabilitation Techniques for Asphalt Pavement Publication No. FHWA – PD-92-008, February 1992, U.S. Dept. of Transportation, Federal Highway Administration.
6. Preventative Maintenance of Asphalt Concrete Pavements – National Center for Asphalt Technology January 1988.
7. Effects of Preventative Maintenance on Pavement Serviceability – 1992 New York State Dept. of Transportation prepared for the Federal Highway Administration.
8. SHRP – LTPD Specific Pavement Studies: SHRP – P – 395, Strategic Highway Research Program, National Research Council 1994.
9. Pavement Treatment Effectiveness, 1995 SPS – 3 and SPS – 4 site evaluations, National Report. Federal Highway Administration.

PAVEMENT REHABILITATION



*A Guide for Minnesota
Cities and Counties*



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APPENDIX C PROCEDURES AVAILABLE FOR REHABILITATION

There are a variety of procedures available for rehabilitation. This section contains a description of the more common rehabilitations. They are categorized by surface type and the category of rehabilitation it fits in. This section does not attempt to provide specifications or design procedures for any of the rehabilitations. Other resources, such as the Mn/DOT "Standard Specifications for Construction" (Ref. 10), should be used for information regarding specifications or other details.

The rehabilitation procedures are presented in four general categories for the pavement types of flexible and rigid. The four categories are:

ROUTINE MAINTENANCE which consists of those activities that are used to extend the life of the pavement but do not improve the functionality or structural capacity of the pavement.

FUNCTIONAL IMPROVEMENTS which restore the pavement to a usable condition but are not designed for definite improvements in structural capacity.

STRUCTURAL IMPROVEMENTS which are designed to improve the strength and therefore the axle load capacity of the pavement.

RECONSTRUCTION which is required when it is determined that the in-place pavement can no longer be economically improved by any of the other methods.

FLEXIBLE PAVEMENT REHABILITATIONS

ROUTINE MAINTENANCE

Surface Treatments:

Surface treatments are used when there is a need to improve the surface condition of the pavement to correct the effects of weathering and traffic abrasion. It can also be used to restore a uniform appearance of the pavement in areas of numerous patches. The most common form of surface treatments in use today are:

Fog Seal:

A fog seal consists of a thin coating of liquid asphalt applied to the pavement, usually at a rate of 0.05 gallons per square yard. The coating usually consists of a dilute liquid asphalt emulsion, a coal tar emulsion or a proprietary material. The primary function of a fog seal is to retard raveling. The fog seal will help the pavement retain the fine aggregate matrix for several years. If left untreated, a pavement will ravel until the coarse aggregate is left protruding from the surface of the mix. Fog seals should not be used on surfaces where tire friction is critical since the treatment can cause slippery surfaces when wet.

A fog seal is expected to provide one to three years of protection for an asphalt surface. The life expected depends on the pavement condition and traffic.

Seal Coat:

A seal coat consists of a layer of a bitumen placed on the pavement which is then covered by an aggregate. The bitumen is usually a liquid asphalt. The aggregate cover can consist of a variety of materials such as sand, uniform sized small stone (pea rock or "buckshot") or crushed stone commonly called chips. A graded fine aggregate also has been used.

A seal coat has been used for a wide variety of maintenance needs, sometimes in situations of limited benefit. The main reason to use a seal coat is to protect an asphalt surface against the forces of weathering and traffic abrasion. It does not strengthen the pavement

and can not be counted on to waterproof the pavement. A seal coat should be applied only when a pavement needs a surface treatment and not when it needs a more substantial improvement such as a structural overlay. Seal coats can be applied in certain cases to improve the frictional characteristics of the pavement surface. A seal coat should be applied when one-fourth to one-third of the diameter of the course aggregate is protruding from the surface.

Seal coats are very susceptible to the quality of workmanship and to weather conditions during placement. If poorly constructed, the bitumen may not retain the cover aggregate. Even in a good job, there will be some loose aggregate which is only partially coated. The most common problem with the loose aggregate is chipped head lights or windshields of passing vehicles. In areas with pedestrian traffic this loose aggregate and excess asphalt can be tracked into buildings. If the aggregate loss is severe, the surface may need to be seal coated again. This is important because a seal coat that has lost its cover aggregates is potentially unsafe. The surface will become slippery, particularly when wet.

Seal coats will last 5 to 8 years when they are applied successfully. Life history of seal coats has not been documented in any of the literature evaluated. If data regarding the life of a seal coat were available, it may look like the following graph:

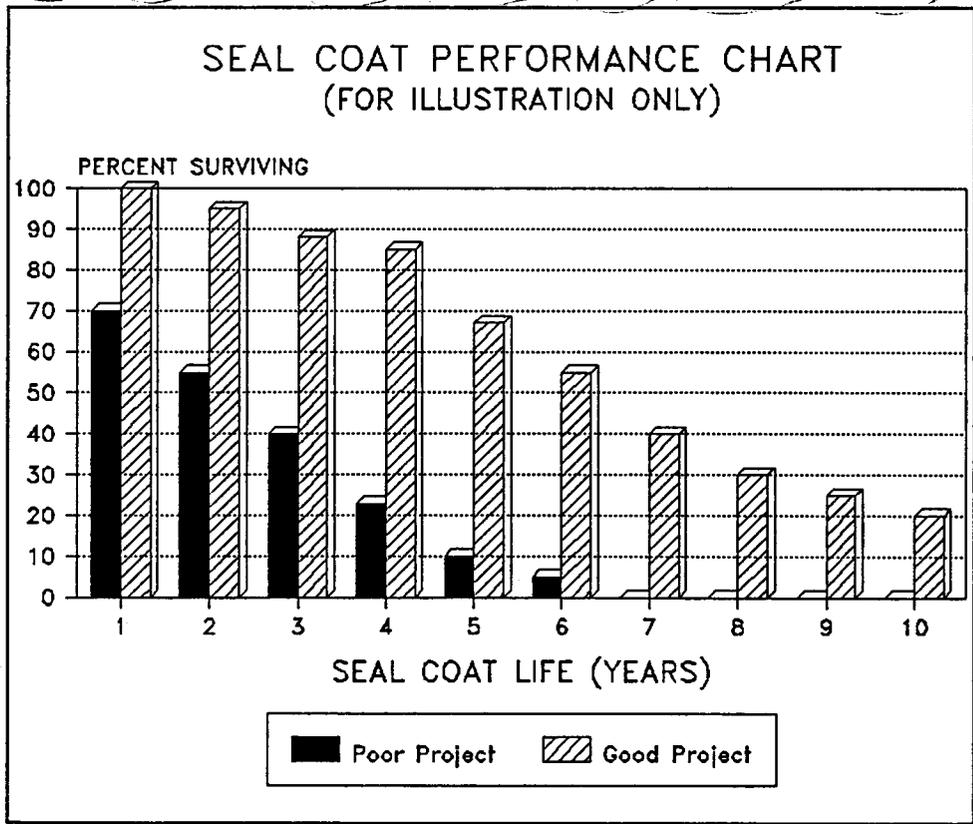


Figure C.1 The Life of a Seal Coat

Service Lives and Costs of Local Highway Maintenance and Rehabilitation Treatments

JOHN COLLURA, GARY SPRING, AND KENNETH B. BLACK

Reliable estimates of the service life and cost of typical maintenance and rehabilitation (M&R) treatments are very important in the implementation of pavement management systems. The primary objective of this project was twofold: (a) to develop and test a survey questionnaire that may be used to obtain reliable estimates of service lives and costs of maintenance and rehabilitation treatments commonly used on local roads in Massachusetts and other parts of New England, and (b) to use the survey questionnaire to estimate the service lives and costs of such treatments in Massachusetts. Sixty-eight cities and towns in Massachusetts were surveyed. The data were analyzed to estimate the service life and cost of thin overlays, chip seals, and sand seals; they were also used as a basis for developing performance curves.

Capital available for expenditures on local highway improvement projects has steadily decreased over the past decade, as the highway infrastructure continues to age (1). Consequently, emphasis has been placed on maintaining that infrastructure. Yet more than 40 percent of U.S. highways may be classified as being in fair to poor condition (2). This indicates a need to allocate limited resources for maintenance and rehabilitation (M&R) more efficiently, especially for small cities and towns that constitute a significant proportion of the total paved road mileage in the United States.

High-quality maintenance is an important determinant of pavement performance; it can slow the rate of pavement deterioration due to loads. Many small city and town agencies take a "worst first" approach to their maintenance activities, which often is not cost-effective. Deferred maintenance allows the severity of defects to worsen. Continued deferral of M&R actions can shorten the time between construction and reconstruction and increase the cost of reconstruction by as much as four to five times, thus significantly increasing the life-cycle costs of a pavement (3).

Maintenance plans consist of determining not only when an improvement should be made but also what type should be used. More effective decisions about when and which treatment should be applied (a variety of alternative treatments may be used for different types and levels of pavement distress) require good estimates of pavement service lives and costs. These estimates may be used for various activities (4-7):

- Estimating and allocating available funds,
- Identifying cost-effective solutions,
- Anticipating when necessary expenditures will recur, and
- Justifying work plans to elected officials.

State and local pavement maintenance records are not typically well kept (8), thus, expected life and cost information is not generally readily available. The best life expectancy information appears to be in the heads (and archaic records) of experienced highway superintendents who have seen many cycles of maintenance activities (4,9). This unrecorded information is, however, being lost as these individuals retire. These data would be an invaluable aid to many local highway superintendents in devising maintenance work plans. With regard to the pavement management needs of small cities and towns, FHWA's Rural Technical Assistance Program over the past few years has focused on training and pavement design (10). Little if any effort has been made to examine the life-cycle costs of maintenance options typically used by small cities and towns, such as thin overlays, seal coats, slurry seals, and surface treatments.

Several studies have been conducted in recent years to ascertain some usable values that could be used to make better decisions about low-cost pavement maintenance activities. An Ontario survey examined average service lives of maintenance treatments that included crack seals, chip seals, and thin overlays (11). An Indiana survey of 33 superintendents and highway foremen examined minimum, average, and maximum service lives for routine maintenance activities on roadways in poor, fair, and good condition (4).

Many other factors, however, affect pavement life (12). Neither of the studies in Indiana or Ontario included in its analysis many of these important factors. A New Hampshire survey was designed to include present pavement condition, daily truck volumes, drainage, and pavement structures as variables affecting pavement life (13). The survey was never carried out, presumably because the questionnaire was too long. Estimates of the lives and costs of maintenance treatments in the New England region considering these other variables would be very useful.

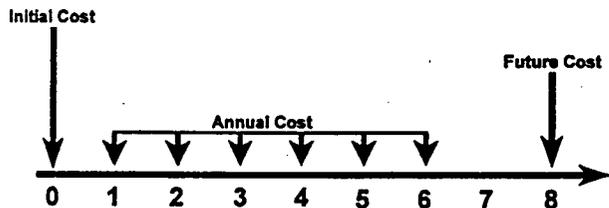
PROJECT OBJECTIVE

The objective of this project was twofold: (a) to develop and test a survey questionnaire to collect service life and cost data

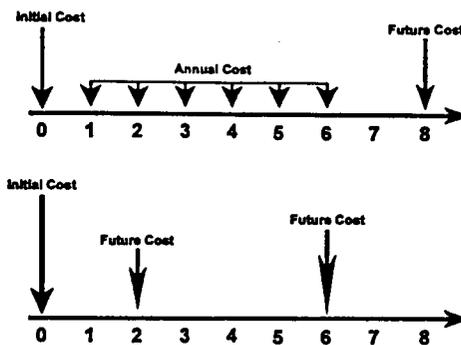
J. Collura, K. B. Black, Department of Civil Engineering, University of Massachusetts, Amherst, Mass. 01003. G. Spring, North Carolina A&T State University, Greensboro, N.C. 27411.

Present Worth

Present worth is an economic method that involves the conversion of all future values and expenses to a base in today's costs.

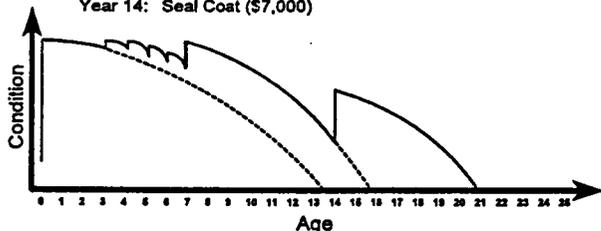


Present Worth



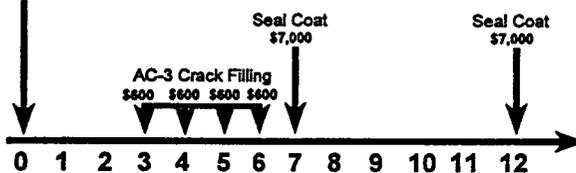
Present Worth Example #1

- Year 0: Overlay with 1-1/2" HMA (\$23,000)
- Year 3-6: Crack fill with AC-3 (\$600)
- Year 7: Seal Coat (\$7,000)
- Year 14: Seal Coat (\$7,000)



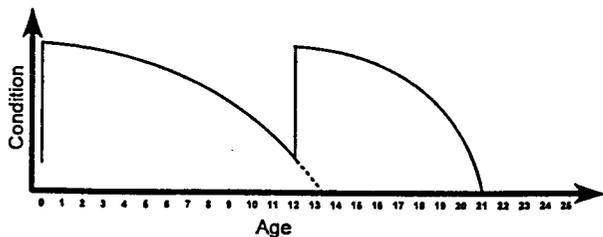
Present Worth Example

$$\begin{aligned}
 \text{PW} &= \$23,000 + (P/F, 4\%, 3)(P/A, 4\%, 4)(A) + (P/F, 4\%, 7)(F) + (P/F, 4\%, 12)(F) \\
 &= \$23,000 + (0.8890)(3,6299)(\$600) + (0.7599)(7,000) + (0.6246)(\$7,000) \\
 &= \$23,000 + \$1,936 + \$5,319 + \$4,372 \\
 &= \$34,627
 \end{aligned}$$



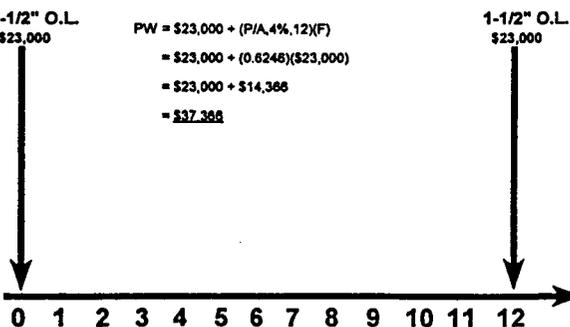
Present Worth Example #2

- Year 0: Overlay with 1-1/2" HMA (\$23,000)
- Year 12: Overlay with 1-1/2" HMA (\$23,000)



Present Worth Example

$$\begin{aligned}
 \text{PW} &= \$23,000 + (P/A, 4\%, 12)(F) \\
 &= \$23,000 + (0.6246)(\$23,000) \\
 &= \$23,000 + \$14,366 \\
 &= \$37,366
 \end{aligned}$$



Economic Analysis of Effectiveness of Pavement Preventive Maintenance

ABDULLAH I. AL-MANSOUR AND KUMARES C. SINHA

Pavement maintenance can be categorized into two main categories: corrective maintenance and preventive maintenance. The current practices of most highway authorities concentrate on the first category, with minor attention given to preventive maintenance. The main reason for this is the shortage of available funds, which directs some decision makers toward putting the limited funds on corrective measures to satisfy road users, leaving nothing or, at most, negligible portions for preventive maintenance. This situation will continue unless studies show the economic benefits of preventive maintenance. An evaluation of two pavement preventive maintenance techniques, namely, chip seal and sand seal coating, is described. The evaluation process consists of three basic steps. First a data base that included all relevant data on pavement sections was developed. Second a set of models describing pavement deterioration, maintenance costs, and user costs was developed. Finally a comprehensive life cycle analysis was conducted; this included the costs of all items associated with different types and timings of maintenance strategies.

When pavement condition deteriorates below a prescribed minimum level reconstruction or resurfacing activity must be performed. Basic routine maintenance, such as patching, crack sealing, and basic shoulder maintenance activities, tends to slow down the pavement deterioration process, and thus resurfacing or construction can be deferred. However as the pavement ages and its condition deteriorates the cost of basic routine maintenance and the associated user costs increase. Often periodic pavement maintenance such as seal coating is performed to hold the pavement condition above the minimum acceptable level.

Seal coat treatment is a broad term embracing several types of asphalt-aggregate applications placed on any kind of roadway surface. It includes chip seals, sand seals, slurry seals, and fog seals. The most common types, however, are chip and sand seals. Chip sealing involves coating the full width of the roadway section with hot bituminous materials; this is followed by application of a coarse aggregate cover. In sand sealing the cover aggregate is sand rather than coarse aggregate.

The objective of the study described here was to develop an algorithm for evaluating the cost-effectiveness of seal coating activities (chip and sand seals). The algorithm that was developed focuses on the identification of the optimal timing of application of seal coats. This was achieved by using life cycle cost analysis to evaluate the effectiveness of a variety of maintenance strategies by using chip and sand seals.

To accomplish this objective, a data base was developed (1). The data base included information on pavement characteristics, pavement routine maintenance and periodic maintenance history, traffic, and pavement performance. These data elements were ex-

tracted from the Indiana Department of Transportation (INDOT) data bases. The data were collected over the period from 1984 to 1987. The appropriate data were collected on the basis of contract sections. A contract section is that portion of a highway pavement that is contracted out to one contractor for a specific activity such as resurfacing. Pavement contract sections within 12 of the 37 INDOT subdistricts were included. A stratified sampling scheme was used to select the 12 subdistricts. Four of these subdistricts were located in the northern region of the state, and the other eight subdistricts were located in the southern region of the state.

PROBLEM FORMULATION

As the pavement section gets old surface roughness increases. User costs as well as basic routine maintenance costs also increase. If at a given point in time a decision is made to seal coat the pavement section, a certain amount of capital is then invested. Seal coating reduces the basic routine maintenance requirements. Because of the resulting improvement in pavement condition, user costs are expected to decline. In addition the service life of the pavement is extended. The main issue here is whether the benefits accrued in terms of reduced basic routine maintenance costs, reduced user costs, and opportunity costs gained because of the deferment of resurfacing equate or exceed the cost of the investment in seal coating. If the savings from seal coating are greater than the investment, the next issues are when is the most economical time to perform seal coating and how many seal coating activities should be performed during the pavement life cycle before the gain from seal coating becomes less than its cost. Figure 1 illustrates this concept. If the seal coating timing is delayed for a certain period of time, say from $t(s1)$ to $t(s2)$, the pavement condition is expected to be worse at $t(s2)$ than at $t(s1)$. Hence the cost of seal coating at a later date would be higher. The benefits from seal coating acquired from reductions in basic routine maintenance and user costs could be less than those from seal coating at the previous time, but there are gains in the added service life. To determine the best seal coating strategy, the costs and benefits need to be discounted to a common base for comparison.

MATHEMATICAL FORMULATION OF LIFE CYCLE COST ALGORITHM

The total life cycle costs, as used in the present study, consist of resurfacing or reconstruction cost, basic roadway and shoulder routine maintenance costs, seal coating costs, and user costs. The resurfacing cost was considered to be a single payment made at

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3-1-8733

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U.S. Department
of Transportation
Federal Highway
Administration

An Overview of
SURFACE REHABILITATION TECHNIQUES
FOR ASPHALT PAVEMENTS

Report No. FHWA-PD-92-008

February 1992

TABLE 3. QUANTITIES OF ASPHALT AND AGGREGATE FOR SINGLE CHIP SEAL APPLICATION

Nominal Size of Aggregate mm (in)	Quantity of Aggregate kg/m ² (lb/yd ²)	Quantity of Emulsion l/m ² (gal/yd ²)
19-9.5 (3/4-3/8)	22-27 (40-50)	1.8-2.3 (0.4-0.5)
12.5-4.75 (1/2- No. 4)	14-16 (25-30)	1.4-2.0 (0.30-0.45)
9.5-2.36 (3/8- No. 8)	11-14 (20-25)	0.9-1.6 (0.20-0.35)
4.75-1.18 (No.4- No. 16)	8-11 (15-20)	0.7-0.9 (0.15-0.20)

Notes: (1) The asphalt application rates in the above table are for emulsions. These rates may vary if other asphalt types (i.e., asphalt or cutback) are used; (2) The lower binder rates should be used for aggregate having gradations on the fine side of the specified limits; (3) Aggregate and binder rates should be adjusted according to the local experience and existing condition of the pavement.

There are several methods for designing multiple chip seals, including methods by the Asphalt Emulsion Manufacturers Association and Asphalt Institute. The Texas Transportation Institute's research report 448-1F also discusses design and construction of multiple seal coats.

Traffic Control: The road may be opened to traffic after rolling is completed; however, traffic speed on the newly placed surface should be limited to about 20 mph for a period of 2 hours (1 hour for asphalt cement in cold weather; 3 or more hours for emulsions in humid weather) [9]. On high volume roads, slow moving controlled traffic may be required for longer periods or alternatively additives can be used to decrease the curing time.

Cost: Chip seals are one of the most economical surface rehabilitation techniques, considering their service life versus cost. Single application chip seals cost more than fog or sand seals but are generally less expensive than slurry seals. A 1988 survey by the American Association of State Highway and Transportation Officials (AASHTO) indicates an average price of \$0.90/m² (\$0.75/yd²) for a single chip seal application [10]. Double chip seals are about 1½ times the cost of a single chip seal [2].

Performance: Chip seals have been used on highways with traffic volumes in excess of 5,000 vehicles per day with a performance life of about 4 to 7 years. A Texas report indicates the average life of chip seals in Texas as 6 to 7 years for traffic volumes as high as 4,000 vehicles per day per lane [9]. Washington State DOT

PREVENTIVE MAINTENANCE OF ASPHALT CONCRETE PAVEMENTS

by

E. Ray Brown

National Center for Asphalt Technology

NCAT Report No. 88-1

“The contents of this report reflect the views of the authors who are solely responsible for the facts and the accuracy of the data presented herein. The contents do not necessarily reflect the official views and policies of the National Center for Asphalt Technology of Auburn University. This report does not constitute a standard, specification, or regulation.”

into windshields causing damage. Good design and construction techniques will minimize the loss of cover aggregate.

For best performance, construction should take place in warm weather, at least "50-60 degrees Fahrenheit. When asphalt cement is used, the aggregate must be placed immediately after the asphalt is placed and the surface must be rolled as soon as possible. Steel wheel rollers are sometimes used, but they tend to break the aggregate and bridge over low spots. A rubber tire roller is desirable. The aggregate is often heated when asphalt cement is used.

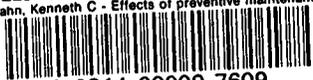
The aggregate used in surface treatments must be clean to insure good bond between the asphalt and aggregate. The use of dirty aggregates will result in loss of aggregate and, hence, unsatisfactory performance.

Performance data from a number of Air Force Bases has shown that surface treatments typically last for 3-6 years depending on quality and environmental conditions (2). The cost for surface treatments based on 1985 data varies from \$1.00 to \$3.00 per square yard depending on location and other factors.

Crack Sealing

When cracks occur in asphalt pavements, these cracks must be sealed to prevent water infiltration and loss of load-carrying capacity. A number of materials are available for sealing cracks. These materials include cutback asphalt, emulsified asphalt, joint sealing materials, and proprietary materials. On occasions, large cracks are sealed with sand-asphalt mixtures.

Small cracks (less than 1/4 inch) are difficult to seal. If there



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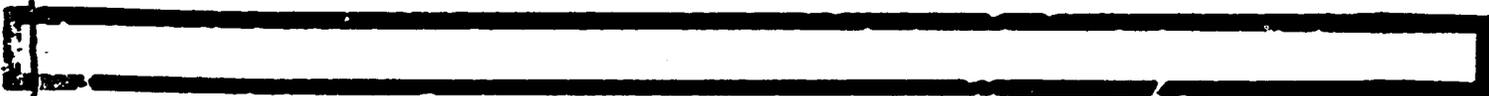
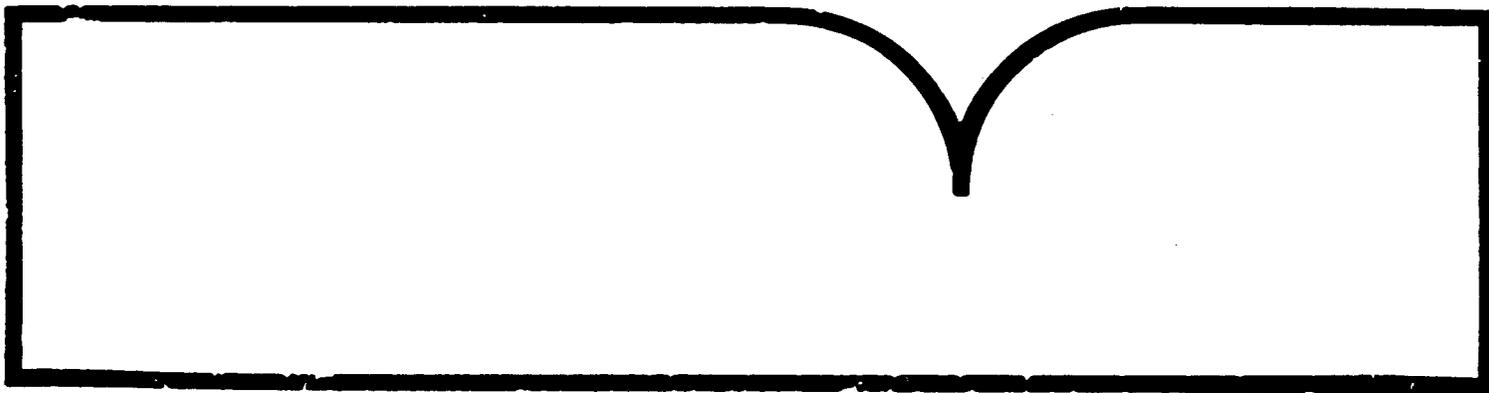
Effects of Preventive Maintenance on Pavement Serviceability

New York State Dept. of Transportation, Albany

Prepared for:

Federal Highway Administration, Albany, NY

Mar 92



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Dept of Commerce
Technical Information Service



B. Surface Treatments

By 1985 almost three-quarters of these treatments exhibited return or redevelopment of significant levels of distress. On the 19 surviving sections, the mean distress ratios were 1.2+ on composite pavements and 0.9 on ACC pavements (1.0 on pavements with AADTs less than 1000 and 0.9 on those greater

than 1000). The three failed sections survived an average of only 2 years before requiring major maintenance (armor coating). The eight survivors on ACC pavements having AADTs less than 1000 required five applications of localized patching, while the other nine survivors on ACC pavements with AADTs over 1000 required eight applications of localized patching and two of grader patching, for a total of 11+ times as much maintenance (by actual measure of areas treated). The two surface-treatment sections on composite pavements had AADTs of 1400; both survived but required extensive crack sealing within 4 years of original treatment. The distress ratio just before crack sealing was 1.3+.

Based on data collected to that point, including appearance and both qualitative and quantitative conditions of the surface treatments, average service-life was determined with respect to AADT -- a measure of level-of-service. Average service-life of surface treatments with AADTs less than 1000 was estimated at 4 years or more, and for AADTs greater than 1000 as less than 3 years.

Analysis of data from surface treatment sections collected through 1988 did not significantly change these service-life estimates. When SEV distribution analysis was applied, data from all thicknesses of ACC pavement and all widths of the composites were combined because of the small sample sizes involved. Also, because no significant influence could be attributed to the other covariates [CP(1) and AADT] they were not considered.

All 22 surface treatment sections had failed (reached their appropriate trigger distress levels) within 8 years. Their SEV distribution analysis (Fig. 9) resulted in a median service-life of 3.7 years -- i.e., half the treatments can be expected to fail before the fourth year. This result (although a little shorter) compares well with the earlier estimates. In the remainder of this study surface-treatment service-life will be considered as 3 years.

Median annual cost per lane-mile was determined and is summarized in Table 6, and percent improvement attributable to the surface treatment was also calculated (Table 7). Both median annual cost per lane-mile and percent improvement were found by the same procedures used for armor coats.

Advantages of surface treatments are 1) they prevent subgrade deterioration by sealing out water, 2) they increase pavement friction number, 3) they improve ride, and 4) slight reduction in routine maintenance can be expected. Limitations on their use are 1) they should not be the sole treatment when the pavement is distorted because of its lack of thickness, and 2) as now constructed, they normally should not be used in New York where AADTs are greater than 1000.

SHRP-P-395

SHRP-LTPP Specific Pavement Studies: Five-Year Report

Amir N. Hanna
Transportation Research Board

With contributions by

Shiraz D. Tayabji
Transportation Technologies USA, Inc.
and
John S. Miller
PCS/Law Engineering



Strategic Highway Research Program
National Research Council
Washington, DC 1994

sections at each site. Table 3 lists the experimental factors and the pavement structures that must be constructed at each site. The experiment includes 192 test sections located at 16 sites. Four sites are to be located in each of the four climatic regions.

A supplementary experiment, designated SPS-2A, addresses undoweled plain concrete pavements with skewed joints. This experiment requires that all test sections be constructed with a variable 12-15-13-14-foot joint spacing and includes the same factor levels for drainage, base types, concrete thickness, and lane width covered in the main experiment but only one level of concrete flexural strength (550 psi). Twelve different pavement structures are required to address these factors. Six of these sections are to be constructed at one test site, with the complementary six sections to be constructed at another site. Table 4 lists the pavement structures that may be constructed at each site in addition to those sections required for the primary experiment.

Another supplementary experiment, designated SPS-2B, addresses jointed reinforced concrete pavements. This experiment requires that all test sections be constructed with doweled joints at 30-foot spacing. It includes the same factor levels for drainage, concrete thickness, concrete flexural strength, and lane width covered in the main experiment but only one level of base type (dense-graded untreated aggregate). Sixteen different pavement structures are required to address these factors. Eight of these sections are to be constructed at one test site, with the complementary eight sections to be constructed at another site. Table 5 lists the pavement structures that may be constructed at each site in addition to those sections required for the primary experiment.

A test site for the study of structural factors for rigid pavements must include at least the 12 test sections required for the primary experiment on doweled jointed plain concrete pavements. However, the test site may also include the six test sections required for the study of jointed plain concrete pavements with skewed joints and/or the eight test sections required for the study of jointed reinforced concrete pavements. Therefore, a test site may include 12, 18, 20, or 26 test sections.

Preventive Maintenance Effectiveness of Flexible Pavements

The experiment on preventive maintenance effectiveness of flexible pavements (SPS-3) examines the effects of climatic region, subgrade soil (fine and coarse grained), pavement condition (good, fair, and poor), and traffic rate and structural capacity (as covariants) on pavement sections incorporating different preventive maintenance treatments. These maintenance treatments include crack sealing, chip seals, slurry seals, and overlays.

For project classification purposes, traffic loading level in the study lane is classified as low (< 85,000 ESAL/year) or high (> 85,000 ESAL/year). Pavement structural capacity is classified in two levels depending on the ratio of the structural number for the existing pavement to that of the pavement designed for the estimated traffic rate. The structural capacity is classified as high if the structural number ratio is equal to or greater than 1.0 and is classified as low if the ratio is less than 1.0.



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Pavement Treatment Effectiveness,
 1995 SPS-3 and SPS-4 Site
 Evaluations, National Report

PUBLICATION NO. FHWA-RD-96-208

MAY 1997

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U.S. Department of Transportation
Federal Highway Administration

Research and Development
 Turner-Fairbank Highway Research Center
 6300 Georgetown Pike
 McLean, VA 22101-2296



Technical Report Documentation Page

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				6. Performing Organization Code	
7. Author(s) D.A. Morian, J.A. Epps, S.D. Gibson				8. Performing Organization Report No.	
9. Performing Organization Name and Address Nichols Consulting Engineers, Chtd. Reno, NV 89509				10. Work Unit No. (TRAIS) 3C6A	
				11. Contract or Grant No. DTFH61-93-C-00060	
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15. Supplementary Notes Contracting Officer's Technical Representative (COTR) - William Y. Bellinger, HNR-30					
16. Abstract This report presents an evaluation of the performance of SHRP SPS-3 and SPS-4 experiment sites based on field reviews after 5 years of performance. Condition evaluation of the sections and Expert Task Group performance estimates are the basis for treatment assessments.					
17. Key Words Preventive maintenance, crack seal, slurry seal, chip seal, thin hot-mix overlay			18. Distribution Statement No restrictions. This document is available to the public from the National Technical Information Service, Springfield, VA 22161.		
19. Security Classif. (of this report) Unclassified		20. Security Classif. (of this page) Unclassified		21. No. of Pages 85	22. Price

BACKGROUND

Study Objectives

Preventive pavement maintenance treatments selected for study under SHRP project H-101 were placed under the LTPP program as specific pavement studies (SPS)-SPS-3 for flexible pavements and SPS-4 for portland cement concrete surfaced pavements (PCCP). The purpose of the research experiments were as follows:

- Define the most effective timing for the application of various treatments.
- Evaluate the effectiveness of treatments in prolonging the life of the pavement.
- Share information and experience among highway agencies and industry.⁽⁴⁾

Preventive Pavement Maintenance Treatments

The flexible pavement preventive maintenance treatments studied included:

- Crack sealing.
- Slurry seal.
- Chip seal.
- Thin hot-mix asphalt overlay.

The portland cement concrete surfaced pavement preventive maintenance treatments studied included:

- Joint/crack sealing.
- Undersealing.

These preventive pavement maintenance treatments were selected to represent the most commonly used techniques and the techniques most likely to be cost-effective.

Limitations of the Report

The information presented in this report is based on the collective opinions of four regional Expert Task Groups (ETG) composed of State, industry, and academic representatives. As a result, the findings of this report are subjective in nature and should not be construed as otherwise. In certain areas, it has been necessary for the project study team to supplement these data with engineering judgment.

The number of sites physically reviewed in the field was limited by the logistics of the trip length and travel time required to visit the 57 SPS-3 and 8 SPS-4 sites reviewed. Of the original 81 SPS-3 sites constructed, some 55 test sections at 19 sites now have some or all of the test sections out of service (appendix A).

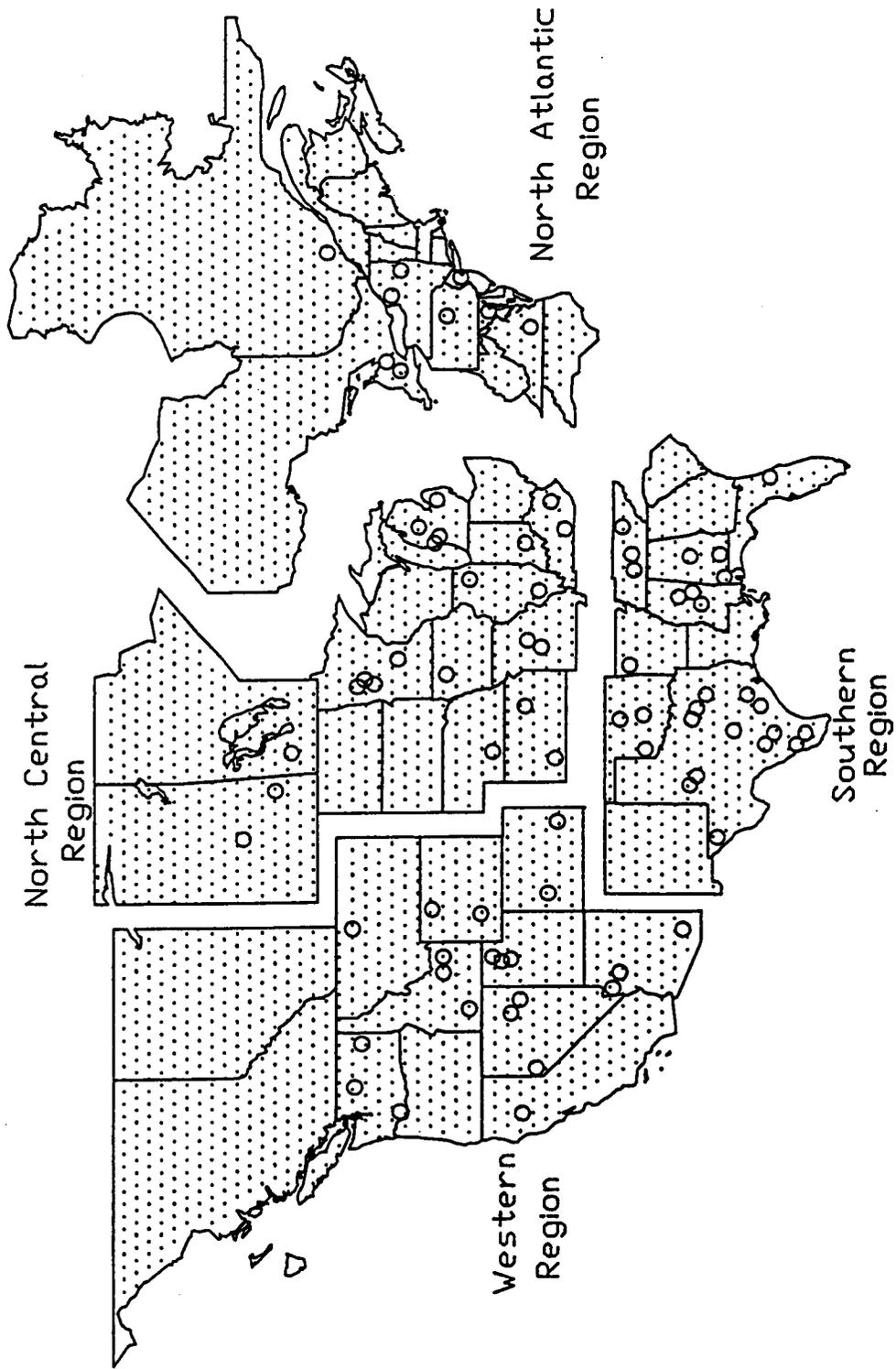


Figure 1. SPS-3 locations.

The wet-freeze climate, again, is most severe in terms of the benefits provided to the pavement by a treatment. Only marginal benefit is provided in this climate for pavements with control sections varying from good to poor conditions (figure 9).

Slurry seal performance in the wet-no freeze and dry-freeze regions is quite similar (figure 9). In these environmental regions for pavements with control sections now in poor condition, the test section condition remains fair. Those pavements with control sections in fair condition remain slightly better than fair. Pavements with control sections in good condition after 5 years have received little benefit from the treatment application.

In summary, there is a wide variation in the benefits derived in the four climatic zones. These trends suggest selective application of the slurry seal treatment, depending on the local environment and pavement conditions.

Performance Life

Figure 10 provides the performance life estimates for the slurry seal treatment. Slurry seals placed on pavement sections in good condition are expected to last from 7 years in the Western region to around 10 years in the other regions. Considerable variation is present in the estimates of performance life when placed on fair condition pavement sections. Note that only eight sections with fair condition pavements were reviewed, with only one in the Southern region and two each in the North Atlantic and North Central regions. Excluding the stellar estimate for the single Southern region site, the slurry seal when placed on fair condition pavements is expected to perform for 6 to 8 years. When placed on pavement sections in poor condition, the slurry seal treatment is estimated to perform for 7 to 8 years.

Chip Seal Treatment

Results of Reviews

Figures 11 and 12 present ETG evaluation data for chip seal treatments in terms of initial condition, climatic region, and predicted performance life. The chip seal treatment performed well throughout all of the environmental regions of the country. In the wet-no freeze region, performance was quite good. In the dry-no freeze and dry-freeze regions, chip seals consistently performed well. In the wet-freeze region, chip seals performed well on good and fair pavements.

As discussed in the section on construction lessons, some application problems were encountered in the Western and North Atlantic LTPP Regions as a result of excessive hauling and storing of emulsions. Snowplow damage was observed at some sites in areas where plowing is common.

In the Southern region, two site observations of special note were forthcoming. First, near Freer, TX, a severely fatigue-cracked test section was successfully held together with a chip seal. Distress had not developed after 5 years. This lends itself to an observation that in

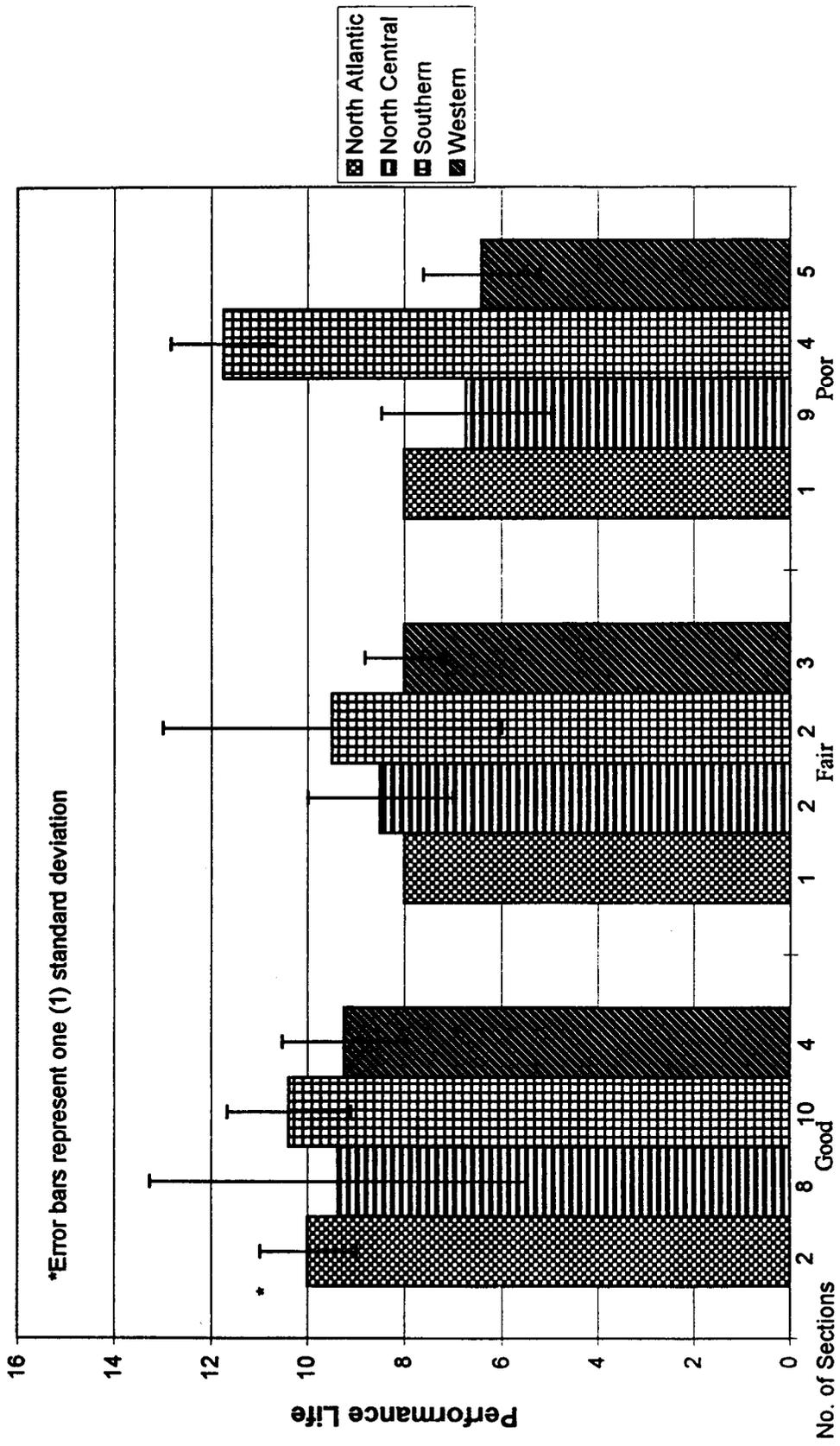


Figure 13. Performance life by LTPP region and pretreatment condition for chip seal sections.

warmer climates, chip seals can be effective in reducing the further development of fatigue cracking. Second, at a site near Colorado City, TX, it was noted that a deteriorating open-graded friction course was maintained by the application of a chip seal. In this case, loss of the open-graded friction course was halted. Both of these observations identify further benefits of chip seal applications.

The chip seal treatment was observed to have accelerated stripping of pavements in the dry-freeze, wet-no freeze, and dry-no freeze climates. This has been observed at six sites and confirmed at two sites in Arizona by testing. It is likely that this moisture-related phenomenon will occur in the wet-freeze region as well, if stripping potential materials are present. The section discussing moisture sensitivity addresses this phenomenon in more detail.

Effect of Initial Pavement Condition

Figure 11 reflects chip seal performance by pavement condition level prior to applying the treatments. The application of chip seals resulted in average performance ratings across all pavement conditions that were better than the associated control sections. Benefits are evident for pavements in nearly all conditions and regions.

Effect of Climatic Region

As figure 11 shows, once again, the freeze environments have a more severe effect on the pavement section performance, with the wet-freeze climate being the most severe. In the wet-freeze environment, pavements with control sections in fair and poor condition remain slightly better than the control sections. In the dry-freeze region, slightly greater benefit is obtained. Pavements with fair condition control sections remain in good condition, and those with controls in poor condition remain in fair condition.

In the wet-no freeze climate, the benefit to the pavement appears to increase as pavement condition gets worse (figure 12). This trend is based on site observations and demonstrates some inconsistency in the ETG ratings and that distress has not become apparent at any condition level in this climate. Likewise, in the dry-no freeze climates, the benefit of chip seals is good for fair and poor condition pavements (figure 12). In the dry-freeze environment, there is significant benefit to pavements in the poor and fair conditions (figure 12). The benefits of the chip seal treatment are certainly greatest in the no-freeze environments, but can also be seen in the freeze environments.

Performance Life

Figure 13 provides the performance life estimates for the chip seal treatment. It can be seen that the estimates decrease with decreasing initial pavement condition. The outstanding exception to this is the performance estimate for the chip seal treatment in the Southern region. Note that a limited number of sites in the North Atlantic region are represented.

Performance expectations for the chip seal when applied to good pavement sections are 9 to 10 years. For pavement sections in fair condition, the performance expectations are 8 to 9 years. For pavement sections in poor condition, performance expectations are from 6 to 8 years. As previously stated, the Southern region represents an exception. At all levels of pavement condition, the Southern region expectations are highest (figure 13).

Thin Hot-Mix Overlay Treatment

Results of Reviews

Figures 14, 15, and 16 present ETG evaluation data for thin hot-mix overlay treatments in terms of initial condition, climatic region, and predicted performance life. The thin overlay sections were considered to have performed well by all the regional groups. Although there were specific sections that provided performance anomalies, the thin overlays were reported as improving ride quality, reducing rutting, and often reducing the severity of reflective cracking.

Effect of Initial Pavement Condition

The good performance of the thin overlays across all pavement condition levels is shown in figure 14. In all cases, the average section condition is significantly better than the associated control sections, indicating a benefit from the treatment. Note that there were no fair condition pavements reviewed in the Southern region with thin overlays.

Effect of Climatic Region

Examining the ETG ratings for the thin overlay treatment, the environmental trends previously discussed hold true. As shown in figure 15, the benefit of the overlays compared with the control sections is evident. In the freeze environments, pavements with control sections in poor condition have remained in fair condition. Similarly, pavements with control sections in fair condition remain in good condition; those with a good control section have performed only slightly better than the controls.

In the no-freeze environments, even greater benefit is evident. After 5 years, the sections with control sections in fair and poor condition remain in good condition. At the same time, the sections with good control condition remain very good.

These trends clearly show the benefits of the thin overlay after 5 years of performance with respect to pavement condition level. The benefit to poor condition pavements in the no-freeze climates is almost two times the benefit received in the freeze climates.

Performance Life

Figure 16 shows the performance life estimates for the thin overlay treatment. Only a slight difference is seen between estimates for the treatment placed on good and poor sections. Estimates for sections placed on fair pavements are somewhat lower.

SUMMARY

SPS-3 Experiment

The observations presented in this report summarize the performance of the 57 SPS-3 and 8 SPS-4 test sections reviewed during 1995 by the Highway Operations ETG. Observations after 5 years have provided some information about the effect of the four preventive maintenance treatments being studied and an estimate of their expected performance lives.

The materials and construction specifications used in placing the SPS-3 sections have resulted in better maintenance treatment performance than is normally achieved using existing practices. When the pavement performance of the standard treatments was compared with those of the supplemental sections after 5 years, the performance was found to be similar. On average, the SHRP sections performed as well as the supplemental sections, many of which cost more than the standard sections. Since the usual expectations of flexible pavement performance fall in the 6- to 10-year range, and since the majority of the test sections have not reached the end of their performance life, further evaluation of these test sections appears warranted. It is recommended that further assessment of the test sections be made at 7 and 9 years after placement. This will ensure that information is gathered as the sections near or reach the end of their performance lives.

SPS-4 Experiment

More time is required to obtain meaningful results from the SPS-4 sections. To date, sealed joints have incurred less distress than unsealed joints, and supplemental sections of diamond grinding, load transfer, and pavement edge drains appear to be helpful in maintaining good pavement performance.

CITY OF PLYMOUTH
CITY COUNCIL AGENDA REPORT

TO: Dwight Johnson, City Manager
FROM: Laurie Ahrens, City Clerk *LA*
SUBJECT: Consider Revision to City Council June Meeting Schedule
DATE: April 13, 1999, for City Council Meeting of April 20, 1999

- 1. ACTION REQUESTED:** Consider whether to revise the City Council Meeting Schedule for June 1999. If the Council wishes to amend the schedule, the attached resolution is recommended which would change the regular meeting from June 15 to June 22.
- 2. BACKGROUND:** Mayor Tierney has requested that the City Council discuss whether to revise the regular meeting schedule for June. Regular Council meetings are currently scheduled on June 1 and June 15. The League of Minnesota Cities Annual Conference is scheduled from June 15-18 in Rochester, Minnesota. If several Council members intend to attend the conference on Tuesday, it may be necessary to amend the Council meeting schedule.

Attached is a calendar indicating the official meetings in June. The regular Council meeting could easily be moved from June 15 to June 22 if it is done early to accommodate public hearing schedules.

CITY OF PLYMOUTH

RESOLUTION 99-

REVISING REGULAR COUNCIL MEETING SCHEDULE FOR JUNE

WHEREAS, the City Council has established a Regular Council Meeting on June 15, 1999; and

WHEREAS, the League of Minnesota Cities Annual Conference is scheduled from June 15 through 18 in Rochester, Minnesota and Council members may wish to attend this conference.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Plymouth, Minnesota, that the regular City Council meeting schedule is revised to move the meeting of June 15 to June 22, 1999.

Adopted by the Plymouth City Council on April 20, 1999.

OFFICIAL CITY MEETINGS

June 1999

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 7:00 PM YOUTH ADVISORY COUNCIL, Medicine Lake Room	2 7:00 PM CITY COUNCIL MEETING - Council Chambers	3 7:00 PM ENVIRONMENTAL QUALITY COMMITTEE, Medicine Lake Room	4 7:00 PM HUMAN RIGHTS COMMISSION - Medicine Lake Room	5	
6	7 7:00 PM YOUTH ADVISORY COUNCIL, Medicine Lake Room	8	9 7:00 PM PLANNING COMMISSION, Council Chambers	10 7:00 PM PRAC - Council Chambers	11	12
13	14 Flag Day	15 7:00 PM CITY COUNCIL MEETING - Council Chambers	16	17 7:00 PM HRA - Medicine Lake Room 7:00 PM PUBLIC SAFETY ADVISORY BOARD, Public Safety Training Room	18	19
20	21 Father's Day 7:00 PM YOUTH ADVISORY COUNCIL, Medicine Lake Room Summer begins	22	23 7:00 PM PACT - Hadley Lake Room 7:00 PM PLANNING COMMISSION, Council Chambers	24	25	26
27	28	29	30 5:30 PM MUSIC IN PLYMOUTH, Plymouth Amphitheater			

May 1999

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
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CITY OF PLYMOUTH
CITY COUNCIL AGENDA REPORT

TO: Dwight Johnson, City Manager
FROM: Laurie Ahrens, City Clerk *La*
SUBJECT: Process for Declaring Vacancy and Appointing a Councilmember
DATE: April 16, 1999, for City Council meeting of April 20, 1999

Ward 3 Councilmember Sandra Spigner has been appointed by the Governor as a Commissioner on the Metropolitan Council. The following information is being provided on the process and options for filling the anticipated vacancy on the City Council. The Ward 3 term of office expires December 31, 2000.

A vacancy on the City Council is filled by appointment. It is not an option to hold a special election to fill a Council vacancy. The Plymouth City Charter Section 2.07 provides:

“A vacancy in an elective office exists for the following reasons:

- a) failure of a person elected to an office to qualify on or before the date of the second regular meeting of the council in the year subsequent to the election;
- b) death of the officer;
- c) resignation of the officer;
- d) the officer ceasing to be a resident of the city or of the ward from which elected;
- e) continuous absence of the officer from the city for more than 90 days;
- f) conviction of the officer of a felony either before or after qualification for office;
- g) failure of the officer without good cause to perform the duties of office for a period of three consecutive months;
- h) removal of the officer from office; or
- i) a reason specified by law.

When a vacancy occurs for a reason specified, the council shall, at its next regular meeting, by a resolution stating its findings, declare the vacancy to exist. When a vacancy exists, the council must forthwith appoint an eligible person to fill the vacancy until the next regular municipal election when the office is filled for the unexpired term. If the Council does not appoint an eligible person within 60 days after the vacancy is declared, the Mayor shall appoint an eligible person to fill the vacancy on or before the next regular council meeting. If a vacancy occurs and exists in an elective office after the last day for filing affidavits of candidacy for that office, the person elected to fill that office is deemed to have been appointed for the unexpired term.”

There is no Charter requirement to advertise and to interview for the vacant council seat. The Council could simply recruit and appoint an individual to fill the vacancy without any advertising or interviews. The individual must reside in Ward 3. This option would fill the seat quickly, but would be the least open process for filling the vacancy.

Council Appointment Process

April 20, 1999

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The Council could also advertise for candidates for the Ward 3 vacancy. This may involve a written application and response to questions, as was done in 1994. The advertising would entail notices in the Plymouth Sailor, Lakeshore Weekly News, cable TV, and possibly the *Plymouth News* (if timing allows). The notices would be general and state only the statutory requirements for the position. Interested applicants could be asked to complete an application form which would serve as a brief written interview. If a large number of people apply for the Council seat, the written interview could help narrow the field for later interviews.

Otherwise, the written interview could serve as a basis for further questions in the oral interview process. This option provides the most open process and invites new individuals to participate. Given the time needed for advertising and interviewing, the seat would likely remain vacant for the full 60 days from declaring the vacancy. I have attached samples of a resolution declaring a vacancy in the City Council seat, as well as a sample application for appointment to fill the vacancy. It is unknown when the actual vacancy would exist, but there are no legal problems with advertising for an anticipated Council vacancy.

Councilmember Spigner also holds a number of Council Coordinating Representative (CCR) appointments. These will also need to be considered in the future:

- Park and Recreation Advisory Commission
- Human Rights Commission
- Housing and Redevelopment Authority
- Independent School District 270

CITY OF PLYMOUTH

RESOLUTION 99-

DECLARING VACANCY TO EXIST IN
WARD 3 CITY COUNCIL SEAT

WHEREAS, Ward 3 Councilmember, Sandra Spigner, has been appointed by Governor Ventura to the Metropolitan Council; and

WHEREAS, (insert other findings);

WHEREAS, (insert other findings).

NOW THEREFORE, BE IT RESOLVED that the Plymouth City Council does hereby declare that a vacancy exists in the Ward 3 City Council seat.

Adopted by the City Council on , 1999.

CITY OF PLYMOUTH
APPLICATION FOR APPOINTMENT TO WARD 3 CITY COUNCIL SEAT
(You must reside in Ward 3)

Return Application to:
City Clerk (509-5080)
City of Plymouth
3400 Plymouth Blvd.
Plymouth, MN 55447

**If, due to a disability, you need assistance in completing an application or if you anticipate that you will need assistance in the selection process, please notify the City Clerk at:
509-5080 (509-5065 TTD)**

Name: _____ Home Phone: _____

Home Address: _____ ZIP: _____

Lived in Plymouth Since: _____

Employment

Present Employer: _____ Work Phone: _____

Position Title: _____ Employment Dates: _____
From To

Previous Employer: _____ Work Phone: _____

Position Title: _____ Employment Dates: _____
From To

Education

Institution	Degree/Credit	Area of Emphasis
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Please provide answers to each of the following questions, and limit your responses to no more than two paragraphs per question, except for Question 1.

1. List elected and/or appointed civic experience you have had in Plymouth or elsewhere, including name of organization, dates of participation, name of city, and position held:

2. What strengths and abilities would you bring to the Plymouth City Council?

3. How should the Council encourage citizen involvement?

4. Please describe your overall philosophy of the appropriate function and responsibility of local government.

5. Briefly describe the strengths and weaknesses of Plymouth today.

6. Briefly describe Plymouth as you believe it should be ten years from now.

7. How do you deal with conflict?

8. How do you believe the Council should deal with conflicts?

9. What do you perceive as the major issues facing the City today, and specifically Ward 3?

10. The City Council met in official session approximately 50 times in 1998, including special and study meetings. In addition, substantial time is required to read background material in order to prepare for Council meetings and to meet with residents. Please indicate how you would meet this time commitment.

11. Are you aware of any conflicts of interest that might arise with you or your family if you are appointed to the City Council?

12. What specific concerns, if any, would you like the City to address if you are appointed to this office?

Signed: _____ Date: _____

You may attach a resume if you desire. The selection process will vary according to the number of applicants, and may not include interviews with all candidates. Thank you for your interest in serving on the Plymouth City Council!