"LIST OF BILLS"

City of Sunfish Lake, MN
Cash Disbursements Journal
For the Period From Feb 1, 2013 to Feb 28, 2013
Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
2/5/13	6606	20020001	Invoice: 10934	1,742.00	
		20020001	Invoice: 10939	1,516.00	
		10010000	ACE BLACKTOP		3,258.00
2/5/13	6607	20020001	Invoice: 77	289.00	
		10010000	METRO CITIES		289.00
2/5/13	6608	20020001	Invoice: 633	1,072.93	
		10010000	MIKE BLAIR		1,072.93
2/5/13	6609	20020001	Invoice: 2801	8.80	
		10010000	DAKOTA CO PROPERTY, TAXATION & RECORDS		8.80
2/5/13	6610	20020001	Invoice: 15985037160	244.43	
		10010000	DEPARTMENT OF LABOR & INDUSTRY		244.43
2/5/13	6611	20020001	Invoice: Winter SFL Qtrly 13	100.00	
		10010000	HOLLY DIVINE		100.00
2/5/13	6612	20020001	Invoice: 646	614.59	
		10010000	CATHY IAGO		614.59
2/5/13	6613	20020001	Invoice: 658	379.69	
		10010000	IAGO CONSULTING LLC		379.69
2/5/13	6614	20020001	Invoice: 1062	592.62	
		10010000	INTERNAL REVENUE SERVICE		592.62
2/5/13	6615	20020001	Invoice: Dec 2012 services	3,566.63	
		20020001	Invoice: Dec 2012 Criminal/DU	216.90	
		10010000	LEVANDER, GILLEN & MILLER		3,783.53
2/5/13	6616	20020001	Invoice: Pd ended 1/15/13	1,495.69	
		10010000	LIVING SCULPTURE TREE & SHRUB CARE, INC		1,495.69
2/5/13	6617	20020001	Invoice: 0001006022	1,100.00	
		10010000	METROPOLITAN COUNCIL ENVIRON SERVICES		1,100.00
2/5/13	6618	20020001	Invoice: 609	70.00	
		10010000	MN DEPARTMENT OF REVENUE		70.00
2/5/13	6619	20020001	Invoice: 20624	2,371.22	
		10010000	NORTHWEST ASSCOC CONSULTANTS		2,371.22
2/5/13	6620	20020001	Invoice: 621	180.32	
		10010000	PERA		180.32
2/5/13	6621	20020001	Invoice: 670	7,986.88	
		10010000	CITY OF WEST ST. PAUL		7,986.88
2/5/13	6622	20020001	Invoice: 597	165.00	
		10010000	ST. ANNE'S EPISCOPAL CHURCH		165.00

City of Sunfish Lake, MN

Cash Disbursements Journal

For the Period From Feb 1, 2013 to Feb 28, 2013

Filter Criteria includes: Report order is by Date. Report is printed in Detail Format.

Date	Check #	Account ID	Line Description	Debit Amount	Credit Amount
			CHURCH		
2/5/13	6623	20020001	Invoice: 77686	482.07	
		10010000	ST. CROIX TREE SERVICE, INC.		482.07
2/5/13	6624	20020001	Invoice: 168	1,067.50	
		10010000	WSB & ASSOCIATES		1,067.50
2/5/13	6625	20020001	Invoice: DEC 12 STREET LIGHTI	37.80	
		10010000	XCEL ENERGY		37.80
	Total			25,300.07	25,300.07

City of Sunfish Lake

City of Sunfish Lake l related withholdings

Detail of compensation and related withholdings

Earned Paid	Annual	Monthly	Earned Paid	Dec Jan	Jan Feb	Feb Mar	Cum'l 1st qtr	
Independent-"Iago Consulting, LLC								
Contractor-Adminstrator	4,467	372.24		372.24	379.69		751.93	**Check 6613**
	4,556	379.69					-	
Wages-City Clerk	10,632	886.00		886.00	903.72		1,789.72	
Withholding	10,845	903.72					-	
FICA=7.65%				67.78	69.13		136.91	
Federal Income Tax				157.28	175.00		332.28	
State Income Tax				45.00	45.00		90.00	
Pera-Iago-exempt							-	
Total Withholdings				270.06	289.13	-	559.19	
Net Check				615.94	614.59	-	1,230.53	**Check 6612**
	Per hour	66.30						
Wages-Treasurer		67.63		1,193.40	1,335.69		2,529.09	
Withholding							-	
FICA=7.65%				91.30	102.18		193.48	
Federal Income Tax				51.13	75.00		126.13	
State Income Tax				25.00	25.00		50.00	
Pera-6.250%				74.59	83.48		158.07	
Total Withholdings				242.01	285.66	-	527.67	
Net wages				951.39	1,050.03	-	2,001.42	
Postage				10.15	9.30		19.45	
Supplies				10.60	13.60		24.20	
Net check				972.14	1,072.93	-	2,045.07	**Check 6608**
Taxable Wages-minus PERA				1,118.81	1,252.21	-	2,371.02	
Consolidated								
Wages				2,079.40	2,239.41	-	4,318.81	
Withholding				-	-	-	-	
FICA				159.07	171.31	-	330.39	
Federal Income Tax				208.41	250.00	-	458.41	
State Income Tax				70.00	70.00	-	140.00	
Pera				74.59	83.48	-	158.07	
Total Withholdings				512.07	574.80	-	1,086.87	
Net Check				1,567.33	1,664.61	-	3,231.94	
Unemployment-not required-only payment when a claim is filed								
PERA								
PERA-Blair Withholding				74.59	83.48	-		
PERA-City contribution-7.25%-Blair only				86.52	96.84	-	183.36	
Total PERA contribution				**161.11**	**180.32**	-	341.43	**Check 6620**
IRS								
Iago Fica withholding				67.78	69.13	-		
Blair Fica withholding				91.30	102.18	-		
Iago withholding				157.28	175.00	-		
Blair withholding				51.13	75.00	-		
FICA-city contribution				159.08	171.32	-	330.41	
Total IRS deposit				**526.57**	**592.64**	-	1,119.21	**Check 6614**
State								
Iago withholding				45.00	45.00	-		
Blair withholding				25.00	25.00	-		
Due State				**70.00**	**70.00**	-	140.00	**Check 6618**

ACE BLACKTOP INC
7280 DICKMAN TRAIL
INVER GROVE HEIGHTS, MN 55

INVOICE

Number: 10934
Date: 1/10/2013

WSB & ASSOCIATES
701 XENIA AVE. S. SUITE 300
MINNEAPOLIS, MN 55416

CUSTOMER #	DUE DATE	PAYMENT METHOD	INCOME JOB	JOB LOCATION
WSV001	2/10/2013	Cash/Check	750	SUNFISH LAKE

DATE	DESCRIPTION	QTY	UOM	UNIT PRICE	TOTAL PRICE
12/20/2012	LOADER/OPERATOR RENTAL	4.00	HR	$120.00	$480.00
12/20/2012	SALT/SAND DELIVERED & APPLIED	6.00	TN	$55.00	$330.00
12/20/2012	SALT TRUCK WITH OPERATOR	2.00	HR	$82.00	$164.00
12/28/2012	LOADER/OPERATOR RENTAL	4.00	HR	$120.00	$480.00
12/28/2012	SALT/SAND DELIVERED & APPLIED	3.00	TN	$55.00	$165.00
12/28/2012	SALT TRUCK WITH OPERATOR	1.00	HR	$82.00	$123.00
				BALANCE DUE:	$1,742.00

* A CHARGE OF 1 1/2 % WILL BE APPLIED TO ALL ACCOUNTS NOT PAID WITHIN 30 DAYS
PLEASE REMIT PAYMENT TO: ACE BLACKTOP INC., 7280 DICKMAN TRAIL, INVER GROVE HEIGHTS, MN 55076
PHONE: 651-450-1237 FAX: 651-450-9057 WWW.ACEBLACKTOP.COM

Thank you for your business!

ACE BLACKTOP INC

7280 DICKMAN TRAIL
INVER GROVE HEIGHTS, MN 55

INVOICE

Number: 10939
Date: 1/15/2013

WSB & ASSOCIATES
701 XENIA AVE. S. SUITE 300
MINNEAPOLIS, MN 55416

CUSTOMER #	DUE DATE	PAYMENT METHOD	INCOME JOB	JOB LOCATION
WSB001	2/15/2012	Cash/Check	750	SUNFISH LAKE

DATE	DESCRIPTION	QTY	UOM	UNIT PRICE	TOTAL PRICE
1/10/2013	LOADER/OPERATOR RENTAL	2.00	HR	$120.00	$240.00
1/11/2013	SALT/SAND DELIVERED AND APPLIED	12.00	TN	$55.00	$660.00
1/11/2013	SALT TRUCK WITH OPERATOR	4.00	HR	$82.00	$328.00
1/11/2013	SALT/SAND DELIVERED AND APPLIED	3.00	TN	$55.00	$165.00
1/11/2013	SALT TRUCK WITH OPERATOR	1.50	HR	$82.00	$123.00
				BALANCE DUE:	$1,516.00

* A CHARGE OF 1 1/2 % WILL BE APPLIED TO ALL ACCOUNTS NOT PAID WITHIN 30 DAYS

PLEASE REMIT PAYMENT TO: ACE BLACKTOP INC., 7280 DICKMAN TRAIL, INVER GROVE HEIGHTS, MN 55076

PHONE: 651-450-1237 FAX: 651-450-9057 WWW.ACEBLACKTOP.COM

Thank you for your business!

Invoice Number: 77

METRO CITIES
Association of Metropolitan Municipalities

Membership Dues Invoice

City of Sunfish

Dues Amount: $289

Effective Dates: January 2013 to December 2013

Pursuant to the disclosure requirements of MN Statutes 6.76, the proportionate amount of dues spent for lobbying purposes is 50%.

Please remit to:
Metro Cities
Attn: Laurie Jennings
145 University Avenue
Saint Paul, MN 55103

Include this invoice number (77) with your payment.

Please contact us with any questions at 651-215-4000.

METRO CITIES
Association of Metropolitan Municipalities

January 11, 2013

Catherine Iago
Sunfish Lake City Administrator/Clerk
7378 Jordon Ave S
Cottage Grove, MN 55016-3645

Dear Catherine,

Hello and Happy New Year to you.

Enclosed please find an invoice for your city's 2013 Metro Cities' membership dues. These dues reflect a 2% increase as approved by the Metro Cities Board of Directors at their meeting last June.

I want to take this opportunity to thank you for your membership and for your city's involvement and participation in Metro Cities. Metro Cities is the only region-wide organization representing the joint interests of metropolitan area cities before the Legislature, Executive Branch and Metropolitan Council. Your membership is critical to assuring a strong voice and representation on issues that have impacts on metropolitan area communities. In a time of continued challenges for cities, this representation is critically important.

A copy of our 2013 legislative policies was mailed to you, and is also available on our website at www.metrocitiesmn.org. These policies will serve as the framework of our work at the Legislature and Metropolitan Council in the coming year. If you would like additional copies, please give us a call.

We look forward to working with you in the coming year. Please be sure to contact me with any questions at 651-215-4002.

Best wishes to you for a healthy and happy 2013!

Sincerely,

Patricia

Patricia Nauman
Executive Director

Enc.

H. Michael Blair
Certified Public Accountant
13677 Crosscliffe Place
Rosemount, MN 55068
651-408-5897
h.blair@prodigy.net

1/17/2013 9:19

INVOICE

City of Sunfish Lake

Accounting services for the period ended January 15, 2013

Bank deposits		12/21/12				
		01/04/13				
		01/09/13				
				Hours		
Trips to Bank-including deposit preparation			3	0.8		
Monthly activities	Outstanding indebtedness Report to County			0.5		
	Prepare and submit 2012 budget detail to State Auditor			1.0		
	Metropolitan Annual Permit survey			0.5		
	Accounts Payable-review, input and matching			1.5		
	Payroll wage accounting including PERA, 941, State, Unemployment, etc.			2.5		
	Preparation for Council meeting-agenda/minutes, etc			1.0		
	Preparation of PERA annual exclusion report			0.5		
	Investments-Wells Fargo/Wells Fargo Advisors			1.0		
	Accounts Receivable-inc Planner/Inspector/Statements			2.0		
	Financial statements-preparation by fund			1.0		
	Reconciliations-accounts receivable, payables and cash			1.5		
	Employment related activities-taxes-efile PERA,IRS,STATE			0.5		
	Correspondence-monthly transmittal			1.0		
	Attend monthly City Council meeting			2.0		
	Telephone calls with Council/Consultants			0.5		
	Cash flow/cash reconciliation/projection/fund accounting			2.0		Rate-$67.63
					19.75	1,335.69
	Postage expense					9.30
	Supplies-printing-$ .10 per copy					13.60
			Subtotal			1,358.59
	Less Federal Income tax withheld			75.00		
	Less FICA-7.65%			102.18		
	Less PERA withheld 6.25%			83.48		
	Less State tax withheld			25.00		
	Total Withholdings					(285.66)
			Net check			1,072.93

Reconciliation to Treasurer Expense

	Services	1,335.69
	City FICA 7.65%	102.18
	City Pera-7.25%	96.84
	Total Treasurer	1,534.71

Dakota
COUNTY

Property Taxation & Records
1590 Highway 55
Hastings, MN 55033-2392

INVOICE FOR BALLOT PRINTING COST ALLOCATION

INVOICE NUMBER: # 2801

DATE: 12-28-12

CITY/ISD:

City of Sunfish Lake
Cathy Iago
7378 Jordan Avenue S
Cottage Grove, MN 55016

JURISDICTION	INCHES ON BALLOT	QUANTITY	PER COLUMN	TOTAL
Mayor; Council; Spec	5	800	.0022	$ 8.80

PLEASE RETURN PAYMENT IN ENCLOSED ENVELOPE
ATTN: SHARI

TOTAL AMOUNT DUE $ 8.80

Minnesota Department of Labor and Industry
Construction Codes and Licensing Division
443 Lafayette Road North
St. Paul, MN 55155-4341
Phone: (651) 284-5068 Fax: (651) 284-5749
www.doli.state.mn.us TTY: (651) 297-4198

Quarterly Building Permit Surcharge Report

Population of jurisdiction is 20,000 or less

Quarter ending: December	Year: 2012

Confirmation number: 15985037160

Reporting Unit/Municipality	County	Telephone	
City of Sun Fish Lake	**Dakota**	**651.768.7542**	
Address	*City*	*State*	*ZIP code*
7378 Jordon Ave S	**Cottage Grove**	**MN**	**55016-3645**
Building Official	*Certification number*	*Telephone*	
Neameyer, David E.	**1812**	**651.450.2577**	

Permits based on fixed-fees, part 1

Report permits in this section if the fee for each permit is less than $10,010.00

Permit type	No. of Permits	Times $5.00 each	Surcharge report
Building	0	Times $5.00 each	$0.00
Electrical	0	Times $5.00 each	$0.00
Mechanical	6	Times $5.00each	$30.00
Plumbing	1	Times $5.00 each	$5.00
Other	0	Times $5.00 each	$0.00
		Total part 1	**$35.00**

Permits based on fixed-fees, part 2

Report permits in this section if the fee for each permit is more than $10,010.00

Permit type	No. of Permits	Total fees	Times 0.0005	Surcharge report
Building	0	$0.00	Times 0.0005	$0.00
Electrical	0	$0.00	Times 0.0005	$0.00
Mechanical	0	$0.00	Times 0.0005	$0.00
Plumbing	0	$0.00	Times 0.0005	$0.00
Other	0	$0.00	Times 0.0005	$0.00
			Total part 2	**$0.00**
			Total part 1 and 2	**$35.00**

Building permits based on valuation

Construction value range	No. of Permits	Total valuation	Surcharge amount
1,000,000 or less	12	$468,857.00	$234.43
1,000,001 to 2,000,000	0	$0.00	$0.00
2,000,001 to 3,000,000	0	$0.00	$0.00
3,000,001 to 4,000,000	0	$0.00	$0.00
4,000,001 to 5,000,000	0	$0.00	$0.00
5,000,001 or more	0	$0.00	$0.00
		Building permit surcharge:	**$234.43**

Surcharge report summary

Total surcharges:	**$269.43**
Retention:	**-$25.00**

Adjustments/amendment:	**$0.00**
Total payment to the State:	**$244.43**

Adjustment/amendment explanation

No explanation

Name of person completing the form	Title	Date
H. Michael Blair	Treasurer	2013-01-10

Phone	E-mail address
651.408.5897	h.blair@prodigy.net

Invoice for SFL Winter Quarterly Friday, January 11, 2013 10:43 AM

From: "Holly Divine" <hhammett2002@yahoo.com>

To: "Mike Blair" <h.blair@prodigy.net>, "Cathy Iago" <cjiago@comcast.net>

Hello and Happy New Year! I hope this message finds you well.

I am submitting the invoice for the Winter Quarterly, $100. This was published and mailed to residents in the middle of December.

Take care and talk with you soon.

Holly Divine

Catherine Iago
City Administrator, City of Sunfish Lake
City Clerk, City of Sunfish Lake

1/17/2013 9:36

INVOICE

Services rendered for the month of January 2013

City Administrator

City Administrator monthly services per Independent Contractor Agreement Addendum dated 1/8/2013		**$ 379.69**

City Clerk

City Clerk monthly services per Employment Agreement Addendum dated 1/8/2013		$ 903.72
City FICA 7.65%		69.13
Total Cost City Clerk-month		**972.85**

Calculation of net Check-City Clerk

Monthly services per employment agreement		903.72
Less Federal Income tax withheld	$ (175.00)	
Less FICA withheld- 7.65%	(69.13)	
Less State tax withheld	(45.00)	
Total Withholdings		(289.13)
	Net check	$ 614.59

LEVANDER,
GILLEN &
MILLER, P.A.

ATTORNEYS AT LAW

December 31, 2012

Client # 18305E

City of Sunfish Lake
c/o H. Michael Blair, CPA
13677 Crosscliffe Place
Rosemount MN 55068

PREVIOUS BALANCE	FEES	EXPENSES	ADVANCES	PAYMENTS	BALANCE
18305-00000 General Business					
2,382.60	3,530.00	36.63	0.00	-2,382.60	$3,566.63

633 SOUTH CONCORD STREET • SUITE 400 • SOUTH SAINT PAUL, MINNESOTA 55075 • 651-451-1831 • FAX 651-450-7384
OFFICE ALSO LOCATED IN WISCONSIN
WWW.LEVANDER.COM

LeVander,
Gillen &
Miller, P.A.

Attorneys at Law

December 31, 2012

City of Sunfish Lake
c/o H. Michael Blair, CPA
13677 Crosscliffe Place
Rosemount MN 55068

Client # 18305-00000E
Statement # 263

General Business

For Services Through 12/25/12

		RATE	HOURS	
11/26/2012	Telephone conference with Sunfish Lake Clerk re St. Anne's Lease.	130.00	0.30	39.00
11/27/2012	Telephone conference with Sunfish Lake Planner re status of Horseshoe Lane; investigation of non-conforming use.	130.00	0.40	52.00
	Preparation of agenda items for Sunfish Lake.	130.00	1.00	130.00
11/28/2012	Investigate status of non-conforming private roadway serving Kampmeyer parcel.	130.00	1.00	130.00
	Meeting with representatives from St. Anne's Church regarding negotiation of lease; follow-up.	130.00	2.00	260.00
	Telephone conference with Sunfish Lake Planner concerning accessory housing uses at St. Anne's Church.	130.00	0.30	39.00
	Memo to Council on lease status for St. Anne's Church.	130.00	0.50	65.00
	Telephone conference with Sunfish Lake Planner re use of private road in relationship to new City standards; legal research.	130.00	0.50	65.00
12/04/2012	Preparation of materials for newly elected officials.	130.00	1.00	130.00
	Preparation for Sunfish Lake Council meeting.	130.00	1.00	130.00
	Special Sunfish Lake meeting for consultant evaluations.	130.00	0.40	52.00
	Regular Sunfish Lake Council meeting; follow-up.	130.00	1.50	195.00

General Business

		RATE	HOURS	
12/06/2012	Follow-up to Sunfish Lake Council meeting; outline of upcoming materials for next meeting.	130.00	1.00	130.00
12/11/2012	Telephone conference with police chief.	130.00	0.20	26.00
	Prepare materials for newly elected Sunfish Lake officials.	130.00	1.00	130.00
12/14/2012	Preparation for and meeting with Councilmember-Elect Steve Bulach concerning orientation for newly elected materials.	130.00	2.60	338.00
12/17/2012	Meeting with Mayor-Elect Molly Park to review newly-elected orientation materials.	130.00	1.50	195.00
12/18/2012	Memo to Sunfish Lake Planner relating to zoning issue.	130.00	0.30	39.00
	Follow-up investigations relating to issues outlined by newly-elected.	130.00	0.50	65.00
	Prepare materials for upcoming Sunfish Lake meeting.	130.00	1.00	130.00
	Timothy J. Kuntz		18.00	2,340.00
11/26/2012	Telephone call from City Clerk re question relating to January 2003 and January 2005 City Council meeting minutes; review and analysis of January 2003 and January 2005 City Council meeting minutes; prepare e-mail correspondence to City Clerk re same; review and revise City Council Memo re 2013 Tax Levy and 2013 General Fund Operating Budget; conference to review and discuss Resolution Setting 2013 Council meeting dates; telephone call from City Clerk re meeting with St. Anne's Church to discuss lease with City.	85.00	0.80	68.00
11/27/2012	Prepare and assemble December 4th City Council meeting agenda materials for distribution to Mayor, Council and Consultants; prepare e-mail correspondence to Mayor, Council and Consultants attaching Memo to Mayor and Councilmembers re Resolutions Setting Dates for Council Meetings and Planning Commission Meetings for 2013, Resolution Setting Dates of Regular City Council Meetings for 2013 and Resolution Setting Dates of Regular Planning Commission Meetings for 2013; prepare e-mail			

		RATE	HOURS	
	correspondence to Mayor, Council and Consultants attaching Memo to Mayor and Councilmembers re 2013 Tax Levy and General Fund Operating Budget, Resolution Levying and Adopting the Tax Levy for Collection in 2013 and Resolution Adopting the General Fund Operating Budget for 2013; prepare copies of December 4th Council meeting agenda materials for distribution to Mayor, Council and Consultants; prepare correspondence to BCA enclosing original signed copies of the State of Minnesota Joint Powers Agreement between the BCA and the City of Sunfish Lake, original signed copies of the Court Data Services Subscriber Amendment to CJDN Subscriber Agreement between the BCA and City of Sunfish Lake and Resolution Approving the State of Minnesota Joint Powers Agreement between the BCA and the City of Sunfish Lake and the Court Data Services Subscriber Amendment to CJDN Subscriber Agreement between the BCA and City of Sunfish Lake.	85.00	1.50	127.50
11/28/2012	Conference to discuss issues pertaining to meeting with St. Anne's Church to discuss lease agreement and issues relating to use of rectory on church property; attend meeting with St. Anne's Church to outline terms of lease agreement between St. Anne's Church and the City of Sunfish Lake and to discuss issues pertaining to use of rectory on church property; prepare Memo to Mayor and Councilmembers providing outline of terms of lease agreement between St. Anne's Church and the City of Sunfish Lake; prepare e-mail correspondence attaching Memo re same; property records research re vacant Kampmeyer property; conference call with City Planner to discuss issues pertaining to building home on vacant Kampmeyer property.	85.00	3.80	323.00
12/03/2012	Prepare and assemble agenda materials for December 4th City Council meeting; prepare execution copies of resolutions for December 4th City Council meeting; prepare distribution copies of agenda materials for December 4th City Council meeting; review and analysis of e-mail correspondences received from City Planner related to St. Anne's Church.	85.00	0.50	42.50
12/04/2012	Review and revise letters to newly elected officials re meeting with city attorney; prepare letters for distribution to newly elected officials.	85.00	0.50	42.50

City of Sunfish Lake

December 31, 2012
Client # 18305-00000E
Statement # 263

General Business

		RATE	HOURS	
12/06/2012	Conference to review and discuss agenda items for December Council meeting and to discuss agenda items to prepare for January 2013 Council meeting.	85.00	0.60	51.00
12/11/2012	Prepare Lease Agreement between the City of Sunfish Lake and St. Anne's Episcopal Church; prepare e-mail correspondence to City Planner re Resolution Approving Planning Commission Meeting Dates for 2013; prepare e-mail correspondence to Mike Blair re providing Resolution Approving Tax Levy for 2013 to Dakota County; conference to discuss newly elected official meetings and materials needed re same; review and analysis of newly elected official file to locate materials for meetings with newly elected officials; perform research on League of Minnesota Cities website to obtain current materials for meetings with newly elected officials; review and revise City Code Book in preparation of making distribution copies of update Code to Mayor, Councilmembers and Consultants.	85.00	2.00	170.00
12/12/2012	Review and revise final version of updated 2012 City Code Book.	85.00	1.50	127.50
12/13/2012	Prepare copy of updated City Code book for Councilmember Bulach.	85.00	0.60	51.00
12/18/2012	Prepare City Attorney Memo Regarding Selection of Acting Mayor for 2013; prepare City Attorney Memo and Resolution Designating the South-West Review Newspaper as the Official Newspaper for 2013; prepare City Attorney Memo and Resolution Designating Fund Depositories for the City of Sunfish Lake for 2013; review and analysis of 2012 Addenda to Employment Contracts for City Clerk, City Administrator, City Treasurer and City Forester; prepare Memo to Mayor and Councilmembers re 2013 Contracts for the Positions of City Clerk, City Administrator, City Treasurer and City Forester; prepare Resolution Approving Addenda to 2013 Contracts for the Positions of City Clerk, City Administrator, City Treasurer and City Forester; prepare Addendum No. 6 to Employment Agreement between the City and Catherine Iago for City Clerk Services; prepare Addendum No. 4 to Independent Contractor Agreement between the City and Iago Consulting, LLC for			

City of Sunfish Lake

December 31, 2012
Client # 18305-00000E
Statement # 263

General Business

		RATE	HOURS	
	Administrative Services; prepare Addendum No. 6 to Employment Agreement between the City and Mike Blair for City Treasurer Services; prepare Addendum No. 4 to Independent Contractor Agreement between the City and Living Sculpture Tree and Shrub Care, Inc. for City Forester Services; prepare e-mail correspondence to City Clerk, City Treasurer and Forester re compensation increases for 2013; prepare e-mail correspondence to City Planner re O'Leary and Braun property use issue.	85.00	1.30	110.50
12/19/2012	Review and revise 2012 Sunfish Lake ordinance and resolution chart.	85.00	0.60	51.00
	Leah M. Rose		13.70	1,164.50
12/17/2012	Conduct property research for parcel map and plat map for Lot 4, Block 1, Knutson Addition, Dakota County, MN and parcel map and tax information for 15 Sunnyside Lane, Sunfish Lake, MN.	85.00	0.30	25.50
	Jennifer L. Dull		0.30	25.50
	FOR CURRENT SERVICES RENDERED		32.00	3,530.00
11/28/2012	Color Copies			0.98
12/13/2012	Color Copies			2.45
12/13/2012	Photocopy(s)			33.20
	TOTAL EXPENSES			36.63
	PREVIOUS BALANCE			$2,382.60
01/09/2013	Payment Received			-2,382.60
	BALANCE DUE			$3,566.63

LeVANDER,
GILLEN &
MILLER, P.A.

ATTORNEYS AT LAW

December 31, 2012

Client # 93000E

City of Sunfish Lake
c/o H. Michael Blair
13677 Crosscliffe Place
Rosemount MN 55068

PREVIOUS BALANCE	FEES	EXPENSES	ADVANCES	PAYMENTS	BALANCE
93000-10000 Criminal - DUI					
123.00	8.50	0.00	0.00	-123.00	$8.50
93000-20000 Criminal - Traffic					
131.50	123.50	0.00	0.00	-131.50	$123.50
93000-50000 Criminal - Miscellaneous					
34.50	82.50	2.40	0.00	-34.50	$84.90
289.00	214.50	2.40	0.00	-289.00	$216.90

633 SOUTH CONCORD STREET • SUITE 400 • SOUTH SAINT PAUL, MINNESOTA 55075 • 651-451-1831 • FAX 651-450-7384
OFFICE ALSO LOCATED IN WISCONSIN
WWW.LEVANDER.COM

LeVander, Gillen & Miller, P.A.

ATTORNEYS AT LAW

City of Sunfish Lake
c/o H. Michael Blair
13677 Crosscliffe Place
Rosemount MN 55068

Page: 1
December 31, 2012
Client # 93000-10000E
Statement # 203

Criminal - DUI

For Services Through 12/25/12

		RATE	HOURS	
11/28/2012	Conduct MNCIS research to determine case status re Davis arraignment disposition.	85.00	0.10	8.50
	Tam Casey		0.10	8.50
	FOR CURRENT SERVICES RENDERED		0.10	8.50
	PREVIOUS BALANCE			$123.00
01/09/2013	Payment Received			-123.00
	BALANCE DUE			$8.50

Client # 93000-20000E
Statement # 209

Criminal - Traffic

		RATE	HOURS	
12/21/2012	Receive and review correspondence re Galteco; receive telephone call from defense attorney; draft note to file.	85.00	0.10	8.50
	Teresa M. Miklya		0.10	8.50
12/18/2012	Review pretrial files.	115.00	0.40	46.00

City of Sunfish Lake

December 31, 2012

Client # 93000-20000E

Statement # 209

Criminal - Traffic

		RATE	HOURS	
12/20/2012	Appearance in district court West St. paul re pretrials.	115.00	0.20	23.00
		115.00		0.00
	Tonetta T. Dove		0.60	69.00
11/29/2012	Appearance in Dakota County District Court in West St. Paul re arraignments.	115.00	0.10	11.50
12/04/2012	Review files and prepare for December 12 pretrials.	115.00	0.10	11.50
12/06/2012	Appearance in Dakota County District Court in West St. Paul re arraignments.	115.00	0.10	11.50
12/12/2012	Appearance in Dakota County District Court in West St. Paul re pretrial for Galteco no proof of insurance file.	115.00	0.10	11.50
	David B. Gates		0.40	46.00
	FOR CURRENT SERVICES RENDERED		1.10	123.50
	PREVIOUS BALANCE			$131.50
01/09/2013	Payment Received			-131.50
	BALANCE DUE			$123.50

Client # 93000-50000E

Statement # 189

Criminal - Miscellaneous

		RATE	HOURS	
11/28/2012	Analysis of November prosecution summary and memo to file.	115.00	0.20	23.00
	Daniel J. Beeson		0.20	23.00
12/06/2012	Telephone calls from defendant Westmoreland; research case status.	85.00	0.20	17.00

City of Sunfish Lake

December 31, 2012

Client # 93000-50000E

Statement # 189

Criminal - Miscellaneous

		RATE	HOURS	
	Tam Casey		0.20	17.00
12/04/2012	Receive telephone call from defendant re Westmoreland; research MNCIS; correspond with police department; draft note to file.	85.00	0.20	17.00
12/06/2012	Receive and review correspondences re Westmoreland, Kiel, and Brown; research MNCIS; review and analysis of case; receive telephone call from Westmoreland; draft note to files.	85.00	0.30	25.50
	Teresa M. Miklya		0.50	42.50
	FOR CURRENT SERVICES RENDERED		0.90	82.50
12/06/2012	Photocopy(s)			2.40
	TOTAL EXPENSES			2.40
	PREVIOUS BALANCE			$34.50
01/09/2013	Payment Received			-34.50
	BALANCE DUE			$84.90
	TOTAL BALANCE DUE			$216.90

Living Sculpture Tree and Shrub Care, Inc.

Mike Blair
13677 Crosscliffe Place
Rosemont, Minnesota 55068

January 18, 2013

Invoice for Sunfish Lake City Forester Consultant Through 1-15-2013

12/17	Issued burning permits to Moreus and to Larson – 1 hr	$42.43
12/17	EAB consultations, discussion regarding trees at 2250 Delaware, and final preparation and mailing of Tree City USA application – 2.5 hr	$106.08
12/18	Clear brush hanging onto Salem Church Road near Musser Park – 2.25 hr	$95.47
12/19	Research and writing of Treeways articles for website – 2 hr	$84.86
12/20	Survey city streets for tree clearance issues plus research and writing of Treeways articles for website – 2 hr	$84.86
12/21	Coordinate two cottonwood removals on Angell Road– 2 hr	$84.86
12/21	Burn oak wilt brush in Musser Park – 5.5 hr	$233.37
12/27	Complete oak wilt brush burning in Musser Park – 3.5 hr	$148.51
12/28	Remove oak wilt logs from Musser Park – 1.5 hr	$63.65
1/4	Research and writing of Treeways articles for website – 2 hr	$84.86
1/7	Research and writing of Treeways and Fire Wise information – 1.5 hr	$63.65
1/8	Research and writing of EAB and Fire Wise information. Ordered Arbor Day Trees – 2.5 hr	$106.08
1/9, 10, 11	Attended seminars related to city forestry at Green Expo at Minneapolis Convention Center – 4 hr	$169.72
1/11 & 14	Investigated and documented #6 Acorn Drive firewood harvesting issue – 2 hr	$84.86
1/15	Issued burning permits to Telander and to Harding (paid for by Telander) – 1 hr	$42.43
Total Due		$1495.69

Regards,

Jim Nayes

INVOICE

Invoice No: 0001006022
Invoice Date: 12/20/12

Please Remit To:
Metropolitan Council
Environmental Services
SDS 12-1064
P.O. Box 86
Minneapolis MN 55486-1064
United States

Customer Number: 7308
Payment Terms: Due 30 dys
Due Date: 1/19/13

Bill To:
CITY OF SUNFISH LAKE
TIM HANSON
c/o WSB
701 Xenia Ave S
Minneapolis MN 55416
United States

AMOUNT DUE: **1,100.00 USD**

Amount Remitted

For billing questions, please call BRIAN 651-602-8743
or email: Hope.Falkenstein@metc.state.mn.us

Line	Identifier	Description	Quantity	UOM	Unit Amt	Original Net Amount
1	CAMP	CAMP: Quantity of Lake Sites	2.00	EA	550.00	1,100.00
2	CAMP	CAMP: Quantity of Lake Sites	1.00	EA	0.00	0.00

Subtotal: 1,100.00

2012 Citizen-Assisted Monitoring Program
-
For questions about this bill, please contact Brian Johnson at 651-602-8743 or Brian.Johnson@metc.state.mn.us.

ANY UNPAID BALANCE OVER 30 DAYS FROM DATE OF INVOICE WILL BE SUBJECT TO A FINANCE CHARGE AT THE RATE OF 1.5% PER MONTH (18% PER YEAR)

PAYMENTS ACCEPTED VIA CHECK & EFT. Use the remit address at the top of this invoice for mailed payments.
For questions about payment procedures or account balance: Hope.Falkenstein@metc.state.mn.us or 651-602-1018

Amount Due: **1,100.00**

NAC NORTHWEST ASSOCIATED CONSULTANTS, INC.

4800 Olson Memorial Highway, Suite 202, Golden Valley, MN 55422
Telephone: 763.231.2555 Facsimile: 763.231.2561 planners@nacplanning.com

INVOICE

Payable Upon Receipt - Unpaid Balances After 30 Days Subject to 1.5% Interest Per Month

CITY OF SUNFISH LAKE
c/o H. Michael Blair
13577 Crosscliffe Place
Rosemount, MN 55068

January 02, 2013

In Reference To:

December 2012 Technical Assistance - City Projects

Invoice No. 20624

GENERAL

		Hrs/Rate	Amount
AB	12/4/12 Attend Consultant Review Meeting	1.00 118.50/hr	118.50
AB	12/6/12 Meeting with Keith Heaver re: 345 Salem Church Road expansion	0.80 118.50/hr	94.80
AB	12/7/12 Phone call with Mendota Environmental re: zoning at 2099 Charlton	0.20 118.50/hr	23.70
AB	12/10-12/13/12 Correspondence with Paul McGintey re: 2250 Delaware submission requirements	0.60 118.50/hr	71.10
AB	12/11-12/13/12 Phone calls with Paul Dorn re: 2154 Charlton	0.50 118.50/hr	59.25
AB	12/13/12 Finalize development schedule/finalize Planning Commission packet	0.60 118.50/hr	71.10
AB	12/14/12 Meeting with Paul Dorn and property owners of 2154 Charlton at NAC offices/outline development	1.20 118.50/hr	142.20
AB	12/19/12 Attend Planning Commission Meeting	3.00 118.50/hr	355.50
AB	12/18-12/20/12 Phone calls from Paul Dorn re: 2250 Delaware and Planning Commission meeting outcome	0.40 118.50/hr	47.40
AB	12/18-12/20/12 Phone calls from Keith Heaver re: 345 Salem Chuch Road	0.40 118.50/hr	47.40

NAC NORTHWEST ASSOCIATED CONSULTANTS, INC.

4800 Olson Memorial Highway, Suite 202, Golden Valley, MN 55422
Telephone: 763.231.2555 Facsimile: 763.231.2561 planners@nacplanning.com

		Hrs/Rate	Amount
AB	12/20/12 Phone call from Bob Moser re: 2250 Delaware	0.20 118.50/hr	23.70
AB	12/20/12 Phone call from property owner re: accessory buildings	0.20 118.50/hr	23.70
AB	12/19/12 Review Planning Commission packet and organize presentation materials	0.80 118.50/hr	94.80
AB	12/19-12/20/12 Direction to staff on City Council report	0.80 118.50/hr	94.80
AB	12/26/12 Phone call from Bob Moser re: 2250 Delaware setbacks	0.20 118.50/hr	23.70
AB	12/26/12 Review Braun/Leary correspondence on multiple family in Sunfish Lake	0.70 118.50/hr	82.95
AB	12/26/12 Review and edit Planning Commission minutes	0.90 118.50/hr	106.65
BK	12/13/12 Per City Attorney's request, deliver Zoning and Subdivision Ordinances to attorney for meetings with new Council members	1.50 101.00/hr	151.50
MB	12/7/12 Email Planning Commission members to confirm December meeting	0.30 55.00/hr	16.50
MB	12/11-12/14/12 Research process for updating Dakota County parcel data/contact Dakota County GIS Dept to request updated parcel info for resident listing	0.60 55.00/hr	33.00
MB	12/19/12 Meet with staff to discuss presentation materials for meeting/prepare graphics	0.80 55.00/hr	44.00
MB	12/19/12 Attend Planning Commission meeting (NO CHARGE)	3.00	N/C
MB	12/20/12 Meet with staff to discuss January City Council planning update/compose email to potential applicant/draft City Council update memo/discuss canceling January Planning Commission meeting	3.40 55.00/hr	187.00

NAC NORTHWEST ASSOCIATED CONSULTANTS, INC.
4800 Olson Memorial Highway, Suite 202, Golden Valley, MN 55422
Telephone: 763.231.2555 Facsimile: 763.231.2561 planners@nacplanning.com

		Hrs/Rate	Amount
MB	12/20-12/21/12 Address US Dept of Commerce letter re: Sunfish Lake city boundaries, etc.	1.10 55.00/hr	60.50
MB	12/21/12 Create updated property listing from Dakota GIS files	1.20 55.00/hr	66.00
	Secretarial	2.00 36.00/hr	72.00
	Expenses (mileage, communications, supplies, etc.)		259.47
Subtotal of this Project:		[26.40	2,371.22]
TOTAL AMOUNT DUE THIS INVOICE:		26.40	$2,371.22

ST. CROIX TREE SERVICE INC.

675 GRUPE STREET
ROBERTS, WI 54023
FAX (715)749-3465

(715) 749-3475
(651) 770-3744
(952) 881-3779

Invoice

DATE	INVOICE NO.
12/31/2012	77686

SUNFISH LAKE FORESTRY
5900 ZEHNDER RD
SUNFISH LAKE, MN 55077

P.O. NO.	PAYMENT DUE ON OR BEFORE	REP
	1/15/2013	GC

DESCRIPTION	AMOUNT
TOOK DOWN 2 COTTONWOODS ALONG ANGELL RD *DOWN ONLY*	450.00T
SUBTOTAL	450.00
MN/TRANSIT AREA SALES TAX	32.07

TOTAL	**$482.07**

Thank you for your business! Payment forms accepted include Check, Visa, MasterCard, Discover or American Express.
Please indicate the invoice number on your payment; you may keep the invoice for your records.
A service charge of 1.5% per month (18% APR) will be assessed on any unpaid balance remaining after the due date.

www.StCroixTreeService.com

WSB & Associates, Inc.

engineering · planning · environmental · construction

701 Xenia Avenue South
Suite 300
Minneapolis, MN 55416
Tel: (763) 541-4800
Fax: (763) 541-1700

January 10, 2012

H. Michael Blair
City of Sunfish Lake
13677 Crosscliff Place
Rosemount, MN 55068

Re: December, 2012 Invoice

Dear Michael:

Enclosed is the invoice for professional engineering services during the month of December for the City of Sunfish Lake.

If you have any questions, please contact me at 763/541-4800.

Sincerely,

WSB & Associates, Inc.

Donald W. Sterna, PE
Vice President

Enclosure(s)

cc: Mayor Molly Park

kc

WSB & Associates, Inc.
engineering · planning · environmental · construction
701 Xenia Avenue South
Suite 300
Minneapolis, MN 55416
Tel: (763) 541-4800
Fax: (763) 541-1700

City of Sunfish Lake
Attn: H. Michael Blair
13677 Crosscliff Place
Rosemount, MN 55068

January 10, 2013
Project No: 01011-990
Invoice No: 168

Miscellaneous City Engineer Services

Professional Services from December 01, 2012 to December 31, 2012

Professional Personnel

	Hours	Rate	Amount	
General				
Sterna, Donald	.50	137.00	68.50	
Sterna, Donald	1.00	137.00	137.00	
Coordination with Dakota County				
Sterna, Donald	1.00	137.00	137.00	
Engineers report				
Sterna, Donald	1.50	137.00	205.50	
Inver Grove Ht's storm water funding request.				
Sterna, Donald	.50	137.00	68.50	
Snow plow coordination				
Sterna, Donald	1.00	137.00	137.00	
Watershed coordination				
Project Management/Coordination				
Voll, Tom	.50	114.00	57.00	
Memo from Inver Grove Heights for pond cost paritipation				
Research/Data Collection				
Witkowski, Ted	1.00	107.00	107.00	
Review Cost Part. in IGH Pond Outlet Project-MnDOT Pond-Trailer Park Pond				
Totals	7.00		917.50	
Total Labor				**917.50**

Field Services Billing

City Council Meeting			
	3.0 Meetings @ 50.00	150.00	
Total Field Services		**150.00**	**150.00**
	Total this Invoice		**$1,067.50**

Comments: ______________________

Approved by: ______________________

Reviewed by: Donald Sterna

Project Manager: Donald Sterna

Xcel Energy®

RESPONSIBLE BY NATURE™

Northern States Power Company

Please Return This Portion With Your Payment.

Your Account Number	Date Due	Please Pay	Amount Enclosed
51-6522337-8	01/31/2013	$37.80 Thank You!	37.80

AT 01 041262 49994B148 A**3DGT

SUNFISH LAKE, CITY OF
13677 CROSSCLIFFE PL
ROSEMOUNT MN 55068-3558

P.O. BOX 9477
MPLS, MN 55484-9477

31 51013113 65223378 000000040490000003780

Detach and Retain This Portion For Your Records

Questions: Call
Please Call: **(800) 481-4700**
Hearing Impaired: **(800) 895-4949**
Fax: (800) 311-0050

or write to us at:
Northern States Power Company
PO BOX 8
EAU CLAIRE WI 54702-0008

Billing Summary

Previous Balance	$2.69 CR
No Payment Through 01/03	$0.00
Balance As Of 01/03	**$2.69 CR**
Street Light Service 01/03	$40.49
Total	**$37.80**

Current Charges

Other Charges

Invoice No. 453348876
Bill Period 12/03/2012 to 01/02/2013 Install No. 177986
1633 LAMPLIGHT DR
SAINT PAUL, MN 55125
200 WATT HPS CUST OWN ORN FX

Quantity	3	StreetLgt Cust Own	4.22	$12.66
Usage	329 Kwh			
			200 W HPS FX Only	$6.45
			Fuel Cost Charge	$6.97
			Resource Adjustment	$1.19
			Interim Rate Adj	$0.11
			State Tax	$1.44
			Total Amount	$28.82

Invoice No. 453348924
Bill Period 12/03/2012 to 01/02/2013 Install No. 177988
1633 LAMPLIGHT DR
SAINT PAUL, MN 55125
100 WATT HPS CO OWN OVERHEAD

Quantity	1	StreetLgt Co Owned	9.52	$9.52
Usage	54 Kwh			
			Fuel Cost Charge	$1.14
			Resource Adjustment	$0.18
			Interim Rate Adj	$0.08
			State Tax	$0.75
			Total Amount	$11.67

041262 1/2

SUNFISH LAKE, CITY OF
13677 CROSSCLIFFE PL
ROSEMOUNT MN 55068-3558

Next Scheduled Meter Reading Date	Date Due	Please Pay
	01/31/2013	$37.80

See back of bill for more information.

Account #: 51-6522337-8

Please see the back of this bill for more information regarding the late payment charge. Pay on or before the date due to avoid assessment of a late payment charge.

Statement Date: 01/03/13

Statement # 352758468

Current Charges (continued)

Interim electric rates became effective Jan. 1, 2013. See the enclosed bill insert for details. Questions? Contact us at 1-800-481-4700 or inquire@xcelenergy.com.

Effective Jan. 1, 2013, the Resource Adjustment line item on your bill has decreased due to changes in the Conservation Improvement Program (CIP) and Renewable Development Fund (RDF) factors. The electric CIP portion of the Resource Adjustment decreased from $0.002648 per kilowatt-hour (kWh) to $0.00186 per kWh and the RDF portion decreased from $0.000479 per kWh to $0.000402 per kWh. Visit www.xcelenergy.com/rdf to find more on Xcel Energy's renewable energy development programs. Additional questions? Contact us at 1-800-895-4999 or xcelenergy.com.

041262 2/2

SUNFISH LAKE, CITY OF
13677 CROSSCLIFFE PL
ROSEMOUNT MN 55068-3558

Next Scheduled Meter Reading Date	Date Due	Please Pay
	01/31/2013	$37.80

Please see the back of this bill for more information regarding the late payment charge. Pay on or before the date due to avoid assessment of a late payment charge.

See back of bill for more information.

Account #: 51-6522337-8

Statement Date: 01/03/13

Statement # 352758468 6

Xcel Energy®
RESPONSIBLE BY NATURE™

Your Account Number	Date Due	Please Pay	Amount Enclosed
51-6522337-8	01/24/2013	$2.69 CR	Do Not Return

Northern States Power Company

[redacted]

ROSEMOUNT MN 55068-3558

MPLS, MN 55484-9477

71 [illegible] 000000000907*000000267 0

SUNFISH LAKE, CITY OF
13677 CROSSCLIFFE PL
ROSEMOUNT MN 55068-3558

P.O. BOX 9477
MPLS, MN 55484-9477

2/26

31 51012 [illegible] 000000000907*000000269

Current Charges

Detach and Retain This Portion For Your Records

Questions: Call
Please Call: **(800) 481-4700**
Hearing Impaired: **(800) 895-4949**
Fax: (800) 311-0050

or write to us at:
Northern States Power Company
PO BOX 8
EAU CLAIRE WI 54702-0008

039966 1/1

Billing Summary

Previous Balance	$55.25
Payment Received as of 12/26	$67.01 CR
Balance As Of 1:	**$11.76 CR**
Nite Lite Service 12/26	$9.07
Total	**$2.69 CR**

Other Charges
Invoice No. 452342720
Bill Period 11/25/2012 to 12/24/2012 Install No. 144519
2166 CHARLTON RD
SUNFISH LAKE, MN 55118-4737
100 WATT HPS AREA CO OWN

Quantity	1	Auto Protective Lgt	7.21	$7 21
Usage	52 Kwh			
		Fuel Cost Charge		$1 09
		Resource Adj		$0 18
		State Tax		$0 59
		Total Amount		$9 07

Your bill has a credit balance. Do not pay this amount. Please contact our office if you would like a refund. See phone numbers above.

Thank you for your payment.

	Date Due	Please Pay