

LIST OF BILLS

3 B

City of Sunfish Lake, MN
Cash Disbursements Journal
 For the Period From Sep 1, 2013 to Sep 30, 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
9/3/13	6770	20020001 10010000	Invoice: 653 CATHY IAGO	614.59	614.59
9/3/13	6771	20020001 10010000	Invoice: 665 IAGO CONSULTING LLC	379.69	379.69
9/3/13	6772	20020001 10010000	Invoice: 1069 INTERNAL REVENUE SERVICE	664.19	664.19
9/3/13	6773	20020001 10010000	Invoice: JUL AUG 2013 ANN P. LANOUE	1,377.37	1,377.37
9/3/13	6774	20020001 10010000	Invoice: JUL 2013 LEVANDER, GILLEN & MILLER	1,881.50	1,881.50
9/3/13	6775	20020001 10010000	Invoice: 08162013 LILLIE SUBURBAN NEWSPAPERS	49.13	49.13
9/3/13	6776	20020001 10010000	Invoice: AUG 2013 LIVING SCULPTURE TREE & SHRUB CARE, INC	2,850.00	2,850.00
9/3/13	6777	20020001 10010000	Invoice: 616 MN DEPARTMENT OF REVENUE	95.00	95.00
9/3/13	6778	20020001 10010000	Invoice: JUNE TO AUG 13 DAVID NEAMEYER	18,268.08	18,268.08
9/3/13	6779	20020001 20020001 20020001 20020001 20020001 20020001 20020001 20020001 20020001 10010000	Invoice: 20926-6 Invoice: 20926-4 Invoice: 20926-2 Invoice: 20926-1 Invoice: 20926-3 Invoice: 20926-5 Invoice: 20927 Invoice: 20844-2 060413 NORTHWEST ASSCOC CONSULTANTS	565.26 365.44 19.50 178.90 1,540.05 630.58 1,521.18 387.46	5,208.37
9/3/13	6780	20020001 10010000	Invoice: 677 CITY OF WEST ST. PAUL	7,986.88	7,986.88
9/3/13	6781	20020001 10010000	Invoice: JUL 26 2013 ROUGH CUTT	395.00	395.00
9/3/13	6782	20020001 10010000	Invoice: 604 ST. ANNE'S EPISCOPAL CHURCH	165.00	165.00
9/3/13	6783	20020001 20020001 20020001 20020001 10010000	Invoice: 01629-280 2 Invoice: 175 Invoice: 02182-020 3 Invoice: 02182-030 3 WSB & ASSOCIATES	186.00 1,608.00 124.00 763.00	2,681.00
9/3/13	6784	20020001 10010000	Invoice: JULY 2013 XCEL ENERGY	32.77	32.77
Total				42,648.57	42,648.57

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

8/19/2013 16:08

INVOICE

Services rendered for the month of Aug 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

8010 Corey Path
Inver Grove Heights, MN 55076
651-338-3756
alanoue@comcast.net

INVOICE

City of Sunfish Lake

Accounting services for the period ended August 19, 2013

Bank deposits

08/07/13

Trips to Bank-including deposit preparation		1	Hours	
Monthly activities	Quarterly surcharge report		1.0	
	Budget Preparation		4.0	
	Accounts Payable-review, input and matching		2.0	
	Payroll wage accounting including PERA, 941, State, Unemployment, etc.		1.0	
	Preparation for Council meeting-agenda/minutes, etc		1.0	
	Investments-Wells Fargo/Wells Fargo Advisors		1.0	
	Accounts Receivable-inc Planner/Inspector/Statements		2.0	
	Financial statements-preparation by fund-balance sheet & prior year/budget		2.0	
	Reconciliations-accounts receivable, payables and cash		2.0	
	Employment related activities-taxes-efile PERA,IRS,STATE		1.0	
	Correspondence-monthly transmittal-includes scanning & mailing		1.0	
	Attend monthly City Council meeting		3.5	
	Telephone calls with Council/Consultants		0.5	
	Cash flow/cash reconciliation/projection/fund accounting		2.0	
				Rate-\$67.63
	Postage expense		24.25	1,640.03
	Supplies-printing-\$.10 per copy			2.30
				10.50
	Subtotal			1,652.83
	Less Federal Income tax withheld	100.00		
	Less FICA	125.46		
	Less PERA withheld 0% (Exempt)	-		
	Less State tax withheld	50.00		
	Total Withholdings			(275.46)
	Net check			1,377.37
Reconciliation to Treasurer Expense				
	Services			1,640.03
	City FICA 7.65%			125.46
	City Pera-0%			-
	Total Treasurer			1,765.49

**City of Sunfish Lake
Budget Analysis**

All Funds

Year 2014

	2012	2013	2013	2013	Proposed	
	<u>Actual</u>	<u>Budget</u>	<u>Full yr estimate</u>	<u>Budget</u>	<u>2014</u>	
				<u>Difference</u>	<u>Budget</u>	
City Engineer	32,278	24,000	33,337	9,337	33,250	Monthly, NPDES, LGU Role, Mapping & General
Road maint/capital improve	2,080	13,300	13,300	0	9,600	Street sweeping, sign replacement (CIP), bituminous & shoulder maintenance
Capital Improvements	25,025	44,500	44,500	0	34,200	Bituminous seal coating & 2014 roadway improvement feasibility study, culvert cleaning
Charlton road maint	8,676	7,600	10,000	2,400	9,350	Gravel, grading & dust control
Street lighting	604	600	600	0	600	
Sign maint/pavement mark	92	500	592	92	500	
Snow removal - IGH	650	3,000	3,000	0	3,000	Per City Engineer
Snow removal - other	10,108	35,000	30,000	(5,000)	30,000	Per City Engineer
City Forester	16,854	19,600	19,600	0	19,600	Per Jim Naves-no change
Forestry expenses	2,303	4,800	4,800	0	4,800	Per Jim Naves-no change-expenses includes Arbor Day trees
Deer management	611	450	450	0	450	
Water quality/Comprehensive Plan	1,250	1,600	1,600	0	1,600	Camp program & public education materials
Insurance	2,210	2,800	2,800	0	2,800	League of MN Cities, Workers Comp
Memberships	3,565	3,600	3,600	0	3,600	League of MN Cities, Lower Mississippi, Metro, et al
Rent	1,815	1,800	1,980	180	2,000	
Office Supplies & Expense	689	1,440	1,440	0	1,440	
Surtax payments	320	420	851	431	420	Same as Surtax Income
Website Expenses	0	60	300	240	60	
Subtotal-General & Surtax	346,342	410,343	427,084	16,741	412,902	
Bond Interest	14,345	12,801	12,801	0	10,403	Per bond schedule
Bond Principle	32,000	33,000	33,000	0	34,000	Per bond schedule
Total expenditures	392,687	456,144	472,885	16,741	457,305	
Net increase(decrease) in reserve	67,256	(0)	201	202	0	
Balance Sheet items (non p&I)						
Pass thru fees - receipts	0	0	7,250	7,250	0	Not budgeted-should be break even
Pass thru charges			(4,502)	(4,502)	0	Not budgeted-should be break even
Net cash flow			2,949			

Summary

General Revenue	386,500	387,300	0.21%
Bond Fund-Levy	28,400	27,600	-2.82%
Total	<u>414,900</u>	<u>414,900</u>	0.00%

LEVANDER,
GILLEN &
MILLER, P.A.

ATTORNEYS AT LAW

City of Sunfish Lake
c/o Ann Lanoue
8010 Corey Path
Inver Grove Heights MN 55076

Page: 1
July 31, 2013
Client # 18305E

PREVIOUS BALANCE	FEEs	EXPENSES	ADVANCES	PAYMENTS	BALANCE
18305-00000 General Business					
7,491.84	1,744.00	0.00	0.00	-7,491.84	\$1,744.00
18305-00019 Street Reconstruc. Mill & Overlay Project 2013-01					
849.00	0.00	0.00	0.00	-849.00	\$0.00
18305-00020 Dobrantz Property - Hazardous Building					
433.00	0.00	0.00	0.00	-433.00	\$0.00
<u>8,773.84</u>	<u>1,744.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-8,773.84</u>	<u>\$1,744.00</u>

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City of Sunfish Lake
c/o Ann Lanoue
8010 Corey Path
Inver Grove Heights MN 55076

Page: 1
July 31, 2013
Client # 18305-00000E
Statement # 270

General Business

For Services Through 07/25/13

		RATE	HOURS	
06/26/2013	Telephone conference to review upcoming Sunfish Lake agenda items.	130.00	0.50	65.00
06/28/2013	Review of Sunfish Lake Planning Reports.	130.00	0.50	65.00
07/02/2013	Preparation for Sunfish Lake Council meeting.	130.00	0.50	65.00
	Review of Sunfish Lake agenda items.	130.00	1.20	156.00
	Sunfish Lake regular Council meeting and follow-up.	130.00	1.60	208.00
07/03/2013	Follow-up on Sunfish Lake agenda items.	130.00	1.00	130.00
07/11/2013	Telephone call to developer Dick Bjorklund relating to 21 Salem Lane.	130.00	0.30	39.00
	Memo to Sunfish Lake Planner relating to title evidence for 21 Salem Lane.	130.00	0.30	39.00
	Telephone conference with Mayor Molly Park re Dobrantz.	130.00	0.30	39.00
07/15/2013	Memo on title evidence for 2154 Charlton Road and site plan approval.	130.00	0.40	52.00
07/16/2013	Telephone conference with Mayor Molly Park re Dobrantz; follow-up.	130.00	0.20	26.00
07/17/2013	Memo to Sunfish Lake Engineer Don Sterna concerning appraisals for improvement projects.	130.00	0.30	39.00

General Business

		RATE	HOURS	
07/18/2013	Telephone conference with Sunfish Lake Councilmember re park management plan for Harmon Park. Timothy J. Kuntz	130.00	0.30 7.40	39.00 962.00
06/26/2013	Review and and revise Memo re Review Procedures for Removal of Hazardous Building; review and revise e-mail correspondence to Mayor and Council attaching same for July 2nd Council meeting agenda.	85.00	0.40	34.00
06/27/2013	Prepare Sunfish Lake agenda materials for mailing to Mayor, Councilmembers and Consultants; review and analysis of Planner's Report for July 2nd Council meeting.	85.00	0.60	51.00
07/01/2013	Conference to discuss issues pertaining to street, drainage and utility easement for Silverman property in connection with minor subdivision; review and analysis of legal description and depictions prepared by Loucks Associates for Silverman property.	85.00	0.20	17.00
07/02/2013	Prepare e-mail correspondence to Rick Licht at Loucks Associates requesting Word version of legal description for street, drainage and utility easement for Silverman property; conference call with Michelle Barness re issues pertaining to same; prepare agenda items for July 2nd Council meeting and organize file for Council meeting; prepare memo re revised deer hunting dates and exclusion dates for 2013 season; prepare execution copies of 2013 Deer contract with Metro Bowhunters and revised resolution approving same.	85.00	1.50	127.50
07/03/2013	Conference to review and discuss agenda items from July 2nd Council meeting and follow-up needed for August Council meeting.	85.00	0.80	68.00
07/08/2013	Review and analysis of past e-mail correspondences and City Council meeting minutes to locate information pertaining to the Council's decision relating to ALHOA and LCA; meeting with City Clerk to review executed copies of resolutions and documents from June and July Council meetings; review and revise Resolution Approving 2013 Deer Management Program; review and revise Resident Volunteer Hunter Program; prepare and assemble revised Resolutions and attachments for distribution; prepare execution copies of Contract with Metro Bowhunters for distribution to Matt Muellner; prepare e-mail correspondence to Matt Muellner and City staff attaching final versions of Resolution Approving 2013 Deer Population Management Plan, 2013 Contract with Metro Bowhunters Resource Base, Inc. and the Resident Volunteer Hunter Program; perform property records research on Dakota County Real			

		RATE	HOURS	
	Estate Inquiry re Dobrantz; perform research on Dakota County Tract Index to locate recorded copies of conveyance instruments for Dobrantz property in Sunfish Lake; prepare e-mail correspondence to Mayor Park and Chief Shaver attaching background property documents re Dobrantz; review and analysis of budget and tax levy documents from 2012 to locate copies of City Council Memo re truth-in-taxation and resolutions approving tax levy and budget; prepare e-mail correspondence to Treasurer Ann Lanoue attaching copies of same.	85.00	3.50	297.50
07/09/2013	Review and analysis of Angell Road Culvert Replacement Project file to locate copies of recorded and signed easements; prepare e-mail correspondence to City Engineer attaching copies of recorded and signed easements related to Angell Road Culvert Replacement Project; review and analysis of e-mail correspondences from 2011 related to ALHOA.	85.00	0.70	59.50
07/11/2013	Review and update list of resolutions for 2013.	85.00	0.50	42.50
07/15/2013	Prepare e-mail correspondence to City Planner re issues pertaining to Nelson property.	85.00	0.10	8.50
07/17/2013	Review and analysis of City Council meeting minutes from July 2, 2013.	85.00	0.20	17.00
07/18/2013	Prepare memo to Mayor and Councilmembers re truth-in-taxation process for 2014; review and analysis of League of Minnesota Cities website re truth-in-taxation dates for 2014.	85.00	0.50	42.50
07/22/2013	Prepare e-mail correspondence to Mike Hovey responding to request for Word version of updated City Code; review and analysis of updated version of City Code re page number and formatting issues.	85.00	0.20	17.00
	Leah M. Rose		9.20	782.00
	FOR CURRENT SERVICES RENDERED		16.60	1,744.00
	PREVIOUS BALANCE			\$7,491.84
07/08/2013	Payment Received			-2,443.60
08/08/2013	Payment Received			-5,048.24
	TOTAL PAYMENTS			-7,491.84

City of Sunfish Lake

General Business

Page: 4
July 31, 2013
Client # 18305-00000E
Statement # 270

BALANCE DUE

\$1,744.00

Client # 18305-00019E
Statement # 2

Street Reconstruc. Mill & Overlay Project 2013-01

PREVIOUS BALANCE

\$849.00

08/08/2013 Payment Received

-849.00

BALANCE DUE

\$0.00

Client # 18305-00020E
Statement # 2

Dobrantz Property - Hazardous Building

PREVIOUS BALANCE

\$433.00

08/08/2013 Payment Received

-433.00

BALANCE DUE

\$0.00

TOTAL BALANCE DUE

\$1,744.00

LEVANDER,
GILLEN &
MILLER, P.A.

ATTORNEYS AT LAW

City of Sunfish Lake
c/o Ann Lanoue
8010 Corey Path
Inver Grove Heights MN 55076

Page: 1
July 31, 2013
Client # 93000E

PREVIOUS BALANCE	FEES	EXPENSES	ADVANCES	PAYMENTS	BALANCE
93000-10000 Criminal - DUI					
17.00	17.00	0.00	0.00	-17.00	\$17.00
93000-20000 Criminal - Traffic					
281.50	97.50	0.00	0.00	-281.50	\$97.50
93000-30000 Criminal - Violent Crime/Persons					
23.00	0.00	0.00	0.00	-23.00	\$0.00
93000-50000 Criminal - Miscellaneous					
74.00	23.00	0.00	0.00	-74.00	\$23.00
<u>395.50</u>	<u>137.50</u>	<u>0.00</u>	<u>0.00</u>	<u>-395.50</u>	<u>\$137.50</u>

LEVANDER,
GILLEN &
MILLER, P.A.

ATTORNEYS AT LAW

City of Sunfish Lake
c/o Ann Lanoue
8010 Corey Path
Inver Grove Heights MN 55076

Page: 1
July 31, 2013
Client # 93000-10000E
Statement # 210

Criminal - DUI

For Services Through 07/25/13

		RATE	HOURS	
07/03/2013	Process court-requested warrant review re Parker; conduct MNCIS research to determine case status re Sawyer.			
	Tam Casey	85.00	0.20	17.00
			0.20	17.00
	FOR CURRENT SERVICES RENDERED		0.20	17.00
	PREVIOUS BALANCE			\$17.00
07/08/2013	Payment Received			-8.50
08/08/2013	Payment Received			-8.50
	TOTAL PAYMENTS			-17.00
	BALANCE DUE			<u>\$17.00</u>

Client # 93000-20000E
Statement # 216

Criminal - Traffic

		RATE	HOURS	
07/02/2013	Receive and review email from court re Martin citation; meet with defendant.			
	Tam Casey	85.00	0.20	17.00
			0.20	17.00
06/27/2013	Appearance in district court West St. Paul re arraignments and			

City of Sunfish Lake

Criminal - Traffic

Page: 2

July 31, 2013

Client # 93000-20000E
Statement # 216

	RATE	HOURS	
pretrials.	115.00	0.70	80.50
Tonetta T. Dove		0.70	80.50
FOR CURRENT SERVICES RENDERED		0.90	97.50
PREVIOUS BALANCE			\$281.50
07/08/2013 Payment Received			-161.00
08/08/2013 Payment Received			-120.50
TOTAL PAYMENTS			-281.50
BALANCE DUE			<u>\$97.50</u>

Client # 93000-30000E
Statement # 115

Criminal - Violent Crime/Persons

	PREVIOUS BALANCE	\$23.00
07/08/2013	Payment Received	-23.00
	BALANCE DUE	<u>\$0.00</u>

Client # 93000-50000E
Statement # 196

Criminal - Miscellaneous

	RATE	HOURS		
06/28/2013	Review June prosecution summary and memo to file.	115.00	0.20	23.00
	Daniel J. Beeson		0.20	23.00

Criminal - Miscellaneous

		RATE	HOURS	
	FOR CURRENT SERVICES RENDERED		0.20	23.00
	PREVIOUS BALANCE			\$74.00
08/08/2013	Payment Received			-74.00
	BALANCE DUE			<u>\$23.00</u>
	TOTAL BALANCE DUE			<u>\$137.50</u>

INVOICE

LILLIE SUBURBAN NEWSPAPERS, INC.

DISPLAY RECEIVABLES

2515 EAST SEVENTH AVENUE
NORTH ST. PAUL, MINN 55109
DISPLAY BOOKKEEPING 651-748-7889
CLASSIFIED BOOKKEEPING 651-748-7890



AUGUST 16, 2013

Date

Number

PAGE 1 OF 1

ANN LANQUE

ACCT NO
021048

DUE BY SEPTEMBER 25, 2013

8010 COREY PATH
INVER GROVE HGTS

MN 55076

Amount Paid \$ _____

DATE	RATE	QTY	TYPE	DESCRIPTION	ZONES	RATE	AMOUNT
08/11	Z	7.50	I	8/11 NOTICE-SUNFISH LAKE	F	6.5507	\$49.13
						SALES TAX:	\$0.00
						INVOICE TOTAL DUE:	\$49.13

TERMS: NET 25 *****TOTAL DOES NOT REFLECT ANY PAYMENTS OR ADJUSTMENTS!!!*****

Lillie Suburban Newspapers, 2515 E 7th Ave, N St Paul MN 55109
(651) 748-7889 Fax (651) 777-8288

- - - Please return TOP PART of this form with your payment - - -

- - - 1.5% Monthly service charge will be charged on overdue balances - - -

Living Sculpture Tree and Shrub Care, Inc.

Ann Lanoue
8010 Corey Path
Inver Grove Heights, MN 55076

August 20, 2013

Invoice for Sunfish Lake City Forester Consultant Through 8 -15-2013

7/16	Clearance pruning along Salem Church Road, Charlton Road and Angell Road and chipping up storm damage branches -- 7 hr	\$350.00
7/20	Eagle Scout reforestation project in Harmon Park. Chipping brush, brush mowing, and education/management on behalf of Sunfish Lake. -- 6.5 hr	\$325.00
7/31	Consultation with Halvorson and water new trees in Harmon Park -- 1.5 hr	\$75.00
8/1	Mow burdock in Harmon Park and mulch new trees -- 10 hr	\$500.00
8/2	Cut burdock along all city streets -- 5 hr	\$250.00
8/2	Review 21 Salem Lane and 2154 Charlton Road. Burning Permit to Johnson -- 2 hr	\$100.00
8/6	Council meeting preparation, Consultant meeting and Council meeting -- 4.5 hr	\$225.00
8/8	Clearance pruning along Acorn Drive, 60 th Street, and Angell Road -- 8.5 hr	\$425.00
8/9	Clearance pruning along Windy Hill Court and Windy Hill Road. Removed several dead elms long Charlton Road. Burning permit to Baskfield -- 7.5 hr	\$375.00
8/12	Consultation with Lamey about possible oak wilt, collected sample and dropped off at U of M plant disease laboratory. -- 1.5 hr	\$75.00
8/13	Completed writings for Quarterly and Treways and sent to Quarterly editor and SFL Webmaster-- 3hr	<u>\$150.00</u>
Total Due		\$2850.00

Regards,
Jim Naves

David Neameyer-Building Official

Bill for Services for Sunfish Lake

June 1, 2012 –August 30, 2013

Date	Permit #	Permit Fee	Plan Review Fee	State Surch.	Total
6/1/13	B-13-13	\$191.75	n/a	\$5	\$196.75
6/4/13	M-13-14	\$95	n/a	\$5	\$100
6/10/13	M-13-15	\$95	n/a	\$5	\$100
6/10/13	B-13-14	\$221.75	n/a	\$6	\$227.75
6/14/13	B-13-15	\$118	n/a	\$2.50	\$120.50
6/17/13	M-13-16	\$95 ✓	n/a	\$5	\$100
7/6/13	B-13-16	\$368.75 ✓	n/a	\$11	\$379.75
7/14/13	B-13-17	\$162.25 ✓	n/a	\$4	\$166.25
7/14/13	P-13-07	\$230 -	n/a	\$5	\$235
7/16/13	M-13-17	\$95 ✓	n/a	\$5	\$100
7/19/13	M-13-18	\$95 ✓	n/a	\$5	\$100
7/26/13	M-13-19	\$95 ✓	n/a	\$5	\$100
7/29/13	B-13-18	\$191.75 ✓	n/a	\$5	\$196.75
7/29/13	B-13-19	\$383.50 ✓	n/a	\$11.50	\$395
8/1/13	B-13-20	\$95 -	n/a	\$5	\$100
8/1/13	B-13-21	\$6,756.75 ✓	\$4,391.89 ✓	\$580	\$11,728.64
8/1/13	B-13-22	\$423.75 -	n/a	\$13	\$436.75
8/5/13	M-13-20	\$95 ✓	n/a	\$5	\$100
8/5/13	M-13-21	\$95 ✓	n/a	\$5	\$100
8/19/13	B-13-23	\$413 ✓	n/a	\$12.50	\$425.50
8/19/13	B-13-24	\$3,222.75 -	\$2,094.79 ✓	\$230.50	\$5,548.04

8/20/13	B-13-25	\$236 ✓	n/a	\$6.50	\$242.50
8/20/13	M-13-22	\$95 -	n/a	\$5	\$100
8/23/13	P-13-08	\$80 ✓	n/a	\$5	\$85
8/23/13	M-13-23	\$95 ✓	n/a	\$5	\$100
8/23/13	B-13-26	\$681.75 ✓	n/a	\$25	\$706.75

Subtotal	\$14,726.75	\$6,486.68	\$977.50	\$22,190.93
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	X .8	x 1.00	---	-----
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Total	\$11,781.4	+	\$6,486.68	---	-----
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Total due to Building Official = \$18,268.08



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 Ann Lanoue
8010 Corey Path
Inver Grove Heights, MN 55076

August 01, 2013

In Reference To:
July 2013 Technical Assistance - Private Projects

Invoice No. 20926-1

	<u>Hrs/Rate</u>	<u>Amount</u>
<u>13.04 SCHACKER MAJOR SITE PLAN REVIEW - 393 Salem Church Rd</u>		
AB 7/2/13 Discuss plan changes to major site plan review/direction to staff	0.20 147.00/hr	29.40
MB 7/2-7/3/13 Meet with architect and landscape architect to review plan changes/discuss changes with NAC staff re: review process/contact applicants re: minor review process/correspondence re: minor site plan review	2.30 65.00/hr	149.50
Subtotal of this Project:	[2.50	178.90]
TOTAL AMOUNT DUE THIS INVOICE:	2.50	\$178.90



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 Ann Lanoue
8010 Corey Path
Inver Grove Heights, MN 55076

August 01, 2013

In Reference To:
July 2013 Technical Assistance - Private Projects

Invoice No. 20926-2

	<u>Hrs/Rate</u>	<u>Amount</u>
<u>13.05 SILVERMAN MINOR SUBDIVISION - 2158 Charlton Road</u>		
MB 7/1/13 Correspondence from Christi Cirrili and applicants re: official application withdrawal/answer additional questions re: easements, etc.	0.30 65.00/hr	19.50
Subtotal of this Project:	[0.30	19.50]
TOTAL AMOUNT DUE THIS INVOICE:	0.30	\$19.50



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 Ann Lanoue
8010 Corey Path
Inver Grove Heights, MN 55076

August 01, 2013

In Reference To:

July 2013 Technical Assistance - Private Projects

Invoice No. 20926-3

	<u>Hrs/Rate</u>	<u>Amount</u>
<u>13.06 BROWN MAJOR SITE PLAN REVIEW - 8 Roanoke Road</u>		
MB 7/1-7/2/13 Discuss CUP requirements with staff and processing with staff/draft planning report	4.80 65.00/hr	312.00
MB 7/1-7/3/13 Create public hearing notice for CUP/contact applicants re: CUP application for substandard lot size and to discuss questions re: submitted plans/revise property owner notices to reflect CUP/review engineer report and correspondence with applicant and engineer re: report	2.00 65.00/hr	130.00
MB 7/3/13 Correspondence with applicants re: additional plan details needed/prepare exhibits for report	1.20 65.00/hr	78.00
MB 7/8-7/9/13 Meet with Angie Brown to review new submittals (scaled plans, new lighting plan, etc.)/revise exhibits for report with new plans/integrate engineer's comments in report/finalize report and exhibits	2.70 65.00/hr	175.50
MB 7/9-7/10/13 Correspondence with applicant and engineer re: engineer report/discuss engineering recommendations with staff/correspondence with property owner re: proof of title/discussion with staff re: processing of application/review report	2.00 65.00/hr	130.00
MB 7/11/13 Finalize and prepare report for Planning Commission packet	2.00 65.00/hr	130.00
MB 7/11/13 Correspondence with applicants and surveyor re: engineer requirements and providing up to date survey, etc.	0.70 65.00/hr	45.50



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CITY OF SUNFISH LAKE

Page 2

	<u>Hrs/Rate</u>	<u>Amount</u>
MB 7/17/13 Review report/prepare presentation for Planning Commission meeting	1.40 65.00/hr	91.00
MB 7/17/13 Review revised surveys/speak with engineer and applicant re: revisions, Planning Commission meeting recommendations/make copies of revised plans for meeting	1.60 65.00/hr	104.00
MB 7/22/13 Correspondence re: Planning Commission findings and conditions/survey revisions, etc.	0.40 65.00/hr	26.00
MB 7/24/13 Phone call from Jim Naves re: site visit and conditions/correspondence with applicants re: City Forester visit	0.30 65.00/hr	19.50
MB 7/25/13 Draft resolution and Planning Commission findings for City Council meeting/integrate new conditions from City Engineer and Forester	2.20 65.00/hr	143.00
Secretarial	1.00 45.00/hr	45.00
Expenses (mileage, communications, supplies, etc.)		110.55
Subtotal of this Project:	[22.30	1,540.05]
TOTAL AMOUNT DUE THIS INVOICE:	22.30	\$1,540.05

INVOICE

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

CITY OF SUNFISH LAKE
c/o Ann Lanoue
8010 Corey Path
Inver Grove Heights, MN 55076

August 01, 2013

In Reference To:
July 2013 Technical Assistance - Private Projects

Invoice No. 20926-4

		<u>Hrs/Rate</u>	<u>Amount</u>
<u>13.07 SEIDLITZ MAJOR SITE PLAN REVIEW - 21 Salem Lane</u>			
MB	7/11/13 Meet with Dick Bjorkland and discuss site and building plans and application/need for additional submittals	1.30 65.00/hr	84.50
MB	7/16/13 Create transmittal and mail application materials to consultants	1.10 65.00/hr	71.50
ES	7/22/13 Meet with staff re: project	0.50 60.00/hr	30.00
ES	7/22-7/24/13 Review plans/draft planning report	2.30 60.00/hr	138.00
MB	7/22/13 Review application and report with staff	0.50 65.00/hr	32.50
	Expenses (mileage, communications, supplies, etc.)		8.94
Subtotal of this Project:		[5.70	365.44]
TOTAL AMOUNT DUE THIS INVOICE:		5.70	\$365.44



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INVOICE

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

CITY OF SUNFISH LAKE
c/o Ann Lanoue
8010 Corey Path
Inver Grove Heights, MN 55076

August 01, 2013

In Reference To:

July 2013 Technical Assistance - Private Projects

Invoice No. 20926-5

	<u>Hrs/Rate</u>	<u>Amount</u>
<u>13.08 SCHACKER MINOR SITE PLAN REVIEW - 393 Salem Church Rd</u>		
AB 7/24/13 Discuss site plan changes	0.30 147.00/hr	44.10
MB 7/8/13 Review new submittals from architect/correspondence with architect and landscape architect re: additional submittals needed	0.60 65.00/hr	39.00
MB 7/11-7/12/13 Sort through entire construction plan set for revised plans/prepare application and plans for mailing to City staff/create transmittal and mail/research nearby property owners and prepare property owner notice	3.30 65.00/hr	214.50
MB 7/15/13 Prepare and mail property owner notices	0.30 65.00/hr	19.50
MB 7/19/13 Draft minor review report	3.00 65.00/hr	195.00
MB 7/25-7/26/13 Review and revise report/discuss engineer conditions with engineer and applicant	1.30 65.00/hr	84.50
Secretarial	0.20 45.00/hr	9.00
Expenses (mileage, communications, supplies, etc.)		24.98
Subtotal of this Project:	[9.00	630.58]



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CITY OF SUNFISH LAKE

Page 2

	<u> </u>	<u>Amount</u>
TOTAL AMOUNT DUE THIS INVOICE:	9.00	\$630.58



NORTHWEST ASSOCIATED CONSULTANTS, INC.

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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 Ann Lanoue
8010 Corey Path
Inver Grove Heights, MN 55076

August 01, 2013

In Reference To:
July 2013 Technical Assistance - Private Projects

Invoice No. 20926-6

	<u>Hrs/Rate</u>	<u>Amount</u>
<u>13.09 NELSON MAJOR SITE PLAN REVIEW - 2154 Charlton Road</u>		
AB 7/24/13 Review garage location and required setbacks	0.30 147.00/hr	44.10
MB 7/15-7/16/13 Meet with applicants to accept and review application submittal materials/create transmittal and mail application materials to staff	1.40 65.00/hr	91.00
MB 7/19/13 Review application/draft report	1.20 65.00/hr	78.00
MB 7/22-7/24/13 Address CUP issue/discuss with staff and architect/work on planning report/correspondence with project representatives re: CUP	5.10 65.00/hr	331.50
Expenses (mileage, communications, supplies, etc.)		20.66
Subtotal of this Project:	[8.00	565.26]
TOTAL AMOUNT DUE THIS INVOICE:	8.00	\$565.26



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INVOICE

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

CITY OF SUNFISH LAKE
c/o Ann Lanoue
8010 Corey Path
Inver Grove Heights, MN 55076

August 01, 2013

In Reference To:
July 2013 Technical Assistance - City Projects

Invoice No. 20927

		<u>Hrs/Rate</u>	<u>Amount</u>
<u>GENERAL</u>			
AB	7/17/13 Review report for City Council/discuss with staff/direct staff on Flynn, Park lot split	0.60 122.50/hr	73.50
ES	7/2/13 Prepare for and attend staff and City Council meetings (NO CHARGE)	4.80	N/C
MB	7/1/13 Phone call from Greg Elsner of Choice Wood Co. re: 2154 Charlton Road application (non-conforming building expansion)/review roofline graphics, etc./answer zoning question/phone call re: pool fence application and ordinance requirements	1.20 55.00/hr	66.00
MB	7/2/13 Prepare for and attend staff and City Council meetings	5.50 55.00/hr	302.50
MB	7/3/13 Discuss planning items and follow up, organization/letter to Richard Harding re: brush piles/finalize Planning Commission packet	1.20 55.00/hr	66.00
MB	7/8-7/9/13 Follow up on inquiry from neighbor of 8 Roanoke Road re: major site and building plans/phone call and email plans/discuss administrative items with staff/phone call re: public road maintenance	0.80 55.00/hr	44.00
MB	7/11/13 Correspondence with Greg Elsner of Choice Wood re: 2154 Charlton Road site and building plans/review ordinance and respond to inquiry from Dan Schadeegg re: fencing, landscaping, recreational vehicles, etc./prepare for meeting	1.20 55.00/hr	66.00



NORTHWEST ASSOCIATED CONSULTANTS, INC.

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CITY OF SUNFISH LAKE

Page 2

		<u>Hrs/Rate</u>	<u>Amount</u>
	with Dick Bjorkland to review 21 Salem Church Road major site and buildings and application		
MB	7/11/13 Project file organization/discuss site and building plan review process with staff	1.30 55.00/hr	71.50
ES	7/15-7/17/13 Observe meeting with applicant re: submission materials/attend Planning Commission meeting (NO CHARGE)	4.70	N/C
MB	7/15/13 Meet with NAC staff to discuss application and administrative procedures (NO CHARGE)	1.60	N/C
MB	7/16-7/18/13 Phone call from Brent Baskfield re: 8 Roanoke Road application/discuss project organization with staff	0.50 55.00/hr	27.50
MB	7/17/13 Attend site visit and Planning Commission meeting	3.00 55.00/hr	165.00
MB	7/22/13 Review application processing and administrative items with staff/review ordinance re: accessory building, CUP requirements, yard and accessory location, etc.	0.70 55.00/hr	38.50
MB	7/24/13 Discussions with staff re: administrative items	0.30 55.00/hr	16.50
MB	7/25-7/26/13 Work on City Council packet and planning update memo	2.90 55.00/hr	159.50
MB	7/26/13 Draft 2014 budget memo to City Council	1.50 55.00/hr	82.50
	Secretarial	1.60 37.50/hr	60.00
	Expenses (mileage, communications, supplies, etc.)		282.18
Subtotal of this Project:		[33.40	1,521.18]
TOTAL AMOUNT DUE THIS INVOICE:		33.40	\$1,521.18

ROUGH CUTT

"We make weeds look good."

Todd Fossand
4220 155th Street West
Rosemount, MN 55068
651-423-5648
651-343-9891 (mobile)

Cutting Done For:

City of Sunfish

Jim MARE

Date Mowed:

7-26-13

Location of Cutting:

City of Sunfish
Lake Roadsides

**Cutting of noxious weeds and high grasses on
private property.**

Extras:

Extras: \$

TOTAL DUE: \$ 395⁰⁰

Not liable for any damage caused as a result of property variances (e.g., sprinkler heads, well caps) which are not marked.



engineering · planning · environmental · construction

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

August 12, 2013

Ann Lanoue
City of Sunfish Lake
8010 Corey Path
Inver Grove Heights, MN 55076

Re: July, 2013 Invoices

Dear Ann:

Enclosed are the invoices for professional engineering services during the month of July for the City of Sunfish Lake.

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

Sincerely,

WSB & Associates, Inc.

A handwritten signature in blue ink, appearing to read "Donald W. Sterna".

Donald W. Sterna, PE
Vice President

Enclosure(s)

cc: Mayor Molly Park

kc



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

City of Sunfish Lake
Attn: Ann Lanoue
8010 Corey Path
Inver Grove Heights, MN 55076

August 12, 2013
Project No: 01011-990
Invoice No: 175

Miscellaneous City Engineer Services

Professional Services from July 01, 2013 to July 31, 2013

Professional Personnel

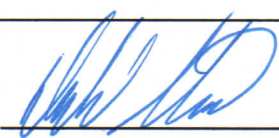
	Hours	Rate	Amount
General			
Cantey, Christopher	1.00	83.00	83.00
Added Street label/missing data			
Carlson, Jesse	1.00	101.00	101.00
MS4 budgeting			
Project Management/Coordination			
Montague, Sharon	3.00	79.00	237.00
Review and revise Capital Improvement Plan, .pdf, and email to council members.			
Sterna, Donald	1.50	142.00	213.00
Corrdination with residents on culvert and signs, preparation for council meeting			
Voll, Tom	1.50	124.00	186.00
Striping quote plan preparation and requests			
Drawings/Layouts			
Kochmann, Charles	3.00	118.00	354.00
Meetings			
Sterna, Donald	2.00	142.00	284.00
Engineers report			
Totals	13.00		1,458.00
Total Labor			1,458.00

Field Services Billing

City Council Meeting

3.0 Meetings @ 50.00	150.00	
Total Field Services	150.00	150.00
Total this Invoice		\$1,608.00

Comments:

Approved by: 

Project	01011-990	SFLK - Misc. City Engineer Services	Invoice	175
		Reviewed by:	Donald Sterna	
		Project Manager:	Donald Sterna	



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

City of Sunfish Lake
Attn: Ann Lanoue
8010 Corey Path
Inver Grove Heights, MN 55076

August 12, 2013
Project No: 01629-280
Invoice No: 2

8 Roanoke Road

Professional Services from July 01, 2013 to July 31, 2013

Professional Personnel

	Hours	Rate	Amount
Plan Review			
Voll, Tom	1.50	124.00	186.00
Totals	1.50		186.00
Total Labor			186.00
		Total this Invoice	\$186.00

Billings to Date

	Current	Prior	Total
Labor	186.00	62.00	248.00
Totals	186.00	62.00	248.00

Comments: _____

Approved by: _____

Reviewed by: Donald Sterna
Project Manager: Donald Sterna



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

City of Sunfish Lake
Attn: Ann Lanoue
8010 Corey Path
Inver Grove Heights, MN 55076

August 12, 2013
Project No: 02182-020
Invoice No: 3

393 Salem Church Road

Professional Services from July 01, 2013 to July 31, 2013

Phase 1 Feasibility / Prel. Des.

Professional Personnel

	Hours	Rate	Amount
Project Management/Coordination			
Voll, Tom	1.00	124.00	124.00
Totals	1.00		124.00
Total Labor			124.00
Total this Phase			\$124.00
Total this Invoice			\$124.00

Billings to Date

	Current	Prior	Total
Labor	124.00	736.00	860.00
Totals	124.00	736.00	860.00

Comments:

Approved by:

Reviewed by: Donald Sterna
Project Manager: Donald Sterna



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

City of Sunfish Lake
Attn: Ann Lanoue
8010 Corey Path
Inver Grove Heights, MN 55076

August 12, 2013
Project No: 02182-030
Invoice No: 3

2014 Street Improvements

Professional Services from July 01, 2013 to July 31, 2013

Phase 1 Feasibility / Prel. Des.

Professional Personnel

	Hours	Rate	Amount	
Project Management/Coordination				
Montague, Sharon	1.00	79.00	79.00	
Design				
Mohr, Danielle	5.00	80.00	400.00	
Meetings				
Sterna, Donald	2.00	142.00	284.00	
Totals	8.00		763.00	
Total Labor				763.00
		Total this Phase		\$763.00
		Total this Invoice		\$763.00

Billings to Date

	Current	Prior	Total
Labor	763.00	5,420.00	6,183.00
Totals	763.00	5,420.00	6,183.00

Comments:

Approved by: 

Reviewed by: Donald Sterna
Project Manager: Donald Sterna

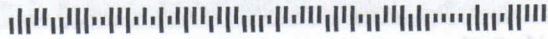


Northern States Power Company

Please Return This Portion With Your Payment.

Your Account Number	Date Due	Please Pay	Amount Enclosed
51-6522337-8	08/30/2013	\$32.77 Thank You!	

AT 01 049473 09411B187 A**3DGT



SUNFISH LAKE, CITY OF
ATTN ANN LANOUE
8010 COREY PATH
INVER GROVE HEIGHTS MN 55076-3



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

31 51083013 65223378 0000000392500000003277

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	\$6.48 CR
No Payment Through 08/05	\$0.00
Balance As Of 08/05	\$6.48 CR
Street Light Service 08/05	\$39.25
Total	\$32.77

Current Charges

Other Charges

Invoice No. 482610980

Bill Period 07/03/2013 to 08/02/2013

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 185 Kwh

200 W HPS FX Only

\$6.45

Fuel Cost Charge

\$4.20

Resource Adjustment

\$0.50

Interim Rate Adj

\$1.75

State Tax

\$1.31

Total Amount

\$26.87

Invoice No. 482611474

Bill Period 07/03/2013 to 08/02/2013

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 30 Kwh

Fuel Cost Charge

\$0.68

Resource Adjustment

\$0.08

Interim Rate Adj

\$1.31

State Tax

\$0.79

Total Amount

\$12.38

SUNFISH LAKE, CITY OF
8010 COREY PATH
INVER GROVE HEIGHTS MN 55076-3

Next Scheduled Meter Reading Date	Date Due	Please Pay
	08/30/2013	\$32.77

See back of bill for
more information.

Account #: 51-6522337-8

Page 1 of 1

Statement Date: 08/05/13

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 # 378529296

1 6

049473 1/1

Northern States Power Company

Please Return This Portion With Your Payment.

Your Account Number	Date Due	Please Pay	Amount Enclosed
51-6522337-8	08/21/2013	\$6.48 CR Thank You!	Do Not Return

AV 01 002239 01206B 10 A**5DGT



SUNFISH LAKE, CITY OF
ATTN ANN LANQUE
8010 COREY PATH
INVER GROVE HEIGHTS MN 55076-3



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

31 51082113 65223378 00000000956*0000000648

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	\$34.28
Payment Received as of 07/25	\$50.32 CR
Balance As Of 07/25	\$16.04 CR
Nite Lite Service 07/25	\$9.56
Total	\$6.48 CR

Current Charges

Other Charges

Invoice No. 481245264			
Bill Period 06/25/2013 to 07/24/2013		Install No. 144519	
2166 CHARLTON RD			
SUNFISH LAKE, MN 55118-4737			
100 WATT HPS AREA CO OWN			
Quantity	1	Auto Protective Lgt	7.21
Usage	29 Kwh		
Fuel Cost Charge			\$0.67
Resource Adj			\$0.07
Interim Rate Adj			\$1.00
State Tax			\$0.61
Total Amount			\$9.56

We have updated the Resource Adjustment line item on your bill to reflect changes in the State Energy Policy (SEP) portion of the Resource Adjustment, which recovers the costs of State energy-related mandates and greenhouse gas emissions reductions. The electric SEP portion of the Resource Adjustment decreased to \$0.000060 per kilowatt-hour (kWh). The natural gas SEP portion of the Resource Adjustment increased to \$0.002736 per therm. Questions? Contact us at 1-800-895-4999 or xcelenergy.com.

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.

SUNFISH LAKE, CITY OF
8010 COREY PATH
INVER GROVE HEIGHTS MN 55076-3

Next Scheduled Meter Reading Date	Date Due	Please Pay
	08/21/2013	\$6.48 CR

See back of bill for more information.

Account #: 51-6522337-8

Page 1 of 1

Statement Date: 07/25/13

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 # 377368327 4

002239 1/1