Public Meeting re Parks – 5:00 p.m.
City Council Meeting – 6:00 p.m.
Tuesday, January 21, 2013
Lakeland City Hall

Public Meeting re: Parks Use and Equipment

- - - - -

Regular Council Meeting

1.	CALL TO ORDER	Bob Livingston
2.	PLEDGE OF ALLEGIANCE	Bob Livingston
3.	CONSENT AGENDA – Items defined as routine business not requiring discussion and approved by roll call vote. Items may be pulled from the Consent Agenda for discussion and/or separate action.	Bob Livingston
4.	LAW ENFORCEMENT REPORT	Amy Williams Deputy Sheriff
5.	PETITIONS TO THE COUNCIL – Items requested to be placed on the Agenda from the public or from the floor.	Bob Livingston
6.	PROPOSED ORDINANCE RE: OUTSIDE USES IN THE RETAIL BUSINESS DISTRICT – Adopt Ordinance and Summary Resolution	Ron Moorse
7.	POLICY RE: STANDARDS FOR TEMPORARY OUTSIDE SALES & EVENTS IN THE RETAIL BUSINESS DISTRICT – Approve Policy	Ron Moorse
8.	PUBLIC BANNER SIGNS	Ron Moorse
9.	2014 STREETS PROJECTS / Seal Coat – Crack Seal	Matt Kline John Parotti
10.	ONLINE PAYMENT OF WATER BILLS	Matt Kline
11.	PARKS / PURCHASE OF PARK STRUCTURES	Asia Bednar
12.	CITY STAFF REPORTS - Attorney - City Clerk - Recycling Report - City Engineer - Public Works Director - DNR North and East Metro Management Area - Treasurer	
13.	COUNCIL MEMBER REPORT/Bednar	Asia Bednar
14.	COUNCIL MEMBER REPORT/Glasgow	Richard Glasgow

(over)

15.	COUNCIL MEMBER REPORT/Williams	Amy Williams
16.	COUNCIL MEMBER REPORT/Paiement - PW1 Evaluation Recommendation	Joe Paiement
17.	MAYOR'S REPORT	Bob Livingston
18.	ADJOURN	Bob Livingston

CONSENT AGENDA

CONSENT AGENDA ITEMS are defined as routine business not requiring discussion and approved by roll call vote. Members may elect to pull Consent Agenda item(s) for discussion and/or separate action.

A. Minutes of the December 17, 2013 Regular City Council meeting

B. Treasurer's Report

C. Bills to be Approved

D. Resolution approving City Annual Appointments

E. Resolution approving re-appointment of Diane Wirth and appointment of Jeri Ryan to the Planning Commission for three-year terms, terms to expire February 1, 2017

F. Final AFP No. 2 for 2012 Streets Projects to Hardrives, Inc. in the amount of $37,493.37

G. Confirmation to "adopt Resolution 2013-26 Supporting the Washington County Request For $5,000,000 in State Bond Funds for the Gateway Corridor".

- - - - -

G. 2013-26 – Review of the recording shows that while a vote was taken (3 ayes/2 nays), a motion was not formally made. This is to confirm adoption of the resolution regarding support for state bond funds for Gateway Corridor.

CITY COUNCIL MEETING
Tuesday, December 17, 2013

CITY COUNCIL PRESENT: Asia Bednar, Amy Williams, Richard Glasgow, Joe Paiement, Robert Livingston
STAFF PRESENT: Chris Wallberg, Matt Kline, Ron Moorse, Steve Iverson, Tom Niedzwiecki, Chris Johnson, John Parotti
OTHERS PRESENT: Chris White, Leona Miller, Wyatt Rivers, Erika Rivers, Steve Ellenwood, Brad Lahr, Josh Brekken

1. **CALL TO ORDER** by Mayor Livingston at 6:00 p.m.

2. **PLEDGE OF ALLEGIENCE** *was recited.*

3. **2014 LEVY & BUDGET / TRUTH IN TAXATION HEARING**

   A. Public Hearing

      1. Call to Order by Mayor Livingston.
      2. Public Comments – Leona Miller, 600 Quinmore Avenue North, stated her taxes were raised and disputed that they should have been. She was informed she will need to return to the Board of Equalization Hearing to dispute property taxes, which will take place in April.
      3. Written Comments – None.
      4. Hearing Closed

   B. Discussion & Consideration of Resolutions approving 2014 Final Levy & 2014 Final Budget – Niedzwiecki stated the 2014 budget increased 2.9%, including a 1.6% increase for the general fund. The levy increased .3% but represented a 0% increase overall. The City utilized $25,000 in LGA to keep the budget at a 0% increase. There was also legislation passed to exempt cities from most general sales tax, which saves the City roughly $16,000, which is mostly in Public Works and Water Utility expense. The Water Utility expense rate will not increase in 2014 and Public Works levy will not change. **M/S/P(Glasgow/Williams) to adopt Resolution 2013-23 adopting the final budget for the year 2014.** There was discussion regarding how funds budgeted for City Zoning would be used. Bednar also enquired about available funds for rain garden improvements. Glasgow stated the total budget is $1,044,528. **Roll Call - Williams, Glasgow, Bednar, Paiement, and Livingston voted aye. Resolution adopted. M/S/P(Glasgow/Williams) to adopt Resolution 2013-24 adopting the final property tax levy for the year 2014.** Williams stated levy for 2014 is $50,000 less than 2013 and recognized staff for their role in reducing the levy. **Roll call – Williams, Glasgow, Bednar, Paiement, and Livingston voted aye. Resolution adopted.**

4. **SUMMARY OF NOVEMBER 19, 2013 CLOSED EXECUTIVE SESSION** – Johnson stated Council entered closed session to discuss the court order regarding Donald James Space. The Council decided to proceed in accordance with the terms of the court order.

5. **VARIANCE APPLICATION / D. James Space for Variance to allow the existing driveway and sidewalk to remain at 1109 Quixote Avenue North –** Moorse introduced the background regarding the variance request. He stated legal action against D. James Space took place due to work performed without a grading & filling permit, as well as a necessary variance in relation to an impervious surface coverage overage. He stated legal action resulted in a court order requiring Mr. Space to successfully obtain an after the fact grading & filling permit, as well as a variance to allow the impervious surface coverage to exceed 20% until all requirements of the Court Order could be reached. Doing so would allow the driveway and sidewalk to remain intact. The property currently exceeds 20% impervious surface coverage and the court order requires several areas of impervious surface to be removed and/or re-vegetated. After all of the required areas has been removed/re-vegetated the impervious coverage would be 19.1%. He stated the variance would not allow the impervious coverage to stay over 20% but would allow Mr. Space adequate time to adhere to the court order. He added that if the Council were to approve the variance, he recommended a condition requiring removal of the excess impervious coverage required by the Court Order. He stated a portion of the re-vegetation has taken place and the remaining re-vegetation should take place in the spring when the weather allows. He stated the Planning Commission reviewed the variance request and recommended approval with conditions. Those conditions included areas of required re-vegetation indicated on the survey should be completed no later than June 15, 2014; the re-vegetated areas should remain in a vegetated and pervious condition;

there shall be no vehicular traffic on the northerly parking area. Moorse stated findings of fact from the PC Hearing: 1) The property owner is proposing to use the property in a reasonable manner. 2) There are circumstances unique to the property not caused by the property owner because re-vegetation of the northerly parking cannot be completed until the spring. 3) The character of the locality will not be disturbed because the driveway and sidewalk are reasonable and the property will comply with impervious surface requirements after re-vegetation takes place. 4) Mr. Space is under court order to re-vegetate areas indicated in the survey. There was discussion regarding compliance with pervious surface maintenance and what entity would be responsible for monitoring. Williams stated her interpretation was that the City is not compelled to monitor compliance but the City has discretion to monitor the property for compliance. Moorse confirmed that was correct. **M/S/P(Williams/Glasgow) to approve Resolution 2013-25 approving a variance to allow the existing driveway and sidewalk to remain on the property at 1109 Quixote Avenue North with the added condition of approval that the property must return to 19.1% impervious surface coverage.** Williams stated the importance that conditions of approval must be achieved. Planning Commission Chair Chris White stated she would like the conditions of approval to specifically state that the impervious surface coverage be 19.1% after re-vegetation has taken place. The conditions of approval shall be amended to state the property will be brought to 19.1% impervious surface coverage after re-vegetation takes place. **Roll call – Williams, Glasgow, Bednar, Paiement, and Livingston voted aye. Resolution adopted as amended.**

6. **LAW ENFORCEMENT REPORT** – Williams yielded her report to Deputy Sullivan. He reported on rollover vehicle accident on I-94. He stated there has been more suspicious vehicle calls but none have resulted in criminal activity. Williams recognized the Washington County Sheriff's Department for doing a great job. Deputy Sullivan stated progress was made with the investigation regarding thefts that took place in recent months but no arrests had been made.

7. **CONSENT AGENDA – M/S/P(Williams/Bednar) to approve the Consent Agenda. Passed Unanimously.**

   A. Minutes of the November 19, 2013 Regular City Council meeting
   B. Treasurer's Report
   C. Bill to be Approved
   D. 2014 Liquor Licenses – Bungalow Inn and Village Wine & Spirits
   E. Set 2014 Board of Appeal & Equalization for Tuesday April 8, 2014 from 5:00 to 6:00 p.m. and continuance scheduled as part of the regular April 15, 2014 City Council meeting at 6:00 p.m. if necessary

8. **PETITIONS TO THE COUNCIL** – None.

9. **WASHINGTON COUNTY REQUEST / STATE BOND FUNDS FOR GATEWAY CORRIDOR COMMISSION** – Livingston explained what the Gateway Corridor Commission is and what its purpose is. He stated they are requesting funds from Washington County and that the funds will ultimately come out of the State Bond funds. He is in favor of supporting the Gateway Corridor Commission's request. He added the County generally takes action on these items but is now requesting input from each city. Williams discussed the Met Council's examination of managed lanes in the East metro and stated she does feel it is an option to mitigate congestion on freeways. She stated traffic issues need real addressing. She stated the Gateway Corridor Commission is examining Bus Rapid Transit(BRT) and a light rail system. An environmental impact study of the BRT and light rail proposal is currently taking place. There will be no stations further east than Manning Avenue under the current proposal. Lakeland is a voting member of the Gateway Corridor Commission because I-94 bisects the community. Gateway has asked for resolution to support the proposal of the Gateway Corridor as opposed to the Met Council's managed lane solution. The resolution is not asking for any funds but does show support to the Gateway Corridor Commission's proposal. She stated she is in favor of the resolution and encourages other members of the Council to vote in favor of the resolution. She added failure to adopt the resolution is moot because no action is being requested. Steve Ellenwood, 8182 Lori Lane, Woodbury, is opposed to the Gateway Corridor Commission. He does not agree that spending a large sum of money on a project that will not be of great benefit to the eastern metro area is worthwhile. He cited a Pioneer Press article that presented statistics suggesting very few people use public transportation. He stated the BRT option was not viable due to lack of space for lanes to be added on I94. He stated the cost of the project is too great to be worthwhile and the only way to justify the expense is to force people out of their cars. He feels roads and buses are much better solutions. He stated most destinations are miles off where lines stop so further transportation would still be necessary. Livingston said the County is asking for support only and no particular expenditure or plan has been presented. Washington County has been the most parsimonious of the Counties involved and have withheld raising sales tax. He stated he trusts the judgment of the County Commissioners and feels they are looking out for citizens. Glasgow stated he is not in favor of the proposal; feels there is enough government spending; does

not think many people will use the proposed transportation. Williams stated one of the largest budgeted expenditures in Minnesota is transportation. She realizes $5 million is a lot of money but there are people who have looked for alternative transportation but currently have no options. She would like to see more transportation options and realizes the expense, but added that road construction and maintenance is not free either. She stated the Gateway Corridor is very fiscally responsible and it is working hard to examine transportation problems. She reiterated she is strongly in favor of resolution. Ellenwood stated the roads still need to be paid for even if BRT or light rail is implemented. Williams stated many cars would be off the road if BRT or light rail were implemented. She does not feel people should be forced into transit options. Glasgow stated gasoline tax funds would be lost with cars off the roads. There was discussion regarding how the funding requested by Washington County will take place. Livingston stated that the Gateway Corridor Commission helps to allocate funds to counties other than Ramsey and Hennepin. [Rec. Note: There was no motion to adopt Resolution 2013-26. The vote that took place passed 3-2(Williams, Paiement, Livingston voted aye; Glasgow, Badnar voted nay) and indicated the intention of the Council was to adopt Resolution 2013-26. As a result, confirmation of the adoption of Resolution 2013-26 will be added to the January 2014 Consent Agenda.]

10. **PERSONNEL COMMITTEE RECOMMENDATIONS –** Paiement stated the Personnel Committee recommended that Jacob McNabb receive a wage increase of $.50 per hour, which is the equivalent of 3%, effective December 1, 2013. **M/S/P(Williams/Glasgow) to adopt the Personnel Committee recommendation to increase Jacob McNabb's hourly rate of pay by 3% effective Dec. 1, 2013.** Bednar asked about viewing personnel performance reviews. Chris Johnson stated that performance reviews could be included in packets but it is not necessary. He added that if the review were negative that the employee would have the option of having it discussed in closed session first. Williams stated staff did provide detailed reports that were reviewed by the Personnel Committee. She added employees tend to start at a lower than market wage and receive increase to bring the wage in line with market value after year one if performance permits. There was discussion regarding instituting a system for administering wage increases. Chris Johnson stated that, as a precaution, personnel items should reviewed by the City Attorney prior to being made public. Chris White stated the Personnel Committee has reviewed the salary survey from the LMC to achieve fair wages. Bednar does not want employees to expect the same level of wage increase after every review. Paiement stated the Personnel Committee is in the process of formulating salary ranges at which time performance reviews and wage increases will not be as necessary. Livingston stated he doesn't want the Personnel Committee to return to its previous state in which performance reviews and wage increases were not taking place. He added that Lakeland is a small city with few employees that doesn't need big corporate policies, as it is too time consuming. He informed the Council that it is not the role or responsibility of elected officials to act as individual supervisors to staff. He cautioned that separation between Council and Staff responsibilities need to be maintained. He encouraged Councilmembers to review Newly Elected Officials Handbook from the LMC. It was stated that personnel performance reviews were available in the Clerk's Office if a Councilmember desired to review them. **Passed Unanimously**. Paiement introduced the Personnel Committee's recommendation to increase Steve Iverson's hourly wage by $.96 per hour, which is the equivalent of 6%, effective December 1, 2013. Williams stated there was considerable discussion regarding the 6% increase and that Iverson did not receive a 6-month review. She added the effective increase is actually less than 6% due to a 6-month evaluation not taking place. Williams stated she is confident with the 6% increase. **M/S/P(Williams/Glasgow) to adopt the Personnel Committee recommendation to increase Steve Iverson's hourly rate of pay by 6% effective December 1, 2013. Passed Unanimously.** Williams explained that the contract of the City Zoning Administration Consultant, Ron Moorse, had expired in September 2013. Williams stated the Personnel Committee recommends not renewing the contract of Ron Moorse and that Zoning Administration responsibilities would be brought back "in house" temporarily. She added a consulting company that focuses primarily on planning and zoning has been identified if needed for larger projects. Paiement stated the consensus of the Personnel Committee is to reevaluate Zoning responsibilities and chose to do so due to the expiration of the contract. He reiterated that zoning responsibilities would return "in house" until further review takes place. Paiement and Livingston commended Moorse for his contributions to the City. **M/S/P(Williams/Bednar) to accept the recommendation of the Personnel Committee to not enter into a new contract with Zoning Administration Consultant, Ron Moorse, and provide 30-days written notification to Mr. Moorse informing him of the decision.** Glasgow stated he took issue with not renewing the contract and would prefer to see a change take place as part of reorganization of the City Staff. He feels a permanent solution would be appropriate. He does not perceive there is currently a large amount of zoning activity. Livingston stated he sees little point in reorganizing a five person staff; feels the City is running well and reorganization is not necessary. Chris Johnson suggested sending a 30-day written notice to Moorse. Glasgow stated that he would like to see Moorse continue as Zoning Administration Consultant and renew his contract on a monthly basis. White stated that as the Chair of the Planning Commission she highly recommends a change be made with regard to the Zoning Administration. She does not feel that the arrangement had achieved the anticipated success and a change is necessary. There was discussion regarding cost

savings associated with bringing Zoning Administration back "in house". Williams stated increasing the hours of the Deputy Clerk has been discussed and will be further examined. She added there would still be cost savings from the current amount of expenditure on Zoning Consultation if the Deputy Clerk's hours were increased. There is a lot of redundancy as a result of the current arrangement. Potential additional burden placed on the Clerk's Office resulting from the change was discussed. Williams stated elimination of the contract is a step in reorganization. Paiement stated Moorse was hired for a reason and is frustrated that a year later things are returning to where they started. Livingston stated he was involved with the hiring of Moorse and recognized that things did not work as planned. Paiement stated the consensus of the Personnel Committee was that the arrangement with Mr. Moorse was not working well and a change is necessary. He added that there was a difference of opinion amongst the Personnel Committee regarding arrangements moving forward with Zoning Administration and suggested the item could be examined at the Council level as opposed to a Committee level. **Williams, Bednar, Paiement, Livingston voted aye. Glasgow voted nay. Motion passed 4-1.**

11. STAFF REPORT

Attorney – No report.

City Clerk – Wallberg stated the City Clerk's Office with be closed for observation of the Christmas Holiday. She is hoping to go live with the new website in January.

City Engineer – Parotti stated it had been a while since he was before the Council and that Public Works had adequately covered engineering reports. He offered to periodically provide written updates to the Council if desired. A report was provided summarizing November engineering activities. He gave a summary of engineering duties performed at 1109 Quixote Avenue North. He provided an update regarding progress with 6th and Quixote drainage issue. He stated he attended a pre-application meeting for a business with facility expansion plans. He stated the 2013 Street Project is near completion with a couple items remaining to be addressed in the spring. Final pay for the 2013 Street Project will be in the May to June timeframe. There was discussion regarding when pre-application meetings take place and who is responsible for deciding when they will take place. It was stated that cost associated with the meetings include time to attend the meeting as Engineering services are billed on hourly basis. There was discussion regarding how the engineering service costs are handled and when applicants are responsible for payment. Glasgow stated satisfaction with the report and would like to see them more often. Parotti stated he would be willing to provide reporting in any fashion the Council prefers.

Public Works Director – Kline stated there have been three snowplowing events and a couple sand/salt events. He stated there has been a problem with on street parking during snowfalls this year. He stated Deputies would be issuing citations if the problem does not cease. He also reminded residents that it is illegal to plow snow from their driveway onto/across the street from their property.

Treasurer – Niedzwiecki stated the 2nd half taxes were received and collection for the general fund was 94.8%. He stated this collection rate was lower than last year's collection rate of 96.7%. He would've liked to see it a couple percent higher but it is no cause for alarm. He stated he would like to achieve resolution with carrying $16,000 in expenses from 2011 and 2012 related to the Space issue. He stated if the expenses are unable to be charged to the applicant the balance would be transferred to legal & audit reserve, which would still have a balance around $3,000 after the transfer. Williams stated she prefers to wait to roll over expenses until after completion with the court order. Niedzwiecki stated all charges related to the Space litigation from 2013 were absorbed in general fund, which is one reason there is no favorable variance in the general fund. He stated the expenses could be transferred in 2014 once resolution with recovering costs was reached by the Court.

Zoning – None.

12. COUNCIL MEMBER REPORT/ Williams stated she attended the Political Advisory Committee for the Gateway Corridor Commission as well as the regular meeting. She attended a Met Council open house forum regarding transportation in the Twin Cities. She attended the Alliance meeting that had a presentation on roads. She attended LSCV Fireboard audit meeting. She is comfortable with audit information and the audit will be signed; a report on the audit with be presented a future meeting. She attended the Lake St. Croix Beach holiday open house.

13. COUNCIL MEMBER REPORT/ Glasgow reported he is attempting to coordinate a ride along with the Public Works department during a snowplowing session. He attended the Alliance meeting. The St. Croix Valley Foundation is

examining a community center in the Lower St. Croix Valley. He stated there would be no Alliance meeting and no Cable Commission meeting in December. He stated he had the opportunity to meet with the crew from USS Minnesota.

14. **COUNCIL MEMBER REPORT/** Bednar reported that the baseball field at Crocker Park was named Al Bergevin field. Bergevin was recognized for his work with Lakeland youth, particularly forming a baseball league in 1959. He also helped save the park, as there was discussion about removing it. He was honored with a plaque that will be placed at the park. There was also a proclamation that December 18, 2013 would be Al Bergevin day in the City of Lakeland. She wishes to form a photo contest to display on the website or to create a calendar. She discussed the desire to improve the rain gardens with help from garden club or other volunteers.

15. **COUNCIL MEMBER REPORT/** Paiement had no report.

16. **MAYOR'S REPORT/** Livingston presented Jeri Ryan as a candidate to fill the vacancy on the Planning Commission. He proposed to appoint her in January 2014. He reported he would make yearly appointments in January 2014.

17. **ADJOURN – M/S/P(Williams/Glasgow) to adjourn meeting at 8:05 p.m. Passed unanimously.**

Robert Livingston, Mayor

Steve Iverson, Deputy Clerk/Recorder

CITY OF LAKELAND
Claims to be Approved
December 17, 2013 through January 17, 2014

	Type	Date	Num	Name	Memo	Account	Original Amount
	Clerk's Checks						
	Bill Pmt -Check	12/17/2013	1739	Carquest		100 · General Fund	(139.26)
	Bill	12/27/2013		401 Public Works Fund:C. 43200 Snow & Ice Contr	Plow Truck Hydraulic Hose #680	43221 · Vehicle Fuel & Maintenance	139.26
TOTAL							139.26
	Check	12/27/2013	1740	Void	Check Voided - Printing Error	100 · General Fund	
TOTAL							0.00
	Bill Pmt -Check	12/27/2013	1741	Lakeland Post Office		100 · General Fund	(362.39)
	Bill	12/27/2013		601 Water Utility Fund:B. Exp:49400 Water Departi	Water Billing Jan 2014	350 · Printing & Publishing	362.39
TOTAL							362.39
	Bill Pmt -Check	12/30/2013	1742	Lakeland Post Office		100 · General Fund	(143.64)
	Bill	12/30/2013		801 LT Imp Fund:E. Communications	Newsletter Jan 2014	350 · Printing & Publishing	143.64
TOTAL							143.64
	Consultant Expenses					Total Clerk's Checks	645.29
	Bill Pmt -Check	01/15/2014	15277	Johnson/Turner Attorney's at Law		100 · General Fund	(1,203.75)
	Bill	12/31/2013		100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41610 Leg	General 2013 - Filing; Agenda; Review Engineer Re	41610 · Legal Services - General	585.00
				199 Applicant Escrow Fund:49199 General Escrow	Space Review	41610 · Legal Services - General	156.25
				100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41610 Leg	E-Mails with DNR regarding review process	41610 · Legal Services - General	62.50
				100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41615 Leg	Prosecution Fees	41615 · Legal Services - Prosecution	400.00
TOTAL							1,203.75
	Bill Pmt -Check	01/15/2014	15278	Kathi Pelnar - Animal Control	March 2012	100 · General Fund	(68.64)
	Bill	12/31/2013	Dec2013	100 Gen'l Fd:B. Exp:04 Public Safety:42700 Animal	Animal Control Service Calls & Mileage	42700 · Animal Control & Impound Servs	68.64
TOTAL							68.64
	Bill Pmt -Check	01/15/2014	15279	Mark Nagel (1099 Vendor)		100 · General Fund	(350.00)
	Bill	12/31/2013		100 Gen'l Fd:B. Exp:02 Admin & Fin:41350 City Go	December 2013 Retainer	41520 · City Gov't Affairs	350.00
TOTAL							350.00
	Bill Pmt -Check	01/15/2014	15280	PressEnter LLP		100 · General Fund	(270.00)
	Bill	12/31/2013		100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41900 Oth	Feb 1, 2014 - Mar 1, 2014 - Contracted IT Services	352 · Web Site/IS Support	270.00
TOTAL							270.00
	Bill Pmt -Check	01/15/2014	15281	Ronald J. Moorse		100 · General Fund	(1,416.00)
	Bill	12/31/2013		199 Applicant Escrow Fund:49199 General Escrow	Quinn Variance	41605 · City Zoning Administrator	36.00
				199 Applicant Escrow Fund:49199 General Escrow	Statz Variance	41605 · City Zoning Administrator	60.00
				199 Applicant Escrow Fund:49199 General Escrow	Anderson Quixote	41605 · City Zoning Administrator	168.00
				199 Applicant Escrow Fund:49199 General Escrow	Space Variance	41605 · City Zoning Administrator	48.00
				100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41605 City	Billig Septic	41605 · City Zoning Administrator	60.00
				100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41605 City	General Zoning	41605 · City Zoning Administrator	1,044.00
TOTAL							1,416.00
	Bill Pmt -Check	01/15/2014	15282	Short,Elliott,Hendrickson		100 · General Fund	(4,385.92)
	Bill	12/31/2013	276613	401 Public Works Fund:B. Street Maint & Improvem	Lakeland 2013 Streets Project	41620 · City Engineer - General	1,673.00
	Bill	12/31/2013	276611	199 Applicant Escrow Fund:49199 General Escrow	Lakeland vs. Space - Variance Application	41620 · City Engineer - General	2,125.06

CITY OF LAKELAND
Claims to be Approved
December 17, 2013 through January 17, 2014

	Type	Date	Num	Name	Memo	Account	Original Amount
				100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41620 City	6th & Quixote Drainage	41620 · City Engineer - General	395.50
				199 Applicant Escrow Fund:49199 General Escrow	Bungalow Pre-Application Meeting	41620 · City Engineer - General	192.36
TOTAL							4,385.92
	Bill Pmt -Check	01/15/2014	15283	WyzCo Group, LLC		100 · General Fund	(70.00)
	Bill	12/31/2013	2141	801 LT Imp Fund:E. Communications	Website Amendments	352 · Web Site/IS Support	70.00
TOTAL							70.00
	City Hall/Clerk's Office Expenses					Total Consultant Expenses	7,764.31
	Bill Pmt -Check	01/16/2014	15284	Animal Humane Society	607	100 · General Fund	(14.24)
	Bill	12/31/2013	1837	100 Gen'l Fd:B. Exp:04 Public Safety:42700 Animal	3rd Qtr 2013 Impound Services	42700 · Animal Control & Impound Servs	14.24
TOTAL							14.24
	Bill Pmt -Check	01/16/2014	15285	ECM Publishers, Inc.		100 · General Fund	(110.60)
	Bill	12/31/2013	60381	100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41900 Oth	PHN-Banner Signs	350 · Printing & Publishing	55.30
	Bill	12/31/2013	60382	100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41900 Oth	PHN-Outside Uses	350 · Printing & Publishing	55.30
TOTAL							110.60
	Bill Pmt -Check	01/16/2014	15286	Lakeland Water Utility		100 · General Fund	(14.65)
	Bill	12/31/2013		100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41940 Bld	12/25/2013 Billing Date	43169 · Lakeland Water - City Hall	14.65
TOTAL							14.65
	Bill Pmt -Check	01/16/2014	15287	Metro Sales, Inc.		100 · General Fund	(706.42)
	Bill	12/31/2013	572634	100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41900 Oth	Black & White Meter Yearly Maintenance	201 · Office Supplies/Misc	587.30
				100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41900 Oth	Sales Tax	201 · Office Supplies/Misc	41.85
	Bill	12/31/2013	571353	100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41900 Oth	Black & White Meter	201 · Office Supplies/Misc	72.30
				100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41900 Oth	Sales Tax	201 · Office Supplies/Misc	4.97
TOTAL							706.42
	Bill Pmt -Check	01/16/2014	15288	Quill		100 · General Fund	(318.25)
	Bill	12/31/2013	8069734	100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41900 Oth	DVD-R 100 Pk	201 · Office Supplies/Misc	31.99
				100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41900 Oth	Sales Tax	201 · Office Supplies/Misc	2.28
	Bill	12/31/2013	8254842	100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41900 Oth	HP Laserjet Pro 400 m401N; HP 80A black laserjet t	201 · Office Supplies/Misc	283.98
TOTAL							318.25
	Bill Pmt -Check	01/16/2014	15289	RIVER VALLEY PRINTING		100 · General Fund	(484.00)
	Bill	12/31/2013	4119	801 LT Imp Fund:E. Communications	1050 8 Pg January Newsletter	350 · Printing & Publishing	484.00
TOTAL							484.00
	Bill Pmt -Check	01/16/2014	15290	Stillwater Gazette		100 · General Fund	(55.00)
	Bill	12/31/2013	2014GazetteSub	100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41900 Oth	2014 Gazette Subscription	44330 · Dues, Subscriptions, Registratn	55.00
TOTAL							55.00
	Public Works/Water/Snow Expenses					Total City Hall/Clerk Office Expense	1,703.16
	Bill Pmt -Check	01/16/2014	15291	AT&T Wireless Services		100 · General Fund	(92.93)
	Bill	12/31/2013	825688837x12122013	601 Water Utility Fund:B. Exp:49400 Water Departn	11/05/13 - 12/04/13 Phone Bill	320 · Communication	92.93
TOTAL							92.93
	Bill Pmt -Check	01/16/2014	15292	Civic Systems, LLC		100 · General Fund	(1,277.00)

CITY OF LAKELAND
Claims to be Approved
December 17, 2013 through January 17, 2014

	Type	Date	Num	Name	Memo	Account	Original Amount
	Bill	12/31/2013	CVC11333	601 Water Utility Fund:B. Exp:49400 Water Departn	Semi annual support fees January 1, 2014 to June 30	318 · Water Billing & Admin Systems	1,277.00
TOTAL							1,277.00
	Bill Pmt -Check	01/16/2014	15293	Crysteel Truck Equipment		100 · General Fund	(57.71)
	Bill	12/31/2013	FP153058	401 Public Works Fund:C. 43200 Snow & Ice Contr	Horizontal Threaded Pin	43221 · Vehicle Fuel & Maintenance	54.00
				401 Public Works Fund:C. 43200 Snow & Ice Contr	Sales Tax	43221 · Vehicle Fuel & Maintenance	3.71
TOTAL							57.71
	Bill Pmt -Check	01/16/2014	15294	DVS Renewal	2014 City Vehicle License Renewal	100 · General Fund	(112.00)
	Bill	12/31/2013	2014LicenseRenew	601 Water Utility Fund:B. Exp:49400 Water Departn	99 Pari ID # 154SS1623XT010179	210 · Operating Supplies/Expense	16.00
				100 Gen'l Fd:B. Exp:26 Rec & Pks:45207 Recreation	79 Chev ID # CCL249F465849	210 · Operating Supplies/Expense	16.00
				401 Public Works Fund:B. Street Maint & Improvem	14 Ford ID # 1FDUF4HYXEEA04662	210 · Operating Supplies/Expense	16.00
				601 Water Utility Fund:B. Exp:49400 Water Departn	95 hmde ID # DPSMN961338	210 · Operating Supplies/Expense	16.00
				601 Water Utility Fund:B. Exp:49400 Water Departn	05 Ford ID # 1FTSX21YO5ED16805	201 · Office Supplies/Misc	16.00
				401 Public Works Fund:C. 43200 Snow & Ice Contr	98 Ford ID # 1FDYX82EWVA40666	201 · Office Supplies/Misc	16.00
				401 Public Works Fund:C. 43200 Snow & Ice Contr	98 Ford ID # 1FDYX82E1WVA40665	201 · Office Supplies/Misc	16.00
TOTAL							112.00
	Bill Pmt -Check	01/16/2014	15295	Engel Water Testing, Inc.		100 · General Fund	(270.00)
	Bill	12/31/2013	13-12655	601 Water Utility Fund:B. Exp:49400 Water Departn	Water Samples 10/9; 11/13; 12/11/13	44155 · Water Testing & Consumer Confid	270.00
TOTAL							270.00
	Bill Pmt -Check	01/16/2014	15296	Erickson Oil Products, Inc.		100 · General Fund	(1,341.31)
	Bill	12/31/2013	366096	601 Water Utility Fund:B. Exp:49400 Water Departn	Water Fuel Expense	210 · Operating Supplies/Expense	197.25
				401 Public Works Fund:B. Street Maint & Improvem	Streets Fuel Expense	43191 · Vehicle Fuel and Maintenance	192.01
				401 Public Works Fund:C. 43200 Snow & Ice Contr	Snow & Ice Fuel Expense	43221 · Vehicle Fuel & Maintenance	952.05
TOTAL							1,341.31
	Bill Pmt -Check	01/16/2014	15297	Fastenal	WIHUD92357	100 · General Fund	(8.95)
	Bill	12/31/2013	WIHUD115979	401 Public Works Fund:B. Street Maint & Improvem	3/8" SrwPinAnchrShkle	43191 · Vehicle Fuel and Maintenance	8.48
				401 Public Works Fund:B. Street Maint & Improvem	Sales Tax	43191 · Vehicle Fuel and Maintenance	0.47
TOTAL							8.95
	Bill Pmt -Check	01/16/2014	15298	Gopher State One-Call		100 · General Fund	(120.30)
	Bill	12/31/2013	86687	601 Water Utility Fund:B. Exp:49400 Water Departn	14 E-Mail Tickets	210 · Operating Supplies/Expense	20.30
	Bill	12/31/2013	90886	601 Water Utility Fund:B. Exp:49400 Water Departn	Annual Fee	210 · Operating Supplies/Expense	100.00
TOTAL							120.30
	Bill Pmt -Check	01/16/2014	15299	Grainger		100 · General Fund	(113.23)
	Bill	12/31/2013	9317138072	401 Public Works Fund:B. Street Maint & Improvem	Pressure Washer Hose	210 · Operating Supplies/Expense	61.76
				401 Public Works Fund:B. Street Maint & Improvem	Sales Tax	210 · Operating Supplies/Expense	4.40
	Bill	12/31/2013	9322228603	601 Water Utility Fund:B. Exp:49400 Water Departn	Headlamp	210 · Operating Supplies/Expense	26.24
				401 Public Works Fund:B. Street Maint & Improvem	Bungee Strap	210 · Operating Supplies/Expense	2.86
				601 Water Utility Fund:B. Exp:49400 Water Departn	Sales Tax	210 · Operating Supplies/Expense	2.08
	Bill	12/31/2013	9322980492	401 Public Works Fund:B. Street Maint & Improvem	Bungee Strap	210 · Operating Supplies/Expense	14.83
				401 Public Works Fund:B. Street Maint & Improvem	Sales Tax	210 · Operating Supplies/Expense	1.06
TOTAL							113.23

CITY OF LAKELAND
Claims to be Approved
December 17, 2013 through January 17, 2014

	Type	Date	Num	Name	Memo	Account	Original Amount
	Bill Pmt -Check	01/16/2014	15300	Hach Company	7648424	100 · General Fund	(251.87)
	Bill	12/31/2013	8621078	601 Water Utility Fund:B. Exp:49400 Water Departi	Non-Arsenic SPADNS Reagent 1000 ml	210 · Operating Supplies/Expense	33.65
				601 Water Utility Fund:B. Exp:49400 Water Departi	DPD Free Chorine Rgt 10 ml, PK/1000	210 · Operating Supplies/Expense	171.00
				601 Water Utility Fund:B. Exp:49400 Water Departi	Freight	210 · Operating Supplies/Expense	30.47
				601 Water Utility Fund:B. Exp:49400 Water Departi	Sales Tax	210 · Operating Supplies/Expense	16.75
TOTAL							251.87
	Bill Pmt -Check	01/16/2014	15301	Hawkins Water Treatment Group, Inc.		100 · General Fund	(35.00)
	Bill	12/31/2013	3548094	601 Water Utility Fund:B. Exp:49400 Water Departi	Chlorine 150 # Cylinder	210 · Operating Supplies/Expense	5.00
				601 Water Utility Fund:B. Exp:49400 Water Departi	Sulfur Dioxide 150 # Cylinder	210 · Operating Supplies/Expense	30.00
TOTAL							35.00
	Bill Pmt -Check	01/16/2014	15302	Larsco, Inc.	2876	100 · General Fund	(7,440.00)
	Bill	12/31/2013	3165	601 Water Utility Fund:B. Exp:49400 Water Departi	OCV Control Valves Model 120 Flow Control Valve	400 · Repairs and Maintenance	7,440.00
TOTAL							7,440.00
	Bill Pmt -Check	01/16/2014	15303	Linner Electric Co., Inc.		100 · General Fund	(229.50)
	Bill	12/31/2013	23484	401 Public Works Fund:B. Street Maint & Improvem	Street Light Repair 8th St & St. Croix Trail	400 · Repairs and Maintenance	229.50
TOTAL							229.50
	Bill Pmt -Check	01/16/2014	15304	Little Falls Machine, Inc.		100 · General Fund	(732.97)
	Bill	12/31/2013	00052597	401 Public Works Fund:C. 43200 Snow & Ice Contr	Buffer Brache Outer Assembly	43221 · Vehicle Fuel & Maintenance	732.97
TOTAL							732.97
	Bill Pmt -Check	01/16/2014	15305	Menards		100 · General Fund	(235.57)
	Bill	12/31/2013	42155	401 Public Works Fund:C. 43200 Snow & Ice Contr	Bungee; Filter; Shop Towels	210 · Operating Supplies/Expense	20.54
				401 Public Works Fund:C. 43200 Snow & Ice Contr	Sales Tax	210 · Operating Supplies/Expense	1.13
	Bill	12/31/2013	41921	601 Water Utility Fund:B. Exp:49400 Water Departi	Coupling; Test Cap; Storage Bags	210 · Operating Supplies/Expense	5.04
				601 Water Utility Fund:B. Exp:49400 Water Departi	Sales Tax	210 · Operating Supplies/Expense	0.28
	Bill	12/31/2013	42000	401 Public Works Fund:C. 43200 Snow & Ice Contr	DBL Clevis Link	210 · Operating Supplies/Expense	5.49
				601 Water Utility Fund:B. Exp:49400 Water Departi	Sales Tax	210 · Operating Supplies/Expense	0.30
	Bill	12/31/2013	43090	601 Water Utility Fund:B. Exp:49400 Water Departi	3" Twisted Wire Cup Brush; Shoehandle Wire Brusl	210 · Operating Supplies/Expense	8.37
	Bill	12/31/2013	43502	401 Public Works Fund:C. 43200 Snow & Ice Contr	Oil Filter; Stops Rust; Oil	210 · Operating Supplies/Expense	57.75
	Bill	12/31/2013	43399	601 Water Utility Fund:B. Exp:49400 Water Departi	Stop Rust Metal Primer; Stop Rust Hunter Grean; St	210 · Operating Supplies/Expense	18.75
	Bill	12/31/2013	38355	401 Public Works Fund:B. Street Maint & Improvem	Rocovery Strap; Tarp; Screws; Bungee; Ceiling Hoo	43130 · Street Maintenance	101.59
				401 Public Works Fund:B. Street Maint & Improvem	Sales Tax	210 · Operating Supplies/Expense	5.59
	Bill	12/31/2013	43564	601 Water Utility Fund:B. Exp:49400 Water Departi	Small Hooks; Poster Strips; Aluminum Tube	210 · Operating Supplies/Expense	10.74
TOTAL							235.57
	Bill Pmt -Check	01/16/2014	15306	SMH Properties, LLC		100 · General Fund	(783.31)
	Bill	12/31/2013	GarUtilNov2013	401 Public Works Fund:C. 43200 Snow & Ice Contr	November Gas & Electric Usage	43211 · Building Exp - Snow Ice	283.13
	Bill	12/31/2013	GarUtilDec2014	401 Public Works Fund:C. 43200 Snow & Ice Contr	Dec 2013 Gas & Electric	43211 · Building Exp - Snow Ice	500.18
TOTAL							783.31
	Bill Pmt -Check	01/16/2014	15307	St. Croix Computer Graphics		100 · General Fund	(1,419.28)
	Bill	12/31/2013	009672	601 Water Utility Fund:B. Exp:49400 Water Departi	2013 Water Utility Bill Laser Printing	350 · Printing & Publishing	1,270.90

CITY OF LAKELAND
Claims to be Approved
December 17, 2013 through January 17, 2014

	Type	Date	Num	Name	Memo	Account	Original Amount
				601 Water Utility Fund:B. Exp:49400 Water Departr	Sales Tax	350 · Printing & Publishing	91.30
				601 Water Utility Fund:B. Exp:49400 Water Departr	Freight	350 · Printing & Publishing	57.08
TOTAL							1,419.28
	Bill Pmt -Check	01/16/2014	15308	US Bank Equipment Finance		100 · General Fund	(134.72)
	Bill	12/31/2013	244650008	601 Water Utility Fund:B. Exp:49400 Water Departr	Contract #500-0341363-000 Ricoh Copier Lease Pay	570 · Office Equip & Furniture	134.72
TOTAL							134.72
	Bill Pmt -Check	01/16/2014	15309	Valley Performance Tools, Inc.		100 · General Fund	(24.99)
	Bill	12/31/2013	65725	601 Water Utility Fund:B. Exp:49400 Water Departr	3/4 Drive Impact Socket	210 · Operating Supplies/Expense	24.99
TOTAL							24.99
	Bill Pmt -Check	01/16/2014	15310	Washington County Public Safety Radio	4th Qtr 2013	100 · General Fund	(300.06)
	Bill	12/31/2013	77541	801 LT Imp Fund:E. Communications	4th Qtr. 2013 Public Works 800 Radio User fees:9 r	320 · Communication	75.02
				801 LT Imp Fund:E. Communications	4th Qtr. 2013 Parks 800 Radio User fees:9 radios @	320 · Communication	75.02
				801 LT Imp Fund:E. Communications	4th Qtr. 2013 City 800 Radio User fees:9 radios @ $	320 · Communication	75.01
				801 LT Imp Fund:E. Communications	4th Qtr. 2013 Water Dept. 800 Radio User fees:9 ra	320 · Communication	75.01
TOTAL							300.06
	Bill Pmt -Check	01/16/2014	15311	Washington County Road & Bridge		100 · General Fund	(3,435.68)
	Bill	12/31/2013	77775	401 Public Works Fund:C. 43200 Snow & Ice Contr	Snow & Ice Control - 12/5/13; 12/6/13; 23/11/13; 12	43225 · Supplies - Sand & Salt	3,435.68
TOTAL							3,435.68
	Utility Expense					Total Public Works/Water/Snow Expenses	18,416.38
	Bill Pmt -Check	01/16/2014	15312	Center Point Energy		100 · General Fund	(464.73)
	Bill	12/31/2013	Dec2013	601 Water Utility Fund:B. Exp:49400 Water Departr	plant 2: Acct# 5155807-0	43116 · Trntmnt2 - Ctrpnt#5155807-0	161.01
				601 Water Utility Fund:B. Exp:49400 Water Departr	16600 11th St	43111 · Pumphouse1 - Ctrpnt#5155604-1	164.00
				100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41940 Bldg	city hall	43170 · City Hall - Ctrpnt#5304075-4	79.00
				601 Water Utility Fund:B. Exp:49400 Water Departr	15825 Hudson Rd Acct: 9165631-4	43121 · Tower #1 Ctrpnt #9165631-4	60.72
TOTAL							464.73
	Bill Pmt -Check	01/16/2014	15313	Xcel Energy #5130948-5		100 · General Fund	(297.63)
	Bill	12/31/2013	396433105	100 Gen'l Fd:B. Exp:12 Street Lighting:43160 Street	Street Lighting	43160 · Street Lighting Xcel#5130948-5	297.63
TOTAL							297.63
	Bill Pmt -Check	01/16/2014	15314	Xcel Energy #5456043-1		100 · General Fund	(30.20)
	Bill	12/31/2013	396108323	601 Water Utility Fund:B. Exp:49400 Water Departr	16010 5th St S 2nd Tower	43118 · Booster St - Xcel 5456043-1	25.64
				601 Water Utility Fund:B. Exp:49400 Water Departr	1101 Rivercrest Rd Booster Station	43118 · Booster St - Xcel 5456043-1	4.56
TOTAL							30.20
	Bill Pmt -Check	01/16/2014	15315	Xcel Energy #5538063-9		100 · General Fund	(0.91)
	Bill	12/31/2013	395395993	100 Gen'l Fd:B. Exp:04 Public Safety:42500 Civil D	Civil Defense 3rd	43177 · Siren 3rd St - Xcel 5538063-9	0.91
TOTAL							0.91
	Recycling/Refuse Expense					Total Utility Expense	793.47
	Bill Pmt -Check	01/16/2014	15316	Maroney's Sanitation		100 · General Fund	(2,353.59)
	Bill	12/31/2013	505835	601 Water Utility Fund:B. Exp:49400 Water Departr	Refuse Service	400 · Repairs and Maintenance	58.59
	Bill	12/31/2013	511256	100 Gen'l Fd:B. Exp:18 Refuse & Waste Removal:43	Recycling December 2013 recycling services	384 · Recycling Services	2,295.00

CITY OF LAKELAND
Claims to be Approved
December 17, 2013 through January 17, 2014

	Type	Date	Num	Name	Memo	Account	Original Amount
TOTAL							2,353.59
	Police Services/Code Red Expense					Total Recyling/Refuse Expense	2,353.59
	Bill Pmt -Check	01/16/2014	15317	Washington County Sheriffs Office	2nd Half 2013 Police Services	100 · General Fund	(51,324.32)
	Bill	12/31/2013	77952	100 Gen'l Fd:B. Exp:04 Public Safety:42100 Police I	July-Dec 2013 Police Services	42100 · Police Services - Contract	51,324.32
TOTAL							51,324.32
	Bill Pmt -Check	01/16/2014	15318	Washington County Sheriffs Office	1st Half 2013 Police Services	100 · General Fund	(141.16)
	Bill	12/31/2013	20499	601 Water Utility Fund:B. Exp:49400 Water Departr	2014 CodeRed Fee	210 · Operating Supplies/Expense	70.58
				100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41900 Oth	2014 CodeRed Fee	210 · Operating Supplies/Expense	70.58
TOTAL							141.16
	Washington County Gravel Tax					Total Police Service/Code Red Expense	51,465.48
	Bill Pmt -Check	01/16/2014	15319	Washington County (Gravel Tax Pymt)	Gravel Tax Loan Repayment: Six Pymts 2010 thru 2	100 · General Fund	(6,925.28)
	Bill	12/31/2013	77622	801 LT Imp Fund:JJ. Gravel Tax Loan $40,146.54	Gravel Tax Loan - Principal Six pymts of $6,691.09	44090 · Gravel Tax Loan - Principal	6,691.09
				801 LT Imp Fund:JJ. Gravel Tax Loan $40,146.54	Gravel Tax Loan - Interest 1.75%	44091 · Gravel Tax Loan - Interest	234.19
TOTAL							6,925.28
	2014 Garage Rent Expense					Total Washington County Gravel Tax	6,925.28
	Bill Pmt -Check	01/16/2014	15320	SMH Properties, LLC		100 · General Fund	(23,921.00)
	Bill	12/31/2013	2014GarageRent	401 Public Works Fund:C. 43200 Snow & Ice Contr	2014 Building Rent	43210 · Building Rent - Snow Ice	17,068.08
				401 Public Works Fund:B. Street Maint & Improven	2014 Building Rent	43157 · Building Rent - Streets	4,491.60
				100 Gen'l Fd:B. Exp:26 Rec & Pks:45207 Recreatior	2014 Building Rent	520 · Buildings and Structures	898.32
				401 Public Works Fund:C. 43200 Snow & Ice Contr	2014 Excess Square Footage	43210 · Building Rent - Snow Ice	1,111.88
				401 Public Works Fund:B. Street Maint & Improven	2014 Excess Square Footage	43157 · Building Rent - Streets	292.60
				100 Gen'l Fd:B. Exp:26 Rec & Pks:45207 Recreatior	2014 Excess Square Footage	520 · Buildings and Structures	58.52
TOTAL							23,921.00
	Fire Protection Expense					Total 2014 Garage Rent	23,921.00
	Bill Pmt -Check	01/16/2014	15321	Lower St. Croix Valley Fire Protection Di		100 · General Fund	(25,951.00)
	Bill	01/21/2014	Q1Levy2014	100 Gen'l Fd:B. Exp:04 Public Safety:42200 Fire Pro	Fire Protection Services Quarter 1 2014	42200 · Fire and Ambulance Services	25,951.00
TOTAL							25,951.00
	Building Inspection-Fire Inspection Expense					Total Fire Protection Expense	25,951.00
	Bill Pmt -Check	01/16/2014	15322	LSCV Fire District		100 · General Fund	(150.00)
	Bill	12/01/2013		701 Bldg Insp Fd:A. Rev:10000 City of Lakeland	Shiner's Bar Hood Fire System Inspection	38100 · Bldg Permit Fees	150.00
TOTAL							150.00
	Bond Payments					Fire Inspection Expense	150.00
	Bill Pmt -Check	01/16/2014	15323	Northland Trust Services, Inc.	GO General Obligation Water Revenue Refunding B	100 · General Fund	(86,040.00)
	Bill	12/31/2013	WaterBond02012013	606 Water Debt Serv Fund:C. Exp 2010 Refunding V	GO Water Revenue Refunding Bonds Series 2010A:	44071 · Interest - 2010 Water Bond	15,545.00
				606 Water Debt Serv Fund:C. Exp 2010 Refunding V	GO Water Revemie Refunding Bonds Series 2010A:	44061 · Principal - 2010 Water Bond	70,000.00
				606 Water Debt Serv Fund:C. Exp 2010 Refunding V	Paying Agent Annual Fee	44081 · Fiscal Agent Fee - 2010 Wtr Bd	495.00
TOTAL							86,040.00
	Bill Pmt -Check	01/16/2014	15324	US Bank (2008A TIF Imp Bond)	MN GO Improvement Bonds 2008A	100 · General Fund	(41,125.00)
	Bill	12/31/2013	TIFBondPay02012014	706 Lakeland Village Debt Serv Fund:B. Exp:44225	General Obligation Improvement Bond Prin	44225 · Prin - 2008A Imp Bonds	25,000.00
				706 Lakeland Village Debt Serv Fund:B. Exp:44230	General Obligation Improvement Bond Int	44230 · Interest - 2008A Imp Bond	16,125.00
TOTAL							41,125.00

CITY OF LAKELAND
Claims to be Approved
December 17, 2013 through January 17, 2014

	Type	Date	Num	Name	Memo	Account	Original Amount
	Payroll Liability/DD Expense					Total Bond Payments	127,165.00
	Liability Check	01/15/2014	15273	Madison National Life		100 · General Fund	(79.67)
						Payroll-Life Insurance	79.67
TOTAL							79.67
	Liability Check	01/15/2014	15274	Minn NCPERS Group Life Ins.		100 · General Fund	(16.00)
						Payroll-Life Insurance	16.00
TOTAL							16.00
	Liability Check	01/15/2014	15275	Minnesota Mutual		100 · General Fund	(48.90)
						Payroll-Life Insurance	38.90
						Payroll-Life Insurance	10.00
TOTAL							48.90
	Liability Check	01/15/2014	15276	Public Employees Insurance Program		100 · General Fund	(749.43)
						Payroll-Health Insurance	749.43
TOTAL							749.43
	Liability Check	01/02/2014	01022014	IRS (Form 941 Payroll Taxes)	41-0947530	100 · General Fund	(2,575.02)
					41-0947530	Payroll-Federal Withholding	1,102.00
					41-0947530	Payroll-Medicare	139.60
					41-0947530	Payroll-Medicare	139.60
					41-0947530	Payroll-FICA	596.91
					41-0947530	Payroll-FICA	596.91
TOTAL							2,575.02
	Liability Check	01/02/2014	01022014	MN Dept of Revenue	5525997	100 · General Fund	(391.00)
					5525997	Payroll-SWHMN	391.00
TOTAL							391.00
	Liability Check	01/15/2014	01132014	MN Dept of Revenue	5525997	100 · General Fund	(347.00)
					Confirmation Number: 2-024-810-624	Payroll-SWHMN	347.00
TOTAL							347.00
	Liability Check	01/15/2014	01152014	IRS (Form 941 Payroll Taxes)	41-0947530	100 · General Fund	(2,413.74)
					EFT ACKNOWLEDGEMENT NUMBER: 2704416	Payroll-Federal Withholding	937.00
					EFT ACKNOWLEDGEMENT NUMBER: 2704416	Payroll-Medicare	139.95
					EFT ACKNOWLEDGEMENT NUMBER: 2704416	Payroll-Medicare	139.95
					EFT ACKNOWLEDGEMENT NUMBER: 2704416	Payroll-FICA	598.42
					EFT ACKNOWLEDGEMENT NUMBER: 2704416	Payroll-FICA	598.42
TOTAL							2,413.74
	Liability Check	01/15/2014	01152014	P.E.R.A.	572600	100 · General Fund	(2,386.74)
					572600	Payroll-PERA	1,104.97
					572600	Payroll-PERA	1,281.77
TOTAL							2,386.74
	Check	01/01/2014	201401001	QuickBooks Payroll Service	Created by Direct Deposit Service on 12/30/2013	100 · General Fund	(4.35)

CITY OF LAKELAND
Claims to be Approved
December 17, 2013 through January 17, 2014

	Type	Date	Num	Name	Memo	Account	Original Amount
				100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41900 Oth	Fee for 3 direct deposit(s) at $1.45 each	201 · Office Supplies/Misc	4.35
TOTAL							4.35
	Liability Check	01/01/2014	201401002	QuickBooks Payroll Service	Created by Payroll Service on 12/30/2013	100 · General Fund	
				100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41900 Oth	Fee for 6 direct deposit(s) at $1.45 each	201 · Office Supplies/Misc	8.70
				QuickBooks Payroll Service	Created by Payroll Service on 12/30/2013	2110 · Direct Deposit Liabilities	
TOTAL							8.70
	Check	01/14/2014	201401006	QuickBooks Payroll Service	Created by Direct Deposit Service on 01/13/2014	100 · General Fund	(1.45)
				100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41900 Oth	Fee for 1 direct deposit(s) at $1.45 each	201 · Office Supplies/Misc	1.45
TOTAL							1.45
	Check	01/14/2014	201401007	QuickBooks Payroll Service	Created by Direct Deposit Service on 01/13/2014	100 · General Fund	(2.90)
				100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41900 Oth	Fee for 2 direct deposit(s) at $1.45 each	201 · Office Supplies/Misc	2.90
TOTAL							2.90
	Liability Check	01/14/2014	201401008	QuickBooks Payroll Service	Created by Payroll Service on 01/13/2014	100 · General Fund	
				100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41900 Oth	Fee for 12 direct deposit(s) at $1.45 each	201 · Office Supplies/Misc	17.40
				QuickBooks Payroll Service	Created by Payroll Service on 01/13/2014	2110 · Direct Deposit Liabilities	
TOTAL							17.40
	Staff Payroll Expense					Total Payroll Liability/DD Expense	9,042.30
	Paycheck	01/01/2014	201010032	Billington, Gail A	Direct Deposit	100 · General Fund	0.00
				601 Water Utility Fund:B. Exp:49400 Water Departr	Direct Deposit	101 · Wages and Salaries	129.38
TOTAL							113.48
	Bill Pmt -Check	01/02/2014	201401003	Christine Wallberg	Direct Deposit	100 · General Fund	(151.64)
	Bill	12/30/2013		100 Gen'l Fd:B. Exp:02 Admin & Fin:41400 City Cl	52 Miles @ $.565 per mile	330 · Mileage & Transportation	31.64
				100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41900 Oth	2013 Cell Phone Reimbursement	210 · Operating Supplies/Expense	120.00
TOTAL							151.64
	Bill Pmt -Check	01/02/2014	201401004	Matt Kline	Direct Deposit	100 · General Fund	(172.33)
	Bill	12/30/2013		601 Water Utility Fund:B. Exp:49400 Water Departr	305 Miles @ $ .565 per mile - Nov. 150 Miles & De	330 · Mileage & Transportation	172.33
TOTAL							172.33
	Bill Pmt -Check	01/02/2014	201401005	Steven Iverson	Direct Deposit	100 · General Fund	(13.56)
	Bill	12/30/2013		100 Gen'l Fd:B. Exp:02 Admin & Fin:41400 City Cl	24 Miles @ $.565/Mile	330 · Mileage & Transportation	13.56
TOTAL							13.56
	Paycheck	01/01/2014	201401033	Iverson, Steven C	Direct Deposit	100 · General Fund	0.00
TOTAL							1,596.59
	Paycheck	01/01/2014	201401034	McNabb, Jacob M	Direct Deposit	100 · General Fund	0.00
TOTAL							2,150.93
	Paycheck	01/01/2014	201401035	Regnier, Rick J	Direct Deposit	100 · General Fund	0.00
TOTAL							1,197.16
	Paycheck	01/01/2014	201401036	Kline, Matthew D	Direct Deposit	100 · General Fund	0.00
TOTAL							2,401.92

CITY OF LAKELAND
Claims to be Approved
December 17, 2013 through January 17, 2014

	Type	Date	Num	Name	Memo	Account	Original Amount
	Paycheck	01/01/2014	201401037	Wallberg, Christine M	Direct Deposit	100 · General Fund	0.00
TOTAL							2,127.48
	Bill Pmt -Check	01/15/2014	201401009	Gail Billington (1099 Vendor)	Direct Deposit	100 · General Fund	(150.00)
	Bill	12/31/2013		100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41940 Bld	Contract Cleaning - 10 Hours; 11/19, 12/3, 12/10, 12	400 · Repairs and Maintenance	150.00
TOTAL							150.00
	Bill Pmt -Check	01/15/2014	201401010	Jacob McNabb	Direct Deposit	100 · General Fund	(60.00)
	Bill	12/31/2013		601 Water Utility Fund:B. Exp:49400 Water Departr	Cell Phone Reimbursement - June-Dec 2013	210 · Operating Supplies/Expense	60.00
TOTAL							60.00
	Bill Pmt -Check	01/15/2014	201401011	Rick Regnier	Direct Deposit	100 · General Fund	(150.00)
	Bill	12/31/2013		601 Water Utility Fund:B. Exp:49400 Water Departr	Phone Reimbursement - Sept. 2012 - December 2013	210 · Operating Supplies/Expense	150.00
TOTAL							150.00
	Paycheck	01/15/2014	201401012	Iverson, Steven C	Direct Deposit	100 · General Fund	0.00
TOTAL							788.11
	Paycheck	01/15/2014	201401013	Billington, Gail A	Direct Deposit	100 · General Fund	0.00
TOTAL							94.11
	Paycheck	01/15/2014	201401014	Kline, Matthew D	Direct Deposit	100 · General Fund	0.00
TOTAL							1,652.50
	Paycheck	01/15/2014	201401015	McNabb, Jacob M	Direct Deposit	100 · General Fund	0.00
TOTAL							1,136.52
	Paycheck	01/15/2014	201401016	Regnier, Rick J	Direct Deposit	100 · General Fund	0.00
TOTAL							1,015.96
	Paycheck	01/15/2014	201401017	Wallberg, Christine M	Direct Deposit	100 · General Fund	0.00
TOTAL							1,171.37
	CC/PC Payroll Expense					Total Staff Payroll Expense	15,355.55
	Paycheck	01/15/2014	15270	Williams, Amy M		100 · General Fund	(177.01)
TOTAL							177.01
	Paycheck	01/15/2014	15271	Paiement, Joseph M		100 · General Fund	(177.01)
TOTAL							177.01
	Paycheck	01/15/2014	15272	Glasgow, Richard E		100 · General Fund	(177.01)
TOTAL							177.01
	Paycheck	01/15/2014	201401018	Bednar, Asia M	Direct Deposit	100 · General Fund	0.00
TOTAL							147.01
	Paycheck	01/15/2014	201401019	DeCorsey, Pete J	Direct Deposit	100 · General Fund	0.00
TOTAL							57.71
	Paycheck	01/15/2014	201401020	Francel, Bill	Direct Deposit	100 · General Fund	0.00
TOTAL							57.71
	Paycheck	01/15/2014	201401021	Livingston, Robert A	Direct Deposit	100 · General Fund	0.00

CITY OF LAKELAND
Claims to be Approved
December 17, 2013 through January 17, 2014

	Type	Date	Num	Name	Memo	Account	Original Amount
TOTAL							288.59
	Paycheck	01/15/2014	201401022	White, Christina L	Direct Deposit	100 · General Fund	0.00
TOTAL							92.35
	Paycheck	01/15/2014	201401023	Wirth, Diane	Direct Deposit	100 · General Fund	0.00
TOTAL							57.71
						Total CC/PC Payroll Expense	1,232.11
	Online EFT Payments						
	Bill Pmt -Check	01/17/2014	201401024	Comcast Acct 1331		100 · General Fund	(67.12)
	Bill	12/31/2013		601 Water Utility Fund:B. Exp:49400 Water Departi	16600 11th St N	320 · Communication	67.12
TOTAL							67.12
	Bill Pmt -Check	01/17/2014	201401025	Comcast Acct 2538		100 · General Fund	(96.47)
	Bill	12/31/2013		100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41940 Bld	City Hall	320 · Communication	96.47
TOTAL							96.47
	Bill Pmt -Check	01/17/2014	201401026	Comcast Acct 5143		100 · General Fund	(256.33)
	Bill	12/31/2013		601 Water Utility Fund:B. Exp:49400 Water Departi	1190 St. Croix Trl S	320 · Communication	256.33
TOTAL							256.33
	Bill Pmt -Check	01/17/2014	201401027	Xcel Energy #4199534-8		100 · General Fund	(388.47)
	Bill	12/31/2013	396275462	601 Water Utility Fund:B. Exp:49400 Water Departi	16600 11th St N	43110 · Pumphouse 1 - Xcel#4199534-8	388.47
TOTAL							388.47
	Bill Pmt -Check	01/17/2014	201401028	Xcel Energy #5210458-2		100 · General Fund	(137.86)
	Bill	12/31/2013	396263968	601 Water Utility Fund:B. Exp:49400 Water Departi	15825 8th St Tower #1	43119 · Tower #1 - Xcel 5210458-2	137.86
TOTAL							137.86
	Bill Pmt -Check	01/17/2014	201401029	Xcel Energy #5566766-8		100 · General Fund	(200.26)
	Bill	12/31/2013	396279534	601 Water Utility Fund:B. Exp:49400 Water Departi	16600 11th Plant #1	43117 · Treat Plnt #1 - Xcel 5566766-8	200.26
TOTAL							200.26
	Bill Pmt -Check	01/17/2014	201401030	Xcel Energy #6443752-3		100 · General Fund	(35.39)
	Bill	12/31/2013	395416516	100 Gen'l Fd:B. Exp:26 Rec & Pks:45207 Recreatio	3rd St S Park	43176 · Park Light - Xcel 6443752-3	35.39
TOTAL							35.39
	Bill Pmt -Check	01/17/2014	201401031	Xcel Energy #6655105-9		100 · General Fund	(59.72)
	Bill	12/31/2013	396290668	601 Water Utility Fund:B. Exp:49400 Water Departi	16600 11th Plant #1	43117 · Treat Plnt #1 - Xcel 5566766-8	59.72
TOTAL							59.72
						Total Online EFT Payments	1,241.62

TOTAL JANUARY 2014 CLAIMS TO BE APPROVED	$294,125.54

Draft

D

RESOLUTION NO. 2014-_____

CITY OF LAKELAND
WASHINGTON COUNTY, MINNESOTA

A RESOLUTION OF THE CITY OF LAKELAND
MAKING ANNUAL APPOINTMENTS FOR 2014

WHEREAS, Minnesota State Statutes require that the City Council shall, annually at its first meeting of each year, designate annual appointments for the City; and,

WHEREAS, the City Council has reviewed such appointments and finds them to be acceptable.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF LAKELAND AS FOLLOWS:

The following appointments are hereby approved, effective immediately upon adoption:

Acting Mayor	Amy Williams, Councilperson
Animal Control	Kathi Pelnar
Assessor	Washington County Assessor
Auditor	Tom Niedzwiecki
Building Inspector	City of Bayport Building Inspector, John Buckley
City Attorney	Johnson and Turner Christopher Johnson & David Snyder
City Clerk	Chris Wallberg
City Engineer	Short, Elliott, Hendrickson, John Parotti
Deputy City Clerk / Acting Treasurer	Steve Iverson
Emergency Response, Public Health & Safety	Amy Williams, Councilperson
Parks, Playgrounds, Bike Trail & Beaches	Asia Bednar, Councilperson
Public Buildings, Building & Planning	Richard Glasgow, Councilperson
Staff & Personnel	Joe Paiement, Councilperson
Foundation & Grants	Matt Kline, Tom Niedzwiecki, Bob Livingston
Gateway Corridor Commission	Amy Williams, Bob Livingston – Alternate
Landscaping Restoration & Plantings	Asia Bednar, Jeri Ryan to come
Lower St. Croix Management Commission	Sharon Lee
Lower St. Croix Valley Alliance	Richard Glasgow
Lower St. Croix Valley Joint Cable Communications Commission	Richard Glasgow, to be determined

Lower St. Croix Valley Fire Protection District (Representative appointments made in June in alternate years)	Richard Glasgow, Don James
Audit Committee Representative	Steve Iverson
Lower St. Croix Valley Foundation	Bob Livingston
Middle St. Croix Valley Water Management Organization	Brian Zeller, Joe Paiement
Newsletter Editor	City Clerk's Office
Official Depositories	US Bank League of Minnesota Cities 4M Fund First State Bank of Bayport
Official Newspaper	Stillwater Evening Gazette
Official Posting Place	City Hall, 690 Quinnell Avenue North
Resident Communications	Richard Glasgow, Robert Livingston
Special Project	Mark Nagel
Website Editor	City Clerk's Office
Weed Inspector & Diseased Trees	Bob Livingston, Mayor

Passed and adopted by the City Council for the City of Lakeland this 21st day of January, 2014.

ATTEST:

_____
Robert A. Livingston, Mayor

_____
Chris Wallberg, City Clerk

E

Draft

RESOLUTION NO. 2013-_____

CITY OF LAKELAND
WASHINGTON COUNTY, MINNESOTA

RESOLUTION OF THE CITY COUNCIL APPOINTING LAKELAND PLANNING COMMISSION MEMBER

WHEREAS, the City of Lakeland has established Planning Commission for the City of Lakeland; and,

WHEREAS, the Planning Commission consists of five (5) members appointed by the Mayor with the Consent of the City Council; and,

WHEREAS, Planning Commission members serve terms of three years; and

WHEREAS, the term of office for Diane Wirth will expire February 1, 2014; and,

WHEREAS, there exists a vacancy on the Planning Commission, which term will expire on February 1, 2014; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF LAKELAND that Diane Wirth is hereby re-appointed to the Lakeland Planning Commission, and that Jeri Ryan is hereby appointed as a member of the Lakeland Planning Commission, terms to expire February 1, 2017.

Passed and adopted by the City Council for the City of Lakeland this 21st day of January, 2014.

_____
Robert A. Livingston, Mayor

ATTEST:

_____
Chris Wallberg, City Clerk

F

SEH **MEMORANDUM**

TO: Matt Kline | Director of Public Works
City of Lakeland

FROM: John D. Parotti, PE |City Engineer

DATE: January 13, 2014

RE: 2012 Street Improvements - Application for Payment (AFP) No. 2 (Final)
SEH No. LAKEL 114082

Attached with this memo you will find a copy of the final Application for Payment (AFP No. 2) from the City's contractor, Hardrives, Inc., for work completed on the above project through November 30, 2012.

We have reviewed this application and find it to be consistent with our records of work acceptably completed. As a result, we recommend payment in the amount of $37,493.37 as requested. This amount represents approximately 90% of the original contract amount of $329,598.44. In other words, **the project was completed 10% under budget**.

Below is a summary of approved construction funding and costs to date:

Construction Funding Summary

Item	Lakeland	L. Shores	Total
Original Contract	$306,252.09	$23,345.55	$329,597.64
Change Order No. 1 (7th Street North)	$50,898.70		$50,898.70
Total Construction Funding Approved by Council	$357,150.79	$23,345.55	$380,496.34

Contractor Payment History

Application for Payment	Lakeland	L. Shores	Total
1 - Nov. 15, 2012 - Paid	$246,368.29	$14,096.38	$260,464.67
2 - Dec. 23, 2013 - Pending Approval	$29,474.30	$8,019.07	$37,493.37
3 -			
Total Contractor Payments to Date	$275,842.59	$22,115.45	$297,958.04

Please include this memo and attached AFP No. 2 (Final) in the packets for consideration at the January 21, 2014 City Council meeting.

Attachment

c: Cory Bednar, SEH

SEH

Application for Payment

(Unit Price Contract)

No. __2 (Final)__

Eng. Project No.: LAKEL 118042

Location: City of Lakeland, MN

Contractor Hardrives Inc.

14475 Quiram Drive

Rogers, MN 55374

Contract Date

Contract Amount $ 329,598.44

Contract for 2012 Street Improvements

Application Date 12/23/13

For Period Ending 11/30/12

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
SCHEDULE A - (QUANT COURT, 8TH STREET NORTH/QUIXOTE AVENUE NORTH (STA: 0+56 TO STA: 11+20), QUAMWELL AVENUE AND QUALITY COURT)						
1 2021.501	MOBILIZATION	LS	0.8	1	4,090.00	$4,090.00
2 2104.501	REMOVE METAL CULVERT	LF	73	73	10.70	$781.10
3 2104.505	REMOVE BITUMINOUS PAVEMENT	SY	917	940	3.85	$3,619.00
4 2104.505	REMOVE CONCRETE PAVEMENT	SY	135	0	5.90	
5 2104.511	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LF	121	0	3.50	
6 2104.513	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LF	916	750	2.50	$1,875.00
7 2104.523	SALVAGE AND INSTALL MAIL BOX	EA	32	0	179.00	
8 2331.604	BITUMINOUS PAVEMENT RECLAMATION	SY	9615	9850	2.45	$24,132.50
9 2105.526	SELECT TOPSOIL BORROW (CV)	CY	568	572	17.70	$10,124.40
10 2111.501	TEST ROLLING	RS	39.3	39.3	28.00	$1,100.40
11 2123.501	COMMON LABORERS	HOUR	8	0	52.90	
12 2123.61	SKID STEER LOADER	HOUR	8	0	87.00	
13 2211.501	AGGREGATE BASE, CLASS 5	TON	149	0	13.70	
14 2360.501	TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	1840	1818.69	59.00	$107,302.71
15 2360.503	TYPE SP 9.5 WEAR CRS MIX (2,B) 2.5" THICK (DRIVEWAY)	SY	927	865	14.80	$12,802.00
16 2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL	654	510	2.50	$1,275.00
17 2501.511	15" CS PIPE CULVERT	LF	27	30	48.20	$1,446.00
18 2501.511	18" CS PIPE CULVERT	LF	46	46	58.90	$2,709.40
19 2501.515	15" CS PIPE APRON	EA	2	2	428.00	$856.00
20 2501.515	18" CS PIPE APRON	EA	2	2	535.00	$1,070.00
21 2501.603	CLEAN PIPE CULVERT	EA	19	0	236.00	
22 2504.602	ADJUST VALVE BOX - WATER	EA	1	0	227.00	

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
23 2531.501	CONCRETE CURB & GUTTER DESIGN B618	LF	110	281	25.70	$7,221.70
24 2531.507	6" CONCRETE DRIVEWAY PAVEMENT	SY	154	0	49.30	
25 2563.601	TRAFFIC CONTROL	LS	1	1	1,450.00	$1,450.00
26 2573.502	SILT FENCE	LF	2000	0	2.00	
27 2575.505	SODDING TYPE LAWN	SY	4918	1162	5.00	$5,810.00
28 2575.532	COMMERCIAL FERTILIZER ANALYSIS 24-12-24	LB	380	0	0.43	
SCHEDULE A SUBTOTAL						**$187,665.21**
SCHEDULE A - ALTERNATE 1 (QUAMWELL AVE. AND QUALITY COURT SUBCUT)						
29 2104.618	SALVAGE AND REINSTALL BRICK PAVERS	SF	330	0	10.70	
30 2105.507	SUBGRADE EXCAVATION (EV)	CY	2132	0	8.25	
31 2105.522	SELECT GRANULAR BORROW (CV)	CY	1686	0	8.25	
32 2211.501	AGGREGATE BASE, CLASS 5	TON	408	0	13.10	
SCHEDULE A - ALTERNATE 1 SUBTOTAL						**$0.00**
SCHEDULE A - ALTERNATE 2 (QUIXOTE AVENUE NORTH (STA:13+16 TO STA: 20+50)						
33 2101.502	CLEARING	TREE	3	1	203.00	$203.00
34 2101.507	GRUBBING	TREE	3	1	145.00	$145.00
35 2104.607	SALVAGE AGGREGATE BASE (12" ASSUMED) (EV)	CY	397	397	9.20	$3,652.40
36 2104.501	REMOVE METAL CULVERT	LF	40	41	10.70	$438.70
37 2112.501	SUBGRADE PREPARATION	RS	6.7	6.7	325.00	$2,177.50
38 2105.526	SELECT TOPSOIL BORROW (LV)	CY	108	88	17.70	$1,557.60
39 2111.501	TEST ROLLING	RS	6.7	6.7	28.00	$187.60
40 2211.607	PLACE SALVAGED AGGREGATE BASE (CV)	CY	305	305	6.45	$1,967.25
41 2211.501	AGGREGATE BASE, CLASS 5	TON	31	0	13.10	
42 2360.501	TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	240	240	68.60	$16,464.00
43 2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL	90	80	2.50	$200.00
44 2501.511	18" CS PIPE CULVERT	LF	40	40	58.90	$2,356.00
45 2501.515	18" CS PIPE APRON	EA	2	2	535.00	$1,070.00
46 2563.601	TRAFFIC CONTROL	LS	1	1	268.00	$268.00
47 2573.502	SILT FENCE	LF	600	50	2.00	$100.00
48 2575.523	EROSION CONTROL BLANKETS CATERGORY 2	SY	625	790	3.15	$2,488.50
49 2575.532	COMMERCIAL FERTILIZER ANALYSIS 24-12-24	LB	68	50	0.43	$21.50
50 2575.502	SEED MIXTURE 250	LB	9	45	8.55	$384.75
51 2575.502	SEED MIXTURE 270	LB	8	101	8.55	$863.55

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
52 2575.604	SEEDING	SY	625	3184	0.80	$2,547.20
SCHEDULE A - ALTERNATE 2 SUBTOTAL						**$37,092.55**
SCHEDULE B (QUINLAN AVENUE NORTH)						
53 2021.501	MOBILIZATION	LS	0.2	1	7,820.00	$7,820.00
54 2104.505	REMOVE BITUMINOUS PAVEMENT	SY	18	18	3.85	$69.30
55 2104.513	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LF	107	95	2.50	$237.50
56 2105.526	SELECT TOPSOIL BORROW (CV)	CY	300	0	17.70	
57 2211.501	AGGREGATE BASE, CLASS 5	TON	153	0	13.70	
58 2360.501	TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	180	180	65.00	$11,700.00
59 2360.503	TYPE SP 9.5 WEAR CRS MIX (2,B) 2.5" THICK (DRIVEWAY)	SY	50	50	22.40	$1,120.00
60 2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL	55	35	2.50	$87.50
61 2575.502	SEED MIXTURE 250	LB	12	12	8.55	$102.60
62 2575.502	SEED MIXTURE 270	LB	9	9	8.55	$76.95
63 2575.604	SEEDING	SY	1127	1127	0.80	$901.60
SCHEDULE B SUBTOTAL						**$22,115.45**
TOTAL AMOUNT OF BID (SCHEDULE A + ALTERNATE 1 + ALTERNATE 2 + SCHEDULE B)						**$246,873.21**

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
Change Order No. 1						
1 2021.501	MOBILIZATION	LS	1	1	500.00	$500.00
2 2104.505	REMOVE BITUMINOUS PAVEMENT	SY	125	75	3.85	$288.75
3 2104.521	SALVAGE & INSTALL METAL CULVERT	LF	47	47	30.00	$1,410.00
4 2104.513	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LF	285	180	2.50	$450.00
5 2105.501	COMMON EXCAVATION (EV) (INFILTRATION PRACTICE)	CY	733	733	8.25	$6,047.25
6 2105.526	SELECT TOPSOIL BORROW (CV)	CY	150	90	17.70	$1,593.00
7 2211.501	AGGREGATE BASE, CLASS 5	TON	45	18	13.70	$246.60
8 2331.609	LEVELING COURSE MIXTURE	TON	75	75	59.00	$4,425.00
9 2360.501	TYPE SP 12.5 WEARING COURSE MIX (2,B)	TON	295	282.07	59.00	$16,642.13
10 2360.503	TYPE SP 9.5 WEAR CRS MIX (2,B) 2.5" THICK (DRIVEWAY)	SY	18	0	14.80	
11 2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GAL	128	75	2.50	$187.50
12 2501.511	18" CS PIPE CULVERT	LF	79	79	58.90	$4,653.10
13 2501.515	18" CS PIPE APRON	EA	4	4	535.00	$2,140.00
14 2501.603	CLEAN PIPE CULVERT	EA	3	0	236.00	
15 2504.602	ADJUST VALVE BOX - WATER	EA	1	0	227.00	
16 2535.501	BITUMINOUS CURB	LF	585	750	3.00	$2,250.00
17 2563.601	TRAFFIC CONTROL	LS	1	1	1,000.00	$1,000.00
18 2573.540	FILTER LOG TYPE STRAW BIOROLL	LF	400	375	3.21	$1,203.75
19 2575.604	SEEDING	SY	1465	4988	0.80	$3,990.40
20 2575.502	SEED MIX 250	LB	3	3	8.55	$25.65
21 2575.502	SEED MIX 270	LB	40	40	8.55	$342.00
22 2575.523	EROSION CONTROL BLANKETS CATERGORY 2	SY	27	338	3.15	$1,064.70
23 2575.532	COMMERCIAL FERTILIZER ANALYSIS 24-12-24	LB	100	0	0.43	
24 2575.550	TOPSOIL BORROW (SPECIAL)	CY	75	75	35.00	$2,625.00
TOTAL AMOUNT CHANGE ORDER NO. 1						**$51,084.83**

Application for Payment (continued)

Total Contract Amount	$ 329,598.44	Total Amount Earned	$ 246,873.21
		Material Suitably Stored on Site, Not Incorporated into Work	
Contract Change Order No.	1	Percent Complete 100%	51,084.83
Contract Change Order No.		Percent Complete	
Contract Change Order No.		Percent Complete	
Less Previous Applications:		GROSS AMOUNT DUE	$ 297,958.04
AFP No. 1: 260,464.67	AFP No. 6:	LESS 0 % RETAINAGE	$ 0.00
AFP No. 2:	AFP No. 7:	AMOUNT DUE TO DATE	$ 297,958.04
AFP No. 3:	AFP No. 8:	LESS PREVIOUS APPLICATIONS	$ 260,464.67
AFP No. 4:	AFP No. 9:	AMOUNT DUE THIS APPLICATION	$ 37,493.37
AFP No. 5:			

CONTRACTOR'S AFFIDAVIT

The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications for Payment under said contract, 2012 Street Improvements, City of Lakeland, MN, and (2) all material and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment and free and clear of all liens, claims, security interests and encumbrances.

Date 1/2/14, 20___

Hardrives Inc.
(Contractor)

COUNTY OF Hennepin)
STATE OF Minnesota) SS

By _____ Exec. V.P.
(Name and Title)

Before me on this 2 day of January, 2014, personally appeared Donald R Hall known to be, who being duly sworn did depose and say that he is the Exec. VP. (office) of the Contractor above mentioned that he executed the above Application for Payment and Affidavit on behalf of said Contractor; and that all of the statements contained therein are true, correct and complete.

My Commission expires

MELINDA LEE HACKETT
Notary Public
Minnesota
My Commission Expires January 31, 2015

(Notary Public)

The undersigned has checked the Contractor's Application for Payment shown above. A part of this Application is the Contractor's Affidavit stating that all previous payments to him under this contract have been applied by him to discharge in full all of his obligations in connecting with the work by all prior Applications for Payment.

In accordance with the Contract, the undersigned recommends approval of payment to the Contractor for the Amount due.

Short Elliott Hendrickson Inc.

_____ By _____

Date _____

City of Lakeland

_____ By _____

Date _____

G

1/21/14 Confirmation **RESOLUTION NO. 2013-26**

CITY OF LAKELAND
WASHINGTON COUNTY, MINNESOTA

RESOLUTION SUPPORTING THE WASHINGTON COUNTY REQUEST FOR $5,000,000 IN STATE BOND FUNDS FOR THE GATEWAY CORRIDOR

WHEREAS, the Gateway Corridor Commission (Commission) was established in March of 2009 to address transportation needs in the I-94 Corridor; and

WHEREAS, the Coty of Lakeland is an active Member on the Commission; and

WHEREAS, the Gateway Corridor is the principal east/west transportation route through Ramsey and Washington Counties connecting St. Paul to the eastern metropolitan area; and

WHEREAS, the Gateway Corridor is an identified Regional Transitway; and

WHEREAS, the Gateway Corridor is experiencing robust employment and population growth; and

WHEREAS, the Gateway Corridor connects the eastern metropolitan area to the region's transit system via Union Depot and will provide economic development opportunities and is a critical link for employees commuting to their workplace; and

WHEREAS, the Commission has finalized an Alternatives Analysis (AA) that preliminarily examined mode, ridership, alignment, and costs for a future transitway generally following the I-94 corridor; and

WHEREAS, the next step in the development of this transitway will be the completion of a Draft Environmental Impact Statement (Draft EIS) which began in 2013; and

WHEREAS, a locally preferred alternative (LPA) will be officially adopted as part of the Draft EIS process; and

WHEREAS, Washington County and Ramsey County Regional Railroad Authorities have committed to fully fund the DEIS; and

WHEREAS, additional resources will be needed to advance the transitway through preliminary engineering and construction; and

WHEREAS, Washington County is requesting $5,000,000 in state bond funds for preliminary engineering work following the selection of the locally preferred alternative for the Gateway Corridor; and

WHEREAS, the City of Lakeland recognizes that the $5,000,000 is a down payment on the State's overall investment in the Gateway Corridor.

NOW THEREFORE, BE IT RESOLVED, that City Council of the City of Lakeland hereby supports Washington County's request for the State of Minnesota to provide $5,000,000 in state bond funds to Washington County for preliminary engineering work post the locally preferred alternative decision and/or New Starts submittal application preparation for the Gateway Corridor, based on the recommendations from the AA study and Draft EIS.

Passed and adopted by the City Council for the City of Lakeland this 17th day of December, 2013.

Robert A. Livingston, Mayor

ATTEST:

Chris Wallberg, City Clerk

DRAFT MINUTES
TO BE PRESENTED FOR APPROVAL AT THE FEBRUARY PC MEETING

PLANNING COMMISSION MEETING
Tuesday, January 7, 2014

PLANNING COMMISSION PRESENT: Chris White, Diane Wirth, Pete DeCorsey, Bill Francel
STAFF PRESENT: Chris Wallberg, Ron Moorse, Steve Iverson
OTHERS PRESENT: Roger Moe, Dale Fretland, Sandra Larson, John Larson

1. **CALL TO ORDER** by Planning Commission Chair White at 6:04 p.m.

2. **PLEDGE OF ALLEGIENCE** was recited.

3. **APPROVED MEETING MINUTES – M/S/P(DeCorsey/Wirth) to approve the meeting minutes from the November 12, 2013 and December 3, 2013 Planning Commission meetings. Passed Unanimously.**

4. **PROPOSED ORDINANCE AMENDMENT / OUTSIDE USES IN THE RB –**

   A. Public Hearing for Ordinance Amendment regarding Outside Uses in the RB

      1. Call to Order
      2. Review of Application – Moorse introduced the ordinance amendment that the Planning Commission has been working on for a number of months. He stated the ordinance amendment is completed in the opinion of the Planning Commission and a public hearing was requested.
      3. Public Comments – None.
      4. Written Comments – None
      5. Hearing Closed

   Discussion – Wirth and DeCorsey stated satisfaction with the amendment that was presented in the materials. White referenced Activity Restrictions and asked for clarification that standards for temporary outdoor sales and events are part of another proposed set of standards, that had not yet been approved, which Moorse confirmed. DeCorsey questioned why amplified live music would not be allowed if speakers were allowed until 10 pm. Roger Moe, 421 Queenan Avenue South, stated he does not want amplified live music to be allowed as he could likely hear it from his house. DeCorsey stated that a single musician playing an amplified guitar should not cause any disturbance and that any business would still subject to current noise ordinances. Moorse stated the case could be made that an amplifier is the same as a speaker but added no distinction is present in the ordinance. Francel stated the Planning Commission's goal was to create an ordinance that allows an environment similar to the Sail Away Cafe in Afton, which allows amplified live music. The Commission agreed to add "amplified live music" to item number 3 under Noise-Related Restrictions; add "amplifiers" to item number 4 under Noise-Related Restrictions; remove item number 5 under Noise-Related Restrictions; remove "non-amplified" from item number 6 under Noise-Related Restrictions. Dale Fretland, 466 Queenan Avenue South, questioned if item number 6 under Activity Restrictions is specifically vague. Wallberg stated it is worded in that particular fashion because seating capacity will be dependent on the building in which the business is located. Seating capacities will be reviewed when CUP amendments are requested. **M/S/P (Wirth/Francel) to recommend the City Council adopts the ordinance amendment, amending sections 159.007 and 159.043 of the Lakeland Land Use Code, and adding section 159.118 to provide standards for outside uses accessory to restaurants and similar uses in the Retail Business District, with corrections as stated at the January 7, 2013 Planning Commission meeting. Passed Unanimously.**

4) **PROPOSED ORDINANCE AMENDMENT / BANNERS ON BALLPARK FENCES** – Moorse stated he had incorporated changes from feedback the Planning Commission provided regarding the draft policy and ordinance amendment, allowing advertising banners on the outfield fence at Crocker Park. He added the largest change to the newest proposed draft is to sign content guidelines. He stated he contacted the League of Minnesota Cities who provided a sample policy, to which he made very few changes and incorporated it to the proposed policy for Lakeland. Wallberg apologized for a misunderstanding, which led to the proposed ordinance amendment being published as a public hearing. She added the discussion taking place at the current meeting was not actually a public hearing, but she had informed neighbors their attendance and input would still be welcome. John Larson, 16630 7th Street North,

voiced appreciation to the Planning Commission for a job well done. He is not in favor of allowing advertising banners at Crocker Park. He feels it would have an adverse effect on properties surrounding Crocker Park, and his is directly across the street. He stated he is a former Mayor of Lakeland and the City has always been very wary about allowing signage in the residential zones, particularly in the River District. Allowing advertising banners in residential zones is a very sudden departure from Lakeland's past stance against advertising in residential zones. He added that even if the advertisements are technically titled "banners", they are still advertising signs. He stated that allowing advertising banners could reduce the seating availability along the east fence at Crocker Park. White reiterated that banners would only be allowed on the outfield fence; the fence on the east side of the field would not be allowed to have banners and the proposal would not obstruct viewing of games from the east side of the park. Larson stated allowing any advertising signs in residential zones would set a future precedent and feels that is a dangerous proposition. He requested the Planning Commission put careful consideration into their decision. Francel questioned if allowing advertising banners would be worthwhile. He added the City has gone this long without allowing them and the maximum revenue that could be generated is $5,000 per year. There was discussion regarding how funds obtained through advertising would be used. DeCorsey stated the money could be used to help subsidize park maintenance expenses. Wallberg stated she feels the athletic organizations using the parks should be providing revenue for the parks. There was discussion regarding raising the price for athletic teams to use the fields on a regular basis. DeCorsey stated that usage of the parks might not be as great if prices are raised, due to their generally poor condition and the lack of upkeep to the athletic fields. He added that if fees were increased that greater maintenance would be necessary. Sandra Larson, 16630 7th Street North, stated that reduced property values might result from allowing advertisement directly in residential area. She added any revenue generated would potentially be false gain if tax revenue were decreased. The Commission agreed about being reluctant to allow the banners. White feels that field usage fees need to be increased. The Commission stated the desire to have the Council examine how parks are being used. It was stated that small children are not the only users the City's parks and it is evident that funds are necessary for improving the athletic fields, and not only for playground equipment. There was discussion regarding the amount of money that is currently in the Special Parks fund and the amount of money that was spent on the recent playground structure additions at Crocker. There was further discussion about whether advertisers or team rental fees would be a more appropriate source of revenue for the Special Park funds. White stated the Planning Commission desires more direction on where funds should come from. The Planning Commission agreed they do not see advertising banners in a residential zone as a fit for Lakeland. The Commission suggested taking the item back to Councilmember Bednar for further consideration. The Commission agreed the issue is larger than allowing banners, which warrants more discussion. They agreed the parks could use more funding and feel the Council in a workshop could address the issue. Francel stated he feels allowing advertising banners would deeply disturb the character of the neighborhood. The Planning Commission would like to have real financial figures provided and questioned how much revenue would be generated after all expenses were taken into consideration. It was stated that a workshop concerning Lakeland's parks would be taking place prior to the next City Council meeting at 5 pm at which time the subject could be brought up. White stated direct input from Planning Commission would be beneficial if any members were able to attend.

5) **PROPOSED ORDINANCE AMENDMENT / TEMPORARY OUTSIDE SALES** – Moorse stated the Planning Commission discussed and provided direction on the Temporary Outside Sales standards at the previous meeting, which is reflected in revised standards. He added that the revisions included requiring CUP amendments, which would allow temporary outside sales and promotional events as allowed uses. He suggested instituting a required City permit for each event, which would be used as a tracking tool. Wallberg stated businesses currently request approval for each event. She added that after each individual CUP was amended it would already be an allowed use and does not feel a permit should be necessary. Moorse stated he believes it is important that staff reviews each proposal. There was discussion regarding whether temporary outside sales could generate revenue for the City. There was discussion regarding if Community Events should require a permit. Moorse suggested that rather than requiring a City permit, that Staff review and approval would be required. The Commission agreed that a Staff review and approval requirement should be added and that a City Permit should not be required. It was stated that the management at each business should be responsible for informing non-profits organizations of City requirements for their sales. Wallberg stated she agrees it is important for City to be aware of temporary outside sales and events. The Commission agreed they were comfortable with the Temporary Outside Sales standards with the amendments suggested. There was discussion regarding what the next required step in the process would be for adoption of the standards. It was determined that since a public hearing was not necessary that it could be sent directly to the City Council for review. Outdoor food preparation was discussed and the Planning Commission indicated comfort with the proposed policy. The Planning Commission agreed to send the standards for Temporary Outdoor Sales and Events in the Retail Business District to the City Council for review.

6) **MEMBER REPORTS** – Wallberg stated Jeri Ryan has agreed to join the Planning Commission. Moorse stated he has enjoyed working with members of the Planning Commission.

7) **ADJOURN – M/S/P(DeCorsey/Wirth) to adjourn meeting at 7:28 p.m. Passed unanimously.**

Chris White, Planning Commission Chair

Steve Iverson, Deputy Clerk/Recorder

6

city of LAKELAND ON THE ST. CROIX

TO: Mayor Livingston and Council Members

FROM: Ron Moorse, Zoning Administrator

RE: Ordinance Amendment Regarding Standards for Outside Uses Accessory to Restaurants and Similar Uses in the Retail Business District

DATE: 1-10-14

Background

The Planning Commission has been working on the development of standards for outside uses accessory to restaurants and similar uses in the Retail Business District (RBD) for a substantial period of time. The development of these standards was initiated by the City Council subsequent to the withdrawal of a proposal for a restaurant/bar in the Lakeland Village that was to include active outdoor spaces that were of substantial concern to the residents to the west. The Council then referred the development of the standards to the Planning Commission. Throughout the development of the standards, residents adjacent to the RBD have provided feedback regarding the standards.

The outside uses include patios or outside seating areas for restaurants, coffee shops and similar uses. The standards recommended by the Planning Commission limit the location of the outside uses, as well as the types of activities that can occur in the outside use areas.

At its January 7, 2014 meeting, the Planning Commission held a public hearing regarding the ordinance amendment, made minor revisions to the ordinance amendment, and recommended approval of the revised ordinance amendment. The amendment is attached for the Council's consideration.

Events with Outdoor Food Preparation

As part of the Planning Commission's work on the outside use standards, there was discussion about whether a restaurant should be allowed to have events where food was prepared using outdoor grills. While the Commission was open to this option, they did not want to allow this on a regular basis, due to impacts on the residential area to the west.

At the same time, the Commission was working on the development of a set of standards for temporary outside sales and events. These standards would allow a business to have temporary outside sales and events a maximum of 10 days per year, and provide guidelines to ensure the sales or events do not cause problems with parking or the movement of vehicles and pedestrians. The Planning Commission has recommended a set of standards for temporary outside sales and events to the Council, but these have not been approved by the Council.

The ordinance amendment regarding outside uses allows events with outdoor food preparation, and refers to the temporary outside sales and events standards to provide the guidelines for these events. A note has been provided on the ordinance amendment indicating the temporary outside sales and events standards are not yet in place.

Council Action Requested
Motion regarding the ordinance amendment concerning outside uses accessory to restaurants and similar uses in the Retail Business District

Draft

CITY OF LAKELAND
WASHINGTON COUNTY, MINNESOTA

ORDINANCE NO. 75_____

AN ORDINANCE AMENDING CHAPTER 159 TO PROVIDE STANDARDS FOR OUTSIDE USES ACCESSORY TO RESTAURANTS AND SIMILAR USES IN THE RETAIL BUSINESS DISTRICT

THE CITY COUNCIL FOR THE CITY OF LAKELAND DOES ORDAIN:

Section 1: Amendment. Chapter 159 of the Code of Ordinances is hereby amended as follows:

A. **Section 159.043 USES** Add to Use Chart in alphabetical order the following:

Use	*District*			
	Agricultural A-1	*Residential R-1*	*Residential R-3*	*Commercial (RB)*
Outside uses accessory to a restaurant or similar use	N	N	N	Accessory use CUP/IUP

B. **Section 159.118 Outside Uses and Temporary Outside Sales in the Retail Business District** Add new Section 159.118 in its entirety as follows:

159.118 Outside Uses Accessory to Restaurants and Similar Uses in the Retail Business District

(A) Purpose and Intent. The purpose and intent is to establish regulations for outside uses accessory to restaurants and similar uses in the Retail Business District.

(B) Required Permits. A Conditional Use Permit or Interim Use Permit, along with a Certificate of Compliance, is required for outside uses accessory to restaurants and similar uses in the Retail Business District.

(C) Outside Uses Accessory to Restaurants and Similar Uses in the Retail Business District

(1) Performance Standards.

The standards for outside uses accessory to restaurants and similar uses in the Retail Business District include, but are not limited to, the following:

(a) Noise-Related Restrictions

(i) Outside uses must comply with all noise requirements set forth by City Code.

(ii) The City's noise ordinance provides restrictions on noise that may be generated from an outside use, including but not limited to the following:
(a) "Between 10:00 p.m. and 7:00 a.m., if a noise from a musical instrument, radio, or other device for the production or reproduction of sound is plainly audible at the property line of the structure in which the device is located, or at a distance of 50 feet if the source is located outside, it shall be prima facie evidence of a violation."

(iii) Outside speakers/amplifiers are limited to low volume and facing away from the adjacent residential uses.

(iv) No outside speakers are allowed to be used after 10:00 p.m.

(v) No live music is allowed outside after 10:00 p.m.

(vi) No music that can be heard beyond the property line adjacent to residential uses is allowed.

(vii) No TV's or other visual media are allowed outside.

(viii) Time restrictions for noise related to cleaning and preparation activities for the outside uses shall be the same as for the use of residential maintenance equipment – These activities are allowed only after 7:30 a.m. on weekdays and after 9:30 a.m. on weekends.

(b) Location Restrictions

(i) The location of the outside uses is restricted to the east side of the buildings in the Retail Business District (RBD), to screen the uses from the residential uses to the west.
An exception to this restriction may be allowed for a new building constructed in the RBD that does not face east, if the impacts to the adjacent residential uses to the west are effectively managed so that they are minimal. A separate Conditional Use Permit shall be required for outside uses allowed under this exception. Minimum conditions include an eight-foot tall solid barrier between the outside use and the adjacent residential uses to the west, and additional conditions necessary to ensure minimal impacts on the adjacent residential uses to the west.

(ii) The outdoor use areas shall conform to the areas delineated on a site plan and the uses shall be contained within the appropriate enclosed areas at all times.

(c) Lighting Restrictions

(i) All lighting shall be shielded from adjacent residential uses by the building or a solid barrier.

(ii) Lighting for the outside use areas shall be limited to down-lit Shielded fixtures and mounted to the building, unless otherwise approved by the city.

(d) Activity Restrictions

(i) The activities that are allowed in the outside use areas are limited to: seating, eating, smoking of tobacco and e-cigarettes, consumption of beverages, (including alcohol with appropriate licensing) live music and recorded music.

(ii) If an outside use area is to be used only as a smoking patio, no food or beverage service will be allowed

(iii) All sales related to a restaurant/bar use are to be contained inside the building.

(iv) All preparation of food and beverages is to occur inside the building

(v) A special event involving outside food preparation may be allowed within the standards for temporary outdoor sales and events *(These standards have been developed and recommended by the Planning Commission for approval by the Council)*

(vi) There shall be a specific limit placed on the seating capacity of the outdoor use area.

(e) Time Restrictions

(i) The hours during which the outside uses are allowed shall be limited. Outside uses are not allowed before 6:00 a.m. Outside uses are allowed until 10:30 p.m. Sunday to Thursday and until 11:30 p.m. Friday and Saturday.

(f) Enclosure Requirement

(i) If the outside use includes the serving of alcohol, the outside use area must be enclosed by a permanent or temporary barrier (railing, fence, chain, wall) approved by the City. Alcohol cannot be taken outside of the outside use area, except if taken inside the building.

(g) Other Requirements

(i) The outside use area shall contain appropriate receptacles to dispose of tobacco products and waste.

(ii) All necessary building and site improvements shall be in place before any outside use is allowed

(iii) The business owner is expected to keep the adjacent residential area and off-street parking areas free of tobacco products and other debris.

(iv) An outside use requires a Conditional Use Permit (CUP) or Interim Use Permit (IUP) and a City permit. If a CUP is approved, it shall be reviewed for compliance on an annual basis, or as the City Council deems necessary, to ensure compliance with the conditions of the CUP. If an IUP is approved, the expiration date of an IUP shall be set a maximum of one year beyond the approval date.

(h) Extension of Outside Use Area

(i) The extension of the outside use area beyond the north or south end of an east-facing building would require a Conditional Use Permit/Interim Use Permit that would involve the placing of additional conditions on the use. Any extension of the outside use area beyond the north or south end of the building would, at minimum, require the installation of an eight foot tall solid barrier extending beyond the end of the building, in line with and parallel to the east face of the building, to screen the use from the adjacent residential uses to the west.

Section 2. This ordinance shall be in full force and effect from and after its passage and publication according to law.

Passed and adopted by the City Council for the City of Lakeland this 21st day of January, 2014.

Robert Livingston, Mayor

ATTEST:

Chris Wallberg, City Clerk

Draft

RESOLUTION NO. 2014-_____

CITY OF LAKELAND
WASHINGTON COUNTY, MINNESOTA

RESOLUTION ADOPTING ORDINANCE SUMMARY OF ORDINANCE NO. 75___ AMENDING CHAPTER 159 OF THE CODE OF ORDINANCES RELATIVE TO STANDARDS FOR OUTSIDE USES ACCESSORY TO RESTAURANTS AND SIMILAR USES IN THE RETAIL BUSINESS DISTRICT

WHEREAS, at a regular meeting on January 21, 2014, the Lakeland City Council adopted by majority vote Ordinance No. 75___ amending Chapter 159 of the Code of Ordinances relative to Standards for Outside Uses Accessory to Restaurants and Similar Uses in the Retail Business District; and

WHEREAS, Ordinance Summary of Ordinance No. 75___ is attached and incorporated herein as **Exhibit A**; and

WHEREAS, State law requires that all ordinances be published prior to becoming effective.

NOW THEREFORE BE IT RESOLVED, the City Council of the City of Lakeland hereby:

1. Authorizes the attached Exhibit A as Ordinance Summary of Ordinance No. 75___.
2. Orders that the Ordinance Summary of Ordinance No. 75___ be published according to law in the City's legal newspaper within ten days.
3. Directs the City Clerk to file the executed Ordinance upon the books and records of the City along with proof of publication, to be available for inspection during regular office hours.

Passed and adopted by the City Council for the City of Lakeland this 21st day of January 21, 2014.

_____
Robert Livingston, Mayor

ATTEST

_____
Chris Wallberg, City Clerk

Resolution 2014-____
Exhibit A

CITY OF LAKELAND
WASHINGTON COUNTY, MINNESOTA

Ordinance Summary

Ordinance No. 75___

Ordinance 75___ was adopted by the Lakeland City Council on May 21, 2013, to amend Chapter 159 of the City's Code of Ordinances relative to Standards for Outside Uses Accessory to Restaurants and Similar Uses in the Retail Business District.

A printed copy of the Ordinance is available for inspection by any person during regular office hours at City Hall or by standard or electronic mail.

/s/Chris Wallberg, City Clerk

city of LAKELAND ON THE ST. CROIX

TO: Mayor Livingston and Council Members

FROM: Ron Moorse, Zoning Administrator

RE: Policy Regarding Standards for Temporary Outside Sales and Events in the Retail Business District

DATE: 1-10-14

Background

At its January 7, 2014 meeting, the Planning Commission recommended to the Council the approval of a policy setting out standards for temporary outside sales and events in the Retail Business District. The proposed policy includes a general set of standards; as well as additional standards specific to Christmas tree sales, farmers markets and carnivals. The City does not currently have a set of standards for temporary outside sales and events.

Periodically, the City receives requests for outside sales and/or events in the Retail Business District. Each of these is brought to the Council for review and approval. To avoid this requirement, it is staff's recommendation that the businesses in the RBD amend their existing CUP's to add temporary outside sales and events as allowed uses. The CUP's should refer to, or include as conditions, the proposed standards for temporary outside sales and events. Once the CUP's are amended, the individual temporary outside sales/events can be reviewed and approved at the staff level based on the proposed standards.

Council Action Requested

Motion regarding the policy setting out standards for temporary outside sales and events.

Outdoor Temporary Sales and Event Standards

The purpose of the outdoor temporary sales and event regulations is to provide a method for merchants in the City to have tent, sidewalk and similar sales or promotional events for limited periods of time and provide a method for nonprofit organizations to raise funds.

Temporary outdoor sales or events are allowed subject to the following:

1. The event or sale shall be accessory to or promoting the permitted or conditional use approved for the site.
2. Tents, stands, and other similar temporary structures may be used, provided they are clearly identified on the submitted plan and provided that it is determined by the Zoning Administrator that they will not impair the parking capacity, emergency access, or the safe and efficient movement of pedestrian and vehicular traffic on or off the site.
3. The submitted plan shall clearly demonstrate that adequate off-street parking for the proposed event can and will be provided for the duration of the event. Determination of compliance with this requirement shall be made by the Zoning Administrator who shall consider the nature of the event and the applicable parking requirements. Consideration shall be given to the parking needs and requirements of other occupants in the case of multitenant buildings
4. Sales and events are allowed for not more than ten days per calendar year, with the exception of non-profit sales which are not limited.
5. Sales are allowed where the underlying zoning district allows retail sales.
6. Sales are allowed for each tenant or business.
7. Transient merchants are not allowed temporary outdoor sales. The business must own the property or have at least a one-year lease. Exceptions to this requirement are Christmas tree sales, farmers markets and carnivals within the requirements listed below
8. Approved outdoor temporary/seasonal sales may have one temporary sign not to exceed 24 square feet in area and not more than six feet in height.

9. Sales location on site must be approved by the city.

10. Adequate parking and circulation for both vehicles and pedestrians must be maintained.

11. Off site sales are not allowed

12. Staff review and approval of the plan for the sale/event is required prior to sales.

Outdoor Christmas Tree Sales Standards

1. Such activity is directed towards the general public and consists of the outdoor sales of cut evergreen trees, boughs, wreaths and other natural holiday decorations and related products.

2. The following specific standards shall apply to all proposed outdoor Christmas tree sales allowed by this paragraph in addition to other applicable building and safety code requirements as determined by the Zoning Administrator.

a. The maximum total time for sales activities shall be the period specified in the approved sales plan and, in no case, shall exceed 45 days per calendar year per property.

b. There shall be no more than one sales activity per year per property, which shall be in addition to any special events or other outdoor sales permitted on the property.

c. Sales activities may be conducted within a required yard provided the area is paved and the activity does not interfere with parking, traffic circulation or emergency vehicle access. Sales on unpaved landscaped areas is prohibited.

Farmer's Market Standards

Before a farmer's market is approved, the following minimum criteria must be complied with:

1. No portion of this use shall take place within any public right-of-way or landscaped green strip.

2. Parking and display areas associated with the sale shall not distract or interfere with existing business operations or traffic circulation patterns.

3. Display areas and parking spaces shall use those parking lot spaces that are in excess of the minimum required parking for the primary use of that property.

4. The site shall be kept in a neat and orderly manner and display of items shall be as compact as possible so as to not interfere with existing business, parking or driveway operations.

5. Sales merchandise trailers, temporary stands, etc., shall be located on an asphalt or concrete surface as approved by staff.

6. The owner/operator shall have the written permission of the current property owner to locate on a specific site.

7. A daily clean-up program shall be presented as part of the permit application.

8. Signage and lighting plans shall be approved by the zoning administrator prior to any sales

9. Dates, times and location of the sales shall be reviewed and approved by staff.

Carnival Standards

1. The event shall in no case exceed three consecutive calendar days per event, including set-up and take-down.
2. There shall be no more than one carnival per calendar year per property.

city of LAKELAND ON THE ST. CROIX

TO: Mayor Livingston and Council Members

FROM: Ron Moorse, Zoning Administrator

RE: Public Banner Signs

DATE: 1-10-14

Background

In response to a request from Council member Bednar, the Planning Commission has been working on an ordinance amendment to allow four-foot by eight-foot temporary advertising banners to be placed on the outfield fence of the Crocker Park ballfield, as well as a policy to guide how the banner sign program would be administered. The purpose of the banners is to generate revenue for the City.

At its January 7, 2014 meeting, the Planning Commission discussed whether the benefit of the revenue to be generated by the banner signs outweighs the visual impact of the banner signs. The discussion included questions such as: Do the banner signs reflect the type of image the City wants to portray? Does the City want to open up the residential zone to advertising signs? The Commission also discussed that there is a revenue issue related to parks that is broader than the banner signs, and recommended the Council have a broader discussion regarding parks, banner signs and other revenue sources at a work session prior to further consideration of an ordinance amendment.

Council Action Requested

Motion regarding the Planning Commission's recommendation that the Council have a broader discussion concerning parks, banner signs and other revenue sources.

city of LAKELAND ON THE ST. CROIX

Public Works

690 Quinnell Avenue North
Lakeland, MN 55043-9463
Voice: (651) 436-8044
Fax: (651) 436-3949
E-mail: lakelandwater@comcast.net

To: Lakeland City Council

From: Matt Kline | Director of Public Works

Date: January 7, 2014

Re: 2014 Street Project

The proposed 2014 street project will be a maintenance project that includes crack sealing and seal coating a significant number of streets within the city. Earlier this year, the city engineer and I completed the biannual street condition survey that rated the streets and played a part in determining which streets required maintenance. The last seal coat and crack seal maintenance project occurred in the summer of 2010. The city engineer and I feel that now is the most opportune time to do this maintenance project as it fits into the Capital Improvement Plan, the funds have been budgeted for, and the designated streets are in need of the maintenance.

Total street project cost is estimated at $144,127 which includes 10% for contingency and 15% for soft costs (bidding documents, engineering construction services, bid tabulation and evaluation). All proposed maintenance is included within the capital improvement plan. I've also included a 2014 street project map for your review.

The maintenance project will also include other areas of paved parking lots and road within the city. Those costs are detailed in the attached spreadsheet and are as follows:

Water:	$3963.02
Parks:	$92.40
City Hall:	$738.06
Total Cost:	**$148,920.48**

SEH has proposed to provide bidding documents and construction services for this project. The estimated cost of engineering services is $10,000 which is well below the 15% allowance for soft costs and is included in the above total estimate.

Action is being requested of the council in the terms of authorizing Bid Document Preparation by SEH. Approval for bidding will be requested at the February meeting.

Project schedule would be as follows:

Council to Authorize Bid Document Preparation.....January 21, 2014

Bid Document Preparation.....January-February 2014

Council to Approve Bidding.....February 18, 2014

Bid Opening.....April 2, 2014

Award Contract.....April 15, 2014

Maintenance.....May 2014-August 2014

Parking Lot / Road Lengths

Location		Length	Width	SY	Maintenance	Cost per SY	Total
Water							
Plant #1	Front	47	27	141	Seal Coat	2.14	$ 301.74
	Side	114	12	152	Seal Coat	2.14	$ 325.28
	Back	32	29	103	Seal Coat	2.14	$ 220.66
Plant #2	East Side	94	43	449	Crack Seal	0.44	$ 197.61
	South Side	135	35	525	Crack Seal	0.44	$ 231.00
	South Side	75	31	258	Crack Seal	0.44	$ 113.67
Tower #1	South of Tower	50	22	122	Crack Seal	0.44	$ 53.78
	East of Tower	49	40	218	Crack Seal	0.44	$ 95.82
	West of Tower	58	42	271	Crack Seal	0.44	$ 119.09
	Outside of Fence	96	65	693	Crack Seal	0.44	$ 305.07
Tower #2	Road	1887	15	3145	Crack Seal	0.44	$1,383.80
	Parking Lot	40	26	116	Crack Seal	0.44	$ 50.84
	Inside Fence	110	105	1283	Crack Seal	0.44	$ 564.67
							$3,963.02
Parks							
Humphries	Parking Lot	63	30	210	Crack Seal	0.44	**$ 92.40**
General							
City Hall	Front	97	32	345	Seal Coat	2.14	**$ 738.06**

Lakeland, MN

Street CIP - WORKING COPY SUBJECT TO CHANGE

Updated: 1/13/2014

Sort Order	Street Name	From	To	Length (ft.)	Width (ft.)	Cul-de-Sac (CDS)	Area (sy)	Border (Y/N)	Road Class	Rating as of Sept. 2013	Comments	Last Year Paved	Last Crack Seal Date	Last Seal Coat Date	2013 Code	2013 Cost	2014 Code	2014 Cost	2015 Code	2015 Cost	2016 Code	2016 Cost	2017 Code	2017 Cost	2018 Code	2018 Cost	2019 Code	2019 Cost	2020 Code	2020 Cost	2021 Code	2021 Cost	2022 Code	2022 Cost
3	12th St So	Co. Rd. 18	Quinlan Ave. S.	650	24		1,733		Collector	6.5				2010			C	$763					S	$3,709										
4	Quinlan Ave So	12th St So	South City Limits	350	24		933		Local	6.5				2010			C	$411					S	$1,997										
5	10th St Ct So	Co. Rd. 18	East End	310	24	CDS	827		Local	6.5				2010			C	$364					S	$1,769										
6	9th St Place So	Co. Rd. 18	East CDS	450	24	CDS	1,200		Local	6.5				2010			C	$528					S	$2,568										
7	9th St Place So	8th St Place So	North End	480	24	CDS	1,280		Local	6.5				2010			C	$563					S	$2,739										
8	7th St So	Co. Rd. 18	East End	930	22		2,273		Local	6.5				2010			C	$1,000					S	$4,865										
9	7th St So	Co. Rd. 18	7th St Lane So	590	24		1,573		Collector	5			2010				S	$3,367													R	$54,327		
10	7th St Lane So	Beginning	7th St So	4,150	24		11,067		Local	5	Intersection Patching		2010				S	$23,683													R	$382,132		
11	7th St Ct So	7th St Lane So	South End	460	22	CDS	1,124		Local	6	Intersection Patching	2000	2010				S	$2,408																
14	3rd St No	Quentin Ave No	Quinnell Ave No	1,575	18		3,150	Y	Local	6		2000					S	$6,741																
20	6th St No	Quixote Ave No	Quinlan Ave No	1,260	24		3,360		Local	6			2010				S	$7,190																
27	Quinnell Ave No	8th St No	North End	850	18		1,700		Local	6	Need Ditches	2001	2010				S	$3,638																
28	Quinnell Ave No	8th St No	3rd St No	3,600	24		9,600		Collector	5			2010				S	$20,544																
30	Quixote Ave No	6th St No	7th St No	500	14		778		Local	7							C	$342					S	$1,664										
31	Quinmore Ave No	8th St No	3rd St No	3,400	24		9,067		Local	5			2010				S	$19,403																
32	Quentin Ave No	3rd St No	Upper 4th St No	625	24		1,667		Local	6							S	$3,567																
33	Quinlan Ave No	8th St No	3rd St No	2,875	25		7,986		Local	8		2007					C	$3,514					S	$17,090										
34	Quinlan Ave No	8th St No	North End	300	25		833		Local	6			2010				S	$1,783																
35	11th St No	Rivercrest Rd No	East End	650	24		1,733		Local	6.5			2010				S	$3,709																
36	11th St Ct No	WTP #1	South End	700	24	CDS	1,867		Local	6.5			2010				S	$3,995																
37	Rivercrest Rd No	11th St No	South End	1,300	24	CDS	3,467		Local	7				2010			C	$1,525					S	$7,419										
38	Rivercrest Rd No	11th St No	1243 Rivercrest Rd	480	24		1,280		Local	7				2010			C	$563					S	$2,739										
39	Rivercrest Rd No	1243 Rivercrest Rd	Old Toll Bridge Rd	595	26		1,719		Local	8		2004		2010			C	$756					S	$3,678										
40	Rivercrest Rd No	Old Toll Bridge Rd	Old Toll Bridge Rd	705	24		1,880		Local	8		2004		2010			C	$827					S	$4,023										
42	Rivercrest Rd No	Old Toll Bridge Rd	North City Limits	1,700	24		4,533		Local	8		2006					C	$1,995					S	$9,701										
43	2nd St No	Co. Rd. 18	Quehl Ave No	620	22		1,516		Collector	8		2008					C	$667					S	$3,243										
44	Quehl Ave No	South End	Quehl Ave Ct No	860	22		2,102		Local	8		2008					C	$925					S	$4,499										
45	Quehl Ave Ct No	Quehl Ave No	East End	250	22	CDS	611		Local	8		2008					C	$269					S	$1,308										
46	Quehl Ave No	Quehl Ave Ct No	5th St Ct No	600	22		1,467		Local	8		2008					C	$645					S	$3,139										
47	5th St Ct No	Quehl Ave No	North End	450	22	CDS	1,100		Local	8		2008					C	$484					S	$2,354										
48	5th St No	5th St Ct No	Co. Rd. 18	500	22		1,222		Collector	8		2008					C	$538					S	$2,616										
53	Quality Ave No	8th St No	Quality Ln No	300	24		800		Collector	8		2004	2010	2010			C	$352					S	$1,712										
54	Quality Ave No	Quality Ln No	Quality Ln No	640	24		1,707		Collector	8		2004	2010	2010			C	$751					S	$3,652										
60	3rd St No	Quality Ave No	6th St No	500	22		1,222		Local	8		2006					C	$538					S	$2,616										
61	6th St No	3rd St No	Quality Ave No	1,260	22		3,080		Local	8		2006					C	$1,355					S	$6,591										
62	3rd St No	Quality Ave No	Quant Ave No	1,300	18		2,600		Local	6.5		2001		2010			C	$1,144					S	$5,564										
63	Quant Ct No	Quant Ave No	Northeast End	200	22	CDS	489		Local	7		2003	2010				S	$1,046																
64	Quant Ave No	3rd St No	1st St No	1,080	22		2,640		Local	7		2003	2010				S	$5,650																
68	Quehl Ave No	Division St	North End	400	22	CDS	978		Local	5		Partial 2013					CS	$2,523																
73	1st St No	Quant Ave No	Quamwell Ave No	300	22		733		Local	7		2003	2010				S	$1,569																
74	1st St No	Quamwell Ave No	Quality Ave No	630	22		1,540		Local	7		2003	2010				S	$3,296																
75	1st St No	Quality Ave No	West End	710	22	CDS	1,736		Local	7		2003	2010				S	$3,714																
76	2nd St No	Quality Ave No	East End	480	22	CDS	1,173		Local	8		2009					C	$516					S	$2,511										
77	2nd St No	Quality Ave No	West End	520	22	CDS	1,271		Local	8		2009					C	$559					S	$2,720										
82	3rd St Ct So	3rd St So	South End	450	22	CDS	1,100		Local	6.5				2010			C	$484					S	$2,354										
84	Queenan Ave So	3rd St So	5th St So	1,320	22		3,227		Local	6				2010			C	$1,420																
85	5th St So	Queenan Ave So	West End	875	22		2,139		Local	7.5		2005					C	$941																
86	5th St So	Queenan Ave So	Co. Rd. 18	500	24		1,333		Collector	8		2008					C	$587																
87	St Cr Tr Frontage Rd	2nd St No	Division St	700	20		1,556		Local	7							C	$684																
88	St Cr Tr Frontage Rd	Freedom Station	North End	300	20		667		Local	7							C	$293																
	Totals			15.8	Miles		208,456									$0		$144,127		$561,479		$0		$194,380		$873,878		$0		$0		$436,459		$0

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Available Funds (Street Improvement Levy $265,000 Annually) 2013 Balance: $155,000	$155,000	$420,000	$540,873	$244,394	$509,394	$560,014	($28,864)	$236,136	$501,136	$329,677
Availabel Funds (Street Improvement Levy Increased to $295,000 Annually	$155,000	$470,000	$590,873	$294,394	$559,394	$630,014	$21,136	$286,136	$551,136	$379,677

Recommended Maintenance Legend

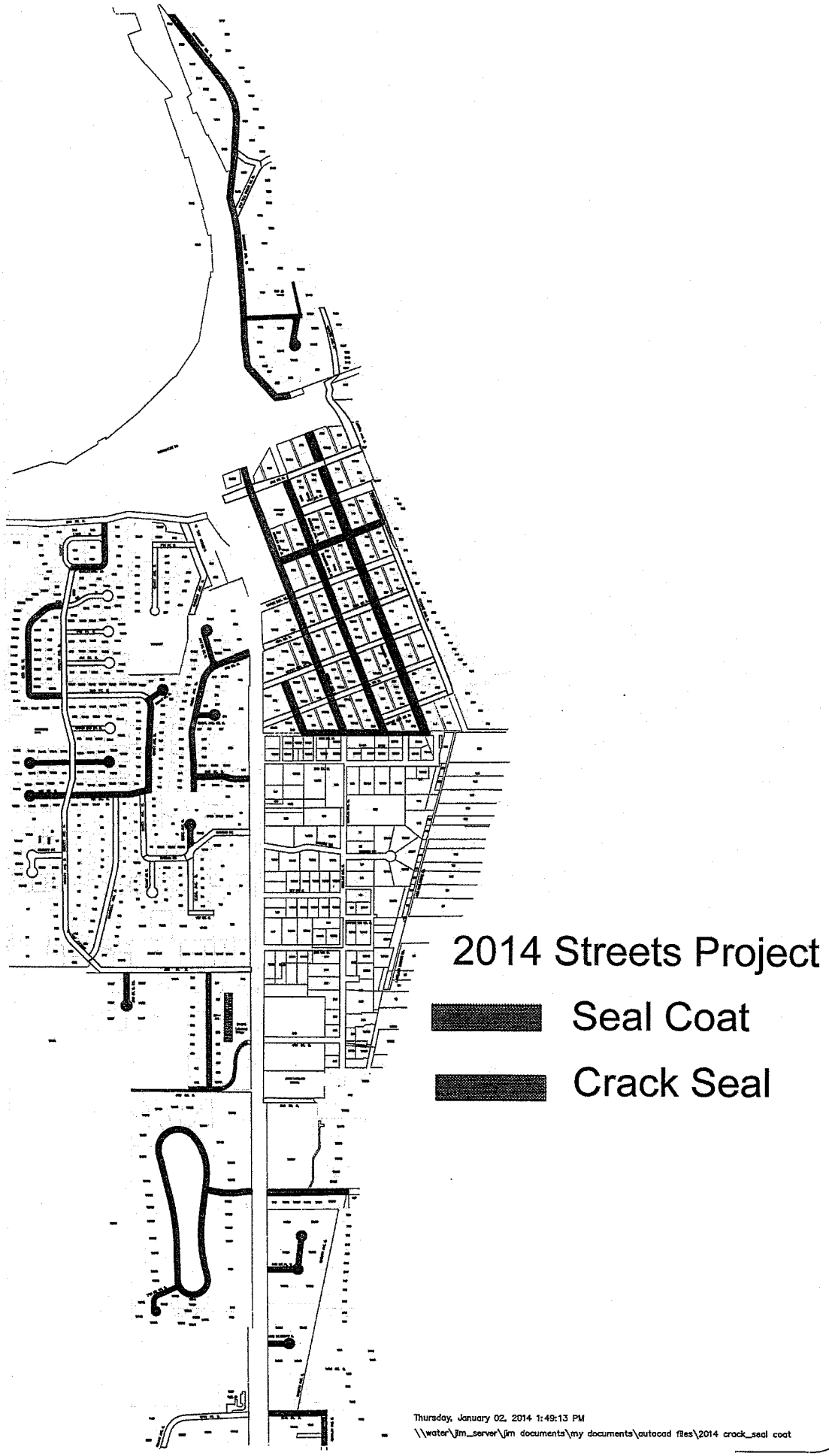
C = Crack Sealing
S = Seal Coating
P = Chip/Emulsion Patch
O = Overlay (See Note 1)
R = Reconstruct
Spec 1 = Raising of Itasca Avenue

Total Cost Through 2023	$2,854,883
Average Cost Per Year	$285,488

Notes:

1 - Pavement ratings are not available. As a result, maintenance recommendations are based on past maintenance records. Pavement ratings should be completed and updated annually.
2 - Cost estimates based on the cost of similar projects recently constructed. Actual costs will vary from the estimates shown and should be refined as each project scope is defined.
3 - Year street was originally paved or, if reconstructed, year of last reconstruction.
4 - All costs shown are in 2013 dollars. Increases due to inflation are not included.
5 - Routine maintenance costs (i.e. pothole patching, sweeping, sign replacement, etc.) are not included.
6 - Reconstruction cost estimates include an allocation for minor drainage improvements. Other maintenance measure cost estimates do not include drainage improvements.

city of LAKELAND ON THE ST. CROIX


2014 Streets Project
Seal Coat
Crack Seal
Thursday, January 02, 2014 1:49:13 PM
\\water\jim_server\jim documents\my documents\autocad files\2014 crack_seal coat

city of LAKELAND ON THE ST. CROIX

Lakeland Water Utility

690 Quinnell Avenue North
Lakeland, MN 55043-9463
Voice: (651) 436-8044
Fax: (651) 436-3949
E-mail: lakelandwater@comcast.net

To: Lakeland City Council

From: Matt Kline | Director of Public Works

Date: January 6th, 2014

RE: Online Payments – Water Bills

Over the past several years, the Lakeland Water Utility has received an increased number of phone calls regarding online utility payments. Research into this payment method has always led the utility to the conclusion that the cost of providing the service was too great. However, the water utility can now offer online payments where the customer covers some or all of the banking/credit card associated fees of each payment themselves.

On November 22nd, Tom, Steve, and I had a conference call with Ruth Ponder of Payment Service Network (PSN). This company provides online payment services over a secure online site. Payment Service Network has a long standing relationship with our water billing software company and has received good reviews from the cities of Bayport and Hudson.

All payments are made on their site and updates are provided to the water utility in the form of an email the next business day. Instant updating into our water billing software is possible but we currently don't have the modules that are offered from Casselle Billing in order to make that work. Payments will still have to be made manually into our billing software.

I've attached the PSN proposal for your convenience. Total yearly cost from the city perspective will be $160.40 with a one-time implementation fee of $99. The yearly cost does not include any payments that would be made if the water utility were to pay the credit card or bank fees. Those cost options are covered in the proposal and example sheets that are attached.

Other information that should be considered is that there is a 3 year standard term agreement that auto renews after 3 years. Early termination would result in a $550 fee. The utility can switch between payment options without a cost.

Staff is recommending that we contract with PSN Services to offer the online payments. Staff feels that with the increase in requests; the yearly cost to implement the service is worth the fee. Depending on

the usage of the service, staff time should also be reduced due to a decrease in the amount of paper checks that would be handled each month. Staff is indifferent to the payment options although having the water utility pay all costs would not be recommended by staff. Neighboring cities have the customers cover all the fees associated with making online payments.

Staff is requesting council action or further direction on the PSN proposal.

Payment Service Network, Inc.

SERVICE & COST PROPOSAL FOR

LAKELAND, MN WATER UTILITY

Submitted on: December 26, 2013
Submitted by: *Ruth Ponder*
National Sales Representative
608.442.5058 DIRECT
rponder@PaymentServiceNetwork.com

Payment Service Network, Inc. (PSN) provides a wide range of eServices for payment processing, billing and customer communication. After discussing your needs, I have prepared the following proposal of services. After reviewing the information, please let me know if there is any additional information you require. The staff at PSN looks forward to providing you and your customers with personalized service.

SERVICES A LA CARTE

You are able to select whichever services are best for you and your customers. For PSN, it is simply a "flick of the switch" to activate services. We give you choices as to which payment methods you want to offer customers, which payment channels you will open to them and who pays what fees. This proposal quotes costs for the services that are checked below. If you would like quotes on any additional services, please let me know.

- √ Online and mobile (smart phones and tablets) payments
- √ Automated and/or operator-assisted payments
- Bank Bill Pay eSolution
- Auto-Post Check Scanning (Check 21)
- Virtual Payment Portal (scannerless & swipeless processing)
- Customized mobile app
- Customized website
- Outbound Auto-Call messaging
- eBills (online billing)
- Data Sharing (either hands-free or One-Touch integration)
- Integrated Credit Card Swipe

Simplifying Your Business Day

SERVICES AND FEES FOR LAKELAND, MN WATER

Service Implementation Fee.....$99.00 (*One-time fee)*
The implementation fee includes implementation team; web service setup; standard mobile app setup; automated phone service setup; marketing templates creation; submission of merchant account application(s); links for your website.

System & Account Management Fee .....$5.95 *(Monthly fee)*
To cover ongoing account maintenance, system upgrades and fees charged to PSN by financial institutions and partners, a monthly gateway fee is required.

Security Compliance Fee.....$89.00 (*Annual fee)*
To cover costs associated with maintaining our Level 1 PCI security certification, PSN charges an annual fee—due around December 1.

Transaction Fees:

OPTION ONE: ALL FEES PAID BY YOUR CUSTOMERS: The following fees apply to all channels (online, mobile, automated phone, live operator). YOU WILL NOT PAY ANY FEES TO CREDIT CARD COMPANIES; PSN IS RESPONSIBLE FOR PAYING CREDIT CARD FEES.

eChecks and eSavings.....$1.00 per transaction

Credit & Debit Cards.....2.75%* *per transaction*
*(*2.75% plus $0.50 for payments less than $100.00)*

OPTION TWO: CREDIT CARD FEES PAID BY CUSTOMER AND eCHECK FEES PAID BY LAKELAND WATER

eCheck Paid by Lakeland Water:
eCheck Online/mobile .....*50¢ per transaction*
eCheck IVR Automated Phone .....*75¢ per transaction*
eCheck Live PSN Representative Phone .....*$1.50 per transaction*

Credit Card Fees Paid by Customer: The following fees apply to all channels (online, mobile, automated phone, live operator). YOU WILL NOT PAY ANY FEES TO CREDIT CARD COMPANIES; PSN IS RESPONSIBLE FOR PAYING CREDIT CARD FEES.

Credit & Debit Cards.....2.75%* *per transaction*
*(*2.75% plus $0.50 for payments less than $100.00)*

OPTION THREE: ALL FEES PAID BY LAKELAND WATER

PSN Transaction Fees*

Online/mobile .....50¢ per transaction
IVR Automated Phone .....75¢ per transaction
Live PSN Representative Phone .....$1.50 per transaction

*Plus Credit Card and Merchant Fees will be billed to Lakeland Water. **When you pay the credit card fees for your customers, PSN is able to qualify your city for special "utility" rates as shown below. There are three fees charged: Interchange, Discount Rate and Authorization Fee.** *The sum of all three will be the fee charged to you.*

1. As a utility company, PSN can qualify you for the Utility Rate Program offered by VISA, MasterCard and Discover, if you agree to pay all transaction fees associated with the payment and you agree to allow payers to set up Auto-Pay (recurring payments). Utility interchange rates range from $0.45 to $1.50. Most transactions will settle at $0.75. Some business or corporate cards do not qualify for the Utility Rate Program and are charged regular government Interchange rates.
2. Discount rate (a term used by merchant providers) is an added cost. It is a percent of the transaction. For example: $100 payment x 0.5% discount fee = 50¢
3. Authorization fee is a $0.10 flat fee per transaction.

Sample: $100.00 Credit Card Payment = $1.35 in Credit Card Fees (Interchange = 75¢ plus Discount Rate = 50¢ plus Authorization Fee = 10¢)

There is a fee of $15 for credit card disputes payable by you. (Applies to all three options)
There is a $35 fee for NSF checks payable by your customer. (Applies to all three options)

Additional information

Not all solutions or options available through PSN are represented in this proposal. I would be happy to provide any other information that could help you reach a decision. PSN stands ready to help you get to a highly competitive level in payment processing, quickly and efficiently. Thanks for considering a partnership with PSN.

Fees Paid by Customer

eCheck/eSavings	$1.00/transaction
Credit/Debit Cards	2.75%/transaction plus $.50 for payments less than $100.00

Example $32 Bank Payment

Fee	$	1.00
Bill	$	32.00
Total	**$**	**33.00**

Example $32 credit card payment

Fee (32*0.0275+0.50)	$	1.38
Bill	$	32.00
Total	$	33.38

All Fees Paid by Lakeland Water

PSN Fees Paid by Lakeland Water	
Online/mobile	$0.50/transaction
IVR Automated Phone	$0.75/transaction
Live PSN Rep Phone	$1.50/transaction
Bank Bill Pay	$0.50/transaction

Credit Card Fees Paid by LWU	
Interchange	$0.45-$1.50/transaction
Discount Rate	0.5% of each transaction
Authorization Fee	$0.10/transaction

Example $32 Credit Card payment		
IVR Automated Phone	$	0.75
Interchange (middle road)	$	0.75
Discount Rate (32*0.005)	$	0.16
Authorization Fee	$	0.10
Total	**$**	**1.76**

Example $32 Bank Bill Pay		
IVR Automated Phone	$	0.75

Split Fees

PSN Fees Paid by Lakeland Water	
Online/mobile	$0.50/transaction
IVR Automated Phone	$0.75/transaction
Live PSN Rep Phone	$1.50/transaction
Bank Bill Pay	$0.50/transaction

Credit Card Fees Paid by Customer	
Credit/Debit Cards	2.75%/transaction plus $.50 for payments less than $100.00

11

city of
LAKELAND
ON THE ST. CROIX

TO: City Council

FROM: Asia Bednar

RE: Memo to include in packets

DATE: January 17, 2014

On the 21st, we will have a public meeting regarding the City Parks Use and Equipment. We will have time available for residents to share their thoughts and concerns.

The intent when we get to the agenda item regarding Parks/Purchase of Park Structures is to approve a not-to-exceed-by price of $45,000.

1b

city of LAKELAND ON THE ST. CROIX

TO: City Council

FROM: Personnel Committee

RE: Rick Regnier Evaluation/Increase

DATE: January 21, 2014

Rick Regnier – Six Month Evaluation

The Personnel Committee recommends the City Council approve a wage increase of $0.51 Per hour for Rick Regnier. The recommended increase represents a 3% wage increase or $1,060 annually.

Rick received a sound evaluation from the Public Works Director in the areas of customer service, new employee mentoring and adaptability to changing work environment during the period. Wage increases for 2013 have typically been at 3% for any period other than the initial 12-month evaluation period.

Personnel Committee is asking for action on the wage increase, effective January 1, 2014.

TO: City Council

FROM: Chris Wallberg

RE: City Administration Report

DATE: January 21, 2014

This is to provide you with an update on work being done in the Clerk's office.

Beyond routine administration, clerical and finance tasks during 2013, many hours were spent researching and providing information about a number of unanticipated legal challenges (Space, Quinn, Norha), as well as zoning matters (Pilz, Billig, Lahr, Gedatus, Gustafson, Brandt, Ruprecht).

In the past few months, the following projects have been done:

IT Services
Contract has been completed with PressEnter to provide the City's IT services. They also assisted with obtaining a new domain name for the City.

New Website - http://ci.lakeland.mn.us
The new website is in place ... and ready to start growing. The plan is to smooth the edges and notify the world in the Newsletter, scheduled to go out the week of January 27th.
Like all communication tools, it'll be a work in progress. Please take a look and let me know what you would like to see included. More materials and information will be added as we go along.

Year-end documentation
Letters sent to businesses and preparation of:
Licenses Business/Mining/Trash/Recycling/Tobacco/Liquor/Animal
Newsletter Sponsorship Renewals
Preparation of W2/W3 forms for employees,
1099/1096 forms for contractors
PERA Annual Exclusion Report
Recycling Grant Report
Sales Tax Report
Letters sent to 106 vendors informing them of new status exempting the City from sales tax and providing ST3 Certificates of Tax Exemption

Re-convened the Lakeland Lakeland Shores Recycling Committee to address potential single-sort recycling program.

- over -

Zoning

Council recently approved cancellation of services of Ron Moorse, and directed that zoning administration responsibilities be brought back inhouse until further review takes place. I have been working with Ron Moorse to get up-to-date on pending projects, including:

- Septic noncompliance issues for 661 Quixote / Billig
  Public Health Department has determined that this property has noncompliant cesspool, and a number of notices have been issued to the current owner. A meeting is planned with the County in a month or so.
- Pending variance application for 16610 11th Street North/Statz
  Applicants propose to build a new garage in a location that would require a variance to the front yard setback. Preliminary plans were submitted, and they are in process of providing additional information to complete the application.
- Pending variance application for 699 Quixote Avenue North/Anderson
  applicants propose to replace the existing home, with multiple variances required for the current plan. They are in process of refining plans to be submitted.

Upcoming projects:

- Continue to identify what will be included on the website, develop those materials and meet with Council to get direction regarding content of the website.
- Establish structure for email system for elected officials and staff, and work on developing an email list for broader communication with residents.
- Address zoning projects as they come in.
- Continue to work with Recycling Committee on potential single-sort program.

cw

SEH

Building a Better World
for All of Us®

CITY ENGINEERING REPORT

TO: Mayor and City Council of Lakeland, MN

FROM: John D. Parotti, PE | City Engineer

DATE: January 15, 2014

RE: City Engineering Report - December 2013
SEH No. LAKEL 104614

This report has been prepared to provide information to the City Council on recent Engineering Activities. The items listed below generally occurred in the month referenced above. However, certain items may have carried over from previous months or may continue into subsequent months as the tasks require. City Engineer services are provided at the request of the City Council or staff on an as-needed basis.

I. 1109 Quixote Avenue North

The City Engineer reviewed requests from the property owner and his contractor to issue a letter accepting (approving) the work completed in 2013 in response to a court order. The Engineer is of the opinion that the work should be accepted as a whole and not in incrementally. Some of the work could not be completed due to cold weather conditions and has been delayed until spring of 2014 as a result. The City Engineer will work with the property owner and his contractor to verify satisfactory completion of the entire project later this spring.

II. 6th Street / Quixote Drainage Improvements

The Engineer corresponded with the WMO and Lakeland DPW Matt Kline with respect to the scope of the project and related regulatory requirements.

III. Pre-Application Meeting Attendance

The Engineer attended a pre-application meeting at City Hall to review a proposed residential property project in the St. Croix River District. City ordinances and submittal requirements were discussed along with potential variances and permits that would be required. The Clerk, Zoning Administrator and a DNR representative were also in attendance.

IV. 2013 Street Improvements Project

The City Engineer and project field representative calculated quantities of work completed from field measurements taken in November. These measurements are used to verify Contractor pay applications and to develop a recommendation to the City to make payment.

V. Capital Improvement Planning

The City Engineer met with DPW Matt Kline to review pavement ratings and draft capital improvement plan for streets. Street ratings are used to assist the City in determining which streets are ready for maintenance and how much of the recommended maintenance can be completed in 2014. From this meeting Matt has been able to develop a scope of work for the 2014 Street Maintenance project that will be presented to the Council at an upcoming meeting for approval.

The Engineer and DPW further reviewed projected street maintenance needs and associated funding requirements for the next 10 years. The information developed will be used to make future budget recommendations to the City Council for consideration.

If the Council should have any questions about City Engineering activities they are urged to contact the Director of Public Works or City Engineer directly.

p:\ko\l\lakel\104614\eng reports\2014\er 2014-01 january.docx

Lakeland Mayor's Update – December, 2013

1. I continue to monitor the Thrive MSP 2040 Plan process that the Metro Council is currently conducting…Metro Council staff will release the updated Draft Thrive MSP 2040 Plan in late February, hold Public Meetings in March, and the full Metro Council is expected to vote on the document in April, 2014.
2. Along with this document, the population estimates that show Lakeland as gaining 1,000 people due to the Gateway Corridor, even though there is no planned stop in Lakeland, are also being reviewed. As you know, many Metro area cities expressed the same concerns at the meeting, as Lakeland did, so it will be interesting to see the revised estimates when they are released by the Metro Council in early April, 2014, as part of the Thrive MSP 2040 process. We may know in January if there will be preliminary estimates released prior to that date.
3. Washington County announced that applications will be taken for 2014 HOME funds. There is only $175,000 available this year and the applications were due by November 18th. I met with Washington County HRA and Select Senior Living on November 18th to determine whether or not to seek these funds. The regulations are now more restrictive requiring a signed Purchase Agreement, all funding committed upfront, a pro forma, among the many new items for the application, so Select Senior Living decided to pass on applying for these funds in December. We were recently informed that the funding went to a project in Woodbury.
4. Select Senior Living (Arkell Development) has secured investors, Northern Lights Ventures, for the project. Assuming an offer on the property is accepted, which is the next step, then Grace Health Care is on board to manage the facility. Northern Lights Ventures is developing a Purchase Agreement over the Holidays, which they plan to present to the property owner the third week of January. In our meeting on 11/18, Washington County HRA discussed the use of Housing Revenue Bonds and Grow Funds to facilitate development of the project should an offer be accepted on the property.
5. I met with Duffy Development and showed the developer the site in September. I have followed up twice with the additional information requested, but, again, while they feel this is a viable project, they are currently working on 2 projects before they would turn their attention

to this one. I will continue to pursue this option next month after the holidays.

6. I met with Firm Ground Architects in mid-August and presented the project specifics to them. They submitted a Letter of Interest to show that this project is in their "pipeline". I met with them onsite on November 5th, along with Washington County HRA, and they are interested in the project. I have sent them a copy of the 10/16 update of the Market Study for their review. A follow up meeting is being scheduled for January.
7. I have contacted another potential developer, Common Bond, about the project...hopefully, a date can be set in January to meet with them.
8. I have been working with Washington County HRA on updating the current senior housing market study, since it is now 18 months old. The update was completed by Maxfield Research, Inc. on October 16th. It shows that the market is growing in Lakeland and by 2018, there will be a need for 140 units of market rate, affordable, congregate, assisted living and, memory care units in Lakeland. Maxfield notes that a stand-alone facility would not work, but a project that combines these needs would work, which is the premise that we've been working under. All of the interested developers have been supplied a copy of the updated market study. A copy will be supplied Staff in January when it is finalized.
9. Washington County has also finished a county-wide housing needs study. The results will be officially released at a meeting on January 14, 2014. I hope to get a copy to pass along with anything that relates to Lakeland.
10. At their December 3rd meeting, the County Board approved a 3 year lease agreement for Valley Branch Library at Lakeland Plaza. A positive sign that the branch will continue to serve area residents for the next few years.
11. As you may recall, the Washington County Public Works Department sent a Draft of the 2014 – 2018 Capital Improvements Program on October 15th. It showed that there were no major transportation projects planned for Lakeland during the next 5 years. The Public Hearing on the CIP was held on Tuesday, December 17th at the County Board Meeting and was approved immediately following the PH with no revisions.
12. The County Board also approved a Low Interest Loan Program for homeowners with failing septic systems. The program will be run through the Washington County HRA and will have an interest rate of

1.5% on a 5 year loan and would be added as a Special Assessment on the homeowner's Property Taxes. Homeowners would also have access to other grant and loan programs that could reduce the costs. The program will start in Spring, 2014. I'm not sure the extent of the problem of failing septic systems in Lakeland, but this does offer a low cost method of getting them resolved.

13. **The foreclosure data provided by the Washington County HRA for the first 11 months of 2013 shows that total Sheriff's sales are down by 292 for 2013 over the same period for 2012, especially since August – a good indication that the housing market continue to improve…another good indication is that pre-foreclosures were down by 622 over 2012 for the first 11 months. Lakeland has had 51 Sheriff's Sales since 2009, including 12 for 2012. In the first 11 months of 2013, Lakeland has had only 4 foreclosures with the latest one at 16460 Upper 21st Street S in September.**
14. **I completed the Annual Affordable Housing Production Survey for the Metro Council. This enables the City to maintain access to Metro Livable Communities Act grants for another year, which could be used for the senior project or other development projects. It was accepted by the Metro Council as complete on 12/4.**
15. **This data is used to determine the Housing Performance Score, which is used in evaluating grant applications for Metro Council Program funds should Lakeland ever decide to apply – the higher the score the better. Chris forwarded me the Preliminary score, which showed that Lakeland had dropped from 38 to 33 points. After a closer look at the scoring, I sent an e-mail to Guy Peterson at the Metro Council asking for a review of the score of 9 on Local Initiatives on Facilitating Housing Development and the score of 9 on Local Initiatives on housing rehab. After a Conference Call with Metro Council on Monday, December 30th, I was able to convince them that the scores should be adjusted an additional 3 points each, so that the Final Housing Performance Score for Lakeland will be 39. Of similar sized cities in Washington County, only Bayport at 40 has a higher score than Lakeland. The Final scores should be out the first week of January, so Staff can check then to see if the additional points were given.**
16. **A new State law prohibits the use or sale of coal tar sealant products as of 1/1/14. Coal tar is used in sealant products on driveways and parking lots and contains a high amount of carcinogens that can be washed into the water system. While it is against State law to use them, Lakeland must first approve an Ordinance b/f it can be enforced.**

Given Lakeland's proximity to the St Croix River, an Ordinance permitting enforcement may be worth considering. A Model Ordinance is available through the LMC. The LMC is also developing a Model Ordinance for the sale of e-Cigarettes…expect the Legislature to discuss this growing issue in the next session.

17. **Other items – The December State Budget Forecast was released in early December and showed a $1.1 billion surplus – the first $246 million paid back the remainder of the K-12 Property Tax shift, so the surplus is actually about $825 million; a Bill that would allow cities to use their website to either replace or supplement newspaper publication will be heard next session – this would save Lakeland Legal publication costs, it the City chooses to put all Public Notices online; the LMCIT also has a new Loss Control guide for Parks and Rec facilities, which was used to bring Lakeland's parks up-to-date, so it might be good to check them again; and, as you may have seen in the papers/online, there were Town Hall meetings (I attended the one at Union Depot on 12/10) by MNDOT and Metro Council on the need for transportation investments - $12 billion over the next 20 years, which would take a 40 cent increase in the gas tax to finance…something to think about; and Metro Cities is hosting a Water Forum on emerging trends and issues on Thursday, January 30th from 8 AM to 1 PM @ the New Brighton Community Center…go to www.metrocities.com for an Agenda.**
18. **January, 2014 Work Plan – Focus on the senior housing project.**

1b

city of LAKELAND ON THE ST. CROIX

TO: City Council

FROM: Personnel Committee

RE: Rick Regnier Evaluation/Increase

DATE: January 21, 2014

Rick Regnier – Six Month Evaluation

The Personnel Committee recommends the City Council approve a wage increase of $0.51 Per hour for Rick Regnier. The recommended increase represents a 3% wage increase or $1,060 annually.

Rick received a sound evaluation from the Public Works Director in the areas of customer service, new employee mentoring and adaptability to changing work environment during the period. Wage increases for 2013 have typically been at 3% for any period other than the initial 12-month evaluation period.

Personnel Committee is asking for action on the wage increase, effective January 1, 2014.