



City Council Meeting – 6:00 p.m.  
 Tuesday, October 21, 2014  
 Lakeland City Hall

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| 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.<br>- How Code Violations Affect Residents – Jon Place                                                                                                 | Bob Livingston                |
| 6.  | 2015 STREET IMPROVEMENTS                                                                                                                                                                                                                                       | Matt Kline                    |
| 7.  | CITY STAFF REPORTS<br>- Attorney<br>- City Clerk<br>- Order re 1243 Rivercrest<br>- Election Canvass 7 <sup>th</sup> – 14 <sup>th</sup><br>- Public Works Director<br>- Quality Avenue & 3 <sup>rd</sup> Street South<br>- Snowplowing<br>- Treasurer - Absent |                               |
| 8.  | COUNCIL MEMBER REPORT/Glasgow<br>- Order of Candidate Profiles in the Newsletter                                                                                                                                                                               | Richard Glasgow               |
| 9.  | COUNCIL MEMBER REPORT/Williams                                                                                                                                                                                                                                 | Amy Williams                  |
| 10. | COUNCIL MEMBER REPORT/Paiement                                                                                                                                                                                                                                 | Joe Paiement                  |
| 11. | COUNCIL MEMBER REPORT/Bednar                                                                                                                                                                                                                                   | Asia Bednar                   |
| 12. | MAYOR'S REPORT                                                                                                                                                                                                                                                 | Bob Livingston                |
| 13. | 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 September 16, 2014 Regular City Council meeting
- B. Bills to be Approved
- C. Final Approval for Resolution 2014-13 Approving Variance to Allow Balcony at 699 Quixote Avenue North
- D. Renew Code Red Agreement between the Washington County Sheriff's Office and the City, January 1, 2015 through expire December 31, 2016
- E. Renew Conditional Use Permits / Certificates of Compliance for City businesses, per the attached summary

The Treasurer's Report for September will be presented at the November meeting.

**CITY COUNCIL MEETING**  
**Tuesday, September 16, 2014**

**CITY COUNCIL PRESENT:** Bob Livingston, Asia Bednar, Richard Glasgow, Amy Williams, Joe Paiement

**STAFF PRESENT:** Chris Wallberg, Matt Kline, Steve Iverson, Tom Niedzwiecki, Josh Brekken

**OTHERS PRESENT:** Chris White, Peter DeCorsey, Deputy Sullivan, Louis Furlong, Brad Lahr, Diane Wirth, Bill Francel, Jon Place, Craig Morris, Jeff Anderson, Julie Anderson, Mark Statz

1. **CALL TO ORDER** by Mayor Livingston at 6:04 p.m.
2. **PLEDGE OF ALLEGIENCE** *was recited.*
3. **CONSENT AGENDA – M/S/P(Glasgow/Williams) to approve the Consent Agenda. Livingston, Bednar, Glasgow, Williams and Paiement voted aye. Motion passed unanimously.**
  - A. Minutes of the August 19, 2014 Regular City Council meeting
  - B. Treasurer's Report
  - C. Bills to be Approved
  - D. AFP No. 1 / 2014 Seal Coating Street Improvements to Allied Blacktop Company in the amount of \$77,010.14
4. **LAW ENFORCEMENT REPORT** – Deputy Sullivan provided the law enforcement report.
5. **PETITIONS TO THE COUNCIL** – There was discussion regarding the Commercial Special Occasion Ceremony Venue. There was consensus among the Council to schedule a workshop regarding code compliance.
6. **VARIANCE APPLICATION / Mark & Angela Statz to construct a new garage at 16610 11<sup>th</sup> Street North** – There was discussion regarding details of the variance request. **M/S/P(Williams/Glasgow) to adopt resolution 2014-12 approving a variance application to construct a garage at 16610 11<sup>th</sup> Street North within 40 feet of the front yard setback with condition of approval number two amended to read color shall match current primary structure and give approval for the Clerk and Mayor to execute the resolution. Livingston, Bednar, Glasgow, Williams and Paiement voted aye. Motion passed unanimously. Resolution adopted.**
7. **VARIANCE APPLICATION / Jeff & Julie Anderson to add a balcony to the existing structure at 699 Quixote Avenue North** – There was discussion regarding details of the variance request. **M/S/P(Glasgow/Williams) to adopt resolution 2014-13 approving a variance to add a 6x11 balcony intruding into the 40 foot bluffline setback to include conditions of approval in the staff report with the resolution to be returned to the City Council for final approval in October. Roll call vote - Livingston, Bednar, Glasgow, Williams and Paiement voted aye. Motion passed unanimously. Resolution adopted.**
8. **LSCVFD RELIEF ASSN** – Kevin Wall presented information on the Lower St. Croix Valley Fire Department Relief Association.
9. **CITY'S RECORD OF CITY OFFICIAL ACTIONS / Minutes & Video** – There was discussion regarding implementing the use of statutory minimum minutes for City Council meetings. **M/S/P(Williams/Glasgow) to approve resolution 2014-14 approving the use of statutory minimum minutes for Council City meetings amended to include a sunset clause of December 31, 2014, effective immediately. Livingston, Bednar, Glasgow, Williams and Paiement voted aye. Motion passed unanimously. Resolution adopted.**
10. **QUALITY AVENUE / POTENTIAL TO WIDEN** – There was discussion regarding examining the possibility of widening Quality Avenue. The Council agreed that exploring the possibility was acceptable.
11. **ORDER REGARDING HAZARDOUS AND DESTROYED BUILDING / 1243 Rivercrest Road North** – There was discussion regarding the home destroyed by fire at 1243 Rivercrest Road North. **M/S/P(Williams/Paiement) to adopt the Order of the City of Lakeland regarding hazardous and destroyed building located at 1243 Rivercrest Road North in Lakeland, MN. Roll call vote - Livingston, Bednar, Glasgow, Williams and Paiement voted aye. Motion passed unanimously.**

## 12. STAFF REPORT

**Attorney** – No report.

13. **City Clerk** – Wallberg reported a fishing tournament will take place at Beanie's Landing on September 20, 2014. She stated a Resolution waiving parking restrictions for September 20, 2014 was prepared. **M/S/P(Glasgow/Williams) to adopt resolution 2014-15 suspending the application of boat trailer parking regulations for Saturday, September 20, 2014 from 12:01 A.M. to 11:59 P.M. Roll call vote - Livingston, Bednar, Glasgow, Williams and Paiement voted aye. Motion passed unanimously. Resolution adopted.** There was discussion regarding a controlled deer hunt in Lakeland. There was discussion regarding appointing Lakeland's representative for the LSCVWMO. Wallberg stated there are currently 17 data practice requests, which are time consuming.

**Public Works Director** – Kline reported on Lakeland's water towers.

**Treasurer** – Niedzwiecki stated there is no special financial information to report.

**Zoning** – None.

14. **COUNCIL MEMBER REPORT/** Glasgow reported on the status of the Comcast franchise agreement.
15. **COUNCIL MEMBER REPORT/** Williams reported on attending the Met Council hearing on housing policy and Gateway Corridor Commission. She stated she plans on attending the Met Council transportation plan hearing.
16. **COUNCIL MEMBER REPORT/** Paiement nothing to report.
17. **COUNCIL MEMBER REPORT/** Bednar reported she planned on having a movie in the park event but decided to cancel based on the changing weather conditions. She will revisit having the event next year.
18. **MAYOR'S REPORT/** Livingston reported he has a clean bill of health. The City Clerk has been keeping him informed and the two have been communicating on a regular basis.
19. **ADJOURN – M/S/P(Glasgow/Williams) to adjourn meeting at 8:58 p.m. Livingston, Bednar, Glasgow, Williams and Paiement voted aye. Motion passed unanimously.**

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Bob Livingston, Mayor

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Steve Iverson, Deputy Clerk/Recorder

CITY OF LAKELAND  
 Claims to be Approved  
 September 16 through October 16, 2014

Type	Date	Num	Name	Memo	Account	Original Amount
<b>Clerk's Checks</b>						
Bill Pmt-Check	09/26/2014	1782	Lakeland Post Office		100 - General Fund	(364.15)
Bill	09/26/2014		601 Water Utility Fund:B. Exp:49400 Water Department	September 2014 Water Billings	350 - Printing & Publishing	327.24
			601 Water Utility Fund:B. Exp:49400 Water Department	September 2014 Water Billing - Certified Letters	350 - Printing & Publishing	36.91
TOTAL						364.15
Bill Pmt-Check	09/29/2014	1783	Lakeland Post Office		100 - General Fund	(290.38)
Bill	09/29/2014		801 LT Imp Fund:E. Communications	October 2014 Newsletter Postage	350 - Printing & Publishing	150.38
			801 LT Imp Fund:E. Communications	\$.70 Stamps for newsletter	350 - Printing & Publishing	140.00
TOTAL						290.38
Bill Pmt-Check	10/03/2014	1784	St. Croix Autoworks		100 - General Fund	(902.10)
Bill	09/30/2014	2569	601 Water Utility Fund:B. Exp:49400 Water Department	2005 Ford Pickup F250 Super Duty Brake Repair	400 - Repairs and Maintenance	902.10
TOTAL						902.10
<b>Consultant Fees</b>						
Bill Pmt-Check	10/15/2014	16220	Johnson/Turner Attorney's at Law		100 - General Fund	(3,251.25)
Bill	09/30/2014		100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41610 Legal	Correspondence/Filing; review of e-mails re: agenda items; 41610 - Legal Services - General	41610 - Legal Services - General	1,520.00
			199 Applicant Escrow Fund:49199 General Escrow	Nelson 1243 Rivercrest Rd Burnt House	41610 - Legal Services - General	630.00
			199 Applicant Escrow Fund:49199 General Escrow	Communications re: Ruprecht matte; review correspondence	41610 - Legal Services - General	118.75
			199 Applicant Escrow Fund:49199 General Escrow	Revisions to correspondence, filling and transmission of sat	41610 - Legal Services - General	30.00
			100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41615 Legal	Lakeland Prosecution	41615 - Legal Services - Prosecution	952.50
TOTAL						3,251.25
Bill Pmt-Check	10/15/2014	16221	Mark Nagel (1099 Vendor)		100 - General Fund	(350.00)
Bill	09/30/2014		100 Gen'l Fd:B. Exp:02 Admin & Fin:41350 City Go	September 2014 Retainer	41520 - City Gov't Affairs	350.00
TOTAL						350.00
Bill Pmt-Check	10/15/2014	16222	PressEnter LLP		100 - General Fund	(539.99)
Bill	09/30/2014		100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41900 Oth	Oct 1, 2014 - Nov 1, 2014 - Contracted IT Services	352 - Web Site/IS Support	270.00
			100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41900 Oth	Carbonite Pro Basic Backup Annual Subscription	352 - Web Site/IS Support	269.99
TOTAL						539.99
Bill Pmt-Check	10/15/2014	16223	Short Elliott Hendrickson Inc.		100 - General Fund	(2,258.49)
Bill	09/19/2014	286941	100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41620 City	Quixote Avenue North Drainage Project	41620 - City Engineer - General	686.04
Bill	09/19/2014	286939	100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41620 City	Review Porous Pavement Policy w/ Zoning Admin, Planned	41620 - City Engineer - General	202.75
			100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41620 City	CenturyLink Street Opening Permit Review	41620 - City Engineer - General	71.50
			100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41620 City	Xcel Electric Street Opening Permit Review	41620 - City Engineer - General	71.50
			100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41620 City	4th St N & Quixote Ave Drainage	41620 - City Engineer - General	5.60
			199 Applicant Escrow Fund:49199 General Escrow	Ruprecht 737 Quentin Ave S - Project Review	41620 - City Engineer - General	71.50
			199 Applicant Escrow Fund:49199 General Escrow	Gustafson 16678 7th St S - Review Survey as requested by	41620 - City Engineer - General	577.60
			199 Applicant Escrow Fund:49199 General Escrow	Anderson 699 Quixote Ave N - Correspondence with City	41620 - City Engineer - General	143.00
			199 Applicant Escrow Fund:49199 General Escrow	Statz 16610 11th St - Review & Comment on plans	41620 - City Engineer - General	357.50
			199 Applicant Escrow Fund:49199 General Escrow	Space 1109 Quixote Ave N - Review of restoration plans at	41620 - City Engineer - General	71.50
TOTAL						2,258.49
Bill Pmt-Check	10/15/2014	16224	SRF Consulting Group, Inc.		100 - General Fund	(1,715.93)
				6334-10		

**CITY OF LAKELAND**  
**Claims to be Approved**  
 September 16 through October 16, 2014

Type	Date	Num	Name	Memo	Account	Original Amount
Bill	09/22/2014	08458.00-4	199 Applicant Escrow Fund:49199 General Escrow	City Planner Expenses - Ruprecht 737 Quentin Ave	41605 · City Zoning Administrator	483.43
			199 Applicant Escrow Fund:49199 General Escrow	City Planner Expenses - Anderson 699 Quixote	41605 · City Zoning Administrator	640.90
			199 Applicant Escrow Fund:49199 General Escrow	City Planner Expenses - Statz 16610 11th St	41605 · City Zoning Administrator	591.60
<b>TOTAL</b>						<b>1,715.93</b>
Bill Pmt -Check	10/15/2014	16225	Thomas H. Niedzwiecki		100 · General Fund	(2,480.00)
Bill	09/19/2014	3Qtr2014	100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41900 Oth	Governmental funds QuickBooks	41510 · Treasurer Services	25.00
			601 Water Utility Fund:B. Exp:49400 Water Departm	Water Utility QuickBooks	41510 · Treasurer Services	20.00
			701 Bldg Insp Fd:B. Exp:49000 Gen'l Ops	Building Inspection QuickBooks	41510 · Treasurer Services	5.00
			100 Gen'l Fd:B. Exp:02 Admin & Fin:41510 Treasur	Governmental funds	41510 · Treasurer Services	1,275.00
			601 Water Utility Fund:B. Exp:49400 Water Departm	Water utility funds	41510 · Treasurer Services	975.00
			701 Bldg Insp Fd:B. Exp:49000 Gen'l Ops	Building inspection funds	41510 · Treasurer Services	180.00
<b>TOTAL</b>						<b>2,480.00</b>
<b>City Hall/Clerk's Office Expenses</b>						
Bill Pmt -Check	10/15/2014	16226	ECM Publishers, Inc.		100 · General Fund	(94.80)
Bill	09/30/2014	146538	100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41900 Oth	PHN - Annual CUP Review	350 · Printing & Publishing	47.40
Bill	09/30/2014	146539	100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41900 Oth	MSCWMO Vaeansy Notice	350 · Printing & Publishing	47.40
<b>TOTAL</b>						<b>94.80</b>
Bill Pmt -Check	10/15/2014	16227	Lakeland Water Utility		100 · General Fund	(14.81)
Bill	09/30/2014		100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41940 Bldg	9/25/2014 Billing Date	43169 · Lakeland Water - City Hall	14.81
<b>TOTAL</b>						<b>14.81</b>
Bill Pmt -Check	10/15/2014	16228	Quill		100 · General Fund	(85.57)
Bill	09/19/2014	6080662	100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41900 Oth	Silver Voice Recorder	201 · Office Supplies/Misc	59.99
Bill	09/19/2014	6047711	100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41900 Oth	Easytouch Retractable Pen	201 · Office Supplies/Misc	25.58
<b>TOTAL</b>						<b>85.57</b>
Bill Pmt -Check	10/15/2014	16229	River Valley Printing		100 · General Fund	(555.00)
Bill	09/30/2014	4558	801 LT Imp Fund:E. Communications	1050 12 pg Newsletter - October 2014	350 · Printing & Publishing	555.00
<b>TOTAL</b>						<b>555.00</b>
<b>Water Utility/Public Works Expenses</b>						
Bill Pmt -Check	10/15/2014	16230	Air Fresh Portable Toilets		Total City Hall/Clerk's Office Expenses	750.18
Bill	09/24/2014	18082	100 Gen'l Fd:B. Exp:26 Rec & Pks:45207 Recreation	3 Portable toilets rental 9/29/14-10/26/14	100 · General Fund	(236.25)
<b>TOTAL</b>						<b>236.25</b>
Bill Pmt -Check	10/15/2014	16231	AT&T Wireless Services		100 · General Fund	(86.95)
Bill	09/19/2014	825688837x09122014	601 Water Utility Fund:B. Exp:49400 Water Departm	8/05/14 - 9/4/14 Phone Bill	320 · Communication	86.95
<b>TOTAL</b>						<b>86.95</b>
Bill Pmt -Check	10/15/2014	16259	AT&T Wireless Services		100 · General Fund	(86.95)
Bill	10/16/2014	825688837x10122014	601 Water Utility Fund:B. Exp:49400 Water Departm	9/05/14 - 10/4/14 Phone Bill	320 · Communication	86.95
<b>TOTAL</b>						<b>86.95</b>
Bill Pmt -Check	10/15/2014	16232	Barb Ferrozzo		100 · General Fund	(134.79)
Bill	09/30/2014		601 Water Utility Fund:A. Rev:37100 Water Utility F	Water Refund Acct # 858	37110 · Water Utility Billings- Gross	134.79

CITY OF LAKE LAND

Claims to be Approved

September 16 through October 16, 2014

Type	Date	Num	Name	Memo	Account	Original Amount
TOTAL						134.79
Bill Pmt-Check	10/15/2014	16233	David's Hydro Vac Inc.		100 - General Fund	(2,268.00)
Bill	09/30/2014	4929	401 Public Works Fund B. Street Maint. & Improvem	Vac out Manholes; Jet culverts; Storm drains	210 - Operating Supplies/Expense	2,268.00
TOTAL						2,268.00
Bill Pmt-Check	10/15/2014	16234	Engel Water Testing, Inc.		100 - General Fund	(430.00)
Bill	09/19/2014	14-13653	601 Water Utility Fund B. Exp:49400 Water Departm	Water Samples 7/9/14, 8/13/14; 9/10/14	44155 - Water Testing & Consumer Confid	270.00
Bill	09/30/2014	14-13708	601 Water Utility Fund B. Exp:49400 Water Departm	2 Water Samples - Tower #1 - 8th St. N	44155 - Water Testing & Consumer Confid	160.00
TOTAL						430.00
Bill Pmt-Check	10/15/2014	16235	Erickson Oil Products, Inc.		100 - General Fund	(719.45)
Bill	09/30/2014	CP-000008855	601 Water Utility Fund B. Exp:49400 Water Departm	Water Fuel Expense	210 - Operating Supplies/Expense	189.97
			401 Public Works Fund B. Street Maint. & Improvem	Streets Fuel Expense	43191 - Vehicle Fuel and Maintenance	100.00
			401 Public Works Fund C. 43200 Snow & Ice Contr	Snow & Ice Fuel Expense	43221 - Vehicle Fuel & Maintenance	211.00
			100 Gen'l F&B. Exp:26 Rec & Pks:45207 Recreation	Park Fuel Expense	210 - Operating Supplies/Expense	218.48
TOTAL						719.45
Bill Pmt-Check	10/15/2014	16236	Fastenal		100 - General Fund	(26.39)
Bill	09/22/2014	WHUD122734	601 Water Utility Fund B. Exp:49400 Water Departm	S/S JAM 1 - 1/4-12	210 - Operating Supplies/Expense	26.39
TOTAL						26.39
Bill Pmt-Check	10/15/2014	16237	Gopher State One-Call		100 - General Fund	(63.80)
Bill	09/30/2014	124637	601 Water Utility Fund B. Exp:49400 Water Departm	44 E-Mail Tickets	210 - Operating Supplies/Expense	63.80
TOTAL						63.80
Bill Pmt-Check	10/15/2014	16238	Hawkins Water Treatment Group, Inc.		100 - General Fund	(50.00)
Bill	09/30/2014	3649505	601 Water Utility Fund B. Exp:49400 Water Departm	Chlorine 150 # Cylinder	210 - Operating Supplies/Expense	15.00
			601 Water Utility Fund B. Exp:49400 Water Departm	Sulfur Dioxide 150 # Cylinder	210 - Operating Supplies/Expense	35.00
TOTAL						50.00
Bill Pmt-Check	10/15/2014	16239	Jerry's Truck and Trailer		100 - General Fund	(1,875.51)
Bill	09/19/2014		401 Public Works Fund C. 43200 Snow & Ice Contr	44 E-Mail Tickets	43221 - Vehicle Fuel & Maintenance	100.00
			401 Public Works Fund C. 43200 Snow & Ice Contr	Full Service to Unit	43200 - Snow & Ice Expenses	248.25
			401 Public Works Fund C. 43200 Snow & Ice Contr	Check Hydraulic Fluid	43200 - Snow & Ice Expenses	50.00
			401 Public Works Fund C. 43200 Snow & Ice Contr	Replace Drivers Side Spot Mirror	43200 - Snow & Ice Expenses	57.20
			401 Public Works Fund C. 43200 Snow & Ice Contr	Check Batteries; Replace Alternator; Fix Shorted Light	43200 - Snow & Ice Expenses	364.44
			401 Public Works Fund C. 43200 Snow & Ice Contr	Replace Dash Brake Control Valve	43200 - Snow & Ice Expenses	428.56
			401 Public Works Fund C. 43200 Snow & Ice Contr	Shop Supplies	43200 - Snow & Ice Expenses	31.21
			401 Public Works Fund C. 43200 Snow & Ice Contr	44 E-Mail Tickets	43221 - Vehicle Fuel & Maintenance	100.00
Bill	09/19/2014	0050675	401 Public Works Fund C. 43200 Snow & Ice Contr	Full Service to Unit	43200 - Snow & Ice Expenses	481.32
			401 Public Works Fund C. 43200 Snow & Ice Contr	Shop Supplies	43200 - Snow & Ice Expenses	14.53
TOTAL						1,875.51
Bill Pmt-Check	10/15/2014	16240	Little Falls Machine, Inc.		100 - General Fund	(92.63)
Bill	09/22/2014	00054656	401 Public Works Fund C. 43200 Snow & Ice Contr	1 - 3/4" Wing Bolts; 1 - 3/4" Castle Nut	43221 - Vehicle Fuel & Maintenance	92.63
TOTAL						92.63

CITY OF LAKELAND  
 Claims to be Approved  
 September 16 through October 16, 2014

Type	Date	Num	Name	Memo	Account	Original Amount
Bill Pmt - Check	10/15/2014	16241	Menards		100 - General Fund	(954.69)
Bill	09/19/2014	65085	601 Water Utility Fund:B. Exp:49400 Water Departm	5250 Watt Brute Generator	210 - Operating Supplies/Expense	499.00
Bill	09/19/2014	65410	100 Gen'l Fd:B. Exp:26 Reo & Pks:45207 Recreation	3/8"x10" Twis nyl Marine	210 - Operating Supplies/Expense	51.28
Bill	09/19/2014	65511	601 Water Utility Fund:B. Exp:49400 Water Departm	Red Wingsgard; PVC Conduit Cement; Locknut; Screw Bit;	210 - Operating Supplies/Expense	26.63
Bill	09/22/2014	65620	401 Public Works Fund:B. Street Maint & Improvem	#7 Smart SD Tall Rescue; Natural Burlap	43130 - Street Maintenance	73.84
Bill	09/30/2014	66233	601 Water Utility Fund:B. Exp:49400 Water Departm	Oil Filter; 5W30 Oil	210 - Operating Supplies/Expense	24.41
Bill	09/30/2014	66337	401 Public Works Fund:B. Street Maint & Improvem	Oil Filter; 5W30 Oil	43130 - Street Maintenance	24.41
Bill	09/30/2014	66686	601 Water Utility Fund:B. Exp:49400 Water Departm	Steel Wire Brush; Chip Brush; 14 Qt Clear Storage	210 - Operating Supplies/Expense	11.16
Bill	09/30/2014	66875	801 LT Imp Fund:F. City Hall	Peel Stop Primer Triple Thick; Exterior Satin Paint; 4" Pain	210 - Operating Supplies/Expense	123.15
TOTAL			601 Water Utility Fund:B. Exp:49400 Water Departm	Light Bulbs	210 - Operating Supplies/Expense	120.81
TOTAL						954.69
Bill Pmt - Check	10/15/2014	16242	Metro Sales, Inc.		100 - General Fund	(84.56)
Bill	09/30/2014	INV78022	601 Water Utility Fund:B. Exp:49400 Water Departm	Black & White Meter/Color Meter	201 - Office Supplies/Misc	84.56
TOTAL						84.56
Bill Pmt - Check	10/15/2014	16243	Minnesota Pipe & Equipment	0268165	100 - General Fund	(293.30)
Bill	09/30/2014	0324067	401 Public Works Fund:B. Street Maint & Improvem	4" T-Handle Curb Stop Wrench; 12" T-Handle Wrench w/P	580 - Other Equipment	293.30
TOTAL						293.30
Bill Pmt - Check	10/15/2014	16244	US Bank Equipment Finance		100 - General Fund	(134.72)
Bill	09/30/2014	263417909	601 Water Utility Fund:B. Exp:49400 Water Departm	Contract #500-0341363-000 Ricoh Copier Lease Payment	570 - Office Equip & Furniture	134.72
TOTAL						134.72
Bill Pmt - Check	10/15/2014	16258	Washington County Public Safety Radio	3rd Qtr. 2014	100 - General Fund	(300.06)
Bill	09/30/2014		801 LT Imp Fund:E. Communications	3rd Qtr. 2014 Public Works 800 Radio User fees:9 radios	320 - Communication	75.02
			801 LT Imp Fund:E. Communications	3rd Qtr. 2014 Parks 800 Radio User fees:9 radios @ \$33.34	320 - Communication	75.02
			801 LT Imp Fund:E. Communications	3rd Qtr. 2014 City 800 Radio User fees:9 radios @ \$33.34	320 - Communication	75.01
TOTAL			801 LT Imp Fund:E. Communications	3rd Qtr. 2014 Water Dept. 800 Radio User fees:9 radios @	320 - Communication	75.01
TOTAL						300.06
					Total Water Utility/PW Expenses	7,838.05
Bill Pmt - Check	10/15/2014	16245	Centerpoint Energy #5155604-1		100 - General Fund	(260.00)
Bill	09/30/2014		601 Water Utility Fund:B. Exp:49400 Water Departm	16600 11th St. N	43111 - Pumphouse 1 - Ctrprt#5155604-1	260.00
TOTAL						260.00
Bill Pmt - Check	10/15/2014	16246	Centerpoint Energy #5155807-0		100 - General Fund	(58.59)
Bill	09/30/2014		601 Water Utility Fund:B. Exp:49400 Water Departm	Water Plant #2	43116 - Trntmnt2 - Ctrprt#5155807-0	58.59
TOTAL						58.59
Bill Pmt - Check	10/15/2014	16247	Centerpoint Energy #5304075-4		100 - General Fund	(103.00)
Bill	09/30/2014		100 Gen'l Fd:B. Exp:03 Gen'l Gov't - Oth:41940 Bldg	City Hall - 690 Quinell Ave N	43170 - City Hall - Ctrprt#5304075-4	103.00
TOTAL						103.00
Bill Pmt - Check	10/15/2014	16248	Centerpoint Energy #9165631-4	Acct: 9165631-4	100 - General Fund	(13.95)
Bill	09/30/2014		601 Water Utility Fund:B. Exp:49400 Water Departm	15825 Hudson Rd	43121 - Tower #1 Ctrprt #9165631-4	13.95
TOTAL						13.95

CITY OF LAKELAND

Claims to be Approved

September 16 through October 16, 2014

Type	Date	Num	Name	Memo	Account	Original Amount
Bill Pmt-Check	10/15/2014	16249	Xcel Energy #5130948-5		100 - General Fund	(1,011.78)
Bill	09/30/2014	429800506	100 Gen'l Fd:B. Exp:12 Street Lighting:43160 Street	Street Lighting	43160 - Street Lighting Xcel#5130948-5	1,011.78
<b>TOTAL</b>						1,011.78
Bill Pmt-Check	10/15/2014	16250	Xcel Energy #5456043-1		100 - General Fund	(33.38)
Bill	09/30/2014	429119172	601 Water Utility Fund:B. Exp:49400 Water Departm	16010 5th St S 2nd Tower	43118 - Booster St - Xcel 5456043-1	14.80
			601 Water Utility Fund:B. Exp:49400 Water Departm	1101 Rivercrest Rd Booster Station	43118 - Booster St - Xcel 5456043-1	18.58
<b>TOTAL</b>						33.38
Bill Pmt-Check	10/15/2014	16251	Xcel Energy #5538063-9		100 - General Fund	(15.31)
Bill	09/30/2014	423264253	100 Gen'l Fd:B. Exp:04 Public Safety:42500 Civil De	Civil Defense 3rd	43177 - Siren 3rd St - Xcel 5538063-9	15.31
<b>TOTAL</b>						15.31
<b>Recycling/Refuse Expense</b>						
Bill Pmt-Check	10/15/2014	16252	Maroney's Sanitation		Total Utility Expense	1,496.01
Bill	09/30/2014		100 Gen'l Fd:B. Exp:18 Refuse & Waste Removal:43	Recycling September 2014	100 - General Fund	(3,075.81)
Bill	09/30/2014	0000546541	601 Water Utility Fund:B. Exp:49400 Water Departm	Refuse Service	384 - Recycling Services	3,016.44
<b>TOTAL</b>						59.37
<b>Building Inspection Expense</b>						
Bill Pmt-Check	10/15/2014	16253	City of Bayport		Total Recycling/Refuse Expense	3,075.81
Bill	09/30/2014		701 Bldg Insp Fd:B. Exp:49000 Gen'l Ops	Building Permits 141591; 141602-141616; 141619-141620	100 - General Fund	(1,431.75)
<b>TOTAL</b>						1,431.75
Bill Pmt-Check	10/15/2014	16256	MN Department of Labor and Industry		100 - General Fund	(1,000.81)
Bill	09/30/2014		701 Bldg Insp Fd:B. Exp:49000 Gen'l Ops	20825163080; 20829163082; 20830163090	382 - Building Permit State Surcharge	1,000.81
<b>TOTAL</b>						1,000.81
<b>Work Comp Insurance Expense</b>						
Bill Pmt-Check	10/15/2014	16254	League of MN Cities Insurance Trust		Total Building Inspection Expense	2,432.56
Bill	09/30/2014		401 Public Works Fund:B. Street Maint & Improvem	Work Comp - General Maintenance Streets 2014	100 - General Fund	(1,096.00)
			601 Water Utility Fund:B. Exp:49400 Water Departm	Work Comp - Water Department 2014	43180 - Insurance	179.42
			100 Gen'l Fd:B. Exp:42 Insurance:48000 Insurance	Work Comp - Clerical 2014	150 - Worker's Compensation	739.59
			100 Gen'l Fd:B. Exp:42 Insurance:48000 Insurance	Work Comp - Buildings by owner 2014	150 - Worker's Compensation	83.62
			100 Gen'l Fd:B. Exp:26 Rec & Pks:45207 Recreation	Work Comp - Park 2014	150 - Worker's Compensation	15.23
			401 Public Works Fund:C. 43200 Snow & Ice Contr	Work Comp - Snow & Ice 2014	150 - Worker's Compensation	38.14
<b>TOTAL</b>						40.00
<b>Fire Protection Expense</b>						
Bill Pmt-Check	10/15/2014	16255	Lower St. Croix Valley Fire Protection Di		Total Work Comp Insurance Expense	1,096.00
Bill	09/30/2014	2014FireQtr4	100 Gen'l Fd:B. Exp:04 Public Safety:42200 Fire Pro	Fire Protection Services Quarter 4 2014	100 - General Fund	(25,951.00)
<b>TOTAL</b>						25,951.00
<b>Water Tower Maintenance Expense</b>						
Bill Pmt-Check	10/15/2014	16257	SEH Design/Build, Inc.		Total Fire Protection Expense	25,951.00
Bill	09/30/2014	1631	605 Water Constuction Fund:C. Rehab Water Tower	Project #112388 Water Tank Maintenance services	100 - General Fund	(20,700.00)
<b>TOTAL</b>						20,700.00
<b>Payroll Liability/DD Expense</b>						
					Total Water Tower Maintenance Expense	20,700.00

CITY OF LAKELAND  
 Claims to be Approved  
 September 16 through October 16, 2014

Type	Date	Num	Name	Memo	Account	Original Amount
Liability Check	10/16/2014	16216	Madison National Life		100 - General Fund	(79.67)
					Payroll-Life Insurance	79.67
<b>TOTAL</b>						79.67
Liability Check	10/16/2014	16217	Minn NCPERS Group Life Ins.		100 - General Fund	(16.00)
					Payroll-Life Insurance	16.00
<b>TOTAL</b>						16.00
Liability Check	10/16/2014	16218	Minnesota Mutual		100 - General Fund	(48.90)
					Payroll-Life Insurance	38.90
					Payroll-Life Insurance	10.00
<b>TOTAL</b>						48.90
Liability Check	10/16/2014	16219	Public Employees Insurance Program		100 - General Fund	(748.59)
					Payroll-Health Insurance	748.59
<b>TOTAL</b>						748.59
Liability Check	09/23/2014	9232014	U.S. Department of Treasury	WG140057719; FedDebt 2014141731A	100 - General Fund	(175.64)
				Pay.gov Tracking ID: 25HN0763	Payroll-Wage Garnishment	175.64
<b>TOTAL</b>						175.64
Liability Check	10/01/2014	10012014	U.S. Department of Treasury	WG140057719 2014141731A	100 - General Fund	(175.64)
				Pay.gov Tracking ID: 25HPH95T	Payroll-Wage Garnishment	175.64
<b>TOTAL</b>						175.64
Liability Check	10/16/2014	10152014	IRS (Form 941 Payroll Taxes)	41-0947530	100 - General Fund	(5,173.50)
				EFT ACKNOWLEDGEMENT NUMBER: 27046892080	Payroll-Federal Withholding	2,157.00
				EFT ACKNOWLEDGEMENT NUMBER: 27046892080	Payroll-Medicare	285.87
				EFT ACKNOWLEDGEMENT NUMBER: 27046892080	Payroll-Medicare	285.87
				EFT ACKNOWLEDGEMENT NUMBER: 27046892080	Payroll-FICA	1,222.38
				EFT ACKNOWLEDGEMENT NUMBER: 27046892080	Payroll-FICA	1,222.38
<b>TOTAL</b>						5,173.50
Liability Check	10/16/2014	10152014	MN Dept of Revenue	5525997	100 - General Fund	(781.00)
				Confirmation Number: 0-959-196-800	Payroll-SWEMN	781.00
<b>TOTAL</b>						781.00
Liability Check	10/16/2014	10162014	U.S. Department of Treasury	WG140057719	100 - General Fund	(175.64)
				Pay.gov Tracking ID: 25HVLJGP	Payroll-Wage Garnishment	175.64
<b>TOTAL</b>						175.64
Liability Check	10/16/2014	10162014	P.E.R.A.	572600	100 - General Fund	(2,430.14)
				Confirmation Number: SOMPER000305512	Payroll-PERA	1,125.06
				Confirmation Number: SOMPER000305512	Payroll-PERA	1,305.08
<b>TOTAL</b>						2,430.14
Check	09/30/2014	201410001	QuickBooks Payroll Service	Created by Direct Deposit Service on 09/29/2014	100 - General Fund	(4.80)
			100 Cent'l Fed.B. Exp:03 Cent'l Govt - Oth:41900 Oth	Fee for 3 direct deposit(s) at \$1.6 each	201 - Office Supplies/Misc	4.80

CITY OF LAKELAND  
 Claims to be Approved  
 September 16 through October 16, 2014

Type	Date	Num	Name	Memo	Account	Original Amount
TOTAL						4.80
Liability Check	09/30/2014	201410002	QuickBooks Payroll Service	Created by Payroll Service on 09/29/2014	100 - General Fund	
			100 Gen'l Fd.B. Exp:03 Gen'l Gov't - Oth:41900 Oth	Fee for 6 direct deposit(s) at \$1.60 each	201 - Office Supplies/Misc	9.60
			QuickBooks Payroll Service	Created by Payroll Service on 09/29/2014	2110 - Direct Deposit Liabilities	
TOTAL						9.60
Check	10/15/2014	201410012	QuickBooks Payroll Service	Created by Direct Deposit Service on 10/13/2014	100 - General Fund	(1.60)
			100 Gen'l Fd.B. Exp:03 Gen'l Gov't - Oth:41900 Oth	Fee for 1 direct deposit(s) at \$1.60 each	201 - Office Supplies/Misc	1.60
TOTAL						1.60
Liability Check	10/15/2014	201410013	QuickBooks Payroll Service	Created by Payroll Service on 10/13/2014	100 - General Fund	
			100 Gen'l Fd.B. Exp:03 Gen'l Gov't - Oth:41900 Oth	Fee for 11 direct deposit(s) at \$1.60 each	201 - Office Supplies/Misc	17.60
			QuickBooks Payroll Service	Created by Payroll Service on 10/13/2014	2110 - Direct Deposit Liabilities	
TOTAL						17.60
<b>Staff Payroll Expense</b>						
Bill Pmt -Check	10/01/2014	201410003	Christine Wallberg	Direct Deposit	100 - General Fund	(41.44)
Bill	10/01/2014		100 Gen'l Fd.B. Exp:02 Admin & Fin:41400 City Cle	71 Miles @ \$.56 per mile - July & August 2014	330 - Mileage & Transportation	41.44
TOTAL						41.44
Bill Pmt -Check	10/01/2014	201410004	Matt Kline	Direct Deposit	100 - General Fund	(64.40)
Bill	10/01/2014		601 Water Utility Fund:B. Exp:49400 Water Departm	115 Miles @ \$.56 per mile - Sept. 1-30, 2014	330 - Mileage & Transportation	64.40
TOTAL						64.40
Bill Pmt -Check	10/01/2014	201410005	Rick Regnier	Direct Deposit	100 - General Fund	(200.00)
Bill	10/01/2014		401 Public Works Fund:B. Street Maint & Improvem	Skid Steer Rental September 2014	43192 - Equip Maint/Rental	200.00
TOTAL						200.00
Paycheck	10/01/2014	201410006	Billington, Gail A	Direct Deposit	100 - General Fund	0.00
TOTAL						157.25
Paycheck	10/01/2014	201410007	McNabb, Jacob M	Direct Deposit	100 - General Fund	0.00
TOTAL						1,978.10
Paycheck	10/01/2014	201410008	Regnier, Rick J	Direct Deposit	100 - General Fund	0.00
TOTAL						1,229.32
Paycheck	10/01/2014	201410009	Iverson, Steven C	Direct Deposit	100 - General Fund	0.00
TOTAL						1,532.07
Paycheck	10/01/2014	201410010	Wallberg, Christine M	Direct Deposit	100 - General Fund	0.00
TOTAL						2,126.64
Paycheck	10/01/2014	201410011	Kline, Matthew D	Direct Deposit	100 - General Fund	0.00
TOTAL						2,450.54
Paycheck	10/15/2014	201410014	Billington, Gail A	Direct Deposit	100 - General Fund	0.00
TOTAL						138.85
Paycheck	10/15/2014	201410015	Iverson, Steven C	Direct Deposit	100 - General Fund	0.00

CITY OF LAKE LAND  
 Claims to be Approved  
 September 16 through October 16, 2014

Type	Date	Num	Name	Memo	Account	Original Amount
TOTAL						788.53
Paycheck	10/15/2014	201410016	Kline, Matthew D	Direct Deposit	100 - General Fund	0.00
TOTAL						1,701.96
Paycheck	10/15/2014	201410017	McNabb, Jacob M	Direct Deposit	100 - General Fund	0.00
TOTAL						995.32
Paycheck	10/15/2014	201410018	Regnier, Rick J	Direct Deposit	100 - General Fund	0.00
TOTAL						1,043.09
Paycheck	10/15/2014	201410019	Wallberg, Christine M	Direct Deposit	100 - General Fund	0.00
TOTAL						1,171.37
Bill Pmt - Check	10/16/2014	201410025	Jacob McNabb	Direct Deposit	100 - General Fund	(163.53)
Bill	10/15/2014		601 Water Utility Fund:B. Exp:49400 Water Departm	Work Boot Reimbursement	210 - Operating Supplies/Expense	163.53
TOTAL						163.53
<b>CC/PC Payroll Expense</b>						
Paycheck	10/15/2014	201410020	Bednar, Asia M	Direct Deposit	Total Staff Payroll Expense	15,782.41
TOTAL						0.00
Paycheck	10/15/2014	201410021	Livingston, Robert A	Direct Deposit	100 - General Fund	147.00
TOTAL						0.00
Paycheck	10/15/2014	201410022	DeCorsey, Pete J	Direct Deposit	100 - General Fund	288.60
TOTAL						0.00
Paycheck	10/15/2014	201410024	Wirth, Diane	Direct Deposit	100 - General Fund	57.72
TOTAL						0.00
Paycheck	10/15/2014	20141024	White, Christina L	Direct Deposit	100 - General Fund	57.72
TOTAL						0.00
Paycheck	10/15/2014	16212	Ryan, Jeri	Direct Deposit	100 - General Fund	93.25
TOTAL						(57.72)
Paycheck	10/15/2014	16213	Glasgow, Richard B	Direct Deposit	100 - General Fund	57.72
TOTAL						(177.00)
Paycheck	10/15/2014	16214	Patement, Joseph M	Direct Deposit	100 - General Fund	177.00
TOTAL						(177.00)
Paycheck	10/15/2014	16215	Williams, Amy M	Direct Deposit	100 - General Fund	177.00
TOTAL						(177.00)
<b>Online Payments</b>						
Bill Pmt - Check	10/16/2014	201410026	Comcast Acct 1331		Total CC/PC Expense	1,233.00
Bill	09/30/2014		601 Water Utility Fund:B. Exp:49400 Water Departm	16600 11th St N	100 - General Fund	(62.90)
TOTAL						62.90
Bill Pmt - Check	10/16/2014	201410027	Comcast Acct 2538		100 - General Fund	(84.80)

CITY OF LAKELAND  
 Claims to be Approved  
 September 16 through October 16, 2014

Type	Date	Num	Name	Memo	Account	Original Amount
Bill	09/30/2014		100 Genl Fd:B. Exp:03 Genl Govt - Oth:41940 Bldg:City Hall		320 · Communication	84.80
TOTAL						84.80
Bill Pmt -Check	10/16/2014	201410028	Comcast Acct 5143		100 · General Fund	(249.23)
Bill	09/30/2014		601 Water Utility Fund:B. Exp:49400 Water Departm 1190 St. Croix Trl S		320 · Communication	249.23
TOTAL						249.23
Bill Pmt -Check	10/16/2014	201410029	Xcel Energy #4199534-8		100 · General Fund	(112.71)
Bill	09/30/2014	429140269	601 Water Utility Fund:B. Exp:49400 Water Departm 16600 11th St. N		43110 · Pumphouse 1 - Xcel#4199534-8	112.71
TOTAL						112.71
Bill Pmt -Check	10/16/2014	201410030	Xcel Energy #4557135-5		100 · General Fund	(1,490.88)
Bill	09/30/2014	427492020	601 Water Utility Fund:B. Exp:49400 Water Departm 1190 St. Croix Trl S		43115 · Treat Plnt #2 - Xcel#4557135-5	1,490.88
TOTAL						1,490.88
Bill Pmt -Check	10/16/2014	201410031	Xcel Energy #4845518-9		100 · General Fund	(3.74)
Bill	09/30/2014	428254128	100 Genl Fd:B. Exp:04 Public Safety:42500 Civil De Civil Defense 7th St		43178 · Siren 7th St - Xcel 4845518-9	3.74
TOTAL						3.74
Bill Pmt -Check	10/16/2014	201410032	Xcel Energy #5210458-2		100 · General Fund	(127.58)
Bill	09/30/2014	429123617	601 Water Utility Fund:B. Exp:49400 Water Departm 15825 8th St Tower #1		43119 · Tower #1 - Xcel 5210458-2	127.58
TOTAL						127.58
Bill Pmt -Check	10/16/2014	201410033	Xcel Energy #5566766-8		100 · General Fund	(145.52)
Bill	09/30/2014	429131624	601 Water Utility Fund:B. Exp:49400 Water Departm 16600 11th Plant #1		43117 · Treat Plnt #1 - Xcel 5566766-8	145.52
TOTAL						145.52
Bill Pmt -Check	10/16/2014	201410034	Xcel Energy #6443752-3		100 · General Fund	(31.45)
Bill	09/30/2014	428278691	100 Genl Fd:B. Exp:26 Rec & Pks:45207 Recreation 3rd St S Park		43176 · Park Light - Xcel 6443752-3	31.45
TOTAL						31.45
Bill Pmt -Check	10/16/2014	201410035	Xcel Energy #6555105-9		100 · General Fund	(78.69)
Bill	09/30/2014	429312991	601 Water Utility Fund:B. Exp:49400 Water Departm 16600 11th Plant #1		43117 · Treat Plnt #1 - Xcel 5566766-8	78.69
TOTAL						78.69
					Total Online Payment Expense	2,387.50

TOTAL OCTOBER 2014 CLAIMS TO BE APPROVED \$84,033.13



**Draft**

**RESOLUTION NO. 2014-13**

**CITY OF LAKELAND  
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION APPROVING VARIANCE TO ALLOW  
CONSTRUCTION OF A BALCONY INTRUDING INTO THE 40 FOOT  
BLUFFLINE SETBACK AT 699 QUIXOTE AVENUE NORTH**

**WHEREAS,** the City of Lakeland is a municipal corporation organized and existing under the laws of the State of Minnesota; and

**WHEREAS,** the City Council of the City of Lakeland has adopted zoning, subdivision, and building regulations as part of the Lakeland Code of Ordinances, to promote the orderly, economic, and safe development and utilization of land within the City; and

**WHEREAS,** Jeff Anderson and Julie Anderson (Applicants) have made application to the City for variance to allow construction of a balcony within the minimum forty (40) foot bluff line setback; and

**WHEREAS,** the real property affected by said application is legally described as:  
PID 35.029.20.14.0023 lots 6 & 7, Lakeland Bluffs, Washington County, Minnesota.;  
and

**WHEREAS,** the Planning Commission held a Public Hearing on September 9, 2014, at which the recommendation was made to deny the requested variance on a vote of 3-1-0; and

**WHEREAS,** the City Council considered the variance request at its regular meeting on September 16, and considered all of the comments, concerns and recommendations of the Planning Commission, the Zoning Administrator and the Applicants. DNR, WMO, And other comments presented at the meeting.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Lakeland hereby approves the following variance to allow construction of a balcony within the minimum forty (40) foot bluff line setback based on findings of fact and subject to the conditions as listed:

**Variance Approved**

1. Allow the balcony facing the St. Croix River on the existing residential home at 699 Quixote Avenue North, to increase the area encroaching into the bluff line setback.

**Findings of Fact**

1. The proposed balcony will be cantilevered outward by approximately six (6) feet from the existing home and will not require a foundation or footings.

2. Impervious calculations submitted for existing conditions do not include the proposed balcony.
3. It does not appear the proposed balcony exceeds the maximum total lot area covered by impervious surface.
4. The building materials selected for the proposed balcony fit the character of the home and do not create conspicuous views from the River.
5. The Building Inspector issued a stop work order on August 27, 2014, based on determination that current work is beyond the scope of work approved for a building permit, including modifications to the building's square footage and roofline.
6. The property owners are proposing to use the property in a reasonable manner, because a balcony is a reasonable use on a single family home property.
7. The property owners' problem is due to circumstances unique to the property not caused by them.
8. The proposed structure will not alter the essential character of the locality, and is compatible with uses on adjacent land because the balcony is reasonable for the property.
9. There aren't reasonable alternatives to place the balcony elsewhere on the structure.
10. The variances are in harmony with the general purposes and intent of the Ordinances.
11. The variances are consistent with goals the Comprehensive Plan to preserve and protect the natural scenic values and resources of the St. Croix River Valley.
12. Applicant is encouraged to plant trees and other appropriate vegetation, to give something back to the resource.

#### Conditions of Approval

1. Authorization by the Building Inspector that all out of scope work regarding the building permit has been resolved.
2. Applicant has submitted final impervious surface calculations that demonstrate they do not exceed the maximum surfaces allowed.
3. Applicant has submitted plans that show stormwater flow runoff is flowing away from the bluff, for MSCWMO approval prior to issuance of any building permits.
4. Applicant will contact the City Clerk for appropriate site inspection as the project is nearing completion.

5. All work to be performed shall be completed no later than October 1, 2015 unless extended by the City Clerk.

Passed and adopted by the City Council for the City of Lakeland this 16<sup>th</sup> day of September, 2014.

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Robert Livingston, Mayor

ATTEST

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Chris Wallberg, City Clerk



# Office of the Sheriff

*Commitment to Excellence*



**William M. Hutton**  
Sheriff

**Daniel Starry**  
Chief Deputy

Chris Wallberg  
496 Quinnell Av N  
Lakeland, MN 55043

Dear Mr. Wallberg

In 2012 all cities and townships joined with the county to purchase a mass notification system known as Code RED. Over the past three years Code RED has been used throughout to county the notify citizens about emergency and non-emergency events taking place in their community. Many agencies are using Code RED as an employee notification tool. Currently, there are over 93,000 contact numbers in the Washington County Code RED system. These contacts include all of the numbers from the 911 data bases and from Washington County citizens signing up and placing their contact information in the Code RED system.

The initial Code RED agreement between the Sheriff's Office and the City of Lakeland will expire December 31<sup>st</sup> 2014. The cost of the Code Red System for 2015 through 2019 will remain \$33,750.00 per year. The fee structure that has been used/agreed upon by the local administrators group over the past three years required each city/township to pay \$.07860 x the population of the city/township. This fee structure has worked well and we are proposing that it continues for the term of this agreement.

I am hoping all of the cities and townships will continue to partner with us in the Code RED System. I have enclosed two copies of the Joint Powers Agreement that would need to be signed and returned to the Sheriff's Office no later than November 3<sup>rd</sup> 2014.

Please contact Commander Anschutz at 651-430-7846 with any questions about the system.

Sincerely,

Douglas H Anschutz  
Commander

Enclosed: Cost by population worksheet  
Joint Powers Agreement



**JOINT POWERS AGREEMENT BETWEEN THE WASHINGTON COUNTY SHERIFF'S  
OFFICE AND THE CITY OF LAKELAND**

**THIS AGREEMENT** is made by and between political subdivisions organized and existing under the Constitution and laws of the State of Minnesota. Washington County a political subdivision by and through its Sheriff's Office (hereinafter "Provider") and the City of Lakeland Minnesota, a municipal corporation, (hereinafter referred to as the "City") are the parties to this agreement.

**WHEREAS**, both political subdivisions through their law enforcement agencies manage threats to public health and safety.

**WHEREAS**, Minnesota Statutes Section 471.59 provides that two or more governmental units may by Agreement jointly exercise any power common to the contracting parties.

**WHEREAS**, The Provider has entered into a contract with Emergency Communications Network for the purpose of providing a Mass Emergency Notification System also known as Code Red.

**WHEREAS**, The provider has agreed to purchase 150,000 minutes from Emergency Communications Network for the purpose of sending Mass Emergency Notifications to home, business or cell phones.

**WHEREAS**, the Provider has agreed to purchase the Mass Emergency Communication system to assist agencies within Washington County provide necessary emergency and non emergency mass notifications.

**WHEREAS**, The City is in need of having the ability to communicate with the public in a timely fashion during both emergency and non emergency situations.

**WHEREAS**, At the request of the City, the Provider is willing to provide a Mass Emergency Notification System.

**NOW THEREFORE**, Pursuant to the authority contained in Minnesota Statute Section 471.59. commonly known as the Joint Powers Act which authorizes two or more governmental units to jointly exercise any power common to them and /or Minnesota Statutes Sections 626.76 and in consideration of the mutual covenant herein contain and the benefits that each party hereto shall derive hereby the Provider and City agree to the following terms and conditions.

## **PURPOSE**

The purpose of this joint powers agreement is set forth in the recitals contained in the above whereas clauses which are incorporated by references if fully set forth herein.

## **CITY'S RESPONSIBILITIES**

1. When needed, the City's representative shall be able to utilize the Mass Emergency Notification Communication System by notifying the Washington County Sheriff's Office 911 PSAP for Emergency Notifications. Emergency Notifications are those that are related to public safety as defined in the Code Red Policy. The 150,000 minutes purchased by the provider will be used for all Emergency Notifications at no additional cost to the City.
2. The City agrees to pay the Provider \$141.16 for the purpose of purchasing its proportionate share of 150,000 Emergency Notification minutes per year.
3. The City will conform to any Policy developed by Provider related to the use and maintenance of Code Red.
4. The City's representative shall be responsible for determining the content of any Emergency Notification message in addition to the geographic area the message is to be sent.
5. The Washington County 911 PSAP Center personnel will assist in preparing Emergency Notifications as defined in the Code Red Policy and will be responsible for initiating the call procedures through Code Red at the direction of the City's authorized representative.
6. The City's representative will be responsible for sending any General Notifications, as defined in the Code Red Policy, through a web based server. General Notification minutes used will be paid by the City to the Provider at an additional contracted rate of .25 per minute. Those funds will be retained by the provider for the sole purpose of purchasing minutes on the Code Red System.
7. For every additional year this agreement is extended the Provider will invoice the City at a rate of \$141.16 per year for emergency notification minutes.

8. City will be responsible for the payment of additional year(s) extension upon receipt of the invoice from the Provider.

## **PROVIDER'S RESPONSIBILITIES**

1. Provider agrees to enter into a contract with Emergency Communications Network for the purchase of 150,000 minutes of the Code Red Mass Notification System in 2012.
2. Provider will develop a policy related to the use and maintenance of the Code Red System.
3. Provider will assign an employee as the Code Red System administrator.
4. Provider agrees to train the 911 PSAP personnel in the operation of the Code Red System.
5. Provider agrees to train the City representative in the use of the Code Red System.
6. The Provider will test the Code Red System to ensure the system is operating properly.
7. The Provider will monitor the number of minutes used by all agencies to ensure there is sufficient number of minutes available in the event of an emergency.

## **TERM OF AGREEMENT**

The initial Term of this Agreement shall be from January 01, 2015 and ends December 31, 2016, the date of the signature of the parties notwithstanding, unless earlier terminated in accordance with the termination clause. After the initial Term, this Agreement will automatically renew for three additional one year periods with the final termination date of December 31<sup>st</sup> 2019, unless the automatic extension is cancelled by the City in accordance with the termination clause.

## **PAYMENT**

The City shall pay the Provider within 30 days of being invoiced for the City's annual portion of the Code Red System or for any General Message minute usage.

## **INDEPENDENT CONTRACTOR**

It will be agreed that nothing within the contract is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties or as constituting the City as the agent, representative, or employee of the Provider for any purpose or in any manner whatsoever.

## **ASSIGNMENT**

The City shall not assign any services contemplated under this agreement.

## **RECORD DISCLOSURES/MONITORING**

Pursuant to Minn. Statute 16C.05 SUBD. 5, the books, records, documents and accounting procedures and practices of the contractor relevant to the contract are subject to examination by the County and either the legislative auditor or the state auditor, as appropriate. The contractor agrees to maintain and make available these records for a period of six years from the date of termination of this agreement.

## **INDEMNIFICATION**

- a. The City agrees it will defend, indemnify and hold harmless the Provider, its officers and employees against any and all liability, loss, costs, damages, and expenses which the Provider, its officers, or employees may hereafter sustain, incur, or be required to pay arising out of the negligent or willful acts or omissions of the City in the performance of this agreement.
- b. The liability of the parties under this agreement shall be governed by Minnesota Statutes section 471.59 subdivision 1a. Each party to this agreement shall be liable for its own acts or omissions and shall not be liable for the acts or omissions of any other party to this agreement.

## **INSURANCE REQUIREMENTS**

The City agrees that in order to protect itself, as well as the Provider, under the indemnity provisions set forth above, it will at all times during the term of this Agreement, keep in force the following insurance protection in the limits specified:

1. Maintain membership and participation in the Minnesota League of Cities Trust or Commercial General liability Insurance with contractual liability coverage in the amount of the City's and Provider's tort liability limits set forth in Minnesota Statute Section 466.04 and as amended from time to time.
2. Automobile coverage in the amount of the City's and Provider's tort liability limits set forth in Minnesota Statute Section 466.04 and as amended from time to time.
3. Worker's Compensation in statutory amount.

Prior to the effective date of this Agreement, the City will furnish the Provider, with certificates of insurance as proof of insurance. This provision shall be set as a condition subsequent; failure to abide by this provision shall be deemed a substantial breach of contract.

Any policy obtained and maintained under this clause shall provide that it shall not be cancelled, materially changed, or not renewed without thirty days notice thereof to the Provider.

## **DATA PRACTICES**

All data collected, created, received, maintained, or disseminated for any purposes by the activities of the contractor, because of this agreement, is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such Act now in force or as adopted, as well as federal regulations on data privacy.

**TERMINATION**

- a. Provider may cancel this Agreement with or without cause at any time upon giving a 30 days written notice to the City Administrator or designee. The City may cancel this Agreement with or without cause at anytime upon giving a 30 days notice to the Washington County Sheriff or designee. No monies paid will be refunded to the City upon termination of this contract.
- b. During the initial or subsequent term if the City does not want to exercise the automatic one year renewal, it must provide written notice of such to Provider at least 90 days prior to December 31<sup>st</sup> of the current year.
- c. If Provider does not renew its contract with Emergency Communication Network for 150,000 minutes of the Code Red Mass Notification System for years 2017, 2018 and or 2019, the Provider will notify the City 30 days prior to December 31st 2016, December 31st 2017 or December 31st 2018 respectively.

WASHINGTON COUNTY

LAKELAND

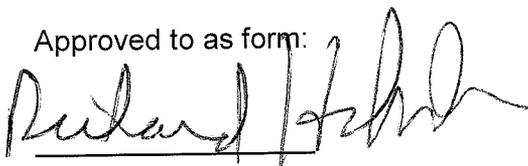
BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
County Board Chair

BY: \_\_\_\_\_ DATE: \_\_\_\_\_

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
County Administrator

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Sheriff

Approved to as form:



Asst County Attorney



# Office of the Sheriff

*Commitment to Excellence*



**William M. Hutton**  
Sheriff

**Daniel Starry**  
Chief Deputy

City or Township	2010 US Census Population	Code Red Cost per year Formula (Population x .07860)
Afton	2,886	\$226.83
Bayport	3,471	\$272.82
Baytown Township	1,723	\$135.42
Birchwood Village	870	\$68.38
Cottage Grove	34,589	\$2,718.69
Dellwood	1,063	\$83.55
Denmark Township	1,737	\$136.52
Forest Lake	18,375	\$1,444.27
Grant	4,096	\$321.94
Grey Cloud Island Twp	289	\$22.71
Hugo	13,332	\$1,047.89
Lake Elmo	8,069	\$634.22
Lake St Croix Beach	1,051	\$82.60
Lakeland	1,796	\$141.16
Lakeland Shores	311	\$24.44
Landfall	686	\$53.92
Mahtomedi	7,676	\$603.33
Marine St Croix	689	\$54.15
May Township	2,776	\$218.19
Newport	3,435	\$270.00
Oak Park Heights	4,339	\$341.04
Oakdale	27,378	\$2,151.91
Pine Springs	408	\$32.06
Scandia	3,936	\$309.36
St. Marys Point	368	\$28.92
St. Paul Park	5,279	\$414.92
Stillwater	18,225	\$1,432.49
Stillwater Twp	2,366	\$185.97
West Lakeland Twp	4,046	\$318.01
White Bear Lake	403	\$31.67
Willernie	507	\$39.85
Woodbury	61,961	\$4,870.13
<b>Total</b>	<b>238,136</b>	<b>\$18,717.36</b>

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TO: Planning Commission Members  
FROM: Chris Wallberg  
RE: Business Permit Renewal  
DATE: October 21, 2014

Planning Commission conducted a Public Hearing on October 7 for annual review and renewal of permits for City businesses. Conditional Use Permits and Certificates of Compliance are held by businesses as indicated on the attached list.

There was discussion about the following:

Complaint regarding boat trailer activity in the restricted parking area and discussion took place between representatives of Beanie's and Chris White, PC Liaison. There was misunderstanding about parking on 8<sup>th</sup> Street, and Chris will follow up with a letter and Ordinances to clear up any confusion.

Matt's Lucky Bait has moved from 178 St. Croix Trail to 737 St. Croix Trail (formerly St. Croix Pizza), and his C of C was transferred accordingly. The business owner wants to add rental truck and propane business in the next year, and has asked the property owner to apply for amendment to his CUP to permit additional exterior activity. That will require separate public hearing, for which they plan to apply soon.

A C of C has been issued for Robot Adventures at Lakeland Village.

It was reported that Commercial Management has taken over as property manager for Lakeland Village.

PC recommended renewal of all the Conditional Use Permits and Certificates of Compliance for City businesses.

Thanks.

cw

10/7/14

Amended to include Robot Adventures

	City of Lakeland 2015 Business Liaisons	Liaison
	<b>CUPS</b>	
1	Afton-Lakeland Elementary School	Jeri Ryan
2	Aggregate Industries	Chris White
3	AllPhase Companies, INC	Chris White
4	Al's Automatic Transmission	Chris White
5	American Family Insurance	Bill Francel
6	Balkowitsch, Mark	Chris White
7	Beanie's Resort at Maui's Landing	Chris White
8	Bearl, Robert & Connie	Bill Francel
9	Bungalow Inn	Chris White
10	CAF, Inc	Jeri Ryan
11	Cheep Mini Storage	Chris White
12	Commerical Management	Bill Francel
13	Freedom Valu Center	Pete DeCorsey
14	Jimmy's Pizza	Jeri Ryan
15	Lakeland/City Municipal Well Pump & Well House #1	Jeri Ryan
16	Lakeland/City Municipal Well Pump & Well House #2	Jeri Ryan
17	Lakeland Office Building & F.D.'s Enterprises	Bill Francel
18	Lakeland Veterinary Hospital	Pete DeCorsey
19	Lakeland Village Shopping Center	Diane Wirth
20	Mantyla Well Drilling	Chris White
21	River Valley Companies	Chris White
22	St. Croix Business Center	Bill Francel
23	St. Croix Valley United Methodist Church	Jeri Ryan
24	Valley Baptist Church	Pete DeCorsey
25	VCI Asbestos Abatement	Diane Wirth
26	Voom Technologies	Diane Wirth
27	WDGY 630 Radio	Pete DeCorsey
28	Weisbrod, Doug & Julie	Bill Francel
29	Wiederkehr Balloons International	Pete DeCorsey
	<b>Certificate of Compliance</b>	
1	Afton Chiropractic*	Bill Francel
2	Afton Dental Arts*	Bill Francel
3	A.H. LaRenzie Company Inc*	Bill Francel
4	Anchors Aweigh Boat Sales*	Bill Francel
5	Commercial Management	Bill Francel
6	Garrison Auto Repair	Chris White
7	His & Her Hair Fashions	Pete DeCorsey
8	Jordan Meats & Deli	Pete DeCorsey
9	Lakeland Antiques	Pete DeCorsey
10	Lakeland/City Public Works Shop	Diane Wirth
12	Lakeland Post Office	Pete DeCorsey
13	Metro Dental Care*	Bill Francel
14	Razor's Edge Barbers	Bill Francel
15	Snap Fitness Center	Diane Wirth
16	Spot's Pet Grooming	Chris White
17	St. Croix Hearing Clinic*	Bill Francel
18	St. Croix Pizza	Jeri Ryan
19	Subway Sandwiches & Salads	Diane Wirth
20	Surgical Solutions*	Bill Francel
21	Symmetry Homes*	Bill Francel
22	Village Wine & Spirits	Diane Wirth
23	Washington County Library/Valley Branch	Pete DeCorsey
24	Matt's Lucky Bait	Jeri Ryan
25	Sunny Spa	Diane Wirth
27	Lakeland Family Chiropractic	Diane Wirth
28	Robot Adventures LLC	Diane Wirth

Liaison Phone #'s:	
Chris White	651-436-7697
Jeri Ryan	651-436-5598
Bill Francel	612-598-8061
Pete DeCorsey	651-436-6806
Diane Wirth	651-436-6227

\* Businesses located in St. Croix Business Center please contact Dan Aldridge with questions and concerns regarding your CUP/CoC



## 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, City of Lakeland  
 Date: October 10, 2014  
 RE: 2015 Street Improvement (Preliminary Survey and Engineering)

The 2015 Streets Project will include the following streets:

4<sup>th</sup> St No – Cul de sac east of Quality Ave No

5<sup>th</sup> St No – Cul de sac east of Quality Ave No

6<sup>th</sup> St No – Cul de sac east of Quality Ave No

Quant Ave No – 1<sup>st</sup> St No to Division St

Division St – Quant Ave No to CSAH 18

Upper 4<sup>th</sup> St No and Quixote Ave No – Drainage Basin and Ditching

This recommendation is made with input from John Parotti, data from last year’s street condition survey, and the use of the 2013 Street capital improvement plan.

Depending upon soil conditions, the cul de sac streets should be a basic mill and overlay.

The Quant Ave/Division St stretch will include drainage work due to the drainage issues that exist along this stretch of roadway. The types of drainage structure(s) have not been determined yet but the survey and engineering work will play a part in determining that along with field verification from the engineer and public works director.

The Upper 4<sup>th</sup> St No/Quixote Ave No project is not included on the 2013 Street CIP. This minor ditching and drainage pond creation project will help to control runoff that is flowing down Upper 4<sup>th</sup> and across Quixote Ave No and then entering the St Croix River Basin.

The estimated cost for the streets portion of this project is \$561,479 which includes all engineering and construction cost. The estimated cost for the drainage basin and ditch work is \$7,000.

At this time, SEH is seeking approval for funds to conduct the surveying and preliminary engineering work associated with the 2015 Street Project. The amount of \$42,200 includes survey work, design work, bidding, and geotechnical work. This cost only includes engineering costs thru the bidding phase of the project.

Attachments:

SEH Memo

2015 Project Map

2015 CIP Schedule



Building a Better World  
for All of Us®

October 14, 2014

RE: City of Lakeland  
2015 Street Improvements  
SEH No. LAKEL 130029 14.00

Matt Kline  
Director of Public Works  
City of Lakeland  
690 Quinnell Avenue North  
Lakeland, MN 55043

Dear Matt:

This letter serves as the Supplemental Letter Agreement and supplements the Agreement for Professional Services between the City of Lakeland, Owner, and Short Elliott Hendrickson Inc. (SEH) dated May 18, 2010. Specifically, it addresses professional services in connection with the 2015 Street Improvements Project (hereinafter called the "Project"). The scope of said services is detailed below. At your direction, we have based the scope of these services on the following list of streets to be included in the project.

Street	Segment	Estimated Cost
6 <sup>th</sup> Street North	Quality Avenue to east cul-de-sac	\$46,424
5 <sup>th</sup> Street North	Quality Avenue to east cul-de-sac	\$46,424
4 <sup>th</sup> Street North	Quality Avenue to east cul-de-sac	\$46,424
Quant Avenue North	1 <sup>st</sup> Street North to Division Street	\$102,001
Division Street	Quant Court South to Co. Rd. 18	\$320,206
Quixote Avenue North	Drainage Improvements at 4 <sup>th</sup> St. N.	\$7,000
<b>Estimated Total</b>		<b>\$568,479</b>

Please see the following which outlines the project as we understand it and the required engineering services.

**Project Background and Understanding**

The 2015 Street Improvement project includes streets listed in the table above. A description of the project is as follows:

The proposed project includes rehabilitation of the street pavement as has been done with recent Lakeland reconstruction projects. With this approach, the existing street pavement is ground up (reclaimed) and left in place to supplement the existing gravel base on which to place a new asphalt pavement surface. Street boulevards will be evaluated for ditch and culvert improvements. It is anticipated that most of the project will require ditch and culvert improvements to provide for pavement longevity and to convey storm water runoff away from the road surface. Once the street is repaved, driveways will be patched as necessary to

match the new street grades and lawns will be restored with topsoil and seed (or sod in areas where erosion control may dictate).

This project will also include design of roadside ditches near the intersection of 4<sup>th</sup> Street North and Quixote Avenue. The residents in this area have reported issues relating to runoff from the City street causing minor erosion, ponding on private property and flow over the bluff. After meeting with the residents and discussing potential solutions, it was agreed that a future City project will construct ditches to allow runoff from most rainfall events to infiltrate into the subsoil in the boulevard areas. Based on the existing conditions observed, it appears that this can be accomplished with minimal impact to existing trees and shrubs and within the existing right-of-way.

Beginning with the 2012 Street Improvements project, Lakeland has started to include preliminary soil borings for street reconstruction projects. Conducting soil borings early in the project allows the City to budget for potential construction costs and avoid costly delays associated with poor subgrade soils if encountered during construction without knowledge of their existence. While the investigation does add cost to the project, the ability to anticipate and address poor soils as part of the bidding process allows the City to obtain competitive pricing for soil corrections rather than having to negotiate prices with a contractor if poor soils are encountered during construction. Therefore, soil borings can actually reduce the overall project cost and are recommended and included in the scope and budget provided.

### **Overall Project Budget**

For budgeting purposes, the City has calculated the estimated cost of the street improvements components of this project as shown in the table on the first page of this letter. The above cost estimates are based on similar projects constructed recently in the Lower St. Croix Valley and include allowances for construction and soft costs (soft costs include preliminary surveys, engineering, bid document preparation, advertising, bidding, contract development, legal, construction administration, etc.). These estimates will be updated by the engineer prior to bidding. Actual costs may be higher or lower than these estimates depending on the price of materials, regional availability of work, the size of the project awarded, and overall economic conditions at the time of bidding.

### **Scope of Engineering Services**

This estimate covers preliminary surveys and design services. Time is also included to attend Project Team meetings at the beginning and end of the project as well as just prior to bidding. These meetings will be used to set and evaluate project goals and to discuss recommendations to the City Council prior to requesting action. We have included time to attend three (3) Project Team meetings for this purpose.

The services included will take the project through the bid opening and award of the project. The following services have been included in this phase of the project.

#### Preliminary Survey, Geotechnical, Design and Bidding

- Attend three (3) Project Team meetings.
- Conduct preliminary surveys.
- Coordinate soil borings to be completed by a soils testing firm.
- Attend one neighborhood meeting.
- Design drainage improvements.
- Prepare construction documents (Plans).
- Produce project specifications and contract documents (Project Manual).
- Place ads for bid in official newspaper and industry publications.
- Distribute bid documents to potential bidders.

- Attend bid opening.
- Tabulate and evaluate bids.
- Provide award recommendation to the City.

Note: Additional engineering services will be required for the construction phase of the project. However, the scope of those services cannot be defined until the end of the project design phase. As has been done in the past, a subsequent estimate for construction services will be provided for authorization prior to construction. A budgeting estimate, which includes construction engineering services, is included in the City's overall project budget presented above.

### Project Schedule

The tentative project schedule below has been requested by the City to allow for bidding in February or March of 2015. If the project is initiated now, the City has a better chance to take advantage of the favorable bid climate typically seen in February and March.

Council to Authorize Preliminary Surveys and Design Proposal .....	October 21, 2014
Conduct Preliminary Surveys.....	October/November 2014
Geotechnical Investigation .....	November 2014
Design and Plan Preparation .....	November 2014 – January 2015
Council to Approve Plans .....	January/February 2015
Bid Opening .....	March 2015
Award Contract .....	April 2015
Construction .....	July – September 2015

If there are delays in the Project that are beyond our control, it may become necessary for the City to grant additional time to complete the services.

### Estimated Engineering Costs

Based on the above project understanding, scope and schedule, we estimate the cost of engineering to be as follows:

Preliminary Survey, Geotechnical, Design and Bidding.....\$42,200<sup>(1,2)</sup>

<sup>(1)</sup> Soil borings to be completed by a soils testing firm, costs to be passed through at cost as a reimbursable expense.

<sup>(2)</sup> This estimate is part of the total cost of this project identified in the City's long-term street improvement plan as noted in the Overall Project Budget section of this memo (see above).

Fees for this work would be billed monthly on a lump sum basis in accordance with the agreement for professional services approved by the City Council in 2010. Any work outside the scope described herein would be billed on an hourly basis plus expenses under the terms of our Master Agreement.

### Additional Services

The above describes the project as we understand it and the services necessary to provide a similar level of service provided to the City of Lakeland on past projects. If, however, the City finds it necessary to

Matt Kline  
October 14, 2014  
Page 4

request additional assistance, the following are a few of the services also available but not included in the above scope.

- Conduct, facilitate, or attend public involvement meetings (other than the one neighborhood meeting listed in the scope above).
- Additional field surveys (outside the limits described above).
- Boundary or right-of-way surveys.
- Construction engineering services (covered under a subsequent phase).

Please review the above and let me know if you have any comments or questions. We understand that you plan to have this information included in the Council packets for a future meeting. At your request, we will be available to attend that meeting to answer questions if any arise.

This memo and the Agreement for Professional Services dated May 18, 2010 along with Exhibits A, B, C-1, and D represent the entire understanding between the City and SEH with respect to the Project and may only be modified in writing signed by both parties. If it satisfactorily sets forth your understanding of our agreement, please sign in the space provided below and return the original copy to me. You may also wish to retain a copy for the City files.

Sincerely,  
SHORT ELLIOTT HENDRICKSON INC.



John D. Parotti, PE  
Associate | Sr. Project Manager

jdp  
\\sehn\projects\ko\lakel\118042\proposal\mkline letter 111013.docx

**Accepted by: City of Lakeland**

By: \_\_\_\_\_  
Authorized Client Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
(Title)



COUNTY ROAD 18 (ST. CROIX TRAIL N.)





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TO: City Council  
FROM: Chris Wallberg  
RE: City Administration Report  
DATE: October 21, 2014

This is to provide you with an update on work being done in the Clerk's office, beyond continuing routine administrative/clerical tasks.

#### Administrative

Steve Iverson has resigned his position as Deputy Clerk. His last day will be October 29, 2014.

Comprehensive Plan - Met Council has approved the Thrive MSP 2040 Plan, which begins the first phase of the process for updating local Comprehensive Plans. Review, discussion and brainstorming is scheduled as ongoing work for the Planning Commission.

#### Computers

We are finalizing quotes for computer and projector equipment for City Hall, and expect to place the order this month.

#### Website - <http://ci.lakeland.mn.us>

Changes are made to the website as appropriate. More materials and information will be added as we go along (and time permits). We ask that you give a call or send an email when you see something on the site that needs correcting.

#### Election

Election preparation is considerable, and a lot of staff time will be spent over the next two weeks preparing for and conducting the General Election on Tuesday, November 4, 2014.

#### Zoning

Administration responsibilities continue to affect priorities for work in this office. SRF has been contacted a few times for preliminary discussions and to participate in a meeting about a potential project that will require variances.

1109 Quixote / Space – The extended deadline has passed. John Parotti will examine the property on October 17 for compliance with the Court order.

1243 Rivercrest – home was destroyed by fire. Council issued a new Order on the matter in September. The Order has been posted on the property, four weeks' publication will be complete October 17, and the additional 15-day requirement will be done on November 1. Providing the Nelsons don't respond and take care of the matter at that time, work will begin November 3 to demolish the structure/fill in the foundation, pump/collapse the septic system and cap/seal the well.

16610 11<sup>th</sup> / Statz – Variance was granted.

16678 7<sup>th</sup> Street South / Gustafson. Grading and Filling Permit requirements have been met, and the permit process is complete

Communication continues regarding pending applications for these projects:

641 Quixote Avenue North / Quinn. Approval was given for the landscaping plan, and the project is underway. We are waiting for plans on new lift installation. Site inspection will be done to ensure compliance.

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. There are currently two structures being used as living quarters on this property, one of which is a garage. That is non-compliant with a number of Code provisions. Chris LeClair reported that a septic permit cannot be issued until the dwelling issues are resolved, so he can determine how a new system is to be sized. We are working to resolve the non-compliance issues.

699 Quixote Avenue North / Anderson - A Building Permit was issued to remodel the home, and Stop Work order was issued when the project went beyond the scope of the Permit. Owners have submitted the new plans for review. A variance was granted for a balcony on the east side of the structure. The variance is contingent on authorization to continue by the Building Inspector relative to the scope of the Building Permit.

737 Quentin Avenue South / Ruprecht. The applicants propose to renovate their home such that it would require variance/s. We continue to work with them to have a complete application.

We still have an extensive list of work in-process or waiting-for-time:

- Escrow review and reconciliation.
- Set up of the new City email system.
- Researching computer needs for City offices.
- Address and update record retention and Data Practice processes.
- 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.
- Establish lists for expanded use of the County Code Red system.
- Address zoning projects as they come in.
- Update business files.

We asked the Personnel Committee to consider some additional time to catch up on the backlog in the Clerk's office, and it was determined that is not needed. We then provided a list of timelines for attempting to get some of the priority work done without additional hours, and are waiting for response.

A number of time-sensitive and unanticipated projects are in process, including complaints regarding the Commercial Venue Ordinance and accompanying explanation and correspondence, 19 dates practice requests relative to the Commercial Venue Ordinance and dealing with computer and telephone security issues. These projects have taken extensive staff time and kept a lot of routine work from being done – and certainly prevented us from any ability to move on to the backlog.

We are coming up on the election, which will also require much staff time in the next couple weeks. And I expect the delay in getting caught up will be greatly increased with Steve's departure.

## **Lakeland Mayor's Update – September, 2014**

- 1. Select Senior Housing (SSH) continues work to secure investor(s) for the project, but lending dollars are still hard to come by. They expect that September will be a critical month for securing investment capital, as they have meetings set with possible investors. I will assist them in showing the site as needed. Again, ViewPoint Consulting Group reviewed the Maxfield, Inc marketing study and confirmed their findings earlier this year; SSH engaged dba Architects to work on a preliminary design; the property manager would be Oxford Property Management; and Pointmark Construction will handle the project development. SSH made an offer on the property in mid-June, and continues to negotiate for the property. SSH is also working on a 100-unit project in Stillwater that is further along and remains their current priority and is looking for one more property in southern Washington County for development.**
- 2. I touched base with Firm Ground Architects on 9/27. At this time, their “team” consists of Firm Ground Architects, Ebert Construction, and 3 Links of Northfield for managing senior services. They, too, are meeting for investors for this project and 1 other. I will contact other potential developers should neither of the current ones work out.**
- 3. I am working with Kathryn Paulson at the WCHRA, who has been assigned to be our liaison the senior housing project, on possible grant opportunities and WCHRA assistance related to the project. I had a Conference Call with WCHRA in late August to update them on progress. They remain ready to help on the project.**
- 4. Now that Thrive MSP 2040 has laid out the direction, the Metro Council is already getting started on the Comp Plan Update process. It started with a Local Planning Assistance Handbook Update survey this month, which I responded to on 9/29, and continues with the review of current Policy Plans for Transportation, Housing, Water Resources, and Regional Parks. These reviews are underway with Public Hearings in September and October; although, these short timelines have drawn criticism, since all but the Water Policy Plan are expected to be approved by Metro Council by the end of the year...more on each below.**
- 5. The Transportation Policy Plan, over 500 pages long, was released for public comment on 8/13 and cities and counties can make comments until 10/1/14. I will not submit comments, since the only part of the TPP that affects Lakeland specifically is the Gateway Corridor, which**

the City has monitored, and additional, but not yet located “park and ride” lots.

6. The Housing Policy draft came out for public comment at the end of July, 2014 and is over 100 pages long. In reviewing it, the Housing Policy Plan’s priority is: “To create housing options that give people in all life stages and of all economic means viable choices for safe, stable and affordable homes.” I think that we can all agree to that priority, but what, specifically, would Lakeland need in their Comp Plan to meet that goal? We’ll need to show in the Comp Plan how the City will promote the availability of land for low-moderate income housing and a specific implementation plan on how the City will meet the Metro Council priority. I attended the Public Hearing on Monday, September 15<sup>th</sup> at the Metro Council offices in St. Paul and Metro Cities submitted comments requesting grants, rather than loans, be made available to small cities to help complete the Comp Plans.
7. The Metro Council is in the process of updating its 2010 Master Water Supply Plan. The results will impact future water planning and supply requirements for metro area cities. Lakeland’s 2020 Comp Plan will need to comply with this Master Water Supply Plan. Dates for Public Meetings for input into the Plan were released on 9/29 – the closest one to Lakeland is in Eagan @ the Eagan Community Center on Tuesday 10/21, 10 AM to Noon. This will form the basis of the Water Resources Policy Plan, which is scheduled to be released in mid-December.
8. The final Policy Plan released is the Regional Parks Policy Plan, which is 118 pages long. Again, I will review the RPPP to see if there’s anything related to Lakeland. Comments are due on this one on Thursday, 10/30 @ 5 PM.
9. I met with the Planning Commission on Tuesday, September 9<sup>th</sup> to continue to work on the 2020 Comp Plan. There was a good, thorough discussion of the Community goals. I sent my version of the goals revisions made so far for discussion at their October 14<sup>th</sup> meeting.
10. The County Board also approved a Low Interest Loan Program for homeowners with failing septic systems called the Washington County SSTS Low Interest Loan Program. 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, which is due 2 times a year. Homeowners would also have access to other grant and loan programs that could reduce the costs. The program is up and running now, so more information is available by going to either the Washington

County HRA or Washington County website. 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. I will send info to City Staff for use in the Newsletter and Website, if there is a need.

11. The foreclosure data provided by the Washington County HRA thru August, 2014 shows that total Sheriff's sales are down by 167 for 2014 over 2013, a good indication that the housing market continue to improve. Lakeland has had 52 Sheriff's Sales since 2009, including 12 for 2012. For 2013, Lakeland had only 4 foreclosures and through August, 2014, just 2 - 1839 Quinlan Avenue South and 16660 15<sup>th</sup> Street South.
12. I advised Staff on the 2015 Affordable and Life Cycle Housing Opportunities Amount required to be spent by the City to remain eligible for Livable Communities Act Program grants for such projects as senior housing. The amount is a little over \$6,462 for next year and is met by participating in Washington County HRA housing-related programs.
13. I am working with Staff on finding reasons for the Metro Council's population and employment estimates. The population estimates show Lakeland's population dropping from 1,796 to 1,500, while employment in the City is rising from 302 to 460. I have e-mailed the City's Metro Council Sector Rep, Lisa Barajas, for an explanation on 9/2. I received a return e-mail on 9/15 indicating that they would review both, but requested further info on the potential redevelopment of the mining site in the NE quadrant of the City. I have attached a recent article from the St. Paul paper on the potential effect of the Gateway Corridor on jobs.
14. I am in the process of reviewing the Preliminary Housing Performance Scores from Metro Council, which shows the City at 32 out of a possible 100. This score is lower than the 33 in 2013 and 38 in 2012, so I will be submitting several comments by the 10/3 deadline to attempt to raise the score. Again, this score is a factor in distributing the grant \$ from Metro Council programs.
15. If Lakeland applies for SCORE funding through the County to help finance the recycling day, then there may be larger grants available, since the State added \$4 million more in FY 2015 for recycling and composting programs.
16. Electric utilities are now required to provide \$8 million in assistance in reducing costs for customers that qualify for federal low-income energy assistance programs. Once this is effective 10/1/14, some of Lakeland's

senior citizen homeowners would qualify to apply for a \$15/month discount on their electric bill.

17. The LMC Board met on 8/21/14 to determine the dues increase for next year. The maximum amount that they can increase the dues is 3.5%, but the Board lowered it slightly to 3% for 2015. The City should receive its dues invoice after Labor Day.
18. The Washington County proposed 2015 Budget approved on 9/23 calls for a max of 3.45% increase in property taxes. The increase is being driven by adding 7 new employees, recent settlements with their bargaining units and higher health insurance premiums.
19. The State Minnesota Management and Budget Office released the preliminary “numbers” for State revenues for August – the second month of new fiscal year – and they are down \$10 million, so coupled with the \$69 million under projections for the month of July, the total negative deviance from the revenue budget is now \$79 million. Most of the negative variance is due to individual income tax receipt projections being lower. The next complete budget forecast will be in December, which will be the last one before the new Legislative session next January.
20. The City might want to consider joining the U.S. Communities Government Purchasing Alliance, which has good prices on everything from tech products to office supplies to maintenance and repair supplies. It’s free and even if the City doesn’t purchase off the program, it is still a good comparison to make sure that prices are competitive.
21. The State Department of Revenue distributed notices in late August/early September to taxpayers that may be eligible for at least a \$1,000 state-paid refund under the Homestead Credit Refund Program, so Staff may get some questions on it from residents. The LMC website has a FAQ link for more information.
22. October, 2014 Work Plan – Focus on the Senior Housing project and 2020 Comp Plan Process.