



City Council Workshop – 5:00 p.m.
City Council Meeting – 6:00 p.m.
Tuesday, February 18, 2014
Lakeland City Hall

City Council Workshop

WATER UTILITY OVERVIEW

- 2014-23 Streets Capital Improvement
- Online Payment of Water Bills
- Vehicle Replacement
- Skid Steer

Matt Kline
John Parotti

Regular City 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. | WASHINGTON CONSERVATION DISTRICT / WMO
Quixote Avenue North Drainage and Water Quality Feasibility Study | Mike Isensee
Matt Kline |
| 7. | 2014 STREET IMPROVEMENT PROJECT
- Authorize advertisement for bids for 2014 Street Sealcoat and Crack Seal | Matt Kline |
| 8. | ONLINE PAYMENTS OF WATER BILLS
- Consideration of approval | Matt Kline |
| 9. | FEE SCHEDULE ORDINANCE
- Adopt Updated Fee Schedule | Chris Wallberg |
| 10. | RECYCLING COMMITTEE – SINGLE-STREAM UPDATE
- Authorize Committee to pursue purchase of new carts | Chris Wallberg |
| 11. | CITY STAFF REPORTS
- Attorney
- City Clerk
- Engineer
- Government Affairs Consultant
- Public Works Director
- Treasurer
*Note senior house update attached | |

12.	COUNCIL MEMBER REPORT/Bednar	Asia Bednar
13.	COUNCIL MEMBER REPORT/Glasgow	Richard Glasgow
14.	COUNCIL MEMBER REPORT/Williams	Amy Williams
15.	COUNCIL MEMBER REPORT/Paiement	Joe Paiement
16.	MAYOR'S REPORT	Bob Livingston
17.	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 January 21, 2014 Regular City Council meeting
- B. Treasurer's Report
- C. Bills to be Approved
- D. Resolution approving appointment of Treasurer
- E. Increase for Gail Billington, Administrative Clerk

Wksp



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: February 7, 2014

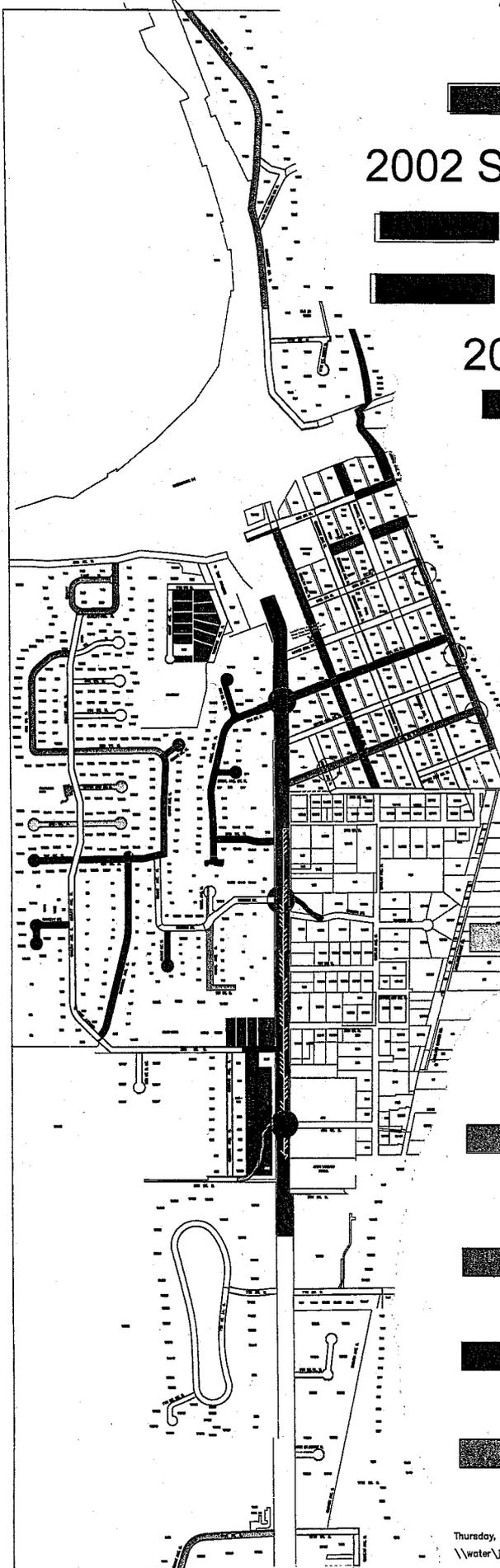
Re: 2014-23 Streets Capital Improvement Plan

This memo pertains to the future capital improvement plans to the city streets in the next ten years. The CIP is intended to be used as a guide to help forecast future costs and to identify projects that the city will need to plan for over the next ten years. It is also used to determine if current maintenance practices are keeping up with demand. The CIP also plays a role in determining whether or not the city is setting aside enough money for future larger projects.

Since this topic is under the workshop portion of the council meeting, I will not be covering a lot of detail in this memo. It is my intention that the following topics will be covered in the workshop discussion:

- Past History of Projects (Last 10 years)
- Current Overall Road Status (Entire City)
- Future Projects and Future Costs
- Foresight

If you have any questions please feel free to contact me before the workshop or come with questions that can be covered during the workshop.



2001 Streets Project

Reconstruction

New Construction

2002 Streets Project

Reconstruction

New Construction

2003 Streets Project

Reconstruction

2004 Streets Project

Reconstruction

2006 Streets Project

Reconstruction

2007 Streets Project

Reconstruction

2008 Streets Project

Reconstruction

New Construction

CR-18 Project

2009 Streets Project

Reconstruction

New Construction

2011 Streets Project

Reconstruction

2012 Streets Project

Reconstruction

2013 Streets Project

Reconstruction

<u>Basis of Costs (per SY of pavement)</u>			
C	\$0.44	Crack Sealing	based on \$0.35/sy + 10% contingency + 15% soft costs
CS	\$2.58		based on Crack Seal + Seal Coat
O	\$14.58	Pavement Overlay	based on \$10.60/sy + 10% contingency + 25% soft costs
P	\$0.25	Chip/Emulsion Patch	based on \$0.18/sy of total street area + 10% contingency + 25% soft costs
PC	\$0.69		based on Chip/Emulsion Patch price + Crack Sealing price
PCS	\$2.83		based on Chip/Emulsion Patch + Crack Seal + Seal Coat
PS	\$2.39		based on Chip/Emulsion Patch price + Seal Coating price
R	\$34.53	Reconstruct	based on \$25.11/sy + 10% contingency + 25% soft costs
RD	\$52.82	Reconstruct with Drainage	based on \$34.53/sy Rec. + \$18.20/sy for Drainage (Drainage prices includes 10% contingency + 25% soft costs)
S	\$2.14	Seal Coating	based on \$1.69/sy for SC + 10% contingency + 15% soft costs

Line Item	Project Name	Location	Length (ft)	Width (ft)	Area (sq ft)	Estimate	Year	Notes	Available Funds	2013 Balance	2014 Balance	2015 Balance	2016 Balance	2017 Balance	2018 Balance	2019 Balance	2020 Balance	2021 Balance	2022 Balance	2023 Balance	2024 Balance	2025 Balance	2026 Balance	2027 Balance	2028 Balance	2029 Balance	2030 Balance	
83	3rd St SW	Quality Ave SW	1,250	22	27,500	4,278	2010	Collector	5	2010																		
84	Oakman Ave SW	15th St SW	1,220	22	26,840	3,277	2010	Local	6	2010																		
85	5th St SW	Overman Ave SW	816	22	18,000	2,139	2015	Local	7	2015																		
86	1st St SW	Overman Ave SW	700	20	14,000	1,536	2015	Local	9	2015																		
87	1st St SW	Frontage Rd/2nd St SW	700	20	14,000	1,536	2015	Local	9	2015																		
88	1st St SW	Frontage Rd/Fredson Station	300	20	6,000	697	2015	Local	7	2015																		
89	1st St SW	Frontage Rd/Fredson Station	300	20	6,000	697	2015	Local	7	2015																		
90	1st St SW	Frontage Rd/Fredson Station	300	20	6,000	697	2015	Local	7	2015																		
Available Funds (Street Improvement Levy \$265,000 Annually) 2013 Balance \$204,000 Available Funds (Street Improvement Levy increased to \$295,000 Annually)										\$204,000	\$489,000	\$233,394	\$558,384	\$823,014	\$20,136	\$285,136	\$550,136	\$800,136	\$378,677									
TOTAL CIP PROJECTS Available Funds (Street Improvement Levy increased to \$295,000 Annually)										\$204,000	\$489,000	\$233,394	\$558,384	\$823,014	\$20,136	\$285,136	\$550,136	\$800,136	\$378,677									
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Recommended Maintenance Legend
 S = Seal Coating
 P = Chip/Emulsion Patch
 O = Overlay (See Note 1)
 R = Reconstruct
 Spec 1 = Resurfacing of Basica Avenue

- 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 shown 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 - Pavement reconstruction cost includes seal, base, subgrade, and drainage improvements. Other maintenance measure cost estimates do not include drainage improvements.
 6 - Reconstruction cost estimates include an allocation for minor drainage improvements. Other maintenance measure cost estimates do not include drainage improvements.





Lakeland Water Utility

690 Quinell 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: February 10, 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 to our billing software is available if we purchase what is called an ACH module from Casselle Billing (quote attached). This module would also allow us to receive automatic bank payments directly from checking accounts with no fees. If we do not purchase the module, we would have to manually enter the payments as we do now.

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 in favor of some type of automatic payment system.

Comparable Usage Rates

	<u>Total</u>	<u>ACH</u>	<u>ACH %</u>	<u>CC/Online</u>	<u>CC/Online % Usage</u>
	<u>Customers</u>	<u>Payments</u>	<u>Usage</u>	<u>Payments</u>	<u>% Usage</u>
City of Hudson (User Pays Fees)	7000	1133	N/A	257	4%
City of Maple Lake (City Pays Fees)			16%		20%
City of Oak Park Heights (City Pays Fees)			16%		6%
PSN Average					5-10%

Online Payment Maintenance Costs

PSN Fees

One Time Set-up Fee

Service Implementation Fee	\$	99.00
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Total Yearly Costs

System and Account Management Fee (5.95/month)	71.4
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Security Compliance Fee	89
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Total Yearly	160.4
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Civic System - Billing Software Fees

One Time Purchase Fee

ACH Module - Software	1750
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Allows PSN to interface with billing software and automatically update payments on a daily basis

ACH module also allows the water utility to set up automatic bank payments for customers without any fees required

Annual Support	175
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Online Payment Options

PSN Options

#1

Fees Paid by Customer

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

#2

All Fees Paid by Lakeland Water

Bank Fees

eCheck Online/mobile \$0.50/transaction
eCheck IVR Automated Phone \$0.75/transaction
eCheck Live PSN Rep Phone \$1.50/transaction

Credit Card Fees

Interchange \$0.45-\$1.50/transaction
Discount Rate 0.5% of each transaction
Authorization Fee \$0.10/transaction

#3

Split Fees

Banks Fees - Paid by LWU
Credit Card Fees - Paid by Customer

#4

Automatic Bank Payments

Initial Software Cost \$1,750
Yearly Cost \$175

Purchase Agreement

Civic Systems, LLC
Ten Terrace Court
PO Box 7398
Madison, WI 53707-7398

Lakeland Water Utility
690 Quinnel Avenue North
Lakeland, MN 55043

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. **Payment is due upon execution of the contract unless other payment terms are negotiated.** The information provided in this proposal is valid for 90 days from issue date.

INVESTMENT SUMMARY

License Fee – UB ACH and PSN Interface	\$ 3,500
Less: 1 Concurrent User Discount	<u>(1,750)</u>
TOTAL INVESTMENT	\$ 1,750
Annual Support	<u>\$ 175</u>

*Training for this module will be one during a routine support call.

SIGNATURE AGREEMENT

The signatures below indicate each party's acceptance of this agreement.

LAKELAND WATER UTILITY

Signature: _____

Title: _____

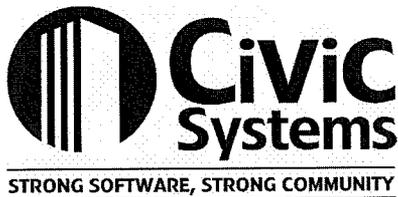
Date: _____

CIVIC SYSTEMS, LLC

Signature: _____

Title: _____

Date: _____



Wbop



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 8, 2014

Re: Vehicle Replacement 5-Ton Plow Trucks/Public Works Department

With the snowplow season upon us, it seemed like an appropriate time to discuss the age and condition of the city's 5-ton plow trucks. The current trucks are 1998 models and were purchased from Washington County approximately 5 years ago for the purchase price of \$25,000 each. Washington County just replaced the same make and model trucks with new ones for their fleet.

I've attached a couple of spreadsheets regarding the plow trucks. The first one is an estimate for the cost of yearly payments of a new truck with a purchase price of \$150,000. This gives you a rough estimate of the potential costs of a new truck. The other spreadsheet is the maintenance costs associated with the trucks since we purchased them. As you can see, maintenance costs can be quite high as a vehicle of this type starts to age.

There are multiple scenarios involving what direction the Lakeland Public Works department could be headed and I believe a lengthy discussion may follow pursuant to those different scenarios. I think that the PW department does an exceptional job in all aspects related to public works and that this should play a factor into any decision the city may make in the future.

This memo is essentially an informal reminder that our vehicles are starting to show their age and that even though we have started to save money for replacement and have replaced one vehicle, we still need an adequate plan in place for the replacement of other vehicles if that is the direction the city determines it wants to pursue.

Staff is not asking for any action pursuant to this memo but would like a discussion about vehicle replacement and council insight into where they see the PW department moving forward.

5 Ton Plow Truck Cost (Est)

Truck and Accessories \$ 150,000.00

Bank Quote is Based on Purchase Price of \$150,000

	Annual Payments		Monthly Payments	
	7 Year	10 Year	7 Year	10 Year
<u>US Bank Financing</u>				
Down Payment (1st Payment)	\$ 24,075.00	\$ 18,036.00	0	0
Principal	\$ 125,925.00	\$ 131,964.00	\$ 150,000.00	\$ 150,000.00
Rate	3.00%	3.50%	2.51%	2.77%
Term (Months)	7	10	84	120
Monthly Payment			(\$1,949.04)	(\$1,432.54)
Yearly Payment	(\$20,211.76)	(\$15,867.53)	(\$23,388.51)	(\$17,190.48)
Total Payments	(\$141,482.34)	(\$158,675.32)	(\$163,719.60)	(\$171,904.85)
Total Interest Paid	(\$15,557.34)	(\$26,711.32)	(\$13,719.60)	(\$21,904.85)

Wbop



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E-mail: lakelandwater@comcast.net

To: Lakeland City Council

From: Matt Kline | Director of Public Works

Date: January 8, 2014

Re: Potential Skid Steer Purchase

The Public Works department has had the ability to use an employee's skid steer for the last 6 months. This test drive has provided us with an opportunity to determine our usage and need for a city owned skid steer. I've included a list of items that could not have been accomplished or would have taken a significant amount of time without the use of the skid steer. There is also a cost estimate for a Bobcat skid steer attached to this memo.

At this time, staff is asking for a discussion in regards to the purchase of a skid steer.

Skid Steer Usage

Task

Loading Salt

Grading Ditches/Storm Drain Clean-Up

Beach Parking Lot Work

Plowing Snow/Remove Snow Piles

Playground Area Grading

Lifting Wings and Plows

Pulling Stumps/Cleaning Up After Stump Grind

Lifting Items Out of and Into Trucks

Loading/Spreading Black Dirt/Recycled Asphalt

Installation of Salt Pad

Specific Occurences

Allows PW to Clean Trucks Daily

7th St Ct So Drainage Area

Beach Road

206 Quehl Ave No - Driveway Drainage

180 Quality Ave No - Road Drainage

Moved Rip Rap and Black Dirt

Graded Parking Lot After Flood

Clean Up on Walking Trail

Easier Mobility @ Hydrants Than Truck

Tower #1 Plowing

Moved and Loaded Mulch for Transport

Graded Area for New Playset

Broken Hydraulic Line in Front of Shop

4th St No and Quixote - Fallen Tree in ROW

20 Quehl Ave So - Stump Grind Clean-Up

Generator

Water Valve

Black Dirt - Ditch Repairs - Quality Ave

Recycled Ashphalt - Sides of Streets

Grading of Paved Area



Bobcat

Product Quotation

Quotation Number: TMZ-04070
Date: 2014-01-09 10:38:54

Customer Name/Address:	Bobcat Dealer	Contract Holder/Manufacturer
CITY OF LAKELAND Attn: MATT 690 QUINNELL AVE N LAKELAND, MN 55043 Phone: (651) 436-8044 Fax: (651) 436-3949		Bobcat Company PO Box 6000 West Fargo, ND 58078 Phone: 701-241-8755 Fax: 701-280-7860 Contact: Terri Zastrow

Description	Part No	Qty	Price Ea.	Total
S570 T4 Bobcat Skid-Steer Loader 61.0 HP Tier 4 Turbo Diesel Engine Auxiliary Hydraulics: Variable Flow Backup Alarm Bob-Tach Bobcat Interlock Control System (BICS) Controls: Bobcat Standard Engine/Hydraulic Systems Shutdown Glow Plugs (Automatically Activated) Horn Instrumentation: Engine Temperature & Fuel Gauges, Hourmeter, RPM and Warning Lights Lift Arm Support Lift Path: Vertical	M0259	1	\$27,296.50	\$27,296.50
H71 Option Package Cab Enclosure with Heat Deluxe Instrument Panel Keyless Start Power Bob-Tach	M0259-P01-H71	1	\$3,146.50	\$3,146.50
Two Speed, Hydraulic Bucket Positioning, Engine Block Heater	M0259-P03-F30	1	\$1,398.60	\$1,398.60
Advanced Control System (ACS)	M0259-R01-C03	1	\$952.00	\$952.00
68" Low Profile Bucket	6731418	1	\$731.88	\$731.88

Lights, Front & Rear Operator Cab

- Includes: Adjustable Cushion Seat, Top & Rear Windows, Parking Brake, Seat Bar & Seat Belt
- Roll Over Protective Structure (ROPS) meets SAE-J1040 & ISO 3471
- Falling Object Protective Structure (FOPS) meets SAE-J1043 & ISO 3449, Level I; (Level II is available through Bobcat Parts)

Tires: 10-16.5, 8 PR, Bobcat Standard Duty
Warranty: 12 Months, Unlimited Hours

Total of Items Quoted **\$33,525.48**
Quote Total - US dollars **\$33,525.48**

Notes:

**Prices per the Minnesota Contract# 71059. Contract Period: 11-1-13 TO 8-31-14*
**Must be a Coop Member to purchase off contract*
**Terms Net 30 Days. Credit cards accepted.*
**FOB Destination within the 48 Contiguous States.*
**Delivery: 90 days from ARO.*
**State Sales Taxes apply.*
**TID# 38-0425350*
****ORDERS MUST BE PLACED WITH: Clark Equipment Company dba Bobcat Company, Govt Sales, PO Box 6000, West Fargo, ND 58078.***

Prices & Specifications are subject to change. Please call before placing an order. Applies to factory ordered units only.

CITY COUNCIL MEETING
Tuesday, January 21, 2014

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

STAFF PRESENT: Chris Wallberg, Matt Kline, Ron Moore, Steve Iverson, Tom Niedzwiecki, Chris Johnson, John Parotti

OTHERS PRESENT: Diane Wirth, Chris White, Brad Lahr

1. **CALL TO ORDER** by Mayor Livingston at 6:03 p.m.
2. **PLEDGE OF ALLEGIENCE** *was recited.*
3. **CONSENT AGENDA** – Livingston made an addition to the Consent Agenda. He stated there is a prospective buyer for Beanies at Maui's Landing and the Mau's requested confirmation that the CUP would be transferable with the property. Livingston read a letter into the record from the City Clerk confirming that Beanies at Maui's Landing CUP is transferrable with the property. Glasgow requested to have item G pulled from the consent agenda. Niedzwiecki stated an error may be present in item D. Livingston stated item D would be pulled. Livingston added that item G was present on the consent agenda because a proper motion was not voted on at the previous meeting. **M/S/P(Glasgow/Williams) to approve Consent Agenda items A, B, C, E, F with the addition and approval of item H. Passed Unanimously.** Niedzwiecki stated he believes his appointment should be Treasurer. Livingston stated that he understood that Niedzwiecki had not been Treasurer since 2012. Niedzwiecki stated his understanding is that he has been Treasurer and always desired to fill that position. Livingston stated appointments could be deferred until February but State Law indicated appointments should be made in January. Livingston stated the Lower St. Croix Valley Fire Protection District Audit Committee Representative was changed from Steve Iverson to Amy Williams. **M/S/P(Williams/Glasgow) to approve Resolution 2014-01 approving City Annual Appointments amended to appoint Amy Williams as the Lower St. Croix Valley Fire Protection District Audit Committee Representative, remove the appointment of Thomas Niedzwiecki as City Auditor and remove the appointment of Steve Iverson as Acting Treasurer.** Livingston stated he wished to remove item D and would not make appointments. Williams stated she wished to drop the Acting Treasurer appointment and adopt the rest of the appointments so the City would remain in compliance. Livingston stated he suggested pulling the appointments because he questions the City's financial management arrangements and feels the subject warrants further discussion. Williams stated concern that further discussion is now needed considering the Resolution would have been adopted if Niedzwiecki wouldn't have requested to have pulled it from the Consent Agenda. Niedzwiecki stated state statute requires a full audit to take place if the Clerk and Treasurer position is combined. Niedzwiecki stated he is not interested in being appointed the City's Auditor. There was discussion regarding the fact that Niedzwiecki is not under contract to provide services to the City. Niedzwiecki indicated he has nearly completed a contract he intends to present to the Personnel Committee. Williams suggested that Niedzwiecki could continue in the same role without a contract until clarification regarding financial management was reached. Williams indicated she would like to adopt the appointments without appointing Niedzwiecki as Auditor and removing the appointment of Acting Treasurer. **Roll call – Glasgow, Williams, Bednar voted aye. Livingston abstained. Resolution adopted as amended.** Glasgow requested to have item G voted on again. White questioned why another vote was necessary. Livingston stated the original vote was flawed because a motion was not made. The Recorder clarified that a formal motion was not made at the previous meeting. **M/S/P(Williams/Paiement) to confirm adoption of Consent Agenda Item G, Resolution 2013-26 Supporting the Washington County Request for \$5,000,000 in State Bond Funds for the Gateway Corridor Commission. Roll Call –Williams, Paiement, Livingston voted aye. Glasgow, Bednar voted nay. Resolution adopted.**
 - A. Minutes of the December 17, 2013 Regular City Council meeting
 - B. Treasurer's Report
 - C. Bill 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 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
 - H. Letter for Beanie CUP

4. **LAW ENFORCEMENT REPORT** – Williams yielded to Deputy Sullivan. He stated that nothing of significance had taken place other than a suicide of an individual who jumped off the I-94 bridge. He stated the body of the suicide victim was recovered. He stated there was a rollover accident at St. Croix Trail and South 7th Street. Williams stated she had exchanged e-mails with Bednar regarding a "Night to Unite" event.
5. **PETITIONS TO THE COUNCIL** - None.
6. **PROPOSED ORDINANCE RE: OUTSIDE USES IN THE RETAIL BUSINESS DISTRICT – Adopt Ordinance and Summary Resolution** – Moose stated the Planning Commission worked diligently on the development of standards for Outside Uses Accessory to Restaurants and similar uses in the Retail Business District. This ordinance applies to patio and outside seating areas accessory to restaurants and similar uses. The Planning Commission had worked on developing the ordinance for a significant amount of time and had received feedback from several citizens. A public hearing pertaining to the ordinance was held on January 7, 2014. In summary, the ordinance amendment would allow outside uses accessory to restaurants with a number of restrictions through a CUP or IUP. He stated there are restrictions related to noise, location, lighting and timing all aiming at protecting the residential district located to the west of the business district. Glasgow stated concern over how the proposed ordinance would affect residents of the potential Senior Housing Development. Moose stated the ordinance amendment is tailored toward Retail Use and is not applicable to Residential Uses. Glasgow stated concern that the ordinance references "similar uses" and stated he would like to see it be applicable specifically to restaurants. There was further discussion regarding how the proposed ordinance would affect a potential Senior Housing facility. Johnson stated this ordinance would be applicable and specific conditions could be added to a property's CUP to allow outdoor activity. Williams stated specific concern that residents of the potential Senior Housing facility would only be able to prepare food outdoors 10 times per year due to the restrictions of the proposed ordinance. Livingston discussed fires in multi-family residential dwellings. White stated the Senior Center, and any potential restrictions it may face, could be addressed when the Senior Center is actually constructed. There was discussion regarding times allowed for outdoor music and outdoor equipment usage. There was discussion regarding the allowance of smoking and the potential effect on surrounding residential neighborhoods. White stated smoking was thoroughly discussed and would be restricted by the current nuisance ordinance. Glasgow reiterated his concern over effects on potential Senior Housing. Moose suggested amending the title of the ordinance to "similar retail uses". He added the Planning Commission intended the ordinance to be applicable to retail uses and it was not intended to limit residential uses. The Council agreed they would be comfortable proceeding with the ordinance with the amended title. White stated on behalf of the Planning Commission that amending the title would be acceptable. There was discussion regarding allowing outdoor events to take place for 10 days per year. White stated that residents indicated they are comfortable with 10 events per year. There was discussion regarding only allowing outdoor uses on the east side of establishments. White stated that provision was added to eliminate the impact on residential zones. **M/S/P(Williams/Glasgow) to adopt Resolution 2014-3, adopting ordinance 7541, amending chapter 159 of the Lakeland Zoning Code to provide standards for outside uses accessory to restaurants and similar retail uses in the retail business district. Roll Call – Glasgow, Williams, Livingston, Paiement & Bednar voted aye. Resolution adopted as amended.**
7. **POLICY RE: STANDARDS FOR TEMPORARY OUTSIDE SALES & EVENTS IN THE RETAIL BUSINESS DISTRICT – Approve Policy** - Wallberg introduced the proposed policy and stated it is a set of standards for temporary outside sales & events in the retail business district and added the Planning Commission has recommended approval. **M/S/P(Williams/Glasgow) to adopt the standard policy for Temporary Outside Sales & Events in the Retail Business District.** Williams stated she would like to see the institution of a numbering convention for City policies. There was discussion regarding Carnival Standards and the provision allowing three consecutive calendar days per event. **Passed Unanimously.**
8. **PUBLIC BANNER SIGNS** - Wallberg stated the Planning Commission had put a large amount of effort into addressing this subject but had a number of concerns in need of addressing. One of the largest concerns was uncertainty over the actual amount of revenue that would be generated by the banners. The Planning Commission voiced concern that maintaining the banners would be costly. They also felt that Public Banner Signs should be discussed in a larger context regarding generating revenue for City Parks. The Planning Commission requested Council review the issue of Public Banner Signs to provide more direction. Bednar stated Livingston and Glasgow indicated advertising banners at Crocker Park had been discussed in the past, which led to her examining the possibility. She indicated she spoke with the City Clerk in Lake St. Croix Beach to obtain more information regarding their use of banner advertisements. She provided more specifics on the Lake St. Croix Beach banner standards. She

stated she was interested in the revenue that could be generated for the Parks but was not strongly opinionated on the matter. Livingston asked if a Public Hearing took place. Bednar stated that was her expectation. Williams stated her feeling was that while everyone agreed that revenue would be beneficial, residents indicated a strong opposition to allowing banners. She added she felt that the Planning Commission was apprehensive to continue with developing standards based on the public opposition and desired direction from the Council. White stated the Planning Commission was close to finishing a draft but residents stated opposition to banners. She added the Commission felt it is necessary to examine alternative ways to generate revenue such as increasing field rental fees. Bednar stated she thought it would be a nice addition with revenue as a bonus but also recognized that residents surrounding the park may object. White stated they revenue generated was viewed as insufficient and the Planning Commission would've recommended a \$500 fee as opposed to \$200. **M/S/P(Williams/Livingston) to table the issues of Public Banner Signs.** Williams stated she does not want to agitate residents and doesn't feel a real outcry would be heard until banners went up. She feels it would be wise to examine other sources of revenue. Bednar stated she feels residents would have an opportunity to voice opinion if a Public Hearing took place. Wallberg stated she notified residents surrounding Crocker Park who attended the Planning Commission meeting and opposition was voiced. She added that if the ordinance regarding signage in residential zones was amended that public hearing would be necessary and would be required to cover all parks and public fences. Paiement stated allowing advertising could change the character of Lakeland's parks and he is against it. **Livingston, Williams, Bednar, Paiement voted aye. Glasgow voted nay. Motion Passed.**

9. **2014 STREETS PROJECTS / Seal Coat – Crack Seal** – Kline stated staff is proposing approval of the 2014 Street Project which is a maintenance project that includes seal coating and crack sealing. A map outlining the streets to be addressed was provided in the materials. He stated the last seal coating took place in 2010 and normally the seal coating takes place every 5 to 7 years. He added there are certain streets that did not get seal coated during the 2010 project that are in need of maintenance. Kline and Parotti completed a street survey in 2013 and plan to complete one on a bi-annual basis in the future. The project falls into capital improvement plan, which will be presented at a workshop prior to the February City Council meeting, and funds are already budgeted and in place. He introduced the Street CIP document which detailed the streets that will be seal coated or crack sealed. He also presented other areas that will receive attention which include the parking lot of Humphries Park, the Water Utility and the parking area at City Hall. The total estimated cost of the project is \$148,920.48. SEH is proposing to provide bidding documents and construction services, which will cost \$10,000. 15% of the total project cost is generally estimated for soft costs so the SEH bid of \$10,000 falls below the amount usually anticipated. He stated staff is requesting a motion for SEH to proceed with bid document preparation. He stated he would be returning to request approval on bids received in February. Williams stated Quality Avenue South, which her house is located on, is in bad condition and questioned why it was not included on the CIP. Kline stated it was slated for replacement in 4 or 5 years based on the CIP. Williams stated she would like the Council to consider appropriating funds for a safety study on Quality Avenue South at the intersection of 3rd Street. She stated that particular section of Quality Avenue South is very dangerous. Kline stated the area could be examined by the City Engineer. Parotti stated he could suggest an economical approach to examine the area. Parotti suggested a work session or comment cards for residents to provide input regarding the street. There was discussion regarding new legislation concerning cancer-causing agents in seal coating material. Parotti stated City projects have not used that type of material for a long time and the legislation addressed residential seal coating. Glasgow stated a desire to have Parotti write a report on the subject, which Parotti offered to do. **M/S/P(Williams/Glasgow) to authorize bid documentation preparation by SEH for the 2014 Street Improvement Project. Passed unanimously.**

10. **ONLINE PAYMENT OF WATER BILLS** - Kline stated that a conference with Payment Services Network took place to examine online and telephone payment options for the Water Utility. He stated that numerous residents have requested the option to pay online or by phone. He stated that in the past it would've been cost prohibitive based on processing fees being absorbed by the Water Utility. Options now exist to pass along those fees to the customer. He presented different options for fee payment. He explained how inputting into the Water Utility billing system would take place. He stated the purchase of an automatic clearinghouse module would be necessary to automatically input billing into Payment Services Network. He added that online bank payments would be free with the purchase of the module. The cost of the module is \$1,750 with a \$175 annual support fee. Williams stated she spoke with Kline regarding potential areas of concern with this issue, including data security. She added they agreed this issue is better suited for discussion in a workshop setting. Kline stated he would like Council input before it goes to workshop so he can collect data. Kline added he spoke to Washington County about property tax online payments. He stated the County Commissioners did not want advertisement of online tax payment due to prior commitment to credit counseling. The County informed him that only 5% of taxpayers used the online payment option but that may be a poor barometer based on the lack of advertisement. Kline indicated he intended to contact the Hudson Water

Department to examine their online payment usage rate. He stated the online payment option would allow one-time payments or automatic payments. Glasgow suggested looking into quarterly billing. Kline explained the PSN annual costs.

11. PARKS / PURCHASE OF PARK STRUCTURES – Bednar stated a workshop took place prior to the meeting regarding improvements at Humphries Park. She stated her interpretation of opinions shared by residents at the workshop was they desired additional playground equipment at Humphries Park. She added she requested a “not to exceed by price” of \$45,000 so research could be done to determine which equipment could be purchased. Williams stated her interpretation was that improvements at Humphries Park were still being discussed. Livingston stated he did not want to base his decision on a small amount of input provided by only 2 residents at the workshop. Bednar stated she had received input from other residents who were unable to attend the workshop due to its early start time. She added that workshops are too early for certain residents with work obligations to attend. Williams suggested a survey could be organized by Clerk’s Office to examine resident’s opinion on improvements at Humphries Park. Bednar stated she feels the residents have made their opinions known and have indicated they are in favor of adding playground equipment. She questioned placing the burden of completing a survey on the Clerk’s Office. Williams stated Survey Monkey takes 10 minutes to compile a survey and added she would be willing to complete it if the Clerk’s Office does not have adequate time. Williams stated she would like to see improvements made to Humphries in the next 8 months. She stated that due to weather conditions, no immediate action could be taken and she would like a survey to be administered. Williams added she feels that as a resident of Lakeland she has not gotten the opportunity to share her perspective. She added she had received input from her constituents indicating they have not expressed their desired input. Williams stated she and her 13-year old son previously used Crocker Park but now were uninterested in doing so because of the alterations to the playground equipment. Bednar stated she feels Williams has had plenty of opportunity to give her opinion on improvements at Humphries Park in multiple settings including workshops, meetings, or by e-mail. She added that none of the equipment that was previously available at Crocker Park was removed. Bednar stated she requested the e-mails or input from Williams regarding the concerns of her constituents and Williams had refused to provide that input. Bednar stated it was unfair that Williams indicated she was not afforded an opportunity to provide input. Glasgow suggested that residents provide input on equipment they would like to see at the park. Bednar stated she was requesting a budget so she could work with residents to determine what equipment could potentially be added. Bednar reiterated she had planned phases of improvements for all the parks. Bednar again stated she was looking for a \$45,000 budget to examine options. Williams stated she would agree with creating a budget as long as the actual spending would come back for approval. Another meeting to allow residents to provide input was suggested by Williams and Glasgow. Livingston stated concern over the way the parks proposal has been handled and is worried the proposal has not been handled in a collegial manner. He added he is uncomfortable with e-mails going back and forth between two Councilmembers without the rest of the Council having any knowledge of it and does not think it is good practice. He added such discussion should take place at the Council level for the purpose of educating the Council on the content of the exchanges. Livingston stated he was not comfortable with setting a not to exceed amount at the current meeting because it was not an agenda item. Williams stated it may cost more the \$45,000 to achieve what the community desires at Humphries and does not want to place an arbitrary limit on it. Williams volunteered to work with Bednar to examine options at Humphries. Bednar stated she would prefer others are present at any meetings. She also stated the overall City Budget will not allow spending to exceed \$45,000 at Humphries. Williams requested that Livingston instruct the Parks Commissioner to set a meeting on the issue. Livingston stated he will not instruct a meeting to take place and that two Councilmembers should work together in collegial fashion to make arrangements. Williams suggested directing the Clerk to post it as a public meeting so residents could attend. Bednar questioned if there was a reason for a formal meeting. White suggested posting in the event that three Councilmembers were present. Williams stated it would not satiate what she has been seeking if it were not a formal meeting. Wallberg stated she is planning on adding announcements section to the new website and will post any future meetings. She added it would be posted in the Stillwater Gazette and in the official posting location outside of City Hall.

12. STAFF REPORT

Attorney – Chris Johnson had nothing to report. Glasgow questioned if legal postings could take place on websites. Johnson stated the legal requirement states postings must be published in the City’s official newspaper. He added that legislation is examining allowing online postings. Williams suggested a Resolution to present to Lakeland’s House Representative in favor of allowing public notices to be published online or on a City website.

City Clerk – Wallberg stated the Recycling Committee has continued to meet. She added that Eureka has joined with Maroney’s Sanitation in examining a single-sort recycling proposal. She is hopeful that a recycling proposal will be

presented for the Council's consideration at the next meeting. She requested confirmation that the Council will meet for a workshop concerning zoning responsibilities on January 25 at 7 a.m. She suggested instituting a dedicated workshop day apart from City Council meetings days as there are a number of items that need discussion. She also added that workshops that take place at 5 p.m. are too early for many residents to attend. She reported that the DNR is requesting a workshop on February 25. She requested Council members check schedules and inform her of availability for the DNR workshop on February 25. Paiement stated he would prefer not to have the Zoning workshop at 7 am on Saturday. Wallberg stated it would be a wise idea to institute a monthly workshop date. Williams stated she is in favor of a dedicated day, outside of the regular meeting day, for a workshop each month. Wallberg suggested possibly using the 4th Tuesday of each month. The Council agreed to move the Zoning workshop to Tuesday, January 28 at 6 p.m. Wallberg stated the Planning Commission meeting will be held on February 11th due to the caucuses taking place on February 4th. She stated there has been problems with packets being delivered in a timely fashion by the Postal Service. She asked that all agenda items and materials be presented by the Monday one week prior to Council Meetings so it is possible distribute packets by the Wednesday one week prior to Council Meetings. The Council agreed that would be reasonable. Livingston requested a memo is provided to the Council confirming workshop dates.

City Engineer – Kline gave an overview of the City Engineering report provided by Parotti.

Public Works Director – Kline stated he attended a DNR meeting in Shoreview regarding the North and East Metro groundwater management plan. He stated the DNR has authority over water usage drawn from high capacity wells. The DNR is concerned about the amount of pumping in North and East Metro, as well as pollution, and presented a plan for future water usage. He stated Lakeland's Water Utility pulls from the Mount Simon Aquifer and is the only City in the Metro that does so. The DNR's management plan is not applicable to Lakeland because of that fact. He stated that residents have improved on-street parking during snow events. He added that residents are still plowing snow from their property across streets onto the opposite side of the road. He stated it has gotten worse due to recent large snowfalls. He reminded residents that it is illegal and can cause damage to the City's snow removal equipment for which they would be responsible. Livingston asked about public notices on plowing policy. Kline stated he has addressed it at multiple meetings and an article was included in the Newsletter. Wallberg suggested it could be added to City Announcements on the website. Williams stated that snow piles have limited visibility at the intersection of 3rd St and St. Croix Trail. Kline stated that the Freedom station has plowed snow into the bank causing the large piles and the responsibility of its removal is unclear. Kline stated he would address the issue with the County.

Treasurer – Niedzwiecki stated he considered the December financials presented to the Council to be preliminary. He added the numbers were very close to being final but estimates were used for items that were not yet complete. He added he went through all the funds and reviewed to ensure that expenses were placed properly. He stated he is estimating a break even for the General Fund. He stated there would be an additional positive balance of \$2,000 in the General Fund for re-classing of engineering expenses related to the Space Variance. He added that he decided to re-class the expenses to the General Fund, and after discussing the item with the Deputy Clerk, charges were moved back to the Applicant Escrow Fund as originally entered. He stated expenses from 2011 and 2012 related to the Space Litigation, previously expensed to the Applicant Escrow Fund, were moved to the Long Term Improvement Audit/Legal Reserve Fund and written off. He added that the current charges associated with the Space Variance application and Grading & Filling permit will be greater than the total escrow collected but are billable to the applicant. He suggested the Clerk's Office send a bill for additional expenses to Mr. Space. He stated there has been a favorable variance over the last couple years in Snow & Ice budget. As a result, some additional money was moved to the vehicle replacement fund. As of the beginning of 2014, the Snow & Ice fund balance is \$36,025, which has to last for 6 months until the next levy payment is received. He stated \$20,000 of the balance has been used for shop rental, which means there is no excess in the fund. The Snow & Ice expense may be a little greater than what is available but it would be covered by the next levy payment. Due to no excess being present, there will be no transfer to the vehicle replacement fund. Williams questioned if Niedzwiecki was able to forecast the Snow & Ice budget based on past years. Niedzwiecki stated the largest increase he has noticed was sand & salt purchased, which may be because of stockpiling. Kline stated that all salt, as opposed to a sand/salt mixture, is being used this year in an attempt to minimize usage. He added a salt bin was constructed behind the City's shop and approximately 10 tons of salt are presently stockpiled at a cost of approximately \$60 per ton. Niedzwiecki added there were larger expenses related to maintenance of the snowplow trucks than in years past. He stated there is currently \$115,236 in Vehicle Replacement reserve. He intends to discuss Plow Truck replacement with Kline at a later time and will present his findings to the Council after further examination. He stated the Water Utility Fund is presently in good standing but that can change quickly due to being a heavy infrastructure and capital intensive venture. He explained the 5%

performance clause for building inspections and stated Lakeland Shores and Lake St. Croix Beach will receive it for 2013. He added the Building Inspection Fund has approximately \$88,000. He stated the 90% TIF distributions were made to Lakeland Village and Commercial Management. He stated grant money was received from the Washington Conservation District for the project at Lakeland Beach and the project has now been closed out. He stated there is currently \$14,033 available for bike trail improvement and the last time the bike trail had budgeted funds was in 2008. The City received 2nd half of LGA which went into budget contingency fund. Lastly, he stated the current balance of the Cable Fund is \$28,000.

Zoning – None.

13. **COUNCIL MEMBER REPORT/** Bednar had no report.
14. **COUNCIL MEMBER REPORT/** Glasgow reported the Cable Commission will be disbursing \$27,338.04 to the Cities which will likely take place the first Wednesday in February. He stated Lakeland's share is generally 40% of the total disbursement. He attempted to contact the Attorneys representing Comcast regarding the upcoming franchise agreement but no response was received. He stated he liked the reports provided by the City Clerk and City Engineer and would like them to continue. He added he was unsure if the Alliance would meet in January due to a lack of Agenda items.
15. **COUNCIL MEMBER REPORT/** Williams reported she attended a meeting with Mayor Gulliani, County Commissioner Weik, members of the House of Representatives and Lobbyists discussing strategies for the upcoming legislative session regarding securing funding for the Gateway Corridor Commission. She attended the Fire Department appreciation dinner. She closed with a reminder the Precinct Caucuses would take place in two weeks.
16. **COUNCIL MEMBER REPORT/** Paiement stated the Personnel Committee met with the Public Works Director regarding the performance review for Rick Regnier. The Committee is recommending a \$.51 per hour raise, or \$1,060 per year, which represents a 3% wage increase, effective Jan. 1 2014. **M/S/P(Paiement/Livingston) to approve the Personnel Committee recommendation of a \$.51 per hour wage increase for Rick Regnier, effective January 1, 2014.** The Council stated satisfaction with the quality of work Rick Regnier has performed. **Passed Unanimously.**
17. **MAYOR'S REPORT/** Livingston stated he struggled with some of the appointments but was pleased overall. He stated Amy Williams would now be the prime Gateway Corridor Commission representative. He finished with stating he believes a new landscaping committee on landscaping focused on outdoor beautification is close to forming.
18. **ADJOURN – M/S/P(Williams/Paiement) to adjourn meeting at 8:47 p.m. Passed unanimously.**

Robert Livingston, Mayor

Steve Iverson, Deputy Clerk/Recorder

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 postponed appointment of Treasurer at its January 2014 meeting; and

WHEREAS, the City Council has determined to appoint Treasurer.

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

To approve the appointment of Tom Niedzwiecki as Treasurer, effective immediately upon adoption.

Passed and adopted by the City Council for the City of Lakeland this 18st day of February, 2014.

ATTEST:

Robert A. Livingston, Mayor

Chris Wallberg, City Clerk



TO: City Council

FROM: Personnel Committee

RE: Gail Billington Evaluation/Increase

DATE: February 18, 2014

The Personnel Committee recommends the City Council approve a wage increase of \$0.34 per hour for Gail Billington. The recommended increase represents a 3% wage increase or \$111.00 annually.

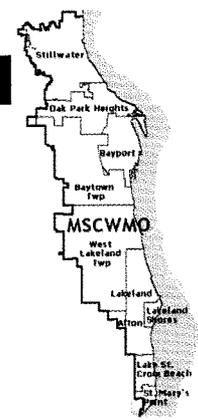
Gail received a sound evaluation from the City Clerk. She routinely processes water bill payments, and her willingness to fill in other clerical tasks has been important for the fluctuating workload in the Clerk's office over the past couple years.

Recent wage increases have typically been at 3% for any period other than the initial 12-month evaluation period. Personnel Committee is asking for approval on the wage increase, effective January 1, 2014.

MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION

455 Hayward Avenue N.
Oakdale, MN 55128

Phone 651.275.1136 x22 fax 651.275.1254 www.mscwmo.org



MEMORANDUM

TO: City of Lakeland City Council
FROM: Mikael Isensee, Administrator
DATE: February 11, 2014
RE: Quixote Avenue North Drainage and Water Quality Feasibility Study

The Middle St. Croix Watershed Management Organization (MSCWMO) requests the City of Lakeland approve the attached feasibility report to address the Quixote Avenue North drainage issues and water quality impacts to Lake St. Croix.

In 2007, the City of Lakeland and the MSCWMO identified water quality issues related to the existing drainage on Quixote Avenue, a paved north/south roadway directly adjacent to the St. Croix River bluff line. Currently, Quixote Avenue collects and drains stormwater runoff from approximately 10.0 acres of residential lots and roadways before it concentrates at the end of the roadway and discharges over the bluff line and directly into Lake St. Croix.

The following feasibility report is the result of a complete survey and hydrologic analysis of the drainage area discharging to the North end of Quixote Avenue. The proposed design solution provides storage, infiltration and filtration of small storm events that meets the pollutant load reductions required for the Clean Water Fund grant. In addition, it includes a permanent 12 inch pipe to convey large storm flows safely from the top of the bluff to Lake St. Croix.

The estimate of probable cost for the construction of this project is \$77,855.00. The City of Lakeland's contribution to the project is \$25,000.00 as identified in the Clean Water Fund grant application submitted in September 2012.

The Middle St. Croix Watershed Management Organization requests the City accept the feasibility report and commit funding for the construction of the project in 2014. If approved, the MSCWMO will continue to collaborate with city staff and the consultant to move the project to final design and begin the permitting process. The anticipate completion date for final plans, construction documents and bid documents is April 8, 2014.

Civil Engineers, Planners & Land Surveyors

3440 Federal Drive, Suite 110 • Eagan, Minnesota 55122

651-452-5051 • Fax: 651-452-9797 • Email: info@rehder.com

Date: February 10, 2014

To: Mikael Isensee, CPESC, Administrator
Middle St. Croix Watershed Management Organization
Washington Conservation District
455 Hayward Avenue, Oakdale, MN 55128

From: Benton G. Ford, P.E.

Re: Quixote Avenue, Lakeland, Minnesota - Slope Stabilization/Pollutant Load Reduction Feasibility

Rehder & Associates, Inc. was hired to prepare a refined feasibility study/concept plan for the corridor along Quixote Avenue from Upper 5th Street North to the dead end approximately 250-feet north of 6th Street North in Lakeland. The first part of our work was to complete a topographic survey of the area to be used at the existing conditions background for preparing plans. The second phase of the project is the preparation of a feasibility study/concept plan and cost estimate, which are based on review of previous feasibility studies, review of possible alternative solutions prepared by the Middle St. Croix Water Management Organization, discussions with City staff, and consideration of other possible solutions that would meet the goals of the project. This memo summarizes the feasibility phase. If the feasibility study is approved, the project would move to the construction document phase and, if budgeted, the construction phase.

Existing Conditions and Erosion Issues

There exists and approximately 10-acre drainage area as shown on the attached Sheet C1 that covers a portion of the City of Lakeland and drains generally north along Quixote Avenue and then down the slope to the St. Croix River along the north side of the house at 745 Quixote Avenue. Over the years, several attempts have been made to reduce the erosion caused by the concentration of flow through that lot. Although the erosion has been somewhat reduced, additional practices are necessary to provide a permanent, long-term solution that will meet the goals of the project.

Project Goals

The goals of this project are twofold:

- 1) Eliminate the erosive flows where the drainage area currently discharges and restore the damage that has been done to the existing slope
- 2) Reduce the pollutant load of the runoff currently being discharged into the river by providing additional practices to increase infiltration and/or treat the runoff before discharge into the River.

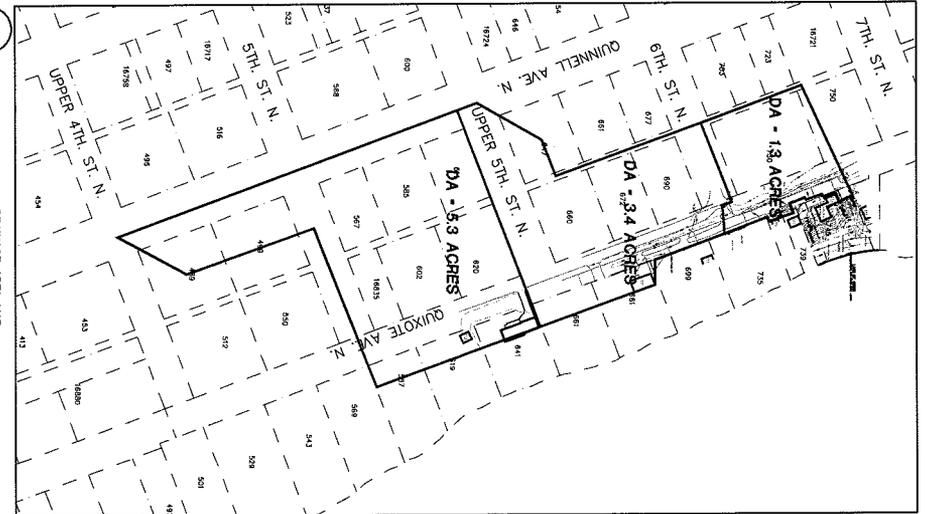
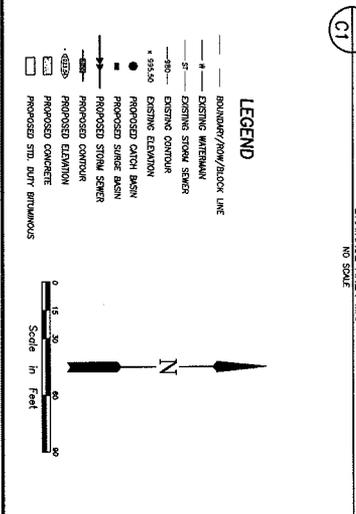
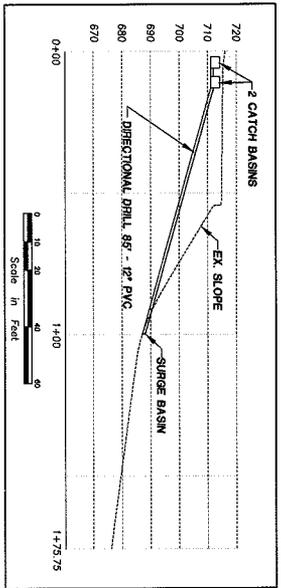
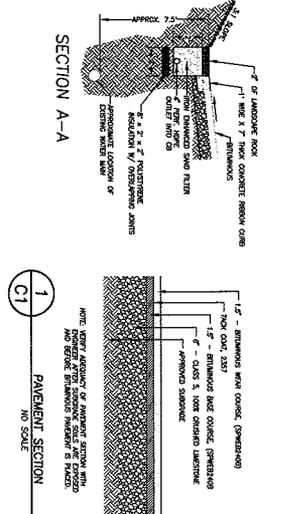
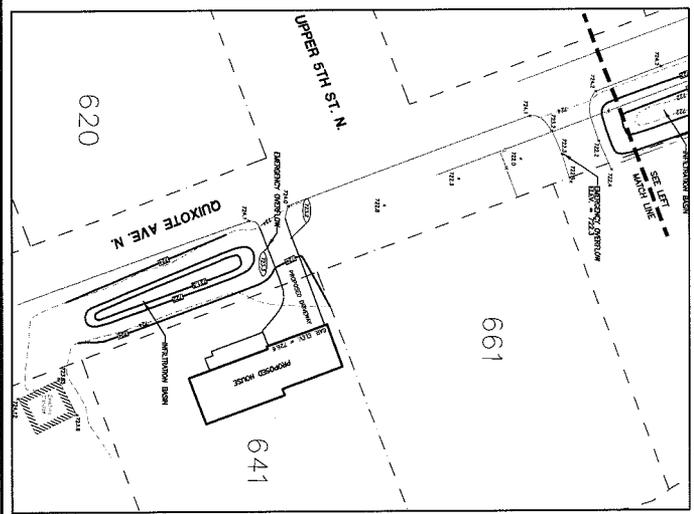
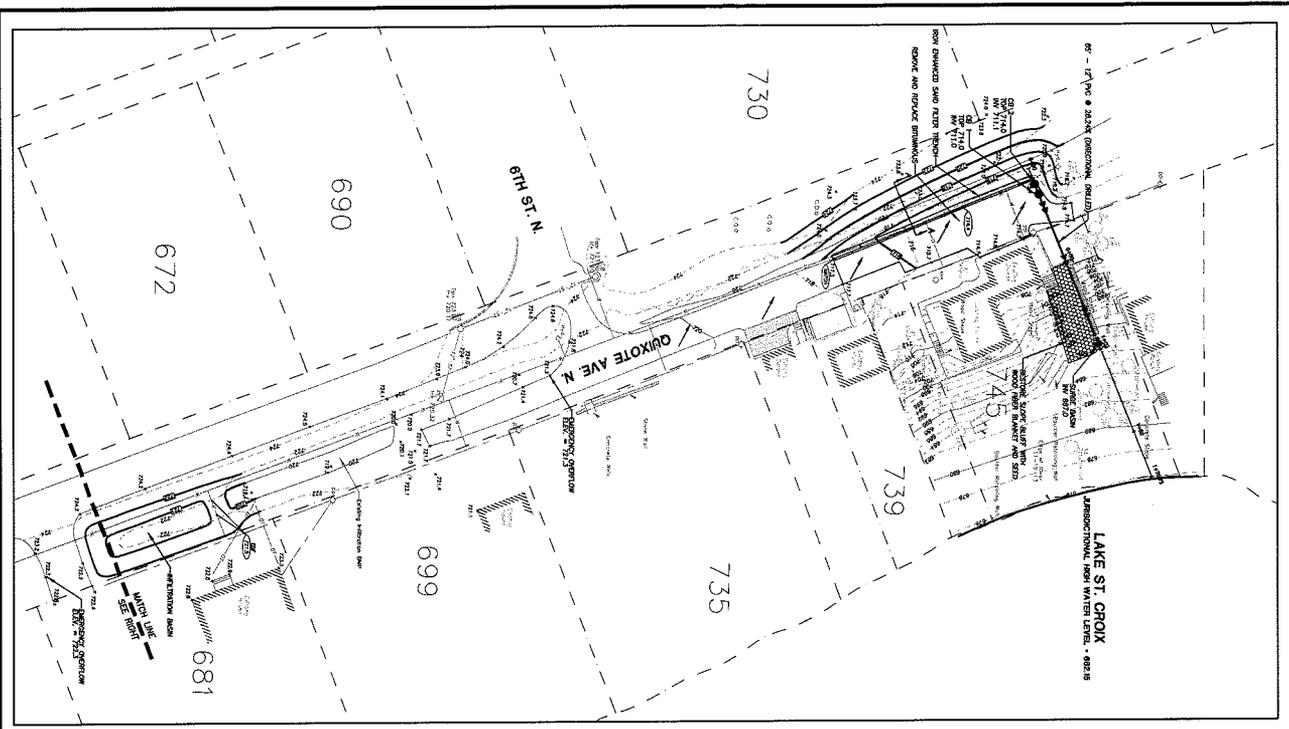
Recommended Solution

We would recommend, depending on budget, implementing the following steps to accomplish the goals listed above (all work is shown on the attached Sheet C1):

1. Construct an additional infiltration area in the right-of-way adjacent to the property at 681 Quixote. This provides additional volume and rate reduction that would otherwise be directed to the river.
2. Slightly expand the infiltration area in the right-of-way adjacent to the property at 699 Quixote. This also reduces the flows to the river.
3. At the north end of Quixote Avenue, where it dead-ends approximately 250-feet north of 6th Street North, correct the drainage patterns of the most northerly 120-feet of pavement by lowering the west edge, directing runoff away from the existing houses and garage. This improvement allow the runoff to be captured in catch basins at the most northwesterly corner at the dead-end of Quixote Avenue.
4. Along the area of pavement correction provide an infiltration/treatment trench along the west end of the restored pavement (see Detail 1/C1). This practice will provide additional rate/volume control and reduce the phosphorous loading of the runoff by iron-enhanced sand filtering.
5. Finally, provide a piped outlet from the catch basins to the base of the slope for all storm events that are less than or equal to the 100-year storm event. This work would also include an extensive energy dissipation device at the base of the slope that would be designed to blend with the existing conditions. It is anticipated that this outlet can be directionally bored, reducing the impacts on the existing slope.

Cost Estimate

Please see the attached conceptual cost estimate, which outlines the work and anticipated costs. The total costs estimated to be \$77,855.22.



QIXOTE AVENUE NORTH
STORM WATER MANAGEMENT PLAN
CITY OF LAKELAND

Issued	2-10-14
FEASIBILITY STUDY	

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
Date: _____
Reg. No.: _____

Rehrer & Associates, Inc.
Civil Engineers, Planners and Land Surveyors
1540 Federal Drive, Suite 110 • Eden, Minnesota 55122
631-452-0611 • Fax: 631-452-0797 • email: info@rehrer.com
PROJECT NO.: 131-2708.010 DRAWING FILE: 2708010.DWG

SHEET NUMBER
C1

PRELIMINARY



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

Approval was given last month to authorize SEH to prepare bid documents and perform construction services for this project. SEH has completed draft bid documents which are available at city hall for viewing.

Action is being requested of the council to authorize the bidding of this project with an estimated cost of \$148,920.48.

Project schedule would be as follows:

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



TO: City Council
FROM: Chris Wallberg
RE: Ordinance 75___ - Master Fee Schedule
DATE: February 18, 2014

Attached is a draft Ordinance to amend the Master Fee Schedule for the Lakeland Code of Ordinances. Changes/additions are proposed based on addition of park uses and actual increases in real costs in the areas indicated.

Staff recommends adoption of Ordinance 75___ - Master Fee Schedule as presented.

CW
CW



TO: City Council
FROM: Chris Wallberg
RE: City Administration Report
DATE: February 18, 2014

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

The following projects are in process:

IT Services

Working to evaluate requirements to incorporate a City email system in conjunction with the new domain.

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

The new website is in place and growing. More materials and information will be added as we go along, and we invite input for what the website should include.

Year-end documentation – business and animal licenses/permits, tax forms and reports, sponsorship renewal, master fee schedule, escrow invoicing and recycling reporting is being concluded.

Lakeland Lakeland Shores Recycling Committee is in process of establishing and providing plans for single-stream recycling program to Councils.

Zoning

Administration responsibilities have been moved back in-house. This will affect priorities for work in this office for a period of time. I have been working to re-establish contract with SRF Consulting to work on applications as needed.

Communication continues with applicants/agencies as they prepare their applications:

- 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. Preliminary plans have been submitted and are being reviewed for completeness.
- 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 soon.

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.
- Update business files

CW
CW

Memorandum

**To: Mayor Robert Livingston
Councilmembers**

From: Mark Nagel, Administrative Consultant

Date: February 18, 2014

**Subject: Washington County Comprehensive Housing Needs
Assessment**

Introduction:

I was requested to review the above, 359 page study as it pertains to the City Of Lakeland. The study was completed by the Washington County Housing and Redevelopment Authority (WCHRA) and projects housing demand for the following market segments: for-sale housing, rental housing, senior housing and special needs housing through 2030.

For purposes of the study, Lakeland was included in the Southeast submarket, which also includes West Lakeland Township, Lakeland Shores, Lake St. Croix Beach, St. Mary's Point, Afton, and Denmark Township. Therefore, Key Findings and Conclusions relate to the entire submarket unless specified as pertaining to Lakeland.

I would also like to thank Kathryn Paulson, who has been assigned by the HRA to work with the City on potential partnerships for housing development, such as the senior housing project, for assisting in the preparation of this Memorandum.

Key Findings from the Study

- The Southeast (SE) submarket has demand for 35 rental units over the next 7 years – 27 market rate, 5 affordable, 3 subsidized.
- The demand for owner occupied housing in the SE market was 417 units over the next 7 years – 375 single-family and 42 multi-family.
- The SE submarket demand for senior housing is 256 units, which is split into 134 for active adult and 122 for service enhanced.
- The SE submarket for active adult senior housing is split into 26 units for subsidized housing, 25 units for affordable housing and 29 units for owner housing.
- The SE submarket demand for service-enhanced senior housing is split into 36 units for congregate housing, 64 units for assisted living and 22 units for memory care.

Conclusions

So...what does this mean for Lakeland? First, there is not much demand for multi-family housing either rental or owner occupied except for the senior housing market segment. Based on the October 16, 2013 Senior Housing Market Study for Lakeland and the WCHRA conducted by Maxfield Research, Inc., the current study confirms the need for about 120 units of senior housing. If market rate senior housing is deducted from that figure, then approximately 85 units of rental senior housing is needed in Lakeland – 28 affordable adult rental, 25 congregate care, 17 assisted living, and 15 memory care – at present. That number will grow over the next 5 years and does not include the Secondary market area or qualified seniors under the Elderly Waiver Program at Washington County, which adds to these demand figures.

The market study conducted by the City and the WCHRA confirms that a project that combines all 4 of the above has the best chance of financial success. This is the approach that we have been working on for the past 2 years, as we try to match the goals of the property owner, city, developer and, most importantly, the citizens. We continue to work with interested developers in an improving market on this project. As always, let me know if you have questions.

Lakeland Mayor's Update – January, 2014

- 1. I continue to monitor the Thrive MSP 2040 Plan process that the Metro Council is currently conducting...Metro Council staff has released the updated Draft Thrive MSP 2040 Plan (called ProtoThrive), will hold Public Meetings in March, and the full Metro Council is expected to vote on the document in April, 2014. You can find the draft online by googling Metropolitan Council – ThriveMSP 2040.**
- 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. The City should have received a form letter in late January that basically acknowledges there will be changes to the estimates, but does not say when Lakeland might see them. Best guess: The second week of February.**
- 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 an investor, Northern Lights Ventures, for the project. An offer on the property is and accepted, which is the next step, then Grace Health Care is on board to manage the facility. Northern Lights Ventures has a Purchase Agreement, which they plan to present to the property owner, but as of the end of January, they've been unable to meet with the property to make their offer. I will be trying to assist them in setting up that meeting w/ the property owner in February. 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 in February.**
- 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" in August. 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. They have now merged with BKV Group and are working with Ebert Construction on a number of projects. I plan to meet with them on February 6th on the project.**
- 7. I have contacted another potential developer, Common Bond, about the project...hopefully, a date can be set in February to meet with them.**
- 8. I worked with Washington County HRA on updating the current, 18 month old senior housing market study in Fall, 2013. The update was completed by Maxfield Research, Inc. on October 16, 2013. 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 final version was supplied to Staff on January 17, 2014.**
- 9. Washington County has also finished a county-wide housing needs study. It was officially released at a meeting on January 14, 2014. I will have a summary of the findings as it pertains to Lakeland in Memo form for the February City Council Meeting. I am now working with Kathryn Paulson at the WCHRA, who has been assigned to work with us on the senior housing project.**
- 10. 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, but it is probably a good Newsletter item.

11. 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.
12. 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. 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 were sent the first week of January, and my review shows that the extra points were given, but Staff can check to see if the additional points were given.
13. A number of new laws went into effect on January 1, 2014. The local gov't sales tax exemption is the main one that would affect Lakeland, but one area that is NOT covered by the exemption is purchases by joint powers agencies...this is likely to be changed next Legislative Session. Also new are changes to absentee voting...Minnesotans are no longer required to provide a reason for voting by absentee ballot. Already, 3 bills to allow Sunday Liquor Sales are ready to be introduced when the Legislature goes into session.

- 14. There was a question as to whether or not volunteer firefighters fell under the new Affordable Health Care Act...if they did, then their health insurance may have to be covered by the department, but fortunately, Congress approved an interpretation of the AHCA that exempts volunteer fire departments from this expense. I have also attached an article from the January 6th Star Tribune on the future of ambulance services.**
- 15. 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.**
- 16. Other items – The State Revenues for December, 2013 exceeded forecasts by \$172,000 million, which is another positive sign that there'll be no LGA reductions for the next Biennium, but the 2/28 Budget Forecast will become the benchmark forecast for guiding the Legislature during the 2014 Session; the Governor also released his Bonding recommendations for the 2014 Bonding Bill – nothing that pertains to Lakeland directly; 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, if 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.**
- 17. February, 2014 Work Plan – Focus on the senior housing project.**