



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

City Council Workshop

- |           |   |                |
|-----------|---|----------------|
| 5:00 p.m. | <b>WATER UTILITY OVERVIEW</b><br>- Online Payment of Water Bills<br>- Vehicle Replacement<br>- Skid Steer | Matt Kline     |
| 5:30 p.m. | <b>PERSONNEL COMMITTEE RE: PLANNER</b>  | Bob Livingston |

Regular City Council Meeting

- |     |   |                                |
|-----|---|--------------------------------|
| 1.  | <b>CALL TO ORDER</b>  | Bob Livingston                 |
| 2.  | <b>PLEDGE OF ALLEGIANCE</b>   | Bob Livingston                 |
| 3.  | <b>CONSENT AGENDA</b> – 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.  | <b>LAW ENFORCEMENT REPORT</b>   | Amy Williams<br>Deputy Sheriff |
| 5.  | <b>PETITIONS TO THE COUNCIL</b> – Items requested to be placed on the Agenda from the public or from the floor.   | Bob Livingston                 |
| 6.  | <b>PURCHASE OF STRUCTURE - HUMPHRIES PARK</b>   | Asia Bednar                    |
| 7.  | <b>ONLINE PAYMENTS OF WATER BILLS</b><br>- Consideration of approval  | Matt Kline                     |
| 8.  | <b>PERSONNEL COMMITTEE UPDATE ON PLANNING/ZONING</b>  | Amy Williams                   |
| 9.  | <b>RECYCLING COMMITTEE – SINGLE-STREAM UPDATE</b><br>- Approve Contract & Authorize Program to Start  | Chris Wallberg                 |
| 10. | <b>LEAGUE OF MINNESOTA CITIES INSURANCE TRUST LIABILITY COVERAGE WAIVER</b>   | Chris Wallberg                 |
| 11. | <b>CITY STAFF REPORTS</b><br>- Attorney<br>- City Clerk<br>- Spring Cleanup<br>- Public Works Director<br>- Waterline Freeze-ups<br>- Treasurer   |                                |

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 or approval by roll call vote. Members may elect to pull Consent Agenda item(s) for discussion and/or separate action.

- A. Minutes of the February 18, 2014 Regular City Council meeting
- B. Treasurer's Report
- C. 2013 Final Financial Statements
- D. Bills to be Approved
- E. Resolution approving authorized signers for 4M Fund City of Lakeland with US Bank
- F. Transfer massage salon at 326 St. Croix Trail / Lakeland Village to new owner, Ben Wei, and change name to Rainbow Spa
- G. Expenditure of up to \$2,400 for the Lakeland-Lakeland Shores Spring Clean Up Day

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 Workshop/Item 8. Personnel Committee - Materials are not available as packets are being delivered. They will be emailed to you when they are available.



## *Lakeland Water Utility*

690 Quinnell Avenue North  
Lakeland, MN 55043-9463

Voice: (651) 436-8044

Fax: (651) 436-3949

E-mail: lakelandwater@comcast.net

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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 22<sup>nd</sup>, 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>Customers</u>	<u>ACH</u> <u>Payments</u>	<u>ACH %</u> <u>Usage</u>	<u>CC/Online</u> <u>Payments</u>	<u>CC/Online % Usage</u>
City of Hudson (User Pays Fees)	7000	1133	16%	257	4%
City of Maple Lake (City Pays Fees)					20%
City of Oak Park Heights (City Pays Fees)		N/A	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	<b><u>Fees Paid by Customer</u></b>	
	eCheck/eSavings	\$1.00/transaction
	Credit/Debit Cards	2.75%/transaction plus \$.50 for payments less than \$100.00
#2	<b><u>All Fees Paid by Lakeland Water</u></b>	
	<b><u>Bank Fees</u></b>	
	eCheck Online/mobile	\$0.50/transaction
	eCheck IVR Automated Phone	\$0.75/transaction
	eCheck Live PSN Rep Phone	\$1.50/transaction
	<b><u>Credit Card Fees</u></b>	
	Interchange	\$0.45-\$1.50/transaction
	Discount Rate	0.5% of each transaction
	Authorization Fee	\$0.10/transaction
#3	<b><u>Split Fees</u></b>	
	Banks Fees - Paid by LWU	
	Credit Card Fees - Paid by Customer	
#4	<b><u>Automatic Bank Payments</u></b>	
	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 Quinzel 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>

<b>TOTAL INVESTMENT</b>	<b>\$ 1,750</b>
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Annual Support	<u>\$ 175</u>
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\*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: \_\_\_\_\_





*Public Works*

690 Quinnett Avenue North  
Lakeland, MN 55043-9463

Voice: (651) 436-8044

Fax: (651) 436-3949

E-mail: lakelandwater@comcast.net

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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
<b><u>US Bank Financing</u></b>				
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)





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Lakeland, MN 55043-9463

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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
<b>S570 T4 Bobcat Skid-Steer Loader</b> 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 Advanced Control System (ACS) 68" Low Profile Bucket	M0259-P03-F30 M0259-R01-C03 6731418	1 1 1	\$1,398.60 \$952.00 \$731.88	\$1,398.60 \$952.00 \$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, February 18, 2014**

**CITY COUNCIL PRESENT:** Asia Bednar, Amy Williams, Richard Glasgow

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

**OTHERS PRESENT:** Chris White, Sally Arneson, Mike Isensee, Sharon Lee, Jeri Ryan, Brad Lahr

1. **CALL TO ORDER** by Acting Mayor Williams at 6:03 p.m.
2. **PLEDGE OF ALLEGIENCE** *was recited.*
- 2a. **APPROVE AGENDA – M/S/P(Glasgow/Bednar) to approve the Agenda as presented for the February 18, 2014 Lakeland City Council Meeting.**
3. **CONSENT AGENDA – M/S/P(Glasgow/Bednar) to approve the Consent Agenda.**
  - A. Minutes of the January 21, 2014 Regular City Council meeting
  - B. Treasurer's Report
  - C. Bill to be Approved
  - D. Resolution approving appointment of Treasurer
  - E. Increase for Gail Billington, Administrative Clerk
4. **LAW ENFORCEMENT REPORT** – Williams yielded the report to Deputy Sullivan. Deputy Sullivan introduced Deputy Stiffarm as the new Lower St. Croix Valley Relief Deputy. Deputy Sullivan estimated there were around 50 ICR's in the previous month. He stated there were two robberies reported. One of the robberies originated in Stillwater and one of the suspects was encountered at the Bungalow. The other robbery took place on Quality Avenue involving some young individuals. He added neither were major incidents and do not pose a threat to the community.
5. **PETITIONS TO THE COUNCIL** - None.
6. **WASHINGTON CONSERVATION DISTRICT / WMO – Quixote Avenue North Drainage and Water Quality Feasibility Study** – Mike Isensee, of the Middle St. Croix Watershed Management Organization, provided an update on the feasibility report for the Quixote Avenue drainage project. He distributed a preliminary Storm Water Management Plan illustrating his proposal[Documents on file with the City Clerk]. He stated he attended the Lakeland City Council meeting in November and informed the Council that a grant was received to proceed with examining hydrological design work. At that time two major goals were identified, which included eliminating erosion from the bluff on the north end of Quixote and reducing phosphorus entering the St. Croix River. He stated one of the goals of the proposed Management Plan was to increase water retention in the landscape at 641 Quixote Avenue. This is to be achieved by designing and installing an infiltration basin and lowering the grade of the right of way by 1 foot. The Management Plan suggested proceeding with the same mitigation techniques at 681 Quixote Avenue. He stated a majority of the Management Plan project would take place at the north end of Quixote. The first step at the north end of Quixote includes the removal of asphalt, followed by re-sloping of the road to the west so water is directed away from the bluff. After completion of the re-sloping, two catch basins would be placed at the end of Quixote and a directionally bored 12-inch storm pipe would drain the basins to the bottom of bluff. The project would also include the installation of an iron enhanced sand filter on west side of Quixote Avenue to prevent pollution. The final part of the proposal would include slope restoration in places where damage has already taken place due to erosion. He stated the probable cost of the project is \$77,855.22 as illustrated in the Management Plan materials. He stated a more concrete estimate would be available after reaching the final design stage. He added that if the project came in exactly at the \$77,855.22 projection, the City's portion would be \$22,388.75. This expense would be subject to change based on the overall cost of the project, but he anticipated Lakeland's cost would be near \$25,000. Bednar questioned if the catch basins located at 641 Quixote and 681 Quixote are a necessity. Isensee explained the catch basins would significantly reduce the amount of storm water runoff that ends up at the north end of Quixote. He added the two basins would help satisfy the need for pollutant reduction as required by the grant. Bednar pointed out the proposed catch basin is located directly next to an existing rain garden and questioned if the rain garden is ineffective. Isensee stated the rain garden is effective but installing the basins would offer greater storm water storage and pollutant load reduction. Glasgow questioned if the WMO is moving away from the use of rain gardens. Isensee stated the WMO still recommends rain gardens but there is larger need to direct water in this instance due to

the drainage area being land locked. Williams questioned if concerns regarding septic systems were factored into the proposed design. Isensee stated he was in communication with Kline and Parotti to consider the septic systems during the design. He added the proposed design would not affect any septic systems that are currently present. There was discussion regarding the level of input from the residents of Quixote. Williams clarified that Isensee was asking for Lakeland's commitment to move forward with the project. Bednar questioned if lack of cooperation at 641 Quixote Avenue or 681 Quixote Avenue would affect the ability to move forward with the project. Isensee stated it would be ideal for the proposed work at 681 Quixote Avenue to take place but would not be necessary to complete the project. Isensee stated he had obtained permission to complete work from the homeowners at the north end of Quixote Avenue, as well as the homeowners at 641 Quixote Avenue. He stated he has not yet obtained permission from the homeowners at 681 Quixote Avenue. **M/S/P(Bednar/Glasgow) to approve Lakeland's financial commitment of \$25,000 for the Quixote Avenue North Drainage and Water Quality Feasibility Study.** Brad Lahr, 681 Quixote Avenue, stated he has been present for a lot of the discussion regarding this project but at no point was his land mentioned. He added he has not approved any work to be completed on his land and would like time to review the proposal before making any decisions. Sharon Lee, 730 Quixote Avenue, stated she also has been present for a majority of the conversations regarding this project and was not informed of this particular plan. Williams requested that Kline inform the proper residents when new information becomes available. Kline stated he would inform residents and added his intention was to hold a stakeholder meeting after the plan had moved past the preliminary stage. Bednar stated she was hesitant to provide authorization because all residents have not yet approved work related to the project taking place on their property. Sally Arneson, 745 Quixote Avenue, thanked everyone for participating in the project. John Parotti clarified that the money used for the design phase has already been obtained from a grant. He added that the \$25,000 Lakeland would be contributing would begin being spent once the project has reached its final design stage and bids have been received. The approval of \$25,000 is essentially a budget and approval for the actual expenditure would take place after bids are received. The \$25,000 would be used for construction and construction related oversight. Isensee gave a further explanation regarding how catch basins work and the type of vegetation that would be placed in the lowered right of way. Brad Lahr stated he would like the WMO to present him with all of the potential options for drainage on his property. **Passed Unanimously.**

7. **2014 STREET IMPROVEMENT PROJECT – Authorize advertisement for bids for 2014 Street Sealcoat and Crack Seal** – Kline stated the Council authorized SEH to prepare bid documents at the previous meeting. The draft bid documents were completed and are available at City Hall. He requested action to authorize the bidding of the project with an estimated cost of \$148,920.48. **M/S/P(Glasgow/Bednar) to authorize advertisement for bids in the amount of \$148,920.48 for the 2014 Street Improvement Project, with bid opening to take place April 9, 2014 at Lakeland City Hall.** Kline stated the Lakeland Street Improvement Project would be done in conjunction with Bayport as they are also completing sealcoating and crack sealing. He provided additional specifics regarding the schedule for when seal coating and crack sealing will take place. **Passed Unanimously.**
8. **ONLINE PAYMENTS OF WATER BILLS – Consideration of Approval** – Kline indicated that after discussion at the Workshop, it was agreed that more time would be necessary to review options. He suggested tabling the item until next month. Williams agreed that tabling would be the best option as several Councilmembers were not present at the workshop. Kline gave a brief overview of the material presented at the workshop. **M/S/P(Glasgow/Bednar) to table Online Payment of Water Bills until the March City Council meeting. Glasgow & Williams voted aye, Bednar voted nay. Motion passed 2-1.**
9. **FEE SCHEDULE ORDINANCE – Adopt Updated Fee Schedule** – Wallberg stated Master Fee Schedule changes were presented to the Council in the form of an ordinance on an annual basis. She continued to describe the items that were changed, and added to the Master Fee Schedule for 2014. Wallberg stated the Master Fee Schedule ordinance being presented would replace the current ordinance. She stated a public hearing was not necessary because the Master Fee schedule is not part of the Zoning Code and staff is requesting Council adopt the amended Master Fee Schedule. There was discussion regarding the adult use ordinance and adult use fees. Bednar stated that Park Usage fees were amended to reflect a fee of \$10 per use at Crocker and \$7 per use at Cully. **M/S/P(Glasgow/Bednar) to adopt ordinance number 7542, adopting an updated Master Fee Schedule for the City of Lakeland. Passed Unanimously.**
10. **RECYCLING COMMITTEE – SINGLE-STREAM UPDATE – Authorize Committee to pursue purchase of new carts** – Wallberg stated the Recycling Committee participated in multiple meetings and the findings were outlined in the memo included in the meeting materials. She stated switching to single stream recycling, as the Committee had discussed, will require new containers. Mike Maroney presented three options for obtaining the new carts, all of which

would require a three-year contract with the City. The Committee agreed on option number three in which Maroney's would be responsible for obtaining and delivering the new recycling carts. Wallberg asked the Council to provide direction on how to proceed. Glasgow stated he would like to see an option to renew the contract after 3 years. Wallberg stated that revenue sharing through Eureka would continue with single sort; Lakeland would continue to receive the Washington County Recycling grant as well; no changes were expected in revenue sharing or grant income in the near future. Bednar questioned if each household would receive a new recycling cart even in the event they did not desire to receive one. Wallberg stated each address would receive one but could potentially have the option to return it to the City. She added that action is currently being requested so a start date of May 1 could be achieved. If the new containers were delivered by May 1, the old containers could be disposed of at the Spring Cleanup for a small fee. There was further examination regarding the cost of the proposal, as well as the expected income from revenue sharing and grants. There was discussion regarding the number of residents currently participating in the recycling program. Wallberg offered that changing to single-sort recycling would also bring Lakeland into compatibility with neighboring communities, which may offer benefit in the future. The consensus of Council was move forward with option three as presented by the Recycling Committee.

## 11. STAFF REPORT

**Attorney** – None.

**City Clerk** – Wallberg stated the work on the spring cleanup has begun. Jeff Heimann is again volunteering his services to organize the spring cleanup. The DNR will be present for a workshop on February 25 at 6:00 pm that will address collaboration between the City and the DNR regarding river properties.

**City Engineer** – None.

**Government Affairs Consultant** - None.

**Public Works Director** – Kline reported there are currently 30 frozen water lines in Lake St. Croix Beach. He stated the homeowners are responsible for pipes running from water meter to the water main. He stated the Water Department has been attempting to assist homeowners by recommending and scheduling welders to thaw water lines. There have been no frozen water lines in Lakeland. He directed residents having issues with freezing water lines to contact him.

**Treasurer** – Niedzwiecki stated he considered the year-end 2013 financial report to be final. Lakeland received approximately \$11,000 in November/December property tax collection. He stated an adjustment was made to the Budget Contingency fund, which was reduced by \$2,800 due to the reclassification of an item associated with the Space variance application. The year ended with a managed number of \$472 positive. The 2013 property tax collections came in at 98.7%. Property tax delinquencies for 2013 and all prior years is at \$18,425, most of which is from 2013. He stated the General Fund balance \$503,110, which is 50.5% of the levy. He stated Lakeland is in good standing from a cash flow perspective, and has not traditionally relied on other funds to cover cash flow. He gave an overview of the Debt Service Funds and explained why the balance goes negative at the beginning of the year. Niedzwiecki classifies Lakeland's financials as very strong. Wallberg provided a reminder that the Local Board of Appeal and Equalization will take place on April 8.

**Zoning** – None.

- 12. COUNCIL MEMBER REPORT/** Bednar reported she is working on putting together a workshop regarding the parks.
- 13. COUNCIL MEMBER REPORT/** Glasgow reported he attended a Cable Commission meeting and that a franchise agreement is close. He stated Lakeland received a buy down check for \$10,852.51 from the Cable Commission. He reported the Fire Department received 43 calls, 5 of which were in Lakeland. He stated the annual All City Fire Board meeting would take place on February 27 at 7:00 p.m.
- 14. COUNCIL MEMBER REPORT/** Williams reported she attended the Washington County Sheriff's Citizen Academy, which included an explanation on how crime is prosecuted, a tour of the jail and shoot/do not shoot training. She reported she attended the League of Minnesota Cities presentation for newly elected officials and found it very informative and enlightening. She provided an update on current events associated with the Gateway Corridor Commission.

15. **COUNCIL MEMBER REPORT/** Paiement was not present to report.
16. **MAYOR'S REPORT/** Livingston was not present to report.
17. **ADJOURN – M/S/P(Bednar/Glasgow) to adjourn the meeting at 7:15 p.m. Passed unanimously.**

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Amy Williams, Acting Mayor

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Steve Iverson, Deputy Clerk/Recorder

City of Lakeland  
Financial Reports  
For Year Ended December 31, 2013

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City of Lakeland  
Financial Statements - State Auditor Format  
Year Ended December 31, 2013

City of Lakeland  
All Funds - Treasurer Report Format  
2013 Final Results

Water Enterprise Fund  
Statement of Revenues, Expenditures and Changes in Retained Earnings  
for the year ended December 31, 2013

Building Inspection Enterprise Fund  
Statement of Revenues, Expenditures and Changes in Retained Earnings  
for the year ended December 31, 2013



Prepared by Thomas H. Niedzwiecki, Treasurer  
March 18, 2014



*City of Lakeland*

*Financial Statements - State Auditor Format  
for year ended December 31, 2013*

*Prepared by:  
Thomas H. Niedzwiecki, Treasurer  
March 18, 2014*

**CITY OF LAKELAND  
COMBINED BALANCE SHEET  
FOR ALL GOVERNMENTAL FUNDS  
DECEMBER 31, 2013**

ASSETS	
MN Municipal Money Market 4M Fund: General Account	\$303,109.53
MN Municipal Money Market 4M Fund: Applicant Account	\$5,677.66
MN Municipal Money Market 4M Fund: Special Parks Account	\$43,597.88
MN Municipal Money Market 4M Fund: Diseased Tree Account	\$3,252.14
MN Municipal Money Market 4M Fund: Public Works Account	\$403,305.77
MN Municipal Money Market 4M Fund: Fire Station Debt Service Account	\$1,093.68
MN Municipal Money Market 4M Fund: Fire Relief Association Account	\$1,890.83
MN Municipal Money Market 4M Fund: Water Construction Account	\$269,124.46
MN Municipal Money Market 4M Fund: Water Debt Service Account	\$62,383.86
MN Municipal Money Market 4M Fund: Lakeland Village Construction Account	\$0.00
MN Municipal Money Market 4M Fund: Lakeland Village Debt Service Account	\$20,255.77
MN Municipal Money Market 4M Fund: LT Improvement Account	\$424,073.66
Subtotal - Bank Accounts	\$1,737,765.24
<b>Total Assets</b>	<b>\$1,737,765.24</b>

<b>FUND BALANCE</b>	
Beginning Fund Balance	\$1,762,778.64
Change in Fund Balances	(\$25,013.40)
<b>Total Fund Balance</b>	<b>\$1,737,765.24</b>

  
Prepared by Thomas H. Niedzwiecki, Treasurer

**CITY OF LAKELAND - STATEMENT OF REVENUE & EXPENSES  
FOR YEAR ENDED DECEMBER 31, 2013**

Ln #	Description	Governmental Funds											Enterprise Funds				
		General	Applicant Deposits	Spec Parks	Diseased Tree	Public Works	Fire Debt	Fire Relief	Water Const	Water Debt	Village Const	Village Debt	L.T. Imp	2013 Total	2012 Total	Water Util 2013	Bldg Insp 2013
<b>A</b>	<b>Beginning Fund Balances</b>	\$502,638	(\$7,006)	\$94,002	\$3,252	\$451,947	\$1,092	\$1,660	\$271,148	\$61,319	\$3,503	\$2,520	\$376,702	\$1,762,779	\$1,762,779	\$436,335	\$79,034
<b>Section I. Revenues</b>																	
1	Taxes																
1	Property Taxes	\$538,561	\$0	\$25,000	\$0	\$380,789	\$28,681	\$1,500	\$0	\$0	\$0	\$20,000	\$0	\$994,531	\$1,009,577	\$0	\$0
7	TIF Received	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,312	\$34,693	\$0	\$0
8	Special Assessments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$48,295	\$0	\$48,295	\$23,202	\$0	\$0
9	Licenses & Permits - Business	\$4,441	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,441	\$3,815	\$0	\$0
9	- Non-Business	\$709	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$709	\$791	\$0	\$0
12	Intergovernmental Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$33,574	\$33,574	\$0	\$0	
13	State LGA	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$63	\$0	\$0
19	State MY Credit	\$461	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$28,894	\$29,355	\$29,355	\$0	\$0	
19	Other State (PCA, PERA, FEMA)	\$5,226	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,226	\$5,226	\$0	\$0	
21	County Recycling	\$2,541	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,541	\$2,384	\$0	\$0	
21	Recycling Lakeland Shores	\$2,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,125	\$6,227	\$0	\$0	
25	Charges for Services	\$8,325	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$85,729	\$85,125	\$0	\$0	
25	General Government	\$3,150	\$0	\$425	\$0	\$8,138	\$0	\$0	\$74,016	\$0	\$0	\$0	\$0	\$12,152	\$9,457	\$0	\$0
35	Other Service Charges	\$1,152	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
36	Fines & Forfeits	\$109	\$0	\$23	\$0	\$113	\$1	\$0	\$77	\$33	\$0	\$0	\$127	\$453	\$466	\$163	\$29
37	Miscellaneous Revenues	\$164	\$0	\$1,660	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,122	\$13,946	\$2,010	\$0	\$0
38	Interest Earnings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$274,390	\$33,096
38	All Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$276,564	\$53,125
<b>B</b>	<b>Operating Revenue - Enterprise Funds</b>	\$569,914	\$8,325	\$27,108	\$0	\$389,039	\$28,682	\$1,500	\$77	\$74,019	\$0	\$92,608	\$74,717	\$1,265,989	\$1,553,364	\$276,564	\$53,125
<b>C</b>	<b>Total Revenue</b>	\$7,000	\$16,259	\$0	\$0	\$0	\$0	\$0	\$0	\$28,998	\$0	\$3,503	\$27,403	\$83,162	\$61,198	\$5,150	\$0
<b>C</b>	<b>Other Financing Sources/Transfers</b>																

Ln #	Description	Governmental Funds											Enterprise Funds				
		General	Applicant Deposits	Spec Parks	Diseased Tree	Public Works	Fire Debt	Fire Relief	Water Const	Water Debt	Village Const	Village Debt	L.T. Imp	2013 Total	2012 Total	Water Util 2013	Bldg Insp 2013
<b>D</b>	<b>Operating Expense - Enterprise Funds</b>	\$522,244	\$11,901	\$75,309	\$0	\$437,681	\$28,681	\$1,269	\$2,100	\$101,953	\$0	\$78,375	\$31,489	\$1,291,002	\$1,281,259	\$221,504	\$39,117
<b>E</b>	<b>Total Expenditures</b>	\$54,198	\$0	\$2,203	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$23,259	\$83,162	\$61,198	\$0	\$5,150
<b>F</b>	<b>Ending Fund Balances</b>	\$503,110	\$5,678	\$43,598	\$3,252	\$403,306	\$1,094	\$1,891	\$269,124	\$62,384	(\$0)	\$20,256	\$424,074	\$1,737,765	\$2,034,883	\$496,545	\$87,892
<b>Section II. Expenditures</b>																	
1	General Government																
1	Mayor and Council	\$16,390	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,390	\$14,762	\$0	\$0
2	Administration and Finance	\$118,316	\$0	\$0	\$0	\$6,875	\$0	\$0	\$425	\$0	\$0	\$2,440	\$0	\$130,057	\$121,276	\$0	\$0
3	General Government - Other	\$108,331	\$11,901	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$26,190	\$146,421	\$136,583	\$0	\$0
5	Public Safety	\$102,359	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$102,359	\$100,627	\$0	\$0
9	Police	\$102,514	\$0	\$0	\$0	\$0	\$28,681	\$1,269	\$0	\$0	\$0	\$0	\$0	\$132,464	\$129,953	\$0	\$0
11	Fire	\$1,756	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,299	\$7,055	\$5,340	\$0	\$0
11	Other Protection	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
13	Streets and Highways	\$0	\$0	\$0	\$0	\$358,466	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$358,466	\$383,175	\$0	\$0
13	Street Maintenance/Improvements	\$0	\$0	\$0	\$0	\$70,339	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$70,339	\$44,278	\$0	\$0
14	Snow Removal	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,015	\$0	\$0
16	Street Lighting	\$12,865	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,865	\$12,015	\$0	\$0
19	Refuse and Waste Removal	\$1,127	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,127	\$1,678	\$0	\$0
19	Garbage collection/disposal	\$22,560	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$22,560	\$21,486	\$0	\$0
20	Other Sanitation/Recycling	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
26	Culture and Recreation	\$18,651	\$0	\$75,309	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$93,960	\$72,391	\$0	\$0
26	Recreation and Parks	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
26	Economic Development	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
26	Conservation of Natural Resources	\$10,840	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,840	\$10,194	\$0	\$0
43	Miscellaneous Expenditures	\$2,316	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,316	\$2,311	\$0	\$0
43	Insurance	\$4,220	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,220	\$4,373	\$0	\$4,714
44	All Other Current Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
47	Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
47	Principal Payments on Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
49	Interest and Fiscal Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
49	Capital Project Outlay for Water Enterprise	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,479	\$0
49	TIF Paid	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$52,948	\$0	\$0
26	Operating Expense - Enterprise Funds	\$522,244	\$11,901	\$75,309	\$0	\$437,681	\$28,681	\$1,269	\$2,100	\$101,953	\$0	\$78,375	\$31,489	\$1,291,002	\$1,281,259	\$207,025	\$34,403
<b>D</b>	<b>Total Expenditures</b>	\$54,198	\$0	\$2,203	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$23,259	\$83,162	\$61,198	\$221,504	\$39,117
<b>E</b>	<b>Other Financing Uses/Transfers</b>																

Prepared by *Thomas H. Niedzwiecki, Treasurer*  
 File: Lakeland 2013 Financial Reports Find 031013.xlsm Sheet: Cash Rec & Disb  
 3/10/2014

*City of Lakeland*

*All Funds - Treasurer Report Format  
for year ended December 31, 2013*

*Prepared by:  
Thomas H. Niedzwiecki, Treasurer  
March 18, 2014*

**City of Lakeland  
Full Year 2013 Fund Activity and Balances**

Fund	Fund Description	Balance 12/31/10	Balance 12/31/11	Balance 12/31/12	Receipts Full Year 2013	Disbursements Full Year 2013	Transfers Full Year 2013	Balance 12/31/13	2013 Net Income
100	General Fund	\$419,124.55	\$477,697.52	\$502,637.50	\$576,914.32	\$522,244.29	(\$54,198.00)	\$503,109.53	\$472.03
199	Applicant Escrow Fund	\$24,147.92	\$2,418.29	(\$7,005.71)	\$8,325.23	\$11,900.56	\$16,258.70	\$5,677.66	\$12,683.37
200	Special Parks Fund	\$65,795.12	\$69,819.92	\$94,002.18	\$31,075.29	\$79,276.97	(\$2,202.62)	\$43,597.88	(\$50,404.30)
205	Diseased Tree Fund	\$3,452.14	\$3,452.14	\$3,252.14				\$3,252.14	\$0.00
401	Public Works Fund	\$515,882.58	\$504,216.51	\$451,947.10	\$396,169.23	\$444,810.56		\$403,305.77	(\$48,641.33)
501	Fire Station Debt Serv Fund	\$1,089.76	\$1,091.28	\$1,092.48	\$28,682.20	\$28,681.00		\$1,093.68	\$1.20
502	Fire Relief Association Fund	\$1,275.78	\$1,284.78	\$1,660.18	\$1,500.00	\$1,269.35		\$1,890.83	\$230.65
605	Water Utility Fund	\$420,619.15	\$370,059.30	\$436,334.67	\$276,563.75	\$221,503.91	\$5,150.04	\$496,544.55	\$60,209.88
606	Water Construction Fund	\$272,941.50	(\$402.80)	\$271,147.81	\$76.65	\$2,100.00	\$0.00	\$269,124.46	(\$2,023.35)
603	Water Debt Service Fund	\$120,528.05	\$38,626.45	\$61,319.49	\$74,018.87	\$101,952.50	\$28,998.00	\$62,383.86	\$1,064.37
701	Building Inspection Fund	\$65,683.89	\$75,436.39	\$79,034.05	\$53,125.02	\$39,116.93	(\$5,150.04)	\$87,892.10	\$8,858.05
705	Lakeland Village Const Fund	\$6,502.94	\$5,002.95	\$3,502.95			(\$3,502.95)	\$0.00	(\$3,502.95)
706	Lakeland Village Debt Serv Fd	(\$813.44)	\$22,121.39	\$2,520.36	\$92,607.63	\$78,375.17	\$3,502.95	\$20,255.77	\$17,735.41
801	LT Improvement Fund	\$304,766.72	\$365,345.45	\$376,702.16	\$74,716.99	\$47,748.11	\$20,402.62	\$424,073.66	\$47,371.50
<b>Total Fund Balances</b>		<b>\$2,220,996.66</b>	<b>\$1,936,169.57</b>	<b>\$2,278,147.36</b>	<b>\$1,613,775.18</b>	<b>\$1,578,979.35</b>	<b>\$9,258.70</b>	<b>\$2,322,201.89</b>	<b>\$44,054.53</b>

  
Prepared by Thomas H. Niszwiecki, Treasurer

**City of Lakeland  
Public Works Fund  
Year to Date 12/31/13**

	Balance 12/31/2010	Balance 12/31/2011	Balance 12/31/2012	Receipts	Disbursements	Transfers	Balance 12/31/2013	2013 Annual Levy/Income
<b>#401 Public Works Fund</b>								
A. Interest (unallocated)	832.21	0.00	0.00	112.61		(112.61)	0.00	300.00
B. Public Works Administration	0.00	0.00	0.00		8,875.20	8,875.20	0.00	
C. Street Maint & Improvements	416,499.23	387,522.49	306,384.20	317,390.32	358,466.42	(13,262.59)	252,045.51	315,789.00
D. Snow & Ice Control	66,045.61	49,588.49	42,957.37	71,536.30	67,468.94	(11,000.00)	36,024.73	65,000.00
E. Vehicle and Equipment Replacement Reserve	32,505.53	67,105.53	102,605.53	7,130.00	10,000.00	15,500.00	115,235.53	
<b>Total 401 Public Works Fund</b>	<b>515,882.58</b>	<b>504,216.51</b>	<b>451,947.10</b>	<b>396,169.23</b>	<b>444,810.56</b>	<b>0.00</b>	<b>403,305.77</b>	<b>381,089.00</b>

**City of Lakeland**  
**Long-Term Imp, Applicant Escrow, Diseased Tree and Special Parks Funds**  
**Year to Date 12/31/13**

	Balance 12/31/2010	Balance 12/31/2011	Balance 12/31/2012	Receipts	Disbursements	Transfers	Balance 12/31/2013	2013 Annual Levy/Trf from Genl Fd
<b>#801 LT Improvement Fund</b>								
A. Grants	0.00	5,660.07	(25,797.08)	28,893.93	5,299.47	2,202.62	0.00	
C. City Vehicles	3,395.50	3,395.50	5,395.50				5,395.50	
D. Office Equipment	6,783.04	4,879.75	5,459.86		99.00		5,360.86	
E. Communications	38,751.44	35,296.79	31,019.11	11,728.96	14,311.98		28,436.09	
F. City Hall	24,938.81	24,938.81	24,938.81		2,105.00		22,833.81	
G. Public Safety	11,904.15	10,368.79	10,368.79				10,368.79	
I. Warning Siren	21,464.83	23,464.83	24,634.38			2,000.00	26,634.38	2,000.00
J. City Mower	12,000.00	12,000.00	12,000.00			1,000.00	13,000.00	1,000.00
Q. Elections	591.75	1,858.09	30.60		559.78	3,000.00	2,470.82	3,000.00
R. Economic Development	443.90	443.90	443.90				443.90	
S. CSAH 18 Improvements	104,783.66	108,783.66	108,783.66				108,783.66	
DD.1 TIF District No. 1-2 (Commercial Mgmt)	0.00	(3,133.35)	0.00	393.12	603.81		(210.69)	
EE. Audit and Legal Reserve	9.51	7,409.51	13,409.51		16,258.70	6,000.00	3,150.81	6,000.00
FF. Surface Water Drainage	18,804.00	18,804.00	18,804.00				18,804.00	
GG. Codification of Ordinances	(7,306.10)	(5,641.40)	2,946.60		1,468.00	6,000.00	7,478.60	6,000.00
II. Local Surface Water Mgmt Plan	5,384.49	7,884.49	1,595.24				1,595.24	
JJ. Gravel Tax Loan \$40,146.54	274.72	198.16	238.69		7,042.37	7,200.00	396.32	7,200.00
YY. Interest (unallocated)	62,543.02	62,659.85	62,782.59	126.98			62,909.57	
ZZ. Budget Contingency	0.00	46,074.00	79,648.00	33,574.00		(7,000.00)	106,222.00	
<b>Total LT Improvement Fund</b>	<b>304,766.72</b>	<b>365,345.45</b>	<b>376,702.16</b>	<b>74,716.99</b>	<b>47,748.11</b>	<b>20,402.62</b>	<b>424,073.66</b>	<b>25,200.00</b>

**City of Lakeland**  
**Long-Term Imp, Applicant Escrow, Diseased Tree and Special Parks Funds**  
**Year to Date 12/31/13**

	Balance 12/31/2010	Balance 12/31/2011	Balance 12/31/2012	Receipts	Disbursements	Transfers	Balance 12/31/2013	2013 Annual Levy/Trf from Genl Fd
<b>#199 Applicant Escrow Fund</b>								
49199 General Escrow (Net)	(1,043.43)	(9,251.06)	(17,313.81)	8,325.23	11,900.56	16,258.70	(4,630.44)	
49495 J Bush, UMC, D Hecker Dev Escrow	13,200.00	0.00	0.00				0.00	
49497 Lakeland Plaza PUD Escrow	(116.67)	(116.67)	(116.67)				(116.67)	
49498 Mike Rygh Restoration Escrow	11,171.02	11,171.02	11,171.02				11,171.02	
49502 John Ruprecht Clear Cut Violation	937.00	615.00	(746.25)				(746.25)	
<b>Total Applicant Escrow Fund</b>	<b>24,147.92</b>	<b>2,418.29</b>	<b>(7,005.71)</b>	<b>8,325.23</b>	<b>11,900.56</b>	<b>16,258.70</b>	<b>5,677.66</b>	
<b>#200 Special Parks Fund</b>								
A. City Parks	30,859.52	37,192.93	60,479.06	29,415.44	66,107.70	(2,202.62)	21,584.18	25,000.00
B. Lakeland Beach	19,858.29	17,181.49	17,181.49		9,201.74		7,979.75	
C. Bike Trail	15,077.31	15,077.31	14,033.95				14,033.95	
D. Charitable Gaming	0.00	368.19	2,307.68	1,659.85	3,967.53		(0.00)	
<b>Total Special Parks Fund</b>	<b>65,795.12</b>	<b>69,819.92</b>	<b>94,002.18</b>	<b>31,075.29</b>	<b>79,276.97</b>	<b>(2,202.62)</b>	<b>43,597.88</b>	<b>25,000.00</b>
<b>#205 Diseased Tree Fund</b>								
A. Public	0.00	0.00	0.00				0.00	
B. Private	3,452.14	3,452.14	3,252.14				3,252.14	
<b>Total Diseased Tree Fund</b>	<b>3,452.14</b>	<b>3,452.14</b>	<b>3,252.14</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,252.14</b>	<b>0.00</b>

**City of Lakeland**  
**Statement of Operations by Fund**  
**Full Year 2013**

Description	2013		2013		Annual Budget	Full Year Actual Favorable (Unfavorable) to Budget	%
	Full Year 2011	Full Year 2012	Current Month(s)	Year to Date			
<b>100 General Fund</b>							
A. Receipts							
01 General Property Taxes							
31000 Gen'l Prop Taxes - Current Year	435,143.36	458,273.13	10,971.84	453,806.17	467,254.00	(13,447.83)	-2.9%
31001 Gen'l Prop Taxes - Prior Yrs	8,939.26	13,887.10	0.00	10,347.49	0.00	10,347.49	
Total 01 General Property Taxes	444,082.62	472,160.23	10,971.84	464,153.66	467,254.00	(3,100.34)	-0.7%
02 Fiscal Disparity Tax Levy							
31050 Fiscal Disp Tax Levy - Curr Year	80,092.77	67,812.02	0.00	72,852.00	57,852.00	15,000.00	25.9%
31051 Fiscal Disp Tax Levy - Prior Yrs	3,984.81	1,275.23	0.00	1,554.98	0.00	1,554.98	
Total 02 Fiscal Disparity Tax Levy	84,077.58	69,087.25	0.00	74,406.98	57,852.00	16,554.98	28.6%
08 Business Licenses & Permits							
32110 Bus Licenses (Liq, Cig, Beer, Oth)	3,110.00	3,050.00	2,290.00	3,015.00	2,800.00	215.00	7.7%
32262 Bus Lic Misc	520.00	765.00	0.00	1,426.22	200.00	1,226.22	613.1%
Total 08 Business Licenses & Permits	3,630.00	3,815.00	2,290.00	4,441.22	3,000.00	1,441.22	48.0%
09 Non-Business Licenses & Permits							
32230 Well & Building Permits	140.00	45.00	0.00	0.00	50.00	(50.00)	-100.0%
32240 Dog Licenses & Releases	494.31	682.50	15.00	80.00	350.00	(270.00)	-77.1%
32250 Parking & Other	36.00	63.00	0.00	229.00	100.00	129.00	129.0%
Total 09 Non-Business Licenses & Permits	670.31	790.50	15.00	309.00	500.00	(191.00)	-38.2%
27 General Government							
33001 LGA - Local Government Aid	0.00	0.00	0.00	0.00	0.00	0.00	
33003 Gen'l Prop Taxes - MV Credit	2,167.11	62.55	0.00	0.00	0.00	0.00	
33005 PERA Aid	461.00	461.00	230.50	461.00	461.00	0.00	0.0%
23 33620 County Recycling Grant	5,225.50	5,225.50	0.00	5,225.50	5,000.00	225.50	4.5%
23 33621 Recycling Other	1,820.52	2,384.08	2,541.47	2,541.47	2,000.00	541.47	27.1%
34107 Assessment Searches	80.00	100.00	0.00	50.00	100.00	(50.00)	-50.0%
34109 Applications	2,275.00	1,152.00	0.00	1,550.00	3,500.00	(1,950.00)	-55.7%
36220 City Hall Rental	1,500.00	1,625.00	100.00	1,200.00	1,200.00	0.00	0.0%
Total 27 General Government	3,855.00	2,877.00	100.00	2,800.00	4,800.00	(2,000.00)	-41.7%
35 34790 Newsletter - Oth Serv Charges	3,500.00	4,200.00	0.00	3,150.00	3,000.00	150.00	5.0%
36 35104 Police Fines & PA Costs	10,977.56	9,456.95	0.00	12,152.42	8,500.00	3,652.42	43.0%
37 36210 Interest Earnings	77.25	67.28	12.92	109.47	1,000.00	(890.53)	-89.1%
39 36200 Miscellaneous Income	268.70	316.25	0.00	163.60	100.00	63.60	63.6%
50 Other Financing Sources (Transfers Out)	0.00	0.00	7,000.00	7,000.00	10,000.00	(3,000.00)	-30.0%
Total A. Receipts	560,813.15	570,903.59	23,161.73	576,914.32	563,467.00	13,447.32	2.4%

**City of Lakeland  
Statement of Operations by Fund  
Full Year 2013**

Description	2013			Annual Budget	\$	%
	Full Year 2011	Full Year 2012	Current Month(s)			
<b>B. Expenditures</b>						
01 Mayor and Council	13,940.84	13,940.84	1,161.73	13,940.84	(764.84)	-5.8%
41100 Mayor & Council	995.83	820.83	242.22	2,000.00	(449.05)	-22.5%
41120 Planning Commission	14,936.67	14,761.67	1,403.95	15,176.00	(1,213.89)	-8.0%
<b>Total 01 Mayor and Council</b>						
02 Administration & Finance	6,965.00	6,125.00	350.00	6,500.00	2,300.00	35.4%
41350 City Gov't Affairs	91,659.99	94,703.09	8,379.10	96,922.00	(11,909.27)	-12.3%
41400 City Clerk and Staff	5,314.94	5,285.00	0.00	5,485.00	200.00	3.6%
41510 Treasurer	103,939.93	106,113.09	8,729.10	108,907.00	(9,409.27)	-8.6%
<b>Total 02 Administration &amp; Finance</b>						
03 General Government - Other	11,027.77	10,859.81	0.00	11,450.00	320.16	2.8%
41550 Assessment Services	0.00	7,536.00	1,104.00	25,000.00	9,682.00	38.7%
41605 City Zoning Administrator	9,823.44	26,286.84	647.50	15,200.00	(10,324.25)	-67.9%
41610 Legal Services - General	9,485.08	9,653.26	400.00	18,113.15	(9,113.15)	-101.3%
41615 Legal Services - Prosecution	7,587.89	6,847.20	(329.00)	14,144.86	(9,144.86)	-182.9%
41620 City Engineer - General	16,905.90	16,787.66	1,558.10	19,872.00	930.03	4.7%
41900 Other General Government	5,638.83	10,094.92	442.86	9,000.00	3,841.44	42.7%
41940 Buildings and Plant	60,468.91	88,065.69	3,823.46	94,522.00	(13,808.63)	-14.6%
<b>Total 03 General Government - Other</b>						
04 Public Safety	94,653.03	100,627.38	51,324.32	102,500.00	140.77	0.1%
42100 Police Protection	98,641.00	97,787.00	0.00	102,514.00	0.00	0.0%
42200 Fire Protection	419.91	108.44	0.91	1,050.00	881.47	83.9%
42500 Civil Defense	2,239.47	1,409.43	82.88	2,200.00	612.70	27.9%
42700 Animal Control	195,953.41	199,932.25	51,408.11	208,264.00	1,634.94	0.8%
<b>Total 04 Public Safety</b>						
12 Street Lighting	11,816.06	12,014.77	297.63	13,200.00	335.02	2.5%
43160 Street Lighting	11,816.06	12,014.77	297.63	13,200.00	335.02	2.5%
<b>Total 12 Streets and Drainage</b>						
18 Refuse & Waste Removal	1,321.44	1,678.02	0.00	2,400.00	1,273.12	53.0%
43230 Garbage Disp/Clean Up Day	18,039.58	21,486.18	2,295.00	23,500.00	940.34	4.0%
43245 Other Sanitation/Recycling	19,361.02	23,164.20	2,295.00	25,900.00	2,213.46	8.5%
<b>Total 18 Refuse &amp; Waste Removal</b>						

**City of Lakeland  
Statement of Operations by Fund  
Full Year 2013**

Description	2013			Full Year Actual Favorable (Unfavorable) to Budget			
	Full Year 2011	Full Year 2012	Current Month(s)	Year to Date	Annual Budget	\$	%
26 Recreation & Parks	13,212.99	23,836.35	393.95	18,650.70	23,500.00	4,849.30	20.6%
45207 Recreation & Parks	13,212.99	23,836.35	393.95	18,650.70	23,500.00	4,849.30	20.6%
Total 26 Recreation & Parks							
32 Conservation of Natural Resources	10,193.62	10,193.62	0.00	10,840.05	11,000.00	159.95	1.5%
42 48000 Insurance	2,671.57	2,310.91	(426.77)	2,316.17	3,800.00	1,483.83	39.0%
43 49000 Other Current Expenditures	0.00	4,373.06	0.00	4,220.00	5,000.00	780.00	15.6%
50 Other Financing Uses (Transfers In)	69,686.00	61,198.00	39,699.00	54,198.00	54,198.00	0.00	0.0%
Total B. Expenditures	502,240.18	545,963.61	107,623.43	576,442.29	563,467.00	(12,975.29)	-2.3%
<b>Total 100 General Fund</b>	<b>58,572.97</b>	<b>24,939.98</b>	<b>(84,461.70)</b>	<b>472.03</b>	<b>0.00</b>	<b>472.03</b>	
<b>199 Applicant Escrow Fund</b>							
49199 General Escrow	(8,207.63)	(8,062.75)	12,748.53	12,683.37			
49495 JPBush, UMC, DHecker Escrow	0.00	0.00	0.00	0.00			
49496 JPBush Streets Escrow	(13,200.00)	0.00	0.00	0.00			
49497 Lakeland Plaza PUD Escrow	0.00	0.00	0.00	0.00			
49498 Mike Rygh Restoration Escrow	0.00	0.00	0.00	0.00			
49502 John Ruprecht Clear Cut Violation	(322.00)	(1,361.25)	0.00	0.00			
<b>Total 199 App Escrow Fund</b>	<b>(21,729.63)</b>	<b>(9,424.00)</b>	<b>12,748.53</b>	<b>12,683.37</b>			
<b>200 Special Parks Fund</b>							
<b>A. Special Parks - City</b>							
36210 Interest Earnings/Trf In/Levy	6,018.61	25,019.64	1.90	28,990.44	25,000.00		
34795 Park User Fees	450.00	375.00	0.00	425.00			
45200 PW Parks Admin Exp	0.00	(2,979.80)	(288.36)	(3,479.45)			
45206 Twims Comm Grant	0.00	1,500.00	0.00	0.00			
45208 SCV Foundation Grant - Parks	0.00	1,500.00	0.00	0.00			
45301 Park Dedication Fees	0.00	0.00	0.00	0.00			
45225 Ball Field Improvements	0.00	(1,900.00)	0.00	0.00			
45258 Crocker Park Expenses	(135.20)	(228.71)	0.00	(62,216.81)			
Total A. Special Parks - City	6,333.41	23,286.13	(286.46)	(36,280.82)			
<b>B. Lakeland Beach</b>							
31686 Trf In fr LT Imp Fd	0.00	0.00	0.00	0.00			
45254 Beach Restoration Expenses	(1,510.60)	0.00	(2,202.62)	(2,202.62)			
45685 Beach Maintenance Expenses	(1,166.20)	0.00	0.00	(9,613.18)			
Total B. Lakeland Beach	(2,676.80)	0.00	(2,202.62)	(11,815.80)			
<b>C. Bike Trail</b>							
45690 Bike Trail Expenses	0.00	0.00	0.00	0.00			
45209 SCV Foundation Grant - Bike Trl	0.00	(1,043.36)	0.00	0.00			
Total C. Bike Trail	0.00	(1,043.36)	0.00	0.00			

**City of Lakeland  
Statement of Operations by Fund  
Full Year 2013**

Description	2013			Full Year Actual Favorable (Unfavorable) to Budget			
	Full Year 2011	Full Year 2012	Current Month(s)	Year to Date	Annual Budget	\$	%
<b>D. Charitable Gaming</b>							
34800 Charitable Gaming Revenue	368.19	1,939.49	0.00	1,659.85			
45800 Charitable Gaming Expenditures	0.00	0.00	0.00	(3,967.53)			
	0.00	0.00	0.00	0.00			
Total D. Charitable Gaming	368.19	1,939.49	0.00	(2,307.68)			
<b>Total 200 Special Parks Fund</b>	<b>4,024.80</b>	<b>24,182.26</b>	<b>(2,489.08)</b>	<b>(50,404.30)</b>			
<b>205 Diseased Tree Fund</b>							
<b>A. Diseased Tree - Public</b>							
36210 Interest Earnings	0.00	0.00	0.00	0.00			
215 Dis Tree Contrib - Public	0.00	0.00	0.00	0.00			
315 Public Diseased Tree Expenses	0.00	0.00	0.00	0.00			
<b>Subtotal A - Public</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>			
<b>B. Diseased Tree - Private</b>							
215 Dis Tree Contrib - Private	0.00	0.00	0.00	0.00			
316 Private Diseased Tree Expenses	0.00	(200.00)	0.00	0.00			
<b>Subtotal B - Private</b>	<b>0.00</b>	<b>(200.00)</b>	<b>0.00</b>	<b>0.00</b>			
<b>Total 205 Diseased Tree Fund</b>	<b>0.00</b>	<b>(200.00)</b>	<b>0.00</b>	<b>0.00</b>			
<b>401 Public Works Fund</b>							
A. 36210 Unallocated Interest Earnings	173.19	172.26	6.61	112.61	300.00		
<b>B. Public Works Admin Exp</b>							
43305 Wages, Taxes, Benefits	9,174.61	12,148.15	722.26	8,784.20	0.00		
43330 Other Expenses	463.72	363.63	0.00	91.00	0.00		
<b>Total B. Public Works Admin Exp</b>	<b>9,638.33</b>	<b>12,511.78</b>	<b>722.26</b>	<b>8,875.20</b>	<b>0.00</b>		
<b>C. Street Maint &amp; Improvements</b>							
31660 Street Maint Levy - Curr Yr	49,544.00	49,544.00	0.00	49,544.00	49,544.00		
31670 Street Imp Levy - Curr Yr	276,245.00	266,245.00	0.00	266,245.00	266,245.00		
35660 Street Maint Serv Chgs	529.00	2,886.94	0.00	1,601.32	3,000.00		
35670 Street Imp Serv Chgs	0.00	0.00	0.00	0.00	0.00		
<b>Subtotal - Street Revenue</b>	<b>326,318.00</b>	<b>318,675.94</b>	<b>0.00</b>	<b>317,390.32</b>	<b>318,789.00</b>		

**City of Lakeland**  
**Statement of Operations by Fund**  
**Full Year 2013**

Description	2013			Annual Budget	Full Year Actual Favorable (Unfavorable) to Budget	%
	Full Year 2011	Full Year 2012	Current Month(s)			
43120 Street Wages, Taxes & Benefits	13,110.90	32,488.06	4,101.80	40,539.59	0.00	
43130 Street Maintenance	22,382.61	8,983.07	421.59	31,222.38	40,000.00	
43135 CSAH18 Median Maintenance	0.00	3,600.00	0.00	0.00	0.00	
43140 Street Improvements	299,438.73	323,777.32	1,673.00	275,619.79	261,089.00	
43150 Street Drainage	0.00	0.00	0.00	980.98	0.00	
43157 Building Rent & Expenses	5,000.00	5,251.13	0.00	5,334.51	0.00	
43180 Insurance	1,913.37	3,436.40	(400.45)	2,358.09	3,000.00	
43190 Vehicle & Equip Replacement	3,600.00	4,500.00	4,500.00	4,500.00	4,500.00	
43191 Vehicle Fuel & Maintenance	32.97	3,447.37	200.96	1,530.03	1,000.00	
43192 Equipment Maintenance	17.23	25.10	0.00	122.01	2,000.00	
43195 Supplies	569.00	916.35	16.00	201.04	2,500.00	
43197 Other Expenses	597.00	1,049.91	0.00	558.00	5,000.00	
<b>Subtotal - Street Expenses</b>	<b>346,661.81</b>	<b>387,474.71</b>	<b>10,512.90</b>	<b>362,966.42</b>	<b>319,089.00</b>	
Streets: Transfers and Other	0.00	0.00	0.00	0.00	0.00	
<b>Total C. Street Maint &amp; Imp</b>	<b>(20,343.81)</b>	<b>(68,798.77)</b>	<b>(10,512.90)</b>	<b>(45,576.10)</b>	<b>(300.00)</b>	
<b>D. Snow &amp; Ice Control</b>						
31650 Snow & Ice Levy - Curr Yr	65,000.00	65,000.00	0.00	65,000.00	65,000.00	
35650 Snow & Ice Serv Chgs	4,792.00	3,647.00	0.00	6,536.30	5,000.00	
<b>Subtotal - Snow &amp; Ice Revenue</b>	<b>69,792.00</b>	<b>68,647.00</b>	<b>0.00</b>	<b>71,536.30</b>	<b>70,000.00</b>	
43205 Wages, Taxes, Benefits	14,518.27	7,068.83	978.64	10,038.81	15,000.00	
43210 Building Rent	19,080.00	20,034.29	0.00	20,322.60	19,000.00	
43211 Building Expenses	3,285.89	2,299.22	783.31	2,697.78	3,000.00	
43215 Insurance	1,484.13	1,286.09	(229.76)	1,163.54	2,000.00	
43220 Vehicle & Equip Replacement	31,000.00	31,000.00	11,000.00	11,000.00	11,000.00	
43221 Vehicle Fuel & Maintenance	9,780.29	9,478.19	1,913.99	21,105.15	8,000.00	
43222 Equipment Maintenance	3,344.83	769.95	0.00	697.22	4,000.00	
43225 Supplies, Sand & Salt	2,265.86	2,382.71	3,520.59	11,356.09	6,000.00	
43230 Other Expenses	1,489.85	958.84	0.00	87.75	2,000.00	
<b>Subtotal - Snow &amp; Ice Expenses</b>	<b>86,249.12</b>	<b>75,278.12</b>	<b>17,966.77</b>	<b>78,468.94</b>	<b>70,000.00</b>	
Snow & Ice: Transfers and Other	0.00	0.00	0.00	0.00	0.00	
<b>Total D. Snow &amp; Ice Control</b>	<b>(16,457.12)</b>	<b>(6,631.12)</b>	<b>(17,966.77)</b>	<b>(6,932.64)</b>	<b>0.00</b>	
<b>E. Vehicle &amp; Equip Replacement Reserve</b>						
	34,600.00	35,500.00	15,500.00	12,630.00	0.00	
<b>Total 401 Public Works Fund</b>	<b>(11,666.07)</b>	<b>(52,269.41)</b>	<b>(13,695.32)</b>	<b>(48,641.33)</b>	<b>0.00</b>	

**City of Lakeland**  
**Statement of Operations by Fund**  
**Full Year 2013**

Description	2013			Year to Date	Annual Budget	\$	%
	Full Year 2011	Full Year 2012	Current Month(s)				
<b>501 Fire Station Debt Serv Fund</b>							
36210 Interest Earnings	1.52	1.20	0.23	1.20	0.00		
31500 FD Debt Service Levy	28,555.00	28,691.00	0.00	28,681.00	28,681.00		
68500 FD Debt Service Expense	(28,555.00)	(28,691.00)	0.00	(28,681.00)	(28,681.00)		
<b>Total 501 Fire Station Debt Serv Fund</b>	<b>1.52</b>	<b>1.20</b>	<b>0.23</b>	<b>1.20</b>	<b>0.00</b>		
<b>502 Fire Relief Assn Fund</b>							
36210 Interest Earnings	0.00	0.00	0.00	0.00	0.00		
31502 Fire Relief Assn Levy	5,400.00	3,850.00	0.00	1,500.00	1,500.00		
42201 Fire Relief Assn Expense	(5,391.00)	(3,474.60)	0.00	(1,269.35)	(1,500.00)		
<b>Total 502 Fire Relief Assn Fund</b>	<b>9.00</b>	<b>375.40</b>	<b>0.00</b>	<b>230.65</b>	<b>0.00</b>		
<b>601 Water Utility Fund</b>							
<b>A. Receipts</b>							
36200 Misc & Other Income	0.00	0.00	0.00	0.00	0.00		
36210 Interest Earnings	170.90	153.30	14.57	163.28	163.28		
37100 Water Utility Billings	232,978.88	280,715.84	18,878.54	274,390.47	274,390.47		
37150 Water Connection Fees	640.00	1,325.00	0.00	2,010.00	2,010.00		
<b>Total A. Receipts</b>	<b>233,789.78</b>	<b>282,194.14</b>	<b>18,893.11</b>	<b>276,563.75</b>			
<b>B. Expenditures</b>							
49400 Water Department	289,249.37	221,068.81	20,587.14	221,503.91			
49410 Second Water Tower	0.00	0.00	0.00	0.00			
49500 Wellhead Protection	250.30	0.00	0.00	0.00			
<b>Total B. Expenditures</b>	<b>289,499.67</b>	<b>221,068.81</b>	<b>20,587.14</b>	<b>221,503.91</b>			
<b>C. Transfers and Other</b>							
	5,150.04	5,150.04	429.17	5,150.04			
<b>Total 601 Water Utility Fund</b>	<b>(50,559.85)</b>	<b>66,275.37</b>	<b>(1,264.86)</b>	<b>60,209.88</b>			

**City of Lakeland**  
**Statement of Operations by Fund**  
**Full Year 2013**

Description	2013			Annual Budget	Full Year Actual Favorable (Unfavorable) to Budget	%
	Full Year 2011	Full Year 2012	Current Month(s)			
<b>605 Water Construction Fund</b>						
A. Receipts						
36210 Interest Earnings	100.65	73.16	6.51	76.65		
40100 2004 Water Bond Proceeds	0.00	0.00	0.00	0.00		
<b>Total A. Receipts</b>	<b>100.65</b>	<b>73.16</b>	<b>6.51</b>	<b>76.65</b>		
B. Exp. Water Tower No. 2						
44101 Road, Water Main, Site	320.50	0.00	0.00	0.00		
44105 Water Tank No. 2	0.00	0.00	0.00	0.00		
<b>Total B. Expenditures</b>	<b>320.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
C. 44200 Rehab Water Tower No. 1	2,100.00	0.00	0.00	2,100.00		
D. 44220 Upper Elevation Water Expansion	271,024.45	(271,477.45)	0.00	0.00		
<b>Total 605 Water Const Fund</b>	<b>(273,344.30)</b>	<b>271,550.61</b>	<b>6.51</b>	<b>(2,023.35)</b>		
<b>606 Water Debt Service Fund</b>						
A. Receipts						
36210 Interest Earnings	9.11	6.54	0.62	2.87		
36213 LSCB Core Facility	22,500.00	22,500.00	0.00	0.00		
36214 Spec Assesmt (Water Debt)	1,452.79	0.00	0.00	0.00		
37130 Water Fees for Debt Service	74,016.00	74,016.00	6,168.00	74,016.00		
40102 2010 Refunding Bond Proceeds	0.00	0.00	0.00	0.00		
<b>Total A. Receipts</b>	<b>97,977.90</b>	<b>96,522.54</b>	<b>6,168.62</b>	<b>74,018.87</b>	<b>0.00</b>	
B. Exp 2004 Water Bond						
44060 Principal - 2004 Water Bond	0.00	0.00	0.00	0.00		
44070 Interest - 2004 Water Bond	0.00	0.00	0.00	0.00		
44090 Special Assesmt Fees/Exp	0.00	0.00	0.00	0.00		
<b>Total B. Exp 2004 Water Bond</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

**City of Lakeland  
Statement of Operations by Fund  
Full Year 2013**

Description	2013		Annual Budget	Full Year Actual Favorable (Unfavorable) to Budget	%
	Full Year 2011	Full Year 2012			
		Current Month(s)	Year to Date	\$	
<b>C. Exp 2010 Refunding Wtr Bd</b>					
44051 Bond Issuance Costs - 2010 Wtr Bd	0.00	0.00	0.00		
44061 Principal - 2010 Water Bond	175,000.00	70,000.00	70,000.00		
44071 Interest - 2010 Water Bond	33,452.50	32,402.50	31,527.50		
44081 Fiscal Agent Fees - 2010 Water Bd	425.00	425.00	425.00		
Total C. Exp 2010 Water Bond	208,877.50	102,827.50	101,952.50	0.00	
D. Transfers	28,998.00	28,998.00	28,998.00	28,998.00	
<b>Total 606 Water Debt Serv Fund</b>	<b>(81,901.60)</b>	<b>22,693.04</b>	<b>1,064.37</b>	<b>28,998.00</b>	
<b>701 Building Inspection Fund</b>					
A. Receipts					
10000 City of Lakeland	26,773.70	9,724.66	1,070.89	33,649.73	
20000 Lake St. Croix Beach	10,358.30	15,793.94	0.00	16,778.63	
30000 Lakeland Shores	2,831.61	10,825.55	99.25	2,667.46	
36210 Interest Earnings	27.76	29.31	2.48	29.20	
Total A. Receipts	39,991.37	36,373.46	1,172.62	53,125.02	
B. Expenditures					
49000 General Operations	21,870.51	21,191.16	586.54	34,403.33	
Total B. Expenditures	21,870.51	21,191.16	586.54	34,403.33	
C. Guaranteed Distributions					
20088 Lake St. Croix Beach	2,570.64	3,821.29	811.97	4,059.87	
30088 Lakeland Shores	647.68	2,613.31	150.20	653.73	
Total C. Guaranteed Distributions	3,218.32	6,434.60	962.17	4,713.60	
D. Transfers and Other	(5,150.04)	(5,150.04)	(429.17)	(5,150.04)	
<b>Total 701 Building Inspection Fund</b>	<b>9,752.50</b>	<b>3,597.66</b>	<b>(805.26)</b>	<b>8,858.05</b>	

**City of Lakeland**  
**Statement of Operations by Fund**  
**Full Year 2013**

Description	2013			Annual Budget	Full Year Actual Favorable (Unfavorable) to Budget	%
	Full Year 2011	Full Year 2012	Current Month(s)			
<b>705 Lakeland Village Construction Fund</b>						
A. Receipts						
36210 Interest Earnings	0.01	0.00	0.00	0.00		
Total A. Receipts	0.01	0.00	0.00	0.00		
B. Exp						
47711 Bond Issuance Expense	0.00	0.00	0.00	0.00		
47712 Legal & Admin Exp	1,500.00	1,500.00	0.00	0.00		
Total B. Expenditures	1,500.00	1,500.00	0.00	0.00		
C. Close out Construction Fd to Debt Service Fc	0.00	0.00	0.00	(3,502.95)		
<b>Total 705 Lakeland Village Const Fund</b>	<b>(1,499.99)</b>	<b>(1,500.00)</b>	<b>0.00</b>	<b>(3,502.95)</b>		
<b>706 Lakeland Village Debt Service Fd</b>						
A. Receipts						
36210 Interest Earnings	3.98	2.95	0.18	0.42		
31706 Debt Serv Levy - Lakeland Village	30,000.00	30,000.00	0.00	20,000.00		20,000.00
48115 Spec Assess - Lakeland Village	16,677.90	16,255.64	0.00	48,295.49		
48116 Spec Assess - A-L School	0.00	6,946.21	0.00	0.00		
48119 Excess TIF Rec'd - City 100%	0.00	4,702.45	0.00	4,175.70		
48120 TIF Rec'd - City 10%	2,964.83	2,999.08	0.00	2,013.60		
48120 TIF Rec'd - Dev 90%	28,840.40	26,991.77	0.00	18,122.42		
Total A. Receipts	78,487.11	87,898.10	0.18	92,607.63		
B. Exp						
44085 Fiscal Agent Fees - 2008A Bonds	425.00	425.00	0.00	425.00		
44095 TIF Expense - Lakeland Village	402.28	301.00	0.00	2,015.25		
44121 TIF Paid - Lakeland Village 90%	0.00	52,948.13	18,122.42	18,122.42		
44225 Principal - 2008A Bonds	20,000.00	20,000.00	0.00	25,000.00		
44230 Interest Expense - 2008A Bonds	34,725.00	33,825.00	0.00	32,812.50		
Total B. Expenditures	55,552.28	107,499.13	18,122.42	78,375.17		
C. Close out Construction Fd to Debt Service Fc	0.00	0.00	0.00	3,502.95		
<b>Total 706 Lakeland Village Debt Serv Fd</b>	<b>22,934.83</b>	<b>(19,601.03)</b>	<b>(18,122.24)</b>	<b>17,735.41</b>		

**City of Lakeland**  
**Statement of Operations by Fund**  
**Full Year 2013**

Description	2013		Year to Date	Annual Budget	Full Year Actual Favorable (Unfavorable) to Budget	
	Current Month(s)	2013 Budgeted Trf from General			\$	%
<b>801 Long Term Improvement Fund</b>						
A. Grants	5,660.07	(31,457.15)	25,797.08			
C. City Vehicles	0.00	2,000.00	0.00			
D. City Office Equipment	(1,903.29)	580.11	(99.00)			
E. Communications	(3,454.65)	(4,277.68)	(2,583.02)			
F. City Hall	0.00	0.00	(2,105.00)			
G. Public Safety	(1,535.36)	0.00	0.00			
H. Bike Trail	0.00	0.00	0.00			
I. Civil Defense	2,000.00	1,169.55	2,000.00	2,000.00	2,000.00	
J. City Mower	0.00	0.00	1,000.00	1,000.00	1,000.00	
O. Swimming Beach	0.00	0.00	0.00			
Q. Elections	1,266.34	(1,827.49)	2,440.22		3,000.00	
R. Economic Development	0.00	0.00	0.00			
S. CSAH 18 Improvements	4,000.00	0.00	0.00			
DD.1 TIF District #1-2	(3,133.35)	3,133.35	(353.81)	(210.69)		
EE. Audit and Legal Reserve	7,400.00	6,000.00	(10,258.70)		6,000.00	
FF. Surface Water Drainage	0.00	0.00	0.00			
GG. Codification of Ordinances	1,664.70	8,588.00	4,532.00		6,000.00	
II. Local Surface Water Mgmt Plan	2,500.00	(6,289.25)	0.00			
JJ. Gravel Tax Loan \$40,146.54	(76.56)	40.53	157.63		7,200.00	
YY. Interest Earnings	116.83	122.74	126.98			
ZZ. Budget Contingency	46,074.00	33,574.00	26,574.00			
<b>Total 801 Long Term Improvement Fund</b>	<b>60,578.73</b>	<b>11,356.71</b>	<b>47,371.50</b>	<b>47,371.50</b>	<b>25,200.00</b>	
<b>TOTAL ALL FUNDS</b>	<b>(284,827.09)</b>	<b>341,977.79</b>	<b>44,054.53</b>			

***City of Lakeland  
Water Utility Enterprise Fund  
Year Ended December 31, 2013***

***Prepared by:  
Thomas H. Niedzwiecki, Treasurer  
March 18, 2014***

**City of Lakeland  
Water Utility Enterprise Fund  
2013 Financial Results**

	2009 Actual	2010 Actual	2011 Actual	2012 Actual
<b>Operating Revenue</b>				
37100 Sales - Water Utility Billings	\$256,814	\$240,692	\$232,979	\$280,716
37150 Water Connection Fees	\$300	\$300	\$640	\$1,325
37175 Water Main Tap Fees	\$0	\$0	\$0	\$0
37180 Hydrant Permit Fees	\$0	\$0	\$0	\$0
<b>Total Operating Revenue</b>	<b>\$257,114</b>	<b>\$240,992</b>	<b>\$233,619</b>	<b>\$282,041</b>

<b>Operating Expenses (49400)</b>				
100 Wages and Salaries	\$84,138	\$92,522	\$98,095	\$77,375
121 PERA Contributions	\$5,657	\$6,306	\$5,486	\$5,325
130 Employer Paid Taxes	\$6,605	\$7,078	\$7,504	\$5,919
131 Health & Dental Insurance	\$13,335	\$15,387	\$11,654	\$15,564
133 Life Insurance	\$462	\$472	\$339	\$482
150 Worker's Compensation	\$2,744	\$3,043	\$4,073	\$3,761
200 Office Supplies/Misc & Equipment	\$2,252	\$4,121	\$2,990	\$2,058
210 Operating Supplies/Expenses	\$32,452	\$32,930	\$26,931	\$32,814
318 Water Billing & Admin Systems	\$2,374	\$3,849	\$3,904	\$2,476
320 Communication	\$5,741	\$7,015	\$6,892	\$4,813
330 Mileage & Transportation	\$1,692	\$1,255	\$360	\$1,351
350 Printing & Publishing	\$5,340	\$3,780	\$6,401	\$5,595
360 Insurance	\$7,989	\$10,027	\$6,913	\$6,661
380 Utility Services	\$24,495	\$23,881	\$25,560	\$26,505
381 Utility License & Connection Fees	\$6,484	\$6,416	\$6,531	\$6,813
400 Repairs & Maintenance	\$8,865	\$5,781	\$10,369	\$5,574
41510 Treasurer & Legal Services	\$4,980	\$4,305	\$3,981	\$3,980
430 Miscellaneous	\$0	\$0	\$0	\$0
43150 Engineering Services	\$0	\$0	\$328	\$0
440 Education & Training	\$607	\$955	\$1,206	\$1,189
43155 Water Testing & Consumer Confidence	\$0	\$1,209	\$1,470	\$1,080
433 Dues, Subscriptions, Regist	\$990	\$1,142	\$1,241	\$1,068
540 Property & Sales Tax	\$1,485	\$1,656	\$0	\$1,768
240 Minor Operating Equipment	\$0	\$0	\$0	\$0
<b>Total Water Dept Operating Expenses</b>	<b>\$218,689</b>	<b>\$233,129</b>	<b>\$232,228</b>	<b>\$212,171</b>
580 Major Capital Expenditures	\$0	\$19,924	\$57,022	\$8,898
<b>49500 Wellhead Protection</b>	<b>\$250</b>	<b>\$0</b>	<b>\$250</b>	<b>\$0</b>
<b>Net Operating Income</b>	<b>\$38,175</b>	<b>(\$12,061)</b>	<b>(\$55,881)</b>	<b>\$60,972</b>

<b>Non-operating Revenue</b>				
36200 Miscellaneous	\$0	\$0	\$0	\$0
36210 Interest Income	\$1,455	\$536	\$171	\$153
<b>Total Non-operating Revenue</b>	<b>\$1,455</b>	<b>\$536</b>	<b>\$171</b>	<b>\$153</b>
<b>Net Income Before Transfers</b>	<b>\$39,630</b>	<b>(\$11,525)</b>	<b>(\$55,710)</b>	<b>\$61,125</b>

<b>Transfer from Building Insp Fund</b>	\$5,150	\$5,150	\$5,150	\$5,150
<b>Transfer to Lakeland Village Construction Fund</b>	\$0	\$0	\$0	\$0
<b>Net Income</b>	<b>\$44,780</b>	<b>(\$6,375)</b>	<b>(\$50,560)</b>	<b>\$66,275</b>
<b>Fund Balance - Beginning</b>	<b>\$382,214</b>	<b>\$426,994</b>	<b>\$420,619</b>	<b>\$370,059</b>
<b>Fund Balance - Ending</b>	<b>\$426,994</b>	<b>\$420,619</b>	<b>\$370,059</b>	<b>\$436,335</b>

  
Prepared by Thomas H. Nienhuis, Treasurer

***City of Lakeland  
Building Inspection Enterprise Fund  
Year Ended December 31, 2013***

***Prepared by:  
Thomas H. Niedzwiecki, Treasurer  
March 18, 2014***

**City of Lakeland**  
**Building Inspection Enterprise Fund**  
**2013 Financial Results**

	2010	2011	2012	2013
<b>Operating Revenue</b>				
38100 Building Permit Fees	\$18,276	\$29,231	\$26,011	\$35,158
38200 Building Plan Check Fees	\$6,304	\$9,133	\$8,821	\$15,060
38300 Building - Other Fees/Charges	\$100	\$360	\$425	\$677
38400 Building - State Surcharge	\$701	\$1,239	\$1,088	\$2,201
<b>Total Operating Revenue</b>	<b>\$25,380</b>	<b>\$39,964</b>	<b>\$36,344</b>	<b>\$53,096</b>
<b>Operating Expenses (49000)</b>				
201 Office Supplies/Misc	\$144	\$225	\$0	\$0
210 Operating Supplies/Expenses	\$0	\$0	\$0	\$0
297 Building Inspection Services	\$13,075	\$19,654	\$19,559	\$33,585
320 Communication	\$1,711	\$17	\$0	\$0
330 Transportation	\$0	\$0	\$0	\$0
350 Printing & Publishing	\$0	\$0	\$0	\$0
360 Insurance	\$190	\$182	\$61	\$60
382 Building - State Surcharge	\$502	\$1,053	\$832	\$23
400 Repairs & Maintenance	\$0	\$0	\$0	\$0
41510 Treasurer Services	\$730	\$740	\$740	\$735
430 Miscellaneous	\$0	\$0	\$0	\$0
433 Dues, Subscriptions, Regist	\$0	\$0	\$0	\$0
440 Education & Training	\$0	\$0	\$0	\$0
570 Office Equip & Furniture	\$0	\$0	\$0	\$0
<b>Total Operating Expenses</b>	<b>\$16,351</b>	<b>\$21,871</b>	<b>\$21,191</b>	<b>\$34,403</b>
<b>Net Operating Income</b>	<b>\$9,029</b>	<b>\$18,093</b>	<b>\$15,153</b>	<b>\$18,692</b>
<b>Other Income (Expense)</b>				
36200 Interest Income	\$84	\$28	\$29	\$29
38088 Guaranteed Dist to Other Cities	(\$1,658)	(\$3,218)	(\$6,435)	(\$4,714)
<b>Net Other Income (Expense)</b>	<b>(\$1,575)</b>	<b>(\$3,191)</b>	<b>(\$6,405)</b>	<b>(\$4,684)</b>
<b>Net Income Before Transfers</b>	<b>\$7,454</b>	<b>\$14,903</b>	<b>\$8,748</b>	<b>\$14,008</b>
<b>Transfers to Water Utility Fund</b>				
Transfers to Public Works Fund				
Net Income	\$2,304	\$9,753	\$3,598	\$8,858
<b>Retained Earnings (Fund Balance):</b>				
1/1/2010	\$63,380	\$65,684	\$75,436	\$79,034
12/31/2010	\$65,684	\$75,436	\$79,034	\$87,892

  
 Prepared by Thomas H. Niedzwiedzki, Treasurer

\* Note – This process is necessary with reappointment of Acting Mayor.

Σ

**Draft**

RESOLUTION NO. 2013-\_\_\_\_\_

**CITY OF LAKELAND  
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION APPROVING THE AUTHORIZED SIGNERS  
FOR 4M FUND CITY OF LAKELAND WITH U.S. BANK**

**BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF LAKELAND** that the following City representatives are hereby designated to be the Authorized Signers for the 4M Fund City of Lakeland account with U.S. Bank, effective immediately upon adoption:

- |    |                      |              |
|----|----------------------|--------------|
| 1. | Robert A. Livingston | Mayor        |
| 2. | Amy Williams         | Acting Mayor |
| 3. | Christine Wallberg   | City Clerk   |
| 4. | Steven Iverson       | Clerk        |
| 5. | Thomas Niedzwiecki   | Treasurer    |

Passed and adopted by the City Council for the City of Lakeland this 18<sup>th</sup> day of March, 2014.

\_\_\_\_\_  
Robert A. Livingston, Mayor

ATTEST:

\_\_\_\_\_  
Chris Wallberg, City Clerk

F



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TO: City Council  
FROM: Chris Wallberg  
RE: Massage Salon Transfer – 326 St. Croix Trail South / Lakeland Village  
DATE: March 18, 2014

Comfort Message has a certificate of compliance for the subject business. They are requesting transfer for the business to a new owner, Ben Wei, and changing the name of the business to Rainbow Spa. All uses and provisions remain the same.

Business transfers and name changes are made administratively. The fee has been paid, and a new certificate will be issued for Rainbow Spa with Council approval.

cw

# Humphries Park

250 Quality Ave N  
Lakeland, MN 55043

To: Council Members and Staff  
From: Asia Bednar – Parks Commissioner

## Memo

On March 10, 2014, there was a meeting to discuss Humphries Park. Present were a couple of residents from the neighborhood as well as Chris Wallberg as Staff, Chris White as a resident, and Asia Bednar. During this meeting the residents had an opportunity to share their thoughts and opinions about what should be done or not be done with Humphries Park. Many options were discussed such as whether a structure should be installed, if it was to be installed, where is the best place for it, and additional accessories for the park.

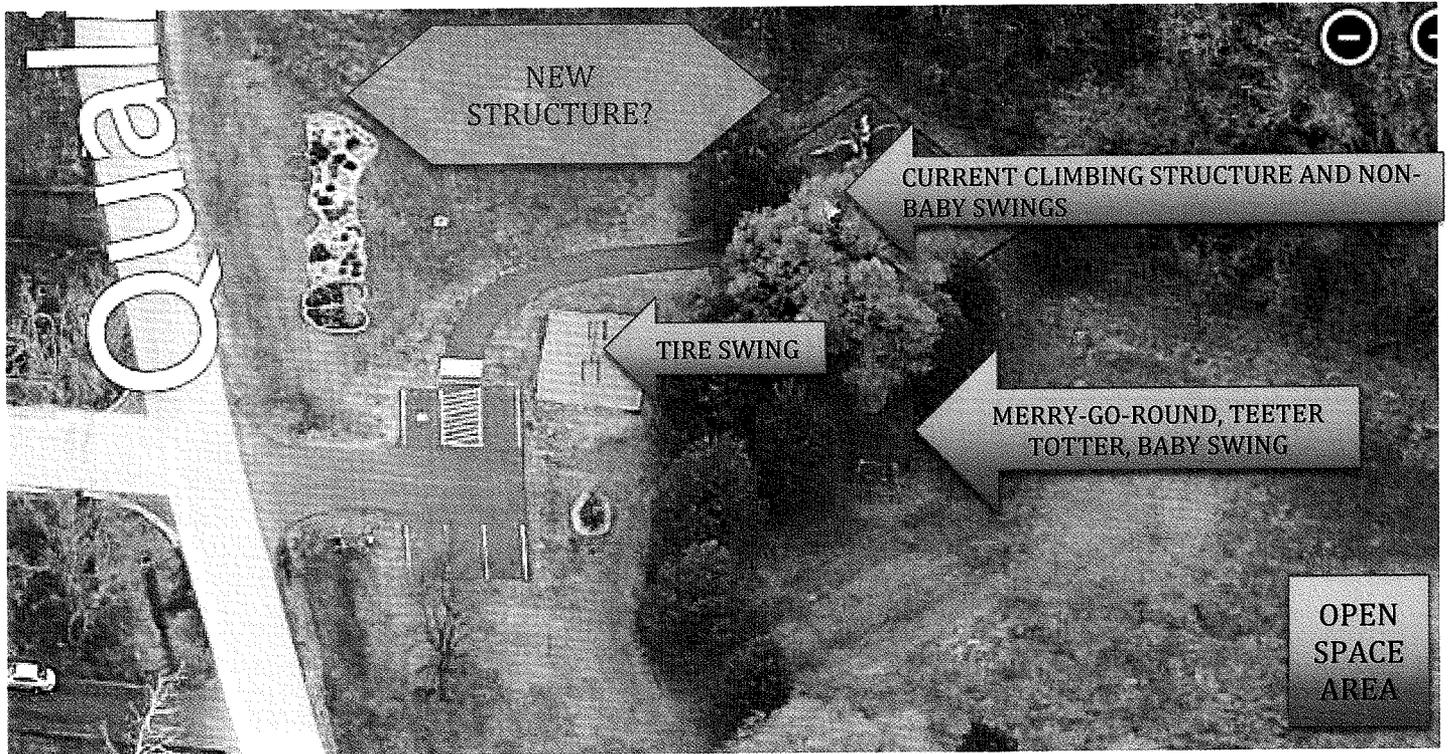
- There was an overwhelming response that a structure is needed there for the younger age group. Through discussion, the residents stated that an appropriate age group to target for this structure would be the 5 year old – 4<sup>th</sup> grade age group. They feel as if two slide options, a high and a low slide would be best for both sets of ages.
- They would like to see some form of a tunnel for the kids to crawl through.
- They would like to see the merry-go-round stay if possible.
- They would like to see the swings that are there be lowered as they are hard to reach for the young kids.
- They shared the kids like the structure that allows them to hold the handle and slide back and forth.
- They shared that there are 2 day cares within a few blocks of the park and that those providers would like to use the park more often, but there is little for the kids to do for the age group they serve.
- They would like to see some additional picnic tables/benches near a new structure if it were to be built to allow parents somewhere to sit while the kids are playing.

The location of a new structure was also discussed. The location was unanimously agreed on that it would be in the southeastern corner of the park. This would be to the east of the existing structure. The residents stated that they know there are youth who use the western part of the park and they did not want to disrupt that use. They also stated that they do not feel that grill is needed there. The idea of a bike rack did not come up, but that is a point to consider as well as an additional trash receptacle.

With the knowledge that has been learned from this meeting with residents, I would like the council to make a motion to allow for the purchase of playground equipment for Humphries Park with a not to exceed \$45,000 price.

HUMPHRIES PARK  
CURRENT  
STRUCTURES,  
PARKING, AND  
GARDENS

FEB 2014





TO: City Council

FROM: Chris Wallberg

RE: Recycling Proposal / Maroney's Sanitation & Eureka Recycling

DATE: March 18, 2014

Lakeland/Lakeland Shores Recycling Committee members have had a series of meetings with representatives of Maroney's and Eureka. A single-stream recycling program is being proposed as follows:

1. Changing the current two-sort system to single stream. This will make recycling easier for residents, because all recycling will be mixed loose in the cart. Anticipated increase in recycling participation would meet goals of both the cities and Washington County.
2. Changing the pick-up schedule from every Thursday to every other Wednesday. This will put Maroney's trucks on City streets one day instead of two, and match recycling day with trash pickup for most residents.
3. Providing new carts. Drivers currently sort recycling into bins by hand, and any new system will require purchase of new carts that can be automatically lifted by/into the truck.

Maroney's will order, receive, assemble and deliver the carts – and provide repair/ replacement of carts after the initial distribution. A 64-gallon recycling cart with wheels and a lid will be delivered to each residential property. Literature will be provided in that carts that describe the change to the new system, what can be recycled, the new pickup days and a 2014 calendar.

There isn't currently a uniform recycling container in Lakeland. Some properties have the blue carts that were distributed with the first recycling plan 20-some years ago, but they were not distributed citieswide. Residents will have an opportunity to dispose of old carts for a small fee at Spring Clean Up.

4. Costs for the new recycling system.  
Revenue between the cities and Eureka Recycling will remain in place, and Washington County expects to continue to provide grant funding. While these two factors are fluid and subject to change, indications are that they will remain consistent. The proposed costs given below are separate from these variables.

The rate for recycling would go from \$2.89 per household per month to \$3.78 in the first year, then drop to \$3.51 per household per month for the next two years, with the option for a two-year extension. Lakeland's cost for recycling carts would be an additional \$6,374 for the first year and \$4,168 for each of the second and third years of the contract. The amount for Lakeland's carts would be approximately \$4,250 for the remaining eight months in 2014. (Funds are available in either LTIF from the Cable Commission or the Building Inspection Fund.) These costs will be included in 2015 and 2016 budgets.

Council is requested to consider approval of the new single-stream recycling program and purchase of recycling carts as presented and recommended by the Recycling Committee and staff, contingent on approval of the attached draft contract by the Attorney. With Councils' approval, the start date will be May 1<sup>st</sup>. Delivery dates for the carts will be publicized as soon as they are known.

CW

Proposed Maroney's Recycling Cart Cost

Cost Per Household	Cost Per Month	Annual Proposal Cost	Based on \$3.00 Per Household		Lakeland Shores Cost
			Current Annual Cost	Increase	
Year 1	\$3,016.44	\$36,197.28	\$28,728.00	\$7,469.28	\$6,374.28
Year 2	\$2,800.98	\$33,611.76	\$28,728.00	\$4,883.76	\$4,167.80
Year 3	\$2,800.98	\$33,611.76	\$28,728.00	\$4,883.76	\$4,167.80

Number of Household	798	Total 3 Year Increase	\$17,236.80
		Remainder of 2014 Increase	\$4,249.52

Cost of Cart Per Household Stratified Over 3 Years \$21.60

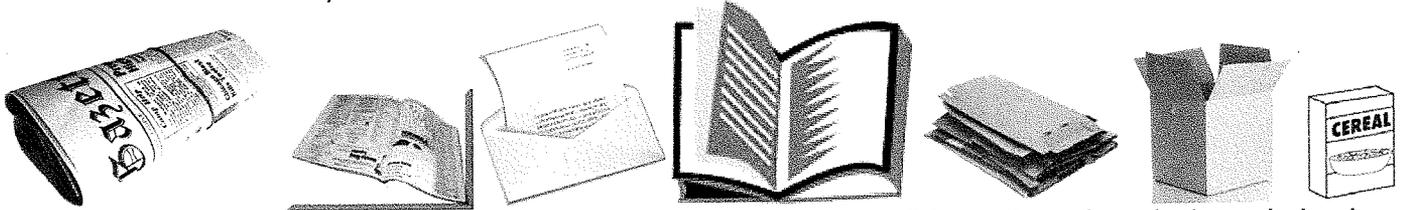
Total Households	798	
Lakeland Households	681	85.34%
Lakeland Shores Households	117	14.66%
		100.00%

**Maroney's Single Stream Recycling:**

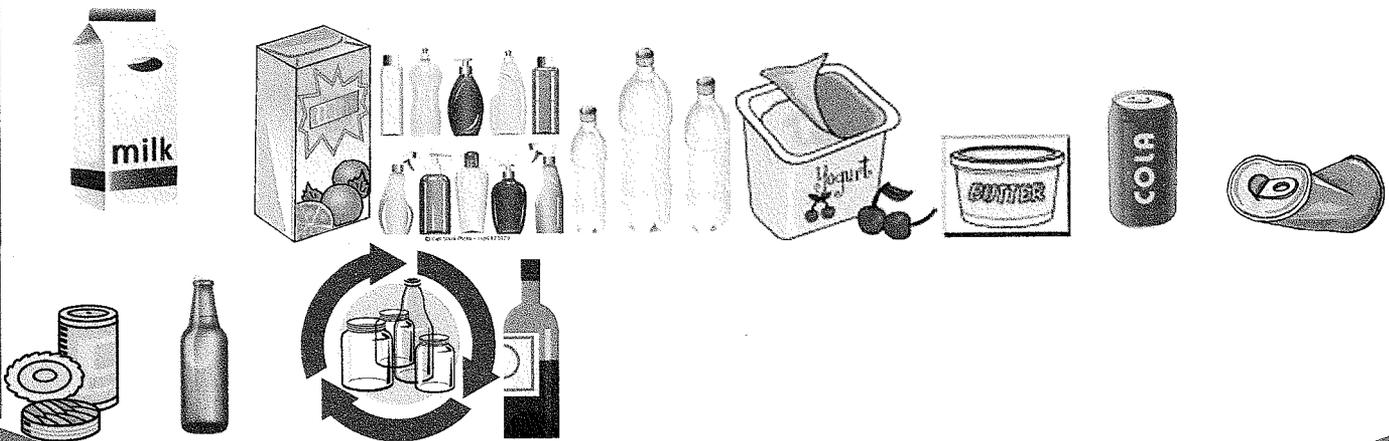
651-439-7279 web: [www.maroneysinc.com](http://www.maroneysinc.com) email: [maroneys@maroneysinc.com](mailto:maroneys@maroneysinc.com)

***Recycling made simple! Just put everything in the cart!***

Newspaper, Magazines, Junk Mail, Paper Bags, Paperboard boxes, Phone Books, and Cardboard (flatten cardboard to save room!)



Milk and Juice cartons, Plastic bottles and tubs types #1 through #7 (no Styrofoam), tin and aluminum cans, glass bottles and jars.



All Materials go into the recycling cart loose and mixed!  
No more sorting!



Do not include food waste, films, plastic bags, plastic wrap, foam cups, or containers, glass dishes, glasses or cups, no window glass.  
No scrap metal.

**CONTRACT AGREEMENT BETWEEN  
CITY OF LAKELAND, MINNESOTA AND  
MARONEY'S SANITATION, INC.  
FOR FULL SERVICE CURBSIDE RECYCLING**

**THIS AGREEMENT** is made this \_\_\_ day of \_\_\_\_\_, 2014 between the City of Lakeland, Minnesota (hereinafter the "City") and Maroney's Sanitation, Inc., a Minnesota corporation (hereinafter "Contractor").

**WITNESSETH:**

**WHEREAS**, the City supports single sort curbside recycling and desires that it be available to its residents; and

**WHEREAS**, the City supports single sort curbside recycling as part of an overall landfill abatement program; and

**WHEREAS**, the Contractor has submitted a proposal for single sort curbside recycling to the City; and

**WHEREAS**, the City has contracted with Eureka Recycling ("Eureka") for the processing of recyclables; and

**NOW THEREFORE**, the City and Contractor mutually agree as follows in consideration of the mutual promises and convenience contained herein.

**DEFINITIONS:**

1. Recycling Materials. Recycling materials currently include: newsprint and inserts, unsorted glass (food and beverage containers), unsorted aluminium, steel, bi-metal, tin cans (food and beverage containers), milk cartons, juice boxes (aseptic and gable-top packaging), corrugated cardboard, magazines, telephone books, catalogs, mixed mail, boxboard, mixed plastic bottles with neck including Poly-Ethylene Terephthalate (PET) and high density Poly-Ethylene (HDPE), wet strength cardboard, and textiles ("Recycling Materials"). In addition, the City, Eureka Recycling, and the Contractor, upon mutual agreement expressed in writing, may identify other materials as Recycling Materials at a later date.
2. Collection Day. Collection day shall be the day of the week upon which the Contractor shall collect Recycling Materials, and that day shall be every other Wednesday starting on Wednesday May 7, 2014,, or an alternative day as mutually agreed upon by the City and Contractor in writing ("Collection Day").
3. Participating Residents. Participating residents are City residents who participate in the City's recycling program, and from whom the Contractor collects Recycling Materials on Collection Day ("Participating Residents").

## TERMS AND CONDITIONS:

4. Collection of Recycling Materials. The City agrees that its Participating Residents shall place Recycling Materials on their curbside prior to 7:00 a.m. on Collection Day. The Contractor shall supply a 64 gallon recycling cart to each Participating Resident at least one week before May 1, 2014. The Contractor shall supply vehicles and laborers necessary to pick up all Recycling Materials before dark on Collection Day. Contractor further agrees that all of Contractor's vehicles used for Collection of Recycling Materials shall display Contractor's name, telephone number and truck number.

5. Recycling Information. The City hereby agrees to inform its Participating Residents of the Collection Day, the time that the Recycling Materials must be placed on the curbside, what materials constitute Recycling Materials, and that the City participates in a "single sort" recycling program where all Recycling Materials shall be placed in the recycling cart provided by the Contractor without separation.

6. Term of Agreement. The terms and conditions of this Agreement shall be effective as of May 1, 2014, through May 1, 2017, upon mutual written consent between the City and the Contractor, the Agreement may be renewed for two (2) one year options. At the conclusion of the first one year renewal period, upon mutual written consent between the City and the Contractor, the Agreement may be renewed for an additional one year. Each written agreement for renewal, if any, must be in writing and executed thirty (30) days before the expiration of this Agreement.

7. Rejection of Recycling Materials. If the Participating Resident's Recycling Materials are rejected for any reason by the Contractor, then the Contractor shall provide written notice to the Participating Resident stating the reasons for the rejection. The material types and preparation requirements will be consistent with specifications provided by Eureka Recycling, the City's processor.

8. Applicable Laws, Rules and Ordinances. The Contractor and the City agree to comply fully with all applicable laws, rules, and ordinances regarding the collection and transportation of Recycling Materials.

9. Contractor Information. The City and Contractor understand that Eureka will provide the City a monthly statement setting forth the participation rates of the number of Participating Residents, the number of set outs by the Participating Residents, and the tonnage collected by the Contractor of the Recycling Materials (collectively "Collection Data"). In addition, the City and the Contractor, may upon mutual agreement expressed in writing, identify other items as Collection Data for Eureka to provide the City at a later date.

10. Complaints. The Contractor shall establish an internal system to receive and investigate complaints, if any, made by the Participating Residents. This will include a telephone number for residents to contact the contractor during normal business hours if they have any questions or concerns.

11. Insurance. The Contractor agrees to provide the City with copies of the Contractor's certificates of insurance covering public liability, general liability, automobile liability, loading and unloading, completed operation liability, bodily injury liability in an amount of \$200,000.00 for injury or death to any one person and \$600,000.00 for injury or death for any one occurrence. In addition, the Contractor agrees to provide the City proof of the Contractor's worker's compensation insurance.

12. Audit. Contractor agrees to keep financial records and comply with Minnesota Statute §16C.05 Subd. 5., to the extent that it is applicable.

13. OSHA. Contractor agrees to comply with OSHA rules and regulations.

14. Breach of Agreement. Contractor and City agree to correct any violation of this Agreement within ten (10) days from receiving written notice from the other party of said violation. If the breach is not corrected within this timeframe, the two parties agree to formally meet to develop an action plan for correcting the violation. Following this meeting, if the violation is not corrected, then either party may terminate this Agreement pursuant to the terms of this Agreement.

15. Non-Discrimination. Contractor agrees to comply with Minn. Stat. §181.59 and Chapter 363A of the Minnesota Statutes as they pertain to human rights and non-discrimination.

16. Eureka Recycling. Contractor agrees to deliver all Recycling Materials to Eureka Recycling per their specifications.

17. Payment. The City agrees to pay Contractor as follows: from May 1, 2014 to May 1, 2015 the City shall pay the Contractor \$3.78 per household per month; from May 1, 2015 to May 1, 2016 the City shall pay the Contractor \$3.51 per household per month; and from May 1, 2016 to May 1, 2017 the City shall pay the Contractor \$3.51 per household per month.

In the event that the parties agree to exercise the options considered in paragraph 6 of the Agreement, then the City shall pay the Contractor \$3.51 per household per month, or \$3.51 per household per month plus the Consumer Price Index for the Upper Midwest as determined by the Federal Reserve Bank of Minneapolis, whichever is greater.

18. Sub-contractors. Nothing in the Agreement or any part of any other proposal, bidding or contract documents and no action or representation of the City or Contractor or of the Contractor's officers, employees, agents, or representatives shall under any circumstances create contractual relations between the City and any subcontractor.

19. Notice. Any and all notices to the City may be given to:

City of Lakeland  
609 Quinnell Avenue North  
Lakeland, Minnesota 55043  
Attn: City Clerk

and Contractor:

Maroney's Sanitation, Inc.  
9202 Lansing Avenue North  
Stillwater, MN 55082  
Attn: Michael Maroney

20. Termination. This Agreement may be terminated by either party, with or without cause, upon ninety (90) days written notice to the other party.
21. Forum Selection. The laws of the State of Minnesota shall apply to the terms of this Agreement. In the event of a dispute, the parties agree that the matter shall be heard in a Minnesota court with competent jurisdiction.
22. Illegal Provision. If any provision in this Agreement shall be deemed illegal by a Minnesota court of competent jurisdiction, then the remaining provisions of this Agreement shall be given full force and effect.
23. Severability. This Agreement may be executed in several counterparts, each of which shall constitute an original and together shall constitute the whole.
24. Assignment. Contractor shall not assign any obligation in this Agreement without prior written approval from the City.
25. Liquidated Damages. The Contractor hereby agrees, in addition to any other remedy available to the City, that the City may withhold payment from the Contractor in the amounts specified below as liquidated damages based upon the following occurrences:
  1. Complaints. In the event the Contractor receives a legitimate service complaint and fails to respond in a reasonable and professional manner within 24 hours of receipt of said legitimate complaint by the Contractor, then the City may withhold from the Contractor \$50.00 per complaint.
  2. Missed Collections. In the event the Contractor is notified of a missed collection by a Participating Resident, and the Contractor fails to collect the missed collection within 24 hours, then the City may withhold from the Contractor \$50.00 per missed collection.
  3. Monthly Statement. In the event the Contractor fails to provide the City with the monthly statement as specified in paragraph 8 of this Agreement, then the City may withhold from the Contractor \$100.00 for the monthly statement.
  4. Designated Recycling Facility. Contractor agrees to deliver Recycling Materials to Eureka Recycling. In the event the Contractor delivers the Recycling Materials to a different recycling facility without prior consent of the City, then the City may withhold payment from the Contractor in the amount of \$500.00 per occurrence.

However, if Eureka Recycling prevents the Contractor from delivering Recycling Materials to its facility through no fault of the Contractor, then the City may not withhold any amount.

5. Residual Rate. In the event the Contractor delivers Recycling Materials with a “residual rate,” as that term is understood between the parties, in excess of 5%, then the City may withhold payment from the Contractor in an amount equal to the loss in revenue to the City or the additional cost of disposal to the City, whichever is less.

These amounts will be for liquidated damages for losses suffered by the City and not penalties.

**IN WITNESS WHEREOF**, the parties have subscribed their names as     of     the     date     first written.

SIGNATURES APPEAR ON FOLLOWING PAGE

MARONEY'S SANITATION, INC.

CITY OF LAKELAND

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: Vice President

Its: Mayor

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2014, by \_\_\_\_\_, the \_\_\_\_\_ of \_\_\_\_\_ on behalf of Maroney's Sanitation, Inc.

Notary Public

My commission expires:

STATE OF MINNESOTA )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2014, by \_\_\_\_\_, the \_\_\_\_\_ of the City of Lakeland.

Notary Public

My commission expires:

\* Note – This was last approved in August, 2014. City Attorney recommends non-waiver.

SECTION I: LIABILITY COVERAGE WAIVER FORM

Cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased. The decision to waive or not to waive the statutory limits has the following effects:

- o *If the city does not waive the statutory tort limits*, an individual claimant would be able to recover no more than \$500,000. on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether or not the city purchases the optional excess liability coverage.
- o *If the city waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$1,500,000. on a single occurrence. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to \$1,500,000., regardless of the number of claimants.
- o *If the city waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

This decision must be made by the city council. **Cities purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage.** For further information, contact LMCIT. You may also wish to discuss these issues with your city attorney.

CITY OF LAKELAND accepts liability coverage limits of \$2,000,000 from the League of Minnesota Cities Insurance Trust (LMCIT).

Check one:

- The city **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.
- The city **WAIVES** the monetary limits on tort liability established by Minnesota Statutes 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council meeting \_\_\_\_\_

Signature \_\_\_\_\_ Position \_\_\_\_\_

Return this completed form to LMCIT, 145 University Ave. W., St. Paul, MN. 55103-2044



Building a Better World  
for All of Us®

## CITY ENGINEERING REPORT

TO: Mayor and City Council of Lakeland, MN  
FROM: John D. Parotti, PE | City Engineer  
DATE: March 11, 2014  
RE: Lakeland City Engineering Report  
SEH No. LAKEL 104614

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

### **I. 1109 Quixote Avenue North**

At the request of the property owner, the City Engineer attended a meeting with the owner and staff to discuss impervious surface calculations and the potential for delay in completion of the work required by court order. It is the opinion of the Engineer and staff that the questions posed by the property owner are of a legal nature and he has been referred to the City Attorney for assistance. The property owner has since requested a second meeting with staff and the City Engineer and has again been referred to the City Attorney.

### **II. 641 Quixote Avenue North**

The Engineer worked with staff to review this project for compliance with regulatory requirements.

### **III. 16610 11<sup>th</sup> Street North**

The Engineer worked with staff to review this project for compliance with regulatory requirements.

### **IV. 699 Quixote Avenue North**

The Engineer worked with staff to review this project for compliance with regulatory requirements.

### **V. 6th Street / Quixote Drainage Improvements**

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

#### **VI. 2012 and 2013 Street Improvements Project**

The City Engineer and project field representative worked with the contractor and Director of Public Works to evaluate these projects for close-out. The 2012 project has been closed-out and the Council has now approved the final application for payment. The 2013 project will require additional effort in the spring to close out.

#### **VII. Capital Improvement Planning**

The City Engineer been working with DPW Matt Kline to update the draft capital improvement plan for streets. The resulting information was then presented to the City Council at a workshop in February.

#### **VIII. City-Wide Mapping Update**

The City recently received updated GIS mapping from Washing County. SEH has obtained the mapping data, imported it using the appropriate software for City use.

#### **IX. Cold Weather Assistance - Lakeland Water Utility**

Due to the duration and severity of the cold weather, the water system has experienced freezing issues in water service lines to customers and in the two water storage tanks. Tank No. 1 conditions reached a point where the tank structure was in danger of structural compromise and Utility staff requested input from the City Engineer in evaluating measures to prevent damage to the tank. The City Engineer consulted with experts at SEH and with a tank contractor to collect and present options to the City for consideration and then assisted in coordination of the contractors work and in monitoring progress.

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

## **Lakeland Mayor's Update – February, 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 April – the closest one for Lakeland will be on 4/18 @ 5 PM @ Metro Council, 390 N Robert St, St Paul. The full Metro Council is expected to vote on the document in May, 2014. You can find the draft online by googling Metropolitan Council – ThriveMSP 2040.**
- 2. Along with this document, the population estimates originally showed Lakeland as gaining 1,000 people due to the Gateway Corridor, even though there is no planned stop in Lakeland. As you know, many Metro area cities expressed the same concerns at the meeting, as Lakeland did. The 2040 estimates were released on Wednesday, February 19<sup>th</sup> and there was a reversal of the estimate down to 1,500, which is about half of the previous estimate. I have contacted the city's Metro Council Rep, Lisa Barajas, about the change in "direction" for further explanation, which I will include in the March Update.**
- 3. Select Senior Living has secured an investor, Northern Lights Venture Fund, for the project. They have lined up ViewPoint Consulting Group to review the Maxfield, Inc marketing study; engaged dba Architects for the design; the property manager would be Oxford Property Management; and Pointmark Construction will handle the project development. The "pieces" are in place for a formal proposal to the property owner. I have been assisting them in setting up that meeting w/ the property owner in late February, but, while there is interest, I have not been able to get that done.**
- 4. I met with BKV Group in February and they are working with Ebert Construction on a number of projects, including Lakeland. I met with them on February 6th to reaffirm their interest in the project. They have 1 project to nail down before focusing on this one that has a June, 2014. Their "team" consists of BKV Architects, Ebert Construction, and 3 Links of Northfield for property management, so they are a good "backup" plan, if the above group does not move forward.**
- 5. I have contacted another potential developer, Common Bond, about the project...I will set a date to meet with them, if the above 2 developers do not move forward. I haven't given up on Ebenezer yet, either, since the market continues to improve.**

- 6. 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.**
- 7. Washington County has also finished a county-wide housing needs study. It was officially released at a meeting on January 14, 2014. I provided 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.**
- 8. 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.**
- 9. The foreclosure data provided by the Washington County HRA for 2013 shows that total Sheriff's sales are down by 700+ for 2013 over 2012, a good indication that the housing market continue to improve. Lakeland has had 51 Sheriff's Sales since 2009, including 12 for 2012. For 2013, Lakeland had only 4 foreclosures with the latest one at 16460 Upper 21<sup>st</sup> Street S in September. The trend continues – no foreclosures in Lakeland for January, 2014.**
- 10. On 2/18, final regs on firefighters and the Affordable Health Care Act were issued. Many cities will not qualify for exemptions for volunteer firefighters. I'd advise that the City Attorney review the ruling to insure that the LSCVA Fire Department is not penalized for non-compliance.**
- 11. The Legislative session got underway on February 25<sup>th</sup> (adjournment is scheduled for May 19<sup>th</sup>)...Bills have already introduced allowing cities**

to publish public notices online on city websites, instead of in newspapers, which could save Lakeland \$ in legal publication costs. The County Board has passed a resolution supporting the bill.

12. LGA has been a topic of discussion at the Legislature this session, even though it is not budget year. First, the House and Senate introduced a Bills that would increase the LGA distribution by \$57 million beginning in 2015, which would add \$ to Lakeland's share, but the Governor's March 6<sup>th</sup> Supplemental Budget, while directing half of the projected \$1.2 billion surplus to tax relief, did not include any additional funding for LGA, so there'll be further discussions during the session on this topic. Second, you may recall that after the 2013 LGA formula changes were approved a drafting error was discovered, which the Legislature is trying to correct, so, while the 2014 LGA distribution will not be impacted, it remains to be seen what distribution impact this will have on cities, if it is approved. Given upcoming deadlines for legislation, I'll have more info in the March Update.
13. Bills in the House and Senate have been introduced to increase PERA Pension contributions for both employers and employees by .25% each; however this does not affect the PERA Police and Fire Plan. The change would take effect on 1/1/15, so it would not affect the 2014 Budget. It is likely to pass, since the Plan is deficient.
14. A Bill streamlining and clarifying the new local government Sales Tax Exemption was introduced. Of particular interest to Lakeland is the further definition of which goods and services provided by private businesses to cities are exempt and for construction contracts and materials. Again, I'll have more in the March Update.
15. Bills related to online registration and voting have been heard in the House Elections Committee, but, as yet, there aren't any companion Bills in the Senate.
16. Another bill of interest to Lakeland would allow City purchases of snowplow and road maintenance vehicles to be exempt from State motor vehicle sales tax, and exemption that Townships now receive. Matt can probably estimate if there are any cost savings to Lakeland.
17. Already, 3 bills to allow Sunday Liquor Sales have been introduced in the first week of the Legislative session, along with a Bill to expand the definition of legal fireworks to include "aerial and audible fireworks" to be purchased and used between June 1<sup>st</sup> and July 7<sup>th</sup> each year. I think the early introduction of bills – over 1,100 were introduced -is due to the fact that all bills must be reported out of Committee by

**March 21<sup>st</sup> or they are technically “dead” for the session. Plenty going on in this “short” Legislative session!**

- 18. The LMC is also developing a Model Ordinance for the sale of E - Cigarettes...expect the Legislature to discuss this growing issue in this session.**
- 19. Other items – The State Revenues for February, 2014 exceeded forecasts, so now revenues are 4.4% over projections, or about \$1.2 Billion, which makes it unlikely that the 2014 LGA distribution will be lowered; the long range forecast for State Revenues for the 2016-7 Biennium shows a surplus of \$2.6 billion, which is also good news for continuance of LGA funding; the Governor also released his Bonding recommendations for the 2014 Bonding Bill – nothing that pertains to Lakeland directly; City property tax levies for 2013 were half what they have been in previous years, according to the Department of Revenue; I attended the Metro Cities Water Forum on 1/30 – good info - see [www.metrocities.org](http://www.metrocities.org) for the PowerPoints; 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 the Metro Cities Annual Meeting will be on Thursday, April 24<sup>th</sup> beginning at 5:30 PM at the University Club in St. Paul.**
- 20. March, 2014 Work Plan – Focus on the senior housing project and State Legislative session.**



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TO: City Council  
FROM: Chris Wallberg  
RE: City Administration Report  
DATE: March 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 work is in process:

- Coordinating Spring Clean Up.
- Election Preparation.
- Set up of the new City email system.
- Researching computer needs for City offices.
- Scheduling for ball fields at City parks.
- Insurance renewals for work comp/property/casualty and PIEP.

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.

Lakeland Lakeland Shores Recycling Committee has reached/recommended a proposed new single-stream recycling program for approval by the 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 regarding pending variance application for 16610 11<sup>th</sup> Street North / Statz. The 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.

The applicants chose not to pursue multiple variances to do extensive remodeling of the home 699 Quixote Avenue North / Anderson. They will replace/repair the exterior and do minor remodeling inside the existing house that does not require variances.

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. Anticipate a meeting is planned with the owner and County representatives 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.
- Establish lists for expanded use of the County Code Red system.
- Continue to work with Recycling Committee on potential single-sort program.
- Address zoning projects as they come in.
- Update business files

CW