AMENDED AGENDA

City Council Meeting – 6:00 p.m.
Tuesday, June 17, 2014
Lakeland City Hall

Regular City Council Meeting

1.	CALL TO ORDER	Bob Livingston
2.	PLEDGE OF ALLEGIANCE	Bob Livingston
3.	CONSENT AGENDA – Items defined as routine business not requiring discussion and approved by roll call vote. Items may be pulled from the Consent Agenda for discussion and/or separate action.	Bob Livingston
4.	LAW ENFORCEMENT REPORT	Amy Williams Deputy Sheriff
5.	PETITIONS TO THE COUNCIL – Items requested to be placed on the Agenda from the public or from the floor.	Bob Livingston
6.	OUTDOOR TEMPORARY SALES / EVENTS STANDARDS - Consideration of proposed changes	Chris Wallberg
7.	CITY STAFF REPORTS - Attorney - Engineer - City Clerk - Public Works Director - Quixote Avenue North Drainage Update - Treasurer	
8.	COUNCIL MEMBER REPORT/Glasgow	Richard Glasgow
9.	COUNCIL MEMBER REPORT/Williams - Personnel Committee Recommendation – PW1 Increase	Amy Williams
10.	COUNCIL MEMBER REPORT/Paiement	Joe Paiement
11.	COUNCIL MEMBER REPORT/Bednar	Asia Bednar
12.	MAYOR'S REPORT	Bob Livingston
13.	ADJOURN	Bob Livingston

CONSENT AGENDA

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

A. Minutes of the May 20, 2014 Regular City Council meeting

B. Treasurer's Report

C. Bills to be Approved

D. Resolution re-appointing Don James to the LSCVFPD Board, term to expire 6/31/16

E. Resolution appointing Election Judges for 2014 Primary and General Elections

CITY COUNCIL MEETING
Tuesday, May 20, 2014

CITY COUNCIL PRESENT: Bob Livingston, Asia Bednar, Richard Glasgow, Joe Paiement, Amy Williams
STAFF PRESENT: Chris Wallberg, Matt Kline, Steve Iverson, Tom Niedzwiecki, Chris Johnson
OTHERS PRESENT: Leah Stanton, Chris White, Mike Isensee, Deputy Nick Sullivan

1. **CALL TO ORDER** by Mayor Livingston at 6:01 p.m.

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

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

   A. Minutes of the April 15, 2014 Regular City Council meeting
   B. Treasurer's Report
   C. Bills to be Approved
   D. Animal Humane Society Contract for 2014
   E. Skid Steer Rental

4. **LAW ENFORCEMENT REPORT** – Williams yielded the Law Enforcement Report to Deputy Sullivan. Deputy Sullivan stated that seven car robberies and one garage robbery took place the previous night. He added steps are being taken by the Sheriff's Office to address the problem and requested residents report any suspicious activity. There was discussion regarding a traffic accident that took place at St. Croix Trail and 8th Street North. Deputy Sullivan stated new graffiti was discovered under the I-94 bridge and asked that residents call if suspicious activity is witnessed. Chris White, 311 Queenan Avenue South, asked if there was any particular time of day or area being specifically targeted in robberies. Deputy Sullivan stated there has been no forced entry and mainly pocket change has been stolen; robberies have taken place between 1 a.m. and 5:30 a.m.; urged residents to lock doors as robberies have taken place mainly in unlocked vehicles.

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

6. **WASHINGTON CONSERVATION DISTRICT/WMO – Quixote Avenue North Drainage and Water Quality Feasibility Project** – Mike Isensee, Administrator of the Middle St. Croix Valley Water Management Organization, stated the Quixote Avenue drainage project is in 95% design phase and he wished to update the Council on progress achieved. He stated the original cost estimate for the project has now increased. The City's contribution is still estimated $25,000; the contribution includes cash and staff costs associated with the project. He pointed out the reason for cost increase includes contingencies for transporting equipment and materials to the bottom of the bluff. He added that while the actual project is not within the jurisdiction of the Army Corp of Engineers, materials will be transported through the Corp's jurisdictional waters so a permit will be required. He referenced plan sheet C1 and explained the specifics of project activity taking place at the north end of Quixote Avenue including a twelve inch directionally drilled storm water pipe that will convey water to the bottom of the bluff. He stated the consulting engineering firm that has been utilized by the WMO completed soil boring at the north end of Quixote to examine the feasibility of installing the storm water pipe; it was determined it is very feasible. The storm water pipe would have two inlets on the north side of Quixote Avenue; a two foot wide iron enhanced sand filter would be placed on the west side of Quixote Avenue to satisfy the requirements of the Clean Water Fund Grant; the grant requires action to reduce phosphorous and sediment runoff into the river. He provided an explanation regarding how the iron enhanced sand filter functions. He stated there was a significant amount of erosion on the slope due to the recent heavy rainfall, which provided valuable insight into current drainage patterns. He stated the slope on the west side of Quixote would be moved further west to accommodate the addition of the sand filter; the grade of the slope would also be changed to a 3 to 1 slope configuration; trees and native plantings would follow. He stated he met with all the residents of Quixote Avenue, collected their feedback and provided their concerns to consultant design engineer; none of the concerns presented problems for the engineer; resident feedback will be presented with final plans. Next, he referenced plan sheet C2, which addressed work to be completed at 681 Quixote Avenue and 641 Quixote Avenue. He stated both homeowners have agreed to have bio-retention cells installed to decrease the water volume reaching the north end of Quixote Avenue; installing the bio-retention cell includes lowering the grade of the right of way by one foot as well as planting short, prairie, heavy grass palate native plantings. Livingston questioned the estimated start time and length of the project. Isensee stated he discussed the timetable with the City Engineer and both feel a July timetable for presenting contractor bids for Council consideration would be feasible; the project construction could

potentially start by November 2014. He stated bids may be higher due to the late starting date of the project; if bids came back higher than estimated it would be recommended not to accept a bid; it could then be placed back out for bid in early 2015, with construction beginning in spring 2015. Kline stated SEH would provide bidding and contract processing for the project for $5,700; contract administration, which includes on-site oversight, would cost $10,916. He added engineering costs for the project already incurred by the City are $2,837, dating back to May 2013. Williams questioned if the contract administration cost presented by SEH cost was consistent with expectations. Isensee stated it was consistent with the expected cost. Glasgow questioned if the iron enhanced sand filter would require maintenance. Isensse stated the filter inlets would need to be cleared of sediment and leaf debris; was unsure of the required frequency of cleaning; estimated every two or three years but would require monitoring; cleaning consists of digging rock out of the inlets, removing debris and replacing the rock which should not be cost intensive. Kline questioned if the residents or the City would be responsible for the maintenance of the rain gardens at 641 Quixote Avenue and 681 Quixote Avenue. Isenssee stated the Washington County Conservation District and the WMO would have a signed maintenance agreement with the residents; if residents don't comply with the agreement the City would be responsible for maintenance due its location in the right of way. Williams stated she attended a workshop at which she was informed Woodbury has good compliance rate for residents maintaining rain gardens. Isensee stated the MSCWMO has been able to provide maintenance for the first two years after rain garden installation by using the Minnesota Conservation Corp crews; the aforementioned projects will be on that rotation for the first two years. He added the WMO has a vested interest in maintaining the rain gardens and maintenance training is provided to residents; residents are fully responsible for rain garden maintenance after 2 years; the Minnesota Conservation Corp crew is obtained through a grant so their services are not guaranteed if grant funds were to expire. There was discussion regarding maintenance agreements for existing or previously constructed rain gardens. Niedzwiecki asked for clarification that expenses associated with the project would come out of the Public Works Fund. Kline stated that the source of funding had not been discussed, but he believed there were funds available in relation to surface water drainage in the Long Term Improvement fund. Niedzwiecki confirmed a balance of $18,800 in Long Term Improvement Fund for surface water drainage; believed those funds were budgeted for Great River Greening, which he believes is completed; unsure if the money is obligated for another project. Livingston suggested to definitively determine where funds for the project will come from. Kline stated the City has two options, stop now or proceed with bidding; to proceed all the specifications would go to the City Engineer and it would cost $5,717 to proceed with bidding; Council approval is necessary to proceed. **M/S/P(Williams/Bednar) to authorize the expenditure of $5,717 for bidding and contract processing to be executed by SEH on behalf of the City for the Quixote Avenue North Drainage Project. Passed Unanimously**.

7. STAFF REPORT

Attorney – City Attorney Chris Johnson reported that the court has ordered Donald James Space to pay court costs associated with litigation; payment has been received and has been provided to the City. He also stated he reviewed the skid steer rental agreement and the Animal Humane Society contract.

City Clerk – Wallberg reported the Spring Cleanup was a success and about 90 vehicles participated. She stated the new recycling program has been implemented; reminded residents that recycling is now collected every other week. She reported she has been in contact with the family of the home that recently burned in Lakeland regarding the razing of the property. There was discussion regarding the frequency of recycling collection. It was stated the residents have indicated that bi-weekly recycling collection is not frequent enough. Wallberg stated that the increased size of recycling containers was anticipated to alleviate problems associated with bi-weekly collection. She also pointed out that larger containers are available upon request. Livingston pointed out that all options were presented and the Council elected to approve bi-weekly collection. Wallberg stated she would contact Maroney's Sanitation to discuss possible solutions; will add the Maroney's Sanitation recycling schedule calendar to the City website.

Public Works Director – Kline reported automatic ACH bill payment software for the Water Utility was implemented. He added a sign-up sheet for automatic ACH bill payment would be added to City website in the near future. He gave a further explanation of how the automatic bill payment will work. He stated a dehumidifier is needed for Water Utility Plant #1; he has researched them and determined the appropriate one to purchase for which an order was placed. He reported another frozen water main was discovered in Lake St. Croix Beach in the first week of May; the main was frozen all the way between their old City Hall and their new City Hall; he provided more specifics regarding how the frozen main was discovered. He stated he would like Lakeland, Lakeland Shores, and Lake St. Croix Beach to hold a meeting to discuss the Water Utility Joint Powers Agreement, and implications associated with the multiple frozen sections of water main over the winter.

Treasurer – Niedzwiecki reported that the LMCIT annual insurance premiums for workers comp and property liability are included in the claims to be approved; the property liability premium decreased $1,200, or 8%; most of the decrease was attributed to the Water Utility; workers comp increased by $600 or 9 %, also mostly attributed to the Water Utility. He stated $1,000 was received from the Bungalow for Legal Gaming. He added that his comments on the Long Term Improvement Fund were incorrect and that $960 received for the Source Water Protection Plan Implementation Grant was previously spent by the Water Utility and would not be received in the Long Term Improvement Fund.

Zoning – None.

8. **COUNCIL MEMBER REPORT/** Bednar reported the Al Bergevin memorial plaque has been displayed at Crocker. She stated the new equipment for Humphries Park is expected to be installed around the second week in June but a firm date has yet to be set. The budget for the equipment expenditure was $45,000; with volunteers being utilized to install the equipment approximately $10,000 will be saved; the total expenditure will be approximately $35,000. She added flyers requesting volunteers have been placed at Freedom, Jordan's Deli and she intends to display them in a couple other areas. After the completion of the equipment installation she intends to begin addressing the bike path; intends to contact former Mayor Craggs; may attend an Alliance meeting to discuss the bike path. Chris White questioned how things would be handled in the event of a volunteer injury. Iverson stated that a Volunteer Insurance policy was purchased. Bednar stated the Humphries Park equipment installation would likely take place between June 11 and June 13. Williams stated she has been examining the possibility of promoting a Night to Unite event and suggested having a grand opening of the parks in conjunction.

9. **COUNCIL MEMBER REPORT/** Glasgow reported he contacted Comcast and is awaiting the final Franchise Agreement contract. He stated there will be an Alliance meeting which will include a legislative session wrap up. He said he met with Niedzwiecki to discuss financials regarding snow plowing and would like to see a Council workshop to address the issue. He reported he attended the Adult & Teen Banquet and cited statistics presented concerning narcotic use.

10. **COUNCIL MEMBER REPORT/** Williams reported she attended the Gateway Corridor Commission meeting; the scoping period was completed and a scoping packet is available on the Gateway Corridor Commission website. She added residents could contact her for a copy of the scoping packet and she also intends to provide the packet to City Hall for any interested citizens to view. She stated she will be attending a Gateway sponsored tour of the Bus Rapid Transit Orange Line in Los Angeles.

11. **COUNCIL MEMBER REPORT/** Paiement reported the Personnel Committee met and completed a performance review for the Public Works Director, Matt Kline. The Personnel Committee agreed that Kline's performance has been favorable and are recommending a 3.5% increase from his existing salary, retroactive to March 1, 2014. **M/S/P(Paiement/Williams) to accept the recommendation of the Personnel Committee to increase the yearly salary of the Public Works Director, Matt Kline, by 3.5% effective March 1, 2014.** There was discussion regarding the frequency of raises. Glasgow stated he feels Kline has done a great job since taking the position and a raise is deserved. **Passed Unanimously.** Williams requested that Staff provide potential motions in memos related to action items.

12. **MAYOR'S REPORT/** Livingston nothing to report.

13. **ADJOURN – M/S/P (Williams/Glasgow) to adjourn meeting at 6:58 p.m. Passed unanimously.**

_____
Bob Livingston, Mayor

_____
Steve Iverson, Deputy Clerk/Recorder

Draft

RESOLUTION NO. 2014-_____

CITY OF LAKELAND
WASHINGTON COUNTY, MINNESOTA

RESOLUTION OF THE CITY COUNCIL APPOINTING REPRESENTATIVES OF THE CITY OF LAKELAND TO THE LOWER ST. CROIX VALLEY FIRE PROTECTION DISTRICT

WHEREAS, the City of Lakeland is a Joint Powers member of the Lower St. Croix Valley Fire Protection District (District); and,

WHEREAS, pursuant to the Joint Powers Agreement (JPA) under which District is organized, the District shall be managed by a Board of Commissioners (Board) which duty shall be to manage, control, direct and implement the purposes and intent of the Joint Powers Agreement; and,

WHEREAS, pursuant to the JPA under which the District is organized, the Board shall consist of two (2) primary members from each of the Cities, appointed by the City Council of the respective Cities. Such members shall serve at the pleasure of the City Council they represent. The regular terms of each member shall be for two (2) years, terms to commence on July 1st in alternate years; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF LAKELAND, as follows:

1. That Don James is hereby re-appointed as one of two primary representatives to the District Board, term to expire June 31, 2016.

Passed and adopted by the City Council for the City of Lakeland this 17th day of June, 2014.

_____
Robert Livingston, Mayor

ATTEST:

_____
Chris Wallberg, City Clerk

E

Draft

RESOLUTION NO. 2012-_____

CITY OF LAKELAND
WASHINGTON COUNTY, MINNESOTA

A RESOLUTION APPOINTING ELECTION JUDGES FOR THE 2014 PRIMARY AND GENERAL ELECTIONS

WHEREAS, the State of Minnesota and City of Lakeland have called a Primary Election for Tuesday, August 12, 2014 and a General Election for Tuesday, November 4, 2014; and,

WHEREAS, Minnesota Statute 204B.21 (2) requires Election Judges for precincts in a municipality be appointed by the governing body of the municipality; and

WHEREAS, the Lakeland 2014 Primary Election judge appointments consist of individuals recommended by the City Clerk with the approval of the majority of the City Council.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF LAKELAND, that the following individuals meet the qualifications to serve as Election Judges as established by the State of Minnesota and are hereby appointed to serve as Election Judges for the 2014 Primary Election and the General Election as needed:

- Terrie Heimann / Head Judge
- Sandra Bishop
- Walter Jacks
- Sharon Lee
- Harry Martin
- Gloria Phillips
- Len Schakel
- Jill Tammen
- Roger Tyrell
- Chris White

BE IT FURTHER RESOLVED, that the Election Judges will be trained according to Minnesota State Statutes; and that they will be paid $ 10.00 per hour - Head Judge will be paid $12.50 per hour - for their services.

BE IT FURTHER RESOLVED, that the City Clerk is authorized amend the appointments as necessary to fill vacancies and meet party requirements.

Passed and adopted by the City Council for the City of Lakeland this 17th day of June, 2014.

_____
Brian Zeller, Mayor

ATTEST:

_____
Chris Wallberg, City Clerk

6

TO: City Council

FROM: Chris Wallberg – City Hall

RE: Outdoor Temporary Sales / Farmer's Market Standards

DATE: June 17, 2014

A request came in to allow a free-standing produce stand in the parking lot at Lakeland Village. The standards approved earlier this year need some amendment to address this kind of operation. There was review of the standards at the Planning Commission meeting.

The attached draft has changes (shown in bold) being recommended by Planning Commission and staff. The existing standards require that sales be accessory to or promoting a business with conditional use approved for the site, and that sales be limited to 10 days. The proposed changes are to add temporary seasonal produce stands and garden centers as exceptions, and to require that the business person obtain an administrative permit.

(As a reminder, there was discussion regarding multiple outdoor uses during 2013-14. It got a bit confusing as I researched this issue, so let me refresh those actions:

Seasonal Garden Centers/Supplemental Performance Standards – 5/2013 Failed / 2-3 vote
Outside Uses Accessory to Restaurants – 1/2014 Ordinance Adopted
*Outdoor Temporary Sales & Event Standards – 1/2014 Standards Adopted
*This is the item what we are currently reviewing. It is separate from the others.)

These are standards, and full process with public hearing is not required. The goal is to process the standards and get Council approval quickly so this business can come in this season.

cw

Outdoor Temporary Sales and Event Standards

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

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

1. The event or sale shall be accessory to or promoting the permitted or conditional use approved for the site.

2. Tents, stands, and other similar temporary structures may be used, provided they are clearly identified on the submitted plan and provided that it is determined by the Zoning Administrator that they will not impair the parking capacity, emergency access, or the safe and efficient movement of pedestrian and vehicular traffic on or off the site.

3. The submitted plan shall clearly demonstrate that adequate off-street parking for the proposed event can and will be provided for the duration of the event. Determination of compliance with this requirement shall be made by the Zoning Administrator who shall consider the nature of the event and the applicable parking requirements. Consideration shall be given to the parking needs and requirements of other occupants in the case of multi-tenant buildings.

4. Sales and events are allowed for not more than ten days per calendar year, with the exception of non-profit sales which are not limited. Exceptions to this requirement are Christmas Tree Sales, Farmer's Markets, **Produce Stands, Garden Centers** and Carnivals within the requirements listed below.

5. Sales are allowed where the underlying zoning district allows retail sales.

6. Sales are allowed for each tenant or business.

7. Transient merchants are not allowed temporary outdoor sales. The business must own the property or have at least a one-year lease. Exceptions to this requirement are Christmas Tree Sales, Farmer's Markets, **Produce Stands, Garden Centers** and Carnivals within the requirements listed below.

8. Approved outdoor temporary/seasonal sales may have one temporary sign not to exceed 24 square feet in area and not more than six feet in height.

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

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

11. Off-site sales are not allowed.

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

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

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

1. **A Certificate of Compliance shall be obtained from the Zoning Administrator prior to assembly of display area.**

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

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

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

Farmer's Market / **Produce Stand / Garden Center** Standards
Such activity is directed toward the general public and consists of outdoor sales of produce, plants, garden supplies and related products.

The following specific standards shall apply to all proposed Farmer's Markets, **Produce Stands and Garden Centers** allowed by this paragraph in addition to other applicable building and safety code requirements as determined by the Zoning Administrator.

1. **A Certificate of Compliance shall be obtained from the Zoning Administrator prior to assembly of display area.**

2. No portion of this use shall take place within any public right-of-way.

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

4. Display areas and parking spaces shall not impede on the minimum required parking for the primary use of the property.

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

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

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

8. Signage and lighting plans shall be approved by the Zoning Administrator prior to any sales.

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

Carnival Standards

1. The event shall in no case exceed three consecutive calendar days per event, including set-up and take-down.

2. There shall be no more than one carnival per calendar year per property.

6/17/14

Lakeland Mayor's Update – May, 2014

1. I have completed monitoring the Thrive MSP 2040 Plan process that the Metro Council conducted.. Washington County and Ramsey/Washington County provided comments, which are attached for your information. The full Metro Council voted on and approved the Thrive MSP 2040 Plan on May 28th. This policy document is required by State law to be crafted by Metro Council every 10 years as a framework for "orderly and economical" development. I will have more reaction on the Plan in the June Update, as to what it means for cities.
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 19th and there was a reversal of the estimate down to 1,500, which is about half of the previous estimate, for 2040. I contacted the city's Metro Council Rep, Lisa Barajas, about the change in "direction" for further explanation for the City's drop of almost 1,300 people in the revised estimates. There were mistakes in the model used to make the 2040 estimates, which did change the projections, but the new estimate reflects an aging population, little room to grow, and less impact from the projected improvements in mass transit along the Gateway Corridor.
3. Interestingly, the recent population estimates released by the Metropolitan council show a current population of 1,805, as of 4/1/13. I am reviewing with Staff that estimate for comment to the Metro Council by 6/24/13. I will copy my e-mail response to Chris.
4. Select Senior Living (SSL) secured an investor, Northern Lights Venture Fund, for the project. ViewPoint Consulting Group reviewed the Maxfield, Inc marketing study and confirmed their findings; SSL engaged dba Architects to work on a preliminary design; the property manager would be Oxford Property Management; and Pointmark Construction will handle the project development. SSL made an offer on the property in early May, which was countered by the property owner. SSL has countered in mid-May and is awaiting a counter offer. They continue to meet with potential investors, as well. It should be mentioned that SSL has recently acquired property in Stillwater to build a 90 unit senior facility and is looking for 1 more property in

Washington County for their concept, which is affordable senior housing, including independent living, assisted living, memory care and elderly waiver.

5. **I updated Chris and Planning Commission Chair Chris White on progress on the senior housing project at a meeting on April 29th, where we also discussed a possible process for the application should agreement be reached on the price of the property in the near future.**
6. **Now that Thrive MSP 2040 has laid out the direction, the Metro Council is already getting started on the Comp Plan Update process. It started with a Local Planning Assistance Handbook Update survey this month. In responding to their request for input, I suggested that the process for small communities be streamlined to simply include major changes from the last Comprehensive Plan, instead of the current complete rewrite, as well as grant program, rather than a loan program for small cities for technical help. I will meet with the Planning Commission on Tuesday, June 3rd to go over the current Comp Plan, plus review the process for the upcoming 2018 update.**
7. **I had a meeting with Firm Ground Architects on 5/9 and they are working with Ebert Construction on a number of projects, including Lakeland. I continue to stay in touch with them on their interest in the project. They have 1 project to nail down before focusing on this one that has a September, 2014 start date. Their "team" consists of Firm Ground Architects, Ebert Construction, and 3 Links of Northfield for property management, so they are a good "backup" plan, if Senior Select Living is unable to negotiate a price for the property.**
8. **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.**
9. **I am working with Kathryn Paulson at the WCHRA, who has been assigned to work with us on the senior housing project, on possible grant opportunities and WCHRA assistance related to the project. We met with the Developer on Tuesday, May 6th to talk about grants, loan programs and bonding. The HRA has a number of possible programs that may help the project.**
10. **Aging Services of Minnesota, which is a consortium of agencies and nonprofits focused on helping seniors, has hired Clifton, Larson, Allen to do a study on senior housing construction in the Metro area. I responded to their request for information and they will send a copy of their study when it is completed in June. It will be interesting to**

compare their market data with that of the Washington County study released in January, 2014.

11. **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 County Board entered into agreements for the program at their 3/18 meeting. The program is tentatively set to begin June, 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. I will send information to Staff when I see it.**
12. **The foreclosure data provided by the Washington County HRA for 2014 shows that total Sheriff's sales are down by 79 for 2014 over 2013, a good indication that the housing market continue to improve. Lakeland has had 52 Sheriff's Sales since 2009, including 12 for 2012. For 2013, Lakeland had only 4 foreclosures. However, to start off 2014, Lakeland had 1 in January at 1839 Quinlan Avenue South, but no additional foreclosures through April.**
13. **The Legislative session got underway on February 25th and adjourned on May 19th - there was a lot of activity affecting cities. The LMC and Metro Cities staff will have complete "breakdown" of legislation affecting cities at the LMC Annual Conference from June 16 - 18. I will pass along the info to you in the June Update.**
14. **Pertaining to the St Croix River, the Supplemental Appropriations Bill did include $200,000 in Clean Water funds for water quality monitoring and phosphorous reduction. I will get more specifics for you on exactly how those $ will be spent and by what agency.**
15. **LGA has been a topic of discussion at the Legislature this session, even though it is not budget year. The Governor signed into law on 5/20 an additional $7.8 million for the 2015 LGA distribution, which means that Lakeland's 2015 LGA distribution will go from $47,640 to $49,055 – a $1,415 increase…every little bit helps! The Levy Certification deadline was also extended from 9/15 to 9/30.**
16. **Legislation to increase PERA General Plan Pension contributions for both employers (7.5%) and employees (6.5%) by .25% each has been approved; 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, BUT should be in the 2015 Lakeland Budget.**

17. **Nothing in the Bonding Bill signed by the Governor on 5/20 of specific interest to Lakeland…additional $ for a number of infrastructure programs for the State, which the County will have access to.**
18. **There were also changes to the Local Government Sales Tax Exemption that expanded it to Joint Powers Agreements (JPA's) and Special Districts, plus an updated list of goods and services purchases that are exempt. There is no MVST exemption for maintenance trucks or snow plows in the bill. I don't have the list, but it'll be part of the Legislative Update at the LMC Conference in mid-June, so I'll include the info in the June Mayor's Update.**
19. **The "Pothole Fix" funding was set at $10 million in the final Supplemental Appropriations Bill. I will see if any of those $ will be available to cities under 5,000 and report in the June Update.**
20. **A bill was signed into law establishing an online voter registration program. Didn't we already have this? We did, but it was apparently illegal for the Minnesota Secretary of State to implement one without legislative approval, which he did last Fall. Since its "illegal" establishment in September of 2013 only 3,600 voters have registered to vote online, but it is now legal to register online.**
21. **Electronic cigarettes (E-cigarettes) are now banned in city buildings, as well as any building owned/rented by a political subdivision. Cities can adopt a more rigid ban of both the sale and use of E-cigarettes, if they want to…like other tobacco products, sales of e-cigarettes to anyone under the age of 18 are banned.**
22. **There were a number of Data Practices revisions passed – one making checking account numbers private prohibiting them from being disclosed to the public or private, third parties, while another addresses public employee data access authorization and procedures. The Legislative Commission on Data Practices and Personal Data Privacy was created to study issues relating to government data practices, security and privacy and consists of 5 Senators and 5 representatives.**
23. **As you know, the Minimum Wage was increased and indexed for inflation. A 3 year "phase in" process will move the minimum wage to $9.50 by 8/16, then the inflation index "kicks in" with a "safety net" that allows the State to stop the indexing in times of economic downturn. For small businesses with under $500,000 in revenues, the minimum wage will be $7.75/HR in 9/16. For cities, it will likely mean increased costs for seasonal employees.**
24. **2015 Budget Alert! The LMC Board will meet on 8/21/14 to determine the dues increase for next year. The maximum amount that they can**

increase the dues is 3.5%, but given previous increases, the City Council could budget 3% and be close enough.

25. **Other items – The LMC is looking for Elected Officials to serve on their 2014 Policy Committees – contact hcorcoran@lmc.org – they are well worth your time; the County Board released an Economic Development Strategic Plan (attached), which will need to be considered in the Comp Plan update; 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; the Metro Council will hold a Community Forum on their Water Supply Plan on Tuesday, June 24th @ Eagan City Hall about their involvement in the future water supply in the Metro Area; and congrats to former Mayor Zeller to the Washington County HRA Board for a term expiring on 12/31/16.**
26. **June, 2014 Work Plan – Focus on the senior housing project, Comp Plan and analysis of the 2014 State Legislative session.**

city of LAKELAND ON THE ST. CROIX

TO: City Council

FROM: Chris Wallberg

RE: City Administration Report

DATE: June 17, 2014

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

I'm working with Maroney's on options to provide additional recycling service.

Comprehensive Plan - Met Council has approved the Thrive MSP 2040 Plan, which begins the first phase of the process for updating local Comprehensive Plans. Mark Nagel met with the Planning Commission members to review/discuss the current Plan, changes since the last version and goals and policies for the future. This will be ongoing work for the Planning Commission.

Finance

Auto Bill Payment / Water Utility Bills
Coordinated with US Bank to enroll in services for Auto Bill Payment. Enrollment form is available on the website, in the Newsletter, from the Water Utility and at City Hall.

Set up an account with Cemstone for playground equipment installation.
Finalized Washington County Recycling.
Created Utility/Right-of-way permit and process.

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

1243 Rivercrest – home was destroyed by fire. The owner's family is working on clean-up of the property, and we continue to work with various agencies to expedite abatement.

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. I met with the Septic Inspectors, and we will have a meeting with the property owner in the next few weeks to discuss next steps.

747 Quixote / Mau – Communications from Maus and Louis Furlong have been forwarded to you recently. Bob Dickie, the renter's father and an attorney, has been provided with copies of regulations and actions relative to parking on the bluff west of 747 Quixote.

- over -

1081 Quixote – Joe Brennan requested consideration of a lot line adjustment between his property and that to the south. None of the lots involved meets the minimum area requirement. Staff reviewed the request and informed Joe that would not be permitted because Code does not allow further reduction of an existing yard that is less than the minimum required. Joe requested review by the Planning Commission, who reviewed and discussed the proposal with him at their recent meeting. PC members confirmed that further size reduction of substandard lots would not be permitted. Joe followed up to say that the adjacent property is to be sold soon, and he has no plans for his property that require additional action at this time.

Communication continues regarding pending variance applications for these projects:

1121 Quentin Avenue South / Nustvold. The applicants propose to build a new screen Porch that that would require a variance to bluffline setback.

737 Quentin Avenue South / Ruprecht. The applicants propose to renovate their home such that it would require variance/s. Preliminary plans were reviewed and comments made. A meeting will be set to review updated plans.

641 Quixote Avenue North / Quinn. Approval was given for the landscaping plan, and the project is underway. Site inspection will be done to insure compliance.

16678 7th Street South / Gustafson. A Grading and Filling Permit was issued for the exterior landscape work being done. Site inspection will be done to insure compliance.

Website - http://ci.lakeland.mn.us
Changes are made to the website as appropriate. More materials and information will be added as we go along (and time permits). We invite input for what the website should include.
record retention / Data Practices and 2014 Elections.

The following work is in process or on the to-do lists:

- Election Preparation.
- Escrow review and reconciliation.
- Municipal licensing reporting to the MN Department of Revenue.
- Set up of the new City email system.
- Researching computer needs for City offices.
- Address and update record retention and Data Practice processes.
- Continue to identify what will be included on the website, develop those materials and meet with Council to get direction regarding content of the website.
- Establish structure for email system for elected officials and staff, and work on developing an email list for broader communication with residents.
- Establish lists for expanded use of the County Code Red system.
- Address zoning projects as they come in.
- Update business files.

cw