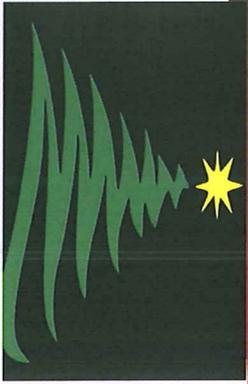




Holiday Gathering 5:00 p.m.
Regular City Council Meeting 6:00 p.m.
Tuesday, December 15, 2015
Lakeland City Hall

REGULAR CITY COUNCIL MEETING AGENDA
ANNUAL CITY HOLIDAY GATHERING: PUBLIC ENCOURAGED TO ATTEND

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPT AGENDA
4. CONSENT AGENDA (Items may be pulled for discussion and/or separate action)
 - A. Approval of November 17, 2015 City Council Meeting Minutes
 - B. Approval of December 3, 2015 City Council Workshop Minutes
 - C. Approve 2016 Liquor Licenses
 - D. Approve 2016 Tobacco Licenses
 - E. Approve 2016 Animal Humane Society Contract
 - F. Application for Payment 2015 Quixote Drainage Project - Fitzgerald Excavating
 - G. Application for Payment 2015 Street Improvements Project - Fitzgerald Excavating
 - H. 2016 City Council Meeting Schedule
 - I. Monthly List of Claims
 - J. City Treasurer's Report
5. AGENCY REPORTS
 - A. Law Enforcement Report
 - B. Fire Department Report
 - C. Government Affairs Report
 - D. City Engineering Report
 - E. Animal Control Report
 - F. Middle St. Croix Watershed Management Organization Report
6. OPEN FORUM (Public comments, presentations and petitions)
7. PUBLIC HEARING: TRUTH IN TAXATION 2016 BUDGET AND LEVY
8. CITY BUSINESS
 - A. 2016 Budget and Levy
 - B. Resolution 2015-34 Approving Moving Forward with New City Hall
 - C. Ordinance 7549 Establishing Quarterly Utility Billing
 - D. Ordinance 7550 Approving Water Rate Increase
9. CITY STAFF REPORTS
10. CITY COUNCIL AND MAYOR REPORTS
11. ADJOURN



LAKELAND CITY HOLIDAY PARTY

TUESDAY DECEMBER 15, 2015

**5PM SOCIAL GATHERING * 6PM COUNCIL MEETING * 7PM AFTER PARTY
PLEASE JOIN US AT CITY HALL**



OFFICIAL RECORDED MINUTES OF LAKELAND CITY COUNCIL MEETING
TUESDAY, NOVEMBER 17, 2015

CITY COUNCIL PRESENT: Council Member Evan Loenser, Council Member Jeri Ryan, Council Member Richard Glasgow, Council Member Joe Paiement, ABSENT: Mayor Amy Williams

STAFF PRESENT: Public Works Director Matt Kline, City Administrator/Clerk Sandie Thone, City Attorney Josh Brekken, City Treasurer Tom Niedzwiecki

CITY COUNCIL WORKSHOP: 5:07 p.m. to 5:52 p.m. discussion regarding SEH Engineering Project and the Annual Holiday Gathering.

1. CALL TO ORDER by Acting Mayor Glasgow at 6:03 p.m.
2. PLEDGE OF ALLEGIANCE was recited.
3. ADOPTED AGENDA: **Motion/Second/Passed 4-0; Council Member Jeri Ryan / Council Member Evan Loenser**
4. ADOPTED CONSENT AGENDA
Approve Consent Agenda;
Motion/Second/Passed; 4-0 Council Member Jeri Ryan / Council Member Evan Loenser
 - A. Approval of October 20, 2015 City Council Meeting Minutes
 - B. Approval of PW/Water Operator Hire
 - C. 1109 Quixote Project Completion
 - D. Videographer 2016 Pay Increase
 - E. Monthly List of Claims
 - F. City Treasurer's Report
5. AGENCY REPORTS
 - A. Law Enforcement Report/Deputy Bell noted 114 calls for service in Lakeland, one significant call regarding a motorcycle crash on the corner of Saint Croix Trail and 8th Street, resulting in a fatality.
 - B. Fire Department Report/Council Member Richard Glasgow noted 36 runs, 8 in Lakeland.
 - C. Government Affairs Report; refer to packet
6. OPEN FORUM (Public comments, presentations, and petitions)
 - A. Robert Craggs – St. Croix Valley Community Foundation; Bike Trail Update Condition of Lower St. Croix Trail in need of repair, St. Croix Valley Community Foundation looking for ways to fund the project and also come up with sponsorship. The Washington County Capital Improvement project has proposed \$250,000 to be used in the re-paving of the four mile trail, December 3rd at Shiners Bar and Grill a community

event will be held to announce and celebrate the re-paving of the Lower St. Croix Valley Trail.

7. PUBLIC HEARING 6:30 p.m. to 6:38 p.m.

A. Embrace Church 16700 7th Street South, Amendment to Conditional Use Permit (CUP) Regarding New Signage

Austin Walker spoke on behalf of Embrace Church regarding the CUP amendment for new signage on the existing building. One written comment was read by the clerk from Sharon Fitzenberger at 16591 7th Street South opposing a sign that was directly across the street from the resident's house. However, the plans for this sign were later changed and the proposed sign would be built in a different location.

8. CITY BUSINESS

A. Embrace Church Amendment to Conditional Use Permit (CUP) Regarding New Signage
**Approved Amendment to Conditional Use Permit Regarding New Signage;
Motion / Second / Passed 4-0; Council Member Jeri Ryan / Council Member Evan Loenser**

Time Stamp 31:17

B. New City Hall and Request for Proposals for Architect Services

Last month staff brought forward a request for proposal (RFP) for architect services for plans for a new city hall, the council decided to look at more options before making a final decision. The city has funds available in the amount of \$750,000 to use for a new city hall. The city council narrowed the options to two locations for the future city hall. One at the Water Utility Plant property and the second in the Lakeland Plaza. David Brown, financial advisor, believes it would be a better option to build on the existing property, rather than buying or leasing at a new location. However, council felt more information is needed to make a decision so the item was tabled and a workshop was scheduled for December 3rd to discuss the remaining options. **Item Tabled.**

C. Utility Billing Frequency

**Approve a change in the utility billing frequency from monthly to quarterly;
Motion / Second / Passed 4-0; Council Member Evan Loenser / Council Member Jeri Ryan**

Time Stamp 1:12:14

9. CITY STAFF REPORTS

Treasurer Tom Niedzwiecki

Reminder of Truth in Taxation hearing next month for the 2016 budget and levy, currently the proposed levy is a 3.1% increase including debt service and new city hall funding. No further information from county or other vendors that would lead to changing that 3.1%, Update: 10 months into the year, despite all of the small changes, general fund will most likely break even for this year.

City Administrator/Clerk Sandie Thone

Approved \$125 for Holiday Party; Motion / Second / Passed 4-0; Jeri Ryan / Evan Loenser

Time Stamp 1:40:25

Working with Scott Qualle to update the city code to reflect the state building code, drafted a plan and will move forward with a public hearing. Remedies for issues with the current city hall (pests, mold, etc.) are being taken into consideration. Looking at an option for residents to pay with credit cards at city hall - many requests from residents for that option. Slowly transitioning accounting to the Deputy Clerk.

City Attorney Josh Brekken

Apologized for absence the past few weeks. Assisting with staff when needs arise.

10. CITY COUNCIL AND MAYOR REPORTS

Council Member Evan Loenser

No Report.

Council Member Jeri Ryan

Thanked Mary James who helped continue with the Lakeland Gardens.

Council Member Joe Paiement

WMO met Thursday and is establishing technical recommendations in the River District which would include all the communities on the St. Croix River. The idea would be to develop uniformity in projects and variance applications for all cities.

Acting Mayor Richard Glasgow

Concerned that the 8th Street and St. Croix Trail Intersection is too dangerous. Looking into options to fix the issue.

11. ADJOURN

Motion to adjourn effective 8:06 p.m. Motion / Second / Passed 4-0 ; Council Member Jeri Ryan / Council Member Evan Loenser

Respectfully Submitted by Deputy Clerk, Halli Sevilla

Amy Williams, Mayor

Sandie Thone, City Administrator/Clerk

OFFICIAL RECORDED MINUTES OF LAKELAND SPECIAL CITY COUNCIL WORKSHOP
SATURDAY, DECEMBER 3, 2015

CITY COUNCIL PRESENT: Mayor Amy Williams, Council Member Richard Glasgow, Council Member Joe Paient, Council Member Jeri Ryan, Council Member Evan Loenser

OTHERS PRESENT: Grady Erickson and Gary Vandervorst of Lakeland Plaza, LLC.

COUNCIL WORKSHOP SESSION BEGAN AT 9:17 A.M.

SUMMARY OF WORKSHOP DISCUSSION:

Council discussed the remaining two options for relocating city hall which included building a facility on the city owned land at the Public Works site and a 'build out' at the Lakeland Plaza. Lakeland Plaza representatives presented the options available to the city at their private owned site and offered to provide a 'build out' cost to the city after specific needs were shared with them on what the city would require in the way of offices, meeting rooms and council chambers, etc.

Proponents for the Lakeland Plaza site spoke to the benefits of the central location serving the community as a city center and cited the convenience for residents and the added benefit it would provide the other business owners at the Plaza.

Proponents for building at the city owned PW site spoke to the benefits of true ownership; not being tied to a private entity, especially in view of a potential sale of the Plaza in the future, future expansion of city hall (partnering with other cities or the county, library, etc.), and having room for expansion if necessary, no size constraints, no unknown cost variables (sharing plaza expenses), consolidating all city services and staff to one location and not being responsible to ensure the financial stability of a private enterprise.

The financial comparisons of the two options on the table need further details to determine the actual cost to the city. The decision to move forward with a New City Hall will be brought to the December meeting with the decision between the two options being brought to a future meeting after costs analysis are obtained.

ADJOURN: 11:40 A.M.

Amy Williams, Mayor

Sandie Thone, City Administrator/Clerk



TO: Mayor and City Council

FROM: Sandie Thone, City Administrator/Clerk

RE: 2016 Liquor License Renewals

DATE: December 15, 2015

INTRODUCTION

Pursuant to Lakeland City Code §113.01 No person, except wholesalers or manufacturers to the extent authorized under state license, shall directly or indirectly deal in, sell, or keep for sale any intoxicating liquor without first having obtained a license to do so as provided in this subchapter. Pursuant to §113.08 applications for renewal of an existing license must be made 60 days prior to the date of the expiration (December 31, 2015).

DISCUSSION

Application for renewals were received by the following establishments:

- 1) Off-Sale Liquor License: Village Wine & Spirits LLC dba Village Wine and Spirits at 370 South St. Croix Trail, Lakeland, MN 55043
- 2) On-Sale, Off-Sale and Sunday Liquor License: Bungalow Liquors, Inc. dba Bungalow Inn at 1151 Rivercrest Road North, Lakeland, MN 55043

The applicants have successfully submitted all of the application materials and fees required per city code and in compliance with the Minnesota Department of Public Safety, Alcohol and Gambling Enforcement Division. Both applicants have successfully passed the Washington County Sheriff's background investigation showing no violations on record.

RECOMMENDATION

Staff is respectfully requesting the City Council approve the 2016 liquor licenses for an Off-Sale Liquor License for Village Wine & Spirits LLC dba Village Wine and Spirits at 370 South St. Croix Trail, Lakeland, MN 55043 and an On-Sale, Off-Sale and Sunday Liquor License for Bungalow Liquors, Inc. dba Bungalow Inn at 1151 Rivercrest Road North, Lakeland, MN 55043. Motion, Second and Simple Majority (3/5) vote required.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement
445 Minnesota Street, Suite 222
St. Paul, MN 55101
651-201-7500

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code OFSL License Period Ending 12/31/2015 ID# 28644

ISSUING AUTHORITY Lakeland

Licensee Name Village Wine & Spirits LLC

Trade Name Village Wine & Spirits

City, State, Zip Code 370 S St. Croix Tr
Lakeland MN 55043

Business Phone 6514369991

License Fees: Off Sale \$240.00 On Sale Sunday

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2& liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature _____ DOB _____ SS# _____ Date _____
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature _____ Date _____
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature _____ Date _____
County Board issued licenses only(Signature certifies licensee is eligible for license).

Police/Sheriff Signature _____ Date _____
(Signature certifies licensee or associates have not been cited during the past five years for any state/local liquor law violations(criminal/civil). Report violations on back, then sign here.



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement
445 Minnesota Street, Suite 222
St. Paul, MN 55101
651-201-7500

RENEWAL OF LIQUOR , WINE, CLUB OR 3.2% LICENSES

No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code CMBS License Period Ending 12/31/2015 ID# 31195

ISSUING AUTHORITY Lakeland

Licensee Name Bungalow Liquors Inc.

Trade Name Bungalow Inn

City, State, Zip Code 1151 Rivercrest Rd N

Lakeland MN 55043

Business Phone 6514365005

License Fees: Off Sale \$100.00 On Sale \$1,600.00 Sunday \$200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2& liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature _____ DOB _____ SS# _____ Date _____
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature _____ Date _____
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature _____ Date _____
County Board issued licenses only(Signature certifies licensee is eligible for license).

Police/Sheriff Signature _____ Date _____
(Signature certifies licensee or associates have not been cited during the past five years for any state/local liquor law violations(criminal/civil). Report violations on back, then sign here.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/6/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Paulet/Slater 711 Hale Ave North Suite 101 St. Paul MN 55128	CONTACT NAME: Bryan Stanley	
	PHONE (A/C, No, Ext): (651) 644-0311	FAX (A/C, No): (651) 641-8981
E-MAIL ADDRESS: bstanley@pauletslater.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Employers Preferred		10346
INSURER B: Wilson Mutual		19950
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** 16/17 LIQ/WC **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	ETG217823500	1/1/2016	1/1/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Liquor Liability Continuous Til Cancelled			BR225508	1/1/2016	1/1/2017	Each Occurrence \$1,000,000 Aggregate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER (651) 436-8118 cityoflakeland@comcast.net City of Lakeland Attn: Chris Wallberg 690 Quinnell Lakeland, MN 55043	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Jeffrey Stanley/JP2 
---	---

© 1988-2014 ACORD CORPORATION. All rights reserved.



TO: Mayor and City Council

FROM: Sandie Thone, City Administrator/Clerk

RE: 2016 Tobacco License Renewals

DATE: December 15, 2015

INTRODUCTION

Pursuant to Lakeland City Code §114.03 No person shall sell or offer to sell any tobacco, tobacco products, tobacco related device, or nicotine delivery products without first having obtained a license to do so from the city. All licenses issued under this article shall be valid for one calendar year running from January 1 through December 31.

DISCUSSION

Application for renewals were received by the following establishments:

- 1) Village Wine & Spirits LLC dba Village Wine and Spirits at 370 South St. Croix Trail, Lakeland, MN 55043
- 2) Bungalow Liquors, Inc. dba Bungalow Inn at 1151 Rivercrest Road North, Lakeland, MN 55043
- 3) CST Brands, Inc./Erickson Oil Products, Inc. dba Freedom Value Center #71 at 280 St. Croix Trail South, Lakeland, MN 55043

The applicants have successfully submitted all of the application materials and fees required per city code. The applicants have successfully passed the Washington County Sheriff's background investigation showing no violations on record. Per City Code the City is authorized to conduct compliance checks during regular business hours at least two times per year.

RECOMMENDATION

Staff is respectfully requesting the City Council approve the 2016 tobacco licenses for Village Wine and Spirits at 370 South St. Croix Trail, Bungalow Inn at 1151 Rivercrest Road North and Freedom Value Center #71 at 280 St. Croix Trail South in Lakeland. Motion, Second and Simple Majority (3/5) vote required.



GENERAL APPLICATION FOR TOBACCO SALES AT RETAIL

Type of License	TOBACCO SALES AT RETAIL	License Fee	\$75.00
Minnesota Sales Tax ID Number, Social Security Number, or Individual Tax ID Number 9730857			
Legal Corporate Name of Business	Trade Name (DBA)	Business Telephone Number	
Village Wine + Spirits, LLC		651-436-9991	
Business Address/Location	City	State	Zip Code
370 St. Croix Trail S.	Lakeland	MN	55043
Mailing Address (if Different than Business Address)	City	State	Zip Code
1231 Industrial St.	Hudson	WI	54016
Name of Person Filling out this Application	Title	Telephone Number	
Sherry Jerry	Executive Assistant	715-377-4261	
E-mail Address	Fax Number	Cell Phone Number	
Sjerry@freedomvalu.com	715-381-2764		
Name of Manager and Home Address			Date of Birth
Michael Sheedy 2775 Fernwood St. Roseville, MN 55113			7-28-75
<p>I, <u>Gary D. VanderVorst</u>, certify or declare under penalty of perjury under the laws of the State of Minnesota that the foregoing is true and correct. All information given is subject to verification by the State of Minnesota. The undersigned hereby applies for a license to carry on the aforementioned business in the City of Lakeland of Washington County, Minnesota. This business is subject to the laws of Minnesota and ordinances enforced by the City of Lakeland. This business agrees to tender all applicable licensing fees to the City of Lakeland.</p>			
SIGNATURE OF APPLICANT			DATE
			12-1-15
TITLE			
Vice President			

A SIGNATURE IS REQUIRED IN ORDER TO PROCESS THIS APPLICATION

Please return to:

City of Lakeland
1190 St. Croix Trail S.
Lakeland, MN 55043



GENERAL APPLICATION FOR TOBACCO SALES AT RETAIL

Type of License	TOBACCO SALES AT RETAIL	License Fee	\$75.00
Minnesota Sales Tax ID Number, Social Security Number, or Individual Tax ID Number 41-0955998			
Legal Corporate Name of Business	Trade Name (DBA)	Business Telephone Number	
Bungalow Liquors	Bungalow Inn	651-436-5005	
Business Address/Location	City	State	Zip Code
1151 Rivercrest Rd.	Lakeland	MN	55043
Mailing Address (if Different than Business Address)	City	State	Zip Code
Name of Person Filling out this Application		Title	Telephone Number
Sandra Yurek		Owner	651-436-5005
E-mail Address		Fax Number	Cell Phone Number
info @ bungalowinn.net			
Name of Manager and Home Address			Date of Birth
Cindy Coleman			7-14-67
<p>I, Sandra Yurek, certify or declare under penalty of perjury under the laws of the State of Minnesota that the foregoing is true and correct. All information given is subject to verification by the State of Minnesota. The undersigned hereby applies for a license to carry on the aforementioned business in the City of Lakeland of Washington County, Minnesota. This business is subject to the laws of Minnesota and ordinances enforced by the City of Lakeland. This business agrees to tender all applicable licensing fees to the City of Lakeland.</p>			
SIGNATURE OF APPLICANT			DATE
			11-30-15
TITLE			
Owner			

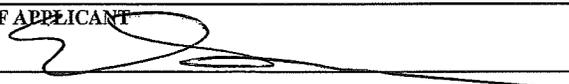
A SIGNATURE IS REQUIRED IN ORDER TO PROCESS THIS APPLICATION

Please return to:

City of Lakeland
1190 St. Croix Trail S.
Lakeland, MN 55043



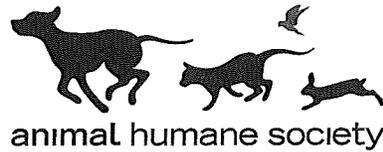
GENERAL APPLICATION FOR TOBACCO SALES AT RETAIL

Type of License	TOBACCO SALES AT RETAIL			License Fee	\$75.00
Minnesota Sales Tax ID Number, Social Security Number, or Individual Tax ID Number 6838069					
Legal Corporate Name of Business Erickson Oil Products, Inc.	Trade Name (DBA) Freedom Valu Center #71	Business Telephone Number 651-436-7101			
Business Address/Location 280 St. Croix Trail S.	City Lakeland	State MN	Zip Code 55043		
Mailing Address (if Different than Business Address) PO Box 690007	City San Antonio	State TX	Zip Code 78269-0007		
Name of Person Filling out this Application Shawna Sampson	Title License and Permits Associate II	Telephone Number 210-692-2469			
E-mail Address licenseandpermits@cstbrands.com	Fax Number 210-522-8585	Cell Phone Number N/A			
Name of Manager and Home Address Evan Smith - 3426 Hunters Circle, San Antonio, TX 78230	Date of Birth 10/27/1970				
I, <u>Evan Smith</u> , certify or declare under penalty of perjury under the laws of the State of Minnesota that the foregoing is true and correct. All information given is subject to verification by the State of Minnesota. The undersigned hereby applies for a license to carry on the aforementioned business in the City of Lakeland of Washington County, Minnesota. This business is subject to the laws of Minnesota and ordinances enforced by the City of Lakeland. This business agrees to tender all applicable licensing fees to the City of Lakeland.					
SIGNATURE OF APPLICANT 					DATE 11/30/2015
TITLE Vice President and Treasurer					

A SIGNATURE IS REQUIRED IN ORDER TO PROCESS THIS APPLICATION

Please return to:

**City of Lakeland
1190 St. Croix Trail S.
Lakeland, MN 55043**



SEP 30 2015

Received by:

9/25/2015

City of Lakeland
1190 St. Croix Trail S.
Lakeland, MN 55043

Dear Municipal Administrator,

As you know, Animal Humane Society partners with local cities to improve the lives and welfare of animals as well as the impact they have on people in our community. We look forward to continuing our partnership with your city in 2016.

Last October we launched our successful Community Cats program, through which stray cats that are not candidates for adoption are sterilized, ear-tipped, and returned to where they were found. Returning cats to their environment in this manner will eventually stabilize and reduce the stray cat population, reducing costs to the city. As this program continues, your animal control officers may see more cats with tipped ears. These are cats that have thrived outside and are not suited for placement in a home environment. Please continue to communicate to your officers that these cats should be left in the community and not brought to the shelter.

Two copies of your 2016 contract are enclosed. We anticipate no changes that will impact our municipal contracts, so the language in the new agreement is consistent with the one you signed for 2015. I am also pleased to share with you that our standard holding fees will remain at \$135 per animal for cats and dogs and \$41 per animal for other domestic animals.

If you have any questions, please free to contact me at the email or phone number below. Otherwise, please sign both copies of the contract and return them to the Woodbury address below. Janelle Dixon, our President & CEO, will then sign them, return one to you, and keep one for our records.

We are starting this process earlier this year to ensure that all contracts are signed and returned by January 1, 2016. We appreciate your partnership as we seek to serve both the people and animals of our communities.

Sincerely,

Graham Brayshaw, DVM
Director of Animal Services, Animal Humane Society
gbrayshaw@animalhumanesociety.org
(763) 489-2224

Animal Humane Society, Woodbury
c/o Dawn Mathews, Site Manager
9785 Hudson Rd.
Woodbury, MN 55125



**Animal Humane Society
and
The City of Lakeland, MN**

**Letter of Understanding for Impound Housing Services
2016**

1. Animal Humane Society (AHS) agrees to provide the following services:
 - a. Housing for stray or abandoned animals that are retrieved or legally seized by your municipality's community service officer (CSO) or animal control officer (ACO), or for stray animals that are brought into the shelter by a citizen and verbal permission is given by your agency via phone for intake. Housing includes kennel space, daily cleaning, food and water.
 - b. Herd management vaccination following our standard vaccination protocols, as well as medically necessary and/or emergency care for sick or injured animals impounded during regular business hours.
 - c. Euthanasia services as deemed necessary by an AHS veterinarian. These services may be provided at the end of the legally required holding period or in the case of a medical situation that requires immediate euthanasia.
 - d. Adoption services as deemed appropriate by AHS veterinary staff. The animals will be evaluated for these services at the end of the legally required holding period.
 - e. Euthanasia services and body disposal as deemed appropriate by AHS veterinary staff. The animals will be evaluated for these services at the end of the legally required holding period.
 - f. Provide animal rabies quarantine or diagnostic service for stray felines or canines that have bitten a person.
 - g. Hold animal for the legally required stray holding period: 5 days in MN, 7 Days in WI or until reclaimed by owner within this holding period.
 - h. AHS will follow internal policy and best practice for unclaimed animals. **The City of Lakeland** may request and view AHS policies at any time.

2. AHS expectations:
 - a. AHS is not responsible for sick or injured animals that are left after hours. Outside treatment must be sought for these animals by the animal control officer or community service officer prior to leaving the animals at the AHS facility when veterinary staff members are not on duty.
 - b. AHS has the sole authority to disposition all animals that have not been reclaimed upon the expiration of the legally designated holding period.
 - c. AHS will not accept feral cats seized under municipal authority by your municipality's CSO or ACO.



3. **The City of Lakeland** agrees to:
- a. Adhere to the drop off procedure set forth by AHS including animal housing at the shelter and paperwork. Drop off procedures and paperwork training for community service or animal control officers will be provided.
 - b. Adhere to state laws and local ordinances that apply to the handling of stray or abandoned animals and the seizure and return of animals to their owners.
 - c. Direct citizens where to take stray animals when not receiving permission for impoundment at AHS.
 - d. Seek care for injured or sick animals prior to drop off in the event that it is after hours and/or AHS veterinary staff is not on duty.
 - e. Pay the designated fees for each animal cared for from your municipality. AHS will charge a standard stray holding fee of \$135 per canine or feline and a \$41 fee per "other" domestic animals (rabbits, guinea pigs, birds etc.) not reclaimed by its owner. AHS will charge a \$10 administrative/processing fee to the municipality for each animal reclaimed by its owner in place of the stray holding fee. In these instances AHS will charge the owner reclaim fees. Fees for animals seized by the municipality (such as rabies quarantine) may vary due to the differing nature of their holding periods and services required.
 - f. Adhere to AHS policy and best practice for unclaimed animals. **The City of Lakeland** may request and view AHS policies at any time.
 - g. Adhere to building access rules and ensure that the service access door is closed and locked after use in an after hours drop off.
 - h. Ensure that the municipality's CSO/ACO uses his/her discretion in the field as to whether or not to impound an animal. AHS is not responsible for those decisions.
 - i. Be available to members of your community to resolve their concerns related to the actions of your ACO/CSO officers and your municipality's procedures, policies and requirements.
 - j. Release AHS from all liability of claims resulting from or related to providing impound housing services. **The City of Lakeland** accepts responsibility for the CSO/ACO while in the course of impounding animals at AHS.
4. Administration
- a. AHS will bill the municipality at the end of each quarter on a fiscal calendar year. Billing will be mailed in the first month following the end of the quarter. Payment is expected within 30 days of receipt of billing.
 - b. AHS will assign a contact person who should be contacted in the event of any problems, concerns or to receive feedback regarding the program.
 - c. Any billing disputes must be raised within 10 days of receipt of billing.



This agreement is based on a one year commitment, which is renewed annually from the date your administrator signs the agreement below. The agreement can be ended at anytime by either party with a 30 day notice.

This agreement is entered into on the _____ day of _____, 2016 by

Janelle Dixon, President & CEO
Animal Humane Society

Signed on behalf of Municipal Authority

Printed Name and Title

4F



Public Works Department

1190 St Croix Trail South
Lakeland MN 55043
Voice: 651-436-8044
Fax: 651-436-3949
E-mail: waterdept@ci.lakeland.mn.us

To: Lakeland City Council

From: Matt Kline | Director of Public Works

Date: December 15, 2015

RE: 2015 Quixote Avenue North Drainage Improvement – Contractor Application for Payment

Attached with this memo you will find a copy of the final Application for Payment (AFP No. 1) from the City's contractor, Fitzgerald Excavating, for work completed on the above project. Below is a summary of approved construction funding and costs to date:

Construction Funding Summary

Item	Total
Original Contract	\$86,172.00
Total Construction Funding Approved by Council	\$86,172.00

Contractor Payment History

Application for Payment	Total
1 – December 15, 2015 – Pending Approval	\$79,296.00
Total Contractors Payments to Date	\$79,296.00

All work has been completed for this project and therefore is the final application for payment. Work has been inspected by the WMO, SEH, and city staff and approved as constructed. The City of Lakeland will need to pay this balance up front and be reimbursed through grant funds after completing the necessary

paperwork associated with the grants. Please see the attached spreadsheet breakdown associated with the grant funding and city share of the costs.

Recommendation

Staff is requesting that the City Council approve the final application of payment in the amount of \$79,296.00. Approved as a consent agenda item.



Application for Payment
(Unit Price Contract)
No. 1 (Final)

Eng. Project No.: LAKEL 128705

Location: Lakeland, Minnesota

Contractor <u>Fitzgerald Excavating & Trucking Inc.</u>	Contract Date <u>July 13, 2015</u>
<u>21432 350th Street</u>	
<u>Goodhue, MN 55027</u>	Contract Amount <u>\$ 86,172.00</u>

Contract for 2015 Quixote Avenue North Drainage Improvements

Application Date 11/17/15 For Period Ending 11/13/15

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
Base Bid						
1	Clearing and Grubbing	Acre	0.11	1	2,000.00	\$2,000.00
2	Common Excavation (P)	CY	350	350	10.00	\$3,500.00
3	Salvage Topsoil and Respread	CY	45	45	8.00	\$360.00
4	Topsoil Blown 1-inch Deep	CY	45	10	25.00	\$250.00
5	Select Topsoil Borrow	CY	3	10	50.00	\$500.00
6	Temporary Erosion Control	LS	1	1	8,500.00	\$8,500.00
7	12-inch PVC- Directionally Drilled	LF	85		75.00	
8	Catch Basin- 27 Inches	Each	2	3	1,800.00	\$5,400.00
9	Surge Basin/Energy Dissipation	Each	1	1	8,500.00	\$8,500.00
10	4-inch Perforated Drain Tile	LF	115	124	12.00	\$1,488.00
11	Iron Enhanced Sand Filter	CY	20	20	160.00	\$3,200.00
12	Limestone Boulders	Ton	4	4	60.00	\$240.00
13	1.5-inch River Rock	CY	3	3	40.00	\$120.00
14	Stepping Stones	SF	40	40	50.00	\$2,000.00
15	Remove Bituminous Pavement	SF	2560	2560	1.00	\$2,560.00
16	Sawing Bituminous Pavement (full	LF	22	15	30.00	\$450.00
17	B612 Curb and Gutter	LF	115	117	55.00	\$6,435.00
18	Formed Curb Openings	Each	6	6	500.00	\$3,000.00
19	Aggregate Base, Class 5	SF	2700	1350	2.00	\$2,700.00
20	Bituminous Wear Course	SF	2650	2650	2.85	\$7,552.50
21	Bituminous Material for Tack Coat	SF	2650	2650	0.01	\$26.50
22	Test Rolling	LS	1		3,000.00	
23	Water Main Insulation	SF	320	320	4.00	\$1,280.00
24	Install Native Sod Mat (supplied by	SY	51		8.00	
25	Oats Cover Crop (21-111)	LB	100	100	1.50	\$150.00
26	Native Seed (woodland shady mix)	LB	175	50	5.00	\$250.00
27	Furnish and Install Trees	Each	5		800.00	
28	Furnish and Install Shrubs	Each	10		125.00	
29	MnDOT Type 1 Straw Mulch	LB	500		2.00	
30	Wood Fiber Blanket	SY	500	434	3.50	\$1,519.00
BASE BID I						
Alternate 1						
31	Common Excavation	CY	250	250	15.00	\$3,750.00
32	Native Seed Infiltration Basin	LB	6	6	100.00	\$600.00

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
33	Wood Fiber Blanket	SY	1025	1025	4.00	\$4,100.00
34	Leaf Litter Compost	CY	35	37	29.00	\$1,073.00
Total Contract Amount						\$71,504.00

Application for Payment (continued)

Total Contract Amount	\$ <u>86,172.00</u>	Total Amount Earned	\$ <u>71,504.00</u>
Contract Change Order No. <u>1</u>		Material Suitably Stored on Site, Not Incorporated into Work	<u>7,792.00</u>
Contract Change Order No. _____		Percent Complete <u>100%</u>	
Contract Change Order No. _____		Percent Complete _____	
Less Previous Applications:		GROSS AMOUNT DUE	\$ <u>79,296.00</u>
AFP No. 1: _____ AFP No. 6: _____		LESS <u>0</u> % RETAINAGE	\$ _____
AFP No. 2: _____ AFP No. 7: _____		AMOUNT DUE TO DATE	\$ <u>79,296.00</u>
AFP No. 3: _____ AFP No. 8: _____		LESS PREVIOUS APPLICATIONS	\$ _____
AFP No. 4: _____ AFP No. 9: _____		AMOUNT DUE THIS APPLICATION	\$ <u>79,296.00</u>
AFP No. 5: _____			

CONTRACTOR'S AFFIDAVIT

The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications for Payment under said contract, 2015 Quixote Avenue North Drainage Improvements, Lakeland, Minnesota, and (2) all material and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment and free and clear of all liens, claims, security interests and encumbrances.

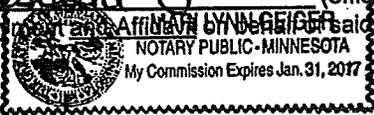
Date November 17th, 2015 Fitzgerald Excavating & Trucking Inc.
(Contractor)

COUNTY OF Goodhue,
STATE OF MN) SS By [Signature] President
(Name and Title)

Before me on this 17th day of November, 2015, personally appeared

Jason Fitzgerald known to be, who being duly sworn did depose and say that he is the President of the Contractor above mentioned that he executed the above Application for Payment and Affidavit for said Contractor; and that all of the statements contained therein

My Commission expires Jan 31 2017
[Signature] (Notary Public)



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

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

Short Elliott Hendrickson Inc.

By _____
Date _____

Matthew Kline By [Signature] Lakeland, MN Dir. of Public Works
Date 11-17-15





Public Works Department

1190 St Croix Trail South
Lakeland MN 55043
Voice: 651-436-8044
Fax: 651-436-3949
E-mail: waterdept@ci.lakeland.mn.us

To: Lakeland City Council

From: Matt Kline | Director of Public Works

Date: December 15, 2015

RE: 2015 Street Improvements– Contractor Application for Payment No. 1

Attached with this memo you will find a copy of the Application for Payment No. 1 from the contractor and a memo from the City Engineer.

Please note that this is an application for the first payment and a final application for payment will be dispersed as soon as the items on the punch list are completed. Punch list items include such occurrences as vacuuming out valve boxes, completing some minor ditching work, a small landscaping issue, and making sure that the grass seed comes up in the spring.

The amount of \$17,057 (5% of total payment) will be held as retainage until the work is completed. A final application is likely to occur in late spring of 2016. It is also possible that more than one other application for payment may occur if the contractor desires to complete some of the work more quickly and applies to be paid for it.

Recommendation

Staff is requesting that the City Council approve the Application for Payment No. 1 in the amount of \$324,004.15. Approved as a consent agenda item.



Building a Better World
for All of Us®

MEMORANDUM

TO: Matt Kline | Director of Public Works

FROM: John D. Parotti, PE | City Engineer

DATE: December 8, 2015

RE: 2015 Street Improvements - Contractor Application for Payment
SEH No. LAKEL 130230 14.00

Attached with this memo you will find a copy of the first Application for Payment (AFP No. 1) from the City's contractor, Fitzgerald Excavating & Trucking, for work completed on the above project. Below is a summary of approved construction funding and costs to date:

Construction Funding Summary

Item	Total
Original Contract	\$367,381.25
Change Orders - NONE	\$0.00
Total Construction Funding Approved by Council	\$367,381.25

Contractor Payment History

Application for Payment	Total
1 - December 8, 2015 - Pending Approval	\$324,004.15
2 -	
Total Contractor Payments to Date	\$324,004.15

All work is completed except for the punch list items. AFP 1 holds back \$17,057.00 of the total amount earned as retainage until those items are complete. The Contractor will then submit a final AFP for the balance at a later date. The above payment does not include the retainage.

Work completed has been inspected and found to be in conformance with the contract documents. Therefore, we recommend payment to Fitzgerald Excavating & Trucking in the amount of \$324,004.15 as requested.

Please include this memo and attached AFP No. 1 in the Council packets for City Council consideration at the December 15, 2015 City Council meeting.

Attachment

p:\ko\lakel\130230\construction services\contractor afp\afp 1 memo 2015_12_08.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 156 High Street, Suite 300, New Richmond, WI 54017-1128
SEH is 100% employee-owned | sehinc.com | 715.246.9906 | 888.881.4281 | 888.908.8166 fax



Application for Payment
(Unit Price Contract)
No. 1

Eng. Projec Eng. Project No.: LAKEL 130230

Location: Lakeland, Minnesota

Contractor Fitzgerald Excavating & Trucking Inc. Contract Date July 13, 2015
21432 350th St.
Goodhue, MN 55077 Contract Amount \$ 367,381.25

Contract for Contract for 2015 Street Improvements
 Application Application Date 12/8/15 For Period Ending 11/30/15

Item No.	Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
1	2021.501	MOBILIZATION	LS	1	1	\$18,000.00	\$18,000.00
2	2101.502	CLEARING	TREE	3	0	400.00	
3	2101.507	GRUBBING	TREE	3	0	400.00	
4	2104.501	REMOVE METAL CULVERT	LF	282	464	6.00	\$2,784.00
5	2104.505	REMOVE BITUMINOUS PAVEMENT	SY	938	1102	3.00	\$3,306.00
6	2104.505	REMOVE CONCRETE PAVEMENT	SY	75	107	4.00	\$428.00
7	2104.511	SAWING CONCRETE PAVEMENT	LF	85	80.5	4.00	\$322.00
8	2104.513	SAWING BITUMINOUS PAVEMENT	LF	1321.1	1339	2.50	\$3,347.50
9	2104.602	SALVAGE AND INSTALL MAIL BOX	EA	34	7	100.00	\$700.00
10	2105.501	COMMON EXCAVATION (EV)	CY	200	200	7.00	\$1,400.00
11	2105.507	SUBGRADE EXCAVATION (EV)	CY	50	40	8.00	\$320.00
12	2105.522	SELECT GRANULAR BORROW (CV)	CY	50	0	18.00	
13	2105.526	SELECT TOPSOIL BORROW (CV)	CY	727	84	16.00	\$1,344.00
14	2105.603	DITCH CUTTING - TYPE A	LF	586	363	18.00	\$6,534.00
15	2105.603	DITCH CUTTING - TYPE B	LF	260	74	16.00	\$1,184.00
16	2105.607	SALVAGE PULVERIZED BIT. AND	CY	468	468	5.00	\$2,340.00
17	2105.609	REPLACEMENT BACKFILL	TON	250	0	8.00	
18	2111.501	TEST ROLLING	RS	35	4	80.00	\$320.00
19	2123.501	COMMON LABORERS	HOUR	10	0	60.00	
20	2123.61	SKID LOADER	HOUR	10	0	95.00	
21	2130.501	WATER	MGAL	25	0	80.00	
22	2211.501	AGGREGATE BASE, CLASS 5	TON	345	36	18.00	\$648.00
23	2215.501	BITUMINOUS PAVEMENT	SY	10,169	10169	1.00	\$10,169.00
24	2357.502	BITUMINOUS MATERIAL FOR TACK	GAL	237	237	2.00	\$474.00
25	2360.501	TYPE SP 12.5 WEARING COURSE	TON	1,695	1916.84	70.00	\$134,178.80
26	2360.503	TYPE SP 9.5 WEAR CRS MIX (2,B) 2.5-	SY	945	1102	22.50	\$24,795.00
27	2501.511	15-INCH CS PIPE CULVERT	LF	271	332	25.00	\$8,300.00
28	2501.511	24-INCH CS PIPE CULVERT	LF	121	132	35.00	\$4,620.00
29	2501.515	15-INCH CS PIPE APRON	EA	23	28	140.00	\$3,920.00
30	2501.515	24-INCH CS PIPE APRON	EA	6	6	275.00	\$1,650.00
31	2501.521	22-INCH SPAN RC PIPE-ARCH CULV	LF	40	40	40.00	\$1,600.00
32	2501.602	22-INCH SPAN RC PIPE-ARCH	EA	2	2	600.00	\$1,200.00
33	2501.602	CLEAN PIPE CULVERT	EA	10	8	300.00	\$2,400.00
34	2503.541	15-INCH RC PIPE STORM SEWER	LF	22	22	40.00	\$880.00
35	2503.541	18-INCH RC PIPE STORM SEWER	LF	309	311	40.00	\$12,440.00
36	2503.541	24-INCH RC PIPE STORM SEWER	LF	370	372	45.00	\$16,740.00
37	2503.602	CONNECT TO EXISTING STORM	EA	2	2	1,000.00	\$2,000.00
38	2503.602	ADJUST MANHOLE CASTING -	EA	1	1	300.00	\$300.00
39	2504.602	ADJUST VALVE BOX - WATER	EA	4	2	200.00	\$400.00
40	2504.604	2-INCH INSULATION	SY	10.8	14.2	10.00	\$142.00
41	2506.516	CASTING ASSEMBLY	EA	9	9	600.00	\$5,400.00
42	2506.602	2-FOOT x 3-FOOT CATCH BASIN	EA	1	1	1,200.00	\$1,200.00
43	2506.603	STORM MANHOLE, TYPE C	LF	4.2	4.5	1,000.00	\$4,500.00

Item No.	Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
44	2506.603	STORM MANHOLE, TYPE B-1	LF	33.2	32.3	800.00	\$25,840.00
45	2531.501	CONCRETE CURB AND GUTTER	LF	1050	1054	14.00	\$14,756.00
46	2531.507	6-INCH CONCRETE DRIVEWAY	SY	183	107	50.00	\$5,350.00
47	2563.601	TRAFFIC CONTROL	LS	1	1	4,950.00	\$4,950.00
48	2573.502	SILT FENCE, TYPE PREASSEMBLED	LF	100	0	2.50	
49	2573.53	STORM DRAIN INLET PROTECTION	EA	8	8	150.00	\$1,200.00
50	2573.54	FILTER LOG TYPE STRAW BIOROLL	LF	190	0	4.50	
51	2573.61	STREET SWEEPER (WITH PICKUP	HOUR	10	0	100.00	
52	2575.603	SALVAGE AND INSTALL TIMBER	LF	14	5	250.00	\$1,250.00
53	2575.604	HYDROSEEDING	SY	4,159	3537	1.50	\$5,305.50
54	2575.604	EROSION CONTROL BLANKETS	SY	1,244	1059.6	2.00	\$2,119.20
55	2575.604	EROSION CONTROL BLANKETS	SY	58	0	3.75	
56	2575.604	RESTORE LANDSCAPING IN KIND	SY	65	0	30.00	
Total Contract Amount							\$341,057.00

Application for Payment (continued)

Total Contract Amount	\$ <u>367,381.25</u>	Total Amount Earned	\$ <u>341,057.00</u>
Contract Change Order No. _____		Material Suitably Stored on Site, Not Incorporated into Work	_____
Contract Change Order No. _____		Percent Complete	_____
Contract Change Order No. _____		Percent Complete	_____
Less Previous Applications:		Percent Complete	_____
AFP No. 1: _____ AFP No. 6: _____		GROSS AMOUNT DUE	\$ <u>341,057.00</u>
AFP No. 2: _____ AFP No. 7: _____		LESS <u>5</u> % RETAINAGE	\$ <u>17,052.85</u>
AFP No. 3: _____ AFP No. 8: _____		AMOUNT DUE TO DATE	\$ <u>324,004.15</u>
AFP No. 4: _____ AFP No. 9: _____		LESS PREVIOUS APPLICATIONS	\$ _____
AFP No. 5: _____		AMOUNT DUE THIS APPLICATION	\$ <u>324,004.15</u>

CONTRACTOR'S AFFIDAVIT

The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications for Payment under said contract, 2015 Street Improvements, Lakeland, Minnesota, and (2) all material and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment and free and clear of all liens, claims, security interests and encumbrances.

Date December 7th, 2015 Fitzgerald Excavating Trucking Inc.
Contractor
(Contractor)

COUNTY OF Goodhue)
STATE OF Minnesota) SS By Jason Fitzgerald President
(Name and Title)

Before me on this 7th day of December, 2015, personally appeared

Jason Fitzgerald known to be, who being duly sworn did depose and say that he is the President (office) of the Contractor above mentioned that he executed the above Application for Payment and Affidavit on behalf of said Contractor; and that all of the statements contained therein

My Commission expires Jan 31  MARI LYNN GEIGER
NOTARY PUBLIC - MINNESOTA
My Commission Expires Jan. 31, 2017

Mari Lynn Geiger
(Notary Public)

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

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

John D. Parotti

Short Elliott Hendrickson Inc.

By John D. Parotti, PE

Date December 8, 2015

City of Lakeland

By _____

Date _____

4H

2016 CITY COUNCIL MEETING SCHEDULE

LAKELAND

The City Council of Lakeland meets the third Tuesday of each month at 6pm (5pm workshop option) at Lakeland City Hall located at 690 Quinnell Avenue North in Lakeland, MN 55043. The following is the schedule of regular city council meetings for the year 2016:

Tuesday, January 19, 2016

Tuesday, February 16, 2016

Tuesday, March 15, 2016

Tuesday, April 19, 2016

Tuesday, May 17, 2016

Tuesday, June 21, 2016

Tuesday, July 19, 2016

Tuesday, August 16, 2016

Tuesday, September 20, 2016

Tuesday, October 18, 2016

Tuesday, November 15, 2016

Tuesday, December 20, 2016

5A

Washington County Sheriff's Office
CONTRACT ICR's
Contract Report for LAKELAND
For the Period 11/01/15 To 11/30/15

Date	Time	ICR #	ID#	Street Name	Complaint
11/01/15	1:13:45	115036456	0065	LAKELAND SHORES	FOUND DOG RESK CALL COMP
11/02/15	9:43:57	115036575	0152	QUALITY AV	CHILD PROTECTION REFERRAL
11/02/15	15:22:40	115036623		QUINMORE AV	RECEIPT# 150003157
11/03/15	8:27:34	115036684	0100	6TH ST	OFFICERS INFO
11/03/15	8:40:10	115036686	0091	RIVERCREST RD	BURG ALARM
11/03/15	10:01:38	115036697	0091	10TH ST CT	VERBAL DISPUTE
11/03/15	10:20:53	115036705	0104	CIMARRON	CHILD PROTECTION REFERRAL
11/03/15	10:38:42	115036709	0091	7TH ST	ALARM
11/03/15	11:52:13	115036732	0141	I94	WARRANT ARREST
11/03/15	12:11:29	115036736	0151	I94	LEVEL 1 INSPECTION/BYPASS SCAL
11/03/15	17:41:00	115036784	0151	I94	LEVEL 2 INSPECTION/OVER WEIGHT
11/04/15	15:49:16	115036897	0151	I94	DRIVING AFTER SUSPENSION CIT#2
11/05/15	6:12:27	115036933	1204	6TH ST	MEDICAL LEVEL 1
11/05/15	14:58:19	115037011	0176	OLD TOLL BRIDGE	ALARM
11/06/15	10:23:44	115037082	0160	6TH ST	SICK ANIMAL
11/06/15	23:36:34	115037202		QUALITY CT	MEDICAL LEVEL 1
11/06/15	23:36:34	115624959		QUALITY CT	MEDICAL LEVEL 1/AOA
11/07/15	0:54:56	115037204	0098	QUALITY AV	BARKING COMPLAINT
11/07/15	13:53:08	115037256	0160	QUEENAN AV	PUBLIC ASSIST
11/07/15	21:05:06	115037293	0176	RIVERCREST RD	TRAFFIC
11/09/15	15:41:55	115037510	0151	I94	LEVEL 1 INSPECTION
11/09/15	15:54:16	115037518		QUEHL AV	RECEIPT# 150003252
11/10/15	9:41:13	115037586	0091	HUMPHREY PARK	CSC
11/10/15	16:07:28	115037653	0139	QUINLAN AV	SUSPICIOUS ACTIVITY **COMP
11/10/15	16:29:11	115037662	0151	I94	LEVEL 1 INSPECTION
11/11/15	8:53:23	115037700	0130	SAINT CROIX TR	PRESENTATION
11/11/15	9:44:51	115037703	0091	LAKELAND	BUSN ASSIST
11/11/15	17:09:47	115037753	0090	I94	ACCIDENT
11/12/15	10:14:20	115037811	0160	QUEENAN AV	COYOTE SIGHTING
11/12/15	18:13:33	115037902	0151	I94	LEVEL 1 INSPECTION
11/12/15	19:16:39	115037905	0151	I94	LEVEL 1 INSPECTION
11/12/15	22:04:20	115037912	0176	I94	VEHICLE FIRE
11/13/15	10:23:37	115037950		17TH ST	WARRANT / WCSO / JV15598
11/13/15	12:00:55	115037977	0100	QUAMWELL AV	OFFICERS INFO
11/13/15	12:33:43	115037982		QUINMORE	RECEIPT# 150003314
11/13/15	20:07:02	115038049	0096	QUALITY AV	NEIGHBOR COMPLAINT
11/14/15	17:13:27	115038112	0176	QUALITY LN	TRANSFORMER ON FIRE
11/15/15	8:38:08	115038155	0160	SAINT CROIX TR	TRAFFIC
11/16/15	10:07:10	115038236	0126	QUINLAN AV	CPS REFERRAL/CROSS REPORT
11/16/15	11:41:53	115038257	0088	SAINT CROIX TR	CHILD WELFARE CONCERN
11/16/15	14:37:50	115038295	0172	SAINT CROIX TR	PARENT REQUEST TO SPEAK TO THE
11/16/15	18:57:49	115038327	0176	I94	ACCIDENT/UNK INJU
11/17/15	18:01:01	115038466	0089	I94	DRIVING CONCERN
11/17/15	18:10:28	115038467	0139	QUINNELL AV	CITY COUNCIL MEETING
11/18/15	9:56:08	115038522	0088	I94	ROAD HAZARD
11/18/15	10:18:01	115038523	0130	SAINT CROIX TR	CIVIL ISSUE
11/18/15	11:31:58	115038538	0193	SAINT CROIX TR	OFFICER INFO/WRT TRANSPORT
11/18/15	20:51:34	115038599	0139	QUANT AV	MEDICAL LEVEL 1
11/18/15	21:26:30	115038600	0072	SAINT CROIX TR	PUBLIC ASSIST
11/19/15	0:42:10	115038608	0157	HUDSON BLVD	OPEN GATE
11/19/15	12:03:14	115038676	0063	QUANT AV	DISORDERLY CONDUCT
11/20/15	8:28:30	115038764	0081	6TH ST	CONCERN FOR WELFARE

CJBWPR\$
 Washington County Sheriff's Office
 CONTRACT ICR's
 Contract Report for LAKELAND
 For the Period 11/01/15 To 11/30/15

Date	Time	ICR #	ID#	Street Name	Complaint
11/20/15	14:46:17	115038849	0100	4TH ST	OFFICERS INFO
11/21/15	1:02:10	115038899	0159	SAINT CROIX TR	TRAFFIC-4TH DEG DUI/DAS ARREST
11/21/15	9:50:24	115038924	0160	RIVERCREST RD	ALARM
11/22/15	3:10:47	115038976	0123	8TH ST	MOTORIST ASSIST-3RD DEG DWI AR
11/22/15	3:10:47	115503044	0100	8TH ST	AOA/TRAFFIC/DWI
11/22/15	11:22:20	115038994	0190	QUALITY AV	OFCR INFO **RESTACK--INFO O
11/22/15	20:29:39	115039024	0176	SAINT CROIX TR	TRAFFIC ARREST:3RD DEG DWI/.08
11/23/15	6:07:07	115039052	0159	I94	VEH ACCIDENT
11/23/15	8:02:41	115039062	0077	QUINNELL AV	BURGLAR ALARM
11/23/15	16:33:30	115039152	0093	8TH ST	SUSPICIOUS MALE
11/24/15	10:57:51	115039232	0130	QUEENAN AV	BURGLARY REPORT
11/24/15	13:16:36	115039254	0130	QUANT AV	MEDICAL LEVEL 1/3RD PARTY
11/24/15	23:51:08	115039307	1209	LAKELAND SHORES	PARKING INFORMATION
11/25/15	1:03:54	115039313	0157	HUDSON BLVD	OPEN GATE
11/25/15	2:17:34	115039318	0072	I94	WARRANT INFO
11/25/15	8:48:34	115039338	0151	I94	LEVEL 3 INSPECTION
11/25/15	12:10:06	115039376	0151	I94	LEVEL 1 INSPECTION
11/25/15	21:42:25	115039440	0139	HUDSON BLVD	SUSPICIOUS ACTIVITY
11/26/15	10:11:40	115039469	0077	SAINT CROIX TR	ALARM
11/26/15	11:48:29	115039473	0130	11TH ST	SLUMPER LEVEL 1
11/26/15	20:59:45	115039503	0139	QUEENAN AV	MEDICAL LEVEL 2
11/27/15	18:07:52	115039562	0139	RIVERCREST RD	SUSPICIOUS VEH **RESTACK CA
11/28/15	15:23:16	115039613	0087	SAINT CROIX TR	VEHICLE LOCKOUT
11/28/15	17:47:57	115039620	0087	I94	DK DRIVER
11/29/15	9:18:07	115039648	0091	SAINT CROIX TR	TRAFFIC HAZARD **ST
11/29/15	23:56:47	115039693	0123	SAINT CROIX TR	AOA/TRAFFIC
11/30/15	5:17:50	115039701	1204	I94	ACCIDENT NO INJURIES
11/30/15	5:32:54	115039704	0070	I94	MOTOR VEHICLE ACCIDENT
11/30/15	7:42:16	115039734	1291	SAINT CROIX TR	RENEWAL OF LIQUOR LICENSE
11/30/15	9:23:21	115039768	0187	HUDSON RD	MULTI VEHICLE ACCIDENT
11/30/15	15:54:06	115039843	0120	RIVERCREST RD	EXP'D REG

Total ICRs Processed: 83

** END OF REPORT **

Washington County Sheriff's Office
CITATIONS BY CITY REPORT

City Selected: LAKELAND

From Date: 11/01/2015 To: 11/30/2015

LAKELAND

Offense Date	Offense Time	Location	Citation #
11/04/2015 Statute 171	1549 24 1	I94 DAR	CT8223855
11/07/2015 Statute 169	2105 79 1	RIVERCREST RD / PARK N RIDE EXPIRED REGISTRATION	CT8224360
11/15/2015 Statute 169	0840 791 2	ST CROIX TR/I94 NO PROOF OF INSURANCE	CT8216348
11/21/2015 Statute 169A	0102 20 1.1	SAINT CROIX TR / PARK/RIDE 4TH DEGREE DWI	CT8216279
11/21/2015 Statute 169A	0041 27 1	PARK & RIDE/ST CROIX TR N 4TH DEG DWI	8216279

Total for City: LAKELAND

5

** END OF REPORT **

Lakeland Update – November, 2015

- 1. I met with Select Senior Housing (SSH) on Monday 11/23 to further discuss their interest in the Lakeland project. Due to the price of the property, such that it works for their financial “pro forma, they will move the project to their “back burner” now.**
- 2. With Lakeland City Council has approving a motion to continue the working relationship in October, they have confirmed that Lakeland could continue to use Student Teams again beginning on January 4, 2016. The next step is to develop a list of projects for the students, which I will do with the Mayor and City Clerk/Administrator in December. Many will continue the work on the Comprehensive Plan that is due in 2018.**
- 3. I have been assisting the Clerk/Administrator and the City’s Fiscal Consultant in reviewing the financial implications of the options for City Hall.**
- 4. I have set a meeting with a contractor, Mohs Construction, for Friday, December 11th to help determine the costs of remediation of the current City Hall for either upgrading for continued use as City Hall or for sale to a private party.**
- 5. In answer to a question that came up at a recent City Council Meeting, the Washington County HRA administrates the Community Development Block Grant Program (CDBG) in the county. It is a competitive process with about \$317,000 available for projects. It may be that this could be a source of funding for part of the new City Hall, such as a handicapped accessible doors and/or kitchen appliance for seniors. There are other potential uses for Lakeland, too. Applications for 2015 are closed, but it would be good to meet with the HRA to take a look at possible projects for 2016. I can facilitate that for the City, so let me know.**
- 6. Now that Thrive MSP 2040 has laid out the direction, the Metro Council has sent individualized System Statements in early November, so Lakeland now has a “blueprint” on what the City needs to do to comply with the 4 Policy Plans and can now proceed with their Comp Plan. The System statement for Lakeland is 76 pages long, so it will take me some time to review and comment on it...more on it in December. I plan to meet with City’s Sector Rep, Ryan Garcia, in**

December or January, 2016 for further direction on how best to tackle the Comp Plan requirements.

- 7. As I noted, the System Statement process by the Metro Council is now complete and the issuance of the Local Planning Handbook outlines the requirements that the City's Comp Plan will have to meet. We now have everything needed to begin the update of the Comp Plan. The next step is for the City Council/Planning Commission to develop a process for getting citizen thoughts on the proposed goals.**
- 8. Metro Council announced that \$1.9 million in planning grants will be made available to Cities that meet the following criteria – first, the 2014 Net tax Capacity (NTC) per capita amount is less than or equal to the median NYC per capita of \$1,116 and, second, the forecasted growth from 2010 to 2040 is greater than or equal to the median percent forecasted growth of 27%. Unfortunately, Lakeland will not qualify for these funds to assist in the Comp Plan process. I contacted our Sector Rep, Ryan Garcia, on other funding options for small cities to take back to the Metro Council...nothing to report so far.**
- 9. To assist the City in completing the Comp Plan, Metro Council has developed an improved online clearinghouse to provide guidance, information, and technical assistance to small cities. While not \$ for assistance; nevertheless, I found it to be easy to navigate for the different sections needed for the Comp Plan, especially the “how to” sections that detail the requirements. So...in answer to the question brought up at the November City Council Meeting on funding for the 2020 Comp Plan, the assistance will be this enhanced online Local Planning Handbook and the technical assistance from our Sector Rep, rather than any funding, but that may change given the push from small cities for some financial help.**
- 10. The foreclosure data provided by the Washington County HRA thru October, 2015 shows that Lakeland had 1 foreclosure for the month – 244 Quehl Avenue. Overall, Sheriff's Sales are down by 50 for 2015 from 2014.**
- 11. As you may know, the Emerald Ash Borer has been found in Washington County, so it may be time to contact our Arbor Consultant for more information on its potential effects on Lakeland parks and residents. A presentation to City Council at a Work Session may be in order. Let me know if you'd like me to set this up.**
- 12. Late in October, I completed mandatory surveys on the 2016 Affordable Housing and Life-Cycle Housing Opportunity Amount (ALHOA), which is met by our participation in the Washington county**

HRA Tax Levy (in 2016 the ALHOA amount Lakeland will need to meet is \$14,806) and the Affordable Housing Production Survey and Scoring Tool, which keeps the City eligible for Metro Council grants/loans for housing projects. I also completed the MnDOT External Partner Cost Participation Survey, which I noted that Lakeland would certainly like to see the continuation of the additional funds for local roads that it received this year. Transportation funding for small communities, like Lakeland, was a key discussion item at the recent Metro Cities/LMC Legislative Policy Session with cities concurring on the need for more funding for maintenance of local roads. If Lakeland Councilmembers talk to their legislators, then this issue would be a key one to inform them about...I can write a brief "talking points" memo for Council, if you'd like me to...every \$ helps!

- 13. There is also a new revolving loan fund for cities to pay for the cost of an energy audit or a renewable energy feasibility study for public buildings. If the city proceeds in constructing a new City Hall, then these \$ could be used to study energy updates to the present Public Works/Public Utility building, as well as evaluate such alternate energy sources as solar for an addition to the building. Let me know if there's interest.**
- 14. Other news...the Metro Cities Annual Meeting took place on Wednesday, 11/18 @ the Ramada Plaza, 1330 Industrial Blvd in NE Minneapolis and the approved 2016 Legislative Policies are now also available online...just "google" metrocitiesmn; the League of Minnesota Cities has their Draft 2016 Legislative Policies online at www.lmnc.org; the Washington County Board has been revamping their Solid Waste Master Plan, which includes the purchase of the Newport Resource Recovery Facility and has approved a 5 year agreement to receive Statewide Health Improvement Program implementation funding of \$515,000/year to help improve the health and wellness of Washington County residents; the County Board will be holding a Public Hearing on December 15th on their 2016-2020 Capital Improvement Program; in State Budget news, there is a \$1.2 billion surplus for the next Biennium, so already discussion is underway as to what should be done with the surplus; according to the State Auditor, the average Preliminary Tax Levy increase in cities was 5.2% for 2016; The PERA Board has begun discussions about how to make up the find deficiency, which could include higher contributions by both cities and employees; the County Board approved a contract**

with the National Research Center to conduct the 2016 Residential Survey of county service quality

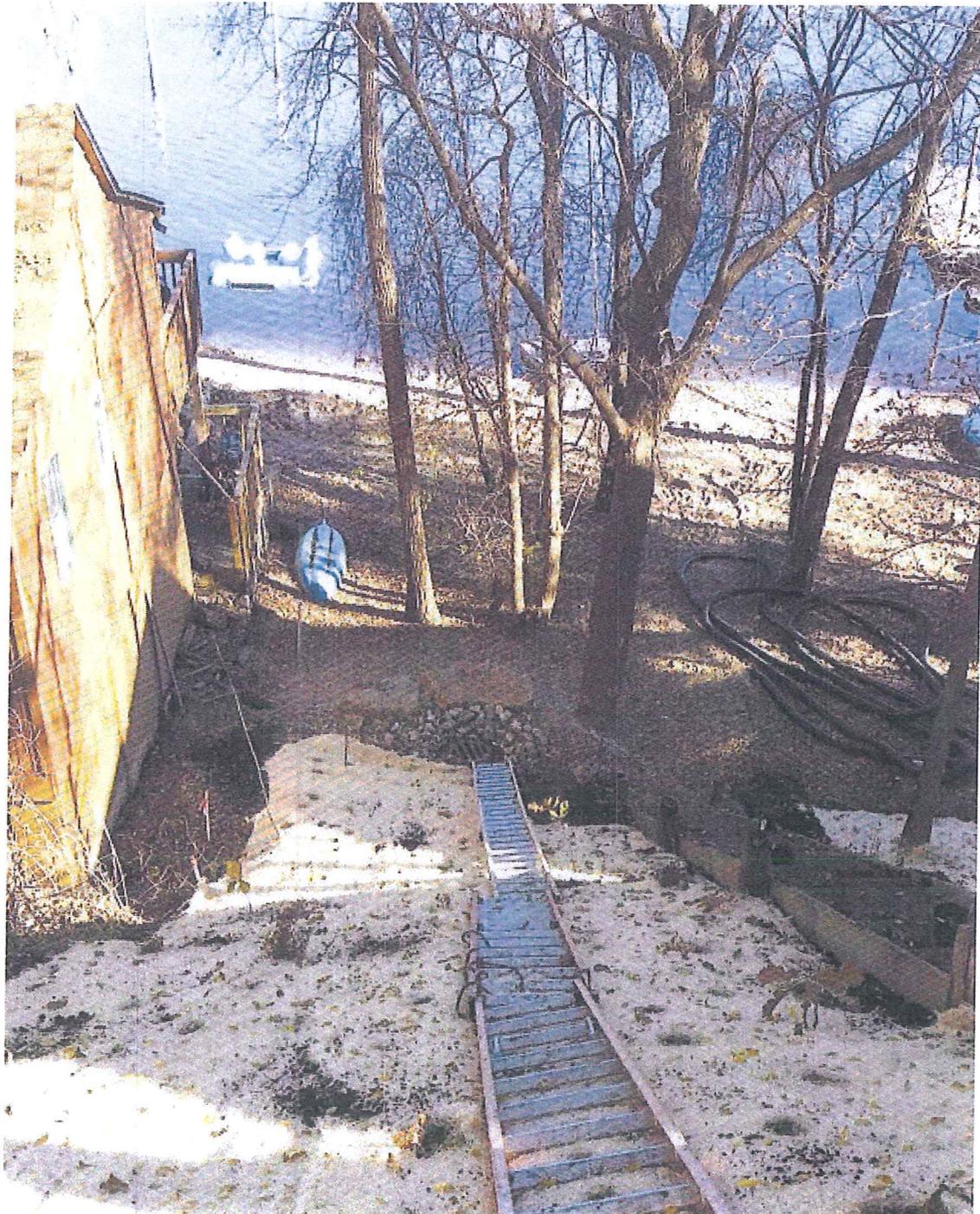
- 15. The Minnesota Housing Finance Agency provides low interest loans to Lakeland homeowners for purchasing/fixing up homes – go to www.mnhousing.gov for more info – some of the info could be made available to Lakeland residents thru the Newsletter and Website and the Legislature approved additional dollars for housing rehab.**
- 16. In case you missed it, I've attached an article from the Stillwater Gazette – “Stabilizing the St Croix River Bluff” – which details Lakeland’s efforts to address drainage, erosion, and runoff problems at the end of Quixote Avenue since 2007.**
- 17. October, 2015 Work Plan – Focus on the 2020 Comp Plan Process, City Hall Options, Hamline Projects Coordination...and any other assignments!**

Opinion & Columns

Stabilizing the St. Croix River Bluff in Lakeland

Published November 21, 2015 at 6:00 pm

By Angie Hong





Crews planting this steep hillside in Lakeland last week needed ladders to get up and down. Native vegetation helps prevent erosion. (Submitted photo)



Angie Hong

Picture two very strong men lifting two bathtubs full of water over their heads and pouring the water down the side of a steep, tall hill right next to your house. Now picture that same volume of water pouring over the hill, continuously, during a large rainstorm. Dirt begins to wash away, chunks of the hillside cave in and tumble to the riverbank down below. A torrent of muddy water, mixed with twigs and leaves streams out into the St. Croix River, creating a dirty brown plume. Long after the rain has stopped, phosphorus from the water that came down the hill lingers in the river,

feeding algae and other aquatic plants. By the end of the summer, portions of the river have taken on a greenish hue.

When the city of Lakeland met with the Middle St. Croix Watershed Management Organization (MSCWMO) eight years ago to discuss drainage problems on Quixote Avenue, the two entities knew they were facing a formidable challenge. Because of the slope of the land, runoff from more than 12 acres of streets and homes was flowing down Quixote Avenue and over the bluff into the St. Croix River during large rain events. Over time, the runoff water had created a gully in the bluff line, and people living in the homes nearby were beginning to worry about the rate of erosion. Additionally, water monitoring research has shown that the St. Croix River is becoming unhealthy due to excess phosphorus, most of which comes from storm water runoff.

After an initial feasibility study in 2007, the city began implementing projects to capture runoff from small storms and soak the water into the ground before it could reach the bluffline. This included multiple rain gardens installed between the years of 2009 and 2011.

Last week, Lakeland and the MSCWMO completed the finishing touches on a comprehensive project to address drainage, erosion, and runoff pollution problems along Quixote Ave. The \$120,000 project included several components including building three more shallow rain gardens, re-sloping and regrading Quixote Avenue, building an iron-enhanced sand filter to pull phosphorus out of the street runoff, installing a pipe to convey water safely from the top of the bluff to the river during large storms, and restoring the hillside with native plants and shrubs to prevent further erosion. Funding for the project came from the Minnesota Clean Water Fund, a grant from the St. Croix River Association, the city of Lakeland and the Middle St. Croix WMO.

The Quixote Avenue project demonstrates the importance of working collaboratively and using innovative approaches to address modern water quality problems. Altogether, the project will keep at least 8.5 pounds of phosphorus out of the river each year (the equivalent of 4,250 pounds of algae), and will also keep more than 3,000 pounds of soil in place along the bluff and out of the water each year. The approach is unique in that it addresses runoff from both small and large storms, and will also protect the river bluff and surrounding homes.

None of this would be possible, however, without cooperation and good communication between the city, residents along the street, the Middle St. Croix WMO, and the multiple other agencies and organizations involved in the project.

Picture Quixote Avenue in the rain next summer. Some water flows into existing and new rain gardens, some soaks into the landscape in other locations, some flows safely down a pipe to the river. On the hillside, new plants grow larger and their roots take hold. The river breathes a sigh of relief.

Angie Hong is an educator for East Metro Water, mnwcd.org/emwrep. Contact her at 651-330-8220 ext. 35 or angie.hong@mnwcd.org.

Stillwater Gazette

[Advertising Information](#) | [Contact Us](#) | [Subscribe](#)

Copyright ©2015 ECM Publishers, Inc. • All Rights Reserved



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: December 8, 2015

RE: City Engineering Report - November 2015
SEH No. LAKEL 104614

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

I. 2015 Street Improvements Project

The Engineer provided construction observation, administration and contractor coordination for this project and is currently working on obtaining an application for payment from the contractor. Most of the contractor's work is now complete with only a few minor punch list items remain to be completed in the spring. The contractor's application for payment, along with a cover memo from the Engineer, has been included as a separate agenda item for Council consideration.

II. 2015 Quixote Avenue North Drainage Improvements Project

The Engineer provided construction observation, administration and contractor coordination for this project and assisted Director of Public Works Kline in preparing the application for payment. The contractor's application for payment has been included as a separate agenda item for Council consideration.

III. City Council Workshop Attendance

At the request of Councilmember Glasgow, the Engineer attended the November 17, 2015 City Council workshop to answer questions about costs associated with the 2015 Street Improvement project. A good discussion was had about the project and also the Council's preferences with respect to Engineer attendance at Council meetings. The consensus of those present was that the current practice of only attending Council meetings when major engineering items are on the agenda (or as specifically requested by staff or the Council) is working well and should continue. There were those who thought a monthly report from the Engineer would be a good idea. As a result, this report is being prepared and subsequent reports will be submitted prior to each City Council meeting until directed otherwise.

IV. 167 Quant Avenue North Drainage Issue

SEH provided a storm water engineer to assist the Administrator in responding to drainage complaints from the resident at this address. Over a period of several years, this resident had contacted the Clerk's office, the Public Works department, at least three past Mayors and the WMO about this issue. The Administrator felt that a fresh perspective was needed and that the SEH storm water engineer would

provide that perspective. A meeting and site visit was held with the resident, staff was interviewed, files reviewed and a report prepared and sent to the Administrator.

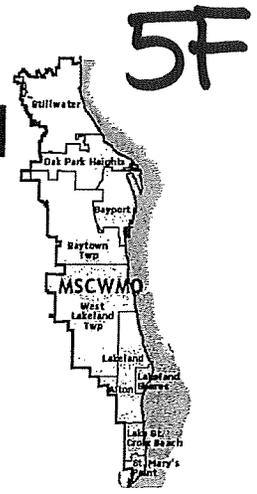
V. 1109 Quixote Avenue North - Final Inspection of Court-Ordered Restoration

A final inspection was completed of this property to confirm that all work had been completed in accordance with the Court order and previous letters issued by the City. Upon completion of the inspection, the Administrator was informed that the work was completed.

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

MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION

455 Hayward Avenue, Oakdale, MN 55128
Phone 651.330.8220 x22 fax 651.330.7747 www.mscwmo.org



December 7, 2015

City of Lakeland
690 Quinnell Avenue North
Lakeland, MN 55043

RE: Exploring a Consistent Variance Review Process

Dear Honorable Mayor Williams and City Council Members:

In response to requests from multiple communities and leaders of the Middle St. Croix Watershed Management Organization, the MSCWMO is initiating a process to explore and develop a consistent shoreland variance review process in an effort to bring more consistency and to support local decision makers. The technical review process would consider past precedence of variances issued along the Lower St. Croix and provide a technical recommendation for local decision makers. The benefits of this approach include:

- Consistent technical review of ordinance variance requests along the Lower St. Croix.
- Building on the successful model of local collaboration to protect and improve water resources and the St. Croix.
- Consistent integration of coordinated evaluation of variance requests.
- Increased clarity for applicants whose projects trigger multiple permit requirements.
- Voluntary option for communities to utilize experienced and knowledgeable technical staff to support the local planning process.

This process will take time and will require input from all agencies, member communities as well as seeking public input. As additional information becomes available it will be forwarded and shared.

We are optimistic that we can find a fair and reasonable approach that makes the process easier and provides better outcomes. Please contact me if you have any questions 612-325-3038.

Sincerely,

Brian Zeller
Middle St. Croix Watershed Management Organization Chair

8B



TO: Mayor and City Council

FROM: Sandie Thone, City Administrator/Clerk

RE: Resolution 2015-34 Approving Moving Forward with the Decision to Build a New City Hall Facility and Requesting Staff to Prepare a Cost Analysis of the Two Remaining Options for its Future Location

DATE: December 15, 2015

BACKGROUND

In 2012 the city council approved and hired Oertel Architects to draw up plans to add a new city hall facility and public works garage to the existing water building located at 1190 St. Croix Trail South. In early 2015 the city formed an advisory task force to assess space options to help the city manage its operations more effectively and in August of 2015 MPA interns surveyed the community and received input on their ideas for a new city hall. Findings supported the consolidation of staff at the PW Facility and the expansion of a city facility that would house all city employees and provide for a public space.

In the summer of 2015 the mayor and administrator met with several real estate professionals to compile information on the options for old city hall. In November and December staff met with several vendors and contractors; Pest control, Asbestos and Mold Remediation Professional, Building Contractor to determine the best options for old city hall as well.

In October of 2015 discussions were had with potential partners for a community space which included partnering with the county to house a library at the new facility. At the October council meeting, after being approached by Lakeland Plaza LLC and St. Croix Business Center to consider spaces they had for sale/lease, the council made the decision to table the decision to move forward with building a new city hall and advertising for RFP's for architect services to explore all options on the table.

In November 2015 staff met with the city's financial advisor and government affairs consultant who recommended not leasing space and only considering purchasing space at a non-city owned location if the deal was too good to pass up since it would be difficult to match the price of building on existing city-owned land and meet the staff

consolidation benefit. Staff and council toured the St. Croix Business Center and Lakeland Village options. At the November city council meeting council made the decision to narrow down the choices to two:

- 1) Build a city hall facility at the current PW location
- 2) Purchase a unit and build out the city facility at Lakeland Village

Council conducted a workshop in early December and decided to bring back for action at the December 15th city council meeting to ratify and finalize the decision to move forward with a new city hall and to bring back cost analysis of both options left on the table to the January meeting for a final decision on which option to move forward with. On December 11, 2015 city staff forwarded the 2015 specific city hall space and plan details to both Lakeland Plaza LLC and to Oertel Architects in an effort to gain the approximate square footage rates for both options. Further details will be brought to the January meeting.

DISCUSSION

Tonight staff is requesting the council move forward and ratify the decision to build a new city hall facility.

Costs analysis estimates of the two remaining options will be brought forth at the January council meeting for a final decision on where to locate the new city hall:

- 1) Build a city hall facility at the current PW location
- 2) Purchase a unit and build out the city facility at Lakeland Village

Old City Hall options will be brought to the January meeting as well for action and direction in moving forward.

RECOMMENDATION

Staff is respectfully requesting the City Council approve Resolution 2015-34 Approving Moving Forward with the Decision to Build a New City Hall Facility and Requesting Staff to Prepare a Cost Analysis of the Two Remaining Options for its Future Location Motion, Second and Majority vote required.

RESOLUTION NO. 2015-34

**CITY OF LAKELAND
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION APPROVING MOVING FORWARD
WITH THE DECISION TO BUILD A NEW CITY HALL FACILITY
AND REQUESTING STAFF TO PREPARE A COST ANALYSIS
OF THE TWO REMAINING OPTIONS FOR ITS FUTURE LOCATION**

WHEREAS, In 2012 the city council approved and hired Oertel Architects to draw up plans to add a new city hall facility; and

WHEREAS, In early 2015 the city formed an advisory task force to assess space options to help the city manage its operations more effectively and in August of 2015 MPA interns surveyed the community and received input on their ideas for a new city hall; and

WHEREAS, Findings supported the consolidation of staff and the expansion of a city facility that would house all city employees and provide for a public space; and

WHEREAS, In October of 2015 discussions were had with potential partners for a community space which included partnering with the county to house a library at the new facility; and

WHEREAS, At the October 2015 regular city council meeting, after being approached by Lakeland Plaza LLC and St. Croix Business Center to consider spaces available for sale/lease, the council made the decision to table the decision to move forward with building a new city hall and advertising for RFP's for architect services to explore all options on the table; and

WHEREAS In November 2015 under advisement of the city's financial advisor to only consider purchasing options the council made the decision to narrow it down to two remaining options; 1) Build a city hall facility at the current city owned PW location or 2) Purchase a unit and build out the city facility at Lakeland Village; and

WHEREAS, Council conducted a workshop on December 5, 2015 and concluded to ratify the decision to move forward with building a new city hall at the December regular city council meeting and direct staff to bring back cost analysis of both options left on the table to the January meeting for a final decision and action.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF LAKELAND THAT RESOLUTION 2015-34 IS APPROVED MOVING FORWARD WITH THE DECISION TO BUILD A NEW CITY HALL FACILITY AND REQUESTING STAFF TO PREPARE A COST ANALYSIS OF THE TWO REMAINING OPTIONS FOR ITS LOCATION

Passed and adopted by the City Council for the City of Lakeland this 15^h day of December 2015.

Amy Williams, Mayor

Sandie Thone, City Administrator/Clerk



TO: Mayor and City Council
FROM: Sandie Thone, City Administrator/Clerk
RE: Ordinance 7549 Establishing Quarterly Utility Billing
DATE: December 15, 2015

BACKGROUND

Per Lakeland City Code §52.47 the City Council may provide a system of water meter reading by post card, meter person, or any other method deemed suitable to the purpose by the Council. The Council may also establish billing areas or districts and provide for the reading of meters and billing charges by calendar quarters or monthly or other periodic intervals as the City Council determines suitable and necessary by ordinance; provided, however, where meter reading is done by post card, the City Council may establish a penalty for failure to return water meter reading card within the time designated on the card by ordinance. Ordinance 7460 was passed 12/18/1990, codified on 7/25/1991 and has never been updated.

DISCUSSION

At the November 2015 City Council meeting the council approved moving from a monthly utility billing system to a quarterly utility billing system for the Lakeland Water Utility. The decision was made after staff provided data on the significant savings in city resources of both time and money. In addition, it was noted the practice would be easier on residents and businesses as well. Per city code the change must be made by ordinance. Please find Ordinance 7549 attached.

RECOMMENDATION

Staff is respectfully requesting the City Council approve Ordinance 7549 Establishing Quarterly Utility Billing for the Lakeland Water Utility. Motion, Second and Majority vote of all members required.

ORDINANCE 7549

**CITY OF LAKELAND
WASHINGTON COUNTY, MINNESOTA**

**AN ORDINANCE ESTABLISHING QUARTERLY UTILITY BILLING
FOR THE LAKELAND WATER UTILITY**

THE CITY COUNCIL FOR THE CITY OF LAKELAND DOES ORDAIN:

WHEREAS, Per Lakeland City Code §52.47 the City Council may provide a system of water meter reading by post card, meter person, or any other method deemed suitable to the purpose by the Council; and

WHEREAS, The Council may also establish billing areas or districts and provide for the reading of meters and billing charges by calendar quarters or monthly or other periodic intervals as the City Council determines suitable and necessary by ordinance; and

WHEREAS, At the November 2015 City Council meeting the council approved moving from a monthly utility billing system to a quarterly utility billing system for the Lakeland Water Utility.

WHEREAS, The decision was made after data provided showed a significant savings in city resources of both time and money and a more efficient process for residents and business in the community as well.

NOW, THEREFORE, BE IT RESOLVED BY THE LAKELAND CITY COUNCIL Ordinance 7549 Establishing Quarterly Utility Billing for the Lakeland Water Utility is hereby adopted.

Effective Date. This Ordinance shall be in full force and effect from and after its adoption and publication according to law.

Passed and adopted by the City Council for the City of Lakeland this 15th day of December 2015.

Published Date: _____

Amy Williams, Mayor

Sandie Thone, City Administrator/Clerk

8D



Water Utility Department

1190 St Croix Trail South
Lakeland MN 55043
Voice: 651-436-8044
Fax: 651-436-3949
E-mail: waterdept@ci.lakeland.mn.us

To: Lakeland City Council

From: Matt Kline | Director of Public Works

Date: December 15, 2015

RE: 2016 Water Rate Increase

Background

The Lakeland Water Utility is an enterprise fund that acquires all of its operating revenue from rates collected thru water utility billing. There are no general fund dollars used for the operation and maintenance of the Lakeland Water Utility.

Per Lakeland City Code §52.42, the City Council shall establish rates and charges for municipal water service by ordinance.

Discussion

On an annual basis, the City Treasurer and I prepare a budget for the upcoming years to determine if rate increases are needed to keep the water utility solvent now and in the future. This budget process includes a projection of income and expenses and a ten year capital improvement plan (CIP). The recommended increase of 10 cents per 1,000 gallons is mainly due to added items to the capital improvement plan which can be viewed in the treasurer's report. As the water plants age, repair and replacement costs increase. The new CIP plan is more in depth than past years as I have tried to recognize certain items of smaller scale that will need replacing rather than just focusing on large scale items only. This should allow the water utility to be more accurate in future funding needs.

As a reminder, the water infrastructure (water mains and valves) located within the City of Lakeland is owned by the City as indicated within the Joint Powers Agreements with Lakeland Shores and Lake St Croix Beach. Each city is responsible for repairs and improvements to their infrastructure. This means that if a main break were to occur within Lakeland, the money to repair that break would come from the general

fund and not the Lakeland Water Utility Enterprise fund. I mention this because currently neither Lakeland nor the other cities have any type of emergency fund for such instances.

Recommendation

Staff is requesting that the City Council approve Ordinance 7550 approving a water rate increase of 10 cents per 1,000 gallons from \$2.30 per 1,000 gallons of water used to \$2.40 per 1000 gallons used effective with the January billing cycle. Motion, second, and majority vote of all members required.

Attachment: Ordinance 7550

ORDINANCE 7550
CITY OF LAKELAND
WASHINGTON COUNTY, MINNESOTA

AN ORDINANCE ESTABLISHING WATER RATES AND CHARGES FOR USE OF THE LAKELAND MUNICIPAL WATER SERVICE

WHEREAS, the City of Lakeland maintains a municipal water system; and

WHEREAS, Per Lakeland City Code §52.45 the City Council may establish water rates and charges to be implemented as part of the use of the Lakeland Municipal Water Service; and

WHEREAS, the office of the City Treasurer and the Public Works Director has recommended to the City that an increase be implemented to increase the water usage rate by \$.10 per 1,000 gallons effective with the January 2016 water billing, therefore changing the rate from \$2.30 per 1,000 gallons to \$2.40 per 1,000 gallons.

WHEREAS, the office of the City Treasurer and the Public Works Director has also recommended to the City that there be no increase in the monthly flat charge, therefore continuing to charge \$8.00 per hookup.

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

1. That effective with the January 2016 water billing, the water usage rate will be increased from \$2.30 per 1,000 gallons to \$2.40 per 1,000 gallons.
2. That the monthly flat rate service charge will remain at \$8.00 per hookup.

Passed and adopted by the City Council for the City of Lakeland this 15th day of December, 2015.

Published Date: _____

Amy Williams, Mayor

Sandie Thone, City Administrator/Clerk