



Student Intern Project Presentations 4:30 p.m.
Regular City Council Meeting: 6:00 p.m.
Tuesday, August 18, 2015
Lakeland City Hall

STUDENT INTERN PROJECT PRESENTATIONS

- 4:30 PM: Devin Massopust/Stephanie Sollie – Comp Plan: Economic Development Element
- 4:45 PM: Elizabeth Howard/Brandon Bell – Business District Zoning
- 5:00 PM: Courtney Sisk/Elizabeth Howard – Comp Plan: Parks and Recreation Element
- 5:15 PM: Courtney Sisk/Korbyn King – New Lakeland City Hall
- 5:30 PM: Paul Pinkston – Quality Avenue Street Improvements

REGULAR CITY COUNCIL MEETING AGENDA

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. July 21, 2015 City Council Meeting Minutes
 - B. Amendment to Community Black Grant (CDBG) Cooperation Agreement
 - C. Monthly List of Claims
 - D. City Treasurer's Report
5. AGENCY REPORTS
 - A. Law Enforcement Report
 - B. Fire Department Report
 - C. Government Affairs Report
6. OPEN FORUM (Public comments, presentations and petitions)
7. CITY BUSINESS
 - A. City Snowplowing
 - B. 2015/2016 Lakeland Employee Compensation Plan
 - C. Public Works Benefits/Wages
 - D. 2016 Budget and Levy
8. CITY STAFF REPORTS
9. CITY COUNCIL AND MAYOR REPORTS
10. ADJOURN

OFFICIAL RECORDED MINUTES OF LAKELAND CITY COUNCIL MEETING
TUESDAY, JULY 21, 2015

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

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

OTHERS PRESENT: Chris White, Nancy Haberman, Jim Space, Jake Sedlacek, George Eilertson

WORKSHOP: 5:02 p.m. to 5:56 p.m. Discussion regarding Public Works Reorganization presented by Public Works Director Matt Kline, Discussion regarding City Facilities Task Force presented Mayor Craig Morris.

1. CALL TO ORDER by Mayor Williams at 6:05 p.m.
2. PLEDGE OF ALLEGIENCE was recited.
3. ADOPTED AGENDA: **Motion/Second/Passed; Council Member Richard Glasgow, Council Member Jeri Ryan**
4. ADOPTED CONSENT AGENDA: Items B, C, D **Motion/Second/Passed; Council Member Jeri Ryan / Council Member Evan Loenser**
 - B. Deputy Clerk Hire: Halli Sevilla
 - C. Monthly List of Claims
 - D. City Treasurer's Report

Mayor Amy Williams asked that Consent Agenda Item A pulled for one correction; clarification on 6B to read 'resolution allowed the City the authority to enforce regulations that were already adopted by the City.' **Motion/Second/Passed; Council Member Jeri Ryan / Council Member Evan Loenser**

 - A. City Council Meeting Minutes June 16, 2015

5. AGENCY REPORTS

- A. Law Enforcement Report/Mayor Amy Williams reported 129 ICR's; bulk of report result of watercraft violations.
- B. Fire Department Report/Glasgow reported a total of 25 calls last month; Lakeland had 6.
- C. Government Affairs Report/Mayor Amy Williams presented the report prepared by Mark Nagel; funds have been identified by Met Council for codification and adoption of the Comp Plan.

6. OPEN FORUM (Public comments, presentations, and petitions)

A. Robert Craggs – absent. Mayor Amy Williams provide an update regarding the Bike Trail and the possibility of SCVF requesting a resolution of support in the future.

B. Jim Space – 1109 Quixote Ave. N.

Updated process and delay to cut trees which have fallen before executing remainder of plan for revegetation progress/grading/seeding past deadline. Has restored three soil areas with the corrective seed. Has been communicating with City Administrator/Clerk SandieThone who asked that he provide a progress update for continuation of time for removing trees and revegetation process.

7. BUSINESS

- A. Ordinance 7546 Amending City Code Chapter 33 Pertaining to Master Fee Schedule (reference rather than statement) **Motion/Second/Passed; Council Member Jeri Ryan / Council Member Evan Loenser**

Time Stamp 24:30

- B. Ordinance 7547 Electric Franchise Ordinance with Xcel Energy and Summary Publication (renewal) **Motion/Second/Passed; Council Member Evan Loenser / Council Member Jeri Ryan**

Summary Publication

- Motion/Second/Passed; Council Member Richard Glasgow / Council Member Jeri Ryan**

Time Stamp 27:11

- C. Resolution 2015-28 Bond Refunding Northland Securities; George Eilertson (Northland Securities) present for review

- Motion/Second/Passed; Council Member Richard Glasgow / Council Member Evan Loenser**

Time Stamp 37:00

- D. Building Official/Inspection Services

Consensus to direct staff to go forward with terminating the contract with the City of Bayport and explore various options/opportunities to provide building inspection services for the City. **Motion/Second/Passed; Council Member Joe Paiement / Council Member Richard Glasgow**

Time Stamp 55:00

- E. 2016 Budget and Levy Draft

City Treasurer Tom Niedzwiecki presented Preliminary 2016 Final Budget & Levy at \$6,427 or .6% increase in the budget and a \$16,527 or 1.7% increase in the certified levy; first discussion meant for review that will hopefully be finalized next month and certified by 9/15/15. Mayor Williams noted future City Hall to be part of August discussion, so possible special CC meeting in September to adopt.

F. Variance Escrow Refund

John Ruprecht expressed concern of charges incurred in processing and approving Variance at 737 Quentin Avenue to remodel primary residence. After discussion of process, motion made to waive \$2,000 of the fees associated with the variance which represented staff time.

Motion/Second/Passed 4-1; Council Member Richard Glasgow / Council Member Jeri Ryan . [Council Member Joe Paiement voted nay]

Time Stamp 1:48:17

9. CITY STAFF REPORTS

City Attorney Josh Brekken reported work on easement re: 745 Quixote

City Administrator/Clerk Sandie Thone reported working with City Treasurer Niedzwiecki on costs occurred at 1243 Rivercrest; \$1,775 was issued to Teens for Christ for their work with Spring Clean-up; Code complaints down, but brush/tree issues at Rivercrest, 4th, and 10th; will be highlighting graduate students from Hamline and their respective projects in August newsletter; recycling grant approved by county with possible incentive funding; code book updates made and record retention project scheduled to begin; City Engineer submitted WMO draft management plan; Animal Control report included one pet lost and one found – a good match.

Public Works Director Matt Kline reported Streets Project to begin July 27; provided Public Works options and comparison of wages and benefits of cities similar to Lakeland in packets to be reviewed at next month's meeting; addressing rain gardens on Quixote.

Treasurer Tom Niedzwiecki had no further report.

10. CITY COUNCIL AND MAYOR REPORTS

Time Stamp 1:56:30

Council Member Evan Loenser had no report

Council Member Jeri Ryan had no report

Council Member Richard Glasgow had no report

Council Member Joe Paiement had no report

Mayor Amy Williams reported there was no Gateway Corridor meeting held; internship program with Hamline University graduate students will encompass parks, road safety, new city hall, code, and zoning and will be brought back in August to make recommendations and exchange information; acknowledged

ABL (Afton Bayport Lakeland) Lion's Club chapter which was newly established; reported favorable interest in development of Lakeland Plaza.

12. ADJOURN

Motion to adjourn effective 8:09 p.m. Motion/Second/Passed; Council Member Jeri Ryan / Council Member Richard Glasgow

Sandie Thone, City Administrator/Clerk

Amy Williams Mayor

DRAFT

**URGENT – IMMEDIATE
ATTENTION REQUIRED**

July 21, 2015



Re: Amendment to Community Development Block Grant (CDBG) Cooperation Agreement

Dear Participating Community,

Enclosed please find a contract amendment to your agreement with Washington County regarding your participation in the Community Development Block Grant (CDBG) program.

HUD is requiring that we amend this agreement to include the following language:

SPECIAL PROVISIONS

- A. A unit of general local government may not sell, trade, or otherwise transfer all or any portion of such funds to a metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under Title I of the Housing and Community Development Act of 1974, as amended (see paragraph V.M. of the Notice).

Please have the amendment signed and return the original amendment **no later than Monday, July 26th** to:

Karen Brown
Washington County Community Services
14949 62nd Street N, PO Box 30
Stillwater, MN 55082

I will send you a copy of the amendment, with any attachments, once we have all the required signatures. If you have any questions, please contact Angie Shuppert, Community Development Programs Manager at the Washington County HRA at 651.379.9551 or ashuppert@wchra.com

Sincerely,

Sarah Tripple, LSW
Community Services Policy Analyst
Washington County Community Services
14949 62nd St North
Stillwater, MN 55082
651.430.6480 or sarah.tripple@co.washington.mn.us

Enclosure: contract/amendment

Service Center Cottage Grove
13000 Ravine Parkway
Cottage Grove, MN 55016
Phone: 651-430-4159
Fax: 651-430-4157

Service Center Forest Lake
19955 Forest Road N
Forest Lake, MN 55025
Phone: 651-275-7260
Fax: 651-275-7263

Government Center
14949 62nd St N P.O. Box 30
Stillwater, MN 55082-0030
Phone: 651-430-6455
Fax: 651-430-6605

Service Center Woodbury
2150 Radio Drive
Woodbury, MN 55125
Phone: 651-275-8650
Fax: 651-275-8682

**AMENDMENT NUMBER ONE
AGREEMENT #1179
WASHINGTON COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
COOPERATION AGREEMENT**

This Amendment Number One is entered into by and between the County of Washington, State of Minnesota, 14949 62nd Street North, P.O. Box 30, Stillwater, MN 55082, hereafter referred to as the "County" and City of Lakeland, hereinafter referred to as the "Cooperating Community", is to amend CDBG Contract #1179.

WHEREAS, Title II of the Cranston – Gonzales National Affordable Housing Act of 1990 (42 U.S.C. 12701 et seq. as amended) provides for a program known as the HOME Investment Partnership Program; and

WHEREAS, Washington County, Minnesota qualifies under said law as a member of the HOME Consortium formed by Anoka, Dakota, Ramsey and Washington Counties, and the Cities of Coon Rapids in Anoka County and Woodbury in Washington County; and

WHEREAS, part 92 of Title 24 of the Code of Federal Regulations sets forth regulations governing the applicability and use of funds under Title II; and

WHEREAS, the governing regulations require that units of local government enter into a cooperation agreement with the County for participation in the HOME Program, which shall be the same cooperation agreement participation in the Community Development Block Grant Program; and

WHEREAS, a unit of general local government is restricted from selling, trading or otherwise transferring such funds; and

NOW, THEREFORE, the parties mutually agree to amend Washington County Community Development Block Grant (CDBG) Cooperation Agreement, Contract #1179 as follows:

1. Section I.A. shall hereby deleted and restated to read:

"The Acts" means the Housing and Community Development Act of 1974, Title I, of Public Law 93-383, as amended (42 U.S.C. 5301. et. seq.) and HOME Investment Partnership Act, Title II of the Cranston-Gonzales National Affordable Housing Act of 1990 (42 U.S.C. 12701, et. seq.) as amended.

2. Section I.B. shall be hereby deleted and restated to read:

"Regulations" means the rules and regulations promulgated pursuant to the "Acts" including but not limited to 24 C.F.R. Parts 92 and 570.

3. The last sentence in Section I, Definitions, is hereby deleted and restated to read:

The Definitions contained in the Acts and the Regulations are incorporated by reference and are made a part hereof.

4. The second paragraph of section II, Purpose, is hereby deleted and restated to read:

The purpose of this Agreement is to authorize the County to cooperate with the Cooperating Community in undertaking or assisting in undertaking the activity as authorized in the Acts and in the Regulations.

5. Section V. Special Provisions is hereby amended by adding subsection IV. L. as follows:

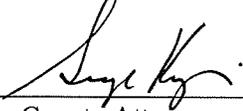
L. A unit of general local government may not sell, trade, or otherwise transfer all or any portion of such funds to a metropolitan city, urban county, unit of general local government, or Indian tribe, or insular area that directly

or indirectly receives CDBG funds in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under Title I of the Housing and Community Development Act of 1974, as amended.

All other terms and conditions of Contract #1179 unless specifically amended herein remain in full force and effect.

IN WITNESS THEREOF, the County and the Cooperating Community have executed this Agreement this day of _____, 2015.

APPROVED AS TO FORM:



For County Attorney

Dated: 7/20/15

WASHINGTON COUNTY, STATE OF MINNESOTA

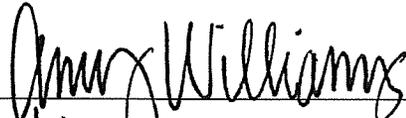
By: _____
Chair, Washington County Board of Commissioners

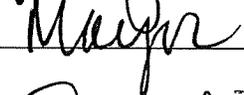
Dated: _____

By: _____
Administrator, Washington County

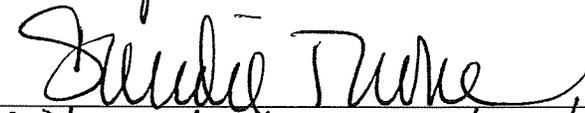
Dated: _____

CITY OF LAKELAND

By: 

Its: 

Dated: 7/23/2015

By: 

Its: 

Dated: 7/23/2015

5A

ALCOPFR\$

PF Citations by City Rpt

QIJS Page 1
8/01/15 5:17:03

Washington County Sheriff's Office
CITATIONS BY CITY REPORT

City Selected: LAKELAND

From Date: 7/01/2015 To: 7/31/2015

LAKELAND

Offense Date	Offense Time	Location	Citation #
7/05/2015 Statute 169	0740 14 2A3	ST CROIX TR/ 7TH ST S SPEED 63/50	CT8202610
7/19/2015 Statute 86B	1820 311 1.1	ST CROIX RIVER CARELESS OPERATION	CT8215728
7/27/2015 Statute 171	0531 24 3	ST CROIX TR 8TH ST N DAC	CT8216667
7/28/2015 Statute 171	1543 24	HWY 36/JAMACO AV DAS	CT8223401

Total for City: LAKELAND

4

** END OF REPORT **

Washington County Sheriff's Office
 CONTRACT ICR's
 Contract Report for LAKELAND
 For the Period 7/01/15 To 7/31/15

Date	Time	ICR #	ID#	Street Name	Complaint
7/01/15	13:02:01	115020974		QUALITY AV	RECEIPT# 150001826
7/01/15	14:01:10	115020995	0063	5TH ST	EXTRA PATROL REQUEST
7/01/15	18:48:03	115021023	1253	SAINT CROIX RIV	WATERCRAFT VIOLATION WARNING
7/01/15	22:13:08	115021039	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/01/15	22:14:30	115021040	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/01/15	22:15:13	115021041	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/02/15	6:26:36	115021069	0137	QUINLAN AV	MEDICAL LVL 3
7/02/15	17:33:01	115021188	0129	SAINT CROIX TR	ACCIDENT
7/02/15	18:51:08	115021194	0176	QUINNELL AV	LAKELAND SHORES COUNCIL MEETIN
7/03/15	7:34:21	115021234	0160	5TH ST	PUBLIC ASSIST
7/03/15	12:13:54	115021261	0160	6TH ST	LOST DOG
7/03/15	12:40:00	115021266	0077	7TH ST	TRAFFIC COMPLAINT
7/03/15	17:02:24	115021301	1267	ST CROIX RIVER	WATERCRAFT VIOLATION
7/03/15	17:09:44	115021303	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/03/15	17:43:31	115021307	1267	ST CROIX RIVER	WATER CRAFT VIOLATION
7/04/15	12:46:32	115021410	0068	HUDSON BRIDGE	ROAD HAZARD
7/04/15	14:47:36	115021419	1252	HUDSON BRIDGE	AOA- SUICIDAL MALE
7/04/15	15:21:18	115021424	0096	ST CROIX RIVER	WATERCRAFT VIOLATION WARNING
7/04/15	15:42:15	115021425	1253	ST CROIX RIVER	WATERCRAFT VIOLATION TIMES ONE
7/04/15	16:37:22	115021431	1252	ST CROIX RIVER	4TH DEG BUI ARREST
7/04/15	17:08:50	115021434	1253	ST CROIX RIVER	WATERCRAFT VIOLATION WARNING T
7/04/15	17:48:34	115021440	1253	SAINT CROIX RIV	WATERCRAFT VIOLATION WARNING
7/04/15	23:31:55	115021475	1252	ST CROIX RIVER	WATERCRAFT VIOLATION
7/05/15	7:49:03	115021501	0115	ST CROIX TR	SPEEDING, 63 IN A 50
7/05/15	8:36:38	115021502	0087	QUINNELL AV	SUSPICIOUS MALE **SEE CO
7/05/15	18:06:18	115021557	0139	LUCY WINTON FIE	PUBLIC ASSIST
7/05/15	19:58:23	115021569	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/06/15	11:43:05	115021626	0085	QUANT AV	THEFT REPORT **RESTACK 130
7/06/15	13:22:13	115021642	0130	7TH ST LN	MEDICAL ALARM LEVEL 1
7/06/15	19:56:37	115021679	0096	SAINT CROIX TR	VANDALISM REPORT
7/08/15	22:33:40	115021936	1263	ST CROIX RIVER	
7/09/15	7:45:54	115021958		QUIXOTE AV	RECEIPT# 150001875
7/09/15	8:42:06	115021962	0172	I94	TRAFFIC-FDCR
7/09/15	9:51:00	115021969	0160	SAINT CROIX TR	TRAFFIC
7/09/15	13:25:51	115022001		QUALITY CT	RECEIPT# 150001879
7/09/15	20:09:37	115022064	0133	QUALITY AV	BURGLARY REPORT
7/09/15	20:14:12	115022065	1255	ST CROIX RIVER	WATERCRAFT VIOLATION (X2) TWO
7/09/15	20:14:51	115022066	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/09/15	20:15:27	115022067	1255	ST CROIX RIVER	WATERCRAFT VIOLATION (X2) TWO
7/10/15	12:50:05	115022148	0160	QUIXOTE AV	911 ABANDONED CALL
7/10/15	18:36:11	115022220	1252	SAINT CROIX RIV	BOATER ASSIST
7/10/15	21:21:37	115022234	0078	7TH ST LN	PUBLIC ASSIST **RSTK/176 CALL
7/10/15	22:19:07	115022239	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/10/15	22:31:21	115022243	1252	ST CROIX RIVER	WATERCRAFT VIOLATION
7/10/15	22:35:43	115022245	1252	ST CROIX RIVER	WATERCRAFT VIOLATION
7/11/15	9:02:55	115022279	0075	I94	ROAD DEBRIS
7/11/15	9:48:57	115022283	0160	ST CROIX TR	GAS DRIVE OFF
7/11/15	15:36:49	115022320	0176	HUDSON RD	TRAFFIC
7/11/15	17:16:54	115022335	0078	ST CROIX RIVER	INTOXICATED BOATER
7/11/15	17:21:25	115022336	0176	LAKELAND	PUBLIC ASSIST
7/11/15	22:01:06	115022365	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/11/15	22:01:46	115022366	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN

CJBWPR\$
 Washington County Sheriff's Office
 CONTRACT ICR's
 Contract Report for LAKELAND
 For the Period 7/01/15 To 7/31/15

Date	Time	ICR #	ID#	Street Name	Complaint
7/11/15	22:03:53	115022368	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/11/15	22:04:28	115022369	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/11/15	22:05:02	115022370	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/11/15	22:05:28	115022371	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/11/15	22:26:58	115022377	1252	ST CROIX RIVER	WATERCRAFT VIOLATION
7/11/15	22:29:07	115022379	1252	ST CROIX RIVER	WATERCRAFT VIOLATION
7/11/15	22:30:06	115022380	1252	ST CROIX RIVER	WATERCRAFT VIOLATION
7/11/15	22:32:24	115022383	1252	ST CROIX RIVER	WATERCRAFT VIOLATION
7/12/15	0:53:55	115022395	0065	2ND ST	AOA/CHECK ADDRESS **RSTK -
7/12/15	15:18:22	115022449	1201	HUDSON BLVD	SUSP VEH
7/12/15	19:16:07	115022480	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/12/15	19:16:39	115022481	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/12/15	19:17:12	115022482	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/12/15	19:17:39	115022483	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/12/15	21:19:06	115022492	0094	QUIXOTE AV	SUSPICIOUS VEH
7/12/15	23:15:57	115022502	0179	DIVISION ST	CHECK AREA **RSTK 21 REG
7/13/15	19:33:41	115022636	1252	ST CROIX RIVER	WATERCRAFT VIOLATION
7/13/15	19:44:53	115022641	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/14/15	8:31:53	115022679	0077	8TH ST	ANIMAL CONCERN
7/14/15	15:52:49	115022780	0089	QUANT AV	PHONE SCAM REPORT
7/14/15	16:31:07	115022784	0089	3RD ST	OFC QUESTION
7/14/15	17:17:03	115022791	0139	QUINNELL AV	MEDICAL LEVEL 1
7/14/15	20:22:51	115022806	0089	I94	ANIMAL CONCERN
7/14/15	22:46:48	115022817	1252	ST CROIX RIVER	WATERCRAFT VIOLATION
7/14/15	22:47:55	115022818	1252	ST CROIX RIVER	WATERCRAFT VIOLATION
7/14/15	22:49:22	115022819	1252	ST CROIX RIVER	WATERCRAFT VIOLATION
7/14/15	22:50:30	115022820	1252	ST CROIX RIVER	WATERCRAFT VIOLATION
7/15/15	16:48:45	115022930	1253	ST CROIX RIVER	WATERCRAFT VIOLATION WARNING T
7/15/15	19:37:09	115022941	1267	SAINT CROIX RIV	WATERCRAFT VIOLATION
7/16/15	8:44:35	115022989	0077	QUINNELL AV	MEDICAL LEVEL 1 (FELL DUE TO M
7/16/15	15:58:09	115023074	0176	QUINNELL AV	MEDICAL LEVEL 1
7/16/15	18:33:23	115023085	0176	QUINNELL AV	MEDICAL LEVEL 3
7/17/15	2:52:41	115023112	0065	QUINNELL AV	INTERRUPTED TAMPER WITH MOTOR
7/17/15	11:42:39	115023161	0078	SAINT CROIX TR	CHECK WELFARE
7/17/15	15:19:21	115023218	0078	I94	DEBRI ON ROADWAY
7/17/15	15:54:29	115023231	0104	QUINNELL AV	OFFICER INFO
7/17/15	17:30:42	115023238	0090	QUIXOTE AV	911 OPEN LINE
7/17/15	22:17:00	115023274	1255	ST CROIX RIVER	
7/18/15	2:37:47	115023311	0072	RIVERCREST RD	TREE ON LINES
7/18/15	9:32:30	115023342	0068	QUALITY AV	TREE DOWN
7/18/15	16:02:21	115023387	1255	SAINT CROIX RIV	INTOX BOATER
7/18/15	16:02:31	115023389	0061	7TH ST	ACCIDENT
7/18/15	19:13:20	115023416	0160	LAKELAND	DEPRIVATION OF PARENTAL RIGHTS
7/18/15	20:58:46	115023432	0061	RIVERCREST RD	TREE DOWN
7/18/15	21:09:39	115023435	1260	SAINT CROIX RIV	WATERCRAFT VIOLATION
7/18/15	22:07:03	115023440	1260	ST CROIX RIVER	BOATER ASSIST
7/19/15	0:19:14	115023455	0157	HUDSON BLVD	OPEN GATE
7/19/15	1:06:35	115023454	0088	SAINT CROIX TR	ALARM
7/19/15	1:06:35	115501914		SAINT CROIX TR	ALARM *AOA
7/19/15	10:26:53	115023479	0160	QUINNELL AV	MEDICAL LEVEL 1
7/19/15	10:47:36	115023482	0077	QUINLAN AV	911 OPEN LINE
7/19/15	13:15:51	115023495	0075	I94	INFORMATION

PRT CONTRACT ICR REPORT

QIJS Page 3
8/01/15 5:17:03

CJBWPR\$
 Contract Report for LAKELAND
 For the Period 7/01/15 To 7/31/15

Date	Time	ICR #	ID#	Street Name	Complaint
7/19/15	15:45:50	115023508	0176	SAINT CROIX TR	TRAFFIC
7/19/15	16:25:15	115023516	1253	ST CROIX RIVER	WATERCRAFT VIOLATION
7/19/15	18:15:09	115023534	1270	ST CROIX RIVER	WATERCRAFT VIOLATION
7/19/15	18:26:14	115023537	1270	ST CROIX RIVER	WATERCRAFT VIOLATION
7/19/15	19:47:27	115023547	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/19/15	21:56:07	115023559	0096	QUINELL AV	ALARM SOUNDING
7/20/15	9:06:28	115023591	0160	QUEENAN AV	FOUND PROPERTY
7/20/15	17:25:48	115023675	1201	QUIXOTE AV	PARKING VIOLATION
7/21/15	10:56:16	115023734	0077	SAINT CROIX TR	WELFARE CHECK
7/22/15	9:12:58	115023874	0063	SAINT CROIX TR	SAFETY CONCERN
7/22/15	20:25:19	115023964	1270	ST CROIX RIVER	WATER CRAFT VIOLATION
7/22/15	21:08:26	115023967	1270	ST CROIX RIVER	WATER CRAFT VIOLATION
7/23/15	18:26:32	115024080	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - CITATIO
7/23/15	18:36:53	115024082	1260	ST CROIX RIVER	WATER CRAFT VIOLATION
7/23/15	21:59:09	115024100	0176	I94	CAR/DEER
7/23/15	22:28:08	115024104	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/24/15	9:56:47	115024134	0160	QUINLAN AV	MEDICAL ALARM LEVEL 3
7/24/15	13:55:10	115024184	0087	QUAMWELL AV	VANDALISM TO MAILBOX
7/24/15	16:24:54	115024210	0100	QUALITY AV	OFFICERS INFO
7/24/15	22:08:14	115024244	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/24/15	22:08:49	115024245	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/25/15	0:43:14	115024252	1202	SAINT CROIX TR	OFP SHORT FORM
7/25/15	11:54:09	115024272	0075	7TH ST LN	FOUND PROP **SEE DAVE**
7/25/15	15:04:39	115024294	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - CITATIO
7/25/15	16:39:06	115024305	1260	SAINT CROIX RIV	WATERCRAFT VIOLATION
7/25/15	17:27:12	115024309	0176	QUALITY AV	SUSPICIOUS ACTIVITY **LOOKIN
7/25/15	17:54:20	115024311	0096	SAINT CROIX TR	BURGLAR ALARM
7/25/15	18:18:54	115024312	0176	QUAMWELL AV	DOG ATTACK
7/26/15	10:57:35	115024367	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/26/15	10:58:31	115024368	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/26/15	10:58:53	115024369	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/26/15	10:59:23	115024370	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/26/15	10:59:49	115024371	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/26/15	11:00:17	115024372	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/26/15	11:00:49	115024374	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/26/15	11:01:21	115024375	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/26/15	11:01:56	115024376	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/26/15	11:02:29	115024377	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/26/15	11:02:55	115024378	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/26/15	19:17:13	115024451	1260	ST CROIX RIVER	WATERCRAFT VIOLATION
7/26/15	21:38:03	115501995		ST CROIX TR	3RD DEG DWI, GM CHILD ENDANGER
7/27/15	5:35:16	115024473	0123	SAINT CROIX TR	TRAFFIC STOP-ARREST
7/28/15	12:26:33	115024675	0130	LAKELAND	OFFICER INFORMATION/NON PROFIT
7/28/15	12:42:57	115024677	0075	I94	GUN POINTING
7/28/15	12:42:57	115616653	0067	I94	AOA/GUN POINTING
7/28/15	13:22:26	115024683	0085	QUINNELL AV	DOG ATTACK REPORT
7/28/15	15:05:51	115024694	0154	QUINNELL AV	WARRANT
7/28/15	15:20:40	115024698	0104	QUEHL CT	NARCOTICS
7/28/15	17:42:22	115024716	0154	QUEHL AV CT	SEARCH WARRANT
7/28/15	20:07:19	115024731	0089	2ND ST	SUSPICIOUS ACTIVITY
7/28/15	21:56:27	115024742	1252	ST CROIX RIVER	WATERCRAFT VIOLATION
7/28/15	21:59:16	115024743	1252	ST CROIX RIVER	WATERCRAFT VIOLATION

PRT CONTRACT ICR REPORT

QIJS Page 4
8/01/15 5:17:03

CJBWPR\$

Date	Time	ICR #	ID#	Street Name	Complaint
7/29/15	10:11:28	115024785	0068	QUALITY AV	SUSPICIOUS VEH/PERSON
7/29/15	21:11:05	115024886	0139	I94	DRIVING COMPLAINT
7/29/15	21:53:01	115024892	0080	SAINT CROIX TR	INJURED DEER
7/30/15	2:12:26	115024902	0157	RIVERCREST RD	SUSPICIOUS ACTIVITY - WARRANT
7/30/15	20:18:38	115025033	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
7/31/15	2:01:43	115025056	0179	HUDSON RD	TRAFFIC-INSTRUCTION PERMIT
7/31/15	12:41:28	115025115	0090	SAINT CROIX TR	ALARM
7/31/15	13:21:37	115025125	0160	QUINNELL AV	IDENTITY THEFT/FRAUD REPORT
7/31/15	15:55:00	115025164	0176	2ND ST	MEDICAL LEVEL 1
7/31/15	17:37:44	115025177	0176	SAINT CROIX TR	TRAFFIC
7/31/15	18:02:53	115025183	0176	I94	TRAFFIC
7/31/15	19:39:01	115025190	0176	PARK N RIDE	CHECK WELFARE
7/31/15	19:57:42	115502041		RIVERCREST RD	AOA-DOMESTIC/FIGHT

Total ICRs Processed: 169

** END OF REPORT **

Lakeland Update – July, 2015

1. **Select Senior Housing (SSH) and Firm Ground Architects and their investment partner, Benchmark, both continue to be interested in a senior housing project in Lakeland, but the market is “soft” for a development of adequate size that would be profitable. In candid conversations with them this month, they would not be ready to “move” on a project until next year. This would mean the expense of updating the market study sometime this Winter. The City is, and should be, looking at other options for affordable housing that could perhaps include senior housing.**
2. **This month, I have been working the Mayor and City Administrator, along with Hamline University, on providing volunteer assistance on 4 projects in Lakeland. Briefly, teams of 2 students from Hamline’s Critical Issues class will be working on the following projects: (1) Recommendations for Business Zoning revisions to the Code, (2) A survey on what citizens would like to see in a new City Hall, (3) The Parks and Recreation section of the Comp Plan; and (4) The Economic Development section of the Comp Plan. Another student is looking at the Quality Avenue Project, but we are currently “tying down” the remaining details of that project with a meeting on Monday, August 3rd. The student Teams will be making presentations on August 18th from 4:30 PM to 6 PM prior to the City Council Meeting. It will be interesting to see what they come up with! If successful, then Lakeland could continue to use Student Teams from Hamline on future projects.**
3. **Now that Thrive MSP 2040 has laid out the direction, the Metro Council is working on the Local Planning Handbook, which will guide work on the Comp Plan Update. It started with a Local Planning Handbook Update survey last Winter, which I responded to, and continued with the review of current Policy Plans for Transportation, Housing, Water Resources, and Regional Parks. In an e-mail exchange with the City’s new Sector Rep, Ryan Garcia, the Local Planning Handbook is currently undergoing a complete overhaul and will be “reincarnated” as an online, interactive resource. It should be ready to go in late-September. All but the Water Policy Plan have now been approved by Metro Council...more on each below.**
4. **The Transportation Policy Plan, over 500 pages long, was released for public comment on 8/13/14. I did not submit comments, since the only**

part of the TPP that affects Lakeland specifically is the Gateway Corridor, which the City has monitored, and additional, but not yet located, “park and ride” lots. The Metro Council gave Final Approval of the TPP at their meeting of 1/14/15 without any further revisions. The City Council, acting as the Planning Commission, can begin to review any changes to this section of the Comp Plan, when the Local Planning Handbook becomes available in late-September

5. The Housing Policy Plan draft came out for public comment at the end of July, 2014 and it took a full year, including a recent amendment, to have it approved. The final step was taken at the July 20th Community Development Committee when they met to finalize their recommendation to the Full Metro Council on the methodology for determining each city’s allocation of the region’s affordable housing need and new criteria for reviewing housing element of the Local Comp Plans. In an e-mail into Ryan Garcia, our Metro Council Sector Rep, on the Draft of the Affordable Housing Allocation, in July, I noted that Lakeland was not assigned a “number” for providing new affordable housing units. It was not oversight, he said, since Lakeland does not meet the population threshold, so the City will NOT need to provide a plan to show how it will meet a specific number of affordable housing units in its Comp Plan. This is Good News for Lakeland!
6. The Metro Council is in the process of updating its 2010 Master Water Supply Plan. The results will impact future water planning and supply requirements for metro area cities. Lakeland’s 2020 Comp Plan will NOT need to be consistent with this Master Water Supply Plan, because the Legislature removed that requirement this session. The Metro Council has now released the draft (the draft plan update can be found on the Metropolitan Council website) with a comment period lasting until August 25th. The Metro Council held 2 scheduled Informational Open Houses on the WPP in July. The next step is a Public Hearing on the WPP on Tuesday, August 11th at Metro Council in downtown St. Paul. If Lakeland has any comments on it, they can be submitted until August 21st. The full Metro Council is expected to take up adoption of it in September. Whatever the Metro Council decisions are on the WPP, Lakeland’s Comp Plan will NOT have to comply with it. No reason to start looking at this part of the Comp Plan until then.
7. The final Policy Plan released was the Regional Parks Policy Plan, which is 118 pages long. I reviewed the RPPP to see if there’s anything related to Lakeland. The Washington County did send a 4 page letter of comments to the Metro Council, which I shared with the Planning

Commission. Again, there was nothing directly pertaining to Lakeland parks, so I did not submit any comments on behalf of Lakeland by the Thursday, 10/30/14 deadline. It went to the full Metro Council on 2/11/15 where it was approved. Since there is little that will affect Lakeland's Comp Plan in the RPP, this is an area that the City Council, acting as the Planning Commission, can begin work on for the Comp Plan. This will be one of the Hamline Student Projects that will help start the community discussion on both parks and recreational programming.

- 8. The System Statement process by the Metro Council is now nearly complete, so the next step will be the issuance of the Local Planning Handbook this September, which will outline the requirements that the City's Comp Plan will have to meet. As mentioned by the Sector Rep, the Handbook revisions are being "tested" by a few cities. I have previously advised that work on the Comp Plan with the exception of Goals should wait until after the issuance of the Local Planning Handbook. At the 3/17 Work Session, Lakeland Council reviewed the Draft Goals and added their thoughts, so the next step will be to present them for public input. I will work with the City Council/Planning Commission on the process for getting citizen thoughts on the proposed goals when the Handbook comes out.**
- 9. Based on an E-mail exchange with Sector Rep, Ryan Garcia, Metro Council will likely offer a no interest, 3 year loan to assist small cities in completing their Comp Plan. This is Good News for Lakeland, since we will likely need engineering expertise to complete parts of the Comp Plan. I'll stay in touch with him to get details should the loans be made available, since they'll be offered on a "first come, first served" basis. Lakeland will need to get their application quickly!**
- 10. The foreclosure data provided by the Washington County HRA thru June, 2015 shows that Lakeland had 2 foreclosures for the month of June – 16625 20th Street South, which may be a duplex. These are the first 2 for 2015 in the City. Overall, Sheriff's Sales are down about 10% over 2014, according to the monthly Washington County HRA report.**
- 11. I have been working with Staff on finding reasons for the Metro Council's population and employment estimates over the past couple of years. The population estimates in May, 2015 for Thrive 2040 show Lakeland's population dropping from 1,796 to 1,500 over the next 25 years – this is not good news for Lakeland's LGA allocation. However, at least for now, I have been able to reverse the trend and actually have**

Lakeland's population increasing from 1,796 to 1,806, which adds about \$275 to the LGA allocation to Lakeland instead of losing LGA revenue. For your info, each resident brings in about \$28 in LGA revenue. I sent confirmation that the Lakeland agrees with the 2014 Population Estimate of 1,806 via e-mail on June 19th. Good News! (sort of because the long range projections are population declines) When the final population figures were released in July for the projected population in 2040 they had been increased to 1,670 from 1,580 ...better, but still the wrong direction. The City will need to pay particular attention to the annual population estimates or it may find that LGA \$ will continue to decline.

12. The Environment, Natural Resources and Agriculture Finance and Policy Omnibus Bill approved in the Special Session contained funding for which Lakeland would be eligible to apply - \$1 million in parks and trails grants and another \$8.4 million was set aside for snowmobile trails improvements. Let me know if there is any interest in pursuing these grant dollars, but chances would be slim at best.
13. There were also a number of revisions to the "Responsible Contractor law", which will affect public building projects over \$50,000 in value. This could affect Lakeland should a new City Hall be approved and should be reviewed by the City Attorney, as to its implications, if any, on a public construction project over \$50,000.
14. An Elections Bill was passed and signed and has a number of technical changes that could impact on Lakeland. For example, filing fees can now be raised, Lakeland can now change precinct boundaries to align with school district boundaries, election judges cannot be "domiciled" – either permanently or temporarily – with a candidate on the ballot, absentee ballots can be returned by anyone, including the voter, until 8 PM on Election Day, and much more. More details in the LMC 2015 Law Summaries online.
15. As you know, many of the new laws are being implemented effective on August 1st. New laws Effective 8/1/15 that might affect Lakeland include: (1) Banks and savings institutions can now offer raffles; (2) Authored by Rep. Lohmer and Sen. Housley, Lakeland's State Legislative Delegates, the State created a "Military Spouses and Families Day" to be held the Sunday before Labor Day; (3) July will be the new month for "Hire a Veteran"; (4) a fine increase to \$225 for the 2nd violation and subsequent texting while driving violations; and (5) the requirement that cities pass complete streets ordinances before seeking Safe Routes to school funding.

- 16. Also on August 1st, the State Minimum Wage goes up to \$9/Hr for Lakeland – believe it or not, since Lakeland’s budget is over \$500,000, the City is considered a “large employer”, so must pay \$9/Hr, instead of \$7.25/Hr, as “small” employers do. On 8/1/16, it goes to \$9.50/Hr for “large” employers and \$7.75/Hr for “small” employers. I mention this because some of Lakeland’s small business owners are likely affected.**
- 17. 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.**
- 18. Other news...LMC Executive Director Jim Miller will retire effective 7/31/15 and the LMC Board has hired David Unmacht, currently with Springsted, Inc., but a long-time County Administrator for Scott County, who began work on 7/1/15; as you may have seen, the State revenues are running \$555 million ABOVE projections, but this does not reflect changes made in the last legislative session or increased expenditures, which may reduce the actual gain in revenues; 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; the County Board recently approved a \$99,840 contract with Library Strategies Consulting Group to assist the Library Board in determining the future of the Washington county Library System – City Council will need to participate in this process to insure Lakeland can retain a library branch.**
- 19. August, 2015 Work Plan – Focus on the Internship Program and 2020 Comp Plan Process...and any other assignments!**

7A



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: August 18, 2015

RE: Snow Plowing

Background

Snow plowing has been a topic of the previous two council workshops. During the July workshop, council was unable to form a consensus on the direction for the city to move forward with and requested that the matter be placed on the August agenda.

Discussion

The city council has been discussing two options for consideration:

1. Contract snow plowing to an outside vendor.
2. Keep snow plowing in house.

Each of these options will entail further direction as follows:

1. If approval to contract snow plowing is adopted, the council will need to approve bidding for snow plow services.
 - a. Council will also need to consider selling the current 5 ton plow trucks and subletting the current shop.
2. If approval to keep snow plowing is adopted, staff is requesting council to approve the posting and recruitment for a Public Works I position beginning August 24th and closing September 21st at a hiring range of \$18.00 to \$20.50 per hour. (Hiring range based on the wage/benefit comparison chart researched by staff and presented within the July workshop material.)



TO: Mayor and City Council

FROM: Sandie Thone, City Administrator/Clerk

RE: 2015-2016 Employee Compensation Plan

DATE: August 18, 2015

Background

A total compensation program for employees contains both compensation and benefits components. Providing competitive compensation is important for recruiting, retaining, and motivating city employees. The City's last update to its personnel policy or employee handbook was on May 17, 2011 and does not include a total compensation plan. A total compensation plan allows the city to follow consistent practices in compensating its employees fairly and classifying positions.

Discussion

This portion of the total compensation plan addresses pay classification, step increases, pay for performance and pay grades for city employees. In addition, it addresses seasonal and temporary employee's pay structure as well. In the next few months benefits and other sections of the personnel policy will be reviewed against relevant and updated federal and state laws as well as best practices. Cities are required to evaluate each job class in terms of skill, effort, responsibility, working conditions and other relevant work-related criteria and determine pay classifications and appropriate non-discriminating pay structure.

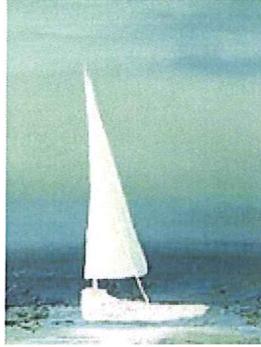
This Employee Compensation Plan will not only allow us to offer employees a fair and competitive wage packet but will also provide for a more effective and efficient system to comply with pay equity requirements and state and federal laws. In addition, because of the consistent structure, it will allow managers from different departments a defined system in evaluating and providing for pay raises and hiring ranges. The system allows for ease in budgeting for the pay structure outlines anticipated wage increases for a full six years in advance.

The current proposed pay structure offers a four percent increase for the first six years of service with pay for performance to exceptional performers as outlined in the plan. The plan is not only fair and competitive but offers incentive to attract, retain and challenge high performers to our organization.

Recommendation

Staff is requesting the city council approve the 2015-2016 Employee Compensation Plan with an effective date of September 1, 2015, with a review and renewable date of January 1, 2017. Motion, Second and Majority vote required.

City of Lakeland on the Saint Croix



2015/2016 Compensation Plan

Lakeland is committed to its employees and places value by offering a fair and competitive compensation plan and rate structure. Lakeland as an employer believes in rewarding employees for not only longevity and loyalty of service but quality of performance as well. Lakeland plays an integral role in the personal growth and continued success of its employees.

Adopted by Lakeland City Council

August 18, 2015

Effective Date: September 1, 2015 through December 31, 2016

City of Lakeland Compensation Plan

Movements through the steps is based on length of services AND performance as follows:

Probationary Period through Step 1: Performance Evaluation:

- | | |
|---------------------------|---|
| 7-10 (Good to Excellent): | Employee receives 100% of step movement |
| 4-6 (Satisfactory): | Employee receives 50% of step movement |
| 1-3 (Needs Improvement): | Employee will not pass probation |

Step 2 through Step 6: Performance Evaluation

- | | |
|--------------------------|---|
| 9-10 (Exceptional): | Employee receives 125% of step movement |
| 7-8 (Good to Very Good): | Employee receives 100% of step movement |
| 4-6 (Satisfactory): | Employee receives 50% of step movement |
| 1-3 (Needs Improvement): | Employee receives no increase |

Performance evaluation reviewed on an annual basis on anniversary date until employee moves through all six steps.

Step increases will become effective the first day of the pay period following the anniversary date/performance evaluation.

For employees who have completed the step program, annual performance reviews will be performed on the anniversary date and appropriate compensation recommended for approval through the city council.

Department	Position	FLSA Status	Pay Grade
Administration	Administrator/Clerk	Exempt	16
Administration	Deputy Clerk	Non-exempt	8
Public Works	Public Works Director	Exempt	16
Public Works	PW Operator 1	Non-exempt	7
Public Works	PW Operator 2	Non-exempt	10

2015-2016 City of Lakeland Hourly Wage Structure

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	12.21	12.70	13.21	13.74	14.29	14.86
2	12.94	13.46	14.00	14.56	15.14	15.75
3	13.72	14.27	14.84	15.43	16.05	16.69
4	14.54	15.12	15.72	16.35	17.00	17.68
5	15.41	16.03	16.67	17.34	18.03	18.75
6	16.33	16.98	17.66	18.37	19.11	19.87
7	17.31	18.00	18.72	19.47	20.25	21.06
8	18.32	19.05	19.81	20.60	21.42	22.28
9	19.42	20.20	21.01	21.85	22.72	23.63
10	20.69	21.52	22.38	23.28	24.21	25.18
11	21.93	22.81	23.72	24.67	25.66	26.69
12	23.25	24.18	25.15	26.16	27.21	28.30
13	24.65	25.64	26.67	27.74	28.85	30.00
14	26.13	27.18	28.27	29.40	30.58	31.80
15	27.70	28.81	29.96	31.16	32.41	33.71
16	29.36	30.53	31.75	33.02	34.34	35.71
17	31.12	32.68	33.99	35.35	36.76	38.23
18	32.99	34.31	35.68	37.11	38.59	40.13
19	34.97	36.37	37.82	39.33	40.90	42.54
20	37.07	38.55	40.09	41.69	43.36	45.09
21	39.29	40.86	42.49	44.19	45.96	47.80
22	41.65	43.32	45.05	46.85	48.72	50.67
23	44.15	45.92	47.76	49.67	51.66	53.73
24	46.80	48.67	50.62	52.64	54.75	56.94
25	49.61	51.59	53.65	55.80	58.03	60.35

2015-2016 City of Lakeland Exempt Salary Structure

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
1	25,410	26,426	27,483	28,582	29,725	30,914
2	26,934	28,011	29,131	30,296	31,508	32,768
3	28,550	29,692	30,880	32,115	33,400	34,736
4	30,263	31,474	32,733	34,042	35,404	36,820
5	32,079	33,362	34,696	36,084	37,527	39,028
6	34,004	35,364	37,045	38,527	40,068	41,671
7	36,044	37,486	39,000	40,560	42,182	43,869
8	38,106	39,630	41,215	42,864	44,578	46,361
9	40,392	42,008	43,688	45,436	47,253	49,143
10	42,816	44,529	46,310	48,162	50,088	52,092
11	45,385	47,200	49,088	51,052	53,094	55,218
12	48,108	49,872	51,867	53,942	56,100	58,343
13	50,994	53,034	55,155	57,361	59,655	62,041
14	54,053	56,215	58,464	60,803	63,235	65,764
15	57,296	59,588	61,972	64,451	67,029	69,710
16	60,734	63,163	65,690	68,318	71,051	73,893
17	64,378	66,953	69,631	72,416	75,313	78,326
18	68,240	70,970	73,809	76,761	79,831	83,024
19	72,334	75,227	78,236	81,365	84,620	88,005
20	76,674	79,741	82,931	86,248	92,882	96,597
21	81,274	84,524	87,905	91,421	95,078	98,881
22	86,150	89,596	93,180	96,907	100,783	104,814
23	91,319	94,972	98,771	102,722	106,831	111,104
24	96,798	100,670	104,697	108,885	113,240	117,770
25	102,606	106,710	110,978	115,417	120,034	124,835

CITY OF LAKELAND
POSITION CLASSIFICATION AND SALARY PLAN 2015 & 2016
SEASONAL TEMPORARY PART-TIME NON-BENEFITTED EMPLOYEES

Effective September 1, 2015 through September 1, 2016

<u>Grade</u>	<u>Position Titles</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>
1	Youth Staff	\$9.00	\$9.25	\$9.50	\$9.75	\$10.00	\$10.25	\$10.50	\$10.75	\$11.00	\$11.25	\$11.50
2	Youth Leaders	\$9.50	\$9.75	\$10.00	\$10.25	\$10.50	\$10.75	\$11.00	\$11.25	\$11.50	\$11.75	\$12.00
	Lifeguard and Swim Instructor	\$9.50	\$9.75	\$10.00	\$10.25	\$10.50	\$10.75	\$11.00	\$11.25	\$11.50	\$11.75	\$12.00
3	Recreation Supervisor	\$10.00	\$10.25	\$10.50	\$10.75	\$11.00	\$11.25	\$11.50	\$11.75	\$12.00	\$12.25	\$12.50
	Parks Seasonal	\$10.00	\$10.25	\$10.50	\$10.75	\$11.00	\$11.25	\$11.50	\$11.75	\$12.00	\$12.25	\$12.50
	Interns - All Departments	\$10.00	\$10.25	\$10.50	\$10.75	\$11.00	\$11.25	\$11.50	\$11.75	\$12.00	\$12.25	\$12.50
4	Office Assistant Temporary	\$10.50	\$10.75	\$11.00	\$11.25	\$11.50	\$11.75	\$12.00	\$12.25	\$12.50	\$12.75	\$13.00
5	Public Works Streets/Utilities/Water Utility Seasonal	\$11.00	\$11.25	\$11.50	\$11.75	\$12.00	\$12.25	\$12.50	\$12.75	\$13.00	\$13.25	\$13.50
6	Engineering Seasonal	\$11.50	\$11.75	\$12.00	\$12.25	\$12.50	\$12.75	\$13.00	\$13.25	\$13.50	\$13.75	\$14.00
7	(Open)	\$12.00	\$12.25	\$12.50	\$12.75	\$13.00	\$13.25	\$13.50	\$13.75	\$14.00	\$14.25	\$14.50
8	(Open)	\$13.00	\$13.25	\$13.50	\$13.75	\$14.00	\$14.25	\$14.50	\$14.75	\$15.00	\$15.25	\$15.50
9	(Open)	\$14.00	\$14.25	\$14.50	\$14.75	\$15.00	\$15.25	\$15.50	\$15.75	\$16.00	\$16.25	\$16.50

<u>State Minimum Wage Law</u>	<u>8/1/2015</u>	<u>8/1/2016</u>	<u>8/1/2017</u>	<u>8/1/2018</u>
	\$9.00	\$9.50	\$9.50	Will be indexed based on inflation to a cap of 2.5%

1. At any time that the Minnesota State minimum wage requirements are increased, any position that falls below the new minimum wage requirement will be adjusted to the new rate.
2. All newly hired seasonal employees wage will be determined by experience and qualifications and will follow steps after their date of hire going forward.
3. All employees currently getting paid over their maximum step will continue to be paid at their current wage with no increases.

7C



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: August 18, 2015

RE: Public Works Benefits/Wages

Background

This memo was presented at the July council workshop but due to time constraints it was not discussed. At the June City Council workshop, there was consensus to bring a full comparison of wages and benefits of cities that are similar to Lakeland in size, location, number of workers, and duties. I've included the comparison chart with this memo.

Discussion

Overall, Lakeland has lower wages and fewer benefits than the other cities on the chart. Lakeland does provide excellent health and dental insurance coverage for single employees when compared to the other cities but the city does not provide family insurance coverage.

The city administrator has incorporated staff research data into a compensation plan for the public works/water employees. Compensation plan is attached.

For Example: Jake received his Class C water license last fall and would fall under the Stage 10, Step 1 position of the public works 2015-16 compensation plan. His salary would be \$20.69/hr. The stage 10, step 1 position correlate to his experience, education, and job responsibilities.

Recommendation

Staff recommends that the city council consider adoption of the 2015-16 compensation plan specifically regarding Jacob McNabb and move his compensation level to Stage 10, Step 1. Other benefits, such as insurance coverage, on-call pay, and other benefits should also be considered.

Wage/Benefit Comparison PW/Water

Wages												On-Call Pay			Insurance		
City	Pop.	1st Year	% Increase	2nd Year	% Increase	3rd Year	% Increase	4th Year	% Increase	5th Year	Weekends/Holiday	Weekdays	Call-In Pay	Single	Family	Dental	
Lakeland	1896	16	6%	17	6%	18					2 Hours (Base Pay) Comp Time Per Day	None	Minimum 2 Hours at 1.5 times Pay	City pays the equivalent of 100% of the single premium coverage amount (\$754/month) towards insurance or as a stipend. Excess family premiums are covered by the employee.		City pays 100% of Singles Premium	
Oak Park Heights	4339	18.19	14%	20.79	13%	23.39	11%	25.99			1 Hour OT Each day + 3 hours each day for Pump checks	None	Minimum 2 Hours at 1.5 times Pay	High Deductible HSA: City pays 100% Premium and provides \$1800/year towards \$2,000 deductible	High Deductible HSA: City pays 100% Premium and provides \$600/year towards \$4,000 deductible	City pays 79.5% of Family Premium and 84.5% of Single Premium	
Bayport	3471	20.69	6%	21.83	5%	23.03	6%	24.32	5%	25.47	3 Hours (Base Pay) Comp Time Banked or Paid Out	None	Minimum 2 Hours at 1.5 times Pay	City Pays 100% of Premium and 85% of HSA	City Pays 90% of Premium and 85% of HSA	City pays Single Coverage Only	
Scandia	3936	20.62	5%	21.56	5%	22.66	2%	23.11	2%	23.57	\$70 Per Day	\$25 Dollars Per Day	Minimum 2 Hours at 1.5 times Pay	High Deductible HSA: City pays 100% Premium and provides \$1260/year towards \$1500 deductible	High Deductible HSA: City pays 80% Premium and provides \$1680/year towards \$3,000 deductible		
Lexington	2049	23.06	6%	24.47	3%	25.21	3%	25.96	3%	26.61	\$45 Per Day	\$30 Per Day	Minimum 2 Hours at 1.5 times Pay	City contributes up to \$1,100 per month for health and dental plans. Excess premiums are covered by the employee.			
Lauderdale	2379	21.69									3.5 Hours (Base pay) Per Day	1/2 Hr Regular Pay Per Day	Minimum 2 Hours at 1.5 times Pay	City contributes up to \$900 per month for health and dental plans. Excess premiums are covered by the employee.			
Average Excluding Lakeland		20.85		22.16		23.57		24.85		25.217							

Wage/Benefit Comparison PW/Water																	
		Wages										On-Call Pay			Insurance		
City	Pop.	1st Year	% Increase	2nd Year	% Increase	3rd Year	% Increase	4th Year	% Increase	5th Year	Weekends/Holiday	Weekdays	Call-In Pay	Single	Family	Dental	
Lakeland																	
Proposed PW 1		18.00	2%	18.36	2%	18.73	2%	19.1	2%	19.48	3 Hours (Base Pay) Comp Time Banked or Paid Out	TBD	Minimum 2 Hours at 1.5 times Pay	TBD	TBD	TBD	
Proposed PW 2		20.50	2%	20.91	2%	21.33	2%	21.75	2%	22.19	3 Hours (Base Pay) Comp Time Banked or Paid Out	TBD	Minimum 2 Hours at 1.5 times Pay	TBD	TBD	TBD	

Wage/Benefit Comparison PW/Water

Wage/Benefit Comparison PW/Water																
Wages																
City	Pop.	1st	%	2nd	%	3rd	%	4th	%	5th	On-Call Pay			Life	Miscellaneous	
		Year	Increase	Year	Increase	Year	Increase	Year	Increase	Year	Weekends/Holiday	Weekdays	Call-In Pay	Insurance		
Lakeland	1896	16	6%	17	6%	18					2 Hours (Base Pay) Comp Time Per Day	None	Minimum 2 Hours at 1.5 times Pay	No Policy, PW Dept has provided Winter Jackets	\$10,000 Policy	
Oak Park Heights	4339	18.19	14%	20.79	13%	23.39	11%	25.99			1 Hour OT Each day + 3 hours each day for Pump checks	None	Minimum 2 Hours at 1.5 times Pay	All uniforms and equipment provided by the city	\$50,000 Policy	Longevity & Educational Pay, Health & Wellness Incentive,
Bayport	3471	20.69	6%	21.83	5%	23.03	6%	24.32	5%	25.47	3 Hours (Base Pay) Comp Time Banked or Paid Out	None	Minimum 2 Hours at 1.5 times Pay	\$450	\$40,000 Policy	Water License Incentive, Severance Pay
Scandia	3936	20.62	5%	21.56	5%	22.66	2%	23.11	2%	23.57	\$70 Per Day	\$25 Dollars Per Day	Minimum 2 Hours at 1.5 times Pay	Clothing and Boot Allowance: \$350.	\$15,000 Policy	Severance Pay
Lexington	2049	23.06	6%	24.47	3%	25.21	3%	25.96	3%	26.61	\$45 Per Day	\$30 Per Day	Minimum 2 Hours at 1.5 times Pay	\$400	\$25,000 Policy	Additional Skills Pay (Water Cert., Technology, Etc.),
Lauderdale	2379	21.69									3.5 Hours (Base pay) Per Day	1/2 Hr Regular Pay Per Day	Minimum 2 Hours at 1.5 times Pay	Appropriate uniforms (pants and shirts) and footwear provided by the city	Equal to Annual Salary Up to \$50,000	
Average Excluding Lakeland		20.85		22.16		23.57		24.85		25.217						

Wage/Benefit Comparison PW/Water

		Wages									On-Call Pay			Life		
City	Pop.	1st Year	% Increase	2nd Year	% Increase	3rd Year	% Increase	4th Year	% Increase	5th Year	Weekends/Holiday	Weekdays	Call-In Pay	Clothing Allowance	Insurance	Miscellaneous
Lakeland																
Proposed PW 1		18.00	2%	18.36	2%	18.73	2%	19.1	2%	19.48	3 Hours (Base Pay) Comp Time Banked or Paid Out	TBD	Minimum 2 Hours at 1.5 times Pay	Clothing and Boot Allowance: \$350	\$10,000 Policy	TBD
Proposed PW 2		20.50	2%	20.91	2%	21.33	2%	21.75	2%	22.19	3 Hours (Base Pay) Comp Time Banked or Paid Out	TBD	Minimum 2 Hours at 1.5 times Pay	Clothing and Boot Allowance: \$350	\$10,000 Policy	TBD