



Building Inspection Interviews 5:00 p.m.
Regular City Council Meeting 6:00 p.m.
Tuesday, September 15, 2015
Lakeland City Hall

BUILDING INSPECTION INTERVIEWS AND DISCUSSION

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. Approve August 18, 2015 City Council Meeting Minutes
 - B. Accept Resignation of Public Works II/Water Utility Operator Jacob McNabb
 - C. Approve Posting and Recruitment for Public Works Operator I
 - D. Approve 2014 TIF Reports
 - E. Accept Recycling Grant Funding from Washington County
 - F. Monthly List of Claims
 - G. 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. Building Inspection Services Contract
 - B. Middle St. Croix Water Management Organization 2016 Budget Increase
 - C. Snowplowing Services Contract
8. CITY STAFF REPORTS
9. CITY COUNCIL AND MAYOR REPORTS
10. ADJOURN

WS



Request for Proposal

Building Inspection Services

1190 St. Croix Trail South
Lakeland, MN 55043

p. 651.436.4430
f. 651.436.3949

city@ci.lakeland.mn.us
www.ci.lakeland.mn.us

I. Summary

- I. The City of Lakeland (City) is requesting proposals to provide building inspection services and related services (Consultant) to the City.** Proposals must be received by the City on or before 4:00 p.m. Thursday, September 3, 2015 and should be mailed to:

City of Lakeland
Attention: City Administrator
1190 Saint Croix Trail South
Lakeland, MN 55043

Late proposals will not be considered.

Please submit seven (7) copies of the proposal in a sealed mailing envelope, or package with the responders name and address written clearly on the outside. The envelope must be clearly identified as "Building Inspection Services Proposal" and the submitted company name identified as well. Each copy of the proposal must be signed in ink by an authorized member of the firm. Prices and terms of the proposal as stated must be valid for the length of any resulting contract.

II. General Information

- II. The City of Lakeland is located in Washington County in the Lower St. Croix River Valley and is nestled along the St. Croix River. The population is currently just under 1900 people and is a mix of residential and business districts, the St. Croix River District, with a small agricultural district and no industrial district to date. City plans include a new city hall and a mixed used development in the near future.**

The City of Lakeland was incorporated in 1951 and is a statutory Plan A city with a mayor and four city councilmembers of the fourth class (under 10,000 residents). The council meets the third Tuesday of every month.

III. Content of Proposal

A. Title Page

The title page shall include the proposal subject, the name of the firm, address, telephone number, website address, name of contact person, email address and date.

B. Table of Contents

The table of contents shall include a clear identification of the material by section and corresponding page number.

C. Identification and Qualifications

This section shall include experience in municipal building inspections and related work including (but not limited) to the following:

- The name of the person responsible for the management and administration of building inspection services with the City which includes a resume describing the person's experience and qualifications.
- The names and resumes of the inspector(s) who will be assigned to providing building services to the City including those who may serve as a back-up when the regular inspector is unavailable.
- Background information concerning the firm including the number of years in business under this name and the number and breakdown of personnel in the proposing office.

D. Scope of Work Detail

This section shall describe in detail the scope of work approach the firm will take to provide a superior level of service to the community and its contractors.

E. Compensation

This section shall outline the basis for compensation for services including identification of all rates and reimbursable expenses. The compensation basis shall include the percentage of building permit fees and plan review fees that would be retained by the firm or individual and that percentage which would be retained by the City.

F. References and Conflicts of Interest

This section shall include the following:

- 1) References for the past ten years specifically listing all public or municipal clients
- 2) Any possible potential conflicts of interest must be disclosed as well.

G. Disclosures and Assurances

This section shall include the following:

- 1) Applicant Authority ensuring the signatory making representation in the proposal has the authority to do so on behalf of the firm.
- 2) Insurance Coverage Certification documenting current insurance coverage including limits of liability, including professional liability insurance which must be included with the proposal for consideration.

IV. Scope of Services

A. General

- ❖ Reviews permit applications, plans, and materials to ensure they are consistent with code and approved plans.
- ❖ Inspects all types of structures, signs, grading and erosion control installations for consistency with code and approved plans and conditions.
- ❖ Issues certificates of occupancy.
- ❖ Conducts inspections for housing code compliance.
- ❖ Investigates complaints to determine whether code violations exist.
- ❖ Issues correction orders when violations persist.
- ❖ Establishes valuations of the construction costs and determines permit fees.
- ❖ Interprets and explains city ordinances and state codes to homeowners, architects, engineers, contractors and developers.
- ❖ Verifies contractor licensing.
- ❖ Provides information responding to questions regarding codes, city building procedures.

- ❖ Communicates observed violations of other city codes to the appropriate person.
- ❖ Reviews and recommends amendments to city code.
- ❖ Creates and maintains logs, records and reports and disseminates them to the appropriate person/entities.
- ❖ Researches new products and methods used in construction.
- ❖ Maintains state certification and keeps current with changes and innovation in construction techniques and materials. Attends job related training keeping current on laws, code and regulations and/or changes related to building inspections and building code.

B. City Meetings

- ❖ Attends internal and external meetings involving building code and inspection questions and issues.
- ❖ Acts as city liaison and City representative with other communities and entities including local, county, state and federal agencies in areas of responsibility.
- ❖ Attends city council and/or other city meetings as necessary.

V. Selection

The City Of Lakeland reserves the right to reject any or all proposals, and is not bound to accept the lowest cost proposal if that proposal is contrary to the best interest of the City.

Selection of the firms shall be based upon, but not limited to, the following criteria:

- 1) The firm's approach to and understanding of the scope of work.
- 2) The firm's experience with similar contracts and clients.
- 3) The experience and qualifications of the proposed staff in providing similar services.
- 4) The firm's demonstrated ability to deliver work on time and within budget.
- 5) The extent of involvement by key personnel.
- 6) The extent to which previous clients have found the firm's services acceptable.

VI. Terms and Conditions

- 1) The City of Lakeland reserves the right to cancel or amend the request for proposals at any time. The City of Lakeland reserves the right to determine the successful respondent. The City of Lakeland reserves the right to reject any or all proposals.
- 2) The City of Lakeland will not be liable for any costs incurred by the firm responding to this request.
- 3) The firm shall not assign any interest in this proposal and shall not transfer any interest in the same without the prior written consent of the City of Lakeland.
- 4) For the purposes of this agreement, the consultant shall be deemed to be an independent contractor, and not an employee of the organization. Any and all agents, servants, or employees of the firm or other persons, while engaged in the performance of any work or services required by the City of Lakeland under this agreement, shall not be considered employees for the City of Lakeland and any and all actions which arise as a consequence of any act or omission on the part of the firm, its agents, servants, employees or other persons shall in no way be the obligation or responsibility of the City of Lakeland. The consultant, its agents, servants, or employees shall be entitled to none of the rights, privileges, or benefits of organization employees except as otherwise may be stated herein.
- 5) No official or employee of the City of Lakeland who exercises any responsibilities in the review, approval or carrying out of the proposal shall participate in any decision which affects his or her indirect personal or financial interest (conflict of interest).

Request for Proposal and Selection Schedule
Building Inspection Services

Advertise, post and distribute RFP:	July 30, 2015
RFP Submittal Deadline:	September 3, 2015
RFP Review:	September 9, 2015
Interviews with City Council:	September 15, 2015
Appointment of Building Official:	September 15, 2015
Start Date:	September 21, 2015

Appendix A

Applicant Certification

The applicant certifies:

- 1) The individual signing the certification form on behalf of the applicant firm named in the proposal possesses the legal authority to execute a contract for proposed work.
- 2) The firm agrees to comply with all applicable federal, state and local compliance requirements.
- 3) The firm is adequately insured to do business and perform the services proposed (attach documentation).

Name of Firm _____

Authorized
Signature _____

Title _____

Date _____

Official Address:

(Official Publication)
Request for Proposals
Building Inspection Services

The City of Lakeland is requesting proposals from qualified individuals or firms who are interested in providing contractual Building Inspection Services.

Proposals will be accepted until 4:00 p.m. on Thursday, September 3, 2015. To receive a copy of the written Request for Proposals please contact City Administrative Offices at the City of Lakeland, 1190 St. Croix Trail South, Lakeland, MN 55043 (651.436.4430) or e-mail your request to city@ci.lakeland.mn.us.

City of Lakeland
Sandie Thone, City Administrator

Posted July 30, 2015

Publish: Stillwater Gazette - August 5, 2015



MNSPECT^{LLC}

HELPING YOU COMPLY WITH THE CODE

235 First Street West • Waconia, MN 55387-1302

September 3, 2015

City of Lakeland
 Attention: Sandie Thone
 City Administrator
 1190 Saint Croix Trail South
 Lakeland, MN 55043

Dear Sandie,

Thank you for the opportunity to respond to the City of Lakeland's Request for Proposal for Building Inspection Services and related services for the City of Lakeland.

Since 1987, MNSPECT has partnered with communities to serve as their Designated Building Official and provide comprehensive plan review, inspection services, and code enforcement. Our many years of service have provided us with extensive experience in all activities related to the administration and enforcement of the Minnesota State Codes for Accessibility, Building, Electrical, Energy, Fire, Fuel Gas, Industrialized/Modular Buildings, Manufactured Homes, Mechanical, Plumbing, and Prefabricated Buildings. In addition to executing designated Building Official duties, we perform services related to soil and erosion control enforcement, rental license and property maintenance ordinance enforcement, zoning ordinance enforcement, and annual fire safety inspections.

The State of Minnesota demonstrates their confidence in our staff's qualifications and competencies by granting MNSPECT approval to provide the following specialized services normally provided by the State:

1. Approval from the Minnesota Department of Labor and Industry, Plumbing Plan Review and Inspections Unit to perform plumbing plan review on plumbing systems that serve the public
2. Approval from the Minnesota Department of Public Safety, State Fire Marshal Division to perform plan review and inspections on fire suppression systems and fire alarm systems
3. Approval from the Minnesota Department of Public Safety, State Fire Marshal Division to perform State required fire inspections on Minnesota Department of Human Services licensed facilities

MNSPECT will provide an exceptional value for the City of Lakeland by serving as its Designated Building Official. MNSPECT's Plan Review and Building Inspection Services, knowledge and administration of the building code, detailed activity reporting and record-keeping and service oriented approach, will save Lakeland time and money and reflect and build on Lakeland's economic development friendly reputation.

MNSPECT stands ready to serve as Lakeland's Designated Building Official and to accomplish your RFP's stated objective of providing a superior level of service to your community, contractors and all building service and inspections stakeholders. You can be confident that we provide a qualified, certified, and experienced staff to provide superior service for your community. We look forward to working you and your team and the entire Lakeland community.

Regards,

Tom Richardson
 Relationship Manager
 (612) 940-6364 - Mobile
 TRichardson@mnspect.com

OFFICIAL RECORDED MINUTES OF LAKELAND CITY COUNCIL MEETING
TUESDAY, AUGUST 18, 2015

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

CITY COUNCIL ABSENT: Council Member Jeri Ryan

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

OTHERS PRESENT: Chris White

WORKSHOP: 4:30 p.m. to 5:45 p.m. Hamline Grad Students City Intern Presentations
See video of presentations at www.ci.lakeland.mn.us

1. CALL TO ORDER by Mayor Williams at 6:03 p.m.
2. PLEDGE OF ALLEGIENCE was recited.
3. **ADOPTED AGENDA: Motion/Second/Passed; Council Member Richard Glasgow / Council Member Evan Loenser**
4. **ADOPTED CONSENT AGENDA: Motion/Second/Passed; Council Member Joe Paiement /Council Member Richard Glasgow**
 - A. City Council Meeting Minutes July 21, 2015
 - B. Amendment to Community Block Grant (CDBG)
 - C. Monthly List of Claims
 - D. City Treasurer's Report
5. **AGENCY REPORTS**
 - A. Law Enforcement Report/Deputy Sullivan reported calls in the community were slightly above normal at approximately 80, but nothing out of the ordinary; Mayor and Council thanked the Sheriff's deputies for their partnership and support with Night to Unite.
 - B. Fire Department Report/Councilmember Richard Glasgow reported a total of 47 calls last month; Lakeland had 11; 278 calls year to date.
 - C. Government Affairs Report/Mayor Amy Williams referenced the monthly report in packets prepared by Mark Nagel and expressed thanks to him for helping with the Hamline students' projects and presentations.
6. **OPEN FORUM (Public comments, presentations, and petitions)**
No public comments.

7. BUSINESS

A. Snowplowing Contract:

Approve request for the City to solicit bids for snowplowing services with an outside provider with a contract of up to 5 years.

Motion/Second/Passed 4-0; Council Member Joe Paiement / Council Member Richard Glasgow

Approval for the City to sell or dispose of two 5-ton snowplowing trucks.

Motion/Second/Passed 4-0; Council Member Evan Loenser / Council Member Joe Paiement

Time Stamp 17:04

B. Employee Compensation Plan

Approval of the 2015-2016 Employee Compensation Plan which provides a comprehensive plan including step increases and pay grades for the city to compensate employees fairly, classify positions, budget for increases and pay for performance.

Motion/Second/Passed 4-0; Council Member Richard Glasgow / Council Member Evan Loenser

Time Stamp 45:58

C. Public Works Benefits and Wages

Discussion on ideas to improve benefits offered to City personnel to be reviewed further and brought back to council at a later date. No action taken.

Time Stamp 49:00

D. 2016 Budget and Levy

Adopt Resolution 2015-29 approving the Proposed Budget for 2016 in the amount of \$1,084,226. Motion/Second/Passed; Council Member Richard Glasgow / Council Member Evan Loenser – roll call 4-0

Adopt Resolution 2015-30 approving the Proposed Certified Levy for 2016 in the amount of \$1,016,515. Motion/Second/Passed; Council Member Richard Glasgow / Council Member Evan Loenser – roll call 4-0

Time Stamp 1:28:34

9. CITY STAFF REPORTS

City Attorney Josh Brekken no report.

City Administrator/Clerk Sandie Thone reported RFPs went out for Building Inspection Services with submittal deadline Thursday, September 3, 2015; Lakeland Shores on board; Lake St. Croix Beach to be determined.

Public Works Director Matt Kline reported 2015 Streets Project has started; CSAH 18 (St. Croix Trail) will be re-striping roadway at the end of the week resulting in some road closures early next week near the roundabouts.

Treasurer Tom Niedzwiecki had no further report.

10. CITY COUNCIL AND MAYOR REPORTS

1:33:29

Council Member Evan Loenser had no report

Council Member Richard Glasgow had no report

Council Member Joe Paiement had no report

Mayor Amy Williams thanked those who participated in the successful Night to Unite held August 4, 2015 – thanked the businesses who partnered with the City, City staff, residents of Lakeland Shores, Washington County Sheriff, Attorney and Deputies, Lower St. Croix Valley Fire, Lakeview Hospital's health mascot Chomp, and Councilmember Richard Glasgow who took photos – plan to get video up soon on website. Funding for the Gateway Corridor was denied by Legislature; may cause delays to the project and add additional cost to secure funds through other channels.

12. ADJOURN

Motion to adjourn effective 7:36 p.m. Motion/Second/Passed; Council Member Richard Glasgow / Council Member Evan Loenser.

Sandie Thone, City Administrator/Clerk

Amy Williams, Mayor



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: September 15, 2015

RE: Employee Resignation

Background

Jacob McNabb submitted his resignation on August 25 with his last day being September 8th.

Recommendation

Staff recommends that the city council accept his resignation. Approved as a consent agenda item.

4C



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: September 15, 2015

RE: Public Works Operator I Position

Background

With the recent resignation of Jacob McNabb, the city currently has an open position of Public Works Operator. This position provides a full-time employee for the water utility along with multiple public works responsibilities for the City of Lakeland.

Recommendation

Staff recommends that the city council authorize the posting and recruitment for the Public Works I Operator position for the City of Lakeland beginning September 17, 2015 and closing October 8, 2015 at a hiring range of \$18.00 to \$20.50 per hour (DOQ). Approved as a consent agenda item.

City Of Lakeland

Public Works Operator I - Water

Job Description

Department: Public Works

Accountable To: Director of Public Works

Supervision Exercised: None

May provide on-site direction to full-time employees, seasonal employees, or contract employees on an as needed basis

FLSA Status: Full Time, Non-exempt (May earn overtime/comp. time)

Position Summary

Performs the role of public works operator and all duties associated with the position. Performs duties to include water operations, snowplowing, and maintenance of parks, streets, buildings, and vehicles.

Essential Functions and Responsibilities

Water Operator Duties

Performs the daily operation of the municipal water treatment plant including the operation, function, and maintenance of the treatment plant and distribution system.

- Maintenance and repair of pumps, wells, radios, towers, distribution lines and booster pumps
- Complete daily checks of the water plants and weekly inspections of the water towers and booster station
- Monitoring and maintenance of chemical input and chemical feed equipment, instrument calibration, water lab testing equipment, and SCADA system
- Monthly water billing procedures including printing of bills, collection of receipts, water shut offs, and meter readings
- Maintenance of the distribution system: hydrant flushing, valve turning, hydrant repairs, water meter installation inspections, radio read installations, water meter rebuilds, contractor oversight, and field locates
- Weekend and Weekday On-Call Status
- Maintain MN Water Operator license
- Perform Utility Locates
- Continuing education in water operations, safety practices, and public works operations
- Record Keeping: hydrant flushings, valve exercising, daily readings, etc.
- Customer Service including responding to billing questions, water quality inquiries, etc.

Represents the city with agencies including MDH, MPCA, MN DNR, EPA, and OSHA by monitoring, recording, testing, and reporting to ensure compliance with regulations.

Maintains a working knowledge of the federal, state, and local regulations in regards to the water system.

Orders chemicals, meters, radio read devices, and other pertinent supplies from distributors.

Works closely with the public works director in regards to water department budget, future expenditures, and infrastructure needs.

Reviews plans, bids, and specifications when infrastructure projects are related to the water system.

Performs Public Works Director duties in his absence

Public Works Duties

Snow Plowing Duties

- Winter on call status, weekend work, and call backs for snow plow events
- Plow city alleys, bike trail, and parking lots with a pickup truck
- Shovel and snow blow sidewalks

Park Maintenance

- Mow Grass, Tree Trimming, Brush Hauling, Chainsaw Work

Street Maintenance

- Performs pothole patching of city streets
- Installs and/or repair street signs
- Line striping duties including stop sign bars, parking lot stripes, and fog lines

Building Maintenance

- Various building maintenance duties performed at water treatment plants one and two, city hall, city shop, and city outbuildings

Vehicle Maintenance

- Performs general maintenance on all city vehicles i.e. oil changes, basic troubleshooting, charge batteries, check brakes, etc.

Performs other duties and assumes additional responsibilities as directed by the Public Works Director to ensure efficient, effective, and safe city operations.

Minimum Requirements

High School Diploma

MN Class D Water Operator's License or Equivalent Out of State License or Ability to Obtain Class D Water License within One Year

Must be able to report to city offices within 30 minutes when on call for water system alarms and snow plow emergencies

Ability to lift 75 lbs.

Preferred Qualifications

Two year technical degree or greater in water treatment or related field

Two or more years of experience as a water operator or an equivalent combination of education, training, and work experience

Previous snow plowing experience

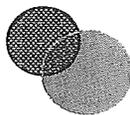
Training/education in public works type maintenance, machinery, mechanics or related fields

Experience working in a municipal public works department

Working knowledge of computer programs: Microsoft Word, Excel, Access, Outlook, Casselle Billing Software, Database Management Software

Special Working Conditions

Work involves walking, standing, sitting, and lifting and carrying objects weighing over 75 pounds. Duties require manual dexterity, motor coordination, reaching with hands and arms, ability to climb and balance, and stoop or kneel. Assignments may require visual acuity and ability to hear. Noise level is usually moderate, but varies greatly depending upon the nature of the work being undertaken. Ability to work outdoors in all weather conditions including extremes of heat and cold. Ability to work in controlled hazardous environments, including work with chemicals and in a confined space. Flexibility to work a varied schedule, respond to calls 24 hours a day, and cover weekend shifts.

**DDA**

David Drown Associates, Inc.
Public Finance Advisors

Parkers Prairie Office:
 13979 County Highway 42
 Parkers Prairie, MN 56361
 (612)920-3320 xtn 110 | fax (612) 605-2375
www.daviddrown.com

August 20, 2015

TIF Summary and Management Letter

Lakeland City Council
 Ms. Sandie Thone, City Administrator/Clerk
 Mr. Thomas Niedzwiecki, Treasurer
 1190 St. Croix Trail South
 Lakeland, MN 55043

RE: 2014 TIF Reports

Dear Council Members, Ms. Thone, and Mr. Niedzwiecki:

This letter confirms completion of your 2014 TIF reports, including the required publication and notification of county and school district. Here is a quick status report on your TIF Districts.

TIF District No. 1-1 - Lakeland Plaza

This multi-parcel redevelopment district was created in 2007 to promote the renovation of the Lakeland Plaza shopping center and to encourage new development in the adjacent property. The City entered into a "pay-as-you-go" agreement with the shopping center to reimburse \$1,258,466 of redevelopment costs and special assessments for public improvements plus interest at 7%. The City also incurred \$321,359 of public improvement expenses that were not assessed, and which are to be recovered with future TIF with interest at 5.74% -- the same interest rate on the underlying bond issue. The agreement calls for the City to retain 10% of the TIF from the shopping center and 28% of TIF from other development to recover public improvement expenses. The balance of TIF is paid to the shopping center

Market value adjustments from 2011 and 2012 significantly reduced the increment disbursed to the City in 2014. After adjustments, the gross increment to the City for this district was \$2,017. The fund balance for the district is a negative \$2,679 for 2014, which is considered an interfund loan and will be repaid with future administrative fees from the TIF district.

Management Issues: We have identified no compliance issues with this TIF District. However, we strongly encourage the City establish two funds or accounts within the City's financial records. The TIF Fund will track all TIF related revenue and expenses, such as annual increment collection, payment(s) to the developer, payment to the City's note, TIF administrative expenses, and payments out to the debt service fund. The second is a Debt Service Fund that tracks all revenues and expenditures related to the bond payments, such as the special assessments, bond principal and interest payments, and related bond administrative expenses. Currently, the City is comingling these financial activities in one fund, making it difficult track the true TIF related activities required for annual reporting.

TIF District No. 1-2 – Commercial Management LLC

This single-parcel redevelopment district was created in 2011 to promote the renovation of an aging building to serve as corporate office of Commercial Management. The City entered into a simple pay-as-you-go agreement to reimburse \$24,990 of renovation costs plus 5% interest paid from 90% of TIF revenues from the project.

I have reduced the legal and setup costs by \$5,800, which was paid by the developer to the City, which left a balance of \$3,333. This is considered an interfund loan to the District from the City. The remaining balance on the loan is \$3,248.

Management Issues: We currently see no compliance problems with this TIF District.

It is a pleasure and a privilege to assist the City of Lakeland in completing your TIF reports and managing your TIF Districts. We look forward to working with you on this again next year. If you should have any questions, please don't hesitate to contact me at 612-920-3320 ext 110.

Respectfully,

A handwritten signature in black ink, appearing to read "Jason Murray". The signature is fluid and cursive, with a large initial "J" and a long, sweeping underline.

Jason Murray, Associate
David Drown Associates, Inc.
jason@daviddrown.com

Lakeland - TIF 1-1 Lakeland Plaza Redev Proj - 2014 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
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Tax Increment Financing Annual Reporting Form for the Year Ended December 31, 2014

1	TIF District Name:	TIF 1-1 Lakeland Plaza Redev Proj
2	Development Authority:	Lakeland
3	District Type:	Redevelopment
4	County Where TIF District is Located:	Washington
5	County Identification Number, if any:	77
6	Is the small city exception being used?	Not Applicable
7	Is this TIF district in a fiscal disparities area?	Yes
8	If yes, under what option?	Option B

Original TIF Plan Information

9	TIF Plan Approval Date:	11/20/2007
10	Certification Request Date:	12/14/2007
11	Certification Date:	05/14/2008

District Duration

12	Month and year of first receipt of tax increment (actual or anticipated):	06/2010
13	Required Decertification Date:	12/31/2035

TIF Plan Estimates - Modification 10/20/2009

		10/20/2009
ESTIMATED TAX INCREMENT REVENUES (from tax increment generated by the district)		
14	Tax increment revenues distributed from the county	\$ 4,762,919
15	Interest and investment earnings	\$ 94,950
16	Sales/lease proceeds	\$ 0
17	Market value homestead credit	\$ 0
18	Total Estimated Tax Increment Revenues	\$ 4,857,869

ESTIMATED PROJECT/FINANCING COSTS (to be paid or financed with tax increment)		
Project costs		
19	Land/building acquisition	\$ 0
20	Site improvements/preparation costs	\$ 1,730,000
21	Utilities	\$ 0
22	Other public improvements	\$ 400,000
23	Construction of affordable housing	\$ 0
24	Small city authorized costs, if not already included above	\$ 0
25	Administrative costs	\$ 477,869
26	Estimated Tax Increment Project Costs	\$ 2,607,869

Estimated financing costs		
27	Interest expense	\$ 2,250,000
28	Total Estimated Project/Financing Costs to be Paid From Tax Increment	\$ 4,857,869

		10/20/2009
ESTIMATED FINANCING		
29	Total amount of bonds to be issued	\$ 2,250,000

Lakeland - TIF 1-1 Lakeland Plaza Redev Proj - 2014 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
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District Information

Special Legislation

1 Was any special legislation enacted for this district?

2	A	B	C	D
	Year	Chapter	Article	Section
1				
2				
3				
4				
5				
6				
7				

3 **Captured Tax Capacity** (Only select "Not Applicable" if Decertified or Entirely Tax Exempt)

		2014 Amount
4	Current net tax capacity	+ \$ 61,052
5	Original net tax capacity	- \$ 35,220
6	Captured net tax capacity (If negative, show \$0)	= \$ 25,832
7	Fiscal disparity deduction, if applicable (option B)	- \$ 0
8	Captured net tax capacity shared with other taxing jurisdictions	- \$ 0
9	Captured net tax capacity retained for tax increment financing (If negative, show \$0)	= \$ 25,832

Fiscal Disparities

10 Enter the amount of total increased property taxes to be paid from outside the TIF district from line 33 of the Department of Revenue's fiscal disparity option A calculation form.

Five-Year Rule

11 Did one or more of the following actions occur before ?

If yes, select "Yes" at the appropriate actions:

12	Revenues were paid to a third party	<input type="text" value="No"/>
13	Bonds were issued and sold to a third party	<input type="text" value="No"/>
14	Binding contracts with a third party were entered into and the revenues will be spent under the contractual obligation	<input type="text" value="Yes"/>
15	Activity costs were paid for and revenues are spent to reimburse a party for payment of the activity costs	<input type="text" value="No"/>
16	Expenditures were made for housing or public infrastructure purposes as permitted by Minn. Stat. § 469.1763, subd. 3 (a) (5)	<input type="text" value="No"/>

Statutory County Correction of Error(s)

17 Has the authority resolved with the county auditor any error qualifying under Minn. Stat. § 469.177, subd. 13, during the year ended December 31, 2014? (If no error occurred, select "No".)

Decertification

18 Has this district been decertified?

19 Actual Decertification Date:

Lakeland - TIF 1-1 Lakeland Plaza Redev Proj - 2014 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet	EIC	ADS
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Financing & Debt

- 1 Does this district have general obligation bonds, revenue bonds, or other debt outstanding after 2009?
(Do not consider Pay-As-You-Go (PAYG) or Interfund loans.)
- 2 Did this district have general obligation bonds, revenue bonds, or other debt that was retired before 2010?
(Do not consider Pay-As-You-Go (PAYG) or Interfund loans.)

Principal and Interest

	A	B	C
3 Bonds issued (other than refunding bonds)			
4 Refunding bonds issued			
5 Principal payments from tax increment			
6 Interest payments from tax increment			

Lakeland - TIF 1-1 Lakeland Plaza Redev Proj - 2014 Annual Reporting Form

Key To Drop-Down Menu for "Type"

- A - General Obligation Bonds
- B - Revenue Bonds
- C - Other Debt

7	A	B	C	D	E	F	G	H	I	J
	Name	Type	Pooled	Refunding	Refunded	Issue Date	Final Maturity Date	Interest Rate Range	Issue Amount	Amount Refunded (if refunded)
1								- %		
2								- %		
3								- %		
4								- %		
5								- %		
6								- %		
7								- %		
8								- %		
9								- %		
10								- %		
11								- %		
12								- %		
13								- %		
14								- %		
15								- %		
16								- %		
17								- %		
18								- %		
19								- %		
20								- %		

Do not consider PAYG and interfund loans. If you need to report additional bonds, please contact the OSA.

Comments (500 character limit):

Lakeland - TIF 1-1 Lakeland Plaza Redev Proj - 2014 Annual Reporting Form

	Principal				Interest								
	K	L	M	N	O	P	Q	R	S	T	U	V	W
	Paid in Prior Years From Tax Increment	Paid in Prior Years From Other Sources	Paid in 2014 From Tax Increment	Paid in 2014 From Other Sources	Additions in Prior Years	Additions in 2014	Outstanding	Due in 2015 From Tax Increment	Paid in Prior Years From Tax Increment	Paid in Prior Years From Other Sources	Paid in 2014 From Tax Increment	Paid in 2014 From Other Sources	Due in 2015 From Tax Increment
1							\$ 0						
2							\$ 0						
3							\$ 0						
4							\$ 0						
5							\$ 0						
6							\$ 0						
7							\$ 0						
8							\$ 0						
9							\$ 0						
10							\$ 0						
11							\$ 0						
12							\$ 0						
13							\$ 0						
14							\$ 0						
15							\$ 0						
16							\$ 0						
17							\$ 0						
18							\$ 0						
19							\$ 0						
20							\$ 0						

Lakeland - TIF 1-1 Lakeland Plaza Redev Proj - 2014 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance
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Interfund Loans

- 1 Does/Did this district have interfund loans outstanding after 2009? Yes No
- 2 Did this district pay interest on interfund loans that were retired before 2010? Yes No

Interfund Loans

	A	B
	12/31/2013	12/31/2014
3 Due to other TIF districts	\$ 0	\$ 0
4 Due to non-tax increment accounts	\$ 0	\$ 2,679
5 Due from other TIF districts	\$ 0	\$ 0
6 Due from non-tax increment accounts	\$ 0	\$ 0

Principal and Interest

	A	B	C
7 Principal payments paid from this district	Interfund Loans Retired Before 2010	Prior Years	2014 Amount
8 Interest payments paid from this district	\$ 0	\$ 3,231	\$ 0
		\$ 0	\$ 0

Lakeland - TIF 1-1 Lakeland Plaza Redevel Proj - 2014 Annual Reporting Form

Key To Drop-Down Menu for "Type"

- A - Receivable: Interfund Loan to Other District
- B - Receivable: Interfund Loan to Non-Tax Increment Account
- C - Payable: Interfund Loan from Other District
- D - Payable: Interfund Loan from Non-Tax Increment Account

9	A	B	C	D	E	F	G	
Name of Second Party (District or Non-Tax Increment Account)								
Type	District	Non-Tax Increment Account			Resolution Date	Final Maturity Date	Interest Rate Range	Authorized Amount
1	D		General Fund	11/20/2007	12/31/2035	7.500 - 7.500	\$ 10,000	
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

If you need to report additional interfund loans, please contact the OSA.

Comments (500 Character limit):

Lakeland - TIF 1-1 Lakeland Plaza Redev Proj - 2014 Annual Reporting Form

	H		I		J		K		L		M		N		O		P		Q		R			
	Prior Years Draw Amount	2014 Draw Amount	Paid/Rec'd in Prior Years	Paid/Rec'd in 2014	Additions/Reductions Prior Years	Additions/Reductions in 2014	Outstanding	Due in 2015	Paid/Rec'd in Prior Years	Paid/Rec'd in 2014	Interest	Due in 2015	Paid/Rec'd in Prior Years	Paid/Rec'd in 2014	Interest	Due in 2015	Paid/Rec'd in Prior Years	Paid/Rec'd in 2014	Interest	Due in 2015	Paid/Rec'd in Prior Years	Paid/Rec'd in 2014	Interest	Due in 2015
1	\$ 3,000	\$ 2,679	\$ 3,231	\$ 0	\$ 231	\$ 0	\$ 2,679	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 201
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
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Lakeland - TIF 1-1 Lakeland Plaza Redevel Proj - 2014 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet	EIC	ADS	Comments
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Pay-As-You-Go (PAYG) Financing

1 Are there any PAYG obligations for this district? No Yes

For the section below, report only the documented PAYG costs to be repaid with tax increment.

	A Total All PAYG Through 2014	B Lakeland Plaza LLC Through 2014	C City Through 2014	D PAYG 3 Through 2014	E PAYG 4 Through 2014	F PAYG 5 Through 2014	G PAYG 6 Through 2014
2	\$ 0	\$ 0	\$ 0				
3	\$ 929,725	\$ 929,725	\$ 0				
4	\$ 0	\$ 0	\$ 0				
5	\$ 646,472	\$ 325,113	\$ 321,359				
6	\$ 0	\$ 0	\$ 0				
7	\$ 0	\$ 0	\$ 0				
8	\$ 0	\$ 0	\$ 0				
9	\$ 1,576,197	\$ 1,254,838	\$ 321,359	\$ 0	\$ 0	\$ 0	\$ 0

DOCUMENTED PAYG COSTS

- Land/building acquisition
- Site improvements/preparation costs
- Utilities
- Other public improvements
- Construction of affordable housing
- Small city authorized costs, if not already included above
- Temporary economic development (jobs) [Minn. Stat. § 469.176, subd. 4c. (d)]
- Total documented PAYG costs to be paid with tax increment

Principal and Interest

10	Outstanding obligation contingent upon available tax increment	12/31/2013	12/31/2014
		\$ 1,615,606	\$ 1,615,606
11	Principal payments	Prior Years	2014 Amount
		\$ 0	\$ 0
12	Interest payments		
		\$ 74,069	\$ 5,219

H	I	J	K	
PAYG 7 Through 2014	PAYG 8 Through 2014	PAYG 9 Through 2014	PAYG 10 Through 2014	DOCUMENTED PAYG COSTS
				2 Land/Bldg Acq
				3 Site Impr/Prep
				4 Utilities
				5 Other Pub Impr
				6 Affordable Hsg
				7 Small City
				8 Temp Jobs Bill
\$ 0	\$ 0	\$ 0	\$ 0	9 TOTAL

Lakeland - TIF 1-1 Lakeland Plaza Redev Proj - 2014 Annual Reporting Form

	A	B	C	D	E	F
	Name on Development Agreement	Issue Date	Final Maturity Date	Interest Rate Range	Contract / Note Amount	Documented Amount
1	Lakeland Plaza LLC	04/01/2010	02/01/2036	7.000 - 7.000 %	\$ 1,254,838	\$ 1,254,838
2	City	11/01/2008	02/01/2036	5.740 - 5.750 %	\$ 321,359	\$ 321,359
3				- %		\$ 0
4				- %		\$ 0
5				- %		\$ 0
6				- %		\$ 0
7				- %		\$ 0
8				- %		\$ 0
9				- %		\$ 0
10				- %		\$ 0

14 Comments (500 Character limit):

Lakeland - TIF 1-1 Lakeland Plaza Redev Proj - 2014 Annual Reporting Form

	Principal						Interest			
	G	H	I	J	K	L	M	N	O	
	Paid in Prior Years	Paid in 2014	Additions/Reductions Prior Years	Additions/Reductions in 2014	Outstanding	Due in 2015	Paid in Prior Years	Paid in 2014	Due in 2015	
1	\$ 0	\$ 0	\$ 39,409	\$ 0	\$ 1,294,247	\$ 0	\$ 71,070	\$ 5,219	\$ 87,839	1
2	\$ 0	\$ 0	\$ 0	\$ 0	\$ 321,359	\$ 0	\$ 2,999	\$ 0	\$ 18,478	2
3					\$ 0					3
4					\$ 0					4
5					\$ 0					5
6					\$ 0					6
7					\$ 0					7
8					\$ 0					8
9					\$ 0					9
10					\$ 0					10

Lakeland - TIF 1-1 Lakeland Plaza Redevel Proj - 2014 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet	EIC	ADS
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Project Costs

	A	B	C
	Prior Years	2014 Amount	Total Through 2014
PROJECT COSTS (OTHER THAN PAYG)			
1 Land/building acquisition	\$ 0	\$ 0	\$ 0
2 Site improvements/preparation costs	\$ 0	\$ 0	\$ 0
3 Utilities	\$ 0	\$ 0	\$ 0
4 Other public improvements	\$ 0	\$ 0	\$ 0
5 Construction of affordable housing	\$ 0	\$ 0	\$ 0
6 Small city authorized costs, if not already included above	\$ 0	\$ 0	\$ 0
Temporary economic development (Jobs)			
[Minn. Stat. § 469.176, subd. 4c (d)]	\$ 0	\$ 0	\$ 0
8 Authority administrative costs	\$ 9,158	\$ 2,479	\$ 11,637
9 County administrative costs	\$ 206	\$ 204	\$ 410
10 Subtract prior years' costs paid with public funds other than tax increment	\$ 0		\$ 0
11 Total Project Costs (Other than PAYG) Paid or Financed with Tax Increment and/or TIF Bond Proceeds	\$ 9,364	\$ 2,683	\$ 12,047
PROJECT COSTS (PAYG)			
12 Land/building acquisition			\$ 0
13 Site improvements/preparation costs			\$ 929,725
14 Utilities			\$ 0
15 Other public improvements			\$ 646,472
16 Construction of affordable housing			\$ 0
17 Small city authorized costs, if not already included above			\$ 0
18 Temporary economic development (Jobs) (Minn. Stat. § 469.176, subd. 4c (d) (2010))			\$ 0
19 Total Documented Project Costs (PAYG) to be Paid with Tax Increment			\$ 1,576,197
20 TOTAL PROJECT COSTS PAID OR TO BE PAID WITH TAX INCREMENT AND/OR TIF BOND PROCEEDS			\$ 1,588,244
21 Amount of any payments included above for activities and improvements located outside the TIF district and paid for or financed with tax increment including administrative costs	\$ 9,364	\$ 2,683	\$ 12,047

Lakeland - TIF 1-1 Lakeland Plaza Redev Proj - 2014 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
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Transfers

1 Are there any transfers of tax increment to or from the TIF district? No

A	B	C	D
District Name	Prior Years	2014 Amount	Total Through 2014

2 **TRANSFERS IN**

Transfers of tax increment from other TIF districts

1			\$ 0	
2			\$ 0	
3			\$ 0	
4			\$ 0	
5			\$ 0	
6			\$ 0	
7			\$ 0	
8			\$ 0	
9			\$ 0	
10			\$ 0	
11			\$ 0	
12			\$ 0	
13			\$ 0	
14			\$ 0	
15			\$ 0	
16			\$ 0	
17			\$ 0	
18			\$ 0	
19			\$ 0	
20			\$ 0	
3 Total Transfers In		\$ 0	\$ 0	\$ 0

4 **TRANSFERS OUT**

Transfers of tax increment to other TIF districts

1			\$ 0	
2			\$ 0	
3			\$ 0	
4			\$ 0	
5			\$ 0	
6			\$ 0	
7			\$ 0	
8			\$ 0	
9			\$ 0	
10			\$ 0	
11			\$ 0	
12			\$ 0	
13			\$ 0	
14			\$ 0	
15			\$ 0	
16			\$ 0	
17			\$ 0	
18			\$ 0	
19			\$ 0	
20			\$ 0	
5 Total Transfers Out		\$ 0	\$ 0	\$ 0

Lakeland - TIF 1-1 Lakeland Plaza Redev Proj - 2014 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet	EIC	AI
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Revenues, Expenditures, and Changes in Tax Increment Balance

	A	B	C
	Prior Years	2014 Amount	Total Through 2014
REVENUES			
1 Tax increment revenues distributed from the county	\$ 86,634	\$ 2,017	\$ 88,651
2 Interest and investment earnings	\$ 4	\$ 1	\$ 5
3 Market value homestead credit	\$ 0		\$ 0
4 Loan/advance repayments	\$ 0	\$ 0	\$ 0
5 Lease proceeds	\$ 0	\$ 0	\$ 0
6 Repayments or return of tax increment per agreements	\$ 0	\$ 0	\$ 0
7 Total Revenues	\$ 86,638	\$ 2,018	\$ 88,656
EXPENDITURES			
8 Project costs (other than PAYG)	\$ 9,364	\$ 2,683	\$ 12,047
9 Tax increment returned to the county	\$ 0	\$ 0	\$ 0
Bond Payments			
Principal			
10 Payments for PAYG note or contract	\$ 0	\$ 0	\$ 0
11 Payments on all other bonds	\$ 0	\$ 0	\$ 0
Interest			
12 Interest on PAYG	\$ 74,069	\$ 5,219	\$ 79,288
13 Interest on all other bonds	\$ 0	\$ 0	\$ 0
14 Interest on interfund loans	\$ 0	\$ 0	\$ 0
15 Total Expenditures	\$ 83,433	\$ 7,902	\$ 91,335
16 Revenues over (under) expenditures	\$ 3,205	\$ (5,884)	\$ (2,679)
OTHER SOURCES AND USES			
17 Transfers in	\$ 0	\$ 0	\$ 0
18 Transfers out	\$ 0	\$ 0	\$ 0
19 Bonds issued (other than refunding bonds)	\$ 0	\$ 0	\$ 0
20 Refunding bonds issued	\$ 0	\$ 0	\$ 0
21 Bonds refunded	\$ 0	\$ 0	\$ 0
22 Bond discount	\$ 0	\$ 0	\$ 0
23 Bond premium	\$ 0	\$ 0	\$ 0
24 Sales of property	\$ 0	\$ 0	\$ 0
25 Total Other Sources and Uses	\$ 0	\$ 0	\$ 0
26 Net change in tax increment balances	\$ 3,205	\$ (5,884)	\$ (2,679)
27 Tax Increment balance (beginning 01/01/2014)		\$ 3,205	
28 Tax Increment balance (ending 12/31/2014)		\$ (2,679)	

Lakeland - TIF 1-1 Lakeland Plaza Redev Proj - 2014 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance
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Balance Sheet

		A	B
		12/31/2013	12/31/2014
ASSETS			
1	Cash	\$ 3,205	\$ 0
2	Investments	\$ 0	\$ 0
3	Due from other TIF districts	\$ 0	\$ 0
4	Due from non-tax increment accounts	\$ 0	\$ 0
5	Interest receivable	\$ 0	\$ 0
6	Taxes receivable	\$ 0	\$ 0
7	Other receivables	\$ 0	\$ 0
8	Property held for resale	\$ 0	\$ 0
9	Total Assets	\$ 3,205	\$ 0
LIABILITIES			
10	Due to other TIF districts	\$ 0	\$ 0
11	Due to non-tax increment accounts	\$ 0	\$ 2,679
12	Accounts payable	\$ 0	\$ 0
13	Unearned revenue	\$ 0	\$ 0
14	Total Liabilities	\$ 0	\$ 2,679
15	Deferred Inflows	\$ 0	\$ 0
16	Total Liabilities and Deferred Inflows	\$ 0	\$ 2,679
TAX INCREMENT BALANCE			
17	Total Tax Increment Balance	\$ 3,205	\$ (2,679)
18	Total Liabilities and Tax Increment Balance	\$ 3,205	\$ 0

Lakeland - TIF 1-1 Lakeland Plaza Redev Proj - 2014 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
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Excess Increment Calculation

Excess increment calculation report required?

If the total costs authorized by the TIF plan to be paid or financed with tax increment from the district exceed the total tax increment collected from the district by 20 percent or more, the excess increment calculation is not required to be reported.

Excess increment calculation reporting exemption: Minn. Stat. § 469.176, subd. 2 (g).

1	Tax increment generated by the district since certification	\$ 88,656
2	Multiply the above amount by 1.2	\$ 106,387
3	Total costs authorized by the TIF plan to be paid or financed with tax increment	\$ 4,857,869
4	Based on the calculation above, the Excess Increment Calculation Report is:	NOT REQUIRED

Excess Increment Calculation Report

5	Total tax increment generated by the district since certification	\$ 88,656
6	Subtract total tax increment returned to the county	\$ 0
7	Subtotal A	\$ 88,656
8	Total costs authorized by the TIF plan to be paid or financed with tax increment	\$ 4,857,869
9	Subtract authorized costs that have been or will be paid from sources other than tax increment	
10	Subtract principal and interest payments due after the year ended December 31, 2014	
	Add transfers of increment made prior to December 31, 2014, used to pay for Minn. Stat. §	
11	469.1763 deficits	
12	Subtotal B	\$ 4,857,869
13	Excess increment (Subtract subtotal B from subtotal A)	\$ (4,769,213)
	Subtract any of the authorized uses of excess increment listed below:	
14	Prepayment of any outstanding bonds	
15	Discharge of the pledge of tax increment for any outstanding bonds	
16	Payment into an escrow account dedicated to the payment of any outstanding bond	
17	Excess increment after subtractions of authorized uses*	\$ (4,769,213)

*Excess increments after subtractions must be returned to the county for distribution to the city, county, and school districts in which the TIF district is located within nine months after the end of the year (by September 30).

Lakeland - TIF 1-1 Lakeland Plaza Redev Proj - 2014 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Expr	B:
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2014 Annual Disclosure Statement

1 Name of Development Authority:

2 Name of Municipality:

3
 (Name of the Newspaper) (Date of Publication)

The following information represents the annual disclosure of tax increment districts for the year ended December 31, 2014.

		TIF 1-1 Lakeland Plaza Redev Proj
4	Current net tax capacity	\$ 61,052
5	Original net tax capacity	\$ 35,220
6	Captured net tax capacity	\$ 25,832
7	Principal and interest payments due in 2015	\$ 106,518
8	Tax increment received in 2014	\$ 2,018
9	Tax increment expended in 2014	\$ 7,902
10	Month and year of first tax increment receipt	06/2010
11	Date of required decertification	12/31/2035
12	The total increased property taxes to be paid from outside the district if fiscal disparities Option A applies*	\$ 0

* The fiscal disparities property tax law provides that the growth in commercial-industrial property tax values is shared throughout the area. In a tax increment financing district, this value sharing can either result in a decrease in tax increment financing district revenue or a tax increase for other properties in the municipality depending on whether the tax increment financing district contributes its share of the growth. Amounts displayed here indicate that the district did not contribute its growth in commercial-industrial property tax values and represent the resulting increase in taxes on other properties in the City for taxes payable in 2014.

Additional information regarding this district may be obtained from:

13	Name:	<input type="text" value="Tom Niedzwiecki, City Treasurer"/>	
14	Address:	<input type="text" value="690 Quinnell Avenue North"/>	
15	City:	<input type="text" value="Lakeland"/>	
16	State:	<input type="text" value="MN"/>	
17	Zip Code:	<input type="text" value="55043"/>	
18	Phone:	<input type="text" value="(651) 436-4430"/>	<i>Enter as 6512962551.</i>
19	Email:	<input type="text" value="none"/>	

Enter 'none' if no email address.

Lakeland - TIF 1-1 Lakeland Plaza Redev Proj - 2014 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balanc
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Comments

Please enter any additional comments regarding this district (500 character limit on Comments):

1

She

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Lakeland - TIF 1-2 Commercial Mgmt LLC - 2014 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
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Tax Increment Financing Annual Reporting Form for the Year Ended December 31, 2014

1	TIF District Name:	TIF 1-2 Commercial Mgmt LLC
2	Development Authority:	Lakeland
3	District Type:	Redevelopment
4	County Where TIF District is Located:	Washington
5	County Identification Number, if any:	
6	Is the small city exception being used?	Not Applicable
7	Is this TIF district in a fiscal disparities area?	Yes
8	If yes, under what option?	Option A

Original TIF Plan Information

9	TIF Plan Approval Date:	11/18/2011
10	Certification Request Date:	02/08/2012
11	Certification Date:	02/21/2012

District Duration

12	Month and year of first receipt of tax increment (actual or anticipated):	07/2013
13	Required Decertification Date:	12/31/2038

TIF Plan Estimates - Original Plan 11/18/2011

		11/18/2011
ESTIMATED TAX INCREMENT REVENUES (from tax increment generated by the district)		
14	Tax increment revenues distributed from the county	\$ 58,205
15	Interest and investment earnings	\$ 2,615
16	Sales/lease proceeds	\$ 0
17	Market value homestead credit	\$ 0
18	Total Estimated Tax Increment Revenues	\$ 60,820

ESTIMATED PROJECT/FINANCING COSTS (to be paid or financed with tax increment)

Project costs		
19	Land/building acquisition	\$ 25,000
20	Site improvements/preparation costs	\$ 0
21	Utilities	\$ 0
22	Other public improvements	\$ 0
23	Construction of affordable housing	\$ 0
24	Small city authorized costs, if not already included above	\$ 0
25	Administrative costs	\$ 5,820
26	Estimated Tax Increment Project Costs	\$ 30,820

Estimated financing costs

27	Interest expense	\$ 30,000
28	Total Estimated Project/Financing Costs to be Paid From Tax Increment	\$ 60,820

		11/18/2011
ESTIMATED FINANCING		
29	Total amount of bonds to be issued	\$ 25,000

Lakeland - TIF 1-2 Commercial Mgmt LLC - 2014 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Shee
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District Information

Special Legislation

1 Was any special legislation enacted for this district?

2	A	B	C	D
	Year	Chapter	Article	Section
1				
2				
3				
4				
5				
6				
7				

3 **Captured Tax Capacity** (Only select "Not Applicable" if Decertified or Entirely Tax Exempt)

		2014 Amount
4	Current net tax capacity	+ \$ 3,298
5	Original net tax capacity	- \$ 2,652
6	Captured net tax capacity (If negative, show \$0)	= \$ 646
7	Fiscal disparity deduction, if applicable (option B)	- \$ 0
8	Captured net tax capacity shared with other taxing jurisdictions	- \$ 0
9	Captured net tax capacity retained for tax increment financing (If negative, show \$0)	= \$ 646

Fiscal Disparities

10 Enter the amount of total increased property taxes to be paid from outside the TIF district from line 33 of the Department of Revenue's fiscal disparity option A calculation form.

Five-Year Rule

11 Did one or more of the following actions occur before ?

If yes, select "Yes" at the appropriate actions:

12	Revenues were paid to a third party	<input type="text" value="No"/>
13	Bonds were issued and sold to a third party	<input type="text" value="No"/>
14	Binding contracts with a third party were entered into and the revenues will be spent under the contractual obligation	<input type="text" value="Yes"/>
15	Activity costs were paid for and revenues are spent to reimburse a party for payment of the activity costs	<input type="text" value="No"/>
16	Expenditures were made for housing or public infrastructure purposes as permitted by Minn. Stat. § 469.1763, subd. 3 (a) (5)	<input type="text" value="No"/>

Statutory County Correction of Error(s)

17 Has the authority resolved with the county auditor any error qualifying under Minn. Stat. § 469.177, subd. 13, during the year ended December 31, 2014? (If no error occurred, select "No".)

Decertification

18 Has this district been decertified?

19 Actual Decertification Date:

Lakeland - TIF 1-2 Commercial Mgmt LLC - 2014 Annual Reporting Form

Home Overview District Info Debt Interfund Loans PAYG Project Costs Transfers Rev & Exp Balance Sheet EIC ADS

Financing & Debt

- 1 Does this district have general obligation bonds, revenue bonds, or other debt outstanding after 2009?
(Do not consider Pay-As-You-Go (PAYG) or Interfund loans.)
- 2 Did this district have general obligation bonds, revenue bonds, or other debt that was retired before 2010?
(Do not consider Pay-As-You-Go (PAYG) or Interfund loans.)

Principal and Interest

	A	B	C
3 Bonds issued (other than refunding bonds)			
4 Refunding bonds issued			
5 Principal payments from tax increment			
6 Interest payments from tax increment			
	Bonds Retired Before 2010	All Prior Years	2014 Amount
	\$ 0	\$ 0	\$ 0
	\$ 0	\$ 0	\$ 0
	\$ 0	\$ 0	\$ 0
	\$ 0	\$ 0	\$ 0

Lakeland - TIF 1-2 Commercial Mgmt LLC - 2014 Annual Reporting Form

Key To Drop-Down Menu for "Type"

- A - General Obligation Bonds
- B - Revenue Bonds
- C - Other Debt

7	A	B	C	D	E	F	G	H	I	J
	Name	Type	Pooled	Refunding	Refunded	Issue Date	Final Maturity Date	Interest Rate Range	Issue Amount	Amount Refunded (if refunded)
1								- %		
2								- %		
3								- %		
4								- %		
5								- %		
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7								- %		
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9								- %		
10								- %		
11								- %		
12								- %		
13								- %		
14								- %		
15								- %		
16								- %		
17								- %		
18								- %		
19								- %		
20								- %		

Do not consider PAYG and interfund loans. If you need to report additional bonds, please contact the OSA.

8

Comments (500 character limit):

Lakeland - TIF 1-2 Commercial Mgmt LLC - 2014 Annual Reporting Form

	Principal										Interest			
	K	L	M	N	O	P	Q	R	S	T	U	V	W	
	Paid in Prior Years From Tax Increment	Paid in Prior Years From Other Sources	Paid in 2014 From Tax Increment	Paid in 2014 From Other Sources	Additions in Prior Years	Additions in 2014	Outstanding	Due in 2015 From Tax Increment	Paid in Prior Years From Tax Increment	Paid in Prior Years From Other Sources	Paid in 2014 From Tax Increment	Paid in 2014 From Other Sources	Due in 2015 From Tax Increment	
1							\$ 5,000,000							
2							\$ 5,000,000							
3							\$ 5,000,000							
4							\$ 5,000,000							
5							\$ 5,000,000							
6							\$ 5,000,000							
7							\$ 5,000,000							
8							\$ 5,000,000							
9							\$ 5,000,000							
10							\$ 5,000,000							
11							\$ 5,000,000							
12							\$ 5,000,000							
13							\$ 5,000,000							
14							\$ 5,000,000							
15							\$ 5,000,000							
16							\$ 5,000,000							
17							\$ 5,000,000							
18							\$ 5,000,000							
19							\$ 5,000,000							
20							\$ 5,000,000							

Lakeland - TIF 1-2 Commercial Mgmt LLC - 2014 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance
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Interfund Loans

- 1 Does/Did this district have interfund loans outstanding after 2009? Yes No
- 2 Did this district pay interest on interfund loans that were retired before 2010? Yes No

Interfund Loans

	A	B
	12/31/2013	12/31/2014
3 Due to other TIF districts	\$ 0	\$ 0
4 Due to non-tax increment accounts	\$ 3,298	\$ 3,248
5 Due from other TIF districts	\$ 0	\$ 0
6 Due from non-tax increment accounts	\$ 0	\$ 0

Principal and Interest

	A	B	C
7 Principal payments paid from this district	Interfund Loans Retired Before 2010	Prior Years	2014 Amount
8 Interest payments paid from this district	\$ 0	\$ 35	\$ 50
		\$ 108	\$ 107

Lakeland - TIF 1-2 Commercial Mgmt LLC - 2014 Annual Reporting Form

Key To Drop-Down Menu for "Type"

- A - Receivable: Interfund Loan to Other District
- B - Receivable: Interfund Loan to Non-Tax Increment Account
- C - Payable: Interfund Loan from Other District
- D - Payable: Interfund Loan from Non-Tax Increment Account

9	A	B	C	D	E	F	G	
Name of Second Party (District or Non-Tax Increment Account)								
Type	District	Non-Tax Increment Account			Resolution Date	Final Maturity Date	Interest Rate Range	Authorized Amount
1	D		General Fund	11/18/2011	12/31/2038	3.250 - 3.250	\$ 10,000	
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

If you need to report additional interfund loans, please contact the OSA.

Comments (500 Character limit):

10

Lakeland - TIF 1-2 Commercial Mgmt LLC - 2014 Annual Reporting Form

	H	I	J	K	L	M	N	O	P	Q	R
	Principal						Interest				
	Prior Years Draw Amount	2014 Draw Amount	Paid/Rec'd in Prior Years	Paid/Rec'd in 2014	Additions/Reductions Prior Years	Additions/Reductions in 2014	Outstanding	Due in 2015	Paid/Rec'd in Prior Years	Paid/Rec'd in 2014	Due in 2015
1	\$ 3,333	\$ 0	\$ 35	\$ 50	\$ 0	\$ 0	\$ 3,248	\$ 0	\$ 108	\$ 107	\$ 106
2							0				
3							0				
4							0				
5							0				
6							0				
7							0				
8							0				
9							0				
10							0				
11							0				
12							0				
13							0				
14							0				
15							0				
16							0				
17							0				
18							0				
19							0				
20							0				

Lakeland - TIF 1-2 Commercial Mgmt LLC - 2014 Annual Reporting Form

Home | Overview | District Info | Debt | Interfund Loans | PAYG | Project Costs | Transfers | Rev & Exp | Balance Sheet | EIC | ADS | Comments

Pay-As-You-Go (PAYG) Financing

1 Are there any PAYG obligations for this district? No Yes

For the section below, report only the documented PAYG costs to be repaid with tax increment.

	A Total All PAYG Through 2014	B Commercial Management LLC Through	C PAYG 2 Through 2014	D PAYG 3 Through 2014	E PAYG 4 Through 2014	F PAYG 5 Through 2014	G PAYG 6 Through 2014
DOCUMENTED PAYG COSTS							
2 Land/building acquisition	\$ 0	\$ 0					
3 Site improvements/preparation costs	\$ 24,990	\$ 24,990					
4 Utilities	\$ 0	\$ 0					
5 Other public improvements	\$ 0	\$ 0					
6 Construction of affordable housing	\$ 0	\$ 0					
7 Small city authorized costs, if not already included above	\$ 0	\$ 0					
8 Temporary economic development (jobs) [Minn. Stat. § 469.176, subd. 4c (d)]	\$ 0	\$ 0					
9 Total documented PAYG costs to be paid with tax increment	\$ 24,990	\$ 24,990	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

Principal and Interest

	12/31/2013	12/31/2014
10 Outstanding obligation contingent upon available tax increment	\$ 26,240	\$ 27,552
	Prior Years	2014 Amount
11 Principal payments	\$ 0	\$ 0
12 Interest payments	\$ 0	\$ 0

Lakeland - TIF 1-2 Commercial Mgmt LLC - 2014 Annual Reporting Form

	A	B	C	D	E	F
	Name on Development Agreement	Issue Date	Final Maturity Date	Interest Rate Range	Contract / Note Amount	Documented Amount
1	Commercial Management LLC	02/21/2012	02/01/2039	5.000 - 5.000 %	\$ 24,990	\$ 24,990
2				- %		\$ 0
3				- %		\$ 0
4				- %		\$ 0
5				- %		\$ 0
6				- %		\$ 0
7				- %		\$ 0
8				- %		\$ 0
9				- %		\$ 0
10				- %		\$ 0

14 Comments (500 Character limit):

Lakeland - TIF 1-2 Commercial Mgmt LLC - 2014 Annual Reporting Form

	Principal										Interest				
	G	H	I	J	K	L	M	N	O						
	Paid in Prior Years	Paid in 2014	Additions/Reductions Prior Years	Additions/Reductions in 2014	Outstanding	Due in 2015	Paid in Prior Years	Paid in 2014	Due in 2015						
1	\$ 0	\$ 0	\$ 1,250	\$ 1,312	\$ 27,552	\$ 0	\$ 0	\$ 0	\$ 1,378						
2															
3															
4															
5															
6															
7															
8															
9															
10															

Lakeland - TIF 1-2 Commercial Mgmt LLC - 2014 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet	EIC	ADS
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Project Costs

	A	B	C
	Prior Years	2014 Amount	Total Through 2014
PROJECT COSTS (OTHER THAN PAYG)			
1 Land/building acquisition	\$ 0	\$ 0	\$ 0
2 Site improvements/preparation costs	\$ 0	\$ 0	\$ 0
3 Utilities	\$ 0	\$ 0	\$ 0
4 Other public improvements	\$ 0	\$ 0	\$ 0
5 Construction of affordable housing	\$ 0	\$ 0	\$ 0
6 Small city authorized costs, if not already included above	\$ 0	\$ 0	\$ 0
Temporary economic development (Jobs)			
7 [Minn. Stat. § 469.176, subd. 4c (d)]	\$ 0	\$ 0	\$ 0
8 Authority administrative costs	\$ 3,583	\$ 252	\$ 3,835
9 County administrative costs	\$ 0	\$ 0	\$ 0
10 Subtract prior years' costs paid with public funds other than tax increment	\$ 0		\$ 0
11 Total Project Costs (Other than PAYG) Paid or Financed with Tax Increment and/or TIF Bond Proceeds	\$ 3,583	\$ 252	\$ 3,835
PROJECT COSTS (PAYG)			
12 Land/building acquisition			\$ 0
13 Site Improvements/preparation costs			\$ 24,990
14 Utilities			\$ 0
15 Other public improvements			\$ 0
16 Construction of affordable housing			\$ 0
17 Small city authorized costs, if not already included above			\$ 0
18 Temporary economic development (Jobs) (Minn. Stat. § 469.176, subd. 4c (d) (2010))			\$ 0
19 Total Documented Project Costs (PAYG) to be Paid with Tax Increment			\$ 24,990
20 TOTAL PROJECT COSTS PAID OR TO BE PAID WITH TAX INCREMENT AND/OR TIF BOND PROCEEDS			\$ 28,825
21 Amount of any payments included above for activities and improvements located outside the TIF district and paid for or financed with tax increment including administrative costs	\$ 3,583	\$ 252	\$ 3,835

Lakeland - TIF 1-2 Commercial Mgmt LLC - 2014 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
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Transfers

1 Are there any transfers of tax increment to or from the TIF district? No

A	B	C	D
District Name	Prior Years	2014 Amount	Total Through 2014

2 **TRANSFERS IN**

Transfers of tax increment from other TIF districts

1			\$ 0	
2			\$ 0	
3			\$ 0	
4			\$ 0	
5			\$ 0	
6			\$ 0	
7			\$ 0	
8			\$ 0	
9			\$ 0	
10			\$ 0	
11			\$ 0	
12			\$ 0	
13			\$ 0	
14			\$ 0	
15			\$ 0	
16			\$ 0	
17			\$ 0	
18			\$ 0	
19			\$ 0	
20			\$ 0	
3 Total Transfers In		\$ 0	\$ 0	\$ 0

4 **TRANSFERS OUT**

Transfers of tax increment to other TIF districts

1			\$ 0	
2			\$ 0	
3			\$ 0	
4			\$ 0	
5			\$ 0	
6			\$ 0	
7			\$ 0	
8			\$ 0	
9			\$ 0	
10			\$ 0	
11			\$ 0	
12			\$ 0	
13			\$ 0	
14			\$ 0	
15			\$ 0	
16			\$ 0	
17			\$ 0	
18			\$ 0	
19			\$ 0	
20			\$ 0	
5 Total Transfers Out		\$ 0	\$ 0	\$ 0

Lakeland - TIF 1-2 Commercial Mgmt LLC - 2014 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet	EIC	AC
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Revenues, Expenditures, and Changes in Tax Increment Balance

	A	B	C
	Prior Years	2014 Amount	Total Through 2014
REVENUES			
1	\$ 393	\$ 409	\$ 802
2	\$ 0	\$ 0	\$ 0
3	\$ 0	\$ 0	\$ 0
4	\$ 0	\$ 0	\$ 0
5	\$ 0	\$ 0	\$ 0
6	\$ 0	\$ 0	\$ 0
7	\$ 393	\$ 409	\$ 802
EXPENDITURES			
8	\$ 3,583	\$ 252	\$ 3,835
9	\$ 0	\$ 0	\$ 0
Bond Payments			
Principal			
10	\$ 0	\$ 0	\$ 0
11	\$ 0	\$ 0	\$ 0
Interest			
12	\$ 0	\$ 0	\$ 0
13	\$ 0	\$ 0	\$ 0
14	\$ 108	\$ 107	\$ 215
15	\$ 3,691	\$ 359	\$ 4,050
16	\$ (3,298)	\$ 50	\$ (3,248)
OTHER SOURCES AND USES			
17	\$ 0	\$ 0	\$ 0
18	\$ 0	\$ 0	\$ 0
19	\$ 0	\$ 0	\$ 0
20	\$ 0	\$ 0	\$ 0
21	\$ 0	\$ 0	\$ 0
22	\$ 0	\$ 0	\$ 0
23	\$ 0	\$ 0	\$ 0
24	\$ 0	\$ 0	\$ 0
25	\$ 0	\$ 0	\$ 0
26	\$ (3,298)	\$ 50	\$ (3,248)
27		\$ (3,298)	
28		\$ (3,248)	

Lakeland - TIF 1-2 Commercial Mgmt LLC - 2014 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance
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Balance Sheet

		A	B
		12/31/2013	12/31/2014
ASSETS			
1	Cash	\$ 0	\$ 0
2	Investments	\$ 0	\$ 0
3	Due from other TIF districts	\$ 0	\$ 0
4	Due from non-tax increment accounts	\$ 0	\$ 0
5	Interest receivable	\$ 0	\$ 0
6	Taxes receivable	\$ 0	\$ 0
7	Other receivables	\$ 0	\$ 0
8	Property held for resale	\$ 0	\$ 0
9	Total Assets	\$ 0	\$ 0
LIABILITIES			
10	Due to other TIF districts	\$ 0	\$ 0
11	Due to non-tax increment accounts	\$ 3,298	\$ 3,248
12	Accounts payable	\$ 0	\$ 0
13	Unearned revenue	\$ 0	\$ 0
14	Total Liabilities	\$ 3,298	\$ 3,248
15	Deferred Inflows	\$ 0	\$ 0
16	Total Liabilities and Deferred Inflows	\$ 3,298	\$ 3,248
TAX INCREMENT BALANCE			
17	Total Tax Increment Balance	\$ (3,298)	\$ (3,248)
18	Total Liabilities and Tax Increment Balance	\$ 0	\$ 0

Lakeland - TIF 1-2 Commercial Mgmt LLC - 2014 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balance Sheet
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Excess Increment Calculation

Excess increment calculation report required?

If the total costs authorized by the TIF plan to be paid or financed with tax increment from the district exceed the total tax increment collected from the district by 20 percent or more, the excess increment calculation is not required to be reported.

Excess increment calculation reporting exemption: Minn. Stat. § 469.176, subd. 2 (g).

1	Tax increment generated by the district since certification	\$ 802
2	Multiply the above amount by 1.2	\$ 962
3	Total costs authorized by the TIF plan to be paid or financed with tax increment	\$ 60,820
4	Based on the calculation above, the Excess Increment Calculation Report is:	NOT REQUIRED

Excess Increment Calculation Report

5	Total tax increment generated by the district since certification	\$ 802
6	Subtract total tax increment returned to the county	\$ 0
7	Subtotal A	\$ 802
8	Total costs authorized by the TIF plan to be paid or financed with tax increment	\$ 60,820
9	Subtract authorized costs that have been or will be paid from sources other than tax increment	
10	Subtract principal and interest payments due after the year ended December 31, 2014	
11	Add transfers of increment made prior to December 31, 2014, used to pay for Minn. Stat. § 469.1763 deficits	
12	Subtotal B	\$ 60,820
13	Excess increment (Subtract subtotal B from subtotal A)	\$ (60,018)

Subtract any of the authorized uses of excess increment listed below:

14	Prepayment of any outstanding bonds	
15	Discharge of the pledge of tax increment for any outstanding bonds	
16	Payment into an escrow account dedicated to the payment of any outstanding bond	
17	Excess increment after subtractions of authorized uses*	\$ (60,018)

*Excess increments after subtractions must be returned to the county for distribution to the city, county, and school districts in which the TIF district is located within nine months after the end of the year (by September 30).

Lakeland - TIF 1-2 Commercial Mgmt LLC - 2014 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Expr	B:
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2014 Annual Disclosure Statement

1 Name of Development Authority:

2 Name of Municipality:

3 (Name of the Newspaper) (Date of Publication)

The following information represents the annual disclosure of tax increment districts for the year ended December 31, 2014.

		TIF 1-2 Commercial Mgmt LLC
4	Current net tax capacity	\$ 3,298
5	Original net tax capacity	\$ 2,652
6	Captured net tax capacity	\$ 646
7	Principal and interest payments due in 2015	\$ 1,484
8	Tax increment received in 2014	\$ 409
9	Tax increment expended in 2014	\$ 359
10	Month and year of first tax increment receipt	07/2013
11	Date of required decertification	12/31/2038
12	The total increased property taxes to be paid from outside the district if fiscal disparities Option A applies*	\$ 242

* The fiscal disparities property tax law provides that the growth in commercial-industrial property tax values is shared throughout the area. In a tax increment financing district, this value sharing can either result in a decrease in tax increment financing district revenue or a tax increase for other properties in the municipality depending on whether the tax increment financing district contributes its share of the growth. Amounts displayed here indicate that the district did not contribute its growth in commercial-industrial property tax values and represent the resulting increase in taxes on other properties in the City for taxes payable in 2014.

Additional information regarding this district may be obtained from:

13	Name:	<input type="text" value="Tom Niedzwiecki, City Treasurer"/>	
14	Address:	<input type="text" value="690 Quinnell Avenue North"/>	
15	City:	<input type="text" value="Lakeland"/>	
16	State:	<input type="text" value="MN"/>	
17	Zip Code:	<input type="text" value="55043"/>	
18	Phone:	<input type="text" value="(651) 436-4430"/>	<i>Enter as 6512962551.</i>
19	Email:	<input type="text" value="none"/>	

Enter 'none' if no email address.

Lakeland - TIF 1-2 Commercial Mgmt LLC - 2014 Annual Reporting Form

Home	Overview	District Info	Debt	Interfund Loans	PAYG	Project Costs	Transfers	Rev & Exp	Balanc
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Comments

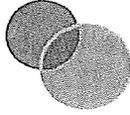
Please enter any additional comments regarding this district (500 character limit on Comments):

1

Sheet

—





DDA

David Drown Associates, Inc.
Public Finance Advisors

Minneapolis Office:
5029 Upton Avenue South
Minneapolis, MN 55410-2244
(612)920-3320 xtn 105 | fax (612) 605-2375
www.daviddrown.com

24 August, 2015

Stillwater Gazette
1931 Curve Crest Blvd.
Stillwater MN 55082

**RE: Publication of Annual Disclosure
City of Lakeland, Minnesota**

On behalf of the City of Lakeland, I am enclosing an Annual Disclosure Statement for the City's TIF Districts. When publication has been completed, please send the City one (1) affidavit of publication.

If you have any questions, or are unable to publish the enclosed information as requested, please call me at 612-920-3320.

On behalf of the City of Lakeland,

Elizabeth Blakesley, Associate
David Drown Associates, Inc.

Enclosure

PUBLICATION INSTRUCTIONS

Number of Publications	Once
Date of Publication	Wednesday, September 2, 2015
Send Affidavit/Invoice to:	Sandie Thone, City Administrator City of Lakeland 690 Quineil Avenue North PO Box 321 Lakeland MN 55043-0321

ANNUAL DISCLOSURE REPORT

City of Lakeland, Minnesota

Annual Disclosure of Tax Increment Districts for the Year Ended December 31, 2014

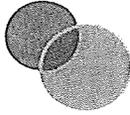
TIF District Name/Number	TIF 1 - 1 Lakeland RDD	TIF 1 - 2 Comm Mgmt
Current net tax capacity	61,052	3,298
Original net tax capacity	35,220	2,652
Captured net tax capacity	25,832	646
Principal and interest payments due in 2015	106,518	1,484
Tax increment received in 2014	2,018	409
Tax increment expended in 2014	7,902	359
Month and year of first tax increment receipt	June, 2010	July, 2013
Date of required certification	Dec. 31, 2035	Dec. 31, 2038
Increased property tax imposed on other properties as a result of fiscal disparities contribution contribution *	-	-

* The fiscal disparities property tax law provides that the growth in commercial-industrial property tax values is shared throughout the area. In a tax increment financing district, this value sharing can either result in a tax increase for other properties in the municipality or result in a decrease in the tax increment financing district revenue depending upon how the tax increment financing district is established.

Tax Increment Financing District 1-2 Commercial Management LLC does not share its growth in commercial-industrial property tax values. This results in an increase in property taxes for other properties in this municipality. For taxes payable in 2014 this increase in taxes on other property amounted to \$242.00.

Additional information regarding each district may be obtained from:

Tom Niedzwiecki, City Treasurer
City of Lakeland
690 Quinnell Avenue North
Lakeland MN 55043
Phone: 651-436-4430



DDA

David Drown Associates, Inc.
Public Finance Advisors

Minneapolis Office:
5029 Upton Avenue South
Minneapolis, MN 55410-2244
(612)920-3320 xtn 105 | fax (612) 605-2375
www.daviddrown.com

24 August, 2015

Jennifer Wagenius, Director of Property Records/Taxpayer Services
Washington County Government Center
14949 – 62nd Street North
Stillwater, MN 55082-0006

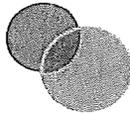
**RE: City of Lakeland
2014 TIF Report**

Dear Ms. Wagenius:

Attached please find one completed copy of the completed 2014 TIF Reports for the City of Lakeland. If you have any questions, please feel free to contact me as listed above.

On behalf of the City of Lakeland

Elizabeth Blakesley, Associate
David Drown Associates, Inc.
elizabeth@daviddrown.com



DDA

David Drown Associates, Inc.
Public Finance Advisors

Minneapolis Office:
5029 Upton Avenue South
Minneapolis, MN 55410-2244
(612)920-3320 xtn 105 | fax (612) 605-2375
www.daviddrown.com

24 August, 2015

Washington County Board
Washington County Government Center
14949 – 62nd Street North
Stillwater, MN 55082-0006

**RE: City of Lakeland
2014 TIF Report**

Dear County Commissioners:

Attached please find one completed copy of the Annual Disclosure Report as it pertains to the 2014 TIF Reports for the City of Lakeland. If you have any questions, please feel free to contact me as listed above.

Sincerely

Elizabeth Blakesley, Associate
David Drown Associates, Inc.
elizabeth@daviddrown.com

SAFES Submit Document

Contact Information Submit Forms/Documents Forms CTAS User Maintenance Log out
Thank you. Your submission has been received.

Entity: TIF 1-1 Lakeland Plaza Redev Proj
Form Name: TIF District Annual Form
Year: 2014
Confirmation ID: e99e3552-ae32-4184-96f2-4600096085b7
Submission Date: 8/24/2015 10:06:36 AM

Submit Another Document
Version 15.5.0

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SAFES Submit Document

Contact Information Submit Forms/Documents Forms CTAS User Maintenance Log out
Thank you. Your submission has been received.

Entity: TIF 1-2 Commercial Mgmt LLC
Form Name: TIF District Annual Form
Year: 2014
Confirmation ID: f6d6caeb-d0f4-4116-bb6b-acc14bbb2f18
Submission Date: 8/24/2015 10:07:46 AM

Submit Another Document
Version 15.5.0

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Our Mission: Providing quality services through responsible leadership, innovation and the cooperation of dedicated people

Date: Aug. 25, 2015
Contact: Yvonne Klinnert, Public Information Manager
Phone: 651-430-6026, after hours 952-807-3723
E-mail: yvonne.klinnert@co.washington.mn.us

FOR IMMEDIATE RELEASE

The following actions were taken at the Aug. 25, 2015, Washington County Board of Commissioners meeting at the Government Center in Stillwater, Minnesota

County's cities eligible to receive recycling grants

Six cities in Washington County will receive grants to increase recycling after the Washington County Board of Commissioners approved \$665,106 in grant money Aug. 25.

During 2015 and 2016:

- Cottage Grove is eligible to receive up to \$154,990;
- Forest Lake is eligible to receive up to \$69,384;
- Hugo is eligible to receive up to \$60,752;
- Oakdale is eligible to receive up to \$124,888;
- Stillwater is eligible to receive up to \$69,236; and
- Woodbury is eligible to receive up to \$185,856.

Other cities and townships also receive grant funding in amounts less than \$50,000, which are approved individually. Those cities and their grants are:

- Afton \$14,420;
- Bayport \$8,640;
- Baytown Township \$12,424;
- Birchwood \$4,424;
- Dellwood \$4,508;

A great place to live, work and play...today and tomorrow

Government Center • 14949 62nd Street North — P.O. Box 6, Stillwater, Minnesota 55082-0006
Phone: 651-430-6001 • Fax: 651-430-6017 • TTY: 651-430-6246

www.co.washington.mn.us

Equal Employment Opportunity / Affirmative Action

- Denmark Township \$5,632;
- Grant \$15,884;
- Grey Cloud Island Township \$3,476;
- Lake Elmo \$31,376;
- Lake St. Croix Beach \$6,888;
- Lakeland/Lakeland Shores \$22,416;
- Mahtomedi \$31,804;
- Marine on St. Croix \$4,228;
- Newport \$15,584;
- Oak Park Heights \$28,484;
- Pine Springs \$3,426;
- Scandia \$16,212;
- St. Mary's Point \$3,304;
- St. Paul Park \$26,008;
- Stillwater Township \$8,452;
- West Lakeland Township \$15,288; and
- Willernie \$3,904.

Landfall, May Township, and White Bear Lake did not apply for the grants.

Washington County offers a municipal recycling grant program to assist cities and townships in the county with residential recycling program expenses. Grant funding levels are dependent on recycling program activities. A base amount is provided to cover administrative and basic recycling program expenses and is dependent on the number of households in a community. A second level is targeted to specific grant projects that are related to achieving broad and general recycling goals. A third level, additional project funding, is tied to targeted projects such as multifamily recycling and away from home recycling.

Funds are used to administer the recycling program, conduct waste education in schools, and develop and promote additional recycling opportunities for residents. The sources of funding for the recycling grants program include a local recycling development grant, which is a metropolitan landfill

surcharge; SCORE funds, which are from the Select Committee on Recycling and the Environment, a state solid waste tax; and the County Environmental Charge.

Contact: Judy Hunter, Senior Environmental Program Manager, 651-430-4031

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PRT CONTRACT ICR REPORT

QIJS Page 1
9/01/15 5:16:53

Washington County Sheriff's Office
CONTRACT ICR's
Contract Report for LAKELAND
For the Period 8/01/15 To 8/31/15

Date	Time	ICR #	ID#	Street Name	Complaint
8/01/15	8:30:34	115025236	0075	QUINNELL AV	EXTRA PATROL REQUEST **CA
8/01/15	12:26:08	115025253	1253	ST CROIX RIVER	WATERCRAFT VIOLATION WARNING
8/01/15	12:43:55	115025254	1253	ST CROIX RIVER	WATERCRAFT VIOLATION WARNING
8/01/15	13:48:26	115025264	1253	ST CROIX RIVER	WATERCRAFT VIOLATION WARNING
8/01/15	13:48:39	115025265	1253	ST CROIX RIVER	WATERCRAFT VIOLATION WARNING
8/01/15	14:18:47	115025269	1253	SAINT CROIX RIV	WATERCRAFT VIOLATION WARNING
8/01/15	14:26:45	115025272	0151	ST CROIX RIVER	SLOW NO WAKE VIOLATION
8/01/15	14:39:35	115025278	1253	ST CROIX RIVER	WATERCRAFT VIOLATION WARNING T
8/01/15	14:39:51	115025279	1253	ST CROIX RIVER	WATERCRAFT VIOLATION WARNING
8/01/15	16:55:42	115025296	0176	RIVERCREST RD	TRAFFIC SCANNED CITE
8/01/15	22:14:16	115025325	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
8/01/15	22:14:57	115025326	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
8/01/15	22:15:29	115025327	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
8/02/15	16:29:26	115025395	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
8/02/15	20:36:40	115025414	0138	HUDSON RD	ROAD HAZARD
8/03/15	9:31:51	115025461	0063	RIVERCREST RD	AUD ALARM
8/03/15	16:40:18	115025532	0082	I94	ROAD HAZARD
8/03/15	16:55:24	115025535	0093	5TH ST	PARKING COMPLAINT
8/03/15	19:39:55	115025551	1260	ST CROIX RIVER	WATERCRAFT VIOLATION
8/03/15	21:09:39	115025558	0176	5TH ST	NEIGHBOR COMPLAINT
8/04/15	10:15:23	115025615	0130	LAKELAND BEACH	ABANDONED BOAT
8/04/15	13:43:53	115025642	0100	SAINT CROIX TR	ABANDONED VEH
8/04/15	18:26:48	115025671	1253	ST CROIX RIVER	WATERCRAFT VIOLATION WARNING
8/04/15	19:59:07	115025678	0061	SAINT CROIX TR	DISTURBANCE
8/05/15	9:14:13	115025720	0100	QUANT AV	OFFICERS INFO
8/07/15	11:35:53	115026003	0130	11TH ST	ANIMAL CONCERN
8/07/15	16:11:11	115026068	0078	7TH ST	PROPERTY DAMAGE REPORT
8/07/15	17:28:17	115026076	1270	ST CROIX RIVER	WATER CRAFT VIOLATION
8/07/15	19:04:33	115026085	1270	ST CROIX RIVER	WATERCRAFT VIOLATION
8/07/15	20:28:07	115026097	0139	QUINNELL AV	MEDICAL LEVEL 1
8/08/15	9:36:39	115026128	0075	I94	STALLED VEHICLE XFE
8/08/15	13:19:37	115026153	0160	8TH ST	ALARM
8/08/15	15:10:55	115026167	0082	SAINT CROIX TR	SAFETY CONCERN
8/08/15	16:46:53	115026174	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
8/09/15	20:37:26	115026269	0176	UPPER 5TH ST	PUBLIC ASSIST
8/10/15	13:42:47	115026346	0160	SAINT CROIX TR	MOTORIST ASSIST
8/11/15	17:55:50	115026521	1253	ST CROIX RIVER	WATERCRAFT ASSIST ALSO CHECKED
8/11/15	18:36:17	115026529	1253	ST CROIX RIVER	WATERCRAFT VIOLATION WARNING T
8/12/15	18:50:59	115026645	0061	I94	ROAD HAZARD
8/12/15	22:20:35	115026661	1263	ST CROIX RIVER	
8/13/15	12:42:19	115026732	0160	QUALITY AV	SUSP ACTIVITY
8/13/15	14:48:23	115026765	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
8/13/15	15:22:42	115026775	0100	ITASCA AV	OFFICERS INFO
8/14/15	12:16:08	115026897	0100	QUANT AV	OFFICERS INFO
8/14/15	12:50:35	115026906	0130	QUINNELL AV	OFFICER QUESTION
8/14/15	14:11:26	115026923	0130	BIKE PATCH	ASSIST
8/14/15	14:14:38	115026924	1270	ST CROIX RIVER	WATERCRAFT VIOLATION
8/14/15	16:12:01	115026952	1270	ST CROIX RIVER	WATERCRAFT VIOLATION
8/14/15	22:35:09	115026984	1252	ST CROIX RIVER	WATERCRAFT VIOLATION
8/14/15	22:37:45	115026985	1252	ST CROIX RIVER	WATERCRAFT VIOLATION
8/14/15	22:40:50	115026987	1252	ST CROIX RIVER	WATERCRAFT VIOLATION
8/15/15	11:23:25	115027023	0187	SAINT CROIX TR	MEDICAL LEVEL 1

PRT CONTRACT ICR REPORT

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CJBWPR\$
 Washington County Sheriff's Office
 CONTRACT ICR's
 Contract Report for LAKELAND
 For the Period 8/01/15 To 8/31/15

Date	Time	ICR #	ID#	Street Name	Complaint
8/15/15	14:26:29	115027037	1253	ST CROIX RIVER	WATERCRAFT VIOLATION WARNING
8/15/15	15:19:53	115027043	1253	ST CROIX RIVER	WATERCRAFT VIOLATION WARNING
8/15/15	19:11:00	115027067	1270	ST CROIX RIVER	WATERCRAFT VIOLATION
8/16/15	8:34:39	115027094	0077	HUDSON BLVD	TRESPASS COMPLAINT
8/16/15	14:09:45	115027123	1253	ST CROIX RIVER	WATER CRAFT VIOLATION WARNING
8/16/15	16:41:04	115027139	1253	ST CROIX RIVER	WATERCRAFT VIOLATION WARNING,
8/16/15	16:56:37	115027141	1253	ST CROIX RIVER	NOISE WATERCRAFT VIOLATION WAR
8/16/15	17:18:02	115027142	0176	SAINT CROIX TR	MEDICAL LEVEL 1
8/17/15	12:05:59	115027200	0085	RIVERCREST RD	POSS FRAUD 21 COMP
8/17/15	16:17:40	115027263	0176	SAINT CROIX TR	ERRATIC DRIVER
8/18/15	11:00:09	115027338	0172	ST CROIX TR	TRAFFIC-FDCR APRIL 15
8/18/15	18:08:11	115027393	0176	QUINNELL AV	LAKELAND CITY COUNCIL MEETING
8/19/15	5:41:26	115027424	0160	QUEHL AV	SUSP VEHICLE ** RELATED CASE 1
8/19/15	19:01:08	115027528	0176	SAINT CROIX TR	SUSPICIOUS VEHICLE
8/20/15	5:52:11	115027567	0065	QUEHL AV	DAMAGE TO PROPERTY
8/20/15	7:23:26	115027576	0160	QUANT AV	VANDALISM REPORT
8/20/15	18:39:32	115027641	0066	QUANT AV	DAMAGE TO PROPERTY
8/20/15	18:54:30	115027644	0176	I94	POSS JUMPER (UNFOUNDED)
8/20/15	20:44:30	115027656	0066	HWY 95	ERRATIC DRIVER
8/20/15	21:10:25	115027663	0176	QUAMWELL AV	CUSTODY ASSIST
8/20/15	21:31:35	115027666	0129	10TH ST CT	MEDICAL LEVEL 1
8/21/15	6:47:14	115027680	0066	QUAMWELL AV	ASSIST
8/21/15	15:03:54	115027755	0096	QUIXOTE RD	SUSPICIOUS BOAT
8/21/15	18:45:39	115027795	1270	ST CROIX RIVER	WATERCRAFT VIOLATION
8/22/15	13:00:06	115027850	1270	ST CROIX RIVER	WATERCRAFT VIOLATION
8/22/15	13:26:07	115027852	0081	I94	BROKEN BIKE
8/23/15	7:50:44	115027931	0066	7TH ST	THEFT REPORT
8/23/15	13:06:23	115027945	0089	I94	ROAD HAZRAD
8/24/15	13:17:04	115028041	0104	QUENTIN AV	VULNERABLE ADULT REFERRAL
8/24/15	18:13:46	115028092	0176	SAINT CROIX TR	TRAFFIC
8/25/15	14:17:47	115028189	0130	QUANT AV	CIVIL ASSIST
8/25/15	18:20:14	115028240	0096	5TH ST	DRIVING COMPLAINT
8/26/15	13:39:48	115028326	0160	SAINT CROIX TR	FOUND CONTAINED DOG
8/26/15	15:04:09	115028340	0183	SAINT CROIX RIV	NO WAKE
8/26/15	22:26:36	115028383	1256	ST CROIX RIVER	
8/27/15	16:01:45	115028475	0120	SAINT CROIX TR	MEDICAL LEVEL 2
8/27/15	17:13:11	115028482	0120	QUEENAN AV	SCAM REPORT
8/27/15	19:34:25	115028504	0120	SAINT CROIX TR	JUV COMPLAINT
8/28/15	21:35:47	115028653	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
8/29/15	8:20:52	115028675	0130	RIVERCREST RD	FDCR MAY 15
8/29/15	14:02:34	115028708	1270	ST CROIX RIVER	WATER CRAFT VIOLATION
8/29/15	14:36:50	115028714	1270	ST CROIX RIVER	WATERCRAFT VIOLATION
8/29/15	18:51:39	115028746	0094	4TH ST	THEFT REPORT
8/29/15	22:37:10	115028763	0139	HUDSON RD	OPEN GATE
8/30/15	5:39:15	115028779	0098	SAINT CROIX TR	THEFT OF SERVICES
8/30/15	12:44:25	115028808	1260	ST CROIX RIVER	WATERCRAFT VIOLATION
8/30/15	14:07:40	115028816	0067	RIVERCREST RD	THEFT/FRAUD REPORT
8/30/15	17:57:24	115028845	0113	QUAMWELL AV	CHILD WELFARE CONCERN
8/30/15	18:40:28	115028851	1261	ST CROIX RIVER	WATERCRAFT VIOLATION
8/30/15	18:40:59	115028852	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN
8/31/15	1:48:03	115028881	0198	EB I94	AOA/DOMESTIC
8/31/15	1:48:03	11502340	0100	EB I94	AOA/DOMESTIC

PRT CONTRACT ICR REPORT

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CJBWPR\$
Contract Report for LAKELAND
For the Period 8/01/15 To 8/31/15

Date	Time	ICR #	ID#	Street Name	Complaint
8/31/15	13:13:57	115028941	0130	7TH ST LN	SUSPICIOUS VEHICLE
8/31/15	13:13:57	115619613	0130	7TH ST LN	SUSPICIOUS VEHICLE
8/31/15	13:13:57	115113804	0100	7TH ST LN	SUSPICIOUS VEHICLE
8/31/15	13:37:42	115028949	0067	UPPER 5TH ST	CHECK VEHICLE
8/31/15	20:45:40	115028999	1255	ST. CROIX RIVER	WATERCRAFT VIOLATION - WRITTEN

Total ICRs Processed: 109

** END OF REPORT **

Washington County Sheriff's Office
CITATIONS BY CITY REPORT

City selected: LAKELAND

From Date: 8/01/2015 To: 8/31/2015

LAKELAND

Offense Date	Offense Time	Location	Citation #
8/01/2015 Statute 169	1654 79 1	PARK N RIDE/RIVERCREST DR EXPIRED REG	CT8222535
8/06/2015 Statute 169	1617 14	ST CROIX TR S/19TH ST S FAIL TO DRIVE W/CARE	CT8217994
8/18/2015 Statute 169	1058 79	ST CROIX TR/5TH ST N FDCR-APRIL 15,2015	CT8214332

Total for City: LAKELAND

3

** END OF REPORT **

Lakeland Update – August, 2015

1. At their request, I met with Select Senior Housing (SSH) on Wednesday, 8/12 to further discuss their interest in the Lakeland project. Their Stillwater project remains their focus with a planned Fall start. While they like the Lakeland site for senior housing, they've been unable to make any "headway" in lowering the price of the property, such that it works for their financial "pro forma". Without a price below \$10,000 per unit for land, the "numbers" won't work and the "numbers" are well above that maximum. The City is, and should be, looking at other options for affordable housing that could perhaps include senior housing, because grants/loans may be available from State and Federal sources that would fill the "gap" between land costs and financial feasibility.
2. On Tuesday, 8/18, the student teams from Hamline's Critical Issues class presented 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; (4) The Economic Development section of the Comp Plan; and (5) The Quality Avenue Project. In meeting with Hamline University, this was very successful and they have indicated that Lakeland could continue to use Student Teams again beginning in January, 2016. The key will now be to transfer their hard work this Summer into action.
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 in his return e-mail in August, 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 (WPP). 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 21st. 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. Most of the public comments centered on providing clarifying statements in the WPP that reinforced that there is NO intent to make water supply a regional system. 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 was one of the Hamline Student Projects that will help start the community discussion on both parks and recreational programming for the Comp Plan.

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. I expect to have more details in September.
10. The foreclosure data provided by the Washington County HRA thru July, 2015 shows that Lakeland had 2 foreclosures for the month of June – 16625 20th Street South, which may be a duplex – and another in July – 301 Quentin Ave. Like Lakeland, Sheriff's Sales are "creeping up" over the last couple of months.
11. One of the best sources of comparative license and permit fees is Metro Cities. Metro Cities provides this information free to any City that fills out the survey providing their own license and permit fees. Most Minnesota Cities update their license and permit fees every 2 years

based on comparable fees by cities of their size. With the 2016 Budget “season” in full swing, it may be good for Lakeland to do the survey and then compare to other cities of 2,500 or less to make sure that the City is not undercharging for these services. If there’s interest, then I can stop by and walk Staff thru the process.

12. The Metro Council has started discussion of their 2016 Operating Budget, which will increase by 2% under their Preliminary Budget. What does this mean for the Lakeland taxpayer? For a Lakeland homeowner, this would mean an annual increase of \$23 for a home valued at \$250,000. Just one of the many organizations that affect the Tax Levy in Lakeland that Council has little control over.
13. I continue to work with the Sector Rep on Metro Council’s population and employment estimates for Lakeland. 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. Good News! (sort of because the long range projections are for population declines for Lakeland) When the final population figures were released in late 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.
14. 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.
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 2cd 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...the Metro Cities Annual Meeting takes place on Wednesday, 11/18 @ the Ramada Plaza, 1330 Industrial Blvd in NE Minneapolis, so mark your calendars – details to follow; Speaking of Metro Cities, they’ve hired a new Gov’t Relations Specialist, Steve Huser, to replace Todd Olson; Metro Cities is also hosting a Workshop on their new Water Efficiency Grant Program on Friday, 9/11 @ 8:30 AM (I’ll attend and update); in Pension news, a recent PERA study indicates that there is a 2% deficiency for Employee Contributions and a 1% deficiency for Employer Contributions, which means increases over the current 14% total contributions may be on the horizon; the LMCIT has changed their Worker’s Comp renewal process to 12/1 each year and will be sending those documents electronically and eliminating the paper; 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. September, 2015 Work Plan – Focus on the 2020 Comp Plan Process, Metro Council Housing surveys, Hamline Projects followup...and any other assignments!



TO: Mayor and City Council
FROM: Sandie Thone, City Administrator/Clerk
RE: Building Inspection Services Contract
DATE: September 15, 2015

Background

On July 21, 2015 the City Council made a decision to terminate the Agreement for Building Inspection Services entered into in January of 2012 with the City of Bayport. Lakeland had agreements in place covering Lakeland Shores and Lake St. Croix Beach under the Bayport contract. Lakeland Shores will be following Lakeland's lead with the decision made this evening, while Lake St. Croix Beach has decided to retain the Bayport building official under the existing contract terms.

Discussion

Pursuant to this decision staff began the Request for Proposal process with a deadline of September 3, 2015. Interviews were held at the workshop with sufficient time for answering questions or addressing concerns. Staff proposed a timeline of review, interviewing candidates and then approving the contract for Building Official/Inspection Services at tonight's meeting with a start date of Monday, September 21, 2015. The proposed contract is attached and is currently being reviewed by City Attorney Josh Brekken.

Recommendation

Staff is requesting the city council approve the contract for Building Inspection Services between and the City of Lakeland and MNSEPCT, LLC effective September 15, 2015 to allow MNSEPCT to serve as the City's Building Official and perform all related services described within. Motion, Second and Majority vote required.

**AGREEMENT AND CONTRACT FOR
INSPECTION SERVICES**

THIS AGREEMENT is made and entered into this 15th day of September, 2015, by and between the City of Lakeland, Minnesota ("Municipality") and MNSPECT, LLC, a Minnesota Limited Liability Company ("Inspector").

WITNESSETH:

WHEREAS, the Municipality is desirous of contracting with Inspector for the performance of various services within the Municipality to include:

- | | | | | |
|-------------------------------------|---------------------------------------------|----------------|----------------|------------------|
| <input checked="" type="checkbox"/> | Building Inspections (Appendix A) | _____
Clerk | _____
Mayor | _____
MNSPECT |
| <input type="checkbox"/> | S.E.C. Inspections (Appendix B) | _____
Clerk | _____
Mayor | _____
MNSPECT |
| <input type="checkbox"/> | Plumbing Plan Review (Appendix C) | _____
Clerk | _____
Mayor | _____
MNSPECT |
| <input type="checkbox"/> | Fire Safety Inspections (Appendix D) | _____
Clerk | _____
Mayor | _____
MNSPECT |
- and

WHEREAS, Inspector is agreeable to rendering services on the terms and conditions hereinafter set forth.

NOW, THEREFORE, the parties hereto agree to general terms as follows and to the specific terms as set forth in the indicated appendices:

1. Independent Contractor.

It is acknowledged by and between the parties hereto that the Inspector is an independent contractor contracting with the Municipality to perform the services as provided in this agreement.

- A. Non-Employee Status – Personnel assigned to perform the Services to be provided by Inspector pursuant to this agreement shall be officers, employees, or sub-contractors of Inspector. Inspector assumes full responsibility for the actions of such personnel while performing services pursuant to this Agreement, and shall be solely responsible for their supervision, daily direction and control, provision of employment benefits and payment of salary (workers' compensation insurance, salary, retirement contributions, withholding tax, health insurance, and unemployment insurance). The Municipality shall not be responsible to furnish any benefits to such personnel.
- B. Administrative Responsibility - The daily administration of the Inspector services rendered to the Municipality shall be under the sole direction of the Inspector. The degree of services rendered, the standard of performance, and other matters relating to regulations and policies shall be under joint control of the Municipality and the Inspector. Headquarters for the services rendered to the Municipality under this agreement shall be

located at the Municipality offices. The Inspector shall submit to the Municipality a regular report of services rendered and charges due, as well as periodic suggestions regarding other matters relating to the inspection services.

C. Insurance.

- i. Auto Insurance – Inspector in carrying out its obligation under this agreement, shall supply, upon the request of the Municipality, a Certificate of Insurance for owned, hired, and non-owned auto usage coverage for liability in the amounts of \$1,000,000 single limit, per occurrence.
- ii. Professional Liability Insurance – The Inspector shall provide the Municipality, upon request, with copies of Professional Liability Errors and Omissions Insurance in an amount of at least \$500,000 covering all personnel employed by Inspector in capacity of acting as an Inspector/Agent of the municipality.
- iii. General Liability Insurance – The Inspector shall provide the Municipality, upon request, with copies of General Liability Insurance in an amount of at least \$1,000,000 covering all personnel employed by Inspector in capacity of acting as an Agent of the Municipality. The Municipality will be listed as an additional insured.
- iv. Workers' Compensation Insurance – The Inspector shall provide its employees with workers' compensation coverage in the amount of \$100,000/\$500,000/\$100,000. The Inspector shall provide the Municipality with copies of Certificate of Workers' Compensation Insurance.

D. Continuing Education and Certification - The Inspector shall be responsible for maintenance of required or appropriate certification and continuing education as Inspector under the laws of the State of Minnesota and shall be responsible for supplying any and all technical manuals and reference materials.

E. Communications, Equipment, and Supplies.

The Inspector shall provide, at its sole expense, all necessary equipment, vehicles and supplies to carry out its obligations under this agreement.

2. Files and Records.

All completed files and all official copies of correspondence, inspection reports, plans and other matters connected with the file shall be maintained at the Municipality offices. All such files the Inspector may desire for its own records shall be maintained outside the Municipality offices. Files and records created in connection with the contract agreement shall be subject to the provisions of the Minnesota Data Practices Act. Inspector shall not be expected to respond, or be responsible for responses to public information requests. Requestors will be referred to the Municipality for verification and response. Inspector will assist Municipality with requests when requested by Municipality Staff or Council.

3. Violations and Penalties.

Any Code violations occurring within the Municipality may be charged in accordance with the ordinances of the Municipality and shall be subject to the penalties provided therein. Prosecution of such violations shall be by the Prosecuting Attorney of the Municipality. All costs and expenses incurred by said prosecution shall be paid by the Municipality. (Decisions to prosecute are to be made jointly by the Municipality and the Inspector). The Inspector agrees to cooperate with the Prosecuting Attorney of the Municipality in such prosecutions (including provision of testimony and documentary evidence) upon request.

4. Effective Date of Service.

The effective date of service to which the terms of this agreement shall apply shall be on the 21st day of September, 2015.

5. Termination of Agreement.

This agreement shall remain in force and effect from the effective date of service until the Last day of December, 2018. This agreement may be terminated for Cause at any time as provided herein below. "Cause" for purposes of this Agreement, shall be deemed to occur if either party to this Agreement should materially breach any material provision herein. In such case, the non-breaching party may notify the breaching party in writing specifying the respect in which such party has breached the Agreement. In the event that such breach is not remedied to the reasonable satisfaction of the non-breaching party within thirty (30) calendar days after delivery of the above notice, the non-breaching party may, by written notice to the breaching party, terminate the Agreement, effective immediately. Breach of an obligation with respect to a party shall be deemed to include both a single instance of a material failure to perform one of its duties hereunder, as well as a continual, general lack of performance of its duties hereunder. If the breach is satisfactorily cured, the contract shall continue as if no breach had occurred. The last day of the agreement is the last day services will be provided.

6. Normal Business Hours.

Normal business hours are defined as: 8:00 a.m. to 4:30 p.m., Monday through Friday, generally excluding Federal holidays except Columbus Day. A list of holiday dates observed will be provided to the Municipality each year, for the following year, by November 1st.

7. Payment for Services.

Many billing option choices exist to compensate Inspector for their services. The Municipality and Inspector have agreed that the compensation method shall be based on a percentage of permit fees, along with hourly billing for other services.

Billings for all services as defined in Costs to Municipality for Services sections in each appendix shall be considered payment for all services rendered during that billing period for activities related to serving as the Building Official. Postage for

official correspondences on behalf of the Municipality shall be added to the monthly billing. Although billings may be calculated based on specific permits, payments are for all services provided during that billing period.

Special Investigation fees shall be billed whether or not permits are ultimately issued

Any payments received by Inspector for contracted services as a result of eCommerce or Internet transactions or electrical permits shall be accounted for, allocated by contract specifications, and amounts due to Municipality shall be netted against current billing.

Municipality shall remit payment to Inspector within thirty (30) days of filing a Report or Billing. Both parties acknowledge that they are subject to the provisions of Minnesota Statute 471.425, Subd.4a regarding prompt payment to subcontractors.

8. Assignment.

Inspector may not assign this agreement without the prior written consent of the Municipality.

9. Staff.

Each of the parties hereto agrees that while Inspector is performing services under this Agreement and for a period of twelve (12) months following the performance of such services or the termination of this Agreement, whichever is later, neither party will, except with the other party's written approval, solicit or offer employment as an employee, inspector, independent contractor, or in any other capacity to the other party's employees or staff engaged in any efforts under this Agreement without the prior written consent of the other party.

10. Hold Harmless and Indemnification.

Inspector shall release, defend, hold harmless and indemnify the Municipality from any and all claims, losses, damages and costs of every kind and nature (including, without limitation, reasonable attorneys fees), in any manner, directly or indirectly, arising out of, resulting from, or in any manner connected with the actions or failures to act of the Inspector, its officers, employees, or agents. The indemnity obligations contained in this Section shall survive termination of this Agreement.

This agreement to hold harmless and indemnify shall not apply to any claim arising out of a situation where the Inspector has previously notified the Municipality in writing of a failure by an owner or permit applicant to comply with the appropriate Code and the Municipality fails to enforce that Code or arising out of any situation involving an existing or future platted lot with corrected soils, filled soils or a building pad.

11. Entire Agreement.

This agreement, and its designated sections, contains the entire agreement between the parties and supersedes any and all agreement, written or oral,

express or implied, pertaining to its subject matter. It may be changed only by written instrument signed by both parties.

12. Choice of Law.

This agreement shall be governed and construed in accordance with the State of Minnesota Law.

13. Representation of Authority.

The undersigned executing this agreement for MNSPECT represents and warrants that he has been duly authorized to execute this agreement on behalf of MNSPECT, by the company's Board of Managers and that this agreement shall bind the company to the terms and obligations contained herein.

14. Complaints.

Any complaint about Inspector received by Municipality Staff or Elected Officials shall be promptly forwarded to Inspector with specific details, property address, and contact information so Inspector may research the concern(s) expressed & develop and communicate a response to the complainant and/or Municipality.

15. Appeals.

MN Rule 1300.0230 provides a mechanism for persons aggrieved by an order, decision, or determination of the Building Official to appeal. The Municipality does not have an appeals board. Therefore, any appeals will be heard by the State appeals board.

IN WITNESS THEREOF, the parties have executed this agreement in duplicate this 15th day of September, 2015.

City of Lakeland

MNSPECT, LLC

By _____
Amy Williams, Mayor

By _____
Scott Qualle, President

Attest By _____
Sandie Thone, City Administrator

Appendix A
AGREEMENT AND CONTRACT FOR
BUILDING INSPECTION SERVICES

NOW, THEREFORE, the parties hereto agree as follows:

1. Level of Inspection Services (“Services”).

Inspector will provide inspection services for the Municipality on the following terms and conditions:

- A. Render required enforcement and administration of the current Minnesota State Building Code Pursuant to MN Rules Chapter 1300 and represent the Municipality as its Designated Building Official.
- B. Render to the Municipality inspection services related to and enforcement of the Minnesota Plumbing Code regulations, Minnesota Statute 326.38.
- C. Provide such other services as specified in this agreement.

2. Adoption of Building Codes.

The Minnesota State Building Code, established pursuant to Minnesota Statutes 326B.101 to 326B.16, has been adopted as the Building Code for the Municipality. The Municipality will use the current Minnesota State Building Code and other chapters of Minnesota Rules and enforcement and administration provisions. All regulations adopted by the Municipality as set forth in Paragraphs 1 and 2 of this agreement shall be referred to hereinafter as “Building Code”, and shall be enforced by the Inspector.

The Inspector shall inform the Municipality whenever the Municipal Code should be revised to include new or revised code additions.

3. Administrative Procedures.

This section is set forth to clarify the responsibilities of the Municipality and Inspector and to establish procedures for issuing permits and performing inspection services.

- A. Responsibility of the Municipality:
 - 1. Direct the administration of all zoning requirements and inform Inspector in writing what requirements are needed to be enforced by the Inspector.
 - 2. Administer all contractor licensing required if required by the Municipality.
 - 3. Issue all permits and collect local permit fees and state or regional charges.

4. Keep permanent records on file as directed by Building Official.
5. Provide data or comply with any State agency reporting requirements.
6. Complete all periodic reports and government surveys.
7. Prosecute all violations, as it deems necessary and appropriate.
8. Provide Inspector with access to the Municipality offices during regular business hours of the Municipality including access to telephones, copy machine, etc., for the Municipality Building Code purposes only.
9. Issue certificates of occupancy, signed by Inspector.

B. Responsibility of Inspector:

1. Perform all pre-construction building plan reviews for compliance with Building and Fire Codes.
2. Verify (measure) set-backs and other requested measurements supplied by Municipality for zoning code compliance if site inspections are included in this agreement.
3. Perform all on-site construction inspections required for Building Code enforcement.
4. Provide timely building inspection reports and other information for the permanent records kept by the Municipality.
5. Direct maintenance of the building files kept by the Municipality.
6. Assist in all Building Code prosecutions with the Inspector's time and records (Hourly Fees Apply).
7. Provide permit & code information to the contractors, developers, architects, and citizens of Municipality.
8. Inspect hazardous buildings, inspect buildings to be moved into the Municipality prior to such action, and inspect Municipality Buildings (at the Municipality's request).
9. Originate and provide Certificates of Occupancy.
10. Recommend updating of Building Code ordinances.
11. Review and recommend fee schedule changes.
12. Create and update all applicable permit applications and forms.
13. Represent Municipality as its Inspector within the limits of the Minnesota State Building Code.
14. Provide the Municipality with timely reports as reasonably requested by the Municipality which include, but are not limited to: a monthly summary of the number of permits issued, the estimated cost of the construction, and the amount of the fee. Within thirty (30) days after each calendar year ending, during the terms of this contract, the Inspector shall prepare an annual report containing the same information as the monthly reports.
15. Analyze trends in construction design and techniques, highlight problem areas with recommendation of solutions, and provide recommendations for process and/or policy changes.
16. Assist Fire Chief with Building Code related issues.

17. Upon submission of a complete residential (IRC) building application, the Inspector shall process its portion of the building permit within ten (10) working days, excluding weekends and holidays.
18. Upon submission of a complete commercial (IBC) building application, the Inspector shall process its portion of the building permit within fifteen (15) working days, excluding weekends and holidays.
19. Calculate building permit fees for building permits.
20. Attend Municipality Council meetings, as requested, to discuss building projects or issues related to the building code (up to three times per year without charge).
21. Any software that is available for use by clients of Inspector shall be made available for use by the Municipality.
22. Verify all appropriate contractor licenses & certifications, and refer enforcement issues to the proper CCLD Enforcement Division authorities.

C. Procedure for Building Code Administration:

1. The Inspector reviews the building construction plans and site plans for conformance with the Building Code and applicable Municipality ordinances, and approves, modifies, or rejects same.
2. The Municipality upon approval of the plans by the Inspector and consistent with all local requirements, issues the required permit, collects the local, state, and regional fees, and notifies the Inspector of any other pertinent information.
3. The Inspector shall perform all field inspections, notify the Municipality of any violations and final completion
4. The Inspector approves, and Municipality Staff issues, the Certificate of Occupancy upon final approval and when in compliance with all local requirements.

4. Building Official to be Officer of the Municipality.

The Designated Building Official (Inspector) shall be provided specific authority to administer and endorse the Building Code as provided by this agreement. Such authority shall be granted by proper action of the Municipality's elected officials.

5. Cost to Municipality for Services.

One of the responsibilities of the Building Official is to determine the Valuation of a project at the time of application (MN Rule 1300.0160). In an attempt to treat all applicants fairly and equally, Inspector will use the calculated valuation from the State Valuation Table (published annually in May) as a minimum valuation.

The Municipality shall pay to the Inspector for services under this contract the following:

- A. The Inspector shall be paid eighty-five percent (85%) of the building permit fee as found in the Municipality's fee schedule, for residential projects, performed under the International Residential Code (IRC).
- B. The Inspector shall be paid eighty-five percent (85%) of the building permit fee as found in the Municipality's fee schedule, for commercial projects, performed under the International Building Code (IBC).
- C. The Inspector shall be paid eighty-five percent (85%) of all special investigation fees and one hundred percent (100%) of all hourly, after hours, manufactured home, pre-move, post-move, copy, and license/lead verification and re-inspection fees.
- D. The Plan Review fee for a project is sixty-five percent (65%) of the building permit fee for the project. The Inspector shall receive eighty-five percent (85%) of the Plan Review fee calculated for all plans reviewed.
- E. The Inspector shall receive eighty-five percent (85%) of all accessory and general permit fees, i.e. plumbing, mechanical, maintenance, fire sprinkler/alarm, etc.
- F. The Inspector shall receive the sum of sixty dollars (\$60.00) for each residential pre-construction site inspection completed, and ninety dollars (\$90.00) for each commercial pre-construction site inspection completed.
- G. Payments made by the Municipality to the Inspector pursuant to 3B and 5 A-F above shall be for services included under "Required Services" in Exhibit A of this agreement.
- H. Services other than those listed in 3B and 5 A – F above, shall be considered as "Additional Services" in Exhibit A of this agreement. Fees for those services shall be billed and paid according to the fee schedule as adopted by the Municipality. Inspector shall make every attempt, where appropriate, (penalty fees, re-inspection fees, etc.) to recover fees from applicant on behalf of the Municipality.
- I. The Municipality shall pay the Inspector for services performed at the request of the Municipality other than as provided in Section 3B and 5 A – H above, at a rate of sixty dollars (\$60.00) per hour for time spent. Time spent pursuant to this paragraph shall exclude four Municipality Council meetings per calendar year, but may include such matters as preparation and time spent in connection with the prosecution of any violations for the Building Code Ordinance or other ordinances of the Municipality. The Inspector shall submit logs with any such statements for services rendered under this subsection. No charges for services at an hourly rate may be made unless there has been prior direction to the Inspector by the Municipality.

EXHIBIT A
BUILDING INSPECTION PROCESS

Required Services
(Included in Building Permit Fees)

Residential Buildings

(One inspection per item)

1. Plans Examination
2. Pre-Construction site inspection (before site is disturbed) including set-back measurement
3. Footing
4. Poured wall or wood foundation
5. Pre-backfill inspection
6. Slab vapor-barrier inspection
7. Framing
8. Plumbing – rough in.
9. Insulation
10. Gypsum wall board (optional)
11. Gas line pressure test
12. Heat/mechanical – rough in
13. Heat/mechanical – final
14. Final plumbing and sump pump
15. Final building
16. Authorize Certificate of Occupancy

Commercial Buildings

(Possible multiple inspections per item)

1. Plans Examination
2. Pre-Construction site inspection
3. Footing
4. Poured wall or wood foundation
5. Slab vapor-barrier inspection
6. Pre-backfill inspection
7. Framing
8. Plumbing – rough in. (1 insp)
9. Insulation
10. Gypsum wall board
11. Fire resistive assemblies
12. Fire Caulking
13. Rough-in fire suppression systems
14. Final fire suppression systems
15. Fire alarm systems
16. Gas line pressure test
17. Heat/mechanical – rough in
18. Heat/mechanical – final
19. Final plumbing and sump pump
20. Final building
21. Authorize Certificate of Occupancy

Additional Services

(Additional Fee May Apply)

1. Pre-Construction Meetings - hourly
2. Complaint investigations - hourly
3. Re-inspections – verify corrections – re-inspection fee
4. Stop work orders – hourly
5. Routine or other inspections requested by Municipality - hourly
6. Verify compacted fill placement under structure - hourly
7. Partial completion inspections – re-inspection fee
8. Additional rough-in inspections or “pre-final” inspections - re-inspection fee
9. Prosecution of violations - hourly
10. Partial plumbing – winter underground inspections – re-inspection fee
11. Moved-in building inspections – fee schedule
12. Contractor neglects to cancel inspections – re-inspection fee

Appendix B
AGREEMENT AND CONTRACT FOR
SEDIMENT AND EROSION CONTROL (SEC) SERVICES

NOW, THEREFORE, the parties hereto agree to specific terms as follows:

1. Level of Inspection Services (“Services”).

Inspector will provide Sediment & Erosion Control (SEC) inspection services for the Municipality on the following terms and conditions:

- A. Render required enforcement and administration of the Municipality’s currently adopted Ordinances and Standards regulating SEC. Be cognizant of regulations associated with the Minnesota State Board of Water and Soil Resources, the Association of Metropolitan Soil and Water Conservation Districts, the Minnesota Pollution Control Agency and any other County, State or Federal Agency charged with the regulation of Sediment and Erosion Control issues.
- B. Provide such other services as may be agreed to by the parties.
- C. Inspector shall be responsible for monitoring and enforcing the condition of individual building sites from site inspection until issuance of Certificate of Occupancy.

2. Administrative Procedures.

This section is set forth to clarify the responsibilities of the Municipality and the SEC Inspector and to establish procedures for performing inspection services.

- A. Responsibility of the Municipality:
 - i. Issue any permits and collect local permit fees, state or regional charges.
 - ii. Complete all periodic reports and government surveys.
 - iii. Prosecute all violations, as it deems necessary and appropriate.
 - iv. Provide SEC Inspector with access to the Municipality offices during regular business hours of the Municipality including access to office equipment for the Municipality SEC inspection purposes only.
- B. Responsibility of Inspector:
 - 1. Perform all on-site inspections required for SEC enforcement.

2. Provide timely inspection reports and other information for the permanent records kept by the Municipality.
3. Assist in all SEC related prosecutions with the SEC Inspector's time and records.
4. Provide general SEC information to contractors, developers, architects, and citizens of Municipality.
5. Recommend updating of SEC ordinances.
6. Review and recommend SEC Inspection billing rates.
7. Represent Municipality as its SEC Inspector within the limits of the Municipality Ordinance or the provisions of this document.
8. Serve as authority to administer and enforce the SEC Ordinance or Standard as prescribed by the Municipality.
9. Provide the Municipality with timely reports as reasonably requested by the Municipality which include, but are not limited to; a quarterly summary of the inspections performed.
10. Attend Municipality Council Meetings, as requested, to discuss issues related to the SEC Inspections Program.

3. Cost to Municipality for Services.

The Municipality shall pay the Inspector for services under this contract a rate of .0006 of building permit valuation with a minimum of one-hundred-fifty dollars (\$150) for new construction and fifty dollars (\$50) for additions. The amount of these fees shall be charged to the permit applicant as a part of the permit fees as a separate line item.

Work requested outside construction process as defined in 1C above will be conducted at an hourly rate of sixty dollars (\$60.00) per hour during regular business hours or two-hundred percent (200%) of this rate outside of normal business hours.

Appendix C
AGREEMENT AND CONTRACT FOR
PLUMBING PLAN REVIEW SERVICES

NOW, THEREFORE, the parties hereto agree to specific terms as follows:

1. Level of Inspection Services (“Services”).

Inspector will provide Plumbing Plan Review services for the Municipality on the following terms and conditions:

Render required enforcement and administration of the currently adopted State Plumbing Codes and perform Plumbing Plan Review Services formerly provided by the State of Minnesota. This section is only valid upon receipt of a delegation agreement from the State Plumbing and Engineering Unit.

2. Adoption of Plumbing Codes.

The State Plumbing Code has been adopted by reference as the Plumbing Code for the Municipality. All regulations adopted by the Municipality as set forth in Paragraphs 1 and 2 of this agreement shall be referred to hereinafter as “Plumbing Code” and shall be enforced by the Inspector.

The Inspector shall inform the Municipality when its Code should be revised to include new or revised code additions.

3. Administrative Procedures.

This section is set forth to clarify the responsibilities of the Municipality and Inspector and to establish procedures for performing Plumbing Plan Review Services.

A. Responsibility of the Municipality:

1. Issue all permits and collect local permit fees.
2. Complete all periodic reports and government surveys.
3. Prosecute all violations, as it deems necessary and appropriate.

B. Responsibility of Inspector:

1. Perform Plumbing Plan Review for all eligible Commercial, Industrial and Multi-Unit Residential projects requiring such review.

2. The Plumbing Inspector reserves the right to pass plans on to the State if such plans represent issues beyond the scope of this contract. The Plumbing Inspector will bill the Municipality for costs incurred for such special instances.
3. Provide timely review reports and other information for the permanent records kept by the Municipality and to State Department of Labor and Industry.
4. Assist in all Plumbing Code violation prosecutions with the Plumbing Inspector's time and records.
5. Provide general Plumbing Code information to contractors, developers, architects, and citizens of Municipality.
6. Recommend updating of Plumbing Code ordinance.
7. Review and recommend Plumbing Plan Review Fee Schedule.
8. Represent Municipality as its Plumbing Inspector within the limits of the State Plumbing Codes.
9. Serve as authority to administer and enforce the Plumbing Code.
10. Provide the Municipality with timely reports as reasonably requested by the Municipality.
11. Assist the Municipality on ordinance and Plumbing Code related issues.
12. Attend Municipality Council Meetings, as requested, to discuss building projects or issues related to the Plumbing Inspections or Plan Review Programs.
13. Perform Plumbing Plan Review services within fifteen (15) business days of receipt of a complete submission

4. Cost to Municipality for Services.

The Municipality shall pay the Inspector for services under this contract a rate of eighty-five percent (85%) of plumbing plan review fee listed in Municipality's Fee Schedule. The Municipality shall use the State's Plumbing Plan Review fee schedule if it has not adopted its own fee schedule.

Appendix D
AGREEMENT AND CONTRACT FOR
FIRE INSPECTION SERVICES

NOW, THEREFORE, the parties hereto agree to specific terms as follows:

1. Level of Inspection Services ("Services").

Inspector will provide fire inspection services for the Municipality on the following terms and conditions:

- A. Render required enforcement and administration of Municipality's currently adopted Fire Ordinance including the State Fire Code and represent the Municipality as its Fire Inspector
- B. Provide such other services as may be agreed to by the parties.

2. Adoption of Fire Codes.

The Minnesota State Fire Code, established pursuant to Minnesota Statute 299F.011 has been adopted by reference as the Fire Code for the Municipality. If amended, and then having been adopted as the Municipality, it shall be enforced as the Municipality's Fire Ordinance. All regulations adopted by the Municipality as set forth in Paragraphs 1 and 2 of this agreement shall be referred to hereinafter as "Fire Code" and shall be enforced by the Fire Inspector.

The Inspector shall inform the Municipality whenever the Municipal Code should be revised to include new or revised code additions.

3. Administrative Procedures.

This section is set forth to clarify the responsibilities of the Municipality and Inspector and to establish procedures for performing Fire Inspection services.

- A. Responsibility of the Municipality/Fire Department:
 - 1. Administer all licensing as required by the Municipality (fireworks, explosives, etc.).
 - 2. Issue all permits and collect local permit fees, state or regional charges.
 - 3. Complete all periodic reports and government surveys.
 - 4. Prosecute all violations, as it deems necessary and appropriate.
 - 5. Provide Fire Inspector with access to the Municipality offices during regular business hours of the Municipality including access to office

equipment for the Municipality of Corcoran Fire Code inspection purposes only.

B. Responsibility of Inspector:

1. Perform necessary site plan reviews for compliance with Fire Codes.
2. Perform all on-site inspections required for Fire Code enforcement.
3. Provide inspection reports and other information for the permanent records kept by the Municipality.
4. Assist in all Fire Code prosecutions with the Fire Inspector's time and records.
5. Provide general Fire Code information to contractors, developers, architects, and citizens of Municipality.
6. Inspect hazardous buildings as requested by the Municipality.
7. Recommend updating of Fire Code ordinances.
8. Review and recommend Fire Inspection Fee Schedules.
9. Represent Municipality as its Fire Inspector within the limits of the Minnesota State Fire Code and Municipality Ordinance.
10. Serve as authority to administer and enforce the Fire Code.
11. Provide the Municipality with timely reports as reasonably requested by the Municipality which include, but are not limited to; a monthly summary of the inspections performed.
12. Assist Fire Chief on Municipality Ordinance and Fire Code related issues.
13. Attend Municipality Council Meetings, as requested, to discuss building projects or issues related to the Fire Inspections Program.

4. Cost to Municipality for Services.

The Municipality shall pay the Inspector for services under this contract a rate of \$75.00 per hour for annual fire inspections. Other inspections/services provided at a rate of \$ 75.00 per hour.

Standards of Service

Phones & Scheduling

We will staff our office and perform inspections from 8:00 a.m. – 4:30 p.m. Monday through Friday. We observe national holidays except Columbus Day. There is always staff at the office to expedite calls to the inspectors, answer questions, or handle concerns during these hours. We have voice mail to accommodate after-hours calls and requests for inspection. An on-call inspector can be reached for after-hours emergencies. To accommodate contractors outside of the metro area, we have a toll free number, 888-446-1801.

Code Enforcement

We will enforce the minimum standards established in all the required enforcement sections of the MN State Building Code.

Inspections

We schedule all inspections through our office. When we are meeting someone for an inspection, they are scheduled for a specific time to minimize wasted time waiting for the inspector. We will provide same day inspections when available, and everyone will be served by the end of the following business day. We will be available to provide inspection services every business day and will pick up or drop off permit applications whenever needed.

We strive to be on time to all of our inspections. If the actual time of arrival will vary more than 10 minutes from the time scheduled, our inspectors generally contact our office, and the scheduling staff calls the on-site contact to inform them.

Logistics and work flow

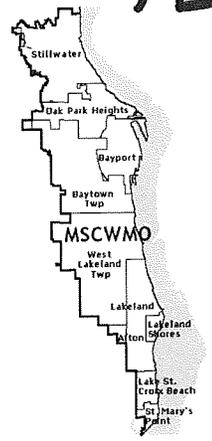
All permits must flow through your office. This allows you to track permits. We will stop by Municipality Hall when we are performing inspections in the area or if we need to pick-up any information, drop-off permits after plan review is completed, attend meetings, or answer questions. We encourage the Municipality to email or call if a permit is available for pick-up to facilitate scheduling and streamline workflow. The inspectors, as well as our dedicated support staff, are available to answer code questions, handle concerns, and schedule inspections during regular business hours. All inspectors have mobile phones. In addition to telephone contact, we provide an “Ask an Inspector” feature on our website that can be accessed at any time.

All documentation for inspections performed is returned to our office at the end of the business day. We transcribe all pertinent information for the inspection slips and scan them for our record. This allows us to research issues on open permits. We then return all records to the Municipality so the property file can remain updated in a timely manner. All client municipalities have access to our proprietary software for reports and data entry. All permanent files are maintained by the Municipality.

7B

MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION

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



MEMORANDUM

TO: Middle St. Croix WMO Board of Managers
FROM: Mikael Isensee, Administrator
DATE: August 13, 2015

MSCWMO 2016 DRAFT BUDGET SCENARIOS

Scenario 3 Restore Hours to 2012 Levels & Increase Grant Matching Funds **\$15,950**
Cover increased annual expenses for Audit, EMWREP & BMP Tracking and Inspections Database (\$1,300)
Restore administrative hours (\$2,275)
Restore technical assistance hours (\$2,375)
Bolster grant matching funds (\$10,000)

Scenario 4 Restore Hours to 2012 Levels, Bolster Grant Matching Funds, Increase T. Assist **\$23,770**
Cover increased annual expenses for Audit, EMWREP & BMP Tracking and Inspections Database
Restore administrative hours
Restore technical assistance hours
Bolster grant matching funds
Increase technical assistance hours (\$7,820)

Community	Contribution Percentage	Current Total	Scenario 3	Scenario 4
City of Afton	0.45%	\$488.32	\$559.78	\$594.81
City of Bayport	12.12%	\$13,214.51	\$15,148.19	\$16,096.24
City of Lake St. Croix Beach	3.90%	\$4,254.71	\$4,877.30	\$5,182.54
City of Lakeland	9.95%	\$10,840.05	\$12,426.28	\$13,203.98
City of St. Mary's Point	0.80%	\$875.60	\$1,003.72	\$1,066.54
City of Lakeland Shores	1.18%	\$1,281.84	\$1,469.41	\$1,561.38
City of Oak Park Heights	15.97%	\$17,410.68	\$19,958.39	\$21,207.48
West Lakeland Township	14.57%	\$15,884.68	\$18,209.09	\$19,348.70
Baytown Township	10.19%	\$11,104.48	\$12,729.41	\$13,526.08
City of Stillwater	30.87%	\$33,645.14	\$38,568.44	\$40,982.25
Total	100.00%	\$109,000.00	\$124,950.00	\$132,770.00



Public Works Department

1190 St Croix Trail South
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To: Lakeland City Council

From: Matt Kline | Director of Public Works

Date: September 15, 2015

RE: Snow Plowing Contractor Quote and Agreement

Background

City council authorized staff to move forward with a request for quotes regarding the snowplowing of city streets. Staff verbally talked with multiple contractors regarding the service and received one quote back. The quote was evaluated based on locality, price, experience, and equipment.

Quote was as follows:

Tri-County Services, Hastings MN

3 Year Contract Price: \$100/hr

5 Year Contract Price: \$110/hr*

5 Year Contract would be reduced to \$100/hr if a fuel clause is included in the agreement.

Prices do not include sand/salt which will be a part of the final agreement.

Tri-County Services currently plows the communities of Lake St Croix Beach and Afton.

Recommendation

Staff recommends accepting the quote from Tri-County Services. Staff recommendation would be the 3 year contract or the 5 year contract with the fuel clause included in the final agreement. Staff is also requesting the authority to negotiate an agreement with the contractor upon acceptance of the quote.