



City Council RFP Interviews 4:00 p.m.
Regular City Council Meeting 6:30 p.m.
Tuesday, April 19, 2016
Lakeland City Hall

REGULAR CITY COUNCIL MEETING AGENDA
WORKSHOP: Architect Services RFP Interviews 4:00 PM to 6:20 PM

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPT AGENDA
4. NEW BUSINESS
 - A. Approve Architect Firm Proposal
5. CONSENT AGENDA (Items may be pulled for discussion and/or separate action)
 - A. Approve March 15, 2016 City Council Meeting Minutes
 - B. Approve April 12, 2016 Local Board of Appeals and Equalization Minutes
 - C. Ordinance 7552 SSTs Repealing and Replacing Lakeland City Code Ch.160
 - D. CSAH 18 Medians
 - E. Seasonal Public Works Hire
 - F. Open Meeting Law Memo
 - G. Agreement for Assessment Services with Washington County
 - H. Monthly List of Claims
 - I. City Treasurer's Report
6. AGENCY REPORTS
 - A. Law Enforcement Report
 - B. Fire Department Report
 - C. Government Affairs Report
 - D. Animal Control Report
 - E. MSCWMO Report
 - F. Building Department Report
7. OPEN FORUM (Public comments, presentations and petitions)
8. CITY BUSINESS
 - A. Quixote Avenue Easement Vacation/Replacement
9. CITY STAFF REPORTS
10. CITY COUNCIL AND MAYOR REPORTS
11. ADJOURN

Date: April 19, 2016
To: Mayor and City Council
From: Sandie Thone, City Administrator/Clerk
Re: Architect Firm Proposals

BACKGROUND

At the December 15, 2015 city council meeting the City Council unanimously ratified the decision to move forward with the new city hall. At the February 2016 meeting the City Council ratified the decision for the location for the new city hall to be located on city-owned property located at 1190 St. Croix Trail South in Lakeland and for city staff to seek Request for Proposals (RFP) for Architect Services to come back for council approval as delineated in the RFP.

DISCUSSION

Staff received seven Architectural Firm Proposals by the deadline of Friday, April 1, 2016. The firm proposals were forwarded to council for review on April 5 and 6, 2016. Staff worked with all seven of the interested firms to schedule interviews for April 19, 2016 at City Hall. The city council will interview each firm in a question/answer format with no formal presentations required. A list of firms and interview times is attached to this memo.

RECOMMENDATION

Staff recommends the City Council approve the best suited firm for the city hall project and direct staff to work with the firm to bring back an official contract between the approved firm and the City of Lakeland to be ratified and signed at the May city council meeting. Motion, second and majority vote needed.

Lakeland City Council
Architect Firm Interviews

April 19, 2016 4:00 p.m. to 6:20 p.m.

No formal presentations – question/answer format

4:00 p.m. – Shelter Architecture

4:20 p.m. – Collaborative Design Group, Inc.

4:40 p.m. – Oertel Architects, Ltd.

5:00 p.m. – Buetow 2 Architects, Inc.

5:20 p.m. – Luken Architecture

5:40 p.m. – CNH Architects

6:00 p.m. – EAPC

Architect Interview Questions

- 1) Explain how your firm would assure the best design and materials for the completion of a City Hall with total project costs of less than \$600,000. This is a tight budget. How would your firm handle a situation if the services agreed to are going over budget?
- 2) What project has your firm done that is most like the one you perceive designing for Lakeland? What were the positive and negative outcomes of that project? What did you learn from past projects that will help you in Lakeland?
- 3) What differentiates your firm from the other firms that we will be interviewing today? What resources and skills do you offer that they can't bring to the design and construction of City Hall?
- 4) Describe the process and what is necessary to complete the project on time and within budget and whether it is expected this could be accomplished without any major problems. If not, why?
- 5) With your previous experience on similar projects, and what you have seen of Lakeland so far, do you have any initial thoughts on the outcomes of this project?
- 6) What factors would cause delays or unanticipated costs and what would your firm do to ensure these would not occur?
- 7) Give an estimate of the quality of materials and the maximum square footage of the city hall in order to stay within budget. Please make your estimate within a range to easily fall within budget.
- 8) Do you feel you understand the scope of the overall project? If not, what general areas need to be determined? How complicated would the process be to arrive at a final plan for the building and site?
- 9) Given the process outlined in the RFP, what changes would you make to the process that might lead to a better City Hall project?
- 10) Please describe how your firm will conduct the Project "Kickoff" Meeting – participants, process, place, etc.
- 11) What are the key factors that lead to community acceptance of the results of any City Hall design?
- 12) Please describe the consensus-building strategy that your firm will use for deciding key issues related to the City Hall design.
- 13) How will your team function? Who will lead the team? Who will make the final decisions related to the project? Who will be the main contact person?
- 14) What would be a successful end result of the project for Lakeland in your eyes?

Summary of Proposals to Architect RFP for New City Hall Project, April 2016
(submitted by Zulay Furlong)

Order of Presentation: Lowest Fee to Highest

- EAPC: \$38,500, items included and excluded in service fee (see p. 13);
- BII Buetow 2 Architects: 7% of final construction cost, (see middle of proposal, Part f);
- CHN: \$48,000, items included and excluded in service fee (see p. 28);
- Luken Architects: \$57,500, items included and excluded in service fee (see second to last page);
- Collaborative Design Group: \$64,000, items included and excluded in service fee (see p. 21);
- Shelter Architecture: \$60,000-\$65,000, items included and excluded in service fee (see part 4);
- Oertel Architects: \$66,940, items included and excluded in service fee (see p. 14);

LAKELAND CITY COUNCIL MEETING MINUTES 2016

OFFICIAL RECORDED MINUTES OF LAKELAND CITY COUNCIL MEETING
TUESDAY, MARCH 15, 2016

WORKSHOP: Hamline Graduate Student Presentations 5:12 p.m. to 5:58 p.m.

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

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

1. CALL TO ORDER by Mayor Williams at 6:13 p.m.
2. PLEDGE OF ALLEGIANCE was recited followed by a moment of silence in memory and honor of Washington County Board Chair/District 2 Commissioner Ted Bearth.
3. ADOPT AGENDA:
Motion; Council Member Ryan/Second; Council Member Loenser/All Ayes; 5-0; Motion Carried.
4. ADOPT CONSENT AGENDA:
Adopt Consent Agenda Items A-C and E-I, removing Item D.
Discussion: Staff has been instructed to review the new language to ensure Lakeland residents are able to hire a licensed septic contractor for septic compliance instead of being compelled to solely work with the country septic inspectors. Item D will be moved to April's City Council meeting. **Motion was made by Mayor Williams to Adopt Consent Agenda Items A-C and E-I, removing Item D*.**
Motion; Mayor Williams/Second; Council Member Ryan/All Ayes; 5-0; Motion Carried.
 - A. Approval of February 16, 2016 City Council Meeting Minutes
 - B. Approval of Village Wine and Spirits Training Completion and Waiver/Refund
 - C. Gopher to Badger August 13, 2016 Race
 - D. ***(Ordinance 7552 Adopting Subsurface Sewage Treatment Regulations (WC/196)) – ITEM D PULLED AND MOVED TO APRIL MEETING**
 - E. Ordinance 7553 Adopting Stormwater Regulations and Summary Publication
 - F. Interim Use Permit Extension St. Croix Woodlands
 - G. Approval of 2015 Financial Reports
 - H. Monthly List of Claims
 - I. City Treasurer's Report

5. AGENCY REPORTS

- A. Washington County Sheriff's Report/Deputy Sullivan reported 54 calls for the month of February. IRS scams are becoming very popular and Deputy Sullivan urged residents to report to the police if they feel they are a victim of this scam.
- B. Fire Department Report/A brand new truck was bought to serve the LSCV Fire Department. Working on the 2017 budget.
- C. Government Affairs Report/Mayor Williams referred to Consultant Mark Nagel's report. Two Hamline University Students presented their projects on Lakeland's recreational opportunities as part of Lakeland's Comprehensive Plan. Lakeland has partnered with Universities in the Twin Cities area to provide assistance with updating the Comprehensive Plan. Council Member Ryan referenced the Washington County's Library Strategic Plan and the need for a Library Board Member in the City of Lakeland.
- D. Animal Control Report/Mayor Williams referred to written report; one lost dog.

6. OPEN FORUM (Public Comments, Presentations and Petitions)

- A. Lakeland Shores Mayor Randy Kopesky: In Re: New City Hall Space
Lakeland Shores leases space from the City of Lakeland for Council Chambers space to hold their monthly meetings. Mayor Kopesky expressed Lakeland Shores' interest to be involved as much as possible with the construction of the new city hall, as both cities share space and staff members. Mayor Kopesky believes it would be functional to have an office space specifically for Lakeland Shores in the new city hall building.
- B. Linda McConnell/16432 7th Street Lane South: She expressed concern regarding the ownership and liability of a path that is adjacent to her house and garage in the Jackson Farms circle. The path is used by the public and she is becoming more concerned by the increase in pedestrians, pet and bike activity. In 1999 the path which was previously part of their property was eventually turned into an easement when a city water line was placed. After discussions with the City throughout the past year, she is confused as to who owns the pathway. City Attorney and Staff were directed to look into the ownership of this pathway.
- C. Chris White/311 Queenan Avenue South:
She expressed that she appreciates the privacy of Lakeland's beach and feels the suggestion on behalf of the Hamline University students to build a fishing pier might disrupt the privacy of the beach.

7. CITY BUSINESS

- A. Old City Hall Building Discussion

Council Member Loenser contacted Habitat for Humanity inquiring whether they were able to utilize the old city hall building. Council Member Glasgow suggested looking at the cost of fixing up the old city hall building to use as Lakeland's new city hall. Mayor Williams and City Attorney Brekken concluded the decision was made at last month's meeting to locate the new city hall at the current Public Work's property.

Council Member Glasgow made a motion to concurrently look at both 690 Quinnell and 1190 St. Croix Trail as options for the new city hall location Motion; Council Member Glasgow/Second; none/Motion Died.

Time Stamp: 57:10

CITY STAFF REPORTS

B. City Attorney Josh Brekken

There has been an increase in prosecuting fees due to both an increase in DUIs throughout the city and the complexity of the cases involved.

C. City Administrator/Clerk Sandie Thone

Local Board Appeal and Equalization Meeting April 12, 2016. The city has forwarded over 20 Request for Proposals to interested firms for the new city hall. Both the Administrator/Clerk and Deputy Clerk will be attending the Clerk's Training Conference in St Cloud this month.

D. Public Works Director Matt Kline

Seasonal road limits have begun; the limit is five tons per axel.

E. Treasurer Tom Niedzwiecki

January and February reports have been closed out, working with the Deputy Clerk on changing the chart of accounts to make it easier to transition accounting duties.

F. MNSPECT Relationship Manager Tom Richardson

Building permits have been running smoothly and very few residents have been unhappy with the code enforcement that MNSPECT provides.

8. CITY COUNCIL AND MAYOR REPORTS

Council Member Evan Loenser

No Report.

Council Member Jeri Ryan

First garden club meeting will be held April 21, 2016.

Council Member Richard Glasgow

The Cable Commission will discuss next month whether or not to keep the four cable channels in Lakeland. The Lakeland Beach is underused and a fishing pier would be a good idea for the city.

Council Member Joe Paiement

WMO met and has done a lot of work to decrease phosphate in the Lower St. Croix Valley.

Mayor Amy Williams

Attended the library strategic planning meeting with Council Member Glasgow. Gateway Corridor meeting has been rescheduled for next week.

Adjourn to Closed Session for Routine and Annual Performance Review of Public Works

Director Matt Kline at 7:30 p.m.

Motion; Council Member Glasgow/Second; Council Member Loenser/All Ayes; 5-0; Motion Carried.

9. CLOSED SESSION: Public Works Director Matt Kline Annual Performance Review
Council discussed PW Director's performance for the period ending March 1, 2016.

Adjourned Closed Session and Resumed Regular City Council Meeting at 7:42 p.m.

Motion; Council Member Ryan/Second; Council Member Loenser/All Ayes; 5-0; Motion Carried.

Summary of Closed Session: City Attorney Brekken explained consensus was reached during closed session to award Public Works Director Matt Kline with an 8/10 performance rating resulting in 100% of the annual step pay increase effective March 1, 2016.

Motion to Adjourn the Regular City Council Meeting effective 7:44 p.m.

Motion; Council Member Glasgow/Second; Council Member Paiement/All Ayes; 5-0 Motion Carried.

Respectfully submitted by Deputy Clerk, Halli Sevilla

Amy Williams, Mayor

Sandie Thone, City Administrator/Clerk

**CITY OF LAKELAND
WASHINGTON, COUNTY, MINNESOTA
2016 BOARD OF APPEAL & EQUALIZATION
TUESDAY APRIL 12, 2016**

MEMBERS PRESENT: Mayor Amy Williams (board certified), City Council/Board Member Jeri Ryan, City Council/Board Member Evan Loenser

CITY STAFF PRESENT: City Administrator/Clerk Sandie Thone

COUNTY STAFF PRESENT: Washington County Property Appraiser Eric Shutz, Washington County Property Appraiser Tim Berggren, Residential Appraisal Supervisor Al LeBine

Call to Order by Mayor Williams: 5:12 p.m.

Pledge of Allegiance was said.

A. Presentation and Review

Washington County Residential Property Appraiser Tim Berggren presented Lakeland statistics for 2015 – 18 good sales in the city - assessment average went down 4.7% – assessment averages were a little high in comparison to sales therefore they reduced the average assessed values. Lakeland values: low at \$131,000; high at \$2.5 million – median \$330,000. Commercial went up 1.8%.

Washington County Residential Property Appraiser Eric Shutz presented the four parcel assessments that were brought to the county; City Council/Board Member Jeri Ryan made a motion to approve all four parcel valuations presented by the county. City Council/Board Member Evan Loenser seconded. All ayes; 3-0; Motion carried. County valuation recommendations adopted.

B. Adjourn: City Council/Board Member Evan Loenser made a motion to adjourn the Board of Appeal and Equalization meeting at 6:00 p.m.; City Council/Board Member Jeri Ryan seconded, All Ayes; 3-0, Motion carried.

2016 Local Board of Appeal and Equalization

We, the undersigned members of the City of Lakeland Board of Appeal and Equalization, hereby certify that we attended the 2016 LBAE on April 12, 2016 which were set forth and published; and in accordance with the provisions of Minnesota Statutes Section 274.01, made no local changes to the 2016 assessments however the board did approve the four recommended valuations brought forth from the county as delineated in these minutes.

Amy Williams, Mayor/Board of Appeal Chairman

Jeri Ryan, City Council/Board of Appeal Member

Evan Loenser, City Council/Board of Appeal Member

Sandie Thone, City Administrator/Clerk

50



TO: Mayor and City Council
FROM: Sandie Thone, City Administrator/Clerk
RE: Ordinance 7552 Repealing Chapter 160 of City Code pertaining to SSTS
DATE: April 19, 2016

BACKGROUND

On April 28, 2015 Washington County repealed Ordinance 179 and adopted Ordinance 196 Washington County Development Code, Chapter Four, Subsurface Sewage Treatment System Regulations. MN Rules, Chapter 7082.0050, Subpart 1, Paragraph B states *City and township ordinances must be adopted no more than 12 months after adoption of the county ordinance in which the city or township is located and must comply with the standards of chapter 7080 to 7083 and must be as strict as the applicable county ordinance.*

DISCUSSION

Ordinance 7552 allows for Chapter 160 of the Lakeland Code of Ordinances pertaining to Subsurface Sewage Treatment System Regulations to be repealed in its entirety. Chapter 160 of the Lakeland Code of Ordinances is hereby adopting by reference and replaced with hereafter reading as follows: Washington County's Subsurface Sewage Treatment System Regulations, as set forth in Ordinance 196 (Washington County Development Code Chapter Four) as in effect on April 19, 2016 is hereby adopted in its entirety, except as specifically modified by this Chapter. This Ordinance shall be in full force and effect from and after its adoption and publication according to law. A copy of the new ordinance is on file at city offices and will be codified as well.

RECOMMENDATION

Staff is respectfully requesting the City Council approve Ordinance 7552 Repealing Lakeland City Code Chapter 160: Subsurface Sewage Treatment in its entirety and adopting by reference and replaced with Washington County's Subsurface Sewage Treatment System Regulations, as set forth in Ordinance 196 (Washington County Development Code Chapter Four). Motion, Second and Majority vote required.

CITY OF LAKELAND
WASHINGTON COUNTY, MINNESOTA

ORDINANCE 7552
REPEALING LAKELAND CITY CODE
CHAPTER 160: SUBSURFACE SEWAGE TREATMENT SYSTEM REGULATIONS IN ITS
ENTIRETY AND ADOPTING BY REFERENCE WASHINGTON COUNTY ORDINANCE 196:
SUBSURFACE SEWAGE TREATMENT SYSTEM REGULATIONS
THE CITY OF LAKELAND DOES ORDAIN:

Section 1: Repeal. Chapter 160 of the Lakeland Code of Ordinances pertaining to Subsurface Sewage Treatment System Regulations is hereby repealed in its entirety.

Section 2: Replace. Chapter 160 of the Lakeland Code of Ordinances is hereby adopted by reference and replaced, hereafter reading as follows: Washington County's Subsurface Sewage Treatment System Regulations, as set forth in Ordinance 196 (Washington County Development Code Chapter Four) as in effect on April 19, 2016 is hereby adopted in its entirety, except as specifically modified by this Chapter.

Section 3. Effective Date. This Ordinance shall be in full force and effect from and after its adoption and publication according to law. Passed and adopted by the City Council for the City of Lakeland this 19th day of April 2016.

Amy Williams, Mayor

Sandie Thone, City Administrator/Clerk

Published April 22, 2016
City of Lakeland
(Official Publication)
ORDINANCE 7552
AN ORDINANCE AMENDING LAKE LAND
CITY CODE CHAPTER 160

The City Council of the City of Lakeland does ordain:

Section 1: Repeal. Chapter 160 of the Lakeland Code of Ordinances pertaining to Subsurface Sewage Treatment System Regulations is hereby repealed in its entirety.

Section 2: Replace. Chapter 160 of the Lakeland Code of Ordinances is hereby replaced and will hereafter read as follows: Washington County's Subsurface Sewage Treatment System Regulations, as set forth in Ordinance 196 (Washington County Development Code Chapter Four) as in effect on April 19, 2016 is hereby adopted by reference in its entirety, except as specifically modified by this Chapter.

Section 3. Effective Date. This Ordinance shall be in full force and effect from and after its adoption and publication according to law. Passed and adopted by the City Council for the City of Lakeland this 19th day of April 2016.

CITY OF LAKE LAND
/s/ Amy Williams, Mayor
/s/ Sandie Thone, City Administrator/Clerk

Filed Under: Ordinances



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: April 19th, 2016

RE: CSAH 18 Medians – Community Response and Staff Recommendation

Background

Lakeland City Staff sent out community response fliers in an effort to gain an understanding about what should be done with the median landscaping along CSAH 18. We had a very favorable response with the tally as follows:

Status Quo: 11 votes

Seed/Sod Installation: 16 votes

Concrete: 4 votes

Small Tree Installation: 17 votes

Native Prairie Grass Installation: 21 votes

Discussion

Given these responses, it's apparent that the community desires some type of landscaping within the medians. I had the opportunity to talk with Tim Adrian (a local landscaper and past employee of Bachman's landscaping) and he brought up an important point that I think I overlooked initially. Given that the current plants are doing fairly well (despite a few die offs and the massive weed infestation), wouldn't it be prudent to work with what is already in place and if need be supplement either with new perennials or add native prairie plants to the mix when needed? Starting over from scratch is obviously

more expensive and time consuming than working with what is there. With that in mind, I have contacted a couple of reputable local landscapers who specialize in weed control and landscape work and asked them for quotes on reinvigorating the medians. Based on recommendations from the landscapers, restoration will include an initial herbicide application, hand picking weeds, removal of dead material, spreading Preen (weed control agent) under mulch, and installation of new mulch/compost. Upkeep of the medians would also include a spring, summer, and fall maintenance weeding.

Recommendation

Lakeland city staff recommends moving forward with the restoration of the current plants and supplementing them now or in the future with equivalent perennials or native prairie plants on an as needed basis. Staff has solicited a couple of bids for the landscape work from local reputable companies and received an acceptable bid from one of them. No action is needed unless the council desires to move forward with a different option at this point in time.



Public Works Department

1190 St Croix Trail South
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To: Lakeland City Council

From: Matt Kline, Director of Public Works

Date: April 19, 2016

RE: Summer Maintenance Position

The City of Lakeland has hired Rick Tozier for the seasonal public works position contingent on his passing of a physical and background check. The council authorized the posting and hiring of this position during the February council meeting. The position will run from May until the end of October. This is a non-exempt position with no benefits. The pay rate will be \$11 per hour.

5F



TO: Mayor and City Council
FROM: Sandie Thone, City Administrator/Clerk
RE: Open Meeting Law (OML) and Council Actions
DATE: April 19, 2016

BACKGROUND

In discussions with Council Member Ryan this month it was suggested the following information regarding the Open Meeting Law and other pertinent topics may be shared for the benefit of both staff and council in meeting the requirements as set forth. It is especially helpful for new council members and staff but we all can benefit from keeping up on current laws and/or refreshing our memories relating to council protocol. Therefore I have prepared a brief summary of the some of the most common areas of interest. Please feel free to let me know if there are additional areas you would like addressed in this way in the future and I would be happy to prepare an informational memo for the council.

OPEN MEETING LAW

Observing the rules relating to the Open Meeting Law (OML) is very important for city council members. Fundamentally the purpose of the Minnesota Law is to prohibit private meetings and decision-making so that the public is fully informed and kept in full knowledge about actions that are being taken. It is specifically designed to prohibit the exclusion of the public from meetings where a majority of the council is present in order to vote *or discuss or even receive* information on public business.

The law with respect to the above is fairly well known to cities and councils alike. The application, however, of the law goes far beyond such in-person gatherings. It may apply to non-gathering meetings as well and electronic communications. For this reason council is cautioned that any non-meeting discussion that occurs between individual council members that is designated to avoid public disclosure of their discussion with the intent to forge a majority decision would be a *violation* of the Open Meeting Law (OML).

Therefore, serialized communications between council members, with members contacting another and then contacting another, for the above purpose is also a *violation* of the OML. This is not to say that the council members cannot attend social or chance gatherings together. If a chance meeting happens avoid discussion of city business items. And if council members are expected to attend an event creating a quorum, staff should be notified to properly notice the event.

Electronic communication in the way of emails, texts, etc. are met with similar caution. Emails and electronic communications involving city business should be limited and the following guidelines should be adhered to when utilizing electronic communications:

- Council Members should avoid electronic communications with other council members. Send all city business to staff to disseminate.
- Use only your designated city accounts for electronic communications with staff, and/or constituents and do not use personal or workplace systems as not to implicate a private employer or open up your personal phones or computers to extensive public scrutiny if information is demanded.
- Discuss all matters directly and in public as much as is feasible.

Council Members have a duty to discharge their work responsibly, in good faith and to devote reasonable time and attention to the affairs of the city. As council members you are trustees for the city. Put simply, a council member should not willfully ignore the City business or intentionally attempt to harm the city.

COUNTING VOTES ON COUNCIL ACTION

There are two factors to keep in mind when counting votes on council actions; 1) The wording of the relevant statute and 2) Your form of government. The City of Lakeland is a Plan A statutory city in the 4th Class (under 10,000 residents). In a statutory city there must be a quorum of the council present to hold a meeting. Three members of a five member council constitute a quorum.

Motions and Resolutions: A majority of those members present must vote 'yes' to pass an action. If three members of a five member council are present and two members vote in favor of a motion – the action passes.

Ordinances: Require a majority vote of all members to pass. Therefore three or more votes are required even if one or more members are absent.

Zoning: 2/3 vote or four votes on a five-member council are required to amend a zoning ordinance that changes all or part of the zoning classification of a district from residential to commercial or industrial. Other zoning decisions require a simple majority (three votes on a five-member council).

Comprehensive Plans: 2/3 majority vote of all members (or four on a five-member council) is required for adopting or amending comp plans.

Local Improvements: Four-Fifths vote is require on proposed improvements paid for by special assessments unless property owners have petitioned for the improvement.

Summary Publication of Ordinances: Four-Fifths (super majority) vote is required for to approve publication of a summary ordinance rather than publishing the entire text. However, approving the summary text requires only a simple majority.

Streets: A unanimous vote of all council members is required for a bond sale for street improvements that do not require an election. Vacations require a four-fifths vote of council if no petition has been submitted from the majority of abutting landowners.

Accepting Gifts: 2/3 Majority vote of all members is required to accept gifts by resolution.



Lakeland City Clerks Office

APR 10 2016

Received by:



Property Records and Taxpayer Services

Jennifer Wagenius
Director

Joanne Helm
Deputy Director

April 8, 2016

Sandi Thone
Administrator
City of Lakeland
1190 Saint Croix Trl S
Lakeland MN 55043

Dear Ms. Thone:

Thank you for partnering with Washington County for local assessment services. This is a great partnership that serves our citizens well. In the past, assessment service agreements have included expiration dates and that date is coming soon.

Attached is our standard agreement for assessment services. The agreement reflects our current arrangement, and ensures a seamless continuance of the existing services and procedures. Functionally, there are to be no changes. Administratively, the new agreement is an ongoing agreement that directs the County Assessor to perform assessment services until otherwise directed or terminated by either party. Minnesota statutes 273.072 allow us to enter into a rolling agreement with a termination clause rather than continually renewing fixed term agreements to reduce administrative burden. Under this statute either party may terminate the agreement with a six-month notice.

Please have your city council or township board review and execute the enclosed agreement. Signed agreements may be returned to me by June 1st in the enclosed envelope. If your organization requires a fully executed copy of the final agreement please mail two copies and we will return one for your records.

If you have any questions, concerns, or desire a visit to discuss the assessment expectations or process in further detail, please do not hesitate to contact Jennifer Wagenius, Property Records and Taxpayer Services Director at 651.430.6182, or myself at 651.275.7518.

We at Washington County appreciate the opportunity to provide assessing services to your community and look forward to continuing that partnership.

Sincerely,

Bruce Munneke, S.A.M.A.
Washington County Assessor

Enclosure: Agreement

AGREEMENT FOR ASSESSMENT SERVICES

THIS AGREEMENT, made and entered into this ____ day of _____, 2016 by and between the City of Lakeland, a Minnesota municipal corporation, herein referred to as the City, and Washington County, a body politic and corporate, herein referred to as "Washington County" pursuant to the authority contained in Minnesota Statutes 471.59, which authorizes the joint and cooperative exercise of powers common to contracting parties and Minnesota Statute 273.072 Subd. 1, which provides that a county and city or town may, by agreement entered into under 471.59 provide for the assessment of property in the municipality or town by the county assessor.

WITNESS:

WHEREAS, the City desires to retain Washington County and the Washington County Assessor to perform assessment services for the City; and

WHEREAS, Washington County desires to perform assessment services required by the City; and

WHEREAS, the City and Washington County deem it mutually advantageous to set forth the terms and conditions of their relationship in writing;

NOW, THEREFORE, the parties hereto agree that the following shall constitute joint agreement for assessment services:

SECTION ONE-PARTIES

The City hereby contracts with Washington County to perform, and Washington County hereby agrees to perform, the assessment services hereinafter described.

SECTION TWO-SERVICES

Washington County Assessor shall perform all assessment services required by State statute and the City. Such services shall include, but are not limited to the following:

- a. Appraisal of all real and personal property located within the City.
- b. Interprets regulations, rules and legislative changes to the City Council, Realtors, bankers, citizens and civic groups as necessary or upon request.
- c. Answers questions/concerns regarding property values and classifications.

- d. Draws and calculates "splits" of real estate sales reflective of joint ownership of land parcels.
- e. Maintains a listing of the assessment of each and every parcel of property within the City.
- f. Each parcel of property within the City shall be reviewed at least once every five years. It is the intention of the parties that the Washington County Assessor shall make every effort to view and revalue approximately one-fifth of the parcels during each year that this Agreement remains in force.
- g. Holds and staffs an annual Board of Appeal or Open Book Meeting. The format of this appeals meeting will be at the discretion of the City and guided by Minn. Stat. § 274.01, subd. 1.
- h. Interprets and applies regulations, rules and legislative changes to other appraisers, real estate professionals, citizens and civic groups, other governmental bodies and personnel as necessary and upon request.
- i. Answers property owner questions/concerns regarding appraisal practices, property values and classifications. Draws and interprets maps, charts and other descriptions to assist property owners in understanding the process.
- j. Develops land and building valuation schedules; conducts statistical analysis to support appraisal decisions, and oversees Computer Aided Mass Appraisal system (CAMA) table adjustments; and draws and calculates "splits" of real estate and new plats of property, including land areas, classes and valuations. Conducts statistical surveys to support appraisal decision e.g., current sales study using the CAMA system.
- k. Coordinates research of complex appraisal issues, reviews, investigates and makes recommendations on applications for abatement or other reduction of assessed value.
- l. Coordinates collection of sales information and annual assessment activities in apartment, commercial, industrial, residential and personal property markets.
- m. Coordinates the valuation and classification of exempt properties, including interpreting laws applying to exempt organizations and processing exemption requests.
- n. Manages state tax court petitions and coordinates TIF assessment functions with the city. Provides values to city for various projects in which there may be an assessment agreement.
- o. Investigates and handles all applications for abatement or reduction of assessed value.
- p. Provides a report of assessment activities (Assessment Report) each year prior to the appeals period.

SECTION THREE-AGREEMENT PRICE

The City shall pay a fee to the County each year for assessment services based on the parcel mix located within each community. The assessment fee schedule is approved by the County Board each year and establishes the fee associated with each property use. The County will utilize the same fee schedule for all of its contract communities. The City will be billed for assessing services upon the completion of the assessment cycle. The County will provide an invoice to the City no later than June 1 of each year payable on or around July 1.

SECTION FOUR-INDEPENDENT CONTRACTOR

It is understood and agreed between the parties that the Assessor is an independent contractor and not an employee of the City. The Assessor shall be responsible for furnishing its own transportation, books and any other documents or items of personal property required to perform the services. The City shall not be required to maintain any insurance coverage needed in connection with the performance of the Assessor's services, including but not limited to automobile liability insurance, workers compensation insurance and public liability insurance.

SECTION FIVE-DURATION AND TERMINATION

This Agreement shall commence on July 1, 2016 and remain in force until terminated by either party giving the other party a six-month written notice of its intent to terminate the Agreement per Minnesota Statute 273.072 Subd. 4.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written.

CITY OF LAKELAND

WASHINGTON COUNTY

By _____
Mayor

By _____
County Board Chair

Attest _____
City Clerk

By _____
County Administrator

Recommended By:

Jennifer Wagenius
Director, Property Records and Taxpayer Services

Approved as to form by:

George Kuprian
Assistant Washington County Attorney

6A

PF Citations by City Rpt

ALCOPFR\$

QIJS Page 1
4/01/16 5:16:55

Washington County Sheriff's Office
CITATIONS BY CITY REPORT

City Selected: LAKELAND

From Date: 3/01/2016 To: 3/31/2016

LAKELAND

Offense Date	Offense Time	Location	Citation #
3/10/2016 Statute 169	1550 824 1A	15800 BLK I-94 OVERWGHT TANDEM 34000 LBS	CT8223860
3/12/2016 Statute 340A	2050 503 1A2	QUIXOTE AV / I94 UAC	CT8224367
3/18/2016 Statute 609	0153 2242 1(1)	775 QUALITY LN 5TH DEG DOMESTIC ASSAULT	CT8224572
3/19/2016 Statute 169A	2208 205 1(5)	ST CROIX TRL 1ST ST S DWI 08 OR MORE W/IN 2HRS	CT8224368
3/20/2016 Statute 169	1442 20 2	ST CROIX TR / 7TH ST FAILURE TO YIELD	CT8221208
3/20/2016 Statute 160	1530 2715 14	ST CROIX TR / 7TH ST DRIVE AROUND BARRICADE	CT8224369
3/24/2016 Statute 168	0000 013 1	ST CROIX TR / I94 OVER REGISTERED WEIGHT	CT8223862

Total for City: LAKELAND

7

** END OF REPORT **

Washington County Sheriff's Office
 CONTRACT ICR's
 Contract Report for LAKELAND
 For the Period 3/01/16 To 3/31/16

Date	Time	ICR #	ID#	Street Name	Complaint
3/02/16	16:13:12	116007586	0176	RACINE AV	CIVIL PROCESS CASE
3/03/16	13:20:23	116007692	0151	SAINT CROIX TR	LEVEL 3 INSPECTION/BYPASS SCAL
3/03/16	15:41:48	116007721	0100	QUINMORE AV	OFFICERS INFO
3/03/16	18:42:35	116007747	0176	QUINNELL AV	LAKELAND SHORES COUNCIL MEETIN
3/04/16	16:44:41	116007918	0156	SAINT CROIX TR	STOLEN CHECKS
3/05/16	1:37:20	116007953	1205	HUDSON BLVD	BUSINESS CHECKS
3/05/16	2:34:56	116007959	0174	SAINT CROIX TR	TRAFFIC - 3RD DEG DWI
3/05/16	19:42:30	116008020	0176	I94	ACCIDENT
3/05/16	21:15:13	116008023	0061	QUEHL AV	WELFARE CONCERN
3/06/16	2:44:42	116008044	0072	SAINT CROIX TR	COMMERCIAL BURG ALARM
3/06/16	2:44:42	116500483		SAINT CROIX TR	COMMERCIAL BURG ALARM ASSIS
3/06/16	8:44:43	116008056	0075	I94	MOTORIST ASSIST
3/06/16	19:11:47	116008120	0176	SAINT CROIX TR	ASSAULT REPORT
3/07/16	1:29:55	116008141	1205	HUDSON BLVD	OPEN GATE
3/07/16	9:15:52	116008160	0151	I94	LEVEL 3 INSPECTION
3/07/16	14:56:12	116008249	0077	QUINMORE AV	NEIGHBOR DISPUTE
3/08/16	11:18:35	116008358	0100	3RD ST	OFFICER INFO
3/08/16	15:02:48	116008395		QUALITY AV	RECEIPT# 160001354
3/08/16	15:46:35	116008404	0100	15TH ST	OFFICER INFO
3/08/16	17:11:50	116008421	0174	SAINT CROIX TR	WALK-UP/HARASSMENT REPORT
3/08/16	19:59:33	116008435	0087	RIVERCREST RD	SUSPICIOUS ACTIVITY
3/09/16	9:30:17	116008475	0151	I94	LEVEL 3 INSPECTION
3/09/16	10:23:53	116008490	0151	I94	LEVEL 2 INSPECTION
3/09/16	16:53:54	116008562	0151	I94	LEVEL 2 INSPECTION
3/09/16	23:22:35	116008580	0137	SAINT CROIX TR	AOA/TRAFFIC HUDSON PD PURSUIT
3/09/16	23:23:40	116500518		SAINT CROIX TR	AOA/TRAFFIC
3/10/16	0:00:30	116008581	0178	QUEHL AV	SUSPICIOUS ACTIVITY
3/10/16	11:23:21	116008652	0100	QUINMORE AV	OFFICERS INFO
3/10/16	16:30:25	116008730	0151	I94	OVER WEIGHT/CONCEAL DRIVING HO
3/11/16	11:11:53	116008793	0130	QUANT AV	IRS SCAM
3/12/16	12:08:14	116008968	0077	HUDSON BLVD	TRESPASSING COMPLAINT
3/12/16	19:44:32	116009019	0176	QUINLAN AV	FIRE CONCERN **COMP TO RE
3/12/16	20:47:11	116009024	0176	QUIXOTE AV	UAC/UNDERAGE POSS ALC/POSS MJ
3/12/16	21:09:49	116009026	0080	I94	MEDICAL LEVEL 1
3/13/16	14:17:42	116009082	0063	5TH ST	NOISE CONCERN
3/13/16	21:46:54	116009122	0176	SAINT CROIX TR	TRAFFIC
3/14/16	14:16:25	116009203	1264	SAINT CROIX TR	THEFT REPORT / EXTRA PATROL RE
3/15/16	1:32:18	116009258	1204	QUEENAN AV	SUSPICIOUS VEHICLE
3/15/16	4:57:04	116009265	0067	QUAMWELL AV	HIT & RUN**RSTK CALL/COMP STAT
3/15/16	11:52:20	116009324	0151	I94	LEVEL 2 INSPECTION
3/15/16	15:00:43	116009375	0100	UPPER 2ND ST	OFFICER INFO
3/15/16	17:33:02	116009418	0176	QUINNELL AV	LAKELAND COUNCIL MEETING
3/16/16	13:56:55	116009523	0130	I94	DRIVING COMPLAINT
3/16/16	16:28:30	116009544	0170	DIVISION ST	ROAD HAZARD
3/17/16	11:42:10	116009641	0075	8TH ST	UNWANTED MALE **RSTK 130 -
3/18/16	1:37:51	116009714	0092	QUALITY LN	OUT OF CONTROL MALE
3/18/16	7:32:09	116009731	0187	SAINT CROIX TR	CIVIL ISSUE
3/18/16	8:42:28	116009741	0140	QUANT AV	MEDICAL LEVEL 1/PSYCHOLOGICAL
3/18/16	11:57:02	116009791	0068	QUINMORE AV	BARKING DOG COMPLAINT *RSTKD
3/19/16	5:15:30	116009894	0089	SAINT CROIX TR	AUDIBLE ALARM
3/19/16	22:22:20	116009953	0176	SAINT CROIX TR	TRAFFIC:4TH DEG DWI/.08 OR MOR
3/19/16	22:24:31	116009954	0170	QUALITY AV	SUSPICIOUS VEH *RSTK 170 CA

CJBWPR\$
 Washington County Sheriff's Office
 CONTRACT ICR's
 Contract Report for LAKELAND
 For the Period 3/01/16 To 3/31/16

Date	Time	ICR #	ID#	Street Name	Complaint
3/20/16	3:53:39	116009966	0092	LAKELAND	JUVENILE RUNAWAY *RESTACK-JU
3/20/16	10:35:53	116009980	0141	HUDSON BLVD	TRESPASSING
3/20/16	14:42:16	116009996	0176	SAINT CROIX TR	ACCIDENT *START FIRE FOR CAR S
3/20/16	17:41:17	116010011	0076	QUINMORE AV	BARKING DOG COMPLAINT
3/21/16	22:44:17	116010184	0176	SAINT CROIX TR	FOUND WALLET
3/21/16	22:57:49	116010185	0176	4TH ST	PROPERTY DAMAGE ACCIDENT
3/22/16	4:07:09	116010190	1208	QUINLAN AV	UNWANTED PARTIES
3/22/16	21:24:01	116010345	0176	RIVERCREST RD	SUSPICIOUS VEHICLE
3/23/16	10:53:46	116010404	0151	I94	FAIL TO OBEY TRAFFIC CONTROL D
3/23/16	18:00:25	116010483	0176	SAINT CROIX TR	ACCIDENT - OCC'D YESTERDAY
3/23/16	18:46:28	116010489	0087	SAINT CROIX TR	NEIGHBOR COMPLAINT
3/24/16	6:50:13	116010516	0072	RIVERCREST RD	ALARM
3/24/16	8:42:50	116010528	0151	I94	FAIL TO OBEY TRAFFIC CONTROL D
3/24/16	10:06:21	116010544	0151	SAINT CROIX TR	FAIL TO OBEY TRAFFIC CNTRL DEV
3/24/16	11:21:48	116010562	0151	I94	FAIL TO OBEY TRAFFIC CNTRL DEV
3/25/16	11:40:19	116010700	0068	7TH ST	IRS SCAM REPORT
3/27/16	22:38:27	116010926	0091	SAINT CROIX TR	DRIVING ON PED PATH
3/27/16	23:10:41	116010928	1204	SAINT CROIX TR	ASSIST
3/29/16	0:27:09	116011051	0080	LAKELAND	DRUG ACTIVITY
3/29/16	0:28:15	116011052	1208	2ND ST	CAR ALARM SOUNDING
3/29/16	2:31:52	116011056	1208	I94	PEDESTRIAN
3/29/16	2:31:52	116500666		I94	AOA/PEDESTRIAN
3/29/16	11:03:23	116011094	0187	QUINLAN AV	MEDICAL LEVEL 2
3/29/16	15:57:30	116011140		7TH ST	RECEIPT# 160001763
3/29/16	15:58:06	116011141		7TH ST	RECEIPT# 160001764
3/29/16	20:23:09	116011180	0176	QUENTIN AV	SUSPICIOUS ACTIVITY **RSTK 2
3/30/16	13:31:52	116011263		RIVERCREST RD	RECEIPT# 160001776
3/30/16	13:51:17	116011264	0160	QUAMWELL AV	INFORMATION

Total ICRs Processed: 80

** END OF REPORT **

Lakeland Update – March, 2016

- 1. To lead off, both students were appreciative of the experience of presenting their projects in front of the Mayor and City Council! This is a unique program with Hamline University and will pay dividends for the City and the students. David Lewis continues to work with me on the Recreational Programming section of the 2020 Comp Plan, while Paul Carroll has requested to continue working on the Lakeland Beach Fishing Pier this Summer to make that project a reality.**
- 2. With Lakeland City Council approving a motion to continue the working relationship last October, I confirmed that Lakeland can continue to use Hamline Student Teams again this Summer. The Mayor, if available, and I will be meeting with Hamline MPA students in June to present additional projects for them to work on.**
- 3. At some point, it would be good to talk to Mary Devine about doing a story on these presentations, so that we can showcase this positive work to our residents.**
- 4. Now that the City Council has made a decision on the location of City Hall, I worked with the Clerk Administrator on list of architects to send the RFP to. A total of 7 have made proposals by the deadline. This is a great response to the RFP! I look forward to assisting the Mayor and City Council in the decision-making process in April.**
- 5. In answer to a question that came up at a recent City Council Meeting, the Washington County HRA administrates the Community Development Block Grant Program (CDBG) in the county. It is a competitive process with about \$317,000 available for projects. Applications for 2015 are closed, and now approved by the County Commissioners on 2/16, but it would be good to meet with the HRA to take a look at possible projects for 2017. I will facilitate that for the City later this Summer.**
- 6. Now that Thrive MSP 2040 has laid out the direction, the Metro Council has sent individualized city System Statements in early November, so Lakeland now has a “blueprint” on what the City needs to do to comply with the 4 Policy Plans and can now proceed with their Comp Plan. The System statement for Lakeland is 76 pages long, so Mayor Williams and I met with City’s Sector Rep, Ryan Garcia, on January 28th for further direction on how best to tackle the Comp Plan requirements. Overall, there are sections that we can complete by**

simply updating the current Comp Plan – Aviation, Transit System, and Metro Highway System are 3 examples that will require minimal revisions. I started drafting those sections in March for future Council review. I will meet with Sandie to discuss presentation to the Council at future meeting this Summer.

7. To assist the City in completing the Comp Plan by the end of 2018, Metro Council has developed a Comp Plan training program called Planit. It should be up and running shortly. Add that to the tools and resources already available to do the Housing Element of the Comp Plan and the technical assistance that will be available throughout the process and it should make for an easier process for Lakeland to comply with this time around.
8. Even Washington County has begun wrestling with the Comp Plan update...the Board of Commissioners started their process on 2/2. I'll be keeping an eye on their process, since the County will need to "sign off" on Lakeland's Comp Plan once it is complete. The Metro Council reminded Cities that they must submit their Comp Plan to the School District(s) 6 months b/f approval for their comments – the purpose is mainly to align school district plans and the Housing Element of the Comp Plan.
9. As part of the Comp Plan process, all local Water Supply Plans are now to be submitted to the DNR only and on a standard template provided by the DNR. The DNR will then contact Metro Council for their comments on consistency with regional plans. The DNR will then approve the local Water Supply Plan, which will fulfil the requirements of the Comp Plan. Lakeland must submit their Water Supply Plan on the template by 12/31/16. Assuming approval, the city simply makes this part of the Comp Plan. I'll be working with Matt on the inclusion into the Comp Plan.
10. The 2016 Legislative Session began on March 8th and already the all bills must be reported out of Committee by April 1st; although, some larger Committees are exempted like Ways/Means, Taxes, and Capital Investment to name a few. There were 3,633 House Bills introduced so far, along with 3,245 Senate Bills, but who's counting? After this date, a Bill that is not out of Committee is technically "dead" unless the Rules Committee in either the House or Senate takes favorable action to allow the Bill to progress...not easily accomplished. There are, of course, many Bills that may affect Lakeland, but it's early and many of the Bills may not make the upcoming deadlines. More legislative news in April when the picture becomes clearer.

- 11. The foreclosure data provided by the Washington County HRA thru February, 2016 shows that the news continues to be good – down 26 over the first 2 months of 2016 over 2015...and, none in Lakeland. Also included was a 7-year summary of foreclosures for each Washington County cities, which shows that Lakeland had 66 foreclosures...in the last 7 years, about 1 in every 11 houses in Lakeland was foreclosed. The statistics show a measurable loss of tax base for Lakeland (not to mention the human side of the pain of losing your home)...see the movie, “The Big Short”, for a layperson’s explanation of how this occurred. I will be working with Washington County HRA on a report summarizing the foreclosure information, so that you can get a snapshot of how the housing crisis affected Lakeland.**
- 12. The Final 2016 Property Tax Levies for all Minnesota Cities was an average 4.5% increase, which is far above Lakeland’s increase, according to the State of Minnesota Revenue Department.**
- 13. There has been a lot of emphasis on the surplus for the 2016-7 Biennium, which is about \$900 million, but many legislators look forward to the 2018-9 Biennium in making their fiscal decisions. The news remains good here, too, with projections at a \$2.1 billion balance, but that is down from \$3.3 billion November, 2015. If the Legislature spends any of the \$900 million balance this Session, then that’ll leave only \$1.2 billion for the next Biennium. Seems large, but if inflation is accounted for, then expected expenditures in the next Biennium will be \$1.7 billion higher. Doesn’t add up, as you can see.**
- 14. Nevertheless, the Governor released his Supplemental Budget recommendations based on this forecast on March 15th. The good news is that he is recommending at one-time \$46.5 million increase to LGA, which would mean an overall increase \$21.5 million, or 4%, for this year. Unfortunately, he was silent on how it should be distributed – current formula or another method?**
- 15. As noted above, the Legislature starts on March 8th. In addition to the Bonding Bill, there has been a push to continue aid for City streets...this netted Lakeland valuable \$ last year for maintenance of City streets, but was only for 1 year. Both of these are key Legislative positions for Lakeland, but perhaps less likely due to a 25% decrease in the State Budget surplus.**
- 16. Another key Legislative item is the Sales Tax Exemption on Construction materials, because, while technically exempt, the exemption is costly and requires complicated procedures to get it.**

Making this process simpler for cities to comply to will save \$ in any construction project like City Hall.

- 17. The DNR has begun contacting cities asking for assistance in producing “buffer protection” maps, so Lakeland should expect to receive one given its location on the St. Croix River. It’s part of a 4 phase effort to meet a new State law of producing buffer protection maps by July, 2016. Once the city receives the letter, I can help with the project and the City’s role in it, if you wish.**
- 18. The Washington County Board of Commissioners heard the Library’s Strategic Plan and adopted it on February 16th. In reviewing it, as it pertains to Lakeland, the Goals include cultivating partnerships, improving library facilities, and making libraries a “tech hub”. I think that the next step should be to invite the Library Board Chair to make a presentation to the Council on the Strategic Plan and how it might affect Lakeland. Let me know if you’d like me to set that up.**
- 19. Other news: the Washington County HRA has introduced a Bill in the House and the Senate that would change it from an HRA to a CDA; the Annual Meeting for Metro Cities is set for Thursday, April 21st @ 5:30 PM @ the University Club, St. Paul – RSVP at 651-215-4000; and, believe it or not, preparations have begun for the 2020 Census!**
- 20. April, 2016 Work Plan – Focus on the 2020 Comp Plan Process, City Hall Process, Emerald Ash Borer Presentation for a CC Meeting, Setting Meeting on CDBG process; and Hamline Projects Coordination...and any other projects!**

MIDDLE ST. CROIX WATERSHED MANAGEMENT ORGANIZATION

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



March 10, 2016

City of Lakeland
690 Quinnell Ave N.
Lakeland, MN 55043

RE: Exploring a Consistent Variance Review Process Update #1

Dear Honorable Mayor Amy Williams and City Council Members:

In November 2015 the MSCWMO announced we were exploring a local lead process to increase consistency for shoreland variances in the Lower St. Croix. We have had many conversations with local officials and received constructive feedback and concerns.

To address the concerns we are confirming that we are investigating a process that:

- Retains final decision making authority at the local level.
- Does not create a new layer of government.
- Streamlines the variance process by increasing clarity for landowners and local decision makers.

This local lead process will build on the success of our communities working collaboratively to consistently and effectively address environmental issues.

The MSCWMO is currently seeking funding to evaluate trends in past variances granted, more precisely define the process and develop draft guidance documents. Once completed, the MSCWMO will visit your council to share our findings, answer your questions and gather your input.

We are optimistic that with local governance support we can find a fair and reasonable approach that makes the process easier and provides better outcomes.

Sincerely,

Brian Zeller
Chair MSCWMO Board of Managers
Lakeland Shores

Permit #	Date Out	Name	Address		Res or Comm	Permit type	Other Description	Last Inspection
131504	10/7/2013	Randy Simmons	1775	Queens Ave S	Residential	Building	garage	
141580	7/24/2014	Lindsey Pittman/Centraire	16161	6th St N	Residential	Mechanical	Mechanical	
141589	8/19/2014	Dan Nustvold/Rolling Plains Bldrs	1121	Quentin Ave S	Residential	Building	screen porch	10/14/14
151685	5/14/2015	William Abrah/Renewal By Anderson	16644	7th St N	Residential	Accessory	windows	
151687	5/27/2015	Don Mornes/Windows of America	98	Quality Ave N	Residential	Accessory	windows	3/11/16
151694	6/8/2015	Roger Christenson/K Designers	690	Quixote Ave N	Residential	Accessory	windows	
151696	6/16/2015	Bill Curtis/Titan Exterior	16539	10th St Ct S	Residential	Accessory	reroof	
151698	6/18/2015	Vicki Belisle	312	Quinmore Ave N	Residential	Building	addition	7/1/15
151702	6/29/2015	John Ruprecht	737	Quentin Ave S	Residential	Building	demo/new home	12/17/15
151705	7/1/2015	Melissa Magler	303	Quentin Ave N	Residential	Accessory	fence	
151709	7/9/2015	Jake Lopac/Renewal By Adnerson	412	Quinmore Ave N	Residential	Accessory	windows	
151710	7/9/2015	Donald Brunckhorst/Renwal by Anderson	16643	4th St N	Residential	Accessory	windows	
151711	7/9/2015	Jerri Schneider/Bear Roofing	16585	11th St Ct N	Residential	Accessory	reroof	
151715	7/30/2015	Afton/Lakeland School/Septic Solutions	475	St Croix Ave S	Commercial	Plumbing	plumbing	
151719	7/30/2015	Brian Talcott/TRS Builders	384	Queenan Ave S	Residential	Accessory	reroof	
151722	8/3/2015	Joshua Clark	16131	3rd St N	Residential	Building	remodel	11/25/15
151723	8/3/2015	John Ruprecht/Res Solution	737	Quentin Ave S	Residential	Building	foundation	11/5/15
151726	8/6/2015	Bob Andersen/Performance Pools	303	Quentin Ave N	Residential	Building	pool	5/27/15
151729	8/10/2015	David Jacobsen/Hillside Lifts	16684	7th St S	Residential	Building	tram	
151730	8/10/2015	Steve Zigan	301	Quentin Ave N	Residential	Accessory	reroof	
151733	8/27/2015	Melissa Magler/Antonsen Construction	303	Quentin Ave N	Residential	Building	garage	
151735	9/3/2015	Andy Tappan	16063	3rd St N	Residential	Accessory	Re-Roof	
15-02	10/21/2015	Keith Knefelkamp	180	Quality Ave S	Residential	Building	remodel	
15-03	10/30/2015	Pete Smith/Jim Klem Const	464	Quinlan Ave S	Residential	Building	new home	3/21/16
16-01	3/18/2016	Valley Baptist Church	860	St Croix Trail S	Commercial	Building	remodel	
16-02	3/18/2016	Valley Baptist Church/St Croix Plg	860	St Croix Trail S	Commercial	Plumbing	plumbing	
16-03	3/29/2016	John Orner/Image Builders	499	Quinlan Ave S	Residential	Building	remodel	
16-04	4/12/2016	Frank Wilson/Carter Custom Constr	16376	7th Street Ln S	Residential	Building	deck	

Permit #	Date Out	Name	Address		Res or Comm	Permit type	Other Description	Notes	Last Inspection
LL15-01	9/17/15	Chris Wallberg	768	Quinnell Avenue N	Residential	Accessory	Re-Roof	Flat Roof on East Side	
LL15-03	9/13/15	Jean Sortedahl	261	Quehl Court N	Residential	Accessory	Re-Roof	Garage	
LL15-05	9/17/15	James Ellis	567	Quinlan Avenue N	Residential	Plumbing	Plumbing	Water Heater	
LL15-09	9/30/15	Al McDonough	100	Quality Avenue S	Residential	Accessory	Floating Slab	Floating Slab for future garage	
LL15-14	10/29/15	Steve Zigan	301	Quentin Avenue N	Residential	Accessory	Re-Window	9 windows and front door	
LL15-16	10/21/15	Adam Peterson	397	Quinnell Avenue N	Residential	Accessory	Re-Roof		
LL15-18	10/21/15	Adam Peterson	397	Quinnell Avenue N	Residential	Accessory	Re-Window		
LL15-19	10/26/15	Janet Conroy/Champion Plumbing	1611	3rd Street N	Residential	Plumbing	Plumbing	Water Heater	
LL15-21	11/4/15	Brian Beedle	268	Quinmoore Avenue	Residential	Accessory	Re-Roof		
LL15-22	11/12/15	Jon Morris/Fireside Hearth & Home	901	Quentin Avenue S	Residential	Mechanical	Mechanical	Fire Place & Gasline	11/17/15
LL15-26	12/17/15	John Dewall/One Hour	16028	5th Street S	Residential	Mechanical	Mechanical	Furnace Replacement	

BA



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: April 19th, 2016
RE: Easement Vacation/Replacement

Background

In a recent variance application for 1067 Quixote Ave No, a discrepancy was presented from the builder/property owners in regards to the location of an easement on their property compared to the actual location of the water main and road that the easement should have been associated with. Please see the attached map as an indication of this discrepancy. The heavy dashed lines are the current easement. As indicated, the current easement does not provide for complete access to the road for maintenance in the southern half of the parcel due to the location of the easement. The proposed easement (solid heavy line) would alleviate this discrepancy.

Discussion

This easement is in place to allow the city to provide road maintenance to Quixote Avenue and allow the city access to the water main that is underneath the road. Without the correct easement, the city would be performing work on private property instead of land that was granted to them in an easement.

Recommendation

In theory, the relocation of this easement should be pretty straightforward since it benefits both the city and land owner. However, the State of MN views the vacation of an easement in the same category as a road vacation and therefore involves a lengthy process. The current easement will need to be vacated and then a new easement agreement will be signed by the city and property owners. The city council will initiate the vacation process by passing the attached resolution which states that the city will hold a public hearing and follow due process in regards to posting, publishing, and noticing that hearing. Staff will follow thru with that process and the public hearing will be held in May. After the public hearing, the city council will vote to vacate the current easement and then adopt the new easement with the

property owners. There will be some fees associated with this procedure as the surveyor will need to provide a new map and easement language for record with the county. An easement agreement, written by staff, will also be prepared. The agreement will need to be reviewed by the city attorney and recorded at the county also. Total estimated cost is roughly \$1,250. Staff feels that the benefits of relocating the easement are worth this cost.

Motion to adopt the current resolution setting a public hearing for an easement vacation on said property. Motion, second, and majority vote required.

Attached: Resolution 2016-06, Survey Map of Property and Easement

RESOLUTION NO. 2016-06

**CITY OF LAKELAND
WASHINGTON COUNTY, MINNESOTA**

A RESOLUTION SETTING A PUBLIC HEARING ON AN EASEMENT VACATION

WHEREAS, the City of Lakeland pursuant to Minnesota Statute §412.851 desires to consider the vacation of a utility and road maintenance easement on the property of 1061 Quixote Ave So legally described as:

THE NORTH 80.00 FEET OF THE SOUTH 398.00 FEET OF GOVERNMENT LOT 4, SECTION 26, TOWNSHIP 29 NORTH, RANGE 20 WEST, LYING EASTERLY OF THE EASTERLY BOUNDARY LINE OF LOTS 4 AND 5, BLOCK 1, RIVER CREST ESTATES, ACCORDING TO THE PLAT OF RECORD IN THE OFFICE OF THE COUNTY RECORDER, WASHINGTON COUNTY, MINNESOTA, BEING A STRIP OF LAND 80.00 FEET WIDE, NORTH AND SOUTH, AND EXTENDING EASTERLY FROM THE EASTERLY BOUNDARY LINE OF SAID LOTS 4 AND 5, TO LAKE ST. CROIX. THE WEST BOUNDARY OF THIS PARCEL IS ALSO THE CENTERLINE OF THE FORMER CHICAGO, MILWAUKEE, ST. PAUL AND PACIFIC RAILROAD COMPANY RIGHT-OF-WAY.

SUBJECT TO AN EASEMENT FOR ROADWAY AND UTILITY PURPOSES OVER, UNDER AND ACROSS THE EASTERLY 33.00 FEET OF THE WESTERLY 83.00 FEET OF THE ABOVE DESCRIBED PARCEL AS MEASURED RADIALLY FROM THE WESTERLY LINE OF SAID ABOVE DESCRIBED PARCEL

AND THE NORTH 60.00 FEET OF THE SOUTH 318.00 FEET OF GOVERNMENT LOT 4, SECTION 26, TOWNSHIP 29 NORTH, RANGE 20 WEST, LYING EASTERLY OF THE EASTERLY BOUNDARY LINE OF LOT 4, BLOCK 1, RIVER CREST ESTATES, BEING A STRIP OF LAND 60.00 FEET WIDE, NORTH AND SOUTH, AND EXTENDING EASTERLY FROM THE EASTERLY BOUNDARY LINE OF SAID LOT 4, TO LAKE ST. CROIX THE WEST BOUNDARY OF THIS PARCEL IS ALSO THE CENTERLINE OF THE FORMER CHICAGO, MILWAUKEE, ST. PAUL AND PACIFIC RAILROAD COMPANY RIGHT-OF-WAY.

SUBJECT TO AN EASEMENT FOR ROADWAY AND UTILITY PURPOSES OVER, UNDER AND ACROSS THE EASTERLY 33.00 FEET OF THE WESTERLY 83.00 FEET OF THE ABOVE DESCRIBED PARCEL AS MEASURED RADIALLY FROM THE WESTERLY LINE OF SAID ABOVE DESCRIBED PARCEL

TOGETHER WITH THE RIGHT TO USE THE ROAD RIGHT-OF-WAY ALONG THE EASTERLY SIDE OF THE CHICAGO, MILWAUKEE, ST. PAUL AND PACIFIC RAILROAD COMPANY RIGHT-OF-WAY FROM THE NORTH LINE OF THE SOUTH 258.00 FEET OF SAID GOVERNMENT LOT 4 TO THE SOUTH LINE OF SAID GOVERNMENT LOT 4. SECTION 26 TOWNSHIP 029 RANGE 020

BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF LAKELAND that:

1. The Council will consider the vacation of such easement and a public hearing shall be held on such proposed vacation on the 17th day of May, 2016, before the City Council in the City Hall located at 690 Quinnell Ave No at 6 pm.
2. The City Clerk is hereby directed to give published, posted and mailed notice of such hearing as required by law.

Passed and adopted by the City Council for the City of Lakeland this 19th day of April, 2016.

Sandie Thone, City Administrator/Clerk

Amy Williams, Mayor

SITE SURVEY

PROPERTY LOCATED IN PART OF GOVERNMENT LOT 4 OF SECTION 26, T29N, R20W, TORRENS
REGISTRATION - FILE #CO-92-3790, CITY OF LAKELAND, WASHINGTON COUNTY, MINNESOTA.

IMPERVIOUS SURFACES

- TOTAL LOT AREA (TO WATER'S EDGE) = ±32,818 SQ.FT. (0.75 ACRES)
- TOTAL EXISTING IMPERVIOUS = 4,479 SQ. FT. (13.6% OF TOTAL LOT AREA)

IMPERVIOUS SURFACES (shown w/hatching) INCLUDE THE FOLLOWING:

879 SQ.FT. - BUILDING FOOTPRINT
1770 SQ.FT. - ASPHALT
1004 SQ.FT. - GRAVEL
826 SQ.FT. - CONCRETE
*THE EXISTING DECK (143 SQFT) IS NOT INCLUDED BECAUSE IT OVERLAPS THE EXISTING CONCRETE.

NOTE: ALL MONUMENTATION SHOWN WAS FOUND IN POSITION UNLESS NOTED OTHERWISE. MONUMENTATION WAS CALLED FOR ON THE PREVIOUS BOUNDARY SURVEY COMPLETED BY FOLZ & ASSOCIATES ON 7/29/96. NO ADDITIONAL MONUMENTATION WAS SET FOR THE PURPOSES OF THIS SITE SURVEY.

PROPERTY INFORMATION

ZONED: ST. CROIX RIVER DISTRICT (URBAN)
MINIMUM LOT SIZE = 43,560 SQ.FT. (1 AC.)
LOT(S) = ±0.75 ACRES (TO WATER'S EDGE)
*INCLUDES QUIXOTE AVE. R/W

MINIMUM LOT WIDTH 150 FEET

SETBACKS
FRONT 40 FEET
SIDE 20 FEET
BLUFFLINE 40 FEET
OHWM SETBACK 100 FEET
MAXIMUM BLDG HEIGHT 35 FEET

MAXIMUM IMPERVIOUS AREA 20%

FLOODPLAIN
ST. CROIX RIVER
(100 YR REGIONAL FLOOD ELEV.) 692.0
MINIMUM FIRST FLOOR ELEV. (1 FT ABOVE R.F.E.) 693.0

NOTE - THE CITY OF LAKELAND ZONING DEPARTMENT SHALL BE CONTACTED TO VERIFY DIMENSIONAL REQUIREMENTS AND APPLICABLE REGULATIONS.

SONNENTAG CONSULTING, LLC.

616 TOWER RD.
HUDSON, WI 54016
PH. 651-334-3332

G/S LAND SOLUTIONS
GRANBERG & SONNENTAG

PH. 715-246-7529

PROJECT/OWNER:

SCOTT JOHNSON &
SANDRA BOE
1067 QUIXOTE AVE. N

LEGEND:

- - - 5FT CONTOUR
- - - 1FT CONTOUR
- xxx.xx X SPOT ELEVATION
- PROPERTY LINE
- FOUND 2" JUDICIAL LANDMARK (JLM) ALUMINUM CAP
- FOUND 0.5" DIAMETER IRON PIPE
- ⊗ SET TEMPORARY CONTROL SPIKE
- ⊙ EXISTING SEPTIC SYSTEM MANHOLE

THE ELEVATIONS SHOWN ARE ON NAVD 1988 DATUM DERIVED FROM GPS OBSERVATIONS.

DRAWN BY: JMS

CHECKED BY: JWG

DATE: 01/28/16

DWG FILE: 116-LENZ (JOHNSON)

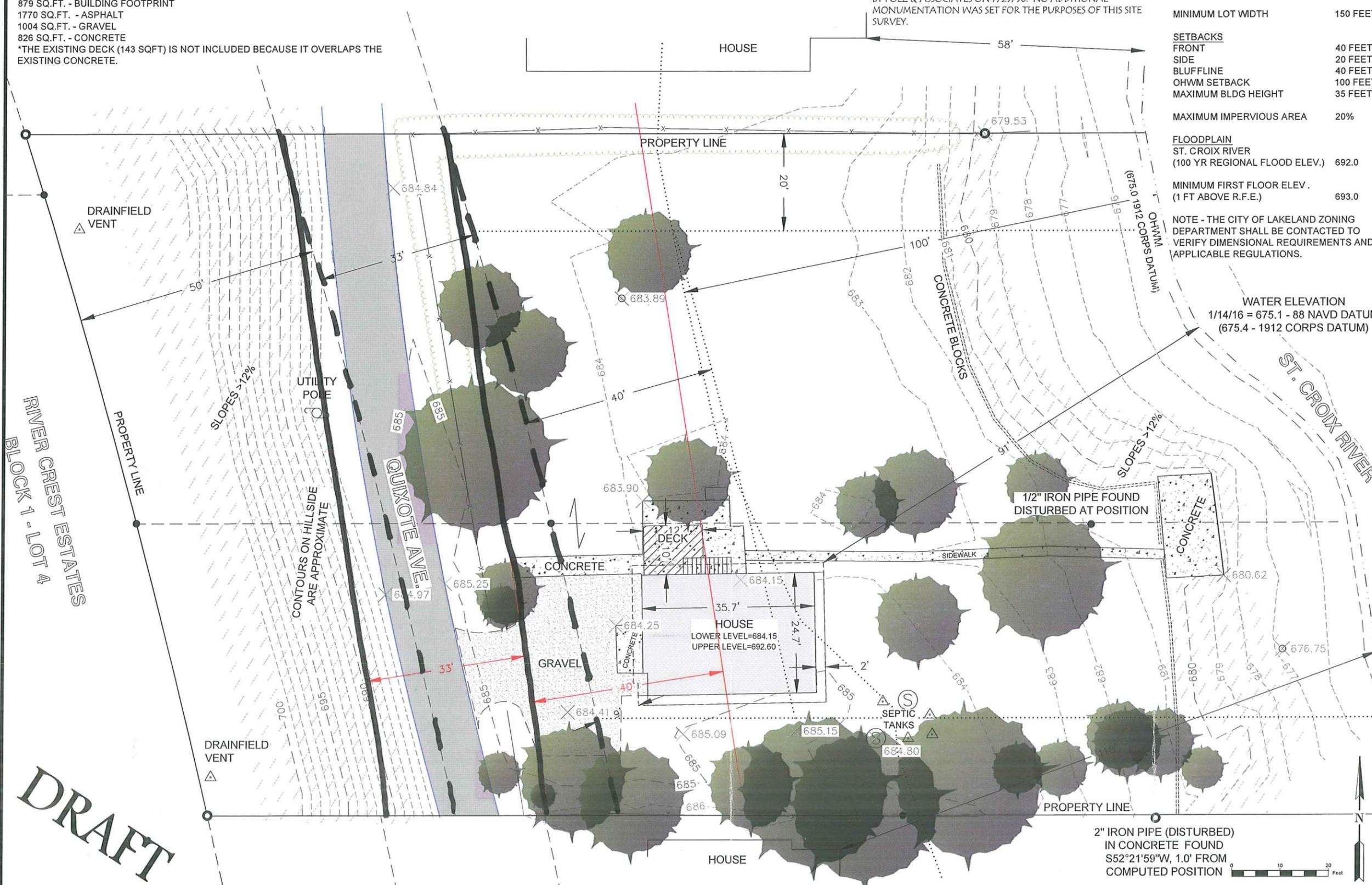
REF FILE:

JOB NUMBER: 116-LENZ (JOHNSON)

REVISION DESC.	STAFF	DATE
RELEASED FOR REVIEW	JMS	03/07/16

SITE SURVEY

SHEET NO. 1 OF 1



DRAFT