



City Council Workshop 5:00 p.m.  
Regular City Council Meeting 6:00 p.m.  
Tuesday, February 16, 2016  
Lakeland City Hall

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REGULAR CITY COUNCIL MEETING AGENDA  
WORKSHOP: MIDS

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPT AGENDA
4. CONSENT AGENDA (Items may be pulled for discussion and/or separate action)
  - A. Approval of January 19, 2016 City Council Meeting Minutes
  - B. Resolution 2016-05 Approving New Polling Place Location
  - C. Monthly List of Claims
  - D. City Treasurer's Report
5. AGENCY REPORTS
  - A. Law Enforcement Report
  - B. Fire Department Report
  - C. Government Affairs Report
  - D. Animal Control Report
6. OPEN FORUM (Public comments, presentations and petitions)
  - A. Washington County Presentation: County Road 18 and 8<sup>th</sup> Street Intersection – Assistant County Engineer Cory Slagel
7. PUBLIC HEARING:
  - A. Stormwater Ordinance Incorporating Minimal Impact Design Standards (MIDS)
8. CITY BUSINESS
  - A. Stormwater Ordinance Incorporating Minimal Impact Design Standards (MIDS)
  - B. New City Hall
  - C. County Road 18 Median Maintenance
  - D. Cable Commission
9. CLOSED SESSION: City Administrator/Clerk Annual Performance Review
10. CITY STAFF REPORTS
11. CITY COUNCIL AND MAYOR REPORTS
12. ADJOURN

OFFICIAL RECORDED MINUTES OF LAKELAND CITY COUNCIL MEETING  
TUESDAY, JANUARY 19, 2016

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

WORKSHOP: NEW CITY HALL: 5:10 p.m. to 6:15 p.m.

1. CALL TO ORDER by Mayor Williams at 6:23 p.m.
2. PLEDGE OF ALLEGIANCE was recited.
3. ADOPTED AGENDA:  
**Motion; Council Member Ryan/Second; Council Member Glasgow/Motion Passed 5-0**
4. ADOPTED CONSENT AGENDA:  
Council Member Ryan pulled Item B from consent agenda

*Approved Consent Agenda Items A, C-I*

**Motion/Second/Passed 5-0; Council Member Glasgow/Council Member Ryan**

- A. December 15, 2015 City Council Meeting Minutes
- C. Resolution 2016-02 Annual Appointments
- D. Resolution 2016-03 Signers for 4M Fund US Bank
- E. Seasonal Public Works Position 2016
- F. Quixote Avenue Drainage Improvement Project Maintenance Agreements
- G. Notice for NSP dba Xcel Energy of Application to Increase Electric Rates
- H. Monthly List of Claims
- I. City Treasurer's Report

Discussion on Item B: City Park Beach Reservation is currently available for residents for \$100, because residents pay taxes that support Lakeland's Parks, residents should not have to pay to rent the Beach or Park Space, but a damage deposit will continue to be \$100.

*Approve Item B: Fee Schedule as amended to reflect \$0 for City Park/Beach Rentals for Residents.*

**Motion; Council Member Ryan/Second; Council Member Loenser/Motion Passed 5-0**

5. AGENCY REPORTS

- A. Washington County Sheriff's Report/Deputy Sullivan reported 1,129 ICRs for the City of Lakeland in 2015, up 152 from 2014. Enforcement for water and road by the Sheriff's Department was higher than normal in the year 2015. 3.4% of all calls for the County went to Lakeland.
- B. Fire Department Report/Finalizing closing on refunding fire department building levy – 8 years left 1.42 % loan. This will save the cities \$80,000 dollars a year. December 2015, 24 calls.
- C. Government Affairs Report/Mayor Williams referred to Consultant Mark Nagel's report. Mark Nagel offers some good ideas regarding the new city hall and the library and has also proposed five projects for Hamline Grad students that will start in spring semester.
- D. City Engineering Report/Public Works Director Kline referred to City Engineer John Parotti's Report. Street Improvement projects are being closed, and the road project will continue into next spring or early summer. City Engineer attended city council meeting last month touching base on capital improvement planning and focused on issues relating to quality drainage throughout the city, Council directed Public Works Director Kline to inquire regarding cost to produce the City Engineer Report.
- E. Animal Control Report/Mayor Williams referred to written report; 5 lost dogs, 1 found dog, 1 found cat.
- F. Open Building Permit Report/Tom Richardson reported on the current permit process for the City of Lakeland. MNSPECT took over September 20, 2015, Total permits for 2015 at 76 and MNSEPECT responsible for 22 of those permits.

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

No Public Comments

7. CITY BUSINESS

A. **New City Hall**

Workshop prior to city council meeting was held. City Council members reviewing options for the new City Hall. Two options include Lakeland Village or the Public Works building site.

Public Comments:

Brian Zeller: The Washington County Valley Library is currently looking at expanding into vacant space in Lakeland Village Plaza as well.

(Brian Zeller comments continued) For a better use of space, the city could work with the county and library to share this space. Suggested using a contractor to give an estimated budget. There are many variables when it comes to price including the level of finishing and the square footage. The variables at the plaza are already addressed, and it is easier to know what the city will be spending if they decide to go with the Lakeland Plaza.

*Resolution 2016-04 Approving Location of New City Hall Facility to Lakeland Village*

**Motion; Council Member Glasgow/Second; Council Member Paiement/Mayor Williams-nay, Council Member Loenser-nay, Council Member Ryan-nay**  
**Motion denied 2-3**

*Table the Decision on New City Hall until February Council Meeting*

**Motion; Council Member Glasgow/Second; Council Member Paiement**  
**Motion passed 5-0** Time Stamp: 25:23

**B. 2016 County Road 18 Median Maintenance – Discussion Only Item**

In 2008 when County Road 18 medians were constructed, Lakeland and Lakeland Shores decided they needed additional landscaping in the medians above what was provided by the county. Landscaped areas were placed before and after roundabouts and a solution is needed to maintain the landscaped areas as of now. Mayor Williams suggested this issue to be brought forth for public input in the upcoming newsletter.

Time Stamp 1:30:43

**C. Ordinance 7551 Amending City Code Chapter 52 Water Regulations**

Amendments regarding water billing and water rates were required to be amended through ordinance, not a resolution. Making amendments by resolution are consistent with the Water Utility Joint Power's Agreement.

*Approve Ordinance 7551 Amending City Code Chapter 52: Water Regulations*

**Motion; Council Member Loenser/Second; Council Member Ryan**  
**Motion Passed 5-0**

*Approve Summary Publication of Ordinance 7551 Amending Lakeland City Code Chapter 52: Water Regulations*

**Motion; Council Member Loenser/Second; Council Member Ryan**  
**Motion Passed 5-0** Time Stamp 1:36:54

8. CITY STAFF REPORTS

**City Attorney Josh Brekken**

No Report.

**City Administrator/Clerk Sandie Thone**

Refer to clerk report in packet. New polling place for City of Lakeland. The City is securing space at the elementary school. Election judges are being recruited for 2016 elections.

**Public Works Director Matt Kline**

A few complaints from residents regarding new snowplowing contractor, but the city is working with the company to workout kinks and issues brought forth.

**Treasurer Tom Niedzwiecki**

No Report.

9. CITY COUNCIL AND MAYOR REPORTS

**Council Member Evan Loenser**

No report.

**Council Member Jeri Ryan**

Would like to revamp and restart the garden club in the city.

**Council Member Richard Glasgow**

Attended the Firefighter appreciation dinner with Council Member Ryan. Thanked Woodbury Fire Department for covering during that evening.

**Council Member Joe Paiement**

Middle St. Croix WMO met for the first time this year. They have come up with a recommendation for uniformity among the cities along the river.

**Mayor Amy Williams**

Attended the January meeting of Gateway Corridor. Thanked all volunteer firefighters in Lakeland. Will be working with the WMO regarding recommendations for cities along the river.

10. ADJOURN

**Motion to adjourn effective 8:13 p.m. Motion/Second/Passed 5-0; Council Member Jeri Ryan / Council Member Richard Glasgow**

Respectfully submitted by Deputy Clerk, Halli Sevilla

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**Amy Williams, Mayor**

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**Sandie Thone, City Administrator/Clerk**



TO: Mayor and City Council

FROM: Sandie Thone, City Administrator/Clerk

RE: Resolution 2016-05 Approving New Polling Place Location

DATE: February 16, 2016

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### Background

As the City of Lakeland moves forward on plans for a new city hall it is unclear what the status of the current city hall building will be at the time of the 2016 Primary and General Elections held in August and November of 2016, respectively. Therefore, preparation and plans to relocate the polling place from the current city hall to Afton-Lakeland Elementary School for the 2016 election year are being made. A permit has been approved by the school district for use of the district facility and the elections will run in tandem with neighboring city; Lakeland Shores.

### Discussion

**Per MN State Statute §204B.16 POLLING PLACES; DESIGNATION,** The governing body of each municipality and of each county with precincts in unorganized territory shall designate by ordinance or resolution a polling place for each election precinct. Polling places must be designated and ballots must be distributed so that no one is required to go to more than one polling place to vote in a school district and municipal election held on the same day. The polling place for a precinct in a city or in a school district located in whole or in part in the metropolitan area shall be located in the boundaries of the precinct or within one mile of one of those boundaries unless a single polling place is designated for a city pursuant to section 204B.14, subdivision 2.

Per MN State Statute Subd. 2 if the location of a polling place has been changed, the governing body establishing the polling place shall send to every affected household with at least one registered voter in the precinct a nonforwardable mailed notice stating the location of the new polling place at least 25 days before the next election. The secretary of state shall prepare a sample of this notice. A notice that is returned as undeliverable must be forwarded immediately to the county auditor.

Per MN State Statute, Subd. 3 the designation of a polling place pursuant to this section shall remain effective until a different polling place is designated for that precinct. No designation of a new or different polling place shall become effective less than 90 days prior to an election, including school district elections or referenda, and no polling place changes may occur during the period between the state primary and the state general election, except that a new polling place may be designated to replace a polling place that has become unavailable for use.

Per MN State Statute, Subd. 6 every statutory city, home rule charter city, county, town, school district, and other public agency, including the University of Minnesota and other public colleges and universities, shall make their facilities, including parking, available for the holding of city, county, school district, state, and federal elections, subject to the approval of the local election official. A charge for the use of the facilities may be imposed in an amount that does not exceed the lowest amount charged to any public or private group.

Per MN State Statute, Subd. 7 the facilities provided in accordance with subdivision 6 shall be sufficient in size to accommodate all election activities and the requirements of subdivision 5. The space must be separated from other activities within the building. The local election official may approve space in two connecting rooms for registration and balloting activities. Except in the event of an emergency making the approved space unusable, the public facility may not move the election from the space approved by the local election official without prior approval. In addition to the requirements of subdivision 5, the public facility must make remaining parking spaces not in use for regularly scheduled activities available for voters.

### Recommendation

Staff is requesting the City Council Approve Resolution 2016-05 Approving the New Polling Place for the City of Lakeland Elections as Afton-Lakeland Elementary School located at 475 St. Croix Trail South in Lakeland, MN 55943. Motion/Second/Majority Vote required.

**RESOLUTION NO. 2016-05**

**CITY OF LAKELAND  
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION APPROVING NEW POLLING PLACE  
LOCATION FOR CITY OF LAKELAND ELECTIONS**

**WHEREAS**, The City of Lakeland approved Resolution 2015-34 Moving Forward with New City Hall at its December 15, 2015 regular city council meeting; and

**WHEREAS**, The status of the current city hall building at the time of the 2016 Primary and General Elections held in August and November of this year will be unknown; and

**WHEREAS**, Per MN State Statute §204B.16 the governing body of each municipality and of each county with precincts in unorganized territory shall designate by ordinance or resolution a polling place for each election precinct; and

**WHEREAS**, Per MN State Statute §204B.16 Subd. 2 if the location of a polling place has been changed, the governing body establishing the polling place shall send to every affected household with at least one registered voter in the precinct a nonforwardable mailed notice stating the location of the new polling place at least 25 days before the next election; and

**WHEREAS**, Per MN State Statute, §204B.16 Subd. 3 the designation of a polling place pursuant to this section shall remain effective until a different polling place is designated for that precinct and no designation of a new or different polling place shall become effective less than 90 days prior to an election; and

**WHEREAS**, Per MN State Statute, §204B.16 Subd. 6 every statutory city, home rule charter city, county, town, school district, and other public agency, including the University of Minnesota and other public colleges and universities, shall make their facilities, including parking, available for the holding of city, county, school district, state, and federal elections and School District 834 has issued the City of Lakeland a permit to hold elections at their facilities.

**BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF LAKELAND** that the official new polling place location for the City of Lakeland Elections will be held at Afton-Lakeland Elementary School located at 475 St. Croix Trail South in Lakeland, MN 55943 effective 2016 Election year.

Passed and adopted by the City Council for the City of Lakeland this 16<sup>th</sup> day of February 2016.

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Amy Williams, Mayor

ATTEST:

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Sandie Thone, City Administrator/Clerk

5A

PF Citations by City Rpt

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QIJS Page 1  
2/01/16 5:16:54

Washington County Sheriff's Office  
CITATIONS BY CITY REPORT

City Selected: LAKELAND

From Date: 1/01/2016 To: 1/31/2016

LAKELAND

Offense Date	Offense Time	Location	Citation #
1/21/2016 Statute 169	1045 30 B	8TH ST N/ST CROIX TR N DISOBEY STOP SIGN	8224485
1/23/2016 Statute 169	2339 791 2	ST CROIX TR/20TH ST NO POI	82
1/23/2016 Statute 171	0230 02 1B	1800 BLK ST CROIX TR N NO MN DL	8217463

Total for City: LAKELAND 3

\*\* END OF REPORT \*\*

Washington County Sheriff's Office  
 CONTRACT ICR's  
 Contract Report for LAKELAND  
 For the Period 1/01/16 To 1/31/16

Date	Time	ICR #	ID#	Street Name	Complaint
1/02/16	10:03:12	116000128	0160	SAINT CROIX TR	YIELD SIGN DOWN
1/02/16	16:58:15	116000183	0090	QUEENAN AV	INJURED DEER
1/04/16	6:56:23	116000307	0130	SAINT CROIX TR	ACCIDENT/UNK INJU
1/04/16	14:07:32	116000372	0130	SAINT CROIX TR	ALARM
1/04/16	15:26:56	116000388	0093	SAINT CROIX TR	STALLED VEH-IN LANE OF TRAFFIC
1/04/16	16:27:58	116000401	0139	SAINT CROIX TR	INJURED ANIMAL
1/04/16	21:42:25	116000424	0139	DIVISION ST	MEDICAL LEVEL 1
1/05/16	14:11:52	116000509	0100	UPPER 4TH ST	OFFICERS INFO
1/06/16	13:09:17	116000622	0186	6TH ST	THEFT REPORT
1/06/16	20:23:45	116000683	0084	I94	ACCIDENT - NO INJURIES
1/07/16	18:22:32	116000798	0176	QUINNELL AV	LAKELAND SHORES COUNCIL MEETIN
1/08/16	2:11:03	116000824	1204	I94	SUICIDAL MALE
1/08/16	2:11:03	116500063		I94	SUICIDAL MALE - AOA
1/08/16	8:22:24	116000840	0160	4TH ST	2 VEHICLE ACCIDENT
1/08/16	12:48:56	116000899	0134	6TH ST	CHILD PROTECTION REFERRAL
1/08/16	17:04:41	116000964	0176	RIVERCREST RD	INFORMATION
1/10/16	6:09:01	116001114	1202	SAINT CROIX TR	INTOXICATED DRIVER
1/11/16	16:14:51	116001278	0084	QUANT AV	THREATENING COMMUNICATIONS
1/12/16	2:15:22	116001312	1202	RIVERCREST RD	MEDICAL LEVEL 1
1/12/16	12:09:08	116001355	0130	SAINT CROIX TR	VEHICLE LOCKOUT
1/12/16	17:10:04	116001421	0170	QUALITY AV	MISSING CHILD
1/13/16	8:56:35	116001476	0100	QUENTIN AV	OFFICERS INFO
1/13/16	9:30:49	116001478	0130	SAINT CROIX TR	SUSP ACTIVITY
1/13/16	15:24:11	116001544		2ND ST	RECEIPT# 160000208
1/13/16	15:24:48	116001545		2ND ST	RECEIPT# 160000209
1/13/16	16:30:24	116001557	0151	SAINT CROIX TR	LEVEL 1 INSPECTION
1/13/16	17:16:05	116001564	0084	SAINT CROIX TR	ASSAULT
1/15/16	13:20:11	116001775	0079	DIVISION ST	IDENTITY THEFT *RESTACK FOR
1/15/16	23:26:45	116001838	0066	I94	JUMPER
1/16/16	19:02:04	116001894	0176	HUDSON RD	TRAFFIC
1/16/16	21:40:40	116001901	0080	I94	DRIVING COMPLAINT
1/19/16	13:07:08	116002120	0081	2ND ST	AOA
1/19/16	13:33:58	116002126		15TH ST	RECEIPT# 160000300
1/19/16	17:36:36	116002183	0176	I94	RECKLESS DRIVER
1/20/16	10:15:22	116002244	0130	I94	VEHICLE ACCIDENT
1/20/16	22:49:36	116002349	0093	2ND ST	MEDICAL LEVEL 1
1/21/16	0:55:46	116002355	0089	8TH ST	TRESPASSING
1/21/16	10:54:27	116002401	0130	8TH ST	TRAFFIC
1/21/16	14:20:56	116002429	0172	RIVERCREST RD	PRESENTATION AT 1830 HRS
1/21/16	15:37:37	116002451	0083	RACINE AV	RECEIPT# 160000369
1/21/16	21:43:20	116002479	0139	I94	POSS JUMPER-LEVEL 1
1/22/16	12:33:12	116002551	0130	2ND ST	INJURED COYOTE
1/23/16	0:10:42	116002644	0070	6TH ST	CHECK ADDRESS
1/23/16	10:48:40	116002674	0160	4TH ST	MEDICAL LEVEL 1
1/23/16	23:39:46	116002719	0178	SAINT CROIX TR	TRAFFIC
1/24/16	3:31:19	116002734	0072	RIVERCREST RD	CHECK THE AREA/SUICIDAL MALE
1/24/16	3:31:19	116500152	1208	RIVERCREST RD	CHECK THE AREA/SUICIDAL MALE -
1/24/16	8:34:29	116002742	0088	I94 EB	ROAD CONDITIONS
1/24/16	9:38:37	116002746	0088	I94	ACCIDENT
1/25/16	17:39:38	116002939	0151	I94	LEVEL 2 INSPECTION/3 OUT OF SE
1/26/16	10:35:49	116002990		QUINNELL AV	OFFICER INFO
1/27/16	10:54:35	116003129	0151	SAINT CROIX TR	LEVEL 2 INSPECTION

CJBWPR\$  
Washington County Sheriff's Office  
CONTRACT ICR's  
Contract Report for LAKELAND  
For the Period 1/01/16 To 1/31/16

Date	Time	ICR #	ID#	Street Name	Complaint
1/27/16	11:47:40	116003142	1264	8TH ST	TRAFFIC - EXP. REGISTRATION. M
1/27/16	15:11:42	116003195	0151	I94	LEVEL 1 INSPECTION/INOPERABLE
1/27/16	16:01:19	116003209	0176	RIVERCREST RD	MEDICAL- LEVEL 1
1/28/16	8:11:10	116003270	0151	I94	LEVEL 2 INSPECTION
1/28/16	14:04:45	116003329	0100	QUANT AV	OFFICERS INFO
1/28/16	15:36:27	116003347	0164	SAINT CROIX TR	MAARC RPT
1/28/16	16:43:26	116003366	0151	I94	DRIVING AFTER OUT OF SERVICE
1/29/16	11:06:09	116003439	0068	LAKELAND BEACH	WELFARE CHECK
1/29/16	18:58:13	116003551	0066	I94	DRIVING COMPLAINT
1/30/16	21:21:31	116003634	0080	SAINT CROIX TR	CAR ALARM SOUNDING
1/31/16	14:11:40	116003683	0076	QUALITY AV	SUSPICIOUS ACTIVITY

Total ICRs Processed: 63

\*\* END OF REPORT \*\*

## Lakeland Update – January, 2016

1. I called Select Senior Housing (SSH) on Tuesday, 1/12 to further discuss their interest in the Lakeland project. There has been no movement on the price of the property, such that it works for their financial “pro forma, so they have moved on to other projects. This was the last developer at this time that had interest in the project.
2. With Lakeland City Council approving a motion to continue the working relationship in October, I confirmed that Lakeland can continue to use Student Teams again. On Tuesday, January 5, 2016, I discussed the list of potential projects with the students that evening beginning at 6:30 PM. I have 2 students that have started working on projects – David Lewis is working on the Recreational Programming section of the 2020 Comp Plan, while Paul Carroll is working on the Lakeland Beach Fishing Pier. They are tentatively scheduled to present their findings to City Council on Tuesday, March 15<sup>th</sup> at 5 PM.
3. The City Clerk/Administrator and I met with a contractor, Mohs Construction, for Friday, December 11<sup>th</sup> to help determine the costs of remediation of the current City Hall. In early January, we passed along our thoughts that it should be sold “as is” for a first approach. Since City Council has made a decision to move out of the building, let me know if there’s anything that I can do to help move the sale along.
4. 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, but it would be good to meet with the HRA to take a look at possible projects for 2016. I will facilitate that for the City this Winter.
5. 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 28<sup>th</sup> for further direction on how best to tackle the Comp Plan requirements. I have attached a copy of the questions that were centered on at the meeting for your information. Overall, the Comp

**Plan will be easier to comply with time around and 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 can start on those immediately with an OK from City Council.**

- 6. Metro Council announced that \$1.9 million in planning grants will be made available to Cities that meet the following criteria – first, the 2014 Net tax Capacity (NTC) per capita amount is less than or equal to the median NYC per capita of \$1,116 and, second, the forecasted growth from 2010 to 2040 is greater than or equal to the median percent forecasted growth of 27%. Unfortunately, Lakeland did not appear to qualify for these funds to assist in the Comp Plan process. In the meeting with our Sector Rep, Ryan Garcia, he confirmed that support would be limited to Metro Council staff...more on this support in the next item.**
- 7. To assist the City in completing the Comp Plan, Metro Council has developed an improved online clearinghouse to provide guidance, information, and technical assistance to small cities. While not \$ for assistance; nevertheless, I found it to be easy to navigate for the different sections needed for the Comp Plan, especially the “how to” sections that detail the requirements. In our meeting with the Sector Rep, he showed us a few upgrades to the clearinghouse. I feel confident that we’ll get the assistance we need even if we don’t have access to funding.**
- 8. 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 fulfill 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.**
- 9. The foreclosure data provided by the Washington County HRA thru October, 2015 shows that Lakeland had 1 foreclosure for the month – 244 Quehl Avenue. Overall, Sheriff’s Sales are down by 50 for 2015 from 2014, but there are still 2 months of stats to go.**
- 10. The Elections Emergency Planning Task Force, which was created by the Legislature last year to make sure that Minnesota is prepared for any large scale incident that might affect election, made a report to the Legislature in early January. Among the recommendations the**

Legislature will consider this session will be that Counties consult with cities and other local government units in developing an emergency elections plan. Assuming the recommendations become law, the emergency elections plans would need to be completed by 9/1/16.

11. Gov. Dayton released his Bonding proposal - \$1.4 Billion in spending – on January 15<sup>th</sup>. The Governor’s Water Initiative was front and center with \$105 Million for loans (1.5% interest in some cases) for municipal water infrastructure projects through the PFA, so if Lakeland is considering a water plant/system upgrade in the near future, and assuming the Legislature concurs, this would be the time to do it. New and existing Wastewater Treatment projects have similar dollars allocated to them for grants, rather than loans. Not much else in the Bonding Recommendations that Lakeland would have access to except housing funds and park funds, but both are competitive programs with few new \$.
12. Other news...Metro Cities is holding a Housing Forum at the New Brighton Community Center on Thursday, 2/25 from 8 AM to 1:30 PM...more online at [www.metrocitiesmn.org](http://www.metrocitiesmn.org); Metro Cities is also looking for Board Members...you’ll need to apply by Monday, February 22<sup>nd</sup>; a late start for the State Legislature in 2016 – Tuesday, March 8 @ Noon and will end on Saturday, May 23<sup>rd</sup> @ Midnite; a great resource for increasing volunteers for City programs is the Minnesota Association for Volunteer Administration at [www.mavanetwork.org/cities](http://www.mavanetwork.org/cities); and the PERA Board voted in January NOT to change the contribution percentages – the employee contribution will remain at 6.5% and the employer contribution rate will remain at 7.5% through DECEMBER 31, 2017, which is good news for the Lakeland 2017 Budget, but it still has to be approved by the State Legislature.
13. As noted above, the Legislature starts on March 8<sup>th</sup>. In addition to the Bonding Bill, the “main event” is likely to be what to do with the projected budget surplus. Cities would like to see some of that surplus, about \$67 Million, used to restore LGA back to 2003 levels, because unless there’s a change, then LGA levels are frozen after 2016 even with a surplus. Another issue important to cities under 5,000 will be to continue funding by the State for City streets...this netted Lakeland valuable \$ last year for maintenance of City streets, but was only for 1 year. Finally, is the Sales Tax Exemption on construction materials, because, while technically exempt, the exemption is costly and requires complicated procedures to get it – whichever way the City goes on the

**City Hall question, making this process simpler for cities to comply to will save \$. Of course, there are a myriad of other issues that will come before the State Legislature that may affect Lakeland, but these are the ones that have the potential to net the City some \$.**

- 14. 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.**
- 15. The Minnesota Housing Finance Agency provides low interest loans to Lakeland homeowners for purchasing/fixing up homes – go to [www.mnhousing.gov](http://www.mnhousing.gov) for more info – some of the info could be made available to Lakeland residents thru the Newsletter and Website and the Legislature approved additional dollars for housing rehab.**
- 16. If Lakeland requires licensed lawful gambling organizations to contribute up to 10% of annual net profits to a city fund, then Lakeland has to file an annual report with the Minnesota Gambling Control Board by March 15<sup>th</sup>.**
- 17. January, 2016 Work Plan – Focus on the 2020 Comp Plan Process, City Hall Options, Emerald Ash Borer Presentation for a CC Meeting, Setting Meeting on CDBG process; and Hamline Projects Coordination...and any other projects!**



8A

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Date: February 16, 2012  
To: Mayor and City Council  
From: Sandie Thone, City Administrator/Clerk  
Re: Approve Stormwater Ordinance Draft Integrating MIDS into Lakeland City Code

***BACKGROUND***

In 2015 the Middle St. Croix Watershed Management Organization (MSCWMO) attended the Lakeland City Council meeting to discuss stormwater management in the community, specifically city participation in the voluntary Minimal Impact Design Standards (MIDS) program. MIDS are simplified standards developed to replace complicated and outdated standards that most municipalities currently have in place for managing storm water runoff. The intent of implementing MIDS is to encourage better storm water management practices for new and redevelopment projects.

As discussed in the presentations, the MSCWMO applied for and received a Clean Water Fund Grant to provide assistance to communities in Washington County to implement MIDS. This grant provides technical and financial assistance to help city staff and officials review and modify local ordinances to make it easier for developers to meet local water quality standards while protecting lakes, streams, and the St. Croix River.

Based on discussion and direction from the councils the MSCWMO developed a scope of work to begin reviewing and making recommendations for revisions to city ordinances, to incorporate MIDS standards into ordinance. In June Lakeland City Council approved Resolution 2015-27 declaring its commitment to review and revise ordinances to integrate MIDS standards, with funding provided through the MSCWMO by the Clean Water Fund Grant. After approval the MSCWMO proceeded with reviewing city ordinances to provide a recommendation for revisions to be considered.

***DISCUSSION***

Over the past year, the MSCWMO has reviewed and met with the city administrator/clerk and the city engineer to develop the integration of these standards into the current city code. A draft was reviewed by City Engineer John Parotti, who suggested modifications (this document was forwarded to the city council as well) and MSCWMO has incorporated these recommendations/modifications into the draft document proposed this evening for approval. As with any consideration for zoning code changes a public hearing is required. After allowing for the public hearing, discussion, and any suggested modifications, council will take action on approving the draft. Once approved, both the final ordinance and the summary publication will be brought back to the March city council meeting for final adoption into Lakeland City Code and approval to publish the summary in the city's legal newspaper.

***RECOMMENDATION***

Staff recommends the City Council hold the public hearing, consider any public comments and/or modifications, and approve the draft Stormwater Ordinance Integrating Minimal Impact Design Standards (MIDS) into Lakeland City Code. Motion, second and simple majority vote needed.

**RESOLUTION 2015-27**

**CITY OF LAKELAND  
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION DECLARING A COMMITMENT TO REVIEW AND REVISE  
THE LAKELAND CITY CODE OF ORDINANCES  
TO INTEGRATE MINIMAL IMPACT DESIGN STANDARDS (MIDS)**

**WHEREAS**, Minnesota Statutes 2009, Chapter 115.03 Subdivision 5c. authorized the Minnesota Pollution Control Agency (MPCA) to develop performance standards, design standards, and other tools to enable and promote the implementation of low-impact development and other storm water management techniques; and

**WHEREAS**, pursuant to the authority in Minnesota Statutes, Chapter 115.03 Subdivision 5c, the MPCA developed a set of performance goals, design standards, and policy development guidance provisions known as the Minimal Impact Design Standards (MIDS); and

**WHEREAS**, The Middle St. Croix Watershed Management Organization (MSCWMO) has secured a Clean Water Fund Grant to assist communities with integrating MIDS into local ordinances;

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

The City of Lakeland has declared its commitment to adopt the MIDS standards into the Lakeland City Code of Ordinances to achieve protection of our local water resources with funding provided through the MSCWMO by a Clean Water Fund Grant.

**WHEREUPON**, said Resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Lakeland, Washington County, Minnesota, this 16<sup>th</sup> day of June 2015.

ATTEST:

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Sandie Thone, City Administrator/Clerk

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Amy Williams, Mayor

## Lakeland Stormwater Ordinance

### 1. Authorization, Purpose, Scope, and Interpretation

#### A. Statutory authorization

1. This ordinance is adopted pursuant to the authorization and policies contained in Minnesota Statutes §§ 103B, 103D, and 462; Minnesota Rules, Parts 6120.2500-6120.3900; and Minnesota Rules Chapters 8410 and 8420.
2. This ordinance is intended to meet the construction site erosion and sediment control and post-construction stormwater management regulatory requirements for construction activity and small construction activity (NPDES Permit) as defined in 40 CFR 122.26(b)(14)(x) and (b)(15), respectively.
3. This ordinance is intended to meet the Minimal Impact Design Standards (MIDS) developed under Minnesota Statutes § 115.03 subd. 5c.

#### B. Purpose

1. The purpose of this ordinance is to establish regulatory requirements for land development and land disturbing activities aimed at minimizing the threats to public health, safety, public and private property and natural resources within the City from construction site erosion and post-construction stormwater runoff. Specifically, the ordinance establishes regulatory requirements that:
  - a. Meet MIDS performance standards;
  - b. Assist in meeting NPDES/SDS Construction Stormwater General Permit requirements;
  - c. Assist in meeting Total Maximum Daily Load (TMDL) plan wasteload allocations for impaired waters through quantification of load reductions;
  - d. Assist in meeting policies and performance standards of the Middle St. Croix Water Management Organization (MSCWMO);
  - e. Protect life and property from dangers associated with flooding;
  - f. Protect public and private property and natural resources from damage resulting from stormwater runoff and erosion;
  - g. Ensure site design minimizes the generation of stormwater runoff and maximizes pervious areas for stormwater treatment within the context of the allowable use;
  - h. Provide a single, consistent set of performance goals that apply to all developments;
  - i. Protect water quality from pollutant loadings of sediment, suspended solids, nutrients, heavy metals, toxics, debris, bacteria, pathogens, biological impairments, thermal stress and other pollutants;
  - j. Promote infiltration and groundwater recharge;
  - k. Provide vegetated corridors (buffers) to protect water resources from development;
  - l. Protect functional values of all types of natural waterbodies (e.g., rivers, streams, wetlands, lakes, seasonal ponds); and
  - m. Sustain or enhance biodiversity (native plant and animal habitat) and support riparian ecosystems.

### **C. Scope**

1. Land shall not be developed for any use without providing stormwater management measures and erosion and sediment control measures that control or manage stormwater runoff from such developments.

### **D. Greater restrictions**

1. Relationship to WD/WMO Requirements - All stormwater management and erosion and sediment control activities shall comply with all applicable requirements of the relevant Watershed Management Organization or Watershed District. In the case of conflict between provisions of this ordinance and other stormwater regulations, the strictest provisions shall apply to land development and/or land disturbing activities.
2. Relationship to Existing Easements, Covenants, and Deed Restrictions – The provisions of this ordinance are not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance imposes greater restrictions the provisions of this ordinance shall prevail.

### **E. Severability**

1. The provisions of this ordinance are severable, and if any provision of this ordinance, or application of any provision of this ordinance to any circumstance, is held invalid, the application of such provision to other circumstances, and the remainder of this ordinance must not be affected thereby.

## **2. Applicability**

### **A. Stormwater management permit**

Unless otherwise exempted by Section 3, an approved Stormwater Management Permit shall be required prior to any proposed land development activity that meets any of the criteria in 1. through 5. immediately below. All stormwater management permits shall include an erosion and sediment control plan or a Stormwater Pollution Prevention Plan (SWPPP)

1. Any project that creates or fully reconstruct 6,000 square feet or more of impervious surface.
2. All major subdivisions or minor subdivisions that are part of a common plan of development.
3. Projects within the St. Croix Riverway that add 500 square feet or greater of additional impervious surface.
4. Any project requiring a variance from the current local impervious surface zoning requirements for the property.
5. Any land development activity, regardless of size, that the City determines is likely to cause an adverse impact to an environmentally sensitive area or other property.

### **B. Erosion and sediment control plan**

Unless otherwise exempted by this ordinance in Section 3, a Grading and Filling Permit including an Erosion and Sediment Control Plan shall be required prior to any proposed land disturbing activity that meets any of the criteria in 1. through 3. below.

1. Any project undertaking grading, filling, or other land alteration activities which involve movement of 100 cubic yards of earth or removal of vegetation on greater than 10,000 square feet of land.
2. Any project with wetland impacts, grading within public waters, grading within buffers or within 40-feet of the bluff line.

3. A land disturbing activity, regardless of size, that the City determines is likely to cause an adverse impact to an environmentally sensitive area or other property, or may violate any other erosion and sediment control standard set forth in this ordinance.

#### **C. Buffers**

A buffer of unmowed natural vegetation shall be required upslope of wetlands, lakes and streams prior to any proposed land development that meets any of the criteria below, unless otherwise exempted in this ordinance in Section 3

1. Sites that have been (a) subdivided or split or (b) subject to a new primary use for which a necessary rezoning, special use permit or variance has been approved.

### **3. Exemptions**

The following activities shall be exempt from all of the requirements of this ordinance:

- A. Emergency work necessary to protect life, limb, or property.
- B. Routine agricultural activity such as tilling, planting, harvesting, and associated activities. Other agricultural activities are not exempt including activities such as construction of structures.
- C. Silvicultural/forestry activity.

### **4. Definitions**

Words or phrases used in this ordinance shall have the meanings as defined by Appendix B of the Minnesota Construction Stormwater Permit No: MN R100001 (Construction Permit) available at <http://www.pca.state.mn.us/wfhya5b>:

If not defined in the Construction Permit, then words or phrases shall be interpreted to have the meaning they have in common usage.

Words or phrases shall be interpreted so as to give this ordinance its most reasonable application.

For the purpose of this ordinance, the words “must”, “shall”, and “will” are mandatory and not permissive.

- a. “Applicant” means the owner of land submitting an application under the provisions of this ordinance for a stormwater and/or erosion control permit to be issued by the community.
- b. “Atlas 14” means the Precipitation Frequency Estimates released by the National Weather Service Hydrometeorological Studies Design Center. Volume 8, released in 2013, provides precipitation frequency estimates for many Midwestern states including Minnesota.
- c. “Best management practices (BMPs)” means the most effective and practicable means of erosion prevention and sediment control, and water quality management practices that are the most effective and practicable means to control, prevent, and minimize degradation of surface water, including avoidance of impacts, construction-phasing, minimizing the length of time soil areas are exposed, prohibitions, pollution prevention through good housekeeping, and other management practices published by state or designated area-wide planning agencies.
- d. “Better Site Design” means the control and management of stormwater quantity and quality through the application of Better Site Design Techniques as outlined in the current version of the Minnesota Stormwater Manual:  
[http://stormwater.pca.state.mn.us/index.php/Main\\_Page](http://stormwater.pca.state.mn.us/index.php/Main_Page) Better Site Design includes:

preservation of natural areas; site reforestation; stream and shoreland buffers; open space design; disconnection of impervious cover; rooftop disconnection; grass channels; stormwater landscaping; compost and amended soils; impervious surface reduction; and trout stream protection.

- e. “Common plan of development or sale” means a contiguous area where multiple separate and distinct land disturbing activities may be taking place at different times, on different schedules, but under one proposed plan. One plan is broadly defined to include design, permit application, advertisement or physical demarcation indicating that land-disturbing activities may occur.
- f. “Construction activity” includes construction activity as defined in 40 CFR pt. 122.26(b)(14)(x) and small construction activity as defined in 40 CFR pt. 122.26(b)(15) and construction activity as defined by Minn. R. 709.0080, subp. 4. This includes a disturbance to the land that results in a change in the topography, existing soil cover (both vegetative and non-vegetative), or the existing soil topography that may result in accelerated stormwater runoff, leading to soil erosion and movement of sediment into surface waters or drainage systems. Examples of construction activity may include clearing, grading, filling, and excavating. Construction activity includes the disturbance of less than one acre of total land area that is a part of a larger common plan of development or sale if the larger common plan will ultimately disturb one (1) acre or more. Construction activity does not include a disturbance to the land of less than five (5) acres for the purpose of routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original purpose of the facility. (NOTE – The community may wish to change this to a smaller disturbance area. A smaller area is more restrictive than the state/federal requirements, so it would be allowable for a local government.)
- g. “Development, new” Any development that results in the conversion of land that is currently prairie, agriculture, forest, or meadow and has less than 15% impervious surface. Land that was previously developed, but now razed and vacant, will not be considered new development.
- h. “Dewatering” means the removal of surface or ground water to dry and/or solidify a construction site to enable construction activity. Dewatering may require a Minnesota Department of Natural Resources (DNR) water appropriation permit, and if dewatering water is contaminated, discharge of such water may require an individual MPCA NPDES/SDS permit.
- i. “Energy dissipation” means methods employed at pipe outlets to prevent erosion caused by the rapid discharge of water scouring soils. Examples include, but are not limited to: concrete aprons, riprap, splash pads, and gabions that are designed to prevent erosion.
- j. “Erosion and sediment control plan” means a plan for projects disturbing less than one acre that is in compliance with the minimum requirements of the MSCWMO and VBWD. The plan identifies erosion prevention and sediment control practices, location and timelines for installation. The plan also includes responsible parties and timelines for inspection and maintenance.
- k. “Erosion prevention” means measures employed to prevent erosion. Examples include but not limited to: soil stabilization practices, limited grading, mulch, temporary erosion protection or permanent cover, and construction phasing.

- l. "Fully Reconstructed Impervious Surface" means areas where impervious surfaces have been removed down to the underlying soils. Activities such as structure renovation, mill and overlay projects, and pavement rehabilitation projects that do not alter underlying soil material beneath the structure, pavement, or activity are not considered fully reconstructed impervious surfaces. Reusing the entire existing building foundation and re-roofing of an existing building are not considered fully reconstructed.
- m. "General contractor" means the party who signs the construction contract with the owner or operator to construct the project described in the final plans and specifications. Where the construction project involves more than one contractor, the general contractor could be the party responsible for managing the project on behalf of the owner or operator. In some cases, the owner or operator may be the general contractor. In these cases, the owner may contract an individual as the operator who would become the co-permittee.
- n. "Green Infrastructure" means a wide array of practices at multiple scales that manage wet weather and that maintains or restores natural hydrology by infiltrating, evapotranspiring, or harvesting and using stormwater. On a regional scale, green infrastructure is the preservation or restoration of natural landscape features, such as forests, floodplains and wetlands, couples with policies such as infill and redevelopment that reduce overall imperviousness in a watershed. On a local scale, green infrastructure consists of site and neighborhood-specific practices, such as bioretention, trees, green roofs, permeable pavements and cisterns.
- o. "Impervious Surface" means a constructed hard surface that either prevents or retards the entry of water into the soil and causes water to run off the surface in greater quantities and at an increased rate of flow than prior to development. Examples include rooftops, sidewalks, patios, driveways, parking lots, storage areas, and concrete, asphalt, or gravel roads.
- p. "Land Disturbance" means any activity that result in a change or alteration in the existing ground cover (both vegetative and nonvegetative) and/or the existing soil topography. Land disturbing activities include, but are not limited to, development, redevelopment, demolition, construction, reconstruction, clearing, grading, filling, stockpiling, excavation, and borrow pits. Routine vegetation management, and mill and overlay/resurfacing activities that do not alter the soil material beneath the pavement base, are not considered land disturbance. In addition, other maintenance activities such as catch basin and pipe repair/replacement, lighting, and pedestrian ramp improvements shall not be considered land disturbance for the purposes of determining permanent stormwater management requirements.
- q. "Linear Project" means construction or reconstruction of roads, trails, sidewalks, and rail lines that are not part of a common plan of development or sale. Mill, overlay and other resurfacing projects are not considered to be reconstruction.
- r. "Major Subdivision" means all subdivisions not classified as minor subdivisions including, but not limited to, subdivisions of four (4) or more lots, or any size subdivision requiring any new street or extension of an existing street.
- s. "Minor Subdivision" means any subdivision containing three (3) or less lots fronting on an existing street, not part of a common plan of development nor involving any new street or road or the extension of municipal facilities.
- t. "National Pollutant Discharge Elimination System (NPDES)" means the program for issuing, modifying, revoking, reissuing, terminating, monitoring, and enforcing permits

- under the Clean Water Act (Sections 301, 318, 402, and 405) and United States Code of Federal Regulations Title 33, Sections 1317, 1328, 1342, and 1345.
- u. "Normal wetted perimeter" means the area of a conveyance, such as a ditch, channel, or pipe that is in contact with water during flow events that are expected to occur from a two-year 24 hour storm event.
  - v. "Notice of termination" means notice to terminate coverage under this permit after construction is complete, the site has undergone final stabilization, and maintenance agreements for all permanent facilities have been established, in accordance with all applicable conditions of this permit.
  - w. "Operator" means the person designated by the owner, who has day to day operational control and/or the ability to modify project plans and specifications related to the SWPPP. The operator must be named on the permit as the Permittee.
  - x. "Owner" means the person or party possessing the title of the land on which the construction activities will occur; or if the construction activity is for a lease, easement, or mineral rights license holder, the party or individual identified as the lease, easement or mineral rights license holder; or the contracting government agency responsible for the construction activity.
  - y. "Permanent cover" means surface types that will prevent soil failure under erosive conditions. Examples include: gravel, asphalt, concrete, rip rap, roof tops, perennial cover, or other landscaped material that will permanently arrest soil erosion. A uniform perennial vegetative cover (e.g., evenly distributed, without large bare areas) with a density of 70% of the native background vegetative cover for the area must be established on all unpaved areas and areas not covered by permanent structures, or equivalent permanent stabilization measures. Permanent cover does not include the practices listed under temporary erosion protection.
  - z. "Permittee" means a person or persons, firm, or governmental agency or other entity that signs the application submitted to the MPCA and is responsible for compliance with the terms and conditions of the construction permit.
  - aa. "Public waters" means all water basins and watercourses that are described in Minn. Stat. § 103G.005 subd. 15.
  - bb. "Redevelopment" means any development that is not considered new development.
  - cc. "Retain" means manage stormwater on site using a low-impact development approach so that the rate and volume of predevelopment stormwater reaching receiving waters is unchanged.
  - dd. "St. Croix Riverway" means all lands and public waters within the riverway boundary subject to the standards and criteria for the Lower Saint Croix National Scenic Riverway in Minnesota.
  - ee. "Saturated soil" means the highest seasonal elevation in the soil that is in a reduced chemical state because of soil voids being filled with water. Saturated soil is evidenced by the presence of redoximorphic features or other information.
  - ff. "Sediment control" means methods employed to prevent sediment from leaving the site. Sediment control practices include: silt fences, sediment traps, earth dikes, drainage swales, check dams, subsurface drains, bio rolls, rock logs, compost logs, storm drain inlet protection, and temporary or permanent sedimentation basins.
  - gg. "Small construction activity" means small construction activity as defined in 40 CFR part 122.26(b)(15). Small construction activities include clearing, grading and excavating that

result in land disturbance of equal to or greater than one acre and less than five acres. Small construction activity includes the disturbance of less than one (1) acre of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb equal to or greater than one and less than five (5) acres.

- hh. "Stabilized" means exposed ground surface has been covered by appropriate materials such as mulch, staked sod, riprap, erosion control blanket, mats or other material that prevents erosion from occurring. Grass, agricultural crop or other seeding alone is not stabilization. Mulch materials must achieve approximately 90 percent ground coverage (typically 2 ton/acre).
- ii. "Standard plates" means general drawings showing a common or repeated construction activity or practice.
- jj. "Stormwater" is defined under Minn. R. 7077.0105, subp. 41(b), and includes precipitation runoff, stormwater runoff, snowmelt runoff, and any other surface runoff and drainage.
- kk. "Stormwater Pollution Prevention Plan" (SWPPP) means a plan for stormwater discharge that includes erosion prevention BMPs, sediment control BMPs and permanent stormwater management systems that, when implemented, will decrease soil erosion on a parcel of land and decrease off-site nonpoint pollution.
- ll. "Surface water or waters" means all streams, lakes, ponds, marshes, wetlands, reservoirs, springs, rivers, drainage systems, waterways, watercourses, and irrigation systems whether natural or artificial, public or private, except that surface waters do not include treatment basins or ponds that were constructed from upland.
- mm. "Temporary erosion protection" means methods employed to prevent erosion during construction activities. Examples of temporary erosion protection include; straw, wood fiber blanket, wood chips, vegetation, mulch and rolled erosion control products.
- nn. "Underground waters (Groundwater)" means water contained below the surface of the earth in the saturated zone including, without limitation, all waters whether under confined, unconfined, or perched conditions, in near surface unconsolidated sediment or regolith, or in rock formations deeper underground. The term groundwater shall be synonymous with underground water.
- oo. "Waters of the State" (as defined in Minn. Stat. § 115.01, subd. 22) means all streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state or any portion thereof.
- pp. "Wetland" or "Wetlands" is defined in Minn. R. 7050.0130, subp. F and includes those areas that are inundated or saturated by surface water or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas. Constructed wetlands designed for wastewater treatment are not waters of the state. Wetlands must have the following attributes:
  - i. A predominance of hydric soils.
  - ii. Inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support a prevalence of hydrophytic vegetation typically adapted for life in a saturated soil condition.

iii. Under normal circumstances support a prevalence of such vegetation.

## **5. Permit Review Process**

### **A. Pre- application meeting**

1. At the discretion of the Zoning Administrator, the City shall facilitate a pre-application meeting with the applicant, City staff (or their authorized representative), and staff of relevant partner agencies (e.g. WCD, MSCWMO, MDNR, etc.). The purposes of the meeting are to understand the general parameters of the proposed project and to convey the requirements of meeting the provisions of the ordinance.

### **B. Application completeness review**

1. The City shall make a determination regarding the completeness of a permit application and notify the applicant in writing if the application is not complete including the reasons the application was deemed incomplete.

### **C. Application review**

1. The applicant shall not commence any construction activity subject to this ordinance until a permit has been authorized by the City.

### **D. Permit authorization**

1. If the City determines that the application meets the requirements of this ordinance, the City may issue approval authorizing the project or activity. The approval shall be valid for one year.

### **E. Permit denial**

1. If the City determines the application does not meet the requirements of this ordinance the application must be denied. If the application is denied, the applicant will be notified of the denial in writing including reasons for the denial. Once denied, a new application must be resubmitted for approval before any activity may begin.

### **F. Plan information requirements**

1. The minimum information requirements of the application shall be consistent with the requirements in the most recent version of the NPDES/SDS Construction Stormwater General Permit and Middle St. Croix WMO. The application information must also include permanent treatment information showing the proposed project meets the MSCWMO or VBWD performance goals.

### **G. Modification of permitted plans**

1. The applicant must amend an approved ESC Plan or SWPPP to include additional requirements such as additional or modified BMPs designed to correct problems whenever:
  - a. There is a change in design, construction, operation, maintenance, weather or seasonal conditions that has a significant effect on the discharge of pollutants to surface water or underground water.
  - b. Inspections or investigations by site operators, local, state or federal officials indicate the plans are not effective in eliminating or significantly minimizing the discharge of pollutants to surface water or underground water or that the discharges are causing water quality standard exceedances.
  - c. The plan is not achieving the general objectives of minimizing pollutants in stormwater discharges associated with construction activity.

## H. Permit completion

1. Before work under the permit is deemed complete, the permittee must submit as-builts, a long term maintenance plan and information demonstrating that the stormwater facilities conform to design specifications.

## 6. Site Design and MIDS Calculator

### A. Better Site Design

Whenever possible, development projects shall be designed using the Better Site Design Techniques of the current version of the Minnesota Stormwater Manual.<sup>1</sup>

### B. MIDS calculator

Final site design and choice of permanent stormwater volume reduction practices shall be based on outcomes of the MIDS Calculator (or other model that shows the performance goal can be met) and shall meet the performance goals in section 6 of this ordinance.

### C. Buffer requirement

Buffer locations and widths must comply with the State of Minnesota, Minnesota Pollution Control Agency, and Middle St. Croix Watershed Management Organization standards.

## 7. Stormwater Volume Reduction Performance Standards

Any applicant for a Stormwater Management Permit as defined in Section 2 of this ordinance must meet all of the following performance goals:

- A. New development volume control:** For new, nonlinear developments on sites without restrictions, stormwater runoff volumes will be controlled and the post-construction runoff volume shall be retained on site for 1.1 inches of runoff from all impervious surfaces on the site.
- B. Redevelopment volume control:** Nonlinear redevelopment projects on sites without restrictions that create or fully reconstruct impervious surfaces shall capture and retain on site 1.1 inches of runoff from the new and/or fully reconstructed impervious surfaces.
- C. Linear development volume control:** Linear projects on sites without restrictions that create new and/or fully reconstructed impervious surfaces, shall capture and retain the larger of the following:
  1. 0.55 inches of runoff from the new and fully reconstructed impervious surfaces on the site
  2. 1.1 inches of runoff from the net increase in impervious area on the site.  
Mill and overlay and other resurfacing activities are not considered fully reconstructed.

**Flexible treatment alternatives for sites with restrictions:** Applicant shall attempt to comply fully with the appropriate performance standards described above. Alternatives considered and presented shall examine the merits of relocating project elements to address, varying soil conditions and other constraints across the site. If full compliance is not possible due to any of the factors listed below, the applicant must document the reason. If site constraints or restrictions limit the full treatment goal, the following flexible treatment alternatives shall be used:

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<sup>1</sup> Available at [http://stormwater.pca.state.mn.us/index.php/Better\\_site\\_design](http://stormwater.pca.state.mn.us/index.php/Better_site_design).

Applicant shall document the flexible treatment alternatives sequence starting with Alternative #1. If Alternative #1 cannot be met, then Alternative #2 shall be analyzed. Applicants must document the specific reasons why Alternative #1 cannot be met based on the factors listed below. If Alternative #2 cannot be met then Alternative #3 shall be met. Applicants must document the specific reasons why Alternative #2 cannot be met based on the factors listed below. When all of the conditions are fulfilled within an alternative, this sequence is completed.

Volume reduction techniques considered shall include infiltration, reuse & rainwater harvesting, and canopy interception & evapotranspiration and/or additional techniques included in the MIDS calculator and the Minnesota Stormwater Manual.

Higher priority shall be given to BMPs that include volume reduction. Secondary preference is to employ filtration techniques, followed by rate control BMPs.

Factors to be considered for each alternative will include:

- i. Karst geology
- ii. Shallow bedrock
- iii. High groundwater
- iv. Hotspots or contaminated soils
- v. Drinking Water Source Management Areas or within 200 feet of drinking water well
- vi. Zoning, setbacks or other land use requirements
- vii. Poor soils (infiltration rates that are too low or too high, problematic urban soils)

**Alternative #1:** Applicant attempts to comply with the following conditions:

- i. Achieve at least 0.55" volume reduction from all impervious surfaces if the site is new development or from the new and/or fully reconstructed impervious surfaces for a redevelopment or linear development site.
- ii. Remove 75% of the annual TP load from all impervious surfaces if the site is new development or from the new and/or fully reconstructed impervious surfaces for a redevelopment site.
- iii. Options considered and presented shall examine the merits of relocating project elements to address, varying soil conditions and other constraints across the site.

**Alternative #2:** Applicant attempts to comply with the following conditions:

- i. Achieve volume reduction to the maximum extent practicable.
- ii. Remove 60% of the annual TP load from all impervious surfaces if the site is new development or from the new and/or fully reconstructed impervious surfaces for a redevelopment site.
- iii. Options considered and presented shall examine the merits of relocating project elements to address, varying soil conditions and other constraints across the site.

**Alternative #3: Off-site Treatment.** Mitigation equivalent to the performance of 1.1 inches of volume reduction for new development, linear development or redevelopment as described above in this section, (including banking or cash) can be performed off-site to protect the receiving water body. Off-site treatment shall be achieved in areas selected in the following order of preference:

- i. Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
- ii. Locations within the same Department of Natural Resource (DNR) catchment area (Hydrologic Unit 08) as the original construction activity.
- iii. Locations within the next adjacent DNR catchment area upstream.

- iv. Locations anywhere within the City's jurisdiction.

The MIDS Design Sequence Flowchart can be found in the Minnesota Stormwater Manual: [http://stormwater.pca.state.mn.us/index.php/Flexible\\_treatment\\_options](http://stormwater.pca.state.mn.us/index.php/Flexible_treatment_options)

## **8. Stormwater Management Rate Control**

- A. For new development, redevelopment and linear development sites the site design shall provide on-site treatment during construction and post-construction to ensure no increase from existing conditions in offsite peak discharge for the 1-year, 2-year, 10- year, and 100-year, 24-hour storm events based on the standards defined by the MSCWMO or VBWD. For single family residential building lots not part of a common plan of development site rate control requirements do not apply.

## **9. Other Design Standards**

- A. Minnesota Stormwater Manual: All volume control for water quality and quantity and site design specifications shall conform to the current version of the Minnesota Stormwater Manual.
- B. NPDES/SDS Construction Stormwater General Permit: All volume control and water quality and quantity Best Management Practice design specifications shall conform to the current version of the NPDES/SDS Construction Stormwater General Permit.
- C. Site erosion and sediment control requirements: All erosion and sediment control requirements shall conform to the current requirements of NPDES/SDS Construction Stormwater General Permit.
- D. Watershed District/WMO requirements: All stormwater management and erosion and sediment control activities shall comply with all applicable requirements of the Watershed Districts or Watershed Management Organizations in which the project is located. In case provisions in this ordinance and requirements of watershed district or watershed management organizations overlap or conflict, the strictest provisions shall apply to the activities.
- E. Where applicable, a minimum of 20' shall be provided on all sides of all publicly owned stormwater facilities for facility maintenance.

## **10. Inspections and Maintenance**

### **A. Inspections and record keeping**

- 1. Applicant responsibilities

The applicant is responsible for inspections and record keeping during and after construction for all privately-owned stormwater treatment practices on the site.

- 2. City inspections

The City reserves the right to conduct inspections on a regular basis to ensure that both temporary and permanent stormwater management and erosion and sediment control measures are properly installed and maintained prior to construction, during construction, and at the completion of the project.

### **B. Right of entry and inspection**

- 1. Powers - The issuance of a permit constitutes a right-of-entry for the City or its authorized representative to enter upon the construction site. The applicant shall allow the City and its authorized representatives, upon presentation of credentials, to:

- a. Enter upon the permitted site for the purpose of obtaining information, examining records, and conducting investigations or surveys;
- b. Bring such equipment upon the permitted development as is necessary to conduct such surveys and investigations;
- c. Examine and copy any books, papers, records, or memoranda pertaining to activities or records required to be kept under the terms and conditions of the permit;
- d. Inspect the stormwater pollution control measures;
- e. Sample and monitor any items or activities pertaining to stormwater pollution control measures; and
- f. Correct deficiencies in stormwater and erosion and sediment control measures.

**C. Fees**

1. Fees will be applied per City Fee Schedule

**D. Enforcement tools/stop work orders**

1. The City reserves the right to issue construction stop work orders when cooperation with inspections is withheld or when a violation has been identified that needs immediate attention to protect human health and/or the environment.
  - a. **Construction stop work order:** The City may issue construction stop work orders until stormwater management measures meet specifications and the applicant repairs any damage caused by stormwater runoff. An inspection by the City must follow before the construction project work can resume.
  - b. **Other actions to ensure compliance:** The City can take any combination of the following actions in the event of a failure by applicant to meet the terms of this ordinance:
    - i. Withhold inspections or issuance of certificates or approvals.
    - ii. Revoke any permit issued by the City to the applicant.
    - iii. Conduct remedial or corrective action on the development site or adjacent site affected by the failure.
    - iv. Charge applicant for all costs associated with correcting the failure or remediating damage from the failure; if payment is not made within thirty days, payment will be made from the applicant's financial securities.
    - v. Bring other actions against the applicant to recover costs of remediation or meeting the terms of this ordinance.
    - vi. Any person, firm or corporation failing to comply with or violating any of these regulation, shall be deemed guilty of a misdemeanor and be subject to a fine or imprisonment or both. Each day that a separate violation exists shall constitute a separate offense.

**E. Long term inspection and maintenance of stormwater facilities**

**1. Private stormwater facilities**

- a. **Maintenance Plan Required:** No private stormwater facilities may be approved unless a maintenance agreement is provided that defines who will conduct the maintenance, the type of maintenance necessary to ensure

effective performance, and the maintenance intervals. All private stormwater facilities shall be inspected by the property owner and maintained in proper condition by the owner consistent with the performance goals for which they were originally designed.

- b. **Facility Access:** The applicant shall obtain all necessary easements or other property interests to allow access to the facilities for inspection or maintenance for both the responsible party and the City or authorized representative.
- c. **Removal of Settled Materials:** All settled materials including settled solids, shall be removed from ponds, sumps, grit chambers, and other devices as necessary and disposed of properly.
- d. **Inspections:** All stormwater facilities within the City shall be inspected by the property owner at a frequency consistent with the maintenance plan. Inspection reports shall be provided to the City upon request.

## **2. Public stormwater facilities**

- a. **Acceptance of Publicly Owned Facilities:** Before work under the permit is deemed complete; the permittee must submit as-builts and a Maintenance Plan demonstrating at the time of final stabilization that the stormwater facilities conform to design specifications. A final inspection shall be required before the City accepts ownership of the stormwater facilities.
- b. **Maintenance:** The City shall perform maintenance of publicly owned stormwater facilities in accordance with their comprehensive stormwater management plan and other regulatory requirements.

## **11. Financial Securities**

### **A. Amount**

At the discretion of the City, the City may require a Financial Security from the Applicant in an amount sufficient to cover the entirety of the estimated costs of permitted and remedial work based on the final design as established in a set financial security schedule determined by the City.

### **B. Release**

The Financial Security shall not be released until all permitted and remedial work is completed.

### **C. Use by City**

The Financial Security may be used by the City to complete work not completed by the Applicant.

### **D. Form of security**

The form of the Financial Security shall be one or a combination of the following to be determined by the City:

1. **Cash deposit** - A Financial Security for erosion and sediment control, as determined by the City, shall be by cash deposit to the City. The cash will be held by City in a

separate account.

2. **Security deposit** - Deposit, either with the City, a responsible escrow agent, or trust company, at the option of the City, either:

- a. An irrevocable letter of credit, negotiable bonds of the kind approved for securing deposits of public money, or other instruments of credit from one or more financial institutions, subject to regulation by the state and federal government wherein said financial institution pledges funds are on deposit and guaranteed for payment.
- b. Cash in U.S. currency.
- c. Other forms and securities (e.g., disbursing agreement) as approved by the City.

#### **E. City indemnity**

This Financial Security shall hold the City free and harmless from all suits or claims for damages resulting from the negligent grading, removal, placement or storage of rock, sand, gravel, soil or other like material within the City.

#### **F. Maintaining the financial security**

If at any time during the course of the work the balance of the Financial Security falls below 50% of the total required deposit, the Applicant shall make another deposit in the amount necessary to restore the cash deposit to the required amount. If the Applicant does not bring the financial security back up to the required amount within seven (7) days after notification by the City that the amount has fallen below 50% of the required amount the City may:

1. **Withhold inspections** - Withhold the scheduling of inspections and/or the issuance of a Certificate of Occupancy.
2. **Revoke permits** - Revoke any permit issued by the City to the Applicant for the site in question or any other of the Applicant's sites within the City's jurisdiction.

#### **G. Action against the financial security**

The City may access the Financial Security for remediation actions if any of the conditions listed below exist. The City shall use the Financial Security to pay for remedial work undertaken by the City, or a private contractor under contract with the City, or to reimburse the City for all costs incurred in the process of remedial work including, but not limited to, staff time and attorney's fees.

1. **Abandonment** - The Applicant ceases land disturbing activities and/or filling and abandons the work site prior to completion of the grading plan.
2. **Failure to implement the SWPPP or ESC Plan** - The Applicant fails to conform to the grading plan and/or the SWPPP as approved by the City.
3. **Failure to perform** - The BMPs utilized on the project fail within one year of installation.
  - a. **Failure to reimburse City** - The Applicant fails to reimburse the City for corrective action taken.

#### **H. Proportional reduction of the financial security**

1. When more than one-third of the applicant's maximum exposed soil area achieves final stabilization, the City can reduce the total required amount of the financial security by one-third. When more than two-thirds of the applicant's maximum exposed soil area achieves final stabilization, the City can reduce the total required amount of the financial security to two-thirds of the initial amount. This reduction in financial security will be determined by the City.

**I. Returning the financial security**

1. The security deposited with the City for faithful performance of the SWPPP or the ESC Plan and any related remedial work shall be released one full year after the completion of the installation of all stormwater pollution control measures, including vegetation establishment, as shown on the SWPPP or ESC Plan.

**J. Emergency action**

1. If circumstances exist such that noncompliance with this ordinance poses an immediate danger to the public health, safety and welfare, as determined by the City, the City may take emergency preventative action. The City shall also take every reasonable action possible to contact and direct the applicant to take any necessary action. Any cost to the City for emergency action may be recovered from the applicant's financial security.

**12. Enforcement Actions**

**A. Notification of Failure of the Permit:** The City shall notify the permit holder of the failure of the permit's measures.

1. Initial Contact - The initial contact will be to the party or parties listed on the application and/or the SWPPP as contacts. Except during an emergency action, forty-eight (48) hours after notification by the City or seventy-two (72) hours after the failure of erosion and sediment control measures, whichever is less, the City at its discretion, may begin corrective work. Such notification should be in writing, but if it is verbal, a written notification should follow as quickly as practical. If after making a good faith effort to notify the responsible party or parties, the City has been unable to establish contact, the City may proceed with corrective work. There are conditions when time is of the essence in controlling erosion. During such a condition the City may take immediate action, and then notify the applicant as soon as possible.
2. Erosion Off-site - If erosion breaches the perimeter of the site, the applicant shall immediately develop a cleanup and restoration plan, obtain the right-of-entry from the adjoining property owner, and implement the cleanup and restoration plan within forty-eight (48) hours of obtaining the adjoining property owner's permission. In no case, unless written approval is received from the City, may more than seven (7) calendar days go by without corrective action being taken. If in the discretion of the City, the permit holder does not repair the damage caused by the erosion, the City may do the remedial work required. When restoration to wetlands and other resources are required, the applicant shall be required to work with the appropriate agencies to ensure that the work is done properly.
3. Erosion into Streets, Wetlands or Water Bodies - If eroded soils (including tracked soils from construction activities) enter or appear likely to enter streets, wetlands, or

other water bodies, cleanup and repair shall be immediate. The applicant shall provide all traffic control and flagging required to protect the traveling public during the cleanup operations.

4. Failure to do Corrective Work - When an applicant fails to conform to any provision of this policy within the time stipulated, the City may take the following actions.

a. Stop Work Order - Issue a stop work order, withhold the scheduling of inspections, and/or withhold the issuance of a Certificate of Occupancy.

b. Permit Revocation - Revoke any permit issued by the City to the applicant for the site in question or any other of the applicant's sites within the City's jurisdiction.

c. Correction by City - Correct the deficiency or hire a contractor to correct the deficiency.

i. The applicant will be required to reimburse the City for all costs incurred in correcting stormwater pollution control deficiencies. If payment is not made within thirty (30) days after costs are incurred by the City, payment will be made from the applicant's financial securities as described in Section 8 above.

ii. If there is an insufficient financial amount in the applicant's financial securities as described in Section 8 above, the City may assess the remaining amount against the property. As a condition of the permit, the owner shall waive notice of any assessment hearing to be conducted by the City, concur that the benefit to the property exceeds the amount of the proposed assessment, and waive all rights by virtue of Minnesota Statute 429.081 to challenge the amount or validity of assessment.

B. Misdemeanor. Any person, firm or corporation failing to comply with, or violating any of these regulations, shall be deemed guilty of a misdemeanor and be subject to a fine or imprisonment or both.

1. All land use and building permits may be suspended until the applicant has corrected the violation.

2. Each day that a separate violation exists shall constitute a separate offense.

BB

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Date: February 16, 2012  
To: Mayor and City Council  
From: Sandie Thone, City Administrator/Clerk  
Re: Resolution 2016-04 New City Hall Location

**BACKGROUND**

At the December 15, 2015 city council meeting the City Council unanimously ratified the decision to move forward with one of the following two options by approving Resolution 2015-34 Moving Forward with the Decision to Build a New City Hall Facility and Requesting Staff to Prepare a Cost Analysis of the Two Remaining Options for the Future Location.

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

At the January 19, 2016 city council meeting the City Council held a workshop to discuss the two options and heard comments in support of both options by both the public and representatives of Lakeland Plaza, LLC and Greystone Commercial (property management company). A motion was made (Council Member Glasgow) and seconded (Council Member Paiement) to Approve the New City Hall Location of Lakeland Village and the motion failed as follows: 2-3 Voting Nay; Mayor Williams, Council Member Ryan and Council Member Loenser. A motion directly followed to table the item to the February council meeting (Council Member Glasgow) and was seconded (Council Member Paiement) and passed 5-0.

**DISCUSSION**

Direction was given to staff to provide the council with an option of building the new city hall at the PW location that may reduce the footprint therefore reducing the cost of the project to better align with the proposed project cost of the build-out condo unit at Lakeland Village capped at \$650,000. Staff met with Council Member Loenser to go over the details of the new proposal and met with both architects to ascertain the feasibility of the proposed plan and projects costs.

**Building at the PW Location Cost Analysis:**

Three estimates were received for square footage costs to build a stand-alone building with standard finishes at the PW location; one from a building contractor and two from professional architects:

- 1) Mohs Construction \$150 per s/f
- 2) Oertel Architects \$155 per s/f
- 3) SEH Architects \$165 per s/f

In addition to the above square footage costs (using the middle number \$155 s/f) the following was added to the estimate:

15% Soft Costs (Professional/design fees, construction testing, furniture, security, telecom, etc.)  
7%-10% General Conditions (permit fees, G/C overhead and profit, temporary facilities)  
10% Contingency (unknowns such as poor soils etc.)  
\$31,500 estimate for parking lot, landscaping and sidewalk  
\$5,000 estimate for septic remediation

- Be reminded much of the infrastructure is already in place which will reduce many of these costs if building at the PW location

A smaller footprint was calculated for the city hall building utilizing existing office space at the current PW building reducing the necessary square footage of the building to 2,722 s/f which still includes all the amenities simply reducing the kitchen size and one of the offices and adding for the necessary mechanical space for the free-standing building. The project experts (in this case the architects and the contractor) all reiterated that the project was completely capable of being built for the proposed projected costs as presented and that the key would be monitoring the project and the budget to adhere to the projections as the work proceeds. A five year cost analysis was performed for annual maintenance costs for the new building.

**CH Building Projected Costs:**

\$155/SF	\$421,910
15%	\$ 63,286
10%	\$ 29,534
<u>Total</u>	<u>\$514,730</u>
10% Contingency	\$ 51,473
Total	\$566,203
Parking/Landscape	\$ 30,500
Septic	\$ 5,000
<b>Total</b>	<b>\$601,703</b>

Key points to consider:

- 1) Original Goals:
  - a) One location for all staff
  - b) Future city needs
  - c) Future city expansion
  - d) Partnership with other entities
  - e) Revenue streams (renting out space)
- 2) In 2012 Council proposed a \$1,409,000 project for city facilities. The \$601,703 is well under half of that previous proposal and ticks almost (if not all) all of the boxes originally intended when the consideration once again came to the table in early 2015. The year-long vetting process proved to be very mindful and extremely fiscally responsible and beneficial.
- 3) If a timely decision is made, this time of the year is a good time for the bidding process and will prove to be advantageous in getting the project costs at a more competitive rate.
- 4) Financial Advisor David Drown’s advisement “you are better off to combine services at one location if the costs are the same – I would stay the new building route.”
- 5) Consider the “highest and best possible use” of land
- 6) Public comments heard at present and past meetings and in writing (attached).
- 7) Comparison Analysis of the two locations (attached).
- 8) The project amount requires no bonding and no increase in taxes– funds are accounted for in the 2016 budget.

**RECOMMENDATION**

Staff recommends the City Council approve Resolution 2016-04:

- 1) **\*\*Approving the Location for the New City Hall Facility to the Lakeland Village Property and direct staff to work with Lakeland Plaza LLC in putting together a plan to purchase the condo unit which will come back to council for future approval. Motion, second and majority vote needed. \*\* This option must first have the previous action from the last meeting repealed.**
- 2) Approving the Location for the New City Hall to the City-Owned Property Located at 1190 St. Croix Trail South, Lakeland, MN and for City Staff to seek Request for Proposals (RFP) for Architect Services which will come back for council approval as prescribed in the RFP. Motion, second and majority vote needed.

<b>Comparison Analysis</b>	<b>Lakeland Village Condo Unit 3,571 s/f</b>	<b>New Building-City-Owned Land 2,722 s/f at \$155 per s/f +32% (includes parking/landscape and septic)</b>
<b>Cost to Build (one time)</b>	\$650,000	\$601,703
<b>Cost to Maintain (annual)</b>	\$4,249	\$1,542
<b>Taxes (annual)</b>	\$1,821	\$0
<b>City Staff Consolidation</b>		X
<b>Community Space</b>	X	X
<b>Central Location</b>	X	
<b>Partnership Opportunities</b>	X	X
<b>Future Expansion</b>		X
<b>Future Stability (no unknowns)</b>		X
<b>Community Kitchen</b>	X	X
<b>6+ Office Spaces</b>	X	X
<b>Conference Room</b>	X	X
<b>Community Garden Option</b>		X
<b>Revenue Streams (rental)</b>		X

**RESOLUTION NO. 2016-04**

**CITY OF LAKELAND  
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION APPROVING THE LOCATION FOR THE NEW CITY HALL FACILITY TO THE CITY-OWNED PROPERTY LOCATED AT 1190 ST. CROIX TRAIL SOUTH, LAKELAND, MN**

**BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF LAKELAND** that the following City Council members voted (aye/nay) to locate the new city hall facility to the city-owned property at 1190 St. Croix Trail South.

1. Mayor Amy Williams \_\_\_\_\_
2. Council Member Richard Glasgow \_\_\_\_\_
3. Council Member Joe Paiement \_\_\_\_\_
4. Council Member Jerine Ryan \_\_\_\_\_
5. Council Member Evan Loenser \_\_\_\_\_

Passed and adopted by the City Council for the City of Lakeland this 16<sup>th</sup> day of February 2016.

\_\_\_\_\_  
Amy Williams, Mayor

ATTEST:

\_\_\_\_\_  
Sandie Thone, City Administrator/Clerk

**RESOLUTION NO. 2016-04**

**CITY OF LAKELAND  
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION APPROVING THE LOCATION FOR THE NEW CITY HALL FACILITY TO THE  
LAKELAND VILLAGE PROPERTY, LAKELAND, MN**

**BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF LAKELAND** that the following City Council members voted (aye/nay) to locate the new city hall facility to the Lakeland Village property.

1. Mayor Amy Williams \_\_\_\_\_
2. Council Member Richard Glasgow \_\_\_\_\_
3. Council Member Joe Paiement \_\_\_\_\_
4. Council Member Jerine Ryan \_\_\_\_\_
5. Council Member Evan Loenser \_\_\_\_\_

Passed and adopted by the City Council for the City of Lakeland this 16th day of February 2016.

\_\_\_\_\_  
Amy Williams, Mayor

ATTEST:

\_\_\_\_\_  
Sandie Thone, City Administrator/Clerk

# **CITY OF LAKELAND REQUEST FOR PROPOSALS**

## **NEW CITY HALL**

City of Lakeland  
1190 Saint Croix Trail South  
Lakeland, MN 55043  
[www.ci.lakeland.mn.us](http://www.ci.lakeland.mn.us)

## **PROJECT BACKGROUND**

The City of Lakeland (population 1,860) is seeking proposals from qualified firms to assist the City Council in developing and implementing a plan to add a new City Hall onto the current Public Works property.

The selection firm would work closely with the City Council and Staff to determine the needed size and services for the City Hall addition. Using a Cost Estimator, the Architect should identify facility size and cost (in today's dollars), include recommendations regarding configuration of the interior of City Hall, and, pending City Council approval, plans and specifications, along with construction oversight, for completion of the City Hall building.

## **SUBMISSION PROCEDURES**

1. Interested firms should submit written proposals that meet the Proposal Requirements on page 3 of this RFP.
2. Proposals are due by 5:00 p.m. Tuesday, April 1, 2016.
3. Submit to: Sandie Thone, City Administrator/Clerk  
City of Lakeland  
1190 Saint Croix Trail South  
Lakeland, MN 55043
4. Proposals (five (5) copies and one loose copy) must be submitted in writing.
5. Once submitted, a proposal becomes public property and will not be returned.
6. All information included in the submitted proposal will be classified in accordance with the Minnesota statutes governing data practices.
7. The City Council will conduct interviews on Tuesday, April 19, 2016 beginning at 4:00 p.m. at the City of Lakeland City Hall located at 690 Quinnell Avenue North, Lakeland, MN 55043.
8. Final selection/contract approval by City Council will be on Tuesday, April 19, 2016 at the regularly scheduled City Council meeting based on evaluation of which firm best meets the proposed requirements.

## **PROPOSAL REQUIREMENTS**

- a) Cover Letter
  - Firm name, address, phone, fax, E-mail and Website
  - Contact person and their direct contact information (phone, E-mail)

- Summarize your understanding of the project scope and services required
- b) Firm Background
- Brief description of firm and its history
  - Number of people and design disciplines
  - Capabilities and services provided
- c) Project Team
- Provide the following information for all individuals who will be assigned to this project, including consultants/subcontractors:
    - Name(s) of key personnel
    - Role and responsibilities for this project
    - Specific qualifications applicable to this project
    - Education, registrations, other professional credentials
    - Experience on projects of similar size and type
- d) Relevant Experience
- Provide information on similar feasibility studies completed within the last 10 years including the specific number of like projects, specific project information and client references.
- e) Project Understanding and Approach
- Discuss your understanding of the project scope and services required
  - Discuss any unique and/or challenging aspects of the project regarding scope, schedule, budget, site, etc.
  - Describe your methodology or approach to the project
  - Discuss any factors about your approach to the project
  - Discuss any factors about your approach that differentiate your firm from others
- f) Compensation
- Description of fee requirements and costs
  - Timeline for project completion
- g) Other
- Additional applicable information may be included at the discretion of firm
- h) Examples
- Provide examples of completed comparable projects

## **CITY COUNCIL**

Amy Williams, Mayor  
Richard Glasgow, Councilmember  
Joe Paiement, Councilmember  
Jeri Ryan, Councilmember  
Evan Loenser, Councilmember

## **ANTICIPATED PROJECT BUDGET**

The anticipated total project cost is expected to be \$700,000 - \$800,000.

## **ESTIMATED PROJECT SCHEDULE**

February 16, 2016

- Council Expected to Approve Request for Proposals (RFP)

February 17 and 19, 2016

- Post and Publish RFP

April 1, 2016

- Deadline to Submit Proposals

April 2 through 18, 2016

- RFP Review Period

April 19, 2016 at 4:00 p.m. Lakeland City Hall

- Consultant Presentations and Interviews by the City Council

April 19, 2016 at 6:00 p.m. Lakeland City Hall

- Final Selection/Contract Approval by City Council

Consultants should anticipate attending a total of (6) six meetings for this project.

## **DELIVERABLES**

All completed studies, plans, specs, and related project documents will become the property of the City of Lakeland.

## **EVALUATION AND SELECTION**

1. The City reserves the right to reject and/or award any and all proposals or parts thereof and to waive any formalities and technicalities according to the best interests of the City.
2. The City reserves the right to interview any or all proposers at its discretion.
3. The City will review proposals based on the following criteria:
  - a. The proposer's understanding of the scope of services requested, and their approach to the project. (25%)
  - b. The experience, resources and qualifications of the firm and individuals to be assigned to the project, including consultants/subcontractors. (25%)
  - c. Experience with similar projects. (25%)
  - d. Ability to meet project requirements and services. (25%)

## **QUESTIONS**

Please contact: Sandie Thone, City Administrator/Clerk, City of Lakeland  
1190 Saint Croix Trail South, Lakeland, MN 55043  
651-436-4430 (office) [sthone@ci.lakeland.mn.us](mailto:sthone@ci.lakeland.mn.us)

## Sandie Thone

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**From:** White, Chris <CWhite@lmc.org>  
**Sent:** Tuesday, January 19, 2016 1:04 PM  
**To:** City of Lakeland  
**Subject:** New City Hall

Dear Honorable Mayor, Councilmembers, City Staff, and Fellow Lakeland Citizens:

I am unable to attend tonight's meeting, but would like to share my brief thoughts regarding a new City Hall.

It has been my understanding that one of goals of this new site is to have all city staff located in the same building for various reasons, including efficiencies. I believe another goal is to keep the cost reasonable. From everything I've reviewed, it seems the only way to have all city staff located in the same building is to build/add-on at the current Water Building. Now, if this goal is removed, and the Council considers the alternative of locating at the Village Plaza, why are we not also considering simply upgrading our current City Hall? I would think the cost to upgrade our current City Hall would probably be much less than the costs sited to locate at the Village Plaza, thus meeting our goal to keep the cost reasonable.

Thank you for listening and considering my thoughts. I hope as you each consider your decision that you remember the goals and purpose that started our city on this endeavor and you consider these as you decide.

Thank you.

Chris White  
311 Queenan Av S

## Sandie Thone

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**From:** Judy Osborn <ozjosborn@gmail.com>  
**Sent:** Tuesday, February 02, 2016 8:44 PM  
**To:** Sandie Thone  
**Subject:** New city hall

Why can't you move into one of the empty storefronts in the Lakeland Plaza?

It's got to be cheaper than building.

Judy Osborn

## Halli Sevilla

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**From:** jennifer reynolds <jenrreynolds@gmail.com>  
**Sent:** Wednesday, February 03, 2016 9:26 PM  
**To:** City of Lakeland  
**Subject:** weighing in on city hall location

I read the January council meeting notes & St. Paul Pioneer article re: location of City Hall.

I vote for a new building next to the water utility building. It would allow the city to better plan fiscally for the future. We own it. We make the final fiscal decisions that impact us.

There is uncertainty in renting. Even with a long term lease agreement there is not a long term guarantee regarding future use of the plaza. It is an older building. Future use may involve redevelopment.

I prefer the tax advantage for the city of retail in the plaza.

It would be best for the city to have more certainty around future fiscal obligations vs the future uncertainty of renting.

When comparing costs of the two options, building and owning appears less expensive and appears to be the more prudent investment.

Thank you,

Jennifer Reynolds  
Lakeland, Mn

## Halli Sevilla

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**From:** Harry Martin <tollbridgeconsulting@comcast.net>  
**Sent:** Monday, February 08, 2016 12:29 PM  
**To:** cityoflakeland@comcast.net  
**Cc:** City of Lakeland  
**Subject:** City Hall

Dear Mayor and City Council,

This is to let you know of our support for a new stand-alone City Hall building for Lakeland.

We need a new city hall, located on Lakeland property, which will allow for future growth without another move when that future need occurs.

We have an opportunity to build a City Hall which will give a new visual impact for our City.

Our impact location on the St Croix river, and being a gateway to cities south of I-94, should be captured in the architecture and landscape design of the new City Hall.

The new City Hall should improve both residential and commercial property values.

Thank you for considering our recommendation.

Harry and Cecilia Martin  
1443 Old Toll Bridge Road  
Lakeland

## Sandie Thone

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**From:** Jan Jagerson <janjagerson@yahoo.com>  
**Sent:** Wednesday, February 10, 2016 1:30 PM  
**To:** City of Lakeland  
**Subject:** City Hall

To whom it may concern:

I will not be at the meeting on the 16th. However, my question is, how many people in the city are complaining about the location as it exists today? Why would we pay for something that really is not broken. What would be the return on investment after the initial cost? Thanks.

# 8B Attachment

I support moving Lakeland City Hall  
to the Lakeland Village location because:

Cost (not to exceed \$650,000)

Central Location

\_\_\_\_\_

Received  
FEB 12 2010  
By: SMT @ 1:41 pm

Signature: Richard Gosselin

Name: (print) RICHARD GOSSELIN

Address: 16039 6<sup>TH</sup> ST NW

City: LAKELAND State: MN

For more information send an e-mail to:

[movecityhall@comcast.net](mailto:movecityhall@comcast.net)

**I support moving Lakeland City Hall  
to the Lakeland Village location because:**

Cost (not to exceed \$650,000)

Central Location

\_\_\_\_\_

Signature: Stacey Wiggins

Name: (print) Stacey Wiggins

Address: 413 Quinell Ave. N.

City: Lakeland State: MN

**For more information send an e-mail to:**

**[movecityhall@comcast.net](mailto:movecityhall@comcast.net)**

**I support moving Lakeland City Hall  
to the Lakeland Village location because:**



Cost (not to exceed \$650,000)



Central Location



\_\_\_\_\_

Signature: Katie Hawice

Name: (print) Katie Hawice

Address: 16030 6th St N

City: Lakeland State: MN

For more information send an e-mail to:

[movacityhall@comcast.net](mailto:movacityhall@comcast.net)

I support moving Lakeland City Hall  
to the Lakeland Village location because:

Cost (not to exceed \$650,000)

Central Location

\_\_\_\_\_

Signature: *Lowell Saterbak*

Name: (print) *Lowell SATERBAK*

Address: *501 Quixote Aven*

City: *LAKELAND* State: *MN*

For more information send an e-mail to: *L.SATERBAK @AOL.COM*

[movecityhall@comcast.net](mailto:movecityhall@comcast.net)

**I support moving Lakeland City Hall  
to the Lakeland Village location because:**



**Cost (not to exceed \$650,000)**



**Central Location**



**Signature:** Lou Cunico

**Name: (print)** Lou Cunico

**Address:** 16036 65th N

**City:** Lakeland **State:** MN

**For more information send an e-mail to:**

**[movecityhall@comcast.net](mailto:movecityhall@comcast.net)**

I support moving Lakeland City Hall  
to the Lakeland Village location because:

Cost (not to exceed \$650,000)

Central Location

\_\_\_\_\_

Signature: Wallace Anderson

Name: (print) WALLACE ANDERSON

Address: 16575 11<sup>th</sup> St. E.T. NO.

City: LAKELAND State: MN

For more information send an e-mail to:

[movecityhall@comcast.net](mailto:movecityhall@comcast.net)

**I support moving Lakeland City Hall  
to the Lakeland Village location because:**

Cost (not to exceed \$650,000)

Central Location

\_\_\_\_\_

Signature: Kristin R. Ritter

Name: (print) Kristin R. Ritter

Address: 16040 3rd St N

City: Lakeland State: MN

**For more information send an e-mail to:**

**[movecityhall@comcast.net](mailto:movecityhall@comcast.net)**

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## 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](mailto:waterdept@ci.lakeland.mn.us)

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To: Lakeland City Council

From: Matt Kline | Director of Public Works

Date: February 16, 2016

RE: CSAH 18 Medians – Community Response

### Background

City council instructed staff to acquire some community feedback regarding the landscaped medians located within CSAH 18; specifically what the public would like to see in those spaces. An insert was placed within the February City Newsletter with a breakdown of the options along with cost estimates (see attached).

### Discussion

As of this memo writing (Feb 11<sup>th</sup>), 32 responses have been received by City Hall staff. A breakdown of the responses can be found preceding this memo. Limited responses indicated that the current perennial landscaping or the concrete installation were viable options. The seed/sod, small diameter trees, and native prairie grasses were the primary choices among the community responses. A number of responses indicated that a combination of trees and grasses was also a preference and also the reason for the number of responses on the tally sheet being greater than the total sheets received.

Staff feels that the responses represent an indication that the community wants to keep landscaping within the median areas. Given that scenario, it should be a priority to have Corey Slagle, assistant Washington County Engineer, give a breakdown on what can and can't be placed within the medians during the meeting discussion. Specifically, Cory indicated in a January email that sightlines would need to be checked if trees or taller native prairie grasses were used and that any trees would need to be small multi-stem with a trunk that gets no larger than 4".

**Recommendation**

Given the community responses and subsequent information that Cory Slagle can provide, staff is recommending that some type of discussion take place with Lakeland Shores City Council in order to come to a joint decision regarding the landscaping. Council may indicate a preference of their own to present to Lakeland Shores or receive feedback from Lakeland Shores before coming to a decision. Staff can write up a memo for the Lakeland Shores council meeting on March 3<sup>rd</sup> with direction from council regarding any preferences council members may have.

## Community Response Requested Please!

### County Road 18 Landscaped Median Areas

In 2008 the County installed landscaping in nine median locations on County Road 18 at the request of the two cities with future median maintenance tasked to the cities. The median maintenance requires a high amount of work. The cities have utilized sentence to serve crews, city employees, and private contractors over the past several years to varying degrees of success. The medians have finally succumbed to the weeds and the city is looking at alternatives for the medians and is requesting community input in making this important decision.

Please check the box with preferred alternative and provide comments if desired:

- Status Quo – Perennial Landscape Plants: Moderate replacement cost (\$4,000 to \$8,000 Moderate maintenance cost (\$6,000 annual weeding)
- Replace current perennial landscape plants with seed/sod: Moderate replacement cost (\$3,000 to \$6,000), Low maintenance cost (Washington County mows current median areas for free)
- Replace current perennial landscape plants with concrete: High replacement cost (in excess of \$40,000), No maintenance cost
- Replace current perennial landscape plants with small diameter trees: Moderate replacement cost (\$5,000 to \$10,000), Low maintenance cost (yearly herbicide spray for weeds)
- Replace current perennial landscape plants with native prairie grasses: Moderate replacement cost (\$4,000 to \$8,000), High initial maintenance (weeding and watering 1<sup>st</sup> two years), Low maintenance after plants established (weeding)

Comments:

**Please return to City Offices located at 1190 St Croix Trail S. (Utility payment drop box or in person) or email a scanned copy to [city@ci.lakeland.mn.us](mailto:city@ci.lakeland.mn.us). If you have questions about the proposed alternatives please call 651-436-8044.**

## County Road 18 Landscaped Median Areas

Community Responses

32 Total Responses as of 2/11/16

<u>Alternative</u>	<u>Preference</u>		
Status Quo - Perrenial Landscaping	3		
Installation of Seed/Sod	9		
Concrete	4		
Installation of Small Diameter Trees	11		
Installation Native Prairie Grasses	12		

8D

February 10<sup>th</sup>, 2016

The cable commission has been discussing our agreement with Central Valley Cable Commission for a while. Reference the letter of February 5<sup>th</sup> 2016 from Central St. Croix Valley Joint Cable Communications Commission.

Currently we pay them \$16,800 dollars a year for access to Channels 14, 15, 16 & 18. They are proposing a increase to \$21,600 yr.

We have historically been paying that fee out of the Franchise Fees. Most other communities are paying for those channels from PEG fees (Public Education Government) charged on the monthly bill and paid directly to Central Valley.

We have a 4 options;

1. Cancel the agreement saving \$16,800 to \$21, 600 yr
2. Continue the agreement at a cost of \$16,800 to \$21,600
3. Institute a Peg Fee (Approx \$1.50 per subscriber) per month (Saving \$16,800 to \$21,600 yr)
4. Negotiate a lower agreement fee

If we choose to charge the PEG fee then the \$16,800 fee would be returned to the cities at the end of the year.

What we have to decide as a Cable Commission is one of the four options listed above but we don't want to make that decision before contacting our residents using cable to see their views.

While 4 out of the 5 cities now post their City Council Meetings on line with links from our City Websites our residents have access to our meetings 24/7/365 via the internet, smart phones and tablets. The cost for this is \$200 yr for all 5 cities with minor staff time.

Richard Glasgow, Chair  
Lower St. Croix Cable Commission.

**CENTRAL SAINT CROIX VALLEY  
JOINT CABLE COMMUNICATIONS COMMISSION**

1492 Frontage Road West  
Stillwater, MN 55082  
Phone (651) 439-8803  
Fax (651) 275-1766

February 5, 2016

Richard Glasgow, Chairman  
P. O. Box 152  
Lakeland, MN 55043

Dear Richard,

As you know, the history between our Cable Commissions is lengthy. To make a long story short, the cable company at the time the first franchises were set up (around 1984) extended services from our franchise area to your franchise area without going through the proper channels. The Lower St. Croix Valley Cable Commission should have been a line extension to our franchise but instead they were allowed to become their own franchising authority with their own franchise and that franchise did not include a PEG fee as ours does.

Our subscribers all pay a PEG fee, which supports the access center, Valley Access Channels. Your subscribers should also be paying a PEG fee (or money equivalent to a PEG fee) because the services of Valley Access Channels were extended to the Lower St. Croix Valley. Ever since then work has occurred to have the subscribers in the Lower Valley pay the same fee as the subscribers in the Central St. Croix Valley. This is a parity issue and it's a shame that due to how things occurred way back in the 1980's with the cable company (and perhaps someone from the St. Croix Valley Access Corporation) that it could forever be an issue between our two Commissions. We'd prefer that it not be an ongoing issue and we want to get at least a one year commitment from the Lower St. Croix Valley Cable Commission.

Our PEG fee is currently set at \$1.50 per subscriber per month. Our Communities are: Stillwater, Stillwater Township, Oak Park Heights, Bayport, Baytown Township and West Lakeland Township is a line extension of us. Also getting our services are your cities: Afton, Lakeland, Lakeland Shores, Lake St. Croix Beach, St. Mary's Point. The fees don't raise frequently. When our fee raises, yours will raise also. We will need to get a copy of your subscriber reports in order to know subscriber counts for purposes of Billing each quarter.

We want you to be aware of what your communities would lose if the agreement between our two Commissions gets dissolved. Even though your local government meetings are now being streamed over a service called Vimeo, there are many other things you would lose.

**1) Most notably you would lose local programming on our Comcast Cable Channels 14, 15, 16 and 18.**

**Channel 14 (Public)** – local community events, Summer Tuesdays concerts, Afton parade, St. Mary's Art in the Park and other community programs.

**Channel 15 (Educational)** – District 834 School board meetings, district school programs including anything from Afton/Lakeland school, the Lumberjack Days parade, Stillwater High School football and

Representing  
the Cities of Stillwater, Oak Park Heights and Bayport  
and the Townships of Stillwater and Baytown

hockey games and various educational programming from around the St. Croix Valley and the state of Minnesota

**Channel 16 (Government)** – Programming live & replays of government meetings in the St. Croix Valley, Washington County Board Meetings, veterans programs and other community programs related to our local and state governments.

**Channel 18 (Inspirational)** - Programming includes weekly live church services from St. Michael's Catholic Church and Trinity Lutheran Church, as well as programming from other churches in the St. Croix Valley and elsewhere.

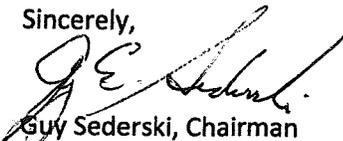
### Services

- 1) **Technical assistance** will be terminated in the case of shut off. Some equipment on loan to the various city halls will also have to be returned.
- 2) Public access users **will still be able to check out equipment** and have it played back on Public Access Channel 14 but their friends and families in the Lower St. Croix Valley will be unable to see this programming.
- 3) Valley Access Channels will be unable to record Afton/Lakeland school programs as well as other programs/events like St. Mary's Point Art in the Park.

You can see that we have a lot more to offer on our channels than just the local City Council meetings and hope you will take a serious look at the proposal that we submitted to you. Please share this letter with the members of your Commission.

Thank you.

Sincerely,



Guy Sederski, Chairman  
Central St. Croix Valley Cable Commission

Copies to: Ron Moorse, City Manager, City of Afton  
Sandie Thone, City Manager, City of Lakeland and City of Lakeland Shores  
Sue Schuler, City Manager, City of Lake St. Croix Beach  
Gary Williams, Mayor, City of St. Mary's Point

Members of the Central St. Croix Valley Cable Commission

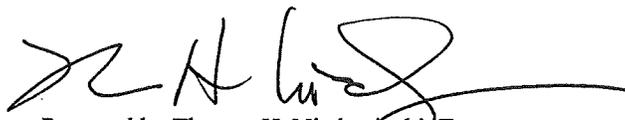
**LSCV Cable Commission  
2015 Financial Report**

	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
<b>Fund Balance - Beg of Year</b>	<b>\$30,000.00</b>	<b>\$30,000.00</b>	<b>\$30,000.00</b>	<b>\$30,000.02</b>
<b>Revenue</b>				
Franchise Fees - 1st Qtr	\$13,417.22	\$13,648.51	\$12,693.75	\$11,677.06
Franchise Fees - 2nd Qtr	\$14,992.43	\$14,033.21	\$13,296.52	\$12,378.76
Franchise Fees - 3rd Qtr	\$15,549.87	\$13,885.82	\$13,619.22	\$12,521.65
Franchise Fees - 4th Qtr	\$15,429.34	\$13,182.05	\$13,205.97	\$12,506.36
<b>Subtotal - Franchise Fees</b>	<b>\$59,388.86</b>	<b>\$54,749.59</b>	<b>\$52,815.46</b>	<b>\$49,083.83</b>
Insurance Dividend	\$620.00	\$588.00	\$1,392.00	\$0.00
Interest Income	\$0.67			
<b>Total Revenue</b>	<b>\$60,009.53</b>	<b>\$55,337.59</b>	<b>\$54,207.46</b>	<b>\$49,083.83</b>
<b>Expenses</b>				
<u>City Distributions - Equal</u>				
Afton	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00
Lakeland	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00
Lakeland Shores	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00
Lake St Croix Beach	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00
St Mary's Point	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00
<b>Subtotal - City Distrib - Equal</b>	<b>\$6,000.00</b>	<b>\$6,000.00</b>	<b>\$6,000.00</b>	<b>\$6,000.00</b>
<u>Access Fees - CSCVJCC</u>				
Access Fees - 1st Qtr	\$4,200.00	\$4,200.00	\$4,200.00	\$4,200.00
Access Fees - 2nd Qtr	\$4,200.00	\$4,200.00	\$4,200.00	\$4,200.00
Access Fees - 3rd Qtr	\$4,200.00	\$4,200.00	\$4,200.00	\$4,200.00
Access Fees - 4th Qtr	\$4,200.00	\$4,200.00	\$4,200.00	\$4,200.00
<b>Subtotal - Access Fees CSCVJCC</b>	<b>\$16,800.00</b>	<b>\$16,800.00</b>	<b>\$16,800.00</b>	<b>\$16,800.00</b>
<u>City Distributions - Special</u>				
Afton	\$3,009.66			
Lakeland	\$5,823.87			
Lakeland Shores	\$1,295.06			
Lake St Croix Beach	\$3,603.52			
St Mary's Point	\$1,267.89			
<b>Subtotal - City Distrib - Special</b>	<b>\$15,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Office & Administrative Expenses	\$257.00	\$257.00	\$292.95	\$133.09
Legal, Acct & Consulting Services	\$410.00	\$600.00	\$1,018.50	\$0.00
Insurance	\$1,250.00	\$1,250.00	\$2,625.00	\$0.00
<b>Total Expenses</b>	<b>\$39,717.00</b>	<b>\$24,907.00</b>	<b>\$26,736.45</b>	<b>\$22,933.09</b>
<b>Fund Balance b/4 Year End Distribution</b>	<b>\$50,292.53</b>	<b>\$60,430.59</b>	<b>\$57,471.01</b>	<b>\$56,150.76</b>
<u>City Distributions - % Subscriber Fees</u>				
Afton	\$6,252.96	\$6,105.71	\$5,266.74	\$5,177.07
Lakeland	\$11,460.05	\$11,814.92	\$10,852.51	\$10,428.96
Lakeland Shores	\$2,622.39	\$2,627.31	\$2,299.21	\$2,016.06
Lake St Croix Beach	\$7,117.27	\$7,310.48	\$6,883.97	\$6,397.48
St Mary's Point	\$2,547.33	\$2,572.17	\$2,168.59	\$2,131.19
<b>Subtotal - City Distrib - % Subscriber Fees</b>	<b>\$30,000.00</b>	<b>\$30,430.59</b>	<b>\$27,471.01</b>	<b>\$26,150.76</b>
<b>Final Fund Balance - End of Year</b>	<b>\$20,292.53</b>	<b>\$30,000.00</b>	<b>\$30,000.00</b>	<b>\$30,000.00</b>

  
Prepared by Thomas H. Niedzwiecki, Accountant

**LSCV Cable**  
**2015 Franchise Fees and Distributions**

City	Franchise Fees				Distributions		
	2015		2014		2015		
	\$	%	\$	%	Regular	Special 1	Special 2
Afton	\$12,378.54	20.84%	\$10,985.17	20.06%	\$6,252.96	\$1,605.15	\$1,404.51
Lakeland	\$22,686.64	38.20%	\$21,256.97	38.83%	\$11,460.05	\$3,106.06	\$2,717.81
Lakeland Shores	\$5,191.36	8.74%	\$4,726.95	8.63%	\$2,622.39	\$690.70	\$604.36
Lake St Croix Beach	\$14,089.55	23.72%	\$13,152.74	24.02%	\$7,117.27	\$1,921.88	\$1,681.64
St Mary's Point	\$5,042.77	8.49%	\$4,627.76	8.45%	\$2,547.33	\$676.21	\$591.68
<b>Total</b>	<b>\$59,388.86</b>	<b>100.00%</b>	<b>\$54,749.59</b>	<b>100.00%</b>	<b>\$30,000.00</b>	<b>\$8,000.00</b>	<b>\$7,000.00</b>



Prepared by Thomas H. Niedzwiecki, Treasurer