



City Council Workshop 5:00 p.m.
Regular City Council Meeting 6:00 p.m.
Tuesday, January 19, 2016
Lakeland City Hall

REGULAR CITY COUNCIL MEETING AGENDA
WORKSHOP: NEW CITY HALL

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. December 15, 2015 City Council Meeting Minutes
 - B. Resolution 2016-01 2016 City Fee Schedule
 - 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 from NSP dba Xcel Energy of Application to Increase Electric Rates
 - I. Monthly List of Claims
 - J. City Treasurer's Report
5. AGENCY REPORTS
 - A. Law Enforcement Report
 - B. Fire Department Report
 - C. Government Affairs Report
 - D. City Engineering Report
 - E. Animal Control Report
 - F. Open Building Permit Report
6. OPEN FORUM (Public comments, presentations and petitions)
7. CITY BUSINESS
 - A. New City Hall
 - B. 2016 County Road 18 Median Maintenance – Discussion Only Item
 - C. Ordinance 7551 Amending City Code Chapter 52 Water Regulations
8. CITY STAFF REPORTS
9. CITY COUNCIL AND MAYOR REPORTS
10. ADJOURN

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

Date: Dec. 18, 2015
Contact: June Mathiowetz
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E-mail: june.mathiowetz@co.washington.mn.us

Public comment period underway on Washington County Library strategic plan

Washington County residents wishing to review and comment on a draft plan for the county's library strategic plan may do so until Feb. 1.

Information on the strategic plan can be found on the county's website at www.co.washington.mn.us/libraryplanning. Comments may be emailed to june.mathiowetz@co.washington.mn.us or sent to June Mathiowetz, Office of Administration, P.O. Box 6, Stillwater, MN 55082. All comments received will be compiled for consideration by county commissioners, library staff and county administration.

Washington County's Library is at a critical stage in planning its future. Efforts over the past year have resulted in a draft strategic plan that presents a road map for the library's future. The draft plan is available for review and comment through Feb. 1.

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

a report to the

Washington County Library System

STRATEGIC PLAN - DRAFT

December 11, 2015



LIBRARY
STRATEGIES

A Consulting Group of The Friends of the Saint Paul Public Library

www.LibraryStrategiesConsulting.org

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Washington County Library System Strategic Plan DRAFT - 2015

Overview & Summary

This report was commissioned as part of the Washington County Library strategic planning process conducted by Library Strategies. The report reflects the comprehensive activities of a nine-month process that included extensive assessment, data analysis and trend research as well as a deliberate and focused attention on gaining community input through various channels to identify residents' needs and vision for library service. The data analysis, trend research, and community input provided a foundation for the planning process, which culminated in two all-day planning retreats with community members from across the county. This report is the result of the Washington County community working with Library Strategies to develop a strategic plan that reflects the community's vision and direction for their library.

The Washington County Library is highly valued by County residents who are generally pleased with the level of library service they receive. Yet there is a growing desire to access new and different types of services to accommodate new populations, new ways to learn, and new ways to do business. The goals and strategies that have emerged from this planning process are focused on six specific areas:

- mission and vision
- programming for targeted populations
- public awareness and library marketing
- space and facility needs
- resources and partnerships
- staffing models

These six goals, and the strategies designed to achieve them, will be carried forward in a forthcoming Implementation Plan which will include specific activities, timelines, accountabilities, outcome measures, as well as annual staff and resource implications.

This is an important time for Washington County, especially with the hiring of a new Library Director, to anticipate and develop enhanced library service across the County. This report, generated by and for the residents of Washington County, will provide a roadmap for the Library and County leaders to effectively and efficiently address the changing needs and desires of its residents for more and different library services.

Methodology

Washington County requested a planning process driven by data analysis and extensive community input. Library Strategies also employed the Rapid Results Planning™ (“RRP”) retreat component to engage the community in co-creating the strategic plan.

The scope of work included the creation of a 17-member Stakeholder Committee to oversee and assist with the strategic planning process. A sub-group of this Committee helped to identify participants representing a broad profile of the county to invite to participate in the RRP planning retreats. (See Appendix A: Stakeholder Committee membership list.)

At the onset of the process, a Library Strategies consultant conducted independent interviews with each of the Washington County Commissioners to gain background, perspective and expectations. A series of three community forums were conducted between May and July in Cottage Grove, Stillwater and Forest Lake, to provide an opportunity for citizens to express their needs and desires for future library services (see Appendix B: Community Forum Notes).

Meanwhile a resident survey was mailed to 1,500 households designed to capture current library satisfaction, usage and perceptions as well as projections of future library needs and usage. (See Appendix C: Washington County Library 2015 Residential Survey report.) Also, an online questionnaire was made available to the public on the Washington County Library website page. Approximately 200 residents responded to this questionnaire, providing additional community input.

Concurrent to the summer’s community input activity, Dr. Anthony Molaro, a Library Strategies consultant and assistant professor in the Master of Library and Information Science program at St. Catherine University conducted an assessment of the current Washington County Library environment with comparisons to five peer libraries as well as to the Twin Cities metro area libraries (with the exception of St. Paul and Hennepin County). In addition, Dr. Molaro conducted a SWOT (Strengths, Weaknesses, Opportunities & Threats) analysis with library department staff. (See Appendix D: Washington County Assessment of Current Library Environment.)

Dr. Molaro also conducted research on new and emerging library trends to provide forward thinking perspective on the evolution of library service. In addition to this research, demographic and trend data were also used to provide a residential profile of Washington County for this report. (See Appendix E. Washington County Assessment of New and Emerging Trends in Library Services.)

To provide further insights into community-level needs and environment, a questionnaire was sent to the elected officials of the 33 communities and townships within Washington County. Also, a meeting was held with city administrators of these communities to discuss current and future community issues that could be impacted by library services.

Finally, two all-day retreats were held in September and October in Woodbury and Forest Lake. These retreats attracted 30-50 people - current users and non-users of the Library - who represented specific targeted populations of the County. (See Appendix F: RRP Retreat Participants.) These retreats were designed to put a framework on the strategic plan and identify key themes from which to develop goals and strategies. The retreats were also designed to increase dialogue and introduce potential partnerships with organizations throughout the County.

The outcome of the above activities includes this strategic plan report as well as a forthcoming Implementation Plan that will be developed with library staff following approval and acceptance of the strategic plan.

Findings & Rationale

As part of the investigative portion of the strategic planning process, Library Strategies, with the assistance of County staff, examined a wide variety of qualitative and quantitative data and inputs in preparation for creation of the strategic plan. Many of these assessments and analyses have been presented to the County previously in comprehensive reports. Presented here, in much abbreviated form, are the major findings from these analyses, and in particular, the assessments that contribute to various rationales included in the strategic planning goals.

Library Assessment, Comparative Data and Staff SWOT Analysis

Library Strategies conducted an assessment of the Library system, looked at peer data from comparable library systems across the country, and did a “Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis with library department staff. These assessments were fully documented in separate reports to the County. Here are the major findings from these three assessments:

- Washington County Library, in comparison to comparable library systems, is an average to good system. Overall, the Library fares better in comparison to national peers, whereas it lags somewhat behind metro area library averages.
- The Library is highly efficient and provides good value to residents per taxpayer dollar.

- The Library is very dedicated to customer service, and overall, receives high satisfaction marks from residents.
- The current mission and vision of the Library/County do not appear to be widely embraced by staff, nor are they driving a direction for the Library.
- In comparison to peer libraries, the Washington County Library is funded at a rate of \$77,000 less annually than national peers, and \$410,000 less annually than metro area peers.
- Washington County uses a system where the Library department pays rent to the County for its facilities. This is an appropriate system, but the peer libraries in the metro area do not have this added, substantial fee. With this rent payment accounted for, the Library's operational resources are even lower in comparison to its metro area peers.
- The lower funding level translates primarily into fewer staff. The Library has fewer staff on average than peers, and there is some indication of staff burnout, as well as a need for increased professional development opportunities for staff.
- In comparison to national and Twin Cities peers, the Library is below average in cardholder penetration, number of programs and program attendance. (The disparity in cardholder penetration may be due to Washington County's active purging to remove inactive cards. Other libraries may not manage their cardholder lists in this manner.)
- In comparison to national and Twin Cities peers, the Library is somewhat above peers and recommended indicators for purchase of print materials. For all collections (including downloadable) it is average to below average in collections budget per capita.
- In addition to some of the above areas, the SWOT analysis indicated opportunities for more partnerships, expanded programming, and improvements in outreach. Threats and weaknesses included lack of space, internal communication challenges, and splintering off of city libraries outside of the system.
- The associated but independent libraries in Stillwater and Bayport provide quality library service primarily to the residents in those communities as well as to other County residents. This arrangement is a positive for all County residents but there is disparity of service between these libraries and the rest of the County libraries in the system.
- Community libraries exist in Newport and Marine-on-St. Croix but are not fully associated libraries. These libraries are supported by the County with the addition of "Express Library" locker services.
- Lake Elmo has an independent library that is not affiliated with the County system and is not part of the County's taxing district.
- The associate and independent libraries in Washington County present challenges in the public's understanding of the library as well as disparities in library service standards.

Library Service Trends

An examination and report on New and Emerging Trends in Library Services was also conducted by Library Strategies in an attempt to project possible future directions for the Library. A summary of those trends and key findings follows:

- Reading remains as popular as ever in the Internet Age, but the formats on which people access the written word is varied and changing rapidly. Specifically, eBooks and digital content usage is expected to climb, while use of print materials may remain flat or decline very gradually.
- The “Internet of Things” – or the network of objects embedded with computer or digital technology will increase dramatically. Further, technology devices and usage are changing very rapidly, and the pace of change is not expected to decrease. This is an opportunity that is being embraced by many libraries who are emerging as the “go to” place for technology training and internet literacy.
- “Maker” technologies are a significant trend in libraries. These creative “makerspaces,” primarily based in technology, are becoming a standard service offering in many public libraries.
- Internal library systems technologies (as opposed to technology service offerings to patrons) are not expected to see significant changes in the foreseeable future.
- Despite reductions in print materials in many cases, libraries are not getting smaller. Instead, more space is needed for meeting rooms, programs, separate teen areas, quiet spaces, and other specialized activities. Libraries increasingly focus on flexible space that can be easily altered in the future.
- Various software technologies exist to assist in staffing and other internal efficiencies, such as in scheduling for example.
- The use of more powerful data analytics offer libraries increasing opportunities for improving service and being more efficient. These technologies are becoming more affordable and accessible.
- Many public libraries have adopted primary missions beyond books, such as lifelong learning and other education services, programming and cultural events, early literacy advancement, technology training, some social service functions, and more, depending on community needs.
- For many communities, public libraries are playing an increased role in economic and workforce development.
- Marketing services to the community is increasingly a part of library operations. Easy-to-use and attractive websites are a both a core service and a critical marketing tool. (Note: The Library receives low marks and satisfaction levels for its current website.)

- Some libraries are challenging traditional organizational structures (such as technical services, adult services, and children’s services), and moving to management and staff structures designed to achieve strategic goals (advancing literacy, economic development, outreach, partnerships, etc.) This may include functional reorganization based on programs and populations served rather than on geography. The strategic goals in this report could drive reorganization around core priorities in service delivery and program development.

Demographic and Other Trends and Factors in the County

A wide variety of federal, state, county and regional data sources and reports were examined as part of the investigative phase to project major trends for the County that would affect Library service:

- The County is expected to experience significant population growth by 2040, with a current population of approximately 248,000 increasing to 338,000 – an increase of 90,000 or 36%.
- The largest percentage population increases are expected to occur in the Hugo and Lake Elmo areas, with significant growth in total numbers also occurring in Woodbury, Cottage Grove, and Forest Lake.
- The percentage of households with seniors is expected to see the largest increase.
- Based on recent trend reports from the U.S. Census and American Community Survey, the total number of children and teens is not expected to grow significantly – but will remain more or less stable at current levels. (For the past eight years, the percentage of total population under 19 years has decreased from 28.9% to 27.8% but the total number has gone up and down and ultimately grown slightly by about 3,000 individuals.)
- There will be significantly more diversity in the County’s population, expected to rise to 20% or more non-white in the coming decades.
- Based on recent U.S. Census trend reports, the County will likely experience an increased number of households at higher incomes, while simultaneously seeing a growth in under-resourced households. (Median household income increased from \$66,305 in 2000 to \$80,748 in 2013. Meanwhile, the percentage of households in poverty during this same period increased from 2.9% to 5.8% and has not recovered since the Great Recession.)

- Washington County residents are highly educated, with 96% obtaining a high school graduate degree or higher. In addition, around 40% of its population has bachelor's degree or higher, up from 26% in 1990. Educational achievement and higher household incomes both correlate positively with library usage and reading.
- A relatively large percentage of employed Washington County residents do not currently work in the County and are likely accessing services elsewhere.
- Transportation within the County is a major issue and concern for a high percentage of households that are under-resourced, a portion of the senior population, and teens.
- According to Metropolitan Council reports, expanded public transportation is needed along I-94 to Woodbury and beyond, south toward Cottage Grove and Hastings (across the border in Dakota County), along Highway 36 to Stillwater, and north parallel to I-35E to Hugo and Forest Lake.

Community Survey

Under Library Strategies' guidance, Rainbow Research conducted an independent, confidential, random sample survey of 1,500 residents of Washington County regarding Library service, both current and projected into the future. The margin of error for the survey was + or – 2.5%. The primary findings from the survey report were:

- The survey responses were weighted toward people 40 and older, so while still valid, it should be noted that service to children and young adults is probably under-represented in the results.
- The Stafford Library in Woodbury is the most popular library for respondents. Other heavily used libraries, in order, were Park Grove in Cottage Grove, Hardwood Creek in Forest Lake, Stillwater Public, Oakdale and Wildwood.
- The Library is used first and foremost on-site for physical resources (i.e., checking out books), as well as remotely for many resources, and on-site for meetings or space. Use of the Library for courses or education, and for technical resources showed lower use. Patterns of use were surprisingly similar for all age groups, except the 75 and older population.
- The Library is used at least every other month by 64% of respondents.
- Nearly 25% of respondents also use another public library outside of Washington County – a particularly high figure.
- Respondents show a high satisfaction level with all current services, and 75% strongly agree that they feel welcomed at the Library.
- The highest use of the Library remains checking out books, followed by browsing collections, getting help from a librarian, and checking out DVDs or CDs.

- In terms of projecting use 5 years in the future, the highest increase in expected use by respondents is “Visiting the Library in person,” followed by “Use of on-line resources,” “To read or study,” and “Take a class or learn a new skill.” Virtually all other Library services also showed expected increases, but at a lower percentage or rate.
- Respondents think the Library is an important gathering place for their community, and the physical location matters to them.
- 61% of those responding to the question agree or strongly agree that they are willing to pay additional taxes for expanded Library services and hours.

Qualitative Inputs: Community Voices, Municipal Administrators Meetings, Forums, Retreats

Qualitative data and input into a strategic planning process is often richer and more meaningful in providing directions on community needs and desires than various “hard” data. Community voices enrich the conversation, and provide much needed balance and perspective in the process. Library Strategies and the Library conducted a wide range of offerings and venues for County residents to share qualitative input into the process (see Methodology, page 2), all of which provided rich data that will be useful to Library administration in looking at detailed provision of service. Here, however, we summarize the major themes and findings heard across these processes:

- Washington County residents highly value their public libraries, and would like to see enhanced services and facilities.
- There is not clarity among Washington County residents as to what are Washington County libraries versus associated libraries or community libraries. Most people associate with the library nearest to them rather than the system.
- Increasing and enhancing services to seniors is a priority, particularly in outreach, technology training and support, and programming and lifelong learning activities.
- Enhancing services to teens, at least in some areas of the Library system, is desired. Creating dedicated, vibrant teen spaces in some of the system libraries seems to be the major focus or need.
- Early literacy is a concern across the County, however, most agree that the Library has good early literacy services currently and the major area for improvement is in outreach and public awareness.
- Increased and enhanced programming and educational activities for all ages is desired. It was widely noted, however, that the Library should not duplicate other offerings in the community, particularly activities offered by community education programs.

- The Library’s website is not user friendly and users would like to see a major overhaul and upgrade. This message was heard in virtually all venues.
- Respondents want the Library to maintain strong print collections, but also increase downloadable and digital materials.
- Respondents would also like to see the Library keep up-to-date with technology, but are more concerned about technology training and assistance than hardware/software.
- Increased or enhanced services to under-resourced, diverse, and special needs households and individuals was heard widely. Major strategies or concerns in this area centered around outreach, transportation issues, and lack of awareness among these varied populations.
- There was substantial interest, although not universal, in the creation of “makerspaces” or other creative areas in some of the libraries.
- Although not shared in all of these qualitative venues, there was significant interest in advancing the Library’s mission around workforce and economic development.
- Advancing partnerships in the community was a regular theme, both to increase resources and connections for the Library, but also as a public awareness and community advancement tool more broadly. Stronger partnerships with schools was desired across all of these forums, although many noted that it will be a challenge working across multiple, diverse school districts.
- Increasing use of volunteers for more diverse tasks was a common theme.
- Stronger marketing, public relations, and public awareness of the Library and its services was widely desired.
- In the community retreats, and to some extent in the other qualitative venues, most people expressed a preference for larger, full service libraries rather than small community or neighborhood libraries. This was not universally expressed, but was the preponderance of the direction for the majority of those in attendance.
- There was significant agreement that more space was desired for the current library facilities – for meetings, programs, training and educational offerings, community gathering – and that additional facilities or expansions are also likely needed in the future. Respondents strongly agreed that there should be an emphasis on flexible, changeable space in any renovations or expansions in the future.

Investigative Phase: Major Drivers

All of the above findings and rationales listed above must be considered in shaping the Library’s strategic directions and goals, balanced, of course, by resource, geographic and other realities. However, the short list of major drivers that must be accounted for in shaping the strategic plan include:

1. Significant projected population growth for the County.
2. The increasing diversification of the County's population, especially seniors, non-white populations, and under-resourced households.
3. Current and future funding and staffing levels for the Library. More particularly, realistic capital *and* operational budgets must be factored into any major directional changes.
4. Use of the Library is gradually shifting from use of hard copy materials to digital materials and access to resources, educational offerings and training, programming, and community gathering spaces.
5. The Library is a diversified system, offering facilities ranging from full-service, large libraries to community libraries and express locker systems, and that diversity of facilities is likely to continue in the future. Upgrades and renovations are needed at a number of current Library facilities. A one-size-fits-all approach to facilities is unlikely to serve the range of needs and desires among County communities and residents.
6. Relationships with and provision of services at associated and community libraries in the County must be accounted for in the Library's strategic directions.
7. Lack of transportation, particularly for households and individuals without easy access to cars, is a significant barrier to use of the Library for many residents. In parallel, a large percentage of County residents currently work outside of the County.
8. Increasing community partnerships and private support are significant trends in increasing support for public libraries.
9. Nationwide, library staffing structures and management models are changing to better fit service needs and directions, and community goals.
10. There is an opportunity to further advance awareness and use of Library services among County residents.

Recommended Goals & Strategies

GOAL 1: Revise and refresh the Library Mission Statement as a foundation for future direction, focus and activity.

Strategy 1: Review the current mission statement and articulate more active and energizing language that will advance the work of the Library in accomplishing its strategic directions.

Strategy 2: Communicate the mission statement broadly and frequently to clarify the Library's role and value throughout the County.

Strategy 3: Align internal practices and policies to activate the mission statement throughout the organization.

PRIMARY RATIONALES FOR GOAL AND STRATEGIES:

- *A strong mission statement is critical to providing a foundation for the organization as it plans for the future*
- *This is a transformational time for libraries and most are finding the need to clarify their purpose and brand message in the community*
- *When employees understand, embrace, and believe in a mission statement they are more engaged and committed to their jobs*

GOAL 2: Increase and Enhance Lifelong Learning, Outreach, Youth Services and Digital Resources to Meet Targeted Community Needs

Strategy 1: Increase programming and lifelong opportunities for all ages, with a focus on adult and teen programs.

Strategy 2: Expand outreach services to senior, under-resourced, and diverse populations.

Strategy 3: Enhance technology drop-in and training services, particularly for older adults.

Strategy 4: Further develop youth services, particularly teen services and resources, and early literacy outreach to parents and young children.

Strategy 5: Examine the collections development program and redirect those resources to meet the changing needs of the library users.

PRIMARY RATIONALES FOR GOAL AND STRATEGIES:

- *Lack of robust programming due to lack of staff and space resources which may be affecting various usage statistics*
- *Trend of public libraries to increase programming and training opportunities*
- *Strong community need for increased outreach to seniors, which is expected to increase with growth in senior population*
- *Growing populations of under-resourced and diverse households with different needs*
- *Lack of public transportation for some populations*
- *Increased demand for assistance and training support regarding the multiple technologies available today*
- *Expressed community desire for at least piloting expanded teen programming and services, and perceived need for increased early literacy outreach particularly to under-resourced families*
- *Higher than average expenditures on print and other hard copy materials, and the potential for reallocation of a percentage of these resources*

GOAL 3: Advance Public Knowledge of the Services Available to Increase Use of the Library

Strategy 1: Overhaul the Library's website to make it more user-friendly for users of all ages and increase its mobile functionality.

Strategy 2: Create a three-year marketing and promotions plan with specific goals, outcomes, and accountabilities to increase the public's knowledge of the various library services and programs.

Strategy 3: Increase dedicated marketing and promotions resources to allow for additional public relation/communications activities.

Strategy 4: Explore the use of partnerships, networks and volunteers to enhance public awareness of the Library.

PRIMARY RATIONALES FOR GOAL AND STRATEGIES:

- *Dissatisfaction with the website by patrons, and outdated website approach compared to peer libraries*
- *Lack of awareness of the full range of Library services by a significant portion of respondents and commentators*
- *Lower usage statistics, such as cardholder penetration, in comparison to metro area peer libraries*
- *Recently proposed, but still restricted internal staffing and other resources for Library marketing*
- *Opportunities to cost-effectively advance marketing through partnerships (such as with schools or colleges), and the use of marketing or promotion volunteers*

GOAL 4: Improve Library Facilities to Better Meet the Needs of County Communities and Residents

Strategy 1: Based on the strategic plan and recommendations, create a ten- to twenty-year facilities plan that includes updating existing facilities and planning for the identification of additional library space. (see separate Facilities and Service Model Plan).

Strategy 2: Pilot the creation of an innovative teen space and a creative “makerspace” area in the Library system.

Strategy 3: Examine current use of space, and explore opportunities to rework current space for flexible programming, meetings, small business support, technology access, educational and community gathering space.

PRIMARY RATIONALES FOR GOAL AND STRATEGIES:

- *Significant projected population growth, particularly in Cottage Grove, Hugo, Lake Elmo, and Woodbury*
- *Some facilities in need of renovation or upgrade due to age, lack of flexibility, facility condition, index assessment, or increased use*
- *The changing nature of Library service and the increasing need for programming, meeting room and flexible space*
- *Low usage statistics in some areas, due in part to lack of facilities in certain areas, lack of functional programming space, and open hours*

- *Community desire for enhanced teen service not currently available anywhere in the system, and similar desire for more creative, innovative, active makerspace among users*

GOAL 5: Develop Additional Resources and Partnerships to Enhance Current Services and Operations

Strategy 1: Based on strategic plan and directions, incrementally increase the annual budget to align with metro area peers to allow for development of services, expansion of facilities, and subsequent increase in usage.

Strategy 2: Work with the Washington County Library Partners, and other community partners, to increase private support for the Library.

Strategy 3: Create a plan and dedicated staff to spearhead a community engagement plan that includes partnerships with area organizations and schools. (Community engagement and outreach are related activities and could be incorporated into one position if necessary.)

Strategy 4: Define the volunteer program scope and potential.

PRIMARY RATIONALES FOR GOAL AND STRATEGIES:

- *Current funding levels below peer metro area libraries*
- *Need for staff to meet increasing service load*
- *Willingness of a majority of respondents to support a tax increase*
- *Need and desire for increased or enhanced service in numerous areas*
- *Projected increase in population and communities of need, and subsequent demand for library services*
- *Opportunities for increased resources from private sources, partnerships, and volunteers if resources are dedicated to those areas*

GOAL 6: Explore New Models of Management and Staffing to Better Serve Patrons

Strategy 1: Review current management structure, and explore new library models to align more closely with strategic areas such as partnerships, outreach, programming, and marketing.

Strategy 2: Develop a multi-year staffing plan to direct human resources to changing Library directions and examine the need for increased staffing levels.

Strategy 3: Examine current internal communications, and explore alternatives to advance efficiency and understanding among staff and with other County departments.

Strategy 4: Access technology to increase efficiency in staff utilization across the County, particularly regarding scheduling.

Strategy 5: Offer more evening/weekend hours to provide access to library resources, especially internet service, particularly to meet the needs of students and small businesses in areas where internet access is unreliable.

PRIMARY RATIONALES FOR GOAL AND STRATEGIES:

- *The focus of the Library is shifting and administrative structures need to match new priorities*
- *Innovative and effective management models have been developed elsewhere in libraries*
- *Staff expressed dissatisfaction with burnout and lack of communication*
- *The Library system is large, diverse, and geographically spread out which contributes to difficulties in communication and collaboration across the system*
- *If the Library engages in any expansions, communications and management will become even more of a challenge*
- *Weak or problematic internet access in pockets of the County*

Conclusion

Based on the research, analysis, and community input and participation in defining a vision for the future of library service in Washington County, Library Strategies presents this report with recommendations for clear and direct goals and strategies to guide the Washington County Library for the next three years. Many of the strategies outlined above have staff, space and budgetary implications that will require further discussion and consideration. An important next step is the creation of a detailed, internal Implementation Plan with Library staff to carry the goals and strategies forward with specific activities, accountabilities, annual budget implications and outcome measurement processes.

4A

OFFICIAL RECORDED MINUTES OF LAKELAND CITY COUNCIL MEETING
TUESDAY, DECEMBER 15, 2015

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

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

HOLIDAY GATHERING: 5:00 p.m. to 6:00 p.m.

- 1. CALL TO ORDER by Mayor Williams at 6:01 p.m.
- 2. PLEDGE OF ALLEGIANCE was recited.
- 3. ADOPTED AGENDA: **Motion; Council Member Ryan/Second; Council Member Glasgow/Motion Passed 5-0**

Add Item K to consent agenda – compliance check violation for Village Wine & Spirits
Motion; Council Member Ryan/Second; Council Member Loenser; Motion Passed 5-0

Pull Item K from consent agenda and adopt consent agenda as amended and add item K to city business as item E
Motion; Council Member Glasgow/Second; Council Member Ryan; Mayor Williams Nay/Motion Passed 4-1

- 4. ADOPTED CONSENT AGENDA: Motion/Second/Passed 5-0; Council Member Glasgow/
Council Member Ryan
 - A. Approved November 17, 2015 City Council Meeting Minutes
 - B. Approved December 3, 2015 City Council Workshop Minutes
 - C. Approved 2016 Liquor Licenses
 - D. Approved 2016 Tobacco Licenses
 - E. Approved 2016 Animal Human Society Contract
 - F. Application for Payment 2015 Quixote Drainage Project – Fitzgerald Excavating
 - G. Application for Payment 2015 Street Improvement Project – Fitzgerald Excavating
 - H. 2016 City Council Meeting Schedule
 - I. Monthly List of Claims
 - J. City Treasurer’s Report

5. AGENCY REPORTS

- A. Washington County Sheriff's Report: No sheriff deputy present – refer to packet
- B. Fire Department Report/Council Member Glasgow reported a total of 29 calls last month; Lakeland-7.
- C. Government Affairs Report/Mayor Williams referred to Consultant Mark Nagel's report. Working on comprehensive plan in conjunction with Hamline University, HRA funds may be available for Lakeland's new City Hall building, Average preliminary tax increase in cities was 5.2%, Lakeland's increase was 3.2%. Discussion regarding Emerald Ash Borer, some instances were found in Lakeland.
- D. City Engineering Report/City Engineer John Parotti referred to his written report.
- E. Animal Control Report/Mayor Williams referred to written report; coyotes have been spotted in the city.
- F. Middle St. Croix Watershed Management Organization Report/Mayor Williams expressed concern regarding the involvement of outside organizations in the variance process in the Lower St. Croix Valley and expressed caution regarding additional technical review of ordinances. The plan is considering whether the WMO should offer assistance to the Lower St. Croix Valley cities to provide a recommendation for building permits and variances to have a more uniform standard for cities along the river.

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

No Public Comments

7. Public Hearing: Truth in Taxation 2016 Budget and Levy 6:43 to 6:44 p.m.

No Public Comments

8. City Business

A. Resolution 2015-36 2016 Budget and Levy

Levy is increasing by 3.1%, State average is 5.2%. Lakeland's tax rate is down because property values have gone up. Median value of a home in Lakeland is \$230,000.00. Increasing the budget and levy by \$40,000 for potential debt service and other expenses due to city hall expansion. Overall, the general fund budget is up \$17,148 – a 3% increase.

RESOLUTION 2015-35 APPROVING THE FINAL 2016 BUDGET

Adopt Resolution 2015-35 Approving the Final 2016 Budget

Motion; Council Member Ryan/Second; Council Member Loenser/Motion

Passed 5-0

RESOLUTION 2015-36 APPROVING FINAL 2016 PROPERTY TAX LEVY

Adopt Resolution 2015-36 Approving the Final 2016 Property Tax Levy

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

Time Stamp 42:09

B. Resolution 2015-34 Approving Moving Forward with New City Hall

Requesting staff to prepare a cost analysis of the two remaining options for
Lakeland City Hall Location.

**Adopted Resolution 2015-34 Approving Moving Forward with New City Hall
Motion; Council Member Glasgow/Second; Council Member Loenser/Motion
Passed 5-0**

Time Stamp 54:51

C. Ordinance 7549 Establishing Quarterly Utility Billing

Approved Ordinance 7549 Establishing Quarterly Utility Billing

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

Time Stamp 1:13:50

D. Ordinance 7550 Approving Water Rate Increase

Approved Ordinance 7550 Establishing Quarterly Utility Billing

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

Time Stamp 1:17:12

E. Compliance Check Lakeland Wine & Spirits

Suspend council action as it pertains on imposing a civil penalty against Village
Wine and Spirits pending the outcome of the criminal prosecution

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

Impose fine of \$500 to Village Wine and Spirits at 370 South St. Croix Trail, Lakeland, MN for a first offense violation of their city-issued liquor license. The council will waive \$250 of the fine if all employees undergo Alcohol Awareness Training within three months of the date of offense

Motion; Council Member Ryan/Second; Council Member Loenser; Council Member Glasgow voted nay, Council Member Paiement voted nay/Motion Passed 3-2

Time Stamp: 1:17:36

9. City Staff Reports

City Attorney Josh Brekken

No Report.

City Administrator/Clerk Sandie Thone

Richard Glasgow received his LBAE certification. Local Board meeting is scheduled for April 12, 2016. Assistant County Engineer will attend February's meeting regarding 8th Street and County Road 18 Intersection. Approved 2016/2020 County CIP portion with intersection comments from Lakeland.

Public Works Director Matt Kline

Darren Addy, new water operator, starts December 16, 2015.

Treasurer Tom Niedzwiecki

Received estimated market values from the county. Average taxable market value was 3% for Washington County and 7.3% for the City of Lakeland. This decreased tax rates from 43.5% to 42.4% for residents. Paid 2016 garage rent. Lakeland is in good financial standings.

City Engineer John Parotti

Reminds council that office hours are being held at the water utility building Wednesdays from 2pm-4pm, gives an opportunity to interact with staff.

MSPECT Tom Richardson

Things going well between MNSPECT and the city.

10. CITY COUNCIL AND MAYOR REPORTS

Council Member Evan Loenser

No report.

Council Member Jeri Ryan

No report.

Council Member Richard Glasgow

Attended St. Croix River Association meeting at the Stillwater Library regarding viewshed of the river in the St. Croix Valley area.

Council Member Joe Paiement

No report.

Mayor Amy Williams

Encourages city to get involved in philanthropic pursuits including spring clean-ups, Habitat For Humanity, boy scouts, girls scouts and food shelves.

11. ADJOURN

Motion to adjourn effective 7:09 p.m. Motion/Second/Passed 5-0; Council Member Jeri Ryan / Council Member Evan Loenser

Respectfully Submitted by Deputy Clerk, Halli Sevilla

Amy Williams, Mayor

Sandie Thone, City Administrator/Clerk



TO: Mayor and City Council
 FROM: Sandie Thone, City Administrator/Clerk
 RE: Resolution 2016-01 Approving Updated 2016 City Fee Schedule
 DATE: January 19, 2016

Background

The City of Lakeland's Chapter 33: Section 33.01 authorizes the city to impose fees, rates or charges for city services as necessary and relevant and within state guidelines. The fees determined and allowed to be amended from time to time by resolution are set forth in the Master Fee Schedule.

Discussion

Annually and before the first city council meeting in January each year staff assesses the current fees for relevance and proposes changes as necessary. Each year the city council ratifies the fees the city charges for city services. This year an audit was performed in October after signing a contract with the new building inspector and many changes were made to existing fees as relevant.

Therefore this annual audit resulted in only two changes to the 2016 fee schedule:

- 1) Right-of-Way/Utility Permits: These permits are issued on a regular basis during the course of the year. The typical process is to collect the application and all necessary documentation for the excavation, verify a current bond is on file or collect additional \$5,000 bond/\$5,000 escrow, send application materials to City Engineer to establish the conditions of the permit, create letter, permit, invoice and conditions, issue permit, process payment and re-inspect the area when completed. Staff calculated estimates that proved on several occasions the costs to issue the permits were exceeding the actual permit fees. Staff conducted an audit of municipal ROW/Utility permit fees in the metro area and found the range of 10 communities fees to be \$75 to \$500 per permit in addition to administrative fees (\$60) and linear foot fees (.40) and Bituminous Surface fees (\$1 to \$4 per square foot) above the flat permit fees. Lakeland charges a flat fee only. Staff calculated that an increase from the current fee of \$140 to \$200 for a ROW/Utility permit in the city would cover the costs to issue the permit with conditions and re-inspect the area when the work was completed.

- 2) Water Rate Increase: At the December 15, 2015 city council meeting the city council approved a water rate increase effective January 1, 2016 for water usage from \$2.30 per 1000 gallons to \$2.40 per 1000 gallons, or an increase of .10. This new rate is reflected in the updated 2016 City Fee Schedule.

ROW/Utility Permit	\$140.00	\$200.00
Water Usage per 1000 Gallons	\$2.30	\$2.40

Recommendation

Staff is requesting the City Council Approve Resolution 2016-01 Approving the Updated 2016 City Fee Schedule. Motion/Second/Majority Vote required.

**CITY OF LAKELAND
WASHINGTON COUNTY, MINNESOTA**

**RESOLUTION 2016-01
APPROVING THE 2016 UPDATED CITY FEE SCHEDULE**

WHEREAS, the City of Lakeland and its activities as a municipality require us to set forth fees and charges for permits and services; and

WHEREAS, the City of Lakeland must maintain a relevant schedule of fees and regularly audit their effectiveness; and

WHEREAS, the City of Lakeland on an annual basis before the first meeting in January of each calendar year reviews the fees for relevancy, updates the schedule as necessary and proposes the new year's fee schedule to the City Council for approval;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lakeland, Minnesota the following fee schedule effective January 19, 2016:

**CITY OF LAKELAND
2016 FEE SCHEDULE**

PERMIT AND APPLICATION FEES	NON-REFUNDABLE FEE	ESCROW DEPOSIT
CONDITIONAL USE PERMIT (CUP) APPLICATION/AMENDMENT	\$400.00	\$300.00
INTERIM USE PERMIT (IUP) APPLICATION/AMENDMENT	\$400.00	\$300.00
ADMINISTRATIVE CHANGES TO CUP OR IUP	\$50.00	
RE-ZONING/COMPREHENSIVE PLAN AMENDMENT	\$575.00	\$2,575.00
PARK FEE – PER LOT OR DWELLING UNIT	\$100.00	
PLANNED UNIT DEVELOPMENT (PUD) APPLICATION	\$350.00	\$6,000.00
STREET VACATION APPLICATION	\$350.00	\$750.00
MINOR SUBDIVISION (1-4 LOTS)	\$1000.00	\$2,500.00
MAJOR SUBDIVISION (5 OR MORE LOTS)	\$1,500.00	\$6,000.00
VARIANCE APPLICATION	\$400.00	\$800.00
CERTIFICATE OF COMPLIANCE	\$125.00	
CERTIFICATE OF COMPLIANCE ANNUAL REVIEW	\$50.00	
UTILITY PERMIT	\$200.00	\$5,000 BOND
GOLF CART PERMIT	\$50.00	
GRADING AND FILLING PERMIT	\$250.00	\$1,500.00

PARKING PERMIT – ANNUAL	\$2.00	
PARKING PERMIT – EVENT	\$10.00	
SIGN PERMIT – TEMPORARY	\$15.00	
SWIMMING POOL – CERTIFICATE OF COMPLIANCE	\$100.00	
VEGETATIVE CUTTING PERMIT	NO CHARGE	
LICENSE FEES		
ADULT BUSINESS LICENSE	SET BY COUNCIL	
BEER LICENSE (NON-INTOXICATING)	\$50.00	
GARBAGE HAULER LICENSE (ANNUAL FEE)	\$80.00	
LIQUOR LICENSE – INITIAL APPLICATION FEE	\$50.00	
LIQUOR LICENSE – ADDITIONAL INVESTIGATION FEE	\$50.00	
LIQUOR LICENSE – CHANGE OF OWNERSHIP FEE	\$50.00	
LIQUOR LICENSE – ADDITIONAL PREMISES FEE	\$50.00	
LIQUOR LICENSE – OFF SALE	\$240.00	
LIQUOR LICENSE – ON SALE	\$1,600.00	
LIQUOR LICENSE – SUNDAY SALES	\$200.00	
LIQUOR LICENSE – 3.2% MALT LIQUOR	\$100.00	
LIQUOR LICENSE TEMPORARY	\$100.00	
MINING LICENSE	\$450.00	
PAWNBROKER'S LICENSE (ANNUAL FEE)	\$1,000.00	
TAVERN LICENSE (ANNUAL FEE)	\$80.00	
TOBACCO LICENSE (ANNUAL FEE)	\$75.00	
USED CAR DEALER LICENSE	\$25.00	
CITY PARK AND BEACH FEES		
ATHLETIC FIELD FEES (PER DAY)	\$10.00	
CITY PARK/BEACH RESERVED RENTAL (RESIDENTS)	\$100.00	\$100.00 DAMAGE DEPOSIT
CITY PARK/BEACH RESERVED RENTAL (NON-RESIDENTS)	\$150.00	\$150.00 DAMAGE DEPOSIT
PEACE OFFICER SERVICES	\$40/PER HOUR	

COPY FEES		
COPIES	.25 PER PAGE	
SPECIAL PROJECTS/RESEARCH	ACTUAL TIME AND COSTS	
CERTIFICATION OF COPIES	\$3.50	
DVD COPIES	\$5.00	
ZONING MAP	\$2.50	
MISCELLANEOUS FEES		
ADULT USE FEE	\$10,000.00	
ASSESSMENT SEARCH	\$30.00	
CITY HALL RENTAL	\$100.00	
NEWSLETTER SPONSORSHIP (ANNUAL)	\$350.00	
NOTARY SERVICE (RESIDENTS AND BUSINESS OWNERS ONLY)	NO CHARGE	
PLAN REVIEW (PRIOR TO APPLICATION)	\$30.00 PER HOUR	
SPECIAL PROJECTS/RESEARCH	ACTUAL TIME AND COSTS	
TAX CERTIFICATION ASSESSMENT FEE	\$50.00	
WATER UTILITY FEES		
HYDRANT PERMIT (ANNUAL)	\$50.00	
MN STATE WATER TAX (MONTHLY)	\$.52	
WATER CONNECTION FEE	\$300.00	
LATE PENALTY	1.5% OF TOTAL BILL	
WATER SHUT OFF FEE	\$15.00	
WATER TURN ON FEE	\$15.00	
FROZEN METER REPAIR	\$25.00	
TAX CERTIFICATION ASSESSMENT FEE	\$50.00	
CERTIFIED MAIL FEE	\$7.00	
NSF RETURNED CHECK FEE	\$25.00	

UPGRADE METER FEE	METER COST LESS 5/8 METER COST	
BASE CHARGE	\$8.00	
WATER USAGE PER 1000 GALLONS	\$2.40	
TOWER DEBT SERVICE	\$9.33	
DEBT SERVICE CREDIT	(\$4.66)	
WATER PERMIT	\$15.00	
MAIN TAP PERMIT	\$40.00	
WINTERIZATION (PULL METER AND DRAIN PIPE)	\$75.00	

The ESCROW deposit is used to pay expenses incurred by the City related to the permit. Any excess funds remaining after the matter has been concluded shall be refunded to the applicant. No interest shall accrue on any deposit. If expenses, in excess of the refundable deposit are incurred, the applicant will be billed for the excess.

LAKELAND BUILDING CODE FEE SCHEDULE

Effective Date: 1/19/2016

Residential Fees

(for permits that are issued over-the-counter and have flat-rate fees)

(Definition of residential: **IRC-1 Single Family Dwelling:** Any building that contains one dwelling unit used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or occupied for living purposes. **IRC-2 Two-Family Dwelling:** Any building that contains two separate dwelling units with separation either horizontal or vertical on one lot used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or occupied for living purposes. **IRC-3 – Townhouse:** Definition: A single-family dwelling unit constructed in a group of two or more attached units in which each unit extends from the foundation to the roof and having open space on at least two sides of each unit. Each single-family dwelling unit shall be considered to be a separate building. Separate building service utilities shall be provided to each single-family dwelling unit when required by other chapters of the State Building Code. **IRC-4 Accessory Structure:** Definition: A structure not greater than 3000 ft² in floor area, and not over two stories in height, the use of which is customarily accessory to and incidental to that of the dwelling(s) and which is located on the same lot.

Maintenance Permit Fees:

- Re-Roof: \$75.00 see handout for when building permit is required
- Re-Side: \$75.00 see handout for when building permit is required
- Re-Window: \$75.00 replacement of same size windows (Exception: egress windows refer to handout)
- Re-Door (Exterior): \$75.00 replacement of same-size exterior doors
- Garage door: \$75.00 replacement of same size doors

Plumbing Permit Fees:

- New fixtures: \$80.00 (minimum) (\$10.00 per fixture after 8 fixtures)
- Lawn Irrigation Systems: \$80.00
- Fixture Maintenance: \$50.00 (This permit is for replacing ONE previously existing fixture or appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done. Changing vent systems, running new drain or supply lines, or replacing or installing new ductwork, pipes, or vents is not fixture maintenance. Examples include Water Softener, or Water Heater Replacement. Multiple fixtures: use new fixture fees.)

Mechanical Permit Fees:

- New appliances: \$75.00 (minimum) (\$37.50 per unit/two unit minimum)
- Gas Line (with mechanical permit): \$12.50 per gas line, \$25.00 minimum
- Gas Line only permit: \$50.00
- Fire Place insert: see Above (Mechanical Permits)
- Fire Place masonry: Based on valuation (building permit required)
- Fixture Maintenance: \$50.00 (This permit is for replacing ONE previously existing appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done. Changing vent systems, running new gas lines, or replacing or installing new ductwork, pipes, or vents is not fixture maintenance. Examples include Furnace, Boiler, A/C, or Water Heater Replacement. Multiple units: use new appliance fees.)

Moved in Structures: See Building Permit Related Fees – commercial and residential

Commercial Fees (all projects not defined as residential)

ALL Commercial permit applications require plan review, and permit fees are based on valuation (includes, re-roof, re-side, re-window, and re-door).

Plumbing and Mechanical Permit Fees: Valuation-based fee (copy of contract must be submitted with permit application)

Building Permit minimum:	\$75.00
Plumbing minimum:	\$75.00
Mechanical minimum:	\$75.00
Gas line minimum (unless included with other mechanical work):	\$50.00

Commercial Plumbing Plan Review: Plumbing Plan Review Fee Schedule

Fire Sprinkler Systems require regular building permit; fees are based on valuation

Fire Alarm Systems require regular building permit; fees are based on valuation

Valuation Based Fees (Building Official will calculate these fees)

(Residential and Commercial building permit fees when plan review is required):

Fee Schedule Base: 1997

Value up to (and including):		For the first:	Plus	For each additional:
\$500	\$50.00	\$500		
\$2000	\$50.00	\$500	\$3.05	\$100 or fraction thereof
\$25,000	\$85.75	\$2,000	\$14.00	\$1,000 or fraction thereof
\$50,000	\$407.75	\$25,000	\$10.10	\$1,000 or fraction thereof
\$100,000	\$660.25	\$50,000	\$7.00	\$1,000 or fraction thereof
\$500,000	\$1,010.25	\$100,000	\$5.60	\$1,000 or fraction thereof
\$1,000,000	\$3,250.25	\$500,000	\$4.75	\$1,000 or fraction thereof
1,000,001 and up	\$5,620.25	\$1,00,000	\$3.80	\$1,000 or fraction thereof

*Pursuant to MN Rules Chapter 1300.0160 subpart 3, Building permit valuations shall be set by the Building Official. For determining the permit valuation, the Building Official will use the supplied valuation with a minimum value as calculated by the current Building Valuation Data Table, published each May by the Department of Labor and Industry and other data, as needed, for projects not otherwise specified.

Building Permit Related Fees – commercial and residential)

- **Plan Check/Document Evaluation fee:** 65% of the Permit Fee for Residential and Commercial Projects. All valuation-based permits require plans/documents to be submitted for review
- **Master Plan:** When submittal documents for similar plans are approved, plan review fees shall not exceed 25 percent of the normal building permit fee established and charged for the same structure. Plan review fees for the original plan review is 65% of the permit fee.
- **Review of state approved plans:** 25% of the plan review required by the adopted fee schedule (for orientation to the plans)
- **Residential Site Inspection (including initial S.E.C.),** required for all new construction (new homes, detached garages, accessory structures) \$60.00
- **Commercial Site Inspection (including initial S.E.C.),** required for all new construction (new buildings and accessory structures) \$90.00
- **S.E.C. (soil and erosion control)** .0006 x permit valuation for all *Building* Permits except re-roof, re-side, window replacement, decks & interior remodels. Minimum \$150.00 new home or commercial construction, minimum \$50.00 on any other non-exempt construction.
- **Demolition Permit Fees:** Based on valuation with a minimum fee of \$100.00
- **Exterior Structures:**
 - Retaining Wall (over 4' in height): based on valuation
 - Fence (over 7' in height): based on valuation
 - Sheds (over 200 sq. feet): based on valuation
 - Swimming Pools:
 - Seasonal Swimming Pools: \$50.00
 - (Seasonal residential swimming pools requiring permits (over 24" and 5000 gallons, installed entirely above grade) are allowed to be installed with a single application and approval provided that the same pool is installed in the same location each year. Once

approved, the pool may be put up and taken down any number of times. A site plan is required to be approved as a part of the permit submittal, and must be kept on site for review as needed.)

Permanent and In-ground Swimming Pools: Based on Valuation

- **Pre-moved in single family dwelling – code compliance inspection:** \$175.00 plus travel time and mileage from municipality office (as calculated by Google maps)
- **Pre-moved in accessory structure – code compliance inspection:** \$125.00 plus travel time and mileage from municipality office (as calculated by Google maps)
- **Connection fee – Moved in structure:** \$200.00 (does not include foundation/interior remodel)
- **Manufactured home installation:** \$200.00 (does not include foundation/interior remodel) plus connection fees (if applicable)
- **Connection fee – plumbing:** \$50.00
- **Connection fee – mechanical:** \$50.00
- **Site work for manufactured, prefab, or moved in home (foundation, basement, etc.):** valuation based

State Surcharge Fees

State Surcharge: Schedule is based on the currently adopted State Surcharge Table – per MN Statute 326B.148

State Surcharge is applicable on all permits unless otherwise noted.

Other Inspections and Fees

1.	Re-inspection Fee - A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made. On valuation-based building permits, this fee is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of the code, but as controlling the practice of calling for inspections before the job is ready for such inspection or re-inspection. Re-inspection fees shall also be assessed when: 1) the address of the jobsite is not posted, 2) the inspection record card is not posted or provided at the worksite, 3) the approved plans are not readily available for the inspector, 4) full access to the site is not provided for the inspector, 5) the inspector is not met by the responsible individual (no show), 6) on residential (IRC) maintenance permits where corrections are required to be inspected, and 7) deviations from the approved plans occur without prior building official approval. Re-inspection fees are due on or before the re-inspection. Payment shall be made payable to the Municipality:	\$50.00 each
2.	Inspections outside of normal business hours (will include travel time both ways – 2 hour minimum):	\$60/hr.
3.	Inspections for which no fee is indicated, Miscellaneous and Special Services (1/2 hour minimum):	\$60/hr.
4.	Additional Plan Review required by changes, additions, or revisions to approved plans (½ hour minimum)	\$75/hr.
5.	Special Investigation fee (work started without obtaining a permit) – applied whether permit is issued or not	100% of permit fee
6.	Copy charge (black/white 8 ½ x 11) – per side	\$.25/sheet
7.	Copy charge (black/white 11 x 17 and 8 ½ x 14) – per side	\$.50/sheet
8.	Copy charge (color 8 ½ x 11) – per side	\$1.00/sheet
9.	Copy charge (color 11 x 17 and 8 ½ x 14) – per side	\$2.00/sheet
10.	Replacement permit card fee – short card (8 ½ x 7)	\$25.00
11.	Replacement permit card fee – long card (8 ½ x 14)	\$40.00
12.	License Look-Up (contractor license verification)	\$5.00
13.	Lead Certification (for eligible construction) (contractor Lead Certification Verification)	\$5.00
14.	Permit Renewal within 6 mos. of expiration (no plan changes, no code changes, new permit number)	50% of original permit fee
15.	Change of Use of occupancy classification	\$100.00

16.	Pre-Final inspection (new home or structure) – 2 hour minimum	\$60/hr.
17.	Temporary Certificate of Occupancy – Escrow (less costs to administer)	\$1,000.00
18.	Refunds:	
	Plan review (if plan review has not started)	100%
	Plan review (if plan review has started - partial)	50%
	Plan review (if plan review has been completed)	0%
	Permit fee (if work has not started) within 6 months of permit issuance by municipality	75%
	Permit fee (if work started)	0%
	Maintenance Permits	0%

Effective 1/19/2016

Amy Williams, Mayor

Sandie Thone, City Administrator/Clerk

4C

CITY OF LAKELAND
WASHINGTON COUNTY, MINNESOTA

RESOLUTION 2016-02
ANNUAL APPOINTMENTS FOR 2016

WHEREAS, Minnesota State Statutes require that the City Council shall, annually at its first meeting of each year, designate annual appointments for the City;

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

The following appointments are hereby approved, effective immediately upon adoption:

- Acting Mayor Richard Glasgow, Council Member
- Animal Control Kathi Pelnar
- Assessor Washington County Assessor
- Building Inspector MNSPECT, Scott Qualle
- City Arborist The Tree Consultants, Michael Ratz
- City Attorney Johnson and Turner, Josh Brekken
- City Administrator/Clerk Sandie Thone
- City Engineer Short, Elliott, Hendrickson, John Parotti
- Deputy Clerk Halli Sevilla
- Emergency Response Amy Williams, Mayor
- Foundation & Grants Matt Kline, Tom Niedzwiecki, Amy Williams
- Gateway Corridor Commission Amy Williams, Mayor
Alternate: Jerine Ryan, Council Member
- Human Resources Sandie Thone, Administrator/Clerk
- Lower St. Croix Management Commission Joe Paiement, Council Member
- Lower St. Croix Valley Alliance Richard Glasgow, Council Member
- Lower St. Croix Valley Joint Cable Communications Commission Richard Glasgow, Council Member
- Lower St. Croix Valley Fire Protection District Richard Glasgow, Council Member
Don James
- *(Representative appointments made in June of alternate years)
- Lower St. Croix Valley Foundation Amy Williams, Mayor
- Met Council Evan Loenser, Council Member

Middle St. Croix Valley
Water Management Organization

Joe Paiement, Council Member
Alternate: Amy Williams, Mayor

Newsletter Editor

Sandie Thone, Administrator/Clerk

Official Depositories

US Bank
League of Minnesota Cities 4M Fund
First State Bank of Bayport

Official Newspaper

Stillwater Evening Gazette

Official Posting Place

Administrative Offices: 1190 St. Croix Trail S

Parks, Trails and Beaches

Matt Kline, Public Works Director

Public Buildings

Matt Kline, Public Works Director

Resident Communications

Sandie Thone, Administrator/Clerk

Special Projects

Mark Nagel

Website Editor

Halli Sevilla, Deputy Clerk

Weed Inspector & Diseased Trees

Sandie Thone, Administrator/Clerk

Planning/Zoning Administrator

Sandie Thone, Administrator/Clerk

Passed and adopted by the Lakeland City Council this 19th day of January 2016.

Amy Williams, Mayor

Sandie Thone, City Administrator/Clerk

4D

RESOLUTION NO. 2016-03

**CITY OF LAKELAND
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION APPROVING THE AUTHORIZED SIGNERS
FOR 4M FUND CITY OF LAKELAND WITH U.S. BANK**

BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF LAKELAND that the following City representatives are hereby designated to be the Authorized Signers for the 4M Fund City of Lakeland account with U.S. Bank, effective January 31, 2016:

- | | | |
|----|--------------------|--------------------------|
| 1. | Amy Williams | Mayor |
| 2. | Richard Glasgow | Acting Mayor |
| 3. | Sandie Thone | City Administrator/Clerk |
| 4. | Thomas Niedzwiecki | Treasurer |

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

Amy Williams, Mayor

ATTEST:

Sandie Thone, City Administrator/Clerk



Public Works Department

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

To: Lakeland City Council

From: Matt Kline | Director of Public Works

Date: January 19, 2016

RE: Summer/Seasonal Worker 2016

Background

In 2015, the Lakeland City Council outsourced snowplowing to a contractor. This eliminated the need for a full time public works maintenance position. During the summer of 2015, the city hired a college student to help with mowing, parks maintenance, and street work. While the employee worked out very well during his time here, it was apparent that a part time public works employee was needed from May thru October if the city was going to keep that type of work internally.

Discussion

Given that the summer is the busy season for both the water operator and public works director it makes sense to hire a part time seasonal employee for a longer period of time. I contacted Lake St Croix Beach to determine how much a mowing contract may cost for the season. For the past three years, they've paid about \$14,000 each year for mowing services. Our total budget for parks, which includes maintenance, mowing, and salaries, was \$24,662.50 for 2015. The city also has \$14,000 set aside in long term improvement funds for a new city mower.

Given that a part time maintenance employee gives the city an option to keep mowing and perform other tasks such as street maintenance, park maintenance, and other public works needs in house, staff feels that this is the best summer option. The other option would be to contract out all services to local vendors.

Staff preference would be to have a local employee who lives in or near town to perform the duties of summer maintenance. Ideally, the employee would have a tie to the St Croix Valley.

Recommendation

Staff is requesting that the City Council initially agree to the posting and recruitment of the extended seasonal maintenance worker position in the City Newsletter and Website during the months of February and March to determine if there is any local interest in the position. Applicants would be interviewed on a continual basis until a qualified applicant is found. Depending on the number of applications and the applicant's qualifications, the job hiring process may need to be reassessed if no qualified applicants are found by the March council meeting. The hiring range for the position is \$10.75 to \$11.85 DOQ.

Motion, second, and majority vote required.

Position: Seasonal Maintenance Worker (Public Works)
Posted: February 1, 2016
Application Deadline: Applications accepted until position is filled
Status: Summer Seasonal (May-October)
Compensation Range: \$10.75 to \$11.85 (DOQ)

This seasonal position reports to the Public Works Director and performs landscape and routine grounds care of city parks, city property and trail system. Assists with streets maintenance and repairs. Assists with traffic signs. Assists with general building maintenance, locates and water department duties. Assists with painting and flushing of hydrants.

Essential Job Functions:

- 1) Responsible for performing landscape and routine grounds care of city parks, city property and trail system.
- 2) Assists with streets maintenance and repairs.
- 3) Assists with traffic and road sign installation and maintenance.
- 4) Assists with general building maintenance, locates and water department duties.
- 5) Assists with painting and flushing of hydrants.
- 6) Maintains facilities and ball fields.
- 7) Performs other general labor duties as assigned.

Required Qualifications:

- High School graduate or equivalent.
- Valid driver's license with satisfactory driving record.
- Must be 18 years of age or older.
- Ability to frequently lift/move 50 pounds.

Please submit your application to:

Human Resources at city@ci.lakeland.mn.us

City of Lakeland

1190 Saint Croix Trail

Lakeland, MN 55043 / Phone: 651.436.4430

Thank you for your interest in the City of Lakeland. City of Lakeland is a drug free, EO, AA Employer.



Public Works Department

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

To: Lakeland City Council

From: Matt Kline | Director of Public Works

Date: January 19, 2016

RE: Quixote Ave Drainage Improvement Project Maintenance Agreements

Background

The City of Lakeland just completed a comprehensive drainage improvement project along a short stretch of Quixote Ave. The project included the installation of two drainage basins and the installation of an iron enhanced sand filter along with repaving, concrete curb installation, and a storm water outlet installation. This project is designed to eliminate the runoff going over the slope at 745 Quixote and subsequently reduce the amount of phosphorous entering the impaired waters of the St Croix River. The two drainage basins along with the iron enhanced sand filter are located in city right of way. The outlet pipe is located on private property with a utility easement for maintenance and upkeep of the pipe.

Discussion

The Drainage project has a significant amount of initial maintenance involved with each drainage basin and bluff restoration. Watering and weeding will need to occur on a regular basis to keep non-native species out and allow the native species to prosper. An initial two year period of higher maintenance should result in the native species prospering after that time. Reduced maintenance should occur after that initial two year period.

The Middle St Croix Valley WMO has reached agreement with all three property owners to perform their own maintenance on each of their corresponding project areas. Along with the agreements from the homeowners, the WMO will also provide time and money into helping maintain the areas as well. All three homeowners have expressed a strong desire to provide a high degree of upkeep to keep the newly installed native species flourishing.

Recommendation

Staff is requesting that the attached agreements be signed as is. Staff has reviewed the documents and approve of the agreements between the homeowners, the WMO, and the City of Lakeland. Passed as a consent agenda item

Attachment: Maintenance Agreements

**AGREEMENT AMONG BRADLEY AND AMY LAHR CITY OF LAKELAND AND MIDDLE ST.
CROIX WATERSHED MANAGEMENT ORGANIZATION**

Quixote Avenue Drainage Improvement Project

This agreement is entered into by and among Bradley and Amy Lahr (Homeowners) and fee title owners of a single-family residential property at 681 Quixote Avenue in City of Lakeland, Minnesota, and shown on the plan in Exhibit A, attached to and incorporated into this agreement (the Property); the City of Lakeland, a Class A statutory city and political subdivision of the State of Minnesota (City) and holder of the drainage and utility easement shown in Exhibit A; and the Middle St. Croix Watershed Management Organization, a special purposes local unit of government under Minnesota Statutes chapters 103B (WMO) (all together, the Parties).

The agreement allocates rights and responsibilities among the Parties for the construction and maintenance of a stormwater-management rain garden (the Rain Garden) within an easement dedicated to public use for drainage and utility purposes on the Property to decrease stormwater flowing into the St. Croix River and reduce loading of stormwater volume and phosphorus, sediment and other pollutants to Lake St. Croix to improve water quality. The planned location of the Rain Garden is shown on Exhibit A.

In consideration of the mutual terms and conditions set forth herein, including the obligations of mutual consideration, the sufficiency of which is hereby acknowledged by each and all of the Parties, Homeowners, City and MSWMO agree as follows:

1. Rain Garden Design and Construction

WMO will produce draft plans and specifications for the Rain Garden and will provide the plans to Homeowners and City for a minimum of 15 days to allow Homeowners and City to provide comment and suggestions. WMO will incorporate changes to address Homeowners' and City's comments in finalizing the plans and specifications as fully as possible. WMO and City will select a contractor to construct the Rain Garden in accordance with the final plans and specifications. An engineer, the city and the WMO will oversee construction. The engineer will be responsible for certifying the project was constructed in accordance with the final plans and specifications.

WMO will provide consultation for the establishment of plants and maintenance of the Rain Garden for the two years after completion of construction. During the establishment and maintenance period, WMO will train Homeowners in the implementation of the maintenance plan and schedule attached to and incorporated into this agreement as Exhibit B, as it may be amended to account for the final design and construction of the Rain Garden.

In the event that Homeowners elect to convey the Property prior to the conclusion of the two-year period in which the WMO will establish and maintain the Rain Garden, Homeowners will notify WMO at least 30 days before conveying the Property and will facilitate communication between WMO and the subsequent purchaser of the Property to help ensure construction, establishment of the Rain Garden in accordance with the final plans and specifications and continued maintenance of the Rain Garden in accordance with Exhibit B.

2. Maintenance

At the conclusion of the two-year period during which maintenance will be provided by WMO, Homeowner will assume the obligation to maintain the Rain Garden in accordance with Exhibit B for 10 years from the date of completion of construction or as long as Homeowners retain ownership of the Property, whichever is shorter. Homeowners will notify WMO at least 30 days before Homeowners convey the Property and will facilitate communication between WMO and the subsequent purchaser of the Property to help ensure continued maintenance of the Rain Garden in accordance with Exhibit B.

In the event of a determination by WMO that Homeowners or their successors in interest have failed to maintain the Rain Garden in accordance with Exhibit B, WMO may reassume the obligation to maintain the Rain Garden within the 10 years from the date of completion of construction.

3. Funding

- a. All costs of design, permitting, construction and establishment of the Rain Garden according to the final plans and specifications, including costs of establishing plants and maintenance of the Rain Garden in accordance with Exhibit B for two years after completion of construction, will be borne by WMO and City, except that each of the Parties will bear its own administrative, legal and incidental costs. WMO also will bear costs as provided in section 7 of this agreement.
- b. Homeowners will bear at their sole expense the costs of maintaining the Rain Garden in accordance with Exhibit B for as long as Homeowners remain obligated to maintain the Rain Garden.

4. Project Easements

- a. Homeowner hereby grants and conveys to WMO and City the right to access and use the Property for purposes of construction, establishment, maintenance and

inspection of the Rain Garden. City, as trustee for the public use of the drainage and utility easement on the Property as provided in Exhibit A, consents to the grant of easement to WMO and City and agrees that its rights in the Property are consistent with the grant of easement to WMO and City. The rights granted to WMO and City are limited to the area in and around the Rain Garden, as shown in Exhibit A (Rain Garden Area). The easement is granted to permit WMO and City to access and enter the Rain Garden Area to fulfill its obligations under this agreement. WMO's easement rights under this agreement are independent of WMO's authority to enter and inspect property under Minnesota Statutes section 103D.335, subdivision 14.

- b. No party to this agreement will be compensated by another for the easements granted hereby.

5. Warranty

- a. All construction and maintenance activities undertaken by WMO and Homeowner on the Property will be conducted in a safe and workmanlike manner. In the event the Property is damaged by the WMO's activities relating to, or arising from, the exercise of any rights under this agreement, the party responsible will promptly repair or restore any damage to the Property to the extent reasonably practicable, including alteration of existing grades and grading, filling and other activities within the Rain Garden Area as necessary to ensure the function, values and health of the Rain Garden.
- b. In the event that the Rain Garden is damaged within 12 years of the date of execution of this agreement by City in the course of its maintenance or improvement of the street and right-of-way adjacent to the Property, including control of snow and ice and storage of snow in the right of way, City and WMO will meet to assess options for repair, restoration or replacement of the Rain Garden, including but not limited to funding of such repair, restoration or replacement.

6. Signage; Public Access; Publicity

WMO, at its own cost and in consultation with Homeowners, may place and maintain appropriate signage on the Property identifying and describing the Rain Garden and informing the public of its purposes. On reasonable notice to Homeowner, WMO representatives may accompany members of the public onto the Property to view the Rain Garden from time to time. This agreement does not create any right of public entry onto Homeowner's property except as coordinated with Homeowner as provided herein. In communicating to funding or oversight agencies or in public communications about WMO programs, WMO may cite the Rain Garden and its location and may depict the Rain Garden in text, photographs or other media.

7. Independent Relationship

No employee, representative, contractor or consultant of any party to this agreement has acted or may act in any respect as the agent or representative of any other party.

8. Remedies

Only contractual remedies are available for a party's failure to fulfill the terms of this agreement.

9. Indemnification; Immunities

WMO agrees to defend, after WMO defense indemnify, and hold harmless Homeowner and City from and against any and all suits, actions, causes of action, claims or proceedings arising out of WMO's design, construction or maintenance activities pursuant to this agreement, except to the extent such suit, action, cause of action, claim or proceeding arises from actions or inactions of Homeowner or City for which that party would be independently subject to liability.

Except as specifically provided herein, each party is responsible for its own acts and omissions and the results thereof. Minnesota Statutes chapter 466 and other applicable law govern City's and WMO's liability. A party's approval of or concurrence in plans prepared by or on behalf of another party is solely to allow the first party to ascertain the nature and timing of its own contributions to the work described by this agreement. Such approval does not in any respect constitute a certification or warranty to the other party, or any third party, of plans and specifications. No action or inaction of a party under this agreement creates a duty of care for the benefit of any third party. This agreement creates no right in and waives no immunity, defense or liability limitation with respect to any party not a party to this agreement. Notwithstanding any other term of this agreement, WMO and City waive no immunities in tort. Pursuant to Minnesota Statutes section 471.59, subdivision 1a, neither City nor WMO will be liable for the acts or omissions of the other. For purposes of determining total liability for damages, WMO and City are considered a single governmental unit and WMO's and City's total liability will not exceed the limits on governmental liability for a single governmental unit as specified in section 466.04, subdivision 1.

10. Insurance

Homeowners will remain solely responsible for maintaining property, liability and other insurance for their own use of the Property.

11. Effective Date; Expiration; Survival of Obligations

The agreement is effective when fully executed by the Parties and expires fifteen (15) years thereafter. All obligations that have come into being before expiration of this

agreement, specifically including but not limited to obligations to maintain the Rain Garden, funding obligations, grants of easements, right to display signage, indemnification and obligation to insure survive expiration.

12. Notices

Any written communication required under this agreement will be addressed to the other parties as follows, except that a party may change its address for notice by so notifying the other Parties in writing:

To Homeowners:

Bradley and Amy Lahr
681 Quixote Avenue
Lakeland, MN 55403

To WMO:

Administrator, Middle St. Croix Watershed Management Organization
455 Hayward Ave North
Oakdale, MN 55128

To City:

Director, Public Works/Engineering
City of Lakeland
Lakeland MN 55043

13. Waiver

A party's failure to insist on strict performance of any obligation under this agreement or to exercise any option, remedy or right herein will not waive or relinquish that party's right in the future to insist on strict performance of that or any other obligation. A party's waiver of a breach of an obligation of this agreement will not be construed as a waiver of any subsequent breach of that or any other obligation. A waiver must be in writing and signed by the party.

14. Compliance With Laws

In performing their obligations and exercising their rights under this agreement, the Parties will ensure that no person is excluded from full employment rights or participation in or benefits of any program, service, or activity on the grounds of race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public-assistance status or national origin, and that no person protected by applicable federal or state laws, rules or regulations against discrimination is subject to discrimination.

15. Governing Law; Venue

This agreement will be governed by and interpreted in accordance with the laws of the State of Minnesota. Venue for all legal proceedings arising out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Washington County, Minnesota.

16. Merger

This agreement contains all the negotiations and agreements among the Parties. No other understanding regarding this agreement, whether written or oral, binds any party.

17. Amendment

Any amendment to this agreement must be in writing and will not be effective until it has been signed by the Parties. WMO may amend this agreement only by action of the Board of Managers acting as a body.

18. Definition

The use of the term "WMO" in this agreement includes and incorporates, for purposes of the obligations and rights provided herein, any WMO manager, employee, assign, agent or contractor.

(signatures next page)

INTENDING TO BE BOUND, THE PARTIES EXECUTE AND DELIVER THIS AGREEMENT.

[HOMEOWNER(S)]

Bradley R. Lahr
Name: Bradley R. Lahr
Its: Owner, 681 Quixote Ave N

Date: 11/23/2015

Amy J. Lahr
Name: Amy J. Lahr
Its: Owner, 681 Quixote Ave N

Date: 11/23/2015

CITY OF LAKELAND

Name: _____
Its: _____

Date:

Name: _____
Its: _____

Date:

APPROVED AS TO FORM & EXECUTION

City Counsel

WMOWMOMIDDLE ST. CROIX WMO MANAGEMENT ORGANIZATION

By: _____
Mike Isensee
Its administrator

Date:

Exhibit A
Rain Garden Location

CITY OF
LAKELAND, MINNESOTA
 CONSTRUCTION PLANS
 FOR
2015 QUIXOTE AVENUE NORTH DRAINAGE IMPROVEMENTS



SHEET INDEX

TITLE SHEET	SHEET NO.
QUIXOTE AVENUE NORTH STREET & DRAINAGE IMPROVEMENTS	00
641 & 811 QUIXOTE AVENUE NORTH DRAINAGE IMPROVEMENTS	01
DETAILS & SPECIFICATIONS	02

PROJECT NO. 151-2705-010 DRAINAGE RES. 2700010270 411-555-0011 FAX 612-555-0011 Rehder & Associates, Inc. Civil Engineer, Planner and Land Surveyor 411-555-0011 FAX 612-555-0011 411-555-0011 FAX 612-555-0011		Name: <i>[Signature]</i> Date: 2-18-15 Title: <i>[Signature]</i> License No. 21392	CITY OF LAKELAND DRAINAGE IMPROVEMENTS 2014 QUIXOTE AVENUE NORTH	SHEET NUMBER 00
I hereby certify that the work was prepared by me or a duly Licensed Professional Engineer under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.		Issued NO. 00 REVISION NO. 00		

Exhibit B
Rain Garden Maintenance Plan & Schedule

Owner must regularly inspect and repair or replace the rain garden's components and plants. Generally, this involves routine maintenance similar to any vegetated landscaped area. Maintenance should be undertaken as follows and according to the following schedule:

- a. Inspection of the rain garden area should occur after rain events when any clogging will be obvious, in the spring prior to first rain events, and in the fall after leaf fall. After rainstorms, inspect the cell and make sure that drainage paths are clear and that ponding water dissipates over 4 to 6 hours. (Water may pond for longer times during the winter and early spring.)
- b. Visually inspect and repair erosion monthly. Use small stones to stabilize erosion along drainage paths.
- c. Once a month (more frequently in the summer), visually inspect vegetation for disease or pest problems.
- d. During times of extended drought, look for physical features of stress (unrevived wilting, yellow, spotted or brown leaves, loss of leaves, etc.). Water in the early morning as needed.
- e. Weed regularly, as needed.
- f. Prune excess growth annually or more often, if desired. Trimmed materials may be recycled back in the garden.
- g. Follow the guidance in the Washington Conservation District Prairie Projects Operations and Maintenance Guide (attached).
- h. Contact the Washington Conservation District at 651-330-8220 with any maintenance questions or concerns.

**AGREEMENT AMONG BRADLEY AND AMY LAHR CITY OF LAKELAND AND MIDDLE ST.
CROIX WATERSHED MANAGEMENT ORGANIZATION**

Quixote Avenue Drainage Improvement Project

This agreement is entered into by and among Bradley and Amy Lahr (Homeowners) and fee title owners of a single-family residential property at 681 Quixote Avenue in City of Lakeland, Minnesota, and shown on the plan in Exhibit A, attached to and incorporated into this agreement (the Property); the City of Lakeland, a Class A statutory city and political subdivision of the State of Minnesota (City) and holder of the drainage and utility easement shown in Exhibit A; and the Middle St. Croix Watershed Management Organization, a special purposes local unit of government under Minnesota Statutes chapters 103B (WMO) (all together, the Parties).

The agreement allocates rights and responsibilities among the Parties for the construction and maintenance of a stormwater-management rain garden (the Rain Garden) within an easement dedicated to public use for drainage and utility purposes on the Property to decrease stormwater flowing into the St. Croix River and reduce loading of stormwater volume and phosphorus, sediment and other pollutants to Lake St. Croix to improve water quality. The planned location of the Rain Garden is shown on Exhibit A.

In consideration of the mutual terms and conditions set forth herein, including the obligations of mutual consideration, the sufficiency of which is hereby acknowledged by each and all of the Parties, Homeowners, City and MSWMO agree as follows:

1. Rain Garden Design and Construction

WMO will produce draft plans and specifications for the Rain Garden and will provide the plans to Homeowners and City for a minimum of 15 days to allow Homeowners and City to provide comment and suggestions. WMO will incorporate changes to address Homeowners' and City's comments in finalizing the plans and specifications as fully as possible. WMO and City will select a contractor to construct the Rain Garden in accordance with the final plans and specifications. An engineer, the city and the WMO will oversee construction. The engineer will be responsible for certifying the project was constructed in accordance with the final plans and specifications.

WMO will provide consultation for the establishment of plants and maintenance of the Rain Garden for the two years after completion of construction. During the establishment and maintenance period, WMO will train Homeowners in the implementation of the maintenance plan and schedule attached to and incorporated into this agreement as Exhibit B, as it may be amended to account for the final design and construction of the Rain Garden.

In the event that Homeowners elect to convey the Property prior to the conclusion of the two-year period in which the WMO will establish and maintain the Rain Garden, Homeowners will notify WMO at least 30 days before conveying the Property and will facilitate communication between WMO and the subsequent purchaser of the Property to help ensure construction, establishment of the Rain Garden in accordance with the final plans and specifications and continued maintenance of the Rain Garden in accordance with Exhibit B.

2. Maintenance

At the conclusion of the two-year period during which maintenance will be provided by WMO, Homeowner will assume the obligation to maintain the Rain Garden in accordance with Exhibit B for 10 years from the date of completion of construction or as long as Homeowners retain ownership of the Property, whichever is shorter. Homeowners will notify WMO at least 30 days before Homeowners convey the Property and will facilitate communication between WMO and the subsequent purchaser of the Property to help ensure continued maintenance of the Rain Garden in accordance with Exhibit B.

In the event of a determination by WMO that Homeowners or their successors in interest have failed to maintain the Rain Garden in accordance with Exhibit B, WMO may reassume the obligation to maintain the Rain Garden within the 10 years from the date of completion of construction.

3. Funding

- a. All costs of design, permitting, construction and establishment of the Rain Garden according to the final plans and specifications, including costs of establishing plants and maintenance of the Rain Garden in accordance with Exhibit B for two years after completion of construction, will be borne by WMO and City, except that each of the Parties will bear its own administrative, legal and incidental costs. WMO also will bear costs as provided in section 7 of this agreement.
- b. Homeowners will bear at their sole expense the costs of maintaining the Rain Garden in accordance with Exhibit B for as long as Homeowners remain obligated to maintain the Rain Garden.

4. Project Easements

- a. Homeowner hereby grants and conveys to WMO and City the right to access and use the Property for purposes of construction, establishment, maintenance and

inspection of the Rain Garden. City, as trustee for the public use of the drainage and utility easement on the Property as provided in Exhibit A, consents to the grant of easement to WMO and City and agrees that its rights in the Property are consistent with the grant of easement to WMO and City. The rights granted to WMO and City are limited to the area in and around the Rain Garden, as shown in Exhibit A (Rain Garden Area). The easement is granted to permit WMO and City to access and enter the Rain Garden Area to fulfill its obligations under this agreement. WMO's easement rights under this agreement are independent of WMO's authority to enter and inspect property under Minnesota Statutes section 103D.335, subdivision 14.

- b. No party to this agreement will be compensated by another for the easements granted hereby.

5. Warranty

- a. All construction and maintenance activities undertaken by WMO and Homeowner on the Property will be conducted in a safe and workmanlike manner. In the event the Property is damaged by the WMO's activities relating to, or arising from, the exercise of any rights under this agreement, the party responsible will promptly repair or restore any damage to the Property to the extent reasonably practicable, including alteration of existing grades and grading, filling and other activities within the Rain Garden Area as necessary to ensure the function, values and health of the Rain Garden.
- b. In the event that the Rain Garden is damaged within 12 years of the date of execution of this agreement by City in the course of its maintenance or improvement of the street and right-of-way adjacent to the Property, including control of snow and ice and storage of snow in the right of way, City and WMO will meet to assess options for repair, restoration or replacement of the Rain Garden, including but not limited to funding of such repair, restoration or replacement.

6. Signage; Public Access; Publicity

WMO, at its own cost and in consultation with Homeowners, may place and maintain appropriate signage on the Property identifying and describing the Rain Garden and informing the public of its purposes. On reasonable notice to Homeowner, WMO representatives may accompany members of the public onto the Property to view the Rain Garden from time to time. This agreement does not create any right of public entry onto Homeowner's property except as coordinated with Homeowner as provided herein. In communicating to funding or oversight agencies or in public communications about WMO programs, WMO may cite the Rain Garden and its location and may depict the Rain Garden in text, photographs or other media.

7. Independent Relationship

No employee, representative, contractor or consultant of any party to this agreement has acted or may act in any respect as the agent or representative of any other party.

8. Remedies

Only contractual remedies are available for a party's failure to fulfill the terms of this agreement.

9. Indemnification; Immunities

WMO agrees to defend, after WMO defense indemnify, and hold harmless Homeowner and City from and against any and all suits, actions, causes of action, claims or proceedings arising out of WMO's design, construction or maintenance activities pursuant to this agreement, except to the extent such suit, action, cause of action, claim or proceeding arises from actions or inactions of Homeowner or City for which that party would be independently subject to liability.

Except as specifically provided herein, each party is responsible for its own acts and omissions and the results thereof. Minnesota Statutes chapter 466 and other applicable law govern City's and WMO's liability. A party's approval of or concurrence in plans prepared by or on behalf of another party is solely to allow the first party to ascertain the nature and timing of its own contributions to the work described by this agreement. Such approval does not in any respect constitute a certification or warranty to the other party, or any third party, of plans and specifications. No action or inaction of a party under this agreement creates a duty of care for the benefit of any third party. This agreement creates no right in and waives no immunity, defense or liability limitation with respect to any party not a party to this agreement. Notwithstanding any other term of this agreement, WMO and City waive no immunities in tort. Pursuant to Minnesota Statutes section 471.59, subdivision 1a, neither City nor WMO will be liable for the acts or omissions of the other. For purposes of determining total liability for damages, WMO and City are considered a single governmental unit and WMO's and City's total liability will not exceed the limits on governmental liability for a single governmental unit as specified in section 466.04, subdivision 1.

10. Insurance

Homeowners will remain solely responsible for maintaining property, liability and other insurance for their own use of the Property.

11. Effective Date; Expiration; Survival of Obligations

The agreement is effective when fully executed by the Parties and expires fifteen (15) years thereafter. All obligations that have come into being before expiration of this

agreement, specifically including but not limited to obligations to maintain the Rain Garden, funding obligations, grants of easements, right to display signage, indemnification and obligation to insure survive expiration.

12. Notices

Any written communication required under this agreement will be addressed to the other parties as follows, except that a party may change its address for notice by so notifying the other Parties in writing:

To Homeowners:

Bradley and Amy Lahr
681 Quixote Avenue
Lakeland, MN 55403

To WMO:

Administrator, Middle St. Croix Watershed Management Organization
455 Hayward Ave North
Oakdale, MN 55128

To City:

Director, Public Works/Engineering
City of Lakeland
Lakeland MN 55043

13. Waiver

A party's failure to insist on strict performance of any obligation under this agreement or to exercise any option, remedy or right herein will not waive or relinquish that party's right in the future to insist on strict performance of that or any other obligation. A party's waiver of a breach of an obligation of this agreement will not be construed as a waiver of any subsequent breach of that or any other obligation. A waiver must be in writing and signed by the party.

14. Compliance With Laws

In performing their obligations and exercising their rights under this agreement, the Parties will ensure that no person is excluded from full employment rights or participation in or benefits of any program, service, or activity on the grounds of race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public-assistance status or national origin, and that no person protected by applicable federal or state laws, rules or regulations against discrimination is subject to discrimination.

15. Governing Law; Venue

This agreement will be governed by and interpreted in accordance with the laws of the State of Minnesota. Venue for all legal proceedings arising out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Washington County, Minnesota.

16. Merger

This agreement contains all the negotiations and agreements among the Parties. No other understanding regarding this agreement, whether written or oral, binds any party.

17. Amendment

Any amendment to this agreement must be in writing and will not be effective until it has been signed by the Parties. WMO may amend this agreement only by action of the Board of Managers acting as a body.

18. Definition

The use of the term "WMO" in this agreement includes and incorporates, for purposes of the obligations and rights provided herein, any WMO manager, employee, assign, agent or contractor.

(signatures next page)

INTENDING TO BE BOUND, THE PARTIES EXECUTE AND DELIVER THIS AGREEMENT.

[HOMEOWNER(S)]

Bradley B. Lahr
Name: Bradley B. Lahr
Its: Owner, 681 Quixote Ave N

Date: 11/23/2015

Amy J. Lahr
Name: Amy J. Lahr
Its: Owner, 681 Quixote Ave N

Date: 11/23/2015

CITY OF LAKELAND

Name: _____
Its: _____

Date:

Name: _____
Its: _____

Date:

APPROVED AS TO FORM & EXECUTION

City Counsel

WMOWMOMIDDLE ST. CROIX WMO MANAGEMENT ORGANIZATION

By: _____
Mike Isensee
Its administrator

Date:

Exhibit A
Rain Garden Location

CITY OF
LAKELAND, MINNESOTA
 CONSTRUCTION PLANS
 FOR
2015 QUIXOTE AVENUE NORTH DRAINAGE IMPROVEMENTS



SHEET INDEX

TITLE SHEET	SHEET NO.
QUIXOTE AVENUE NORTH STREET & DRAINAGE IMPROVEMENTS	C1
641 & 681 QUIXOTE AVENUE NORTH DRAINAGE IMPROVEMENTS	C2
DETAILS & SPECIFICATIONS	C3

<p>Reddy & Associates, Inc. Civil Engineer, Planner and Land Surveyor 240 Parkview Drive, Suite 110 - Maplewood, MN 55127 Tel: 612-835-1100 Fax: 612-835-1101 612-835-1011 Fax: 612-835-1011 - Email: red@redco.com</p> <p>DATE: 2-18-15 DRAWN BY: [Signature] CHECKED BY: [Signature] PROJECT NO.: 151-270619 DRAINAGE FILE: 270619DRG</p>	<p style="text-align: center;">ISSUED</p> <p>NO. 01 NO. 02 NO. 03</p>	<p style="text-align: center;">CITY OF LAKELAND DRAINAGE IMPROVEMENTS 2014 QUIXOTE AVENUE NORTH</p>
<p>CO SHEET NUMBER</p>		

Exhibit B
Rain Garden Maintenance Plan & Schedule

Owner must regularly inspect and repair or replace the rain garden's components and plants. Generally, this involves routine maintenance similar to any vegetated landscaped area. Maintenance should be undertaken as follows and according to the following schedule:

- a. Inspection of the rain garden area should occur after rain events when any clogging will be obvious, in the spring prior to first rain events, and in the fall after leaf fall. After rainstorms, inspect the cell and make sure that drainage paths are clear and that ponding water dissipates over 4 to 6 hours. (Water may pond for longer times during the winter and early spring.)
- b. Visually inspect and repair erosion monthly. Use small stones to stabilize erosion along drainage paths.
- c. Once a month (more frequently in the summer), visually inspect vegetation for disease or pest problems.
- d. During times of extended drought, look for physical features of stress (unrevived wilting, yellow, spotted or brown leaves, loss of leaves, etc.). Water in the early morning as needed.
- e. Weed regularly, as needed.
- f. Prune excess growth annually or more often, if desired. Trimmed materials may be recycled back in the garden.
- g. Follow the guidance in the Washington Conservation District Prairie Projects Operations and Maintenance Guide (attached).
- h. Contact the Washington Conservation District at 651-330-8220 with any maintenance questions or concerns.

**AGREEMENT AMONG MICHAEL AND KATHLEEN QUINN CITY OF LAKELAND AND MIDDLE
ST. CROIX WATERSHED MANAGEMENT ORGANIZATION**

Quixote Avenue Drainage Improvement Project

This agreement is entered into by and among Michael and Kathleen Quinn (Homeowners) and fee title owners of a single-family residential property at 641 Quixote Avenue in City of Lakeland, Minnesota, and shown on the plan in Exhibit A, attached to and incorporated into this agreement (the Property); the City of Lakeland, a Class A statutory city and political subdivision of the State of Minnesota (City) and holder of the drainage and utility easement shown in Exhibit A; and the Middle St. Croix Watershed Management Organization, a special purposes local unit of government under Minnesota Statutes chapters 103B (WMO) (all together, the Parties).

The agreement allocates rights and responsibilities among the Parties for the construction and maintenance of a stormwater-management rain garden (the Rain Garden) within an easement dedicated to public use for drainage and utility purposes on the Property to decrease stormwater flowing into the St. Croix River and reduce loading of stormwater volume and phosphorus, sediment and other pollutants to Lake St. Croix to improve water quality. The planned location of the Rain Garden is shown on Exhibit A.

In consideration of the mutual terms and conditions set forth herein, including the obligations of mutual consideration, the sufficiency of which is hereby acknowledged by each and all of the Parties, Homeowners, City and MSWMO agree as follows:

1. Rain Garden Design and Construction

WMO will produce draft plans and specifications for the Rain Garden and will provide the plans to Homeowners and City for a minimum of 15 days to allow Homeowners and City to provide comment and suggestions. WMO will incorporate changes to address Homeowners' and City's comments in finalizing the plans and specifications as fully as possible. WMO and City will select a contractor to construct the Rain Garden in accordance with the final plans and specifications. An engineer, the city and the WMO will oversee construction. The engineer will be responsible for certifying the project was constructed in accordance with the final plans and specifications.

WMO will provide consultation for the establishment of plants and maintenance of the Rain Garden for the two years after completion of construction. During the establishment and maintenance period, WMO will train Homeowners in the implementation of the maintenance plan and schedule attached to and incorporated into this agreement as Exhibit B, as it may be amended to account for the final design and construction of the Rain Garden.

In the event that Homeowners elect to convey the Property prior to the conclusion of the two-year period in which the WMO will establish and maintain the Rain Garden, Homeowners will notify WMO at least 30 days before conveying the Property and will facilitate communication between WMO and the subsequent purchaser of the Property to help ensure construction, establishment of the Rain Garden in accordance with the final plans and specifications and continued maintenance of the Rain Garden in accordance with Exhibit B.

2. Maintenance

At the conclusion of the two-year period during which maintenance will be provided by WMO, Homeowner will assume the obligation to maintain the Rain Garden in accordance with Exhibit B for 10 years from the date of completion of construction or as long as Homeowners retain ownership of the Property, whichever is shorter. Homeowners will notify WMO at least 30 days before Homeowners convey the Property and will facilitate communication between WMO and the subsequent purchaser of the Property to help ensure continued maintenance of the Rain Garden in accordance with Exhibit B.

In the event of a determination by WMO that Homeowners or their successors in interest have failed to maintain the Rain Garden in accordance with Exhibit B, WMO may reassume the obligation to maintain the Rain Garden within the 10 years from the date of completion of construction.

3. Funding

- a. All costs of design, permitting, construction and establishment of the Rain Garden according to the final plans and specifications, including costs of establishing plants and maintenance of the Rain Garden in accordance with Exhibit B for two years after completion of construction, will be borne by WMO and City, except that each of the Parties will bear its own administrative, legal and incidental costs. WMO also will bear costs as provided in section 7 of this agreement.
- b. Homeowners will bear at their sole expense the costs of maintaining the Rain Garden in accordance with Exhibit B for as long as Homeowners remain obligated to maintain the Rain Garden.

4. Project Easements

- a. Homeowner hereby grants and conveys to WMO and City the right to access and use the Property for purposes of construction, establishment, maintenance and

inspection of the Rain Garden. City, as trustee for the public use of the drainage and utility easement on the Property as provided in Exhibit A, consents to the grant of easement to WMO and City and agrees that its rights in the Property are consistent with the grant of easement to WMO and City. The rights granted to WMO and City are limited to the area in and around the Rain Garden, as shown in Exhibit A (Rain Garden Area). The easement is granted to permit WMO and City to access and enter the Rain Garden Area to fulfill its obligations under this agreement. WMO's easement rights under this agreement are independent of WMO's authority to enter and inspect property under Minnesota Statutes section 103D.335, subdivision 14.

- b. No party to this agreement will be compensated by another for the easements granted hereby.

5. Warranty

- a. All construction and maintenance activities undertaken by WMO and Homeowner on the Property will be conducted in a safe and workmanlike manner. In the event the Property is damaged by the WMO's activities relating to, or arising from, the exercise of any rights under this agreement, the party responsible will promptly repair or restore any damage to the Property to the extent reasonably practicable, including alteration of existing grades and grading, filling and other activities within the Rain Garden Area as necessary to ensure the function, values and health of the Rain Garden.
- b. In the event that the Rain Garden is damaged within 12 years of the date of execution of this agreement by City in the course of its maintenance or improvement of the street and right-of-way adjacent to the Property, including control of snow and ice and storage of snow in the right of way, City and WMO will meet to assess options for repair, restoration or replacement of the Rain Garden, including but not limited to funding of such repair, restoration or replacement.

6. Signage; Public Access; Publicity

WMO, at its own cost and in consultation with Homeowners, may place and maintain appropriate signage on the Property identifying and describing the Rain Garden and informing the public of its purposes. On reasonable notice to Homeowner, WMO representatives may accompany members of the public onto the Property to view the Rain Garden from time to time. This agreement does not create any right of public entry onto Homeowner's property except as coordinated with Homeowner as provided herein. In communicating to funding or oversight agencies or in public communications about WMO programs, WMO may cite the Rain Garden and its location and may depict the Rain Garden in text, photographs or other media.

7. Independent Relationship

No employee, representative, contractor or consultant of any party to this agreement has acted or may act in any respect as the agent or representative of any other party.

8. Remedies

Only contractual remedies are available for a party's failure to fulfill the terms of this agreement.

9. Indemnification; Immunities

WMO agrees to defend, after WMO defense indemnify, and hold harmless Homeowner and City from and against any and all suits, actions, causes of action, claims or proceedings arising out of WMO's design, construction or maintenance activities pursuant to this agreement, except to the extent such suit, action, cause of action, claim or proceeding arises from actions or inactions of Homeowner or City for which that party would be independently subject to liability.

Except as specifically provided herein, each party is responsible for its own acts and omissions and the results thereof. Minnesota Statutes chapter 466 and other applicable law govern City's and WMO's liability. A party's approval of or concurrence in plans prepared by or on behalf of another party is solely to allow the first party to ascertain the nature and timing of its own contributions to the work described by this agreement. Such approval does not in any respect constitute a certification or warranty to the other party, or any third party, of plans and specifications. No action or inaction of a party under this agreement creates a duty of care for the benefit of any third party. This agreement creates no right in and waives no immunity, defense or liability limitation with respect to any party not a party to this agreement. Notwithstanding any other term of this agreement, WMO and City waive no immunities in tort. Pursuant to Minnesota Statutes section 471.59, subdivision 1a, neither City nor WMO will be liable for the acts or omissions of the other. For purposes of determining total liability for damages, WMO and City are considered a single governmental unit and WMO's and City's total liability will not exceed the limits on governmental liability for a single governmental unit as specified in section 466.04, subdivision 1.

10. Insurance

Homeowners will remain solely responsible for maintaining property, liability and other insurance for their own use of the Property.

11. Effective Date; Expiration; Survival of Obligations

The agreement is effective when fully executed by the Parties and expires fifteen (15) years thereafter. All obligations that have come into being before expiration of this

agreement, specifically including but not limited to obligations to maintain the Rain Garden, funding obligations, grants of easements, right to display signage, indemnification and obligation to insure survive expiration.

12. Notices

Any written communication required under this agreement will be addressed to the other parties as follows, except that a party may change its address for notice by so notifying the other Parties in writing:

To Homeowners:

Michael and Kathleen Quinn
641 Quixote Avenue
Lakeland, MN 55403

To WMO:

Administrator, Middle St. Croix Watershed Management Organization
455 Hayward Ave North
Oakdale, MN 55128

To City:

Director, Public Works/Engineering
City of Lakeland
Lakeland MN 55043

13. Waiver

A party's failure to insist on strict performance of any obligation under this agreement or to exercise any option, remedy or right herein will not waive or relinquish that party's right in the future to insist on strict performance of that or any other obligation. A party's waiver of a breach of an obligation of this agreement will not be construed as a waiver of any subsequent breach of that or any other obligation. A waiver must be in writing and signed by the party.

14. Compliance With Laws

In performing their obligations and exercising their rights under this agreement, the Parties will ensure that no person is excluded from full employment rights or participation in or benefits of any program, service, or activity on the grounds of race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public-assistance status or national origin, and that no person protected by applicable federal or state laws, rules or regulations against discrimination is subject to discrimination.

15. Governing Law; Venue

This agreement will be governed by and interpreted in accordance with the laws of the State of Minnesota. Venue for all legal proceedings arising out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Washington County, Minnesota.

16. Merger

This agreement contains all the negotiations and agreements among the Parties. No other understanding regarding this agreement, whether written or oral, binds any party.

17. Amendment

Any amendment to this agreement must be in writing and will not be effective until it has been signed by the Parties. WMO may amend this agreement only by action of the Board of Managers acting as a body.

18. Definition

The use of the term "WMO" in this agreement includes and incorporates, for purposes of the obligations and rights provided herein, any WMO manager, employee, assign, agent or contractor.

(signatures next page)

INTENDING TO BE BOUND, THE PARTIES EXECUTE AND DELIVER THIS AGREEMENT.

[HOMEOWNER(S)]

[Signature]

Date: 11/10/15

Name: Michael Quinn
Its: _____

Date: 11/22/15

Name: Kathleen Quinn
Its: *[Signature]*

CITY OF LAKELAND

Date:

Name: _____
Its: _____

Date:

Name: _____
Its: _____

APPROVED AS TO FORM & EXECUTION

City Counsel

WMOWMOMIDDLE ST. CROIX WMO MANAGEMENT ORGANIZATION

By: _____
Mike Isensee
Its administrator

Date:

Exhibit A
Rain Garden Location

Exhibit B
Rain Garden Maintenance Plan & Schedule

Owner must regularly inspect and repair or replace the rain garden's components and plants. Generally, this involves routine maintenance similar to any vegetated landscaped area. Maintenance should be undertaken as follows and according to the following schedule:

- a. Inspection of the rain garden area should occur after rain events when any clogging will be obvious, in the spring prior to first rain events, and in the fall after leaf fall. After rainstorms, inspect the cell and make sure that drainage paths are clear and that ponding water dissipates over 4 to 6 hours. (Water may pond for longer times during the winter and early spring.)
- b. Visually inspect and repair erosion monthly. Use small stones to stabilize erosion along drainage paths.
- c. Once a month (more frequently in the summer), visually inspect vegetation for disease or pest problems.
- d. During times of extended drought, look for physical features of stress (unrevived wilting, yellow, spotted or brown leaves, loss of leaves, etc.). Water in the early morning as needed.
- e. Weed regularly, as needed.
- f. Prune excess growth annually or more often, if desired. Trimmed materials may be recycled back in the garden.
- g. Follow the guidance in the Washington Conservation District Prairie Projects Operations and Maintenance Guide (attached).
- h. Contact the Washington Conservation District at 651-330-8220 with any maintenance questions or concerns.

**Notice to Counties and Municipalities
Under Minn. Stat. § 216B.16, subd. 1**

STATE OF MINNESOTA
BEFORE THE
MINNESOTA PUBLIC UTILITIES COMMISSION

Beverly Jones Heydinger	Chair
Nancy Lange	Commissioner
Dan Lipschultz	Commissioner
John Tuma	Commissioner
Betsy Wergin	Commissioner

IN THE MATTER OF THE APPLICATION
OF NORTHERN STATES POWER
COMPANY FOR AUTHORITY TO
INCREASE RATES FOR ELECTRIC
SERVICE IN THE STATE OF MINNESOTA

DOCKET NO. E002/ GR-15-826

On November 2, 2015, Northern States Power Company, doing business as Xcel Energy, filed with the Minnesota Public Utilities Commission an application to increase retail electric rates, through a three-year multi-year rate plan, in the State of Minnesota (the Application) by \$194.6 million, or about 6.4 percent effective January 1, 2016 (60) days after filing, without suspension; an incremental \$52.1 million, or about 1.7 percent effective January 1, 2017, without suspension, and an incremental \$50.4 million, or about 1.7 percent effective January 1, 2018, without suspension based on 2016 present revenues. The total increase for the three year proposal is \$297.1 million, or about 9.8 percent. The Company requests a three year multi-year rate plan (MYRP), and offers an option for a five year MYRP, implemented pursuant to Minn. Stat. §216B.16, subs. 1 and 19. In addition, we are proposing some changes to the terms and conditions of our Electric Rate Book, Volume 2F, under which we provide service to our customers.

If the Commission elects to suspend the proposed rate increase under Minn. Stat. §216B.16, subd. 2, the Company requests, pursuant to Minn. Stat. § 216B.16, subs. 3 and 19, that an interim rate increase of \$ 163.7 million, or an approximate 5.5 percent overall bill increase, be effective on January 1, 2016. The Company also requests a 2017 interim rate equal to \$ 208.6 million, or 7.0 percent, based on present revenues. The interim revenue request for 2016 will be uniformly billed as a 7.75 percent increase on the base rate portion of customers' bills (exclusive of fuel and purchased energy costs and certain rate riders) and for 2017 will be uniformly billed as a 9.88 percent increase on the base rate portion of customers' bills (exclusive of fuel and purchased energy costs

and certain rate riders). The difference in the percentage increase results primarily from the unbundling of fuel and purchased energy costs approved by the Commission in our 2005 electric rate case.

The Company requests a three year multi-year rate plan (MYRP), implemented pursuant to Minn. Stat. §216B.16, subds. 1 and 19. Our three year plan is built upon a 2016 test year and then offers stable, predictable, and affordable rates for our customers while enabling the Company to continue making investments in our system and affording all stakeholders a period of rate stability.

The Company has also brought forward a separate five year MYRP option, again implemented pursuant to Minn. Stat. § 216B.16, subds. 1 and 19. We believe this option provides a simple, straightforward path for our customers and other stakeholders. The Company's revenue deficiency in 2016 reflects the costs of investments in our system, both in 2015 and over the next several years, as we continue to invest in carbon free energy sources and replace infrastructure. In addition, we are proposing some changes, including a new low-income bill payment assistance program, to the terms and conditions of our Electric Rate Book.

Typically final rates become effective within 10 months of the date of the Application, unless the review period is extended by the Commission. Since certain extensions under Minnesota law are implicated, the review period will take longer than 10 months and the Commission will likely make a final decision regarding our request sometime in 2017. Any over-collection under interim rates will be refunded with interest to customers in a manner determined by the Commission.

Xcel Energy is requesting this rate increase to meet its current cost of providing electric service, including a reasonable return on common equity. The following table contains the average monthly impact of the approved interim and proposed rate increases on customer classes:

Average Monthly Bills

Customer type	Average monthly kWh usage	Current monthly cost	2016 Interim monthly increase	Proposed 2017 final monthly increase	Proposed 2018 final monthly increase
Residential - Overhead line service	544	\$71.11	\$4.20	\$7.92	\$9.24
Residential - Underground line service	800	\$102.82	\$6.04	\$10.71	\$12.59
Energy-Controlled (Dual Fuel)	1,050	\$82.58	\$3.87	\$3.70	\$4.90
Small General Service	923	\$112.24	\$6.41	\$6.04	\$7.95
Small General Time-of-Day Service	1,417	\$147.06	\$7.89	\$11.45	\$13.91
General Service	17,014	\$1,677.48	\$89.86	\$103.54	\$130.74
General Time-of-Day Service	168,653	\$13,535.11	\$667.95	\$879.51	\$1,081.99
Peak-Controlled Service	66,550	\$8,200.22	\$467.83	\$524.81	\$670.09
Peak-Controlled Time-of-Day Service	582,250	\$56,211.88	\$2,961.60	\$3,768.58	\$4,681.73
Small Municipal Pumping	658	\$82.89	\$4.80	\$4.88	\$6.31
Municipal Pumping	4,826	\$557.31	\$31.53	\$32.88	\$42.40

Note: Proposed lighting rate changes vary according to the type of lighting. The proposed final increase is 15.9 percent for full service street lighting, 8.6 percent for energy-only street lighting service, and 11.2 percent for residential and commercial protective lighting.

Monthly Customer Charges

Customer type	Current	Proposed 2017	Proposed 2018
Residential			
Overhead line	\$8.00	\$10.00	\$10.20
Overhead line - electric heating	\$10.00	\$12.00	\$12.24
Underground line	\$10.00	\$12.00	\$12.24
Underground line - electric heating	\$12.00	\$14.00	\$14.28
Small Commercial			
Small General	\$10.00	\$12.00	\$12.24
Small General Time-of-Day	\$12.00	\$14.00	\$14.28
Commercial and Industrial			
General	\$25.75	\$25.78	\$26.30
General Time-of-Day	\$29.75	\$29.78	\$30.38
Peak-Controlled	\$55.00	\$55.00	\$56.11
Peak-Controlled Time-of-Day	\$55.00	\$55.00	\$56.11

Energy (per kWh) and Demand (per kW) Rates

Customer type	Current	Proposed 2017	Proposed 2018
Residential			
Energy: Summer (June- Sept)	9.395 ¢	10.865 ¢	11.085 ¢
Energy: Winter (Other months)	8.040 ¢	9.285 ¢	9.473 ¢
Energy: Winter - electric heating	5.819 ¢	6.394 ¢	6.524 ¢
Small General			
Energy: Summer	8.787 ¢	9.655 ¢	9.851 ¢
Energy: Winter	7.432 ¢	8.076 ¢	8.240 ¢
Small General Time-of-Day			
Energy: On-Peak Summer	15.123 ¢	15.443 ¢	15.756 ¢
Energy: On-Peak Winter	12.280 ¢	12.118 ¢	12.364 ¢
Energy: Off-Peak Summer	3.015 ¢	4.420 ¢	4.510 ¢
Energy: Off-Peak Winter	3.015 ¢	4.420 ¢	4.510 ¢
General			
Energy	3.201 ¢	3.619 ¢	3.692 ¢
Demand: Summer	\$14.07	\$15.79	\$16.11
Demand: Winter	\$9.96	\$11.09	\$11.31
General Time-of-Day			
Energy: On-Peak	4.482 ¢	5.158 ¢	5.263 ¢
Energy: Off-Peak	2.233 ¢	2.487 ¢	2.537 ¢
Demand: Summer	\$14.07	\$15.79	\$16.11
Demand: Winter	\$9.96	\$11.09	\$11.31

Note: For 2018 rates, Xcel proposed a 2.026% General Rate Surcharge instead of an increase to the per kWh energy rates and the per kW demand rates. If approved, this will be applied to rate components specified in the "General Rate Adjustment Surcharge Rider" to service provided beginning January 1, 2018.

Public hearings will be held at various locations in Xcel Energy's electric service area. Counties, municipalities and customers will be notified once the hearings are scheduled.

The proposed rate schedules and a comparison of present and proposed rates are available at xcelenergy.com/rates (make sure "Minnesota" is selected in top right-hand corner), select "Rates" then select "2016 Minnesota Electric Rate Case" and can also be examined during normal business hours at either our General Offices located at 414 Nicollet Mall in downtown Minneapolis or at the Minnesota Department of Commerce, Division of Energy Resources, 85 7th Place East, Suite 500, St. Paul, Minnesota 55101.

Those who wish to intervene or testify in this case should contact the Minnesota Office of Administrative Hearings, P.O. Box 64620, St. Paul, Minnesota 55164-0620, Telephone: 651-361-7900, TTY: 651-361-7878. Public notice of hearings dates and locations will be published in local newspapers in Xcel Energy's Minnesota service area.

Questions on the rate increase may be directed to Gail A. Baranko at (612) 330-6935. Comments may also be mailed to Gail A. Baranko at 414 Nicollet Mall, 7th Floor, Minneapolis, MN 55401.

BEFORE THE MINNESOTA PUBLIC UTILITIES COMMISSION

Beverly Jones Heydinger
Nancy Lange
Dan Lipschultz
John A. Tuma
Betsy Wergin

Chair
Commissioner
Commissioner
Commissioner
Commissioner

In the Matter of the Application of
Northern States Power Company for
Authority to Increase Rates for Electric
Service in the State of Minnesota

ISSUE DATE: December 22, 2015

DOCKET NO. E-002/GR-15-826

NOTICE OF AND ORDER FOR
HEARING

PROCEDURAL HISTORY

On November 2, 2015, Northern States Power Company d/b/a Xcel Energy (Xcel or the Company) filed a general rate case seeking three consecutive annual rate increases under the Multiyear Rate Plan statute.¹ The proposed rate increases would total \$297,100,000, or 9.8% over current rates, and would be phased in as follows:

- a) a 2016 increase of \$194,600,000, or 6.4% over current rates;
- b) a 2017 increase of \$52,100,000, an additional 1.7% over current rates; and
- c) a 2018 increase of \$50,400,000, an additional 1.7% over current rates.

The filing included an interim-rates proposal under Minn. Stat. § 216B.16, subd. 3 and was accompanied by a separate filing to establish a new base cost of energy, to be implemented at the same time as the new interim-rate schedule.²

The filing also proposed an alternative rate plan: a five-year, stand-alone rate plan under which the Commission would determine the cost of service based on the 2016 test year, set rates for 2016 based on that cost of service, and authorize annual rate increases of 1.8% for each of the succeeding four years. The filing asked the Commission to encourage the parties to engage in good-faith negotiations on the alternative rate plan while litigating the rate case.

On November 4, 2015, the Commission issued a notice to potentially interested persons requesting comments on whether the Commission should accept the filing as substantially complete and whether it should refer the case to the Office of Administrative Hearings for contested case proceedings.

¹ Minn. Stat. § 216B.16, subd. 19.

² *In the Matter of the Application of Northern States Power Company for Approval of a New Base Cost of Energy*, Docket No. E-002/MR-15-827.

Two entities filed comments in response to the notice: the Minnesota Department of Commerce (the Department) and the Residential Utilities and Antitrust Division of the Office of the Minnesota Attorney General (the OAG). The OAG's comments related exclusively to the Company's proposed interim-rates schedule, which is addressed by separate order.³

The Department stated that the initial filing had failed to provide the unadjusted financial data required under Minn. R. 7825.3900–7825.4100, but that the Company had made a revised filing including that data on November 10. The Department recommended the following actions:

- a) accepting the filing as substantially complete as of November 10, the date the Company filed the unadjusted financial data;
- b) extending the timeline for deciding the case by 180 days, as permitted under Minn. Stat. § 216B.16, subds. 2(f) and 19(f); and
- c) referring the case to the Office of Administrative Hearings for contested case proceedings.

On December 10, 2015, the filing came before the Commission. At that time the Department stated that it had no objection to accepting the filing as of the initial filing date, given the filing's overall quality and the Company's prompt provision of the missing information.

By separate orders the Commission has found the filing complete as of November 2, extended the timeline for deciding the case, suspended the proposed rate change, and set an interim rate schedule for use during the suspension period.⁴ In this order, the Commission refers the case to the Office of Administrative Hearings for contested case proceedings.

FINDINGS AND CONCLUSIONS

I. Jurisdiction and Referral for Contested Case Proceedings

The Commission has jurisdiction over proposed rate changes under Minn. Stat. § 216B.16. If the Commission is unable to resolve all significant issues regarding the reasonableness of the proposed rates on the basis of the filing itself, the Commission is to refer the matter to the Office of Administrative Hearings for contested case proceedings. Minn. Stat. § 216B.16, subd. 2.

The Commission finds that it cannot satisfactorily resolve all questions regarding the reasonableness of the proposed rates on the basis of the Company's filing. The Commission will therefore refer the matter to the Office of Administrative Hearings for contested case proceedings.

³ Order Setting Interim Rates, issued today in this docket.

⁴ See *Order Accepting Filing, Extending Timelines, and Suspending Rates* and *Order Setting Interim Rates*, both issued today in this case.

II. Issues to be Addressed

In the course of this case, the Commission expects review of the following issues:

- 1) The reasonableness of the test-year revenue increase sought by the Company.
- 2) The reasonableness of the rate design proposed by the Company.
- 3) The reasonableness of the Company's proposed capital structure, cost of capital, and return on equity.
- 4) Whether any of the issues identified in past Commission orders, listed in the Filing Requirement Compliance Table in the Company's November 2 filing, require further review or development.
- 5) What action, if any, the Commission should take on the Company's alternative, five-year, stand-alone rate plan, under which the Commission would set rates at the test-year cost of service for 2016 and authorize 1.8% rate increases for each of the four succeeding years.
- 6) Whether all customer classes, including those previously exempted, should be included in the Company's pilot revenue-decoupling program.
- 7) The appropriate rate-recovery treatment of other states' investment tax credits for facilities constructed outside Minnesota.
- 8) Whether, in light of the following factors, the amounts authorized for cost recovery in the 2016 test year and the 2017 and 2018 plan years should be considered provisional or placeholder amounts until the Commission makes a determination on the prudence of the Life Cycle Management costs at the Prairie Island plant:
 - a) Xcel's pending submission of a Nuclear Scope Study in its January 29, 2016 supplemental comments in its resource plan, docket E-002/RP-15-21; and
 - b) the possibility that there will not be adequate time to fully investigate and determine the prudence of these costs in this rate case.
- 9) Performance-based metrics and incentives to be implemented throughout the multiyear plan that begin shifting away from a regulatory system that rewards the sale of electricity and building large, capital-intensive power plants toward one that rewards Xcel for achieving a set of clearly defined performance outcomes, such as energy efficiency, reliability, community- owned distributed generation, affordability, emissions reductions, predictable rates, etc. Consideration should be made for such a new performance system to be either complementary to decoupling or a replacement.

The parties may also raise and address other issues relevant to the Company's proposed rate increase.

III. Supplementary Filings Required

To expedite record development on the prudence of Company expenditures on the Life Cycle Management program at its Prairie Island nuclear plant, the Company will be required to file, no later than January 29, 2016, supplemental schedules and testimony that:

- 1) Describe and compare projected and actual Life Cycle Management costs (and, to the extent relevant, Extended Power Uprate costs) from 2008 through 2020 by generating unit and year, including the proposed 2016 test year in this rate case, and the 2017 and 2018 plan years. The descriptions and comparisons should include all changes and updates to projected costs from 2008 on and should include all cites to relevant certificate of need, resource plan, and general rate case dockets.
- 2) Compare the relevant parts of the proposed 2016 test year, the 2017 plan year, and the 2018 plan year to the proposed five-year capital budget in the Company's pending resource plan, docket E-002/RP-15-21.

IV. Specialized Technical Professional Investigative Services Required

At the December 10 hearing, the Department asked the Commission to authorize and direct it to seek funding from the audit investigation account created under Minn. Stat. § 216B.62, subd. 8, to retain an outside consultant to analyze and prepare testimony on the cost-of-capital issues in this case. Subdivision 8 permits the Commission to ask the Commissioner of Commerce to seek authority from the Commissioner of Management and Budget to incur costs for specialized technical professional investigative services, when those services are necessary for the Commission to carry out its statutory duties.

The Department explained that heavy workloads from an unusually high number of pending rate cases,⁵ coupled with staffing constraints, jeopardized its ability to adequately develop cost-of-capital issues. The cost of capital, of course, is a critical component of the cost of service, which is the central issue in this and every general rate case.

The Company, which will be billed for the consultant's services, stated it did not object to the Department's request for funding from the audit investigation account. The Commission concurs that thorough analysis and testimony on cost-of-capital issues are critical to a fair and reasonable outcome in this case and will ask the Department to seek authority from the Commissioner of Management and Budget to incur the costs necessary to secure this analysis and testimony.

⁵ There are three other rate cases currently in evidentiary hearings: *In the Matter of the Application of CenterPoint Energy Resources Corp. d/b/a CenterPoint Energy Minnesota Gas for Authority to Increase Natural Gas Rates in Minnesota*, Docket No. G-008/GR-15-424; *In the Matter of the Application of Great Plains Natural Gas Company for Authority to Increase Natural Gas Rates in Minnesota*, Docket No. G-004/GR-15-879; and *In the Matter of the Application of Minnesota Energy Resources Corporation for Authority to Increase Rates for Natural Gas Service in Minnesota*, Docket No. G-011/GR-15-736.

V. Procedural Outline

A. Administrative Law Judge

The administrative law judge assigned to this case is Jeffery Oxley. His address and telephone number are as follows: Office of Administrative Hearing, 600 North Robert Street, St. Paul, Minnesota 55101 and (651) 361-7875. His mailing address is P.O. Box 64620, St. Paul, Minnesota 55164-0620.

B. Hearing Procedure

- *Controlling Statutes and Rules*

Hearings in this matter will be conducted in accordance with the Administrative Procedure Act, Minn. Stat. §§ 14.57 – 14.62; the rules of the Office of Administrative Hearings, Minn. R. 1400.5100 to 1400.8400; and, to the extent that they are not superseded by those rules, the Commission's Rules of Practice and Procedure, Minn. R. 7829.0100 to 7829.3200.

Copies of these rules and statutes may be purchased from the Print Communications Division of the Department of Administration, 660 Olive Street, St. Paul, Minnesota 55155; (651) 297-3000. These rules and statutes also appear on the State of Minnesota's website at www.revisor.mn.gov/pubs.

The Office of Administrative Hearings conducts contested case proceedings in accordance with the Minnesota Rules of Professional Conduct and the Professionalism Aspirations adopted by the Minnesota State Bar Association.

- *Right to Counsel and to Present Evidence*

In these proceedings, parties may be represented by counsel, may appear on their own behalf, or may be represented by another person of their choice, unless otherwise prohibited as the unauthorized practice of law. They have the right to present evidence, conduct cross-examination, and make written and oral argument. Under Minn. R. 1400.7000, they may obtain subpoenas to compel the attendance of witnesses and the production of documents.

Parties should bring to the hearing all documents, records, and witnesses necessary to support their positions.

- *Discovery and Informal Disposition*

Any questions regarding discovery under Minn. R. 1400.6700 to 1400.6800 or informal disposition under Minn. R. 1400.5900 should be directed to Robert Harding, Financial Analysis Supervisor, Minnesota Public Utilities Commission, 121 Seventh Place East, Suite 350, St. Paul, Minnesota 55101-2147, (651) 201-2237.

- *Protecting Not-Public Data*

State agencies are required by law to keep some data not public. Parties must advise the administrative law judge if not-public data is offered into the record. They should take note that any not-public data admitted into evidence may become public unless a party objects and requests relief under Minn. Stat. § 14.60, subd. 2.

- *Accommodations for Disabilities; Interpreter Services*

At the request of any individual, this agency will make accommodations to ensure that the hearing in this case is accessible. The agency will appoint a qualified interpreter if necessary. Persons must promptly notify the administrative law judge if an interpreter is needed.

- *Scheduling Issues*

The times, dates, and places of public and evidentiary hearings in this matter will be set by order of the administrative law judge after consultation with the Commission and intervening parties.

- *Notice of Appearance*

Any party intending to appear at the hearing must file a notice of appearance (Attachment A) with the administrative law judge within 20 days of the date of this Notice of and Order for Hearing.

- *Sanctions for Non-compliance*

Failure to appear at a prehearing conference, a settlement conference, or the hearing, or failure to comply with any order of the administrative law judge, may result in facts or issues being resolved against the party who fails to appear or comply.

C. Parties and Intervention

The current parties to this case are the Company, the Department, and the Office of the Attorney General. Other persons wishing to become formal parties shall promptly file petitions to intervene with the administrative law judge. They shall serve copies of such petitions on all current parties and on the Commission. Minn. R. 1400.6200.

D. Prehearing Conference

A prehearing conference will be held on Monday, January 4, 2016, at 1:30 p.m. in the Large Hearing Room at the offices of the Public Utilities Commission, 121 Seventh Place East, Suite 350, St. Paul, Minnesota 55101-2147.

Persons participating in the prehearing conference should be prepared to discuss time frames, scheduling, discovery procedures, and similar issues. Potential parties are invited to attend the pre-hearing conference and to file their petitions to intervene as soon as possible.

E. Time Constraints

Minn. Stat. § 216B.16, subd. 2(a) authorizes the Commission to suspend proposed rates for ten months to permit adequate examination of their reasonableness. In addition, subdivision 2(f) grants up to 90 more days if the Commission finds that it has insufficient time to make a final determination due to the need to make determinations in other pending rate cases. And subdivision 19 (f) provides an additional 90 days if a utility proposes a multiyear rate plan, to address the added complexity these plans entail.

In its *Order Accepting Filing, Extending Timelines, and Suspending Rates*, issued today in this docket, the Commission extended the suspension period in this case until March 1, 2017.

The Commission asks the Office of Administrative Hearings to conduct contested case proceedings in light of these time constraints and requests that the administrative law judge submit his final report on or before November 15, 2016. If the statutory due date for the final determination is extended beyond March 1, 2017, the Commission requests that the administrative law judge submit his report at least three and a half months before the extended due date.

VI. Application of Ethics in Government Act

The lobbying provisions of the Ethics in Government Act, Minn. Stat. § 10A.01 et seq., apply to general rate cases. Persons appearing in this proceeding may be subject to registration, reporting, and other requirements set forth in that Act. All persons appearing in this case are urged to refer to the Act and to contact the Campaign Finance and Public Disclosure Board, telephone number (651) 296-1190, with any questions.

VII. Ex Parte Communications

Restrictions on ex parte communications with Commissioners and reporting requirements regarding such communications with Commission staff apply to this proceeding from the date of this Order. Those restrictions and reporting requirements are set forth at Minn. R. 7845.7300–7845.7400, which all parties are urged to consult.

VIII. Notices Required; Delegation of Authority

Finally, the rate case statute and the Commission's rules require comprehensive notice of proposed general rate increases. Those notices are required in the ordering paragraphs below, and to promote administrative efficiency, the Commission will delegate to the Executive Secretary the authority to approve customer notices, bill inserts, and bill formats for the duration of this proceeding.

ORDER

1. The Commission hereby refers this case to the Office of Administrative Hearings for contested case proceedings, as set forth above.

2. The Commission asks the Commissioner of Commerce to seek authority from the Commissioner of Management and Budget to incur costs for specialized technical professional investigative services under Minn. Stat. § 216B.62, subd. 8, to examine and develop testimony on the cost of capital in this rate case.
3. On or before January 29, 2016, the Company shall file supplemental schedules and testimony that:
 - a. Describe and compare projected and actual Life Cycle Management costs (and, to the extent relevant, Extended Power Uprate costs) from 2008 through 2020 by generating unit and year, including the proposed 2016 test year in this rate case, and the 2017 and 2018 plan years. The descriptions and comparisons should include all changes and updates to projected costs from 2008 on and should include all cites to relevant certificate of need, resource plan, and general rate case dockets.
 - b. Compare the relevant parts of the proposed 2016 test year, the 2017 plan year, and the 2018 plan year to the proposed five-year capital budget in the Company's pending resource plan, docket E-002/RP-15-21.
4. The Company shall promptly mail copies of this order to all municipalities, counties, and local governing authorities within its Minnesota service area.
5. Public hearings shall be held in this case at locations within the service area of the Company.
6. The Company shall give the following notices of the evidentiary and public hearings:
 - a. Individual written notice to each customer, which may be in the form of a bill insert, and shall be served at least ten days before the first day of hearings.
 - b. Written notice to the governing bodies of all municipalities, counties, and local governing bodies in the area affected and to all parties in the Company's last two rate cases. These notices shall be mailed at least ten days before the first day of hearings.
 - c. Display advertisements in legal newspapers of affected counties and other newspapers of general circulation within the Company's Minnesota service area. These advertisements shall appear at least ten days before the first day of hearings. They shall include the heading **RATE INCREASE NOTICE**, which heading shall appear in bold face type no smaller than 30 points.
7. The Company shall submit proposed notices for Commission approval prior to publication or service.

8. The Commission delegates to the Executive Secretary the authority to approve notices, bill inserts, and bill formats for the duration of this proceeding.
9. This Order shall become effective immediately.

BY ORDER OF THE COMMISSION

Daniel P. Wolf
Executive Secretary



This document can be made available in alternative formats (e.g., large print or audio) by calling 651.296.0406 (voice). Persons with hearing loss or speech disabilities may call us through their preferred Telecommunications Relay Service.

BEFORE THE MINNESOTA OFFICE OF ADMINISTRATIVE HEARINGS
600 North Robert Street St. Paul, Minnesota 55101
FOR THE MINNESOTA PUBLIC UTILITIES COMMISSION
121 Seventh Place East Suite 350 St. Paul, Minnesota 5101-2147

In the Matter of the Application of
Northern States Power Company for
Authority to Increase Rates for Electric
Service in the State of Minnesota

OAH DOCKET NO. 19-2500-33074

MPUC DOCKET NO. E-002/GR-15-826

NOTICE OF APPEARANCE

Name, Address, and Telephone Number of Administrative Law Judge: Jeffery Oxley,
Office of Administrative Hearings, 600 North Robert Street, St. Paul, Minnesota 55101 and
(651) 361-7875. His mailing address is P.O. Box 64620, St. Paul, Minnesota 55164-0620.

TO THE ADMINISTRATIVE LAW JUDGE:

You are advised that the party named below will appear at the above hearing.

NAME OF PARTY:

ADDRESS:

TELEPHONE NUMBER AND E-MAIL ADDRESS:

PARTY'S ATTORNEY OR OTHER REPRESENTATIVE:

OFFICE ADDRESS:

TELEPHONE NUMBER:

SIGNATURE OF PARTY OR ATTORNEY: _____

DATE: _____

CERTIFICATE OF SERVICE

I, Margie DeLaHunt, hereby certify that I have this day, served a true and correct copy of the following document to all persons at the addresses indicated below or on the attached list by electronic filing, electronic mail, courier, interoffice mail or by depositing the same enveloped with postage paid in the United States mail at St. Paul, Minnesota.

Minnesota Public Utilities Commission NOTICE OF AND ORDER FOR HEARING

Docket Number **E-002/GR-15-826**
Dated this **22nd** day of **December, 2015**

/s/ Margie DeLaHunt

5A

ALCOPFR\$

PF Citations by City Rpt

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

Washington County Sheriff's Office
CITATIONS BY CITY REPORT

City Selected: LAKELAND

From Date: 12/01/2015 To: 12/31/2015

LAKELAND

Offense Date	Offense Time	Location	Citation #
12/04/2015 Statute 169	2052 79 1	PARK N RIDE FAIL TO DISPLAY CURRENT	CT8221228
12/08/2015 Statute 169	2033 79 1	RIVERCREST RD / PARKNRIDE EXPIRED REGISTRATION	CT8221160
12/14/2015 Statute 169	2100 79	RIVERCREST RD/PARK & RIDE EXPIRED REGISTRATION	CT8221162
12/15/2015 Statute 169	0825 797 2	8TH ST N/QUINMORE AV N NO INSURANCE	CT8216350
12/17/2015 Statute 169	1623 79 1	ST CROIX TR / 5TH ST FDCR	CT8214498
12/19/2015 Statute 169	1056 79 51	LAKELAND PARK RIDE/RIVERCREST FAIL TO DISPLAY REG	CT8222375

Total for City: LAKELAND

6

** END OF REPORT **

Washington County Sheriff's Office
CONTRACT ICR's
Contract Report for LAKELAND
For the Period 12/01/15 To 12/31/15

Date	Time	ICR #	ID#	Street Name	Complaint
12/01/15	17:35:26	115039992	1208	SAINT CROIX TR	DRIVING COMPLAINT
12/03/15	8:38:22	115040146	0151	I94	LEVEL 2 INSPECTION/CLEARANCE L
12/03/15	15:30:31	115040204		RAMADA AV	RECEIPT# 150003582
12/03/15	21:15:21	115040231	0076	SAINT CROIX TR	DEER TAG REQUEST *CALL CHRI
12/04/15	7:38:29	115040251	1291	RIVERCREST RD	RENEWAL OF LIQUOR LICENSE
12/04/15	15:02:42	115040323	0139	QUANT AV	WELFARE CHECK
12/04/15	17:49:05	115040357	0139	2ND ST	CIVIL ISSUE
12/04/15	20:52:06	115040374	0139	PARK AND RIDE	FDCR
12/05/15	18:22:02	115040428	0139	3RD ST	FRAUD REPORT
12/05/15	18:34:04	115040430	0061	QUAMWELL AV	MEDICAL LEVEL 1
12/05/15	22:54:09	115040443	0061	6TH ST	SUSPICIOUS VEHICLE
12/07/15	9:25:01	115040531	0160	RIVERCREST RD	ALARM
12/07/15	12:44:23	115040594	0087	SAINT CROIX TR	UNWANTED PARTY
12/07/15	17:45:09	115040655	0151	I94	LEVEL 2 INSPECTION/HEADLAMP OU
12/08/15	8:21:37	115040682	0160	QUINNELL AV	ALARM
12/08/15	20:33:13	115040790	1208	RIVERCREST RD	EXPIRED TABS
12/09/15	8:02:38	115040812	0063	QUALITY AV	OPEN 911 LINE
12/09/15	12:10:36	115040858	0151	SAINT CROIX TR	LEVEL 3 INSPECTION
12/09/15	13:32:52	115040877	0151	I94	LEVEL 1 INSPECTION
12/09/15	14:58:39	115040891	0075	8TH ST	ASSIST **SEE COMP**
12/09/15	18:37:34	115040919	0151	I94	SUSPICIOUS ACTIVITY
12/10/15	10:01:02	115040982	0151	ST CROIX TR	LEVEL 2 INSPECTION
12/10/15	15:40:49	115041059		SAINT CROIX TR	WARRANT / WCSO / CR154977
12/10/15	18:52:52	115041086	0076	RIVERCREST RD	PROPERTY DAMAGE **AMB FOR EV
12/10/15	23:06:00	115041100	0113	SAINT CROIX TR	ALCOHOL COMPLIANCE CHECK FAILU
12/10/15	23:47:25	115041103	0070	SAINT CROIX TR	ERRATIC DRIVER
12/11/15	9:53:57	115041137	0130	SAINT CROIX TR	WARRANT ARREST
12/11/15	19:29:19	115041226	0076	SAINT CROIX TR	PROPERTY DAMAGE REPORT
12/12/15	11:35:38	115041265	0130	QUINNELL AV	THEFT REPORT
12/12/15	13:49:44	115041277	0085	PARK N RIDE	LARGE FIRE
12/12/15	21:33:13	115041295	0139	QUAMWELL AV	MEDICAL LEVEL 1 /3RD PART
12/13/15	4:47:34	115041311	0068	I94	DRIVING COMPLAINT
12/14/15	12:41:21	115041439	0160	OLD TOLL BRIDGE	FOUND PROPERTY
12/14/15	15:33:38	115041478	1208	I94	ROAD HAZARD
12/14/15	17:22:20	115041493	1208	LAKELAND	AOA/HUDSON PD
12/14/15	21:03:38	115041506	1208	RIVERCREST RD	TRAFFIC
12/15/15	8:23:18	115041534	0160	8TH ST	TRAFFIC
12/15/15	14:22:52	115041589	0160	SAINT CROIX TR	TRAFFIC/PANHANDLER
12/16/15	10:28:11	115041691	0063	QUANT CT	INFORMATION
12/16/15	22:28:28	115041772	0096	QUEENAN AV	MEDICAL LVL 1/VERBAL DOMESTIC
12/17/15	7:45:57	115041787	0152	QUENTIN AV	CHILD PROTECTION REFERRAL
12/17/15	16:23:05	115041870	0191	SAINT CROIX TR	CITE EXPIRED REG
12/18/15	13:52:02	115042000	0100	5TH ST	OFFICER INFO
12/19/15	10:56:51	115042115	0130	LAKELAND PARK R	FDCR OCT 15
12/20/15	13:55:16	115042199	0088	QUINNELL AV	NEIGHBOR COMPLAINT
12/21/15	11:35:12	115042276	0063	QUANT AV	IRS SCAM REPORT
12/21/15	11:58:50	115042282	0100	8TH ST PL	OFFICER INFO
12/21/15	12:34:30	115042298	0130	6TH ST	MEDICAL **LEVEL 1**
12/22/15	9:10:20	115042403	0151	SAINT CROIX TR	LEVEL 2 INSPECTION
12/22/15	10:01:47	115042408	0151	SAINT CROIX TR	LEVEL 2 INSPECTION/HEAD LAMP O
12/22/15	10:52:03	115042422	0100	QUINMORE AV	OFFICER INFO
12/22/15	11:56:18	115042447	0160	QUINMORE AV	SUSPICIOUS VEHICLE

CJBWPR\$
 Washington County Sheriff's Office
 CONTRACT ICR's
 Contract Report for LAKELAND
 For the Period 12/01/15 To 12/31/15

Date	Time	ICR #	ID#	Street Name	Complaint
12/22/15	14:46:55	115042486	0151	I94	LEVEL 2 INSPECTION
12/22/15	17:13:21	115042522	0176	QUAMWELL AV	911 CALL
12/22/15	19:11:34	115042531	0076	I94	PROPERTY DAMAGE HIT AND RUN-
12/23/15	14:49:07	115042658	0151	I94	LEVEL 2 INSPECTION
12/23/15	14:54:09	115042660	0100	UPPER 4TH ST	OFFICERS INFO
12/24/15	12:28:42	115042760	0151	I94	LEVEL 3 INSPECTION
12/24/15	14:05:45	115042769	0089	SAINT CROIX TR	DOMESTIC
12/25/15	10:03:40	115042821	0160	QUANT AV	CHILD CUSTODY ISSUE
12/25/15	13:43:19	115042835	0087	QUANT AV	2 COYOTES
12/25/15	15:06:21	115042842	0089	2ND ST	VEHICLE LOCKOUT
12/25/15	19:28:54	115042855	0089	I94	DRIVING COMPLAINT
12/26/15	9:58:25	115042878	0160	QUEENAN AV	ANIMAL COMPLAINT
12/26/15	12:51:35	115042895	0087	QUIXOTE AV	ANIMAL CONCERN
12/26/15	20:38:20	115042929	0096	I94	DISABLED VEHICLE
12/27/15	15:39:11	115042980	0061	SAINT CROIX TR	DRIVING COMPLAINT
12/27/15	18:24:57	115042992	0061	SAINT CROIX TR	INTOXICATED DRIVER
12/27/15	18:24:57	115503317	0100	SAINT CROIX TR	INTOXICATED DRIVER *AOA*
12/28/15	10:59:36	115043055		QUINMORE AV	RECEIPT# 150004038
12/28/15	22:30:48	115043161	0170	SAINT CROIX TR	MOTORIST ASSIST WIS 821WUN
12/29/15	9:39:59	115043205	0091	I94	VEH OFF ROADWAY XFE
12/29/15	11:22:57	115043220	0091	I94	ACCIDENT
12/29/15	13:15:55	115043235	0091	QUENTIN AV	ALARM
12/30/15	23:57:36	115043400	0066	QUINLAN AV	SUSPICIOUS ACTIVITY
12/31/15	9:57:16	115043422	0100	RIVERCREST RD	OFFICERS INFO

Total ICRs Processed: 76

** END OF REPORT **

Incident Number (FD1.5)	Incident Date (FD1.3)	Fire Incident Type	Incident Street Number (FD1.10)	Incident Street Name (FD1.12)	Incident Street Type (FD1.13)	Incident Street Suffix (FD1.14)	Incident Time	Incident District/Zone	Incident Aid Given Or Received
15401	12/3/15	EMS call, excluding vehicle accident with injury	14708	57th	ST	S	16:16	AFT	None
15402	12/4/15	EMS call, excluding vehicle accident with injury	2747	Itasca	AVE	S	13:06	SMP	None
15403	12/4/15	EMS call, excluding vehicle accident with injury	13115	50th	ST	S	16:21	AFT	None
15404	12/5/15	EMS call, excluding vehicle accident with injury	2060	Quarry	AVE		17:02	LSB	None
15405	12/5/15	EMS call, excluding vehicle accident with injury	80	Quamwell	AVE	S	18:37	LKD	None
15406	12/7/15	EMS call, excluding vehicle accident with injury	3296	Pennington	AVE	S	21:39	AFT	None
15407	12/9/15	EMS call, excluding vehicle accident with injury	16830	21st	ST	S	09:46	LSB	None
15408	12/10/15	EMS call, excluding vehicle accident with injury	1151	Rivercrest	RD	N	19:22	LKD	None
15409	12/15/15	EMS call, excluding vehicle accident with injury	21	Quamwell	AVE	S	21:35	LKD	None
15410	12/16/15	Power line down	3000	Neal	AVE		10:35	AFT	None
15411	12/16/15	Dispatched and cancelled en route	2183	Stagecoach	TRL	S	11:17	AFT	None
15412	12/16/15	EMS call, excluding vehicle accident with injury	453	Queenan	AVE	S	22:29	LKD	None
15413	12/17/15	Fire in motor home, camper, recreational vehicle	1840	Quentin	AVE	S	09:53	LSB	None
15414	12/17/15	HazMat release investigation w/no HazMat	3291	St. Croix	TRL		17:26	AFT	None
15415	12/18/15	Cover assignment, standby, moveup	301	2nd	AVE		10:22	BPT	Mutual aid given
15416	12/18/15	EMS call, excluding vehicle accident with injury	2489	Itasca	AVE		19:59	SMP	None
15417	12/21/15	EMS call, excluding vehicle accident with injury	16121	6th	ST	N	12:35	LKD	None

Incident Number (FD1.5)	Incident Date (FD1.3)	Fire Incident Type	Incident Street Number (FD1.10)	Incident Street Name (FD1.12)	Incident Street Type (FD1.13)	Incident Street Suffix (FD1.14)	Incident Time	Incident District/Zone	Incident Aid Given Or Received
15418	12/23/15	EMS call, excluding vehicle accident with injury	15601	36th	ST	S	20:41	AFT	None
15419	12/25/15	EMS call, excluding vehicle accident with injury	14140	44th	ST	S	13:28	AFT	None
15420	12/26/15	No incident found on arrival at dispatch address	13404	15th	ST	S	18:07	AFT	None
15421	12/27/15	EMS call, excluding vehicle accident with injury	14107	Hudson	RD		09:47	AFT	None
15422	12/28/15	Building fire	16780	16th	ST	S	20:20	LSB	None
15423	12/30/15	No incident found on arrival at dispatch address	14521	Afton Boulevard		S	03:09	AFT	None
15424	12/30/15	EMS call, excluding vehicle accident with injury	14521	Afton Boulevard		S	03:45	AFT	None

Report Criteria

Incident Date (Fd1.3): Is On or After 12/1/2015

Incident Date (Fd1.3): Is On or Before 12/31/2015

Districts	Total
AFT	12
BPT	1
LKD	5
LSB	4
SMP	2
Grand Total	24

Incident Type	Count
1 Fire	
Building fire (111)	1
Fire in motor home, camper, recreational vehicle (122)	1
	2
3 Rescue & Emergency Medical Service Incident	
EMS call, excluding vehicle accident with injury (321)	16
	16
4 Hazardous Condition (No Fire)	
Power line down (444)	1
	1
5 Service Call	
Cover assignment, standby, moveup (571)	1
	1
6 Good Intent Call	
Dispatched and cancelled en route (611)	1
No incident found on arrival at dispatch address (622)	2
HazMat release investigation w/no HazMat (671)	1
	4
Total Incident Count:	24

Mutual Aid

Given	Incidents
BAYPORT	1
Total	1

Received Incidents
Total
0

Lower St Croix Valley Fire Protection District Board Meeting Minutes December 9, 2015

Next Meeting Dates: *Committees* – Dec 28, 2015; *Board* – Jan 13, 2016; *Special Board Meeting* – Dec 29, 2015.

Present: Dick Bend, Joe Freesmeier, Dick Glasgow, Pete Granat, Don James, Randy Nelson, Jim Stanton, Sally Thompson, Tom Wilson, Gary Williams.

Also present: Tom Niedzwiecki, Kris Peterson, Jim Stanley, Tom McCarthy.

1. **Call to Order.** Chair Jim Stanton called meeting to order at 7:05 pm.
2. **Agenda Approval.** Add “2015 Fire Department Officers” under Fire Department Report. Chair Stanton approved Agenda with addition.
3. **Meeting Minutes Approval.** Motion by Don James, seconded by Gary Williams to approve Minutes of November 11, 2015 as presented. M/C by unanimous vote.
4. **Treasure/Accountant Report** – Tom Niedzwiecki. *Monthly Financials.* Accountant Tom Niedzwiecki reviewed Financial Reports November 2015 with Board. Chair Stanton approved Financial Reports November 2015 as presented. *Monthly Bills.* Add Checks #13000 Physio-Control \$200.00, #13001 Def Link \$146.45, #13002 WEX Bank fuel \$19.00, #130003 Becker fire safety \$316.87, #13004 Foreman Fire \$5550.00. Check #12984 EMC Fire \$34,954.00 will be voided until we get final bill. Motion by Gary Williams, seconded by Tom Wilson to approve checks #12981-30004, with #12984 voided, and auto-payments #29152001-201512026 totaling \$33,050.48. M/C by unanimous vote.
5. **Finance Committee** – Tom Wilson. Reviewed estimate for new Rescue Tool. Total cost, \$34,954 is within approved amount. This includes estimated amount of \$9,265 for an additional battery operated tool that will be funded by Mason Trust. #4153 New Pickup - \$51,000 approved, \$50,069.22 as been spent, with one item left to purchase (box tonneau cover \$300+/-). Fire Department has requested pay scale for Probationary Fire Fighters be changed to compensate them at ½ scale until probation is complete to insure completion of required training and then receive a bonus of an appropriate amount, TBD. An Assistant Chief position has been open for some time and has now been filled by Rob Corey. *Refund Building ... *Notice of Special Board Mtg Dec. 28 @ 8pm.* WCHRA will submit bond offering to local and regional banks, acknowledge bank proposals, determine winning bid and get back to us for final approval. We will need full Board at Dec 29, 2015 meeting for this approval, as we need a quorum.
6. **Operations Committee.** No report.
7. **Ambulance Committee** – Sally Thompson. We should know after the first of January whether there is any survey we can review. At the time we will

recommend a rate increase. Last rate increase over 18 months ago. CPR training with a minimal charge will be offered to citizens and groups. This will be a break-even class. Equipment has been purchased through the Mason Trust, as these items were not in out budget.

8. **Fire Department Report** – Kris Peterson. *Monthly Run Report*. 29 Runs. Afton (9), Hudson (2), I94 (5), Lakeland (7), Lakeland Shores (1), Lake St Croix Beach (5). *District Concerns*. Appreciation Dinner is January 15, 2016. \$2000 to be approved at January 2016 meeting for Appreciation Dinner. *Clearwater Conference Report*. Jim Stanley and Kris Peterson attended Clearwater Conference. They reported that it was a good conference. There was a class on recruitment retention. This is a national issue. Here – fire fighters have left for various reasons – relocated, got a new job, got pregnant, personal reasons, etc. *2016 Fire Department Officers*. Officers for approval: Chief – Kris Peterson (12-31-18), Deputy Chief – Jim Stanley (12-31-17), Deputy Chief – Rob Corey (12-31-16), Captain – Steve Fogarty (12-31-17), Captain – Kevin Kirby (12-31-17), Lieutenant – Adam Stafne (12-31-17), Dive Team Lead – Mike Cruz (12-31-17), Admin Assistant – Megan Kleinschmidt (12-31-17). Motion by Jim Stanton, seconded by Tom Wilson to approve 2016 Fire Department Officers as presented. M/C by unanimous vote.
9. **Old Business**. *I94 Legislation*. No report. *LSCVFD Exterior Sign*. We have an approval of variance for CUP from Lake St Croix Beach. Sign has been ordered.
10. **New Business**. *Lower St Croix Valley Alliance Meeting Approval 4:30-6:00 pm, January 25, 2016*. Motion by Dick Glasgow, seconded by Tom Wilson to approve meeting of LSCVA on January 25, 2016 from 4:30-6:00 p.m. M/C by unanimous vote. *Election of Board Treasurer Replacement*. This was Peter Granat's last meeting as a member of the Board. He is resigning at the end of the year due to physical health reasons. Pete was a fire fighter for 21 years and has been a Board member for 17 years. We are sorry to see him go. Motion by Don James, seconded by Tom Wilson to elect Dick Bend as Treasurer effective January 1, 2016. There were 9 votes in favor and one abstention.
11. **Adjourn**. Motion by Tom Wilson, seconded by Sally Thompson to adjourn. M/C by unanimous vote.

Respectfully yours,

Sally Thompson
Secretary

Lower St Croix Valley Fire Protection District Special Board Meeting

December 29, 2015

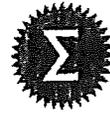
Present: Dick Bend, Joe Freesmeier, Dick Glasgow, Randy Nelson, Jim Stanton, Sally Thompson, Gary Williams, Tom Wilson.

Also present: Tom Niedzwiecki; Kris Peterson; Jim Stanley; Melissa Taphorn, Deputy Executive Director of Washington County Housing & Redevelopment Authority; Bruce Kimmel, Senior Municipal Advisor/Director for Washington County Housing & Redevelopment Authority.

1. **Call to Order.** Chair Jim Stanton called meeting to order.
2. **Agenda.** Approval of Resolution 2015-01.
3. **Old Business.** Chair Stanton introduced Bruce Kimmel, Senior Municipal Advisor/Director for HRA whom has been working with our attorney on this resolution. He looked at our existing bonds and advised that a limited offering would be the best approach. An RP went out to 10 banks that had an interest in this type of financing. The resulting Bid Tabulation shows Bremer Bank, N.A., St. Louis Park, Minnesota with the lowest bid. Price at \$765,000 and rate of 1.4178%. Final numbers at closing on January 20, 2016 may be slightly different, but are expected to be below \$765,000. Savings on bond payments will be approximately \$10,000 a year for the next 8 years. Savings to each of the Cities is expected to be approximately: Afton (\$5,561), Lakeland (\$2,595), Lakeland Shores (\$544), Lake St Croix Beach (\$1,315), St Mary's Point (\$684). HRA has passed a resolution regarding this bond sale. Chair Stanton and our attorney have reviewed the resolution and it has their approval. Motion by Tom Wilson and seconded by Dick Bend that Resolution 2015-01 be approved as written which basically says that we are approving the \$775,000 with a rate of 1.5% as a max. A roll call vote was taken. Bend – Aye, Freesmeier – Aye, Glasgow – Aye, Nelson – Aye, Stanton – Aye, Thompson – Aye, Williams – Aye, Wilson - Aye. M/C by unanimous vote.
4. **Adjourn.** Motion by Dick Glasgow, seconded by Tom Wilson to adjourn. M/C by unanimous vote.

Respectfully submitted,

Sally Thompson
Secretary



BID TABULATION

\$765,000 Municipal Facility Lease Revenue Refunding Notes, Series 2016A

Washington County Housing & Redevelopment Authority, Minnesota

SALE: December 21, 2015

AWARD: BREMER BANK, N.A.

Non-Rated

BBI: 3.57%

NAME OF BIDDER	MATURITY (February 1)	RATE	REOFFERING YIELD	PRICE	NET INTEREST COST	TRUE INTEREST RATE
BREMER BANK, N.A. St. Louis Park, Minnesota	2017	0.550%	0.550%	\$765,000.00	\$51,540.62	1.4178%
	2018	0.800%	0.800%			
	2019	1.000%	1.000%			
	2020	1.100%	1.100%			
	2021	1.250%	1.250%			
	2022	1.450%	1.450%			
	2023	1.650%	1.650%			
	2024	1.800%	1.800%			
UMB BANK, N.A. Kansas City, Missouri	2017	2.400%		\$765,000.00	\$86,955.00	2.3997%
	2018	2.400%				
	2019	2.400%				
	2020	2.400%				
	2021	2.400%				
	2022	2.400%				
	2023	2.400%				
	2024	2.400%				
SECURITY BANK & TRUST CO. Glencoe, Minnesota	2017	2.000%		\$765,000.00	\$93,339.51	2.5709%
	2018	2.200%				
	2019	2.300%				
	2020	2.400%				
	2021	2.500%				
	2022	2.600%				
	2023	2.700%				
	2024	2.800%				

* Subsequent to bid opening the individual maturity amounts were adjusted.

Adjusted Price - \$765,000.00

Adjusted Net Interest Cost - \$50,343.33

Adjusted TIC - 1.4081%

NAME OF BIDDER	MATURITY (February 1)	RATE	REOFFERING YIELD	PRICE	NET INTEREST COST	TRUE INTEREST RATE
NBH BANK, N.A. Greenwood, Colorado	2017	2.960%		\$765,000.00	\$107,244.50	2.9596%
	2018	2.960%				
	2019	2.960%				
	2020	2.960%				
	2021	2.960%				
	2022	2.960%				
	2023	2.960%				
	2024	2.960%				
LAKE AREA BANK Forest Lake, Minnesota	2017	3.125%		\$765,000.00	\$113,222.72	3.1245%
	2018	3.125%				
	2019	3.125%				
	2020	3.125%				
	2021	3.125%				
	2022	3.125%				
	2023	3.125%				
	2024	3.125%				



Washington County HRA, Minnesota

\$765,000 Municipal Facility Lease Revenue Refunding Notes, Series 2016A

Current Refunding 2003 Municipal Facility Lease Rev Bds

Sources & Uses

Dated 01/06/2016 | Delivered 01/06/2016

Sources Of Funds

Par Amount of Bonds	\$765,000.00
Transfers from Prior Issue Debt Service Funds	822.60
Total Sources	\$765,822.60

Uses Of Funds

Costs of Issuance	40,000.00
Deposit to Current Refunding Fund	725,406.18
Rounding (Deposit to Debt Service Fund)	416.42
Total Uses	\$765,822.60



Washington County HRA, Minnesota

\$765,000 Municipal Facility Lease Revenue Refunding Notes, Series 2016A
 Current Refunding 2003 Municipal Facility Lease Rev Bds

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
01/06/2016	-	-	-	-	-
08/01/2016	-	-	5,295.83	5,295.83	-
02/01/2017	90,000.00	0.550%	4,650.00	94,650.00	99,945.83
08/01/2017	-	-	4,402.50	4,402.50	-
02/01/2018	95,000.00	0.800%	4,402.50	99,402.50	103,805.00
08/01/2018	-	-	4,022.50	4,022.50	-
02/01/2019	95,000.00	1.000%	4,022.50	99,022.50	103,045.00
08/01/2019	-	-	3,547.50	3,547.50	-
02/01/2020	90,000.00	1.100%	3,547.50	93,547.50	97,095.00
08/01/2020	-	-	3,052.50	3,052.50	-
02/01/2021	95,000.00	1.250%	3,052.50	98,052.50	101,105.00
08/01/2021	-	-	2,458.75	2,458.75	-
02/01/2022	95,000.00	1.450%	2,458.75	97,458.75	99,917.50
08/01/2022	-	-	1,770.00	1,770.00	-
02/01/2023	100,000.00	1.650%	1,770.00	101,770.00	103,540.00
08/01/2023	-	-	945.00	945.00	-
02/01/2024	105,000.00	1.800%	945.00	105,945.00	106,890.00
Total	\$765,000.00	-	\$50,343.33	\$815,343.33	-

Yield Statistics

Bond Year Dollars	\$3,563.13
Average Life	4.658 Years
Average Coupon	1.4128982%
Net Interest Cost (NIC)	1.4128982%
True Interest Cost (TIC)	1.4081554%
Bond Yield for Arbitrage Purposes	1.4081554%
All Inclusive Cost (AIC)	2.6081726%

IRS Form 8038

Net Interest Cost	1.4128982%
Weighted Average Maturity	4.658 Years

Washington County HRA, Minnesota

\$765,000 Municipal Facility Lease Revenue Refunding Notes, Series 2016A
 Current Refunding 2003 Municipal Facility Lease Rev Bds

Debt Service Comparison

Date	Total P+I	Debt Service Fund Deposit	Net New D/S	Old Net D/S	Savings
02/01/2016	-	-	-	(822.60)	(822.60)
02/01/2017	99,945.83	(416.42)	99,529.41	111,556.26	12,026.85
02/01/2018	103,805.00	-	103,805.00	112,900.00	9,095.00
02/01/2019	103,045.00	-	103,045.00	114,000.00	10,955.00
02/01/2020	97,095.00	-	97,095.00	109,750.00	12,655.00
02/01/2021	101,105.00	-	101,105.00	110,500.00	9,395.00
02/01/2022	99,917.50	-	99,917.50	110,887.50	10,970.00
02/01/2023	103,540.00	-	103,540.00	116,018.76	12,478.76
02/01/2024	106,890.00	-	106,890.00	115,637.50	8,747.50
Total	\$815,343.33	(416.42)	\$814,926.91	\$900,427.42	\$85,500.51

PV Analysis Summary (Net to Net)

Gross PV Debt Service Savings.....	81,073.65
Effects of changes in Expenses.....	413.11
Net PV Cashflow Savings @ 1.408%(Bond Yield).....	81,486.75
Transfers from Prior Issue Debt Service Fund.....	(822.60)
Net Present Value Benefit	\$80,664.15
Net PV Benefit / \$846,073.65 PV Refunded Debt Service	9.534%
Net PV Benefit / \$725,000 Refunded Principal...	11.126%
Net PV Benefit / \$765,000 Refunding Principal..	10.544%

Refunding Bond Information

Refunding Dated Date	1/06/2016
Refunding Delivery Date	1/06/2016

Washington County HRA, Minnesota

\$765,000 Municipal Facility Lease Revenue Refunding Notes, Series 2016A
Current Refunding 2003 Municipal Facility Lease Rev Bds

Detail Costs Of Issuance

Dated 01/06/2016 | Delivered 01/06/2016

COSTS OF ISSUANCE DETAIL

Financial Advisor	\$11,765.00
Bond Counsel	\$18,000.00
Miscellaneous Closing Costs	\$10,235.00
TOTAL	\$40,000.00



Lakeland Update – December, 2015

1. I met with Select Senior Housing (SSH) on Monday 12/21 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 it remains on their “back burner” now.
2. With Lakeland City Council approving a motion to continue the working relationship in October, I have confirmed that Lakeland can continue to use Student Teams again. On Tuesday, January 5, 2016, I will discuss the attached list of potential projects with the students that evening beginning at 6:30 PM.
3. During December, I continued to assist the Clerk/Administrator and the City’s Fiscal Consultant in reviewing the financial implications of the options for City Hall and the “old” City Hall.
4. The City Clerk/Administrator and I met with a contractor, Mohs Construction, for Friday, December 11th to help determine the costs of remediation of the current City Hall. I believe that the City Clerk/Administrator has passed along our thoughts that it should be sold “as is” for a first approach.
5. In answer to a question that came up at a recent City Council Meeting, the Washington County HRA administers the Community Development Block Grant Program (CDBG) in the county. It is a competitive process with about \$317,000 available for projects. It may be that this could be a source of funding for part of the new City Hall, such as a handicapped accessible doors and/or kitchen appliance for seniors. There are other potential uses for Lakeland, too. Applications for 2015 are closed, but it would be good to meet with the HRA to take a look at possible projects for 2016. I can facilitate that for the City, so let me know.
6. The Washington County Draft Library Strategic Plan is online for public comment through February 1, 2016. You can find it by going to www.co.washington.mn.us/libraryplanning. It is a 17 page document that’s intended to drive the library system’s future. If the City would like help in drafting comments, then let me know.
7. Now that Thrive MSP 2040 has laid out the direction, the Metro Council has sent individualized System Statements in early November, so Lakeland now has a “blueprint” on what the City needs to do to comply with the 4 Policy Plans and can now proceed with their Comp

Plan. The System statement for Lakeland is 76 pages long, so it will take me some time to review and comment on it. I plan to meet with City's Sector Rep, Ryan Garcia, in January, 2016 for further direction on how best to tackle the Comp Plan requirements.

- 8. As I noted, the issuance of the System Statement by the Metro Council triggers Lakeland's obligation to review and amend its Comp Plan to conform to 5 System Statements by the end of 2018. However, it appears that we have until June, 2016 to determine if Lakeland needs to amend its current Comp Plan to meet one of the System Statements. The city does not have to agree with the Metro Council on the content of the System Statement – the city can request a Hearing by either the Council's Land Use Advisory Committee or the State Office of Administrative Hearings. Again, it's a subject that I'll be discussing the city's Sector rep in January.**
- 9. Metro Council announced that \$1.9 million in planning grants will be made available to Cities that meet the following criteria – first, the 2014 Net tax Capacity (NTC) per capita amount is less than or equal to the median NYC per capita of \$1,116 and, second, the forecasted growth from 2010 to 2040 is greater than or equal to the median percent forecasted growth of 27%. Unfortunately, Lakeland will not qualify for these funds to assist in the Comp Plan process. I will discuss this subject when I meet with our Sector Rep, Ryan Garcia, .**
- 10. To assist the City in completing the Comp Plan, Metro Council has developed an improved online clearinghouse to provide guidance, information, and technical assistance to small cities. While not \$ for assistance; nevertheless, I found it to be easy to navigate for the different sections needed for the Comp Plan, especially the "how to" sections that detail the requirements. So...in answer to the question brought up at the November City Council Meeting on funding for the 2020 Comp Plan, the assistance will be this enhanced online Local Planning Handbook and the technical assistance from our Sector Rep, rather than any funding, but that may change given the push from small cities for some financial help.**
- 11. As part of the Comp Plan process, all local Water Supply Plans are now to be submitted to the DNR only and on a standard template provided by the DNR. The DNR will then contact Metro Council for their comments on consistency with regional plans. The DNR will then approve the local Water Supply Plan, which will fulfil the requirements of the Comp Plan. Lakeland must submit their Water supply Plan on the template by 12/31/16.**

- 12. 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.**
- 13. The new mileage rate for 2016 is \$.54/mile, which is down from the 2015 rate of \$.575/mile. This is the lowest mileage rate in 5 years – in 2011, it was \$.51/mile. Lower gas price is the reason for drop in the mileage rate.**
- 14. 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, will make 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.**
- 15. Other news...Metro Cities has their approved 2016 Legislative Policies online at www.metrocitiesmn.org; The County Board held their Public Meeting on their 2016 Budget on 12/1; the County Board held their Public Hearing on December 15th on their 2016-2020 Capital Improvement Program with comments from the City of Lakeland on the CSAH 18/8th Street Intersection placed in the record; in State Budget news, the November forecast showed a \$1.2 billion surplus for the Biennium, but the key forecast will come in February, 2016; Gov. Dayton is scheduled to release his Bonding proposal in mid- January; a late start for the State Legislature in 2016 – Tuesday, March 8 @ Noon; and the Final Tax Levy for Washington county in 2016 is 3.5%, as adopted on 12/15/15.**
- 16. 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.**
- 17. Also, related to the DNR is the 2016 Clean Water, Legacy and Environment Grants and Funding Workshop on January 13th at the McKnight Foundation. The Workshop would be a good one to attend since it will have a “help” session for specific city projects and how they might match a funding source. Let me know if you'd like me to attend.**

- 18. The Minnesota Housing Finance Agency provides low interest loans to Lakeland homeowners for purchasing/fixing up homes – go to www.mnhousing.gov for more info – some of the info could be made available to Lakeland residents thru the Newsletter and Website and the Legislature approved additional dollars for housing rehab.**
- 19. In case you missed it, I've attached a 5 Year Comparison of Tax Levies for Washington County Cities and Townships from 2012 – 2016. Lakeland's increase of 1% over the past 5 years puts it tied for 3rd lowest for cities and well under the 14.9% average increase for all cities. Cleary, good fiscal stewardship by Council and Staff!**
- 20. January, 2016 Work Plan – Focus on the 2020 Comp Plan Process, City Hall Options, Emerald Ash Borer Presentation for a CC Meeting, Energy Audit Revolving Loan Fund for the PW Building, Hamline Projects Coordination...and any other projects!**

HAMLIN UNIVERSITY

CRITICAL ISSUES IN PUBLIC ADMINISTRATION COURSE

CITY OF LAKELAND STUDENT PROJECTS

Project #1 – Lakeland Beach Fishing Pier

Project Description: The City of Lakeland is located on the beautiful St. Croix River, which is known for its great fishing. The City would like to construct a fishing pier near the beach to enhance recreational opportunities for both residents and visitors. The student(s) taking on this project will need to determine the Minnesota DNR and Army Corps of Engineers approval processes and requirements for construction; options and costs of the pier; and possible grant sources for funding the project, such as Fishing for Kids, the DNR grant programs, handicapped accessibility grants, foundations, and other funding possibilities. The end result should be a “blueprint” for City Staff to follow to make this project happen.

Project #2 – New Lakeland City Hall Services

Project Description: The City of Lakeland is considering moving its current city Hall from an old church to either the location of the City’s Streets and Utilities Department, where the City owns land that can accommodate a new City Hall, or to available commercial space at Lakeland Plaza. This project builds on the results from Hamline students from last Semester who surveyed residents on: (1) Vision for the new City Hall – should it be utilitarian or should it include other functions, like a senior center? (2) What other services at City Hall would residents like to have access to? The next step will be taking this information and building possible collaborations with Washington County and other providers for services that could be provided at the new City Hall, as well as determining cost participation in providing space in the new City for provision of those services.

Project #3 – Cully Park Pavilion

Project Description: Lakeland has 3 primary parks that provide most of the recreational opportunities for families. The city has no pavilion that families can use and/or rent for events – a need that was noted in the student Community Survey done last semester. Cully Park, which is centrally located for residents, has room for a pavilion. This project would be to determine the possible building options and costs to provide a pavilion for residents.

Project #4 – Comprehensive Plan – Economic Development

Lakeland's 2020 Comprehensive Plan will be due for review by the Metropolitan Council in late 2019. While it seems a long way off, Lakeland is already working on their update of the 2010 Comprehensive Plan starting with their Vision and Goals for 2020, which the Council addressed at their March, 2015 meeting. One of the central components of this Plan is the Economic Development component, which will require additional work for approval. A Student(s) would outline the City's current Economic Strategy and develop an Economic Development Strategy for Lakeland's future.

Project #5 – Comprehensive Plan – Recreational Programming

Lakeland's demographics are changing – the senior population is growing, but housing opportunities for younger families are emerging and the City's median age has stabilized. It is anticipated that the median age may begin to decline due to its central location to jobs; its inclusion in one of the best school districts in the state; and its affordable housing. The City has 4 parks, but no recreational programs, currently. A Student(s) will be asked to consider in planning for 2020 and beyond, the following question: How should the City increase recreational programs for all of the demographic sectors in the community? The project will mean contacting the Stillwater School District to determine the current programming for Lakeland residents and possible increases in that programming.

**Total of Tax Capacity and Market Value Levies for Washington County Taxing Districts*
Five Year Comparison - Pay 2012 to 2016**

Taxing District	Pay 2012		Pay 2013		Pay 2014		Pay 2015		Proposed 2016 Total		5 year 2012-2016
	Total Levy	% Chg	Levy	% Chg							
82 Washington County	\$86,523,700	-0.3%	\$86,523,700	0.0%	\$87,713,700	1.4%	\$90,738,000	3.4%	\$93,871,900	3.5%	8.5%
100 Afton	\$1,573,323	0.8%	\$1,602,769	1.9%	\$1,634,824	2.0%	\$1,704,183	4.2%	\$1,826,467	13.0%	22.4%
200 Bayport	\$1,135,560	2.0%	\$1,159,981	2.2%	\$1,159,981	0.0%	\$1,184,783	2.1%	\$1,236,621	4.4%	8.9%
300 Birchwood	\$325,000	0.6%	\$336,013	3.4%	\$326,299	-2.9%	\$326,299	0.0%	\$326,299	0.0%	0.4%
400 Scandia	\$2,055,174	2.1%	\$2,171,074	5.6%	\$2,171,074	0.0%	\$2,217,509	2.1%	\$2,257,871	1.8%	9.9%
500 Dellwood	\$378,020	8.0%	\$393,141	4.0%	\$490,025	24.6%	\$570,032	16.3%	\$565,735	-0.8%	49.7%
600 Forest Lake	\$7,166,528	3.9%	\$7,163,393	0.0%	\$8,039,421	12.2%	\$8,350,000	3.9%	\$8,961,015	7.3%	25.0%
700 Hugo	\$4,959,583	2.5%	\$4,749,083	-4.2%	\$4,940,809	4.0%	\$5,717,021	15.7%	\$5,634,328	-1.4%	13.6%
800 Lake Elmo	\$3,113,017	11.6%	\$3,163,359	1.6%	\$3,163,359	0.0%	\$3,137,683	-0.8%	\$3,633,898	15.8%	16.7%
900 Lakeland Shores	\$127,325	5.8%	\$134,417	5.8%	\$139,744	4.0%	\$145,880	4.4%	\$150,089	2.9%	17.9%
1000 Mahtomedi	\$3,309,583	-2.3%	\$3,231,393	-2.4%	\$3,399,916	5.2%	\$3,768,385	10.8%	\$3,968,642	2.7%	16.9%
1100 Marine on St Croix	\$628,956	4.3%	\$686,394	9.1%	\$705,991	2.9%	\$747,902	5.9%	\$930,132	24.4%	47.8%
1200 Newport	\$2,311,000	0.9%	\$2,351,000	1.7%	\$2,415,691	2.8%	\$2,430,416	0.6%	\$2,491,176	2.5%	7.8%
1300 St Paul Park	\$1,779,467	7.5%	\$1,872,241	5.2%	\$1,942,659	3.8%	\$1,991,284	2.5%	\$2,006,188	0.7%	12.7%
1400 Landfall	\$279,710	-2.0%	\$284,620	1.8%	\$258,741	-9.8%	\$268,760	4.7%	\$382,169	42.2%	36.6%
1500 Stillwater City	\$10,246,597	0.9%	\$10,406,507	1.6%	\$10,624,986	2.1%	\$11,371,253	7.0%	\$12,072,367	6.2%	17.8%
1600 Willemie	\$192,303	4.0%	\$201,918	5.0%	\$209,995	4.0%	\$220,495	5.0%	\$229,315	4.0%	19.2%
1700 Oak Park Heights	\$4,228,062	6.6%	\$4,538,193	7.3%	\$4,784,896	5.4%	\$5,022,731	5.0%	\$5,191,593	3.4%	22.8%
1800 St Mary's Point	\$181,786	0.0%	\$181,786	0.0%	\$181,775	0.0%	\$181,658	-0.1%	\$183,523	1.0%	1.0%
1900 Lakeland	\$1,006,076	-2.4%	\$996,076	-1.0%	\$995,817	0.0%	\$985,988	-1.0%	\$1,016,515	3.1%	1.0%
2000 Lake St Croix Beach	\$487,458	0.0%	\$495,989	1.8%	\$466,500	-5.9%	\$480,500	3.0%	\$485,369	1.0%	-8.4%
2100 Pine Springs	\$40,000	5.3%	\$40,000	0.0%	\$40,000	0.0%	\$40,000	0.0%	\$45,000	12.5%	12.5%
2200 Cottage Grove	\$12,241,250	0.0%	\$12,241,250	0.0%	\$12,699,130	3.7%	\$13,402,100	5.5%	\$14,070,800	5.0%	14.9%
2500 Woodbury	\$27,915,979	0.0%	\$28,603,229	2.5%	\$29,399,293	2.8%	\$30,238,368	2.9%	\$31,566,212	4.4%	13.1%
2600 Oakdale	\$9,880,974	-1.0%	\$9,879,444	0.0%	\$10,088,705	2.1%	\$10,270,522	1.8%	\$10,514,149	2.4%	6.4%
2700 Grant	\$938,570	2.8%	\$985,245	2.8%	\$994,202	3.0%	\$1,054,178	6.0%	\$1,096,856	4.0%	16.9%
Total Cities:	\$96,501,301	1.2%	\$97,849,033	1.4%	\$101,271,833	3.5%	\$105,827,910	4.5%	\$110,842,329	4.7%	14.9%
2 Baytown	\$337,800	1.5%	\$339,450	0.5%	\$339,250	-0.1%	\$354,940	4.6%	\$350,304	-1.3%	3.7%
4 Denmark	\$445,327	0.9%	\$431,522	-3.1%	\$428,331	-0.7%	\$428,436	0.0%	\$414,734	-3.2%	-8.6%
9 May	\$657,649	1.4%	\$648,188	-1.4%	\$641,695	-1.0%	\$641,695	0.0%	\$665,841	3.8%	1.2%
11 Grey Cloud Island	\$116,084	-1.0%	\$108,089	-6.9%	\$108,786	0.6%	\$109,493	0.6%	\$109,562	0.1%	5.6%
14 Stillwater Twp	\$748,650	0.0%	\$748,650	0.0%	\$763,297	2.0%	\$784,080	2.7%	\$777,413	-0.8%	3.8%
17 West Lakeland	\$450,000	36.4%	\$450,000	0.0%	\$450,000	0.0%	\$450,000	0.0%	\$662,640	25.0%	25.0%
Total Towns:	\$2,755,510	5.2%	\$2,725,909	-1.1%	\$2,731,359	0.2%	\$2,768,644	1.4%	\$2,880,494	4.0%	4.5%
831 Forest Lake	\$15,554,859	0.0%	\$17,028,056	9.5%	\$17,148,538	0.7%	\$16,930,154	-1.3%	\$17,308,595	2.2%	11.3%
832 Mahtomedi	\$11,694,928	0.2%	\$10,790,675	-7.7%	\$11,046,870	2.4%	\$13,218,703	19.7%	\$13,503,249	2.2%	15.5%
833 South Washington County	\$53,425,585	-0.5%	\$54,060,361	1.2%	\$55,941,324	3.5%	\$58,754,811	5.0%	\$60,491,022	3.0%	13.2%
834 Stillwater	\$31,781,615	3.9%	\$29,539,503	-7.1%	\$35,332,944	19.6%	\$36,441,071	3.1%	\$36,594,694	0.4%	15.1%
Total School Districts:	\$112,456,987	0.8%	\$111,418,595	-0.9%	\$119,469,676	7.2%	\$125,344,739	4.9%	\$127,697,940	2.0%	13.7%
505 Metropolitan Council	\$2,537,877	4.1%	\$2,641,677	4.1%	\$2,787,821	5.5%	\$2,839,077	1.8%	\$2,867,955	1.0%	13.0%
507 Metro Mosquito Control	\$1,456,983	0.8%	\$1,479,201	1.5%	\$1,476,606	-0.2%	\$1,476,522	0.0%	\$1,499,117	1.5%	2.9%
509 Met Council Transit	\$3,238,058	3.0%	\$3,365,409	3.9%	\$3,225,001	-4.2%	\$3,218,367	-0.2%	\$3,343,395	3.9%	3.3%
Total Metro Special Districts:	\$7,232,918	3.0%	\$7,486,287	3.5%	\$7,469,428	0.0%	\$7,533,966	0.8%	\$7,710,467	2.3%	6.6%
10 Carnelian Marine WS	\$407,000	-5.0%	\$407,000	0.0%	\$407,000	0.0%	\$444,600	9.2%	\$444,600	0.0%	9.2%
14 South Washington WS	\$711,044	3.5%	\$718,025	1.0%	\$746,293	3.9%	\$777,591	4.2%	\$858,337	10.4%	20.7%
34 R-W Metro WS	\$953,071	3.3%	\$1,180,787	38.4%	\$1,177,084	-0.3%	\$1,335,340	13.4%	\$1,442,438	8.0%	69.1%
38 Rice Creek WS	\$827,630	25.6%	\$845,733	2.2%	\$833,065	-1.5%	\$842,085	1.1%	\$868,185	3.1%	4.9%
54 Valley Branch WS	\$704,373	4.3%	\$774,953	10.0%	\$735,400	-5.1%	\$735,400	0.0%	\$735,400	0.0%	4.4%
69 Brown's Creek WS	\$752,200	4.5%	\$766,173	1.9%	\$782,140	2.1%	\$833,640	6.6%	\$913,704	9.6%	21.5%
71 Comfort Lk-Forest Lk WS	\$596,568	0.5%	\$601,019	0.7%	\$594,973	-1.0%	\$600,943	1.0%	\$635,001	5.7%	6.4%
187 Washington County HRA	\$3,332,236	0.0%	\$3,332,236	0.0%	\$3,432,203	3.0%	\$3,549,203	3.4%	\$4,601,000	29.8%	38.1%
316 Woodbury HRA	\$250,000	0.0%	\$250,000	0.0%	\$250,000	0.0%	\$250,000	0.0%	\$250,000	0.0%	0.0%
519 Washington County RRA	\$574,800	0.0%	\$574,800	0.0%	\$616,600	7.3%	\$638,100	3.5%	\$750,600	17.6%	30.6%
Total Other Special Districts:	\$9,008,922	3.0%	\$9,450,726	4.9%	\$9,574,758	1.3%	\$10,007,182	4.5%	\$11,499,265	14.9%	27.6%
Washington County Total*	\$314,479,938	0.8%	\$315,454,250	0.3%	\$328,250,754	4.1%	\$342,220,441	4.3%	\$354,702,395	3.6%	12.8%

* This table only includes taxing districts for which Washington County calculates a tax rate. The following districts are not included:

Cities of Hastings, White Bear Lake; SDs 200, 622, 624, 2144; Hastings HRA

For Metro Special Districts and Watershed Districts that cross county lines the levy shown is only the portion applicable to Washington County.

For all other districts that cross county lines, the levy shown is the total levy for the district for all counties

**Breakdown of Tax Capacity and Market Value Levies for Washington County Taxing Districts'
Five Year Comparison - Pay 2012 to Pay 2016**

Taxing District	Final Pay 2012 Levy			Final Pay 2013 Levy			Final Pay 2014 Levy			Final Pay 2015 Levy			Proposed Pay 2016 Levy		
	Tax Capacity Levy	Market Value Levy	Total Levy	Tax Capacity Levy	Market Value Levy	Total Levy	Tax Capacity Levy	Market Value Levy	Total Levy	Tax Capacity Levy	Market Value Levy	Total Levy	Tax Capacity Levy	Market Value Levy	Total Levy
82 Washington County	\$8,085,300	\$438,400	\$8,523,700	\$8,085,300	\$438,400	\$8,523,700	\$8,655,300	\$1,058,400	\$9,713,700	\$8,679,600	\$1,058,400	\$9,738,000	\$9,813,500	\$1,058,400	\$10,871,900
100 Afon	\$1,573,323	\$0	\$1,573,323	\$1,602,769	\$0	\$1,602,769	\$1,634,824	\$0	\$1,634,824	\$1,704,183	\$0	\$1,704,183	\$1,826,467	\$0	\$1,826,467
200 Bayport	\$1,135,560	\$0	\$1,135,560	\$1,159,981	\$0	\$1,159,981	\$1,159,981	\$0	\$1,159,981	\$1,184,783	\$0	\$1,184,783	\$1,236,621	\$0	\$1,236,621
300 Birchwood	\$325,000	\$0	\$325,000	\$338,013	\$0	\$338,013	\$328,299	\$0	\$328,299	\$326,299	\$0	\$326,299	\$326,299	\$0	\$326,299
400 Seaside	\$2,055,174	\$0	\$2,055,174	\$2,171,074	\$0	\$2,171,074	\$2,171,074	\$0	\$2,171,074	\$2,217,509	\$0	\$2,217,509	\$2,267,871	\$0	\$2,267,871
500 DeWoods	\$376,020	\$0	\$376,020	\$393,141	\$0	\$393,141	\$490,025	\$0	\$490,025	\$570,032	\$0	\$570,032	\$665,735	\$0	\$665,735
600 Forest Lake	\$7,166,528	\$0	\$7,166,528	\$7,163,901	\$0	\$7,163,901	\$8,039,421	\$0	\$8,039,421	\$8,350,000	\$0	\$8,350,000	\$8,961,015	\$0	\$8,961,015
700 Hugo	\$4,959,583	\$0	\$4,959,583	\$4,749,083	\$0	\$4,749,083	\$4,940,809	\$0	\$4,940,809	\$5,717,021	\$0	\$5,717,021	\$5,634,329	\$0	\$5,634,329
800 Lake Elmo	\$3,113,017	\$0	\$3,113,017	\$3,163,359	\$0	\$3,163,359	\$3,163,359	\$0	\$3,163,359	\$3,137,683	\$0	\$3,137,683	\$3,633,893	\$0	\$3,633,893
900 Lakeland Shores	\$127,326	\$0	\$127,326	\$134,417	\$0	\$134,417	\$139,744	\$0	\$139,744	\$145,880	\$0	\$145,880	\$150,089	\$0	\$150,089
1000 Mahabadi	\$3,309,583	\$0	\$3,309,583	\$3,231,393	\$0	\$3,231,393	\$3,369,916	\$0	\$3,369,916	\$3,768,385	\$0	\$3,768,385	\$3,668,642	\$0	\$3,668,642
1100 Marine on St Croix	\$628,956	\$0	\$628,956	\$686,384	\$0	\$686,384	\$705,991	\$0	\$705,991	\$747,902	\$0	\$747,902	\$830,132	\$0	\$830,132
1200 Newport	\$2,311,000	\$0	\$2,311,000	\$2,351,000	\$0	\$2,351,000	\$2,415,691	\$0	\$2,415,691	\$2,430,416	\$0	\$2,430,416	\$2,491,175	\$0	\$2,491,175
1300 St Paul Park	\$1,779,467	\$0	\$1,779,467	\$1,872,241	\$0	\$1,872,241	\$1,942,659	\$0	\$1,942,659	\$1,991,284	\$0	\$1,991,284	\$2,008,188	\$0	\$2,008,188
1400 Lendell	\$279,710	\$0	\$279,710	\$284,620	\$0	\$284,620	\$286,741	\$0	\$286,741	\$286,741	\$0	\$286,741	\$328,169	\$0	\$328,169
1500 Stillwater City	\$10,246,597	\$0	\$10,246,597	\$10,406,507	\$0	\$10,406,507	\$10,624,966	\$0	\$10,624,966	\$11,371,253	\$0	\$11,371,253	\$12,072,367	\$0	\$12,072,367
1600 Wilmette	\$192,303	\$0	\$192,303	\$201,918	\$0	\$201,918	\$209,995	\$0	\$209,995	\$220,495	\$0	\$220,495	\$229,315	\$0	\$229,315
1700 Oak Park Heights	\$4,228,062	\$0	\$4,228,062	\$4,538,193	\$0	\$4,538,193	\$4,784,896	\$0	\$4,784,896	\$5,022,731	\$0	\$5,022,731	\$5,191,593	\$0	\$5,191,593
1800 St Mary's Point	\$181,786	\$0	\$181,786	\$181,786	\$0	\$181,786	\$181,775	\$0	\$181,775	\$181,658	\$0	\$181,658	\$183,523	\$0	\$183,523
1900 Lake and	\$1,006,076	\$0	\$1,006,076	\$996,076	\$0	\$996,076	\$995,817	\$0	\$995,817	\$985,988	\$0	\$985,988	\$1,016,515	\$0	\$1,016,515
2000 Lake St Croix Beach	\$487,456	\$0	\$487,456	\$495,999	\$0	\$495,999	\$468,500	\$0	\$468,500	\$480,500	\$0	\$480,500	\$485,369	\$0	\$485,369
2100 Pine Springs	\$40,000	\$0	\$40,000	\$40,000	\$0	\$40,000	\$40,000	\$0	\$40,000	\$40,000	\$0	\$40,000	\$45,000	\$0	\$45,000
2200 Cottage Grove	\$12,241,250	\$0	\$12,241,250	\$12,241,250	\$0	\$12,241,250	\$12,889,130	\$0	\$12,889,130	\$13,402,100	\$0	\$13,402,100	\$14,070,800	\$0	\$14,070,800
2300 Woodbury	\$25,243,422	\$1,672,657	\$26,916,079	\$26,028,135	\$1,675,094	\$27,703,229	\$27,711,143	\$1,688,150	\$29,399,293	\$29,254,518	\$983,850	\$30,238,368	\$30,620,962	\$945,253	\$31,163,215
2600 Osakale	\$9,880,874	\$0	\$9,880,874	\$9,878,444	\$0	\$9,878,444	\$10,088,705	\$0	\$10,088,705	\$10,270,622	\$0	\$10,270,622	\$10,514,140	\$0	\$10,514,140
2700 Grant	\$935,670	\$0	\$935,670	\$965,245	\$0	\$965,245	\$994,202	\$0	\$994,202	\$1,054,178	\$0	\$1,054,178	\$1,080,855	\$0	\$1,080,855
Total Cities:	\$84,823,744	\$1,672,657	\$86,496,401	\$86,173,939	\$1,675,094	\$87,849,033	\$88,933,653	\$1,688,150	\$90,621,803	\$91,344,050	\$983,850	\$92,327,900	\$94,529,315	\$945,253	\$95,274,568
2 Baytown	\$337,800	\$0	\$337,800	\$339,450	\$0	\$339,450	\$339,260	\$0	\$339,260	\$354,940	\$0	\$354,940	\$350,304	\$0	\$350,304
4 Denmark	\$445,327	\$0	\$445,327	\$431,522	\$0	\$431,522	\$428,311	\$0	\$428,311	\$428,438	\$0	\$428,438	\$414,734	\$0	\$414,734
9 May	\$657,649	\$0	\$657,649	\$648,188	\$0	\$648,188	\$641,695	\$0	\$641,695	\$641,695	\$0	\$641,695	\$665,841	\$0	\$665,841
11 Grey Cloud Island	\$116,084	\$0	\$116,084	\$108,099	\$0	\$108,099	\$108,786	\$0	\$108,786	\$109,493	\$0	\$109,493	\$109,562	\$0	\$109,562
14 Stillwater Twp	\$748,650	\$0	\$748,650	\$748,650	\$0	\$748,650	\$763,297	\$0	\$763,297	\$784,080	\$0	\$784,080	\$777,413	\$0	\$777,413
17 West Lakeside	\$450,000	\$0	\$450,000	\$450,000	\$0	\$450,000	\$450,000	\$0	\$450,000	\$450,000	\$0	\$450,000	\$562,640	\$0	\$562,640
Total Towns:	\$2,755,510	\$0	\$2,755,510	\$2,725,939	\$0	\$2,725,939	\$2,731,358	\$0	\$2,731,358	\$2,768,644	\$0	\$2,768,644	\$2,880,494	\$0	\$2,880,494
831 Forest Lake	\$8,257,771	\$7,297,083	\$15,554,854	\$9,499,492	\$7,528,654	\$17,028,146	\$16,978,098	\$6,669,630	\$17,148,338	\$10,484,251	\$5,445,903	\$16,030,154	\$10,428,992	\$8,879,708	\$17,308,595
832 Mahabadi	\$7,945,208	\$3,749,720	\$11,694,928	\$7,325,896	\$3,465,009	\$10,790,905	\$7,819,274	\$3,227,596	\$11,046,870	\$7,401,735	\$5,816,908	\$13,218,703	\$7,730,194	\$5,773,115	\$13,501,249
833 South Washington County	\$34,625,842	\$16,799,743	\$51,425,585	\$34,987,162	\$19,073,189	\$54,060,351	\$35,658,608	\$20,382,716	\$56,041,324	\$37,030,261	\$21,724,550	\$58,754,811	\$35,973,504	\$24,517,898	\$80,491,402
834 Stillwater	\$19,978,348	\$13,803,287	\$33,781,635	\$16,991,527	\$12,547,978	\$29,539,505	\$18,270,968	\$17,062,346	\$35,333,314	\$19,108,169	\$17,332,902	\$36,441,071	\$16,441,777	\$18,152,917	\$54,594,694
Total School Districts:	\$68,807,169	\$43,648,818	\$112,455,987	\$68,803,757	\$42,514,838	\$111,318,595	\$72,227,388	\$47,242,288	\$119,469,676	\$74,024,416	\$51,320,323	\$125,344,739	\$72,574,307	\$55,323,633	\$127,897,940
505 Metropolitan Council	\$2,537,877	\$0	\$2,537,877	\$2,641,677	\$0	\$2,641,677	\$2,787,821	\$0	\$2,787,821	\$2,839,077	\$0	\$2,839,077	\$2,867,955	\$0	\$2,867,955
507 Metro Mosquito Control	\$1,466,883	\$0	\$1,466,883	\$1,479,201	\$0	\$1,479,201	\$1,476,608	\$0	\$1,476,608	\$1,476,522	\$0	\$1,476,522	\$1,498,117	\$0	\$1,498,117
508 Metropolitan Council Transit	\$3,238,058	\$0	\$3,238,058	\$3,365,408	\$0	\$3,365,408	\$3,225,001	\$0	\$3,225,001	\$3,218,367	\$0	\$3,218,367	\$3,343,395	\$0	\$3,343,395
Total Metro Special Districts:	\$7,242,818	\$0	\$7,242,818	\$7,486,287	\$0	\$7,486,287	\$7,488,428	\$0	\$7,488,428	\$7,533,965	\$0	\$7,533,965	\$7,710,467	\$0	\$7,710,467
10 Carnelian Marine WS	\$407,000	\$0	\$407,000	\$407,000	\$0	\$407,000	\$407,000	\$0	\$407,000	\$444,600	\$0	\$444,600	\$444,600	\$0	\$444,600
14 South Washington WS	\$711,044	\$0	\$711,044	\$718,025	\$0	\$718,025	\$746,293	\$0	\$746,293	\$777,591	\$0	\$777,591	\$856,337	\$0	\$856,337
34 R-W Metro WS	\$853,071	\$0	\$853,071	\$1,177,084	\$0	\$1,177,084	\$1,177,084	\$0	\$1,177,084	\$1,335,340	\$0	\$1,335,340	\$1,442,438	\$0	\$1,442,438
38 Roe Creek WS	\$827,630	\$0	\$827,630	\$845,733	\$0	\$845,733	\$833,065	\$0	\$833,065	\$842,065	\$0	\$842,065	\$868,185	\$0	\$868,185
54 Valley Branch WS	\$704,373	\$0	\$704,373	\$774,953	\$0	\$774,953	\$735,400	\$0	\$735,400	\$735,400	\$0	\$735,400	\$735,400	\$0	\$735,400
69 Brown's Creek WS	\$752,200	\$0	\$752,200	\$785,173	\$0	\$785,173	\$782,140	\$0	\$782,140	\$833,940	\$0	\$833,940	\$913,704	\$0	\$913,704
71 Comfort Lk-Forest Lk WS	\$596,568	\$0	\$596,568	\$601,019	\$0	\$601,019	\$594,973	\$0	\$594,973	\$600,943	\$0	\$600,943	\$635,001	\$0	\$635,001
187 Washington County HRA	\$3,332,236	\$0	\$3,332,236	\$3,332,236	\$0	\$3,332,236	\$3,432,203	\$0	\$3,432,203	\$3,549,203	\$0	\$3,549,203	\$4,601,000	\$0	\$4,601,000
316 Woodbury HRA	\$250,000	\$0	\$250,000	\$250,000	\$0	\$250,000	\$250,000	\$0	\$250,000	\$250,000	\$0	\$250,000	\$250,000	\$0	\$250,000
519 Washington County HRA	\$574,800	\$0	\$574,800	\$574,800	\$0	\$574,800	\$616,800	\$0	\$616,800	\$638,100	\$0	\$638,100	\$750,600	\$0	\$750,600
Total Other Special Districts:	\$9,008,922	\$0	\$9,008,922	\$9,450,728	\$0	\$9,450,728	\$9,574,758	\$0	\$9,574,758	\$10,007,182	\$0	\$10,007,182	\$11,499,265	\$0	\$11,499,265
Washington County Total*	\$268,718,563	\$45,760,775	\$314,479,338	\$270,725,918	\$44,728,332	\$315,454,250	\$278,261,916	\$45,668,838	\$328,260,744	\$288,657,869	\$53,362,753	\$342,220,441	\$297,376,112	\$67,327,283	\$384,702,395

* This table only includes taxing districts for which Washington County calculates a tax rate. The following districts are not included:
Cities of Hastings, White Bear Lake, SDs 200, 622, 624, 2144, Hastings HRA
For Metro Special Districts and Watershed Districts that cross county lines the levy shown is only the portion applicable to Washington County. For all other districts that cross county lines, the levy shown is the total levy for the district for all counties.



Building a Better World
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CITY ENGINEERING REPORT

TO: Mayor and City Council of Lakeland, MN

FROM: John D. Parotti, PE | City Engineer

DATE: January 12, 2016

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

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

I. 2015 Street Improvements and Quixote Avenue North Drainage Projects

The Engineer provided assistance to staff with close out of these projects which included obtaining documentation from the contractor, answering questions from the City Attorney and responding to enquiries from subcontractors.

II. City Council Meeting Attendance

The City Engineer attended the December City Council meeting to update the Council on recent activities. The City Engineering report included a status update on the 2015 construction projects along with a recommendation to make final payment.

Discussion with the Council at the meeting included confirmation that the Council would like the Engineer to attend Council meetings only when action is required on engineering projects (i.e. project initiation, authorization to bid, project award, project close-out, etc.) or as specifically requested. The Council requested a monthly written report be prepared by the City Engineer to be included in the Council packets for each City Council meeting.

III. Capital Improvement Planning

The City Engineer assisted the Director of Public Works with review and updates to the City's Streets and Drainage capital improvement worksheet. The worksheet serves as the City's primary project planning and budgeting tool and staff periodically updates the cost and pavement condition information to assist the Council with budgeting.

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

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ANIMAL CONTROL REPORT
 Humane Animal Control Service
 Kathi Peinar CVT, ACO
 Wildlife - Domestic - Exotics

Month/Year December 2015
 City Kahele, Hawaii

Date	Time	Caller	Location	Description of Animal	Collar / Tag	Dry Run	Overnight	Fee	Milage	Total
12/1/15		No Calls Out This Month								-
										-
										-
		No Warning Letters Sent This Month								-
										-
										-
										-
										-
		Lost Reports 5 Dogs	Found Reports 1 Dog/1 Cat							-
										-
										-
										-
										-
		May I Please get a 1099 for taxes? Thank You								-
Total										-
Date	Time	Caller	Location	Description of Animal	Collar / Tag	Dry Run	Overnight	Fee	Milage	Total
										-
										-
										-
										-

Kathi Peinar
 634-6th St. N
 Hudson, WI 54016

OPEN BUILDING PERMITS - DEC/2015

Permit #	Date Out	Name	Address	Res or Comm	Permit type	Other Description	Last Inspection	Valuation	Surcharge
13664	10/12/2013	Randy Stimmors	1775 Queens Ave S	Residential	Building	Garage			
14580	7/24/2014	Linsey Pittman	16161 8th St N	Residential	Mechanical	Mechanical			
15685	6/19/2014	Don Nussold/Following Plains Bldgs	1121 Quentín Ave S	Residential	Building	Porch	10/14/14		
15687	5/14/2015	William Abrahm/Renewal By Anderson	16644 7th St N	Residential	Accessory	Re-Window			
15694	5/27/2015	Don Wornest/Windows of America	98 Quailly Ave N	Residential	Accessory	Re-Window			
15696	6/19/2015	Roger Christensen/RK Designers	680 Quixote Ave N	Residential	Accessory	Re-Window			
15698	6/19/2015	Bill Curtis/Ilan Exterior	16539 10th St Ct S	Residential	Accessory	Re-Floor			
15702	6/19/2015	Yacki Balise	312 Quinmore Ave N	Residential	Building	Addition	7/7/15		
15705	6/23/2015	Juiri Rudebeck	737 Quentín Ave S	Residential	Building	Demolish home	12/17/15		
15709	7/12/2015	Melissa Masler	303 Quentín Ave N	Residential	Accessory	Fence			
15710	7/19/2015	Jake Lopez/Renewal By Anderson	412 Quinmore Ave N	Residential	Accessory	Re-Window			
15711	7/19/2015	Donald Brunckhorst/Renewal By Anderson	18643 4th St N	Residential	Accessory	Re-Window			
15715	7/19/2015	Ueni Schneider/Bee Flooring	15565 11th St Ct N	Residential	Accessory	Re-Window			
15719	7/30/2015	Aron/Alkeland Schrodi/Septic Solutions	475 St Croix Ave S	Residential	Accessory	Re-Floor			
15722	7/30/2015	Brian T Alcott/HBS Builders	384 Quinmore Ave S	Commercial	Plumbing	Plumbing			
15723	8/23/2015	Joshua Clark	16131 3rd St N	Residential	Accessory	Re-Floor	11/29/15		
15724	8/23/2015	Lohn Fluredt/Res Solution	737 Quentín Ave S	Residential	Building	Remodel	11/29/15		
15725	8/19/2015	Mark Schilling	1391 Old Tail Bridge Rd	Residential	Building	Foundation	11/29/15		
15729	8/19/2015	Bob Andersen/Performance Pools	303 Quentín Ave N	Residential	Building	Tram Platform	9/29/15		
15730	8/19/2015	Steve Zigan	16684 7th St S	Residential	Building	Pool	9/27/15		
15733	8/27/2015	Melissa Masler/Aktioness Construction	303 Quentín Ave N	Residential	Building	Tram			
15735	9/3/2015	Arndt T Appan	16063 3rd St N	Residential	Building	Re-Floor			
15-02	10/21/2015	Kelvin Kneilkamp	1801 Quail Ave S	Residential	Building	Garage		5,000.00	2.5
15-04	10/30/2015	Flinder Heating	464 Quinlan Ave S	Residential	Building	Re-Floor		2,991.00	1.49
15-05	10/30/2015	Wylie Bear Plumbing	464 Quinlan Ave S	Residential	Mechanical	Mechanical			1
15-07	9/17/15	Chris Wallberg	768 Quinell Avenue N	Residential	Plumbing	Plumbing	12/27/15		
15-08	9/17/15	Jean Sorledahl	251 Quinell Avenue N	Residential	Accessory	Re-Floor		1,800.00	1.00
15-09	9/30/15	James Ellis	597 Quinlan Avenue N	Residential	Plumbing	Plumbing			1.00
15-14	10/27/15	AI McDonough	100 Quail Avenue S	Residential	Accessory	Floating Slab		10,500.00	1.00
15-16	10/27/15	Steve Zigan	397 Quinell Avenue N	Residential	Accessory	Re-Window			1.00
15-18	10/27/15	Adam Peterson	397 Quinell Avenue N	Residential	Accessory	Re-Floor			1.00
15-19	10/28/15	Larry Connolly/Champion Plumbing	1611 3rd Street N	Residential	Accessory	Re-Window			1.00
15-21	11/4/15	Brian Beebe	288 Quinmore Avenue	Residential	Plumbing	Plumbing			1.00
15-22	11/2/15	Jon Morris/Reside Hearth & Home	901 Quinmore Avenue S	Residential	Mechanical	Re-Roof			1.00
15-24	11/30/15	Marcia Henningsen	15747 Upper 4th Street N	Residential	Accessory	Re-Window	11/7/15		1.00
15-26	12/17/15	Lohn Dewall/Dave Hour	1628 5th Street S	Residential	Mechanical	Mechanical			1.00
15-27	12/17/15	Richard Turner/Windrow World	565 Queenan Avenue N	Residential	Accessory	Re-Window			1.00

7A



TO: Mayor and City Council

FROM: Sandie Thone, City Administrator/Clerk

RE: Resolution 2016-04 Approving the Location for the New City Hall Facility

DATE: January 19, 2016

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 its 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

DISCUSSION

Please find attached for your review the following preliminary details and rough cost estimates associated with both options:

- a) Resolution 2016-04 Approving Lakeland Village Location
- b) Resolution 2016-04 Approving 1190 St. Croix Trail Location
- c) City of Lakeland Request for Proposals for Architect Services (if b is chosen)
- d) Lakeland St. Paul Pioneer Press Article dated January 15, 2016
- e) City Treasurer Tom Niedzwiecki comments
- f) Financial Advisor David Drown's comments
- g) Lakeland Village Cost Estimate and City Hall Proposed Layout
- h) SEH Cost Estimate and City Hall Proposed Layout and Comparable Examples
- i) Oertel Architects Cost Estimate and 2012 Proposed City Hall Layout

I would like to add a professional note to this agenda item. I have been very careful as to not sway any of your opinions when it comes to the matter of the city hall decision. As you know, this is a council decision that has been well vetted by the community and many experts in their fields of expertise over the past year.

I feel it is my responsibility to compile the information and present it in a way for you to make an informed decision on behalf of what is best for the community. For this reason, I have compiled the information as it was received by me (rather than summarize it) so that it is not unduly influenced one way or another. In addition, I have provided two resolutions; one for each location in order to refrain from making any recommendations as to the outcome of the council action on this item.

That being said, I have been working and meeting professionals regarding this topic since about the time I began my work with the City of Lakeland last year and my file has become quite large. I have included information in previous packets that is not included in this packet as to not be redundant. Therefore, if you feel you are not clear on something or need additional information to make this decision, please do not hesitate to contact me and if I do not have it in my file (or in my head) I will find a way to get you the answer before the meeting on Tuesday.

I applaud you all on your very mindful process and thorough approach to making this important decision. The community would be very proud to know just how much time, effort and research you have all put into this process.

RECOMMENDATION

Staff is respectfully requesting the City Council approve Resolution 2016-04 Approving

- 1) New City Hall Facility to be located on the city-owned property at 1190 St. Croix Trail South and direct staff to seek Request for Proposals for Architect Services in developing and implementing a plan to add the new city hall to the property.
- 2) New City Hall Facility to be located at Lakeland Village and direct staff to work with Lakeland Plaza LLC in a plan to purchase the condo unit and build out the facility at that location noting that all major decisions will be brought forth for council action.

Motion, Second and Majority vote required.

a

_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 19th day of January 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 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 19th day of January 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

PROJECT BACKGROUND

The City of Lakeland (population 1,860) is seeking proposals from qualified firms to assist 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, March 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, March 15, 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, March 15, 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

January 19, 2016

- Council Expected to Approve Request for Proposals (RFP)

January 20 and 22, 2015

- Post and Publish RFP

March 1, 2016

- Deadline to Submit Proposals

March 2 through 14, 2016

- RFP Review Period

March 15, 2016 at 4:00 p.m. Lakeland City Hall

- Consultant Presentations and Interviews by the City Council

March 15, 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

Lakeland

Council seeks new site for city hall

By Mary Divine

mdivine@pioneerpress.com

Lakeland decided last month they need a new city hall. Now, they need to figure out where to put it.

The Lakeland City Council will meet next week to consider two sites: Space in or near the city's water department building at 1190 St. Croix Trail S. or inside the Lakeland Plaza shopping center.

A workshop on the issue will be 5 p.m. Tuesday; the council will vote on a site location during its 6 p.m. meeting.

City staff moved out of Lakeland City Hall and into the water department building last spring, but city council meetings are still held at the old City Hall at 690 Quinell Ave. N.

Mayor Amy Williams said Thursday that there's strong support for consolidating all city services at a single location — the 5-acre water-department building site.

"The real reason why we pursued this to begin with was to consolidate staff at the same location and to be better stewards of the resources that we currently have in Lakeland," Williams said. "I don't know that we accomplish that by creating another space for city government in Lakeland."

Whether it would be more cost-effective to add on to the water department building or build a new city hall on the city-owned land next to the existing building will be determined at a later date, she said.

"The vote on Tuesday will be to identify where we want those offices to be," she said. "Then we can start exploring the most cost-effective way to achieve the city hall that the community wants at that location."

Whether it would be more cost-effective to add on to the water department building or build a new city hall on the city-owned land next to the existing building will be

determined at a later date, she said. "The vote on Tuesday will be to identify where we want those offices to be," she said. "Then we can start exploring the most cost-effective way to achieve the city hall that the community wants at that location."

Relocating City Hall is expected to cost \$700,000 to \$800,000, City Administrator Sandie Thone said.

Building a new 3,500-square-foot city hall on land near the water-department building is expected to cost \$728,000; purchasing a condo unit at Lakeland Plaza and building it out is expected to cost about \$754,000, according to Thone.

The owners of the Lakeland Plaza asked city officials last fall to consider space in the shopping center, which is about a mile north of the water department building.

But Williams questions whether having municipal offices in "several of the spaces in the strip mall ... satisfies the retail needs of our community."

"The space that we take up in that strip mall is space that could be filled by pizza parlors or coffee shops or things that are more retail and could actually serve the needs and wants of the community," she said. "I don't see any real value for the residents of Lakeland by having our municipal services in the strip mall."

The shopping center is a mile south of Interstate 94 on the west side of St. Croix Trail/Washington County 18. It's home to the Lakeland post office, the Lakeland branch of the Washington County Library, Subway, Snap Fitness, Lakeland Antiques and Jordan Meats and Deli.

The city currently collects property taxes on the entire shopping center. Municipal offices would be exempt from paying taxes, Williams said, "so there are some revenue-retaining opportunities by going to the water-utility site rather than the Lakeland

Plaza."

Tony Jordan, owner Jordan Meats & Deli, said he hopes the council decides to relocate to Lakeland Plaza. "I'd like to see the center being filled and being used," he said. "Rather than building a new city hall, I'd like for them to utilize the building that we already have. It keeps our taxes down."

Lower St. Croix Valley Fire District Chairman Jim Stanton is another supporter of the Lakeland Plaza site.

"It's the center of the city," said Stanton, a Lakeland resident. "The post office, the library, shopping, exercise are all in that one area. For me, it makes sense to have City Hall there also for our residents."

In addition, the site already has adequate parking, ingress and egress roads and an on-site septic system, Stanton said. "The septic system is sized to accommodate (a City Hall), so they don't have to do any of those costs," he said.

Relocating City Hall is expected to cost between \$700,000 and \$1 million, City Administrator Sandie Thone said.

City Council member Richard Glasgow said he plans to vote for whatever option saves taxpayers the most money.

"If I was a resident, I'd like it to go up at the Plaza because it is sort of our downtown," Glasgow said. "But, being a councilman, I have to look at the financial aspects of it. If it's cheaper to go to the plaza, I would vote for the plaza. But if it's financially wiser to go down to the water-department land, then I would vote to go down there."

Glasgow, who was elected to the council in 2006, said the City Hall vote will likely be the most difficult decision he faces during his tenure. "It's a lot of money," he said.

City officials hope to break ground on a new city hall in the spring and move in by the fall.

Submitted by City Treasurer Tom Niedzwiecki

A)

You asked for a quick analysis today of my opinion comparing costs between the build out at the Water Treatment Plant vs Lakeland Plaza.

- A. Build out at Water Treatment Plant: Assuming 3,500 sq ft I estimate all in cost of \$728,000. This is construction cost of \$155 per sq ft + 15% for soft costs + 7% for general conditions = \$661,850. Adding 10% contingency puts the total estimated cost at \$728,000. Estimated "out of pocket" maintenance is \$1,000 annually. This assumes no property taxes and most if not all maintenance is done by PW or Admin staff (similar to a homeowner doing their own mowing, snow removal, etc).
- B. Condo at Lakeland Plaza: \$650,000 as proposed below + \$104,000 for out of pocket costs (includes annual property taxes and maintenance). I estimated the out of pocket costs would be \$7,000 annually. Using an interest factor of 3% for 20 years yields a present value cost of \$104,000. This puts the total cost at \$754,000.

My thoughts are:

B)

Issue Bond and Buy Down Levy Option:

- The current levy is approximately \$1,000,000
- If we issue a \$500,000 bond to fund City Hall it will cost us about 10% or \$50,000 in Fees, thus we would have to borrow \$550,000 to get \$500,000.
- We use \$500,000 for a one-time buy down of the levy.
- The levy then goes back to \$1,000,000 plus the debt service on the bond (estimated at \$40,000 – 4% interest for 20 years), thus increasing the levy to \$1,040,000.

1. Pay from Cash Reserves Option:

- If we use our cash reserves to pay for City Hall we save the \$50,000 in financing fees plus we keep the levy at \$1,000,000 (no increase).

Comparison: The present value of Option 1 is \$500,000 (net cash received from the bond). The present value of Option 2 is \$544,000 (PV of \$40,000 saved by not having debt service – 4% interest for 20 years). Thus Option 2 – Pay from Cash Reserves is financially more favorable than Option 1 by \$44,000.

C)

If we keep to the "Essentials" and don't spend more than \$700,000 (this includes all engineering, site preparation, architect and construction) then I do not feel we are vulnerable at all. In fact, I believe we would NOT need to bond or issue new debt since we could fund the additional 200,000 "internally". By "internally" I mean we could "lend" between funds with the understanding that any such lending would be paid back. We did this when we built the second water treatment plant and it worked out well.

I received confirmation yesterday from Washington County that there is no further obligation re. CSAH 18 so the entire \$108,000 we have in the LT Improvement Fund is indeed available. There apparently was a “dispute” over the final bill at the time which was resolved in our favor but not communicated very well.

In working with Matt on the Water Utility rate proposal he’s identified several additional capital expenditures for the Water Utility. These are further evidence that we will need the 10 cent increase starting in 2016 and likely additional increases in the future. But nothing significant and these increases are all within the Water Utility and do not impact the funding for the new City Hall.

Now for the bad news: Matt reminded me that we do NOT have any reserves put aside for the Water Infrastructure within the City. Each City using the water system is responsible for their own infrastructure repairs and improvements. This does NOT include the water treatment plants and towers – those are paid from the Water Utility billings. Matt is best to discuss what is included in “Water Infrastructure” but the big one is the water mains. At some point this “Water Infrastructure” will need maintenance beyond flushing the lines and the costs will be the responsibility of each City and it could be quite significant.

So the potential for significant “Water Infrastructure” repairs, maintenance and improvements that are the responsibility of the City is where we are most vulnerable. I don’t think we need to evaluate this in depth at this time but I think knowing that it is coming should be enough to keep the City Hall project to the “essentials”.

I recommend \$700,000 since that was identified as the “Essentials”.

Here’s the excerpt from the 2016 Budget:

A. Estimated Cost of City Hall

Essentials	\$700,000
Extras	\$300,000
Total Potential with Extras	<u>\$1,000,000</u>

B. Funding from Reserves

Vehicle Replacement Reserve	\$100,000
Snow & Ice Reserve	\$60,000
Building Inspection Fund	\$85,000
Unallocated Interest in LT Imp Fd	\$60,000
Budget Contingency in LT Imp Fd	\$75,000

Release of CSAH 18 Obligation in LT Imp Fd	\$100,000
Cable Commission Reserves	\$20,000
Total Funding from Reserves	<u>\$500,000</u>

C. Funding from Debt Service

Essentials Only: \$200,000 additional @ 5% for 20 years	\$16,000	Annual Pymt
Add'l for Extras: \$300,000 additional @ 5% for 20 years	\$24,000	Annual Pymt
Total Estimated Annual Payment with both Essentials and Extras	<u>\$40,000</u>	

D. Other Funding Issues/Comments

1. Funds from Sale of Old City Hall
2. Need to deal with Garage Rental Contract
 - 2a. Sublet
 - 2b. Partial allocation to Streets, Parks, Snow Ice & Water
 - 2c. Sale of 5 ton Plow Trucks
3. Need to evaluate impact of PW Staff expense allocation to PW streets, some continuing Snow Ice, Parks and Water
4. Can one-time MN Small City Assistance for Streets (total of \$29,535) be used to reduce Street Levy



Submitted by Financial Advisor David Drown

Regarding the issuance of debt:

1. Any debt must take the form of a municipal bond – conventional mortgage back bank loans are not permitted by state law.
2. Three debt options work for city hall building
 - a. GO Bonds authorized by referendum vote – lots of direct citizen involvement
 - b. GO Bond authorized by capital plan. Have to prepare simple plan, hold hearing, and public has 30 days to block implementation by petition signed by votes equal to 5% or registered voters in last general election. No petition, you can issue the bonds
 - c. Lease purchase. Involves issuing through another unit of government. No required public involvement. Political issues regarding transparency. Interest rate will be perhaps 0.35 to 0.5% higher
3. Current 15-year G.O. Bond rates ~ 3.00%. 20-year perhaps .3% higher.
4. You can spend cash. No real hearings or process required. If you have been setting money aside for this project, and if cash use does not deplete your reserves below prudent levels, I think using cash is a great idea.
5. In most cases, your debt can be tax exempt – thus the low rate. If you are funding space used by private sector firms, that portion of debt will be taxable and carry a higher rate.

Regarding the lease vs. buy:

1. If you rent space owned by a private party, that space is subject to property taxation. That cost works its way into your rent payments. If you own the space, it is exempt from property tax.
2. When you rent space, the landlord's financing costs (interest on his/her bank loan) is taxable and a higher interest rate than you enjoy with your bonds. This extra interest expense is built into the rent payments. When you own, any borrowing is tax exempt with less interest cost.
3. It is possible that the landlord may absorb some of the above costs and give you a great proposal. So, to know for sure you have to have actual rental proposal from landlord.
4. Don't forget the costs you will have to spend to make the space suitable for a community center. Generally, these costs are paid by you, and when you terminate the lease, these improvements stay with the property. So, realistically, a rent decision needs to be a long-term commitment by you.
5. Lease payments can increase over time. That does not happen when you own. You never own the building you rent.

So, in general I think it make sense to own vs. rent. If you have cash in excess of needed reserves, cash purchase makes sense over bonding. Some debt can be used too and paid off quickly if you need to. And there are cost efficiency advantages of having all city operations on one site instead of two. Hard to quantify this in a situation like Lakeland but it is a factor. So, your plans to expand your existing operations is likely the best option for you. Rent proposals will need to be very attractive to beat that.

Submitted by Grady Erickson, abgfirm on behalf of Lakeland Village

Good Afternoon Sandie,
I hope this email finds you well.

Our contractors have been busy working on an estimated build out cost for the two most norther suites at Lakeland Village. (#320 & #326)

The hard estimate for building out the 3,571sqft, to the contractors standards, is \$200k-\$225k. This number includes all demo work needed and represents very nice finishes thru out the entirety of the suite.

We have a very good relationship with this locally owned and operated General Contracting Firm and have used (and continue to use) them on several projects. They have always come in under the given estimate. They would rather have their clients pleasantly pleased with a project coming in lower than expected, instead of upset that the project ended up costing more.

I am confident we would be able to get you into the finished condo for no more than \$650k.

I know there were some concerns expressed about the added cost of ground maintenance and taxes on the property. The portion of Real Estate tax that the City would be responsible for is \$1,821 annually, which breaks down to \$0.51/SF. The portion for grounds maintenance and up keep is \$1.19/SF. This would be a total of just about 6k annually. Included in this is; Gas/electric, Lawn care, Lighting, Lot Maintenance, Monitoring Expense, Snow Removal, Trash Removal and Water/Sewer/Septic.

We would love the opportunity to help create a downtown hub for the City of Lakeland. Not only would the local businesses benefit from the relocation to the Lakeland Plaza but the community as a whole would also.

I am optimistic that a partnership with the Library and providing a community space, for groups like the *Lower St. Croix Valley Community Foundation*, Girl Scouts or Boy Scouts to use would "solidify a true downtown" for the City of Lakeland. Additionally, having such a space incorporated could lead to help funding the project.

I appreciate your time in considering this relocation and hope we are able to come to terms and together make the City of Lakeland that much more of a welcoming community.



SEH ESTIMATE – Submitted by

Brian Bergstrom, AIA, LEED AP | Project Manager SEH | 3535 Vadnais Center Drive | St. Paul, MN
55110 651.490.2031 direct | 952.215.8118 cell | 888.908.8166 fax
www.sehinc.com SEH—Building a Better World for All of Us™

Sandie,

Thank you for taking the time to discuss your upcoming City Hall Project with John and myself earlier this week. I have attached a data sheet and a floor plan of the project in Spirit Lake Iowa that we talked about. The project was about 7,500 square feet and cost \$1.1 million (\$146/sf) in 2014. This included the new masonry building, utility connections and a small parking area behind the building (about 6 parking stalls).

The bidding/construction market in early 2014 was significantly different than what we are seeing today. For your proposed new city hall building I would suggest the following preliminary budget numbers based on a 3,500 SF building. Please note that these costs do not include any upgrades to the septic system or a parking lot**.

Low end

Building Construction	\$165 x 3,500
= \$577,500	
Soft Costs 15% (permits, design fees, FFE...)	\$86,625
General Conditions 10%	\$57,750
Contingency 10%	<u>\$57,750</u>
Total	\$779,625

High end

Building Construction	\$210 x 3,500 =
\$735,000	
Soft Costs 15% (permits, design fees, FFE...)	\$110,000
General Conditions 10%	\$57,750
Contingency 10%	<u>\$73,500</u>
Total	\$976,500

It is likely the project cost would end up somewhere between the low and high end costs identified above but for budgeting purposes I would suggest using a number closer to the high end. It is difficult to predict the changes in the bidding market and give the relatively small size of the project you will lose some of the efficiencies associated with a larger project.

Please let me know if there is any additional information I can provide to you. Thanks for the opportunity to discuss this project.

SEH ESTIMATE – Submitted by

John D. Parotti, PE, Associate
Senior Project Manager, SEH
156 High Street, Suite 300
New Richmond, WI 54017
612.284.1530 direct (MN)
715.861.4871 direct (WI)
sehinc.com, Building a Better World for All of Us®

Sandie,

If I assume the new parking lot to accommodate 10 additional parking spaces (including 2 HC spaces), I would estimate the cost to be around \$19,000. This should cover the parking lot and associated storm treatment measure like a rain garden or other infiltration practice. If you want to accommodate more parking than what I assumed, you could use about \$2,500 for every two additional parking spaces.

In addition to the parking lot, you may want to make an allowance for sidewalks (\$5,000) and landscaping (\$2,500). If you want fancy, landscaping could easily be closer to \$5,000 but that's up to you.

Parking lot = \$19,000
Concrete sidewalk = \$5,000
Landscaping = \$2,500
Septic = \$5,000 (Per Matt Kline)

**Total = \$31,500 (including engineering)



SEH LONG LAKE CITY HALL



Owner | Long Lake, Minnesota

The City of Long Lake had to demolish its City Hall to accommodate the reconstruction of Highway 12. SEH, working within the City's existing master plan, found the optimal location for the new City Hall, negotiated the replacement cost of the existing building with Mn/DOT, and designed the new facility.

- The adjacent civic plaza, designed to accentuate the building's strategic location within the City, are part of the City's future construction plans
- The 4,100 SF "Arts and Crafts" design corresponds to the scale and character of the neighborhood
- Program includes a public service lobby / counter, city offices, conference room, and council chambers

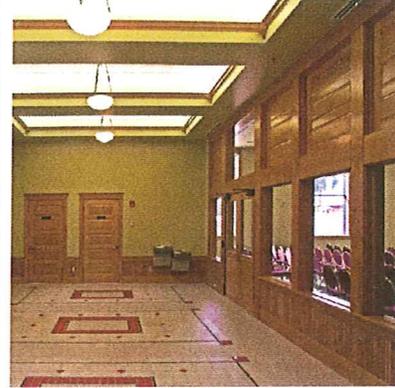
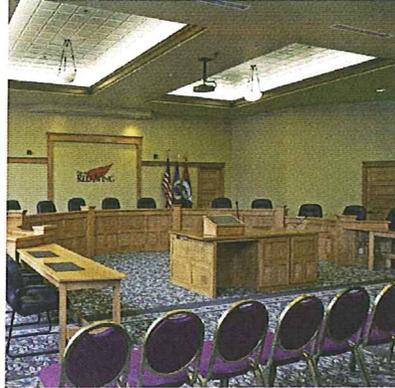
SEH Services

- Master Planning
- Building Assessment
- Architectural Design
- Contract Administration

Cost | \$683,000



HISTORIC CITY HALL RENOVATION



Location/Client | Red Wing, Minnesota

In order to alleviate crowding in the City's historic City Hall, SEH prepared design documents for the relocation of the council chambers to a section of the building originally used to store horse-drawn fire fighting equipment. After extensive facility investigation and coordination with the City's Historic Review Committee, SEH's design achieved the following objectives:

- Improve broadcast quality of council meetings
- Provide space flexibility for meetings
- Improve speaking/presentation capabilities
- Allow for overflow of heavily attended council meetings
- Create accessibility for disabled users
- Anticipate phased improvements

Features

- New visible/accessible main entrance
- Historic renovation
- Expanded administration
- Improved heating and cooling system

SEH Services

- Architectural
- Civil engineering
- Mechanical/electrical
- Landscape design

Size | 4,100 sq. ft.

Completed | June 2006

Cost | \$770,000

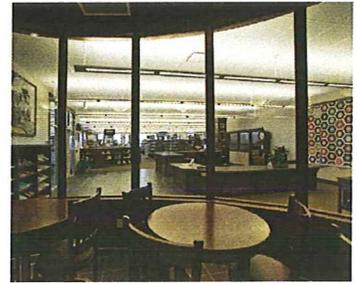
OWNER
Abbotsford, Wis.

PROJECT LOCATION
Abbotsford, Wis.

SIZE
15,000 sq. ft.

PROJECT COST
\$2.75 million

Abbotsford City Hall and Library



DESIGN PHASE

Completion: 2006

CONSTRUCTION PHASE

Completion: 2007

Construction Cost: \$2.6 million

The new Abbotsford Library and City Hall was built on a historical downtown site that once was home to a railroad depot. Prominent local fund raisers expressed a strong desire for the building to have a railroad depot theme.

The building includes a new library, a public learning center, a community room and city hall offices.





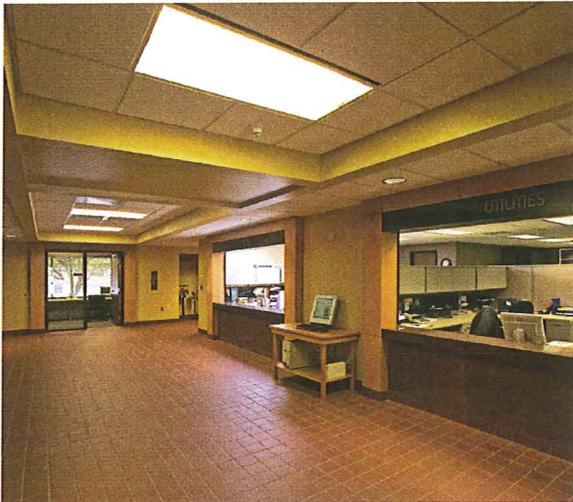
RENOVATION, REMODELING & MODERNIZATION



Red Wing MN City Hall

Project reoriented a new entry to create a separate City Council Chambers. The work included parking and site work; exterior stair and landing configuration, historic interiors, and upgraded mechanical and electrical services. This project was designed for phased improvements and was built by the City Public Works staff.

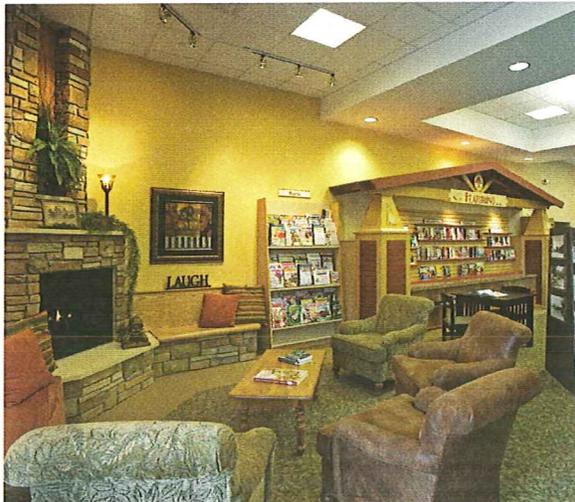
Construction Cost | \$770,000



Buffalo MN City Center

The City of Buffalo requested an understated update to their existing overcrowded 1960's facility. The SEH Team took advantage of adjacent parking garage while providing new mechanical systems, interior furnishings, public lobby and new entry location. This project was the final piece in tying together the City Campus of public buildings: Police Station, Senior Center and City Hall.

Construction Cost | \$550,000



Gaylord Library and Community Center Renovation

The existing city hall was renovated to provide a new library, Multi-Learning Language Center and Community Center Room. SEH Team assisted Gaylord in securing a library construction grant from the State of Minnesota. Project scope also included extensive demolition, lighting and mechanical upgrades as well as furnishing layouts for the donated library shelving.

Construction Cost | \$753,000



BUFFALO CITY HALL REMODELING



Location/Owner | Buffalo, Minnesota

Features

- Renovation of 1960's single-story structure serving as City Hall with Council Chambers, administrative offices, meeting rooms and storage
- Relocated public lobby to access new campus site plan. Lobby included upgrades for all Reception and Customer Service Needs: pamphlet display, plasma TV for announcements and Council Meeting viewing
- Priority placed on energy-efficient upgrades to mechanical and electrical equipment
- New HVAC equipment and controls
- Existing structure sited within new Campus Plan

SEH Services

- Full architectural and project management services performed under traditional design-bid-build delivery method
- Landscape architecture
- Civil engineering
- Site planning

Completion | January 2005

Estimated Cost | \$550,000

CLIENT
City of Sprit Lake, Iowa

PROJECT LOCATION
Spirit Lake, Iowa

SIZE
7,500 sq. ft.

PROJECT COST
Construction Cost: \$1.1 million

Spirit Lake City Hall



CONSTRUCTION PHASE

Completion: November 2014

SERVICES

- Architectural Design
- Interior Design
- Civil/Site Design

PROJECT DESCRIPTION

The new approximately 7,500 sq. ft. City Hall Building is located in the center of the downtown area in order to maintain a strong community presence. SEH was hired to identify the space needs and design a new, modern building that would serve the residents of Spirit Lake well into the future. The building was constructed of masonry and cast stone to emulate the historic context of the existing downtown area. The final design included office space, meeting rooms, staff work areas, lobby and reception areas and a large 90-seat council chamber.



i

Submitted by

Andrew N. Cooper, AIA

Project Architect

Oertel Architects, LTD.

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PH: 651.696.5186 ext. 313

Fax: 651.696.5188

acooper@oertelarchitects.com

www.oertelarchitects.com

Good Morning Sandy-

Here are some general comments and updated cost information, to answer your questions about the city hall project costs.

-Per the report from December of 2012, we gave you two per square foot costs for the 2,850 SF city hall addition to the public works building:

-Standard level of finish - \$140/SF

-Higher level of finish - \$175/SF

-In a 2016 bidding climate, I would anticipate the following cost per square foot for a building of that same size and scope:

-Standard level of finish - \$155/SF

-Higher level of finish - \$200/SF

I would anticipate falling somewhere in between those numbers. The numbers could change based on building construction type, and bidding conditions. For example, a concrete block structural wall with a concrete block exterior would push the higher end of the cost. A traditional wood framed building would trend to the lower end.

In addition to those construction costs, you should add the following additional costs (also noted in the 2012 report):

-15% for soft costs (professional service fees, construction testing, Furniture and security/telecom, among others)

-7% for General Conditions (GC overhead and profit, permit fees, temporary facilities, etc). (This would generally be the first number you see lowered with a bigger scope of project).

Something I did not add during our phone conversation is contingency. I would recommend a place holder of at least 10% of the construction and softcost fees for contingency related to unknowns, for example, poor soils.

Therefore, for budgeting purposes, I would start with the highend cost to cover:

\$200/SF Construction

\$ 30/SF Soft Costs (15% of Construction)

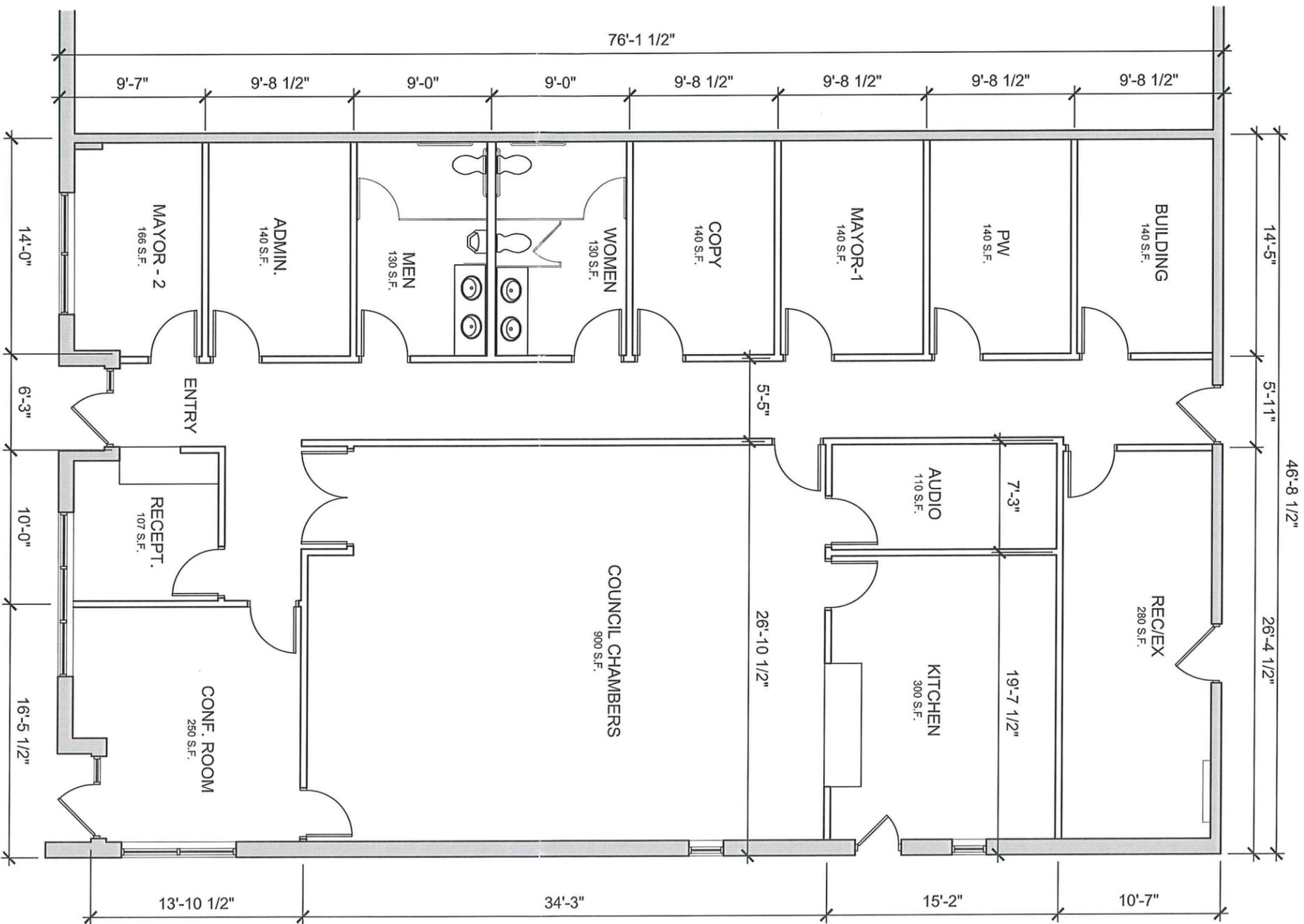
\$ 14/SF General Conditions (7% of Construction)

\$244/SF * 2,850 SF = \$695,400

Add 10% Contingency = \$69,540

Total Project Budget = +/- \$765,000

Always start with the highest number you are comfortable with. With the number set, you can control size and quality of the project. The rule of thumb, is that in any project you can control 2 of 3 aspects of the project: 1. Cost 2. Size 3. Quality.



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A2.1

PROPOSED TENANT PLAN

SCALE: 1/8" = 1'-0"

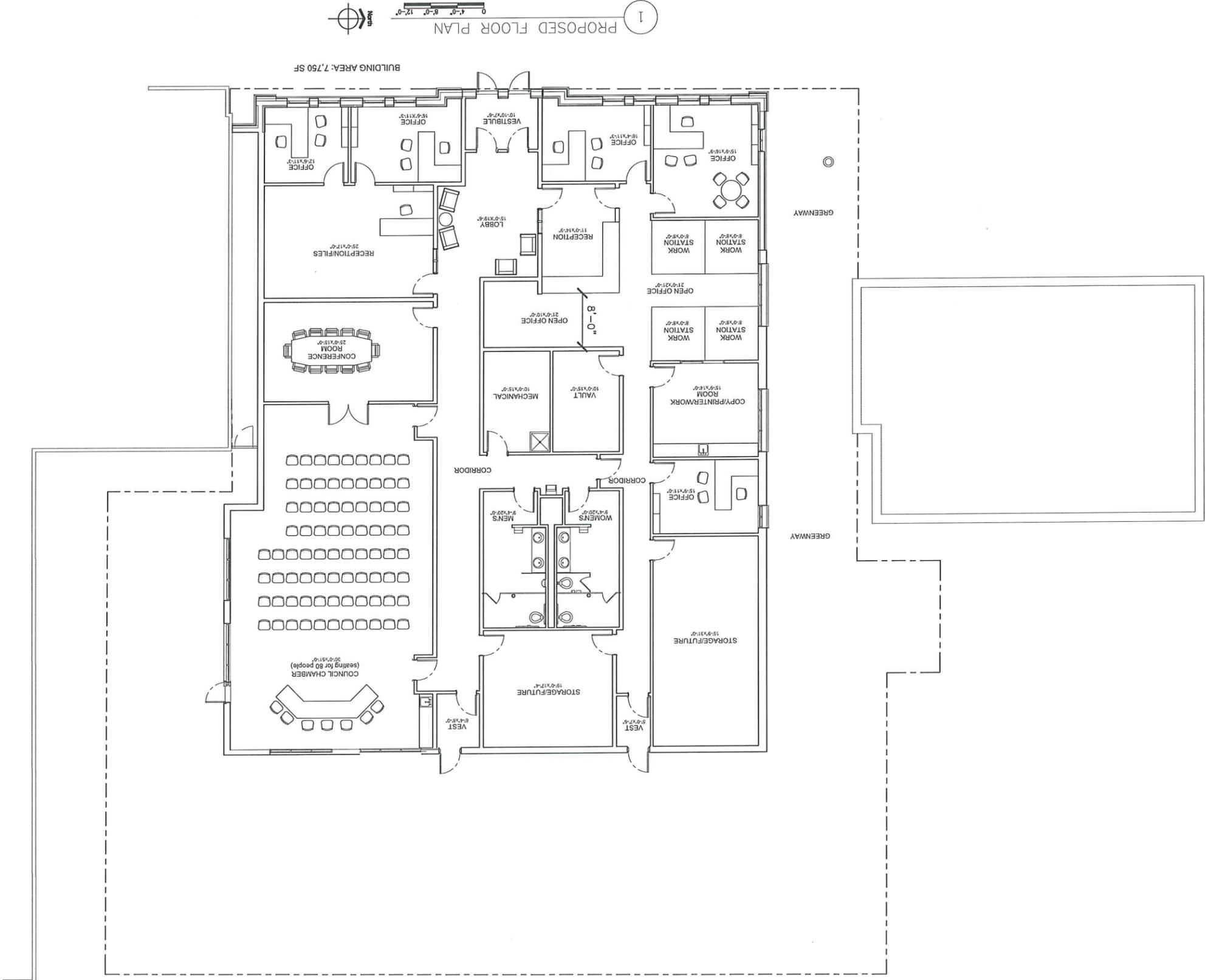
3,527 SF



18 DECEMBER 2015



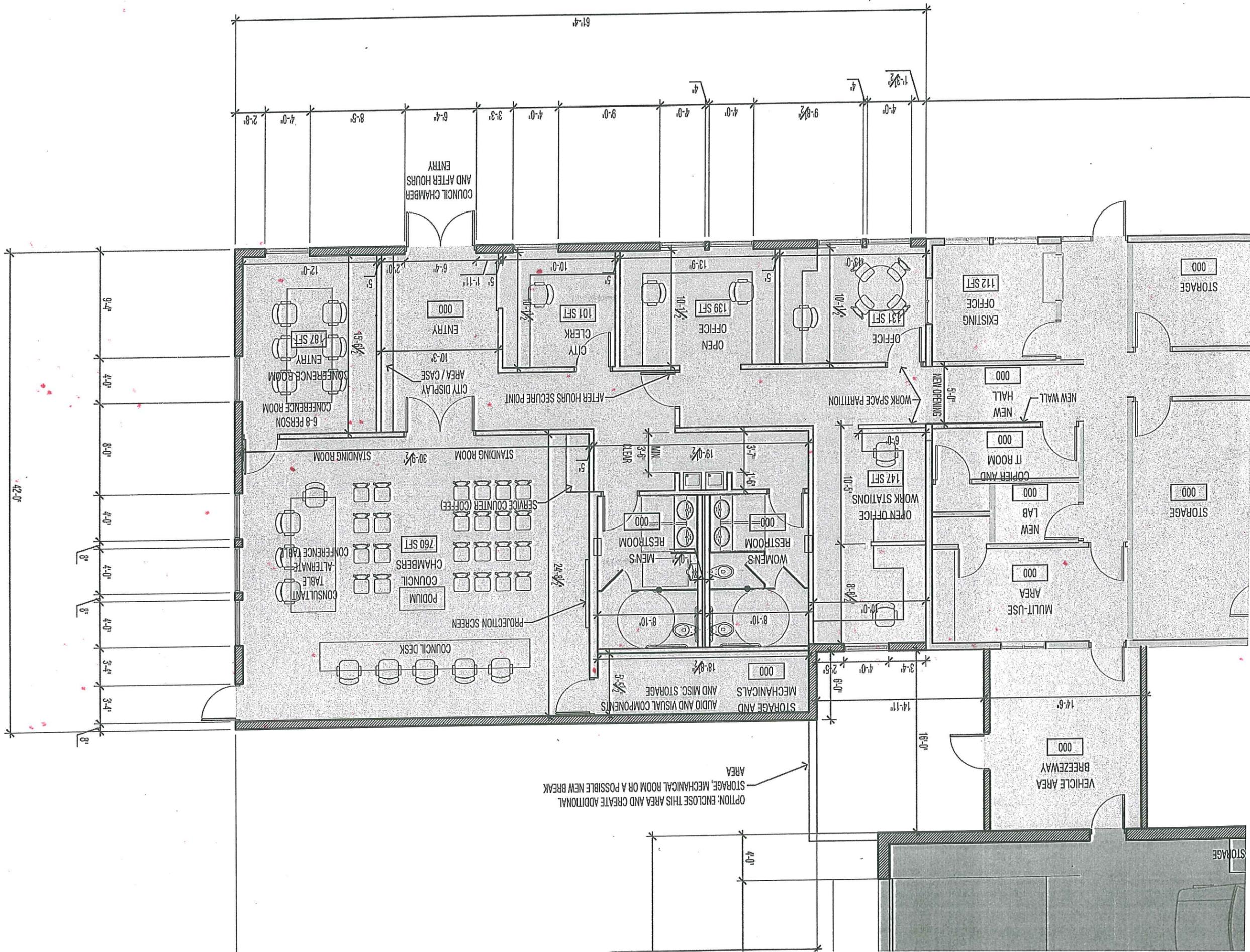
NORTH



SPIRIT LAKE CITY HALL FLOOR PLAN - OPTION A



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?

7B



Public Works Department

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

To: Lakeland City Council

From: Matt Kline | Director of Public Works

Date: January 19, 2016

RE: CSAH 18 Medians

Background

In 2008, County Rd 18 was reconstructed to include roundabouts and medians. As part of the reconstruction, Lakeland and Lakeland Shores agreed to place landscaping in parts of the median areas and to provide upkeep and maintenance to the landscaped areas. Over the years, the upkeep (weeding) has been completed by numerous entities including sentence to serve crews, private contractors, and city employees.

Discussion

This past summer, a landscape contractor was to perform the weeding job for a total of five maintenance events throughout the summer. During the first event, instead of weeding by hand, the landscaper dug out the plants and used a rototiller to till the weeds. The landscape plants were replanted and subsequently looked good for about two weeks until the weeds came back in greater numbers. The maintenance was only performed one time.

The landscaped medians have been a topic of discussion for a few years given their high maintenance cost and location. With the events of the past summer, staff feels that it is a relevant time to review options for the landscaped median areas.

Staff has compiled and attached a list of possible options and decision factors that can be reviewed. Cory Slagle will be attending a council workshop in February to discuss another CSAH 18 topic and he has indicated that he could comment about potential CSAH 18 median options during that workshop.

Recommendation

Staff is asking the city council to review the proposed options as attached and provide feedback to staff. At some point, Lakeland will need to meet with Lakeland Shores to narrow the options and come to an agreement on a final outcome.

CSAH 18 Median Options

1. Status Quo: Keep weeding the current medians and replace any plants/mulch that need replacing.
 - a. Weeding expense 2015: \$5,000 if done all summer.
 - b. High Maintenance
 - c. Aesthetically pleasing if kept up
 - d. Need to replant and add mulch this year, extra cost \$3-5,000 estimate
2. Replacing the current plants with new black dirt and then seed/sod. County already mows the grass portions on the medians 2-3 times a year at no cost.
 - a. Low Maintenance
 - b. One-time expense of removing plants, mulch, and rocky substrate and replace with black dirt and sod/seed
 - c. Estimate of \$3-6,000
3. Replace current plants with concrete.
 - a. No Maintenance
 - b. Installation cost is roughly \$45/square yard with 808 square yards to cover, total cost would be roughly \$36,360
4. Replace current plants with short trees and mulch.
 - a. John Parotti has indicated that installing trees in the median may impede on an area called the clear zone. It refers to the setback area that trees need to be from a roadway at given speeds.
 - b. Cory Slagle, Washington County engineer, has indicated that installing trees in the median may be an option if the diameter is no greater than 4".
5. Replace current plants with native prairie grasses that would cover the whole area of the current planted areas.
 - a. High maintenance initially
 - i. Weeding and high watering the first and second year
 - ii. Soil replacement
 - iii. Estimate of \$5-10,000
 - b. After establishment, maintenance is lower

Decision Factors

1. Safety
 - a. The medians are located in the middle of two way traffic on CSAH 18. Workers have about 5 feet of clearance between them and traffic.
2. Cost
 - a. Aesthetic value of landscaped median
 - b. How much money are the cities willing to pay for long term maintenance? Cost may outweigh ability to use that money in other areas of concern.
3. Agreement
 - a. Lakeland Shores and Lakeland need to agree on the final decision.

7C



TO: Mayor and City Council
FROM: Sandie Thone, City Administrator/Clerk
RE: Ordinance 7551 Amending City Code Chapter 52 Water Regulations
DATE: January 19, 2016

BACKGROUND

At the November 2015 City Council meeting the council approved moving from a monthly utility billing system to a quarterly utility billing system for the Lakeland Water Utility and ratified that decision at the December 15, 2015 council meeting by adopting Ordinance 7549 per City Code, Chapter 52 requirements. In addition the council approved new water rates effective January 1, 2016 by adopting Ordinance 7550 per City Code, Chapter 52 requirements.

DISCUSSION

During the process of researching related documents it was discovered that the practice of making these changes by ordinance was not consistent with the Water Utility JPA which states the changes are to be made by resolution. In addition allowing the changes to be made by resolution is more cost-effective for the city, avoiding publication and codification fees every time a change is made. Please find Ordinance 7551 attached and a summary publication attached.

RECOMMENDATION

Motion 1) Staff is respectfully requesting the City Council approve Ordinance 7551 Amending City Code Chapter 52 Water Regulations; Motion, Second and Majority vote of all members required.

Motion 2) Staff is respectfully requesting the City Council approve the attached Summary Publication of Ordinance 7551 Amending City Code Chapter 52 Water Regulations; as to text, Simple Majority vote required; Summary Publication approval - Four-fifths vote required.

**CITY OF LAKELAND
WASHINGTON COUNTY, MINNESOTA**

**ORDINANCE 7551
AMENDING LAKELAND CITY CODE
CHAPTER 52: WATER REGULATIONS**

THE CITY COUNCIL FOR THE CITY OF LAKELAND DOES ORDAIN:

Section 1: Amendment. Chapter 52 of the Code of Ordinances is hereby amended as follows:

Section 52.04 DISTRICTS GENERALLY.

The City Council may establish water districts and establish area charges, connection charges, and lateral charges for each district by ~~ordinance~~ **resolution**.

Section 52.10 DISCONTINUING SERVICE.

(D) Whenever any service has been discontinued for nonpayment of charges or bills for disregard of any rules or regulations in accordance with the procedures set forth above, it shall not be resumed except upon payment of the charges or bills accrued together with interest thereon, at a rate to be determined by ~~ordinance~~ **resolution** or compliance with the rules and regulations previously violated and payment to the city of a disconnect fee and reconnect fee in the amount established by ~~ordinance~~ **resolution**.

Section 52.11 CONNECTION PERMITS, FEES AND THE LIKE.

(B) At the time of making the application there shall be paid to the city fees established by ~~ordinance~~ **resolution**.

(D) No connection shall be made to the water system until the applicant or owner pays a connection charge established by ~~ordinance~~ **resolution**.

(E) The cash payment or assessment charge shall be in the principal amount of not less than the payments made by or charges placed against comparable properties for like services for the water system in an amount as may be established by ~~ordinance~~ **resolution**. Payment to the city in the form of a special assessment charge shall be in the form of equal annual installments together with interest on the unpaid balance, which shall be established by ~~ordinance~~ **resolution**.

(F) Any owner of a building to which water service is or becomes available shall be subject to an additional charge as established by ~~ordinance~~ **resolution** upon connection to such service if the connection is not made within the period of time established by resolution after the service becomes available.

Section 52.30 GENERALLY.

(B) Regulations for the cost of furnishing and use of water meters shall be as established by ~~ordinance~~ **resolution**.

Section 52.45 RATES AND CHARGES.

The rates and charges to be paid for municipal water service shall be as established by ordinance resolution.

Section 52.47 METER READINGS.

The Council may also establish billing areas or districts and provide for the reading of meters and billing charges by calendar quarters or monthly or other periodic intervals as the City Council determines suitable and necessary by ordinance resolution; provided, however, where meter reading is done by post card, the City Council may established a penalty for failure to return water meter reading card within the time designated on the card by ordinance resolution.

Section 52.48 BILLING DATE, DUE DATE AND THE LIKE.

The date of billing, the discount for payment within a prescribed period of time and the penalty for failure to pay within a period shall be as established by ordinance resolution.

Section 52.62 APPLICATION.

Before proceeding with the construction of a new well, the property owner or his or her agent shall first obtain a permit for those purposes from the City Clerk and shall pay a fee to be prescribed by ordinance resolution by the city from time to time.

Section 2. Effective Date. This Ordinance shall be in full force and effect from and after its adoption and publication according to law. Passed and adopted by the City Council for the City of Lakeland this 19th day of January 2016.

Amy Williams, Mayor

Sandie Thone, City Administrator/Clerk

CITY OF LAKELAND
WASHINGTON COUNTY, MINNESOTA

ORDINANCE 7551
SUMMARY PUBLICATION
AMENDING LAKELAND CITY CODE
CHAPTER 52: WATER REGULATIONS

THE CITY COUNCIL FOR THE CITY OF LAKELAND DOES ORDAIN:

Section 1: Amendment. Chapter 52 of the Code of Ordinances is hereby amended as follows:

The following sections referencing establishing requirements of this chapter by ordinance are amended to be established by resolution.

Section 52.04 DISTRICTS GENERALLY.

Section 52.10 DISCONTINUING SERVICE.

Section 52.11 CONNECTION PERMITS, FEES AND THE LIKE.

Section 52.30 GENERALLY.

Section 52.45 RATES AND CHARGES.

Section 52.47 METER READINGS.

Section 52.48 BILLING DATE, DUE DATE AND THE LIKE.

Section 52.62 APPLICATION.

Section 2. Effective Date. This Ordinance shall be in full force and effect from and after its adoption and publication according to law. The full ordinance may be inspected at city offices or on the official city website. Passed and adopted by the City Council for the City of Lakeland on the 19th day of January 2016.

S/S

Sandie Thone, City Administrator/Clerk

CHAPTER 52: WATER REGULATIONS

Section

Municipal Water Systems

- 52.01 Scope
- 52.02 Management and the like
- 52.03 Additional rules
- 52.04 Districts generally
- 52.05 Emergency water conservation
- 52.06 Inspections
- 52.07 Liability of city
- 52.08 Service applications
- 52.09 Implied consent to rules, regulations, and rates
- 52.10 Discontinuing service
- 52.11 Connection permits, fees and the like
- 52.12 Installation of connections
- 52.13 Private water not permitted in city water system
- 52.14 Liability for repairs
- 52.15 Leaks in service lines
- 52.16 Abandonment of service
- 52.17 Taking water from or meddling with public hydrants

Water Meters

- 52.30 Generally
- 52.31 Persons authorized to repair, install and the like
- 52.32 Accessibility
- 52.33 Repair, replacement and the like
- 52.34 Tampering

General Rates and Charges; Billing and Collection Procedures

- 52.45 Rates and charges
- 52.46 Liability of property owners
- 52.47 Meter readings

§ 52.04 DISTRICTS GENERALLY.

The City Council may establish water districts and establish area charges, connection charges, and lateral charges for each district by ordinance.)
(Prior Code, § 1703.040) (Ord. 7460, passed 12-18-1990)

§ 52.05 EMERGENCY WATER CONSERVATION.

(A) The City Council may impose emergency regulations pertaining to the conservation of water by resolution of the City Council and by giving notice by publication or by posting in the City Hall and at those public places as the Council may direct.

(B) Whenever the City Council determines that a shortage of water supply threatens the city, it may, by resolution, limit the times and hours during which city water may be used for sprinkling, irrigation, car washing, and other external purposes. After publication of a notice setting for the restrictions for use of water or 2 days after mailing of a copy of the notice to each customer, no person shall use or permit water to be used in violation of the resolution and any customer who does so, shall be charged the sum as established by ordinance for each day of violation, and the charge shall be added to the customer's next water bill. Continued violation shall be cause for discontinuance of water service.
(Prior Code, § 1703.050) (Ord. 7460, passed 12-18-1990)

(C) Effective July 17, 2007, the following restrictions and conservation measures with regard to the use of the city water system by its users were imposed:

(1) Until further order of the City Council, there shall be no lawn sprinkling, irrigation, or watering of vegetation using the municipal water systems between the hours of 12:00 p.m. and 5:00 p.m. on all days of the week.

(2) For all users connected to the City of Lakeland municipal water system for the Cities of Lakeland, Lakeland Shores, Lake St. Croix Beach and St. Mary's Point, there shall be no lawn or garden sprinkling allowed except for even-numbered addresses on the even days of the week and for odd-numbered addresses on the odd days of the week. All these restrictions shall be subject to the complete prohibition against the use of the municipal water system for purposes of lawn or garden sprinkling between the hours of 12:00 p.m. and 5:00 p.m. on all days.
(Res. 2007-09, passed 7-17-2007) Penalty, see § 52.99

§ 52.06 INSPECTIONS.

Subject to constitutional limitations, any authorized city employee or agent shall have the right to enter and be admitted to any lands and property in the city at any reasonable hour for the purpose of

(C) The service of water shall not be shut off until notice and an opportunity for a hearing have first been given to the occupant and owner of the premises involved. The notice shall be personally served or delivered by certified mail and shall state that, if payment is not made before the date stated in the notice, but not less than 10 days after the date upon which the notice is given, the water supply to the premises will be shut off. The notice shall also state that the occupant may, before that date, demand a hearing before the City Council, in which case the supply will not be shut off until after the hearing is held. If, as a result of the hearing, the City Council finds that the amount claimed owing is actually due and unpaid and that there is no legal reason why the water supply of the delinquent customer may not be shut off in accordance with this subchapter, the city may then shut off the supply.

(D) Whenever any service has been discontinued for nonpayment of charges or bills or for disregard of any rules or regulations in accordance with the procedures set forth above, it shall not be resumed except upon payment of the charges or bills accrued together with interest thereon, at a rate to be determined by ordinance or compliance with the rules and regulations previously violated and payment to the city of a disconnect fee and reconnect fee in the amount established by ordinance. (Prior Code, § 1703.100) (Ord. 7460, passed 12-18-1990)

§ 52.11 CONNECTION PERMITS, FEES AND THE LIKE.

(A) No person shall make any type of connection to the water system except after making an application therefor on a form provided by the city and receiving a permit issued by the city for those purposes.

(B) The application shall include the legal description of the property to be serviced, the uses for which the connection is requested, and the size of the service line to be used. At the time of making the application there shall be paid to the city fees established by ordinance.

(C) No connection shall be made with respect to any water system serving the property of any person or occupants of the land, parcel, or premises affected that have not paid or provided for the payment of the full and proportionate share of the utilities.

(D) No connection shall be made to the water system until the applicant or owner pays a connection charge established by ordinance. The connection fee shall be in addition to any other fees or charges required.

(E) Prior to any connections the owner, occupant, or user shall pay in cash or agree to pay charges in the form of special assessments to be levied against the property to be spread over a number of years coincident with the maturity requirements of any special improvement bond sold for the purpose of financing the construction of a municipal water system serving the property. The cash payment or assessment charge shall be in the principal amount of not less than the payments made by or charges placed against comparable properties for like services for the water system in an amount as may be established by ordinance. Payment to the city in the form of a special assessment charge shall be in the form of equal annual installments together with interest on the unpaid balance, which shall be established by ordinance.

§ 52.14 LIABILITY FOR REPAIRS.

(A) After the initial connection has been made to the water curb box stop, the applicant, owner, or the occupant or user of the premises shall be liable for all repairs required to the water line, from the residence to but not including the corporation cock, including any necessary repairs to the curb box stop and any necessary street repairs.

(B) It shall be the responsibility of the applicant, owner, occupant, or user to maintain the curb box stop at such height as will ensure that it remains at the finished grade of the land.
(Prior Code, § 1703.140) (Ord. 7460, passed 12-18-1990)

§ 52.15 LEAKS IN SERVICE LINES.

(A) Any owner, occupant, or user of a premises who discovers a leak in a service line to the premises shall notify the city offices within 24 hours.

(B) Any water wasted due to failure of the person to comply with this section shall be estimated by the Finance Director/Deputy Clerk and be charged for against the owner at the premises at the established rate.
(Prior Code, § 1703.150) (Ord. 7460, passed 12-18-1990)

§ 52.16 ABANDONMENT OF SERVICE.

In case any water service pipe should have to be abandoned, the owner of the water service to be abandoned shall excavate and cut off the water service pipe at the curb stop within 10 days after the water service has been discontinued.
(Prior Code, § 1703.160) (Ord. 7460, passed 12-18-1990)

§ 52.17 TAKING WATER FROM OR MEDDLING WITH PUBLIC HYDRANTS.

No person shall unscrew or take off the cap of any water hydrant or in any way meddle or interfere with the hydrant or take or carry away any water from any public hydrant except the city employees when in the line of duty, and authorized representatives of the Lower St. Croix Valley Fire Protection District.
(Prior Code, § 1703.170) (Ord. 7460, passed 12-18-1990) Penalty, see § 52.99

§ 52.33 REPAIR, REPLACEMENT AND THE LIKE.

Water meters shall be repaired or replaced from time to time as is necessary to ensure accurate measuring of the flow of water. The cost of the repair or replacement shall be borne by the city except that whenever a meter has been damaged due to negligence on the part of the persons other than the employees of the city, the owner, occupant or user of the premises or such other person desiring the use of the water shall reimburse the city for the expense of repairing or replacing any such meter. Upon failure to reimburse the city within a reasonable time and upon demand therefor, the water service and supply to the premises may be shut off or discontinued as determined to be in the best interest of the city. (Prior Code, § 1704.040) (Ord. 7460, passed 12-18-1990)

§ 52.34 TAMPERING.

It shall be unlawful for any person to tamper with, alter, bypass, or in any manner whatsoever interfere with the proper use and functioning of any water meter within the city. (Prior Code, § 1704.050) (Ord. 7460, passed 12-18-1990) Penalty, see § 52.99

GENERAL RATES AND CHARGES; BILLING AND COLLECTION PROCEDURES

§ 52.45 RATES AND CHARGES.

The rates and charges to be paid for municipal water service shall be as established by ordinance. (Prior Code, § 1705.010) (Ord. 7460, passed 12-18-1990)

§ 52.46 LIABILITY OF PROPERTY OWNERS.

All water accounts shall be carried in the name of the owner of the property served. The owner shall be liable for water supplied to his or her property and any unpaid charges shall be a lien upon the property. (Prior Code, § 1705.020) (Ord. 7460, passed 12-18-1990)

§ 52.47 METER READINGS.

The City Council may provide a system of water meter reading by post card, meter person, or any other method deemed suitable to the purpose by the Council. The Council may also establish billing

INDIVIDUAL WATER SUPPLY SYSTEM**§ 52.60 GENERAL PURPOSE.**

The general purpose of this subchapter is to protect and promote the public safety, general health, and welfare of the residents of this city, present and in the future, by the regulation of the location, design, installation, construction, repair, or extension of any individual water supply system within the city.

(Prior Code, § 509.010) (Ord. 7438, passed 12-20-1983)

§ 52.61 ADOPTION OF STATE REGULATIONS.

Provisions of M.S. §§ 144.011 *et seq.*, as they may be amended from time to time, and the regulations of the Department of Health adopted pursuant thereto shall be applicable and in full force and effect in the city and the same are hereby adopted by reference.

(Prior Code, § 509.020) (Ord. 7438, passed 12-20-1983)

§ 52.62 APPLICATION.

Before proceeding with the construction of a new well, the property owner or his or her agent shall first obtain a permit for those purposes from the City Clerk and shall pay a fee to be prescribed by ordinance by the city from time to time. The application for permit shall include certification by the applicant that he or she has provided a true and correct copy of the application to the Minnesota Pollution Control Agency and the Department of Health, advising them as to the specifications of the well proposed to be drilled by the applicant, its location, depth, and other pertinent data. The applicant shall also certify with his or her application that the well as applied for meets or exceeds the recommendations of the Minnesota Department of Health and Minnesota Pollution Control Agency regarding the depth, location, and drilling criteria of the proposed well. Applications for permit shall include any other information as may be reasonably required by the City Council from time to time by ordinance, and the applicant shall also provide any other information as may be requested by the City Clerk or Building Official for the city.

(Prior Code, § 509.030) (Ord. 7438, passed 12-20-1983; Am. Ord. 7453, passed 9-15-1987)

§ 52.63 IMPLIED WARRANTY OF CONTRACT.

This subchapter and each of the separate provisions thereof have been enacted for the benefit and protection of property owners as well as the public in general. Each and every contract, either written