



City Council Workshop 5:00 p.m.  
Regular City Council Meeting 6:00 p.m.  
Tuesday, June 21, 2016  
Lakeland City Hall

---

REGULAR CITY COUNCIL MEETING AGENDA  
WORKSHOP: COUNCIL RELATIONS – DAN GREENSWEIG  
LEAGUE OF MINNESOTA CITIES  
ASSISTANT ADMINISTRATOR TO THE TRUST

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ADOPT AGENDA
4. CONSENT AGENDA (Items may be pulled for discussion and/or separate action)
  - A. Approval of May 17, 2016 City Council Meeting Minutes
  - B. Approval of May 31, 2016 City Council Workshop
  - C. Accept Deputy Clerk Resignation
  - D. Deputy Clerk/Accounting Clerk Position Posting
  - E. Resolution 2016-10 Lower St. Croix Fire Protection District Representative Appointment
  - F. Resolution 2016-11 Appointing 2016 Election Judges for the Primary and General Election
  - G. Monthly List of Claims
  - H. City Treasurer's Report
5. AGENCY REPORTS
  - A. Law Enforcement Report
  - B. Fire Department Report/LSCVFD Protection District 2017 Budget
  - C. Government Affairs Report
  - D. Animal Control Report
  - E. Building Permit Report
6. OPEN FORUM (Public comments, presentations and petitions)
7. PUBLIC HEARINGS
  - A. Ordinance 7555 Amending City Code Pertaining to Building/Zoning
8. CITY BUSINESS
  - A. Ordinance 7555 Amending City Code Chapters 150, 155, 159 Pertaining to Building Code
  - B. Final Pay Application for 2013 Streets Project – Hardrives
  - C. Resolution 2016-12 No Parking Regulations Friday through Sunday 7<sup>th</sup> Street North
  - D. Night to Unite Discussion
9. CITY STAFF REPORTS
10. CITY COUNCIL AND MAYOR REPORTS
11. ADJOURN

OFFICIAL RECORDED MINUTES OF LAKELAND CITY COUNCIL **AGENDA ITEM**  
TUESDAY, MAY 17, 2016

**4A**

WORKSHOP - Quality Avenue Improvement Project: 5:02 p.m. to 5:56 p.m.

REGULAR CITY COUNCIL MEETING

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

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

OTHERS PRESENT: Gary Kriesel (Washington County Commissioner), Natalie Warren (St. Croix River Association), Cory Slagle (Assistant Washington County Engineer), Daniel Abeln (EAPC architect), Katie Jarvi (Johnson/Turner Legal)

1. CALL TO ORDER by Mayor Williams at 6:04 p.m.
2. PLEDGE OF ALLEGIANCE was recited.
3. ADOPT AGENDA:  
**Motion was made by Council Member Ryan, seconded by Council Member Glasgow to adopt Agenda; (5-0) Motion passed unanimously.**
4. CONSENT AGENDA:  
**Motion was made by Council Member Ryan, seconded by Council Member Loenser to approve Consent Agenda; (4/5-0). Motion passed.** [Council Member Glasgow abstained Consent Agenda Item 4A due to meeting absence]
  - A. **Approval of April 19, 2016 City Council Meeting Minutes**
  - B. **Gambling Permit and City Hall Rental for The Meek League's 2016 Raffle**
  - C. **Ragnar Relay Race August 13, 2016**
  - D. **Elections Update: Notice of Filing Periods**
  - E. **Monthly List of Claims**
  - F. **City Treasurer's Report**

Time Stamp 2:53

5. AGENCY REPORTS:
  - A. LAW ENFORCEMENT REPORT: Deputy Sullivan reported five citations issued and 77 incidents during May.

- B. FIRE DEPARTMENT REPORT: Council Member Glasgow reported LSCV Fire Budget finalized; total 34 runs with Afton leading at 11, Lakeland 8.
- C. GOVERNMENT AFFAIRS REPORT: Mayor Amy Williams reported the City will continue to use Hamline Student Teams again this summer; will verify Met Council population projections that indicate population decline.
- D. ANIMAL CONTROL REPORT: Refer to packet.
- E. BUILDING PERMIT REPORT: Mayor Amy Williams noted application process more efficient since going from a project cost percentage to flat fee.

6. OPEN FORUM

**Natalie Warren, St. Croix River Association**, introduced herself and her new position. She is working to raise awareness to river way issues and working on digitizing river way boundaries so information easily accessible. Planning to work with city administrator on education and outreach.

**Washington County Commissioner Gary Kriesel** stated Valley Branch Library is a high priority and a good resource for the community; he welcomes comments on future possibilities.

7. PUBLIC HEARINGS

- A. Public Hearing to consider a request regarding an application by Scott Johnson and Sandra Boe for a variance to the front yard setback to the roadway easement to reconstruct and expand the existing home at 1067 Quixote Avenue North.  
Opened: 6:27 p.m. – Closed: 6:34 p.m.
  
- B. Public Hearing to consider a request proposed vacation of a utility/roadway easement located on property at 1067 Quixote Avenue North.  
Opened: 6:34 p.m. – Closed: 6:37 p.m.

8. CITY BUSINESS

- A. Resolution 2016-08 Variance and Conditional Use Permit (CUP) for 1067 Quixote Avenue North

**Motion made by Council Member Glasgow, seconded by Council Member Ryan, to Approve Resolution 2016-08, Application by Scott Johnson and Sandra Boe Granting a Variance to the Font Yard Setback to the Roadway Easement to Reconstruct and Expand the Existing Home and a CUP for Alternate Method of Flood Proofing at 1067 Quixote Avenue North; (5-0). Resolution 2016-08 adopted unanimously.**

Time Stamp 38:19

D. Resolution 2016-07 Vacating an Easement at 1067 Quixote Avenue North

**Motion made by Council Member Glasgow, seconded by Council Member Ryan, to Approve Resolution 2016-07, Vacation of a Utility/Roadway Easement Located on Property at 1067 Quixote Avenue North; (5-0). Resolution 2016-07 adopted unanimously.**

**Time Stamp 38:30**

B. County Road 18: Cory Slagle, Assistant Washington County Engineer provided an update on a request for a flashing yellow arrow at the intersection of Minnesota State Highway 95 and I-94; an update on the re-pavement of the bike trail on CSAH 18 to Afton; and safety concerns regarding the intersection of 8<sup>th</sup> Street North and CSAH 18.

C. Resolution 2016-09 EAPC Architect Contract and Project Update

**Motion made by Council Member Ryan, seconded by Council Member Loenser, to adopt Resolution 2016-09 a Resolution Approving Architect Services Contract between EAPC Architects Engineers and the City of Lakeland for the Lakeland City Hall Project and to Perform all Related Services Described within Said Contract Effective May 17, 2016. Loesner, Ryan, Williams voting Aye (3); Glasgow, Paiement voting Nay (2); (3-2). Resolution adopted.**

**Time Stamp 2:01:30**

E. Ordinance 7554 Amending City Code Chapter 52 Water Regulations

**Motion by Council Member Ryan, seconded by Council Member Loenser, to approve Ordinance 7554 Amending City Code Chapter 52 Adopting Collection Remedies for Delinquent Water Utility Accounts; (5-0). Motion unanimously adopted.**

**Time Stamp 2:30:40**

**Motion by Council Member Ryan, seconded by Council Member Glasgow, to approve the Summary Publication of Ordinance 7554 Amending City Code Chapter 52 Water Regulations; (5-0). Motion passed unanimously.**

**Time Stamp 2:31:21**

F. Old City Hall Discussion – workshop will be scheduled by Staff

9. CITY STAFF REPORTS

**City Attorney Josh Brekken**

City has improved many processes and procedures; he will be moving to Michigan; Katie Jarvi will be taking over his accounts.

**City Clerk/Administrator Sandie Thone**

Referred to written report; has verified present City Hall is not on a Federal or State Preservation Registry.

**Public Works Director Matt Kline**

CSAH 18 median work being done; parks person started after last meeting; working on finishing 2015 Streets Project; Beach clean-up discussed.

**City Treasurer/Tom Niedzwiecki**

Written report summary.

**City Engineer/John Parotti**

No report.

10. CITY COUNCIL AND MAYOR REPORTS

**Council Member Evan Loenser**

No report.

**Council Member Jeri Ryan**

The Garden Club is currently meeting – next meeting in June.

**Council Member Richard Glasgow**

Cable Commission meeting held; contract extended through June 30, 2016, advised maternity photo studio is currently leasing space next to the barbershop at the plaza.

**Council Member Joe Paiement:**

No report.

**Mayor Amy Williams**

Attended MN Mayors Association meeting and met with Commissioner Kriesel regarding the bike path; attended Garden Club meeting; no Gateway meeting; daycare center is considering leasing space in the plaza.

**ADJOURN**

**Motion to Adjourn City Council Meeting effective 8:08 p.m.**

**Motion made by Council Member Glasgow, seconded by Council Member Loenser to adjourn meeting. Motion passed unanimously.**

LAKELAND CITY COUNCIL MEETING MINUTES 2016

Respectfully submitted by Interim Clerk Kate Piscitello

---

Amy Williams, Mayor

---

Sandie Thone, City Administrator/Clerk

OFFICIAL RECORDED MINUTES OF LAKELAND CITY COUNCIL  
TUESDAY, MAY 31, 2016

**AGENDA ITEM  
4B**

SPECIAL CITY COUNCIL WORKSHOP: OLD CITY HALL DISCUSSION

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

STAFF PRESENT: City Administrator/Clerk Sandie Thone

WORKSHOP CONVENED AT 5:14 p.m.

Discussion ensued on the options for the old city hall building. Council discussed numerous options for the building. No decisions were made and no action was taken at this workshop.

WORKSHOP ADJOURNED AT 6:14 p.m.

---

Amy Williams, Mayor

---

Sandie Thone, City Administrator/Clerk

# AGENDA ITEM 4C

5/26/2016

I am writing to inform you that I will be resigning from the Deputy Clerk position for the City of Lakeland, Minnesota starting May 26, 2016.

Please acknowledge this letter as much official notice of resignation.

Sincerely,

Halli Sevilla

A handwritten signature in cursive script that reads "Halli Sevilla". The signature is written in black ink and is positioned below the typed name.

# AGENDA ITEM

## 4D

TO: Mayor and City Council

FROM: Sandie Thone, City Administrator/Clerk

RE: Deputy Clerk – Accounting Assistant Position

DATE: June 21, 2016

---

### Background

Lakeland's Deputy Clerk resigned her position effective May 26, 2016 leaving a vacancy in the position. Since my hire in March of 2015 and the subsequent hire of the deputy clerk in September of 2015, I have learned a lot about what the city's needs are for the position.

### Discussion

An assessment of the position has been performed which included past responsibilities, present and prospective responsibilities, the level of expertise and talent expected to be successful in the position and a salary survey. Information regarding past performance, budget restrictions and allowances and best practices regarding human resources recruitment and talent acquisition were all taken into consideration in creating the following position description, salary range and qualification requirements. A few duties that more align with the actual position have been added as well.

The most notable change proposed in the position is the designation from part time (30 hours) to full time status. When I took my position, many of the duties that I now perform for the city were being performed by city consultants: attorney, planning consultants, etc. The city treasurer has estimated that the work that I now handle for the city in lieu of hiring or passing it on to consultants likely saves the city approximately \$19,000 on an annual basis. That being said the time spent with the above tasks leaves additional tasks that need to be handled and thus could be handled by the deputy clerk position. In addition the new building department responsibilities taken on in October of 2015 account for approximately 5 to 10 hours per week of additional administrative staff time. This has provided an excellent service to our residents – especially with the ability to get same-day maintenance permits at the front counter at city offices. But this increased service level requires employee hours as well. Also, in late 2015, we pulled the water department receipting process into this position which added an additional 5 to 6 hours per week to the deputy clerk position. Although with the transition to quarterly utility billing we do expect this to decrease to possibly three hours per week.

The full time position proposal falls under the current 2016 budgeted amount for the position of \$22,926 which includes wages and benefits.

### Recommendation

Staff is requesting the City Council consider approval of the posting and recruitment for the Deputy Clerk/Accounting Assistant position for the City of Lakeland beginning on June 22, 2016 and closing on July 15, 2016 at a hiring range of \$18.32 to \$21.66 per hour (DOQ). Approved as a consent agenda item.

Position: Deputy Clerk/Accounting Assistant  
 Posted: June 22, 2016  
 Application Deadline: July 15, 2016  
 FT/PT Status: FT/Four day work week - Monday through Thursday  
 Compensation Range: \$18.32 to \$21.66 (DOQ) plus excellent benefit package

This position reports to City Administrator/Clerk and performs a variety of clerical, accounting and administrative responsibilities involving the duties of a Deputy Clerk as assigned pursuant to Minnesota Statutes 412.151.

**Essential Job Functions:**

- 1) Responsible for the accurate preparation, recording and maintenance of the minutes of the City Council and Planning Commission. Responsible for retention of all official City records and documentation per the MN Records Retention Schedule.
- 2) Responsible for the accounts receivable, accounts payable and payroll functions as directed by the administrator and treasurer.
- 3) Responsible for the preparation of work comp/liability insurance renewals, Federal and State taxes/reports including 1099 and W-2 forms, monthly PERA reporting and annual PERA exclusion reports, sales use and tax reporting and unemployment reports.
- 4) Responsible for providing customer service and support while establishing and maintaining positive and respectful relationships with co-workers, council and commission members and members of the public and outside agencies.
- 5) Assists the City Administrator with the agenda process of the City Council and Planning Commission through the coordination of items, ensuring that items submitted are placed on the agenda, that packets are prepared completely and accurately and distributed and posted in a timely manner.
- 6) Assists the City Administrator to ensure the successful coordination of the election process.
- 7) Responsible for issuing various licenses and permits issued by the City in a timely and effective manner.
- 8) Coordinates the Recycling Program: preparing grant applications and county reporting requirements.
- 9) Assists the Administrator with City communications: newsletter, website, and public notices.
- 10) Processes applications and issues tobacco and liquor licenses, maintenance building permits, ROW utility permits, parking permits, business and refuse hauling licenses, in accordance with city and state requirements.
- 11) Responsible for ordering office supplies, opening and distributing mail for all departments.
- 12) Back-up for City Administrator performing necessary tasks as required.
- 13) Assumes additional accountabilities as assigned.

**Qualifications:**

**Minimum Qualifications:**

- Associates Degree in communications, accounting, business management or related field\*.
- Five years of highly skilled administrative experience with advanced proficiency in Microsoft Word, Excel, Power Point, Outlook and Publisher.
- Positive track record with experience handling questions, requests and complaints from customers or citizens, both in person and via the telephone with a high degree of professionalism.
- Certification as a Municipal Clerk, or the ability to obtain within four years.
- Valid, unrestricted Minnesota Driver's License.
- Clean background check.

\*Relevant work experience may commensurate for education requirements

**Preferred Qualifications:**

- Bachelor's Degree in communications, accounting/finance, business management or related field.
- Minimum two years of fund accounting, accounts receivable, accounts payable, and payroll experience, preferably in a government setting.
- Minimum of one year of experience overseeing municipal elections, providing staff support for council and commission meetings and maintaining official city records.
- Proven analytical and problem solving skills.
- Minimum one year experience with Quick Books.

Please submit your application, resume and cover letter to:

City Administrator/Clerk Sandie Thone

[sthone@ci.lakeland.mn.us](mailto:sthone@ci.lakeland.mn.us)

City of Lakeland

Attention: Human Resources

1190 Saint Croix Trail

Lakeland, MN 55043

Phone: 651.436.4430

Application Deadline: July 15, 2016

Thank you for your interest in the City of Lakeland. City of Lakeland is an Equal Opportunity Employer.

# AGENDA ITEM

## 4E

RESOLUTION 2016-10  
CITY OF LAKELAND  
WASHINGTON COUNTY, MINNESOTA

RESOLUTION OF THE CITY COUNCIL APPOINTING  
REPRESENTATIVES OF THE CITY OF LAKELAND TO THE  
LOWER ST. CROIX VALLEY FIRE PROTECTION DISTRICT

**WHEREAS**, the City of Lakeland is a Joint Powers member of the Lower St. Croix Valley Fire Protection District (District); and,

**WHEREAS**, pursuant to the Joint Powers Agreement (JPA) under which District is organized, the District shall be managed by a Board of Commissioners (Board) which duty shall be to manage, control, direct and implement the purposes and intent of the Joint Powers Agreement; and,

**WHEREAS**, pursuant to the JPA under which the District is organized, the Board shall consist of two (2) primary members from each of the Cities, appointed by the City Council of the respective Cities. Such members shall serve at the pleasure of the City Council they represent. The regular terms of each member shall be for two (2) years, terms to commence on July 1<sup>st</sup> in alternate years; and,

**WHEREAS**, Don James was appointed as a representative to the District Board, term to expire June 31, 2016.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF LAKELAND**, That Don James is hereby re-appointed as one of two primary representatives to the District Board, effective with adoption of this Resolution, term to expire June 31, 2018.

Adopted by the City Council for the City of Lakeland this 21st day of June 2016.

---

Amy Williams, Mayor

---

Sandie Thone, City Administrator/Clerk

# AGENDA ITEM

## 4F

### CITY OF LAKELAND WASHINGTON COUNTY, MINNESOTA

#### RESOLUTION NO. 2016-11 A RESOLUTION APPOINTING ELECTION JUDGES FOR THE 2016 PRIMARY AND GENERAL ELECTIONS

**WHEREAS**, the State of Minnesota and City of Lakeland have called a Primary Election for Tuesday, August 9, 2016 and a General Election for Tuesday, November 8, 2016; and,

**WHEREAS**, Minnesota Statute 204B.21 (2) requires Election Judges for precincts in a municipality be appointed by the governing body of the municipality; and

**WHEREAS**, the Lakeland 2016 Primary and General Election judge appointments consist of individuals recommended by staff with the approval of the majority of the City Council.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF LAKELAND**, that the following individuals meet the qualifications to serve as Election Judges as established by the State of Minnesota and are hereby appointed to serve as Election Judges for the 2016 Primary Election and the General Election as needed:

Chris White  
Kate Piscitello  
Sandra Bishop  
Mary James  
Katherine Lenaburg  
Ester Phippen  
Jan Jagerson  
Vicki Goebel  
Jerry Burke  
Pat Burke  
Bruce Gervais  
Harry Martin  
Jennifer Reynolds  
Roger Christianson  
Carla Love

**BE IT FURTHER RESOLVED**, the Election Judges will be trained according to Minnesota State Statutes and will be paid as follows for their services:

Head Judge	\$13.00 per hour
Co-Head Judge	\$12.00 per hour
Election Judge	\$11.00 per hour
Equipment Judge	\$11.00 per hour

**BE IT FURTHER RESOLVED**, the City Administrator/Clerk is authorized to amend the appointments as needed to fill vacancies and meet party requirements.

Adopted by the Lakeland City Council this 21<sup>st</sup> day of June 2016.

---

Amy Williams, Mayor

---

Sandie Thone, City Administrator/Clerk

# AGENDA ITEM

## 5A

CJBWPR\$

PRT CONTRACT ICR REPORT

QIJS Page 1  
6/01/16 5:16:54

Washington County Sheriff's Office  
CONTRACT ICR's  
Contract Report for LAKELAND  
For the Period 5/01/16 To 5/31/16

Date	Time	ICR #	ID#	Street Name	Complaint
5/01/16	2:14:25	116015360	0123	HUDSON BLVD	TRAFFIC STOP-CITATION
5/01/16	11:46:59	116015385	0160	HUDSON BLVD	TRESPASSING
5/01/16	17:30:17	116015419	0076	QUALITY AV	PARKING COMPLAINT
5/01/16	20:01:46	116015429	0176	SAINT CROIX TR	INTOXICATED DRIVER
5/01/16	20:01:46	116500986	0076	SAINT CROIX TR	AOA/INTOXICATED DRIVER
5/02/16	3:40:14	116015447	0142	SAINT CROIX TR	SUSPICIOUS ACTIVITY
5/02/16	3:40:14	116500987		SAINT CROIX TR	AOA/SUSPICIOUS ACTIVITY
5/02/16	7:41:48	116015460	0104	QUEENS AV	VULNERABLE ADULT REFERRAL
5/02/16	15:42:02	116015529	0176	5TH ST	CITY COMPLAINT RE:NO PARKING S
5/02/16	17:39:01	116015537	0091	SAINT CROIX TR	INTOXICATED MALE
5/03/16	1:12:08	116015577	0197	QUINMORE AV	MEDICAL
5/03/16	7:35:22	116015596	0130	QUALITY AV	NOISE COMPLAINT *COMP WANTS T
5/03/16	9:15:25	116015608	0151	SAINT CROIX TR	LEVEL 1 INSPECTION/FAIL TO OBE
5/03/16	15:57:25	116015683	0151	SAINT CROIX TR	LEVEL 2 INSPECTION/FAIL TO OBE
5/03/16	16:16:41	116015690	0177	QUINMORE AV	MEDICAL - LEVEL 1
5/04/16	17:38:09	116015826	0076	5TH ST	PHONE CALL REQUEST
5/06/16	15:04:37	116016037		16TH ST	RECEIPT# 160002501
5/07/16	9:32:52	116016150	0094	LAKELAND	PUBLIC ASSIST
5/07/16	15:19:25	116016185	0176	LAKELAND BEACH	DOG ATTACK REPORT
5/07/16	16:56:43	116016196	0176	I94	WALKUP REPORT:HIT & RUN
5/07/16	23:04:22	116016229	0762	CULLEY PARK	POSSIBLE FIGHT
5/08/16	13:29:15	116016272	0088	HUDSON BLVD	SUSP MALE
5/08/16	16:56:19	116016296	0076	SAINT CROIX TR	DRIVING COMPLAINT/THREATS
5/08/16	23:24:50	116016316	0080	I94	DRIVING CONCERN
5/09/16	20:10:14	116016437	0081	2ND ST	SUICIDAL FEMALE - **RSTACK 21
5/10/16	7:47:06	116016461	0078	SAINT CROIX TR	FIRE CALL
5/10/16	8:48:11	116016466	0078	RIVERCREST RD	ALARM
5/10/16	16:12:40	116016533	0093	QUALITY AV	NEIGHBOR COMPLAINT
5/10/16	19:09:17	116016552	0130	11TH ST CT	PUBLIC ASSIST
5/11/16	12:37:32	116016634	0151	SAINT CROIX TR	LEVEL 2 INSPECTION
5/11/16	17:05:54	116016683	0151	I94	LEVEL 3 INSPECTION/OPERATE A C
5/12/16	6:42:28	116016717	0067	SAINT CROIX TR	SUSPICIOUS VEHICLE
5/13/16	18:03:11	116016957	0174	I94	ROAD HAZARD
5/15/16	15:11:47	116017118	1273	ST CROIX RIVER	WATERCRAFT VIOLATION - CITATIO
5/15/16	19:20:00	116017135	0174	3RD ST	TRAFFIC - FDCR
5/15/16	19:59:32	116017139	1273	ST CROIX RIVER	WATERCRAFT VIOLATION - NUMBER
5/15/16	20:09:14	116017140	1273	ST CROIX RIVER	WATERCRAFT VIOLATION - NUMBER
5/15/16	20:17:25	116017141	1273	ST CROIX RIVER	WATERCRAFT VIOLATION - NUMBER
5/16/16	19:13:54	116017277	0176	11TH ST	911 OPEN LINE
5/16/16	21:53:27	116017292	0176	I94	MOTORIST ASSIST
5/16/16	23:02:26	116017294	0157	QUEENAN AV	WARRANT INFO/ATTEMPT **RESTACK
5/17/16	15:19:23	116017403		RIVERCREST RD	RECEIPT# 160002635
5/17/16	17:51:48	116017428	0076	I94	ROAD HAZARD
5/17/16	18:12:00	116017432	0176	QUINNELL AV	LAKELAND COUNCIL MEETING
5/17/16	20:07:52	116017440	0093	SAINT CROIX TR	WELFARE CONCERN
5/17/16	21:18:42	116017449	0176	QUENTIN AV	SUSPICIOUS ACTIVITY/BURGLARY I
5/17/16	21:18:42	116501173	0100	QUENTIN AV	SUSPICIOUS ACTIVITY/AOA
5/17/16	21:18:42	116610983	0100	QUENTIN AV	SUSPICIOUS ACTIVITY/AOA
5/18/16	10:28:02	116017497	0078	QUENTIN AV	THEFT REPORT *RESTACK* PHO
5/18/16	12:24:59	116017522	0068	SAINT CROIX TR	ACCIDENT
5/18/16	16:16:54	116017567	0091	I94	ROAD HAZARD
5/18/16	17:59:15	116017578	0133	SAINT CROIX TR	CHILD NEGLECT REPORT *RESTACK

PRT CONTRACT ICR REPORT

QIJS Page 2  
6/01/16 5:16:54

CJBWPPFR\$  
 Washington County Sheriff's Office  
 CONTRACT ICR's  
 Contract Report for LAKELAND  
 For the Period 5/01/16 To 5/31/16

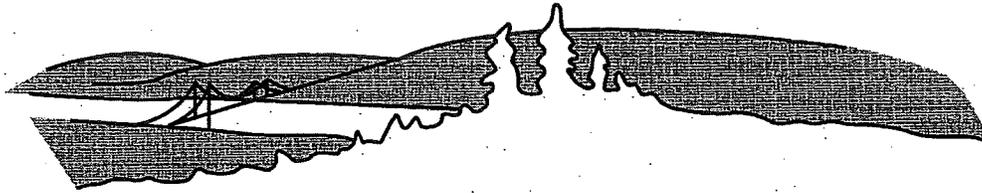
Date	Time	ICR #	ID#	Street Name	Complaint
5/19/16	18:51:32	116611154	0090	I94	K9 ASSIST
5/21/16	0:38:33	116017914	0089	SAINT CROIX TR	DECEASED DEER
5/21/16	9:29:53	116017938	0130	RIVERCREST RD	ASSIST OTHER AGENCY
5/21/16	16:38:10	116017986	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - REGISTR
5/21/16	18:52:20	116018007	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - NO WAKE
5/21/16	18:54:52	116018008	1255	ST CROIX RIVER	WATERCRAFT VIOLATION (X2) NO W
5/21/16	18:56:18	116018011	1255	ST CROIX RIVER	WATERCRAFT VIOLATION (X3) WAKE
5/21/16	23:48:27	116018036	0179	12TH ST	CHECK THE WELFARE
5/22/16	17:25:35	116018122	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - TRANSOM
5/22/16	17:32:17	116018123	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - NO WAKE
5/22/16	17:37:18	116018125	1274	ST CROIX RIVER	WATERCRAFT VIOLATION - NO WAKE
5/22/16	17:38:59	116018126	1274	ST CROIX RIVER	WATERCRAFT VIOLATION (X2) - NO
5/22/16	19:49:13	116018144	0174	LAKELAND BEACH	SUSPICIOUS PERSON **RSTK-174
5/23/16	12:26:07	116018220		2ND ST	WARRANT / WCSO / CR162029
5/23/16	13:34:34	116018244	0068	SAINT CROIX TR	VEHICLE LOCKOUT
5/23/16	14:24:19	116018252	0133	ST CROIX TR	MN DEPARTMENT OF EDUCATION REF
5/23/16	14:54:29	116018256	0073	SAINT CROIX TR	STOLEN LICENSE PLATE*
5/23/16	19:16:05	116018294	0076	I94	WELFARE CONCERN
5/24/16	16:20:23	116018411	0176	SAINT CROIX TR	CONSUMPTION OF ALC IN PUBLIC/W
5/25/16	12:06:39	116018545	0074	4TH ST	WARRANT / NP / CR124006 **R
5/25/16	12:54:07	116018560	0078	QUEHL AV	ANIMAL DISTURBANCE - PHONE CAL
5/25/16	20:36:38	116018625	0196	SAINT CROIX TR	SUSPICIOUS ACVITITY
5/26/16	14:56:58	116018726	0110	HUDSON BLVD	GAS LINE STRUCK
5/26/16	16:20:15	116018738	0119	ST CROIX TR	TRAFFIC SB VIOLATION
5/26/16	16:33:46	116018741	0119	SAINT CROIX TR	TRAFFIC SB USE CITATION
5/26/16	17:17:42	116018747	0119	ST CROIX TR	TRAFFIC DAS/NO SB
5/26/16	18:21:59	116018756	0176	SAINT CROIX TR	FOUND CREDIT CARD
5/26/16	18:32:21	116018762	0192	ST CROIX TR	TRAFFIC
5/26/16	18:57:15	116018764	0166	SAINT CROIX TR	TRAFFIC/CITE: NO SEATBELT
5/27/16	10:33:17	116018823	0063	SAINT CROIX TR	FOUND WALLET
5/27/16	21:42:23	116018919	0093	5TH ST	CONSTRUCTION COMPLAINT **UPD
5/27/16	21:51:59	116018920	0074	8TH ST	SUSPICIOUS ACTIVITY
5/28/16	13:26:53	116018978	0130	SAINT CROIX TR	DRIVING COMPLAINT **21**
5/29/16	9:49:45	116019043	0096	7TH ST LN	TRESPASSING
5/29/16	18:06:34	116019085	1252	ST CROIX RIVER	WATERCRAFT VIOLATION
5/29/16	20:08:36	116019096	1252	ST CROIX RIVER	WATERCRAFT VIOLATION
5/29/16	20:10:35	116019097	1252	ST CROIX RIVER	WATERCRAFT VIOLATION
5/29/16	20:11:38	116019098	1252	ST CROIX RIVER	WATERCRAFT VIOLATION
5/29/16	21:15:50	116019106	0174	7TH ST LN	911 HANGUP
5/29/16	22:57:13	116019114	1273	ST CROIX RIVER	WATERCRAFT VIOLATION - WARNING
5/29/16	23:05:30	116019115	1273	ST CROIX RIVER	WATER CRAFT VIOLATION - WARNIN
5/29/16	23:12:17	116019118	1273	ST CROIX RIVER	WATERCRAFT VIOLATION - WARNING
5/30/16	11:12:34	116019147	0151	ST CROIX RIVER	WATER CRAFT VIOLATION
5/30/16	13:14:56	116019164	0151	ST CROIX RIVER	WATERCRAFT VIOLATION
5/30/16	13:47:13	116019169	0081	ST CROIX RIVER	BOATING COMPLAINT
5/30/16	15:00:33	116019177	1260	ST CROIX RIVER	WATER CRAFT VIOLATION
5/30/16	20:13:43	116019210	1255	ST CROIX RIVER	WATERCRAFT VIOLATION - NO WAKE
5/30/16	21:22:24	116019217	0091	QUINMORE AV	POWER OR CABLE LINE DOWN
5/31/16	13:42:27	116019318	0100	QUEENS AVE	OFFICER INFORMATION
5/31/16	18:18:12	116019367	0147	SAINT CROIX TRL	TRAFFIC-SEATBELT

Total ICRs Processed: 102  
 PRT CONTRACT ICR REPORT

QIJS Page 3  
 6/01/16 5:16:54

CJBWPR\$  
CONTRACT ICR's  
Contract Report for LAKE LAND  
For the Period 5/01/16 To 5/31/16

\*\* END OF REPORT \*\*



### **LOWER ST. CROIX VALLEY FIRE PROTECTION DISTRICT**

1560 St. Croix Trail South

Mailing Address: P.O. Box 234 - Lakeland, MN 55043

(651) 436-7033 • FAX (651) 436-1682

May 11, 2016

To: Mayors and Council Members of Afton, Lakeland, Lakeland Shores, Lake St. Croix Beach and St. Mary's Point

Subject: Fire District Budget and Levies for 2017

On behalf of the Lower St. Croix Valley Fire Protection District please find enclosed the 2017 Operating and Debt Service Budgets and Tax Levies as approved by the Fire District Board on May 11, 2016.

Please use these schedules in your 2017 Budget process. Either Tom Wilson, Finance Committee Chair, myself or another Fire District Representative plan to present the budget and levy at an upcoming Council meeting.

Sincerely,

A handwritten signature in black ink, appearing to be 'Jim Stanton', with a long horizontal line extending to the right.

Jim Stanton, Fire District Board Chair  
Lower St. Croix Valley Fire Protection District  
Jrstanton7@gmail.com  
651-248-8136

# Lower St. Croix Valley Fire Protection District 2017 Operating and Debt Service Budgets and Tax Levies

---

The overall increase in the Operating Tax Levy is 4.59%. Individual City % may vary depending on the changes in population and tax capacity. The Debt Service Tax Levy is \$96,000, a decrease of \$16,500 or 14.67% from \$112,500 due to a very favorable refunding of the 2003 Fire Hall Bonds.

## Schedules Attached:

- A. 2017 Operating Tax Levy - Summary Allocation
- B. Tax Levy Summary, Reserve Funding Summary and Yearly Operations Budget Summary
- C. Budget FY 2017 Worksheet
- D. 2017 Debt Service Tax Levy Allocation
- E. 2015 Population and Household Estimates (Preliminary) as prepared by Metropolitan Council.
- F. Washington County Final Pay 2016 Market and Net Tax Capacity Values

---

Approved by Fire District Board on May 11, 2016

# 2017 Operating Tax Levy - Summary Allocation

## LSCV FIRE PROTECTION DISTRICT

CITY	POPULATION	POPULATION % OF TOTAL	TAX CAPACITY	TAX CAPACITY % OF TOTAL	COMBINED PERCENT OF TOTAL	2017		2016		PERCENT INCREASE
						Levy	Households	Levy	Households	
<b>Total Operating Tax Levy</b>	<b>\$468,691</b>									
AFTON	2905	45.2930%	\$6,428,917	58.5264%	51.9097%	\$243,296	1105	\$232,893	10,403	4.4689%
LAKELAND	1786	27.8367%	\$2,332,126	21.2308%	24.5337%	\$114,987	677	\$108,697	\$6,290	5.7867%
LAKELAND SHORES	295	4.5979%	\$581,195	5.2907%	4.9443%	\$23,173	14	\$22,800	\$373	1.6360%
LAKE ST CROIX BEACH	1056	16.4588%	\$900,719	8.1998%	12.3293%	\$57,786	264	\$55,076	\$2,711	4.9224%
ST MARY'S POINT	373	5.8136%	\$741,713	6.7523%	6.2829%	\$29,448	149	\$28,650	\$798	2.7853%
	6416	100.0000%	\$10,984,640	100.0000%	100.0000%	\$468,690	2509	\$448,115	\$20,575	4.59%

SOURCES: POPULATION - METROPOLITAN COUNCIL  
 (THIS WILL CHANGE ONLY IF CORRECTED BY MET COUNCIL)  
 TOTAL TAX CAPACITY - WASHINGTON COUNTY  
 TAX CAPACITY IS BASED ON TOTAL BEFORE DEDUCTIONS

BASIS FOR APPORTIONMENT TO CITIES: 50% ON POPULATION AND 50% ON TAX CAPACITY

THIS TABLE SHOWS THE EFFECTIVE COST PER PERSON, PER DOLLAR OF TAX CAPACITY AND PER HOUSEHOLD FOR EACH CITY.

	COST/CAPITA	Rank	COST/TAX CAP	Rank	COST/FHH	Rank	Households
AFTON	\$83.72	1	\$0.038	5	\$220.18	1	1105
LAKELAND	\$64.38	4	\$0.049	2	\$169.85	4	677
LAKELAND SH	\$78.55	3	\$0.040	3	\$203.27	2	14
LAKE SCB	\$54.72	5	\$0.084	1	\$124.54	5	264
ST MARY'S PT	\$78.95	2	\$0.040	4	\$197.64	3	149
TOTAL DISTRICT	\$73.05		\$0.043		\$186.80		2509

A

Tax Levy Summary	
Funding Area	Tax Levy for 2017
I. Reserve Funding	\$148,559
II. General Operations (Fire & Ambulance)	\$320,132
<b>TOTAL TAX LEVY FOR YEAR</b>	<b>\$468,691</b>

**Reserve Funding Summary**

	Fund Balance (Cash)	Tax Levy for
	12/31/15	2017
Reserve Fund		
Medical Reserve	\$6,354	\$4,000
Tires & Batteries Reserve	\$8,840	\$0
Equipment Replacement Reserve	\$101,876	\$7,000
Vehicle Replacement Reserve - Fire	\$655,086	\$147,559
Facility Reserve	\$140,138	\$0
Designated Reserve	\$153,099	(\$10,000)
<b>Net Reserve Funding from Cities</b>	<b>\$1,065,393</b>	<b>\$148,559</b>

**Yearly Operations Budget Summary**

	Actual							Projections		
	2012	2013	2014	2015	Budget 2016	Budget 2017	2018	2019	2020	
<b>Total II. A. Oper Tax Levies &amp; Dist Inc</b>										
District Income	\$154,082	\$178,030	\$192,567	\$171,768	\$176,540	\$167,040	\$171,216	\$175,496	\$179,884	
<b>II. B. Operating Expense</b>										
Total II. B1. Board, Fire & Amb Personnel	\$151,436	\$152,853	\$169,268	\$202,152	\$240,483	\$236,797	\$242,717	\$248,785	\$255,004	
Total II. B2. Facilities & Administration	\$55,827	\$57,837	\$60,399	\$55,209	\$58,100	\$62,050	\$63,601	\$65,191	\$66,821	
Total II. B3. Insurance	\$29,979	\$33,002	\$30,951	\$28,662	\$36,300	\$37,600	\$38,540	\$39,504	\$40,491	
Total II. B4. Vehicles & Equipment	\$94,024	\$90,713	\$82,700	\$72,781	\$91,610	\$93,110	\$95,438	\$97,824	\$100,269	
Total II. B5. Training	\$10,933	\$16,978	\$18,002	\$21,701	\$20,000	\$21,500	\$22,038	\$22,588	\$23,153	
Total II. B6. Other Expenses	\$32,544	\$26,768	\$30,963	\$36,310	\$31,900	\$34,115	\$34,968	\$35,842	\$36,738	
Total 440.0 - Recruit and Recog	\$4,598	\$2,518	\$2,000	\$2,000	\$2,000	\$2,000	\$2,050	\$2,101	\$2,154	
<b>Total II. B. Operating Expense</b>	<b>\$379,341</b>	<b>\$380,668</b>	<b>\$394,283</b>	<b>\$418,814</b>	<b>\$480,393</b>	<b>\$487,172</b>	<b>\$499,351</b>	<b>\$511,835</b>	<b>\$524,631</b>	
Net Transfers	\$1,694	(\$39,000)	(\$58,000)	(\$20,000)	\$0					
<b>Net II. Oper Funding Required</b>	<b>\$223,564</b>	<b>\$241,637</b>	<b>\$259,716</b>	<b>\$267,046</b>	<b>\$303,853</b>	<b>\$320,132</b>	<b>\$328,135</b>	<b>\$336,339</b>	<b>\$344,747</b>	

CONFIDENTIAL

Lower St. Croix Valley Fire Protection District  
Budget FY 2017 Worksheet

	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Budget 2017	% Change 2017-2016
<b>I. Tax Levies - Reserve Funds</b>								
Tax Levy - Medical	\$1,000	\$1,500	\$3,000	\$3,000	\$3,000	\$3,000	\$4,000	33.3%
Tax Levy - Tires & Batteries	\$1,000	\$2,000	\$0	\$1,000	\$0	\$0	\$0	
Tax Levy - Equipment Replacement	\$11,000	\$17,500	\$14,500	\$13,500	\$7,000	\$7,000	\$7,000	0.0%
Tax Levy - Vehicle Replacement	\$121,258	\$127,321	\$133,687	\$136,361	\$139,088	\$143,261	\$147,559	3.0%
Tax Levy - Facility & Annual Audit	\$7,000	\$7,000	\$5,000	\$5,000	\$0	\$0	\$0	
Tax Levy - Designated Fund	\$0	\$0	\$0	\$0	\$0	(\$9,000)	(\$10,000)	11.1%
<b>Total I.A. Tax Levies - Reserve Funds</b>	\$ 141,258	\$ 155,321	\$ 156,187	\$ 158,861	\$ 149,088	\$144,261	\$148,559	3.0%
<b>II. Income and Expense - Operations (F&amp;A)</b>								
<b>II. A. Operating Tax Levies &amp; District Income</b>								
340.0 - Ambulance Service Billings	\$270,171	\$233,662	\$269,083	\$ 333,497	\$257,250	\$285,000	\$270,000	-5.3%
340.3 - Medicare Billing Adjustments	(102,110)	(87,349)	(105,155)	(149,797)	(95,674)	(114,000)	(108,000)	-5.3%
340.6 - Fire & Rescue Services	\$2,150	\$3,281	\$1,421	\$ 2,934	\$1,600	\$3,000	\$2,500	-16.7%
345.0/350.1 - EMT Trng Classes, Contrib & Grants	\$0	\$0	\$8,760	\$ 3,098	\$5,530	\$0	\$0	
360.0 - Interest Earned	\$24	\$37	\$41	\$ 41	\$42	\$40	\$40	0.0%
361.0 - Fire Inspections/Burn Permits	\$1,625	\$1,475	\$2,100	\$ 1,500	\$1,925	\$2,000	\$2,000	0.0%
362.0 - Other Income/Service Charges/Grants	\$592	\$2,976	\$1,780	\$ 1,294	\$1,095	\$500	\$500	0.0%
<b>Subtotal - District Income</b>	\$172,452	\$154,082	\$178,030	\$192,567	\$171,768	\$176,540	\$167,040	-5.4%
310.0 - Tax Levy - General Operations	\$247,370	\$228,110	\$245,920	\$260,310	\$ 263,037	\$ 303,853	\$320,132	23.0%
<b>Total II. A. Oper Tax Levies &amp; Dist Inc</b>	\$419,822	\$382,192	\$423,950	\$452,877	\$434,805	\$480,393	\$487,172	1.4%

CONFIDENTIAL

Lower St. Croix Valley Fire Protection District  
Budget FY 2017 Worksheet

	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Budget 2017	% Change 2017-2016
<b>II. B. Operating Expense</b>								
<b>II. B.1. Board, Fire &amp; Amb Personnel</b>								
401.1 · Comp-Board	\$4,455	\$4,459	\$4,505	\$ 4,483	\$4,558	\$4,500	\$5,000	11.1%
401.2 · Comp-Fire	\$70,461	\$60,165	\$60,096	\$ 65,139	\$63,172	\$95,000	\$80,000	-15.8%
401.3 · Comp-Ambulance	\$27,846	\$27,702	\$25,538	\$ 32,603	\$27,112	\$33,170	\$35,000	5.5%
401.4 · Comp-Fire Chief	\$4,799	\$4,799	\$4,799	\$ 4,943	\$5,104	\$5,173	\$32,651	531.2%
401.45 · FT Firefighter & EMS	\$3,500	\$18,533	\$21,957	\$ 24,092	\$50,000	\$51,500	\$26,523	-48.5%
401.5 · Comp-Officers/Admin	\$16,938	\$13,737	\$12,392	\$ 12,348	\$15,559	\$14,780	\$18,163	22.9%
401.6 · Comp-Fire Inspections	\$680	\$0	\$0	\$ -	\$0	\$0	\$0	
401.8 · Comp-Vac Pay for Volunteers	\$3,375	\$3,125	\$2,625	\$ 3,375	\$3,875	\$3,500	\$4,000	14.3%
402.9 · Reimb Expense/Equip Allowance	\$10,170	\$10,098	\$10,029	\$ 11,311	\$10,947	\$11,160	\$11,160	0.0%
403.0 · FICA-Employers Portion	\$4,223	\$5,367	\$5,837	\$ 5,155	\$5,123	\$5,000	\$6,000	20.0%
403.1 · Medicare-Employers Portion	\$1,860	\$1,950	\$1,913	\$ 2,133	\$2,603	\$2,200	\$3,000	36.4%
403.2 · PERA Police & Fire - Employers Portion		\$1,502	\$3,162	\$ 3,686	\$8,100	\$8,500	\$9,300	9.4%
403.3 · Medical & Other Benefits - Employers Portion		\$0	\$0	\$ -	\$6,000	\$6,000	\$6,000	0.0%
<b>Total II. B.1. - Board, Fire &amp; Amb Personnel</b>	\$148,307	\$151,436	\$152,853	\$169,268	\$202,152	\$240,483	\$236,797	-1.5%
<b>II. B.2. Facilities &amp; Administration</b>								
404.3 · Facility Cash Contrib - Amb	\$4,200	\$4,200	\$4,200	\$ 4,200	\$4,200	\$4,200	\$4,200	0.0%
404.5 · Comp - Facility Personnel	\$4,860	\$5,025	\$4,735	\$ 4,650	\$4,154	\$5,650	\$5,000	-11.5%
404.6 · Employer Paid Taxes - Facility	\$724	\$749	\$706	\$ 693	\$629	\$750	\$650	-13.3%
405.0 · Taxes, Licenses & Fees	\$85	\$79	\$26	\$ 93	\$150	\$200	\$200	0.0%
405.5 · Professional Fees	\$10,760	\$11,110	\$11,040	\$ 12,213	\$12,530	\$12,000	\$15,000	25.0%
405.7 · Fire & Amb Billing & Collections	\$6,521	\$6,357	\$5,652	\$ 6,280	\$3,656	\$6,000	\$6,000	0.0%
406.1 · Light & Power	\$7,755	\$7,070	\$8,269	\$ 7,739	\$7,117	\$7,500	\$7,500	0.0%
407.1 · Heat	\$4,007	\$2,416	\$3,328	\$ 4,531	\$2,792	\$4,500	\$4,000	-11.1%
408.1 · Telephone	\$5,487	\$5,372	\$5,782	\$ 5,835	\$6,449	\$5,500	\$6,000	9.1%
409.1 · Admin Office Supplies & Software	\$6,109	\$4,839	\$6,408	\$ 6,314	\$7,246	\$4,800	\$6,500	35.4%
415.1 · Repairs & Maint - Building	\$9,780	\$8,611	\$7,691	\$ 7,852	\$6,285	\$7,000	\$7,000	0.0%
<b>Total II. B.2. - Facilities &amp; Administration</b>	\$60,287	\$55,827	\$57,837	\$60,399	\$55,209	\$58,100	\$62,050	6.8%

C2

CONFIDENTIAL

Lower St. Croix Valley Fire Protection District  
Budget FY 2017 Worksheet

	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Budget 2017	% Change 2017-2016
<b>II.B3. Insurance</b>								
410.1 - Insurance-Vehicle Fleet	\$9,391	\$ 11,554	\$11,214	\$ 12,634	\$11,087	\$13,000	\$13,000	0.0%
410.2 - Insurance-Commercial Package	\$3,999	\$ 4,133	\$4,173	\$ 4,472	\$4,500	\$5,000	\$8,500	70.0%
410.3 - Insurance-Directors/Officers Liab	\$789	\$ 789	\$789	\$ 788	\$788	\$800	\$800	0.0%
410.4 - Insurance-Disability Income/AD&D	\$1,748	\$ 1,748	\$1,888	\$ 1,893	\$1,893	\$1,900	\$1,900	0.0%
410.5 - Insurance-General Liability	\$1,876	\$ 1,918	\$1,943	\$ 1,948	\$1,995	\$1,300	\$1,300	0.0%
410.8 - Ins-Worker's Comp/Unemploy Claims	\$8,170	\$ 7,664	\$10,788	\$ 7,269	\$6,406	\$12,200	\$10,000	-18.0%
410.9 - Insurance - Equipment	\$1,886	\$ 2,173	\$2,207	\$ 1,947	\$1,993	\$2,100	\$2,100	0.0%
<b>Total II.B3. Insurance</b>	\$27,859	\$29,979	\$33,002	\$30,951	\$28,662	\$36,300	\$37,600	3.6%
<b>II.B4. Vehicles &amp; Equipment</b>								
411.2 - Minor Equip - Fire	\$6,310	\$12,399	\$8,646	\$ 9,220	\$7,841	\$7,500	\$8,500	13.3%
411.3 - Minor Equip - Ambulance	\$1,016	\$1,278	\$1,289	\$ 1,221	\$490	\$1,300	\$1,300	0.0%
412.2 - Supplies - Fire	\$1,629	\$2,138	\$940	\$ 2,054	\$320	\$2,000	\$1,500	-25.0%
412.3 - Supplies - Ambulance	\$9,123	\$10,571	\$9,654	\$11,927	\$7,768	\$9,000	\$9,000	0.0%
413.2 - Vehicle-Fuel/Oil - Fire	\$13,470	\$13,067	\$11,663	\$ 10,705	\$7,393	\$11,000	\$10,000	-9.1%
413.3 - Vehicle-Fuel/Oil - Ambulance	\$4,157	\$4,733	\$4,701	\$ 4,756	\$2,817	\$5,000	\$4,500	-10.0%
414.1 - 800 Mhz System County User Fee	\$9,664	\$10,611	\$10,347	\$ 10,302	\$10,817	\$11,000	\$11,000	0.0%
414.2 - Vehicle Maintenance - Fire	\$23,182	\$15,288	\$22,412	\$ 9,318	\$9,793	\$17,000	\$17,000	0.0%
414.3 - Vehicle-Maintenance - Ambulance	\$3,280	\$1,714	\$731	\$ 386	\$596	\$1,750	\$1,750	0.0%
415.2 - Equip Maint & Uniforms - Fire	\$2,585	\$2,088	\$1,269	\$ 2,874	\$4,886	\$5,000	\$5,000	0.0%
415.3 - Equip Maint - Ambulance	\$1,408	\$76	\$0	\$ 877	\$0	\$1,000	\$1,000	0.0%
417.3 - Amb Replacement Cash Contrib	\$17,000	\$17,000	\$16,000	\$ 16,000	\$17,000	\$17,000	\$19,500	14.7%
418.3 - Duty Veh Cash Contrib - Amb	\$1,260	\$1,260	\$1,260	\$ 1,260	\$1,260	\$1,260	\$1,260	0.0%
419.3 - EMS Equip Cash Contrib - Amb	\$1,200	\$1,200	\$1,200	\$ 1,200	\$1,200	\$1,200	\$1,200	0.0%
420.3 - T&B Amb Cash Contrib - Amb	\$420	\$420	\$420	\$ 420	\$420	\$420	\$420	0.0%
421.3 - T&B Duty Veh Cash Contrib - Amb	\$180	\$180	\$180	\$ 180	\$180	\$180	\$180	0.0%
<b>Total II.B4. Vehicles &amp; Equipment</b>	\$95,882	\$94,024	\$90,713	\$82,700	\$72,781	\$91,610	\$93,110	1.6%
<b>II.B5. Training</b>								
422.2 - Training - Fire	\$8,775	\$6,930	\$10,046	\$ 11,572	\$15,798	\$16,000	\$17,000	6.3%
422.3 - Training - Ambulance	\$2,170	\$4,003	\$469	\$ 324	\$4,852	\$4,000	\$4,500	12.5%
422.4 - Training Exp - EMT/CPR Classes			\$6,463	\$ 6,106	\$1,051			
<b>Total II.B5. Training</b>	\$10,944	\$10,933	\$16,978	\$18,002	\$21,701	\$20,000	\$21,500	7.5%

13

CONFIDENTIAL

Lower St. Croix Valley Fire Protection District  
Budget FY 2017 Worksheet

	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Budget 2016	Budget 2017	% Change 2017-2016
<b>ILB6 - Other Expenses</b>								
431.2 - Fire Prevention & Inspections	\$416	\$687	\$940	\$ 1,230	\$173	\$1,000	\$1,000	0.0%
433.2 - Dues & Subs - Fire	\$1,319	\$1,668	\$1,136	\$ 1,831	\$1,531	\$1,200	\$1,500	25.0%
433.3 - Dues & Subs - Amb	\$658	\$948	\$122	\$ 390	\$705	\$400	\$500	25.0%
434.2 - Confer & Meetings - Fire	\$5,327	\$4,470	\$4,189	\$ 3,561	\$3,106	\$4,500	\$5,500	22.2%
434.3 - Confer & Meetings - Ambulance	\$2,175	\$2,861	\$1,599	\$ 1,538	\$2,676	\$2,000	\$2,500	25.0%
435.3 - Prov for Amb Writeoffs	\$24,254	\$19,170	\$16,016	\$ 19,619	\$25,304	\$20,000	\$20,000	0.0%
436.3 - Medical Direction Fees	\$2,307	\$1,539	\$1,565	\$ 1,593	\$1,615	\$1,600	\$1,615	0.9%
437.3 - Med Exam Cash Contrib - Amb	\$1,200	\$1,200	\$1,200	\$ 1,200	\$1,200	\$1,200	\$1,500	25.0%
<b>Total ILB6 - Other Expenses</b>	<b>\$37,656</b>	<b>\$32,544</b>	<b>\$26,768</b>	<b>\$30,963</b>	<b>\$36,310</b>	<b>\$31,900</b>	<b>\$34,115</b>	<b>6.9%</b>
<b>ILB7 - Recruitment and Recognition</b>								
440.1 - Employee Recognition	\$3,972	\$2,598	\$518	\$0	\$2,000	\$2,000	\$2,000	0.0%
440.2 - Employee Recognition	\$2,000	\$2,000	\$2,000	\$2,000	\$0	\$0	\$0	
<b>Total ILB7 - Recruit and Recog</b>	<b>\$5,972</b>	<b>\$4,598</b>	<b>\$2,518</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>0.0%</b>
<b>Total ILB, Operating Expense</b>	<b>\$386,906</b>	<b>\$379,341</b>	<b>\$380,668</b>	<b>\$394,283</b>	<b>\$418,814</b>	<b>\$480,393</b>	<b>\$487,172</b>	<b>1.4%</b>
<b>Net Oper Inc (Exp) b/A Trf/Debt Serv</b>	<b>\$32,915</b>	<b>\$2,852</b>	<b>\$43,283</b>	<b>\$58,594</b>	<b>\$15,991</b>	<b>\$0</b>	<b>\$0</b>	
388.0 - Transfers In		\$31,347						
888.0 - Transfers Out	(\$23,225)	(\$29,653)	(\$39,000)	(\$58,000)	(\$20,000)			
<b>IL, Net Operating Income (Expense)</b>	<b>\$9,690</b>	<b>\$4,546</b>	<b>\$4,283</b>	<b>\$594</b>	<b>(\$4,009)</b>	<b>\$0</b>	<b>\$0</b>	

# 2017 Debt Service Tax Levy Allocation

## LSCV FIRE PROTECTION DISTRICT

Debt Service Levy	POPULATION		POPULATION % OF TOTAL	TAX CAPACITY	TAX CAPACITY % OF TOTAL	COMBINED PERCENT OF TOTAL	2017	2016	Increase (Decrease)	Percent Inc (Dec)
	CITY	POPULATION					Levy	Levy		
		2906	45.2930%	\$6,428,917	58.5264%	51.9097%	\$49,833	\$58,458	(\$8,635)	-14.77%
	LAKELAND	1786	27.8367%	\$2,332,126	21.2308%	24.5337%	\$23,552	\$27,289	(\$3,737)	-13.69%
	LAKELAND SHORES	295	4.5979%	\$581,166	5.2907%	4.9443%	\$4,747	\$5,724	(\$977)	-17.07%
	LAKE ST CROIX BEACH	1056	16.4589%	\$900,718	8.1998%	12.3293%	\$11,836	\$13,827	(\$1,991)	-14.40%
	ST. MARY'S POINT	373	5.8136%	\$741,713	6.7523%	6.2829%	\$6,032	\$7,193	(\$1,161)	-16.14%
		6416	100.0000%	\$10,984,640	100.0000%	100.0000%	\$96,000	\$112,501	(\$16,501)	-14.67%

SOURCES: POPULATION - METROPOLITAN COUNCIL Metropolitan Council - 2015 Estimate (Preliminary)

TOTAL TAX CAPACITY - WASHINGTON COUNTY Final Pay 2016 Values

TAX CAPACITY IS BASED ON TOTAL BEFORE DEDUCTIONS

BASIS FOR APPORTIONMENT TO CITIES: 50% ON POPULATION AND 50% ON TAX CAPACITY

43

**Twin Cities Region  
Population and Household Estimates, 2015 (PRELIMINARY)**

City or Township	Population			Households		
	2010 Census	2015 Estimate (preliminary)	2010-15 Growth	2010 Census	2015 Estimate (preliminary)	2010-15 Growth
Afton	2,886	2,906	20	1,081	1,105	24
Bayport	3,471	3,675	204	855	930	75
Baytown township *	1,617	1,788	171	573	636	63
Birchwood Village	870	868	(2)	351	358	7
Cottage Grove	34,589	35,596	1,007	11,719	12,040	321
Dellwood *	1,065	1,072	7	373	378	5
Denmark township	1,737	1,758	21	615	629	14
Forest Lake *	18,377	20,261	1,884	7,015	7,579	564
Grant *	4,094	4,126	32	1,463	1,480	17
Grey Cloud Island township *	295	282	(13)	117	118	1
Hastings (part)	0	3	3	0	1	1
Hugo	13,332	14,179	847	4,990	5,404	414
Lake Elmo *	8,061	8,643	582	2,776	2,883	107
Lakeland	1,796	1,786	(10)	681	677	(4)
Lakeland Shores	311	295	(16)	117	114	(3)
Lake St. Croix Beach *	1,053	1,056	3	460	464	4
Landfall *	663	719	56	257	285	28
Mahtomedi	7,676	7,845	169	2,827	2,939	112
Marine on St. Croix	689	676	(13)	302	295	(7)
May township	2,776	2,748	(28)	1,083	1,074	(9)
Newport	3,435	3,582	147	1,354	1,416	62
Oakdale *	27,401	28,172	771	10,956	11,218	262
Oak Park Heights *	4,445	4,706	261	1,911	2,178	267
Pine Springs	408	415	7	144	145	1
St. Marys Point *	366	373	7	147	149	2
St. Paul Park *	5,273	5,441	168	1,967	2,032	65
Scandia *	3,934	3,896	(38)	1,498	1,476	(22)
Stillwater *	18,227	19,754	1,527	7,076	7,585	509
Stillwater township *	2,364	1,965	(399)	855	721	(134)
West Lakeland township *	4,054	4,306	252	1,286	1,314	28
White Bear Lake (part)	403	387	(16)	198	202	4
Willernie	507	547	40	218	229	11
Woodbury	61,961	66,974	5,013	22,594	24,598	2,004
<b>Washington County Total</b>	<b>238,136</b>	<b>250,800</b>	<b>12,664</b>	<b>87,859</b>	<b>92,652</b>	<b>4,793</b>
<b>Region Total</b>	<b>2,849,567</b>	<b>3,004,693</b>	<b>155,126</b>	<b>1,117,749</b>	<b>1,176,604</b>	<b>58,855</b>

Source: Metropolitan Council preliminary estimates as of April 1, 2015.  
Communities may review and comment on these estimates by June 24, 2016.

\* Census 2010 counts for sixteen places in Washington Co. have been corrected by Census Bureau.

\*\* Statistics for Rogers include Hassan township (fully annexed in 2012).

WCSM  
New Allocation

WASHINGTON COUNTY  
MARKET AND NET TAX CAPACITY VALUES OF TAXABLE PROPERTY  
FINAL VALUES FOR TAXES IN 2016

MUNICIPALITY	NET TAX CAPACITY		MARKET VALUE		NET TAX CAPACITY		MARKET VALUE		NET TAX CAPACITY		MARKET VALUE		NET TAX CAPACITY		MARKET VALUE		NET TAX CAPACITY		MARKET VALUE		NET TAX CAPACITY		MARKET VALUE			
	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015	2016	2015		
2 Baytown	343,632,000	11,271,400	355,104,000	9,258,500	335,221,700	11,271,400	348,463,100	385,657,100	3,478,756	170,429	3,649,185	0	45	33,997	3,615,143	81,817	3,706,960									
4 Denmark	401,788,700	3,080,500	404,869,200	2,690,900	370,858,600	3,080,500	373,918,100	284,026,500	3,718,514	56,752	3,775,266	0	1,957	181,538	3,691,771	88,466	3,691,237									
8 May	643,822,500	5,015,300	648,837,800	5,987,900	597,493,900	5,015,300	602,509,200	518,287,800	6,168,970	91,633	6,260,523	0	0	137,359	6,123,154	139,060	6,281,214									
11 Chevy Chase Island	44,093,500	611,000	44,704,500	79,200	42,539,800	611,000	43,150,800	40,827,200	458,472	11,619	468,091	0	0	22,523	445,568	20,939	468,507									
14 Stillwater Twp	363,880,100	1,866,100	365,746,200	3,172,300	359,275,000	1,866,100	361,141,100	335,434,900	3,625,351	37,322	3,662,673	0	0	36,698	3,626,075	150,154	3,776,228									
17 West Lakeland	653,814,000	3,051,000	656,865,000	3,503,000	643,668,900	3,051,000	646,747,900	631,395,500	6,885,597	57,747	6,942,876	0	0	109,551	6,833,325	288,517	6,931,842									
100 Afton	252,642,500	1,832,300	254,474,800	4,738,400	241,282,800	1,832,300	243,114,800	252,327,800	2,820,769	36,337	2,857,398	148,665	0	73,206	2,835,325	639,360	3,274,985									
200 Bearport	134,769,500	469,800	135,239,300	139,500	130,969,800	469,800	131,439,600	132,347,600	1,358,255	9,398	1,367,651	0	0	1,365,651	0	1,365,651										
300 Birchwood	617,013,000	5,789,500	622,802,500	5,022,300	584,124,900	5,789,500	589,914,400	517,588,600	5,821,306	108,528	6,029,832	0	1,191	165,098	5,873,643	291,687	6,165,230									
400 Scandinavia	304,755,900	1,401,700	306,157,600	808,400	301,710,400	1,401,700	303,112,100	287,070,300	3,998,121	28,034	3,426,155	0	0	95,893	3,330,262	43,109	3,373,371									
500 Dellwood	1,871,883,100	13,728,600	1,885,611,700	23,285,900	1,765,045,900	13,728,600	1,778,773,000	1,810,974,700	18,937,789	282,234	20,200,023	56,432	1,105	1,804,146	18,336,340	2,347,828	20,684,186									
600 Forest Lake	1,517,750,500	14,784,700	1,532,535,200	13,544,900	1,401,947,000	14,784,700	1,416,731,700	1,423,877,800	15,098,991	293,209	15,379,900	81,927	1,914	1,001,845	14,294,114	1,539,254	15,530,368									
700 Hugo	1,254,442,700	13,398,400	1,267,841,100	20,418,200	1,211,094,800	13,398,400	1,224,463,000	1,175,846,100	13,388,725	286,218	13,652,943	0	111	873,483	12,779,338	881,865	13,441,204									
800 Lake Elmo	54,322,600	206,300	54,528,900	140,000	52,748,800	206,300	52,954,900	54,088,700	577,040	4,128	581,168	0	0	14,908	568,260	18,393	584,623									
1000 Lakeland Shores	1,015,396,700	5,348,200	1,020,744,900	6,294,800	989,548,600	5,348,200	994,897,800	1,013,280,900	10,603,908	106,403	10,710,309	0	25	372,075	10,338,208	721,438	11,059,645									
1100 Marine on St Croix	133,688,000	1,688,400	135,376,400	254,200	131,429,100	1,688,400	133,115,600	128,711,800	1,395,703	33,728	1,429,431	0	0	49,437	1,379,994	39,302	1,419,296									
1200 Newport	295,193,700	8,076,400	303,270,100	1,202,700	274,803,400	8,076,400	282,879,800	295,508,800	3,568,476	161,528	3,730,004	0	0	608,112	3,123,882	506,225	3,630,117									
1300 St Paul Park	350,013,900	4,186,300	354,200,100	797,800	311,567,900	4,186,300	315,754,200	348,403,100	3,608,351	81,726	3,690,077	0	0	288,127	3,991,950	1,008,868	4,400,818									
1400 Landfall	6,007,400	789,100	6,796,500	0	6,007,400	789,100	6,796,500	6,796,500	116,460	15,782	132,262	81,457	0	43,973	26,832	753,480	780,292									
1500 Stillwater City	2,080,482,600	13,493,000	2,093,975,600	19,280,700	1,982,003,200	13,493,000	1,995,496,200	2,074,198,800	22,491,740	269,600	22,759,600	1,251,995	0	2,066,206	19,441,599	2,033,074	21,474,673									
1600 Villenrie	37,623,300	274,500	37,897,700	69,200	33,977,900	274,500	33,952,400	37,829,500	378,100	5,480	383,580	0	0	34,758	348,832	93,273	442,105									
1700 Oak Park Heights	728,998,900	4,719,700	733,718,600	21,390,000	706,278,300	4,719,700	710,988,000	726,502,500	10,888,502	93,894	11,092,388	187,846	58	2,292,894	8,611,468	389,319	9,999,671									
1800 St Mary's Point	69,787,900	660,600	70,448,500	39,100	67,874,200	660,600	68,534,800	67,768,800	728,501	13,212	741,713	0	0	0	741,713	0	741,713									
2000 Lake St Croix Beach	223,176,300	1,473,800	224,650,100	1,108,200	213,452,700	1,473,800	214,926,500	220,446,400	2,302,650	29,478	2,332,128	20,593	0	91,792	2,219,741	170,645	2,390,386									
2100 Pine Springs	85,972,400	388,700	86,061,100	401,900	87,450,600	388,700	88,000,000	84,657,600	892,944	7,774	900,718	0	0	15,080	885,628	139,741	1,025,369									
2200 Cottage Grove	57,636,000	1,134,000	58,770,000	88,300	57,275,900	1,134,000	58,409,900	56,750,400	575,348	21,930	597,278	0	24	7,067	580,188	33,582	623,760									
2300 Cottages Grove	2,993,287,000	34,598,700	3,027,875,700	25,867,700	2,766,263,900	34,598,700	2,790,852,100	2,878,628,800	30,098,828	678,862	30,777,480	704,084	0	2,080,061	27,693,345	4,833,374	32,526,719									
2500 Woodbury	7,809,014,300	52,098,400	7,961,112,700	136,853,800	7,557,257,200	52,098,400	7,609,333,100	7,771,652,800	66,475,330	1,032,809	67,507,938	103,375	0	7,446,630	79,997,833	6,510,395	86,468,328									
2600 Oakdale	2,365,257,300	21,618,700	2,386,876,000	9,449,500	2,185,070,200	21,618,700	2,216,689,400	2,332,061,200	26,067,811	426,504	28,484,315	707,661	0	3,373,988	22,412,665	4,249,897	26,662,562									
2700 Grant City	778,006,300	7,689,200	785,695,500	3,470,600	747,378,300	7,689,200	755,067,500	716,492,600	7,764,577	161,224	7,925,801	0	1,780	174,441	7,759,660	252,910	7,992,180									
7500 Hastings	2,821,400	64,500	2,885,900	0	2,821,400	64,500	2,885,900	2,821,400	48,138	1,230	49,428	0	0	16,818	32,608	448	33,056									
8400 White Bear Lake	40,969,200	410,500	41,379,700	0	39,295,100	410,500	39,705,600	41,141,100	483,098	8,210	491,308	0	0	48,371	442,937	51,283	484,220									
County Total	28,285,188,900	241,984,700	28,527,184,300	302,352,700	28,804,982,100	241,984,700	27,046,654,900	27,170,498,500	301,501,827	4,704,953	306,206,580	3,328,235	8,210	23,808,389	278,063,746	28,371,353	307,493,089									

F

# AGENDA ITEM

5C

## Lakeland Update – May, 2016

1. With Lakeland City Council approving a motion to continue the working relationship last October, I confirmed that Lakeland can continue to use Hamline Student Teams again this Summer. I will be meeting with Hamline MPA students on June 25th to present additional projects for them to work on – 2 projects will be related to City Hall – Handicapped Accessibility Grants and Energy Reduction Grants. Hopefully, one or both will result in savings on the cost of the new City Hall. As you know, I am working with the Architect on the possible use of the Sales Tax Exemption for this project.
2. At some point, it would be good to talk to Mary Devine about doing a story on these presentations, so that we can showcase this positive work to our residents.
3. Now that the City Council has made a decision on the Architect for City Hall, I will work with the Clerk Administrator and Architect on list of possible contractors to send the plans and specs to...there are 3 in particular that I will forward to the Architect when the time comes.
4. In answer to a question that came up at a recent City Council Meeting, the Washington County HRA administrates the Community Development Block Grant Program (CDBG) in the county. It is a competitive process with about \$317,000 available for projects. Applications for 2015 are closed, and now approved by the County Commissioners on 2/16, but it would be good to meet with the HRA to take a look at possible projects for 2017. I will facilitate that for the City later this Summer.
5. As I mentioned previous Updates, there are sections that the City can complete by simply updating the current Comp Plan – Aviation, Transit System, and Metro Highway System are 3 examples that will require minimal revisions. I started drafting those sections this month for future Council review. I will meet with Sandie to discuss presentation to the Council at a future meeting this Summer.
6. To assist the City in completing the Comp Plan by the end of 2018, Metro Council has developed a Comp Plan training program called Planit. It is now up and running. The City's Metro Council Rep, Ryan Garcia is scheduled to come out and do a demonstration for Staff and Councilmembers before the July City Council Meeting. It's also a good

time to talk to him about the City's concerns with the population figures, too.

7. The Metro Council reminded Cities this month that they must submit their Comp Plan to the School District(s) 6 months b/f approval for their comments – the purpose is mainly to align school district plans and the Housing Element of the Comp Plan. Since Lakeland is expected to decline slightly in population in the next decade, I don't expect this requirement to be a significant hurdle for Lakeland's Comp Plan approval.
8. As part of the Comp Plan process, all local Water Supply Plans are now to be submitted to the DNR only and on a standard template provided by the DNR. The DNR will then contact Metro Council for their comments on consistency with regional plans. The DNR will then approve the local Water Supply Plan, which will fulfil the requirements of the Comp Plan. Lakeland must submit their Water Supply Plan on the template by 12/31/16. Assuming approval, the city simply makes this part of the Comp Plan. I'll be working with Matt on the inclusion into the Comp Plan.
9. The good news is that Metro Council did expand the criteria for Comprehensive Plan Grants to include Lakeland and other small cities. The Maximum Award is \$10,000, so I'll be assisting Sandie in applying for the grant, which is due in early September.
10. The 2016 Legislative Session began on March 8<sup>th</sup> and the end of the Session was on May 23<sup>rd</sup>. As I write this Update, there were, of course, many Bills that may affect Lakeland, but there were 4 major bills this Session – a bonding bill, a transportation funding package, a supplement to the State's Biennial Budget, and an Omnibus Tax Bill. Let's take a closer look on how each affects Lakeland.
11. First, the Tax Bill, b/c there has been a push to continue aid for City streets...this netted Lakeland valuable \$ last year for maintenance of City streets, but was only for 1 year...the same goes for including more funds for LGA. Both are key Legislative positions for Lakeland. As you may have seen, would've picked up an additional payment of LGA of \$5,836 for 2017 (there would've been 3 LGA payments this year – June, July, and September, which helps with cash flow). However, the Governor did not sign the Tax Bill, so the LGA increase will not happen unless there's a Special Session. Lakeland will get its original allocation of \$50,303 in 2017.

12. There was also a “reverse referendum” in the House Tax Bill that would institute a process to allow taxpayers to challenge ANY tax levy increase, but that was not in the final Tax Bill
13. In addition, a Bill that could’ve saved Lakeland \$12,000 to \$15,000 on the new City Hall was the construction material sales tax simplification, which would allow cities to file for a refund of sales taxes paid AFTER the project is completed. This was not in the final version of the legislation. I am in contact with the Architect to determine whether or not the exemption, as it is in current law, would be worth doing with the City Hall project.
14. There was not much in Transportation Bill that affects Lakeland directly. The Transportation Bill, as you know, did NOT pass by the deadline, so is part of the discussion of a Special session.
15. Now, to the Bonding proposals. Governor Dayton’s proposal was for \$1.4 Billion in January, while the Senate’s recently released Bonding Proposal is at about \$1.6 Billion. The House’s was about \$1.1 Billion. There was a significant gap between them that could not be ironed out before the end of the session, so NO Bonding Bill unless there’s a Special Session. There’s not much that directly affects Lakeland, but it does open the door to possible grant opportunities in a number of areas.
16. As for the Supplemental Budget, the Governor signed a Bill spending about \$182 Million of the \$900 Million surplus; but, again, not much that affects Lakeland directly.
17. The Omnibus Elections Bill was one Bill signed into law by the Governor. So there’ll be lots of changes for the upcoming elections...I will get more details at the LMC Conference in St. Paul in mid-June.
18. The foreclosure data provided by the Washington County HRA thru March, 2016 shows that the news continues to be good – down 23 over the first 3 months of 2016 over 2015...and, none in Lakeland. Also included was a 7-year summary of foreclosures for each Washington County cities, which shows that Lakeland had 66 foreclosures...in the last 7 years, about 1 in every 11 houses in Lakeland was foreclosed. The statistics show a measurable loss of tax base for Lakeland (not to mention the human side of the pain of losing your home).
19. The Washington County Board of Commissioners heard the Library’s Strategic Plan and adopted it on February 16<sup>th</sup>. In reviewing it, as it pertains to Lakeland, the Goals include cultivating partnerships, improving library facilities, and making libraries a “tech hub”. I think that the next step should be to invite the Library Board Chair to make a

**presentation to the Council on the Strategic Plan and how it might affect Lakeland. Let me know if you'd like me to set that up.**

- 20. Other news: the LMC is already thinking 2017 – you can sign up for one of their 4 Policy Committees – Improving Service Delivery, Improving Local Economies; Improving Fiscal Futures; and/or Human Resources/Data Practices - online on their website; Metro Cities is also beginning their Policy process for the 2017 Legislative session – you can serve on the Transportation/General Government, Municipal Revenues, Metro Agencies, and/or the Housing/Economic Development Committees by signing up on their website; State revenue collections were \$169 million (7.3%) ahead of forecast for April – overall, they're running about 1% over forecast.**
- 21. June, 2016 Work Plan – Focus on the 2020 Comp Plan Process, Assisting on the City Hall project, Organizing the “PlanIt” on the Comp Plan Presentation for the July CC Meeting, Setting Meeting on CDBG process; and Hamline Projects Coordination (starts on June 25<sup>th</sup>)...and any other projects!**



Permit #	Date Out	Name	Address	Res or Comm	Permit type	Other Description	Last Inspection
LL15-01	9/17/15	Chris Wallberg	768 Quinell Avenue N	Residential	Accessory	Re-Roof	
LL15-03	9/13/15	Jean Sortedahl	261 Quehl Court N	Residential	Accessory	Re-Roof	
LL15-05	9/17/15	James Ellis	567 Quinlan Avenue N	Residential	Plumbing	Plumbing	5/9/16
LL15-09	9/30/15	Al McDonough	100 Quality Avenue S	Residential	Accessory	Floating Slab	
LL15-14	10/29/15	Steve Zigan	301 Quentin Avenue N	Residential	Accessory	Re-Window	
LL15-16	10/21/15	Adam Peterson	397 Quinell Avenue N	Residential	Accessory	Re-Roof	
LL15-18	10/21/15	Adam Peterson	397 Quinell Avenue N	Residential	Accessory	Re-Window	
LL15-19	10/26/15	Janet Conroy/Champton Plumbing	1611 3rd Street N	Residential	Plumbing	Plumbing	
LL15-21	11/4/15	Brian Beedle	268 Quinmoore Avenue	Residential	Accessory	Re-Roof	
LL15-22	11/12/15	Jon Morris/Fireside Hearth & Home	901 Quentin Avenue S	Residential	Mechanical	Mechanical	11/17/15
LL15-26	12/17/15	John Dewall/One Hour	16028 5th Street S	Residential	Mechanical	Mechanical	
LL16-01	1/7/16	Lahcen Oubaha/Airic's Heating	16605 11th Avenue N	Residential	Mechanical	Mechanical	2/16/16
LL16-03	1/8/16	Corey Snider	16655 7th Street N	Residential	Plumbing	Plumbing	1/26/16
LL16-06	3/4/16	William Abrahamson/EOL Brown Plumb	16644 7th Street N	Residential	Plumbing	Plumbing	
LL16-15	4/25/16	Mark Statz	16610 11th Street N	Residential	Accessory	Re-Roof	
LL16-19	4/27/16	Zane Tuenge/Pella Northland	16170 3rd Street N	Residential	Accessory	Re-Window	
LL16-23	5/4/16	JTS Heating & Air	499 Quinlan Avenue S	Residential	Mechanical	Mechanical	
LL16-25	5/10/16	Thomas & Julie Schultz/Budget Exterior	81 Quant Court S	Residential	Accessory	Re-Window	
LL16-26	5/24/16	John Orner/Image Builders	499 Quinlan Avenue S	Residential	Plumbing	Plumbing	6/1/16
LL16-27	5/24/16	Scott Lueders	16438 5th Street Court Nor	Residential	Accessory	Re-Roof	
LL16-28	6/2/16	Helen Cool/Owens Companies	16233 5th Street S	Residential	Mechanical	Mechanical	
LL16-29	6/2/16	Steve Lauber/Renewal By Anderson	620 Quality Avenue N	Residential	Accessory	Re-Window	

Permit #	Out Date	Name	Address	Res or Comm	Permit type	Other Description	Last Inspection
131504	10/7/2013	Randy Simmons	1775 Queens Ave S	Residential	building	garage	
141580	7/24/2014	Lindsey Pittman/Centraire	16161 6th St N	Residential	Mechanical	Mechanical	
141589	8/19/2014	Dan Nustvoid/Rolling Plains Bldrs	1121 Quentin Ave S	Residential	building	screen porch	10/14/14
151685	5/14/2015	William Abrah/Renewal By Anderson	16644 7th St N	Residential	accessory	windows	
151687	5/27/2015	Don Morne/Windows of America	98 Quality Ave N	Residential	accessory	windows	3/11/16
151694	6/8/2015	Roger Christenson/K Designers	690 Quixote Ave N	Residential	accessory	windows	
151696	6/16/2015	Bill Curtis/Titan Exterior	16539 10th St Ct S	Residential	accessory	reeroof	
151698	6/18/2015	Vicki Belisle	312 Quinmore Ave N	Residential	building	addition	7/1/15
151705	7/1/2015	Melissa Magler	303 Quentin Ave N	Residential	accessory	fence	
151709	7/9/2015	Jake Lopac/Renewal By Adnerson	412 Quinmore Ave N	Residential	accessory	windows	
151710	7/9/2015	Donald Brunckhorst/Renwal by Anderson	16643 4th St N	Residential	accessory	windows	
151711	7/9/2015	Jerri Schneider/Bear Roofing	16585 11th St Ct N	Residential	accessory	reeroof	
151715	7/30/2015	Afton/Lakeland School/Septic Solutions	475 St Croix Ave S	commercial	plumbing	plumbing	
151719	7/30/2015	Brian Talcott/TRS Builders	384 Queenan Ave S	Residential	accessory	reeroof	
151722	8/3/2015	Joshua Clark	16131 3rd St N	Residential	building	remodel	11/25/15
151726	8/6/2015	Bob Andersen/Performance Pools	303 Quentin Ave N	Residential	building	pool	5/27/15
151729	8/10/2015	David Jacobsen/Hillside Lifts	16684 7th St S	Residential	building	tram	
151730	8/10/2015	Steve Zigan	301 Quentin Ave N	Residential	accessory	reeroof	
151733	8/27/2015	Melissa Magler/Antonsen Construction	303 Quentin Ave N	Residential	building	garage	
151735	9/3/2015	Andy Tappan	16063 3rd St N	Residential	Accessory	Re-Roof	
15-02	10/21/2015	Keith Knefelkamp	180 Quality Ave S	Residential	building	remodel	
16-01	3/18/2016	Valley Baptist Church	860 St Croix Trail S	commercial	building	remodel	
16-02	3/18/2016	Valley Baptist Church/St Croix Plg	860 St Croix Trail S	commercial	plumbing	plumbing	4/26/16
16-03	3/29/2016	John Orner/Image Builders	499 Quinlan Ave S	Residential	Building	remodel	
16-04	4/12/2016	Frank Wilson/Carter Custom Constr	16376 7th Street Ln S	Residential	Building	Deck	5/24/16
16-05	4/22/2016	Peter T Kemp	677 Quinlan Ave S	Residential	Building	Deck	
16-07	5/3/2016	Mike/Lori Carlson	97 Quality Ave N	Residential	Building	Garage - Detached	5/17/16
16-08	5/17/2016	Lindsay Pittman/Window World	16161 6th St N	Residential	Building	Egress Window	
16-09	5/26/2016	Mark Bluhm/Enerjac Construction	780 Quixote Ave N	Residential	Building	Garage - Detached	5/24/16
16-10	5/31/2016	Gerald Tveit	176 Quant Ave N	Residential	Building	Deck	

# AGENDA ITEM 8A



TO: Mayor and City Council

FROM: Sandie Thone, City Administrator/Clerk

RE: Ordinance 7555 Amending Chapters 150, 155 and 159 Pertaining to Building Code Regulations

DATE: June 21, 2016

---

## BACKGROUND

In September of 2015 the city approved a contract with a new building official and building inspections company: MNSPECT. After updating the fee schedule to reflect new processes and fees for building permits, some discrepancies relating to the building code in the city's zoning code were noted.

## DISCUSSION

In early 2016 the city's new building official performed an assessment of the current city code as it relates to the current state building code and recommended the following changes to better align with the state building code. Ordinance 7555 includes amendments to three chapters of the Lakeland City Code and includes chapters 150, 155 and 159. This Ordinance shall be in full force and effect from and after its adoption and publication according to law. A copy of the new ordinance is on file at city offices and will be codified as well. As with all zoning ordinances – a public hearing is required for amendments to the city's zoning code. The city building official will be available at the meeting and during the public hearing for questions or comments regarding the proposed amendments.

## RECOMMENDATION

Staff is respectfully requesting the City Council approve Ordinance 7555 Amending Lakeland City Code Chapters 150, 155 and 159 Pertaining to Building Code Regulations. Motion, Second and Majority vote required.

Staff is respectfully requesting the City Council approve the Summary Publication Regarding Ordinance 7555 Amending Lakeland City Code Chapters 150, 155 and 159 Pertaining to Building Code Regulations. Motion, Second and Majority vote required.

CITY OF LAKELAND  
WASHINGTON COUNTY, MINNESOTA

ORDINANCE 7555  
AMENDING LAKELAND CITY CODE  
CHAPTERS 150, 155, 159 PERTAINING TO BUILDING CODE REGULATIONS.

THE CITY COUNCIL FOR THE CITY OF LAKELAND DOES ORDAIN:

**SECTION 1: AMENDMENT.** CHAPTER 150 OF THE CODE OF ORDINANCES IS HEREBY AMENDED AS FOLLOWS:

**Section 150.01 STATE BUILDING CODE.**

~~(E) *Building Code optional chapters.* The Minnesota State Building Code, established pursuant to M.S. §§ 326B.101 through 326B.194, as they may be amended from time to time, allows the city to adopt by reference and enforce certain optional chapters of the most current edition of the Minnesota State Building Code. The following optional provisions identified in the most current edition of the State Building Code are hereby adopted and incorporated as part of the Building Code for the city:~~

- ~~(1) 1306, Special Fire Protection Systems, Option Subpart 2 and 1306.0030(e), Option 1; and~~
- ~~(2) 1335.0600 to 1335.1200, Flood-Proofing Regulations; and~~
- ~~(3) International Building Code (IBC), Appendix J (see Chapter 1300).~~

**Section 150.30 ALTERNATIVE MATERIALS AND METHODS; BOARD OF APPEALS.**

~~In order to determine the suitability of alternate materials and methods of construction and to provide for reasonable interpretation of the provisions of the code, there shall be and is hereby created a Board of Appeals, consisting of 5 members who are qualified by experience and training to pass upon matters pertaining to building construction. The Building Official shall be an ex officio member and shall act as Secretary of the Board. The Board of Appeals shall be appointed by the Mayor and shall hold office at his or her pleasure. The Board may adopt reasonable rules and regulations for conducting its investigation and shall render all decisions and findings in writing to the Building Official with a duplicate copy to the appellant and may recommend to the City Council any new legislation as is consistent therewith; all decisions on findings by the Board shall be reported to the State Building Inspector within 15 days of the decision and finding.~~

**Any appeal of a determination or interpretation of the building official shall be heard by the State Board of Appeals.**

**SECTION 2: AMENDMENT.** CHAPTER 155 OF THE CODE OF ORDINANCES IS HEREBY AMENDED AS FOLLOWS:

**Section 155.042 SEWAGE DISPOSAL.**

(B) No person, firm, or corporation shall install, alter, repair, or extend any individual sewer disposal system without first obtaining a permit therefor from the ~~Zoning Administrator~~ **Authority Having Jurisdiction** for the specific installation, alteration, repair, or extension.

**SECTION 3: AMENDMENT.** CHAPTER 159 OF THE CODE OF ORDINANCES IS HEREBY AMENDED AS FOLLOWS:

**Section 159.021 DUTIES OF THE ZONING ADMINISTRATOR.**

Action	When Applicable	Property Owner Should Apply To	Application Will be Approved or Denied By	Appeal Would Be Considered By	Public Hearing Required	Reference
Amendment of Zoning Ordinance	Petition by property owner or initiative of Planning Commission or City Council	City Zoning Administrator*	Review and recommendation by Planning Commission, final approval by City Council	Board of Adjustment and Appeals and Court	Yes	§ <a href="#">159.026</a>
Building permits	Building and construction	Local Building Official	Local Building Official	Board of Adjustment and Appeals and Court <b>State Board of Appeals</b>	No	State Building Code
Certificate of occupancy	Certifies building or structure meets current codes and can now be occupied	Issued upon approved completion of structure	Local Building Official	Board of Adjustment and Appeals and Court <b>State Board of Appeals</b>	No	§ <a href="#">159.028</a>

**Section 159.027 PERMITS.**

~~(7) The work for which a building permit is issued shall commence within 60 days after the date thereof unless an application for an extension of 90 days has been submitted,~~

~~to the Building Official and approved by that Official. The~~ All exterior work shall be completed within ~~1-year~~ 180 days of the date of permit issuance.

#### **Section 159.028 CERTIFICATE OF OCCUPANCY.**

(B) Application for a certificate of occupancy for a new building or for an existing building which has been so altered may be filed with the Building Official any time after the application for a building permit for the building. The certificate of occupancy shall be issued within 10 days after the construction or alteration of the building or part thereof has been completed in conformity with the provisions of this chapter and the Building Code. Pending the issuance of the certificate, a temporary certificate of occupancy may be issued, subject to the provisions of the Building Code ~~for a period not to exceed 12 months during the completion of the erection or the alteration of such a building.~~ The temporary certificate shall not be construed as in any way altering the respective rights, duties, or obligations of the owners or of the city relating to the use or occupancy of the premises or any other matter except under such restrictions and provisions as will adequately ensure the safety of the occupants. The use of any structure for which a building permit is required shall be considered a violation of this chapter unless a certificate of occupancy has been issued.

#### **Section 159.083 ACCESSORY BUILDINGS AND STRUCTURES.**

(1) *Storage or tool sheds.* A 1-story accessory building of less than ~~460~~ 200 square feet gross area with a maximum roof height of 12 feet.

#### **Section 159.086 FENCES.**

(C) *Location of fencing.* Any fence built on a property line requires written agreement by the adjoining property owners affected. Any fence built near but not on the property line will require that the owner leave a reasonable space (3 feet or more) between the fence and the property line to allow for the maintenance of the fence and the cutting of weeds on the adjoining property owner's side of the fence. ~~All fences shall require a building permit.~~

#### **Section 159.101 TOWNHOUSE DEVELOPMENTS.**

(B) Townhouse developments, the placing of common wall residential dwelling units in compact groupings, may be permitted in any residential or multiple-family district following issuance of a conditional use permit. In recommending the granting of a conditional use permit for structures containing ~~3~~ 2 or more dwelling units, but only 1 use, the Planning Commission shall find that the proposed development plan is in substantial compliance with the approved townhouse and multiple-family standards of this chapter and the city housing policies on file with the Zoning Administrator.

All requests for conditional use permits for townhouse developments shall be accompanied by a series of site plans and data showing:

**Section 4. 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 21st day of June 2016.

---

Amy Williams, Mayor

---

Sandie Thone, City Administrator/Clerk

**CITY OF LAKELAND  
WASHINGTON COUNTY, MINNESOTA  
(Official Publication)**

**ORDINANCE 7555  
AMENDING LAKELAND CITY CODE  
CHAPTERS 150, 155, 159 PERTAINING TO BUILDING CODE REGULATIONS.**

**THE CITY COUNCIL FOR THE CITY OF LAKELAND DOES ORDAIN:**

**SECTION 1: AMENDMENT.** CHAPTER 150 OF THE CODE OF ORDINANCES IS HEREBY AMENDED SPECIFICALLY SECTION 150.01 STATE BUILDING CODE, SECTION 150.30 ALTERNATIVE MATERIALS AND METHODS; BOARD OF APPEALS.

**SECTION 2: AMENDMENT.** CHAPTER 155 OF THE CODE OF ORDINANCES IS HEREBY AMENDED SPECIFICALLY SECTION 155.042 SEWAGE DISPOSAL.

**SECTION 3: AMENDMENT.** CHAPTER 159 OF THE CODE OF ORDINANCES IS HEREBY AMENDED SPECIFICALLY SECTION 159.021 DUTIES OF THE ZONING ADMINISTRATOR, SECTION 159.027 PERMITS, SECTION 159.028 CERTIFICATE OF OCCUPANCY, SECTION 159.083 ACCESORY BUILDINGS AND STRUCTURES, SECTION 159.086 FENCES, AND SECTION 159.101 TOWNHOUSE DEVELOPMENTS.

**SECTION 4. 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 21st day of June 2016. This is a summary publication. A complete copy of Ordinance 7555 is available on our website or at city offices.

s/s Amy Williams, Mayor

Attest: Sandie Thone, City Administrator

# AGENDA ITEM 8B



TO: Matt Kline | Director of Public Works  
City of Lakeland

FROM: John D. Parotti, PE |City Engineer

DATE: June 14, 2016

RE: 2013 Street Improvements - Application for Payment (AFP) No. 2 (Final)  
SEH No. LAKEL 122418

Attached with this memo you will find a copy of the final Application For Payment (AFP No. 2) from the City's contractor, Hardrives, Inc., for work completed on the above project through December 31, 2013. As of that date, all work was completed in accordance with the contract documents.

This payment request was delayed to allow the Contractor time to produce documentation in support of some of the drainage improvements constructed by one of its subcontractors. All the required documentation has now been submitted.

We have reviewed this application and find it to be consistent with our records of work completed through this date. As a result, we recommend payment in the amount of \$28,800.00 as requested. This payment will result in a total amount paid to the contractor of \$241,949.54. **The project was completed \$12,603.81 or 5% below the approved project budget.**

Below is a summary of approved construction funding and costs:

#### **Construction Funding Summary**

Item	Total
Original Contract	\$254,553.35
Change Orders (none)	\$0.00
Total Construction Funding Approved by Council	\$254,553.35

#### **Contractor Payment History**

Application for Payment	Total
1 - October 8, 2013 - Approved	\$213,149.54
2 - June 3, 2016 - Pending Approval	\$28,800.00
Total Contractor Payments to Date	\$241,949.54

Please include this memo and attached AFP No. 2 in the Council packets for City Council consideration at the next City Council meeting. Additional documentation is also attached for the City files as required for close-out.

Attachments



**Application for Payment**  
 (Unit Price Contract)  
 No. 2 (Final)\_\_\_

Eng. Project No.: LAKEL 122418

Location: Lakeland, Minnesota

Contractor <u>Hardrives Inc.</u>	Contract Date <u>May 16, 2013</u>
<u>14475 Quiram Drive</u>	
<u>Rogers, MN 55374</u>	Contract Amount \$ <u>254,553.35</u>

Contract for <u>2013 Street Improvements</u>	For Period Ending <u>12/31/13</u>
Application Date <u>6/3/16</u>	

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
1	2021.501 Mobilization	LS	1	1	\$14,500.00	\$14,500.00
2	2101.502 Clearing	Tree	2	2	265.00	\$530.00
3	2101.507 Grubbing	Tree	2	2	210.00	\$420.00
4	2104.501 Remove Metal Culvert	LF	349	349	7.50	\$2,617.50
5	2104.505 Remove Bituminous Pavement	SY	635	635	4.25	\$2,698.75
6	2104.505 Remove Concrete Pavement	SY	50	34.1	6.50	\$221.65
7	2104.509 Remove Catch Basin Manhole	EA	1	9	428.15	\$3,853.35
8	2104.511 Sawing Concrete Pavement (Full Depth)	LF	32	32	6.20	\$198.40
9	2104.513 Sawing Bituminous Pavement (Full Depth)	LF	1239	636	1.45	\$922.20
10	2104.523 Salvage Casting	EA	1	1	53.50	\$53.50
11	2104.523 Salvage and Install Mail Box	EA	15	0	65.00	
12	2105.501 Common Excavation (EV)	CY	1500	1116	8.00	\$8,928.00
13	2105.507 Subgrade Excavation (EV)	CY	110	0	9.00	
14	2105.522 Select Granular Borrow (CV)	CY	1510	923	8.00	\$7,384.00
15	2105.607 Salvage Pulverized Bit. and Agg. Base (CV)	CY	301	301	0.01	\$3.01
16	2105.609 Replacement Backfill	Ton	610	0	0.01	
17	2331.604 Bituminous Pavement Reclamation (P)	SY	6782	6782	2.75	\$18,650.50
18	2105.526 Select Topsoil Borrow (CV)	CY	488	468	20.85	\$9,757.80
19	2105.603 Ditch Cutting - Type A	LF	400	414	5.20	\$2,152.80
20	2105.603 Ditch Cutting - Type B	LF	355	358	6.65	\$2,380.70
21	2111.501 Test Rolling	RS	32.5	0	8.00	
22	2112.501 Subgrade Preparation	RS	8.7	8.7	0.01	\$0.09
23	2123.501 Common Laborers	Hour	15	0	65.00	
24	2123.610 Skid Steer Loader	Hour	15	0	90.00	
25	2211.501 Aggregate Base, Class 5	Ton	240	0	8.00	
26	2221.501 Aggregate Shouldering Class 2	Ton	163	119.62	23.55	\$2,817.05
27	2360.501 Type SP 12.5 Wearing Course Mix (2,B)	Ton	1262	1364.77	62.00	\$84,615.74
28	2360.503 Type SP 9.5 Wear CRS Mix (2,B) 2.5-Inch Thick (Driveway)	SY	870	905.5	17.50	\$15,846.25
29	2357.502 Bituminous Material For Tack Coat	Gal	338	338	2.20	\$743.60
30	2501.511 15-Inch CS Pipe Culvert	LF	220	220	28.90	\$6,358.00

Item No.	Item	Unit	Est. Quantity	Quantity to Date	Unit Price	Total Price
31	2501.511 18-Inch CS Pipe Culvert	LF	46	46	34.25	\$1,575.50
32	2501.511 24-Inch CS Pipe Culvert	LF	125	128	45.00	\$5,760.00
33	2501.515 15-Inch CS Pipe Apron	EA	16	16	127.50	\$2,040.00
34	2501.515 18-Inch CS Pipe Apron	EA	2	2	175.50	\$351.00
35	2501.515 24-Inch CS Pipe Apron	EA	10	10	275.00	\$2,750.00
36	2501.515 18-Inch RC Pipe Apron W/Trash Guard	EA	1	1	1,190.00	\$1,190.00
37	2501.515 24-Inch RC Pipe Apron W/Trash Guard	EA	1	1	1,840.00	\$1,840.00
38	2501.603 Clean Pipe Culvert	EA	6	5	80.25	\$401.25
39	2503.541 18-Inch RC Pipe Storm Sewer DES 3006 CI IV	LF	13	13	34.25	\$445.25
40	2503.541 24-Inch RC Pipe Storm Sewer DES 3006 CI IV	LF	460	455	48.15	\$21,908.25
41	2503.602 Connect To Existing Storm Sewer Pipe	EA	2	2	508.50	\$1,017.00
42	2504.602 Adjust Valve Box - Water	EA	6	5	240.85	\$1,204.25
43	2506.516 Casting Assembly	EA	1	1	820.00	\$820.00
44	2506.521 Install Salvaged Casting	EA	1	1	215.00	\$215.00
45	2506.603 Storm Manhole, Type C	LF	8.5	9	375.00	\$3,375.00
46	2531.507 6-Inch Concrete Driveway Pavement	SY	120	34	35.00	\$1,190.00
47	2563.601 Traffic Control	LS	1	1	1,445.00	\$1,445.00
48	2573.540 Filter Log Type Straw Bioroll	LF	80	0	3.60	
49	2575.505 Sodding Type Lawn	SY	60	0	16.00	
50	2575.604 Hydroseeding	SY	4285	4164	1.85	\$7,703.40
51	2575.604 Erosion Control Blankets Category 2	SY	53	0	5.30	
52	2575.604 Restore Landscaping In Kind	SY	44	43.5	24.50	\$1,065.75
53	2575.535 Water	MGAL	18	0	80.00	
<b>Total Contract Amount</b>						<b>\$241,949.54</b>

**Application for Payment (continued)**

Total Contract Amount	\$ <u>254,553.35</u>	Total Amount Earned	\$ <u>241,949.54</u>
Contract Change Order No. _____		Material Suitably Stored on Site, Not Incorporated into Work	_____
Contract Change Order No. _____		Percent Complete	_____
Contract Change Order No. _____		Percent Complete	_____
Less Previous Applications:		Percent Complete	_____
AFP No. 1: <u>213,149.54</u>	AFP No. 6: _____	GROSS AMOUNT DUE	\$ <u>241,949.54</u>
AFP No. 2: _____	AFP No. 7: _____	LESS <u>0</u> % RETAINAGE	\$ _____
AFP No. 3: _____	AFP No. 8: _____	AMOUNT DUE TO DATE	\$ <u>241,949.54</u>
AFP No. 4: _____	AFP No. 9: _____	LESS PREVIOUS APPLICATIONS	\$ <u>213,149.54</u>
AFP No. 5: _____		AMOUNT DUE THIS APPLICATION	\$ <u>28,800.00</u>

**CONTRACTOR'S AFFIDAVIT**

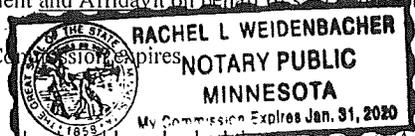
The undersigned Contractor hereby swears under penalty of perjury that (1) all previous progress payments received from the Owner on account of work performed under the Contract referred to above have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications for Payment under said contract, 2013 Street Improvements, Lakeland, Minnesota, and (2) all material and equipment incorporated in said Project or otherwise listed in or covered by this Application for Payment and free and clear of all liens, claims, security interests and encumbrances.

Date June 10, 2016 \_\_\_\_\_ Hardrives Inc.  
(Contractor)

COUNTY OF Hennepin )  
STATE OF M.N. ) SS By Timothy D. Cremen (Name and Title) OPERATIONS V.P.

Before me on this 10<sup>th</sup> day of June, 2016, personally appeared \_\_\_\_\_  
Timothy D. Cremen known to be, who being duly sworn did depose and say that he is the Operations V.P. (office) of the Contractor above mentioned that he executed the above Application for Payment and Affidavit on behalf of said Contractor; and that all of the statements contained therein are true, correct and complete.

My Commission Expires \_\_\_\_\_  
My Commission Expires Jan. 31, 2020  
\_\_\_\_\_ (Notary Public)



The undersigned has checked the Contractor's Application for Payment shown above. A part of this Application is the Contractor's Affidavit stating that all previous payments to him under this contract have been applied by him to discharge in full all of his obligations in connecting with the work by all prior Applications for Payment.

In accordance with the Contract, the undersigned recommends approval of payment to the Contractor for the Amount due.

\_\_\_\_\_ By John D. Parotti, PE  
Date June 14, 2016  
City of Lakeland

\_\_\_\_\_ By \_\_\_\_\_  
Date \_\_\_\_\_

# AGENDA ITEM

## 8C



TO: Mayor and City Council

FROM: Sandie Thone, City Administrator/Clerk

RE: Resolution 2016-12 Designating No Parking Regulations on 7<sup>th</sup> Street North east of Quinnell Avenue North

DATE: June 21, 2016

---

### Background

The City of Lakeland has received numerous complaints spanning over many years regarding parking, congestion and safety concerns on 7<sup>th</sup> Street North east of Quinnell Avenue North. Specific safety concerns include but are not limited to blocking residential driveway not allowing property owner's to exit their property, limited to no access for emergency vehicles to access street or river on 7<sup>th</sup> Street North and unsafe levels of traffic/pedestrian congestion. The north side of the street allows parking while the south side is currently no parking.

### Discussion

City Code Chapter 71, Section 02 allows the City Council by resolution to designate streets, blocks or alleys, or portions thereof, as no parking zones. Safety concerns on 7<sup>th</sup> Street North prompted staff and law enforcement to come up with a reasonable solution to the problem as it exists today. The attached resolution allows for no parking regulations on the areas set forth in the resolution, thereby prohibiting parking in the designated areas effective Friday through Sunday every week. Pursuant to Chapter 10, Sections 20 and 99, the Sheriff's Department and the City have the authority to enforce and provide penalty for non-compliance of the no-parking regulations.

### Recommendation

Staff is requesting the City Council consider approval of Resolution 2016-12 Designating No Parking regulations on the north side of 7<sup>th</sup> Street North east of Quinnell Avenue North effective Friday through Sunday every week. Motion, Second and Majority vote required.

**CITY OF LAKELAND  
WASHINGTON COUNTY, MINNESOTA**

**RESOLUTION 2016-12**

**RESOLUTION DESIGNATING NO PARKING REGULATIONS  
ON 7<sup>th</sup> STREET NORTH EAST OF QUINNELL AVENUE NORTH**

WHEREAS, Pursuant to City Code Chapter 71 Section 02J the City Council may by resolution designate streets, blocks or alleys, or portions thereof, as no parking zones; and

WHEREAS, The City has received numerous safety complaints regarding vehicles and vehicles with boat trailers parked on 7<sup>th</sup> Street North east of Quinnell Avenue North blocking driveway access and impeding the ability for emergency vehicles to gain access to the road if an emergency situation should arise; and

WHEREAS, Parking and stopping of vehicles is hereby prohibited on 7<sup>th</sup> Street North east of Quinnell Avenue North effective Friday through Sunday of every week; and

WHEREAS, All designated no parking zones shall be appropriately marked at the direction of the city; and

WHEREAS, The Sheriff's Department and the City have the authority to enforce the provisions of code regarding no parking regulations set forth in the Lakeland City Code Chapter 10 Section 20: ENFORCEMENT and Section 99: GENERAL PENALTY.

NOW THEREFORE, BE IT RESOLVED, that the City of Lakeland City Council hereby establishes the following no parking regulations:

Prohibit parking or stopping of vehicles and/or boat trailers in the designated area defined as the north side of 7th Street North east of Quinnell Avenue North effective Friday through Sunday of every week.

BY ORDER OF THE LAKELAND CITY COUNCIL

ADOPTED AND EFFECTIVE THIS TWENTY FIRST DAY OF JUNE 2016.

---

Amy Williams, Mayor

---

Sandie Thone, City Administrator/Clerk

