



Election Canvas Board Meeting 5:00 p.m.
City Council Meeting 6:00 p.m.
Tuesday, November 15, 2016
Lakeland 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. APPROVAL OF OCTOBER 18, 2016 CITY COUNCIL MEETING MINUTES
 - B. APPROVAL OF 2017 TOBACCO LICENSES
 - C. APPROVAL OF PUBLIC WORKS OPERATOR HIRE: JOSHUA CONROY
 - D. ACCEPTANCE OF PLANNING ASSISTANCE GRANT
 - E. APPROVAL OF PAY APPLICATION 1: CITY HALL PROJECT
 - F. APPROVAL OF HOLIDAY PARTY EXPENDITURE
 - G. APPROVAL OF MONTHLY LIST OF CLAIMS
 - H. ACKNOWLEDGMENT OF CITY TREASURER'S REPORT
5. AGENCY REPORTS
 - A. LAW ENFORCEMENT REPORT
 - B. FIRE DEPARTMENT REPORT
 - C. GOVERNMENT AFFAIRS REPORT
 - D. ANIMAL CONTROL REPORT
 - E. BUILDING PERMIT REPORT
6. OPEN FORUM (PUBLIC COMMENTS, PRESENTATIONS, PETITIONS)
 - A. LOWER ST. CROIX VALLEY COMMUNITY FOUNDATION; BIKE TRAIL – LOUIS JAMBOIS
 - B. SUBSURFACE SEWAGE TREATMENT ORDINANCE – JEFF TRAVIS – WASHINGTON COUNTY
 - C. PUBLIC COMMENTS REGARDING RESIDENTIAL PARKING
7. PUBLIC HEARINGS
 - A. WATER UTILITY UNPAID ASSESSMENTS
 - B. LIQUOR LICENSE RENEWALS
8. CITY BUSINESS
 - A. APPROVE WATER UTILITY UNPAID ASSESSMENTS TO COUNTY TAX ROLLS
 - B. APPROVE 2017 LIQUOR LICENSE RENEWALS
 - C. PLANS TO SAVE OLD CITY HALL
 - D. NEW CITY HALL CONSTRUCTION
9. CITY STAFF REPORTS
10. MAYOR AND CITY COUNCIL REPORTS
11. ADJOURN



Election Canvas Board Meeting 5:00 p.m.
Tuesday, November 15, 2016
Lakeland City Hall

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. RESOLUTION 2016-22: Certification of Election for November 8, 2016 General Election
Municipal Offices
4. ADJOURN

CITY COUNCIL MEETING MINUTES / OCTOBER 18, 2016

OFFICIAL RECORDED MINUTES OF LAKELAND CITY COUNCIL MEETING
TUESDAY, OCTOBER 18, 2016

NEW CITY HALL GROUND BREAKING CEREMONY

5:00 p.m. to 5:30 p.m.

The ceremony was performed at 1190 Saint Croix Trail South. Mayor Williams gave a brief speech thanking present members of city council, city staff and local residents for their support and hard work into making the New City Hall possible. Those in attendance included members of the City Council (Mayor Amy Williams, Council Members; Evan Loenser and Jeri Ryan), City Staff (Public Works Director Matt Klein and City Administrator/Clerk Sandie Thone), Contractors of Parkos Construction (Jack and Michelle Parkos) and many local residents.

WORKSHOP: Right-of-Way

5:40 p.m. to 6:03 p.m.

REGULAR CITY COUNCIL MEETING

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

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

1. CALL TO ORDER by Mayor Williams at 6:06 p.m.
2. PLEDGE OF ALLEGIENCE was recited.
3. ADOPT AGENDA:

- A. City Lawn Tractor Purchase/Lawn Maintenance Contract Services
- B. Off-Street Parking
- C. Lakeland Housing Plan

Motion: Council Member Ryan / Second: Council Member Loenser to adopt Agenda Items (A-C). All Ayes (5-0). Motion carried. Time Stamp 02:30

4. CONSENT AGENDA:

- A. Approval of September 20, 2016 City Council Meeting Minutes
- B. Monthly List of Claims
- C. City Treasurer's Report

Motion: Council Member Loenser / Second Council Member Ryan to adopt Consent Agenda (A-C). No discussion. All Ayes (5-0). Motion carried. Time Stamp 02:51

5. AGENCY REPORTS

- A. Law Enforcement Report

Mayor Williams reported 87 ICRs for September, despite reduced watercrafts out. Also, is waiting to hear more regarding a considerable accident which took place off the exit ramp of I-94 onto Saint Croix Trail South. She noted continued awareness of safety concerns regarding this intersection. Comments shared by Council Member Glasgow on another accident that took place.

LAKELAND CITY COUNCIL MEETING MINUTES 2016

B. Fire Department Report

Mayor Williams referred to Council Member Glasgow for the Fire Department Report, nothing to report.

C. Government Affairs Report

Mayor Williams referred to report in packets from Mark Nagel. Discussion ensued (Mayor Williams, Council Member Jeri Ryan) regarding a renewed interest in senior housing by developers.

D. Animal Control Report

One lost cat, one lost dog and one found cat. A warning letter was sent regarding barking dogs.

E. Building Permit Report

No questions or comments on report in packet.

Time Stamp 07:00

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

No comments.

Time Stamp 07:20

7. CITY BUSINESS

City Lawn Tractor Purchase/Lawn Maintenance Contract Services

Public Works Director Matt Kline discussed the need for a new lawn mower due to the current one essentially being totaled. Quotes for two different lawn mowers were provided, as well as the option of contracting the service out. Public Works Director Matt Kline recommended deferring a decision on the lawn mower issue to allow for a more complete analysis. Council decided to table item until further discussion in January 2017.

Time Stamp 11:05

Off-Street Parking

City Administrator/Clerk Sandie Thone discussed the city's off-street parking ordinance specifically regarding recreational vehicles in comparison to similar sized metro cities. Mayor Williams opened the discussion as to why parking a boat in a driveway would be prohibited and posed whether or not the current ordinance is reflective of how the community wants to live. Discussion ensued (Mayor Amy Williams, Council Members Richard Glasgow, Joe Paiement and Evan Loenser, City Administrator/Clerk Sandie Thone). Council decided to hold the November city council workshop inviting residents to an open discussion surrounding off-street parking and storage of recreational vehicles.

Time Stamp 35:50

Lakeland Housing Plan

Mayor Williams provided an overview of the Lakeland Housing Plan as published by the Metropolitan Council, as part of the city's Comprehensive Plan.

Time Stamp 37:25

8. CITY STAFF REPORTS

Public Works Director Matt Kline

Water Utility will be assessing the city's water bills this year. Any accounts two periods past due will be assessed due taxes, receive a letter and a hearing will be held at the November city council meeting.

City Attorney Dave Snyder

Reported all to be quiet and well in the city.

9. CITY COUNCIL AND MAYOR REPORTS

Council Member Evan Loenser

No report.

Council Member Jeri Ryan

No report.

LAKELAND CITY COUNCIL MEETING MINUTES 2016

Council Member Richard Glasgow

No report.

Council Member Joe Paiement

Shared a story about another city refusing to pay the WMO (Water Management Organization), stating they do not have the budget to do so.

Mayor Amy Williams

Attended a non-profit fundraiser for Granite House in West Lakeland Township, which will provide rehabilitative care and housing for persons with severe disorders of consciousness due to brain injury. Encouraged any of the council not familiar with the organization to look into it. Shared Gateway update on Lake Elmo recently opting out, which effects the line route. Metro Transit is reported to have moved forward with installing a Park and Ride structure at Manning and I-94 within the next 24 months.

10. ADJOURN

Motion: Council Member Ryan / Second: Council Member Loenser to Adjourn the Regular City Council Meeting. All Ayes (5-0). Meeting adjourned at 6:51 p.m.

Respectfully submitted by Jennifer Hutchins Farrell

Amy Williams, Mayor

Sandy Thone, City Administrator/Clerk

AGENDA ITEM

4B



TO: Mayor and City Council
FROM: Sandie Thone, City Administrator/Clerk
RE: 2017 Tobacco License Renewals
DATE: November 15, 2016

INTRODUCTION

Pursuant to Lakeland City Code §114.03 No person shall sell or offer to sell any tobacco, tobacco products, tobacco related device, or nicotine delivery products without first having obtained a license to do so from the city. All licenses issued under this article shall be valid for one calendar year running from January 1 through December 31.

DISCUSSION

Application for renewals were received by the following establishments:

- 1) Village Wine & Spirits LLC dba Village Wine and Spirits at 370 South St. Croix Trail, Lakeland, MN 55043
- 2) Bungalow Liquors, Inc. dba Bungalow Inn at 1151 Rivercrest Road North, Lakeland, MN 55043
- 3) Erickson Oil Products, Inc. dba Freedom Value Center #71 at 280 St. Croix Trail South, Lakeland, MN 55043

The applicants have successfully submitted all of the application materials and fees required per city code.

RECOMMENDATION

Staff is respectfully requesting the City Council approve the 2017 tobacco licenses for Village Wine and Spirits at 370 South St. Croix Trail, Bungalow Inn at 1151 Rivercrest Road North and Freedom Value Center #71 at 280 St. Croix Trail South in Lakeland. Motion, Second and Simple Majority (3/5) vote required.



Lakeland City Clerk's Office

OCT 31 2016

Received by:

GENERAL APPLICATION FOR TOBACCO SALES AT RETAIL

Type of License	TOBACCO SALES AT RETAIL			License Fee	\$75.00
Minnesota Sales Tax ID Number, Social Security Number, or Individual Tax ID Number 477-84-3723					
Legal Corporate Name of Business Bungalow Inn	Trade Name (DBA)		Business Telephone Number 651-436-5005		
Business Address/Location 1151 Rivercrest Rd.		City Lakeland	State MN	Zip Code 55043	
Mailing Address (if Different than Business Address)		City	State	Zip Code	
Name of Person Filling out this Application Leo Yurek		Title owner	Telephone Number 651-436-5005		
E-mail Address info @ bungalowinn.net		Fax Number	Cell Phone Number		
Name of Manager and Home Address Cindy Coleman 30 Bridgewater Trail Hudson, WI 54016				Date of Birth 7/14/67	
I, Leo Yurek , certify or declare under penalty of perjury under the laws of the State of Minnesota that the foregoing is true and correct. All information given is subject to verification by the State of Minnesota. The undersigned hereby applies for a license to carry on the aforementioned business in the City of Lakeland of Washington County, Minnesota. This business is subject to the laws of Minnesota and ordinances enforced by the City of Lakeland. This business agrees to tender all applicable licensing fees to the City of Lakeland.					
SIGNATURE OF APPLICANT Leo Yurek				DATE 10-31-16	
TITLE owner					

A SIGNATURE IS REQUIRED IN ORDER TO PROCESS THIS APPLICATION

Please return to:

City of Lakeland
1190 St. Croix Trail S.
Lakeland, MN 55043

NOV 09 2016

Received by:



GENERAL APPLICATION FOR TOBACCO SALES AT RETAIL

Type of License	TOBACCO SALES AT RETAIL			License Fee	\$75.00
Minnesota Sales Tax ID Number, Social Security Number, or Individual Tax ID Number 6838069					
Legal Corporate Name of Business Erickson Oil Products, Inc.	Trade Name (DBA) Freedom Valu Center #71	Business Telephone Number 651-436-7101			
Business Address/Location 280 St. Croix Trail S	City Lakeland	State MN	Zip Code 55043		
Mailing Address (if Different than Business Address) PO Box 690007	City San Antonio	State TX	Zip Code 78269-0007		
Name of Person Filling out this Application Jean Williamson	Title License and Permits Assoc. II	Telephone Number 210-692-2676			
E-mail Address licenseandpermits@cstbrands.com	Fax Number 210-522-8585	Cell Phone Number N/A			
Name of Manager and Home Address Evan W. Smith, 3426 Hunters Circle, San Antonio, TX 78230					Date of Birth 10/27/1970
<p>I, <u>Evan W. Smith</u>, certify or declare under penalty of perjury under the laws of the State of Minnesota that the foregoing is true and correct. All information given is subject to verification by the State of Minnesota. The undersigned hereby applies for a license to carry on the aforementioned business in the City of Lakeland of Washington County, Minnesota. This business is subject to the laws of Minnesota and ordinances enforced by the City of Lakeland. This business agrees to tender all applicable licensing fees to the City of Lakeland.</p>					
SIGNATURE OF APPLICANT					DATE 11-4-16
TITLE Vice President					

A SIGNATURE IS REQUIRED IN ORDER TO PROCESS THIS APPLICATION

Please return to:

City of Lakeland
1190 St. Croix Trail S.
Lakeland, MN 55043



GENERAL APPLICATION FOR TOBACCO SALES AT RETAIL

Type of License	TOBACCO SALES AT RETAIL	License Fee	\$75.00
Minnesota Sales Tax ID Number, Social Security Number, or Individual Tax ID Number 9730857			
Legal Corporate Name of Business	Trade Name (DBA)	Business Telephone Number	
Village Wine + Spirits, LLC		651-436-9991	
Business Address/Location	City	State	Zip Code
370 St. Croix Trails	Lakeland	MN	55043
Mailing Address (if Different than Business Address)	City	State	Zip Code
1231 Industrial St.	Hudson	WI	54016
Name of Person Filling out this Application	Title	Telephone Number	
Sherny Jerry	Executive Assistant	715-377-4261	
E-mail Address	Fax Number	Cell Phone Number	
Sherny@ABGFirm.com	715-381-2764		
Name of Manager and Home Address			Date of Birth
Troy B. Leistikow, 706 Laurel St. Unit 1, Stillwater, MN 55082			9-20-85
<p>I, Gary D. VanderVorst, certify or declare under penalty of perjury under the laws of the State of Minnesota that the foregoing is true and correct. All information given is subject to verification by the State of Minnesota. The undersigned hereby applies for a license to carry on the aforementioned business in the City of Lakeland of Washington County, Minnesota. This business is subject to the laws of Minnesota and ordinances enforced by the City of Lakeland. This business agrees to tender all applicable licensing fees to the City of Lakeland.</p>			
SIGNATURE OF APPLICANT			DATE
Gary D. VanderVorst			10-26-16
TITLE			
Vice President			

A SIGNATURE IS REQUIRED IN ORDER TO PROCESS THIS APPLICATION

Please return to:

City of Lakeland
1190 St. Croix Trail S.
Lakeland, MN 55043

Lakeland City Clerks Office

OCT 31 2016

Received by:



Public Works

690 Quinnell Avenue North
Lakeland, MN 55043-9463
Voice: (651) 436-8044
Fax: (651) 436-3949
E-mail: lakelandwater@comcast.net

To: Lakeland City Council
From: Matt Kline, Director of Public Works
Date: November 15, 2016
RE: Public Works – Water Operator Hiring Recommendation

In September, the city council approved the posting and recruitment for the position. This position was posted on the League of MN Cities Website, MN Rural Water website, and the cities' website.

Sandie and I conducted interviews on October 20th. The interviews resulted in a conditional offer of employment that has been accepted. Final employment will be conditional to city council approval, a background check, a physical, and a drug test.

Staff is recommending the hiring of Joshua Conroy for the position of Public Works – Water Operator employee. The offer includes a starting wage of \$18.32 per hour. This is in line with our current compensation plan given his background and licensure.

Joshua has recently completed the Water Environment Technologies program at the Eden Prairie-St Cloud Tech campus and concurrently received his MN Class D Water License. He is also finishing his associate's degree at Inver Hills Community college in December. His work experience includes two internships with local water/wastewater treatment plants and the hands on training received at the St Cloud Tech program. Given his current class schedule, we will attempt to have him start 30 hours per week the first week in December moving to full time after his degree is completed on December 23rd.

Recommendation

Staff is requesting the City Council approve the hiring of Joshua Conroy. Approved as a consent agenda item.

AGENDA ITEM 4D

MEMORANDUM

DATE: November 15, 2016

TO: Mayor and City Council

FROM: Mark Nagel, Government Affairs Consultant

**SUBJECT: LAKELAND/METROPOLITAN COUNCIL PLANNING ASSISTANCE
GRANT FUNDS ACCEPTANCE**

INTRODUCTION

The Metropolitan Council has made available grant funds in the amount of \$10,000 to assist small cities to review and update their comprehensive plans for 2040. Staff has applied for these funds to help offset the cost for Consultants for completing the Comprehensive Plan update.

DISCUSSION

On August 16th, a Resolution was approved, Staff completed online application and sent both in to Metropolitan Council before the due date of Monday, September 5th. When The grant for \$10,000 was approved by Metropolitan Council on October 27th, so a Grant Agreement must be approved by the City Council before funding is received. The City will receive 50% of the grant proceeds within 30 days after signature of the Agreement by both parties, while the other 50% will be received upon acceptance of the 2040 Comprehensive Plan, as substantially complete.

ACTION REQUESTED

Recommend that the City Council approve the attached Grant Agreement and authorize Staff to submit the Grant Agreement for receipt of Planning Assistance Funds to the Metropolitan Council.

Grantee: City of Lakeland

Grant No.: SG05611-01

Grant Amount: \$ 10,000

End Date: December 31, 2019

Council's Authorized Agent: LisaBeth Barajas

**METROPOLITAN COUNCIL
LOCAL PLANNING ASSISTANCE PROGRAM**

GRANT AGREEMENT

THIS GRANT AGREEMENT is made and entered into by the Metropolitan Council ("Council") and the metropolitan-area governmental unit identified above as the "Grantee."

WHEREAS, Minnesota Statutes section 473.867 authorizes the Council to establish a planning assistance fund for the purpose of making grants and loans to local governmental units to help local governmental units in the seven-county metropolitan area conduct and implement comprehensive planning activities, including the "decennial" review of local comprehensive plans and fiscal devices and official controls as required by section 473.864, subdivision 2; and

WHEREAS, on May 25, 2015, and on April 27, 2016, the Council adopted initial and additional need-based eligibility criteria for awarding available local planning program assistance and established potential grant amounts for eligible grantees to help grantees review and update their comprehensive plans as required by the "decennial" review provisions of Minnesota Statutes section 473.864, subdivision 2; and

WHEREAS, on December 10, 2014, the Council authorized an initial transfer of funds to the planning assistance fund, and on December 9, 2015, the Council authorized an additional transfer of funds to the total planning assistance fund for grants or loans to local governments under Minnesota Statutes section 473.867;

WHEREAS, the Grantee is an eligible city, county, or town in the metropolitan area as defined in Minnesota Statutes section 473.121, or is an eligible metropolitan-area city or town acting in partnership with at least 4 other cities or towns and is authorized to submit a joint application and execute this Agreement on behalf of the partnership or consortium; and

WHEREAS, the Grantee submitted an application for local planning assistance grant funds and was awarded a grant to help fund eligible comprehensive planning activities identified in the application.

NOW THEREFORE, in reliance on the representations and statements above and in consideration of the mutual promises and covenants contained in this Agreement, the Grantee and the Council agree as follows:

I. DEFINITIONS

1.01 Definition of Terms. For the purposes of this Agreement, the terms defined in this paragraph have the meanings given them in this paragraph unless otherwise provided or indicated by the context.

- (a) “**Comprehensive Development Guide**” means the comprehensive development guide for the seven-county metropolitan area adopted by the Council pursuant to Minnesota Statutes section 473.145. The *Comprehensive Development* guide includes: *Thrive MSP 2040* and the *Housing Policy Plan* (as amended) adopted by the Council pursuant to Minnesota Statutes section 473.145; the *Master Water Supply Plan* adopted by the Council pursuant to Minnesota Statutes section 473.1565; and the “metropolitan systems plans” adopted by the Council pursuant to Minnesota Statutes sections 473.146 and 473.147.
- (b) “**Comprehensive plan**” means a local comprehensive plan update required under Minnesota Statutes section 473.864, subdivision 2 that complies with Minnesota Statutes sections 473.858 through 473.865 and other applicable laws, including those provisions in section 473.859 requiring housing elements and housing implementation programs.
- (c) “**Metropolitan Land Planning Act**” means the land use planning provisions of Minnesota Statutes Chapter 473, including Minnesota Statutes section 473.175 and sections 473.851 through 473.871.
- (d) “**Metropolitan system plans**” means the transportation portion of the *Comprehensive Development Guide*, and the policy plans, and capital budgets for metropolitan wastewater service, transportation, and regional recreation open space.

II. GRANT FUNDS

2.01 Grant Amount and Conditions. The Council will provide to the Grantee the “Grant Amount” identified at Page 1 of this Agreement which the Grantee shall use for authorized purposes and eligible activities. The grant funds are made available to the Grantee subject to the following terms and conditions:

- (a) **Timely Plan Update Submission.** Notwithstanding the December 31, 2019 “End Date” identified on Page 1 of this Agreement, the Grantee must review and update its comprehensive plan as required by Minnesota Statutes section 473.864, subdivision 2, by December 31, 2018.
- (b) **Consultation with Council and Adjacent Review.** The Grantee must submit its draft plan update to adjacent governmental units for a 6-month adjacent review period as required by Minnesota Statutes section 473.858, subdivision 2 prior to submitting the plan update to the Council for review. Prior to submitting its draft plan to adjacent units, the Grantee must consult with the Metropolitan Council Sector Representative for its district at least twice to update the Council on plan progress and potential policy conflicts.
- (c) **Consultation with Watershed Management Organizations.** The Grantee must ensure local surface water management planning requirements of Minnesota Statutes sections 473.859, subdivision 2 and 103B.235 are met by the December 31, 2018, deadline.
- (d) **Completeness; Plan Content.** The comprehensive plan submitted by the Grantee must be “complete” as described in the Council’s *Local Planning Handbook*, which is available online at metro-council.org/handbook.aspx, and must comply with the plan content requirements of Minnesota Statutes section 473.859 and other applicable law. If the plan is not complete as described in the *Local Planning Handbook*, the plan must be made complete within three (3) months of the incompleteness determination, or as otherwise mutually agreed to by the Council and the Grantee.
- (e) **Conformance to Metropolitan System Plans and Policy Plans.** The comprehensive plan submitted by the Grantee must conform to metropolitan system plans of the Council. The comprehensive

plan is deemed to comply with this condition if the Council concludes after its review that the plan is not likely to have a substantial impact on or contain a substantial departure from metropolitan system plans and allows the plan to go into effect without a plan modification.

- (f) **Consistency and Compatibility.** The comprehensive plan update submitted by the Grantee must be consistent with the adopted policies of the Council, including housing policy. In addition, the comprehensive plan must also be compatible with the plans of adjacent and affected jurisdictions.

2.02 Disbursement Schedule. The Council will disburse fifty percent (50%) of the Grant Amount to the Grantee within thirty (30) days after final execution of this Agreement. The Council will disburse the remaining fifty percent (50%) of the Grant Amount after:

- (a) the Grantee has submitted, as appropriate, either (i) the entire current comprehensive plan and the certification required under Minnesota Statutes section 473.864, subdivision 2(a); or (ii) submitted the entire updated comprehensive plan and amendment or amendments to its comprehensive plan necessitated by its review to the Council for review; and
- (b) the Council has reviewed and acted upon the Grantee's submission; and
- (c) the Grantee has complied with the terms and conditions stated in Paragraph 2.01.

2.03 Authorized Use of Funds. The grant funds provided to the Grantee under this Agreement shall be used only for the purposes and eligible activities described in the Grantee's work plan and budget as approved by the Council. A copy of the Grantee's approved work plan and budget is attached to and incorporated into this Agreement as Attachment A. Eligible activities include, but are not limited to, staff pay, consultant and professional services, printing, and publishing. Grant funds may not be used for per diem payments to appointed or elected board or commission members. Grant funds also may not be used to purchase or acquire equipment or other tangible, nonexpendable personal property, or for activities inconsistent with the Council's *Comprehensive Development Guide*, the Metropolitan Land Planning Act, Minnesota's Critical Areas Act, or other applicable state laws. The Grantee agrees to promptly remit to the Council any unspent grant funds and any grant funds that are not used for the authorized purposes specified in this paragraph.

III. REPORTING, ACCOUNTING, AND AUDIT REQUIREMENTS

3.01 Progress Reports. The Grantee will provide to the Grantee's assigned Sector Representative a written midpoint progress report and a written final progress report describing the status of the work plan activities described in Attachment A. These reports ensure the grant funds are appropriately expended as described in the work plan and budget. The reports shall be subject to the following content and schedule requirements.

- (a) **Midpoint Progress Report.** At approximately the midpoint of the Grantee's work plan activities, the Grantee must submit to the Council a written midpoint progress report which includes: a summary of the work plan activities completed; a summary of work plan activities to be accomplished during the remaining months of the work plan with associated anticipated completion dates; and a summary of unanticipated issues and opportunities that affect the work plan, time schedule for project completion, or budget. The midpoint progress report also must include a summary of project costs and sources of funds for those expenditures, and a list of itemized expenditures of funds received from the Council and matching funds by category in the budget.
- (b) **Final Progress Report.** Upon completion of the work plan activities described in Attachment A, the Grantee must submit to the Council a written final progress report which includes: a summary

of the work plan activities completed since the submission of the midpoint progress report; a summary of project outcomes, total project costs and sources of funds for those expenditures including both this grant, city funds, and other sources of funds; and a list of itemized expenditures of the grant funds.

3.02 Accounting and Records. The Grantee agrees to establish and maintain accurate and complete accounts, financial records, and supporting documents relating to the receipt and expenditure of the grant funds. Notwithstanding the expiration and termination provisions of Paragraphs 4.01 and 4.02, such accounts and records shall be kept and maintained by the Grantee for a period of six (6) years following the completion of the work plan activities described in Attachment A. If any litigation, claim or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved or until the end of the regular six-year period, whichever is later.

3.03 Audits. The books, records, documents, and accounting procedures and practices of the Grantee that are relevant to this Agreement are subject to examination by the Council and either the Legislative Auditor or the State Auditor, as appropriate, for a minimum of six (6) years following the completion of the work plan activities described in Attachment A.

3.04 Authorized Agent. The Council's authorized agent for purposes of administering this Agreement is the individual identified on page 1 of this Agreement, or another designated Council employee. Written reports submitted to the Council should be directed to the attention of the authorized agent at the following address:

Metropolitan Council
Community Development Division
390 Robert Street North
Saint Paul, Minnesota 55101-1805

IV. GRANT AGREEMENT TERM

4.01 Term and End Date. This Agreement is effective upon execution of the Agreement by the Council. Unless terminated pursuant to Paragraph 4.02 or extended by written agreement pursuant to Paragraph 4.03, this Agreement will expire on the "End Date" identified at Page 1 of this Agreement. The term of this Agreement may be extended by written agreement of the Council, but only in conjunction with an extension authorized under Minnesota Statutes section 473.864, subdivision 2.

4.02 Termination. This Agreement may be terminated by the Council for cause at any time upon fourteen (14) calendar days' written notice to the Grantee. Cause shall mean a material breach of this Agreement and any amendments of this Agreement. Termination of this Agreement does not alter the Council's authority to recover funds on the basis of a later audit or other review, and does not alter the Grantee's obligation to return any funds due to the Council as a result of later audits or corrections. If the Council determines the Grantee has failed to comply with the terms and conditions of this Agreement, the Council may take any action to protect its interests and may require the Grantee to return all or part of the funds.

4.03 Amendment. The Council and the Grantee may amend this Agreement by written mutual consent. Amendments, changes, or modifications to the Grantee's approved work plan and budget shall be effective only on the execution of written amendments signed by authorized representatives of the Council and the Grantee.

V. GENERAL PROVISIONS

5.01 Conflict of Interest. The members, officers, and employees of the Grantee shall comply with all applicable federal and state statutory and regulatory conflict of interest laws and provisions.

5.02 Liability. To the fullest extent permitted by law, the Grantee shall defend, indemnify and hold harmless the Council and its members, employees and agents from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the conduct or implementation of the funded work plan activities. This obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which otherwise would exist between the Council and the Grantee. The provisions of this paragraph shall survive the expiration or termination of this Agreement. This indemnification shall not be construed as a waiver on the part of either the Grantee or the Council of any immunities or limits on liability provided by Minnesota Statutes Chapter 466, or other applicable state or federal law.

5.03 Compliance with Law. The Grantee agrees to conduct the work plan activities in compliance with all applicable provisions of federal, state, and local laws.

5.04 Acknowledgment. The Grantee shall appropriately acknowledge the funding assistance provided by the Council in promotional materials, reports, publications, and notices relating to the project activities funded under this Agreement.

5.05 Warranty of Legal Capacity. The individual signing this Agreement on behalf of the Grantee represents and warrants that the individual is duly authorized to execute this Agreement and that this Agreement constitutes the Grantee's valid, binding, and enforceable agreements.

IN WITNESS WHEREOF, the Grantee and the Council have caused this Agreement to be executed by their duly authorized representatives. This Agreement is effective on the date of final execution by the Council.

METROPOLITAN COUNCIL

GRANTEE

By: _____
Beth Reetz, Director
Community Development Division

By: _____
Amy Williams, Mayor
City of Lakeland

Date: _____

Date: _____

By: _____
Sandie Thone, City Administrator/Clerk
City of Lakeland

Date: _____

ATTACHMENT A

Grantee's Work Plan and Budget

This Attachment A comprises this page and the Grantee's work plan and budget as approved by the Council.

City of Lakeland 2040 Comprehensive Plan Update

Work Plan

Date: August 31, 2016

	Estimated Time-table (months)	Task Lead (Staff / Consultant)	Estimated Cost (Grant Funded)	Estimated Cost (Match Funded)
TOTAL - COMPREHENSIVE PLAN UPDATE	30 Months		\$ 10,000	\$ 10,000
1: Project Administration and Community Involvement		Mark Nagel		\$ 500
1.1 Consultant Selection & Project Administration	10/16 - 11/16			
1.2 Organization and Staffing of Steering Committee	11/16 - 12/16			
1.3 Public Involvement	1/17 - 9/18			
2: Community Character, Profile and Future Vision		Mark Nagel	\$ 500	\$ 1,500
2.1 Identification and Analysis of Population, Household, Employment, and other community characteristics	1/17 - 4/17			
2.2 Identification of THRIVE Community Designation(s) and Related Policy	1/17 - 4/17			
2.3 Assessment of regional and national demographic, economic, and environmental trends, issues, and opportunities	1/17 - 4/17			
3: Plan Development		Mark Nagel	\$ 9,500	\$ 7,000
3.1 Land Use	4/17 - 10/17	Sandie Thone		\$ 1,500
3.2 Transportation	4/17 - 10/17	John Parotti		\$ 2,500
3.3 Water Resources	4/17 - 10/17	John Parotti	\$ 7,500	
3.4 Parks & Trails	4/17 - 10/17	Mark Nagel		\$ 1,000
3.5 Housing	4/17 - 10/17	Mark Nagel		\$ 1,000
3.6 Resilience	4/17 - 10/17	Mark Nagel		\$ 500
3.7 Economic Competitiveness	4/17 - 10/17	Mark Nagel		\$ 500
4: Implementation Plan		Sandie Thone, Mark Nagel		\$ 1,000
4.1 Description of proposed programs, fiscal devices, and other strategies	8/17 - 12/17			
4.2 Implementation timeline	8/17 - 12/17			
4.3 Capital Improvements Program (CIP)	8/17 - 12/17			
4.4 Description of relevant official controls and schedule for any needed changes	1/18 - 12/18			

AGENDA ITEM

4E



TO: Mayor and City Council
FROM: Sandie Thone, City Administrator/Clerk
RE: Pay Application No. 1: Parkos Construction – New City Hall Project
DATE: November 15, 2016

Discussion

Please find Application and Certificate of Payment (1) for the New City Hall Project payable to Parkos Construction in the amount of \$69,022.44 per the contract agreement ratified between the City of Lakeland and Parkos Construction.

Recommendation

Staff requests the council approve Application and Certificate of Payment (1) for the New City Hall Project payable to Parkos Construction in the amount of \$69,022.44. Motion, Second, and Simple Majority Required.



AIA Document G702™ - 1992

Application and Certificate for Payment

TO OWNER: Attn: Lakeland City Hall
City of Lakeland
1190 St Croix Trail South
Lakeland, Minnesota 55043

PROJECT: Lakeland City Hall
New City Hall Lakeland
1190 St Croix Trail South
Lakeland, Minnesota 55043

FROM CONTRACTOR: Parkos Construction Co., Inc.
1010 South Robert Street
West St. Paul, MN 55118

VIA ARCHITECT: EAPC Architects Engineers
539 Bielenberg Drive Suite 115
St. Paul, Minnesota 55125

APPLICATION NO.: 1
PERIOD TO: 10/25/2016
CONTRACT FOR: New City Hall Lakeland
CONTRACT DATE: 09/09/2016
PROJECT NOS: / /

Distribution to:
OWNER
ARCHITECT
CONTRACTOR
FIELD
OTHER

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$	512,700.00
2. NET CHANGE BY CHANGE ORDERS	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	512,700.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	72,655.20

5. RETAINAGE:

- a. 5.00 % of Completed Work
(Column D + E on G703) \$ 3,632.76
- b. 5.00 % of Stored Material
(Column F on G703) \$ 0.00

Total Retainage (Lines 5a + 5b, or Total in Column I of G703)	\$	3,632.76
6. TOTAL EARNED LESS RETAINAGE	\$	69,022.44
(Line 4 minus Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$	0.00
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE	\$	69,022.44
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$	443,677.56
(Line 3 minus Line 6)		

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 0.00	\$ 0.00
Total approved this month	\$ 0.00	\$ 0.00
TOTAL	\$ 0.00	\$ 0.00
NET CHANGES by Change Order	\$ 0.00	

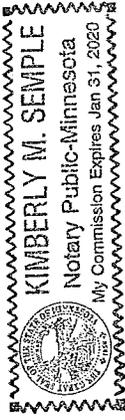
CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

AIA Document G702™ - 1992. Copyright © 1953, 1963, 1971, 1978, 1983 and 1992 by The American Institute of Architects. All rights reserved. WARNING: This AIA Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. Purchasers are permitted to reproduce ten (10) copies of this document when completed. To report copyright violations of AIA Contract Documents, e-mail: The American Institute of Architects' legal counsel, copyright@aia.org.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Michèle Parkos - Vice President
By: *[Signature]*
State of: MN Date: 10/25/2016

County of: Dakota County
Subscribed and sworn to before
me this 25th day of October 2016



Notary Public: *[Signature]*
My commission expires: 10/31/2020

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 69,022.44
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: *[Signature]*
By: *[Signature]* Date: 10-27-16

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Continuation Sheet

AIA Document G702™, 1992, Application and Certificate for Payment, or G732™-2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.

In tabulations below, amounts are in US dollars.

Use Column I on Contracts where variable retainage for line items may apply.

PROJECT: Lakeland City Hall

New City Hall Lakeland

ARCHITECT'S PROJECT NO:

APPLICATION NO:

APPLICATION DATE:

PERIOD TO:

2

1

10/25/2016

10/25/2016

ITEM NO.	DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (Not in D or E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C-G)	I RETAINAGE (if variable rate)
			D FROM PREVIOUS APPLICATION (D+E)	% (G+C)					
1	General Conditions	\$51,411.00	\$0.00	\$10,282.20	\$0.00	\$10,282.20	\$41,128.80	\$514.11	
2	Bond	\$7,537.00	\$0.00	\$7,537.00	\$0.00	\$7,537.00	\$0.00	\$376.85	
3	Dumpsters	\$2,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,800.00	\$0.00	
4	Crane	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00	\$0.00	
5	Survey	\$2,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,750.00	\$0.00	
6	Testing	\$5,783.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,783.00	\$0.00	
7	Temporary Fence	\$3,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,600.00	\$0.00	
8	Temporary Heat	\$2,100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,100.00	\$0.00	
9	Final Cleaning	\$1,985.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,985.00	\$0.00	
10	Excavation/Site Utilities	\$33,050.00	\$0.00	\$26,440.00	\$0.00	\$26,440.00	\$6,610.00	\$1,322.00	
11	Asphalt	\$26,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$26,500.00	\$0.00	
12	Grass	\$3,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,800.00	\$0.00	
13	Concrete	\$50,093.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,093.00	\$0.00	
14	Rough Carpentry/Materials	\$15,538.00	\$0.00	\$28,396.00	\$0.00	\$28,396.00	\$21,687.00	\$1,419.80	
15	Rough Carpentry/Labor	\$23,680.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,680.00	\$0.00	
16	Casework	\$10,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,200.00	\$0.00	
17	Weather Barrier/Materials	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	
18	Weather Barrier / Labor	\$960.00	\$0.00	\$0.00	\$0.00	\$0.00	\$960.00	\$0.00	
19	Insulation	\$4,930.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,930.00	\$0.00	
20	Roofing/Siding	\$25,530.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,530.00	\$0.00	
21	Caulking	\$2,600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,600.00	\$0.00	
	SUB-TOTALS	\$278,337.00	\$0.00	\$72,655.20	\$0.00	\$72,655.20	\$205,681.80	\$3,632.76	
	GRAND TOTAL								

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

AIA Document G703™ - 1992. Copyright © 1963, 1965, 1966, 1967, 1970, 1978, 1983 and 1992 by The American Institute of Architects. All rights reserved. WARNING: This AIA Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. Purchasers are permitted to reproduce ten (10) copies of this document when completed. To report copyright violations of AIA Contract Documents, e-mail The American Institute of Architects' legal counsel, copyright@aia.org.

Continuation Sheet

AIA Document G702™-1992, Application and Certificate for Payment, or G732™-2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.

In tabulations below, amounts are in US dollars.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:

APPLICATION DATE:

PERIOD TO:

1

10/25/2016

10/25/2016

PROJECT: Lakeland City Hall
New City Hall Lakeland

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (Not in D or E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H BALANCE TO FINISH (C-G)	I RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
22	HM Frames/Doors/Hardware/Materials	\$15,390.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,390.00	\$0.00
23	HM Frames/Doors/Hardware/Labor	\$5,760.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,760.00	\$0.00
24	Wood Windows/Materials	\$8,088.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,088.00	\$0.00
25	Wood Windows/ Labor	\$720.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$720.00	\$0.00
26	Glazing	\$4,460.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,460.00	\$0.00
27	Drywall	\$19,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,500.00	\$0.00
28	Ceramic Tile	\$4,999.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,999.00	\$0.00
29	ACT	\$5,920.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,920.00	\$0.00
30	VCT/Carpet	\$9,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,700.00	\$0.00
31	Painting	\$4,380.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,380.00	\$0.00
32	Bath Accessories/Materials	\$1,587.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,587.00	\$0.00
33	Bath Accessories/Labor	\$1,440.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,440.00	\$0.00
34	Plumbing	\$36,373.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,373.00	\$0.00
35	HVAC	\$52,960.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$52,960.00	\$0.00
36	Electrical	\$63,086.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63,086.00	\$0.00
TOTALS		\$512,700.00	\$0.00	\$72,655.20	\$72,655.20	\$0.00	\$72,655.20	\$440,044.80	\$3,632.76
GRAND TOTAL									

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

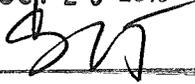
PARKOS CONSTRUCTION CO. INC.

1010 S. ROBERT STREET
WEST ST PAUL, MN 55118
USA

Voice: 651-455-0031
Fax: 651-450-7740

Received

OCT 28 2016

By: 

INVOICE

Invoice Number: 6200
Invoice Date: Oct 25, 2016
Page: 1
Duplicate

Bill To:
City of Lakeland 1190 St Croix Trail South Lakeland, MN 55043

Ship to:
Lakeland City Hall

Customer ID	Customer PO	Payment Terms	
Lakeland City Hall		Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Airborne		11/24/16

Quantity	Item	Description	Unit Price	Amount
		Pay Application # 1		72,655.20
		5 % Retainage		-3,632.76
Subtotal				69,022.44
Sales Tax				
Total Invoice Amount				69,022.44
Payment/Credit Applied				
TOTAL				69,022.44

Check/Credit Memo No:

AGENDA ITEM
4F



TO: Mayor and City Council
FROM: Sandie Thone, City Administrator/Clerk
RE: Holiday Party Expenditure of \$200
DATE: November 15, 2016

Discussion

Each year the city holds a community holiday party before the December meeting. This year's party is scheduled for 5:00 p.m. on December 20, 2016 before the regular city council meeting. Staff and Council provide food and beverages for the event.

Recommendation

Staff requests the council approve \$200 for the 2016 Holiday Party scheduled for 5:00 p.m. before the December 20, 2016 meeting. Motion, Second, and Simple Majority Required.

AGENDA ITEM
5A

CJBWPR\$

PRT CONTRACT ICR REPORT

MTMANDT Page 1
11/01/16 5:08:24

Washington County Sheriff's Office
CONTRACT ICR's
Contract Report for LAKELAND
For the Period 10/01/16 To 10/31/16

Date	Time	ICR #	ID#	Street Name	Complaint
10/01/16	9:28:25	116036508	0189	I94	AOA/DRIVING COMPLAINT
10/01/16	11:05:59	116036516	0063	SAINT CROIX TR	ALARM
10/03/16	12:00:55	116036711	0094	7TH ST	ABANDONED BOAT **RSTK 21--PET
10/03/16	12:37:15	116036714		DIVISION ST	RECEIPT# 160004660
10/03/16	15:06:10	116036740	0093	5TH ST	BURNING COMPLAINT
10/03/16	16:24:08	116036753	0174	SAINT CROIX TR	DISTURBANCE
10/03/16	21:26:33	116036788	0066	I94	ROAD HAZARD
10/04/16	11:46:24	116036842	0130	SAINT CROIX TR	BURG ALARM
10/04/16	20:36:04	116036902	0093	SAINT CROIX TR	JUV CONCERN
10/04/16	23:59:10	116036909	1264	HUDSON BLVD	OPEN GATE
10/05/16	16:13:47	116037021	0079	3RD ST	ABANDONED BIKE
10/05/16	20:43:55	116037050	0176	SAINT CROIX TR	VEHICLE RUN OFF *RSTK COMP CB
10/06/16	9:32:57	116037081	0068	SAINT CROIX TR	SUSP FEMALE
10/07/16	15:56:59	116037293	0074	6TH ST	LOOSE DOG
10/08/16	17:37:08	116037417	0098	2ND ST	MISSING PERSON REPORT
10/08/16	23:51:53	116037450	1219	I94	INFORMATION ONLY/ERRATIC DRIVE
10/09/16	0:50:53	116037457	1219	QUINMORE AV	UNWANTED PEOPLE
10/09/16	1:32:48	116037460	1219	QUINNELL AV	MEDICAL 1
10/09/16	15:39:23	116037498	0139	4TH ST	ACCIDENT UNKN INJURIES **3 PA
10/09/16	20:35:28	116037525	1253	RIVERCREST RD	FDCR
10/10/16	17:27:26	116037651	0151	I94 EB	ROAD DEBRIS
10/11/16	12:33:13	116037742		2ND ST	WARRANT / WCSO / CR162029
10/11/16	12:36:54	116037743		2ND ST	WARRANT / WCSO / CR161993
10/11/16	16:08:01	116037777		18TH ST	RECEIPT# 160004811
10/11/16	21:53:50	116037809	0174	RIVERCREST RD	OFFICER INFORMATION
10/11/16	22:29:55	116037812	0174	QUINNELL AV	TRAFFIC HAZARD
10/12/16	7:43:12	116037832	0130	QUEHL AV	WELFARE CONCERN
10/12/16	15:32:49	116037889		2ND ST	RECEIPT# 160004834
10/12/16	17:39:18	116037899	0079	2ND ST	SUSPICIOUS VEHICLE
10/12/16	20:34:10	116037911	1281	3RD ST CT	FIRE ALARMS
10/12/16	21:10:47	116037912	0091	SAINT CROIX TR	FIRE CALL/CHECK AREA
10/13/16	13:21:49	116037998	0100	4TH ST	OFFICER INFO
10/13/16	21:38:30	116038059	0070	2ND ST	WARRANT INFORMATION *RESTAC
10/13/16	21:38:30	116502575		2ND ST	WARRANT INFO **AOA**
10/14/16	9:01:16	116038091	0075	SAINT CROIX TR	DEAD ANIMAL
10/14/16	10:07:58	116038100		QUINLAN AV	RECEIPT# 160004856
10/15/16	22:45:58	116038322	0074	I94 EB/EXIT ST	DRIVING COMPLAINT *AMB RO
10/15/16	22:45:58	116502594	0100	I94 EB	DRIVING COMPLAINT
10/16/16	19:53:31	116038397	0084	DIVISION ST	UNKNOWN SITUATION
10/16/16	20:39:54	116038400	0090	SAINT CROIX TR	RECKLESS DRIVER
10/17/16	1:08:33	116038407	1205	SAINT CROIX TR	3RD DEGREE DUI
10/17/16	9:15:53	116038430	0124	I94	AOA -- ACCIDENT W/INJ
10/19/16	1:22:30	116038701	0089	SAINT CROIX TR	POSSIBLE DISABLED VEHICLED
10/19/16	9:21:12	116038736	0130	QUIXOTE AV	THEFT REPORT **RSTK 130 *
10/20/16	6:20:09	116038842	1280	SAINT CROIX TR	ACCIDENT *STATE ACCID R
10/20/16	7:30:45	116038847	0088	I94	DRIVING COMPLAINT
10/20/16	11:24:09	116038867	0075	HUDSON BLVD	DUMPING COMPLAINTS
10/21/16	6:49:24	116038968	0130	SAINT CROIX TR	WEFLARE CONCERN
10/21/16	11:17:13	116039016	0130	QUANT CT	INFORMATION
10/21/16	15:56:23	116039057	0079	QUINNELL AV	ID THEFT
10/21/16	17:36:36	116039069	0176	RIVERCREST RD	DOG AT LARGE
10/21/16	21:47:15	116039088	0079	I94	ERRATIC DRIVER

PRT CONTRACT ICR REPORT

MTMANDT Page 2
11/01/16 5:08:24

CJBWPR\$
 Washington County Sheriff's Office
 CONTRACT ICR's
 Contract Report for LAKELAND
 For the Period 10/01/16 To 10/31/16

Date	Time	ICR #	ID#	Street Name	Complaint
10/22/16	12:10:55	116039131	0130	SAINT CROIX TR	THEFT
10/23/16	6:59:30	116039209	0160	SAINT CROIX TR	SUSPICIOUS ACTIVITY
10/23/16	13:41:06	116039235	0081	I94	911 HANG UP/TRAFFIC HAZARD
10/23/16	22:17:02	116039264	0160	SAINT CROIX TR	TRAFFIC
10/24/16	10:44:16	116039302	0096	QUIXOTE AV	DOMESTIC *RESTACK ELDERLY MAL
10/24/16	22:00:50	116039418	0079	I94	ROAD HAZARD
10/25/16	5:58:15	116039435	0067	QUINLAN AV	SUSPICIOUS ACTIVITY
10/25/16	10:23:02	116039473	0160	QUENTIN AV	FOUND BIKE
10/26/16	8:51:13	116039603	0100	22ND ST	OFFICERS INFO
10/26/16	10:40:56	116039625	1291	SAINT CROIX TR	RENEWAL OF LIQUOR LICENSE
10/26/16	13:43:32	116039665	0130	I94	INFORMATION
10/26/16	15:14:03	116039684	0164	RACINE AV	CHILD PROTECTION REFERRAL/CROS
10/26/16	15:27:38	116039688	0068	RIVERCREST RD	DOWN POWER LINE
10/28/16	2:56:14	116039862	1209	I94	FIRE CALL
10/28/16	2:56:14	116117769	0100	I94	AOA/FIRE CALL/COMMENTS
10/28/16	11:49:46	116039929	0130	5TH ST	IDENTITY THEFT RSTK
10/28/16	14:35:58	116039971	0130	SAINT CROIX TR	MEDICAL LEVEL 1
10/29/16	0:42:02	116040047	1280	I94	ROAD HAZARD
10/29/16	8:06:41	116040067	0176	QUALITY CT	MEDICAL LEVEL 1
10/29/16	20:37:39	116040126	0176	QUIXOTE AV	MEDICAL LEVEL 1
10/30/16	11:02:40	116040189	0160	SAINT CROIX TR	DIRECTED PATROL - CROSSWALK VI
10/31/16	9:30:47	116040255	0100	QUINNELL AV	OFFICER INFO

Total ICRs Processed: 74

** END OF REPORT **

Citations for: Lakeland

10/1/2016 To 10/31/2016

Agcy	Date	Citation Number	Badge	Officer Name	Citation Type	Block	Street Name	Str Sfx	Cross Street Name	Cross St Sfx	City	Literal Description	Statute
WCSC	10/9/2016	820018628301	192	B. Fry	Citation	0	RIVERCREST RD N				Lakeland	REG-Expired Registration/# of Plates Reqd	169.79.1
WCSC	10/23/2016	820025629701	160	K. Manis	Citation	0	5TH ST N		SAINT CROIX TRL N		Lakeland	MOV-Use of Wireless Communications Device-Compose, Read or Send Electronic Message in Motion-Traffic	169.475.2(a)

AGENDA ITEM

5C

Lakeland Update – October, 2016

1. I again want to express my appreciation to the Lakeland City Council for their willingness to provide projects for Hamline students to work on this Summer. Hamline would like to continue the working relationship in 2017 starting with their Spring Semester class in early January. I will have further information in a couple of months.
2. With the help of Nate Hanson, one of those student presenters, the grant application for \$10,000 for assistance in completing the 2040 Comp Plan to Metro Council was submitted on August 30th. I am happy to announce that Lakeland received word on October 27th that the City will get the \$10,000. The item is scheduled for the November City Council Meeting to accept the Grant Agreement with Metropolitan Council for Planning Assistance for the 2040 Comp Plan.
3. Lakeland's Housing Performance Score stands at 29 out of 100 points, which is exactly what it was in 2015. The good news is that Lakeland is eligible for grants for senior/low moderate income housing. After discussing the rating with them, I did not dispute their grading by the 10/1 deadline.
4. I have had renewed interest in Senior Housing in Lakeland. I've been contacted by a Developer that is interested in the site near the Lakeland Plaza. They have a good track record for building low-moderate income senior housing. The company will be in town in late-November, to take a look at the site.
5. I have been working with Xcel Energy at possible electric and gas rebates for the new City Hall. I will be passing 4 possible rebates along to the Architect in early November to see if any of them will apply to the project.
6. 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. Applications for 2015 are closed, and now approved by the County Commissioners early this year, 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 in December if there is still interest.
7. 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 late August for future Council review. I will integrate the information from the recent Hamline student projects into the draft 2040 Comp Plan. The City will need to begin the process for the Comp Plan now that we have been notified of receipt of the grant, so that we can stay on target for completion of the Draft by October, 2017

8. Speaking of the 2040 Comp Plan, as you may know, the City's Metro Council Sector Rep, Ryan Garcia, is no longer working at Metro Council. Temporarily, Lisa Barajas, the City's previous Sector Rep, with backup from Angela Torres, will be our contact until another person is hired this Fall...still no word on a replacement.
9. As part of the Comp Plan process, all local Water Supply Plans are now to be submitted to the DNR only and on a standard template provided by the DNR. The DNR will then contact Metro Council for their comments on consistency with regional plans. The DNR will then approve the local Water Supply Plan, which will fulfil the requirements of the Comp Plan. Lakeland must submit their Water Supply Plan on the template by 12/31/16. Assuming approval, the city simply makes this part of the Comp Plan. I'll be working with Matt on its inclusion into the Comp Plan.
10. The League of Minnesota Cities draft policies for 2017 Legislative Session are now up online for review – www.lmc.org/draftpolicies - the Board consider approval of them on November 10th.
11. The foreclosure data provided by the Washington County HRA thru September, 2016 shows that the news continues to be good...Sheriff's sales are averaging 22/month in 2016, which is down from 104/month in 2010...no foreclosures in Lakeland in September, 2016.
12. The Minnesota minimum wage went to \$9.50/hr on 8/1/16...this includes all PT staff – firefighters, election judges, and temporary employees. The new overtime rules will go into effect on 12/1/16 – all FT employees will need to be paid at least \$47,476 a year or be subject to paid overtime. Let me know if you have questions about the new rule.
13. The Washington County HRA is now officially a Community Development Agency (CDA) with the powers of an HRA AND EDA (Economic Development Authority), as of September 27th. After a Public Hearing, the County Board gave their local approval to the change to a CDA.

- 14. Now that the change is official, I will line up a visit from the newly hired Economic Development Director, Chris Eng, in the next couple of months, if the City would like to discuss re/development options with him, since the city will likely need to coordinate its Comp Plan with the County's Economic Development strategies.**
- 15. Other news: the Secretary of State, Steve Simon, announced that he intends to ask for funding from the legislature for up to a 75% match for cities to replace aging voting equipment next Session; Washington County is beginning its update of their Solid Waste Master Plan, as required by the State; State revenues continue to be below projections – 2.1%, or \$97 million less than forecast; and annual LMC/Metro Cities Regional Meeting is set for Wednesday, November 30th @ the Embassy Suites in Brooklyn Center, so mark your calendar!**
- 16. November, 2016 Work Plan – Focus on the 2040 Comp Plan Process and Comp Plan Update, Assist on the City Hall project...and any other projects!**

NOV 09 2013

Received By:

Contract Agency Invoice - Detailed



animal humane society

City of Lakeland
 1190 St. Croix Trail S
 LAKELAND, MN 55043 USA

Animal Humane Society
 9785 Hudson Road
 SAINT PAUL, MN 55125 USA
 itsupport@animalhumanesociety.org
<http://www.animalhumanesociety.org>

Tel: (651) 436-4430

Invoice #: 10087 Date From: 7/1/2016 1:00 AM Puppy-Kitten Age: Six Months
 Create Date: 10/27/2016 3:08 PM Date To: 10/1/2016 12:59 AM
 Submit Date: Contract Agency: City of Lakeland RTO Fees: With Animal
 Close Date: Contract Agency: City of Lakeland
 Print Date: 10/29/2016 11:39 AM Invoice Status: Pending Group By: Age-Species

Animal#	Species	Gender/Altered	Color(s)	Intake Date	Intake Type	Location Found	Subtotal Owed
AR#	Breed	Age	Pattern(s)	Intake By	Intake Subtype		
Contract Agency	Contract Intake Agency	Contract Intake Agency Member		Contract Intake Agency	Outcome Date		
Reclaimed By	Owner Guardian's Address			Home Phone #	ID#		
Item Name	Qty @ Price	Subtotal	Discount	Reason	Tax1	Tax2	Item Total

The Lower St. Croix Valley Community Foundation Board

Maggie Arzdorf-Schubbe

Robert Craggs

Deb Erickson

Jeff Heegaard

Louis Jambois

Rachel Kaul

Jon Picard

Karen Riley

Lyle Sorenson

What We Do

Why we do it?

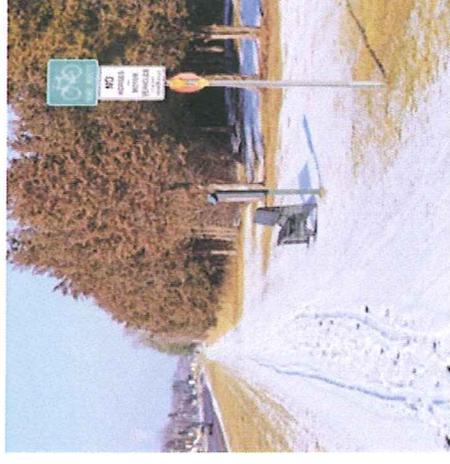
We believe engaging Valley citizens will improve the vitality of our communities and the health of our Valley's natural resources/amenities for today, tomorrow and forever.

How we do it?

- Increase connections among citizens
- Increase understanding of and access to our community assets/amenities
- Improve quality of and the stewardship of our natural resources

Lower St. Croix Trail Initiative

- Multi-purpose trail -- Lakeland, Lakeland Shores, Lake St. Croix Beach, St. Mary's Point and Afton.
- Aligns with the Foundation's mission
- Trail conditions reflect need to rebuild



Status of Lower St. Croix Trail Initiative

- Commissioned study to assess Trail conditions.
- Researched funding options to rebuild the Trail.
- Gathered support from the Valley communities.
- Advocated for support from and collaboration with County.
- County agreed to fund the rebuilding of Trail through its CIP in summer of 2017 (excluding the Trail and bridge in Afton right-of-way).
- Formed an Advisory Committee to develop Trail vision and identify priorities.

Project Funding and Action Items

- **Total Budget - \$120,000**
 - *Includes \$15,000 for resurfacing trail (Afton right-of-way)*
 - *Includes \$40,000 for bridge railings and retaining wall repair*
 - *Includes \$65,000 for amenities, soft costs, and contingency*
- Presently raised \$40,000 through private sources
- Remaining \$80,000 from a mix of sources (see plan)

- **Requested Actions**
 - Develop a Cost Sharing Agreement with Foundation and County to initiate work in City of Afton right-of-way
 - Provide a \$5,000 grant to Foundation to be used exclusively for Trail Initiative

Lower St. Croix Valley Trail
Proposed Budget and Revenue Sources
 Draft: September 2016

Revenue Sources	Budget	Secured	
Government grants	\$ 15,000		\$5,000 Afton and \$2,500
Foundations	15,000		St. Croix Valley; Others
Corporations/businesses	10,000	-	Segway; Fat Tire Trike;
Individual contributions	75,000	40,000	\$20,000 plus matching
Fundraising events and products	5,000		
In-kind support (must match in-kind expense)			
Other (specify)	-	-	
Total Revenue	\$ 120,000	\$ 40,000	

Expenses:	Budget	Actual	Priority	
Bridge Upgrades	\$55,000		High	Includes bike trail resu
Benches 5@ \$2,000/each	10,000		- Medium	uniform design one for
Shelter 1@ \$15,000/each	15,000		- Medium	Likely located near ten
Dog waste stations 3@\$300/each	1,000		Low	Afton and LSB already
Signage-beginning and end @\$15,000 allowance	15,000		- High	Trail head and end of t
Bike Repair station	To be determined		Future	Short trail results in lo
Fundraising expenses	2,000		- High	Community Event
In-kind expenses(must match in-kind income)	To be determined		- TBD	
Soft costs - general design and legal	10,000		- High	Design exclusive of bri
Lighting	To be determined Alternative		- Future	Future Phase - limit ligl
Vets park matching contribution	funding source		Future	Convening role and fac
Contingency	12,000		High	
Total Expenses	\$ 120,000	\$ -		
Total Revenue Less Expenses	\$ -	\$ 40,000		

Income Projections

Confirmed are income sources that have already been secured.

Anticipated are income sources that you have a reasonably good expectation of receiving.

Submitted are income sources for which a proposal has already been submitted.

Prospects are income sources that you intend to solicit, but to which you have not yet submitted a request for funding.

List Each Source Individually Below	Confirmed	Submitted	Prospect
Total Income:	0	0	0



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: November 15th, 2016

RE: Water Utility Tax Assessments – Resolution Adopting Assessments

Background

The Lakeland Water Utility recently converted from monthly to quarterly billing. That change also incorporated a less obtrusive way to collect past due balances owed to the water utility. Instead of shutting customers off at the street, the water utility has moved to assessing the property taxes of delinquent customers. The city approved an ordinance change earlier this year and adopted procedures for this method.

Discussion

Water utility staff sent out pre-notice to customers who had a delinquent balance in September alerting them of the possibility of the assessment. This notice is not required but sent as a courtesy. A final notice called the notice of intent to certify was sent after the due date of water bills on October 25th. Any customer who was 2 periods delinquent and \$100 past due received a notice of assessment. The next step in the process, which was indicated in the intent to certify notice, is to hold a public hearing for any delinquent customer who wishes to dispute the charges. The public hearing will be held prior to this resolution request. Delinquent customers will still have 30 days after the resolution has been adopted to pay their past due bill instead of assessing it to their taxes.

Recommendation

Staff recommends adopting the resolution for assessments for unpaid water utility charges. Simple majority vote required.

RESOLUTION NO. 2016-21

**CITY OF LAKELAND
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION ADOPTING ASSESSEMENTS FOR UNPAID WATER UTILITY
CHARGES**

**THE CITY COUNCIL OF THE CITY OF LAKELAND, MINNESOTA DOES HEREBY
RESOLVE AS FOLLOWS:**

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met, heard, and passed upon all objections to the proposed assessments for unpaid charges for municipal fees and utilities: and

WHEREAS, the amounts of bad debt have been minimized through diligent collection efforts by staff.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF LAKELAND,
COUNTY OF WASHINGTON, MINNESOTA:**

Such proposed assessment for unpaid charges, a copy of which is hereby attached as Exhibit 1 and made a part hereof, is hereby accepted and shall constitute the assessments against the lands named herein.

Such assessment shall be payable over a period of one year on or before the first Monday in January.

The owner of the property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, to the Public Works Director, except that no penalty shall be charged if the entire assessment is paid within thirty (30) days from the adoption of the resolution. The taxpayer may at any time thereafter, pay the Public Works Director or County Auditor, the entire amount of the assessment remaining unpaid, with penalty accrued.

Under extenuating circumstances, the property owner and the city may come to an agreement on a payment plan before the assessment has been certified to the county auditor.

The Public Works Director shall forthwith transmit a certified copy of this assessment role to the County Auditor to be extended on the property tax lists of the county and such assessment shall be collected and paid over in the same manner as property taxes.

BE IT FURTHER RESOLVED, that the Mayor and City Administrator/Clerk are hereby authorized to sign all documents necessary to effectuate the intent of this resolution.

Adopted by the Council this 15th day of November 2016.

Approved:

Amy Williams, Mayor

Attested by:

Sandie Thone, City Administrator/Clerk

Exhibit 1	Name	Address	PID	Delinquent	Certification Fee	Total Due
Acct. #						
112.01	Stafne, Adam	16595 5th St No	35.029.20.42.0033	\$423.81	\$50.00	\$473.81
125	Wiesbrod, Doug & Julie	28 St Croix Trail No	35.029.20.34.0061	\$661.89	\$50.00	\$711.89
142	Mielzarke, Sandra	16414 Divison St	35.029.20.34.0047	\$121.20	\$50.00	\$171.20
155.01	Pryce, Kyle & Paula	660 Quixote Ave No	35.029.20.14.0014	\$119.96	\$50.00	\$169.96
175	Neuman, Robert	796 Quinell Ave No	35.029.20.12.0038	\$347.34	\$50.00	\$397.34
175.01	Koebet Properties	796 Quinell Ave No	35.029.20.12.0038	\$124.86	\$50.00	\$174.86
177.02	Adams, Abbigail	16171 5th St No	35.029.20.32.0039	\$202.98	\$50.00	\$252.98
181.02	Wagner, Shane & Megan Wisemar	574 Quimmere Ave No	35.029.20.13.0036	\$129.81	\$50.00	\$179.81
207	Erickson, Toni & Abe	197 Quammwell Ave No	02.028.20.22.0018	\$1,901.26	\$50.00	\$1,951.26
209.01	Langford, Donald	16037 3rd St No	35.029.20.32.0012	\$424.50	\$50.00	\$474.50
264	Kolden, Mike	13 Quehl Ave So	02.028.20.21.0040	\$315.65	\$50.00	\$365.65
327.02	Bonse, Steve	1860 Quentin Ave So	11.028.20.43.0042	\$875.95	\$50.00	\$925.95
344.01	Holden, Darold	1316 Quinlan Ct So	11.028.20.13.0105	\$130.20	\$50.00	\$180.20
411	Jurek, John & Jackie	1835 Queens Ave So	11.028.20.43.0023	\$1,120.27	\$50.00	\$1,170.27
433.01	Hanson, Luke & Maggie	340 Queenan Ave So	02.028.20.24.0012	\$145.94	\$50.00	\$195.94
438.01	Langness, Tim	16460 Upper 20th St So	14.028.20.21.0096	\$163.71	\$50.00	\$213.71
469	Haberman, Mark & Nancy	676 Quinell Ave No	35.029.20.13.0023	\$287.30	\$50.00	\$337.30
483.01	Nobello, Melissa	16595 3rd St No	35.029.20.43.0013	\$513.71	\$50.00	\$563.71
516.01	Ueland, Gerald	1425 Racine Ave So	11.028.20.13.0058	\$173.93	\$50.00	\$223.93
518	Johnson, Andrew	1510 Quinlan Ave So	11.028.20.42.0150	\$392.82	\$50.00	\$442.82
577	Jones, Jud	661 Quinell Ave No	35.029.20.13.0003	\$135.64	\$50.00	\$185.64
594	Sommers, Deeann	16240 3rd St No	35.029.20.32.0059	\$190.56	\$50.00	\$240.56
623	Roop, Robert	16615 1st St So	02.028.20.12.0010	\$338.35	\$50.00	\$388.35
628	Huber, Mike & Julie	16555 8th St Place So	02.028.20.43.0020	\$2,733.81	\$50.00	\$2,783.81
630.01	O'Connell, Isacc	480 Queenan Ave So	02.028.20.24.0019	\$115.55	\$50.00	\$165.55
632	Kerrigan, Paula & Paul Calliguire	16566 18th St So	11.028.20.43.0060	\$205.29	\$50.00	\$255.29
649	Moeller, Bill	1915 Redwing Ave So	11.028.20.44.0054	\$259.95	\$50.00	\$309.95
679.01	Vandesande, Benjamin	16610 16th St So	11.028.20.42.0073	\$218.87	\$50.00	\$268.87
697.01	Ladd, Jean	16770 2nd St No	35.029.20.44.0013	\$388.91	\$50.00	\$438.91
714	Orning, Shayne	417 Quixote Ave No	35.029.20.41.0009	\$127.91	\$50.00	\$177.91
721	Jorde, Diane	2018 Riviera Ave So	14.028.20.11.0013	\$183.43	\$50.00	\$233.43
724	Goble, Bob	16027 6th St No	35.029.20.32.0021	\$956.28	\$50.00	\$1,006.28

743.03	Marciniak, Ron	2140 Quebec Ave So	14.028.20.21.0072	\$152.51	\$50.00	\$202.51
744	Haslup, Mark	2049 Quinlan Ave So	14.028.20.12.0041	\$116.89	\$50.00	\$166.89
752.03	Ashton, Kimberly	351 Quinell Ave No	35.029.20.41.0041	\$116.58	\$50.00	\$166.58
790	Adrian, Greg	1621 Racine Ave So	11.028.20.42.0124	\$304.77	\$50.00	\$354.77
836	Ohlhauser, Mike	16717 20th St So	14.028.20.12.0148	\$101.39	\$50.00	\$151.39
846.01	Talcott, Brian	384 Queenan Ave So	02.028.20.24.0014	\$691.08	\$50.00	\$741.08
903.01	Johnson, Jessica	16565 17th St So	11.028.20.42.0003	\$698.00	\$50.00	\$748.00
925	Longnecker, Jason	50 Lakeland Shores Rd	02.028.20.11.0023	\$246.15	\$50.00	\$296.15
929.03	Bergeon, Linda	1590 Quinlan Ave So	11.028.20.42.0075	\$667.45	\$50.00	\$717.45
955.07	Pitt, Amelia	2065 Queens Ave So	14.028.20.12.0008	\$155.82	\$50.00	\$205.82
983	Marty, Mike	16656 21st St So	14.028.20.12.0037	\$102.98	\$50.00	\$152.98
1034	Caswell, Randall & Candice	239 Quant Ave No	35.029.20.31.0006	\$121.90	\$50.00	\$171.90

AGENDA ITEM

8B



TO: Mayor and City Council
FROM: Sandie Thone, City Administrator/Clerk
RE: 2017 Liquor License Renewals
DATE: November 15, 2016

INTRODUCTION

Pursuant to Lakeland City Code §113.01 No person, except wholesalers or manufacturers to the extent authorized under state license, shall directly or indirectly deal in, sell, or keep for sale any intoxicating liquor without first having obtained a license to do so as provided in this subchapter. Pursuant to §113.08 applications for renewal of an existing license must be made 60 days prior to the date of the expiration (December 31, 2016).

DISCUSSION

Application for renewals were received by the following establishments:

- 1) Off-Sale Liquor License: Village Wine & Spirits LLC dba Village Wine and Spirits at 370 South St. Croix Trail, Lakeland, MN 55043
- 2) On-Sale, Off-Sale and Sunday Liquor License: Bungalow Liquors, Inc. dba Bungalow Inn at 1151 Rivercrest Road North, Lakeland, MN 55043

The applicants have successfully submitted all of the application materials and fees required per city code and in compliance with the Minnesota Department of Public Safety, Alcohol and Gambling Enforcement Division. Both applicants have successfully passed the Washington County Sheriff's background investigation showing no violations on record. Council shall open the public hearing allowing all persons wishing to be heard and once sufficed, close the public hearing and take action on the license renewals for 2017.

RECOMMENDATION

Staff is requesting the City Council approve the 2017 liquor licenses for an Off-Sale Liquor License for Village Wine & Spirits LLC dba Village Wine and Spirits at 370 South St. Croix Trail, Lakeland, MN 55043 and an On-Sale, Off-Sale and Sunday Liquor License for Bungalow Liquors, Inc. dba Bungalow Inn at 1151 Rivercrest Road North, Lakeland, MN 55043. Motion, Second and Simple Majority (3/5) vote required.

(Official Publication)
CITY OF LAKELAND
WASHINGTON COUNTY, MINNESOTA
NOTICE OF PUBLIC HEARING ON
LIQUOR LICENSE RENEWALS FOR 2017

NOTICE IS HEREBY GIVEN that the City Council for the City of Lakeland, Washington County, Minnesota shall conduct a Public Hearing on November 15, 2016 at 6:00 p.m. at Lakeland City Hall located at 690 Quinnell Avenue North to consider Liquor License Renewals for the period beginning January 1, 2017. All persons wishing to be heard with reference to this request will be heard at the meeting.

Posted at city offices 11/1/2016, published in the Stillwater Gazette 11/4/2016.

Sandie Thone
City Administrator/Clerk



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement
 445 Minnesota Street, Suite 222
 St. Paul, MN 55101
 651-201-7500

Lakeland City Clerks Office

SEP 26 2016

Received by:

read back 11/16
10/31/16
[Signature]

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code CMBS **License Period Ending** 12/31/2016 **ID#** 31195

ISSUING AUTHORITY Lakeland

Licensee Name Bungalow Liquors Inc.

Trade Name Bungalow Inn

City, State, Zip Code 1151 Rivercrest Rd N

Lakeland MN 55043

Business Phone 6514365005

License Fees: **Off Sale** \$100.00 **On Sale** \$1,600.00 **Sunday** \$200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2& liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature *Leo Y...* DOB 12-28-64 SS# 477-84-3223 Date 10-31-16
 (Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature _____ Date _____
 (Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature _____ Date _____
 County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature *William M. ...* Date 11/3/16
 Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
 10/20/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Paulet/Slater 711 Hale Ave North Suite 101 St. Paul MN 55128	CONTACT NAME: Bryan Stanley PHONE (A/C, No, Ext): (651) 644-0311 E-MAIL ADDRESS: bstanley@pauletslater.com	FAX (A/C, No): (651) 641-8981
	INSURER(S) AFFORDING COVERAGE	
INSURED Bungalow Liquors Inc. DBA: Bungalow Inn 1151 Rivercrest Road Lakeland MN 55043	INSURER A: Employers Preferred NAIC #: 10346	
	INSURER B: Wilson Mutual NAIC #: 19950	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES **CERTIFICATE NUMBER:** 17/18 LIQ/WC **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	EIG217823502	1/1/2017	1/1/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Liquor Liability Continuous Til Cancelled			BR225508	1/1/2017	1/1/2018	Each Occurrence \$1,000,000 Aggregate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER (651) 436-3949 city@ci.lakeland.mn.us City of Lakeland Attn: Sandie Thone 1190 St Croix Trail South Lakeland, MN 55043	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Jeffrey Stanley/JP2
--	---



**Minnesota Department of Public Safety
Alcohol and Gambling Enforcement**
445 Minnesota Street, Suite 222
St. Paul, MN 55101
651-201-7500

Lakeland City Clerks Office

SEP 26 2016
Received by: *[Signature]*
10/20/16
10/31/16

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approved or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code OFSL License Period Ending 12/31/2016 ID# 28644

ISSUING AUTHORITY Lakeland

Licensee Name Village Wine & Spirits LLC

Trade Name Village Wine & Spirits

City, State, Zip Code 370 S St. Croix Tr

Lakeland MN 55043

Business Phone 6514369991

License Fees: **Off Sale** \$240.00 **On Sale** **Sunday**

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$100,000 surety bond may be submitted in lieu of liquor liability. (3.2% liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature *[Signature]* DOB 11-6-53 SS# 502-60-7794 Date 10-12-16
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature _____ Date _____
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature _____ Date _____
County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature *[Signature]* Date 10/26/16
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/7/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh & McLennan Agency LLC 4410 Golf Terrace Suite 202 Eau Claire WI 54701	CONTACT NAME: Janet Roth	FAX (A/C No):
	PHONE (A/C No, Ext):	
	E-MAIL: janet.roth@marshmma.com	
	ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Indiana Insurance	22659
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

INSURED
Village Wine & Spirits LLC
ABG Holdings LLC
1231 Industrial Street
Hudson WI 54016

ABGHOLDIN

REVISION NUMBER:

COVERAGES CERTIFICATE NUMBER: 114241280
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			BKS56596340	2/11/2016	2/11/2017	EACH OCCURRENCE	\$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$100,000
							MED EXP (Any one person)	\$5,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$2,000,000
							PRODUCTS - COM/POP AGG	\$2,000,000
								\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			BAS56596340	2/11/2016	2/11/2017	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB			USO56596340	2/11/2016	2/11/2017	EACH OCCURRENCE	\$10,000,000
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	\$10,000,000
	DED: RETENTION \$							\$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			XWW56596340	2/11/2016	2/11/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
	Y/N N/A						E.L. EACH ACCIDENT	\$500,000
							E.L. DISEASE - EA EMPLOYEE	\$500,000
							E.L. DISEASE - POLICY LIMIT	\$500,000
A	Liquor Liability			BKS56596340	2/11/2016	2/11/2017	Ea Cause Aggregate	\$1,000,000 \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Location: 370 South St Croix Trail, Lakeland MN 55043 License Period: 1/1/17-12/31/17 Coverage is extended by the insurance carrier to include the license period. Coverage provided for bodily injury to any one person, destruction of property and loss of means of support.

CANCELLATION

CERTIFICATE HOLDER

City of Lakeland
1190 St. Croix Trail S.
Lakeland MN 55043

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

James J. Erickson

© 1988-2014 ACORD CORPORATION. All rights reserved.