



NOTICE OF AGENDA

CITY COUNCIL MEETING

[City of Forest Lake - Link to Meeting Livestream](#)

Forest Lake City Center – Council Chambers
Forest Lake, Minnesota

April 8, 2024 – 7:00 PM

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve the Agenda (Action)
5. Open Forum - Citizen Petitions, Requests and Concerns: Please sign in at the front table.
The Open Forum is available for residents to express personal opinions for any item of business. Please limit your comments to three (3) minutes.
6. Consent Agenda Considerations (Action Items)*
 - a) *Approve City Bills*
 - b) *Approve Minutes*
 1. *March 18, 2024 Council Work Session Meeting*
 2. *March 25, 2024 Regular Council Meeting*
 - c) *Approve Final PUD for Westlake-Resolution No 04-08-24-05-Abbi Wittman*
 - d) *Approve Plans and Specs and Authorize Bids for Airfield Pavement Maintenance Project-Silas Parmar*
 - e) *Approve Plans and Specs and Authorize Bids for Taxiway A3 and Taxilane Bravo Extension Project-Silas Parmar*
 - f) *Approve Temporary Liquor License Wildlife Science Center*

*Council may remove any item from the consent agenda for specific consideration.

7. Regular Agenda (Action Items)
 - a) *Accept Donation from American Legion Post 225-Resolution No 04-08-24-01-Alan Newman*
 - b) *Accept Donation from Fairway Mechanical DBA Autowerks-Resolution No 04-08-24-02-Alan Newman*
 - c) *2025 Budget Calendar-Kevin Knopik*

d) *Housing Legislation Resolution-Resolution No 04-08-24-03-Kristina Handt*

8. Discussion

- a) *M Health Annual Update- Alan Newman*
- b) *Veteran's Memorial -Jamie Muscha*
- c) *Downtown Stormwater BMPs-Tim Olson*
- d) *Hidden Creek Engineering Standards Waiver Request-Abbi Wittman*
- e) *Parks Commission Ordinance-Abbi Wittman*

9. Staff Updates

10. Mayor and City Council Updates

11. Adjourn

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Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
	Invoice				
MISC-UB	ADAM & THEA JANITSCHKE				
	7109968	UB refund for account: 7109968	142.52	114913	04/08/2024
		*UB refund for account: 7109968			
TOTAL FOR: ADAM & THEA JANITSCHKE			142.52		
10057	AIRPORT LIGHTING COMPANY OF NY INC				
	54960	CPAPI PRINTED CIRCUIT BOARD & CPAPI INPUT GDT	1,812.88	114914	04/08/2024
TOTAL FOR: AIRPORT LIGHTING COMPANY OF NY INC			1,812.88		
10085	ALLSTATE PETERBILT OF SOUTH ST PAUL				
	3004643093	PULLEY-ALTERNATOR & ALTERNATOR - PACCAR 160A	545.30	114915	04/08/2024
TOTAL FOR: ALLSTATE PETERBILT OF SOUTH ST PAUL			545.30		
10102	AMERICAN IMPORTS				
	43288	SQUAD 2003 - CHANGE OIL	31.45	114916	04/08/2024
TOTAL FOR: AMERICAN IMPORTS			31.45		
MISC	AMY & BROOKE TATNELL				
	PB06267	BD Payment Refund	2,000.00	114917	04/08/2024
		*BD Refund for Trx: 0033286927, Record: PB06267,			
		Address: [REDACTED]			
		Comment: [REDACTED] ESCROW PAYMENT			
TOTAL FOR: AMY & BROOKE TATNELL			2,000.00		
10123	ANDERSON & KOCH FORD INC				
	16849	2020 FORD F-350 INSPECTION OF YOUR VEHICLE & RECALL FOR WIPER ARMS & CHECK AC NOT COOLING	599.76	114918	04/08/2024
TOTAL FOR: ANDERSON & KOCH FORD INC			599.76		
10165	ARROW LIFT ACCESSIBILITY				
	P-SI48554	SENIOR CENTER / SERVICE CONTRACT RENEWAL: 03/07/24 - 03/07/25	436.00	114919	04/08/2024
TOTAL FOR: ARROW LIFT ACCESSIBILITY			436.00		
10174	ASPEN MILLS				
	329733	BADGE FOREST LAKE FIRE - CUSTOM SILVER SHIRT SIZE LIEUTENANT - SINGLE BUGLE #301	74.85	114920	04/08/2024
	330362	T.LAFLECHE-EB SHIRT,EB PANTS,PATCHES,NAME TAG, BELT	233.55	114920	04/08/2024
TOTAL FOR: ASPEN MILLS			308.40		

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10195	AUTONATION FORD WHITE BEAR LAKE 441797	SERVICES ON UNIT 1809	53.60	114921	04/08/2024
TOTAL FOR: AUTONATION FORD WHITE BEAR LAKE			53.60		
14035	BATTERIES PLUS BULBS P71225656	EPSON ELPLP76 OEM	309.95	114922	04/08/2024
TOTAL FOR: BATTERIES PLUS BULBS			309.95		
14059	BENEFIT EXTRAS INC 03112024	SETTLE PURCHASE	110.23	1738	03/13/2024
	03162024	SETTLE PURCHASE	1.44	1740	03/19/2024
	03172024	SETTLE PURCHASE	1.20	1740	03/19/2024
	03202024	SETTLE PURCHASE	130.48	1744	03/20/2024
	COLLATERAL	INCREASE ON COLLATERAL ACCOUNT	109.57	1743	03/19/2024
TOTAL FOR: BENEFIT EXTRAS INC			352.92		
14128	BOLTON & MENK INC 0332310	2022 LS & FM IMPROVEMENTS	2,442.00	114923	04/08/2024
	0332311	2024 ADA SIDEWALK REPAIRS	1,755.00	114923	04/08/2024
	0332312	2024 LOCAL ST IMPROVEMENT	11,819.00	114923	04/08/2024
	0332313	2024 RECLAMATION/DOUBLE CHIP	4,055.00	114923	04/08/2024
	0332314	CSAH 32 PEDESTRIAN & STREET	2,670.00	114923	04/08/2024
	0332315	CSAH 33 SAFETY IMPROVEMENTS	2,047.00	114923	04/08/2024
	0332316	EUREKA AVENUE IMPROVEMENTS	39,132.50	114923	04/08/2024
	0332318	GENERAL ROUTINE ENGINEERING	2,500.00	114923	04/08/2024
	0332320	MS4 ANNUALPROGRAM ASSISTANCE	507.00	114923	04/08/2024
	0332322	NON-ROUTINE ENGINEERING	4,253.00	114923	04/08/2024
	0332323	ROUTINE BRIDGE INSPECTIONS	394.00	114923	04/08/2024
	0332333	STORMWATER MODELING UPDATES	524.00	114923	04/08/2024
	0332334	TH 97 IMPROVEMENT PROJECT	2,403.00	114923	04/08/2024
	0332336	WTP 4 CONSTRUCTION	21,551.00	114923	04/08/2024
TOTAL FOR: BOLTON & MENK INC			96,052.50		
14159	BRIDGE TOWER MEDIA 745681953	2024 RECLAMATION AND DOUBLE CHIP SEAL PROJECT	244.02	114924	04/08/2024
TOTAL FOR: BRIDGE TOWER MEDIA			244.02		
14186	BRUCE'S FOODS INC 0135 03-12-24	24 PK OF WATER QUANTITY - 6	23.94	114925	04/08/2024
TOTAL FOR: BRUCE'S FOODS INC			23.94		

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	Invoice				
18024	CARGILL INC				
	2909335350	KD CRSE SO BULK NSF 60 - 50,260.00 LB	6,603.16	114926	04/08/2024
	2909336071	CLEARLANE DEICER ENHNCD BULK - 50,520.00 LB & 47,320.00 LB	5,791.15	114926	04/08/2024
	2909341035	CLEARLANE DEICER - 49,340.00 LB	2,920.43	114926	04/08/2024
TOTAL FOR: CARGILL INC			15,314.74		
18113	CINTAS CORPORATION				
	4186691876	UNIFORM & CLOTHING - M.WELSH	73.76	114927	04/08/2024
	4187418232	UNIFORM & CLOTHING - M.WELSH	73.76	114927	04/08/2024
	5203162050	REFILLS FOR FIRST AID KITS	95.51	114927	04/08/2024
TOTAL FOR: CINTAS CORPORATION			243.03		
18129	CITY OF SAINT PAUL				
	IN57622	PDI COURSE: WOMEN'S LEADERSHIP-J.GRIFFIN	180.00	114928	04/08/2024
TOTAL FOR: CITY OF SAINT PAUL			180.00		
18181	CONNEXUS ENERGY				
	FEBRUARY 2024	FEBRUARY 2024 ENERGY BILLING	2,582.92	1745	03/25/2024
	FEBRUARY 2024-2	FEBRUARY 2024-2 ENERGY BILL	18.00	114929	04/08/2024
TOTAL FOR: CONNEXUS ENERGY			2,600.92		
18192	CORE & MAIN LP				
	INV0006223	HACH TOTAL CHLORINE CHEMKEY® REAGENTS, 0.04-10 MG/L CL2, 25/BOX, 9429100	576.12	114930	04/08/2024
TOTAL FOR: CORE & MAIN LP			576.12		
26004	EARL F ANDERSEN - DIVISION OF SAFET				
	0135632-IN	R1-1 30" DG3 STOP & W14-2 30" DG3 NO OUTLET & R2-1 24X30 DG3 SPEED LIMIT 35 & R2-1 24X30 DG3 SPEED	5,750.60	114931	04/08/2024
TOTAL FOR: EARL F ANDERSEN - DIVISION OF SAFET			5,750.60		
26013	ECM PUBLISHERS INC				
	990902	APRIL 15 BOARD OF EQUALIZATION	34.45	114932	04/08/2024
TOTAL FOR: ECM PUBLISHERS INC			34.45		
26048	EMERGENCY AUTOMOTIVE TECHNOLOGIES				
	SERV24143	SERVICES ON 2021 CHEVY TAHOE - UNIT 2107	714.60	114933	04/08/2024
TOTAL FOR: EMERGENCY AUTOMOTIVE TECHNOLOGIES			714.60		

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Invoice					
30026	FERGUSON WATERWORKS #2518				
0527046		2 MACH10 R900I USG 15-1/4 LL *X & LF 1 T10 MTR P/C	362.58	114934	04/08/2024
		USG W/O REC *X			
0527049		LF BRZ 2 MTR FLG KIT PR & LF 1 FIP CPHN L/ SWVL W/	129.79	114934	04/08/2024
		NUT & LF 1 SDR SWVL CONN F/ 1 CSTR			
0527235		1 INCH T10 WATER METER	487.04	114934	04/08/2024
TOTAL FOR: FERGUSON WATERWORKS #2518			979.41		
30041	FIRE SAFETY USA INC				
184512		ENGINE 2-TESTED THE FUNCTION OF THE KUSSMAUL AUTO	247.50	114935	04/08/2024
		CHARGER & ENGINE 4-RAISED THE CAB & CHECKED FLUIDS			
TOTAL FOR: FIRE SAFETY USA INC			247.50		
30073	FOREST LAKE ACE HARDWARE				
63938/3		FLEX SEAL WHITE 14OZ	29.98	114936	04/08/2024
63974/3		TUBE VINYL 5/8ID X 7/8OD	109.99	114936	04/08/2024
63975/3		RETURN FOR TUBE VINYL 5/8ID X 7/8OD	(109.99)	114936	04/08/2024
63976/3		TUBE VINYL 5/8ID X 7/8OD & HSE CLMP 9/16"1-1/16"	127.93	114936	04/08/2024
		SS & CLAMP HOSE 7/16"TO 1" SS			
63980/3		SPACKL DRYDEX1/2PT DAP	9.99	114936	04/08/2024
64004/3		THREAD SEALANT, HOSE, HB ELBOW 3/8X1/2"MPT LF, CAP	55.89	114936	04/08/2024
		1" SLIP, OTHER PARTS			
TOTAL FOR: FOREST LAKE ACE HARDWARE			223.79		
34005	GALLAGHER BENEFIT SERVICES INC				
307467		MARCH 2024 CONSULTING SERVICES	1,200.00	114937	04/08/2024
TOTAL FOR: GALLAGHER BENEFIT SERVICES INC			1,200.00		
38004	HACH COMPANY				
13970253		ROCHELLE SALT SOLN, 500ML	124.00	114938	04/08/2024
TOTAL FOR: HACH COMPANY			124.00		
38044	HAWKINS INC				
6712055		LPC-4 & SODIUM HYDROXIDE 50% DIAPHRAGM & CHLORINE	2,749.97	114939	04/08/2024
		- EPA REG. NO. 7870-2			
6719873		LPC-4 & SODIUM HYDROXIDE 50% DIAPHRAGM & CHLORINE	3,289.58	114939	04/08/2024
		- EPA REG. NO. 7870-2			
TOTAL FOR: HAWKINS INC			6,039.55		
38049	HEALTH PARTNERS				
CLAIMS03132024		HPAI SELF INSURED CLAIMS 15657 - MARCH 2024	732.56	1741	03/18/2024
CLAIMS03202024		HPAI SELF INSURED CLAIMS 15657 - MARCH 2024	1,994.07	1746	03/25/2024
TOTAL FOR: HEALTH PARTNERS			2,726.63		

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38136	HYDRAULICS PLUS & CONSULTING LLC				
	18057	2-1/8 X 2-1/2 X 5/16 U-SEAL	20.48	114940	04/08/2024
TOTAL FOR: HYDRAULICS PLUS & CONSULTING LLC			20.48		
38124	HYDRO FLOW PRODUCTS, LLC				
	55976	SMART MONSTER PRESSURE TRANSDUCER, GAUGES, RANGE EXTENDERS, HOSES	10,340.00	114941	04/08/2024
TOTAL FOR: HYDRO FLOW PRODUCTS, LLC			10,340.00		
49139	KORNOWSKI CONSULTANTS LLC				
	76452	MEETING WITH ALAN & COREY ON DESIRED WEBSITE CHANGES TO BLD DEPT & WEBSITE WORK-CHANGES TO BLD PAGE	540.00	114942	04/08/2024
TOTAL FOR: KORNOWSKI CONSULTANTS LLC			540.00		
MISC-UB	KREG & MEGAN BALLARD				
	7102997	UB refund for account: 7102997 *UB refund for account: 7102997	175.62	114943	04/08/2024
TOTAL FOR: KREG & MEGAN BALLARD			175.62		
53011	LAKES CENTER FOR YOUTH & FAMILIES				
	2024-03 INTV	2024 CONTRIBUTION AGREEMENT - COUNSELING & ENRICHMENT & INTERVENTION	40,500.00	114944	04/08/2024
TOTAL FOR: LAKES CENTER FOR YOUTH & FAMILIES			40,500.00		
MISC	M & B SERVICES LLC				
	PW01063	BD Bond Refund *BD Bond Refund: BSO-0007, Address: [REDACTED] Note: STREET OPENING ESCROW	3,500.00	114945	04/08/2024
TOTAL FOR: M & B SERVICES LLC			3,500.00		
57353	MATTHEW SMITH				
	PAYABLE	\$100 PAYABLE	100.00	114946	04/08/2024
TOTAL FOR: MATTHEW SMITH			100.00		
57106	MENARDS				
	29605	64OZ MR CLEAN LQ LEMON & TOILET BOWL CLEAN 2X24OZ & 20OZ SCRUBBING BUBBLES & ZEP BLEACH RESIST SPRAYE	142.86	114947	04/08/2024
	29692	PRO STRIPING PAINT WHITE	43.48	114947	04/08/2024
	30145	FOLGERS COFFEE, LCOK DEIVER 18G	30.94	114947	04/08/2024
TOTAL FOR: MENARDS			217.28		

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57123	METRO SALES INC				
	INV2487341	RICHO/IM C3000 C45000 C6000 COLOR COPIES	1,151.07	114948	04/08/2024
TOTAL FOR: METRO SALES INC			1,151.07		
57198	MINNESOTA COUNCIL OF AIRPORTS (MCOA				
	1098	MEMBERSHIP REVEWAL (THROUGH APRIL 30, 2025)	150.00	114949	04/08/2024
TOTAL FOR: MINNESOTA COUNCIL OF AIRPORTS (MCOA			150.00		
57264	MINNESOTA VALLEY TESTING LABS				
	1243639	COLIFORM, MF - WATER	151.25	114950	04/08/2024
TOTAL FOR: MINNESOTA VALLEY TESTING LABS			151.25		
57411	MORRIE'S FOREST LAKE CHEVROLET				
	133740	OIL CHANGE, TIRE ROTATION & FILTERS FOR 2021 CHEVY	244.54	114951	04/08/2024
		TAHOE SQUAD 2115			
	133778	ROUTINE MAINTENANCE ON SQUAD 2107	951.37	114951	04/08/2024
TOTAL FOR: MORRIE'S FOREST LAKE CHEVROLET			1,195.91		
61007	NAPA AUTO PARTS				
	201733	3YR WARRANTY BATTERY PLUS CORE CHARGES AND CREDIT	190.97	114952	04/08/2024
	201905	HYD HOSE FITTINGS, 12MXTXREEL	273.96	114952	04/08/2024
TOTAL FOR: NAPA AUTO PARTS			464.93		
65002	O'REILLY AUTO PARTS				
	1517-241669	WIPER BLADE	19.00	114953	04/08/2024
TOTAL FOR: O'REILLY AUTO PARTS			19.00		
MISC-UB	PAUL UNDERDAHL				
	7104391	UB refund for account: 7104391	89.02	114954	04/08/2024
		*UB refund for account: 7104391			
TOTAL FOR: PAUL UNDERDAHL			89.02		
69116	PRECISE MRM LLC				
	IN200-1048073	5MB FLAT DATA PLAN US WITH MAF C-US-5MB	20.00	114955	04/08/2024
TOTAL FOR: PRECISE MRM LLC			20.00		
MISC-UB	R P SCHROEDER CONSTRUCTION				
	7117404	UB refund for account: 7117404	2,374.00	114956	04/08/2024
		*UB refund for account: 7117404			
TOTAL FOR: R P SCHROEDER CONSTRUCTION			2,374.00		

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74148	ROTARY CLUB OF FOREST LAKE 3RD QTR 2023	3RD QUARTER - OCTOBER, NOVEMBER, DECEMBER - R. PETERSON	103.00	114957	04/08/2024
TOTAL FOR: ROTARY CLUB OF FOREST LAKE			103.00		
78019	SALES TAX MN DEPT REVENUE EFT 022924	FEBRUARY 2024 SALES TAX	362.00	1747	03/13/2024
TOTAL FOR: SALES TAX MN DEPT REVENUE EFT			362.00		
MISC-UB	SCOTT JOHNSON 7102395	UB refund for account: 7102395 *UB refund for account: 7102395	53.25	114958	04/08/2024
TOTAL FOR: SCOTT JOHNSON			53.25		
MISC-UB	SHIRLEY BOLDUAN 7115672	UB refund for account: 7115672 *UB refund for account: 7115672	64.90	114959	04/08/2024
TOTAL FOR: SHIRLEY BOLDUAN			64.90		
78101	SHRED-IT USA 8006627856	SHREDDING SERVICES FOR MARCH 2024	467.50	114960	04/08/2024
TOTAL FOR: SHRED-IT USA			467.50		
78176	STAPLES INC 3562377678	TOWEL C FOLD 17900151 & CWP JRT 1-PLY & FILTERS	376.04	114961	04/08/2024
	3562643205	COFFE 12 CUP CAPACITY PERK 8.5 IN PAPER PLATE 500CT & DART 8 OZ. FOAM CUP 1000CT	90.38	114961	04/08/2024
TOTAL FOR: STAPLES INC			466.42		
MISC-UB	STEPHEN KAMINSKY 7116072	UB refund for account: 7116072 *UB refund for account: 7116072	261.16	114962	04/08/2024
TOTAL FOR: STEPHEN KAMINSKY			261.16		
78214	STREICHER'S INC I1688519	AMMO, RELOADING TRAINING ROUND KIT	2,442.64	114963	04/08/2024
TOTAL FOR: STREICHER'S INC			2,442.64		
86001	ULINE, INC 175621559	BULK FOAMING SOAP DISPENSER & ANTIBACTERIAL FOAM SOAP 1 GAL	291.83	114964	04/08/2024
TOTAL FOR: ULINE, INC			291.83		

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88017	VERIZON WIRELESS				
	9958782949	VERIZON WIRELESS MAR 11 - APR 10 2024	3,439.80	1748	03/27/2024
TOTAL FOR: VERIZON WIRELESS			3,439.80		
90075	WEX BANK				
	95981421	FIRE MOTOR FUEL - MARCH 2024	2,123.56	114965	04/08/2024
	95981686	POLICE MOTOR FUEL - MARCH 2024	3,458.86	114966	04/08/2024
	95981889	PUBLIC WORKS MOTOR FUEL - MARCH 2024	3,288.48	114967	04/08/2024
TOTAL FOR: WEX BANK			8,870.90		
90100	WINNICK SUPPLY INC				
	039432	2" WILKINS DRAINABLE BALL & VALVE FOR SPRINKLER VALVE	392.00	114968	04/08/2024
	039999	1/2" BALL VALVE FULL PORT THREADED & 1/2" 90 ELBOW PRESS & 1/2" MALE STREET ADAPTER PRESS	935.79	114968	04/08/2024
	040322	RETURN OF 1/2" SPLIT RING HANGER COPPER PAINT & 1/2" 90 ELBOW PRESS & 1/2" FEMALE ADAPTER PRESS	(522.15)	114968	04/08/2024
	040324	PASCO 5/8" BRAIDED PVC TUBE 50'	17.01	114968	04/08/2024
TOTAL FOR: WINNICK SUPPLY INC			822.65		
94003	XCEL ENERGY				
	864639013	51-0239658-9 ~ LIFT STATIONS	171.10	1739	03/13/2024
	864781099	51-0013131153-7 ~ 10100 SCANDIA TRL N	0.47	1739	03/13/2024
	864803382	51-0014133727-6 ~ 23845 GRANADA AVE N LIFT STATION	37.14	1739	03/13/2024
	864808958	51-0014003458-5 7686 NORTH SHORE CIR LIFT STATION	39.13	1739	03/13/2024
	864810679	51-0014224434-5 ~ 21228 KIEBLER CT N	47.02	1739	03/13/2024
	864841782	51-8829533-8 ~ 21036 KAROLINE CT N-LIFT	12.77	1739	03/13/2024
	864857693	51-0014644299-0 ~ 9597 NORTH SHORE TRL N UNIT-LIFT STATION	32.44	1739	03/13/2024
	865323812	51-5193679-1 ~ AIRPORT	6.60	1742	03/18/2024
	865327901	51-5193669-9 ~ 777 4TH ST SW RINK & WARMING HOUSE	9.74	1742	03/18/2024
	865537851	51-5193674-6 ~ LIFT STATIONS	86.11	1742	03/18/2024
	865542423	51-5193677-9 ~ LIFT STATIONS	545.08	1742	03/18/2024
	865547261	51-5193663-3 ~ TRAFFIC SIGNALS	19.36	1742	03/18/2024
TOTAL FOR: XCEL ENERGY			1,006.96		
98006	ZIEGLER INC				
	CM000202192	RETURN FOR GASKET	(43.33)	114969	04/08/2024
	IN001402820	GASKET	43.33	114969	04/08/2024
	IN001416354	SEAL-O-RING	20.74	114969	04/08/2024
TOTAL FOR: ZIEGLER INC			20.74		

TOTAL - ALL VENDORS

219,550.89



City Council

Workshop

~ Minutes ~

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6:30 PM

City Center - Council Chamber

[City of Forest Lake - Livestream and Recorded Meetings](#)

1. Call to Order

2. Roll Call

Attendee Name	Title	Status	Arrived
Mara Bain	Mayor	Present	
Sam Husnik	Councilmember	Present	
Hanna Valento	Councilmember	Present	
Leif Erickson	Councilmember	Present	
Blake Roberts	Councilmember	Present	

3. Pledge of Allegiance

4. Open Forum – Citizen Petitions, Requests, and Concerns

The Open Forum is available for residents to express personal opinions for any item of business. Please limit your comments to three (3) minutes.

Nick Hegberg, 843 12th Avenue Southeast, encouraged Forest Lake to consider the conditions of the courts and the fields at Beltz Park. He stated the downtown was a disaster and encouraged continued park maintenance as taxes have increased.

Susan Young, 9950 199th Street North, Forest Lake Area Athletic Association (FLAAA) board member at large, agreed the parks need help. She noted the baseball fields need agriculture lime to make the surfaces more playable. She shared that there are issues keeping the sprinkler heads in place at the lacrosse fields. She believes the athletic fields are an economic driver for the City of Forest Lake. She encouraged installation of lights on the fields and the City to partner with the FLAAA organization.

5. Special Event Permits and Policies

Park and Recreation Supervisor Muscha provided an overview on the current review and approval process for event permits. She identified challenges with special events in the community and created a special event permit application. She summarized public and private events that take place in the community and event needs from the City resources.

Councilmember Erickson asked if the application was an online form.

Park and Recreation Supervisor Muscha answered that the form was a fillable PDF. She stated it could be put into the system as a form.



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Councilmember Husnik asked if there was a typical amount charged for permit fees.

Park and Recreation Supervisor Muscha responded that the outdoor entertainment fee is currently \$50. There is a tent permit fee as well.

Councilmember Roberts asked how certain events would utilize City staff, such as the RE/MAX Block Party.

Park and Recreation Supervisor Muscha answered that there is a public safety component. There is not a current policy if an off-duty officer is required, but it is determined by the Police Department.

Mayor Bain questioned if an event is sponsored by the City, so the police officers receive overtime and if it is a private event, do the officers receive off-duty pay.

Park and Recreation Supervisor Muscha responded that she did not know for certain but if the event is private, the officer is either paid off-duty or overtime.

Mayor Bain asked if there was a level of concern allowing off-duty officers to work events and whether the process should be completed through the City.

Park and Recreation Supervisor Muscha answered there would need to be a follow-up to determine when security is needed and what type of security is appropriate. She requested City Council feedback about the ordinance for amplified music and the usage of legal dollars for ordinance amendment.

Community Development Director Wittman stated the policies should be better solidified in the City code to guide operations and City staff would partner with the City Council to determine these policies.

Mayor Bain stated support for the effort but questioned the priority of the discussion. She stated it makes sense to invest in legal resources as appropriate.

Park and Recreation Supervisor Muscha asked whether the City Council would be okay with varying levels of approval for events.

Councilmember Erickson agreed with this but encouraged an appeal process to be in place, as appropriate, if an event was turned down.

Councilmember Husnik agreed there should be a standard of approval and that the City Council does not need to approve every single event.



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Park and Recreation Supervisor Muscha questioned how the City Council would like to see the impact of City resources from special events in Forest Lake.

Community Development Director Wittman clarified that different events can be broken down by impact on City resources if the City Council would like to see this information.

Interim City Administrator Handt asked if the City Council would like to see the three different types, opportunity costs, hard costs, or overtime.

Mayor Bain responded that at the City Council level, there could be planned community events throughout the year and planned department usages for these events. The underlying costs for planned community events should be built into department budgets at a baseline.

Councilmember Husnik stated there is a line between a private event and a public event.

Community Development Director Wittman stated that based on information from last year, there could be better anticipation for needs for events this year. These costs could be discussed when determining the budget to understand the costs of events. This could help determine event fees.

Park and Recreation Supervisor Muscha asked whether City Council would like staff to consider permit funding options to reduce the City impact's on special event costs and whether there should be a fee schedule.

Councilmember Erickson responded that he would only be interested in seeing the hard costs. He asked what other cities were doing in terms of their fee schedule.

Community Development Director Wittman stated there would most likely not be fees and policies in place for 2024 but they would be created for 2025.

Mayor Bain asked if City staff could find what standard benchmark communities are using as well as what event-heavy communities are doing.

Consensus: Council consensus was reached to authorize staff to explore options for special events permits and policies to determine what is most appropriate for Forest Lake.

6. Athletic Fields Maintenance

Public Works Director Adams provided an overview of the City's involvement in the athletic field maintenance in collaboration with the Forest Lake School District. The Forest Lake School District currently provides scheduling of the athletic fields. There are two options for field maintenance. The first option is to allow the City to maintain the fields and acquire proper equipment. The second



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option is to allow the Forest Lake School District to provide field maintenance. There is no agreement established for Forest Lake School District to complete the field maintenance. He asked the City Council for feedback on maintenance preference, noting the City needs to consider the costs associated with both options.

Park and Recreation Supervisor Muscha stated with the field scheduling process, the City is able to identify gaps of availability for other groups to utilize the fields.

Councilmember Roberts questioned the Forest Lake School District's interest in this arrangement.

Public Works Director Adams responded that they have been in discussion about this option. The school district would need to consider the workload to consider staff availability to complete this maintenance.

Councilmember Husnik asked what works the best for the Public Works Department.

Park and Recreation Supervisor Muscha responded that it is dependent on what is the best way to utilize resources for FLAAA, the school district, and the City. Each partner can contribute different strengths to benefit the community.

Susan Young, FLAAA board member at large, stated there would need to be standards to enforce so that fields are playable at the right times.

Public Works Director Adams stated the goal would be to establish a framework and to start 2025 with a maintenance plan in place.

7. Beltz Park Grant

Community Development Director Wittman presented an overview of the background for the Beltz Park Master Plan. The grant would be for phase one of the Beltz Park project. She detailed the requirements of the grant established by the Department of Natural Resources.

Councilmember Valento encouraged work to be completed on Betlz Park and that the Parks and Recreation Commission to be established prior to additional work on this plan.

Councilmember Husnik stated the Beltz Park plan needs to consider parking with the neighboring church.

Mayor Bain voiced concerns about seating a Parks and Recreation Commission in the middle of this project and encouraged joint working sessions. She also encouraged strong alignment with budget and timing.



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Councilmember Roberts encouraged saving money, foregoing park shelters and pavilions, and developing current facilities at the park.

Park and Recreation Supervisor Muscha responded that the City only has gazebos for gatherings at Lakeside Memorial Park. This drove the priorities for the project at Beltz Park. There was also consideration about accessibility of parks, noting Beltz Park currently does not have accessible options.

Tim Garry stated he previously served on the Parks and Recreation Commission. He shared concerns the Parks and Recreation Commission faced on this project regarding the irrigation of fields and the costs.

Mayor Bain asked if the column on the right was an alternative to the original plan.

Community Development Director Wittman stated the original phase one of the project would deplete the park dedication fund. The courts at Beltz Park have not been maintained and might possibly be beyond rehabilitation. If the grant would not be utilized, the funding would need to be returned to the Department of Natural Resources, which might impact access to future funding.

Mayor Bain questioned when the grant expired.

Community Development Director Wittman responded that it expired this year.

Mayor Bain stated that a new neighborhood park has not been created in over ten years. The City priority about park investment has shifted, noting the previous policy invested in major parks rather than a community park. She stated Forest Lake property tax does not fund park development or maintenance so these decisions are challenging because there is a limited pool of resources for funding. She noted the City needs to consider the funding source for future projects to ensure the resources are available.

Councilmember Erickson responded that it would be beneficial for additional people close to the community to provide input about the park projects. He encouraged working on the courts at Beltz Park.

Councilmember Valento stated she would be favorable to court rehabilitation.

Mayor Bain asked if court rehabilitation is the least intrusive and would allow for future development at a different point of time.

Community Development Director Wittman affirmed this information.

Park and Recreation Supervisor Muscha answered that Beltz Park has the only tennis courts in Forest Lake. Forest Lake is also deficient in basketball courts and two could be installed at Beltz Park.



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These would be positive options. She shared the Rotary funding would be limited to accessibility improvements. There are other opportunities to explore grants to help fund the park improvements.

Mayor Bain asked if the park rehabilitation plan includes establishing a parking agreement with the church.

Park and Recreation Supervisor Muscha responded that a parking agreement needs to be established with the church and it needs to be favorable for both the church and for the City.

Mayor Bain asked if there was an opportunity to improve the restroom facilities at Beltz Park.

Park and Recreation Supervisor Muscha responded that there is a portable restroom at the park.

Councilmember Roberts encouraged taking baby steps to help improve Beltz Park.

Councilmember Erickson asked whether it would be possible to place portable bathroom facilities closer to the courts to discourage usage of the church bathrooms.

Community Development Director Wittman stated if the City Council decides to proceed with the court rehabilitation of Beltz Park, they would need to return the grant to the Department of Natural Resources. She asked if they were comfortable looking at the costs of court rehabilitation prior to the establishment of the Parks and Recreation Commission.

Mayor Bain encouraged establishing a work plan with the City Council and the Park and Recreation Commission. She noted it would be beneficial to determine when the City Council should be included in decisions with the Parks and Recreation Commission.

Nick Hegberg, 843 12th Avenue Southeast, asked about the purpose of the Parks and Recreation Commission if the City Council is already determining decisions about the parks.

Mayor Bain responded that the City Council wants feedback and a working relationship with the Parks and Recreation Commission.

Park and Recreation Supervisor Muscha stated that the Commission and City Council can explore funding mechanisms and what other communities have done for parks funding.

Susan Young, FLAAA board member at large, stated that there has been an increase in population density in Forest Lake. She encouraged the City Council to consider decisions about population density and the park dedication fund, noting with the current development, there needs to be additional accessibility to parks.

Tim Garry asked whether the storage units were charged the park dedication fees.



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Mayor Bain stated those fees are being challenged throughout the State of Minnesota. There needs to be an established way to pay for maintenance and updates and the City should not be overly reliant on development fees.

8. Adjourn

Motion: Councilmember Husnik made a Motion to Adjourn the Council Workshop Meeting at 8:35 p.m. Motion seconded by Councilmember Erickson. Motion carried 5-0.



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[City of Forest Lake - Livestream and Recorded Meetings](#)

1. Call to Order

2. Roll Call

Attendee Name	Title	Status	Arrived
Mara Bain	Mayor	Present	
Sam Husnik	Councilmember	Present	
Hanna Valento	Councilmember	Present	
Leif Erickson	Councilmember	Present	
Blake Roberts	Councilmember	Present	

3. Pledge of Allegiance

4. Approve the Agenda (Action)

Motion: Councilmember Erickson made a Motion to Approve the Agenda as presented.
Motion seconded by Councilmember Valento. Motion carried 5-0.

5. Open Forum – Citizen Petitions, Requests, and Concerns

*The Open Forum is available for residents to express personal opinions for any item of business.
Please limit your comments to three (3) minutes.*

Comments:

Bob Muske, Resident, 7535 North Shore Trail, read a letter on behalf of Tom Chall, resident at 7480 North Shore Trail. Tom Chall thanked City Council for reconsidering the water quality project along North Shore Trail. He stated displeasure with the hole in their front lawn because it is deep, steep, and often is filled with trash. He encouraged the City Council to restore the area to the pre-construction condition.

Greg Bruss, Resident, 23030 Hayward Avenue North, encouraged the North Shore Trail water quality project to be restored to the pre-construction condition.

Blake Dalbec, Resident, 23020 Hayward Avenue North, asked how much of the water would go into the lake. He voiced concerns about how shallow the lakes are currently. He encouraged the City to restore the project to the pre-construction condition. He stated the project has created landscaping issues for him on his property.

Erin Micaleff, Resident, 7490 North Shore Trail, encouraged the restoration of the project to its pre-construction condition. She questioned the benefits of the project. She shared that she planted a



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rain garden to help with drainage. She stated that trees were removed from their yard for the project. She voiced concern with the communication of the project.

Aaron Meyer, Resident, 7363 233rd Street North, stated the project was poorly communicated, poorly planned, and poorly executed. He communicated that the ditches are not draining which creates unsafe conditions for children in the neighborhood.

Joe Micaleff, Resident, 7490 North Shore Trail, encouraged the City to consider installing a bike path to the neighborhood park rather than the current trench for drainage.

6. Consent Agenda Considerations (Action Items)

Comments: Mayor Bain requested to remove item 6.b.

- a. Approve City Bills
- ~~b. Approve Minutes from March 11, 2024 Regular Council Meeting~~
- c. Approve Athletic Facilities Use Agreement with FLAAA – Abbi Wittman
- d. Approve Hiring of City Clerk – Kristina Handt
- e. Approve Grant Agreement for Municipal Recycling Grant Distribution – Kristina Handt
- f. Declaring Surplus Property-Resolution No. 03-25-24-03 – Alan Newman

Motion: Mayor Bain made a Motion to Approve the Consent Agenda Items 6.a. and 6.c. through 6.f. Motion seconded by Councilmember Husnik. Motion carried 5-0.

b) Approve Minutes from March 11, 2024 Regular Council Meeting

Motion: Councilmember Husnik made a Motion to Approve the Minutes from March 11, 2024 Regular Council Meeting.

Motion seconded by Councilmember Erickson. Motion carried 4-0-1 (Bain abstained).

7. Regular Agenda (Action Items)

a) Public Hearing – Municipal Consent for Reconstruction of Hwy – 97 – Resolution No. 03-25-24-02 – Ryan Goodman

City Engineer Goodman presented the layout for reconstruction on Highway 97, noting that the project requires City approval because it will close access to left turns at Falcon Avenue N, Floral Bay Drive N, and Forest Road, and requires acquisition of permanent rights-of-way from multiple properties along Highway 97.

Dmitry Tomasevich, East Area Engineer for MnDOT, presented information about the Highway 97 (Scandia Trail) Project, noting the existing conditions, project needs and goals, summary of work, and the project schedule. He noted the building process, the City cost participation, and City maintenance responsibilities.



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Mayor Bain asked for clarification regarding major and minor trail maintenance responsibilities. Mr. Tomasevich answered that MnDOT would own the trail system and would be responsible for trail reconstruction. The City would be responsible for minor maintenance including snow management and mowing.

City Engineer Goodman stated that the maintenance agreement on the trail is different than other trails in Forest Lake. For other trails, the City is responsible for total maintenance. With this agreement, trails that are parallel to Highway 97 would have major maintenance responsibilities by MnDOT.

Councilmember Husnik asked if the intersection of Forest Boulevard and Highway 97 would be right turn in and right turn out.

Mr. Tomasevich confirmed this information.

Councilmember Roberts questioned the requirements for lighting.

City Engineer Goodman responded that there have been no requests for lighting. MnDOT will install the required intersection lighting for the project.

Mayor Bain asked whether the lights would be a design decision presented before the City Council.

City Engineer Goodman answered that there would need to be additional conversations about the design if the City Council wants an alternative light pole color other than blue.

Mayor Bain clarified that the lights would be updated lights with the correct design colors.

City Engineer Goodman questioned if the lighting was regarding lighting along the corridor. He shared that the costs for lights along the corridor would be expensive. He stated that MnDOT has full responsibility for the lights.

Mayor Bain clarified that the major design elements would not be present since it is a major thoroughfare.

City Engineer Goodman responded that lighting upgrades would be an additional expense to the City. There have been conversations about installing gateway signs.

Mayor Bain asked if lighting upgrades or gateway signs would be an additional cost.

City Engineer Goodman confirmed this information.



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Mayor Bain encouraged discussions regarding the policy and asked what the timing for upgrades would need to occur.

City Engineer Goodman responded that the City Council is approving the layout of the plan. If the City Council wants to adjust the lighting, they need to provide that to MnDOT.

Councilmember Roberts questioned the location of the trail on the south side with the future commercial growth.

City Engineer Goodman answered that the location of the trail on the south side allows for connection with the current trail system without needing to cross a road. The bluffs and wetlands on the north side do not allow continued expansion of the trails.

Mayor Bain requested the City Council and City staff discuss design standards for future projects.

Public Hearing opened at 7:52 p.m.

No comments.

Public Hearing closed at 7:53 p.m.

Motion: Councilmember Husnik made a Motion to Adopt Resolution No. 03-25-24-02, Resolution Approving the Final Layout for Street Project 8201-21 on Trunk Highway 97 from Hornsby Street NE to Forest Road. Motion seconded by Councilmember Valento. Motion carried 5-0.

b) Awarding Bid for 2024 Street Pavement Maintenance Project – Resolution No. 03-25-24-04 – Ryan Goodman

City Engineer Goodman presented bid summaries and a bid recommendation for the 2024 Street Pavement Maintenance Project, noting recommendation to award the contract to Asphalt Surface Technologies Corporation.

Councilmember Husnik clarified that MN Health was going to pay 50 percent of the \$87,000.

City Engineer Goodman confirmed that MN Health would pay 50 percent of the \$87,000 as a part of their lease agreement. This would be completed in a payment plan.

Mayor Bain asked for clarification about Bridle Pass Trail.

City Engineer Goodman answered that Brilel Pass Trail is a private trail. The School District did not have the budget for this project. The homeowner's association was willing to contribute \$5,000 to cover the survey needs. He recommended including the trail in the Safe Routes to School Grant in the future.



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Mayor Bain stated concern with the City maintaining homeowners association's trails. She requested exploration of the percentage of homeowners association's trails within the City.

Motion: Councilmember Erickson made a Motion to Adopt Resolution No. 03-25-24-04, Resolution Awarding Contract for the 2024 Street Pavement Maintenance Project with a Net Total Base Bid and Alternates No. 1 and No. 3 in the Amount of \$1,476,743.79 and Authorizing the Mayor and City Administrator/City Clerk to Sign Said Contract.

Motion seconded by Councilmember Valento. Motion carried 5-0.

c) Resolution 03-25-24-01 – 2025-2026 Airport Lease Rate Adjustments – Kristina Handt

Interim City Administrator Handt presented background information regarding the airport lease rate increases for 2025 to 2026, noting that the Airport Commission and staff recommended the increased lease rates by 2.6 percent.

Councilmember Erickson stated confusion about establishing a 24-month lease based on the previous 12 months. He asked if the increased lease rates helped with airport improvements.

Interim City Administrator Handt confirmed that the increased lease rates helped with airport improvements.

Councilmember Husnik asked what the lease rate increase would be if they looked back on the past 24 months.

Interim City Administrator Handt stated it would be a 7.1 percent increase.

Mayor Bain asked if there was an adjustment every two years or every single year.

Interim City Administrator Handt confirmed that it is adjusted every two years. The lease language states the lease increase needs to be a reasonable rate.

Councilmember Husnik stated the airport does not offer all of the amenities other airports offer, including a weather station.

Councilmember Erickson asked if these amenities could be added.

Councilmember Husnik stated some of these amenities would not be added, such as the instrument approach procedure, since it is not a federally-funded airport. Other airports nearby have these procedures so it would not be worth installing. The automated weather observation could be installed if there was the funding to do so.

Mayor Bain stated that she would like a consistent number tied to something external to the City to determine the lease rate adjustments. She asked if the City has ever used the two-year



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adjustment.

Interim City Administrator Handt responded that the two-year adjustment has never been utilized. The last two adjustments have utilized the one-year look back.

Mayor Bain stated that she would default to the lower number.

Councilmember Roberts expressed interest in viewing cost comparisons with other airports.

Mayor Bain asked if there could be a substantially different adjustment apart from the CPIU or if the lease language was tied to the CPIU.

Interim City Administrator Handt responded that the lease language is tied to the CPIU but there is flexibility with how to use the CPIU over the time frame. The leases need to be rewritten in the long-term.

Councilmember Husnik stated that the State of Minnesota has paid for the land and a large percentage of the facilities. There was minimal cost to the City to construct the airport.

Interim City Administrator Handt stated that the CPIU needs to be used to determine a reasonable rate.

Mayor Bain voiced concerns due to the longevity of the leases. The leases are 25 years. She questioned whether the current leases are tied to the existing rate and if established changes would only be applied to new leases.

City Attorney Johnson responded that the leases do not have identical language. There is variation in the lease language. One states there could be change that is reasonable and it could utilize the CPIU. She stated there needs to be better lease language but the City Council could pass a policy moving forward until the leases could be corrected.

Mayor Bain clarified that correcting the leases would entail renegotiating with the current owners. She questioned if there was anything in the leases that would allow changes.

City Attorney Johnson confirmed this but noted the City is able to select a reasonable rate. The leases do not provide a guideline for how to apply the CPIU. She encouraged selecting a number and moving forward.

Councilmember Erickson suggested discussing this further at a workshop and establishing a policy.

Councilmember Valento commented on the importance of establishing a policy, so the issue does not recur in the future. She voiced favor to establish the 2.6 percent this year and



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establishing a resolution in the future.

Councilmember Roberts voiced concerns about people living at the airport and other issues at the airport.

Councilmember Husnik stated the need to consider that the airport land pays separately for taxes.

Motion: Mayor Bain made a Motion to Adopt Resolution No. 03-25-24-01 Adjusting the 2025/2026 Lease Rates for the Forest Lake Airport.

Motion seconded by Councilmember Valento. Motion carried 5-0.

d) Fire Staffing with SAFER Grant – Alan Newman

Fire Chief Newman presented background information regarding fire staffing needs, noting the option to apply for the SAFER program grant to secure funding for a new position between 2025 to 2027. He requested allocation of funds for one full-time position commencing in 2028. He provided an overview of the needs for this new position.

Mayor Bain recognized this dual position is a unique opportunity as there were previous challenges in fire response during the daytime hours. She noted the Chief has a plan to maintain the paid on-call model. The Fire Board recognized that the Chief has large responsibilities but favored establishing only one position rather than two.

Councilmember Erickson recognized the need for support and a plan to maintain the on-call model. He voiced the need to support Chief Newman and the benefits of applying for the SAFER grant.

Councilmember Valento stated support for this suggestion.

Councilmember Roberts asked if the City does not receive the grant, would staff request one new position regardless.

Fire Chief Newman stated if the dual role firefighters are eliminated, there would need to be additional discussion. It is beneficial to have the guarantee that a firefighter engineer shows up. He stated the paid on-call model has worked well for the City and has seen successful retention. He noted the position for one paid firefighter is for administration help and succession planning.

Mayor Bain explained moving forward with one position if the SAFER grant is not received to help with the funding. She asked the Chief if the SAFER grant is not received, would staff have an opportunity to further discuss this opportunity.

Fire Chief Newman confirmed this information.



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Motion: Councilmember Valento made a Motion to Approve submittal of the SAFER grant for 1 new firefighter position with city budget impact starting in 2028.

Motion seconded by Councilmember Husnik. Motion carried 5-0.

e) City Administrator Profile – Bart Fischer

Bart Fischer presented an overview of the City Administrator position, including the benefits of working and living in Forest Lake, City staffing organization, and position responsibilities.

Mayor Bain asked if the salary range is the best proposal to attract the greatest number of qualified candidates.

Mr. Fischer answered that the higher the salary range, the greater number of applicants. The salary range is appropriate to receive quality candidates.

Councilmember Erickson asked if there would be benefits to highlight the business community within Forest Lake.

Mayor Bain stated that they do highlight the strong retail center, but this could also highlight that Forest Lake is a regional hub.

Councilmember Valento suggested a change under organization to the Parks and Recreation Commission.

Councilmember Roberts voiced agreement with Councilmember Erickson.

City Attorney Johnson suggested approving with minor modifications completed by the City Attorney. The City Council could approve this tonight so the job could be posted.

Mayor Bain commented that the charter school should be listed as a public charter school.

Motion: Councilmember Bain made a Motion to Approve the City Administrator Profile with the edits discussed being made by the City Attorney.

Motion seconded by Councilmember Husnik. Motion carried 5-0.

8. Discussion

a) Downtown Stormwater BMP Changes – Ryan Goodman

City Engineer Goodman presented three options proposed by Bolton & Menk regarding the downtown stormwater BMP project along North Shore Trail. The first option is to correct the current work to the original design. The second option is to correct the current work and adjust the side slopes to a 4 to 1 for easier maintenance. The third option is to restore the area to its pre-construction condition.



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Tim Olson, Project Engineer from Bolten & Menk, presented detailed information regarding the different options for the BMP project. He provided corrective option actions for different basins. Mr. Olson recommended moving forward with option two for easier maintenance while still providing offset treatment volume. He provided next steps for construction.

Councilmember Erickson asked if the credit cost of \$300,000 paid by the developer is offsetting the cost of construction or future cost of maintenance.

Mr. Olson confirmed this is offsetting the cost of construction and is to incentivize development. These are a part of the City's municipal separate storm sewer system and require maintenance like other ponds.

Councilmember Erickson asked if basin one to basin seven are draining from south to north.

Mr. Olson responded that there are three total outlets. Basin one through basin four are all draining to the same outlet. Basin five drains to an outlet and basin six and basin seven drain to an outlet.

Councilmember Erickson asked where the outlets drain to.

Mr. Olson answered that the outlets drain into Forest Lake. The clay nature of the soil does not allow infiltration. The goal is to reduce nitrogen and phosphorous in Forest Lake.

Councilmember Roberts asked if the 1.8 acres includes the three water features downtown.

Mr. Olson confirmed this information.

Mayor Bain voiced concerns with this project making things more difficult for current residents. She noted there was no voiced public consensus for option two. She was supportive of the project originally but is concerned with the lack of trust created.

Mr. Olson reaffirmed commitment to the project and desire to work with the residents.

Mayor Bain stated concern about the cost of option two and option three.

Councilmember Roberts asked if Mr. Olson has worked with the resident on the corner of the project, since this basin seems more intrusive.

Mr. Olson responded that they spent time on the project last week. He suggested finding a balance on impactful features to recreate the safe space desired as possible. He stated this would be an area that would be difficult for developers to meet stormwater standards.



City Council

Regular Meeting

~ Minutes ~

1408 Lake Street South
Forest Lake, MN 55025
www.ci.forest-lake.mn.us

Monday, March 25, 2024

7:00 PM

City Center - Council Chamber

Mayor Bain questioned if a design workshop would be beneficial. She invited residents to come forward and share their thoughts on whether the project is worth pursuing for water quality benefits.

Mr. Olson responded that he is willing to invest the time to help benefit the project and residents.

Joe Micaleff, Resident, 7490 North Shore Trail, voiced concerns about the project and encouraged the City to move away from the project.

Aaron Meyer, Resident, 7363 233rd Street North, stated willingness to meet to review the design to ensure accountability would occur. He questioned if there is credit for the homeowners and asked why the developer will receive the credit if it destroys the homeowners' properties. He asked what the ongoing maintenance cost would be for option three.

Mayor Bain requested that staff share the financial impact of the project. She stated that the City had parted ways with the contractor.

City Engineer Goodman stated the City and contractors have completed successful projects together. This project was an innovative project. Without addressing stormwater needs, the downtown building footprints will be removed. He shared examples of innovative and successful projects completed in Forest Lake.

Councilmember Husnik mentioned difficulty with working around the watershed district.

Mayor Bain voiced concerns about the project's impact on property owners.

Councilmember Erickson clarified reasoning for selecting this location.

City Engineer Goodman responded that it was selected based on the volume it would generate and that it was located in the right-of-way.

Councilmember Erickson questioned how much the project covered for water retention at the Central Business District. He asked if it covered one quadrant of downtown.

Councilmember Roberts asked if the credits were first come and first serve.

City Attorney Johnson answered that the City spent six months negotiating with the watershed district to develop an appropriate agreement.

Mayor Bain stated that the watershed district requirement rules have been a barrier to redevelopment downtown. She explained this motivated the project originally.



City Council

Regular Meeting

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1408 Lake Street South
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Monday, March 25, 2024

7:00 PM

City Center - Council Chamber

Councilmember Roberts asked for clarification. He stated there would not be a subsidy but it is a cost that the developer is paying. There is cash flow in the future.

City Engineer Goodman stated the developer would pay the City to offset stormwater requirements established by the watershed district or build to a footprint that would fit stormwater treatment on site.

Councilmember Roberts stated there could be benefit to work with the neighbors to find a compromise on the project.

City Engineer Goodman suggested Tim Olson meet with property owners to establish an agreement prior to the April 8, 2024 City Council meeting.

Mayor Bain stated that the City Council would be open to a special meeting, as appropriate.

Erin Micaleff, Resident, 7490 North Shore Trail, asked if the City Council approved a portion of the neighborhood to subsidize future development downtown. She also asked if the City Council would be comfortable with this project in their own neighborhood. She questioned how the project was passed and stated no City staff reached out to the residents regarding the project.

Mayor Bain confirmed that the City Council approved the project originally.

Aaron Meyer, Resident, 7363 233rd Street North, shared concerns.

Joe Micaleff, Resident, 7490 North Shore Trail, voiced concerns.

Councilmember Roberts encouraged continued conversations to determine the appropriate next steps.

Informational; no action required.

9. Staff Updates

Interim City Administrator Handt provided a brief update that Republic Services will be delayed a day all week long due to the snow.

City Engineer Goodman provided a brief update regarding the County State Highway 33 project, Eureka Avenue public open house, and 12th Street closure. He noted if the City will take a direction of different lighting, this needs to be determined soon as it is a large expense. He stated the blue lighting poles were approved by State aid.

Chief of Police Peterson thanked Sergeant Bruce Peterson for his service at the Forest Lake Police Department as he retires.



City Council

Regular Meeting

~ Minutes ~

1408 Lake Street South
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7:00 PM

City Center - Council Chamber

Fire Chief Alan Newman stated the fire ban was lifted until further notice.

10. Mayor and City Council Updates

Councilmember Roberts attended the Vietnam veteran's event at the American Legion. He recognized Diane Finnemen for overseeing this event.

Councilmember Valento congratulated Sergeant Bruce Peterson on his retirement.

Councilmember Husnik attended the school board meeting. He noted the school board received large donations adding up to \$21,000. He thanked Diane Finnemen for her hard work for the Vietnam veteran's event at the American Legion.

Councilmember Erickson asked about the discussion with Spikes and Houle's.

Interim City Administrator Handt stated that this discussion was completed during the closed session.

Mayor Bain thanked Commissioner Miron for attending the Representative Stauber event to make a joint request about the realignment of Forest Road. She shared that there were resolutions discussed about housing. This bill impacts local concern and zoning. She stated she could work with Interim City Administrator Handt regarding this bill.

11. Adjourn

Motion: Councilmember Valento made a Motion to Adjourn the Regularly Scheduled Council Meeting at 9:57 p.m.

Motion seconded by Councilmember Husnik. Motion carried 5-0.



Date: April 8, 2024

To: City of Forest Lake Mayor and City Council

From: Ken Roberts, City Planner

Re: Final Planned Unit Development Plan – Westlake Shopping Center

Applicant and Owner: MN-Forest Westlake, LLC (Brian Holder)

Location: 119 12th Street SW

Zoning District: B-2 (Highway Business District)

Comprehensive Land Use Plan: Highway Commercial

60-Day Deadline: April 25, 2024

Introduction-Background

Mr. Brian Holder, representing the property owner of the Westlake Shopping Center (MN-Forest Westlake, LLC), has submitted an application to the City for approval of a Final Planned Unit Development (PUD) Plan. Specifically, they are proposing to construct a new 9,600 square-foot building and associated parking in the undeveloped area north of the existing Northern Tool and Equipment Store located at 119 12th Street SW. The applicant-owner is intending the proposed building for additional retail store space.

Such a project requires City approval of a Planned Unit Development (PUD) as the proposed free-standing building would be a second building on the property and also requires City approval of the project site and design plans. Please see the attached project narrative, maps and project plans for more information about this application.

On January 24, 2024, the Planning Commission held a public hearing about this development proposal. The Planning Commission recommended City Council approval of the preliminary PUD plan to allow the expansion of the shopping center. The Planning Commission also approved the project site and design plans with the adoption of Resolution No. 01-24-24-01. This approval was subject to 26 conditions of approval.

On February 26, 2024, the City Council approved the preliminary PUD plan for this development request with the adoption of Resolution No. 02-26-24-01. This approval was subject to six conditions of approval.

On March 27, 2024, the Planning Commission held a public hearing about the proposed Final PUD Plan for this development. The Planning Commission recommended approval of the Final PUD Plan to allow the expansion of the shopping center, subject to seven conditions of approval.

Discussion

Zoning and Land Use Review

The entire Westlake Shopping center is on three separate properties with a total area of 12.25 acres. The property of the proposed building is 5.74 acres and includes the Northern Tool and Equipment store and surface parking. The entire shopping center and many of the nearby commercial properties are located in the B-2 (Highway Business) zoning district where commercial and retail business are permitted uses. Forest Lake's 2040 Comprehensive Plan guides Highway Commercial areas for "uses that provide a wide range of goods and services that serve the needs of people who live or work in and around the City."

Planned Unit Development

The applicant/property owner has submitted an application to the City for approval of a Planned Unit Development (PUD) for this project. The City Code includes the following language about PUD'S:

Planned Unit Development Purpose (§ 153.341.A):

"... to permit a more creative and flexible regulatory process in guiding land development as compared to the standard development regulations of this chapter. The PUD process provides a joint planning/design effort by the city and the applicants, as opposed to the city establishing limits within which applicants must perform. The intent is to provide a greater degree of creativity and flexibility and promote the health, safety, order, convenience, prosperity, and general welfare of the city and its inhabitants."

The owner-applicant is proposing to construct a new 9,600-square-foot building and associated parking in the vacant area at the north end of the shopping center property. As proposed, the new building could have two-five separate tenants depending on their space needs. The proposed site plan shows 50 new parking spaces on the west side of the new building. The new building and its associated driveways and parking will increase the total impervious surface area of the entire shopping center to 83.4 percent.

The PUD Overlay District, if approved by the City Council, provides a method for the City to allow a greater degree of creativity and flexibility when reviewing development proposals when compared to the City's standard development regulations. In this case, the intent for the proposed PUD for the shopping center is to allow for greater flexibility from two of the City's development standards. These include allowing the second free standing retail building on a property and to allow a total impervious surface area for the entire shopping center of 83.4 percent. This request exceeds the maximum impervious surface area limit of 80 percent of the lot area as set by the standards of the B-2 Zoning District.

As noted above, the City Council approved the Preliminary PUD plan that allows for the expansion of the shopping center on February 26, 2024. The applicant and the project design team submitted updated project plans with the application for final PUD plan approval that appear to have incorporated most if not all the changes and conditions of approval required by the Planning Commission, the City Council and the City Engineer.

Public Infrastructure Improvements

The site is not currently directly served by public sanitary sewer and by public water. The applicant is proposing to extend City sanitary sewer and City water services into the project site from the public utilities planned for the Mister Car Wash project. These future public utilities will be located on the west side of the project site in existing 24-foot-wide access and drainage and utility easements. These easements are shown on the certificate of survey for this project site. The contractor for the Mister Car Wash project is scheduled to start the installation of the public utilities to their site on April 8 and expects to have them complete by April 26.

All the utility extensions to the project site will be private and not the responsibility of the City. The City Engineer will need to review and approve the final construction plans for the extensions of the public utilities and services. In addition, the City should make approval of the proposed Final PUD Plan contingent on the public utilities Mister Car Wash is installing being available and in service for this project to use.

Landscaping

The applicant revised the project landscape plans as part of their submittal for Final PUD approval. The primary change to the landscape plans included adding a row of 19 Norway Spruce, Black Hills Spruce and Easter Red Cedar trees to be planted behind the shopping center along the eastern property line of the site between the existing fence and the driveway that is behind the center. These additional trees are intended to help buffer the existing homes to the east from the shopping center and were a requirement of the City's approval of the preliminary PUD Plan. The remainder of the proposed landscaping is consistent with the landscape plan approved by the Planning Commission on January 24, 2024 with the site plan approval.

The City should require the applicant-owner to install all the landscaping for the entire shopping center before granting a Certificate of Occupancy for the new building. This is to ensure the shopping center, after the addition of the retail building, will meet the impervious surface standard the City approves with Final PUD.

Future City Right-of-way and Easement Needs

The current street right-of-way for 12th Street SW is 66 feet wide and there are 10-foot-wide utility and drainage easements on the shopping center property adjoining 12th Street SW and 3rd Avenue SW. There is a 12-15-foot-wide landscape strip on the west side of the shopping center parking lot adjacent to the sidewalk along the east side of 12th Street SW. Much of the existing sidewalk is in the public right-of-way for 12th Street SW but the section of the sidewalk adjacent to the right-hand turn lane is in the existing 10-foot-wide utility and drainage easement.

The City has started preliminary design work for the reconstruction of 12th Street SW from Broadway Avenue to south of the intersection with 3rd Avenue SW. It appears from the preliminary street reconstruction design plans the City will need additional street right-of-way and easements from many of the property owners adjoining 12th Street SW to accommodate the future design of the street. It should be noted the City has not finalized the design of the future street improvements and so the City cannot yet make a determination as to where and how much street right-of-way or easements will be necessary for the future street project.

In consideration for City approval of the PUD for the project, City staff is recommending the applicant-owner dedicate to the City roadway, pedestrian, drainage and utility easements along the western and southern property lines of this development (adjacent to 12th Street SW and 3rd Avenue SW). These easements would range in width from 8-14 feet. The intent of these easements is to accommodate existing and future roadway, utility and pedestrian needs along the two public streets.

The latest plans from the applicant show all existing and required easements on the final PUD and project plans for this site. The City will require the property owner to enter into easement, maintenance and access agreements for the new drainage and utility and pedestrian easements. These agreements and easements shall be recorded against the property at Washington County and proof of recording shall be submitted to the City.

Staff/Partner Agency Comments

City Engineer Comments:

The City Engineer provided the City with a review memo dated February 28, 2024 with comments about the project plans dated February 23, 2024. This review memo shows the project engineer has made all the changes to the project plans as required by the City Engineer.

Public Works Director Comments:

Public Works Director Adams comments have been incorporated in the City Engineering Memo.

Fire Chief

City staff provided the Fire Chief with the proposed development information and plans but he did not have any comments.

Comfort Lake-Forest Lake Watershed Comments:

The applicant has submitted an application and plans to the Comfort Lake-Forest Lake Watershed District for their approval and permitting. The Watershed District has given the project a conditional approval subject to the applicant finalizing the project plans and meeting other Watershed District conditions. This project must receive proper approval and permitting from the Watershed District before the City will issue any permits for this project.

Public Comment

Public Hearing

The City noticed a public hearing for this request in advance of the City's Planning Commission March 27, 2024 meeting. As of this writing, City staff have not received any comments about the proposed Final PUD Plan for the expansion of the shopping center.

Planned Unit Development (PUD) Considerations for Approval

City Code Section 153.341(G) provides the following criteria for the Planning Commission to consider when evaluating whether to recommend to the City Council approval of a final PUD. Staff has provided an assessment of each criteria in *italics*.

- (1) The consistency of the proposed PUD with the City's Comprehensive Plan;

The proposed use and site plan are consistent with the City's adopted 2040 Comprehensive Plan.

- (2) The proposed use's compliance with the standards and criteria of the zoning code and subdivision regulations;

The proposed use and site plan will be consistent with the City's adopted zoning ordinance and subdivision regulations with the exceptions noted in this report.

- (3) The extent to which the proposed PUD is designed to form a desirable and unified environment within its own boundaries in terms of relationship of structures, patterns of circulation, visual character, and sufficiency of drainage and utilities;

The applicant-owner has designed the proposed PUD to form a desirable and unified environment within the PUD in terms of the relationship of structures, patterns of circulation, visual character and with sufficient drainage and utilities.

- (4) The extent to which the proposed uses will be compatible with present and planned uses in the surrounding area;

The proposed uses will be compatible with the present and planned land uses in the surrounding area.

- (5) The impact of the proposed uses on the health, safety, and general welfare of the occupants of the surrounding area;

The existing and proposed uses in the PUD will not have any negative impacts on the health, safety and general welfare of the surrounding area.

- (6) The burden or impact created by the PUD on parks, schools, streets, and other public facilities and utilities;

The proposed PUD should not have any negative impact on parks, schools, streets or other public facilities and utilities.

- (7) The sufficiency of each phase of the PUD to ensure its construction and operation is feasible without dependence upon any subsequent phase;

The applicant-owner should have sufficient resources to complete and operate this phase of the PUD without any future phases.

- (8) The impact of the PUD on environmental quality, property values, scenic views, and reasonable enjoyment of the surrounding area; and

The proposed PUD should not have any negative impact on environmental quality, property values, scenic views and the reasonable enjoyment of the surrounding area.

- (9) That any exceptions to city code, policy, or regulations are justified by the design or development of the proposed use.

The proposed exceptions to the City Code included in the proposed PUD, including an increase in the impervious surface area within the shopping center, are justified by the proposed overall project design and the proposed storm water and landscaping improvements.

Findings & Staff Recommendation

The proposed expansion of the Westlake Shopping Center with the addition of another retail building would be consistent with several of the City's land use and economic competitive goals and objectives. While the proposed development would make the entire shopping center non-conforming with the City's impervious surface standard for the B-2 Zoning district, it would meet the goal in the 2040 Comprehensive Plan to "Ensure the City's aesthetic character is enhanced through the beautification of its infrastructure and property" as the proposal would add trees and landscaping to several areas on the existing shopping center property thus improving the appearance of the center. The proposed project plans also would improve storm water management with the addition of an underground treatment system and an above ground ponding area.

Staff has reviewed the application for the Final PUD plan and finds the application is consistent with the City approved preliminary PUD plan and it meets the purpose and standards for a PUD for a commercial site. The proposed use and site plan are consistent with the City's adopted 2040 Comprehensive Plan and the proposed retail building, site plan and improvements will be generally consistent with the B-2 Highway Business zoning designation and standards for the property. The proposed plan will be consistent with the City requirements for traffic circulation, parking, yard areas, screening, lighting, and the like with the changes as recommended by City staff.

As proposed, the site development will not detract from existing development in the area, will be compatible with present and planned uses, and will not have an adverse impact on the environment, surrounding properties or public facilities. In summary, staff finds that, with proper conditions, the applicant's proposed development will conform to the plans, policies, and standards set forth by the City.

Recommendation

Staff recommends the City Council, as part of the Consent Agenda, adopt Resolution 04-08-24-05 approving the Final Planned Unit Development (PUD) Plan for the Westlake Shopping Center located at 119, 209 and 289 12th Street SW. This PUD would allow the owners to add a 9,600 square-foot retail building and associated parking to their property as described herein. The Final PUD Plan approval shall be subject to the conditions listed in the Resolution.

If the City Council removes this item from the Consent Agenda, staff recommends the City Council **make a motion to approve Resolution 04-08-24-05 approving the Final Planned Unit Development (PUD) Plan for the Westlake Shopping Center located at 119, 209 and 289 12th Street SW.** This PUD would allow the owners to add a 9,600 square-foot retail building and associated parking to their property as described herein. The Final PUD approval shall be subject to the following conditions:

1. Unless as amended by the conditions herein, the final PUD and project plans shall be substantially conforming to the project plans submitted to and reviewed by the Planning Commission on March 27, 2024. The impervious surface area entire site of the shopping center, with the proposed changes and improvements, shall not exceed 83.4 percent of the total lot area.

2. The developer shall revise the project plans to reflect all the changes and conditions provided to the City by the City Engineer in a letter dated February 28, 2024. These changes shall be reflected in final plans to be reviewed and approved by the City before the contractor starts any site disturbance.
3. City approval of the Final PUD Plan is contingent on public utilities (sanitary sewer and water) being available and in service for use by this project. If the expected public utilities from Mister Car Wash are not available to serve this project, the City will require the owner-applicant to submit revised utility and construction plans for City approval. The City Engineer shall approve the final construction plans for the extensions of the public utilities and services to serve the new building.
4. The City shall require the applicant-owner to provide the City with public utility, drainage, roadway and pedestrian easements up to 14 feet in width over the existing green space and landscape areas on the property adjacent to 3rd Avenue SW and adjacent to 12th Street SW on each of the three properties of the shopping center (Washington County PIDs 08-032-21-23-0012, 08-032-21-23-0013 and 08-032-21-23-0014). The applicant-owner shall enter into easement agreements with the City for the new easements. These easement agreements shall be recorded against the properties at Washington County and proof of recording shall be submitted to the City before the commencement of any site work.
5. The City shall require the applicant-owner to install all the landscaping for the entire shopping center before granting a Certificate of Occupancy for the new building.
6. The applicant-owner shall have all required permits and approvals from the City and the Comfort Lake-Forest Lake Watershed District before starting any ground disturbance.
7. The applicant shall pay all financial escrows and/or bill backs from the City at the time of execution of any development or site improvement agreements.

Attachments:

1. Applicant's PUD and Project Statement
2. Location Map
3. Property Line Map
4. Aerial Photo
5. Alta Survey (2 Pages)
6. Certificate of Survey (2 Pages)
7. Project Civil Design Plans and Details dated 2-23-2024 (16 pages)
8. Project Landscape Plans dated 2-23-2024 (4 pages)
9. Project Architectural Plans (3 Pages)
10. Resolution 04-08-24-05 (approving Final PUD Plan)

We are excited to present the accompanied development/design request to the City of Forest Lake. We feel that the proposed development will be positive for the City and its residents as it will contribute in promoting the short and long term objectives of the community.

To begin with, this development proposal is in line with the City of Forest Lake 2040 Comprehensive Plan in many aspects, but principally in the area of economic competitiveness. Per the 2017 community survey, commercial and retail growth was identified as the number one long term priority for the City. This proposed development will supply services and create jobs that will promote the City as a hub with economically diverse commercial corridors that support the needs of residents and regional visitors alike – a stated objective in the Plan. Additionally, the development will provide for an increased tax base for the community.

One stated goal is to “delineate and improve the function and appearance of all business districts.” This proposal works to achieve that goal by redistributing the current low quality underutilized greenspace and replacing it with much higher quality and aesthetically pleasing landscape enhancements to the existing shopping center. This clearly meets the stated objective to “increase the vitality of the individual business and commercial areas to improve the appearance of business sites” by encouraging “business owners to remodel, rehabilitate, and enhance.”

Not only will the low quality greenspace be redistributed and aesthetically improved, but the development will enhance the current stormwater management within the proposed development area – where current runoff is not detained. Stormwater is proposed to be managed and treated on-site via an underground filtration system and a surface biofiltration basin. Stormwater will sheet flow to on-site catch basins that will direct the flow to either the underground filtration system or surface biofiltration basin where stormwater is treated via an engineered sand filter. The system has been designed such that in larger storm events, on-site runoff will be detained in these systems and released at a slower rate than the existing condition.

Additionally, we are taking this opportunity to address comments from neighboring property owners with the intent to maximize synergies between the existing commercial and residential use. We intend to improve screening through enhanced landscaping along with deterring through-traffic behind the center via additional signage. We also intend to work with service providers to evaluate flexible service schedules.

To achieve the above objectives, the stated minimum 20% greenspace requirement cannot be met due to site constraints. However, the quality of the greenspace, and therefore overall quality of the development, will be significantly enhanced as a result of this proposed development activity. The current greenspace offers no aesthetic benefit to the center, and to the contrary can detract at times when it becomes an encampment site which must be managed accordingly. Overall, the proposed development design promotes the City’s long term economic development objectives while also providing enhancements to the existing aesthetic and stormwater management conditions.



Brian Holder

Washington County, MN



Parcel Viewer - Quick Access

Beta

Washington County, MN



Legend

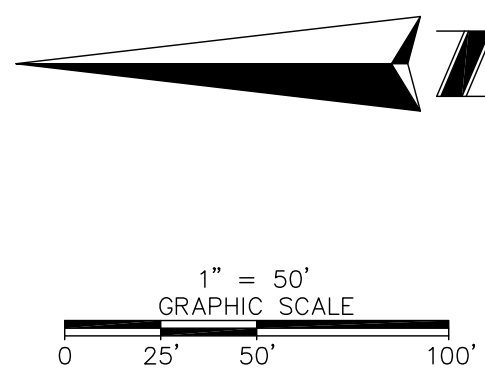
-  City Limits
-  Parcels (11/1/2023)
-  Lot Lines
- ForestLake_2022.sid
 -  Red: Band_1
 -  Green: Band_2
 -  Blue: Band_3


 0  132 Feet

**Westlake
Expansion - 5
Below**
**Disclaimer:**

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Forest Lake is not responsible for any inaccuracies herein contained.

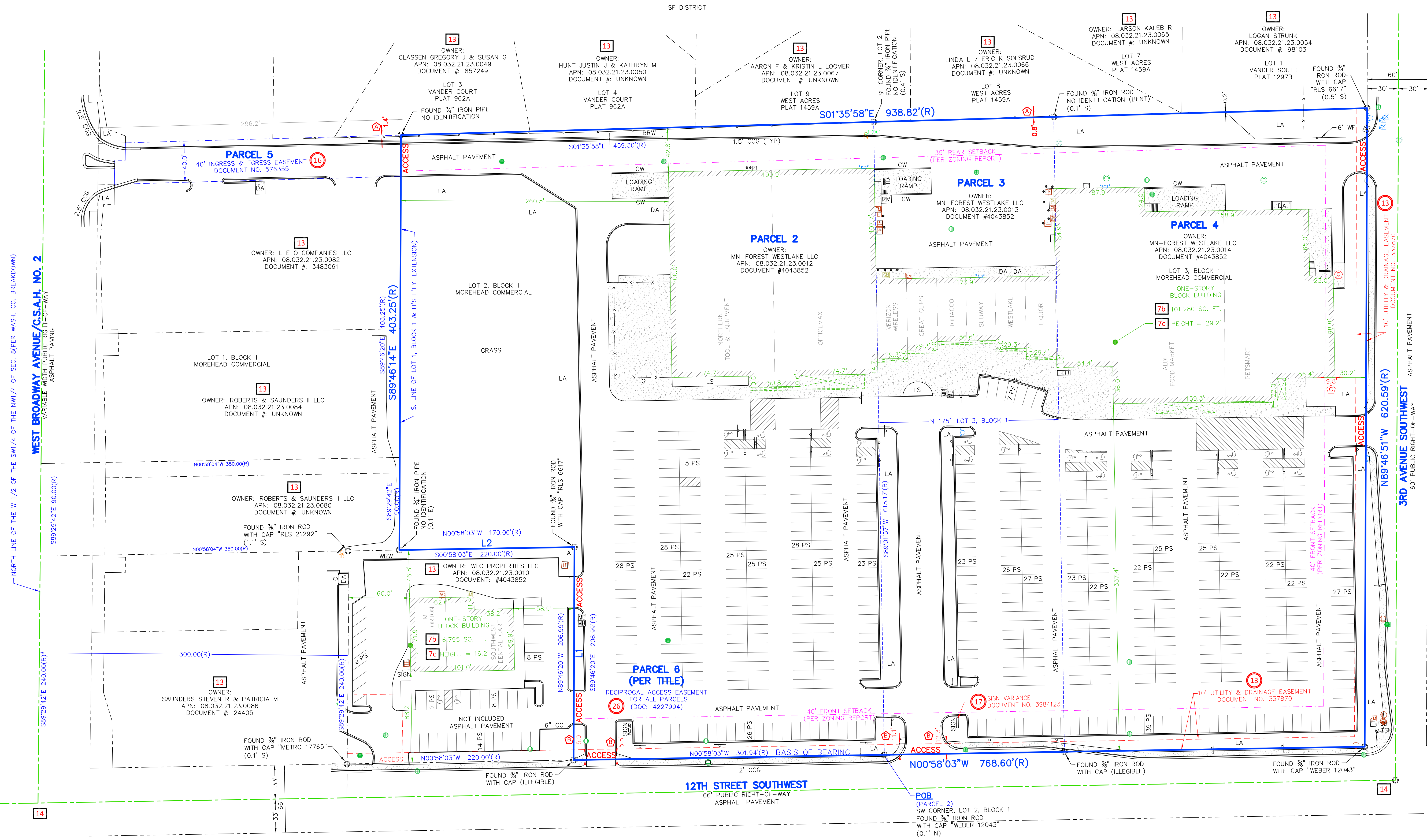
6Diic NORTH ARROW & SCALE



6Diid LEGEND AND ABBREVIATIONS

	CONCRETE SURFACE		ELECTRIC MANHOLE
	NO PARKING AREA		ELECTRIC BOXES/STRUCTURES
	HANDICAP PARKING		LIGHT POLE
	BLOCK RETAINING WALL		ELECTRIC METER
	CONCRETE CURB		AIR CONDITIONER
	CONCRETE CURB & GUTTER		CATCH BASIN
	CONCRETE WALL		CURB STORM INLET
	DUMPSTER AREA		FIRE DEPARTMENT CONNECTION
	ELECTRIC METER		FIRE HYDRANT
	FIBER OPTIC CABLE MARKER		WATER VALVE
	GATE		WATER METER
	LANDSCAPED AREA		GAS VALVE
	PARKING SPACE(S)		GAS METER
	RECORD DESCRIPTION		SIGN
	RAMP		BOLLARD
	SQUARE FEET		BIKE RACK
	TRENCH DRAIN		MAIL BOX
	TRANSFORMER		RECOVERED MONUMENT AS NOTED
	TELEPHONE RISER		SANITARY MANHOLE
	TRAFFIC SIGNAL BOX		STORM MANHOLE
	TRAFFIC SIGNAL POLE		COVERED AREA/CANOPY
	WOOD FENCE		
	WOOD RETAINING WALL		

LINE TABLE		
LINE #	DIRECTION	LENGTH
L1(R)	S89°45'26"E	206.96'
L2(R)	N00°57'31"W	170.11'



6Diik ALTA/NSPS LAND TITLE SURVEY

2 WESTLAKE SHOPPING CENTER
119-289 12TH STREET SW
WASHINGTON COUNTY FOREST LAKE, MINNESOTA

ASM AMERICAN SURVEYING & MAPPING, INC.

NDSDS NATIONAL DUE DILIGENCE SERVICES
A DIVISION OF AMERICAN SURVEYING & MAPPING, INC.

221 Oaks Drive, Millard, NE 68047
Phone: (402) 425-7979
national@asmnass.com

CERTIFICATE OF SURVEY FOR: Kimley Horn & Associates, Inc.

LEGAL DESCRIPTION:

Real property in the City of Forest Lake, County of Washington, State of Minnesota, described as follows:

PARCEL 1: Intentionally deleted.

PARCEL 2:
That part of Lot 2, Block 1, of the recorded plat of Morehead Commercial, Washington County, Minnesota, described as follows: Beginning at the southwest corner of said Lot 2; thence North 0 degrees 58 minutes 03 seconds West, plat bearing, along the west line of said Lot 2, a distance of 301.94 feet, said point being 220 feet southerly of the northwest corner of said Lot 2; thence South 89 degrees 46 minutes 20 seconds East, parallel with the north line of said Lot 2, a distance of 206.99 feet; thence North 0 degrees 58 minutes 03 seconds West 170.06 feet, to a corner of said Lot 2; thence South 89 degrees 46 minutes 20 seconds East, along a portion of the northerly line of said Lot 2 and the South line of Lot 1 of said Block 1, and its Easterly extension, a distance of 403.25 feet to the east line of said Lot 2; thence Southerly along said east line, a distance of 459.30 feet to the southeast corner of said Lot 2; thence Westerly along the south line of Lot 2 to the point of beginning.

PARCEL 3:
The North 175 feet of Lot 3, Block 1, of the recorded plat of Morehead Commercial, Washington County, Minnesota.

PARCEL 4:
That part of Lot 3, Block 1, of the recorded plat of Morehead Commercial, Washington County, Minnesota, lying South of the North 175 feet thereof.

PARCEL 5:
Non-exclusive easement for ingress and egress purposes, 40 feet in width located over part of Lot 2, Block 1, Morehead Commercial, as described in the Declaration of Easement recorded July 20, 1988 as Document No. 576355, and revised by the Amendment to Declaration of Easement recorded March 23, 1995 as Document No. 835625, in the records of the County Recorder, Washington County, Minnesota.

This is all Abstract property.

GENERAL SURVEY NOTES:

- The orientation of this bearing system is based on the Washington County coordinate grid (NAD 83–2011 Adj.).
- The legal description and easement information used in the preparation of this survey is based on the Commitment for Title Insurance prepared by First American Title Insurance Company, Commitment No. NCS-923448-MPLS, Revision 4 dated December 6, 2019 at 8:00 AM, and a revision date of 12/23/19
- Existing utilities, services and underground structures shown hereon were located either physically, from existing records made available to us, by resident testimony, or by locations provided by Gopher State One Call, per Ticket No. 232993077. However, lacking excavation, the exact location of underground features cannot be accurately, completely and reliably depicted. Where additional or more detailed information is required, the client is advised that excavation may be necessary. Other utilities and services may be present and verification location of all utilities and services should be obtained from the owners of the respective utilities prior to any design, planning or excavation.
- The property described hereon lies within Flood Zone "X" (areas of minimal flood hazard) per Federal Insurance Rate Map No. 27163C 0040 E, dated February 3, 2010.
- BENCHMARK: Top of 1/2-inch iron pipe monument with cap marked "L.S. 6617"
Elevation = 899.51 feet. (NAVD88)
- This survey does not purport to show all improvements on the above referenced property.

GOPHER STATE ONE CALL NOTE:

List of utilities notified per Gopher State One Call Ticket No. 232993077.

CITY OF FOREST LAKE	WASHINGTON COUNTY TPD
CENTURYLINK-CTLOL	XCEL ENERGY
MIDCONTINENT COMMUNICATIONS	ZAYO BANDWIDTH

SURVEY ITEMS PER SCHEDULE B:

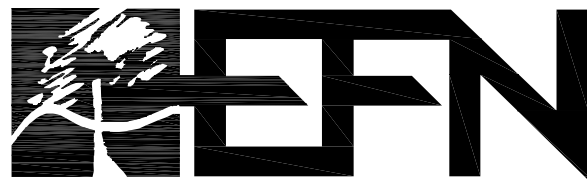
- ITEM 13: Easements for utility and drainage purposes as shown and dedicated in the Plat of Moreland Commercial, recorded September 29, 1975 as Document No. 337870. [All parcels].
Said easements do not affect the development parcel area and are shown hereon for reference.
- ITEM 15: Terms, conditions and easements contained in the Reciprocal Easement and Operating Agreement, dated June 30, 1988, recorded July 1, 1988, as Document No. 574982. [Parcels 2, 3 and 4].
Said Agreement affects the development parcel. The party wall areas do not affect the development parcel, but the lines are shown hereon for reference. The common area, as referred to in said document is not shown or defined in said document, no plottable items to depict.
- ITEM 16: Terms, conditions, covenants, obligations, provisions, and easement contained in the Declaration of Easement, dated July 18, 1988, recorded July 20, 1988, as Document No. 576355, as revised by the Amendment to Declaration of Easement, dated March 7, 1995, recorded March 23, 1995 as Document No. 835625. [Parcels 2, 3, 4 and 5]. (PARCEL 5)
Said Declaration benefits the surveyed property. The ingress and egress easement is shown hereon and extends to the southerly right-of-way of Broadway Avenue.
- ITEM 17: Terms and conditions of the Variance, dated June 24, 2013, recorded April 3, 2014 as Document No. 3984123. [All parcels].
Said variance benefits the development parcel. The variance changes the maximum sign footprint from 100 sq. ft. to 140 sq. ft. for the sign in the vicinity of the area shown hereon.
- ITEM 18: Terms, conditions, covenants, obligations and provisions of the Site Improvement Performance Agreement, dated April 29, 2014, recorded May 20, 2014, as Document No. 3988341.
Said terms and conditions affect the surveyed property. No plottable items to depict.

CERTIFICATION:

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Date of survey: November 8, 2023.
Date of signature: November 13, 2023.

Christopher A. Terwedo
Christopher A. Terwedo
Minnesota License No. 53536
cterwedo@efnsurvey.com

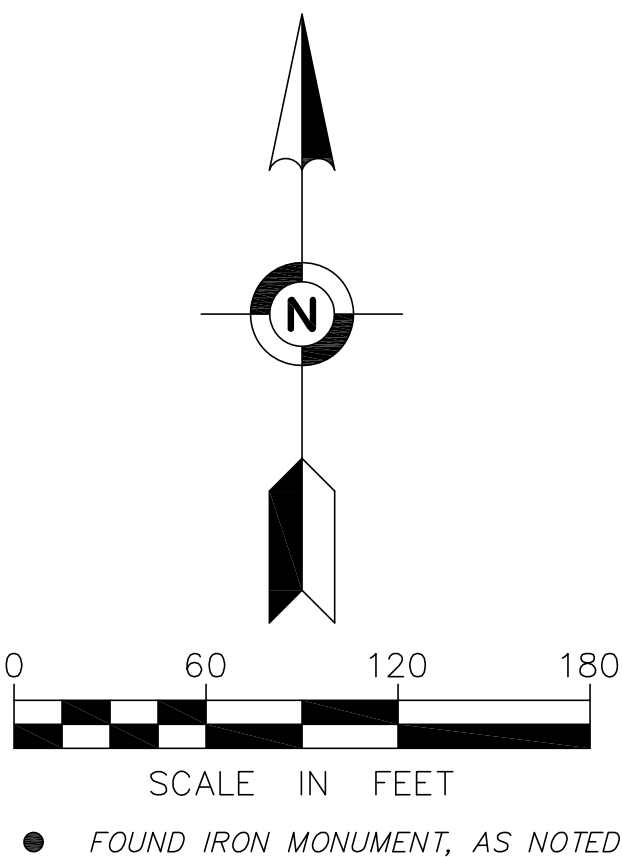
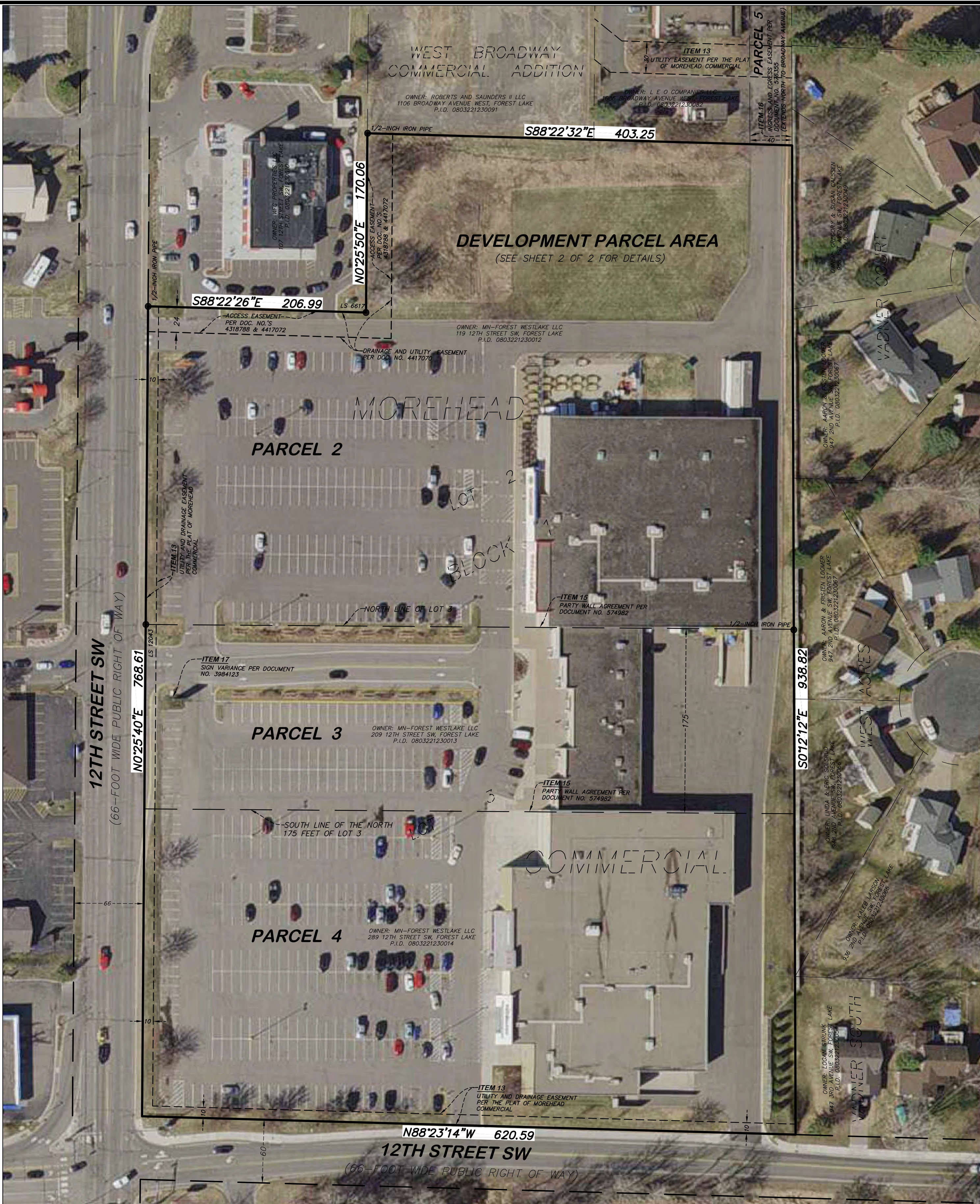


Egan, Field & Nowak, Inc.

land surveyors since 1872

475 Old Highway 8 NW, Suite 200
New Brighton, Minnesota 55112
PHONE: (612) 466-3300
WWW.EFNSURVEY.COM

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FIELD BOOK	PAGE	FIELDWORK CHIEF:	REVISIONS		
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JOB NO. 41696					
FILE NO. 6032					

CERTIFICATE OF SURVEY

SURVEY FOR:

Kimley Horn & Associates, Inc.

PROPERTY ADDRESS:

119 12th Street Southwest
Forest Lake, Minnesota 55025

CERTIFICATE OF SURVEY FOR: Kimley Horn & Associates, Inc.

LEGAL DESCRIPTION:

Real property in the City of Forest Lake, County of Washington, State of Minnesota, described as follows:

PARCEL 1: Intentionally deleted.

PARCEL 2:
That part of Lot 2, Block 1, of the recorded plat of Morehead Commercial, Washington County, Minnesota, described as follows: Beginning at the southwest corner of said Lot 2; thence North 0 degrees 58 minutes 03 seconds West, plat bearing, along the west line of said Lot 2, a distance of 301.94 feet, said point being 220 feet southerly of the northwest corner of said Lot 2; thence South 89 degrees 46 minutes 20 seconds East, parallel with the north line of said Lot 2, a distance of 206.99 feet; thence North 0 degrees 58 minutes 03 seconds West 170.06 feet, to a corner of said Lot 2; thence South 89 degrees 46 minutes 20 seconds East, along a portion of the northerly line of said Lot 2 and the South line of Lot 1 of said Block 1, and its Easterly extension, a distance of 403.25 feet to the east line of said Lot 2; thence Southerly along said east line, a distance of 459.30 feet to the southeast corner of said Lot 2; thence Westerly along the south line of Lot 2 to the point of beginning.

PARCEL 3:
The North 175 feet of Lot 3, Block 1, of the recorded plat of Morehead Commercial, Washington County, Minnesota.

PARCEL 4:
That part of Lot 3, Block 1, of the recorded plat of Morehead Commercial, Washington County, Minnesota, lying South of the North 175 feet thereof.

PARCEL 5:
Non-exclusive easement for ingress and egress purposes, 40 feet in width located over part of Lot 2, Block 1, Morehead Commercial, as described in the Declaration of Easement recorded July 20, 1988 as Document No. 576355, and revised by the Amendment to Declaration of Easement recorded March 23, 1995 as Document No. 835625, in the records of the County Recorder, Washington County, Minnesota.

This is all Abstract property.

GENERAL SURVEY NOTES:

- The orientation of this bearing system is based on the Washington County coordinate grid (NAD 83–2011 Adj.).
- The legal description and easement information used in the preparation of this survey is based on the Commitment for Title Insurance prepared by First American Title Insurance Company, Commitment No. NCS-923448-MPLS, Revision 4 dated December 6, 2019 at 8:00 AM, and a revision date of 12/23/19.
- Existing utilities, services and underground structures shown hereon were located either physically, from existing records made available to us, by resident testimony, or by locations provided by Gopher State One Call, per Ticket No. 232993077. However, lacking excavation, the exact location of underground features cannot be accurately, completely and reliably depicted. Where additional or more detailed information is required, the client is advised that excavation may be necessary. Other utilities and services may be present and verification and location of all utilities and services should be obtained from the owners of the respective utilities prior to any design, planning or excavation.
- The property described hereon lies within Flood Zone "X" (areas of minimal flood hazard) per Federal Insurance Rate Map No. 27163C 0040 E, dated February 3, 2010.
- BENCHMARK: Top of 1/2-inch iron pipe monument with cap marked "L.S. 6617"
Elevation = 899.51 feet. (NAVD88)
- This survey does not purport to show all improvements on the above referenced property.

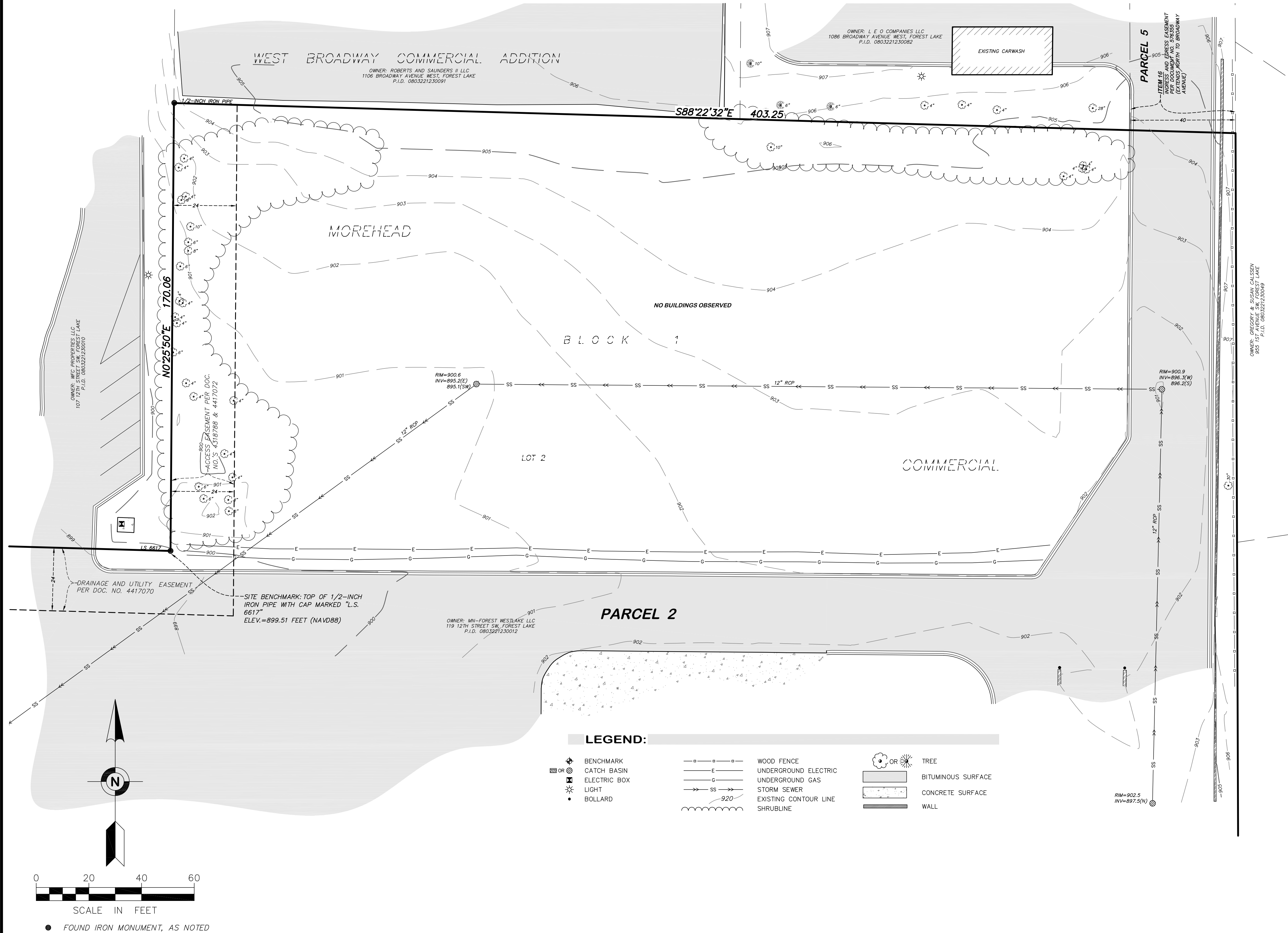
GOPHER STATE ONE CALL NOTE:

List of utilities notified per Gopher State One Call Ticket No. 232993077.

CITY OF FOREST LAKE	WASHINGTON COUNTY TPD
CENTURYLINK-CTLOL	XCEL ENERGY
MIDCONTINENT COMMUNICATIONS	ZAYO BANDWIDTH

SURVEY ITEMS PER SCHEDULE B:

- ITEM 13: Easements for utility and drainage purposes as shown and dedicated in the Plat of Moreland Commercial, recorded September 29, 1975 as Document No. 337870. [All parcels].
Said easements do not affect the development parcel area and are shown hereon for reference.
- ITEM 15: Terms, conditions and easements contained in the Reciprocal Easement and Operating Agreement, dated June 30, 1988, recorded July 1, 1988, as Document No. 574982. [Parcels 2, 3 and 4].
Said Agreement affects the development parcel. The party wall areas do not affect the development parcel, but the lines are shown hereon for reference. The common area, as referred to in said document is not shown or defined in said document, no plottable items to depict.
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Said variance benefits the development parcel. The variance changes the maximum sign footprint from 100 sq. ft. to 140 sq. ft. for the sign in the vicinity of the area shown hereon.
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Said terms and conditions affect the surveyed property. No plottable items to depict.



FIELD BOOK	PAGE	FIELDWORK CHIEF:	REVISIONS		
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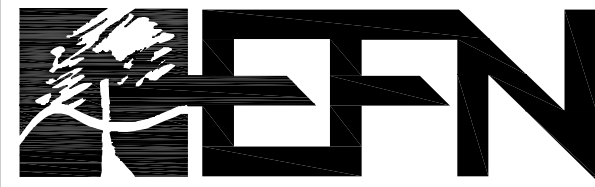
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SURVEY FOR:

Kimley Horn & Associates, Inc.

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119 12th Street Southwest
Forest Lake, Minnesota 55025



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PRELIMINARY SITE DEVELOPMENT PLANS FOR WESTLAKE

119 12TH STREET SOUTHWEST
FOREST LAKE, WASHINGTON COUNTY, MN

PROJECT TEAM:

ENGINEER/LANDSCAPE ARCHITECT
KIMLEY-HORN AND ASSOCIATES, INC.



PREPARED BY: ARIK C. LOKENSGARD, P.E.
RYAN A. HYLLESTED, P.L.A.
14800 GALAXIE AVE, SUITE 200
APPLE VALLEY, MN 55124
TELEPHONE (952) 905-2887
CONTACT: ARIK LOKENSGARD

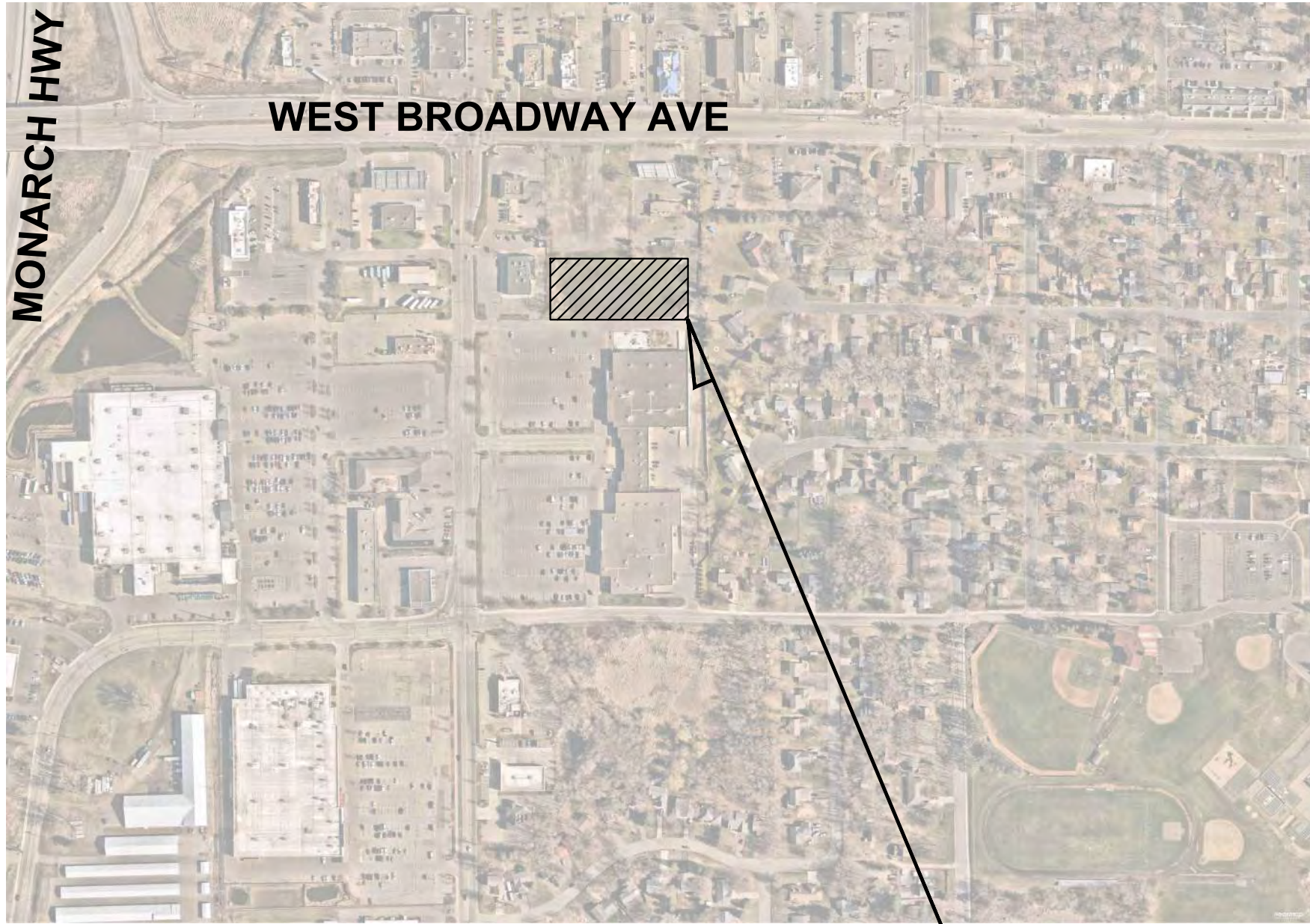
OWNER / DEVELOPER
RIVERCREST REALTY INVESTORS



8816 SIX FORKS ROAD, SUITE 201
RALEIGH, NC 27615
TELEPHONE: (919) 846-4046
CONTACT: BRIAN HOLDER

SURVEYOR
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NEW BRIGHTON, MN 55112
TELEPHONE: (612) 466-3300
CONTACT: CHRISTOPHER A. TERWEDO

ARCHITECT
10K ARCHITECTURE
525 15TH AVENUE SOUTH
HOPKINS, MN 55343
TELEPHONE: (612) 799-1427
CONTACT: CHAD HALLER



VICINITY
N.T.S.

SITE

NOTES:

- CONTRACTOR SHALL CONFIRM THAT THE EXISTING CONDITIONS FOR THE SITE MATCH WHAT IS SHOWN ON THE DRAWINGS INCLUDED PRIOR TO CONSTRUCTION.
- IF REPRODUCED, THE SCALES SHOWN ON THESE PLANS ARE BASED ON A 22x34 SHEET.
- ALL NECESSARY INSPECTIONS AND/OR CERTIFICATIONS REQUIRED BY CODES AND/OR UTILITY SERVICES COMPANIES SHALL BE PERFORMED PRIOR TO ANNOUNCED BUILDING POSSESSION AND THE FINAL CONNECTION OF SERVICES.
- ALL GENERAL CONTRACTOR WORK TO BE COMPLETED (EARTHWORK, FINAL UTILITIES, AND FINAL GRADING) BY THE MILESTONE DATE IN PROJECT DOCUMENTS.

DRAWING INDEX

Sheet Number	Sheet Title
C000	COVER SHEET
C100	GENERAL NOTES
C200	SITE DEMOLITION PLAN
C300	EROSION AND SEDIMENT CONTROL PLAN - PHASE 1
C301	EROSION AND SEDIMENT CONTROL PLAN - PHASE 2
C302	EROSION AND SEDIMENT CONTROL DETAILS
C303	SWPPP
C400	SITE PLAN
C401	OVERALL SITE PLAN
C402	SITE DETAILS
C403	SITE DETAILS
C500	GRADING AND DRAINAGE PLAN
C501	GRADING DETAILS
C502	GRADING DETAILS
C600	UTILITY PLAN
C601	UTILITY DETAILS
L100	LANDSCAPE PLAN
L101	OVERALL LANDSCAPE PLAN
L102	LANDSCAPE ENLARGMENT
L103	LANDSCAPE NOTES & DETAILS



Know what's below.
Call before you dig.

PRELIMINARY - NOT FOR CONSTRUCTION

WESTLAKE

PREPARED FOR
RIVERCREST REALTY
INVESTORS

MN

COVER SHEET

KHA PROJECT	DATE	AS SHOWN
161041001	02/23/2024	
SCALE	DESIGNED BY	MJB
	DRAWN BY	MJB
	CHECKED BY	ACL

THIS DOCUMENT IS THE PROPERTY OF KIMLEY-HORN AND ASSOCIATES, INC. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. IT IS NOT TO BE REPRODUCED OR USED FOR ANY OTHER PROJECT WITHOUT THE WRITTEN AUTHORIZATION OF KIMLEY-HORN AND ASSOCIATES, INC.

ARIK C. LOKENSGARD, P.E.

DATE: 01/12/2024 MN LIC. NO. 60551

Kimley-Horn

2023 KIMLEY-HORN AND ASSOCIATES, INC.
767 EUSTIS STREET, SUITE 100, ST. PAUL, MN 55114
PHONE: 651-845-4197
WWW.KIMLEY-HORN.COM

SHEET NUMBER
C000

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GENERAL CONSTRUCTION NOTES

1.

THE CONTRACTOR AND SUBCONTRACTORS SHALL OBTAIN A COPY OF THE LATEST EDITION OF THE STANDARD SPECIFICATIONS OF THE CITY OF FOREST LAKE AND STATE OF MINNESOTA DEPARTMENT OF TRANSPORTATION AND BECOME FAMILIAR WITH THE CONTENTS PRIOR TO COMMENCING WORK. UNLESS OTHERWISE NOTED, ALL WORK SHALL CONFORM AS APPLICABLE TO THESE STANDARDS AND SPECIFICATIONS.
3.

PERFORM ALL WORK IN COMPLIANCE WITH APPLICABLE CITY REGULATIONS, STATE CODES, AND O.S.H.A. STANDARDS. THE CONTRACTOR IS RESPONSIBLE FOR FURNISHING THE NECESSARY MATERIALS & LABOR TO CONSTRUCT THE FACILITY AS SHOWN AND DESCRIBED IN THE CONSTRUCTION DOCUMENTS, AND IN ACCORDANCE WITH THE SPECIFICATIONS AND REQUIREMENTS OF THE APPROPRIATE APPROVING AUTHORITIES.
4.

CONTRACTOR SHALL CLEAR AND GRUB ALL AREAS UNLESS OTHERWISE INDICATED, REMOVING TREES, STUMPS, ROOTS, MUCK, EXISTING PAVEMENT AND ALL OTHER DELETERIOUS MATERIAL.
5.

THE EXISTING SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS QUALITY LEVEL "D" UNLESS OTHERWISE NOTED. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/ACSE 38/02, ENTITLED STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF SUBSURFACE QUALITY DATA BY THE F.H.A. EXISTING UTILITIES SHOWN ARE LOCATED ACCORDING TO THE INFORMATION AVAILABLE TO THE ENGINEER AT THE TIME OF THE TOPOGRAPHIC SURVEY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR THE ENGINEER. GUARANTEE IS NOT MADE THAT ALL EXISTING UNDERGROUND UTILITIES ARE SHOWN OR THAT THE LOCATION OF THOSE SHOWN ARE ENTIRELY ACCURATE. FINDING THE ACTUAL LOCATION OF ANY EXISTING UTILITIES IS THE CONTRACTOR'S RESPONSIBILITY AND SHALL BE DONE BEFORE COMMENCING ANY WORK IN THE VICINITY. FURTHERMORE, THE CONTRACTOR SHALL BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES DUE TO THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES. THE OWNER OR ENGINEER WILL ASSUME NO LIABILITY FOR ANY DAMAGES SUSTAINED OR COST INCURRED BECAUSE OF THE OPERATIONS IN THE VICINITY OF EXISTING UTILITIES OR STRUCTURES, NOR FOR TEMPORARY BRACING AND SHORING OF SAME. IF IT IS NECESSARY TO SHORE, BRACE, SWING OR RELOCATE A UTILITY, THE UTILITY COMPANY OR DEPARTMENT AFFECTED SHALL BE CONTACTED AND THEIR PERMISSION OBTAINED REGARDING THE METHOD TO USE FOR SUCH WORK.
6.

IT IS THE CONTRACTOR'S RESPONSIBILITY TO CONTACT THE VARIOUS UTILITY COMPANIES WHICH MAY HAVE BURIED OR AERIAL UTILITIES WITHIN OR NEAR THE CONSTRUCTION AREA BEFORE COMMENCING WORK. THE CONTRACTOR SHALL PROVIDE 48 HOURS MINIMUM NOTICE TO ALL UTILITY COMPANIES PRIOR TO BEGINNING CONSTRUCTION.
7.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL REQUIRED CONSTRUCTION PERMITS AND BONDS IF REQUIRED PRIOR TO CONSTRUCTION.
8.

THE CONTRACTOR SHALL HAVE AVAILABLE AT THE JOB SITE AT ALL TIMES ONE COPY OF THE CONSTRUCTION DOCUMENTS INCLUDING PLANS, SPECIFICATIONS, GEOTECHNICAL REPORT AND SPECIAL CONDITIONS AND COPIES OF ANY REQUIRED CONSTRUCTION PERMITS.
9.

ANY DISCREPANCIES ON THE DRAWINGS SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE OWNER AND ENGINEER BEFORE COMMENCING WORK. NO FIELD CHANGES OR DEVIATIONS FROM DESIGN ARE TO BE MADE WITHOUT PRIOR APPROVAL OF THE OWNER AND NOTIFICATION TO THE ENGINEER.
10.

ALL COPIES OF COMPACTION, CONCRETE AND OTHER REQUIRED TEST RESULTS ARE TO BE SENT TO THE OWNER DIRECTLY FROM THE TESTING AGENCY.
11.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR DOCUMENTING AND MAINTAINING AS-BUILT INFORMATION WHICH SHALL BE RECORDED AS CONSTRUCTION PROGRESSES OR AT THE COMPLETION OF APPROPRIATE CONSTRUCTION INTERVALS AND SHALL BE RESPONSIBLE FOR PROVIDING AS-BUILT DRAWINGS TO THE OWNER FOR THE PURPOSE OF CERTIFICATION TO JURISDICTIONAL AGENCIES AS REQUIRED. ALL AS-BUILT DATA SHALL BE COLLECTED BY A STATE PROFESSIONAL LAND SURVEYOR WHOSE SERVICES ARE ENGAGED BY THE CONTRACTOR.
12.

ANY WELLS DISCOVERED ON SITE THAT WILL HAVE NO USE MUST BE PLUGGED BY A LICENSED WELL DRILLING CONTRACTOR IN A MANNER APPROVED BY ALL JURISDICTIONAL AGENCIES. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ANY WELL ABANDONMENT PERMITS REQUIRED.
13.

ANY WELL DISCOVERED DURING EARTH MOVING OR EXCAVATION SHALL BE REPORTED TO THE APPROPRIATE JURISDICTIONAL AGENCIES WITHIN 24 HOURS AFTER DISCOVERY IS MADE.
14.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THAT THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS DO NOT CONFLICT WITH ANY KNOWN EXISTING OR OTHER PROPOSED IMPROVEMENTS. IF ANY CONFLICTS ARE DISCOVERED, THE CONTRACTOR SHALL NOTIFY THE OWNER PRIOR TO INSTALLATION OF ANY PORTION OF THE SITE WORK THAT WOULD BE AFFECTED. FAILURE TO NOTIFY OWNER OF AN IDENTIFIABLE CONFLICT PRIOR TO PROCEEDING WITH INSTALLATION RELIEVES OWNER OF ANY OBLIGATION TO PAY FOR A RELATED CHANGE ORDER.
15.

SHOULD CONTRACTOR ENCOUNTER ANY DEBRIS LADEN SOIL, STRUCTURES NOT IDENTIFIED IN THE DOCUMENTS, OR OTHER SOURCE OF POTENTIAL CONTAMINATION, THEY SHALL IMMEDIATELY CONTACT THE ENGINEER AND OWNER.
16.

CONTRACTOR SHALL NOTIFY OWNER AND/OR ENGINEER 48 HOURS IN ADVANCE OF THE FOLLOWING ACTIVITIES: PRE-CONSTRUCTION MEETING, SUBGRADE PREPARATION, BASE INSTALLATION, ASPHALT INSTALLATION, UNDERGROUND PIPING AND UTILITIES INSTALLATION, INSTALLATION OF STRUCTURES, CHECK VALVES, HYDRANTS, METERS, ETC., SIDEWALK INSTALLATION, CONNECTIONS TO WATER AND SEWER MAINS, TESTS OF UTILITIES.

THIRD PARTY SUPPLEMENTAL INFORMATION

KIMLEY-HORN ASSUMES NO LIABILITY FOR ANY ERRORS, INACCURACIES, OR OMISSIONS CONTAINED WITHIN SUPPLEMENTAL INFORMATION PROVIDED BY THIRD PARTY CONSULTANTS.

1.

BOUNDARY & TOPOGRAPHIC SURVEY
PERFORMED BY: EGAN, FIELD, & NOWAK, INC.
ADDRESS: 475 OLD HIGHWAY 6 NW, SUITE 200, NEW BIRGHTON, MN 55112
PHONE: (612) 466-330
DATED: 11/13/2023
2.

CONSTRUCTION TESTING
TEST REPORTS REQUIRED FOR CLOSE OUT INCLUDE, BUT ARE NOT LIMITED TO:
 - DENSITY TEST REPORTS
 - BACTERIOLOGICAL TESTS OF WATER SYSTEM
 - PRESSURE TEST OF WATER/SEWER
 - LEAK TESTS ON SEWER SYSTEM AND GREASE TRAPS
 - ANY OTHER TESTING REQUIRED BY THE AGENCY/MUNICIPALITY

EROSION CONTROL NOTES

1.

THE STORM WATER POLLUTION PREVENTION PLAN ("SWPPP") IS COMPRISED OF THE EROSION CONTROL PLAN, THE STANDARD DETAILS, THE PLAN NARRATIVE, ATTACHMENTS INCLUDED IN THE SPECIFICATIONS OF THE SWPPP, PLUS THE PERMIT AND ALL SUBSEQUENT REPORTS AND RELATED DOCUMENTS.
2.

ALL CONTRACTORS AND SUBCONTRACTORS INVOLVED WITH STORM WATER POLLUTION PREVENTION SHALL OBTAIN A COPY OF THE STORM WATER POLLUTION PREVENTION PLAN AND THE STATE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM GENERAL PERMIT (NPDES PERMIT) AND BECOME FAMILIAR WITH THEIR CONTENTS.
3.

BEST MANAGEMENT PRACTICES (BMP'S) AND CONTROLS SHALL CONFORM TO FEDERAL, STATE, OR LOCAL REQUIREMENTS OR MANUAL OF PRACTICE, AS APPLICABLE. THE CONTRACTOR SHALL IMPLEMENT ADDITIONAL CONTROLS AS DIRECTED BY THE PERMITTING AGENCY OR OWNER.
4.

THE CONTRACTOR IS SOLELY RESPONSIBLE FOR COMPLYING WITH THE REQUIREMENTS OF THE AUTHORITIES HAVING JURISDICTION, AND SHALL MAINTAIN COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS FOR THE DURATION OF CONSTRUCTION.
5.

THE CONTRACTOR SHALL FIELD ADJUST AND/OR PROVIDE ADDITIONAL EROSION CONTROL BMP'S AS NEEDED TO PREVENT EROSION AND OFF-SITE SEDIMENT DISCHARGE FROM THE CONSTRUCTION SITE. LOG AND RECORD ANY ADJUSTMENTS AND DEVIATIONS FROM THE APPROVED EROSION CONTROL PLANS WITHIN THE SWPPP DOCUMENTS STORED IN THE JOB SITE TRAILER.
6.

BMP'S SHOWN ON THE EROSION AND SEDIMENT CONTROL PLAN, AND IN THE STORM WATER POLLUTION PREVENTION PLAN, SHALL BE MAINTAINED IN FULLY FUNCTIONAL CONDITION AS REQUIRED BY ALL JURISDICTIONS UNTIL NO LONGER REQUIRED FOR A COMPLETED PHASE OF WORK OR FINAL STABILIZATION OF THE SITE. ALL EROSION AND SEDIMENTATION CONTROL MEASURES SHALL BE CHECKED BY A CERTIFIED PERSON AT LEAST ONCE EVERY 7 CALENDAR DAYS AND WITHIN 24 HOURS OF THE END OF A 0.5-INCH OR GREATER RAINFALL EVENT.
7.

EROSION & SEDIMENT CONTROL BMP'S SHALL BE MAINTAINED IN ACCORDANCE WITH THE FOLLOWING:

7.1.

INLET PROTECTION DEVICES AND BARRIERS SHALL BE REPAIRED OR REPLACED IF THEY SHOW SIGNS OF UNDERMINING OR DETERIORATION.

7.2.

ALL SEEDED AREAS SHALL BE CHECKED REGULARLY TO VERIFY THAT A HEALTHY STAND OF VEGETATION IS MAINTAINED. SEEDED AREAS SHOULD BE FERTILIZED, WATERED AND RE-SEEDED AS NEEDED. REFER TO THE LANDSCAPE PLAN AND PROJECT SPECIFICATIONS.

7.3.

SILT FENCES SHALL BE REPAIRED TO THEIR ORIGINAL CONDITIONS IF DAMAGED. SEDIMENT SHALL BE REMOVED FROM THE SILT FENCES WHEN IT REACHES ONE-THIRD THE HEIGHT OF THE SILT FENCE.

7.4.

THE ROCK CONSTRUCTION ENTRANCE(S) SHALL BE MAINTAINED IN A CONDITION WHICH WILL PREVENT TRACKING OR FLOW OF MUD ONTO PUBLIC RIGHTS-OF-WAY. THIS MAY REQUIRE PERIODIC ADDITIONS OF ROCK TOP DRESSING AS CONDITIONS DEMAND.

7.5.

THE TEMPORARY PARKING AND STORAGE AREA SHALL BE KEPT IN GOOD CONDITION (SUITABLE FOR PARKING AND STORAGE). THIS MAY REQUIRE PERIODIC ADDITIONS OF TOP DRESSING IF THE TEMPORARY PARKING CONDITIONS DEMAND.

7.6.

PERFORM ALL MAINTENANCE OPERATIONS IN A TIMELY MANNER BUT IN NO CASE LATER THAN 2 CALENDAR DAYS FOLLOWING THE INSPECTION.

PAVING AND STRIPING NOTES

1.

ALL PAVING, CONSTRUCTION, MATERIALS, AND WORKMANSHIP WITHIN JURISDICTION'S RIGHT-OF-WAY SHALL BE IN ACCORDANCE WITH THE LATEST EDITION OF THE CITY OF FOREST LAKE OR WASHINGTON COUNTY SPECIFICATIONS AND STANDARDS, OR THE STATE DOT SPECIFICATIONS AND STANDARDS IF NOT COVERED BY LOCAL CITY OR COUNTY REGULATIONS.
2.

ALL SIGNS, PAVEMENT MARKINGS, AND OTHER TRAFFIC CONTROL DEVICES SHALL CONFORM TO MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (M.U.T.C.D) AND CITY STANDARDS.
3.

CONTRACTOR SHALL FURNISH ALL PAVEMENT MARKINGS FOR FIRE LANES, ROADWAY LANES, PARKING STALLS, ACCESSIBLE PARKING SYMBOLS, ACCESS AISLES, STOP BARS AND SIGNS, AND MISCELLANEOUS STRIPING WITHIN THE PARKING LOT AS SHOWN ON THE PLANS.
4.

ALL EXPANSION JOINTS SHALL EXTEND THROUGH THE CURB.
5.

THE MINIMUM LENGTH OF OFFSET JOINTS AT RADIUS POINTS SHALL BE 2 FEET.
6.

ALL JOINTS, INCLUDING EXPANSION JOINTS WITH REMOVABLE TACK STRIPS, SHALL BE SEALED WITH JOINT SEALANT.
7.

THE MATERIALS AND PROPERTIES OF ALL CONCRETE SHALL MEET THE APPLICABLE REQUIREMENTS IN THE A.C.I. (AMERICAN CONCRETE INSTITUTE) MANUAL OF CONCRETE PRACTICE.
8.

CONTRACTOR SHALL APPLY A SECOND COATING OVER ALL PAVEMENT MARKINGS PRIOR TO ACCEPTANCE BY OWNER FOLLOWED BY A COAT OF GLASS BEADS AS APPLICABLE PER THE PROJECT DOCUMENTS.
9.

ANY EXISTING PAVEMENT, CURBS AND/OR SIDEWALKS DAMAGED OR REMOVED WILL BE REPAIRED BY THE CONTRACTOR AT HIS EXPENSE TO THE SATISFACTION OF THE ENGINEER AND OWNER.
10.

BEFORE PLACING PAVEMENT, CONTRACTOR SHALL VERIFY SUITABLE ACCESSIBLE ROUTES (PER A.D.A). GRADING FOR ALL SIDEWALKS AND ACCESSIBLE ROUTES INCLUDING CROSSING DRIVEWAYS SHALL CONFORM TO CURRENT ADA STATE/NATIONAL STANDARDS. IN NO CASE SHALL ACCESSIBLE RAMP SLOPES EXCEED 1 VERTICAL TO 12 HORIZONTAL. IN NO CASE SHALL SIDEWALK CROSS SLOPES EXCEED 2%. IN NO CASE SHALL LONGITUDINAL SIDEWALK SLOPES EXCEED 5%. IN NO CASE SHALL ACCESSIBLE PARKING STALLS OR AISLES EXCEED 2% (1.5% TARGET) IN ALL DIRECTIONS. SIDEWALK ACCESS TO EXTERNAL BUILDING DOORS AND GATES SHALL BE ADA COMPLIANT. CONTRACTOR SHALL NOTIFY ENGINEER IMMEDIATELY IF ADA CRITERIA CANNOT BE MET IN ANY LOCATION PRIOR TO PAVING. NO CONTRACTOR CHANGE ORDERS WILL BE ACCEPTED FOR A.D.A COMPLIANCE ISSUES.
11.

MAXIMUM JOINT SPACING IS TWICE THE DEPTH OF THE CONCRETE PAVEMENT IN FEET.

GRADING AND DRAINAGE NOTES

1.

GENERAL CONTRACTOR AND ALL SUBCONTRACTORS SHALL VERIFY THE SUITABILITY OF ALL EXISTING AND PROPOSED SITE CONDITIONS INCLUDING GRADES AND DIMENSIONS BEFORE START OF CONSTRUCTION. THE ENGINEER SHALL BE NOTIFIED IMMEDIATELY OF ANY DISCREPANCIES.
2.

THE CONTRACTOR SHALL GRADE THE SITE TO THE ELEVATIONS INDICATED AND SHALL ADJUST BMP'S AS NECESSARY AND REGRADE WASHOUTS WHERE THEY OCCUR AFTER EVERY RAINFALL UNTIL A GRASS STAND IS WELL ESTABLISHED OR ADEQUATE STABILIZATION OCCURS.
3.

CONTRACTOR SHALL ENSURE THERE IS POSITIVE DRAINAGE FROM THE PROPOSED BUILDINGS SO THAT SURFACE RUNOFF WILL DRAIN BY GRAVITY TO NEW OR EXISTING DRAINAGE OUTLETS. CONTRACTOR SHALL ENSURE NO PONDING OCCURS IN PAVED AREAS AND SHALL NOTIFY ENGINEER IF ANY GRADING DISCREPANCIES ARE FOUND IN THE EXISTING AND PROPOSED GRADES PRIOR TO PLACEMENT OF PAVEMENT OR UTILITIES.
4.

CONTRACTOR SHALL PROTECT ALL MANHOLE COVERS, VALVE COVERS, VAULT LIDS, FIRE HYDRANTS, POWER POLES, GUY WIRES, AND TELEPHONE BOXES THAT ARE TO REMAIN IN PLACE AND UNDISTURBED DURING CONSTRUCTION. EXISTING CASTINGS AND STRUCTURES TO REMAIN SHALL BE ADJUSTED TO MATCH THE PROPOSED FINISHED GRADES.
5.

BACKFILL FOR UTILITY LINES SHALL BE PLACED PER DETAILS, STANDARDS, AND SPECIFICATIONS SO THAT THE UTILITY WILL BE STABLE. WHERE UTILITY LINES CROSS THE PARKING LOT, THE TOP 6 INCHES SHALL BE COMPACTED SIMILARLY TO THE REMAINDER OF THE LOT. UTILITY DITCHES SHALL BE VISUALLY INSPECTED DURING THE EXCAVATION PROCESS TO ENSURE THAT UNDESIRABLE FILL IS NOT USED.
6.

CONTRACTOR IS RESPONSIBLE FOR THE REMOVAL AND REPLACEMENT OF 4" OF TOPSOIL AT COMPLETION OF WORK. ALL UNPAVED AREAS IN EXISTING RIGHTS-OF-WAY DISTURBED BY CONSTRUCTION SHALL BE REGRADED AND SODDED.
7.

AFTER PLACEMENT OF SUBGRADE AND PRIOR TO PLACEMENT OF PAVEMENT, CONTRACTOR SHALL TEST AND OBSERVE PAVEMENT AREAS FOR EVIDENCE OF PONDING. ALL AREAS SHALL ADEQUATELY DRAIN TOWARDS THE INTENDED STRUCTURE TO CONVEY STORM RUNOFF. CONTRACTOR SHALL IMMEDIATELY NOTIFY OWNER AND ENGINEER IF ANY DISCREPANCIES ARE DISCOVERED.
8.

WHERE EXISTING PAVEMENT IS INDICATED TO BE REMOVED AND REPLACED, THE CONTRACTOR SHALL SAW CUT FULL DEPTH FOR A SMOOTH AND STRAIGHT JOINT AND REPLACE THE PAVEMENT WITH THE SAME TYPE AND DEPTH OF MATERIAL AS EXISTING OR AS INDICATED.
9.

THE CONTRACTOR SHALL INSTALL PROTECTION OVER ALL DRAINAGE STRUCTURES FOR THE DURATION OF CONSTRUCTION AND UNTIL ACCEPTANCE OF THE PROJECT BY THE OWNER. ALL DRAINAGE STRUCTURES SHALL BE CLEANED OF DEBRIS AS REQUIRED DURING AND AT THE END OF CONSTRUCTION TO PROVIDE POSITIVE DRAINAGE FLOWS.
10.

IF DEWATERING IS REQUIRED, THE CONTRACTOR SHALL OBTAIN ANY APPLICABLE REQUIRED PERMITS. THE CONTRACTOR IS TO COORDINATE WITH THE OWNER AND THE DESIGN ENGINEER PRIOR TO ANY EXCAVATION.
11.

FIELD DENSITY TESTS SHALL BE TAKEN AT INTERVALS IN ACCORDANCE WITH THE LOCAL JURISDICTIONAL AGENCY OR TO STATE DOT STANDARDS. IN THE EVENT THAT THE CONTRACT DOCUMENTS AND THE JURISDICTIONAL AGENCY REQUIREMENTS ARE NOT IN AGREEMENT, THE MOST STRINGENT SHALL GOVERN.
12.

ALL SLOPES AND AREAS DISTURBED BY CONSTRUCTION SHALL BE GRADED AS PER PLANS. THE AREAS SHALL THEN BE SODDED OR SEEDED AS SPECIFIED IN THE PLANS. FERTILIZED, MULCHED, WATERED AND MAINTAINED UNTIL GROWTH IS ESTABLISHED TO MINIMUM COVERAGE OF 70% IN ALL AREAS. ANY AREAS DISTURBED FOR ANY REASON PRIOR TO FINAL ACCEPTANCE OF THE JOB SHALL BE CORRECTED BY THE CONTRACTOR AT NO ADDITIONAL COST TO THE OWNER. ALL EARTHEN AREAS WILL BE SODDED OR SEEDED AND MULCHED AS SHOWN ON THE LANDSCAPING PLAN.
13.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE CONTROL OF DUST AND DIRT RISING AND SCATTERING IN THE AIR DURING CONSTRUCTION AND SHALL PROVIDE WATER SPRINKLING OR OTHER SUITABLE METHODS OF CONTROL. THE CONTRACTOR SHALL COMPLY WITH ALL GOVERNING REGULATIONS PERTAINING TO ENVIRONMENTAL PROTECTION.
14.

SOD, WHERE CALLED FOR, MUST BE INSTALLED AND MAINTAINED ON EXPOSED SLOPES WITHIN 48 HOURS OF COMPLETING FINAL GRADING, AND AT ANY OTHER TIME AS NECESSARY, TO PREVENT EROSION, SEDIMENTATION OR TURBID DISCHARGES.
15.

THE CONTRACTOR SHALL ENSURE THAT LANDSCAPE ISLAND PLANTING AREAS AND OTHER PLANTING AREAS ARE NOT COMPACTED AND DO NOT CONTAIN ROAD BASE MATERIALS. THE CONTRACTOR SHALL ALSO EXCAVATE AND REMOVE ALL UNDESIRABLE MATERIAL FROM ALL AREAS ON THE SITE TO BE PLANTED AND PROPERLY DISPOSED OF IN A LEGAL MANNER.
16.

THE CONTRACTOR SHALL INSTALL ALL UNDERGROUND STORM WATER PIPING PER MANUFACTURER'S RECOMMENDATIONS AND STATE DOT SPECIFICATIONS.
17.

PAVEMENTS SHALL BE INSTALLED IN ACCORDANCE WITH THE RECOMMENDATION OF THE SITE SPECIFIC GEOTECHNICAL EVALUATION REPORT AND CITY & STATE DOT SPECIFICATIONS.
18.

SPOT ELEVATIONS REPRESENT THE FINISHED SURFACE GRADE OR FLOWLINE OF CURB UNLESS OTHERWISE NOTED.
19.

LIMITS OF CONSTRUCTION ARE TO THE PROPERTY LINE UNLESS OTHERWISE SPECIFIED ON THE PLAN.
20.

IMMEDIATELY REPORT TO THE OWNER ANY DISCREPANCIES FOUND BETWEEN ACTUAL FIELD CONDITIONS AND CONSTRUCTION DOCUMENTS.
21.

THE CONTRACTOR IS RESPONSIBLE FOR LOCATING AND PROTECTING EXISTING UTILITIES, AND SHALL REPAIR ALL DAMAGE TO EXISTING UTILITIES THAT OCCUR DURING CONSTRUCTION WITHOUT COMPENSATION.
22.

BLEND NEW EARTHWORK SMOOTHLY TO TRANSITION BACK TO EXISTING GRADE.
23.

ALL PROPOSED GRADES ONSITE SHALL BE 3:1 OR FLATTER UNLESS OTHERWISE INDICATED ON THE PLANS. ANY SLOPES STEEPER THAN 4:1 REQUIRE EROSION AND SEDIMENT CONTROL BLANKET.
24.

ADHERE TO ALL TERMS AND CONDITIONS AS NECESSARY IN THE GENERAL N.P.D.E.S. PERMIT AND STORMWATER POLLUTION PREVENTION PLAN (SWPPP) FOR STORMWATER DISCHARGE ASSOCIATED WITH CONSTRUCTION ACTIVITIES.
25.

ADJUST AND/OR CUT EXISTING PAVEMENT AS NECESSARY TO ASSURE A SMOOTH FIT AND CONTINUOUS GRADE.

WATER STORM SEWER & SANITARY SEWER NOTES

1.

THE CONTRACTOR SHALL CONSTRUCT GRAVITY SEWER LATERALS, MANHOLES, GRAVITY SEWER LINES, AND DOMESTIC WATER AND FIRE PROTECTION SYSTEM AS SHOWN ON THESE PLANS. THE CONTRACTOR SHALL FURNISH ALL NECESSARY MATERIALS, EQUIPMENT, MACHINERY, TOOLS, MEANS OF TRANSPORTATION AND LABOR NECESSARY TO COMPLETE THE WORK IN FULL AND COMPLETE ACCORDANCE WITH THE SHOWN, DESCRIBED AND REASONABLY INTENDED REQUIREMENTS OF THE CONTRACT DOCUMENTS AND JURISDICTIONAL AGENCY REQUIREMENTS. IN THE EVENT THAT THE CONTRACT DOCUMENTS AND THE JURISDICTIONAL AGENCY REQUIREMENTS ARE NOT IN AGREEMENT, THE MOST STRINGENT SHALL GOVERN.
2.

ALL EXISTING UNDERGROUND UTILITY LOCATIONS SHOWN ARE APPROXIMATE. THE CONTRACTOR SHALL COMPLY WITH ALL REQUIREMENTS FOR UTILITY LOCATION AND COORDINATION IN ACCORDANCE WITH THE NOTES CONTAINED IN THE GENERAL CONSTRUCTION SECTION OF THIS SHEET.
3.

THE CONTRACTOR SHALL RESTORE ALL DISTURBED VEGETATION IN KIND, UNLESS SHOWN OTHERWISE.
4.

DEFLECTION OF PIPE JOINTS AND CURVATURE OF PIPE SHALL NOT EXCEED THE MANUFACTURER'S SPECIFICATIONS. SECURELY CLOSE ALL OPEN ENDS OF PIPE AND FITTINGS WITH A WATERTIGHT PLUG WHEN WORK IS NOT IN PROGRESS. THE INTERIOR OF ALL PIPES SHALL BE CLEAN AND JOINT SURFACES WIPED CLEAN AND DRY AFTER THE PIPE HAS BEEN LOWERED INTO THE TRENCH. VALVES SHALL BE PLUMB AND LOCATED ACCORDING TO THE PLANS.
5.

ALL PIPE AND FITTINGS SHALL BE CAREFULLY STORED FOLLOWING MANUFACTURER'S RECOMMENDATIONS. CARE SHALL BE TAKEN TO AVOID DAMAGE TO THE COATING OR LINING IN ANY D.I. PIPE FITTINGS. ANY PIPE OR FITTING WHICH IS DAMAGED OR WHICH HAS FLAWS OR IMPERFECTIONS WHICH, IN THE OPINION OF THE ENGINEER OR OWNER, RENDERS IT UNFIT FOR USE, SHALL NOT BE USED. ANY PIPE NOT SATISFACTORY FOR USE SHALL BE CLEARLY MARKED AND IMMEDIATELY REMOVED FROM THE JOB SITE, AND SHALL BE REPLACED AT THE CONTRACTOR'S EXPENSE.
6.

WATER FOR FIRE FIGHTING SHALL BE MADE AVAILABLE FOR USE BY THE CONTRACTOR PRIOR TO COMBUSTIBLES BEING BROUGHT ON SITE.
7.

ALL UTILITY AND STORM DRAIN TRENCHES LOCATED UNDER AREAS TO RECEIVE PAVING SHALL BE COMPLETELY BACK FILLED IN ACCORDANCE WITH THE GOVERNING JURISDICTIONAL AGENCY'S SPECIFICATIONS. IN THE EVENT THAT THE CONTRACT DOCUMENTS AND THE JURISDICTIONAL AGENCY REQUIREMENTS ARE NOT IN AGREEMENT, THE MOST STRINGENT SHALL GOVERN.
8.

UNDERGROUND UTILITY LINES SHALL BE SURVEYED BY A STATE LICENSED PROFESSIONAL LAND SURVEYOR PRIOR TO BACK FILLING.
9.

CONTRACTOR SHALL PERFORM, AT THEIR OWN EXPENSE, ANY AND ALL TESTS REQUIRED BY THE SPECIFICATIONS AND/OR ANY AGENCY HAVING JURISDICTION. THESE TESTS MAY INCLUDE, BUT MAY NOT BE LIMITED TO, INFILTRATION AND EXFILTRATION, TELEVISION INSPECTION AND A MANDREL TEST ON GRAVITY SEWER. A COPY OF THE TEST RESULTS SHALL BE PROVIDED TO THE UTILITY PROVIDER, OWNER AND JURISDICTIONAL AGENCY AS REQUIRED.
10.

BETWEEN WATER AND SEWER MANHOLES AND PIPES, CONTRACTOR SHALL PROVIDE FOR A MINIMUM HORIZONTAL CLEARANCE OF 10-FEET AND A MINIMUM VERTICAL SEPARATION OF 18-INCHES.
11.

IF ANY EXISTING STRUCTURES TO REMAIN ARE DAMAGED DURING CONSTRUCTION IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO REPAIR AND/OR REPLACE THE EXISTING STRUCTURE AS NECESSARY TO RETURN IT TO EXISTING CONDITIONS OR BETTER.
12.

ALL STORM PIPE ENTERING STRUCTURES SHALL BE GASKETED AND/OR GROUTED TO ASSURE CONNECTION AT STRUCTURE IS WATERTIGHT UNLESS OTHERWISE STATED BY CITY AND STATE DESIGN STANDARDS AND SPECIFICATIONS.
13.

UNLESS OTHERWISE STATED IN CITY AND STATE DESIGN STANDARDS AND SPECIFICATIONS, ALL STORM SEWER MANHOLES IN PAVED AREAS SHALL BE FLUSH WITH PAVEMENT, AND SHALL HAVE TRAFFIC BEARING RING & COVERS. MANHOLES IN UNPAVED AREAS SHALL BE 6" ABOVE FINISH GRADE. LIDS SHALL BE LABELED "STORM SEWER". EXISTING CASTINGS AND STRUCTURES WITHIN PROJECT LIMITS SHALL BE ADJUSTED TO MEET THESE CONDITIONS AND THE PROPOSED FINISHED GRADE.
14.

TOPOGRAPHIC INFORMATION IS TAKEN FROM A TOPOGRAPHIC SURVEY BY LAND SURVEYORS. IF THE CONTRACTOR DOES NOT ACCEPT EXISTING TOPOGRAPHY AS SHOWN ON THE PLANS, WITHOUT EXCEPTION, THEN THE CONTRACTOR SHALL SUPPLY, AT THEIR EXPENSE, A TOPOGRAPHIC SURVEY BY A REGISTERED LAND SURVEYOR TO THE OWNER FOR REVIEW.
15.

CONSTRUCTION SHALL COMPLY WITH ALL APPLICABLE GOVERNING CODES AND BE CONSTRUCTED TO SAME.
16.

ALL STORM STRUCTURES SHALL HAVE A SMOOTH UNIFORM POURED MORTAR FROM INVERT IN TO INVERT OUT.
17.

ROOF DRAINS SHALL BE CONNECTED TO STORM SEWER BY PREFABRICATED WYES OR AT STORM STRUCTURES. ROOF DRAINS AND TRUCK WELL DRAIN SHALL RUN AT A MINIMUM 2.0% SLOPE, UNLESS NOTED OTHERWISE, AND TIE IN AT THE CENTERLINE OF THE STORM MAIN.
18.

PROVIDE INSULATION OF UNDERGROUND ROOF DRAINS AND SANITARY SEWER SERVICES IF ADEQUATE FROST DEPTH CANNOT BE PROVIDED.
19.

THE CONTRACTOR SHALL PROTECT EXISTING UNDERGROUND UTILITIES AND APPURTENANCES THAT ARE TO REMAIN FROM DAMAGE DURING CONSTRUCTION OPERATIONS.
20.

THE LOCATION OF EXISTING UTILITIES, STORM DRAINAGE STRUCTURES AND OTHER ABOVE AND BELOW-GRADE IMPROVEMENTS ARE APPROXIMATE AS SHOWN. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THE EXACT LOCATION, SIZE AND INVERT ELEVATIONS OF EACH PRIOR TO THE START OF CONSTRUCTION.
21.

A MINIMUM SEPARATION OF 10-FEET IS REQUIRED FROM WATER-MAIN AND A 1:1 SLOPE FROM SANITARY SEWER TO ANY TREES.
22.

GAS, PHONE AND ELECTRIC SERVICES SHOWN FOR INFORMATIONAL PURPOSES ONLY. DRY UTILITY COMPANIES MAY ALTER THE DESIGN LAYOUT DURING THEIR REVIEW. CONTRACTOR TO COORDINATE FINAL DESIGN AND INSTALLATION WITH UTILITY COMPANIES.
23.

COORDINATE UTILITY INSTALLATION WITH IRRIGATION DESIGN AND INSTALLATION.
24.

ALL DIMENSIONS ARE TO FLOW LINE OF CURB UNLESS OTHERWISE NOTED. PERIMETER WALL DIMENSIONS ARE TO INSIDE WALL FACE. REFERENCE ARCHITECTURAL PLANS FOR EXACT WALL WIDTH AND SPECIFICATIONS.
25.

REFERENCE ARCHITECTURAL PLANS (BY OTHERS) FOR EXACT BUILDING DIMENSIONS, MATERIALS SPECIFICATIONS.
26.

REFERENCE M.E.P. PLANS (BY OTHERS) FOR MECHANICAL EQUIPMENT DIMENSIONS AND SPECIFICATIONS.
27.

CONTRACTOR SHALL REFERENCE STRUCTURAL PLANS (BY OTHERS) FOR FOOTING AND FOUNDATION PAD PREPARATION SPECIFICATIONS.
28.

CONTRACTOR SHALL REFERENCE M.E.P PLANS (BY OTHERS) FOR ROUTING OF PROPOSED ELECTRICAL & COMMUNICATIONS SERVICES AND SITE LIGHTING LAYOUT.

PRELIMINARY - NOT FOR CONSTRUCTION

WESTLAKE

PREPARED FOR

RIVERCREST REALTY INVESTORS

FOREST LAKE MN

SHEET NUMBER

C100

Kimley»Horn

2023 KIMLEY-HORN AND ASSOCIATES, INC.
767 EUSTIS STREET, SUITE 100, ST. PAUL, MN 55114
PHONE: 651-945-4197
WWW.KIMLEY-HORN.COM

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KHA PROJECT
161041001

DATE
02/23/2024

SCALE
AS SHOWN

DESIGNED BY
MJB

DRAWN BY
MJB

CHECKED BY
ACL

MINNESOTA

ARIK C. LOKENGARD, P.E.

DATE
01/12/2024

MINN.
LIC. NO.
60551

REVISIONS

DATE



DEMOLITION PLAN NOTES

WESTLAKE

PREPARED FOR

INVESTORS

FOREST LAKE MN

SITE DEMOLITION PLAN

KVA PROJECT 161041001 DATE 02/23/2024	SCALE	AS SHOWN	I HEREBY CERTIFY THAT THIS PLAN SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
	DESIGNED BY	MJB	
	DRAWN BY	MJB	
	CHECKED BY	ACL	
DATE: 01/12/2024			ARK C. LOWENSGARD P.E. MN LIC. NO. 60351

Kimley»»Horn

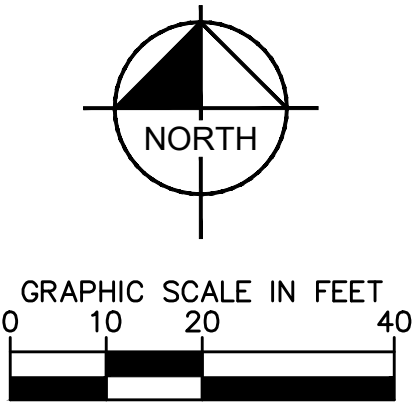
2023 KIMLEY-HORN AND ASSOCIATES, INC.
767 EUSTIS STREET, SUITE 100, ST. PAUL, MN 55114
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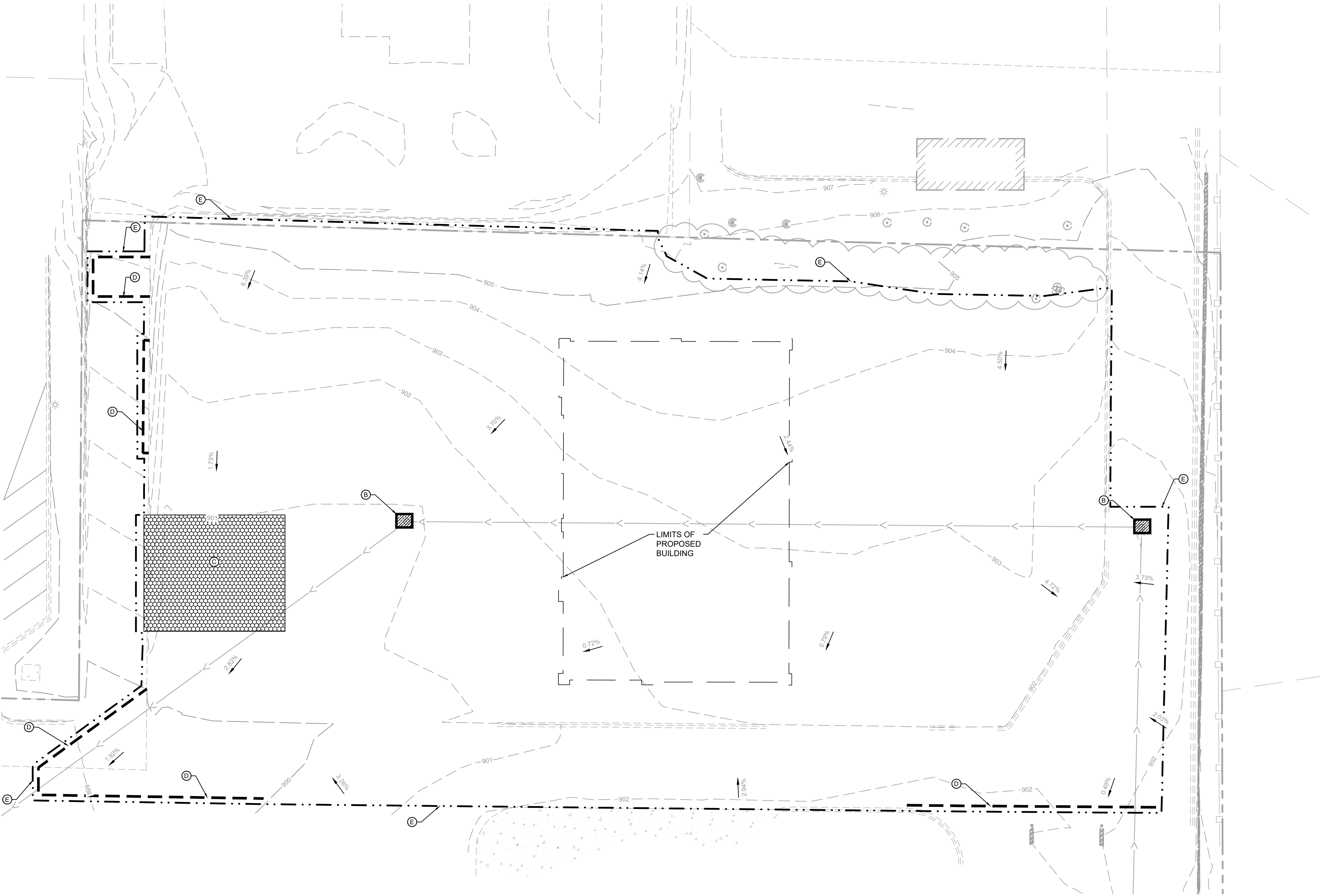
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Know what's **below**.
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PHASE I BMP QUANTITIES	
SILT FENCE	±0 LF
INLET PROTECTION	2 EA
ROCK CONSTRUCTION ENTRANCE	1 EA
BIO ROLL	±275 LF

KEYNOTE LEGEND	
(A)	SILT FENCE
(B)	INLET PROTECTION
(C)	ROCK CONSTRUCTION ENTRANCE
(D)	BIO LOG
(E)	LIMITS OF DISTURBANCE - OFFSET FOR CLARITY

LEGEND	
	ROCK ENTRANCE
	EROSION CONTROL BLANKET
	INLET PROTECTION
	SILT FENCE
	LIMITS OF DISTURBANCE
	SAFETY FENCE
	BIOROLL

EROSION CONTROL PLAN NOTES

- THE STORM WATER POLLUTION PREVENTION PLAN ("SWPPP") IS COMPRISED OF THE EROSION CONTROL PLAN, THE STANDARD DETAILS, THE PLAN NARRATIVE, ATTACHMENTS INCLUDED IN THE SPECIFICATIONS OF THE SWPPP, PLUS THE PERMIT AND ALL SUBSEQUENT REPORTS AND RELATED DOCUMENTS.
- ALL CONTRACTORS AND SUBCONTRACTORS INVOLVED WITH LAND DISTURBING ACTIVITIES SHALL OBTAIN A COPY OF THE SWPPP AND NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) GENERAL PERMIT, AND BECOME FAMILIAR WITH THEIR CONTENTS.
- BEST MANAGEMENT PRACTICES (BMP'S) AND CONTROLS SHALL CONFORM TO FEDERAL, STATE AND LOCAL REQUIREMENTS, AS APPLICABLE. THE CONTRACTOR SHALL IMPLEMENT ADDITIONAL CONTROLS AS DIRECTED BY THE PERMITTING AGENCY, ENGINEER OR OWNER.
- SITE ENTRY AND EXIT LOCATIONS SHALL BE MAINTAINED IN A CONDITION THAT WILL PREVENT THE TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC ROADWAYS. SEDIMENT SPILLED, DROPPED, WASHED, OR TRACKED ONTO A PUBLIC ROADWAY FROM THE CONSTRUCTION SITE MUST BE REMOVED AS SOON AS PRACTICABLE. WHEN WASHING IS REQUIRED TO REMOVE SEDIMENT PRIOR TO ENTRANCE ONTO A PUBLIC ROADWAY, IT SHALL BE DONE IN AN AREA STABILIZED WITH CRUSHED STONE WHICH DRAINS INTO AN APPROVED SEDIMENT BASIN. ANY FINES IMPOSED FOR DISCHARGING SEDIMENT ONTO A PUBLIC RIGHT OF WAY SHALL BE PAID BY THE CONTRACTOR.
- TEMPORARY SEEDING OR OTHER APPROVED METHODS OF STABILIZATION SHALL BE INITIATED WITHIN 7 DAYS OF THE LAST DISTURBANCE ON ANY AREA OF THE SITE.
- THE CONTRACTOR SHALL MINIMIZE LAND DISTURBANCE AND CLEARING TO THE MAXIMUM EXTENT PRACTICAL OR AS REQUIRED BY THE GENERAL PERMIT.
- CONTRACTOR SHALL DENOTE ON THE PLAN THE TEMPORARY PARKING AND STORAGE AREA WHICH SHALL ALSO BE USED AS THE EQUIPMENT MAINTENANCE AND CLEANING AREA, EMPLOYEE PARKING AREA, AND AREA FOR LOCATING PORTABLE FACILITIES, OFFICE TRAILERS, AND TOILET FACILITIES.
- ALL WASH WATER FROM THE CONSTRUCTION SITE (CONCRETE TRUCKS, VEHICLE CLEANING, EQUIPMENT CLEANING, ETC.) SHALL BE DETAINED AND PROPERLY TREATED BEFORE DISPOSAL.
- SUFFICIENT OIL AND GREASE ABSORBING MATERIALS AND FLotation BOOMS SHALL BE MAINTAINED ON SITE OR READILY AVAILABLE TO CONTAIN AND CLEAN-UP FUEL OR CHEMICAL SPILLS AND LEAKS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR DUST CONTROL ON SITE. THE USE OF MOTOR OILS AND OTHER PETROLEUM BASED OR TOXIC LIQUIDS FOR DUST SUPPRESSION OPERATIONS IS PROHIBITED.
- RUBBISH, TRASH, GARBAGE, LITTER, OR OTHER SUCH MATERIALS SHALL BE DEPOSITED INTO SEALED CONTAINERS. MATERIALS SHALL BE PREVENTED FROM LEAVING THE PREMISES THROUGH THE ACTION OF WIND OR STORM WATER DISCHARGE INTO DRAINAGE DITCHES OR WATERS OF THE STATE.
- STAGING AREAS, STOCKPILES, SPOILS, ETC. SHALL BE LOCATED OUTSIDE OF DRAINAGE WAYS SUCH THAT STORM WATER RUNOFF WILL NOT BE ADVERSELY AFFECTED. PROVIDE STABILIZATION MEASURES SUCH AS PERIMETER EROSION CONTROL BMP'S, SEEDING, OR OTHER COVERING AS NECESSARY TO PREVENT EROSION.
- CONTRACTOR SHALL BE RESPONSIBLE FOR RE-ESTABLISHING ANY EROSION CONTROL BMP DISTURBED DURING CONSTRUCTION OPERATIONS. NOTIFY THE OWNER'S REPRESENTATIVE OF ANY DEFICIENCIES IN THE ESTABLISHED EROSION CONTROL MEASURES THAT MAY LEAD TO UNAUTHORIZED DISCHARGE OF STORM WATER POLLUTANTS. UNAUTHORIZED POLLUTANTS INCLUDE (BUT ARE NOT LIMITED TO) EXCESS CONCRETE DUMPING, CONCRETE RESIDUE, PAINTS, SOLVENTS, GREASES, FUELS, LUBRICANT OILS, PESTICIDES, AND SOLID WASTE MATERIALS.
- EROSION CONTROL BMP'S SHOWN ON THESE PLANS SHALL BE INSTALLED PRIOR TO THE START OF LAND-DISTURBING ACTIVITIES ON THE PROJECT, AND INITIATED AS SOON AS PRACTICABLE.
- THE CONTRACTOR IS SOLELY RESPONSIBLE FOR COMPLYING WITH THE REQUIREMENTS OF THE AUTHORITIES HAVING JURISDICTION, AND SHALL MAINTAIN COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS FOR THE DURATION OF CONSTRUCTION.
- THE CONTRACTOR SHALL FIELD ADJUST AND/OR PROVIDE ADDITIONAL EROSION CONTROL BMP'S AS NEEDED TO PREVENT EROSION AND OFF-SITE SEDIMENT DISCHARGE FROM THE CONSTRUCTION SITE. LOG AND RECORD ANY ADJUSTMENTS AND DEVIATIONS FROM THE APPROVED EROSION CONTROL PLANS WITHIN THE SWPPP DOCUMENTS STORED IN THE JOB SITE TRAILER.

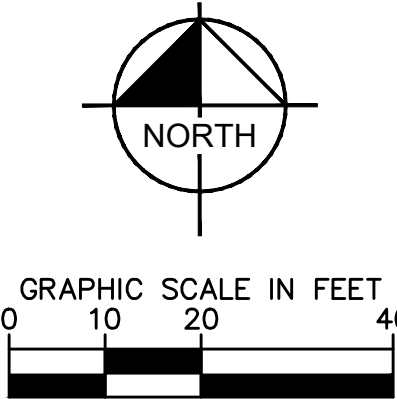
SWPPP UPDATES & AMENDMENTS

THE CONTRACTOR MUST UPDATE THE SWPPP BY NOTING ON THE SITE MAPS IN THE JOB SITE BINDER TO REFLECT THE PROGRESS OF CONSTRUCTION ACTIVITIES AND GENERAL CHANGES TO THE PROJECT SITE FOR THE DURATION OF LAND DISTURBING ACTIVITIES. AT A MINIMUM, UPDATES SHALL BE MADE DAILY TO TRACK CONSTRUCTION PROGRESS DESCRIBED IN THE SEQUENCE OF CONSTRUCTION. THE CONTRACTOR IS RESPONSIBLE FOR NOTING THE LOCATION OF THE JOB SITE TRAILER, TEMPORARY PARKING & LAYDOWN AREAS, PORTA-POTTY, WHEEL WASH, CONCRETE WASHOUT, FUEL & MATERIAL STORAGE, SOLID WASTE CONTAINERS, AND OTHER CONSTRUCTION RELATED FACILITIES THAT MAY IMPACT STORMWATER RUNOFF.

PHASE 1 SEQUENCE OF CONSTRUCTION

- INSTALL PERIMETER EROSION CONTROL (I.E. SILT FENCE) AND INLET PROTECTION AT EXISTING STORMWATER INLETS.
- CONSTRUCT STABILIZED CONSTRUCTION ENTRANCE AND CONCRETE WASHOUT
- PREPARE TEMPORARY PARKING AND STORAGE AREA.
- CONSTRUCT AND STABILIZE DIVERSIONS AND TEMPORARY SEDIMENT BASINS.
- CLEAR AND GRUB THE SITE.
- BEGIN MASS SITE GRADING AND ROUGH GRADE SITE SUFFICIENTLY TO ESTABLISH PROPOSED DRAINAGE PATTERNS.
- START CONSTRUCTION OF THE BUILDING PAD AND STRUCTURES.
- TEMPORARILY SEED, THROUGHOUT CONSTRUCTION, DISTURBED AREAS THAT WILL BE INACTIVE FOR 7 DAYS OR MORE OR AS REQUIRED BY THE NPDES AND/OR CITY GRADING PERMIT(S).

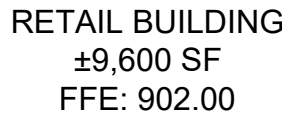
NOTE: THE SEQUENCE OF CONSTRUCTION IS INTENDED TO CONVEY THE GENERAL CONCEPTS OF THE EROSION CONTROL DESIGN AND SHOULD NOT BE RELIED UPON FOR CONSTRUCTION PURPOSES. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR DETAILED PHASING AND CONSTRUCTION SEQUENCING NECESSARY TO CONSTRUCT THE PROPOSED IMPROVEMENTS. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IN WRITING IMMEDIATELY, PRIOR TO AND/OR DURING CONSTRUCTION IF ANY ADDITIONAL INFORMATION ON THE CONSTRUCTION SEQUENCE IS NECESSARY.



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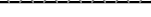
WESTLAKE PREPARED FOR RIVERCREST REALTY INVESTORS FOREST LAKE MN	EROSION AND SEDIMENT CONTROL PLAN - PHASE 1	KHA PROJECT 161041001 DATE 02/23/2024 SCALE AS SHOWN DESIGNED BY MJB DRAWN BY MJB CHECKED BY ACL	LUBRICANT OILS, PESTICIDES, AND SOLID WASTE MATERIALS. MINNESOTA. DATE: 01/12/2024 LIC. NO. 60551	Kimley»Horn 2023 KIMLEY-HORN AND ASSOCIATES, INC. 767 EUSTIS STREET, SUITE 100, ST. PAUL, MN 55114 PHONE: 651-845-4197 WWW.KIMLEY-HORN.COM	No.	REVISIONS	DATE	BY



KEYNOTE LEGEND

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- | | |
|---|-------------------------|
|  | ROCK ENTRANCE |
|  | EROSION CONTROL BLANKET |
|  | INLET PROTECTION |
|  | SILT FENCE |
|  | LIMITS OF DISTURBANCE |
|  | SAFETY FENCE |
|  | BIOROLL |

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2. ALL CONTRACTORS AND SUBCONTRACTORS INVOLVED WITH LAND DISTURBING ACTIVITIES SHALL OBTAIN A COPY OF THE SWPPP AND NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) GENERAL PERMIT, AND BECOME FAMILIAR WITH THEIR CONTENTS.
3. BEST MANAGEMENT PRACTICES (BMP'S) AND CONTROLS SHALL CONFORM TO FEDERAL, STATE AND LOCAL REQUIREMENTS, AS APPLICABLE. THE CONTRACTOR SHALL IMPLEMENT ADDITIONAL CONTROLS AS DIRECTED BY THE PERMITTING AGENCY, ENGINEER OR OWNER.
4. SITE ENTRY AND EXIT LOCATIONS SHALL BE MAINTAINED IN A CONDITION THAT WILL PREVENT THE TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC ROADWAYS. SEDIMENT SPILLED, DROPPED, WASHED, OR TRACKED ONTO A PUBLIC ROADWAY FROM THE CONSTRUCTION SITE MUST BE REMOVED AS SOON AS PRACTICABLE. WHEN WASHING IS REQUIRED TO REMOVE SEDIMENT PRIOR TO ENTRANCE ONTO A PUBLIC ROADWAY, IT SHALL BE DONE IN AN AREA STABILIZED WITH CRUSHED STONE WHICH DRAINS INTO AN APPROVED SEDIMENT BASIN. ANY FINES IMPOSED FOR DISCHARGING SEDIMENT ONTO A PUBLIC RIGHT OF WAY SHALL BE PAID BY THE CONTRACTOR.
5. TEMPORARY SEEDING OR OTHER APPROVED METHODS OF STABILIZATION SHALL BE INITIATED WITHIN 7 DAYS OF THE LAST DISTURBANCE ON ANY AREA OF THE SITE.
6. THE CONTRACTOR SHALL MINIMIZE LAND DISTURBANCE AND CLEARING TO THE MAXIMUM EXTENT PRACTICAL OR AS REQUIRED BY THE GENERAL PERMIT.
7. CONTRACTOR SHALL DENOTE ON THE PLAN THE TEMPORARY PARKING AND STORAGE AREA WHICH SHALL ALSO BE USED AS THE EQUIPMENT MAINTENANCE AND CLEANING AREA, EMPLOYEE PARKING AREA, AND AREA FOR LOCATING PORTABLE FACILITIES, OFFICE TRAILERS, AND TOILET FACILITIES.
8. ALL WASH WATER FROM THE CONSTRUCTION SITE (CONCRETE TRUCKS, VEHICLE CLEANING, EQUIPMENT CLEANING, ETC.) SHALL BE DETAINED AND PROPERLY TREATED BEFORE DISPOSAL.
9. SUFFICIENT OIL AND GREASE ABSORBING MATERIALS AND FLOTATION BOOMS SHALL BE MAINTAINED ON SITE OR READILY AVAILABLE TO CONTAIN AND CLEAN-UP FUEL OR CHEMICAL SPILLS AND LEAKS.
10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DUST CONTROL ON SITE. THE USE OF MOTOR OILS AND OTHER PETROLEUM BASED OR TOXIC LIQUIDS FOR DUST SUPPRESSION OPERATIONS IS PROHIBITED.
11. RUBBISH, TRASH, GARBAGE, LITTER, OR OTHER SUCH MATERIALS SHALL BE DEPOSITED INTO SEALED CONTAINERS. MATERIALS SHALL BE PREVENTED FROM LEAVING THE PREMISES THROUGH THE ACTION OF WIND OR STORM WATER DISCHARGE INTO DRAINAGE DITCHES OR WATERS OF THE STATE.
12. STAGING AREAS, STOCKPILES, SPOILS, ETC. SHALL BE LOCATED OUTSIDE OF DRAINAGE WAYS SUCH THAT STORM WATER RUNOFF WILL NOT BE ADVERSELY AFFECTED. PROVIDE STABILIZATION MEASURES SUCH AS PERMETER EROSION CONTROL BMP'S, SEEDING, OR OTHER COVERING AS NECESSARY TO PREVENT EROSION.
13. CONTRACTOR SHALL BE RESPONSIBLE FOR RE-ESTABLISHING ANY EROSION CONTROL BMP DISTURBED DURING CONSTRUCTION OPERATIONS. NOTIFY THE OWNER'S REPRESENTATIVE OF ANY DEFICIENCIES IN THE ESTABLISHED EROSION CONTROL MEASURES THAT MAY LEAD TO UNAUTHORIZED DISCHARGE OF STORM WATER FROM POLLUTANT UNAUTHORIZED POLLUTANTS INCLUDE (BUT ARE NOT LIMITED TO) EXCESS CONCRETE DUMPING, CONCRETE RESIDUE, PAINTS, SOLVENTS, GREASES, FUELS, LUBRICANT OILS, PESTICIDES, AND SOLID WASTE MATERIALS.
14. EROSION CONTROL BMP'S SHOWN ON THESE PLANS SHALL BE INSTALLED PRIOR TO THE START OF LAND-DISTURBING ACTIVITIES ON THE PROJECT, AND INITIATED AS SOON AS PRACTICABLE.
15. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR COMPLYING WITH THE REQUIREMENTS OF THE AUTHORITIES HAVING JURISDICTION, AND SHALL MAINTAIN COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS FOR THE DURATION OF CONSTRUCTION.
16. THE CONTRACTOR SHALL FILE ADJUST AND/OR PROVIDE ADDITIONAL EROSION CONTROL BMP'S AS NEEDED TO PREVENT EROSION AND OFF-SITE SEDIMENT DISCHARGE FROM THE CONSTRUCTION AREA LONG AND SHORT OF ANY ADJUSTMENTS AND DEVIATIONS FROM THE APPROVED EROSION CONTROL PLANS WITHIN THE SWPPP DOCUMENTS STORED IN THE JOB SITE TRAILER.

SWPPP UPDATES & AMENDMENTS

THE CONTRACTOR MUST UPDATE THE SWPPP BY NOTING ON THE SITE MAPS IN THE JOB SITE BINDER TO REFLECT THE PROGRESS OF CONSTRUCTION ACTIVITIES AND GENERAL CHANGES TO THE PROJECT SITE FOR THE DURATION OF LAND DISTURBING ACTIVITIES. AT A MINIMUM, UPDATES SHALL BE MADE DAILY TO TRACK CONSTRUCTION PROGRESS DESCRIBED IN THE SEQUENCE OF CONSTRUCTION. THE CONTRACTOR IS RESPONSIBLE FOR NOTING THE LOCATION OF THE JOB SITE TRAILER, TEMPORARY PARKING & LAYDOWN AREAS, PORTA-POTTY, WHEEL WASH, CONCRETE WASHOUT, FUEL & MATERIAL STORAGE, SOLID WASTE CONTAINERS, AND OTHER CONSTRUCTION RELATED FACILITIES THAT MAY IMPACT STORMWATER RUNOFF.

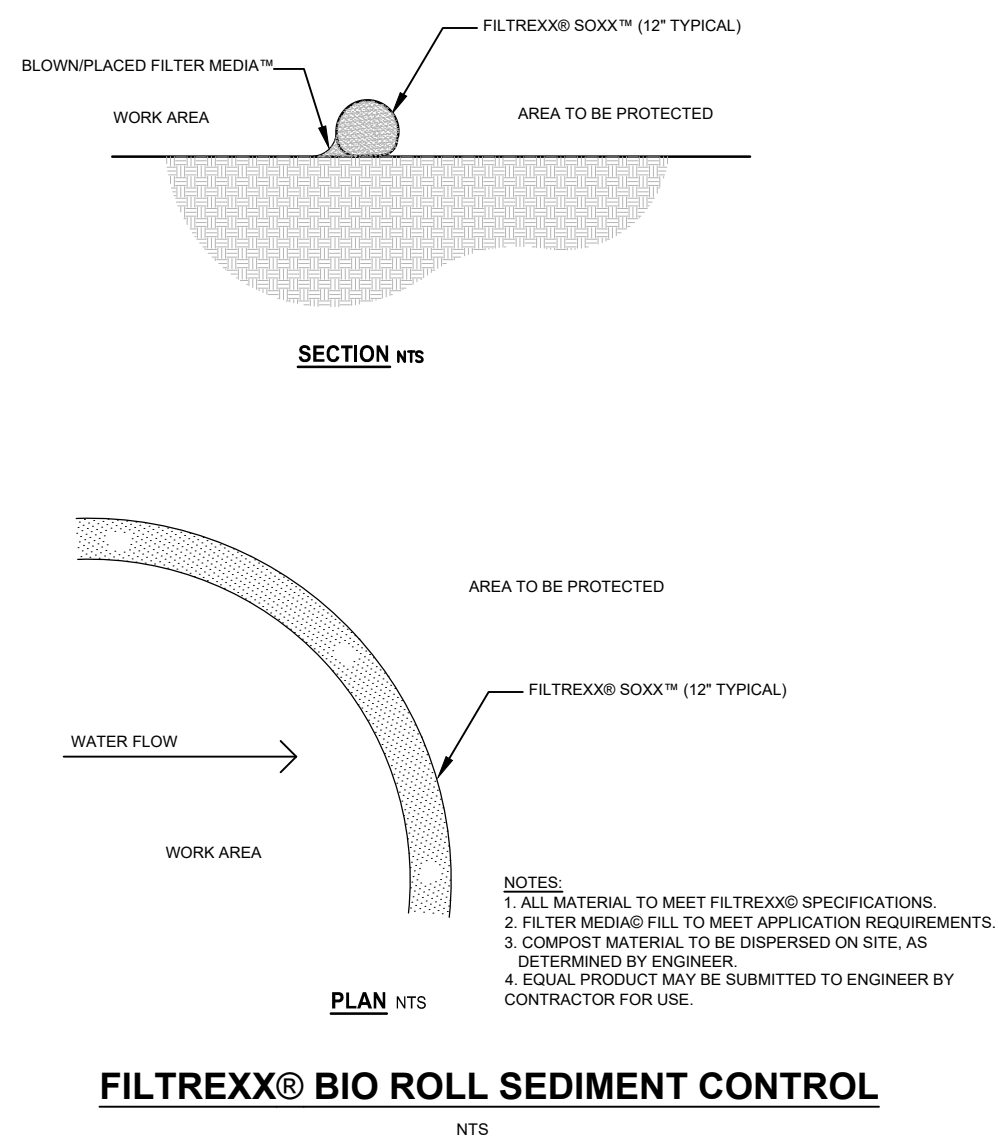
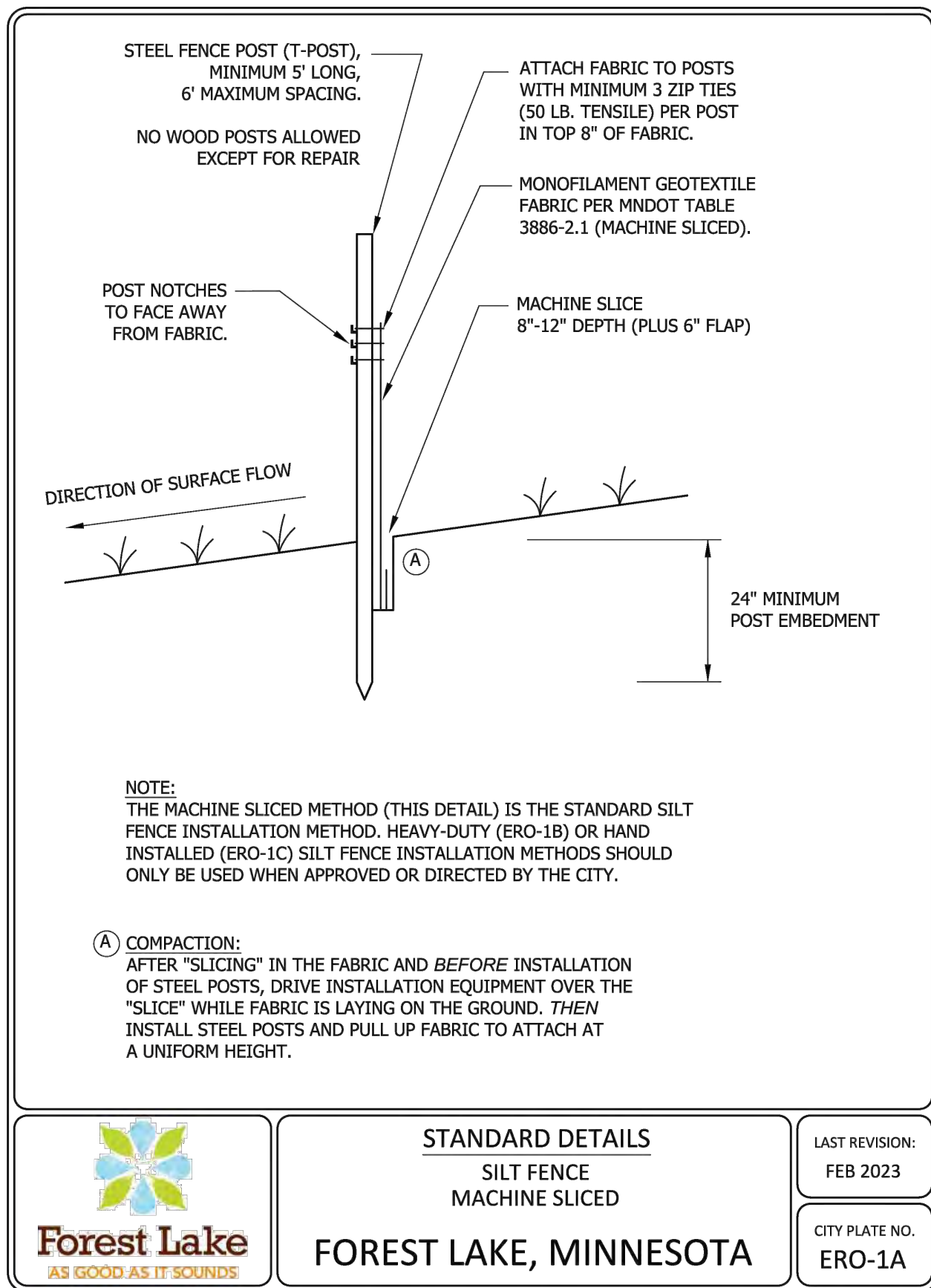
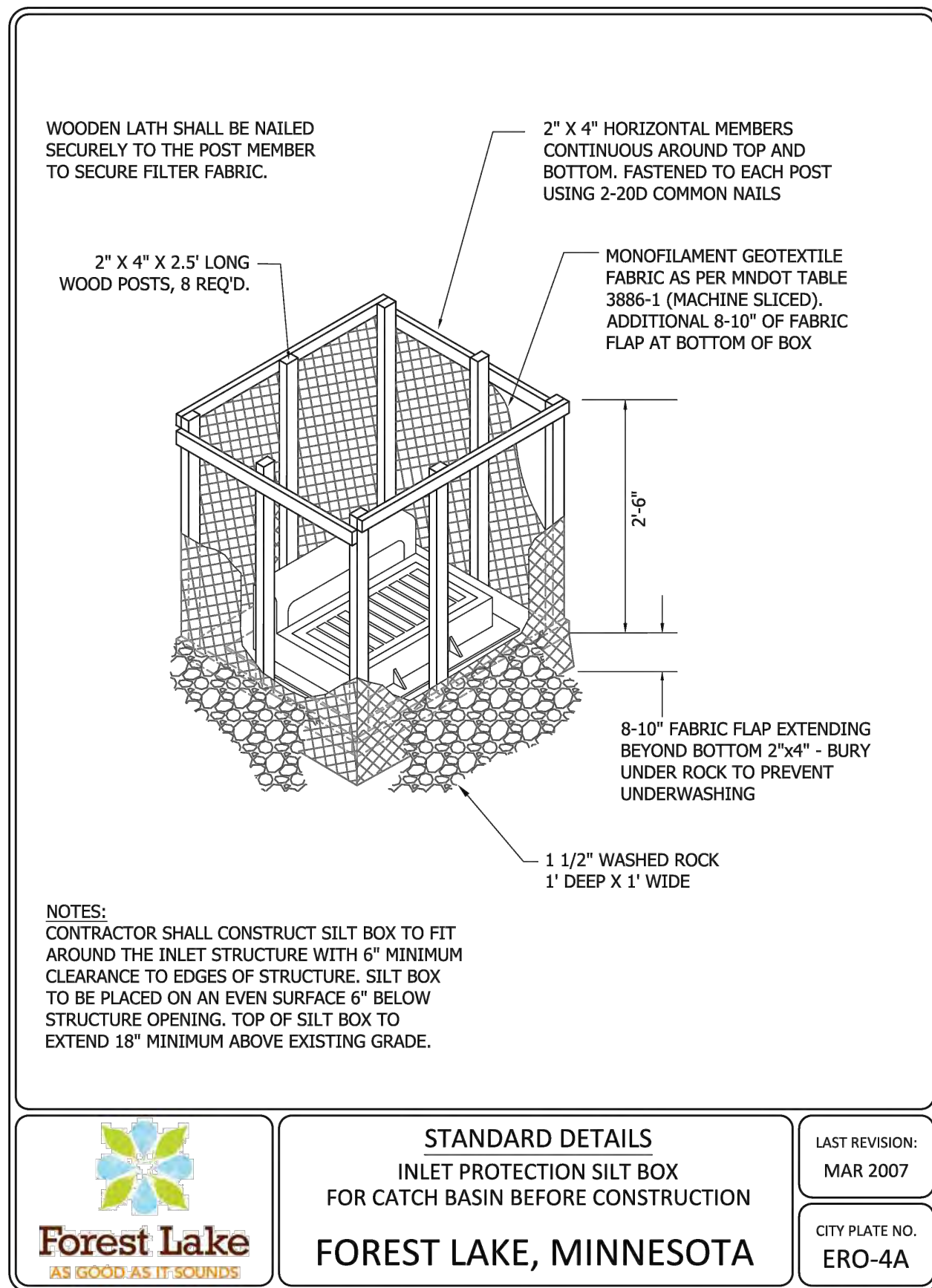
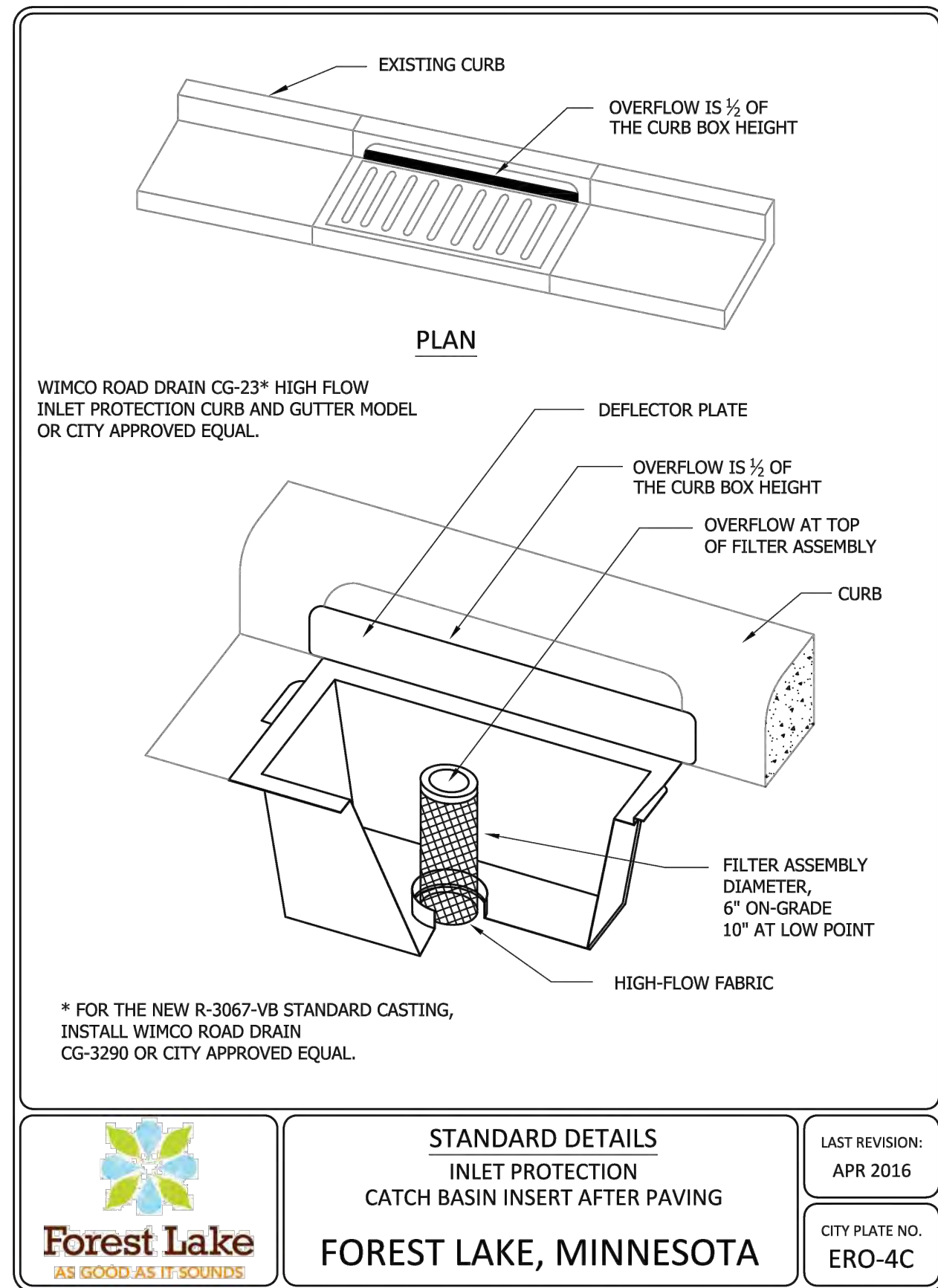
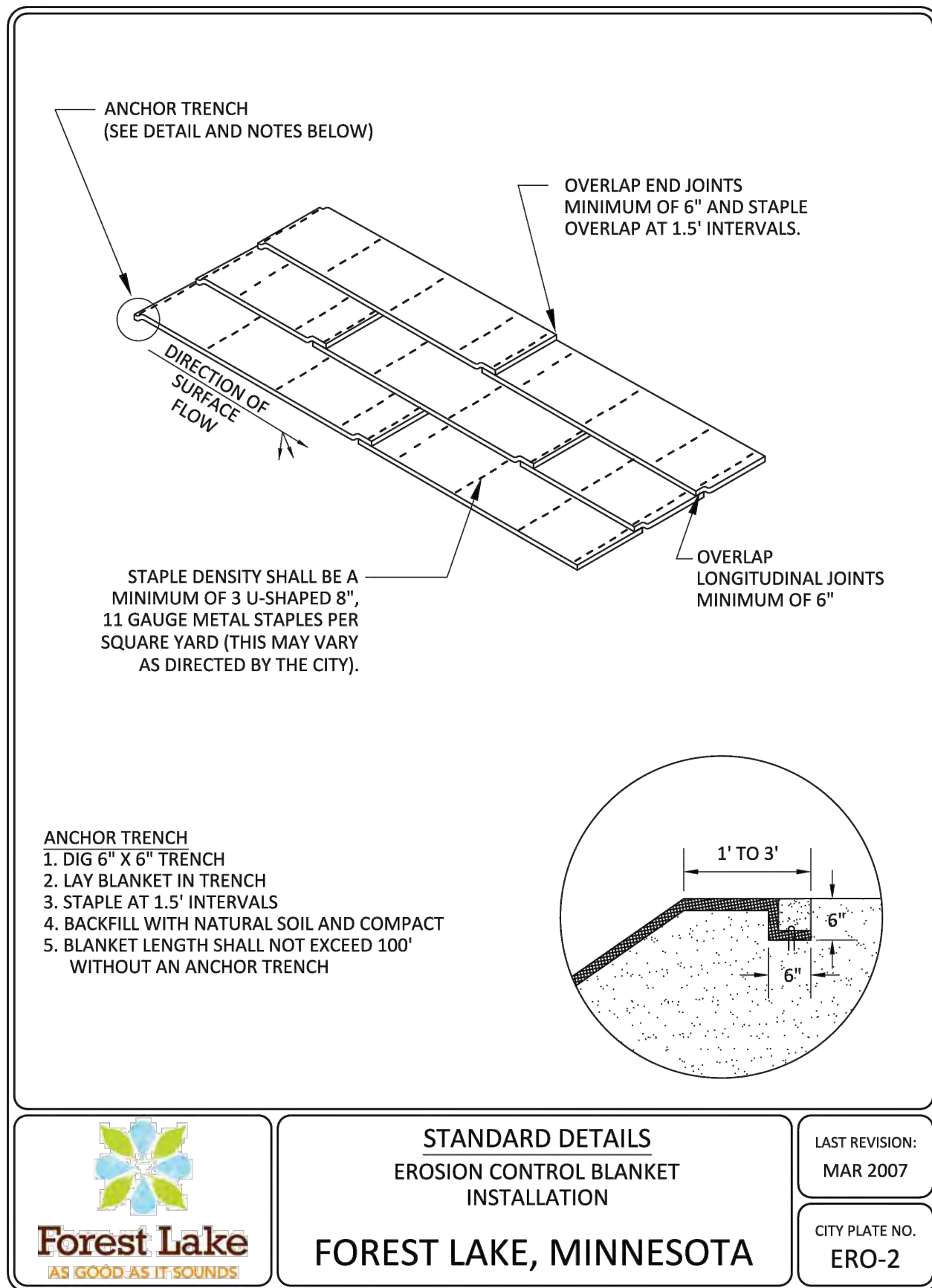
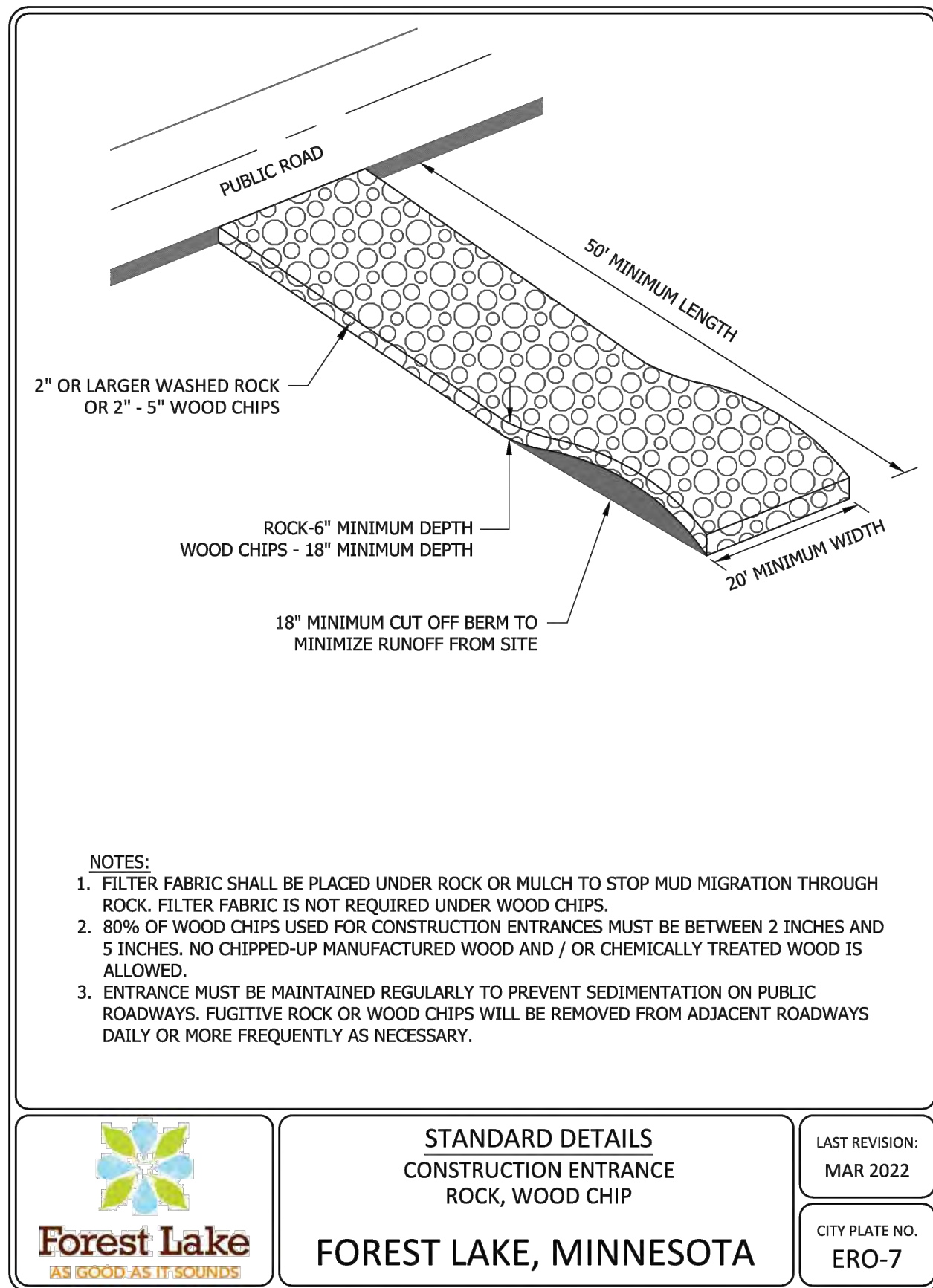
PHASE 2 SEQUENCE OF CONSTRUCTION

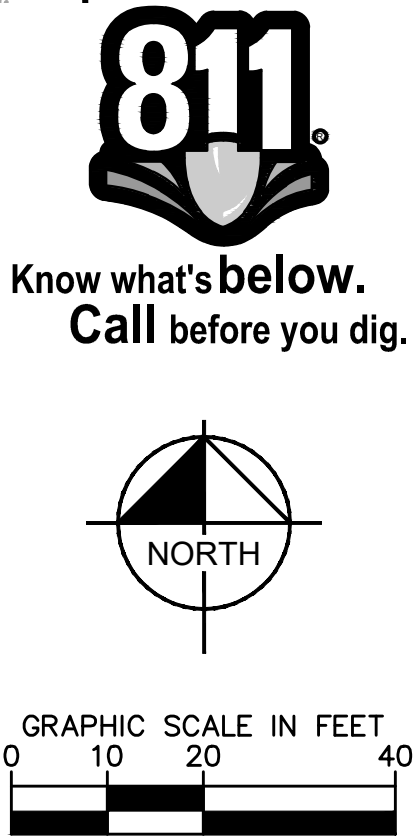
1. TEMPORARILY SEED, THROUGHOUT CONSTRUCTION, DENUDED AREAS THAT WILL BE INACTIVE FOR 7 DAYS OR MORE.
2. CONSTRUCT UNDERGROUND SITE UTILITIES AND STORM SEWER, INCLUDING UNDERGROUND INFORMATION MANAGEMENT SYSTEM.
3. INSTALL APPROPRIATE INLET PROTECTION AT ANY NEW STORM SEWER STRUCTURES AS EACH STRUCTURE IS CONSTRUCTED.
4. COMPLETE SITE GRADING AND PERMANENTLY STABILIZE AREAS TO BE VEGETATED AS THEY ARE BROUGHT TO FINAL GRADE.
5. PERMANENTLY STABILIZE BASE MATERIAL AND INSTALL SUBDRAINAGE SYSTEM.
6. CONSTRUCT PAVEMENTS, CURB & GUTTER, AND SIDEWALKS.
7. AS APPROPRIATE, REPLACE & MAINTAIN INLET PROTECTION DEVICES WITHIN PAVED AREAS AS WORK PROGRESSES.
8. COMPLETE FINAL GRADING AND INSTALL OF PERMANENT STABILIZATION (SEEDING, SODDING, ETC.) WITHIN LANDSCAPED AREAS.
9. WHEN THE SITE IS ACHIEVED FINAL STABILIZATION AS DEFINED BY THE APPLICABLE EROSION CONTROL PERMITS, REMOVE ALL REMAINING TEMPORARY EROSION & SEDIMENT CONTROL BMP'S AND RE-STABILIZE ANY AREAS DISTURBED BY THE REMOVAL.

NOTE: THE SEQUENCE OF CONSTRUCTION IS INTENDED TO CONVEY THE GENERAL CONCEPTS OF THE EROSION CONTROL DESIGN AND SHOULD NOT BE RELIED UPON FOR CONSTRUCTION PURPOSES. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR DETAILED PHASING AND CONSTRUCTION SEQUENCING NECESSARY TO CONSTRUCT THE PROPOSED IMPROVEMENTS. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IN WRITING IMMEDIATELY, PRIOR TO AND/OR DURING CONSTRUCTION IF ANY ADDITIONAL INFORMATION ON THE CONSTRUCTION SEQUENCE IS NECESSARY.

PRELIMINARY - NOT FOR CONSTRUCTION		WESTLAKE EROSION AND SEDIMENT CONTROL PLAN - PHASE 2		MINN	
SHEET NUMBER C301		PREPARED FOR RIVERCREST REALTY INVESTORS FOREST LAKE		MINN	
KHA PROJECT 16/04/1001 DATE 02/23/2024		SCALE AS SHOWN DESIGNED BY MJB DRAWN BY MJB CHECKED BY ACL		I HEREBY CERTIFY THAT THIS PLAN, AND THE INFORMATION CONTAINED HEREON, WERE PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.	
Kimley»»Horn		2023 KIMLEY HORN AND ASSOCIATES, INC. 767 EUSTIS STREET, SUITE 100, ST. PAUL, MN 55114 PHONE: 651-445-4197 WWW.KIMLEY-HORN.COM		No.	
				REVISIONS	
				DATE	
				BY	

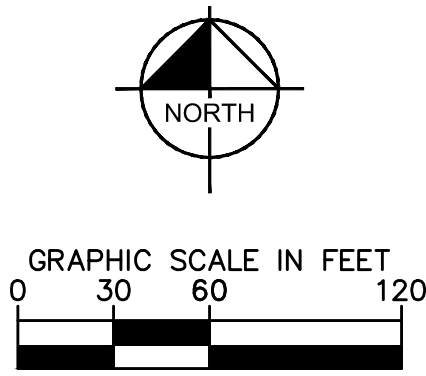
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(K) FLUSH CURE

BY



LANDSCAPE SUMMARY	
WESTLAKE	
TOTAL PROPERTY AREA	12.25 AC
EXISTING LANDSCAPING	2.53 AC
EXISTING LANDSCAPING %	20.6 %
PROPOSED LANDSCAPING	2.02 AC
PROPOSED LANDSCAPING %	16.5 %

PRELIMINARY - NOT FOR CONSTRUCTION

WESTLAKE

**PREPARED FOR
RIVERCREST REALTY
INVESTORS**

W

OVERALL SITE PLAN

DESIGNED BY	ACL	I HEREBY CERTIFY THAT THIS PLAN SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.	ARK C. LOWENSGARD, P.E. MN LIC. NO. 60551
DRAWN BY	JUB		
CHECKED BY	ACL		
DATE:	01/12/2024		
SCALE	AS SHOWN		
KIVA PROJECT			
161041001			
DATE			
02/23/2024			

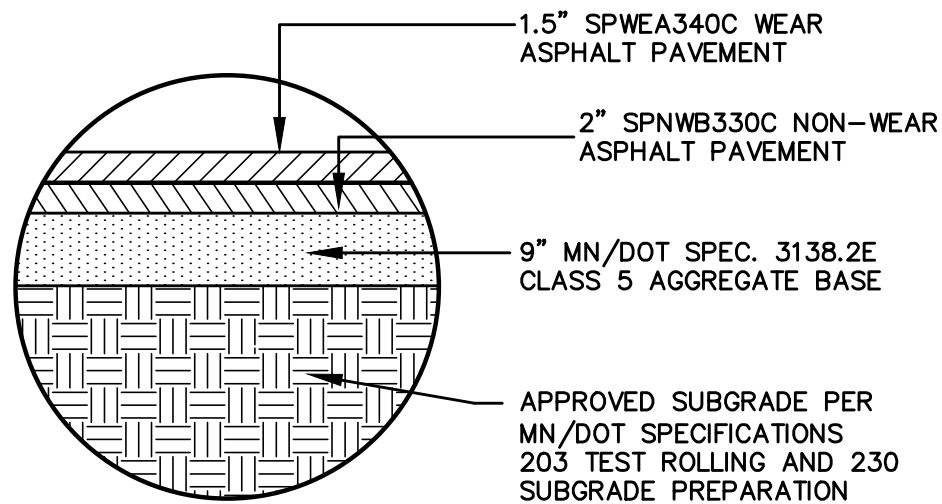
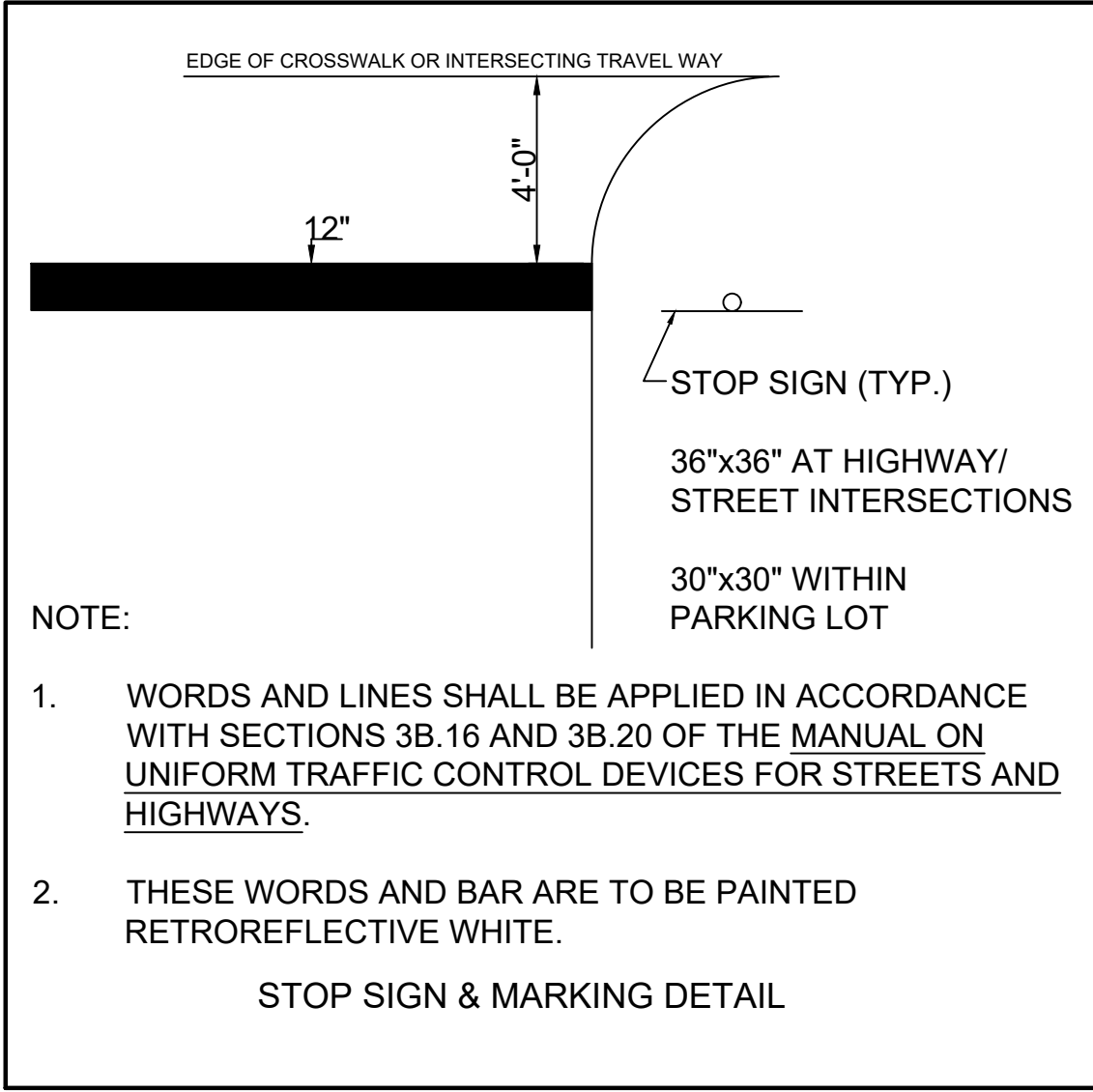
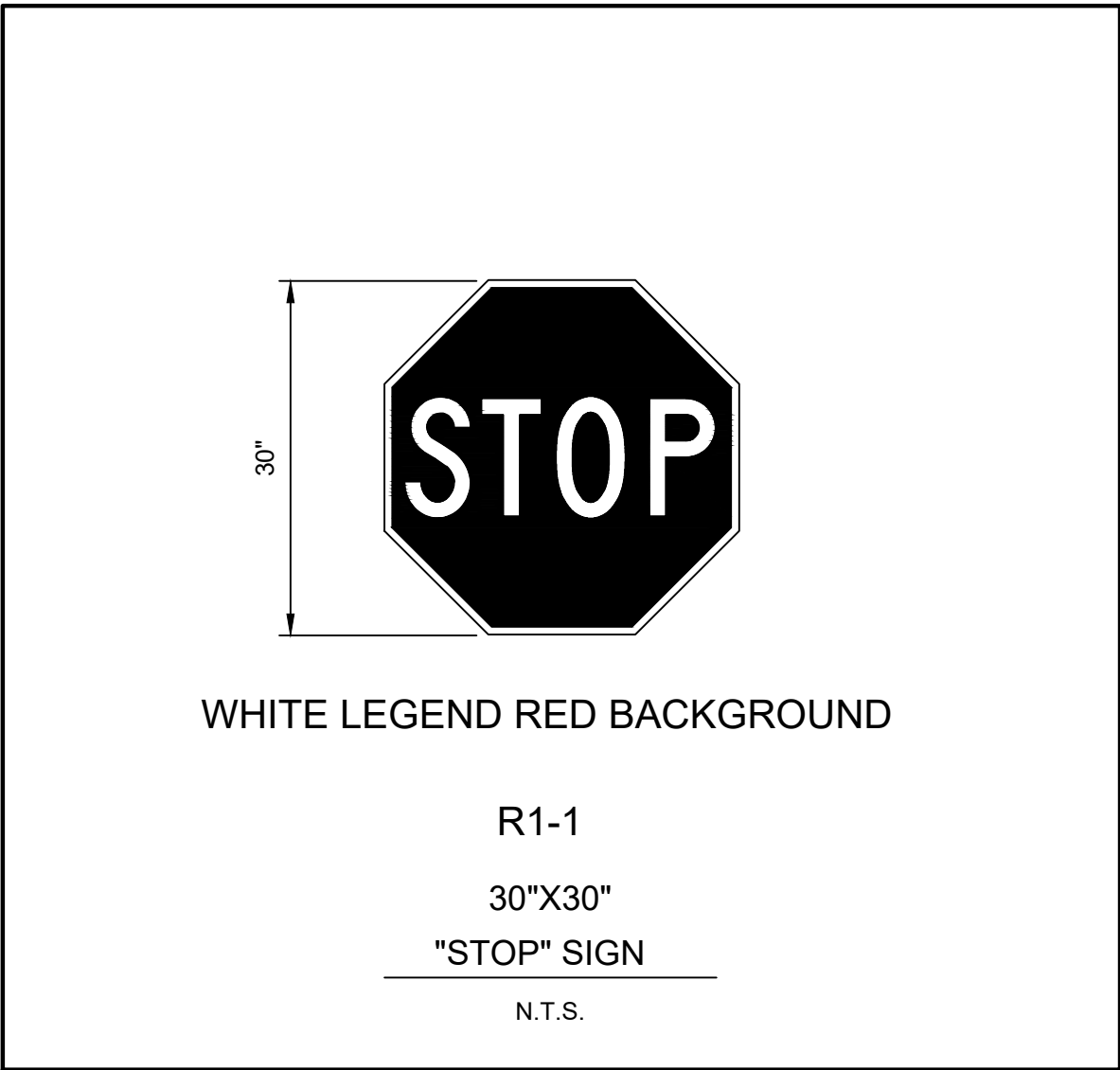
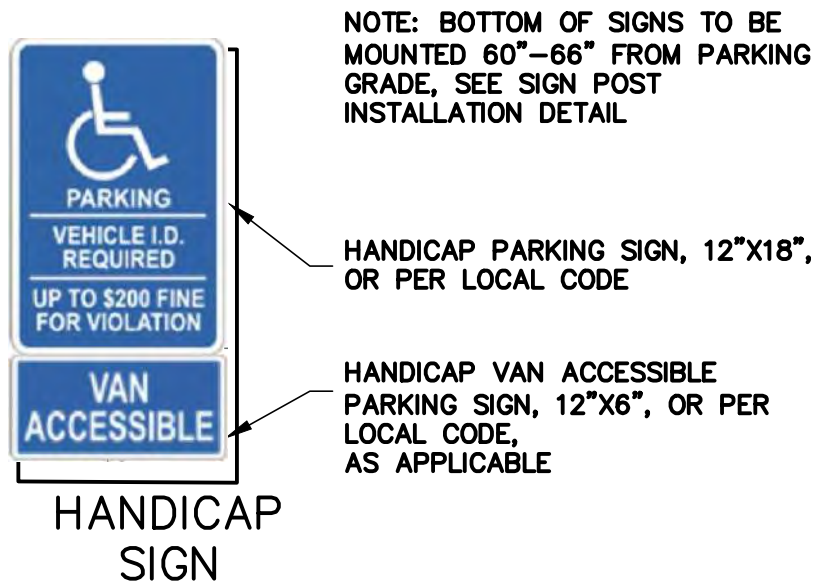
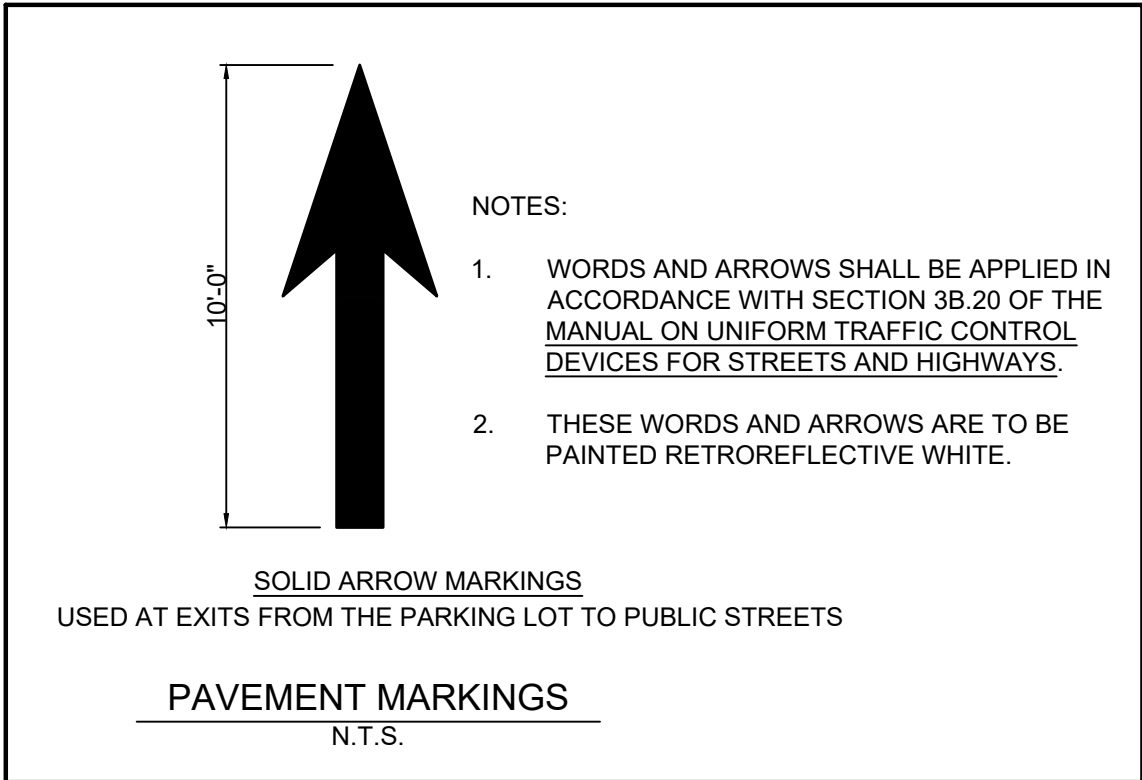
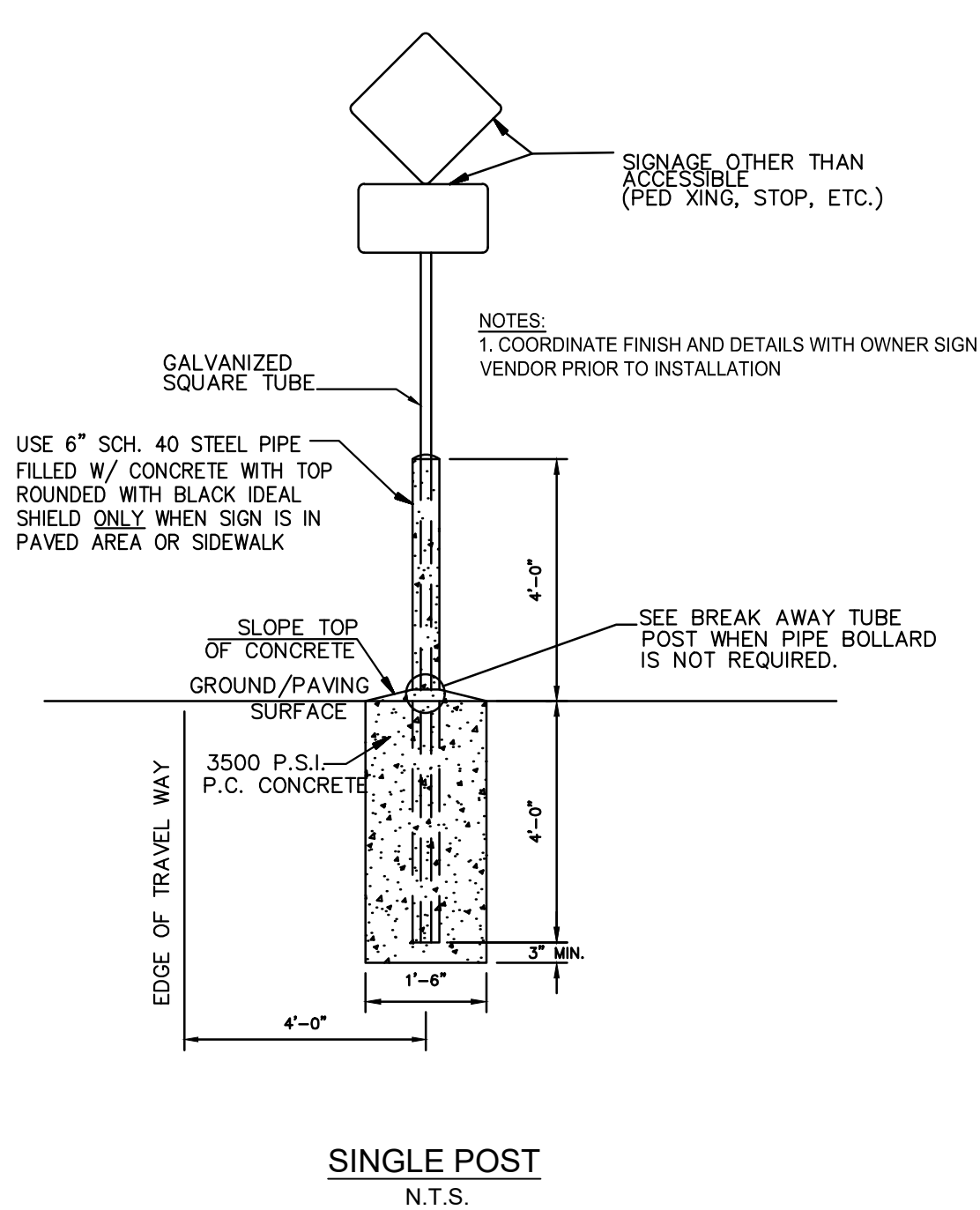
Kimley»Horn

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767 EUSTIS STREET, SUITE 100, ST. PAUL, MN 55114
PHONE: 651.645.4197

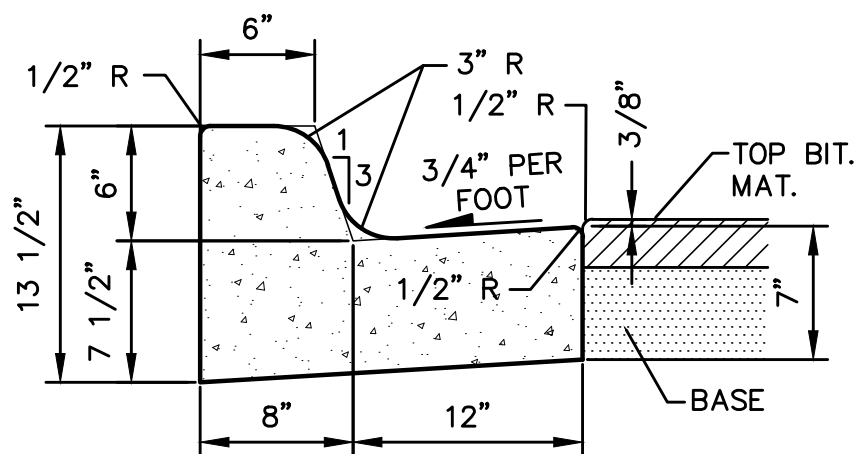
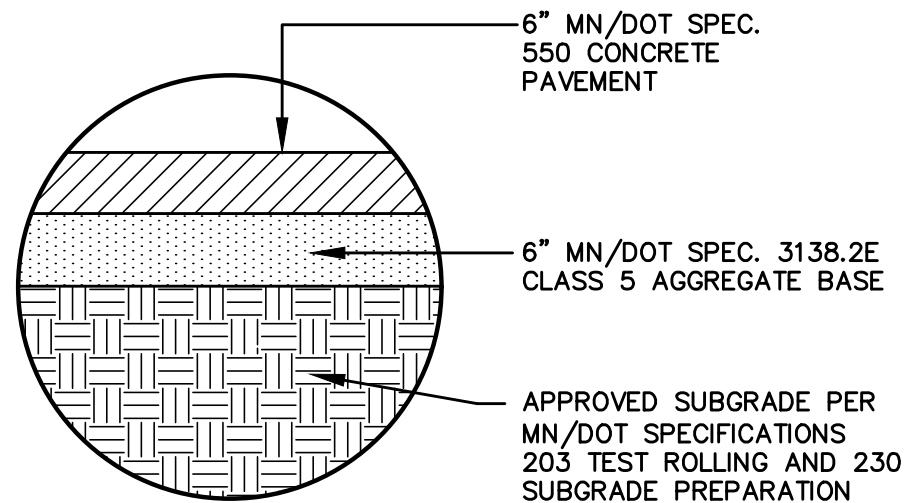
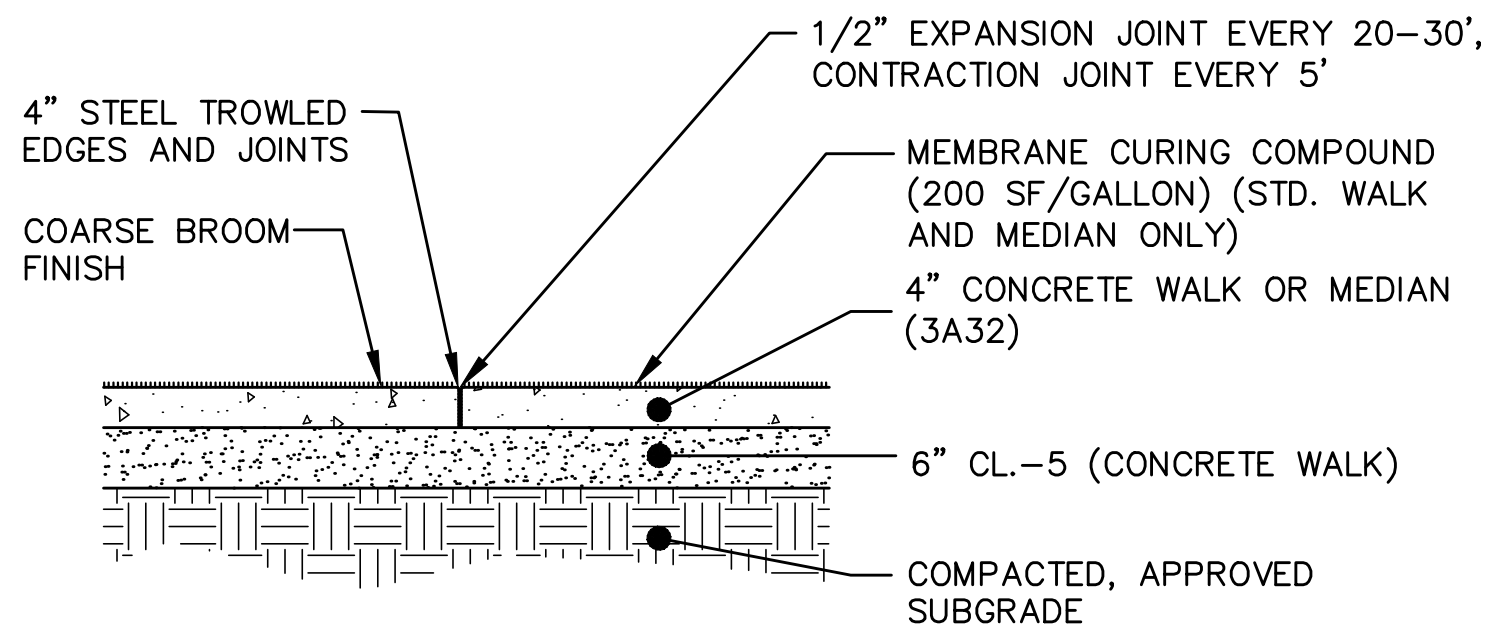
No.	REVISIONS	DATE	BY
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k:\TWC_LDEV\rivcrest realty investors\lmm_forest lake\3 Design\CAD\plansheets\c4-SITE DETAILS.dwg February 22, 2024 - 3:31pm

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NOTE:
ALL EXCAVATION, 6" CL.-5 OR 4" SELECT GRANULAR, PLACEMENT, COMPACTION AND BACKFILL INCIDENTAL TO UNIT PRICE BID FOR 4" SIDEWALK OR MEDIAN.



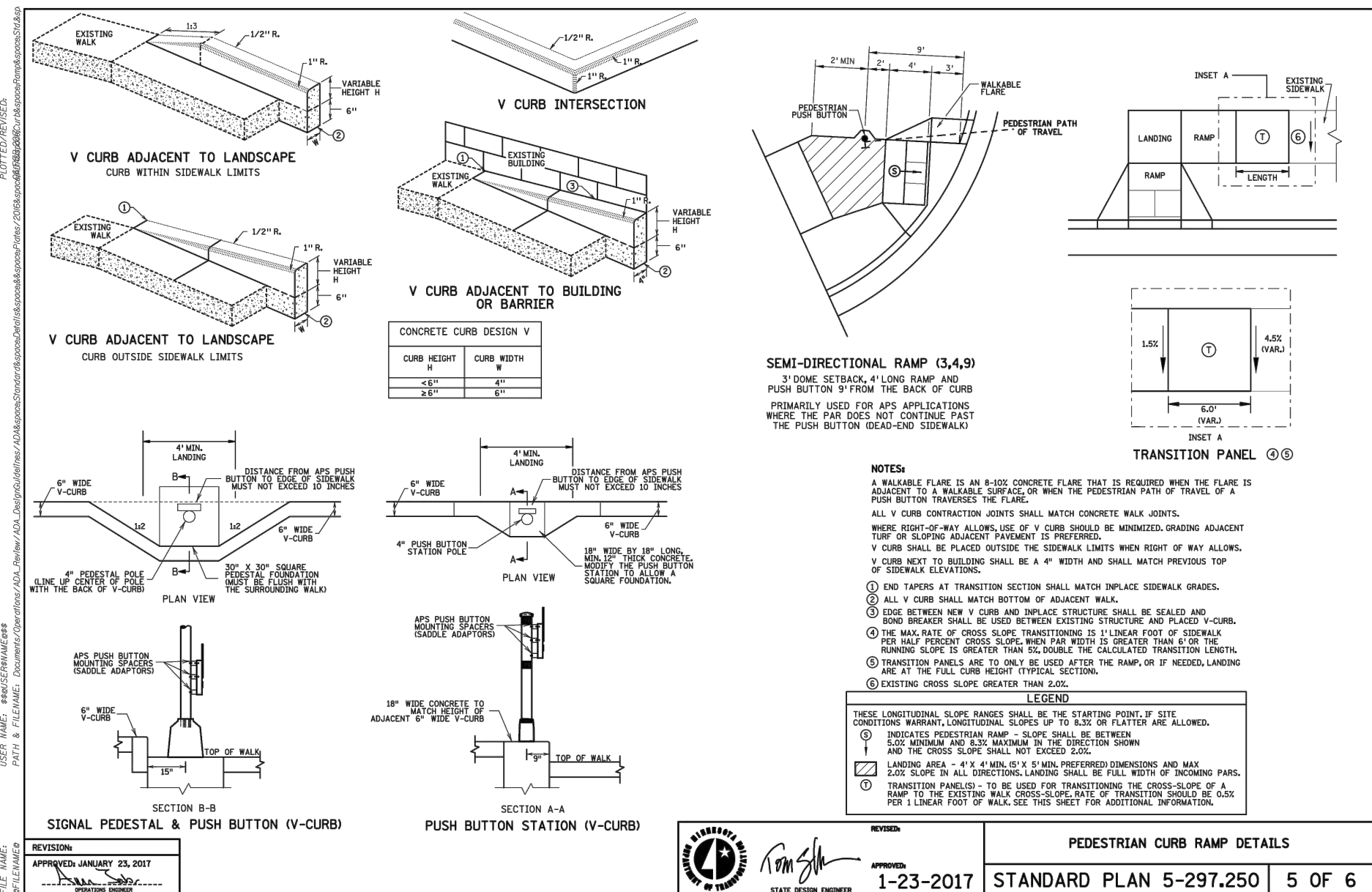
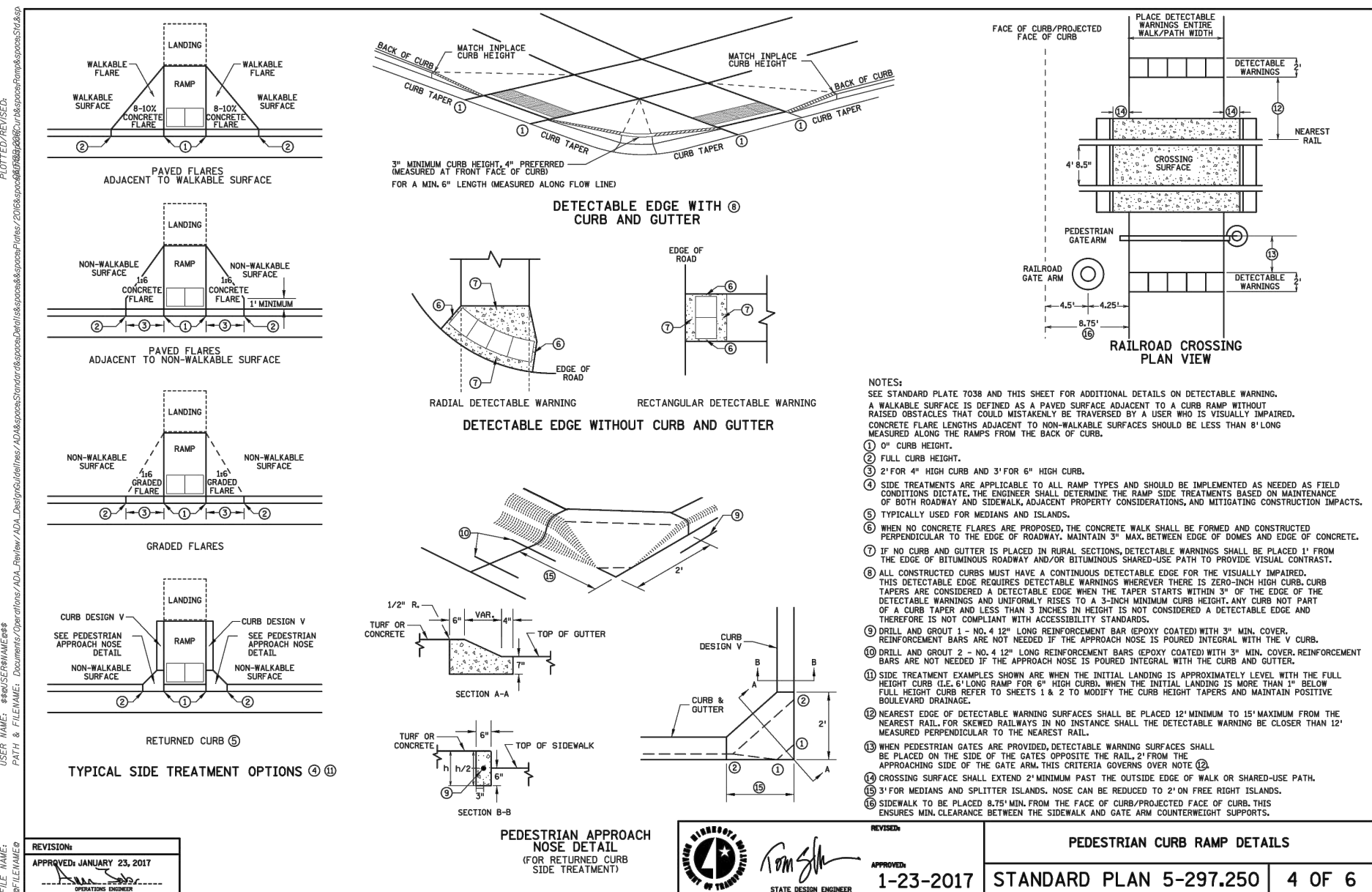
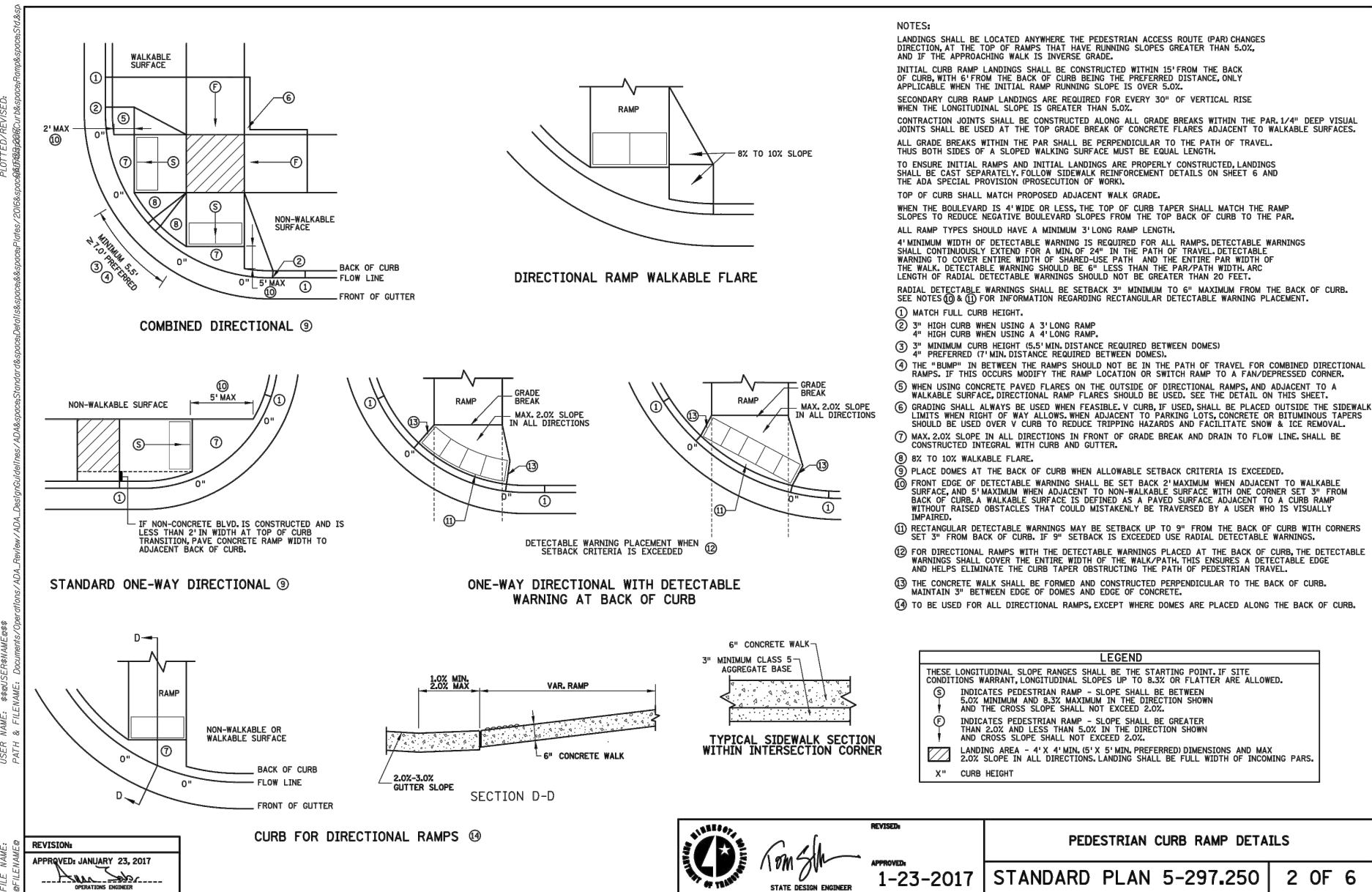
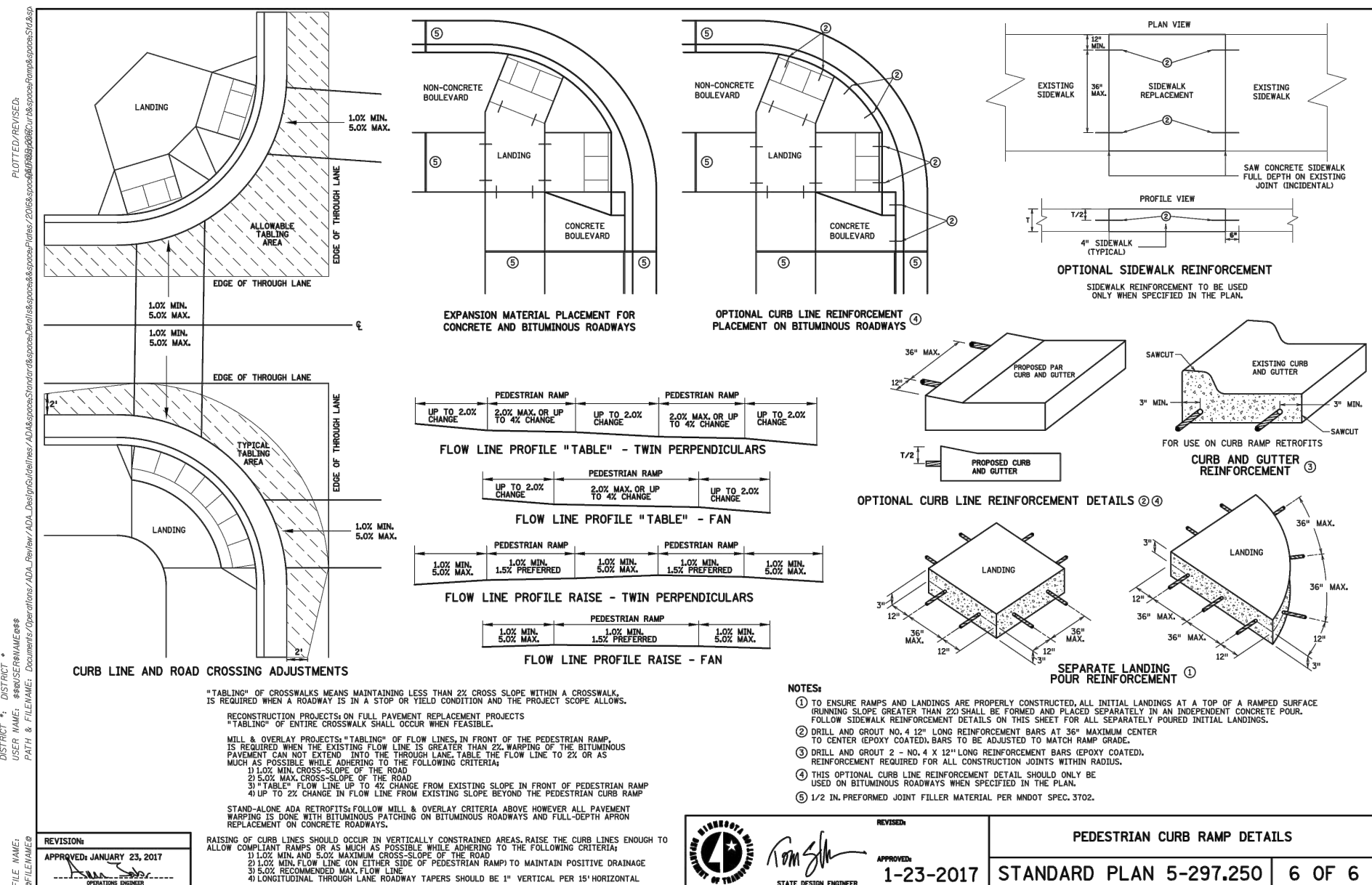
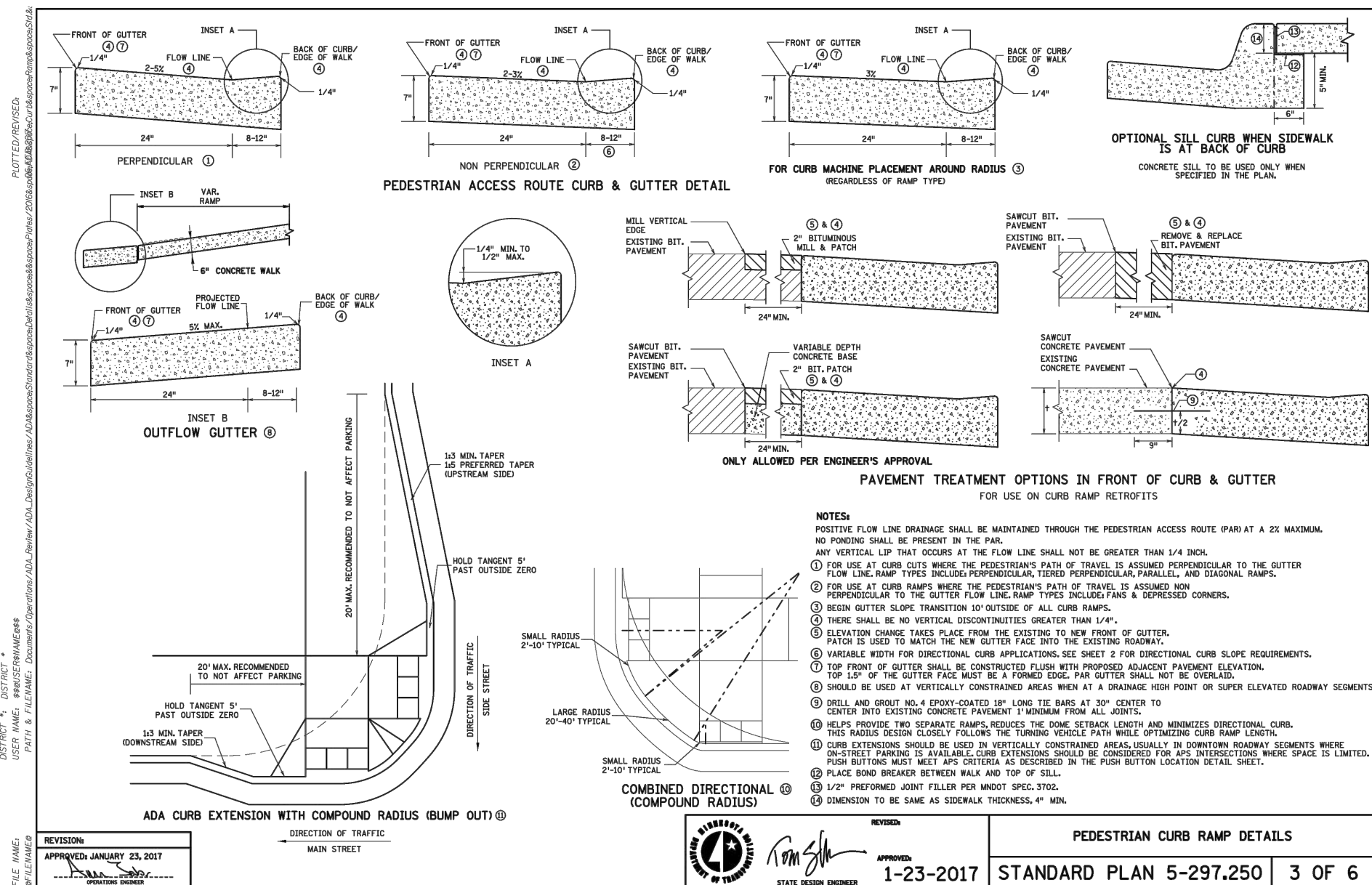
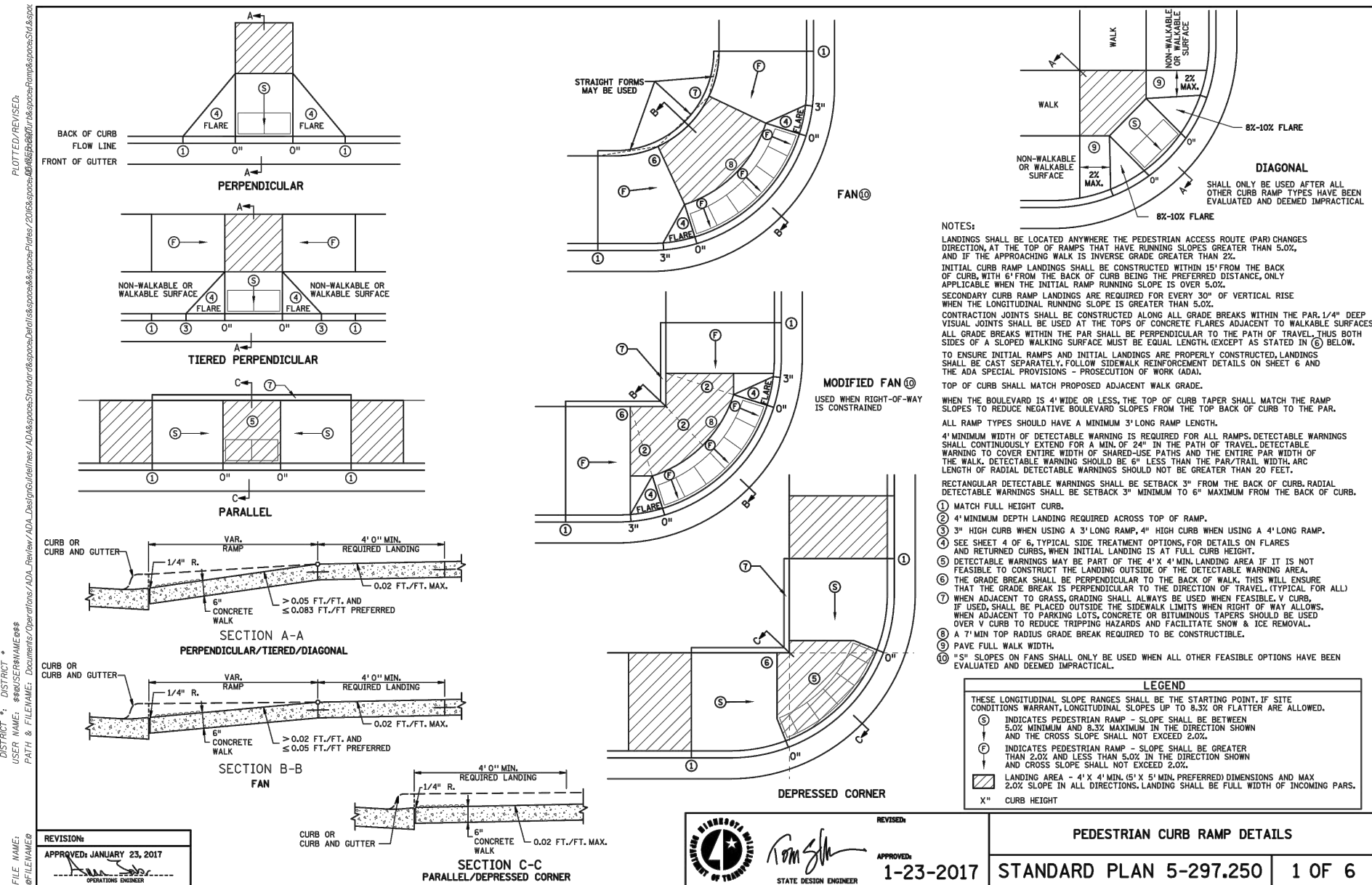
CONCRETE PAVEMENT SHALL CONTAIN #3 REBAR AT 18" O.C. PER THE GEOTECHNICAL ENGINEER'S RECOMMENDATION

**ON-SITE PAVEMENT SECTION DETAILS – REFERENCE
GEOTECHNICAL REPORT FOR SPECIFICS**

PRELIMINARY - NOT FOR CONSTRUCTION

SHEET NUMBER		MIN		WESTLAKE		SITE DETAILS										KHA PROJECT				KIMLEY-HORN AND ASSOCIATES, INC.				BY			
C402		RIVERCREST REALTY INVESTORS		FOREST LAKE		PREPARED FOR										KHA PROJECT				2023 KIMLEY-HORN AND ASSOCIATES, INC.				DATE			
																161041001				767 EUSTIS STREET, SUITE 100, ST. PAUL, MN 55114				REVISIONS			
																DATE				PHONE 651-445-4197							
																02/23/2024				WWW.KIMLEY-HORN.COM							
																SCALE AS SHOWN				ARK C. LOKENSGARD, P.E.							
																DESIGNED BY ACL				MN							
																DRAWN BY MJB				DATE XXXXXXXXXX LIC. NO. 69551							
																CHECKED BY ACL											

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PRELIMINARY - NOT FOR CONSTRUCTION

WESTLAKE

PREPARED FOR

RIVERCREST

REALTY INVESTORS

FOREST LAKE

SITE DETAILS

SCALE

DESIGNED BY

DRAWN BY

CHECKED BY

KHA PROJECT

DATE

SCALE

DESIGNED BY

DRAWN BY

CHECKED BY

Kimley»Horn

2023 KIMLEY-HORN AND ASSOCIATES, INC.

767 EUSTIS STREET, SUITE 100, ST. PAUL, MN 55114

PHONE: 651-845-4197

WWW.KIMLEY-HORN.COM

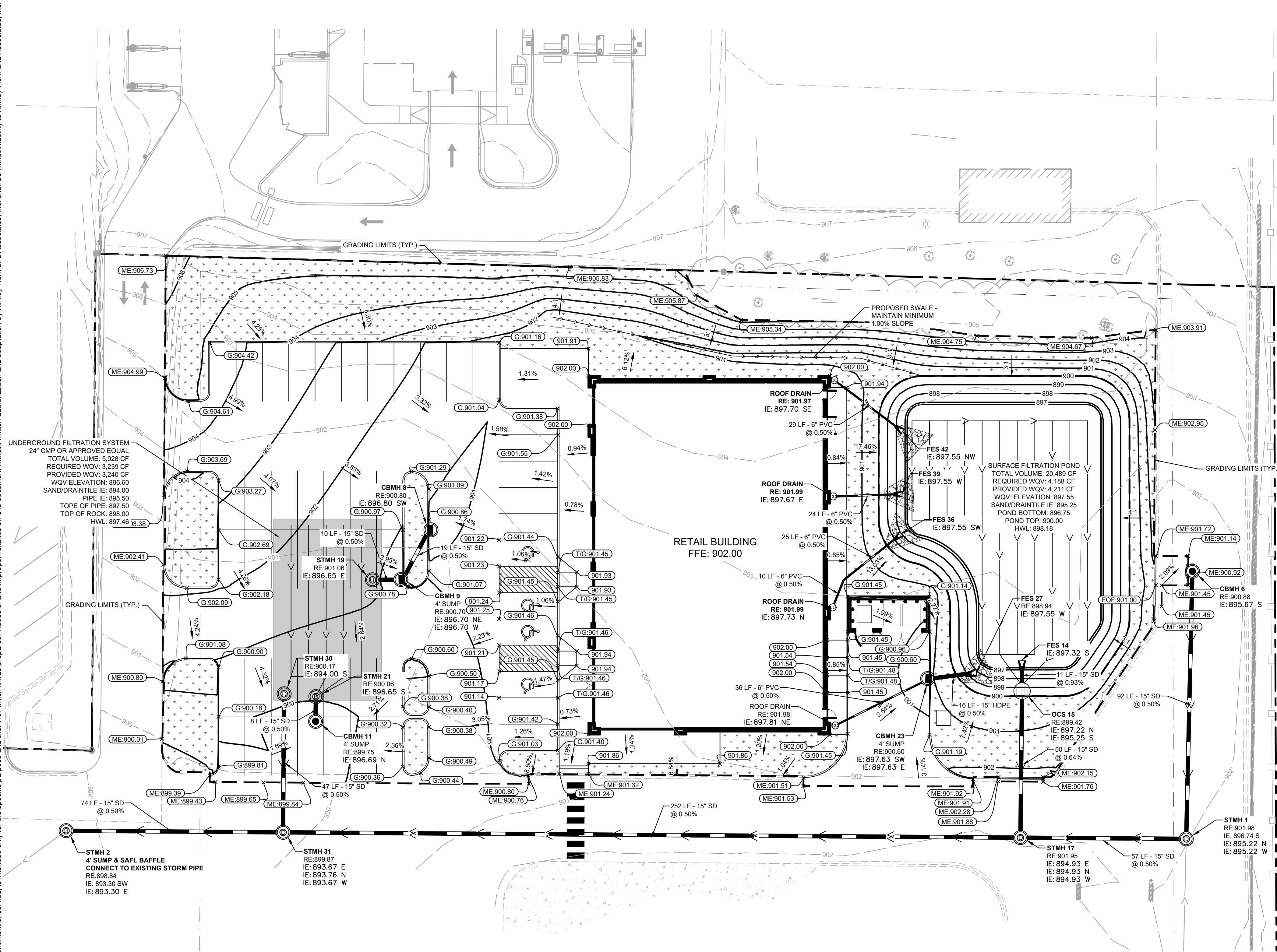
REVISIONS

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STORM SEWER NOTES

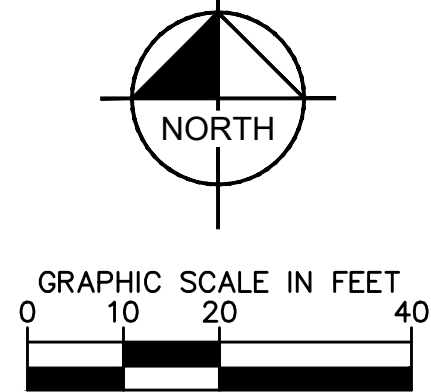
- INSTALL STORM SEWER IN ACCORDANCE WITH APPLICABLE CITY OR STATE SPECIFICATIONS, STATE PLUMBING CODE, AND BUILDING PERMIT REQUIREMENTS.
- CONTACT STATE 811 CALL-BEFORE-YOU-DIG LOCATING SERVICE AT LEAST TWO WORKING DAYS PRIOR TO EXCAVATION FOR UNDERGROUND UTILITY LOCATIONS.
- STORM SEWER PIPE SHALL BE AS FOLLOWS:
RCP: ASTM C-76
PVC: ASTM D-2729
PVC SCH40: ASTM D-1785, D-2665, F-794
DRAIN TILE SHALL BE AS FOLLOWS:
PE: ASTM F-667
PVC: ASTM D-2729
FITTINGS SHALL BE AS FOLLOWS:
RCP: ASTM C-76, JOINTS PER ASTM C-361, C-990, AND C-443
PVC: ASTM D-2729, JOINTS PER ASTM D-3212
PVC SCH40: ASTM D-2665, F-794, F-1866
- CONTRACTOR IS RESPONSIBLE FOR ALL HORIZONTAL AND VERTICAL CONTROL.
- FIELD VERIFY THE LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES AND TOPOGRAPHIC FEATURES PRIOR TO THE START OF LAND DISTURBING ACTIVITIES. NOTIFY THE PROJECT ENGINEER OF ANY DISCREPANCIES OR VARIATIONS IMPACTING THE PROPOSED DESIGN OF THE PROJECT.
- EXCAVATE DRAINAGE TRENCHES TO FOLLOW PROPOSED STORM SEWER ALIGNMENTS. REFER TO THE UTILITY PLANS FOR LAYOUT AND ELEVATIONS FOR PROPOSED SANITARY SEWER, WATER MAIN, AND OTHER BUILDING UTILITY SERVICE CONNECTIONS. REFER TO THE GRADING PLAN FOR DETAILED SURFACE ELEVATIONS.
- EXCESS MATERIAL, BITUMINOUS SURFACING, CONCRETE ITEMS, ABANDONED UTILITY ITEMS, AND OTHER UNSTABLE MATERIALS SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF OFF THE CONSTRUCTION SITE.
- COORDINATE WITH THE PLUMBING PLANS FOR THE LOCATION, SIZE AND ELEVATION OF THE PROPOSED UNDERGROUND ROOF DRAIN CONNECTIONS.
- WHERE STORM SEWER ROOF DRAINS HAVE LESS THAN 4-FEET OF COVER IN PAVED AREAS OR 3-FEET OF COVER IN LANDSCAPE AREAS, PROVIDE 3-INCH THICK INSULATION A MINIMUM OF 5-FEET IN WIDTH, CENTERED ON THE PIPE.
- ALL STORM SEWER PIPE JOINTS SHALL BE WATER-TIGHT CONNECTIONS.
- ALL STORM SEWER PIPE CONNECTIONS TO MANHOLES SHALL BE GASKETED AND WATER TIGHT. BOOTED COUPLERS AT THE STRUCTURE OR A WATER STOP WITH NON-SHRINK GROUT MAY BE USED IN ACCORDANCE WITH LOCAL CODES.
- CONTRACTOR SHALL AIR TEST ALL STORM SEWER PIPE IN ACCORDANCE WITH LOCAL CODE REQUIREMENTS.

LEGEND

- PROPERTY LINE
- EXISTING CONTOUR
- PROPOSED CONTOUR
- PROPOSED RIDGE LINE
- PROPOSED SWALE
- PROPOSED STORM MANHOLE (SOLID CASTING)
- PROPOSED STORM MANHOLE (ROUND INLET CASTING)
- PROPOSED STORM MANHOLE/ CATCH BASIN (CURB INLET CASTING)
- PROPOSED STORM SEWER CLENOUT
- PROPOSED FLARED END SECTION
- PROPOSED RIPRAP
- PROPOSED STORM SEWER
- PROPOSED SPOT ELEVATION
- PROPOSED HIGH POINT ELEVATION
- PROPOSED LOW POINT ELEVATION
- PROPOSED GUTTER ELEVATION
- PROPOSED TOP OF CURB ELEVATION
- PROPOSED FLUSH PAVEMENT ELEVATION
- MATCH EXISTING ELEVATION
- PROPOSED DRAINAGE DIRECTION

GRADING PLAN NOTES

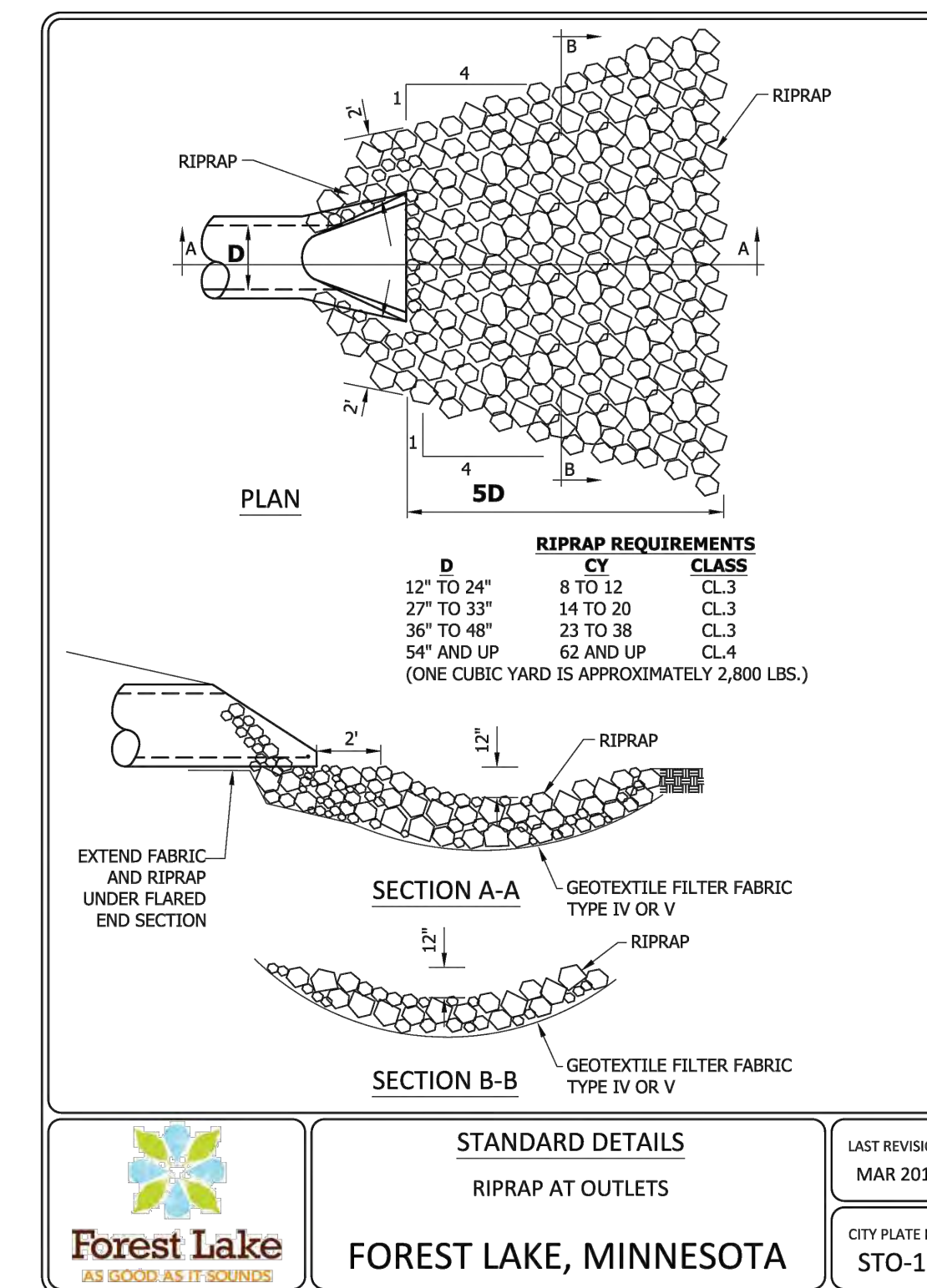
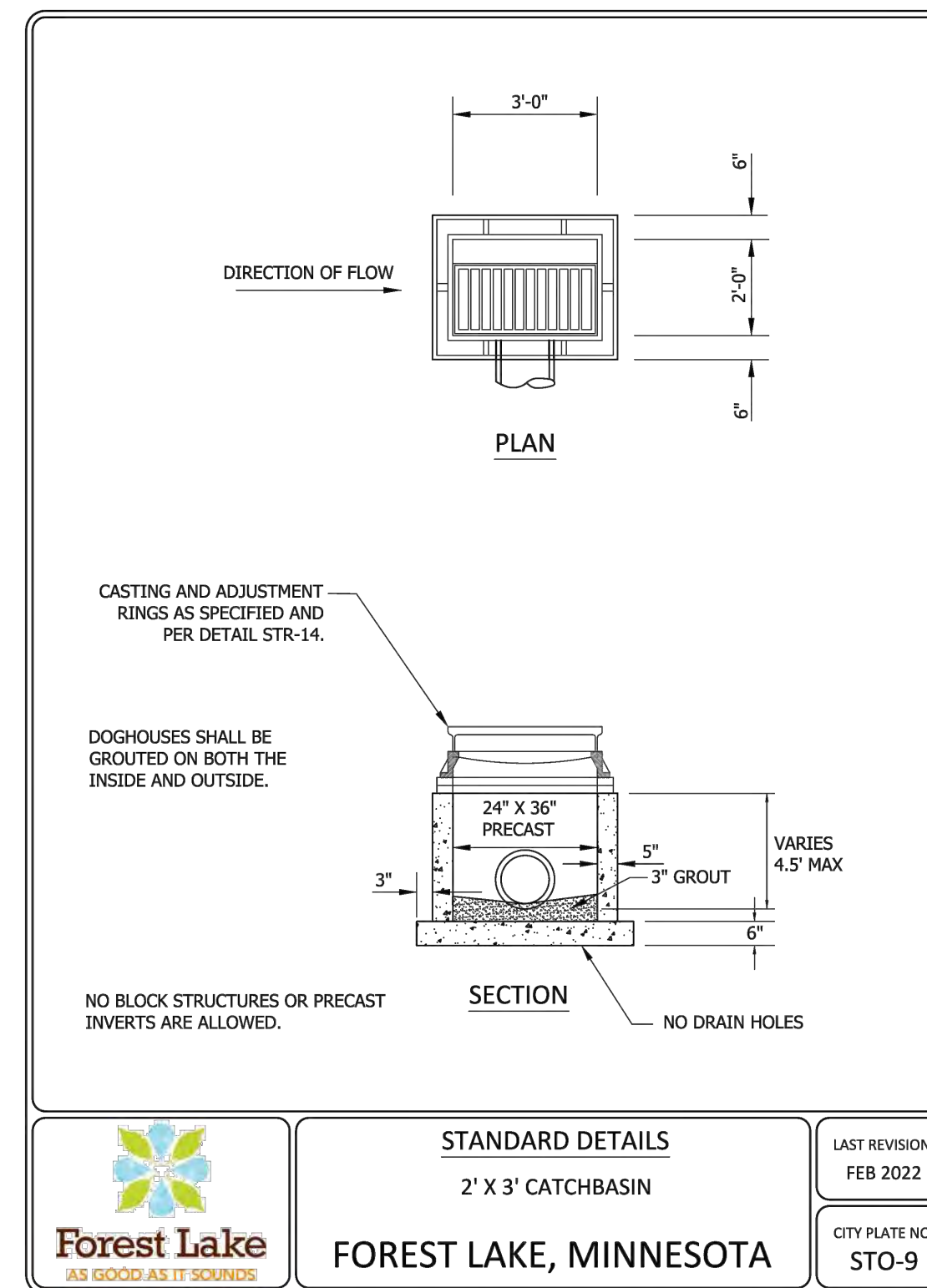
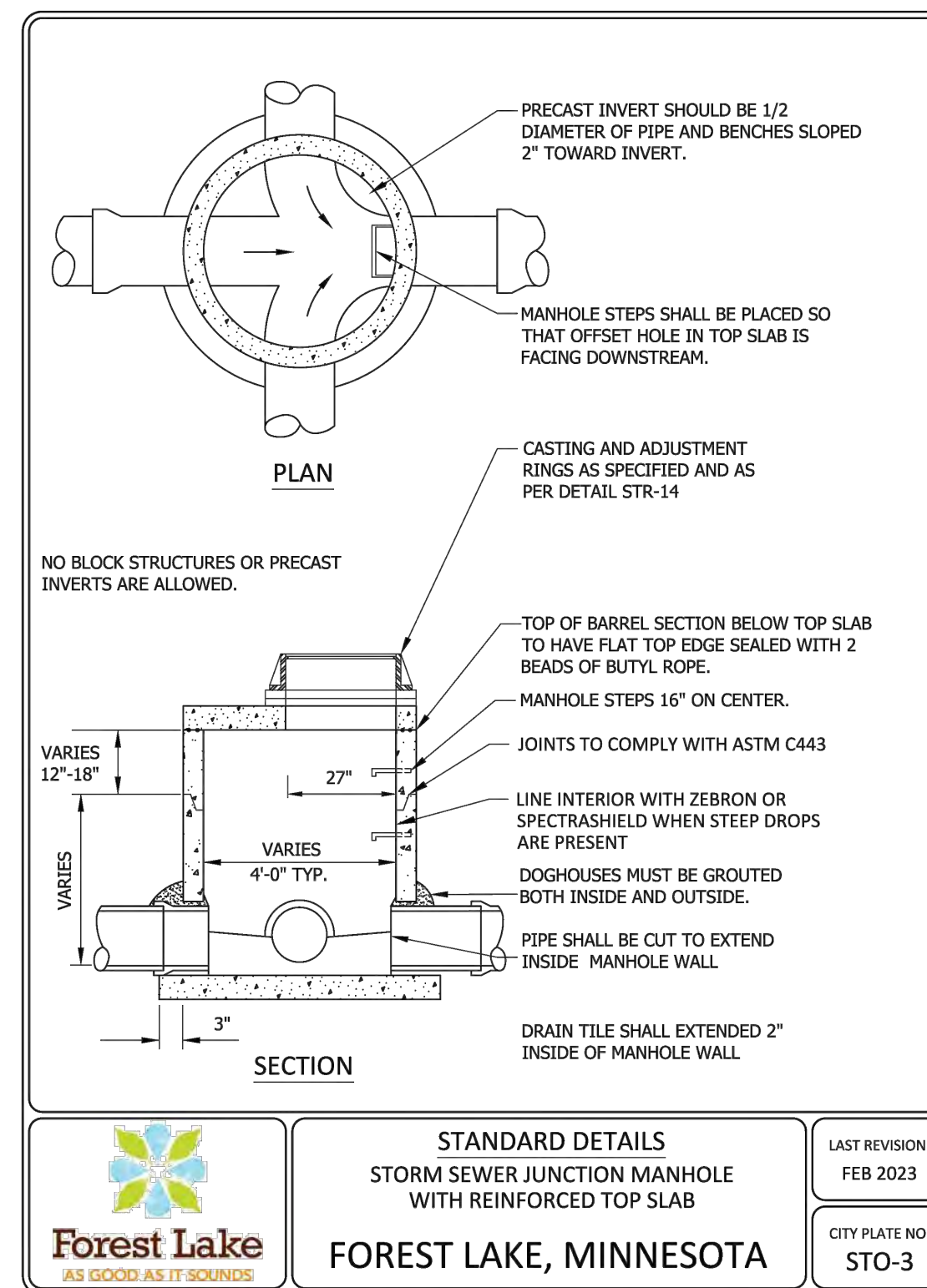
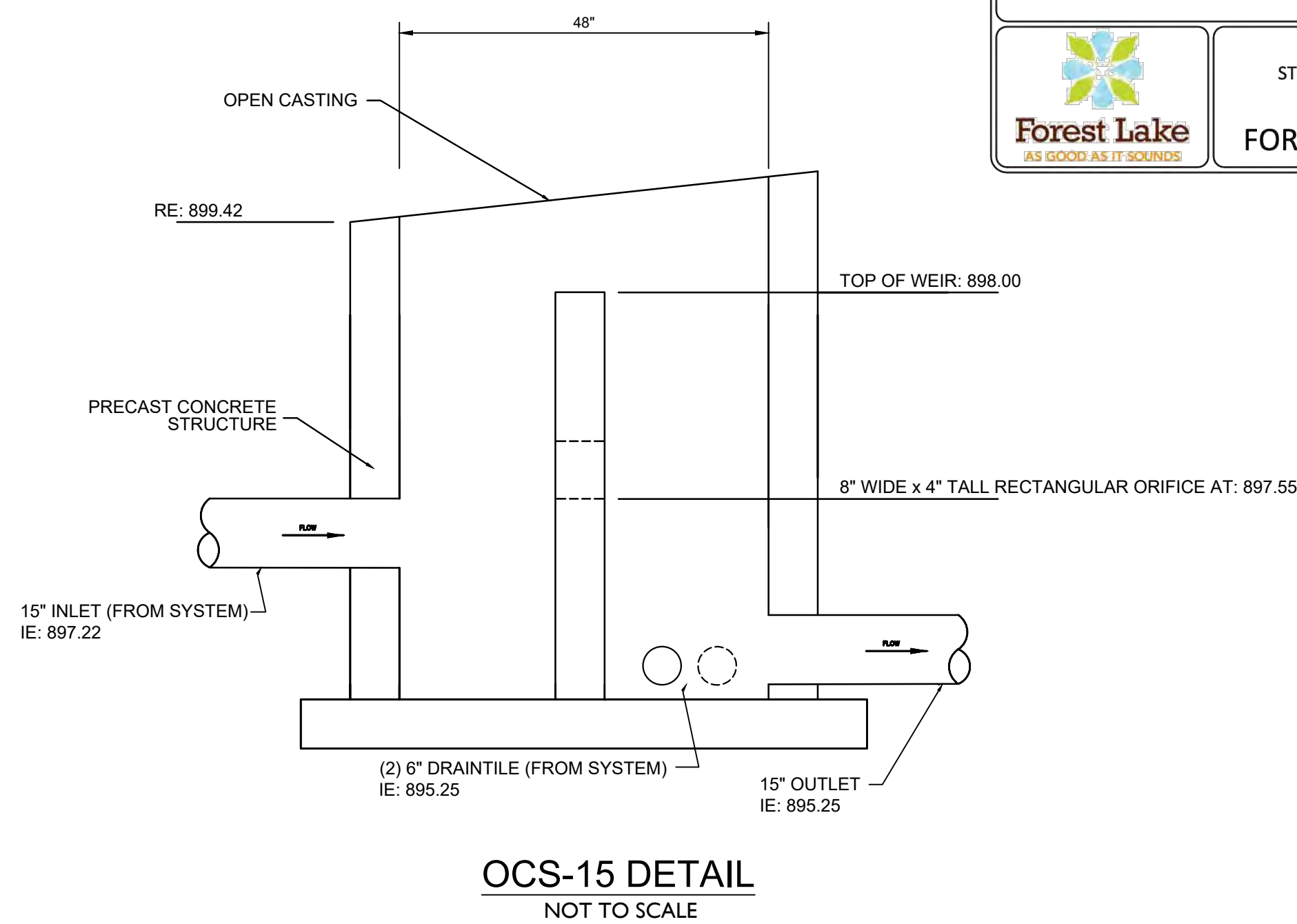
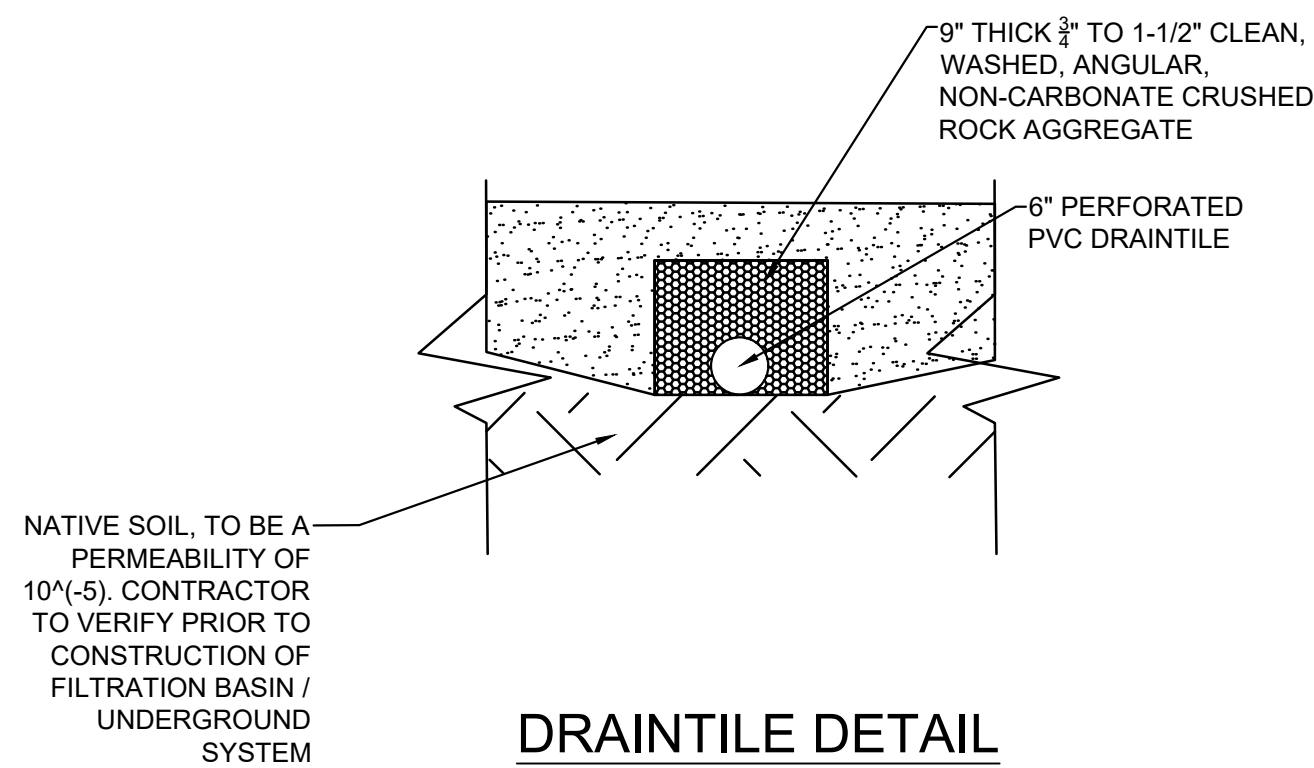
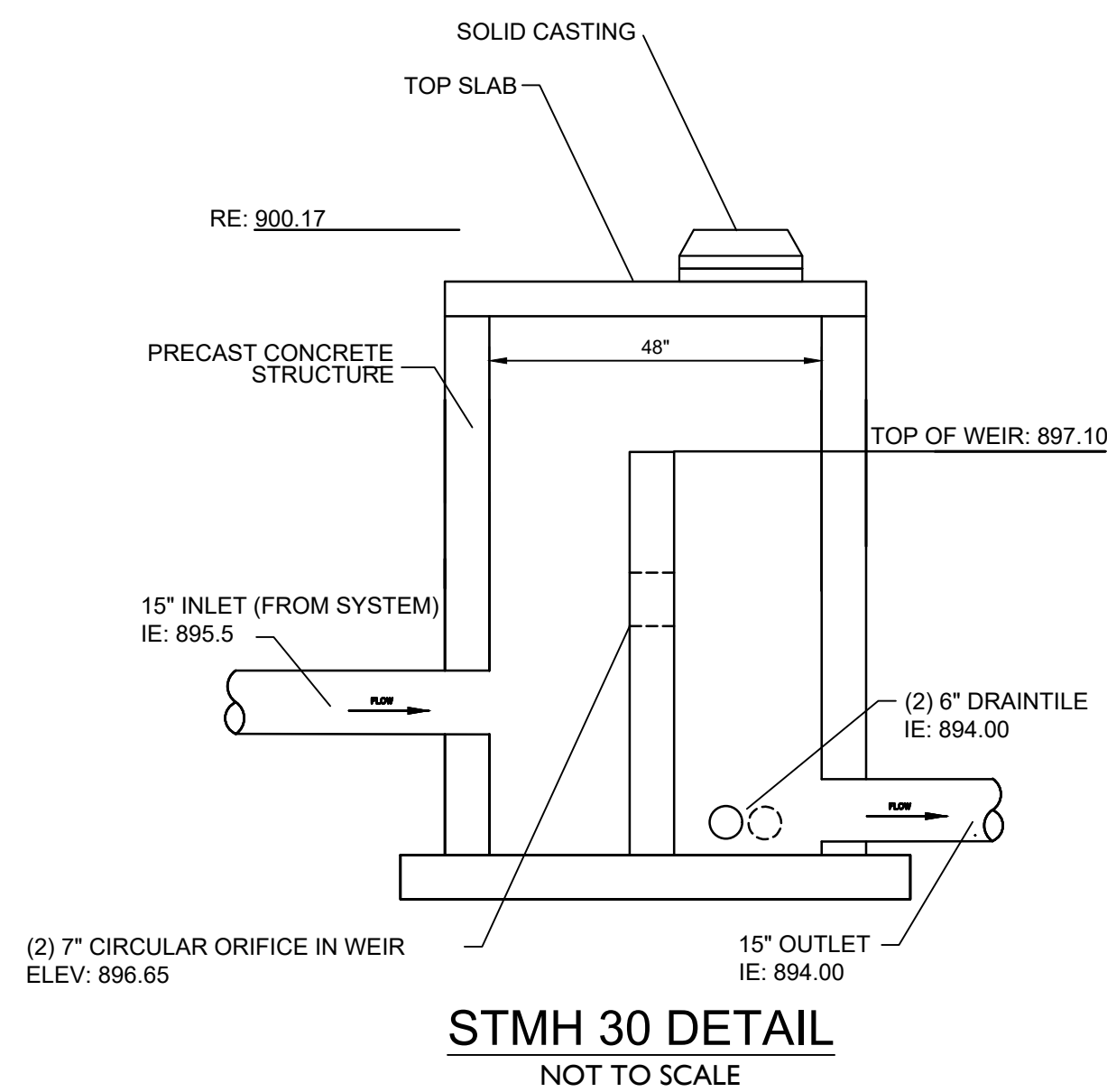
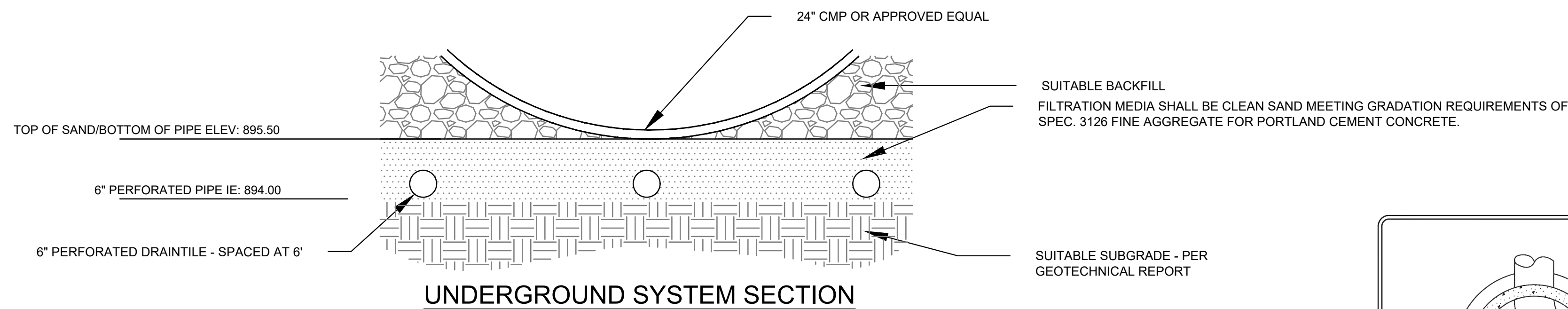
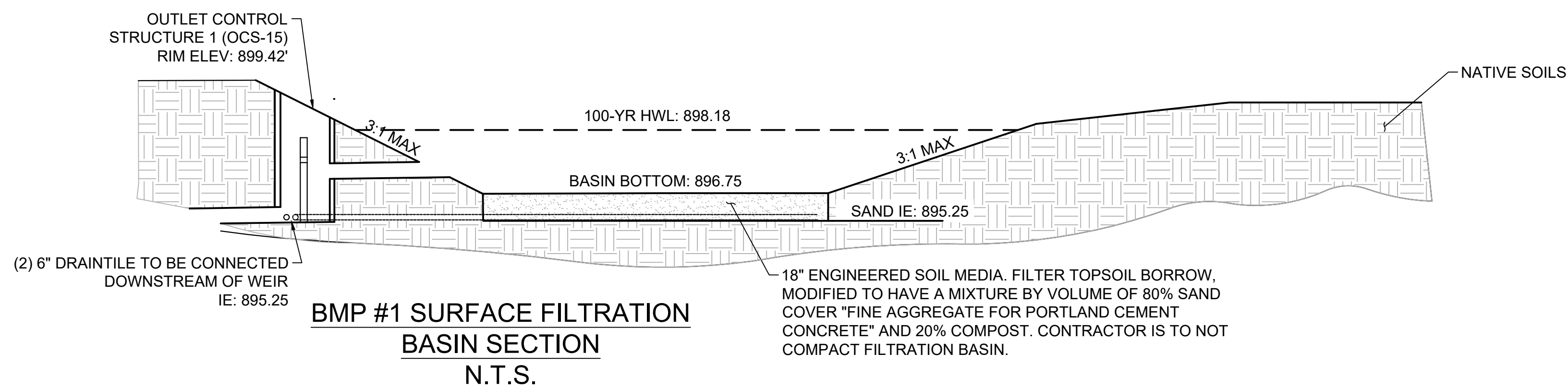
- PERFORM GRADING WORK IN ACCORDANCE WITH APPLICABLE CITY SPECIFICATIONS AND BUILDING PERMIT REQUIREMENTS.
- CONTACT STATE 811 CALL-BEFORE-YOU-DIG LOCATING SERVICE AT LEAST TWO WORKING DAYS PRIOR TO EXCAVATION FOR UNDERGROUND UTILITY LOCATIONS.
- CONTRACTOR SHALL BE RESPONSIBLE FOR ALL HORIZONTAL AND VERTICAL CONTROL.
- FIELD VERIFY THE LOCATIONS AND ELEVATIONS OF EXISTING UTILITIES AND TOPOGRAPHIC FEATURES PRIOR TO THE START OF LAND DISTURBING ACTIVITIES. NOTIFY THE PROJECT ENGINEER OF ANY DISCREPANCIES OR VARIATIONS IMPACTING THE PROPOSED DESIGN OF THE PROJECT.
- IN PAVED AREAS, ROUGH GRADE TO SUBGRADE ELEVATION AND LEAVE THE SITE READY FOR SUB-BASE.
- SUBGRADE EXCAVATION SHALL BE BACKFILLED IMMEDIATELY AFTER EXCAVATION TO HELP OFFSET ANY STABILITY PROBLEMS DUE TO WATER SEEPAGE OR STEEP SLOPES. WHEN PLACING NEW SURFACE MATERIAL ADJACENT TO EXISTING PAVEMENT, THE EXCAVATION SHALL BE BACKFILLED PROMPTLY TO AVOID UNDERMINING OF EXISTING PAVEMENT.
- ELEVATIONS SHOWN REPRESENT FINISHED SURFACE GRADES. SPOT ELEVATIONS ALONG CURB & GUTTER REPRESENT THE FLOW LINE UNLESS OTHERWISE NOTED
- EXCESS MATERIAL, BITUMINOUS SURFACING, CONCRETE ITEMS, ABANDONED UTILITY ITEMS, AND OTHER UNSTABLE MATERIALS SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF OFF THE CONSTRUCTION SITE.
- CONTRACTOR IS RESPONSIBLE FOR CONSTRUCTION OF PAVEMENTS AND CURB AND GUTTER WITH SMOOTH UNIFORM SLOPES THAT PROVIDE POSITIVE DRAINAGE TO COLLECTION POINTS. MAINTAIN A MINIMUM SLOPE OF 1/2% IN ASPHALT PAVEMENT AREAS AND A MINIMUM SLOPE OF 0.50% IN CONCRETE PAVEMENT AREAS.
- MAINTAIN A MINIMUM SLOPE OF 0.50% ALONG CURB & GUTTER. REVIEW PAVEMENT GRADIENT AND CONSTRUCT "INFALL" CURB WHERE PAVEMENT DRAINS TOWARD THE GUTTER, AND "OUTFALL" CURB WHERE PAVEMENT DRAINS AWAY FROM THE GUTTER.
- INSTALL A MINIMUM OF 4-INCHES OF AGGREGATE BASE MATERIAL UNDER PROPOSED CONCRETE CURB & GUTTER, SIDEWALKS, AND TRAILS UNLESS OTHERWISE DETAILED.
- GRADING FOR SIDEWALKS AND ACCESSIBLE ROUTES, INCLUDING CROSSING DRIVEWAYS, SHALL CONFORM TO CURRENT STATE & NATIONAL ADA STANDARDS:
ACCESSIBLE RAMP SLOPES SHALL NOT EXCEED 8.3% (1:12).
SIDEWALK CROSS-SLOPES SHALL NOT EXCEED 2.0%.
LONGITUDINAL SIDEWALK SLOPES SHALL NOT EXCEED 5.0%.
ACCESSIBLE PARKING STALLS AND ACCESS AISLES SHALL NOT EXCEED 2.0% IN ANY DIRECTION. A MAXIMUM SLOPE OF 1.50% IS PREFERRED.
- SIDEWALK ACCESS TO EXTERNAL BUILDING DOORS AND GATES SHALL BE ADA COMPLIANT. NOTIFY ENGINEER IMMEDIATELY IF ADA CRITERIA CANNOT BE MET IN ANY LOCATION PRIOR TO PAVEMENT INSTALLATION. CHANGE ORDERS WILL NOT BE ACCEPTED FOR ADA COMPLIANCE ISSUES.
- UPON COMPLETION OF LAND DISTURBING ACTIVITIES, RESTORE ADJACENT OFFSITE AREAS DISTURBED BY CONSTRUCTION TO MATCH OR EXCEED THE ORIGINAL CONDITION. LANDSCAPE AREAS SHALL BE RE-VEGETATED WITH A MINIMUM OF 4-INCHES OF TOPSOIL.
- EXCAVATE DRAINAGE TRENCHES TO FOLLOW PROPOSED STORM SEWER ALIGNMENTS. REFER TO THE UTILITY PLANS FOR LAYOUT AND ELEVATIONS FOR PROPOSED SANITARY SEWER, WATER MAIN, AND OTHER BUILDING UTILITY SERVICE CONNECTIONS.



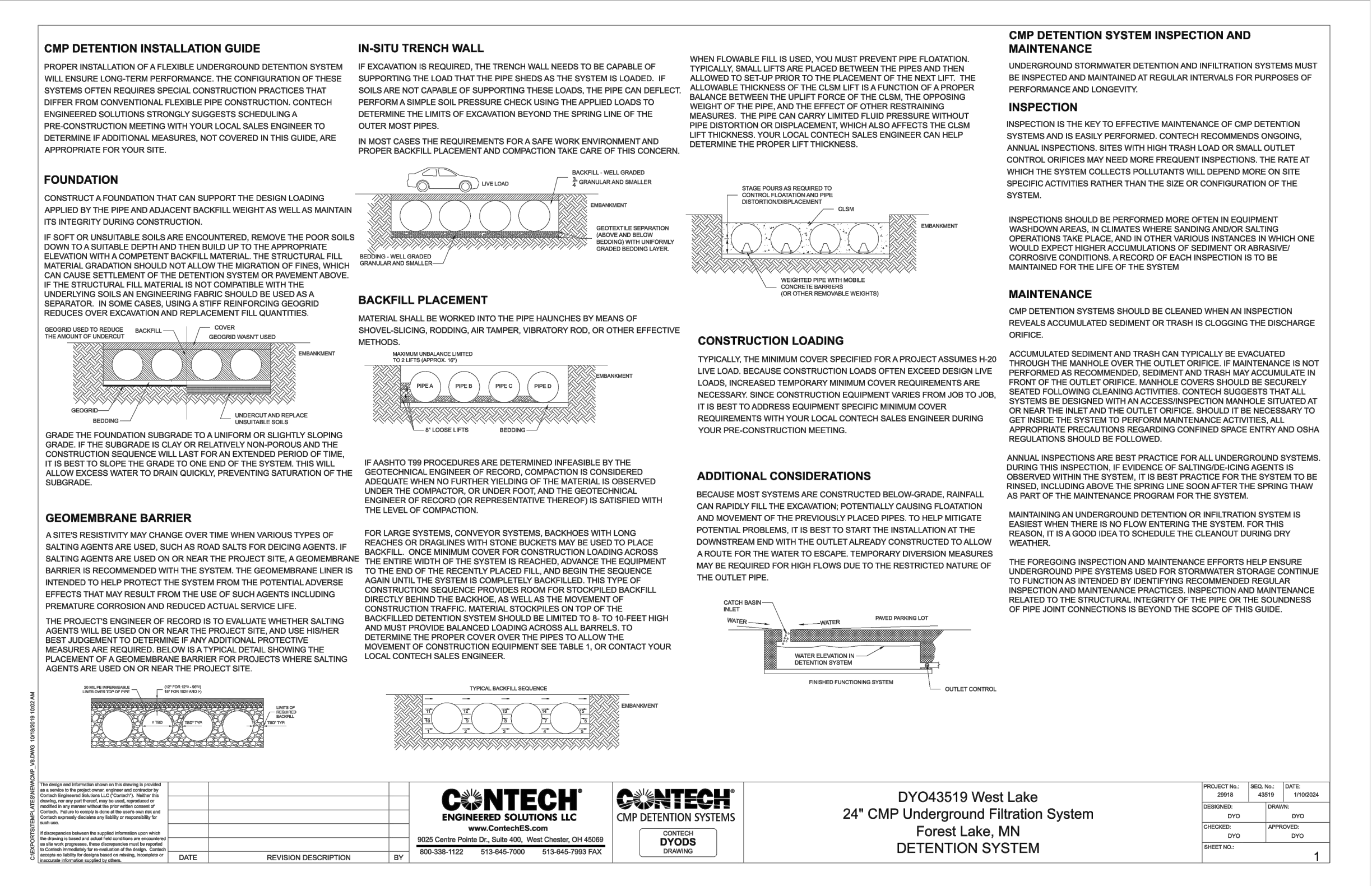
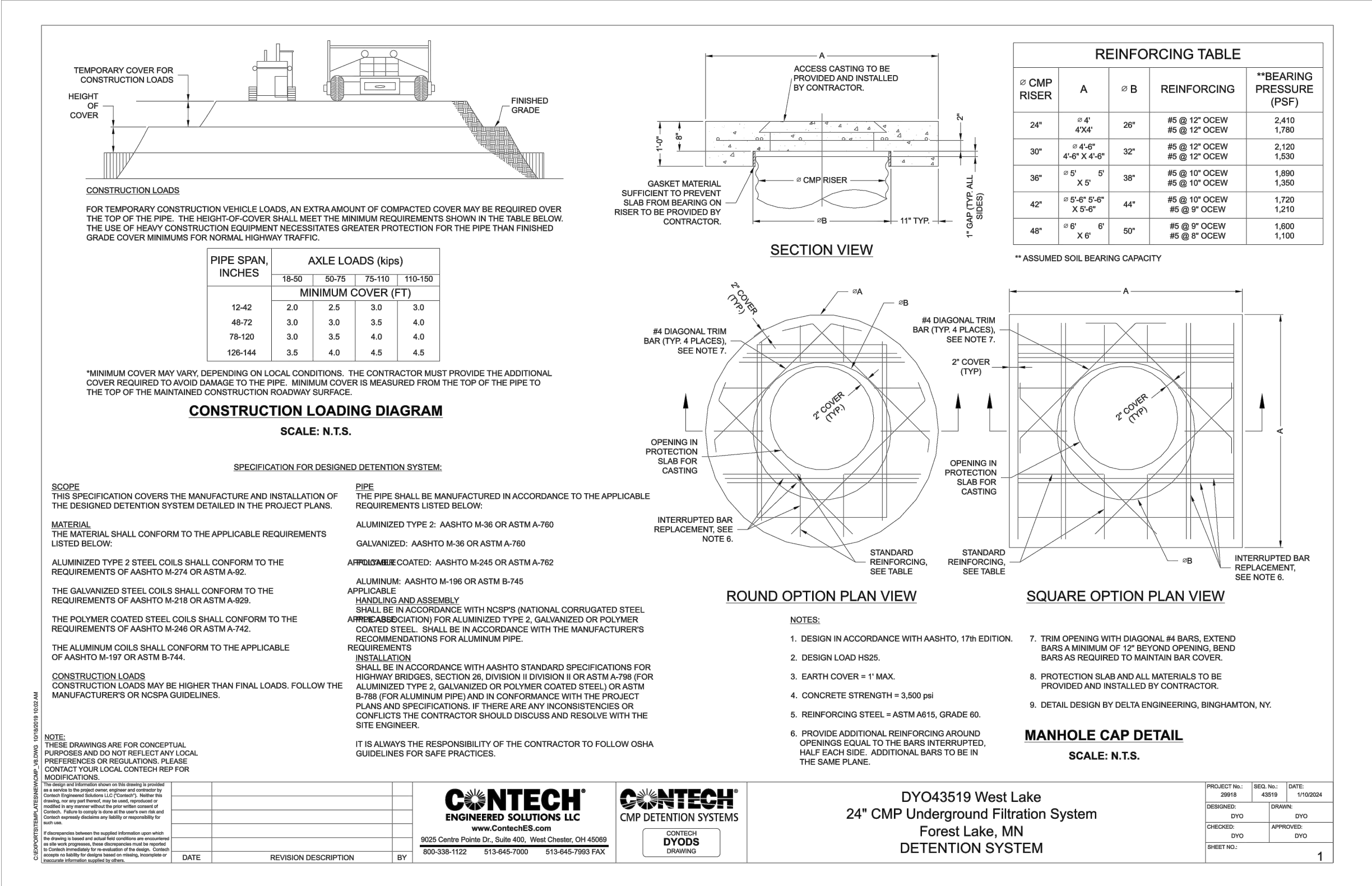
PRELIMINARY - NOT FOR CONSTRUCTION

WESTLAKE PREPARED FOR RIVERCREST REALTY INVESTORS FOREST LAKE MN		GRADING AND DRAINAGE PLAN		KHA PROJECT 16/04/001 DATE 02/23/2024 SCALE AS SHOWN DESIGNED BY MJB DRAWN BY MJB CHECKED BY ACL		Kimley»Horn © 2023 KIMLEY-HORN AND ASSOCIATES, INC. 767 EUSTIS STREET, SUITE 100, ST. PAUL, MN 55114 PHONE: 651-945-4197 WWW.KIMLEY-HORN.COM		No.		DATE		REVISIONS		BY	
SHEET NUMBER C500															
						I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA. DATE: 01/12/2024 MN LIC. NO. 69551 ARK C. LOKENSGARD, P.E.									

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WESTLAKE

PREPARED FOR

RIVERCREST REALTY

INVESTORS

FOREST LAKE

SHEET NUMBER
C502

KHA PROJECT
16/04/1001
DATE
02/23/2024
SCALE
AS SHOWN
DESIGNED BY
ACL
DRAWN BY
MJB
CHECKED BY
ACL

GRADING DETAILS

MN

Kimley»Horn

2023 KIMLEY-HORN AND ASSOCIATES, INC.

767 EUSTIS STREET, SUITE 100, ST. PAUL, MN 55114

PHONE: 651-845-4197

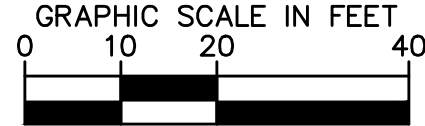
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REVISIONS

DATE

BY



1. INSTALL UTILITIES IN ACCORDANCE WITH APPLICABLE CITY SPECIFICATIONS, STATE PLUMBING CODE, AND BUILDING PERMIT REQUIREMENTS.
2. CONTACT STATE 811 CALL-BEFORE-YOU-DIG LOCATING SERVICE AT LEAST TWO WORKING DAYS PRIOR TO EXCAVATION FOR UNDERGROUND UTILITY LOCATIONS.
3. CONTRACTOR IS RESPONSIBLE FOR ALL HORIZONTAL AND VERTICAL CONTROL.
4. SANITARY SEWER PIPE SHALL BE:
PVC: ASTM D-2729, D-3034
PVC SCH40: ASTM D-1785, F-714, F-494
SANITARY SEWER FITTINGS SHALL BE:
PVC: ASTM D-2729, D-3034
PVC SCH40: ASTM D-2665, F-2794, F-1866
5. WATER MAIN PIPE SHALL BE:
PVC: AWWA C-900 WITH TRACER WIRE
DUCTILE IRON: AWWA C115
WATER MAIN FITTINGS SHALL BE:
PVC: ASTM D-2464, D-2466, F-2467, F-1970, AWWA C-907
DUCTILE IRON: AWWA C-153, C-110, ASME 316.4
- 5A. TRACER WIRE FOR PVC WATER LINES: #12 AWG COPPER CLAD STEEL (CSS) HIGH STRENGTH WITH MINIMUM 450-LB TENSILE BREAK LOAD AND 30 MI OHM INSULATION (BUL)
- 5B. ALL WATER MAIN FITTINGS SHALL BE AWWA C153 DUCTILE IRON, 250 PSI WORKING PRESSURE, FUSION BONDED EPOXY COATED, AND SECURED WITH COR BLUE T-BOLTS

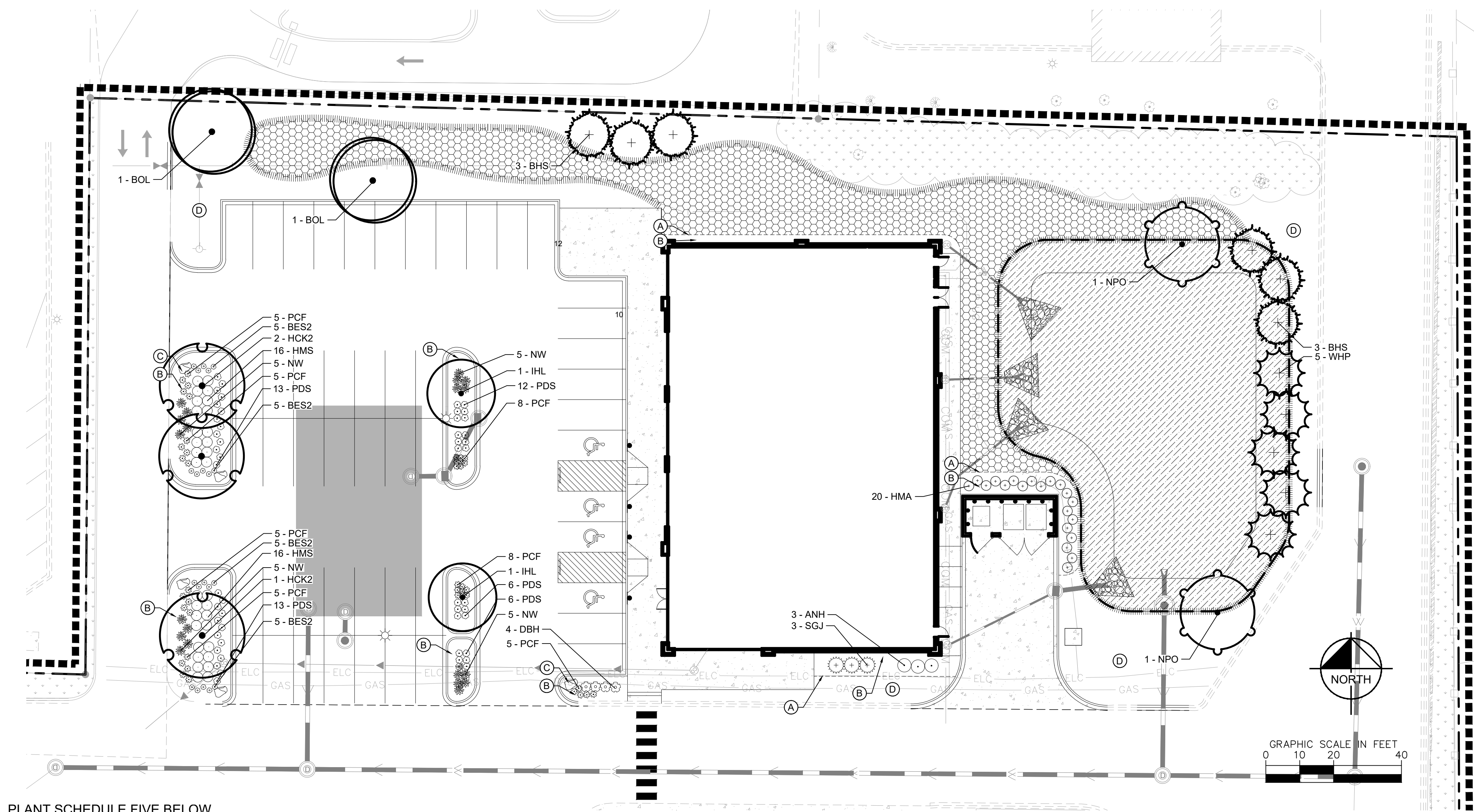
8. WHEN CONNECTING TO AN EXISTING UTILITY LINE, FIELD VERIFY THE LOCATION, DEPTH, AND SIZE OF THE EXISTING PIPE(S) PRIOR TO INSTALLATION OF THE NEW LINES. NOTIFY THE PROJECT ENGINEER OF ANY DISCREPANCIES OR VARIATIONS IMPACTING THE PROPOSED DESIGN OF THE PROJECT.
9. PLACE AND COMPACT ALL FILL MATERIAL PRIOR TO INSTALLATION OF PROPOSED UNDERGROUND UTILITIES. MINIMUM TRENCH WIDTH SHALL BE 2 FEET.
10. MAINTAIN A MINIMUM OF 7-6" COVER ON ALL WATER LINES.
11. FOR WATER LINES AND STUB-OUTS UTILIZE MECHANICAL JOINTS WITH RESTRAINTS SUCH AS THRUST BLOCKING, WITH STAINLESS STEEL OR COBALT BLUE BOLTS, OR AS INDICATED IN THE CITY SPECIFICATIONS AND PROJECT DOCUMENTS.
12. MAINTAIN 18-INCH MINIMUM VERTICAL SEPARATION WHERE SEWER PIPE CROSSES WATER LINES (OUTSIDE EDGE OF PIPE TO OUTSIDE EDGE OF PIPE OR STRUCTURE). PROVIDE 10-FOOT HORIZONTAL SEPARATION BETWEEN SEWER PIPE AND WATER LINES.
13. IN THE EVENT OF A VERTICAL CONFLICT BETWEEN WATER LINES, SANITARY LINES, STORM LINES AND GAS LINES (OR ANY OBSTRUCTION EXISTING AND PROPOSED), THE SANITARY PIPE MATERIAL SHALL BE PVC SCHEDULE 40 OR PVC C900 AND HAVE MECHANICAL JOINTS AT LEAST 10 FEET ON EITHER SIDE OF THE CENTER LINE OF THE CROSSING. THE WATER LINE SHALL HAVE MECHANICAL JOINTS WITH APPROPRIATE FASTENERS AS REQUIRED TO PROVIDE A MINIMUM OF 18-INCH VERTICAL SEPARATION MEETING REQUIREMENTS OF ANSI A21-10 OR ANSI 21.11 (AWWA C-151) (CLASS 50).
14. ALL PVC & HDPE SEWER AND WATER PIPE SHALL HAVE A TRACER WIRE INSTALLED IN THE TRENCH AND TERMINATED PER THE DETAILS.
15. UNDERGROUND UTILITY LINES SHALL BE INSTALLED, INSPECTED AND APPROVED PRIOR TO PLACING BACKFILL.
16. IN PAVEMENT AREAS, RAISE MANHOLE CASTINGS TO BE FLUSH WITH PROPOSED FINISHED SURFACE GRADE. IN GREEN AREAS, RAISE MANHOLE CASTINGS TO BE ONE FOOT ABOVE FINISHED GROUND ELEVATION & INSTALL A WATERTIGHT LID.
17. REFER TO PLUMBING PLANS FOR LOCATION, SIZE AND ELEVATION OF UTILITY SERVICE CONNECTIONS AND ROOF DRAINS TO THE INTERIOR BUILDING SYSTEMS. BACKFLOW DEVICES (DDCV AND PRZ ASSEMBLIES) & METERS ARE LOCATED INSIDE THE BUILDING.
18. CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES, AND WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR MUST CALL THE APPROPRIATE UTILITY COMPANIES AT LEAST 72 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATION OF UTILITIES. IT SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO LOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS.
19. CONTRACTOR IS RESPONSIBLE FOR ALL NECESSARY INSPECTIONS AND/OR CERTIFICATIONS REQUIRED BY CODES AND/OR UTILITY SERVICE COMPANIES. COORDINATE WITH ALL UTILITY COMPANIES FOR INSTALLATION REQUIREMENTS AND SPECIFICATIONS.
20. REFER TO THE SITE ELECTRICAL PLANS FOR SPECIFICATIONS OF THE PROPOSED SITE LIGHTING AND ELECTRICAL EQUIPMENT.
21. EXCAVATE DRAINAGE TRENCHES TO FOLLOW PROPOSED STORM SEWER ALIGNMENTS. REFER TO THE UTILITY PLANS FOR LAYOUT AND ELEVATIONS FOR PROPOSED SANITARY SEWER, BOOTER COIN, AND OTHER EXISTING UTILITY SERVICE CONNECTIONS. REFER TO THE GRADING PLAN FOR DETAILED SURFACE ELEVATIONS.
22. EXCESS MATERIAL, ABANDONED UTILITY ITEMS, AND OTHER UNUSABLE MATERIALS SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF OFF THE CONSTRUCTION SITE.
23. COORDINATE WITH THE PLUMBING PLANS FOR THE LOCATION, SIZE AND ELEVATION OF THE PROPOSED UNDERGROUND ROOF DRAIN CONNECTIONS.
24. WHERE STORM SEWER ROOF DRAINS HAVE LESS THAN 4- FEET OF COVER IN PAVED AREAS OR 3- FEET OF COVER IN LANDSCAPE AREAS, PROVIDE 3-INCH THICK INSULATION A MINIMUM OF 5- FEET IN WIDTH, CENTERED ON THE PIPE.
25. ALL STORM SEWER PIPE JOINTS SHALL BE WATER-TIGHT CONNECTIONS.
26. ALL STORM SEWER PIPE CONNECTIONS TO MANHOLES SHALL BE GASKETED AND WATER TIGHT BOOTER COUPLERS AT THE STRUCTURE OR WATER STOP WITH NON-SHRINK GROUT MAY BE USED IN ACCORDANCE WITH LOCAL CODES.
27. CONTRACTOR SHALL AIR TEST ALL STORM SEWER PIPE IN ACCORDANCE WITH LOCAL CODE REQUIREMENTS.
28. CONNECTION TO THE EXISTING SANITARY SEWER MANHOLE WILL REQUIRE A CORE-DRILLED CONNECTION WITH A WATER-TIGHT RUBBER BOOT.
29. CONTRACTOR IS REQUIRED TO CONTACT CITY OF FOREST LAKE PUBLIC WORKS IF ANY WATER MAIN IMPROVEMENTS REQUIRE SHUT DOWN OF THE SYSTEM OR OPERATION OF EXISTING VALVES IN THE PUBLIC RIGHT OF WAY OR EASEMENTS. 72-HOUR NOTICE IS REQUIRED TO COORDINATE SHUTDOWNS WITH AFFECTED PROPERTY OWNERS.
30. ALL CONNECTIONS TO CITY UTILITIES MUST BE OBSERVED BY CITY STAFF, PROVIDE 72-HOUR NOTICE FOR OBSERVATION.
31. INSPECT EACH EXISTING STRUCTURE TO VERIFY COMPLIANCE WITH CITY STANDARD DETAILS, INCLUDING BUT NOT LIMITED TO INVERTS, DOGHOUSES, ADJUSTMENT RINGS AND CASTINGS.

EXISTING

EXISTING

PROPOSED

GATE VALVE
HYDRANT
REDUCER
TEE
SANITARY SEWER MANHOLE
SANITARY CLEANOUT
WATERMAIN
SANITARY SEWER
STORM SEWER
UNDERGROUND ELECTRIC
TELEPHONE
GAS MAIN



PLANT SCHEDULE FIVE BELOW

SYMBOL	CODE	QTY	BOTANICAL NAME	COMMON NAME	CONTAINER	CAL/SIZE	SYMBOL	CODE	QTY	BOTANICAL NAME	COMMON NAME	CONTAINER	SPACING
CONIFEROUS TREE													
	BHS	13	PICEA GLAUCA 'DENSATA'	BLACK HILLS SPRUCE	B & B	6' HT.		GOJ	6	JUNIPERUS VIRGINIANA 'GREY OWL'	GREY OWL JUNIPER	#5 CONT.	4' O.C.
	ERC	6	JUNIPERUS VIRGINIANA	EASTERN RED CEDAR	B & B	6' HT.		HMA	20	THUJA OCCIDENTALIS 'HOLMSTRUP'	HOLMSTRUP ARBORVITAE	#5 CONT.	3' O.C.
	NWS	6	PICEA ABIES	NORWAY SPRUCE	B & B	6' HT.		SGJ	3	JUNIPERUS CHINENSIS 'SEA GREEN'	SEA GREEN JUNIPER	#5 CONT.	5' O.C.
	WHP	5	PINUS STROBUS	WHITE PINE	B & B	6' HT.	DECIDUOUS SHRUBS						
OVERSTORY TREE								ANH	3	HYDRANGEA ARBORESCENS 'ANNABELLE'	ANNABELLE HYDRANGEA	#5 CONT.	4' O.C.
	BOL	2	TILIA AMERICANA 'BOULEVARD'	BOULEVARD LINDEN	B & B	2.5" CAL.		DBH	4	DIERVILLA LONICERA	DWARF BUSH HONEYSUCKLE	#5 CONT.	3' O.C.
	HCK2	3	CELTIS OCCIDENTALIS	COMMON HACKBERRY	B & B	2.5" CAL.		SEM	17	SORBARIA SORBIFOLIA 'SEM'	SEM FALSESPIREA	#5 CONT.	3' O.C.
	IHL	2	GLEDITSIA TRIACANTHOS VAR. INERMIS 'IMPERIAL'	IMPERIAL HONEYLOCUST	B & B	2.5" CAL.	ORNAMENTAL GRASSES						
	NPO	2	QUERCUS ELLIPSOIDALIS	NORTHERN PIN OAK	B & B	2.5" CAL.		HMS	384	PANICUM VIRGATUM 'HEAVY METAL'	HEAVY METAL SWITCHGRASS	#1 CONT.	3' O.C.
								KFG	75	CALAMAGROSTIS X ACUTIFLORA 'KARL FOERSTER'	KARL FOERSTER FEATHER REED GRASS	#1 CONT	18" O.C.
								PDS	428	SPOROBOLUS HETEROLEPIS	PRAIRIE DROPSEED	#1 CONT.	18" O.C.
								SWG	281	PANICUM VIRGATUM	SWITCH GRASS	#1 CONT.	24" O.C.
							PERENNIALS						
								ALL	91	ALLIUM X 'MILLENNIUM'	MILLENNIUM ORNAMENTAL ONION	#1 CONT.	1.5' O.C.
								BES2	147	RUDBECKIA FULGIDA 'GOLDSTURM'	BLACK-EYED SUSAN	#1 CONT.	18" O.C.
								BMW	70	ASCLEPIAS TUBEROSA	BUTTERFLY MILKWEED	#1 CONT.	1.5' OC
								NW	216	NEPETA X 'WALKER'S LOW'	WALKER'S LOW CATMINT	#1 CONT.	18" O.C.
								PBS	48	LIATRIS PYCNOSTACHYA	PRAIRIE BLAZING STAR	#1 CONT.	18" O.C.
								PCF	204	ECHINACEA PURPUREA	PURPLE CONEFLOWER	#1 CONT.	24" O.C.

LANDSCAPE LEGEND

- EXISTING DECIDUOUS TREE (TYP.)
- EDGER (TYP.)
- APPROXIMATE LIMITS OF SODDING/IRRIGATION, SOD ALL DISTURBED AREAS (TYP.)
- SEED LIMITS, SEEDED AREAS WILL NOT BE IRRIGATED (TYP.)
- BOULDER (TYP.)
- EXISTING LANDSCAPE AREA (TYP.)
- SEED WITH MNDOT 35-241: MESIC PRAIRIE GENERAL SEED MIX (TYP.)
- SEED WITH MNDOT 33-261: STORMWATER SOUTH & WEST SEED MIX (TYP.)

LANDSCAPE KEYNOTES

- EDGER (TYP.)
- DOUBLE SHREDDED HARDWOOD MULCH (TYP.)
- BOULDER (TYP.)
- SOD (TYP.)

LANDSCAPE SUMMARY

PARKING LOT LANDSCAPING

TREES REQUIRED: A MINIMUM OF 1 DECIDUOUS SHADE TREE SHALL BE PROVIDED FOR EACH PARKING ISLAND.

TREES PROVIDED: 6 TREES = (6 TOTAL PARKING ISLANDS / 1) 6 TREES

SCREENING REQUIRED: ANY OFF STREET PARKING AREA WITH MORE THAN 6 PARKING SPACES SHALL BE SCREENED WITH A MIX OF SHADE TREES AND UNDERSTORY PLANTINGS IN REQUIRED PARKING LOT SETBACK AREAS SEE PLAN

SCREENING PROVIDED:

PARKING LOT SCREENING REQUIRED: 1 ROW OF SHADE TREES SPACED AT 15-20 LF OF PARKING EDGE AGAINST A STREET, PARK, OR OTHER PUBLIC OPEN SPACE SEE PLAN

PARKING LOT SCREENING PROVIDED:

SITE LANDSCAPING

TREES REQUIRED: 38 TREES

TREES PROVIDED: 38 TREES

PRELIMINARY - NOT FOR CONSTRUCTION



Know what's below.
Call before you dig.

WESTLAKE
RIVERCREST
REALTY
INVESTORS

LANDSCAPE PLAN

MM

DATE: 02/23/2024

SCALE: AS SHOWN

DESIGNED BY: CFK

DRAWN BY: CFK

CHECKED BY: RAH

KHA PROJECT: 161041001

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INVESTORS

LANDSCAPE PLAN

MM

DATE: 02/23/2024

SCALE: AS SHOWN

DESIGNED BY: CFK

DRAWN BY: CFK

CHECKED BY: RAH

KHA PROJECT: 161041001

DATE: 02/23/2024

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DATE: 02/23/2024

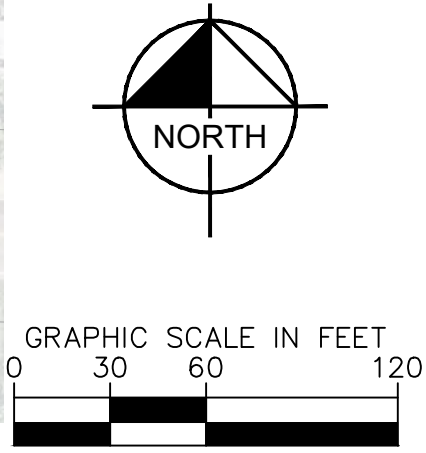
SCALE: AS SHOWN

DESIGNED BY: CFK

DRAWN BY: CFK

CHECKED BY: RAH

KHA PROJECT: 1610410



EXISTING DECIDUOUS TREE (TYP.)
EDGER (TYP.)
APPROXIMATE LIMITS OF SODDING/IRRIGATION,
SOD ALL DISTURBED AREAS (TYP.)
SEED LIMITS, SEEDED AREAS WILL NOT BE
IRRIGATED (TYP.)
BOULDER (TYP.)
EXISTING LANDSCAPE AREA (TYP.)
SEED WITH MNDOT 35-241: MESIC PRAIRIE
GENERAL SEED MIX (TYP.)
SEED WITH MNDOT 33-261: STORMWATER
SOUTH & WEST SEED MIX (TYP.)

☐ (A) EDGER (TYP.)

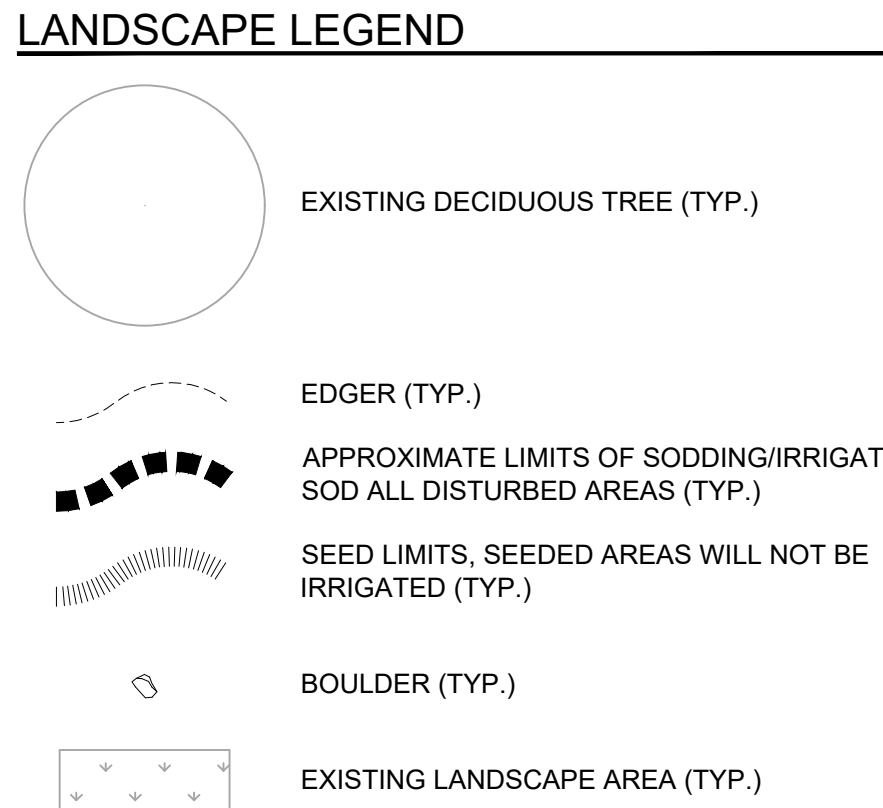
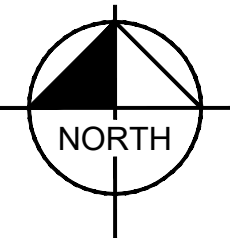
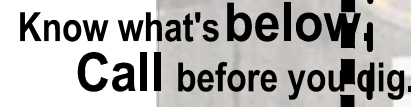
☐ (B) DOUBLE SHREDDED HARDWOOD MULCH (TYP.)

☐ (C) BOULDER (TYP.)

☐ (D) SOD (TYP.)

SYMBOL	CODE	QTY	COMMON NAME
<u>CONIFEROUS TREE</u>			
	BHS	13	BLACK HILLS SPRUCE
	ERC	6	EASTERN RED CEDAR
	NWS	6	NORWAY SPRUCE
	WHP	5	WHITE PINE
<u>OVERSTORY TREE</u>			
	BOL	2	BOULEVARD LINDEN
	HCK2	3	COMMON HACKBERRY
	IHL	2	IMPERIAL HONEYLOCUST
	NPO	2	NORTHERN PIN OAK
<u>CONIFEROUS SHRUBS</u>			
	GOJ	6	GREY OWL JUNIPER
	HMA	20	HOLMSTRUP ARBORVITAE
	SGJ	3	SEA GREEN JUNIPER
<u>DECIDUOUS SHRUBS</u>			
	ANH	3	ANNABELLE HYDRANGEA
	DBH	4	DWARF BUSH HONEYSUCKLE
	SEM	17	SEM FALSESPIREA
<u>ORNAMENTAL GRASSES</u>			
	HMS	384	HEAVY METAL SWITCHGRASS
	KFG	75	KARL FOERSTER FEATHER REED GRASS
	PDS	428	PRAIRIE DROPSEED
	SWG	281	SWITCH GRASS
<u>PERENNIALS</u>			
	ALL	91	MILLENIUM ORNAMENTAL ONION
	BES2	147	BLACK-EYED SUSAN
	BMW	70	BUTTERFLY MILKWEED
	NW	216	WALKER'S LOW CATMINT
	PBS	48	PRAIRIE BLAZING STAR
	PCF	204	PURPLE CONEFLOWER

[illegible]



(A) EDGER (TYP.)

(B) DOUBLE SHREDDED HARDWOOD MULCH (TYP.)

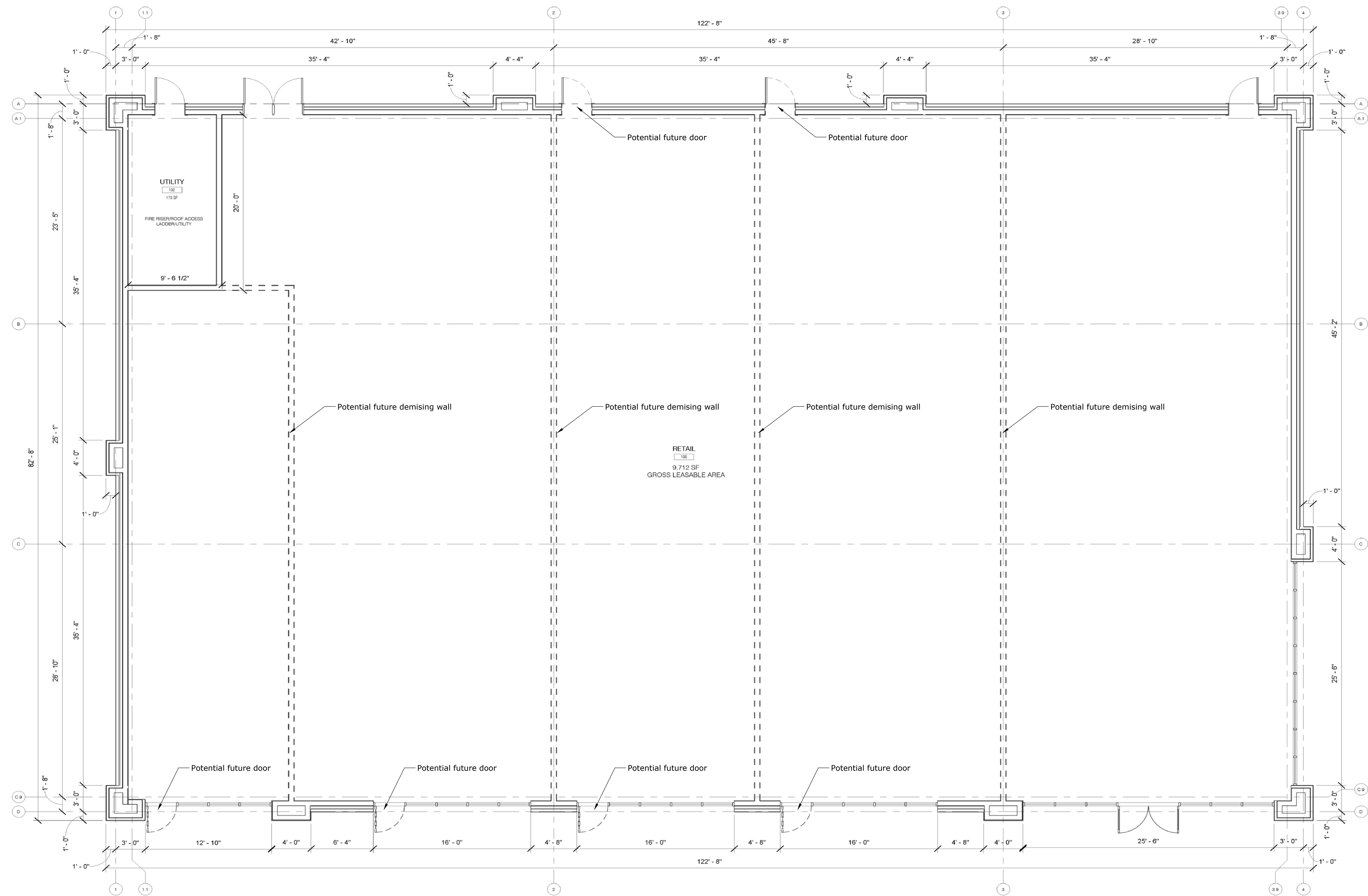
(C) BOULDER (TYP.)

(D) SOD (TYP.)

	ALL	MILLENNIUM ORNAMENTAL ONION
	BES2	BLACK-EYED SUSAN
	BMW	BUTTERFLY MILKWEED
	NW	WALKER'S LOW CATMINT
	PBS	PRAIRIE BLAZING STAR
	PCF	PURPLE CONEFLOWER

[illegible]





Floor Plan



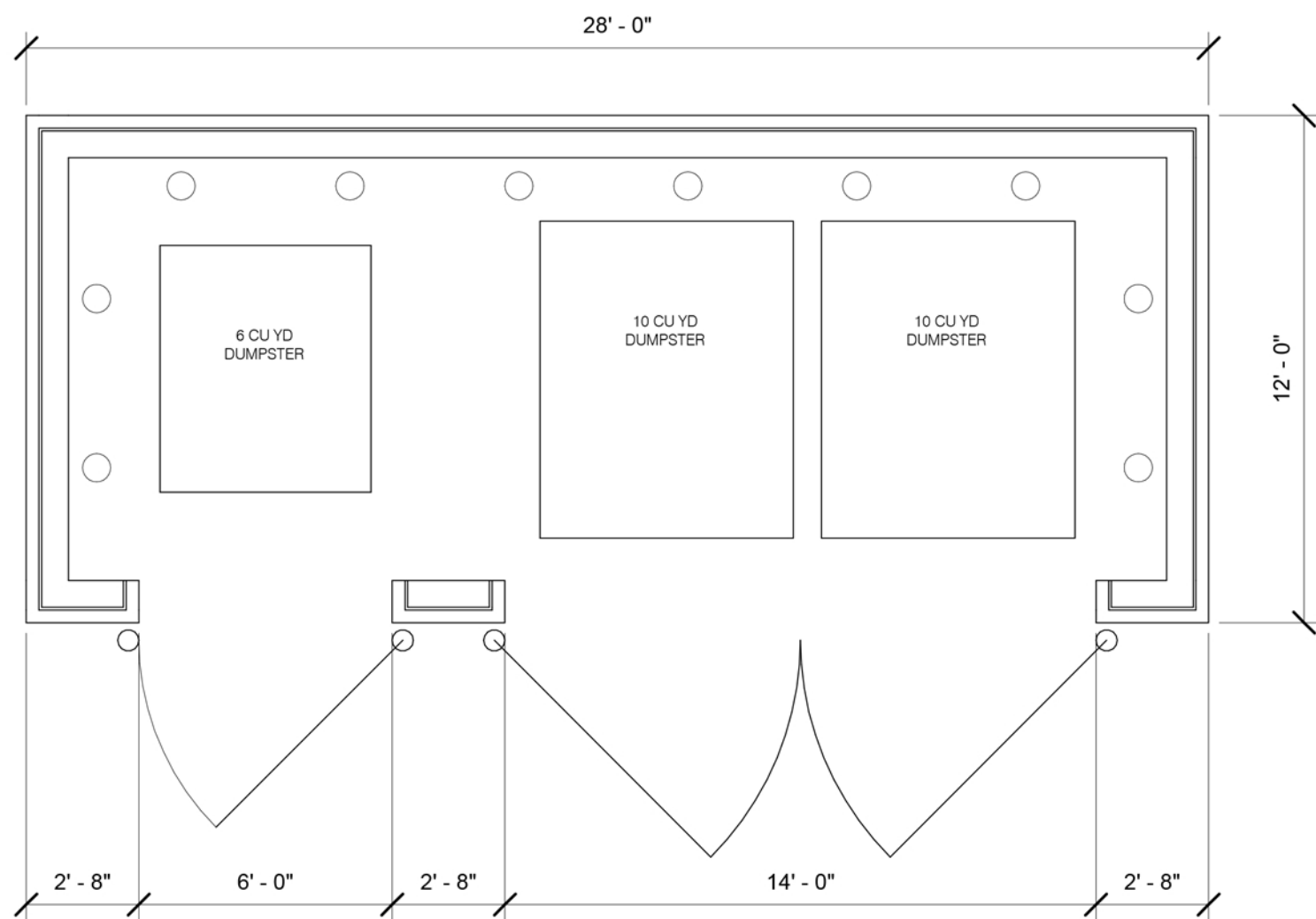
Trash Enclosure - South/North Elevations
1/4" = 1'-0"



Trash Enclosure - East Elevation
1/4" = 1'-0"



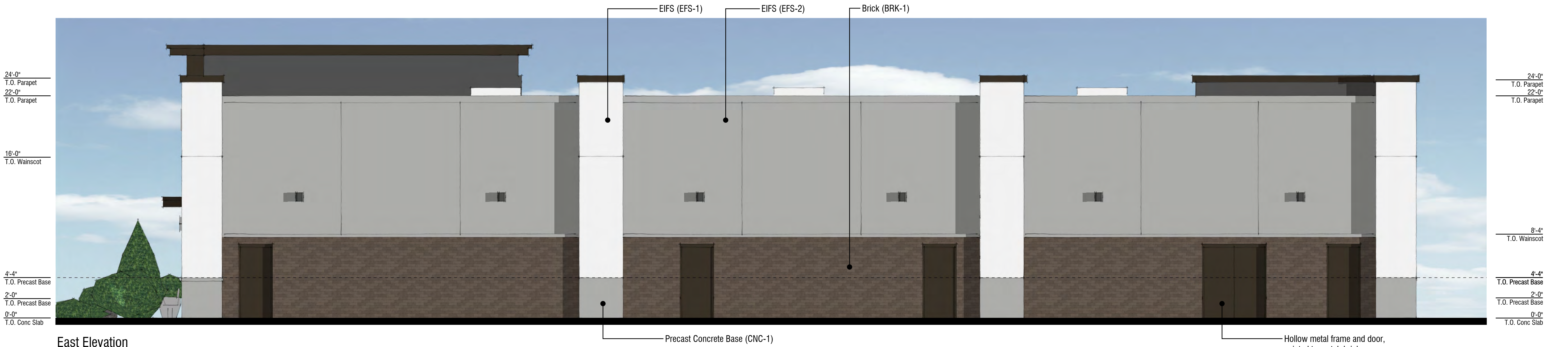
Trash Enclosure - West Elevation
1/4" = 1'-0"



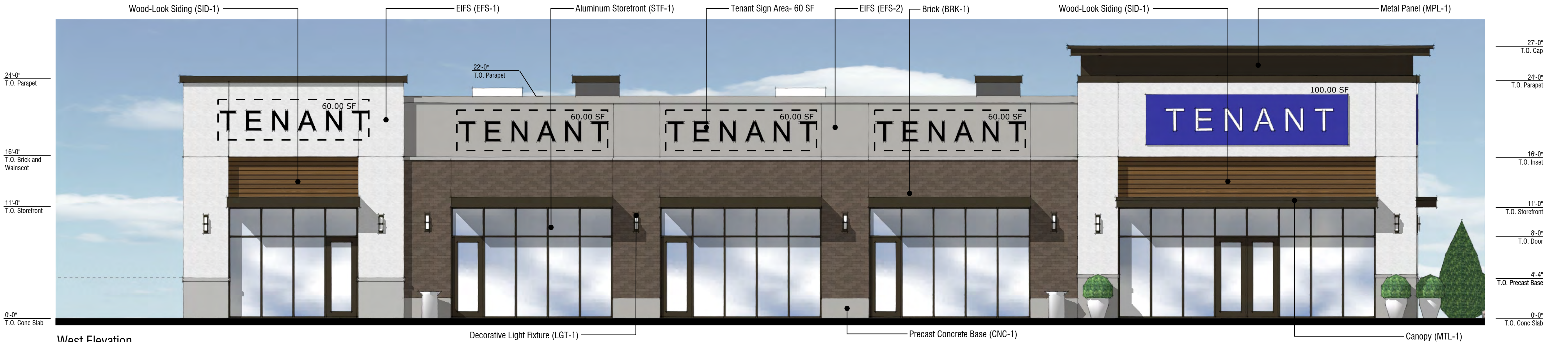
Trash Enclosure - Floor Plan
1/4" = 1'-0"



MATERIAL LEGEND
EIFS (EFS-1) Exterior Insulation Finish System "Super White" Dryvit #101
EIFS (EFS-2) Exterior Insulation Finish System "Mountain Fog" Dryvit #132
BRICK (BRK-1) "Sienna Ironspot Velour", Endicott Brick, Modular Size
ALUMINUM STOREFRONT (STF-1) Anodized Dark Bronze, Kawneer or similar
PRECAST CONCRETE BASE (CNC-1) "Indiana Grey" #4025, Marcstone Precast
WOOD-LOOK SIDING (SID-1) "Light National Walnut", 6" V-Groove, Longboard
METAL PANEL (MPL-1) Flush panel, color to match storefront
METAL FINISH (MTL-1) Flush panel, color to match storefront



East Elevation
3/16" = 1'-0"



West Elevation
3/16" = 1'-0"

**CITY OF FOREST LAKE
WASHINGTON COUNTY, MINNESOTA**

RESOLUTION NO. 04-08-24-05

**A RESOLUTION APPROVING FINAL PLAN FOR A PUD FOR THE WESTLAKE
SHOPPING CENTER PLANNED UNIT DEVELOPMENT LOCATED AT 119, 209 and
289 12TH STREET SW**

WHEREAS, Mr. Brian Holder, (“Applicant”), representing MN-Forest Westlake-QRX, LLC, owners of the Westlake Shopping Center property located at 119, 209 and 289 12th Street SW, located in the City of Forest Lake, Washington, County, Minnesota with PID’s 08.032.21.23.0012, 08.032.21.23.0013 and 08.032.21.23.0014 (“Property”); and

WHEREAS, the legal description of the Property for the proposed planned unit development is detailed on **Exhibit A** attached hereto; and

WHEREAS, the Applicant submitted an application and project plans to the City of Forest Lake on February 26, 2024, for approval of the final planned unit development plan for the development of a new 9,600-square-foot building for either a single retail tenant or multiple retail tenants on the northern part of the Property; and

WHEREAS, the Applicant submitted a final plan for a PUD to allow for the expansion of the Westlake Shopping Center to include the addition of a freestanding 9,600-square-foot retail building, which development plans are on file with the City, and have specifically requested the following flexibilities within the Westlake Shopping Center PUD that are shown in the Development Plans for project on file with the City:

1. To have a second building on the property; and
2. To increase the amount of impervious surface area on the property from 80 percent to 83.4 percent.

WHEREAS, the requested improvements to the site include the construction of a new 9,600 square-foot building intended for retail sales, associated parking, landscaping improvements and storm water facilities as shown in the plans dated February 26, 2024; and

WHEREAS, on March 27, 2024, the Forest Lake Planning Commission reviewed the application for Final PUD plan approval for the Property, held a public hearing; and

WHEREAS, the Planning Commission in a 6-0 vote to recommended to the City Council approval of the proposed Final PUD Plan for the Westlake Shopping Center PUD with conditions identified by staff; and

WHEREAS, the proposed Final PUD plan is consistent with the City’s Comprehensive Plan, is compatible with the present and planned uses in the surrounding area, and any exceptions to existing city code or regulation are justified by the design or development of the proposed use and is otherwise consistent with the City’s zoning ordinance requirements for a PUD.

THEREFORE, BE IT RESOLVED, by the City Council of the City of Forest Lake that the Owner's and Applicant's Application for Final PUD Plan Approval for the Westlake Shopping Center PUD to facilitate the development of the proposed new 9,600-square-foot building for either a single retail tenant or multiple retail tenants on the northern part of the Property is hereby approved with the following flexibilities within the Westlake Shopping Center PUD Plan:

1. To have a second building on the property; and
2. To increase the amount of impervious surface area on the property from 80 percent to 83.4 percent; and

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FOREST LAKE, MINNESOTA, AS FOLLOWS:

The Owner's Application for Final PUD Plan for Westlake Shopping Center as described herein is hereby approved subject to the following conditions:

1. Unless as amended by the conditions herein, the final PUD and project plans shall be substantially conforming to the project plans submitted to and reviewed by the Planning Commission on March 27, 2024. The impervious surface area entire site of the shopping center, with the proposed changes and improvements, shall not exceed 83.4 percent of the total lot area.
2. The developer shall revise the project plans to reflect all the changes and conditions provided to the City by the City Engineer in a letter dated February 28, 2024. These changes shall be reflected in final plans to be reviewed and approved by the City before the contractor starts any site disturbance.
3. City approval of the Final PUD Plan is contingent on public utilities (sanitary sewer and water) being available and in service for use by this project. If the expected public utilities from Mister Car Wash are not available to serve this project, the City will require the owner-applicant to submit revised utility and construction plans for City approval. The City Engineer shall approve the final construction plans for the extensions of the public utilities and services to serve the new building.
4. The City shall require the applicant-owner to provide the City with public utility, drainage, roadway and pedestrian easements up to 14 feet in width over the existing green space and landscape areas on the property adjacent to 3rd Avenue SW and adjacent to 12th Street SW on each of the three properties of the shopping center (Washington County PIDs 08-032-21-23-0012, 08-032-21-23-0013 and 08-032-21-23-0014). The applicant-owner shall enter into easement agreements with the City for the new easements. These easement agreements shall be recorded against the properties at Washington County and proof of recording shall be submitted to the City before the commencement of any site work.

5. The City shall require the applicant-owner to install all the landscaping for the entire shopping center before granting a Certificate of Occupancy for the new building.
6. The applicant-owner shall have all required permits and approvals from the City and the Comfort Lake-Forest Lake Watershed District before starting any ground disturbance.
7. The applicant shall pay all financial escrows and/or billbacks from the City at the time of execution of any development or site improvement agreements.

The Forest Lake City Council adopts this Resolution in their regular session on the 8th day of April, 2024.

CITY OF FOREST LAKE

Mara Bain
Mayor

Attest:

Kristina Handt, Interim City Clerk

RESOLUTION NO. 04-08-24-XX

EXHIBIT A

Legal Description of Subject Properties for the Planned Unit Development

Parcel 2: (Northern Parcel – New Building Development Site)

THAT PART OF LOT 2, BLOCK 1, OF THE RECORDED PLAT OF MOREHEAD COMMERCIAL, WASHINGTON COUNTY, MINNESOTA, DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHWEST CORNER OF SAID LOT 2; THENCE NORTH 0 DEGREES 58 MINUTES 03 SECONDS WEST, PLAT BEARING, ALONG THE WEST LINE OF SAID LOT 2, A DISTANCE OF 301.94 FEET, SAID POINT BEING 220 FEET SOUTHERLY OF THE NORTHWEST CORNER OF SAID LOT 2; THENCE SOUTH 89 DEGREES 46 MINUTES 20 SECONDS EAST, PARALLEL WITH THE NORTH LINE OF SAID LOT 2, A DISTANCE OF 206.99 FEET; THENCE NORTH 0 DEGREES 58 MINUTES 03 SECONDS WEST 170.06 FEET, TO A CORNER OF SAID LOT 2; THENCE SOUTH 89 DEGREES 46 MINUTES 20 SECONDS EAST, ALONG A PORTION OF THE NORTHERLY LINE OF SAID LOT 2 AND THE SOUTH LINE OF LOT 1 OF SAID BLOCK 1, AND ITS EASTERLY EXTENSION, A DISTANCE OF 403.25 FEET TO THE EAST LINE OF SAID LOT ; THENCE SOUTHERLY ALONG SAID EAST LINE, A DISTANCE OF 459.30 FEET TO THE SOUTHEAST CORNER OF SAID LOT 2; THENCE WESTERLY ALONG THE SOUTH LINE OF LOT 2 TO THE POINT OF BEGINNING.

PID: 08.032.21.23.0012

ADDRESS: 119 12TH STREET SW, FOREST LAKE MINNESOTA

PARCEL 3: (Middle Parcel)

THE NORTH 175 FEET OF LOT 3, BLOCK 1, OF THE RECORDED PLAT OF MOREHEAD COMMERCIAL, WASHINGTON COUNTY, MINNESOTA.

PID: 08.032.21.23.0013

ADDRESS: 209 12TH STREET SW

PARCEL 4: (Southern Parcel)

THAT PART OF LOT 3, BLOCK 1, OF THE RECORDED PLAT OF MOREHEAD COMMERCIAL, WASHINGTON COUNTY, MINNESOTA, LYING SOUTH OF THE NORTH 175 FEET THEREOF.

PID: 08.032.21.23.0014

ADDRESS: 289 12TH STREET SW



Real People. Real Solutions.

71
7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

April 8, 2024

Honorable Mayor and City Council
1408 Lake Street South
Forest Lake, MN 55025

RE: 2024 Airport Pavement Maintenance Project
Approval of Plans Specifications and Authorize Advertisement for Bids

Dear Mayor and Council:

We have completed the plans and specifications for the 2024 Airport Pavement Maintenance Project.

In 2016 the City made substantial upgrades to the Forest Lake Airport with the paving of Runway 13/31 and parallel Taxiway A. For the City to maximize their investment in the airport, routine pavement maintenance will be required to prevent the pavement from deteriorating prematurely. In accordance with the 20-year pavement management plan developed and approved by the Airport Commission in 2018, the proposed 2024 Airport Pavement Maintenance Project is to repair longitudinal and transverse cracks on Runway 13/31, Taxiway A, Apron, Hangar Taxilanes, and the Entrance Road.

This project will require a closure of Runway 13/31 to complete the pavement maintenance work. It is anticipated the closure will last three days. The Runway 13/31 closure will be communicated to pilots a minimum of two weeks in advance.

Please see the attached Title Sheet and Project Layout for this year's project locations. We request the Council approve the plans, specifications, and authorize advertisements for bids.

The anticipated project schedule is as follows:

Approve Plans & Specifications/Authorize Ad for Bid	April 8, 2024
Bid Opening	May 8, 2024
Possible Award at City Council Meeting	May 13, 2024

Funding for the project shall be a combination of state and local funds. The state share is 95% and the local share 5%. The total engineer's estimated project cost is \$56,700 with the state share \$53,865 and the local share \$2,835.

If you have any questions about the 2024 Airport Pavement Maintenance Project, please feel free to contact me at silas.parmar@bolton-menk.com or 612-987-0138.

City of Forest Lake, MN
2024 Airport Pavement Maintenance Project
Consideration for Plan Approval

72
April 8, 2024

Page 2

Sincerely,

Bolton & Menk, Inc.

A handwritten signature in black ink that reads "Silas Parmar". The signature is written in a cursive, flowing style.

Silas Parmar, P.E.
Aviation Project Manager

Enclosures: Project Title Sheet
 Project Layout

FOREST LAKE MUNICIPAL AIRPORT (25D)

CONSTRUCTION PLANS FOR

AIRFIELD PAVEMENT MAINTENANCE

CRACK REPAIR
SP NO. A8206-26

APRIL, 2024



RESOURCE LIST

CITY OF FOREST LAKE

CITY HALL
1408 LAKE STREET SOUTH
FOREST LAKE, MN 55025

CITY ADMINISTRATOR:
PATRICK CASEY

MAYOR: MARA BAIN

CITY COUNCIL MEMBERS:
SAM HUSNIK
KATHY BYSTROM
KELLY MONSON
PAUL GIRARD

SUPERINTENDENT:
DAVE ADAMS

CITY ENGINEER:
RYAN J. GOODMAN, P.E.



MAP LEGEND

— PROJECT LIMITS



SHEET NUMBER	SHEET TITLE
GENERAL	
G0.01	TITLE SHEET & STATEMENT OF ESTIMATED QUANTITIES
G1.01	CONSTRUCTION SAFETY & PHASING PLAN
CIVIL	
C6.01	PAVEMENT REPAIR PLAN
THIS PLAN SET CONTAINS <u>3</u> SHEETS.	

STATEMENT OF ESTIMATED QUANTITIES

ITEM NO.	SPEC NO.	ITEM	UNIT	EST. QUANTITY
AIRFIELD PAVEMENT MAINTENANCE				
1	2012.602	RUNWAY CLOSURE CROSSES	SET	1
2	2012.602	LOW PROFILE BARRICADES	EACH	9
3	2021.501	MOBILIZATION	LUMP SUM	1
4	2331.602	CRACK ROUTING	LIN FT	6,000
5	2331.608	CRACK SEALING	LIN FT	20,000

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF C/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A QUALIFIED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Silas P. Parmar
SILAS P. PARMAR
LIC. NO. 45658
DATE: 04/08/2024



7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
Phone: (763) 433-2851
Email: Ramsey@bolton-menk.com
www.bolton-menk.com



DESIGNED: JWH
DRAWN: JWH
CHECKED: SPP
CITY FILE NO. 015.132690

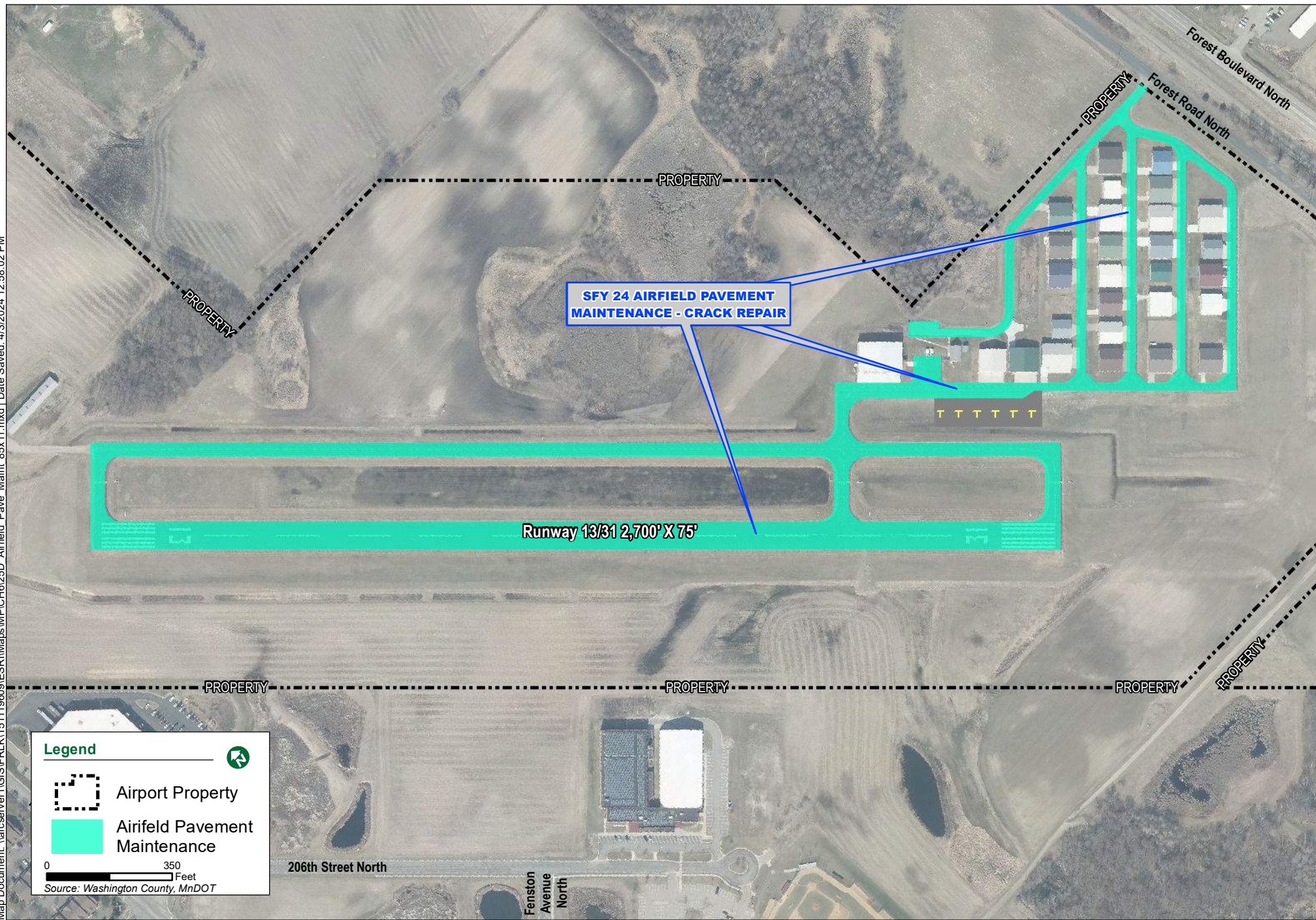
FOREST LAKE MUNICIPAL AIRPORT (25D)

AIRFIELD PAVEMENT MAINTENANCE

TITLE SHEET & STATEMENT OF ESTIMATED QUANTITIES

SHEET

G0.01





Real People. Real Solutions.

75
7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

April 8, 2024

Honorable Mayor and City Council
1408 Lake Street South
Forest Lake, MN 55025

RE: 2024 Airport Taxiway A3 and Taxilane Bravo Extension Project
Approval of Plans Specifications and Authorize Advertisement for Bids

Dear Mayor and Council:

We have completed the plans and specifications for the 2024 Airport Taxiway A3 and Taxilane Bravo Extension Project.

The city of Forest Lake completed a Master Plan update in 2022 which provided a comprehensive overview of the airport. The Master Plan update helped identify priority development projects for the near term (0-5 year), mid-term (6-10 years), and long-term (11-20 years). Identifying priority projects allowed the city to create a realistic Capital Improvement Program (CIP) to better compete for State funding for projects.

Two priority projects identified in the near term were extending Taxiway Connector A3 to Taxiway B and extending Taxilane Bravo. Extending Taxiway Connector A3 to Taxilane Bravo will allow aircraft from the south hangar area to directly access Runway 13/31, alleviating congestion which may occur near the Apron. Extending Taxilane Bravo north will allow for the construction of four private hangars as all existing hangar lots are leased. Sanitary and water utilities will be extended to this area to allow for connection by future private hangar owners.

Please see the attached Title Sheet and Project Layout for this year's project locations. We request the Council approve the plans, specifications, and authorize advertisements for bids.

The anticipated project schedule is as follows:

Approve Plans & Specifications/Authorize Ad for Bid	April 8, 2024
Bid Opening	May 8, 2024
Possible Award at City Council Meeting	May 13, 2024

Funding for the project shall be a combination of state and local funds. The state share is 95% and the local share 5%. The total engineer's estimated project cost is \$485,250 with the state share \$460,988 and the local share \$24,262.

If you have any questions about the 2024 Airport Taxiway A3 and Taxilane Bravo Extension Project, please feel free to contact me at silas.parmar@bolton-menk.com or 612-987-0138.

City of Forest Lake, MN
2024 Airport Taxiway A3 and Taxilane Bravo Extension Project
Consideration for Plan Approval

76
April 8, 2024

Page 2

Sincerely,

Bolton & Menk, Inc.

A handwritten signature in black ink that reads "Silas Parmar". The signature is written in a cursive, flowing style.

Silas Parmar, P.E.
Aviation Project Manager

Enclosures: Project Title Sheet
 Project Layout





Forest Lake
AS GOOD AS IT SOUNDS

GENERAL CORPORATE LICENSE 24-0342

STATE OF MINNESOTA - COUNTY OF WASHINGTON - CITY OF FOREST LAKE

Whereas, WILDLIFE SCIENCE CENTER,
has complied with all requirements of the Ordinances of the City of Forest Lake, including
payment of the required \$25 necessary for obtaining this general corporate license:

ON SALE - TEMPORARY 1 TO 4 DAY

Now, therefore, by order of the City Council and by virtue hereof, WILDLIFE SCIENCE CENTER,
is hereby licensed and authorized to practice said licensure in Forest Lake for the period of 1 Day starting
04/19/2024 and ending on 04/19/2024, subject to all provisions of said Ordinances.

Given under by hand and the corporate seal of the City of
Forest Lake on 04/08/2024.

Approved: Mara Bain, Mayor

Attest: City Administrator

**CITY OF FOREST LAKE
WASHINGTON COUNTY, MINNESOTA**

RESOLUTION NO. 04-08-24-01

RESOLUTION ACCEPTING DONATION

WHEREAS, The American Legion Post 225 has submitted a donation to the City of Forest Lake Fire Department in the amount of \$1,000; and,

WHEREAS, The American Legion Post 225 made this donation for the purpose of firefighter wellness; and,

WHEREAS, the Forest Lake City Council is appreciative of the donation and finds that it is appropriate to accept the donation offered.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Forest Lake, Minnesota, that:

1. The donation is accepted and acknowledged with gratitude; and
2. The donation will be appropriated for the City of Forest Lake as designated; and,
3. The Finance Director is authorized to make the appropriate budget adjustment to account for the donation and related expenses.

Adopted by the City Council of the City of Forest Lake this 8th day of April 2024.

Mara Bain, Mayor

Attest:

Kristina Handt, Interim City Clerk

**CITY OF FOREST LAKE
WASHINGTON COUNTY, MINNESOTA**

RESOLUTION NO. 04-08-24-02

RESOLUTION ACCEPTING DONATION

WHEREAS, Fairway Mechanical: DBA Autowerks has submitted a donation to the City of Forest Lake Fire Department in the amount of \$200; and,

WHEREAS, Fairway Mechanical: DBA Autowerks made this donation for the purpose of firefighter wellness; and,

WHEREAS, the Forest Lake City Council is appreciative of the donation and finds that it is appropriate to accept the donation offered.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Forest Lake, Minnesota, that:

1. The donation is accepted and acknowledged with gratitude; and
2. The donation will be appropriated for the City of Forest Lake as designated; and,
3. The Finance Director is authorized to make the appropriate budget adjustment to account for the donation and related expenses.

Adopted by the City Council of the City of Forest Lake this 8th day of April 2024.

Mara Bain, Mayor

Attest:

Kristina Handt, Interim City Clerk

Date: April 8, 2024
To: Honorable Mayor and Councilmembers
From: Kevin Knopik, Finance Director
Re: 2025 Budget Calendar and Budget Direction

BACKGROUND:

City staff have started planning for the 2025 budget. As part of that process, staff developed a budget calendar to identify important dates in the process to ensure timelines and goals are met. Additionally, to improve efficiency and improve the budget process, staff is seeking budget direction from the City Council.

ISSUE BEFORE COUNCIL:

Should Council approve the attached budget calendar and what budget direction will be provided to City staff for the preparation of the 2025 preliminary budget.

PROPOSAL/ANALYSIS:

The attached 2025 budget calendar was prepared to ensure that City Council and City staff understand the budget timeline and to provide sufficient time to City staff to present City Council with the necessary information for the 2025 budget.

City staff also seeks direction from the City Council on the 2025 budget. Meaning, is there a specific percent tax levy increase City Council would like City staff to work towards for the 2025 preliminary budget.

Based on the approval of the ten-year capital plan with the 2024 budget, tax levy projections were included in the plan. The plan is attached for reference and this plan included a projected tax levy increase was 14.36% for 2025. City staff will soon start working on the 2025 budget, including updating the ten-year capital plan. Additionally, a long-range staffing plan will be presented to City Council at the April 15th workshop.

FISCAL IMPACT:

None at this time.

DISCUSSION:

Discuss the 2025 budget calendar and provide direction on the 2025 budget. Approve the 2025 budget calendar.

ATTACHMENTS:

- 2025 Budget Calendar
- Ten-year Capital Financial Plan

**CITY OF FOREST LAKE, MN
2025 BUDGET CALENDAR**

83

DATE	TASK
City Council Meeting: APRIL 8, 2024	Present 2025 budget calendar to Council for adoption. Obtain budget direction from Council.
City Council Workshop: APRIL 15, 2024	Staff presents long range staffing plan to City Council
City Council Workshop: MAY 20, 2024	Staff obtains final budget direction and priorities list from Council for preliminary budget workshop on August 19, 2024. Determine if City would like to hold a budget open house.
City Council Meeting: JUNE 24, 2024	10-Year Capital Plan Presentation, including Streets, Parks, Capital Equipment, Building Maintenance, Water, Sewer and Surface Water Management Funds.
City Council Workshop: JULY 15, 2024	Ehlers present City's Long-term financial plan
City Council Workshop: AUGUST 19, 2024	City Council Budget workshop on preliminary budget
City Council Meeting: SEPTEMBER 9, 2024	City Council provides direction to Staff on any budget changes and preliminary levy submission.
City Council Meeting: SEPTEMBER 23, 2024	City Council approves preliminary levy to submit to Washington County
SEPTEMBER 30, 2024	Finance Director submits preliminary tax levy to Washington County (Required deadline).
NOVEMBER 11-15	Hold for potential open house
City Council Workshop: NOVEMBER 18, 2024	Hold for budget discussions
City Council Meeting: DECEMBER 9, 2024	City conducts public hearing, adopts budget and tax levy
DECEMBER 31, 2024	Finance Director submits certified tax levy to State and Washington County (Required deadline).

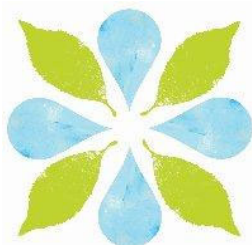
City of Forest Lake

Washington County, Minnesota



TEN-YEAR CAPITAL FINANCIAL PLAN

Prepared By: The Department of Finance and Administration
Patrick Casey, City Administrator
Kevin Knopik, Finance Director



Forest Lake
AS GOOD AS IT SOUNDS



Forest Lake
AS GOOD AS IT SOUNDS

City of Forest Lake
2024 - 2033 CIP
Park Dedication Fund
203

	2024 Budget	2025 CIP	2026 CIP	2027 CIP	2028 CIP	2029 CIP	2030 CIP	2031 CIP	2032 CIP	2033 CIP
Revenues										
Taxes	\$ 100,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
Unfunded capital (Bonds)	-	-	-	-	5,250,000	-	-	4,000,000	-	-
Charges for services	8,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Investment income	11,846	4,314	6,552	363	1,111	32,868	16,941	(144)	27,099	9,615
Park Dedication Fees	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Donations	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Total Revenues	\$ 146,846	\$ 541,314	\$ 543,552	\$ 537,363	\$ 5,788,111	\$ 569,868	\$ 553,941	\$ 4,536,856	\$ 564,099	\$ 546,615
Expenditures										
Other services & charges	\$ -	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500
Capital Outlay	900,000	305,000	1,150,000	450,000	2,600,000	2,150,000	2,250,000	1,800,000	2,300,000	1,400,000
Total Expenditures	\$ 900,000	\$ 317,500	\$ 1,162,500	\$ 462,500	\$ 2,612,500	\$ 2,162,500	\$ 2,262,500	\$ 1,812,500	\$ 2,312,500	\$ 1,412,500
Net Change in fund balance	\$ (753,154)	\$ 223,814	\$ (618,948)	\$ 74,863	\$ 3,175,611	\$ (1,592,632)	\$ (1,708,559)	\$ 2,724,356	\$ (1,748,401)	\$ (865,885)
Fund balance - beginning of year	\$ 1,170,609	\$ 417,455	\$ 641,269	\$ 22,321	\$ 97,184	\$ 3,272,796	\$ 1,680,163	\$ (28,396)	\$ 2,695,960	\$ 947,559
Fund balance - end of year	\$ 417,455	\$ 641,269	\$ 22,321	\$ 97,184	\$ 3,272,796	\$ 1,680,163	\$ (28,396)	\$ 2,695,960	\$ 947,559	\$ 81,675
CASH BALANCE	\$ 431,418	\$ 655,232	\$ 36,284	\$ 111,147	\$ 3,286,759	\$ 1,694,126	\$ (14,433)	\$ 2,709,923	\$ 961,522	\$ 95,638

	2024 Budget	2025 CIP	2026 CIP	2027 CIP	2028 CIP	2029 CIP	2030 CIP	2031 CIP	2032 CIP	2033 CIP
Capital Improvement Plan										
Castlewood Golf Course										
Greens/Tee Box Refurbishment	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Irrigation	-	-	700,000	-	-	-	-	-	-	-
Cart Path Paving	-	-	-	-	-	-	200,000	-	-	-
Eagle Buff Park										
Playground Replacements	-	-	-	-	-	-	300,000	-	-	-
Bayview Park										
Playground Replacement/ Pedestrian Im	-	-	450,000	-	-	-	-	-	-	-
Kulenkamp Park										
Infield Improvements	-	100,000	-	-	-	-	-	-	-	-
Manor Park										
Playground Replacement/ Pedestrian Im	-	125,000	-	-	-	-	-	-	-	-
Schilling Park										
Park Reconfiguration/Trail Connections t	-	-	-	-	-	-	-	-	-	350,000
Shady Trails Park										
Park Reconfiguration/Trail Connections t	-	-	-	-	-	-	-	-	-	50,000
Shawn Silvera Memorial Park										
Playground Replacements	-	-	-	-	-	-	-	300,000	-	-
Shields Lake Park										
Gazebo/Trail/Dock	-	-	-	-	-	400,000	-	-	-	-
Southview Park										
New Playground/Ped Facilities	-	-	-	350,000	-	-	-	-	-	-
Dog Park										
Dog Park Built with New PW Facility	-	-	-	100,000	-	-	-	-	-	-
Beltz Park										
Courts and building rehabilitation	650,000	-	-	-	-	-	-	-	800,000	-
Fenway Park										
Infield Improvements	250,000	-	-	-	-	-	-	-	-	-
Field Expansion/Lighting/Parking										
Expansion-Reconstruction/Replace										
Irrigation/Pickle Ball										
Resurfacing/Playground	-	-	-	-	1,750,000	1,750,000	1,750,000	-	-	-
Summerfield Park										
Playground Replacement/ Pedestrian Im	-	-	-	-	850,000	-	-	-	-	-
Tower Park										
Rinks/Fields/Splash Pad/Skate Park/Pavil	-	-	-	-	-	-	-	1,500,000	1,500,000	-
Kulenkamp Park										
Paving Parking Lot/Ped Facilities/Playgro	-	-	-	-	-	-	-	-	-	1,000,000
Capital Improvement Plan Total	\$ 900,000	\$ 305,000	\$ 1,150,000	\$ 450,000	\$ 2,600,000	\$ 2,150,000	\$ 2,250,000	\$ 1,800,000	\$ 2,300,000	\$ 1,400,000



City of Forest Lake
2024 - 2033 CIP
Building Maintenance CIP

	2024 Budget	2025 CIP	2026 CIP	2027 CIP	2028 CIP	2029 CIP	2030 CIP	2031 CIP	2032 CIP	2033 CIP
Revenues										
Taxes	\$ 50,000	\$ 100,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Capital Contribution per lease										
Senior Center Acct closing										
Investment income										
Donations										
Total Revenues	\$ 50,000	\$ 100,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Expenditures										
Capital Outlay	\$ 50,000	\$ 100,000	\$ -	\$ -	\$ 561,063	\$ 42,700	\$ 25,000	\$ 92,500	\$ -	\$ 437,620
Total Expenditures	\$ 50,000	\$ 100,000	\$ -	\$ -	\$ 561,063	\$ 42,700	\$ 25,000	\$ 92,500	\$ -	\$ 437,620
Net Change in fund balance	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ (411,063)	\$ 107,300	\$ 125,000	\$ 57,500	\$ 150,000	\$ (287,620)
Fund balance - beginning of year	\$ -	\$ -	\$ -	\$ 150,000	\$ 300,000	\$ (111,063)	\$ (3,763)	\$ 121,237	\$ 178,737	\$ 328,737
Fund balance - end of year	\$ -	\$ -	\$ 150,000	\$ 300,000	\$ (111,063)	\$ (3,763)	\$ 121,237	\$ 178,737	\$ 328,737	\$ 41,117
CASH BALANCE	\$ -	\$ -	\$ 150,000	\$ 300,000	\$ (111,063)	\$ (3,763)	\$ 121,237	\$ 178,737	\$ 328,737	\$ 41,117



City of Forest Lake
2024 - 2033 CIP
Surface Water Management Fund
205

	2024 Budget	2025 CIP	2026 CIP	2027 CIP	2028 CIP	2029 CIP	2030 CIP	2031 CIP	2032 CIP	2033 CIP
Revenues										
Charges for services	\$ 562,915	\$ 596,690	\$ 632,491	\$ 670,441	\$ 710,667	\$ 753,307	\$ 798,506	\$ 846,416	\$ 897,201	\$ 951,033
STAC Charges	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Investment earnings	6,954	6,117	6,015	1,372	1,048	(142)	602	(1,088)	(3,777)	(2,620)
Miscellaneous	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Sale of capital assets	7,500	16,500	41,800	24,300	-	16,500	27,800	41,500	4,300	50,500
Total Revenues	\$ 599,869	\$ 641,807	\$ 702,807	\$ 718,613	\$ 734,215	\$ 792,166	\$ 849,408	\$ 909,328	\$ 920,224	\$ 1,021,413
Expenditures										
Wages & benefits	\$ 283,529	\$ 292,035	\$ 300,796	\$ 309,820	\$ 319,114	\$ 328,688	\$ 338,548	\$ 348,705	\$ 359,166	\$ 369,941
Supplies	43,000	43,860	44,737	45,632	46,545	47,475	48,425	49,393	50,381	51,389
Other services & charges	119,500	121,890	124,328	126,814	129,351	131,938	134,576	137,268	140,013	142,814
Repair & maint & misc	160,000	163,200	166,464	169,793	173,189	176,653	180,186	183,790	187,466	191,215
Capital Outlay	77,500	31,000	530,750	99,000	185,000	33,000	316,750	459,000	67,500	252,500
Total Expenditures	\$ 683,529	\$ 651,985	\$ 1,167,075	\$ 751,059	\$ 853,199	\$ 717,754	\$ 1,018,486	\$ 1,178,156	\$ 804,526	\$ 1,007,858
Net Change in fund balance	\$ (83,660)	\$ (10,178)	\$ (464,268)	\$ (32,446)	\$ (118,983)	\$ 74,412	\$ (169,078)	\$ (268,828)	\$ 115,698	\$ 13,555
Fund balance - beginning of year	\$ 832,585	\$ 695,353	\$ 611,693	\$ 601,515	\$ 137,246	\$ 104,800	\$ (14,183)	\$ 60,229	\$ (108,849)	\$ (377,677)
Fund balance - end of year	\$ 695,353	\$ 611,693	\$ 601,515	\$ 137,246	\$ 104,800	\$ (14,183)	\$ 60,229	\$ (108,849)	\$ (377,677)	\$ (261,979)
CASH BALANCE	\$ 611,693	\$ 601,515	\$ 137,246	\$ 104,800	\$ (14,183)	\$ 60,229	\$ (108,849)	\$ (377,677)	\$ (261,979)	\$ (248,424)
TARGET CASH BALANCE	\$ 341,492	\$ 848,912	\$ 425,030	\$ 519,099	\$ 375,377	\$ 667,618	\$ 818,578	\$ 436,013	\$ 630,179	\$ -
OVER (UNDER)	270,200	(247,398)	(287,783)	(414,299)	(389,560)	(607,389)	(927,427)	(813,690)	(892,158)	(248,424)
Capital Improvement Plan										
Downtown Redevelopment Stormwater Practices	\$ -	\$ -	\$ 30,000	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -
JD4 Regional Stormwater Enhancements	-	-	-	-	150,000	-	150,000	-	-	-
Cost Share Projects - Placeholder	25,000	-	25,000	-	-	-	25,000	-	25,000	25,000
Capital Improvement Plan Total	\$ 25,000	\$ -	\$ 55,000	\$ -	\$ 185,000	\$ -	\$ 175,000	\$ -	\$ 25,000	\$ 25,000
Equipment/Vehicles										
Pickup Trucks	\$ 52,500	\$ -	\$ -	\$ 57,500	\$ -	\$ -	\$ 65,000	\$ -	\$ -	\$ 72,500
One Ton	-	-	-	-	-	-	-	-	32,000	-
Service Truck	-	-	-	-	-	-	-	-	-	50,000
Trailers	-	-	9,000	9,500	-	-	10,000	-	10,500	-
Skid Steer Loader	-	31,000	-	32,000	-	33,000	-	34,000	-	35,000
CCTV System	-	-	-	-	-	-	66,750	-	-	-
Excavator	-	-	66,750	-	-	-	-	-	-	70,000
Street Sweeper	-	-	400,000	-	-	-	-	425,000	-	-
Equipment/Vehicles Total	\$ 52,500	\$ 31,000	\$ 475,750	\$ 99,000	\$ -	\$ 33,000	\$ 141,750	\$ 459,000	\$ 42,500	\$ 227,500



City of Forest Lake
2022 - 2032 CIP
Capital Improvement Fund
211

	2024 Budget	2025 CIP	2026 CIP	2027 CIP	2028 CIP	2029 CIP	2030 CIP	2031 CIP	2032 CIP	2033 CIP
Revenues										
Local Street Maintenance Funds										
Franchise fees	\$ 770,000	\$ 770,000	\$ 770,000	\$ 770,000	\$ 770,000	\$ 770,000	\$ 770,000	\$ 770,000	\$ 770,000	\$ 770,000
Property Taxes	997,000	950,000	950,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Transfer from sewer	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Transfer from water	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Transfer from storm	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Municipal State Aid (MSA)	975,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
State Maintenance Aid	335,000	335,000	335,000	335,000	335,000	335,000	335,000	335,000	335,000	335,000
State bonding bill funds	4,030,000	-	-	-	-	-	-	-	-	-
Bond proceeds - reconstruction projects	-	5,881,300	7,600,000	1,745,500	8,750,000	-	-	-	-	-
Bond proceeds - public works facility	-	-	10,175,000	-	-	-	-	-	-	-
Other Revenue										
Special assessments	18,518	18,518	18,518	18,518	-	-	-	-	-	-
Miscellaneous	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Investment earnings	26,854	18,157	17,724	64,596	17,628	28,004	28,484	28,769	19,256	9,649
Total Revenues	\$ 7,247,372	\$ 9,067,975	\$ 20,961,242	\$ 5,028,614	\$ 11,967,628	\$ 3,228,004	\$ 3,228,484	\$ 3,228,769	\$ 3,219,256	\$ 3,209,649
Expenditures										
State Maintenance Aid Funded	\$ 335,000	\$ 335,000	\$ 335,000	\$ 335,000	\$ 335,000	\$ 335,000	\$ 335,000	\$ 335,000	\$ 335,000	\$ 335,000
Local Street Maintenance Projects	1,842,000	1,795,000	1,795,000	1,845,000	1,845,000	1,845,000	1,845,000	1,845,000	1,845,000	1,845,000
Traffic Counts	-	-	19,000	-	-	-	20,000	-	-	-
North Shore Circle - Carryover	-	-	-	-	-	-	-	-	-	-
Municipal State Aid Projects	1,700,000	900,000	1,650,000	800,000	-	1,000,000	1,000,000	2,000,000	2,000,000	2,000,000
Reconstruction Projects (included surface water)	4,030,000	5,881,300	7,600,000	1,745,500	8,750,000	-	-	-	-	-
CSAH - Surface Water Mgmt Portion	-	-	-	-	-	-	-	-	-	-
Public Works Facility	50,000	200,000	4,875,000	5,000,000	-	-	-	-	-	-
Headwaters Parkway Extension to Plat Boundary	160,000	-	-	-	-	-	-	-	-	-
Repair & maint & misc	-	-	-	-	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-	-	-	-	-
Total Expenditures	\$ 8,117,000	\$ 9,111,300	\$ 16,274,000	\$ 9,725,500	\$ 10,930,000	\$ 3,180,000	\$ 3,200,000	\$ 4,180,000	\$ 4,180,000	\$ 4,180,000
Net Change in fund balance	\$ (869,628)	\$ (43,325)	\$ 4,687,242	\$ (4,696,886)	\$ 1,037,628	\$ 48,004	\$ 28,484	\$ (951,231)	\$ (960,744)	\$ (970,351)
Fund balance - beginning of year	\$ 2,675,435	\$ 1,805,807	\$ 1,762,482	\$ 6,449,724	\$ 1,752,838	\$ 2,790,466	\$ 2,838,470	\$ 2,866,953	\$ 1,915,722	\$ 954,978
Fund balance - end of year	\$ 1,805,807	\$ 1,762,482	\$ 6,449,724	\$ 1,752,838	\$ 2,790,466	\$ 2,838,470	\$ 2,866,953	\$ 1,915,722	\$ 954,978	\$ (15,373)
CASH BALANCE	\$ 1,815,722	\$ 1,772,397	\$ 6,459,639	\$ 1,762,753	\$ 2,800,381	\$ 2,848,385	\$ 2,876,868	\$ 1,925,637	\$ 964,893	\$ (5,458)

	2024 Budget	2025 CIP	2026 CIP	2027 CIP	2028 CIP	2029 CIP	2030 CIP	2031 CIP	2032 CIP	2033 CIP
<u>State Maintenance Aid Funded</u>										
Sealcoat & Crack Filling		\$210,000	\$210,000		\$210,000	\$210,000				
Double Chip Seal	\$210,000			\$210,000			\$210,000	\$210,000	\$210,000	\$210,000
Signs/Pavement Markings	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Concrete	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
Asphalt Maintenance	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Gravel	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Total	\$335,000	\$335,000	\$335,000	\$335,000	\$335,000	\$335,000	\$335,000	\$335,000	\$335,000	\$335,000

Local Street Maintenance Projects (Franchise fees and property taxes)

2023 - 230th Street Lane N, Hayward Ave N, Henna Ave, 229th Street, Hilo Ave										
2024 - TBD	\$1,842,000									
2025 - TBD		\$1,795,000								
2026 - TBD			\$1,795,000							
2027 - TBD				\$1,845,000						
2028 - TBD					\$1,845,000					
2029 - TBD						\$1,845,000				
2030 - TBD							\$1,845,000			
2031 - TBD								\$1,845,000		
2032 - TBD									\$1,845,000	
2033 - TBD										\$1,845,000
Total	\$1,842,000	\$1,795,000	\$1,795,000	\$1,845,000	\$1,845,000	\$1,845,000	\$1,845,000	\$1,845,000	\$1,845,000	\$1,845,000

State Aid Cooperative Agreement Projects

2024 - CSAH 33 Reconstruction (Design 2022)	\$1,700,000									
2025 - Hwy 97 Reconstruction/MnDOT		\$900,000	\$750,000							
2026 - CSAH 32 Reconstruction (Design 2023)			\$900,000	\$800,000						
FUTURE TO MATCH STATE AID						\$1,000,000	\$1,000,000	\$2,000,000	\$2,000,000	\$2,000,000
Total	\$1,700,000	\$900,000	\$1,650,000	\$800,000	\$0	\$1,000,000	\$1,000,000	\$2,000,000	\$2,000,000	\$2,000,000

Reconstruction Projects (Bond Proceeds)

2024 - Eureka Ave N Reconstruct - Total Project \$4.33M	\$4,030,000									
2025 - North Shore Trail (Greenway to Hwy 97) - Total Project \$5.9M		\$5,881,300								
2026 - North Shore Drive Reconstruct (TH61-Greenway) - Total Project \$9.4M			\$7,600,000							
2027 - Fenway Ave (97-Fern Glen w/ trail) - Total Project \$1.75M				\$1,745,500						
2028 - 12th Street SW - Total Project \$10.1M					\$8,750,000					
2029/2030 - Forest Road - NOT ESTIMATED/PLACE HOLDER - \$2M										
2031/2032 - Harrow Ave - NOT ESTIMATED/PLACE HOLDER - \$4M										
2034/2035 - 235th Street N (N Shore to Jamaica) - NOT ESTIMATED - \$2.7M										
2037/2038 - 19th Street SW - NOT ESTIMATED - \$2.7M										
Total	\$4,030,000	\$5,881,300	\$7,600,000	\$1,745,500	\$8,750,000	\$0	\$0	\$0	\$0	\$0



City of Forest Lake
2024 - 2033 CIP
Capital Equipment Fund
401

	2024 Budget	2025 CIP	2026 CIP	2027 CIP	2028 CIP	2029 CIP	2030 CIP	2031 CIP	2032 CIP	2033 CIP
Revenues										
Property taxes	\$ 950,000	\$ 1,020,000	\$ 1,080,000	\$ 1,140,000	\$ 1,200,000	\$ 1,260,000	\$ 1,320,000	\$ 1,380,000	\$ 1,380,000	\$ 1,380,000
Charges for services	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000
Sale of capital assets	193,250	197,000	249,000	220,000	206,250	120,000	374,750	197,500	289,500	135,000
Columbus Contributions	217,284	54,324	8,085	8,138	71,190	67,043	4,095	4,148	4,200	-
Interest	722	8,297	6,376	6,411	9,429	9,262	7,524	5,342	2,240	1,774
Equipment Certificates	2,281,916	-	-	-	-	-	-	-	-	-
Total Revenues	\$ 3,670,172	\$ 1,306,621	\$ 1,370,461	\$ 1,401,548	\$ 1,513,869	\$ 1,483,305	\$ 1,733,369	\$ 1,613,990	\$ 1,702,940	\$ 1,543,774
Expenditures										
Capital Outlay	\$ 1,994,103	\$ 1,498,685	\$ 1,367,000	\$ 1,099,750	\$ 1,530,500	\$ 1,657,150	\$ 1,951,500	\$ 1,924,250	\$ 1,749,500	\$ 1,159,500
Net Change in fund balance	\$ 1,676,069	\$ (192,065)	\$ 3,461	\$ 301,798	\$ (16,631)	\$ (173,845)	\$ (218,131)	\$ (310,260)	\$ (46,560)	\$ 384,274
Fund balance - beginning of year	\$ (852,959)	\$ 823,110	\$ 631,045	\$ 634,506	\$ 936,304	\$ 919,673	\$ 745,827	\$ 527,696	\$ 217,436	\$ 170,876
Fund balance - end of year	\$ 823,110	\$ 631,045	\$ 634,506	\$ 936,304	\$ 919,673	\$ 745,827	\$ 527,696	\$ 217,436	\$ 170,876	\$ 555,150
Cash Balance - end of year	\$ 829,661	\$ 637,596	\$ 641,057	\$ 942,855	\$ 926,224	\$ 752,378	\$ 534,247	\$ 223,987	\$ 177,427	\$ 561,701

		2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
		Budget	CIP	CIP	CIP	CIP	CIP	CIP	CIP	CIP	CIP
Capital Equipment Plan											
Police	Patrol Vehicles	\$ 228,000	\$ 162,000	\$ 170,000	\$ 267,000	\$ 186,000	\$ 194,000	\$ 303,000	\$ 315,000	\$ 327,000	\$ 339,000
Police	Squad Laptops	-	-	-	-	-	-	84,000	-	-	-
Police	Supervisor Vehicles	-	72,000	170,000	-	-	-	101,000	210,000	-	-
Police	In-Car Camera Replacement	150,000	-	-	-	-	180,000	-	-	-	-
Police	Radio Replacements 800 mhz	-	12,000	-	14,000	-	16,000	-	20,000	-	-
Police	Body Worn Cameras/Back-End Storage	91,000	-	-	-	-	112,000	-	-	-	-
Police	Polaris Ranger	-	-	-	-	36,000	-	-	-	-	-
Police	Detective Vehicles	-	-	-	-	79,000	76,400	-	-	-	-
Police	Speed Trailer	-	30,000	-	-	-	-	-	-	-	-
Police	E-Bikes	-	-	14,000	-	-	16,000	-	-	-	20,000
Police	Police/Fire Command Vehicle	-	-	-	-	-	-	-	200,000	-	-
Fire	CH 3 - Command Vehicle - 2004	-	80,145	-	-	-	-	-	-	-	-
Fire	UTV 6x6 Rangers - 2006	30,836	-	-	-	-	-	-	-	-	-
Fire	Engine 1 Replacement - 2008	534,746	-	-	-	-	-	-	-	-	-
Fire	Engine 3 Replacement - 1997	451,103	-	-	-	-	-	-	-	-	-
Fire	CH2 - Command Vehicle	-	80,145	-	-	-	-	-	-	-	-
Fire	Brush Truck 2 - 2001	-	-	-	-	-	-	-	-	-	-
Fire	Utility 1	-	80,145	-	-	-	-	-	-	-	-
Fire	Heavy Rescue - 2018	-	-	-	-	300,000	300,000	-	-	-	-
Fire	Radio Replacements 800 mhz	18,000	18,250	18,500	18,750	19,000	19,250	19,500	19,750	20,000	-
Fire	Fire Hose Replacement	-	-	20,000	20,000	20,000	-	-	-	-	-
PW	4x4 Pickup Trucks	52,500	55,000	112,500	115,000	60,000	62,500	65,000	67,500	70,000	72,500
PW	One Ton Trucks	75,000	-	-	-	85,000	-	-	90,000	95,000	100,000
PW	Plow Trucks	-	335,000	345,000	-	355,000	360,000	370,000	380,000	390,000	395,000
PW	Loader	218,418	-	225,000	-	235,000	-	245,000	-	255,000	-
PW	Grader	-	-	-	-	-	-	400,000	-	-	-
PW	Bucket Truck	-	-	-	-	-	-	-	195,000	-	-
PW	Brush Chipper	-	-	-	-	-	-	75,000	-	-	-
PW	Asphalt Patching Attachment	-	-	-	-	-	100,000	-	-	-	-
PW	Skid Steer	85,000	170,000	87,500	175,000	90,000	180,000	92,500	185,000	95,000	190,000
PW	One Ton Asphalt Roller	-	-	-	-	-	-	-	55,000	-	-
PW	Tractor/Loader/Backhoe	-	-	-	185,000	-	-	-	-	-	-
PW	Plowing Control Upgrades	25,000	-	25,000	-	25,000	-	25,000	-	25,000	-
PW	Air Compressor	-	-	-	-	-	-	-	-	-	-
PW	Trailers	17,500	15,000	15,000	-	20,000	20,000	-	-	20,000	20,000
Parks	Groundsmaster Mower	-	120,000	145,000	135,000	-	-	150,000	165,000	155,000	-
Parks	Zero Turn Mowers	17,000	19,000	19,500	20,000	20,500	21,000	21,500	22,000	22,500	23,000
Parks	4x4 Tractors	-	200,000	-	150,000	-	-	-	-	225,000	-
Parks	Ag Attachments	-	50,000	-	-	-	-	-	-	50,000	-
Capital Improvement Plan Total		<u>\$ 1,994,103</u>	<u>\$ 1,498,685</u>	<u>\$ 1,367,000</u>	<u>\$ 1,099,750</u>	<u>\$ 1,530,500</u>	<u>\$ 1,657,150</u>	<u>\$ 1,951,500</u>	<u>\$ 1,924,250</u>	<u>\$ 1,749,500</u>	<u>\$ 1,159,500</u>



City of Forest Lake
2024 - 2033 CIP
Water Fund
631

	2024 Budget	2025 CIP	2026 CIP	2027 CIP	2028 CIP	2029 CIP	2030 CIP	2031 CIP	2032 CIP	2033 CIP
Operating Revenues										
User Charges	\$ 2,807,887	\$ 2,976,360	\$ 3,154,942	\$ 3,344,238	\$ 3,544,893	\$ 3,757,586	\$ 3,983,041	\$ 4,222,024	\$ 4,475,345	\$ 4,743,866
Miscellaneous	141,700	141,700	141,700	141,700	141,700	141,700	141,700	141,700	141,700	141,700
Total Revenues	\$ 2,949,587	\$ 3,118,060	\$ 3,296,642	\$ 3,485,938	\$ 3,686,593	\$ 3,899,286	\$ 4,124,741	\$ 4,363,724	\$ 4,617,045	\$ 4,885,566
Operating expenses										
Wages and salaries	\$ 473,582	\$ 487,789	\$ 502,423	\$ 517,496	\$ 533,021	\$ 549,011	\$ 565,482	\$ 582,446	\$ 599,920	\$ 617,917
Employee benefits	163,647	168,556	173,613	178,821	184,186	189,712	195,403	201,265	207,303	213,522
Materials and supplies	407,500	415,650	423,963	432,442	441,091	449,913	458,911	468,089	477,451	487,000
Repairs and maintenance	222,500	226,950	231,489	236,119	240,841	245,658	250,571	255,583	260,694	265,908
Professional services	65,500	66,810	68,146	69,509	70,899	72,317	73,764	75,239	76,744	78,279
Insurance	36,750	37,485	38,235	38,999	39,779	40,575	41,386	42,214	43,058	43,920
Utilities	280,500	286,110	291,832	297,669	303,622	309,695	315,889	322,206	328,650	335,223
Depreciation	612,000	624,240	636,725	649,459	662,448	675,697	689,211	702,996	717,056	731,397
Miscellaneous	74,100	75,582	77,094	78,636	80,208	81,812	83,449	85,118	86,820	88,556
Total Expenditures	\$ 2,336,079	\$ 2,389,173	\$ 2,443,520	\$ 2,499,151	\$ 2,556,097	\$ 2,614,391	\$ 2,674,066	\$ 2,735,156	\$ 2,797,696	\$ 2,861,722
Operating income	\$ 613,508	\$ 728,887	\$ 853,122	\$ 986,788	\$ 1,130,496	\$ 1,284,895	\$ 1,450,676	\$ 1,628,568	\$ 1,819,349	\$ 2,023,844
Nonoperating revenues (expenses)										
Investment income	47,421	42,362	25,795	25,795	32,206	29,996	30,895	33,999	39,184	26,353
Intergovernmental grants	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Interest expense	(399,847)	(365,175)	(331,675)	(755,925)	(545,508)	(486,341)	(425,175)	(1,363,883)	(942,017)	(921,600)
Sale of capital assets	-	24,000	16,800	16,800	7,500	16,500	300	24,000	4,300	43,000
Total	\$ (351,426)	\$ (297,813)	\$ (288,080)	\$ (712,330)	\$ (504,802)	\$ (438,845)	\$ (392,980)	\$ (1,304,884)	\$ (897,533)	\$ (851,247)
Income before transfers	262,082	431,075	565,042	274,458	625,694	846,051	1,057,695	323,684	921,817	1,172,597
WAC and Trunk Charges	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Change in net position	462,082	631,075	765,042	474,458	825,694	1,046,051	1,257,695	523,684	1,121,817	1,372,597
Net Position - beginning of year	20,899,168	21,361,250	21,992,325	22,757,367	23,231,825	24,057,519	25,103,570	26,361,265	26,884,948	28,006,765
Net Position - end of year	\$ 21,361,250	\$ 21,992,325	\$ 22,757,367	\$ 23,231,825	\$ 24,057,519	\$ 25,103,570	\$ 26,361,265	\$ 26,884,948	\$ 28,006,765	\$ 29,379,362
Cash Balance	\$ 4,236,228	\$ 2,579,543	\$ 3,220,560	\$ 2,999,644	\$ 3,089,453	\$ 3,399,869	\$ 3,918,442	\$ 2,635,289	\$ 1,988,328	\$ 1,493,988
Target Cash Balance	\$ 4,159,641	\$ 1,995,822	\$ 3,025,604	\$ 2,890,665	\$ 2,867,021	\$ 2,845,935	\$ 4,889,796	\$ 4,468,170	\$ 4,585,096	\$ -
Over (Under)	76,587	583,720	194,956	108,979	222,433	553,934	(971,354)	(1,832,882)	(2,596,768)	1,493,988

	2024 Budget	2025 CIP	2026 CIP	2027 CIP	2028 CIP	2029 CIP	2030 CIP	2031 CIP	2032 CIP	2033 CIP
Capital Improvement Plan										
WTP 1 and 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ -
WTP 2	-	-	-	-	-	-	-	500,000	-	-
New WTP 4 & Well #6	-	-	-	-	-	-	-	-	-	-
Rehab Well #7	-	-	-	-	-	-	-	-	-	-
New WTP and two wells	-	-	-	-	-	10,200,000	4,200,000	-	-	-
Public Works Facility	-	-	1,218,750	1,250,000	-	-	-	-	-	-
Water meter replacements	-	-	-	-	-	-	-	-	-	2,200,000
New monitoring well	-	-	-	-	-	-	-	-	-	-
New Well	-	-	-	-	-	-	-	-	1,300,000	-
New Water Storage (1MG)	-	-	-	5,000,000	-	-	-	-	-	-
WTP Softener Rehabilitation	135,000	185,000	-	-	-	-	-	-	-	-
Tower Rehab	-	425,000	445,000	-	-	-	-	-	-	-
Local Street Maintenance Projects	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
WTP Industrial Waste SAC Purchases	100,000	100,000	-	-	-	-	-	-	-	-
Reconstruction Projects	-	-	1,400,000	-	1,200,000	500,000	-	1,500,000	-	-
CSAH 33	450,000	-	-	-	-	-	-	-	-	-
CSAH 32	-	-	525,000	-	-	-	-	-	-	-
Wellhead Protection Plan - Phase I	20,000	-	-	-	-	-	-	-	-	-
Wellhead Protection Plan - Phase II	-	-	25,000	-	-	-	-	-	-	-
Water Supply Plan	-	-	12,000	12,000	6,000	-	-	-	-	-
Hwy 97 Reconstruction/MnDOT	-	816,000	-	-	-	-	-	-	-	-
Lead/Copper Compliance	-	-	-	-	350,000	-	-	-	350,000	-
Washington County Transfer/City Public Works	-	620,000	-	-	-	-	-	-	-	-
Capital Improvement Plan Total	\$ 730,000	\$ 2,171,000	\$ 3,650,750	\$ 6,287,000	\$ 1,581,000	\$ 10,725,000	\$ 4,725,000	\$ 2,025,000	\$ 1,675,000	\$ 2,225,000
Equipment/Vehicles										
Pickup Truck	\$ -	\$ 55,000	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ 67,500	\$ -	\$ -
One Ton	-	-	-	-	-	-	-	-	32,000	-
Service Truck	-	-	-	-	-	-	-	-	-	50,000
Skid Steer Loader	-	31,000	-	32,000	-	33,000	-	34,000	-	35,000
Trailers	-	-	9,000	9,500	-	-	10,000	-	10,500	-
Excavator	-	-	66,750	-	-	-	-	-	-	70,000
Tower Read Equipment	-	-	-	-	-	-	-	-	-	-
Total	\$ -	\$ 86,000	\$ 75,750	\$ 41,500	\$ 60,000	\$ 33,000	\$ 10,000	\$ 101,500	\$ 42,500	\$ 155,000



City of Forest Lake
2024 - 2033 CIP
Sewer Fund
632

	2024 Budget	2025 CIP	2026 CIP	2027 CIP	2028 CIP	2029 CIP	2030 CIP	2031 CIP	2032 CIP	2033 CIP
Revenues										
Charges for services	\$ 3,735,550	\$ 3,847,617	\$ 3,963,045	\$ 4,081,936	\$ 4,204,394	\$ 4,330,526	\$ 4,460,442	\$ 4,594,255	\$ 4,732,083	\$ 4,874,046
Intergovernmental	-	-	-	-	-	-	-	-	-	-
Miscellaneous	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Total Revenues	\$ 3,755,550	\$ 3,867,617	\$ 3,983,045	\$ 4,101,936	\$ 4,224,394	\$ 4,350,526	\$ 4,480,442	\$ 4,614,255	\$ 4,752,083	\$ 4,894,046
Expenditures										
Wages and salaries	\$ 426,695	\$ 439,496	\$ 452,681	\$ 466,261	\$ 480,249	\$ 494,656	\$ 509,496	\$ 524,781	\$ 540,524	\$ 556,740
Employee benefits	147,434	151,857	156,413	161,105	165,938	170,916	176,044	181,325	186,765	192,368
Materials and supplies	80,500	82,110	83,752	85,427	87,136	88,879	90,656	92,469	94,319	96,205
Repairs and maintenance	125,000	127,500	130,050	132,651	135,304	138,010	140,770	143,586	146,457	149,387
Professional services	47,000	47,940	48,899	49,877	50,874	51,892	52,930	53,988	55,068	56,169
Insurance	58,051	59,212	60,396	61,604	62,836	64,093	65,375	66,682	68,016	69,376
Utilities	80,000	81,600	83,232	84,897	86,595	88,326	90,093	91,895	93,733	95,607
Depreciation	664,519	677,809	691,365	705,193	719,296	733,682	748,356	763,323	778,590	794,161
Metro sewer service charge	1,723,071	1,757,532	1,792,683	1,828,537	1,865,107	1,902,410	1,940,458	1,979,267	2,018,852	2,059,229
Miscellaneous	12,100	12,342	12,589	12,841	13,097	13,359	13,627	13,899	14,177	14,461
Total Expenditures	\$ 3,364,370	\$ 3,437,398	\$ 3,512,060	\$ 3,588,392	\$ 3,666,434	\$ 3,746,224	\$ 3,827,804	\$ 3,911,216	\$ 3,996,501	\$ 4,083,704
Operating income	\$ 391,180	\$ 430,218	\$ 470,985	\$ 513,544	\$ 557,961	\$ 604,302	\$ 652,638	\$ 703,040	\$ 755,582	\$ 810,341
Nonoperating revenues (expenses)										
Investment income	50,658	58,806	54,837	74,323	35,959	32,772	25,692	27,085	23,938	19,729
Intergovernmental grants	300,000	500	500	500	500	500	500	500	500	500
Interest expense	(61,620)	(55,970)	(50,148)	(432,450)	(279,027)	(254,455)	(228,913)	(202,777)	(185,511)	(185,511)
Sale of capital assets	-	16,500	24,300	16,800	-	24,000	20,300	16,500	11,800	43,000
Total	289,038	19,836	29,489	(340,827)	(242,568)	(197,183)	(182,421)	(158,692)	(149,273)	(122,282)
Income before transfers	680,218	450,054	500,474	172,717	315,393	407,120	470,217	544,347	606,309	688,059
SAC and Trunk Charges	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Change in net position	880,218	650,054	700,474	372,717	515,393	607,120	670,217	744,347	806,309	888,059
Net Position - beginning of year	19,788,413	20,668,631	21,318,685	22,019,159	22,391,876	22,907,269	23,514,389	24,184,605	24,928,952	25,735,261
Net Position - end of year	\$ 20,668,631	\$ 21,318,685	\$ 22,019,159	\$ 22,391,876	\$ 22,907,269	\$ 23,514,389	\$ 24,184,605	\$ 24,928,952	\$ 25,735,261	\$ 26,623,320
Cash Balance	\$ 5,880,556	\$ 5,483,719	\$ 7,432,308	\$ 3,595,885	\$ 3,277,241	\$ 2,569,210	\$ 2,708,450	\$ 2,393,788	\$ 1,972,853	\$ 2,606,740
Target Cash Balance	\$ 3,160,465	\$ 4,647,495	\$ 2,545,050	\$ 2,812,596	\$ 3,316,226	\$ 2,554,637	\$ 3,105,723	\$ 3,306,967	\$ 2,385,282	\$ -
Over (Under)	2,720,091	836,223	4,887,258	783,290	(38,984)	14,573	(397,273)	(913,179)	(412,430)	2,606,740

	2024 Budget	2025 CIP	2026 CIP	2027 CIP	2028 CIP	2029 CIP	2030 CIP	2031 CIP	2032 CIP	2033 CIP
Capital Improvement Plan										
Lift Station & Forcemain Projects / carryover	\$ -	\$ -	\$ 900,000	\$ -	\$ -	\$ 925,000	\$ -	\$ -	\$ 950,000	\$ -
Sewer Lining Projects	-	515,000	-	-	530,000	-	-	545,000	-	-
North Shore Circle	-	-	-	-	-	-	-	-	-	-
Manhole Lining	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Local Street Maintenance Projects	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Reconstruction Projects	300,000	18,700	400,000	4,500	150,000	150,000	-	350,000	50,000	-
Public Works Facility	-	-	3,656,250	3,750,000	-	-	-	-	-	-
CSAH 33	75,000	-	-	-	-	-	-	-	-	-
CSAH 32	-	-	400,000	-	-	-	-	-	-	-
Hwy 97 Reconstruction/MnDOT - Forest Road Relocation	-	250,000	-	-	-	-	-	-	-	-
Washington County Transfer/City Public Works	-	420,000	-	-	-	-	-	-	-	-
Downtown(TH 61) - Sanitary Sewer Upsizing	-	-	990,000	250,000	-	-	-	-	-	-
Birchwood Estates Sewer Oversizing	-	130,000	-	-	-	-	290,000	-	-	-
Capital Improvement Plan Total	\$ 450,000	\$ 1,408,700	\$ 6,421,250	\$ 4,079,500	\$ 755,000	\$ 1,150,000	\$ 365,000	\$ 970,000	\$ 1,075,000	\$ 75,000
Equipment/Vehicles										
4x4 Pickup Trucks	\$ -	\$ -	\$ 56,250	\$ -	\$ -	\$ 62,500	\$ -	\$ -	\$ 70,000	\$ -
One Ton								\$	32,000	
Tower Read equipment	-	-	-	-	-	-	-	-	-	-
Service Truck	-	-	-	-	-	-	-	-	-	50,000
Trailers	-	-	9,000	9,500	-	-	10,000	-	10,500	-
Easement Machine	-	-	-	-	-	-	-	-	-	-
Skid Steer Loader	-	31,000	-	32,000	-	33,000	-	34,000	-	35,000
Excavator	-	-	66,750	-	-	-	-	-	-	70,000
CCTV Equipment	-	-	-	-	-	-	91,000	-	-	-
Vacuum Truck	-	-	-	-	-	-	-	-	-	-
Equipment/Vehicles Total	\$ -	\$ 31,000	\$ 132,000	\$ 41,500	\$ -	\$ 95,500	\$ 101,000	\$ 34,000	\$ 112,500	\$ 155,000

TAX LEVY PROJECTIONS

DESCRIPTION	Final Tax Levy Year	2023 Tax Levy	2024 PROPOSED	2025 PROPOSED	2026 PROPOSED	2027 PROPOSED	2028 PROPOSED	2029 PROPOSED	2030 PROPOSED	2031 PROPOSED	2032 PROPOSED	2033 PROPOSED
Current Tax Levies												
General Fund	ongoing	\$ 9,383,874	\$ 10,204,674	\$ 11,093,502	\$ 12,091,777	\$ 13,006,921	\$ 14,047,267	\$ 15,116,130	\$ 16,339,937	\$ 17,336,934	\$ 18,938,543	\$ 20,620,234
Park Dedication Fund	ongoing	50,000	100,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000
Capital Improvement Fund	ongoing	200,000	997,000	997,000	997,000	997,000	997,000	997,000	997,000	997,000	997,000	997,000
Capital Equipment Fund	ongoing	900,000	950,000	1,020,000	1,080,000	1,140,000	1,200,000	1,260,000	1,320,000	1,380,000	1,380,000	1,380,000
EDA fund	ongoing	150,000	157,460	157,460	157,460	157,460	157,460	157,460	157,460	157,460	157,460	157,460
Building Maintenance Fund	ongoing	-	50,000	100,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000
2019A Debt Refunding	2033	1,419,100	1,415,100	1,414,100	1,415,850	1,415,100	1,416,850	1,415,850	1,417,100	1,417,700	1,416,300	1,416,250
2014A Tax abatement Bond	2034	602,630	628,530	628,753	632,822	630,039	632,218	632,691	632,691	632,218	631,273	628,425
2019 GO Bonds (Street)	2034	315,750	344,865	332,063	331,538	330,488	328,915	332,063	329,175	333,795	332,535	328,650
Proposed Bond Issuances												
Equipment Certificates	2032	105,000	105,000	311,309	307,425	308,776	310,020	311,070	306,574	307,120	307,251	306,968
Street Reconstruction (2025)	2044	-	-	324,207	519,503	508,696	497,889	487,082	476,275	465,468	454,661	443,854
Park Improvement Bonds	2044	-	-	220,828	216,234	211,641	207,047	202,453	197,859	193,266	188,672	184,078
Street Reconstruction	2046	-	-	-	515,171	825,500	808,327	791,155	773,983	756,810	739,638	722,466
Public Works Facility	2046	-	-	-	826,875	1,067,063	1,048,688	1,030,313	1,011,938	993,563	975,188	956,813
Street Reconstruction	2048	-	-	-	-	-	482,344	772,898	756,820	740,742	724,664	708,586
Park Improvement Bonds	2048	-	-	-	-	-	248,063	397,491	389,222	380,953	372,684	364,416
Street Reconstruction	2049	-	-	-	-	-	-	110,250	176,663	172,988	169,313	165,638
Street Reconstruction	2050	-	-	-	-	-	-	-	-	426,825	345,975	338,625
		<u>\$ 13,126,354</u>	<u>\$ 14,952,629</u>	<u>\$ 17,099,222</u>	<u>\$ 19,741,654</u>	<u>\$ 21,248,684</u>	<u>\$ 23,032,088</u>	<u>\$ 24,663,905</u>	<u>\$ 25,932,697</u>	<u>\$ 27,342,842</u>	<u>\$ 28,781,158</u>	<u>\$ 30,369,463</u>
Percentage increase from previous year		6.90%	13.91%	14.36%	15.45%	7.63%	8.39%	7.08%	5.14%	5.44%	5.26%	5.52%



Date: April 8, 2024

Agenda Item: Resolution Opposing Preemption of Local Zoning Authority

To: Honorable Mayor and City Council

From: Kristina Handt, Interim City Administrator

BACKGROUND:

As we've been discussing in our updates for the last month or so, there are a number of bills at the state legislature that would increase housing density and take away cities' rights to make zoning and land use decisions that best fit their communities' needs. The main bills the League of Minnesota Cities has been tracking and including in their weekly updates the last few weeks are SF 1370 and HF 4010. Since both bills have to go through multiple committees in each body there have been some changes to the details of the bills but still enough remains to be concerned about that the League of Minnesota Cities (as of March 25th) was still encouraging cities to contact their legislators. Also it appears the missing middle bill (HF 4009) has stalled in the House but there have not been the same assurances in the Senate and omnibus bills can keep issues alive until sine die.

ISSUE BEFORE COUNCIL:

Should the Council approve a resolution regarding the housing legislation that would preempt local control and increase densities amongst other things?

PROPOSAL/ANALYSIS:

Included in your packet is a proposed resolution that opposes proposals to seek to preempt local decision making but supports working with the state in a collaborative way to address housing challenges. A number of other cities (Shakopee, Lake Elmo, Cottage Grove, etc) have passed resolutions or contacted their legislators through meetings or letters about their concerns in taking away local control.

OPTIONS:

- 1) Approve Resolution No 04-08-24-03 Supporting the City of Forest Lake's Retention of Zoning Authority
- 2) Amend and then approve Resolution No 04-08-24-03 Supporting the City of Forest Lake's Retention of Zoning Authority
- 3) Do not approve Resolution No 04-08-24-03 Supporting the City of Forest Lake's Retention of Zoning Authority

RECOMMENDATIONS:

"Motion to approve Resolution No 04-08-24-03 Supporting the City of Forest Lake's Retention of Zoning Authority."

ATTACHMENT:

- Resolution No 04-08-24-03 Supporting the City of Forest Lake's Retention of Zoning Authority

**CITY OF FOREST LAKE
WASHINGTON COUNTY, MINNESOTA**

RESOLUTION NO. 04-08-24-03

**RESOLUTION SUPPORTING THE CITY OF FOREST LAKE'S RETENTION OF ZONING
AUTHORITY**

WHEREAS, decisions about local zoning and land use that best fit community needs are best left to city residents and officials; and

WHEREAS, the Minnesota State Legislature, in an attempt to address housing availability and affordability challenges, is considering measures that would preempt city authority to regulate land use and zoning and assign that authority to state government; and

WHEREAS, passage of those measures would inadequately address housing availability and affordability challenges; and

WHEREAS, provisions of the proposed state measures would place the fiscal burden for infrastructure cost of new residential development on the shoulders of existing homeowners and renters in our local communities; and

WHEREAS, building of multiple housing units on a single residential lot with inadequate spacing, as allowed in the proposed zoning preemption measures, could result in service delivery problems like limiting emergency medical services and fire departments' access to city neighborhoods; and

WHEREAS, provisions would also silence local residents from their concerns regarding proposed developments during public comment periods of city council and other public meetings; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Forest Lake, Minnesota, that it:

- 1) Opposes state proposals that seek to preempt local zoning and land use decision-making when it comes to residential development.
- 2) Supports constructive policy alternatives to incentivize and bolster city efforts for addressing housing challenges.
- 3) Advocates for a city-state partnership to consider reforms that are proven to address housing availability and affordability and that ensure efforts can be locally led and shaped.

Adopted by the City Council of the City of Forest Lake this 8th day of April 2024.

Mara Bain, Mayor

Attest:

Kristina Handt, Interim City Clerk



Date: 04/08/24

To: City Council
From: Fire Chief Alan Newman
Agenda Item: M-Health Annual EMS Response Update
Reviewed by: N/A

BACKGROUND:

Since June 1, 2020 M-Health ambulance service has been the provider of EMS services in Forest Lake. M-Health ambulance service is located at 21350 Forest Blvd N, Forest Lake MN 55025.

M-Health is in front of the council tonight to provide its annual update on EMS response in Forest Lake. Presenting for M-Health is, Chief Tom Edminson and District Chief Kevin Kane.

Attachments:

2023 End of year report:



A collaboration among the University of Minnesota,
University of Minnesota Physicians and Fairview Health Services

OPERATIONAL REPORT

END OF YEAR REPORT 2023

CITY OF FOREST LAKE

mhealthfairview.org





A collaboration among the University of Minnesota,
University of Minnesota Physicians and Fairview Health Services

M Health Fairview EMS Overall 911 Responses

Reporting Period: END OF YEAR 23

	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2023
Requests	462	419	405	446	378	442	443	404	388	374	399	385	427	4910
Cancels (did not arrive on scene)	23	17	16	29	20	38	35	29	33	26	24	26	23	316
Mutual Aid - Rcvd	26	11	16	17	19	20	22	20	17	18	30	13	13	216
Mutual Aid - Gvn	47	38	44	39	31	35	30	41	30	42	28	19	29	406
Scene responses	413	391	373	400	344	393	396	365	346	333	353	352	399	4445
Emergent transports	19	22	18	19	18	12	19	20	8	11	8	16	25	196
Non-transports	88	62	66	77	106	144	148	130	117	120	125	119	143	1357
Alpha	98	90	91	98	45	67	64	60	45	53	61	64	48	786
Bravo	41	33	27	36	55	73	73	67	60	54	61	54	63	656
Charlie	212	214	210	214	144	152	171	143	134	134	150	146	184	1996
Delta	53	51	42	46	96	97	83	88	104	91	79	84	99	960
Echo	9	3	3	6	4	4	5	7	3	1	2	4	5	47
Omega	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Average														
MHF-EMS – Emergent	8:25	8:14	8:11	7:40	9:09	9:39	8:16	8:00	8:24	8:21	8:09	7:37	8:28	8:20
MHF-EMS - Combined	9:01	8:57	8:32	8:21	9:57	10:16	8:57	8:20	8:42	8:41	8:37	8:31	8:51	8:53





A collaboration among the University of Minnesota,
University of Minnesota Physicians and Fairview Health Services

Forest Lake Overall 911 Responses

Reporting Period: END OF YEAR 23

	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2023
Requests	198	191	189	183	164	192	200	184	154	175	168	155	176	2131
Cancels (did not arrive on scene)	7	5	7	8	6	13	13	14	13	9	11	11	13	123
Mutual Aid - Rcvd	12	4	9	8	8	10	6	10	7	9	8	7	4	90
Scene responses	179	182	173	167	151	170	185	166	136	159	152	140	163	1944
Emergent transports	7	9	11	5	8	5	6	11	2	6	4	7	7	81
Non-transports	35	28	26	39	49	62	78	61	46	58	61	49	69	626
Alpha	38	39	37	31	21	31	26	27	28	21	22	21	19	323
Bravo	16	12	12	11	26	24	28	30	20	27	35	18	20	263
Charlie	107	114	110	115	67	75	88	64	46	68	64	54	80	945
Delta	14	16	12	6	33	3	41	39	41	42	29	45	43	350
Echo	4	1	2	4	4	3	2	6	1	1	2	2	1	29
Omega	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Average / Fractile														
FL – Emergent	7:06	6:55	6:44	6:10	6:31	9:35	6:43	5:43	6:01	6:25	6:03	6:00	6:31	6:36
FL - Combined	7:33	7:09	7:02	6:30	7:14	10:08	7:03	6:32	6:19	6:35	6:30	6:28	6:35	7:00



*Staff Memo*

Date: April 2, 2024

Agenda Item: Veterans Memorial Project Discussion

To: Honorable Mayor and City Council

From: Jamie Muscha, Park and Recreation Supervisor

BACKGROUND:

The Forest Lake Area Veterans Memorial committee, which was established in 2008, has been selling pavers in honor of Veterans, living or deceased, with the revenue from this paver program to fund a Veterans Memorial for Lakeside Memorial Park. Over the years, the pavers have been installed at the planned project site in the park, and the sale of pavers has generated over \$60,000. In 2023, representatives of the Veterans Memorial Committee put in a request with the State of Minnesota for state funding specifically for this project, and received \$250,000 in state bonding and an additional \$100,000 from the Legacy Fund. The funding received from the State of Minnesota necessitated the conversation of project design and implementation. During this process, it was identified that in order to construct the Veterans Memorial project in the original planned site location, an underground waterline would need to be relocated costing close to \$130,000.

On Monday, November 20, 2023, members of the Veterans Memorial Committee attended the City Council Workshop to provide an update to the Council on the \$350,000 received from the State of Minnesota for the Veterans Memorial project. In addition, the Veterans Memorial Committee put in a request of Council to consider a financial contribution to this project for the underground waterline relocation. Despite some ideas shared at the meeting on how the City may contribute to the project, such as overseeing engineering and construction management of the project, no official decisions were made given the workshop format.

Since attending the City Council workshop in November, members of the Veterans Memorial Committee have explored alternative project locations in an effort to avoid the work and expense associated with the underground waterline relocation at the original site location. On Thursday, March 28, members of the Veterans Memorial Committee met with staff to review and discuss four location options.

PROPOSAL/ANALYSIS:

Included below are the four options that were considered and discusses as possible locations for the Veterans Memorial Project. A list of pros and cons were developed for each possible site location, which is included for your review.

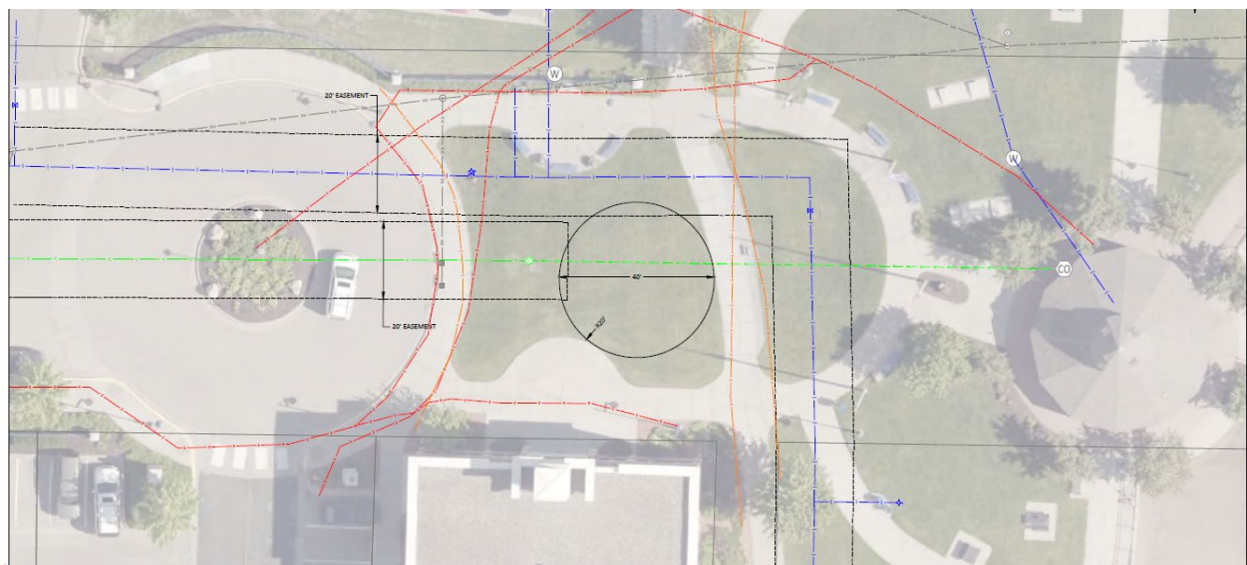
Locations Considered and Discussed

Option #1 – Lakeside Memorial Park Original Location



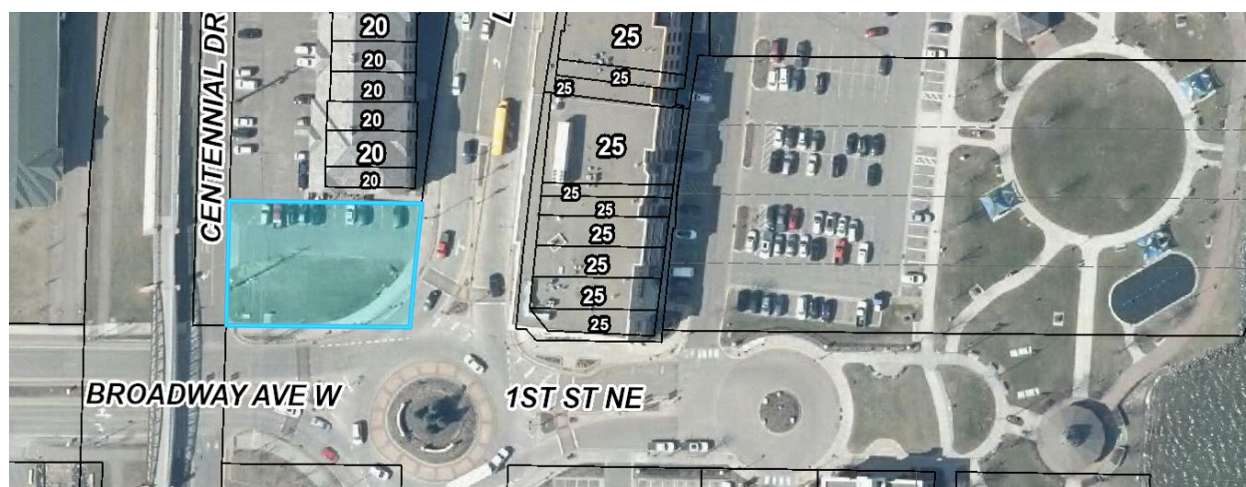
- **Pros:** This is the original location planned for the projects where pavers currently exist, this is most visible from downtown, this is centered with the roundabout and viewpoint from downtown, and this is designated as the project location in the downtown revitalization plan.
- **Cons:** This location would require private or public utilities to be relocated at an expense of at least \$130,000.

Option #2 – Lakeside Memorial Park Original Location Off-Set and Reduced to 40' Diameter



- **Pros:** This location would be visible from downtown, it is in the same location of the existing pavers and planned location for the project, and this eliminates the need to remove any concrete or relocate utilities.
- **Cons:** This location would require the project size to decrease. The memorial would be off-set and not on the centerline from the roundabout and downtown. This would also result in a 3' encroachment into the necessary utility easement area and footings would not be allowed above sanitary service lines. The project design and scope would need to be updated to meet these criteria.

Option #3 – City of Forest Lake Property Corner of Broadway Avenue West & Hwy. 61



- **Pros:** This is City-owned property very visible from individuals traveling downtown, would offer ample parking for visitors and is closer in proximity to the American Legion.
- **Cons:** This location is not in Lakeside Memorial Park as intended, would be a “destination” for people and not an educational opportunity for individuals in the park.

Option #4 – Lakeside Memorial Park North Circle Near Boat Launch

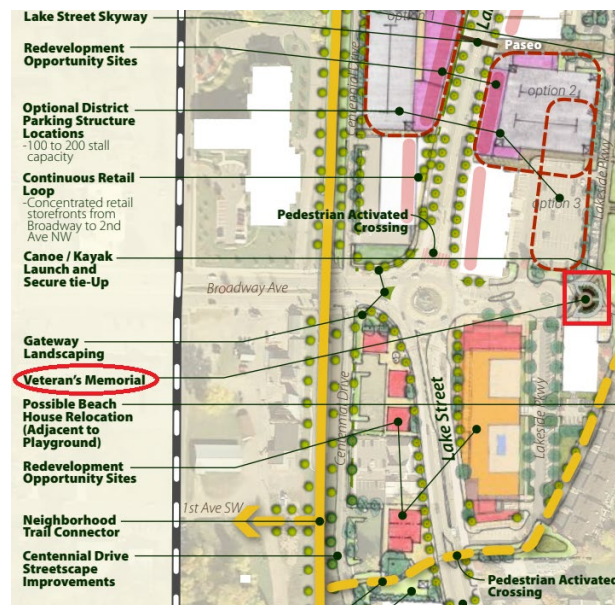


- **Pros:** This would not require any relocation of private utilities, it is a location in Lakeside Memorial Park, it is in an underutilized space and location with little impact on park programming, and is visible near the boat launch area.
- **Cons:** It is not visible from downtown, individuals who have already purchased pavers are expecting the project at the other location, and it is in the location that calls for an amphitheater in the downtown revitalization plan.

Committee Feedback and Financial Assistance Request

Based on feedback from the Veterans Memorial Committee, the original location (Option 1) remains the preferred location for the Veterans Memorial Project for many reasons:

1. The memorial would be in Lakeside Memorial Park as intended and approved as part of the Downtown Revitalization Plan.
2. This location is already established and well-known as the location for the planned memorial, as pavers have been here for several of years.
3. This location in the park is the most visible from the downtown area.
4. This is a central location in the park that would provide educational opportunities for those visiting the park.



While Option 1 remains the preferred location by the Veterans Memorial Committee, Option 2 or Option 4 are still viable considerations to discuss. The committee is not interested in Option 3 and feels strongly that the project needs to be in Lakeside Memorial Park as intended.

Financial Assistance Request

The Veterans Memorial Project is estimated to cost \$450,000. This cost estimate does not include construction document development, construction management, or utility line relocation; the total of these is estimated just over \$200,000. The Veterans Memorial Committee is asking the City for a financial contribution of \$200,000 to assist in covering most of the costs associated with preparing for construction and the management of the construction.

ISSUES BEFORE COUNCIL:

- Which location does the Council prefer for the future location for the Veterans Memorial?

- Will the Council provide financial support to the Veterans Memorial Project?

FISCAL IMPACT:

The City does not have funds budgeted in 2024 or have any funds been accounted for in the City's ten-year capital plan for costs related to the Veterans Memorial Project. Should Council decide to proceed with a financial contribution of \$200,000, City staff recommends the following fundings sources for the contribution:

- \$130,000 from the Water fund for the water main relocation
- \$70,0000 from the Park Dedication fund for construction document development and construction management

Both the Water and Park Dedication Fund would use fund balance for costs associated with the option. However, this will impact the ten-year plan for both of these funds and would have to be adjusted for accordingly during the 2025 budget process.

RECOMMENDATION:

Staff is recommending the Council discuss the possible locations for the Veterans Memorial Project and discuss the request to contribute \$200,000 for the project for the FY2025 budget.

**Office of Engineering**

1408 Lake Street South
Forest Lake, MN 55025
www.ci.forest-lake.mn.us

April 8, 2024

Honorable Mayor and City Council
1408 Lake Street South
Forest Lake, MN 55025

RE: Downtown Forest Lake BMP Project
Summary of Corrective Options

Dear Mayor and Council:

On March 25th, Bolton & Menk presented corrective options to the Downtown Forest Lake BMP project. The three options include the following.

- Option 1: Correct the current work to the original design.
- Option 2: Correct the current work and adjust the side slopes to a 4 to 1 for easier maintenance.
- Option 3: Restore the area to its pre-construction condition.

During that meeting, City Council directed Bolton & Menk to reengage with residents to answer any additional questions they have, understand their preferred option, and gauge any additional interest in a modified basin condition to retain some water quality volume. All residents were contacted, and conversations occurred with all but two residents – 7490 and 7496 North Shore Trail. The following summarizes the conversations with residents.

- The residents at Basins 1, 2, and 3 (23020 Hayward Ave N) preferred Option 3.
- The resident at Basin 4 (7496 North Shore Trail) are new to the neighborhood and have not returned correspondence. It is assumed that Basin 4 will remain in place with adjustments to steep slopes.
- The residents at the middle and south cells of Basin 5 (7490 North Shore Trail) expressed the desire for Option 3 during the March 25th City Council meeting, but have not returned correspondence regarding a modified option.
- The residents at the north cell of Basin 5 (7480 North Shore Trail) preferred Option 3, but were open to a modified option.
- The residents at Basin 6 (7323 233rd Street North) wrote a letter to council expressing desire for Option 3. During subsequent phone calls and emails, a modified option was proposed.
- The residents at Basin 7 (7330 233rd Street North) mentioned that the basin has improved drainage on their property and are in favor of a basin that is shallower and has side slopes that are easier to maintain.

The City of Forest Lake is dedicated to providing friendly and efficient city services that enhance the quality of life for those who visit, work and live in the community.

	Option	Total Volume	Equivalent Area Treated Downtown	Estimated Construction Costs
		(cubic feet)	(acres)	
1	Correct to Original Design	15,200	2.5	\$80,500
2	Correct for Easier Maintenance	10,800	1.8	\$95,900
3	Restore to Pre-Construction – Modified Basins 4, 5, 6, 7	2,841	0.46	\$92,400 ¹

¹ Costs will be updated upon direction from City Council.

At this time, we ask City Council for direction on the preferred option. Then, we will finalize the required construction plans and specifications and solicit quotes for contractors. The project is anticipated to begin construction in the spring of 2024. The following is an anticipated schedule.

If you have any questions regarding the project, please contact me at 651-724-0404 or timothy.olson@bolton-menk.com at your convenience.

Sincerely,



Timothy J. Olson, P.E.
(651) 724-0404

Enclosure: Project Location Map



Date: April 8, 2024

To: Mayor Bain and City Council Members

From: Abbi Wittman, Community Development Director

Re: Hidden Creek Engineering Standards Request

Introduction

In 2022 the City of Forest Lake reviewed preliminary and final plats for Hidden Creek, a 57-acre, multi-phased development to contain 125 single family residential homes. Near completion of the first phase of 22 lots, the developer will soon be seeking Final Plat/Final PUD approval of the second phase. Prior to submittal of the second phase, the developer is requesting the City's consideration of a waiver from our 2023 Engineering Standards. Specifically, the standards indicate:

After the design calculations, preliminary plat, utility, and grading plans are approved, the Developer shall submit electronic copies to the City in AutoCAD's DWG file format and PDF format. The City Engineer will use these plans as a base for developing final plans and specifications for the public utility and street improvements for the site.

The developer is specifically requesting the City allow phase 2 of Hidden Creek to comply with the 2017 Engineering Standards which indicate:

The Developer shall submit plans, specifications and copies of all design calculations to the City for review and approval. The developer shall submit 5 paper copies and an electronic copy in AutoCAD's DWG file format and PDF format, of the approved plans/ construction documents. These plans are to be prepared by a Registered Professional Engineer and shall be in accordance with City standards as outlined herein.

Staff Analysis

The change to the City's Engineering Standards was an attempt to help streamline development review by ensuring construction plans meeting the City's standards were only developed one time as, often, the City's Engineer is tasked with reviewing multiple sets of construction plans that do not conform to the City's Engineering Standards. So long as the City Engineer reviews and approves the plans for conformance to the City's standards prior to construction commencement, there is little to no risk to the City and could help reduce the overall out-of-

pocket costs associated with the second phase of this development. That said, if the construction plans prepared do not meet the City's engineering standards and multiple revisions are required, developer costs could escalate.

Recommendation

City staff recommend the City Council review the request and provide direction to the developer and City staff.



Date: April 8, 2024
To: Mayor Bain and City Council members
From: Abbi Wittman, Community Development Director
Re: Parks and Recreation Commission Ordinance

Introduction

At the direction of the City Council, staff is soliciting applicants for the new Parks and Recreation Commission and, to date, the City has received three applications; additionally, one former Parks, Trails and Lakes Commissioner has expressed interest in continuing to serve. Prior to seating the new Commission, staff is requesting the City Council revisit the ordinance to determine if any ordinance amendments are needed prior to seating the new Commission. There are several reasons for this:

- First and foremost, the City lost more than a quorum of former Commissioners 18 months ago. While it is likely there were a number of contributing factors, it is clear the previous system was not working for our citizen volunteers. This is something we do not want to have occur again. Establishing clearly-defined roles and responsibilities for the Commission and City staff will help create a better framework for this service area.
- Next, the recently-published DDA Staffing Study indicates it “is important to clearly define what the City of Forest Lake wants to accomplish from a Parks and Recreation perspective before making any changes to this area.” While it is understandable the City Council would like to seat a Commission and gain community perspective of the topics at hand, the study specifically states the City needs to define the goals and roles as it pertains to:
 - o Events – Coordinating, Planning, and Management
 - o Programming
 - o Partnerships (i.e. school district, FLAA, etc.)
 - o Parks Maintenance
 - o Facilities – Senior Center, Golf Course, and Athletic Complex

It is the City Council’s roles to establish policy directives for the Commission and City staff to follow.

- Parks, Trails, and Lakes Commissioner resignations in late October, 2022 necessitated review of the Commission ordinance (City Code Section 31.25) to determine if changes were needed to meet the current parks, trails and open space system needs. Adopted in 2015 and intended to disband powers granted to the former Park Board, much of the *Operating Authority* described in the City Code was in conflict with the intent of the Commission and City operations. Thus, it was determined a full rewrite of the ordinance was necessary to not only be relevant to the current needs of the community but also clearly define the roles, responsibilities and functions of the Commission, staff and community

partners. In January 2023, the City Council adopted the enclosed Ordinance No. 721 to memorialize the activities of the new Parks and Recreation Commission and its staff.

- Lastly, the new ordinance requires a seven-member commission with two members being from community partners: the Forest Lake Area Athletic Association and the Forest Lake Area School District. Terms for Commission members are for three years and all commissioners, with the exception from our community partners, are required to be residents eligible to vote. In discussions with the community partner agencies, it may be challenging to designate individuals from these organizations to serve for a three year term. Additionally, since they aid in our actual work, it may be more appropriate for these two members to be ex-officio, non-voting members and only require them to serve a single year. This could help this new citizen commission by having the subject matter experts in the room when decisions are being made but to not obligate these partners to being involved in City advisory and decision making processes.

The remainder of this memo will outline relevant history of the former Board and Commission, changes in its duties and staffing models, as well as provide the Council with topic-specific discussion points for consideration. While no action can be taken by the City Council, these discussion topics will help set policy to guide necessary ordinance and program changes.

Relevant History

In 1967 the Village of Forest Lake adopted Ordinance No. 165, establishing a Park Board. A three-member board, it not only had the authority to acquire land for park purposes, it had ‘full, absolute and exclusive control over all properties set aside for park purposes.’ With consent from the Village Council, the Board could make contracts and leases for construction and operation of park facilities as well as employ its own staff. In 1973, with the adoption of Ordinance No. 239, the following were added to the Board’s responsibilities:

- May provide musical and free entertainment for the general public, provided funds are available; and
- Required to provide a Parks, Recreation and Open Space Comprehensive Plan and a Five Year Capital Improvement Program

To achieve these operations, the Board employed a Park Coordinator since (at least) January, 2001 as well as part time ‘park monitors’ now commonly referred to as Park Rangers. The position included both part and full time coordination efforts. Part time coordination efforts largely focused on administrative support and programming with a small emphasis on maintenance whereas full time coordination efforts increased maintenance and improvement obligations (including capital planning), policy development, and community partnerships.

Though the governing Ordinance changed over the years (with Ordinance Nos. 212, 231, 238, 239, and 503) the (then, nine-member) Board remained in effect until 2015 when it was disbanded by the City Council and replaced with the former Parks, Trails and Lakes Commission ordinance. The governing body of the former commission was to act in an advisory capacity but would “coordinate special events including musical and free entertainment for the general public, provided funds are available.”

The existing ordinance addresses the following duties:

- The Commission will review, advise and make recommendations to the Council regarding:

- o Matters related to the park system, including but not limited to the expansion of and plans for the development;
 - o Updates to the park system in the city's comprehensive plan, park system plan, and individual park plans;
 - o Proposed special public events and partnered recreation programs;
 - o Parkland dedication requirements for proposed developments;
 - o Annual fee schedule changes, budgets, and capital improvement plans (including, but not limited to, capital replacements, repairs, and additions).
- The Commission will assist city staff as requested and advise city staff in matters of policy regarding the following tasks:
- o The attitudes and concerns of the citizens of Forest Lake regarding the park system, special public events and partnered recreation programs;
 - o Engagement with a variety of internal and external stakeholders in matters beneficial to the park system;
 - o Quality and variety of special public events and partnered recreation programs;
 - o Monitor industry trends;
 - o Methods to engage positive public interest in the park system, special public events and partnered recreation programs;
 - o Feasible methods of discouraging vandalism and destruction of the park system; and
 - o Hold public meetings on plans, programs, and policies as necessary.

“Special Public Events” and “Partnered Recreation Programs” are newly defined in the Code and, as shown in Ordinance No. 721.

Current Operations

The existing governing Ordinance required system management by two divisions of the City. This is not a common approach in our peer communities:

- o *Joint Administration and Management:* Empire Township (PTLC peer community), Hugo, and Wyoming (PTLC peer community)
- o *Standalone Department:* Elk River, Farmington, Hastings, and Rosemount
- o *Public Works/Facilities:* Lino Lakes, Prior Lake, Ramsey, Stillwater and White Bear Lake

Communities with split management of the system are much smaller than Forest Lake. For those with standalone departments, the department takes a much more active role in programming.

As shown Community Development takes a greater role in event management – including planning and executing special events as well as coordinating the review of events hosted by private individuals and organizations – is emphasized. These are fairly dramatically different duties than previously asked of the Board and Commission and their staff. Additionally, the ordinance further places all maintenance, development, and capital planning into Public Works – fairly common structure in municipalities. However, current duties of parks development and maintenance are in both the Community Development Director and Parks and Recreation Supervisor’s job descriptions.

Policy Discussion Items

There are a number of policy based questions the Council should discuss:

Events

The new ordinance places significant emphasis on events after the adoption of the Downtown Plan. However, as the City Council has recently seen, there are three publicly-organized events (Spring Fling, Arts in the Park, and Hometown Holiday) and dozens of private events happening throughout the year.

1. Would the City Council like the new Parks and Recreation Commission to continue to plan and execute events?
 - a. If yes, would you like the Commission to plan and execute additional events (beyond the three previously noted, above)?
 - b. If yes, would you like the Commission to stop planning/executing any events?
2. Would the City Council like the Commission to review (some or all) public or private events on public lands?
 - a. If yes, would you like their review to be limited to only events in public parks, on public trails and/or in public open spaces?
3. Would the City Council like the Commission to review any public or private events on private lands?
4. What other information would the Council like to state about events?

Programming

At this time, the City does not develop any programming outside of the three noted events, above. The City partners with FLAAA, FLASD, and other organizations to conduct programming in public parks, trails, and in open spaces.

1. Does the City Council want to see an increase in City-developed and/or sponsored programming?
2. If programming is only conducted by partner organizations, should the Commission's title include 'Recreation?'

Structure

As noted, the Commission calls for seven members to be seated with one member, each, from FLAAA and FLASD. Additionally, the structure calls for a co-managed design between Community Development and Public Works.

1. Does the City Council wish to seat a seven-member commission or would the Council be favorable to seating a five member commission with two ex-officio, advisory members (one each from FLAAA and FLASD)?
2. Does the City Council envision a parks system managed by a single division or department in the future?
 - a. If yes, would the City Council envision the Senior Center as part of that future system?

Recommendation

Staff recommends the City Council discuss those policy-based questions, above.

Next Steps

After providing staff with policy direction, staff will prepare necessary ordinance amendments to be brought back before the City Council consideration. Ideally, with the City Council's blessing, staff would like to bring the Master System Plan before the Council for their consideration of adoption at the same time.

We will continue to solicit for applicants until we have a minimum of five. Once we have at least five applicants, staff will schedule interviews with the Mayor and Council liaison. It is anticipated a Commission would be seated in June with their first meeting being July 17th.

Attachments: Ordinance No. 721

CITY OF FOREST LAKE
WASHINGTON COUNTY, MINNESOTA
ORDINANCE NO. 721

AN ORDINANCE REPEALING AND REPLACING TITLE III, CHAPTER 31,
SECTION 31.75 THROUGH SECTION 31.77 REGARDING THE PARKS,
TRAILS, AND LAKES COMMISSION

THE CITY COUNCIL OF THE CITY OF FOREST LAKE ORDAINS AS FOLLOWS:

Section 1. Repeal and Replace. Title III, Chapter 31, Section 31.75 through Section 31.77 of the Forest Lake City Code is hereby repealed and replaced as follows.

§ 31.75 Parks and Recreation Commission

(A) ESTABLISHMENT. There is hereby created a Parks and Recreation Commission of the City of Forest Lake that will be the successor to the current Park, Trails, and Lakes Commission, which is hereby abolished. This Commission is not a park board as is defined under Minnesota Statute Chapter 412 and shall have no powers to acquire or lease land, employ personnel, or enter into contracts or leases, or any similar powers authorized for a park board by state law.

(B) DEFINITIONS. For the purpose of this Section, the following definitions will apply unless the context clearly indicates or requires a different meaning:

Park System: All areas of land for the enjoyment of the public in the City, including public parks, trails, open spaces and public service facilities.

Special Public Events: A group activity including, but not limited to, a performance, meeting, assembly, contest, exhibit, ceremony, festival, parade, reading, or picnic for which specific space is requested to be reserved. It is an activity where the general public is invited, allowed or encouraged to attend. This shall not be defined as a private event, restricted to members of a family, organizations, group, or by invitation only. This definition shall not include casual park use by visitors.

Partnered Recreation Programs: Any program for organized recreation such as athletics, games and other similar activities where the City is partnering with another entity such as the Forest Lake Area Athletic Association or the Forest Lake School District to provide the programming.

(C) PURPOSE. The Commission is an advisory body, tasked with the responsibility to review and make recommendations to the Forest Lake City Council and City Staff on matters of the development and use of the City's park system, development and promotion of special public events, and the development and promotion of partnered recreation programs.

(D) MEMBERSHIP. The Commission will consist of seven (7) regular members appointed by the Mayor, with the consent of the Council. One (1) member will be a representative from the Forest Lake Area Athletic Association (FLAAA) and one (1) member will be a representative from the Forest Lake Area School District (FLASD). With the exception of the FLAAA and FLASD representatives, all members of the Commission will be qualified voters and residents of the City.

Regular members will be appointed to a 3-year term, with a limit of two (2) consecutive terms. Terms will expire January 31st of the third year of such term. Members appointed to the initial Commission will serve the following initial terms: two (2) members will serve for a term of one (1) year, two (2) members will serve for a term of two (2) years, and three (3) members will serve for a term of three (3) years. Initial terms of less than three (3) years will not be counted towards the consecutive term limit. Time served by members existing prior to the initial Commission's formation will not be counted towards the consecutive term limit.

Vacancies will be filled by appointment of the Mayor with approval of the Council for the balance of the term. A member of the Commission may be removed with or without cause by a simple majority vote of Council.

(E) MEETINGS. The Commission will hold the following meetings:

1. At least one (1) regular meeting each month at such time and place as it may fix by Council resolution; and
2. An annual public meeting to receive community comments regarding the Commission's purpose and goals for the upcoming year.

A simple majority of the Commission constitutes a quorum. Findings will be recorded in the official minutes, which shall be a public record. Members will receive compensation of \$25 per meeting and are entitled to a reasonable reimbursement for travel and other necessary expenses incurred. No obligation incurred by any person on behalf of Commission will be valid unless the expenditure is authorized the Council.

At the first regular meeting in February, the Commission will elect a Chairperson and a Vice-Chairperson from among its appointed members for a term of one (1) year; and the Commission may create and fill such other offices as it may determine. The Chairperson will preside over all meetings, and in the event of their absence, the Vice-Chairperson will perform these duties.

(F) COMMISSIONER DUTIES.

1. The Commission will review, advise and make recommendations to the Council regarding:

- a. Matters related to the park system, including but not limited to the expansion of and plans for the development;
 - b. Updates to the park system in the City's Comprehensive Plan, park system plan, and individual park plans;
 - c. Proposed special public events and partnered recreation programs;
 - d. Parkland dedication requirements for proposed developments;
 - e. Annual fee schedule changes, budgets, and capital improvement plans (including, but not limited to, capital replacements, repairs, and additions).
2. The Commission will assist City Staff as requested and advise City Staff in matters of policy regarding the following tasks:
 - a. The attitudes and concerns of the citizens of Forest Lake regarding the park system, special public events and partnered recreation programs;
 - b. Engagement with a variety of internal and external stakeholders in matters beneficial to the park system;
 - c. Quality and variety of special public events and partnered recreation programs;
 - d. Monitor industry trends;
 - e. Methods to engage positive public interest in the park system, special public events and partnered recreation programs;
 - f. Feasible methods of discouraging vandalism and destruction of the park system; and
 - g. Hold public meetings on plans, programs, and policies as necessary.

(G) STAFF'S DUTIES. The work of the Commission is a collaborative effort between the Commission and multiple City departments including community development and public works. Both departments shall assign a qualified member of their respective departments to carry out the following:

1. Prepare and update all plans regarding the park system, special public events, and partnered recreation programs;
2. Coordinate opportunities for citizen participation and education of the park system, special public events and partnered recreation programs; and
3. Attend Commission meetings as may be required.
4. The community development department shall:
 - a. Provide orientation and ongoing training to all new Commission members;
 - b. Keep Commission informed of relevant actions of the Council and other City Commissions;
 - c. Prepare an agenda for each Commission meeting;
 - d. Prepare minutes from each Commission meeting and submit to the Commission for review and approval at the following meeting;
 - e. Plan and execute special public events for the City;
 - f. Coordinate applications for privately-organized special public events and partnered recreation programs;

- g. Assist with parks system development planning and implementation;
 - h. Assist with the development and maintenance of the parks system capital improvement plan; and
 - i. Manage the parks system programming budget.
5. The public works department shall:
- a. Oversee the ongoing maintenance of the parks system and keep the Commission informed on maintenance needs;
 - b. Carry out the construction and development of changes to the parks system;
 - c. Develop and maintain the park system capital improvement and maintenance plans; and
 - d. Manage the parks maintenance budget.

(H)REPORTS. By January 15 of each year, the Commission shall submit to the Council a report of its work during the preceding year.

Section 2. Summary Publication. Pursuant to Minnesota Statutes Section 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance:

This is repeal and replace of the current Parks, Trails and Lakes Commission with a new Parks and Recreation Commission.

Section 3. Effective Date. This Ordinance shall be in full force and effect upon its adoption and publication as provided by law.

Passed in regular session of the City Council on the 23rd day of January, 2023.

CITY OF FOREST LAKE

By: Mara Bain
Mara Bain
Its: Mayor

Attested:
By: Patrick G. Casey
Patrick G. Casey
Its: City Clerk

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