



## NOTICE OF AGENDA

### CITY COUNCIL MEETING

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

Forest Lake City Center – Council Chambers  
Forest Lake, Minnesota

**August 12, 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 from July 15, 2024 Council Workshop
  - c. Approve Minutes from July 23, 2024 Council Regular Meeting
  - d. Approve Minutes from July 29, 2024 Council Special Meeting
  - e. Approve Washington County Northern Environmental Center Amended Site Plan
  - f. Approve Midco Lease Third Amendment
  - g. Approve Site Improvement Agreement for Chase Bank
  - h. 2022-2023 Lift Station and Force Main Improvements – Contractor’s Request for Payment No. 15
  - i. 2024 Street Pavement Maintenance Project – Contractor’s Request for Payment No. 2
  - j. Approve Forest Lake Ford Dealership – Final Project Acceptance
  - k. Approve Transfer of 280 Broadway to EDA
  - l. Approve Resolution 08-12-24-02 Authorizing Wine/Strong Beer Liquor License
  - m. Approve Resolution 08-12-24-03 Authorizing a Massage Therapist License
  - n. Approve Temporary On-Sale License, Exempt Gambling Permit, and Outdoor Entertainment Permit Applications for St. Peter’s Church Fall Festival
  - o. Approve Search Agreement with Specialized Recruiting Group

- p. Airport Extension Project Contractor's Pay Request No. 1
- q. Airport Extension Project Contractor's Change Order No. 1
- r. Approve Resolution 08-12-24-07 Accepting Donation

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

- 7. Regular Agenda (Action Items)
  - a. Republic Services 2023 Services Review – Bev Mathiasen
  - b. Amended Parks and Recreation Coordinator Position Job Description and Authorize Advertising – Kristina Handt
  - c. Parks and Recreation Commission Ordinance – Abbi Wittman
  - d. Predatory Offender Registration Ordinance – Captain Luke Hanegraaf
  - e. Selection of Firm for Public Works Space Needs Study – Kristina Handt
- 8. Discussion
  - a. Cannabis Discussion – Amanda Johnson
- 9. Staff Updates
- 10. Mayor and City Council Updates
- 11. Adjourn

08/06/2024 11:17 AM  
User: ANGELA.CAMPBELL  
DB: Forest Lake

INVOICE APPROVAL BY INVOICE REPORT FOR FOREST LAKE  
EXP CHECK RUN DATES 07/26/2024 - 08/12/2024  
BOTH JOURNALIZED AND UNJOURNALIZED  
BOTH OPEN AND PAID

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Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
	Invoice				
10031	ADB SAFEGATE AMERICAS LLC				
	90159474	PCB PS ASSY, L850/L852D, 600MA, 6 LED'S	1,719.92	115613	07/29/2024
TOTAL FOR: ADB SAFEGATE AMERICAS LLC			1,719.92		
10074	ALL SEASONS RENTAL INC				
	1-96571	SOD CUTTER 12" GAS KISCUTTER #2	132.10	115614	07/29/2024
TOTAL FOR: ALL SEASONS RENTAL INC			132.10		
10102	AMERICAN IMPORTS				
	44300	SQUAD 2208 - CHANGE OIL & TIRE ROTATION	52.03	115615	07/29/2024
	44571	SQUAD 1809 - CHECK ENGINE LIGHT & RIGHT REAR TIRE LEAKING & OXYGEN SENSOR - REMOVE & REPLACE	153.13	115615	07/29/2024
	44594	SQUAD 2011 - REPLACE MASTER WINDOW SWITCH & CHECK RIGHT FRONT PASSENGER TIRE FOR WEAR	229.28	115615	07/29/2024
	44639	SQUAD 2005 - CHANGE OIL & TIRE ROTATION & LOF, ROTATE - CHECK FOR EXHAUST LEAK	52.03	115615	07/29/2024
	44650	SQUAD 2011 - NEW TIRES & MOUNT & BALANCE FOUR TIRES	680.00	115615	07/29/2024
TOTAL FOR: AMERICAN IMPORTS			1,166.47		
10113	AMERICAN TEST CENTER				
	2241362	LADDER 1 - FIRE TRUCK TESTED ANNUAL SAFETY INSPECTION & GROUND LADDER TESTED ANNUAL SAFETY INSPECTION	1,186.00	115616	07/29/2024
TOTAL FOR: AMERICAN TEST CENTER			1,186.00		
10174	ASPEN MILLS				
	332820	S. THOMAS - NON-STANDARD ITEM - NO BADGE NUMBER ON L. SHOULDER AM JACKET SOFT SHELL BLACK - LARGE-REG	243.80	115677	08/12/2024
TOTAL FOR: ASPEN MILLS			243.80		
10175	ASPHALT SURFACE TECHNOLOGIES CORPOR				
	PAY REQUEST 2	CONTRACTOR'S PAY REQUEST #2 - 2024 STREET PAVEMENT MAINTENANCE PROJECT	406,624.08	115678	08/12/2024
TOTAL FOR: ASPHALT SURFACE TECHNOLOGIES CORPOR			406,624.08		
14039	BAYCOM INC				
	EQUIPINV_050310	I-PRO 2 YEAR DEVICE LICENSE	747.00	115617	07/29/2024
TOTAL FOR: BAYCOM INC			747.00		
14059	BENEFIT EXTRAS INC				
	07062024	SETTLE PURCHASE	240.10	1865	07/10/2024
TOTAL FOR: BENEFIT EXTRAS INC			240.10		

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14080	BEST OIL COMPANY				
	57278	1002.00 GAL AVE GAS - MN AV & JET	5,355.36	115618	07/29/2024
TOTAL FOR: BEST OIL COMPANY			5,355.36		
MISC	BLUE LINE PROPERTIES INC				
	PB11393	BD Bond Refund	5,000.00	115619	07/29/2024
		*BD Bond Refund: BDE-0044, Address: [REDACTED]			
		Note: DEMO ESCROW REFUND			
TOTAL FOR: BLUE LINE PROPERTIES INC			5,000.00		



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Invoice					
14128	BOLTON & MENK INC				
0338524		2024 ANNUAL REVIEWS	445.00	115620	07/29/2024
0338541		HIDDEN CREEK	5,788.00	115620	07/29/2024
0338547		FOREST LAKE FORD DEALERSHIP - SITE DEVELOPMENT	267.00	115620	07/29/2024
0338549		MISTER CAR WASH - SITE DEVELOPMENT	2,918.50	115620	07/29/2024
0338552		FOREST LAKE APARTMENTS - SITE DEVELOPMENT	178.00	115620	07/29/2024
0338555		WASHINGTON COUNTY NORTHERN ENVIRONMENTAL - SITE DEVELOPMENT	3,779.50	115620	07/29/2024
0338556		PGA INVESTMENTS LLC - SITE DEVELOPMENT	178.00	115620	07/29/2024
0338557		WYNCO DENTAL CLINIC - SITE DEVELOPMENT	360.00	115620	07/29/2024
0338558		CHASE BANK - SITE DEVELOPMENT	1,236.00	115620	07/29/2024
0338561		TEMPORARY PLANNING SERVICES	2,722.50	115620	07/29/2024
0341105		2022 LS & FM IMPROVEMENTS	1,727.00	115679	08/12/2024
0341107		2024 ADA SIDEWALK REPAIRS	481.00	115679	08/12/2024
0341108		2024 ANNUAL REVIEWS	623.00	115679	08/12/2024
0341109		2024 LOCAL ST IMPROVEMENT	20,619.00	115679	08/12/2024
0341110		2024 RECLAMATION/DOUBLE CHIP	299.00	115679	08/12/2024
0341111		CSAH 32 PEDESTRIAN & STREET	1,602.00	115679	08/12/2024
0341112		CSAH 33 SAFETY IMPROVEMENTS	9,006.50	115679	08/12/2024
0341113		EUREKA AVENUE IMPROVEMENTS	23,973.00	115679	08/12/2024
0341114		GENERAL ROUTINE ENGINEERING	2,500.00	115679	08/12/2024
0341116		HIDDEN CREEK	12,467.50	115679	08/12/2024
0341119		NORTH SHORE TRAIL	1,709.00	115679	08/12/2024
0341121		FOREST LAKE APARTMENTS - SITE DEVELOPMENT	91.00	115679	08/12/2024
0341122		WASHINGTON COUNTY NORTHERN ENVIRONMENTAL - SITE DEVELOPMENT	182.00	115679	08/12/2024
0341123		PGA INVESTMENTS LLC - SITE DEVELOPMENT	629.00	115679	08/12/2024
0341124		WYNCO DENTAL CLINIC - SITE DEVELOPMENT	267.00	115679	08/12/2024
0341125		CHASE BANK - SITE DEVELOPMENT	178.00	115679	08/12/2024
0341126		STORMWATER MODELING UPDATES	4,519.50	115679	08/12/2024
0341127		STORMWATER SERVICES	218.00	115679	08/12/2024
0341128		TEMPORARY PLANNING SERVICES	2,736.50	115679	08/12/2024
0341129		TH 97 IMPROVEMENT PROJECT	9,256.00	115679	08/12/2024
0341130		WTP 4 CONSTRUCTION	5,280.50	115679	08/12/2024
0341155		MS4 ANNUALPROGRAM ASSISTANCE	3,060.00	115679	08/12/2024
TOTAL FOR: BOLTON & MENK INC			119,297.00		
18024	CARGILL INC				
2909764151		KD CRSE SO BULK NSF 60 - 50,300.00 LB	6,859.91	115621	07/29/2024
TOTAL FOR: CARGILL INC			6,859.91		

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	Invoice				
18074	CENTURY COLLEGE				
	1204124	FIRE INSPECTOR I - N. VANNELLI	550.00	115622	07/29/2024
TOTAL FOR: CENTURY COLLEGE			550.00		
18266	CHARLES OLLMANN				
	07-04-2024	ARTS IN THE PARK ENTERTAINMENT PAYMENT	120.00	115623	07/29/2024
TOTAL FOR: CHARLES OLLMANN			120.00		
18113	CINTAS CORPORATION				
	4198876707	UNIFORM & CLOTHING - M.WELSH	73.76	115624	07/29/2024
	4199578225	UNIFORM & CLOTHING - M.WELSH	73.76	115624	07/29/2024
	5220532608	REFILLS FOR FIRST AID KITS	131.91	115624	07/29/2024
TOTAL FOR: CINTAS CORPORATION			279.43		
18122	CITY OF FOREST LAKE				
	7105322	2ND QTR 2024 PAYMENT 20500 FOREST RD N HANGAR	179.65	115625	07/29/2024
	7111540	2ND QTR 2024 PAYMENT 21350 FOREST BLVD N	334.39	115625	07/29/2024
TOTAL FOR: CITY OF FOREST LAKE			514.04		
18181	CONNEXUS ENERGY				
	JUNE 2024-3	JUNE 2024 ENERGY BILL - PUMP	17.00	1866	07/22/2024
	JUNE 2024-4	JUNE 2024 ENERGY BILL - WTP #4	3,256.54	1866	07/22/2024
TOTAL FOR: CONNEXUS ENERGY			3,273.54		
18230	CRYSTEEL TRUCK EQUIPMENT				
	F50067A	MONROE PACKAGE - 10'6" SELECT BODY AND HOIST PACKAGE & MARATHON M5390 C DA CYLINDER /CARTON HOIST	92,911.50	115626	07/29/2024
	F50068A	MONROE PACKAGE - SLTE 15'6" 84/96-13Y-M63138- 60/38/48V--A & HOIST,MARATHON,M63138 FRAME/CYL DA	99,734.50	115626	07/29/2024
TOTAL FOR: CRYSTEEL TRUCK EQUIPMENT			192,646.00		
MISC-UB	DIANE & JAMUS MCGINNITY				
	7108869	UB refund for account: 7108869 *UB refund for account: 7108869	683.68	115680	08/12/2024
TOTAL FOR: DIANE & JAMUS MCGINNITY			683.68		
22128	DVS RENEWAL				
	FSE098	2020 FORD EXPLORER - EXPIRES AUGUST 2025	16.25	115681	08/12/2024
TOTAL FOR: DVS RENEWAL			16.25		

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26004	EARL F ANDERSEN - DIVISION OF SAFET 0136762-IN	9" W/G EXTRUDED W/G DG3 STREET NAME	209.28	115627	07/29/2024
TOTAL FOR: EARL F ANDERSEN - DIVISION OF SAFET			209.28		
26013	ECM PUBLISHERS INC 1008178	JULY 23 PH 207TH VACATION	68.90	115628	07/29/2024
	1008179	JULY 23 PH EASEMENT VACATIONS	95.40	115628	07/29/2024
	1008180	2024 NOTICE OF FILING-MAYOR AND 2 COUNCIL MEMBERS	29.15	115628	07/29/2024
TOTAL FOR: ECM PUBLISHERS INC			193.45		
26024	EHLERS 87911	\$8,895,000.00 GENERAL OBLIGATION TAX ABATEMENT BONDS, SERIES 2014A	81,800.00	1871	07/23/2024
	87912	\$4,315,000.00 GENERAL OBLIGATION WASTEWATER REVENUE BONDS, SERIES 2016A	29,410.00	1871	07/23/2024
	87913	\$30,710,000.00 GENERAL OBLIGATION BONDS, SERIES 2019A	496,450.00	1871	07/23/2024
TOTAL FOR: EHLERS			607,660.00		
26034	ELECTRIC PUMP INC 024772	SPARE, RPMT FLYGT PUMP	12,954.30	115629	07/29/2024
TOTAL FOR: ELECTRIC PUMP INC			12,954.30		
26065	ESS BROTHERS & SONS INC EE4640	R-3250-A CCB	1,552.00	115630	07/29/2024
TOTAL FOR: ESS BROTHERS & SONS INC			1,552.00		
30013	FASTENAL COMPANY MNTC3231856	14OZNATORANGEHDCLN	16.34	115631	07/29/2024
	MNTC3231916	3/4X100' CONTR HOSE	79.57	115631	07/29/2024
	MNTC3232065	ZEPLON 12 X 20 OZ LU	87.72	115682	08/12/2024
TOTAL FOR: FASTENAL COMPANY			183.63		
30026	FERGUSON WATERWORKS #2518 CM040100	RETURN - 2 MACH10 R900I USG 15-1 OI:0532043	(1,200.77)		
TOTAL FOR: FERGUSON WATERWORKS #2518			(1,200.77)		
30144	FIELD TRAINING SOLUTIONS 9928	FTO BASIC ONLINE - SEPTEMBER 16-18 2024 - T. VANGRINSVEN & M. OLSTAD & Z. BOESEL	685.00	115610	07/26/2024
TOTAL FOR: FIELD TRAINING SOLUTIONS			685.00		

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30038	FIRE LOSS MANAGEMENT LLC				
	24-045	FIRE SPRINKLER SYSTEM PLAN REVIEW - WYNCO DENTAL	200.00	115632	07/29/2024
TOTAL FOR: FIRE LOSS MANAGEMENT LLC			200.00		
30041	FIRE SAFETY USA INC				
	189330	ENGINE 1 - ISSUES WITH HVAC DRAIN PAN PUMP THAT SITS IN THE OVER HEAD HVAC UNIT	1,433.00	115633	07/29/2024
	189337	ENGINE 3 - OPEN PUMP PANEL AND REPLACED QUICK CONNECT FITTINGS FOR ENGINE AND PUMP COOLER	623.50	115633	07/29/2024
	189742	SWITCH DOOR JAMB SPARTAN	50.50	115683	08/12/2024
TOTAL FOR: FIRE SAFETY USA INC			2,107.00		
30073	FOREST LAKE ACE HARDWARE				
	64495/3	CORD START DB11/64"X200'	7.08	115634	07/29/2024
	64501/3	PRECISION TRX DVR SET 6P	26.99	115634	07/29/2024
	64503/3	PRECSN SCRWDVR SET 5PC	16.99	115634	07/29/2024
	64522/3	SAND SPNG 3-3/4"X2-5/3" & CHEESECLOTH 4SQYD & ACE	23.96	115634	07/29/2024
		RSTP SPRY SATWHT15OZ			
	64527/3	SANDPPR 5.5X4.5 100G25PK	7.99	115634	07/29/2024
	64528/3	ACE RSTP SPRY SATWHT15OZ	20.97	115634	07/29/2024
	64539/3	PIPE GALV TBE 1"X18"	17.99	115684	08/12/2024
	64540/3	LED A19 E26 DL 60W 24PK	59.98	115684	08/12/2024
	64551/3	ADH PL200 100Z VOC-ALL	5.98	115684	08/12/2024
	64552/3	RETURN - ADH PL200 100Z VOC-AL DEFECTIVE	(5.98)	115684	08/12/2024
	64553/3	ADHS CONST PL PREM 10 OZ	17.98	115684	08/12/2024
TOTAL FOR: FOREST LAKE ACE HARDWARE			199.93		
30083	FOREST LAKE CABLE COMMISSION				
	JUNE 2024	FRANCHISE FEE	8,292.86	115685	08/12/2024
TOTAL FOR: FOREST LAKE CABLE COMMISSION			8,292.86		
30087	FOREST LAKE CONTRACTING INC				
	7022	TH 61 @ 8TH REWIRE METER FOR XCEL - ELECTRICIAN W/TRUCK	160.00	115686	08/12/2024
TOTAL FOR: FOREST LAKE CONTRACTING INC			160.00		
30094	FOREST LAKE LIONS CLUB				
	2024 DUES	ANNUAL DUES 07/01/24 - 06/30/25	88.00	115635	07/29/2024
TOTAL FOR: FOREST LAKE LIONS CLUB			88.00		

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30098	FOREST LAKE PRINTING				
	20822	FLPD - VEHICLE INSURANCE FORM - 8.5" X 11", 1/0, 2	90.00	115687	08/12/2024
		-PART NCR			
TOTAL FOR: FOREST LAKE PRINTING			90.00		
34005	GALLAGHER BENEFIT SERVICES INC				
	317053	JULY 2024 CONSULTING SERVICES	1,200.00	115636	07/29/2024
TOTAL FOR: GALLAGHER BENEFIT SERVICES INC			1,200.00		
34007	GAME TIME				
	PJI-0242487	PLAYGROUND EQUIPMENT & WIDE RUNG ENCL-BARRIER & TOOL KIT & AEROSOL PAINT 4.5 OZ.	1,364.00	115637	07/29/2024
TOTAL FOR: GAME TIME			1,364.00		
34075	GRAINGER INC				
	9185025377	BAND SAW BLADE,10 FT. L & BAND SAW BLADE,10 FT. BLADE L,5/8 TPI & CUTTING OIL,16 OZ,SQUEEZE BOTTLE	180.82	115638	07/29/2024
TOTAL FOR: GRAINGER INC			180.82		
34108	GUARDIAN SUPPLY LLC				
	18614	BODY ARMOR - A. GERMANN	1,505.00	115639	07/29/2024
	18709	SAFARILAND 7360RDS - 7TS ALS/SLS MID-RIDE DUTY	199.99	115639	07/29/2024
		HOLSTER - 7360RDS-8325-481 - L. HANEGRAAF			
	18710	UNIFORM/GEAR - NEW HIRE - A. GERMANN	2,853.52	115639	07/29/2024
TOTAL FOR: GUARDIAN SUPPLY LLC			4,558.51		

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Invoice					
MISC	GUIDANCE HOMES INC	INC			
	PB09075	BD Bond Refund	2,000.00	115640	07/29/2024
		*BD Bond Refund: BEL-0005, Address: [REDACTED]			
		Note: EROSION-LANDSCAPE ESCROW RETURN			
	PB09121	BD Bond Refund	2,000.00	115640	07/29/2024
		*BD Bond Refund: BEL-0007, Address: [REDACTED]			
		Note: EROSION-LANDSCAPE ESCROW RETURN			
	PB09122	BD Bond Refund	2,000.00	115640	07/29/2024
		*BD Bond Refund: BEL-0008, Address: [REDACTED]			
		Note: EROSION-LANDSCAPE ESCROW RETURN			
	PB09681	BD Bond Refund	2,000.00	115640	07/29/2024
		*BD Bond Refund: BEL-0039, Address: [REDACTED]			
		Note: EROSION-LANDSCAPE ESCROW RETURN			
	PB09939	BD Bond Refund	2,000.00	115640	07/29/2024
		*BD Bond Refund: BEL-0054, Address: [REDACTED]			
		Note: EROSION-LANDSCAPE ESCROW RETURN			
	PB10208	BD Bond Refund	2,000.00	115688	08/12/2024
		*BD Bond Refund: BEL-0080, Address: [REDACTED]			
		Note: EROSION-LANDSCAPE ESCROW REFUND			
TOTAL FOR: GUIDANCE HOMES INC			12,000.00		
38044	HAWKINS INC				
	6807390	150 LB CHLORINE CYLINDER BARCODE 060830	10.00	115641	07/29/2024
	6820876	HYDROFLUOSILICIC ACID & LPC-4 & SODIUM HYDROXIDE	6,572.67	115689	08/12/2024
		50% DIAPHRAGM			
TOTAL FOR: HAWKINS INC			6,582.67		
38057	HEBERT AND WELCH PA				
	393	LEGAL SERVICES FOR JULY 2024	12,892.00	115690	08/12/2024
TOTAL FOR: HEBERT AND WELCH PA			12,892.00		
42010	IMPACT				
	212055	MAIL PREP - UTILITY BILLING 2ND QTR 2024	3,242.50	115691	08/12/2024
TOTAL FOR: IMPACT			3,242.50		

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	Invoice				
MISC	J JOHNSON DEVELOPMENT LLC				
	PB10091	BD Bond Refund	2,000.00	115692	08/12/2024
		*BD Bond Refund: BEL-0068, Address: [REDACTED]			
		Note: EROSION-LANDSCAPE ESCROW REFUND			
TOTAL FOR: J JOHNSON DEVELOPMENT LLC			2,000.00		
45123	JAXON SCHULTZ				
	630	MITSUBISHI RAIDER - CARPET & SEAT	125.00	115642	07/29/2024
		SHAMPOO/EXTRACTION & PANEL SCRUB & WINDOW CLEANING			
TOTAL FOR: JAXON SCHULTZ			125.00		
MISC	JEFFREY & KIMBERELY PULEO				
	PB09637	BD Bond Refund	2,000.00	115693	08/12/2024
		*BD Bond Refund: BEL-0120, Address: [REDACTED]			
		Note: EROSION-LANDSCAPE ESCROW REFUND			
TOTAL FOR: JEFFREY & KIMBERELY PULEO			2,000.00		
49014	KATH FUEL OIL SERVICE CO				
	802749	ENEOS SUPER SYN 0W20 BULK & CITGARD 1000 FULL SYN	1,793.60	115643	07/29/2024
		HDEO 5W40 BULK			
TOTAL FOR: KATH FUEL OIL SERVICE CO			1,793.60		
49060	KNIFE RIVER CORPORATION				
	1066786	MNDOT MACHINE CURB & MINIMUM LOAD (1 - 2.9 YDS)	435.00	115644	07/29/2024
	1067785	MNDOT HAND CURB & FUEL SURCHARGE/LOAD 0-15 MILES &	1,266.50	115644	07/29/2024
		ROAD IMPROVE. & FOOD DEL. FEE			
	1068776	FUEL SURCHARGE/LOAD 0-15 MILES & MNDOT HAND CURB &	881.50	115694	08/12/2024
		MINIMUM LOAD (3 - 3.9 YDS)			
TOTAL FOR: KNIFE RIVER CORPORATION			2,583.00		
49140	KNOX COMPANY				
	INV-KA-309198	1YR. KNOX CONNECT CLOUD LICENSE 7-20 DEVICES -	721.00	115645	07/29/2024
		06/13/2024 TO 06/13/2025			
TOTAL FOR: KNOX COMPANY			721.00		
49064	KODIAK POWER SYSTEMS				
	KPS1577	LIFT #2 - PORTABLE GENERATOR, REPAIR CODE ISSUE	3,177.56	115646	07/29/2024
		WITH NOX SYSTEM MALFUNCTION			
TOTAL FOR: KODIAK POWER SYSTEMS			3,177.56		

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Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
	Invoice				
49072	KORTERRA INC				
	25072	KORTERRA LOCATE MANAGEMENT STANDARD 7/2/2024 - 7/1/2025	5,144.00	115647	07/29/2024
TOTAL FOR: KORTERRA INC			5,144.00		
53055	LEAGUE OF MINNESOTA CITIES INSURANC				
	WC 1004247_QB	NOTICE OF PREMIUM OPTIONS FOR STANDARD PREMIUMS OF \$300,000 - \$500,000	349,155.00	115695	08/12/2024
TOTAL FOR: LEAGUE OF MINNESOTA CITIES INSURANC			349,155.00		
57007	MACQUEEN EQUIPMENT LLC				
	W14431	ROVVER X BASIC MAI	1,768.43	115648	07/29/2024
TOTAL FOR: MACQUEEN EQUIPMENT LLC			1,768.43		
57420	MARSHALL LEFFERTS				
	08-20-2024	ARTS IN THE PARK ENTERTAINMENT PAYMENT	1,750.00	115696	08/12/2024
TOTAL FOR: MARSHALL LEFFERTS			1,750.00		
57402	MARTIN MARIETTA MATERIALS				
	43036071	MV4 WEAR REC-BM	302.94	115649	07/29/2024
	43049264	MV4 WEAR REC-BM	751.10	115649	07/29/2024
	43064085	MV4 WEAR REC-BM	293.40	115649	07/29/2024
TOTAL FOR: MARTIN MARIETTA MATERIALS			1,347.44		
57088	MCMA SECRETARIAT				
	24 MEMBERSHIP	05/01 - 12/31/2024 K. HANDT MEMBERSHIP	224.40	115650	07/29/2024
TOTAL FOR: MCMA SECRETARIAT			224.40		
57106	MENARDS				
	37971	BOW RAKE 16T FGL YW	119.82	115651	07/29/2024
	38252	3/4X4X4 RTD SHTG	21.99	115651	07/29/2024
	38266	CM 4'X12" SS WIRE PREPACK	23.98	115651	07/29/2024
	38434	ASPHALT EXPANSION JOINT & 2-1/2 11 EXT DECK COMBO & 3" EXT DECK COMBO	51.81	115651	07/29/2024
	38569	DOOR STOP KICKDOWN 4"	14.97	115651	07/29/2024
	38909	40PINT E-STAR DEHUM & 1 1/4" BLACK COUPLING & 1 1/4" 4" BLACK NIPPLE & 1 1/4"X 3" BLACK NIPPLE	348.90	115697	08/12/2024
	38972	COLD SHUT 1/4" & LAP LINK 1/4" & FOLGERS CLASSIC ROAST & 14' PADDED TIEDOWN 4PK	51.54	115697	08/12/2024
	39065	2" LOUVERED MINI VENT	63.40	115697	08/12/2024
TOTAL FOR: MENARDS			696.41		



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	Invoice				
57123	METRO SALES INC				
	INV2565208	RICHO/IM C3000 C4500 C6000 COLOR COPIERS	1,139.56	115652	07/29/2024
TOTAL FOR: METRO SALES INC			1,139.56		
57401	METRO-INET				
	2074	TICKET 181578 - WEBSITE DOMAIN RENEWAL - FLPD.COM	194.95	115653	07/29/2024
TOTAL FOR: METRO-INET			194.95		
57130	METROPOLITAN COUNCIL - ENVIRONMENTA				
	JUNE 2024	JUNE 2024 SAC REPORT	12,300.75	115611	07/26/2024
TOTAL FOR: METROPOLITAN COUNCIL - ENVIRONMENTA			12,300.75		
57404	MIDWEST MACHINERY CO				
	10142902	HITCH KIT & ACTUATOR	163.49	115698	08/12/2024
TOTAL FOR: MIDWEST MACHINERY CO			163.49		
57405	MINGER CONSTRUCTION CO., INC				
	PAY REQUEST 15	ONTRACTOR'S PAY REQUEST #15 - 2022-2023 LS & FM PROJECT	56,875.08	115699	08/12/2024
TOTAL FOR: MINGER CONSTRUCTION CO., INC			56,875.08		
57264	MINNESOTA VALLEY TESTING LABS				
	1261347	COLIFORM, MF - WATER	151.25	115654	07/29/2024
	1263533	COLIFORM, MF - WATER	151.25	115700	08/12/2024
TOTAL FOR: MINNESOTA VALLEY TESTING LABS			302.50		
57279	MNSPECT LLC				
	349322	PLAN REVIEW - PERMIT # PB11332 - 6101 SCANDIA TRAIL N	9,775.72	115701	08/12/2024
	553481	BUILDING INSP FIXED & BUILDING INSPECTION - COMMERCIAL BUILDING & STATE DELEGATION	330.00	115655	07/29/2024
TOTAL FOR: MNSPECT LLC			10,105.72		
57411	MORRIE'S FOREST LAKE CHEVROLET				
	139700	SQUAD 2107 - OIL CHANGE & TIRE ROTATION	113.26	115656	07/29/2024
TOTAL FOR: MORRIE'S FOREST LAKE CHEVROLET			113.26		
57421	MSA				
	004157	FOREST LAKE MN ZONING CODE REGULATIONS - FROM OCTOBER 19, 2023 TO APRIL 13, 2024	12,798.53	115657	07/29/2024
TOTAL FOR: MSA			12,798.53		

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Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
	Invoice				
61007	NAPA AUTO PARTS				
	217234	SWITCH - TOGGLE	10.96	115658	07/29/2024
	217583	SPRAYER & HYD HOSE FITTINGS	133.62	115658	07/29/2024
	217614	-20 WINDSHIELD WASH & NAPA EXACT FIT DRIVERS SIDE & NAPA EXACT FIT PASSENGERS SI	37.16	115658	07/29/2024
	218762	CARB-CHOKE CLNR 13OZ & VALVE COVER GASKET SET	71.26	115658	07/29/2024
	218956	PCV END ASSEMBLY & FUSE HOLDER & SUPER DUTY GREASE COU	32.16	115658	07/29/2024
	219389	SPIN-ON FLUID FILTER	62.20	115702	08/12/2024
	219581	4A CHARGER MAINTAINER & 2.5 DEF	73.26	115702	08/12/2024
TOTAL FOR: NAPA AUTO PARTS			420.62		
61042	NEWTRAX INC				
	99-64	FOREST LAKE AREA LOOP 06/05 & 06/12 & 06/19 & 06/26	1,683.25	115659	07/29/2024
TOTAL FOR: NEWTRAX INC			1,683.25		
61081	NORTHERN SAFETY TECHNOLOGY INC				
	58019	SQUAD 2401 - NEW SQUAD BUILD	14,833.68	115660	07/29/2024
TOTAL FOR: NORTHERN SAFETY TECHNOLOGY INC			14,833.68		
65008	OFFICE OF MN IT SERVICES				
	W23110625	VOICE SERVICES MONTHLY INVOICE NOVEMBER 2023	67.20	115662	07/29/2024
	W24060686	VOICE SERVICES MONTHLY INVOICE JUNE 2024	13.65	115662	07/29/2024
TOTAL FOR: OFFICE OF MN IT SERVICES			80.85		
65019	OLSON'S SEWER SERVICE INC				
	103738	WORK PERFORMED AT 604 1ST STREET NE - ASSISTED FOREST LAKE PUBLIC WORKS DEPARTMENT IN EMERGENCY REPAI	8,325.55	115663	07/29/2024
TOTAL FOR: OLSON'S SEWER SERVICE INC			8,325.55		
65002	O'REILLY AUTO PARTS				
	1517-253032	OIL DRN PLUG & WHL WEIGHT & OIL FILTER	28.81	115661	07/29/2024
	1517-253678	BATTERY & CORE CHARGE	44.37	115661	07/29/2024
	1517-253876	RETURN - CORE RETURN	(10.00)	115661	07/29/2024
	1517-254338	INT DR HNDL & OIL FILTER	93.63	115661	07/29/2024
	1517-254718	OIL FILTER & AIR FILTER	45.97	115703	08/12/2024
	1517-254720	HI-PWR BELT	11.12	115703	08/12/2024
	1517-254771	HYD FILTER	17.51	115703	08/12/2024
	1517-254908	AIR FILTER & OIL FILTER	42.63	115703	08/12/2024
TOTAL FOR: O'REILLY AUTO PARTS			274.04		

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65037	OTTER LAKE ANIMAL CARE CENTER				
	249069	ANIMAL CONTROL - MULTIPLE SERVICES CASE #2024 - 327 & 328 & 329 & 340 & 388 & 364	283.00	115664	07/29/2024
TOTAL FOR: OTTER LAKE ANIMAL CARE CENTER			283.00		
69116	PRECISE MRM LLC				
	IN200-1049992	5MB FLAT DATA PLAN US WITH NAF C-US-5MB	20.00	115704	08/12/2024
TOTAL FOR: PRECISE MRM LLC			20.00		
78047	SCHMIDT SECURITY SYSTEMS INC				
	3834	MONITORING CENTRAL STATION - SOUTH WATER PLANT #2	401.40	115665	07/29/2024
TOTAL FOR: SCHMIDT SECURITY SYSTEMS INC			401.40		
78286	SEAN OKAMOTO				
	08-13-2024	ARTS IN THE PARK ENTERTAINMENT PAYMENT	750.00	115705	08/12/2024
TOTAL FOR: SEAN OKAMOTO			750.00		
78096	SHERWIN-WILLIAMS COMPANY				
	2512-3	HL 2152 FDTP WB WH	331.10	115706	08/12/2024
TOTAL FOR: SHERWIN-WILLIAMS COMPANY			331.10		
78101	SHRED-IT USA				
	8007862221	SHREDDING SERVICES FOR JULY 2024	440.31	115707	08/12/2024
TOTAL FOR: SHRED-IT USA			440.31		
78176	STAPLES INC				
	6006625576	GLOVE KNIT/POLY XL & GLOVE KNIT REG DDTS LG 12	25.43	115666	07/29/2024
	6006625579	CWP JRT 1-PLY & FOLGERS CLASSIC ROAST 25.9 OZ. & GLOVE KNIT/POLY BK LG	583.57	115666	07/29/2024
	6006692119	GLOVES,NYL,L,13GA,12,BK	18.25	115666	07/29/2024
	6006873557	TISSUE,2PLY,9 X1000',WH	59.70	115666	07/29/2024
	6006982939	TISSUE,2PLY,9 X1000',WH	29.85	115666	07/29/2024
	6006982940	TOWEL C FOLD 17900151	159.80	115666	07/29/2024
TOTAL FOR: STAPLES INC			876.60		
MISC-BD	STEVE SAUNDERS				
	PB03953	DEMO ESCROW DEPOSIT RETURN FROM 2016 AND 2017	4,300.00	115612	07/26/2024
TOTAL FOR: STEVE SAUNDERS			4,300.00		
82002	TA SCHIFSKY AND SONS INC				
	70406	YARD PURCHASES 07/14/2024 TO 07/20/2024	310.23	115667	07/29/2024
TOTAL FOR: TA SCHIFSKY AND SONS INC			310.23		

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	Invoice				
82241	TIMESAVER OFF SITE SECRETARIAL INC				
	M29327	JUNE 24 2024 - CITY COUNCIL MEETING	206.50	115668	07/29/2024
TOTAL FOR: TIMESAVER OFF SITE SECRETARIAL INC			206.50		
82108	TIRED IRON COLLISION CENTER INC				
	12872	SQUAD 1406 - LIFTGATE REPLACEMENT	702.00	115669	07/29/2024
TOTAL FOR: TIRED IRON COLLISION CENTER INC			702.00		
MISC	TJB HOMES INC				
	PB10097	BD Bond Refund	2,000.00	115670	07/29/2024
		*BD Bond Refund: BEL-0069, Address: [REDACTED]			
		Note: EROSION-LANDSCAPE ESCROW REFUND			
TOTAL FOR: TJB HOMES INC			2,000.00		
82245	TOFT'S OUTDOOR SUPPLY				
	3953	GRINDING FEE - PER YARD - GRINDING ON SITE 7/15 TO 7/18 @ CITY WOOD COLLECTION SITE	12,869.00	115671	07/29/2024
TOTAL FOR: TOFT'S OUTDOOR SUPPLY			12,869.00		
82228	TRICIA HAYNES				
	08-13-2024	ARTS IN THE PARK ENTERTAINMENT PAYMENT	850.00	115708	08/12/2024
TOTAL FOR: TRICIA HAYNES			850.00		
82178	TWENTY4SEVEN FIRE & SECURITY CORP				
	5167	PULLED 4 CAT TO NEW LOCATION FOR BODY CAMS & TERMINATED AT THE WALL AND IN THE SERVER ROOM	965.00	115672	07/29/2024
TOTAL FOR: TWENTY4SEVEN FIRE & SECURITY CORP			965.00		
82179	TWIN CITIES DOCKS				
	4454	COVER, SECTIONAL CORNER A REV C & COVER, SECTIONAL B REV D & RIVET, AB6-8 3/16" X 1/2"	154.00	115673	07/29/2024
	4486	CAPLUG, 2" ROUND (DOCK) REV C	48.00	115709	08/12/2024
TOTAL FOR: TWIN CITIES DOCKS			202.00		
88010	VANELLI'S				
	4TH OF JULY COOKOUT	4TH OF JULY COOKOUT	739.58	115674	07/29/2024
TOTAL FOR: VANELLI'S			739.58		
90037	WASHINGTON COUNTY				
	224183	2024 MOBILE FIELD FORCE TEAM	924.66	115675	07/29/2024
TOTAL FOR: WASHINGTON COUNTY			924.66		

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90075	WEX BANK				
	97910793	POLICE MOTOR FUEL - JUNE 2024	100.00	1872	07/19/2024
	97910793	POLICE MOTOR FUEL - JUNE 2024	3,630.26	1873	07/25/2024
	97911087	FIRE MOTOR FUEL - JUNE 2024	1,515.65	1874	07/25/2024
	97911361	PUBLIC WORKS MOTOR FUEL - JUNE 2024	8,628.40	1875	07/25/2024
TOTAL FOR: WEX BANK			13,874.31		
90100	WINNICK SUPPLY INC				
	049467	MARSHALLTOWN 20X5 FINISHING TROWEL FULLY ROUNDED ENDS-DURA SOFT HANDLE & MARSHALLTOWN MAGNESIUM FLOAT	172.69	115676	07/29/2024
TOTAL FOR: WINNICK SUPPLY INC			172.69		
90142	WOODROW MCBRIDE				
	08-13-2024	ARTS IN THE PARK ENTERTAINMENT PAYMENT	500.00	115710	08/12/2024
	08-20-2024	ARTS IN THE PARK ENTERTAINMENT PAYMENT	800.00	115711	08/12/2024
TOTAL FOR: WOODROW MCBRIDE			1,300.00		

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94003	XCEL ENERGY				

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	880643907	51-0239647-6 ~ 1198 W BROADWAY AVE-TRAFFIC	44.55	1861	07/10/2024
	880644253	51-0239654-5 ~ 797 WEST BROADWAY AVE-ELEC	26.72	1861	07/10/2024
	880647697	51-0239656-7 ~ 795 WEST BROADWAY AVE-ELEC	36.88	1861	07/10/2024
	880698370	51-5193666-6 ~ CITY GARAGE	486.29	1861	07/10/2024
	880703520	51-5193669-9 ~ 777 4TH ST SW RINK & WARMING HOUSE	42.36	1861	07/10/2024
	880710709	51-5193671-3 ~ PUBLIC WORKS FACILITY	364.55	1861	07/10/2024
	880734458	51-9828587-1 ~ 97 BROADWAY AVE W - TRAFFIC	83.32	1861	07/10/2024
	880743693	51-8383920-1 ~ 5515 - 206TH ST -PARK WELL	215.87	1861	07/10/2024
	880802008	51-0013429969-4 ~ 767 4TH ST SW	528.38	1861	07/10/2024
	880843965	51-0012332089-3 ~ 204 LAKE STREET N UNIT-TRAFFIC	25.37	1861	07/10/2024
	880861519	51-0239659-0 ~ 1493 W BROADWAY AVE-TRAFFIC	50.14	1862	07/11/2024
	880862216	51-0239645-4 ~ 777 WEST BROADWAY AVE-ELEC	27.25	1862	07/11/2024
	880863707	51-0239648-7 ~ 775 WEST BROADWAY AVE-ELEC	40.18	1862	07/11/2024
	880869564	51-0677908-0 ~ 20066 FERN GLEN LN N-STREET	24.15	1862	07/11/2024
	880877433	51-0677899-8 ~ 20010 FERN GLEN LN N-STREET	20.89	1862	07/11/2024
	880940165	51-4372874-7 ~ 406 15TH ST SW-LIFT	407.18	1862	07/11/2024
	880941006	51-5193665-5 ~ 49 LAKE ST N-STREET	7,192.72	1862	07/11/2024
	880954036	51-5193667-7 ~ BEACH HOUSE	224.07	1862	07/11/2024
	880955176	51-5193668-8 ~ 720 - 11TH AVE SE-ICE	52.51	1862	07/11/2024
	880956695	51-5193670-2 ~ 456 3RD ST NW-PUMP	2,684.28	1862	07/11/2024
	880959931	51-5193673-5 ~ 1850 8TH ST SE - WTP	87.01	1862	07/11/2024
	880964567	51-7342887-2 ~ 5295 SCANDIA TR N-TRAFFIC	34.82	1862	07/11/2024
	880966565	51-8829533-8 ~ 21036 KAROLINE CT N-LIFT	40.33	1862	07/11/2024
	880973030	51-5193661-1 ~ GOVMNT BLDG	595.57	1862	07/11/2024
	880985729	51-8216739-7 ~ 4855 SCANDIA TR N - TRAFFIC	36.20	1862	07/11/2024
	880993312	51-0010257806-0 ~ 20187 FERN GLEN BLVD N-S	18.69	1862	07/11/2024
	880997300	51-8919722-8 ~ 208 8TH ST NW - TOWER	292.24	1862	07/11/2024
	881003027	51-0010257805-9 ~ 20126 FERN GLEN CT N-STR	15.23	1862	07/11/2024
	881016016	51-0010258367-0 ~ 20116 FERN GLEN CT N - STREET	14.49	1862	07/11/2024
	881036153	51-0011646952-3 ~ 1872 FOREST BLVD	10.68	1862	07/11/2024
	881052334	51-0013225636-0 ~ 6358 SCANDIA TRL N	14.55	1862	07/11/2024
	881082158	51-0012384369-1 ~ 7865 SCANDIA TRL N	39.48	1862	07/11/2024
	881135064	51-0239658-9 ~ LIFT STATIONS	205.34	1863	07/12/2024
	881256762	51-0013131153-7 ~ 10100 SCANDIA TRL N	22.71	1863	07/12/2024
	881265476	51-0014133727-6 ~ 23845 GRANADA AVE N LIFT STATION	50.25	1863	07/12/2024
	881270620	51-9753120-9 ~ 1601 11TH AVE SW-BRIDGE	70.47	1863	07/12/2024
	881286129	51-0014224434-5 ~ 21228 KIEBLER CT N	21.58	1863	07/12/2024
	881299648	51-0014133698-0 ~ 220 5TH ST NW	52.72	1863	07/12/2024
	881338070	51-0014003458-5 7686 NORTH SHORE CIR LIFT STATION	37.82	1863	07/12/2024
	881340621	51-0014644299-0 ~ 9597 NORTH SHORE TRL N UNIT-LIFT STATION	41.70	1863	07/12/2024
	881357088	51-0830223-8 ~ 6728 NORTH SHORE TRL N-ELEC	12.24	1867	07/15/2024
	881395971	51-4770834-3 ~ 21640 HARROW AVE N	131.95	1867	07/15/2024
	881968769	51-5193679-1 ~ AIRPORT	29.40	1868	07/18/2024

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	882189152	51-5193674-6 ~ LIFT STATIONS	304.00	1869	07/19/2024
	882191999	51-5193663-3 ~ TRAFFIC SIGNALS	192.31	1869	07/19/2024
	882542618	51-5193677-9 ~ LIFT STATIONS	3,330.83	1870	07/22/2024
TOTAL FOR: XCEL ENERGY			18,280.27		
TOTAL - ALL VENDORS			1,974,946.18		





# City Council

## Workshop

### ~ Minutes ~

1408 Lake Street South  
Forest Lake, MN 55025  
[www.ci.forest-lake.mn.us](http://www.ci.forest-lake.mn.us)

Monday, July 15, 2024

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.*

Jeff Kline, Resident, stated that the golf cart and utility-terrain vehicle (UTV) discussion needs to be done correctly. He suggested separating rules for golf carts and UTVs because the noise levels and uses are different. He provided an example of the regulations used in various districts in Clear Lake, Iowa

Miriam Aaland, Amira Choice Senior Living, stated that they purchased a six-seater golf cart that they would like to be able to transport senior citizens to the park on Tuesdays. She agreed that there should be rules and regulations to be able to utilize these vehicles.

Jeremy James, 25157 Firefly Avenue, Wyoming, stated he has a UTV that he utilizes to take back roads to get to the lake. He voiced support for allowing UTVs.

Scott Waters, 24405 Fallbrook Avenue, Wyoming, reviewed locations where UTVs and golf carts could be utilized.

## 5. Golf Cart/UTV Discussion

Chief of Police Peterson provided an overview of the discussion to allow golf carts and UTVs. He reviewed the positive and negative potentials with this consideration and summarized the feedback from similar cities about golf cart and UTV ordinances.

Mayor Bain asked about the activity level of current complaints regarding golf carts and UTVs.



# City Council

## Workshop

### ~ Minutes ~

1408 Lake Street South  
Forest Lake, MN 55025  
[www.ci.forest-lake.mn.us](http://www.ci.forest-lake.mn.us)

Monday, July 15, 2024

6:30 PM

City Center - Council Chamber

Chief of Police Peterson responded that the complaints were very few.

Mayor Bain asked if the League of Minnesota Cities model ordinance included a suggested age limit.

Councilmember Erickson responded that Prior Lake had an age limit of 18 or older.

Chief of Police Peterson stated that the League of Minnesota Cities model also had a time frame from 8 AM to 10 PM.

Councilmember Erickson responded that sunrise to sunset was a common rule.

Mayor Bain commented that riding a UTV at 5:30 AM may be aggressive.

Chief of Police Peterson read the rules from the League of Minnesota Cities model for operating a UTV or ATV by someone under the age of 18.

Interim City Administrator Handt stated that conversations on a listserv recently suggested limiting the age for driving a golf cart to those who have a driver's license.

Councilmember Erickson commented that it is overall favorable to allow for this change.

Councilmember Roberts stated that he had received positive feedback. He commented that the only drawback for UTVs was noise and speed. He asked if golf carts and UTVs would have separate ordinances.

Chief of Police Peterson responded that he had seen separate ordinances previously. He reviewed concerns he had discussed with other cities, such as the noise.

Councilmember Valento stated that it was possible to create a reasonable ordinance.

Councilmember Roberts voiced support for the ordinances.

Mayor Bain commented on the benefits of allowing the ordinances with certain limits, such as daytime hours, and limiting use to those over 18 years old. She stated that City licensing of the vehicle and proof of insurance would be necessary.

Interim City Administrator Handt asked if the City Council would allow three-year permits.

Mayor Bain responded that she would be okay with this if the ordinance allows for revocation, if appropriate. She commented that zones or districts such as Clear Lake would be challenging based on the setup of Forest Lake.

Councilmember Husnik asked if the ordinances included requirements for seat belts or turn signals.

Chief of Police Peterson answered that some of the ordinances required seat belts or turn signals.

Councilmember Erickson responded that some UTVs have seat belts installed.



# City Council

## Workshop

### ~ Minutes ~

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6:30 PM

City Center - Council Chamber

Councilmember Husnik wondered what other cities were requiring.

Mayor Bain voiced concerns about seat belts if there was a broader all-terrain vehicle (ATV) ordinance as it might give an impression of safety that is not present. She asked if there was a helmet law for motorcycles in Minnesota.

Councilmember Erickson responded that helmets were required on motorcycles for those under the age of 18.

Jeremy James stated that the golf cart speed is slower. DNR law requires lights to be on for a UTV. He expressed concerns with the sunset law since it gets dark so early in the winter. He commented that snowmobiles do not have a limit.

Chief of Police Peterson commented that all ordinances had timing requirements.

Interim City Administrator Handt stated that snowmobiles are not driving close to highways, but instead have separate paths.

Councilmember Roberts suggested requiring lights and turn signals if the UTVs or golf carts were being driven after sunset.

Mayor Bain asked if there should be time limits in the morning and evening.

Jeremy James suggested creating ordinances with times based on the season.

Councilmember Erickson suggested time constraints based on the type of vehicle.

Councilmember Roberts asked how the trail would be considered.

Interim City Administrator Handt responded that these ordinances would be for City roads and not City trails.

Councilmember Erickson asked if there should be an ordinance for golf carts, UTVs, and snowmobiles.

Mayor Bain responded that there was a snowmobile ordinance and requested to review it when information came back.

Interim City Administrator Handt commented that this was a good start to develop the ordinance.

Jeremy James, 25157 Firefly Avenue, Wyoming, stated he did not think the City would see a flood of usage. He stated motorcycles are not required to use a blinker but can use hand signals. A UTV or ATV should have a side mirror or rear mirror to see what is behind. He stated that the slower the machines move, the sound is often louder. He commented that he thought a Minnesota ordinance required headlights on a City road.



# City Council

## Workshop

### ~ Minutes ~

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## 6. Future Work Session Items

Interim City Administrator Handt provided a list of future work session items and requested feedback.

Mayor Bain voiced appreciation for the list.

## 7. Adjourn

**Motion:** Councilmember Valento made a Motion to Adjourn the Council Workshop at 7:08 p.m. Motion seconded by Councilmember Erickson. Motion carried 5-0.



# City Council

## Regular Meeting

~ Minutes ~

1408 Lake Street South  
Forest Lake, MN 55025  
[www.ci.forest-lake.mn.us](http://www.ci.forest-lake.mn.us)

Tuesday, July 23, 2024

7:00 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. 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: None.

### 6. Consent Agenda Considerations (Action Items)

- a. Approve City Bills
- b. Approve Minutes from June 24, 2024 Special Council Meeting
- c. Approve Minutes from June 24, 2024 Regular Council Meeting
- d. Approve Minutes from July 1, 2024 Special Council Meeting
- e. Approve Minutes from July 8, 2024 Regular Council Meeting
- f. Approve Liability Coverage Waiver
- g. Approve Washington County CDA Block Grant Cooperation Agreement, Resolution 07-23-24-07
- h. Approve Exempt Gambling Permit: Fuhr Family Foundation
- i. Approve Resolution Appointing Building Official Resolution No. 07-23-24-08
- j. Approve Site Access Agreement for Environmental Assessment

**Motion:** Councilmember Erickson made a Motion to Approve the Consent Agenda Items 6.a. through 6.j.

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



# City Council

## Regular Meeting

~ Minutes ~

1408 Lake Street South  
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Tuesday, July 23, 2024

7:00 PM

City Center - Council Chamber

### 7. Regular Agenda (Action Items)

#### a) Hidden Creek 2<sup>nd</sup> Addition – Abbi Wittman

##### i. Public Hearing

##### ii. Consider Approval of Easement Vacation, Resolution 07-23-24-01

##### iii. Consider Approval of Roadway Vacation, Resolution 07-23-24-02

##### iv. Consider Approval of Final Plat, Resolution 07-23-24-03

##### v. Consider Approval of Development Agreement

Community Development Director Wittman presented an image of the site location of the Hidden Creek 2<sup>nd</sup> Addition and provided an overview of the previous actions completed by the City Council about this project. She stated that the final plat conforms to the City standards for development. She reviewed the different elements of the plat to consider, such as the drainage and utility easement vacation and the roadway vacation. She summarized the requests from the City, including model homes and parkland dedication fees. She explained the request for Deferment of the Headwaters Parkway Development and stated that it was in the best interest for Headwaters Parkway to be built now before the release of any other building permits to ensure that the appropriate public infrastructure was in place. She summarized what actions were to be considered by the City Council.

John Dobbs, Headwaters Land Group, voiced appreciation for the collaboration on this work. He stated that there were concerns with the requirements for the development of Headwaters Parkway Development. He explained that the second phase needed to be completed so residents would have a way to get out while they were working on Headwaters Parkway. He stated that this season had been overly wet, which has impacted the timeline for their work. He predicted that the asphalt work for the second phase would be completed in September. Headwaters Parkway would most likely be worked on in October. He provided context to the drain tile system that has pumped water into the subsoil for 100 years creating a hole in the ground. He requested to delay the construction of the Headwaters Parkway before the third phase between June 15 and June 30.

Public Hearing opened at 7:22 p.m.

No comments.

Public Hearing closed at 7:23 p.m.

Councilmember Husnik stated the request seemed reasonable and the companies had a proven track record. He asked City Engineer Goodman for the reason behind the requirement of Headwater Parkway.

City Engineer Goodman responded that if phase two is completed, there would be more congestion since more homes would be constructed. Currently, there would be only twenty-two homes impacted over the two weeks of construction. He commented that the roads are currently narrow and cannot accommodate a fire truck.



# City Council

## Regular Meeting

### ~ Minutes ~

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7:00 PM

City Center - Council Chamber

Mayor Bain voiced concern about allowing a long timeframe of delay to the spring since there is no certainty about what the weather will look like in the spring.

Paul Bruggeman asked about the concession received on Headwaters Parkway. He stated that this year had been difficult with the weather.

Mayor Bain commented that a design concession had been received on Headwaters Parkway

Councilmember Roberts requested discussion about the three model homes.

Community Development Director Wittman commented that without the infrastructure in place, they cannot allow for three model homes. They could access two model homes from the current roadways. She commented that the City customarily allows for one model home.

Councilmember Roberts voiced concerns about the parkland dedication fee since it is not a part of the current City policy.

Community Development Director Wittman stated that there would be continued conversation about the parkland dedication since this is only a portion of the proposed neighborhood. There is currently no parkland proposed, but the staff believes it would be in the City's best interest to go into maintaining current parks since residents of these neighborhoods would utilize these parks.

Councilmember Roberts commented that the City Council wants to help as much as possible and work with developers. He encouraged the developers to continue to work in good faith with the staff.

Paul Bruggeman voiced concerns about the developer's agreement.

Mayor Bain stated the public hearing was closed.

**Motion:** Mayor Bain made a Motion to Adopt Resolution No.07-23-24-01, Resolution approving the vacation of the unused utility easement as part of the Hidden Creek First Addition.

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

**Motion:** Mayor Bain made a Motion to Adopt Resolution No.07-23-24-02, Resolution approving the vacation of the unused roadway easement as was platted as part of the Hidden Creek First Addition.

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

**Motion:** Mayor Bain made a Motion to Adopt Resolution No.07-23-24-03, Resolution approving the Hidden Creek Second Addition Final Plat

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



# City Council

## Regular Meeting

~ Minutes ~

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Tuesday, July 23, 2024

7:00 PM

City Center - Council Chamber

**Motion:** Mayor Bain made a Motion to Approve the Development Agreement for the Plat of Hidden Creek Second Addition by and between the City of Forest Lake and Headwaters Land Group, LLC with minor modifications by the City Attorney and to authorize staff to take steps necessary to put all financial securities associated with this development agreement and the first phase development agreement into a single letter of credit that contains the costs of the parkway wants. Motion seconded by Councilmember Husnik. Motion carried 5-0.

Councilmember Erickson asked if there was a number of building permits that the developer would find useful for the winter if the fall continues to be wet. He stated there could be a compromise, but they would not need all the building permits.

Community Development Director Wittman answered that it is standard development practice that public improvements be installed before building homes and introducing more residents to the neighborhood. She reminded the City Council that there is time before the winter and that the City Council approved a mass grading agreement for the site. She stated it was important to continue the conversation so if they need to revisit the discussion about building permits, they can do so.

Mayor Bain asked what the public safety limitation is without the street.

Fire Chief Newman responded that the weight of the firetrucks could cause an issue on roads that have a single lift and are not fully developed. He voiced concerns about moisture on the roadway on phase two and being able to access it with heavy trucks.

Mayor Bain asked if they could authorize a building permit but withhold a certificate of occupancy until the roadway is complete. She stated that she is not comfortable with the resequencing because of the weather.

Interim City Administrator Handt voiced concerns about issuing certificates of occupancy and how it would impact future and current residents.

Mayor Bain agreed with these concerns. She stated she would support the development agreement but voiced concerns about the level of conflict in the room. She expressed optimism about finding a path of understanding.

### **b) Shields Lake – Amanda Johnson**

#### **i. Public Hearing**

#### **ii. Easement Vacations: Resolution 07-23-24-05**

City Attorney Johnson summarized the land swap agreement previously entered in 2021. She reviewed information about each piece of the land that would be impacted by this agreement.

Public Hearing opened at 7:43 p.m.





# City Council

## Regular Meeting

### ~ Minutes ~

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Tuesday, July 23, 2024

7:00 PM

City Center - Council Chamber

No Comment.

Public Hearing closed at 7:44 p.m.

**Motion:** Councilmember Erickson made a Motion to Adopt Resolution 07-23-24-05 Resolution vacating a portion of 207<sup>th</sup> Street North.

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

**c) Award Sale of Bonds: Resolution No. 07-23-24-06 – Kevin Knopik**

Finance Director Knopik explained the two documents, including an updated resolution of the sales of the bonds proposed this morning and a sale report relating to the equipment certificate. He summarized how the City arrived at this current resolution.

Bruce Kimmel, Senior Municipal Advisor with Ehlers Inc., reviewed the bids received as of this morning. He explained the debt services expected on the certificate, noting that it would be less than originally predicted. He summarized the rating that the City received and that the City would potentially be eligible for a AAA rating in the future.

Mayor Bain asked what the clear path would be to get a AAA rating and if it was worth the additional effort.

Mr. Kimmel responded that he would not do anything drastic within the City, but they continue future financial planning that helps increase financial management metrics. As the City continues to grow, the City will benefit as well.

**Motion:** Councilmember Erickson made a Motion to Adopt Resolution 07-23-24-06, Resolution Awarding Sale of \$2,390,000 General Obligation Equipment Certificates, 2024A.

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

**d) Financial Management Plan Presentation from Ehlers – Kevin Knopik**

Finance Director Knopik provided a background to the financial management plan and noted that there may be changes to the plan before the August meeting once the City staff meets with different departments.

Bruce Kimmel, Senior Municipal Advisor with Ehlers Inc., explained the financial management plan and highlighted different aspects of the plan and how it can best serve the City Council and City staff. He noted that this would be a high-level planning tool. He commented that the financial management plan estimates the future property tax base growth and future potential debt service. He explained that when the bottom line indicators fall out of line, it is important to revisit planned expenditures and timing. He summarized the process of developing a financial management plan and the next steps to take and the various key inputs. He explained the property tax base inputs.



# City Council

## Regular Meeting

### ~ Minutes ~

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Tuesday, July 23, 2024

7:00 PM

City Center - Council Chamber

Councilmember Erickson asked how the one percent growth rate for residential growth compared to previous years.

Interim City Administrator Handt stated that is what Ehlers, Inc. previously used, so they stayed with the same number.

Councilmember Erickson requested more context because the tax rate moving from the 30s to the 50s made him uncomfortable.

Interim City Administrator Handt stated that the TIF District was expiring in 2027, which would increase the existing tax base. This would help with the increase in 2028. She explained the methodology to determine the one percent.

Councilmember Erickson stated that there had been an addition of multi-family housing.

Interim City Administrator Handt commented that multi-family housing falls into commercial tax.

Mr. Kimmel noted that the property tax base slide explained the overall tax growth and stated that the actuals over the last couple of years were more than the 4.2 percent average.

Councilmember Erickson stated that there were difficult tax conversations in the past years.

Mayor Bain commented that the projection helps quantify the situation and allows the City Council to make informed decisions.

Mr. Kimmel stated that this is a good tool but is not a budget.

Mayor Bain said that there were opportunities to address the ups and downs so they are not as drastic. This planning allows the City to understand what is needed and when.

Mr. Kimmel explained the next steps for the financial management plan.

Mayor Bain asked what was built into the over-governmental line and if this was assuming bonding funds or other reoccurring sources of revenue.

Finance Director Knopik asked if she was referring to line seven. He explained that the line item is comprised of police and fire state aid and local government aid.

Mayor Bain asked if this was reoccurring revenue and if it would be an additional, unplanned add.



# City Council

## Regular Meeting

### ~ Minutes ~

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City Center - Council Chamber

Councilmember Roberts stated that multi-family apartments were the most valuable taxable properties, which would allow for a true number of what those percentages would be.

Mayor Bain asked if he could predict the future multi-family housing that would be coming, noting it is difficult to predict, which is why it was not included.

Councilmember Roberts commented there had to be a low estimate that would be provided.

Councilmember Erickson asked if there were any assumptions built into the Comprehensive Plan for multi-family housing.

Informational; no action required.

**e) Contract for Median Options – Dave Adams**

Public Works Director Adams reviewed the background for the proposed budget funding for the median refresh project. He commented that the bid would be approximately \$12,246. He stated that the options would be to approve the project proposal, amend and approve the project proposal, or reject the project proposal.

Mayor Bain voiced support for the project.

**Motion:** Councilmember Erickson made a Motion to Approve contract with Midwest Wetland Improvements in the amount not to exceed \$12,346.

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

**f) City Administrator Recruitment Proposals – Amanda Johnson**

City Attorney Johnson summarized the requests for the City Administrator recruitment proposals and reviewed the three proposals that the City received.

Karl Amlie, Express Employment Professionals of Stillwater – Specialized Recruiting Group, reviewed the services offered to help assist with the City Administrator recruitment process. He explained the history of Express Employment Professionals and provided a predicted project timetable for the search process.

Councilmember Erickson asked if a 'dark horse' candidate came through, would Specialized Recruiting Group be willing to provide vetting.

Mr. Amlie confirmed that this would be possible, but the predicted fees might be different.

Mayor Bain stated the company was willing to do additional background and reference checks for their last search. She asked if these services would be included with the selected finalists or if it would be an additional component.



# City Council

## Regular Meeting

### ~ Minutes ~

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7:00 PM

City Center - Council Chamber

Mr. Amlie explained that this would be a part of the process at this time.

Mayor Bain stated this would be something that she would find valuable. She asked for what level of online search would be completed since they are a part of the public sector.

Mr. Amlie answered that there is not a standard procedure for checking social media pages, but they can do a public records check.

Mayor Bain commented that it would be helpful to have a summary of a 30-minute Google search to provide a foundation of the information of the candidate. She asked how the recommendations of the candidates are expressed to the City Council.

Mr. Amlie responded that an email would be sent to all the hiring managers with the candidates' resumes and a brief write-up. He stated that there is a two-year guarantee so the company will work hard on trying to find an appropriate candidate.

City Attorney Johnson introduced Jeff Weldon from GMP Consultants.

Jeff Weldon summarized four main points that would help GMP Consultants secure an appropriate candidate for the position. This included stakeholder meetings, a robust recruitment platform, facilitating the decision-making process, and an eighteen-month guarantee.

Mayor Bain stated that building the avatar is mission-critical and building a first base of candidates. She asked if they would be open to casting a broader net if the City was not happy with the provided semi-finalists.

Mr. Weldon confirmed that they would not proceed with the candidates unless the City was happy with what they would see.

Mayor Bain asked what the research process looked like to gather publicly available information.

Mr. Welson answered that the search firm utilizes a third party to secure this information. They would receive a list during the semi-finalist portion of the search and receive a more detailed list during the finalist portion of the search.

City Attorney Johnson highlighted the information in the packet from GovHR. She requested direction from the City Council.

Councilmember Erickson stated that they were advocating for Specialized Recruiting Group because of the costs and since it is a local company.

Councilmember Roberts commented he did not realize that Specialized Recruiting Group



# City Council

## Regular Meeting

~ Minutes ~

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7:00 PM

City Center - Council Chamber

worked in the public sector. He stated that either of these firms would do a good job, but appreciated that Specialized Recruiting Group was a local company.

Councilmember Husnik voiced support for utilizing a local company.

Councilmember Valento commented that Specialized Recruiting Group was willing to engage with Forest Lake in the previous search process, which she appreciated.

Mayor Bain voiced concerns with the non-traditional approach of Specialized Recruiting Group if they would be able to receive callbacks. She would be open to this option. She requested that the City Council include language in the contract to compensate Specialized Recruiting Group if a dark horse candidate was included in the process.

City Attorney Johnson stated she had received reach outs from individuals interested in the City Administrator position. She asked if she provided these names to Specialized Recruiting Group and what the fee structure would look like.

Mayor Bain agreed that these candidates should be included in the process and there should be an agreement for a fee structure in this situation with Specialized Recruiting Group.

Councilmember Erickson commented that the City Council wants the search firm to manage the whole process.

Mayor Bain stated that the preferred process was not for a dark horse candidate. Instead, the City Council prefers to work closely with the Specialized Recruiting Group.

Councilmember Roberts said he was comfortable with the current position of the City Administrator search process.

**Motion:** Councilmember Erickson made a Motion to Direct the City Attorney to draft a consultant agreement with Specialized Recruiting Group  
Motion seconded by Councilmember Valento. Motion carried 5-0.

### **g) Fenway Field Rehab Project – Dave Adams**

Public Works Director Adams reviewed the Fenway Field Rehabilitation Project. He summarized the quote received for the project, noting the quote was lower than the original estimated costs. He provided background for the project.

Public Works Director Adams recommended that the motion should include a ten percent contingency fee.



# City Council

## Regular Meeting

### ~ Minutes ~

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Tuesday, July 23, 2024

7:00 PM

City Center - Council Chamber

**Motion:** Councilmember Husnik made a Motion to Approve Fenway Field Rehabilitation Project to Peterson Companies in the amount of \$141,420 with a \$14,000 contingency for a total project cost of \$155,420.

**Substitute Motion:** Councilmember Husnik made a Motion to Approve Fenway Field Rehabilitation Project to Peterson Companies in the amount of \$141,420 with a ten percent contingency. Substitute Motion seconded by Councilmember Valento. Substitute Motion carried 5-0.

#### **h) Request for Proposals for Airport Manager – Kristina Handt**

Interim City Administrator Handt provided a history of the Airport Manager position. She noted the value of hiring an Airport Manager with more relevant experience. She stated that the recommendation is to hire an Airport Manager for two years to get the airport to a position where the City could manage it. She reviewed the required tasks for the Airport Manager and the minimum requirements for the position.

Councilmember Erickson stated that the proposal was well-written and thought that the two-year timeline was appropriate.

Councilmember Husnik commented that the income net would not pay for an individual with these proposed qualifications.

Councilmember Valento said that the proposal was a good starting point.

Councilmember Roberts appreciated the effort put into this process.

Mayor Bain stated that it would be helpful to get to the next stage to have continued conversations. She commented that the Assistant City Administrator position was no longer a role, so the Interim City Administrator had to take on many parts of this role. This is not an intended duty for the City Administrator position. She said there would need to be continued conversations with the Airport Commission.

**Motion:** Councilmember Erickson made a Motion to Approve Issuance of a Request for Proposal for Airport Manager.

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

#### **i) Resolution 07-23-24-04 Accepting Donations (Arts in the Park) – Mayor and City Council**

Mayor Bain reviewed the donations received for Arts in the Park.

**Motion:** Mayor Bain made a Motion to Adopt Resolution No. 07-23-24-04 Resolution Accepting the Donations from State Farm – Neal Peterson Agency, Keep it up Tutoring, MapleTree Pediatric Dentistry, and Shopko Optical for Arts in the Park – Kids and Family Nights with gratitude.

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



# City Council

## Regular Meeting

~ Minutes ~

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Tuesday, July 23, 2024

7:00 PM

City Center - Council Chamber

### 8. Staff Updates

City Engineer Goodman stated there would be a new detour on County Road 50 starting next Tuesday, July 30, 2024.

Fire Chief Newman thanked Cory Murphy for his five years of service as the City's Building Official and wished him the best in his future endeavors.

### 9. Mayor and City Council Updates

Councilman Roberts stated he appreciated the efforts of City Staff at the Lakefest Street Dance.

### 10. Closed Session Pursuant to Minn. Stat. 13D.05, subd 3(b) for a confidential attorney-client discussion regarding threatened litigation by Northern Planes Aviation Inc.

**Motion:** Mayor Bain made a Motion to Move into Closed Session Pursuant to Minnesota Statutes §13D.05 Subdivision (b) for a confidential attorney-client discussion regarding threatened litigation by Northern Planes Aviation Inc.

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

The Regularly Scheduled Council Meeting recessed to Closed Session at 9:20 p.m.

The Regularly Scheduled Council Meeting reconvened at 10:57 p.m.

### 11. Adjourn

**Motion:** Councilmember Husnik made a Motion to Adjourn the Regularly Scheduled Council Meeting at 10:58 p.m.

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



# City Council

## Special Meeting

~ Minutes ~

1408 Lake Street South  
Forest Lake, MN 55025  
[www.ci.forest-lake.mn.us](http://www.ci.forest-lake.mn.us)

Monday, July 29, 2024

7:00 PM

City Center – Forest Lake Room

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

### 1. Call to Order, Roll Call.

**Mayor Bain called the meeting to order at 7:00 PM.**

**Councilmembers**

### 2. Consider Contract with Specialized Recruiting Group

City Attorney Johnson reviewed the contractual discussion with the Specialized Recruiting Group. She clarified that if the City finds the candidate, there is no two-year guarantee and the cost will be \$19,500. If Specialized Recruiting Group finds the candidate, the cost will be \$29,000 and there will be a two-year guarantee.

Councilmember Roberts asked about the difference between the guarantee and no guarantee if the firm vets the candidates.

Karl Amlie from Specialized Recruiting Group stated that he is open to offering a guarantee if the City selects the candidate for up to a year with additional funding at a later time.

Mayor Bain stated that the difference could be if the candidate would be someone who the Specialized Recruiting Group would recommend from a professional standpoint.

Mr. Amlie commented that they would still take the candidate through the same vetting process.

Mayor Bain asked how to modify the words to reflect the conversation.

City Attorney Johnson stated that if the candidate is recommended by the Specialized Recruiting Group and found by the City, there would be a one-year guarantee. She suggested approving the contract as discussed.

Mayor Bain questioned press inquiries. She stated that the press is accustomed to receiving information along the way. She asked if the Specialized Recruiting Group would provide this information or if the City would be responsible.

Mr. Amlie stated that the Specialized Recruiting Group could respond to press inquiries.

City Attorney Johnson suggested running the information through her to ensure the information shared is legally appropriate.

Mr. Amlie clarified that if the City sources a candidate and they leave before a year, the Specialized Recruiting Group would request the full \$29,000.





# City Council

## Special Meeting

~ Minutes ~

1408 Lake Street South  
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[www.ci.forest-lake.mn.us](http://www.ci.forest-lake.mn.us)

Monday, July 29, 2024

7:00 PM

City Center – Forest Lake Room

City Attorney Johnson clarified that it would not be a full guarantee, but that the City would need to provide an additional \$10,000 to help pay for the full search.

**Motion:** Councilmember Erickson made a Motion to Approve the Agreement with the Specialized Recruiting Group as presented and with the discussed amendments.  
Motion seconded by Councilmember Valento. Motion carried 5-0.

### 3. City Administrator Search: Candidate Profile Development

Karl Amlie from Specialized Recruiting stated that he reviewed the previous job order profile but commented that it was not as robust as desired. He would like to narrow down the hard and soft skills that are desired in the candidate. He asked what the selling points were of the City and the position.

Mayor Bain commented that the City is growing and has high projected development and redevelopment.

Councilmember Roberts stated that the City has a mix of rural and urban.

Mayor Bain said that they are a part of the seven-county metro area.

Councilmember Husnik commented that Forest Lake is a recreational area.

Mr. Amlie asked what the staff enjoyed about working for the City.

City Clerk Chaika stated that the City has involved, passionate residents, so it is important to have an administrator who is invested in the community.

Mayor Bain commented that the constituents were highly engaged.

City Clerk Chaika said that the community is involved in public safety programming. There are different schools in the community, including a multilingual charter school and a religious school. There is a diverse community.

Mayor Bain commented that it is a regional hub.

Councilmember Erickson said that Forest Lake is a strong small-business community.

Community Development Director Wittman commented that Forest Lake is a good transition between rural and urban and developed and undeveloped. She stated that Forest Lake has a lot of potential for community building.

Mr. Amlie asked if the City would want to be the next Woodbury or the next Pine City.



# City Council

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### ~ Minutes ~

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**7:00 PM**

**City Center – Forest Lake Room**

Mayor Bain answered that the City is a gateway community. It is often viewed as the last suburb before northern Minnesota or the last small town before the large city.

Community Development Director Wittman commented that they are not a bedroom community, but that there are individuals who travel to Forest Lake for work and people who travel from Forest Lake for other work.

Councilmember Erickson stated that there are strong partnerships between the County and the School District.

Mayor Bain said that a strong candidate would help the City navigate intergovernmental relationships.

Councilmember Roberts commented that the City Council has been willing to invest in the City and complete projects.

Mr. Amlie asked what would be unattractive about working for Forest Lake.

Mayor Bain responded that Forest Lake has a reputation of being a challenging place to work and there has been staff turnover. She stated that the City is historically under-resourced to keep the tax burden low.

Mr. Amlie asked what the workload expectations were.

Mayor Bain answered that a strong candidate would hear the goals of the City and make a strategic plan to resource the plan to be functional and operational.

Councilmember Valento commented that issues have built up and there was a lack of funding and employees, which created additional issues.

Councilmember Erickson stated that many of the issues are financially related, but there is a refined ten-year plan across the entire enterprise. He commented that there are a variety of departments in the City.

Mayor Bain stated that the ten-year plan did not exist prior to COVID-19, which made it difficult to prioritize projects. Now that the plan is developed, it can be executed. The City previously was short-term focused but now focuses on the longer-term. The candidate should be able to look at the plans and notice what is missing and help the City Council accomplish plans.

Mr. Amlie asked about unattractive items.

Councilmember Roberts stated that there are challenges with the State, MnDOT, and one of the Watershed Districts.



# City Council

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Community Development Director Wittman commented that some of these relationships are increasingly getting better. She stated that the organization's processes and procedures require attention.

Councilmember Valento stated that there are highly engaged constituents, and an introverted candidate might not appreciate this engagement. She would like a people person.

Councilmember Erickson said they want a candidate who is responsive and involved in the community.

Mayor Bain commented that they would weigh more heavily on soft skills and strategic side who can reach to those technical resources as needed; a soft team approach with a strategic vision. She stated that the City Administrator needs to be broader overall.

Councilmember Valento stated that they would like to see a team player and who can develop team work, extroverted, and organized to complete the goals.

Mayor Bain agreed and said that they would need a candidate who is not conflict adverse. The person in this role will need to be able to navigate conflict.

Councilmember Erickson commented that they have a responsibility to negotiate contracts effectively.

Chief Peterson stated that they would like someone who had worked in a city similar size or larger than Forest Lake. The City Administrator will need to wear a lot of hats.

Mr. Amlie responded that a human resources position was on the upcoming docket.

Community Development Director Wittman commented that they want a genuine leader.

Mayor Bain said that the City Administrator must persist in environmental changes since it is politically based.

Councilmember Erickson requested that they have five years of experience as a City Administrator.

Mayor Bain agreed but stated that the individual could come from a larger city and this position would be the next step.

Councilmember Erickson commented that it could be the next step from serving as a City Administrator in a smaller city.



# City Council

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Councilmember Roberts said during the previous search, the staff and the City Council had concerns about candidates who came from much smaller cities.

Mr. Amlie asked whether they would feel concerned about a candidate coming from a city of 15,000 people.

City Attorney Johnson stated it would be helpful to decide the count based on bedrooms or individuals in the city during the day.

Councilmember Erickson answered that there could be regional hubs that have all the departments but a smaller population. He found value in a candidate having experience with working with a variety of departments.

Mayor Bain commented that they would prefer a candidate who stayed in a position for a lengthy time.

Community Development Director Wittman asked if the code of ethics requested five years.

Mayor Bain commented that she thought it was at least a two-year commitment.

Mr. Amlie clarified that the City Council would prefer five years in the role as a City Administrator or five years in a lateral role.

Mayor Bain stated that a candidate in the last round did not seem prepared for such a large move.

Councilmember Erickson commented that they would prefer a candidate who had served as a City Administrator for a longer time frame.

Mayor Bain listed attributes the Council appreciated, including successful redevelopment experience and economic development knowledge.

Councilmember Erickson stated that they appreciated a candidate who had negotiation and relationship skills.

Mayor Bain commented that a previous candidate had a strong downtown redevelopment story and headline projects.

Councilmember Roberts appreciated a candidate who had overseen a large project, such as the proposed Public Works facility.

Community Development Director Wittman summarized that the candidate should have strong project management skills and understand different technology systems.



# City Council

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Councilmember Erickson commented that the person should craft a vision for how staffing should work.

Finance Director Knopik commented that an individual should be able to listen first, talk second, and listen to and lean on department heads. He also suggested someone who can appreciate and understand where the City was five years ago to where they are now.

Fire Chief Newman suggested that the City Administrator should be able to work well with the City Staff and City Council. He suggested an empathetic leader who empowers department heads, prioritizes staff growth and development, someone with employer/employee relationship skills.

Mr. Amlie requested metrics around the skill levels.

Councilmember Erickson said that there is an expectation for a level of service for the community.

Mr. Amlie requested experience minimums and maximums to use as guard rails.

Community Development Director Wittman answered that the request is to look at the history of how well an individual could complete a job. The candidate should be able to grow an organization.

Mayor Bain stated that an individual should have at least five years of experience and desires to work as a City Administrator for five to ten years. The individual should be active.

Community Development Director Wittman asked about the previous minimum qualifications.

City Attorney Johnson read the minimum qualifications from the previous search.

Councilmember Roberts commented that running an organization includes managing people so the candidate should have experience in managing a larger amount of people.

Councilmember Erickson asked about the ten-year plan for staffing.

Finance Director Knopik answered between part-time, seasonal, and full-time staffing for 2025, there would be almost ninety staff members. He stated that his hometown has similar amenities to Forest Lake but is half of the size. It should be a big picture of what the City Administrator manages in the community rather than the size of the community.

Mr. Amlie clarified that there could be a required minimum population number of 10,000.

Mayor Bain expressed concerns about setting a requirement of 10,000.

Councilmember Roberts asked if Mr. Amlie could show them a candidate privately to filter candidates.



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Mr. Amlie answered that he would take the list and highlight what were the most important qualifications and present candidates that meet the qualifications while noting their positive and negative characteristics. He asked if there were other necessary qualifications, like managing fire and police, that a candidate must have.

Mayor Bain stated that the Community Development Director position was hired for a reason and not all communities have a similar role.

Community Development Director Wittman commented that other communities contract planning and zoning departments. It would be helpful to find communities, even if smaller, that have experience with these departments and do not contract them out. She stated an individual with experience managing services and a population size of 5,000 to 10,000.

Councilmember Valento provided examples of other towns that are smaller but have development and services.

Fire Chief Newman stated it would be beneficial for an individual to have experience with code enforcement.

Community Development Director Wittman said that there is a Development Director. She commented that the City Administrator would have executive skills and be able to lean on department heads.

City Attorney Johnson asked if they would only want to look at candidates with experience in Minnesota or other locations.

Fire Chief Newman asked if there could be a good candidate pool from just Minnesota administrators.

Mr. Amlie answered that they look at a narrow focus and expand it depending on the candidate options.

Mayor Bain commented that a strong reputation is a vital quality. When candidates are outside of the network, it can be difficult to learn the candidates' reputations.

Councilmember Erickson stated that it would be a preference to have a candidate start right away. It could be an easier transition for a Minnesotan candidate who knows local regulations.

Mr. Amlie asked about the metrics that the City Council would expect the candidate to achieve.

Councilmember Erickson answered that community feedback would show the City Administrator's success.



# City Council

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Mayor Bain stated that the employment engagement survey and employee retention would be a good indicator.

Mr. Amlie asked if there was a survey sent out to community members.

Mayor Bain answered that there was not. She stated that there was something about engaging the City Council with the plan so that there were not unmanaged surprises.

Councilmember Erickson asked how other communities that City Attorney Johnson supports work with that question.

City Attorney Johnson stated that communities collect information on a staff-level from community members.

Councilmember Erickson commented that the community had lost bond awards, which was an indicator of success or standards.

City Attorney Johnson suggested that a metric for success could be how they navigate an improvement in City services.

Councilmember Erickson commented that there is a lot of opportunity for growth.

Mayor Bain asked about any pushback or challenges that the firm might experience in the search.

Mr. Amlie answered that he had received some feedback that he would email to help with suggested improvements. He stated that the recruiters want to accurately highlight the opportunity. He requested that the City Council members select their top preferences from what he displayed.

Mayor Bain expressed difficulties in selecting these preferences. She stated they can provide feedback based on conflicting values.

City Attorney Johnson clarified if the candidate would be directly recruited or posted on a job board.

Mr. Amlie answered that they would post the position on job boards, but the recruitment would primarily be direct recruitment.

City Attorney Johnson stated that they might receive feedback about if the agency is following the traditional process.

Councilmember Erickson asked if there were rules regarding the process.



# City Council

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City Attorney Johnson answered that there were rules if the candidate was a part of ICMA. The candidate would have to adhere to the code of ethics. She reviewed the different policies.

Mayor Bain commented that she appreciated the creativity in the approach, but the candidates need to be willing to engage in the public process.

City Attorney Johnson reminded the City Council about the previously posted salary range. She reviewed how the salary range was determined.

Mayor Bain asked if there was a need for an adjustment in the salary range.

Councilmember Roberts questioned the need to review the salary range.

Mayor Bain stated she would like to review the salary range to ensure it is appropriate for similar cities in Minnesota.

Mr. Amlie answered that they will ask about salary preference in the interview process. He stated that he could create a survey to generate the necessary feedback. Mr. Amlie reviewed information about potential candidates and current interactions with these candidates.

City Attorney Johnson asked if the finalized profile should be presented at another public meeting.

Mayor Bain asked about the timeline for putting together the profile.

Mr. Amlie responded that when he receives the feedback, he could finalize the candidate profile in one business day.

Mayor Bain asked if they could gauge if there needs to be another meeting based on the response about the candidates.

Councilmember Erickson asked if the profile looks appropriate on Friday if Mr. Amlie could move forward with the candidate recruitment.

City Attorney Johnson said if there is no response, they can move forward. If there is a response, there needs to be a public meeting.

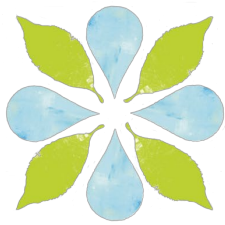
Informational; no action required.

### 4. Adjourn

**Motion:** Councilmember Erickson made a Motion to Adjourn the City Council Special Meeting at 8:52 p.m.

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





# Forest Lake

AS GOOD AS IT SOUNDS

**Date:** August 12, 2024

**Agenda Item:** Revised Site Plan Approval – Washington County Northern Environmental Center

**To:** Honorable Mayor Mara Bain and City Councilors

**From:** Ken Roberts, City Planner

## Background:

Dan Lawrence, Senior Project Manager for Washington County, has submitted an application to the City of Forest Lake for City approval of revised site plans for the Washington County Northern Environmental Center. He is making this request as Washington County is now proposing to construct Headwaters Parkway, east of Highway 61 to provide public street access to their facility. The City is requiring the County to submit this application as the City did not approve final street construction and related plans for Headwaters Parkway in 2023 with the initial land use requests for this facility.

Please see attached the applicant's project statement, maps and plans for more information about this request.

## Additional Background Information:

**Applicant:** Washington County

**Location:** 6065 Headwaters Parkway (east side of Highway 61 at Headwaters Parkway)

**Zoning District:** I – Industrial

**Land Use Plan Designation:** Public/Institutional

## Past Actions:

On August 9, 2023, the Planning Commission reviewed the proposed preliminary and final plats, the conditional use permit and the site and project plans for the Northern Environmental Center as proposed by Washington County. The Planning Commission approved the project site and project plans for the building, driveways and parking lots (but not the plans for Headwaters Parkway) and they recommended City Council approval of the proposed plats, subject to conditions and they approved the conditional use permit and the project plans for the facility.

On August 28, 2023, the City Council approved the preliminary and final plats for the Washington County Northern Environmental Center. This final plat created the new property lines and street right-of-way for the extension of Headwaters Parkway the County is proposing to construct.

On May 8, 2024, the Planning Commission reviewed this application. The Planning Commission recommended approval of the revised site and project plans for Washington County Northern Environmental Center subject to the 15 conditions listed in the staff report. This recommendation included requiring revisions to the landscape plan to ensure there will be adequate screening to the south and the applicant adding more trees and plantings to the site as part of this project.

### **General Project Description (from the applicant):**

*The **Washington County Northern Environmental Center (WCNEC)** will offer the same services as the current County facility in Woodbury (Southern Environmental Center), with opportunities to expand and grow to meet the ever-changing needs of the population. The facility will accept household hazardous waste, electronics waste for recycling and full-service recycling consisting of single stream materials (i.e., paper, cans and bottles, and cardboard, plastics). The full-service model will also collect specialty recycling such as scrap metal, plastic bags, campaign signs, medical sharps, and microwave ovens. This full-service facility will also have the ability to offer small business hazardous waste collections with a full-service Very Small Quantity Generator (VSQG) collection program. The full-service model will include a Free-Product Room and are servable meeting room that would serve as a base to hold tours for community groups and provide educational programming.*

*This greenfield site development and building construction project will provide critical recycling services for residents in the north metro. The new facility will provide residents with a safe way to dispose of HHW (household hazardous waste) and Electronics along with providing bulk recycling services for materials such as scrap metals, cardboard, and plastics.*

*Full-Service drive lane collection of allowable hazardous materials and electronics will be provided. It also will allow non-hazardous materials (i.e., cardboard and scrap metals) can be dropped off via drive up, self-service bulk recycling bin collection. The site also will provide self-serve Yard Waste collection and Organic Waste collection services.*

*The building will have a Free Product Room to help avoid costly incineration and other disposal costs by offering usable products, such as paints, household cleaners, and automotive supplies, to residents for free.*

*The new facility will support the County's Public Health Emergency Preparedness program. Supplies and equipment for public health emergencies will be stored at the WCNEC as well as the option for a mobile deployment trailer. The WCNEC would be used for staging, receiving, or shipping supplies and equipment and could be a staff rally point in the event of a public health emergency.*

*Additionally, the WCNEC facility will have a regular schedule of secure paper shredding events where residents can bring personal documents for destruction and recycling. The WCNEC facility supports the county's Community Environmental Resource Team. This team will utilize the meeting room in the WCNEC for training or education programs on recycling and waste management.*

## Issue Before the City Council:

Should the City Council approve the revised site and design plans, including the plans for the construction of Headwaters Parkway east of Highway 61, for the Northern Environmental Center as proposed by Washington County?

## Proposal/Analysis:

### Regulatory Framework and Discussion

#### Public Street Improvements

The County and City have agreed that the proposed entrance driveway along Highway 61 will be a public street as it will serve the site of the Northern Environmental Center and the City-owned property to the north. This street is shown as Headwaters Parkway on the proposed project plans. Washington County will be constructing the extension of Headwaters Parkway from the existing intersection at Highway 61 to the north property line of their site.

The proposed site access onto Highway 61 at Headwaters Parkway requires review and approval from the Minnesota Department of Transportation (MnDOT) as Highway 61 is a State Highway. The County and their consultants have been working with MnDOT to finalize all the project plans and design details the State will require for this project. The City approval of the revised site and project plans should be contingent upon the State of Minnesota approving the project plans.

#### Trails and Sidewalks

The applicant is not proposing any public sidewalk construction with Headwaters Parkway and the Northern Environmental Center. The County is proposing to construct a ten-foot-wide bituminous trail along the west side of Headwaters Parkway from the intersection at Highway 61 to the north property line of the project site. The final design of Headwaters Parkway and the trail will be subject to the approval of the City Engineer.

#### Wetlands

The County had a wetland delineation completed for the property in 2021. This delineation found three wetlands on the property with a total acreage of about 7.3 acres. The project's design team showed all the wetlands on the proposed preliminary plat and project plans along with the proposed buffer areas and setbacks for each wetland. The applicant will need to provide the Watershed District and the City verification that the proposed plans for Headwaters Parkway will meet the buffer requirement.

### Design Review

**Landscaping** – City Code Sections 153.135 and 153.136 outline the minimum landscaping requirements for multi-family, commercial and industrial projects in Forest Lake. An assessment of required vs. proposed plantings is below:

Planting requirements	Site Perimeter = 4,541 linear feet		# less than Code
	Required	Original Proposal	
Overstory Trees	151	64	87
Understory trees/shrubs	454	81	373

The City's usual landscaping requirements are based on a measurement of the perimeter of the parcel. The Linear feet of the site's perimeter is measured and then divided by 30 and 10 to arrive at the required number of overstory trees and understory trees/shrubs respectively. The City typically uses these standards for new construction or for major site improvements to an existing property.

The applicant's original landscape showed a variety of shade trees, evergreen trees, ornamental trees, shrubs and ornamental grasses around the proposed buildings, parking lots and drive aisles. The overall project plans also show the other parts of the site the grading and construction will disturb will be reseeded or have sod installed. As noted in the table above, the landscaping plans approved by the City in 2023 show the County proposing to plant 460 fewer trees and shrubs on the site than the City would typically require. With the large size of the parcel and the wetlands on the property, the 28.8-acre site does not lend itself to having the applicant install the typical or required number of trees and shrubs. Much of the perimeter of the site will remain undisturbed by this facility. The original landscape plans from 2023 appeared to City staff to complement and enhance the property.

As part of this application, the County submitted an updated landscape plan. This plan shows the planting of 13 trees along the south side of Headwaters Parkway just east of Highway 61. The proposed trees include 7 Norway Spruce and 6 Serviceberry trees. The intent of the proposed tree planting in this area is to provide adequate screening that is at least 90 percent opaque all year to screen the houses to the south from the new street and parking areas.

City staff and the Planning Commission reviewed the proposed updated tree planting plan and found that it probably does not meet the 90 percent opaque screening requirement. Staff recommends the City require the applicant revise the landscaping plans by removing the 3 proposed eastern-most Serviceberry trees and replacing them with 4-5 Austrian Pines or Norway Spruce trees and adding several additional trees to the south of the proposed trees. These revisions are to ensure there will be adequate screening that is at least 90 percent opaque all year to screen the houses to the south from the new street and parking areas.

The Planning Commission also recommended that the City require the applicant add more trees, shrubs and native plantings to the site as the original landscape plan would have 460 fewer trees and plantings than the City would usually require. In staff's review of the proposed landscape plan, there appears to be room for additional trees and other plantings along the east side of Headwaters Parkway in the lawn area between the new street and the wetlands and the storm water ponds. These additional planting areas should extend as far north as possible to the facility entrance driveway. It also appears there are areas on the north, south and west sides of the on-site driveways to add trees and shrubs. The goal of requiring Washington County to add more trees and shrubs to the site is to bring the total number of plantings closer to the 605 total number of trees and plantings the City Code would require for this property.

In response to the Planning Commission and staff comments about the proposed landscaping for the project, the applicant submitted a response letter to the City (dated July 22, 2024) as part of their request for City Council approval of the revised site and design plans for the Northern Environmental Center. In this letter Washington County is asking the City to approve the following requests regarding the landscaping for the Northern Environmental Center:

1. Allow the County to install the additional agreed-upon landscaping over the next two years as their budget allows.
2. Have County staff, City staff and a landscape architect hired by Washington County determine an agreed upon site plan and a final landscape plan including planting types, quantities and locations.

3. Waive or exempt the County from having to install irrigation for the landscaping.

City staff are supportive of each of these requests as noted in their letter and application materials. This is because the City and Washington County have a solid and positive working relationship and we are confident the final landscaping for the Northern Environmental Center will be asset to the site and that Washington County will care for and maintain all the landscaping on the site.

**Lighting Plan** – Lighting standards for commercial and industrial properties are established in City Code Section 153.130. The applicant submitted a street lighting plan with their requests. This plan shows the County installing five Domus style 19.5 foot-tall streetlights by Connexus Energy along the west side of the Headwaters Parkway. The City Engineer has approved this street lighting plan.

**Signage** – The applicant is proposing to install one entry monument sign to be located near the intersection of Headwaters Parkway and the driveway into the facility. The City recently issued the permits for this sign.

The County will be responsible for installing all required street and directional signage with the construction of Headwaters Parkway.

### Site Plan Considerations for Approval

City Code Sections 153.038(E)(6) and (F)(2) provide the following criteria for the Planning Commission and City Council to consider when evaluating whether to approve major changes to an approved a site plan. Staff assessment is provided in *italics*.

- a) Consistency with the City Comprehensive Plan;

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

- b) Compliance with the Zoning Ordinance;

*The proposed changes to the approved plans for the Northern Environmental Center including the street improvements for Headwaters Parkway will be consistent with the City's adopted zoning ordinance.*

- c) The preservation of the site in its natural state to the extent practicable by minimizing tree loss, soil removal, and grading;

*Site development will not substantially detract from existing development in the area. The proposed improvements will alter the natural state of a portion of the property. The proposed facility and street improvements will be preserving the existing wetlands and most of the significant trees on the property. The applicants will be required to install a storm water management system that meets current City and Watershed District standards.*

- d) The harmonious relationships between buildings, open spaces, natural site features, architectural details, and vehicular and pedestrian circulations; and

*The proposed changes to the approved site plan for the Washington County Northern Environmental Center will be consistent with the City requirements for traffic circulation, yard areas, screening, lighting, and the like with the changes as recommended by City staff.*

- e) The protection of adjacent and neighboring properties.

*City staff do not expect neighboring properties to be adversely impacted by the proposed changes to the approved site plan for the Northern Environmental Center. The nearby property owners should be adequately protected by the proposed hours of operation, the design of Headwaters Parkway and the requirements for screening and landscaping.*

## **Staff Analysis**

### **City Engineer's Comments:**

The City Engineer provided the City with a review memo dated August 1, 2024 about the plans he received on July 31, 2024. This was the City Engineer's fourth review of the proposed project plans. In summary, the latest project plans meet all City requirements and do not need any revisions except to finalize the project landscaping as I discussed earlier in this report. City staff has shared these comments with the applicant and the project engineer. The City will require the applicant to revise the project plans as may be required by MnDOT, construct the project and install all site improvements subject to the review and approval of the City Engineer. MnDOT recently approved the plans for intersection improvements at Highway 61 and Headwaters Parkway including the signal system and turn lanes.

### **Fire Chief Comments:**

Fire Chief Newman did not have comments about this proposal.

### **Rice Creek Watershed Review:**

This property is in the Rice Creek Watershed District. The applicant submitted an application and plans to the Watershed District earlier this year for their approval. The Watershed District will need to approve the final project plans and issue a permit before the contractor starts the construction of Headwaters Parkway.

## **Findings**

Staff has reviewed the application for the revised site plan approval for the Northern Environmental Center. The proposed revised site plan meets the City design requirements which details the following: location of the bituminous parking area, curbing and stormwater management, screening, striping and lighting. Additionally, with proper conditions, the proposed project conforms to standards set forth for the granting approval of the revised Site Plan.

## **Fiscal Impact:**

There are no known fiscal impacts to the City currently with the approval of the proposed site and project plans for the Washington County Northern Environmental Center. There will be costs to the City in the future for street and utility maintenance and for public safety as the project proceeds through construction, project acceptance and occupancy of the new Environmental Center.

## **Options:**

The City Council may approve, table, or deny the requested revised site and project plans for the Washington County Northern Environmental Center located at 6065 Headwaters Parkway.

## Recommendation:

Staff recommends that, if the City Council elects to remove revised site plan approval off the Consent Agenda, then the City Council make **motion to approve Resolution 08-12-24-01.** This resolution is for the approval of the revised site and project plans for Washington County Northern Environmental Center (plan sheets dated July 5, 2024, July 26, 2024, July 29, 2024 and July 30, 2024) and the final construction plans for Headwaters Parkway as approved by MnDOT (dated July 30, 2024) for the property located at 6065 Headwaters Parkway, and shall be subject to the following conditions:

1. The final plans shall conform to those reviewed and conditionally approved as part of this City Case Number PZ 23-1211.
2. Prior to the release of the Certificate of Occupancy by the City for the facility, Washington County shall obtain final approval for the proposed extension of Headwaters Parkway from MnDOT, a City Development Agreement amendment shall be made and the County shall have installed all public improvements included with the extension of Headwaters Parkway.
3. Any outstanding requirements related to site development and improvements, as identified by the City or Watershed District, must be satisfied before the use being established on site.
4. The requirements of the City Engineer (as noted in his project review memo dated August 1, 2024), Public Works Director, and Fire Chief must be met before or during the construction of the extension of Headwaters Parkway.
5. The final design of Headwaters Parkway and the trail will be subject to the approval of the City Engineer.
6. All building, site, grading, street, sidewalk, landscaping, driveway and parking lot improvements shall be constructed in accordance with the plans approved by the City with the 2023 Site Plan Review and the plans approved as part of this revised Site Plan Review.
7. Washington County shall be responsible for all costs related to the design, construction, installation and inspection of all elements for the extension of Headwaters Parkway, including but not limited to, street and turn-lane construction, grading and drainage improvements, landscaping, lighting, signage and modifications to the traffic signal system, as approved by the City and by the Minnesota Department of Transportation.
8. The applicant or owner shall receive all permits and approvals from the City, the Minnesota Department of Transportation, and the Rice Creek Watershed before starting any grading or construction activity for the extension of Headwaters Parkway.
9. The City Attorney shall prepare an amendment for the development agreement for the project that shall be fully executed by the City and the Applicant including all required financials and charges. This agreement shall be completed and recorded at Washington County before the applicant or contractor starts any grading or construction activity for the extension of Headwaters Parkway.
10. All required City financial guarantees shall be submitted and approved by the City before the contractor starts any grading or construction activity for the extension of Headwaters Parkway.
11. Any information needed to confirm the use meets proper licensure, health, safety or building code requirements must be furnished to the City upon request.
12. All construction activity and material storage shall be contained on site. There shall be no construction staging, parking or material storage on Forest Boulevard (Highway 61).

13. The applicant shall revise the project plans for City staff approval before the City issues any permits for this project and before starting construction. The revised plans shall show the following:
  - a. The height of any the freestanding lighting or street poles shall not exceed 25 feet.
  - b. All light fixtures shall be downlit and/or shielded to prevent glare.
  - c. Irrigation only in the landscape areas that will need irrigation to help ensure the plantings will survive and thrive. The City waives the requirement to have irrigation for all the landscaping on this site.
  - d. Changes to the proposed landscape plan to maximize the number of trees and shrubs to be planted on the entire site of the Northern Environmental Center. This includes adding more overstory trees on the south side of Headwaters Parkway (for screening) and adding a mix of overstory trees, understory trees and shrubs on the east side of Headwaters Parkway in the lawn area between the new street and the wetlands and the storm water ponds. These additional plantings should extend as far north as possible (to the facility entrance driveway). The revised landscape plans also shall show additional plantings of trees and shrubs in areas on the north, south and west sides of the on-site driveways.
  - e. Revised landscaping/screening plan for the south end of the site (south of Headwaters Parkway) that removes the 3 proposed eastern-most Serviceberry trees and replaces them with 4-5 Austrian Pines or Norway Spruce trees and adds several additional coniferous trees south of the proposed trees. This change is to help ensure there will be adequate screening that is at least 90 percent opaque all year to screen the houses to the south from the street (Headwaters Parkway) and the Northern Environmental Center.
  - f. All trees must be planted on Washington County property at least 10 feet away from the right-of-way for Headwaters Parkway and at least 10 feet away from the curb of the public street.
  - g. County staff, City staff and a landscape architect hired by Washington County shall determine an agreed upon site plan and a final landscape plan including planting types, quantities and locations by May 1, 2025.
  - h. That the proposed plans will meet the minimum wetland buffer requirements.
  - i. All changes to the proposed landscape plan as required by the City.
14. Washington County shall install all trees and agreed-upon landscaping by September 1, 2026.
15. The applicant or contractor shall hold a preconstruction meeting before starting any construction or grading activity for the extension of Headwaters Parkway. The applicant or owner shall invite representatives from the City, MnDOT, the Watershed District and the private utility companies as noted on the project plans to this meeting.
16. Washington County shall be responsible for the maintenance and care of all landscaping and for maintaining the number, type and condition of the plantings shown on the City-approved landscape plans for the Northern Environmental Center.
17. Any future significant alterations to the site as determined *Major* or *Minor* under City Code Section 153.038 by the City will require the Applicant or Owner to obtain City approval of an amendment of this Site Plan approval.
18. Failure to adhere to any of the conditions listed herein shall be deemed a public nuisance.



**Attachments:**

1. Applicant's Project Statement dated March 15, 2024
2. Applicant's Response letter dated July 22, 2024
3. Location Map
4. Property Line Map
5. Approved Final Plat
6. Project Plans (15 Pages)
7. City Council Resolution 08-12-24-01



March 15, 2024

City of Forest Lake  
1408 Lake Street South  
Forest Lake, MN 55025

Re: SP S23-012 on TH 61 Site Plan Application

General Project Description

This project includes the addition of a fourth roadway leg at the existing intersection of Headwaters Pkwy and TH 61. The new leg will be on the east side of the intersection and will serve as an access road for the future Washington County Northern Environmental Center. South of the intersection, a 630 foot right turn lane will be added to NB TH 61 south of the proposed access road. North of the intersection, the existing lane configurations will be reconfigured with shoulder widening and new pavement markings.

This project will service Washington County's new Northern Environmental Center (NEC), which is being constructed on the east side of TH-61, just north of Headwaters Pkwy. The NEC will service the local community's environmental needs including household hazardous waste and yard waste. The intersection and roadway improvements will accommodate peak hour traffic demands to access the NEC facility and provide a multi-use path for the community.

The project's geometric design takes into account the turning movements of trucks driving to and from the future Washington County Northern Environmental Center. Traffic counts were collected on March 15, 2023 to determine future traffic requirements including number of lanes and signal layout. The proposed entrance/exit for the access road is classified as a commercial entrance, according to the city of Forest Lake's 2022 Public Works and Engineering Standards. The design speed for the access road is 25 mph and the design vehicle is a WB-62.



## PUBLIC WORKS

Wayne Sandberg, P.E., Director, County Engineer  
Frank D. Ticknor, P.E., Deputy Director

### Memorandum

Date: July 22, 2024

To: Ken Roberts, City Planner, City of Forest Lake

From: Dan Lawrence, Senior Project Manager, Building Services

Subject: Washington County North Environmental Center

**Purpose:** The intent of this document is to clarify this project's site landscaping plan and approach to irrigation as compared to the Conditional Use Permit and Site Plan Approval letters dated August 9, 2023 and May 28, 2024. Furthermore, this document provides an update for the project's Bid Package No.3 Roadway work scopes.

#### 1. Landscaping – Quantity of Plantings

- a. The site plan designs from Bid Package No.2 and Bid Package No.3 did not meet the planting requirements (quantities) set forth by City Code. This deficiency was a result of Washington County project budget constraints and a value engineering process.
  - i. The primary plan set (Bid Package No.2) from the project's Landscape Architect, Burns & McDonnell, proposed only 64 overstory trees and 81 understory/shrubs.
  - ii. The secondary plan set, Bid Package No.3, added only 13 additional trees as part of the roadway project scope to screen the site from adjacent houses to the south.
  - iii. Both staff reports noted that this 28.8 acre site does not lend itself to meeting the typical or required number of trees and shrubs (151 overstory trees / 454 understory trees/shrubs).
  - iv. Nevertheless, both staff reports recommended adding more plantings to get closer to these numbers, particularly at the south side of the site for 90% opaque screening requirements.
- b. The proposed solution between the County Team and City of Forest Lake staff is based on the City Planner's *Concept Landscape Planting Plan* (see attached) dated May 16, 2024.
  - i. Over the next two years (maximum time frame), Washington County will conduct a phased approach to include the additional required planting scope. Depending on Washington County funding and timing, this work scope could be completed sooner.
  - ii. After the completion of the primary building and roadway project in October of 2024, Washington County will engage the design services of an independent Landscape Architect to work with the County Team in conjunction with the City Team to determine an agreed upon site plan for implementation relative to planting types, quantities, and locations.

#### 2. Irrigation – Request for Exemption

- a. Based on the sustainable design goals for the project set forth by Washington County's Public Health and Environment (PHE) Department, the project is requesting an exemption from site irrigation.
- b. With water conservation in mind, the landscape plantings for the project have been selected to incorporate a mix of low maintenance, drought-tolerant native and adaptive species representative of the local environment.
- c. See attached for the *Landscape Irrigation Exemption* request letter from the project's Landscape Architect, Burns & McDonnell. This letter defines the request and reasoning in much greater detail.



### 3. Update: Bid Package No.3 – Roadway and Intersection

a. The design and construction of the new roadway and intersection connection to Highway 61 is moving forward into the Bidding and Construction phases as identified in the following schedule:

b. Proposed Schedule:

- July 5: Bid Package No.3, Advertise for Bidding.
- \*July 26: Bid Package No.3, Issue Addendum No.1 to Bidding Contractors.
- July 29-August 2: Final Plan Signature Process. First, signed by Washington County, then routed to the City of Forest Lake for signature, and lastly, routed to MnDot for signature.
- August 6: Bid Package No.3, Bids Due / Bid Opening
- August 27: Bid Package No.3, Bid Award
- August 28-30 (Schedule TBD), City of Forest Lake Preconstruction Meeting
- September 3: Bid Package No.3, Anticipated Construction Start
- October 15: Bid Package No.3, Anticipated Construction Completion
- October 16: Building Occupancy Target Date

*[\*Addendum No.1 for Bid Package No.3 will contain planset revisions including a new temporary signal system plan, which will be required to maintain the signal control at the TH 61/Headwaters Pkwy intersection once the existing signal bases are removed. This interim plan is required because County staff do not anticipate the permanent signal steel to be delivered in time for building occupancy. To mitigate this timing concern, the signal system will be temporarily switched over to utilize County-procured signal steel which will operate on the newly constructed signal bases. The County steel will be removed once the permanent steel is delivered. The remainder of the Addendum #1 items are either responding to contractor questions or miscellaneous final details that were not included in the bid planset.]*

c. Washington County fully understands the City of Forest Lake requirement for the Bid Package No.3 roadway and intersection work scopes to be completed before Building Occupancy of the North Environmental Center is allowed.

### 4. Attachments:

- *Concept Landscape Planting Plan*, from Ken Roberts, City Planner, dated May 16, 2024
- *Landscape Irrigation Exemption Letter*, from Burns & McDonnell, dated July 9, 2024
- *Bid Package No.3 – Project Manual*, from Washington County, dated July 5, 2024

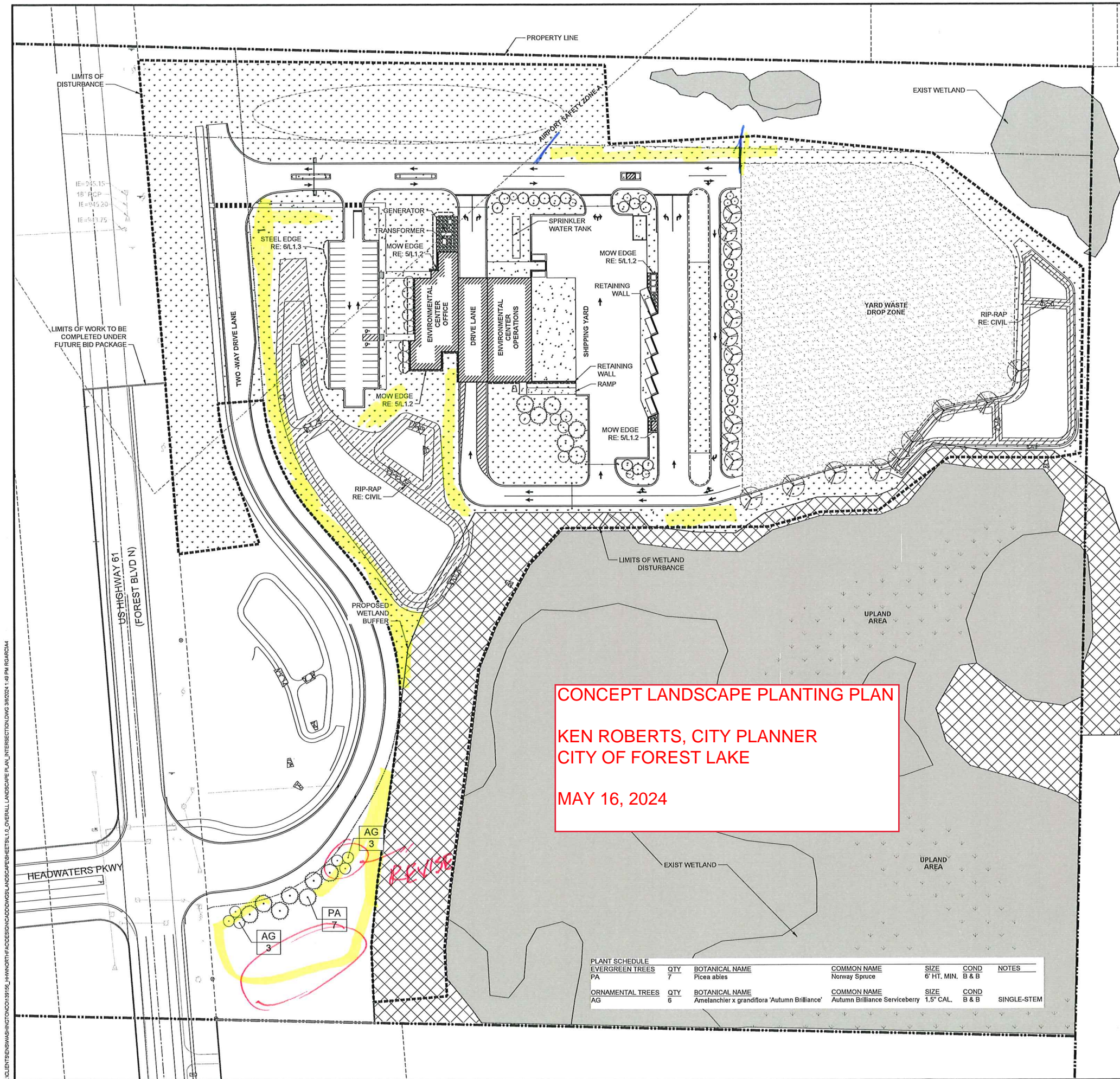
### End of Memorandum

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North Shop | 11660 Myeron Road North | Stillwater, MN 55082-9537  
 P: 651-430-4300 | F: 651-430-4350 | TTY: 651-430-6246  
[www.co.washington.mn.us](http://www.co.washington.mn.us)

*Washington County is an equal opportunity organization and employer*












GENERAL NOTES:

1. THE LANDSCAPE ARCHITECT AND OWNER SHALL APPROVE GRADES AND CONDITION OF SITE PRIOR TO LANDSCAPE OPERATIONS.
2. ALL AREAS DISTURBED DURING CONSTRUCTION AND NOT DESIGNATED FOR OTHER PLANTINGS OR HARDSCAPE SHALL BE SEEDED PER SPECIFICATION 32 92 00.
3. REFER TO SHEET L0.1 FOR GENERAL NOTES.

### LEGEND

	CONCRETE PAVEMENT
	GRAVEL
	NATIVE SEEDING - TYPE 1 .86 ACRE (37,430 SF)
	NATIVE SEEDING - TYPE 2 3.05 ACRE (132,780 SF)
	LAWN AREAS
	DECIDUOUS TREE; RE 1/L1.2
	EVERGREEN TREE; RE 2/L1.2

ADD MORE TREES + PLANTINGS IN THE YELLOW HIGHLIGHTED AREAS.

\* ALL TREES  
MUST BE  
PLANTED AT  
LEAST 10 FEET  
AWAY FROM  
THE ROW  
FOR HEAD-  
WATERS  
PARKWAY.  
5-16-24 KR



CLIENT

**Washington  
County**

MEP ENGINEERS

**ep**

**emanuelson-podas**  
consulting engineers

STRUCTURAL ENGINEERS

**ERA**  
**ERICKSEN ROED**  
**& ASSOCIATES**

CIVIL / HAZARDOUS WASTE

**BURNS**  **MCDONNELL.**

INTERIOR DESIGN



isola design

I hereby certify that this drawing was prepared by me or under my direct supervision and that I am a duly registered Professional Engineer under the laws of the State of Minnesota.

By: \_\_\_\_\_

Name: MATTHEW A. EVANS Date: 09-08-2023

Registration Number: 41957

KEY PLAN



NORTH

[illegible]

CLIENT

**WASHINGTON CO.  
NORTHERN  
ENVIRONMENTAL  
CENTER**

DRAWING TITLE

**OVERALL  
LANDSCAPE  
PLAN**

DRAWING NUMBER

**L1.0**

PROJECT NUMBER 21104





July 9, 2024

Mr. Matt Lysne  
HCM Architects  
4201 Cedar Avenue South  
Minneapolis, MN 55407

**Re: Washington County Northern Environmental Center  
Landscape Irrigation Exemption**

Dear Mr. Lysne:

The plantings for the project incorporate a mix of low maintenance, drought-tolerant native and adaptive species of the local environment. The lawn seeding areas were specified to the MN DOT Low Maintenance Turf that provides a salt, shade and drought-tolerant turfgrass mix. The native seeding areas, provided in the stormwater detention ponds and buffer for the existing wetlands, were specified to the MN BWSR state seed mixes for adaptability to specific site conditions of the project site.

The plantings were selected with water conservation in mind, per PHE direction, to not require a permanent irrigation system. Our recommendation is to focus on the establishment period, typically the first two years after planting, to provide adequate maintenance and watering for the plants to have their best chance of long-term survival.

Please do not hesitate to contact me at 952-222-7249 or at [maevans@burnsmcd.com](mailto:maevans@burnsmcd.com) if you have any questions.

Sincerely,  
Burns & McDonnell

A handwritten signature in black ink, appearing to read "Matthew J. Evans".

Matthew J. Evans, PE  
Project Manager

A handwritten signature in black ink, appearing to read "Richard Garcia".

Richard Garcia  
Assistant Landscape Architect





0 1,053 Feet



**BOLTON  
& MENK**

Real People. Real Solutions.

**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.



**Forest Lake**  
AS GOOD AS IT SOUNDS

**Location Map**





0 263 Feet



**BOLTON  
& MENK**

Real People. Real Solutions.

**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.



**Forest Lake**  
AS GOOD AS IT SOUNDS

**Property Line Map**



# WASHINGTON COUNTY NORTHERN ENVIRONMENTAL CENTER

**KNOW ALL PERSONS BY THESE PRESENTS:** that City of Forest Lake, a Minnesota municipal corporation, owner of the following described property situated in the County of Washington, State of Minnesota, to wit:

The North Half of the Northeast Quarter of Section 29, Township 32, Range 21, except therefrom those parts taken for highway and railroad right-of way.

AND

That part of the South half of the Southeast Quarter (S 1/2 of SE 1/4) Section Twenty (20), Township Thirty-two (32) North, Range Twenty-one (21) West, Washington County, Minnesota, lying south of the north 660 feet, lying west of the east 300 feet and lying easterly of the easterly right-of-way line of Forest Boulevard North (a.k.a. Highway No. 61).

**AND:** that Washington County, a Minnesota body corporate and politic, owner of the following described property situated in the County of Washington, State of Minnesota, to wit:

That part of the North 660 feet of the South Half of the Southeast Quarter of Section 20, Township 32 North, Range 21 West, Washington County, Minnesota, lying West of the East 300 feet, lying Easterly of the Easterly right-of-way line of Forest Boulevard North (a/k/a U.S. Highway 61) and lying South of the South line of WASHINGTON COUNTY HIGHWAY RIGHT OF WAY PLAT NO. 71 (a/k/a County Road 50); excepting therefrom the North 342.64 feet of the West 658.73 feet of the East 958.73 feet of said South Half of the Southeast Quarter.

Have caused the same to be surveyed and platted as **WASHINGTON COUNTY NORTHERN ENVIRONMENTAL CENTER** and does hereby donate and dedicate to the public for public use the public ways, as shown on this plat, and also dedicate the easements as created by this plat for drainage and utility purposes only.

In witness whereof said City of Forest Lake, a Minnesota municipal corporation, has caused these presents to be signed by its proper officer this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

CITY OF FOREST LAKE

By \_\_\_\_\_

Its \_\_\_\_\_

**STATE OF \_\_\_\_\_**  
**COUNTY OF \_\_\_\_\_**  
The foregoing instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_, Its \_\_\_\_\_ of City of Forest Lake, a Minnesota municipal corporation, on behalf of the corporation.

\_\_\_\_\_  
(Signature) (Name Printed)

Notary Public, \_\_\_\_\_ County, \_\_\_\_\_

My Commission Expires \_\_\_\_\_

In witness whereof said Washington County, a Minnesota body corporate and politic, has caused these presents to be signed by its proper officer this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

WASHINGTON COUNTY

By \_\_\_\_\_

Its \_\_\_\_\_

**STATE OF \_\_\_\_\_**  
**COUNTY OF \_\_\_\_\_**  
The foregoing instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_, Its \_\_\_\_\_ of Washington County, a Minnesota body corporate and politic, on behalf of the corporation.

\_\_\_\_\_  
(Signature) (Name Printed)

Notary Public, \_\_\_\_\_ County, \_\_\_\_\_

My Commission Expires \_\_\_\_\_

I hereby certify that I have surveyed and platted or directly supervised the survey and platting of the property described on this plat as **WASHINGTON COUNTY NORTHERN ENVIRONMENTAL CENTER**; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on the plat; that all monuments depicted on the plat have been or will be correctly set within one year; that all water boundaries and wet lands as defined in MS Section 505.01, Subd. 3 existing as of the date of this certification are shown and labeled on the plat; and that all public ways are shown and labeled on the plat.

Dated this \_\_\_\_\_, day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Chris Ambourn, Licensed Land Surveyor  
Minnesota License No. 43055

**STATE OF MINNESOTA**  
**COUNTY OF \_\_\_\_\_**  
The foregoing Surveyor's Certificate was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by Chris Ambourn, Licensed Land Surveyor, Minnesota License No. 43055.

\_\_\_\_\_  
(Signature) (Name Printed)

Notary Public, \_\_\_\_\_ County, Minnesota

My Commission Expires \_\_\_\_\_

**CITY OF FOREST LAKE, MINNESOTA**  
This plat was approved by the City Council of the City of Forest Lake, Minnesota on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, and hereby certifies compliance with all requirements as set forth in Minnesota Statutes, Section 505.03, Subdivision 2.

By \_\_\_\_\_ By \_\_\_\_\_  
Mayor City Administrator

**WASHINGTON COUNTY SURVEYOR**  
Pursuant to Chapter 820, Laws of Minnesota, 1971, and in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By \_\_\_\_\_ By \_\_\_\_\_  
Washington County Surveyor

**WASHINGTON COUNTY AUDITOR/TREASURER**  
Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20\_\_\_\_\_ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer has been entered on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By \_\_\_\_\_ By \_\_\_\_\_  
Washington County Auditor/Treasurer Deputy

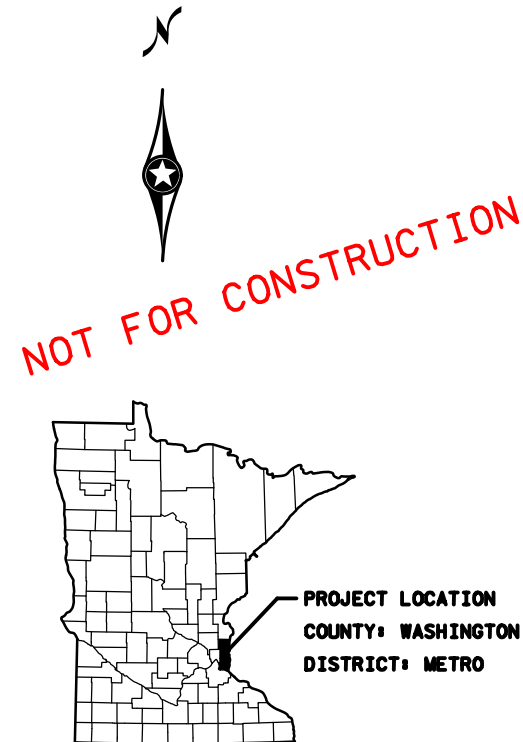
**WASHINGTON COUNTY RECORDER**  
Document Number \_\_\_\_\_  
I hereby certify that this instrument was recorded in the Office of the County Recorder for record on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_M., and was duly recorded in Washington County Records.

By \_\_\_\_\_ By \_\_\_\_\_  
Washington County Recorder Deputy

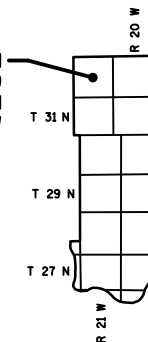


## COUNTY PROJ. NO. S23-012

S.P. 8206-60 LOCATED ON TH 61 (FOREST BLVD N) FROM 720 FT SOUTH OF HEADWATERS PKWY TO 660 FT NORTH OF HEADWATERS PKWY



PROJECT LOCATION  
SECTION: 29  
TOWNSHIP: 32 N  
RANGE: 21 W



WASHINGTON COUNTY

TRAIL DESIGN DESIGNATION:  
DESIGN SPEED (MPH): .....25.....  
BASED ON .4.5.. FT HEIGHT OF EYE  
AND .0.0 FT HEIGHT OF OBJECT  
DESIGN SPEED NOT ACHIEVED AT: N/A

DESIGN DESIGNATION                      TH 61                      HEADWATERS PKWY  
S.P. 8206-60

GROSS LENGTH.....	1382.98 FT. = 0.262 MILES	857.30 FT. = 0.162 MILES
BRIDGES-LENGTH.....	N/A	N/A
EXCEPTIONS LENGTH.....	N/A	N/A
NET LENGTH.....	1382.98 FT. = 0.262 MILES	857.30 FT. = 0.162 MILES
REF. POINT.....	157+00.796 TO 158+00.103	10+00.00

ADT (CURRENT YEAR) 2023	19,000	0
ADT (FUTURE YEAR) 2040	27,000	110
D (DIRECTIONAL DISTRIBUTION)	50%	50%
HEAVY COMMERCIAL	2.5%	4.6%
ESALS	1,279,219	35,732
DESIGN SPEED	55 MPH	25 MPH
BASED ON SIGHT DISTANCE	STOPPING	STOPPING
HEIGHT OF EYE / HEIGHT OF OBJECT	3.5-FT / 2.5-FT	3.5-FT / 2.5-FT
FUNCTIONAL CLASS	MINOR CONNECTOR	COMMERCIAL ENTRANCE
NO. OF TRAFFIC LANES	2 (12-FT)	2 (12.5-FT)
NO. OF PARKING LANES	0	0
SHOULDER WIDTH	4-FT	N/A
TON DESIGN	9	10
DESIGN SPEED NOT ACHIEVED AT	N/A	N/A
GOVERNING STANDARDS & SPECS.	MNDOT	CITY OF FOREST LAKE

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF ASCE/UESI/CI 38-22, ENTITLED "STANDARD GUIDELINES FOR INVESTIGATING AND DOCUMENTING EXISTING UTILITIES".

## SCALES

## INDEX MAP

## PLAN

## PROFILE

VERT.

## GENERAL LAYOUT

[illegible]

## INDEX

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	GENERAL LAYOUT
3	STATEMENT OF ESTIMATED QUANTITIES
4	SOILS & CONSTRUCTION NOTES & STANDARD PLATES
5	EARTHWORK TABULATION & SUMMARY
6	TABULATIONS
7	INPLACE UTILITY PLAN & TABULATIONS
8 - 9	TYPICAL SECTIONS
10 - 22	STANDARD PLANS
23 - 34	CONSTRUCTION STAGING & TRAFFIC CONTROL PLAN
35	ALIGNMENT PLAN & TABULATIONS
36	INPLACE TOPOGRAPHY
37 - 39	REMOVAL PLAN
40	CONSTRUCTION PLAN
41 - 42	CONSTRUCTION PLAN DETAILS
43	CONSTRUCTION PROFILES
44	DRAINAGE PLAN
45 - 47	DRAINAGE TABULATIONS & PROFILES
48	ENVIRONMENTAL MANAGEMENT PLAN
49 - 50	STORM WATER POLLUTION PREVENTION PLAN & NOTES
51	TEMPORARY EROSION CONTROL PLAN
52	TURF ESTABLISHMENT PLAN
53	LANDSCAPING PLAN
54 - 59	PAVEMENT MARKING PLAN
60 - 77	TRAFFIC CONTROL SIGNAL SYSTEM PLAN
78	AS BUILT INTERSECTION LAYOUT
79 - 88	SIGNING PLAN
89	CROSS SECTION LAYOUT
90 - 100	CROSS SECTIONS

THIS PLAN CONTAINS 100 SHEETS.

ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS AND ORDINANCES WILL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.



I HEREBY CERTIFY THAT THIS PLAN 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.

PRINTED NAME: MARK TUCH, PE  
LICENSE NO.: 62016

DIGITAL SIGNATURE

APPROVED: FOREST LAKE,  
CITY ENGINEER

DIGITAL SIGNATURE

APPROVED: WASHINGTON COUNTY,  
COUNTY ENGINEER

DIGITAL SIGNATURE

RECOMMENDED FOR APPROVAL:  
DISTRICT TRANSPORTATION ENGINEER

DIGITAL SIGNATURE

S.P. 8206-60 (T.H. 61 = 001)

SHEET 1 OF 100 SHEETS

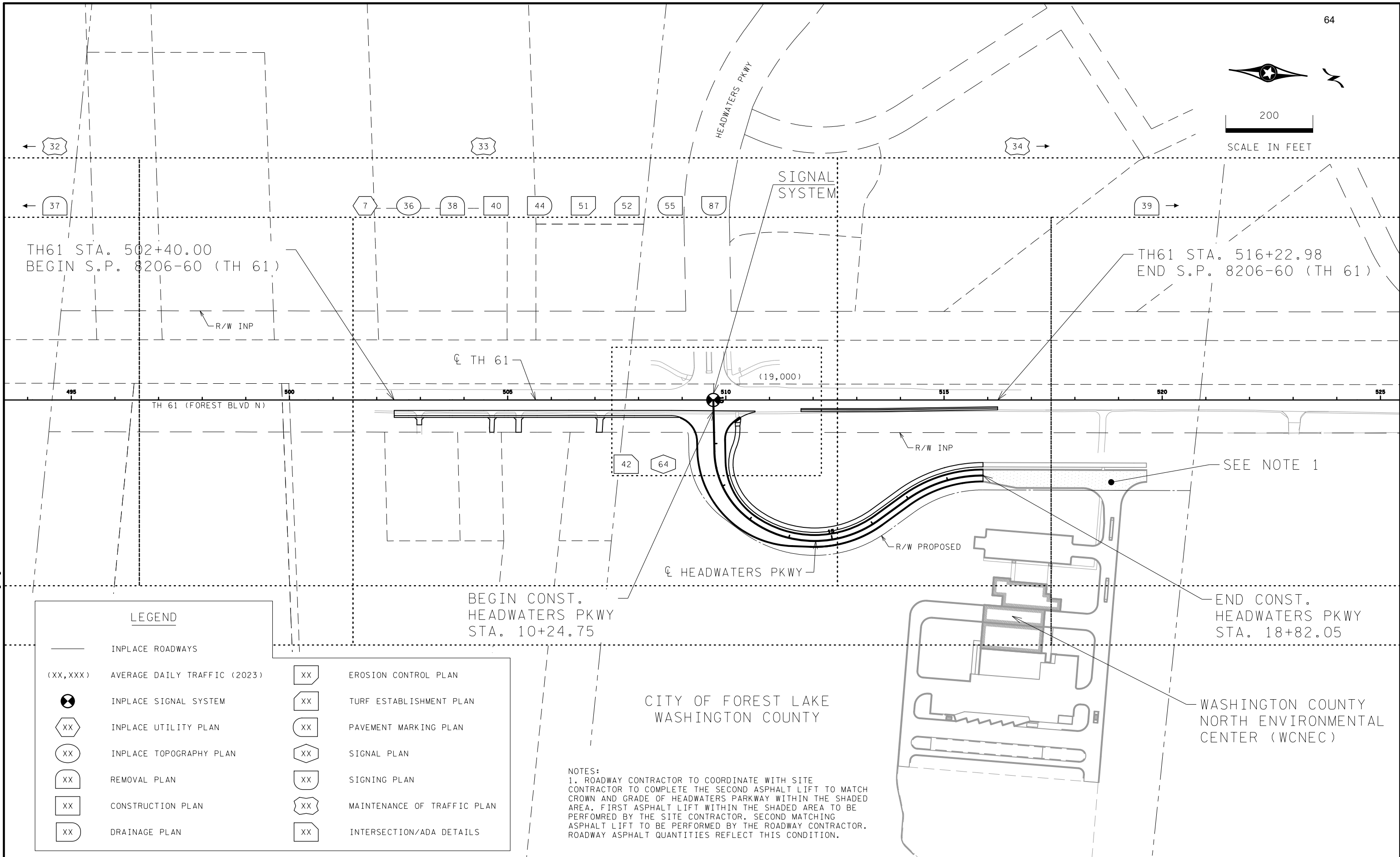
PLOTTED/REVISED: 15-MAR-2024

PLOT NAME: 139156\_tsh

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PLOTTED/REVISED: 15-MAR-2024

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BY	DATE	REVISIONS



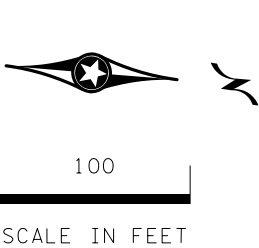
GENERAL LAYOUT

S.A.P. NO.	DRAWN BY:	CKD BY:	DATE: 3-15-24
CERTIFIED BY	LIC. NO.	DATE:	
STATE PROJ.NO. 8206-60 (T.H. 61) SHEET NO. 2 OF 100 SHEETS			

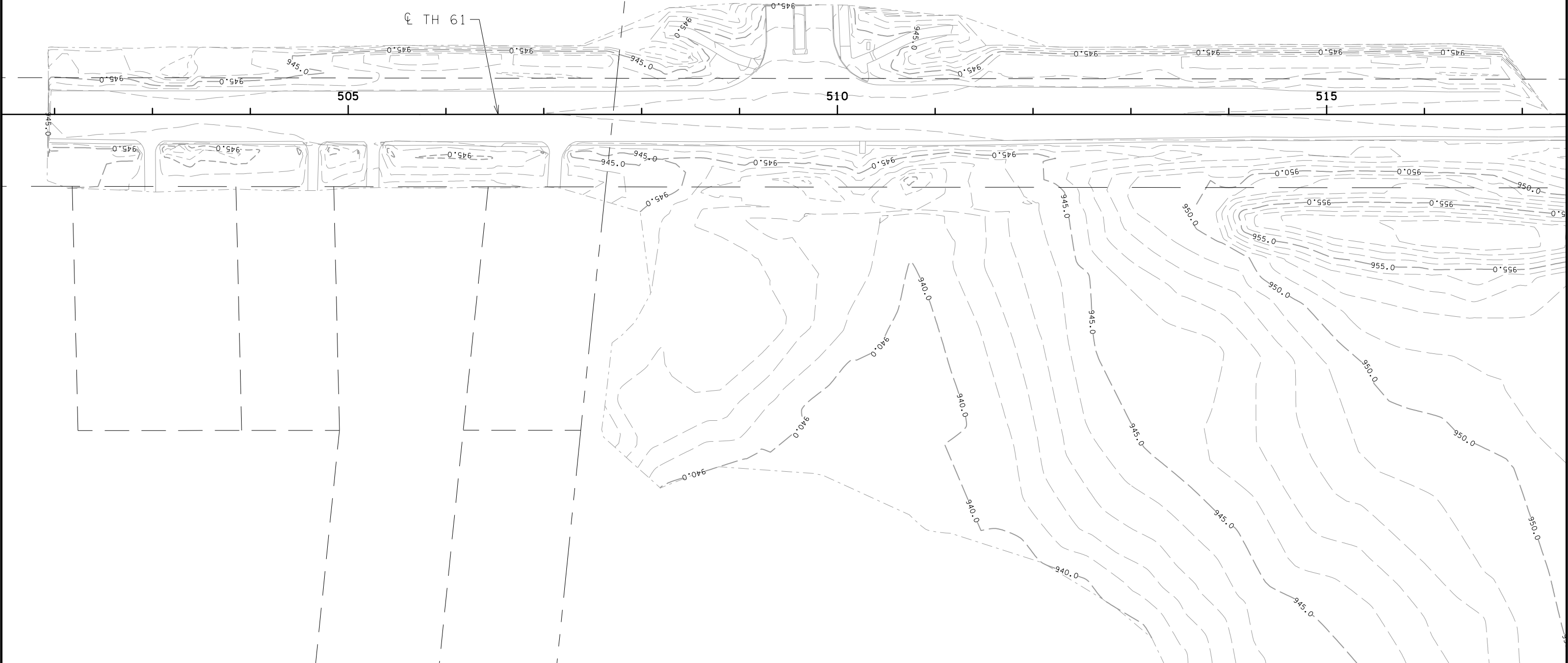
PLOTTED/REVISED: 15-MAR-2024

IPLOT NAME: 139156\_top.Inp  
FILENAME: M:\DOT\139156\_JHW\NorthFac\Cadd\Streets\Roads\General\139156\_top.Inp.dgn

NOTE: FOR INPLACE UTILITIES AND DRAINAGE,  
SEE INPLACE UTILITIES PLAN SHEET.



65



BY	DATE	REVISIONS



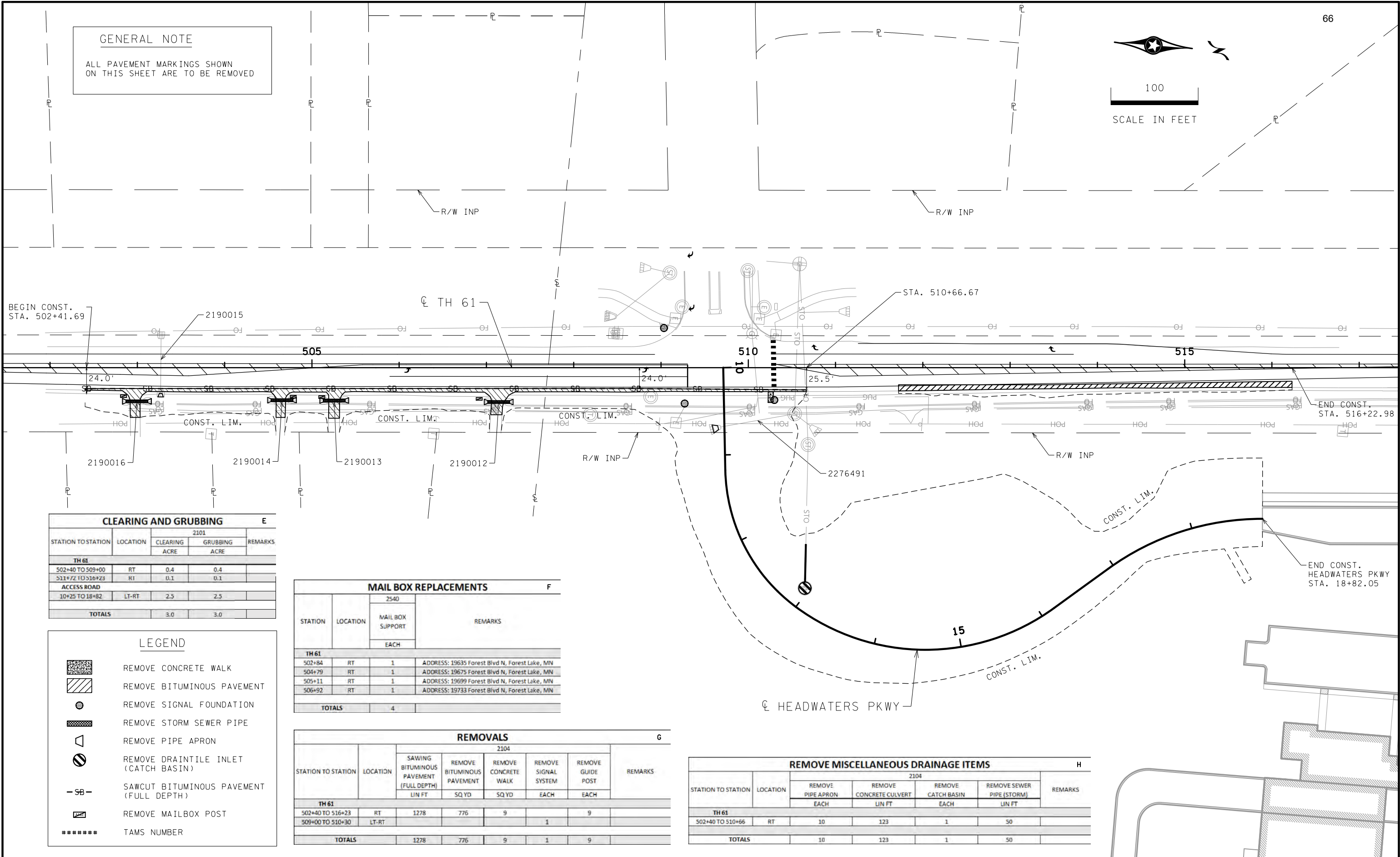
INPLACE TOPOGRAPHY PLAN

S.A.P. NO.	DRAWN BY:	CKD BY:	DATE: 3-15-24
CERTIFIED BY _____	LIC. NO. _____	DATE: _____	
STATE PROJ.NO. 8206-60 (T.H. 61) SHEET NO. 36 OF 100 SHEETS			



PLOTTED/REVISED: 15-MAR-2024

IPLOT NAME: 139156\_rem-02  
FILENAME: M:\DOT\139156\_JHW\NorthFoc\Cadd\Sheets\Roads\Removal\139156\_rem-02.dgn



BY	DATE	REVISIONS	<div>BURNS MCDONNELL</div>	REMOVAL PLAN	S.A.P. NO.	DRAWN BY:	CKD BY:	DATE: 3-15-24
					CERTIFIED BY	LIC. NO.	DATE:	
					STATE PROJ.NO. 8206-60 (T.H. 61) SHEET NO. 38 OF 100 SHEETS			

PLOTTED/REVISED: 15-MAR-2024

IPLOT NAME: 139156.op  
FILENAME: M:\DOT\139156\_JHW\NorthFac\Cadd\Streets\Roads\Roadway\139156\_op.dgn

WALKS, CURB & GUTTER, AND DRIVEWAYS											I		
STATION TO STATION	LOCATION	2108	2521		2531					REMARKS			
		GEOTEXTILE FABRIC TYPE 5	3" BITUMINOUS WALK	6" CONCRETE WALK	CONCRETE CURB AND GUTTER DESIGN B618	CONCRETE CURB AND GUTTER DESIGN R418	8" CONCRETE DRIVEWAY PAVEMENT	CONCRETE CURB AND GUTTER	TRUNCATED DOMES				
												RADIAL	
		SQ YD	SQ FT	SQ FT	LIN FT	LIN FT	SQ YD	LIN FT	SQ FT			RADIUS	
TH 61													
502+92 TO 503+03	RT						24				ADDRESS: 19635 Forest Blvd N, Forest Lake, MN		
504+59 TO 504+70	RT						43				ADDRESS: 19675 Forest Blvd N, Forest Lake, MN		
505+19 TO 505+32	RT						51				ADDRESS: 19699 Forest Blvd N, Forest Lake, MN		
507+05 TO 507+18	RT						53				ADDRESS: 19733 Forest Blvd N, Forest Lake, MN		
HEADWATERS PKWY													
10+39 TO 18+82	RT				904								
10+40 TO 18+82	LT				817								
10+42 TO 18+82	LT	889	7815	185					17	32	103		
TOTALS		889	7815	185	1721	0	171	17	32				

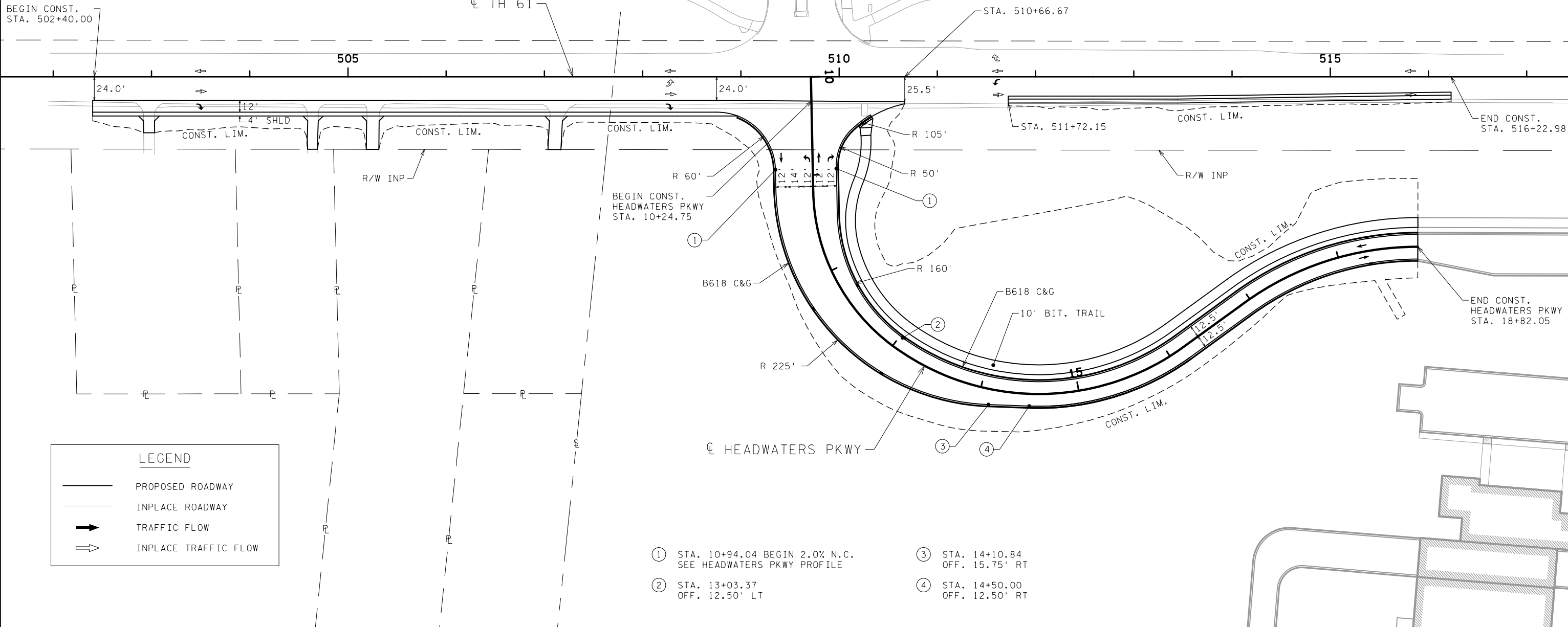
BITUMINOUS AND AGGREGATE SUMMARY								J
STATION TO STATION	LOCATION	2108	2331	2221	2360		REMARKS	
		GEOTEXTILE	JOINT	AGGREGATE	TYPE SP 12.5	TYPE SP 12.5		
		FABRIC	ADHESIVE	BASE (CV)	WEARING COURSE	NON-WEARING COURSE		
		TYPE 5		CLASS 5	MIXTURE (3,C)	MIXTURE (3,B)		
		SQ YD	LIN FT	TON	TON	TON		
TH 61								
502+40 TO 509+00	RT	1168	827	396	318			
511+72 TO 516+23	RT	351	451	128	96			
HEADWATERS PKWY								
10+25 TO 18+82	LT-RT	3765		2905	717	410		
BEYOND 18+82	LT-RT				131		SECOND LIFT FOR WCNEC (SEE GENERAL LAYOUT SHEET)	
TOTALS		5284	1278	3429	1262	410		



100

SCALE IN FEET

67



LEGEND	
	PROPOSED ROADWAY
	INPLACE ROADWAY
	TRAFFIC FLOW
	INPLACE TRAFFIC FLOW

- ① STA. 10+94.04 BEGIN 2.0% N.C.  
SEE HEADWATERS PKWY PROFILE

② STA. 13+03.37  
OFF. 12.50' LT
- ③ STA. 14+10.84  
OFF. 15.75' RT

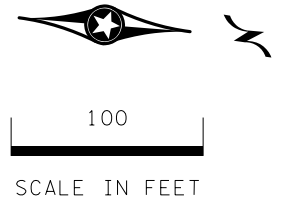
④ STA. 14+50.00  
OFF. 12.50' RT

BY	DATE	REVISIONS		CONSTRUCTION PLAN	S.A.P. NO.	DRAWN BY:	CKD BY:	DATE: 3-15-24
					CERTIFIED BY _____	LIC. NO. _____	DATE: _____	
					STATE PROJ.NO. 8206-60 (T.H. 61) SHEET NO. 40 OF 100 SHEETS			

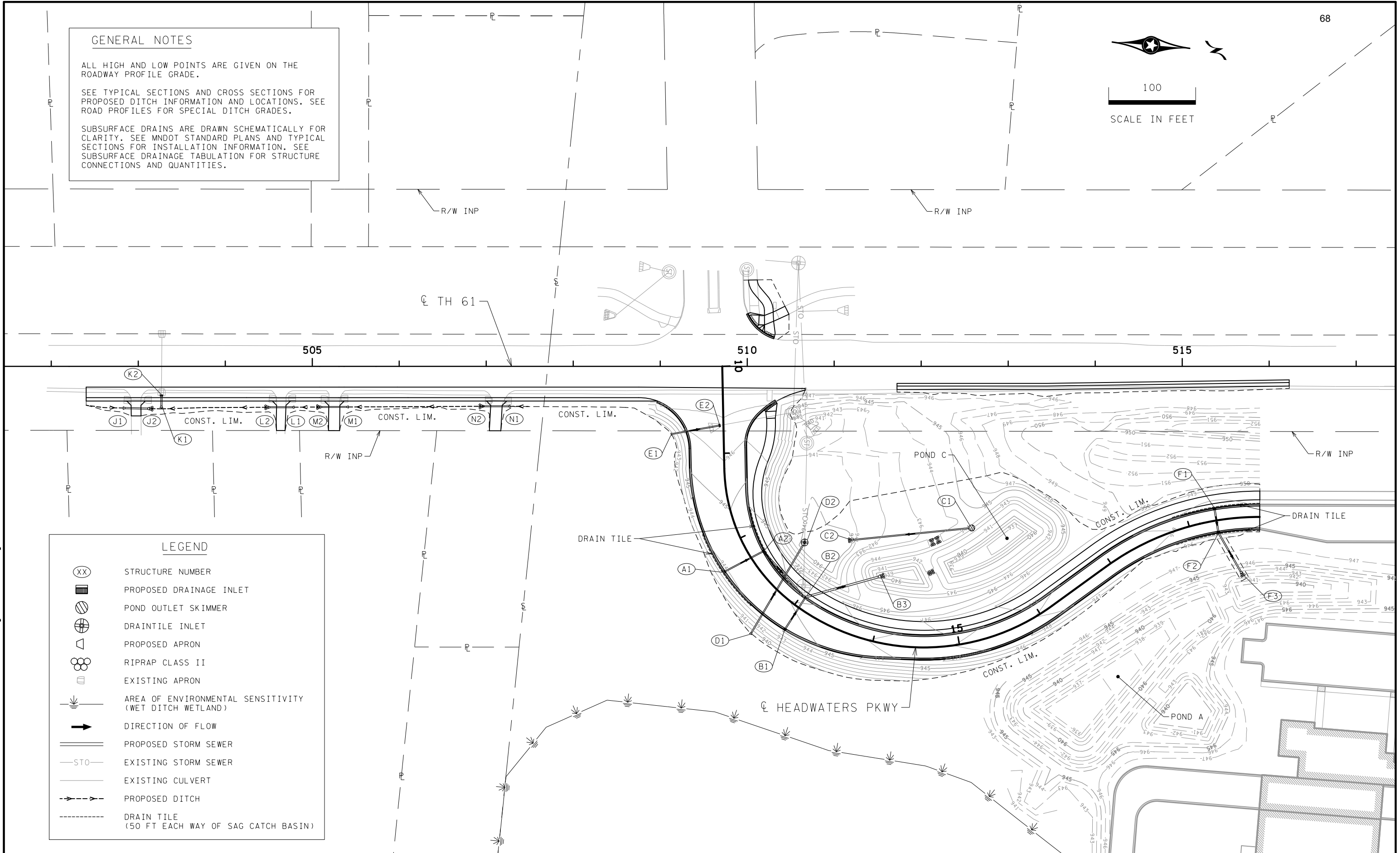
PLOTTED/REVISED: 5-APR-2024  
 I/PLOT NAME: 139156-dr-02  
 FILENAME: M:\DOT\139156\_H\NorthFac\Roads\Drainage\139156\_dr-02.dgn

GENERAL NOTES

ALL HIGH AND LOW POINTS ARE GIVEN ON THE ROADWAY PROFILE GRADE.  
  
 SEE TYPICAL SECTIONS AND CROSS SECTIONS FOR PROPOSED DITCH INFORMATION AND LOCATIONS. SEE ROAD PROFILES FOR SPECIAL DITCH GRADES.  
  
 SUBSURFACE DRAINS ARE DRAWN SCHEMATICALLY FOR CLARITY. SEE MNDOT STANDARD PLANS AND TYPICAL SECTIONS FOR INSTALLATION INFORMATION. SEE SUBSURFACE DRAINAGE TABULATION FOR STRUCTURE CONNECTIONS AND QUANTITIES.



68



LEGEND

- (XX) STRUCTURE NUMBER
- [Symbol] PROPOSED DRAINAGE INLET
- [Symbol] POND OUTLET SKIMMER
- [Symbol] DRAINTILE INLET
- [Symbol] PROPOSED APRON
- [Symbol] RIPRAP CLASS II
- [Symbol] EXISTING APRON
- [Symbol] AREA OF ENVIRONMENTAL SENSITIVITY (WET DITCH WETLAND)
- [Symbol] DIRECTION OF FLOW
- [Symbol] PROPOSED STORM SEWER
- [Symbol] EXISTING STORM SEWER
- [Symbol] EXISTING CULVERT
- [Symbol] PROPOSED DITCH
- [Symbol] DRAIN TILE (50 FT EACH WAY OF SAG CATCH BASIN)

BY	DATE	REVISIONS



DRAINAGE PLAN

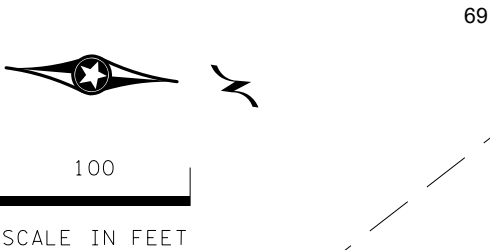
S.A.P. NO.	DRAWN BY:	CKD BY:	DATE: X-XX-24
CERTIFIED BY _____	LIC. NO. _____	DATE: _____	
STATE PROJ.NO. 8206-60 (T.H. 61) SHEET NO. 48 OF 108 SHEETS			



PLOTTED/REVISED: 15-MAR-2024

IPLOT NAME: 139156\_1a  
FILENAME: M:\DOT\139156\_JHW\NorthFac\Cadd\Streets\Roads\Erosion Contron\139156\_1adgn

LANDSCAPING					M
STATION	LOCATION	2571		REMARKS	
		EVERGREEN TREE 6' HT B&B	ORNAMENTAL TREE 1.5" CAL B&B		
		EACH	EACH		
HEADWATERS PKWY					
11+00.38	78.52' RT		1	AUTUMN BRILLIANCE SERVICEBERRY	
11+10.97	67.42' RT		1	AUTUMN BRILLIANCE SERVICEBERRY	
11+14.18	82.99' RT		1	AUTUMN BRILLIANCE SERVICEBERRY	
11+26.34	74.15' RT	1		NORWAY SPRUCE (6' HT MIN.)	
11+42.65	64.52' RT	1		NORWAY SPRUCE (6' HT MIN.)	
11+55.89	80.44' RT	1		NORWAY SPRUCE (6' HT MIN.)	
11+70.58	66.36' RT	1		NORWAY SPRUCE (6' HT MIN.)	
11+85.63	78.86' RT	1		NORWAY SPRUCE (6' HT MIN.)	
11+99.11	63.56' RT	1		NORWAY SPRUCE (6' HT MIN.)	
12+17.16	66.95' RT	1		NORWAY SPRUCE (6' HT MIN.)	
12+30.92	60.53' RT		1	AUTUMN BRILLIANCE SERVICEBERRY	
12+31.62	75.59' RT		1	AUTUMN BRILLIANCE SERVICEBERRY	
12+40.99	67.34' RT		1	AUTUMN BRILLIANCE SERVICEBERRY	
TOTALS		7	6		



BEGIN CONST.  
STA. 502+40.00

CL TH 61

END CONST.  
STA. 510+66.67

505

510

515

END PROJECT  
STA. 516+22.98

CONST. LIM.

CONST. LIM.

CONST. LIM.

R/W INP

BEGIN CONST.  
HEADWATERS PKWY  
STA. 10+24.75

CONST. LIM.

END CONST.  
HEADWATERS PKWY  
STA. 18+82.05

LEGEND

- AREA OF ENVIRONMENTAL SENSITIVITY
- EVERGREEN TREE  
(NORWAY SPRUCE)  
BOTANICAL NAME: PICEA ABIES
- ORNAMENTAL TREE  
(AUTUMN BRILLIANCE SERVICEBERRY)  
BOTANICAL NAME: AMELANCHIER X GRANDIFLORA

CL HEADWATERS PKWY

BY	DATE	REVISIONS



LANDSCAPING PLAN

S.A.P. NO.		DRAWN BY:	CKD BY:	DATE: 3-15-24
CERTIFIED BY _____		LIC. NO. _____		DATE: _____
LICENSED PROFESSIONAL ENGINEER				
STATE PROJ.NO. 8206-60 (T.H. 61) SHEET NO. 53 OF 100 SHEETS				

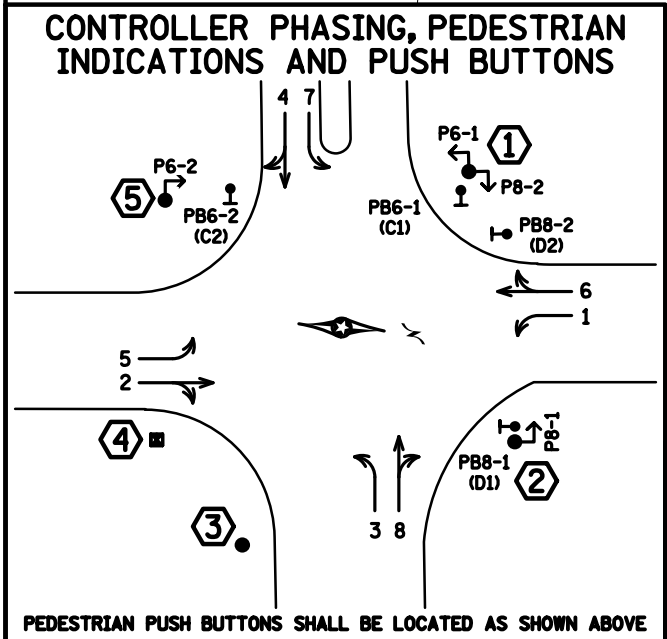
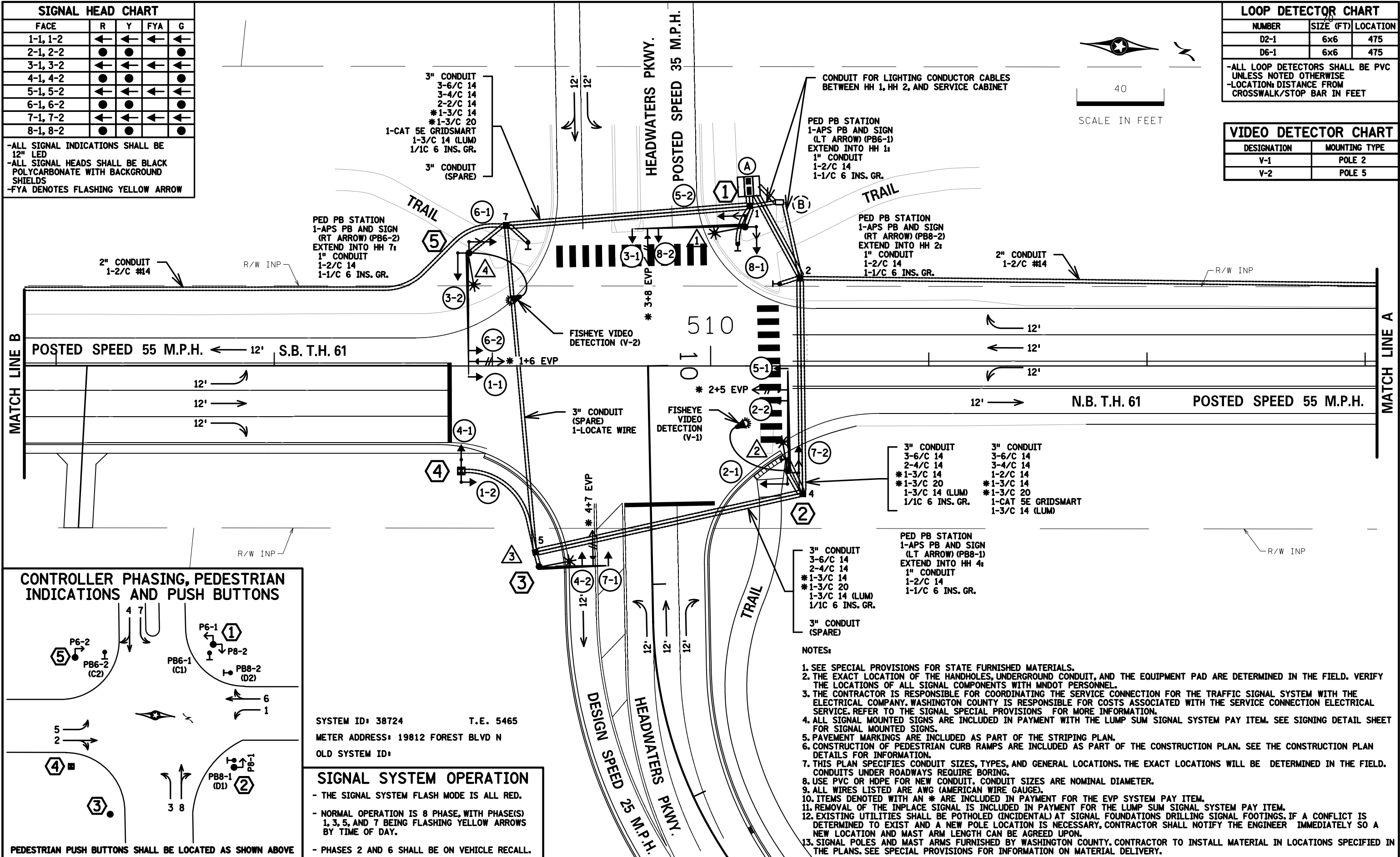
PLOTTED/REVISED: 15-MAR-2024

IPLOT NAME: 139156.sgn  
FILENAME: M:\DOT\139156\_HHWNorthFocCadd\StreetsRoads\Sgnals\139156.sgn.dgn

SIGNAL HEAD CHART				
FACE	R	Y	FYA	G
1-1, 1-2	←	←	←	←
2-1, 2-2	●	●	●	●
3-1, 3-2	←	←	←	←
4-1, 4-2	●	●	●	●
5-1, 5-2	←	←	←	←
6-1, 6-2	●	●	●	●
7-1, 7-2	←	←	←	←
8-1, 8-2	●	●	●	●
-ALL SIGNAL INDICATIONS SHALL BE 12" LED				
-ALL SIGNAL HEADS SHALL BE BLACK POLYCARBONATE WITH BACKGROUND SHIELDS				
-FYA DENOTES FLASHING YELLOW ARROW				

LOOP DETECTOR CHART		
NUMBER	SIZE (FT)	LOCATION
D2-1	6x6	475
D6-1	6x6	475
-ALL LOOP DETECTORS SHALL BE PVC UNLESS NOTED OTHERWISE		
-LOCATION: DISTANCE FROM CROSSWALK/STOP BAR IN FEET		

VIDEO DETECTOR CHART	
DESIGNATION	MOUNTING TYPE
V-1	POLE 2
V-2	POLE 5



SYSTEM ID: 38724 T.E. 5465  
METER ADDRESS: 19812 FOREST BLVD N  
OLD SYSTEM ID:

**SIGNAL SYSTEM OPERATION**  
- THE SIGNAL SYSTEM FLASH MODE IS ALL RED.  
- NORMAL OPERATION IS 8 PHASE, WITH PHASE(S) 1, 3, 5, AND 7 BEING FLASHING YELLOW ARROWS BY TIME OF DAY.  
- PHASES 2 AND 6 SHALL BE ON VEHICLE RECALL.

- NOTES:
- SEE SPECIAL PROVISIONS FOR STATE FURNISHED MATERIALS.
  - THE EXACT LOCATION OF THE HANDHOLES, UNDERGROUND CONDUIT, AND THE EQUIPMENT PAD ARE DETERMINED IN THE FIELD. VERIFY THE LOCATIONS OF ALL SIGNAL COMPONENTS WITH MNDOT PERSONNEL.
  - THE CONTRACTOR IS RESPONSIBLE FOR COORDINATING THE SERVICE CONNECTION FOR THE TRAFFIC SIGNAL SYSTEM WITH THE ELECTRICAL COMPANY. WASHINGTON COUNTY IS RESPONSIBLE FOR COSTS ASSOCIATED WITH THE SERVICE CONNECTION ELECTRICAL SERVICE. REFER TO THE SIGNAL SPECIAL PROVISIONS FOR MORE INFORMATION.
  - ALL SIGNAL MOUNTED SIGNS ARE INCLUDED IN PAYMENT WITH THE LUMP SUM SIGNAL SYSTEM PAY ITEM. SEE SIGNING DETAIL SHEET FOR SIGNAL MOUNTED SIGNS.
  - PAVEMENT MARKINGS ARE INCLUDED AS PART OF THE STRIPING PLAN.
  - CONSTRUCTION OF PEDESTRIAN CURB RAMPS ARE INCLUDED AS PART OF THE CONSTRUCTION PLAN. SEE THE CONSTRUCTION PLAN DETAILS FOR INFORMATION.
  - THIS PLAN SPECIFIES CONDUIT SIZES, TYPES, AND GENERAL LOCATIONS. THE EXACT LOCATIONS WILL BE DETERMINED IN THE FIELD. CONDUITS UNDER ROADWAYS REQUIRE BORING.
  - USE PVC OR HDPE FOR NEW CONDUIT. CONDUIT SIZES ARE NOMINAL DIAMETER.
  - ALL WIRES LISTED ARE AWG (AMERICAN WIRE GAUGE).
  - ITEMS DENOTED WITH AN \* ARE INCLUDED IN PAYMENT FOR THE EVP SYSTEM PAY ITEM.
  - REMOVAL OF THE INPLACE SIGNAL IS INCLUDED IN PAYMENT FOR THE LUMP SUM SIGNAL SYSTEM PAY ITEM.
  - EXISTING UTILITIES SHALL BE POTHOLED (INCIDENTAL) AT SIGNAL FOUNDATIONS DRILLING SIGNAL FOOTINGS. IF A CONFLICT IS DETERMINED TO EXIST AND A NEW POLE LOCATION IS NECESSARY, CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY SO A NEW LOCATION AND MAST ARM LENGTH CAN BE AGREED UPON.
  - SIGNAL POLES AND MAST ARMS FURNISHED BY WASHINGTON COUNTY. CONTRACTOR TO INSTALL MATERIAL IN LOCATIONS SPECIFIED IN THE PLANS. SEE SPECIAL PROVISIONS FOR INFORMATION ON MATERIAL DELIVERY.

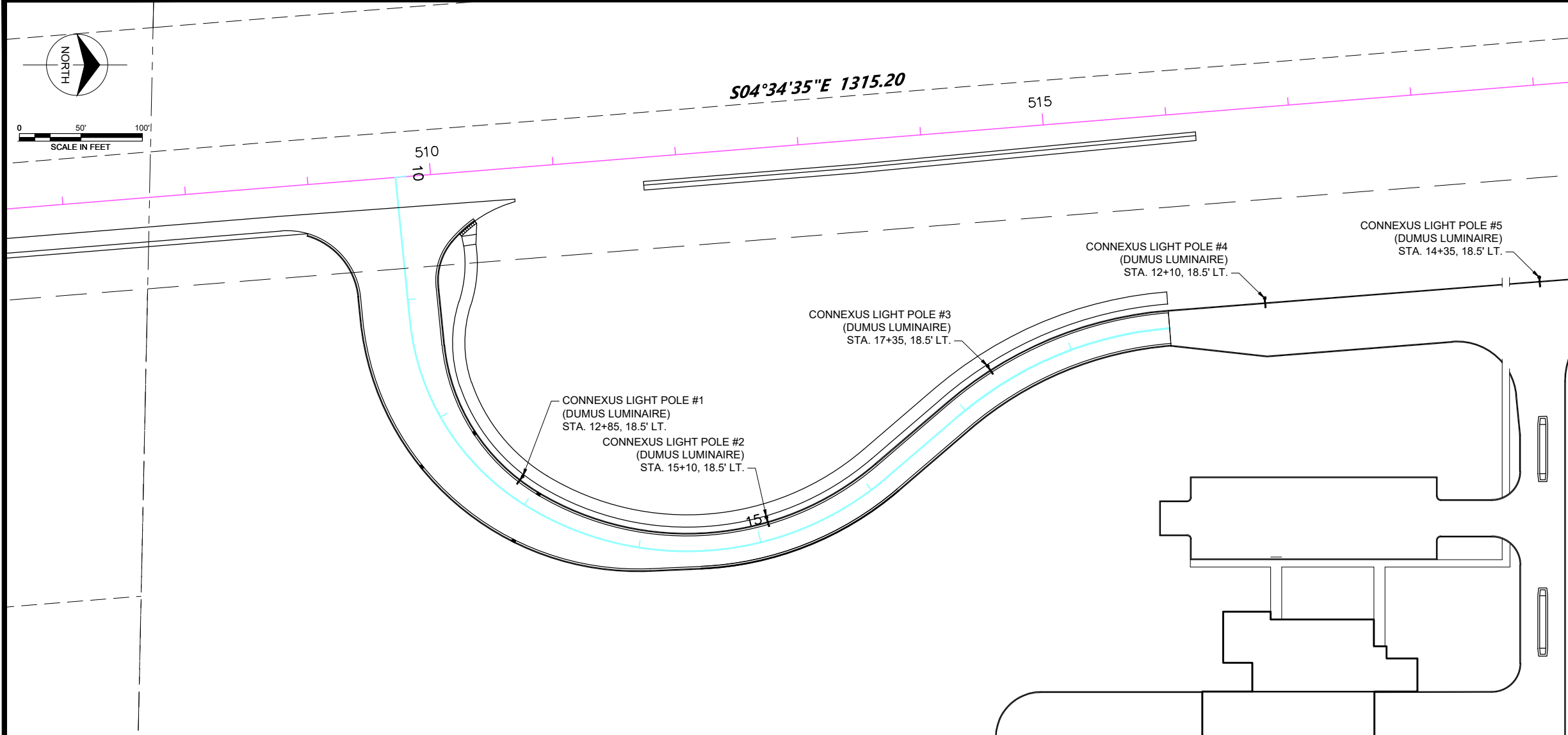
BY	DATE	REVISIONS




**INTERSECTION LAYOUT**  
**TRAFFIC CONTROL SIGNAL SYSTEM**  
**T.H. 61 (FOREST BLVD) AT HEADWATERS PKWY.**  
**IN FOREST LAKE, WASHINGTON CO.**

S.A.P. NO.	DRAWN BY: EMW	CKD BY: JPH	DATE: 3-15-24
CERTIFIED BY	LIC. NO.	DATE:	
STATE PROJ. NO. 8206-60 (T.H. 61) SHEET NO. 75 OF 100 SHEETS			

## **ATTACHMENT 6**



NOTES  
1. LOCATIONS OF LIGHT POLES ARE APPROXIMATE. FINAL LOCATIONS WILL BE DETERMINED BY CONNEXUS. FINAL LOCATIONS WILL BE SUBMITTED TO THE CITY OF FOREST LAKE FOR APPROVAL.




## DOMUS

*The unique European-styled Domus luminaire with a shepherd's hook decorative pole combines form and function to provide superior architectural, optical, electrical, and mechanical performance.*

The hermetically-sealed chamber protects optical system and produces lower light loss factor (LLF) than conventional optical systems, while maintaining the luminaire's photometric performance. The housing is made of cast aluminum and is finished with a black, polyester powder paint to ensure maximum durability.

Height: 19.5"	Width: 27.5"	Weight: 46 lbs.	Color: Black	Watt: 60 LED
Max EPA: 1.61 sq. ft.	Made of: Cast Aluminum	IES Lighting Classification: Type 3		

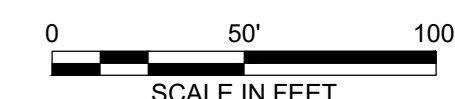
LIGHT POLE DETAIL AND INFORMATION



LIGHTING PLAN  
SP23-012 TH 61  
INTERSECTION WCNEC  
WASHINGTON COUNTY  
MARCH 2024

## **ATTACHMENT 7**

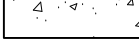
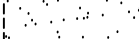
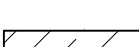
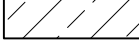


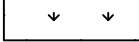




GENERAL NOTES:

1. THE LANDSCAPE ARCHITECT AND OWNER SHALL APPROVE GRADES AND CONDITION OF SITE PRIOR TO LANDSCAPE OPERATIONS.
2. ALL AREAS DISTURBED DURING CONSTRUCTION AND NOT DESIGNATED FOR OTHER PLANTINGS OR HARDSCAPE SHALL BE SEEDED PER SPECIFICATION 32 92 00.
3. REFER TO SHEET L0.1 FOR GENERAL NOTES.

## LEGEND

	CONCRETE PAVEMENT
	GRAVEL
	NATIVE SEEDING - TYPE 1 .86 ACRE (37,430 SF)
	NATIVE SEEDING - TYPE 2 3.05 ACRE (132,780 SF)
	LAWN AREAS
	DECIDUOUS TREE; RE: 1/L1.2
	EVERGREEN TREE; RE: 2/L1.2



HAGEN, CHRISTENSEN & MCILWAIN  
ARCHITECTS

CLIENT



Washington  
County

MEP ENGINEERS

**ep**  
**emanuelson-podas**  
consulting engineers

STRUCTURAL ENGINEERS

**ERA**  
**ERIKSEN ROED**  
**& ASSOCIATES**

CIVIL / HAZARDOUS WASTE



**BURNS & McDONNELL**

INTERIOR DESIGN



isola design

I hereby certify that this drawing was prepared by me or under my direct supervision and that I am a duly registered Professional Engineer under the laws of the State of Minnesota.

By: \_\_\_\_\_  
Name: MATTHEW A. EVANS Date: 09-08-2023  
Registration Number: 41937

**KEY PLAN**

[illegible]

CLIENT

**WASHINGTON CO.  
NORTHERN  
ENVIRONMENTAL  
CENTER**

DRAWING TITLE

## OVERALL LANDSCAPE PLAN

DRAWING NUMBER

## L1.0

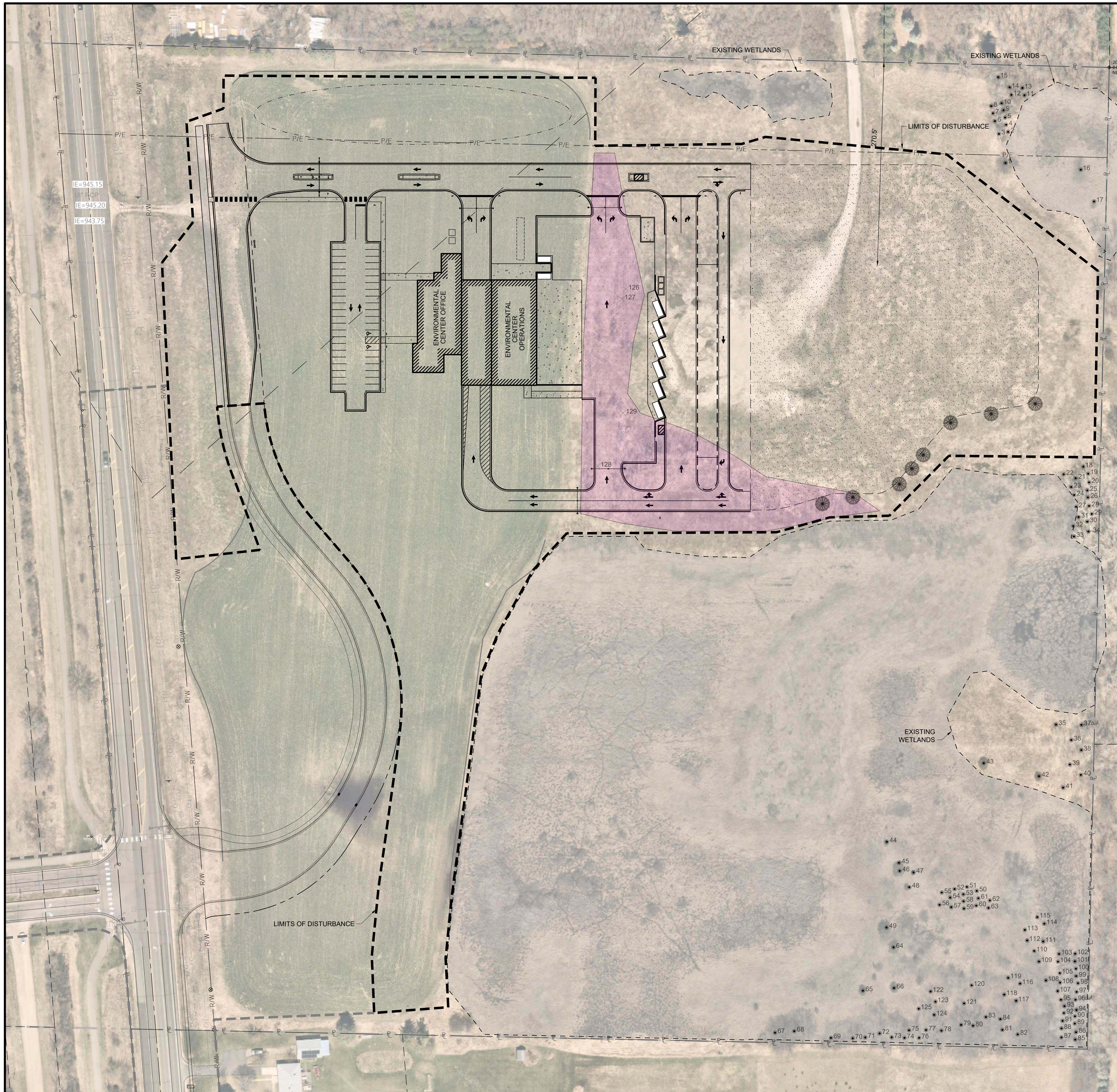
PROJECT NUMBER 21104





## **ATTACHMENT 8**





## GENERAL NOTES:

- SEE SHEETS C.01 TO C.03 FOR CIVIL NOTES, LEGEND AND ABBREVIATIONS.

## LEGEND

- HEAVY DUTY ASPHALT PAVEMENT
- CONCRETE PAVEMENT
- GRAVEL
- HEAVY COVERAGE OF SAPLINGS
- SIGNIFICANT TREE
- SIGNIFICANT TREE TO BE REMOVED
- DECIDUOUS TREE; RE 1/L1.2

WASHINGTON COUNTY HHW TREE SURVEY				
TREE TAG NO.	CALIPER (IN)	HEIGHT (FT)	SPECIES	SCIENTIFIC NAME
1	16	-	GREEN ASH	FRAXINUS PENNSYLVANICA
2	9	-	QUAKING ASPEN	POPULUS TREMULOIDES
3	13	-	QUAKING ASPEN	POPULUS TREMULOIDES
4	10	-	QUAKING ASPEN	POPULUS TREMULOIDES
5	6	-	QUAKING ASPEN	POPULUS TREMULOIDES
6	8	-	QUAKING ASPEN	POPULUS TREMULOIDES
7	9	-	QUAKING ASPEN	POPULUS TREMULOIDES
8	11	-	QUAKING ASPEN	POPULUS TREMULOIDES
9	9	-	QUAKING ASPEN	POPULUS TREMULOIDES
10	8	-	QUAKING ASPEN	POPULUS TREMULOIDES
11	6	-	QUAKING ASPEN	POPULUS TREMULOIDES
12	8	-	QUAKING ASPEN	POPULUS TREMULOIDES
13	9	-	QUAKING ASPEN	POPULUS TREMULOIDES
14	6	-	QUAKING ASPEN	POPULUS TREMULOIDES
15	10	-	QUAKING ASPEN	POPULUS TREMULOIDES
16	10	-	QUAKING ASPEN	POPULUS TREMULOIDES
17	9	-	QUAKING ASPEN	POPULUS TREMULOIDES
18	6	-	QUAKING ASPEN	POPULUS TREMULOIDES
19	12	-	QUAKING ASPEN	POPULUS TREMULOIDES
20	10	-	QUAKING ASPEN	POPULUS TREMULOIDES
21	9	-	QUAKING ASPEN	POPULUS TREMULOIDES
22	12	-	QUAKING ASPEN	POPULUS TREMULOIDES
23	19	-	QUAKING ASPEN	POPULUS TREMULOIDES
24	19	-	QUAKING ASPEN	POPULUS TREMULOIDES
25	12	-	QUAKING ASPEN	POPULUS TREMULOIDES
26	10	-	QUAKING ASPEN	POPULUS TREMULOIDES
27	9	-	QUAKING ASPEN	POPULUS TREMULOIDES
28	11	-	QUAKING ASPEN	POPULUS TREMULOIDES
29	13	-	QUAKING ASPEN	POPULUS TREMULOIDES
30	16	-	QUAKING ASPEN	POPULUS TREMULOIDES
31	21	-	QUAKING ASPEN	POPULUS TREMULOIDES
32	19	-	QUAKING ASPEN	POPULUS TREMULOIDES
33	10	-	QUAKING ASPEN	POPULUS TREMULOIDES
34	10	-	QUAKING ASPEN	POPULUS TREMULOIDES
35	7	-	QUAKING ASPEN	POPULUS TREMULOIDES
36	10	-	QUAKING ASPEN	POPULUS TREMULOIDES
37	10	-	QUAKING ASPEN	POPULUS TREMULOIDES
38	9	-	QUAKING ASPEN	POPULUS TREMULOIDES
39	9	-	QUAKING ASPEN	POPULUS TREMULOIDES
40	9	-	QUAKING ASPEN	POPULUS TREMULOIDES
41	12	-	QUAKING ASPEN	POPULUS TREMULOIDES
42	-	14	JACK PINE	PINUS BANKSIANA
43	-	20	JACK PINE	PINUS BANKSIANA
44	-	13	JACK PINE	PINUS BANKSIANA
45	-	22	JACK PINE	PINUS BANKSIANA
46	-	21	JACK PINE	PINUS BANKSIANA
47	-	12	JACK PINE	PINUS BANKSIANA
48	-	16	JACK PINE	PINUS BANKSIANA
49	-	40	JACK PINE	PINUS BANKSIANA
50	6	-	QUAKING ASPEN	POPULUS TREMULOIDES
51	10	-	QUAKING ASPEN	POPULUS TREMULOIDES
52	8	-	QUAKING ASPEN	POPULUS TREMULOIDES
53	7	-	QUAKING ASPEN	POPULUS TREMULOIDES
54	8	-	QUAKING ASPEN	POPULUS TREMULOIDES
55	9	-	QUAKING ASPEN	POPULUS TREMULOIDES
56	7	-	QUAKING ASPEN	POPULUS TREMULOIDES
57	6	-	QUAKING ASPEN	POPULUS TREMULOIDES
58	8	-	QUAKING ASPEN	POPULUS TREMULOIDES
59	8	-	QUAKING ASPEN	POPULUS TREMULOIDES
60	9	-	QUAKING ASPEN	POPULUS TREMULOIDES
61	8	-	QUAKING ASPEN	POPULUS TREMULOIDES
62	77	-	QUAKING ASPEN	POPULUS TREMULOIDES
63	77	-	QUAKING ASPEN	POPULUS TREMULOIDES
64	-	35	JACK PINE	PINUS BANKSIANA
65	-	35	JACK PINE	PINUS BANKSIANA

WASHINGTON COUNTY HHW TREE SURVEY				
TREE TAG NO.	CALIPER (IN)	HEIGHT (FT)	SPECIES	SCIENTIFIC NAME
66	-	35	JACK PINE	PINUS BANKSIANA
67	19	-	QUAKING ASPEN	POPULUS TREMULOIDES
68	19	-	QUAKING ASPEN	POPULUS TREMULOIDES
69	6	-	QUAKING ASPEN	POPULUS TREMULOIDES
70	8	-	QUAKING ASPEN	POPULUS TREMULOIDES
71	10	-	QUAKING ASPEN	POPULUS TREMULOIDES
72	6	-	QUAKING ASPEN	POPULUS TREMULOIDES
73	13	-	QUAKING ASPEN	POPULUS TREMULOIDES
74	8	-	QUAKING ASPEN	POPULUS TREMULOIDES
75	56	-	BLACK OAK	QUERCUS VELUTINA
76	36	-	BLACK OAK	QUERCUS VELUTINA
77	5	-	BLACK OAK	QUERCUS VELUTINA
78	30	-	BLACK OAK	QUERCUS VELUTINA
79	30	-	BLACK OAK	QUERCUS VELUTINA
80	36	-	BLACK OAK	QUERCUS VELUTINA
81	30	-	BLACK OAK	QUERCUS VELUTINA
82	30	-	BLACK OAK	QUERCUS VELUTINA
83	7	-	QUAKING ASPEN	POPULUS TREMULOIDES
84	10	-	QUAKING ASPEN	POPULUS TREMULOIDES
85	6	-	QUAKING ASPEN	POPULUS TREMULOIDES
86	10	-	QUAKING ASPEN	POPULUS TREMULOIDES
87	10	-	QUAKING ASPEN	POPULUS TREMULOIDES
88	9	-	QUAKING ASPEN	POPULUS TREMULOIDES
89	6	-	QUAKING ASPEN	POPULUS TREMULOIDES
90	8	-	QUAKING ASPEN	POPULUS TREMULOIDES
91	9	-	QUAKING ASPEN	POPULUS TREMULOIDES
92	9	-	QUAKING ASPEN	POPULUS TREMULOIDES
93	8	-	QUAKING ASPEN	POPULUS TREMULOIDES
94	7	-	QUAKING ASPEN	POPULUS TREMULOIDES
95	8	-	QUAKING ASPEN	POPULUS TREMULOIDES
96	10	-	QUAKING ASPEN	POPULUS TREMULOIDES
97	6	-	QUAKING ASPEN	POPULUS TREMULOIDES
98	6	-	QUAKING ASPEN	POPULUS TREMULOIDES
99	68	-	QUAKING ASPEN	POPULUS TREMULOIDES
100	7	-	QUAKING ASPEN	POPULUS TREMULOIDES
101	10	-	QUAKING ASPEN	POPULUS TREMULOIDES
102	9	-	QUAKING ASPEN	POPULUS TREMULOIDES
103	10	-	QUAKING ASPEN	POPULUS TREMULOIDES
104	8	-	QUAKING ASPEN	POPULUS TREMULOIDES
105	9	-	QUAKING ASPEN	POPULUS TREMULOIDES
106	9	-	QUAKING ASPEN	POPULUS TREMULOIDES
107	9	-	QUAKING ASPEN	POPULUS TREMULOIDES
108	8	-	QUAKING ASPEN	POPULUS TREMULOIDES
109	6	-	QUAKING ASPEN	POPULUS TREMULOIDES
110	6	-	QUAKING ASPEN	POPULUS TREMULOIDES
111	6	-	QUAKING ASPEN	POPULUS TREMULOIDES
112	6	-	QUAKING ASPEN	POPULUS TREMULOIDES
113	6	-	QUAKING ASPEN	POPULUS TREMULOIDES
114	6	-	QUAKING ASPEN	POPULUS TREMULOIDES
115	6	-	QUAKING ASPEN	POPULUS TREMULOIDES
116	10	-	QUAKING ASPEN	POPULUS TREMULOIDES
117	10	-	QUAKING ASPEN	POPULUS TREMULOIDES
118	10	-	QUAKING ASPEN	POPULUS TREMULOIDES
119	10	-	QUAKING ASPEN	POPULUS TREMULOIDES
120	9	-	BLUE BEECH	BETULA ACATA
121	6	-	QUAKING ASPEN	POPULUS TREMULOIDES
122	6	-	QUAKING ASPEN	POPULUS TREMULOIDES
123	6	-	QUAKING ASPEN	POPULUS TREMULOIDES
124	6	-	QUAKING ASPEN	POPULUS TREMULOIDES
125	6	-	QUAKING ASPEN	POPULUS TREMULOIDES
126	8	-	QUAKING ASPEN	POPULUS TREMULOIDES
127	7	-	QUAKING ASPEN	POPULUS TREMULOIDES
128	10	-	QUAKING ASPEN	POPULUS TREMULOIDES
129	7	-	QUAKING ASPEN	POPULUS TREMULOIDES

HAGEN, CHRISTENSEN & MCILWAIN  
ARCHITECTS

Washington  
County

emanuelson-podas  
consulting engineers

ERA  
ERICKSEN ROED  
& ASSOCIATES

BURNS & McDONNELL

isola design

I hereby certify that this drawing was prepared by me or under my direct supervision and that I am a duly registered Professional Engineer under the laws of the State of Minnesota.

By: \_\_\_\_\_  
Name: MATTHEW A. EVANS Date: 05-08-2023  
Registration Number: 41937

REVISION	DATE	DESCRIPTION	BY
0	4/21/2023	ISSUED FOR BID	ARG
1	5/08/2023	ISSUED FOR BID- ADDENDUM 1	ARG

WASHINGTON CO.  
NORTHERN  
ENVIRONMENTAL  
CENTER

WOODLAND PRESERVATION  
PLAN

L0.2

PROJECT NUMBER: 139156



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

**RESOLUTION NO. 08-12-24-01**

**A RESOLUTION APPROVING REVISED SITE AND PROJECT PLANS FOR THE  
WASHINGTON COUNTY NORTHERN ENVIRONMENTAL CENTER LOCATED AT  
6065 HEADWATERS PARKWAY**

**WHEREAS**, Dan Lawrence, (“Applicant”), representing Washington County, owners and operators of the Washington County Northern Environmental Center located at 6065 Headwaters Parkway, located in the City of Forest Lake, Washington, County, Minnesota with PID’s 29.032.21.11.0005 (“Property”); and

**WHEREAS**, the legal description of the Property for the proposed revised site and project plans is detailed on **Exhibit A** attached hereto; and

**WHEREAS**, on August 9, 2023, the Forest Lake Planning Commission reviewed the proposed preliminary and final plats, the conditional use permit and the site and project plans for the Northern Environmental Center as proposed by Washington County. The Planning Commission approved the project site and project plans for the building, driveways and parking lots (but not the plans for Headwaters Parkway) and they recommended City Council approval of the proposed plats, subject to conditions and they approved the conditional use permit and the project plans for the facility; and

**WHEREAS**, the Applicant submitted an application and site and project plans to the City of Forest Lake for revised site plan review for the Northern Environmental Center on the Property; and

**WHEREAS**, the requested improvements for the revised site plan approval include the construction of a new public street known as Headwaters Parkway and associated lighting, trail, traffic signal and landscaping improvements and storm water facilities as shown in the plans dated July 7, 2024, as may be revised; and

**WHEREAS**, on May 8, 2024, the Forest Lake Planning Commission reviewed the application for revised site plan approval for the Property and they voted to recommend to the City Council approval of the requested revised site plan approval for the Northern Environmental Center with conditions identified by staff; and

**WHEREAS**, the revised site and project plans for the Northern Environmental Center are consistent with the City’s Comprehensive Plan, are 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.

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

The Owner's Application for revised site plan approval for the Washington County Northern Environmental Center as described herein is hereby approved subject to the following conditions:

1. The final plans shall conform to those reviewed and conditionally approved as part of this City Case Number PZ 23-1211.
2. Prior to the release of the Certificate of Occupancy by the City for the facility, Washington County shall obtain final approval for the proposed extension of Headwaters Parkway from MnDOT, a City Development Agreement amendment shall be made and the County shall have installed all public improvements included with the extension of Headwaters Parkway.
3. Any outstanding requirements related to site development and improvements, as identified by the City or Watershed District, must be satisfied before the use being established on site.
4. The requirements of the City Engineer (as noted in his project review memo dated August 1, 2024), Public Works Director, and Fire Chief must be met before or during the construction of the extension of Headwaters Parkway.
5. The final design of Headwaters Parkway and the trail will be subject to the approval of the City Engineer.
6. All building, site, grading, street, sidewalk, landscaping, driveway and parking lot improvements shall be constructed in accordance with the plans approved by the City with the 2023 Site Plan Review and the plans approved as part of this revised Site Plan Review.
7. Washington County shall be responsible for all costs related to the design, construction, installation and inspection of all elements for the extension of Headwaters Parkway, including but not limited to, street and turn-lane construction, grading and drainage improvements, landscaping, lighting, signage and modifications to the traffic signal system, as approved by the City and by the Minnesota Department of Transportation.
8. The applicant or owner shall receive all permits and approvals from the City, the Minnesota Department of Transportation, and the Rice Creek Watershed before starting any grading or construction activity for the extension of Headwaters Parkway.
9. The City Attorney shall prepare an amendment for the development agreement for the project that shall be fully executed by the City and the Applicant including all required financials and charges. This agreement shall be completed and recorded at Washington County before the applicant or contractor starts any grading or construction activity for the extension of Headwaters Parkway.
10. All required City financial guarantees shall be submitted and approved by the City before the contractor starts any grading or construction activity for the extension of Headwaters Parkway.
11. Any information needed to confirm the use meets proper licensure, health, safety or building code requirements must be furnished to the City upon request.

12. All construction activity and material storage shall be contained on site. There shall be no construction staging, parking or material storage on Forest Boulevard (Highway 61).
13. The applicant shall revise the project plans for City staff approval before the City issues any permits for this project and before starting construction. The revised plans shall show the following:
  - a. The height of any the freestanding lighting or street poles shall not exceed 25 feet.
  - b. All light fixtures shall be downlit and/or shielded to prevent glare.
  - c. Irrigation only in the landscape areas that will need irrigation to help ensure the plantings will survive and thrive. The City waives the requirement to have irrigation for all the landscaping on this site.
  - d. Changes to the proposed landscape plan to maximize the number of trees and shrubs to be planted on the entire site of the Northern Environmental Center. This includes adding more overstory trees on the south side of Headwaters Parkway (for screening) and adding a mix of overstory trees, understory trees and shrubs on the east side of Headwaters Parkway in the lawn area between the new street and the wetlands and the storm water ponds. These additional plantings should extend as far north as possible (to the facility entrance driveway). The revised landscape plans also shall show additional plantings of trees and shrubs in areas on the north, south and west sides of the on-site driveways.
  - e. Revised landscaping/screening plan for the south end of the site (south of Headwaters Parkway) that removes the 3 proposed eastern-most Serviceberry trees and replaces them with 4-5 Austrian Pines or Norway Spruce trees and adds several additional coniferous trees south of the proposed trees. This change is to help ensure there will be adequate screening that is at least 90 percent opaque all year to screen the houses to the south from the street (Headwaters Parkway) and the Northern Environmental Center.
  - f. All trees must be planted on Washington County property at least 10 feet away from the right-of-way for Headwaters Parkway and at least 10 feet away from the curb of the public street.
  - g. County staff, City staff and a landscape architect hired by Washington County shall determine an agreed upon site plan and a final landscape plan including planting types, quantities and locations by May 1, 2025.
  - h. That the proposed plans will meet the minimum wetland buffer requirements.
  - i. All changes to the proposed landscape plan as required by the City.
14. Washington County shall install all trees and agreed-upon landscaping by September 1, 2026.
15. The applicant or contractor shall hold a preconstruction meeting before starting any construction or grading activity for the extension of Headwaters Parkway. The applicant or owner shall invite representatives from the City,

MnDOT, the Watershed District and the private utility companies as noted on the project plans to this meeting.

16. Washington County shall be responsible for the maintenance and care of all landscaping and for maintaining the number, type and condition of the plantings shown on the City-approved landscape plans for the Northern Environmental Center.
17. Any future significant alterations to the site as determined *Major* or *Minor* under City Code Section 153.038 by the City will require the Applicant or Owner to obtain City approval of an amendment of this Site Plan approval.
18. Failure to adhere to any of the conditions listed herein shall be deemed a public nuisance.

Adopted in the regular session of the City Council on the 12<sup>th</sup> day of August 2024.

#### **CITY OF FOREST LAKE**

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Mara Bain  
Mayor

Attest:

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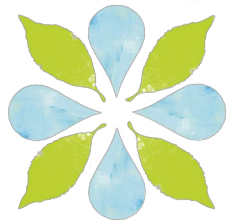
Jolleen Chaika, City Clerk

**RESOLUTION NO. 08-12-24-01****EXHIBIT A****Legal Description of Subject Property****Building Site – Washington County Northern Environmental Center**

LOT 3, BLOCK 1 OF THE RECORDED PLAT OF WASHINGTON COUNTY NORTHERN ENVIRONMENTAL CENTER, WASHINGTON COUNTY, MINNESOTA,

**PID:** 29.032.21.11.0005

**ADDRESS:** 6065 HEADWATERS PARKWAY, FOREST LAKE MINNESOTA



# Forest Lake

AS GOOD AS IT SOUNDS

**Meeting Date:** August 12, 2024

**Agenda Item:** Midcontinent Communications 3<sup>rd</sup> Lease Amendment

**To:** Mayor and City Council

**From:** Kristina Handt, Interim City Administrator

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**BACKGROUND:**

Last fall the city and Midcontinent Communications (Midco) entered into the 2<sup>nd</sup> lease amendment which extended the lease to October 31, 2024. Midco has since reached out and indicated they need additional time and are asking for an extension to October 31, 2025.

**ISSUE BEFORE COUNCIL:**

Should the City Council approve the 3<sup>rd</sup> lease amendment with Midcontinent Communications?

**PROPOSAL/ANALYSIS:**

Included in your packet is the 3<sup>rd</sup> lease amendment which has been reviewed by the city attorney. The amendment would extend the term of the lease to October 31, 2025. IN exchange Midco will make another annual lease payment to the city in the amount of \$4,200.

**FISCAL IMPACT:**

Annual lease payment to the city in 2025 of \$4,240.

**OPTIONS:**

- 1) Approve the Third Amendment to the Lease Agreement
- 2) Amend and then Approve the Third Amendment to the Lease Agreement
- 3) Do not approve a lease amendment

**RECOMMENDATIONS:**

If removed from the consent agenda:

**“Motion to approve the third amendment to the lease agreement with Midcontinent Communications.”**

**ATTACHMENTS:**

- 3<sup>rd</sup> Lease Amendment

### **THIRD AMENDMENT TO CITY OF FOREST LAKE OTN SITE LEASE**

**THIS THIRD AMENDMENT TO LEASE AGREEMENT** (“Third Amendment”) is made, entered into and effective as of the 12<sup>th</sup> day of August, 2024, by and between the City of Forest Lake, a municipal corporation of the State of Minnesota (“Lessor”) and Midcontinent Communications, 3901 N. Louise Avenue, Sioux Falls, South Dakota 57107 (“Lessee”); and

**WHEREAS**, Lessee and Lessor entered into a Lease Agreement dated May 23, 2022, with respect to the property described in said Lease Agreement (the “Property”); and

**WHEREAS**, the Lessee and Lessor entered into a First Amendment to City of Forest Lake OTN Site Lease dated May 5, 2023; and

**WHEREAS**, the Lessee and Lessor entered into a Second Amendment to City of Forest Lake OTN Site Lease dated November 27, 2023; and

**WHEREAS**, Lessee and Lessor desire to extend Lease through October 31, 2025.

**NOW THEREFORE**, in consideration of the mutual promises and covenants of each to the other contained in this First Amendment and other good and valuable consideration, receipt of which is hereby acknowledged, the parties hereto do covenant and agree as follows:

1. **The Term of the Lease shall be October 31, 2023 through October 31, 2025.**
2. **The Rent shall be \$4,240 payment due in full on or before June 1, 2025.**
3. Except as provided for above, the terms and provisions of the Lease shall remain in full force and effect.
4. This Third Amendment and all disputes or controversies arising out of or relating to this Third Amendment or the transactions contemplated hereby shall be governed by, and construed in accordance with, the internal laws of the State of Minnesota, without regard to the laws of any other jurisdiction that might be applied because of the conflicts of laws principles of the State of Minnesota.
5. Nothing contained herein shall be deemed a waiver by the Lessor of any governmental immunity defenses, statutory or otherwise. Further, any and all claims brought by Lessee or their successors or assigns, shall be subject to any governmental immunity defenses of the Lessor and the maximum liability limits provided by Minnesota Statutes, Chapter 466.
6. This Third Amendment may be executed in two or more counterparts, all of which shall be considered one and the same instrument and shall become effective when one or more counterparts have been signed by the parties and delivered to the other parties. Delivery of a copy of this Third Amendment bearing an original signature by facsimile transmission or by electronic mail in “portable document format” shall have the same effect as physical delivery of the paper document bearing the original signature.



7. This Third Amendment shall not be amended, modified or supplemented except by a written instrument signed by an authorized representative of each party.

**[The remainder of this page was intentionally left blank.]**

**IN WITNESS WHEREOF**, the parties hereto have hereunto set their hands as of the date hereinbefore first written.

**LESSOR:**

**CITY OF FOREST LAKE**

a municipal corporation of the State of Minnesota

By: \_\_\_\_\_  
Mara Bain  
Its: Mayor

By: \_\_\_\_\_  
Jolleen Chaika  
Its: Clerk

STATE OF MINNESOTA    )  
                                      )  
COUNTY OF DAKOTA    )       ss:

On this \_\_day of \_\_\_\_\_, 2024, before me, the undersigned notary public, personally appeared Mara Bain and Jolleen Chaika to me personally known to be respectively the Mayor and the Clerk of the City of Forest Lake, a municipal corporation of the State of Minnesota and executed the foregoing instrument on behalf of the City.

\_\_\_\_\_  
Notary Public

**LESSEE:**  
**MIDCONTINENT COMMUNICATIONS**  
 By: Midcontinent Communications Investor, LLC  
 Its: Managing General Partner

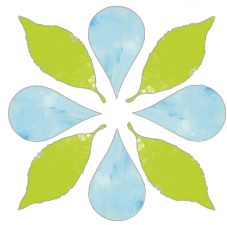
By: Dan Geiger  
Its: VP of Risk Management and Facilities

[illegible]

On this \_\_ day of \_\_\_\_\_, 2024, before me, the undersigned notary public, personally appeared \_\_\_\_\_ to me personally known to be the \_\_\_\_\_ of Midcontinent Communications Investor, LLC a Minnesota limited liability company d/b/a Midcontinent Communications and executed the foregoing instrument on behalf of said entity.

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Notary Public



# Forest Lake

AS GOOD AS IT SOUNDS

**Date:** August 12, 2024  
**Agenda Item:** Chase Bank – Site Improvement Agreement  
**To:** Honorable Mayor Bain and City Councilors  
**From:** Ken Roberts, City Planner

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## **BACKGROUND:**

The applicant, Terron Wright, representing Chase Bank, is proposing to construct a retail bank building with a drive-up facility on the site of the former Kentucky Fried Chicken Restaurant located 1232 Broadway Avenue West.

On May 8, 2024, the Planning Commission approved the site, building and sign plans for this proposal, subject to 25 conditions of approval including City staff approving the final project plans.

The applicant is now asking the City to approve the site improvement agreement for the project.

## **ISSUE BEFORE COUNCIL:**

Should the City Council approve the proposed site improvement agreement for Chase Bank?

## **PROPOSAL/ANALYSIS:**

The Planning Commission approved this project on May 8, 2024. As noted above, this approval is subject to City staff approving the final project plans and the developer entering into a development or site improvement agreement with the City. The Developer's Engineer recently completed making all the required changes to the project plans.

City staff prepared the attached site improvement agreement for this project. This agreement outlines the roles and responsibilities of the City and those of the Owner and Developer for this project. A primary purpose of the agreement is to ensure the City would have the legal right and the financial means to stabilize and restore the project site if the Developer did not complete all the required and approved site and utility work.

## **FISCAL IMPACT:**

Staff are not aware of any fiscal impacts to the City with the proposed redevelopment of the site. Having a new, operating business on the property should increase the value of the property, which in turn will increase the property taxes generated by the property.

**OPTIONS:**

The City Council may approve, approve with revisions or deny the proposed site improvement agreement.

**RECOMMENDATION:**

Staff recommends the City Council approve, as part of the Consent Agenda, the proposed Site Improvement Agreement for the new **Chase Bank** including the site, landscaping, utility and drainage improvements to be located on the property located at 1232 Broadway Avenue West, subject to minor revisions as may be required by the City Attorney.

**ATTACHMENT:**

1. Proposed Site Improvement Agreement

**CITY OF FOREST LAKE**  
**IMPROVEMENT AGREEMENT**

**THIS IMPROVEMENT AGREEMENT (“Agreement”)**, made and entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between the City of Forest Lake, a Minnesota municipal corporation, (“City”), Steven R. Saunders and Patricia M. Saunders, husband and wife as joint tenants (“Owner), and JPMorgan Chase Bank NA, a national banking association, (“Developer”)

**RECITALS:**

**WHEREAS**, the Developer has obtained Site Plan approval from the City for the Subject Property.

**WHEREAS**, as a condition of granting Site Plan approval, the City requires Developer to enter into this Agreement regarding the site improvements as described in the Development Plans as approved by the City.

**WHEREAS**, under authority granted to it, including Minnesota Statutes Chapters 412, 429 and 462, the City has agreed to approve the Development Plans on the following conditions:

1. That the Developer enter into this Improvement Agreement, which defines the work which the Developer undertakes to complete; and
2. That the Developer provides one or more irrevocable letters of credit, or a cash deposit, in the amount and with conditions provided below, securing the Developer’s obligation to cause the actual construction and installation of certain improvements.

**WHEREAS**, the Development Plans have been prepared by a registered professional engineer and have been reviewed by the City.

**WHEREAS**, the Developer has filed or will file a complete set of the Development Plans with the City.

**NOW, THEREFORE**, subject to the terms and conditions of this Agreement and in reliance upon the representations, warranties and covenants of the parties herein contained, the City and Owner agree as follows:

## **ARTICLE 1** **DEFINITIONS**

- 1.1 **TERMS.** The following terms, unless elsewhere defined specifically in the Agreement, shall have the following meanings as set forth below.
- 1.2 **CITY.** “City” means the City of Forest Lake, a Minnesota municipal corporation.
- 1.3 **OWNER.** “Owner” means Steven R. Saunders and Patricia M. Saunders, husband and wife as joint tenants.
- 1.4 **DEVELOPER.** “Developer” means JPMorgan Chase Bank NA, a national banking association
- 1.5 **SUBJECT PROPERTY.** “Subject Property” or “Property” means the real property located in the City of Forest Lake, Washington County, identified and legally described on the attached **Exhibit A**.
- 1.6 **DEVELOPMENT PLANS.** “Development Plans” means all those plans, drawings, specifications and surveys identified on the attached **Exhibit B**.
- 1.7 **AGREEMENT.** “Agreement” means this instant contract by and between the City, Owner, and Developer.
- 1.8 **COUNCIL.** “Council” means the City Council of the City of Forest Lake.
- 1.9 **CITY ENGINEER.** “City Engineer” means the City Engineer of the City of Forest Lake and their delegates.
- 1.10 **COUNTY.** “County” means Washington County, Minnesota.
- 1.11 **OTHER REGULATORY AGENCIES.** “Other Regulatory Agencies” means and includes the following:
  - a. State of Minnesota
  - b. Minnesota Department of Health
  - c. Minnesota Department of Labor and Industry



- d. Minnesota Department of Natural Resources
- e. Minnesota Department of Transportation
- f. Minnesota Pollution Control Agency
- g. Metropolitan Council
- h. Washington County
- i. Washington County Highway Department
- j. Comfort Lake - Forest Lake Watershed District
- k. Rice Creek Watershed District
- l. any other regulatory or governmental agency or entity affected by or having jurisdiction over the Improvements.

**1.12 UTILITY COMPANIES.** “Utility Companies” means and includes the following:

- a. utility companies, including electric, gas and communications.
- b. pipeline companies.

**1.13 PRIOR EASEMENT HOLDERS.** “Prior Easement Holders” means and includes all holders of any easements or other property interests that existed prior to the grant or dedication of any public easements transferred pursuant to this Agreement.

**1.14 IMPROVEMENTS.** “Improvements” means and includes, individually and collectively, all the improvements identified on the attached **Exhibit B** as amended by the conditions as listed in Article 2.1.

**1.15 DEVELOPER DEFAULT.** “Developer Default” means and includes any of the following or any combination thereof:

- a. failure by the Developer to timely pay the City any money required to be paid under this Agreement;
- b. failure by the Developer to timely construct the Improvements according to the Development Plans and the City standards and specifications;

- c. failure by the Developer to observe or perform any covenant, condition, obligation or agreement on its part to be observed or performed under this Agreement;
- d. breach of the Developer Warranties.

**1.16 FORCE MAJEURE.** “Force Majeure” means acts of God, including, but not limited to floods, ice storms, blizzards, tornadoes, landslides, lightning and earthquakes (but not including reasonably anticipated weather conditions for the geographic area), riots, insurrections, war or civil disorder affecting the performance of work, blockades, power or other utility failures, and fires or explosions.

**1.17. FORMAL NOTICE.** “FORMAL NOTICE” means notices given by one party to the other if in writing and if and when delivered both electronically AND by depositing it in the United States mail in a sealed envelope, by certified mail, return receipt requested, with postage and postal charges prepaid, addressed as follows:

**If to CITY:**

City of Forest Lake  
Attention: Community Development  
Director  
1408 Lake Street South  
Forest Lake, MN 55016

**For Electronic Notice:**

[ajohnson@levander.com](mailto:ajohnson@levander.com)  
[abbi.wittman@ci.forest-lake.mn.us](mailto:abbi.wittman@ci.forest-lake.mn.us)

**If to DEVELOPER:**

JPMorgan Chase Bank NA  
1111 Polaris Parkway  
Columbus OH 43240

**For Electronic Notice:**

[theodore.foggy@chase.com](mailto:theodore.foggy@chase.com)

or to such other address as the party addressed shall have previously designated by notice given in accordance with this Section. Notices shall be deemed to have been duly given on the date of service electronically to the party to whom notice is to be given, or on the third day after mailing if mailed as provided above.

## **ARTICLE 2**

### **APPROVAL OF DEVELOPMENT PLANS**

**2.1. APPROVAL OF DEVELOPMENT PLANS.** Subject to the terms and conditions of this Agreement, the recitals above, and all other applicable City Code provisions, the City hereby approves the Development Plans. The Development Plans also include compliance by the Developer with the conditions set forth in the following:

- a. City Planning Commission Resolution 05-08-24-01 dated May 8, 2024.
- b. City Engineer's recommendations memos dated May 24, 2024 and June 26, 2024;

(collectively, the "City Staff Recommendations").

The City Staff Recommendations are on file with the City. The Development Plans shall also include modifications by the Developer with written approval from the City Zoning Administrator and the City Engineer.

**2.2 APPROVALS BY OTHER REGULATORY AGENCIES.** The Developer shall obtain all necessary approvals, permits, easements and licenses from the City, the Other Regulatory Agencies, the Utility Companies, other property owners and the Prior Easement Holders as needed. Major design requirements of any such entities shall be determined prior to completion and incorporated into the Development Plans. All due diligence, analysis and costs incurred to obtain the approvals, permits and licenses, and also all fines or penalties levied by any agency due to the failure of the Developer to obtain or comply with conditions of such approvals, permits and licenses, shall be paid by the Developer. The Developer shall defend and hold the City harmless from any action initiated by the Other Regulatory Agencies, the Utility Companies, other property owners and the Prior Easement Holders resulting from such failures of the Developer.

**2.3 RECORDING.** This Agreement shall be recorded with the County Recorder/Registrar within thirty days of execution.

### **ARTICLE 3** **IMPROVEMENTS**

**3.1 IMPROVEMENTS.** The Developer shall install, at its own cost, the Improvements in accord with the Development Plans and in accordance with the approvals of the City Council, and all City ordinances. The Developer Improvements shall be completed by December 31, 2025, except as completion dates are extended with written approval from the City Administrator or their designee.

Grading, excavation, building construction, utility construction and general construction activities are limited to Monday through Friday between the hours 7:00 AM and 7:00 PM; Saturdays 9:00 AM and 5:00 PM; and only related to an emergency or with Council approval on Sundays and holidays.

**3.2 GROUND MATERIAL.** The Developer shall insure that adequate and suitable ground material shall exist in the areas of Improvements and shall guarantee the removal, replacement or repair of substandard or unstable material. The cost of removal, replacement or repair is the responsibility of the Developer.

**3.3 GRADING/DRAINAGE PLAN.** The Developer shall construct drainage facilities in accord with the Development Plans. The grading and drainage plan shall conform with the overall City storm sewer plan. The grading of the site shall be completed in conformance with the Development Plans. Developer agrees to convey to the City all necessary outlots and easements for the preservation and maintenance of the public drainage system if required. Developer shall provide

any required deeds and/or easement agreements for conveyance, in a form acceptable to the City attorney, to City before City shall issue any building or grading permits. The Developer shall enter into any easement agreements and stormwater management agreements with the Rice Creek Watershed District that are deemed necessary to fulfill the obligations of this Section.

In the event that the Developer fails to complete the grading and installation of the drainage facilities of the site in substantial conformance with the Development Plans, the City may, after notice and cure rights as outlined in Article 8 herein, declare the Developer in default pursuant to Article 8.

**3.4 AREA RESTORATION.** The Developer shall restore all areas disturbed by the development grading operation in accordance with the approved erosion control plan. Upon request of the City Engineer, the Developer shall remove the silt fences after grading and construction have occurred.

**3.5 STREET MAINTENANCE, ACCESS AND REPAIR.** The Developer shall clear, on a daily basis, any soil, earth or debris from the streets and wetlands within, adjacent or near the Property resulting from the grading or building on the Property or associated trucking operations and shall restore to the City's specifications and repair to the City's specifications any damage to public bituminous surfacing resulting from the use of construction equipment. Furthermore, the Developer shall maintain reasonable access to any occupied buildings within the Property, including necessary street maintenance such as grading, graveling, patching.

If Developer fails to perform any of the responsibilities listed above, the City shall provide Developer with written notice. If work is not completed to City's satisfaction within 24 hours from the notice, excluding repair or restoration work for which the City has granted extra time, the City will have appropriate equipment dispatched to the site and all costs associated with the work will be billed to the Developer. In the event the Developer fails to timely pay costs related to the City work, the City shall withdraw the funds from any cash escrow or letter of credit ("LOC").

**3.6 LANDSCAPING.** Site landscaping shall comply with approved landscaping plan dated May 30, 2024, and City required warranties.

**3.7 EROSION CONTROL.** The Developer shall provide and follow a plan for erosion control and pond maintenance in accord with the Best Management Practices (BMP) as delineated by Other Regulatory Agencies. Such plan shall be detailed on the Development Plans and shall be subject to approval of the City Engineer. The Developer shall install and maintain such erosion control structures as appear necessary under the Development Plans or become necessary subsequent thereto. The Developer shall be responsible for all damage caused as the result of grading and excavation resulting from the Improvements including, but not limited to, restoration of existing control structures and clean-up of public right-of-way, until the Improvements are completed. As a portion of the erosion control plan, the Developer shall re-seed or sod any disturbed areas in accordance with the Development Plans.

The parties recognize that time is of the essence in controlling erosion. If the Developer does not provide erosion control, the City shall provide Developer with notice to complete work. If work is not completed to City's satisfaction within 24 hours from the notice, the City will have appropriate

equipment dispatched to the site and all costs associated with the clean-up effort will be billed to the Developer. In addition to billing the Developer for any clean-up work, the City may also issue a stop work order under City Code Section 151.11(B)(1). In the event the Developer fails to timely pay costs related to City work, the City shall withdraw the funds from any cash escrow or LOC.

**3.8 AS BUILT INFORMATION.** One electronic copy, compatible with the City's Geographic Information System (GIS), of the detailed record plan "as built" drawings of the Improvements shall be provided by the Developer in accord with City standards no later than 120 days after completion of the Improvements, unless otherwise approved in writing by the City Engineer.

**3.9 INSPECTIONS.** The City Engineer, Public Works Director or their designee shall periodically inspect the following work installed by the Developer, its contractors, subcontractors or agents;

- a. Stormwater, Sewer and Water connections to public infrastructure;
- b. Water testing including pressure and bacteria;
- c. Public improvements; and
- d. General Property inspections in relation to a Letter of Credit reduction request or Project closeout.

The City does not routinely inspect private Improvements that will not be connected to public infrastructure. Developer acknowledges and agrees it is their responsibility to work directly with Other Regulatory Agencies regarding inspections required for those permits.

## **ARTICLE 4** **RESPONSIBILITY FOR COSTS, CHARGES AND FEES**

**4.1 IMPROVEMENT COSTS.** The Developer shall pay for the Improvements; that is, all costs of persons doing work or furnishing skills, tools, machinery or materials, or insurance premiums or equipment or supplies and all just claims for the same; and the City shall be under no obligation to pay the contractor or any subcontractor any sum whatsoever on account thereof, whether or not the City shall have approved the contract or subcontract.

**4.2 DEVELOPMENT FEES.** The Area Charges and Development Fees required for this project are identified on **Exhibit C**.

**4.3 IMPROVEMENT ESCROW REQUIREMENT.** Contemporaneously herewith, the Developer shall deposit with the City an irrevocable letter of credit ("LOC"), or cash deposit for the amount of **\$94,000** as described in **Exhibit C**.

The bank and form of the LOC, or cash deposit shall be subject to approval by the City Finance Director and City Attorney and shall continue to be in full force and effect until released by the City. The LOC must be for at least a one-year term and must be automatically renewable for successive

one-year periods from the present or any future expiration dates with a final expiration date of termination of the two-year warranty period described in Article 6, and further provided that the LOC states that at least 60 days prior to the expiration date, the bank will notify the City if the bank elects not to renew for an additional period. The LOC shall secure compliance by the Developer with the terms of this Agreement. The City may draw down on the irrevocable letter of credit or cash deposit, without any further notice than that provided in Article 8 relating to a Developer Default, for any of the following reasons:

- a) a Developer Default; or
- b) upon the City receiving notice that the irrevocable letter of credit will be allowed to lapse before the two-year warranty period has expired pursuant to Article 6; or
- c) failure to pay the City for any of the costs and expenses referenced in Article 4 or 5.

The City may use these escrow proceeds to reimburse the City for its reasonable costs to take whatever action is necessary to stabilize the Property for any of the reasons stated above. After the City Engineer determines that Improvements have been constructed and after retaining 10% of amounts allocated in **Exhibit C** for the public Improvements, the remaining proceeds shall be distributed to Developer.

Developer may request the irrevocable letter of credit or cash deposit be reduced from time to time as financial obligations are paid. City Engineer shall inspect the Project and make the request to Council who shall have full discretion in determining the reduction amount, if any.

If it is determined by the City that the Development Plans were not strictly adhered to, or that work was done without required City inspection, the City may require, as a condition of acceptance, that the Developer post an irrevocable letter of credit, or cash deposit equal to 125% of the estimated amount necessary to correct the deficiency or to protect against deficiencies arising therefrom. The additional irrevocable letter of credit, or cash deposit, shall remain in force for such time as the City deems necessary, not to exceed five years. In the event that work, which is concealed, was done without permitting City inspection, then the City may, in the alternative, require the concealed condition to be exposed for inspection purposes.

**4.4 CASH ESCROW REQUIREMENT.** The Developer shall reimburse the City for all reasonable inspection costs relating to the Improvements and all reasonable engineering, administrative, legal and other expenses incurred or to be incurred by the City in connection with this Agreement. Therefore, contemporaneously herewith, the Developer shall deposit with the City a cash deposit for the amount of **\$10,000** as described in **Exhibit C** to cover City reasonable expenses related to the project including but not limited to planning, engineering, legal and administrative services, soil testing and inspection services. The City shall use the cash deposit proceeds to reimburse the City for its costs and shall provide Developer with written itemization of said reimbursements. Upon completion of the project, the remaining proceeds shall be returned to Developer.

**4.5 ENFORCEMENT COSTS.** The Developer shall pay the City for reasonable costs incurred in the enforcement of this Agreement, including engineering and attorneys' fees.

**4.6 TIME OF PAYMENT.** The Developer shall pay all bills from the City within thirty (30) days after billing. Bills not paid within thirty (30) days shall bear interest at the rate of 8% per year.

## **ARTICLE 5** **ADDITIONAL DEVELOPMENT REQUIREMENTS**

**5.1 MISCELLANEOUS REQUIREMENTS.** Additional requirements for approval of the Development Plans as specified by the City Council include the following:

- a. Before any City permits will be issued for the Property all of the following conditions must be satisfied:
  - (1) Developer must execute this Improvement Agreement.
  - (2) Developer must provide the letter of credit for the amount stated on **Exhibit C** of this Agreement pursuant to the terms of Article 4 of this Improvement Agreement.
  - (4) Developer must fully pay the City of Forest Lake for all reasonable planning, engineering review and legal fees that have been incurred up to the date of this Improvement Agreement.
- b. Developer shall hold a pre-construction meeting with the City and any necessary Other Regulatory Agencies prior to commencing any construction or grading activities on the Property.
- c. Developer is solely responsible for any necessary easements or approvals from adjacent property owners for construction of the Improvements. Developer will provide evidence of such easements and/or approvals upon request of the City.

## **ARTICLE 6** **WARRANTIES**

**6.1 DEVELOPER WARRANTIES.** "Developer Warranties" means that the Developer hereby warrants and represents the following:

- a. **AUTHORITY.** Developer has the right, power, legal capacity and authority to enter into and perform its obligations under this Agreement; no approvals or consents of any persons are necessary in connection with the authority of Developer to enter into and perform its obligations under this Agreement, other than approvals or consents that are required to be obtained herein, pursuant to Article 2.

b. **FULL DISCLOSURE.** None of the representatives and warranties made by Developer or made in any exhibit hereto or memorandum or writing furnished or to be furnished by Developer or on its behalf contains or will contain any untrue statement of material fact or omit any material fact the omission of which would be misleading.

c. **PLAN COMPLIANCE.** The Development Plans comply with all City, County, metropolitan, state and federal laws and regulations, including but not limited to subdivision ordinances, zoning ordinances and environmental regulations.

d. **WARRANTY ON PROPER WORK AND MATERIALS.** The Developer warrants all work required to be performed by it under this Agreement against defective material and faulty workmanship for a period of two years after its completion. During the warranty period the Developer shall be solely responsible for all costs of performing repair work required by the City within thirty days of notification. Any trees, grass, and sod shall be warranted to be alive, of good quality, and disease free for two years after planting. Any replacements shall be similarly warranted for one year from the time of planting. In addition, the warranty period for Improvements shall be for two years after completion; the warranty for the Improvements shall also include the obligation of the Developer to repair and correct and damage to or deficiency with respect to such Improvements.

e. Developer leases the Subject Property from Owner pursuant to a Ground Lease between Owner, as Landlord, and Developer, as Tenant, dated April 10, 2024, as amended (the “Lease”).

**6.2 OWNER WARRANTIES.** “Owner Warranties” means that the Owner hereby warrants and represents the following:

- a. The Owner owns fee title to the Subject Property.
- b. The Owner leases the Subject Property to the Developer pursuant to the Lease.

**1.6 CITY WARRANTIES.** “City Warranties” means that the City hereby warrants and represents as follows:

- a. **ORGANIZATION.** City is a municipal corporation duly incorporated and validly existing in good standing under the laws of the State of Minnesota.
- b. **AUTHORITY.** City has the right, power, legal capacity and authority to enter into and perform its obligations under this Agreement.

## **ARTICLE 7** **INDEMNIFICATION OF CITY**

**7.1 INDEMNIFICATION OF CITY.** Developer shall indemnify, defend and hold the City, its Council, agents, employees, attorneys and representatives harmless against and in respect of



any and all claims, demands, actions, suits, proceedings, losses, costs, expenses, obligations, liabilities, damages, recoveries, and deficiencies, including interest, penalties and attorneys' fees, that the City incurs or suffers, which arise out of, result from or relate to:

- a) breach by the Developer of the Developer Warranties;
- b) failure of the Developer to timely construct the Improvements according to the Development Plans and the City ordinances, standards and specifications;
- c) failure by the Developer to observe or perform any covenant, condition, obligation or agreement on its part to be observed or performed under this Agreement;
- d) failure by the Developer to pay contractors, subcontractors, laborers, or materialmen;
- e) failure by the Developer to pay for materials;
- f) failure to pay the City for any costs and expenses referenced in Article 4 and 5;
- g) approval by the City of the Development Plans;
- h) failure to obtain the necessary permits and authorizations to construct the Improvements;
- i) construction of the Improvements;
- j) delays in construction of the Improvements;
- k) all costs and liabilities arising because building permits were issued prior to the completion and acceptance of the Improvements.

## **ARTICLE 8**

### **CITY REMEDIES UPON DEVELOPER DEFAULT**

**8.1 CITY REMEDIES.** If Developer Default occurs, that is not caused by Force Majeure, the City shall give the Developer Formal Notice of the Developer Default and the Developer shall have ten business days to cure the Developer Default. If the Developer, after Formal Notice to it by the City, does not cure the Developer Default within ten business days, then the City may avail itself of any remedy afforded by law and any of the following remedies:

- a) The City may specifically enforce this Agreement;
- b) The City may collect on the irrevocable letter of credit or cash deposit pursuant to Article 4;
- c) The City may, at its sole option, perform the work or improvements to be performed by the Developer, in which case the Developer shall within thirty days after written billing by the City reimburse the City for any costs and expenses incurred by the City;
- d) The City may suspend or deny building permits for buildings within the Subject Property;
- e) The City may suspend any work, improvement or obligation to be performed by the City; and/or
- f) The City may, at its sole option, certify against the Subject Property, pursuant to Minn. Stat. § 444.075. subd. 3e, any unpaid charges, and the Washington County Auditory/Property Tax Assessor shall collect said unpaid charges in the year following said certification as the other Property taxes are collected.

**8.2 NO ADDITIONAL WAIVER IMPLIED BY ONE WAIVER.** In the event any agreement contained in this Agreement is breached by the Developer and thereafter waived in writing by the City, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder. All waivers by the City must be in writing.

**8.3 NO REMEDY EXCLUSIVE.** No remedy herein conferred upon or reserved to the City shall be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under the Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City to exercise any remedy reserved to it, it shall not be necessary to give notice, other than the Formal Notice.

**8.4 EMERGENCY.** Notwithstanding the requirement contained in this Article hereof relating to Formal Notice to the Developer in case of a Developer Default and notwithstanding the requirement contained in this Article hereof relating to giving the Developer a ten business day period to cure the Developer Default, in the event of an emergency as determined by the City Engineer, resulting from the Developer Default, the City may perform the work or improvement to be performed by the Developer without giving any notice or Formal Notice to the Developer and without giving the Developer the ten day period to cure the Developer Default. In such case, the Developer shall, within

thirty days after written billing by the City, reimburse the City for any and all costs incurred by the City.

The parties designate the individuals below as their contact in the event of an emergency:

**CITY:** Dave Adams 651.755.1207

**DEVELOPER:** Theo Foggy 1-872-400-0071

Developer shall provide City with contact information for Project Manager who will be available 24 hours a day 7 days a week until the project is completed. In the event the Project Manager changes during the development, Developer shall provide City with updated contact information.

## **ARTICLE 9** **MISCELLANEOUS**

**9.1 CITY'S DUTIES.** The terms of this Agreement shall not be considered an affirmative duty upon the City to complete any Improvements.

**9.2 NO THIRD-PARTY RECOURSE.** Third parties shall have no recourse against the City under this Agreement.

**9.3 VALIDITY.** If any portion, section, subsection, sentence, clause, paragraph or phrase of this Agreement is for any reason held to be invalid, such decision shall not affect the validity of the remaining portion of this Agreement.

**9.4 BINDING AGREEMENT.** The parties mutually recognize and agree that all terms and conditions of this recordable Improvement Agreement shall run with the Subject Property and shall be binding upon the successors and assigns of the Developer. This Improvement Agreement shall also run with and be binding upon any after acquired interest of the Developer in the Subject Property.

**9.5 ASSIGNMENT.** The Developer may not assign this Improvement Agreement without the written permission of the City which consent shall not be unreasonably withheld, conditioned or delayed. The Developer's obligations hereunder shall continue in full force and effect, unless fully assumed by agreement with subsequent assignee or owner, which shall include the submission of an updated LOC in the subsequent assignee or owners name pursuant to Article 4.3 and payment of any outstanding fees not covered by the escrow provided in Article 4.4.

**9.6 AMENDMENT AND WAIVER.** The parties hereto may by mutual written agreement amend this Agreement in any respect. Any party hereto may extend the time for the performance of any of the obligations of another, waive any inaccuracies in representations by another contained in this Agreement or in any document delivered pursuant hereto which inaccuracies would otherwise constitute a breach of this Agreement, waive compliance by another with any of the covenants contained in this Agreement, waive performance of any obligations by the other or waive

the fulfillment of any condition that is precedent to the performance by the party so waiving of any of its obligations under this Agreement. Any agreement on the part of any party for any such amendment, extension or waiver must be in writing. No waiver of any of the provisions of this Agreement shall be deemed, or shall constitute, a waiver of any other provisions, whether or not similar, nor shall any waiver constitute a continuing waiver.

**9.7 GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

**9.8 COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.

**9.9 HEADINGS.** The subject headings of the paragraphs and subparagraphs of this Agreement are included for purposes of convenience only, and shall not affect the construction of interpretation of any of its provisions.

**9.10 INCONSISTENCY.** If the Development Plans are inconsistent with the words of this Agreement or if the obligation imposed hereunder upon the Developer are inconsistent, then that provision or term which imposes a greater and more demanding obligation on the Developer shall prevail.

**9.11 ACCESS.** The Developer hereby grants to the City, its agents, employees, officers, and contractors a license to enter the Property to perform all work and inspections deemed appropriate by the City during the installation of Improvements.

**IN WITNESS WHEREOF,** the parties have executed this Agreement as of the day and year set forth above.

**[The remainder of this page has been intentionally left blank.]**

**IN WITNESS WHEREOF**, the parties have executed this Improvement Agreement.

**OWNER**

Steven R. Saunders and Patricia M. Saunders,  
husband and wife as joint tenants

---

Steven R. Saunders

---

Patricia M. Saunders

STATE OF MINNESOTA                    )  
  ) ss.  
COUNTY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_,  
2024 by Steven R. Saunders and Patricia M. Saunders, husband and wife as joint tenants.

---

Notary Public

**DEVELOPER****JPMorgan Chase Bank NA a national banking association**

By: \_\_\_\_\_  
 Theo Foggy  
 Its: VP of JPMorgan Chase Bank NA

STATE OF MINNESOTA                    )  
   ) ss.  
 COUNTY OF \_\_\_\_\_)

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_,  
 2024 by \_\_\_\_\_, the VP of JPMorgan Chase Bank NA a national  
 banking association

\_\_\_\_\_  
 Notary Public

**CITY OF FOREST LAKE**

By: \_\_\_\_\_

Mara Bain

Its: Mayor

Attest: \_\_\_\_\_

Jolleen Chaika

Its: City Clerk

STATE OF MINNESOTA                    )  
   )  
 COUNTY OF WASHINGTON            )       ss.

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2024 by Mara Bain and Jolleen Chaika, the Mayor and City Clerk respectively, of the City of Forest Lake, a Minnesota municipal corporation, on behalf of the City of Forest Lake.

\_\_\_\_\_  
 Notary Public

**THIS INSTRUMENT DRAFTED BY:**

Amanda Johnson # 0400128  
 LeVander, Gillen & Miller  
 1305 Corporate Center Drive, Suite 300  
 Eagan, MN 550121

**AFTER RECORDING  
PLEASE RETURN TO:**

City of Forest Lake  
 1408 Lake Street South  
 Forest Lake, MN 55025



**EXHIBIT A**  
**LEGAL DESCRIPTION**

Parcel 1: Lot 3, Block 1, Harland Sanders Commercial, Washington County, Minnesota, less and except the North 6.00 feet of said Lot 3.

Parcel 2: Non-exclusive appurtenant easement for ingress and egress purposes as contained in easement record as Document No. 374481 in the Office of the County Recorder, Washington County, Minnesota.

Parcel 3: Non-exclusive private roadway easement as contained in Restrictive Covenants recorded as Document No. 378617 in the Office of the County Recorder, Washington County, Minnesota.

Parcel 4: Non-exclusive access, roadway, ingress and egress easement as contained in Easement agreement recorded as Document No. 624098 in the Office of the County Recorder, Washington County, Minnesota.

Abstract Property  
PID: 07.032.21.14.0029

## **EXHIBIT B**

### **DEVELOPMENT PLANS AND IMPROVEMENTS**

**See Development Plans as described in the index below. The Development Plans were prepared by Kimley-Horn and Associates with the last revision dated May 30, 2024. An electronic copy of the plans is on file with the City.**

#### **Project Plan Drawing Index:**

Sht. 1 Alta and Land Title Survey dated 11-10-2023  
 C000 Cover Sheet  
 C100 General Notes  
 C200 Site Demolition and Erosion Control Plan  
 C201 Erosion and Sediment Control Plan – Phase 2  
 C202 Erosion and Sediment Control Details  
 C300 Site Plan  
 C301 Site Details  
 C302 Site Details  
 C400 Grading and Drainage Plan  
 C401 Grading Enlargement Plan  
 C402 Grading Details  
 C403 Grading Details  
 C404 Grading Details  
  
 C500 Utility Plan  
 C501 Utility Details  
 L100 Landscape Plan  
 L101 Landscape Details

**EXHIBIT C****LETTER OF CREDIT AND ADDITIONAL COSTS AND ESCROWS****Collected upon Improvement Agreement Execution**

**Total Acreage for Fee Calculations: 0.82 Acres – 35,719 Square feet**

**Cash Escrow            \$10,000**

**Letter of Credit: \$94,000 (see breakdown on following page)**

Letter of Credit Cost Estimate for Site Improvements  
Chase Bank  
July 2024

Item No.	Description	Unit	Estimated Quantity	Unit Price	Total Price
<b>Part 1 - Private Improvements</b>					
1	Mobilization/Traffic Control	LS	1	\$5,000.00	\$5,000.00
2	Grading	LS	1	\$5,000.00	\$5,000.00
3	Utility Testing (San Air & Televising, WM Bacteria & Pressure)	LS	1	\$2,500.00	\$2,500.00
4	Storm Sewer	LS	1	\$10,000.00	\$10,000.00
5	Wear Course Paving	LS	1	\$25,000.00	\$25,000.00
6	Erosion Control	LS	1	\$5,000.00	\$5,000.00
7	Turf Restoration	LS	1	\$5,000.00	\$5,000.00
8	Landscaping	LS	1	\$15,000.00	\$15,000.00
9	Signing & Striping	LS	1	\$1,000.00	\$1,000.00
10	Record Plans	LS	1	\$1,500.00	\$1,500.00
<b>Part 1 - Private Improvements Total Estimated Construction Costs</b>					<b>\$75,000.00</b>
<b>Part 2 -Public Improvements</b>					
	Not Applicable	LS	1	\$0.00	\$0.00
<b>Part 2 - Public Improvements Total Estimated Construction Costs</b>					<b>\$0.00</b>

Summary:

Part 1 - Private Improvements Total Estimated Construction Costs	\$75,000.00
Part 2 - Public Improvements Total Estimated Construction Costs	\$0.00
<b>Total Site Improvements Cost Estimate</b>	<b>\$75,000.00</b>

Amount to be entered into Agreement (125%) **\$94,000.00**



# Forest Lake

AS GOOD AS IT SOUNDS

**Meeting Date:** August 12, 2024

**Agenda Item:** 2022/23 Lift Station and Force Main Improvements Project Contractor's Request for Payment No. 15

**To:** Mayor and Council

**From:** Ryan Goodman

---

**BACKGROUND:** The project was bid and awarded in 2022 as part of the City's Capital Improvement Plan. The last Contractor's Request for Payment No. 14 was approved on March 11, 2024

**ISSUE BEFORE COUNCIL:** Should the Council approve Contractor's request for payment No. 15

**PROPOSAL/ANALYSIS:** The project is substantially completed, and this estimate will fully compensate the Contractor for 100% of their work on 11 of the lift stations with 4 lift stations at 99% until restoration has been accepted.

**FISCAL IMPACT:** Contractor's Request for Payment No. 15 in the amount of \$56,875.08 to Minger Construction Companies, Inc.

**OPTIONS:** The Council may approve Contractor's Request for Payment No. 15

**RECOMMENDATIONS:** We recommend the council approve Contractor's Request for Payment No.15 and pay \$56,875.08 to Minger Construction Companies, Inc for the services they provided on the above referenced project. Retainage has been reduced to 1% of the work completed to date now that the project is substantially completed.

**ATTACHMENTS:** City Council Memo and Contractor's Request for Payment No. 15

**Office of Engineering**

1408 Lake Street South  
Forest Lake, MN 55025  
[www.ci.forest-lake.mn.us](http://www.ci.forest-lake.mn.us)

July 22, 2024

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

RE: Contractor's Request for Payment No. 15  
2022-2023 Lift Station and Force Main Improvements

Dear Mayor and Council:

We recommend the council approve Contractor's Request for Payment No.15 and pay \$56,875.08 to Minger Construction Companies, Inc for the services they provided on the above referenced project. Retainage has been reduced to 1% of the work completed to date now that the project is substantially completed.

The project is substantially completed, and this estimate will fully compensate the contractor for 100% of their work on 11 of the lift stations with 4 lift stations at 99% until restoration has been accepted

Please call me at 612-597-7140 if you have any questions or concerns regarding this Contractor's payment request.

Sincerely,

Ryan J. Goodman, P.E.  
City Engineer

Enclosures: Contractor's Request for Payment No. 15

**Contractor's Application for Payment**

<b>Owner:</b> <u>City of Forest Lake</u> <b>Engineer:</b> <u>Bolton &amp; Menk, Inc.</u> <b>Contractor:</b> <u>Minger Construction Companies, Inc.</u> <b>Project:</b> <u>2022-2023 Lift Station and Forcemain Improvements</u> <b>Contract:</b> _____	<b>Owner's Project No.:</b> _____ <b>Engineer's Project No.:</b> <u>ON1.124726</u> <b>Agency's Project No.:</b> _____																								
<b>Application No.:</b> <u>15</u> <b>Application Date:</b> <u>7/19/2024</u> <b>Application Period:</b> <b>From</b> <u>2/9/2024</u> <b>to</b> <u>7/19/2024</u>																									
1. Original Contract Price 2. Net change by Change Orders 3. Current Contract Price (Line 1 + Line 2) 4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total) 5. Retainage a. <u>1.0%</u> X <u>\$ 3,786,798.51</u> Work Completed b. <u>5%</u> X <u>\$ -</u> Stored Materials c. Total Retainage (Line 5.a + Line 5.b) 6. Amount eligible to date (Line 4 - Line 5.c) 7. Liquidated Damages 8. Less previous payments 9. Amount due this application 10. Balance to finish, including retainage (Line 3 - Line 4)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>\$</td><td>3,978,710.00</td></tr> <tr><td>\$</td><td>(25,102.19)</td></tr> <tr><td>\$</td><td>3,953,607.81</td></tr> <tr><td>\$</td><td>3,786,798.51</td></tr> <tr><td>\$</td><td>37,867.99</td></tr> <tr><td>\$</td><td>-</td></tr> <tr><td>\$</td><td>37,867.99</td></tr> <tr><td>\$</td><td>3,748,930.52</td></tr> <tr><td>\$</td><td>21,115.00</td></tr> <tr><td>\$</td><td>3,692,055.44</td></tr> <tr><td>\$</td><td>56,875.08</td></tr> <tr><td>\$</td><td>166,809.30</td></tr> </table>	\$	3,978,710.00	\$	(25,102.19)	\$	3,953,607.81	\$	3,786,798.51	\$	37,867.99	\$	-	\$	37,867.99	\$	3,748,930.52	\$	21,115.00	\$	3,692,055.44	\$	56,875.08	\$	166,809.30
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\$	56,875.08																								
\$	166,809.30																								
<b>Contractor's Certification</b> The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.																									
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<b>Recommended by Engineer</b>  <b>By:</b> _____ <b>Name:</b> _____ <b>Title:</b> _____ <b>Date:</b> _____	<b>Approved by Owner</b>  <b>By:</b> _____ <b>Name:</b> _____ <b>Title:</b> _____ <b>Date:</b> _____																								



## Progress Estimate - Unit Price Work

## Contractor's Application for Payment

Owner:	City of Forest Lake										Owner's Project No.:						
Engineer:	Bolton & Menk, Inc.										Engineer's Project No.: 0N1.124726						
Contractor:	Minger Construction Companies, Inc.										Agency's Project No.:						
Project:	2022-2023 Lift Station and Forcemain Improvements																
Contract:																	
Application No.:		15		Application Period:		From 02/09/24 to 07/19/24		Application Date: 07/19/24									
A	B					C	D	E	F	F1	F2	G	H	I	J	K	L
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)	Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)				
														Contract Information		Previous Estimate	
Original Contract																	
BASE BID:																	
PART 1: LIFT STATION IMPROVEMENTS (BONDING BILL)																	
1	LIFT STATION 1T	1.00	LUMP SUM	350,000.00	350,000.00	0.99	346,500.00	0.99	346,500.00	-	346,500.00	99%	3,500.00				
2	LIFT STATION 7T	1.00	LUMP SUM	33,000.00	33,000.00	0.99	32,670.00	1.00	33,000.00		33,000.00	100%	-				
3	LIFT STATION 13T	1.00	LUMP SUM	194,500.00	194,500.00	0.99	192,555.00	1.00	194,500.00	-	194,500.00	100%	-				
4	LIFT STATION 28T	1.00	LUMP SUM	180,000.00	180,000.00	0.99	178,200.00	1.00	180,000.00	-	180,000.00	100%	-				
5	LIFT STATION 31T	1.00	LUMP SUM	295,000.00	295,000.00	0.99	292,050.00	1.00	295,000.00		295,000.00	100%	-				
6	LIFT STATION 2C	1.00	LUMP SUM	110,000.00	110,000.00	1.00	110,000.00	1.00	110,000.00		110,000.00	100%	-				
7	LIFT STATION 5C	1.00	LUMP SUM	307,000.00	307,000.00	0.99	303,930.00	1.00	307,000.00		307,000.00	100%	-				
8	LIFT STATION 8C	1.00	LUMP SUM	350,000.00	350,000.00	0.99	346,500.00	1.00	350,000.00		350,000.00	100%	-				
9	LIFT STATION 10C	1.00	LUMP SUM	290,000.00	290,000.00	0.99	287,100.00	0.99	287,100.00	-	287,100.00	99%	2,900.00				
10	LIFT STATION 11C	1.00	LUMP SUM	335,000.00	335,000.00	0.99	331,650.00	0.99	331,650.00	-	331,650.00	99%	3,350.00				
	TOTAL PART 1: LIFT STATION IMPROVEMENTS				2,444,500.00		2,421,155.00		2,434,750.00		2,434,750.00						
PART 2: LIFT STATION IMPROVEMENTS (CITY FUNDS)																	
11	LIFT STATION 21T	1.00	LUMP SUM	50,000.00	50,000.00	0.99	49,500.00	1.00	50,000.00	-	50,000.00	100%	-				
12	LIFT STATION 22T	1.00	LUMP SUM	220,000.00	220,000.00	0.99	217,800.00	0.99	217,800.00	-	217,800.00	99%	2,200.00				
13	LIFT STATION 30T	1.00	LUMP SUM	180,000.00	180,000.00	0.99	178,200.00	1.00	180,000.00	-	180,000.00	100%	-				
14	LIFT STATION 3C	1.00	LUMP SUM	350,000.00	350,000.00	0.99	346,500.00	1.00	350,000.00	-	350,000.00	100%	-				
15	LIFT STATION 9C	1.00	LUMP SUM	16,000.00	16,000.00	1.00	16,000.00	1.00	16,000.00		16,000.00	100%	-				
16	GENERAL CONSTRUCTION AND UTILITY ALLOWANCE	1.00	LUMP SUM	150,000.00	150,000.00	0.3916	58,740.00	0.3916	58,740.00		58,740.00	39%	91,260.00				
	TOTAL PART 2: LIFT STATION IMPROVEMENTS				966,000.00		866,740.00		872,540.00		872,540.00						
PART 3: LIFT STATION 24T FORCE MAIN IMPROVEMENTS (CITY FUNDS)																	
17	MOBILIZATION	1.00	LUMP SUM	45,000.00	45,000.00	1.00	45,000.00	1.00	45,000.00		45,000.00	100%	-				
18	TRAFFIC CONTROL	1.00	LUMP SUM	2,250.00	2,250.00	1.00	2,250.00	1.00	2,250.00		2,250.00	100%	-				
19	ABANDON EXISTING FORCE MAIN	3,000.00	LIN FT	6.00	18,000.00	2,900.00	17,400.00	2,900.00	17,400.00		17,400.00	97%	600.00				
20	CLASS 2 AGGREGATE DRIVEWAY SURFACING	40.00	TON	39.00	1,560.00	15.00	585.00	15.00	585.00		585.00	38%	975.00				
21	POTHOLE EXISTING FORCE MAIN	30.00	EACH	535.00	16,050.00	30.00	16,050.00	30.00	16,050.00		16,050.00	100%	-				
22	CONNECT TO EXISTING FORCE MAIN	1.00	EACH	11,000.00	11,000.00	1.00	11,000.00	1.00	11,000.00		11,000.00	100%	-				
23	CORE DRILL CONNECT TO EXISTING MANHOLE	1.00	EACH	780.00	780.00	1.00	780.00	1.00	780.00		780.00	100%	-				
24	6" HDPE FORCE MAIN DIRECTIONALLY DRILLED	3,000.00	LIN FT	50.00	150,000.00	2,900.00	145,000.00	2,900.00	145,000.00		145,000.00	97%	5,000.00				
25	BYPASS PUMPING	1.00	LUMP SUM	2,500.00	2,500.00	1.00	2,500.00	1.00	2,500.00		2,500.00	100%	-				
26	CORROSION PROTECTION LINER (4' DIA)	9.00	LIN FT	7,000.00	63,000.00	1.40	9,800.00	1.40	9,800.00		9,800.00	16%	53,200.00				
27	ADJUST MANHOLE CASTING	1.00	EACH	2,100.00	2,100.00	1.00	2,100.00	1.00	2,100.00		2,100.00	100%	-				
28	6" GATE VALVE AND BOX	2.00	EACH	4,200.00	8,400.00	0.13	533.40	0.13	533.40		533.40	6%	7,866.60				
29	STREET PATCHING	120.00	SQ YD	82.00	9,840.00	74.00	6,068.00	74.00	6,068.00		6,068.00	62%	3,772.00				
30	TURF RESTORATION	210.00	SQ YD	13.00	2,730.00	811.10	10,544.30	811.10	10,544.30		10,544.30	386%	(7,814.30)				
	TOTAL PART 3: LIFT STATION 24T FORCE IMPROVEMENTS				333,210.00		269,610.70		269,610.70		269,610.70						
ALTERNATE NO. 1: LIFT STATION 25T IMPROVEMENTS (CITY FUNDS)																	
A.1	LIFT STATION 25T	1.00	LUMP SUM	235,000.00	235,000.00	1.00	235,000.00	1.00	235,000.00		235,000.00	100%	-				
	TOTAL ALTERNATE NO. 1				235,000.00		235,000.00		235,000.00		235,000.00		-				
TOTAL BASE BID + ALTERNATE NO. 1					\$ 3,978,710.00		\$ 3,792,505.70		\$ 3,811,900.70	\$ -	\$ 3,811,900.70	96%	\$ 166,809.30				

**Progress Estimate - Unit Price Work****Contractor's Application for Payment**

Owner:	City of Forest Lake										Owner's Project No.:									
Engineer:	Bolton & Menk, Inc.										Engineer's Project No.:	0N1.124726								
Contractor:	Minger Construction Companies, Inc.										Agency's Project No.:									
Project:	2022-2023 Lift Station and Forcemain Improvements																			
Contract:																				
Application No.:	15		Application Period:	From	02/09/24		to	07/19/24		Application Date:	07/19/24									
A	B	C	D	E	F	F1	F2	G	H	I	J	K	L							
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Contract Information		Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)					
						Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)											
<b>CHANGE ORDER NO. 1</b>																				
CO. 1	LIFT STATION ELECTRICAL SERVICE UPGRADES (LS-1T, 22T, 28T,	1.00	LUMP SUM	97,873.31	97,873.31	1.00	97,873.31	1.00	97,873.31		97,873.31	100%	-							
					TOTAL CHANGE ORDER NO. 1	\$	97,873.31		\$	97,873.31	\$	-	\$	97,873.31	100%	\$	-			
<b>CHANGE ORDER NO. 2</b>																				
CO. 2	DELETION OF CONSTRUCTION OF 25T	1.00	LUMP SUM	(122,975.50)	(122,975.50)	1.00	(122,975.50)	1.00	(122,975.50)		(122,975.50)	100%	-							
					TOTAL CHANGE ORDER NO. 2	\$	(122,975.50)		\$	(122,975.50)	\$	-	\$	(122,975.50)	100%	\$	-			
<b>BASE BID + ALTERNATE + CHANGE ORDERS</b>																				
					TOTAL	\$	3,953,607.81		\$	3,767,403.51		\$	3,786,798.51	\$	-	\$	3,786,798.51	96%	\$	166,809.30



# Forest Lake

AS GOOD AS IT SOUNDS

**Meeting Date:** August 12, 2024

**Agenda Item:** 2024 Street Pavement Maintenance Project Contractor's Request for Payment No. 2

**To:** Mayor and Council

**From:** Ryan Goodman

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**BACKGROUND:** The project was bid and awarded in 2024 as part of the City's Pavement Maintenance Program.

**ISSUE BEFORE COUNCIL:** Should the Council approve Contractor's Request for Payment No. 2

**PROPOSAL/ANALYSIS:** The project is approximately 50% completed with an August 30, 2024 final completion date. This pay estimate will compensate the contractor work on 184<sup>th</sup> St, the Southview Neighborhood, and the streets around Tired Iron and Security State Bank of Marine.

**FISCAL IMPACT:** Contractor's Request for Payment No. 2 in the amount of \$406,624.08 to Asphalt Surface Technologies Corporation.

**OPTIONS:** The City Council may approve Contractor's Request for Payment No. 2.

**RECOMMENDATIONS:** We recommend the council approve Contractor's Request for Payment No.2 and pay \$406,624.08 to Asphalt Surface Technologies Corporation for the services they provided on the above referenced project. Retainage is currently at 5% until the achieve substantial completion.

**ATTACHMENTS:** City Council Memo and Contractor's Request for Payment No. 2.

**Office of Engineering**

1408 Lake Street South  
Forest Lake, MN 55025  
[www.ci.forest-lake.mn.us](http://www.ci.forest-lake.mn.us)

July 26, 2024, 2024

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

RE: Contractor's Request for Payment No. 2  
2024 Street Pavement Maintenance Project

Dear Mayor and Council:

We recommend the council approve Contractor's Request for Payment No. 2 and pay \$406,624.08 to Asphalt Surface Technologies Corporation for the services they provided on the above referenced project. This estimate also includes 5% retainage.

The contractor has completed the work on 184<sup>th</sup> Street, has reclaimed the pavement at the M Health parking lot, removed the excess material, and graded the lot for paving; and has installed the new culverts, milled the off the existing pavement, and poured the new curb, down on the streets around Tired Iron and Dresel Trucking.

Please call me at 612-597-7140 if you have any questions or concerns regarding this Contractor's payment request.

Sincerely,

Ryan J. Goodman, P.E.  
City Engineer

Enclosures: Contractor's Request for Payment No. 2

**Contractor's Application for Payment**

<b>Owner:</b> <u>City of Forest Lake</u> <b>Engineer:</b> <u>Bolton &amp; Menk, Inc.</u> <b>Contractor:</b> <u>Asphalt Surface Technologies Corporation</u> <b>Project:</b> <u>2024 Street Pavement Maintenance Project</u> <b>Contract:</b> _____	<b>Owner's Project No.:</b> <u>ON1.132399</u> <b>Engineer's Project No.:</b> _____ <b>Agency's Project No.:</b> _____																																				
<b>Application No.:</b> <u>2</u> <b>Application Date:</b> <u>7/19/2024</u> <b>Application Period:</b> <b>From</b> <u>6/22/2024</u> <b>to</b> <u>7/19/2024</u>																																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">1. Original Contract Price</td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 35%; text-align: right;">1,476,743.79</td> </tr> <tr> <td>2. Net change by Change Orders</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td>3. Current Contract Price (Line 1 + Line 2)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">1,476,743.79</td> </tr> <tr> <td>4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">728,316.21</td> </tr> <tr> <td>5. Retainage</td> <td></td> <td></td> </tr> <tr> <td>    a. 5% X \$ 728,316.21 Work Completed</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">36,415.81</td> </tr> <tr> <td>    b. X \$ - Stored Materials</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td>    c. Total Retainage (Line 5.a + Line 5.b)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">36,415.81</td> </tr> <tr> <td>6. Amount eligible to date (Line 4 - Line 5.c)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">691,900.40</td> </tr> <tr> <td>7. Less previous payments</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">285,276.32</td> </tr> <tr> <td>8. Amount due this application</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">406,624.08</td> </tr> <tr> <td>9. Balance to finish, including retainage (Line 3 - Line 4)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">748,427.58</td> </tr> </table>		1. Original Contract Price	\$	1,476,743.79	2. Net change by Change Orders	\$	-	3. Current Contract Price (Line 1 + Line 2)	\$	1,476,743.79	4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	728,316.21	5. Retainage			a. 5% X \$ 728,316.21 Work Completed	\$	36,415.81	b. X \$ - Stored Materials	\$	-	c. Total Retainage (Line 5.a + Line 5.b)	\$	36,415.81	6. Amount eligible to date (Line 4 - Line 5.c)	\$	691,900.40	7. Less previous payments	\$	285,276.32	8. Amount due this application	\$	406,624.08	9. Balance to finish, including retainage (Line 3 - Line 4)	\$	748,427.58
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<b>Contractor's Certification</b> The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.																																					
<b>Contractor:</b> <u>Asphalt Surface Technologies Corporation a/k/a ASTECH Corp.</u>																																					
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## Progress Estimate - Unit Price Work

## Contractor's Application for Payment

Owner:	City of Forest Lake	Owner's Project No.:	ON1.132399
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	
Contractor:	Asphalt Surface Technologies Corporation a/k/a ASTECH Corp.	Agency's Project No.:	
Project:	2024 Street Pavement Maintenance Project		
Contract:			

Application No.: 2		Application Period: From 06/22/24 to 07/19/24		Application Date: 07/19/24									
A	B	C	D	E	F	F1	F2	G	H	I	J	K	L
Bid Item No.	Description	Item Quantity	Contract Information		Value of Bid Item (C X E) (\$)	Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
			Units	Unit Price (\$)		Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
BASE BID - IDEAL AVE, SCANDIA TRL, IVYWOOD AVE, GOODVIEW AND GLENBROOK AVE, FOREST RD													
1	MOBILIZATION	1.00	LS		42,000.00	0.25	10,500.00	0.75	31,500.00		31,500.00	75%	10,500.00
2	TRAFFIC CONTROL	1.00	LS		3,850.00	0.25	962.50	0.75	2,887.50		2,887.50	75%	962.50
3	RELOCATE EXISTING MAILBOX	10.00	EA		302.50	-	-	-	-		-	-	3,025.00
4	SALVAGE EXISTING CASTING	59.00	EA		275.00	49.00	13,475.00	54.00	14,850.00		14,850.00	92%	1,375.00
5	REMOVE CASTING AND RINGS	12.00	EA		275.00	2.00	550.00	3.00	825.00		825.00	25%	2,475.00
6	CLEAN STORM SEWER PIPE 24" - 30"	1,088.00	LF		8.80	-	-	-	-		-	-	9,574.40
7	CLEAN SUMP IN STORM SEWER STRUCTURE	22.00	EA		385.00	-	-	22.00	8,470.00		8,470.00	100%	-
8	REMOVE STORM SEWER STRUCTURE	7.00	EA		440.00	4.00	1,760.00	4.00	1,760.00		1,760.00	57%	1,320.00
9	REMOVE STORM PIPE	146.00	LF		9.90	64.00	633.60	148.00	1,465.20		1,465.20	101%	(19.80)
10	REMOVE CONCRETE CURB AND GUTTER - SPOT REPAIR	1,250.00	LF		6.65	8,312.50	1,426.00	9,482.90	1,506.00	10,014.90	10,014.90	120%	(1,702.40)
11	REMOVE SIGN AND POST	7.00	EA		27.50	-	-	-	-		-	-	192.50
12	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	495.00	SY		9.57	4,737.15	195.00	1,866.15	305.00	2,918.85	2,918.85	62%	1,818.30
13	REMOVE TRASH GUARD	2.00	EA		165.00	-	-	-	-		-	-	330.00
14	SAW CUT BITUMINOUS ROADWAY PAVEMENT	960.00	LF		2.50	2,400.00	-	-	160.00	400.00	400.00	17%	2,000.00
15	IN-PLACE BITUMINOUS RECLAMATION 8"	12,530.00	SY		1.10	13,783.00	-	-	-	-	-	-	13,783.00
16	MILL BITUMINOUS PAVEMENT FULL DEPTH 4.0"	22,055.00	SY		1.24	27,348.20	19,300.00	23,932.00	22,055.00	27,348.20	27,348.20	100%	-
17	COMMON EXCAVATION (P)	420.00	CY		27.50	11,550.00	-	-	100.00	2,750.00	2,750.00	24%	8,800.00
18	SUBGRADE EXCAVATION	80.00	CY		29.70	2,376.00	-	-	11.50	341.55	341.55	14%	2,034.45
19	GEOTEXTILE TYPE 5 NON-WOVEN	250.00	SY		1.80	450.00	-	-	34.00	61.20	61.20	14%	388.80
20	LOAD, HAUL, PLACE, COMPACT, AND TOLERANCE EXCESS RECLAIM ON CITY GRAVEL ROADS	1,375.00	CY		19.36	26,620.00	-	-	-	-	-	-	26,620.00
21	AGGREGATE BASE, CLASS 5	1,880.00	TN		24.64	46,323.20	2,037.69	50,208.68	2,317.88	57,112.56	57,112.56	123%	(10,789.36)
22	AGGREGATE SHOULDERING - CLASS 2	220.00	TN		34.98	7,695.60	-	-	-	-	-	-	7,695.60
23	AGGREGATE SURFACING CLASS 5	30.00	TN		44.00	1,320.00	-	-	-	-	-	-	1,320.00
24	AGGREGATE SURFACING TRAP ROCK 1/2" MINUS	20.00	TN		50.00	1,000.00	-	-	-	-	-	-	1,000.00
25	AGGREGATE SURFACING LIMESTONE 3/4" MINUS	10.00	TN		44.00	440.00	-	-	-	-	-	-	440.00
26	TOLERANCE AGGREGATE BASE CLASS 5	22,055.00	SY		1.00	22,055.00	-	-	-	-	-	-	22,055.00
27	TOLERANCE RECLAIM MATERIAL	12,530.00	SY		1.10	13,783.00	-	-	-	-	-	-	13,783.00
28	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	3,300.00	TN		88.28	291,324.00	-	-	-	-	-	-	291,324.00
29	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C)	4,270.00	TN		85.25	364,017.50	-	-	2,288.00	195,052.00	195,052.00	54%	168,965.50
30	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C) DRIVEWAY PATCH	590.00	SY		39.60	23,364.00	195.00	7,722.00	269.50	10,672.20	10,672.20	46%	12,691.80
31	TACK COAT	1,600.00	GAL		2.80	4,480.00	-	-	-	-	-	-	4,480.00
32	BITUMINOUS CURB	1,300.00	LF		4.40	5,720.00	-	-	-	-	-	-	5,720.00
33	RECONSTRUCT SANITARY INVERT	2.00	EA		1,650.00	3,300.00	-	-	2.00	3,300.00	3,300.00	100%	-
34	27" STORM SEWER CATCH BASIN W/SUMP	2.00	EA		2,112.00	4,224.00	-	-	-	-	-	-	4,224.00
35	2 X 3 STORM SEWER CATCH BASIN	2.00	EA		2,505.80	5,011.60	1.50	3,758.70	1.50	3,758.70	3,758.70	75%	1,252.90
36	48" STORM SEWER CATCH BASIN MANHOLE	2.00	EA		3,187.80	6,375.60	1.50	4,781.70	1.50	4,781.70	4,781.70	75%	1,593.90
37	48" STORM SEWER CATCH BASIN MANHOLE W/SUMP	1.00	EA		4,224.00	4,224.00	-	-	-	-	-	-	4,224.00
38	CONNECT TO EXISTING STORM STRUCTURE	3.00	EA		660.00	1,980.00	3.00	1,980.00	3.00	1,980.00	1,980.00	100%	-
39	CONNECT TO EXISTING STORM PIPE	11.00	EA		330.00	3,630.00	6.00	1,980.00	6.00	1,980.00	1,980.00	55%	1,650.00
40	CONNECT TO EXISTING 4" DRAIN TILE	8.00	EA		275.00	2,200.00	8.00	2,200.00	8.00	2,200.00	2,200.00	100%	-
41	12" RC PIPE CLASS 5	62.00	LF		70.40	4,364.80	40.00	2,816.00	40.00	2,816.00	2,816.00	65%	1,548.80
42	12" RC CULVERT PIPE CLASS 5	24.00	LF		99.00	2,376.00	-	-	24.00	2,376.00	2,376.00	100%	-
43	15" RC CULVERT PIPE CLASS 5	40.00	LF		99.00	3,960.00	24.00	2,376.00	64.00	6,336.00	6,336.00	160%	(2,376.00)
44	12" RC FES	2.00	ES		770.00	1,540.00	-	-	2.00	1,540.00	1,540.00	100%	-
45	15" RC FES	2.00	EA		825.00	1,650.00	-	-	2.00	1,650.00	1,650.00	100%	-
46	IMPROVED PIPE FOUNDATION	124.00	LF		19.25	2,387.00	-	-	-	-	-	-	2,387.00
47	PATCH EXISTING STORM STRUCTURE	12.00	EA		352.00	4,224.00	-	-	12.00	4,224.00	4,224.00	100%	-
48	POUR INVERT IN EXISTING STORM STRUCTURE WITH SUMP	16.00	EA		445.50	7,128.00	-	-	16.00	7,128.00	7,128.00	100%	-
49	ADJUST TOP SLAB ON EXISTING STRUCTURE	2.00	EA		275.00	550.00	1.00	275.00	1.00	275.00	275.00	50%	275.00
50	CONCRETE CURB AND GUTTER DESIGN D412 SPOT REPAIR	1,250.00	LF		32.23	40,287.50	1,426.00	45,959.98	1,426.00	45,959.98	45,959.98	114%	(5,672.48)
51	CONCRETE CURB AND GUTTER DESIGN D412 MODIFIED - HIGH EARLY	170.00	LF		32.23	5,479.10	-	-	203.00	6,542.69	6,542.69	119%	(1,063.59)
52	CONCRETE CURB AND GUTTER DESIGN B618 - HIGH EARLY	115.00	LF		57.20	6,578.00	-	-	167.00	9,552.40	9,552.40	145%	(2,974.40)
53	7" CONCRETE VALLEY GUTTER HIGH EARLY	70.00	SY		176.00	12,320.00	-	-	36.00	6,336.00	6,336.00	51%	5,984.00
54	7" CONCRETE FLUME - HIGH EARLY	1.00	EA		1,210.00	1,210.00	-	-	-	-	-	-	1,210.00
55	ADJUST SAN OR STORM MH/CB CASTING INCLUDING HDPE RINGS	51.00	EA		825.00	42,075.00	17.00	14,025.00	41.00	33,825.00	33,825.00	80%	8,250.00
56	ADJUST SAN OR STORM MH/CB CASTING INCLUDING 1 FOOT CONCRETE RISER AND HDPE RINGS	19.00	EA		990.00	18,810.00	8.00	7,920.00	11.00	10,890.00	10,890.00	58%	7,920.00
57	ADJUST SAN CASTING INCLUDING 2 - 1 FOOT CONCRETE RISERS AND HDPE RINGS	1.00	EA		1,650.00	1,650.00	-	-	-	-	-	-	1,650.00
58	ADJUST GATE VALVE BOX INCLUDING NEW TOP SECTION AND COVER	9.00	EA		550.00	4,950.00	-	-	9.00	4,950.00	4,950.00	100%	-
59	SUPPLY 3067-V FRAME AND GRATE	2.00	EA		770.00	1,540.00	2.00	1,540.00	2.00	1,540.00	1,540.00	100%	-
60	SUPPLY 1642 FRAME AND COVER	10.00	EA		550.00	5,500.00	-	-	-	-	-	-	5,500.00
61	SIGN PANELS, TYPE C	32.00	SF		60.50	1,936.00	-	-	-	-	-	-	1,936.00
62	STREET SIGN (2 BLADES) INCLUDING POST AND HARDWARE	1.00	EA		275.00	275.00	-	-	-	-	-	-	275.00

## Progress Estimate - Unit Price Work

## Contractor's Application for Payment

Owner:	City of Forest Lake	Owner's Project No.:	0N1.132399
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	
Contractor:	Asphalt Surface Technologies Corporation a/k/a ASTECH Corp.	Agency's Project No.:	
Project:	2024 Street Pavement Maintenance Project		
Contract:			

Application No.:		2		Application Period:		From		06/22/24		to		07/19/24		Application Date:				07/19/24	
A	B	C	D	E	F	F1		F2		G		H		I	J	K	L		
						Previous Estimate		Work Completed		Work Completed									
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)	Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)						
63	STREET SIGN (3 BLADES) INCLUDING POST AND HARDWARE	1.00	EA	440.00	440.00	-	-	-	-	-	-	-	440.00						
64	4" DOUBLE SOLID LINE MULTICOMP - YELLOW	60.00	LF	14.40	864.00	-	-	-	-	-	-	-	864.00						
65	4" SOLID LINE MULTI COMP - WHITE	50.00	LF	6.60	330.00	-	-	-	-	-	-	-	330.00						
66	CULVERT MARKERS	20.00	EA	165.00	3,300.00	-	-	-	-	-	-	-	3,300.00						
67	STORM DRAIN INLET PROTECTION	29.00	EA	165.00	4,785.00	20.00	3,300.00	20.00	3,300.00	-	3,300.00	69%	1,485.00						
68	BIOLOGS	100.00	LF	3.30	330.00	-	-	-	-	-	-	-	330.00						
69	CULVERT END PROTECTION - TYPE BIOLOG	4.00	EA	275.00	1,100.00	-	-	6.00	1,650.00	-	1,650.00	150%	(550.00)						
70	TOPSOIL BORROW (LV)	100.00	CY	46.20	4,620.00	48.00	2,217.60	54.00	2,494.80	-	2,494.80	54%	2,125.20						
71	STREET SWEEPER (SELF PROPELLED WITH WATER AND OPERATOR)	10.00	HR	198.00	1,980.00	-	-	-	-	-	-	-	1,980.00						
72	WATER FOR DUST CONTROL	25.00	MGAL	45.00	1,125.00	-	-	-	-	-	-	-	1,125.00						
73	SEEDING, INCL 25-151 SEED MIX, FERTILIZER, AND HYDROMULCH (SFM)	1,650.00	SY	1.76	2,904.00	260.00	457.60	360.00	633.60	-	633.60	22%	2,270.40						
74	SEEDING, INCL 25-151 SEED MIX, FERTILIZER, AND CAT 20 BLANKET	480.00	SY	3.30	1,584.00	-	-	-	-	-	-	-	1,584.00						
	BASE BID TOTAL:				1,195,689.05		216,680.41		540,449.03		540,449.03	45%	655,240.02						
ALTERNATE 1 - 184TH ST N																			
75	MOBILIZATION	1.00	LS	2,200.00	2,200.00	0.50	1,100.00	1.00	2,200.00	-	2,200.00	100%	-						
76	TRAFFIC CONTROL	1.00	LS	440.00	440.00	0.50	220.00	1.00	440.00	-	440.00	100%	-						
77	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	230.00	SY	9.57	2,201.10	135.00	1,291.95	135.00	1,291.95	-	1,291.95	59%	909.15						
78	SAW CUT BITUMINOUS ROADWAY PAVEMENT	75.00	LF	2.75	206.25	62.00	170.50	62.00	170.50	-	170.50	83%	35.75						
79	IN-PLACE BITUMINOUS RECLAMATION 8"	7,640.00	SY	1.10	8,404.00	7,640.00	8,404.00	7,640.00	8,404.00	-	8,404.00	100%	-						
80	SUBGRADE EXCAVATION	20.00	CY	33.00	660.00	-	-	-	-	-	-	-	660.00						
81	LOAD, HAUL, PLACE, COMPACT, AND TOLERANCE EXCESS RECLAIM ON CITY GRAVEL ROADS	595.40	CY	20.35	12,116.39	800.00	16,280.00	800.00	16,280.00	-	16,280.00	134%	(4,163.61)						
82	AGGREGATE SHOULDERING CLASS 2	210.00	TN	34.98	7,345.80	-	-	81.19	2,840.03	-	2,840.03	39%	4,505.77						
83	AGGREGATE SURFACING CLASS 5	5.00	TN	44.00	220.00	-	-	-	-	-	-	-	220.00						
84	TOLERANCE RECLAIM MATERIAL	7,640.00	SY	1.10	8,404.00	7,640.00	8,404.00	7,640.00	8,404.00	-	8,404.00	100%	-						
85	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	700.00	TN	88.28	61,796.00	-	-	500.00	44,140.00	-	44,140.00	71%	17,656.00						
86	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C)	930.00	TN	85.25	79,282.50	560.00	47,740.00	796.00	67,859.00	-	67,859.00	86%	11,423.50						
87	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C) DRIVEWAY PATCH	230.00	SY	39.60	9,108.00	-	-	-	-	-	-	-	9,108.00						
88	TACK COAT	390.00	GAL	2.80	1,092.00	-	-	400.00	1,120.00	-	1,120.00	103%	(28.00)						
89	CULVERT MARKERS	2.00	EA	165.00	330.00	-	-	-	-	-	-	-	330.00						
	ALTERNATE 1 - 184TH ST N TOTAL:				193,806.04		83,610.45		153,149.48		153,149.48	79%	40,656.56						
ALTERNATE 3 - SOUTH SHOP																			
90	MOBILIZATION	1.00	LS	4,700.00	4,700.00	-	-	0.50	2,350.00	-	2,350.00	50%	2,350.00						
91	TRAFFIC CONTROL	1.00	LS	275.00	275.00	-	-	0.50	137.50	-	137.50	50%	137.50						
92	RELOCATE EXISTING MAILBOX	1.00	EA	302.50	302.50	-	-	1.00	302.50	-	302.50	100%	-						
93	REMOVE STORM PIPE	120.00	LF	9.90	1,188.00	-	-	120.00	1,188.00	-	1,188.00	100%	-						
94	REMOVE CONCRETE SIDEWALK	11.00	SY	20.00	220.00	-	-	11.00	220.00	-	220.00	100%	-						
95	SAW CUT BITUMINOUS ROADWAY PAVEMENT	140.00	LF	2.50	350.00	-	-	140.00	350.00	-	350.00	100%	-						
96	IN-PLACE BITUMINOUS RECLAMATION 8"	2,950.00	SY	1.65	4,867.50	-	-	2,950.00	4,867.50	-	4,867.50	100%	-						
97	SUBGRADE EXCAVATION (EV)	60.00	CY	33.00	1,980.00	-	-	-	-	-	-	-	1,980.00						
98	GEOTEXTILE FABRIC, TYPE 5 NON-WOVEN	225.00	SY	1.98	445.50	-	-	-	-	-	-	-	445.50						
99	LOAD, HAUL, PLACE, COMPACT, AND TOLERANCE EXCESS RECLAIM ON CITY GRAVEL ROADS	250.00	CY	20.35	5,087.50	-	-	336.00	6,837.60	-	6,837.60	134%	(1,750.10)						
100	TOLERANCE RECLAIM MATERIAL	1,800.00	SY	2.64	4,752.00	-	-	1,800.00	4,752.00	-	4,752.00	100%	-						
101	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	220.00	TN	104.28	22,941.60	-	-	-	-	-	-	-	22,941.60						
102	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C)	220.00	TN	104.28	22,941.60	-	-	-	-	-	-	-	22,941.60						
103	6" CONCRETE SIDEWALK	130.00	SF	23.10	3,003.00	-	-	130.00	3,003.00	-	3,003.00	100%	-						
104	TACK COAT	150.00	GAL	3.00	450.00	-	-	-	-	-	-	-	450.00						
105	15" CMP	60.00	LF	50.60	3,036.00	-	-	60.00	3,036.00	-	3,036.00	100%	-						
106	15" METAL APRON	2.00	EA	220.00	440.00	-	-	2.00	440.00	-	440.00	100%	-						
107	COMMON EXCAVATION	40.00	CY	33.00	1,320.00	-	-	12.00	396.00	-	396.00	30%	924.00						
108	TOPSOIL BORROW (LV)	125.00	CY	46.20	5,775.00	-	-	148.00	6,837.60	-	6,837.60	118%	(1,062.60)						
109	SEEDING, INCL 25-151 SEED MIX, FERTILIZER, AND SFM HYDROMULCH	1,250.00	SY	2.20	2,750.00	-	-	-	-	-	-	-	2,750.00						
110	4" SOLID LINE PAINT - WHITE	550.00	LF	0.77	423.50	-	-	-	-	-	-	-	423.50						
	ALTERNATE 3 - SOUTH SHOP TOTAL:				87,248.70		-		34,717.70		34,717.70	40%	52,531.00						
BASE BID + ALTERNATE 1 & 3:					\$ 1,476,743.79		\$ 300,290.86		\$ 728,316.21	\$ -	\$ 728,316.21	49%	\$ 748,427.58						



**Meeting Date:** August 12, 2024

**Agenda Item:** Final Project Acceptance – Forest Lake Ford Dealership

**To:** Mayor and City Council

**From:** Ryan Goodman

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**BACKGROUND:** The project included construction of a car dealership, parking lot improvements, installation of sanitary & water services, storm sewer improvements, landscaping enhancements, and pedestrian improvements. The majority of the improvements were completed in 2023 and parking lot wear course along with remaining punch list items and landscaping completed in 2024.

**ISSUE BEFORE COUNCIL:** The Representatives from Forest Lake Ford Dealership have requested formal acceptance of the site improvements as identified within the Site Improvement Performance Agreement.

**PROPOSAL/ANALYSIS:** Completed site improvements have been reviewed by City Staff and Comfort Lake Forest Lake Watershed District and has been determined all the constructed improvements are in general conformance with the plans approved by the City.

**FISCAL IMPACT:** None at this time.

**OPTIONS:** Consider formal Project Acceptance of the private improvements for the Forest Lake Ford Dealership.

**RECOMMENDATIONS:** Recommend the City Council consider formal Project Acceptance of the private improvements for the Forest Lake Ford Dealership. In addition, it would also be appropriate to release the remaining financial surety for the project as City Staff has determined no warranty work will be required.

**ATTACHMENTS:** Project Acceptance Memo and Project Acceptance Form



**Office of Engineering**

1408 Lake Street South

Forest Lake, MN 55025

[www.ci.forest-lake.mn.us](http://www.ci.forest-lake.mn.us)

August 6, 2024

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

RE: Forest Lake Ford Dealership Site Improvements  
Final Project Acceptance

Dear Mayor and Council:

The Representatives from Forest Lake Ford Dealership have requested formal acceptance of the site improvements as identified within the Site Improvement Performance Agreement. The project included construction of a car dealership, parking lot improvements, installation of sanitary & water services, storm sewer improvements, landscaping enhancements, and pedestrian improvements. The majority of the improvements were completed in 2023 and parking lot wear course along with remaining punch list items and landscaping completed in 2024.

We have reviewed the project with City Staff and Comfort Lake Forest Lake Watershed District and has been determined all the constructed improvements are in general conformance with the plans approved by the City. Project Acceptance form enclosed, will obtain signatures upon City Council acceptance.

At this time, we recommend the City Council consider formal Project Acceptance of the private improvements for the Forest Lake Ford Dealership. In addition, it would also be appropriate to release the remaining financial surety for the project as City Staff has determined no warranty work will be required.

Acceptance should be contingent upon payment of any outstanding city or consultant fees for site review and preparation of acceptance documents. Please feel free to contact me if there are any questions or require any additional information.

Sincerely,

Ryan J. Goodman, P.E.  
City Engineer  
612-597-7140

Enclosure: Project Acceptance Form

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*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.*



## PROJECT ACCEPTANCE FORM

### Forest Lake Ford Dealership Site Improvements

#### CITY OF FOREST LAKE

Project No. N15.106081, Phase 095

#### RECOMMENDATION FOR ACCEPTANCE

The project included construction of a car dealership, parking lot improvements, installation of sanitary & water services, storm sewer improvements, landscaping enhancements, and pedestrian improvements. The majority of the improvements were completed in 2023 and parking lot wear course along with remaining punch list items and landscaping completed in 2024.

This project was constructed in general conformance with standard policy and procedures of the City of Forest Lake. The work is complete and in general conformance with the plans and specifications. Therefore this project is recommended for formal acceptance by the City Council.

\_\_\_\_\_  
City Engineer/Resident Project Representative      Date: \_\_\_\_\_

\_\_\_\_\_  
Public Works Superintendent      Date: \_\_\_\_\_

\_\_\_\_\_  
Finance Director      Date: \_\_\_\_\_

\_\_\_\_\_  
Community Development Director      Date: \_\_\_\_\_

\_\_\_\_\_  
Building Official / Building Inspector      Date: \_\_\_\_\_

\_\_\_\_\_  
Fire Chief      Date: \_\_\_\_\_

City Council Acceptance Date: \_\_\_\_\_



# Forest Lake

AS GOOD AS IT SOUNDS

**Meeting Date:** August 12, 2024  
**Agenda Item:** 280 Broadway Street West Deed Transfer  
**To:** Mayor Mara Bain and City Council Members  
**From:** Abbi Wittman, Community Development Director

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## BACKGROUND:

Since 2021 City staff have been in discussions with GLG Properties LLC (GLG) about the rehabilitation and revitalization of the Houle elevator, located at 55 2nd Street SW. Along with the adaptive reuse of the elevator for retail purposes, the redevelopment plans include a second phase which would accommodate a retail greenhouse, outside nursery area, and associated pedestrian and parking improvements. Once complete, the entirety of the 200 block of Broadway Street West will be developed to an urban standard. To accomplish their full site build out, GLG has submitted an offer letter to the City to purchase 280 Broadway Avenue West for \$70,000.

## ISSUE BEFORE COUNCIL:

Should the City Council transfer the 280 Broadway Street West deed to the Economic Development Authority for sale to GLG Properties for redevelopment purposes?

## PROPOSAL/ANALYSIS:

As early as 2021, City staff have been in discussions with GLG about the acquisition of 280 Broadway Avenue West for the purposes of full site buildout. However, it was not until early 2024 that City staff brought this request before the City Council and Economic Development Authority (EDA) to negotiate the private party's potential acquisition of this parcel. During the negotiation process, City staff reviewed with the EDA and City Council the history of the subject parcel. In those discussions, it was determined sale to GLG for the redevelopment project was appropriate.

The property is owned by the City of Forest Lake. In discussions with the EDA, the EDA has expressed favorability to reducing the purchase price of the land (appraised at \$138,000 in 2022) in exchange for the redevelopment project. At their regularly-scheduled meeting in July, the EDA approved a Purchase and Private Development Agreement (Agreement) with GLG. However, this approval occurred prior to the EDA holding a public hearing. Thus, at their August 12, 2024 meeting the EDA will hold a public hearing to reconsider the Agreement; it is anticipated the EDA will approve the Agreement. As noted in the Purchase and Private Development Agreement,

GLG's failure to complete the redevelopment by December 31, 2027, the property will revert back to the EDA.

**FISCAL IMPACT:**

Aside from legal costs associated with drafting the legal agreement and costs associated with the sale, there is negligible fiscal impact. In fact, the sale will add revenue to the City.

**OPTIONS:**

The City Council can elect to transfer the deed to the EDA or not.

**RECOMMENDATIONS:**

Staff recommends that, if the Council elects to remove the deed transfer consideration from the Consent Agenda, then the Council **move to approve Resolution No. 08-12-24-05, *A Resolution Approving Conveyance of Land to the Forest Lake Economic Development Authority for Redevelopment Purposes.***

**ATTACHMENTS:**

Resolution 08-12-24-05

City of Forest Lake  
Washington County, Minnesota

**RESOLUTION NO. 8-12-24-05**

**A RESOLUTION APPROVING CONVEYANCE OF LAND TO THE  
FOREST LAKE ECONOMIC DEVELOPMENT AUTHORITY  
FOR REDEVELOPMENT PURPOSES**

**WHEREAS**, the City of Forest Lake (“City”) is the fee owner of real property legally described as follows:

Lot 1, Block 2, Northern Pacific Addition, Washington County, Minnesota.  
Abstract Property.

280 Broadway Ave, West, Forest Lake, Minnesota, 55033  
PID: 08.032.21.13.0132

(the “Property”); and

**WHEREAS**, the City desires to convey the Property to the Forest Lake Economic Development Authority (“EDA”) for redevelopment purposes.

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

1. That the conveyance of the Property to the EDA is in the public interest of the City and its people, furthers its general plan of economic development and furthers the aims and purposes of Minn. Stat. Sections 469.090 to 469.108; and the appropriate officials are authorized to take such action so as to effectuate such conveyance.
2. That said conveyance has no relationship to the City’s Comprehensive Plan and therefore the Forest Lake City Council has dispensed with the requirements of Minn. Stat. § 462.356, Subd. 2, that may require the Forest Lake Planning Commission to perform a Comprehensive Plan compliance review of said conveyance.

Adopted this 12<sup>th</sup> day of August, 2024.

**CITY OF FOREST LAKE**

\_\_\_\_\_  
Mara Bain  
Mayor

Attest:

\_\_\_\_\_  
Jolleen Chaika  
City Clerk



# Forest Lake

AS GOOD AS IT SOUNDS

**Meeting Date:** August 12, 2024  
**Agenda Item:** Consent Agenda: New Wine/Beer Liquor License  
**To:** Honorable Mayor and City Council  
**From:** Jolleen Chaika, City Clerk

---

**BACKGROUND:** Solis VJ, LLC, doing business as The Best Steakhouse Plus has applied for a Wine On-Sale and 3.2% Malt Liquor On-Sale license; the combination of these licenses allows for the establishment to serve wine and strong beer.

**ISSUE BEFORE COUNCIL:** Should Council approve the Wine On-Sale and 3.2% Malt Liquor applications?

**PROPOSAL/ANALYSIS:** Liquor licenses are regulated by the terms and conditions as laid out in Chapter 119 of City Ordinance as well as the law provided in Minn. Stat. 340A. Staff reviews city Ordinance and state statutes when conducting review of any liquor license application to ensure local and state compliance. Upon receipt of the applications submitted Solis VJ, LLC, staff conducted review of the application materials and initiated the preliminary background and financial investigation with the assistance of FLPD. The applicant meets all background and financial requirements as well as all current city ordinance requirements as well as state requirements to obtain the requested Wine and 3.2% Malt Liquor licenses.

The full license application is available for review in the Clerk's Office.

**FISCAL IMPACT:** The license holders are required to pay fees in accordance with the City's adopted fee schedule which brings some additional annual revenue to the City; the annual fee for this license is \$700 which covers the cost of license enforcement.

**OPTIONS:**

- 1) Approve the applications via approval of Resolution 08-12-24-02
- 2) Deny the applications

**RECOMMENDATIONS:**

If removed from the Consent Agenda: Move to approve Resolution 08-12-24-02.

**ATTACHMENTS:**

Resolution 08-12-24-02

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

**RESOLUTION 08-12-24-02**

**APPROVING WINE AND 3.2% BEER LIQUOR LICENSES FOR SOLIS VJ, LLC,  
DBA: THE BEST STEAKHOUSE PLUS**

**WHEREAS**, the City of Forest Lake received an application from Jorge Hitalo Solis Jarro, on behalf of Solis VJ, LLC, DBA The Best Steakhouse Plus, for Wine and 3.2% Beer liquor licenses at 59 Lake Street South, Forest Lake, Minnesota; and,

**WHEREAS**, upon completion of the background investigations, the Forest Lake Police Department found nothing to preclude issuance of these liquor licenses; and,

**WHEREAS**, the City Clerk has reviewed the application materials and has found the application materials to be in conformance with city code and state statute related to liquor licensing; and;

**WHEREAS**, all required fees have been paid by the applicant.

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

The City of Forest Lake hereby approves the issuance of a Wine and 3.2 Beer liquor license to Solis VJ, LLC, DBA The Best Steakhouse Plus, effective until January 31, 2025 unless cancelled or revoked prior to that date.

Adopted by the City Council of the City of Forest Lake this 12<sup>th</sup> of August, 2024.

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Mara Bain, Mayor

ATTEST:

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Jolleen Chaika, City Clerk



# Forest Lake

AS GOOD AS IT SOUNDS

**Meeting Date:** August 12, 2024  
**Agenda Item:** Resolution 08-12-24-04, New Massage Therapist License  
**To:** Honorable Mayor and City Council  
**From:** Jolleen Chaika, City Clerk

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**BACKGROUND:** City Ordinance requires that anyone who wishes to offer therapeutic massage services obtain a license. CarrieLynn Stewart has applied for a Massage Therapist License.

**ISSUE BEFORE COUNCIL:** Should Council approve a massage therapist license for CarrieLynn Stewart?

**PROPOSAL/ANALYSIS:** Pursuant to City Code, Chapter 115.15, an applicant for a massage therapist license must meet the following requirements:

- The license shall be issued only to persons who have received and can furnish proof of receiving at least 600 hours of certified therapeutic massage training recognized and accepted by the State of Minnesota or a national professional therapeutic massage organization.
- The license shall be issued only to persons of good moral character and repute.
- No massage therapist license shall be issued to an applicant who has been convicted of criminal prostitution, similar sex offenses, or other crimes directly related to the offering of massage therapy services or the running of a massage business, and has not shown competent evidence of sufficient rehabilitation and present fitness to perform the duties and responsibilities of a licensee as prescribed by M.S. § 364.03, Subd. 3.
- The license shall not be issued to persons who have, within 1 year prior to the date of application, been denied licensure or have had a massage therapist or massage business license denied or revoked by any political subdivision, municipality or by the State of Minnesota.
- The license shall be issued only to applicants who have fully and truthfully answered all of the information requested in the application and have paid the full license and investigation fee.
- The license shall be issued only to persons 18 years of age or older.

City staff, including the Forest Lake Police Department, have reviewed the application and applicant's supporting documentation and have conducted the requisite background investigation. Staff has verified that the applicant meets all requirements; approval of the resolution authorizing a Massage Therapist license is recommended.

**FISCAL IMPACT:** Small annual increase to licensing revenue: the fee for an annual therapist license is \$50.00.



**OPTIONS:**

- 1) Approve Resolution 08-12-24-04, authorizing issuance of a Massage Therapist License to CarrieLynn Stewart.
- 2) Deny application and provide reasons for denial consistent with City Code.

**RECOMMENDATIONS:**

If removed from the Consent Agenda: Move to approve Resolution 08-12-24-04.

**ATTACHMENTS:**

Resolution 08-12-24-04

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

**Resolution 08-13-24-04**

**Approving a Massage Therapist License for CarrieLynn Stewart**

**WHEREAS**, the City of Forest Lake requires all massage therapists who wish to offer therapeutic massage services to apply on a city-approved application form for a Massage Therapist License; and,

**WHEREAS**, CarrieLynn Stewart has applied for a Massage Therapist License to offer therapeutic massage services at Minnesota Vitality and Anti-Aging Clinic, a licensed massage business in the City of Forest Lake; and,

**WHEREAS**, City staff, including the Forest Lake Police Department, have reviewed the application and background investigation materials and have found that the applicant meets the local requirements to obtain a Massage Therapist License.

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

The City of Forest Lake hereby approves the issuance of a Massage Therapist License to CarrieLynn Stewart, effective until January 31, 2025 unless cancelled or revoked prior to that date.

Adopted by the City Council of the City of Forest Lake this 12<sup>th</sup> of August, 2024.

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Mara Bain, Mayor

ATTEST:

---

Jolleen Chaika, City Clerk



# Forest Lake

AS GOOD AS IT SOUNDS

**Meeting Date:** August 12, 2024  
**Agenda Item:** Permits and Licenses for St. Peter's Fall Festival  
**To:** Mayor Bain and City Councilmembers  
**From:** Jolleen Chaika, City Clerk

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**BACKGROUND:** St. Peter's Catholic Church hosts a Fall Festival at its parish annually. This year's event is scheduled for Saturday, September 21 – Sunday, September 22 and includes food, drinks, a bingo tent, live music, games, vendors, a wrestling tournament, and other family-friendly activities. The church is expecting approximately 500 attendees. Applications have been submitted for the following:

- Outdoor Entertainment/Special Event
- Temporary 1-4 On-Sale Liquor License
- Exempt Gambling Permit

**ISSUE BEFORE COUNCIL:** Should Council provide City approval the permits and licenses for St. Peter's Fall Festival?

**PROPOSAL/ANALYSIS** In order to conduct an outdoor event with any amplification of sound, a permit is required. The staff at St. Peter's have been in frequent contact with City staff to ensure they are meeting all requirements of the code, including submission of site plans, safety plans, and insurance documentation for the outdoor special event permit. Staff have reviewed the plans and recommend approval.

St. Peter's has also submitted an application for an exempt gambling permit to conduct bingo and a raffle at the festival. The Church meets all requirements laid out in state statute to obtain an exempt permit. Staff recommend approval of this application.

A temporary on-sale liquor license application has also been submitted as the church intends to offer alcoholic beverages for sale at the festival. Staff has reviewed insurance details submitted by the church and has verified that the church meets the requirements to obtain a temporary on-sale liquor license; as such, approval of this application is also recommended.

The full application packets are available for review in the Clerk's Office.

**FISCAL IMPACT:** None

**OPTIONS:**

- 1) Approve all three applications; authorize City Clerk to sign applications for Exempt Gambling and Temporary On-Sale Liquor License
- 2) Deny application and provide reasons for denial consistent with City Code.

**RECOMMENDATIONS:**

If removed from the Consent Agenda: Move to approve LG220 for the Forest Lake Boys Hockey Blue Line Club and authorize City Clerk to sign application for remittance to the Minnesota Gambling Control Board.

**ATTACHMENTS:**

LG220 Application for Exempt Permit  
Temporary 1-4 Day On-Sale Application

# MINNESOTA LAWFUL GAMBLING

## LG220 Application for Exempt Permit

 4/22  
 Page 1 of 4

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

### Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

### ORGANIZATION INFORMATION

Organization Name: Church of St. Peter Previous Gambling Permit Number: X-82037-22-033

Minnesota Tax ID Number, if any: 8607689 Federal Employer ID Number (FEIN), if any: 41-0799304

Mailing Address: 1250 South Shore Drive

City: Forest Lake State: MN Zip: 55025 County: Washington

Name of Chief Executive Officer (CEO): Fr. Daniel Bodin, Pastor

CEO Daytime Phone: [REDACTED] CEO Email: [REDACTED]  
 (permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): \_\_\_\_\_

### NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☒ Religious ☐ Veterans ☐ Other Nonprofit Organization

### Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- ☐ **A current calendar year Certificate of Good Standing**  
 Don't have a copy? Obtain this certificate from:  
 MN Secretary of State, Business Services Division  
 60 Empire Drive, Suite 100  
 St. Paul, MN 55103  
 Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
 651-296-2803, or toll free 1-877-551-6767
- ☒ **IRS income tax exemption (501(c)) letter in your organization's name**  
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**  
 If your organization falls under a parent organization, attach copies of both of the following:  
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and  
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

### GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): 1250 South Shore Drive, Forest Lake, MN 55025

Physical Address (do not use P.O. box): \_\_\_\_\_

Check one:

☒ City: Forest Lake Zip: 55025 County: Washington

☐ Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): September 22, 2024

Check each type of gambling activity that your organization will conduct:

☒ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.



**LG220 Application for Exempt Permit****LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)****CITY APPROVAL  
for a gambling premises  
located within city limits**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**The city or county must sign before  
submitting application to the  
Gambling Control Board.**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWNSHIP (if required by the county)**

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Fr. Daniel Bodin Date: 6/26/24  
(Signature must be CEO's signature; designee may not sign)

Print Name: Fr. Daniel Bodin, Pastor**REQUIREMENTS****Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

**Financial report to be completed within 30 days after the gambling activity is done:**

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

**MAIL APPLICATION AND ATTACHMENTS****Mail application with:**

- \_\_\_\_\_ a copy of your proof of nonprofit status; and
- \_\_\_\_\_ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Questions?**

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer



Minnesota Department of Public Safety  
 Alcohol and Gambling Enforcement Division  
 445 Minnesota Street, Suite 1600, St. Paul, MN 55101  
 651-201-7507 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY  
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date of organization		Tax exempt number	
Church of St. Peter		11-13-1905		8353887	
Organization Address (No PO Boxes)		City	State	Zip Code	
1250 South Shore Drive		Forest Lake	MN	55025	
Name of person making application		Business phone		Home phone	
Christine Erickson					
Date(s) of event		Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer			
September 21-22, 2024		<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input checked="" type="checkbox"/> Religious <input type="checkbox"/> Other non-profit			
Organization officer's name		City	State	Zip Code	
Fr. Daniel Bodin, Pastor		Forest Lake	MN	55025	
Organization officer's name		City	State	Zip Code	
			MN		
Organization officer's name		City	State	Zip Code	
			MN		

Location where permit will be used. If an outdoor area, describe.

On the Church grounds and parking lot at 1250 South Shore Drive, Forest Lake, MN 55025.

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

Catholic Mutual certificate \$500,000 coverage.

**APPROVAL**

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Event in conjunction with a community festival <input type="checkbox"/> Yes <input type="checkbox"/> No	City or County E-mail Address
Current population of city	

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

**CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event**

**No Temp Applications faxed or mailed. Only emailed.**

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.**

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**





SEARCH AGREEMENT

Thank you for selecting The Specialized Recruiting Group (SRG) to provide the City of Forest Lake (Client) with strategic staffing solutions. The following confirms our discussion and sets forth the terms of our agreement.

Mutual understanding is the key to long-term business relationships; therefore, we provide this written confirmation of our terms. In order to refer candidates to you, we request an authorized signature confirming that your company has been informed of and agrees to our terms.

POLICIES

All data collected by SRG pursuant to this Agreement shall be subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.

Because SRG has a substantial investment in maintaining its staff of employees and candidates, and in consideration of the services rendered by SRG, it is agreed that for a period of 180 days from the date of introduction, the Client will not utilize or hire directly, utilize or hire through another staffing firm, or refer to any associated companies or contacts, any SRG employee or candidate, unless agreed upon in writing. Should the Client hire, utilize, or refer an SRG employee or candidate as stated above within 180 days from introduction or last day worked, it is agreed that the Client will pay the full fee, which is \$29,500.

FEE STRUCTURE

The SRG fee is \$29,500 for the placement of a candidate that SRG sources, and \$19,500 for a candidate provided by Client, to be paid upon the successful hiring of said candidate by Client.

GUARANTEE

SRG provides the following guarantee – if a new employee sourced by SRG terminates for any reason within two years (730 calendar days), a onetime replacement will be made for the specific position detailed in the original order specifications at the same salary with no additional fee, provided the fee has been paid in full. If a new employee sourced by Client terminates for any reason within one year (365 calendar days), a onetime replacement will be made for the specific position detailed in the original order specifications at the same salary with an additional fee of \$10,000, provided the initial fee has been paid in full. In either case, if a suitable candidate is not found within 60 days after termination, the Client may elect to receive a 100% refund.

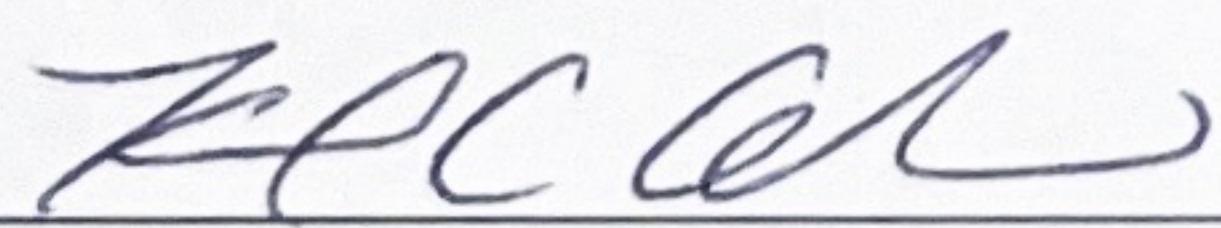
BILLING

Invoices will be presented upon the Client’s hiring decision, and invoices are due within thirty (30) days of the start date of the SRG candidate.

QUALITY

Client satisfaction is our primary concern. Please evaluate the performance of SRG on the Quality Assurance communication we provide at the completion of each search or contract staffing assignment. This feedback is an important part of our on-going effort to ensure the highest standards for our specialized services.

I have read and understand the terms of employment and acknowledge this.

Signature		Date
Name	Date	Company
Mara Bain, Mayor	7/29/2024	City of Forest Lake
Name	Date	Company
Karl Amlie 	7/26/2024	Specialized Recruiting Group





Real People. Real Solutions.

139  
7533 Sunwood Drive NW  
Suite 206  
Ramsey, MN 55303-5119

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

August 7, 2024

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

RE: Forest Lake Airport (25D)  
Airport Taxiway A3 and Taxilane Bravo Extension Project  
SP No. A8206-26

Dear Mayor and Council:

I recommend the council approve Contractor's Pay Request No. 1 and pay \$388,088.42 to Dresel Contracting, Inc. for the services they provided on the above referenced project. The request includes withholding 5% retainage.

The Contractor has installed the watermain and sanitary sewer utilities, removed the bituminous pavement of the parking lot, imported borrow material to bring the Taxilane Bravo extension area up to grade, and began hauling in pavement section material. The Contractor has also completed installation of the infiltration basin for the Taxilane Bravo extension and has begun installation for the Taxiway A3 basin.

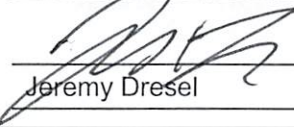

If you have any questions or require additional information, please contact me at 612-987-0138 or [silas.parmar@bolton-menk.com](mailto:silas.parmar@bolton-menk.com).

Sincerely,  
**Bolton & Menk, Inc.**

**Silas Parmar, P.E.**  
Project Manager

Enclosures

## Contractor's Application for Payment

<b>Owner:</b> CITY OF FOREST LAKE <b>Engineer:</b> BOLTON & MENK, INC. <b>Contractor:</b> DRESEL CONTRACTING INC <b>Project:</b> TAXIWAY A3 AND TAXILANE BRAVO EXTENSION	<b>Owner's Project No.:</b> _____ <b>Engineer's Project No.:</b> OT5.132691 <b>Agency's Project No.:</b> SP NO. A8206-26																																				
<b>Application No.:</b> <u>1</u> <b>Application Date:</b> <u>8/6/2024</u> <b>Application Period:</b> From <u>7/17/2024</u> to <u>8/5/2024</u>																																					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">1. Original Contract Price</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;">631,288.66</td> </tr> <tr> <td>2. Net change by Change Orders</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td>3. Current Contract Price (Line 1 + Line 2)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">631,288.66</td> </tr> <tr> <td>4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">408,514.13</td> </tr> <tr> <td>5. Retainage</td> <td></td> <td></td> </tr> <tr> <td>    a. <u>5%</u> X <u>\$ 408,514.13</u> Work Completed</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">20,425.71</td> </tr> <tr> <td>    b. _____ X <u>\$ -</u> Stored Materials</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td>    c. Total Retainage (Line 5.a + Line 5.b)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">20,425.71</td> </tr> <tr> <td>6. Amount eligible to date (Line 4 - Line 5.c)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">388,088.42</td> </tr> <tr> <td>7. Less previous payments</td> <td></td> <td></td> </tr> <tr> <td><b>8. Amount due this application</b></td> <td style="text-align: right;"><b>\$</b></td> <td style="text-align: right;"><b>388,088.42</b></td> </tr> <tr> <td>9. Balance to finish, including retainage (Line 3 - Line 4)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">222,774.53</td> </tr> </table>		1. Original Contract Price	\$	631,288.66	2. Net change by Change Orders	\$	-	3. Current Contract Price (Line 1 + Line 2)	\$	631,288.66	4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	408,514.13	5. Retainage			a. <u>5%</u> X <u>\$ 408,514.13</u> Work Completed	\$	20,425.71	b. _____ X <u>\$ -</u> Stored Materials	\$	-	c. Total Retainage (Line 5.a + Line 5.b)	\$	20,425.71	6. Amount eligible to date (Line 4 - Line 5.c)	\$	388,088.42	7. Less previous payments			<b>8. Amount due this application</b>	<b>\$</b>	<b>388,088.42</b>	9. Balance to finish, including retainage (Line 3 - Line 4)	\$	222,774.53
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b. _____ X <u>\$ -</u> Stored Materials	\$	-																																			
c. Total Retainage (Line 5.a + Line 5.b)	\$	20,425.71																																			
6. Amount eligible to date (Line 4 - Line 5.c)	\$	388,088.42																																			
7. Less previous payments																																					
<b>8. Amount due this application</b>	<b>\$</b>	<b>388,088.42</b>																																			
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	222,774.53																																			
<b>Contractor's Certification</b> The undersigned Contractor certifies, to the best of its knowledge, the following: (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment; (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.																																					
<b>Contractor:</b> <u>Dresel Contracting, Inc.</u>  <b>Signature:</b>  _____ <b>Date:</b> <u>08/07/2024</u> <b>Name:</b> <u>Jeremy Dresel</u> _____ <b>Title:</b> <u>Vice President</u>																																					
<b>Recommended by Engineer</b>  <b>By:</b>  _____ <b>Name:</b> <u>Silas Parmar, P.E.</u> _____ <b>Title:</b> <u>Project Manager</u> _____ <b>Date:</b> <u>8/6/2024</u> _____	<b>Approved by Owner</b>  <b>By:</b> _____ <b>Name:</b> _____ <b>Title:</b> _____ <b>Date:</b> _____																																				

## Progress Estimate - Unit Price Work

## Contractor's Application for Payment

Owner:	CITY OF FOREST LAKE	Owner's Project No.:	
Engineer:	BOLTON & MENK, INC.	Engineer's Project No.:	0T5.132691
Contractor:	DRESEL CONTRACTING INC	Agency's Project No.:	SP NO. A8206-26
Project:	TAXIWAY A3 AND TAXILANE BRAVO EXTENSION		

Application No.: 1 Application Period: From 07/17/24 to 08/05/24 Application Date: 08/06/24

A	B	C	D	E	F	F1	F2	G	H	I	J	K	L
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				

Original Contract													
TAXILANE BRAVO EXTENSION													
1	CONTRACTOR STAKING	1.00	LUMP SUM	13,557.50	13,557.50		-	1.00	13,557.50		13,557.50	100%	-
2	PROVIDE & INSTALL LOW PROFILE BARRICADES	8.00	EACH	76.50	612.00		-	8.00	612.00		612.00	100%	-
3	MOBILIZATION	1.00	LUMP SUM	29,640.00	29,640.00		-	1.00	29,640.00		29,640.00	100%	-
4	SAWCUTTING BITUMINOUS PAVEMENT	20.00	LIN FT	5.10	102.00		-	20.00	102.00		102.00	100%	-
5	DISCONNECT AND RECONNECT EXISTING ELECTRICAL LINE	1.00	LUMP SUM	1,938.00	1,938.00		-	-	-		-	-	1,938.00
6	REMOVE BITUMINOUS PAVEMENT	580.00	SQYD	2.51	1,455.80		-	580.00	1,455.80		1,455.80	100%	-
7	COMMON EXCAVATION (EV) P	3,000.00	CU YD	9.52	28,560.00		-	2,700.00	25,704.00		25,704.00	90%	2,856.00
8	SUBGRADE EXCAVATION	300.00	CU YD	6.80	2,040.00		-	448.00	3,046.40		3,046.40	149%	(1,006.40)
9	COMMON BORROW - OFF SITE	5,280.00	CU YD	18.65	98,472.00		-	3,696.00	68,930.40		68,930.40	70%	29,541.60
10	SELECT GRANULAR BORROW (CV)	540.00	CU YD	24.31	13,127.40		-	378.00	9,189.18		9,189.18	70%	3,938.22
11	AGGREGATE BASE (CV) CLASS 5	400.00	CU YD	29.63	11,852.00		-	280.00	8,296.40		8,296.40	70%	3,555.60
12	TYPE SP 9.5 NON WEARING COURSE MIXTURE (2,B)	160.00	TON	111.01	17,761.60		-	-	-		-	-	17,761.60
13	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	160.00	TON	108.85	17,416.00		-	-	-		-	-	17,416.00
14	2-WAY, 3" RIGID STEEL CONDUIT	45.00	LIN FT	117.30	5,278.50		-	45.00	5,278.50		5,278.50	100%	-
15	ELECTRICAL HANDHOLE	2.00	EACH	1,836.00	3,672.00		-	-	-		-	-	3,672.00
16	SILT FENCE TYPE MS	2,700.00	LIN FT	3.09	8,343.00		-	1,146.00	3,541.14		3,541.14	42%	4,801.86
17	TOPSOIL RESPREAD	2,400.00	CU YD	5.10	12,240.00		-	1,920.00	9,792.00		9,792.00	80%	2,448.00
18	SEED, FERTILIZER, AND HYDROMULCH	3.30	ACRE	6,815.45	22,490.99		-	-	-		-	-	22,490.99
19	6" SOLID LINE MULTI COMP	200.00	LIN FT	10.20	2,040.00		-	-	-		-	-	2,040.00
20	FILTRATION SOIL MEDIA	538.00	CU YD	36.53	19,653.14		-	215.20	7,861.26		7,861.26	40%	11,791.88
21	6" PERFORATED PVC DRAINTILE	1,610.00	LIN FT	11.26	18,128.60		-	670.00	7,544.20		7,544.20	42%	10,584.40
22	CONNECT TO EXISTING MANHOLES (SAN)	1.00	EACH	1,198.50	1,198.50		-	1.00	1,198.50		1,198.50	100%	-
23	CONNECT TO EXISTING SANITARY SERVICE	1.00	EACH	561.00	561.00		-	1.00	561.00		561.00	100%	-
24	PLUG AND ABANDON PIPE SEWER	1.00	EACH	561.00	561.00		-	1.00	561.00		561.00	100%	-
25	8"x4" PVC WYE	5.00	EACH	247.94	1,239.70		-	5.00	1,239.70		1,239.70	100%	-
26	CLEAN AND VIDEO TAPE PIPE SEWER	732.00	LIN FT	4.80	3,513.60		-	-	-		-	-	3,513.60
27	8" PVC PIPE SEWER	732.00	LIN FT	49.93	36,548.76		-	658.80	32,893.88		32,893.88	90%	3,654.88
28	4" PVC SANITARY SEWER PIPE	115.00	LIN FT	31.59	3,632.85		-	103.50	3,269.57		3,269.57	90%	363.28
29	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 1	4.00	EACH	5,242.19	20,968.76		-	2.80	14,678.13		14,678.13	70%	6,290.63
30	GRANULAR BEDDING	1,102.00	LIN FT	3.17	3,493.34		-	881.60	2,794.67		2,794.67	80%	698.67
31	CONNECT TO EXISTING WATER MAIN	1.00	EACH	867.00	867.00		-	1.00	867.00		867.00	100%	-
32	CONNECT TO EXISTING WATER SERVICE	1.00	EACH	739.50	739.50		-	-	-		-	-	739.50
33	HYDRANT	2.00	EACH	7,303.20	14,606.40		-	2.00	14,606.40		14,606.40	100%	-
34	ABANDON WATER SERVICE	1.00	EACH	612.00	612.00		-	-	-		-	-	612.00
35	1" CORPORATION STOP	4.00	EACH	487.56	1,950.24		-	4.00	1,950.24		1,950.24	100%	-
36	2" CORPORATION STOP	1.00	EACH	1,060.80	1,060.80		-	-	-		-	-	1,060.80
37	6" GATE VALVE AND BOX	2.00	EACH	3,192.60	6,385.20		-	2.00	6,385.20		6,385.20	100%	-
38	8" GATE VALVE AND BOX	1.00	EACH	3,570.00	3,570.00		-	1.00	3,570.00		3,570.00	100%	-
39	1" CURB STOP AND BOX	4.00	EACH	892.50	3,570.00		-	4.00	3,570.00		3,570.00	100%	-
40	2" CURB STOP AND BOX	1.00	EACH	1,377.00	1,377.00		-	-	-		-	-	1,377.00
41	VALVE BOX EXTENSION	3.00	LIN FT	374.00	1,122.00		-	-	-		-	-	1,122.00
42	HYDRANT RISER	1.00	LIN FT	1,734.00	1,734.00		-	-	-		-	-	1,734.00
43	1" TYPE PE PIPE	130.00	LIN FT	26.60	3,458.00		-	-	-		-	-	3,458.00
44	2" TYPE PE PIPE	45.00	LIN FT	26.85	1,208.25		-	-	-		-	-	1,208.25
45	6" PVC WATERMAIN	42.00	LIN FT	62.19	2,611.98		-	37.80	2,350.78		2,350.78	90%	261.20
46	8" PVC WATERMAIN	830.00	LIN FT	52.98	43,973.40		-	747.00	39,576.06		39,576.06	90%	4,397.34
47	DUCTILE IRON FITTINGS	370.00	POUND	12.96	4,795.20		-	333.00	4,315.68		4,315.68	90%	479.52
48	GRANULAR BEDDING	1,132.00	LIN FT	3.11	3,520.52		-	1,018.80	3,168.47		3,168.47	90%	352.05
TOTAL TAXILANE BRAVO EXTENSION					497,259.53		-		332,107.06		332,107.06		165,152.47

## Progress Estimate - Unit Price Work

## Contractor's Application for Payment

Owner:		CITY OF FOREST LAKE								Owner's Project No.:							
Engineer:		BOLTON & MENK, INC.								Engineer's Project No.:							
Contractor:		DRESEL CONTRACTING INC								Agency's Project No.:							
Project:		TAXIWAY A3 AND TAXILANE BRAVO EXTENSION															
Application No.:		1		Application Period:		From		07/17/24		to		08/05/24		Application Date:		08/06/24	
A	B		C	D	E	F	F1	F2	G	H	I	J	K	L			
Bid Item No.	Description	Contract Information				Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)				
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)								
TAXIWAY A3 EXTENSION																	
49	CONTRACTOR STAKING	1.00	LUMP SUM	2,550.00	2,550.00		-	1.00	2,550.00		2,550.00	100%	-				
50	PROVIDE & INSTALL LOW PROFILE BARRICADES	8.00	EACH	76.50	612.00		-	8.00	612.00		612.00	100%	-				
51	MOBILIZATION	1.00	LUMP SUM	10,420.80	10,420.80		-	1.00	10,420.80		10,420.80	100%	-				
52	COMMON EXCAVATION (EV) P	2,100.00	CU YD	9.71	20,391.00		-	1,890.00	18,351.90		18,351.90	90%	2,039.10				
53	SUBGRADE EXCAVATION	300.00	CU YD	6.80	2,040.00		-	-	-		-	-	2,040.00				
54	SELECT GRANULAR BORROW (CV)	410.00	CU YD	26.72	10,955.20		-	328.00	8,764.16		8,764.16	80%	2,191.04				
55	AGGREGATE BASE (CV) CLASS 5	200.00	CU YD	43.66	8,732.00		-	140.00	6,112.40		6,112.40	70%	2,619.60				
56	TYPE SP 9.5 NON WEARING COURSE MIXTURE (2,B)	70.00	TON	112.15	7,850.50		-	-	-		-	-	7,850.50				
57	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	70.00	TON	110.00	7,700.00		-	-	-		-	-	7,700.00				
58	15" RC PIPE APRON	2.00	EACH	1,170.35	2,340.70		-	2.00	2,340.70		2,340.70	100%	-				
59	15" RC PIPE SEWER DES 3006 CL V	96.00	LIN FT	80.44	7,722.24		-	96.00	7,722.24		7,722.24	100%	-				
60	RANDOM RIPRAP CLASS III	8.00	CU YD	109.01	872.08		-	-	-		-	-	872.08				
61	FILTRATION SOIL MEDIA	821.00	CU YD	34.71	28,496.91		-	212.00	7,358.52		7,358.52	26%	21,138.39				
62	6" PERFORATED PVC DRAINTILE	414.00	LIN FT	19.55	8,093.70		-	457.00	8,934.35		8,934.35	110%	(840.65)				
63	SILT FENCE TYPE MS	500.00	LIN FT	3.06	1,530.00		-	225.00	688.50		688.50	45%	841.50				
64	TOPSOIL RESPREAD	700.00	CU YD	7.29	5,103.00		-	350.00	2,551.50		2,551.50	50%	2,551.50				
65	SEED, FERTILIZER, AND HYDROMULCH	1.10	ACRE	7,835.45	8,619.00		-	-	-		-	-	8,619.00				
TOTAL TAXIWAY A3 EXTENSION					134,029.13		-		76,407.07		76,407.07		57,622.06				
ORIGINAL CONTRACT TOTALS					\$ 631,288.66		\$ -		\$ 408,514.13	\$ -	\$ 408,514.13	65%	\$ 222,774.53				





Real People. Real Solutions.

143  
7533 Sunwood Drive NW  
Suite 206  
Ramsey, MN 55303-5119

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

August 7, 2024

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

RE: Forest Lake Airport (25D)  
Airport Taxiway A3 and Taxilane Bravo Extension Project  
Change Order No.1

Dear Mayor and Council:

Enclosed please find Change Order No.1 for the 2024 Airport Taxiway A3 and Taxilane Bravo Extension project. During construction of the new watermain service line, the Contractor was unable to locate the existing watermain tee and cap to connect to. The Contractor continued with exploratory digging until they were able to find the location of the tee and cap to begin installation of the new watermain service line. Change Order No.1 will compensate the Contractor for labor and equipment for the three hours required to find the watermain tee and cap for \$4,050.00. The state share for Change Order No.1 will be 95% and the local share 5%.

If you have any questions about Change Order No.1, please feel free to contact me at [silas.parmar@bolton-menk.com](mailto:silas.parmar@bolton-menk.com) or 612-987-0138.

Sincerely,

**Bolton & Menk, Inc.**

**Silas Parmar, P.E.**  
Aviation Project Manager

Enclosures: Change Order No.1

Owner City of Forest Lake  
 Engineer Bolton & Menk, Inc.  
 Contractor Dresel Contracting Inc.  
 Contractor's Bonding Co.

## CHANGE ORDER NO. 1

**PROJECT:** 2024 Airport Taxiway A3 and Taxilane Bravo Extension  
**BMI PROJECT NO.:** 0T5.132691  
**OWNER:** City of Forest Lake **DATE:** 8/6/2024  
**CONTRACTOR:** Dresel Contracting Inc.

**DESCRIPTION:** Change Order No. 1 will compensate the Contractor for exploratory digging to locate and make the connection to the existing watermain.

Contract Time: Is not changed due to this Change Order.

Item No.	Description	Estimated Quantity	Unit	Unit Price	Change in Contract Amount
1	Exploratory Excavation - 6 Person Crew and Equipment	18	HR	\$225.00	\$ 4,050.00
				Subtotal	\$ 4,050.00
Original Contract Amount					\$631,288.66
Change Order No. 1					\$4,050.00
New Contract Amount					\$635,338.66

**APPROVED:**

Bolton & Menk, Inc.: Silas Parmar  
 Silas Parmar Project Manager Date

Dresel Contracting Inc.: Jeremy Dresel 08/07/2024  
 Jeremy Dresel Vice President Date

City of Forest Lake: Mara Bain  
 Mara Bain Mayor Date



# Forest Lake

AS GOOD AS IT SOUNDS

**Meeting Date:** August 12, 2024

**Agenda Item:** Donation from Susan Young

**To:** Mayor and City Council

**From:** Kristina Handt, Interim City Administrator

## **BACKGROUND:**

State statute requires cities to accept donations via resolution.

## **ISSUE BEFORE COUNCIL:**

Should the Council accept the donations from Susan Young?

## **PROPOSAL/ANALYSIS:**

Over the course of the last couple of months, Susan Young has planted and cared for vegetable and flowers plantings on the deck outside the community room. Last month she also purchased and donated an umbrella and heavy duty umbrella base for the staff to enjoy when using the deck. She has volunteered her time to promote employee wellness with these items.

## **FISCAL IMPACT:**

NA- donation of time and goods.

## **OPTIONS:**

- 1) Approve Resolution 08-12-24-07 to Accept the Donations from Susan Young
- 2) Amend and then Approve Resolution 08-12-24-07 to Accept the Donation from Susan Young
- 3) Do not accept the donations

## **RECOMMENDATIONS:**

If removed from the consent agenda:

***“Motion to Approve Resolution 08-12-24-07 to Accepting the Donations of plants, umbrella and umbrella base, from Susan Young, with gratitude.”***

## **ATTACHMENTS:**

- Resolution  
08-12-24-07

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

**RESOLUTION NO. 08-12-24-07**

**RESOLUTION ACCEPTING DONATIONS**

**WHEREAS**, Forest Lake resident Susan Young has donated a deck umbrella with base and flowers and vegetable plants for the city center deck along with her time and labor to plant and care for them; and,

**WHEREAS**, the donation was made for the purpose of supporting city employee wellness;

**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 donations is accepted and acknowledged with gratitude; and
2. The donation will be used and enjoyed as designated; and,

Adopted by the City Council of the City of Forest Lake this 12th day of August, 2024.

\_\_\_\_\_  
Mara Bain, Mayor

Attest:

\_\_\_\_\_  
Jolleen Chaika, City Clerk





# Republic Services

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City of Forest Lake

Refuse and Recycle Collection



## WHO WE ARE



# As a leader in environmental services, we're committed to offering our customers the most complete set of Environmental Solutions

### Our vision:

Partnering with customers to create a more sustainable world

### Our promise:

*Sustainability in Action:* Our commitment to providing exceptional service and expertise, while protecting the environment



# More than a Hauler

Today, Republic Services offers the most complete set of products and services in our industry. Our customers tell us they want a single partner to handle all their needs and a partner who is making a positive difference in the environment. Our commitment to our municipalities is to that partner.

Republic Services and Archaea Energy Announce Renewable Natural Gas Project at Middle Point Landfill

Republic Services and Ravago Partnering to Advance Sustainable Packaging Solutions

**Republic Services Details Sustainability Progress in 2022 Report**



Republic Services published its latest sustainability report, demonstrating its progress with various climate-related initiatives. The Phoenix-based company highlighted its 2030 goals regarding workplace safety, talent acquisition and retention, climate leadership and communities.

Republic Services and Ravago Partnering to Advance Sustainable Packaging Solutions



**Coca-Cola to source rPET from Republic Services' upcoming polymer centers**

It's the first announced customer for a new network of secondary plastic recycling facilities, as it aims to use at least 50% recycled material in its packaging by 2030.

Published July 14, 2023



Republic Services Advances Circularity with Nation's First Integrated Plastics Recycling Facility

The Polymer Center will supply the growing demand for recycled plastics in consumer packaging, enabling CPG brands to meet their sustainability goals

**Republic Services to Scale Electric Truck Fleet Through Oshkosh Deal**

# COMMITTED TO THE COMMUNITY-National Neighborhood Promise Grants <sup>150</sup>

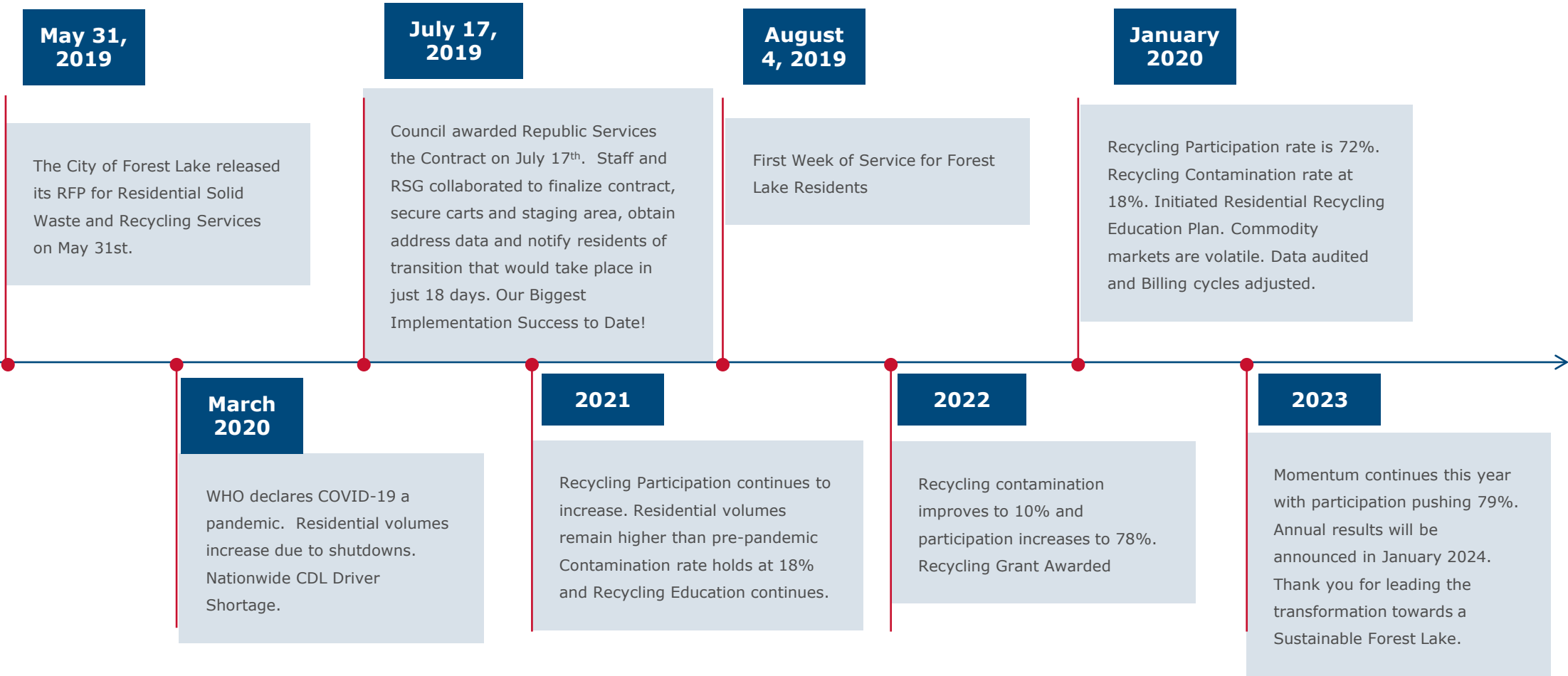
## Committed to Serve – 2023 over \$2.5M awarded to 12 nonprofit organizations

- Republic Services is committed to making a lasting difference in local neighborhoods. Republic Services' local employees in the Twin Cities participated in a National Neighborhood Promise Event for the Rondo Neighborhood in St. Paul on June 18th and 19th of 2021. Together with Rebuilding Together Twin Cities we created a community garden at the Rondo Commemorative Plaza.
- In May of 2021, Republic Services Twin Cities employees volunteered in the Minneapolis community to build a handicap ramp for a local Veteran. Republic Services is committed to serve our communities across the country, helping ensure the highest quality customer service & employee safety.
- In 2023, Republic Services Twin Cities employees will be volunteering, making repairs and improvements, at the Minnesota Indian Women's Resource Center, which provides social and mental health services to help empower Native women and their families.





# A Collaborative Journey



## Rates - Breakdown

152

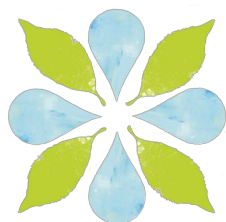
Fee Type	Dollar Amount of Fee		Percentage of Fee	
	2023	2024	2023	2024
Republic Collection Fee (Trash)	All Sizes: \$9.01	All Sizes \$9.33	3.5%	3.5%
County Disposal Fee (trash)	35 G: \$5.95 65 G: \$7.43 95 G: \$8.92	35 G: \$6.99 65 G: \$8.73 95 G: \$10.48	18.4%	17.5%
County Environmental Charge (CEC) Fee (trash)	35 G:\$5.24 65 G:\$5.75 95 G:\$6.28	35G: \$5.71 65G: \$6.32 95G: \$6.93	35.0%	35.0%
State Tax Fee (trash)	35G: \$1.46 65G: \$1.60 95G: \$1.75	35 G: \$1.59 65 G: \$1.76 95 G:\$1.93	9.75%	9.75%
Recycling	\$5.82	\$6.03	3.5%	3.5%

Annual Refuse Rate Adjustments include the Contracted Collection Fee, The County Disposal Fee, and County Environmental Charge plus the State Solid Waste Tax.



# Thank You!

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# Forest Lake

AS GOOD AS IT SOUNDS

**Meeting Date:** August 12, 2024

**Agenda Item:** Parks and Recreation Coordinator Position

**To:** Mayor and City Council

**From:** Kristina Handt, Interim City Administrator

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**BACKGROUND:**

Council last discussed how to move forward with filling the vacancy created in April with the resignation of the previous Parks and Recreation Supervisor at their May 28<sup>th</sup> meeting. Staff heard mixed reactions from council about creating a mid-management level position in public works and went back to the drawing board to develop a new proposal.

**ISSUE BEFORE COUNCIL:**

Should the City Council approve the amended Parks and Recreation Coordinator job description and authorize staff to begin advertising for the position?

**PROPOSAL/ANALYSIS:**

Staff has revised the Parks and Recreation Supervisor position to a Parks and Recreation Coordinator position. We feel strongly that parks functions should be housed in one department and given the current development level of the organization, that department should be public works. Future city councils may consider creating a stand alone parks department that houses all staff related to parks but we are not there as we need the flexibility with some of our maintenance staff to assign them to either parks or streets depending upon the need of the day. This position will be fully devoted to parks administration.

The Parks and Recreation Coordinator position is very similar to the Parks and Recreation Supervisor position however, it will remain a grade level 6 and work cooperatively with the Parks Foreman and Public Works Director to staff the Parks and Recreation Commission with a focus on the non-infrastructure components of parks and recreation. Infrastructure, capital improvements, maintenance issues will be the primary responsibility of the Parks Foreman and other Public Works maintenance staff. The Parks and Recreation Coordinator's main focus will be programming, event coordination and promotion, facility rental, partnerships/agreements, and related grants.

**FISCAL IMPACT:**



Keeping the position at a Grade Level 6, means the 2024 annual salary range is \$63,609.62 - \$79,512.03; the total compensation is \$93,649 - \$112,016. This will result in a decrease of about \$30,000 in the proposed 2025 (from what was previously included in the FMP).

**OPTIONS:**

- 1) Approve the Parks and Recreation Coordinator Job Description and Authorize staff to advertise for applicants at Grade 6.
- 2) Amend and or proposed grade and then then authorize staff to advertise the position.
- 3) Do not approve the new job description and authorize staff to advertise for the Parks and Recreation Supervisor position with no changes.

**RECOMMENDATIONS:**

**“Motion to approve the Parks and Recreation Coordinator job description and authorize staff to advertise for applicants at Grade 6.”**

**ATTACHMENTS:**

- Parks and Recreation Coordinator Job Description
- Parks and Recreation Supervisor Job Description

**CITY OF FOREST LAKE  
JOB DESCRIPTION**

<b>POSITION:</b>	<b>PARK AND RECREATION COORDINATOR</b>
<b>DEPARTMENT:</b>	<b>PUBLIC WORKS</b>
<b>LOCATION:</b>	<b>CITY HALL</b>
<b>IMMEDIATE SUPERVISOR:</b>	<b>PUBLIC WORKS DIRECTOR</b>
<b>HOURS WORKED:</b>	<b>40 HOURS PER WEEK</b>

**SUMMARY**

Works under the general direction of the Public Works Director and is responsible for coordinating park activities, park planning, park development, city events and usage of the City's parks, open space, and pedestrian facility system.

**ESSENTIAL FUNCTIONS**

- Provides leadership for the planning for and programming of the Forest Lake parks, open space, and pedestrian facility system.
- Coordinates with the Parks and Recreation Commission, Parks maintenance staff and City Council on planning annual parks programming, parks maintenance, and capital improvement budgets.
- Responsible for day-to-day budget administration of the parks programming budget.
- Responsible for co-management of the Parks and Recreation Commission with Public Works maintenance staff including agenda preparation and minutes.
- Schedules and logs park use and activities including rentals of park shelters and events in parks.
- Designs calendars, flyers, signage and other promotional information for staff and public information.
- Works to find various sources of financing for park programming, park improvements, pedestrian facilities, park improvements, trails, and related community initiatives.
- Helps with the City's social media and communication efforts related to community events and within the parks, open space, and pedestrian facility system.
- Participates in the selection process and provides work direction to seasonal employees as needed to support park programming.
- Coordinates and manages volunteers for community events and assists Public Works Director with direction of tasks for public works employees to support park programming and park maintenance.
- Coordinates, manages, and attends community park programming including but not limited to Spring Event, Arts in the Park, Community Corn Feed, Farmer's Market, Hometown Holiday, and other events as needed.
- Administers various contracts and use agreements including, but not limited to, Castlewood Golf Course, Your Boat Club, Forest Lake School District, and Forest Lake Area Athletic Association.
- Purchases park programming related supplies.
- Coordinates park activities and Special Events with various city staff, residents, and community organizations.
- Responds to feedback and questions from park users and city residents, passing concerns along to the Public Works Director and/or Parks and Recreation Commission or City Council for action when necessary.

**OTHER DUTIES AND/OR RESPONSIBILITIES**

Other duties as apparent or assigned.

**EDUCATION AND/OR EXPERIENCE REQUIRED****MINIMUM QUALIFICATIONS:**

- Bachelors in Parks & Recreation, Leisure Studies, or closely related field.
- One year experience in park development or recreation programming or equivalent experience.
- Experience with Microsoft Office and desktop publishing software.
- Valid driver's license and satisfactory motor vehicle report

**DESIRED QUALIFICATIONS:**

- Additional parks, recreation or related experience
- Website development experience
- Experience working with community events
- Supervisory experience
- Working knowledge of park maintenance, park development, and park improvement.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Skills in obtaining and applying for grants.
- Skills in promotion advertising of events.
- Ability to coordinate and schedule events.
- Ability to manage volunteer personnel and their duties.
- Ability to attend evening Park and Recreation Commission meetings.
- Ability to attend Community Events.
- Skills in organizing vendors and entertainers for park events.
- Knowledge of budget allocations and expenditures.
- Possess public relations skills to interact with city residents and park users.
- Ability to be flexible with working hours and dates.

**PHYSICAL REQUIREMENTS**

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Ability to lift up to 20 pounds.
- Ability to utilize a computer and keyboard for up to 4 hours
- Eyesight 20/40 or corrected to 20/40. May entail distance vision, color vision, peripheral vision, and depth perception.
- Stand, walk, bend, stoop, squat, crouch, kneel, balance or reach as required.

**CITY OF FOREST LAKE  
JOB DESCRIPTION**

<b>POSITION:</b>	<b>PARK AND RECREATION SUPERVISOR</b>
<b>DEPARTMENT:</b>	ADMINISTRATION
<b>LOCATION:</b>	CITY HALL
<b>IMMEDIATE SUPERVISOR:</b>	COMMUNITY DEVELOPMENT DIRECTOR
<b>HOURS WORKED:</b>	40 HOURS PER WEEK

**SUMMARY**

Works under the general direction of the Community Development Director and is responsible for coordinating park activities, park planning, park development, city events and usage for over twenty City parks.

**ESSENTIAL FUNCTIONS**

- Provides overall staff leadership for the development and maintenance of the Forest Lake parks, trails, and open space system.
- Works with the Park Board on planning annual parks budget and capital improvement plans.
- Responsible for day to day budget administration.
- Coordinates the activities, agenda, and minutes of the Park and Recreation Commission.
- Schedules and logs park use and activities including rental of Lakeside Gazebo.
- Designs calendars, flyers and other promotional information for staffed and public information.
- Works to find various sources of financing for park improvements, trails, and related community initiatives.
- Helps with the City' social media and communication efforts.
- Hires and supervises seasonal employees as needed to support park operations.
- Coordinates and manages community programming include the Easter Egg Hunt, Arts in the Park, Farmer's Market, and other events as needed.
- Administers various agreements including contracts for the operation of Castlewood Golf Course and Fenway Park maintenance.
- Purchases park-related supplies.
- Coordinates park activities with various city staff and community organizations.
- Coordinates with Public Works Department to address maintenance concerns.
- Responds to feedback and questions from park users and city residents, passing concerns along to the Park Board for action when necessary.

**OTHER DUTIES AND/OR RESPONSIBILITIES**

Other duties as apparent or assigned.

**EDUCATION AND/OR EXPERIENCE REQUIRED**

**MINIMUM QUALIFICATIONS:**

- Bachelor's in Parks & Recreation, Leisure Studies, or closely related field.



- One year experience in park development or recreation programming or equivalent experience.
- Experience with Microsoft Office and desktop publishing software.
- Valid driver's license and satisfactory motor vehicle report

**DESIRED QUALIFICATIONS:**

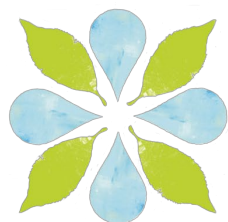
- Additional parks, recreation or related experience
- Website development experience
- Experience working with community events
- Supervisory experience

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Skills in obtaining and applying for grants
- Skills in promotion advertising of events
- Ability to coordinate and schedule events and supervise seasonal personnel and their duties.
- Ability to attend evening Park Board meetings.
- Skills in organizing vendors and entertainers for park events.
- Knowledge of budget allocations and expenditures.
- Must have good public relations skills to interact with city residents and park users.
- Ability to be flexible with working hours and dates.

**PHYSICAL REQUIREMENTS**

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Ability to lift up to 20 pounds.
- Ability to utilize a computer and keyboard for up to 4 hours
- Eyesight 20/40 or corrected to 20/40. May entail distance vision, color vision, peripheral vision, and depth perception.
- Stand, walk, bend, stoop, squat, crouch, kneel, balance or reach as required.



# Forest Lake

AS GOOD AS IT SOUNDS

**Meeting Date:** August 12, 2024  
**Agenda Item:** Ordinance No. 740 - Parks and Recreation Commission  
**To:** Mayor Mara Bain and City Council Members  
**From:** Abbi Wittman, Community Development Director

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**BACKGROUND:**

In January, 2023, the City Council adopted Ordinance No. 721 which repealed and replaced City Code pertaining to the (then) Parks, Trails and Lakes Commission. At that time, Ordinance No. 721 aimed to outline the roles and responsibilities of the (new) Parks and Recreation Commission (Commission) and of the two departments managing the parks system. However, since the adoption of that Ordinance, no appointments have been made to the Commission. As the City has sought new volunteers for the Commission and is preparing to conduct interviews and appointments to fill these vacancies, it was determined minor amendments are appropriate.

**ISSUE BEFORE COUNCIL:**

Should the City Council adopt Ordinance No. 740, *An Ordinance Amending Title III, Chapter 31, Section 31.75, Related to the Parks and Recreation Commission?*

**PROPOSAL/ANALYSIS:**

In previous discussions with the City Council, it has been determined there are some portions of Ordinance No. 721 which are not appropriate for the new Commission; this has largely centered around having member representatives from the Forest Lake Area School District and the Forest Lake Area Athletic Association as voting members of the Commission. Enclosed is an updated Ordinance for the City Council's consideration that not only changes those representatives to non-voting, ad hoc members but also removes references to the separate departments that have been managing the system as outlining staff duties in Ordinance is unconventional.

**FISCAL IMPACT:**

Aside from costs associated with publishing the Ordinance in the Forest Lake Times, there is no fiscal impact to the City with the adoption of Ordinance No. 740.

**OPTIONS:**

The Council has the following options:

1. Move to approve Ordinance No. 740; or
2. Move to approve Ordinance No. 740 with modifications; or

3. Move to direct staff to amend Ordinance No. 740 and bring back for Council consideration at a later date; or
4. Move to deny Ordinance No. 740.

**RECOMMENDATIONS:**

Staff recommends the City Council:

1. **move to approve Ordinance No. 740 An Ordinance Amending Title III, Chapter 31, Section 31.75, Related to the Parks and Recreation Commission as presented;** and
2. **move to approve Resolution No. 8-12-24-06 – A Resolution Authorizing the Summary Publication of Ordinance No. 740.**

**ATTACHMENTS:**

Ordinance No. 740

Resolution No. 8-12-24-06

**CITY OF FOREST LAKE  
WASHINGTON COUNTY, MINNESOTA  
ORDINANCE NO. 740**

**AN ORDINANCE AMENDING TITLE III, CHAPTER 31, SECTION 31.75,  
RELATED TO THE PARKS AND RECREATION COMMISSION**

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

**Section One.** Title III, Chapter 31, Section 31.75 Amendment: Title 11, Chapter 31, Section 31.75 of the Forest Lake City Code is hereby amended as follows. The underlined text shows the proposed additions to the City Code, the ~~struck-out~~ text shows the deleted wording, and all other unformatted text remains unchanged:

**§ 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 M.S. Ch. 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 pedestrian facility system ~~and public service facilities~~.

**PARTNERED RECREATION PROGRAMS.** Any program for organized recreation such as athletics, classes, 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, or other~~ to entity to provide the programming.

**~~SPECIAL PUBLIC~~ PARK 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 in the Park System is requested to be reserved regardless of profit. 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.

- 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~~ Park System, development and promotion of ~~special-public~~ park events, and the development and promotion of partnered recreation programs.
- D. Membership.



1. The Commission will consist of 7 regular members appointed by the Mayor, with the consent of the Council, ~~and two non-voting ad hoc representatives, one each from~~ One member will be a representative from the Forest Lake Area Athletic Association (FLAAA) and 1 member will be a representative from and the Forest Lake Area School District (FLASD). The non-voting representatives shall attend meetings of the Commission and participate in the discussion of the matters coming before the Commission and may participate as deemed appropriate in other matters coming before the Commission. With the exception of the FLAAA and FLASD representatives, all members of the Commission will be qualified voters and residents of the city.
2. Regular members will be appointed to a 3-year term, with a limit of 2 consecutive terms. Terms will expire January 31 of the third year of such term. Members appointed to the initial Commission will serve the following initial terms: 2 members will serve for a term of 1 year, 2 members will serve for a term of 2 years, and 3 members will serve for a term of 3 years. Initial terms of less than 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.
3. 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.

1. The Commission will hold the following meetings:
  - a. At least 1 regular meeting each month at such time and place as it may ~~fix by Council resolution~~ be posted at City Hall in accordance with the open meeting law; and
  - b. ~~An annual public meeting to receive community comments regarding the Commission's purpose and goals for the upcoming year.~~
2. 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.
3. 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 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~~ Park System, including but not limited to the expansion of and plans for Park System ~~the~~ development;

- b. Updates to the ~~park system~~Park System in the city's comprehensive plan, ~~park system~~Park System plan, and individual park plans;
  - c. Proposed ~~special~~ public park events and partnered recreation programs;
  - d. Parkland dedication requirements for proposed developments;
  - e. Annual work plan and goals, 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~~Park System, special public park events and partnered recreation programs;
  - b. Engagement with a variety of internal and external stakeholders in matters beneficial to the ~~park system~~Park System;
  - c. Quality and variety of ~~special~~ public park events and partnered recreation programs;
  - d. Monitor industry trends;
  - e. Methods to engage positive public interest in the ~~park system~~Park System, special public park events and partnered recreation programs;
  - f. Feasible methods of discouraging vandalism and destruction of the ~~park system~~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.~~

G. ~~(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 Three. Effective Date.** This Ordinance shall be in full force and effect upon its publication as provided by law.

Passed in regular session of the City Council on the 12<sup>th</sup> day of August, 2024.

### **CITY OF FOREST LAKE**

By: \_\_\_\_\_

Mara Bain

Its: Mayor

Attested:

By: \_\_\_\_\_

Jolleen Chaika

Its: City Clerk

(Published in the *Forest Lake Times* on \_\_\_\_\_, 2024)



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

**RESOLUTION NO. 08-12-24-05**

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE NO.740 – AN  
ORDINANCE AMENDING TITLE III, CHAPTER 31, SECTION 31.75, RELATED TO THE PARKS AND  
RECREATION COMMISSION**

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**WHEREAS**, the Forest Lake City Council considered Ordinance Number 740 that during their regular meeting on August 12, 2024; and

**WHEREAS**, the proposed ordinance is lengthy and would be expensive to publish in the Official Newspaper in its entirety; and

**WHEREAS**, Minnesota Statutes Section 412.191 allow a city to publish a summary of an approved Ordinance; and

**WHEREAS**, the Forest Lake City Council approved Ordinance Number 740 during their regular meeting on August 12, 2024.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FOREST LAKE, MINNESOTA**, approves a Summary Publication of Ordinance 740, attached here to as Exhibit A, for publication according to State Law.

Adopted in the regular session of the Forest Lake City Council on the 12th day of August, 2024.

**CITY OF FOREST LAKE**

By: \_\_\_\_\_  
Mara Bain  
Its Mayor

Attest: \_\_\_\_\_  
Jolleen Chaika City  
Clerk

**CITY OF FOREST LAKE  
SUMMARY OF ORDINANCE NO. 740 – AN ORDINANCE AMENDING TITLE III,  
CHAPTER 31, SECTION 31.75, RELATED TO THE PARKS AND RECREATION  
COMMISSION**

The City Council of Forest Lake ordains:

**Section 1.** Summary.

The City is modifying its Parks and Recreation Commission ordinance by altering membership and removing staff responsibilities.

**Section 2.** Effective Date. This ordinance shall be in full force and effect on August 15, 2024.

Passed by the Forest Lake City Council on August 12, 2024.

This is a summary of the Ordinance as adopted by the City Council. A full printed copy of the Ordinance is available at City Hall.



# Forest Lake

AS GOOD AS IT SOUNDS

**Meeting Date:** August 12, 2024  
**Agenda Item:** Predatory Offender Ordinance  
**To:** Forest Lake City Council  
**From:** Captain Luke Hanegraaf and City Attorney Amanda Johnson

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## BACKGROUND:

The Forest Lake Police Department requested an ordinance prohibiting the location of a predatory offender's residence near schools, parks and commercial daycares within the City of Forest Lake. A predatory offender is an offender who has committed one of the offenses listed below in which the victim was less than 16 years old and pursuant to Minnesota Statute, is required to register under the predatory offender registration law.

An offender must register under the law if charged with and convicted of one of the following offenses or another offense arising out of the same set of circumstances: murder while committing or attempting to commit criminal sexual conduct in the first or second degree with force or violence; kidnapping; criminal sexual conduct in the first, second, third, fourth, and fifth (felony only) degree; felony indecent exposure; false imprisonment of a minor; soliciting a minor to engage in prostitution or sexual conduct; using a minor in a sexual performance; and possessing pictorial representations of minors.

Due to the nature of these crimes, the City has a compelling public interest to protect the health, safety and welfare of the citizens of the City, recognizing the particular vulnerability of minors, by prohibiting predatory offenders from establishing residence around primary schools, parks, and commercial daycares, locations where minors regularly congregate.

## ISSUE BEFORE COUNCIL:

Consider an Ordinance establishing restrictions on where a predatory offender can establish temporary or permanent residence within the City. Specifically, the Ordinance would prohibit a predatory offender from residing within 1200 feet of every primary school, public park, and commercial daycare within the City. See attached Map, every blue circle is a 1200-foot radius around a school, park, or daycare.

**PROPOSAL/ANALYSIS:****Summary of Ordinance****1. Purpose**

- To establish restrictions on where a predatory offender can establish temporary or permanent residences within the city.
- To protect the health, safety and welfare of the citizens of the city, recognizing the particular vulnerability of minors, by prohibiting predatory offenders from establishing residence around schools, parks and commercial daycares, locations where minors regularly congregate.

**2. Protected Zones**

- It will be unlawful for any predatory offender to establish a residence or reside on a parcel where any portion of the parcel lies within 1200 feet of any of the following protected places:
  - School for pre-K through Grade 12 (public, private, or charter);
  - Public park;
  - Public playground;
  - Licensed childcare center (excluding in-home daycare providers).

**3. Exceptions**

- A predatory offender residing within a prohibited zone will not be in violation of the ordinance if:
  - They established, reported, and registered the residence prior to the effective date of the ordinance;
  - They are under the age of 18 and living with a parent or legal guardian; or
  - The protected place commenced operation after they established residence and reported and registered the residence.

**4. Renting Real Property**

- It will be unlawful to let or rent any place, building, trailer or other structure, or part thereof, with the knowledge that it will be used as a residence by a predatory offender prohibited from establishing such residence pursuant to the ordinance, if such place, building, trailer, or other structure is located within a protected zone.

**FISCAL IMPACT:**

N/A



**RECOMMENDATIONS:**

A copy of the Ordinance has been noticed pursuant to Minn. Stat. § 415.19. Council does not need to hold a public hearing to approve the ordinance.

City Staff is requesting Council approve the ordinance and summary publication of the ordinance with the following motions:

- 1) Motion to approve Ordinance No. 741, Enacting Section 130.13, Restricting the Location of a Predatory Offender's Residence.**
- 2) Motion to approve Resolution 08-12-24-06, Authorizing Summary Publication of Ordinance No. 741, Enacting Section 130.13, Restricting the Location of a Predatory Offender's Residence**







**ATTACHMENTS:**

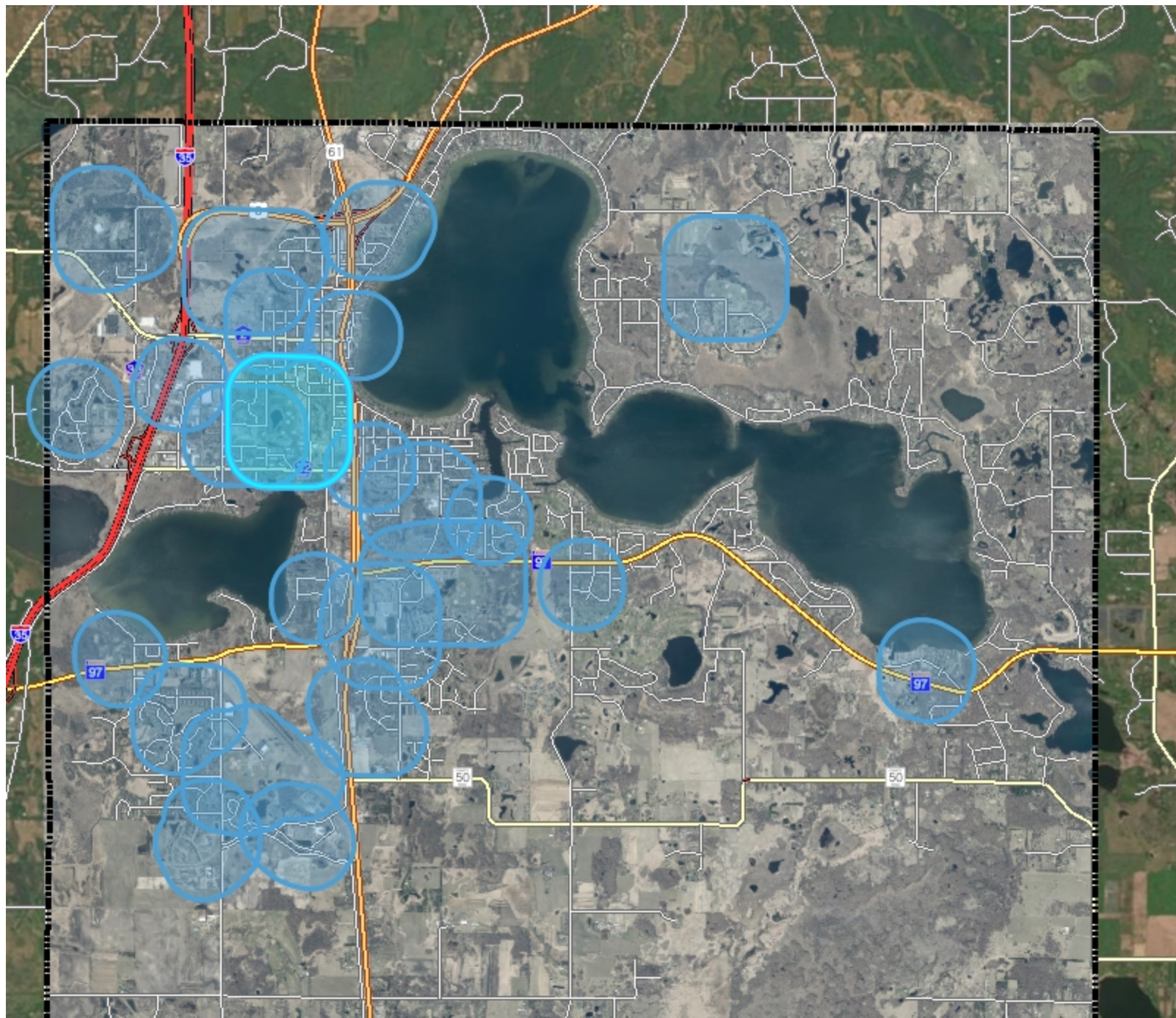
- Map showing a 1200-foot radius around every primary school, park, and current commercial daycare within the City.
- Ordinance 741.
- Resolution 08-12-24-06, Authorizing Summary Publication of Ordinance 741.

**Legend**

 City Limits

Roads

-  Interstate
-  US Trunk Highway
-  Minnesota Trunk Highway
-  County Highway
-  Local Roads
-  Ramps



**Map Name**



**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.

0 4,213 Feet

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

**ORDINANCE NO. 741**

**AN ORDINANCE ENACTING FOREST LAKE CITY CODE TITLE XIII, CHAPTER  
130, SECTION 130.13, RESTRICTING THE LOCATION OF A PREDATORY  
OFFENDER'S RESIDENCE**

The City Council of the City of Forest Lake does ordain:

**SECTION 1. ENACTMENT.** Forest Lake City Code Section 130.13 is hereby enacted as follows:

**§130.13 PREDATORY OFFENDER RESIDENCE LOCATION RESTRICTIONS.**

- A. *Purpose.* The purpose of this Section is to establish restrictions on where a predatory offender can establish temporary or permanent residences within the city. This section aims to protect the health, safety and welfare of the citizens of the city, recognizing the particular vulnerability of minors, by prohibiting predatory offenders from establishing residence around schools, parks, and commercial daycares, locations where minors regularly congregate.
- B. *Definitions.* For purposes of this Section, the following terms shall be defined as stated.

*Predatory Offender.*

Any person who is: (1) required under Minn. Stat. §243.166 to register as a predatory offender with the Minnesota Department of Public Safety Predatory Offender Unit. A person is treated as a predatory offender if the person has committed a designated offense, as defined herein.

*Designated Offense.*

A conviction, adjudication of delinquency, or commitment involving any of the following offenses under Minnesota statutes sections: 609.185(a)(2); 609.25; 609.342 – 609.345; 609.3451; 609.3453; 617.23(3); 609.746(1)(h); 609.2325(1)(b); 609.255(2); 609.322; 609.324(1)(a); 609.352(2); 609.352(2a); 617.246; 617.247; 609.3455(3a); 253B.18; successor statutes; a similar offense from another state; or a conviction of a similar offense under a law of the United States, including the Uniform Code of Military Justice.

*Residence (or Reside).*

A place where a person abides, dwells, inhabits or stays for more than fourteen (14) days in the aggregate during a 12-month period or a place where the person routinely abides, dwell, inhabits or stays for four (4) or more consecutive or non-consecutive days in any month.

Residence does not require the person to have an ownership interest in or a formal rental or lease agreement for the residence. A hotel, motel, or other commercial lodging

establishment, boarding house or shelter, and group home may be deemed a person's residence under this Section.

A predatory offender's registered residence(s) shall include their: primary address; secondary address; all addresses used for residential or recreational purposes; and the addresses of all Minnesota property owned, leased, or rented by the person.

All homeless predatory offenders living within the City of Forest Lake are required to register with the Minnesota Department of Public Safety Predatory Offender Unit.

*C. Location of Residence.*

1. Protected Zones. It is unlawful for any predatory offender to establish a residence or otherwise reside on a parcel where any portion of the parcel lies within 1,200 feet of any of the following places (hereinafter referred to as "Protected Zones"):
  - a. School for pre-K through Grade 12 (public, private, or charter);
  - b. Public park;
  - c. Public playground;
  - d. Licensed childcare center (excluding in-home daycare providers).
 (collectively "Protected Places")
2. Determining the Minimum Distance. For purposes of determining the minimum distance separation of 1,200 feet, the requirement shall be measured by following a horizontal line from any property line of the lot or parcel on which the subject residence is located to the nearest property line of the subject prohibited zone identified above.
3. Official Map. The Police Chief shall maintain an official map showing approximate locations in which a predatory offender is prohibited to reside, as defined by this Section. The Police Chief shall update the map at least annually to reflect any changes in the location of prohibited zones. The actual measurement of the minimum distance separation of 1,200 feet between the residence and the prohibited zone shall govern.

D. *Penalty.* A violation of this Section is a misdemeanor. Each day a person maintains a residence in violation of this section constitutes a separate violation.

E. *Exceptions.* A predatory offender residing within a prohibited zone is not in violation of this Section if any of the following applies:

1. The predatory offender established the residence and reported and registered the residence pursuant to Minn. Stat. §243.166, and Minn. Stat. §243.167 (if applicable) or successor statute(s), prior to the effective date of this Section;



2. The predatory offender is under the age of 18 and resides with a parent or legal guardian; or
3. The Protected Place commenced operation after the predatory offender established residence and reported and registered the residence pursuant to Minn. Stat. §243.166 or successor statute.

*F. Renting Real Property in Violation of this Section.*

1. It is unlawful to let or rent any place, building, trailer or other structure, or part thereof, with the knowledge that it will be used as a residence by a predatory offender prohibited from establishing such residence pursuant to this Section, if such place, building, trailer or other structure, or part thereof, is located within a Protected Zone described in this Section.
2. A property owner's failure to comply with the provisions of this Section shall constitute a violation of this Section and shall be subject to the penalties provided herein.

**SECTION 2. EFFECTIVE DATE.** This ordinance shall become effective upon publication.

Passed by the City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**CITY OF FOREST LAKE**

By: \_\_\_\_\_  
Mara Bain  
Its Mayor

Attest: \_\_\_\_\_  
Jolleen Chaika  
Its City Clerk

(Published in the *Forest Lake Times* on \_\_\_\_\_, 2024)

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

**RESOLUTION NO. 08-12-24-06**

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE NO. 741, ENACTING SECTION 130.13, RESTRICTING THE LOCATION OF A PREDATORY OFFENDER'S RESIDENCE**

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**WHEREAS**, the Forest Lake City Council considered Ordinance Number 741, an Ordinance enacting Section 130.13, that restricts the location of a predatory offender's residence, during their regular meeting on August 12, 2024; and,

**WHEREAS**, the proposed ordinance is lengthy and would be expensive to publish in the Official Newspaper in its entirety; and,

**WHEREAS**, Minnesota Statutes Section 412.191 allow a city to publish a summary of an approved Ordinance; and,

**WHEREAS**, the Forest Lake City Council approved Ordinance Number 741 during their regular meeting on August 12, 2024.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FOREST LAKE, MINNESOTA**, that a Summary Publication of Ordinance 741 is approved, attached here to as Exhibit A, for publication according to State Law.

Adopted in the regular session of the Forest Lake City Council on the 12 day of August, 2024.

**CITY OF FOREST LAKE**

By: \_\_\_\_\_  
Mara Bain  
Its Mayor

Attest: \_\_\_\_\_  
Jolleen Chaika  
City Clerk

**EXHIBIT A****CITY OF FOREST LAKE WASHINGTON  
COUNTY, MINNESOTA****SUMMARY OF ORDINANCE NO. 741, ENACTING SECTION 130.13, RESTRICTING THE LOCATION  
OF A PREDATORY OFFENDER'S RESIDENCE**

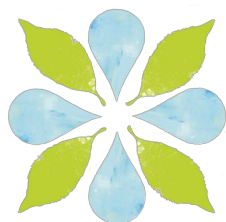
The City Council of Forest Lake ordains:

**Section 1.** Summary.

The City is establishing restrictions on where a predatory offender can reside, creating protected zones around schools, parks, and daycares.

**Section 2.** Effective Date. This ordinance shall be in full force and effect on August 12, 2024 2024 as passed by the Forest Lake City Council on August 12, 2024.

This is a summary of the Ordinance as adopted by the City Council. A full printed copy of the Ordinance is available at City Hall.



# Forest Lake

AS GOOD AS IT SOUNDS

**Meeting Date:** August 12, 2024

**Agenda Item:** Selection of Firm for Public Works Space Needs Study

**To:** Mayor and City Council

**From:** Kristina Handt, Interim City Administrator

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## **BACKGROUND:**

At the June 10, 2024, meeting, council authorized the issuance of a Request for Proposals (RFP) for a Public Works Facility Assessment/Space Needs Study. Proposals were due July 15, 2024. The city received proposals from 7 firms by the deadline- ISG, Wold, Widseth, Oertel, Adkins, MSA and Urbanworks. The cost of services in the proposals ranged from \$18,200 to \$148,480.

## **ISSUE BEFORE COUNCIL:**

Which firm shall the council select to complete the public works space needs study?

## **PROPOSAL/ANALYSIS:**

The Public Works Director and Interim City Administrator scored the proposals based upon the criteria in the RFP- understanding of the project; qualifications and expertise of key personnel; experience and qualifications of the firm and consultant team; project approach, schedule, and resources available to complete the project; references; and cost.

The top two scoring firms were Oertel and Wold. Staff are recommending the council select Wold. They scored high on the understanding of the project, work plan, schedule and resources, costs and have a Forest Lake connection. While Oertel scored highest in most categories, staff cannot justify the cost (\$41,804) that is more than double Wold (\$19,750) at this point in the process.

## **FISCAL IMPACT:**

The not to exceed price is \$19,750. The council budgeted \$50,000 for this in the capital improvement fund for 2024.

## **OPTIONS:**

- 1) Authorize the Mayor and Clerk to enter into a contract with Wold for the Public Works Space Needs Study after city attorney review.
- 2) Authorize the Mayor and Clerk to enter into a contract with another firm for the Public Works Space Needs Study after city attorney review.
- 3) Do not engage a firm in a Public Works Space Needs Study.



**RECOMMENDATIONS:**

**“Motion to Authorize the Mayor and Clerk to enter into a contract with Wold for the Public Works Space Needs Study after city attorney review.”**

**ATTACHMENTS:**

- Proposals sent under separate cover due to data privacy laws.