



## NOTICE OF AGENDA

### CITY COUNCIL MEETING

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

Forest Lake City Center – Council Chambers  
Forest Lake, Minnesota

**November 25, 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 November 1, 2024 Council Special Meeting
  - c. Approve Minutes from November 5, 2024 Council Emergency Meeting
  - d. Approve Minutes from November 12, 2024 Council Regular Meeting
  - e. Excluded/Exempt Gambling Permit Applications: Forest Lake Wrestling Club, Forest Lake Football Booster Club; Roxie's Hope.
  - f. 2024 Street Pavement Maintenance Project – Contractor's Request for Payment No. 5
  - g. Hidden Creek Phase II Utility & Street Improvements – Letter of Credit Reduction No. 1
  - h. AZMN Properties LLC – Final Project Acceptance
  - i. Resolution 11-25-24-01: Authorizing Execution of Grant Agreement for Airport Improvement: 300-foot extension
  - j. Beltz Park ADA Pedestrian Facilities – Authorize Plans & Specifications
  - k. 2025 Companion Animal Control Agreement
  - l. Approval of Plans and Specifications for Median Landscaping
  - m. Hidden Creek Development Agreement Amendment

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

7. Regular Agenda (Action Items)
  - a. Consider Adoption of Resolution and Order to Correct or Remove the Hazardous Building at 23620 Jensen Avenue North in Forest Lake – Amanda Johnson/Abbi Wittman
  - b. Cannabis Ordinance – Amanda Johnson
  - c. Snow and Ice Removal Policy – Dave Adams
8. Staff Updates
9. Mayor and City Council Updates
10. Adjourn



11/20/2024 12:22 PM  
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INVOICE APPROVAL BY INVOICE REPORT FOR FOREST LAKE  
EXP CHECK RUN DATES 11/15/2024 - 11/25/2024  
BOTH JOURNALIZED AND UNJOURNALIZED  
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Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
	Invoice				
MISC	AARON REEVES				
	CANDIDATE REIMB	A. REEVES INTERVIEW EXPENSES	576.59	116306	11/25/2024
TOTAL FOR: AARON REEVES			576.59		
10041	ADVANTAGE SIGNS & GRAPHICS INC				
	V0824-280	CAST PLAQUE - 12" X 4" CAST ALUMINUM PLAQUE, 5/16" THICK, RAISED LETTERING & NO BORDER BEVEL	249.99	116307	11/25/2024
TOTAL FOR: ADVANTAGE SIGNS & GRAPHICS INC			249.99		
MISC-UB	ALLAN & JOANN EVGEN TRUSTEE				
	7100662	UB refund for account: 7100662 *UB refund for account: 7100662	12.38	116308	11/25/2024
TOTAL FOR: ALLAN & JOANN EVGEN TRUSTEE			12.38		
10102	AMERICAN IMPORTS				
	46080	SQUAD 2115 - MOUNT & BALANCE FOUR TIRES	753.99	116309	11/25/2024
TOTAL FOR: AMERICAN IMPORTS			753.99		
10120	ANCOM COMMUNICATIONS INC				
	124831	BATT IMPRES 2 LIION IP68 3400T	375.20	116310	11/25/2024
TOTAL FOR: ANCOM COMMUNICATIONS INC			375.20		
MISC-UB	ANNE WESKE				
	7112301	UB refund for account: 7112301 *UB refund for account: 7112301	75.00	116311	11/25/2024
TOTAL FOR: ANNE WESKE			75.00		
10175	ASPHALT SURFACE TECHNOLOGIES CORPOR				
	PAY REQUEST 5	CONTRACTOR'S PAY REQUEST #5 - 2024 STREET PAVEMENT MAINTENANCE PROJECT	93,696.04	116312	11/25/2024
TOTAL FOR: ASPHALT SURFACE TECHNOLOGIES CORPOR			93,696.04		
10185	AT & T MOBILITY				
	287284342696X10192	AT & T MOBILITY - OCTOBER 2024	411.26	2014	11/05/2024
TOTAL FOR: AT & T MOBILITY			411.26		

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14018	BANK OF MONTREAL - BMO				

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Invoice					
2levy@bce	2024 IACP Conference-Lunch-R. Peterson		65.00	2026	11/05/2024
Alien Gear Holster	Holsters required for Axon SSA devices.		340.00	2026	11/05/2024
Amazon Mark Ma241	Pink Labels for medical bags.		23.09	2026	11/05/2024
Amazon Mark Qu4aj2	Purchase of Paster applicator and supplies of pasters for FLPD range		102.48	2026	11/05/2024
Amazon Mark Zz8n61	Tourniquet trainer arm.		699.00	2026	11/05/2024
Amazon Mktp1 lw3qc	Plastic Tamper Seals for medical bags.		60.99	2026	11/05/2024
Amazon Mktp1 7d9tf	Clip for Sam Swenson's work phone		16.68	2026	11/05/2024
Amazon Mktp1 Ew05e	Hometown Holiday Supplies & Books for Abbi		538.87	2026	11/05/2024
Amazon Mktp1 Uf4tv	UTV Trailer Hitch, Wiring, and Lighting.		176.00	2026	11/05/2024
Amazon.Com 951on54	Laundry Detergent,		29.93	2026	11/05/2024
Amazon.Com F284661	Bead blaster for tires		221.94	2026	11/05/2024
Amzn Mktp US 4908j	Pumps for sanitizers-Hometown Holiday Supplies		16.10	2026	11/05/2024
Amzn Mktp US 6o9nk	Tie Downs for UTV's 4X4's.		295.40	2026	11/05/2024
Amzn Mktp US 6q5tr	Ice Bags.		77.98	2026	11/05/2024
Amzn Mktp US Cp6ij	Hand Sanitizer-Hometown Holiday Supplies		23.94	2026	11/05/2024
Amzn Mktp US J541r	Candy Canes - Hometown Holiday supplies		158.85	2026	11/05/2024
Amzn Mktp US Kx3x7	Lighter & Flex Wand Lighter-Hometown Holiday Supplies		25.74	2026	11/05/2024
Apa	American Planning Association Annual Membership Fee		447.25	2026	11/05/2024
Bca Training Educ	Det. N Olstad ICAC conference registration		675.00	2026	11/05/2024
Board Of Accountar	CPA Annual Inactive renewal fee		27.00	2026	11/05/2024
Breezy Point Resor	MAPET Conference Lodging		724.77	2026	11/05/2024
Cub Foods #1634	Staff appreciation lunch expenses		171.81	2026	11/05/2024
Dominos 1989	Staff appreciation lunch expenses/dietary restriction		8.66	2026	11/05/2024
Fl Area Ch Mn	FL Chamber Gala Dinner Ticket		89.00	2026	11/05/2024
Greatmats Corporat	mats for excavator		2,336.90	2026	11/05/2024
Iacp	IACP Conference Fee.		1,450.00	2026	11/05/2024
In Marie Ridgeway	Therapy Session		160.00	2026	11/05/2024
Intl Code Council	2024 MN Energy Code Book		244.50	2026	11/05/2024
Ionos Inc.	Forest Lake Safety Camp Domain Name 10/11/2024- 11/11/2024		9.05	2026	11/05/2024
J Pace & Son Inc	2024 IACP Conference-Lunch-R. Peterson		23.16	2026	11/05/2024
Lexisnexis Risk Sc	Accurant Investigative Tool Subscription.		666.67	2026	11/05/2024
Mailchimp	Monthly MailChimp invoice		26.50	2026	11/05/2024
Menards Forest Lak	One way privacy film for SRO office at FLAMS.		53.07	2026	11/05/2024
Minn Fire Svc Cert	Annual Firefighter Certifications.		315.00	2026	11/05/2024
Mn Pollution Contr	Service fee for CC on training for Jon Barchenger		1.18	2026	11/05/2024
Mn Pollution Contr	Jon Barchenger Training		55.00	2026	11/05/2024
Msp Airport Parkir	2024 IACP Conference-Squad #2401-Parking-R. Peterson & A. Newman		150.00	2026	11/05/2024
Paddle.Net Lacrm	CRM for iPads.		90.00	2026	11/05/2024
Pizza Pub	Staff appreciation lunch expenses		606.44	2026	11/05/2024

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	Renaissance Htls W	2024 IACP Conference-Hotel-R. Peterson	4,250.40	2026	11/05/2024
	Sp Firehosedirect	2 1/2' Rubber Fire Hose for Truck Fill Station.	290.69	2026	11/05/2024
	Stapls76431844650	Office Supplies	28.89	2026	11/05/2024
	Stapls76431844650	Office Supplies	207.02	2026	11/05/2024
	The Home Depot #28	measuring wheels	435.95	2026	11/05/2024
	Tst City Tap - For	2024 IACP Conference-Lunch-R. Peterson & A. Newman	54.47	2026	11/05/2024
	Usps Po 2633200045	Postage for package being sent to another agency.	111.84	2026	11/05/2024
	Walmart.Com 800925	Plastic Totes for Haz-Mat Equipment.	289.35	2026	11/05/2024
	Wm Supercenter #22	October Luncheon expenses	64.43	2026	11/05/2024
TOTAL FOR: BANK OF MONTREAL - BMO			16,935.99		
14035	BATTERIES PLUS	BULBS			
	P75569221	DURDL123AB2U & DURDL13NB	794.15	116313	11/25/2024
	P75591398	RETURN - DURDL123AB2U	(582.40)	116313	11/25/2024
	P76011157	DURHR12-6.5FR & APCBVN650M1	124.37	116313	11/25/2024
	P76086890	SLA12-7F2	21.15	116313	11/25/2024
	P76247998	APCBVN650M1	88.22	116313	11/25/2024
	P76565848	APCBVN900M1	122.54	116313	11/25/2024
	P76832007	APCBVN900M1	245.08	116313	11/25/2024
	P77462517	APCBVN650M1 & APCBVN900M1	210.76	116313	11/25/2024
TOTAL FOR: BATTERIES PLUS BULBS			1,023.87		
14059	BENEFIT EXTRAS INC				
	11122024	CLAIM REIMBURSEMENT	4,805.00	2028	11/13/2024
TOTAL FOR: BENEFIT EXTRAS INC			4,805.00		
14261	BITUMINOUS ROADWAYS INC				
	34303	SPWEA340B - 8.25 TONS	544.91	116314	11/25/2024
	34334	SPWEA340B - 8.1 TONS	535.01	116314	11/25/2024
TOTAL FOR: BITUMINOUS ROADWAYS INC			1,079.92		
MISC-UB	BLUE LINE PROPERTIES INC				
	7117216	UB refund for account: 7117216	5.00	116315	11/25/2024
		*UB refund for account: 7117216			
TOTAL FOR: BLUE LINE PROPERTIES INC			5.00		
14128	BOLTON & MENK INC				
	0348768	AIRFIELD PAVEMENT	5,700.00	116316	11/25/2024
	0349363	AIRPORT GENERAL/ROUTING ENG	375.00	116316	11/25/2024
TOTAL FOR: BOLTON & MENK INC			6,075.00		

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14193	BS&A SOFTWARE 156349	REMOTE BUILDING DEPARTMENT .NET TRAINING WITH DALTON BUTTS ON 10/15/24 & 10/16/24	2,200.00	116317	11/25/2024
TOTAL FOR: BS&A SOFTWARE			2,200.00		
18019	CAPITAL ONE TRADE CREDIT 541201298244554	41174-1" DR. 2-5/8" 6PT IM	71.24	116318	11/25/2024
TOTAL FOR: CAPITAL ONE TRADE CREDIT			71.24		
MISC	CAPSTONE HOMES INC PB11377	BD Bond Refund *BD Bond Refund: BEL-0134, Address: [REDACTED] [REDACTED] EROSION-LANDSCAPE ESCROW REFUND	2,000.00	116319	11/25/2024
TOTAL FOR: CAPSTONE HOMES INC			2,000.00		
MISC-UB	CAPSTONE HOMES INC 7117418	UB refund for account: 7117418 *UB refund for account: 7117418	1,041.85	116320	11/25/2024
TOTAL FOR: CAPSTONE HOMES INC			1,041.85		
MISC-UB	CARLY KREGER 7111934	UB refund for account: 7111934 *UB refund for account: 7111934	80.85	116321	11/25/2024
TOTAL FOR: CARLY KREGER			80.85		
MISC	CENTURY BUILDING TEAM LLC PB05412	BD Payment Refund *BD Refund for Trx: 0032729938, Record: PZ00614, Address: [REDACTED] Comment: [REDACTED] PE ESCROW REFUND	2,000.00	116322	11/25/2024
TOTAL FOR: CENTURY BUILDING TEAM LLC			2,000.00		
18076	CENTURY FENCE COMPANY 24813110 248131102	FENWAY FIELD REPAIRS - LOWER FENCING FENWAY FIELD REPAIRS - TOP CAP FOR FENCE	15,100.00 10,300.00	116323 116323	11/25/2024 11/25/2024
TOTAL FOR: CENTURY FENCE COMPANY			25,400.00		
18305	CHASE PAYMENTECH SERVICE112024	SERVICE FEE PAYMENTS-NOVEMBER UB	1,229.27	2019	11/04/2024
TOTAL FOR: CHASE PAYMENTECH			1,229.27		

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18113	CINTAS CORPORATION				
	4210336037	UNIFORM & CLOTHING - M.WELSH	77.42	116324	11/25/2024
	4211051100	UNIFORM & CLOTHING - M.WELSH	77.42	116324	11/25/2024
	5237735804	REFILLS FOR FIRST AID KITS	96.54	116324	11/25/2024
TOTAL FOR: CINTAS CORPORATION			251.38		
18150	CLEAR LAKE ASSOCIATION LLC				
	0013	AIS LAKE TREATMENT	20,000.00	116325	11/25/2024
TOTAL FOR: CLEAR LAKE ASSOCIATION LLC			20,000.00		
MISC-UB	COLTON MUELLER				
	7115145	UB refund for account: 7115145	45.70	116326	11/25/2024
		*UB refund for account: 7115145			
TOTAL FOR: COLTON MUELLER			45.70		
18176	COMPANION ANIMAL CONTROL				
	OCTOBER 2024	ANIMAL CONTROL - CONTRACTUAL SERVICES OCTOBER 2024	670.96	116327	11/25/2024
TOTAL FOR: COMPANION ANIMAL CONTROL			670.96		
22012	DAN'S TOWING & RECOVERY				
	95837	TOWING OF NISSAN ON 10-23-24	150.00	116328	11/25/2024
TOTAL FOR: DAN'S TOWING & RECOVERY			150.00		
22040	DAVID D. DREWS				
	OCTOBER 2024	CLEANING SERVICES FOR OCTOBER 2024 FL SENIOR CENTER	850.00	116329	11/25/2024
TOTAL FOR: DAVID D. DREWS			850.00		
22061	DELL MARKETING L.P.				
	10780637484	DELL LATITUDE 5550 BTX BASE & OPTIPLEX SMALL FORM FACTOR 7020 XCTO & DELL THUNDERBOLT™ DOCK - WD22TB4	8,873.36	116330	11/25/2024
TOTAL FOR: DELL MARKETING L.P.			8,873.36		
22109	DRESEL CONTRACTING INC				
	PAY REQUEST 3	CONTRACTOR'S PAY REQUEST #3 - AIRPORT TAXIWAY A3 AND TAXILANE BRAVO EXTENSION PROJECT	60,473.63	116304	11/15/2024
TOTAL FOR: DRESEL CONTRACTING INC			60,473.63		
22111	DRESEL TRUCKING INC				
	3053	RECYCLE CLASS-5 TON/DUMP TRUCKS ON 10/01 & 10/02 & 10/15 & 10/16 & 10/17 & 10/25	2,079.33	116331	11/25/2024
TOTAL FOR: DRESEL TRUCKING INC			2,079.33		

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Invoice					
MISC-UB	DREW ANDERSON				
7110574		UB refund for account: 7110574	51.68	116332	11/25/2024
		*UB refund for account: 7110574			
TOTAL FOR: DREW ANDERSON			51.68		
MISC-UB	DUCKHOOK PROPERTIES				
7116436		UB refund for account: 7116436	117.96	116333	11/25/2024
		*UB refund for account: 7116436			
TOTAL FOR: DUCKHOOK PROPERTIES			117.96		
26013	ECM PUBLISHERS INC				
1022136		BUSINESS CARDS - K. YOUNG	44.00	116334	11/25/2024
1022271		NOV 13 PH MET COUNCIL LIFT STATION	21.20	116334	11/25/2024
TOTAL FOR: ECM PUBLISHERS INC			65.20		
26048	EMERGENCY AUTOMOTIVE TECHNOLOGIES				
SERV24740		SERVICES ON UNIT 2011	132.25	116335	11/25/2024
SERV24741		SERVICES ON UNIT 2013	212.25	116335	11/25/2024
SERV24742		SERVICES ON UNIT 2005	63.75	116335	11/25/2024
SERV24743		SERVICES ON UNIT 2115	189.75	116335	11/25/2024
SERV24744		SERVICES ON UNIT 2014	132.25	116335	11/25/2024
TOTAL FOR: EMERGENCY AUTOMOTIVE TECHNOLOGIES			730.25		
26101	EMERGENT DEVICES INC				
124457		NARCAN NALOXONE HCI NASAL SPRAY 4MG	396.00	116336	11/25/2024
TOTAL FOR: EMERGENT DEVICES INC			396.00		
30013	FASTENAL COMPANY				
MNTC3234275		SHOP SUPPLIES	156.02	116337	11/25/2024
MNTC3234347		VEHICLE CLEANER 1GAL & 1GAL JUG DEGREASER & D113 32OZLOOPENDMOPH	129.47	116337	11/25/2024
TOTAL FOR: FASTENAL COMPANY			285.49		
30026	FERGUSON WATERWORKS #2518				
0537817		4 MACH 10 R900I 20 LENGTH USG & 1-1/2 MACH10 R900I USG 13 LL *X & 2 MACH10 R900I USG 17 LL *X	2,265.41	116338	11/25/2024
0538454		REG 1-1/2 T10 P/C R900I USG INSIDE	272.31	116338	11/25/2024
0540037		LF 5/8X3/4 MTR SETTER W/ L/CHK & 3/4 DUAL PRPS UNION NUT & LF 3/4 MIP SWVL F/ CHFSW CPHN	3,908.82	116338	11/25/2024
0540095		3/4 DUAL PRPS UNION NUT	42.09	116338	11/25/2024
0540155		REG 2 T10 P/C R900I USG INSIDE	290.01	116338	11/25/2024
CMO40887		RETURN - 2 MACH10 R900I USG 17 L OI:0537817	(1,215.45)	116338	11/25/2024
TOTAL FOR: FERGUSON WATERWORKS #2518			5,563.19		

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	Invoice				
30038	FIRE LOSS MANAGEMENT LLC				
	24-078	FIRE SPRINKLER SYSTEM REVIEW - FOREST CREEK ESTATES	1,050.00	116339	11/25/2024
TOTAL FOR: FIRE LOSS MANAGEMENT LLC			1,050.00		
30045	FIRST ADVANTAGE OCCUPATIONAL HEALTH				
	2501972410	ANNUAL ENROLLEMENT - D. ZIEHL	36.71	116340	11/25/2024
TOTAL FOR: FIRST ADVANTAGE OCCUPATIONAL HEALTH			36.71		
30073	FOREST LAKE ACE HARDWARE				
	64986/3	CLAMP 3/4 TO 1-3/4"SS	8.97	116341	11/25/2024
	65009/3	DUCT TAPE 20YD RED ACE & DUCT TAPE 60YDS RED ACE	23.97	116341	11/25/2024
	65010/3	DB POLYPRO ROPE 3/8X100'	16.99	116341	11/25/2024
	65022/3	FASTENERS	13.16	116341	11/25/2024
	65025/3	DUCT TAPE 20YD BLACK ACE	6.99	116341	11/25/2024
TOTAL FOR: FOREST LAKE ACE HARDWARE			70.08		
30148	FOREST LAKE FORD				
	789272	SERVICES ON FORD F350 PICKUP	11.63	116342	11/25/2024
	789296	SERVICES ON FORD F350 PICKUP	525.98	116342	11/25/2024
TOTAL FOR: FOREST LAKE FORD			537.61		
30096	FOREST LAKE MUFFLER & EXHAUST				
	UNIT 2005	SERVICES ON UNIT 2005	185.00	116343	11/25/2024
TOTAL FOR: FOREST LAKE MUFFLER & EXHAUST			185.00		
34005	GALLAGHER BENEFIT SERVICES INC				
	326065	NOVEMBER 2024 CONSULTING SERVICES	1,200.00	116344	11/25/2024
TOTAL FOR: GALLAGHER BENEFIT SERVICES INC			1,200.00		
34061	GOPHER STATE ONE-CALL				
	4100403	FTP TICKETS (338); CANCELLED TICKETS (10); CORRECTION TICKETS (2); TOTAL BILLABLE TICKETS (326)	440.10	116345	11/25/2024
TOTAL FOR: GOPHER STATE ONE-CALL			440.10		
34108	GUARDIAN SUPPLY LLC				
	19750	UNIFORM/GEAR - NEW HIRE - J. PELTIER	2,568.65	116346	11/25/2024
	19751	UNIFORM/GEAR - NEW HIRE - J. WENSMANN	1,404.72	116346	11/25/2024
TOTAL FOR: GUARDIAN SUPPLY LLC			3,973.37		



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38044	HAWKINS INC 6910601	LPC-4 & SODIUM HYDROXIDE 50% DIAPHRAGM & CHLORINE - EPA REG. NO. 7870-2	5,791.45	116347	11/25/2024
TOTAL FOR: HAWKINS INC			5,791.45		
38049	HEALTH PARTNERS CLAIMS10302024 CLAIMS11062024	HPAI SELF INSURED CLAIMS 15657 - OCTOBER 2024 HPAI SELF INSURED CLAIMS 15657 - NOVEMBER 2024	859.52 1,998.47	2015 2016	11/04/2024 11/12/2024
TOTAL FOR: HEALTH PARTNERS			2,857.99		
38057	HEBERT AND WELCH PA 399	LEGAL SERVICES FOR OCTOBER 2024	14,630.00	116348	11/25/2024
TOTAL FOR: HEBERT AND WELCH PA			14,630.00		
38108	HOSE PROS LLC 8492	HOSE-HYDRAULIC & HYDRAULIC HOSE ASSEMBLY & 3/4" X 10FEET, BLACK 100-R16 HYDRAULIC HOSE	166.00	116349	11/25/2024
TOTAL FOR: HOSE PROS LLC			166.00		
42050	INVOICE CLOUD INC 2468-2024_10	INVOICE CLOUD PAYMENT FEES - OCTOBER 2024	5,308.61	2017	11/07/2024
TOTAL FOR: INVOICE CLOUD INC			5,308.61		
MISC-UB	JAMES R & JOANN W MALEK 7106536	UB refund for account: 7106536 *UB refund for account: 7106536	107.00	116350	11/25/2024
TOTAL FOR: JAMES R & JOANN W MALEK			107.00		
MISC-UB	JAMES SHEGSTAD 7114209	UB refund for account: 7114209 *UB refund for account: 7114209	60.79	116351	11/25/2024
TOTAL FOR: JAMES SHEGSTAD			60.79		
45022	JEFFERSON FIRE & SAFETY INC IN319951	HYGENALL TOXOFF LAUNDRY DETERGENT 1 GALLON	30.00	116352	11/25/2024
TOTAL FOR: JEFFERSON FIRE & SAFETY INC			30.00		
MISC	JOY GARDEN PB11416	THE WRONG FEES WERE CHARGED FOR THE PLAN REVIEW	243.75	116353	11/25/2024
TOTAL FOR: JOY GARDEN			243.75		

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Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
	Invoice				
45092	JUSTIN TAYLOR COMPANIES LLC				
	7325	PULVERIZED BLACK DIRT - 1, 12 YARD LOAD PICKED UP	240.00	116354	11/25/2024
TOTAL FOR: JUSTIN TAYLOR COMPANIES LLC			240.00		
MISC-UB	KELLY OLSON				
	7110551	UB refund for account: 7110551	64.15	116355	11/25/2024
		*UB refund for account: 7110551			
TOTAL FOR: KELLY OLSON			64.15		
49146	KNS SERVICES LLC				
	666	JUNK PILE AND ITEMS REMOVED FROM [REDACTED]	1,930.00	116356	11/25/2024
		TOTAL AMOUNT REMOVED - 15 CUBIC Y			
TOTAL FOR: KNS SERVICES LLC			1,930.00		
MISC-UB	KRISTEN & DANIEL ELO				
	7112142	UB refund for account: 7112142	177.07	116357	11/25/2024
		*UB refund for account: 7112142			
TOTAL FOR: KRISTEN & DANIEL ELO			177.07		
53019	LAKEVIEW HOSPITAL				
	405640554	LEGAL BLOOD DRAWS	50.00	116358	11/25/2024
TOTAL FOR: LAKEVIEW HOSPITAL			50.00		
53076	LEVANDER, GILLEN & MILLER PA				
	35000-01000E	MAYOR/COUNCIL	696.00	116359	11/25/2024
	35000-01006E	RECYCLING AND GARBAGE COLLECTION MATTERS	217.50	116359	11/25/2024
	35000-01036E	ADULT USE/DRUG PARAPHERNALIA	29.00	116359	11/25/2024
	35000-01045E	THC ORDINANCE	1,493.50	116359	11/25/2024
	35000-01046E	CODE ENFORCEMENT AND PUBLIC NUISANCES	203.00	116359	11/25/2024
	35000-02000E	ADMINISTRATION	6,075.50	116359	11/25/2024
	35000-04000E	DEVELOPMENT	1,118.50	116359	11/25/2024
	35000-06000E	PLANNING	101.50	116359	11/25/2024
	35000-06069E	4629 - 4649 WYNGATE WAY MINOR SUBDIVISION	429.00	116359	11/25/2024
	35000-06097E	HIDDEN CREEK PLAT	82.50	116359	11/25/2024
	35000-06098E	SHADOW CREEK CONCEPT PLAN	115.50	116359	11/25/2024
	35000-09000E	PUBLIC WORKS	841.00	116359	11/25/2024
	35000-10000E	ENGINEERING	43.50	116359	11/25/2024
	35000-11005E	ARTS IN THE PARK MUSIC ENTERTAINMENT CONTRACT	232.00	116359	11/25/2024
	35000-15000E	AIRPORT	507.50	116359	11/25/2024
	35000-17000E	ECONOMIC DEVELOPMENT AUTHORITY (EDA)	87.00	116359	11/25/2024
TOTAL FOR: LEVANDER, GILLEN & MILLER PA			12,272.50		

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	Invoice				
53092	LINDE GAS & EQUIPMENT INC				
	46148082	INDUSTRIAL ACETYLENE IND HIGH PRESSURE > 100CF - RENTAL 09/20/2024 TO 10/20/2024	185.80	116360	11/25/2024
TOTAL FOR: LINDE GAS & EQUIPMENT INC			185.80		
53161	LITTLE BLUE'S TRAVELING ZOO LLC				
	1145	FULL ZOO	639.00	116361	11/25/2024
TOTAL FOR: LITTLE BLUE'S TRAVELING ZOO LLC			639.00		
57008	MADDEN GALANTER HANSEN ATTORNEYS AT				
	OCTOBER 2024	SERVICES RENDERED - 10/1/2024 THROUGH 10/31/2024	2,590.95	116362	11/25/2024
TOTAL FOR: MADDEN GALANTER HANSEN ATTORNEYS AT			2,590.95		
MISC-UB	MEL NOVAK				
	7101287	UB refund for account: 7101287 *UB refund for account: 7101287	113.38	116363	11/25/2024
TOTAL FOR: MEL NOVAK			113.38		
57106	MENARDS				
	45566	POST MOUNT JUMBO STEEL	49.98	116364	11/25/2024
	45569	L"XL0' SCH 40 PVC PIPE & 4 OZ PVC HANDY PACK & 1" 90DEG PVC ELBOW LOPACK & 1" PVC MALE ADAPTER	37.36	116364	11/25/2024
	45609	RX GLASS CLEANER PLUS	6.19	116364	11/25/2024
	45832	AAA 16PK ENERGIZER MAX & AA 16PK ENERGIZER MAX & DURACELL ALK. AA-10 PK & DURACELL ALK. AAA-10 PK	54.25	116364	11/25/2024
	45910	RITE-TEMP CARTRIDGE & KOHLER PB MIXER CAP & GE ADVANCED W&D SIL	91.45	116364	11/25/2024
	45911	2" SCH40 TEE & L0PKLL/16"-1 1/4"HOSECLMP & 2XL-1/2 RED BUSH SXFSH40 & 2XL-1/4 RED BUSHING SPXF	40.89	116364	11/25/2024
	45921	OCELO 4 PK CELLULOSE SPG & 1X3/4 TXT BUSHING SCH80 & VLV BALL PVC S80 SOL 1 & 1 SOC TEE PVC 80	26.65	116364	11/25/2024
	45941	SELF-LIGHTING TORCH PROP & BOUNCE DRYER SHEETS 240CT	39.42	116364	11/25/2024
	46164	PORELL NATURALS & COLOR DUCK 1.88 X 20YD	56.78	116364	11/25/2024
	46437	6' RED POINSETTIA GARLAND & PLUSH TREE SKIRT & DRIVE IN POST HVY DUTY	55.15	116364	11/25/2024
	46462	FIREWOOD BUNDLE	109.80	116364	11/25/2024
	46471	CO NAT GAS ALARM & CO/GAS ALARM-PLUG IN	179.36	116364	11/25/2024
	46481	FLIPTOGGLE 1/4X2-1/2 2PC & FENDER WASHER 1/4 X 1 & 1/4 FLAT WASHER 18PC	9.85	116364	11/25/2024
TOTAL FOR: MENARDS			757.13		

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	Invoice				
57410	MERCHANT BANK FEES				
	FEE11042024	MERCH SERV BANKCRD FEES-NOVEMBER	67.10	2018	11/04/2024
TOTAL FOR: MERCHANT BANK FEES			67.10		
57123	METRO SALES INC				
	INV2639321	RICOH/IM 350F COPIER	90.93	116365	11/25/2024
TOTAL FOR: METRO SALES INC			90.93		
57401	METRO-INET				
	2244	USER, COMPUTER & EMAIL SUPPORT	22,637.00	116366	11/25/2024
TOTAL FOR: METRO-INET			22,637.00		
57130	METROPOLITAN COUNCIL - ENVIRONMENTA				
	OCTOBER 2024	OCTOBER 2024 SAC REPORT	2,460.15	116305	11/15/2024
TOTAL FOR: METROPOLITAN COUNCIL - ENVIRONMENTA			2,460.15		
57131	METROPOLITAN COUNCIL - ENVIRONMENTA				
	0001179114	WASTE WATER SERVICES DEF REV - DECEMBER 2024	143,589.25	116367	11/25/2024
TOTAL FOR: METROPOLITAN COUNCIL - ENVIRONMENTA			143,589.25		
MISC-UB	MICHAEL & MARY ANN COOPER				
	7103597	UB refund for account: 7103597	159.58	116368	11/25/2024
		*UB refund for account: 7103597			
TOTAL FOR: MICHAEL & MARY ANN COOPER			159.58		
57422	MIDWEST WETLAND IMPROVEMENTS LLC				
	1278	MEDIAN LANDSCAPE REDESIGN	3,101.36	116369	11/25/2024
TOTAL FOR: MIDWEST WETLAND IMPROVEMENTS LLC			3,101.36		
57206	MINNESOTA DEPARTMENT OF LABOR & IND				
	ABR0338510X	FOREST LAKE CITY WATER PLANT 2 1850 8TH ST SE -	10.00	116370	11/25/2024
		PRESSURE VESSEL			
	ABR0338575X	FOREST LAKE CITY WATER PLANT 1 320 1ST ST NW -	10.00	116370	11/25/2024
		PRESSURE VESSEL			
	ABR0339684X	FOREST LAKE FIRE DEPT 879 4TH ST SW - PRESSURE	10.00	116370	11/25/2024
		VESSEL			
	ABR0339981X	PUBLIC WORK GARAGE 843 4TH ST SW - PRESSURE VESSEL	10.00	116370	11/25/2024
	ALR0168884X	PUBLIC SAFETY CITY HALL FACILI 1408 LAKE ST N -	100.00	116370	11/25/2024
		ELEVATOR ANNUAL OP			
TOTAL FOR: MINNESOTA DEPARTMENT OF LABOR & IND			140.00		

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MISC-UB	MIRANDA LUFISKY				
7114880		UB refund for account: 7114880	22.83	116371	11/25/2024
		*UB refund for account: 7114880			
TOTAL FOR: MIRANDA LUFISKY			22.83		
MISC-UB	MONA EDICK				
7117490		UB refund for account: 7117490	191.77	116372	11/25/2024
		*UB refund for account: 7117490			
TOTAL FOR: MONA EDICK			191.77		
57411	MORRIE'S FOREST LAKE CHEVROLET				
145967		SQUAD 2197 - OIL CHANGE	88.49	116373	11/25/2024
TOTAL FOR: MORRIE'S FOREST LAKE CHEVROLET			88.49		
57421	MSA				
010176		FOREST LAKE MN ZONING CODE REGULATIONS - FROM 04/14/2024 TO 09/14/2024	664.53	116374	11/25/2024
TOTAL FOR: MSA			664.53		
57312	MUNICIPAL EMERGENCY SERVICES				
IN2145992		SILV-EX PLUS FOAM CONCENTRATE 5 GALLON (19L)	2,205.00	116375	11/25/2024
TOTAL FOR: MUNICIPAL EMERGENCY SERVICES			2,205.00		
61007	NAPA AUTO PARTS				
233551		FAB LOOM-SPLIT POLY & PRIMARY WIRE	22.20	116376	11/25/2024
TOTAL FOR: NAPA AUTO PARTS			22.20		
61123	NEO ELECTRICAL SOLUTIONS LLC				
9037		AIRPORT - RUNWAY AND PAPLS NOT WORKING & PLEASE TROUBLESHOOT & CUTOUPS WERE NOT PUT IN CORRECTLY	540.00	116377	11/25/2024
TOTAL FOR: NEO ELECTRICAL SOLUTIONS LLC			540.00		
61042	NEWTRAX INC				
99-68		FOREST LAKE AREA LOOP 10/02 & 10/09 & 10/16 & 10/23 & 10/30	2,383.75	116378	11/25/2024
CM-FL093024		Q3 2024 CREDIT FROM GRANT FUNDS	(1,200.00)	116378	11/25/2024
TOTAL FOR: NEWTRAX INC			1,183.75		
65002	O'REILLY AUTO PARTS				
1517-262910		9K STORG LFT	7,500.00	116379	11/25/2024
1517-265490		BATTERY & CORE CHARGE	188.55	116379	11/25/2024
TOTAL FOR: O'REILLY AUTO PARTS			7,688.55		

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65037	OTTER LAKE ANIMAL CARE CENTER				
	252904	ANIMAL CONTROL - MULTIPLE SERVICES CASE #2024 - 626 & 650 & 654+655 & 663	580.00	116380	11/25/2024
TOTAL FOR: OTTER LAKE ANIMAL CARE CENTER			580.00		
69180	PAULS ANIMATION LLC				
	11/06/2024	2024 BUDGET OPEN HOUSE VIDEO PRODUCTION	1,240.00	116381	11/25/2024
TOTAL FOR: PAULS ANIMATION LLC			1,240.00		
69060	PETERSON COMPANIES				
	57859A	FENWAY FIELDS - BASE BID	141,420.00	116382	11/25/2024
	57859B	FENWAY FIELDS - TOP DRESS - LABOR	24,825.00	116382	11/25/2024
	57859C	FENWAY FIELDS - TOP DRESS - MATERIAL	24,425.00	116382	11/25/2024
TOTAL FOR: PETERSON COMPANIES			190,670.00		
74020	RAPID PRESS				
	76869	PUBLIC WORKS - VEHICLE STICKERS 12" X 9" GLOSS LAM & CONTOUR CUT & MASKED	215.00	116383	11/25/2024
	77901	NAME TAG - MAGNETIC BACK - 3"X1.5" SUBLIMATION - K. YOUNG	16.00	116383	11/25/2024
TOTAL FOR: RAPID PRESS			231.00		
74051	REMILLARD INSURANCE AGENCY				
	1037	CONSULTING SERVICES 2024-2025 INSURANCE RENEWAL	11,700.00	116384	11/25/2024
TOTAL FOR: REMILLARD INSURANCE AGENCY			11,700.00		
74199	RICHARD PETERSON				
	REIMB 2024-2	REIMBURSEMENT FOR UBER RIDES WHILE AT THE 2024 IACP CONFERENCE IN BOSTON	85.44	116385	11/25/2024
TOTAL FOR: RICHARD PETERSON			85.44		
78018	SAINT PETER'S CATHOLIC CHURCH				
	PARKING AGREEMENT	SHARED PARKING AGREEMENT	5,500.00	116386	11/25/2024
TOTAL FOR: SAINT PETER'S CATHOLIC CHURCH			5,500.00		
78296	SANTA DAN MAHER				
	SANTA VISIT 12/06	SANTA VISIT DECEMBER 6TH 2024 AT 415PM TO 730PM	825.00	116387	11/25/2024
TOTAL FOR: SANTA DAN MAHER			825.00		
MISC	SHAWN METCALF				
	CANDIDATE REIMB	S. METCALF INTERVIEW EXPENSES	925.33	116388	11/25/2024
TOTAL FOR: SHAWN METCALF			925.33		

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78136	SOURCEWELL				
	11302024	RETIREE HEALTH INSURANCE-NOVEMBER 2024	3,237.91	2027	11/04/2024
TOTAL FOR: SOURCEWELL			3,237.91		
78176	STAPLES INC				
	6015662583	RAID FLY BAG	26.58	116389	11/25/2024
	6016468230	CW RECYLCLE 2PLY STD BT 550/80 & STAPLES 13 GAL	281.96	116389	11/25/2024
		DRAW WH 120CT & NATURAL ROLL TOWEL 8 X800			
	6016468236	LINER WASTE 40X46 EXHVV CLR	65.58	116389	11/25/2024
TOTAL FOR: STAPLES INC			374.12		
MISC	STEINER CONSTRUCTION SERVICES INC				
	PB11672	BD Bond Refund	50,000.00	116390	11/25/2024
		*BD Bond Refund: BDE-0048, Address: [REDACTED]			
		[REDACTED] DEMO ESCROW REFUND			
TOTAL FOR: STEINER CONSTRUCTION SERVICES INC			50,000.00		
MISC-UB	TERRENCE THOMSON				
	7104814	UB refund for account: 7104814	31.60	116391	11/25/2024
		*UB refund for account: 7104814			
TOTAL FOR: TERRENCE THOMSON			31.60		
82241	TIMESAVER OFF SITE SECRETARIAL INC				
	M29597	OCT 14 2024 - CITY COUNCIL SPECIAL & REGULAR	905.00	116392	11/25/2024
		MEETING & OCT 21 - CITY COUNCIL WORKSHOP MEETING			
TOTAL FOR: TIMESAVER OFF SITE SECRETARIAL INC			905.00		
82108	TIRED IRON COLLISION CENTER INC				
	13083	2020 FORD POLICE INTERCEPTOR - FRONT DOOR	533.03	116393	11/25/2024
TOTAL FOR: TIRED IRON COLLISION CENTER INC			533.03		
MISC	TRAVIS MEIERHOFER				
	PB11472	BD Bond Refund	1,250.00	116394	11/25/2024
		*BD Bond Refund: BDE-0046, Address: [REDACTED]			
		[REDACTED] DEMO ESCROW REFUND			
TOTAL FOR: TRAVIS MEIERHOFER			1,250.00		
82172	TRUGREEN PROCESSING CENTER				
	202493992	LAWN SERVICE FENWAY PARK 5530 206TH ST N ON	1,881.51	116395	11/25/2024
		10/21/24			
TOTAL FOR: TRUGREEN PROCESSING CENTER			1,881.51		

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86026	UPPER MIDWEST ATHLETIC CONSTRUCTION				
	PAY APPLICATION #2	BELTZ PARK RECONSTRUCTION	250,412.40	116396	11/25/2024
TOTAL FOR: UPPER MIDWEST ATHLETIC CONSTRUCTION			250,412.40		
88025	VIKING INDUSTRIAL CENTER				
	3299287	18" CABLE TIES EXTRA HEAVY DUTY - BLACK	38.50	116397	11/25/2024
TOTAL FOR: VIKING INDUSTRIAL CENTER			38.50		
90018	WASHINGTON CONSERVATION DISTRICT				
	6734	3RD QTR SHARED WATER RESOURCE EDUCATOR PROGRAM	716.31	116398	11/25/2024
TOTAL FOR: WASHINGTON CONSERVATION DISTRICT			716.31		
90034	WASHINGTON COUNTY				
	WEBSITE SUBSCRIPTION	APPLICATION FOR WEBSITE SUBSCRIPTION SERVICES	250.00	116399	11/25/2024
TOTAL FOR: WASHINGTON COUNTY			250.00		
90037	WASHINGTON COUNTY				
	221730	2024 SWAT TEAM INSURANCE	1,245.57	116400	11/25/2024
TOTAL FOR: WASHINGTON COUNTY			1,245.57		
90100	WINNICK SUPPLY INC				
	057842	2"SOLID CORE BELLED END PVC PIPE 20' & PVC MEDIUM CLEAR CEMENT QUART OATEY	137.42	116401	11/25/2024
	058034	2" X 1 1/4" BUSHING-FEMALE PVC SCH40 & 1 1/4" INSERT X MALE ADAPTER POLY & 1" INSERT X MALE ADAPTER	4.13	116401	11/25/2024
TOTAL FOR: WINNICK SUPPLY INC			141.55		



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94003	XCEL ENERGY				

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896995987		51-8383920-1 ~ 5515 - 206TH ST -PARK WELL	573.69	2020	11/01/2024
897213439		51-9849041-6 ~ 20500 FOREST RD N U#1-AIRPORT	31.68	2021	11/04/2024
897270835		51-0013971904-6 ~ 6195 210TH ST N	180.18	2021	11/04/2024
897318974		51-0239645-4 ~ 777 WEST BROADWAY AVE-ELEC	32.05	2021	11/04/2024
897320369		51-0239648-7 ~ 775 WEST BROADWAY AVE-ELEC	39.65	2021	11/04/2024
897327713		51-0677899-8 ~ 20010 FERN GLEN LN N-STREET	22.16	2021	11/04/2024
897358450		51-5193667-7 ~ BEACH HOUSE	242.78	2021	11/04/2024
897368083		51-5193666-6 ~ CITY GARAGE	469.55	2021	11/04/2024
897378422		51-5193665-5 ~ 49 LAKE ST N-STREET	7,247.43	2021	11/04/2024
897420894		51-9828587-1 ~ 97 BROADWAY AVE W - TRAFFIC	103.25	2021	11/04/2024
897454969		51-0012332089-3 ~ 204 LAKE STREET N UNIT-TRAFFIC	26.51	2021	11/04/2024
897490116		51-0014133698-0 ~ 220 5TH ST NW	45.75	2021	11/04/2024
897529374		51-0239654-5 ~ 797 WEST BROADWAY AVE-ELEC	27.74	2022	11/06/2024
897530229		51-0239647-6 ~ 1198 W BROADWAY AVE-TRAFFIC	41.09	2022	11/06/2024
897531230		51-0239656-7 ~ 795 WEST BROADWAY AVE-ELEC	32.39	2022	11/06/2024
897536684		51-0830223-8 ~ 6728 NORTH SHORE TRL N-ELEC	11.88	2022	11/06/2024
897570507		51-4372874-7 ~ 406 15TH ST SW-LIFT	325.37	2022	11/06/2024
897592583		51-5193670-2 ~ 456 3RD ST NW-PUMP	2,588.01	2022	11/06/2024
897592614		51-8829533-8 ~ 21036 KAROLINE CT N-LIFT	38.74	2022	11/06/2024
897599600		51-5193668-8 ~ 720 - 11TH AVE SE-ICE	51.62	2022	11/06/2024
897603303		51-5193673-5 ~ 1850 8TH ST SE - WTP	171.48	2022	11/06/2024
897667940		51-0014003458-5 7686 NORTH SHORE CIR LIFT STATION	31.64	2022	11/06/2024
897668904		51-0013131153-7 ~ 10100 SCANDIA TRL N	25.39	2022	11/06/2024
897694224		51-0014224434-5 ~ 21228 KIEBLER CT N	21.23	2022	11/06/2024
897697523		51-0012384369-1 ~ 7865 SCANDIA TRL N	39.51	2022	11/06/2024
897734946		51-0239659-0 ~ 1493 W BROADWAY AVE-TRAFFIC	61.69	2023	11/07/2024
897740851		51-0677908-0 ~ 20066 FERN GLEN LN N-STREET	22.38	2023	11/07/2024
897799449		51-5193669-9 ~ 777 4TH ST SW RINK & WARMING HOUSE	40.19	2023	11/07/2024
897804834		51-5193671-3 ~ PUBLIC WORKS FACILITY	415.28	2023	11/07/2024
897804852		51-5193661-1 ~ GOVMNT BLDG	669.85	2023	11/07/2024
897819960		51-8216739-7 ~ 4855 SCANDIA TR N - TRAFFIC	36.34	2023	11/07/2024
897825098		51-7342887-2 ~ 5295 SCANDIA TR N-TRAFFIC	33.34	2023	11/07/2024
897827612		51-8919722-8 ~ 208 8TH ST NW - TOWER	227.89	2023	11/07/2024
897836384		51-9753120-9 ~ 1601 11TH AVE SW-BRIDGE	75.82	2023	11/07/2024
897856818		51-0010257805-9 ~ 20126 FERN GLEN CT N-STR	15.42	2023	11/07/2024
897858653		51-0010257806-0 ~ 20187 FERN GLEN BLVD N-S	19.40	2023	11/07/2024
897892899		51-0011646952-3 ~ 1872 FOREST BLVD	10.68	2023	11/07/2024
897925056		51-0014133727-6 ~ 23845 GRANADA AVE N LIFT STATION	28.42	2023	11/07/2024
897927849		51-0013429969-4 ~ 767 4TH ST SW	831.22	2023	11/07/2024
897931260		51-0010258367-0 ~ 20116 FERN GLEN CT N - STREET	14.38	2023	11/07/2024
897965903		51-0014644299-0 ~ 9597 NORTH SHORE TRL N UNIT-LIFT STATION	36.47	2023	11/07/2024
897981391		51-0013225636-0 ~ 6358 SCANDIA TRL N	14.48	2023	11/07/2024
897999857		51-0239658-9 ~ LIFT STATIONS	234.18	2024	11/08/2024

INVOICE APPROVAL BY INVOICE REPORT FOR FOREST LAKE  
EXP CHECK RUN DATES 11/15/2024 - 11/25/2024  
BOTH JOURNALIZED AND UNJOURNALIZED  
PAID

Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
	Invoice				
	898229103	51-4770834-3 ~ 21640 HARROW AVE N	695.15	2025	11/12/2024
	898655648	51-5193669-9 ~ AUTO PROTECTIVE LIGHT	9.66	2029	11/14/2024
	898656158	51-5193679-1 ~ AIRPORT	43.43	2029	11/14/2024
	898847611	51-5193677-9 ~ LIFT STATIONS	2,989.66	2029	11/14/2024
	898852651	51-5193663-3 ~ TRAFFIC SIGNALS	215.76	2030	11/15/2024
	898861187	51-5193674-6 ~ LIFT STATIONS	310.36	2030	11/15/2024
	899394558	51-5193676-8 ~ 1850 8TH ST SE & 65 3RD AVE NW WTP	5,759.92	2023	11/07/2024
TOTAL FOR: XCEL ENERGY			25,232.14		
TOTAL - ALL VENDORS			1,049,269.91		



# 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)

Friday, November 1, 2024

12:00 PM

City Center - Council Chamber

### 1. Call to Order

Mayor Bain called the meeting to order at 12:02 PM.

### 2. Roll Call

Attendee Name	Title	Status	Arrived
Mara Bain	Mayor	Present	
Sam Husnik	Councilmember	Present	
Hanna Valento	Councilmember	Present	
Leif Erickson	Councilmember	Late	12:42 PM
Blake Roberts	Councilmember	Present	

### 3. City Administrator Interviews

The Council observed the following schedule:

12:00 PM - 1:00 PM	Lunch
1:00 PM - 4:00 PM	Candidate Interviews
4:30 PM - 6:00 PM	Council Deliberations

At 1:00 PM, interviews of the City Administrator candidates were conducted according to the following schedule:

	Council	Stakeholders	Department Heads
Shawn Metcalf	3:00 PM	1:00 PM	2:00 PM
Aaron Reeves	1:00 PM	2:00 PM	3:00 PM

### 4. Council Deliberations and Related Actions

At 4:30 PM, representatives from the Community Stakeholder panel and the Department Head panel provided verbal feedback of the interviews with the candidates to Council.

Planning Commissioner Girard stated that he represented the stakeholders and would provide feedback to help the City Council make a hiring decision. Commissioner Girard reviewed the interview with the candidate Shawn Metcalf, commenting that he had good human resources, financing, and planning background. He stated that Mr. Metcalf was more reserved and did not have a background working in Minnesota. Commissioner Girard reviewed the interview with candidate Aaron Reeves. He said Mr. Reeves had Minnesota knowledge and seemed to be a strong driver of economic projects. He commented that Mr. Reeves might not be a listener and provided general answers.



# City Council

## Special Meeting

### ~ Minutes ~

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12:00 PM

City Center - Council Chamber

Interim City Administrator/City Clerk Chaika stated that Mr. Reeves was energetic but might be disengaged from communication. She commented that he had well-rounded experience and would work well with partner organizations. She said that Mr. Metcalf brought strong human resources and finance background to the position and would bring a collaborative approach. She commented that both candidates were qualified for the position but were very different. She reviewed feedback from Captain Hanegraaf about the two candidates.

Mayor Bain asked about the comment from department heads about Mr. Reeves being disengaged from communication. Interim City Administrator/City Clerk Chaika responded that he was asked how he would communicate with staff, but he did not have a solid answer. He suggested a department head meeting once a month, which would be challenging since the departments are interconnected. She stated he had an intensity in the interview that was hard to track at times.

City Attorney Johnson said the options for the City Council would be to select one of the candidates or to not move forward with either candidate. She asked that the City Council create a Council Committee of two people to negotiate the employment agreement with herself and Mr. Amile. City Attorney Johnson commented that the stakeholders asked great questions to the candidates and said they thought both candidates had great qualities to offer the City.

Interim City Administrator/City Clerk Chaika said that if the City Council did not decide on a candidate today, there was a meeting scheduled for November 5.

Mayor Bain suggested that each City Council member provide a ballot with their preferred candidate.

City Attorney Johnson said that there were four votes for Aaron Reeves and one vote for Shawn Metcalf.

Mayor Bain voiced appreciation to Mr. Amle for a positive process and qualified candidates. She encouraged moving forward with the process.

Councilmember Erickson said that both candidates would be a good fit for the City.

Councilmember Husnik stated that he was impressed with Mr. Metcalf's questions for the City Council. He commented that he was a viable candidate but noted there was majority consensus for Mr. Reeves.

Councilmember Roberts said that Mr. Reeves's years of experience as a City Administrator and his experience working in Minnesota were attractive.



# City Council

## Special Meeting

### ~ Minutes ~

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12:00 PM

City Center - Council Chamber

Councilmember Valento said that the interviews were positive and that both candidates had pros and cons. She supported Mr. Reeves because of his confidence and knowledge of Minnesota statutes.

Mayor Bain stated that Mr. Reeves had an understanding to work well with the City Council to accomplish work.

City Attorney Johnson said that there needed to be a motion to take action to make an offer to Mr. Reeves and set up a Council Committee to negotiate employment.

**Motion:** Mayor Bain made a Motion to Direct City Attorney Johnson and Mr. Amlie to work together on an employment offer to Mr. Reeves.

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

Mayor Bain commented that there was a discussion to have a committee for union discussions. She stated that it made sense for Councilmember Erickson and herself to serve on the committee for the City Administrator employment negotiations, but this could be discussed again after the election.

**Motion:** Councilmember Husnik made a Motion to Create a committee for the City Administrator employment negotiations with Mayor Bain and Councilmember Erickson.

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

City Attorney Johnson asked if the start time position of December 1 was a reasonable ask. She also asked about funding for relocation costs.

Mayor Bain requested feedback from the City Council on the topic.

Councilmember Valento responded that if it happened before, she would be open to the funding.

Mayor Bain stated that she was open to reasonable accommodations for relocation costs.

City Attorney Johnson asked if there was a desire to set a term length for the employment. Mayor Bain asked if there was a term length for the previous City Administrator. She said it was helpful for the City Council to have the time frame in mind, because it allowed for conversations about renewal.

Councilmember Erickson asked if there was a consequence if they did not meet the term of length of employment.

City Attorney Johnson said that the consequences would be a breach of the contract, but it could be used as a tool if the City Administrator is not a good fit at the end of the contract. If a City Administrator is fired, the industry standard is to pay out six months of the contract.



# City Council

## Special Meeting

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12:00 PM

City Center - Council Chamber

Mayor Bain commented on the quality of performance reviews and discussions with all City employees. She said that Forest Lake did not have this process established, but something should be done with regular annual review.

Councilmember Roberts stated that it would be nice to have a term length but if they were not willing to commit to a term length, it could be a part of the negotiation process.

Mayor Bain thanked Mr. Amlie and his team for their work throughout the process. She thanked the department heads and the stakeholders for their time in the process.

### 5. Adjourn

**Motion:** Councilmember Erickson made a Motion to Adjourn the City Council Special Meeting at 5:04 PM.

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



# City Council

## Emergency Meeting

### ~ Minutes ~

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

Tuesday, November 5, 2024

3:00 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. City Administrator Selection Process and Related Actions

City Attorney Johnson stated that the City made a formal offer to Mr. Reeves on November 4th. She said that Mr. Reeves sent an email the morning of November 5th to state that he was not interested in moving forward with the position with Forest Lake. She commented that Karl Amlie from Specialized Recruiting Group had a conversation with the other candidate to let him know they were moving forward with a different candidate.

Mr. Amlie said that Mr. Reeves commented that Mr. Reeves had other options with some larger cities, higher salaries, or additional responsibilities. Mr. Reeves had provided positive feedback about working with the City of Forest Lake.

Mayor Bain asked if there was additional counteroffers they were able to make. Mr. Amlie asked Mr. Reeves if there was any flexibility with the salary or the start date, would he reconsider the position. Mr. Amlie stated that Mr. Reeves wanted to go a different direction.

City Attorney Johnson asked Mr. Amlie to comment on his conversation with the other candidate.

Mr. Amlie said he reached out to Shawn and provided formal feedback about the interview. He said that both candidates interviewed for the Forest Lake position and the Winona County position. He commented that Shawn reached out after Mr. Reeves turned down the Forest Lake position and asked if he would be reconsidered. Shawn still had interest in the role if the City Council was still interested in him as a candidate.

Mayor Bain said that the City Council could pursue another interview with Shawn Metcalf, pursue an Interim City Administrator, or decide they do not have enough information to decide.

Mr. Amlie commented that Mr. Metcalf was not bothered to be a runner-up candidate. Mr. Amlie said that Mr. Metcalf had commented that Mr. Reeves thought Mr. Metcalf would be the better candidate with his human resources position.





# City Council

## Emergency Meeting

### ~ Minutes ~

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Tuesday, November 5, 2024

3:00 PM

City Center - Council Chamber

Mayor Bain read the feedback from each candidate and asked for City Council feedback.

Councilmember Erickson said that if the City Council does not pursue Mr. Metcalf and decides he is not the right fit, the City staff should continue to be an internal Interim City Administrator until they can find a suitable option.

Councilmember Husnik said that Mr. Metcalf seemed to ask a lot of questions and appeared to be willing to learn.

Mayor Bain asked if the City Council wanted to do a second interview with Mr. Metcalf if they were on the fence.

Councilmember Erickson said one thing that was unique was that the City Council interviewed Mr. Reeves first, which set the tone for the interview process. He commented that he would like to find out how Mr. Metcalf pursues development.

Mayor Bain stated that she would pursue a second interview. She said that there were no inconsistencies on paper with the background references with Mr. Reeves, but there were inconsistencies with Mr. Metcalf. She supported doing additional discovery.

Councilmember Roberts said that they received feedback from references that were concerning.

Councilmember Valento commented that she had hesitation since Mr. Metcalf is soft-spoken so he might have difficulty working with community members.

Mayor Bain clarified whether the City Council was so apprehensive that it would be a non-starter. She asked if they would wait until the new City Council was seated prior to pursuing another interview.

Councilmember Husnik said that some comments need to be taken with a grain of salt. He voiced concerns about waiting because it would be possible to lose the candidate. He suggested a probationary period.

Councilmember Erickson asked how Interim City Administrator/City Clerk Chaika would feel about a three-month interim position. Interim City Administrator/City Clerk Chaika answered that it would be more manageable after the beginning of December.

Mayor Bain asked if it would be beneficial to hire an Interim City Clerk. City Attorney Johnson responded that some candidates on the interim list had clerk experience.

Mayor Bain said that the southeast stormwater management project had a level of detail that would be difficult for an interim position to cover as it has a lot of funds attached to it. Interim City



# City Council

## Emergency Meeting

### ~ Minutes ~

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Tuesday, November 5, 2024

3:00 PM

City Center - Council Chamber

Administrator/City Clerk Chaika said it would be difficult for Mr. Metcalf to get up to speed with the southeast stormwater management project if he were offered the job.

City Attorney Johnson commented that Mr. Metcalf felt the best experience he could offer to the City was his human resources experience.

Mayor Bain said that Mr. Metcalf had human resources and finance experience. The City Council and Economic Development Authority had energy, which could provide a strong partnership with Mr. Metcalf.

Councilmember Erickson said that the number two position was still open with the idea to be human resources. He suggested the number two position could be more focused on energy. He stated he did not want to make an offer at this time.

City Attorney Johnson asked if they would like to schedule a second interview with Mr. Metcalf. Councilmember Husnik suggested another meeting next week.

City Attorney Johnson asked about scheduling another meeting on November 12th. Interim City Administrator/City Clerk Chaika responded that the budget open house was on November 12th.

Councilmember Valento suggested a zoom interview with questions focused on Mr. Metcalf's leadership skills, his ability to bring people together as he is soft-spoken, and the secondary position being more energetic.

Chief of Police Peterson commented that he pictured Mr. Reeves being as the City Administrator and Mr. Metcalf as the human resources position. He voiced concerns about Mr. Metcalf's lack of experience working in Minnesota.

City Attorney Johnson asked when the next interview should be scheduled. Mayor Bain suggested November 14th at 5 p.m. Councilmember Erickson suggested November 14<sup>th</sup> at 6 p.m.

City Attorney Johnson said she would provide questions based on the City Council's feedback. She asked if there was more information that the City Council would like Mr. Amlie or Mr. Metcalf to compile prior to the interview. She suggested videos of Mr. Metcalf at a City Council meeting so the City Council could see how Mr. Metcalf behaved. She suggested locating conversations about the budget to understand how he deals with volatility.

Mayor Bain stated that she would like to see how Mr. Metcalf has built a team around him to compliment his weaknesses.

Mr. Amlie asked if he should see if Mr. Metcalf was available to meet on November 14th at 6 p.m.



# City Council

## Emergency Meeting

### ~ Minutes ~

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Tuesday, November 5, 2024

3:00 PM

City Center - Council Chamber

Mayor Bain suggested an open dialogue with Mr. Metcalf with the feedback and the intent of the questions.

Councilmember Roberts said that providing as much information as possible around development and redevelopment would be helpful as well.

Interim City Administrator/City Clerk Chaika asked about including City Council-Elect in the interview process.

Mayor Bain confirmed this information, although they would not be a part of the decision process.

Councilmember Erickson asked about set questions. Mayor Bain suggested scripted questions to help develop the flow. City Attorney Johnson answered that she will compile a start of questions and the City Council can edit them, as necessary.

Councilmember Roberts asked if any of the interviews were recorded so he could review the material to see how the interviews were recorded. Hannah Davis, reporter for the Forest Lake Times who was present during the meeting, answered that she recorded some of the interviews she was present for, but the audio might be hard to hear.

#### 4. Adjourn

**Motion:** Councilmember Erickson made a Motion to Adjourn the Regularly Scheduled Council Meeting at 3:48 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, November 12, 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)

Mayor Bain proposed an amendment to the agenda under 7H to add a City Administrator Search Update and Action.

**Motion:** Mayor Bain made a Motion to Approve the Agenda with an amendment under 7H to add a City Administrator Search Update and Action

Motion seconded by Councilmember Erickson. 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:

Lyle and Karen Anderson, 2186 Harrow Avenue, discussed the port-a-potty at the golf course. He voiced concerns about the new location of the port-a-potty and stated it was hazardous because people from the second green must walk past the seventh green and would be in line with those hitting balls. He commented that the port-a-potty would decrease the value of their home and requested that the port-a-potty be moved back to the previous location.

Neal Will, 20560 Georgia Avenue North, stated a large police presence was in their neighborhood last Thursday. He commented a police officer walked across the lawn of their neighbor's house with an assault rifle. He voiced concerns because people were not warned about the presence and were walking outside.

Kelly Haufer, 56 4th Street Southwest, commented that they were attending the meeting for the rezoning agenda item.



# City Council

## Regular Meeting

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7:00 PM

City Center - Council Chamber

Jeff Klein, 2271 Yale Avenue North, voiced appreciation for the work that Mayor Bain and Councilmember Husnik provided for Forest Lake. He talked about the Beltz Park parking agreement and asked about making a temporary parking lot out of gravel.

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

- a. Approve City Bills
- b. Approve Minutes from October 21, 2024, Council Workshop
- c. Approve Minutes from October 28, 2024, Council Meeting
- d. Letter of Support for John Waller Appointment to the RCWSD Board of Managers
- e. Certificate of Correction for Hidden Creek 2<sup>nd</sup> Addition
- f. Fee Waiver Request: Forest Lake Rotary Club
- g. Authorization for City Initiated Comprehensive Plan Amendment
- h. PGA Investments LLC – Letter of Credit Reduction No. 1
- i. Resolution 11-12-24-03 Modifying Administration Council Committee

**Motion:** Councilmember Valento made a Motion to Approve the Consent Agenda Items 6.a. through 6.i. Motion seconded by Councilmember Erickson. Motion carried 5-0.

### 7. Regular Agenda (Action Items)

#### a) 56<sup>th</sup> Street SW Zoning Map Amendment – Abbi Wittman

##### i. Public Hearing

Community Development Director Wittman provided an overview of the lot line adjustment on the property and talked about the rezoning of the residential property at 56 4th Street SW and the portion of the property at 420 Broadway Avenue West.

Public Hearing was opened at 7:21 p.m.

No comments.

Public Hearing was closed at 7:22 p.m.

**Motion:** Councilmember Erickson made a Motion to Adopt Resolution 11-12-24-02, Resolution Approving the Proposed Lot Line Adjustment and Combination Agreement for the property located at 56 4th Street SW. Motion seconded by Councilmember Valento. Motion carried 5-0.

**Motion:** Councilmember Erickson made a Motion to Adopt Ordinance 739, An Ordinance Amending the City of Forest Lake Official Zoning Map rezoning a 41-foot-wide piece of property (shown as Parcel A-1 on the survey) to be transferred from the property located at 420 Broadway Avenue West to the property located at 56 4th Street SW. Motion seconded by Councilmember Roberts. Motion carried 5-0.

#### b) Ordinance 742 Nuisance Trees – Dave Adams

##### i. Resolution 11-12-24-04: Summary Publication (provided under separate cover)



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7:00 PM

City Center - Council Chamber

Public Works Director Adams provided background on Ordinance 742 about nuisance trees.

Mayor Bain commented that the ordinance was discussed previously at another meeting.

**Motion:** Councilmember Erickson made a Motion to Adopt Ordinance No. 742, an Ordinance enacting the Shade Tree Pest Control Ordinance

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

**Motion:** Councilmember Erickson made a Motion to Adopt Resolution 11-12-24-04: Summary Publication.

Motion seconded by Mayor Bain. Motion carried 5-0.

#### c) **Shade Tree Policy – Dave Adams**

Public Works Director Adams summarized the shade tree policy.

Mayor Bain thanked the different neighborhood residents who provided feedback about formalizing the policy.

**Motion:** Councilmember Valento made a Motion to Approve the shade tree policy.

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

#### d) **Property Maintenance at Airport Residential Structure – Dave Adams**

Public Works Director Adams reviewed the previous conversation about the existing structure at the north side of the airport. He summarized the conversations about maintenance at the airport.

Councilmember Husnik asked if the pile of lights was still present at the airport. Public Works Director Adams explained where the pile of lights was located on the property. He commented that they could cut down and maintain different parts of the property.

Mayor Bain asked if the lights were visible. Public Works Director Adams answered that they were visible from the air, but they were growing into the ground. The City is technically responsible for the lights. He suggested an additional discussion at the next workshop.

Councilmember Erickson commented that they discussed the maintenance based on what could be seen from the road.

Public Works Director Adams talked about the maintenance that could be done currently.

**Motion:** Mayor Bain made a Motion to Approve the property maintenance at the airport residential structure as presented.

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



# City Council

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7:00 PM

City Center - Council Chamber

#### e) Screening at Castlewood – Dave Adams

Public Works Director Adams explained where the existing portable bathroom was located and provided background information about why the portable bathroom was relocated for maintenance ability. He reviewed the complaints about the portable bathroom not being screened from the west.

Councilmember Erickson asked if the fairway was to the west. Public Works Director Adams confirmed this information and commented about the bathroom facing due west. It previously faced due north.

Councilmember Erickson said it would be an improvement for the property owners from the previous portable bathroom. He asked where the other portable bathroom was located. Public Works Director Adams explained where the other portable bathroom was located.

Mayor Bain commented that she could go either way on the topic of the portable bathrooms, whether there should be four sides to the enclosure or that the planned structure was significantly improved.

Public Works Director Adams explained the work that it would take to have a four-sided screening for the portable bathroom.

Councilmember Erickson stated that the placement of the portable bathroom might not be a bad idea.

Mayor Bain noted that an exception could be made for this property, but four-sided screening was not always necessary.

Councilmember Roberts said that the screening would be necessary.

**Motion:** Councilmember Erickson made a Motion to Approve that Public Works install a fourth side screening on the portable bathroom on the seventh green at Castlewood Golf Course.

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

#### f) St. Peter's Church Parking Lot Agreement – Jolleen Chaika

Interim City Administrator/City Clerk Chaika summarized the meeting with the staff at St. Peter's Church. She explained the term length of the agreement and the agreement terms that St. Peter's requested to include. She stated that the church is requesting the removal of snow from the sidewalk, which is outside of the City's snow and ice removal policy. She said it was a one-year contract with the opportunity to renew the contract for up to three years.

Councilmember Erickson asked about the holding over paragraph. City Attorney Johnson responded about the holding over paragraph, noting it was standard language. She said if the parking for Beltz Park was moved in the future, the City would need to put up a sign noting that



# City Council

## Regular Meeting

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Tuesday, November 12, 2024

7:00 PM

City Center - Council Chamber

individuals cannot park at the church.

Mayor Bain said that until there was a better solution, the City should stay in the agreement. She asked if the holding over language was if the City refused to terminate. City Attorney Johnson confirmed this information.

Mayor Bain commented that she was comfortable with the holding over language. She requested feedback about the proposed plowing language.

Councilmember Erickson clarified that it seemed appropriate, especially if the City would not need to transport additional equipment to remove the snow.

Public Works Director Adams confirmed this information.

Mayor Bain asked whether the City would plow the sidewalk within their schedule based on where the equipment was located.

Public Works Director Adams said that they were following their snow removal policy about sidewalks and trails but waving their policy about property owners being responsible.

Mayor Bain commented that the church would need to be aware of the City's schedule for snow removal.

Public Works Director Adams stated that the policy is for the removal of snow within 48 hours of a snowfall.

Councilmember Husnik asked about how much extra time the snow removal would take. Public Works Director Adams answered that there would be no concerns about the additional time for plowing. He said that this could be a conversation at the City Council Workshop.

Councilmember Erickson asked if the church had concerns about the snow removal policy. Public Works Director Adams responded that the church staff had not mentioned concerns about the policy, but he could discuss this more with the church staff.

Interim City Administrator/City Clerk Chaika said she got the sense that the snow removal would be beneficial since the sidewalk is a safe route to school.

Mayor Bain encouraged continued conversations because it was easier to set the expectations of the service level now.

Councilmember Valento said that \$5,500 to use a parking lot next to the park was an expensive price with the snow removal request.





# City Council

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7:00 PM

City Center - Council Chamber

Mayor Bain stated that there would need to be continued conversation about the long-term parking after the park design is finalized.

Councilmember Roberts said that the City has utilized the parking lot for no cost for many years and he hoped it would be a short-term solution.

**Motion:** Councilmember Erickson made a Motion to Approve the real estate lease with St. Peter's Church for shared parking as presented.

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

**g) Resolution 11-12-24-01: Accepting Donation from the Schwartz Family – Mayor Bain and City Council**

**Motion:** Mayor Bain made a Motion to Adopt Resolution 11-12-24-01, Resolution Accepting Donation from the Schwartz Family With Gratitude.

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

**h) City Administrator Search Update and Action**

City Attorney Johnson commented that the second interview with Mr. Metcalf had been canceled based on additional information received by the City Council. She requested that the City Council create a Council Committee for City Administrator Logistics comprised of two members. She said these two members could work with Mr. Amlie and herself to provide guidance and direction on the next steps for the City Administrator Search. She suggested that Councilmember Valento and Councilmember Roberts serve on the committee based on the results of the election.

Mayor Bain explained the background of the emergency meeting called. She stated that things rapidly change for the City Administrator search, and the committee would make sense. She supported Councilmember Roberts and Councilmember Valento serving in this position.

**Motion:** Mayor Bain made a Motion to Approve the creation of a subcommittee for the City Administrator Search comprised of Councilmember Roberts and Councilmember Valento.

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

## 8. Discussion

**a) Budget Survey Results and Open House Recap – Kevin Knopik**

Finance Director Knopik reviewed the feedback from the budget survey. They received 24 responses to the budget survey. He said that they would discuss the 2025 budget at the next City Council Workshop and requested direction on what needs to be prepared before the workshop.



# 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, November 12, 2024

7:00 PM

City Center - Council Chamber

Mayor Bain stated that there was small attendance at the budget workshop. She voiced appreciation for the effort to put the workshop together. She said there were additional data points tonight from the workshop and more opportunities for feedback.

Councilmember Roberts asked about the fire training captain position and how that would impact the budget.

Mayor Bain suggested discussing the next topic and revisiting the budget discussion.

Mayor Bain said it would be helpful to have information about the most recent breakout of the preliminary levy to support the discussion at the meeting. She did not have specific breakouts that she needed in the discussion.

Councilmember Roberts said that the information provided at the open house was helpful. He had additional questions about staffing and different roles, specifically the EDA supervisor, airport staff, and code enforcement. He voiced appreciation for Chief Newman for holding off on the position to consider the needs.

Informational; no action required.

#### **b) Fire Training Captain Position – Alan Newman**

Chief Newman provided background on the application for the Safer Grant. The Fire Department included the position in the 2025 budget but did not receive the grant. He suggested removing the position from the budget. They would review staffing needs and consider succession in 2025 with City staff.

Mayor Bain asked about the amount budgeted for this position. Finance Director Knopik answered that \$140,000 was budgeted for the position, with Columbus paying twenty percent of the amount.

Mayor Bain asked if there was a plan for the reallocation of these funds or to reduce the levy. Finance Director Knopik answered that there were open items that were being discussed.

Informational; no action required.

## **9. Staff Updates**

Interim City Administrator/City Clerk Chaika said that there was issue with the video feed of the meeting.

Community Development Director Wittman announced that the Hometown Holiday was December 6th. There were still sponsorships available, and they needed volunteers.



# 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, November 12, 2024

7:00 PM

City Center - Council Chamber

City Attorney Johnson said that she would be presenting the Cannabis Zoning Ordinance to the Planning Commission prior to presenting it on November 25th to the City Council.

### 10. Mayor and City Council Updates

Councilmember Valento said that the Cable Commission Holiday Party was on December 15th and invited individuals to attend. She reviewed the fraud prevention presentation on November 21st at the Senior Center.

Mayor Bain congratulated the newly elected Mayor and City Council members on their upcoming positions.

### 11. Adjourn

**Motion:** Councilmember Valento made a Motion to Adjourn the Regularly Scheduled Council Meeting at 8:13 p.m.

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

# STAFF REPORT

**MEETING DATE:** November 25, 2024

**STAFF ORIGINATOR:** Jolleen Chaika, City Clerk

**AGENDA ITEM:** Excluded and Exempt Gambling Permit Applications

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## **INTRODUCTION:**

Non-profit organizations must obtain City approval to obtain an exempt or excluded gambling permit for bingo or raffle events. The Forest Lake Football Booster Club has applied to conduct a raffle and bingo on 2/7/2025 at the VFW; Roxie's Hope has applied to conduct bingo on 1/25/25, 5/3/2025, and 11/1/2025 at the Legion; and the Forest Lake Wrestling Club has applied to conduct bingo on 1/24/2025 at the Legion.

## **ANALYSIS:**

Pursuant to Minn. Stat. 349.166, organizations are eligible to obtain an excluded or exempt permit to conduct bingo or a raffle without obtaining a full gambling license and without abiding by all provisions required by licensed organizations if:

Excluded Bingo Permit (LG240B):

- Bingo is not conducted for more than 12 consecutive days and is limited to no more than four separate applications for activities applied for and approved in a calendar year; or
- Bingo is conducted by an organization that conducts bingo on four or fewer days in a calendar year.

Exempt Gambling Permit (LG220):

- The organization conducts lawful gambling on five or less days per year;
- The organization does not award more than \$50,000 in prizes for lawful gambling in a calendar year;
- The organization submits a board-prescribed application and pays a fee of \$100 to the board for each gambling occasion, and receives an exempt permit number from the board...The application must include the date and location of the occasion and the types of lawful gambling to be conducted;
- The organization notifies the local government unit 30 days before the lawful gambling occasion;
- The organization purchases all gambling equipment and supplies from a licensed distributor; and,
- The organization reports to the board, on a single-page form prescribed by the board, within 30 days of each gambling occasion, the gross receipts, prizes, expenses, expenditures of net profits

from the occasion, and the identification of the licensed distributor from whom all gambling equipment was purchased.

Additionally, City Ordinance, Section 116.10 requires that any organization applying for any lawful gambling permit under Minn. Stat. 349.166 must obtain a local (city) permit specific to the dates. No background check is required for exempt or excluded gambling permit approval.

The Forest Lake Football Club, the Forest Lake Wrestling Club, and Roxie's Hope all meet state and local requirements for local approval of the submitted excluded and exempt applications.

**RECOMMENDATION:**

Staff recommends approval of all three applications as all applications. If removed from the Consent Agenda: Move to approve LG220 for the Forest Lake Football Booster Club and Roxie's Hope and LG240B for the Forest Lake Wrestling Club and authorize City Clerk to sign applications for remittance to the Minnesota Gambling Control Board.

**ATTACHMENTS:**

LG220 – Forest Lake Football Booster Club

LG200 – Roxie's Hope

LG240B – Forest Lake Wrestling Club

## MINNESOTA LAWFUL GAMBLING

## LG220 Application for Exempt Permit

4/23

Page 1 of 3

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: Forest Lake High School Football Booster Club Previous Gambling Permit Number: X-                    

Minnesota Tax ID Number, if any:                      Federal Employer ID Number (FEIN), if any: 41-1980780

Mailing Address: 6101 Scandia Trl N (PO BOX 756 FOREST LAKE, MN 55025)

City: Forest Lake State: MN Zip: 55025 County: Washington

Name of Chief Executive Officer (CEO): Emily Raml

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): VFW Post 4210

Physical Address (do not use P.O. box): 556 12th St SW, Forest Lake, MN 55025

Check one:  
☒ City: Forest Lake Zip: 55025 County: Washington  
☐ Township:                      Zip:                      County:                     

Date(s) of activity (for raffles, indicate the date of the drawing): 2/7/25

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.



**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: Emily Raml Date: 11/11/24  
(Signature must be CEO's signature; designee may not sign)

Print Name: Emily Raml

**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.



## 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: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature must be CEO's signature; designee may not sign)

Print Name: Emily Rami

### 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)).

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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



## LG220 Application for Exempt Permit

4/23

Page 1 of 3

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:

Roxie's Hope

Previous Gambling Permit Number: X-

94885-24-009

Minnesota Tax ID Number, if any:

Federal Employer ID Number (FEIN), if any:

81-1779154

Mailing Address:

20821 Downey Rd.

City:

Pine City

State:

MN

Zip:

55063

County:

Pine

Name of Chief Executive Officer (CEO):

Rahya Geisler

CEO Daytime Phone:

CEO Email:

(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):

American Legion

Physical Address (do not use P.O. box):

355 W. Broadway Ave.

Check one:



City:

Forest Lake

Zip:

MN

County:

Washington

☐ Township:

Zip:

County:

Date(s) of activity (for raffles, indicate the date of the drawing):

January 25, 2025 - May 3, 2025 + November 1, 2025

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.

**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: Rahya Geisler Date: 11.14.24  
(Signature must be CEO's signature; designee may not sign)

Print Name: Rahya Geisler

**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)).

**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.

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.

## MINNESOTA LAWFUL GAMBLING

**LG240B Application to Conduct Excluded Bingo****No Fee**5/24  
Page 1 of 2**ORGANIZATION INFORMATION**Organization Name: FOREST LAKE WRESTLING CLUB

Previous Gambling Permit Number: \_\_\_\_\_

Minnesota Tax ID Number, if any: \_\_\_\_\_

Federal Employer ID Number (FEIN), if any: 36-3387457Mailing Address: 30122 FOX RUN ROADCity: STACY State: MN Zip: 55079 County: CHISAGOName of Chief Executive Officer (CEO): ASHLEIGH KOLBOW

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): [REDACTED]

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

☐ Fraternal☐ Religious☐ Veterans☒ Other Nonprofit Organization**Attach a copy of at least 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.)

☐ **Current calendar year Certificate of Good Standing**

Don't have a copy? This certificate must be obtained each year 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

☒ **Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name**

Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.

☐ **Internal Revenue Service-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.

**EXCLUDED BINGO ACTIVITY**Has your organization held a bingo event in the current calendar year? ☐ Yes ☒ No

If yes, list the dates when bingo was conducted: \_\_\_\_\_

The proposed bingo event will be:

☒ one of four or fewer bingo events held this year. Dates: JANUARY 24, 2025**-OR-**☐ conducted on up to 12 consecutive days in connection with a:☐ county fair

Dates: \_\_\_\_\_

☐ civic celebration

Dates: \_\_\_\_\_

☐ Minnesota State Fair

Dates: \_\_\_\_\_

Person in charge of bingo event: ASHLEIGH KOLBOW

Daytime Phone: [REDACTED]

Name of premises where bingo will be conducted: FOREST LAKE LEGIONPremises street address: 355 W BROADWAY AVECity: FOREST LAKE

If township, township name: \_\_\_\_\_

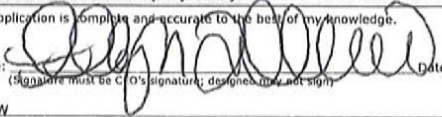
County: WASHINGTON

**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**

<b>CITY APPROVAL</b> for a gambling premises located within city limits	<b>COUNTY APPROVAL</b> for a gambling premises located in a township
On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.	On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.
Print City Name: <u>FOREST LAKE</u>	Print County Name: _____
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date: _____	Title: _____ Date: _____
<div style="border: 1px solid black; padding: 5px; text-align: center;">The city or county must sign before submitting application to the Gambling Control Board.</div>	<b>TOWNSHIP (if required by the county)</b> On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota 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.

Chief Executive Officer's Signature:  Date: 11/16/24

(Signature must be CEO's signature; designees may not sign)

Print Name: ASHLEIGH KOLBOW

**MAIL OR FAX APPLICATION & ATTACHMENTS**

Mail or fax application and a copy of your proof of nonprofit status to:  Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113 Fax: 651-639-4032	Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. A list of licensed distributors is available on the Gambling Control Board's website at <a href="http://www.mn.gov/gcb">www.mn.gov/gcb</a> .
An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.	
<b>Questions?</b> Call a Licensing Specialist at 651-539-1900.	This form will be made available in alternative format (i.e. large print, braille) upon request.

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 Department 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.

An equal opportunity employer

**Office of Engineering**

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

November 13, 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. 5  
2024 Street Pavement Maintenance Project

Dear Mayor and Council:

We recommend the council approve Contractor's Request for Payment No. 5 and pay \$93,696.04 to Asphalt Surface Technologies Corporation for the services they provided on the above referenced project. The project is substantially complete so retainage has been reduced to 2% until the final estimate.

The contractor has completed all the work and all that remains is that the restoration on Ideal Ave and the South Shop needs to attain 70% growth but that will not happen until the spring of 2025 with the onset of fall.

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. 5



**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>5</u> <b>Application Date:</b> <u>11/8/2024</u> <b>Application Period:</b> <b>From</b> <u>9/21/2024</u> <b>to</b> <u>11/1/2024</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;">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;">1,465,859.37</td> </tr> <tr> <td>5. Retainage</td> <td></td> <td></td> </tr> <tr> <td>    a. 2% X \$ 1,465,859.37 Work Completed</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">29,317.19</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;">29,317.19</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;">1,436,542.18</td> </tr> <tr> <td>7. Less previous payments</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">1,342,846.14</td> </tr> <tr> <td>8. Amount due this application</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">93,696.04</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;">10,884.42</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)	\$	1,465,859.37	5. Retainage			a. 2% X \$ 1,465,859.37 Work Completed	\$	29,317.19	b. X \$ - Stored Materials	\$	-	c. Total Retainage (Line 5.a + Line 5.b)	\$	29,317.19	6. Amount eligible to date (Line 4 - Line 5.c)	\$	1,436,542.18	7. Less previous payments	\$	1,342,846.14	8. Amount due this application	\$	93,696.04	9. Balance to finish, including retainage (Line 3 - Line 4)	\$	10,884.42
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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>																																					
<b>Signature:</b> _____ <b>Name:</b> _____	<b>Date:</b> _____ <b>Title:</b> _____																																				
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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.:		5		Application Period:		From	09/21/24	to	11/01/24	Application Date:				11/08/24	
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	42,000.00	0.90	37,800.00	1.00	42,000.00		42,000.00	100%	-	
2	TRAFFIC CONTROL	1.00	LS		3,850.00	3,850.00	0.90	3,465.00	1.00	3,850.00		3,850.00	100%	-	
3	RELOCATE EXISTING MAILBOX	10.00	EA		302.50	3,025.00	4.00	1,210.00	4.00	1,210.00		1,210.00	40%	1,815.00	
4	SALVAGE EXISTING CASTING	59.00	EA		275.00	16,225.00	58.00	15,950.00	58.00	15,950.00		15,950.00	98%	275.00	
5	REMOVE CASTING AND RINGS	12.00	EA		275.00	3,300.00	12.00	3,300.00	12.00	3,300.00		3,300.00	100%	-	
6	CLEAN STORM SEWER PIPE 24" - 30"	1,088.00	LF		8.80	9,574.40	-	-	1,031.00	9,072.80		9,072.80	95%	501.60	
7	CLEAN SUMP IN STORM SEWER STRUCTURE	22.00	EA		385.00	8,470.00	22.00	8,470.00	21.00	8,085.00		8,085.00	95%	385.00	
8	REMOVE STORM SEWER STRUCTURE	7.00	EA		440.00	3,080.00	7.00	3,080.00	7.00	3,080.00		3,080.00	100%	-	
9	REMOVE STORM PIPE	146.00	LF		9.90	1,445.40	220.00	2,178.00	220.00	2,178.00		2,178.00	151%	(732.60)	
10	REMOVE CONCRETE CURB AND GUTTER - SPOT REPAIR	1,250.00	LF		6.65	8,312.50	1,506.00	10,014.90	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	-	-	7.00	192.50		192.50	100%	-	
12	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	495.00	SY		9.57	4,737.15	604.00	5,780.28	604.00	5,780.28		5,780.28	122%	(1,043.13)	
13	REMOVE TRASH GUARD	2.00	EA		165.00	330.00	-	-	-	-		-	-	330.00	
14	SAW CUT BITUMINOUS ROADWAY PAVEMENT	960.00	LF		2.50	2,400.00	355.00	887.50	565.00	1,412.50		1,412.50	59%	987.50	
15	IN-PLACE BITUMINOUS RECLAMATION 8"	12,530.00	SY		1.10	13,783.00	12,530.00	13,783.00	12,530.00	13,783.00		13,783.00	100%	-	
16	MILL BITUMINOUS PAVEMENT FULL DEPTH 4.0"	22,055.00	SY		1.24	27,348.20	22,055.00	27,348.20	22,055.00	27,348.20		27,348.20	100%	-	
17	COMMON EXCAVATION (P)	420.00	CY		27.50	11,550.00	420.00	11,550.00	420.00	11,550.00		11,550.00	100%	-	
18	SUBGRADE EXCAVATION	80.00	CY		29.70	2,376.00	55.00	1,633.50	55.00	1,633.50		1,633.50	69%	742.50	
19	GEOTEXTILE TYPE 5 NON-WOVEN	250.00	SY		1.80	450.00	104.00	187.20	104.00	187.20		187.20	42%	262.80	
20	LOAD, HAUL, PLACE, COMPACT, AND TOLERANCE EXCESS RECLAIM ON CITY GRAVEL ROADS	1,375.00	CY		19.36	26,620.00	1,302.00	25,206.72	1,302.00	25,206.72		25,206.72	95%	1,413.28	
21	AGGREGATE BASE, CLASS 5	1,880.00	TN		24.64	46,323.20	2,373.26	58,477.13	2,373.26	58,477.13		58,477.13	126%	(12,153.93)	
22	AGGREGATE SHOULDERING - CLASS 2	220.00	TN		34.98	7,695.60	-	-	150.32	5,258.19		5,258.19	68%	2,437.41	
23	AGGREGATE SURFACING CLASS 5	30.00	TN		44.00	1,320.00	-	-	11.06	486.64		486.64	37%	833.36	
24	AGGREGATE SURFACING TRAP ROCK 1/2" MINUS	20.00	TN		50.00	1,000.00	-	-	16.38	819.00		819.00	82%	181.00	
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	22,055.00	22,055.00	22,055.00		22,055.00	100%	-	
27	TOLERANCE RECLAIM MATERIAL	12,530.00	SY		1.10	13,783.00	12,530.00	13,783.00	12,530.00	13,783.00		13,783.00	100%	-	
28	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	3,300.00	TN		88.28	291,324.00	1,265.00	111,674.20	3,424.67	302,329.87		302,329.87	104%	(11,005.87)	
29	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C)	4,270.00	TN		85.25	364,017.50	3,772.40	321,597.10	4,209.27	358,840.27		358,840.27	99%	5,177.23	
30	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C) DRIVEWAY PATCH	590.00	SY		39.60	23,364.00	269.50	10,672.20	269.50	10,672.20		10,672.20	46%	12,691.80	
31	TACK COAT	1,600.00	GAL		2.80	4,480.00	1,200.00	3,360.00	2,000.00	5,600.00		5,600.00	125%	(1,120.00)	
32	BITUMINOUS CURB	1,300.00	LF		4.40	5,720.00	-	-	625.00	2,750.00		2,750.00	48%	2,970.00	
33	RECONSTRUCT SANITARY INVERT	2.00	EA		1,650.00	3,300.00	2.00	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	1.50	3,168.00	2.00	4,224.00		4,224.00	100%	-	
35	2 X 3 STORM SEWER CATCH BASIN	2.00	EA		2,505.80	5,011.60	2.00	5,011.60	2.00	5,011.60		5,011.60	100%	-	
36	48" STORM SEWER CATCH BASIN MANHOLE	2.00	EA		3,187.80	6,375.60	2.00	6,375.60	2.00	6,375.60		6,375.60	100%	-	
37	48" STORM SEWER CATCH BASIN MANHOLE W/SUMP	1.00	EA		4,224.00	4,224.00	0.70	2,956.80	1.00	4,224.00		4,224.00	100%	-	
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	11.00	3,630.00	11.00	3,630.00		3,630.00	100%	-	
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	171.65	12,084.16	173.15	12,189.76		12,189.76	279%	(7,824.96)	
42	12" RC CULVERT PIPE CLASS 5	24.00	LF		99.00	2,376.00	24.00	2,376.00	36.50	3,613.50		3,613.50	152%	(1,237.50)	
43	15" RC CULVERT PIPE CLASS 5	40.00	LF		99.00	3,960.00	64.00	6,336.00	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	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	2.00	1,650.00		1,650.00	100%	-	
46	IMPROVED PIPE FOUNDATION	124.00	LF		19.25	2,387.00	170.00	3,272.50	170.00	3,272.50		3,272.50	137%	(885.50)	
47	PATCH EXISTING STORM STRUCTURE	12.00	EA		352.00	4,224.00	12.00	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	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	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	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	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	52.00	42,900.00	54.00	44,550.00		44,550.00	106%	(2,475.00)	
56	ADJUST SAN OR STORM MH/CB CASTING INCLUDING 1 FOOT CONCRETE RISER AND HDPE RINGS	19.00	EA		990.00	18,810.00	16.00	15,840.00	16.00	15,840.00		15,840.00	84%	2,970.00	
57	ADJUST SAN CASTING INCLUDING 2 - 1 FOOT CONCRETE RISERS AND HDPE RINGS	1.00	EA		1,650.00	1,650.00	1.00	1,650.00	1.00	1,650.00		1,650.00	100%	-	
58	ADJUST GATE VALVE BOX INCLUDING NEW TOP SECTION AND COVER	9.00	EA		550.00	4,950.00	10.00	5,500.00	10.00	5,500.00		5,500.00	111%	(550.00)	
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	10.00	5,500.00	10.00	5,500.00		5,500.00	100%	-	
61	SIGN PANELS, TYPE C	32.00	SF		60.50	1,936.00	-	-	32.00	1,936.00		1,936.00	100%	-	
62	STREET SIGN (2 BLADES) INCLUDING POST AND HARDWARE	1.00	EA		275.00	275.00	-	-	1.00	275.00		275.00	100%	-	

## Progress Estimate - Unit Price Work

## Contractor's Application for Payment

Owner: City of Forest Lake Engineer: Bolton & Menk, Inc. Contractor: Asphalt Surface Technologies Corporation a/k/a ASTECH Corp. Project: 2024 Street Pavement Maintenance Project Contract:										Owner's Project No.: ON1.132399 Engineer's Project No.: Agency's Project No.:			
Application No.: 5		Application Period: From 09/21/24 to 11/01/24		Application Date: 11/08/24									
A	B	C	D	E	F	F1	F2	G	H	I	J	K	L
Bid Item No.	Description	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) (\$)
		Item Quantity	Units	Unit Price (\$)		Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
63	STREET SIGN (3 BLADES) INCLUDING POST AND HARDWARE	1.00	EA	440.00	440.00	-	-	1.00	440.00		440.00	100%	-
64	4" DOUBLE SOLID LINE MULTICOMP - YELLOW	60.00	LF	14.40	864.00	-	-	60.00	864.00		864.00	100%	-
65	4" SOLID LINE MULTICOMP - WHITE	50.00	LF	6.60	330.00	-	-	47.00	310.20		310.20	94%	19.80
66	CULVERT MARKERS	20.00	EA	165.00	3,300.00	-	-	22.00	3,630.00		3,630.00	110%	(330.00)
67	STORM DRAIN INLET PROTECTION	29.00	EA	165.00	4,785.00	27.00	4,455.00	28.00	4,620.00		4,620.00	97%	165.00
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	6.00	1,650.00		1,650.00	150%	(550.00)
70	TOPSOIL BORROW (LV)	100.00	CY	46.20	4,620.00	84.00	3,880.80	136.00	6,283.20		6,283.20	136%	(1,663.20)
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	360.00	633.60	581.00	1,022.56		1,022.56	35%	1,881.44
74	SEEDING, INCL 25-151 SEED MIX, FERTILIZER, AND CAT 20 BLANKET	480.00	SY	3.30	1,584.00	55.00	181.50	79.00	260.70		260.70	16%	1,323.30
BASE BID TOTAL:					1,195,689.05		933,092.56		1,202,342.59		1,202,342.59	101%	(6,653.54)
ALTERNATE 1 - 184TH ST N													
75	MOBILIZATION	1.00	LS	2,200.00	2,200.00	1.00	2,200.00	1.00	2,200.00		2,200.00	100%	-
76	TRAFFIC CONTROL	1.00	LS	440.00	440.00	1.00	440.00	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	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	700.00	61,796.00	700.00	61,796.00		61,796.00	100%	-
86	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C)	930.00	TN	85.25	79,282.50	796.00	67,859.00	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	400.00	1,120.00		1,120.00	103%	(28.00)
89	CULVERT MARKERS	2.00	EA	165.00	330.00	-	-	2.00	330.00		330.00	100%	-
ALTERNATE 1 - 184TH ST N TOTAL:					193,806.04		170,805.48		171,135.48		171,135.48	88%	22,670.56
ALTERNATE 3 - SOUTH SHOP													
90	MOBILIZATION	1.00	LS	4,700.00	4,700.00	1.00	4,700.00	1.00	4,700.00		4,700.00	100%	-
91	TRAFFIC CONTROL	1.00	LS	275.00	275.00	1.00	275.00	1.00	275.00		275.00	100%	-
92	RELOCATE EXISTING MAILBOX	1.00	EA	302.50	302.50	1.00	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	120.00	1,188.00		1,188.00	100%	-
94	REMOVE CONCRETE SIDEWALK	11.00	SY	20.00	220.00	11.00	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	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	2,950.00	4,867.50		4,867.50	100%	-
97	SUBGRADE EXCAVATION (EV)	60.00	CY	33.00	1,980.00	-	-	31.00	1,023.00		1,023.00	52%	957.00
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	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	1,831.00	4,833.84		4,833.84	102%	(81.84)
101	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	220.00	TN	104.28	22,941.60	216.50	22,576.62	216.50	22,576.62		22,576.62	98%	364.98
102	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C)	220.00	TN	104.28	22,941.60	223.00	23,254.44	223.00	23,254.44		23,254.44	101%	(312.84)
103	6" CONCRETE SIDEWALK	130.00	SF	23.10	3,003.00	130.00	3,003.00	130.00	3,003.00		3,003.00	100%	-
104	TACK COAT	150.00	GAL	3.00	450.00	150.00	450.00	150.00	450.00		450.00	100%	-
105	15" CMP	60.00	LF	50.60	3,036.00	60.00	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	2.00	440.00		440.00	100%	-
107	COMMON EXCAVATION	40.00	CY	33.00	1,320.00	60.00	1,980.00	60.00	1,980.00		1,980.00	150%	(660.00)
108	TOPSOIL BORROW (LV)	125.00	CY	46.20	5,775.00	232.00	10,718.40	232.00	10,718.40		10,718.40	186%	(4,943.40)
109	SEEDING, INCL 25-151 SEED MIX, FERTILIZER, AND SFM HYDROMULCH	1,250.00	SY	2.20	2,750.00	875.00	1,925.00	875.00	1,925.00		1,925.00	70%	825.00
110	4" SOLID LINE PAINT - WHITE	550.00	LF	0.77	423.50	520.00	400.40	520.00	400.40		400.40	95%	23.10
ALTERNATE 3 - SOUTH SHOP TOTAL:					87,248.70		91,276.46		92,381.30		92,381.30	106%	(5,132.60)
BASE BID + ALTERNATE 1 & 3:					\$ 1,476,743.79		\$ 1,195,174.50		\$ 1,465,859.37	\$ -	#####	99%	\$ 10,884.42



**Office of Engineering**

1408 Lake Street S.

Forest Lake, MN 55025

651.325.5066

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

November 14, 2024

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

RE: Hidden Creek Phase II Utility & Street Improvements  
Letter of Credit Reduction Request No. 1

Dear Mayor and Council:

The Representatives from Headwaters Land Group, LLC (Hidden Creek Second Addition) have requested a reduction in their financial surety for the site improvements that have been completed to date for the subdivision located west of Fenway Avenue and north of Headwaters Parkway.

Work completed to date on the project included installation of sanitary sewer, watermain, storm sewer, sanitary sewer & water services, concrete curb and gutter, and majority of the site grading for Phase I & II.

Remaining work to be completed includes completion of utility testing, private utilities, pedestrian facilities, ultimate construction of Headwaters Parkway, completion of site grading, final restoration, along with completion of record plans, and related work.

The current Letter of Credit is for the amount of \$2,480,000. The estimated value of the remaining site work is \$1,120,000 which includes 125% of the estimated construction of the remaining items as required by the Development Agreement.

We request that the City Council consider the request to reduce the financial securities for the improvements to an amount no less than \$1,120,000.00 for this project. Please contact me if you have any questions regarding this letter of credit reduction

Sincerely,

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

## Letter of Credit Cost Estimate - Reduction No. 1

HIDDEN CREEK 2ND ADDITION - UTILITY & STREET IMPROVEMENTS  
CITY OF FOREST LAKE, MN  
BMI PROJECT NO. 0N1.123780

11/14/2024

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
<b>PART 1 - SANITARY SEWER (PHASE 2)</b>					
1	8" PVC SDR 35 10-12' W/ SAND BEDDING		LF	\$ 36.00	\$ -
2	8" PVC SDR 35 12-14' W/ SAND BEDDING		LF	\$ 39.00	\$ -
3	48" SANITARY MANHOLE 0-10' (HDPE RINGS)		EA	\$ 5,240.00	\$ -
4	48" MANHOLE BUILD IN EXCESS OF 10'		LF	\$ 310.00	\$ -
5	REMOVE PLUG & CONNECT TO EXISTING SANITARY SEWER MANHOLE		EA	\$ 5,180.00	\$ -
6	8" PLUG		EA	\$ 90.00	\$ -
7	8X4 SERVICE WYE		EA	\$ 283.00	\$ -
8	4" PVC SCHEDULE 40 SERVICE PIPE W/ SAND BEDDING		LF	\$ 23.00	\$ -
9	SEWER TEST		EA	\$ 1,170.00	\$ -
10	TELEVISION	1756	LF	\$ 3.20	\$ 5,619.20
11	1.5" ROCK		TN	\$ 39.00	\$ -
<b>PART 1 - SANITARY SEWER (PHASE 2) TOTAL ESTIMATED CONSTRUCTION COSTS:</b>					<b>\$ 5,619.20</b>
<b>PART 2 - WATERMAIN (PHASE 2)</b>					
12	6" PVC C900 W/ TRACER WIRE		LF	\$ 35.00	\$ -
13	8" PVC C900 W/ TRACER WIRE		LF	\$ 43.50	\$ -
14	8" GATE VALVE W/ BOX		EA	\$ 3,410.00	\$ -
15	CONNECT TO EXISTING		EA	\$ 3,390.00	\$ -
16	FIRE HYDRANT W/ GATE VALVE		EA	\$ 8,330.00	\$ -
17	FIRE HYDRANT W/ GATE VALVE (SALVAGED)		EA	\$ 2,230.00	\$ -
18	D.I. FITTINGS		LBS	\$ 12.30	\$ -
19	1" CORPORATION STOP W/ SERVICE SADDLE		EA	\$ 315.00	\$ -
20	1" CURB STOP AND BOX		EA	\$ 502.00	\$ -
21	1" ENDOPURE HDPE IPS-SIDR 7 SERVICE PIPE		LF	\$ 17.80	\$ -
22	4" INSULATION		SF	\$ 8.50	\$ -
23	WATER TEST	1	LS	\$ 1,250.00	\$ 1,250.00
24	TRACER WIRE	1	LS	\$ 3,320.00	\$ 3,320.00
<b>PART 2 - WATERMAIN (PHASE 2) TOTAL ESTIMATED CONSTRUCTION COSTS:</b>					<b>\$ 4,570.00</b>
<b>PART 3 - STORM SEWER (PHASE 2)</b>					
25	12" RCP CL. 5		LF	\$ 50.00	\$ -
26	15" RCP CL. 5		LF	\$ 57.00	\$ -
27	18" RCP CL. 5		LF	\$ 65.00	\$ -
28	24" RCP CL. 3		LF	\$ 89.00	\$ -
29	30" RCP CL. 3		LF	\$ 139.00	\$ -
30	24" X 36" CATCH BASIN	0.5	EA	\$ 3,180.00	\$ 1,590.00
31	48" DIA. CATCH BASIN MANHOLE	0.5	EA	\$ 4,490.00	\$ 2,245.00
32	60" DIA. CATCH BASIN MANHOLE	0.5	EA	\$ 7,160.00	\$ 3,580.00
33	48" DIA. STORM MANHOLE	0.5	EA	\$ 4,420.00	\$ 2,210.00
34	72" DIA. STORM MANHOLE	0.5	EA	\$ 9,520.00	\$ 4,760.00
35	REPLACE CASTING W/ R-3501-TB DRIVEOVER CASTING		EA	\$ 1,430.00	\$ -
36	EROSION CONTROL FOR CATCH BASINS		EA	\$ 265.00	\$ -
37	4" PERFORATED PE DRAINTILE		LF	\$ 12.00	\$ -
38	4" DRAINTILE CLEANOUT		EA	\$ 140.00	\$ -
39	6" PVC DRAINTILE (W/ ROCK & FILTER SOCK)		LF	\$ 26.70	\$ -
40	6" PVC DRAINTILE CLEANOUT		EA	\$ 355.00	\$ -
41	4" DRAINTILE SERVICE STUB (INCL. 4" PVC, WYE & PLUG)		EA	\$ 260.00	\$ -
42	CONNECT TO EXISTING RCP STORM SEWER MANHOLE		EA	\$ 1,770.00	\$ -
<b>PART 3 - STORM SEWER (PHASE 2) TOTAL ESTIMATED CONSTRUCTION COSTS:</b>					<b>\$ 14,385.00</b>
<b>PART 4 - STREETS (PHASE 2)</b>					
43	SUBGRADE PREPARATION		SY	\$ 1.50	\$ -
44	GEOTEXTILE FABRIC - TYPE V, NON WOVEN SUBGRADE CORRECTION		SY	\$ 2.70	\$ -
45	20" SELECT GRANULAR BORROW MNDOT 3149.2B2		SY	\$ 11.40	\$ -
46	10" CL. 5 AGGREGATE BASE		SY	\$ 13.80	\$ -
47	2.5" BIT. BASE COURSE TYPE SPWEB330C		SY	\$ 14.90	\$ -
48	1.5" BIT. WEAR COURSE TYPE SPWEA330C (2025)	6250	SY	\$ 8.40	\$ 52,500.00
49	TACK COAT	500	GAL	\$ 2.00	\$ 1,000.00
50	SURMOUNTABLE CONCRETE CURB & GUTTER		LF	\$ 15.90	\$ -
51	B618 CONCRETE CURB & GUTTER		LF	\$ 20.60	\$ -
52	CONCRETE VALLEY GUTTER		LF	\$ 97.00	\$ -
53	ADJUST CATCH BASIN MANHOLE		EA	\$ 395.00	\$ -
54	ADJUST MANHOLE CASTING	26	EA	\$ 525.00	\$ 13,650.00
55	ADJUST GATE VALVE & BOX	12	EA	\$ 365.00	\$ 4,380.00

## Letter of Credit Cost Estimate - Reduction No. 1

HIDDEN CREEK 2ND ADDITION - UTILITY & STREET IMPROVEMENTS  
CITY OF FOREST LAKE, MN  
BMI PROJECT NO. 0N1.123780

11/14/2024

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
56	6' CONCRETE SIDEWALK (6" THICK W/ 6" CLASS 5)	13500	SF	\$ 8.60	\$ 116,100.00
57	PEDESTRIAN RAMP	7	EA	\$ 1,375.00	\$ 9,625.00
58	SAWCUT BITUMINOUS		LF	\$ 8.00	\$ -
59	MILL BITUMINOUS	65	LF	\$ 9.00	\$ 585.00
60	BACKFILL CURB & GRADE BOULEVARD		LS	\$ 6,150.00	\$ -
61	SEED & BLANKET	2600	SY	\$ 1.50	\$ 3,900.00
62	TURF ESTABLISHMENT	5	AC	\$ 1,080.00	\$ 5,400.00
63	CONDUIT CROSSING (UTILITY - 4" PVC SUPPLIED BY SMALL UTILITIES)		LF	\$ 7.50	\$ -
64	REMOVE & DISPOSE OF EXISTING TEMPORARY CUL-DE-SAC		LS	\$ 2,340.00	\$ -
65	R1-1 STOP SIGN	3	EA	\$ 430.00	\$ 1,290.00
66	STREET SIGN	3	EA	\$ 430.00	\$ 1,290.00
67	TYPE III BARRICADES (PERMANENT BARRICADES)	4	EA	\$ 380.00	\$ 1,520.00
68	FUTURE THRU SIGN	2	EA	\$ 280.00	\$ 560.00
69	R8-3A SIGN	7	EA	\$ 180.00	\$ 1,260.00
<b>PART 4 - STREETS (PHASE 2) TOTAL ESTIMATED CONSTRUCTION COSTS:</b>					<b>\$ 213,060.00</b>
<b>PARTS 1-4: UTILITY &amp; STREET CONTRACT (PHASE 2) TOTAL ESTIMATED CONSTRUCTION COSTS:</b>					<b>\$ 237,634.20</b>
<b>PART 5 - STORM SEWER (PHASE 1)</b>					
70	5' DIA. STORM SEWER CBMH, INCL CSTG AND HDPE ADJ RINGS	0.1	EA	\$ 7,160.00	\$ 716.00
71	6' DIA. STORM SEWER CBMH, INCL CSTG AND HDPE ADJ RINGS	0.1	EA	\$ 9,520.00	\$ 952.00
72	7' DIA. STORM SEWER CBMH, INCL CSTG AND HDPE ADJ RINGS	0.2	EA	\$ 11,680.00	\$ 2,336.00
73	7' DIA. STORM SEWER CBMH, 3' SUMP, INCL CSTG AND HDPE ADJ RINGS	0.2	EA	\$ 13,370.00	\$ 2,674.00
74	4' DIA. STORM SEWER MH, INCL R-1642 CSTG AND HDPE ADJ RINGS	0.1	EA	\$ 4,450.00	\$ 445.00
75	5' DIA. STORM SEWER MH, INCL R-1642 CSTG AND HDPE ADJ RINGS	0.1	EA	\$ 7,840.00	\$ 784.00
76	6' DIA. STORM SEWER MH, INCL R-1642 CSTG AND HDPE ADJ RINGS	0.1	EA	\$ 9,860.00	\$ 986.00
77	5' DIA OVERFLOW STRUCTURE	0.2	EA	\$ 14,300.00	\$ 2,860.00
<b>PART 5 - STORM SEWER (PHASE 1) TOTAL ESTIMATED CONSTRUCTION COSTS:</b>					<b>\$ 11,753.00</b>
<b>PART 6 - STREETS (PHASE 1)</b>					
78	MOBILIZATION	0.25	LS	\$ 10,500.00	\$ 2,625.00
79	TRAFFIC CONTROL	0.25	LS	\$ 600.00	\$ 150.00
80	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C) - FUTURE	390	TN	\$ 100.10	\$ 39,039.00
81	BITUMINOUS MATERIAL FOR TACK COAT - FUTURE	280	GAL	\$ 3.30	\$ 924.00
82	6" CONCRETE SIDEWALK, INCL EXCAV AND BASE	600	SF	\$ 8.80	\$ 5,280.00
83	6" CONCRETE PEDESTRIAN RAMP, INCL EXCAV AND BASE	30	SF	\$ 14.10	\$ 423.00
84	TRUNCATED DOMES	4	SF	\$ 74.00	\$ 296.00
85	ADJUST MANHOLE CASTING TO FINAL WEAR COURSE GRADE - FUTURE	14	EA	\$ 320.00	\$ 4,480.00
86	ADJUST GATE VALVE & BOX TO FINAL WEAR COURSE GRADE - FUTURE	4	EA	\$ 250.00	\$ 1,000.00
87	INLET PROTECTION AFTER PAVING	6	EA	\$ 265.00	\$ 1,590.00
88	STREET SWEEPER WITH OPERATOR	25	HR	\$ 175.00	\$ 4,375.00
89	MAINTAIN EROSION CONTROL BMPS	50	HR	\$ 85.00	\$ 4,250.00
90	HYDRAULIC STABILIZED FIBER MATRIX W/SEED MIXTURE 22-111	4400	SY	\$ 1.40	\$ 6,160.00
91	COMMON TOPSOIL BORROW (LV)	160	CY	\$ 32.00	\$ 5,120.00
92	WETLAND BUFFER SIGN, INCL POST AND HARDWARE	4	EA	\$ 310.00	\$ 1,240.00
<b>PART 6 - STREETS (PHASE 1) TOTAL ESTIMATED CONSTRUCTION COSTS:</b>					<b>\$ 76,952.00</b>
<b>PARTS 5-6: UTILITY &amp; STREET CONTRACT (PHASE 1) TOTAL ESTIMATED CONSTRUCTION COSTS:</b>					<b>\$ 88,705.00</b>
<b>PART 7 - ULTIMATE HEADWATERS PARKWAY (PHASE 2)</b>					
93	MOBILIZATION	1	LS	\$ 10,500.00	\$ 10,500.00
94	TRAFFIC CONTROL	1	LS	\$ 3,450.00	\$ 3,450.00
95	REMOVE OR RECLAIM BITUMINOUS PAVEMENT, INCL SAWCUT	2700	SY	\$ 5.20	\$ 14,040.00
96	REMOVE BITUMINOUS CURB	900	LF	\$ 4.50	\$ 4,050.00
97	REMOVE CONCRETE CURB AND GUTTER, WALK, OR MEDIAN, INCL SAW CUT	150	LF	\$ 7.00	\$ 1,050.00
98	REMOVE SIGN	2	EA	\$ 130.00	\$ 260.00
99	CONNECT EXISTING 12" HDPE DRAINTILE TO STRUCTURE	1	EA	\$ 2,250.00	\$ 2,250.00
100	12" RCP STORM SEWER, CL 5	54	LF	\$ 63.00	\$ 3,402.00
101	12" RCP APRON	1	EA	\$ 1,510.00	\$ 1,510.00
102	4' DIA. STORM SEWER MH, INCL R-1642 CSTG AND HDPE ADJ RINGS	1	EA	\$ 4,780.00	\$ 4,780.00
103	RIPRAP, CL 3	8	CY	\$ 143.00	\$ 1,144.00
104	GRANULAR BEDDING	60	LF	\$ 7.00	\$ 420.00
105	IMPROVED PIPE FOUNDATION	20	LF	\$ 14.00	\$ 280.00
106	SUBGRADE EXCAVATION (EV)	50	CY	\$ 17.00	\$ 850.00

## Letter of Credit Cost Estimate - Reduction No. 1

HIDDEN CREEK 2ND ADDITION - UTILITY & STREET IMPROVEMENTS  
CITY OF FOREST LAKE, MN  
BMI PROJECT NO. 0N1.123780

11/14/2024

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
107	SUBGRADE PREPARATION	1110	SY	\$ 2.60	\$ 2,886.00
108	GEOTEXTILE FABRIC, TYPE 5, NON-WOVEN	1110	SY	\$ 3.50	\$ 3,885.00
109	SELECT GRANULAR BORROW, MODIFIED (CV)	2020	CY	\$ 27.50	\$ 55,550.00
110	AGGREGATE BASE, CLASS 5 (100% CRUSHED)	2300	TN	\$ 28.50	\$ 65,550.00
111	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C) - 2025	405	TN	\$ 96.00	\$ 38,880.00
112	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C) - 2024	405	TN	\$ 95.00	\$ 38,475.00
113	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C) - 2024	540	TN	\$ 95.00	\$ 51,300.00
114	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) - TRAIL, INCL EXCAV AND BASE	230	TN	\$ 204.00	\$ 46,920.00
115	BITUMINOUS MATERIAL FOR TACK COAT - 2024	290	GAL	\$ 2.00	\$ 580.00
116	BITUMINOUS MATERIAL FOR TACK COAT - 2025	290	GAL	\$ 2.00	\$ 580.00
117	B618 CONCRETE CURB AND GUTTER	1925	LF	\$ 19.70	\$ 37,922.50
118	PARKWAY CONCRETE CURB AND GUTTER	1975	LF	\$ 25.50	\$ 50,362.50
119	4" CONCRETE MEDIAN, INCL EXCAV AND BASE	1030	SF	\$ 8.40	\$ 8,652.00
120	6" CONCRETE PEDESTRIAN RAMP, INCL EXCAV AND BASE	340	SF	\$ 19.70	\$ 6,698.00
121	7" CONCRETE VALLEY GUTTER	1180	SF	\$ 11.60	\$ 13,688.00
122	8" CONCRETE MEDIAN, INCL EXCAV AND BASE	60	SF	\$ 25.20	\$ 1,512.00
123	TRUNCATED DOMES	56	SF	\$ 84.00	\$ 4,704.00
124	SALVAGE, INSTALL, AND ADJUST MANHOLE CASTING	9	EA	\$ 830.00	\$ 7,470.00
125	SALVAGE, INSTALL, AND ADJUST GATE VALVE BOX	3	EA	\$ 560.00	\$ 1,680.00
126	SALVAGE, INSTALL, AND ADJUST CATCH BASIN CASTING	8	EA	\$ 650.00	\$ 5,200.00
127	ADJUST MANHOLE CASTING TO FINAL WEAR COURSE GRADE - 2025	5	EA	\$ 410.00	\$ 2,050.00
128	ADJUST GATE VALVE BOX TO FINAL WEAR COURSE GRADE - 2025	3	EA	\$ 370.00	\$ 1,110.00
129	INLET PROTECTION BEFORE PAVING	8	EA	\$ 430.00	\$ 3,440.00
130	INLET PROTECTION AFTER PAVING	8	EA	\$ 300.00	\$ 2,400.00
131	STREET SWEEPER WITH OPERATOR	10	HR	\$ 165.00	\$ 1,650.00
132	STABILIZED CONSTRUCTION EXIT	1	EA	\$ 1,650.00	\$ 1,650.00
133	BIOROLL DITCH CHECK	125	LF	\$ 1.90	\$ 237.50
134	MAINTAIN EXISTING SILT FENCE	1000	LF	\$ 2.30	\$ 2,300.00
135	MAINTAIN EXISTING EROSION CONTROL BMPS	20	HR	\$ 155.00	\$ 3,100.00
136	WATER FOR DUST CONTROL	20	MGAL	\$ 50.00	\$ 1,000.00
137	TEMPORARY HYDRAULIC MULCH MATRIX	2000	LBS	\$ 1.00	\$ 2,000.00
138	HYDRAULIC STABILIZED FIBER MATRIX W/SEED MIXTURE 25-131	4890	SY	\$ 1.50	\$ 7,335.00
139	EROSION CONTROL BLANKET CAT 10 W/SEED MIXTURE 33-261	450	SY	\$ 2.70	\$ 1,215.00
140	COMMON TOPSOIL BORROW (LV)	380	CY	\$ 28.00	\$ 10,640.00
141	SALVAGE & INSTALL PERMANENT BARRICADE	4	EA	\$ 480.00	\$ 1,920.00
142	PERMANENT BARRICADE	1	EA	\$ 480.00	\$ 480.00
143	SIGN PANELS, TYPE C, DIAMOND GRADE DG3	34	SF	\$ 110.00	\$ 3,740.00
144	STRUCTURE MARKER SIGN, INCL POST AND HARDWARE	2	EA	\$ 230.00	\$ 460.00
145	4" SOLID LINE, WHITE MULTI-COMP	320	LF	\$ 9.00	\$ 2,880.00
146	LEFT TURN ARROW MESSAGE, WHITE MULTI-COMP	4	EA	\$ 330.00	\$ 1,320.00
147	3' WIDE CROSSWALK BLOCKS, WHITE MULTI-COMP	120	SF	\$ 14.00	\$ 1,680.00
<b>PART 7 - ULTIMATE HEADWATERS PARKWAY (PHASE 2) TOTAL ESTIMATED CONSTRUCTION COSTS:</b>					<b>\$ 543,088.50</b>
<b>PART 8 - HEADWATERS PARKWAY (PHASE 1) - CREDIT FOR CITY PORTION</b>					
148	MOBILIZATION	-0.07	LS	\$ 10,500.00	\$ (735.00)
149	SUBGRADE EXCAVATION (EV)	-50	CY	\$ 16.50	\$ (825.00)
150	SUBGRADE PREPARATION	-1350	SY	\$ 1.50	\$ (2,025.00)
151	GEOTEXTILE FABRIC, TYPE 5, NON-WOVEN	-1350	SY	\$ 1.90	\$ (2,565.00)
152	SELECT GRANULAR BORROW, MODIFIED (CV)	-870	CY	\$ 23.50	\$ (20,445.00)
153	AGGREGATE BASE, CLASS 5 (100% CRUSHED)	-420	TN	\$ 22.00	\$ (9,240.00)
<b>PART 8 - HEADWATERS PARKWAY (PHASE 1) - CREDIT FOR CITY PORTION TOTAL ESTIMATED CONSTRUCTION COSTS:</b>					<b>\$ (35,835.00)</b>

## Letter of Credit Cost Estimate - Reduction No. 1

HIDDEN CREEK 2ND ADDITION - UTILITY & STREET IMPROVEMENTS  
CITY OF FOREST LAKE, MN  
BMI PROJECT NO. 0N1.123780

11/14/2024

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
<b>PART 9 - ULTIMATE HEADWATERS PARKWAY (PHASE 2) - CREDIT FOR CITY PORTION</b>					
154	MOBILIZATION	-0.17	LS	\$ 10,500.00	\$ (1,785.00)
155	TRAFFIC CONTROL	-0.17	LS	\$ 3,450.00	\$ (586.50)
156	REMOVE CONCRETE CURB AND GUTTER, WALK, OR MEDIAN, INCL SAW CUT	-150	LF	\$ 7.00	\$ (1,050.00)
157	AGGREGATE BASE, CLASS 5 (100% CRUSHED)	-420	TN	\$ 28.50	\$ (11,970.00)
158	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C) - 2025	-80	TN	\$ 96.00	\$ (7,680.00)
159	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C) - 2024	-80	TN	\$ 95.00	\$ (7,600.00)
160	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C) - 2024	-105	TN	\$ 95.00	\$ (9,975.00)
161	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) - TRAIL, INCL EXCAV AND BASE	-50	TN	\$ 204.00	\$ (10,200.00)
162	BITUMINOUS MATERIAL FOR TACK COAT - 2024	-60	GAL	\$ 2.00	\$ (120.00)
163	BITUMINOUS MATERIAL FOR TACK COAT - 2025	-60	GAL	\$ 2.00	\$ (120.00)
164	B618 CONCRETE CURB AND GUTTER	-465	LF	\$ 19.70	\$ (9,160.50)
165	PARKWAY CONCRETE CURB AND GUTTER	-540	LF	\$ 25.50	\$ (13,770.00)
166	4" CONCRETE MEDIAN, INCL EXCAV AND BASE	-200	SF	\$ 8.40	\$ (1,680.00)
167	8" CONCRETE MEDIAN, INCL EXCAV AND BASE	-60	SF	\$ 25.20	\$ (1,512.00)
168	SALVAGE, INSTALL, AND ADJUST MANHOLE CASTING	-3	EA	\$ 830.00	\$ (2,490.00)
169	SALVAGE, INSTALL, AND ADJUST GATE VALVE BOX	-1	EA	\$ 560.00	\$ (560.00)
170	SALVAGE, INSTALL, AND ADJUST CATCH BASIN CASTING	-2	EA	\$ 650.00	\$ (1,300.00)
171	ADJUST MANHOLE CASTING TO FINAL WEAR COURSE GRADE - 2025	-1	EA	\$ 410.00	\$ (410.00)
172	ADJUST GATE VALVE BOX TO FINAL WEAR COURSE GRADE - 2025	-1	EA	\$ 370.00	\$ (370.00)
173	INLET PROTECTION BEFORE PAVING	-2	EA	\$ 430.00	\$ (860.00)
174	INLET PROTECTION AFTER PAVING	-2	EA	\$ 300.00	\$ (600.00)
175	STREET SWEEPER WITH OPERATOR	-2	HR	\$ 165.00	\$ (330.00)
176	MAINTAIN EXISTING SILT FENCE	-240	LF	\$ 2.30	\$ (552.00)
177	MAINTAIN EXISTING EROSION CONTROL BMPS	-5	HR	\$ 155.00	\$ (775.00)
178	WATER FOR DUST CONTROL	-5	MGAL	\$ 50.00	\$ (250.00)
179	TEMPORARY HYDRAULIC MULCH MATRIX	-450	LBS	\$ 1.00	\$ (450.00)
180	HYDRAULIC STABILIZED FIBER MATRIX W/SEED MIXTURE 25-131	-1230	SY	\$ 1.50	\$ (1,845.00)
181	COMMON TOPSOIL BORROW (LV)	-100	CY	\$ 28.00	\$ (2,800.00)
182	SIGN PANELS, TYPE C, DIAMOND GRADE DG3	-10	SF	\$ 110.00	\$ (1,100.00)
183	STREET LIGHTING	-3	EA	\$ 3,500.00	\$ (10,500.00)
<b>PART 9 - ULTIMATE HEADWATERS PARKWAY (PHASE 2) - CREDIT FOR CITY PORTION TOTAL ESTIMATED CONSTRUCTION COSTS:</b>					<b>\$ (102,401.00)</b>
<b>PARTS 8-9: HEADWATERS PARKWAY (PHASE 1 &amp; 2) - CREDIT FOR CITY PORTION TOTAL ESTIMATED CONSTRUCTION COSTS:</b>					<b>\$ (138,236.00)</b>
<b>PART 10 - ADDITIONAL ITEMS</b>					
184	STREET LIGHTING - HW PKWY (10 @ 50% = 5) + 2ND ADD U&S (5)	10	EA	\$ 3,500.00	\$ 35,000.00
185	WETLAND BUFFER SIGN, INCLUDING POST AND HARDWARE (PHASE 2)	13	EA	\$ 310.00	\$ 4,030.00
186	PRIVATE UTILITIES (PHASE 2)	1	LS	\$ 40,000.00	\$ 40,000.00
187	MATERIAL & UTILITY TESTING (PHASE 1 & 2)	1	LS	\$ 20,000.00	\$ 20,000.00
188	RECORD PLANS (PHASE 1 & 2)	1	LS	\$ 10,000.00	\$ 10,000.00
189	SITE GRADING & RESTORATION (PHASE 1 & 2)	1	LS	\$ 50,000.00	\$ 50,000.00
<b>PART 10 - ADDITIONAL ITEMS TOTAL ESTIMATED CONSTRUCTION COSTS</b>					<b>\$159,030.00</b>
<b>SUMMARY</b>					
PARTS 1-4: UTILITY & STREET CONTRACT (PHASE 2) TOTAL ESTIMATED CONSTRUCTION COSTS:					\$ 237,634.20
PARTS 5-6: UTILITY & STREET CONTRACT (PHASE 1) TOTAL ESTIMATED CONSTRUCTION COSTS:					\$ 88,705.00
PART 7 - ULTIMATE HEADWATERS PARKWAY (PHASE 2) TOTAL ESTIMATED CONSTRUCTION COSTS:					\$ 543,088.50
PARTS 8-9: HEADWATERS PARKWAY (PHASE 1 & 2) - CREDIT FOR CITY PORTION TOTAL ESTIMATED CONSTRUCTION COSTS:					\$ (138,236.00)
PART 10 - ADDITIONAL ITEMS TOTAL ESTIMATED CONSTRUCTION COSTS					\$ 159,030.00
<b>TOTAL PROJECT ESTIMATED CONSTRUCTION COSTS</b>					<b>\$890,221.70</b>
125% PER IMPROVEMENT AGREEMENT					\$1,112,777.13
<b>LETTER OF CREDIT AMOUNT ENTERED IN IMPROVEMENT AGREEMENT</b>					<b>\$1,120,000.00</b>

**Office of Engineering**

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

November 18, 2024

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

RE: AZMN Properties, LLC Site Improvements  
Final Project Acceptance  
Project No. N15.107504, Task 30

Dear Mayor and Council:

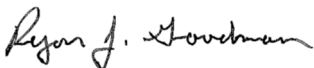
The Representatives from AZMN Properties, LLC have requested formal acceptance of the site improvements as identified within the Development Agreement. The project included removal of embankment material and site grading allowing for the plat of three residential lots, that included construction of private stormwater treatment facilities and a private shared driveway access. The majority of the improvements were completed 2021 – 2023. Final restoration was reviewed and accepted in 2024 upon final establishment.

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 AZMN Properties LLC proejct. In addition, it would also be appropriate to release the remaining financial surety for the project.

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



## PROJECT ACCEPTANCE FORM

### AZMN Properties LLC (Piper's Preserve)

#### CITY OF FOREST LAKE

Project No. N15.107504, Task 30

#### RECOMMENDATION FOR ACCEPTANCE

The project included removal of embankment material and site grading allowing for the plat of three residential lots, that included construction of private stormwater treatment facilities and a private shared driveway access. The majority of the improvements were completed 2021 – 2023. Final restoration was reviewed and accepted in 2024 upon final establishment.

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 **Date:** \_\_\_\_\_

\_\_\_\_\_  
Public Works Director **Date:** \_\_\_\_\_

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

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

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

# STAFF REPORT



**MEETING DATE:** November 25, 2024

**STAFF ORIGINATOR:** Jolleen Chaika, City Clerk/Interim City Administrator

**AGENDA ITEM:** Resolution 11-25-24-01 Authorizing Execution of Airport Grant Agreement

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## **INTRODUCTION:**

On August 26, 2024, Council reviewed and approved moving forward with three (3) potential grant opportunities for FY2025:

- Runway 13/31 300-foot Extension – Design
- Taxiway A 300-foot Extension – Design
- Runway 13/31 Clear Zone Acquisition Plan

## **ANALYSIS:**

MnDOT has prepared the grant agreement for the Runway and Taxiway Extension Design project and the requisite resolution. That grant agreement and resolution is provided to Council for review and consideration.

## **RECOMMENDATION:**

Staff recommends Council approve Resolution 11-25-24-14 which provides authorization to execute the grant agreement for the runway/taxiway extension design project

## **ATTACHMENTS:**

- Resolution 11-25-24-01
- MnDOT State Airports Fund Grant Agreement #1058467

- Proposal for Professional Services: Runway 13/31 and Taxiway A 300-foot Extension Design and Bid Administration
- Proposal for Professional Services: Runway 13/31 Clear Zone Acquisition Plan



**RESOLUTION 11-25-24-01**

**AUTHORIZATION TO EXECUTE  
MINNESOTA DEPARTMENT OF TRANSPORTATION  
GRANT AGREEMENT FOR AIRPORT IMPROVEMENT  
EXCLUDING LAND ACQUISITION**

It is resolved by the **City of Forest Lake** as follows:

1. That the state of Minnesota Agreement No. **1058467**,  
 "Grant Agreement for Airport Improvement Excluding Land Acquisition," for  
 State Project No. **A8206-28** at the **Forest Lake Municipal Airport** is accepted.
2. That the Mayor and City Clerk are authorized to execute this Agreement and any  
 amendments on behalf of the City of Forest Lake.

**CERTIFICATION**

STATE OF MINNESOTA

COUNTY OF WASHINGTON

I certify that the above Resolution is a true and correct copy of the Resolution adopted by the

\_\_\_\_\_  
 (Name of the Recipient)

at an authorized meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

as shown by the minutes of the meeting in my possession.

Signature: \_\_\_\_\_  
 (Clerk or Equivalent)

CORPORATE SEAL

/OR/

\_\_\_\_\_  
NOTARY PUBLIC

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

**STATE OF MINNESOTA  
STATE AIRPORTS FUND  
GRANT AGREEMENT**

This agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State"), and the city of Forest Lake, 1408 Lake Street South Forest Lake MN 55025-2621 ("Grantee").

## **RECITALS**

1. Minnesota Statutes Chapter 360 authorizes State to provide financial assistance to eligible airport sponsors for the acquisition, construction, improvement, marketing, maintenance, or operation of airports and other air navigation facilities.
2. Grantee owns, operates, controls, or desires to own an airport ("Airport") in the state system, and Grantee desires financial assistance from the State for an airport improvement project ("Project").
3. Grantee represents that it is duly qualified and agrees to perform all services described in this agreement to the satisfaction of the State. Pursuant to [Minn.Stat.§16B.98](#), Subd.1, Grantee agrees to minimize administrative costs as a condition of this agreement.

## **AGREEMENT TERMS**

### **1 Term of Agreement, Survival of Terms, and Incorporation of Exhibits**

- 1.1 **Effective Date.** This agreement will be effective on the date the State obtains all required signatures under [Minn.Stat.§16B.98](#), Subd. 5, whichever is later. As required by [Minn.Stat.§16B.98](#) Subd. 7, no payments will be made to Grantee until this agreement is fully executed. Grantee must not begin work under this agreement until this agreement is fully executed and Grantee has been notified by the State's Authorized Representative to begin the work.
- 1.2 **Expiration Date.** This agreement will expire on June 30<sup>th</sup>, 2029, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this agreement, including, without limitation, the following clauses: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 11. Workers Compensation; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.
- 1.4 **Plans, Specifications, Descriptions.** Grantee has provided the State with the plans, specifications, and a detailed description of the Project A8206-28, which are on file with the State's Office of Aeronautics and are incorporated into this Agreement by reference.
- 1.5 **Exhibits.** Exhibit A: Credit Application, Exhibit B: Grant Request Letter and Exhibit C: Cost Split.

### **2 Grantee's Duties**

- 2.1 Grantee will complete the Project in accordance with the plans, specifications, and detailed description of the Project, which are on file with the State's Office of Aeronautics. Any changes to the plans or specifications of the Project after the date of this Agreement will be valid only if made by written change order signed by the Grantee and the State. Subject to the availability of funds, the State may prepare an amendment to this Agreement to reimburse the Grantee for the allowable costs of qualifying change orders.
- 2.2 If the Project involves construction, Grantee will designate a registered engineer to oversee the Project work. If, with the State's approval, the Grantee elects not to have such services performed by a registered engineer, then the Grantee will designate another responsible person to oversee such work.
- 2.3 Grantee will notify State's Authorized Representative in advance of any meetings taking place relating to the Project.
- 2.4 Grantee will comply with all required grants management policies and procedures set forth through [Minn.Stat.§16B.97](#), Subd. 4 (a) (1).
- 2.5 **Asset Monitoring.** If Grantee uses funds obtained by this agreement to acquire a capital asset, the Grantee is required to use that asset for a public aeronautical purpose for the normal useful life of the asset. Grantee may not sell or change the purpose of use for the capital asset(s) obtained with grant funds under this agreement without the prior written consent of the State and an agreement executed and approved by the same parties who executed and approved this agreement, or their successors in office.
- 2.6 **Airport Operations, Maintenance, and Conveyance.** Pursuant to Minnesota Statutes Section 360.305,

subdivision 4 (d) (1), the Grantee will operate the Airport as a licensed, municipally-owned public airport at all times of the year for a period of 20 years from the date the Grantee receives final reimbursement under this Agreement. The Airport must be maintained in a safe, serviceable manner for public aeronautical purposes only. Without prior written approval from the State, Grantee will not transfer, convey, encumber, assign, or abandon its interest in the airport or in any real or personal property that is purchased or improved with State funds. If the State approves such a transfer or change in use, the Grantee must comply with such conditions and restrictions as the State may place on such approval. The obligations imposed by this clause survive the expiration or termination of this Agreement.

### 3 Time

3.1 Grantee must comply with all the time requirements described in this agreement. In the performance of this grant agreement, time is of the essence.

### 4 Cost and Payment

4.1 **Cost Participation.** Costs for the Project will be proportionate and allocated as follows:

<u>Item Description</u>	<u>Federal Share</u>	<u>State Share</u>	<u>Grantee Share</u>
Runway 13/31 and Taxiway A 300-Foot Extension - Design & Bid Admin.	0%	95%	5%

Federal Committed:	<b><u>\$0.00</u></b>
State:	<b><u>\$238,450.00</u></b>
Grantee:	<b><u>\$12,550.00</u></b>

The federal multiyear amount is an estimate only. These funds are not committed and are only available after being made so by the U.S. Government. Federal funds for the Project will be received and disbursed by the State. In the event federal reimbursement becomes available or is increased for the Project, the State will be entitled to recover from such federal funds an amount not to exceed the state funds advanced for this Project. No more than 95% of the amount due under this Agreement will be paid by the State until the State determines that the Grantee has complied with all terms of this Agreement and furnished all necessary records.

4.2 **Travel Expenses.** Blank.

4.3 **Sufficiency of Funds.** Pursuant to Minnesota Rules 8800.2500, the Grantee certifies that (1) it presently has available sufficient unencumbered funds to pay its share of the Project; (2) the Project will be completed without undue delay; and (3) the Grantee has the legal authority to engage in the Project as proposed.

4.4 **Total Obligation.** The total obligation of the State for all compensation and reimbursements to Grantee under this agreement will not exceed **\$238,450.00**.

#### 4.5 Payment

4.5.1 **Invoices.** Grantee will submit invoices for payment by email. Exhibit A, which is attached and incorporated into this agreement, is the form Grantee will use to submit invoices. The State's Authorized Representative, as named in this agreement, will review each invoice against the approved grant budget and grant expenditures to-date before approving payment. The State will promptly pay Grantee after Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices will be submitted timely and according to the following schedule: continuous as needed.

4.5.2 **All Invoices Subject to Audit.** All invoices are subject to audit, at State's discretion.

4.5.3 **State's Payment Requirements.** State will promptly pay all valid obligations under this agreement as required by Minnesota Statutes §16A.124. State will make undisputed payments no later than 30 days after receiving Grantee's invoices for services performed. If an invoice is incorrect, defective or otherwise improper, State will notify Grantee within ten days of discovering the error. After State receives the corrected invoice, State will pay Grantee within 30 days of receipt of such invoice.

4.5.4 **Grantee Payment Requirements.** Grantee must pay all contractors under this agreement promptly. Grantee will make undisputed payments no later than 30 days after receiving an invoice. If an invoice is incorrect, defective, or otherwise improper, Grantee will notify the contractor within ten days of discovering the error. After Grantee receives the corrected invoice, Grantee will pay the contractor within 30 days of receipt of such invoice.

**4.5.5 Grant Monitoring Visit and Financial Reconciliation.** During the period of performance, the State will make at least annual monitoring visits and conduct annual financial reconciliations of Grantee's expenditures.

4.5.5.1 The State's Authorized Representative will notify Grantee's Authorized Representative where and when any monitoring visit and financial reconciliation will take place, which State employees and/or contractors will participate, and which Grantee staff members should be present. Grantee will be provided notice prior to any monitoring visit or financial reconciliation.

4.5.5.2 Following a monitoring visit or financial reconciliation, Grantee will take timely and appropriate action on all deficiencies identified by State.

4.5.5.3 At least one monitoring visit and one financial reconciliation must be completed prior to final payment being made to Grantee.

**4.5.6 Closeout.** The State will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with grant funds will continue following grant closeout.

**4.5.7 Closeout Deliverables.** At the close of the Project, the Grantee must provide the following deliverables to the State before the final payment due under this Agreement will be released by the State: (1) Electronic files of construction plans as a PDF and in a MicroStation compatible format; and (2) Electronic files of as-builts as a PDF and in a MicroStation compatible format. (3) Electronic files of planning documents (Airport Layout Plans – ALP) and Airport Zoning as a PDF and in a MicroStation compatible format and in GIS.

**4.6 Contracting and Bidding Requirements.** Prior to publication, Grantee will submit to State all solicitations for work to be funded by this Agreement. Prior to execution, Grantee will submit to State all contracts and subcontracts funded by this agreement between Grantee and third parties. State's Authorized Representative has the sole right to approve, disapprove, or modify any solicitation, contract, or subcontract submitted by Grantee. All contracts and subcontracts between Grantee and third parties must contain all applicable provisions of this Agreement. State's Authorized Representative will respond to a solicitation, contract, or subcontract submitted by Grantee within ten business days.

## 5 Conditions of Payment

All services provided by Grantee under this agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law. In addition, Grantee will not receive payment for Airport's failure to pass periodic inspections by a representative of the State's Office of Aeronautics.

## 6 Authorized Representatives

6.1 The State's Authorized Representative is:

Jason Radde, Airport Development Senior Engineer, 395 John Ireland Boulevard, Mail Stop 410, Saint Paul MN 55155, (612) 718-9158, jason.radde@state.mn.us, or their successor. State's Authorized Representative has the responsibility to monitor Grantee's performance and the authority to accept the services provided under this agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

6.2 Grantee's Authorized Representative is:

Jolleen Chaika, 1408 Lake Street South Forest Lake MN 55025-2621, 651-209-9750, jolleen.chaika@ci.forest-lake.mn.us, or their successor. If Grantee's Authorized Representative changes at any time during this agreement, Grantee will immediately notify the State.

## 7 Assignment Amendments, Waiver, and Grant Agreement Complete

**7.1 Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this agreement without the prior written consent of the State and a fully executed Assignment Agreement, executed, and approved by the same parties who executed and approved this agreement, or their successors in office.

**7.2 Amendments.** Any amendments to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office. Notwithstanding the foregoing, when FAA issues a Letter Amendment on a federal grant agreement that results in an increase in federal funds beyond the total amount in this grant agreement (i.e., federal amendment),

MnDOT's receipt of the Letter Amendment from FAA has the effect of amending the total amount in this grant agreement.

- 7.3 **Waiver.** If the State fails to enforce any provision of this agreement, that failure does not waive the provision or the State's right to subsequently enforce it.
- 7.4 **Grant Agreement Complete.** This grant agreement contains all negotiations and agreements between the State and Grantee. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.
- 7.5 **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.
- 7.6 **Certification.** By signing this Agreement, the Grantee certifies that it is not suspended or debarred from receiving federal or state awards.

## 8 **Liability**

In the performance of this agreement, and to the extent permitted by law, Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this agreement by Grantee or Grantee's agents or employees. This clause will not be construed to bar any legal remedies Grantee may have for the State's failure to fulfill its obligations under this agreement.

## 9 **State Audits**

Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of Grantee, or other party relevant to this grant agreement or transaction, are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. Grantee will take timely and appropriate action on all deficiencies identified by an audit.

## 10 **Government Data Practices and Intellectual Property Rights**

10.1 **Government Data Practices.** Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either Grantee or the State. If Grantee receives a request to release the data referred to in this section 10.1, Grantee must immediately notify the State. The State will give Grantee instructions concerning the release of the data to the requesting party before the data is released. Grantee's response to the request shall comply with applicable law.

### 10.2 **Intellectual Property Rights.**

10.2.1 **Intellectual Property Rights.** State owns all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks and service marks in the Works and Documents created and paid for under this agreement. "Works" means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes and disks conceived, reduced to practice, created or originated by Grantee, its employees, agents and subcontractors, either individually or jointly with others in the performance of this agreement. Works includes Documents. "Documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by Grantee, its employees, agents or subcontractors, in the performance of this agreement. The Documents will be the exclusive property of State, and Grantee upon completion or cancellation of this agreement must immediately return all such Documents to State. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." Grantee assigns all right, title and interest it may have in the Works and the Documents to State. Grantee must, at the request of State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

### 10.2.2 **Obligations**

10.2.2.1 **Notification.** Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by Grantee,

including its employees and subcontractors, in the performance of this agreement, Grantee will immediately give State's Authorized Representative written notice thereof and must promptly furnish State's Authorized Representative with complete information and/or disclosure thereon.

- 10.2.2.2 Representation.** Grantee must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of State and that neither Grantee nor its employees, agents or subcontractors retain any interest in and to the Works and Documents. Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 8, Grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless State, at Grantee's expense, from any action or claim brought against State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including but not limited to, attorney fees. If such a claim or action arises, or in Grantee's or State's opinion is likely to arise, Grantee must, at State's discretion, either procure for State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of State will be in addition to and not exclusive of other remedies provided by law.

## **11 Workers Compensation**

The Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

## **12 Publicity and Endorsement**

**12.1 Publicity.** Any publicity regarding the subject matter of this agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant agreement. All projects primarily funded by state grant appropriation must publicly credit the State of Minnesota, including on the Grantee's website when practicable.

**12.2 Endorsement.** The Grantee must not claim that the State endorses its products or services.

## **13 Governing Law, Jurisdiction, and Venue**

Minnesota law, without regard to its choice-of-law provisions, governs this agreement. Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

## **14 Termination; Suspension**

**14.1 Termination.** The State or Commissioner of Administration may unilaterally terminate this agreement at any time, with or without cause, upon written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

**14.2 Termination for Cause.** The State may immediately terminate this grant agreement if the State finds that there has been a failure to comply with the provisions of this agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that Grantee has been convicted of a criminal offense relating to a state grant agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

**14.3 Termination for Insufficient Funding.** The State may immediately terminate this agreement if:

14.3.1 It does not obtain funding from the Minnesota Legislature; or

14.3.2 If funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will



be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State will provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

- 14.4 Suspension.** The State may immediately suspend this agreement in the event of a total or partial government shutdown due to the failure to have an approved budget by the legal deadline. Work performed by the Grantee during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

## **15 Data Disclosure**

Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

- 16 Fund Use Prohibited.** The Grantee will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Grantee from utilizing these funds to pay any party who might be disqualified or debarred after the Grantee's contract award on this Project. For a list of disqualified or debarred vendors, see [www.mmd.admin.state.mn.us/debarredreport.asp](http://www.mmd.admin.state.mn.us/debarredreport.asp).

- 17 Discrimination Prohibited by Minnesota Statutes §181.59.** Grantee will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause 1 of this section, or on being hired, prevent or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to grant contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.

- 18 Limitation.** Under this Agreement, the State is only responsible for receiving and disbursing funds. Nothing in this Agreement will be construed to make the State a principal, co-principal, partner, or joint venturer with respect to the Project(s) covered herein. The State may provide technical advice and assistance as requested by the Grantee, however, the Grantee will remain responsible for providing direction to its contractors and consultants and for administering its contracts with such entities. The Grantee's consultants and contractors are not intended to be third party beneficiaries of this Agreement.

- 19 Telecommunications Certification.** Blank.

- 20 Title VI/Non-discrimination Assurances.** Grantee agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: [https://edocs-public.dot.state.mn.us/edocs\\_public/DMResultSet/download?docId=11149035](https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docId=11149035). Grantee will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. State may conduct a review of the Grantee's compliance with this provision. The Grantee must cooperate with State throughout the review process by supplying all requested information and documentation to State, making Grantee staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by State.

**21 Additional Provisions**

[Intentionally left blank.]

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



**MnDOT ENCUMBRANCE VERIFICATION**  
The individual certifies funds have been encumbered as required by  
Minn. Stat. 16A.15 and 16C.05.

By: \_\_\_\_\_  
Date: \_\_\_\_\_  
SWIFT Contract # \_\_\_\_\_  
SWIFT Purchase Order # \_\_\_\_\_

**COMMISSIONER OF TRANSPORTATION**, as delegated

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

**MnDOT CONTRACT MANAGEMENT**, for form and execution

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

**GRANTEE**  
The Grantee certifies that the appropriate person(s) have executed the grant  
agreement on behalf of the Grantee as required by applicable articles, bylaws,  
resolutions, or ordinances.

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Airport Name \_\_\_\_\_ 68

State Project No. \_\_\_\_\_

Federal Project No. \_\_\_\_\_

Mn/DOT Agreement No. \_\_\_\_\_

airportdevelopment@state.mn.us

# CREDIT APPLICATION

Itemized statement of cash expenditures for which credit is claimed:

For period beginning \_\_\_\_\_, 20\_\_\_\_; ending \_\_\_\_\_, 20\_\_\_\_.

Warrant Number	Date Issued	Name or Description	Unit	Rate	Total Time or Quantity	Amount
Total Expenditures						

**\*FINAL/PARTIAL (CIRCLE ONE)**

Municipality \_\_\_\_\_

By \_\_\_\_\_

Title

\*FOR ALL ITEMS INCLUDED IN THIS AGREEMENT

(Complete Form On Reverse Side)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and says that he/she is the  
 \_\_\_\_\_ of the Municipality of \_\_\_\_\_, in the County  
 of \_\_\_\_\_, State of Minnesota; that he/she has prepared the foregoing Credit Application,  
 knows the contents thereof, that the same is a true and accurate record of disbursements made, and that the same is true of his/her own  
 knowledge; and that this application is made by authority of the municipal council (or board) of said Municipality.

\_\_\_\_\_  
 Signature

Subscribed and sworn to before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 NOTARY PUBLIC

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

Administration Department



October 15, 2024

Ms. Arika Johnson, P.E.  
Airport Development Supervisor  
MnDOT Office of Aeronautics  
395 John Ireland Boulevard  
St. Paul, MN 55155

RE: Grant Application  
Forest Lake Airport (25D)  
Runway 13/31 and Taxiway A 300-Foot Extension – Design & Bid Administration

Dear Ms. Johnson:

Please find enclosed the following document for the aforementioned project at the Forest Lake Airport located in Forest Lake, Minnesota:

- Runway 13/31 and Taxiway A 300-Foot Extension Design & Bid Administration

The project will be design and bid administration for a 300-foot extension to Runway 13/31 to provide an overall runway length of 3,000-feet. Taxiway A will also be extended 300-feet to continue serving as a full parallel taxiway.

Forest Lake requests a State grant agreement in the amount of **\$238,450** for the aforementioned project. If you need any further information or documentation, please feel welcome to contact me at [jolleen.chaika@ci.forest-lake.mn.us](mailto:jolleen.chaika@ci.forest-lake.mn.us) or (651) 209-9732.

Sincerely,

Jolleen Chaika  
Interim City Administrator

cc: Silas Parmar, Bolton & Menk, Inc.

Enclosures

# EXHIBIT C

71

Airport: Forest Lake Airport

Ident: 25D

Sponsor: City of Forest Lake

State Project: A8206-28

State Agreement #1058467

Description: Runway 13/31 and Taxiway A 300-Foot Extension - Design & Bid Admin.

Version Date: 10/09/2024 (date modified)

Construction	Description	Total	State Funding Rate	State	Local
		\$ -	95%	\$ -	\$ -
		\$ -	95%	\$ -	\$ -
		\$ -	95%	\$ -	\$ -
CONSTRUCTION SUBTOTAL		\$ -		\$ -	\$ -
Engineering	Description	Total		State	Local
	Runway 13/31 and Taxiway A 300-Foot Extension Design & Bid Admin.- Bolton & Menk, Inc.	\$ 250,000.00	95%	\$ 237,500.00	\$ 12,500.00
			95%	\$ -	\$ -
		\$ -	95%	\$ -	\$ -
ENGINEERING SUBTOTAL		\$ 250,000.00		\$ 237,500.00	\$ 12,500.00
Administration	Description	Total		State	Local
	Bid Advertising	\$ 1,000.00	95%	\$ 950.00	\$ 50.00
		\$ -	95%	\$ -	\$ -
		\$ -	95%	\$ -	\$ -
ADMINISTRATION SUBTOTAL		\$ 1,000.00		\$ 950.00	\$ 50.00
Grant Amounts		\$ 251,000.00		\$ 238,450.00	\$ 12,550.00
Grant Percentages		100.00%		95.00%	5.00%

**Office of Engineering**

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

November 18, 2024

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

RE: Beltz Park ADA Pedestrian Facilities  
Authorize Preparation of Plans and Specifications

Dear Mayor and Council:

As part of the City's ongoing planning for Beltz Park and information presented at City Meetings past few months the City Council has directed improvements for ADA Pedestrian Facilities move forward and have plans & specifications prepared and the project ready for early construction in 2025. The City has budgeted \$267,000 for the ADA Pedestrian Facilities as outlined in the attached figure. The anticipated project schedule is as follows:

Authorize Plans & Specifications	November 25, 2025
Approve Plans & Specifications/Authorize Ad For Bid	February 10, 2025
Bid Opening	March 11, 2025
Possible Award at City Council Meeting	March 24, 2025

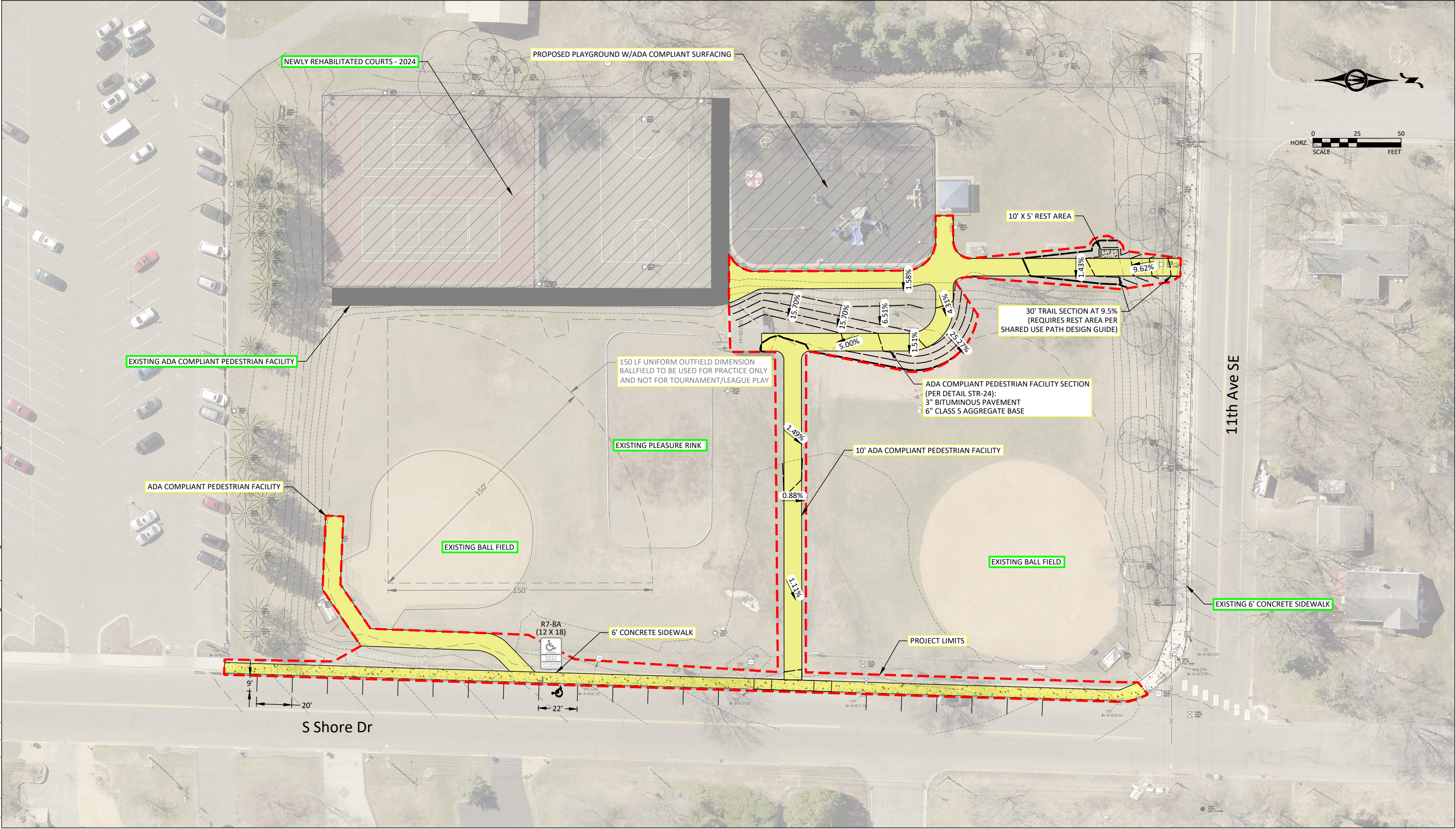
If you have any questions about the Beltz Park ADA Pedestrian Facilities, please feel free to contact me before the council meeting at 612-597-7140.

Sincerely,

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

Enclosure: Beltz Park ADA Pedestrian Facilities Location Map







## STAFF REPORT

**MEETING DATE:** November 25, 2024

**STAFF ORIGINATOR:** Richard R. Peterson, Chief of Police

**AGENDA ITEM:** Agreement for Animal Impound Services

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**INTRODUCTION:** The City of Forest Lake has an animal control agreement with Companion Animal Control who impounds animals under contract with Otter Lake Animal Care in Hugo. This agreement has been in place since 2013 and we have been very pleased with the animal control services we receive.

**ANALYSIS:** Due to staffing issues and lack of kennel space, Otter Lake Animal Care Center has determined they are no longer able to provide care for impounded animals effective January 1, 2025. This is an unanticipated change, but Companion Animal Control has secured an interim impound agreement solution to ensure animals have a safe place to go while the Companion Animal Center is under construction and tentatively planned to open in the summer of 2025. Companion Animal Control will temporarily impound animals with Northwoods Humane Society (NHS) in Wyoming, MN starting on January 1, 2025 until May of 2025.

**RECOMMENDATION:** Approve the Companion Animal Care Impound Service Agreement.

**ATTACHMENTS:** Companion Animal Care LLC and City of Forest Lake Agreement for Animal Impound Services.



### **An Important Update:**

In cooperation with the Companion Animal Control Agreement, your municipality currently impounds animals under contract with Otter Lake Animal Care in Hugo. However, due to staffing challenges and inadequate building space for housing impound animals the clinic has determined they are no longer able to provide animal impound services as of January 1st, 2025. This was **an unanticipated change**, so to ensure animals have a safe place to go we've secured impound space with Northwoods Humane Society (NHS) in Wyoming, MN. This is an interim solution; NHS will serve as the impound until construction of the Companion Animal Center in Oakdale is complete in May 2025.

**This means the Companion Animal Impound Service Agreement is to become effective January 1st instead of waiting until May 2025. The final version of this agreement is designed to save municipalities impound costs. Please add this item to your December consent agenda to ensure signatures by January 1<sup>st</sup>, so animal control services in your community can continue as normal. Once the Companion Animal Center is complete in May, 2025 this contract will remain in effect and there will not be any need for an additional or modified contract.**

### **About the Companion Animal Care Impound Service Agreement:**

The locations for animal impounding in Washington County, MN is extremely limited, the CAC agreement will provide affordable services to municipalities through lower per-animal fees and affordable monthly retainers based on the human population of each jurisdiction. This ensures that kennel spaces are held empty to be available for impound animals from contract municipalities. Based on CAC data from 2023, the CAC contract on average reduces annual costs to municipalities by \$1,200. Comparison below:

<b>Alternative Impound Services</b>	<b>Companion Animal Care Services</b>
Unclaimed animals \$232-\$285 per animal Owner-claimed animals \$28-\$35 administrative fee charged to the municipality	Unclaimed animals \$200 per animal Owner-claimed animals \$0 administrative fee charged to the municipality
Additional fee of \$75 per day for housing dangerous or aggressive animals Stray bite quarantine fee of \$630, charged to municipalities regardless of fees paid by owner	No additional fees for aggressive or dangerous animals Bite quarantine required to be paid by owner in advance to avoid municipality fees, stray bite quarantine \$500
Owner information provided to municipality quarterly, limiting ability to invoice owners for restitution of costs	Owner information provided to municipality monthly, enhancing ability to invoice owners for restitution of costs

**All communication and invoicing will still come from CAC**, so if you have any questions or concerns, please let me know as soon as possible.

**Brit Harmon, MPA, NCACO, WCHO**  
**Companion Animal Companies**

🌐 [www.companionanimalcontrol.com](http://www.companionanimalcontrol.com)

☎ (715) 220-1332

**Companion Animal Care LLC  
and**

**City of Forest Lake**

**Agreement for Animal Impound Services**

**1. Companion Animal Care (CAC) Agrees To:**

- a. Housing for stray or abandoned animals that are lawfully retrieved by municipality's law enforcement officer (LEO) or Companion Animal Care (CAC).
- b. For stray animals that are brought into the location by a citizen and CAC verifies the animal was retrieved within the municipality jurisdiction, CAC may but under no circumstances is required to, accept animals dropped off at the facility as its capabilities and space may permit.
- c. Housing to be provided under kennel licensing by the Minnesota Board of Animal Health is defined to include kennel space, outdoor time, daily cleaning, food and water.
- d. Herd management vaccination following our standard vaccination protocols, as well as medically necessary and/or emergency care for sick or injured animals impounded.
- e. Provide compassionate euthanasia services as deemed necessary by CAC and performed by a licensed veterinarian. These services may be provided at the end of the legally required holding period or in the case of a medical situation that requires immediate euthanasia.
- f. Animal placement services to ensure live outcomes for as many animals as possible, including private adoptions, transfer to 501c3 rescues and animal welfare organizations. All animals will be evaluated for these outcomes throughout their legally required holding period to determine the most appropriate outcome for each animal while ensuring the safety of the public.
- g. Provide animal rabies quarantine or diagnostic service as required by state statute for felines, canines and ferrets that have bitten a person.
- h. Hold animals for the legally required Minnesota stray holding period of 5 business days or until reclaimed by owner within this holding period.
- i. Municipality may request and view CAC policies at any time.
- a. CAC may choose to place any animal in a temporary foster home to ensure a live outcome, such as animals with compromised immune systems, pregnant, injuries, age related risks, etc. during the mandatory stray hold period.
- b. CAC may choose to accept owner surrendered animals (not including non-stray/at large or abandoned animals) at no cost to the municipality.
- c. CAC has the sole discretion to return any animal to the animal's owner or authorized caretaker with or without impoundment, including the ability to waive any fees assessed.
- d. CAC is not responsible for collecting any fees from an owner for a municipality.
- e. CAC is not responsible for sick or injured animals that are left after hours by a law enforcement officer. Outside treatment must be sought for these animals prior to leaving the animals at the CAC facility when staff members are not on duty.
- f. Municipality law enforcement officers must contact CAC for guidance prior to any seized animal being brought to CAC that is not stray or abandoned. Ability to house animals that are not stray or abandoned is not guaranteed through this contract.
- g. CAC has the sole authority for the disposition of all animals that have not been reclaimed upon the expiration of the legally designated holding period.
- h. CAC will not accept un-handleable feral cats, with the exception of bite quarantines and/or injured animals, without prior approval by CAC.
- i. CAC shall not be mandated to perform any service that contradicts the organization's mission and/or philosophical beliefs regarding animal welfare.

### 3. Municipality Agrees To:

- a. Pay the designated as outlined below.
  - i. To ensure kennel spaces will be reserved/available for animals from each municipality, a monthly retainer fee based on the current human population within the municipal jurisdiction according to the United States Census Bureau estimations. Retainer fee categories are as follows:
 

	<u>Human Population</u>	<u>Fee</u>
A.	<1,000	\$45
B.	1,001-2,000	\$75
C.	2,001-4,000	\$100
D.	4,001-8,000	\$200
E.	>8,000	\$300
  - ii. Standard stray, seized or abandonment fee of \$200 per canine or feline and a \$50 fee per “other” domestic animals (rabbits, guinea pigs, birds etc.) not reclaimed by its owner.
  - iii. If an animal is reclaimed by an owner, the municipality will not be charged for housing.
  - iv. Litters of canines or felines under 8 weeks of age will count as one animal fee, not individual animal fees.
  - v. A disposal fee of \$75 for ‘deceased on arrival’ animals.
  - vi. A fee up to \$150 to medically stabilize or euthanize an animal as deemed necessary.
  - vii. A bite/rabies quarantine fee of \$50 per day for unclaimed stray animals held the entirety of the state mandated 10-day holding period to the municipality.
  - viii. If the owner of a bite quarantine animal is known prior to intake, the owner is responsible for the entirety of the fee to be paid up-front and housing fees will not be charged to the municipality.
- b. If Municipality utilizes law enforcement officers, LEOs will adhere to the drop off procedures set forth by CAC including animal housing at the location and paperwork. Drop off procedures and paperwork training for law enforcement officers will be provided.
- c. Adhere to state laws and local ordinances that apply to animals. Municipality is responsible for ensuring its ordinances are not contradictory to the services outlined in this agreement, that ordinances are not contradictory to Minnesota State Statutes. Such as that the holding periods for animals within the municipality ordinance are the same length as the holding periods (i.e. number of days) as Minnesota State Statutes.
- d. Be available to members of your community to resolve their concerns related to the actions of your law enforcement officers and your municipality’s procedures, policies and requirements.

### 4. Administration:

- a. CAC will bill the municipality at during the first week of each month to the email address(s) provided. Payment is expected within 30 days of receipt of billing, any billing disputes must be raised within 10 days of receipt of billing by email or phone.
- b. CAC agrees to maintain all data received from Municipality in the same manner as Municipality as required under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13.

### 5. Insurance Requirements.

- a. CAC shall procure and maintain, at its expense, general liability insurance coverage in the amounts listed below and shall provide to Municipality a Certificate of Insurance as evidence that the coverages are in full force and effect.:
  - i. General Aggregate: \$2,000,000
  - ii. Products and Completed Operations \$2,000,000
  - iii. Each Occurrence: \$1,000,000

- iv. Personal and Advertising Injury: \$1,000,000
- v. Damage to Premises: \$100,000
- a. CAC agrees to comply with all applicable worker compensation laws in Minnesota.

**6. Indemnification:**

- a. To the fullest extent permitted by law, CAC agrees to defend and indemnify Municipality, and its officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the performance of work under this agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of CAC, CAC's subcontractor(s), or anyone directly or indirectly employed or hired by CAC, or anyone for whose acts CAC may be liable. CAC agrees this indemnity obligation shall survive the completion or termination of this agreement.
- b. To the fullest extent permitted by law, Municipality agrees to defend and indemnify CAC, and its officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the performance of work under this agreement; but only to the extent caused in whole or in part by the negligent acts, errors or omissions of Municipality, or anyone directly or indirectly employed or hired by Municipality, or anyone for whose acts Municipality may be liable. Municipality agrees this indemnity obligation shall survive the completion or termination of this agreement.

**7. Term:**

- a. This Contract shall become effective upon its execution by both parties and continue annually, subject to termination upon 30-day advance written notification of termination by either party. Fees will be evaluated by CAC on an annual basis for cost-of-living adjustments up to 10%, any adjustments will be communicated in writing to Municipality. No amendment or modification of this agreement shall be effective unless made in writing and signed by both the Municipality and CAC. All provisions of this contract relating to insurance, indemnity and compliance with the State Data Practices act shall survive termination to the full extent needed for the protection of the Municipality and Contractor.
- b. If requested by either party at any time a contractual review shall be completed for the purpose of determining the effectiveness of the program, review costs and to implement improvement measures.

This agreement is entered into on the \_\_\_\_ day of \_\_\_\_\_, 202\_\_ by



\_\_\_\_\_  
Brittany Harmon, Owner & Operator  
Companion Animal Care

\_\_\_\_\_  
Signed on behalf of Municipal Authority

\_\_\_\_\_  
Printed Name and Title

## STAFF REPORT

**MEETING DATE:** November 25, 2024

**STAFF ORIGINATOR:** Dave Adams, Public Works Director

**AGENDA ITEM:** Median Refresh Final Design Approval

---

### **INTRODUCTION:**

City Council and staff have been working through options of rehabilitating the medians along Lake Street and Broadway over several months and multiple workshops. Council has come to a consensus of the layout of the refresh project and have directed staff to move to the next step in the process of creating a final design and project renderings. This project will deliver a shovel ready plan for the City.

### **ANALYSIS:**

Final design proposal has been modified from the previously presented budget at last week's workshop to reflect the City Council's direction to include the beautification group for collaboration on the proposed project. This collaboration has been estimated at two hours of additional work and is now included as a line item in the new proposal. Updated proposal has increased \$350 to include this task.

### **RECOMMENDATION:**

Staff recommends approval of Final Design with Midwest Wetland Improvements LLC for \$14,255.

### **ATTACHMENTS:**

Final Design Cost Proposal

Project Budget	Personnel			Expenses		Totals
	Lucius Jonett PM & Landscape Architect	Peyton Going Landscape Designer	Sara Sutton Administrative Assistant	Travel Mileage	Equipment & Supplies	
\$ Rate per Hour	\$175.00	\$110.00	\$85.00			
Task 5: Site Visit with Public Works	10	0	0	\$ 94.00	\$ -	\$ 1,844.00
Site visit with Public Works to take final measurements	10			\$ 94.00		\$ 1,844.00
Task 6: Construction Plans & Specs	26	42	0	\$ 81.00	\$ -	\$ 9,251.00
Draft construction plans with City standards, revise cost estimate	15	25				\$ 5,375.00
Collaborative plan review with Beautification Group	2					\$ 350.00
Design review meeting with Public Works to coordinate with State and County projects		2				\$ 220.00
Present draft construction plans and costs to City Council	4			\$ 81.00		\$ 781.00
Finalize construction plans, specifications and cost estimate.	5	15				\$ 2,525.00
Task 7: Project Renderings	8	16	0	\$ -	\$ -	\$ 3,160.00
One street view of typical median and boulevard improvements. Broadway (19th St. @ I-35)?	4	8				\$ 1,580.00
One street view of expanded parking lot and raised curb planters at Broadway & Lake	4	8				\$ 1,580.00
<b>Final Design Budget</b>	<b>44</b>	<b>58</b>	<b>0</b>	<b>\$ 175.00</b>	<b>\$ -</b>	<b>\$ 14,255.00</b>

## STAFF REPORT

**MEETING DATE:** November 25, 2024

**STAFF ORIGINATOR:** Abbi Wittman, Community Development Director

**AGENDA ITEM:** Hidden Creek Development Agreement Amendment

---

### **INTRODUCTION:**

In July of this year, the City approved the Hidden Creek Second Addition Final Plat and subsequent Development Agreement. The requirements of these approvals were that the developer, Headwaters Land Group, LLC, complete all items in the second phase as well as those identified to serve the entire development; these included storm ponding and the construction of Headwaters Parkway. Due to a variety of factors, the developer is no longer able to fulfill these two requirements in 2024. Thus, a First Amendment to the Development Agreement is required to alter the construction timelines and deadlines for these public improvements.

### **ANALYSIS:**

As noted in the enclosed First Amendment to Development Agreement, the City would grant the developer additional time to construct:

- Stormwater Ponding – there are two stormwater ponds that have yet to be completed. A large reason these have not been completed is they have filled with water. It is anticipated the work can be completed throughout the winter.
- Headwaters Parkway – As the Council may remember, the City allowed for the temporary construction of Headwaters Parkway until the second phase of the development. The developer was unable to construct the road this year. The enclosed Amendment authorizes the construction of the roadway and the base course of asphalt in 2025 with the final asphalt lift being laid in 2026.

While this is in conflict with what City staff had advised earlier this year – the construction season has drawn to an end; the developer is simply unable to construct the roadway this year. As such, granting an extension but with dates certain is the City's only option.

Lastly, the Development Agreement Amendment authorizing staff to adjust these schedules if needed in the future. However, under no circumstances may staff approve alternative dates that extend beyond nine months.

### **RECOMMENDATION:**



Staff recommends the City Council approve this First Amendment to Development Agreement with Headwaters Land Group, LLC, by moving to approve the Consent Agenda.

**ATTACHMENTS:**

First Amendment to Development Agreement

## **FIRST AMENDMENT TO DEVELOPMENT AGREEMENT**

**THIS FIRST AMENDMENT TO DEVELOPMENT AGREEMENT** (this “First Amendment”) is entered into as of November \_\_, 2024 (the “Effective Date”), the City of Forest Lake, a Minnesota municipal corporation (“City”), and Headwaters Land Group, LLC a Minnesota limited liability company (“Developer”).

### **RECITALS**

**Recital No. 1.** Developer previously obtained Preliminary Plat approval for the phased development project known as “Hidden Creek” and obtained final plat approval for Hidden Creek Phase I, entering into a Grading Permit Terms and Conditions Agreement for Grading Permit Number P201306, dated July 26, 2023, entering into that Development Agreement for the Plat of Hidden Creek Phase I, dated August 28, 2023, and recorded with the Washington County Recorder’s Office as Document No. 4425484 on December 21, 2023, as amended by that First Amendment to Development Agreement, dated March 11, 2024, and recorded with the Washington County Recorder’s Office as Document No. 4434820 on April 22, 2024; and entering into that Development Agreement for the Plat of Hidden Creek Second Addition, dated July 23, 2024, and recorded with the Washington County Recorder’s Office as Document No. 4446906 (“Development Agreement for Phase II”) (collectively these documents shall be referred to as the “Previous Approvals”);

**Recital No. 2.** The Previous Approvals included multiple phasing schedules to complete the public improvements required as part of the Developer Improvements. Due to weather delays and other scheduling conflicts, the Developer has requested that the latest phasing schedule included in the Development Agreement for Phase II, which includes real property from the Development Agreement for Phase I, be amended (“Previous Phasing Schedule”).

**Recital No. 3.** The real property affected by the Previous Phasing Schedule and to be regulated by this First Amendment, is identified by the legal descriptions provided on Exhibit A.

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

1. Article 1.9 of the Development Agreement for Phase II is hereby repealed and replaced as follows:

**1.9 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 the DEVELOPMENT AGREEMENT;
- b) failure by the DEVELOPER to timely construct the DEVELOPER IMPROVEMENTS according to the DEVELOPMENT PLANS and the CITY standards and specifications, including the completion of the base course on all public roads and any related sidewalks or trails as depicted in the DEVELOPMENT PLANS pursuant to the timelines provided in Article 4.1;
- 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 DEVELOPMENT AGREEMENT;
- d) breach of the DEVELOPER WARRANTIES.

2. Article 4.1 of the Development Agreement for Phase II is hereby repealed and replaced as follows:

**4.1 DEVELOPER IMPROVEMENTS.** The DEVELOPER shall install, at its own cost, the DEVELOPER IMPROVEMENTS in accordance with the DEVELOPMENT PLANS and in accordance with the approvals of the CITY Council, and all ordinances and PRELIMINARY and FINAL PLAT resolutions of the CITY or any amendments thereto and any Miscellaneous Requirements on Exhibit D, attached hereto.

This is a phased project, with three phases as identified on Exhibit F. The following are the DEVELOPER IMPROVEMENTS to be installed at the following phases in accordance with the requirements stated above:

- a) PHASE 2:
  - i. The following DEVELOPER IMPROVEMENTS shall be completed on or before December 31, 2024:
    1. Construction of the base course for Enfield Avenue North, English Lane North, English Avenue, 199<sup>th</sup> Lane North.
    2. Extension of the watermain to Enfield Avenue North to complete utility loop.
    3. Storm sewer construction.
    4. Watermain and sanitary sewer construction.

- ii. The following DEVELOPER IMPROVEMENTS shall be completed on or before April 30, 2025:
    - 1. Final grading of stormwater ponds located in Outlot C, west of English Ave N, and in Outlot E, located east of English Ave N. This work must be done prior to commencing work on Headwaters Parkway as described below. Once completed, as-builts must be provided to the CITY for approval. Both the work and the as-builts must be provided to the City on or before April 30, 2025. Note that the CITY'S approval of the as-builts shall not constitute final acceptance of the DEVELOPER IMPROVEMENTS.
  - iii. The following DEVELOPER IMPROVEMENTS shall be completed on or before July 31, 2025:
    - 1. Permanent base course, including curb and gutter, of Headwaters Parkway pursuant to the DEVELOPMENT PLANS. This work must be completed before beginning any work on the streets, utilities, or trails in Phase 3. DEVELOPER shall submit notice to CITY when work is completed for written approval by the CITY before DEVELOPER can commence work in Phase 3. Note that the CITY'S approval of the base course does not constitute final acceptance.
    - 2. Off-street pedestrian trail along Headwaters Parkway as depicted in the DEVELOPMENT PLANS. DEVELOPER shall submit notice to CITY when work is completed for written approval by the CITY before DEVELOPER can commence work in Phase 3. Note that the CITY'S approval of the trail does not constitute final acceptance.
  - iv. The following DEVELOPER IMPROVEMENTS shall be completed on or before October 31, 2025:
    - 1. Construction of the sidewalks within Phase II as depicted in the DEVELOPMENT PLANS.
    - 2. All other related improvements per the DEVELOPMENT PLANS and APPROVALS.
- b) PHASE 3: Wear course construction shall be completed pursuant to the timeline in Article 4.6. Remaining public trails, trail connections, and utility construction shall be determined as part of future final plats.

**In the event DEVELOPER fails to complete any of the above DEVELOPER IMPROVEMENTS by the dates provided, it will be considered a Default of the Development Agreement for Phase II and the CITY may issue an administrative citation for every day the DEVELOPER is out of compliance, withhold building permits, or exercise any of the Default remedies provided under Article 14.**

**Notwithstanding the statement above, if due to weather or other items beyond DEVELOPER'S control, the dates listed above for completion of the DEVELOPER IMPROVEMENTS need to**

be extended, CITY staff shall be permitted to extend those dates administratively, provided any date requiring an extension greater than 9 months shall require COUNCIL approval.

3. Article 4.6 of the Development Agreement for Phase II is hereby repealed and replaced as follows:

**4.6 STREET CONSTRUCTION.** The DEVELOPER will construct the roadways within the FINAL PLAT, installing curb, gutter and base course (first lift) pavement in accordance with the DEVELOPMENT PLANS and CITY approvals. The wear course (final lift) of asphalt shall be installed as follows:

- a. Headwaters Parkway shall be installed on or before August 30, 2026.
- b. Hidden Creek Phase 1 internal roads shall be installed after or concurrently with the wear course installation on Headwaters Parkway.
- c. Hidden Creek Phase 2 internal roads shall be installed once 90% of the residences have received a final Certificate of Occupancy or July 15, 2028, whichever happens sooner.

The DEVELOPER is responsible for the replacement of any damaged sidewalk or curbside and all maintenance, upkeep and repair of all streets contained within the FINAL PLAT from initiation of construction through final acceptance by the CITY.

4. Article 4.14 of the Development Agreement for Phase II is hereby repealed and replaced as follows:

**4.14 OCCUPANCY AND ACCESS.**

- a. Building Permit. No building permit for any lot shall be issued until:
  1. The DEVELOPER has constructed an access consisting of a base course of pavement pursuant to the DEVELOPMENT PLANS; and
  2. The CITY has approved lot grading certification that certifies that the mass grading of the lots in the DEVELOPMENT PROJECT conform to the grading plan as approved by the CITY ENGINEER; OR
  3. The City is provided with as-built(s) that confirm the lot grades conform to the grading plan as approved by the CITY ENGINEER.
- b. Occupancy. No certificate of occupancy for any lot within the FINAL PLAT shall be issued until all water and sanitary sewer improvements are available for use and the base course of street pavement has been installed.
- c. Access. The vehicles and equipment used to construct the public roads within the DEVELOPMENT PROJECT and the related utility improvements shall access the DEVELOPMENT from only Headwaters Parkway and shall not use Enfield Avenue.

5. Except as provided for above, the terms and provisions of the Previous Approvals shall remain in full force and effect.
6. This First Amendment and all disputes or controversies arising out of or relating to this First 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.
7. Nothing contained herein shall be deemed a waiver by the City of any governmental immunity defenses, statutory or otherwise, or of the maximum liability limits provided by Minnesota Statutes, Chapter 466.
8. This First 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.
9. This First Amendment shall not be amended, modified or supplemented, except by a written instrument signed by an authorized representative of each party.

**IN AGREEMENT**, the parties hereto have hereunto set their hands as of the Effective Date.

**CITY:**  
**CITY OF FOREST LAKE**

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

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

STATE OF MINNESOTA            )  
   )  
 COUNTY OF WASHINGTON        )       ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2024, before me a Notary Public within and for said County, personally appeared Mara Bain and Jolleen Chaika to me personally known, who being each by me duly sworn, each did say that they are respectively the Mayor and City Clerk of the City of Forest Lake, the municipality named in the foregoing instrument, and that the said instrument was signed in behalf of said municipality by authority of its City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said municipality.

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



**DEVELOPER:**  
**HEADWATERS LAND GROUP, LLC**

By: \_\_\_\_\_  
 Paul Bruggeman  
 Its: \_\_\_\_\_

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

On this \_\_\_\_ day of \_\_\_\_\_, 2024, before me a Notary Public within and for said County, personally appeared Paul Bruggeman to me personally known, who being by me duly sworn, did say that he is the \_\_\_\_\_ of Headwaters Land Group, LLC, a Minnesota limited liability company, the entity named in the foregoing instrument, and that said instrument was signed on behalf of said entity.

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

**THIS INSTRUMENT WAS DRAFTED BY  
 AND AFTER RECORDING RETURN TO:**

LeVander, Gillen & Miller, P.A.  
 1305 Corporate Center Drive, Suite 300  
 Eagan, MN 55121  
 651-451-1831

**EXHIBIT A**  
**DEVELOPMENT PROPERTY LEGAL DESCRIPTION**

**Phase II Development Property:**

Outlot A

and

Lot 1, Block 1,  
 Lot 2, Block 1,  
 Lot 3, Block 1,  
 Lot 4, Block 1,  
 Lot 5, Block 1,  
 Lot 6, Block 1,  
 Lot 7, Block 1,  
 Lot 8, Block 1,  
 Lot 9, Block 1,  
 Lot 10, Block 1,  
 Lot 11, Block 1,  
 Lot 12, Block 1,  
 Lot 13, Block 1,  
 Lot 14, Block 1,  
 Lot 15, Block 1,  
 Lot 16, Block 1,  
 Lot 17, Block 1,  
 Lot 18, Block 1,  
 Lot 19, Block 1,  
 Lot 20, Block 1

and

Lot 1, Block 2,  
 Lot 2, Block 2,  
 Lot 3, Block 2,  
 Lot 4, Block 2,  
 Lot 5, Block 2,  
 Lot 6, Block 2,  
 Lot 7, Block 2,  
 Lot 8, Block 2,  
 Lot 9, Block 2

and

Lot 1, Block 3,  
 Lot 2, Block 3,

Lot 3, Block 3,  
 Lot 4, Block 3,  
 Lot 5, Block 3,  
 Lot 6, Block 3,  
 Lot 7, Block 3,  
 Lot 8, Block 3,

Hidden Creek Second Addition, Washington County, Minnesota.

AND

**Phase I Development Property:**

Outlots A, B, C, D, E

and

Lot 1, Block 1,  
 Lot 2, Block 1,  
 Lot 3, Block 1,  
 Lot 4, Block 1,  
 Lot 5, Block 1,  
 Lot 6, Block 1,  
 Lot 7, Block 1

and

Lot 1, Block 2,  
 Lot 2, Block 2,  
 Lot 3, Block 2

and

Lot 1, Block 3,

and

Lot 1, Block 4,  
 Lot 2, Block 4,  
 Lot 3, Block 4,  
 Lot 4, Block 4,  
 Lot 5, Block 4,  
 Lot 6, Block 4,

and

Lot 1, Block 5,  
Lot 2, Block 5,  
Lot 3, Block 5,  
Lot 4, Block 5,  
Lot 5, Block 5,

Hidden Creek, Washington County, Minnesota.



# MEMO

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**TO:** Forest Lake City Council  
**FROM:** City Attorney Amanda Johnson  
**DATE:** November 25, 2024  
**RE:** Consider Adoption of Resolution and Order to Correct or Remove the Hazardous Building at 23620 Jensen Avenue North in Forest Lake

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## **ACTION TO BE CONSIDERED:**

Adopt Resolution and Order to Correct or Remove the Hazardous Building at 23620 Jensen Avenue North in Forest Lake.

## **OVERVIEW:**

City Staff is requesting that the City Council initiate an action to order Mr. Jonathan E. Stromme, the property owner (“Owner”) of 23620 Jensen Avenue North (“Property”) to either correct or remove the hazardous building at the Property. The property is a single-family residence that was the location of a significant structure fire on March 18, 2019, that burnt down the attached garage and cause smoke damage to the remaining portions of the building. A copy of the fire report is attached at **Exhibit C**. Since that time, the Owner has not properly replaced, repaired or reinstalled the wall/roof covering.

On October 23, 2024, City Staff, including the Interim Building Official conducted an exterior inspection of the property. The Interim Building Official declared the building a hazardous building as that term is defined in Minn. Stat. § 463.15, subd. 3. A copy of his report along with photos of the building is attached at **Exhibit D**.

The Owner was provided a copy of the Interim Building Official’s report and notice of this meeting.

## **PROCESS TO AUTHORIZE AND UNDERTAKE THE 463 ACTION:**

The City has statutory authority to require a property owner correct, demolish, raze, and/or remove a hazardous building under Minn. Stat. Ch. 463.

The process to pursue an action against a hazardous structure is articulated in Minn. Stat. § 463.15 through Minn. Stat. § 463.251 and is as follows:

1. **Official Report.** City Staff prepares a report on the status of the structure to present to the City Council, articulating the facts that make the structure or property hazardous. The statute defines “Hazardous building or hazardous property” as “any building or property, which because of inadequate maintenance, dilapidation, physical damage, unsanitary condition or abandonment, constitutes a fire hazard or a hazard to public safety or health.” (Minn. Stat. §463.15, subd. 3).<sup>1</sup>
2. **City Council’s Resolution and Order.** Based on the Official Report, the City Council then issues a Resolution and Order (“Order”) requiring the owner to correct or remove the hazardous condition(s) or demolish, raze and/or remove the structure. The Order must also provide a reasonable time for the Owner to do so. In this case, the Order is to demolish and remove the remaining portion of the building on or before April 30, 2025.
3. **Service of the Order.** Once approved by the Council, the Order is served on the owner, any tenants, and all lienholders in the same manner as a civil court action, but the Order is not filed with the court yet. The owner or a lienholder has 20 days to serve an Answer specifying any facts in dispute.
4. **Default Judgment.** If no Answer is served and the owner does not comply with the timeframe in the Order (in this case April 30, 2024), then the City files the Order with the court and asks the court to enforce the Order as a default judgment. The court typically hears a presentation of the evidence, affirms or modifies the Order, and enters a judgment.
5. **Enforcement of Judgment.** Sometimes the court’s judgment will give the owner additional time to complete the work required in the City’s Order before allowing the City to do the work and assess. However, sometimes the court will simply recognize that the owner failed to complete the work in the time provided by the City and authorize the City to perform the work and assess the costs as a special assessment against the property following the procedures in Minn. Stat. Ch. 429.
6. **Contested Cases.** If an Answer is served, then the action must follow the Rules of Civil Procedure, which involves discovery, trial, and a judgment. If the City’s Order is upheld following a trial, the court would enter a judgment and set a time after which the structure must be demolished or repaired, or the hazardous condition removed or corrected.

## RECOMMENDATION:

Based on the current hazardous condition of the property, we recommend that the Council utilize Minn. Stat. Ch. 463 to issue an Order that would require the owner to either:

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<sup>1</sup> This packet is that Official Report.

1. Correct the hazardous conditions, which would include repairing, replacing or removing the hazardous conditions identified in the November 8, 2024, Inspection Report and getting written approval from the Building Official that the building no longer constitutes a hazardous building; or
2. Demolish, raze and remove the remaining portion of the building.

**ACTION: Adopt Resolution and Order to Correct or Remove the Hazardous Building at 23620 Jensen Avenue North in Forest Lake.**

**ENCLOSURES:**

Resolution

Exhibits A - E



**CITY OF FOREST LAKE  
WASHINGTON COUNTY, MINNESOTA  
RESOLUTION NO. 11-25-24-03**

**RESOLUTION AND ORDER TO CORRECT OR REMOVE  
THE HAZARDOUS BUILDING AT 23620 JENSEN AVENUE NORTH  
IN FOREST LAKE**

**WHEREAS**, the following facts support the Order to Correct or Remove the Hazardous Building at 23620 Jensen Avenue as hereinafter provided:

1. The Property located at 23620 Jensen Avenue North, Forest Lake, Washington County, Minnesota (“Property”), is a single-family residence, with Washington County Property Records identifying Jonathan E. Stromme, as the current owner (“Owner”) (see Warranty Deed **Exhibit A**). The Property is currently occupied by Owner;
2. On or about August 8, 2024, a Notice of Pendency of Proceeding and Power of Attorney to Foreclose Mortgage was filed against the Property; the Sheriff’s sale has been rescheduled twice, with the current date being January 28, 2025 (see Foreclosure Notice **Exhibit B**);
3. On or about March 18, 2019, there was a significant structure fire on the Property that burnt down the attached garage and caused smoke damage to the remaining portions of the building (see March 18, 2019, Forest Lake Fire Department Report **Exhibit C**);
4. On or about October 23, 2024, Interim Building Official Tom Krause conducted an on-site inspection of the exterior of the remaining building and determined that the building’s structural components have been compromised due to the fire and the wall/roof covering not being properly replaced, repaired, or reinstalled, declaring the building to be a hazardous building as defined in Minnesota Statute 463.15, subd. 3 (see November 8, 2024, Inspection Report **Exhibit D**).
5. On or about November 15, 2024, a copy of November 8, 2024 Inspection Report along with additional Forest Lake City Code Violation Notices and a cover letter were mailed to the Owner and posted on the Property (see November 15, 2024, Notice Packet **Exhibit E**). The cover letter included notice that the Forest Lake City Council would be considering the Property’s hazardous building designation and may issue an Order requiring the Owner to correct or remove the hazardous condition of the building or raze or remove the building at the November 25, 2024, Council meeting. Owner was invited to attend the Council meeting or reach out to City Staff with questions.

**WHEREAS**, it is the desire of the City Council that the hazardous building be corrected or razed and removed from the Property;

**WHEREAS**, on November 25, 2024, at the regular City Council meeting, the City Council held a hearing on this matter, considered the evidence presented and made the following determination:

**NOW, THEREFORE, BE IT RESOLVED** that based on the hearing and the information presented, including the aforementioned facts, the Forest Lake City Council finds that the building on the Property constitutes a hazard to the public safety, health and welfare and the building is a Hazardous Building, as defined in Minnesota Statutes, Section 463, due to the structure fire on March 18, 2019 and the subsequent failure by the Owner to properly replace, repair or reinstall the wall/roof covering.

**NOW, THEREFORE, BE IT ORDERED** by the Forest Lake City Council as follows:

1. Pursuant to the authority in Minnesota Statute § 463.16, Jonathan E. Stromme, Owner of the Property at 23620 Jensen Avenue North, Forest Lake, Minnesota, must hereby:
  - a. Correct the hazardous conditions, repairing, replacing or removing the hazardous conditions identified in the November 8, 2024, Inspection Report and obtaining written approval from the Building Official that the building no longer constitutes a hazardous building; or
  - b. Demolish, raze and remove the remaining portion of the building,

following all local and state requirements, **on or before April 30, 2025.**

2. Unless an Answer is filed within 20 days of service, as provided in Minnesota Statutes § 463.18, a motion for summary enforcement of this Order will be made to the District Court of Washington County. If the Owner fails to comply with paragraph 1 on or before April 30, 2025, the City will seek Court authorization to immediately enter the Property and demolish and remove the building. All costs related to the demolition shall be a lien against the real estate, which may be levied and collected as a special assessment if unpaid.

Adopted this 25<sup>th</sup> day of November, 2024.

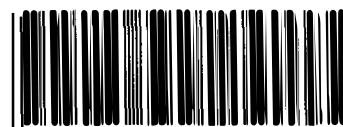
**CITY OF FOREST LAKE**

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

Attest: \_\_\_\_\_  
Jolleen Chaika  
City Clerk

3704258

Receipt#: 76912



WAR \$46.00  
 SDT \$610.50  
 Conservation Fee: \$5.00  
 CRV Filed  
 No Delinquent Taxes  
 Transfer Entered

Certified Filed and/or recorded on:  
 8/14/2008 10:36 AM

3704258

Office of the County Recorder  
 Property Records & Taxpayer Services  
 Washington County, MN

Return to:  
 COMMITMENT TITLE AGENCY LLC  
 3533 88TH AVE NE  
 BLAINE MN 55014

Kevin J Corbid, County Recorder  
 Molly O Rourke, Auditor Treasurer

01.032.21.23.0004

M/Docs 2006 1-M -- WARRANTY DEED

Individual(s) to Individuals(s)

(Top 3 inches Reserved for Recording Data)

Miller/Davis Co. • St. Paul, MN 651-642-1988

Minnesota Uniform Conveyancing Blanks (6/1/97)

DEED TAX DUE: \$ 610.50Date: August 7, 2008

FOR VALUABLE CONSIDERATION, Carla J. Willett and Joseph A. Willett, wife and husband

(marital status)

Grantor, hereby conveys and warrants to Jonathan E. Stromme

Grantee, real property in Washington County, Minnesota, described as follows:  
 Lot 12, Block 5, Hunter's Hill

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions:  
~~covenants, conditions, restrictions, reservations, and easements of record, if any~~

Check box if applicable:

- ☐ The Seller certifies that the seller does not know of any wells on the described real property.  
☐ A well disclosure certificate accompanies this document.  
☒ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Affix Deed Tax Stamp Here

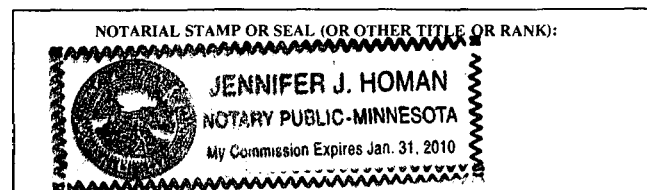
STATE OF MINNESOTA

COUNTY OF Anoka

ss.

This instrument was acknowledged before me on August 7, 2008  
 Date

by Carla J. Willett and Joseph A. Willett, wife and husband



THIS INSTRUMENT WAS DRAFTED BY (NAME AND ADDRESS):

SELLERS CLOSING SERVICES  
 3533 88th Avenue NE  
 Blaine, MN 55014

Jennifer J. Homan  
 SIGNATURE OF NOTARY PUBLIC OR OTHER OFFICIAL

Check here if part or all of the land is Registered (Torrens) ☐

Tax Statements for the real property described in this instrument should  
 be sent to (include name and address of Grantee):

Jonathan E. Stromme  
 21292 Floral Bay North  
 Forest Lake, MN 55025

Return to :

Commitment Title Agency  
 3533 88<sup>th</sup> Avenue NE  
 Blaine, MN 55014

(P) 763-398-8720 C8-10190

WARNING: UNAUTHORIZED COPYING OF THIS FORM PROHIBITED.

EXHIBIT A

**Receipt:#** 655091

NPP

\$46.00

**Return to:**  
ERECORDING PARTNERS  
400 SECOND AVENUE  
SOUTH

MINNEAPOLIS MN 55401

**4444706**



**Certified Filed and/or recorded on:**

8/8/2024 8:34 AM

**4444706**

**Office of the County Recorder**  
**Washington County, Minnesota**  
*Amy Stenftenagel, County Recorder*

**EXHIBIT B**

NOTICE OF PENDENCY OF PROCEEDING AND  
POWER OF ATTORNEY TO FORECLOSE MORTGAGE

TO WHOM IT MAY CONCERN:

PLEASE TAKE NOTICE, that a proceeding is about to be commenced to foreclose the following described Mortgage:

DATE OF MORTGAGE: August 7, 2008

MORTGAGOR: Jonathan E. Stromme, a married man.

MORTGAGEE: Mortgage Electronic Registration Systems, Inc., as nominee for The Business Bank, dba Prime Mortgage, its successors and assigns.

DATE AND PLACE OF RECORDING: Recorded August 14, 2008 Washington County Recorder, Document No. 3704259.

ASSIGNMENTS OF MORTGAGE: Assigned to: Branch Banking and Trust Company. Dated July 25, 2018 Recorded July 31, 2018, as Document No. 4162969. And thereafter assigned to: Specialized Loan Servicing LLC. Dated April 28, 2022 Recorded May 6, 2022, as Document No. 4369507. And thereafter assigned to: Federal Home Loan Mortgage Corporation, as trustee of the Freddie Mac SLST 2023-1 Participation Interest Trust. Dated April 25, 2024 Recorded May 16, 2024, as Document No. 4437151.

TRANSACTION AGENT: Mortgage Electronic Registration Systems, Inc.

TRANSACTION AGENT'S MORTGAGE IDENTIFICATION NUMBER ON  
MORTGAGE: 100103210000411065

LENDER OR BROKER AND MORTGAGE ORIGINATOR STATED ON MORTGAGE:  
The Business Bank, dba Prime Mortgage

RESIDENTIAL MORTGAGE SERVICER: Selene Finance LP

MORTGAGED PROPERTY ADDRESS: 23620 Jensen Avenue North, Forest Lake,  
MN 55025

TAX PARCEL I.D. #: 0103221230009

The undersigned does hereby employ, authorize, and empower Paul A. Weingarden, Brian Liebo, Craig Barbee, Kevin Dobie and/or the law firm of Liebo, Weingarden, Dobie & Barbee P.L.L.P, attorneys at law with offices in Minneapolis, Minnesota, for it and in its name to foreclose said mortgage by advertisement and to bid in for the property at the foreclosure sale in its name, and to do any and all other things necessary, convenient or proper for the due and lawful foreclosure of said mortgage, hereby ratifying and confirming all that said attorneys shall lawfully do or cause to be done by virtue hereof and/or have done for the foreclosure of the above-described mortgage.

IN WITNESS WHEREOF, Selene Finance LP as attorney-in-fact for Federal Home Loan Mortgage Corporation, as trustee of the Freddie Mac SLST 2023-1 Participation Interest Trust, a corporation, has caused these presents to be duly executed on

July 29, 2024.

Federal Home Loan Mortgage Corporation, as trustee of the Freddie Mac SLST 2023-1 Participation Interest Trust by Selene Finance LP as its attorney-in-fact


By: 

Its: Supervisor, Foreclosure

Date: July 29, 2024

STATE OF Texas )  
 )ss.  
COUNTY OF Dallas )

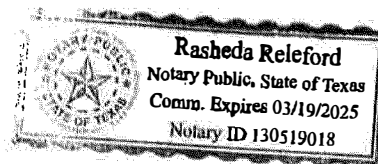
The foregoing instrument was acknowledged before me on July 29, 2024, by Denise Stetten, the Supervisor, Foreclosure of Selene Finance LP as attorney-in-fact for Federal Home Loan Mortgage Corporation, as trustee of the Freddie Mac SLST 2023-1 Participation Interest Trust, a corporation, on behalf of the corporation.

  
Notary Public

**Rasheda Releford, Notary**

This instrument was drafted by:  
LIEBO, WEINGARDEN, DOBIE & BARBEE, P.L.L.P  
4500 Park Glen Road #300  
Minneapolis, MN 55416  
(952) 925-6888  
107 - 24-004400 FC

Document version 1.6 July 20, 2021



107 - 24-004400 FC

**EXHIBIT B**



<b>A</b>							
82105	MN	03	18	2019	Forest Lake (#1)	98	0
FDID	State	Month	Day	Year	Station	Number	Exposure

<b>B Location Type</b>							
							Census tract: <div style="border: 1px solid black; width: 100px; height: 20px;"></div>
<input checked="" type="checkbox"/> Street Address <input type="checkbox"/> Intersection <input type="checkbox"/> In Front Of <input type="checkbox"/> Rear Of <input type="checkbox"/> Adjacent To <input type="checkbox"/> Directions <input type="checkbox"/> US National Grid							
23620		JENSEN		AVE-Avenue	N-North		
Number	Prefix	Street or Highway		Street Type	Suffix		
		Forest Lake	MN	55025			
Apt./Suite/Room		City	State	Zip Code			
<div style="border: 1px solid black; width: 100%; height: 20px;"></div> Cross Street							

<b>C Incident Type</b>  <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">111-Building fire</div>	<b>E1 Dates and Times</b>  Alarm <div style="display: inline-block; border: 1px solid black; padding: 2px;">03</div> <div style="display: inline-block; border: 1px solid black; padding: 2px;">18</div> <div style="display: inline-block; border: 1px solid black; padding: 2px;">2019</div> <div style="display: inline-block; border: 1px solid black; padding: 2px;">19:56</div>  Arrival <div style="display: inline-block; border: 1px solid black; padding: 2px;">03</div> <div style="display: inline-block; border: 1px solid black; padding: 2px;">18</div> <div style="display: inline-block; border: 1px solid black; padding: 2px;">2019</div> <div style="display: inline-block; border: 1px solid black; padding: 2px;">20:08</div>  Controlled <div style="display: inline-block; border: 1px solid black; padding: 2px;"> </div> <div style="display: inline-block; border: 1px solid black; padding: 2px;"> </div> <div style="display: inline-block; border: 1px solid black; padding: 2px;"> </div> <div style="display: inline-block; border: 1px solid black; padding: 2px;"> </div>  Last Unit Cleared <div style="display: inline-block; border: 1px solid black; padding: 2px;">03</div> <div style="display: inline-block; border: 1px solid black; padding: 2px;">19</div> <div style="display: inline-block; border: 1px solid black; padding: 2px;">2019</div> <div style="display: inline-block; border: 1px solid black; padding: 2px;">01:53</div>	<b>E2 Shifts and Alarms</b>  <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; padding: 2px;">FL</div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Shift or Platoon</span> <span>Alarms</span> <span>District</span> </div>
<b>D Aid Given Or Received</b>  <input checked="" type="checkbox"/> 1 Mutual Aid Received <input type="checkbox"/> 2 Auto. Aid Received <input type="checkbox"/> 3 Mutual Aid Given <input type="checkbox"/> 4 Auto. Aid Given <input type="checkbox"/> 5 Other Aid Given <input type="checkbox"/> None	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">         WYOMING (13111), SCANDIA (82111)       </div> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 40%; height: 40px;"></div> <div style="border: 1px solid black; width: 40%; height: 40px;"></div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>Their FDID</span> <span>Their State</span> </div> <div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 5px;"></div> <div style="text-align: center; font-size: small;">Their Incident Number</div>	
<b>E3 Special Studies</b>  <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 40%; height: 20px;"></div> <div style="border: 1px solid black; width: 40%; height: 20px;"></div> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>ID#</span> <span>Value</span> </div>		

<b>F Actions Taken</b>  <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">11-Extinguishment by fire service personnel</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">Primary Action Taken</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">12-Salvage &amp; overhaul</div> <div style="border: 1px solid black; padding: 2px;">Additional Action Taken</div>	<b>G1 Resources</b> <input checked="" type="checkbox"/> Apparatus or Personnel Module is used.  <table style="width: 100%; text-align: center;"> <tr> <td></td> <td style="text-align: left; font-size: small;">Apparatus</td> <td style="text-align: left; font-size: small;">Personnel</td> </tr> <tr> <td style="text-align: left;">Suppression</td> <td style="border: 1px solid black; width: 40px; text-align: center;">14</td> <td style="border: 1px solid black; width: 40px; text-align: center;">21</td> </tr> <tr> <td style="text-align: left;">EMS</td> <td style="border: 1px solid black; text-align: center;">0</td> <td style="border: 1px solid black; text-align: center;">0</td> </tr> <tr> <td style="text-align: left;">Other</td> <td style="border: 1px solid black; text-align: center;">2</td> <td style="border: 1px solid black; text-align: center;">1</td> </tr> </table> <input type="checkbox"/> Resource counts include aid received resources.		Apparatus	Personnel	Suppression	14	21	EMS	0	0	Other	2	1	<b>G2 Estimated Dollar Losses and Values</b>  <b>Losses:</b> Required for all fires if known. Optional for all non-fires. <table style="width: 100%;"> <tr> <td style="width: 60%;">Property: \$</td> <td style="border: 1px solid black; width: 20%; text-align: center;">100,000.00</td> <td style="width: 20%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Contents: \$</td> <td style="border: 1px solid black; text-align: center;">50,000.00</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> <b>Pre-Incident Values:</b> Optional <table style="width: 100%;"> <tr> <td style="width: 60%;">Property: \$</td> <td style="border: 1px solid black; width: 20%; text-align: center;">225,000.00</td> <td style="width: 20%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Contents: \$</td> <td style="border: 1px solid black; text-align: center;">75,000.00</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Property: \$	100,000.00	<input type="checkbox"/>	Contents: \$	50,000.00	<input type="checkbox"/>	Property: \$	225,000.00	<input type="checkbox"/>	Contents: \$	75,000.00	<input type="checkbox"/>
	Apparatus	Personnel																								
Suppression	14	21																								
EMS	0	0																								
Other	2	1																								
Property: \$	100,000.00	<input type="checkbox"/>																								
Contents: \$	50,000.00	<input type="checkbox"/>																								
Property: \$	225,000.00	<input type="checkbox"/>																								
Contents: \$	75,000.00	<input type="checkbox"/>																								

# EXHIBIT C

<b>Completed Modules</b> <input type="checkbox"/> 2 - Fire <input type="checkbox"/> 3 - Structure Fire <input type="checkbox"/> 4 - Civilian Fire Cas. <input type="checkbox"/> 5 - Fire Service Cas. <input type="checkbox"/> 6 - EMS <input type="checkbox"/> 7 - HazMat <input type="checkbox"/> 8 - Wildland Fire <input type="checkbox"/> 9 - Apparatus <input type="checkbox"/> 10 - Personnel <input type="checkbox"/> 11 - Arson	<b>H1 Casualties</b> <input checked="" type="checkbox"/> None <table border="1"> <tr> <td></td> <td>Deaths</td> <td>Injuries</td> </tr> <tr> <td>Fire Service</td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Civilian</td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> </tr> </table>		Deaths	Injuries	Fire Service	<input type="text" value="0"/>	<input type="text" value="0"/>	Civilian	<input type="text" value="0"/>	<input type="text" value="0"/>	<b>H3 Hazardous Materials Release</b> <input type="checkbox"/> 1 - Natural Gas <input type="checkbox"/> 2 - Propane Gas <input type="checkbox"/> 3 - Gasoline <input type="checkbox"/> 4 - Kerosene <input type="checkbox"/> 5 - Diesel Fuel / Fuel Oil <input type="checkbox"/> 6 - Household Solvents <input type="checkbox"/> 7 - Motor Oil <input type="checkbox"/> 8 - Paint <input type="checkbox"/> 0 - Other <input checked="" type="checkbox"/> None	<b>I Mixed Use Property</b> <input type="checkbox"/> Not Mixed <input type="checkbox"/> 10 - Assembly Use <input type="checkbox"/> 20 - Education Use <input type="checkbox"/> 33 - Medical Use <input type="checkbox"/> 40 - Residential Use <input type="checkbox"/> 51 - Row Of Stores <input type="checkbox"/> 53 - Enclosed Mall <input type="checkbox"/> 58 - Business and Residential <input type="checkbox"/> 59 - Office Use <input type="checkbox"/> 60 - Industrial Use <input type="checkbox"/> 63 - Military Use <input type="checkbox"/> 65 - Farm Use <input type="checkbox"/> 00 - Other Mixed Use
		Deaths	Injuries									
Fire Service	<input type="text" value="0"/>	<input type="text" value="0"/>										
Civilian	<input type="text" value="0"/>	<input type="text" value="0"/>										
<b>H2 Detector</b> Required For Confined Fires <input type="checkbox"/> 1 - Detector Alerted Occupants <input type="checkbox"/> 2 - Detector Did Not Alert Them <input type="checkbox"/> 3 - Unknown												

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<b>J Property Use</b> <input type="checkbox"/> None <b>Structures</b> <input type="checkbox"/> 131 Church, Place of Worship <input type="checkbox"/> 161 Restaurant or Cafeteria <input type="checkbox"/> 162 Bar/Tavern or Nightclub <input type="checkbox"/> 213 Elementary School, Kindergarten <input type="checkbox"/> 215 High School, Junior High <input type="checkbox"/> 241 College, Adult Education <input type="checkbox"/> 311 Nursing Home <input type="checkbox"/> 331 Hospital	<input type="checkbox"/> 341 Clinic, Clinic-Type Infirmary <input type="checkbox"/> 342 Doctor/Dentist Office <input type="checkbox"/> 361 Prison or Jail, Not Juvenile <input checked="" type="checkbox"/> 419 1- or 2-Family Dwelling <input type="checkbox"/> 429 MultiFamily Dwelling <input type="checkbox"/> 439 Rooming/Boarding House <input type="checkbox"/> 449 Commerical Hotel or Motel <input type="checkbox"/> 459 Residential, Board and Care <input type="checkbox"/> 464 Dormitory/Barracks <input type="checkbox"/> 519 Food and Beverage Sales	<input type="checkbox"/> 539 Household Goods, Sales, Repairs <input type="checkbox"/> 571 Gas or Service Station <input type="checkbox"/> 579 Motor Vehicle/Boat Sales/Repairs <input type="checkbox"/> 599 Business Office <input type="checkbox"/> 615 Electric-Generating Plant <input type="checkbox"/> 629 Laboratory/Science Laboratory <input type="checkbox"/> 700 Manufacturing Plant <input type="checkbox"/> 819 Livestock/Poultry Storage (Barn) <input type="checkbox"/> 882 Non-Residential Parking Garage <input type="checkbox"/> 891 Warehouse
---	---	--

<b>Outside</b> <input type="checkbox"/> 124 Playground or Park <input type="checkbox"/> 655 Crops or Orchard <input type="checkbox"/> 669 Forest (Timberland) <input type="checkbox"/> 807 Outdoor Storage Area <input type="checkbox"/> 919 Dump or Sanitary Landfill <input type="checkbox"/> 931 Open Land or Field <input type="checkbox"/> 936 Vacant Lot	<input type="checkbox"/> 938 Graded/Cared for Plot of Land <input type="checkbox"/> 946 Lake, River, Stream <input type="checkbox"/> 951 Railroad Right-of-Way <input type="checkbox"/> 960 Other Street <input type="checkbox"/> 961 Highway/Divided Highway <input type="checkbox"/> 962 Residential Street/Driveway <input type="checkbox"/> 981 Construction Site <input type="checkbox"/> 984 Industrial Plant Yard	<b>Property Use:</b> <input type="text"/> <b>Description</b> Look up and enter a Property Use code and description only if you have NOT checked a Property Use box.
---	---	--

**K1**

<b>Person/Entity Involved</b>				
Local Option	Person/Entity Type	Business Name (if applicable)	Phone Number	
<input type="text"/>	<input type="text" value="Jonathon"/>	<input type="text" value="F"/>	<input type="text" value="Stromme"/>	<input type="text" value="JR-JR"/>
Mr., Ms., Mrs.	First Name	MI	Last Name	Suffix
<input type="text" value="23620"/>	<input type="text"/>	<input type="text" value="JENSEN"/>	<input type="text" value="AVE-Avenue"/>	<input type="text" value="N-North"/>
Number	Prefix	Street or Highway	Street Type	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Forest Lake"/>	<input type="text"/>
Post Office Box	Apt./Suite/Room	City		
<input type="text" value="MN"/>	<input type="text"/>	<input type="text" value="55025"/>		
State	Zip Code			

**K2**

<b>Owner</b>				
Local Option	Person/Entity Type	Business Name (if applicable)	Phone Number	
<input type="text"/>	<input type="text" value="Jonathon"/>	<input type="text" value="E"/>	<input type="text" value="Stromme"/>	<input type="text" value="SR-SR"/>
Mr., Ms., Mrs.	First Name	MI	Last Name	Suffix
<input type="text" value="23620"/>	<input type="text"/>	<input type="text" value="JENSEN"/>	<input type="text" value="AVE-Avenue"/>	<input type="text" value="N-North"/>
Number	Prefix	Street or Highway	Street Type	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Forest Lake"/>	<input type="text"/>
Post Office Box	Apt./Suite/Room	City		
<input type="text" value="MN"/>	<input type="text"/>	<input type="text" value="55025"/>		
State	Zip Code			

EXHIBIT C



**L Remarks:**

On Monday March 18th 2019 at 19:57 Forest Lake Fire Department was requested for a structure fire located at 23620 Jensen Ave. in Forest Lake. Mutual aid from Scandia and Wyoming fire department was requested at 20:00. Upon arrival Chief 2 reported there were flames coming from an attached garage and smoke coming from the main structure. Chief 2 requested engine 1 to pull into the driveway and to advance a pumper line and preconnect line to attack the garage. After the initial attack on the garage crews were sent into the house to check for fire extension in the basement, main floor, and attic. Crews reported heavy smoke conditions but no fire extension into the house. Due to the amount of contents in the garage a back hoe was ordered from Olson's Sewer Service to assist fire crews with overhaul. At 12:14 Mutual aid departments were released from the scene. At 1:42 all Forest Lake fire units cleared the scene.

Below is a list of notable times:

19:57 – Request for Forest Lake Fire

19:57 – North Ambulance requested

19:58 – Xcel Gas Notified

19:59 – Event channel 7 request for communications

20:00 – Mutual aid request Wyoming and Scandia Fire

20:01 – Connexus Electric requested

20:01 – METAC 3 channel requested for communications

20:02 – FLPD 3420 arrives and reports garage on fire

20:03 – FLPD 3420 confirms everyone is out of the structure

20:08 – Forest Lake Chief 2 arrives and assumes command

20:17 – Gas shut off at main

20:25 – Power shut off at main panel

21:07 – He...

Full primary narrative can be found in NFIRS 15 - Supplemental

**M Authorization**

270	Blanchard, Troy	Chief 2	Columbus	03/25/2019
Officer In Charge ID	Signature	Position or Rank	Assignment	Date
250	Newman, Alan	Chief 1	Forest Lake	03/25/2019
Member Making Report ID	Signature	Position or Rank	Assignment	Date

# EXHIBIT C

# NFIRS-2 Fire

105

A							
82105	MN	03	18	2019	Forest Lake (#1)	98	0
FDID	State	Month	Day	Year	Station	Number	Exposure

B	C
<b>Property Details</b> <b>B1</b> <input type="text" value="1"/> <input type="checkbox"/> Not Residential Estimated number of residential living units in the building of origin whether or not all units became involved <b>B2</b> <input type="text" value="1"/> <input type="checkbox"/> Buildings Not Involved Number of buildings involved <b>B3</b> <input type="text"/> <input checked="" type="checkbox"/> None <input type="checkbox"/> Less than 1 acre Acres burned (outside fires)	<b>On-Site Materials Or Products</b> <b>On-Site Materials Storage Use</b>

D	E1	E3
<b>Ignition</b> <b>D1</b> <input type="text" value="Undetermined"/> Area of Fire Origin <b>D2</b> <input type="text" value="Undetermined"/> Heat Source <b>D3</b> <input type="text" value="Undetermined"/> Item First Ignited <b>D4</b> <input type="text" value="Undetermined"/> Type of Material First Ignited	<b>Cause of Ignition</b> <input type="checkbox"/> 1 - Intentional <input type="checkbox"/> 2 - Unintentional <input type="checkbox"/> 3 - Failure of Equipment or Heat Source <input type="checkbox"/> 4 - Act of Nature <input checked="" type="checkbox"/> 5 - Cause Under Investigation <input type="checkbox"/> U - Cause Undetermined After Investigation <b>E2</b> <b>Factors Contributing to Ignition</b> <input type="text"/> Factor Contributing to Ignition	<b>Human Factors Contributing to Ignition</b> Check all applicable boxes <input type="checkbox"/> None <input type="checkbox"/> 1 - Asleep <input type="checkbox"/> 2 - Possibly impaired by alcohol or drugs <input type="checkbox"/> 3 - Unattended person <input type="checkbox"/> 4 - Possibly Mentally Disabled <input type="checkbox"/> 5 - Physically Disabled <input type="checkbox"/> 6 - Multiple Persons Involved <input type="checkbox"/> 7 - Age Was A Factor Estimated Age of Person Involved <input type="text"/> <input type="checkbox"/> Male <input type="checkbox"/> Female

F1	F2	G
<b>Equipment Involved In Ignition</b> <input checked="" type="checkbox"/> None <input type="text"/> Equipment Involved Brand <input type="text"/> Model <input type="text"/> Serial # <input type="text"/> Year <input type="text"/>	<b>Equipment Power Source</b> <input type="text"/> Equipment Power Source <b>F3</b> <b>Equipment Portability</b> <input type="checkbox"/> 1 - Portable <input checked="" type="checkbox"/> 2 - Stationary Portable equipment normally can be moved by one or two persons.	<b>Fire Suppression Factors</b> <input type="text" value="313-Significant/unusual fuel load from contents"/> Fire Suppression Factor

H1	H2	Local Use
<b>Mobile Property Involved</b> <input type="checkbox"/> 1 - Not involved in ignition, but burned <input type="checkbox"/> 2 - Involved in ignition, but did not burn <input type="checkbox"/> 3 - Involved in ignition and burned <input checked="" type="checkbox"/> None	<b>Mobile Property Type and Make</b> <input type="text"/> Mobile Property Type <input type="text"/> Mobile Property Make <input type="text"/> Mobile Property Model <input type="text"/> State <input type="text"/> License Plate Number <input type="text"/> VIN <input type="text"/>	<input type="checkbox"/> Pre-Fire Plan Available <input type="checkbox"/> Arson Report Attached <input type="checkbox"/> Police Report Attached <input type="checkbox"/> Coroner Report Attached <input type="checkbox"/> Other Reports Attached <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

# EXHIBIT C

# NFIRS-3 Structure Fire

106

<b>I1</b> <b>Structure Type</b> <input checked="" type="checkbox"/> 1 - Enclosed Building <input type="checkbox"/> 2 - Portable/Mobile Structure <input type="checkbox"/> 3 - Open Structure <input type="checkbox"/> 4 - Air-Supported Structure <input type="checkbox"/> 5 - Tent <input type="checkbox"/> 6 - Open Platform <input type="checkbox"/> 7 - Underground Structure <input type="checkbox"/> 8 - Connective Structure <input type="checkbox"/> 0 - Other	<b>I2</b> <b>Building Status</b> <input type="checkbox"/> 1 - Under Construction <input checked="" type="checkbox"/> 2 - In Normal Use <input type="checkbox"/> 3 - Idle, Not Routinely Used <input type="checkbox"/> 4 - Under Major Renovation <input type="checkbox"/> 5 - Vacant and Secured <input type="checkbox"/> 6 - Vacant and Unsecured <input type="checkbox"/> 7 - Being Demolished <input type="checkbox"/> 0 - Other <input type="checkbox"/> U - Undetermined	<b>I3</b> <b>Building Height</b> <div style="display: flex; align-items: center;"> <input style="width: 30px; text-align: center;" type="text" value="1"/> <div style="margin-left: 5px;">Number of Stories At/Above Grade</div> </div> <div style="display: flex; align-items: center;"> <input style="width: 30px; text-align: center;" type="text" value="1"/> <div style="margin-left: 5px;">Number of Stories Below Grade</div> </div>	<b>I4</b> <b>Main Floor Size</b> <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> <span>Total Square Feet</span> <span><b>OR</b></span> </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 40px; text-align: center; margin-right: 5px;">45</div> <span>BY</span> <div style="border: 1px solid black; width: 40px; text-align: center; margin-left: 5px;">30</div> </div> <div style="font-size: small;">Length (ft) X Width (ft)</div>
<b>J1</b> <b>Fire Origin</b> <div style="display: flex; align-items: center;"> <input style="width: 30px; text-align: center;" type="text" value="1"/> <div style="margin-left: 5px;"><input type="checkbox"/> Below Grade</div> </div> <div style="font-size: x-small;">Story of Fire Origin</div>	<b>J3</b> <b>Number of Stories Damaged By Flame</b> <div style="display: flex; align-items: center;"> <input style="width: 30px; text-align: center;" type="text" value="1"/> <div style="margin-left: 5px;">Number of Stories w/Minor Damage (1-24%)</div> </div> <div style="display: flex; align-items: center;"> <input style="width: 30px; text-align: center;" type="text"/> <div style="margin-left: 5px;">Number of Stories w/Significant Damage (25-49%)</div> </div> <div style="display: flex; align-items: center;"> <input style="width: 30px; text-align: center;" type="text"/> <div style="margin-left: 5px;">Number of Stories w/Heavy Damage (50-74%)</div> </div> <div style="display: flex; align-items: center;"> <input style="width: 30px; text-align: center;" type="text"/> <div style="margin-left: 5px;">Number of Stories w/Extreme Damage (75-100%)</div> </div> <div style="font-size: x-small; margin-top: 5px;">*Count the roof as part of the highest story</div>		<b>K</b> <b>Type of Material Contributing Most to Flame Spread</b> <div style="margin-top: 10px;"> <b>K1</b> <input style="width: 30px; height: 20px;" type="text"/>  <div style="font-size: x-small;">Item Contributing Most to Flame Spread</div> </div> <div style="margin-top: 10px;"> <b>K2</b> <input style="width: 30px; height: 20px;" type="text"/>  <div style="font-size: x-small;">Type of Material Contributing Most To Flame Spread</div> </div>
<b>J2</b> <b>Fire Spread</b> <input type="checkbox"/> Confined to Object of Origin <input type="checkbox"/> 2 - Confined to Room of Origin <input checked="" type="checkbox"/> 3 - Confined to Floor of Origin <input type="checkbox"/> 4 - Confined to Building of Origin <input type="checkbox"/> 5 - Beyond Building of Origin	<b>L1</b> <b>Presence of Detectors</b> <input type="checkbox"/> N - None Present <input type="checkbox"/> 1 - Present <input checked="" type="checkbox"/> U - Undetermined	<b>L3</b> <b>Detector Power Supply</b> <input type="checkbox"/> 1 - Battery Only <input type="checkbox"/> 2 - Hardwire Only <input type="checkbox"/> 3 - Plug-In <input type="checkbox"/> 4 - Hardwire With Battery <input type="checkbox"/> 5 - Plug-In With Battery <input type="checkbox"/> 6 - Mechanical <input type="checkbox"/> 7 - Multiple Detectors & Power Supplies <input type="checkbox"/> 0 - Other <input type="checkbox"/> U - Undetermined	<b>L5</b> <b>Detector Effectiveness</b> <input type="checkbox"/> 1 - Alerted Occupants, Occupants Responded <input type="checkbox"/> 2 - Alerted Occupants, Occupants Failed to Respond <input type="checkbox"/> 3 - There Were No Occupants <input type="checkbox"/> 4 - Failed to Alert Occupants <input type="checkbox"/> U - Undetermined
<b>L2</b> <b>Detector Type</b> <input type="checkbox"/> 1 - Smoke <input type="checkbox"/> 2 - Heat <input type="checkbox"/> 3 - Combination of Smoke and Heat <input type="checkbox"/> 4 - Sprinkler, Water Flow Detection <input type="checkbox"/> 5 - More Than One Type Present <input type="checkbox"/> 0 - Other <input type="checkbox"/> U - Undetermined	<b>L4</b> <b>Detector Operation</b> <input type="checkbox"/> 1 - Fire Too Small To Activate <input type="checkbox"/> 2 - Operated <input type="checkbox"/> 3 - Failed To Operate <input type="checkbox"/> U - Undetermined	<b>L6</b> <b>Detector Failure Reason</b> <input type="checkbox"/> 1 - Power Failure, Shutoff, or Disconnect <input type="checkbox"/> 2 - Improper Installation or Placement <input type="checkbox"/> 3 - Defective <input type="checkbox"/> 4 - Lack of Maintenance, Dirty <input type="checkbox"/> 5 - Battery Missing or Disconnected <input type="checkbox"/> 6 - Battery Discharged or Dead <input type="checkbox"/> 0 - Other <input checked="" type="checkbox"/> U - Undetermined	
<b>M1</b> <b>Presence of Automatic Extinguishing System</b> <input type="checkbox"/> N - None Present <input type="checkbox"/> 1 - Present <input type="checkbox"/> 2 - Partial System Present <input checked="" type="checkbox"/> U - Undetermined	<b>M3</b> <b>Operation of Automatic Extinguishing System</b> <input type="checkbox"/> 1 - Operated/Effective <input type="checkbox"/> 2 - Operated/Not Effective <input type="checkbox"/> 3 - Fire Too Small To Activate <input type="checkbox"/> 4 - Failed To Operate <input type="checkbox"/> 0 - Other <input type="checkbox"/> U - Undetermined <div style="font-size: x-small;">Required if fire was within designed range</div>	<b>M5</b> <b>Reason for Automatic Extinguishing System Failure</b> <input type="checkbox"/> 1 - System Shut Off <input type="checkbox"/> 2 - Not Enough Agent Discharged <input type="checkbox"/> 3 - Agent Discharged But Did Not Reach Fire <input type="checkbox"/> 4 - Wrong Type of System <input type="checkbox"/> 5 - Fire Not In Area Protected <input type="checkbox"/> 6 - System Components Damaged <input type="checkbox"/> 7 - Lack of Maintenance <input type="checkbox"/> 8 - Manual Intervention <input type="checkbox"/> 0 - Other <input checked="" type="checkbox"/> U - Undetermined <div style="font-size: x-small;">Required if system failed or not effective</div>	
<b>M2</b> <b>Type of Automatic Extinguishing System</b> <input type="checkbox"/> 1 - Wet-Pipe Sprinkler <input type="checkbox"/> 2 - Dry-Pipe Sprinkler <input type="checkbox"/> 3 - Other Sprinkler System <input type="checkbox"/> 4 - Dry Chemical System <input type="checkbox"/> 5 - Foam System <input type="checkbox"/> 6 - Halogen-Type System <input type="checkbox"/> 7 - Carbon Dioxide System <input type="checkbox"/> 0 - Other <input type="checkbox"/> U - Undetermined <div style="font-size: x-small;">Required if fire was within designed range of AES</div>	<b>M4</b> <b>Number of Sprinkler Heads Operating</b> <div style="border: 1px solid black; width: 40px; height: 20px; margin-bottom: 5px;"></div> <div style="font-size: x-small;">Required if system operated</div>		

# EXHIBIT C

# NFIRS-9 Apparatus or Resources

107

A							
82105	MN	03	18	2019	Forest Lake (#1)	98	0
FDID	State	Month	Day	Year	Station	Number	Exposure

B	Apparatus/Resource	Dates/Times	Sent	Number of People	Apparatus Use	Actions Taken
ID:	FLALL	Dispatch: 03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	0	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	00-Station/Resource	Arrival: 03/18/2019 20:08				
		Clear: 03/19/2019 01:53				
ID:	FLB1	Dispatch: 03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	0	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	16-Brush truck	Arrival: 03/18/2019 20:08				
		Clear: 03/19/2019 01:53				
ID:	FLCH1	Dispatch: 03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	1	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	92-Chief officer car	Arrival: 03/18/2019 20:08				
		Clear: 03/19/2019 01:53				
ID:	FLCH2	Dispatch: 03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	1	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	92-Chief officer car	Arrival: 03/18/2019 20:08				
		Clear: 03/19/2019 01:53				
ID:	FLCH3	Dispatch: 03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	1	<input type="checkbox"/> Suppression <input type="checkbox"/> EMS <input checked="" type="checkbox"/> Other	<input type="checkbox"/>
Type:	92-Chief officer car	Arrival: 03/18/2019 20:08				
		Clear: 03/19/2019 01:53				
ID:	FLCT1	Dispatch: 03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	1	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	00-Station/Resource	Arrival: 03/18/2019 20:08				
		Clear: 03/19/2019 01:53				
ID:	FLCT2	Dispatch: 03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	1	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	10-Ground fire suppression, other	Arrival: 03/18/2019 20:08				
		Clear: 03/19/2019 01:53				
ID:	FLE1	Dispatch: 03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	15	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	11-Engine	Arrival: 03/18/2019 20:08				
		Clear: 03/19/2019 01:53				
ID:	FLE2	Dispatch: 03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	0	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	14-Tanker & pumper combination	Arrival: 03/18/2019 20:08				
		Clear: 03/19/2019 01:53				
ID:	FLE3	Dispatch: 03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	0	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	14-Tanker & pumper combination	Arrival: 03/18/2019 20:08				
		Clear: 03/19/2019 01:53				
ID:	FLT1	Dispatch: 03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	1	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	11-Extinguishment by fire service personnel 12-Salvage & overhaul
Type:	10-Ground fire suppression, other	Arrival: 03/18/2019 20:08				
		Clear: 03/19/2019 01:53				
ID:	FLT2	Dispatch: 03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	1	<input checked="" type="checkbox"/> Suppression	11-Extinguishment by fire service personnel

EXHIBIT C

Type:	10-Ground fire suppression, other	Arrival:	03/18/2019	20:08	<input type="checkbox"/> EMS <input type="checkbox"/> Other	12-Salvage & overhaul	108
		Clear:	03/19/2019	01:53			
ID:	FLR1	Dispatch:	03/18/2019	19:56	<input type="checkbox"/> Sent 0	<input type="checkbox"/> Suppression <input type="checkbox"/> EMS <input checked="" type="checkbox"/> Other	
Type:	71-Rescue unit	Arrival:	03/18/2019	20:08			
		Clear:	03/19/2019	01:53			
ID:	FLT1	Dispatch:	03/18/2019	19:56	<input type="checkbox"/> Sent 0	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	
Type:	24-Tanker or tender	Arrival:	03/18/2019	20:08			
		Clear:	03/19/2019	01:53			
ID:	FLUTV1	Dispatch:	03/18/2019	19:56	<input type="checkbox"/> Sent 0	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	
Type:	10-Ground fire suppression, other	Arrival:	03/18/2019	20:08			
		Clear:	03/19/2019	01:53			
ID:	FLUTV2	Dispatch:	03/18/2019	19:56	<input type="checkbox"/> Sent 0	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	
Type:	10-Ground fire suppression, other	Arrival:	03/18/2019	20:08			
		Clear:	03/19/2019	01:53			

# EXHIBIT C

# NFIRS-10 Personnel

109

A							
82105	MN	03	18	2019	Forest Lake (#1)	98	0
FDID	State	Month	Day	Year	Station	Number	Exposure

B Apparatus/Resource		Dates/Times		Sent	Number of People	Apparatus Use	Actions Taken
ID:	FLALL	Dispatch:	03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	0	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	00-Station/Resource	Arrival:	03/18/2019 20:08				
		Clear:	03/19/2019 01:53				
Personnel ID	Name	Rank	Role	Attend	Actions Taken		
ID:	FLB1	Dispatch:	03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	0	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	16-Brush truck	Arrival:	03/18/2019 20:08				
		Clear:	03/19/2019 01:53				
Personnel ID	Name	Rank	Role	Attend	Actions Taken		
ID:	FLCH1	Dispatch:	03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	1	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	92-Chief officer car	Arrival:	03/18/2019 20:08				
		Clear:	03/19/2019 01:53				
Personnel ID	Name	Rank	Role	Attend	Actions Taken		
250	Newman, Alan	Chief 1	5588009-Chief	<input type="checkbox"/>	<input type="checkbox"/>		
ID:	FLCH2	Dispatch:	03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	1	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	92-Chief officer car	Arrival:	03/18/2019 20:08				
		Clear:	03/19/2019 01:53				
Personnel ID	Name	Rank	Role	Attend	Actions Taken		
270	Blanchard, Troy	Chief 2	5588009-Chief	<input type="checkbox"/>	<input type="checkbox"/>		
ID:	FLCH3	Dispatch:	03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	1	<input type="checkbox"/> Suppression <input type="checkbox"/> EMS <input checked="" type="checkbox"/> Other	<input type="checkbox"/>
Type:	92-Chief officer car	Arrival:	03/18/2019 20:08				
		Clear:	03/19/2019 01:53				
Personnel ID	Name	Rank	Role	Attend	Actions Taken		
293	Swenson, Michael	Chief 3	5588009-Chief	<input type="checkbox"/>	<input type="checkbox"/>		
ID:	FLCT1	Dispatch:	03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	1	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	00-Station/Resource	Arrival:	03/18/2019 20:08				
		Clear:	03/19/2019 01:53				
Personnel ID	Name	Rank	Role	Attend	Actions Taken		
273	Schwartz, Michael	Captain	5588012-Firefighter	<input type="checkbox"/>	<input type="checkbox"/>		
ID:	FLCT2	Dispatch:	03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	1	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	10-Ground fire suppression, other	Arrival:	03/18/2019 20:08				
		Clear:	03/19/2019 01:53				
Personnel ID	Name	Rank	Role	Attend	Actions Taken		
285	Thomas, Sean	Captain	5588012-Firefighter	<input type="checkbox"/>	<input type="checkbox"/>		
ID:	FLE1	Dispatch:	03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	15	<input checked="" type="checkbox"/> Suppression	<input type="checkbox"/>

EXHIBIT C

Type: 11-Engine	Arrival: 03/18/2019 20:08	Clear: 03/19/2019 01:53	<input type="checkbox"/> EMS <input type="checkbox"/> Other	110
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Personnel ID	Name	Rank	Role	Attend	Actions Taken
318	Acker, Nicholas	Probationary Firefighter		<input type="checkbox"/>	<input type="checkbox"/>
319	Grindeland, Jacob	Probationary Firefighter		<input type="checkbox"/>	<input type="checkbox"/>
238	Olson, Dennis	Chief Engineer		<input type="checkbox"/>	<input type="checkbox"/>
290	Reid, Aaron	Firefighter		<input type="checkbox"/>	<input type="checkbox"/>
297	McApline, Chad	Firefighter		<input type="checkbox"/>	<input type="checkbox"/>
300	Moats, Nathaniel	Engineer		<input type="checkbox"/>	<input type="checkbox"/>
301	McArthur, James	Firefighter		<input type="checkbox"/>	<input type="checkbox"/>
251	Wurm, Jon	Engineer		<input type="checkbox"/>	<input type="checkbox"/>
274	Zeinert, Dale	Firefighter		<input type="checkbox"/>	<input type="checkbox"/>
286	Miller, Timothy	Firefighter		<input type="checkbox"/>	<input type="checkbox"/>
289	Mike, Daniel	Engineer		<input type="checkbox"/>	<input type="checkbox"/>
306	Beckman, John	Firefighter		<input type="checkbox"/>	<input type="checkbox"/>
305	Metty, Matt	Firefighter		<input type="checkbox"/>	<input type="checkbox"/>
309	Payment, Chad	Firefighter		<input type="checkbox"/>	<input type="checkbox"/>
315	Marx, Taylor	Probationary Firefighter		<input type="checkbox"/>	<input type="checkbox"/>

ID: FLE2	Dispatch: 03/18/2019 19:56	<input type="checkbox"/> Sent	0	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type: 14-Tanker & pumper combination	Arrival: 03/18/2019 20:08	Clear: 03/19/2019 01:53			

Personnel ID	Name	Rank	Role	Attend	Actions Taken
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ID: FLE3	Dispatch: 03/18/2019 19:56	<input type="checkbox"/> Sent	0	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type: 14-Tanker & pumper combination	Arrival: 03/18/2019 20:08	Clear: 03/19/2019 01:53			

Personnel ID	Name	Rank	Role	Attend	Actions Taken
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ID: FLLT1	Dispatch: 03/18/2019 19:56	<input type="checkbox"/> Sent	1	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	11-Extinguishment by fire service personnel 12-Salvage & overhaul
Type: 10-Ground fire suppression, other	Arrival: 03/18/2019 20:08	Clear: 03/19/2019 01:53			

Personnel ID	Name	Rank	Role	Attend	Actions Taken
302	Theisen, Christopher	Lieutenant	5588012-Firefighter	<input type="checkbox"/>	<input type="checkbox"/>

ID: FLLT2	Dispatch: 03/18/2019 19:56	<input type="checkbox"/> Sent	1	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	11-Extinguishment by fire service personnel 12-Salvage & overhaul
Type: 10-Ground fire suppression, other	Arrival: 03/18/2019 20:08	Clear: 03/19/2019 01:53			

Personnel ID	Name	Rank	Role	Attend	Actions Taken
310	Berglund, Dylan	Lieutenant	5588012-Firefighter	<input type="checkbox"/>	<input type="checkbox"/>

ID: FLR1	Dispatch: 03/18/2019 19:56	<input type="checkbox"/> Sent	0	<input type="checkbox"/> Suppression <input type="checkbox"/> EMS <input checked="" type="checkbox"/> Other	<input type="checkbox"/>
Type: 71-Rescue unit	Arrival: 03/18/2019 20:08	Clear: 03/19/2019 01:53			

Personnel ID	Name	Rank	Role	Attend	Actions Taken
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# EXHIBIT C

ID:	FLT1	Dispatch:	03/18/2019	19:56	<input checked="" type="checkbox"/> Sent	<input type="checkbox"/> 0	<input checked="" type="checkbox"/> Suppression	<input type="checkbox"/> 111
Type:	24-Tanker or tender	Arrival:	03/18/2019	20:08			<input type="checkbox"/> EMS	
		Clear:	03/19/2019	01:53			<input type="checkbox"/> Other	
Personnel ID	Name	Rank	Role	Attend	Actions Taken			

ID:	FLUTV1	Dispatch:	03/18/2019	19:56	<input checked="" type="checkbox"/> Sent	<input type="checkbox"/> 0	<input checked="" type="checkbox"/> Suppression	<input type="checkbox"/>
Type:	10-Ground fire suppression, other	Arrival:	03/18/2019	20:08			<input type="checkbox"/> EMS	
		Clear:	03/19/2019	01:53			<input type="checkbox"/> Other	
Personnel ID	Name	Rank	Role	Attend	Actions Taken			

ID:	FLUTV2	Dispatch:	03/18/2019	19:56	<input checked="" type="checkbox"/> Sent	<input type="checkbox"/> 0	<input checked="" type="checkbox"/> Suppression	<input type="checkbox"/>
Type:	10-Ground fire suppression, other	Arrival:	03/18/2019	20:08			<input type="checkbox"/> EMS	
		Clear:	03/19/2019	01:53			<input type="checkbox"/> Other	
Personnel ID	Name	Rank	Role	Attend	Actions Taken			

# EXHIBIT C



A

82105	MN	03	18	2019	Forest Lake (#1)	98	0
FDID	State	Month	Day	Year	Station	Number	Exposure

**Primary Narrative:**

On Monday March 18th 2019 at 19:57 Forest Lake Fire Department was requested for a structure fire located at 23620 Jensen Ave. in Forest Lake. Mutual aid from Scandia and Wyoming fire department was requested at 20:00. Upon arrival Chief 2 reported there were flames coming from an attached garage and smoke coming from the main structure. Chief 2 requested engine 1 to pull into the driveway and to advance a pumper line and preconnect line to attack the garage. After the initial attack on the garage crews were sent into the house to check for fire extension in the basement, main floor, and attic. Crews reported heavy smoke conditions but no fire extension into the house. Due to the amount of contents in the garage a back hoe was ordered from Olson's Sewer Service to assist fire crews with overhaul. At 12:14 Mutual aid departments were released from the scene. At 1:42 all Forest Lake Fire units cleared the scene.

Below is a list of notable times:

19:57 – Request for Forest Lake Fire  
 19:57 – North Ambulance requested  
 19:58 – Xcel Gas Notified  
 19:59 – Event channel 7 request for communications  
 20:00 – Mutual aid request Wyoming and Scandia Fire  
 20:01 – Connexus Electric requested  
 20:01 – METAC 3 channel requested for communications  
 20:02 – FLPD 3420 arrives and reports garage on fire  
 20:03 – FLPD 3420 confirms everyone is out of the structure  
 20:08 – Forest Lake Chief 2 arrives and assumes command  
 20:17 – Gas shut off at main  
 20:25 – Power shut off at main panel  
 21:07 – Heavy equipment requested from Olson's Sewer Service  
 22:19 – Olson's Sewer Service Arrival  
 22:21 – State Fire Marshal requested  
 22:34 – American Red Cross requested  
 12:14 – Mutual Aid departments released  
 1:42 – All Forest Lake Fire units released

Alan Newman  
 Chief 1  
 250

**Person/Entity Involved**

Occupant					
Local Option	Person/Entity Type	Business Name (if applicable)		Phone Number	
	Gregory		Hafich		
Mr., Ms., Mrs.	First Name	MI	Last Name	Suffix	
23620		JENSEN			
Number	Prefix	Street or Highway	Street Type	Suffix	
			Forest Lake		
Post Office Box	Apt./Suite/Room		City		
MN	55025				
State	Zip Code				

**Person/Entity Involved**

Occupant					
Local Option	Person/Entity Type	Business Name (if applicable)		Phone Number	
	Marylou		Stromme		
Mr., Ms., Mrs.	First Name	MI	Last Name	Suffix	
23620		JENSEN			
Number	Prefix	Street or Highway	Street Type	Suffix	
			Forest Lake		
Post Office Box	Apt./Suite/Room		City		
MN	55025				
State	Zip Code				

**EXHIBIT C**

Date: November 8, 2024

To: Forest Lake City Council  
Jolleen Chaika, City Clerk and Acting Administrator  
Abbi Wittman, Community Development Director

RE: October 23<sup>rd</sup>, 2024 inspection results for 23620 Jensen Avenue North

From: Tom Krause, Interim Building Official

### **Background**

At the request of the City of Forest Lake, Minnesota, an on-site inspection of the exterior of the dwelling addressed as 23620 Jensen Avenue, Forest Lake, Minnesota was conducted on Wednesday, October 23, 2024, beginning at 9:30 am. The following is a report based upon the investigation of Tom Krause, City of Forest Lake Interim Building Official.

### **Investigation Deficiencies**

#### **Hazardous Conditions Due to Structure Fire:**

The attached garage underwent a fire event on March 18, 2019, as stated in the attached fire report. The attached garage was destroyed and has since been removed, leaving exposed, charred portions of pre-engineered roof trusses that were once connected to the attached garage and are still serving as the roof truss assembly over the front entry way. Portions of the dwelling roof trusses and the common wall between the attached garage and the dwelling were affected by this fire event. Wall sheathing and roof trusses have since been left exposed to the elements. Exposed wall sheathing and roof trusses to the elements will develop corrosion of the fasteners, and the composition of the sheathing will be diminished resulting in the structural integrity of the wall and the wall bracing effectiveness to be hindered ineffective for the support of the structure.

These hazardous elements are depicted on the enclosed Exhibits A1-A4, enclosed.

#### **Hazardous Conditions Related to the Deck:**

It was observed multiple items have been stored on the deck. The beam and floor joists have sagging issues resulting in cracked and overstressed beam and floor joists. The overstressed floor joists and beam indicate the acceptable deflection tolerance has been exceeded and the potential of complete failure has been increased.

This is depicted on Exhibits B1-3, enclosed.

# **EXHIBIT D**

**Hazardous Conditions Related to Exposure to the Elements/Vermin:**

Multiple areas of the exterior wall covering, and windows have holes and rotten areas allowing moisture, insect, and varmint intrusions into the exterior wall system.

This is depicted on Exhibits C1-C9.

**Conclusion**

Though I was unable to gain entry into the home, it is clear structural components have been compromised due to the fire and wall/roof covering not being properly replaced, repaired, or reinstalled. I am concerned that the dwelling has been left without the proper weather resistant barrier and covering for the last 3 years that the components within the exterior wall system have been jeopardized.

This single-family dwelling with the items observed and listed meets the definition as a hazardous building as identified by the 2023 Minnesota Statute 463.15, Subd. 3. The dwelling has experienced inadequate maintenance, physical damage, unsanitary conditions, and is a hazard to public safety and health. It should be considered that the structure be demolished in pursuant to the 2023 Minnesota Statute 463 for Hazardous or Substandard Buildings.

Respectfully Submitted,



Tom Krause, Interim Building Official

**EXHIBIT D**

**EXHIBIT A1: FIRE DAMAGE AT FORMER ATTACHED GARAGE AREA****EXHIBIT D**



**EXHIBIT A2: FIRE DAMAGE AT FORMER ATTACHED GARAGE AREA-WALL BETWEEN FORMER  
ATTACHED GARAGE AND DWELLING & WALL BETWEEN FORMER ATTACHED GARAGE AND  
FRONT ENTRANCE**



**EXHIBIT D**



**EXHIBIT A3: FIRE DAMAGE AT FORMER ATTACHED GARAGE-EAST SIDE OF DWELLING**



**EXHIBIT D**



**EXHIBIT A4: FIRE DAMAGE AT SOUTH SIDE OF FORMER ATTACHED GARAGE AREA****EXHIBIT D**



**EXHIBIT B1: REAR DECK-SOUTH SIDE OF DECK****EXHIBIT D**



**EXHIBIT B2: REAR DECK-WEST SIDE OF DECK****EXHIBIT D**

**EXHIBIT B3: UNDERSIDE OF REAR DECK****EXHIBIT D**



**EXHIBIT C1: FRONT OF DWELLING-EAST SIDE-UPPER-LEVEL WINDOW-MOISTURE ISSUES AT SIDING, FASCIA, & LOWER PORTION OF WINDOW**



**EXHIBIT D**



**EXHIBIT C2: FRONT ENTRY-EAST SIDE OF DWELLING-FIRE DAMAGE, MOISTURE ISSUES AT FASCIA, SOFFIT, AND SIDING AREAS**



**EXHIBIT D**



**EXHIBIT C3: UPPER FLOOR SOUTH WINDOW DAMAGE**



**EXHIBIT D**



**EXHIBIT C4: LOOSE & DAMAGED SIDING ON SOUTH SIDE****EXHIBIT D**



**EXHIBIT C5: LOWER LEVEL-SOUTH WINDOW-INADEQUATE SEALING AROUND WINDOW**



**EXHIBIT D**



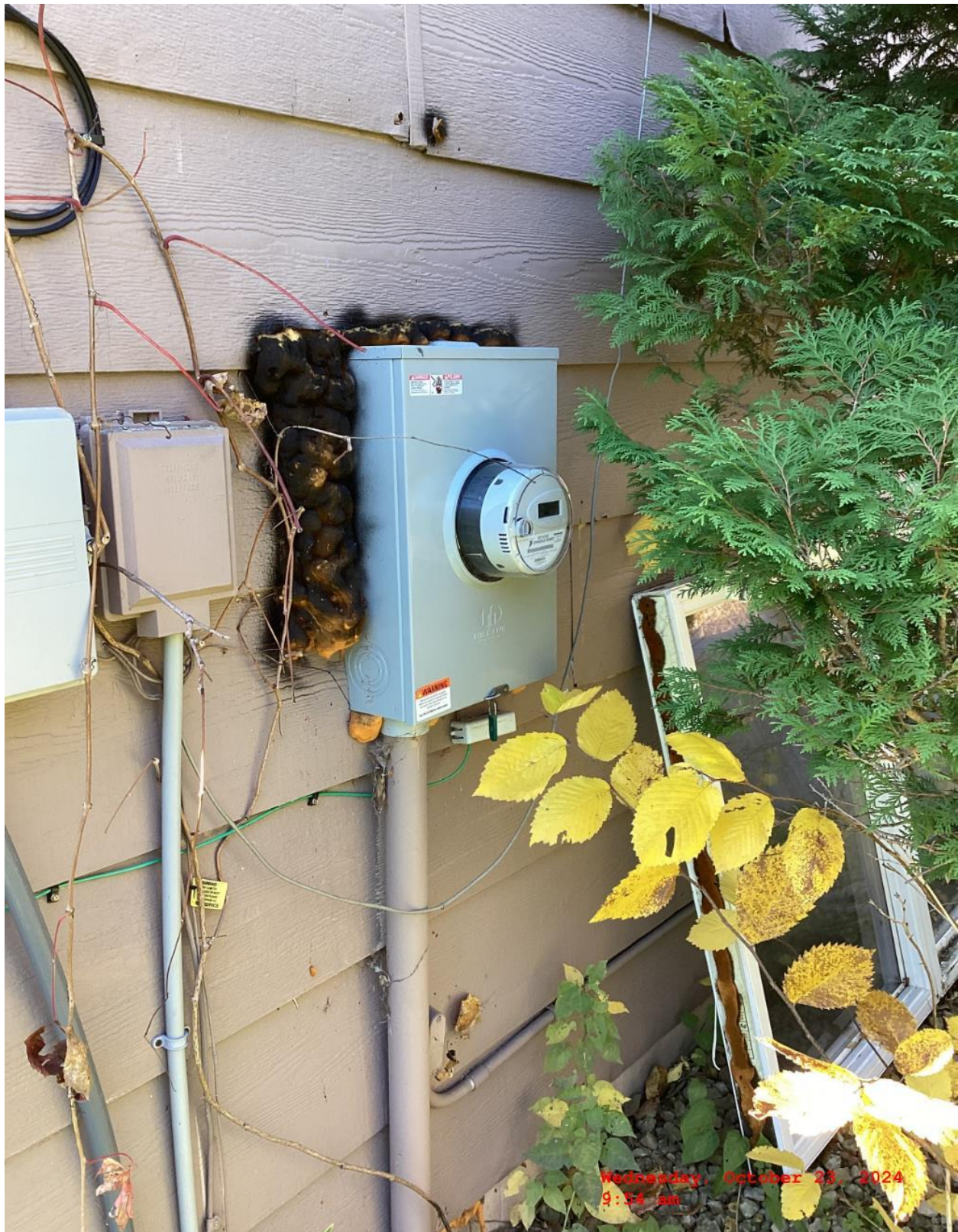
**EXHIBIT C6: SOUTH SIDE OF DWELLING-SIDING AND SOFFIT MOISTURE ISSUES-INADEQUATE  
SEALING OF SIDING JOINTS**



**EXHIBIT D**



**EXHIBIT C7: ELECTRICAL METER PANEL ON NORTH SIDE OF DWELLING-INADEQUATE SEALING  
AROUND BOX-MOISTURE ISSUE AT SIDING**



**EXHIBIT D**



**EXHIBIT C8: NORTH SIDE OF DWELLING-HOLES IN SIDING, MISSING SIDING JOINT SPLICES****EXHIBIT D**



**EXHIBIT C9: NORTH SIDE OF DWELLING-HOLE IN SIDING & WALL SHEATHING****EXHIBIT D**

**NFIRS-1 Basic**

<b>A</b>							
82105	MN	03	18	2019	Forest Lake (#1)	98	0
FDID	State	Month	Day	Year	Station	Number	Exposure

<b>B Location Type</b>					
					Census tract:
<div style="display: flex; justify-content: space-between;"><div style="width: 60%;"><input checked="" type="checkbox"/> Street Address <input type="checkbox"/> Intersection <input type="checkbox"/> In Front Of <input type="checkbox"/> Rear Of <input type="checkbox"/> Adjacent To <input type="checkbox"/> Directions <input type="checkbox"/> US National Grid</div><div style="width: 35%; text-align: right;"><div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div><div style="display: flex; justify-content: space-between;"><div style="width: 20%; text-align: center;">23620</div><div style="width: 20%; text-align: center;">JENSEN</div><div style="width: 20%; text-align: center;">AVE-Avenue</div><div style="width: 20%; text-align: center;">N-North</div></div><div style="display: flex; justify-content: space-between;"><div style="width: 20%; text-align: center;">Number</div><div style="width: 20%; text-align: center;">Prefix</div><div style="width: 20%; text-align: center;">Street or Highway</div><div style="width: 20%; text-align: center;">Street Type</div><div style="width: 20%; text-align: center;">Suffix</div></div></div></div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="width: 20%; text-align: center;">Apt./Suite/Room</div><div style="width: 20%; text-align: center;">City</div><div style="width: 20%; text-align: center;">State</div><div style="width: 20%; text-align: center;">Zip Code</div></div> <div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 10px;"></div> <div style="text-align: center; margin-top: 5px;">Cross Street</div>					

<b>C Incident Type</b> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">111-Building fire</div>	<b>E1 Dates and Times</b> Alarm <div style="display: flex; justify-content: space-between;"><div style="border: 1px solid black; width: 20px; text-align: center;">03</div><div style="border: 1px solid black; width: 20px; text-align: center;">18</div><div style="border: 1px solid black; width: 20px; text-align: center;">2019</div><div style="border: 1px solid black; width: 40px; text-align: center;">19:56</div></div> Arrival <div style="display: flex; justify-content: space-between;"><div style="border: 1px solid black; width: 20px; text-align: center;">03</div><div style="border: 1px solid black; width: 20px; text-align: center;">18</div><div style="border: 1px solid black; width: 20px; text-align: center;">2019</div><div style="border: 1px solid black; width: 40px; text-align: center;">20:08</div></div> Controlled <div style="display: flex; justify-content: space-between;"><div style="border: 1px solid black; width: 20px; text-align: center;"> </div><div style="border: 1px solid black; width: 20px; text-align: center;"> </div><div style="border: 1px solid black; width: 20px; text-align: center;"> </div><div style="border: 1px solid black; width: 20px; text-align: center;"> </div></div> Last Unit Cleared <div style="display: flex; justify-content: space-between;"><div style="border: 1px solid black; width: 20px; text-align: center;">03</div><div style="border: 1px solid black; width: 20px; text-align: center;">19</div><div style="border: 1px solid black; width: 20px; text-align: center;">2019</div><div style="border: 1px solid black; width: 40px; text-align: center;">01:53</div></div>	<b>E2 Shifts and Alarms</b> <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div style="border: 1px solid black; width: 40px; height: 20px;"></div><div style="border: 1px solid black; width: 40px; height: 20px;"></div><div style="border: 1px solid black; width: 40px; text-align: center;">FL</div></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div style="width: 30%;">Shift or Platoon</div><div style="width: 30%;">Alarms</div><div style="width: 30%;">District</div></div>
<b>D Aid Given Or Received</b> <div style="display: flex; margin-top: 5px;"><div style="width: 60%;"><input checked="" type="checkbox"/> 1 Mutual Aid Received <input type="checkbox"/> 2 Auto. Aid Received <input type="checkbox"/> 3 Mutual Aid Given <input type="checkbox"/> 4 Auto. Aid Given <input type="checkbox"/> 5 Other Aid Given <input type="checkbox"/> None</div><div style="width: 40%; border: 1px solid black; padding: 5px; margin-left: 10px;"><div style="display: flex; justify-content: space-between;"><div style="width: 60%;">WYOMING (13111), SCANDIA (82111)</div><div style="width: 40%;"></div></div><div style="display: flex; justify-content: space-between; margin-top: 5px;"><div style="width: 60%;">Their FDID</div><div style="width: 40%;">Their State</div></div><div style="border: 1px solid black; width: 100%; height: 20px; margin-top: 5px;"></div><div style="text-align: center; margin-top: 5px;">Their Incident Number</div></div></div>	<b>E3 Special Studies</b> <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div style="border: 1px solid black; width: 40px; height: 20px;"></div><div style="border: 1px solid black; width: 40px; height: 20px;"></div></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"><div style="width: 30%;">ID#</div><div style="width: 60%;">Value</div></div>	

<b>F Actions Taken</b> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">11-Extinguishment by fire service personnel</div> <div style="margin-top: 5px;">Primary Action Taken</div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">12-Salvage &amp; overhaul</div> <div style="margin-top: 5px;">Additional Action Taken</div>	<b>G1 Resources</b> <input checked="" type="checkbox"/> Apparatus or Personnel Module is used. <table style="width: 100%; margin-top: 5px;"><thead><tr><th></th><th style="text-align: center;">Apparatus</th><th style="text-align: center;">Personnel</th></tr></thead><tbody><tr><td>Suppression</td><td style="text-align: center;">14</td><td style="text-align: center;">21</td></tr><tr><td>EMS</td><td style="text-align: center;">0</td><td style="text-align: center;">0</td></tr><tr><td>Other</td><td style="text-align: center;">2</td><td style="text-align: center;">1</td></tr></tbody></table> <input type="checkbox"/> Resource counts include aid received resources.		Apparatus	Personnel	Suppression	14	21	EMS	0	0	Other	2	1	<b>G2 Estimated Dollar Losses and Values</b> <b>Losses:</b> Required for all fires if known. Optional for all non-fires. None <div style="margin-top: 5px;">Property: \$ <div style="border: 1px solid black; width: 100px; text-align: center;">100,000.00</div> <input type="checkbox"/></div> <div style="margin-top: 5px;">Contents: \$ <div style="border: 1px solid black; width: 100px; text-align: center;">50,000.00</div> <input type="checkbox"/></div> <b>Pre-Incident Values:</b> Optional None <div style="margin-top: 5px;">Property: \$ <div style="border: 1px solid black; width: 100px; text-align: center;">225,000.00</div> <input type="checkbox"/></div> <div style="margin-top: 5px;">Contents: \$ <div style="border: 1px solid black; width: 100px; text-align: center;">75,000.00</div> <input type="checkbox"/></div>
	Apparatus	Personnel												
Suppression	14	21												
EMS	0	0												
Other	2	1												

**EXHIBIT D**

<b>Completed Modules</b> <input type="checkbox"/> 2 - Fire <input type="checkbox"/> 3 - Structure Fire <input type="checkbox"/> 4 - Civilian Fire Cas. <input type="checkbox"/> 5 - Fire Service Cas. <input type="checkbox"/> 6 - EMS <input type="checkbox"/> 7 - HazMat <input type="checkbox"/> 8 - Wildland Fire <input type="checkbox"/> 9 - Apparatus <input type="checkbox"/> 10 - Personnel <input type="checkbox"/> 11 - Arson	<b>H1 Casualties</b> <input checked="" type="checkbox"/> None <table border="1"> <tr> <td></td> <td>Deaths</td> <td>Injuries</td> </tr> <tr> <td>Fire Service</td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> </tr> <tr> <td>Civilian</td> <td><input type="text" value="0"/></td> <td><input type="text" value="0"/></td> </tr> </table>		Deaths	Injuries	Fire Service	<input type="text" value="0"/>	<input type="text" value="0"/>	Civilian	<input type="text" value="0"/>	<input type="text" value="0"/>	<b>H3 Hazardous Materials Release</b> <input type="checkbox"/> 1 - Natural Gas <input type="checkbox"/> 2 - Propane Gas <input type="checkbox"/> 3 - Gasoline <input type="checkbox"/> 4 - Kerosene <input type="checkbox"/> 5 - Diesel Fuel / Fuel Oil <input type="checkbox"/> 6 - Household Solvents <input type="checkbox"/> 7 - Motor Oil <input type="checkbox"/> 8 - Paint <input type="checkbox"/> 0 - Other <input checked="" type="checkbox"/> None	<b>I Mixed Use Property</b> <input type="checkbox"/> Not Mixed <input type="checkbox"/> 10 - Assembly Use <input type="checkbox"/> 20 - Education Use <input type="checkbox"/> 33 - Medical Use <input type="checkbox"/> 40 - Residential Use <input type="checkbox"/> 51 - Row Of Stores <input type="checkbox"/> 53 - Enclosed Mall <input type="checkbox"/> 58 - Business and Residential <input type="checkbox"/> 59 - Office Use <input type="checkbox"/> 60 - Industrial Use <input type="checkbox"/> 63 - Military Use <input type="checkbox"/> 65 - Farm Use <input type="checkbox"/> 00 - Other Mixed Use
		Deaths	Injuries									
Fire Service	<input type="text" value="0"/>	<input type="text" value="0"/>										
Civilian	<input type="text" value="0"/>	<input type="text" value="0"/>										
<b>H2 Detector</b> Required For Confined Fires <input type="checkbox"/> 1 - Detector Alerted Occupants <input type="checkbox"/> 2 - Detector Did Not Alert Them <input type="checkbox"/> 3 - Unknown												

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<b>J Property Use</b> <input type="checkbox"/> None <b>Structures</b> <input type="checkbox"/> 131 Church, Place of Worship <input type="checkbox"/> 161 Restaurant or Cafeteria <input type="checkbox"/> 162 Bar/Tavern or Nightclub <input type="checkbox"/> 213 Elementary School, Kindergarten <input type="checkbox"/> 215 High School, Junior High <input type="checkbox"/> 241 College, Adult Education <input type="checkbox"/> 311 Nursing Home <input type="checkbox"/> 331 Hospital	<input type="checkbox"/> 341 Clinic, Clinic-Type Infirmary <input type="checkbox"/> 342 Doctor/Dentist Office <input type="checkbox"/> 361 Prison or Jail, Not Juvenile <input checked="" type="checkbox"/> 419 1- or 2-Family Dwelling <input type="checkbox"/> 429 MultiFamily Dwelling <input type="checkbox"/> 439 Rooming/Boarding House <input type="checkbox"/> 449 Commerical Hotel or Motel <input type="checkbox"/> 459 Residential, Board and Care <input type="checkbox"/> 464 Dormitory/Barracks <input type="checkbox"/> 519 Food and Beverage Sales	<input type="checkbox"/> 539 Household Goods, Sales, Repairs <input type="checkbox"/> 571 Gas or Service Station <input type="checkbox"/> 579 Motor Vehicle/Boat Sales/Repairs <input type="checkbox"/> 599 Business Office <input type="checkbox"/> 615 Electric-Generating Plant <input type="checkbox"/> 629 Laboratory/Science Laboratory <input type="checkbox"/> 700 Manufacturing Plant <input type="checkbox"/> 819 Livestock/Poultry Storage (Barn) <input type="checkbox"/> 882 Non-Residential Parking Garage <input type="checkbox"/> 891 Warehouse
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<b>Outside</b> <input type="checkbox"/> 124 Playground or Park <input type="checkbox"/> 655 Crops or Orchard <input type="checkbox"/> 669 Forest (Timberland) <input type="checkbox"/> 807 Outdoor Storage Area <input type="checkbox"/> 919 Dump or Sanitary Landfill <input type="checkbox"/> 931 Open Land or Field <input type="checkbox"/> 936 Vacant Lot	<input type="checkbox"/> 938 Graded/Cared for Plot of Land <input type="checkbox"/> 946 Lake, River, Stream <input type="checkbox"/> 951 Railroad Right-of-Way <input type="checkbox"/> 960 Other Street <input type="checkbox"/> 961 Highway/Divided Highway <input type="checkbox"/> 962 Residential Street/Driveway <input type="checkbox"/> 981 Construction Site <input type="checkbox"/> 984 Industrial Plant Yard	<b>Property Use:</b> <input type="text"/> <b>Description</b> Look up and enter a Property Use code and description only if you have NOT checked a Property Use box.
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**K1**

<b>Person/Entity Involved</b>				
Local Option	Person/Entity Type	Business Name (if applicable)	Phone Number	
<input type="text"/>	<input type="text" value="Jonathon"/>	<input type="text" value="F"/>	<input type="text" value="Stromme"/>	<input type="text" value="JR-JR"/>
Mr., Ms., Mrs.	First Name	MI	Last Name	Suffix
<input type="text" value="23620"/>	<input type="text"/>	<input type="text" value="JENSEN"/>	<input type="text" value="AVE-Avenue"/>	<input type="text" value="N-North"/>
Number	Prefix	Street or Highway	Street Type	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Forest Lake"/>	<input type="text"/>
Post Office Box	Apt./Suite/Room	City		
<input type="text" value="MN"/>	<input type="text"/>	<input type="text" value="55025"/>		
State	Zip Code			

**K2**

<b>Owner</b>				
Local Option	Person/Entity Type	Business Name (if applicable)	Phone Number	
<input type="text"/>	<input type="text" value="Jonathon"/>	<input type="text" value="E"/>	<input type="text" value="Stromme"/>	<input type="text" value="SR-SR"/>
Mr., Ms., Mrs.	First Name	MI	Last Name	Suffix
<input type="text" value="23620"/>	<input type="text"/>	<input type="text" value="JENSEN"/>	<input type="text" value="AVE-Avenue"/>	<input type="text" value="N-North"/>
Number	Prefix	Street or Highway	Street Type	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Forest Lake"/>	<input type="text"/>
Post Office Box	Apt./Suite/Room	City		
<input type="text" value="MN"/>	<input type="text"/>	<input type="text" value="55025"/>		
State	Zip Code			

**EXHIBIT D**

**L Remarks:**

On Monday March 18th 2019 at 19:57 Forest Lake Fire Department was requested for a structure fire located at 23620 Jensen Ave. in Forest Lake. Mutual aid from Scandia and Wyoming fire department was requested at 20:00. Upon arrival Chief 2 reported there were flames coming from an attached garage and smoke coming from the main structure. Chief 2 requested engine 1 to pull into the driveway and to advance a pumper line and preconnect line to attack the garage. After the initial attack on the garage crews were sent into the house to check for fire extension in the basement, main floor, and attic. Crews reported heavy smoke conditions but no fire extension into the house. Due to the amount of contents in the garage a back hoe was ordered from Olson's Sewer Service to assist fire crews with overhaul. At 12:14 Mutual aid departments were released from the scene. At 1:42 all Forest Lake fire units cleared the scene.

Below is a list of notable times:

19:57 – Request for Forest Lake Fire

19:57 – North Ambulance requested

19:58 – Xcel Gas Notified

19:59 – Event channel 7 request for communications

20:00 – Mutual aid request Wyoming and Scandia Fire

20:01 – Connexus Electric requested

20:01 – METAC 3 channel requested for communications

20:02 – FLPD 3420 arrives and reports garage on fire

20:03 – FLPD 3420 confirms everyone is out of the structure

20:08 – Forest Lake Chief 2 arrives and assumes command

20:17 – Gas shut off at main

20:25 – Power shut off at main panel

21:07 – He...

Full primary narrative can be found in NFIRS 15 - Supplemental

**M Authorization**

270	Blanchard, Troy	Chief 2	Columbus	03/25/2019
Officer In Charge ID	Signature	Position or Rank	Assignment	Date
250	Newman, Alan	Chief 1	Forest Lake	03/25/2019
Member Making Report ID	Signature	Position or Rank	Assignment	Date

# EXHIBIT D

# NFIRS-2 Fire

134

<b>A</b>							
82105	MN	03	18	2019	Forest Lake (#1)	98	0
FDID	State	Month	Day	Year	Station	Number	Exposure

<b>B</b> <b>Property Details</b> <b>B1</b> <input type="text" value="1"/> <input type="checkbox"/> Not Residential <small>Estimated number of residential living units in the building of origin whether or not all units became involved</small> <b>B2</b> <input type="text" value="1"/> <input type="checkbox"/> Buildings Not Involved <small>Number of buildings involved</small> <b>B3</b> <input type="text"/> <input checked="" type="checkbox"/> None <input type="checkbox"/> Less than 1 acre <small>Acres burned (outside fires)</small>	<b>C</b> <div style="display: flex; justify-content: space-between;"> <div><b>On-Site Materials Or Products</b></div> <div><b>On-Site Materials Storage Use</b></div> </div>
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<b>D</b> <b>Ignition</b> <b>D1</b> <input type="text" value="Undetermined"/> <small>Area of Fire Origin</small> <b>D2</b> <input type="text" value="Undetermined"/> <small>Heat Source</small> <b>D3</b> <input type="text" value="Undetermined"/> <small>Item First Ignited</small> <b>D4</b> <input type="text" value="Undetermined"/> <small>Type of Material First Ignited</small>	<b>E1</b> <b>Cause of Ignition</b> <input type="checkbox"/> 1 - Intentional <input type="checkbox"/> 2 - Unintentional <input type="checkbox"/> 3 - Failure of Equipment or Heat Source <input type="checkbox"/> 4 - Act of Nature <input checked="" type="checkbox"/> 5 - Cause Under Investigation <input type="checkbox"/> U - Cause Undetermined After Investigation  <b>E2</b> <b>Factors Contributing to Ignition</b> <input type="text"/> <small>Factor Contributing to Ignition</small>	<b>E3</b> <b>Human Factors Contributing to Ignition</b> <small>Check all applicable boxes</small> <input type="checkbox"/> None <input type="checkbox"/> 1 - Asleep <input type="checkbox"/> 2 - Possibly impaired by alcohol or drugs <input type="checkbox"/> 3 - Unattended person <input type="checkbox"/> 4 - Possibly Mentally Disabled <input type="checkbox"/> 5 - Physically Disabled <input type="checkbox"/> 6 - Multiple Persons Involved  <input type="checkbox"/> 7 - Age Was A Factor <small>Estimated Age of Person Involved</small> <input type="text"/> <input type="checkbox"/> Male <input type="checkbox"/> Female
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<b>F1</b> <b>Equipment Involved In Ignition</b> <input checked="" type="checkbox"/> None <input type="text"/> <small>Equipment Involved</small>  <small>Brand</small> <input type="text"/> <small>Model</small> <input type="text"/> <small>Serial #</small> <input type="text"/> <small>Year</small> <input type="text"/>	<b>F2</b> <b>Equipment Power Source</b> <input type="text"/> <small>Equipment Power Source</small>  <b>F3</b> <b>Equipment Portability</b> <input type="checkbox"/> 1 - Portable <input checked="" type="checkbox"/> 2 - Stationary <small>Portable equipment normally can be moved by one or two persons.</small>	<b>G</b> <b>Fire Suppression Factors</b>  <div style="border: 1px solid black; padding: 2px;">             313-Significant/unusual fuel load from contents           </div> <small>Fire Suppression Factor</small>
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<b>H1</b> <b>Mobile Property Involved</b> <input type="checkbox"/> 1 - Not involved in ignition, but burned <input type="checkbox"/> 2 - Involved in ignition, but did not burn <input type="checkbox"/> 3 - Involved in ignition and burned <input checked="" type="checkbox"/> None	<b>H2</b> <b>Mobile Property Type and Make</b> <input type="text"/> <small>Mobile Property Type</small> <input type="text"/> <small>Mobile Property Make</small>  <div style="display: flex; justify-content: space-between;"> <div> <small>Mobile Property Model</small>  <input type="text"/> </div> <div> <small>Year</small>  <input type="text"/> </div> </div> <div style="display: flex; justify-content: space-between;"> <div> <small>State</small>  <input type="text"/> </div> <div> <small>License Plate Number</small>  <input type="text"/> </div> <div> <small>VIN</small>  <input type="text"/> </div> </div>	<b>Local Use</b> <input type="checkbox"/> Pre-Fire Plan Available <input type="checkbox"/> Arson Report Attached <input type="checkbox"/> Police Report Attached <input type="checkbox"/> Coroner Report Attached <input type="checkbox"/> Other Reports Attached  <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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# EXHIBIT D



# NFIRS-3 Structure Fire

135

<b>I1</b> <b>Structure Type</b> <input checked="" type="checkbox"/> 1 - Enclosed Building <input type="checkbox"/> 2 - Portable/Mobile Structure <input type="checkbox"/> 3 - Open Structure <input type="checkbox"/> 4 - Air-Supported Structure <input type="checkbox"/> 5 - Tent <input type="checkbox"/> 6 - Open Platform <input type="checkbox"/> 7 - Underground Structure <input type="checkbox"/> 8 - Connective Structure <input type="checkbox"/> 0 - Other	<b>I2</b> <b>Building Status</b> <input type="checkbox"/> 1 - Under Construction <input checked="" type="checkbox"/> 2 - In Normal Use <input type="checkbox"/> 3 - Idle, Not Routinely Used <input type="checkbox"/> 4 - Under Major Renovation <input type="checkbox"/> 5 - Vacant and Secured <input type="checkbox"/> 6 - Vacant and Unsecured <input type="checkbox"/> 7 - Being Demolished <input type="checkbox"/> 0 - Other <input type="checkbox"/> U - Undetermined	<b>I3</b> <b>Building Height</b> <div style="display: flex; align-items: center;"> <input style="width: 30px; border: 1px solid black; margin-right: 5px;" type="text" value="1"/> <div>Number of Stories At/Above Grade</div> </div> <div style="display: flex; align-items: center;"> <input style="width: 30px; border: 1px solid black; margin-right: 5px;" type="text" value="1"/> <div>Number of Stories Below Grade</div> </div>	<b>I4</b> <b>Main Floor Size</b> <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> <div>Total Square Feet</div> <div><b>OR</b></div> </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 40px; height: 20px; margin-right: 5px;"></div> <div>BY</div> <div style="border: 1px solid black; width: 40px; height: 20px; margin-right: 5px;"></div> <div>Length (ft) X Width (ft)</div> </div>
<b>J1</b> <b>Fire Origin</b> <div style="display: flex; align-items: center;"> <input style="width: 30px; border: 1px solid black; margin-right: 5px;" type="text" value="1"/> <div>Below Grade</div> </div> <div>Story of Fire Origin</div>	<b>J3</b> <b>Number of Stories Damaged By Flame</b> <div style="display: flex; align-items: center;"> <input style="width: 30px; border: 1px solid black; margin-right: 5px;" type="text" value="1"/> <div>Number of Stories w/Minor Damage (1-24%)</div> </div> <div style="display: flex; align-items: center;"> <input style="width: 30px; border: 1px solid black; margin-right: 5px;" type="text"/> <div>Number of Stories w/Significant Damage (25-49%)</div> </div> <div style="display: flex; align-items: center;"> <input style="width: 30px; border: 1px solid black; margin-right: 5px;" type="text"/> <div>Number of Stories w/Heavy Damage (50-74%)</div> </div> <div style="display: flex; align-items: center;"> <input style="width: 30px; border: 1px solid black; margin-right: 5px;" type="text"/> <div>Number of Stories w/Extreme Damage (75-100%)</div> </div> <div style="margin-top: 10px;">*Count the roof as part of the highest story</div>		<b>K</b> <b>Type of Material Contributing Most to Flame Spread</b> <div style="margin-top: 10px;"> <b>K1</b> <input style="width: 30px; border: 1px solid black;" type="text"/>        Item Contributing Most to Flame Spread     </div> <div style="margin-top: 10px;"> <b>K2</b> <input style="width: 30px; border: 1px solid black;" type="text"/>        Type of Material Contributing Most To Flame Spread     </div>
<b>J2</b> <b>Fire Spread</b> <input type="checkbox"/> Confined to Object of Origin <input type="checkbox"/> 2 - Confined to Room of Origin <input checked="" type="checkbox"/> 3 - Confined to Floor of Origin <input type="checkbox"/> 4 - Confined to Building of Origin <input type="checkbox"/> 5 - Beyond Building of Origin	<b>L1</b> <b>Presence of Detectors</b> <input type="checkbox"/> N - None Present <input type="checkbox"/> 1 - Present <input checked="" type="checkbox"/> U - Undetermined	<b>L3</b> <b>Detector Power Supply</b> <input type="checkbox"/> 1 - Battery Only <input type="checkbox"/> 2 - Hardwire Only <input type="checkbox"/> 3 - Plug-In <input type="checkbox"/> 4 - Hardwire With Battery <input type="checkbox"/> 5 - Plug-In With Battery <input type="checkbox"/> 6 - Mechanical <input type="checkbox"/> 7 - Multiple Detectors & Power Supplies <input type="checkbox"/> 0 - Other <input type="checkbox"/> U - Undetermined	<b>L5</b> <b>Detector Effectiveness</b> <input type="checkbox"/> 1 - Alerted Occupants, Occupants Responded <input type="checkbox"/> 2 - Alerted Occupants, Occupants Failed to Respond <input type="checkbox"/> 3 - There Were No Occupants <input type="checkbox"/> 4 - Failed to Alert Occupants <input type="checkbox"/> U - Undetermined
<b>L2</b> <b>Detector Type</b> <input type="checkbox"/> 1 - Smoke <input type="checkbox"/> 2 - Heat <input type="checkbox"/> 3 - Combination of Smoke and Heat <input type="checkbox"/> 4 - Sprinkler, Water Flow Detection <input type="checkbox"/> 5 - More Than One Type Present <input type="checkbox"/> 0 - Other <input type="checkbox"/> U - Undetermined	<b>L4</b> <b>Detector Operation</b> <input type="checkbox"/> 1 - Fire Too Small To Activate <input type="checkbox"/> 2 - Operated <input type="checkbox"/> 3 - Failed To Operate <input type="checkbox"/> U - Undetermined	<b>L6</b> <b>Detector Failure Reason</b> <input type="checkbox"/> 1 - Power Failure, Shutoff, or Disconnect <input type="checkbox"/> 2 - Improper Installation or Placement <input type="checkbox"/> 3 - Defective <input type="checkbox"/> 4 - Lack of Maintenance, Dirty <input type="checkbox"/> 5 - Battery Missing or Disconnected <input type="checkbox"/> 6 - Battery Discharged or Dead <input type="checkbox"/> 0 - Other <input checked="" type="checkbox"/> U - Undetermined	
<b>M1</b> <b>Presence of Automatic Extinguishing System</b> <input type="checkbox"/> N - None Present <input type="checkbox"/> 1 - Present <input type="checkbox"/> 2 - Partial System Present <input checked="" type="checkbox"/> U - Undetermined	<b>M3</b> <b>Operation of Automatic Extinguishing System</b> <input type="checkbox"/> 1 - Operated/Effective <input type="checkbox"/> 2 - Operated/Not Effective <input type="checkbox"/> 3 - Fire Too Small To Activate <input type="checkbox"/> 4 - Failed To Operate <input type="checkbox"/> 0 - Other <input type="checkbox"/> U - Undetermined Required if fire was within designed range	<b>M5</b> <b>Reason for Automatic Extinguishing System Failure</b> <input type="checkbox"/> 1 - System Shut Off <input type="checkbox"/> 2 - Not Enough Agent Discharged <input type="checkbox"/> 3 - Agent Discharged But Did Not Reach Fire <input type="checkbox"/> 4 - Wrong Type of System <input type="checkbox"/> 5 - Fire Not In Area Protected <input type="checkbox"/> 6 - System Components Damaged <input type="checkbox"/> 7 - Lack of Maintenance <input type="checkbox"/> 8 - Manual Intervention <input type="checkbox"/> 0 - Other <input checked="" type="checkbox"/> U - Undetermined Required if system failed or not effective	
<b>M2</b> <b>Type of Automatic Extinguishing System</b> <input type="checkbox"/> 1 - Wet-Pipe Sprinkler <input type="checkbox"/> 2 - Dry-Pipe Sprinkler <input type="checkbox"/> 3 - Other Sprinkler System <input type="checkbox"/> 4 - Dry Chemical System <input type="checkbox"/> 5 - Foam System <input type="checkbox"/> 6 - Halogen-Type System <input type="checkbox"/> 7 - Carbon Dioxide System <input type="checkbox"/> 0 - Other <input type="checkbox"/> U - Undetermined Required if fire was within designed range of AES	<b>M4</b> <b>Number of Sprinkler Heads Operating</b> <div style="border: 1px solid black; width: 40px; height: 20px; margin-bottom: 5px;"></div> Required if system operated		

# EXHIBIT D



# NFIRS-9 Apparatus or Resources

136

A							
82105	MN	03	18	2019	Forest Lake (#1)	98	0
FDID	State	Month	Day	Year	Station	Number	Exposure

B	Apparatus/Resource	Dates/Times	Sent	Number of People	Apparatus Use	Actions Taken
ID:	FLALL	Dispatch: 03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	0	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	00-Station/Resource	Arrival: 03/18/2019 20:08				
		Clear: 03/19/2019 01:53				
ID:	FLB1	Dispatch: 03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	0	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	16-Brush truck	Arrival: 03/18/2019 20:08				
		Clear: 03/19/2019 01:53				
ID:	FLCH1	Dispatch: 03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	1	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	92-Chief officer car	Arrival: 03/18/2019 20:08				
		Clear: 03/19/2019 01:53				
ID:	FLCH2	Dispatch: 03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	1	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	92-Chief officer car	Arrival: 03/18/2019 20:08				
		Clear: 03/19/2019 01:53				
ID:	FLCH3	Dispatch: 03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	1	<input type="checkbox"/> Suppression <input type="checkbox"/> EMS <input checked="" type="checkbox"/> Other	<input type="checkbox"/>
Type:	92-Chief officer car	Arrival: 03/18/2019 20:08				
		Clear: 03/19/2019 01:53				
ID:	FLCT1	Dispatch: 03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	1	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	00-Station/Resource	Arrival: 03/18/2019 20:08				
		Clear: 03/19/2019 01:53				
ID:	FLCT2	Dispatch: 03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	1	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	10-Ground fire suppression, other	Arrival: 03/18/2019 20:08				
		Clear: 03/19/2019 01:53				
ID:	FLE1	Dispatch: 03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	15	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	11-Engine	Arrival: 03/18/2019 20:08				
		Clear: 03/19/2019 01:53				
ID:	FLE2	Dispatch: 03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	0	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	14-Tanker & pumper combination	Arrival: 03/18/2019 20:08				
		Clear: 03/19/2019 01:53				
ID:	FLE3	Dispatch: 03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	0	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	14-Tanker & pumper combination	Arrival: 03/18/2019 20:08				
		Clear: 03/19/2019 01:53				
ID:	FLT1	Dispatch: 03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	1	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	11-Extinguishment by fire service personnel 12-Salvage & overhaul
Type:	10-Ground fire suppression, other	Arrival: 03/18/2019 20:08				
		Clear: 03/19/2019 01:53				
ID:	FLT2	Dispatch: 03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	1	<input checked="" type="checkbox"/> Suppression	11-Extinguishment by fire service personnel

EXHIBIT D

Type:	10-Ground fire suppression, other	Arrival:	03/18/2019	20:08	<input type="checkbox"/> EMS <input type="checkbox"/> Other	12-Salvage & overhaul	137
		Clear:	03/19/2019	01:53			
ID:	FLR1	Dispatch:	03/18/2019	19:56	<input type="checkbox"/> Sent 0	<input type="checkbox"/> Suppression <input type="checkbox"/> EMS <input checked="" type="checkbox"/> Other	
Type:	71-Rescue unit	Arrival:	03/18/2019	20:08			
		Clear:	03/19/2019	01:53			
ID:	FLT1	Dispatch:	03/18/2019	19:56	<input type="checkbox"/> Sent 0	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	
Type:	24-Tanker or tender	Arrival:	03/18/2019	20:08			
		Clear:	03/19/2019	01:53			
ID:	FLUTV1	Dispatch:	03/18/2019	19:56	<input type="checkbox"/> Sent 0	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	
Type:	10-Ground fire suppression, other	Arrival:	03/18/2019	20:08			
		Clear:	03/19/2019	01:53			
ID:	FLUTV2	Dispatch:	03/18/2019	19:56	<input type="checkbox"/> Sent 0	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	
Type:	10-Ground fire suppression, other	Arrival:	03/18/2019	20:08			
		Clear:	03/19/2019	01:53			

# EXHIBIT D

# NFIRS-10 Personnel

138

A							
82105	MN	03	18	2019	Forest Lake (#1)	98	0
FDID	State	Month	Day	Year	Station	Number	Exposure

B Apparatus/Resource		Dates/Times		Sent	Number of People	Apparatus Use	Actions Taken
ID:	FLALL	Dispatch:	03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	0	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	00-Station/Resource	Arrival:	03/18/2019 20:08				
		Clear:	03/19/2019 01:53				
Personnel ID	Name	Rank	Role	Attend	Actions Taken		
ID:	FLB1	Dispatch:	03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	0	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	16-Brush truck	Arrival:	03/18/2019 20:08				
		Clear:	03/19/2019 01:53				
Personnel ID	Name	Rank	Role	Attend	Actions Taken		
ID:	FLCH1	Dispatch:	03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	1	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	92-Chief officer car	Arrival:	03/18/2019 20:08				
		Clear:	03/19/2019 01:53				
Personnel ID	Name	Rank	Role	Attend	Actions Taken		
250	Newman, Alan	Chief 1	5588009-Chief	<input type="checkbox"/>	<input type="checkbox"/>		
ID:	FLCH2	Dispatch:	03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	1	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	92-Chief officer car	Arrival:	03/18/2019 20:08				
		Clear:	03/19/2019 01:53				
Personnel ID	Name	Rank	Role	Attend	Actions Taken		
270	Blanchard, Troy	Chief 2	5588009-Chief	<input type="checkbox"/>	<input type="checkbox"/>		
ID:	FLCH3	Dispatch:	03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	1	<input type="checkbox"/> Suppression <input type="checkbox"/> EMS <input checked="" type="checkbox"/> Other	<input type="checkbox"/>
Type:	92-Chief officer car	Arrival:	03/18/2019 20:08				
		Clear:	03/19/2019 01:53				
Personnel ID	Name	Rank	Role	Attend	Actions Taken		
293	Swenson, Michael	Chief 3	5588009-Chief	<input type="checkbox"/>	<input type="checkbox"/>		
ID:	FLCT1	Dispatch:	03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	1	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	00-Station/Resource	Arrival:	03/18/2019 20:08				
		Clear:	03/19/2019 01:53				
Personnel ID	Name	Rank	Role	Attend	Actions Taken		
273	Schwartz, Michael	Captain	5588012-Firefighter	<input type="checkbox"/>	<input type="checkbox"/>		
ID:	FLCT2	Dispatch:	03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	1	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	10-Ground fire suppression, other	Arrival:	03/18/2019 20:08				
		Clear:	03/19/2019 01:53				
Personnel ID	Name	Rank	Role	Attend	Actions Taken		
285	Thomas, Sean	Captain	5588012-Firefighter	<input type="checkbox"/>	<input type="checkbox"/>		
ID:	FLE1	Dispatch:	03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	15	<input checked="" type="checkbox"/> Suppression	<input type="checkbox"/>

EXHIBIT D

Type: 11-Engine	Arrival: 03/18/2019 20:08	Clear: 03/19/2019 01:53	<input type="checkbox"/> EMS <input type="checkbox"/> Other	139
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Personnel ID	Name	Rank	Role	Attend	Actions Taken
318	Acker, Nicholas	Probationary Firefighter		<input type="checkbox"/>	<input type="checkbox"/>
319	Grindeland, Jacob	Probationary Firefighter		<input type="checkbox"/>	<input type="checkbox"/>
238	Olson, Dennis	Chief Engineer		<input type="checkbox"/>	<input type="checkbox"/>
290	Reid, Aaron	Firefighter		<input type="checkbox"/>	<input type="checkbox"/>
297	McApline, Chad	Firefighter		<input type="checkbox"/>	<input type="checkbox"/>
300	Moats, Nathaniel	Engineer		<input type="checkbox"/>	<input type="checkbox"/>
301	McArthur, James	Firefighter		<input type="checkbox"/>	<input type="checkbox"/>
251	Wurm, Jon	Engineer		<input type="checkbox"/>	<input type="checkbox"/>
274	Zeinert, Dale	Firefighter		<input type="checkbox"/>	<input type="checkbox"/>
286	Miller, Timothy	Firefighter		<input type="checkbox"/>	<input type="checkbox"/>
289	Mike, Daniel	Engineer		<input type="checkbox"/>	<input type="checkbox"/>
306	Beckman, John	Firefighter		<input type="checkbox"/>	<input type="checkbox"/>
305	Metty, Matt	Firefighter		<input type="checkbox"/>	<input type="checkbox"/>
309	Payment, Chad	Firefighter		<input type="checkbox"/>	<input type="checkbox"/>
315	Marx, Taylor	Probationary Firefighter		<input type="checkbox"/>	<input type="checkbox"/>

ID: FLE2	Dispatch: 03/18/2019 19:56	<input type="checkbox"/> Sent	0	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type: 14-Tanker & pumper combination	Arrival: 03/18/2019 20:08	Clear: 03/19/2019 01:53			

Personnel ID	Name	Rank	Role	Attend	Actions Taken
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ID: FLE3	Dispatch: 03/18/2019 19:56	<input type="checkbox"/> Sent	0	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type: 14-Tanker & pumper combination	Arrival: 03/18/2019 20:08	Clear: 03/19/2019 01:53			

Personnel ID	Name	Rank	Role	Attend	Actions Taken
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ID: FLLT1	Dispatch: 03/18/2019 19:56	<input type="checkbox"/> Sent	1	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	11-Extinguishment by fire service personnel 12-Salvage & overhaul
Type: 10-Ground fire suppression, other	Arrival: 03/18/2019 20:08	Clear: 03/19/2019 01:53			

Personnel ID	Name	Rank	Role	Attend	Actions Taken
302	Theisen, Christopher	Lieutenant	5588012-Firefighter	<input type="checkbox"/>	<input type="checkbox"/>

ID: FLLT2	Dispatch: 03/18/2019 19:56	<input type="checkbox"/> Sent	1	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	11-Extinguishment by fire service personnel 12-Salvage & overhaul
Type: 10-Ground fire suppression, other	Arrival: 03/18/2019 20:08	Clear: 03/19/2019 01:53			

Personnel ID	Name	Rank	Role	Attend	Actions Taken
310	Berglund, Dylan	Lieutenant	5588012-Firefighter	<input type="checkbox"/>	<input type="checkbox"/>

ID: FLR1	Dispatch: 03/18/2019 19:56	<input type="checkbox"/> Sent	0	<input type="checkbox"/> Suppression <input type="checkbox"/> EMS <input checked="" type="checkbox"/> Other	<input type="checkbox"/>
Type: 71-Rescue unit	Arrival: 03/18/2019 20:08	Clear: 03/19/2019 01:53			

Personnel ID	Name	Rank	Role	Attend	Actions Taken
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# EXHIBIT D

ID:	FLT1	Dispatch:	03/18/2019	19:56	<input checked="" type="checkbox"/> Sent	<input type="checkbox"/> 0	<input checked="" type="checkbox"/> Suppression	<input type="checkbox"/> 140
Type:	24-Tanker or tender	Arrival:	03/18/2019	20:08			<input type="checkbox"/> EMS	
		Clear:	03/19/2019	01:53			<input type="checkbox"/> Other	
Personnel ID	Name	Rank	Role	Attend	Actions Taken			

ID:	FLUTV1	Dispatch:	03/18/2019	19:56	<input checked="" type="checkbox"/> Sent	<input type="checkbox"/> 0	<input checked="" type="checkbox"/> Suppression	<input type="checkbox"/> 140
Type:	10-Ground fire suppression, other	Arrival:	03/18/2019	20:08			<input type="checkbox"/> EMS	
		Clear:	03/19/2019	01:53			<input type="checkbox"/> Other	
Personnel ID	Name	Rank	Role	Attend	Actions Taken			

ID:	FLUTV2	Dispatch:	03/18/2019	19:56	<input checked="" type="checkbox"/> Sent	<input type="checkbox"/> 0	<input checked="" type="checkbox"/> Suppression	<input type="checkbox"/> 140
Type:	10-Ground fire suppression, other	Arrival:	03/18/2019	20:08			<input type="checkbox"/> EMS	
		Clear:	03/19/2019	01:53			<input type="checkbox"/> Other	
Personnel ID	Name	Rank	Role	Attend	Actions Taken			

# EXHIBIT D



# NFIRS-1S Supplemental

141

A

82105	MN	03	18	2019	Forest Lake (#1)	98	0
FDID	State	Month	Day	Year	Station	Number	Exposure

## Primary Narrative:

On Monday March 18th 2019 at 19:57 Forest Lake Fire Department was requested for a structure fire located at 23620 Jensen Ave. in Forest Lake. Mutual aid from Scandia and Wyoming fire department was requested at 20:00. Upon arrival Chief 2 reported there were flames coming from an attached garage and smoke coming from the main structure. Chief 2 requested engine 1 to pull into the driveway and to advance a pumper line and preconnect line to attack the garage. After the initial attack on the garage crews were sent into the house to check for fire extension in the basement, main floor, and attic. Crews reported heavy smoke conditions but no fire extension into the house. Due to the amount of contents in the garage a back hoe was ordered from Olson's Sewer Service to assist fire crews with overhaul. At 12:14 Mutual aid departments were released from the scene. At 1:42 all Forest Lake Fire units cleared the scene.

Below is a list of notable times:

19:57 – Request for Forest Lake Fire  
 19:57 – North Ambulance requested  
 19:58 – Xcel Gas Notified  
 19:59 – Event channel 7 request for communications  
 20:00 – Mutual aid request Wyoming and Scandia Fire  
 20:01 – Connexus Electric requested  
 20:01 – METAC 3 channel requested for communications  
 20:02 – FLPD 3420 arrives and reports garage on fire  
 20:03 – FLPD 3420 confirms everyone is out of the structure  
 20:08 – Forest Lake Chief 2 arrives and assumes command  
 20:17 – Gas shut off at main  
 20:25 – Power shut off at main panel  
 21:07 – Heavy equipment requested from Olson's Sewer Service  
 22:19 – Olson's Sewer Service Arrival  
 22:21 – State Fire Marshal requested  
 22:34 – American Red Cross requested  
 12:14 – Mutual Aid departments released  
 1:42 – All Forest Lake Fire units released

Alan Newman  
 Chief 1  
 250

## Person/Entity Involved

Occupant					
Local Option	Person/Entity Type	Business Name (if applicable)	Phone Number		
	Gregory		Hafich		
Mr., Ms., Mrs.	First Name	MI	Last Name	Suffix	
23620		JENSEN			
Number	Prefix	Street or Highway	Street Type	Suffix	
			Forest Lake		
Post Office Box	Apt./Suite/Room		City		
MN	55025				
State	Zip Code				

## Person/Entity Involved

Occupant					
Local Option	Person/Entity Type	Business Name (if applicable)	Phone Number		
	Marylou		Stromme		
Mr., Ms., Mrs.	First Name	MI	Last Name	Suffix	
23620		JENSEN			
Number	Prefix	Street or Highway	Street Type	Suffix	
			Forest Lake		
Post Office Box	Apt./Suite/Room		City		
MN	55025				
State	Zip Code				

**EXHIBIT D**



**Date:** November 15, 2024  
**To:** Mr. Jonathen Stromme  
**From:** Ken Roberts, City Planner  
**Re:** Property located at 23620 Jensen Avenue North

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Mr. Stromme:

City staff conducted an inspection of your property at 23620 Jensen Avenue North ("Property") on Wednesday, October 23, 2024. Present at the inspection were Abbi Wittman, Community Development Director, Ken Roberts, City Planner, Tom Krause, Interim City Building Official, and Spencer Christian from KNS Services. The following City Code violations were documented:

**1. Unsheltered Storage:**

City staff observed a large volume of unsheltered storage and bags of garbage on the Property. This is a violation of the City Code Sections 50.02(A), 96.04 and 96.05(A). I have attached the related violation and correction notice.

**2. Inoperable Vehicles:**

Staff also observed vehicles on the property with expired tabs and appeared to be inoperable. City Code Section 96.06 requires all motor vehicles to have current tabs and to be in operating condition, unless they are kept in an enclosed building. I have attached the related violation and correction notice.

**3. Hazardous Building:**

Mr. Krause conducted an inspection of the exterior of the house on the Property. I have attached his inspection report. Based on his inspection, Mr. Krause concluded that the building meets the definition of a hazardous building as defined in Minnesota Statute 463.15, subd. 3. Pursuant to the process and authority defined in Minnesota Statute Chapter 463, the City Council shall review the findings of Mr. Krause's report and additional relevant data regarding your Property at the **Monday November 25, 2024, City Council meeting held at 7:00 pm at City Hall.**

At that meeting, City Council has the authority to issue an Order requiring you correct or remove the hazardous condition of the building or to raze or remove the building. The Council also will set a deadline by which this must occur. Staff will be recommending you have until May 1, 2025, to correct or remove the hazardous condition of the building or to raze or remove the building.

If you fail to complete the necessary repairs or removal by the deadline, the City can obtain a court order to remove the hazardous building and assess the charges to the Property.

**EXHIBIT E**

Community Development



If you have questions about the process or if you would like to present information to Council at the **November 25, 2024** meeting, please contact myself or Abbi Wittman.

Respectfully,



**Ken Roberts – City Planner**

651-209-9734

Enclosures:

1. Unsheltered Storage Violation Notice
2. Inoperable Vehicles Violation Notice
3. Tom Krause Hazardous Building Inspection Report dated November 8, 2024

**EXHIBIT E**



November 15, 2024

JONATHAN STROMME  
23620 JENSEN AVE N  
Forest Lake, MN 55025

Sent by [check all that apply]:

- ☒ **Certified Mail**  
☐ **Regular Mail**  
☒ **Personal Service**  
☐ **Posting on the Property**

Dear JONATHAN STROMME,

According to Washington County property records, you are the property owner of:

23620 JENSEN AVE N  
Forest Lake, MN 55025

City Staff conducted an inspection on October 23, 2024 at the above-mentioned property that revealed the following violations of the Forest Lake City Code:

City Code Section and Title	Required Correction Actions	Correction Compliance Date
96.06 <i>No person shall place, park, permit to remain, store or leave upon an open area of any premises located anywhere in the city any abandoned, junk or unauthorized motorized vehicle for more than 7 days.</i>	1. Ensure all motor vehicles on the property are licensed and operable.  2. Remove from the property all motor vehicles that are not licensed or operable.	<b>December 16, 2024</b>
153.260 (A) <i>Vehicles, boats, trailers, and other equipment in an inoperable state and/or unlicensed shall not be parked and/or kept in any district, except in a location authorized by this chapter or in an enclosed building.</i>	3. Ensure the recreational trailers on the property are not used for living, sleeping or housekeeping purposes.  4. Ensure the two recreational camping trailers on the property each have a current license or registration as required by the State of Minnesota.	
(B) Recreational vehicles, including but not limited to trailers, campers, motor homes,	5. Remove from the property the recreational camping trailers	

**EXHIBIT E**

<p>boats, pop-up campers, and trailers that transport snowmobiles, wave runners, ATV's, and the like are restricted as follows:</p> <p>(1) Recreational vehicles exceeding 30 feet in length may not be stored in any residential district.</p> <p>(2) No recreational vehicles or equipment shall be parked in the public right-of-way.</p> <p>(3) Recreational vehicles exceeding 30 feet in length may be temporarily parked in residential driveways for a maximum of 72 hours for trip preparation and unloading purposes.</p> <p>(4) Recreational vehicles shall be parked meeting accessory structure setback requirements.</p> <p>(5) No recreational vehicle shall be used for living, sleeping, or housekeeping purposes in any zoning district unless otherwise authorized by this chapter.</p> <p>(6) This section does not apply to recreational vehicles offered for sale in any approved outdoor sales and display area of a motor vehicle or recreational equipment sales dealership.</p>	<p>that are not licensed or registered as required by the State of Minnesota.</p>	
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If you fail to correct these violations by the date listed, the City may do any of the following:

- Issue an administrative citation in the amount of \$200. Failure to pay the administrative citation penalty will result in the fee being assessed against your property.
- Make the corrections at your expense. Failure to pay the City's invoice for the abatement services will result in all fees and costs being assessed against your property.

Please contact me via email or telephone if you have any questions or concerns.

Sincerely,



**Ken Roberts, City Planner**

651-209-9734

Ken.Roberts@ci.forest-lake.mn.us

**EXHIBIT E**



November 15, 2024

JONATHAN STROMME  
23620 JENSEN AVE N  
Forest Lake, MN 55025

Sent by [check all that apply]:

- ☒ Certified Mail  
☐ Regular Mail  
☒ Personal Service  
☐ Posting on the Property

Dear JONATHAN STROMME,

According to Washington County property records, you are the property owner of:

23620 JENSEN AVE N  
Forest Lake, MN 55025

City Staff conducted an inspection on October 23, 2024 at the above-mentioned property that revealed the following violations of the Forest Lake City Code:

City Code Section and Title	Required Correction Action	Correction Compliance Date
<ul style="list-style-type: none"> <li>96.04 <i>No person shall litter or cast or allow to remain any rubbish or trash of any kind or nature in or about any city public park or public grounds.</i></li> <li>96.05(A) <i>Unsheltered storage and clutter. No person may store, permit, maintain or leave machinery, implements, equipment, clutter, debris or personal property or unsheltered storage upon an open space area of any premises located anywhere in the city.</i></li> </ul>	<ol style="list-style-type: none"> <li>Properly dispose of any and all garbage and trash.</li> <li>Place and store all personal property inside of an enclosed structure or inside the home.</li> </ol>	<p><b>December 16, 2024</b></p>

**EXHIBIT E**



If you fail to correct these violations by the date listed, the City may do any of the following:

- Issue an administrative citation in the amount of \$100. Failure to pay the administrative citation penalty will result in the fee being assessed against your property.
- Make the corrections at your expense. Failure to pay the City's invoice for the abatement services will result in all fees and costs being assessed against your property.

Please contact me via email or telephone if you have any questions or concerns.

Sincerely,



**Ken Roberts, City Planner**

651-209-9734

Ken.Roberts@ci.forest-lake.mn.us

**EXHIBIT E**



Date: November 8, 2024

To: Forest Lake City Council  
Jolleen Chaika, City Clerk and Acting Administrator  
Abbi Wittman, Community Development Director

RE: October 23<sup>rd</sup>, 2024 inspection results for 23620 Jensen Avenue North

From: Tom Krause, Interim Building Official

### **Background**

At the request of the City of Forest Lake, Minnesota, an on-site inspection of the exterior of the dwelling addressed as 23620 Jensen Avenue, Forest Lake, Minnesota was conducted on Wednesday, October 23, 2024, beginning at 9:30 am. The following is a report based upon the investigation of Tom Krause, City of Forest Lake Interim Building Official.

### **Investigation Deficiencies**

#### **Hazardous Conditions Due to Structure Fire:**

The attached garage underwent a fire event on March 18, 2019, as stated in the attached fire report. The attached garage was destroyed and has since been removed, leaving exposed, charred portions of pre-engineered roof trusses that were once connected to the attached garage and are still serving as the roof truss assembly over the front entry way. Portions of the dwelling roof trusses and the common wall between the attached garage and the dwelling were affected by this fire event. Wall sheathing and roof trusses have since been left exposed to the elements. Exposed wall sheathing and roof trusses to the elements will develop corrosion of the fasteners, and the composition of the sheathing will be diminished resulting in the structural integrity of the wall and the wall bracing effectiveness to be hindered ineffective for the support of the structure.

These hazardous elements are depicted on the enclosed Exhibits A1-A4, enclosed.

#### **Hazardous Conditions Related to the Deck:**

It was observed multiple items have been stored on the deck. The beam and floor joists have sagging issues resulting in cracked and overstressed beam and floor joists. The overstressed floor joists and beam indicate the acceptable deflection tolerance has been exceeded and the potential of complete failure has been increased.

This is depicted on Exhibits B1-3, enclosed.

# **EXHIBIT E**

**Hazardous Conditions Related to Exposure to the Elements/Vermin:**

Multiple areas of the exterior wall covering, and windows have holes and rotten areas allowing moisture, insect, and varmint intrusions into the exterior wall system.

This is depicted on Exhibits C1-C9.

**Conclusion**

Though I was unable to gain entry into the home, it is clear structural components have been compromised due to the fire and wall/roof covering not being properly replaced, repaired, or reinstalled. I am concerned that the dwelling has been left without the proper weather resistant barrier and covering for the last 3 years that the components within the exterior wall system have been jeopardized.

This single-family dwelling with the items observed and listed meets the definition as a hazardous building as identified by the 2023 Minnesota Statute 463.15, Subd. 3. The dwelling has experienced inadequate maintenance, physical damage, unsanitary conditions, and is a hazard to public safety and health. It should be considered that the structure be demolished in pursuant to the 2023 Minnesota Statute 463 for Hazardous or Substandard Buildings.

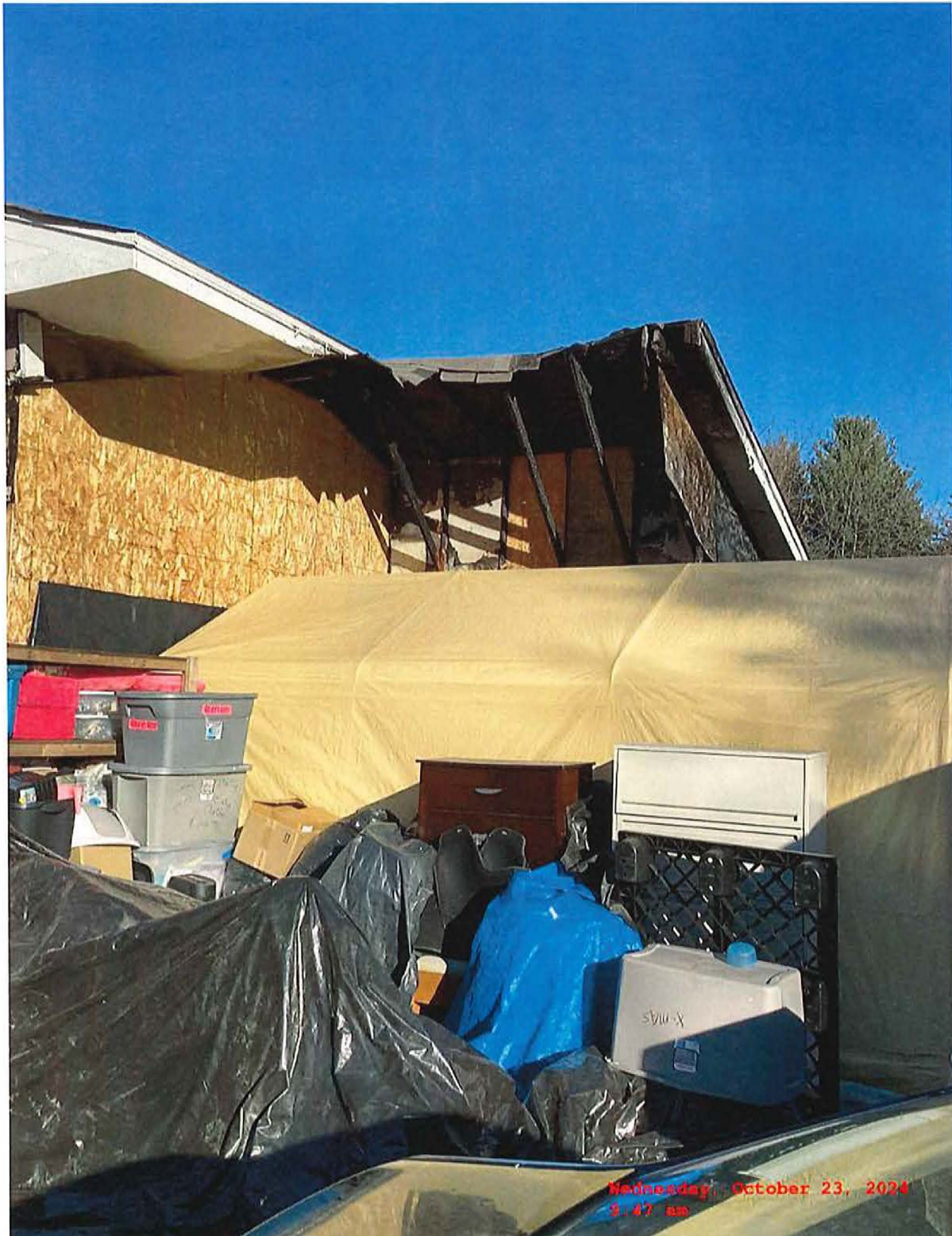
Respectfully Submitted,



Tom Krause, Interim Building Official

**EXHIBIT E**

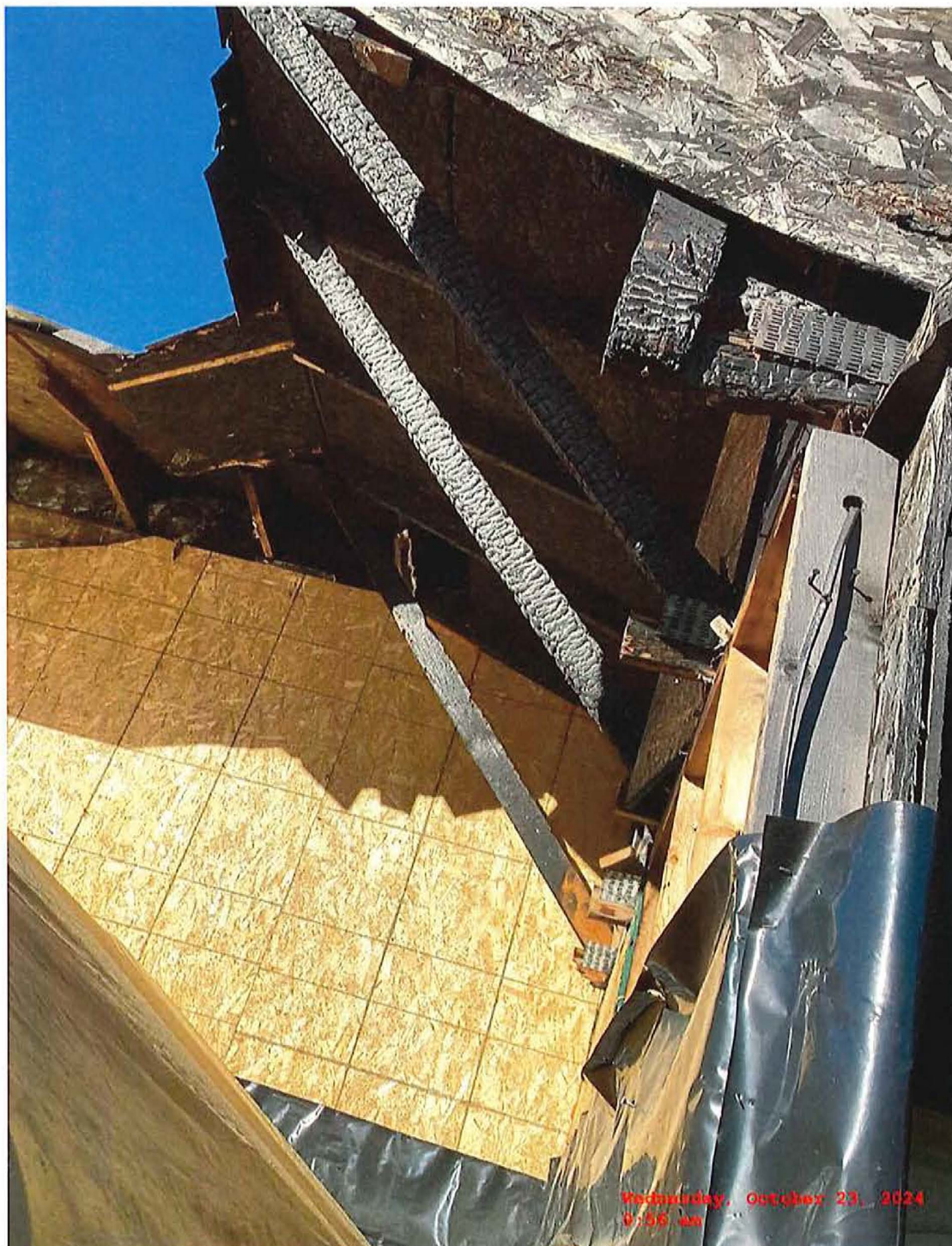
EXHIBIT A1: FIRE DAMAGE AT FORMER ATTACHED GARAGE AREA



**EXHIBIT E**



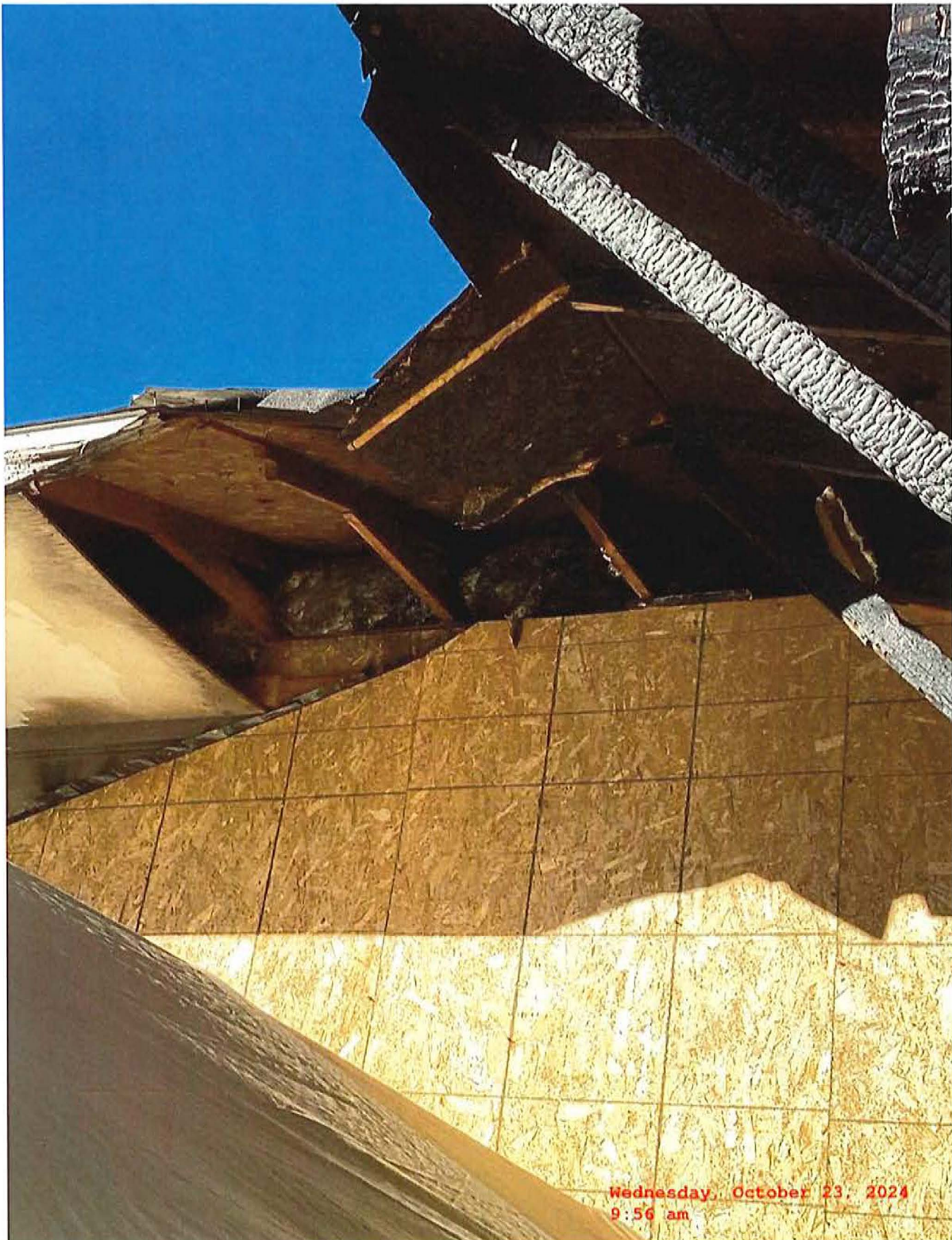
**EXHIBIT A2: FIRE DAMAGE AT FORMER ATTACHED GARARE AREA-WALL BETWEEN FORMER  
ATTACHED GARAGE AND DWELLING & WALL BETWEEN FORMER ATTACHED GARAGE AND  
FRONT ENTRANCE**



**EXHIBIT E**



EXHIBIT A3: FIRE DAMAGE AT FORMER ATTACHED GARAGE-EAST SIDE OF DWELLING



**EXHIBIT E**



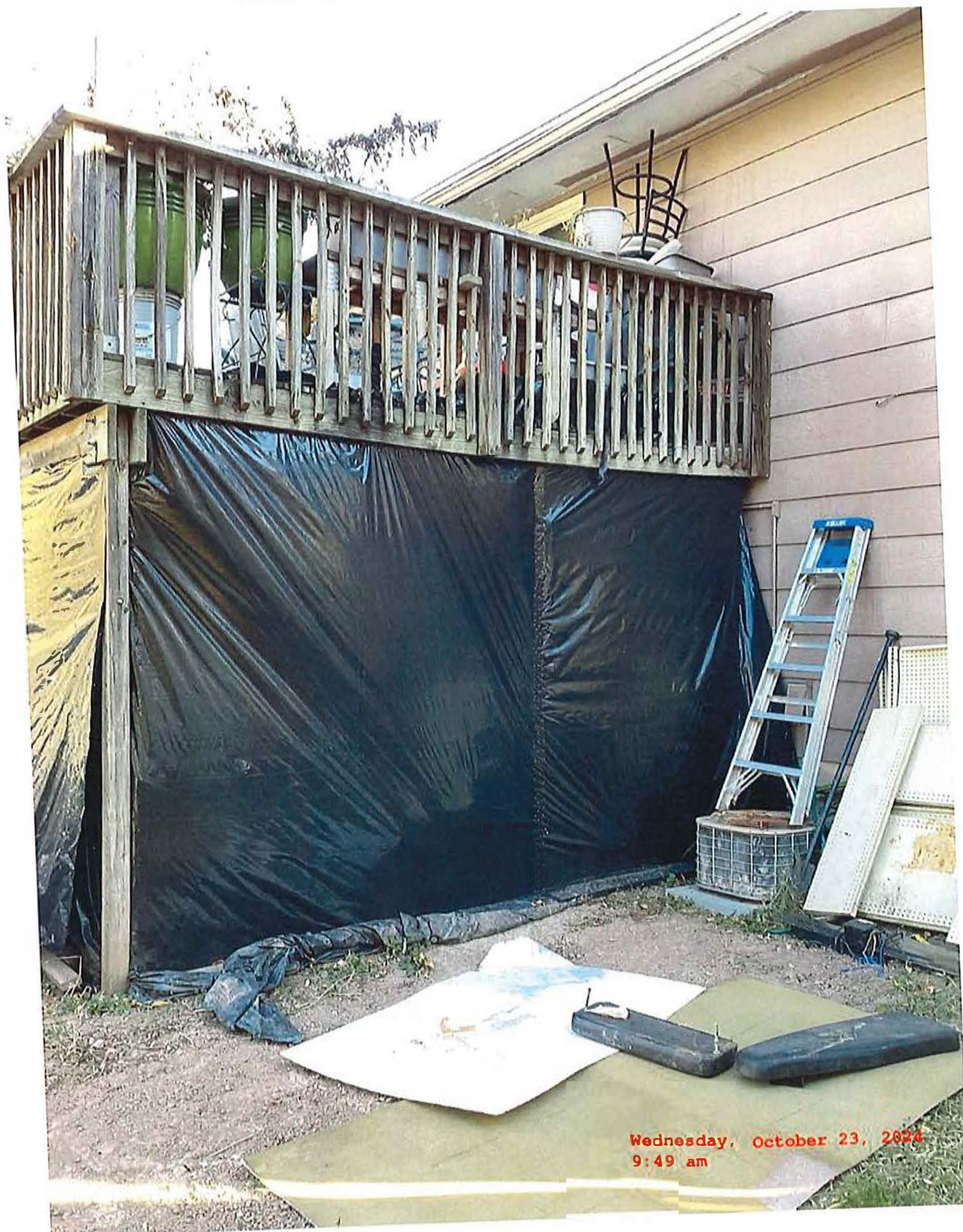
EXHIBIT A4: FIRE DAMAGE AT SOUTH SIDE OF FORMER ATTACHED GARAGE AREA



**EXHIBIT E**



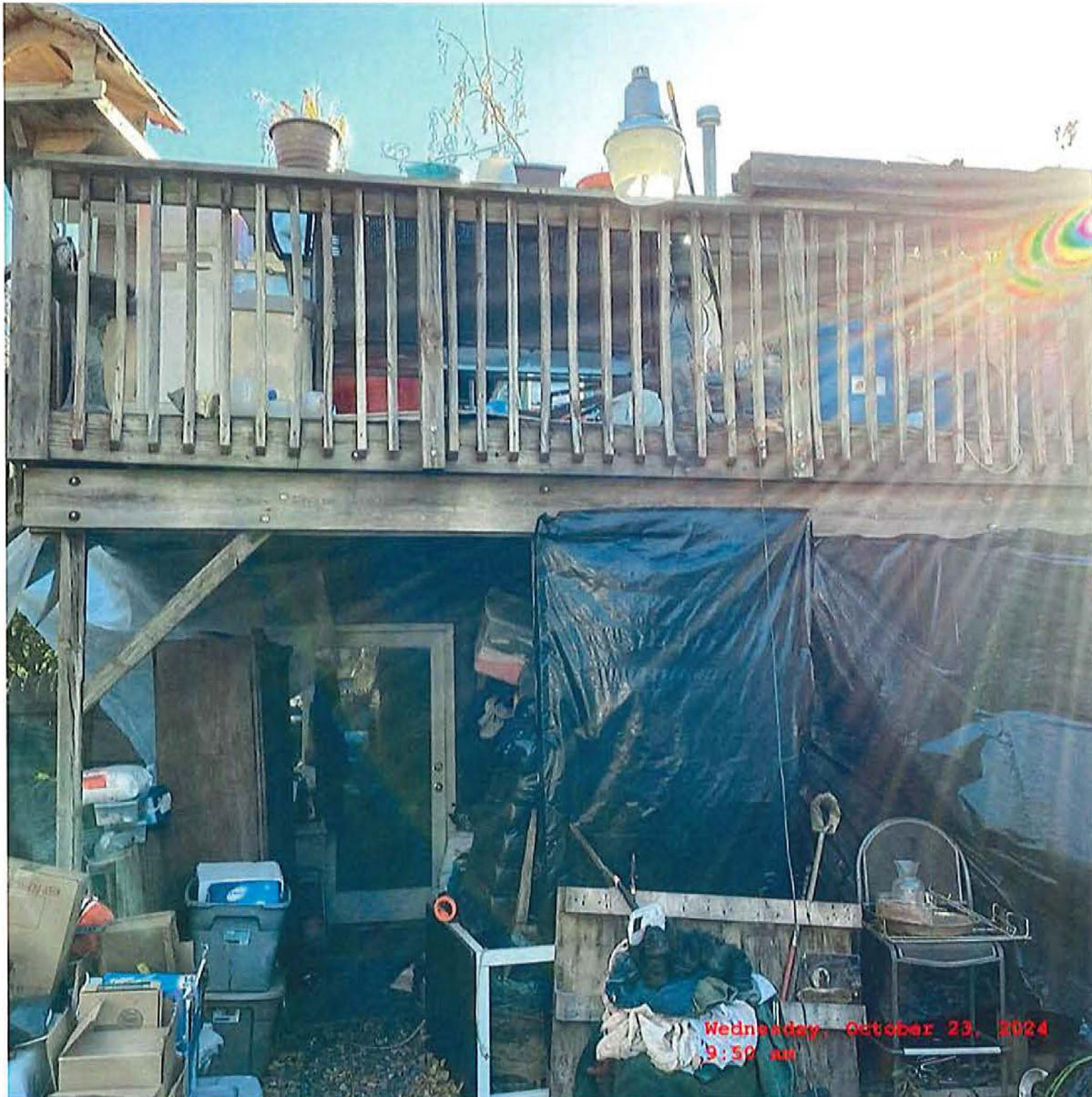
EXHIBIT B1: REAR DECK-SOUTH SIDE OF DECK

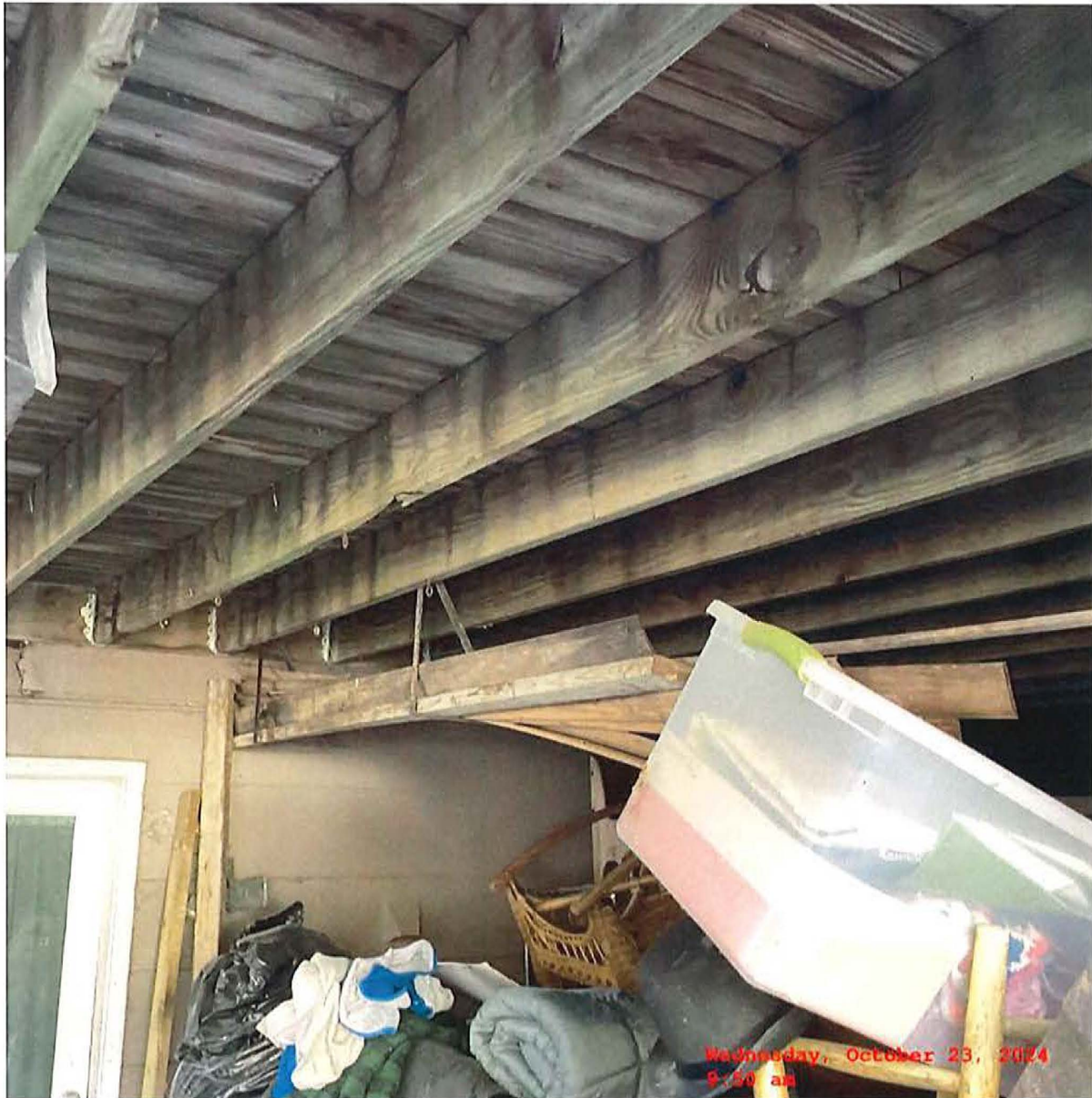


**EXHIBIT E**



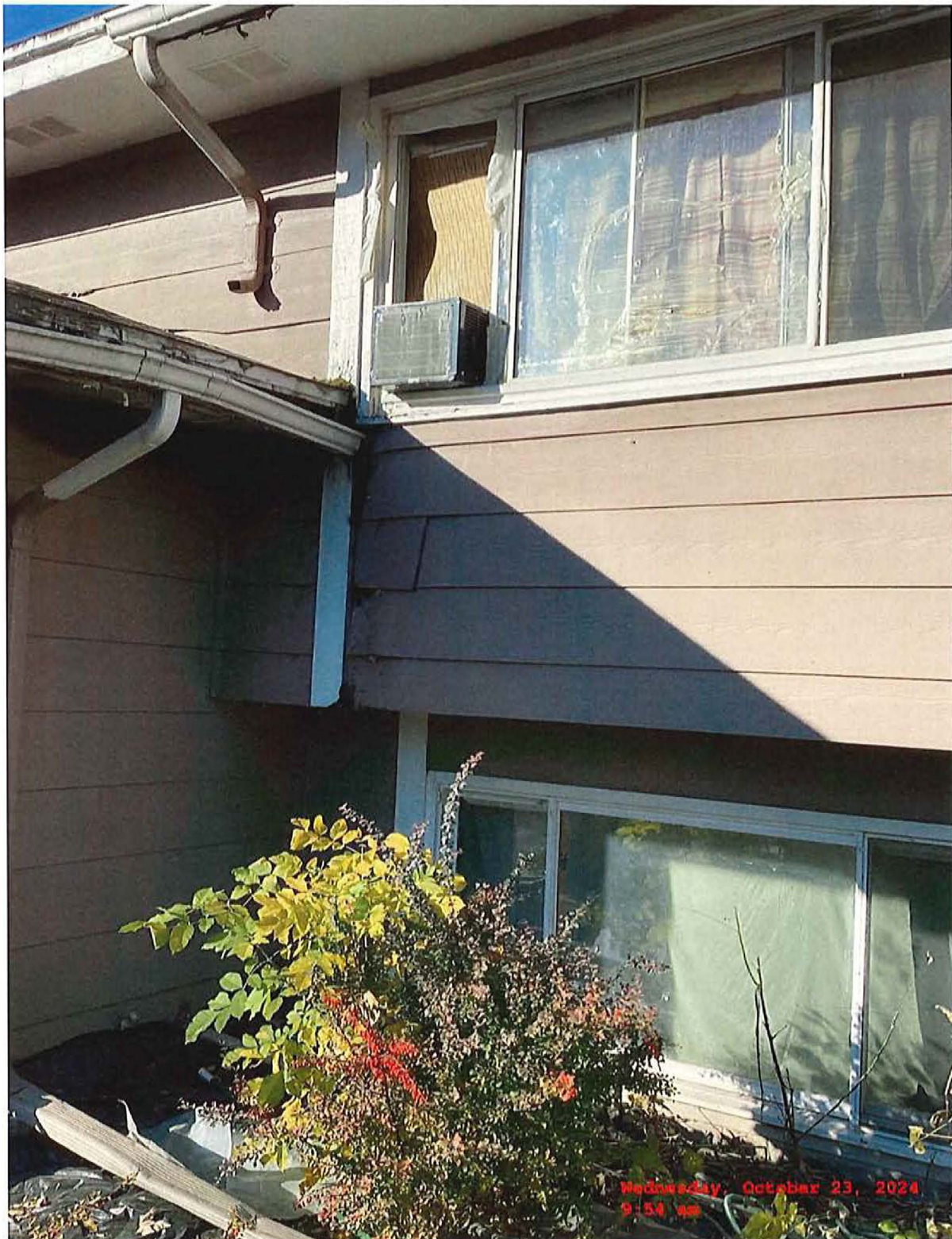
EXHIBIT B2: REAR DECK-WEST SIDE OF DECK

**EXHIBIT E**

**EXHIBIT B3: UNDERSIDE OF REAR DECK****EXHIBIT E**



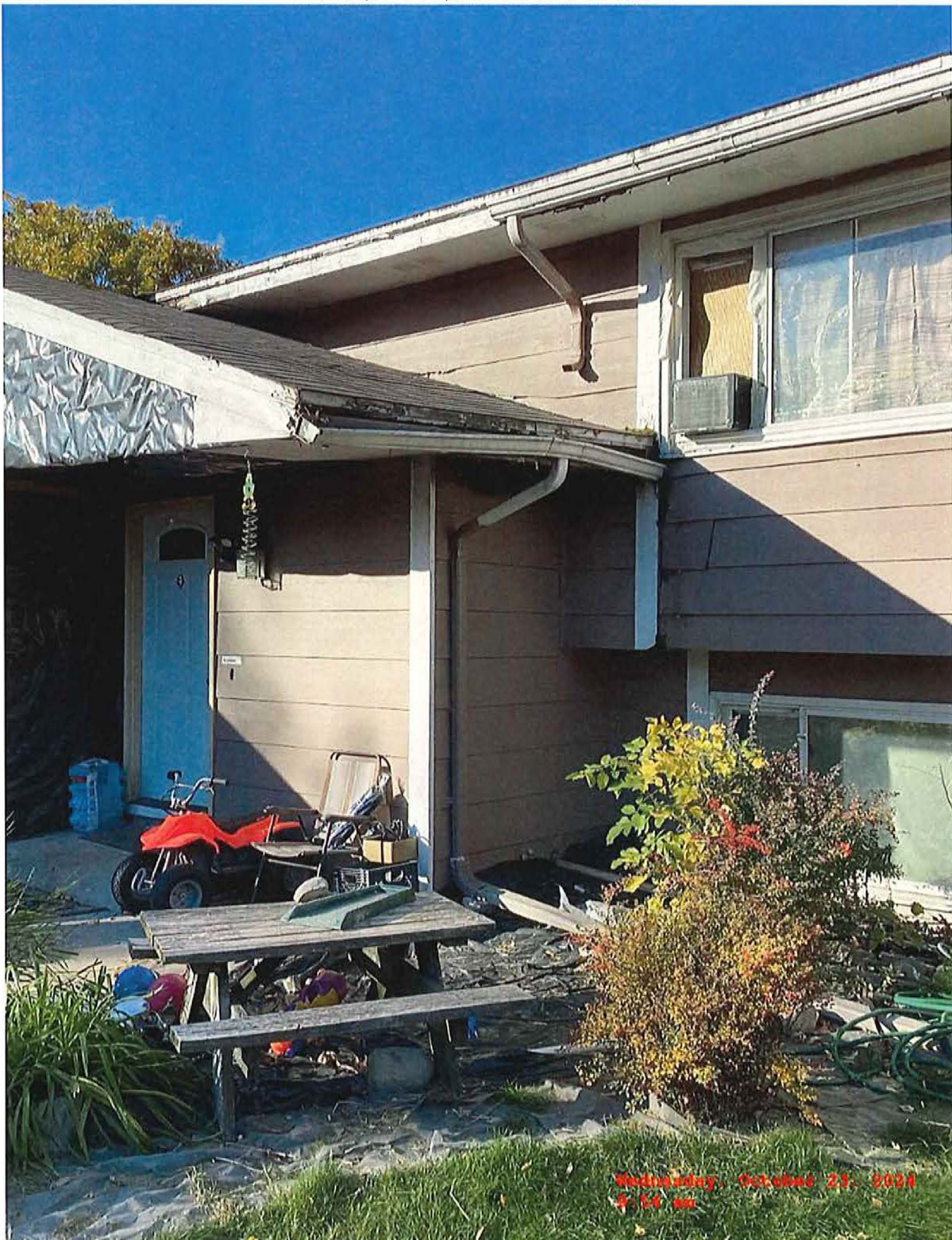
**EXHIBIT C1: FRONT OF DWELLING-EAST SIDE-UPPER-LEVEL WINDOW-MOISTURE ISSUES AT SIDING, FASCIA, & LOWER PORTION OF WINDOW**



**EXHIBIT E**



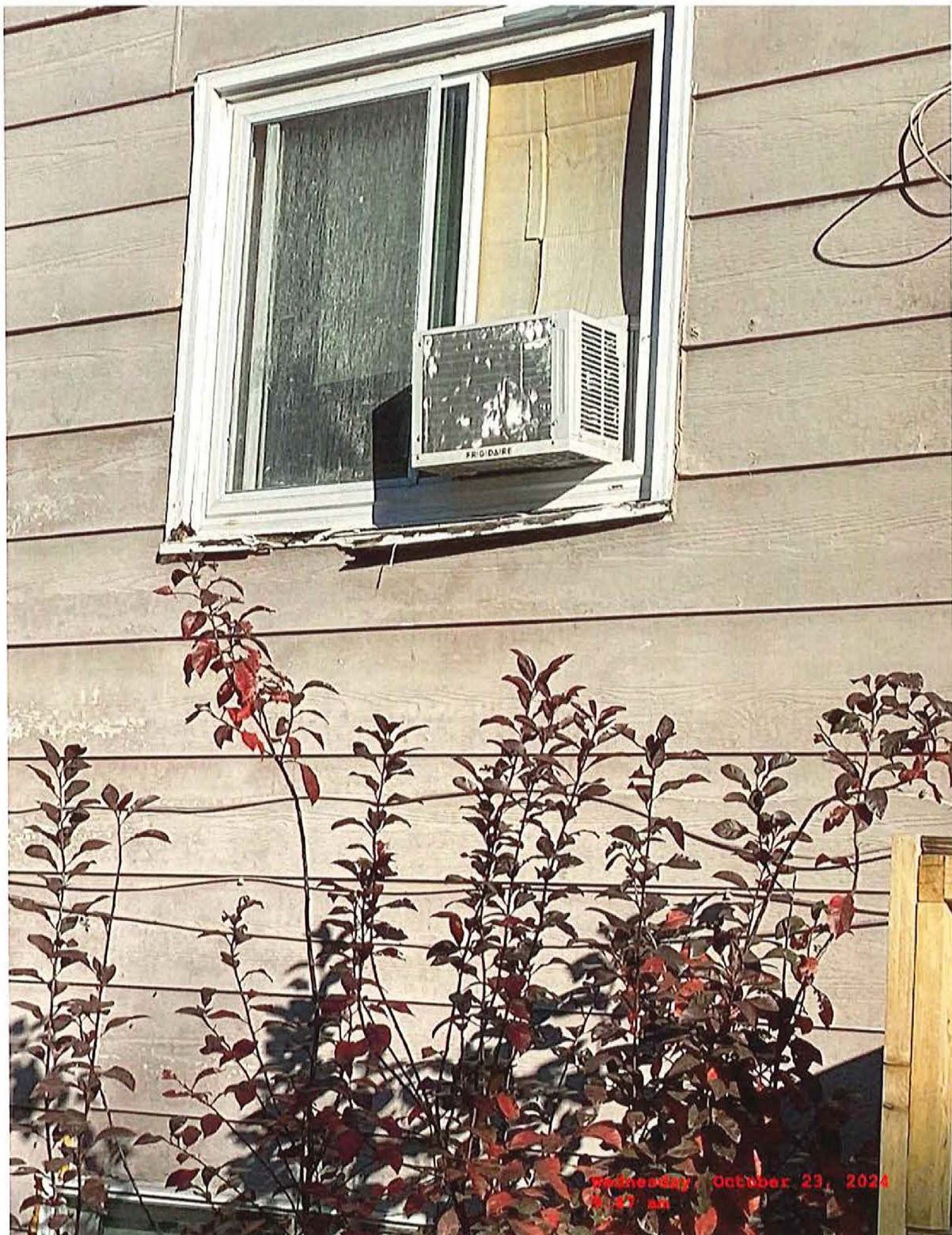
**EXHIBIT C2: FRONT ENTRY-EAST SIDE OF DWELLING-FIRE DAMAGE, MOISTURE ISSUES AT FASCIA, SOFFIT, AND SIDING AREAS**



**EXHIBIT E**



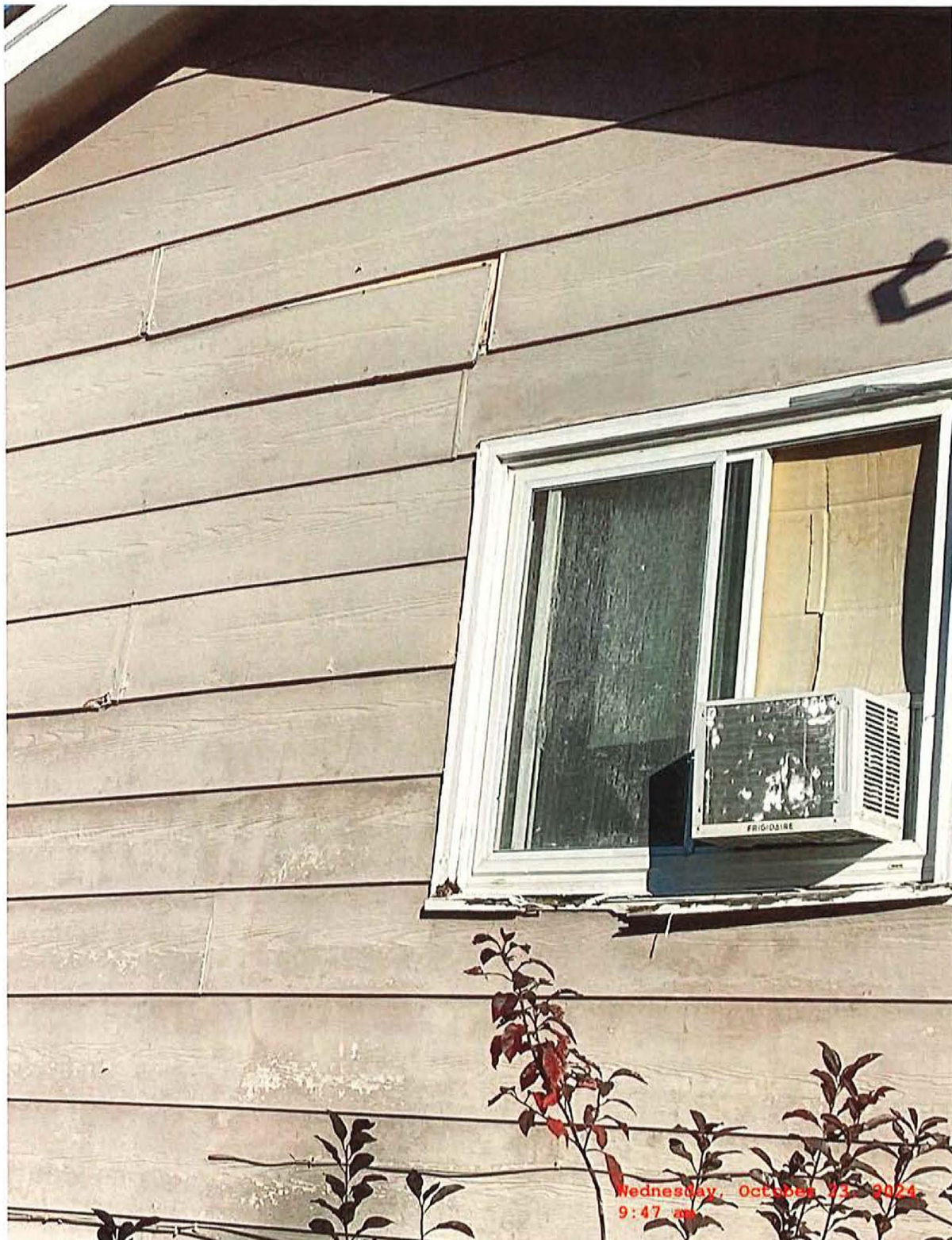
EXHIBIT C3: UPPER FLOOR SOUTH WINDOW DAMAGE



**EXHIBIT E**



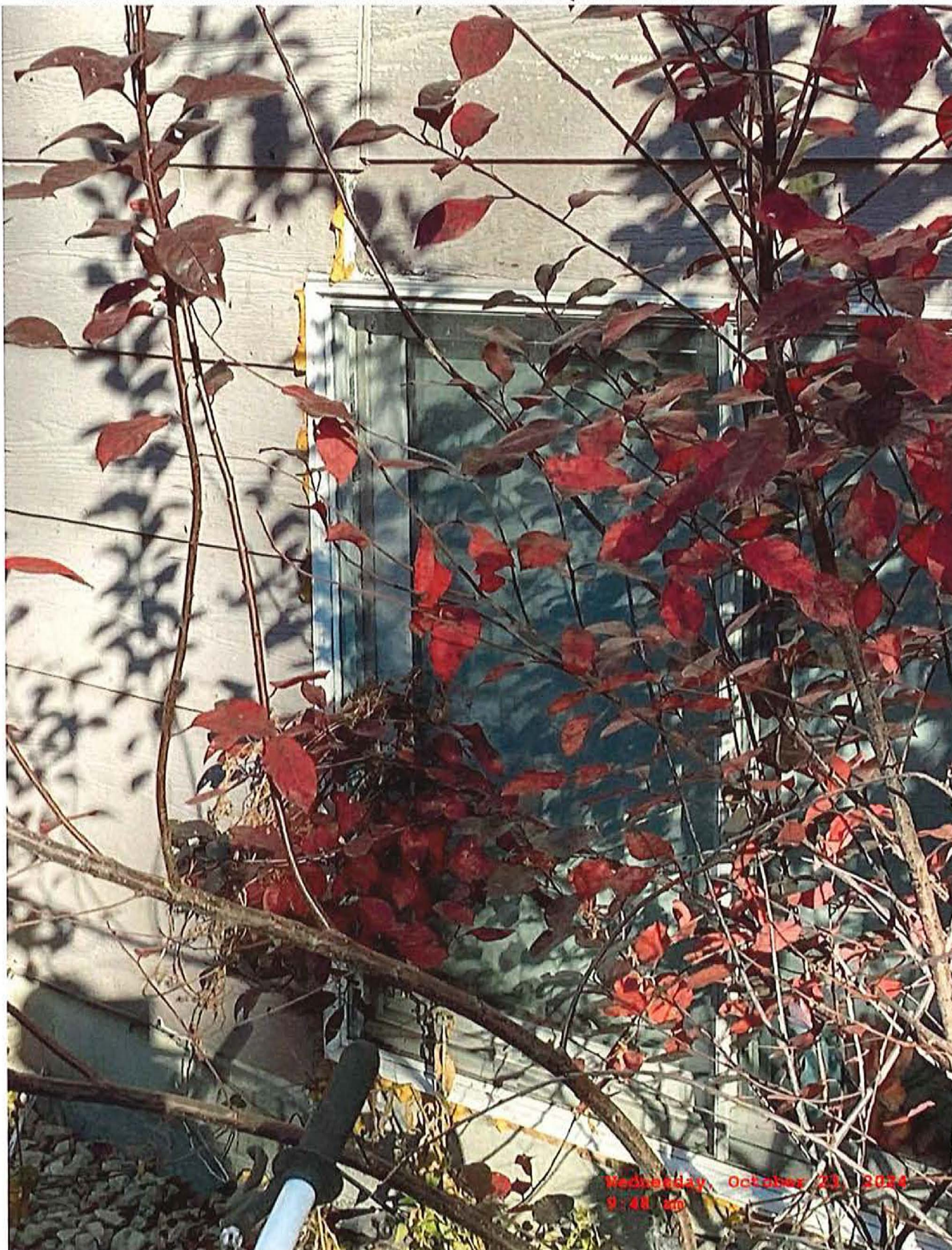
EXHIBIT C4: LOOSE & DAMAGED SIDING ON SOUTH SIDE



**EXHIBIT E**



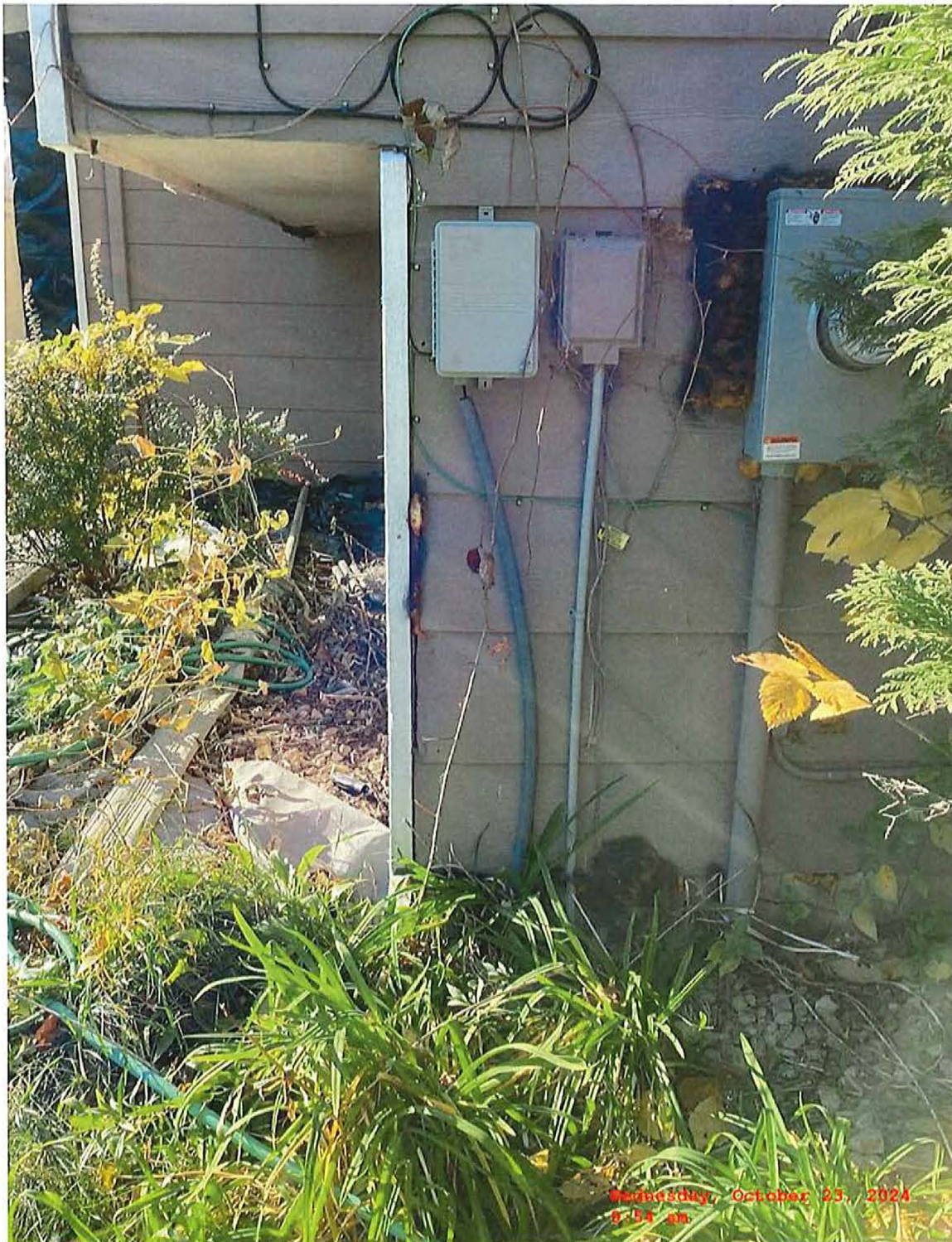
EXHIBIT C5: LOWER LEVEL-SOUTH WINDOW-INADEQUATE SEALING AROUND WINDOW



**EXHIBIT E**



**EXHIBIT C6: SOUTH SIDE OF DWELLING-SIDING AND SOFFIT MOISTURE ISSUES-INADEQUATE  
SEALING OF SIDING JOINTS**



**EXHIBIT E**



**EXHIBIT C7: ELECTRICAL METER PANEL ON NORTH SIDE OF DWELLING-INADEQUATE SEALING  
AROUND BOX-MOISTURE ISSUE AT SIDING**



**EXHIBIT E**

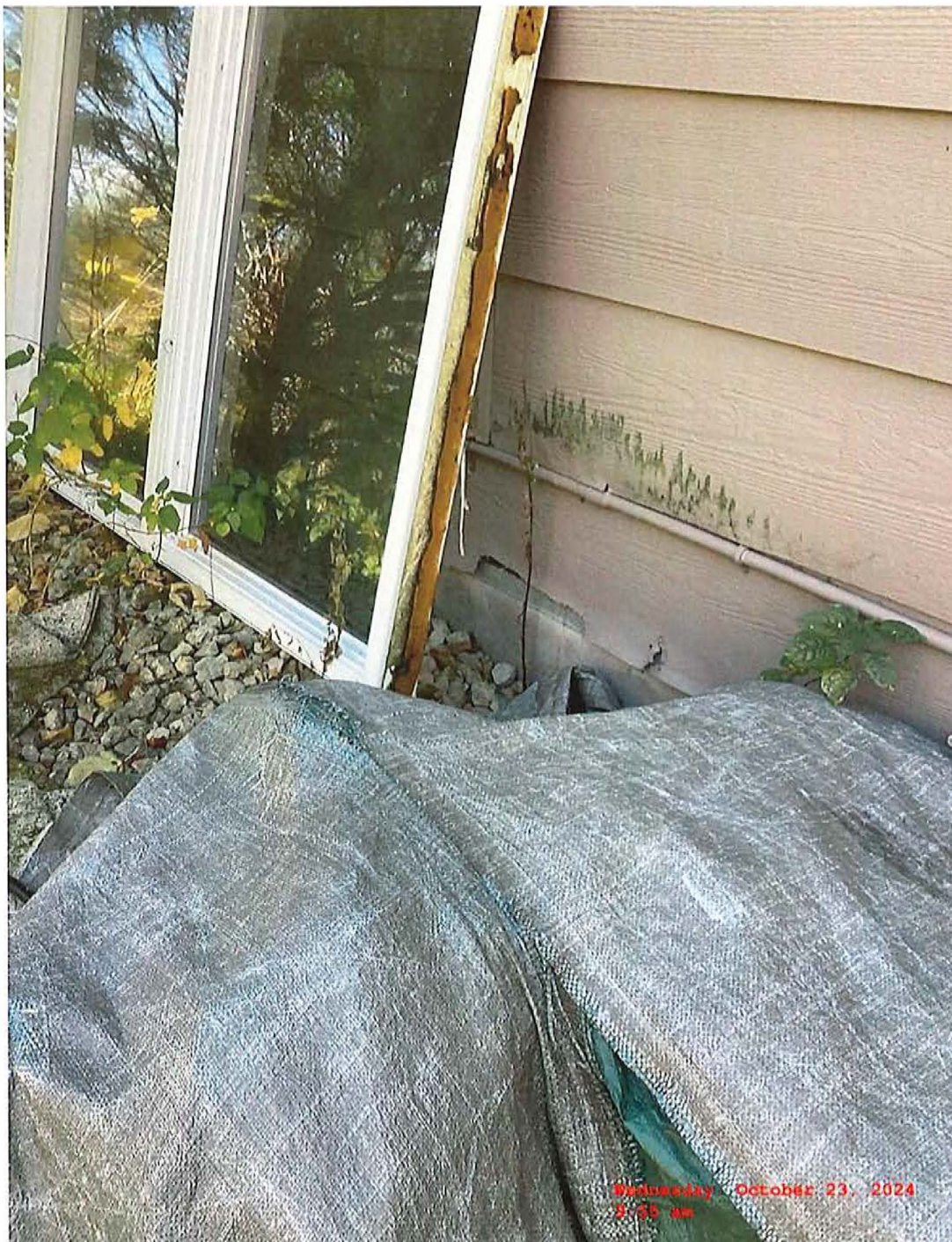


**EXHIBIT C8: NORTH SIDE OF DWELLING-HOLES IN SIDING, MISSING SIDING JOINT SPLICES**



**EXHIBIT E**

EXHIBIT C9: NORTH SIDE OF DWELLING-HOLE IN SIDING & WALL SHEATHING



**EXHIBIT E**



**NFIRS-1 Basic**

<b>A</b>									
82105	MN	03	18	2019	Forest Lake (H1)	98	0		
FDID	State	Month	Day	Year	Station	Number	Exposure		

<b>B Location Type</b>									
Census tract: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>									
<div style="display: flex; justify-content: space-between;"><div style="width: 20%;"><input checked="" type="checkbox"/> Street Address <input type="checkbox"/> Intersection <input type="checkbox"/> In Front Of <input type="checkbox"/> Rear Of <input type="checkbox"/> Adjacent To <input type="checkbox"/> Directions <input type="checkbox"/> US National Grid</div><div style="width: 80%;"><div style="display: flex; justify-content: space-between;"><div style="width: 20%;">2362 0</div><div style="width: 20%;">JENSEN</div><div style="width: 20%;">AVE-Avenue</div><div style="width: 20%;">N-North</div></div><div style="display: flex; justify-content: space-between;"><div>Number</div><div>Prefix</div><div>Street or Highway</div><div>Street Type</div><div>Suffix</div></div></div></div>									
<div style="display: flex; justify-content: space-between;"><div style="width: 20%; border: 1px solid black; padding: 2px;">Apt./Suite/Room</div><div style="width: 20%; border: 1px solid black; padding: 2px;">Forest Lake</div><div style="width: 20%; border: 1px solid black; padding: 2px;">MN</div><div style="width: 20%; border: 1px solid black; padding: 2px;">55025</div><div style="width: 20%; border: 1px solid black; padding: 2px;"></div></div> <div style="display: flex; justify-content: space-between;"><div>Apt./Suite/Room</div><div>City</div><div>State</div><div>Zip Code</div><div></div></div>									
Cross Street									

<b>C Incident Type</b> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">111-Building fire</div>	<b>E1 Dates and Times</b> Alarm <div style="display: flex; justify-content: space-between;"><div>03</div><div>18</div><div>2019</div><div>19:56</div></div> Arrival <div style="display: flex; justify-content: space-between;"><div>03</div><div>18</div><div>2019</div><div>20:08</div></div> Controlled <div style="display: flex; justify-content: space-between;"><div></div><div></div><div></div><div></div></div> Last Unit Cleared <div style="display: flex; justify-content: space-between;"><div>03</div><div>19</div><div>2019</div><div>01:53</div></div>	<b>E2 Shifts and Alarms</b> <div style="display: flex; justify-content: space-between;"><div style="border: 1px solid black; width: 40px; height: 20px;"></div><div style="border: 1px solid black; width: 40px; height: 20px;"></div><div>FL</div></div> Shift or Platoon    Alarms    District
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<b>D Aid Given Or Received</b> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="width: 60%;"><input checked="" type="checkbox"/> 1 Mutual Aid Received <input type="checkbox"/> 2 Auto. Aid Received <input type="checkbox"/> 3 Mutual Aid Given <input type="checkbox"/> 4 Auto. Aid Given <input type="checkbox"/> 5 Other Aid Given <input type="checkbox"/> None</div><div style="width: 35%; border: 1px solid black; padding: 5px;"><div style="display: flex; justify-content: space-between;"><div>WYOMING (13111), SCANDIA (82111)</div><div></div></div><div style="display: flex; justify-content: space-between; margin-top: 5px;"><div>Their FDID</div><div>Their State</div></div><div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div><div style="text-align: center;">Their Incident Number</div></div></div>
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**EXHIBIT E**

<b>Completed Modules</b> <input type="checkbox"/> 2 - Fire <input type="checkbox"/> 3 - Structure Fire <input type="checkbox"/> 4 - Civilian Fire Cas. <input type="checkbox"/> 5 - Fire Service Cas. <input type="checkbox"/> 6 - EMS <input type="checkbox"/> 7 - HazMat <input type="checkbox"/> 8 - Wildland Fire <input type="checkbox"/> 9 - Apparatus <input type="checkbox"/> 10 - Personnel <input type="checkbox"/> 11 - Arson	<b>H1 Casualties</b> <input checked="" type="checkbox"/> None <div style="display: flex; justify-content: space-around;"> <div>Deaths</div> <div>Injuries</div> </div> <div style="display: flex; justify-content: space-around;"> <div>Fire Service <input type="text" value="0"/></div> <div><input type="text" value="0"/></div> </div> <div style="display: flex; justify-content: space-around;"> <div>Civilian <input type="text" value="0"/></div> <div><input type="text" value="0"/></div> </div>	<b>H3 Hazardous Materials Release</b> <input type="checkbox"/> 1 - Natural Gas <input type="checkbox"/> 2 - Propane Gas <input type="checkbox"/> 3 - Gasoline <input type="checkbox"/> 4 - Kerosene <input type="checkbox"/> 5 - Diesel Fuel / Fuel Oil <input type="checkbox"/> 6 - Household Solvents <input type="checkbox"/> 7 - Motor Oil <input type="checkbox"/> 8 - Paint <input type="checkbox"/> 0 - Other <input checked="" type="checkbox"/> None	<b>I Mixed Use Property</b> <input type="checkbox"/> Not Mixed <input type="checkbox"/> 10 - Assembly Use <input type="checkbox"/> 20 - Education Use <input type="checkbox"/> 33 - Medical Use <input type="checkbox"/> 40 - Residential Use <input type="checkbox"/> 51 - Row Of Stores <input type="checkbox"/> 53 - Enclosed Mall <input type="checkbox"/> 58 - Business and Residential <input type="checkbox"/> 59 - Office Use <input type="checkbox"/> 60 - Industrial Use <input type="checkbox"/> 63 - Military Use <input type="checkbox"/> 65 - Farm Use <input type="checkbox"/> 00 - Other Mixed Use
	<b>H2 Detector</b> Required For Confined Fires <input type="checkbox"/> 1 - Detector Alerted Occupants <input type="checkbox"/> 2 - Detector Did Not Alert Them <input type="checkbox"/> 3 - Unknown		

<b>J Property Use</b> <input type="checkbox"/> None <b>Structures</b> <input type="checkbox"/> 131 Church, Place of Worship <input type="checkbox"/> 161 Restaurant or Cafeteria <input type="checkbox"/> 162 Bar/Tavern or Nightclub <input type="checkbox"/> 213 Elementary School, Kindergarten <input type="checkbox"/> 215 High School, Junior High <input type="checkbox"/> 241 College, Adult Education <input type="checkbox"/> 311 Nursing Home <input type="checkbox"/> 331 Hospital	<input type="checkbox"/> 341 Clinic, Clinic-Type Infirmary <input type="checkbox"/> 342 Doctor/Dentist Office <input type="checkbox"/> 361 Prison or Jail, Not Juvenile <input type="checkbox"/> 419 1- or 2-Family Dwelling <input type="checkbox"/> 429 MultiFamily Dwelling <input type="checkbox"/> 439 Rooming/Boarding House <input type="checkbox"/> 449 Commerical Hotel or Motel <input type="checkbox"/> 459 Residential, Board and Care <input type="checkbox"/> 464 Dormitory/Barracks <input type="checkbox"/> 519 Food and Beverage Sales	<input type="checkbox"/> 539 Household Goods, Sales, Repairs <input type="checkbox"/> 571 Gas or Service Station <input type="checkbox"/> 579 Motor Vehicle/Boat Sales/Repairs <input type="checkbox"/> 599 Business Office <input type="checkbox"/> 615 Electric-Generating Plant <input type="checkbox"/> 629 Laboratory/Science Laboratory <input type="checkbox"/> 700 Manufacturing Plant <input type="checkbox"/> 819 Livestock/Poultry Storage (Barn) <input type="checkbox"/> 882 Non-Residential Parking Garage <input type="checkbox"/> 891 Warehouse
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<b>Outside</b> <input type="checkbox"/> 124 Playground or Park <input type="checkbox"/> 655 Crops or Orchard <input type="checkbox"/> 669 Forest (Timberland) <input type="checkbox"/> 807 Outdoor Storage Area <input type="checkbox"/> 919 Dump or Sanitary Landfill <input type="checkbox"/> 931 Open Land or Field <input type="checkbox"/> 936 Vacant Lot	<input type="checkbox"/> 938 Graded/Cared for Plot of Land <input type="checkbox"/> 946 Lake, River, Stream <input type="checkbox"/> 951 Railroad Right-of-Way <input type="checkbox"/> 960 Other Street <input type="checkbox"/> 961 Highway/Divided Highway <input type="checkbox"/> 962 Residential Street/Driveway <input type="checkbox"/> 981 Construction Site <input type="checkbox"/> 984 Industrial Plant Yard	<b>Property Use:</b> <input type="text"/> <b>Description</b> Look up and enter a Property Use code and description only if you have NOT checked a Property Use box.
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**K1**

<b>Person/Entity Involved</b>				
Local Option	Person/Entity Type	Business Name (If applicable)	Phone Number	
<input type="text" value="23620"/>	<input type="text" value="Jonathon F"/>	<input type="text" value="Stromme"/>	<input type="text" value="JR-JR"/>	
Mr., Ms., Mrs.	First Name	MI	Last Name	Suffix
<input type="text" value="23620"/>	<input type="text" value="JENSEN"/>	<input type="text" value="AVE- Avenue"/>	<input type="text" value="N-North"/>	
Number	Prefix	Street or Highway	Street Type	Suffix
<input type="text" value="23620"/>	<input type="text" value=""/>	<input type="text" value="Forest Lake"/>	<input type="text" value=""/>	
Post Office Box	Apt./Suite/Room	City		
<input type="text" value="MN"/>	<input type="text" value="55025"/>	<input type="text" value=""/>		
State	Zip Code			

**K2**

<b>Owner</b>				
Local Option	Person/Entity Type	Business Name (If applicable)	Phone Number	
<input type="text" value="23620"/>	<input type="text" value="Jonathon E"/>	<input type="text" value="Stromme"/>	<input type="text" value="SR-SR"/>	
Mr., Ms., Mrs.	First Name	MI	Last Name	Suffix
<input type="text" value="23620"/>	<input type="text" value="JENSEN"/>	<input type="text" value="AVE- Avenue"/>	<input type="text" value="N-North"/>	
Number	Prefix	Street or Highway	Street Type	Suffix
<input type="text" value="23620"/>	<input type="text" value=""/>	<input type="text" value="Forest Lake"/>	<input type="text" value=""/>	
Post Office Box	Apt./Suite/Room	City		
<input type="text" value="MN"/>	<input type="text" value="55025"/>	<input type="text" value=""/>		
State	Zip Code			

# EXHIBIT E



**L Remarks:**

On Monday March 18th 2019 at 19:57 Forest Lake Fire Department was requested for a structure fire located at 23620 Jensen Ave. in Forest Lake. Mutual aid from Scandia and Wyoming fire department was requested at 20:00. Upon arrival Chief 2 reported there were flames coming from an attached garage and smoke coming from the main structure. Chief 2 requested engine 1 to pull into the driveway and to advance a pumper line and preconnect line to attack the garage. After the initial attack on the garage crews were sent into the house to check for fire extension in the basement, main floor, and attic. Crews reported heavy smoke conditions but no fire extension into the house. Due to the amount of contents in the garage a back hoe was ordered from Olson's Sewer Service to assist fire crews with overhaul. At 12:14 Mutual aid departments were released from the scene. At 1:42 all Forest Lake fire units cleared the scene.

Below is a list of notable times:

19:57 – Request for Forest Lake Fire  
 19:57 – North Ambulance requested  
 19:58 – Xcel Gas Notified  
 19:59 – Event channel 7 request for communications  
 20:00 – Mutual aid request Wyoming and Scandia Fire  
 20:01 – Connexus Electric requested  
 20:01 – METAC 3 channel requested for communications  
 20:02 – FLPD 3420 arrives and reports garage on fire  
 20:03 – FLPD 3420 confirms everyone is out of the structure  
 20:08 – Forest Lake Chief 2 arrives and assumes command  
 20:17 – Gas shut off at main  
 20:25 – Power shut off at main panel  
 21:07 – He...

Full primary narrative can be found in NFIRS 15 - Supplemental

**M Authorization**

270	Blanchard, Troy	Chief 2	Columbus	03/25/2019
Officer In Charge ID	Signature	Position or Rank	Assignment	Date
250	Newman, Alan	Chief 1	Forest Lake	03/25/2019
Member Making Report ID	Signature	Position or Rank	Assignment	Date

# EXHIBIT E

## NFIRS-2 Fire

<b>A</b>							
821 05	MN	03	18	201 9	Forest Lake (#1)	98	0
FDID	State	Month	Day	Year	Station	Number	Exposure

<b>B</b> <b>Property Details</b> B1 <input type="text" value="1"/> <input type="checkbox"/> Not Residential Estimated number of residential living units in the building of origin whether or not all units became involved B2 <input type="text" value="1"/> <input type="checkbox"/> Buildings Not Involved Number of buildings involved B3 <input type="text"/> <input checked="" type="checkbox"/> None <input type="checkbox"/> Less than 1 acre Acres burned (outside fires)	<b>C</b> <div style="display: flex; justify-content: space-between;"> <div>On-Site Materials Or Products</div> <div>On-Site Materials Storage Use</div> </div>
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<b>D</b> <b>Ignition</b> D1 <input type="text" value="Undetermined"/> Area of Fire Origin D2 <input type="text" value="Undetermined"/> Heat Source D3 <input type="text" value="Undetermined"/> Item First Ignited D4 <input type="text" value="Undetermined"/> Type of Material First Ignited	<b>E1</b> <b>Cause of Ignition</b> <input type="checkbox"/> 1 - Intentional <input type="checkbox"/> 2 - Unintentional <input type="checkbox"/> 3 - Failure of Equipment or Heat Source <input type="checkbox"/> 4 - Act of Nature <input checked="" type="checkbox"/> 5 - Cause Under Investigation <input type="checkbox"/> U - Cause Undetermined After Investigation <hr/> <b>E2</b> <b>Factors Contributing to Ignition</b> <input type="text"/> Factor Contributing to Ignition	<b>E3</b> <b>Human Factors Contributing to Ignition</b> Check all applicable boxes <input type="checkbox"/> None <input type="checkbox"/> 1 - Asleep <input type="checkbox"/> 2 - Possibly impaired by alcohol or drugs <input type="checkbox"/> 3 - Unattended person <input type="checkbox"/> 4 - Possibly Mentally Disabled <input type="checkbox"/> 5 - Physically Disabled <input type="checkbox"/> 6 - Multiple Persons Involved <hr/> <input type="checkbox"/> 7 - Age Was A Factor Estimated Age of Person Involved <input type="text"/> <input type="checkbox"/> Male <input type="checkbox"/> Female
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<b>F1</b> <b>Equipment Involved In Ignition</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Equipment Involved Brand <input type="text"/> Model <input type="text"/> Serial # <input type="text"/> Year <input type="text"/>	<b>F2</b> <b>Equipment Power Source</b> <input type="text"/> Equipment Power Source <hr/> <b>F3</b> <b>Equipment Portability</b> <input type="checkbox"/> 1 - Portable <input type="checkbox"/> 2 - Stationary Portable equipment normally can be moved by one or two persons.	<b>G</b> <b>Fire Suppression Factors</b> <input type="text" value="313-Significant/unusual fuel load from contents"/> Fire Suppression Factor
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<b>H1</b> <b>Mobile Property Involved</b> <input type="checkbox"/> 1 - Not involved in ignition, but burned <input type="checkbox"/> 2 - Involved in Ignition, but did not burn <input type="checkbox"/> 3 - Involved in Ignition and burned <input checked="" type="checkbox"/> None	<b>H2</b> <b>Mobile Property Type and Make</b> <input type="text"/> Mobile Property Type <input type="text"/> Mobile Property Make <hr/> Mobile Property Model <input type="text"/> Year <input type="text"/> State <input type="text"/> License Plate Number <input type="text"/> VIN <input type="text"/>	<b>Local Use</b> <input type="checkbox"/> Pre-Fire Plan Available <input type="checkbox"/> Arson Report Attached <input type="checkbox"/> Police Report Attached <input type="checkbox"/> Coroner Report Attached <input type="checkbox"/> Other Reports Attached <hr/> <hr/> <hr/> <hr/> <hr/>
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EXHIBIT E

## NFIRS-3 Structure Fire

<b>I1</b> <b>Structure Type</b> <input checked="" type="checkbox"/> 1 - Enclosed Building <input type="checkbox"/> 2 - Portable/Mobile Structure <input type="checkbox"/> 3 - Open Structure <input type="checkbox"/> 4 - Air-Supported Structure <input type="checkbox"/> 5 - Tent <input type="checkbox"/> 6 - Open Platform <input type="checkbox"/> 7 - Underground Structure <input type="checkbox"/> 8 - Connective Structure <input type="checkbox"/> 0 - Other	<b>I2</b> <b>Building Status</b> <input type="checkbox"/> 1 - Under Construction <input checked="" type="checkbox"/> 2 - In Normal Use <input type="checkbox"/> 3 - Idle, Not Routinely Used <input type="checkbox"/> 4 - Under Major Renovation <input type="checkbox"/> 5 - Vacant and Secured <input type="checkbox"/> 6 - Vacant and Unsecured <input type="checkbox"/> 7 - Being Demolished <input type="checkbox"/> 0 - Other <input type="checkbox"/> U - Undetermined	<b>I3</b> <b>Building Height</b> <div style="border: 1px solid black; width: 30px; text-align: center; margin-bottom: 5px;">1</div> Number of Stories At/Above Grade <div style="border: 1px solid black; width: 30px; text-align: center; margin-bottom: 5px;">1</div> Number of Stories Below Grade	<b>I4</b> <b>Main Floor Size</b> <div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 5px;"></div> Total Square Feet <b>OR</b> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; width: 30px; text-align: center;">45</div>         BY         <div style="border: 1px solid black; width: 30px; text-align: center;">30</div> </div> Length (ft) X Width (ft)	
<b>J1</b> <b>Fire Origin</b> <div style="border: 1px solid black; width: 30px; text-align: center; margin-bottom: 5px;">1</div> <input type="checkbox"/> Below Grade Story of Fire Origin	<b>J3</b> <b>Number of Stories Damaged By Flame</b> <div style="border: 1px solid black; width: 30px; text-align: center; margin-bottom: 5px;">1</div> Number of Stories w/Minor Damage (1-24%) <div style="border: 1px solid black; width: 30px; text-align: center; margin-bottom: 5px;"></div> Number of Stories w/Significant Damage (25-49%) <div style="border: 1px solid black; width: 30px; text-align: center; margin-bottom: 5px;"></div> Number of Stories w/Heavy Damage (50-74%) <div style="border: 1px solid black; width: 30px; text-align: center; margin-bottom: 5px;"></div> Number of Stories w/Extreme Damage (75-100%)  <small>*Count the roof as part of the highest story</small>		<b>K</b> <b>Type of Material Contributing Most to Flame Spread</b> <b>K1</b> <div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div> Item Contributing Most to Flame Spread <b>K2</b> <div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div> Type of Material Contributing Most To Flame Spread	
<b>J2</b> <b>Fire Spread</b> <input type="checkbox"/> Confined to Object of Origin <input type="checkbox"/> 2 - Confined to Room of Origin <input checked="" type="checkbox"/> 3 - Confined to Floor of Origin <input type="checkbox"/> 4 - Confined to Building of Origin <input type="checkbox"/> 5 - Beyond Building of Origin	<b>L1</b> <b>Presence of Detectors</b> <input type="checkbox"/> N - None Present <input type="checkbox"/> 1 - Present <input checked="" type="checkbox"/> U - Undetermined	<b>L3</b> <b>Detector Power Supply</b> <input type="checkbox"/> 1 - Battery Only <input type="checkbox"/> 2 - Hardwire Only <input type="checkbox"/> 3 - Plug-In <input type="checkbox"/> 4 - Hardwire With Battery <input type="checkbox"/> 5 - Plug-In With Battery <input type="checkbox"/> 6 - Mechanical <input type="checkbox"/> 7 - Multiple Detectors & Power Supplies <input type="checkbox"/> 0 - Other <input type="checkbox"/> U - Undetermined	<b>L5</b> <b>Detector Effectiveness</b> <input type="checkbox"/> 1 - Alerted Occupants, Occupants Responded <input type="checkbox"/> 2 - Alerted Occupants, Occupants Failed to Respond <input type="checkbox"/> 3 - There Were No Occupants <input type="checkbox"/> 4 - Failed to Alert Occupants <input type="checkbox"/> U - Undetermined	
<b>L2</b> <b>Detector Type</b> <input type="checkbox"/> 1 - Smoke <input type="checkbox"/> 2 - Heat <input type="checkbox"/> 3 - Combination of Smoke and Heat <input type="checkbox"/> 4 - Sprinkler, Water Flow Detection <input type="checkbox"/> 5 - More Than One Type Present <input type="checkbox"/> 0 - Other <input type="checkbox"/> U - Undetermined	<b>L4</b> <b>Detector Operation</b> <input type="checkbox"/> 1 - Fire Too Small To Activate <input type="checkbox"/> 2 - Operated <input type="checkbox"/> 3 - Failed To Operate <input type="checkbox"/> U - Undetermined	<b>L6</b> <b>Detector Failure Reason</b> <input type="checkbox"/> 1 - Power Failure, Shutoff, or Disconnect <input type="checkbox"/> 2 - Improper Installation or Placement <input type="checkbox"/> 3 - Defective <input type="checkbox"/> 4 - Lack of Maintenance, Dirty <input type="checkbox"/> 5 - Battery Missing or Disconnected <input type="checkbox"/> 6 - Battery Discharged or Dead <input type="checkbox"/> 0 - Other <input checked="" type="checkbox"/> U - Undetermined		
<b>M1</b> <b>Presence of Automatic Extinguishing System</b> <input type="checkbox"/> N - None Present <input type="checkbox"/> 1 - Present <input type="checkbox"/> 2 - Partial System Present <input checked="" type="checkbox"/> U - Undetermined	<b>M3</b> <b>Operation of Automatic Extinguishing System</b> <input type="checkbox"/> 1 - Operated/Effective <input type="checkbox"/> 2 - Operated/Not Effective <input type="checkbox"/> 3 - Fire Too Small To Activate <input type="checkbox"/> 4 - Failed To Operate <input type="checkbox"/> 0 - Other <input type="checkbox"/> U - Undetermined <small>Required if fire was within designed range</small>	<b>M5</b> <b>Reason for Automatic Extinguishing System Failure</b> <input type="checkbox"/> 1 - System Shut Off <input type="checkbox"/> 2 - Not Enough Agent Discharged <input type="checkbox"/> 3 - Agent Discharged But Did Not Reach Fire <input type="checkbox"/> 4 - Wrong Type of System <input type="checkbox"/> 5 - Fire Not In Area Protected <input type="checkbox"/> 6 - System Components Damaged <input type="checkbox"/> 7 - Lack of Maintenance <input type="checkbox"/> 8 - Manual Intervention <input type="checkbox"/> 0 - Other <input checked="" type="checkbox"/> U - Undetermined <small>Required If system failed or not effective</small>		
<b>M2</b> <b>Type of Automatic Extinguishing System</b> <input type="checkbox"/> 1 - Wet-Pipe Sprinkler <input type="checkbox"/> 2 - Dry-Pipe Sprinkler <input type="checkbox"/> 3 - Other Sprinkler System <input type="checkbox"/> 4 - Dry Chemical System <input type="checkbox"/> 5 - Foam System <input type="checkbox"/> 6 - Halogen-Type System <input type="checkbox"/> 7 - Carbon Dioxide System <input type="checkbox"/> 0 - Other <input type="checkbox"/> U - Undetermined <small>Required if fire was within designed range of AES</small>	<b>M4</b> <b>Number of Sprinkler Heads Operating</b> <div style="border: 1px solid black; width: 30px; height: 20px; display: inline-block;"></div> <small>Required if system operated</small>			

# EXHIBIT E

## NFIRS-9 Apparatus or Resources

A	82105	MN	03	18	2019	Forest Lake (#1)	98	0
	FDID	State	Month	Day	Year	Station	Number	Exposure

B Apparatus/Resource	Dates/Times	Sent	Number of People	Apparatus Use	Actions Taken
ID: <input type="text" value="FLALL"/> Type: <input type="text" value="00-Station/Resource"/>	Dispatch: <input type="text" value="03/18/2019"/> <input type="text" value="19:56"/> Arrival: <input type="text" value="03/18/2019"/> <input type="text" value="20:08"/> Clear: <input type="text" value="03/19/2019"/> <input type="text" value="01:53"/>	<input type="checkbox"/> Sent <input type="text" value="0"/>		<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
ID: <input type="text" value="FLB1"/> Type: <input type="text" value="16-Brush truck"/>	Dispatch: <input type="text" value="03/18/2019"/> <input type="text" value="19:56"/> Arrival: <input type="text" value="03/18/2019"/> <input type="text" value="20:08"/> Clear: <input type="text" value="03/19/2019"/> <input type="text" value="01:53"/>	<input type="checkbox"/> Sent <input type="text" value="0"/>		<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
ID: <input type="text" value="FLCH1"/> Type: <input type="text" value="92-Chief officer car"/>	Dispatch: <input type="text" value="03/18/2019"/> <input type="text" value="19:56"/> Arrival: <input type="text" value="03/18/2019"/> <input type="text" value="20:08"/> Clear: <input type="text" value="03/19/2019"/> <input type="text" value="01:53"/>	<input type="checkbox"/> Sent <input type="text" value="1"/>		<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
ID: <input type="text" value="FLCH2"/> Type: <input type="text" value="92-Chief officer car"/>	Dispatch: <input type="text" value="03/18/2019"/> <input type="text" value="19:56"/> Arrival: <input type="text" value="03/18/2019"/> <input type="text" value="20:08"/> Clear: <input type="text" value="03/19/2019"/> <input type="text" value="01:53"/>	<input type="checkbox"/> Sent <input type="text" value="1"/>		<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
ID: <input type="text" value="FLCH3"/> Type: <input type="text" value="92-Chief officer car"/>	Dispatch: <input type="text" value="03/18/2019"/> <input type="text" value="19:56"/> Arrival: <input type="text" value="03/18/2019"/> <input type="text" value="20:08"/> Clear: <input type="text" value="03/19/2019"/> <input type="text" value="01:53"/>	<input type="checkbox"/> Sent <input type="text" value="1"/>		<input type="checkbox"/> Suppression <input type="checkbox"/> EMS <input checked="" type="checkbox"/> Other	<input type="checkbox"/>
ID: <input type="text" value="FLCT1"/> Type: <input type="text" value="00-Station/Resource"/>	Dispatch: <input type="text" value="03/18/2019"/> <input type="text" value="19:56"/> Arrival: <input type="text" value="03/18/2019"/> <input type="text" value="20:08"/> Clear: <input type="text" value="03/19/2019"/> <input type="text" value="01:53"/>	<input type="checkbox"/> Sent <input type="text" value="1"/>		<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
ID: <input type="text" value="FLCT2"/> Type: <input type="text" value="10-Ground fire suppression, other"/>	Dispatch: <input type="text" value="03/18/2019"/> <input type="text" value="19:56"/> Arrival: <input type="text" value="03/18/2019"/> <input type="text" value="20:08"/> Clear: <input type="text" value="03/19/2019"/> <input type="text" value="01:53"/>	<input type="checkbox"/> Sent <input type="text" value="1"/>		<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
ID: <input type="text" value="FLE1"/> Type: <input type="text" value="11-Engine"/>	Dispatch: <input type="text" value="03/18/2019"/> <input type="text" value="19:56"/> Arrival: <input type="text" value="03/18/2019"/> <input type="text" value="20:08"/> Clear: <input type="text" value="03/19/2019"/> <input type="text" value="01:53"/>	<input type="checkbox"/> Sent <input type="text" value="15"/>		<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
ID: <input type="text" value="FLE2"/> Type: <input type="text" value="14-Tanker &amp; pumper combination"/>	Dispatch: <input type="text" value="03/18/2019"/> <input type="text" value="19:56"/> Arrival: <input type="text" value="03/18/2019"/> <input type="text" value="20:08"/> Clear: <input type="text" value="03/19/2019"/> <input type="text" value="01:53"/>	<input type="checkbox"/> Sent <input type="text" value="0"/>		<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
ID: <input type="text" value="FLE3"/> Type: <input type="text" value="14-Tanker &amp; pumper combination"/>	Dispatch: <input type="text" value="03/18/2019"/> <input type="text" value="19:56"/> Arrival: <input type="text" value="03/18/2019"/> <input type="text" value="20:08"/> Clear: <input type="text" value="03/19/2019"/> <input type="text" value="01:53"/>	<input type="checkbox"/> Sent <input type="text" value="0"/>		<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
ID: <input type="text" value="FLLT1"/> Type: <input type="text" value="10-Ground fire suppression, other"/>	Dispatch: <input type="text" value="03/18/2019"/> <input type="text" value="19:56"/> Arrival: <input type="text" value="03/18/2019"/> <input type="text" value="20:08"/> Clear: <input type="text" value="03/19/2019"/> <input type="text" value="01:53"/>	<input type="checkbox"/> Sent <input type="text" value="1"/>		<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="text" value="11-Extinguishment by fire service personnel"/> <input type="text" value="12-Salvage &amp; overhaul"/>
ID: <input type="text" value="FLLT2"/>	Dispatch: <input type="text" value="03/18/2019"/> <input type="text" value="19:56"/>	<input type="checkbox"/> Sent <input type="text" value="1"/>		<input checked="" type="checkbox"/> Suppression	<input type="text" value="11-Extinguishment by fire service personnel"/>

# EXHIBIT E



Type: 10-Ground fire suppression, other	Arrival: 03/18/2019 20:08	Clear: 03/19/2019 01:53	<input type="checkbox"/> EMS <input checked="" type="checkbox"/> Other	12-Salvage & overhaul
ID: FLR1	Dispatch: 03/18/2019 19:56	Sent: 0	<input type="checkbox"/> Suppression <input type="checkbox"/> EMS <input checked="" type="checkbox"/> Other	
Type: 71-Rescue unit	Arrival: 03/18/2019 20:08	Clear: 03/19/2019 01:53		
ID: FLT1	Dispatch: 03/18/2019 19:56	Sent: 0	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	
Type: 24-Tanker or tender	Arrival: 03/18/2019 20:08	Clear: 03/19/2019 01:53		
ID: FLUTV1	Dispatch: 03/18/2019 19:56	Sent: 0	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	
Type: 10-Ground fire suppression, other	Arrival: 03/18/2019 20:08	Clear: 03/19/2019 01:53		
ID: FLUTV2	Dispatch: 03/18/2019 19:56	Sent: 0	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	
Type: 10-Ground fire suppression, other	Arrival: 03/18/2019 20:08	Clear: 03/19/2019 01:53		

# EXHIBIT E

## NFIRS-10 Personnel

A	82105	MN	03	18	2019	Forest Lake (#1)	98	0
	FDID	State	Month	Day	Year	Station	Number	Exposure

B Apparatus/Resource		Dates/Times		Sent	Number of People	Apparatus Use	Actions Taken
ID:	FLALL	Dispatch:	03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	0	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	00-Station/Resource	Arrival:	03/18/2019 20:08				
		Clear:	03/19/2019 01:53				
Personnel ID	Name	Rank	Role	Attend	Actions Taken		
ID:	FLB1	Dispatch:	03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	0	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	16-Brush truck	Arrival:	03/18/2019 20:08				
		Clear:	03/19/2019 01:53				
Personnel ID	Name	Rank	Role	Attend	Actions Taken		
ID:	FLCH1	Dispatch:	03/18/2019 19:56	<input checked="" type="checkbox"/> Sent	1	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	92-Chief officer car	Arrival:	03/18/2019 20:08				
		Clear:	03/19/2019 01:53				
Personnel ID	Name	Rank	Role	Attend	Actions Taken		
250	Newman, Alan	Chief 1	5588009-Chief	<input type="checkbox"/>			<input type="checkbox"/>
ID:	FLCH2	Dispatch:	03/18/2019 19:56	<input type="checkbox"/> Sent	1	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	92-Chief officer car	Arrival:	03/18/2019 20:08				
		Clear:	03/19/2019 01:53				
Personnel ID	Name	Rank	Role	Attend	Actions Taken		
270	Blanchard, Troy	Chief 2	5588009-Chief	<input type="checkbox"/>			<input type="checkbox"/>
ID:	FLCH3	Dispatch:	03/18/2019 19:56	<input type="checkbox"/> Sent	1	<input type="checkbox"/> Suppression <input type="checkbox"/> EMS <input checked="" type="checkbox"/> Other	<input type="checkbox"/>
Type:	92-Chief officer car	Arrival:	03/18/2019 20:08				
		Clear:	03/19/2019 01:53				
Personnel ID	Name	Rank	Role	Attend	Actions Taken		
293	Swenson, Michael	Chief 3	5588009-Chief	<input type="checkbox"/>			<input type="checkbox"/>
ID:	FLCT1	Dispatch:	03/18/2019 19:56	<input type="checkbox"/> Sent	1	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	00-Station/Resource	Arrival:	03/18/2019 20:08				
		Clear:	03/19/2019 01:53				
Personnel ID	Name	Rank	Role	Attend	Actions Taken		
273	Schwartz, Michael	Captain	5588012-Firefighter	<input type="checkbox"/>			<input type="checkbox"/>
ID:	FLCT2	Dispatch:	03/18/2019 19:56	<input type="checkbox"/> Sent	1	<input checked="" type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>
Type:	10-Ground fire suppression, other	Arrival:	03/18/2019 20:08				
		Clear:	03/19/2019 01:53				
Personnel ID	Name	Rank	Role	Attend	Actions Taken		
285	Thomas, Sean	Captain	5588012-Firefighter	<input type="checkbox"/>			<input type="checkbox"/>
ID:	FLE1	Dispatch:	03/18/2019 19:56	<input type="checkbox"/> Sent	15	<input type="checkbox"/> Suppression <input type="checkbox"/> EMS <input type="checkbox"/> Other	<input type="checkbox"/>

EXHIBIT E

Type:  Arrival:   Clear:   ☐ EMS ☐ Other

Personnel ID	Name	Rank	Role	Attend	Actions Taken
318	Acker, Nicholas	Probationary Firefighter		<input type="checkbox"/>	<input type="checkbox"/>
319	Grindeland, Jacob	Probationary Firefighter		<input type="checkbox"/>	<input type="checkbox"/>
238	Olson, Dennis	Chief Engineer		<input type="checkbox"/>	<input type="checkbox"/>
290	Reid, Aaron	Firefighter		<input type="checkbox"/>	<input type="checkbox"/>
297	McApline, Chad	Firefighter		<input type="checkbox"/>	<input type="checkbox"/>
300	Moats, Nathaniel	Engineer		<input type="checkbox"/>	<input type="checkbox"/>
301	McArthur, James	Firefighter		<input type="checkbox"/>	<input type="checkbox"/>
251	Wurm, Jon	Engineer		<input type="checkbox"/>	<input type="checkbox"/>
274	Zeinert, Dale	Firefighter		<input type="checkbox"/>	<input type="checkbox"/>
286	Miller, Timothy	Firefighter		<input type="checkbox"/>	<input type="checkbox"/>
289	Mike, Daniel	Engineer		<input type="checkbox"/>	<input type="checkbox"/>
306	Beckman, John	Firefighter		<input type="checkbox"/>	<input type="checkbox"/>
305	Metty, Matt	Firefighter		<input type="checkbox"/>	<input type="checkbox"/>
309	Payment, Chad	Firefighter		<input type="checkbox"/>	<input type="checkbox"/>
315	Marx, Taylor	Probationary Firefighter		<input type="checkbox"/>	<input type="checkbox"/>

ID:  Dispatch:   ☐ Sent  ☒ Suppression ☐ EMS ☐ Other

Type:  Arrival:   Clear:

Personnel ID	Name	Rank	Role	Attend	Actions Taken
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ID:  Dispatch:   ☐ Sent  ☒ Suppression ☐ EMS ☐ Other

Type:  Arrival:   Clear:

Personnel ID	Name	Rank	Role	Attend	Actions Taken
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ID:  Dispatch:   ☐ Sent  ☒ Suppression ☐ EMS ☐ Other

Type:  Arrival:   Clear:

Personnel ID	Name	Rank	Role	Attend	Actions Taken
302	Theisen, Christopher	Lieutenant	5588012-Firefighter	<input type="checkbox"/>	<input type="checkbox"/>

ID:  Dispatch:   ☐ Sent  ☒ Suppression ☐ EMS ☐ Other

Type:  Arrival:   Clear:

Personnel ID	Name	Rank	Role	Attend	Actions Taken
310	Berglund, Dylan	Lieutenant	5588012-Firefighter	<input type="checkbox"/>	<input type="checkbox"/>

ID:  Dispatch:   ☐ Sent  ☐ Suppression ☐ EMS ☒ Other

Type:  Arrival:   Clear:

Personnel ID	Name	Rank	Role	Attend	Actions Taken
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EXHIBIT E

ID:	FLT1	Dispatch:	03/18/2019	19:56	<input type="checkbox"/> Sent	<input type="text" value="0"/>	<input checked="" type="checkbox"/> Suppression	<input type="checkbox"/>
Type:	24-Tanker or tender	Arrival:	03/18/2019	20:08			<input type="checkbox"/> EMS	
		Clear:	03/19/2019	01:53			<input type="checkbox"/> Other	
Personnel ID	Name	Rank	Role	Attend	Actions Taken			

ID:	FLUTV1	Dispatch:	03/18/2019	19:56	<input type="checkbox"/> Sent	<input type="text" value="0"/>	<input checked="" type="checkbox"/> Suppression	<input type="checkbox"/>
Type:	10-Ground fire suppression, other	Arrival:	03/18/2019	20:08			<input type="checkbox"/> EMS	
		Clear:	03/19/2019	01:53			<input type="checkbox"/> Other	
Personnel ID	Name	Rank	Role	Attend	Actions Taken			

ID:	FLUTV2	Dispatch:	03/18/2019	19:56	<input type="checkbox"/> Sent	<input type="text" value="0"/>	<input checked="" type="checkbox"/> Suppression	<input type="checkbox"/>
Type:	10-Ground fire suppression, other	Arrival:	03/18/2019	20:08			<input type="checkbox"/> EMS	
		Clear:	03/19/2019	01:53			<input type="checkbox"/> Other	
Personnel ID	Name	Rank	Role	Attend	Actions Taken			

# EXHIBIT E



## NFIRS-1S Supplemental

A	02105	MN	03	18	2019	Forest Lake (#1)	98	0
	FDID	State	Month	Day	Year	Station	Number	Exposure

### Primary Narrative:

On Monday March 18th 2019 at 19:57 Forest Lake Fire Department was requested for a structure fire located at 23620 Jensen Ave. in Forest Lake. Mutual aid from Scandia and Wyoming fire department was requested at 20:00. Upon arrival Chief 2 reported there were flames coming from an attached garage and smoke coming from the main structure. Chief 2 requested engine 1 to pull into the driveway and to advance a pumper line and preconnect line to attack the garage. After the initial attack on the garage crews were sent into the house to check for fire extension in the basement, main floor, and attic. Crews reported heavy smoke conditions but no fire extension into the house. Due to the amount of contents in the garage a back hoe was ordered from Olson's Sewer Service to assist fire crews with overhaul. At 12:14 Mutual aid departments were released from the scene. At 1:42 all Forest Lake fire units cleared the scene.

#### Below is a list of notable times:

19:57 – Request for Forest Lake Fire  
 19:57 – North Ambulance requested  
 19:58 – Xcel Gas Notified  
 19:59 – Event channel 7 request for communications  
 20:00 – Mutual aid request Wyoming and Scandia Fire  
 20:01 – Connexus Electric requested  
 20:01 – METAC 3 channel requested for communications  
 20:02 – FLPD 3420 arrives and reports garage on fire  
 20:03 – FLPD 3420 confirms everyone is out of the structure  
 20:08 – Forest Lake Chief 2 arrives and assumes command  
 20:17 – Gas shut off at main  
 20:25 – Power shut off at main panel  
 21:07 – Heavy equipment requested from Olson's Sewer Service  
 22:19 – Olson's Sewer Service Arrival  
 22:21 – State Fire Marshal requested  
 22:34 – American Red Cross requested  
 12:14 – Mutual Aid departments released  
 1:42 – All Forest Lake Fire units released

Alan Newman  
 Chief 1  
 250

<b>Person/Entity Involved</b>		Occupant					
Local Option		Person/Entity Type		Business Name (if applicable)		Phone Number	
		Gregory		Hafich			
Mr., Ms., Mrs.		First Name		MI		Last Name	
23 620		JENSEN				Suffix	
Number		Prefix		Street or Highway		Street Type	
						Forest Lake	
Post Office Box		Apt./Suite/Room		City			
MN		55025					
State		Zip Code					

<b>Person/Entity Involved</b>		Occupant					
Local Option		Person/Entity Type		Business Name (if applicable)		Phone Number	
		Marylou		Stromme			
Mr., Ms., Mrs.		First Name		MI		Last Name	
23 620		JENSEN				Suffix	
Number		Prefix		Street or Highway		Street Type	
						Forest Lake	
Post Office Box		Apt./Suite/Room		City			
MN		55025					
State		Zip Code					

# EXHIBIT E

## STAFF REPORT



**MEETING DATE:** November 25, 2024, City Council Meeting

**STAFF ORIGINATOR:** City Attorney Amanda Johnson

**AGENDA ITEM:** Cannabis Use Zoning Ordinance

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### **INTRODUCTION:**

Proposed Cannabis Use Zoning Ordinance. As Council knows, we have been working through the various Cannabis Legislation passed at the state legislature since 2022. There have been multiple work sessions with the Council discussing the Cannabis Legislation and its impacts on the City.

To date the City has the following ordinances related to cannabis:

1. *Interim Ordinance Temporarily Prohibiting the Establishment of New Uses or the Expansion of Existing Uses Related to Cannabis Businesses.*

The City Council pass a temporary moratorium on cannabis businesses that is in effect until January of 2025.

2. *Prohibiting Cannabis Use in Public Places.*

Council also passed an ordinance regarding the use of cannabis products in public places. The 2023 Cannabis Laws authorized the use of cannabis by those over 21 years of age only on private property with the permission of the owner and prohibited the use of cannabis products in public places, however the language in the law is not typical legal drafting and difficult to use for enforcement purposes. The ordinance clarified that cannabis use is not allowed on public property, and a violation of the ordinance is a petty misdemeanor.

This past summer, Council provided staff with the policy direction to limit additional regulations and roadblocks for cannabis businesses looking to open in the City. Therefore, the proposed ordinance was drafted with that direction in mind. The draft Cannabis Use Zoning Ordinance was presented to the Planning Commission at their November 13, 2024 meeting for feedback.

Generally, the Planning Commission approved of the Ordinance with the following suggested changes:

- Increase the distance requirements from school, residential treatment facilities, commercial daycares and parks to 500 feet. The original ordinance set a distance requirement of 250 feet. Maps of both distances are attached.
  - The new ordinance has been modified to include this increased distance.

## STAFF REPORT

- Consider capping the number of registrations for retail, mezzo and micro businesses. These are the only cannabis businesses that can sell cannabis products to the consumer. Currently, the ordinance does not restrict the number. Under statute, the City may limit the number of these businesses to a maximum of 1 per 12,500 residents. Based on the City's current population, we would be required to allow 2 retail, mezzo or micro businesses.
  - If this is something Council wants, it will be added to the registration ordinance, which will be coming before you on December 9, 2024.
- Consider allowing future on-site consumption of cannabis products in the conservancy and agriculture districts.
  - This was not added to the proposed ordinance, as it would likely require additional changes to those zoning districts in general.

### **PROPOSED CANNABIS USE ORDINANCE:**

Attached is the current proposed Cannabis Use Zoning Ordinance. We will walk through the proposed ordinance in its entirety to give the Council an opportunity for feedback and propose changes. Below is a summary of the ordinance provisions:

- Distance Requirements:
  - 500 feet between cannabis businesses.
  - 500 feet from schools, commercial daycares, residential treatment facilities, and parks (with the exception of Memorial Park).
- Outdoor Cultivation:
  - Plants must be set back a minimum of 100 feet from property lines.
  - Robust fencing and screening.
  - No cannabis plants may be visible from the right of way.
- Indoor Cultivation:
  - No greenhouse/temp buildings can be used to grow cannabis in the industrial district.
- Retail hours – 10:00 am – 9:00 pm.

## STAFF REPORT

- More intense Cannabis uses:
  - Buildings must be setback 250 feet from a residential zoning district.
  - No exterior storage including semis, shipping containers, trailers, etc (this is a safety issue)
- All cannabis uses require an interim use permit (IUP). This is similar to a conditional use permit, however it has a specific expiration date. In this case, the IUP expires when/if the business no longer has a valid state license. The reason to make these interim uses is because this industry is brand new to the state and there are countless unknowns for where these businesses are best situated within a city or what type of regulations will make for good businesses for the community. Making these interim uses for now will allow the City to amend the Code without granting perpetual land rights on properties that may be problematic in the future. It is likely that within a few years these uses can become conditional uses.

### **ATTACHMENTS:**

Draft Cannabis Use Zoning Ordinance

Resolution 11-25-24-02 Authorizing Summary Publication of Ordinance 744

City Map with 250' buffers

City Map with 500' buffers



**CITY OF FOREST LAKE  
WASHINGTON COUNTY, MINNESOTA  
ORDINANCE NO. 744**

**AN ORDINANCE ENACTING FOREST LAKE CITY CODE  
TITLE XV, CHAPTER 153, SECTION 153.096 (TT),  
OUTLINING THE REGULATION OF CANNABIS BUSINESSES**

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

**SECTION 1. Enactment.** Forest Lake City Code Section 153.096 (TT) is hereby enacted as follows:

**(TT) *Cannabis Businesses***

1. **Definitions.** Unless otherwise noted in this section, words, terms, and phrases found in the definitions of Minnesota Statutes Section 342.01, or as amended, apply unless otherwise noted or except where the context clearly indicates a different meaning. In addition, the following definitions apply:

***CANNABIS ACTIVITIES:***

***INDOOR CULTIVATION.*** Means any activity involving the indoor planting, growing, harvesting, drying, curing, grading, or trimming of cannabis plants, cannabis flower, hemp plants, or hemp plant parts.

***MANUFACTURING.*** Means to compound, blend, extract, infuse, or otherwise make or prepare a cannabis product. Manufacturing includes the processes of extraction, infusion, packaging or repackaging, and labeling or relabeling of cannabis products.

***OUTDOOR CULTIVATION.*** Means any activity involving the outdoor planting, growing, harvesting, drying, curing, grading, or trimming of cannabis plants, cannabis flower, hemp plants, or hemp plant parts.

***RETAIL SALES.*** A business with a license or endorsement authorizing the retail sale of any of the following products: immature cannabis plants and seedlings, cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products.

***CANNABIS BUSINESS***

- a) cannabis microbusiness;
- b) cannabis mezzobusiness;
- c) cannabis cultivator;
- d) cannabis manufacturer;
- e) cannabis retailer;
- f) cannabis wholesaler;
- g) cannabis transporter;
- h) cannabis testing facility;
- i) cannabis event organizer;
- j) cannabis delivery service; and
- k) medical cannabis combination business.

***OFFICE OF CANNABIS MANAGEMENT (“OCM”).*** Means Minnesota Office of Cannabis Management.

***RESIDENTIAL TREATMENT FACILITY.*** Means a 24-hour-a-day program under the treatment supervision of a mental health professional, in a community residential setting other than an acute care hospital or regional treatment program for adults with mental illness under chapter 245I, Minnesota Rules, parts 9520.0500 to 9520.0670, or other rules adopted by the commissioner.

***SCHOOL.*** Means a public school as defined in Minnesota Statutes Section 120A.05 or nonpublic school that meets the reporting requirements under Minnesota Statutes Section 120A.24.

***STATE LICENSE.*** Means an approved license issued by the Minnesota Office of Cannabis Management to a cannabis retail business.

***2. Distance Restrictions.***

- a. There must be at least five hundred feet (500’) between each cannabis business, as measured from property line to property line.
- b. The location of the cannabis business must be located:
  - i. At least five hundred feet (500’) from a school, commercial day care, and residential treatment facility as measured from property line of the school,

day care, or residential treatment facility to the property line of the cannabis business;

- ii. At least five hundred feet (500') from an attraction within a public park that is regularly used by minors, such as, but not limited to a playground, athletic field, athletic court, picnic area or restrooms, pavilion or park building, disc golf features, as each is measured from the location of the public park attraction to the store front of the cannabis business.

1) Memorial Park is excluded from the distance requirement above.

3. **Signs.** Signs must comply with the standards in City Code § 153.205 for the relevant zoning district in which the business is located, except for the following:
  - a. No cannabis business shall have more than two (2) signs;
  - b. Blinking, moving, and flashing signs that are visible from the exterior of the building are prohibited; and
  - c. Must comply with all the requirements in Minn. Stat. § 342.64.
4. **Parking Standards.** Cannabis businesses must meet the minimum parking requirements for each type of use as stated in City Code for that use, for example, retail must meet the retail requirements, manufacturing must meet the manufacturing parking requirements.
5. **Security Plan.** A security plan must be submitted to and approved by the Police Chief or designee addressing how the business will protect the public health, safety, and welfare. The security plan must include, but is not limited to addressing issues surrounding parking, traffic, securing of monetary transactions, building security and alarm systems both internal and external, screening, lighting, window and door placement, landscaping and hours of operation.
6. **Odor Mitigation.** An odor mitigation plan that demonstrates no odors will be detected from the property line or adjacent tenant space if located in a multi-tenant building must be submitted to City Staff for approval.
7. **Outdoor Cultivation.** Any cannabis business location that includes outdoor cultivation must comply with the following:
  - a. The cannabis plants must be setback a minimum of one hundred feet (100') from the property lines.

- b. There must be fencing of six feet (6') around the perimeter; in addition to a landscaped or screened buffer along the outside of the fence, but within the setback area. Landscaped or screened buffer may consist of a berm, trees or combination thereof.
- c. The cannabis plants cannot be visible from any public right of way.

**8. *Indoor Cultivation.***

- a. If the cannabis business includes lighting within a greenhouse or hoop house, a photometric plan shall be provided to City Staff for approval.
- b. Indoor cultivation in the Industrial District shall not be permitted in a greenhouse, hoop house or temporary structure.

**9. *Performance Standards.***

- a. Retail hours of operation are permitted from 10:00 a.m. to 9:00 p.m., seven days a week.
- b. No cannabis business shall be allowed as part of any Adult Establishment, as defined in City Code Section § 112.03.

**10. *Cultivation, Manufacturing, Microbusiness, Mezzobusiness, Transporter, Wholesale (if products stored onsite)*** Must comply with the following additional performance standards:

- a. All buildings must be setback a minimum of 250 feet (250') from a residential zoning district or residential use as measured from the cannabis business property line to the property line of the nearest residential zoning district or residential use.
- b. No exterior storage is allowed, including storage of products in semis, trailers, or shipping containers that are parked outside of an enclosed building.
- c. All mechanical, odor suppression equipment and trash enclosures must be screened and approved as part of a site plan approval.

**11. *Low-Potency Hemp Edibles on-site consumption.*** On-site consumption of low-potency hemp edibles shall be limited to businesses with a valid on-sale liquor license.

**12. *Cannabis businesses zoning districts.*** The following chart is to show where cannabis businesses are allowed within the City's zoning districts:



ACC: Accessory Use

IUP: Interim Use Permit Required

P: Permitted Use

--: Not Permitted

Type of Cannabis Activities	C	A	NC	B-1	B-2	B-3	BP	I	MU-1	MU-2
Outdoor Cultivation of Cannabis or Low-Potency Hemp	IUP	IUP	--	--	--	--	--	--	--	--
Indoor Cultivation of Cannabis or Low-Potency Hemp	IUP	IUP	--	--	--	--	--	IUP	--	--
Manufacturing Cannabis or Low-Potency Hemp Edibles	IUP	IUP	--	--	--	IUP	IUP	IUP	--	--
Cannabis Distribution	--	--	--	--	--	IUP	IUP	IUP	--	--
Retail of Cannabis Products	IUP as ACC	IUP as ACC	--	IUP	IUP	--	--	--	IUP	IUP
Retail of Low-Potency Hemp Edibles (allowed in any zoning district where retail is a permitted use)	--	--	P	P	P	--	--	--	P	P
On-site Consumption of Cannabis	--	--	--	IUP	IUP	--	--	--	IUP	IUP
On-site Consumption of Low-Potency Hemp Edibles (Beverages)(allowed in any zoning district where a on-sale liquor license is permitted)	--	--	P	P	P	--	--	--	P	P

**SECTION 2. Amendment.** Forest Lake City Code Section 153.035, Interim Uses is hereby amended as follows:

(A) Purpose and intent. The purpose and intent of allowing interim uses is:

(1) To allow a use for a brief period of time until a permanent location is obtained or while the permanent location is under construction.

(2) To allow a use that is presently judged acceptable by the city but that with anticipated development or redevelopment will not be acceptable in the future or will be replaced in the future by a permitted or conditional use allowed within the respective district.

(3) To allow a use which is reflective of anticipated long-range change to an area and which is in compliance with the Comprehensive Plan provided that said use maintains harmony and compatibility with surrounding uses and is in keeping with the architectural character and design standards of existing uses and development.

(4) To allow cannabis related uses within the City while preserving the ability to modify appropriate zoning locations to conform with additional future regulation and guidance from the Office of Cannabis Management, and potential future City Code provisions that will be informed by the future education and experiences learned by the City.

**SECTION 3. Repeal.** Forest Lake City Code Section 130.08 Drug Paraphernalia is hereby repealed.

**SECTION 4. 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

Attested:

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

Jolleen Chaika

Its: City Clerk

(Published in the *Forest Lake Times* on \_\_\_\_\_, 2024)

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

**RESOLUTION NO. 11-25-24-02**

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE NO. 744 – AN  
ORDINANCE ENACTING FOREST LAKE CITY CODE TITLE XV, CHAPTER 153, SECTION 153.096 (TT),  
OUTLINING THE REGULATION OF CANNABIS BUSINESSES**

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**WHEREAS**, the Forest Lake City Council considered Ordinance Number 744 during their regular meeting on November 25, 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 744 during their regular meeting on November 25, 2024.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FOREST LAKE, MINNESOTA**, approves a Summary Publication of Ordinance 744, 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 25<sup>th</sup> day of November 2024.

**CITY OF FOREST LAKE**

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

Attest: \_\_\_\_\_  
Jolleen Chaika City  
Clerk

**CITY OF FOREST LAKE**  
**SUMMARY OF ORDINANCE NO. 744, AN ORDINANCE ENACTING FOREST LAKE CITY CODE TITLE**  
**XV, CHAPTER 153, SECTION 153.096 (TT), OUTLINING THE REGULATION OF CANNABIS**  
**BUSINESSES**

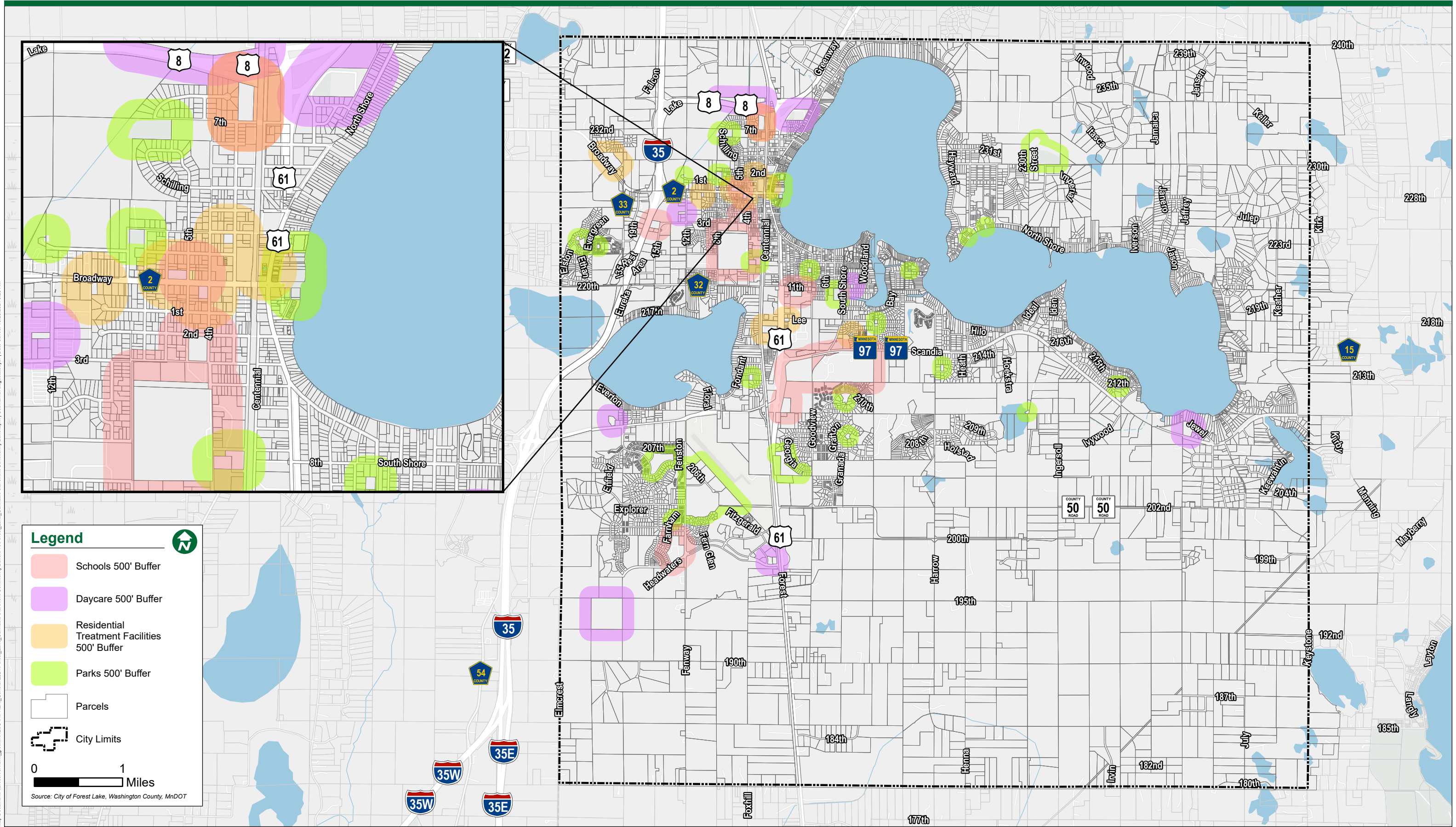
The City Council of Forest Lake ordains:

**Section 1. Summary.**

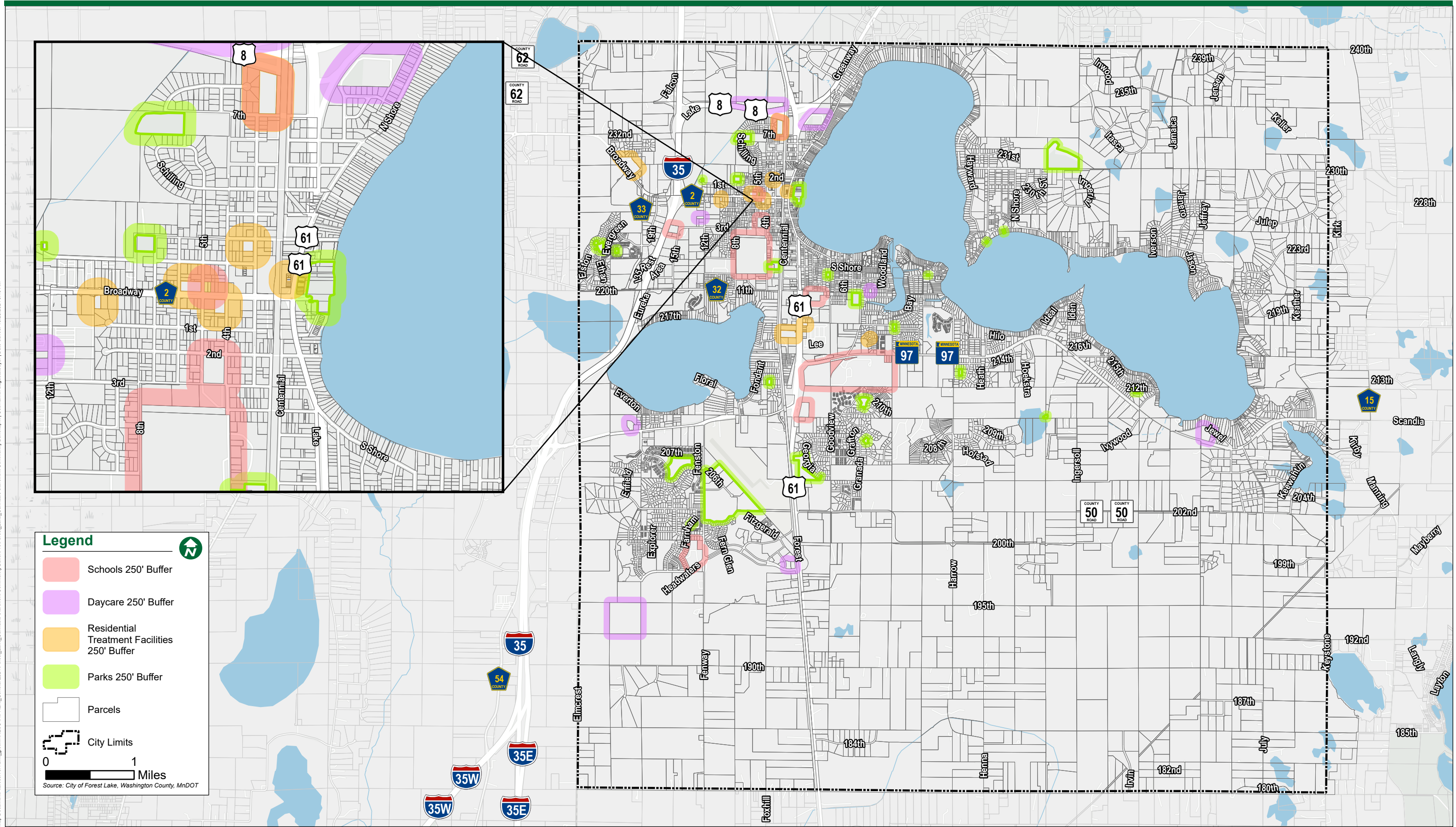
Title XV, Chapter 153, Section 153.096(TT) has been enacted to establish the regulation of cannabis businesses within the City of Forest Lake. The section includes definitions, distance requirements, signs, parking standards, security plan, odor mitigation, outdoor cultivation, indoor cultivation, performance, standards, cultivation, manufacturing, microbusiness, mezzobusiness, mransporter, wholesale (if products stored onsite), low-potency hemp edibles on-site consumption, cannabis business zoning districts, an amendment to Section 153.035 Interim Uses, and a repeal of Section 130.08 Drug Paraphernalia.

**Section 2. Effective Date.** This ordinance shall be in full force and effect on January 1, 2025.  
Passed by the Forest Lake City Council on November 25, 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.







## STAFF REPORT



**MEETING DATE:** November 25, 2024

**STAFF ORIGINATOR:** Dave Adams, Public Works Director

**AGENDA ITEM:** Snow and Ice Control Policy

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### **INTRODUCTION:**

Staff and City Council met last week and discussed the City's Snow and Ice Control Policy. Staff has updated the City's current Snow and Ice Control Policy to reflect recommended changes at the workshop, and the current proposed policy is attached.

### **ANALYSIS:**

Staff has updated the City's Snow and Ice Control Policy to include new ordinance language pertaining to public nuisances that were adopted since the last snow season, and updated plow maps. As directed, the policy also has updated language in "Snow Removal" section to identify MnDOT 61 berm removals as a priority as follows: *"A concerted effort will be made for increased snow removal in the downtown area along MnDOT Hwy 61 (Lake Street). Removal frequency in this area will not only consider hazardous conditions but also provide for improved pedestrian and parking accommodations. This may result in increased removal frequency in relation to other areas within the City."*

### **RECOMMENDATION:**

Approve City of Forest Lake Snow and Ice Control Policy as presented.

### **ATTACHMENTS:**

Updated Snow and Ice Control Policy

# **CITY OF FOREST LAKE**

## **SNOW AND ICE CONTROL POLICY**

### **I. INTRODUCTION**

The City of Forest Lake believes that it is in the best interest of the residents to assume basic responsibility for the control of snow and ice on City streets. The City annually budgets funds for this snow and ice control because reasonable snow and ice control is necessary for routine travel and emergency services. The City of Forest Lake will provide such control in a safe and cost-effective manner, keeping in mind safety, budget, personnel and environmental concerns.

Responsibility for directing and coordinating snow and ice control operations is assigned to the Public Works Department. Snow and ice control will have top priority in the Department and is considered emergency in nature. The City of Forest Lake will use City personnel and City equipment in normal removal operations, and/or may use private contractors when necessary to provide this service.

The following is a guide to the purpose and operation for winter snow and ice control.

### **II. PURPOSE**

The purpose of this policy is to establish and maintain uniform definitions and procedures concerning snow and ice control operations at the City of Forest Lake.

### **III. GOAL**

It is the goal of the City of Forest Lake's Public Works Department to maintain city roadways during the snow and ice season to assure delivery of emergency services and provide access to the motoring public by:

- Monitor in conjunction with the Forest Lake Police Department and weather service, weather and road conditions 24 hours a day.
- Maintain streets to a safe driving condition.
- Allow emergency vehicles access during weather events.
- Perform snow and ice control in a timely manner.
- Perform all maintenance tasks equally and in the best interest of Forest Lake taxpayers.
- Communicate with residents on how they can work together with Public Works in keeping streets safe and clear of snow.

### **IV. SNOW AND ICE CONTROL PROCEDURES**

It is the intention of the Public Works Department to review the following procedure on an annual basis to make changes necessary to maximize safety and efficiency.

The start of snow and/or ice control operations for any storm is dependent upon immediate and anticipated conditions. Because of many weather variables encountered, maintenance requirements differ for each snow and ice event. General winter maintenance requirements have been established for different snow and ice events as follows:

- **Freezing rain, sleet, black ice, and freeze/thaw.** These types of events are based on changing weather conditions. The Public Works Director or approved designee will determine the required ice control response based on current and forecasted conditions. The response may vary from one unit to full fleet applying ice control material.
- **Snowfall of less than 2".** General snowplowing may not be necessary and normal ice control procedures may be adequate to produce safe winter driving conditions. The Public Works Director may deem plowing necessary if a series of less than 2" snowfalls has caused a buildup of snow on City streets.
- **Snowfall of 2" to 6".** Typically, snow removal begins as soon as practical after snowfall has ended. Depending on the timing of the snowfall event, every effort is made to provide motorists with safe winter driving conditions prior to critical time periods. The most critical time periods are weekday morning and evening rush hours. The City will attempt to remove ice and snow from the City maintained collector and priority streets prior to rush hour periods. Normally, collector and priority streets are plowed first. Once collector and priority areas are plowed and opened, the remaining streets in the residential, commercial, and industrial areas will be plowed and ice control applied.
- **Snowfall greater than 6".** Each plow route has a system of collector, priority, and secondary streets that link neighborhoods, major arterials, and facilities such as schools, health care facilities, etc. During extraordinary snow/ice events operations may be performed on a limited scale and focused on arterial and collector transportation routes and emergency service delivery locations to ensure public safety. Once snowfall has ended, priority streets within each route will be cleared before snow removal begins on secondary streets. Ice control measures will follow once streets are plowed full width.

## V. SNOW AND ICE CONTROL OPERATIONS

The Public Works Director or approved designee will decide when to begin snow and ice control operations. The basic criteria for that decision are:

- A. Snow accumulation of two inches, with continual snowfall.
- B. Drifting of snow may warrant commencement of full or partial operations.
- C. Icy conditions which seriously affect travel
- D. Time of the snowfall in relationship to critical travel times.

Each Forest Lake city street is classified based on the street function, traffic volume, and importance to the welfare of the community. Those streets classified as "Priority Streets" will be plowed first. These are high volume streets that connect major section of the City and provide access for schools, fire, police, and medical services.

When a snowfall of two inches or above occurs, the City is divided into nine plow routes that will use a combination of plow trucks, tractors, and loaders to remove snow from City streets. The priority in each district is the "Priority Streets". The second priority in each district is collector streets that connect to "Priority Streets". The third priority in the district are non-collector streets that connect to the collector streets. The fourth priority is dead ends and cul-de-sacs. Hilly areas are often given higher priority than flatter areas. Snow from the City's Airport will be removed once all priority streets, collector streets, non-collector streets, dead ends, and cul-de-sacs are clear.

**Snow removal from streets.** Snow will be plowed in a manner to minimize any traffic obstructions. The snow will be removed from the centerline from left to right. The discharge shall go onto the city right of way of the boulevard. Snowplow trucks will begin at opposite ends of the City to expedite the snow plowing process. Snowplows will make right hand turns which will speed up snow removal operations and minimize spill over at intersections.

**Snow removal from cul-de-sacs.** It takes considerably longer to clear snow from cul-de-sacs than other “uninterrupted” stretches of City streets. Because of the low traffic volume and high cost-to-benefit ratio, the city will use the following standard in plowing cul-de-sacs, when feasible:

1. One full pass will be made around the perimeter of the cul-de-sac with a snowplow, pushing the snow to the outside of the cul-de-sac.
2. After other higher priority streets have been cleared, the snow will be plowed out of the center of the cul-de-sac and dispersed to the sides of the street in the City’s Right of Way.

After a normal snowfall all City streets, cul-de-sacs, and parking lots will be plowed from curb to curb in approximately 10 to 12 hours. Heavier snowfalls will take additional time to clear. Drivers will assist in other zones if their zone is completed ahead of schedule and will do any cleanup work if necessary.

## **VI. ICE CONTROL PROCEDURES**

The City of Forest Lake does not guarantee that streets or parking lots will be free of snow and ice after plowing. Bare, dry pavement should not be expected and may not be continuous on City streets throughout the winter months. The City attempts to maintain adequate traction for the motoring public.

Ice control operations may consist of as few as a single truck applying material on isolated areas to a full fleet applying material citywide during a major ice control event. The difference in rate of rain, sleet, snowfall, moisture content, temperature, time of day, and wind make each storm unique.

To remain cost effective, ice control applications will generally be limited to “Priority Streets”, steep grades, and high-volume intersections. Application is limited on lower volume streets and cul-de-sacs. A variety of ice control products are available, and City staff is continually monitoring the effectiveness, environmental impact, and cost of each. The Public Works Superintendent or approved designee will determine the appropriate combination of chemicals and material to effectively control ice in the given winter conditions.

The City of Forest Lake cannot be responsible for damage to grass, or driveways caused by the ice control products and will not make repairs or compensate residents for ice control product damage to turf or driveways.

## **VII. SALT BRINE APPLICATIONS**

The City will may use salt brine as a form of pretreatment on “Priority Streets” before snowfall occurs. Salt brine is used to decrease the bonding of snow and ice to the pavement and is applied within 24-48 hours of predicted snowfall. Application of salt brine will not be applied during active snowfall, if temperatures are below 5 degrees Fahrenheit, lack of available personnel, and budget availability.



## **VIII. CITY TRAILS AND SIDEWALKS**

The City will maintain designated pedestrian trails and sidewalks. All other sidewalks are the responsibility of the owners and/or occupants. Trails/sidewalks are normally plowed when the measured snowfall depth exceeds two inches and will commence as soon reasonably possible as traffic safety is paramount. Accumulated snow on all designated pedestrian trails and sidewalks will be cleared within 48 hours after accumulation occurs. Designated trails and sidewalks will be cleared of accumulated snow but will not be maintained to a “bare pavement” condition. Handwork will not be performed, and surface irregularities and slippery conditions may result. No sanding or ice control will be performed.

## **IX. OWNER AND/OR TENNANT SIDEWALK MAINTENANCE RESPONSIBILITIES**

Per City Code, property owners and/or tenants are responsible for removal of snow in front of their properties. Failure to remove snow in a timely matter will result in abatement.

### **§ 72.02 SNOW REMOVAL.**

(C) (1) It shall be the obligation of the property owner or tenant of any business or commercial building or parcel of land to promptly and adequately keep the sidewalk in front of his or her business property clear from snow at all times.

### **§ 96.03 PUBLIC NUISANCES: OBSTRUCTIONS.**

(A) Snow and ice not removed from public sidewalks edge to edge within 48 hours after accumulation of 2 or more inches.

### **§ 96.09 ABATEMENT.**

(A) (1) Emergency abatement. Whenever the city is made aware of the existence of a public nuisance, the city will inspect the property on which it is alleged that such a public nuisance exists. Should the Enforcement Officer determine that a public nuisance exists, and that the public health, safety or welfare may be in immediate danger, then the city will implement emergency abatement procedures, and the city may cause the nuisance to be removed or abated. When an Enforcement Officer authorizes emergency abatement, notice to the owner, agent or occupant of the property is not required. Following emergency abatement, the city will post a notice on the property describing the action taken to abate the nuisance.

(2) Special requirements for snow and ice removal. The city recognizes that the accumulation of snow and ice on public sidewalks presents a public nuisance that is an immediate danger to public health, safety and welfare. In the beginning of winter, the city will remind the general public via various public education campaigns about snow removal requirements. Therefore, no prior notice is required in the event that the city needs to abate snow or ice removal. In addition, the city will not post a notice on the property, but rather the city will mail the notice to the property owner along with the abatement invoice

## **X. SNOW REMOVAL**

The Public Works Director or approved designee will determine when snow is needed to be removed by truck. Such snow removal will occur in areas where there is no room on the boulevard for snow storage and in areas where accumulated piles of snow create a hazardous condition. Snow removal operations

will not commence until other snowplowing operations have been completed. Snow removal operations may be delayed depending on weather conditions, personnel, and budget availability. A concerted effort will be made for increased snow removal in the downtown area along MnDOT Hwy 61 (Lake Street). Removal frequency in this area will not only consider hazardous conditions but also provide for improved pedestrian and parking accommodations. This may result in increased removal frequency in relation to other areas within the City. The snow will be removed and hauled to a snow storage area. The snow storage area will be located to minimize environmental problems.

Traffic and parking may be restricted during the snow removal process. Areas shall be signed with “No Parking” signs 12 hours in advance of snow removal operations. The Forest Lake Police Department shall be contacted to coordinate snow removal and hauling operations with law enforcement’s tagging and towing duties.

## **XI. EQUIPMENT**

The City of Forest Lake will acquire, maintain, repair, and replace equipment on a timely basis, as the City’s established budget will allow. To provide for the utilization of equipment in a cost-effective manner, the City may use city trucks, motor graders, front end loaders, tractors, sked steers, and other regular equipment as may be useful for control of snow and ice.

## **XII. PROPERTY DAMAGE**

Snow and ice control operations may cause property damage even under the best of circumstances and care on the part of operators. The major types of damage are to improvements in the road right-of-way which extends approximately 6-13 feet beyond the curb location. The intent of the right-of-way is to provide room for snow storage, utilities, sidewalks, and other City and Public uses.

**Mailboxes-** Where mailboxes are placed adjacent to the street it shall be the policy of the city that snow be plowed as close as practicable to the curb to allow for the passage of traffic and mail delivery. It shall be the responsibility of the property owner or resident to keep piled snow away from mailboxes so mail can be delivered. Where damage to the mailbox occurs, the Public Works Supervisor or designee shall investigate such damage. If it is determined that the weight of the snow caused the damage, the City will not assume responsibility for the repair of the mailbox. Where evidence indicates that physical contact between the plow and the mailbox occurred, the City will repair or replace the mailbox, providing it’s a standard design that conforms to U.S. Postal specifications and MN Statutes (Exhibit A). Damage to a non-standard mailbox will not be repaired or replaced. Some examples of non-standard boxes are brick planters, custom design or lettering, or larger than standard installations.

Mailbox damage must be reported to the Public Works Department within 72 hours for verification.

**Boulevard Sod-** It shall be the policy of the City to repair any damage to sod caused by snowplowing. The Public Works Department will repair the damage by relaying the turned-up pieces or placing black dirt and grass seed. The City will not replace sod damaged due to the application of salt, sand, or any other deicing chemical.

The City will repair/replace sod damage if reported to the Public Works Department by June 1, of the following winter.

**Landscaping**, including nursery and inanimate materials that are installed or encroach the City owned right-of-way are permitted, but the owner assumes all risk of damage. The City will assume no responsibility for damages incurred as the result of snow removal and ice control activities. Damage to trees, shrubbery, and other landscaping will not be considered for compensation. The City cannot control drift or discharge of snow from a snowplow or snow blower. The City will assume no responsibility for damage to underground sprinkling systems, exterior lighting systems, underground fencing, and similar landscaping installed in the right-of-way.

The City at its option may replace, trim, or remove landscaping including shrubbery, trees, and inanimate objects which are hazardous to snow removal.

**Garbage/Recycling Containers** – Efficient snow plowing requires that garbage and recycling containers be accessible for pick-up and placed off street to allow snow removal. The container(s) may be placed in the driveway to meet both requirements. It is the responsibility of the resident to see that the containers are located so as not to interfere with snow removal. These containers will not be repaired or replaced if damaged during City snow removal.

**Vehicles**- Damage to personal vehicles will be considered only if they are legally parked and only if physically contacted by City equipment.

### **XIII. DRIVEWAYS**

One of the most frequent and irritable problems in removal of snow from public streets is the snow deposited in driveways during plowing operations. Snow being accumulated on the plow blade has no place to go but in the driveway. The amount of snow deposited in the driveways can be significant but is unavoidable due to the nature of snow removal. The depth of snow in any given driveway is proportional to the depth of the given snowfall. The City will not clean driveways based on financial restraints and available personnel.

### **XIV. DEPOSITING SNOW IN STREETS AND/OR RIGHT OF WAY**

Depositing snow in any fashion onto a public street/right-of-way is considered a public nuisance and is in violation of City Code. The City of Forest Lake asks all citizens to comply with these rules which are designed to keep the streets and rights-of-way safe during the winter months.

#### **§ 96.03 PUBLIC NUISANCES: OBSTRUCTIONS.**

Public nuisances relating to obstructions includes, but are not limited to the following:

(E) Depositing snow into or across the right-of-way.

#### **§ 96.08 PUBLIC NUISANCE VIOLATIONS.**

(A) No person shall, directly or indirectly or by omission, create a public nuisance. Violations of this chapter are deemed to be a public nuisance subject to abatement pursuant to § 96.07, or an

administrative citation pursuant to § 36.02, or a criminal prosecution pursuant to § 10.99, or by any other remedy available at law.

## **XV. ASSISTING STRANDED MOTORISTS**

The Public Works Department may assist stranded motorists by contacting law enforcement/emergency personnel. Public Works personnel will not attempt to remove stuck vehicles from ditches, snowbanks, or any other impediment.

## **XVI. WINTER PARKING RESTRICTIONS**

Below are winter parking restrictions per City Code:

### **§ 72.01 MUNICIPAL PARKING LOT.**

- (A) No vehicle shall be left standing or parked in the Municipal Parking Lot located upon Lots 1 through 11, inclusive, Block 26 of the city for more than 30 minutes before 2:00 a.m. and 6:00 a.m.
- B) The parking of any trucks or other vehicles in excess of a gross weight of 10,000 pounds on the Municipal Parking Lot is strictly prohibited.
- (C) Any persons or organizations violating any provision of this section shall be guilty of a petty misdemeanor and, upon conviction thereof, shall pay a fine of \$35.

### **§ 72.02 PARKING, SNOW REMOVAL.**

- (A) General.

- (1) November 1 through April 15.

(a) No vehicle shall be left standing or parked for more than 30 minutes on any street within the city between 2:00 a.m. and 6:00 a.m., from November 1 through April 15, inclusive. Recreational vehicles, as described in § 153.260, may not be parked on any public street at any time. Vehicles exceeding 1-ton carrying capacity, as described in § 153.129(B), may not be parked on any public street in residential districts at any time.

(b) On-street parking of non-recreational vehicles in all districts and vehicles not exceeding 1-ton carrying capacity in residential districts shall be permitted at all other hours, except where otherwise specifically prohibited by signs or marking and except within 5 feet on either side of a mail box or bank of mailboxes, when such parking does not interfere with the removal of snow and ice from city streets, or with other city utility repair and maintenance activities, and, in any event, for a period not to exceed 24 consecutive hours in any 1 location. A vehicle parked on a street shall be removed from the street by its owner within 15 minutes of demand made by a city employee for snow and ice removal or street and utility repair and maintenance activities. After removal, it shall be unlawful to park on the street until the snow removal or street or utility repair or maintenance activity is completed in the area involved.

## **XVII. QUESTIONS AND COMPLAINTS**

Complaints regarding snow and ice control or damage shall be taken during normal working hours and handled in accordance with the City's normal complaint procedure. High priority complaints (those involving access to property or problems requiring immediate attention) shall be handled on a priority basis. During normal working hours, response time should not exceed 24 hours for any complaint. Complaint responses are to ensure that the provisions of this policy have been fulfilled and that all residents of the City have been treated uniformly. It is the intention to log all complaints and upgrade this policy as necessary in consideration of the constraints of our resources.

City of Forest Lake  
Public Works Department  
843 SW 4<sup>th</sup> Street  
Forest Lake MN 55025  
(651) 464-3220

### Attachments

**Exhibit A:** USPS Mailbox Standards

**Maps:** City of Forest Lake Plow Routes  
City of Forest Lake Priority Streets  
City of Forest Lake Sidewalks and Trails



## Exhibit A

Height - 48 Inches above street level

Have Box extend as far in front of support post as possible. (This prevents possible snow plow damage).

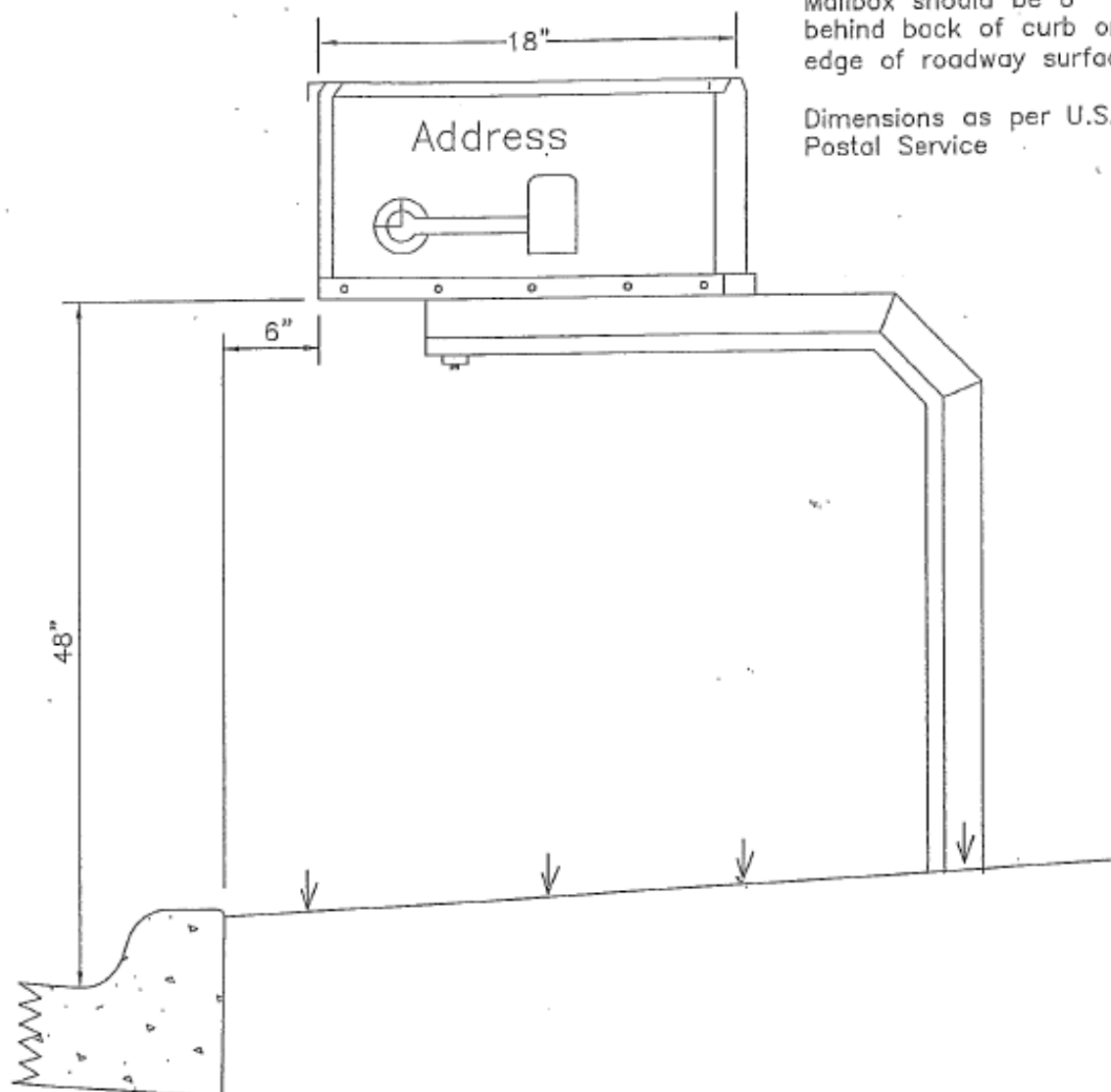
Address must be on side of box from which carrier approaches in letters about one inch high. (Or on front where boxes are grouped).

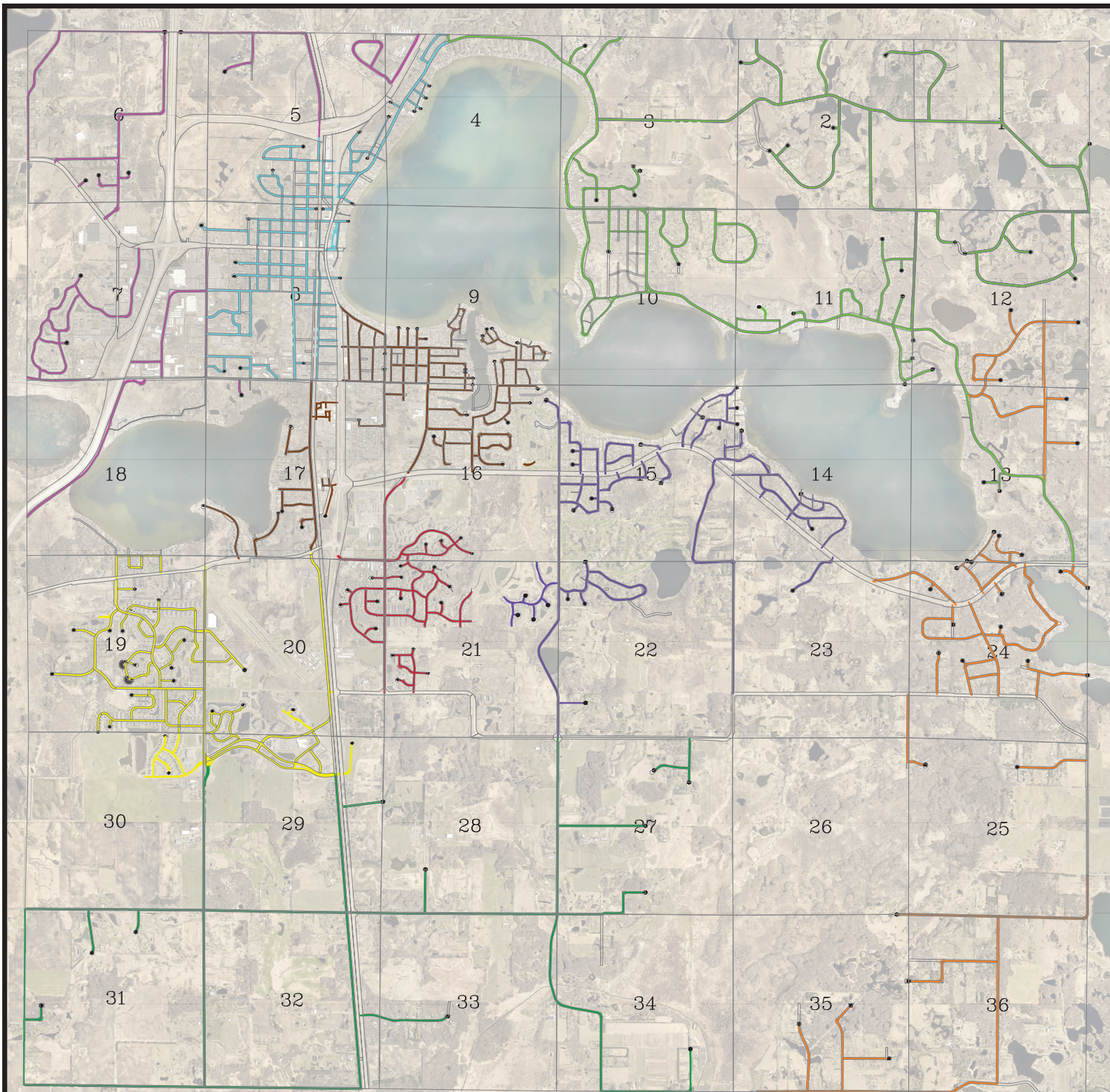
Box must be located so carrier can serve without leaving vehicle.

### NOTES:

Mailbox should be 6" behind back of curb or edge of roadway surface.

Dimensions as per U.S. Postal Service





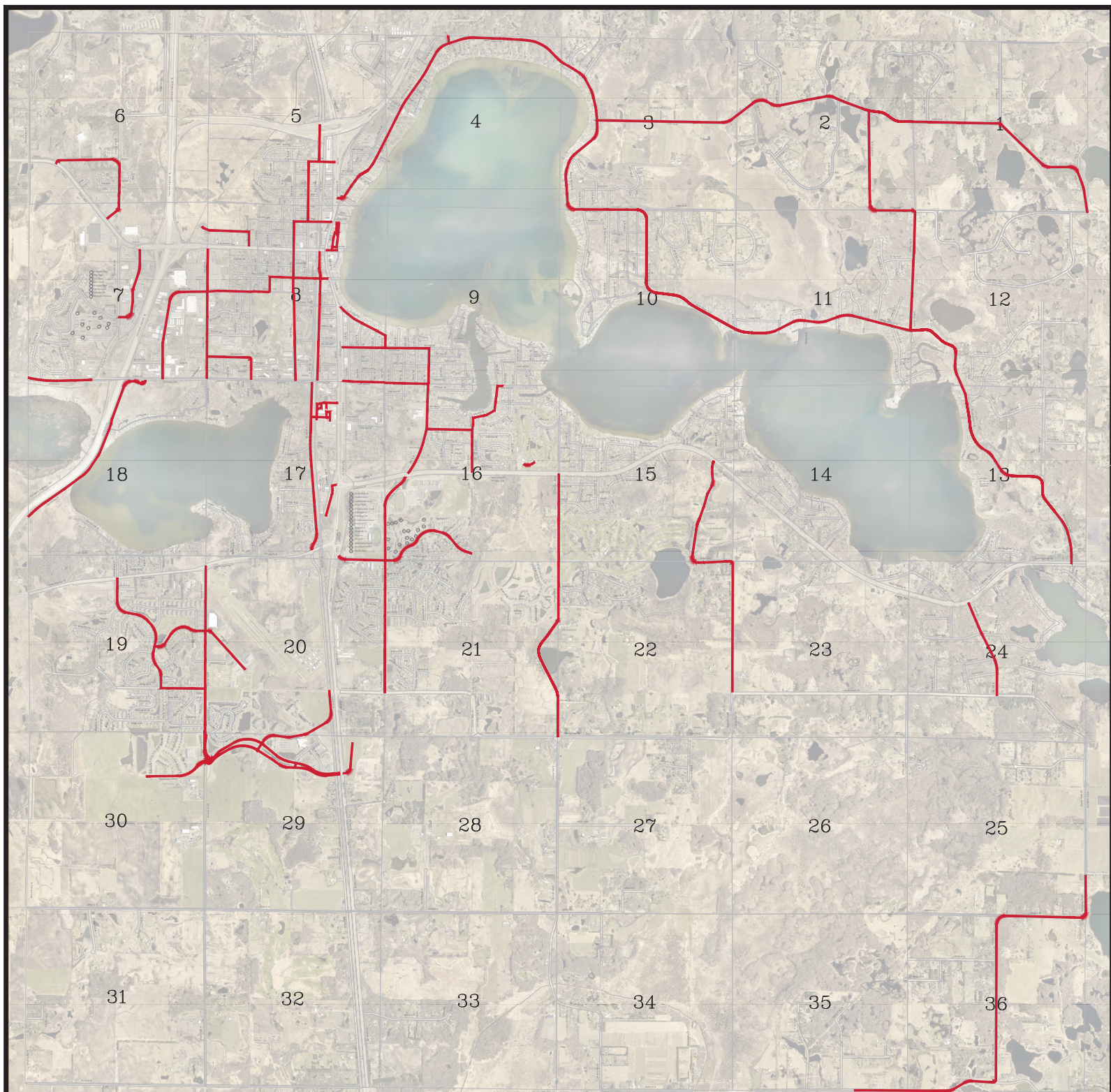
- Snow Plow Route 1
- Snow Plow Route 2
- Snow Plow Route 3
- Snow Plow Route 4
- Snow Plow Route 5
- Snow Plow Route 6
- Snow Plow Route 7
- Snow Plow Route 8
- Snow Plow Route 9
- Cul De Sac/Turnaround

## CITY OF FOREST LAKE SNOW PLOW ROUTES



The digital data represented on this map is neither a legally recorded map or a survey, and is not intended to be used as one. This map is a compilation of records, information, and other data from various city, county, state offices, and other sources. It is intended to be used for reference only. No representation is made by the City of Forest Lake, its employees or agents that the features presented in this data accurately reflect true locations. Neither the City of Forest Lake nor its employees or agents assumes any liability for the correctness of the information contained in this data. If discrepancies are found, please contact the City of Forest Lake.

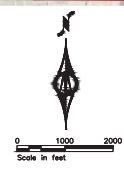




— Priority Route



# CITY OF FOREST LAKE SNOW PLOW ROUTES



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