



NOTICE OF AGENDA

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

CITY COUNCIL MEETING

Forest Lake City Center – Council Chambers
Forest Lake, Minnesota

December 9, 2024 – Immediately Following Truth in Taxation Meeting

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 12, 2024 Canvassing Board Meeting
 - c. Approve Minutes from November 18, 2024 Council Workshop
 - d. Approve Minutes from November 25, 2024 Council Meeting
 - e. Gambling Permit Applications
 - f. Building Department Positions
 - g. DNR Boat Launch Cooperative Agreement Termination Notice
 - h. Resolution 12-09-24-03: PGA Investments Development Fee Refund
 - i. Resolution 12-09-24-04: Approving Cooperative Construction Agreement 1056231 Washington County Northern Environmental Center-TH 61/Headwaters Parkway
 - j. Fitzgerald Flats – Warranty Closeout
 - k. 2024 Bolton and Menk Year in Review
 - l. Police Department Public Safety Aid Purchases
 - m. Met Council Interceptor Line 7029 Access and Use Agreement

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

7. Regular Agenda (Action Items)
 - a. Resident Petition for Public Road
 - b. Certification of Delinquent Utility Accounts
 - i. Public Hearing
 - ii. Consideration of Resolution 12-09-24-05
 - c. 2025 Fee Schedule: Ordinance 745– Kevin Knopik
 - d. Cannabis Registration: Ordinance 746/Resolution 12-09-24-10– Amanda Johnson
 - e. Administrative Citation Fee: Ordinance 747 – Amanda Johnson
 - f. Resolution 12-09-24-06: Donation from Brenda Kaeding – Mayor Bain and City Council
 - g. Resolution 12-09-24-07: Donation from Tired Iron – Mayor Bain and City Council
 - h. Resolution 12-09-24-08: Donation for Hometown Holiday Volunteers – Mayor Bain and City Council
 - i. Resolution 12-09-24-09: Donations for Hometown Holiday Donations – Mayor Bain and City Council
8. Staff Updates
9. Mayor and City Council Updates
10. Adjourn

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DB: Forest Lake		BOTH JOURNALIZED AND UNJOURNALIZED				
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Vendor Code	Vendor Name	Description	Amount	Check #	Check Date	
	Invoice					
99687	5K ELECTRIC					
	473	REPAIR BOLLARD LIGHTING & PROVIDE 3 SPARE DRIVERS TO REPLENISH STOCK & INSTALL DROP CORD IN APPARATUS	3,119.50	116405	12/09/2024	
TOTAL FOR: 5K ELECTRIC			3,119.50			
10036	ADVANCED GRAPHIX INC					
	215310	DECALS FOR UNIT 2416 (NEW BUILD)	528.35	116406	12/09/2024	
TOTAL FOR: ADVANCED GRAPHIX INC			528.35			
10102	AMERICAN IMPORTS					
	46189	SQUAD 2107 - REPLACE REAR BRAKE PADS AND ROTORS & CLEAN AND LUBE CALIPER SLIDES, INSPECT E-BRAKE	904.34	116407	12/09/2024	
TOTAL FOR: AMERICAN IMPORTS			904.34			
MISC-UB	ASTECH CORP					
	7117501	UB refund for account: 7117501 *UB refund for account: 7117501	2,028.80	116408	12/09/2024	
TOTAL FOR: ASTECH CORP			2,028.80			
14059	BENEFIT EXTRAS INC					
	11192024	CLAIM REIMBURSEMENT	5,472.80	2031	11/20/2024	
TOTAL FOR: BENEFIT EXTRAS INC			5,472.80			

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	Invoice				
14128	BOLTON & MENK INC				
	0349895	GENERAL ROUTINE ENGINEERING	2,500.00	116409	12/09/2024
	0349907	NON-ROUTINE ENGINEERING	6,795.50	116409	12/09/2024
	0349908	STORMWATER SERVICES	218.00	116409	12/09/2024
	0349916	2022 LS & FM IMPROVEMENTS	360.00	116409	12/09/2024
	0349918	2024 ANNUAL REVIEWS - BLD	5,621.00	116409	12/09/2024
	0349918	2024 ANNUAL REVIEWS - CDD	273.00	116409	12/09/2024
	0349918	2024 ANNUAL REVIEWS - PWD	1,014.00	116409	12/09/2024
	0349919	2024 LOCAL ST IMPROVEMENT	3,857.00	116409	12/09/2024
	0349920	CSAH 32 PEDESTRIAN & STREET	2,296.00	116409	12/09/2024
	0349921	CSAH 33 SAFETY IMPROVEMENTS	5,586.00	116409	12/09/2024
	0349922	EUREKA AVENUE IMPROVEMENTS	13,604.50	116409	12/09/2024
	0349923	HIDDEN CREEK	16,509.50	116409	12/09/2024
	0349924	JD4 STORMWATER DESIGN	327.00	116409	12/09/2024
	0349925	NORTH SHORE TRAIL	10,057.50	116409	12/09/2024
	0349926	SHADOW CREEK STABLES ESTATES	29,349.00	116409	12/09/2024
	0349927	INTERSTATE COMPANIES - SITE DEVELOPMENT	1,246.00	116409	12/09/2024
	0349929	MISTER CAR WASH - SITE DEVELOPMENT	182.00	116409	12/09/2024
	0349931	FOREST LAKE APARTMENTS - SITE DEVELOPMENT	364.00	116409	12/09/2024
	0349933	WASHINGTON COUNTY NORTHERN ENVIRONMENTAL - SITE DEVELOPMENT	718.00	116409	12/09/2024
	0349934	PGA INVESTMENTS LLC - SITE DEVELOPMENT	273.00	116409	12/09/2024
	0349935	WYNCO DENTAL CLINIC - SITE DEVELOPMENT	637.00	116409	12/09/2024
	0349936	CHASE BANK - 1232 W BROADWAY AVE - SITE DEVELOPMENT	728.00	116409	12/09/2024
	0349937	GAIOVNIK ESTATES -7902 NORTH SHORE TRAIL - SITE DEVELOPMENT	591.50	116409	12/09/2024
	0349938	7482 NORTH SHORE CIRCLE N - REGENSCHIED - SITE DEVELOPMENT	929.50	116409	12/09/2024
	0349941	TH 97 IMPROVEMENT PROJECT	27,209.00	116409	12/09/2024
	0349942	WTP 4 CONSTRUCTION	8,962.50	116409	12/09/2024
TOTAL FOR: BOLTON & MENK INC			140,208.50		
18019	CAPITAL ONE TRADE CREDIT				
	541201323245854	167981-CHARGER 12V MAINTAINER & 41245-4PC ADJUSTABLE WRENCH SE & 5686136-27' RATCHET WITH FLAT	188.77	116410	12/09/2024
	541202319246216	48632-48" MATTE BLACK SIDE MOU & 24396-10PCS TARP STRAP VALUE P	317.27	116410	12/09/2024
	541202323246508	40676-1/2" DR. 12PT DEEP SOCKE	9.49	116410	12/09/2024
TOTAL FOR: CAPITAL ONE TRADE CREDIT			515.53		

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	Invoice				
18024	CARGILL INC				
	2910222222	KD CRSE SO BULK NSF 60 - 49,400.00 LB	6,737.17	116411	12/09/2024
	2910232845	KD CRSE SO BULK NSF 60 - 49,820.00 LB	6,794.45	116411	12/09/2024
TOTAL FOR: CARGILL INC			13,531.62		
MISC	CENTURY BUILDING TEAM LLC				
	PB09220	BD Bond Refund	2,000.00	116412	12/09/2024
		*BD Bond Refund: BEL-0013, Address: [REDACTED]			
		Note: EROSION-LANDSCAPE ESCROW REFUND			
TOTAL FOR: CENTURY BUILDING TEAM LLC			2,000.00		
MISC-UB	CHARLES & ANNA BACHMAN				
	7111995	UB refund for account: 7111995	30.11	116413	12/09/2024
		*UB refund for account: 7111995			
TOTAL FOR: CHARLES & ANNA BACHMAN			30.11		
18113	CINTAS CORPORATION				
	4211793497	UNIFORM & CLOTHING - M.WELSH	77.42	116414	12/09/2024
	4212660607	UNIFORM & CLOTHING - M.WELSH	77.42	116414	12/09/2024
TOTAL FOR: CINTAS CORPORATION			154.84		
18129	CITY OF SAINT PAUL				
	IN60578	FOR THE COST OF MATERIAL USED FOR INTERSECTION PM	5.36	116415	12/09/2024
		LOCATED AT 12TH & 3RD			
	IN60579	FOR THE COST OF LABOR & EQUIPMENT USED FOR	447.00	116415	12/09/2024
		INTERSECTION PM LOCATED AT 12TH & 3RD			
TOTAL FOR: CITY OF SAINT PAUL			452.36		
18181	CONNEXUS ENERGY				
	OCTOBER 2024	OCTOBER 2024 ENERGY BILLING	2,568.73	2040	11/25/2024
	OCTOBER 2024-3	OCTOBER 2024 ENERGY BILL - PUMP	21.43	2033	11/21/2024
	OCTOBER 2024-4	OCTOBER 2024 ENERGY BILL - WTP #4	2,425.18	2032	11/21/2024
TOTAL FOR: CONNEXUS ENERGY			5,015.34		
18224	CROSS COUNTRY UNDERGROUND INC				
	5076	11/19/24 - LAKESIDE PARK. INSTALL 2" PIPE &	5,640.00	116416	12/09/2024
		11/20/24 - 21980 IDEAL AVE. FOREST LAKE. INSTALL			
		4" PIPE			
TOTAL FOR: CROSS COUNTRY UNDERGROUND INC			5,640.00		

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	Invoice				
22125	DUNAWAY CUSTOM ARMS LLC NOVEMBER 2024	TRIJICON RMR TYPE 2 3.25MOA & 40MM BRONZE CLEANING BRUSH & STREAMLIGHT TLR 1 BATTERY DOORS	500.00	116417	12/09/2024
TOTAL FOR: DUNAWAY CUSTOM ARMS LLC			500.00		
26004	EARL F ANDERSEN - DIVISION OF SAFET 0138192-IN	9" W/G EXTRUDED W/G DG3 STREET EACH NAME	150.95	116418	12/09/2024
TOTAL FOR: EARL F ANDERSEN - DIVISION OF SAFET			150.95		
26010	EATON CORPORATION 953743784	FL87NXXX-0015 FLEX: 8 HR RSP, 7X24 CVG ONLY & 0006NXXX-0015-1 1 PREVENTIVE MAINTENANCE PER YR 5X8	3,021.00	116419	12/09/2024
TOTAL FOR: EATON CORPORATION			3,021.00		
26013	ECM PUBLISHERS INC 1024203 1024204 1025088 1025089	NOV 24 PH ZONING CANNABIS DEC 9 PH TRUTH IN TAX 2025 FIN ORD NO. 743 - ZONING ORD NO. 742 - SHADE TREE PEST CONTROL	21.20 31.80 37.10 23.85	116420 116420 116420 116420	12/09/2024 12/09/2024 12/09/2024 12/09/2024
TOTAL FOR: ECM PUBLISHERS INC			113.95		
26014	EDAM 2025-10789	2025 EDAM MEMBERSHIP DUES - 1 MEMBER	330.00	116421	12/09/2024
TOTAL FOR: EDAM			330.00		
MISC-UB	EUREKA CONSTRUCTION 7117491	UB refund for account: 7117491 *UB refund for account: 7117491	1,648.40	116422	12/09/2024
TOTAL FOR: EUREKA CONSTRUCTION			1,648.40		
30026	FERGUSON WATERWORKS #2518 0539677 0540026 0540097 0540587 CM040927	6X15 SS REP CLMP 6.84-7.24 2 MACH10 R900I USG 15-1/4 LL *X 1 IN DP END CONN GSKT 1 UNION NUT RETURN - 3/4 DUAL PRPS UNION NUT	262.34 1,385.20 35.63 74.40 (30.88)	116423 116423 116423 116423 116423	12/09/2024 12/09/2024 12/09/2024 12/09/2024 12/09/2024
TOTAL FOR: FERGUSON WATERWORKS #2518			1,726.69		

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30041	FIRE SAFETY USA INC				
	194319	LADDER 1 - DRY VAC TEST AND FOUND OFFICER SIDE 4	1,338.45	116424	12/09/2024
		INCH LEAKING AND A MAJOR LEAK COMING FROM 2.5 INCH			
	194320	TENDER 1 - DAN FROM FOREST LAKE WANTED THE ENGINE	141.25	116424	12/09/2024
		BRAKE SETTING CHECKED IN THE ECM			
TOTAL FOR: FIRE SAFETY USA INC			1,479.70		
MISC	FLACQUISITION LLC				
	BDE-0030	BD Bond Refund	49,633.00	116425	12/09/2024
		*BD Bond Refund: BDE-0030, Address: [REDACTED]			
		Note: REFUND OF UNUSED ESCROW			
TOTAL FOR: FLACQUISITION LLC			49,633.00		
30073	FOREST LAKE ACE HARDWARE				
	65107/3	SHOVEL KIDS POLY	9.99	116426	12/09/2024
TOTAL FOR: FOREST LAKE ACE HARDWARE			9.99		
30083	FOREST LAKE CABLE COMMISSION				
	OCTOBER 2024	FRANCHISE FEE	8,278.19	116427	12/09/2024
TOTAL FOR: FOREST LAKE CABLE COMMISSION			8,278.19		
30087	FOREST LAKE CONTRACTING INC				
	ATC0030563	REFUND FOR BORING FEE - CONNEXUS ENERGY CHECK	260.00	116428	12/09/2024
		#474280			
TOTAL FOR: FOREST LAKE CONTRACTING INC			260.00		
30098	FOREST LAKE PRINTING				
	21453	PARKING WARNING SIGNS - FLPD - 4.25" X 11", 1/0,	435.00	116429	12/09/2024
		10PT FLUORESCENT STRAWBERRY/ORANGE			
TOTAL FOR: FOREST LAKE PRINTING			435.00		
MISC-UB	FRANCIS SCHNEIDER				
	7108508	UB refund for account: 7108508	32.86	116430	12/09/2024
		*UB refund for account: 7108508			
TOTAL FOR: FRANCIS SCHNEIDER			32.86		
34079	GRANNY MAYS				
	16481	MEAL SERVICES FOR NOVEMBER	348.00	116431	12/09/2024
TOTAL FOR: GRANNY MAYS			348.00		
38044	HAWKINS INC				
	6915004	150 LB CHLORINE CYLINDER 087360 & 118784	20.00	116432	12/09/2024
TOTAL FOR: HAWKINS INC			20.00		

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38049	HEALTH PARTNERS				
	CLAIMS11132024	HPAI SELF INSURED CLAIMS 15657 - NOVEMBER 2024	600.79	2034	11/18/2024
	CLAIMS11202024	HPAI SELF INSURED CLAIMS 15657 - NOVEMBER 2024	3,151.57	2041	11/25/2024
TOTAL FOR: HEALTH PARTNERS			3,752.36		
38081	HITCH - IT				
	5276	SQUAD 2416 - INSTALLED CUSTOMERS USED BAK REVOLVER X4 COVER (NEW BUILD)	100.00	116433	12/09/2024
TOTAL FOR: HITCH - IT			100.00		
38106	HORWITZ LLC				
	S500018560	RECOVERED REFRIGERANT AND INSTALLED NEW COMPRESSOR AND FILTER DRIER	5,836.50	116434	12/09/2024
TOTAL FOR: HORWITZ LLC			5,836.50		
38129	HUGO'S TREE CARE				
	18962	CUT TREES TO GROUND & LEAVE ALL WOOD DEBRIS/HOUR	3,500.00	116435	12/09/2024
TOTAL FOR: HUGO'S TREE CARE			3,500.00		
42005	IEDITWEB INC				
	01012066	SENIOR CENTER HOSTING WEBSITE 11/26/24 - 12/25/24	39.95	116436	12/09/2024
TOTAL FOR: IEDITWEB INC			39.95		
MISC-UB	JEREMY PLATZER				
	7114703	UB refund for account: 7114703 *UB refund for account: 7114703	58.01	116437	12/09/2024
TOTAL FOR: JEREMY PLATZER			58.01		
MISC-UB	JOSEPH & DANIELLE HALLER				
	7103458	UB refund for account: 7103458 *UB refund for account: 7103458	33.22	116438	12/09/2024
TOTAL FOR: JOSEPH & DANIELLE HALLER			33.22		
MISC-UB	K & T NORTH SAINT PAUL INVESTMENTS				
	7117355	UB refund for account: 7117355 *UB refund for account: 7117355	35.16	116439	12/09/2024
TOTAL FOR: K & T NORTH SAINT PAUL INVESTMENTS			35.16		
49014	KATH FUEL OIL SERVICE CO				
	814723	TERRACAIR DEF CLOSED DRUM 55 & CORE DEPOSIT DEF POLY VALVE 55	591.00	116440	12/09/2024
	814755	CITGO A/W HYD 32 BULK	604.00	116440	12/09/2024
TOTAL FOR: KATH FUEL OIL SERVICE CO			1,195.00		

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	Invoice				
49147	KEN ROBERTS				
	REIMB 2024	CERTIFIED MAILING FOR CODE ENFORCEMENT	11.26	116441	12/09/2024
TOTAL FOR: KEN ROBERTS			11.26		
49139	KORNOWSKI CONSULTANTS LLC				
	91460	CONSULTATION SERVICES - CODE ENFORCEMENT PROJECT	1,598.00	116442	12/09/2024
TOTAL FOR: KORNOWSKI CONSULTANTS LLC			1,598.00		
49077	KRAMER MECHANICAL				
	31710	WATER WELL #1-65 3RD AVE. N.W.	240.00	116443	12/09/2024
TOTAL FOR: KRAMER MECHANICAL			240.00		
53164	LAKESIDE PLASTICS INC				
	T175927-IN	28" TRIMLINE 5# ORANGE CONE W/6" & 4" 3M HIP COLLARS	1,753.50	116444	12/09/2024
TOTAL FOR: LAKESIDE PLASTICS INC			1,753.50		
53160	LRS PORTABLES LLC				
	MP264289	MULTIPLE RENTALS FOR PARKS & CASTLEWOOD GOLF & NORTHLAND NURSERIES	219.64	116445	12/09/2024
TOTAL FOR: LRS PORTABLES LLC			219.64		
57424	M HEALTH FAIRVIEW				
	15007604650	MULTIPLE TESTS - A. GERMANN (NEW POLICE OFFICER HIRE)	557.00	116446	12/09/2024
	15007896001	MULTIPLE TESTS - J. PELTIER	557.00	116446	12/09/2024
	15007896507	MULTIPLE TESTS - J. WENSMANN (NEW POLICE OFFICER HIRE)	557.00	116446	12/09/2024
TOTAL FOR: M HEALTH FAIRVIEW			1,671.00		
57007	MACQUEEN EQUIPMENT LLC				
	P61257	AQUA 700 3/4"	2,569.64	116447	12/09/2024
	P61320	FEMALE LK COUPL A6F1 & FMPT MALE 1/2 E A6F2	153.21	116447	12/09/2024
TOTAL FOR: MACQUEEN EQUIPMENT LLC			2,722.85		

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57106	MENARDS				
	46606	L00CT LED VINTAGE MINI	6.73	116448	12/09/2024
	46935	DIAMOND CUP WHL4-1/2"TURB	49.99	116448	12/09/2024
	46986	3/4" 60' ELEC TAPE-BLK-3 & 1" INSERT PLUG & 2" PVC	21.47	116448	12/09/2024
		HARDHAT TST CAP & 2" X 100' PVC TILE TAPE			
	47062	8" BLK CABLE TIE -100 & 12CT. MAGNETIC LIGHT CLIP	27.19	116448	12/09/2024
	47261	300CT ICICLE INCAN WW	9.94	116448	12/09/2024
	47266	FOLGERS CLASSIC ROAST & 100W A19 DL LED -16PK	87.90	116448	12/09/2024
	47333	MECHANICAL EXTERIOR TIMER & 200CT LED DIAMOND C6 &	89.94	116448	12/09/2024
		70CT LED FACETED C6 WW			
	47343	70CT LED FACETED C6 WW & 200CT LED DIAMOND C6	34.98	116448	12/09/2024
TOTAL FOR: MENARDS			328.14		
57123	METRO SALES INC				
	INV2648004	RICHO/IM C3000 C4500 C6000 COLOR COPIERS	1,270.86	116449	12/09/2024
TOTAL FOR: METRO SALES INC			1,270.86		
MISC-UB	MICHEAL LYNCH				
	7100470	UB refund for account: 7100470	47.83	116450	12/09/2024
		*UB refund for account: 7100470			
TOTAL FOR: MICHEAL LYNCH			47.83		
57158	MIDCONTINENT COMMUNICATIONS				
	14014890114365	AIPORT PHONE NOVEMBER 2024	174.09	2035	11/22/2024
TOTAL FOR: MIDCONTINENT COMMUNICATIONS			174.09		
57391	MIKE TATE				
	2024 06-10 MEDICAF	MEDICARE SUPPLEMENT PREMIUMS M & C TATE	2,405.00	116451	12/09/2024
TOTAL FOR: MIKE TATE			2,405.00		
57195	MINNESOTA CHIEFS OF POLICE ASSOCIAT				
	20684	5 MEMBER DUES - ASSOCIATE DUES	217.00	116452	12/09/2024
TOTAL FOR: MINNESOTA CHIEFS OF POLICE ASSOCIAT			217.00		
57204	MINNESOTA DEPARTMENT OF HEALTH				
	10/01/24-12/31/24	QUARTERLY COMMUNITY WATER SUPPLY SERVICE	10,427.00	116453	12/09/2024
TOTAL FOR: MINNESOTA DEPARTMENT OF HEALTH			10,427.00		

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57208	MINNESOTA DEPARTMENT OF LABOR & IND				
	APRIL 2024	SURCHARGE ALLOCATION APRIL 2024	1,446.03	2043	04/30/2024
	FEBRUARY 2024	SURCHARGE ALLOCATION FEBRUARY 2024	1,596.36	2037	02/28/2024
	JANUARY 2024	SURCHARGE ALLOCATION JANUARY 2024	1,969.10	2036	01/31/2024
	MARCH 2024	SURCHARGE ALLOCATION MARCH 2024	1,904.08	2042	03/31/2024
TOTAL FOR: MINNESOTA DEPARTMENT OF LABOR & IND			6,915.57		
57253	MINNESOTA STATE FIRE CHIEFS ASSOCIA				
	8528	MEMBERSHIP RENEWALS - 3 - THROUGH 12/31/2025	220.00	116454	12/09/2024
TOTAL FOR: MINNESOTA STATE FIRE CHIEFS ASSOCIA			220.00		
57264	MINNESOTA VALLEY TESTING LABS				
	1281311	COLIFORM, MF - WATER	151.25	116455	12/09/2024
TOTAL FOR: MINNESOTA VALLEY TESTING LABS			151.25		
57411	MORRIE'S FOREST LAKE CHEVROLET				
	146128	SQUAD 2107 - FOUND ALTERNATOR NOISE & REPLACED ALTERNATOR	764.51	116456	12/09/2024
TOTAL FOR: MORRIE'S FOREST LAKE CHEVROLET			764.51		
MISC-UB	MP TECHNOLOGIES				
	7117504	UB refund for account: 7117504 *UB refund for account: 7117504	2,362.00	116457	12/09/2024
TOTAL FOR: MP TECHNOLOGIES			2,362.00		
61007	NAPA AUTO PARTS				
	235477	RV ANTIFREEZE	6.84	116458	12/09/2024
	235620	BRAKE PARTS CLEANER	13.56	116458	12/09/2024
	236642	PX U BLACK GASKET MAK	29.98	116458	12/09/2024
	236956	M C UTILITY LAMP & LAMP & MDL 30 MOUNTING BRCK & LAMP GROMMET	37.42	116458	12/09/2024
	236957	6 INCH ID BAR KIT	34.26	116458	12/09/2024
	237013	2.5 DEF	55.96	116458	12/09/2024
TOTAL FOR: NAPA AUTO PARTS			178.02		
MISC-UB	NORTH PINE AGGREGATE INC.				
	7117825	UB refund for account: 7117825 *UB refund for account: 7117825	2,226.80	116459	12/09/2024
TOTAL FOR: NORTH PINE AGGREGATE INC.			2,226.80		
61081	NORTHERN SAFETY TECHNOLOGY INC				
	58529	UNIT 2416 - EQUIPMENT & BUILD COSTS (NEW BUILD)	25,918.24	116460	12/09/2024
TOTAL FOR: NORTHERN SAFETY TECHNOLOGY INC			25,918.24		

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DB: Forest Lake

INVOICE APPROVAL BY INVOICE REPORT FOR FOREST LAKE
EXP CHECK RUN DATES 12/09/2024 - 12/09/2024
BOTH JOURNALIZED AND UNJOURNALIZED
PAID

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Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
	Invoice				
65008	OFFICE OF MN IT SERVICES				
	W24090690	VOICE SERVICES MONTHLY INVOICE SEPTEMBER 2024	129.15	116462	12/09/2024
	W24100695	VOICE SERVICES MONTHLY INVOICE OCTOBER 2024	184.80	116462	12/09/2024
TOTAL FOR: OFFICE OF MN IT SERVICES			313.95		
65019	OLSON'S SEWER SERVICE INC				
	104721	WORKED PERFORMED ON 10/16/24 TO 10/17/24 - EXCAVATED TO ASSIST THE CITY OF FL PW IN THE OVERNIGHT HOU	3,530.96	116463	12/09/2024
	104793	WORK PERFORMED ON 10/25/24 - ASSISTED THE CITY OF FL PW IN THE EMERGENCY REPAIR OF WATER MAIN	1,706.45	116463	12/09/2024
TOTAL FOR: OLSON'S SEWER SERVICE INC			5,237.41		
65002	O'REILLY AUTO PARTS				
	1517-266914	BATTERY & CORE CHARGE	585.16	116461	12/09/2024
TOTAL FOR: O'REILLY AUTO PARTS			585.16		
65037	OTTER LAKE ANIMAL CARE CENTER				
	253125	ANIMAL CONTROL - MULTIPLE SERVICES CASE TREATMENTS 2024 - 479 & 482 & 551	55.91	116464	12/09/2024
TOTAL FOR: OTTER LAKE ANIMAL CARE CENTER			55.91		
MISC-UB	PAUL CIESIELSKI				
	7110011	UB refund for account: 7110011 *UB refund for account: 7110011	38.47	116465	12/09/2024
TOTAL FOR: PAUL CIESIELSKI			38.47		
MISC	PGA INVESTMENTS LLC				
	VERIFIED CLAIM	IMPROVEMENT AGREEMENT - SSTAC OVERAGE REFUND & WTAC OVERAGE REFUND	22,140.00	116466	12/09/2024
TOTAL FOR: PGA INVESTMENTS LLC			22,140.00		
69086	PITNEY BOWES GLOBAL FINANCIAL SERVI				
	3106916616	SENDPRO C SERIES - VERSION 4 LEASING CHARGES SEP 30, 2024 - DEC 29, 2024	192.30	116467	12/09/2024
TOTAL FOR: PITNEY BOWES GLOBAL FINANCIAL SERVI			192.30		
69088	PITNEY BOWES POSTAGE				
	POSTAGE112024	PITNEY BOWES POSTAGE NOVEMBER 2024	450.00	2044	11/29/2024
TOTAL FOR: PITNEY BOWES POSTAGE			450.00		

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Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
Invoice					
MISC	PRECISE EXTERIORS LLC				
	PB11871	BD Bond Refund	1,875.00	116468	12/09/2024
		*BD Bond Refund: BDE-0051, Address: [REDACTED]			
		Note: DEMO ESCROW REFUND			
TOTAL FOR: PRECISE EXTERIORS LLC			1,875.00		
69116	PRECISE MRM LLC				
	IN200-2001717	5MB FLAT DATA PLAN US WITH NAF C-US-5MB	20.00	116469	12/09/2024
TOTAL FOR: PRECISE MRM LLC			20.00		
MISC-UB	Q3 CONTRACTING				
	7117637	UB refund for account: 7117637	2,028.80	116470	12/09/2024
		*UB refund for account: 7117637			
TOTAL FOR: Q3 CONTRACTING			2,028.80		
78019	SALES TAX MN DEPT REVENUE EFT				
	103124	OCTOBER 2024 SALES TAX	238.00	2038	11/21/2024
TOTAL FOR: SALES TAX MN DEPT REVENUE EFT			238.00		
78101	SHRED-IT USA				
	8009075951	SHREDDING SERVICES FOR NOVEMBER 2024	281.08	116471	12/09/2024
TOTAL FOR: SHRED-IT USA			281.08		
MISC-UB	ST. CROIX RESTORATION				
	7117819	UB refund for account: 7117819	2,260.40	116472	12/09/2024
		*UB refund for account: 7117819			
TOTAL FOR: ST. CROIX RESTORATION			2,260.40		
78176	STAPLES INC				
	6016935556	TOWEL C FOLD 17900151	119.85	116473	12/09/2024
	6017965166	DURACELL COPPERTOP AA BULK 144 & DURACELL COPPERTOP AAA BULK144	119.73	116473	12/09/2024
TOTAL FOR: STAPLES INC			239.58		
78297	SUPERIOR TURF SERVICES				
	6572	96X4X4 BLACK RECYCLED PLASTIC POST PART #681490 & PAR AIDE 681415 CASTLWOOD SIGN FUSION CORE CUSTOM	5,350.00	116474	12/09/2024
TOTAL FOR: SUPERIOR TURF SERVICES			5,350.00		
82065	THE MUSIC CONNECTION INC				
	2255458	CHRISTMAS 2024 - SHORT TERM RENTAL-SMALL TREE SOUND SYSTEM & SHORT TERM RENTAL GAZEBO SYSTEM	525.00	116475	12/09/2024
TOTAL FOR: THE MUSIC CONNECTION INC			525.00		

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Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
	Invoice				
MISC-UB	THERESA SIBBALB				
	7113771	UB refund for account: 7113771	93.48	116476	12/09/2024
		*UB refund for account: 7113771			
TOTAL FOR: THERESA SIBBALB			93.48		
82241	TIMESAVER OFF SITE SECRETARIAL INC				
	M29638	OCT 28 2024 - CITY COUNCIL MEETING & NOV 2 - CITY COUNCIL EMERGENCY MEETING	373.50	116477	12/09/2024
TOTAL FOR: TIMESAVER OFF SITE SECRETARIAL INC			373.50		
MISC	TRAVIS DAHLEN				
	PB11814	BD Bond Refund	20,000.00	116478	12/09/2024
		*BD Bond Refund: BDE-0050, Address: [REDACTED]			
		[REDACTED] ESCROW PARTIAL REFUND			
TOTAL FOR: TRAVIS DAHLEN			20,000.00		
86046	UNIQUE PAVING MATERIALS CORPORATION				
	83642	UPM® COLD MIX, WINTER, BULK, TONS	1,651.70	116479	12/09/2024
TOTAL FOR: UNIQUE PAVING MATERIALS CORPORATION			1,651.70		
88017	VERIZON WIRELESS				
	9978384341	VERIZON WIRELESS OCT 11 - NOV 10 2024	4,319.93	2049	11/27/2024
TOTAL FOR: VERIZON WIRELESS			4,319.93		
90032	WASHINGTON COUNTY				
	226948	CSAH 33 AGREEMENT NO 16073 (THROUGH PE #7)	45,065.05	116480	12/09/2024
TOTAL FOR: WASHINGTON COUNTY			45,065.05		
90048	WATER CONSERVATION SERVICES INC				
	14435	OCTOBER 2024 ANNUAL WATER SYSTEM LEAK SURVEY - PARTIAL (WEST OF HIGHWAY 61-467 HYDRANTS X \$6)	2,802.00	116481	12/09/2024
TOTAL FOR: WATER CONSERVATION SERVICES INC			2,802.00		
90075	WEX BANK				
	101146502	PUBLIC WORKS MOTOR FUEL - NOVEMBER 2024	6,398.33	2048	11/27/2024
	101146568	FIRE MOTOR FUEL - NOVEMBER 2024	1,221.67	2046	11/27/2024
	101146682	POLICE MORTOR FUEL - NOVEMBER 2024	2,823.77	2047	11/27/2024
TOTAL FOR: WEX BANK			10,443.77		
90147	WILEY REBER LAW				
	5704	FOREST LAKE ADMINISTRATIVE INVESTIGATION	4,212.01	116482	12/09/2024
TOTAL FOR: WILEY REBER LAW			4,212.01		

Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
	Invoice				
MISC	WILLET REMODELING & CONSTRUCTION IN				
	PB11692	BD Bond Refund	7,500.00	116483	12/09/2024
		*BD Bond Refund: BDE-0049, Address: [REDACTED]			
		Note: DEMO ESCROW REFUND			
TOTAL FOR: WILLET REMODELING & CONSTRUCTION IN			7,500.00		
90100	WINNICK SUPPLY INC				
	058728	1/4" X 3" HOT ROLLED FLAT STEEL & 1/4" X 2" HOT	105.18	116484	12/09/2024
		ROLLED FLAT STEEL			
	059237	TUF-TITE 16"X16" DRAIN BOX W/BLACK GRATE	51.93	116484	12/09/2024
TOTAL FOR: WINNICK SUPPLY INC			157.11		
90146	WOLD ARCHITECTS AND ENGINEERS				
	97340	PWF SPACE NEEDS STUDY	14,920.35	116485	12/09/2024
TOTAL FOR: WOLD ARCHITECTS AND ENGINEERS			14,920.35		
94003	XCEL ENERGY				
	899406984	51-5193672-4 ~ LIFT STATIONS	291.15	2039	11/20/2024
	901867880	51-0010746167-3/CITY CENTER	4,873.02	2045	11/25/2024
TOTAL FOR: XCEL ENERGY			5,164.17		
98006	ZIEGLER INC				
	IN001719753	BATTERY	176.24	116486	12/09/2024
	IN001720496	COVER & RECEPTACLE & PIN-CONNECTO & SOCKET	113.54	116486	12/09/2024
TOTAL FOR: ZIEGLER INC			289.78		
TOTAL - ALL VENDORS			482,786.49		



City Council

Canvassing Board Meeting

~ Minutes ~

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

Tuesday, November 12, 2024

6:50 PM

City Center - Council Chamber

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. Certify the 2024 General Election Canvass Results

City Clerk Jolleen Chaika reviewed the Abstract of the Votes Case in the Precincts of the City of Forest Lake at the State General Election.

Motion: Mayor Bain made a motion to certify the results of the 2024 General Election as presented.

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

4. Adjourn

Motion: Councilmember Erickson made a Motion to Adjourn the Canvassing Board Meeting at 6:58 p.m.

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



City Council

Workshop

~ Minutes ~

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

Monday, November 18, 2024

6:30 PM

City Center - Council Chamber

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

1. Call to Order

2. Roll Call

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

3. Pledge of Allegiance

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

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

Eric Opsahl, 755 9th Street Southeast, commented about the surplus in the budget for parks. He said that they should track the usage of the parks before spending money on them. He suggested selling some of the land of the parks and creating a few super parks. He commented that it would be beneficial for the City to take money from residents once a year. He said that his property taxes have increased 500 percent in 25 years. He stated that the City was trying to attract residents, but would drive them away with the increased living expenses.

Kathy Jurasin, 1543 8th Avenue Southeast, said that she and her husband were on a fixed income now that they are retired. She said that many costs have increased, such as health insurance and home payments, and it was not the time to raise taxes.

5. Met Council Briefing on MCIES Interceptor Rehabilitation Project – Paul Herubin, Met Council

Principal Engineer Herubin for the Met Council reviewed the 7209-interceptor rehabilitation project that is a part of their asset management program.

Mayor Bain asked if there was any feedback during the public meeting. Principal Engineer Herubin stated that they received no feedback.



City Council

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Councilmember Roberts asked about the capacity and what was expected to be in Forest Lake in forty or fifty years. Principal Engineer Herubin responded that the capacity would be the same and more than adequate.

Public Works Director Adams said that the biggest concern for the City was crossing Headwaters Parkway. He stated that they would work with Met Council on drilling lines beneath the road and keeping the road partly open.

6. Median Refresh Project – Dave Adams

Lucius Jonett summarized that this was the third workshop discussing the median refresh project on Broadway and reviewed previous discussions. He provided updates to the project since the last workshop and said the City would need to decide whether to move forward with the work. He commented that the decision was to pursue a hybrid design for the project. He estimated the landscape refresh project was estimated to be over \$1 million, with a large portion for the irrigation review. He said that the new estimate was \$750,000 after meeting with contractors. He explained the retainer fee and future project costs to be approximately \$860,000. He explained different rendering options and how they would be beneficial for the project.

Mayor Bain asked if one of the questions was about what renderings would be the most useful. Mr. Jonett confirmed this information.

Mayor Bain said it would be helpful to see a rendering of the standard median experience and wondered if the parking lot was further away in execution. She said that the areas around the roundabout are a visual showcase and there would be some visual changes, so it might be beneficial to have renderings of the roundabouts to show to the community.

Public Works Director Adams said that the City Council should confirm if they want the landscaping plan and if they would like to spend money next year to work on the median refresh project.

Mayor Bain asked if after the construction plans are put together, that will be when the City Council will decide on the phasing of the project. Public Works Director Adams confirmed that they would want to get a construction plan together to figure out the next steps.

Public Works Director Adams said that the City would be better off completing the project without Washington County because of their cost-share agreement.

Mayor Bain asked if the project would need to be completed before their project, so they are not cutting into their work. Public Works Director Adams answered that they would need to consider the one on Seven. He said that area would be a \$50,000 project.

Public Works Director Adams said that the roundabout would not be a part of the Broadway Project. He said that the County was getting rebids for a project from the east side of I-35 to the Pedestrian Bridge.



City Council

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Mayor Bain said that the 7th Street portion would be time-sensitive. Public Works Director Adams confirmed this information and said that the remaining portions could be completed at a different time.

Councilmember Roberts asked about cost-sharing with the Watershed District. Public Works Director Adams answered that they had not had these conversations yet. He did not know if they would pay for the improvement part of the project. He stated that the Broadway Street corridor had stormwater management, but commented that they could ask.

Councilmember Roberts clarified that the dollar amount would design the corridor, but they could pick and choose what parts of the project they pursue. Public Works Director Adams confirmed this information.

Councilmember Erickson said that the plans seemed accurate and suggested moving forward with developing the plan to figure out the sequencing.

Councilmember Roberts suggested getting input from the Beautification Committee.

Mayor Bain stated it would be helpful to memorialize the project to this point in a plan set so they could activate different portions of the plan when the time is right.

Councilmember Roberts asked if \$145,000 was budgeted for next year. Finance Director Knopik said that there was \$145,000 over five years for the project. This would add up to \$725,000 for project plans.

Councilmember Valento said that it would be beneficial to package the project moving forward.

Councilmember Roberts asked if one of the renderings would be more helpful than the other. Mr. Jonett answered that the street-view perspective was the most helpful.

Public Works Director Adams asked if they would want multiple renderings in different spots or how many renderings they would like. Councilmember Erickson answered that it made sense to spend more on the renderings at the roundabout.

Mayor Bain asked about renderings that would explain the general project. Mr. Jonett answered that there could be a side-to-side of the renderings that would show the changes.

Mayor Bain said that the long-term vision of the trees would be important to show in the drawings.

Councilmember Roberts said that it would be beneficial to show 12th coming up from the Freeway since it needs the most attention.



City Council

Workshop

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Mayor Bain asked if the general visualization of the median would help show the standard. Councilmember Roberts answered that he would be open to whatever was the best look within what the budget allowed.

Public Works Director Adams said that he had enough information to move forward, and staff would bring back additional information as a Consent Agenda item for a City Council meeting.

7. Snow and Ice Control Policy: Direction for Staff – Dave Adams

Public Works Director Adams reviewed the updated maps for the snow and ice control policy and requested direction to move forward.

Councilmember Roberts asked about the downtown snow removal. Public Works Director Adams responded that they could put information in the policy but would need more information about what they would exactly say for this portion.

Councilmember Roberts said that he desired the sidewalks and trails to be cleared downtown so the downtown is walkable. Public Works Director Adams answered that it would be a large change to the policy. He voiced concerns about doing downtown and commercial businesses on other streets to expect snow removal.

Mayor Bain said that she thought the conversation was memorializing previous discussions in the policy, such as the removal of the berms.

Public Works Director Adams said that they have a contractor lined up for the removal of the snow.

Councilmember Valento asked about the amendment of the nuisance policy for snow removal. Public Works Director Adams reviewed the ordinance.

Councilmember Valento stated that last season they discussed snow removal, but there was not a lot of snow so it was hard to understand the complete need.

Public Works Director Adams agreed that it was difficult to see if this ordinance would work since there was not a lot of snow last winter.

Mayor Bain said that if the City would take on the portion of Lake Street that was proposed, they would hear from business owners on Broadway. Public Works Director Adams said that it would be on 12th as well.

Councilmember Roberts said that there were specific areas defined as downtown in the policy.



City Council

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Councilmember Erickson asked what this conversation would look like. Councilmember Roberts answered that he did not know, but a sidewalk cleaning policy for downtown did not seem out of line.

Mayor Bain stated that they would hear feedback from businesses on Broadway which is a block, and a half removed from downtown.

Councilmember Erickson asked about the costs if they removed the snow downtown. Public Works Director Adams responded that it would depend on the level of service.

Councilmember Roberts said he did not want a change in the level of service, just additional removal from downtown. Public Works Director Adams explained the process it would take to remove snow from downtown. He said the policy needs to be specifically defined to properly respond to complaints.

Mayor Bain said that the service would be supplemental provided by the City, but primary snow removal is the responsibility of property owners.

Community Development Director Wittman reviewed the language of the agreement services contract.

Councilmember Roberts asked who reports the property owners who do not plow the sidewalk. Community Development Director Wittman answered that they have to do this service in the City already.

Mayor Bain said that the same properties chronically do not remove snow.

Community Development Director Wittman stated that they had not done abatement on snow removal.

Councilmember Erickson asked about the price. Community Development Director Wittman responded that she would have to look at this information. She said that the price increases if there is a larger snow.

Public Works Director Adams suggested waiting for a year to identify the problem properties.

Councilmember Roberts asked if they were going to go for abatement for every property in the City that is in front of the sidewalk. Community Development Director Wittman responded that they are complaint-based.

Councilmember Roberts commented on the importance of snow removal downtown.



City Council

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Mayor Bain said it would be important if the City was going to do snow removal downtown, there needs to be a clear standard in the policy that the snow removal is supplemental.

Councilmember Erickson suggested removing the berms more often and revisiting the conversation next year.

Councilmember Roberts said that he was requesting snow removal for just downtown.

Councilmember Erikson said that there are only a few spots downtown that are not taken care of and snow removal is complaint-based.

Mayor Bain stated that she felt comfortable with the abatement in neighborhoods. She voiced concerns about children walking on unplowed sidewalks to the bus stop.

Councilmember Valento said that she would feel comfortable following the current policy and revisit the conversation after winter.

Public Works Director Adams asked if they would like to see any information about downtown in the policy, including the berm removal. He also asked if there were any other changes they would like to see.

Councilmember Erickson asked about snow removal at the airport. Public Works Director Adams explained the airport snow removal policy.

8. 2024 Budget Final Direction – Kevin Knopik

Finance Director Knopik requested final direction to bring before the City Council at the December 9th meeting prior to adopting the 2025 levy and the 2025 budget.

Councilmember Roberts asked when the proposed property taxes for 2025 were released. Interim City Administrator/City Clerk Chaika responded that they should be released.

Councilmember Roberts asked if they had information about the increases in the value of properties. Finance Director Knopik answered that residential properties had a 2.8 percent increase.

Councilmember Roberts asked about the capital improvement section and the discussion on this topic. He also asked for context on the public work expenditures.

Mayor Bain suggested pulling up the capital improvement plan to look at the options specific for 2025.

Finance Director Knopik reviewed the proposed capital improvements.



City Council

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Councilmember Roberts asked about the \$200,000 tractor and what it would be replacing. Public Works Director Adams responded that it would replace the 2013 6000 series tractor that is used for ditch mowing in the summer and plowing in the wintertime.

Mayor Bain asked if the plow truck was a replacement. Public Works Director Adams responded that it was a replacement, and it is past the replacement date. He said that the technology is outdated, and it is rusty. He explained the need to update equipment in a timely manner and that he tries to plan out equipment replacement in a thirty-year time frame.

Mayor Bain asked about the capital equipment replacement by year. Public Works Director Adams answered that there could be some carry-over with equipment replacement.

Finance Director Knopik said that they would still need the levy dollars to replace equipment, even if it was delayed until 2026. He said that the document is a working document based on other needs of the City.

Public Works Director Adams stated that they would get the most use out of the equipment possible while still getting the best trade-in value possible.

Finance Director Knopik explained that if you delay an equipment purchase a year, it might impact the timeline of receiving the equipment as well.

Councilmember Roberts asked about using smaller times to offset costs with the public safety dollars. Finance Director Knopik responded that the Chief has accumulated a list of items for which they would like to use public safety dollars.

Chief of Police Peterson reviewed the different types of equipment purchased with public safety dollars, such as updated body cameras. He said that they also purchased weapons for their rifles. He said if these items were not purchased with public safety funds, he would request the purchase from the 2026 budget.

Mayor Bain asked if the other equipment was more near-term and suggested using future levy dollars for longer-term funding options.

Finance Director Knopik explained the difficulties of utilizing funds for different purposes, noting it would lead to an increased levy in the future to cover the equipment needs.

Interim City Administrator/City Clerk Chaika asked Finance Director Knopik to explain how levy would be impacted if a 100,000 reduction was contemplated. Finance Director Knopik answered that it would go down to 10.9 percent. He said that the average household would save about \$10 per year.



City Council

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6:30 PM

City Center - Council Chamber

Chief of Police Peterson spoke to unspent public safety aid and the desired purchases in the coming year.

Mayor Bain stated that there were moving pieces with staffing for the coming year. There are contract negotiations with labor unions, so there are moving pieces with the impact of salaries and benefits. These unknowns make a precise budget difficult.

Councilmember Roberts asked about the \$250,000 contingency and the fund balance. Finance Director Knopik answered that they had a healthy fund balance in previous years but it had decreased significantly as of late. He reviewed the fund balance policy.

Councilmember Erickson said that they should move forward with the budget as it currently sits.

Mayor Bain stated that the funding for parks was cut to help with the budget. She said that the City can only catch up so fast.

Councilmember Valento commented that budget discussions were difficult because you want to balance the tax levy with citizens' needs.

Mayor Bain emphasized the need for transparency.

9. Adjourn

Motion: Councilmember Valento made a Motion to Adjourn the Council Workshop Meeting at 8:22 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

Monday, November 25, 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 noted that the agenda was amended earlier that day to include the 2025 Budget discussion.

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

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

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

Comments:

Jamie Deitchman, 56 7th Street Northwest, asked if they would take questions during the budget section of the meeting. He commented that the estimate for the median and the roundabout improvements was \$800,000. He suggested a dedicated right-turn lane from Broadway Avenue to 61 South instead to alleviate traffic problems and a redesigned pedestrian crossing. He said that the trees added to the median needed to be less expensive trees or something easily replaced since the trees seemed to die.

Jill Green, 6349 207th Street North, provided an update about the senior center. An individual provided Domino Pizza cards to purchase pizzas for their 500 games. Another individual offered to provide real Christmas trees for the seniors. A family donated a real 10-foot Christmas tree to the senior center.

Steven Schingen, 7760 214th Street, said he applied for the warming house. He did not know it had to be completed online and he could not figure out how it could work. He tried to receive help for the last two weeks. He worked at the warming house for the last eight years. He received a call today and heard they had six applications already. He requested that Dave Adams reach out to him.



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Kim Jungbaeur, 23830 Jensen Avenue, said that she hoped someone would address the property of concern (23620 Jensen Avenue N). She commented that the property was a mess.

Theresa Pennsion, 9355 239th Street North, commented that the first formal complaint about the property (23620 Jensen Avenue N) was in 2015. She reviewed the history of the property and explained her frustrations with the individuals residing at the property. She said that they brought concerns to the City in 2019 and the property has continued to decline without action from the City.

Pat Beaver, 23760 Jensen Avenue North, voiced concerns about the property at 23620 Jensen Avenue and how it is impacting her property value. She explained that she is a respectful citizen and requested action at the property in question.

Rebecca Mikres, 23833 Jensen Avenue North, explained her concerns about the individuals residing at 23620 Jensen Avenue. She requested to see the soil samples to see if there is an impact to their wells. She said that she would like to see changes at the property, as it is not safe for the children residing there.

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

Motion: Councilmember Erickson made a Motion to Approve the Consent Agenda Items 6.A. through 6.M.

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

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



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City Attorney Johnson discussed the 463 Action for 23620 Jensen Avenue. She summarized how a 463 Action could be utilized by the City. She explained the definition of a hazardous building and noted that a report of the building's condition was included in the agenda packet. She said that all the costs associated with the 463 Action get assessed against the property. She reviewed the timeline of events at 23620 Jensen Avenue North, specifically related to the house. She said that the home's structural components had been compromised by the fire and a lack of adequate repairs, which makes the property a hazardous home. City Attorney Johnson reviewed the photographs provided by the Interim Building Official. She requested that the City Council receive the packet and exhibits provided into the record.

Motion: Mayor Bain made a Motion to Accept the packet and all related exhibits into the record. Motion seconded by Councilmember Roberts. Motion carried 5-0.

City Attorney Johnson said that the owner could correct the hazardous conditions identified by the building official. The building official would have to certify that the building is no longer a hazardous building after the repairs. She noted that the actions needed to be done by April 30, 2025. She commented that if the building was not repaired or demolished by April 30, then the City would step in and execute the order and demolish the building.

Community Development Director Wittman said they sent notice to the property owners about the other code violations. Staff provided a time frame for the owner to remedy the situation. When that time frame has passed, the City can remove the trash and personal property and store it. The City is trying to find a towing company to work with the vehicles on the property. She noted that they did not do a soil sample report on the property.

Mayor Bain asked about the appeal process and who was the appeal body. City Attorney Johnson responded that it would be Washington County District Court.

Mayor Bain clarified that there had been action on the property on the criminal side. She clarified that this was a different action. City Attorney Johnson answered that there was a criminal citation, but this is a civil action that a City could take.

Mayor Bain asked about public updates to the City Council before April 30 to set expectations for residents. City Attorney Johnson responded that the only indication would be if a property owner would reach out to the City staff to work with them.

Mayor Bain asked if any other resolution would come before the City for demolition. City Attorney Johnson answered that this would be the only resolution.

Mayor Bain requested that City Attorney Johnson review the abatement cost. City Attorney Johnson responded that all costs get assessed against the property. She said that any storage would be included in the abatement process. She encouraged that the costs be assessed frequently.



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Councilmember Roberts asked about the sheriff's sale and if it would delay the 463 Action. City Attorney Johnson responded that it would not change the action.

Councilmember Roberts asked the neighbors about their comfort level with April 30 or if they would like to see the date range moved. Residents responded about their comfort level.

Councilmember Roberts questioned if picking up the trash was a second action. Community Development Director Wittman responded that it was administratively addressed. It would be completed in increments, and it was a hefty quote to remove all trash. An action would not be required.

City Attorney Johnson explained that if the property owner requested that they get off their property, they would have to come back with an administrative abatement. She said that personal property needed to be held for some time for an individual to come back and collect their belongings.

Mayor Bain asked if it went into a third-party storage facility. Community Development Director Wittman answered that the personal party would be stored in a third-party storage unit and the City would be billed for the cost. They had not found a third-party company to assist with vehicle removal and storage at this time.

Councilmember Roberts asked if the property owner requested that they leave the property, was it an easy process for the judge to grant permission to go back on the property.

Mayor Bain asked about the time frame for this request. City Attorney Johnson responded that it would be about two weeks.

Motion: Councilmember Roberts made a Motion to Adopt a resolution to correct or remove a hazardous building at 23620 Jensen Avenue North, Forest Lake.

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

b) Cannabis Ordinance – Amanda Johnson

City Attorney Johnson reviewed the details of the cannabis ordinance.

Mayor Bain asked if there was a date when the licenses were expected. City Attorney Johnson responded that they do not have a date, but the Office of Cannabis Management stated they were close.

Acting City Administrator/City Clerk Chaika advised of a new lawsuit pending by the social equity applicants which would potentially delay social equity licensing.

Mayor Bain asked about the lead time that the City would need in advance of those dates. City



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Attorney Johnson responded that it would be beneficial to be on the books by January 1, 2025, since the moratorium expired.

Mayor Bain asked if the action tonight was the last step or if there would be additional action needed by the City Council. City Attorney Johnson responded that this was the zoning ordinance and at the December 9th meeting, the registration ordinance would be passed.

City Attorney Johnson provided clarification on the cannabis-derived edibles. She clarified that stores with a liquor license could sell THC beverages and they would not be regulating THC beverages since those are governed by the liquor license. She explained the differences between social equity licenses and regular licenses. She reviewed the previous direction from the City Council to keep the registration process with the City so that they could collect the registration fees. She stated that the City would need to do an annual compliance check with registration. She explained that the City could not limit the micro and mezzo businesses if the registration was not at the City level. She summarized the language of the cannabis ordinance and recommended interim use permits for the next three to five years to allow the industry to settle to understand the industry before transitioning to conditional use permits. She asked if there were any zoning districts that they were concerned about. She stated that the zoning districts were intuitive where it was placed, but the Planning Commission asked about on-site consumption in the conservancy and agricultural districts. She reviewed the different zoning districts and cannabis activities permitted in those areas.

Councilmember Roberts asked if, in a retail situation downtown, and an individual could smell an odor outside of the store, would odor mitigation be required. City Attorney Johnson said that every application for a business had to have an odor mitigation plan.

Mayor Bain asked if there was a means to detect what was the best practice for odor mitigation. City Attorney Johnson responded that the best practice for odor mitigation is still developing. She referred to the nasal ranger that detected smells and suggested contracting out odor mitigation to a professional to ensure that it works. She commented that if they violated the odor mitigation, they would violate their interim use permit.

City Attorney Johnson reviewed the distance requirements for cannabis businesses and noted that it did not include Memorial Park. These distance requirements would match tobacco and liquor license requirements, as suggested by the Planning Commission.

Mayor Bain voiced concern about the greater distance requirement of 500 feet.

Community Development Director Wittman stated that the City staff had a similar discussion about the distance requirements and proposed a smaller number as a buffer distance, but suggested increasing the buffer distance between two different cannabis businesses to reduce the concentration in one area of the community.



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Mayor Bain asked what the 250-foot requirement would do to the 61 corridor and 12th Avenue. Community Development Director Wittman answered that 250 feet would open most of 12th Avenue. Mayor Bain stated that she did not want to block out the available footprint of what might be a reasonable location for a well-managed business.

Councilmember Husnik commented that the ordinance was a work in progress, and it would be beneficial to start with a 500-foot requirement and change the requirement in the future if necessary.

Mayor Bain asked about the discussion at the Planning Commission to change to 500 feet. City Attorney Johnson responded that it seemed odd to have a higher regulation for tobacco and liquor than for cannabis.

Mayor Bain said that major retailers sell tobacco and asked if there was a path for major retailers to have cannabis licensing in the future. City Attorney Johnson responded that major retailers would not likely be in the cannabis industry until it is legal federally, since the business is cash-only.

Councilmember Erickson voiced favor for 500 feet.

Councilmember Roberts suggested staying with 500 feet between protected uses and stores and adjusting the number in the future as appropriate.

Councilmember Valento said it was a valid concern to keep the distance requirements the same as tobacco and liquor and adjust the number later if needed.

City Attorney Johnson reviewed the rules, including signage, parking requirements, the security plan, odor mitigation requirements, and outdoor and indoor cultivation. She stated that the retail hours match the hours of tobacco stores.

Acting City Administrator/City Clerk Chaika stated that the State regulates liquor store hours.

City Attorney Johnson asked if the City Council wanted the off-sale hours for cannabis to match liquor off-sale hours. Mayor Bain confirmed this desire.

City Attorney Johnson reviewed the setback requirements and storage requirements for cannabis businesses.

Mayor Bain asked if businesses need to submit a security plan. City Attorney Johnson confirmed this information.

City Attorney Johnson discussed the Planning Commission feedback, including limiting the registrations. If the City Council decides to limit the number of registrations, there needs to be a



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minimum of two businesses. City Attorney Johnson reviewed the difficulties of limiting the number, including deciding who would receive the licenses.

Councilmember Roberts asked about the maximum number of off-sale liquor licenses that the City was able to issue. Acting City Administrator/City Clerk Chaika responded that ten was the maximum number of off-sale liquor licenses in the City.

Councilmember Roberts suggested matching up cannabis regulations with liquor license regulations. He asked if there would be many applicants with the costs of entry into the business.

Mayor Bain asked for a rough estimate of the tobacco licenses. Acting City Administrator/City Clerk Chaika responded that there were quite a few, including stand-alone tobacco shops and retail stores.

Mayor Bain stated that the City did not want to be in the position to choose applicants. It would be beneficial to find a natural governor for the process, but she did not know what the number would be.

Acting City Administrator/City Clerk Chaika said that there were five stand-alone tobacco shops in Forest Lake.

Mayor Bain asked about the goal of limiting cannabis businesses.

Councilmember Roberts commented that it was difficult to make this decision since there was no feedback from residents.

City Attorney Johnson said that there could be a limit between businesses because of the distance requirements to restrict where the shops could go. She commented that it was expensive to start a cannabis business.

Mayor Bain asked if the ordinance could be adjusted in the future to slow expansion if the City Council desired.

City Attorney Johnson explained the concept of an interim use permit. She explained the need of a business to keep an active license with the Office of Cannabis Management to operate.

Public Hearing opened at 8:30 p.m.

Jamie Deitchman, 56 7th Street Northwest, said that it might be beneficial to limit the number of retail licenses instead of agricultural licenses. He did not see the difference between having two shops next to each other if they were not close to a school.



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Public Hearing closed at 8:31 p.m.

City Attorney Johnson clarified that the only licenses that could be limited were the licenses with a retail component.

Community Development Director Wittman clarified that the comment earlier was about the distance between businesses. She discussed the potential negative impacts of businesses being located close together.

City Attorney Johnson said that the ordinance could be approved as is or with modified hours tonight or it could be adjusted and discussed at the December 9th meeting.

Motion: Councilmember Erickson made a Motion to Adopt an ordinance enacting Forest Lake City Code Title XV, Chapter 153, Section 153.096 (TT), Outlining the Regulation of Cannabis Businesses with the modification of the hours as discussed.

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

Acting City Administrator/City Clerk Chaika stated that there was an additional resolution included in the packet for the City Council to take action on.

Motion: Mayor Bain made a Motion to Adopt Resolution 11-25-24-02 Authorizing Summary Publication of Ordinance 744 Enacting Forest Lake City Code as described in the resolution.

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

c) **Snow and Ice Removal Policy – Dave Adams**

Public Works Director Adams reviewed the additional language about the berm removal on Highway 61. He summarized the discussion about snow and ice removal policy in the previous City Council Workshop.

Mayor Bain voiced appreciation for the additional language about the berm removal. She discussed additional language about the public nuisance option related to abatement for the properties that have received complaints about snow removal.

Councilmember Erickson said that the policy was not where it should be after looking at the map. He suggested workshoping this policy more before moving on the action.

Mayor Bain asked if Councilmember Erickson wished to table the policy discussion. Councilmember Erickson confirmed this desire.

Councilmember Husnik stated that he was happy with the current policy.

Councilmember Roberts said that he wanted the downtown snow removal to be considered in the policy. He noted that he would not support the policy as it was written.



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Mayor Bain suggested allowing for a season for the abatement policy to be in effect for property owners that do not follow rules. She voiced concerns about the City subsidizing snow removal as it encourages bad behavior, noting there needs to be strong relationships with businesses downtown to encourage the upkeep of property.

Motion: Councilmember Husnik made a Motion to Approve the snow and ice removal policy as it is written.

Motion seconded by Mayor Bain. Motion carried 3-2 (Erickson and Roberts voted against).

8. Discussion

a) 2025 Budget

Mayor Bain summarized the conversation she had with Councilmember Roberts before the Truth and Taxation meeting on December 9th. She wanted to make sure the City Council understood all the information. She wanted to discuss the estimated 2024 budget surplus because of the unfilled positions. She thought it would be important to discuss the policy of the fifty percent budget surplus to understand where the City was overall. She thought it would be helpful to see a list of equipment purchases and Public Safety dollars. She commented it might be wise to have a special meeting next week to be informed and to pass the levy on December 9th. She suggested a meeting between Councilmember Roberts, Acting City Administrator/City Clerk Chaika, and herself before a special meeting was called.

Councilmember Roberts voiced appreciation to Mayor Bain to discuss the levy and to see if it could be decreased.

Mayor Bain said that it might be taking dollars and reallocating to other funds that have been reduced. She did not want to signal it was a reduction and said it might be appropriate to consider the Park funds.

Chief of Police Peterson said that he was working on compiling a list about the Public Safety fund.

Informational; no action required.

9. Staff Updates

Acting City Administrator/City Clerk Chaika stated that the City Hall would be closed Thursday and Friday for Thanksgiving. The Rotary Club would host a Turkey Trot on Thanksgiving.

Community Development Director Wittman said that there were several development inquiries, including six residential subdivisions. She reviewed the stages of these residential subdivisions and commercial projects. She said that the Hometown Holiday was December 6th.



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Mayor Bain said that there was a tradition of the City Council doing the Tree Lighting. She said she would invite future Councilmembers to participate in the tree lighting.

Public Works Director Adams said that the crew is working on tearing down the playground at Beltz Park. He commented that the Department of Natural Resources approved the site plan for the pedestrian facilities. He discussed the compost facility and partnership with Washington County.

Councilmember Roberts asked if there was an expected saving in the budget with the compost with Washington County. Public Works Director Adams stated that they keep taking ash trees but they must pay to chip the trees. He explained how they used to be able to chip the trees for free and explained potential savings in the future.

Chief Peterson said that there was a good turnout for the Senior Scams seminar. He welcomed the two new police hires.

10. Mayor and City Council Updates

Councilmember Erickson said that he was participating in the Turkey Trot.

Mayor Bain wished everyone a safe Thanksgiving week.

11. Adjourn

Motion: Councilmember Erickson made a Motion to Adjourn the Regularly Scheduled Council Meeting at 8:56 p.m.

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

STAFF REPORT

MEETING DATE: December 9, 2024
STAFF ORIGINATOR: Jolleen Chaika, City Clerk
AGENDA ITEM: Excluded Bingo Permit Applications

INTRODUCTION:

Non-profit organizations must obtain City approval to obtain excluded gambling permit for bingo events. Lakes International Language Academy (LILA) has applied to conduct bingo on 01/18/2025 at the American Legion and North Lakes Academy (NLA) has applied to conduct bingo on 12/16/2024 at the NLA Upper School

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.

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.

LILA and NLA all meet state and local requirements for local approval of the submitted excluded and exempt applications.

RECOMMENDATION:

If removed from the Consent Agenda: Move to approve LG240B for both LILA and NLA and authorize City Clerk to sign applications for remittance to the Minnesota Gambling Control Board.

ATTACHMENTS:

LG240B – LILA
LG240B – NLA

MINNESOTA LAWFUL GAMBLING

LG240B Application to Conduct Excluded Bingo**No Fee**5/24
Page 1 of 2**ORGANIZATION INFORMATION**

Organization Name: LILA Foundation Previous Gambling Permit Number: N/A

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 26-1697423

Mailing Address: 19850 Fenway Ave North

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

Name of Chief Executive Officer (CEO): Jaime Fraley

CEO Daytime Phone: [REDACTED] CEO Email: _____
(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
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 ACTIVITYHas 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 18th, 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: Aaron Navratil Daytime Phone: [REDACTED]Name of premises where bingo will be conducted: American LegionPremises street address: 355 W Broadway AveCity: Forest Lake If township, township name: _____ County: Washington

LG240B Application to Conduct Excluded Bingo**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**

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.

Print City Name: Forest Lake

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**

On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.

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 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: Jaime Fraley Date: 11/19/24
(Signature must be CEO's signature; designee may not sign)

Print Name: Jaime Fraley

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

An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.

Questions?

Call a Licensing Specialist at 651-539-1900.

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 www.mn.gov/gcb.

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.

LG240B Application to Conduct Excluded Bingo**No Fee****ORGANIZATION INFORMATION**

Organization Name: Huskies Athletic Booster Club Previous Gambling Permit Number: _____

Minnesota Tax ID Number, if any: NA Federal Employer ID Number (FEIN), if any: 46-0752658

Mailing Address: 308 15th St SW

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

Name of Chief Executive Officer (CEO): Brad Asplund (Board President)

CEO Daytime Phone: [REDACTED] CEO Email: h [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 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
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 ACTIVITYHas 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: December 16, 2024
-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: Jeff Beimert Daytime Phone: [REDACTED]Name of premises where bingo will be conducted: North Lakes Academy Upper SchoolPremises street address: 308 15th St SWCity: Forest Lake If township, township name: _____ County: Washington

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**

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.

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**

On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.

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 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: _____
(Signature must be CEO's signature; designee may not sign)

Print Name: _____

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

An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.

Questions?

Call a Licensing Specialist at 651-539-1900.

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 www.mn.gov/gcb.

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.

STAFF REPORT



MEETING DATE: 12/09/24
STAFF ORIGINATOR: Alan Newman, Fire Chief
AGENDA ITEM: Building Inspection Positions

INTRODUCTION:

The building department has several vacant positions. The City has been relying on third party inspection services to bridge the gap until positions get filled.

ANALYSIS:

Due to a resignation, starting January 3, 2024 Build Rite, doing business as MN-Spect, will handle 100% of the commercial and residential inspections for the City of Forest Lake while filling vacancies is underway. The building department is requesting to fill its open positions to reduce reliance on third-party inspection companies for its inspection needs. The positions proposed for hiring are Building Inspector II and Building Inspector I. This proposal anticipates that the current Fire Technician will move into the Building Inspector I role which will allow for increased inspection capacity while still maintaining the desk/counter coverage provided by the Fire Technician. The Building Inspector II position will be used to fill a vacancy created by a resignation.

No budget impact is anticipated in 2025.

RECOMMENDATION:

Authorize approval of the building inspection hiring plan and advertising of the positions.

ATTACHMENTS:

None.

STAFF REPORT



MEETING DATE: December 9, 2024

STAFF ORIGINATOR: Abbi Wittman, Community Development Director

AGENDA ITEM: MN DNR Cooperative Agreement Termination Notice

INTRODUCTION:

In June, 2005 the City entered into the enclosed Cooperative Agreement with the MN Department of Natural Resources (DNR) for the construction of the downtown boat launch. The Agreement outlined the DNR's commitment of \$75k for the launch's construction and, in exchange, the City agreed to maintain the launch for 20 years. The Agreement is set to auto-renew, for a period of five years, in June. Staff is requesting the Council send Agreement termination notice to the DNR.

ANALYSIS:

The downtown launch is in need of repair and/or reconstruction. This, coupled with the fact the City has been exploring alternative launch locations downtown, means the City may incur future launch costs. In discussions with the DNR, they may be in a position to partner with the City in a similar fashion as in 2005 but that would require the City to enter into a new long-term agreement. Given the City does not yet know if relocation will occur nor as committed funding to reconstructing the existing launch in 2025, it is in the City's best interests to send termination notice to the DNR and, as the City determines the best path forward, reengage with the DNR at a later date.

RECOMMENDATION:

Staff recommends the Council authorize the Mayor to sign the enclosed Public Waters Access Cooperative Agreement Termination Notice and directs staff to send the notice to the DNR, by moving to approve the Consent Agenda.

ATTACHMENTS:

Public Water Access Cooperative Agreement

Draft Public Water Access Cooperative Agreement Termination Notice

A77472
A77473 42

**PUBLIC WATER ACCESS
COOPERATIVE AGREEMENT**

This Agreement, between the State of Minnesota, acting by and through the Commissioner of the Department of Natural Resources, hereinafter referred to as the "State" and the City of Forest Lake hereinafter referred to as the "City".

WITNESSETH:

WHEREAS, the Commissioner of Natural Resources has the authority, duty, and responsibility under Minnesota Statutes Section 97A.141 to provide public access sites on lakes and rivers where access is inadequate; and

WHEREAS, the State and the City are authorized under Minnesota Statutes Section 471.59 to enter into agreements to jointly or cooperatively exercise common powers; and

WHEREAS, the City and the State have determined this public water access improvement on Forest Lake is of high priority under the state public water access program; and

WHEREAS, the City owns land described as: (Sec. 8, T32N, R21W) Part of Lots 6 through 15, Block 26, Forest Lake, Washington County, as shown in Exhibit A and on the attached map; and

WHEREAS, the State is willing to construct a Public Water Access to Forest Lake; and

WHEREAS, plans for the Public Water Access have been developed by the City and approved by the State and are attached hereto as Exhibit B and shall be referred to as the "Plan"; and

WHEREAS, the City will operate and maintain the Public Water Access located on Forest Lake, hereinafter referred to as "Facilities"; and

WHEREAS, a resolution or copy of the City council/board meeting minutes authorizing the City to enter into this agreement is attached hereto as Exhibit B; and

NOW, THEREFORE, in consideration of the mutual benefits to be derived by the public bodies hereto and for the benefit of the general public, the parties agree as follows:

I. STATE'S DUTIES AND RESPONSIBILITIES

- a. The State shall provide technical assistance with the design and funding assistance with the construction of the Public Water Access facilities.
- b. The State shall review and approve the preliminary and final plans for the facilities as prepared by the City.
- c. The State will provide and install the appropriate signage for the site, including a wood-routed sign, which indicates the facilities are cooperatively provided by the City and the Department of Natural Resources. The State shall also provide all boating related informational signs for a facility as determined by Department of Natural Resources policy.
- d. The State reserves the right to inspect the facility at any time to ensure that the City is in compliance with this agreement.

II. CITY DUTIES AND RESPONSIBILITIES

- a. The City shall prepare the necessary plan, specifications, and proposal for the development of the facilities. The design shall meet ADA requirements and shall be approved by the State.
- b. The City shall perform all necessary bid advertisement, contract administration, construction engineering, staking, materials testing, record keeping and construction inspection, and shall administer the terms of the construction contract from contract award to certification of the final payment.

- c. The City shall permit the State to review and approve any alterations to the facilities as designed and constructed under Exhibit C.
- d. The City shall obtain all federal and state permits necessary for the construction of the facilities.
- e. The City shall provide appropriate signage as necessary for proper operation and maintenance of the facilities.
- f. The City shall operate and maintain the facilities consistent with all local, state, and federal laws, regulations and rules that may apply to the management, operation, and maintenance of the facility.
- g. The City shall not restrict the use of the facilities based upon the boat size or the boat's engine horsepower, except as adopted through uniform water surface use zoning regulations.
- h. The City shall provide police protection and patrols for the facilities in accordance with established police department policies for a facility of this type.
- i. The City shall maintain the facilities and keep them in good and sanitary order in accordance with the City's established practices for maintenance of public park facilities.
- j. The City shall provide a separate designated parking area not represented on the Plan for facility users. This parking area shall be located in reasonable proximity to the facilities.
- k. The City and the State shall not charge a separate fee to use the launch ramp or parking area. The facility shall remain open year-round or in conjunction with the City's established hours for a facility of this type. The City may close a facility for emergencies, or for other reasons, without prior written consent of the State. The City shall notify the State within 48 hours of closing a facility for emergency reasons or if a facility will remain closed longer than 24 hours.

III. FUNDING

The State shall provide funding for its responsibilities under Article I (a) above, however, the total obligation of the State not to exceed \$ 75,000.00. The obligation of the State is also limited to the amount of funds legislatively appropriated and administratively allocated to this project. The obligation of the State will expire on 30 June 2006, or when all development obligations under Article II (a) (b) have been satisfactorily fulfilled, whichever occurs first. No additional funding will be provided, unless agreed upon by all parties and an amendment to this Agreement is completed and executed.

Reimbursement will be due within thirty (30) days of the City's presentation of invoices for services performed and acceptance of such services by the State's authorized representative. The City will not receive payment for work found by the State to be unsatisfactory or preformed in violation of federal, state or local law.

IV. LIABILITY

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by the law and shall not be responsible for the acts of the other party and the results thereof. The State's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, and other applicable law. The City's liability shall be governed by Minnesota Statutes Sections 466.01-466.15, and other applicable law.

V. TERM

This Agreement shall be effective on the date it is approved by the Department of Administration and shall remain in effect for a period of twenty (20) years except as otherwise provided herein or agreed to in writing by both parties. This agreement shall renew at the end of the term for an additional five (5) year period unless a party gives three (3) months written notice to the other party to terminate the agreement. This agreement shall continue to automatically renew as the end of each five (5) year period unless the required given notice is given.

VI. AUDIT

Under Minnesota Statutes Section 16C.05, sub. 5, the books, records, documents and accounting procedures and practices of the City relevant to the agreement shall be subject to examination by the Commissioner of Natural

Resources, the Legislative Auditor and the State Auditor for a minimum of six years from the end of this agreement.

VII. ANTITRUST

The City hereby assigns to the State any and all claims for overcharges as to goods and/or services provided in connection with this Agreement resulting from antitrust violations that arose under the antitrust laws of the United States and the antitrust laws of the State of Minnesota.

VIII. CANCELLATION

This Agreement may be cancelled by the State at any time with cause or as necessary as provided in Article III, upon thirty (30) days written notice to the City.

This Agreement may also be cancelled by the State if it does not obtain funding from the Minnesota Legislature, or other funding sources, or if funding cannot be continued at a level sufficient to allow for the payment of services covered under this agreement. The State will notify the City by written or fax notice. The State will not be obligated to pay for services provided after the notice is given and the effective date of cancellation. However, the City shall be entitled to payment, determined on a pro-rated basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is cancelled because of a decision of the Minnesota Legislature, or other funding source, not to appropriate the necessary funds. The State shall provide the City notice of lack of funding within a reasonable time of the State's receiving that notice.

IX. GOVERNMENT DATA PRACTICES

The City and the State must comply with the Minnesota Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the City 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 the City or the State.

X. PUBLICITY AND ENDORSEMENT

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 City individually or jointly with others, or any subcontractors, with respect to the program and services provided from this agreement.

XI. COMPLETE AGREEMENT

This Agreement, and amendments, constitutes the entire agreement between the parties. Any amendment 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.

XII. OTHER TERMS AND CONDITIONS

NOTICES: Any notice, demand or communication under this Agreement by either party to the other shall be deemed to be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid to:

The State

Minnesota Department of Natural Resources
Trails and Waterways Division Area (3B) Supervisor
1200 Warner Road
St. Paul, MN 55106

The City

City of Forest Lake
City Administrator
220 North Lake Street
Forest Lake, MN 55025

Exhibit A

45

REARRANGEMENT OF LOTS 8, 9 BLK 19, FOREST LAKE

REARRANGEMENT OF LOTS 1,2,3 BLK 26, FOREST LAKE

— Park

FOREST LAKE

MINN. STATE DNR DIV. OF WATERS
protected waters B2-159 P

WEST PORT

E. NELSON'S SUBDIVISION OF LOTS 10,11 BLK 29, FOREST LAKE

APARTMENT OWNERSHIP NO. 14
LAKESHORE CONDOMINIUMS

Exhibit A

REARRANGEMENT OF
LOTS 8, 9 BLK 19, FOREST LAKE

REARRANGEMENT OF
- LOTS 1,2,3 BLK 26,
FOREST LAKE

— Park

FOREST LAKE

MINN. STATE DNR DIV. OF WATERS
protected waters 82-159 P

WEST PORT

**E. NELSON'S SUBDIVISION OF
LOTS 10,11 BLK 29, FOREST LAKE**

APARTMENT OWNERSHIP NO. 14
- LAKESHORE CONDOMINIUMS

Exhibit A

IN WITNESS WHEREOF, the parties have caused the Agreement to be duly executed intending to be bound thereby.

DEPARTMENT OF NATURAL RESOURCES

CITY OF FOREST LAKE

By: James M. Johnson

By: James Smith

Title: Director

Title: Mayor

Date: 6-25-05

Date: 6-28-05

DEPARTMENT OF ADMINISTRATION
Delegated to Materials Management Division

CITY OF FOREST LAKE

By: Original signed

By: Carl M. Johnson

Title: JUL 19 2005

Title: City Administrator

Date: By Gerald T. Joyce

Date: 6-28-05

STATE ENCUMBERANCE VERIFICATION

Individual certifies that funds have been encumbered as req.
by Minn. Stat. 16A.15 and 16C.05.

Signed: Luis Rodriguez

Date: 6/28/05

Contract: A77472 / A77473



December 6, 2024

Rachel Henzen, PAT Area Supervisor
Division of Parks and Trails
MN Department of Natural Resources
1200 Warner Road
St. Paul, MN 55106

RE: Forest Lake Public Water Access Cooperative Agreement (Contract A77472/A77473)
Termination Notices

Hello, Rachel.

I would like to thank you for working with the City of Forest Lake ("City") staff this year to determine potential options for rehabilitation or reconstruction of the City of Forest Lake's downtown boat launch. As you are aware, the launch is in need of repair and/or reconstruction. However, the City is also exploring option(s) for relocation of the downtown launch to a site within close proximity to the existing facility. At this time, the City continues to explore its options related to the downtown launch.

The City and the Minnesota Department of Natural Resources ("DNR") entered into Cooperative Agreement ("Agreement") on June 25, 2005 for the construction of the Forest Lake downtown boat launch. Per the Agreement terms, the Agreement expire 20 years after the Agreement is approved by the DNR; expiration of the Agreement is set for June 25, 2025. The Agreement further states the Agreement shall renew at the end of the term unless a party gives three (3) months written notice to the other party to terminate the Agreement. This letter shall serve as official notice of the City's intent to terminate the Agreement (and associated contracts noted above).

While the City has not determined how it would like to proceed with the downtown launch, we appreciate knowing the DNR is willing to be a partner when we are ready to take action. Our staff will continue to advise you of our progress.

Thank you for your consideration of this matter.

Sincerely,

Mara Bain, Mayor

CITY OF FOREST LAKE

1408 Lake Street South, Forest Lake, MN 55025 • 651-464-3550 • 651-464-4968 fax • www.ci.forest-lake.mn.us

STAFF REPORT



MEETING DATE: December 9, 2024

STAFF ORIGINATOR: Ken Roberts, City Planner

Abbi Wittman, Community Development Director

AGENDA ITEM: Refund of Overcharged Fees – PGA Investments

INTRODUCTION:

Peter Olson, the developer of the PGA Investments office-warehouse building located at 20956 Forest Road North, recently contacted City staff with questions and concerns about the types and amounts of the fees the City collected for the development of his project. Staff has reviewed this matter and found the City overcharged Mr. Olson for two project-related fees.

ANALYSIS:

Staff has reviewed the fees the City collected with the Site Improvement Agreement for this project. The Site Improvement Agreement incorrectly included area charges for the Water System and for Sanitary Sewer. The City had intended to collect these fees only with the building permit. The City did collect these fees as part of issuing the building permit.

The total amount of the two fees that were incorrectly included in the Site Improvement Agreement and paid by Mr. Olson was \$22,140.00. City staff is proposing the City refund this amount to Mr. Olson as the City collected these fees with both the Site Improvement Agreement and with the building permit.

RECOMMENDATION:

City staff is recommending, as part of the Consent Agenda, the City Council approve Resolution 12-09-24-03. This Resolution authorizes City staff to refund to Peter Olson, the Developer, the overcharged fees for the PGA Investment project located at 20956 Forest Road North in the total amount of \$22,140.00.

ATTACHMENTS:

1. Resolution 12-09-24-03

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

RESOLUTION NO. 12-09-24-03

***A RESOLUTION APPROVING THE REFUND OF OVER CHARGED FEES FOR THE PGA INVESTMENTS
PROJECT LOCATED AT 20956 FOREST ROAD NORTH, FOREST LAKE***

WHEREAS, the City of Forest Lake is a municipal corporation organized and existing under the laws of the State of Minnesota; and

WHEREAS, on May 13, 2024, the City of Forest Lake approved a site improvement agreement for the proposed PGA Investments office-warehouse development to be constructed on the property located at 20956 Forest Road North; and

WHEREAS, the approved site improvement agreement included a variety of fees the City required the developer of the PGA Investments project to pay; and

WHEREAS, Mr. Peter Olson, the project developer, has requested the City review all the fees the City collected as part of this development project; and

WHEREAS, City staff has reviewed the site improvement agreement approved by the City and found the site improvement agreement incorrectly included area charge fees for sanitary sewer and for water in the total amount of \$22,140.00; and

WHEREAS, the project developer has requested the City refund to him the over charged fees.

NOW, THEREFORE, BE IT RESOLVED THAT the Forest Lake City Council does hereby authorize city staff to refund to Mr. Peter Olson, the developer of the PGA Investments project located at 20956 Forest Road North, the overcharged fees in the total amount of \$22,140.00.

This resolution was adopted by the City Council of the City of Forest Lake on this 9th day of December 2024.

Mara Bain, Mayor

ATTEST:

Jolleen Chaika, City Clerk

**Office of Engineering**

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

December 2, 2024

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

RE: Resolution Approving Cooperative Construction Agreement 1056231
with State of Minnesota Department of Transportation
Washington County Northern Environmental Center - TH 61/Headwaters Parkway Project

Dear Mayor and Council:

As part of the Washington County Northern Environmental Center project, Washington County will be performing grading, bituminous surfacing, signal system and ADA improvements, and other associated construction on Trunk Highway 61 at the intersection with Headwaters Boulevard.

A portion of these improvements are located within Minnesota Department of Transportation (MnDOT) right-of-way and require the execution of a cooperative construction agreement between MnDOT, Washington County, and the City of Forest Lake in order to complete the improvements.

The City's responsibilities under this agreement are to pay for the signal system monthly electrical service fees, provide minor signal system maintenance, and maintain vegetation, sidewalks, and pedestrian crossing markings.

We have reviewed this agreement, and it is consistent with existing agreements for other signalized intersections in the City.

We recommend the City adopt the enclosed resolution and approve the agreement.

If you have any questions, please feel free to contact me at 612.597.7140.

Sincerely,

Ryan J. Goodman, P.E.
City Engineer

Enclosures: Resolution Approving Cooperative Construction Agreement 1056231
Cooperative Construction Agreement 1056231

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

CITY OF FOREST LAKE

RESOLUTION 12-09-24-04

IT IS RESOLVED that the City of Forest Lake enter into MnDOT Agreement No. 1056231 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for routine maintenance by the City upon, along, and adjacent to Trunk Highway No. 61 at the intersection with Headwaters Parkway, the limits of which are defined in said Agreement.

CITY

IT IS FURTHER RESOLVED that the Mayor and the _____
(Title)
are authorized to execute the Agreement and any amendments to the Agreement.

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Council of the City of Forest Lake at an authorized meeting held on the _____ day of _____, 2024, as shown by the minutes of the meeting in my possession.

Subscribed and sworn to me this
_____ day of _____, 2024

Notary Public _____

My Commission Expires _____

(Signature)

(Type or Print Name)

(Title)

**STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
AND
WASHINGTON COUNTY
AND
CITY OF FOREST LAKE
COOPERATIVE CONSTRUCTION
AGREEMENT**

State Project Number (S.P.):	<u>8206-60</u>	Estimated Amount Receivable
Trunk Highway Number (T.H.):	<u>61=001</u>	<u>\$97,219.72</u>
County Project Number:	<u>S23-012</u>	
Signal System ID:	<u>1736633</u>	

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State") and Washington County acting through its Board of Commissioners ("County") and the City of Forest Lake acting through its City Council ("City").

Recitals

1. The County will perform grading, bituminous surfacing, signal system and ADA improvements construction, and other associated construction upon, along, and adjacent to Trunk Highway No. 61 at the intersection with Headwaters Parkway according to County-prepared plans, specifications, and special provisions designated by the County as S23-012 and by the State as State Project No. 8206-60 (T.H. 61) ("Project"); and
2. The County requests the State allow the construction of signal system and ADA improvements and the State is willing to allow said construction; and
3. Minnesota Statutes § 161.20, subdivision 2 authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining, and improving the trunk highway system.

Agreement

1. Term of Agreement; Survival of Terms; Plans; Incorporation of Exhibits

- 1.1. **Effective Date.** This Agreement will be effective on the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2.
- 1.2. **Expiration Date.** This Agreement will expire when all obligations have been satisfactorily fulfilled.
- 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: 2.4. State Ownership of Improvements; 5. Maintenance by the City; 6. Signal System Operation and Maintenance; 11. Liability; Worker Compensation Claims; Insurance; 13. State Audits; 14. Government Data Practices; 15. Governing Law; Jurisdiction; Venue; and 17. Force Majeure.

- 1.4. *Plans, Specifications, and Special Provisions.*** State-approved County plans, specifications, and special provisions designated by the County as S23-012 and by the State as State Project No. 8206-60 (T.H. 61) are on file in the offices of the County's Engineer and the City's Engineer and incorporated into this Agreement by reference ("Project Plans").

2. Right-of-Way Use

- 2.1. *Limited Right to Occupy.*** The State grants to the County (and its contractors and consultants) the right to occupy Trunk Highway Right-of-Way as necessary to perform the work described in the Project Plans. This right is limited to the purpose of constructing the project, and administering such construction, and may be revoked by the State at any time, with or without cause. Cause for revoking this right of occupancy includes, but is not limited to, breaching the terms of this or any other agreement (relevant to this project) with the State, failing to provide adequate traffic control or other safety measures, failing to perform the construction properly and in a timely manner, and failing to observe applicable environmental laws or terms of applicable permits. The State will have no liability to the County (or its contractors or consultants) for revoking this right of occupancy.
- 2.2. *State Access; Suspension of Work; Remedial Measures.*** The State's District Engineer or assigned representative retains the right to enter and inspect the Trunk Highway Right-of-Way (including the construction being performed on such right-of-way) at any time and without notice to the County or its contractor. If the State determines (in its sole discretion) that the construction is not being performed in a proper or timely manner, or that environmental laws (or the terms of permits) are not being complied with, or that traffic control or other necessary safety measures are not being properly implemented, then the State may notify and require the County (and its contractors and consultants) to suspend their operations until the County (and its contractors and consultants) take all necessary actions to rectify the situation to the satisfaction of the State. The State will have no liability to the County (or its contractors or consultants) for exercising or failing to exercise its rights under this provision.
- 2.3. *Traffic Control; Worker Safety.*** While the County (and its contractors and consultants) are occupying the State's Trunk Highway Right-of-Way, they must comply with the approved traffic control plan, and with applicable provisions of the Work Zone Field Handbook (<http://www.dot.state.mn.us/trafficeng/workzone/index.html>). All City, County, contractor, and consultant personnel occupying the State's Trunk Highway Right-of-Way must be provided with required reflective clothing and hats.
- 2.4. *State Ownership of Improvements.*** The State will retain ownership of its Trunk Highway Right-of-Way, including any improvements made to such right-of-way under this Agreement, unless otherwise noted. The warranties and guarantees made by the County's contractor with respect to such improvements (if any) will flow to the State. The County will assist the State, as necessary, to enforce such warranties and guarantees, and to obtain recovery from the County's consultants, and contractor (including its sureties) for non-performance of contract work, for design errors and omissions, and for defects in materials and workmanship. Upon request of the State, the County will undertake such actions as are reasonably necessary to transfer or assign contract rights to the State and to permit subrogation by the State with respect to claims against the County's consultants and contractors.

3. Contract Award and Construction

- 3.1. *Direction, Supervision, and Inspection of Construction.***

- A. The contract construction will be under the direction of the County and under the supervision of a registered professional engineer; however, the State participation construction covered under this Agreement will be open to inspection by the State District Engineer's authorized representatives. The County will give the District State Aid Agreements Engineer at Roseville five days notice of its intention to start the contract construction.
- B. Responsibility for the control of materials for the contract construction will be on the County and its contractor and will be carried out according to Specifications No. 1601 through and including No. 1609 in the State's current "Standard Specifications for Construction".

3.2. Completion of Construction. The County will cause the contract construction to be started and completed according to the time schedule in the construction contract special provisions. The completion date for the contract construction may be extended, by an exchange of letters between the appropriate County official and the State District Engineer's authorized representative, for unavoidable delays encountered in the performance of the contract construction.

3.3. Compliance with Laws, Ordinances, and Regulations. The County will comply and cause its contractor to comply with all Federal, State, and Local laws, and all applicable ordinances and regulations. With respect only to that portion of work performed on the State's Trunk Highway Right-of-Way, the County will not require the contractor to follow local ordinances or to obtain local permits.

4. Right-of-Way; Easements; Permits

- 4.1. The County will, without cost or expense to the State, obtain all rights-of-way, easements, construction permits, and any other permits and sanctions that may be required in connection with the local and trunk highway portions of the contract construction.
- 4.2. The County will convey to the State by quit claim deed, all newly acquired rights needed for the continuing operation and maintenance of the Trunk Highway, if any, upon completion of the Project, at no cost or expense to the State.
- 4.3. The County will comply with Minnesota Statutes § 216D.04, subdivision 1(a), for identification, notification, design meetings, and depiction of utilities affected by the contract construction.
- 4.4. The City and the County will submit to the State's Utility Engineer an original permit application for all utilities owned by the City to be constructed upon and within the Trunk Highway Right-of-Way. Applications for permits will be made on State form "Application for Utility Permit on Trunk Highway Right-of-Way" (Form 2525).

5. Maintenance by the City

Upon completion of the project, the City will provide the following without cost or expense to the State:

- 5.1. **Sidewalks.** Maintenance of any sidewalk construction, including stamped and colored concrete sidewalk (if any) and pedestrian ramps. Maintenance includes, but is not limited to, snow, ice, and debris removal, patching, crack repair, panel replacement, cross street pedestrian crosswalk markings, vegetation control of boulevards (if any), and any other maintenance activities necessary to perpetuate the sidewalks in a safe, useable, and aesthetically acceptable condition.
- 5.2. **Additional Drainage.** No party to this Agreement will drain any additional drainage volume into the storm sewer facilities constructed under the construction contract that was not included in the drainage for

which the storm sewer facilities were designed, without first obtaining written permission to do so from the other party. The drainage areas served by the storm sewer facilities constructed under the construction contract are shown in a drainage area map, Exhibit "Drainage Area", which is on file in the office of the State's District Hydraulics Unit at Roseville and is incorporated into this Agreement by reference.

6. Signal System Operation and Maintenance

Operation and maintenance responsibilities will be as follows for the Signal System and EVP System on TH 61 at Headwaters Parkway.

6.1. City Responsibilities

- A. Power.** The City will be responsible for all monthly electrical service expenses necessary to operate the Signal System and, EVP System.
- B. Minor Signal System Maintenance.** The City will provide for the following, without cost to the State.
 - i. Maintain the signal pole mounted LED luminaires, including replacing the luminaires when necessary. The LED luminaire must be replaced when it fails or when light levels drop below recommended AASHTO levels for the installation.
 - ii. Replace the Signal System(s) LED indications. Replacing LED indications consists of replacing each LED indication when it reaches end of life per the MnDOT Traffic Engineering Manual or fails or no longer meets Institute of Traffic Engineers (ITE) standards for light output.
 - iii. Clean the Signal System controller cabinet and service cabinet exteriors.
 - iv. Clean and paint the Signal System, and luminaire mast arm extensions. Painting will be in accordance with MnDOT Standard Specification 2565.3U, unless approved by the State's District Traffic Engineer.
 - v. Paint and maintain the cross-street pedestrian crosswalk markings.

6.2. County Responsibilities

- A. Power.** The County will be responsible for the hook up cost and application to secure an adequate power supply to the service pad(s) or pole(s).

6.3. State Responsibilities

- A. Interconnect; Timing; Other Maintenance.** The State will maintain the Interconnect and signing, and perform all other Signal System, APS, and signal pole luminaire circuit maintenance without cost to the City or County. All Signal System timing will be determined by the State, and no changes will be made without the State's approval.
- B. EVP System Operation.** The EVP System will be installed, operated, maintained, and removed according to the following conditions and requirements:
 - i. All maintenance of the EVP System must be done by State forces.
 - ii. Emitter units may be installed only on authorized emergency vehicles, as defined in Minnesota Statutes § 169.011, Subdivision 3. Authorized emergency vehicles may use emitter units only when

responding to an emergency. The City and County will provide the State's District Engineer or their designated representative a list of all vehicles with emitter units, if requested by the State.

- iii. Malfunction of the EVP System must be reported to the State immediately.
- iv. In the event the EVP System or its components are, in the opinion of the State, being misused or the conditions set forth in Paragraph ii. above are violated, and such misuse or violation continues after the City and the County receives written notice from the State, the State may remove the EVP System. Upon removal of the EVP System pursuant to this Paragraph, all of its parts and components become the property of the State.
- v. All timing of the EVP System will be determined by the State.

6.4. Right-of-Way Access. Each party authorizes the other party to enter upon their respective public right-of-way to perform the maintenance activities described in this Agreement.

6.5. Related Agreements. This Agreement will supersede and terminate the operation and maintenance terms of Agreement No. 91649, dated September 19, 2007, between the parties for the intersection of TH 61 at Headwaters Parkway.

7. State Furnished Materials

The State will furnish an ATC Cabinet 350, Gridsmart Cameras, PTZ Cameras, and Fiber ("State Furnished Materials"), according to the Project Plans, to operate Signal System covered under this Agreement. The County's lump sum share for State Furnished Materials is **\$97,219.72**.

8. Cost and Payment by the County

8.1. County Cost. **\$97,219.72** is the County's full and complete lump sum cost for State Furnished Materials.

8.2. Conditions of Payment. The County will pay the State the full and complete lump sum amount after the following conditions have been met:

- A. Execution of this Agreement and transmittal to the County.
- B. The County's receipt of a written request from the State for the advancement of funds.

9. Authorized Representatives

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

9.1. The State's Authorized Representative will be:

Name, Title:	Malaki Ruranika, Cooperative Agreements Engineer (or successor)
Address:	395 John Ireland Boulevard, Mailstop 682, St. Paul, MN 55155
Telephone:	(651) 366-4634
E-Mail:	malaki.ruranika@state.mn.us

9.2. The County's Authorized Representative will be:

Name, Title: Wayne Sandberg, Director of Public Works (or successor)
Address: 11660 Myeron Rd N, Stillwater, MN 55082
Telephone: 651-704-9970
E-Mail: Wayne.Sandberg@co.washington.mn.us

9.3. The City's Authorized Representative will be:

Name, Title: Dave Adams, Director of Public Works (or successor)
Address: 1408 Lake St S, Forest Lake, MN 55025
Telephone: 651-209-9736
E-Mail: dave.adams@ci.forest-lake.com

10. Assignment; Amendments; Waiver; Contract Complete

- 10.1. Assignment.** No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office. The foregoing does not prohibit the City and County from contracting with a third party to perform City and County maintenance responsibilities covered under this Agreement.
- 10.2. Amendments.** Any amendment 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.
- 10.3. Waiver.** If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.
- 10.4. Contract Complete.** This Agreement contains all prior negotiations and agreements between the State, the City, and the County. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

11. Liability; Worker Compensation Claims; Insurance

- 11.1.** Each party is responsible for its own acts, omissions, and the results thereof to the extent authorized by law and will not be responsible for the acts, omissions of others, and the results thereof. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of the County. Notwithstanding the foregoing, the County will indemnify, hold harmless, and defend (to the extent permitted by the Minnesota Attorney General) the State against any claims, causes of actions, damages, costs (including reasonable attorneys fees), and expenses arising in connection with the project covered by this Agreement, regardless of whether such claims are asserted by the County's contractor(s) or consultant(s) or by a third party because of an act or omission by the County or its contractor(s) or consultant(s).
- 11.2.** Each party is responsible for its own employees for any claims arising under the Workers Compensation Act.
- 11.3.** The County may require its contractor to carry insurance to cover claims for damages asserted against the County's contractor.

12. Nondiscrimination

Provisions of Minnesota Statutes § 181.59 and of any applicable law relating to civil rights and discrimination are considered part of this Agreement.

13. State Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the County's books, records, documents, accounting procedures, and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

14. Government Data Practices

The County and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the County under this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the County or the State.

15. Governing Law; Jurisdiction; Venue

Minnesota law governs the validity, interpretation, and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

16. Termination; Suspension

16.1. *By Mutual Agreement.* This Agreement may be terminated by mutual agreement of the parties or by the State for insufficient funding as described below.

16.2. *Termination for Insufficient Funding.* The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment or the provision of the services covered here. Termination must be by written or fax notice to the City/County. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the City/County 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 this Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds.

16.3. *Suspension.* In the event of a total or partial government shutdown, the State may suspend this Agreement and all work, activities, performance, and payments authorized through this Agreement. Any work performed during a period of suspension will be considered unauthorized work and will be undertaken at the risk of non-payment.

17. Force Majeure

No party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance), if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

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CITY OF FOREST LAKE

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.

WASHINGTON COUNTY

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: _____
(Chair, County Board of Commissioners)

Date: _____

By: _____
(County Administrator)

Date: _____

Approved as to form:

By: _____
(Assistant County Attorney)

Date: _____

Recommended for Approval:

By: _____
(County Engineer)

Date: _____

DEPARTMENT OF TRANSPORTATION

Recommended for Approval:

By: _____
(District Engineer)

Date: _____

Approved:

By: _____
(State Design Engineer)

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____
(With Delegated Authority)

Date: _____

INCLUDE COPY OF RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.

CITY OF FOREST LAKE

RESOLUTION

IT IS RESOLVED that the City of Forest Lake enter into MnDOT Agreement No. 1056231 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for routine maintenance by the City upon, along, and adjacent to Trunk Highway No. 61 at the intersection with Headwaters Parkway, the limits of which are defined in said Agreement.

CITY

IT IS FURTHER RESOLVED that the Mayor and the _____
(Title)
are authorized to execute the Agreement and any amendments to the Agreement.

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Council of the City of Forest Lake at an authorized meeting held on the _____ day of _____, 2024, as shown by the minutes of the meeting in my possession.

Subscribed and sworn to me this _____ day of _____, 2024

Notary Public _____

My Commission Expires _____

(Signature)

(Type or Print Name)

(Title)

WASHINGTON COUNTY

RESOLUTION

IT IS RESOLVED that County enter into MnDOT Agreement No. 1056231 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for routine maintenance by the County upon, along, and adjacent to Trunk Highway No. 61 at the intersection with Headwaters Parkway, the limits of which are defined in said Agreement.

COUNTY

IT IS FURTHER RESOLVED that the _____
(Title)

and the _____
(Title)

are authorized to execute the Agreement and any amendments to the Agreement.

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Board of Commissioners of Washington County at an authorized meeting held on the _____ day of _____, 2024, as shown by the minutes of the meeting in my possession.

Subscribed and sworn to me this _____ day of _____, 2024

Notary Public _____

My Commission Expires _____

(Signature)

(Type or Print Name)

(Title)

**Office of Engineering**

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

December 3, 2024

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

RE: Fitzgerald Flats – Warranty Closeout
Project No. N15.106081, Task 080

Dear Mayor and Council:

Fitzgerald Flats project two-year warranty expired September 21, 2024, prior to that one valve box was found damaged and the work was covered within the warranty. This work was completed and accepted by the City in November 2024.

At this time, we recommend the City Council consider formally closing out the warranty for the public improvements for Fitzgerald Flats and releasing the \$38,080 letter of credit that was held during the two-year warranty period.

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

2024 Year In Review



Infrastructure Projects & Planning

1. 2024 Local Street Improvement Project – 2.60 miles
 - 2023 Local Street Improvement Project – 1.42 miles
2. 2024 Full Depth Reclamation Double Chip Seal – 1.35 miles
3. Hwy 97 Project Development between I-35 and TH 61 plan development
4. CSAH 33 (Everton Ave) Reconstruction Project
5. CSAH 32 (11th Ave) Project Development between I-35 and TH 61
6. CSAH 2 (Broadway Ave) Pavement Maintenance Project planning
7. TH 61 Visioning and Jurisdictional Transfer Study
8. Initiating the North Shore Trail Maintenance Project
9. Progressed Regional Stormwater Modeling
 - Advanced city-wide hydraulic modeling, filling in missing gaps.
 - Added additional survey data to model.
 - Submitted MPCA Sustainability and Resiliency grant application for additional funding (\$55,000) to support additional survey data collection, refined modeling, support of RCWD and CLFLWD modeling efforts, develop report summarizing system deficiencies and local flood mitigation efforts, identify regional water quality potential, and support a Comprehensive Plan update.
10. Commercial/Housing Site Improvements – Construction & Planning
 - a. Mister Car Wash approvals and construction
 - b. Forest Lake Apartments approvals and construction start
 - c. Washington County Northern Environmental Center construction
 - d. PGA Investments LLC approvals and construction start
 - e. Wynco Dental Clinic approvals and construction start
 - f. Chase Bank project approvals and construction start
 - g. Pelsol LLC (Ingersoll) Subdivision approvals and construction start
 - h. Hidden Creek / Phase 2 – construction
 - i. Shadow Creek Estates - construction

2022/2023 Grants Obtained Related to Infrastructure Projects

- \$27,000 – 2024-2026 Water Efficiency Grant Rebate Program
- I/I Grant Program, Minimum \$50,000, however received \$219,006

Bolton & Menk, Inc. Community Involvement

- Member of Forest Lake Chamber of Commerce
- Forest Lake Rotary
- Rotary/TEFFLA – Forest Lake Rotary Polar Plunge
- Forest Lake Area Chamber Golf Event Sponsor & Participate
- Turkey Trot Sponsorship
- Eggs-Citing Spring Fling Sponsorship
- City Spring Fling Sponsorship
- Hometown Holiday Sponsorship

STAFF REPORT

MEETING DATE: December 9, 2024

STAFF ORIGINATOR: Richard R. Peterson, Chief of Police
Alan Newman, Fire Chief

AGENDA ITEM: Public Safety State Aid Funding

INTRODUCTION:

Purchasing public safety equipment utilizing the funding available from the unspent Public Safety State Aid.

ANALYSIS:

The 2023 Minnesota Legislature enacted a one-time Public Safety State Aid for aids payable in 2023. The one-time appropriation of \$300 million is allocated among all counties, cities, and townships of a population of 10,000 or more, and Minnesota's 11 federally tribal governments. The City of Forest Lake received \$918,572.00 in public safety aid funding on December 26, 2023. Eligible uses of these funds include:

- Community violence prevention and intervention programs
- Community engagement
- Mental health crisis responses
- Victim services
- Training programs
- First responder wellness
- Equipment related to fire, rescue, and emergency services
- To pay other personnel or equipment costs

To date, \$451,344.00 of the original \$918,572.00 has been spent. Chief of Police Richard Peterson and Fire Chief Alan Newman recommend purchasing the following items with a portion of the remaining Public Safety State Aid:

- Interview Room Cameras
- Weapon Storage Lockers

RECOMMENDATION:

Approve the purchase of the listed equipment as presented.

ATTACHMENTS:

- Axon Enterprises, Inc. - Quote & Purchasing Contract
- Secureit Tactical, Inc. - Quote



Axon Enterprise, Inc.
 17800 N 85th St.
 Scottsdale, Arizona 85255
 United States
 VAT: 86-0741227
 Domestic: (800) 978-2737
 International: +1.800.978.2737

Q-598115-45510.765SR

Issued: 08/06/2024

Quote Expiration: 09/27/2024

Estimated Contract Start Date: 05/01/2025

Account Number: 116186

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO
Forest Lake Police Department - MN 1408 Lake St S Forest Lake, MN 55025-2621 USA	Forest Lake Police Department - MN 1408 Lake St S Forest Lake MN 55025-2621 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Lily Dokic Phone: Email: lyost@axon.com Fax:	Richard Peterson Phone: (651) 464-5877 Email: 401@flpd.com Fax: (651) 464-8653

Quote Summary

Program Length	60 Months
TOTAL COST	\$129,229.89
ESTIMATED TOTAL W/ TAX	\$129,229.89

Discount Summary

Average Savings Per Year	\$0.00
TOTAL SAVINGS	\$0.00

Payment Summary

Date	Subtotal	Tax	Total
Apr 2025	\$70,737.21	\$0.00	\$70,737.21
Apr 2026	\$14,623.17	\$0.00	\$14,623.17
Apr 2027	\$14,623.17	\$0.00	\$14,623.17
Apr 2028	\$14,623.17	\$0.00	\$14,623.17
Apr 2029	\$14,623.17	\$0.00	\$14,623.17
Total	\$129,229.89	\$0.00	\$129,229.89

Quote Unbundled Price:	\$129,229.89
Quote List Price:	\$129,229.89
Quote Subtotal:	\$129,229.89

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
A la Carte Hardware									
74056	AXON INTERVIEW - TOUCH PANEL WALL MOUNT	2			\$64.00	\$64.00	\$128.00	\$0.00	\$128.00
50221	AXON INTERVIEW - POE SWITCH - 24 PORT	1			\$2,278.81	\$2,278.81	\$2,278.81	\$0.00	\$2,278.81
50322	AXON INTERVIEW - TOUCH PANEL PRO	2			\$3,286.23	\$3,286.23	\$6,572.46	\$0.00	\$6,572.46
50294	AXON INTERVIEW - SERVER - LITE	2			\$3,722.47	\$3,722.47	\$7,444.94	\$0.00	\$7,444.94
50118	AXON INTERVIEW - MIC - WIRED (STANDARD MIC)	8			\$243.31	\$243.31	\$1,946.48	\$0.00	\$1,946.48
50298	AXON INTERVIEW - CAMERA - OVERT DOME	8			\$992.92	\$992.92	\$7,943.36	\$0.00	\$7,943.36
A la Carte Software									
50037	AXON INTERVIEW - CLIENT SOFTWARE - PER TOUCH PANEL-PC	2	60		\$1,500.00	\$1,500.00	\$3,000.00	\$0.00	\$3,000.00
50039	AXON INTERVIEW - CLIENT SOFTWARE - MAINT. PER TOUCH PANEL	2	60		\$28.21	\$28.21	\$3,385.20	\$0.00	\$3,385.20
50041	AXON INTERVIEW - STREAMING SERVER LICENSE - PER SERVER	2	60		\$1,750.00	\$1,750.00	\$3,500.00	\$0.00	\$3,500.00
50043	AXON INTERVIEW - STREAMING SERVER MAINTENANCE - PER SERVER	2	60		\$32.98	\$32.98	\$3,957.60	\$0.00	\$3,957.60
50045	AXON EVIDENCE - STORAGE - INTERVIEW ROOM UNLIMITED	8	60		\$111.75	\$111.75	\$53,640.00	\$0.00	\$53,640.00
A la Carte Services									
85170	AXON INTERVIEW - INSTALLATION - STANDARD (PER ROOM)	4			\$7,450.00	\$7,450.00	\$29,800.00	\$0.00	\$29,800.00
A la Carte Warranties									
50448	AXON INTERVIEW - EXT WARRANTY	4	49		\$28.74	\$28.74	\$5,633.04	\$0.00	\$5,633.04
Total							\$129,229.89	\$0.00	\$129,229.89

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
A la Carte	50118	AXON INTERVIEW - MIC - WIRED (STANDARD MIC)	8	1	04/01/2025
A la Carte	50221	AXON INTERVIEW - POE SWITCH - 24 PORT	1	1	04/01/2025
A la Carte	50294	AXON INTERVIEW - SERVER - LITE	2	1	04/01/2025
A la Carte	50298	AXON INTERVIEW - CAMERA - OVERT DOME	8	1	04/01/2025
A la Carte	50322	AXON INTERVIEW - TOUCH PANEL PRO	2	1	04/01/2025
A la Carte	74056	AXON INTERVIEW - TOUCH PANEL WALL MOUNT	2	1	04/01/2025

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
A la Carte	50037	AXON INTERVIEW - CLIENT SOFTWARE - PER TOUCH PANEL-PC	2	05/01/2025	04/30/2030
A la Carte	50039	AXON INTERVIEW - CLIENT SOFTWARE - MAINT. PER TOUCH PANEL	2	05/01/2025	04/30/2030
A la Carte	50041	AXON INTERVIEW - STREAMING SERVER LICENSE - PER SERVER	2	05/01/2025	04/30/2030
A la Carte	50043	AXON INTERVIEW - STREAMING SERVER MAINTENANCE - PER SERVER	2	05/01/2025	04/30/2030
A la Carte	50045	AXON EVIDENCE - STORAGE - INTERVIEW ROOM UNLIMITED	8	05/01/2025	04/30/2030

Services

Bundle	Item	Description	QTY
A la Carte	85170	AXON INTERVIEW - INSTALLATION - STANDARD (PER ROOM)	4

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
A la Carte	50448	AXON INTERVIEW - EXT WARRANTY	4	04/01/2026	04/30/2030

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	1408 Lake St S	Forest Lake	MN	55025-2621	USA

Payment Details

Apr 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Upfront Hardware + PSO	50118	AXON INTERVIEW - MIC - WIRED (STANDARD MIC)	8	\$1,946.48	\$0.00	\$1,946.48
Upfront Hardware + PSO	50221	AXON INTERVIEW - POE SWITCH - 24 PORT	1	\$2,278.81	\$0.00	\$2,278.81
Upfront Hardware + PSO	50294	AXON INTERVIEW - SERVER - LITE	2	\$7,444.94	\$0.00	\$7,444.94
Upfront Hardware + PSO	50298	AXON INTERVIEW - CAMERA - OVERT DOME	8	\$7,943.36	\$0.00	\$7,943.36
Upfront Hardware + PSO	50322	AXON INTERVIEW - TOUCH PANEL PRO	2	\$6,572.46	\$0.00	\$6,572.46
Upfront Hardware + PSO	74056	AXON INTERVIEW - TOUCH PANEL WALL MOUNT	2	\$128.00	\$0.00	\$128.00
Upfront Hardware + PSO	85170	AXON INTERVIEW - INSTALLATION - STANDARD (PER ROOM)	4	\$29,800.00	\$0.00	\$29,800.00
Year 1	50037	AXON INTERVIEW - CLIENT SOFTWARE - PER TOUCH PANEL-PC	2	\$600.00	\$0.00	\$600.00
Year 1	50039	AXON INTERVIEW - CLIENT SOFTWARE - MAINT. PER TOUCH PANEL	2	\$677.04	\$0.00	\$677.04
Year 1	50041	AXON INTERVIEW - STREAMING SERVER LICENSE - PER SERVER	2	\$700.00	\$0.00	\$700.00
Year 1	50043	AXON INTERVIEW - STREAMING SERVER MAINTENANCE - PER SERVER	2	\$791.52	\$0.00	\$791.52
Year 1	50045	AXON EVIDENCE - STORAGE - INTERVIEW ROOM UNLIMITED	8	\$10,727.99	\$0.00	\$10,727.99
Year 1	50448	AXON INTERVIEW - EXT WARRANTY	4	\$1,126.61	\$0.00	\$1,126.61
Total				\$70,737.21	\$0.00	\$70,737.21

Apr 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	50037	AXON INTERVIEW - CLIENT SOFTWARE - PER TOUCH PANEL-PC	2	\$600.00	\$0.00	\$600.00
Year 2	50039	AXON INTERVIEW - CLIENT SOFTWARE - MAINT. PER TOUCH PANEL	2	\$677.04	\$0.00	\$677.04
Year 2	50041	AXON INTERVIEW - STREAMING SERVER LICENSE - PER SERVER	2	\$700.00	\$0.00	\$700.00
Year 2	50043	AXON INTERVIEW - STREAMING SERVER MAINTENANCE - PER SERVER	2	\$791.52	\$0.00	\$791.52
Year 2	50045	AXON EVIDENCE - STORAGE - INTERVIEW ROOM UNLIMITED	8	\$10,728.00	\$0.00	\$10,728.00
Year 2	50448	AXON INTERVIEW - EXT WARRANTY	4	\$1,126.61	\$0.00	\$1,126.61
Total				\$14,623.17	\$0.00	\$14,623.17

Apr 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	50037	AXON INTERVIEW - CLIENT SOFTWARE - PER TOUCH PANEL-PC	2	\$600.00	\$0.00	\$600.00
Year 3	50039	AXON INTERVIEW - CLIENT SOFTWARE - MAINT. PER TOUCH PANEL	2	\$677.04	\$0.00	\$677.04
Year 3	50041	AXON INTERVIEW - STREAMING SERVER LICENSE - PER SERVER	2	\$700.00	\$0.00	\$700.00
Year 3	50043	AXON INTERVIEW - STREAMING SERVER MAINTENANCE - PER SERVER	2	\$791.52	\$0.00	\$791.52
Year 3	50045	AXON EVIDENCE - STORAGE - INTERVIEW ROOM UNLIMITED	8	\$10,728.00	\$0.00	\$10,728.00
Year 3	50448	AXON INTERVIEW - EXT WARRANTY	4	\$1,126.61	\$0.00	\$1,126.61
Total				\$14,623.17	\$0.00	\$14,623.17

Apr 2028

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	50037	AXON INTERVIEW - CLIENT SOFTWARE - PER TOUCH PANEL-PC	2	\$600.00	\$0.00	\$600.00

Apr 2028						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	50039	AXON INTERVIEW - CLIENT SOFTWARE - MAINT. PER TOUCH PANEL	2	\$677.04	\$0.00	\$677.04
Year 4	50041	AXON INTERVIEW - STREAMING SERVER LICENSE - PER SERVER	2	\$700.00	\$0.00	\$700.00
Year 4	50043	AXON INTERVIEW - STREAMING SERVER MAINTENANCE - PER SERVER	2	\$791.52	\$0.00	\$791.52
Year 4	50045	AXON EVIDENCE - STORAGE - INTERVIEW ROOM UNLIMITED	8	\$10,728.00	\$0.00	\$10,728.00
Year 4	50448	AXON INTERVIEW - EXT WARRANTY	4	\$1,126.61	\$0.00	\$1,126.61
Total				\$14,623.17	\$0.00	\$14,623.17

Apr 2029						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	50037	AXON INTERVIEW - CLIENT SOFTWARE - PER TOUCH PANEL-PC	2	\$600.00	\$0.00	\$600.00
Year 5	50039	AXON INTERVIEW - CLIENT SOFTWARE - MAINT. PER TOUCH PANEL	2	\$677.04	\$0.00	\$677.04
Year 5	50041	AXON INTERVIEW - STREAMING SERVER LICENSE - PER SERVER	2	\$700.00	\$0.00	\$700.00
Year 5	50043	AXON INTERVIEW - STREAMING SERVER MAINTENANCE - PER SERVER	2	\$791.52	\$0.00	\$791.52
Year 5	50045	AXON EVIDENCE - STORAGE - INTERVIEW ROOM UNLIMITED	8	\$10,728.00	\$0.00	\$10,728.00
Year 5	50448	AXON INTERVIEW - EXT WARRANTY	4	\$1,126.61	\$0.00	\$1,126.61
Total				\$14,623.17	\$0.00	\$14,623.17

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature

Date Signed

8/6/2024



**Securelt Tactical, Inc.**

6691 Commerce Blvd
Syracuse
NY
USA 13211

75

Quote

Valid Until: Dec 29, 2024
Quote Number : Z82305

BILL TO:

Forest Lake PD
Forest Lake PD
1408 Lake St S

Forest Lake, Minnesota 55025
USA

SHIP TO:

Trevor Johnson
Forest Lake PD
1408 Lake St S

Forest Lake, Minnesota 55025
USA

Account Name: Forest Lake PD
Contact Name: Trevor Johnson

S.No.	Product Details	Quantity	List Price	Total
1	Fast Box Model 40 FB-40-01	30	\$ 206.82	\$ 6,204.60
	Fast Box Model 40			
2	Fast Box Vertical Kit FB-VK-02	30	\$ 39.33	\$ 1,179.90
3	shipping shipping	1	\$ 575.10	\$ 575.10
	shipping			
			Sub Total	\$ 7,959.60
			Tax	\$ 0.00
			Shipping	\$ 0.00
			Discount	\$ 0.00
			Grand Total	\$ 7,959.60

Notes /Special instructions:

Quotation and Payment Terms:

Quotes are valid for 90 days.

Government entities may purchase via CHECK, CREDIT CARD, or PURCHASE ORDER with NET 30 terms.

100% payment required to start production, unless Government entity with P.O., or approved for terms.

Mil- Spec Cabinet Products are made to order with a 4-6 week lead time. There is a NO-RETURN Policy for these products, standard warranty will apply for damage if meets standard warranty claim. Products must be opened upon receipt and inspected to meet satisfaction.

Shipping Terms:

All sales are FOB ORIGIN: Title passes to customer at time shipment customer owns all goods in transit and files all freight claims.

Customer pays all freight charges and any overage charges. Seller will include prepay and add freight charges to quotation. Any overage charges will be billed back to the customer. Safe delivery of product is the responsibility of the carrier.

Damaged or Lost shipments: All products are packaged in accordance with common carrier requirements, and claims are to be processed in accordance with FOB Origin terms. It is responsibility of customer to immediately inspect all incoming product for damage. Any damage must be noted on the bill of lading prior to acceptance of the shipment and any claim must be filed by customer.

Damage Claim Per FOB Origin Terms, customer should not accept without noting shortage or damage on the freight bill. Once customer has accepted shipment from carrier and subsequently finds damage, it is the sole responsibility of the customer to place a replacement order.

STAFF REPORT



MEETING DATE: December 9, 2024

STAFF ORIGINATOR: Abbi Wittman, Community Development Director

AGENDA ITEM: Metropolitan Council Interceptor Line Rehabilitation Project Temporary Easement Access and Use Agreement

INTRODUCTION:

The Metropolitan Council intends to rehabilitate Interceptor Line 7029 that runs through portions of Forest Lake in late 2025 and early 2026. Portions of the line are located on City owned lands. In order to rehabilitate the portions of the interceptor that are on City owned lands, the Met Council needs temporary access and construction easements on these properties.

ANALYSIS:

Enclosed is an Access and Use Agreement between the City and the Met Council, allowing for the rehabilitation of the inceptor on City owned lands. As noted in the Agreement, the City would grant the Met Council permission to access onto City land for the purposes of rehabilitation of the line. The Agreement will expire on April 30, 2028, ensuring the Met Council sufficient time to complete the project.

RECOMMENDATION:

Staff recommends that, by approving the Consent Agenda, the Council authorizes the Mayor and City Clerk to sign the Agreement.

ATTACHMENTS:

Access and Use Agreement

Met. Council No. _____

ACCESS AND USE AGREEMENT

This Access and Use Agreement (Agreement) is made and entered into by and between the Metropolitan Council, a public corporation and political subdivision of the State of Minnesota (“Council”), and the City of Forest Lake, a municipal corporation under the laws of the State of Minnesota (“City”). The Council and the City are sometimes collectively referred to herein as the “Parties” or each a “Party”.

BACKGROUND RECITALS

1. Interceptor 7029 is a 36-inch reinforced concrete pipe that was installed in the early 1970s and is contained within an existing 35-foot-wide permanent easement running in favor of the Council.
2. The Council’s recent inspections indicate that Interceptor 7029’s condition warrants rehabilitation.
3. In late 2025 through mid-2026, the Council intends to construct the Forest Lake Interceptor 7029 Rehabilitation Project for the trenchless rehabilitation of approximately 10,000 feet of 36-inch interceptor sewer, which runs north-south through an undeveloped area west of Highway 61 between Headwaters Parkway and 180th Street (the Project).
4. The City owns easements along Interceptor 7029’s alignment that are identified on the attached Exhibit A (“City Property”).
5. In its construction of the Project, and the Council desires to use the City Property for this purpose and to restore the City Property upon the conclusion of its construction of the Project.

The Parties agree as follows:

1. **Purpose.** This Agreement sets forth the terms and conditions pursuant to which the City will allow the Council to access and use the City Property for the Council’s construction of the Project.
2. **Council Access to and Use of City Property.** The City hereby grants the Council, its employees, its contractor, sub-contractors, and agents the right to enter upon and use the City Property for purposes of accessing Interceptor 7029, Project construction, Project construction staging, and Project construction materials and equipment storage associated with the Project. The Council accepts the City Property in an AS-IS condition. During the construction of the Project, the Council shall allow the City to access the City Property, which access must not unreasonably interfere with the Project construction process.

Met. Council No. _____

3. **Term.** This Agreement will be effective when both Parties have signed it. The date of this Agreement will be the date this Agreement is signed by the last Party to sign it (as indicated by the date associated with that Party's signature). The Agreement shall expire on April 30, 2028 or earlier upon mutual written agreement of the Parties.
4. **Restoration.** Upon completion of the Project, the Council shall make reasonable efforts to restore the City Property to a like kind condition or the condition that existed prior to the granting of this Agreement. Soil compaction shall be completed in a manner compatible with the expected restoration conditions.
5. **Liability.** The Council's liability is governed by the provisions of Minnesota Statutes, Chapter 466. Nothing in this Agreement is intended or should be construed in any manner as a waiver of either the Council's immunities or tort limits contained in Minn. Stat. ch. 466.
6. **Insurance.** The Council shall ensure that the Project construction contract includes provisions that:
 - a. require the Project contractor to defend, indemnify, and hold harmless the City, its officers, agents and employees from claims, suits, demands, damages, judgments, costs, interest, expenses (including reasonable attorneys' fees, witness fees and disbursements) arising out of or by reason of the acts or omissions of the contractor, its officers, employees, agents or subcontractors;
 - b. require the Project contractor to provide and maintain insurance in the amounts specified in the attached Exhibit B, which is incorporated into this Agreement, and name the City as additional insured; and
 - c. require the Project contractor to be an independent contractor for the purposes of completing the work on the Project.
7. **Notice of Project Commencement.** At least 14 days before the contractor begins work on the Project, the Council will give written notice to the City that the contractor will begin construction by sending notice to:

City Contact: Dave Adams, Public Works Director

Email: dave.adams@ci.forest-lake.mn.us

Phone: 651-209-9736

All other notices shall be governed by Section 10 of this Agreement.

Met. Council No. _____

8. **Data Practices.** All data collected, created, received, maintained or disseminated for any purpose by the Council and City under this agreement are governed by Minnesota Statutes, Chapter 13 (“Act”), and the Minnesota Rules implementing the Act. Under Minnesota Statutes, Section 16C.05, subdivision 5, the Parties agree that the books, records, documents, and accounting procedures and practices relevant to this agreement are subject to examination by either Party and the state auditor or legislative auditor, as appropriate, for at least six years from the end of this Agreement.

9. **Counterparts.** This Agreement may be executed in multiple counterparts, all of which when taken together shall comprise one agreement. Delivery of an executed counterpart of a signature page of this Agreement by facsimile transmission or electronic transmission (e.g., ‘pdf’ or ‘tif’) shall be effective as delivery of a manually executed counterpart of this Agreement.

10. **Notices.** A Party will send all notices or demands under this Agreement either by:
 - a. certified mail;
 - b. e-mail, provided the recipient acknowledges receipt by e-mail or otherwise in writing; or
 - c. delivered in person to the other Party addressed to the following authorized representatives:

Paul Herubin Environmental Services 390 Robert Street North St. Paul, MN 55101-1805	Dave Adams Forest Lake Public Works Director City of Forest Lake City Hall 408 Lake Street South Forest Lake, MN 55025
--	---

11. **Severability.** The provisions of this Agreement are severable. If a court finds any part of this agreement void, invalid, or unenforceable, it will not affect the validity and enforceability of the remainder of this Agreement. A waiver by a Party of any part of this Agreement is not a waiver of any other part of the Agreement or of a future breach of the Agreement.

12. **Amendment.** Any modifications to this Agreement must be in writing as a formal amendment.

13. **Dispute Resolution.** In the event the Parties are unable to reach agreement regarding interpretation of their rights and obligations under this Agreement, the Parties shall

Met. Council No. _____

participate in non-binding mediation pursuant to the Minnesota Civil Mediation Act, as amended (currently codified in Minn. Stat. §§572.31-572.40) prior to initiating any other form of dispute resolution, including legal action. The Parties will complete the dispute resolution process in good faith before resorting to any other legal process or remedy.

14. **Binding Effect.** This Agreement is binding upon and for the benefit of the Parties and their successors and assigns. This Agreement is not intended to benefit any third-party.

Met. Council No. _____

**SIGNATURE PAGE
METROPOLITAN COUNCIL**

By: _____
Ryan T. O'Connor, Regional Administrator

Date: _____

**SIGNATURE PAGE
FOREST LAKE**

By: _____
Mara Bain, Mayor

Date: _____

By: _____
Jolleen Chaika, City Clerk

Date: _____

LIST OF EXHIBITS AND ATTACHMENTS

Exhibit A City Property

Exhibit B Contractor Insurance Coverage and Coverage Amounts

EXHIBIT A

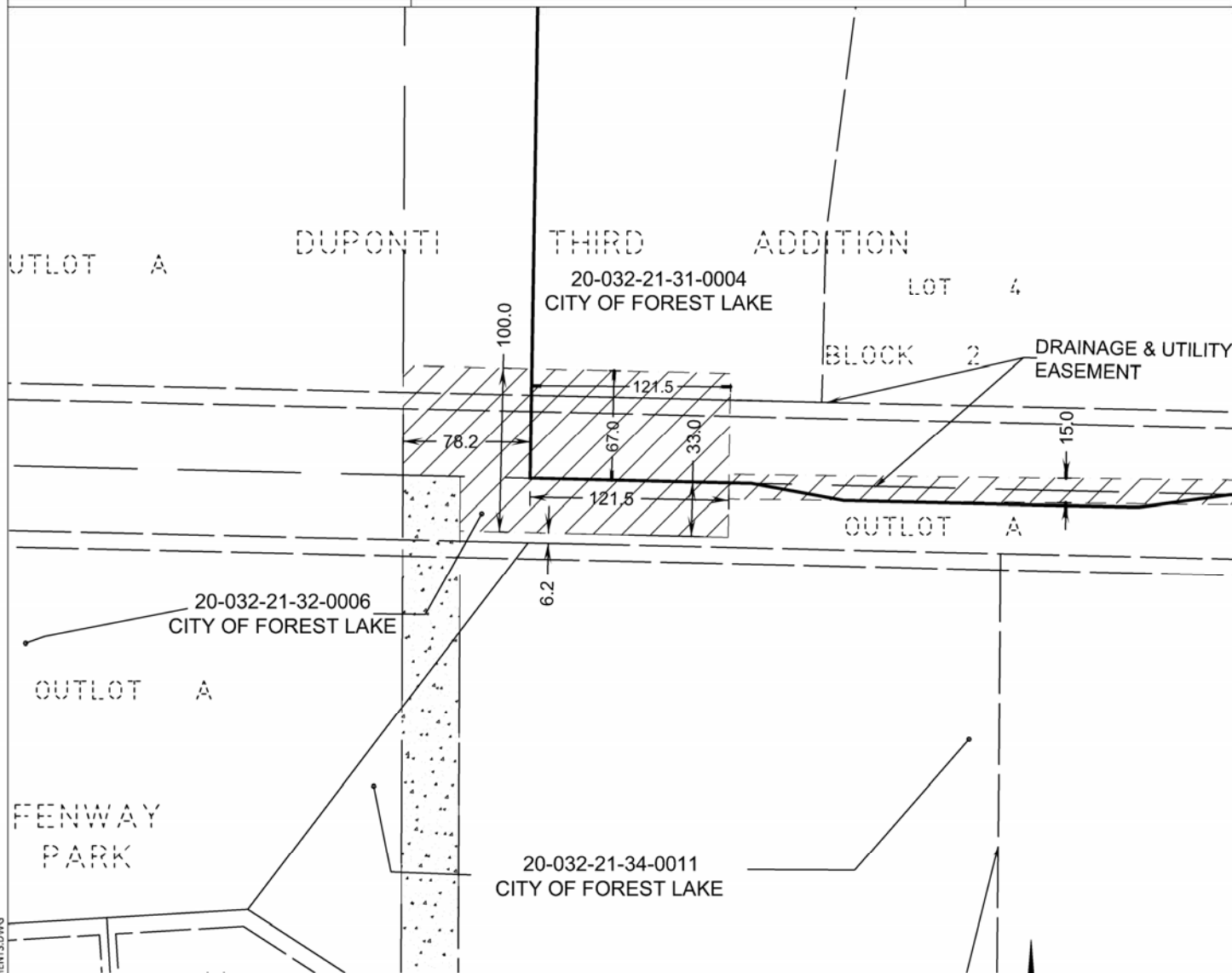
84



METROPOLITAN
COUNCIL

Project: 808601
Parcel: ¹
SHEET 1 of 1
County: WASHINGTON

Owner: CITY OF FOREST LAKE
Address: UNASSIGNED
PID: 20-032-21-31-0004

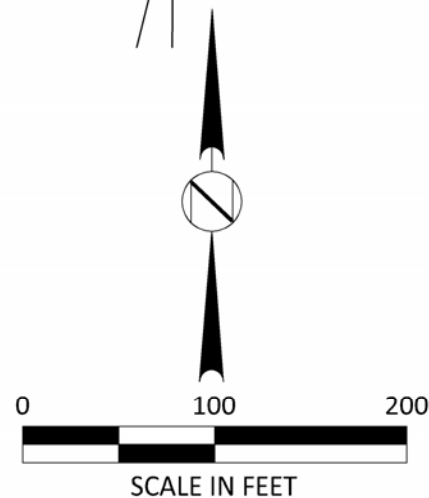


LEGEND

- EXISTING PERMANENT EASEMENT
- TEMPORARY CONSTRUCTION EASEMENT
- PARCEL LINE

	EXISTING PERMANENT EASEMENT	0 SF
	TEMPORARY ACCESS EASEMENT	0 SF
	TEMPORARY CONSTRUCTION EASEMENT	12,784 SF

PARCEL AREA PER COUNTY RECORDS -
524,201 SQ. FT. 12.03 ACRES.



NOTE: NOT A BOUNDARY SURVEY

DRAFTED BY	DATE
JK TKDA	08/09/2024

EXHIBIT A

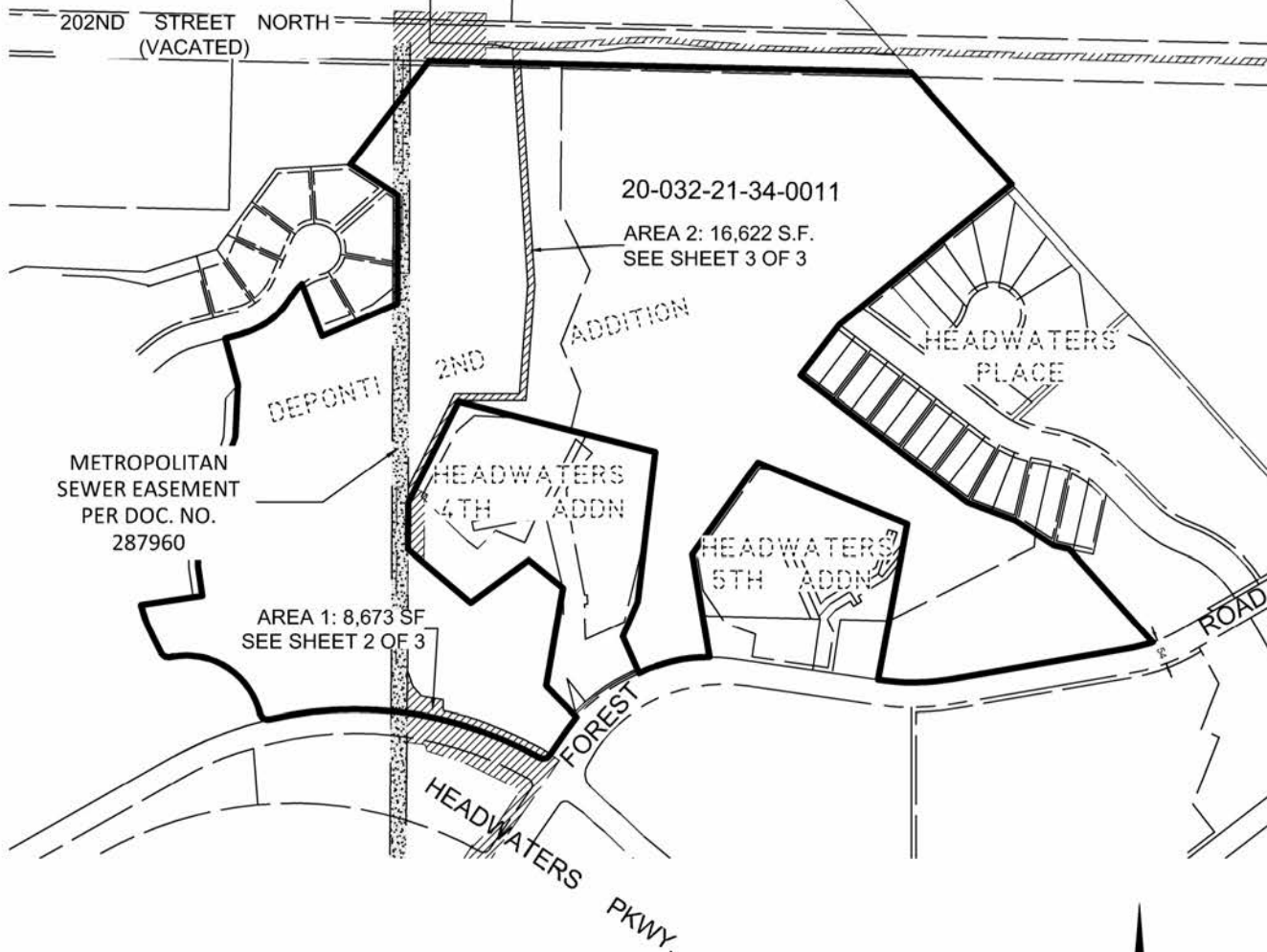
85



METROPOLITAN
COUNCIL

Project: 808601
Parcel: 2
SHEET 1 of 3
County: WASHINGTON

Owner: CITY OF FOREST LAKE
Address: UNASSIGNED
PID: 20-032-21-34-0011



METROPOLITAN
SEWER EASEMENT
PER DOC. NO.
287960

AREA 1: 8,673 SF
SEE SHEET 2 OF 3

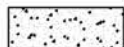
20-032-21-34-0011

AREA 2: 16,622 S.F.
SEE SHEET 3 OF 3

LEGEND

EXISTING PERMANENT EASEMENT

PARCEL LINE



EXISTING PERMANENT EASEMENT



TEMPORARY CONSTRUCTION EASEMENT 25,295 SF TOTAL

PARCEL AREA PER COUNTY RECORDS -
1,641,019 SQ. FT. 37.67 ACRES.



0 400 800



SCALE IN FEET

NOTE: NOT A BOUNDARY SURVEY

DRAFTED BY	DATE
EH TKDA	REV #1 11/15/2024

EXHIBIT A

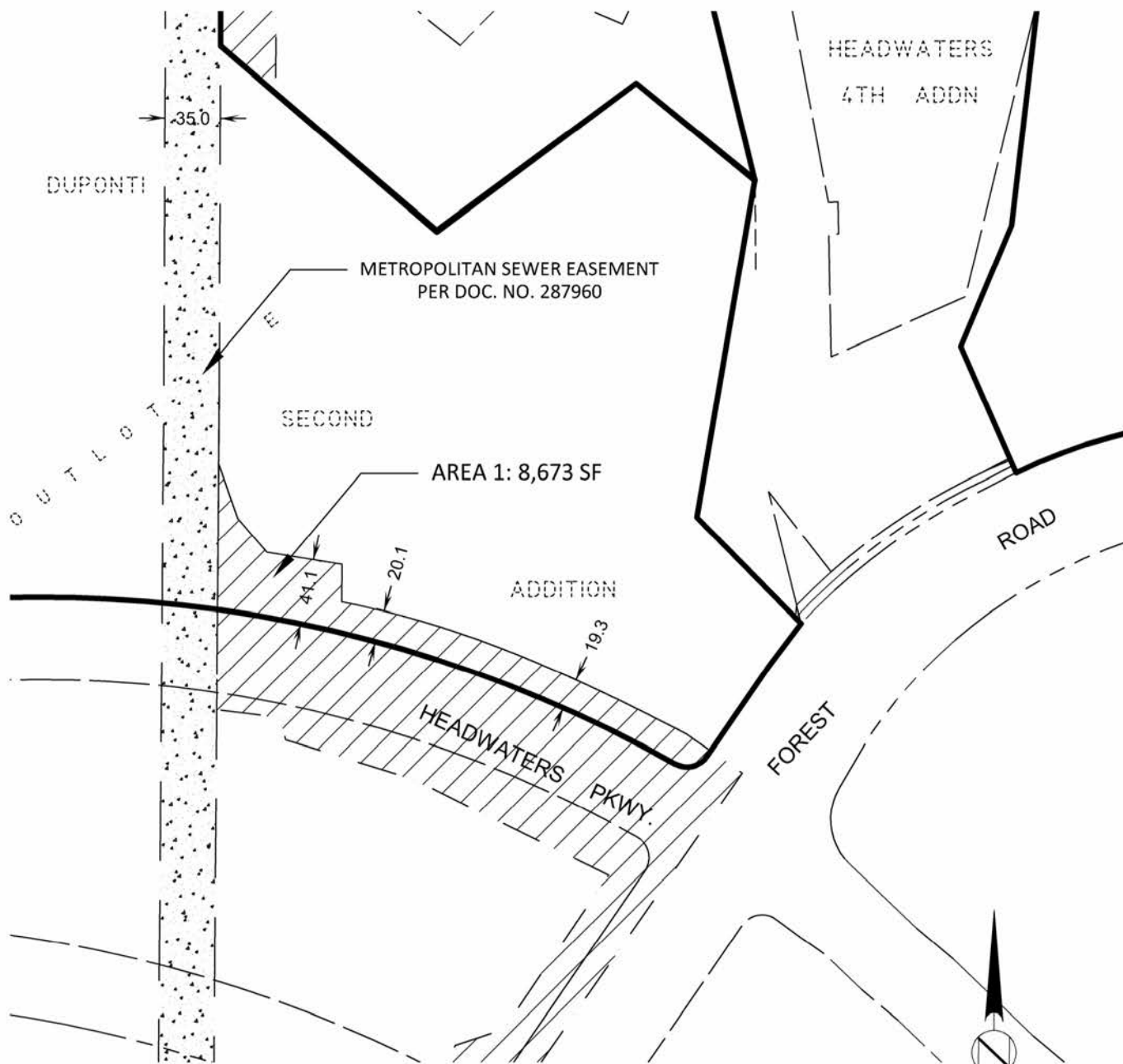
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METROPOLITAN
COUNCIL

Project: 808601
Parcel: 2
SHEET 2 of 3
County: WASHINGTON

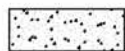
Owner: CITY OF FOREST LAKE
Address: UNASSIGNED
PID: 20-032-21-34-0011



LEGEND

--- EXISTING PERMANENT EASEMENT

— PARCEL LINE



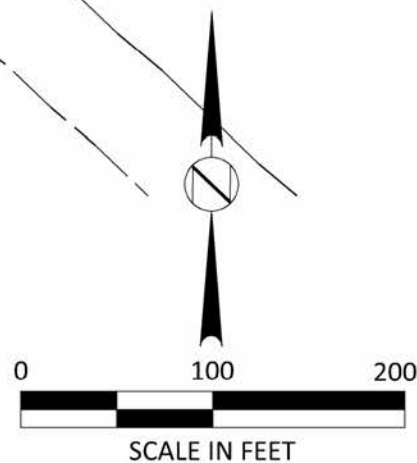
EXISTING PERMANENT EASEMENT

0 SF



TEMPORARY CONSTRUCTION EASEMENT THIS SHEET

8,673 SF



NOTE: NOT A BOUNDARY SURVEY

DRAFTED BY	DATE
EH TKDA	REV #1 11/15/2024

EXHIBIT A

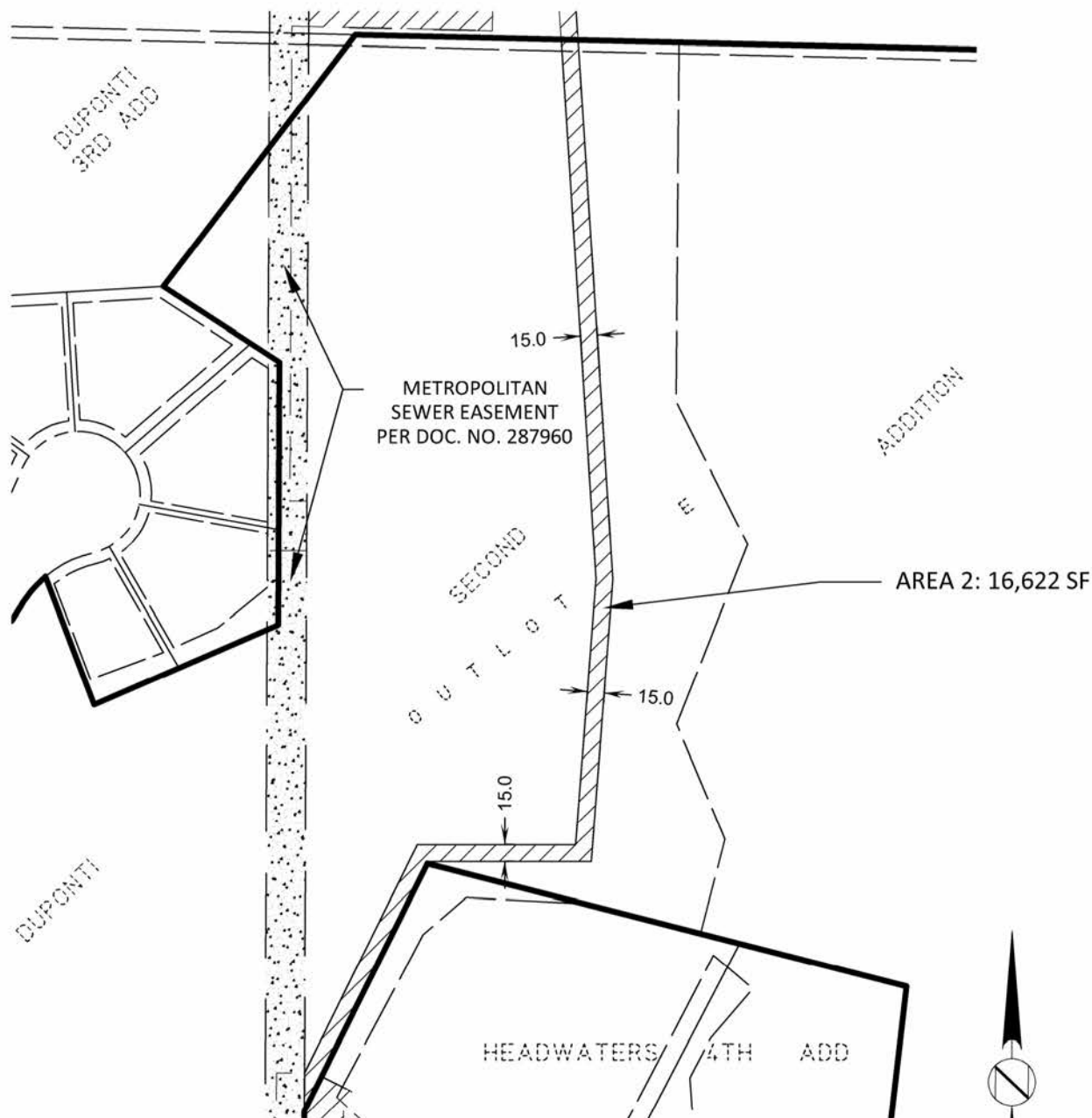
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METROPOLITAN
COUNCIL

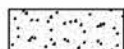
Project: 808601
Parcel: 2
SHEET 3 of 3
County: WASHINGTON

Owner: CITY OF FOREST LAKE
Address: UNASSIGNED
PID: 20-032-21-34-0011



LEGEND

--- EXISTING PERMANENT EASEMENT
— PARCEL LINE

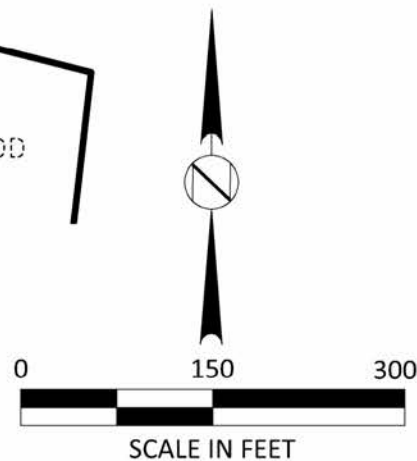


EXISTING PERMANENT EASEMENT



TEMPORARY CONSTRUCTION EASEMENT THIS SHEET

16,622 SF



NOTE: NOT A BOUNDARY SURVEY

DRAFTED BY	DATE
EH TKDA	REV #1 11/15/2024

EXHIBIT A

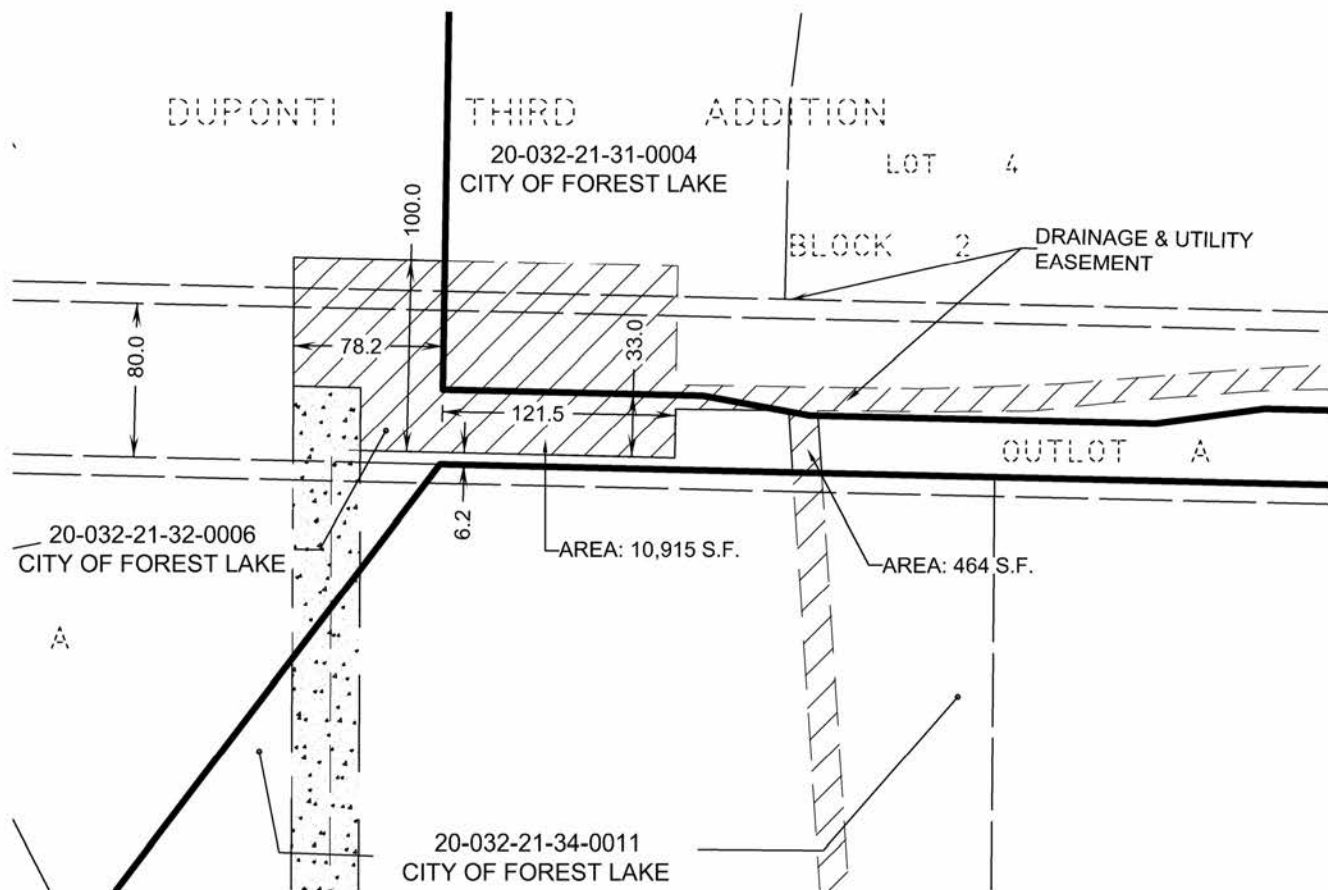
88



METROPOLITAN
COUNCIL

Project: 808601
Parcel: 7
SHEET 1 of 1
County: WASHINGTON

Owner: CITY OF FOREST LAKE
Address: 5515 206th ST. N.
PID: 20-032-21-32-0006

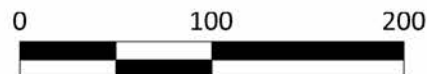


LEGEND

- EXISTING PERMANENT EASEMENT
- PARCEL LINE
- EXISTING PERMANENT EASEMENT
- TEMPORARY CONSTRUCTION EASEMENT

PARCEL AREA PER COUNTY RECORDS -
1,650,032 SQ. FT. 37.88 ACRES.

11,379 SF



SCALE IN FEET

NOTE: NOT A BOUNDARY SURVEY

DRAFTED BY	DATE
JK TKDA	REV #2 11/15/2024

EXHIBIT A

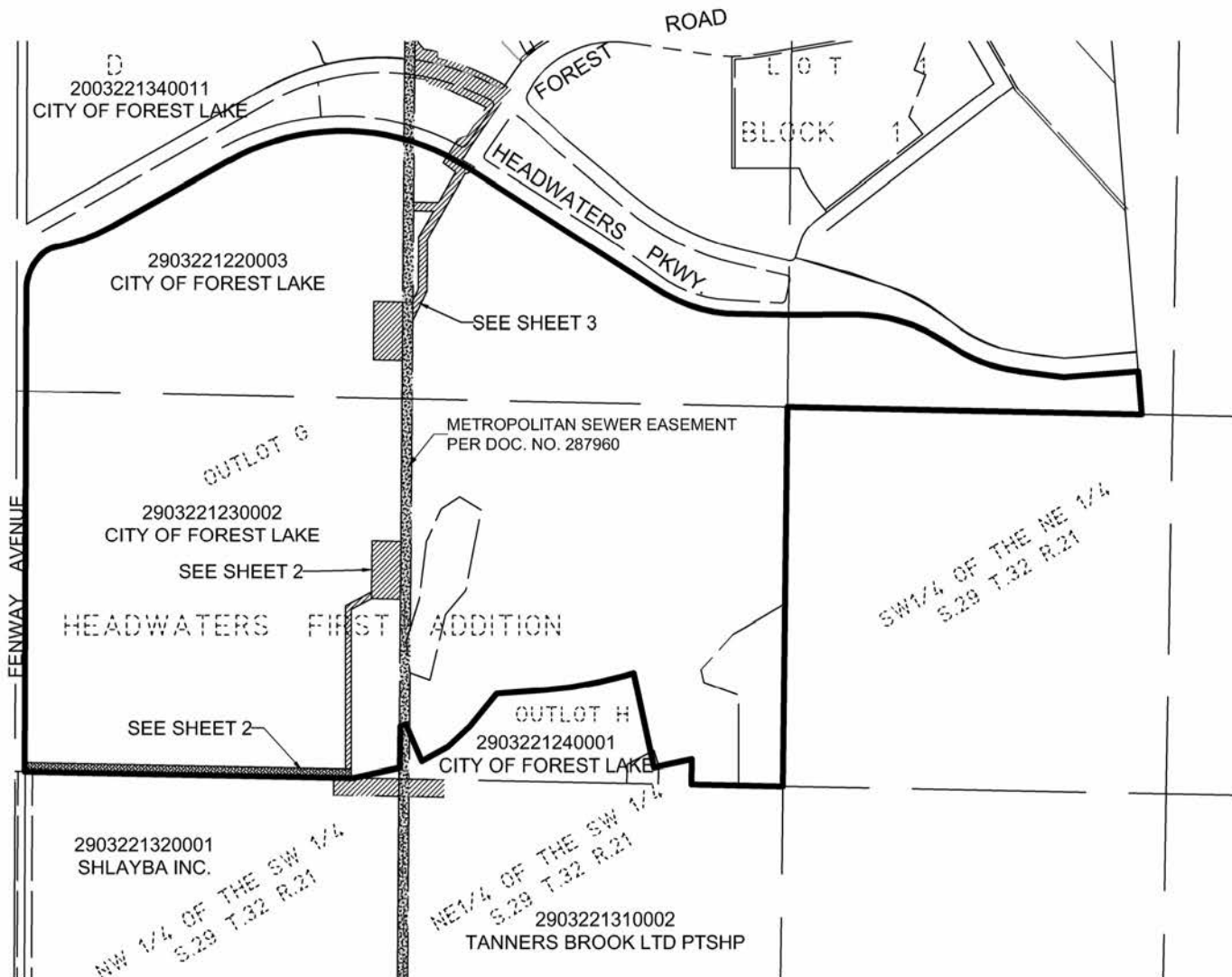
89



METROPOLITAN
COUNCIL

Project: 808601
Parcel: 8
SHEET 1 of 3
County: WASHINGTON

Owner: CITY OF FOREST LAKE
Address: UNASSIGNED
PID: 29-032-21-23-0002



LEGEND

	PARCEL LINE	
	TEMPORARY ACCESS EASEMENT	33,907 SF TOTAL
	TEMPORARY CONSTRUCTION EASEMENT	73,682 SF TOTAL
	EXISTING PERMANENT EASEMENT	

PARCEL AREA PER COUNTY RECORDS -
5,114,815 SQ. FT. 117.42 ACRES.



NOTE: NOT A BOUNDARY SURVEY

DRAFTED BY	DATE
JK TKDA	REV #1 11/07/2024

EXHIBIT A

90



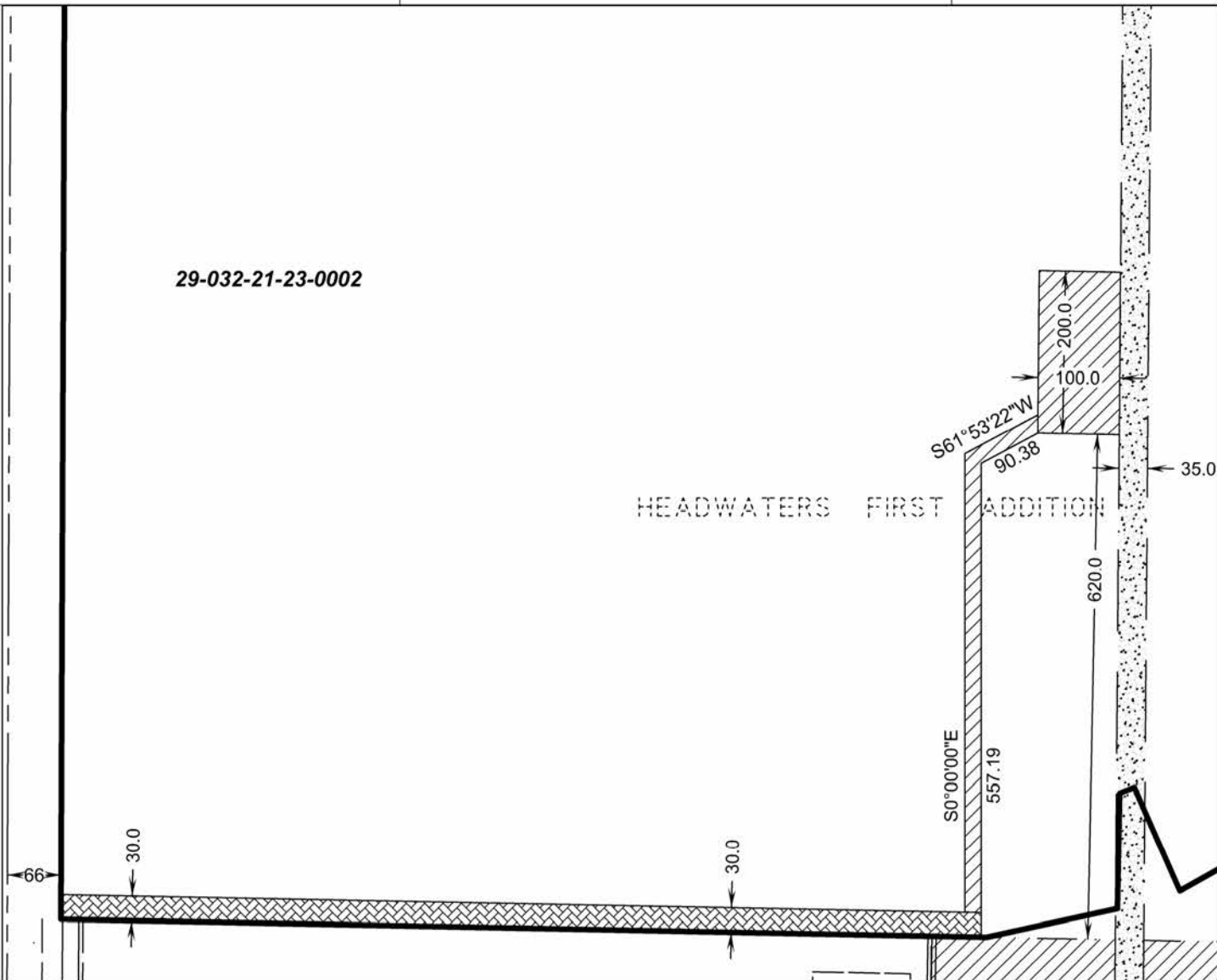
METROPOLITAN
COUNCIL

Project: 808601
Parcel: 8
SHEET 2 of 3
County: WASHINGTON

Owner: CITY OF FOREST LAKE
Address: UNASSIGNED
PID: 29-032-21-23-0002

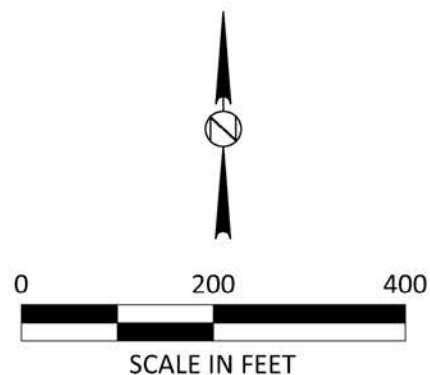
29-032-21-23-0002

HEADWATERS FIRST ADDITION



LEGEND

	PARCEL LINE	
	TEMPORARY ACCESS EASEMENT (THIS SHEET ONLY)	33,907 SF
	TEMPORARY CONSTRUCTION EASEMENT (THIS SHEET ONLY)	32,956 SF
	EXISTING PERMANENT EASEMENT	



NOTE: NOT A BOUNDARY SURVEY

DRAFTED BY	DATE
JK TKDA	REV #1 11/07/2024

EXHIBIT A

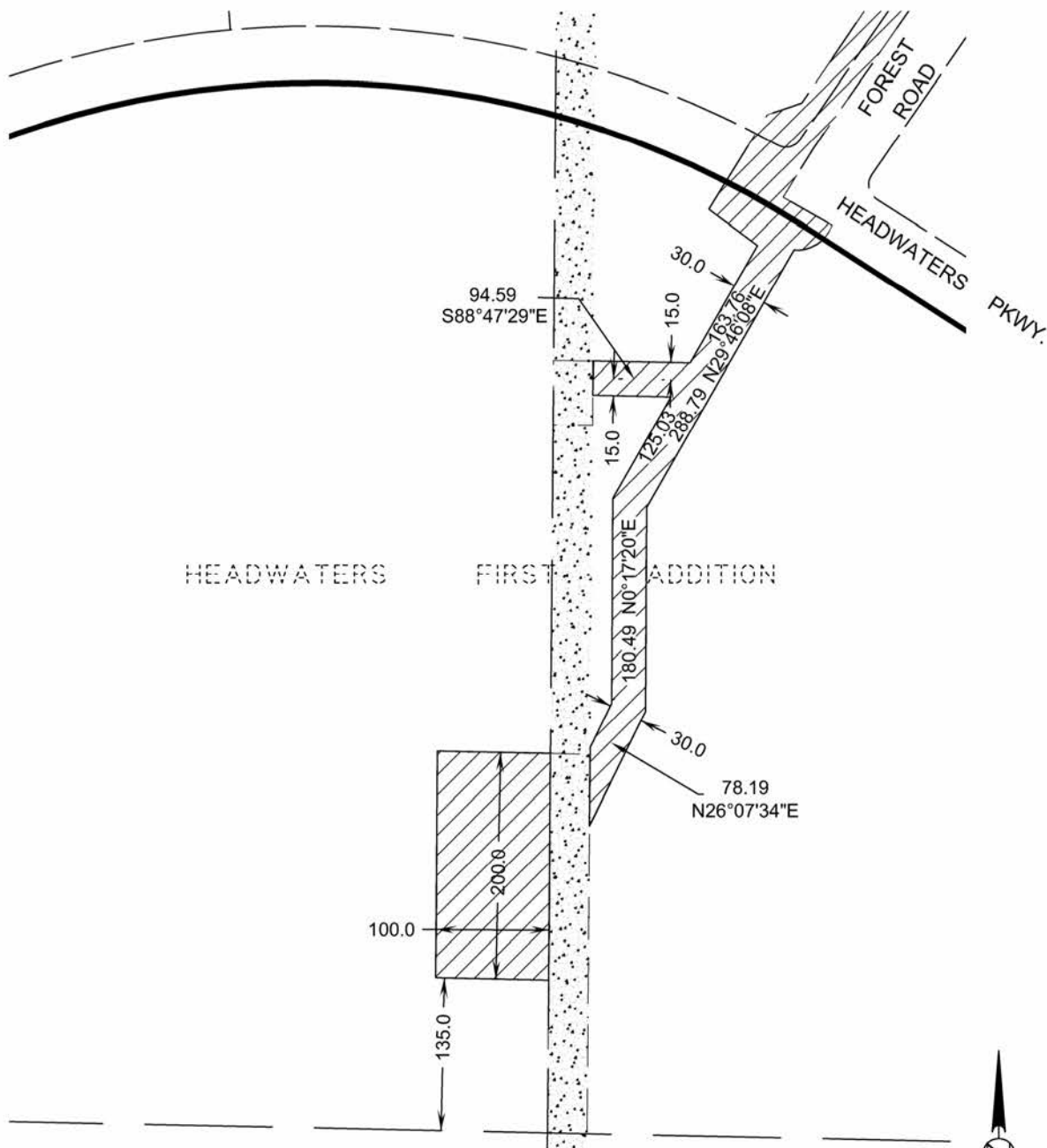
91



METROPOLITAN
COUNCIL

Project: 808601
Parcel: 8
SHEET 3 of 3
County: WASHINGTON

Owner: CITY OF FOREST LAKE
Address: UNASSIGNED
PID: 29-032-21-23-0002



LEGEND



PARCEL LINE



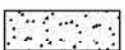
TEMPORARY ACCESS EASEMENT
(THIS SHEET ONLY)

0 SF



TEMPORARY CONSTRUCTION EASEMENT
(THIS SHEET ONLY)

40,726 SF



EXISTING PERMANENT EASEMENT

0 150 300



SCALE IN FEET



NOTE: NOT A BOUNDARY SURVEY

DRAFTED BY

DATE

JK
TKDA

REV #1
11/07/2024

Exhibit B
Contractor Insurance Coverage and Coverage Amounts

1. Commercial General Liability occurrence form, ISO CG 00 01 or equivalent, and if necessary an Umbrella Liability policy on a following-form basis, providing coverage for, but not limited to, liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and contractual liability assumed under this contract, including contractual liability for any work within 50' of a Railroad, if applicable (**ISO CG 24 17, or equivalent**). Policy must be maintained for a period of two years after Final Acceptance of the Work. Limits of insurance shall not be less than \$2,000,000 per occurrence. If the policy contains an annual aggregate, then it shall apply separately to this project. City shall be listed as an Additional Insured, on a primary and non-contributory basis, utilizing ISO CG 20 26 07 04 and ISO CG 20 37 07 04, or their equivalent;
2. Business automobile coverage, ISO CA 00 01, 1997 or later edition, and if necessary an Umbrella Liability policy on a following-form basis, for liability arising out of the operation, maintenance or use of any automobile, whether owned, non-owned, rented or leased. Limits shall not be less than \$2,000,000 each Accident;
3. Workers' Compensation to be statutory. Employer's Liability with a limit not less than \$1,000,000 each person per accident, \$1,000,000 each employee by disease, and \$1,000,000 all employees by disease.
4. Contractor's Pollution Liability. Contractor shall maintain this coverage with limits not less than \$1,000,000 each claim and \$2,000,000 annual aggregate. Coverage shall include bodily injury, property damage, including loss of use of property, clean-up costs, defense (including costs and expenses incurred in the investigation, defense, or settlement of claims), products and/or completed operations, and contractual liability. Coverage shall also be provided for transport of waste and non-owned disposal sites, if contractor is disposing of waste.
 - 4.1 The City shall also be listed as an insured on such policy.
 - 4.2 If CPL policy is written on a claims-made basis, then retroactive date must precede the earlier of either i.) the effective date of this contract, or ii.) the date work begins and shall provide an extended reporting period.
5. Each policy of the Contractor shall be endorsed to state that the insurer agrees to waive all rights of subrogation, contribution, and recovery that may exist against the City, its councilmembers, agents and employees, for losses arising out of the performance of this contract.



STAFF REPORT

MEETING DATE: December 9, 2024, City Council Meeting

STAFF ORIGINATOR: City Attorney Amanda Johnson

AGENDA ITEM: Petition regarding private road – Iverson Avenue

INTRODUCTION:

Property Owners (“Petitioners”) along 21195- 21123 Iverson Avenue N (“Iverson”), a private road located in Forest Lake, have signed the attached petition asking the City Council to consider making that portion of Iverson a public road. Based on the preliminary review by City Staff, Iverson is located entirely on an adjacent parcel and that property owner is not a signatory on this petition. The homes along Iverson appear to hold 33 foot private easements to use the road, but it should be noted that based on the County GIS photo below, many of the Petitioners encroach significantly onto the adjacent property. GIS is not always accurate and without complete title work and surveys, it is impossible to know where the actual boundary lines exist.



STAFF REPORT

Currently, the City Code has no procedure in place to process petitions of any kind. In addition, there is no procedure provided in Minnesota Statute for turning a private road into a public road.¹ Because of this, City Staff have asked the Petitioners to make a formal request to Council. Council can then direct City Staff on next steps.

ITEMS FOR COUNCIL CONSIDERATION AND FEEDBACK:

If instructed by Council, Staff would need to examine the following to provide Council with enough information to make a decision regarding Iverson:

1. Ownership of the Road: The road appears to be owned by an individual who is not on the petition. The Petitioners appear to hold 33 foot private easements. Staff has not received any official title work. Assuming these are not public easements, the City would need to obtain right-of-way from the current owner. The City would need to pay for the right-of-way pursuant to the laws and relevant caselaw related to eminent domain.
 - a. Is the Council willing to pay for the right-of-way?
 - b. If the underlying property owner does not want to sell right-of-way to the City, will the City use condemnation to make the road public?
 - c. City Staff will need full title work for every portion of the road, as well as a survey and legal description, to confirm the exact ownership of the road. Who pays for this?
2. Current Condition of the Road: City Code has minimum standards for public roads that this road does not currently meet, these include right-of-way wider than 33 feet and space for stormwater management per watershed requirements. Our current assessment policy would need to be reviewed and possibly updated to include a situation like this.
 - a. Who pays to bring the road up to current standards?
3. Administrative Costs: Because we do not have a current petition policy in City Code and there is likely to be significant administrative and legal costs to analyze this request, does Council want to require a billback from the Petitioners to cover the cost of the analysis and review?
4. General Petition Process: In light of this request, does the Council want City Staff to prepare a general petition ordinance that would outline the process for reviewing such a request?

¹ There are clear procedures in Statute to *abandon* a public road and/or right-of-way.

STAFF REPORT

COUNCIL ACTION ITEMS:

1. Allow the Petitioners to present their petition and request to the Council.
2. City Attorney will walk through the questions outlined above for Council consideration; all City Staff will be available for follow-up questions from the Council.
3. Council should give City Staff direction on next steps.

ATTACHMENTS:

Petition

Re: The road for taxpayers who live on 21195- 21123 Iverson Ave N

Dear City Council,

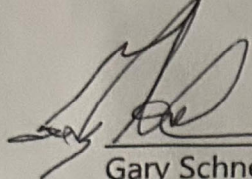
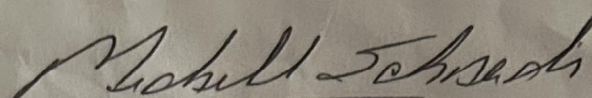
We wanted to thank Dave Adams and your legal council for the time and guidance that they were able to provide our neighborhood in regards to the city of Forest Lake taking over the road that leads to the addresses of the taxpayers living at 21195-21123 Iverson Ave N. This road is currently not maintained by the city and can become undriveable at times due to potholes in the summer and snow in the winter. We all would welcome the ability for the city to help with the grading of the road and plowing the snow in the winter.

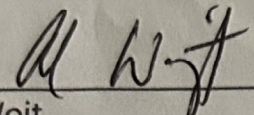
We understand that the first step in the process may include providing an approval for each resident to convert the road from private to public. All resident's living at 21195-21123 Iverson Ave N. are interested in having the city take over the maintenance of this road, so we can easily access our homes. Each homeowner's signature is listed on the 2nd page of this letter.

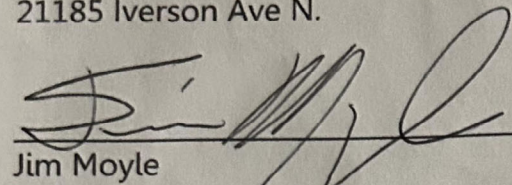
Please feel free to contact us with any additional needs or questions that you may have in order for us to help in this process.

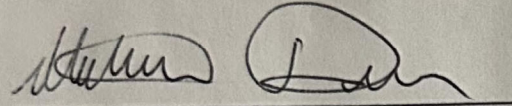
Thank you in advance & I look forward to hearing from you soon.
Sincerely,

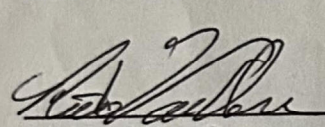
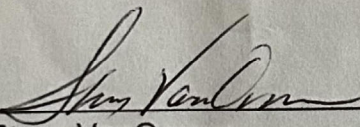
Rick VanOrnum
651-338-8423

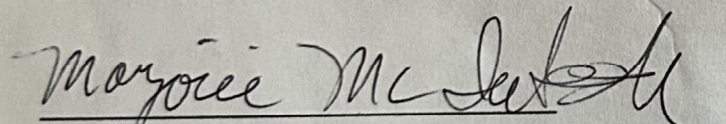
 
 Gary Schneider and Michelle Schneider
 21195 Iverson Ave N. 21195 Iverson Ave N.

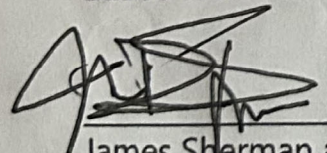
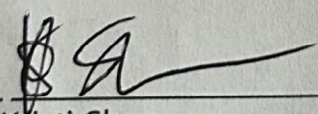

 Al Wojt
 21185 Iverson Ave N.


 Jim Moyle
 21175 Iverson Ave N.


 Matthew Dowdall
 21165 Iverson Ave N.

 
 Richard VanOrnum and Stacy VanOrnum
 21155 Iverson Ave N. 21155 Iverson Ave N.


 Marjorie McIntosh
 21139 Iverson Ave N.

 
 James Sherman and Kristi Sherman
 21123 Iverson Ave N. 21123 Iverson Ave N.

STAFF REPORT



MEETING DATE: December 9, 2024

STAFF ORIGINATOR: Kevin Knopik, Finance Director

AGENDA ITEM: Resolution 12-09-24-05 Certification of 2024 Delinquent Utility Accounts

INTRODUCTION:

The City annually reviews unpaid utilities balances. For delinquent balances, notices are sent to the residents that have delinquent balances and their options for payment before they get certified to the County to be collected with property taxes.

ANALYSIS:

Attached is Resolution 12-09-24-05 for Certifications of the 2024 Delinquent Utility Accounts. A list of the accounts will be available upon request from the Finance Department. Some of these accounts may be paid as the due date for payment is December 12th, 2024. Ordinance No. 181 and 408 state that if accounts remain unpaid during the given year, a charge of \$10.00 per each \$100.00 of delinquency or portion thereof shall be added to such delinquent accounts and at such time shall be certified to the County Auditor for collection.

The City Ordinance further states that from and after the time such accounts are certified for tax collections to the County Auditor, they shall bear interest at the rate of eight percent per annum. The figures provided are the amounts to be certified to the County Auditor if they remain unpaid, which includes the \$10.00 certifying fees plus eight percent interest. The current total delinquent amount is \$388,721.60. With interest and fees added, the total is \$458,691.49

RECOMMENDATION:

Staff recommends that Council approve Resolution 12-09-24-05 ordering the certification of unpaid utility charges pursuant to MN Statute §444.075, Subd. 3e for collection with payable 2025 property taxes.

ATTACHMENTS:

Resolution 12-09-24-05 Certification of 2024 Delinquent Utility Accounts

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

RESOLUTION NO. 12-09-24-05

**A RESOLUTION ORDERING CERTIFICATION OF UNPAID UTILITY CHARGES PURSUANT TO
MINNESOTA STATUTE § 444.075, SUBD. 3e FOR COLLECTION WITH PAYABLE 2024 PROPERTY
TAXES**

WHEREAS, Minnesota Statutes § 444.075, subd. 3, grants the City authority to charge the property owner, lessee, and/or occupant for real property located within the City for the construction, reconstruction, repair, enlargement, improvement, or other obtainment, the maintenance, operation and use of the City's sanitary sewer and storm sewer ("Utility Charges"); and

WHEREAS, Minnesota Statutes § 444.075, subd. 3e, grants the City the authority to certify any unpaid Utility Charges to the county auditor for collection with the other taxes against the impacted property; and

WHEREAS, City Staff has prepared a list of the unpaid Utility Charges for properties located within the City for 2024, totaling \$388,721.60. With interest and fees added, the total is \$458,691.49 ("Unpaid Utility Charges"), attached hereto as **Exhibit A**; and

WHEREAS, City Staff followed the assessment notice procedure described in Minnesota Statute § 429.061 for a public hearing as follows:

1. Written notice was sent via U.S. Mail to all impacted property owners with Unpaid Utility Charges at least fourteen days prior to the public hearing, and
2. Notice was published in the official City newspaper at least fourteen days prior to the public hearing.

Said written notices requested that property owners with Unpaid Utility Charges pay their delinquent utility accounts in full or appear before the City Council at the public hearing.

WHEREAS, the public hearing was held on December 9th, 2024, certifying the Unpaid Utility Charges, at the City of Forest Lake City Hall, 1408 Lake Street South, Forest Lake, Minnesota, where all persons interested in said Unpaid Utility Charges were afforded an opportunity to present their views and objections to the certification of said Unpaid Utility Charges for collection by Washington County Auditor with the payable 2025 property taxes.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Forest Lake, Washington County, Minnesota, as follows:

1. The Unpaid Utility Charges, as set forth in Exhibit A, are hereby approved to be certified to the Washington County Auditor for collection as other property taxes are collected.
2. Such Unpaid Utility Charges shall be collected by the Washington County Auditor with

the payable 2025 property taxes. The owner of any property so charged may, at any time prior to December 12th, 2024, avoid certification of the charges with full payment of the Unpaid Utility Charges on such property paid to the City of Forest Lake. Any partial payments of the charges received prior to December 12th, 2024, will be reflected in the amount certificated on or about December 28, 2024.

3. The City Clerk shall submit a certified duplicate of this Unpaid Utility Charge certification, adjusted as needed for any payments received prior to December 12th, 2024, to the Washington County Auditor on or about December 28, 2024, to be extended on the property tax list of the county and such charges shall be collected and paid in the same manner as other payable 2025 property taxes.

Adopted in the regular session of the Forest Lake City Council on the 9th day of December, 2024.

CITY OF FOREST LAKE

By: _____
Mara Bain
Its Mayor

Attest: _____
Jolleen Chaika
City Clerk/Interim-City Administrator

Parcel Number	Principal Amount	Penalty/Fee	Certified Amount
05.032.21.44.0062	\$624.75	\$112.46	\$737.21
08.032.21.24.0063	\$659.42	\$118.70	\$778.12
08.032.21.24.0067	\$596.06	\$107.29	\$703.35
08.032.21.24.0055	\$478.62	\$86.15	\$564.77
05.032.21.41.0010	\$1,201.25	\$216.23	\$1,417.48
05.032.21.34.0025	\$823.60	\$148.25	\$971.85
05.032.21.43.0042	\$468.90	\$84.40	\$553.30
08.032.21.11.0024	\$316.22	\$56.92	\$373.14
08.032.21.11.0023	\$75.48	\$13.59	\$89.07
07.032.21.31.0032	\$613.26	\$110.39	\$723.65
08.032.21.24.0101	\$141.37	\$25.45	\$166.82
08.032.21.21.0043	\$783.04	\$140.95	\$923.99
09.032.21.33.0108	\$122.55	\$22.06	\$144.61
08.032.21.32.0016	\$3,866.77	\$696.02	\$4,562.79
08.032.21.41.0028	\$954.32	\$171.78	\$1,126.10
08.032.21.42.0025	\$841.20	\$151.42	\$992.62
09.032.21.33.0111	\$692.67	\$124.68	\$817.35
09.032.21.34.0014	\$1,019.13	\$183.44	\$1,202.57
09.032.21.33.0113	\$839.78	\$151.16	\$990.94
09.032.21.33.0012	\$38.77	\$6.98	\$45.75
09.032.21.33.0011	\$772.30	\$139.01	\$911.31
08.032.21.33.0087	\$1,087.72	\$195.79	\$1,283.51
08.032.21.33.0095	\$1,279.73	\$230.35	\$1,510.08
16.032.21.22.0030	\$624.37	\$112.39	\$736.76
16.032.21.22.0012	\$688.48	\$123.93	\$812.41
09.032.21.34.0100	\$578.84	\$104.19	\$683.03
09.032.21.34.0012	\$938.86	\$168.99	\$1,107.85
09.032.21.42.0017	\$852.24	\$153.40	\$1,005.64
09.032.21.34.0016	\$708.63	\$127.55	\$836.18
09.032.21.43.0008	\$1,240.47	\$223.28	\$1,463.75
09.032.21.43.0010	\$964.34	\$173.58	\$1,137.92
08.032.21.44.0002	\$1,625.58	\$292.60	\$1,918.18
16.032.21.24.0096	\$84.15	\$15.15	\$99.30
09.032.21.43.0030	\$646.77	\$116.42	\$763.19
09.032.21.44.0060	\$1,456.34	\$262.14	\$1,718.48
08.032.21.44.0072	\$508.63	\$91.55	\$600.18
08.032.21.44.0070	\$796.70	\$143.41	\$940.11
09.032.21.44.0094	\$1,160.53	\$208.90	\$1,369.43
16.032.21.24.0039	\$262.81	\$47.31	\$310.12
88.088.88.00.1552	\$857.58	\$154.36	\$1,011.94
09.032.21.44.0003	\$672.57	\$121.06	\$793.63
16.032.21.24.0057	\$1,054.24	\$189.76	\$1,244.00
09.032.21.31.0044	\$876.59	\$157.79	\$1,034.38

Parcel Number	Principal Amount	Penalty/Fee	Certified Amount
16.032.21.12.0065	\$1,047.24	\$188.50	\$1,235.74
19.032.21.14.0057	\$845.81	\$152.25	\$998.06
21.032.21.22.0073	\$1,304.54	\$234.82	\$1,539.36
19.032.21.14.0131	\$861.91	\$155.14	\$1,017.05
20.032.21.11.0017	\$124.77	\$22.46	\$147.23
19.032.21.24.0037	\$1,010.63	\$181.91	\$1,192.54
20.032.21.14.0028	\$937.79	\$168.80	\$1,106.59
20.032.21.11.0014	\$374.78	\$67.46	\$442.24
19.032.21.24.0023	\$229.26	\$41.27	\$270.53
19.032.21.41.0064	\$1,301.47	\$234.26	\$1,535.73
19.032.21.24.0011	\$1,290.85	\$232.35	\$1,523.20
19.032.21.43.0016	\$1,562.42	\$281.24	\$1,843.66
19.032.21.43.0006	\$1,169.81	\$210.57	\$1,380.38
19.032.21.14.0122	\$626.65	\$112.80	\$739.45
21.032.21.21.0019	\$982.09	\$176.78	\$1,158.87
08.032.21.24.0102	\$1,448.77	\$260.78	\$1,709.55
19.032.21.43.0029	\$1,535.58	\$276.40	\$1,811.98
19.032.21.43.0005	\$1,097.95	\$197.63	\$1,295.58
19.032.21.13.0105	\$1,044.05	\$187.93	\$1,231.98
19.032.21.44.0052	\$2,689.83	\$484.17	\$3,174.00
21.032.21.24.0023	\$1,090.22	\$196.24	\$1,286.46
09.032.21.33.0013	\$1,313.55	\$236.44	\$1,549.99
16.032.21.33.0152	\$1,847.81	\$332.61	\$2,180.42
08.032.21.24.0062	\$685.78	\$123.44	\$809.22
19.032.21.42.0058	\$1,412.59	\$254.27	\$1,666.86
16.032.21.13.0066	\$701.72	\$126.31	\$828.03
19.032.21.44.0004	\$657.97	\$118.43	\$776.40
08.032.21.42.0017	\$170.92	\$30.77	\$201.69
08.032.21.24.0071	\$976.38	\$175.75	\$1,152.13
19.032.21.42.0023	\$2,359.32	\$424.68	\$2,784.00
08.032.21.32.0085	\$2,573.76	\$463.28	\$3,037.04
19.032.21.42.0056	\$540.44	\$97.28	\$637.72
04.032.21.32.0010	\$1,170.65	\$210.72	\$1,381.37
19.032.21.42.0024	\$412.00	\$74.16	\$486.16
08.032.21.33.0058	\$867.59	\$156.17	\$1,023.76
21.032.21.32.0015	\$300.56	\$54.10	\$354.66
21.032.21.32.0044	\$1,609.16	\$289.65	\$1,898.81
21.032.21.23.0038	\$1,184.24	\$213.16	\$1,397.40
09.032.21.33.0013	\$578.84	\$104.19	\$683.03
16.032.21.24.0041	\$988.92	\$178.01	\$1,166.93
08.032.21.24.0019	\$57.65	\$10.38	\$68.03
16.032.21.24.0013	\$1,021.70	\$183.91	\$1,205.61
17.032.21.43.0024	\$1,627.64	\$292.98	\$1,920.62

Parcel Number	Principal Amount	Penalty/Fee	Certified Amount
19.032.21.43.0018	\$1,428.20	\$257.08	\$1,685.28
07.032.21.31.0153	\$1,345.78	\$242.24	\$1,588.02
16.032.21.24.0035	\$631.46	\$113.66	\$745.12
22.032.21.22.0026	\$395.19	\$71.13	\$466.32
15.032.21.32.0018	\$607.35	\$109.32	\$716.67
13.032.21.24.0034	\$548.15	\$98.67	\$646.82
19.032.21.21.0006	\$299.83	\$53.97	\$353.80
10.032.21.21.0049	\$607.35	\$109.32	\$716.67
10.032.21.12.0025	\$607.35	\$109.32	\$716.67
04.032.21.21.0009	\$607.35	\$109.32	\$716.67
10.032.21.32.0054	\$607.35	\$109.32	\$716.67
11.032.21.44.0004	\$607.35	\$109.32	\$716.67
16.032.21.41.0004	\$607.35	\$109.32	\$716.67
15.032.21.32.0058	\$147.70	\$26.59	\$174.29
15.032.21.32.0005	\$607.35	\$109.32	\$716.67
22.032.21.22.0036	\$304.23	\$54.76	\$358.99
22.032.21.22.0023	\$607.35	\$109.32	\$716.67
10.032.21.22.0032	\$156.54	\$28.18	\$184.72
15.032.21.31.0034	\$4.30	\$0.77	\$5.07
10.032.21.31.0017	\$607.35	\$109.32	\$716.67
10.032.21.41.0002	\$607.35	\$109.32	\$716.67
10.032.21.21.0013	\$394.90	\$71.08	\$465.98
04.032.21.21.0031	\$147.70	\$26.59	\$174.29
12.032.21.34.0008	\$607.35	\$109.32	\$716.67
10.032.21.22.0028	\$451.32	\$81.24	\$532.56
12.032.21.34.0023	\$451.32	\$81.24	\$532.56
18.032.21.11.0024	\$607.35	\$109.32	\$716.67
14.032.21.31.0033	\$607.35	\$109.32	\$716.67
10.032.21.32.0052	\$607.35	\$109.32	\$716.67
13.032.21.24.0029	\$607.35	\$109.32	\$716.67
13.032.21.24.0037	\$607.35	\$109.32	\$716.67
15.032.21.31.0019	\$607.35	\$109.32	\$716.67
24.032.21.21.0040	\$299.83	\$53.97	\$353.80
13.032.21.34.0021	\$299.83	\$53.97	\$353.80
19.032.21.12.0026	\$607.35	\$109.32	\$716.67
19.032.21.12.0028	\$607.35	\$109.32	\$716.67
07.032.21.33.0036	\$627.37	\$112.93	\$740.30
11.032.21.11.0012	\$607.35	\$109.32	\$716.67
17.032.21.12.0010	\$607.35	\$109.32	\$716.67
22.032.21.21.0016	\$4.30	\$0.77	\$5.07
03.032.21.33.0037	\$607.35	\$109.32	\$716.67
04.032.21.11.0031	\$451.32	\$81.24	\$532.56
04.032.21.11.0030	\$106.60	\$19.19	\$125.79

Parcel Number	Principal Amount	Penalty/Fee	Certified Amount
24.032.21.22.0008	\$607.35	\$109.32	\$716.67
10.032.21.12.0018	\$607.35	\$109.32	\$716.67
10.032.21.41.0001	\$145.34	\$26.16	\$171.50
13.032.21.34.0018	\$299.83	\$53.97	\$353.80
08.032.21.32.0065	\$633.40	\$114.01	\$747.41
10.032.21.21.0010	\$607.35	\$109.32	\$716.67
15.032.21.11.0029	\$607.35	\$109.32	\$716.67
04.032.21.21.0006	\$607.35	\$109.32	\$716.67
15.032.21.22.0001	\$607.35	\$109.32	\$716.67
12.032.21.34.0007	\$607.35	\$109.32	\$716.67
14.032.21.31.0010	\$299.83	\$53.97	\$353.80
04.032.21.22.0027	\$607.35	\$109.32	\$716.67
14.032.21.34.0016	\$607.35	\$109.32	\$716.67
13.032.21.24.0031	\$607.35	\$109.32	\$716.67
18.032.21.34.0035	\$168.29	\$30.29	\$198.58
14.032.21.31.0042	\$299.83	\$53.97	\$353.80
12.032.21.43.0006	\$607.35	\$109.32	\$716.67
08.032.21.42.0083	\$590.92	\$106.37	\$697.29
07.032.21.14.0020	\$2,372.29	\$427.01	\$2,799.30
08.032.21.43.0002	\$739.07	\$133.03	\$872.10
07.032.21.14.0022	\$586.12	\$105.50	\$691.62
07.032.21.14.0006	\$1,211.81	\$218.13	\$1,429.94
08.032.21.41.0054	\$2,506.25	\$451.13	\$2,957.38
19.032.21.13.0006	\$21,946.99	\$3,950.46	\$25,897.45
19.032.21.13.0007	\$12,813.02	\$2,306.34	\$15,119.36
13.032.21.24.0043	\$168.29	\$30.29	\$198.58
07.032.21.31.0012	\$51.72	\$9.31	\$61.03
08.032.21.34.0004	\$5,878.52	\$1,058.13	\$6,936.65
07.032.21.32.0060	\$1,303.82	\$234.69	\$1,538.51
07.032.21.32.0089	\$37.81	\$6.81	\$44.62
01.032.21.23.0001	\$58.71	\$10.57	\$69.28
01.032.21.23.0009	\$58.71	\$10.57	\$69.28
01.032.21.24.0004	\$58.71	\$10.57	\$69.28
01.032.21.24.0005	\$58.71	\$10.57	\$69.28
01.032.21.24.0006	\$58.71	\$10.57	\$69.28
01.032.21.44.0004	\$58.71	\$10.57	\$69.28
02.032.21.12.0001	\$58.71	\$10.57	\$69.28
02.032.21.21.0002	\$58.71	\$10.57	\$69.28
02.032.21.23.0007	\$58.71	\$10.57	\$69.28
02.032.21.42.0004	\$58.71	\$10.57	\$69.28
03.032.21.13.0005	\$58.71	\$10.57	\$69.28
03.032.21.21.0001	\$58.71	\$10.57	\$69.28
03.032.21.22.0018	\$58.71	\$10.57	\$69.28

Parcel Number	Principal Amount	Penalty/Fee	Certified Amount
03.032.21.24.0002	\$58.71	\$10.57	\$69.28
04.032.21.21.0002	\$58.71	\$10.57	\$69.28
04.032.21.21.0023	\$58.71	\$10.57	\$69.28
05.032.21.11.0003	\$58.71	\$10.57	\$69.28
05.032.21.11.0012	\$58.71	\$10.57	\$69.28
05.032.21.14.0007	\$58.71	\$10.57	\$69.28
05.032.21.21.0002	\$58.71	\$10.57	\$69.28
05.032.21.43.0040	\$58.71	\$10.57	\$69.28
05.032.21.44.0061	\$58.71	\$10.57	\$69.28
06.032.21.11.0002	\$58.71	\$10.57	\$69.28
06.032.21.22.0011	\$58.71	\$10.57	\$69.28
08.032.21.13.0076	\$58.71	\$10.57	\$69.28
08.032.21.13.0149	\$58.71	\$10.57	\$69.28
08.032.21.21.0029	\$58.71	\$10.57	\$69.28
08.032.21.22.0023	\$58.71	\$10.57	\$69.28
08.032.21.34.0012	\$58.71	\$10.57	\$69.28
08.032.21.41.0053	\$58.71	\$10.57	\$69.28
08.032.21.42.0047	\$58.71	\$10.57	\$69.28
08.032.21.42.0050	\$58.71	\$10.57	\$69.28
09.032.21.34.0086	\$58.71	\$10.57	\$69.28
09.032.21.34.0098	\$58.71	\$10.57	\$69.28
09.032.21.34.0101	\$58.71	\$10.57	\$69.28
10.032.21.11.0001	\$58.71	\$10.57	\$69.28
10.032.21.11.0006	\$58.71	\$10.57	\$69.28
10.032.21.11.0010	\$58.71	\$10.57	\$69.28
10.032.21.14.0007	\$58.71	\$10.57	\$69.28
10.032.21.32.0041	\$58.71	\$10.57	\$69.28
11.032.21.11.0003	\$58.71	\$10.57	\$69.28
12.032.21.12.0002	\$58.71	\$10.57	\$69.28
12.032.21.12.0009	\$58.71	\$10.57	\$69.28
12.032.21.21.0004	\$58.71	\$10.57	\$69.28
12.032.21.24.0007	\$58.71	\$10.57	\$69.28
12.032.21.24.0010	\$58.71	\$10.57	\$69.28
12.032.21.32.0001	\$58.71	\$10.57	\$69.28
12.032.21.42.0002	\$58.71	\$10.57	\$69.28
12.032.21.44.0006	\$58.71	\$10.57	\$69.28
13.032.21.12.0014	\$58.71	\$10.57	\$69.28
13.032.21.13.0008	\$58.71	\$10.57	\$69.28
14.032.21.32.0006	\$58.71	\$10.57	\$69.28
14.032.21.32.0010	\$58.71	\$10.57	\$69.28
14.032.21.32.0027	\$58.71	\$10.57	\$69.28
14.032.21.33.0001	\$58.71	\$10.57	\$69.28
14.032.21.34.0003	\$58.71	\$10.57	\$69.28

Parcel Number	Principal Amount	Penalty/Fee	Certified Amount
15.032.21.13.0001	\$58.71	\$10.57	\$69.28
15.032.21.13.0005	\$58.71	\$10.57	\$69.28
15.032.21.31.0010	\$58.71	\$10.57	\$69.28
15.032.21.42.0001	\$58.71	\$10.57	\$69.28
15.032.21.42.0011	\$58.71	\$10.57	\$69.28
15.032.21.44.0004	\$58.71	\$10.57	\$69.28
16.032.21.42.0004	\$58.71	\$10.57	\$69.28
17.032.21.12.0009	\$58.71	\$10.57	\$69.28
18.032.21.11.0009	\$58.71	\$10.57	\$69.28
19.032.21.31.0007	\$58.71	\$10.57	\$69.28
19.032.21.34.0003	\$58.71	\$10.57	\$69.28
19.032.21.34.0004	\$58.71	\$10.57	\$69.28
21.032.21.34.0003	\$58.71	\$10.57	\$69.28
21.032.21.34.0005	\$58.71	\$10.57	\$69.28
21.032.21.41.0004	\$58.71	\$10.57	\$69.28
21.032.21.44.0003	\$58.71	\$10.57	\$69.28
22.032.21.11.0002	\$58.71	\$10.57	\$69.28
22.032.21.11.0004	\$58.71	\$10.57	\$69.28
22.032.21.11.0011	\$58.71	\$10.57	\$69.28
22.032.21.23.0007	\$58.71	\$10.57	\$69.28
22.032.21.31.0002	\$58.71	\$10.57	\$69.28
22.032.21.33.0003	\$58.71	\$10.57	\$69.28
22.032.21.34.0005	\$58.71	\$10.57	\$69.28
23.032.21.12.0003	\$58.71	\$10.57	\$69.28
23.032.21.12.0005	\$58.71	\$10.57	\$69.28
23.032.21.21.0005	\$58.71	\$10.57	\$69.28
23.032.21.21.0007	\$58.71	\$10.57	\$69.28
23.032.21.21.0008	\$58.71	\$10.57	\$69.28
23.032.21.31.0001	\$58.71	\$10.57	\$69.28
23.032.21.31.0002	\$58.71	\$10.57	\$69.28
23.032.21.32.0005	\$58.71	\$10.57	\$69.28
23.032.21.33.0003	\$58.71	\$10.57	\$69.28
23.032.21.42.0001	\$58.71	\$10.57	\$69.28
23.032.21.42.0002	\$58.71	\$10.57	\$69.28
23.032.21.42.0003	\$58.71	\$10.57	\$69.28
24.032.21.11.0025	\$58.71	\$10.57	\$69.28
24.032.21.11.0027	\$58.71	\$10.57	\$69.28
24.032.21.12.0017	\$58.71	\$10.57	\$69.28
24.032.21.13.0006	\$58.71	\$10.57	\$69.28
24.032.21.13.0011	\$58.71	\$10.57	\$69.28
24.032.21.22.0003	\$58.71	\$10.57	\$69.28
24.032.21.31.0007	\$58.71	\$10.57	\$69.28
24.032.21.31.0033	\$58.71	\$10.57	\$69.28

Parcel Number	Principal Amount	Penalty/Fee	Certified Amount
25.032.21.11.0003	\$58.71	\$10.57	\$69.28
25.032.21.11.0005	\$58.71	\$10.57	\$69.28
25.032.21.12.0003	\$58.71	\$10.57	\$69.28
25.032.21.44.0002	\$58.71	\$10.57	\$69.28
25.032.21.44.0004	\$58.71	\$10.57	\$69.28
26.032.21.11.0003	\$58.71	\$10.57	\$69.28
27.032.21.12.0001	\$58.71	\$10.57	\$69.28
27.032.21.13.0002	\$58.71	\$10.57	\$69.28
27.032.21.21.0001	\$117.42	\$21.14	\$138.56
27.032.21.22.0001	\$58.71	\$10.57	\$69.28
27.032.21.23.0001	\$58.71	\$10.57	\$69.28
27.032.21.31.0001	\$58.71	\$10.57	\$69.28
27.032.21.32.0001	\$58.71	\$10.57	\$69.28
27.032.21.34.0002	\$58.71	\$10.57	\$69.28
28.032.21.13.0001	\$58.71	\$10.57	\$69.28
28.032.21.24.0001	\$58.71	\$10.57	\$69.28
28.032.21.31.0001	\$58.71	\$10.57	\$69.28
28.032.21.32.0001	\$58.71	\$10.57	\$69.28
28.032.21.33.0001	\$58.71	\$10.57	\$69.28
28.032.21.34.0001	\$117.42	\$21.14	\$138.56
28.032.21.41.0002	\$58.71	\$10.57	\$69.28
28.032.21.42.0001	\$58.71	\$10.57	\$69.28
28.032.21.44.0001	\$58.71	\$10.57	\$69.28
29.032.21.14.0010	\$58.71	\$10.57	\$69.28
29.032.21.14.0013	\$58.71	\$10.57	\$69.28
29.032.21.42.0003	\$58.71	\$10.57	\$69.28
29.032.21.44.0001	\$58.71	\$10.57	\$69.28
30.032.21.14.0001	\$58.71	\$10.57	\$69.28
30.032.21.14.0003	\$58.71	\$10.57	\$69.28
31.032.21.13.0001	\$117.42	\$21.14	\$138.56
31.032.21.21.0004	\$58.71	\$10.57	\$69.28
31.032.21.24.0003	\$58.71	\$10.57	\$69.28
31.032.21.31.0001	\$58.71	\$10.57	\$69.28
31.032.21.32.0001	\$58.71	\$10.57	\$69.28
31.032.21.32.0002	\$58.71	\$10.57	\$69.28
31.032.21.33.0006	\$58.71	\$10.57	\$69.28
31.032.21.34.0001	\$58.71	\$10.57	\$69.28
31.032.21.42.0001	\$117.42	\$21.14	\$138.56
31.032.21.43.0002	\$58.71	\$10.57	\$69.28
32.032.21.12.0002	\$58.71	\$10.57	\$69.28
32.032.21.33.0002	\$58.71	\$10.57	\$69.28
33.032.21.21.0004	\$58.71	\$10.57	\$69.28
33.032.21.22.0005	\$58.71	\$10.57	\$69.28

Parcel Number	Principal Amount	Penalty/Fee	Certified Amount
34.032.21.34.0003	\$58.71	\$10.57	\$69.28
34.032.21.34.0006	\$58.71	\$10.57	\$69.28
34.032.21.34.0007	\$58.71	\$10.57	\$69.28
35.032.21.42.0006	\$58.71	\$10.57	\$69.28
35.032.21.44.0006	\$58.71	\$10.57	\$69.28
36.032.21.11.0001	\$58.71	\$10.57	\$69.28
36.032.21.14.0001	\$58.71	\$10.57	\$69.28
36.032.21.23.0002	\$58.71	\$10.57	\$69.28
36.032.21.24.0005	\$58.71	\$10.57	\$69.28
36.032.21.43.0003	\$58.71	\$10.57	\$69.28
15.032.21.42.0013	\$58.71	\$10.57	\$69.28
23.032.21.14.0001	\$58.71	\$10.57	\$69.28
01.032.21.13.0003	\$58.71	\$10.57	\$69.28
04.032.21.22.0025	\$440.33	\$79.26	\$519.59
17.032.21.13.0002	\$10.26	\$1.85	\$12.11
21.032.21.32.0052	\$14.89	\$2.68	\$17.57
08.032.21.32.0009	\$934.89	\$168.28	\$1,103.17
08.032.21.44.0043	\$735.89	\$132.46	\$868.35
34.032.21.32.0005	\$58.71	\$10.57	\$69.28
07.032.21.44.0005	\$163.87	\$29.50	\$193.37
16.032.21.21.0019	\$1,031.10	\$185.60	\$1,216.70
01.032.21.23.0003	\$58.71	\$10.57	\$69.28
08.032.21.21.0094	\$1,522.69	\$274.08	\$1,796.77
08.032.21.24.0096	\$698.41	\$125.71	\$824.12
09.032.21.44.0075	\$1,323.23	\$238.18	\$1,561.41
19.032.21.24.0034	\$1,406.20	\$253.12	\$1,659.32
07.032.21.33.0010	\$1,296.79	\$233.42	\$1,530.21
16.032.21.34.0160	\$133.91	\$24.10	\$158.01
19.032.21.44.0053	\$329.92	\$59.39	\$389.31
29.032.21.22.0028	\$1,420.00	\$255.60	\$1,675.60
08.032.21.12.0046	\$703.85	\$126.69	\$830.54
21.032.21.23.0023	\$835.57	\$150.40	\$985.97
21.032.21.34.0007	\$58.71	\$10.57	\$69.28
09.032.21.31.0022	\$58.26	\$10.49	\$68.75
07.032.21.31.0145	\$6.18	\$1.11	\$7.29
31.032.21.33.0007	\$58.71	\$10.57	\$69.28
11.032.21.41.0019	\$607.35	\$109.32	\$716.67
08.032.21.13.0044	\$1,102.35	\$198.42	\$1,300.77
29.032.21.22.0026	\$930.13	\$167.42	\$1,097.55
17.032.21.34.0029	\$147.70	\$26.59	\$174.29
08.032.21.33.0082	\$1,413.63	\$254.45	\$1,668.08
21.032.21.32.0069	\$1,068.94	\$192.41	\$1,261.35
20.032.21.33.0086	\$1,442.09	\$259.58	\$1,701.67

Parcel Number	Principal Amount	Penalty/Fee	Certified Amount
08.032.21.21.0049	\$1,068.42	\$192.32	\$1,260.74
07.032.21.32.0053	\$126.79	\$22.82	\$149.61
03.032.21.33.0032	\$607.35	\$109.32	\$716.67
09.032.21.44.0093	\$218.34	\$39.30	\$257.64
17.032.21.31.0001	\$607.35	\$109.32	\$716.67
19.032.21.14.0021	\$1,081.98	\$194.76	\$1,276.74
19.032.21.13.0120	\$6.00	\$1.08	\$7.08
16.032.21.21.0070	\$632.83	\$113.91	\$746.74
19.032.21.44.0073	\$2,218.74	\$399.37	\$2,618.11
21.032.21.22.0015	\$732.62	\$131.87	\$864.49
15.032.21.23.0023	\$627.51	\$112.95	\$740.46
08.032.21.21.0022	\$656.49	\$118.17	\$774.66
20.032.21.33.0073	\$1,437.46	\$258.74	\$1,696.20
08.032.21.42.0026	\$780.89	\$140.56	\$921.45
09.032.21.33.0006	\$627.68	\$112.98	\$740.66
19.032.21.13.0082	\$202.31	\$36.42	\$238.73
22.032.21.22.0012	\$147.70	\$26.59	\$174.29
08.032.21.42.0032	\$191.80	\$34.52	\$226.32
09.032.21.33.0037	\$578.84	\$104.19	\$683.03
16.032.21.12.0029	\$883.50	\$159.03	\$1,042.53
09.032.21.34.0030	\$354.10	\$63.74	\$417.84
12.032.21.33.0013	\$607.35	\$109.32	\$716.67
19.032.21.12.0030	\$607.35	\$109.32	\$716.67
34.032.21.23.0004	\$58.71	\$10.57	\$69.28
17.032.21.43.0022	\$550.79	\$99.14	\$649.93
12.032.21.14.0002	\$58.71	\$10.57	\$69.28
19.032.21.41.0072	\$760.34	\$136.86	\$897.20
23.032.21.44.0006	\$58.71	\$10.57	\$69.28
05.032.21.43.0032	\$596.06	\$107.29	\$703.35
13.032.21.12.0004	\$58.71	\$10.57	\$69.28
08.032.21.32.0080	\$1,122.70	\$202.09	\$1,324.79
16.032.21.22.0014	\$212.46	\$38.24	\$250.70
13.032.21.12.0005	\$58.71	\$10.57	\$69.28
11.032.21.42.0037	\$607.35	\$109.32	\$716.67
19.032.21.42.0019	\$18.07	\$3.25	\$21.32
08.032.21.33.0047	\$1,098.44	\$197.72	\$1,296.16
07.032.21.33.0069	\$719.07	\$129.43	\$848.50
27.032.21.12.0009	\$58.71	\$10.57	\$69.28
17.032.21.12.0025	\$1,360.36	\$244.86	\$1,605.22
16.032.21.33.0087	\$1,072.11	\$192.98	\$1,265.09
31.032.21.44.0008	\$58.71	\$10.57	\$69.28
16.032.21.33.0024	\$141.37	\$25.45	\$166.82
21.032.21.22.0088	\$9.95	\$1.79	\$11.74

Parcel Number	Principal Amount	Penalty/Fee	Certified Amount
08.032.21.21.0040	\$879.06	\$158.23	\$1,037.29
21.032.21.14.0001	\$58.71	\$10.57	\$69.28
19.032.21.14.0025	\$1,309.21	\$235.66	\$1,544.87
05.032.21.44.0052	\$596.41	\$107.35	\$703.76
21.032.21.23.0055	\$437.06	\$78.67	\$515.73
24.032.21.44.0005	\$58.71	\$10.57	\$69.28
24.032.21.44.0001	\$58.71	\$10.57	\$69.28
25.032.21.11.0004	\$58.71	\$10.57	\$69.28
25.032.21.22.0008	\$58.71	\$10.57	\$69.28
29.032.21.14.0005	\$58.71	\$10.57	\$69.28
07.032.21.33.0066	\$709.12	\$127.64	\$836.76
30.032.21.11.0014	\$346.64	\$62.40	\$409.04
20.032.21.11.0031	\$564.14	\$101.55	\$665.69
08.032.21.13.0157	\$1,161.66	\$209.10	\$1,370.76
11.032.21.14.0022	\$607.35	\$109.32	\$716.67
19.032.21.41.0056	\$1,371.72	\$246.91	\$1,618.63
15.032.21.24.0010	\$607.35	\$109.32	\$716.67
19.032.21.14.0031	\$1,819.26	\$327.47	\$2,146.73
07.032.21.23.0007	\$863.73	\$155.47	\$1,019.20
16.032.21.22.0009	\$956.55	\$172.18	\$1,128.73
08.032.21.32.0002	\$1,027.06	\$184.87	\$1,211.93
08.032.21.24.0065	\$685.40	\$123.37	\$808.77
16.032.21.24.0008	\$395.99	\$71.28	\$467.27
07.032.21.32.0067	\$889.56	\$160.12	\$1,049.68
09.032.21.33.0046	\$894.14	\$160.95	\$1,055.09
08.032.21.42.0077	\$1,089.84	\$196.17	\$1,286.01
15.032.21.13.0009	\$607.35	\$109.32	\$716.67
15.032.21.31.0027	\$607.35	\$109.32	\$716.67
07.032.21.32.0061	\$1,232.32	\$221.82	\$1,454.14
19.032.21.14.0107	\$825.08	\$148.51	\$973.59
11.032.21.42.0058	\$607.35	\$109.32	\$716.67
05.032.21.44.0038	\$15.73	\$2.83	\$18.56
16.032.21.33.0116	\$661.90	\$119.14	\$781.04
14.032.21.32.0014	\$607.35	\$109.32	\$716.67
09.032.21.44.0071	\$570.15	\$102.63	\$672.78
07.032.21.31.0064	\$827.78	\$149.00	\$976.78
08.032.21.32.0041	\$1,054.19	\$189.75	\$1,243.94
10.032.21.22.0013	\$299.83	\$53.97	\$353.80
07.032.21.31.0156	\$686.01	\$123.48	\$809.49
16.032.21.24.0036	\$522.68	\$94.08	\$616.76
16.032.21.33.0143	\$1,255.73	\$226.03	\$1,481.76
09.032.21.34.0043	\$437.06	\$78.67	\$515.73
21.032.21.14.0011	\$23.02	\$4.14	\$27.16

Parcel Number	Principal Amount	Penalty/Fee	Certified Amount
15.032.21.41.0003	\$58.71	\$10.57	\$69.28
08.032.21.42.0037	\$45.31	\$8.16	\$53.47
07.032.21.31.0031	\$578.84	\$104.19	\$683.03
29.032.21.14.0014	\$58.71	\$10.57	\$69.28
16.032.21.12.0071	\$49.70	\$8.95	\$58.65
16.032.21.22.0004	\$764.83	\$137.67	\$902.50
19.032.21.13.0097	\$906.87	\$163.24	\$1,070.11
19.032.21.14.0136	\$976.77	\$175.82	\$1,152.59
08.032.21.21.0009	\$1,266.95	\$228.05	\$1,495.00
09.032.21.34.0040	\$158.35	\$28.50	\$186.85
13.032.21.14.0008	\$58.71	\$10.57	\$69.28
19.032.21.14.0144	\$141.37	\$25.45	\$166.82
19.032.21.14.0115	\$960.52	\$172.89	\$1,133.41
16.032.21.33.0110	\$574.07	\$103.33	\$677.40
04.032.21.23.0012	\$607.35	\$109.32	\$716.67
03.032.21.33.0024	\$161.08	\$28.99	\$190.07
04.032.21.23.0017	\$607.35	\$109.32	\$716.67
21.032.21.21.0012	\$580.70	\$104.53	\$685.23
08.032.21.21.0051	\$212.83	\$38.31	\$251.14
07.032.21.31.0057	\$1,283.06	\$230.95	\$1,514.01
09.032.21.31.0032	\$795.21	\$143.14	\$938.35
16.032.21.33.0140	\$92.00	\$16.56	\$108.56
14.032.21.31.0015	\$607.35	\$109.32	\$716.67
21.032.21.22.0037	\$260.50	\$46.89	\$307.39
22.032.21.21.0020	\$13.03	\$2.35	\$15.38
21.032.21.23.0066	\$796.60	\$143.39	\$939.99
03.032.21.34.0024	\$607.35	\$109.32	\$716.67
19.032.21.13.0124	\$129.20	\$23.26	\$152.46
15.032.21.23.0043	\$147.70	\$26.59	\$174.29
13.032.21.24.0001	\$58.71	\$10.57	\$69.28
03.032.21.21.0002	\$58.71	\$10.57	\$69.28
24.032.21.14.0029	\$58.71	\$10.57	\$69.28
24.032.21.24.0022	\$58.71	\$10.57	\$69.28
19.032.21.14.0074	\$1,067.70	\$192.19	\$1,259.89
04.032.21.32.0013	\$160.18	\$28.83	\$189.01
19.032.21.12.0007	\$607.35	\$109.32	\$716.67
04.032.21.32.0017	\$309.00	\$55.62	\$364.62
21.032.21.11.0049	\$25.20	\$4.54	\$29.74
16.032.21.33.0060	\$771.52	\$138.87	\$910.39
16.032.21.13.0081	\$2,520.59	\$453.71	\$2,974.30
19.032.21.43.0004	\$1,438.12	\$258.86	\$1,696.98
08.032.21.33.0054	\$867.30	\$156.11	\$1,023.41
19.032.21.43.0092	\$766.95	\$138.05	\$905.00

Parcel Number	Principal Amount	Penalty/Fee	Certified Amount
10.032.21.21.0058	\$607.35	\$109.32	\$716.67
19.032.21.43.0025	\$1,268.59	\$228.35	\$1,496.94
17.032.21.13.0014	\$607.35	\$109.32	\$716.67
11.032.21.23.0004	\$58.71	\$10.57	\$69.28
14.032.21.42.0032	\$607.35	\$109.32	\$716.67
09.032.21.33.0122	\$1,294.07	\$232.93	\$1,527.00
16.032.21.34.0088	\$838.25	\$150.89	\$989.14
08.032.21.41.0069	\$848.65	\$152.76	\$1,001.41
10.032.21.41.0006	\$299.83	\$53.97	\$353.80
08.032.21.21.0085	\$908.44	\$163.52	\$1,071.96
10.032.21.21.0006	\$58.71	\$10.57	\$69.28
13.032.21.21.0058	\$58.71	\$10.57	\$69.28
13.032.21.12.0006	\$58.71	\$10.57	\$69.28
16.032.21.22.0026	\$604.84	\$108.87	\$713.71
09.032.21.34.0045	\$578.84	\$104.19	\$683.03
15.032.21.31.0030	\$147.70	\$26.59	\$174.29
06.032.21.34.0090	\$397.59	\$71.57	\$469.16
30.032.21.11.0011	\$1,367.54	\$246.16	\$1,613.70
15.032.21.24.0006	\$70.92	\$12.77	\$83.69
19.032.21.14.0024	\$1,507.50	\$271.35	\$1,778.85
03.032.21.34.0026	\$147.70	\$26.59	\$174.29
30.032.21.11.0020	\$51.36	\$9.24	\$60.60
24.032.21.42.0010	\$58.71	\$10.57	\$69.28
07.032.21.31.0035	\$4.48	\$0.81	\$5.29
08.032.21.33.0041	\$293.29	\$52.79	\$346.08
19.032.21.24.0033	\$334.30	\$60.17	\$394.47
21.032.21.23.0005	\$306.37	\$55.15	\$361.52
08.032.21.24.0121	\$413.49	\$74.43	\$487.92
08.032.21.44.0098	\$236.20	\$42.52	\$278.72
10.032.21.23.0008	\$101.41	\$18.25	\$119.66
17.032.21.22.0002	\$576.79	\$103.82	\$680.61
16.032.21.33.0039	\$237.98	\$42.84	\$280.82
19.032.21.43.0099	\$532.20	\$95.80	\$628.00
08.032.21.13.0046	\$1,983.86	\$357.09	\$2,340.95
19.032.21.42.0042	\$1,158.96	\$208.61	\$1,367.57
16.032.21.33.0098	\$106.68	\$19.20	\$125.88
08.032.21.33.0008	\$620.20	\$111.64	\$731.84
04.032.21.22.0015	\$451.32	\$81.24	\$532.56
05.032.21.22.0001	\$58.71	\$10.57	\$69.28
03.032.21.33.0026	\$299.83	\$53.97	\$353.80
07.032.21.24.0017	\$852.63	\$153.47	\$1,006.10
19.032.21.14.0205	\$250.61	\$45.11	\$295.72
15.032.21.24.0056	\$623.78	\$112.28	\$736.06

Parcel Number	Principal Amount	Penalty/Fee	Certified Amount
05.032.21.44.0045	\$274.94	\$49.49	\$324.43
16.032.21.33.0131	\$1,025.05	\$184.51	\$1,209.56
20.032.21.33.0082	\$963.50	\$173.43	\$1,136.93
29.032.21.22.0036	\$1,194.96	\$215.09	\$1,410.05
01.032.21.22.0009	\$58.71	\$10.57	\$69.28
19.032.21.42.0050	\$1,553.80	\$279.68	\$1,833.48
15.032.21.23.0054	\$607.35	\$109.32	\$716.67
16.032.21.44.0001	\$58.71	\$10.57	\$69.28
35.032.21.42.0008	\$58.71	\$10.57	\$69.28
09.032.21.44.0061	\$597.20	\$107.50	\$704.70
10.032.21.12.0028	\$30.49	\$5.49	\$35.98
10.032.21.32.0013	\$451.32	\$81.24	\$532.56
10.032.21.21.0071	\$451.32	\$81.24	\$532.56
08.032.21.24.0073	\$595.60	\$107.21	\$702.81
32.032.21.11.0005	\$58.71	\$10.57	\$69.28
19.032.21.14.0113	\$231.67	\$41.70	\$273.37
04.032.21.22.0019	\$607.35	\$109.32	\$716.67
11.032.21.14.0023	\$607.35	\$109.32	\$716.67
21.032.21.23.0011	\$835.82	\$150.45	\$986.27
08.032.21.33.0033	\$651.83	\$117.33	\$769.16
21.032.21.23.0062	\$1,105.90	\$199.06	\$1,304.96
06.032.21.12.0002	\$58.71	\$10.57	\$69.28
13.032.21.21.0055	\$58.71	\$10.57	\$69.28
33.032.21.14.0002	\$58.71	\$10.57	\$69.28
16.032.21.33.0029	\$2,510.80	\$451.94	\$2,962.74
19.032.21.13.0086	\$472.94	\$85.13	\$558.07
24.032.21.31.0025	\$58.71	\$10.57	\$69.28
11.032.21.14.0015	\$451.32	\$81.24	\$532.56
10.032.21.41.0020	\$296.89	\$53.44	\$350.33
17.032.21.42.0004	\$299.83	\$53.97	\$353.80
15.032.21.24.0048	\$607.35	\$109.32	\$716.67
10.032.21.21.0014	\$451.32	\$81.24	\$532.56
08.032.21.32.0045	\$216.98	\$39.06	\$256.04
19.032.21.14.0210	\$1,074.86	\$193.47	\$1,268.33
20.032.21.33.0088	\$1,182.88	\$212.92	\$1,395.80
08.032.21.33.0089	\$753.92	\$135.71	\$889.63
21.032.21.14.0014	\$163.85	\$29.49	\$193.34
25.032.21.33.0002	\$58.71	\$10.57	\$69.28
24.032.21.42.0011	\$58.71	\$10.57	\$69.28
24.032.21.23.0010	\$58.71	\$10.57	\$69.28
24.032.21.14.0011	\$58.71	\$10.57	\$69.28
22.032.21.14.0002	\$58.71	\$10.57	\$69.28
22.032.21.11.0001	\$58.71	\$10.57	\$69.28

Parcel Number	Principal Amount	Penalty/Fee	Certified Amount
19.032.21.14.0150	\$926.44	\$166.76	\$1,093.20
99.099.99.00.0660	\$122.79	\$22.10	\$144.89
10.032.21.32.0048	\$607.35	\$109.32	\$716.67
16.032.21.21.0046	\$662.21	\$119.20	\$781.41
24.032.21.42.0007	\$58.71	\$10.57	\$69.28
17.032.21.11.0006	\$522.06	\$93.97	\$616.03
21.032.21.23.0030	\$709.31	\$127.68	\$836.99
19.032.21.13.0117	\$408.07	\$73.45	\$481.52
08.032.21.13.0062	\$955.39	\$171.97	\$1,127.36
20.032.21.11.0060	\$1,070.43	\$192.68	\$1,263.11
16.032.21.33.0073	\$578.84	\$104.19	\$683.03
08.032.21.33.0084	\$1,704.77	\$306.86	\$2,011.63
19.032.21.14.0138	\$184.88	\$33.28	\$218.16
08.032.21.33.0045	\$873.49	\$157.23	\$1,030.72
21.032.21.22.0026	\$1,029.99	\$185.40	\$1,215.39
05.032.21.34.0026	\$433.33	\$78.00	\$511.33
21.032.21.23.0016	\$598.28	\$107.69	\$705.97
08.032.21.23.0056	\$303.11	\$54.56	\$357.67
08.032.21.21.0011	\$996.07	\$179.29	\$1,175.36
05.032.21.34.0021	\$955.06	\$171.91	\$1,126.97
06.032.21.14.0001	\$58.71	\$10.57	\$69.28
20.032.21.14.0025	\$1,276.55	\$229.78	\$1,506.33
13.032.21.31.0018	\$382.32	\$68.82	\$451.14
12.032.21.34.0020	\$13.03	\$2.35	\$15.38
07.032.21.33.0058	\$869.46	\$156.50	\$1,025.96
06.032.21.23.0015	\$58.71	\$10.57	\$69.28
07.032.21.32.0008	\$143.00	\$25.74	\$168.74
24.032.21.31.0024	\$58.71	\$10.57	\$69.28
19.032.21.42.0029	\$1,244.15	\$223.95	\$1,468.10
19.032.21.42.0017	\$1,671.20	\$300.82	\$1,972.02
19.032.21.14.0201	\$1,480.84	\$266.55	\$1,747.39
24.032.21.12.0020	\$58.71	\$10.57	\$69.28
88.088.88.00.4455	\$470.67	\$84.72	\$555.39
09.032.21.33.0112	\$141.37	\$25.45	\$166.82
24.032.21.13.0002	\$58.71	\$10.57	\$69.28
07.032.21.33.0019	\$1,229.52	\$221.31	\$1,450.83
16.032.21.33.0136	\$784.82	\$141.27	\$926.09
19.032.21.14.0012	\$182.08	\$32.77	\$214.85
20.032.21.11.0024	\$42.55	\$7.66	\$50.21
10.032.21.21.0065	\$607.35	\$109.32	\$716.67
08.032.21.33.0007	\$286.98	\$51.66	\$338.64
08.032.21.32.0072	\$472.70	\$85.09	\$557.79
03.032.21.34.0007	\$607.35	\$109.32	\$716.67

Parcel Number	Principal Amount	Penalty/Fee	Certified Amount
19.032.21.43.0083	\$225.36	\$40.56	\$265.92
15.032.21.32.0009	\$607.35	\$109.32	\$716.67
09.032.21.44.0096	\$378.72	\$68.17	\$446.89
13.032.21.34.0031	\$607.35	\$109.32	\$716.67
08.032.21.44.0091	\$187.53	\$33.76	\$221.29
19.032.21.14.0149	\$950.91	\$171.16	\$1,122.07
32.032.21.42.0004	\$58.71	\$10.57	\$69.28
15.032.21.32.0066	\$607.35	\$109.32	\$716.67
04.032.21.32.0015	\$209.03	\$37.63	\$246.66
08.032.21.24.0013	\$51.84	\$9.33	\$61.17
21.032.21.23.0054	\$518.06	\$93.25	\$611.31
09.032.21.31.0031	\$50.00	\$9.00	\$59.00
04.032.21.11.0006	\$300.00	\$54.00	\$354.00
16.032.21.33.0075	\$240.16	\$43.23	\$283.39
08.032.21.33.0016	\$495.61	\$89.21	\$584.82
22.032.21.22.0004	\$386.49	\$69.57	\$456.06
13.032.21.14.0003	\$58.71	\$10.57	\$69.28
19.032.21.14.0143	\$767.04	\$138.07	\$905.11
08.032.21.21.0125	\$137.25	\$24.71	\$161.96
19.032.21.42.0053	\$1,979.09	\$356.24	\$2,335.33
19.032.21.13.0092	\$671.97	\$120.95	\$792.92
20.032.21.33.0068	\$156.08	\$28.09	\$184.17
11.032.21.44.0006	\$93.97	\$16.91	\$110.88
04.032.21.11.0007	\$458.35	\$82.50	\$540.85
08.032.21.23.0005	\$31.82	\$5.73	\$37.55
10.032.21.12.0017	\$607.35	\$109.32	\$716.67
24.032.21.31.0010	\$58.71	\$10.57	\$69.28
08.032.21.42.0035	\$971.08	\$174.79	\$1,145.87
24.032.21.14.0028	\$58.71	\$10.57	\$69.28
26.032.21.32.0001	\$58.71	\$10.57	\$69.28
26.032.21.31.0001	\$58.71	\$10.57	\$69.28
26.032.21.23.0001	\$58.71	\$10.57	\$69.28
26.032.21.22.0002	\$58.71	\$10.57	\$69.28
08.032.21.24.0022	\$823.55	\$148.24	\$971.79
10.032.21.14.0006	\$105.95	\$19.07	\$125.02
16.032.21.24.0031	\$925.81	\$166.65	\$1,092.46
08.032.21.41.0044	\$578.84	\$104.19	\$683.03
25.032.21.34.0011	\$58.71	\$10.57	\$69.28
12.032.21.22.0001	\$58.71	\$10.57	\$69.28
16.032.21.33.0151	\$679.98	\$122.40	\$802.38
09.032.21.34.0047	\$256.93	\$46.25	\$303.18
08.032.21.42.0033	\$826.06	\$148.69	\$974.75
03.032.21.33.0043	\$58.71	\$10.57	\$69.28

Parcel Number	Principal Amount	Penalty/Fee	Certified Amount
19.032.21.44.0041	\$85.10	\$15.32	\$100.42
21.032.21.14.0026	\$1,444.88	\$260.08	\$1,704.96
19.032.21.11.0005	\$58.71	\$10.57	\$69.28
31.032.21.43.0006	\$58.71	\$10.57	\$69.28
08.032.21.42.0016	\$684.99	\$123.30	\$808.29
04.032.21.23.0013	\$451.32	\$81.24	\$532.56
16.032.21.12.0062	\$1,329.04	\$239.23	\$1,568.27
21.032.21.14.0018	\$761.28	\$137.03	\$898.31
21.032.21.22.0035	\$20.21	\$3.64	\$23.85
24.032.21.31.0016	\$58.71	\$10.57	\$69.28
07.032.21.31.0111	\$84.51	\$15.21	\$99.72
08.032.21.33.0052	\$236.62	\$42.59	\$279.21
18.032.21.12.0014	\$58.71	\$10.57	\$69.28
08.032.21.12.0033	\$578.84	\$104.19	\$683.03
07.032.21.31.0099	\$246.33	\$44.34	\$290.67
19.032.21.11.0010	\$565.88	\$101.86	\$667.74
19.032.21.43.0087	\$137.50	\$24.75	\$162.25
17.032.21.31.0015	\$607.35	\$109.32	\$716.67
16.032.21.12.0049	\$901.43	\$162.26	\$1,063.69
08.032.21.44.0114	\$244.30	\$43.97	\$288.27
10.032.21.32.0053	\$607.35	\$109.32	\$716.67
88.088.88.00.5523	\$143.45	\$25.82	\$169.27
08.032.21.21.0117	\$729.34	\$131.28	\$860.62
16.032.21.33.0170	\$568.03	\$102.25	\$670.28
10.032.21.13.0011	\$23.64	\$4.26	\$27.90
03.032.21.34.0022	\$607.35	\$109.32	\$716.67
15.032.21.13.0029	\$658.63	\$118.55	\$777.18
19.032.21.14.0190	\$84.34	\$15.18	\$99.52
08.032.21.41.0021	\$275.41	\$49.57	\$324.98
16.032.21.33.0134	\$679.52	\$122.31	\$801.83
19.032.21.14.0138	\$659.23	\$118.66	\$777.89
02.032.21.31.0006	\$58.71	\$10.57	\$69.28
08.032.21.44.0014	\$48.28	\$8.69	\$56.97
08.032.21.44.0016	\$58.71	\$10.57	\$69.28
08.032.21.44.0018	\$58.71	\$10.57	\$69.28
15.032.21.14.0004	\$58.71	\$10.57	\$69.28
19.032.21.11.0004	\$6.29	\$1.13	\$7.42
24.032.21.12.0015	\$58.71	\$10.57	\$69.28
24.032.21.12.0021	\$58.71	\$10.57	\$69.28
27.032.21.11.0001	\$58.71	\$10.57	\$69.28
27.032.21.14.0003	\$58.71	\$10.57	\$69.28
29.032.21.41.0001	\$58.71	\$10.57	\$69.28
36.032.21.34.0005	\$58.71	\$10.57	\$69.28

Parcel Number	Principal Amount	Penalty/Fee	Certified Amount
36.032.21.43.0004	\$58.71	\$10.57	\$69.28
09.032.21.32.0030	\$58.71	\$10.57	\$69.28
07.032.21.14.0022	\$479.77	\$86.36	\$566.13
07.032.21.14.0022	\$430.47	\$77.48	\$507.95
03.032.21.32.0010	\$595.50	\$107.19	\$702.69
07.032.21.31.0115	\$411.43	\$74.06	\$485.49
08.032.21.41.0083	\$46.25	\$8.33	\$54.58
19.032.21.13.0121	\$548.04	\$98.65	\$646.69
24.032.21.11.0017	\$58.71	\$10.57	\$69.28
14.032.21.31.0022	\$451.32	\$81.24	\$532.56
10.032.21.32.0040	\$551.41	\$99.25	\$650.66
21.032.21.11.0020	\$787.15	\$141.69	\$928.84
08.032.21.12.0037	\$164.47	\$29.60	\$194.07
08.032.21.24.0073	\$666.63	\$119.99	\$786.62
19.032.21.14.0058	\$149.76	\$26.96	\$176.72
19.032.21.34.0017	\$992.93	\$178.73	\$1,171.66
08.032.21.44.0031	\$302.52	\$54.45	\$356.97
35.032.21.31.0001	\$114.94	\$20.69	\$135.63
05.032.21.14.0005	\$225.06	\$40.51	\$265.57
03.032.21.22.0011	\$147.70	\$26.59	\$174.29
08.032.21.11.0085	\$192.87	\$34.72	\$227.59
07.032.21.31.0065	\$21.45	\$3.86	\$25.31
21.032.21.23.0022	\$871.55	\$156.88	\$1,028.43
16.032.21.33.0067	\$229.61	\$41.33	\$270.94
08.032.21.11.0020	\$555.75	\$100.04	\$655.79
18.032.21.34.0039	\$377.23	\$67.90	\$445.13
19.032.21.14.0182	\$316.22	\$56.92	\$373.14
08.032.21.21.0028	\$725.89	\$130.66	\$856.55
31.032.21.41.0001	\$65.49	\$11.79	\$77.28
11.032.21.14.0030	\$375.60	\$67.61	\$443.21
16.032.21.23.0013	\$11.32	\$2.04	\$13.36
13.032.21.43.0031	\$44.29	\$7.97	\$52.26
08.032.21.12.0144	\$33.39	\$6.01	\$39.40
08.032.21.43.0009	\$405.04	\$72.91	\$477.95
14.032.21.43.0014	\$263.05	\$47.35	\$310.40
19.032.21.34.0025	\$262.14	\$47.19	\$309.33
09.032.21.33.0031	\$14.68	\$2.64	\$17.32
09.032.21.34.0085	\$293.69	\$52.86	\$346.55
08.032.21.21.0125	\$141.37	\$25.45	\$166.82
08.032.21.44.0057	\$52.79	\$9.50	\$62.29
15.032.21.11.0008	\$4.30	\$0.77	\$5.07
08.032.21.32.0019	\$2,758.62	\$496.55	\$3,255.17
04.032.21.23.0074	\$4,314.15	\$776.55	\$5,090.70

Parcel Number	Principal Amount	Penalty/Fee	Certified Amount
04.032.21.23.0074	\$3,460.83	\$622.95	\$4,083.78
07.032.21.31.0039	\$114.98	\$20.70	\$135.68
08.032.21.43.0036	\$14.68	\$2.64	\$17.32
20.032.21.12.0011	\$14.68	\$2.64	\$17.32
15.032.21.24.0031	\$105.51	\$18.99	\$124.50
17.032.21.21.0017	\$86.03	\$15.49	\$101.52
21.032.21.23.0007	\$119.52	\$21.51	\$141.03
16.032.21.33.0140	\$91.50	\$16.47	\$107.97
	\$388,721.60	\$69,969.89	\$458,691.49

STAFF REPORT

MEETING DATE: December 9th, 2024

STAFF ORIGINATOR: Kevin Knopik, Finance Director

AGENDA ITEM: Approval 2025 Fee Schedule, Ordinance No. 745 An Ordinance Repealing and Replacing City Code Chapter 35, Fees and Service Charges.

INTRODUCTION:

The City annually updates the fee schedule. City staff have reviewed all the fees charged in the City. The fee schedule is attached with the proposed changes.

BACKGROUND:

Below is a summary of the proposed changes to the 2025 fee schedule:

Administrative and Finance

- Removed \$1 Notary Fee, not used much and hassle to charge and collect
- Increase Background check from \$25 to \$35. This is based on time to process.
- Outdoor Entertainment Permit/Special Event Permit. Increase from \$50 to \$75 per event as multiple departments involved, and time spent to issue permit.
- Late Payment charge: added to fee schedule for invoices non-utility billing related to charge interest on past due amounts.

Administrative Citations

- Abatement Services – Per Contracted Services – As per the City’s nuisance ordinance, the City may abate public nuisance. These services are performed by third party contractors. Fees for their services vary but should be shown in the fee schedule.
- Administrative Abatement Service Charge – 25% of the Abatement Services Fee – As per the City’s nuisance ordinance, the City may charge an additional 25% of the abatement services. However, this is not noted on the City’s fee schedule and needs to be if the City will be charging this.
- Compliance Re-inspection Fee - \$100* - Code Enforcement requires staff to conduct an inspection to verify work has been complete. After this inspection has occurred, staff will send notice to the landowner, giving them a certain number of days to correct the violation. After this time, staff must conduct a compliance inspection to verify the violation no longer exists. In the event the violation has not been rectified and staff has to perform additional inspections, we would like to be able to recoup some of the costs.

STAFF REPORT

Planning and Zoning Department

- Development Agreement Amendment - \$250 fee \$1,000 Escrow – Over the last several years, the City has fielded numerous inquiries for Development Agreement Amendments. These require legal assistance. An application fee (for administrative costs) and an escrow (for legal costs) are needed to ensure the developer is responsible for the costs required.
- Wetland Delineation Submittal - \$1,000 Escrow – The City of Forest Lake is the Local Government Unit responsible for the review of wetland delineations in Comfort Lake Forest Lake Watershed District. This work is coordinated in conjunction with watershed partners. Work conducted is performed by the City's Engineer and, as such, the City must require an escrow to recoup these costs.

Park and Recreation

- Park Facility Rentals – Increased to account for sales tax and increased costs to maintain facilities and use of electric on facilities.
- Athletic Facilities – Increased to better reflect cost to maintain and prep fields for use. (Ex: field dragging, painting and chalking).
- Tournaments – prices out of date which do not account for demand of running tournaments for non-priority user groups (FLAAA) – field prep, facility management etc.
- Community Garden Rental – Increased to account for cost of maintenance and staff time.
- Events – prices out of date and not in line with other local events.

Public Works

- Public works Operator/Inspector: Increase to \$60/hr based on increase in rates.
- Water Emergency Turn On/off: Increase to \$170 based on time spent
- Hydrant Meter Deposits:
 - 2.5 inch meter: Increase to \$2,900 based on cost of meter if needs to be replaced.
 - ¾ inch meter: Increase to \$500 based on cost of meter if needs to be replaced.
- Hydrant wrench deposit increase to \$50 based on cost of wrench to be replaced.
- Hydrant Water rental & usage fee: Increase to \$150 based on water rates increasing.
- Usage per 1,000 gallons on hydrant rental: Increase to \$8.00.
- Fill station fee removed as City no longer has a fill station.

STAFF REPORT



Fees for Development Projects

- Sealcoat fee increased to \$.35 cents per square foot as cost to sealcoat has increased
- City Core Sewer Core fee increased to \$3,800 based on increase in cost.

RECOMMENDATION:

Staff recommends approval of the 2025 fee schedule, Ordinance No. 745 An Ordinance Repealing and Replacing City Code Chapter 35, Fees and Service Charges.

ATTACHMENTS:

- Ordinance No. 745 An Ordinance Repealing and Replacing City Code Chapter 35, Fees and Service Charges.

CITY OF FOREST LAKE
WASHINGTON COUNTY, MINNESOTA
ORDINANCE NO. 746

AN ORDINANCE REPEALING AND REPLACING CITY CODE CHAPTER 35, FEES AND SERVICE CHARGES

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

Section 1. Repeal and Replace. Title III, Administration, Chapter 35, Fees and Service Charges, of the Forest Lake City Code is hereby repealed and replaced as follows:

ADMINISTRATION AND FINANCE	
Assessment Search	\$25.00/each
Flash Drive/Copy of Public Meetings***	\$10.00/each
Fax (send or receive)	\$1.00/page
Non-Sufficient Funds Check Fee	\$30.00
Late Payment Charge (non-utility billing)	3% on balances unpaid after 30 days
Photocopies***	<p>\$0.25/page-100 or fewer pages, black/white, legal/letter sized paper copes.</p> <p>For:</p> <ul style="list-style-type: none"> • 101 or more pages • All other copy sizes • Electronic Data <p>Costs shall be actual city costs, including staff time to search and retrieve data, and other costs allowed under Minn. Stat. Chap. 13</p>
City Code	\$25.00/flash drive
Room Rentals**	
City Center***	**Government agencies and local non-profits excluded
Residents	\$50.00/hr (three-hour minimum required)
Non-Residents	\$75.00/hr (three-hour minimum required)
Refundable deposit	\$150.00 per rental
Forest Lake Senior Center***	
Membership	
Full Year	\$20.00
Half Year (July 1 and Later)	\$10.00
Room Rentals	
Residents	\$50.00/hr (3-hour minimum)
Non-Residents	\$75.00/hr (3-hour minimum)

Refundable Deposit	\$150.00/rental
Licenses and Permits	
Adult Oriented Business	\$50.00 annual
Background Check	\$35.00/background
Billboard	\$50.00/new billboard
Carnival/Circus	\$100.00/event
Gambling Permit	\$50.00/application, no fee with proof of non-profit status
Gambling Premises License	\$100.00/for background check for each location
Garbage/Rubbish Hauler	\$50.00/annual
Massage Therapist	\$50.00/annual
Massage Location	\$50.00/annual
Outdoor Entertainment Permit/Special Event Permit	\$75.00/event
Pawnbroker	\$100.00/annual, \$1.00 billable transaction, bond
Peddler	\$200.00/Two weeks
Group Peddler	\$200.00
Transient Merchant	\$200.00/Two weeks
Solicitor	No charge
Tobacco	\$250.00/annual
Liquor	
Off Sale	\$200.00/annual
On Sale	\$3,000.00/annual
3.2% Beer On Sale	\$200.00/annual
3.2% Beer Off Sale	\$200.00/annual
Club	\$300.00/annual
Wine	\$500.00/annual
Wine with Strong Beer Authorization	\$700.00/annual (wine & 3.2% on sale combination)
Investigation of In-State Applicants	\$500.00
Investigation of Out-of-State Applicants	Billed to Applicant, not to exceed \$10,000.00
Set Up	\$100.00/annual
Brewer Taproom On Sale	\$500.00/annual
Brewpub Off Sale	\$200.00/annual
Brewpub On Sale	\$200.00/annual
Brewery Off Sale	\$200.00/annual
Microdistillery Cocktail Room	\$700.00/annual
Microdistillery Off Sale	\$200.00/annual
Sunday On Sale	\$200.00/annual
Culinary Class	\$100.00/annual

ADMINISTRATIVE CITATIONS

Abatement Services	Per Contracted Services	
Abatement Services Administrative Charge	25% of the Abatement Services Costs	
Appeals		\$250
Compliance Re-Inspection Fee	\$100	
Repeat Violations within 12 months (except parking violations)	Double the amount of scheduled fine for the previous violation, up to a maximum of \$2,000	
Violation Description	City Code Section	Penalty Amount
Abandoned or Junk Vehicles	96.06; 153.260	\$200
Animal – Wild or Dangerous	96.04(A)(2)	\$200
Animal – General Violations (including chickens and domestic farm animals)	99; 153.096	\$50

Building Code Violations	153.030	\$100
Building Maintenance and Appearance, Residential (including Graffiti)	96.07	\$50
Building Maintenance and Appearance, Commercial (including Graffiti)	96.02(A)(5); 130.10	\$100
Excessive Intrusion Alarm (3-6) in a 12-month period	93.03(B)(2)	\$100
Excessive Intrusion Alarm (6+) in a 12-month period	93.03(B)(3)	\$200
Excessive Fire or Emergency Alarm (3-6) in 12-month period	93.04(B)(2)	\$100
Excessive Fire or Emergency Alarm (6+) in a 12-month period	93.04(B)(3)	\$200
Failure to obtain a license, registration, or permit		\$250
Fence Regulations	153.129; 153.147	\$50
Fire Code/Prevention Violations		\$100
Garbage & Rubbish	153.187; 153.257	\$50
Grass or Weed Mowing	96.02(A)(1)	\$50
Public nuisance, general (including noise)	96.21; 96.22; 153.253	\$100
Public Nuisances Affecting Health, including hazardous waste (except as otherwise noted)	96.04	\$250
Sidewalk or ROW Snow and Ice Removal	96.03(A)(1)	\$50
Sign Regulation Violations	96.02(A)(4); 153.169; 153.205-211	\$50
Public Property or ROW Obstructions	96.03	\$200
Stormwater Violations	151; 96.02(A)(6)	\$200
Unsheltered Storage	96.05(A)	\$100
Utility (Water and Sewer) Violations	51.11(B); 52.69	\$100
Watering restriction violations	51.10	\$50

AIRPORT

Hangar E	\$125.00/month
Hangar Lease Transfer	\$200.00/transaction
Non-Commercial Leased Land	\$0.117/sq. ft./year
Commercial Use Leased Land	\$0.176/sq. ft./year
Tie Downs	
Monthly	\$45.00/month
Daily	\$2.00/day

BUILDING CONSTRUCTION INSPECTIONS

Valuation Based Permit Fee Schedule	See EXHIBIT A for fees
Plan Review Fee	See EXHIBIT A for fees
Renewal Fee*	See EXHIBIT A for fees
Refunds	See EXHIBIT A for fees
Investigation Fee (work without a permit)	See EXHIBIT A for fees
Fixed Fee Schedule for One and Two Family Dwellings	
Attic Insulation	\$50.00
Drain Tile	\$75.00

Fence (over seven (7) feet)	\$110.00
Siding	\$110.00
Roofing	\$110.00
Swimming Pool, Above Ground	\$110.00
Swimming Pool, Below Ground	\$165.00
Window and/or Door Replacement	\$55.00/window-door, \$110.00 Maximum
Demolition Permit	
Base Fee: Parcels not connected to City utilities	\$25.00
Base Fee: Parcels connected to City utilities	\$50.00
Escrow Fee	\$1.00/ sq. ft. along with signed Demolition Assessment Agreement OR Escrow of 125% of the demolition costs
Manufactured Home Permit Fee (manufactured home park)	
New installation or replacement (valuation based fee scheduled to be applied for manufactured homes installations outside of parks)	\$100.00
Moving Permit Fee	
Moving a building within or into the City	\$55.00
Salon Compliance Inspection	
Building code compliance inspection when required for license requirements	\$55.00
Building Service Equipment Fees	
Plumbing – Residential*	\$55.00 plus \$9.00/fixture
Plumbing – Commercial*	\$85.00 plus 2% of estimated job cost
Mechanical – Residential*	\$25.00/piece of equipment (\$55.00 minimum fee)
Mechanical – Commercial*	\$75.00 plus 2% of estimated job cost
<i>*A state surcharge of one-half mill (.0005) of the fee or \$1.00 (whichever is greater) is charged on all fixed fee permits as set by the State of Minnesota.</i>	
Inspection Fees	
Inspections outside normal business hours	\$80.00/hour, two (2) hour minimum
Re-inspections	\$55.00/hour, one (1) hour minimum
Licenses	
Excavator License	\$50.00/annual
ACH/E Check	
ACH/E Check	\$1.95
Debit or Credit Card Processing Fee	3% with a minimum of \$2.95

ECONOMIC DEVELOPMENT

	Fee	Escrow
Public Financial Assistance Application	\$1,000	\$15,000

FIRE INSPECTIONS

Valuation Based Permit Fee Schedule	See EXHIBIT A
Plan Review Fee	See EXHIBIT A
Renewal Fee*	See EXHIBIT A
Refunds	See EXHIBIT A
Investigation Fee (work without a permit)	See EXHIBIT A
Fire Code Inspection	
Initial Inspection and Follow Up Inspection	No charge
All Subsequent Re-inspections	\$50.00/hour (one (1) hour minimum)
After Hours Inspections	\$80.00/hour (two (2) hour minimum)

Inspections Without Assigned Fee	\$50.00/hour (one (1) hour minimum)
Daycare Inspection	\$50.00/inspection
Permit Re-inspection (upon request revoked permit holder)	\$55.00/hour (one (1) hour minimum)
Fire Suppression and Fire Alarm Permit (valuation based)	See EXHIBIT A
Construction Permits Required in MNFC Section 105.7	See EXHIBIT A
Required Operational Permits	
Open Burning Permit	No charge
Fireworks/Pyrotechnic Display	\$250.00/event
Retail Sale of Fireworks	\$250.00/application
Temporary Tent or Canopy (as defined by State Fire Code)	No Permit/No Fee Required No Permit/No Fee Required \$50.00 \$50.00 \$75.00 \$100.00 \$25.00
< 400 sq. ft.	
> 400 sq. ft. but < 700 sq. feet with no enclosures on any side	
> 400 sq. ft. but < 700 sq. ft. enclosed on any one or more sides	
>700 sq. ft. but =< 2,500 sq. ft.	
> 2,501 sq. ft. but =< 5,000 sq. ft.	
> 5,001 sq. ft.	
Each additional tent or canopy beyond initial (5)	\$25.00
Hazardous Material (storage tank)	\$150.00/tank
Permits Required in IFC Section 105.6	\$100.00/application

PARK AND RECREATION

<i>Park Facility Rentals – listed price includes taxes for all park rentals. *Lakeside Gazebo, price includes electric hookup.</i>	Frequency	Resident	Non-Resident
Park Facility Rentals			
Lakeside Memorial Park Gazebo	Half Day (Under 4 Hrs.)	\$100.00	\$130.00
	Full Day (Over 4 Hrs.)	\$140.00	\$170.00
Lakeside Memorial Park Shelters	2 Hour Rental	\$45.00	\$60.00
	Per Additional Hour	\$20.00	\$25.00
Other Park Picnic Shelters	2 Hour Rental	\$35.00	\$50.00
	Per Additional Hour	\$15.00	\$20.00
<i>Athletic Facilities – Includes reserved use, field chalking and field painting. Please inquire about field use with no field prep desired. 651.209.9723 or parks@ci.forest-lake.mn.us</i>			
Beltz Park	3 Hour Minimum	\$45.00	\$70.00
Schilling Park	3 Hour Minimum per Field	\$45.00	\$70.00
Kulenkamp Park	3 Hour Minimum per Field	\$55.00	\$80.00
Fenway – Softball Fields 1-4	3 Hour Minimum Per Field	\$65.00	\$90.00
Fenway – Softball Fields 5	3 Hour Minimum per Field	\$90.00	\$105.00
Outdoor Hockey Rink	Per Rink/Per Hour	\$15.00	\$20.00
Tennis and Pickleball Courts	Per Court/Per Hour	\$10.00	\$15.00
Tournaments & Sports Camps ***			
Tournament Gate Fee	Per Team/Per Tournament	\$1500.00 lat	\$50.00 per team

Sports Camps	Per Field/Per Day	\$25.00	\$50.00
Community Garden Rental***			
30 x 30 Plot	Per Plot/Per Season	\$45.00	\$60.00
Events – Park Facility Rental ***			
Park Event Permit	Per Event/Per Day	\$150.00	\$200.00
Damage Deposit	Per Event	\$150.00	\$150.00
Events – Arts in the Park Vendor***			
	Full Season	Single Night	
Food Trucks	\$550.00	\$100.00	
Vendor Products	\$200.00	\$N/A	
Farmer's Market	\$100.00	\$N/A	
Non-Profit	\$0.00	\$0.00	

PLANNING AND ZONING DEPARTMENT

Land Use Applications

	Fee	Escrow Deposit
Appeal	\$250.00	\$250.00
Comprehensive Plan Amendment	\$4,000.00	\$2,500.00
Conditional Use Permit (includes Site Plan Review)	\$1,000.00	\$500.00
Conditional Use Permit Amendment	\$500.00	\$500.00
Development Agreement Amendment	\$250	\$1,000
Encroachment Agreement	\$1,000.00	
Environmental Assessment Worksheet		\$10,000.00
Interim Use Permit	\$1,000.00	\$500.00
Planned Unit Development		
Concept Plan	\$500.00	\$500.00
Preliminary Plan	\$2,500.00	\$2,500.00
Plus Per Acreage Charge	\$20.00 per acre	
Final Plan	\$1,000.00	
PUD Amendment	\$1,000.00	\$1,000.00
Site Plan Review		
Site: Less Than One (1) Acre	\$500.00	\$500.00
Site: One (1) Acre or More	\$1,000.00	\$500.00
Site Plan Amendment	\$1,000.00	\$500.00
Subdivision		
Concept Plan	\$500.00	\$500.00
Preliminary Plat	\$2,500.00	\$2,500.00
Residential	Add \$10.00 per unit	
Commercial/Industrial	Add \$50.00 per unit	
Final Plat	\$1,000.00	
Minor Subdivision	\$500.00	\$1,000.00
Administrative – Lot Line Adjustment	\$250.00	\$250.00
Other Subdivision (waive of subdiv per State Statute)	\$250.00	\$250.00
Lot Combination	\$25.00	
Vacation		
ROW	\$500.00	\$500.00
Utility Easement	\$500.00	\$500.00
Variance		
Residential	\$250.00	\$250.00

Commercial	\$500.00	\$500.00
Wetland Delineation Submittal		\$1,0000
Zoning Map or Ordinance Text Amendment	\$1,000.00	\$1,000.00
Zoning Permits and Certificates of Compliance		
Certificate of Compliance: Chickens, Fence, Kennel, Shed, Etc.	\$50.00	
Certificate of Compliance: Seasonal Sales	\$250.00	
Driveway / Access Permit	\$50.00	
Grading Permit		
50-100 Cubic Yards	\$50.00	\$500.00
More Than 100 Yards	\$500.00	\$500.00
Signs		
Sign Installer License	\$50.00	
Permit for Valuation Exceeding \$2,000.00	See EXHIBIT A	
Permit for Valuation Under \$2,000.00	\$50.00	
Temporary Banner Permit	\$50.00	
Zoning Letter	\$100.00	
Copies		
Documents		
Comprehensive Plan	\$25.00/flash drive	
Zoning Ordinance	\$25.00/flash drive	
Other Studies and Ordinances	\$25.00/flash drive	
Misc. Fees		
Development Fees	See EXHIBIT B	
Recording Fee (Washington County)	As per Washington County fee rate	
Single Family Landscape Escrow (pd w/bldg permit)	\$1,000.00 per unit	
Single Family Erosion Control Escrow (pd w/bldg permit)	\$1,000.00 per unit	
Tree Mitigation Fee	\$200.00 per caliper inch	
City Staff and Consulting Billing		
For applications which include excessive staff time, services performed by City personnel will be billed at two –and one-half (2.5) the actual payroll hourly rate. Services provided by City consultants will be billed at the current consultant rates.		
ACH/E Check	\$1.95	
Debit or Credit Card Processing Fee	3% with a minimum of \$2.95	

POLICE	
Recording on USB	\$10.00
Photos on USB	\$10.00
Photos (hard copy)	\$0.25 per page
Body Worn Camera Video on DVD or USB drive	\$25.00 pre-payment + staff costs
911 Transcriptions	\$25.00 pre-payment + \$0.25 per page or USB drive cost
Police Reports	\$0.25 per page
City Staff and Consulting Billing	
Services provided by City consultants will be billed at the current consultant rates. All recording fees will be billed at the current rate. Costs for providing data in response to a request under Minn. Stat. Cha. 13 shall be those allowed by state statute and as shown under the Administration and Finance Departments section of this fee schedule.	
Services	
Background Check	\$25.00

Finger Printing	\$30.00	
Lock-out (opening a locked vehicle)	\$25.00	
Administrative Citation	City Code Section	Citation Fee
Allowing Curfew/Adult	130.05	\$100.00
Animal Waste	99.17	\$20.00
Illegal All-Terrain Vehicle Operation	71.06	\$60.00
Illegal Snow-Mobile Operation	71.04	\$60.00
Illegal U-Turn	71.02	\$60.00
Parking		
Municipal Lot		
10,000 lb. Gross Weight Vehicle	72.01(B)	\$35.00
Overnight (2:00-6:00 am)	72.01(A)	\$35.00
On-Street		
1-Ton	72.02(2)(a)	\$35.00
All-Terrain	72.02(2)(a)	\$35.00
Emergency (Public Works and Snow)	72.02(A)(1)(b)	\$35.00
Overnight, Seasonal (Nov. 1- April 15)	72.02(A)(1)(a)	\$35.00
Greater than 24 Hours	72.02(A)(1)(b)	\$35.00
Public Consumption of Alcohol	119.05	\$100.00
Public Parks		
Alcohol Possession/Consumption	90.14	\$100.00
Domestic Animals	90.10	\$50.00
Erecting Structures	90.03	\$50.00
Littering	90.04	\$50.00
Motorized Vehicle Traffic	90.05	\$60.00
Use Hours	90.06	\$60.00
Slow-No Wake (Forest Lake Bay)	71.03	\$60.00
Unreasonable acceleration	71.01	\$60.00

PUBLIC WORKS

Right-of-Way Permit	
Major Excavation Permit	\$300.00 plus \$2,500.00 cash escrow
Minor Excavation Permit	\$100.00 per permit / \$500.00 annual permit
Small Wireless Facility	\$100.00
Equipment: Per Hour Charge (does not include operator)	
Fees are in Accordance with Current FEMA Rates	Schedule of Equipment Rates FEMA.gov
Street Signs	Vendor Price + 10%
Public Works Operator/Inspector	\$60.00/hr.
Utilities	
Meter Reconnection/Disconnection	\$50.00
Water Turn On/Off	\$50.00
Water Shutoff Locating (no fee if turn on/off performed)	\$50.00
Water Emergency Turn On/Off	\$170.00
Water Meter Accuracy Check	\$125.00 (Over 1 inch = consulting fee + 25%)
Water Meter Installation	\$50.00 (Over 1 inch plumber installed)
Water & Sewer Inspection (Residential)	\$50.00
Storm Water Utility	See EXHIBIT C
Water User Fee	See EXHIBIT C
Sewer User Fee	See EXHIBIT C
Metropolitan Council SAC Fee	See EXHIBIT B

Street Opening Excavator's License	\$50.00 annual
Street Opening	\$50.00
Street Opening Deposit	\$3,500.00
Meters	See EXHIBIT D
Horns	See EXHIBIT D
Hydrant Meter Deposit, 2-1/2 Inch Meter Rental Deposit (Refundable)	\$2,900.00
Hydrant Meter Deposit, 3/4 Inch Meter Rental Deposit (Refundable)	\$500.00
Hydrant Wrench, Rental Deposit (Refundable)	\$50.00
Hydrant Water Rental & Usage Fee, 2 1-2 inch and ¾ inch Meter Rental Usage per 1,000 Gallons	\$150.00 (includes use of meter and 5,000 gallons of water)
Usage per 1,000 Gallons	\$8.00
Sewer/Water Capping/On Site Septic Abandonment/Well Sealing	\$500.00 escrow
Late Payment Charge	3%
Non-Compliant Sump Pump Charge	\$100.00/month

*** Fee listed includes applicable sales tax.

All Prices are subject to change as they are based on manufacturer's and vendor's costs PLUS sales tax.

EXHIBIT A

BUILDING CONSTRUCTION AND FIRE INSPECTION FEES

VALUATION BASED PERMIT FEE

Permit fee to be based on job cost valuation or a fixed fee as stated in this schedule. The determination of value or valuation shall be made by the building and/or fire official. The value to be used in computing the permit and plan review fees shall be the total of all work for which the permit is issued. For building permitting, this shall include all finish work, painting, roofing, electrical, plumbing, heating, air conditioning, elevators, fire-extinguishing systems and any other permanent equipment.

TOTAL VALUATION	FEE
\$1.00 - \$500.00	\$25.00
\$501.00 - \$2,000.00	\$25.00 for the first \$500.00 plus \$3.35 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$2,001.00 - \$25,000.00	\$73.75 for the first \$2,000.00 plus \$14.75 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 - \$50,000.00	\$413.00 for the first \$25,000.00 plus \$10.75 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 - \$100,000.00	\$681.75 for the first \$50,000.00 plus \$7.50 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 - \$500,000.00	\$1,056.75 for the first \$100,000.00 plus \$6.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,456.75 for the first \$500,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001 and up	\$5,956.75 for the first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof

Note: A state surcharge is added to all valuation based fees equaling the following:

- 1) If the valuation of the structure, addition, or alteration is \$1,000,000.00 or less, the surcharge is equivalent to one-half mill (.0005) of the valuation of the structure, addition or alteration
- 2) 2) if the valuation is greater than \$1,000,000.00, the surcharge is \$500.00 plus two-fifths mill (.0004) of the value between \$1,000,000.00 and \$2,000,000.00
- 3) If the valuation is greater than \$2,000,000.00, the surcharge is \$900.00 plus three-tenths mill (.0003) of the value between \$2,000,000.00 and \$3,000,000.00
- 4) If the valuation is greater than \$3,000,000.00, the surcharge is \$1,200.00 plus one-fifth mill (.0002) of the value between \$3,000,000.00 and \$4,000,000.00
- 5) If the valuation is greater than \$4,000,000.00, the surcharge is \$1,400.00 plus one-tenth mill (.0001) of the value between \$4,000,000.00 and \$5,000,000.00
- 6) If the valuation exceeds \$5,000,000.00, the surcharge is \$1,500.00 plus one-twentieth mill (.00005) of the value that exceeds \$5,000,000.00

PLAN REVIEW FEE

When a building permit is required and a plan is required to be submitted, a plan review fee shall be paid. Plan review fees shall be 65% of the permit fee. The fee for similar plans shall be 25% of the normal building permit fee as defined in MSBS, Section 1300.

The plan review fees specified are separate fees from the permit fees specified and are in addition to the permit fee. Plan review fees will be charged for any plan review even if a permit is not issued.

When submittal documents are incomplete or change so as to require additional plan review, or when the project involves deferred submittal items, an additional plan review fee shall be charged at the rate contained herein.

Applications for which no permit is issued within 180 days following the date of application shall expire by limitation; plans and other documentation submitted for review may thereafter be returned to the applicant or destroyed by the building and/or fire official. The building and/or fire official may extend the time for action by the applicant for a period of 180 days upon request of the applicant with evidence that circumstances beyond the applicant's control have prevented required action. No application shall be extended more than once. In order to review action on an application after expiration, the applicant shall resubmit plans and pay a new plan review fee.

RENEWAL FEE

Permits renewed within six (6) months after a permit has expired shall be charged a permit renewal fee of \$55.00.

Permits not renewed within six (6) months after a permit has expired and work remains incomplete shall be charged as required for a new permit.

REFUNDS

The building and/or fire official may authorize refunding any fee paid under this schedule that was erroneously paid or collected.

The building and/or fire official may authorize refunding not more than 80% of the permit fee paid when no work has been done under an issued permit.

The building and/or fire official shall not authorize refunding of the plan review fee when an application for a permit is withdrawn or cancelled after a plan review has been completed.

The building/fire official shall not authorize refunding any fee paid except on written application filed by the original permittee not later than 180 days after the date of the fee payment.

INVESTIGATION FEE

Whenever any work for which a city permit is required has commenced without first obtaining a permit, a special investigation shall be made before a permit will be issued. An investigation fee, in addition to the permit fee, shall be collected whether or not a permit is subsequently issued. The investigation fee shall be equal to the amount of the permit fee required by this schedule. The payment for such investigation fee shall not exempt any person from compliance with all other provisions of this code nor from any penalty prescribed by law.

EXHIBIT B

FEES FOR DEVELOPMENT PROJECTS

TYPE OF PROJECT	FEES
Project Design Letter of Credit	18-22% of construction costs (determined by City Engineer)
Public Improvement Costs Letter of Credit	125% of construction costs
Private Improvement Costs Letter of Credit	125% of construction costs
Sealcoat Fee	\$0.35 per square foot of public road
Water System Area Charges	\$5,000.00 per acre (pay at time of signing Development Agreement)
Sanitary Sewer Area Charges	\$4,000.00 per acre (pay at time of signing Development Agreement)
Metropolitan Council SAC Fee	\$2,485.00 per SAC unit or as set by Metropolitan Council (pay at time of building permit)
City WAC Fee	\$4,500.00 per unit (pay at time of building permit)**
City Core Sewer Core Fee	\$3,800.00 per unit (pay at time of building permit)*
City STAC Fee	
Residential	\$3,600.00 per unit (pay at time of building permit)*
Multi-Family	\$500.00 per unit (pay at time of building permit)*
Commercial / Industrial	\$4,500.00 per acre (pay at time of signing Development Agreement)
Parkland Dedication Fee Estimate Guidelines; See City Code §152.090 for information on the individualized Assessment.	
Residential Zoned Property	\$500.00 per residential unit
Non-Residential Zoned Property	\$7,000.00 per acre
Mixed-Use Property	Fees shall generally follow the amounts listed above and shall be based on the amount of land designated to residential uses and the amount of the land designated to non-residential uses.

Note: Other fees or costs may be required as part of the Development Agreement for special public improvement needs associated with project, such as existing street improvements, traffic signals, materials testing, drainage, etc.

All plans for public improvement projects, including private street projects with public utilities, may be prepared by a qualified engineer as stipulated by a Zoning Code amendment adopted by the City. Construction is to be funded privately by the project developer. Financial guarantees in the form of a letter of credit for engineering and construction costs is to be posted with the City prior to the start of construction.

* City Sewer Core Fee and City STAC Fee units are determined in accordance with Metropolitan Council SAC Fee determination at a 1:1 ratio.

** City WAC Fee units are determined in accordance with Metropolitan Council SAC Fee determination at a 1:1 ratio for domestic water. City WAC Fee charges for Commercial / Industrial irrigation is determined based on meter size in the following chart:

<i>Meter Size – Inches</i>	<i>Equivalent Units</i>
¾	1
1	2
1-1/2	4
2	16
3	18
4	32
6	72
8	128

EXHIBIT C

UTILITY USER RATES/CHARGES

WATER RATE SCHEDULES

2025 Water Rate Schedule (Effective January 1, 2025)										
Service Meter Size Inches	Minimum Units per Quarter	Cost per Unit	Fixed Charge Quarterly Bill	Water Above Units per Quarter	Fall/Winter Quarter Cost per Unit	Spring/Summer Quarter Cost per Unit	Water Above Units per Quarter	Fall/Winter Quarter Cost per Unit	Spring/Summer Quarter Cost per Unit	Meter Fee per Quarter
¾	5	\$8.31	\$41.55	5	\$5.91	\$6.50	15	\$6.19	\$8.48	\$3.31
1	10	\$8.01	\$80.10	10	\$5.91	\$6.50	30	\$6.19	\$8.48	\$3.75
1- 1/2	22	\$8.01	\$176.22	22	\$5.91	\$6.50	66	\$6.19	\$8.48	\$4.05
2	40	\$8.01	\$320.40	40	\$5.91	\$6.50	120	\$6.19	\$8.48	\$4.51
3	90	\$8.01	\$720.90	90	\$5.91	\$6.50	270	\$6.19	\$8.48	\$4.80
4	160	\$8.01	\$1,281.60	160	\$5.91	\$6.50	480	\$6.19	\$8.48	\$5.25
6	320	\$8.01	\$2,563.20	320	\$5.91	\$6.50	960	\$6.19	\$8.48	\$5.25
Lead Testing: 2.43 per quarter										

SEWER RATE SCHEDULES

2025 Sewer Rate Schedule (Effective January 1, 2025)					
Meter Size Inches	Minimum Units* per Quarter	Cost per Unit*	Minimum Quarterly Bill	Sewer Above Units*	Cost per Unit Above Minimum
¾ inch	5	\$16.12	\$80.60	5	\$8.39
Maximum charge for ¾ inch residential per quarter					\$133.02
1 inch & Larger	5	\$16.12	\$80.60	5	\$8.39
Sewer Flat Rage per Quarter			\$133.02		
*Units are per 1,000 gallons					
Sewer charge for ¾ inch based on winter quarter water use on residential accounts					
Sewer flat rate charge for unmetered residential or other accounts shall be the established flat rate per quarter multiplied by the number of SAC units					

STORM WATER UTILITY SCHEDULE

2025 Surface Water Rate Schedule (Effective January 1, 2025)	
Storm Water Utility (Residential)	\$59.00
Storm Water Utility (Commercial) (individual charges are based on the number of REFs assigned to a particular parcel)	\$14.75
"Residential Equivalency Factor" (REF), is the basic unit for the fee structure. One REF represents the runoff volume generated by a typical single family residence. The utility assigns REFs to other properties based on their size and percentage of impervious	

EXHIBIT D

METER CHARGES

T10 METERS INSIDE	
5/8 T10 MTR V4 R900I USG	Vendor Price + 10%
5/8 X 3/4 T10 MTR V4 R900I USG	Vendor Price + 10%
3/4 T10 MTR V4 R900I USG	Vendor Price + 10%
3/4 SL T10 MTR V4 R900I USG	Vendor Price + 10%
1 T10 MTR V4 R900I USG	Vendor Price + 10%
1-1/2 T10 MTR V4 R900I USG	Vendor Price + 10%
2 T10 MTR V4 R900I USG	Vendor Price + 10%
T10 METERS PIT	
5/8 T10 MTR V4 R900I USG PIT	Vendor Price + 10%
5/8 X 3/4 T10 MTR V4 R900I USG PIT	Vendor Price + 10%
3/4 T10 MTR V4 R900I USG PIT	Vendor Price + 10%
3/4 SL T10 MTR V4 R900I USG PIT	Vendor Price + 10%
1 T10 MTR V4 R900I USG PIT	Vendor Price + 10%
1-1/2 T10 MTR V4 R900I USG PIT	Vendor Price + 10%
2 T10 MTR V4 R900I USG PIT	Vendor Price + 10%
TURBINE METER	
1-1/2 HP TURBINE V4 R900I USG PIT	Vendor Price + 10%
2 HP TURBINE MTR V4 900I USG PIT	Vendor Price + 10%
3 HP TURBINE MTR V4 900I USG PIT	Vendor Price + 10%
4 HP TURBINE MTR V4 900I USG PIT	Vendor Price + 10%
6 HP TURBINE MTR V4 900I USG PIT	Vendor Price + 10%
COMPOUND METER	
2 HP T/F CMPD MTR V4 R900I USG PIT	Vendor Price + 10%
3 HP T/F CMPD MTR V4 R900I USG PIT	Vendor Price + 10%
4 HP T/F CMPD MTR V4 R900I USG PIT	Vendor Price + 10%
6 HP T/F CMPD MTR V4 R900I USG PIT	Vendor Price + 10%
MISC	
R900 V4 WLL MIU METER COUPLING/FLANGE KIT	Vendor Price + 10%
5/8 STR MTR COUP W/WIRE HOLE (2)	Vendor Price + 10%
3/4 STR MTR COUP W/WIRE HOLE (2)	Vendor Price + 10%
1 STR MTR COUP W/WIRE HOLE (2)	Vendor Price + 10%
1-1/2 MTR FLG KIT	Vendor Price + 10%
2 MTR FLG KIT	Vendor Price + 10%
HORNS	
3/4 INCH (includes UFR and 2 swivels)	Vendor Price + 10%
1 INCH (includes 2 swivels)	Vendor Price + 10%
Corp Valve, 1 inch	Vendor Price + 10%
Curb Stops, 1 inch	Vendor Price + 10%
1-1/4 Curb Box with Rod	Vendor Price + 10%
Lockable Valve Box	Vendor Price + 10%
Locking Valve Box Lid (replacement)	Vendor Price + 10%

All Prices are subject to change as they are based on manufacturer's and vendor's costs PLUS sales tax.

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

This is a repeal and replace of City Code Chapter 35, fees and service changes, and adoption of the 2025 fee schedule.

Section 3. Effective Date. This Ordinance shall be in full force and effect January 1, 2025.

Passed in regular session of the City Council on the 9th day of December, 2024.

CITY OF FOREST LAKE

By: _____
Mara Bain
Its: Mayor

Attested:

By: _____
Jolleen Chaika
Its: Interim City Administrator/City Clerk

(Published in the *Forest Lake Times* on December 12, 2024)

STAFF REPORT

MEETING DATE: December 9, 2024, City Council Meeting

STAFF ORIGINATOR: City Attorney Amanda Johnson

AGENDA ITEM: Cannabis Business Registration Ordinance

INTRODUCTION:

At the last Council meeting, the Council approved the Cannabis Use Zoning Ordinance. Tonight, for the Council's consideration is the Cannabis Business Registration Ordinance. As a reminder, OCM (Office of Cannabis Management) issues all cannabis business licenses, but the City is required to register cannabis retail businesses. This includes cannabis retail stores and mezzo and micro businesses.

At the previous Council meeting, the Council elected not to limit the number of cannabis retail registrations at this time. Instead, the Cannabis Use Zoning Ordinance does not allow cannabis businesses within 500 feet of each other, schools, commercial daycares, residential treatment facilities, and most parks (excluding Memorial Park).

PROPOSED CANNABIS BUSINESS REGISTRATION ORDINANCE:

Attached is the proposed Cannabis Business Registration Ordinance. We will walk through the summary of the ordinance during the Council meeting. Below is a summary of the ordinance provisions:

- City is registering cannabis retail businesses, this includes retail shops, mezzo businesses and micro businesses.
- City is requiring a compliance check prior to approving the registration to ensure the business conforms to City Code.
- Applicant must obtain all required zoning approvals prior to the City approving the registration. For all cannabis businesses, this will include an Interim Use Permit. Depending on the construction needed on the property, it may also include site plan approvals.
- Applicant must provide City Staff with the following:
 - Security Plan
 - Odor Mitigation Plan
 - Photometric Plan (if applicable)

- City shall collect a registration fee in line with state statute (approximately \$500 - \$1000 per business).
- Registration must be renewed annually.
- Registrations are approved administratively.

COUNCIL ACTION:

- 1) Motion to approve Cannabis Business Registration Ordinance 746.
- 2) Motion to approve Resolution 12-09-24-10: Summary Publication of Ordinance 746

ATTACHMENTS:

- Cannabis Business Registration Ordinance 746
- Summary Publication Resolution 12-09-24-10

**CITY OF FOREST LAKE
WASHINGTON COUNTY, MINNESOTA
ORDINANCE NO. 746**

**AN ORDINANCE ENACTING FOREST LAKE CITY CODE TITLE XI, CHAPTER 117, REGISTRATION
OF CANNABIS BUSINESSES**

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

SECTION 1. Enactment. Forest Lake City Code Section 117 is hereby enacted as follows:

Chapter 117: Registration of Cannabis Businesses

§ 117.01 *Consent to Registering of Cannabis Businesses*

- A. No individual or entity may operate a state-licensed cannabis retail business within the City of Forest Lake without first registering with the City of Forest Lake.
- B. A cannabis retail registration issued under this ordinance shall not be transferred.

§ 117.02 *Definitions*

OFFICE OF CANNABIS MANAGEMENT. Minnesota Office of Cannabis Management, referred to as “OCM” in this ordinance.

RETAIL REGISTRATION. An approved registration issued by the City to a state-licensed cannabis retail business. For the purposes of this section, a state-licensed cannabis retail business shall include a cannabis retail business, a cannabis micro-business, and a cannabis mezzo-business, as those businesses are defined and identified in Minn. Stat. Ch. 342.

§ 117.03 *Compliance Checks Prior to Retail Registration*

- A. Prior to issuance of a cannabis retail business registration, the City shall conduct a preliminary compliance check to ensure compliance with local ordinances.
- B. Pursuant to Minn. Stat. Ch. 342, within 30 days of receiving a copy of a state license application from OCM, the City shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.

§ 117.04 *Registration and Application Procedure***(1) *Fees***

- A. A registration fee, as established in the City's fee schedule, shall be charged to applicants depending on the type of retail business applied for.
- B. An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.
- C. Any renewal retail registration fee imposed by the City shall be charged at the time of the second renewal and each subsequent renewal thereafter.
- D. A renewal registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less.
- E. A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.

(2) *Application Submittal*

- A. An applicant for a retail registration shall fill out an application form, as provided by the City. Said form shall include, but is not limited to:
 - 1. Full name of the property owner and applicant;
 - 2. Address, email address, and telephone number of the applicant;
 - 3. The address and parcel ID for the property which the retail registration is sought;
 - 4. Certification that the applicant complies with the requirements of City Code.
- B. The applicant shall include with the form:

1. The application fee as required in Section 117.04;
 2. A copy of a valid state license or written notice of OCM license preapproval;
 3. Written proof of any required zoning approvals, including but not limited to an approved Interim Use Permit, if applicable.
 4. The business's full security plan to be reviewed and approved by the Forest Lake Police Department.
 5. The business's odor mitigation plan, if applicable, to be reviewed and approved by City Staff.
 6. The business's photometric plan, if applicable, to be reviewed and approved by City Staff.
- C. Only an application containing all the items listed in City Code 117.04(2) will be deemed complete. Once an application is considered complete, the City shall inform the applicant as such, process the application fees and application.
- D. The application fee shall be non-refundable once processed.

(3) *Application Process*

- A. A state-licensed cannabis retail business application shall not be approved or renewed if the applicant does not meet the requirements of City Code.
- B. A state-licensed cannabis retail business application that meets the requirements of City Code shall be approved administratively.

(4) *Annual Compliance Checks*

- A. The City shall complete at minimum one compliance check per calendar year of every cannabis retail business to assess if the business meets age verification requirements, as required under Minn. Stat. 342.22, Subd. 4(b) and Minn. Stat. 342.24, and this ordinance.
- B. The City shall conduct at minimum one unannounced age verification compliance check at least once per calendar year.
- C. Age verification compliance checks shall involve persons of at least 17 years of age but under the age of 21 who, with the prior written consent of a

parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of law enforcement officer or an employee of the local unit of government.

D. Any compliance failures under this section must be reported to the OCM.

(5) *Location Change.* A state-licensed cannabis retail business shall be required to submit a new application for registration under Section 117.04(2) if it seeks to move to a new location still within the legal boundaries of the City.

§ 117.05 *Renewal of Registration*

A. The City of Forest Lake shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license.

B. A state-licensed cannabis retail business shall apply to renew registration on a form established by the City.

(1) *Renewal Fees.* The City may charge a renewal fee for the registration starting at the second renewal, as established in the City's fee schedule.

(2) *Renewal Application.* The application for renewal of a retail registration shall include, the items required under Section 117.04(2) of this ordinance;

§ 117.06 *Suspension of Registration*

(1) *When Suspension is Warranted.* The City may suspend a cannabis retail business's registration if it violates City Code or poses an immediate threat to the health or safety of the public. The City shall immediately notify the cannabis retail business in writing the grounds for the suspension.

(2) *Notification to OCM.* The City shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide the City and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.

(3) *Length of Suspension.* The suspension of a cannabis retail business registration may be for up to 30 calendar days, or until OCM makes a determination on the reinstatement of the registration. The business may not make sales to customers if their registration is suspended.

(a) The City may reinstate a registration if it determines that the violations have been resolved.

(b) The City shall reinstate a registration if OCM determines that the violation(s) have been resolved.

§ 117.07 *Penalty*

- A. Subject to Minn. Stat. 342.22, subd. 5(e) the City may impose a civil penalty, as specified in the City of Forest Lake's Fee Schedule, for registration violations, not to exceed \$2,000.
- B. Any state-licensed cannabis retail business that sells to a customer or patient without a valid retail registration shall incur a civil penalty of \$2,000 for each violation.

Section 2. Effective Date. This Ordinance shall become effective January 1, 2025.

Passed by the City Council on the 9th day of December 2024.

CITY OF FOREST LAKE

By: _____

Mara Bain

Its: Mayor

Attested:

By: _____

Jolleen Chaika

Its: City Clerk

(Published in the *Forest Lake Times* on December 12, 2024)

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

RESOLUTION NO. 12-09-24-10

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE NO. 746: AN
ORDINANCE ENACTING FOREST LAKE CITY CODE TITLE XI, CHAPTER 117, REGISTRATION OF
CANNABIS BUSINESSES**

WHEREAS, the Forest Lake City Council considered Ordinance Number 746 during their regular meeting on December 9, 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 746 during their regular meeting on [DATE].

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FOREST LAKE, MINNESOTA, approves a Summary Publication of Ordinance 746, 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 9th day of December 2024.

CITY OF FOREST LAKE

By: _____
Mara Bain
Its Mayor

Attest: _____
Jolleen Chaika
City Clerk

CITY OF FOREST LAKE
SUMMARY OF ORDINANCE NO. 746, AN ORDINANCE ENACTING FOREST LAKE
CITY CODE TITLE XI, CHAPTER 117, REGISTRATION OF CANNABIS BUSINESSES

The City Council of Forest Lake ordains:

Section 1. Summary.

Title XI, Chapter 117, Registration of Cannabis Businesses has been enacted to establish the registration process and requirements of cannabis businesses within the City of Forest Lake; to establish the compliance check process of any pending cannabis business and annual compliance checks of registered cannabis businesses; and to establish penalties of any violations of the ordinance.

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 December 9, 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: December 9, 2024, City Council Meeting
STAFF ORIGINATOR: City Attorney Amanda Johnson
AGENDA ITEM: Administrative Citation Fee Ordinance



INTRODUCTION:

In the beginning of 2024, the Council adopted a wide range of code enforcement ordinances, providing City Staff with a variety of tools to deal with public nuisances and manage enforcement of the City Code. One of those tools was the implementation of administrative citations.

Administrative citations on a fine that can be assessed to property owners who violate the City Code. These are an effective tool to minimize minor, non-criminal type offenses such as unlawful outdoor storage, excessive weeds, junk vehicles in the yard, etc.

As Staff has worked with the new tool of administrative citations, it has become clear that there are a few chronic offenders within the City who continue to violate the same provisions of the City Code over and over again. Often these are minor offenses such as junk within the yard.

The fee schedule currently keeps the initial administrative citation fee amounts low. See attached Fee Schedule This makes sense for those who just need a little prompting to follow City Code. However, for individuals who continue to violate the City Code, it would make more effective enforcement if the citations could double each time the property owner violates the same City Code Section within a twelve-month period. This is a very common code provision amongst other cities that utilize administrative citations.

PROPOSED ORDINANCE:

The full proposed ordinance is attached. The new language is bolded and underlined below:

§ 36.02 ALTERNATIVE METHODS OF ENFORCEMENT.

E. Schedule of administrative civil penalties.

1. The City shall adopt a fee schedule of administrative civil penalties for City Code violations by resolution.
2. **The amount of the administrative civil penalty shall double for each subsequent violation of the same City Code Section within a twelve-month period, provided that no administrative penalty shall exceed \$2,000.**

STAFF REPORT



REQUESTED COUNCIL ACTION:

Motion to approve Ordinance No. 747 to amend Forest Lake City Code Section 36.02(E), allowing administrative citation fees to increase with multiple citations.

ATTACHMENTS:

Proposed Ordinance

Administrative Citation Fee Schedule

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

**ORDINANCE NO. 747 AN ORDINANCE AMENDING FOREST LAKE CITY CODE
SECTION 36.02(E), ALLOWING ADMINISTRATION CITATION FEES TO
INCREASE WITH MULTIPLE CITATIONS**

The City Council of the City of Forest Lake does ordain:

SECTION 1. AMENDMENT. Forest Lake City Code Section 36.02(E) is hereby amended as follows:

§ 36.02 ALTERNATIVE METHODS OF ENFORCEMENT.

E. Schedule of administrative civil penalties.

1. The City shall adopt a fee schedule of administrative civil penalties for City Code violations by resolution.
2. The amount of the administrative civil penalty shall double for each subsequent violation of the same City Code Section within a twelve month period, provided that no administrative penalty shall exceed \$2,000.

SECTION 2. EFFECTIVE DATE. This ordinance shall become effective upon publication.

Passed by the City Council on the 9th day of December, 2024.

CITY OF FOREST LAKE

By: _____
Mara Bain
Its Mayor

Attest: _____
Jolleen Chaika
Its City Clerk

(Published in the *Forest Lake Times* on December 12, 2024)

ADMINISTRATIVE CITATIONS

Abatement Services	Per Contracted Services	
Abatement Services Administrative Charge	25% of the Abatement Services Costs	
Appeals		\$250
Compliance Re-Inspection Fee	\$100	
Repeat Violations within 12 months (except parking violations)	Double the amount of scheduled fine for the previous violation, up to a maximum of \$2,000	
Violation Description	City Code Section	Penalty Amount
Abandoned or Junk Vehicles	96.06; 153.260	\$200
Animal – Wild or Dangerous	96.04(A)(2)	\$200
Animal – General Violations (including chickens and domestic farm animals)	99; 153.096	\$50
Building Code Violations	153.030	\$100
Building Maintenance and Appearance, Residential (including Graffiti)	96.07	\$50
Building Maintenance and Appearance, Commercial (including Graffiti)	96.02(A)(5); 130.10	\$100
Excessive Intrusion Alarm (3-6) in a 12-month period	93.03(B)(2)	\$100
Excessive Intrusion Alarm (6+) in a 12-month period	93.03(B)(3)	\$200
Excessive Fire or Emergency Alarm (3-6) in 12-month period	93.04(B)(2)	\$100
Excessive Fire or Emergency Alarm (6+) in a 12-month period	93.04(B)(3)	\$200
Failure to obtain a license, registration, or permit		\$250
Fence Regulations	153.129; 153.147	\$50
Fire Code/Prevention Violations		\$100
Garbage & Rubbish	153.187; 153.257	\$50
Grass or Weed Mowing	96.02(A)(1)	\$50
Public nuisance, general (including noise)	96.21; 96.22; 153.253	\$100
Public Nuisances Affecting Health, including hazardous waste (except as otherwise noted)	96.04	\$250
Sidewalk or ROW Snow and Ice Removal	96.03(A)(1)	\$50
Sign Regulation Violations	96.02(A)(4); 153.169; 153.205-211	\$50
Public Property or ROW Obstructions	96.03	\$200
Stormwater Violations	151; 96.02(A)(6)	\$200
Unsheltered Storage	96.05(A)	\$100
Utility (Water and Sewer) Violations	51.11(B); 52.69	\$100
Watering restriction violations	51.10	\$50

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

RESOLUTION NO. 12-09-24-06

RESOLUTION ACCEPTING DONATIONS FOR VETERANS MEMORIAL PROJECT

WHEREAS, Brenda J Kaeding has submitted a donation to the City of Forest Lake in the amount of \$500; and,

WHEREAS, Mary Lindberg Trust has submitted a donation to the City of Forest Lake in the amount of \$2000; and,

WHEREAS, these donations were made for the purpose of building the Veterans Memorial Project; and,

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

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

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

Adopted in the regular session of the Forest Lake City Council on the 9th day of December, 2024.

CITY OF FOREST LAKE

By: _____
Mara Bain
Its Mayor

Attest: _____
Jolleen Chaika
City Clerk/Interim-City Administrator

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

RESOLUTION NO. 12-09-24-07

ACCEPTING DONATION FROM TIRED IRON COLLISION CENTER

WHEREAS, Tired Iron Collision Center has submitted a donation to the City of Forest Lake in the amount of \$1,000.00; and,

WHEREAS, the donation was made for the purpose of sponsoring the 2024 Shop with a Cop; and,

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

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

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

Adopted in the regular session of the Forest Lake City Council on the 9th day of December, 2024.

CITY OF FOREST LAKE

By: _____
Mara Bain
Its Mayor

Attest: _____
Jolleen Chaika
City Clerk/Interim-City Administrator

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

RESOLUTION NO. 12-09-24-08

RESOLUTION OF GRADITUDE FOR THE 2024 HOMETOWN HOLIDAY EVENT

WHEREAS, the following volunteers dedicated their time and efforts to the City of Forest Lake Hometown Holiday Event on Friday, December 6, 2024;

Alaina Braun	Alan Thorp	Bonnie Moore	Chelsea Erickson
Cherri Santanni	Dale Oehler	Dave Arend	Dave Mitchell
Diane Pareuteau	Ella LeMay	Glen Neville	Jeff Larson
Jessica Dukich	Judy Hanna	Kelly Haus	Kerri Higgins
Lilly Moseng	Lizzie Kolstad	Maija Norwood	Melissa Lundmark
Janet Nutter	Nancy Daschel	Neal Peterson	Nichole Borell
Nikki Syring	Rodney Kowarsch	Sarah Filipi	Susan Bock
Shandra Haverty	Sherri Hernandez	Susan Hutchinson	Tamara Jotblad
Tammy Kasprovicz	Wendy Aarendt	Zoe Luthner	

WHEREAS, the Forest Lake City Council is appreciative of their volunteerism to support this City event;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Forest Lake, Minnesota, acknowledges sincere appreciation and gratitude to these volunteers

Adopted by the City Council of the City of Forest Lake this 9th day of December, 2024.

CITY OF FOREST LAKE

By:

Mara Bain
Its Mayor

Attest:

Jolleen Chaika
City Clerk/Interim-City Administrator

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

RESOLUTION NO. 12-09-24-09

RESOLUTION ACCEPTING DONATION FOR HOMETOWN HOLIDAY

WHEREAS, the following businesses have submitted a donation to the City of Forest Lake in the following amounts:

Labelle Realty - Chelsea Erickson – Santa Experience: \$1000
 Thrivent - Leif Erickson – Petting Zoo & Fire Pit: \$1000
 Pizza Pub of Forest Lake – S'Mores: \$750
 Excel Energy – Tree Lighting: \$500
 Yoga Branch – Fire Pit: \$250
 Carney Insurance – Fire Pit: \$250
 Bolton and Menk – Entertainment: \$250
 Barno and Langness Consulting – General Event: \$100
 Empire Insurance Group – General Event: \$100
 Luminate Home Loans – General Event: \$100
 Cub Foods – General Event: \$75

WHEREAS, the following businesses donated an in-kind donation to the City of Forest Lake Hometown Holiday Event;

Lakes Floral – Tree Decorations
 Spikes & Houles – Greenery
 Kodiak Coffee – Hot Cocoa
 Rapid Press Printing – Event Graphic Design

WHEREAS, the listed businesses made these donations for the purpose of sponsoring the City of Forest Lake Hometown Holiday Event; and,

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

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

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

4.

Adopted by the City Council of the City of Forest Lake this 9th day of December, 2024.

CITY OF FOREST LAKE

By:

 Mara Bain
 Its Mayor

Attest:

 Jolleen Chaika
 City Clerk/Interim-City Administrator