

## AMENDED AGENDA

### CITY COUNCIL MEETING

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

Forest Lake City Center – Council Chambers  
Forest Lake, Minnesota

**January 13, 2025 – 7:00 PM**

1. Oath of Office:
  - a. Mayor Roberts
  - b. Councilmember Valento
  - c. Councilmember Larson
2. Call to Order
3. Roll Call
4. Pledge of Allegiance
5. Approve the Agenda (Action)
6. Recognition of Out-Going Elected Officials
7. 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.*
8. Consent Agenda Considerations (Action Items)\*
  - a. Approve City Bills
  - b. Approve Minutes from December 5, 2024 Special Council Meeting
  - c. Approve Minutes from December 9, 2024 Truth in Taxation Meeting
  - d. Approve Minutes from December 9, 2024 Regular Council Meeting
  - e. Approve Minutes from December 18, 2024 Special Council Meeting
  - f. Approve Resolution 01-01-25-01 Approving 2025 Annual Designations: Legal Counsel, Official Newspaper, City Depositories
  - g. Approve 2025 City Meeting Calendar
  - h. Approve Exempt Gambling Permit Applications
  - i. Approve Temporary On-Sale Liquor Permit
  - j. Approve Resolution 01-13-25-08: Liquor License for New Owner of Keys Cafe

- k. Approve Resolution 01-13-25-02: 2025 Liquor, Tobacco, and Massage Location/Therapist License Renewals
- l. Approve Resolution 01-13-25-05/Airport Clear Zone Acquisition Plan Grant
- m. Approve Resolution 01-13-25-06: MnDOT HWY 97 Property Conveyance and Easement Acquisitions
- n. Approve Your Boat Club Lease Agreement 2<sup>nd</sup> Amendment
- o. Resolution 01-13-24-09 Regarding Interim City Administrator
- p. T-Mobile Lease Extension
- q. Employment Agreement with Mark Statz

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

#### 9. Regular Agenda (Action Items)

- a. Council Vacancy – Jolleen Chaika
  - i. Declaring a Council Vacancy
  - ii. Filling of Vacancy
- b. City Attorney Services – Jolleen Chaika
- c. 2025 Liaison Appointments – Mayor Roberts
- d. Resolution 01-13-25-03 Accepting Donations for the 2024 Bridge Lighting
- e. Resolution 01-13-25-04 Accepting Donations from Community Helping Hand
- ~~f. Resolution 01-13-25-07 Approving City-initiated Comprehensive Plan Amendment~~

#### 10. Staff Updates

#### 11. Mayor and City Council Updates

#### 12. Adjourn

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INVOICE APPROVAL BY INVOICE REPORT FOR FOREST LAKE  
EXP CHECK RUN DATES 12/16/2024 - 01/13/2025  
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Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
10248	911 TECH INC 1644	COPFTO ANNUAL SUBSCRIPTION	1,417.50	116491	12/23/2024
TOTAL FOR: 911 TECH INC			1,417.50		
10243	ABBI WITTMAN REIMB 2024	AMAZON - SMORES STICKS	198.05	116492	12/23/2024
TOTAL FOR: ABBI WITTMAN			198.05		
MISC	ADAM & AMBER BUCHE PB11874 PW01128	BD Bond Refund *BD Bond Refund: BDE-0052, Address: [REDACTED] [REDACTED] AL DEMO ESCROW REFUND	15,035.00	116570	12/30/2024
TOTAL FOR: ADAM & AMBER BUCHE			15,035.00		
10041	ADVANTAGE SIGNS & GRAPHICS INC V1224-114	28" SLIM LINE CONES WITH REFLECTIVE COLLARS	1,880.00	116571	12/30/2024
TOTAL FOR: ADVANTAGE SIGNS & GRAPHICS INC			1,880.00		
10102	AMERICAN IMPORTS 046716 046768	SQUAD 2013 - TIRE REPAIR & DIAGNOSIS SQUAD 2011 - CHANGE OIL & TIRE ROTATION	114.63 54.43	116630 116630	01/13/2025 01/13/2025
TOTAL FOR: AMERICAN IMPORTS			169.06		
10108	AMERICAN PRESSURE INC 146463	INJECTOR 2.1MM ADJUSTABLE HIGH DRAW 20% W/ACID KIT & 1/4" POLYESTER BRAID HOSE 1' & SOAP SCREEN	907.12	116493	12/23/2024
TOTAL FOR: AMERICAN PRESSURE INC			907.12		
10120	ANCOM COMMUNICATIONS INC 125408 125409	MINITOR VI VHF 1CH PAGER PKG MINITOR VI VHF 1CH PAGER PKG	243.00 153.00	116572 116572	12/30/2024 12/30/2024
TOTAL FOR: ANCOM COMMUNICATIONS INC			396.00		
MISC-UB	ANDREW BARTLETT 7117538	UB refund for account: 7117538 *UB refund for account: 7117538	200.00	116573	12/30/2024
TOTAL FOR: ANDREW BARTLETT			200.00		
MISC-UB	ANN THOMPSON 7102586	UB refund for account: 7102586 *UB refund for account: 7102586	30.24	116494	12/23/2024
TOTAL FOR: ANN THOMPSON			30.24		

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	Invoice				
10169	ASCAP				
	500687506	ASCAP MUSIC LICENSE 2025	500.00	116631	01/13/2025
TOTAL FOR: ASCAP			500.00		
10185	AT & T MOBILITY				
	287284342696X11192	AT & T MOBILITY - NOVEMBER 2024	408.14	2053	12/05/2024
TOTAL FOR: AT & T MOBILITY			408.14		



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	Invoice				
14018	BANK OF MONTREAL - BMO				

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Invoice					
Airnav		Annual Airnav subscription	51.00	2051	12/05/2024
Amazon Mark Fa2h91		Hometown Holiday Supplies	122.88	2051	12/05/2024
Amazon Mktp1 7i2d1		Investigations - Camera Batteries	28.98	2051	12/05/2024
Amazon Mktp1 8c1n2		Television wall-mount for meeting room.	52.99	2051	12/05/2024
Amazon Mktp1 Ad2qu		Garbage bags for the apparatus.	41.99	2051	12/05/2024
Amazon Mktp1 Jp384		Masks & Disposable Respirators-Pepperball	24.47	2051	12/05/2024
Amazon Mktp1 Nk7zu		Masks & Disposable Respirators - Pepperball	15.64	2051	12/05/2024
Amazon Mktp1 X920c		Laptop Privacy Screens	83.97	2051	12/05/2024
Amazon.Com B25hu45		Television for meeting room.	1,798.00	2051	12/05/2024
Amzn Mktp US 7w63k		Broom Handels for vehicle car wash.	69.80	2051	12/05/2024
Amzn Mktp US G69wv		Warranty coverage for TV in meeting room.	164.99	2051	12/05/2024
Amzn Mktp US Rb43j		Mailbox cover for letters to Santa	17.95	2051	12/05/2024
Amzn Mktp US Ve2wi		Hometown Holiday	34.99	2051	12/05/2024
At&t Zstm 173398		I-Phone Chargers.	58.96	2051	12/05/2024
Axon		AXON BWC extra mounts. Two purchases equal to 250.40	250.40	2051	12/05/2024
Bca Training Educ		DMT recertification for Officer Cockburn	150.00	2051	12/05/2024
Bound Tree Medical		Medical Supplies.	1,673.83	2051	12/05/2024
Canva I04318-58425		Canva Subscription	119.99	2051	12/05/2024
Cub Foods #1634		Hosted County records NIBRS workshop meeting.	298.53	2051	12/05/2024
		Donut purchase			
Dollar Tree		Hometown Holiday Volunteer Thank You Items	27.09	2051	12/05/2024
Edam		EDAM Winter Conference (1/23-1/24)	395.00	2051	12/05/2024
Guardian Supply		Hi-vis traffic direction gloves for 429	52.99	2051	12/05/2024
Hunter Industries		No receipt - Subscription Fee for Hunter Irrigation remote access.	28.50	2051	12/05/2024
Husky Portable Cor		Repair Kit for Drop Tanks.	97.00	2051	12/05/2024
In Marie Ridgeway		Mandatory Check-In & Therapy Session	580.00	2051	12/05/2024
In Xtreme Cylinder		dump cylinder for leaf vac	1,750.00	2051	12/05/2024
Ionos Inc.		Forest Lake Safety Camp Domain 11/11/2024-12/11/2024	9.05	2051	12/05/2024
Lexisnexis Risk Sc		Accurint Monthly Subscription	666.67	2051	12/05/2024
Loomly		Loomly subscription	684.00	2051	12/05/2024
Mailchimp		Monthly Mailchimp subscription	26.50	2051	12/05/2024
Mister Car Wash #1		Car Wash Test-Squad #2416	23.84	2051	12/05/2024
Nfsa		Purchase NFSA annual membership	50.00	2051	12/05/2024
Paddle.Net Lacrm		CRM for Fire Department.	90.00	2051	12/05/2024
Palmer Johnson Pow		clutch plate for #301	144.66	2051	12/05/2024
Paypal Emsholdings		Medical Lift.	322.92	2051	12/05/2024
Post Board Service		POST Application/new employee J. Wensmann	1.94	2051	12/05/2024
Simplifile.Com		Recording fees for resolutions 11-13-24-01 and 11-13-24-02	228.72	2051	12/05/2024
Sp Alien Gear Hols		Replacement holster part for T.Cockburn. Part damaged during training.	44.93	2051	12/05/2024
Sp Lakeartllc		Mara and Sam Recognition Items	194.00	2051	12/05/2024

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Invoice					
	Stapls76431844650	Office supplies (backordered; see page 2 of transaction summary)	16.08	2051	12/05/2024
	State Of Mn Post	EMN POST application/new employee J. Wensmann	90.00	2051	12/05/2024
	Target 00012443	Combination padlocks for locker rooms	30.30	2051	12/05/2024
	Thero Realtruck	Replacement part for tonneau cover for squad 2416.	21.66	2051	12/05/2024
	Usps Po 2633200045	Water samples	346.40	2051	12/05/2024
	Wal-Mart #2274	SD Cards for Investigations	171.24	2051	12/05/2024
	Walmart.Com 800925	Squad Cleaning Supplies	258.01	2051	12/05/2024
	Wm Supercenter #22	Luncheon Supplies	67.53	2051	12/05/2024
	Zoro Tools Inc	Emergency Light for Traffic Light	83.82	2051	12/05/2024
TOTAL FOR: BANK OF MONTREAL - BMO			11,562.21		
14035	BATTERIES PLUS BULBS				
	P78606561	2PK 3V LITHIUM COIN DL2032B2PK, DURDL2032B2	6.49	116574	12/30/2024
TOTAL FOR: BATTERIES PLUS BULBS			6.49		
14059	BENEFIT EXTRAS INC				
	12192024	CLAIM REIMBURSEMENT	498.76	2069	12/20/2024
TOTAL FOR: BENEFIT EXTRAS INC			498.76		
MISC-UB	BETTY FARAGHER				
	7100803	UB refund for account: 7100803 *UB refund for account: 7100803	111.29	116575	12/30/2024
TOTAL FOR: BETTY FARAGHER			111.29		
14261	BITUMINOUS ROADWAYS INC				
	34411	SPWEA340B - 4.62 TONS	305.15	116495	12/23/2024
TOTAL FOR: BITUMINOUS ROADWAYS INC			305.15		

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Invoice					
14128	BOLTON & MENK INC				
0351400		AIRFIELD PAVEMENT	2,000.00	116496	12/23/2024
0351401		TAXIWAY A3 & TAXILANE BRAVO	4,500.00	116496	12/23/2024
0351565		AIRPORT GENERAL/ROUTING ENG	75.00	116496	12/23/2024
0351982		GENERAL ROUTINE ENGINEERING	2,500.00	116576	12/30/2024
0351995		2024 ANNUAL REVIEWS	2,047.00	116632	01/13/2025
0351995		WETLAND VIOLATION REVIEWS	1,352.00	116632	01/13/2025
0351997		2024 LOCAL ST IMPROVEMENT	3,000.00	116576	12/30/2024
0351999		2025 SOUTH WATER TOWER REHAB	6,265.00	116576	12/30/2024
0352001		CSAH 32 PEDESTRIAN & STREET	4,005.00	116576	12/30/2024
0352003		CSAH 33 SAFETY IMPROVEMENTS	3,604.00	116576	12/30/2024
0352006		EUREKA AVENUE IMPROVEMENTS	4,275.50	116576	12/30/2024
0352008		HIDDEN CREEK	11,732.00	116632	01/13/2025
0352009		NON-ROUTINE ENGINEERING	3,225.00	116576	12/30/2024
0352010		NORTH SHORE TRAIL	33,536.50	116632	01/13/2025
0352013		SHADOW CREEK STABLES ESTATES	24,324.50	116632	01/13/2025
0352015		INTERSTATE COMPANIES - SITE DEVELOPMENT	178.00	116632	01/13/2025
0352017		MISTER CAR WASH - SITE DEVELOPMENT	182.00	116632	01/13/2025
0352018		WASHINGTON COUNTY NORTHERN ENVIRONMENTAL - SITE DEVELOPMENT	546.00	116632	01/13/2025
0352019		PGA INVESTMENTS LLC - SITE DEVELOPMENT	629.00	116632	01/13/2025
0352020		CHASE BANK - 1232 W BROADWAY AVE - SITE DEVELOPMENT	455.00	116632	01/13/2025
0352021		GAIOVNIK ESTATES -7902 NORTH SHORE TRAIL - SITE DEVELOPMENT	338.00	116632	01/13/2025
0352022		7482 NORTH SHORE CIRCLE N - REGENSCHEID - SITE DEVELOPMENT	338.00	116632	01/13/2025
0352024		SOUTHWEST STUDY AREA	10,351.40	116632	01/13/2025
0352025		STORMWATER MODELING UPDATES	1,526.00	116576	12/30/2024
0352026		STORMWATER SERVICES	336.00	116576	12/30/2024
0352027		TEMPORARY PLANNING SERVICES	495.00	116632	01/13/2025
0352028		TH 97 IMPROVEMENT PROJECT	3,115.00	116576	12/30/2024
0352029		WTP 4 CONSTRUCTION	7,424.50	116576	12/30/2024
TOTAL FOR: BOLTON & MENK INC			132,355.40		
14262	BONFE'S PLUMBING HEATING AND AIR				
416128797		SPOT REPAIR OF SEWER LINE - UP TO 10 FT DEPTH X 10 FT LENGTH	6,500.00	116577	12/30/2024
TOTAL FOR: BONFE'S PLUMBING HEATING AND AIR			6,500.00		
14141	BOYER FORD TRUCKS INC				
091P9424		E-12 MTNG PLATE & SW & HSG-WDO REG C	296.22	116497	12/23/2024
TOTAL FOR: BOYER FORD TRUCKS INC			296.22		

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	Invoice				
14186	BRUCE'S FOODS INC				
	0253 12-10-24	24PK OF WATER QUANTITY - 6	23.94	116633	01/13/2025
TOTAL FOR: BRUCE'S FOODS INC			23.94		
18019	CAPITAL ONE TRADE CREDIT				
	541201325246015	112003-4"DIAMOND CUP WHEEL SIN	47.02	116498	12/23/2024
	541201331246593	52511-5/16" RATCHET TYPE LOAD	28.49	116498	12/23/2024
	541201340247280	115070-PH 20" GAS REAR TILLER	664.99	116578	12/30/2024
	541202325241602	RETURN - 112003-4"DIAMOND CUP WHEEL SIN	(47.02)	116498	12/23/2024
	541202339247168	43542-13PC TR SAE HEX BIT SOCK & 43541-11 PC TR 5	128.20	116498	12/23/2024
		-LOBE BIT SOCKET & 41515-9PC STAR SOCKET BIT SET			
	541202340247263	102837-M18 3/8" CPIW RING IMP & 102849-M18 3/8"	899.63	116578	12/30/2024
		MTIW FRICTION & 23261-2" DUAL PURP PINTLE W/2			
TOTAL FOR: CAPITAL ONE TRADE CREDIT			1,721.31		
18024	CARGILL INC				
	2910374780	KD CRSE SO BULK NSF 60 - 49,600.00 LB	6,764.45	116634	01/13/2025
TOTAL FOR: CARGILL INC			6,764.45		
MISC-UB	CASSANDRA KOCH				
	7114320	UB refund for account: 7114320	43.95	116635	01/13/2025
		*UB refund for account: 7114320			
TOTAL FOR: CASSANDRA KOCH			43.95		
18074	CENTURY COLLEGE				
	CI0000004526	INSTRUCTION FOR TWO (2) SESSIONS OF 'BLOODBORNE PATHOGENS & RIGHT TO KNOW' ON NOVEMBER 26, 2024	500.00	116499	12/23/2024
TOTAL FOR: CENTURY COLLEGE			500.00		
18077	CENTURY LINK				
	NOVEMBER 2024	SENIOR CENTER TELEPHONE - NOVEMBER 2024	146.73	2062	12/02/2024
TOTAL FOR: CENTURY LINK			146.73		
18113	CINTAS CORPORATION				
	4213241282	UNIFORM & CLOTHING - M.WELSH	77.42	116500	12/23/2024
	4213996104	UNIFORM & CLOTHING - M.WELSH	77.42	116500	12/23/2024
	4214766675	UNIFORM & CLOTHING - M.WELSH	77.42	116579	12/30/2024
	4215488581	UNIFORM & CLOTHING - M.WELSH	77.42	116636	01/13/2025
	4216246555	UNIFORM & CLOTHING - M.WELSH	77.42	116636	01/13/2025
	5241988711	REFILLS FOR FIRST AID KITS	51.85	116500	12/23/2024
	5245915304	REFILLS FOR FIRST AID KITS	574.68	116636	01/13/2025
TOTAL FOR: CINTAS CORPORATION			1,013.63		

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	Invoice				
18167	COMFORT LAKE WATERSHED DISTRICT - F				
	2024-002	TRI-PARTY AGREEMENT PAYMENT	14,736.86	116580	12/30/2024
TOTAL FOR: COMFORT LAKE WATERSHED DISTRICT - F			14,736.86		
18176	COMPANION ANIMAL CONTROL				
	DECEMBER 2024	ANIMAL CONTROL - CONTRACTUAL SERVICES DECEMBER 2024	887.56	116637	01/13/2025
	NOVEMBER 2024	ANIMAL CONTROL - CONTRACTUAL SERVICES NOVEMBER 2024	682.45	116501	12/23/2024
TOTAL FOR: COMPANION ANIMAL CONTROL			1,570.01		
18179	COMPASS MINERALS AMERICA				
	1400855	BULK COARSE LA - HWY	2,519.73	116502	12/23/2024
	1418504	BULK COARSE LA - HWY	2,124.81	116638	01/13/2025
TOTAL FOR: COMPASS MINERALS AMERICA			4,644.54		
18181	CONNEXUS ENERGY				
	NOVEMBER 2024-3	NOVEMBER 2024 ENERGY BILL - PUMP	17.00	2071	12/23/2024
	NOVEMBER 2024-4	NOVEMBER 2024 ENERGY BILL - WTP #4	1,834.01	2070	12/23/2024
TOTAL FOR: CONNEXUS ENERGY			1,851.01		
18249	CUSTOMIZED SAFETY TRAINING LLC				
	676609	FOREST LAKE FIRE DEPARTMENT - - 12/3/24 - AHA BLS RECERTIFICATION - 26 FF	1,820.00	116503	12/23/2024
TOTAL FOR: CUSTOMIZED SAFETY TRAINING LLC			1,820.00		
MISC-UB	DANIEL & JENNIE EURMAN				
	7115421	UB refund for account: 7115421	23.38	116639	01/13/2025
		*UB refund for account: 7115421			
TOTAL FOR: DANIEL & JENNIE EURMAN			23.38		
MISC-UB	DAVID & JODELL DREWS				
	7116048	UB refund for account: 7116048	84.03	116640	01/13/2025
		*UB refund for account: 7116048			
TOTAL FOR: DAVID & JODELL DREWS			84.03		
22040	DAVID D. DREWS				
	DECEMBER 2024	CLEANING SERVICES FOR DECEMBER 2024 FL SENIOR CENTER	850.00	116641	01/13/2025
	NOVEMBER 2024	CLEANING SERVICES FOR NOVEMBER 2024 FL SENIOR CENTER	850.00	116504	12/23/2024
TOTAL FOR: DAVID D. DREWS			1,700.00		

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MISC-UB	DEBORAH DULIN				
7117727		UB refund for account: 7117727	180.56	116581	12/30/2024
		*UB refund for account: 7117727			
TOTAL FOR: DEBORAH DULIN			180.56		
22061	DELL MARKETING L.P.				
10789130580		OPTIPLEX SMALL FORM FACTOR 7020 XCTO	862.45	116642	01/13/2025
10790433340		DELL DOCK - WD19S 90W POWER DELIVERY - 130W AC	158.74	116642	01/13/2025
TOTAL FOR: DELL MARKETING L.P.			1,021.19		
MISC-UB	DIVYESH & RESHMA PATEL				
7101883		UB refund for account: 7101883	250.00	116582	12/30/2024
		*UB refund for account: 7101883			
TOTAL FOR: DIVYESH & RESHMA PATEL			250.00		
MISC-UB	DONALD WOLFGRAM				
7104663		UB refund for account: 7104663	59.21	116583	12/30/2024
		*UB refund for account: 7104663			
TOTAL FOR: DONALD WOLFGRAM			59.21		
22111	DRESEL TRUCKING INC				
3229		RECYCLE CLASS-5 TON/DUMP TRUCKS ON 11/20	417.77	116505	12/23/2024
TOTAL FOR: DRESEL TRUCKING INC			417.77		
26004	EARL F ANDERSEN - DIVISION OF SAFET				
0138423-IN		R6-1L 54X18 B/W DG3	470.95	116584	12/30/2024
TOTAL FOR: EARL F ANDERSEN - DIVISION OF SAFET			470.95		
26013	ECM PUBLISHERS INC				
1026140		DEC 9 PROPOSED ASSESSMENT	37.10	116506	12/23/2024
1026141		DEC 11 PH CPA DENSITY HOUSING	18.55	116506	12/23/2024
1027130		ORD NO. 744 - OUTLINING THE REGULATION OF CANNABIS BUSINESSES	31.80	116506	12/23/2024
1028891		ORDINANCE NO. 745 - 2025 FEE SCHEDULE	21.20	116643	01/13/2025
1028892		ORDINANCE NO. 746 - REGISTRATION OF CANNABIS BUSINESSES	26.50	116643	01/13/2025
1028893		ORDINANCE NO. 747 - CITY CODE SECTION 36.02	31.80	116643	01/13/2025
TOTAL FOR: ECM PUBLISHERS INC			166.95		
26024	EHLERS				
99975		ARBITRAGE REPORT ENDING OCTOBER 30, 2024 - GO TAX ABATEMENT BONDS, SERIES 2014A	5,000.00	116507	12/23/2024
TOTAL FOR: EHLERS			5,000.00		

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Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
	Invoice				
26028	EJ HOULE INC				
	2878/14	CROIXDALE CLEANED OATS 50#	13.99	116585	12/30/2024
	2888/14	JRK CONTRACTOR MIX 50#	81.95	116585	12/30/2024
TOTAL FOR: EJ HOULE INC			95.94		
26036	ELECTRO WATCHMAN INC				
	434220	FIRE ALARM SYSTEM MONITORING SENIOR CENTER 001/01/25 - 03/31/25	148.35	116586	12/30/2024
TOTAL FOR: ELECTRO WATCHMAN INC			148.35		
26064	ESO SOLUTIONS INC				
	ESO-154626	WEB-BASED ASSET MANAGEMENT AND APPARATUS CHECKLIST FOR FIRE AND EMS	9,485.00	116508	12/23/2024
TOTAL FOR: ESO SOLUTIONS INC			9,485.00		
MISC-UB	FA ASSETS INC				
	7117602	UB refund for account: 7117602 *UB refund for account: 7117602	171.94	116509	12/23/2024
TOTAL FOR: FA ASSETS INC			171.94		
99696	FAHRNER ASPHALT SEALERS, LLC				
	PAY APP 1	AIRFIELD PAVEMENT MAINTENANCE	43,108.28	116563	12/20/2024
TOTAL FOR: FAHRNER ASPHALT SEALERS, LLC			43,108.28		
30013	FASTENAL COMPANY				
	MNTC3235276	AA COPPERTOP BATTERY & AA PROCELL ALK BTRY & 3V DL123 LI BATTERY & C PROCELL ALK BTRY & D PROCELL ALK	729.13	116644	01/13/2025
TOTAL FOR: FASTENAL COMPANY			729.13		
30026	FERGUSON WATERWORKS #2518				
	0537814	LF 4 MTR FLG KIT SET & LF BRZ 1-1/2 MTR FLG KIT PR & LF 1 MIP SWVL CONN F/ 1 CSTR	751.82	116510	12/23/2024
	0540791	6X15 SS REP CLMP 6.84-7.24	230.72	116510	12/23/2024
	0541199	LF 1 MIP SWVL CONN F/ 1 CSTR & LF 1 SDR SWVL CONN F/ 1 CSTR	157.80	116510	12/23/2024
	0541694	LF 5/8X3/4 MTR SETTER W/ L/CHK & LF 3/4 MIP SWVL F/ CHFSW CPHN & LF 3/4 SDR SWVL F/ CHFSW CPHN	3,831.28	116645	01/13/2025
TOTAL FOR: FERGUSON WATERWORKS #2518			4,971.62		
30041	FIRE SAFETY USA INC				
	195641	PAC - SLEDGE HAMMER KIT BLACK & PAC GRIP MOUNT - COLOR: BLACK & BOLT CUTTERS MOUNTING KIT	3,115.95	116646	01/13/2025
TOTAL FOR: FIRE SAFETY USA INC			3,115.95		



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Invoice					
MISC	FLACQUISITION LLC				
	BDE-0030	BD Bond Refund	267.00	116647	01/13/2025
		*BD Bond Refund: BDE-0030, Address: [REDACTED]			
		Note: TO PAY FOR MR INVOICE 917			
TOTAL FOR: FLACQUISITION LLC			267.00		
30060	FLEETPRIDE INC				
	121707748	STAINLESS STEEL CLEVIS PIN KIT (EA) & TYPE 24	68.18	116587	12/30/2024
		SERVICE CHAMBER (EA)			
TOTAL FOR: FLEETPRIDE INC			68.18		
30073	FOREST LAKE ACE HARDWARE				
	65121/3	CABLETIE 8"75# WHT 100PK & BUCKET HM LOGO 5GL &	20.97	116511	12/23/2024
		BUCKET LID PLST WH 12"			
	65139/3	TORCH KIT MAX HEAT	69.99	116511	12/23/2024
	65140/3	RETURN - TORCH KIT MAX HEAT & PURCHASE - TORCH	(2.01)	116511	12/23/2024
		BACKYARD 36"L & PROPANE FUEL 16OZ 2PK			
	65143/3	SCOOP ALUM #12 63"L ACE	89.98	116511	12/23/2024
	65170/3	BATTERY ALKALINE AA 16PK	17.99	116511	12/23/2024
	65182/3	FASTENERS	1.62	116588	12/30/2024
	65208/3	COUPL W/STOP 1/2COP 10PK & TUBE CLEAN BRSH	19.98	116588	12/30/2024
		1/2&3/4"			
	65211/3	TRAP MOUSE EASYSET 2PK & RUBBER CEMENT NO WRNKL8OZ	14.97	116648	01/13/2025
	65229/3	SHOVEL SNOW 18"BLADE	53.97	116588	12/30/2024
	65260/3	FASTENERS	5.52	116648	01/13/2025
	65261/3	FOOD SAFE BCKT PLSTC 5GL	26.97	116648	01/13/2025
	65264/3	FASTENERS & COVER SQUARE BLANK 4"	2.67	116648	01/13/2025
TOTAL FOR: FOREST LAKE ACE HARDWARE			322.62		
MISC-UB	FOREST LAKE APTS PARTNERSHIP				
	7105635	UB refund for account: 7105635	8,777.37	116589	12/30/2024
		*UB refund for account: 7105635			
TOTAL FOR: FOREST LAKE APTS PARTNERSHIP			8,777.37		
30083	FOREST LAKE CABLE COMMISSION				
	NOVEMBER 2024	FRANCHISE FEE	8,139.82	116590	12/30/2024
TOTAL FOR: FOREST LAKE CABLE COMMISSION			8,139.82		
30148	FOREST LAKE FORD				
	792096	SERVICES ON FORD F350 PICKUP	83.70	116649	01/13/2025
	792193	SERVICES ON FORD F350 PICKUP	83.70	116649	01/13/2025
TOTAL FOR: FOREST LAKE FORD			167.40		

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	Invoice				
30093	FOREST LAKE LAKE ASSOCIATION				
	12/27/2024	TRI PARTY AGREEMENT	4,286.32	116591	12/30/2024
TOTAL FOR: FOREST LAKE LAKE ASSOCIATION			4,286.32		
30098	FOREST LAKE PRINTING				
	21551	ENGRAVED MAILBOX TAGS, 2-1/2" X 1" BLACK BRASS:	37.00	116512	12/23/2024
		412			
	21567	BROCHURE - INFO BROCHURE - 5.5" X 8.5", 4/4, 70# &	184.50	116512	12/23/2024
		LYNX TEXT, 1/2 FOLD			
	21633	BROCHURE - PAVER INFO BROCHURE - 3.25" X 8.5",	135.00	116650	01/13/2025
		4/4, 70# LYNX TEXT, TRI-FOLD			
	21650	BUSINESS CARDS - J. PELTIER & J. WENSMANN	125.00	116650	01/13/2025
TOTAL FOR: FOREST LAKE PRINTING			481.50		
MISC-UB	FRANK CLANCY				
	7102120	UB refund for account: 7102120	94.62	116651	01/13/2025
		*UB refund for account: 7102120			
TOTAL FOR: FRANK CLANCY			94.62		
MISC-UB	GAIL FISKEWOLD				
	7102787	UB refund for account: 7102787	54.36	116652	01/13/2025
		*UB refund for account: 7102787			
TOTAL FOR: GAIL FISKEWOLD			54.36		
34005	GALLAGHER BENEFIT SERVICES INC				
	328925	DECEMBER 2024 CONSULTING SERVICES	1,200.00	116592	12/30/2024
TOTAL FOR: GALLAGHER BENEFIT SERVICES INC			1,200.00		
34011	GARY CARLSON EQUIPMENT				
	134161-2	CLASSEN HSC185 SOD CUTTER	4,700.50	116513	12/23/2024
TOTAL FOR: GARY CARLSON EQUIPMENT			4,700.50		
MISC-UB	GEORGE & JULIE MEADOWS				
	7117646	UB refund for account: 7117646	148.55	116653	01/13/2025
		*UB refund for account: 7117646			
TOTAL FOR: GEORGE & JULIE MEADOWS			148.55		
34061	GOPHER STATE ONE-CALL				
	4110404	FTP TICKETS (144); CANCELLED TICKETS (6); TOTAL	186.30	116514	12/23/2024
		BILLABLE TICKETS (138)			
	4120404	FTP TICKETS (119); CANCELLED TICKETS (4); TOTAL	155.25	116654	01/13/2025
		BILLABLE TICKETS (115)			
TOTAL FOR: GOPHER STATE ONE-CALL			341.55		

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	Invoice				
34075	GRAINGER INC				
	9337984943	DIGITAL CLAMP METER, TRMS, 400A, 600V	724.14	116515	12/23/2024
	9346899090	AIR RELEASE VALVE, FNPT, 3/4 X 1/2, CI	388.26	116593	12/30/2024
	9358156637	FLOODLIGHT, LED, MOGUL SCREW, 120 TO 277V	499.40	116655	01/13/2025
TOTAL FOR: GRAINGER INC			1,611.80		
38044	HAWKINS INC				
	6937518	HYDROFLUOSILICIC ACID & LPC-4 & SODIUM HYDROXIDE	4,572.44	116594	12/30/2024
		50% DIAPHRAGM & CHLORINE - EPA REG. NO. 7870-2			
	6948871	LPC-4 & SODIUM HYDROXIDE 50% DIAPHRAGM & CHLORINE	1,652.31	116656	01/13/2025
		- EPA REG. NO. 7870-2			
TOTAL FOR: HAWKINS INC			6,224.75		
38049	HEALTH PARTNERS				
	CLAIMS11272024	HPAI SELF INSURED CLAIMS 15657 - NOVEMBER 2024	1,622.53	2057	12/03/2024
	CLAIMS12042024	HPAI SELF INSURED CLAIMS 15657 - DECEMBER 2024	984.98	2058	12/09/2024
	CLAIMS12112024	HPAI SELF INSURED CLAIMS 15657 - DECEMBER 2024	1,892.56	2072	12/16/2024
	CLAIMS12182024	HPAI SELF INSURED CLAIMS 15657 - DECEMBER 2024	1,074.36	2073	12/23/2024
	PREMIUM122024	HEALTH PARTNERS PREMIUM - DECEMBER 2024	629.28	2056	12/03/2024
TOTAL FOR: HEALTH PARTNERS			6,203.71		
38057	HEBERT AND WELCH PA				
	401	LEGAL SERVICES FOR NOVEMBER 2024	10,934.00	116516	12/23/2024
	403	LEGAL SERVICES FOR DECEMBER 2024	12,507.00	116657	01/13/2025
TOTAL FOR: HEBERT AND WELCH PA			23,441.00		
38106	HORWITZ LLC				
	S500019530	DRAIN IN FLOOR PUMP STILL LEAKING	6,208.79	116658	01/13/2025
TOTAL FOR: HORWITZ LLC			6,208.79		
38108	HOSE PROS LLC				
	8705	3/4" X 50 FEET, BLACK 100-R16 HYDRAULIC HOSE	410.04	116659	01/13/2025
		COUPLED WITH MALE RIGID NPT X FEMALE SWIVEL			
TOTAL FOR: HOSE PROS LLC			410.04		
MISC-UB	HP MINNESOTA I LLC				
	7114569	UB refund for account: 7114569	67.34	116660	01/13/2025
		*UB refund for account: 7114569			
	7114607	UB refund for account: 7114607	393.98	116517	12/23/2024
		*UB refund for account: 7114607			
TOTAL FOR: HP MINNESOTA I LLC			461.32		

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	Invoice				
MISC-UB	HSR MSP, LLC				
	7117642	UB refund for account: 7117642	46.34	116661	01/13/2025
		*UB refund for account: 7117642			
TOTAL FOR: HSR MSP, LLC			46.34		
38126	HUGO EQUIPMENT COMPANY				
	203908	58V 4AH BATTERY & SPEED FEED 400 24/CS	59.98	116518	12/23/2024
	212732	20" PRO-AM TIMBERW 72LP-70 & SUPER GUARD CHISEL	386.14	116595	12/30/2024
		CHAIN & HEX NUT MIN ORD QTY=10 & 58V 4AH BATTERY			
	212890	HYPR-OIL 500 (QUART) & 33RS CHAIN 114DL & 1/4"P	1,950.78	116595	12/30/2024
		.043 56DL CHAIN & AP300S BATTERY 25% MORE POWER			
	213259	63PM 3/8P 050 50DL	124.95	116662	01/13/2025
TOTAL FOR: HUGO EQUIPMENT COMPANY			2,521.85		
42000	I - STATE TRUCK CENTER				
	C241458376:01	TURN SIGNAL CLEAR	45.26	116663	01/13/2025
TOTAL FOR: I - STATE TRUCK CENTER			45.26		
42010	IMPACT				
	214432	MONTHLY PORTAL FEE	175.00	116519	12/23/2024
	215027	MONTHLY PORTAL FEE	175.00	116664	01/13/2025
TOTAL FOR: IMPACT			350.00		
42028	INTERNATIONAL ASSOCIATION OF CHIEFS				
	0392566	IACPNET DEPARTMENT SUBSCRIPTION FROM 01/1/2025	875.00	116520	12/23/2024
		THROUGH 12/31/2025			
TOTAL FOR: INTERNATIONAL ASSOCIATION OF CHIEFS			875.00		
42050	INVOICE CLOUD INC				
	2468-2024_11	INVOICE CLOUD PAYMENT FEES - NOVEMBER 2024	8,375.18	2059	12/09/2024
TOTAL FOR: INVOICE CLOUD INC			8,375.18		
45022	JEFFERSON FIRE & SAFETY INC				
	PB001960	TFT ADAPTER 5.0"STORZ X 4.5"NHF RIGID TO RIGID	7,363.77	116665	01/13/2025
		FEMALE ROCKER LUG & TFT ADAPTER 4.0"STORZ X			
		5.0"NHF			
TOTAL FOR: JEFFERSON FIRE & SAFETY INC			7,363.77		
MISC-UB	JEFFREY & GUENEVERE GOSIAK				
	7109795	UB refund for account: 7109795	141.75	116666	01/13/2025
		*UB refund for account: 7109795			
TOTAL FOR: JEFFREY & GUENEVERE GOSIAK			141.75		

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	Invoice				
MISC-UB	JOHN BLOMQUIST				
	7116089	UB refund for account: 7116089	200.00	116596	12/30/2024
		*UB refund for account: 7116089			
TOTAL FOR: JOHN BLOMQUIST			200.00		
MISC-UB	JOHN JOHNSON				
	7113115	UB refund for account: 7113115	91.09	116667	01/13/2025
		*UB refund for account: 7113115			
TOTAL FOR: JOHN JOHNSON			91.09		
45213	JUDY HUNTOSH				
	VERIFIED CLAIM	MISC PLANTS FOR DOWNTOWN AND LAKESIDE PLANTERS -	1,612.62	116597	12/30/2024
		WINTER POTS			
TOTAL FOR: JUDY HUNTOSH			1,612.62		
MISC-UB	KATHLEEN & JIM SCHULTE				
	7109349	UB refund for account: 7109349	6.60	116668	01/13/2025
		*UB refund for account: 7109349			
TOTAL FOR: KATHLEEN & JIM SCHULTE			6.60		
MISC-UB	KATHLEEN ISAACSON				
	7109870	UB refund for account: 7109870	31.60	116669	01/13/2025
		*UB refund for account: 7109870			
TOTAL FOR: KATHLEEN ISAACSON			31.60		
49141	KATIE SMITH				
	REIMB 2024-4	MILEAGE REIMBURSEMENT FOR TRIPS TO THE BANK FOR	7.30	116598	12/30/2024
		OCTOBER & NOVEMBER & DECEMBER			
TOTAL FOR: KATIE SMITH			7.30		
MISC-UB	KENNETH GALLOWAY				
	7105662	UB refund for account: 7105662	93.14	116521	12/23/2024
		*UB refund for account: 7105662			
TOTAL FOR: KENNETH GALLOWAY			93.14		
MISC-UB	KEVIN & JULIE CARUFEL				
	7101431	UB refund for account: 7101431	158.64	116670	01/13/2025
		*UB refund for account: 7101431			
TOTAL FOR: KEVIN & JULIE CARUFEL			158.64		

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49064	KODIAK POWER SYSTEMS				
KPS1677		LEVEL 200 GENERATOR INSPECTIONS W/ FLUID & FILTER	10,640.00	116671	01/13/2025
		- MULTIPLE LIFTS & SHOP & MULTIPLE PLANTS			
KPS1691		( GENERATOR INSPECTION W/ FLUID CHANGE) FULL	950.00	116671	01/13/2025
		SERVICE @ CITY CENTER GENERATOR			
KPS1693		LS #4 GENERATOR - REPAIR DEFECTIVE JACKET WATER	751.63	116671	01/13/2025
		HEATER			
TOTAL FOR: KODIAK POWER SYSTEMS			12,341.63		
49139	KORNOWSKI CONSULTANTS LLC				
91461		CONSULTATION SERVICES - MEETING PREP AND MEETING &	752.00	116599	12/30/2024
		INVOICE REPORT SETUP			
TOTAL FOR: KORNOWSKI CONSULTANTS LLC			752.00		
49077	KRAMER MECHANICAL				
31789		WATER PLANT / WELL #1 - REPLACE INDUCER, FOUND	846.29	116522	12/23/2024
		FAILED PREVIOUS TRIP & REPLACED THERMOSTAT AND			
		ELEMENT			
TOTAL FOR: KRAMER MECHANICAL			846.29		
MISC-UB	KRAUS-ANDERSON INC				
7117497		UB refund for account: 7117497	2,218.40	116523	12/23/2024
		*UB refund for account: 7117497			
TOTAL FOR: KRAUS-ANDERSON INC			2,218.40		
MISC-UB	KRISTINE & MARK OPHUS				
7115216		UB refund for account: 7115216	57.87	116672	01/13/2025
		*UB refund for account: 7115216			
TOTAL FOR: KRISTINE & MARK OPHUS			57.87		
MISC-UB	KYLE SCHUTTA				
7102791		UB refund for account: 7102791	580.96	116600	12/30/2024
		*UB refund for account: 7102791			
TOTAL FOR: KYLE SCHUTTA			580.96		
MISC-UB	L. LOUISE LARSON				
7104761		UB refund for account: 7104761	36.03	116524	12/23/2024
		*UB refund for account: 7104761			
TOTAL FOR: L. LOUISE LARSON			36.03		
MISC-UB	LANE & MARGARET PETERSON				
7114468		UB refund for account: 7114468	57.78	116673	01/13/2025
		*UB refund for account: 7114468			
TOTAL FOR: LANE & MARGARET PETERSON			57.78		

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	Invoice				
MISC-UB	LANG BUILDERS				
	7117407	UB refund for account: 7117407	73.61	116674	01/13/2025
		*UB refund for account: 7117407			
	7117411	UB refund for account: 7117411	116.46	116674	01/13/2025
		*UB refund for account: 7117411			
TOTAL FOR: LANG BUILDERS			190.07		
53157	LEADERSHIP GROWTH GROUP LLC				
	25510	2025 LEADERSHIP GROWTH GROUP SERIES	600.00	116525	12/23/2024
TOTAL FOR: LEADERSHIP GROWTH GROUP LLC			600.00		
53053	LEADSONLINE LLC				
	414687	LEADSONLINE POWERPLUS INVESTIGATION SYSTEM SERVICE PACKAGE 01/01/2025 - 12/31/2025	3,106.00	116675	01/13/2025
TOTAL FOR: LEADSONLINE LLC			3,106.00		
53054	LEAGUE OF MINNESOTA CITIES				
	419296	MEMBERSHIP DUES - 01/01/25 TO 12/31/25	21,122.00	116676	01/13/2025
TOTAL FOR: LEAGUE OF MINNESOTA CITIES			21,122.00		
53076	LEVANDER, GILLEN & MILLER PA				
	35000-01000E	MAYOR/COUNCIL	1,736.00	116526	12/23/2024
	35000-01045E	THC ORDINANCE	2,320.00	116526	12/23/2024
	35000-01046E	CODE ENFORCEMENT AND PUBLIC NUISANCES	1,673.50	116526	12/23/2024
	35000-02000E	ADMINISTRATION	5,408.50	116526	12/23/2024
	35000-04000E	DEVELOPMENT	1,188.00	116526	12/23/2024
	35000-06000E	PLANNING	1,334.00	116526	12/23/2024
	35000-06062E	SHIELDS PARK SWAP	156.00	116526	12/23/2024
	35000-06097E	HIDDEN CREEK PLAT	1,204.50	116526	12/23/2024
	35000-06098E	SHADOW CREEK CONCEPT PLAN	148.50	116526	12/23/2024
	35000-08000E	FIRE	333.50	116526	12/23/2024
	35000-09000E	PUBLIC WORKS	29.00	116526	12/23/2024
	35000-09000E	PUBLIC WORKS	87.00	116526	12/23/2024
	35000-11000E	PARKS	101.50	116526	12/23/2024
	35000-11008E	FENWAY PARK MATTERS	145.00	116526	12/23/2024
	35000-11013E	SHARED PARKING AGREEMENT WITH ST. PETER'S CHURCH	275.50	116526	12/23/2024
	35000-15000E	AIRPORT	217.50	116526	12/23/2024
	35000-17000E	ECONOMIC DEVELOPMENT AUTHORITY (EDA)	203.00	116526	12/23/2024
TOTAL FOR: LEVANDER, GILLEN & MILLER PA			16,561.00		

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	Invoice				
53077	LEXIPOL LLC INVPR11247079	POLICEONE ACADEMY ANNUAL RATE WITH OLL SERVICES - CONTRACT TERM 02/01/25 TO 01/31/26	2,375.36	116677	01/13/2025
TOTAL FOR: LEXIPOL LLC			2,375.36		
53092	LINDE GAS & EQUIPMENT INC 46719230	INDUSTRIAL ACETYLENE IND HIGH PRESSURE > 100CF - RENTAL 10/20/2024 TO 11/20/2024	190.43	116527	12/23/2024
	47250251	INDUSTRIAL ACETYLENE IND HIGH PRESSURE > 100CF - RENTAL 11/20/2024 TO 12/20/2024	194.90	116678	01/13/2025
TOTAL FOR: LINDE GAS & EQUIPMENT INC			385.33		
53160	LRS PORTABLES LLC MP266021	MULTIPLE RENTALS FOR PARKS & CASTLEWOOD GOLF & NORTHLAND NURSERIES	497.68	116601	12/30/2024
TOTAL FOR: LRS PORTABLES LLC			497.68		
57007	MACQUEEN EQUIPMENT LLC P61814	6' MLEXFML POLE & GREASE CHOPPER	1,934.35	116679	01/13/2025
TOTAL FOR: MACQUEEN EQUIPMENT LLC			1,934.35		
57008	MADDEN GALANTER HANSEN ATTORNEYS AT NOVEMBER 2024	SERVICES RENDERED - 11/1/2024 THROUGH 11/30/2024	2,504.35	116602	12/30/2024
TOTAL FOR: MADDEN GALANTER HANSEN ATTORNEYS AT			2,504.35		
MISC-UB	MEGAN & MARK ROBINTON 7114676	UB refund for account: 7114676 *UB refund for account: 7114676	52.25	116603	12/30/2024
TOTAL FOR: MEGAN & MARK ROBINTON			52.25		



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57106	MENARDS				
45661		L"X300' 100# POLY PIPE	84.99	116528	12/23/2024
47459		BASIC MDF CLIPBOARD & MEDIUM WIRE TOGGLE HOOK 1	18.32	116528	12/23/2024
47810		SEA FOAM HIGH MILEAGE & SEA FOAM FUEL INJ CLEANER & SPLASH PX-99 ISOPROPYL	21.35	116528	12/23/2024
47895		GDSMN 2200L RCHG SPOTLT	49.97	116528	12/23/2024
47955		MF SUITCASE TOOL BOX & PROPANE CYLINDER 14.LOZ & SELF-LIGHTING TORCH PROP & MF-SKT SET 3/8DR 21PC SAE	106.16	116528	12/23/2024
47973		SCOOP DH POLY YW & 7-1/2" BENTDIAG CUT PLIER & 16"STRJAW GROOVEJ PLIER & 7" CUTTING PLIER	483.22	116528	12/23/2024
48037		14" STANDING STOCKING & LID FOR 3.5/5G BUCKET & 5 GAL FOOD SAFE PAIL	85.87	116528	12/23/2024
48059		TABLECLOTH CLIPS 4 PK & 18PC SPRING CLAMP SET	29.89	116528	12/23/2024
48065		4'X6' UTILITY MAT BROWN	131.88	116528	12/23/2024
48239		106 QT HOLIDAY LATCH CLR & 27 GALLON TOTE & 14" STANDING STOCKING	97.35	116528	12/23/2024
48463		31" TARP STRAPS 1 PK & 21" TARP STRAPS 1 PK & TEKS 8X3/4 HWH/DRILL PT. & 6" SEWER CAP	35.88	116604	12/30/2024
48663		8' PRELIT ADMIRAL SPRUCE & 10' PRELIT ALBERTA SPRUCE	1,307.93	116604	12/30/2024
48798		4' WOOD LATH	43.16	116604	12/30/2024
49115		ENERGZR 3V LITH 123 2PK & 3/4 SXT MALE ADAP PVC 80	26.95	116680	01/13/2025
49211		4'X2" INDUST STRNGHT TAPE	5.96	116680	01/13/2025
49222		25" FUEL LINE W/CLAMPS & PL PREMIUM SQUEEZE TUBE	17.67	116680	01/13/2025
49258		4X4-12' AC2 GREEN TREATED & 2X4-8' AC2 GREEN TRTD	80.16	116680	01/13/2025
49286		CLX CLING BLEACH GEL TBC & 81OZ SOLUTIONS BLEACH & FEBREZE 23.6OZ FR XSTRENG & TC MOUSE GLUE TRAP 6PK	47.99	116680	01/13/2025
49504		WH 20A 3-WAY COM TOGGLE & WH 20A SP COM TOGGLE	16.74	116680	01/13/2025
TOTAL FOR: MENARDS			2,691.44		
57410	MERCHANT BANK FEES				
FEE12022024		MERCH SERV BANKCRD FEES-DECEMBER	67.10	2063	12/02/2024
TOTAL FOR: MERCHANT BANK FEES			67.10		
57123	METRO SALES INC				
INV2659579		RICOH/IM 350F COPIER	90.54	116529	12/23/2024
INV2669116		RICHO/IM C3000 C4500 C6000 COLOR COPIERS	1,109.54	116605	12/30/2024
INV2675882		HP LASERJET 9050N & HP COLOR LASERJET 4700DN & HP COLOR LASERJET 5550N	235.98	116681	01/13/2025
TOTAL FOR: METRO SALES INC			1,436.06		

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	Invoice				
57401	METRO-INET				
	2297	USER, COMPUTER & EMAIL SUPPORT	22,637.00	116530	12/23/2024
	2329	TICKET 189614 - OFFICE 365 - J. PELTIER	276.00	116530	12/23/2024
	2330	TICKET 189615 - OFFICE 365 - J. WENSMANN	276.00	116530	12/23/2024
TOTAL FOR: METRO-INET			23,189.00		
57130	METROPOLITAN COUNCIL - ENVIRONMENTA				
	DECEMBER 2024	DECEMBER 2024 SAC REPORT	34,442.10	116682	01/13/2025
	NOVEMBER 2024	NOVEMBER 2024 SAC REPORT	47,215.00	116606	12/30/2024
TOTAL FOR: METROPOLITAN COUNCIL - ENVIRONMENTA			81,657.10		
57131	METROPOLITAN COUNCIL - ENVIRONMENTA				
	0001180175	WASTE WATER SERVICES DEF REV - JANUARY 2025	155,646.98	116531	12/23/2024
	0001181370	WASTE WATER SERVICES DEF REV - FEBRUARY 2025	155,646.98	116683	01/13/2025
TOTAL FOR: METROPOLITAN COUNCIL - ENVIRONMENTA			311,293.96		
57139	MHSRC / RANGE				
	337900-11436	FIRE - C. THEISEN & C. MCCULLOUGH	780.00	116532	12/23/2024
TOTAL FOR: MHSRC / RANGE			780.00		
57158	MIDCONTINENT COMMUNICATIONS				
	14014890114423	AIPORT PHONE DECEMBER 2024	174.09	2074	12/24/2024
TOTAL FOR: MIDCONTINENT COMMUNICATIONS			174.09		
57422	MIDWEST WETLAND IMPROVEMENTS LLC				
	1283	MEDIAN REDESIGN	2,674.12	116533	12/23/2024
TOTAL FOR: MIDWEST WETLAND IMPROVEMENTS LLC			2,674.12		
57166	MIDWESTONE BANK				
	PP112024	POSITIVE PAY MONTHLY FEE-NOVEMBER	51.30	2079	12/16/2024
	PP112024	POSITIVE PAY MONTHLY FEE-NOVEMBER	52.60	2050	11/15/2024
TOTAL FOR: MIDWESTONE BANK			103.90		
MISC-UB	MIKE MUSKE				
	7110493	UB refund for account: 7110493	37.75	116684	01/13/2025
		*UB refund for account: 7110493			
TOTAL FOR: MIKE MUSKE			37.75		
57195	MINNESOTA CHIEFS OF POLICE ASSOCIAT				
	20342	3 VOTING MEMBER DUES - R. PETERSON: VOTING DUES -	500.00	116685	01/13/2025
		TOTAL NUMBER OF LICENSED OFFICERS: 16-50			
TOTAL FOR: MINNESOTA CHIEFS OF POLICE ASSOCIAT			500.00		

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57208	MINNESOTA DEPARTMENT OF LABOR & IND				
	AUGUST 2024	SURCHARGE ALLOCATION AUGUST 2024	534.51	2077	08/31/2024
	JULY 2024	SURCHARGE ALLOCATION JULY 2024	1,644.82	2076	07/31/2024
	JUNE 2024	SURCHARGE ALLOCATION JUNE 2024	2,768.00	2075	06/30/2024
	MAY 2024	SURCHARGE ALLOCATION MAY 2024	5,801.22	2065	05/31/2024
TOTAL FOR: MINNESOTA DEPARTMENT OF LABOR & IND			10,748.55		
57415	MINNESOTA HOLIDAY LIGHTING				
	1186	2024 RE-INSTALLATION & TAKEDOWN C9 LIGHT-NETICS & 2024 SEASONAL HOLIDAY LIGHTING "PURCHASED" - C9	7,028.27	116534	12/23/2024
TOTAL FOR: MINNESOTA HOLIDAY LIGHTING			7,028.27		
57236	MINNESOTA POLLUTION CONTROL AGENCY				
	APPLICATION 2025	APPLICATION FOR WASTEWATER CERTIFICATION EXAMINATION - A. RAUCHBAUER	23.00	116607	12/30/2024
TOTAL FOR: MINNESOTA POLLUTION CONTROL AGENCY			23.00		
57264	MINNESOTA VALLEY TESTING LABS				
	1283690	COLIFORM, MF - WATER	151.25	116535	12/23/2024
	1285555	COLIFORM, MF - WATER	151.25	116608	12/30/2024
	1287442	COLIFORM, MF - WATER	151.25	116686	01/13/2025
TOTAL FOR: MINNESOTA VALLEY TESTING LABS			453.75		
57279	MNSPECT LLC				
	863855-COR	PLAN REVIEW & INSPECTIONS	16,991.38	116536	12/23/2024
	972989	PLAN REVIEW	10,939.07	116536	12/23/2024
TOTAL FOR: MNSPECT LLC			27,930.45		
57421	MSA				
	011654	FOREST LAKE ZONING CODE PHASE 1 B - FROM 09/04/2024 TO 11/23/2024	3,661.48	116609	12/30/2024
TOTAL FOR: MSA			3,661.48		
57312	MUNICIPAL EMERGENCY SERVICES				
	IN2175503	DRAGON FIRE X2S STRUCTURAL GLOVE - WRISTLET CUFF	3,334.23	116687	01/13/2025
TOTAL FOR: MUNICIPAL EMERGENCY SERVICES			3,334.23		
61103	NANCY CARLSON				
	REIMB 2024	LAW ENFORCEMENT TORCH RUN FOR SPECIAL OLYMPICS INTERNATIONAL CONFERENCE	45.87	116537	12/23/2024
TOTAL FOR: NANCY CARLSON			45.87		

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61007	NAPA AUTO PARTS				
	237077	RTU EXT LIFE GAL & RV ANTIFREEZE	36.50	116538	12/23/2024
	237271	BRAKE PARTS CLEANER	162.72	116538	12/23/2024
	237751	SGLE EDGE BLADES & ZEP SHELL SHOCK 4-1GL & SCOTCH MASK TAPE	70.86	116538	12/23/2024
	237846	DIESEL ANTIGEL 64-OZ	14.99	116538	12/23/2024
	237893	RV ANTIFREEZE	20.52	116538	12/23/2024
	238024	TEST LEAD WIRE & PRIMARY WIRE	23.15	116538	12/23/2024
	238830	BLACK WHEEL SPINNER	11.54	116610	12/30/2024
	239433	1 2 NPT GEN PURP COUP & O-RINGS	51.12	116610	12/30/2024
	240084	ADAPTERS	43.39	116688	01/13/2025
	240085	ADAPTERS	8.65	116688	01/13/2025
	240088	TIRE VAL	4.46	116688	01/13/2025
	240089	ADAPTERS	5.67	116688	01/13/2025
	240090	ADAPTERS	1.89	116688	01/13/2025
	240121	ADAPTERS & HYD HOSE ADAPTERS	26.81	116688	01/13/2025
	240122	HYD HOSE ADAPTERS	6.49	116688	01/13/2025
TOTAL FOR: NAPA AUTO PARTS			488.76		
MISC-UB	NATHAN & EMILY GLAUBITZ				
	7116575	UB refund for account: 7116575	19.21	116611	12/30/2024
		*UB refund for account: 7116575			
TOTAL FOR: NATHAN & EMILY GLAUBITZ			19.21		
61042	NEWTRAX INC				
	99-69	FOREST LAKE AREA LOOP 11/06 & 11/13 & 11/20 & 11/27	1,650.17	116539	12/23/2024
TOTAL FOR: NEWTRAX INC			1,650.17		
MISC-UB	NICHOLAS & TIERNEY GRAF				
	7117171	UB refund for account: 7117171	44.86	116689	01/13/2025
		*UB refund for account: 7117171			
TOTAL FOR: NICHOLAS & TIERNEY GRAF			44.86		
65008	OFFICE OF MN IT SERVICES				
	W24110687	VOICE SERVICES MONTHLY INVOICE NOVEMBER 2024	248.85	116613	12/30/2024
TOTAL FOR: OFFICE OF MN IT SERVICES			248.85		
65019	OLSON'S SEWER SERVICE INC				
	105187	WORK PERFORMED ON 12/20/24 - OSSII SNOWPLOWING WITH THE CAT924H & OSSII SNOWPLOWING WITH THE T595BOBCA	1,386.00	116691	01/13/2025
TOTAL FOR: OLSON'S SEWER SERVICE INC			1,386.00		

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	Invoice				
65002	O'REILLY AUTO PARTS				
	1517-268245	WASHER PUMP	21.59	116540	12/23/2024
	1517-268402	FUEL CAP	8.74	116540	12/23/2024
	1517-269760	REULATOR & FUEL HOSE	72.16	116612	12/30/2024
	1517-270151	CONNECTOR & AIR FILTER	41.32	116690	01/13/2025
	1517-270286	BATTERY & CORE CHARGE	377.10	116690	01/13/2025
	1517-270345	RETURN - CORE RETURN	(88.00)	116690	01/13/2025
	1517-270572	OIL FILTER	39.44	116690	01/13/2025
TOTAL FOR: O'REILLY AUTO PARTS			472.35		
65037	OTTER LAKE ANIMAL CARE CENTER				
	253965	ANIMAL CONTROL - MULTIPLE SERVICES CASE TREATMENTS 2024 - 688 & 699 & 705 & 703	214.19	116614	12/30/2024
TOTAL FOR: OTTER LAKE ANIMAL CARE CENTER			214.19		
69181	PALMER WEST CONSTRUCTION COMPANY				
	44439	FOREST LAKE FIRE STATION - SEALANT REPAIRS	1,980.00	116615	12/30/2024
TOTAL FOR: PALMER WEST CONSTRUCTION COMPANY			1,980.00		
MISC-UB	PAT FLAHERTY				
	7113049	UB refund for account: 7113049 *UB refund for account: 7113049	70.45	116692	01/13/2025
TOTAL FOR: PAT FLAHERTY			70.45		
MISC-UB	PATRICK & PATRICIA FOLLMER				
	7115199	UB refund for account: 7115199 *UB refund for account: 7115199	77.18	116541	12/23/2024
TOTAL FOR: PATRICK & PATRICIA FOLLMER			77.18		
69182	PLAYIT CREATIONS				
	4P24-261-1-1	MONKEY KNOTS	1,620.00	116542	12/23/2024
TOTAL FOR: PLAYIT CREATIONS			1,620.00		
69108	POLLARDWATER				
	0278040	SCHONSTEDT GA72CD LOCATOR	1,256.00	116693	01/13/2025
TOTAL FOR: POLLARDWATER			1,256.00		
69116	PRECISE MRM LLC				
	IN200-2002440	5MB FLAT DATA PLAN US WITH NAF C-US-5MB	20.00	116616	12/30/2024
TOTAL FOR: PRECISE MRM LLC			20.00		

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69183	PRIMARY PRODUCTS COMPANY				
82936		ENDURANCE BLACK NITRILE EXAM 100 BX - MEDIUM & LARGE & X-LARGE & XX-LARGE	515.20	116694	01/13/2025
TOTAL FOR: PRIMARY PRODUCTS COMPANY			515.20		
74020	RAPID PRESS				
78454		22" X 28" COROPLAST - HOMETOWN HOLIDAY - SPONSORSHIP BOARDS - MATTE LAM	570.00	116543	12/23/2024
78796		POLICE SIGN - ACRYLIC - 6" X 18" - 2 SIDED - END BRACKET	75.00	116695	01/13/2025
78798		SENIOR CENTER NEWSLETTER - JANUARY/FEBRUARY 2025	270.30	116695	01/13/2025
TOTAL FOR: RAPID PRESS			915.30		
MISC-UB	RENAE DRESEL				
7102779		UB refund for account: 7102779 *UB refund for account: 7102779	93.31	116617	12/30/2024
TOTAL FOR: RENAE DRESEL			93.31		
74241	RJ'S PROPERTY MAINTENANCE INC				
40608		LAWN MOWING/TRIMMING 11-12-24 - [REDACTED]	390.00	116544	12/23/2024
40609		LAWN MOWING/TRIMMING 11-11-24 - [REDACTED]	390.00	116544	12/23/2024
40610		LAWN MOWING/TRIMMING 11-12-24 - [REDACTED]	390.00	116544	12/23/2024
TOTAL FOR: RJ'S PROPERTY MAINTENANCE INC			1,170.00		
MISC-UB	ROBERT ACKLEY				
7114465		UB refund for account: 7114465 *UB refund for account: 7114465	52.25	116618	12/30/2024
TOTAL FOR: ROBERT ACKLEY			52.25		
MISC-UB	ROBERT REINKE				
7102619		UB refund for account: 7102619 *UB refund for account: 7102619	76.55	116696	01/13/2025
TOTAL FOR: ROBERT REINKE			76.55		
MISC	RON SCHMIDT				
PB01815		DEMO ESCROW - THIS IS AN OLDER DEMO ESCROW FROM 2015	2,500.00	116545	12/23/2024
TOTAL FOR: RON SCHMIDT			2,500.00		
74144	ROSENBAUER MINNESOTA LLC				
80087		ENGINE 1 - ROSENBAUER PUMPER FINAL	520,205.00	116490	12/16/2024
80087-1		ENGINE 1 - CHANGE ORDER #5 & CHANGE ORDER #6 & CHANGE ORDER #8 - FINAL INSPECTION	4,204.00	116490	12/16/2024
TOTAL FOR: ROSENBAUER MINNESOTA LLC			524,409.00		

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74148	ROTARY CLUB OF FOREST LAKE 2ND QTR 2024	2ND QUARTER - OCTOBER, NOVEMBER, DECEMBER - R. PETERSON	140.00	116546	12/23/2024
TOTAL FOR: ROTARY CLUB OF FOREST LAKE			140.00		
MISC-UB	RYAN FORNER 7108292	UB refund for account: 7108292 *UB refund for account: 7108292	45.57	116697	01/13/2025
TOTAL FOR: RYAN FORNER			45.57		
74170	RYBAK COMPANIES INC 9655	HOUSE FIRE AT [REDACTED] - FIRE DEPART	2,500.00	116698	01/13/2025
TOTAL FOR: RYBAK COMPANIES INC			2,500.00		
78010	SAFE-FAST INC INV300652	HI VIS INSULATED GOATSKIN GLOVES, LARGE & COLD WEATHER WORK GLOVES, LARGE & ARMOR SKIN PALM GLOVES	1,604.52	116547	12/23/2024
	INV300653	CLASS 2 CONTRAST 6 POCKET VEST, LARGE & CLASS 2 CONTRAST 6 POCKET VEST, XL & SCREEN PRINT; BLACK INK	705.60	116547	12/23/2024
TOTAL FOR: SAFE-FAST INC			2,310.12		
78019	SALES TAX MN DEPT REVENUE EFT 113024	NOVEMBER 2024 SALES TAX	131.00	2078	12/20/2024
TOTAL FOR: SALES TAX MN DEPT REVENUE EFT			131.00		
MISC-UB	SAMANTHA KUTZ 7112979	UB refund for account: 7112979 *UB refund for account: 7112979	24.50	116699	01/13/2025
TOTAL FOR: SAMANTHA KUTZ			24.50		
MISC-UB	SCOTT & JULIE GOLDSBOROUGH 7109524	UB refund for account: 7109524 *UB refund for account: 7109524	62.13	116700	01/13/2025
TOTAL FOR: SCOTT & JULIE GOLDSBOROUGH			62.13		
MISC-UB	SCOTT & TRACY STEELE 7110199	UB refund for account: 7110199 *UB refund for account: 7110199	5.00	116701	01/13/2025
TOTAL FOR: SCOTT & TRACY STEELE			5.00		

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	Invoice				
MISC-UB	SCOTT CARTER				
	7100820	UB refund for account: 7100820	353.70	116548	12/23/2024
		*UB refund for account: 7100820			
TOTAL FOR: SCOTT CARTER			353.70		
MISC-UB	SELECT EQUITY INVESTMENTS, INC.				
	7117792	UB refund for account: 7117792	82.14	116702	01/13/2025
		*UB refund for account: 7117792			
TOTAL FOR: SELECT EQUITY INVESTMENTS, INC.			82.14		
78079	SESAC INC				
	719989	SESAC MUSIC LICENSE 2025	610.00	116703	01/13/2025
TOTAL FOR: SESAC INC			610.00		
78096	SHERWIN-WILLIAMS COMPANY				
	9413-7	2020+ 36MM VALUE PCK & HANDY PT PAIL LINER & CS	143.10	116619	12/30/2024
		N/P 2" ANGLE SASH & CS N/P 3" ANGLE SASH			
TOTAL FOR: SHERWIN-WILLIAMS COMPANY			143.10		
78101	SHRED-IT USA				
	8009371331	SHREDDING SERVICES FOR DECEMBER 2024	307.67	116704	01/13/2025
TOTAL FOR: SHRED-IT USA			307.67		
78130	SOLV				
	443708	LASER W-2 4UP BLANK W/INSTRUCTIONS & LASER W3	64.93	116549	12/23/2024
		TRANSMITTAL			
TOTAL FOR: SOLV			64.93		
78176	STAPLES INC				
	6018733833	TOWEL C FOLD 17900151	119.85	116550	12/23/2024
	6018875732	RY25 AAG CONTEMPO GRAY 9X11 M & CANON LS-100TS	43.48	116550	12/23/2024
		HANDHELD CALC & SPLS 3OL 8FT EXT CORD GRAY			
	6019118419	CLEAR BRUSH-ON SUPER GLUE	14.48	116550	12/23/2024
	6019118420	KRAZY GLUE SINGLES & GORILLA SUPER GLUE 3G 2PK &	43.08	116550	12/23/2024
		SCOTCH SUPER GLUE GEL 4PK			
	6019379860	CWP JRT 1-PLY & FOLGERS CLASSIC ROAST 40.3OZ	349.92	116620	12/30/2024
	6019584642	WINDEX ELECTRONICS WIPES & NOTE SEAL GOLD LBL	38.68	116620	12/30/2024
	6019584643	FOLGERS CLASSIC 25.9OZ 6CT	403.98	116620	12/30/2024
	6019584644	COASTWIDE 2000 FT JRT 12PK	122.91	116620	12/30/2024
	6020452503	LINER 37X50 1.3MIL ACCUFT LLDP	205.56	116705	01/13/2025
TOTAL FOR: STAPLES INC			1,341.94		



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Invoice					
MISC-UB	STEPHEN & LISA STEGNER				
7116354		UB refund for account: 7116354	102.25	116621	12/30/2024
		*UB refund for account: 7116354			
TOTAL FOR: STEPHEN & LISA STEGNER			102.25		
MISC-UB	STEVEN & POLLY BERG				
7116664		UB refund for account: 7116664	81.36	116706	01/13/2025
		*UB refund for account: 7116664			
TOTAL FOR: STEVEN & POLLY BERG			81.36		
78214	STREICHER'S INC				
11736482		40MM PROJECTILE: EXACT IMPACT SPONGE ROUND (BLUE TIP )	487.20	116707	01/13/2025
TOTAL FOR: STREICHER'S INC			487.20		
82003	TABLET COMMAND INC				
INV-1229		01/01/25 TO 12/31/2025 - PRO LICENSE (TABLET) & MANAGE & USER STATUS TO CAD & TC MOBILE USERS 1-50	5,600.00	116551	12/23/2024
TOTAL FOR: TABLET COMMAND INC			5,600.00		
MISC-UB	TERESA SKOOG				
7117046		UB refund for account: 7117046	59.21	116708	01/13/2025
		*UB refund for account: 7117046			
TOTAL FOR: TERESA SKOOG			59.21		
82051	THE BITWORKS				
7377		SITE SURVEY & INSTALLED HHDMI SELECTOR & 100FT FIBER OPTIC HDMI CABLE & HDMI BI-DIRECTION SWITCH	741.50	116709	01/13/2025
TOTAL FOR: THE BITWORKS			741.50		
82058	THE GRILLIUM				
S9		CATERED MEAL FOR HOLIDAY LUNCHEON	757.23	116710	01/13/2025
TOTAL FOR: THE GRILLIUM			757.23		
82059	THE HARTFORD				
DECEMBER 2024		DECEMBER 2024 COBRA LIFE INSURANCE	59.40	2080	12/18/2024
NOVEMBER 2024		NOVEMBER 2024 COBRA LIFE INSURANCE	81.38	2066	11/05/2024
TOTAL FOR: THE HARTFORD			140.78		
MISC-UB	THOMAS & MELANIE SKOGLUND				
7100551		UB refund for account: 7100551	109.69	116552	12/23/2024
		*UB refund for account: 7100551			
TOTAL FOR: THOMAS & MELANIE SKOGLUND			109.69		

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	Invoice				
MISC-UB	TIM & LOUANNE MURPHY				
	7101427	UB refund for account: 7101427	200.00	116622	12/30/2024
		*UB refund for account: 7101427			
TOTAL FOR: TIM & LOUANNE MURPHY			200.00		
82241	TIMESAVER OFF SITE SECRETARIAL INC				
	M29676	NOV 1 2024 - CITY COUNCIL SPECIAL MEETING & NOV 12	1,036.75	116553	12/23/2024
		- CITY COUNCIL MEETING & NOV 13 - PLANNING COMM			
	M29720	NOV 25 2024 - CITY COUNCIL MEETING & DEC 5 - CITY	424.50	116623	12/30/2024
		COUNCIL SPECIAL MEETING			
TOTAL FOR: TIMESAVER OFF SITE SECRETARIAL INC			1,461.25		
82108	TIRED IRON COLLISION CENTER INC				
	13132	SQUAD 2208 - CAB & FRONT DOOR & REAR DOOR & PICK	5,715.15	116554	12/23/2024
		UP BOX			
TOTAL FOR: TIRED IRON COLLISION CENTER INC			5,715.15		
82123	TK ELEVATOR CORPORATION				
	3008241539	GOLD - FULL MAINTENANCE - WITH PHONE MONITORING	619.98	116555	12/23/2024
		12/01/24 - 02/28/25			
TOTAL FOR: TK ELEVATOR CORPORATION			619.98		
82139	TOTAL CONTROL SYSTEMS INC				
	11461	SLS 8T WAS RECORDING EXCESSIVE STARTS RANDOMLY &	1,569.90	116624	12/30/2024
		MADE CHANGED TO THE PROGRAM			
TOTAL FOR: TOTAL CONTROL SYSTEMS INC			1,569.90		
MISC-UB	TOTEM PROPERTIES LLC				
	7117597	UB refund for account: 7117597	259.31	116711	01/13/2025
		*UB refund for account: 7117597			
TOTAL FOR: TOTEM PROPERTIES LLC			259.31		
82178	TWENTY4SEVEN FIRE & SECURITY CORP				
	5972	INSTALLATION AND PROGRAMMING OF 3 HID KEYPAD	1,711.00	116556	12/23/2024
		READERS FOR THE FOREST LAKE POLICE DEPARTMENT			
	5975	TROUBLESHOT AND CHANGED OUT 5 C/O SMOKE DETECTORS	1,908.45	116556	12/23/2024
TOTAL FOR: TWENTY4SEVEN FIRE & SECURITY CORP			3,619.45		
82244	TWIN CITY GARAGE DOOR COMPANY				
	397439861	EXIT DOOR: REMOVED AND REPLACED DAMAGED DRAW BAR	369.00	116557	12/23/2024
		AND RESET TRAVEL LIMITS & SERVICED AND ADJUSTED			
		DOOR			
TOTAL FOR: TWIN CITY GARAGE DOOR COMPANY			369.00		

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	Invoice				
86001	ULINE, INC				
	186391000	GRIPTRON® ICE TRACTION CLEATS - LARGE & GRIPTRON® ICE TRACTION CLEATS - XL	621.98	116558	12/23/2024
	186393351	PLASTIC A-FRAME SIGN - DELUXE, 24 X 36",WHITE & ULINE DELUXE PAPER TOWELS	1,163.44	116558	12/23/2024
	186919512	ULINE ANSI APPROVED FIRST AID KIT - CLASS B, 50 PERSON & ULINE DELUXE MULTI-FOLD TOWELS	422.51	116625	12/30/2024
TOTAL FOR: ULINE, INC			2,207.93		
MISC-UB	VANESSA MAHONEY				
	7115821	UB refund for account: 7115821 *UB refund for account: 7115821	81.46	116712	01/13/2025
TOTAL FOR: VANESSA MAHONEY			81.46		
88012	VARITECH INDUSTRIES INC				
	IN060-2001174	REPLACEMENT MOTOR FOR 1663X001 3 HP 1-PHASE 230 VAC LDS 1663X002	908.15	116559	12/23/2024
	IN060-201145	ADAPTER (1663 PUMP) & VITON SEAL KIT FOR 1663X001 PUMP	379.06	116559	12/23/2024
TOTAL FOR: VARITECH INDUSTRIES INC			1,287.21		
MISC-UB	WALTER & JEANINE OLECIK				
	7108948	UB refund for account: 7108948 *UB refund for account: 7108948	40.93	116713	01/13/2025
TOTAL FOR: WALTER & JEANINE OLECIK			40.93		
MISC-UB	WARD & BEVERLY LEWIS				
	7105625	UB refund for account: 7105625 *UB refund for account: 7105625	250.00	116626	12/30/2024
TOTAL FOR: WARD & BEVERLY LEWIS			250.00		
90031	WASHINGTON COUNTY				
	227519	2024 JPA ELECTION SERVICES	69,911.27	116714	01/13/2025
TOTAL FOR: WASHINGTON COUNTY			69,911.27		
90038	WASHINGTON COUNTY				
	227546	4TH QTR 2024 - RADIO USER FEES - PUBLIC WORKS	1,500.30	116715	01/13/2025
	227558	4TH QTR 2024 - RADIO USER FEES - POLICE	4,800.96	116716	01/13/2025
	227560	4TH QTR 2024 - RADIO USER FEES - FIRE	6,501.30	116717	01/13/2025
TOTAL FOR: WASHINGTON COUNTY			12,802.56		
90039	WASHINGTON COUNTY				
	227397	2025 TRUTH IN TAXATION	2,202.23	116718	01/13/2025
TOTAL FOR: WASHINGTON COUNTY			2,202.23		

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	Invoice				
90045	WASHINGTON COUNTY FIRE CHIEFS ASSOC				
	2025-003	2025 MEMBERSHIP DUES	50.00	116719	01/13/2025
TOTAL FOR: WASHINGTON COUNTY FIRE CHIEFS ASSOC			50.00		
MISC	WILLET REMODELING & CONSTRUCTION IN				
	PB11692	BD Payment Refund	1.00	116627	12/30/2024
		*BD Refund for Trx: 37125576, Record: PB11692,			
		Address: [REDACTED]			
		Comment: D SURCHARGE FEE REFUND			
TOTAL FOR: WILLET REMODELING & CONSTRUCTION IN			1.00		
MISC	WINDOW NATION LLC				
	PB11913	BD Payment Refund	44.00	116628	12/30/2024
		*BD Refund for Trx: 37125936, Record: PB11913,			
		Address: [REDACTED]			
		Comment: [REDACTED] D JOB			
	PB11924	BD Payment Refund	88.00	116628	12/30/2024
		*BD Refund for Trx: 37125955, Record: PB11924,			
		Address: [REDACTED]			
		Comment: [REDACTED] -CANCELLED WORK			
TOTAL FOR: WINDOW NATION LLC			132.00		
90100	WINNICK SUPPLY INC				
	060392	MILWAUKEE M18 REDLITHIUM HIGH OUTPUT XC6.0 BATTERY	448.00	116629	12/30/2024
		PACK (2 PK) & MILWAUKEE M18 REDLITHIUM FORGE HD12			
	060676	6" 3034 SDR35 PVC BELLED END PIPE 10'	43.88	116629	12/30/2024
	060679	2" TRUE UNION BALL VALVE SPEARS	672.02	116720	01/13/2025
	060680	2" VANSTONE FLANGE PVC SCHEDULE 80 & 2" FLANGE	274.45	116629	12/30/2024
		GASKET KIT WITH BOLTS 2739402 & 14 GENERAL PURPOSE			
	060847	1" BALL VALVE BRONZE THREADED 72036T	63.55	116629	12/30/2024
	060987	3/4" X 2 1/2" BRASS NIPPLE	18.23	116720	01/13/2025
	061040	1/2" UNION C X C SWT	38.16	116720	01/13/2025
	061446	3/4" UNION PVC SCHEDULE 80 & OATEY GREY MEGA TAPE	9.88	116720	01/13/2025
		1/2"X1000" PTFE			
	061500	3/4" COUPLING PVC SCHEDULE 80 & 3/4" FEMALE	7.05	116720	01/13/2025
		ADAPTER PVC SCHEDULE 80			
TOTAL FOR: WINNICK SUPPLY INC			1,575.22		
90142	WOODROW MCBRIDE				
	VERIFIED CLAIM	ENTERTAINMENT PROMOTER 2025 - 1ST INSTALLMENT	567.00	116560	12/23/2024
TOTAL FOR: WOODROW MCBRIDE			567.00		

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94003	XCEL ENERGY				

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Invoice					
900813683		51-0012039653-5/4938 HEADWATERS PKWY	36.70	2052	12/02/2024
901153500		51-8383920-1 ~ 5515 - 206TH ST -PARK WELL	632.42	2054	12/05/2024
901164127		51-9849041-6 ~ 20500 FOREST RD N U#1-AIRPORT	35.14	2054	12/05/2024
901297326		51-0239647-6 ~ 1198 W BROADWAY AVE-TRAFFIC	41.01	2055	12/06/2024
901508593		51-0239659-0 ~ 1493 W BROADWAY AVE-TRAFFIC	61.77	2060	12/09/2024
901509393		51-0239648-7 ~ 775 WEST BROADWAY AVE-ELEC	37.00	2060	12/09/2024
901562342		51-5193667-7 ~ BEACH HOUSE	200.40	2060	12/09/2024
901563005		51-5193665-5 ~ 49 LAKE ST N-STREET	7,237.67	2060	12/09/2024
901588334		51-5193666-6 ~ CITY GARAGE	515.93	2060	12/09/2024
901601818		51-9828587-1 ~ 97 BROADWAY AVE W - TRAFFIC	107.16	2060	12/09/2024
901603588		51-7342887-2 ~ 5295 SCANDIA TR N-TRAFFIC	31.41	2060	12/09/2024
901634805		51-0013225636-0 ~ 6358 SCANDIA TRL N	13.81	2060	12/09/2024
901639809		51-0013429969-4 ~ 767 4TH ST SW	634.88	2060	12/09/2024
901667272		51-0013971904-6 ~ 6195 210TH ST N	242.71	2060	12/09/2024
901708758		51-0014133698-0 ~ 220 5TH ST NW	36.04	2060	12/09/2024
901720613		51-0239656-7 ~ 795 WEST BROADWAY AVE-ELEC	32.78	2060	12/09/2024
901721546		51-0239654-5 ~ 797 WEST BROADWAY AVE-ELEC	29.90	2060	12/09/2024
901758105		51-4372874-7 ~ 406 15TH ST SW-LIFT	355.37	2060	12/09/2024
901759833		51-5193673-5 ~ 1850 8TH ST SE - WTP	245.27	2060	12/09/2024
901761511		51-5193671-3 ~ PUBLIC WORKS FACILITY	263.11	2060	12/09/2024
901768579		51-5193670-2 ~ 456 3RD ST NW-PUMP	1,883.53	2060	12/09/2024
901776130		51-5193668-8 ~ 720 - 11TH AVE SE-ICE	52.06	2060	12/09/2024
901786726		51-8829533-8 ~ 21036 KAROLINE CT N-LIFT	34.32	2060	12/09/2024
901825951		51-0012384369-1 ~ 7865 SCANDIA TRL N	38.97	2060	12/09/2024
901850067		51-0014224434-5 ~ 21228 KIEBLER CT N	19.34	2060	12/09/2024
901886746		51-0239645-4 ~ 777 WEST BROADWAY AVE-ELEC	31.27	2061	12/11/2024
901892903		51-0677908-0 ~ 20066 FERN GLEN LN N-STREET	22.63	2061	12/11/2024
901895848		51-0677899-8 ~ 20010 FERN GLEN LN N-STREET	21.40	2061	12/11/2024
901921756		51-5193669-9 ~ 777 4TH ST SW RINK & WARMING HOUSE	46.76	2061	12/11/2024
901927424		51-5193661-1 ~ GOVMNT BLDG	491.93	2061	12/11/2024
901951009		51-9753120-9 ~ 1601 11TH AVE SW-BRIDGE	72.60	2061	12/11/2024
901953424		51-8919722-8 ~ 208 8TH ST NW - TOWER	236.49	2061	12/11/2024
901955116		51-8216739-7 ~ 4855 SCANDIA TR N - TRAFFIC	30.55	2061	12/11/2024
901966330		51-0010257806-0 ~ 20187 FERN GLEN BLVD N-S	19.11	2061	12/11/2024
901971904		51-0010257805-9 ~ 20126 FERN GLEN CT N-STR	15.13	2061	12/11/2024
901972918		51-0011646952-3 ~ 1872 FOREST BLVD	10.30	2061	12/11/2024
901989854		51-0012332089-3 ~ 204 LAKE STREET N UNIT-TRAFFIC	23.63	2061	12/11/2024
902022164		51-0014133727-6 ~ 23845 GRANADA AVE N LIFT STATION	26.51	2061	12/11/2024
902044182		51-0014644299-0 ~ 9597 NORTH SHORE TRL N UNIT-LIFT STATION	37.30	2061	12/11/2024
902054735		51-0010258367-0 ~ 20116 FERN GLEN CT N - STREET	16.78	2061	12/11/2024
902086658		51-0830223-8 ~ 6728 NORTH SHORE TRL N-ELEC	12.10	2064	12/12/2024
902214700		51-0013131153-7 ~ 10100 SCANDIA TRL N	25.11	2064	12/12/2024
902248106		51-0014003458-5 7686 NORTH SHORE CIR LIFT STATION	27.94	2064	12/12/2024

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	902310022	51-4770834-3 ~ 21640 HARROW AVE N	534.14	2064	12/12/2024
	903322316	51-5193676-8 ~ 1850 8TH ST SE & 65 3RD AVE NW WTP	9,661.38	2060	12/09/2024
TOTAL FOR: XCEL ENERGY			24,181.76		
98006	ZIEGLER INC				
	IN001724160	PANEL NUT & BOLT & CONNECTOR & NUT	63.39	116561	12/23/2024
TOTAL FOR: ZIEGLER INC			63.39		
TOTAL - ALL VENDORS			1,603,042.77		



# City Council

## Special Meeting

~ Minutes ~

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

Thursday, December 5, 2024

3:00 PM

City Center - Council Chamber

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

### 1. 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	

### 2. 2025 Budget Discussion

Mayor Bain summarized her previous discussions with Councilmember Roberts, which prompted the decision to call the special meeting.

Finance Director Knopik stated that the general fund balance was projected to be \$609,000, meaning that the fund balance would be at 51.8 percent. The fund balance must be at 50 percent due to policy. Mr. Knopik commented that there would be two options. The first option would be to transfer out funds to other budgets to offset future year levy increases. The transfer could occur after the audit was wrapped up, in April or May. The other option was to not transfer any funds out of the fund balance, which would bring the levy down by one percent. This would help with the projected contingency budget in 2026. He said that the Public Safety Aid had \$225,000 that was unaccounted for, so it was suggested to transfer some of this balance to the Capital Equipment Fund in 2025. Mr. Knopik stated that Mayor Bain and Councilmember Roberts were leaning towards option two. He said that would reduce the levy to a 9.8 percent increase for 2025.

Councilmember Erickson asked about the proposed debt levies for \$431,000. Finance Director Knopik answered that these levies were for street projects, the public works facility, and more. The public works facility was included, which led to the increase in 2028.

Councilmember Erickson asked about the \$1.5 million jump in the general fund. Finance Director Knopik answered that \$500,000 was the contingency and there would be a five percent increase in expenditures for staffing positions.

Mayor Bain stated that she was previously against reducing the levy. She said that there was a large surplus for 2024. A lot of surplus was the line items proposed for 2025 that were funding the fund balance. She suggested reducing the proposed increase to the fund balance in 2025 to provide levy relief for the residents. Mayor Bain said if the increased fund balance number was not a part of the increase to the levy in 2025, she might make an argument to give it to parks.

Councilmember Roberts asked if the fund balance of \$608,000 was as of September 30. Finance Director Knopik confirmed this information.

Councilmember Roberts stated there was an additional quarter of unfilled, high-paying positions.





# City Council

## Special Meeting

### ~ Minutes ~

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

Thursday, December 5, 2024

3:00 PM

City Center - Council Chamber

Finance Director Knopik said that the projection was considering that those positions were unfilled by the end of the year. He commented that there would be some fluctuations, but it gives a good idea of the balance at the end of the year.

Mayor Bain noted the potential uses for Public Safety dollars. She said after the wish list items were fully funded, unused funds remained. She commented that the funds could be put to work in the current capital fund identified for 2025.

Chief of Police Peterson said they started the year with \$918,572 in the Public Safety budget. As of this date, they had spent \$451,345 on approved projects. He said there would be \$200,000 remaining if the City Council approved three equipment purchases. Chief of Police Peterson said that Councilmember Roberts requested more input about the flock cameras. He explained the benefits of the flock cameras. He said that the interview room cameras were purchased before the building construction and needed to be replaced and the weapon storage lockers for rifles would be helpful since there is no room in the armory for the rifles.

Mayor Bain said if they apply \$100,000 to capital improvement, there would still be \$123,000 available for future projects.

Councilmember Erickson voiced favor for option two.

Councilmember Valento stated that she also liked option two.

Interim City Administrator/City Clerk Chaika asked if staff should draft all the option two action items in anticipation that the City Council may act to pass the budget on Monday. Mayor Bain advocated that the City Council take action on the budget on Monday.

Councilmember Erickson asked if Finance Director Knopik could identify what percentage inflation was in the budget. Finance Director Knopik answered that the budget had normal increases in wages and benefits and that inflation had leveled out.

Councilmember Roberts said there was a surplus of \$609,000, but they were proposing to only take \$150,000 out of the contingency. He asked if they needed \$359,000 to keep the contingency fund above fifty percent. Finance Director Knopik answered that if the budget comes in equal, they need to consider what to add to the fund balance to maintain increases and expenditures.

Councilmember Roberts asked if the numbers for the union contracts were considered. Finance Director Knopik answered that the contracts were not settled yet.

Mayor Bain commented that the budget was made up of estimates. The contracts were not settled, and while there was a best estimate of the expenditures, there could be a degree of uncertainty.



# City Council

## Special Meeting

~ Minutes ~

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

Thursday, December 5, 2024

3:00 PM

City Center - Council Chamber

Councilmember Roberts asked if the 10-year financial plan was part of the Truth in Taxation meeting. He said that the public would want answers to the 15 percent number. Finance Director Knopik said that he would prepare a presentation with option two and review the budget. There would be a public hearing for residents to express their thoughts prior to the City Council discussion and approval.

Finance Director Knopik said he would provide a summary of the 10-year capital plan.

Mayor Bain requested that Finance Director Knopik show the proposed adjustments to the levy so that the public understands that the proposed levy increase was less than what residents received on their statements.

Finance Director Knopik stated that he would include a slide showing the work to reduce the proposed levy from 11.54 percent.

Mayor Bain said that it would be beneficial to talk about the positions funded and the reason for the budget increase.

Chief of Police Peterson asked if there was any input about the three equipment purchases.

Councilmember Erickson requested more conversation about the flock cameras, but voiced support for all three equipment purchases.

Councilmember Roberts asked if the flock cameras were on a trailer. Chief of Police Peterson answered that the flock cameras were placed on poles that were already present so there would be a full view of the public location.

Mayor Bain commented that there were previous concerns about body cameras, but they are beneficial to provide safety and accountability. She thought that the flock cameras would provide similar benefits. She asked if they would bring this to the consent agenda item on Monday. Chief of Police Peterson responded that he would appreciate that so the equipment could be ordered and the prices could be locked in before the end of 2024.

### 3. Adjourn

**Motion:** Councilmember Valento made a Motion to Adjourn the specially scheduled Council Meeting at 3:34 p.m.

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



# City Council

## 2025 Truth in Taxation Meeting

1408 Lake Street South  
Forest Lake, MN 55025

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

~ Minutes ~

Monday, December 9, 2024

6:30 PM

City Center - Council Chamber

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

### 1. 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	

### 2. 2025 Budget – Kevin Knopik

- a) Truth in Taxation Public Hearing
- b) Resolution 12-09-24-01: Final Budget Adoption

Finance Director Knopik presented a budget summary for 2025. He reviewed pie charts of the 2025 revenue budgets and the expenditure budgets for 2025 by function. He summarized the proposed tax levy for 2025, which was a 9.8 percent increase from the previous tax levy. He explained the tax levy adjustments to reduce the proposed levy by 3.11 percent. He provided an overview of the need for a tax levy increase, including new positions, a class and compensation study, maintaining a level of service, building maintenance and planning for the future, the downtown median and landscaping beautification, and the capital park improvements and deferred maintenance.

Finance Director Knopik explained that the City could not control inflation increases for the union-agreed wages and benefits for current positions and the rise in costs for items such as insurance. He provided a table that showed the sample home tax impact for 2025. He explained that most of the tax levy goes to the general fund, while the remaining balance goes to the capital equipment, parks and trails, capital improvement, debt service, economic development, and the building maintenance fund. He explained the history of the tax levy and the tax rate.

Public Hearing was opened at 6:42 p.m.

Interim City Administrator/City Clerk Chaika read an email from Chris Voxland at 4851 217th Street North. Mr. Voxland voiced opposition to the property tax increase and encouraged the City to stay within a five percent property increase. This email will be added to the meeting packet as part of the public hearing.

Public Hearing was closed at 6:44 p.m.

Mayor Bain stated there was a backlog to park maintenance and a gap between the needs of deferred maintenance and the levy dollars available. She recognized that there were open staffing positions. She commented that there was a budget surplus in 2024, which could be used to fund the fund balance. Mayor Bain stated that routine charges for capital equipment purchases for public safety. The City received funding dollars from the State for these purchases,

so there was a surplus of unused funds. These two factors allowed the City to reduce the proposed tax levy.

Councilmember Roberts commented that he was not in favor of double-digit increases but noted the need to play catch-up for roads and parks to provide amenities for residents. He stated that there were fixed costs that the City could not control. He voiced support for this budget for 2025.

Councilmember Erickson talked about the need to invest park dollars in the right places at the right time.

Councilmember Valento said it was a balancing act to be fiscally responsible while also providing amenities for community members.

Councilmember Husnik voiced the importance of the public knowing where their dollars are going. He stated that Finance Director Knopik provided this information to residents.

**Motion:** Mayor Bain made a Motion to Adopt Resolution 12-09-24-01 Adopting Final Budget for 2025. Motion seconded by Councilmember Erickson. Motion carried 5-0.

**c) Resolution 12-09-24-02: Approving 10-year Capital Financial Plan and 10-year Financial Management Plan**

Finance Director Knopik said that the plans included in the packet do not commit the City Council to the plans, but the City adopts them as a planning document for the future. He said that the tax levy for 2026 was proposed to be a 14.69 percent increase, but there could be changes to the amount.

Mayor Bain stated it was important to have a ten-year plan to guide decision-making for future years. She noted that it was a tool to make plans for future years, but there were things not in the ten-year plan yet. She said the ten-year plan was a start, which could help the thought process of how to complete these projects with partners. She said the plan was a commitment to consider how the current year's decisions would impact decisions ten years from now.

**Motion:** Councilmember Errickson made a Motion to Adopt Resolution 12-09-24-02 Approving 10-year Capital Financing Plan and 10-year Financial Management Plan. Motion seconded by Councilmember Husnik. Motion carried 5-0.

### **3. Adjourn**

**Motion:** Councilmember Valento made a Motion to Adjourn the Specially Scheduled Council Meeting at 6:58 p.m.

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



# City Council

## Regular Meeting

~ Minutes ~

1408 Lake Street South  
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Monday, December 9, 2024

7:00 PM

City Center - Council Chamber

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

### 1. Call to Order

### 2. Roll Call

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

### 3. Pledge of Allegiance

### 4. Approve the Agenda (Action)

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

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

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

Comments:

Myron Plautz, Vice President of the Forest Lake Area Athletic Association, requested assistance from the City Council with utilizing Fenway Fields. He commented that he would like the City to take care of dragging and prepping the fields. He said that the costs to maintain the fields were difficult and he requested help from the City Council to reduce the costs to move forward. He said that the sports activities benefit area businesses and the City.

Susan Young, 9950 199th Street North, asked about the additional services residents would receive with the Community Development position. She said that eleven of the twenty-two Planning Commission meetings were canceled, so she did not know if the workload was not as high. She asked if the new position would have dedicated inspections and zoning code enforcement. She said if it was an economic development position, she would like to see the position work with the Forest Lake Area Athletic Association since they bring many visitors to the City during tournaments.

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

Councilmember Husnik requested to remove item 6.c. from the Consent Agenda.

- a. Approve City Bills
- b. Approve Minutes from November 12, 2024 Canvassing Board Meeting



# City Council

## Regular Meeting

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- ~~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

**Motion:** Mayor Bain made a Motion to Approve the Consent Agenda Items 6.a. through 6.b. and 6.d. through 6.m.

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

**Motion:** Mayor Bain made a Motion to Approve Item 6.c., Approve Minutes from November 18, 2024 Council Workshop

Motion seconded by Councilmember Valento. Motion carried 4-0-1 (Husnik abstained).

## 7. Regular Agenda (Action Items)

### a) Resident Petition for Public Road

City Attorney Johnson reviewed the petition received from residents on Iverson Avenue who wished to change the road from a private road to a public road. She commented that the work was preliminary since they did not have official survey work. She said that it looked like Iverson Avenue was on one property owner's property and was titled as a private easement, which was how it was used. She commented that there was no specific process about how the City should receive petitions. She said there was not a process of how to make the private road into a public road, but it is important to consider the costs associated with this process.

Rick VanOrnum, resident of Iverson Road, said that the City previously took care of the road through grading and snow plowing. He said that there were major holes and dips in the road, which made it difficult to navigate in the winter or for emergency management. He discussed the interest of residents in turning the road into a public road.

Mayor Bain asked about the needs.

Mr. VanOrnum said that the road was currently dirt, which makes deep potholes. Residents brought in fill, but they would like long-term care of grading. The residents would also like snow plowing. The residents would potentially be interested in turning the road into asphalt depending on the costs.



# City Council

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Jim Sherman, 21123 Iverson Avenue, stated that the City previously graded the road twice a year. He said that he was informed the road was no longer going to be graded because the City hit a mailbox on another private road and had to be replaced by the City. He voiced concern about the current slope of the road and water in driveways. He commented that the snowplows on public roads leave a large pile of snow that residents have to cross when leaving the road.

City Attorney Johnson asked for clarification about the City previously taking care of the road.

Mayor Bain asked when the road was previously graded by the City. A resident stated it was previously graded in 2013.

Public Works Director Adams said that the City previously employed a grading operator who liked to grade everything. The City decided to no longer complete the private road work, since it was not appropriate.

City Attorney Johnson said that the City would need to get the title work to understand how the road was owned. If it was a private easement, they cannot give a public easement. She said a private easement could not be given to the City to turn into a public easement, but the City would need to purchase the public easement from the property owner. She stated that there needs to be a survey and title work completed, which would be approximately \$20,000. She asked the City Council who should pay the administrative costs to complete this work. She said it was a private road in rough shape, and the City Code has minimum road requirements for streets. The road would need to be brought up to the minimum road requirements, which would include asphalt and a full stormwater permit. She asked how the City would want to move forward to get the survey and title work and provided three options for this process.

Councilmember Erickson said that there were options in addition to City purchase. He asked if there was an option for grading and plowing. He asked if step one was required for that pathway.

City Attorney Johnson said that if the City plows and grades private roads, property owners would need to pay for the services. This would be complicated since the road was on one property, so it would need to be assessed to charge adjacent property owners.

Mayor Bain commented that the City might not be the low-cost provider of plowing and grading services. She discussed the costs of the project and asked if there were better options.

Jim Sherman, 21123 Iverson Avenue, commented that the property in question was for sale currently. The property owner previously declined to utilize recycled asphalt on the road. The resident voiced concern about being at the mercy of the property owner.

Councilmember Roberts stated it might be unlikely that the resident would like to give up this property.



# City Council

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Mayor Bain suggested adding that to the question list.

Councilmember Roberts stated he's open to considering a cost-share to upgrade a potential City street to add tax value to the homes, which the City would benefit from. He said the costs might be larger with the watershed district.

Councilmember Erickson said he would like to know more about the private easement.

Public Works Director Adams explained the easement might be present for sewer access. He said if priority is plowing and grading, there are contractors who would be able to grade the road and plow snow for a cheaper rate than the City. He stated it is difficult to set a precedent to plow private roads because it is hard to determine the threshold.

City Attorney Johnson commented that the property is for sale and the property has potential for development. If the property is developed and homes are built on the property, they would need to make the road a public road and dedicate it to future development. She commented it might be a situation to reevaluate in the future or to reach out to the current property owner about dedicating a public easement.

Mayor Bain asked about the conversation with the resident and if the City should be at the table or if it should be a resident conversation. City Attorney Johnson answered that the petitioners would have to determine if they would like to hold the conversation or if they would like the City to be involved. If they would like the City to be involved, it would be appropriate to have Community Development Director Wittman hold the conversation.

Councilmember Husnik said that if the road was public, it would benefit both sides. He asked if there would be a compromise because there would not be a private road in new developments. He suggested that the City complete the survey on the road and reach out to the landowner.

Community Development Director Wittman said that over half of the property was wetlands. She suggested that the City reach out to the landowner to see if there had been any movement on the property. She said an improved roadway could increase the developability, but the other lots have access to Iverson.

Matthew Dowdall, 21165 Iverson, asked for a recommendation about the private easement and drainage. He asked if the lots were sold, and what that could look like to plan.

Mayor Bain requested a City Staff member give information about the development.

Community Development Director Wittman stated that if there was a subdivision, everyone residing within a certain distance would be given notification about the consideration by the Planning Commission. She stated that there would be three different applications, but they





# City Council

## Regular Meeting

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would be noticed at the time of the preliminary plat. The City would enter into a development agreement so that the developer was obligated to make certain agreements with the subdivision. She said most of the deeds of the property had been deeded at 33 feet in the easement. She suggested doing grading within 33 feet or having a conversation with the property owner. She stated it might not make sense to get a survey currently, but it could be beneficial to do some title work.

Councilmember Roberts asked if they have a 33-foot easement and if they could maintain the road. Community Development Director Wittman answered that the residents should ask their legal counsel.

City Attorney Johnson commented that it would depend on the language of the private easement. The private easements are in deeds, which is more abbreviated and less clear. She commented that the survey could confirm the easement location, but it would be very expensive.

Councilmember Roberts said the best first step would be for Community Development Director Wittman to reach out to the property owner.

Mayor Bain said that if the property owner did not want to sell, it would be difficult to use condemnation to force the transaction since it has been a transaction between private property owners for decades. She commented that there were other options on the table to address the condition of the road.

City Attorney Johnson asked if the City Council would be open to discussing the general petition process in the future.

Mayor Bain asked if the process would include clear delineation about the plan for escrow costs. She asked if any other guidance was necessary.

#### **b) Certification of Delinquent Utility Accounts**

##### **i) Public Hearing**

##### **ii) Consideration of Resolution 12-09-24-05**

Finance Director Knopik summarized the Certification of Delinquent Utility Accounts. He stated that the residents are notified if they do not pay their utility bills. If the bills are unpaid by December 12, they are sent to the County to certify.

Public Hearing opened at 7:49 p.m.

No public comments were received.

Public Hearing closed at 7:50 p.m.



# City Council

## Regular Meeting

~ Minutes ~

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7:00 PM

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**Motion:** Mayor Bain made a Motion to Adopt Resolution 12-09-24-05, Resolution for the Certification of 2024 Delinquent Utility Accounts.

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

Councilmember Roberts asked about the notice provided to residents. Finance Director Knopik answered that the City staff have tried to reach out to the residents by phone, email, and mail.

**c) 2025 Fee Schedule: Ordinance 745 – Kevin Knopik**

Finance Director Knopik presented the proposed changes to the 2025 Fee Schedule. He said that the one consistency for the fee increase is to areas where staff time is involved to reflect an increase in wages.

Mayor Bain asked about consideration of a two-year phase-in with the Forest Lake Area Athletic Association for field maintenance. Public Works Director Adams responded that the fee schedule is waived for Forest Lake Area Athletic Association because of the agreement. The fees would be if another entity would like to use the field.

Mayor Bain clarified that the agreement with Forest Lake Area Athletic Association is in pre-agreement for next year. Public Works Director Adams confirmed this information.

Councilmember Roberts asked about the fee schedule compared with other cities. Community Development Director Wittman answered that she has not had a chance to complete comparisons but would like to do so in the future.

**Motion:** Councilmember Valento made a Motion to Adopt Ordinance 745, An Ordinance Repealing and Replacing City Code Chapter 35, Fees and Service Charges.

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

**d) Cannabis Registration: Ordinance 746/Resolution 12-09-24-10 – Amanda Johnson**

City Attorney Johnson presented information about the Cannabis Business Registration ordinance. She noted the ordinance limits the businesses by the distance between stores and distance from certain locations, such as schools. She discussed the steps needed to take to register their business, including pre-registration requirements and registration documents including the Security Plan, Odor Mitigation Plan, and Photometric Plan. She commented that there would be annual compliance checks on the business and registration would need to be renewed annually.

Mayor Bain asked if the compliance check when issuing the registration was related to the building code. City Attorney Johnson explained that the first language was a compliance check with the City Code, while the next compliance check was with the age.

Mayor Bain asked if there would be regular compliance checks with the building. City Attorney Johnson responded that it was a one-time check upon opening.



# City Council

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Mayor Bain stated that they would do an initial plan before registration. She asked if there was a way to check if these plans were followed. City Attorney Johnson answered that the plans would be in the Interim Use Permits as conditions. If they violate the plan, they can pull the Interim Use Permit.

Mayor Bain asked if they could make the beginning inspection a part of the annual process and report any failures to the State. City Attorney Johnson responded that they must renew their registration each year, which they need to send to the Office of Cannabis Management.

**Motion:** Councilmember Erickson made a Motion to Adopt Ordinance 746, An Ordinance for Cannabis Business Registration.

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

**Motion:** Councilmember Erickson made a Motion to Adopt Resolution 12-09-24-01: Summary Publication of Ordinance 746.

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

**e) Administrative Citation Fee: Ordinance 747 – Amanda Johnson**

City Attorney Johnson reviewed the ordinance for the Administrative Citation Fee. She stated that the ordinance is requesting to increase fines for repeat offenders which would be capped at a \$2,000 maximum citation amount.

**Motion:** Councilmember Roberts made a Motion to Adopt Ordinance 747, an Ordinance to amend Forest Lake City Code Section 36.02(E), allowing administrative citation fees to increase with multiple citations.

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

**f) Resolution 12-09-24-06: Donation from Brenda Kaeding – Mayor Bain and City Council**

Councilmember Erickson noted that there were two donations on the resolution.

**Motion:** Mayor Bain made a Motion to Adopt Resolution 12-09-24-06, A Resolution Accepting Donations for the Veterans Memorial Project.

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

**g) Resolution 12-09-24-07: Donation from Tired Iron – Mayor Bain and City Council**

**Motion:** Mayor Bain made a Motion to Adopt Resolution 12-09-24-07, A Resolution Accepting a Donation from Tired Iron Collison Center.

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

**h) Resolution 12-09-24-08: Donation from Hometown Holiday Volunteers – Mayor Bain and City Council**



# City Council

## Regular Meeting

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**Motion:** Mayor Bain made a Motion to Adopt Resolution 12-09-24-08, A Resolution of Gratitude for the Volunteers for the 2024 Hometown Holiday Event.

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

**i) Resolution 12-09-24-09: Donation from Hometown Holiday Donations – Mayor Bain and City Council**

**Motion:** Mayor Bain made a Motion to Adopt Resolution 12-09-24-09, A Resolution Accepting Donations for Hometown Holiday.

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

## 8. Staff Updates

Acting City Administrator/City Clerk Chaika said that there was nothing on the agenda for the December 19 City Council workshop. The next City Council meeting will be January 13.

Community Development Director Wittman thanked Chief Newman and his crew, Police Department Staff, and the Public Works Department for their efforts for Hometown Holiday.

Public Works Director Adams explained the previous agreement with Forest Lake Athletic Association of \$30,000 that covers fertilizing and the scheduling software. He commented that the City is putting time, effort, and costs at Fenway.

Chief Peterson commented that Shop a Cop would be on December 16.

City Engineer Goodman recognized the year in review. He thanked Finance Director Knopik for the coordination and organization as they worked together. He thanked Mayor Bain and Councilmember Husnik for their work.

Finance Director Knopik stated that it would be his last scheduled City Council meeting and wished the City the best moving forward.

Mayor Bain thanked Finance Director Knopik for his work.

## 9. Mayor and City Council Updates

Councilmember Erickson thanked Finance Director Knopik for his work. He said he received good reviews on Hometown Holiday.

Councilmember Husnik thanked Finance Director Knopik for his hard work. He congratulated the election winners and thanked Mayor Bain for her work.

Councilmember Valento said that the Cable Commission would hold its last meeting at 4 p.m. on Friday. She invited people to their holiday celebration at 5 p.m. She thanked the City staff for their



# City Council

## Regular Meeting

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work on the budget and the work for Hometown Holiday. She voiced appreciation for Finance Director Knopik's work on the 10-year budget plan.

Councilmember Roberts voiced appreciation for the efforts on Hometown Holiday and for the work of Finance Director Knopik. He thanked Mayor Bain and Councilmember Husnik for their service.

Mayor Bain said that the Recycling Center's Grand Opening would be on Monday, December 16. She thanked Councilmember Husnik for his years of service on the City Council and Airport Commission. She thanked City staff for their hard work. She encouraged the City Council to create a plan to move forward. She thanked the community for their support in completing the development work.

## 10. Adjourn

**Motion:** Councilmember Valento made a Motion to Adjourn the Regularly Scheduled Council Meeting at 8:32 p.m.

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



# City Council

## Special Meeting

~ Minutes ~

1408 Lake Street South  
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Wednesday, December 18, 2024

7:00 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. City Administrator Interview and Related Actions

City Attorney Johnson summarized the preliminary discussions the City Administrator Search Committee held with Mark Statz. She commented that this would be a time to ask Mr. Statz questions.

Mayor Bain suggested that the Council follow the questions provided.

Councilmember Valento asked about Mr. Statz's interest in the Forest Lake City Administrator position and his key qualifications for the position.

Mr. Statz said he was happy working as the City Administrator in Centerville. He did not have intentions to leave his engineering job for 20 years, but the Centerville City Administrator position was a good fit. He said that being the Forest Lake City Administrator was a comfortable step forward in his City Administrator experience. He explained that the Centerville city council changed after the election and voiced concerns about the opportunity for growth. He thought there could be growth with Forest Lake.

Mayor Bain asked if the City was his client when he was an engineer. Mr. Statz responded that he served the City as an engineer from 2005 to 2017. He also worked with the City of Rockford as an engineer. Mayor Bain asked about the largest city he worked for as an engineer. Mr. Statz answered that they did projects for cities like Minnetonka, but he primarily did work for smaller communities. He stated that he worked for metro cities, such as Centerville.

Mayor Bain asked about his leadership style. Mr. Statz responded that he was a lead-by-example person. He provided an example of a situation where he worked with a coworker on a solar panel grant application.

Councilmember Roberts asked about his involvement with budgeting, finance, and short-term and long-term planning. Mr. Statz provided an example of a long-range project he managed. He described the budgetary planning process he oversaw for the City of Centerville.



# City Council

## Special Meeting

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Councilmember Erickson requested an example of a specific project that highlights the skills and leadership for economic development. Mr. Statz provided an example related to the downtown plan. He stated that some projects had not been completed.

Councilmember Erickson asked about the projects that had not crossed the finish line. Mr. Statz responded that Centerville did not have an apartment building, but there was a potential project to build an apartment building. He explained the different concerns related to the project.

Councilmember Husnik asked about Mr. Statz's experience with developing partnerships. Mr. Statz explained the partnerships with other cities for fire department work and discussed the consortium for cable access. He addressed working with watersheds, counties, the Minnesota Department of Transportation, and the Federal Emergency Management Agency.

Councilmember Erickson asked about his experience with the watershed. Mr. Statz provided details about his experience working with the Rice Creek Watershed District, specifically with silt fences.

Councilmember Husnik questioned his experience working with community organizations. Mr. Statz responded on the collaboration with the Lion's Club to host a regular City festival. He voiced the importance of community groups.

Councilmember Roberts asked about mentoring relationships with co-workers and providing professional feedback. Mr. Statz provided an example of the first five groups he led with engineers to help with professional development. He discussed employee discipline and provided examples of when he had to correct employees.

Mayor Bain asked about the ideal relationship between the City Administrator and the City Council and how Mr. Statz addressed disagreements with the City Council. Mr. Statz described his experience working with Lakeland when a public works director departed. He discussed the importance of a City government being a professional organization and cautioned against one person giving total direction.

Councilmember Valento asked about his experience with collective bargaining. Mr. Statz responded that the joint power agreement for the police department has three unions and he also worked with the local International Union of Operating Engineers Local 49. He said it was a positive experience working with the unions as he does not have a combative approach. He stated that he did not always understand seeing individuals as a commodity, but he tries to consider the type of work being completed in Centerville. He noted that being combative does not serve the City's best interest.

Mayor Bain asked why the City of Forest Lake should select Mr. Statz to be the City Administrator. Mr. Statz responded that he was level-headed and calm. He explained a situation he faced where his feasibility report was discussed in a public forum and that he learned to keep his cool during the situation. He said he could provide stability to the community and he was honest.



# City Council

## Special Meeting

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Mayor Bain asked what questions Mr. Statz had for the City Council. Mr. Statz responded that he would like to meet with each member of the City Council so he can understand the history. He would also like to meet with the department heads and to honor his 60-day time frame with Centerville.

Mr. Statz asked what would need to get done in a hurry with the Forest Lake. Mayor Bain responded that hiring a Finance Director was urgent work.

Mr. Statz asked if they plan to search for a Finance Director before he starts. He voiced concerns about hiring a search firm as he would like to be involved with picking department-level head positions.

Council inquired of Mr. Statz's thoughts on increases in cities' budgets being 10- to 12-percent when inflation is only 2- to 3-percent. Mr. Statz explained how cities and counties recovered after COVID-19 and the catch-up that occurred. Councilmember Erickson asked about the tax rate in Centerville. Mr. Statz responded that the tax rate was in the low 40s. He said that 2024 was the first year that Centerville would be debt-free. He discussed how Centerville restructured its debt to impact the levy.

Mayor Bain thanked Mr. Statz for attending the meeting.

Mr. Statz departed the meeting.

City Attorney Johnson asked for feedback.

Councilmember Erickson provided a positive review but noted that Centerville did not have as many businesses as Forest Lake.

Councilmember Husnik voiced support for Mr. Statz's engineering background.

Councilmember Roberts stated that Amazon paid Centerville \$1 million to build there. He said that Mr. Statz was a proponent of development but still held high standards. He voiced support to move forward with Mr. Statz, adding that he believed Mr. Statz had no intention of retiring soon.

Councilmember Erickson voiced support for hiring Mr. Statz and thought he would be a great addition.

Mayor Bain talked about Mr. Statz's knowledge and relationships with other metropolitan cities.

Acting City Administrator/City Clerk Chaika thought Mr. Statz would be a good fit.





# City Council

## Special Meeting

### ~ Minutes ~

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

Wednesday, December 18, 2024

7:00 PM

City Center - Council Chamber

Councilmember Valento thought that Mr. Statz would be willing to attend City events that appealed to children.

City Attorney Johnson noted it was communicated that it was an expectation that Mr. Statz would be present in the community.

Councilmember Erickson asked if this candidate seemed more hands-on and if it was appropriate for the City. Councilmember Roberts answered that the candidate preferred to be hands-off but could be hands-on, as necessary.

Councilmember Valento said that the candidate thought staff members would be more sophisticated in a larger City, but he will help as necessary.

Mayor Bain noted that the candidate mentioned leading by example.

**Motion:** Councilmember Erickson made a Motion to Authorize City Attorney Johnson to engage Mr. Statz in contract negotiations.

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

City Attorney Johnson commented that Mr. Statz had a copy of the contract and had no concerns. She noted that his salary would be at grade 26, step two. She said there would be a performance review at six months and then annually after that point. His grade increases would be based on his performance. She noted that Mr. Statz would come in as a 20-year employee, which was common. City Attorney Johnson said that if the contract was terminated in the first year, Mr. Statz would only get three months of severance pay rather than six months. City Attorney Johnson said that Mr. Statz's severance would be a cash lump sum equivalent to his salary. This lump sum would not include additional payout for sick leave. She commented that the start date was set to be February 18, 2025.

Mayor Bain asked if there was anything that prohibited Forest Lake from communicating with Mr. Statz prior to his start date on February 18, 2025.

Councilmember Erickson said that Mr. Statz seemed interested in putting feelers out for a finance position but the Council should not expect him to do additional work.

City Attorney Johnson responded that the City could pay Mr. Statz an hourly rate for work completed prior to his official start date.

Mayor Bain said that he could not weigh in on a situation where he did not have context.

Councilmember Erickson stated that he would rather Mr. Statz focus on wrapping up his time at Centerville and wait to start additional work until his arrival.



# City Council

## Special Meeting

### ~ Minutes ~

1408 Lake Street South  
Forest Lake, MN 55025  
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Wednesday, December 18, 2024

7:00 PM

City Center - Council Chamber

Councilmember Valento commented that she was in favor of whatever was appropriate for Mr. Statz. She asked about posting the Finance Director position, so it closed shortly after his arrival.

Mayor Bain asked about a communication plan with the position. City Attorney Johnson responded that Mr. Statz planned to inform the Centerville mayor of his departure tomorrow, so any communication would happen after that. The contract will be on the next meeting agenda.

#### 4. Finance Consultant Proposal

Acting City Administrator/City Clerk Chaika talked about her conversation with Abdo Financial Services to understand how they could bridge the gap with the vacancy in the Finance Director position. Abdo Financial Services understands that the City would need assistance with the audit season and with various analytics to make sure the balance sheets are where they need to be. She commented that Abdo Financial Services would help start the 2026 budget as well. Acting City Administrator/City Clerk Chaika commented that the costs provide by Abdo in their proposal were significantly higher than anticipated and, if Council elected to move forward with Abdo, would put the City \$15,000 over budget in finance wages per month.

Councilmember Erickson asked if there were other options for companies to contract with other than Abdo Financial Services. Acting City Administrator/City Clerk Chaika responded that the City Council would have three options – to move forward with the as-is contract, to negotiate the scope of services and/or fees with Abdo Financial Services, or to receive additional finance proposals.

Councilmember Erickson asked if the City was doing anything about a human resources consultant. Acting City Administrator/City Clerk Chaika responded that many of these companies have a human resources service as well.

Councilmember Erickson suggested finding two resources – one for human resources and one for Finance Director.

Acting City Administrator/City Clerk Chaika voiced concern about the possibility of not being able to act on the finance consultant conversation until the first Council Meeting of the year on January 13. She asked about the City Council permitting the Administration Committee to connect with other consultants to see the options.

Councilmember Erickson asked about the audit budget and dates. Acting City Administrator/City Clerk Chaika responded that \$15,900 was budgeted for the audit and the dates have been scheduled April 28 through May 2, 2025.

Mayor Bain stated that the City completes the details of the audit before handing it over to audit services.



# City Council

## Special Meeting

### ~ Minutes ~

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

Wednesday, December 18, 2024

7:00 PM

City Center - Council Chamber

Mayor Bain asked about the Payroll Department. Acting City Administrator/City Clerk Chaika stated that the payroll employee would be able to maintain her job duties without additional support from a consultant.

Councilmember Erickson suggested moving forward with option three.

Mayor Bain asked if there was an opportunity to make sure the essentials for major actions are covered, but they are not contracting them to start financial services. She also asked about a scaled-down proposal with just the essentials. Mayor Bain suggested that the Administrative Committee be authorized to move forward with option two or three.

**Motion:** Councilmember Erickson made a Motion to Authorize the Administration Committee to negotiate with Abdo Financial Services to revise the proposal to reduce the scope of services or fees and to solicit additional consultant proposals and enter into a contract with a financial consultant with the most reasonable proposal.

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

## 5. Adjourn

**Motion:** Councilmember Valento made a Motion to Adjourn the Special Council Meeting at 9:05 p.m.

Motion seconded by Councilmember Erickson. Motion carried 5-0

# STAFF REPORT

**MEETING DATE:** January 13, 2025

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

**AGENDA ITEM:** 2025 Annual Appointments

---

## **INTRODUCTION**

Each year, City Council makes appointments for consultant service providers and statutorily required services (municipal depositories, official legal newspaper) and designations.

## **ANALYSIS**

Below is a list of annual appointments. To encourage stability, no changes are recommended from last year's appointments or designations; however, not included in this list is the City's legal counsel as that item will be considered separately by Council during the 01/13/2025 Meeting.

	<b>2024</b>	<b>2025</b>
Legal Newspaper	Forest Lake Times	Forest Lake Times
Municipal Advisor	Ehlers	Ehlers
Labor Services	Madden Galanter Hansen PLLC, Attorneys at Law	Madden Galanter Hansen PLLC, Attorneys at Law
Assessor	Washington County	Washington County
City Depositories	<ul style="list-style-type: none"><li>- Midwest One Financial</li><li>- 4M and 4MP Fund/PMA Financial Network</li><li>- US Bank</li></ul>	<ul style="list-style-type: none"><li>- Midwest One Financial</li><li>- 4M and 4MP Fund/PMA Financial Network</li><li>- US Bank</li></ul>
Data Practices Officer	Jolleen Chaika	Jolleen Chaika
City Auditor	BerganKDV	Creative Planning (formerly Bergan KDV)
Secretarial Services	TimeSaver, Inc.	TimeSaver, Inc.

## **RECOMMENDATION**

Staff recommends that Council approve Resolution 01-13-25-01 designating the 2025 appointments; staff also recommends approval of the 2025 contract with Madden Galanter Hansen PLLC, Attorneys at Law. If this item is removed from the Consent Agenda, staff suggests the following motion: *Motion to Approve Resolution 01-13-25-01 and to Approve Contract with*

*Madden, Galanter, Hansen, PLLP.*

**ATTACHMENTS**

- Resolution 01-13-25-01
- Contract with Madden Galanter Hansen PLLC, Attorneys at Law

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

**RESOLUTION NO. 01-13-25-01**

**A RESOLUTION APROVING ANNUAL APPOINTMENTS**

**WHEREAS**, the City of Forest Lake makes appointments and designations each year to provide transparency to residents and to meet requirements of Minnesota law; and,

**WHEREAS**, the following list is recommended for approval for 2025:

	<b>2024</b>	<b>2025</b>
Legal Newspaper	Forest Lake Times	Forest Lake Times
Municipal Advisor	Ehlers	Ehlers
Labor Services	Madden Galanter Hansen PLLC, Attorneys at Law	Madden Galanter Hansen PLLC, Attorneys at Law
Assessor	Washington County	Washington County
City Depositories	<ul style="list-style-type: none"> <li>- Midwest One Financial</li> <li>- 4M and 4MP Fund/PMA Financial Network</li> <li>- US Bank</li> </ul>	<ul style="list-style-type: none"> <li>- Midwest One Financial</li> <li>- 4M and 4MP Fund/PMA Financial Network</li> <li>- US Bank</li> </ul>
Data Practices Officer	Jolleen Chaika	Jolleen Chaika
City Auditor	BerganKDV	Creative Planning (formerly BerganKDV)
Secretarial Services	TimeSaver, Inc.	TimeSaver, Inc.

**WHEREAS**, Minn. Stat. 412.831 requires that the Council, at the first regular meeting of the year, shall designate a legal newspaper as its official newspaper and that the Forest Lake Times is interested and qualified in continuing as the official newspaper for the City; and,

**WHEREAS**, Minn. Stat. 427.01 requires that a City shall designate banks as depository of City funds and the financial institutions as listed on this resolution are qualified depositories for City funds.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FOREST LAKE, MINNESOTA,** hereby approves the above-listed appointments for 2025.

Adopted in the regular session of the Forest Lake City Council on the 13<sup>th</sup> day of January, 2025.

**CITY OF FOREST LAKE**

By:

\_\_\_\_\_  
Blake Roberts  
Its Mayor

Attest:

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

## CONSULTING SERVICES CONTRACT

This Agreement, by and between the City of Forest Lake, hereinafter referred to as “City” and Madden Galanter Hansen, PLLC, Attorneys at Law, 7760 France Avenue South, Suite 290, Bloomington, Minnesota 55435-5834, hereinafter referred to as “Consultant.”

### RECITALS

**WHEREAS**, the City is required under the Minnesota Public Employment Labor Relations Act (PELRA) to undertake the negotiations of contracts with employees represented by exclusive representatives (unions); and

**WHEREAS**, the City has determined that retaining a consultant to assist in its negotiations with the unions best fulfills its obligations with respect to labor negotiations.

**NOW, THEREFORE**, in consideration of the mutual undertakings and agreements contained within the Contract, the City and the Consultant agree as follows:

#### **A. Scope of Services**

1. Representation, with the labor negotiating team, in labor negotiations as chief management negotiator including:
  - a. Analysis of existing contract language and administration problems;
  - b. Preparation of management negotiations strategy;
  - c. Management spokesperson for “at the table” labor negotiations;
  - d. Preparation of management proposals and timely drafting of final labor bargaining agreement and finalization;
  - e. Pre-labor negotiation briefings, settlement summaries and appropriate status reports for the City Board information and action as necessary or as requested.
2. Management representation in grievance matters and counseling with management staff in initial grievance steps. Handling of grievance arbitrations.
3. Representation of the City in unit determination hearings.
4. Labor relations advice and personnel matters and data practices issues with the City on an ongoing basis.



**B. Consideration and Terms of Payment**

1. Consideration for all services performed shall be as follows:  
Providing of labor negotiation services, travel and other labor relation services, other than arbitration, administrative hearing and litigation representation, billed in tenths of an hour at the rate of \$225.00 per hour. Arbitration and administrative hearing representation, if requested by the City, shall be at the rate of \$235.00 per hour.
2. Consultant will also be reimbursed for expenses, including mileage consistent with the amount set forth by the IRS per mile, photocopying charges at \$.15 per page, charges for facsimile transmissions at the rate of \$.50 per page, and reimbursement of long distance telephone charges.
3. The Consultant will submit invoices on a periodic basis to the City for payment for services performed. Payment shall be made within thirty days after receipt of invoices for services performed.

**C. Changes**

The City and Consultant may, from time to time, require changes in the terms of this Contract. Any such changes that are mutually agreed to by the parties shall be incorporated as written amendments to this Agreement and attached hereto.

**D. Duration**

The terms of this Agreement shall be applicable for a period commencing January 1, 2025 through December 31, 2025. The contract may also be terminated by either party after giving ninety (90) days written notice.

**E. Independent Contractor**

It is agreed by the parties that at all times and for all purposes hereunder, that the Consultant is an independent contractor and not an employee of the City.

**F. Insurance**

The Consultant agrees it will defend, indemnify and hold harmless the City, its officers and employees against any and all liability, loss, costs, damages and expenses which the City, its officers or employees may hereafter sustain, incur, or be required to pay arising out of the negligent or willful acts of omission of Consultant and out of Consultant's performance or failure to adequately perform its obligations pursuant to this Agreement.

The Consultant further agrees, in order to protect itself and the City under the indemnity provisions set forth above, the Consultant will maintain at all times general, professional,

and auto liability policies on an occurrence basis. All such policies shall provide limits not less than the tort liability limitations set forth in Minnesota Statutes Section 466.04. If applicable, the Consultant also agrees to maintain Workers Compensation insurance in the statutory amounts. Certificates of insurance showing the coverage listed here shall be during the term of this contract, have and keep in force liability insurance coverage provided to the City prior to the effective date of this contract. All policies shall provide that they shall not be canceled, materially changes, or not renewed without thirty days prior notice thereof to the City. This provision shall act as a condition subsequent; failure to abide by this provision shall be deemed as a substantial breach of contract.

**G. Data Practices**

The City shall disclose private and/or confidential data to Consultant as necessary for purposes of legal advice and consultation. Consultant agrees to abide by the applicable provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, pertaining to privacy or confidentiality. Consultant understands that all of the data created, collected, received, stored, used, maintained or disseminated by the Consultant in performing those functions that the City would perform as a government entity, is subject to the requirements of Chapter 13 and the Consultant must comply with those requirements as if it were a government entity. This does not create a duty on the part of the Consultant to provide the public with access to public data if the public data is available from the City, except as required by the terms of this Agreement.

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

**City of Forest Lake**

Dated: \_\_\_\_\_

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

Its \_\_\_\_\_

**Madden Galanter Hansen, PLLC**

Dated: 12/18/2024

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

Susan K. Hansen  
Its Partner

## STAFF REPORT



**MEETING DATE:** January 13, 2025

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

**AGENDA ITEM:** 2025 City Meeting Calendar

---

### **INTRODUCTION:**

At the first meeting of each year, City Council sets the official meeting schedule for Council Meetings and Workshops and various board/commission meetings.

### **ANALYSIS:**

The proposed meeting calendar, attached hereto, is consistent with the schedule maintained by City Council in previous years. Any changes to the regular meeting dates are due to observed holidays.

### **RECOMMENDATION:**

Approve 2025 City Meeting Calendar

### **ATTACHMENTS:**

2025 City Meeting Calendar

2025  
City of Forest Lake Meeting Calendar

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

May						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

March						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
31						

June						
S	M	T	W	T	F	S
1	2	3	4		6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
30						

September						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2024

City of Forest Lake Meeting Calendar

KEY		
	City Council & EDA	Council - 2nd & 4th Mondays at 7:00 p.m. EDA - 2nd Mondays at 5:30 pm
	City Council Workshop	3rd Monday of each month at 6:30 p.m.
	City Council Budget Workshop	Tentative - TBD
	Planning Commission	2nd & 4th Wednesdays at 7:00 pm Only one meeting in November and December
	Parks and Recreation Commission	3rd Wednesday at 5:30 pm
	Airport Commission	1st Wednesday of every other month at 6:30 pm Beginning in January
	Local Board Meeting	April Meeting Date/Additional date to be added if necessary
City Holiday - Closed		

## STAFF REPORT

**MEETING DATE:** January 13, 2025

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

**AGENDA ITEM:** Exempt Gambling Permit Applications

---

### **INTRODUCTION:**

Non-profit organizations must obtain City approval to obtain excluded gambling permit for bingo events. St. Peter's Catholic School has applied to conduct a raffle on April 25, 2025 at the school; Ducks Unlimited (WBL) has applied to conduct bingo and a raffle on January 25, 2025 at Friar's; and, the Knights of Columbus has applied to conduct a raffle at the Forest Lake Legion on April 25, 2025.

### **ANALYSIS:**

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

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

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

St. Peter's School, Ducks Unlimited (WBL), and the Knights of Columbus 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 LG220 for St. Peter's School, Ducks Unlimited and the Knights of Columbus and authorize City Clerk to sign applications for remittance to the Minnesota Gambling Control Board.

**ATTACHMENTS:**

LG220 – St. Peter's School

LG220 – Ducks Unlimited

LG220 – Knights of Columbus

## MINNESOTA LAWFUL GAMBLING

**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: Church and School of St. Peter

Previous Gambling Permit Number: X-82037-24-039

Minnesota Tax ID Number, if any: 8607684

Federal Employer ID Number (FEIN), if any: 41-0799304

Mailing Address: 1250 South Shore Drive

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

Name of Chief Executive Officer (CEO): Fr. Daniel Bodin

CEO Daytime Phone: [REDACTED] CEO Email: [REDACTED]  
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): \_\_\_\_\_

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

☐ Fraternal ☒ Religious ☐ Veterans ☐ Other Nonprofit Organization

**Attach a copy of one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103

Secretary of State website, phone numbers:

[www.sos.state.mn.us](http://www.sos.state.mn.us)

651-296-2803, or toll free 1-877-551-6767

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

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted  
(for raffles, list the site where the drawing will take place): Church and School of St. Peter

Physical Address (do not use P.O. box): 1250 South Shore Drive

Check one:

☒ City: Forest Lake Zip: 55025 County: Washington

☐ Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): 4-25-24

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.



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

**CITY APPROVAL  
for a gambling premises  
located within city limits**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

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

**The city or county must sign before  
submitting application to the  
Gambling Control Board.**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

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

**TOWNSHIP (if required by the county)**

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

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

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: *Fr. Daniel Bodin* Date: 12/6/24  
(Signature must be CEO's signature; designee may not sign)

Print Name: Fr. Daniel Bodin

**REQUIREMENTS**

**Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

**Financial report to be completed within 30 days after the gambling activity is done:**

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

**MAIL APPLICATION AND ATTACHMENTS**

**Mail application with:**

- \_\_\_\_\_ a copy of your proof of nonprofit status; and
- \_\_\_\_\_ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Questions?**

Call the Licensing Section of the Gambling Control Board at 651-539-1900.



## MINNESOTA LAWFUL GAMBLING

**LG220 Application for Exempt Permit**4/23  
Page 1 of 3

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: White Bear Lake Ducks Unlimited

Previous Gambling Permit Number: X- 95223

Minnesota Tax ID Number, if any: 26-3145912

Federal Employer ID Number (FEIN), if any: 41-1549787

Mailing Address: 26671 Glen Oak Dr

City: Wyoming State: MN Zip: 55092 County: Chisago

Name of Chief Executive Officer (CEO): Greg Dziejewczynski

CEO Daytime Phone: [REDACTED] CEO Email: [REDACTED]  
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): \_\_\_\_\_

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

**Attach a copy of one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division  
60 Empire Drive, Suite 100  
St. Paul, MN 55103

Secretary of State website, phone numbers:  
[www.sos.state.mn.us](http://www.sos.state.mn.us)  
651-296-2803, or toll free 1-877-551-6767

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

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Friar's

Physical Address (do not use P.O. box): 1500 Lake St. S.

Check one:

☒ City: Forest Lake Zip: 55025 County: Washington  
☐ Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): 01-25-2025

Check each type of gambling activity that your organization will conduct:

☒ Bingo ☐ Paddlewheels ☐ Pull-Tabbs ☐ Tipboards ☒ Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

## LG220 Application for Exempt Permit

4/23  
Page 2 of 3**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)****CITY APPROVAL  
for a gambling premises  
located within city limits**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

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

**The city or county must sign before  
submitting application to the  
Gambling Control Board.**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

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

**TOWNSHIP (if required by the county)**

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

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

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Greg Dziweczynski Date: 12-16-2024  
(Signature must be CEO's signature; designee may not sign)

Print Name: Greg Dziweczynski**REQUIREMENTS****Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

**Financial report to be completed within 30 days after the gambling activity is done:**

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

**MAIL APPLICATION AND ATTACHMENTS****Mail application with:**

- \_\_\_\_\_ a copy of your proof of nonprofit status; and
- \_\_\_\_\_ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Questions?**

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

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application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer



## MINNESOTA LAWFUL GAMBLING

**LG220 Application for Exempt Permit**

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: KNIGHTS OF COLUMBUS #7750 Previous Gambling Permit Number: X- 93694-24  
 Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: 41-1396052  
 Mailing Address: 13060 LAKE BLVD  
 City: LINDSTROM State: MN Zip: 55045 County: CHISAGO  
 Name of Chief Executive Officer (CEO): CHARLES A. FITZER  
 CEO Daytime Phone: \_\_\_\_\_ CEO Email: \_\_\_\_\_  
 (permit will be emailed to this email address unless otherwise indicated below)  
 Email permit to (if other than the CEO): \_\_\_\_\_

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

☒ Fraternal \_\_\_\_\_ Religious \_\_\_\_\_ Veterans \_\_\_\_\_ Other Nonprofit Organization

**Attach a copy of one of the following showing proof of nonprofit status:**

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

**A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division  
 60 Empire Drive, Suite 100  
 St. Paul, MN 55103

Secretary of State website, phone numbers:

[www.sos.state.mn.us](http://www.sos.state.mn.us)

651-296-2803, or toll free 1-877-551-6767

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

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

**IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): AMERICAN LEGION POST 225

Physical Address (do not use P.O. box): 355 W. BROADWAY

Check one:

☒ City: FOREST LAKE Zip: 55025 County: WASHINGTON

\_\_\_\_\_ Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): 4/25/25

Check each type of gambling activity that your organization will conduct:

\_\_\_\_\_ Bingo \_\_\_\_\_ Paddlewheels \_\_\_\_\_ Pull-Tabs \_\_\_\_\_ Tipboards ☒ Raffle

**Gambling equipment** for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to [www.mn.gov/gcb](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.



**LG220 Application for Exempt Permit****LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)****CITY APPROVAL  
for a gambling premises  
located within city limits**

The application is acknowledged with no waiting period.

\_\_\_\_\_ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

\_\_\_\_\_ The application is denied.

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

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

**The city or county must sign before  
submitting application to the  
Gambling Control Board.**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

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

**TOWNSHIP (if required by the county)**

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

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

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: \_\_\_\_\_ Date: 12/27/24  
(Signature must be CEO's signature; designee may not sign)

Print Name: CHARLES A. FITZER

**REQUIREMENTS****Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

**Financial report to be completed within 30 days after the gambling activity is done:**

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**To:** Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Questions?**

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ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer

## STAFF REPORT

**MEETING DATE:** January 13, 2025  
**STAFF ORIGINATOR:** Jolleen Chaika, City Clerk  
**AGENDA ITEM:** Temporary On-Sale Liquor License Application

---

### **INTRODUCTION:**

St. Peter's School, a non-profit organization, has submitted an Alcohol and Gambling Enforcement application to obtain a temporary On-Sale Liquor License for an event on April 25, 2025.

### **BACKGROUND:**

City Code, Chapter 119.03 (4) and Minn. Stat. 340A.404, Subd. 10 allow for the City to issue a temporary on-sale liquor license to club, charitable, religious, or other nonprofit organizations in existence for at least three years, in connection with a social event within the city sponsored by the licensee. At the present time, the City does not have a City application for temporary licenses; only the state application has been required to apply for this license.

St. Peter's School will be hosting a Golden Gala Dinner and Auction as a fundraiser at the school, located at its center, located at 1250 South Shore Drive. St. Peter's has provided the necessary documentation to verify non-profit status, and the event has been confirmed to be scheduled within the City. All requirements of the City Ordinance have been met. The City Fee Schedule does not require any fee to be paid for this license.

### **RECOMMENDATION:**

Approve the application for a Temporary On-Sale Liquor License to St. Peter's School and authorize the City Clerk to sign the application to remit to the State of Minnesota.

### **ATTACHMENTS:**

AGE Temporary On-Sale Application





Minnesota Department of Public Safety  
Alcohol and Gambling Enforcement Division  
445 Minnesota Street, Suite 1600, St. Paul, MN 55101  
651-201-7507 TTY 651-282-6555  
**APPLICATION AND PERMIT FOR A 1 DAY  
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date of organization		Tax exempt number	
Church of St. Peter		Jan 2, 1906		41-0799304	
Organization Address (No PO Boxes)		City	State	Zip Code	
1250 South Shore Drive		Forest Lake	Minnesota	55025	
Name of person making application		Business phone		Home phone	
Karen Anderson					
Date(s) of event		Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer			
4-25-25		<input type="checkbox"/> Club <input type="checkbox"/> Charitable <input checked="" type="checkbox"/> Religious <input type="checkbox"/> Other non-profit			
Organization officer's name		City	State	Zip Code	
Fr. Daniel Bodin		Forest Lake	Minnesota	55025	
Organization officer's name		City	State	Zip Code	
			Minnesota		
Organization officer's name		City	State	Zip Code	
			Minnesota		

Location where permit will be used. If an outdoor area, describe.  
The Multipurpose Room located inside the Church and School of St. Peter building.

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.  
The Old Log Cabin restaurant, 9726 Scandia Trail N, Forest Lake, MN 55025

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

**APPROVAL**

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Event in conjunction with a community festival <input type="checkbox"/> Yes <input type="checkbox"/> No	City or County E-mail Address
Current population of city	

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

**CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event**  
**No Temp Applications faxed or mailed. Only emailed.**

**ONE SUBMISSION PER EMAIL, APPLICATION ONLY.**

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY  
PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY  
CITY/COUNTY TO [AGE.TEMPORARYAPPLICATION@STATE.MN.US](mailto:AGE.TEMPORARYAPPLICATION@STATE.MN.US)**

## STAFF REPORT

**MEETING DATE:** January 13, 2025  
**STAFF ORIGINATOR:** Jolleen Chaika, City Clerk/Interim City Administrator  
**AGENDA ITEM:** Liquor License for New Ownership of Keys Cafe

---

### **INTRODUCTION:**

Keys Cafe and Bakery will be under new ownership effective February 1, 2025 and will be renamed Keys Café Forest Lake; the new owner has applied for the following Liquor Licenses: Wine On-Sale and 3.2% Malt On-Sale:(the combination of these two licenses allows for the license holder to sell full-strength malt beverages.

### **ANALYSIS:**

A liquor license investigation was conducted by the Forest Lake Police Department and the applicant meets all background and financial requirements to obtain a new liquor license. City staff has reviewed all requisite application submissions and has determined that the applicant meets all current city ordinance requirements as well as state requirements.

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

### **RECOMMENDATION:**

Approve Resolution 01-13-25-08 authorizing issuance of Wine On-Sale 3.2% On-Sale liquor licenses for Keys Cafe, effective February 1, 2025 through January 31, 2026.

### **ATTACHMENTS:**

Resolution 01-13-25-08



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

**RESOLUTION 01-13-25-08**

**APPROVING WINE ONSALE AND 3.2 % Malt ONSALE LIQUOR LICENSES FOR KEYS CAFE**

**WHEREAS**, the City of Forest Lake received an application from Noelle Costello, on behalf of JPWells, Inc, DBA Keys Cafe Forest Lake, for a Wine On-Sale and 3.2% On-Sale liquor licenses at 1960 Broadway Ave W, Ste. 206, Forest Lake, Minnesota; and,

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

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

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

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

The City of Forest Lake hereby approves the issuance of Wine On-Sale and 3.2% On-Sale, to JPWells, Inc, DBA Keys Cafe Forest Lake, effective February 1, 2025 through January 31, 2026 unless cancelled or revoked prior to that date.

Adopted by the City Council of the City of Forest Lake this 13<sup>th</sup> of January, 2025.

\_\_\_\_\_  
Blake Roberts, Mayor

ATTEST:

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

## STAFF REPORT

**MEETING DATE:** January 13, 2025  
**STAFF ORIGINATOR:** Jolleen Chaika, City Clerk/Interim City Administrator  
**AGENDA ITEM:** Annual License Renewals

---

### **INTRODUCTION:**

Each year the City renews Liquor, Tobacco, and Massage Business/Therapist licenses to ensure compliance with all local and state laws and regulations and to enhance accountability and compliance.

### **ANALYSIS:**

Staff has received renewal applications from the license holders as listed in the attached resolution. Background checks have been completed by the Forest Lake Police Department; staff has reviewed compliance history, reviewed applications for completeness, and ensured adequate insurance is in place for all license holders. Based upon a thorough review by the City Clerk and Forest Lake Police Department, all renewal applicants meet the requirements for license renewal for the February 1, 2024 – January 31, 2026 license period.

### **RECOMMENDATION:**

Staff recommends approval of Resolution 01-13-25-02

### **ATTACHMENTS:**

Resolution 01-13-25-02

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

**RESOLUTION NO. 01-13-25-02  
RESOLUTION APROVING RENEWALS OF  
LIQUOR, TOBACCO, AND MASSAGE LICENSES**

---

**WHEREAS**, the city issues annual licenses to establishments which sell alcoholic beverages, tobacco products, and businesses and therapists which offer massage services; and

**WHEREAS**, the City's annual licensing period runs from February 1 through January 31 of each year; and

**WHEREAS**, the businesses as listed on Exhibit A have applied for a license renewal; and;

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

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

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FOREST LAKE**, that the City Council does hereby approve renewal of the licenses as provided in Exhibit A, contingent upon the applicants meeting all state and local requirements for said licenses.

**ADOPTED** by the Forest Lake City Council on January 13, 2025.

**CITY OF FOREST LAKE**

\_\_\_\_\_  
Blake Roberts  
Its: Mayor

Attest:

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

**EXHIBIT A**

<b>License Type</b>	<b>License Holder</b>
TOBACCO	Horizon Enterprizes DBA Circle E Wine & Spirits
TOBACCO	Forest Lake 2000 LLC DBA Cub Foods
TOBACCO	A&M ATMS LLC, DBA Forest Lake Smoke Shop
TOBACCO	Forest Lake Tobacco
TOBACCO	Forest Lake Tobacco Inc
TOBACCO	Holiday Stationstore #2746236
TOBACCO	Holiday Stationstore #2746253
TOBACCO	Holiday Stationstore #2746311
TOBACCO	Hwy 61 Stop and Go Inc
TOBACCO	Karmon Incorporated, DBA Karl's Korner
TOBACCO	Kwik Trip, Inc DBA Kwik Trip
TOBACCO	DB Liquor LLC, DBA Liquor Works
TOBACCO	KSIALL Company DBA MGM Wine & Spirits
TOBACCO	FKG Oil Company DBA Forest Lake MotoMart
TOBACCO	SBD Collective LLC
TOBACCO	T&L LLC, DBA Smokes N More
TOBACCO	Northern Tier Retail LLC DBA Speedway
TOBACCO	Tanners Brook LP, DBA Tanners Brook Golf Course
TOBACCO	Walgreens #07111
MASSAGE THERAPIST	Abigail Schlect
MASSAGE THERAPIST	CarrieLynn Stewart
MASSAGE THERAPIST	Janette Collins
MASSAGE THERAPIST	Kay Ketchum
MASSAGE THERAPIST	Kaylee Gale
MASSAGE THERAPIST	Laura Olds
MASSAGE THERAPIST	Theresa Tryman
MASSAGE THERAPIST	Vicki Mars
MASSAGE LOCATION	Essential Massage Therapy
MASSAGE LOCATION	LaGrande Beauty Spa and Boutique
MASSAGE LOCATION	Massage by K's Caring Hands
MASSAGE LOCATION	MELO LLC
MASSAGE LOCATION	Minnesota Vitality and Anti-Aging Clinic
MASSAGE LOCATION	Timeless Elements Med and Laser Spa
3.20FSL	Forest Lake 2000 LLC DBA Cub Foods
3.20FSL	Kwik Trip, Inc DBA Kwik Trip
3.20FSL	Northern Tier Retail LLC DBA Speedway
MCLONSS	American Legion 225
MCLONSS	Forest Hills Golf Club Inc, DBA Forest Hills Golf Club
MCLONSS	Forest Lake VFW Post 4210
MWNONSB	D&D Of Minnesota, DBA Famous Dave's
MWNONSB	New Joy Garden MN, Inc DBA Joy Garden
MWNONSB	Comes Investments, DBA Pizza Hut
MWNONSB	Carse, Inc. DBA Keys Café and Bakery

MWNONSB	Solis VJ LLC, DBA The Best Steak House Plus
MWNONSB	Karmon Incorporated, DBA Karl's Korner
OFSL	Horizon Enterprizes DBA Circle E Wine & Spirits
OFSL	KSIALL Company DBA MGM Wine & Spirits
OFSL	Forever Green Liquors LLC, DBA Westlake Warehouse Liquors
OFSL	Wine & Roses Liquors Inc, DBA Wine & Roses Liquors
OFSL	DB Liquor LLC, DBA Liquor Works
ONSS	Apple Minnesota LLC, DBA Applebee's Neighborhood Grill & Bar
ONSS	Foursome Golf Management Group LLC, DBA Castlewood Golf Course
ONSS	Ashew Holdings LLC, DBA Friar Tucks
ONSS	Muddy Cow Forest Lake LLC, DBA Lone Oak Grill
ONSS	Mallards MN, DBA Mallards
ONSS	Other Guy's LLP, DBA Norman Quacks
ONSS	Old Log Cabin Inc, DBA Old Log Cabin
ONSS	Pizza Pub of Forest Lake LLC, DBA Pizza Pub
ONSS	Rasa Ruelas LLC, DBA Rancho Loco
ONSS	VMRR LLC DBA Shoreside Bar & Grill
ONSS	Morales Food Inc, DBA Stella's on 97
ONSS	Tanners Brook LP, DBA Tanners Brook Golf Course
ONSS	VR Companies LLC, DBA The Grillium
ONSS	Zoukmaya LLC, DBA Zoukmaya Restaurant
ONSS	Forest Lake 2000 LLC DBA Cub Foods
3.2OFSL	Kwik Trip, Inc DBA Kwik Trip
3.2OFSL	Northern Tier Retail LLC DBA Speedway

# STAFF REPORT



**MEETING DATE:** January 13, 2025

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

**AGENDA ITEM:** Resolution 01-13-25-05 Authorizing Execution of Airport Grant Agreement

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## **INTRODUCTION:**

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

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

## **ANALYSIS:**

MnDOT has prepared the grant agreement for the Clear Zone Acquisition Plan project and the requisite resolution. That grant agreement and resolution is provided to Council for review and consideration. Approval of this grant agreement will wrap up all previously proposed FY2025 grant opportunities.

## **RECOMMENDATION:**

Staff recommends Council approve Resolution 01-13-25-05 which provides authorization to execute the grant agreement for the Clear Zone Acquisition project

## **ATTACHMENTS:**

- Resolution 01-13-25-05
- MnDOT State Airports Fund Grant Agreement #1058468

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

**RESOLUTION 01-13-25-05**

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

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

1. That the state of Minnesota Agreement No. **1058468**,

"Grant Agreement for Airport Improvement Excluding Land Acquisition," for

State Project No. **A8206-29** at the **Forest Lake Municipal Airport** is accepted.

2. That the \_\_\_\_\_ and \_\_\_\_\_ are  
(Title) (Title)

authorized to execute this Agreement and any amendments on behalf of the

**City of Forest Lake**.

**CERTIFICATION**

STATE OF MINNESOTA

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

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

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

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

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

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

CORPORATE SEAL

/OR/

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

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

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

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

## **RECITALS**

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

## **AGREEMENT TERMS**

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

- 1.1 **Effective Date.** This agreement will be effective on the date the State obtains all required signatures under [Minn.Stat.§16B.98](#), Subd. 5, whichever is later. As required by [Minn.Stat.§16B.98](#) Subd. 7, no payments will be made to Grantee until this agreement is fully executed. Grantee must not begin work under this agreement until this agreement is fully executed and Grantee has been notified by the State's Authorized Representative to begin the work.
- 1.2 **Expiration Date.** This agreement will expire on June 30<sup>th</sup>, 2029, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this agreement, including, without limitation, the following clauses: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 11. Workers Compensation; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.
- 1.4 **Plans, Specifications, Descriptions.** Grantee has provided the State with the plans, specifications, and a detailed description of the Project A8206-29, which are on file with the State's Office of Aeronautics and are incorporated into this Agreement by reference.
- 1.5 **Exhibits.** Exhibit A: Credit Application, Exhibit B: Grant Request Letter and Exhibit C: Cost Split.

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

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



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

### 3 Time

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

### 4 Cost and Payment

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

<u>Item Description</u>	<u>Federal Share</u>	<u>State Share</u>	<u>Grantee Share</u>
Clear Zone Acquisition Plan (CZAP)	0%	95%	5%

Federal Committed:	<b><u>\$0.00</u></b>
State:	<b><u>\$9,500.00</u></b>
Grantee:	<b><u>\$500.00</u></b>

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

4.2 **Travel Expenses.** Blank.

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

4.4 **Total Obligation.** The total obligation of the State for all compensation and reimbursements to Grantee under this agreement will not exceed **\$9,500.00**.

#### 4.5 Payment

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

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

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

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

4.5.5 **Grant Monitoring Visit and Financial Reconciliation.** During the period of performance, the State will

make at least annual monitoring visits and conduct annual financial reconciliations of Grantee's expenditures.

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

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

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

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

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

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

## 5 Conditions of Payment

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

## 6 Authorized Representatives

6.1 The State's Authorized Representative is:

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

6.2 Grantee's Authorized Representative is:

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

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

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

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

agreement.

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

## 8 **Liability**

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

## 9 **State Audits**

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

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

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

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

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

### 10.2.2 **Obligations**

10.2.2.1 **Notification.** Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by Grantee, including its employees and subcontractors, in the performance of this agreement, Grantee will

immediately give State's Authorized Representative written notice thereof and must promptly furnish State's Authorized Representative with complete information and/or disclosure thereon.

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

## 11 Workers Compensation

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

## 12 Publicity and Endorsement

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

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

## 13 Governing Law, Jurisdiction, and Venue

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

## 14 Termination; Suspension

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

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

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

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

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

that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State will provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

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

## **15 Data Disclosure**

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

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

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

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

- 19 Telecommunications Certification.** Blank.

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

**21 Additional Provisions**  
[Intentionally left blank.]

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

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

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

**COMMISSIONER OF TRANSPORTATION**, as delegated

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

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

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

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

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

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

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Mn/DOT Agreement No.

# CREDIT APPLICATION

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

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

Title

(Complete Form On Reverse Side)



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

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

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

\_\_\_\_\_  
 Signature

Subscribed and sworn to before me

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

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

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

Administration Department



October 15, 2024

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

RE: Grant Application  
Forest Lake Airport (25D)  
Runway 13/31 Clear Zone Acquisition Plan (CZAP)

Dear Ms. Johnson:

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

- Runway 13/31 CZAP Proposal

The Clear Zone Acquisition Plan (CZAP) will detail existing and future ownership of the MnDOT clear zone.

Forest Lake requests a State grant agreement in the amount of **\$9,500** for the aforementioned project. If you need any further information or documentation, please feel welcome to contact me at [jolleen.chaika@ci.forest-lake.mn.us](mailto:jolleen.chaika@ci.forest-lake.mn.us) or (651) 209-9732.

Sincerely,

Jolleen Chaika  
Interim City Administrator

cc: Silas Parmar, Bolton & Menk, Inc.

Enclosures

# EXHIBIT C

95

**Airport:** Forest Lake Airport  
**Ident:** 25D  
**Sponsor:** City of Forest Lake  
**State Project:** A8206-29  
**State Agreement #:** 1058468  
**Description:** Clear Zone Acquisition Plan (CZAP)  
**Version Date:** 10/09/2024 (date modified)

Construction	Description	Total	State Funding Rate	State	Local
		\$ -	95%	\$ -	\$ -
		\$ -	95%	\$ -	\$ -
		\$ -	95%	\$ -	\$ -
CONSTRUCTION SUBTOTAL		\$ -		\$ -	\$ -
Engineering	Description	Total		State	Local
	Clear Zone Acquisition Plan (CZAP) - Bolton & Menk, Inc.	\$ 10,000.00	95%	\$ 9,500.00	\$ 500.00
			95%	\$ -	\$ -
		\$ -	95%	\$ -	\$ -
ENGINEERING SUBTOTAL		\$ 10,000.00		\$ 9,500.00	\$ 500.00
Administration	Description	Total		State	Local
		\$ -	95%	\$ -	\$ -
		\$ -	95%	\$ -	\$ -
		\$ -	95%	\$ -	\$ -
ADMINISTRATION SUBTOTAL		\$ -		\$ -	\$ -
Grant Amounts		\$ 10,000.00		\$ 9,500.00	\$ 500.00
Grant Percentages		100.00%		95.00%	5.00%

## STAFF REPORT

**MEETING DATE:** January 13, 2025

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

**AGENDA ITEM:** MnDOT HWY 97 Direct Land Purchase

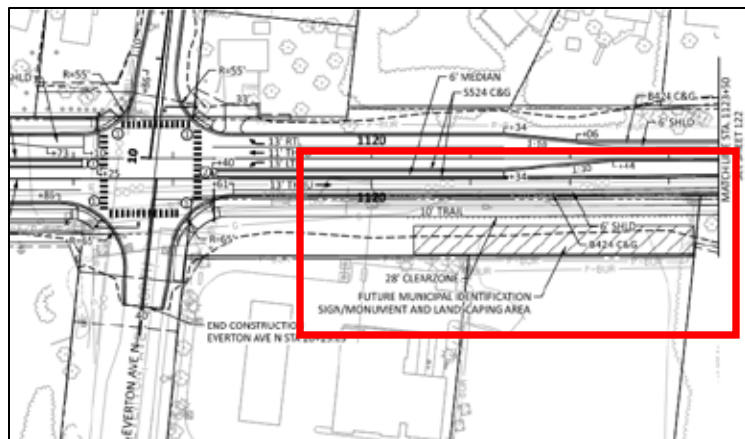
### INTRODUCTION:

As the Council is aware, later this year the Minnesota Department of Transportation (MnDOT) will be starting a pavement reconstruction project of HWY 97 between I-35 and HWY 61. As part of the project, the MnDOT will need to acquire additional lands for Right-of-Way (ROW) and easement for temporary construction needs. The MnDOT has identified three City of Forest Lake-owned parcels which can help support the project; a map of the area and maps of the parcels are attached as Exhibits for reference.

### ANALYSIS:

The MnDOT has identified the following three parcels owned by the City of Forest Lake that will be needed for the project:

- WA County PID 1903221210010 – this 27-acre parcel, identified as MnDOT Project Parcel 5, was dedicated to the City as part of the Mallard Point subdivision. Predominantly encumbered by wetland, the MnDOT is seeking an 8' wide strip of land ROW and a 5' wide strip for temporary construction needs. In exchange for this parcel and easement, MnDOT will pay the City \$1,950.00.
- WA County PID 1903221120038 – this .7-acre parcel, identified as MnDOT Project Parcel 203A, was dedicated to the City as part of the Springbrook Plaza subdivision. While the intention of the City's acquisition of this parcel was for future ROW needs, staff has also identified this as the most-suitable location for a community entryway monument. As such, City staff has worked with the MnDOT staff to ensure an entryway monument sign and landscaping area could be installed in this location



through the MnDOT's approval of a Limited Use Permit. This is reflected in the HWY 97 project plans shown above. In exchange for this parcel, MnDOT will pay the City \$36,600.

- WA County PID 2003221220002 – This 2-acre parcel, identified as MnDOT Project Parcel 23, was dedicated to the City as part of the Deonti 1<sup>st</sup> Addition subdivision. Predominantly encumbered by wetland, the MnDOT is seeking both new ROW and temporary easement in varying sizes along the existing ROW. In exchange for this parcel and easements, MnDOT will pay the City \$3,000.00.

Aside from the Springbrook Plaza parcel, the City has no need for the portion of these parcels for which the MnDOT is seeking to acquire. Given the HWY 97 reconstruction plans show the City's future construction of an entryway monument sign and landscaping, the City's interest in these parcels is preserved.

#### **RECOMMENDATION:**

Staff recommends the City Council approve Resolution No. 01-13-25-06, authorizing Mayor Roberts and City Clerk Chaika to execute the Offers to Sell, Quit Claim Deeds, and associated Easement documents, by approving the Consent Agenda.

#### **ATTACHMENTS:**

HWY 97 Direct Purchase Parcels Map

WA County PID 1903221210010 (MnDOT Project Parcel 5) Map

WA County PID 1903221120038 (MnDOT Project Parcel 203A) Map

WA County PID 2003221220002 (MnDOT Project Parcel 23) Map

Resolution 01-13-25-06





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**Forest Lake**  
AS GOOD AS IT SOUNDS

## HWY 97 - Direct Purchase Parcels



# RIGHT OF WAY PARCEL LAYOUT

C.S. 8201(97=063)901

S.P. 8201-21





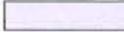



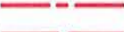


OWNER: City of Forest Lake

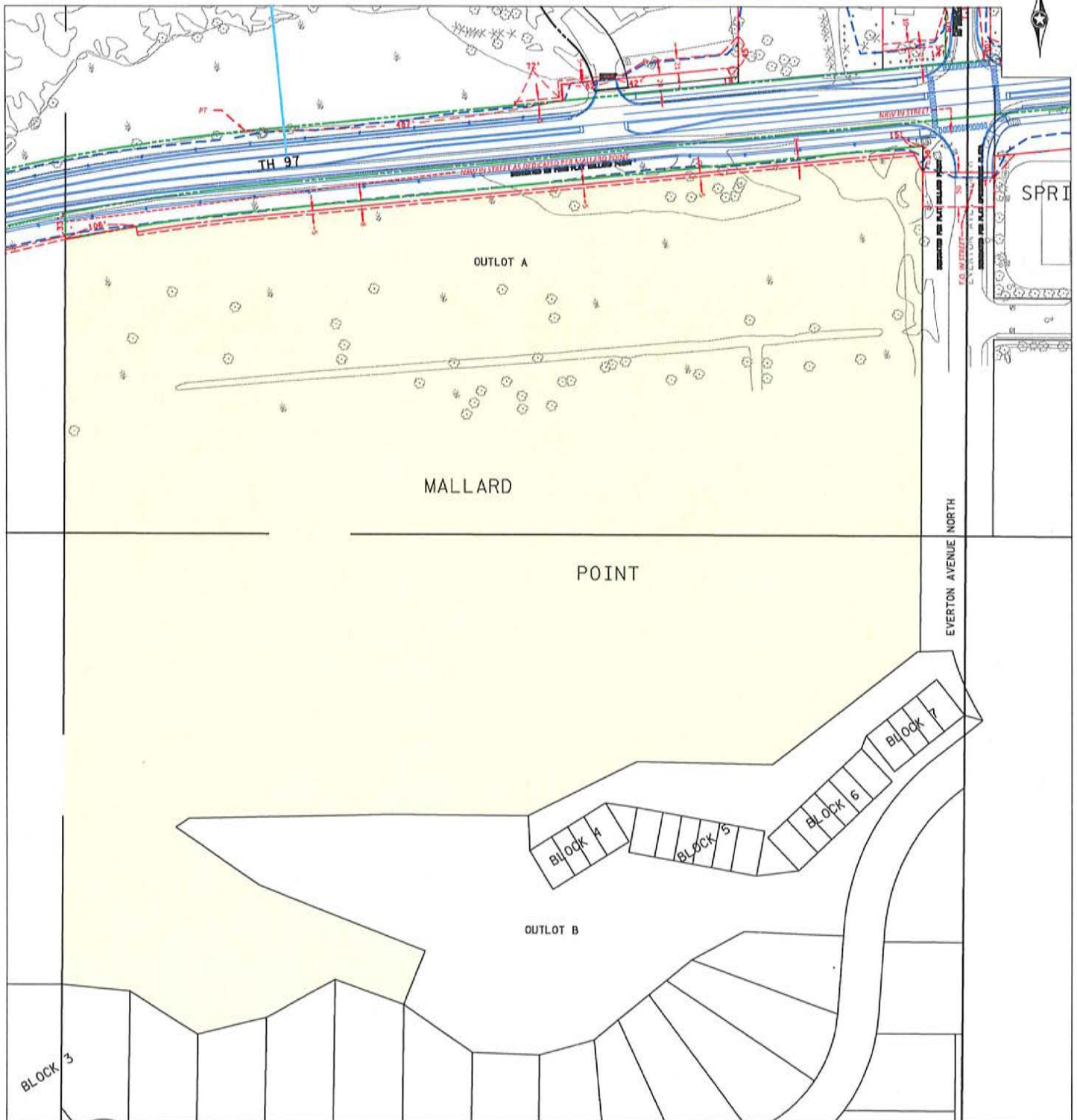
COUNTY: Washington

PARCEL NUMBER: 5



SCALE 1" = 100 ft.

- |  |  |  |
|--|--|--|
|  Parent Tract           |  Existing Highway Easement to be purchased in FEE |  Existing Access Control |
|  New Right of Way (Fee) |  Permanent Easement                               |  Inplace R/W Line        |
|  Temporary Easement     |  |  New Access Control      |
|  |  |  New R/W Line            |
|  |  |  Temporary Easement      |
|  |  |  Proposed Construction   |



LAYOUT SKETCH BY: AAH

DATE: 12/21/2023

# RIGHT OF WAY PARCEL LAYOUT

C.S. 8201(97=063)901

S.P. 8201-21

COUNTY: Washington

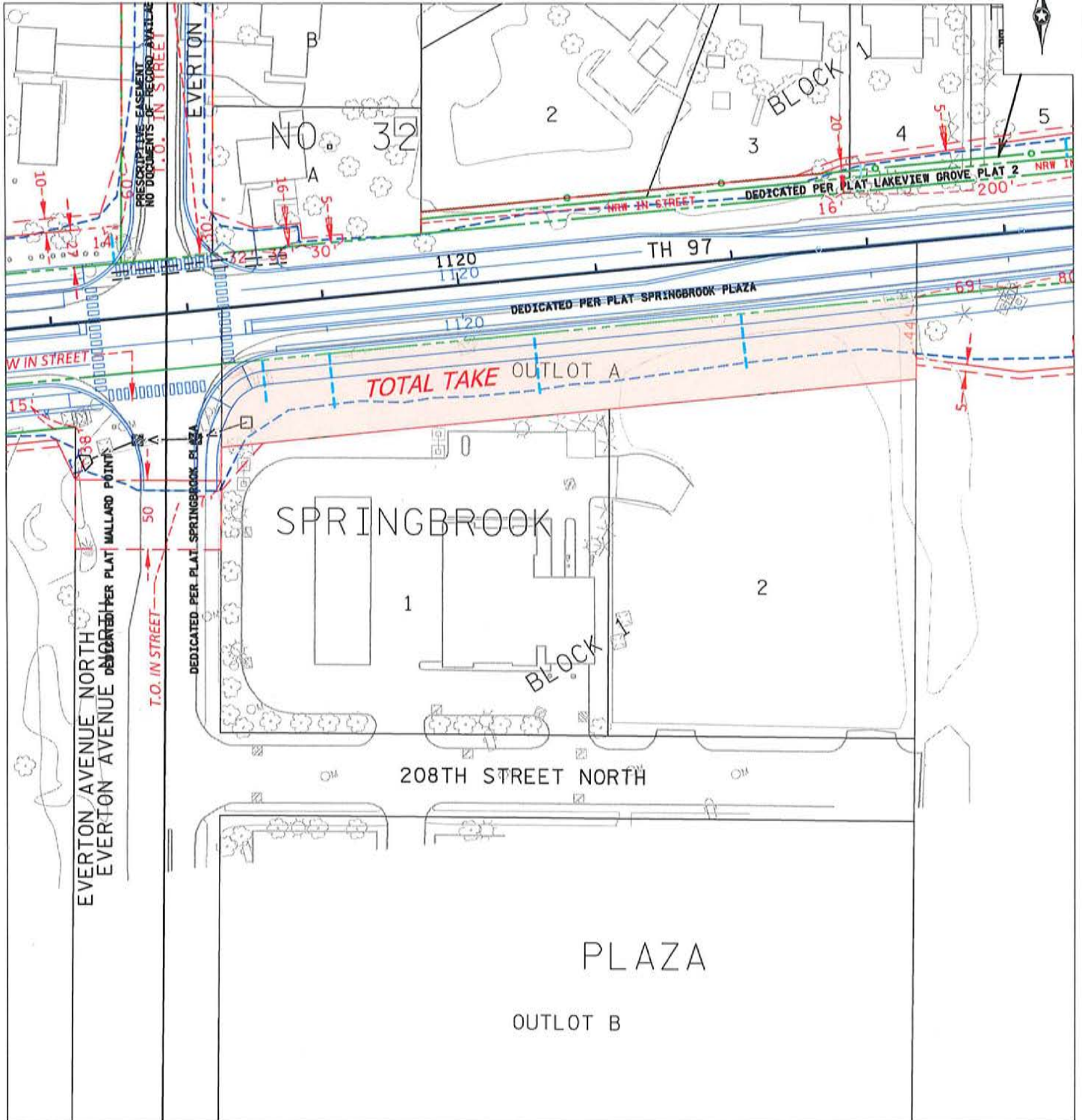
PARCEL NUMBER: 203A

OWNER: City of Forest Lake



SCALE 1" = 100 ft.

- |                        |  |                         |
|------------------------|--|-------------------------|
| Parent Tract           | Existing Highway Easement to be purchased in FEE | Existing Access Control |
| New Right of Way (Fee) | Permanent Easement                               | Inplace R/W Line        |
| Temporary Easement     |  | New Access Control      |
|                        |  | New R/W Line            |
|                        |  | Temporary Easement      |
|                        |  | Proposed Construction   |



LAYOUT SKETCH BY: AAH

DATE: 12/21/2023



## RIGHT OF WAY PARCEL LAYOUT

C.S. 8201(97=063)901

S.P. 8201-21

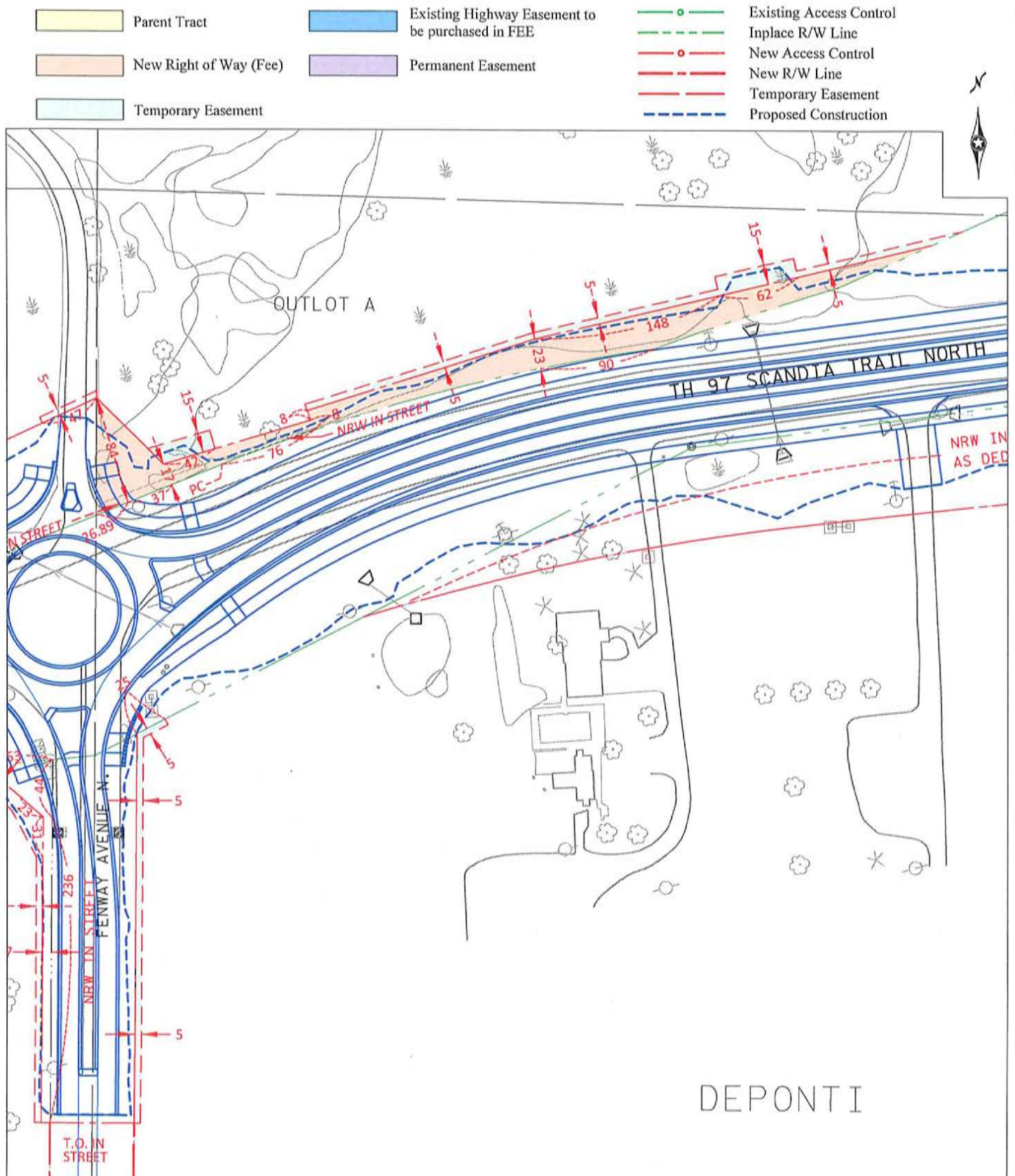
COUNTY: Washington

PARCEL NUMBER: 23

OWNER: City of Forest Lake

SCALE 1" = 100 ft.

101

DEPARTMENT OF  
TRANSPORTATION

LAYOUT SKETCH BY: KH

DATE: 08/14/2024

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

**RESOLUTION NO. 01-13-25-06**

**APPROVING CONVEYANCE OF LAND AND ACCEPTANCE OF EASEMENTS TO THE MINNESOTA  
DEPARTMENT OF TRANSPORTATION FOR ITS HWY 97 RECONSTRUCTION PROJECT**

---

**WHEREAS**, The Minnesota Department of Transportation (MnDOT) intends to reconstruct HWY 97 in Forest Lake between I-35 and HWY 61; and,

**WHEREAS**, as part of the project the MnDOT has identified the following lands owned by the City of Forest Lake (City) that are needed for future Right-of-Way and temporary construction

WA County PID 1903221210010 (MnDOT Project Parcel 5)  
WA County PID 1903221120038 (MnDOT Project Parcel 203A)  
WA County PID 2003221220002 (MnDOT Project Parcel 23)

hereinafter referred to as "HWY 97 Conveyance Properties"; and

**WHEREAS**, the City has determined that, aside from future limited uses for monument signage and landscaping, there are no City of Forest Lake public uses for the HWY 97 Conveyance Properties; and

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

1. That the conveyance of the HWY 97 Conveyance Properties to the MnDOT is in the public interest of the City and the appropriate officials are authorized to take such action so as to effectuate such conveyance; and
2. That the City has determined there is relationship to the City's Comprehensive Plan and therefore the Forest Lake City Council has dispensed with the requirements of Minn. Stat. § 462.356, Subd. 2, that may require the Forest Lake Planning Commission to perform a Comprehensive Plan compliance review of said conveyance.

Adopted in the regular session of the Forest Lake City Council on the 13th day of January 2025.

**CITY OF FOREST LAKE**

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

Blake Roberts  
Its Mayor

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

Jolleen Chaika  
City Clerk/Interim-City Administrator

# STAFF REPORT



MEETING DATE: January 13, 2025

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

AGENDA ITEM: Your Boat Club Lease Agreement 2<sup>nd</sup> Amendment

---

## INTRODUCTION:

In late 2024 City staff advised the City Council of the termination of Your Boat Club's Lease Agreement and subsequent amendment. At the time, the Council directed staff to work with Your Boat Club on a three-year lease to allow both parties the time to partner on and work through specific planning activities that may allow for consolidated and expanded infrastructure in the future. The enclosed Lease Agreement's 2<sup>nd</sup> Amendment has being agreed upon by Your Boat Club.

## ANALYSIS:

As noted in the three-year lease, Your Boat Club would pay the City \$450 a year per slip space; this per slip rate will increase by 10% each of the three years. This is in line with lease rates of other metro-area communities. Additionally, Your Boat Club has agreed to pay the City \$1,000 per year for off-season storage of Your Boat Club's office, fuel pumps, and docks. Additionally, lump sum rental rate would also increase by 10% each year. This is a new payment to the City to compensate for the land area needed to store Your Boat Club's infrastructure.

## RECOMMENDATION:

Staff recommends the City Council *move to approve the Second Amendment to Lease Agreement between the City of Forest Lake and Your Boat Club, LLC.*

## ATTACHMENTS:

City of Forest Lake Lease Agreement (2012)  
Second Amendment to Lease Agreement

**CITY OF FOREST LAKE**  
**MARINA LEASE AGREEMENT**

---

THIS MARINA LEASE AGREEMENT is made and entered into this 26 day of November ~~October~~, 2012, by and between The City of Forest Lake, 220 North Lake Street, Forest Lake, MN 55025 (the "City") by and through its Park Board, (the "Park Board") as Lessor, and Your Boat Club, LLC, a Minnesota Limited Liability Company, 10 South 5<sup>th</sup> Street, Suite 110, Minneapolis, MN 55402, ("YBC"), Lessee.

**RECITALS**

A. Lessor is the owner of that certain parcel or parcels of real property located in Washington County, State of Minnesota referred to herein as Lakeside Park.

B. Lessor wishes to lease to Lessee certain lake shore frontage and adjacent area in Lakeside Park for the purpose of installing and maintaining a marina consisting of twenty-four (24) boat slips together with a gas dock and other watercraft rental equipment.

**NOW, THEREFORE**, in consideration of the payments hereinafter mentioned and subject to the terms, conditions, covenants and undertakings hereinafter set forth:

1. *Leased Premises.* Lessor hereby leases to Lessee and Lessee hereby leases from Lessor the area in Lakeside Park depicted on Exhibit A for the purpose of locating, constructing and maintaining a twenty-four slip marina facility together with an easement and right of ingress and egress over, upon, under and through Lakeside Park adjacent to the leased premises for any and all purposes necessary or incidental to the exercise by Lessee of the rights herein granted, including, but not limited to, the supplying of power and utilities to the leased premises. Lessee shall exercise this right in a manner so as not to unduly interfere with the Lessor's use of the property.
2. *Term.* The term of this Lease shall be for ten (10) years terminating on November 1, 2022. Lessor and Lessee may enter into negotiation of the terms and conditions of a lease extension

7-2-13

Lukas Kujan  
[Signature]

prior to the end of the initial term. ~~If the lease is not extended, the entire dock facility shall become the property of Lessor at the end of the initial term.~~

3. *Rent.* Lessee shall pay as rent for the Leased Premises the following sums:

2013 Year One: \$ 10,000.00 payable in advance on or before May 1, 2013

2014 Year Two: \$ 200.00 per slip payable one half on or before May 1, 2013  
and one half on or before July 1, 2013

2015 Year Three \$ 250.00 per slip plus a 3 percent year over year increase commencing  
2022 And Beyond in year four payable one half on or before May 1 in each year  
and one half on or before July 1 in each year.

4. *Description of Marina Facility.* The marina facility shall have dockage accommodating twenty-four (24) boat slips together with a security system, access restriction to the slips, site improvement to connect the dock to the park, a gas dock and mutually agreed upon lighting, all in accordance with the plans and specifications attached hereto as Exhibit B.

5. *Slip Rental.* Lessee shall be entitled to use a maximum of twelve (12) slips for its members. The remaining slips ("Public Slips") shall be available for lease to the general public. Forest Lake residents shall be charged a maximum of \$2,095.00 per year per Public Slip and non-residents shall be charged a maximum of \$2,295.00 per year per Public Slip. The portion of the dock lying between the shore line and the slip access restriction device as depicted on Exhibit B shall be available to the general public for reasonable temporary dockage without charge.

6. *Additional Conditions.*

- a. The marina facility shall be staffed from May 1<sup>st</sup> to October 15<sup>th</sup> in each year from 8:00 a.m. until dark daily to provide assistance to marine tenants with gear, docking, fueling and emergency assistance.
- b. Lessee shall maintain the marina facility and adjacent area in a neat, clean and orderly condition at all times. Lessee shall pay to Lessor an annual fee of \$300.00 upon receipt of an invoice therefore to reimburse Lessor for a portion of the costs incurred by it for refuse disposal from Lakeside Park.
- c. Lessee will hold Lessor harmless from and indemnify and defend Lessor against any claims brought by any party involving any environmental condition arising out of Lessee's occupation of and use of the marina facility and adjacent area. The term "claim" will include remediation costs, damage costs, fines, penalties, forfeitures, administrative costs, consent agreements and order, attorneys' fees, consultant fees and laboratory fees.
- d. Lessee shall obtain all state and local permits required for the storage and dispensing of gasoline or other fuels.

- e. Lessee shall remove and place in storage the entire dock facility on or before November 1 in each year.
  - f. In accordance with the zoning code of the City of Forest Lake the Lessee shall apply for and obtain a conditional use permit for the activities covered by this Lease.
  - g. Any lease of slips shall provide notice that the City Code of Forest Lake does not permit domestic animals, including dogs and cats, within Lakeside Park and that such animals must be taken to and from boat slips by the most direct route practicable. Notice shall also be provided that it is unlawful to take, use, possess, sell or consume intoxicating liquor or 3.2% malt liquor within Lakeside Park without a permit.
  - h. YBC agrees that it shall become a member of the Forest Lake Lake Association.
7. *Insurance.* Lessee at its sole cost and expense, agrees to provide, procure and maintain the following insurance during the term of this Lease:
- a. Casualty insurance insuring the facility against loss or damage by fire and extended coverage hazards for the full replacement value of the dock facility.
  - b. Liability insurance covering the facility and the adjacent land and its appurtenances in the amount of not less than the limits for which municipalities may be liable under Minnesota Statutes §466.04 as amended from time to time.
  - c. Lessee will provide Lessor with a Certificate of Insurance for all policies and policy renewals and will name Lessor as an additional insured thereunder.
8. *Indemnification.* Lessee shall indemnify and hold Lessor harmless from any damages caused to persons or property by the negligence of the Lessee or its agents or employees.
9. *Default.* It is agreed that if Lessee should be in default in performing any of the terms or provisions of this Lease, and such default continues for a period of thirty (30) days after written notice of the same is given to Lessee by Lessor, then the Lessor may, at its option, and the Lessee does hereby authorize and fully empower the Lessor to recover possession of the leased premises by action or forcible entry and detainer, cancel and annul this Lease at once and re-enter and take possession of the leased premises.
10. *Assignment.* This Lease shall not be assignable by Lessee, or its successors, to any other person or entity without the consent of the Lessor which consent shall not be unreasonably withheld.
11. *Notices.* All notices given by any party to the other party hereunder shall be in writing and sent to the parties at the following addresses:

Lessor: City of Forest Lake  
220 North Lake Street  
Forest Lake, MN 55025  
Attn: City Administrator

Lessee: Your Boat Club LLC  
10 South 5<sup>th</sup> Street, Suite 110  
Minneapolis, MN 55402  
Attn: \_\_\_\_\_

12. *Entire Agreement; Amendment.* The parties agree that this Lease constitutes the entire agreement of the parties hereto and shall supersede all prior offers, negotiations and agreements. This Lease may only be modified, altered or amended by an agreement in writing signed by the parties hereto.
13. *Governing Law.* This Lease shall be governed by and construed in accordance with the laws of the State of Minnesota.

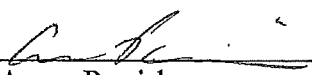
IN WITNESS WHEREOF the parties have set their hands and seals the day and year first above written.

LESSOR: CITY OF FOREST LAKE

BY:


  
Chris Johnson  
Its Mayor

BY:

  
Aaron Parrish  
Its City Administrator

LESSEE: YOUR BOAT CLUB LLC

BY:

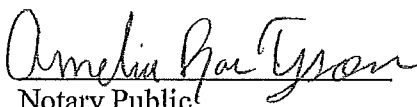
  
Its General Partner

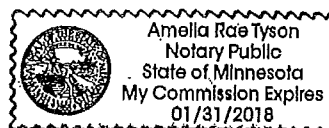
STATE OF MINNESOTA )

) ss.

COUNTY OF WASHINGTON )

On this 2<sup>nd</sup> day of July, 2013, before me, the undersigned notary public, personally appeared ~~Chris Johnson and Aaron Parrish~~, who acknowledged themselves to be the Your Boat Club General Partner ~~Mayor and City Clerk Administrator~~, of the City of Forest Lake and executed the foregoing instrument on behalf of the City.

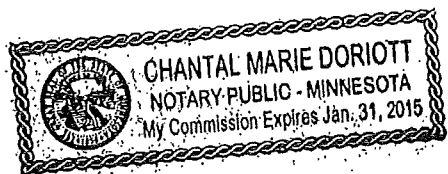
  
Notary Public





STATE OF MINNESOTA )  
COUNTY OF Washington ) ss.

On this 11 day of July, 2012, before me the undersigned notary public, personally appeared Chris Johnson and Aaron Parrish who acknowledged himself to be the Mayor and Administrator for Forest Lake of ~~YOUR BOAT CLUB LLC~~ and that he as such officer, being authorized so to do, executed the foregoing instrument for the purposes therein contained on behalf of the Limited Liability Company.



Chantal M. Doriott  
Notary Public

This instrument was drafted by:  
DAVID K. HEBERT  
HEBERT AND WELCH, P.A.  
20 NORTH LAKE STREET, #301  
FOREST LAKE, MN 55025  
TELEPHONE: 651-464-3397  
FAX: 651-464-8664

## SECOND AMENDMENT TO LEASE AGREEMENT

**THIS SECOND AMENDMENT TO LEASE AGREEMENT** (“Second Amendment”) is made, entered into and effective as of the \_\_\_\_ day of December, 2024, by and between the City of Forest Lake, a municipal corporation of the State of Minnesota (“Lessor”) and Your Boat Club, LLC., a Minnesota limited liability company (“Lessee”); and

**WHEREAS**, Lessee and Lessor entered into a Lease Agreement dated November 24, 2012 (“Lease”), with respect to the property described in said Lease Agreement (the “Property”) as amended by the First Amendment to the Lease Agreement dated November 14, 2022 (“First Amendment”); and

**WHEREAS**, the current term of the Lease expired on November 1, 2024; and

**WHEREAS**, Lessee and Lessor desire to reinstate Lease effective November 1, 2024, extend the Lease for a three-year-term to allow the parties to engage in good faith discussions regarding a long-term plan which will include obtaining an Environmental Assessment Worksheet and amending the current Conditional Use Permit.

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

1. **The Lease shall be reinstated effective November 1, 2024.**
2. **The Term of the Lease shall be November 1, 2024 through October 31, 2027.**
3. **The Rent shall be as follows:**

<b>Year</b>	<b>Rent Per Slip</b>	<b>Off-Season Storage of Office, Fuel Pumps, and Dock</b>
<b>November 2024 – October 2025</b>	<b>\$450</b>	<b>\$1,000</b>
<b>November 2025 – October 2026</b>	<b>\$495</b>	<b>\$1,100</b>
<b>November 2026 – October 2027</b>	<b>\$544.50</b>	<b>\$1,210</b>

4. **Lessee shall become a member of the Forest Lake Chamber of Commerce by February 1, 2025.**
5. Except as provided for above, the terms and provisions of the Lease shall remain in full force and effect.
6. This Second Amendment and all disputes or controversies arising out of or relating to this Second Amendment or the transactions contemplated hereby shall be governed by, and construed in accordance with, the internal laws of the State of Minnesota, without regard

to the laws of any other jurisdiction that might be applied because of the conflicts of laws principles of the State of Minnesota.

7. Nothing contained herein shall be deemed a waiver by the Lessor of any governmental immunity defenses, statutory or otherwise. Further, any and all claims brought by Lessee or their successors or assigns, shall be subject to any governmental immunity defenses of the Lessor and the maximum liability limits provided by Minnesota Statutes, Chapter 466.
8. This Second Amendment may be executed in two or more counterparts, all of which shall be considered one and the same instrument and shall become effective when one or more counterparts have been signed by the parties and delivered to the other parties. Delivery of a copy of this Second Amendment bearing an original signature by facsimile transmission or by electronic mail in "portable document format" shall have the same effect as physical delivery of the paper document bearing the original signature.
9. This Second Amendment shall not be amended, modified or supplemented except by a written instrument signed by an authorized representative of each party.

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

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

**LESSOR:**

**CITY OF FOREST LAKE**

a municipal corporation of the State of Minnesota

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

Mara Bain

Its: Mayor

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

Jolleen Chaika

Its: Clerk

STATE OF MINNESOTA     )

)

ss:

COUNTY OF DAKOTA     )

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

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

**LESSEE:**  
**YOUR BOAT CLUB, LLC.,**  
a Minnesota limited liability company

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

Its: \_\_\_\_\_

[illegible]

On this \_\_\_\_ day of \_\_\_\_\_, 2024, before me, the undersigned notary public, personally appeared \_\_\_\_\_ to me personally known to be the \_\_\_\_\_ of Your Boat Club, LLC, a Minnesota limited liability company and executed the foregoing instrument on behalf of said entity.

Notary Public

**CITY OF FOREST LAKE  
WASHINGTON COUNTY, MINNESOTA  
RESOLUTION NO. 01-13-25-09  
RESOLUTION REGARDING THE INTERIM CITY ADMINISTRATOR**

---

**WHEREAS**, on October 14, 2024, the City Council voted unanimously to adopt Resolution No. 10-14-24-03 appointing Jolleen Chaika to complete the day-to-day responsibilities and duties of the City Administrator with guidance and direction from a Council Committee made up of Mayor Bain and Councilmember Erickson; and

**WHEREAS**, on November 12, 2024, the City Council did unanimously vote to modify the members of the Council Committee to Mayor Bain and Mayor-Elect Roberts; and

**WHEREAS**, effective January 13, 2025, upon the City Council swearing in ceremony, Mayor Bain's term expires, and Mayor-Elect Roberts becomes the sitting Mayor; and

**WHEREAS**, the City Council desires that Mayor Roberts shall be the Council Committee; and Mayor Roberts and Jolleen Chaika shall continue to complete the duties of the City Administrator until February 18, 2025, when the new City Administrator, Mark Statz begins employment with the City of Forest Lake.

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

1. That Mayor Roberts and Jolleen Chaika shall complete the duties of the City Administrator until February 18, 2025.

**ADOPTED** by the Forest Lake City Council on January 13, 2025.

**CITY OF FOREST LAKE**

\_\_\_\_\_  
Blake Roberts  
Its: Mayor

Attest:

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

## STAFF REPORT



**MEETING DATE:** January 13, 2025  
**STAFF ORIGINATOR:** Amanda Johnson, City Attorney  
**AGENDA ITEM:** T-Mobile Antenna Lease Extension

---

### **BACKGROUND:**

T-Mobile has a cell antenna on the City water tower located at 843 4<sup>th</sup> Str SW. The lease for that antenna expired on December 31, 2024. Because that water tower is being decommissioned, we did not renew the lease with the T-Mobile. Antenna leases are for at least 25-30 years. The new water tower is scheduled to be built in 2027/2028 with the current water tower being demolished sometime after.

T-Mobile is in the process of removing their equipment but may need up to 12 additional months to complete the removal. Because there is no immediate plan to demolish the water tower, staff recommends entering into an up to 12-month lease extension, with an increase in the monthly rent amount. The previous rent amount was \$1,200 a month and the rent for the extension period will be \$1,600.

### **RECOMMENDATIONS:**

Approve the 12-month lease extension subject to minor modification by City Attorney.

### **ATTACHMENTS:**

T-Mobile Lease Extension

## **SECOND AMENDMENT TO SITE AGREEMENT**

This Second Amendment to Site Agreement (“**Second Amendment**”) is made effective as of the date last signed below (“**Effective Date**”) by and between T-Mobile Central, LLC, successor-in-interest to APT Minneapolis, Inc. (“**APT or Tenant**”), and City of Forest Lake (“**Owner**”). Owner and Tenant are collectively referred to herein as the “**Parties**.”

### **RECITALS**

WHEREAS, Owner’s and Tenant’s predecessors in interest entered into that certain Site Agreement effective March 15, 2000, and the First Amendment made effective on January 10, 2001 (collectively, the “**Agreement**”), pursuant to which Tenant is leasing space for a telecommunications facility at 843 Southwest 4<sup>th</sup> Street, Forest Lake, Minnesota 55025 (as more fully described in the Agreement, the “**Leased Premises**”). Tenant and Owner now wish to further amend the Agreement as set forth below.

### **AGREEMENT**

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. The foregoing Recitals are expressly made a part of this Second Amendment and are incorporated herein by this reference. All capitalized terms used but not defined herein shall have the same meaning as in the Agreement.
2. The term of the Agreement is hereby be extended at midnight on December 31, 2024 (the “**Current Term**”), and Tenant shall have the right to extend this Agreement for twelve (12) additional thirty (30) day terms (the “**Renewal Period**”), respectively, on the same terms and conditions as set forth in the Agreement except as amended. The Agreement shall automatically renew for the Renewal Period. Owner or Tenant shall have the right to terminate this Second Amendment with thirty (30) days written notice to Owner at any time during the Renewal Period.
3. Rent for the Renewal Period shall increase to one thousand six hundred dollars (\$1,600.00) and shall be paid monthly as outlined Section 3 of the Agreement.
4. Tenant’s addresses for notice purposes are hereby replaced with the following:  
  
T-Mobile USA, Inc.  
12920 SE 38<sup>th</sup> Street  
Bellevue, WA 98006  
Attn: Lease Compliance/Site No. A1N0302A
5. Each person signing this Second Amendment on behalf of Owner or Tenant represents that he or she is duly authorized to sign this Second Amendment and to bind the Party



on behalf of which such person is signing. If there is a conflict between the Agreement and this Second Amendment, this Second Amendment shall prevail.

6. Owner warrants and represents that the consent or approval of no third party, including, without limitation, a lender, is required with respect to Owner's execution of this Second Amendment, or if any such third party consent or approval is required, Owner has obtained any and all such consents or approvals.

7. The Agreement remains in full force and effect as amended by this Second Amendment and is hereby ratified and confirmed by the Parties.

8. This Second Amendment may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute a single instrument. Signed facsimile and electronic copies of this Second Amendment shall legally bind the parties to the same extent as original documents.

IN WITNESS WHEREOF, the Parties hereto have caused this Second Amendment to be executed by their duly authorized representatives as of the date first written above.

Tenant:

T-Mobile Central, LLC

Owner:

City of Forest Lake

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

## City of Forest Lake, Minnesota Employment Agreement with Mark Statz

**AGREEMENT** made this 19<sup>th</sup> day of December, 2024, by and between the CITY OF FOREST LAKE, a Minnesota municipal corporation ("Employer"), and MARK STATZ ("Employee").

The parties agree as follows:

1. **POSITION.** Employer agrees to employ Employee as its City Administrator. Employee agrees to serve as City Administrator in accordance with state statutes, City ordinances and the Code of Ethics of the International and Minnesota City/County Management Associations, and to perform such other legally permissible and proper duties and functions as the City Council shall from time to time assign.

2. **START DATE.** Employee's employment with Employer shall start on or before February 18, 2025.

3. **PENSION PLAN.** Employer shall contribute to PERA as required by State law for Employee or an alternate pension plan, if selected by Employee, authorized by State law.

4. **SALARY.** Employer shall pay Employee a salary of Grade 26, Step 2 of the City of Forest Lake Wage Schedule for Non-Union Employees, currently \$179,322.89 per year. Employer and Employee agree that an initial performance review will be conducted on Employee after six (6) months and annually thereafter. Any future increases in salary grade shall be determined by Employer based on job performance.

5. **SENIORITY.** For purposes of employment benefits such as sick leave, vacation leave, and the like, Employee will be credited with having completed 20 years of employment with the City upon his/her first day of employment.

6. **SICK LEAVE.** Employee shall accrue sick leave in accordance with the City's personnel policies.

7. **VACATIONS.** Effective upon Employee's first day of employment, Employee shall be credited with 7 days of accrued vacation leave. In addition, Employee shall accrue vacation leave in accordance with the City's personnel policies.

8. **HOLIDAYS.** Employer shall provide Employee the same holidays as enjoyed by other non-union employees.

9. **GENERAL INSURANCE.** Employer shall provide Employee the same group hospital, medical, dental, life and disability insurance benefits as provided to all other non-union employees.

10. **DUES AND SUBSCRIPTIONS.** Employer shall budget and pay the professional dues and subscriptions for Employee which are deemed reasonable and necessary for Employee's continued participation in national, regional, state and local associations necessary and desirable for Employee's continued professional participation, growth and advancement.

11. **PROFESSIONAL DEVELOPMENT.** Employer shall budget and pay necessary and reasonable registration, travel and subsistence expenses of Employee for professional and official travel, meetings and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official and other committees thereof which Employee serves as a member. Employer shall budget and pay the necessary and reasonable costs for the continuing education necessary to maintain Employee's Minnesota Professional Engineer license.

12. **CIVIC CLUB MEMBERSHIP.** Employer recognizes the desirability of representation in and before local civic and other organizations. Employee is authorized to become a member of such civic clubs or organizations as deemed appropriate by Employee and Employer; and at Employer's expense.

13. **AUTOMOBILE.** Employee shall be paid a monthly allowance of \$350 for use of his/her personal automobile for Employer business.

14. **CELL PHONE.** Employer shall provide Employee, for business use, a laptop computer, software, mobile phone. **Upon termination of Employee's employment, the equipment described herein shall be returned to Employer with all Employer data remaining on the equipment.** In the event Employee violates this section, all costs associated with recovery of Employer data shall be deducted from any Termination Benefits provided in Section 17.

15. **GENERAL EXPENSES.** Employer shall reimburse Employee reasonable miscellaneous job-related expenses which it is anticipated Employee will incur from time to time when provided appropriate documentation.

16. **HOURS OF WORK.** It is understood the position of City Administrator requires attendance at evening meetings and occasionally at weekend meetings. It is understood by Employee that additional compensation and compensatory time shall not be allowed for such additional expenditures of time. It is further understood that Employee may absent himself/herself from the office to a reasonable extent in consideration of extraordinary time expenditures for evening and weekend meetings at other than normal working hours.

17. **TERMINATION BENEFITS.** In the event Employee is terminated by the Employer during such time that Employee is willing and able to perform the duties of City Administrator, then in that event, Employer agrees to pay Employee at the time of receipt of his/her last paycheck a lump sum cash payment equal to 6 months aggregate salary and to continue to provide and pay for the benefits set forth in Section 9 for a period of 6 following termination. However, in the event the Employee is terminated by the Employer within the first 12 months of

employment, the Employee shall only receive 3 months aggregate salary and 3 months of the benefits set forth in Section 9.

In the event Employee is terminated because of his malfeasance in office, willful negligence in Employee's duties, gross misconduct, conviction for a felony, or conviction for an illegal act involving personal gain to Employee, then Employer shall have no obligation to pay the termination benefits.

If Employee voluntarily resigns his/her position with Employer, Employee agrees to give the Employer 30 days advance notice. If Employee voluntarily resigns his position with Employer, there shall be no termination pay due to Employee.

18. **GENERAL CONDITIONS OF EMPLOYMENT.** Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employer to terminate the services of Employee at any time, for any reason, subject only to the provisions of this Agreement and statutory requirements. Furthermore, nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time from his/her position with Employer, subject only to the provisions of this Agreement.

**IN WITNESS WHEREOF,** Employer has caused this Agreement to be signed and executed on its behalf by its Mayor and City Clerk, and Employee has signed this Agreement, in duplicate, the day and year first written above.

EMPLOYER:  
CITY OF FOREST LAKE

\_\_\_\_\_  
Blake Roberts, Mayor

EMPLOYEE:

  
\_\_\_\_\_  
Mark Statz

AND

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

# STAFF REPORT



**MEETING DATE:** January 13, 2025

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

**AGENDA ITEM:** Council Vacancy

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## **INTRODUCTION:**

The City of Forest Lake, as a Plan A Statutory City with a weak-mayor model, has a five-person City Council comprised of a mayor and four (4) councilmembers. Following the November 5, 2024 General Election and the swearing in of Mayor Roberts, a vacancy now exists for the remainder of the term Mayor Roberts held for his council seat.

## **ANALYSIS:**

Because less than two years exist in the council term previously held by Mayor Roberts, [Minn. Stat. 412.02, Subd. 2a](#) allows for appointment of a qualified resident rather than a special election. Council, as a whole, can determine how to fill the vacancy. Common methods for filling a vacancy include:

- Appointment of the candidate from the previous election with the next-highest number of votes;
- Solicit applications from interested residents, followed by interviews of candidates and then appointment of one of the candidates by Council during a regular meeting.

If Council decides to move forward with soliciting applications from qualified residents, staff is prepared to open an online application on Tuesday, January 14, 2025 and to advertise the vacancy on the City's website, via social media, and in the local paper. Staff would request that Council determine how long to accept applications and set a tentative date for interviews.

## **RECOMMENDATION:**

Staff recommends:

- Council make a motion to formally declare a vacancy.
- Council determine how to fill the vacancy and provide direction to staff

## **ATTACHMENTS:**

None

# STAFF REPORT



**MEETING DATE:** January 13, 2025

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

**AGENDA ITEM:** City Attorney (Civil Legal Counsel)

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## **INTRODUCTION:**

The City has contracted with Levander Gillen & Miller (LGM) for City Attorney services since 2014. Since 2022, Amanda Johnson has been assigned by LGM as the City Attorney. Ms. Johnson has announced her departure from LGM as she takes on a new role at Eckberg Lammers.

## **RECOMMENDATION:**

Staff recommends that Council discuss current legal counsel options and determine which firm to contract with in 2025.

- 1) If Council decides on Eckberg Lammers, staff recommends Council move to approve the contract with Eckberg Lammers.
- 2) If Council decides to continue using LGM for civil legal services, staff recommends a motion to continue with LGM and to approve the rate increase.
- 3) If Council desires to obtain proposals from other law firms providing municipal legal services, staff recommends Council direct staff to draft and issue a Request for Proposals (RFP).

## **ATTACHMENTS:**

- Eckberg Lammers Proposal
- Levander Gillen & Miller Rate Increase Notice
- Levander Gillen & Miller Transition Letter

## CONTRACT FOR CIVIL LEGAL SERVICES

This Contract for Civil Legal Services (the “Agreement” is effective as of the 13th day of January, 2025, and is entered into by and between the CITY OF FOREST LAKE, a municipal corporation and political subdivision of the State of Minnesota (the “City”), and the law firm of ECKBERG LAMMERS, P.C. (the “Law Firm”), for the purpose of utilizing the Law Firm to provide civil municipal legal services to the City.

### I. RECITALS

1. The City and the Law Firm desire to enter a three-year contract for Civil Legal Services through January 13, 2028, with hourly rates outlined as follows:

	Year 1	Year 2	Year 3
<b>General Hourly Rate for All Attorneys</b>	\$190	\$195	\$200
<b>General Hourly Rate for Paralegals</b>	\$160	\$165	\$170
<b>General Hourly Rate for Law Clerks</b>	\$150	\$155	\$160
<b>Special Hourly Rate - Attorney</b> <i>Extraordinary Services, including Development Pass-Through, Litigation, Labor &amp; Employment,</i>	\$250	\$260	\$270
<b>Special Hourly Rate – Paralegals</b> <i>Development Pass-Through, Litigation, Labor &amp; Employment</i>	\$200	\$210	\$220

**NOW THEREFORE, IN CONSIDERATION OF** the mutual promises contained herein and other good and sufficient consideration, the parties agree to the following:

### II. TERMS

1. **Scope and Nature of General Counsel Services:** The parties agree to the following description of the nature of the legal services to be provided by the Law Firm to the City:
  - a. Attend regular or special City Council and City Board and Commission meetings as requested by the City Administrator or Council.
  - b. Review Council and Planning Commission agenda items and minutes, as requested.
  - c. Availability for consultation with City Council, City Administrator, department heads and authorized staff.
  - d. Draft and revise City ordinances, resolutions, and regulations.

- e. Draft municipal contracts, joint powers agreements, and other similar agreements; review contractor/vendor bond and insurance documents.
  - f. Research and prepare legal opinions on municipal or other legal matters, including but not limited to open meeting law/data practices issues and general municipal employment matters.
  - g. Provide regular updates on significant developments in laws affecting the City to the City Administrator, City Council, and staff.
  - h. Provide a yearly legislative update with ad hoc updates between the yearly update of items identified by Law Firm or League of Minnesota Lobbyists of significant impact.
  - i. Provide yearly in-service presentations to City staff and City officials on topics selected by the Law Firm and the City, with special emphasis on new developments in the law (e.g., labor issues/data practices issues/land use issues) and general information for newly electees (e.g. Good Governance, Roles, Data and Open Meeting Law information).
  - j. Provide economic development services including advice on development matters, including the drafting of and revisions to development agreements, assessments agreements, and other similar agreements. If such economic development representation is proposed to be partially or fully reimbursed by a private developer, the Law Firm may adjust its billing rate accordingly, pursuant to the amount indicated in the Recitals above, or may extend a flat fee billing scenario to cover the work, in consultation with the City Administrator.
2. **Best Legal Practices Initiatives:** In addition to the regular services outlined in this Agreement, throughout the period of its representation, the Law Firm is available for overview of policies and offer “best legal practices” insight. Whether upon request or, proactively initiated by Law Firm, this includes on-site meetings with City staff and department heads and, where appropriate, the City Administrator and City Council to perform the specified initiatives. Examples of these services include:
- a. *Department Specific Best Practices:* Periodic review of internal processes and procedures of City Departments upon request to furnish recommendations in order to reduce or avoid future liability and litigation and comply with any applicable state law or charter.



- b. *Planning/Engineering Legal Best Practices*: Annual review of documentation related to any emerging Planning/Engineering issues to ensure that the documents are up to date, consistently utilized correctly and sufficiently protective of City financial and planning interests. Additionally, when the need is identified either by Law Firm or client, make regular recommendations for standardization of City documents, development agreements and contracts and processes using templates and checklists where advisable to improve efficiency and predictability.
  - c. *Zoning/Subdivision/Regulatory Ordinance Best Legal Practices*: Regularly furnish examples of, and suggestions for, zoning, subdivision and regulatory ordinance improvements and modifications based upon needs identified by the Law Firm and the City, but also based upon legislative changes.
3. **Other Matters**: The parties contemplate that the Law Firm may also provide civil legal services outside the scope of services covered by the general and best practices services described above. These services shall be handled as follows:
  - a. **Contested Case Matters**: The Law Firm will provide representation in contested cases, provided the City has the right to select different counsel in the contested case if they so choose, and provided the City determines, in its reasonable discretion, that the Law Firm has the skill and experience to represent the City in a fashion that the City deems to be in its best interests given the expertise, costs, and litigation service delivery available from other law firms in the area.
  - b. **Scope and Nature of Extraordinary Services**: The parties agree to the following description of the nature of the legal services to be provided by the Law Firm, at the specific request of the City, as Extraordinary Services.
    - Litigation and appellate work
    - Labor and employment matters
    - Condemnations
    - Non-routine Environmental
    - Additional specialized development work beyond scope of services anticipated in 1.j. above
    - Claims not covered by insurance or as the City's insurance carrier's legal representative
  - c. **Special Counsel**: The City reserves the right to engage special counsel on any issue where the city feels such representation is needed. The Law Firm will cooperate with special counsel to the extent reasonably necessary and will continue to serve as general counsel to the City. The firm will be advised when special counsel is engaged and what level of involvement/cooperation is needed from the firm. These legal services of

the Law Firm will be billed to the City in accordance with the hourly rates set forth above.

4. **Reimbursable Costs and Expenses.**

- a. **General Rule:** The City will reimburse the Law Firm for actual, necessary and reasonable costs and expenses incurred by the Law Firm in the performance of the legal services contained in this Agreement.
- b. **Specific Expenses:**

<u>Description of Costs</u>	<u>Rate</u>
Mileage	No Reimbursement
Parking	Actual Cost
Meals	No Reimbursement
Postage	Actual Cost
Messenger	Actual Cost
Court Costs	Actual Cost
Arbitration Costs	Actual Cost
Other Contested Case Costs	Actual Cost
Document Recording & Closing Fees	Actual Cost

- 5. **Matters Covered by Insurance:** The Law Firm will assist the City in submitting claims for insurance coverage to various insurance carriers. Whenever a claim is made with an insurance carrier, which arises out of a legal issue within the scope of this Agreement, the City will recommend that the Law Firm be utilized by the insurance carrier in the matter for which the claim is made. The City may recommend the Law Firm to an insurance carrier for claims arising out of matters which are outside the scope of this Agreement. At the point in time when an insurance carrier admits coverage, and to the extent that they will provide retroactive payments for attorneys' fees, the Law Firm will receive its payments for services rendered from the insurance carrier and not the City. To the extent that an insurance carrier does not pay for legal services rendered by the Law Firm, including any deductibles, the City will pay the Law Firm for services rendered at the rates charged to the insurance company, subject to the billing and payment provisions herein.

6. **Conflict of Interest and Attorney/Client Privilege Issues:**

- a. **Conflict of Interest:** The Law Firm will notify the City as soon as practicable if the Law Firm represents or has ever represented an opposing party to the City in a legal matter.
- b. **Attorney/Client Privilege:** The Law Firm is authorized to utilize e-mail without encryption and use of cell phones to transmit and receive confidential client information. The City specifically acknowledges that it

understands the confidentiality risks associated with inadvertent interception of such information.

**7. Billing Format, Cycle, Payment Expectations, and Interests.**

- a. **Billing Format:** The Law Firm will submit monthly statements itemizing legal services rendered for the prior month broken down into categories.
- b. **Billing Cycle:** The Law Firm will bill monthly for legal services rendered in the prior month. Generally, bills will go out approximately 10 days after the end of the prior month.
- c. **Payment Expectations:** The City will pay the bill of the Law Firm routinely according to its internal payment procedures by forwarding a check to the Law Firm paying for both legal services and expenses shown on the Law Firm's bill.
- d. **Disputes:** In the event that the City disputes any aspect of the Law Firm's bill, the appropriate City representative will contact Nicholas J. Vivian at the Law Firm stating the nature of the dispute.
- e. **Term:** The term of this Agreement will be effective January 13, 2025, and will run through January 13, 2028. During the term of the Agreement, either party may terminate the Agreement upon 60 calendar days' written notice to the other party.
- f. **Authorized Contact Person:** Amanda Johnson will act as lead attorney for the City and Christina Benson will serve as assistant attorney for the City. Lida M. Bannink is available for the City's labor and employment needs. However, the parties contemplate that other attorneys in the Law Firm will also be providing services to the City subject always to advance approval by the City.
- g. **City Approval:** The Law Firm is authorized to commence performing services under this contract effective upon the execution of this Agreement.

**CITY OF FOREST LAKE**

By: \_\_\_\_\_  
Blake Roberts, Mayor

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

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

**ECKBERG LAMMERS, P.C.**

By: \_\_\_\_\_  
Nicholas J. Vivian

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



December 13, 2024

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

Re: 2025 Municipal Rates

Mayor and Council:

First, we want to thank you for allowing us to provide legal services to the City of Forest Lake. We have enjoyed our representation and look forward to what the future brings for your City. Second, we want to inform you of the adjustments to our municipal rates for 2025. The rates below are effective **February 1, 2025**. As I'm sure you understand, it is necessary to adjust our rates on an annual basis to keep pace with our overhead and operating costs as well as the market pressures.

		Hourly rate for 2025 (rate to increase annually)
<b>Hourly Rate for Attorneys</b>	<i>General Matters</i>	\$190
	<i>Special Matters</i>	\$250
<b>Hourly Rate for Legal Asst.</b>	<i>General Matters</i>	\$160
	<i>Special Matters</i>	\$200
<b>Itemized Fees:</b>		
• <b>Photocopying</b>		\$.20/page black/white \$.49/page color
• <b>Westlaw Legal Research</b>		Actual Cost; not to exceed \$300/month
• <b>Recording fees, filing fees, out of pocket expenses</b>		Actual Cost

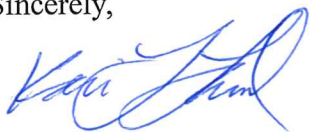
*General Matters* include appearance at City Council meetings, planning commission meetings, and special meetings, legal opinions, research, ordinance drafting, telephone conferences, personal conferences, correspondence and general civil legal work.

Page 2  
December 13, 2024

*Special Matters* include all development-related work where the City is reimbursed for its planning and legal fees by a developer, landowner, or other third party. These projects typically involve an escrow that is provided by a developer or applicant prior to the initiation of work and the costs of legal services are recovered from the escrow, so there is no out-of-pocket expense for the City. This category also includes public improvement project related work, including pre-condemnation matters, easement or real property acquisition or sale matters; eminent domain matters; or other real property sale and title clearance matters. This category also includes any litigation initiated by the City or third parties, such as civil nuisance actions, assessment appeals, and real property litigation matters not covered by the City's insurance through the League of Minnesota Cities Insurance Trust.

We appreciate your support and our relationship, so if you have any questions or concerns, please don't hesitate to contact me.

Sincerely,



Korine L. Land  
Managing Partner



December 27, 2024

**Via Electronic Mail Only**

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

c/o: Jolleen Chaika  
[jolleen.chaika@ci.forest-lake.mn.us](mailto:jolleen.chaika@ci.forest-lake.mn.us)

**RE: Transition of Amanda Johnson from LeVander, Gillen & Miller, P.A.**

Dear Mayor and Council:

We are sending this letter to inform you that Amanda Johnson has decided to leave LeVander, Gillen & Miller, P.A. ("LeVander") effective January 13, 2025. She will be moving to Eckberg Lammers in Stillwater.

As our client, you have the option to stay with LeVander, move your file with Amanda to Eckberg Lammers, or choose another firm. If you decide to remain with LeVander, your matter will be handled by me, and we will ensure a seamless transition. If you decide to move your file to Eckberg Lammers or to another firm, we will likewise ensure a seamless transition. We ask that you respond to this letter by Tuesday, January 14, 2025 to inform us of your decision so we can make the necessary arrangements.

If you have any questions about this transition, please feel free to contact either of us.

We have greatly appreciated the opportunity to serve you and will fully support your decision regarding this transition.

Very truly yours,

Korine Land  
Managing Partner

# STAFF REPORT



**MEETING DATE:** January 13, 2025  
**ORIGINATOR:** Mayor Roberts  
**AGENDA ITEM:** Acting Mayor and Council Liaison Appointment Recommendations

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## **INTRODUCTION:**

Each year, Councilmembers are appointed to serve as liaisons between the City and various Commissions and Boards. Further, [Minn. Stat. 412.121](#) requires that each year, the City Council shall choose an acting mayor from one of the existing councilmembers; this acting mayor is tasked with performing the duties of the mayor during the disability or absence of the mayor from the city; or, in case of vacancy in the office of mayor, until a successor has been appointed.

## **ANALYSIS:**

Appointment of an Acting Mayor is essential to ensure continuity of governance in the event of my absence.

Furthermore, Council liaisons serve as a vital bridge between the City Council and various advisory groups and other appointed or elected bodies in the city and county. Their primary responsibilities include:

1. Communication Facilitation: Liaisons ensure that boards, committees, and commissions are informed of Council priorities, goals, and decisions. They also relay feedback, concerns, and recommendations from these groups back to the Council.
2. Promoting Strategic Alignment: By attending meetings and engaging with members, liaisons help align the work of advisory groups with the broader objectives and policies set by the City Council.
3. Encouraging Engagement: Liaisons support and motivate members by demonstrating Council's commitment to their work, enhancing morale and participation.
4. Providing Context and Guidance: Liaisons offer historical and policy context, ensuring that commissions operate effectively within their mandates.

Advantages of these liaison appointments include informed decision making, improved transparency, and stronger community ties with partner organizations.

After filling the Council vacancy, recommendations to adjust the liaison appointments will be brought forward for Council consideration.



Based on these considerations, I am recommending the following appointments:

Acting Mayor	Hanna Valento
Airport Commission	Blake Roberts
EDA	Leif Erickson Blake Roberts
Cable Commission	Hanna Valento
Fire Board	Jeff Larson Blake Roberts
Parks and Recreation Commission	Hanna Valento
Planning Commission	Jeff Larson
Comfort Lake-Forest Lake Watershed District	Leif Erickson
Forest Lake Area School Board	Hanna Valento

**RECOMMENDATION:**

I recommend that Council approve the above-listed appointments as presented.

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

**RESOLUTION NO. 01-13-25-03**

**ACCEPTING DONATIONS FOR THE ANNUAL BRIDGE LIGHTING**

**WHEREAS**, residents and businesses submitted donations totaling \$7,028.00 to the City of Forest Lake to contributed to the annual bridge lighting at the Broadway Avenue Bridge; and,

**WHEREAS**, the following graciously donated funds to support the annual bridge lighting:

Jesse Johnson Insurance	\$500.00
Jason Bain	\$500.00
Leif Erickson	\$500.00
A1A Auto Insurance	\$200.00
Olson's Sewer Service	\$500.00
Gaughan Companies	\$500.00
Security State Bank of Marine	\$500.00
Forest Lake Ford	\$500.00
Wendy Rychley Chartered	\$500.00
Lions Club of Forest Lake	\$500.00
Johnson/Turner Legal	\$500.00
Lakes Floral Gift and Garden	\$1028.00
Fred's Wholesale Minnesota	\$250.00
Twin Cities Dock	\$500.00

**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 donations are accepted and acknowledged with gratitude;
2. The donations 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 donations and related expenses.

Adopted in the regular session of the Forest Lake City Council on the 13th day of January, 2025.

**CITY OF FOREST LAKE**

By: \_\_\_\_\_  
Blake Roberts  
Its Mayor

Attest: \_\_\_\_\_  
Jolleen Chaika  
City Clerk/Interim-City Administrator

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

**RESOLUTION NO. 01-13-25-04**

**ACCEPTING DONATION FROM COMMUNITY HELPING HAND**

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**WHEREAS,** Community Helping Hand-Forest Lake has submitted a donation to the City of Forest Lake in the amount of \$600.00; 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 13th day of January, 2025.

**CITY OF FOREST LAKE**

By: \_\_\_\_\_  
Blake Roberts  
Its Mayor

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