

## **AGENDA: Amended**

### **CITY COUNCIL MEETING**

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

[Livestream](#)

Forest Lake City Center – Council Chambers

Forest Lake, Minnesota

**February 10, 2025 – 7:00 PM**

1. Call to Order
  2. Oath of Office: Kevin Miller
  3. Roll Call
  4. Pledge of Allegiance
  5. Approve the Agenda (Action)
  6. 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.*
  7. Consent Agenda Considerations (Action Items)\*
    - a. Approve City Bills
    - b. Approve Minutes from January 27, 2025 Regular Council Meeting
    - c. Resolution 02-10-25-01 Declaring Surplus Equipment
    - d. Beltz Park Pedestrian Improvements – Approve Plans & Specs and Authorize Ad for Bid
    - e. Agreement for Snow Removal at Forest Hills Preserve
    - f. MOU: Washington County Cooperative Weed Management Area
    - g. Athletic Facilities Agreement with FLAAA
- \*Council may remove any item from the consent agenda for specific consideration.
8. Regular Agenda (Action Items)
    - a. Veterans Memorial Committee Update – Dave Adams
    - b. 2025 Commission Appointments – Mayor Roberts
    - c. Congressional Staffer Space at City Hall – Amanda Johnson

- d. Resolution 02-10-25-02 Accepting Donations for Veterans Memorial Project – Mayor Roberts and City Council

9. Discussion

- a. Road Construction Updates – Ryan Goodman

10. Staff Updates

11. Mayor and City Council Updates

12. Adjourn

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Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
	Invoice				
99686	20/20 GENESYSTEMS INC				
	7336	ONE TEST PREMIUM COMMERCIAL	8,815.50	116803	02/10/2025
TOTAL FOR: 20/20 GENESYSTEMS INC			8,815.50		
99687	5K ELECTRIC				
	516	TROUBLESHOOT AND REPAIR LIGHTED & SIGN LIFT INCLUDED & TROUBLESHOOT COLUMN LIGHTING AND LIGHT POLE	677.50	116804	02/10/2025
TOTAL FOR: 5K ELECTRIC			677.50		
10243	ABBI WITTMAN				
	REIMB 2025	MILEAGE & PARKING FOR EDAM CONFERENCE	112.20	116805	02/10/2025
TOTAL FOR: ABBI WITTMAN			112.20		
10036	ADVANCED GRAPHIX INC				
	215702	DECALS - 1408 LAKE STREET SOUTH FOREST LAKE DECALS & MEDICAL EQUIPMENT SUPPLY CABINET DECAL	615.75	116806	02/10/2025
	215719	FIREFIGHTER GLOVES AND HOODS DECAL FOR CABINETS & MEDICAL EQUIPMENT SUPPLIES DECAL	157.50	116806	02/10/2025
TOTAL FOR: ADVANCED GRAPHIX INC			773.25		
10102	AMERICAN IMPORTS				
	047009	SQUAD 1800 - CHANGE OIL	86.85	116807	02/10/2025
	047010	SQUAD 1800 - MOUNT & BALANCE FOUR TIRES	621.43	116807	02/10/2025
	047018	SQUAD 2005 - REPLACE DRIVER'S SEAT BUCKLE, CHECK RIGHT REAR TIRE FOR LEAKS	218.70	116807	02/10/2025
	047076	SQUAD 2013 - CHANGE OIL & TIRE ROTATION	52.03	116807	02/10/2025
TOTAL FOR: AMERICAN IMPORTS			979.01		
10120	ANCOM COMMUNICATIONS INC				
	125971	MINITOR VI BELT CLIP	101.70	116808	02/10/2025
TOTAL FOR: ANCOM COMMUNICATIONS INC			101.70		
10185	AT & T MOBILITY				
	287284342696X12192	AT & T MOBILITY - DECEMBER 2024	402.04	2101	01/06/2025
TOTAL FOR: AT & T MOBILITY			402.04		

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	Invoice				
14059	BENEFIT EXTRAS INC				
	01032025	CLAIM REIMBURSEMENT	700.00	2103	01/06/2025
	01082025	CLAIM REIMBURSEMENT	5,000.00	2104	01/09/2025
	01162024	SETTLE PURCHASE	329.83	2116	01/21/2025
	1130292	COBRA NOTIFICATIONS PACKET & MONTHLY PARTICIPATION FEE	199.50	116809	02/10/2025
	1130292	1ST QTR 2025	1,032.00	116809	02/10/2025
	12312024	SETTLE PURCHASE	664.97	2102	01/03/2025
TOTAL FOR: BENEFIT EXTRAS INC			7,926.30		
14128	BOLTON & MENK INC				
	0354313	2024 LOCAL ST IMPROVEMENT	273.00	116810	02/10/2025
	0354314	BELTZ PARK IMPROVEMENTS	5,371.00	116810	02/10/2025
	0354315	GENERAL ROUTINE ENGINEERING	2,500.00	116810	02/10/2025
	0354316	WTP 4 CONSTRUCTION	5,348.00	116810	02/10/2025
	0354321	2024 ANNUAL REVIEWS - BLD	5,270.00	116810	02/10/2025
	0354321	2024 ANNUAL REVIEWS - CDD	364.00	116810	02/10/2025
	0354322	2025 LOCAL ST IMPROVEMENT	1,999.00	116810	02/10/2025
	0354323	2025 SANITARY SEWER LINING	7,158.00	116810	02/10/2025
	0354324	2025 SOUTH WATER TOWER REHAB	6,495.50	116810	02/10/2025
	0354325	CSAH 32 PEDESTRIAN & STREET	2,937.00	116810	02/10/2025
	0354326	CSAH 33 SAFETY IMPROVEMENTS	1,973.00	116810	02/10/2025
	0354327	EUREKA AVENUE IMPROVEMENTS	4,603.00	116810	02/10/2025
	0354400	HIDDEN CREEK	5,066.00	116810	02/10/2025
	0354405	JD4 STORMWATER DESIGN	1,526.00	116810	02/10/2025
	0354408	MS4 ANNUALPROGRAM ASSISTANCE	282.00	116810	02/10/2025
	0354409	NON-ROUTINE ENGINEERING	1,925.50	116810	02/10/2025
	0354413	SHADOW CREEK STABLES ESTATES	9,923.00	116810	02/10/2025
	0354414	WASHINGTON COUNTY NORTHERN ENVIRONMENTAL - SITE DEVELOPMENT	273.00	116810	02/10/2025
	0354415	SOUTHWEST STUDY AREA	1,157.60	116810	02/10/2025
	0354417	SURINE DEVELOPMENT	890.00	116810	02/10/2025
	0354418	TEMPORARY PLANNING SERVICES	247.50	116810	02/10/2025
	0354420	TH 97 IMPROVEMENT PROJECT	4,248.50	116810	02/10/2025
	0355458	NORTH SHORE TRAIL	80,765.69	116810	02/10/2025
TOTAL FOR: BOLTON & MENK INC			150,596.29		
14240	BRENDA HOFFMAN				
	WELLNESS 2024	WELLNESS 2024	250.00	116811	02/10/2025
TOTAL FOR: BRENDA HOFFMAN			250.00		



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14193	BS&A SOFTWARE 158324	PERMIT APPLICATION SUBMISSION (PAS) - SERVICE FEE FOR ONLINE - PERMIT APP. (10/03/24 TO 01/23/25)	790.00	116812	02/10/2025
TOTAL FOR: BS&A SOFTWARE			790.00		
18077	CENTURY LINK JANUARY 2025	SENIOR CENTER TELEPHONE - JANUARY 2025	146.93	2130	01/28/2025
TOTAL FOR: CENTURY LINK			146.93		
18305	CHASE PAYMENTECH SERVICE012025	SERVICE FEE PAYMENTS-JANUARY UB	329.55	2110	01/03/2025
TOTAL FOR: CHASE PAYMENTECH			329.55		
18113	CINTAS CORPORATION 4218366195 4219105573 5250160803	UNIFORM & CLOTHING - M.WELSH UNIFORM & CLOTHING - M.WELSH REFILLS FOR FIRST AID KITS	77.42 77.42 160.10	116813 116813 116813	02/10/2025 02/10/2025 02/10/2025
TOTAL FOR: CINTAS CORPORATION			314.94		
18122	CITY OF FOREST LAKE 7105322 7111540	4TH QTR 2024 PAYMENT 20500 FOREST RD N HANGAR 4TH QTR 2024 PAYMENT 21350 FOREST BLVD N	179.65 415.89	116814 116814	02/10/2025 02/10/2025
TOTAL FOR: CITY OF FOREST LAKE			595.54		
18129	CITY OF SAINT PAUL IN61346	FOR THE COST OF LABOR & EQUIPMENT USED TO REPAIR A TRAFFIC SIGNAL AT 3RD & 12TH	936.00	116815	02/10/2025
TOTAL FOR: CITY OF SAINT PAUL			936.00		
18181	CONNEXUS ENERGY DECEMBER 2024 DECEMBER 2024-3 DECEMBER 2024-4	DECEMBER 2024 ENERGY BILLING DECEMBER 2024 ENERGY BILL - PUMP DECEMBER 2024 ENERGY BILL - WTP #4	2,870.05 17.00 1,641.88	2128 2122 2122	01/24/2025 01/21/2025 01/21/2025
TOTAL FOR: CONNEXUS ENERGY			4,528.93		
18192	CORE & MAIN LP W370782	261-069015-000 6X15 REP CLP	187.13	116816	02/10/2025
TOTAL FOR: CORE & MAIN LP			187.13		
22012	DAN'S TOWING & RECOVERY 96774	TOWING OF LINCOLN MKZ ON 01-19-25	312.50	116817	02/10/2025
TOTAL FOR: DAN'S TOWING & RECOVERY			312.50		

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Vendor Code	Vendor Name Invoice	Description	Amount	Check #	Check Date
22040	DAVID D. DREWS JANUARY 2025	CLEANING SERVICES FOR JANUARY 2025 FL SENIOR CENTER	850.00	116818	02/10/2025
TOTAL FOR: DAVID D. DREWS			850.00		
22111	DRESEL TRUCKING INC 3243	3" CLEAR LIM ROCK ON 12/02	561.66	116819	02/10/2025
TOTAL FOR: DRESEL TRUCKING INC			561.66		
22128	DVS RENEWAL 9UP683 BYK139 EHC924 JWE988	2024 DODG DURANGO - EXPIRES JANUARY 2026 2018 CHEV TAH TITLE 2020 FORD XPL - EXPIRES FEBRUARY 2026 2014 DODGE CAR - TITLE	56.25 21.50 16.25 21.50	116796 116798 116795 116797	02/03/2025 02/03/2025 02/03/2025 02/03/2025
TOTAL FOR: DVS RENEWAL			115.50		
26034	ELECTRIC PUMP INC 029207	FLYGT,PUMP,NON-CLOG NP463-4 5/230/3 50FT FM FLS FV	12,157.83	116820	02/10/2025
TOTAL FOR: ELECTRIC PUMP INC			12,157.83		
26036	ELECTRO WATCHMAN INC 250100405	UPDATE S2 NETBOX SUSP LICENSE AND UPGRADE SOFTWARE	3,876.33	116821	02/10/2025
TOTAL FOR: ELECTRO WATCHMAN INC			3,876.33		
30013	FASTENAL COMPANY MNTC3235905	VT-29P DRLLSET & CABLECLAMP 3/8 BLACK & 10- 16X3/4"PHPNBZSDS & S/S HCS 5/16-18 X 1 & S/S NYLOK 5/16-18	212.23	116822	02/10/2025
TOTAL FOR: FASTENAL COMPANY			212.23		
30026	FERGUSON WATERWORKS #2518 0542127	LF 5/8X3/4 T10 MTR P/C R900I USG	2,319.78	116823	02/10/2025
TOTAL FOR: FERGUSON WATERWORKS #2518			2,319.78		
30038	FIRE LOSS MANAGEMENT LLC 25-002,25-003,25-004,25-005, 25-006, & 25-007 - FIRE SPRINKLER REVIEW-SHAD CR TH	INVOICE NUMBERS: 25-002, 25-003, 25-004, 25-005, 25-006, & 25-007 - FIRE SPRINKLER REVIEW-SHAD CR TH	300.00	116824	02/10/2025
TOTAL FOR: FIRE LOSS MANAGEMENT LLC			300.00		

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30041	FIRE SAFETY USA INC				
	187619	RESCUE 1 & LADDER 1 & ENGINE 1 - CHECK CAB A/C AND MODULE A/C PRESSURES & CHECK A/C SYSTEM OPERATION	495.00	116825	02/10/2025
	197055	TENDER 1 - CUSTOMER COMPLAINED OF AN AIR LEAK:TROUBLESHOOTING, NO AUDIBLE LEAKS	656.25	116825	02/10/2025
	197056	LADDER 1 - REPLACING THE AERIAL HYDRAULIC LED BULBS REMOVED THE AERIAL HYDRAULIC OIL LEVEL INDICATOR	478.00	116825	02/10/2025
TOTAL FOR: FIRE SAFETY USA INC			1,629.25		
30073	FOREST LAKE ACE HARDWARE				
	65359/3	FLEXZLA SWVL HOSE 5/8X10	24.99	116826	02/10/2025
	65360/3	POLY DB ROPE WHT 1/2X50'	23.99	116826	02/10/2025
	65368/3	HAMMER SLEDGE 10# FG HDL	44.99	116826	02/10/2025
	65370/3	HD HOS NOZL 9PTR BLK/GRY & CM 20 PC AIR ACC KIT	50.98	116826	02/10/2025
	65381/3	CM WET/DRY VAC 2.5GAL	44.99	116826	02/10/2025
	65418/3	#1 CONDUIT HANGER	6.36	116826	02/10/2025
	65420/3	GRAFFITI REMOVER 32OZ	15.99	116826	02/10/2025
TOTAL FOR: FOREST LAKE ACE HARDWARE			212.29		
30148	FOREST LAKE FORD				
	793730	SERVICES ON FORD F150 PICKUP	56.66	116827	02/10/2025
TOTAL FOR: FOREST LAKE FORD			56.66		
30098	FOREST LAKE PRINTING				
	21757	BUSINESS CARDS - O. RUDE & M. KARNES	195.00	116828	02/10/2025
	21806	DYE-SUB/PLAQUE - FLPD YEARS OF SERVICE PLAQUE - SERGEANT J. GLADER & OFFICER M. WARKE	143.50	116828	02/10/2025
TOTAL FOR: FOREST LAKE PRINTING			338.50		
34075	GRAINGER INC				
	9381792705	4 BOLT FLNG BRG,RADIAL BALL,1 1/2IN BOR	115.94	116829	02/10/2025
TOTAL FOR: GRAINGER INC			115.94		
34079	GRANNY MAYS				
	16542	MEAL SERVICES FOR DECEMBER	192.00	116830	02/10/2025
	16543	MEAL SERVICES FOR JANUARY	180.00	116830	02/10/2025
TOTAL FOR: GRANNY MAYS			372.00		

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Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
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MISC	GREGORY CONTRACTING INC				
	PB11853	BD Payment Refund	88.00	116831	02/10/2025
		*BD Refund for Trx: 37125784, Record: PB11853,			
		Address: [REDACTED]			
		Comment:			
TOTAL FOR: GREGORY CONTRACTING INC			88.00		
38049	HEALTH PARTNERS				
	CLAIMS01012025	HPAI SELF INSURED CLAIMS 15657 - JANUARY 2025	1,019.85	2106	01/06/2025
	CLAIMS01082025	HPAI SELF INSURED CLAIMS 15657 - JANUARY 2025	470.52	2117	01/13/2025
	CLAIMS01152025	HPAI SELF INSURED CLAIMS 15657 - JANUARY 2025	1,388.69	2118	01/21/2025
	CLAIMS01222025	HPAI SELF INSURED CLAIMS 15657 - JANUARY 2025	799.36	2129	01/27/2025
	PREMIUM012025	HEALTH PARTNERS PREMIUM - JANUARY 2025	660.56	2105	01/03/2025
TOTAL FOR: HEALTH PARTNERS			4,338.98		
38057	HEBERT AND WELCH PA				
	405	LEGAL SERVICES FOR JANUARY 2025	15,037.00	116832	02/10/2025
TOTAL FOR: HEBERT AND WELCH PA			15,037.00		
38106	HORWITZ LLC				
	S500020260	SERVER ROOM NOT COOLING	1,476.25	116833	02/10/2025
	S500020269	SYSTEM VERIFICATION ON WSHP-3	2,736.00	116833	02/10/2025
TOTAL FOR: HORWITZ LLC			4,212.25		
38126	HUGO EQUIPMENT COMPANY				
	213519	MS291-20 55.5CC 20" CHAIN SAW & 23RM3.325.05081DL CHAIN & KIT FUEL FILTER 30W BAR AND CAHIN OIL	618.94	116834	02/10/2025
TOTAL FOR: HUGO EQUIPMENT COMPANY			618.94		
42005	IEDITWEB INC				
	01012325	SENIOR CENTER HOSTING WEBSITE 01/26/25 - 02/25/25	39.95	116835	02/10/2025
TOTAL FOR: IEDITWEB INC			39.95		
42010	IMPACT				
	215525	MAIL PREP - UTILITY BILLING 4TH QTR 2024	5,241.82	116836	02/10/2025
TOTAL FOR: IMPACT			5,241.82		
42050	INVOICE CLOUD INC				
	2468-2024_12	INVOICE CLOUD PAYMENT FEES - DECEMBER 2024	1,139.52	2107	01/07/2025
TOTAL FOR: INVOICE CLOUD INC			1,139.52		

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MISC	JOHN BUZICK				
PZ23-1174-BZSP-000	BD Bond Refund		500.00	116837	02/10/2025
	*BD Bond Refund: BZSP-0001, Address:				
	te: REFUND OF UNUSED ESCROW				
PZ23-1174-BZSP-000	BD Bond Refund		500.00	116837	02/10/2025
	*BD Bond Refund: BZSP-0003, Address:				
	te: REFUND OF UNUSED ESCROW				
PZ23-1174-BZSP-000	BD Bond Refund		500.00	116837	02/10/2025
	*BD Bond Refund: BZSP-0004, Address:				
	te: REFUND OF UNUSED ESCROW				
TOTAL FOR: JOHN BUZICK			1,500.00		
49146	KNS SERVICES LLC				
744	PROPERTY CLEAN UP FROM - TOTAL OF		3,205.00	116838	02/10/2025
	4 LOADS REMOVED & 6 APP				
TOTAL FOR: KNS SERVICES LLC			3,205.00		
49139	KORNOWSKI CONSULTANTS LLC				
76456	CONSULTATION SERVICES - JD4 PROJECT		282.00	116839	02/10/2025
TOTAL FOR: KORNOWSKI CONSULTANTS LLC			282.00		
49077	KRAMER MECHANICAL				
32269	CASTLEWOOD GOLF COURSE - UNIT HEATER OUT		300.86	116840	02/10/2025
TOTAL FOR: KRAMER MECHANICAL			300.86		
49091	KUSTOM SIGNALS				
617281	CABLE, RAPTOR TO PC & CABLE,RPI ANTENNA 2M(6') & CABLE,RPI ANTENNA 8M(24') & CABLE,RADAR EXTERNAL		277.00	116841	02/10/2025
TOTAL FOR: KUSTOM SIGNALS			277.00		
53011	LAKES CENTER FOR YOUTH & FAMILIES				
2025 CONTRACT	2025 LC4YF CONTRIBUTION AGREEMENT - COUNSELING & INTERVENTION & ENRICHMENT		50,000.00	116842	02/10/2025
TOTAL FOR: LAKES CENTER FOR YOUTH & FAMILIES			50,000.00		
53161	LITTLE BLUE'S TRAVELING ZOO LLC				
1365	DEPOSIT FOR HOMETOWN HOLIDAY		100.00	116843	02/10/2025
TOTAL FOR: LITTLE BLUE'S TRAVELING ZOO LLC			100.00		

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57106	MENARDS				
	50718	2X10-14' #2&BTR FIR	54.06	116844	02/10/2025
	50768	4 OZ PIPE THREAD COMPOUND & 80000BTU UNIT HEATER & 1 WK PROGRAMMABLE	502.25	116844	02/10/2025
	50780	5" ROUND CAP 26GA & 5 X 4 REDUCER/INCREASER & 5" FLEX PIPE CONECTR 30GA & 5" 90DEG GALV TEE	71.19	116844	02/10/2025
	50828	RETURN - 5"FLEX PIPE CONECTR 30GA & 5" ROUND CAP 26GA & 5" 90DEG GALV TEE	(38.95)	116844	02/10/2025
	50829	COMBO-9E-PE-BATT	40.47	116844	02/10/2025
	50894	BASIC MDF CLIPBOARD & GDSMN 2200L RCHG SPOTLT	55.85	116844	02/10/2025
	50914	3-A:40-B:C PRO 340	54.99	116844	02/10/2025
	51197	EXTRA HEAVY T-HINGE 611	23.98	116844	02/10/2025
TOTAL FOR: MENARDS			763.84		
57410	MERCHANT BANK FEES				
	FEE01022025	MERCH SERV BANKCRD FEES-JANUARY	67.10	2108	01/02/2025
TOTAL FOR: MERCHANT BANK FEES			67.10		
MISC-UB	MICHAEL ALTIER				
	7114984	UB refund for account: 7114984 *UB refund for account: 7114984	310.65	116845	02/10/2025
TOTAL FOR: MICHAEL ALTIER			310.65		
57158	MIDCONTINENT COMMUNICATIONS				
	14014890114480	AIPORT PHONE JANURAY 2025	174.09	2131	01/22/2025
TOTAL FOR: MIDCONTINENT COMMUNICATIONS			174.09		
57166	MIDWESTONE BANK				
	CB012025	CHARGEBACK FEE	8.00	2138	01/23/2025
	HSA 2025	HEALTH SAVINGS ACCOUNT RETIREE 2025	4,300.00	2139	01/24/2025
	PP122024	POSITIVE PAY MONTHLY FEE-DECEMBER	57.40	2121	01/15/2025
	WIREFEE012025	WIRE TRANSFER FEE	10.00	2134	01/23/2025
TOTAL FOR: MIDWESTONE BANK			4,375.40		
57208	MINNESOTA DEPARTMENT OF LABOR & IND				
	DECEMBER 2024	SURCHARGE ALLOCATION DECEMBER 2024	1,808.25	2109	12/30/2024
TOTAL FOR: MINNESOTA DEPARTMENT OF LABOR & IND			1,808.25		
57262	MINNESOTA UI FUND				
	13743349	MN UI Q4 2024	2,098.88	2120	01/17/2025
TOTAL FOR: MINNESOTA UI FUND			2,098.88		

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Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
	Invoice				
57264	MINNESOTA VALLEY TESTING LABS				
	1290074	COLIFORM, MF - WATER	151.25	116846	02/10/2025
	1291424	COLIFORM, MF - WATER	151.25	116846	02/10/2025
TOTAL FOR: MINNESOTA VALLEY TESTING LABS			302.50		
57312	MUNICIPAL EMERGENCY SERVICES				
	IN2191952	THERMOPLASTIC STRUCTURAL FIRE HELMET WITH FACESHIELD WHITE & RED	1,053.03	116847	02/10/2025
TOTAL FOR: MUNICIPAL EMERGENCY SERVICES			1,053.03		
61007	NAPA AUTO PARTS				
	243301	RETURN - CORE DEPOSIT	(18.00)	116848	02/10/2025
	243591	3YR WTY BAT & CORE DEPOSIT	214.70	116848	02/10/2025
	243599	RUBBER GROMMET DORMAN PRODUCTS & RUBBER METAL CLAMP & FAB LOOM-SPLIT POLY	14.76	116848	02/10/2025
	243822	NAPA GOLD AIR FILTER & BOSCH CABIN HEPA CABIN AIR FILT-SWAT TAHOE	31.84	116848	02/10/2025
	244084	ADAP PLG & AIRCHUCK & BLOW GUN	42.20	116848	02/10/2025
TOTAL FOR: NAPA AUTO PARTS			285.50		
65019	OLSON'S SEWER SERVICE INC				
	105257	WORK PERFORMED ON 01/12/25 & 01/13/25 - SNOWPLOWING WITH THE CAT924H & THE T76	1,575.21	116850	02/10/2025
TOTAL FOR: OLSON'S SEWER SERVICE INC			1,575.21		
65002	O'REILLY AUTO PARTS				
	1517-272425	BALANCE BEAD	57.55	116849	02/10/2025
TOTAL FOR: O'REILLY AUTO PARTS			57.55		
69087	PITNEY BOWES INC				
	1026833413	MOISTENER REPLACEMENT KIT & DM100I RED INK CTG 1 BOX & E-Z SEAL 64OZ BOTTLES 4/BOX	379.96	116851	02/10/2025
TOTAL FOR: PITNEY BOWES INC			379.96		
69088	PITNEY BOWES POSTAGE				
	POSTAGE012025	PITNEY BOWES POSTAGE JANUARY 2025	450.00	2132	01/24/2025
TOTAL FOR: PITNEY BOWES POSTAGE			450.00		
69116	PRECISE MRM LLC				
	IN200-2003066	5MB FLAT DATA PLAN US WITH NAF C-US-5MB	20.00	116852	02/10/2025
TOTAL FOR: PRECISE MRM LLC			20.00		

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Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
	Invoice				
74242	REDPATH AND COMPANY LLC				
	150493368	DECEMBER 2024 SERVICES	380.00	116853	02/10/2025
TOTAL FOR: REDPATH AND COMPANY LLC			380.00		
74144	ROSENBAUER MINNESOTA LLC				
	0000074921	HEADLAMP-4X6 HALOGEN, LOW BEAM	164.42	116854	02/10/2025
	0000074922	LT WLDN CHRM STEP 9186-23882-30 QTYL00	19.54	116854	02/10/2025
	0000074923	STRAP 24" VELCRO FOR LOOSE EQUIP. MTG	171.20	116854	02/10/2025
	0000075079	41886 & 11014 62" STRAP & 44" OUT AND DOWN TRAYS	11,058.80	116854	02/10/2025
		W/BRACKETS & 40" WIDE OUT AND DOWN TRAYS W/BRACKET			
	0000075107	LIGHT/BRKT LIC PLATE SIG #435W (10597)	59.02	116854	02/10/2025
TOTAL FOR: ROSENBAUER MINNESOTA LLC			11,472.98		
78010	SAFE-FAST INC				
	INV302956	PRO+ SLATE FULL BODY HARNESS, FRONT & BA & PRO	499.56	116855	02/10/2025
		ELASTIC DUAL LANYARD W/REBAR HOOKS			
	INV303264	34 LITER QUAD GAS CALIBRATION CYLINDER	252.99	116855	02/10/2025
TOTAL FOR: SAFE-FAST INC			752.55		
78019	SALES TAX MN DEPT REVENUE EFT				
	123124	DECEMBER 2024 SALES TAX	700.00	2119	01/21/2025
TOTAL FOR: SALES TAX MN DEPT REVENUE EFT			700.00		
78101	SHRED-IT USA				
	8009671085	SHREDDING SERVICES FOR JANUARY 2025	462.57	116856	02/10/2025
TOTAL FOR: SHRED-IT USA			462.57		
78136	SOURCEWELL				
	01312025	RETIREE HEALTH INSURANCE-JANUARY 2025	3,529.00	2126	01/15/2025
TOTAL FOR: SOURCEWELL			3,529.00		
78176	STAPLES INC				
	6021916461	8540015909073,TSSUE,2PLY	82.94	116857	02/10/2025
	6022099428	HOOK LARGE 3PK & COMMAND MED HOOKS 6PK & FORK HD	40.73	116857	02/10/2025
		PLASTIC WHITE 100PK			
	6022764009	CARTWRIGHT MESH TASK CHR BLK	119.98	116857	02/10/2025
TOTAL FOR: STAPLES INC			243.65		



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Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
	Invoice				
MISC	STEPHEN MCDANIELS				
	PZ24-1263	BD Bond Refund	500.00	116858	02/10/2025
		*BD Bond Refund: BZVA-0004, Address: [REDACTED]			
		te: WITHDREW VARIANCE APPLICATION			
TOTAL FOR: STEPHEN MCDANIELS			500.00		
MISC-BL	SUSAN BRENTESON				
	PZ22-1158	OVERCHARGED ENGINEERING FUNDS	804.00	116859	02/10/2025
TOTAL FOR: SUSAN BRENTESON			804.00		
82241	TIMESAVER OFF SITE SECRETARIAL INC				
	29840	01/13/2025 - CITY COUNCIL MEETING 1 HOUR	172.00	116860	02/10/2025
	29841	01/13/2025 - EDA MEETING 1 HOUR	172.00	116860	02/10/2025
	29842	01/22/2025 - PLANNING COMMISSION MEETING 1.5 HOURS	212.50	116860	02/10/2025
	29843	01/08/2025 - PLANNING COMMISSION MEETING 2.25 HOURS	293.50	116860	02/10/2025
	M29782	DEC 18 2024 - CITY COUNCIL MEETING	246.00	116860	02/10/2025
TOTAL FOR: TIMESAVER OFF SITE SECRETARIAL INC			1,096.00		
88017	VERIZON WIRELESS				
	6103239262	VERIZON WIRELESS DEC 11 - JAN 10 2025	3,859.11	2133	01/28/2025
TOTAL FOR: VERIZON WIRELESS			3,859.11		
MISC	WALLACE ELECTRICAL CONSTRUCTION INC				
	PB11057	BD Bond Refund	2,500.00	116799	02/03/2025
		*BD Bond Refund: BDE-0038, SINGLE FAMILY - DEMOLITION Permit: PB11057, Address: [REDACTED]			
		DEMO ESCROW REFUND			
TOTAL FOR: WALLACE ELECTRICAL CONSTRUCTION INC			2,500.00		
90018	WASHINGTON CONSERVATION DISTRICT				
	6838	4TH QTR SHARED WATER RESOURCE EDUCATOR PROGRAM	716.31	116861	02/10/2025
TOTAL FOR: WASHINGTON CONSERVATION DISTRICT			716.31		
90028	WASHINGTON COUNTY				
	VERIFIED CLAIM	PAY SPECIAL ASSESSMENTS 07.032.21.41.0009	352.65	116800	02/03/2025
	VERIFIED CLAIM	PAY SPECIAL ASSESSMENTS 07.032.21.41.0014	352.65	116801	02/03/2025
	VERIFIED CLAIM	PAY SPECIAL ASSESSMENTS 07.032.21.42.0019	1,422.21	116802	02/03/2025
TOTAL FOR: WASHINGTON COUNTY			2,127.51		

Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
	Invoice				
90039	WASHINGTON COUNTY				
	228311	ANNUAL ELECTION EQUIPMENT MAIN	9,100.00	116862	02/10/2025
TOTAL FOR: WASHINGTON COUNTY			9,100.00		
90075	WEX BANK				
	102405861	PUBLIC WORKS MOTOR FUEL - JANUARY 2025	5,266.63	2127	01/28/2025
	102405896	FIRE MOTOR FUEL - JANUARY 2025	1,341.99	2136	01/28/2025
	102406072	POLICE MOTOR FUEL - JANUARY 2025	3,461.83	2137	01/28/2025
TOTAL FOR: WEX BANK			10,070.45		
MISC-BL	WINE & ROSES LIQUORS INC				
	VERIFIED CLAIM	PAID FOR TWO BACKGROUNDS CHECKS AND ONLY NEEDED TO PAY FOR ONE *Refund: BL Receipt	25.00	116863	02/10/2025
TOTAL FOR: WINE & ROSES LIQUORS INC			25.00		

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Invoice					
94003	XCEL ENERGY				

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Vendor Code	Vendor Name				
	Invoice	Description	Amount	Check #	Check Date
	905000986	51-0012039653-5/4938 HEADWATERS PKWY	38.40	2111	01/02/2025
	905387068	51-8383920-1 ~ 5515 - 206TH ST -PARK WELL	175.16	2112	01/06/2025
	905520299	51-0239654-5 ~ 797 WEST BROADWAY AVE-ELEC	34.98	2112	01/06/2025
	905520320	51-0239647-6 ~ 1198 W BROADWAY AVE-TRAFFIC	44.73	2112	01/06/2025
	905520877	51-0239656-7 ~ 795 WEST BROADWAY AVE-ELEC	39.68	2112	01/06/2025
	905558839	51-5193671-3 ~ PUBLIC WORKS FACILITY	588.37	2112	01/06/2025
	905592283	51-9849041-6 ~ 20500 FOREST RD N U#1-AIRPORT	66.52	2112	01/06/2025
	905665751	51-0013971904-6 ~ 6195 210TH ST N	371.09	2112	01/06/2025
	905695982	51-0239648-7 ~ 775 WEST BROADWAY AVE-ELEC	45.53	2113	01/08/2025
	905696254	51-0239645-4 ~ 777 WEST BROADWAY AVE-ELEC	34.35	2113	01/08/2025
	905696990	51-0239659-0 ~ 1493 W BROADWAY AVE-TRAFFIC	67.28	2113	01/08/2025
	905701104	51-0677908-0 ~ 20066 FERN GLEN LN N-STREET	22.90	2113	01/08/2025
	905706730	51-0677899-8 ~ 20010 FERN GLEN LN N-STREET	20.81	2113	01/08/2025
	905735846	51-5193666-6 ~ CITY GARAGE	1,199.66	2113	01/08/2025
	905739797	51-5193665-5 ~ 49 LAKE ST N-STREET	7,169.76	2113	01/08/2025
	905758947	51-5193667-7 ~ BEACH HOUSE	193.59	2113	01/08/2025
	905777552	51-8216739-7 ~ 4855 SCANDIA TR N - TRAFFIC	31.60	2113	01/08/2025
	905783078	51-9753120-9 ~ 1601 11TH AVE SW-BRIDGE	79.64	2113	01/08/2025
	905783869	51-8919722-8 ~ 208 8TH ST NW - TOWER	309.85	2113	01/08/2025
	905784705	51-7342887-2 ~ 5295 SCANDIA TR N-TRAFFIC	31.60	2113	01/08/2025
	905790421	51-9828587-1 ~ 97 BROADWAY AVE W - TRAFFIC	155.47	2113	01/08/2025
	905799643	51-0010257806-0 ~ 20187 FERN GLEN BLVD N-S	20.03	2113	01/08/2025
	905805852	51-0010257805-9 ~ 20126 FERN GLEN CT N-STR	15.60	2113	01/08/2025
	905821413	51-0011646952-3 ~ 1872 FOREST BLVD	10.68	2113	01/08/2025
	905826746	51-0013225636-0 ~ 6358 SCANDIA TRL N	14.14	2113	01/08/2025
	905829651	51-0012332089-3 ~ 204 LAKE STREET N UNIT-TRAFFIC	23.83	2113	01/08/2025
	905835529	51-0013429969-4 ~ 767 4TH ST SW	838.65	2113	01/08/2025
	905858319	51-0010258367-0 ~ 20116 FERN GLEN CT N - STREET	20.23	2113	01/08/2025
	905890817	51-0014133698-0 ~ 220 5TH ST NW	39.27	2113	01/08/2025
	905909177	51-0830223-8 ~ 6728 NORTH SHORE TRL N-ELEC	12.25	2114	01/09/2025
	905952640	51-5193668-8 ~ 720 - 11TH AVE SE-ICE	67.22	2114	01/09/2025
	905953005	51-5193661-1 ~ GOVMNT BLDG	773.38	2114	01/09/2025
	905954706	51-4372874-7 ~ 406 15TH ST SW-LIFT	318.73	2114	01/09/2025
	905958947	51-5193670-2 ~ 456 3RD ST NW-PUMP	2,018.09	2114	01/09/2025
	905965298	51-5193673-5 ~ 1850 8TH ST SE - WTP	484.25	2114	01/09/2025
	905968595	51-8829533-8 ~ 21036 KAROLINE CT N-LIFT	36.93	2114	01/09/2025
	905982281	51-5193669-9 ~ 777 4TH ST SW RINK & WARMING HOUSE	107.25	2114	01/09/2025
	906040883	51-0014003458-5 7686 NORTH SHORE CIR LIFT STATION	31.01	2114	01/09/2025
	906043203	51-0012384369-1 ~ 7865 SCANDIA TRL N	42.88	2114	01/09/2025
	906045373	51-0014224434-5 ~ 21228 KIEBLER CT N	31.16	2114	01/09/2025
	906050523	51-0013131153-7 ~ 10100 SCANDIA TRL N	28.35	2114	01/09/2025
	906096343	51-0239658-9 ~ LIFT STATIONS	243.60	2115	01/10/2025
	906251705	51-0014133727-6 ~ 23845 GRANADA AVE N LIFT STATION	36.64	2115	01/10/2025

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Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
	Invoice				
		STATION			
	906352891	51-4770834-3 ~ 21640 HARROW AVE N	126.13	2123	01/13/2025
	906953416	51-5193679-1 ~ AIRPORT	30.09	2124	01/16/2025
	906983897	51-5193669-9 ~ 777 4TH ST SW RINK & WARMING HOUSE	9.58	2124	01/16/2025
	907126347	51-5193676-8 ~ 1850 8TH ST SE & 65 3RD AVE NW WTP	9,534.09	2112	01/06/2025
	907173352	51-5193677-9 ~ LIFT STATIONS	3,461.72	2125	01/17/2025
	907181679	51-5193663-3 ~ TRAFFIC SIGNALS	212.09	2125	01/17/2025
	907181959	51-5193674-6 ~ LIFT STATIONS	368.61	2125	01/17/2025
	907732610	51-5193672-4 ~ LIFT STATIONS	232.03	2135	01/23/2025
	910167158	51-0010746167-3/CITY CENTER	7,644.11	2140	01/29/2025
TOTAL FOR: XCEL ENERGY			37,592.40		
98006	ZIEGLER INC				
	IN001786198	SMALL WHEEL LOADER WORK TOOLS & BROOM, HYD. ANGLE, B & HOOK, BROOM, FUSION	19,031.44	116864	02/10/2025
TOTAL FOR: ZIEGLER INC			19,031.44		
TOTAL - ALL VENDORS			406,959.53		



# City Council

## Regular Meeting

~ Minutes ~

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

Monday, January 27, 2025

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
Blake Roberts	Mayor	Present	
Jeff Larson	Councilmember	Present	
Hanna Valento	Councilmember	Present	
Leif Erickson	Councilmember	Present	
Vacant	Councilmember		

### 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 4-0.

### 5. Oath of Office:

#### a. Officer Jeremy Peltier

Chief of Police Peterson introduced Officer Jeremy Peltier. Mayor Roberts administered the oath of office.

#### b. Officer Jake Wensmann

Chief of Police Peterson introduced Officer Jake Wensmann. Mayor Roberts administered the oath of office.

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

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

Comments: None.

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

- Approve City Bills
- Approve Minutes from December 5, 2024 Special Council Meeting
- Approve Minutes from December 9, 2024 Truth in Taxation Meeting
- Approve Minutes from December 9, 2024 Regular Council Meeting
- Approve Minutes from December 18, 2024 Special Council Meeting
- Approve Minutes from January 13, 2025 Regular Council Meeting



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- g. 2025-2027 IUOE Local 49ers Labor Agreement
- h. 2024 Street Pavement Maintenance Project – Contractor’s Request for Payment No. 6 and Final
- i. Hidden Creek 3<sup>rd</sup> Addition Final Plat
- j. Maintenance Operator I Hiring Recommendation
- k. Building Inspector I Hiring Recommendation
- l. Resolution 01-27-25-03: Extending Clerk Compensation
- m. Resolution 01-27-25-04: Liquor and Tobacco License Renewals
- n. Rotary Club Fee Waiver Request
- o. Resolution 01-27-25-06: Declaring Surplus Property

**Motion:** Mayor Roberts made a Motion to Approve the Consent Agenda Items 7.a. and 7.g. through 7.o. Motion seconded by Councilmember Erickson. Motion carried 4-0.

**Motion:** Mayor Roberts made a Motion to Approve Item 7.b. through 7.e. Motion seconded by Councilmember Erickson. Motion carried 3-0-1 (Larson abstained).

## 8. Regular Agenda (Action Items)

### a) Airport Minimum Standards: Proposal – Amanda Johnson & Silas Parmar

City Attorney Johnson provided a background on the previous joint work session between the City Council and the Airport Commission about the airport rules and regulations. She introduced Silas Parmar.

Silas Parmar, Aviation Project Manager with Bolton & Menk, explained the purpose of airport minimum standards. He stated that there were two parts to the proposal and reviewed the key guidelines recommended for Forest Lake.

Councilmember Erickson asked about the definition of guidelines, policies, and standards. Attorney Johnson answered that these airport minimum standards would be rules and regulations and would be adopted by the City Council. She stated that every lease has a section that states that they would adhere to the current rules and regulations.

Councilmember Erickson asked about the previous discussion about the use of new hangar spaces and whether they should be general aviation or business. He questioned if this scope of work would address these concerns. Mr. Parmar responded that these documents would not state how the lots would be utilized, but the use was up to the discretion of the City Council.

Mayor Roberts stated, to Mr. Parmar’s point, as part of this project he would like to see certain areas designated as commercial or general aviation. He said that the prime (hangar) spots should be where the commercial lots should be located; likening prime hangar lots to a commercial lots downtown.

Councilmember Erickson agreed but said that this project is not intended address the element. He asked where this decision should be addressed.



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City Center - Council Chamber

Mayor Roberts asked if this decision could be discussed in the proposal. Mr. Parmar answered that the airport layout plan, which designates current and future hangar lots, could be included in the rules and regulations.

Councilmember Erickson asked if MnDOT Aviation wanted to see these lots developed before additional investment in Forest Lake. Mr. Parmar affirmed this information. He provided context to the City Council about the previous discussion with MnDOT about airport development.

Mr. Parmar suggested to best develop the standards, creation of a steering committee to incorporate input from all parts of the City, including the Airport Commission, City Council, City staff, and the City Attorney.

Mayor Roberts suggested that the steering committee could be made up of two Airport Commission members, two City Council members, and the City staff. Mayor Roberts suggested that he and one other City Council member and asked for a volunteer.

Councilmember Valento said that she would be able to serve on the steering committee.

Mr. Parmar said that the goal would be to have the first steering committee meeting in March or April. They would start with the draft of the guidelines but would like input from the steering committee on additional items to address.

**Motion:** Councilmember Erickson made a Motion to Approve the Forest Lake Airport 25D Minimum Standards proposal for the Professional Services Agreement to be completed and actual costs to not exceed \$30,000.

Motion seconded by Councilmember Valento. Motion carried 4-0.

#### **b) Surine Concept Plan – Abbi Wittman**

Community Development Director Wittman presented an overview of Surine Concept plan. She explained that the purpose of the review was to receive informal feedback to align the plans with the City's goals. She commented that the Planning Commission reviewed the concept plan on January 8 and had positive remarks.

Councilmember Erickson asked if the narrow lot sizes align with the neighborhood to the north. Community Development Director Wittman answered that a couple of the single-family lots would back up to single-family triplexes with slightly higher density. She said that the smaller lot sizes are not as stark as some other neighborhoods.

Mayor Roberts invited the developer to come and speak about the project.

Ben Schmidt, 3 East View Lane North Oaks, said that the plan made good sense with the constraints of the parcel. He said that they would need a PUD because the lots are 55 feet, which is smaller than the 65 feet required. He commented they purposefully put them in the northwest corner to match up with the other lots.





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Councilmember Erickson thanked Mr. Schmidt for the work on the project.

Councilmember Larson asked about the plans for the park space. Mr. Schmidt answered that they would dedicate it to the City as park land and they could figure out what they wanted to do with it.

Mayor Roberts said that the new Park and Recreation Commission would be seated in the middle of February. He hoped they would provide thoughts about the park land dedication.

Community Development Director Wittman said that when there is an active Park and Recreation Commission, they provide input about the preliminary plat.

**c) Shlayba Concept Plan – Abbi Wittman**

Community Development Director Wittman presented an overview of the Shlayba Concept Plan. She stated that the engineering department reviewed the project and expressed concerns about the utility connections and the ability to service the property without having to put in certain features. She commented that the Planning Commission reviewed the request and recommended denial of the Shlayba Concept Plan because of the small lot sizes and private road without justification of public benefit.

Councilmember Erickson said that they are trying to do a lot with a small piece of land. He asked if the land was separated by Headwaters 123.

Community Development Director Wittman stated that the property is odd. She explained the previous requests for this property brought before the City Council. She explained her concern about piecing off a portion of Headwaters 123 to risk future development options. Community Development Director Wittman explained that it was not uncommon for golf courses to have smaller lots.

Mayor Roberts asked about the engineering challenges. City Engineer Goodman discussed the concerns about the depth of the sanitary sewer lines. He discussed the upfront capital that would be necessary when installing a lift station. He discussed the road infrastructure concerns previously discussed.

Mayor Roberts asked about the City requirements for the roadway. City Engineer Goodman answered that the developer would be responsible for making the road blacktop and for half of the cost of Fenway total construction costs.

Community Development Director Wittman commented that the Economic Development Authority is undergoing a phasing infrastructure study to consider the roadway alignments and to recommend amendments to the standards so one sole developer does not bear all the costs of the parkway. These standards are not currently adopted. She stated that south of the Fenway-Headwaters roundabout is gravel, so the developer would be required to make the



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extension of the urban amenities all the way south.

Mayor Roberts asked if there would be an exception. Community Development Director Wittman said that there could be a discussion, but if it was any other private landowner, they would not.

Mayor Roberts asked for feedback about private roads and the challenges. Public Works Director Adams said that they are better off having public roads to avoid future concerns about road maintenance and utilities.

Mayor Roberts invited the applicant to come and discuss the application.

Applicant Cheldon Frank of Shlayba Inc. discussed the constraints of the parcel and said it was the third concept plan he brought forth. He discussed the concerns of the golf course owner about how the homes would look. He discussed that the lot size is smaller than the minimum requirement, but the concept of the homes is being done in other areas. He explained the necessity of private roadways for feasibility. He inquired about acquiring land from the City but did not receive interest four years ago.

Councilmember Erickson voiced appreciation for the continued exploration of ideas to get the southwest area developed.

Community Development Director Wittman said that the Economic Development Authority and City Council would have a joint workshop to discuss Headwaters 123.

Mayor Roberts said that he thought the southern part could be residential alongside the golf course. He suggested allowing five acres to be used for residential.

Councilmember Erickson said he would be open to that conversation.

Councilmember Valento encouraged having the conversation side-by-side with the Headwaters 123 conversation.

Mayor Roberts asked about the timeframe for the Headwaters 123 conversation. Community Development Director Wittman answered that she thought they could have a meaningful conversation about Headwaters 123 in late March once the City Administrator is up to speed.

Mayor Roberts asked the applicant if that timeline worked. Mr. Frank answered that he would need to get a new wetland delineation but could work with the timeline to figure out an option that would be beneficial for everyone.

**d) Resolution 01-27-25-05: Approving City-initiated Comprehensive Plan Amendment – Abbi Wittman**

Community Development Director Wittman presented the overview of the Comprehensive Plan



# City Council

## Regular Meeting

### ~ Minutes ~

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

Monday, January 27, 2025

7:00 PM

City Center - Council Chamber

Amendment and the Zoning Code. She discussed the possibility of pulling back some of the high-density residential areas along the Highway 61 corridor to allow for mixed-use. Community Development Director Wittman said that there were discrepancies between the Metropolitan Council plan and the City plan. She stated that this discussion could impact the 2050 Comprehensive Plan. She reviewed the changes in the tables and explained the reasons behind the updates. She stated that the City has let neighboring agencies know about the changes and that the Planning Commission held a public hearing on December 11. The Planning Commission and the City staff recommend the approval of the resolution.

**Motion:** Councilmember Erickson made a Motion to Adopt Resolution 01-27-25-05, Approving City-initiated Comprehensive Plan Amendment.

Motion seconded by Councilmember Valento. Motion carried 4-0.

Mayor Roberts thanked the City staff for the work. He asked if they anticipated any push-back. Community Development Director Wittman answered that they have held conversations with the Metropolitan Council and did not anticipate any pushback.

#### e) **Council Vacancy: Applications Received – Jolleen Chaika**

Acting City Administrator/City Clerk Chaika stated that there were eleven applications for the City Council vacancy. She asked the City Council to review the applications and discuss the desired qualities of a City Councilmember.

Mayor Roberts said that all the applicants were active in the community. He voiced appreciation for the applicants' willingness to apply and give it back to the community. He suggested only interviewing three finalists.

Councilmember Larson said that reviewing the applications provides perspective, but the interview will provide additional information.

Councilmember Erickson said that the right person would have the time and passion. He said that it would be helpful to have a fresh set of eyes and desire to see Forest Lake develop.

Councilmember Valento said that some applicants had shorter answers, so it was difficult to understand their background and involvement. She discussed the need to find a balance for people who can commit time to the City Council while being involved in the community.

Mayor Roberts voiced agreement to have someone who is open to development opportunities. He asked the Councilmembers to list their top three applicants on a piece of paper.

Acting City Administrator/City Clerk Chaika reviewed the votes. She stated that Kevin Miller had two votes, Renee Fagan had two votes, Jonathan Wright received two votes, Larry Klecker received two votes, and Jeff Klein received two votes.

Mayor Roberts said he was open to interviewing five candidates if that was desired.



# City Council

## Regular Meeting

### ~ Minutes ~

1408 Lake Street South  
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Monday, January 27, 2025

7:00 PM

City Center - Council Chamber

Councilmember Erickson asked what the interview process looked like. Acting City Administrator/City Clerk Chaika responded that the interview process was not predetermined.

Mayor Roberts said he was open to inviting five candidates for an interview.

Councilmember Larson agreed with this idea.

Councilmember Valento agreed with this idea.

Acting City Administrator/City Clerk Chaika confirmed that she would reach out to the applicants. She asked if the City Council would be available February 6th from 3:00 to 5:00 PM for interviews.

**f) Resolution 01-27-25-01: Accepting Donations for the Veteran's Memorial – Mayor Roberts and City Council**

**Motion:** Mayor Roberts made a Motion to Adopt Resolution 01-27-25-01, Accepting Donations for the Veteran's Memorial with gratitude.

Motion seconded by Councilmember Erickson. Motion carried 4-0.

## 9. Discussion

**a) Lakeside Memorial Park Ice Heaves Update – Dave Adams**

Public Works Director Adams said that he had never seen the ice heave like this and that property owners would have a major problem in the spring. He said that they might need to consider ripping out the bigger chunks before the ground thaws. He stated that they were contacting the insurance company, and he thought that the streetlight would be covered, but he did not know what else would qualify for an insurance claim.

Councilmember Erickson asked about the shoreline study and whether the larger slabs would mitigate the issue. Public Works Director Adams answered that what was in the plan was a concept. He did not know if it would work without seeing other examples.

Public Works Director Adams said that he would work with the Department of Natural Resources to ask for solutions to help reinforce the shore.

Councilmember Larson said that he lives on a lake and there is little control over the ice heaves and frost.

Mayor Roberts asked if this would be a temporary fix for the season. Public Works Director Adams answered that they did not want to do anything permanent without talking with the Department of Natural Resources and other individuals for suggestions.



# City Council

## Regular Meeting

### ~ Minutes ~

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

Monday, January 27, 2025

7:00 PM

City Center - Council Chamber

Mayor Roberts thanked Public Works Director Adams for the update and encouraged a conversation with the Department of Natural Resources.

### 10. Staff Updates

City Engineer Goodman said that there would be a public open house for the North Shore Trail Maintenance Project on February 18 from 4:30 PM to 6:00 PM to answer any questions or concerns about the project.

Mayor Roberts asked if there would need to be a mailing. City Engineer Goodman answered that they would send out mailers and put information on the City website.

### 11. Mayor and City Council Updates

Mayor Roberts said that he was proud of Pete Hegseth, former Forest Lake resident, for being confirmed as the secretary of defense.

### 12. Adjourn

**Motion:** Councilmember Valento made a Motion to Adjourn the Regularly Scheduled Council Meeting at 8:27 p.m.

Motion seconded by Councilmember Erickson. Motion carried 4-0.

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

**RESOLUTION NO. 02-10-25-01**

**RESOLUTION DECLARING SURPLUS PROPERTY AND AUTHORIZING ITS DISPOSAL**

**WHEREAS**, the City of Forest Lake is in possession of the following equipment or property which is no longer needed for public service and can be offered for sale and/or disposal or donation pursuant to the terms of Minnesota Statutes, Sections 417.345, 412.211, and 471.64:

**Panasonic Arbitrator Squad Cameras & Accessories:**

<u>Network Recorder Model</u>	<u>Serial Number</u>
WJ-VR30A	SBA-00058
WJ-VR30A	RLA-00005
WJ-VR30A	TDA-00110
WJ-VR30A	SBA-00043
WJ-VR30A	RLA-00083
WJ-VR30A	TDA-00088
WJ-VPU4000	UIJ-08594

- Equipment included are cameras, power supplies, cables and accessories
- This equipment was replaced by the AXON In-Car Cameras in 2024.

**NOW THEREFORE**, be it resolved by the City Council of the City of Forest Lake Minnesota, as follows

1. The equipment or property listed above is declared surplus and is authorized to be sold, donated, or otherwise disposed of pursuant to the provisions of Minnesota Statutes, Sections 471.345, 412.211, and 471.64.
2. City staff are authorized to take the necessary actions to dispose of the equipment or property listed above.

Adopted in the regular session of the City Council the 10<sup>th</sup> day of February, 2025.

**CITY OF FOREST LAKE**

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

Attest: \_\_\_\_\_  
Jolleen Chaika  
City Clerk/Interim-City Administrator

**Office of Engineering**

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

February 10, 2025

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

RE: Beltz Park Pedestrian Improvements  
 Approve Plans and Specifications and Authorize Advertisement for Bid

Dear Mayor and Council:

We have completed Park Pedestrian Improvement plans and specifications. Please see the attached Title Sheet for this project's location and Location Plan for an overall view of the proposed site. City Staff have reviewed the plans and provided comments, which have been implemented. We have submitted the plans and permit application to CLFLWD for approval at their February 27<sup>th</sup> board meeting.

We request the Council approve the plans, specifications, and authorize advertisements for bids.

The anticipated project schedule is as follows:

Approve Plans & Specifications/Authorize Ad For Bid	February 10, 2025
Bid Opening	March 13, 2025
Possible Award at City Council Meeting	March 24, 2025

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

Sincerely,

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

Enclosure: Title Page, Location Plan





# CITY OF FOREST LAKE

## CONSTRUCTION PLANS FOR

# BELTZ PARK PEDESTRIAN IMPROVEMENTS

BITUMINOUS TRAIL PAVING, CONCRETE SIDEWALK REPLACEMENT, STORMWATER IMPROVEMENTS, SIGNAGE, AND RESTORATION

FEBRUARY, 2025

RESOURCE LIST

CITY OF FOREST LAKE

City Hall  
1408 Lake St S,  
Forest Lake, MN 55025

Interim City Administrator/City Clerk:  
Jolleen Chaika

Mayor: Blake Roberts

City Council Members:  
Jeff Larson  
Hannah Valento  
Leif Erickson

Public Works Superintendent:  
Dave Adams

City Engineer:  
Ryan Goodman P.E.

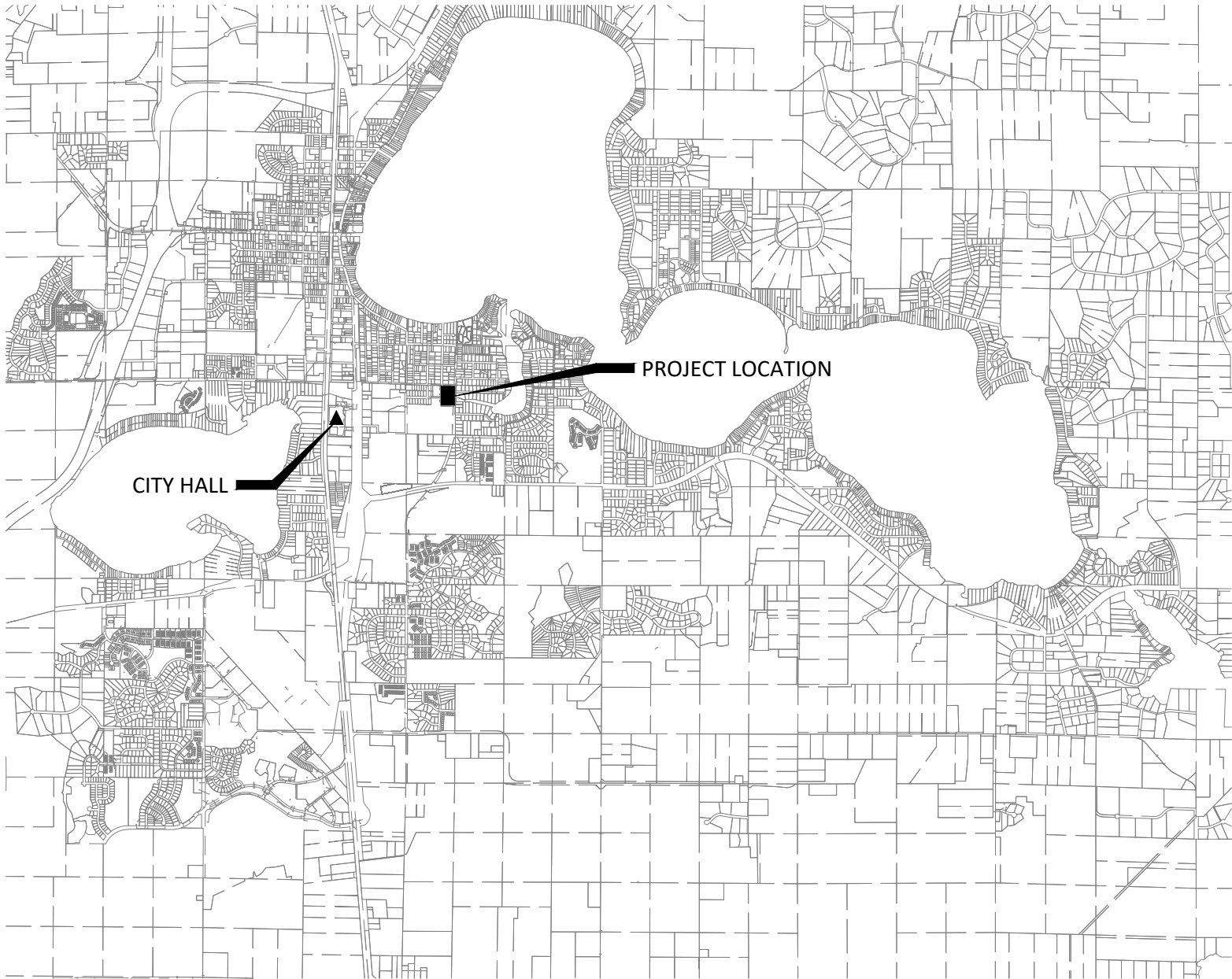
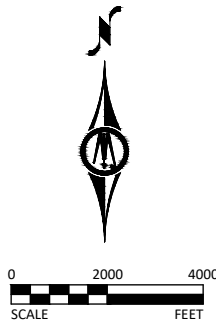
NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

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

MAP OF THE  
CITY OF FOREST LAKE  
WASHINGTON COUNTY, MN

MAP LEGEND

- PROJECT LIMITS
- CITY HALL



SHEET NUMBER	SHEET TITLE
GENERAL	
G0.01 - G0.02	TITLE SHEET, LEGEND, GENERAL NOTES
G1.01	STATEMENT OF ESTIMATED QUANTITIES
G2.01	LOCATION PLAN
CIVIL	
C0.01	EXISTING CONDITIONS & REMOVALS PLAN
C1.01 - C1.09	TYPICAL SECTIONS & STANDARD DETAILS & STANDARD PLANS
C2.01	EROSION CONTROL PLAN
C6.01 - C6.02	CONSTRUCTION PLAN
C7.01	TRAFFIC CONTROL & SIGNAGE
THIS PLAN SET CONTAINS <u>18</u> SHEETS.	
⚡ BM=910.297 MNDOT BM WINNIK	
PROJECT DATUM: HORIZONTAL: WASHINGTON COUNTY COORDINATE SYSTEM (NAD83 ADJ.) VERTICAL: NAVD88	
RECORD DRAWING INFORMATION	
OBSERVER:	
CONTRACTOR:	
DATE:	
FOREST LAKE, MINNESOTA	
BELTZ PARK PEDESTRIAN IMPROVEMENTS	
GENERAL TITLE SHEET	
SHEET G0.01	

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

*Ryan J. Goodman*  
RYAN J. GOODMAN  
LIC. NO. 46664 DATE 02/10/2025



3507 HIGH POINT DRIVE NORTH,  
BLDG. 1 SUITE E130  
OAKDALE, MN 55128  
Phone: (651) 704-9970  
Email: Oakdale@bolton-menk.com  
www.bolton-menk.com

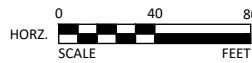


DESIGNED	NO.	ISSUED FOR	DATE
ICB	0	BID	02/10/2025
ICB			
CHECKED			
CAQ			
CLIENT PROJ. NO.			
24X.136886.000			





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

*Ryan J. Goodman*  
RYAN J. GOODMAN  
LIC. NO. 46664 DATE 02/10/2025



3507 HIGH POINT DRIVE NORTH,  
BLDG. 1 SUITE E130  
OAKDALE, MN 55128  
Phone: (651) 704-9970  
Email: Oakdale@bolton-menk.com  
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DESIGNED	NO.	ISSUED FOR	DATE
ICB	0	BID	02/10/2025
DRAWN	ICB		
CHECKED	CAQ		
CLIENT PROJ. NO.	24X.136886.000		

FOREST LAKE, MINNESOTA  
BELTZ PARK PEDESTRIAN IMPROVEMENTS  
GENERAL  
LOCATION PLAN

SHEET  
G2.01



## STAFF REPORT

**MEETING DATE:** February 10, 2025

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

**AGENDA ITEM:** Agreement for Removal of Snow – Forest Hills Preserve

---

### **INTRODUCTION:**

When new development occurs, there is time between when streets are constructed and when they are accepted by the City. Per the Development Agreements with developers, the City does not accept streets as public infrastructure until the final lift of pavement is placed. The final lift placement varies on time due to another requirement in the Development Agreement and goes in this order: one freeze/thaw cycle and 70% buildout. If the first requirement has been met, but development lags in buildout, there is then a time spelled out in the agreement when the wear must be installed even if buildout has not reached 70%. Per the City's policy, we do not perform snow removal services for private roads within the City.

### **ANALYSIS:**

In the case of Forest Hills Preserve, the development has yet to achieve 70% buildout but will be required to install wear course in the fall of 2025. Basically, this agreement provides snow removal services to this development through this winter's snow season and would not be needed once the wear course is placed this fall. It also holds harmless the City to any damage that occurs on these "private roads" and allows Public Works and the City to recuperate expenses for providing these services. Future requests for this type of agreement will need to be reviewed on a case-by-case basis. If there is heavy construction activity within a new development, City snowplow equipment has a difficult time navigating around dumpsters, building materials, and construction vehicles.

### **RECOMMENDATION:**

Staff recommends signing Agreement for Removal of Snow with J. Johnson Developments LLC

### **ATTACHMENTS:**

Agreement for Removal of Snow.

## AGREEMENT FOR REMOVAL OF SNOW IN Forest Hills Preserve

This Agreement made this 20<sup>th</sup> day of January 2025, between the CITY OF FOREST LAKE, Minnesota, a municipal corporation (the "City"), J. Johnson Development (the "Developer").

### RECITALS

**WHEREAS**, Developer is the fee owner of a tract of land in Washington County, located in Forest Lake, Minnesota, described as follows:  
(the "Development").

**WHEREAS**, the City has not accepted all of the streets within the Development due to placement of wear course.

**WHEREAS**, the Developer wishes to have the City provide snowplowing for all streets within the Development.

**WHEREAS**, the City does not accept responsibility for any damage done to streets, which have not been accepted by the City.

### AGREEMENT

In consideration of the foregoing and the mutual covenants herein, the parties agree as follows:

1. **SNOW PLOWING**. The City shall provide snowplowing to all streets within the Development (the "Services"). The City shall not be responsible for any other maintenance of streets that have not been accepted, including, but not limited to: street sweeping and removal of mud or debris. The City shall provide the Services in a manner that is consistent with the City of Forest Lake's adopted Snow and Ice Control Policy

2. **TERMINATION**. In the event the streets, which have not been accepted, cause damage to City equipment or experience settling that impacts the City's ability to perform the Services, the City may terminate this Agreement upon 48 hours written notice to Developer. In any event, this Agreement shall automatically terminate after final wear course installation unless extended in writing by written agreement of the parties.

3. **INDEMNITY**. The Developer shall defend, indemnify, and hold harmless the City and its employees, subcontractors, attorneys, agents, and representatives from and against all claims, damages, losses, costs and expenses, including attorney's fees, which may be incurred by or asserted against the City or for which the City may be held liable, which result from snow plowing the streets within the Development except liability caused solely by the willful misconduct of the City

4. **INSURANCE**. Until termination of this Agreement as provided in Section 2, the Developer shall maintain a general liability insurance policy which provides coverage for the streets for any damage to property of others or injuries to persons. Said insurance policy shall provide coverage on an occurrence basis in an amount no less than \$1,500,000 and shall include contractual liability coverage to provide coverage for the indemnification provision in Paragraph 3 above. Said policy

shall name the City as an additional insured. Owner shall provide the City with a Certificate of Insurance for said policy.

5. WAIVER OF CLAIMS. The Developer acknowledges the City has no contractual obligation to snowplow streets within the Development which have not been accepted, and knowingly waives any and all claims against the City related to the Services, including but not limited to, damage of curb and gutter, except any claims which are the result of the willful misconduct of the City or its employees or agents.

6. PLACEMENT OF MATERIAL ON STREETS. The Developer shall not permit any dumpsters or construction equipment to be placed on the streets within the development. Any vehicles on the streets at the time of snow plowing are subject to the City of Forest Lake Snow Plowing Ordinance. If dumpsters or construction material are placed on the streets to be plowed, the City may, at its own discretion, elect not to plow those streets until the material is removed. The City shall not be liable for damage caused as a result of City snow plowing to any dumpsters or equipment located on the development streets.

7. FEE. The Developer will be charged for the Services in accordance with the City's adopted Fee Schedule. Developer will be invoiced on a monthly basis. Failure to pay within these terms will terminate the agreement. Per plow fee for this development will be:

Invoices will be sent to:

J. Johnson Development, LLC  
167 Lake Street N., Suite #2  
Forest Lake

Payments will be sent to:

City of Forest Lake  
ATTN: Accounts Receivable  
1408 Lake Street South  
Forest Lake MN 55025

**City of Forest Lake**

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

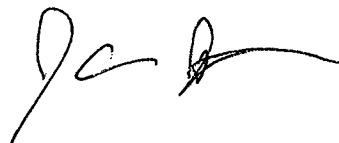
Blake Roberts, Mayor

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

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

Attest: Jolleen Chaika, City Clerk

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

**DEVELOPER:**By: J. Johnson Development, LLCName: Jaren JohnsonTitle: PresidentA handwritten signature in black ink, appearing to read "Jc" followed by a stylized flourish.

## STAFF REPORT

**MEETING DATE:** February 10, 2025  
**STAFF ORIGINATOR:** Dave Adams, Public Works Director  
**AGENDA ITEM:** CWMA Memorandum of Understanding

---

### **INTRODUCTION:**

The Washington County Cooperative Weed Management Area (CWMA) is renewing partnerships with an updated Memorandum of Understanding (MOU). This group of federal, state and local government agencies, non-profits, and engaged citizen groups meet to discuss management strategies, opportunities for shared resources, and desired outreach for invasive species issues in Washington County.

Given Forest Lake's role in the natural resources of Washington County, we would benefit from being among the area partners. This signing does not obligate the City to participate or contribute funding in any way. It demonstrates that management of invasive species is important, and that there is efficiency in partnering around these issues. More recently, this agreement is becoming a prerequisite for many of the available invasive species grants that we may desire to apply for or partner with Lake Associations in seeking funding to tackle invasive species in our local Lakes

### **ANALYSIS:**

This MOU does not require financial obligation, gives the City the opportunity to share resources, and puts the City in better favor to applying for and receiving Invasive Species grants if needed in the future.

### **RECOMMENDATION:**

Staff recommends signing Washington County CWMA MOU and become an Area Partner.

### **ATTACHMENTS:**

Washington County CWMA Memorandum of Understanding



# Memorandum of Understanding

## Among the Washington County Cooperative Weed Management Area Partners (Listed in Appendix A)

### **I. Background and Objectives**

Invasive species have significant environmental, social, and economic impacts on natural areas, parks, and open spaces. Invasive species are a leading threat to the native species of the United States, second only to habitat destruction. Invasive plants consume approximately three million acres of land each year. Invasive plants threaten both entire ecosystems and individual species. They negatively impact ecosystems through competition, suppression, and displacement of native species and can alter ecosystem functions. Washington County contains a myriad of groups including governmental agencies, non-profit organizations, private business, and private citizens and landowners that give the county the unique opportunity to manage invasive plants in a cooperative manner.

### **II. Purpose**

The purpose of this Memorandum of Understanding (MOU) is to encourage and formalize the cooperative relationship necessary for effective management, coordination, and implementation of invasive terrestrial and aquatic plant species programs among the above mentioned Partners.

Other organizations or individuals may, at any time, join as Partners of the Washington County Cooperative Weed Management Area (WC-CWMA). Partners may agree to offer funding or in-kind service to the WC-CWMA. These Partners will be required to sign a signatory page stating that they will voluntarily participate under the applicable guidelines in this MOU. Partners are listed in Appendix A.

**Definition of terms**

*Introduction-* the intentional or unintentional escape, release, dissemination, or placement of a species into an ecosystem as a result of human activity.

*Ecosystem-* the complex of a community of organisms and its environment.

*Native species-* a plant species that historically occurred in Washington County, not as a result of an introduction.

*Local Ecotype Native Seed-* seed originating from the ecoregions found in Washington County. Seed used in the WC-CWMA must be Local Ecotype Native Seed, and must originate from as close to the given project as possible. “Yellow tag” certified seed should be used whenever possible.

*Non-native species-* with respect to a particular ecosystem, any plant species, including its seeds, spores, or other biological material capable of propagating that species, that has been introduced to that ecosystem by means other than natural processes.

*Invasive plant or weed-* a plant species, typically non-native, that has competitive advantages and can become established in natural plant communities and wild areas and replace native vegetation. They may alter the ecosystem and may cause economic, environmental, and/or social harm and may also negatively affect human health.

*Noxious weed-* a plant determined to be problem by a governmental agency. This can be on a county, state, or national level. They are mandated by law as pest species, and the law calls on all citizens for the destruction of the species.

*WC-CWMA - Washington County Cooperative Weed Management Area-* geographically defined as the lands and waters within the geopolitical boundaries of Washington County. A cooperative effort to manage invasive plants in Washington County.

*WC-CWMA Steering Committee -* WC-CWMA Steering Committee organizes members, provides direction, holds regular meetings, and generally furthers the common goal of cooperative invasive plant management. Each Partner will be directly or indirectly represented on the Steering Committee. The steering committee shall select a chair and vice chair.

### **III. Legislative Authority**

For the National Park Service, the legal authority for entering into this agreement is the National Park Service Organic Act (16 U.S.C. §§ 1-3). This is a general management authority for entering into a memorandum of understanding to document mutually agreed upon policies, procedures, objectives, and/or assistance relationships that do not involve funding.

This MOU is neither a fiscal nor a funds obligation document. Any action involving contribution of funds or reimbursement between parties to this MOU will be handled in accordance to applicable laws, regulation, and procedures including those for Government procurement and printing. These actions will be outlined in separate agreements between parties and will be authorized by the appropriate statutory authority. This authority does not provide such authority, nor does it establish authority for noncompetitive award to the cooperator of any contract or other agreement. Any contract or agreement for training or other services must fully comply with all applicable requirements for competition.

### **IV. Statement Of Work**

The intent of this MOU is to enhance the success of the Cooperative Weed Management Area for Washington County by encouraging sharing of resources, information, expertise, and effort on a willing and cooperative basis on both public and private lands and waters. This MOU is not intended to establish legal authorities or mandates where they do not currently exist.

The undersigned parties mutually agree to the following:

- a. Participate and/or cooperate in the development of the Washington County Cooperative Weed Management Area (WC-CWMA); including cooperatively preparing a Strategic Plan to describe the goals objectives and strategies of the CWMA. The Strategic Plan will outline the structure and function of the CWMA and provide any other needed background information. Absent any separate agreement among one or more parties, each party is solely responsible for its own costs and participation in this joint planning effort.
- b. Share information among Partners and provide assistance and expertise regarding invasive plant management activities on their lands and waters.
- c. Provide opportunities to outside interest groups, private landowners, and the public for involvement in carrying out weed management planning and education on lands and waters within the Washington County Cooperative Weed Management Area (WC-CWMA).
- d. Utilize the Washington Soil and Water Conservation Division as the fiscal administrator for any grants or financial support received by the WC-CWMA.
- e. Review this MOU and make revisions and updates as necessary to meet the purpose of the agreement. Amendments shall become effective upon approval by all Partners.

This MOU in no way restricts any of the Partners from participating in similar activities with other public or private agencies, organizations, or individuals.

#### **V. Term of Agreement**

This MOU will become effective upon July 1<sup>st</sup>, 2025. Any additional parties added after this date will be subject to the 30 day review process outlined in Section VII before becoming a partner. This MOU expires 5 years from the effective date at which time it will be subject to review, renewal, or expiration. If the Partners mutually agree to continue cooperation, a new agreement shall be executed.

#### **VI. Modification and Termination**

Modifications to this MOU shall be made by the issuance of an unanimously approved modification prior to any changes being performed. Any Partner may withdraw from this agreement at any time before the date of expiration by providing 30 days written notice to all signatories.

#### **VII. Additional Parties to the MOU**

Additional parties may, and are encouraged to, be added to the MOU as Partners at anytime. All Partners will be notified of any additional party and will be given 30 days after the notification to determine if there is a conflict of interest. If a conflict of interest is identified the Partner may choose to withdraw from the MOU. If the Partner does not withdraw, then the additional party with the conflict of interest may not be added to the MOU.

#### **VIII. Key Officials and Signatures**

A separate page will be included for each of the Partners designating the key official to this MOU and the signature for the person authorized to enter into this agreement.

**Memorandum of Understanding**

Among the  
Washington County Cooperative Weed Management Area Partners  
(Listed in Appendix A)

**IX. Key Official and Signatures** (continued)

**Name, Title:** Blake Roberts, Mayor

**Agency/Organization:** City of Forest Lake

**Address:** 1408 Lake Street South, Forest Lake MN 55025

**Key Official Signature:** \_\_\_\_\_

**X. Primary Partner Contact**

**Name, Title:** Dave Adams, Public Works Director

**Agency/Organization** *(If different than above):*

**Phone:** 651-209-9736

**E-mail:** dave.adams@ci.forest-lake.mn.us

## Appendix A.

Washington County  
Washington Conservation District  
Minnesota Department of Agriculture  
Minnesota Department of Natural Resources  
National Park Service – St. Croix National Scenic Riverway  
Carnelian-Marine-St. Croix Watershed District  
Comfort Lake Forest Lake Watershed District  
Middle St. Croix Watershed Management Organization  
Ramsey-Washington Metro Watershed District  
Rice Creek Watershed District  
South Washington Watershed District  
Valley Branch Watershed District  
City of Afton  
City of Bayport  
Birchwood Village  
City of Cottage Grove  
City of Newport  
City of Oakdale  
City of Scandia  
City of Stillwater  
Stillwater Township  
West Lakeland Township  
City of Woodbury  
Arcola Mills  
Belwin Conservancy  
Carpenter Nature Center  
Dodge Nature Center- Shepard Farm  
Friends of the Mississippi River  
Minnesota Land Trust  
Prairie Enthusiasts – St. Croix Valley Chapter  
St. Croix River Association  
Washington County Master Gardeners  
Wild Rivers Conservancy  
Wild Ones – St. Croix Savanna Chapter



## STAFF REPORT

**MEETING DATE:** February 10, 2025

**STAFF ORIGINATOR:** Kyle Young, Parks and Recreation Coordinator

**AGENDA ITEM:** Agreement for Athletics Facility Use – FLAAA

---

### **INTRODUCTION:**

The City of Forest Lake and the Forest Lake Area Athletic Association (FLAAA) have entered into an annual Athletic Facilities Use Agreement for several years. The agreement provides baseball, softball and lacrosse teams within FLAAA first priority in scheduling the use of all City athletic facilities.

### **ANALYSIS:**

Notable changes within the agreement include: City of Forest Lake reserving the right to sell advertisement at all City of Forest Lake Parks versus FLAAA having this right, an annual rate decrease of \$2,000 from \$30,000 to \$28,000, inclusion of a flat rate tournament fee of \$500, and a change to scheduling being completed between City and FLAAA versus FLAS and FLAAA which will see a savings of up to \$10,000 for the City.

Within this agreement there states a need for a “Concession Agreement” in order for FLAAA to exclusively operate the Fenway concession stand. This agreement has never been executed before, but is currently being drafted by Staff and FLAAA and will be brought forward at future City Council meeting for approval.

### **RECOMMENDATION:**

Staff recommends approving the Athletic Facilities Use Agreement with FLAAA

### **ATTACHMENTS:**

Athletics Facility Use Agreement

## CITY OF FOREST LAKE ATHLETIC FACILITIES USE AGREEMENT

**THIS ATHLETIC FACILITIES USE AGREEMENT** (“Agreement”) is entered into this \_\_\_\_ day of \_\_\_\_\_, 2025 by and between the City of Forest Lake, a Minnesota municipal corporation located at 1408 Lake Street South, Forest Lake, Minnesota 55025 (“City”) and The Forest Lake Athletic Association d/b/a Forest Lake Area Athletic Association, a Minnesota non-profit corporation, doing business at 943 9<sup>th</sup> Avenue SW, Forest Lake, Minnesota, (“Association”) (each sometimes hereinafter called “party,” and both sometimes collectively called “parties”).

**WHEREAS**, the City is the owner of Beltz Park, Fenway Park, Kulenkamp Park, and Schilling Park, (“City Parks”), which includes athletic fields and facilities (“Athletic Facilities”); and

**WHEREAS**, the Association is a non-profit corporation dedicated to supporting and participating in the positive development of youth and adult recreational activities; its members are local recreational programs servicing the Forest Lake Area School District; and

**WHEREAS**, the Association has expressed interest in being a significant user of the City Parks and desires to enter into an agreement to secure use of the Athletic Facilities for its members’ recreational programs; and

**WHEREAS**, the City desires to provide the Association with priority use of the Athletic Facilities; and

**WHEREAS**, the purpose of this Agreement is to define the rights and obligations of the parties with respect to the use of the Athletic Facilities during the term of this Agreement.

**NOW THEREFORE**, for good and valuable consideration, the parties hereby agree as follows:

1. **TERM:** This agreement shall be effective beginning \_\_\_\_\_, 2025 and terminate December 31, 2025, unless otherwise terminated by either party pursuant to paragraph 21.
2. **PRIORITY USE:** Association shall have priority over other users in reserving the Athletic Facilities or a portion thereof for its members’ recreational programs (“Priority Use”). Priority Use is limited to games and practices during the regular season and does not include tournaments. For the purposes of this Agreement the Association’s member recreational programs are:
  - a. Forest Lake Baseball Association (April 1 – July 31)
  - b. Forest Lake Fastpitch Association  
(April 1 – July 31 season one, August 1 – November 30 season two)



- c. Forest Lake Lacrosse (April 1 – July 31)
- d. Any other user groups not mentioned above, must receive an approved permit from the City of Forest Lake

3. **SEASON SCHEDULE:** Association understands that they are responsible to schedule practice and games under an agreed up scheduling software, with direction provided by City of Forest Lake. The following data shall be included as part of the schedule:

- a. Requested dates, times, total number of fields needed, and whether concessions will be used;
  - 1. Schedule must reflect the actual use time of the facility, including time needed for field preparation and/or post-event dragging. (e.g. If fields are needed beginning at 1:00 pm for field preparation for a 5:00 pm game that ends at 7:00 pm, the types of use must be stated instead of just showing field use time from as 1:00 pm – 7:00 pm).
- b. Total number of registrations for the Member Recreational Program including demographic information (e.g. specific sport and team, age, and gender)
- c. Type of event (i.e. practice, game, or tournament)

(collectively “Season Schedule”).

For priority scheduling, the Association shall provide the information listed above no later than May 1 for Spring Activities and August 15 for Fall activities. For activities taking place prior to any deadlines, the association shall provide the information listed above at least 10 business days prior to the activity taking place. See tournament details listed in Paragraph 4. In addition, Association shall provide details regarding the type of use (e.g. practice, game or tournament) promptly and ongoing as the type of use is determined by Association and Member Recreational Programs.

If the Association fails to submit accurate Season Schedules as listed in Section 3, a and b, it shall be considered a breach of this Agreement and in addition to any and all remedies provided at law, the City may prohibit the Association from using the Athletic Facilities and the Member Recreational Program shall no longer receive Priority Use.

If the Association fails to meet the Schedule Deadline, it shall be considered a breach of this Agreement and in addition to any and all remedies provided at law, the City may prohibit the Association from using the Athletic Facilities and the Member Recreational Program shall no longer receive Priority Use. The City of Forest Lake shall review the Season Schedule and notify Association of any concerns or conflicts within seven (7) days of receipt. Association acknowledges and agrees that City shall have final approval of Season Schedule at City’s sole discretion.

The parties acknowledge that recreational activities may be weather dependent and therefore, Season Schedules may be modified in writing by the consent of both parties as needed.

**4. PAYMENT:** Association shall pay City the following:

- a. \$20,000 due on or before May 15, 2025
- b. \$8,000 due on or before September 1, 2025

These charge includes, priority field use, turf maintenance and irrigation.

A failure to pay in full by either of the due dates specified above shall constitute a breach of this Agreement pursuant to paragraph 21.

**5. TOURNAMENTS, LEAGUES OR SPECIAL EVENTS:** This Agreement does not include the use of the Athletic Facilities for tournaments or other special events. Tournaments or special events include, but are not limited to, any activities that have any of the following: multiple associations, multiple communities, public attendance is expected, merchandise vendors, food/beverage sale vendors, alcohol sales, inflatable bouncers, amplified music, amusement rides or games, or any similar services or activities. The Association and its Member Recreation Programs shall obtain a Special Event Permit from the City in order to hold such tournament or special event by Spring/Summer activities should notify the City of Forest Lake of planned tournaments by January 1, Fall activities should notify the City of Forest Lake of planned tournaments by March 1.

- a. **Fees** – Tournaments shall pay a flat \$500 fee per tournament
- b. **Leagues** – any association member using the City of Forest Lake facilities for leagues, must get City of Forest Lake approval prior to any league planning.

**6. CITY RESPONSIBILITIES:** City agrees to the following responsibilities:

- a. Provide maintenance to the Athletic Facilities including grass cutting and trimming, blowing, weed control, fertilization, aerating, and irrigation system maintenance and repair, as determined necessary in the City's sole discretion.
- b. Employ good faith efforts to maintain the Athletic Facilities in a satisfactory, safe, playable condition in accordance with best practices employed for the maintenance of similar facilities, and in compliance with general City maintenance standards.
- c. Empty all trash and recycling receptacles at the Athletic Facilities on a regular basis excluding inside the Quad area.
- d. Provide temporary restrooms as needed, at City's discretion.
- e. Manage and maintain the scheduling of Athletic Facilities activities and events. City reserves the right, in its sole discretion, to contract with a third-party to

manage and maintain the scheduling for Association Member Recreational Programs.

**7. ASSOCIATION RESPONSIBILITIES:** Association agrees to the following responsibilities:

- a. Return athletic fields to good condition after every use, including but not limited to, raking the batter areas, pitching mound and around bases.
- b. Empty all trash and recycling inside the Quad after every time Association uses the Athletic Facilities.
- c. Provide City with Season Schedules as required in paragraph 3.
- d. Provide City with proof of insurance as required in paragraph 19.
- e. Provide payment as required in paragraph 5.
- f. Attend annual meeting with City of Forest Lake on an agreed upon date and time for all FLAAA Facility Users representatives to attend.
- g. Provide dirt care on baseball and softball fields. Provide game preparation for baseball, softball and lacrosse fields.

**8. CONCESSION OPERATIONS:** Association may operate the concession stand within the Athletic Facilities during Association tournaments or special events, provided the Association execute a Concessions Agreement with the City.

**9. COMPLIANCE WITH LAWS:** Association shall comply with all applicable park rules and regulations, City and County Ordinances, and State Statutes, at their sole expense. Failure to comply may result in a breach of contract and termination of contract.

**10. REPAIRS, MAINTENANCE, AND CLEANUP:** Association shall inform City promptly of any needed repairs or maintenance resulting from Association use. Association shall submit a written notice to the City's Public Works Department's Parks and Recreation division to notify City of any needed repairs or maintenance. Association agrees to repair, replace or compensate the City for any damage or excessive cleanup costs at the Athletic Facilities related to use of the Athletic Facilities by Association members. Damage does not include ordinary wear and tear on the athletic fields.

**11. RIGHT OF ENTRANCE:** Association acknowledges and agrees that it is a non-exclusive user of the Athletic Facilities and has no authority to prevent access to the Athletic Facilities by any other users or the general public to the extent they do not conflict with scheduled Priority Uses. The City shall have the right to enter the Athletic Facilities at all times and shall have free access at all times to all spaces occupied by Association activities. Association may not change or alter any locks at the Athletic Facilities without prior written approval by City.

- 12. CANCELLATIONS DUE TO WEATHER OR HEALTH RISKS:** City reserves the right to cancel or suspend Field and Athletic Facilities use when conditions could result in injury, risk to individual safety or health or cause damage to the Athletic Facilities. This includes cancellations when the health or safety of individuals is threatened due to impending conditions, included by not limited to heavy rains, poor drainage, poor air quality, high winds, or public health risks. City shall make a good faith effort to notify the Association by 2:00 pm on any day when the Athletic Facilities shall be closed. Association shall be responsible for notifying its Member Recreational Programs.
- 13. CAPITAL IMPROVEMENTS:** The City is responsible for Capital Improvements at Athletic Facilities which shall be made at its sole discretion. Association shall submit a written list of Capital Improvements recommendations to the City's Public Works Department's Park and Recreation division by December 31 annually.
- 14. FIXTURES AND INFRASTRUCTURE:** All existing fixtures, permanent signs, landscaping, scoreboards and permanently installed infrastructure, including but not limited to the concession stand and shed at the Athletic Facilities shall remain property of the City but may be used by the Association during the term of this Agreement.
- 15. EQUIPMENT AND PERSONAL PROPERTY:** Association's equipment and personal property must be removed from Athletic Facilities when not being actively used by the Member Recreational Programs. The City is not liable for destruction, theft, vandalism, or other loss or damage to any equipment or personal property.
- 16. ALTERATIONS, ADDITIONS, IMPROVEMENTS:** Association shall not make any permanent alteration, addition or improvements to the Athletic Facilities without prior written approval from the City. Association does not need to obtain the City's consent for temporary improvements made by the Association to the Athletic Facilities necessary to host a game, including but not limited to, portable toilets, temporary fencing, temporary signage, and trash receptacles. Any fixtures, furnishings, infrastructure, or items permanently added to the Athletic Facilities following written approval by the City shall become property of the City upon termination or expiration of this agreement and may not be removed prior to the termination or expiration of this agreement unless specifically permitted by the City.

Notwithstanding the foregoing, the Association owns and shall continue to own upon termination or expiration of this Agreement, the two storage pods on the Athletic Facilities and any personal equipment or effects stored at the Athletic Facilities.

**17. ADVERTISING ON BASEBALL AND SOFTBALL FIELDS**

City reserves the right to sell advertisements at all City of Forest Lake Parks.

**18. COMPLIANCE WITH LAWS:** Association shall comply, and cause its employees and volunteers to comply, with all laws, ordinance and regulations applicable to the operation, use, or maintenance of the Athletic Facilities.

**19. INSURANCE AND INDEMNIFICATION:** At all times during the term of this Agreement, and at no expense to the City, Association shall maintain the following forms of insurance and include the City as an additional insured:

- a. General Liability Insurance:** This includes products liability insurance and completed operations, contractual liability coverage, and personal injury and advertising coverage in the amount of \$1,500,000 per occurrence, \$2,000,000 aggregate on account of bodily or personal injuries, including death, or on account of property damage arising from or related to the use of the Athletic Facilities.
- b. Worker's Compensation Insurance:** Worker's compensation in at least the minimum amount required by applicable Minnesota Statutes.
- c. Business Automobile Liability Insurance:** Business automobile liability insurance in the amount of at least \$1,500,000 per person, \$2,000,000 per accident on account of bodily and personal injury, including death, or on account of property damage arising from or caused, directly or indirectly, by Associations acts or omissions in the performance of this agreement and covering the use of all automobiles, trucks, and other motor vehicles utilized by Association and Associations agents, employees or volunteers in connection with this Agreement. The insurance shall be a per occurrence policy.

Association shall provide evidence of such insurance prior to execution of this Agreement and at any subsequent time upon request of the City.

**20. HOLD HARMLESS:** Associations agrees that it shall be solely responsible for any and all liability arising in any way, manner or form out of the utilization of the Athletic Facilities for its activities and events, including but not limited to, damages incurred by or to individuals, groups, organizations, and neighboring properties, motor vehicles (whether in the parking lot or adjoining roads), or other personal property. Association shall hold harmless and defend and indemnify the City, its officers, agents, and employees, from any and all claims, actions, suits, of any character brought for or on account of any claimed or alleged injuries or damages received by any person or property whatsoever arising out of the utilization of Athletic Facilities, including the concession stand. Association must submit notice of any injuries, claims, or suits to the City within thirty (30) days of receipt of such notice.

**21. TERMINATION OF AGREEMENT:** City may terminate this Agreement upon thirty (30) days' written notice to the Association, except that City may terminate this Agreement immediately upon:

- a. Breach of any of the terms of this Agreement by Association, including but not limited to a failure by Association to make timely payments pursuant to paragraph 3;
- b. The filing of a petition to have Association adjudicated bankrupt or a petition for reorganization or arrangement under any laws of the United States related to bankruptcy filed by Association;
- c. The failure of Association to purchase, maintain, or provide evidence of the insurance coverage required under this Agreement; and
- d. The failure of Association to provide City with timely Season Schedules as required in paragraph 3.

The Association may terminate this Agreement via written notice immediately upon payment of any outstanding fees to the City.

**22. MODIFICATION OF AGREEMENT:** Any modification to this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in a writing signed by each party.

**23. SEVERABILITY CLAUSE:** In case any provision in this Agreement shall be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby and such provision shall be ineffective only to the extent of such invalidity, illegality or unenforceability.

**24. GOVERNING LAW:** It is agreed that this Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Minnesota.

**IN WITNESS WHEREOF,** the City and the Association have caused this Agreement to be duly executed as dated above.

*[remainder of page intentionally left blank]*

*[page intentionally left blank]*



**CITY OF FOREST LAKE**

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

Blake Roberts, Mayor

ATTEST: \_\_\_\_\_

Jolleen Chaika, Interim City Administrator

STATE OF MINNESOTA            )

) ss.

COUNTY OF WASHINGTON        )


The foregoing was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2025, by Blake Roberts and Jolleen Chaika, the Mayor and Interim City Administrator of the City of Forest Lake, respectively, on behalf of the City of Forest Lake.

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 Notary Public

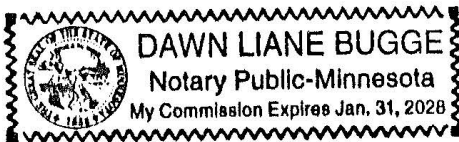


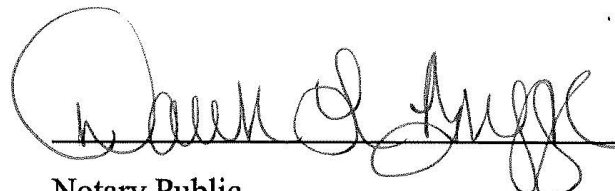
**FOREST LAKE ATHLETIC ASSOCIATION**

By:   
 Its: PRESIDENT

STATE OF MINNESOTA                    )  
   ) ss.  
 COUNTY OF WASHINGTON            )

The foregoing was acknowledged before me this 30<sup>th</sup> day of January, 2025, by Paul Kozak, the President of the Forest Lake Area Athletic Association, a Minnesota non-profit corporation, on behalf of Forest Lake Area Athletic Association.



  
 Notary Public

## STAFF REPORT



**Forest Lake**  
AS GOOD AS IT SOUNDS

**MEETING DATE:** February 10, 2025  
**STAFF ORIGINATOR:** Dave Adams, Public Works Director  
**AGENDA ITEM:** Veterans Memorial Committee Update

---

### **INTRODUCTION:**

Member(s) from the Veterans Memorial Committee are here tonight to provide an update for their project.

### **ATTACHMENTS:**

Submitted presentation by Ron Miller, Veterans Memorial Committee.

## Forest Lake Area Veterans Memorial - February 2025

### City Council February 10th, 2025

Our Forest Lake Area Veterans Memorial Committee is a community group which organized in 2008 under the prodding of World War II veteran El Ewert (now deceased). Our goal was and is to honor US veterans either living or deceased by having a memorial site in Lakeside Memorial Park. We reinstalled a bronze plaque to the rock just southwest of the gazebo. The plaque was made in 1977 (by the Forest Lake Chamber of Commerce) listing the names of 24 local veterans who had died during their service to our country.

Since 2009 we have had a veterans pavers program where by anyone can honor individual US veterans by purchasing a paver which is then engraved with the veteran's name, rank, service, unit, etc and their time of service. New paver orders will continue to be purchased here at City Center any time. Then twice a year I receive the orders, call the individual who purchased the paver, solidify the engraving wording, and order the paver. They are dedicated and will continue to be, at our Memorial Day Service and Veterans Day programs each year. They were placed with the previous 370+ pavers along the sidewalk. Our next phase will continue the paver sales, but all will be in a raised area. For the past few years we (especially Mark Finnemann) have been designing the next phase. Best describing it is a 3 minute video which Paul at LATV produced:

Information is on the City website: <http://ci.forest-lake.mn.us/209/Veterans-Memorial>

The website has a 3 minute video when you click on the brown link that looks like this:

**[CLICK HERE to preview the Veterans Memorial Project](#)**

We have raised over 80% funding to build the Veterans Memorial and with donations continuing to come in, our group is confident that 100% will be reached this summer. Even if all is not achieved, the current amount will be enough to complete everything except for the center sculpture. It could be set in place later. We are **asking** the City Council to approve city staff to prepare plans and specifications for the project. Final plans should be completed by late spring-early summer 2025 and will be brought back to the City Council for Plan and Specification approval and Authorize Advertisement for Bid. We would like to do the underground site work this October and then complete the project in the spring of 2026 with the pavers, sentinels, and sculpture.

The MN legislature has appropriated \$350,000 funding, and our City will cover \$100,000 for the underground utilities work.

Other donations include the Hallberg Family Foundation \$25,000 (+ 2 more installments) American Legion \$10,000 (+ \$10,000); Running Aces \$10,000; Lions & Masons combined \$10,000; VFW \$5,000; Carlson Family \$5,000; Roberts Family \$3,500; Mary Lindberg Trust \$2,000; also donations less than \$2,000 and donations from the veterans pavers sales.

We **need \$120,000** additional funding to complete the Memorial.

Thank you for your consideration of this worthy project,

Ron Miller, Chairman (since 2008)

Mark Finnemann, Designer

Bob Dettmer, (since 2008)

Gary Lee

Kelly Roberts

Forest Lake Parks City Staff

Forest Lake Chamber of Commerce

## STAFF REPORT

**MEETING DATE:** February 10, 2025

**STAFF ORIGINATOR:** Mayor Roberts

**AGENDA ITEM:** 2025 Commission Appointments

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### **INTRODUCTION:**

The City of Forest Lake engages with residents to serve on Commissions which provide recommendations and, in the case of the Planning Commission, approvals of various projects, plans, and ordinances in the City. Each Commission is established by City Code. Terms run from February 1 through January 31 in either three (3) year terms or six (6) year terms for the EDA.

This year, the City is also seating an entirely new Parks and Recreation Commission. The recently adopted revised code provides for scheduling of the first commission to allow for future staggering of appointments.

### **RECOMMENDATION:**

Following recommendations from Council Liaisons, Commission Chairs, and staff who conducted interviews with Commission applicants, I propose the following 2025 appointments:

<b>Commission</b>	<b>Appointee</b>	<b>Term</b>
Airport Commission	Curtis Monson	3 years (02/01/25 – 01/31/2027)
Airport Commission	Mara Bain	3 years (02/01/25 – 01/31/2027)
EDA	Jonathan Wright	2 years* (02/10/2025 – 01/31/2025)
Parks and Recreation Commission	Karen Morehead	1 year (02/01/2025 – 01/31/2026)
Parks and Recreation Commission	Sandra Madsen	1 year (02/01/2025 – 01/31/2026)
Parks and Recreation Commission	Sue Herdina	2 years (02/01/2025 – 01/31/2027)
Parks and Recreation Commission	Aaron Eckert	2 years (02/01/2025 – 01/31/2027)
Parks and Recreation Commission	Don Theisen	3 years (02/01/2025 – 01/31/2028)
Parks and Recreation Commission	Tim Garry	3 years (02/01/2025 – 01/31/2028)
Parks and Recreation Commission	Melissa Lundmark	3 years (02/01/2025 – 01/31/2028)

\*Mid-term appointment to fill a mid-term vacancy

To be transparent, it should be noted that during the recommendation portion of the Airport Commission interviews, Chair Don Stehler recommended Mr. Curtis Monson and Mr. John Schmidt as Commissioners.

**ATTACHMENTS:**

None

## STAFF REPORT

**MEETING DATE:** February 10, 2025

**STAFF ORIGINATOR:** City Attorney Amanda Johnson

**AGENDA ITEM:** Request for 8th District Congressional Office at City Hall

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**INTRODUCTION:** The Office of Congressman Pete Stauber has inquired about the possibility to rent space from the City at City Hall for a district office. Currently, the Congressman has office locations in Washington D.C., Brainerd, Cambridge, Chisholm and Hermantown. Congressman Stauber's office would like to move their Cambridge location to Forest Lake.

Members of Congress often have multiple office locations throughout their districts to provide access for the residents of their district to meet with them and for their staff to connect with the community.

**ANALYSIS:** The US House of Representatives' Office of Administrative Council ("Admin. Office") provides rules and guidance for district office leases. Under the rules, the Congressman is permitted to enter into a lease with a local government entity, such as the City, for a district office. There are some requirements and limitations provided by the Admin. Office which include:

- The City may not require a security deposit.
- The payment will come from the Admin. Office but will come in arrears.
- The lease cannot include an indemnification clause.
- We must provide Cat. 5e wiring and broadband internet access.
- The lease would end on Jan. 2, 2027. At that time, it would be up to whomever was elected to the seat to determine if they wanted an office at City Hall or move the office someplace else.
- If we want to give them a discount or free space, the Committee on Ethics needs to approve the lease.

The rent for the Cambridge lease was \$500 per year; rent for Chisolm was \$2400 per year, however we do not know the difference in the sizes of the offices or other amenities offered. Based on a quick analysis by City Staff, it is believed there is room for a Congressional office on the second floor, utilizing one of the conference rooms.

There are multiple benefits for the City having the current Congressman hold an office at City Hall, namely, direct access to a representative in Congress that can speak to the issues and needs of the local community and the increased exposure by the Congressman's staff members to the City.

If the City chose to provide space to Congressman Stauber, it would not be a partisan political statement; if a new Congressperson is elected in the future from a different political party, the City should afford them the same opportunities.

**RECOMMENDATION:**

If the Council would like to offer the space to Congressman Stauber, please make a motion to authorize the City Attorney to reach out to Congressman's Stauber's office and bring back a lease for Council consideration and approval.

**ATTACHMENTS:**

None.

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

**RESOLUTION NO. 02-10-25-02**

**RESOLUTION ACCEPTING DONATION FOR VETERANS MEMORIAL PROJECT**

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

Roberts Funeral Service Inc.: \$3,500  
Hallberg Family Foundation: \$25,000  
Running Aces: \$10,000

**WHEREAS**, the donation was made for the purpose of Veterans Memorial Project; and,

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

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

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

Adopted in the regular session of the Forest Lake City Council on the 10<sup>th</sup> day of February, 2025.

**CITY OF FOREST LAKE**

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

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




**Office of Engineering**

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

February 5, 2025

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

RE: Forest Lake Street Construction Project Updates

Dear Mayor and Council:

**Eureka Ave**

- The Eureka Avenue Improvements project will reconstruct approximately 1.1 miles of Eureka Avenue from the western City limits to 11th Avenue SW. The existing alignment of the roadway will be shifted slightly to the west to accommodate the addition of a bituminous trail along the roadway. The trail will be separated from the roadway with concrete curb and gutter. Storm sewer culvert replacements, sanitary sewer forcemain replacement, and shoreline restoration along Clear Lake are also included in the project. Due to the alignment shift, a soil surcharge will be placed along portions of the west side of the roadway to consolidate existing underlying soils in an effort to reduce long term settlements in the new roadway. Soil surcharge placement is anticipated to begin late summer 2025 and will remain in place until early summer 2026 when the bulk of the reconstruction work is anticipated to commence. The majority of the work is anticipated to be completed by late fall 2026 with some minor cleanup work to be completed by mid-summer 2027. The project schedule is dependent on obtaining a roadway easement from the DNR, this application was sent in August of 2024 and because in the original land acquisition this process is required to be reviewed at the Federal level and can sometimes take over a year to obtain.

**North Shore Trail & Local Street Project**

- The North Shore Trail Project and Local Street Project will rehabilitate approximately 8 miles of paved road through the reclamation and paving process. Also included in the project will be a new force main for the 4T lift station along North Shore Trail, storm sewer and sanitary sewer pipe and structure repairs, as well as new signage and striping will also be completed. The City will have an open house on February 18, 2025, from 4:30 PM – 6:00 PM in the Community Room upstairs at City Hall for those who are interested in learning more about the project. Construction is anticipated to start May 2025 and completed by November 2025.

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

### **Broadway Ave Maintenance Project**

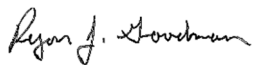
- Washington County's concrete rehab project along Broadway Avenue from I-35 northbound ramps to Highway 61 will occur this spring of 2025. The work is anticipated to start as soon as weight restrictions come off the roads in the spring and be wrapped up by the middle of June, in time for the City's Fourth of July festivities. Washington County will host a pre-construction open house in March for residents and businesses along the project corridor, open house date will be set very soon.

### **Highway 97 Project**

- MnDOT's Highway 97 reconstruction improvements are located on Hwy 97 between Hornsby Street NE (just East of I35) to Forest Road N (Just West of Hwy 61). Scope of work will include full reconstruction, construct a single-lane roundabout at Fenway, construct multi-use trail South side parallel Hwy 97 connecting to Hardwood Creek Trail, constructing raised median, upgrading pedestrian accessibility, repair/replace drainage, along with City watermain replacement and extensions.
  - Construction Schedule – 2 years
    - Contractor on board – Spring 2025
    - Utilities - Spring 2025
    - West end – 2025 (Hornsby St NE to Fenway)
    - East end – 2026 (Fenway to Forest Road N)
    - There will be no through traffic in the construction segments. Local access will be maintained.
    - There will be a public pre-construction open house meeting March 11<sup>th</sup>, 4:00pm-6:00pm, at Forest Lake City Hall in the Community Room for an opportunity to get more information on anticipated closures and detours.
    - Once construction begins information about upcoming traffic impacts will be posted as details become available.

If you have any questions about the updates, please feel free to contact me before the council meeting at 612-597-7140.

Sincerely,



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