

AGENDA: AMENDED

CITY COUNCIL MEETING

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

Forest Lake City Center – Council Chambers
Forest Lake, Minnesota

March 10, 2025 – 7:00 PM

1. Call to Order
 2. Roll Call
 3. Pledge of Allegiance
 4. Approve the Agenda (Action)
 5. Open Forum - Citizen Petitions, Requests and Concerns: Please sign in at the front table.
The Open Forum is available for residents to express personal opinions for any item of business. Please limit your comments to three (3) minutes.
 6. Consent Agenda Considerations (Action Items)*
 - a. Approve City Bills
 - b. Approve Minutes from February 18, 2025 Council Workshop
 - c. Approve Minutes from February 24, 2025 Regular Council Meeting
 - d. Approve Minutes from February 27, 2025 Special Joint Workshop
 - e. Approve New Massage Therapist and Business Licenses
 - f. Approve Application for Excluded Gambling
 - g. Water Treatment Plant No. 4 – Contractor’s Request for Payment No. 26
 - h. 2025 Funding Support Agreement for AIS and Lake Management in Forest Lake
 - i. North Shore Circle Park Restoration Agreement
 - j. Obtaining Permanent Right-Of-Way Easement: North Shore Trail
 - k. 2025 Castlewood Proposed Fees
 - l. Airfield Lighting Maintenance Agreement
- *Council may remove any item from the consent agenda for specific consideration.
7. Regular Agenda (Action Items)
 - a. Ordinance 749: Multi-Family Zoning Amendment
 - i. Public Hearing

- ii. Consider Ordinance 749
 - b. North Shore Trail Design Considerations – Ryan Goodman
 - c. Lakeside Ice Heaving Project Approval – Dave Adams
 - d. Proposed Lease for 8th District Congressional Office at City Hall – Amanda Johnson
 - e. Resolution 03-10-25-02 and Letter of Support for Congressionally Directed Spending for CSAH 32/Forest Road Realignment – Mark Statz
- 8. Staff Updates
- 9. Mayor and City Council Updates
- 10. **CLOSED SESSION** - Closed session pursuant to Minnesota Statutes § 13D.05, Subd. 3(c)(3), to develop or consider offers or counteroffers for the purchase or sale Lot 1, Block 2, Deponti First Addition and Lot 1, Block 1, Deponti Third Addition, Washington County, Minnesota.
- 11. Adjourn

03/06/2025 10:26 AM
User: ANGELA.CAMPBELL
DB: Forest Lake

INVOICE APPROVAL BY INVOICE REPORT FOR FOREST LAKE
EXP CHECK RUN DATES 02/25/2025 - 03/10/2025
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Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
	Invoice				
99687	5K ELECTRIC				
	531	REPLACE LIGHT FIXTURE ON EXTERIOR COLUMN & PROVIDE SPARE FIXTURE	1,345.00	116946	03/10/2025
TOTAL FOR: 5K ELECTRIC			1,345.00		
10102	AMERICAN IMPORTS				
	047345	SQUAD 2005 - CHECK ENGINE LIGHT ILLUMINATED ALONG WITH DRIVETRAIN MALFUNCTION INDICATOR	84.44	116947	03/10/2025
TOTAL FOR: AMERICAN IMPORTS			84.44		
MISC-UB	ANNE CRITES				
	7109391	UB refund for account: 7109391 *UB refund for account: 7109391	64.77	116948	03/10/2025
TOTAL FOR: ANNE CRITES			64.77		
14059	BENEFIT EXTRAS INC				
	02082025	SETTLE PURCHASE	1,293.07	2151	02/11/2025
	02192025	SETTLE PURCHASE	289.73	2166	02/21/2025
TOTAL FOR: BENEFIT EXTRAS INC			1,582.80		
14080	BEST OIL COMPANY				
	64365	2009.000 GAL AV GAS - MN AV & JET	11,720.63	116949	03/10/2025
TOTAL FOR: BEST OIL COMPANY			11,720.63		
MISC-UB	BOB & MARY MOHAR				
	7104879	UB refund for account: 7104879 *UB refund for account: 7104879	40.66	116950	03/10/2025
TOTAL FOR: BOB & MARY MOHAR			40.66		

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14128	BOLTON & MENK INC				
	0356426	2022 LS & FM IMPROVEMENTS	184.00	116951	03/10/2025
	0356429	2024 LOCAL ST IMPROVEMENT	368.00	116951	03/10/2025
	0356430	2025 ANNUAL REVIEWS	3,580.00	116951	03/10/2025
	0356432	2025 SANITARY SEWER LINING	841.00	116951	03/10/2025
	0356433	2025 SOUTH WATER TOWER REHAB	4,002.50	116951	03/10/2025
	0356434	BELTZ PARK IMPROVEMENTS	9,519.50	116951	03/10/2025
	0356435	CSAH 32 PEDESTRIAN & STREET	1,074.00	116951	03/10/2025
	0356436	EUREKA AVENUE IMPROVEMENTS	3,883.50	116951	03/10/2025
	0356437	FOREST HILLS FARM PHASE II	358.00	116951	03/10/2025
	0356439	HIDDEN CREEK	8,141.50	116951	03/10/2025
	0356446	NON-ROUTINE ENGINEERING - PWD	4,409.00	116951	03/10/2025
	0356446	NON-ROUTINE ENGINEERING - CLK	337.50	116951	03/10/2025
	0356448	SHADOW CREEK STABLES ESTATES	1,357.50	116951	03/10/2025
	0356452	INTERSTATE COMPANIES - SITE DEVELOPMENT	179.00	116951	03/10/2025
	0356454	STORMWATER SERVICES	1,475.50	116951	03/10/2025
	0356455	TH 97 IMPROVEMENT PROJECT	13,425.00	116951	03/10/2025
	0356456	WTP 4 CONSTRUCTION	3,579.50	116951	03/10/2025
	0356564	GENERAL ROUTINE ENGINEERING	2,500.00	116951	03/10/2025
TOTAL FOR: BOLTON & MENK INC			59,215.00		
MISC-UB	BRETT CLARK				
	7116994	UB refund for account: 7116994	19.21	116952	03/10/2025
		*UB refund for account: 7116994			
TOTAL FOR: BRETT CLARK			19.21		
14159	BRIDGE TOWER MEDIA				
	745762417	FINANCE & COMMERCE - PUBLIC NOTICE	300.39	116953	03/10/2025
TOTAL FOR: BRIDGE TOWER MEDIA			300.39		
14180	BROTHERS FIRE & SECURITY				
	W39222	2025 ANNUAL FIRE SPRINKLER INSPECTIONS	375.00	116954	03/10/2025
TOTAL FOR: BROTHERS FIRE & SECURITY			375.00		
18024	CARGILL INC				
	2910636302	KD CRSE SO BULK NSF 60 - 49,580.00 LB	6,761.72	116955	03/10/2025
	2910658770	KD CRSE SO BULK NSF 60 - 49,740.00 LB	3,061.99	116955	03/10/2025
	2910677811	CLEARLANE DEICER ENHNCD BULK - 49,620.00 LB & 47,980.00 & 48,040.00 & 50,900.00	12,099.00	116955	03/10/2025
	2910683837	CLEARLANE DEICER ENHNCD BULK - 48,480.00	2,984.43	116955	03/10/2025
TOTAL FOR: CARGILL INC			24,907.14		

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	Invoice				
MISC-UB	CFW REALTY LLC				
	7117670	UB refund for account: 7117670	53.68	116956	03/10/2025
		*UB refund for account: 7117670			
TOTAL FOR: CFW REALTY LLC			53.68		
MISC-UB	CHERYL PLANTE				
	7110809	UB refund for account: 7110809	41.11	116957	03/10/2025
		*UB refund for account: 7110809			
TOTAL FOR: CHERYL PLANTE			41.11		
18113	CINTAS CORPORATION				
	4221276182	UNIFORM & CLOTHING - M.WELSH	77.42	116958	03/10/2025
	4222026214	UNIFORM & CLOTHING - M.WELSH	77.42	116958	03/10/2025
	5255270108	REFILLS FOR FIRST AID KITS	270.43	116958	03/10/2025
TOTAL FOR: CINTAS CORPORATION			425.27		
18181	CONNEXUS ENERGY				
	JANUARY 2025	JANUARY 2025 ENERGY BILLING	3,090.82	2168	02/24/2025
	JANUARY 2025-3	JANUARY 2024 ENERGY BILL - PUMP	18.00	2167	02/21/2025
	JANUARY 2025-4	JANUARY 2024 ENERGY BILL - WTP #4	2,386.89	2167	02/21/2025
TOTAL FOR: CONNEXUS ENERGY			5,495.71		
18187	CONTINENTAL RESEARCH CORPORATION				
	0061161	HP PLUS (5 GAL)	300.00	116959	03/10/2025
TOTAL FOR: CONTINENTAL RESEARCH CORPORATION			300.00		
18192	CORE & MAIN LP				
	W475431	12 STAR 3012 DIP REST SB USA & 12 STAR 4012 PVC REST SB USA & 12 MJ REGULAR GASKET F/DI	1,133.62	116960	03/10/2025
TOTAL FOR: CORE & MAIN LP			1,133.62		
MISC-UB	CRAIG & PAMELA METCALF				
	7100379	UB refund for account: 7100379	46.71	116961	03/10/2025
		*UB refund for account: 7100379			
TOTAL FOR: CRAIG & PAMELA METCALF			46.71		
22040	DAVID D. DREWS				
	FEBRUARY 2025	CLEANING SERVICES FOR FEBRUARY 2025 FL SENIOR CENTER	850.00	116962	03/10/2025
TOTAL FOR: DAVID D. DREWS			850.00		

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	Invoice				
MISC-UB	DENNIS SWANSON				
	7116335	UB refund for account: 7116335	98.48	116963	03/10/2025
		*UB refund for account: 7116335			
TOTAL FOR: DENNIS SWANSON			98.48		
26013	ECM PUBLISHERS INC				
	1036921	BELTZ PARK PEDESTRIAN IMPROVEMENTS	227.00	116964	03/10/2025
	1037240	FOREST LAKE COMMUNITY GUIDE	496.00	116964	03/10/2025
	1037454	BUSINESS CARDS - BLAKE R. & HANNA V. & JEFF L. & LEIF E. & KEVIN M. & MARK S. & BUILDING INSPECTION	392.00	116964	03/10/2025
TOTAL FOR: ECM PUBLISHERS INC			1,115.00		
30013	FASTENAL COMPANY				
	MNTC3236278	14X1 PPH SDS S/S #3	19.97	116965	03/10/2025
	MNTC3236331	4" UVBLACK CBL TIE & 11" UVBLACK CBL TIE & 8" UVBLACK CBL TIE & 14.5" UV BLK CBL TIE	60.17	116965	03/10/2025
	MNTC3236396	7101200SBA BOLTCUTTR	58.95	116965	03/10/2025
TOTAL FOR: FASTENAL COMPANY			139.09		
30026	FERGUSON WATERWORKS #2518				
	0542924	1 UNION NUT	35.92	116966	03/10/2025
	0542978	FERGUSON ACADEMY ATTENDANCE FEE	320.00	116966	03/10/2025
TOTAL FOR: FERGUSON WATERWORKS #2518			355.92		
30073	FOREST LAKE ACE HARDWARE				
	65498/3	FASTENERS	9.52	116967	03/10/2025
	65525/3	MEASURING CUP 2CP PYREX	8.99	116967	03/10/2025
	65537/3	BATTERY ALKALINE AA 20PK	22.99	116967	03/10/2025
TOTAL FOR: FOREST LAKE ACE HARDWARE			41.50		
30074	FOREST LAKE AREA CHAMBER OF COMMERCE				
	3592	EASTER BY THE LAKE 2025 (SPONSORSHIP)	700.00	116968	03/10/2025
TOTAL FOR: FOREST LAKE AREA CHAMBER OF COMMERCE			700.00		
MISC	FOREST LAKE BURGERS LLC				
	PZ22-1159 BDE-0025	BD Bond Refund	500.00	116969	03/10/2025
		*BD Bond Refund: BDE-0025, Address: [REDACTED]			
		[REDACTED] PROJECT CLOSING - RELEASE OF REMAINING ESCROW FUNDS			
TOTAL FOR: FOREST LAKE BURGERS LLC			500.00		

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MISC	FOREST LAKE CUSTARD LLC				
	PZ22-1159 BZSP-000	BD Bond Refund	1,000.00	116970	03/10/2025
		*BD Bond Refund: BZSP-0006, Address: [REDACTED]			
		PROJECT CLOSING - RELEASE OF REMAINING ESCROW FUNDS			
TOTAL FOR: FOREST LAKE CUSTARD LLC			1,000.00		
30098	FOREST LAKE PRINTING				
	21964	SET UP FEE - AWARDS & DYE-SUB NAME PLATE	376.45	116971	03/10/2025
TOTAL FOR: FOREST LAKE PRINTING			376.45		
34007	GAME TIME				
	PJI-0252791	PLAYGROUND EQUIPMENT - WIDE TRIANGLE DECK & TOOL KIT	1,631.98	116972	03/10/2025
TOTAL FOR: GAME TIME			1,631.98		
34011	GARY CARLSON EQUIPMENT				
	134526-1	SIGNATURE MEGADECK MAT 7.5FTX14FT 1025#	1,050.00	116973	03/10/2025
TOTAL FOR: GARY CARLSON EQUIPMENT			1,050.00		
38044	HAWKINS INC				
	6985092	150 LB CHLORINE CYLINDER BARCODE 119269 & 109203 & 093549	30.00	116974	03/10/2025
TOTAL FOR: HAWKINS INC			30.00		
38049	HEALTH PARTNERS				
	CLAIMS02052025	HPAI SELF INSURED CLAIMS 15657 - FEBRUARY 2025	1,054.46	2160	02/10/2025
	CLAIMS02122025	HPAI SELF INSURED CLAIMS 15657 - FEBRUARY 2025	1,676.04	2161	02/18/2025
	CLAIMS02132025	HPAI SELF INSURED CLAIMS 15657 - FEBRUARY 2025	880.90	2169	02/24/2025
TOTAL FOR: HEALTH PARTNERS			3,611.40		
MISC-UB	HEATHER WHEBBE				
	7116550	UB refund for account: 7116550	116.03	116975	03/10/2025
		*UB refund for account: 7116550			
TOTAL FOR: HEATHER WHEBBE			116.03		
38057	HEBERT AND WELCH PA				
	407	LEGAL SERVICES FOR FEBRUARY 2025	12,936.00	116976	03/10/2025
TOTAL FOR: HEBERT AND WELCH PA			12,936.00		

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	Invoice				
MISC-UB	HEIDI HILLMAN				
	7116173	UB refund for account: 7116173	75.87	116977	03/10/2025
		*UB refund for account: 7116173			
TOTAL FOR: HEIDI HILLMAN			75.87		
38151	HOLMES REPAIR LLC				
	1079	ANNUAL COMP SERV ON A LEGACY P2-SEC COMPLETE &	1,062.32	116978	03/10/2025
		ANNUAL AIR Q TEST			
	1080	LABOR TO REPAIR ON STATION AIR COMPRESSOR REPLACE	128.74	116978	03/10/2025
		BALL & VALVE ON BOTTOM DRAIN			
TOTAL FOR: HOLMES REPAIR LLC			1,191.06		
42005	IEDITWEB INC				
	1011765	SENIOR CENTER HOSTING WEBSITE 02/26/25 - 03/25/25	79.90	116979	03/10/2025
		& 03/26/25 - 04/25/25			
	1012192	SENIOR CENTER HOSTING WEBSITE 12/26/24 - 01/25/25	39.95	116979	03/10/2025
TOTAL FOR: IEDITWEB INC			119.85		
42052	INSTRUMENTAL RESEARCH INC				
	6152	TOTAL COLIFORM BACTERIA SOFTENER SAMPLES 2/13/25	180.00	116980	03/10/2025
	6155	TOTAL COLIFORM BACTERIA SOFTENER SAMPLES 2/19/25	120.00	116980	03/10/2025
TOTAL FOR: INSTRUMENTAL RESEARCH INC			300.00		
42050	INVOICE CLOUD INC				
	2468-2025_1	INVOICE CLOUD PAYMENT FEES - JANUARY 2025	3,894.87	2153	02/11/2025
TOTAL FOR: INVOICE CLOUD INC			3,894.87		
MISC-UB	JACK & CASIE BARNES				
	7115593	UB refund for account: 7115593	64.77	116981	03/10/2025
		*UB refund for account: 7115593			
TOTAL FOR: JACK & CASIE BARNES			64.77		
45022	JEFFERSON FIRE & SAFETY INC				
	IN323912	HONEYWELL DYNA FIT SUSPENDERS - SNAP - QA - PAD -	418.46	116982	03/10/2025
		REG			
TOTAL FOR: JEFFERSON FIRE & SAFETY INC			418.46		
45221	JHFOSTER INC				
	10747560-01	NORGREN REPAIR KIT EXCEL ON & NORGREN REPAIR KIT	123.72	116983	03/10/2025
TOTAL FOR: JHFOSTER INC			123.72		

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MISC-UB	JOHN STENGER 7103227	UB refund for account: 7103227 *UB refund for account: 7103227	34.66	116984	03/10/2025
TOTAL FOR: JOHN STENGER			34.66		
MISC-UB	KEITH KIBBEL 7103951	UB refund for account: 7103951 *UB refund for account: 7103951	6.60	116985	03/10/2025
TOTAL FOR: KEITH KIBBEL			6.60		
MISC-UB	KEYNON STARKS 7117950	UB refund for account: 7117950 *UB refund for account: 7117950	143.43	116986	03/10/2025
TOTAL FOR: KEYNON STARKS			143.43		
49064	KODIAK POWER SYSTEMS KPS1722	LIFT #6 - PORTABLE GENERATOR - SWP - REPLACE LEAKING WATER PUMP DRIVE BELT & AIR FILTER	3,795.18	116987	03/10/2025
TOTAL FOR: KODIAK POWER SYSTEMS			3,795.18		
49139	KORNOWSKI CONSULTANTS LLC 91462	CONSULTATION SERVICES - CODE ENFORCEMENT PROJECT	1,742.75	116988	03/10/2025
TOTAL FOR: KORNOWSKI CONSULTANTS LLC			1,742.75		
49142	KURITA AMERICA INC INV879632	90% SHIPMENT OF MATERIALS PROJ-INV	119,070.00	116989	03/10/2025
TOTAL FOR: KURITA AMERICA INC			119,070.00		
49091	KUSTOM SIGNALS 617927	SQUAD 2509 - NEW RADAR UNIT	3,161.00	116990	03/10/2025
TOTAL FOR: KUSTOM SIGNALS			3,161.00		
MISC-UB	LINDA LOCKWAY 7103968	UB refund for account: 7103968 *UB refund for account: 7103968	33.62	116991	03/10/2025
TOTAL FOR: LINDA LOCKWAY			33.62		
57424	M HEALTH FAIRVIEW 15008157089	PRE-EMPLOYMENT TESTING - A. MORRIS KARL	35.00	116992	03/10/2025
TOTAL FOR: M HEALTH FAIRVIEW			35.00		

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	Invoice				
MISC-UB	MARY ANN KRUEGER				
	7116925	UB refund for account: 7116925	213.54	116993	03/10/2025
		*UB refund for account: 7116925			
TOTAL FOR: MARY ANN KRUEGER			213.54		
MISC-UB	MATTHEW SCHWARTZ				
	7114035	UB refund for account: 7114035	30.74	116994	03/10/2025
		*UB refund for account: 7114035			
TOTAL FOR: MATTHEW SCHWARTZ			30.74		
57088	MCMA SECRETARIAT				
	25 MEMBERSHIP	01/01/25 - 12/31/25 - M. STATZ MEMBERSHIP	215.19	116995	03/10/2025
TOTAL FOR: MCMA SECRETARIAT			215.19		
57106	MENARDS				
	52612	FOLDING SAWHORSE HD 500LB & PURDY MARATHN 4.5XL/2	154.12	116996	03/10/2025
		2PK & PURDY MARATHN 6.5XL/2 2PK			
	52839	2" 18GA BRAD NAIL 2M & 18GA BRAD NAILER SMARTPOI	111.99	116996	03/10/2025
	52905	3/8"X50' RUBBER AIR HOSE & 100 CT PAPER PLATES	39.91	116996	03/10/2025
	52946	SUNNYSIDE MURIATIC ACID & 3/4" PVC UNION	17.15	116996	03/10/2025
TOTAL FOR: MENARDS			323.17		
57123	METRO SALES INC				
	INV2716108	RICHO/IM C3000 C4500 C6000 COLOR COPIERS	1,127.84	116997	03/10/2025
TOTAL FOR: METRO SALES INC			1,127.84		
57401	METRO-INET				
	2486	TICKET 179093 - ADOBE ACROBAT PRO LICENSE - J. CHAIKA	73.00	116998	03/10/2025
TOTAL FOR: METRO-INET			73.00		
57158	MIDCONTINENT COMMUNICATIONS				
	14014890114537	AIPORT PHONE FEBRUARY 2025	176.27	2170	02/24/2025
TOTAL FOR: MIDCONTINENT COMMUNICATIONS			176.27		
57166	MIDWESTONE BANK				
	CB022025	CHARGEBACK FEE	8.00	2152	02/13/2025
	PP012025	POSITIVE PAY MONTHLY FEE-JANUARY	51.80	2162	02/18/2025
TOTAL FOR: MIDWESTONE BANK			59.80		

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57204	MINNESOTA DEPARTMENT OF HEALTH				
	01/01/25-03/31/25	QUARTERLY COMMUNITY WATER SUPPLY SERVICE	10,427.00	116999	03/10/2025
TOTAL FOR: MINNESOTA DEPARTMENT OF HEALTH			10,427.00		
57208	MINNESOTA DEPARTMENT OF LABOR & IND				
	JANUARY 2025	SURCHARGE ALLOCATION	1,171.07	2175	02/25/2025
	JANUARY 2025 ADJ	SURCHARGE ALLOCATION	3,353.82	2175	02/25/2025
TOTAL FOR: MINNESOTA DEPARTMENT OF LABOR & IND			4,524.89		
57264	MINNESOTA VALLEY TESTING LABS				
	1293266	COLIFORM, MF - WATER	157.50	117000	03/10/2025
	1293268	COLIFORM, MF - WATER	29.00	117000	03/10/2025
TOTAL FOR: MINNESOTA VALLEY TESTING LABS			186.50		
57411	MORRIE'S FOREST LAKE CHEVROLET				
	151071	SERVICES ON UNIT #2107	125.43	117001	03/10/2025
TOTAL FOR: MORRIE'S FOREST LAKE CHEVROLET			125.43		
57311	MUNICIPAL BUILDERS INC				
	PAY REQUEST 26	CONTRACTOR'S PAY REQUEST #26 - WTP4	75,500.71	117002	03/10/2025
TOTAL FOR: MUNICIPAL BUILDERS INC			75,500.71		
61007	NAPA AUTO PARTS				
	246698	NA NAPA CLEAR RTV 3 O	6.61	117003	03/10/2025
	247071	LIT LAMP	2.37	117003	03/10/2025
	247498	RUBBERIZED UNDERCTNG	22.32	117003	03/10/2025
	247714	SPARK PLUG ASM	70.48	117003	03/10/2025
TOTAL FOR: NAPA AUTO PARTS			101.78		
61081	NORTHERN SAFETY TECHNOLOGY INC				
	59000	UNIT 1406 - TEARDOWN OF DTF MINI-VAN	372.50	117004	03/10/2025
	59043	SQUAD 2416 - EMERGENCY LIGHTS	872.88	117004	03/10/2025
TOTAL FOR: NORTHERN SAFETY TECHNOLOGY INC			1,245.38		

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Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
Invoice					
65019	OLSON'S SEWER SERVICE INC				
105468		WORK PERFORMED ON 01/29/25 AT 443 1ST AVE - EXCAVATED FOR PUBLIC WORKS DEPARMENT TO REPAIR WATER MAIN	1,420.49	117006	03/10/2025
105486		SNOWPLOWING AT 95 EAST BROADWAY ON 02/04/25 & 02/09/25 WITH CAT & T76	1,152.25	117006	03/10/2025
105507		SNOWPLOWING AT 95 EAST BROADWAY ON 02/15/25 & 02/25/25 WITH CAT & BOBCAT	606.38	117006	03/10/2025
TOTAL FOR: OLSON'S SEWER SERVICE INC			3,179.12		
65002	O'REILLY AUTO PARTS				
1517-274553		RETURN - CORE RETURN	(22.00)	117005	03/10/2025
1517-274905		FUEL CAP	17.48	117005	03/10/2025
1517-275327		BATTERY & CORE CHARGE	217.14	117005	03/10/2025
1517-275542		RETURN - CORE RETURN	(22.00)	117005	03/10/2025
TOTAL FOR: O'REILLY AUTO PARTS			190.62		
69054	PERFORMANCE PLUS LLC				
01032057		MEDICAL EXAMINATION & MASK FIT & LABS & PSA	5,458.00	117007	03/10/2025
01032070		MEDICAL EXAMINATION & MASK FIT & PSA & LABS - T. ENGLE	213.00	117007	03/10/2025
TOTAL FOR: PERFORMANCE PLUS LLC			5,671.00		
MISC-UB	PETER & KRISTI PETROS				
7116375		UB refund for account: 7116375	62.75	117008	03/10/2025
		*UB refund for account: 7116375			
TOTAL FOR: PETER & KRISTI PETROS			62.75		
69087	PITNEY BOWES INC				
3107080755		SENDPRO C SERIES - VERSION 4 LEASING CHARGES DEC 30, 2024 - MAR 29, 2025	192.30	117009	03/10/2025
TOTAL FOR: PITNEY BOWES INC			192.30		
MISC	PMI HOMES INC				
PB10347		BD Bond Refund	2,000.00	117010	03/10/2025
		*BD Bond Refund: BEL-0084, Address: [REDACTED]			
		[REDACTED] ON-LANDSCAPE ESCROW REFUND			
TOTAL FOR: PMI HOMES INC			2,000.00		
69116	PRECISE MRM LLC				
IN200-2003769		5MB FLAT DATA PLAN US WITH NAF C-US-5MB	20.00	117011	03/10/2025
TOTAL FOR: PRECISE MRM LLC			20.00		

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Invoice					
MISC-UB	RITA & ROBERT NORTON				
7100795		UB refund for account: 7100795	51.36	117012	03/10/2025
		*UB refund for account: 7100795			
TOTAL FOR: RITA & ROBERT NORTON			51.36		
MISC-UB	ROBERT MARX				
7116668		UB refund for account: 7116668	22.53	117013	03/10/2025
		*UB refund for account: 7116668			
TOTAL FOR: ROBERT MARX			22.53		
74144	ROSENBAUER MINNESOTA LLC				
0000075418		E2 - BRKTFRCTNHOOKLOK I" 1-1/4" (PR) 1001	143.88	117014	03/10/2025
0000075522		SLIDES OT&DWN PWDRCT PR SMT-R-22-APRISLV	5,466.79	117014	03/10/2025
TOTAL FOR: ROSENBAUER MINNESOTA LLC			5,610.67		
78010	SAFE-FAST INC				
INV304377		INVERTED MARKING PAINT, FL. BLUE & INVERTED MARKING PAINT, RED & INVERTED MARKING PAINT, FL. GREEN	1,479.56	117015	03/10/2025
INV304378		SPEARFISH SAFETY GLASSES, BLACK/CLEAR AF & SPEARFISH SAFETY GLASSES, BLACK/SMOKE AF	135.36	117015	03/10/2025
TOTAL FOR: SAFE-FAST INC			1,614.92		
78019	SALES TAX MN DEPT REVENUE EFT				
01312025		JANUARY 2025 SALES TAX	7,553.00	2171	02/20/2025
TOTAL FOR: SALES TAX MN DEPT REVENUE EFT			7,553.00		
MISC-UB	SHERYL TURSSO				
7102539		UB refund for account: 7102539	64.61	117016	03/10/2025
		*UB refund for account: 7102539			
TOTAL FOR: SHERYL TURSSO			64.61		
78101	SHRED-IT USA				
8009982970		SHREDDING SERVICES FOR FEBRUARY 2025	309.54	117017	03/10/2025
TOTAL FOR: SHRED-IT USA			309.54		
78136	SOURCEWELL				
02282025		RETIREE HEALTH INSURANCE-FEBRUARY 2025	4,496.00	2165	02/14/2025
TOTAL FOR: SOURCEWELL			4,496.00		

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	Invoice				
78176	STAPLES INC				
	6024302391	BETCO PNKLOTN SKNCLR 1 GAL	54.80	117018	03/10/2025
	6024302392	LOGITECH WIRELESS MK320	29.99	117018	03/10/2025
	6024302393	ACCU-STAMP SHUTTER PAST DUE	7.94	117018	03/10/2025
	6024577035	DD 16V DEEP CLN CRDLS HAND VAC & DD GRAB&GO	163.97	117018	03/10/2025
		CRDLESS 8V HAND VAC			
	6024627719	8.5 INCH PAPER PLATES	107.64	117018	03/10/2025
TOTAL FOR: STAPLES INC			364.34		
78214	STREICHER'S INC				
	11748650	CONVERSION KIT:40MM NONLETHAL GRENADE LAUNCHER W/3	1,570.99	117019	03/10/2025
		RDS 9MMFX & 40MM PROJECTILE: 24 SHOT SPONGE ROUND			
TOTAL FOR: STREICHER'S INC			1,570.99		
82241	TIMESAVER OFF SITE SECRETARIAL INC				
	30006	02/10/2025 - CITY COUNCIL MEETING 1 HOURS	172.00	117020	03/10/2025
	30007	02/18/2025 - COUNCIL WORKSHOP MEETING 1.5 HOURS	212.50	117020	03/10/2025
TOTAL FOR: TIMESAVER OFF SITE SECRETARIAL INC			384.50		
82123	TK ELEVATOR CORPORATION				
	3008392895	GOLD - FULL MAINTENANCE - WITH PHONE MONITORING	657.17	117021	03/10/2025
		03/01/25 - 05/31/25			
TOTAL FOR: TK ELEVATOR CORPORATION			657.17		
82178	TWENTY4SEVEN FIRE & SECURITY CORP				
	6343	ANNUAL 2025 FIRE ALARM SYSTEM INSPECTION &	1,600.00	117022	03/10/2025
		SPRINKLER SYSTEM INSPECTION & INTERNAL PIPE			
		INSPECTION			
TOTAL FOR: TWENTY4SEVEN FIRE & SECURITY CORP			1,600.00		
86001	ULINE, INC				
	189373797	METAL PICNIC TABLE - 8' RECTANGLE, GREEN & ULINE	2,599.71	117023	03/10/2025
		INDUSTRIAL TRASH LINERS - 55-60 GALLON, 2 MIL,			
		CLEAR			
	189600178	FORK EXTENSIONS - 4 X 96"	458.16	117023	03/10/2025
TOTAL FOR: ULINE, INC			3,057.87		
90048	WATER CONSERVATION SERVICES INC				
	14718	WATER LEAK LOCATE - 443 1ST AVE SW	395.90	117024	03/10/2025
TOTAL FOR: WATER CONSERVATION SERVICES INC			395.90		

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90129	WYOMING CANVAS				
	02/07/2025	E-1 - 36" X 2" STRAPS & 2" X 40" STRAPS	106.00	117025	03/10/2025
TOTAL FOR: WYOMING CANVAS			106.00		

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94003	XCEL ENERGY				

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909516718		51-8383920-1 ~ 5515 - 206TH ST -PARK WELL	129.49	2154	02/05/2025
909521457		51-9849041-6 ~ 20500 FOREST RD N U#1-AIRPORT	91.90	2154	02/05/2025
909657039		51-0239647-6 ~ 1198 W BROADWAY AVE-TRAFFIC	47.39	2155	02/06/2025
909658197		51-0239654-5 ~ 797 WEST BROADWAY AVE-ELEC	33.71	2155	02/06/2025
909660428		51-0239656-7 ~ 795 WEST BROADWAY AVE-ELEC	42.91	2155	02/06/2025
909879703		51-0239648-7 ~ 775 WEST BROADWAY AVE-ELEC	47.52	2156	02/07/2025
909880095		51-0239645-4 ~ 777 WEST BROADWAY AVE-ELEC	32.96	2156	02/07/2025
909880872		51-0239659-0 ~ 1493 W BROADWAY AVE-TRAFFIC	63.92	2156	02/07/2025
909885846		51-0677908-0 ~ 20066 FERN GLEN LN N-STREET	14.98	2156	02/07/2025
909889920		51-0677899-8 ~ 20010 FERN GLEN LN N-STREET	15.92	2156	02/07/2025
909922143		51-5193666-6 ~ CITY GARAGE	1,962.15	2156	02/07/2025
909930966		51-5193665-5 ~ 49 LAKE ST N-STREET	6,650.88	2156	02/07/2025
909934726		51-5193669-9 ~ 777 4TH ST SW RINK & WARMING HOUSE	769.12	2156	02/07/2025
909934897		51-5193667-7 ~ BEACH HOUSE	202.96	2156	02/07/2025
909938122		51-5193668-8 ~ 720 - 11TH AVE SE-ICE	147.06	2156	02/07/2025
909943222		51-5193671-3 ~ PUBLIC WORKS FACILITY	1,105.80	2156	02/07/2025
909955789		51-7342887-2 ~ 5295 SCANDIA TR N-TRAFFIC	28.83	2156	02/07/2025
909967520		51-9753120-9 ~ 1601 11TH AVE SW-BRIDGE	70.17	2156	02/07/2025
909969368		51-0010257805-9 ~ 20126 FERN GLEN CT N-STR	15.20	2156	02/07/2025
909969421		51-8216739-7 ~ 4855 SCANDIA TR N - TRAFFIC	28.33	2156	02/07/2025
909971150		51-0010258367-0 ~ 20116 FERN GLEN CT N - STREET	20.32	2156	02/07/2025
909975852		51-0012332089-3 ~ 204 LAKE STREET N UNIT-TRAFFIC	20.82	2156	02/07/2025
909976211		51-9828587-1 ~ 97 BROADWAY AVE W - TRAFFIC	145.97	2156	02/07/2025
909976234		51-0010257806-0 ~ 20187 FERN GLEN BLVD N-S	17.52	2156	02/07/2025
909997629		51-0011646952-3 ~ 1872 FOREST BLVD	10.79	2156	02/07/2025
910000619		51-0013225636-0 ~ 6358 SCANDIA TRL N	13.91	2156	02/07/2025
910017995		51-0013971904-6 ~ 6195 210TH ST N	645.07	2156	02/07/2025
910031128		51-0014133698-0 ~ 220 5TH ST NW	36.06	2156	02/07/2025
910034098		51-0013429969-4 ~ 767 4TH ST SW	1,008.58	2156	02/07/2025
910069964		51-0239658-9 ~ LIFT STATIONS	256.86	2157	02/10/2025
910096609		51-5193670-2 ~ 456 3RD ST NW-PUMP	1,806.61	2157	02/10/2025
910098515		51-4372874-7 ~ 406 15TH ST SW-LIFT	307.97	2157	02/10/2025
910107262		51-5193673-5 ~ 1850 8TH ST SE - WTP	699.91	2157	02/10/2025
910112462		51-5193661-1 ~ GOVMNT BLDG	1,183.72	2157	02/10/2025
910157607		51-0012384369-1 ~ 7865 SCANDIA TRL N	49.96	2157	02/10/2025
910184549		51-0830223-8 ~ 6728 NORTH SHORE TRL N-ELEC	11.96	2157	02/10/2025
910252479		51-8829533-8 ~ 21036 KAROLINE CT N-LIFT	33.30	2157	02/10/2025
910255888		51-8919722-8 ~ 208 8TH ST NW - TOWER	351.24	2157	02/10/2025
910306292		51-0013131153-7 ~ 10100 SCANDIA TRL N	25.63	2157	02/10/2025
910307804		51-0014003458-5 7686 NORTH SHORE CIR LIFT STATION	28.81	2157	02/10/2025
910322827		51-0014133727-6 ~ 23845 GRANADA AVE N LIFT STATION	36.99	2157	02/10/2025
910324254		51-0014224434-5 ~ 21228 KIEBLER CT N	37.82	2157	02/10/2025
910338594		51-0014644299-0 ~ 9597 NORTH SHORE TRL N UNIT-LIFT STATION	46.10	2157	02/10/2025

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	Invoice				
	910438712	51-4770834-3 ~ 21640 HARROW AVE N	91.41	2158	02/12/2025
	910934054	51-5193679-1 ~ AIRPORT	26.90	2159	02/14/2025
	911060391	51-5193669-9 ~ 777 4TH ST SW RINK & WARMING HOUSE	9.96	2159	02/14/2025
	911138809	51-5193677-9 ~ LIFT STATIONS	3,620.69	2163	02/18/2025
	911142835	51-5193663-3 ~ TRAFFIC SIGNALS	191.17	2163	02/18/2025
	911143002	51-5193674-6 ~ LIFT STATIONS	371.27	2163	02/18/2025
	911547497	51-5193676-8 ~ 1850 8TH ST SE & 65 3RD AVE NW WTP	3,890.30	2156	02/07/2025
	911556373	51-5193672-4 ~ LIFT STATIONS	353.10	2164	02/20/2025
	912498712	51-5193676-8 ~ 1850 8TH ST SE & 65 3RD AVE NW WTP	4,178.55	2159	02/14/2025
TOTAL FOR: XCEL ENERGY			31,030.47		
98006	ZIEGLER INC				
	IN001817491	PIN-G E T & RETAINER AS & TIP	301.04	117026	03/10/2025
TOTAL FOR: ZIEGLER INC			301.04		
TOTAL - ALL VENDORS			430,751.77		



City Council

Workshop

~ Minutes ~

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

Tuesday, February 18, 2025

6:30 PM

City Center - Council Chamber

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

1. Call to Order

2. Roll Call

Attendee Name	Title	Status	Arrived
Blake Roberts	Mayor	Present	
Jeff Larson	Councilmember	Present	
Hanna Valento	Councilmember	Present	
Leif Erickson	Councilmember	Present	
Kevin Miller	Councilmember	Present	

3. Pledge of Allegiance

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

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

5. Public Work Space Needs – Dave Adams

Mauri Soloman, Krause Anderson, provided an executive summary of the Completed Facility Condition Assessment on six Public Work facilities and noted that there were \$4.6 million of deferred maintenance needs over the next ten years. She explained the Facility Condition Index and stated that the north shop was in critical condition regarding repair. She said that a majority of the expected 10-year annual maintenance costs were needed in 2025. She explained the maintenance required at the north shop, including the parking lot mill and overlay, the exterior structure of the building, roof replacement, refinished bay floors, floor drain replacement, an addition of a fuel island and an interior wash bay, added fire protection and suppression, HVAC replacement, and electrical panel replacements. She summarized the maintenance needs at the old fire shop and provided detailed information about the importance of a generator replacement. She explained the minor repairs that could be done at the south shop, water treatment plant garage, Hangar E and the MHealth storage space. She recommended divesting in the north shop and the old fire department facilities.

Jordan Medeiros, Wold Architects and Engineers, summarized the space needs and deficiencies. She stated that there was no formal office area, training rooms, or staff support amenities in the north shop or the old fire shop.

Jonathan Loose, Wold Architects and Engineers, stated that part of the analysis was a vehicle inventory list to help plan the needs for every documented square foot.



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Ms. Medeiros discussed the lack of repair space and bay area. She stated that spaces were made too multifunctional which led to a safety concern for mechanics. She reviewed additional space deficiencies.

Mr. Loose said that a Public Works facility can accommodate a number of different staff depending on the vehicles assigned to the staff. He discussed some spacing needs, including different office spaces and changing areas for female staff. He explained the square footage needed for bay areas and other storage and summarized the existing public works spaces, the corrected spaces, and the proposed spaces if there was continued growth. He commented that they are trying to develop costs associated with different options. He said it could be beneficial to look at other facilities to see what is lacking to understand the gap and the need for a large proposed increase.

Councilmember Larson asked if the comparison would be with communities of a similar size as Forest Lake. Mr. Loose confirmed this information.

Mayor Roberts asked how old the other buildings were. Mr. Loose answered that Hugo was about a year and a half and Ramsey's building was not far off either.

Mayor Roberts asked if it would be beneficial to discuss renovating the current facilities or creating a new one. Mr. Loose answered that there were big dollar amounts associated with the project, and it would be helpful to consider the approach.

Councilmember Erickson asked about how to quantify the inefficiencies and the critical repairs. Mr. Loose answered that the staff timepiece was considered and they also considered how often a piece of equipment had to be replaced if it was not properly stored. He stated they could look into this information further.

Councilmember Erickson said that inefficiencies included staff time. He asked if construction cost per square foot lined up with what was in the ten-year plan. Mr. Loose answered that the costs would come down to different decisions, but he thought it was close.

Councilmember Erickson asked a question about plant expansion. Mr. Loose said that some facilities will have a backdown panel on one side to increase storage. He commented that if you wait longer to build it, it would cost additional money so both options could be considered.

Councilmember Miller asked if the City had enough land in their possession to build a building of that size and if the City had received any appraisal on the three properties they would abandon. He said it seemed that it would be beneficial to have one facility with everything in it if they could afford to relocate.

Mayor Roberts said that they received a tour of a building in the summer of 2023, which was eye-opening. He asked if they had the land for the storage. Public Works Director Adams answered that taking into account the airport fly zone, there would be a decent amount of land for expansion.



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Mr. Loose said that he could provide options and potential costs. He said that they considered the redevelopment of properties previously. There could be appraisals to see what the County has for property values to make decisions.

Councilmember Erickson said that they previously discussed developing the fire hall area into a park or selling it.

Councilmember Miller asked if any grants would be available to help the City.

City Administrator Statz said that there would not be grants, but the legislator would be examining things. He said Public Safety money could help shift funds around.

Mayor Roberts asked about the funds in the water and sewer fund. Public Works Director Adams said that the enterprise fund could help contribute to the costs of the facilities.

Councilmember Miller said that the sale of some of the properties could also help fund the facilities.

City Engineer Goodman discussed the County's hazardous waste facility, which extended water and sewer to the site, so some of the costs associated with the work were already done.

Public Works Director Adams talked about funding to help build a park.

Mayor Roberts asked about the next steps. Mr. Loose said they would set up tours of other facilities.

Mayor Roberts asked if the facilities were their projects. Mr. Loose said that some of them were similar but not all facilities were their projects, just a similar size as the City.

Councilmember Miller asked if they were contractors or to complete the study.

Mr. Loose answered that they were hired for a fixed fee to do the study. The study could go straight into the design and decide whether they wanted a construction management firm to be a part of that decision. He stated that the City had flexibility until they picked the next option.

City Administrator Statz said that there were several different options to receive bids for the project, but it was a bit different than normal road construction projects.

6. ATV/UTV/Golf Cart Ordinance Draft Review – Jolleen Chaika

City Clerk Chaika provided an overview of the first draft of the Recreational Vehicle Ordinance. She said that she would like to bring it back to another workshop after she received feedback from the City Council tonight before she brought it to a final meeting for approval. City Clerk Chaika summarized different cities that they referred to as they drafted the ordinance. She said that a three-year time registration period would be less of a burden on staff, but it would be a long period of time if there needed to be changes to the ordinances. She said that Chief Peterson suggested a one-year revocation period if there was a violation of the ordinance.



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Mayor Roberts asked if a recreational vehicle had headlights or taillights if they could expand beyond sunrise and sunset. City Clerk Chaika explained that the lights would be useful during the dusks. She said if nighttime use was allowed, there would need to be provisions for taillights, headlights, and reflectors.

Councilmember Erickson asked if they needed to have lights all the time. Captain Hanegraaf responded that ATVs and UTVs had lights 24/7, but golf cart lighting needed to be considered. There needed to be specific rule sets for golf carts because statutes clearly define ATVs and UTVs, but golf carts do not apply to the rules in place. He said that used golf carts would need to install adequate lights.

Councilmember Erickson encouraged the division of golf carts, ATVs, and UTVs.

Councilmember Larson said that golf carts do not have the same speed as other vehicles.

Captain Hanegraaf answered that the more specific breakdowns of categories, people would better understand the information.

Mayor Roberts asked if a vehicle had lights, it would be nice to be able to use the vehicle later. Captain Hanegraaf answered that lights on golf carts could not be duct taped to the front. They would need to be easily seen for 500 feet and installed appropriately.

Mayor Roberts clarified that golf carts were under the sunrise to sunset rule.

Councilmember Kevin asked if UTVs had to have license plates on the road. Chief Newman answered that they had to have registration when driven off the property.

City Clerk Chaika answered that the vehicles would need to be licensed in the State and registered in Forest Lake.

Mayor Roberts asked if there was a license through the State, why it would be important to have separate licenses in the City. City Clerk Chaika answered that they had to provide adequate insurance if they were operating on City streets.

Mayor Roberts asked if they had to show insurance when getting a license from the State. City Clerk Chaika answered that the City did not check for adequate insurance.

Fire Chief Newman stated that there was no inspection with the State. The City can inspect the vehicle to make sure there was adequate lighting and other equipment.

Mayor Roberts asked about people passing from town to town if they would need to get a license to operate in the City. City Clerk Chaika answered that it would be up to the police on how they would like to proceed with that option.



City Council

Workshop

~ Minutes ~

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

Tuesday, February 18, 2025

6:30 PM

City Center - Council Chamber

Mayor Roberts clarified that outside residents could get the licenses.

Councilmember Erickson asked if the city of Wyoming had a license. City Clerk Chaika answered that they did not require one.

Councilmember Erickson asked about providing reciprocity with other cities that provide inspections for licenses. Fire Chief Newman answered that other cities that enforced policies did not administer a lot of licenses.

Councilmember Miller asked if no people were coming in to get their licenses. Fire Chief Newman answered that they were told it was not an enforcement issue.

Mayor Roberts voiced appreciation for the idea of reciprocity.

Councilmember Miller asked how to make people aware of the need for licenses for ATVs, UTVs, and golf carts. He asked if there would be signs.

Councilmember Larson suggested posting signage at the main launch.

City Clerk Chaika said that the ordinance would apply to City roads, as ATVs, UTVs, and golf carts could not be driven on State or County roads.

Captain Hanegraaf said a lot of the complaints received did not apply to the ordinance.

Councilmember Miller asked if there were age limits to driving ATVs, UTVs, and golf carts. City Clerk Chaika answered that there were age limits in state statutes related to ATV/UTV use.

Councilmember Erickson said the ordinance would be mainly for local residents who wanted to go to their local watering hole.

Mayor Roberts asked about thoughts on the timeline. Chief Newman suggested a year revocation since there would be education in the first couple of years to inform them of the rules.

Mayor Roberts asked about speed. City Clerk Chaika answered that Class 1 ATVs and golf carts could not exceed 20 miles per hour on City streets and other classes of ATVs and UTVs had to obey the speed limit.

City Clerk Chaika said that they could work with Bolten and Menk to prepare a map with more details. She asked if this should be opened to all City streets or if there should be a trial run for specific use on specific streets. She said this would not apply to private streets in the City.

Councilmember Erickson suggested opening it up to all City streets.



City Council

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City Clerk Chaika noted one provision was that the City Council could revise the map at any time through a resolution rather than bringing back an ordinance revision. She said they would fine-tune the ordinance more and bring it back to the City Council Workshop for review. She explained that once they receive the green light to bring forward for full approval, they will bring forward the ordinance and a resolution.

Mayor Roberts said if there were issues, they could rescind the ordinance.

Councilmember Larson asked if there were any clubs in town. Mayor Roberts answered that there were some clubs in the State.

City Clerk Chaika added that farther north, there were more clubs.

Mayor Roberts answered that some cities have signage for UTV and ATV roads.

Councilmember Larson asked if there was a specific location to display the license information. City Clerk Chaika responded that she wanted to look into a sticker option since it would be easiest.

City Administrator Statz said in his previous City, only a few people got licenses.

City Clerk Chaika noted that UTVs and ATVs were being utilized in the City.

Mayor Roberts asked about the time frame. City Clerk Chaika answered that she would be doing some revision and breaking down the golf cart portion. She said she would have Chief Peterson and the legal team look at the ordinance. She suggested having it as a discussion item during the first meeting of March.

Mayor Roberts asked who on staff would complete the inspection. City Clerk Chaika answered that this would need to be discussed. Some cities have their police department enforce the ordinance and other cities have their city administrator.

Captain Hanegraaf answered that they could run a quick training on the inspection, but a majority of them would need to be done on golf carts.

Mayor Roberts voiced appreciation for the timeline.

Mayor Roberts asked if they anticipated a workshop for March 17. City Clerk Chaika answered that she anticipated a few agenda items that were law enforcement-focused. She said they were going to discuss the flock safety cameras and a proposed crypto-coin ordinance; however, if there was no quorum, there would not be a meeting.



City Council

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Councilmember Erickson asked about the workshop on April 21 and the July 28 meeting. City Clerk Chaika said that the mayor could determine to cancel the meeting if the July 28 meeting agenda was light or it could be rescheduled to a different date because of the City golf tournament.

Captain Hanegraaf discussed a \$120,000 grant received for two robots that allow them to take the body cameras and communicate via robot. The robots can communicate with someone without getting too close.

Mayor Roberts asked about the training. Captain Hanegraaf answered that they were essentially controlled by Nintendo-like controllers. He said they did not require much maintenance and had good battery life.

7. Adjourn

Mayor Roberts adjourned the workshop.



City Council

Regular Meeting

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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	
Kevin Miller	Councilmember	Present	

3. Pledge of Allegiance

4. Approve the Agenda (Action)

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

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

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

Comments: None.

6. Consent Agenda Considerations (Action Items)

Councilmember Miller requested to remove item 6.b. from the Consent Agenda.

- Approve City Bills
- Approve Minutes from February 6, 2025 Special Council Meeting
- Approve Minutes from February 10, 2025 Regular Council Meeting
- Approve Gambling Permit and Temporary On-Sale Liquor License applications for Invisible Wounds Project
- Approve Exempt Gambling Permit Applications for Ducks Unlimited and FLAHS Booster Club
- Resolution 02-24-25-01: Approving New Wine and 3.2 On-Sale Liquor Licenses for Rubio's on 61
- Resolution 02-24-25-02: Approving Renewal of Massage Location License for Adevia Spa Salon
- Hidden Creek Second Addition Drainage and Utility Easement

Motion: Councilmember Erickson made a Motion to Approve the Consent Agenda Items 6.a. and 6.c. through 6.h.

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



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Motion: Councilmember Valento made a Motion to Approve Item 6.b., Approve Minutes from February 6, 2025 Special Council Meeting
Motion seconded by Councilmember Erickson. Motion carried 4-0-1 (Miller abstained).

7. Regular Agenda (Action Items)

a) Forest Lake Lions and Forest Lake Masons: Veterans' Memorial Donation, Resolution 02-24-25-03 - Jolleen Chaika

A representative presented a monetary donation for the Veterans' Memorial. He summarized the different fundraisers and charitable events that the Forest Lake Masons held. He explained that the Masons have a special matching fund to raise \$10,000. A representative from the Forest Lake Lions said that they were open to members.

Mayor Roberts thanked both organizations for teaming up together to raise funds for the Veterans' Memorial.

Motion: Mayor Roberts made a Motion to Adopt Resolution 02-24-25-03, Forest Lake Lions and Forest Lake Masons: Veteran's Memorial Donation.
Motion seconded by Councilmember **Miller**. Motion carried 5-0.

b) North Shore Trail Reconstruction Open House Follow-Up and Possible Related Actions – Mark Statz, Ryan Goodman

Mayor Roberts provided background information. He said that there was an open house on Tuesday. The City received a lot of good feedback.

City Administrator Statz explained that City Engineer Goodman would present information to discuss the project further.

City Engineer Goodman said that they received a lot of feedback from a public open house. He summarized the previous discussions and meetings held related to the North Shore Trail Reconstruction. He reviewed the current scope of the work for the project, which was presented at the Public Construction Open House on February 18. He summarized what was not included in the project scope and stated that the project cost was estimated to be approximately \$5.9 million for North Shore Trail. He said that the City budgets \$1.845 million for the local street improvement project. He presented a map of the project and explained the major trail routes. He explained the existing project schedule and asked if they should do nothing between North Shore Trail and Greenway to save money. He explained they could address this portion of North Shore Trail when constructing North Shore Drive. He explained alternative options for the project and detailed the associated pros and cons.

Councilmember Larson asked about the water table in the area. He asked if a thicker overlay would help with the shifting. City Engineer Goodman answered that they previously overlaid because it was cheaper. He said some areas would perform better with thinner, since a thicker overlay would provide a lot of weight on top of the pavement. He said 2.5 inches on existing pavement would crack faster.



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City Administrator Statz asked whether the City Council wanted to delay or explore the specific portion of North Shore Trail. He asked if they wanted to scale back the scope of work or stick with the proposed options. He commented that their least favorite option was the first one. He asked if they wanted to explore an off-road trail in future years. He said if they move forward with the proposed scope, they will not return to the road for a project in approximately twenty years.

Mayor Roberts said that the previous City Council decided to not move forward with an additional trail because other issues in the City needed to be addressed.

City Engineer Goodman reviewed the cost-sharing responsibilities of the City in different cooperative agreement projects in future years.

Mayor Roberts encouraged additional conversation about the project.

Councilmember Erickson asked about the project's costs if they were redeveloped from Greenway to 235th with a trail. City Engineer Goodman answered that there were two options for the trail. One option was estimated at \$6.2 million and \$5.9 million. These estimates did not include property acquisition, removal and replacement of landscape features, and water main extension.

City Engineer Goodman said the estimate for a ten-foot trail with 32 face-to-face was \$6.2 million. They also considered a 28-foot face for a ten-foot trail for \$5.9 million. He said that did not include landscape features and water main expansion.

Councilmember Erickson asked about land acquisition and right-of-way. City Engineer Goodman answered that they would have to research 38 properties to see what the paperwork says since there are variations in the right-of-way. They would also consider the design layout and need to consider wetland mitigation.

Mayor Roberts asked if the 38 properties contemplated both sides and if it would be reduced based on the side of the trail. City Engineer Goodman answered that some of the properties do not have right-of-way, so the City would need to obtain an easement.

Councilmember Erickson asked if the trail would achieve what the group was looking for as discussed at the public open house.

Councilmember Miller said that residents wanted a trail. He asked if there were other trail options to tie the trails together in the future, rather than running the trail around North Shore. City Engineer Goodman answered that they would have to go outside of City limits or go around the wetland. He did not think there was a better option for a trail in Forest Lake. Councilmember Miller asked if you could build a boardwalk. City Engineer Goodman answered that boardwalks were expensive and high in maintenance.



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Councilmember Miller asked about the mill-and-overlay. City Engineer Goodman responded that they were taking a few inches off the top and then would put two-and-a-half inches on top. He said that there was a cost difference and that there would be cracking in a short amount of time.

Councilmember Erickson asked if the mill-and-overlay was a part of the scope of the original project. City Engineer Goodman confirmed this information.

Councilmember Miller asked if there were weight restrictions on the road other than seasonally. City Engineer Goodman confirmed this information.

Public Works Director Adams stated that all City roads were restricted to 5 tons.

Councilmember Erickson asked if the one-mile trail would make residents happy. Mayor Roberts responded that it would please people more than the initial project.

City Administrator Statz said if the project moves forward with the original scope. They would not be ready to do a trail in the next two years. He said it would be a long time before a trail was in place. He explained the developments near the trail were long-range projects.

City Engineer Goodman reviewed additional projects with trails. He asked if this would be a priority for the projects in the coming years.

Mayor Roberts suggested doing more research on the surrounding properties and searching for grant funding. He said that there would be another project that they could tie this trail into. He suggested adding an extra foot on each side of the road for bicyclists and runners.

Commissioner Miller agreed that they could pause on the Greenway to 235th to investigate before moving forward.

Mayor Roberts asked if they could do pothole filing on the road to make it better for the next two years. He said this might not be ideal.

Councilmember Erickson asked about the other options.

Mayor Roberts suggested moving forward with 235th to Highway 97.

City Engineer Goodman suggested a quote package where they would not have to go out for bids. If they were to leave the road, Public Works could do patching.

Mayor Roberts said that the road was bumpy with soil conditions. He said there was an expectation sent to the public that he did not want to back away from.



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Councilmember Erickson asked about other streets being worked on. City Engineer Goodman responded that the roads discussed were Inman Avenue and 224th, which were gravel roads. He detailed the assessment policy. He said that Irish Avenue was also discussed, but it was narrow and steep.

Councilmember Valento said she would be open to pause Greenway to 235th to do more research on the trail options. She voiced favor for the second option if the remainder of 235th to Highway 97 was completed. She said there were many houses there that would desire a trail and the connectivity.

City Engineer Goodman said that there were no pedestrian facilities in these neighborhoods. A new development would be required to put a sidewalk in, and there could be sidewalk projects in other neighborhoods depending on how the area develops.

Councilmember Valento said she would appreciate the option of a trail if she lived there. The current road is dangerous for pedestrians with the speed limit.

Mayor Roberts agreed that a trail would be ideal, but voiced concerns about the costs.

City Administrator Statz asked if the \$6 million estimate included sewer work. City Engineer Goodman confirmed that it did not.

Councilmember Miller asked if it included curb and water. City Engineer Goodman explained the purpose of curbs and the need to remove stormwater. He said that the estimate did not include water.

Mayor Roberts asked if there needed to be a motion or more direction. City Administrator Statz answered that City Engineer Goodman would bring back more information about the on-road trail from 235th to Highway 97. They would bring decisions back to the March 10th meeting.

City Engineer Goodman clarified that they would eliminate the portion of the trail from Greenway to 235th. He said that from the 235th to Highway 97, they would look at the current scope of the project.

Mayor Roberts asked about providing feedback on how the area was striped to optimize the space. City Engineer Goodman said that the original scope of the work would include stormwater replacement, sanitary sewer repairs, minor grading and ditching, and new striping and signage.

c) **Ordinance 748: Amended 2025 Fee Schedule – Jolleen Chaika**

City Clerk Chaika said the City Council approved the 2025 Fee Schedule at the December 2024 meeting. She explained that there were a few changes that needed to be made to the original approved fee schedule and provided background information on each change. She requested a motion to approve the ordinance.



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City Center - Council Chamber

Mayor Roberts asked about the ball field rental moving from three hours to two hours. He also asked if it was determined that three hours was too long. City Clerk Chaika confirmed this information.

Motion: Councilmember Erickson made a Motion to Adopt Ordinance 748, Amended 2025 Fee Schedule.

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

d) Airport Rules and Regulations Steering Committee – Amanda Johnson

City Attorney Johnson reviewed the previous approval from the City Council to work on the Airport Rules and Regulations. She explained that they needed a steering committee that would have two members of the City Council, two members of the Airport Commission, the City Attorney, and the City Administrator. She explained that there would be four meetings.

Mayor Roberts suggested that Councilmember Miller and Mayor Roberts serve on the steering committee.

City Attorney Johnson asked if the City Council would like to select the members from the airport commission or if they would prefer the Airport Commission to select the two members.

Councilmember Valento suggested that the Airport Commission should select the members.

City Attorney Johnson asked if the City Council was okay with the City Attorney and the City Administrator serving on the committee. She explained that Community Development Director Wittman may attend a few meetings.

e) Cable Commission Appointment – Mayor Roberts

Mayor Roberts proposed that the Council appoint Renee Feagan to the Cable Commission for a three-year term until January 2027.

Motion: Mayor Roberts made a Motion to Appoint Renee Feagan to a three-year term on the Cable Commission.

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

Agenda Amendment – Mayor Roberts

Mayor Roberts said since the City Council was now complete, he would like to discuss liaison assignments. City Clerk Chaika explained this topic could be added to the next meeting's agenda or this meeting's agenda would need to be amended by a motion.

Motion: Councilmember Larson made a Motion to Amend the February 24, 2025, Meeting Agenda to add Item 7.f) School District Liaison Appointment.

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



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f) School District Liaison Appointment – Mayor Roberts

Mayor Roberts appointed Councilmember Miller as the School District liaison. He asked if it would be for a one-year term or the duration of the Councilmember appointment. City Clerk Chaika said that historically, they were appointed for the duration of the Councilmember appointment.

Motion: Mayor Roberts made a Motion to Appoint Councilmember Miller as the school district liaison for the duration of his Councilmember appointment.

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

8. Staff Updates

Community Development Director Wittman said that the Planning Commission would hold two public hearings on Zoning Code Amendments on Wednesday. These recommendations would come to the City Council as a public hearing.

Public Works Director Adams discussed how the City funded \$25,000 for tree removal. He discussed previous conversations with a contractor for the trees. He asked if the City Council would like him to move forward with a preferred contractor. City Administrator Statz explained the process of a preferred contractor. He made additional comments that were not heard in the microphone. Councilmember Erickson expressed interest in helping residents know the fair price for tree removal and where to start. Public Works Director Adams explained that the biggest help would be for residents to know about trusted contractors.

City Engineer Goodman said that the Broadway Avenue Open House would be on March 4th from 4 p.m. to 6 p.m. On March 11th, MnDOT will have a Highway 97 Open House from 4 p.m. to 6 p.m.

City Attorney Johnson provided an update that the Office of Cannabis Management reopened the application program for licenses until March. She said that these licenses would be issued this spring.

City Administrator Statz thanked everyone for the warm welcome. He said he is learning a lot of information.

9. Mayor and City Council Updates

Councilmember Larson said that they attended training from the League of Minnesota Cities. He hoped that they could apply this information moving forward.

Councilmember Erickson stated he met with City Administrator Statz, Community Development Director Wittman, and a new EDA Commissioner to get a background on what was happening on the Economic Development Authority.

Mayor Roberts thanked Public Works and City Staff for their help with the Rotary Plunge. He thanked Bolten & Menk for being a primary sponsor for the event.



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10. Adjourn

Mayor Roberts adjourned the meeting at 8:28 p.m.

**CITY COUNCIL – AIRPORT COMMISSION – EDA
PLANNING COMMISSION – PARKS & RECREATION COMMISSION**

~ Minutes ~

Thursday, February 27, 2025

5:30 PM

City Center – Community Room

1. Introductions

Mayor Roberts welcomed all attendees to the training and introductions were made. The following elected and appointed officials were invited and those in attendance are noted as such:

Attendee Name	Title	Status
Blake Roberts	Mayor	Present
Hanna Valento	Councilmember	Present
Leif Erickson	Councilmember	Absent
Jeff Erickson	Councilmember	Present
Kevin Miller	Councilmember	Absent
Don Stehler	Airport Commissioner	Absent
Mark Lynch	Airport Commissioner	Absent
Curtis Monson	Airport Commissioner	Absent
Joe Gallmeier	Airport Commissioner	Present
Mara Bain	Airport Commissioner	Present
Eric Langness	EDA Commissioner	Present
Jenny Lorge	EDA Commissioner	Absent
Jill Grindahl	EDA Commissioner	Present
Chris Hoyt	EDA Commissioner	Absent
Jonathan Wright	EDA Commissioner	Present
Paul Girard	Planning Commissioner	Present
Susan Young	Planning Commissioner	Present
Jesse Wagner	Planning Commissioner	Absent
Tim Stender	Planning Commissioner	Present
Don Stehler	Planning Commissioner	Absent
Karen Morehead	Parks & Recreation Commissioner	Present
Sandra Madsen	Parks & Recreation Commissioner	Present
Sue Herdina	Parks & Recreation Commissioner	Present
Aaron Eckert	Parks & Recreation Commissioner	Present
Don Theisen	Parks & Recreation Commissioner	Present
Tim Garry	Parks & Recreation Commissioner	Present
Melissa Lundmark	Parks & Recreation Commissioner	Present

2. Elected/Appointed Official Training

introduced City Attorney Amanda Johnson presented training to the attendees on the following topics:

**CITY COUNCIL – AIRPORT COMMISSION – EDA
PLANNING COMMISSION – PARKS & RECREATION COMMISSION**

~ Minutes ~

Thursday, February 27, 2025

5:30 PM

City Center – Community Room

- City Administration
- Open Meeting Law
- Data Practices Act
- Conflicts of Interest
- Gift Law
- Municipal Planning
- Public Hearings

3. Adjourn

Following the presentation by City Attorney Johnson and an opportunity for questions, the workshop was adjourned.

STAFF REPORT

MEETING DATE: March 10, 2025
STAFF ORIGINATOR: Jolleen Chaika, City Clerk
AGENDA ITEM: Massage Business and Therapists Licenses

BACKGROUND:

Timeless Elements, located at 608 Lake Street South, has applied to renew the recently inactive Massage Business License. The applicant business has held such licenses in the past but did not reapply prior to expiration of last year's license. They have a licensed massage therapist on staff who is prepared to offer massage services upon issuance of the license.

Blooming Chiropractic, located at 20 Lake Street North, has applied for a Massage Business License to add therapeutic massage services to chiropractic and acupuncture services already offered at their business. The massage therapist the business wishes to bring on board, Jennifer Anderson, has also applied for a Massage Therapist License.

Background checks were conducted by Forest Lake PD and no negative history was found related to any of the applicants. City staff have reviewed the applications and determined that the applicants meet all current city ordinance requirements.

The full license applications are available for review in the Clerk's Office.

RECOMMENDATION:

Move to approve Resolution 03-10-25-01 authorizing issuance of Massage Business Licenses for Timeless Elements and Blooming Chiropractic, and a Massage Therapist License for Jennifer Anderson effective through January 31, 2026.

ATTACHMENTS:

Resolution 03-10-25-01

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

Resolution 03-10-25-01

Approving Massage Business and Therapist Licenses

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

WHEREAS, Blooming Chiropractic has applied for a Massage Business License to offer therapeutic massage services at her clinic via massage therapist; and,

WHEREAS, Jennifer Anderson has applied for a Massage Therapist License to provide therapeutic massage services at Blooming Chiropractic; and,

WHEREAS, Timeless Elements has applied for a Massage Business License to offer therapeutic massage services at their salon clinic via an already licensed massage therapist; and,

WHEREAS, City staff, including the Forest Lake Police Department, have reviewed the application and background investigation materials and have found that all applicants meet the local requirements to obtain the requested massage licenses.

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

The City of Forest Lake hereby approves the issuance of a Massage Business License to Blooming Chiropractic, a Massage Therapist License to Jennifer Anderson, and a Massage Business License to Timeless Elements effective until January 31, 2026 unless cancelled or revoked prior to that date.

Adopted by the City Council of the City of Forest Lake this 10th of March, 2025.

Blake Roberts, Mayor

ATTEST:

Jolleen Chaika, City Clerk

STAFF REPORT

MEETING DATE: March 10, 2025
STAFF ORIGINATOR: Jolleen Chaika, City Clerk
AGENDA ITEM: Excluded Gambling Permit Application

INTRODUCTION:

Non-profit organizations must obtain City approval to obtain an exempt or excluded gambling permit for bingo or raffle events. The Forest Lake Boys LAX Club applied to conduct two (2) bingo events at the American Legion: 4/25/2025 and 09/20/2025.

BACKGROUND:

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

Excluded Bingo Permit (LG240B):

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

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

The Forest Lake Boys LAX Club meet state and local requirements for local approval of the submitted excluded applications.

RECOMMENDATION:

Move to approve LG240B for the Forest Lake Boys LAX Club and authorize City Clerk to sign applications for remittance to the Minnesota Gambling Control Board.

ATTACHMENTS:

LG240B – Forest Lake Boys LAX Club

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

Organization Name: Forest Lake Boys LAX Club Previous Gambling Permit Number: _____

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 80-0935668

Mailing Address: PO Box 612

City: Forest Lake State: MN Zip: 55092 County: Washington

Name of Chief Executive Officer (CEO): Amy Anderson

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

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

☒ **Current calendar year Certificate of Good Standing**
Don't have a copy? This certificate must be obtained each year from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☐ **Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name**
Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.

☐ **Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

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

If yes, list the dates when bingo was conducted: _____

The proposed bingo event will be:

☒ one of four or fewer bingo events held this year. Dates: April 25, 2025 and September 20, 2025

-OR-

☐ conducted on up to 12 consecutive days in connection with a:

☐ county fair Dates: _____

☐ civic celebration Dates: _____

☐ Minnesota State Fair Dates: _____

Person in charge of bingo event: Amy Anderson Daytime Phone: 651-283-0461Name of premises where bingo will be conducted: American Legions Post #225Premises street address: 355 West Broadway AvenueCity: Forest Lake If township, township name: _____ County: Washington

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

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

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

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

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge.

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

Print Name: Amy Anderson, President of the Forest Lake Boys LAX Club

MAIL OR FAX APPLICATION & ATTACHMENTS

Mail or fax application and a copy of your proof of nonprofit status to:

Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113
Fax: 651-639-4032

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

Questions?

Call a Licensing Specialist at 651-539-1900.

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. A list of licensed distributors is available on the Gambling Control Board's website at www.mn.gov/gcb.

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

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

will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board

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

**Office of Engineering**

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

February 26, 2025

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

RE: Contractor's Request for Payment No. 26
Water Treatment Plant No. 4

Dear Mayor and Council:

We recommend the council approve Contractor's Pay Request No. 26 and pay \$75,500.71 to Municipal Builders, Inc. for the services and materials they provided on the above-referenced project. The request includes a reduction in retainage to withhold \$15,000 for correcting a pavement drainage issue that will be completed by the contractor in the spring. The remaining retainage and final payment will not be issued until all work is completed and corrected and the project is ready for closeout.

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

Sincerely,

Ryan J. Goodman, P.E.
City Engineer

Enclosures: Contractor's Pay Request No. 26

Contractor's Application for Payment

Owner:	City of Forest Lake	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	N13.120880
Contractor:	Municipal Builders, Inc.	Agency's Project No.:	
Project:	Water Treatment Plan No. 4		
Contract:			
Application No.:	26	Application Date:	11/14/2024
Application Period:	From 8/9/2024	to	2/21/2025

1. Original Contract Price	\$	8,479,757.00
2. Net change by Change Orders	\$	275,565.12
3. Current Contract Price (Line 1 + Line 2)	\$	8,755,322.12
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	8,755,322.12
5. Retainage		
a. <input checked="" type="checkbox"/> X \$ - Work Completed	\$	15,000.00
b. <input checked="" type="checkbox"/> X \$ - Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	15,000.00
6. Amount eligible to date (Line 4 - Line 5.c)	\$	8,740,322.12
7. Less previous payments	\$	8,664,821.41
8. Amount due this application	\$	75,500.71
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	-

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Municipal Builders, Inc.

Signature:

Date:

Name:

Title:

Recommended by Bolton & Menk, Inc.

Approved by Forest Lake

By:

By:

Name: Jake R. Pichelmann, P.E.

Name:

Title: Project Manager

Title:

Date: 02-26-2025

Date:

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	City of Forest Lake					Owner's Project No.:		
Engineer:	Bolton & Menk, Inc.					Engineer's Project No.: N13.120880		
Contractor:	Municipal Builders, Inc.					Contractor's Project No.:		
Project:	Water Treatment Plant No. 4							
Contract:								

Application No.:	26	Application Period:	From	08/09/24	to	02/21/25	Application Date:	11/14/24
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A	B	C	D	E	F	G	H	I
Item No.	Description	Scheduled Value (\$)	Work Completed		Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)
			(D + E) From Previous Application (\$)	This Period (\$)				
Original Contract								
1	CONSTRUCTION OF ALL FACILITIES AS SHOWN ON THE CONTRACT DRAWINGS AND AS SPECIFIED IN THE CONTRACT SPECIFICATIONS	8,479,757.00	8,476,779.74	2,977.26		8,479,757.00	100.0%	-
						-		-
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						-		-
Original Contract Totals		\$ 8,479,757.00	\$ 8,476,779.74	\$ 2,977.26	\$ -	\$ 8,479,757.00	100.0%	\$ -

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	City of Forest Lake					Owner's Project No.:		
Engineer:	Bolton & Menk, Inc.					Engineer's Project No.: N13.120880		
Contractor:	Municipal Builders, Inc.					Contractor's Project No.:		
Project:	Water Treatment Plant No. 4							
Contract:								
Application No.:	26	Application Period:	From	08/09/24	to	02/21/25	Application Date:	11/14/24
A	B	C	D	E	F	G	H	I
			Work Completed					
			(D + E) From Previous Application (\$)	This Period (\$)	Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)
Item No.	Description	Scheduled Value (\$)	(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
Change Orders								
1	Change Order No. 1	184,474.57	184,474.57			184,474.57	100.0%	-
2	Change Order No. 2	91,090.55	91,090.55			91,090.55	100.0%	-
						-		-
						-		-
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Change Order Totals		\$ 275,565.12	\$ 275,565.12	\$ -	\$ -	\$ 275,565.12	100.0%	\$ -
Original Contract and Change Orders								
Project Totals		\$ 8,755,322.12	\$ 8,752,344.86	\$ 2,977.26	\$ -	\$ 8,755,322.12	100.0%	\$ -

STAFF REPORT



MEETING DATE: March 10, 2025

STAFF ORIGINATOR: Dave Adams, Public Works Director

AGENDA ITEM: 2025 Funding Support Agreement for AIS and Lake Management in Forest Lake

INTRODUCTION:

Three years ago, it was decided that the City, FLLA, and CLFLWD should enter into an agreement that spells out what is spent on the lake and who is spending the dollars. Funding includes Weed Harvesting, Boat Inspections, Education Outreach, and treatment of AIS in the lake.

ANALYSIS:

In 2023, the agreement had a change that included the addition of a reserve fund that each entity would begin to accumulate from unspent agreement dollars. The creation of this reserve was beneficial as the Lake experienced an outbreak of a type of Eurasian Water Milfoil last summer that was able to be quickly treated and eradicated due to funding being readily available by all parties. There are no proposed changes to the 2025 agreement and has already been signed by CLFLWD and FLLA. Dedicated City dollars for this agreement is already accounted for in the City's 2025 Surface Water Fund, which is funded through the City's Stormwater Utility Fee.

RECOMMENDATION:

Staff recommends **"Motion to approve 2025 Funding Support Agreement for AIS and Lake Management in Forest Lake"**

Attachments:

2025 Funding Support Agreement for AIS and Lake Management in Forest Lake

**FUNDING SUPPORT AGREEMENT
for AQUATIC INVASIVE SPECIES and Lake MANAGEMENT Activities on FOREST LAKE**

THIS FUNDING SUPPORT AGREEMENT is made this ____ day of _____, 20____ by and among the Comfort Lake-Forest Lake Watershed District ("District"), the City of Forest Lake ("City"), a Minnesota municipal corporation, and the Forest Lake Lake Association ("FLLA"), a 501c(3) non-profit organization hereafter collectively referred to as "Parties", and individually as "Party."

WHEREAS, the District has adopted its "2022-2031 Watershed Management Plan," effective August 26, 2021, ("WMP") pursuant to Minnesota Statutes §103B.231;

WHEREAS the WMP provides that the District will carry out a program to manage aquatic invasive species ("AIS") within the District's lakes, to prevent the spread of AIS, protect water quality, enhance ecological integrity and diversity, and maintain lake recreational use;

WHEREAS, the WMP implementation plan, at paragraphs 3011-B through 3011-H, describes AIS program elements including watercraft inspections; providing AIS signage and cleaning and disposal equipment at launch sites; performing aquatic macrophyte surveys; establishing and carrying out AIS early detection, rapid response, and prevention actions; conducting pilot work and research on AIS control; managing and removing AIS from lakes; and managing common carp to protect native plant communities ("WMP Plan").

WHEREAS, the City views the District's WMP Plan for Forest Lake as beneficial for the health, safety and welfare of the City, and the City and the FLLA wish to support the District's efforts by contributing funding;

WHEREAS, it is difficult to prepare for unseen challenges to AIS and Lake Management Activities. To help provide an opportunity for faster response and offset possible financial burdens, each party will create a reserve fund. If the parties do not spend their total annual funds, the remaining balance will be placed in a reserve fund. This reserve fund will be capped at the party's annual contribution. Once the Reserve Fund has reached its cap, parties may choose at their own discretion what to do with further additional funding;

WHEREAS, the parties entered, and implemented, a funding agreement for calendar year 2024, and desire to entire into a funding agreement for calendar year 2025, for the WMP Plan for Forest Lake.

NOW, THEREFORE, the City, FLLA, and District enter into this Agreement and hereby agree as follows:

1. The District will carry out AIS management activities on Forest Lake in accordance with paragraphs 3011-B through 3011-H of its WMP implementation plan.
2. The City will conduct native plant harvesting and other lake management activities to support the recreational quality of the lake.
3. FLLA will perform AIS management activities as determined by FLLA.

4. The parties agree to spend, in calendar year 2025, the following amounts on activities described in paragraphs 1 through 3:

City:	\$63,750 (42.5%)
District:	\$63,750 (42.5%)
FLLA:	\$22,500 (15%)

up to a combined maximum by all 3 parties of \$150,000. By November 15, 2025, each party will share with the others the documentation for its expenditures. If any party has not met its maximum spending commitment, reimbursement among the parties will occur so that the total expenditure is distributed in accordance with the stated percentages.

5. Expenditures that count toward a party's commitment include services and materials purchases, equipment rental, staff costs, and hired contractor costs. Expenditures covered by grant funds are not counted towards the totals in paragraph 4.
- a. The City may count expenditures for native plant harvesting. However, pursuant to the District's WMP, the District cannot participate in the removal of native aquatic plants, including the reimbursement to others for such activities. Therefore, harvesting expenditures will not count in determining the amount of reimbursement the District must provide should it fail to meet its spending commitment.
6. If a party does not meet its spending commitment in paragraph 4, above, it will establish a reserve in the amount by which its spending, plus the amount it has reimbursed the other parties under paragraph 4, falls short of its commitment. The reserve for each party will be capped at their respective financial commitment, as listed under paragraph 4. At a time of its choosing, it will spend the reserve for purposes described in this agreement and will inform the other parties when it has done so.
7. This agreement is for the purpose of establishing mutual funding commitments for the District's WMP Plan for Forest Lake. Each party is responsible for the activities it elects to perform, and no party assumes responsibility for the activities of another party. As between the District and the City, this is not a joint powers agreement and neither party agrees to be responsible for the acts or omissions of the other party within the meaning of Minnesota Statutes 471.59, subd. 1a(a).
8. The District, City and FLLA are performing the work subject to this agreement in reliance on each other's funding as herein provided. The City, District, and FLLA intend that this agreement be legally binding.
9. Official contacts for the administration of this agreement are:

City of Forest Lake
 Dave Adams, Public Works Director
Dave.Adams@ci.forest-lake.mn.us

Comfort Lake-Forest Lake Watershed District
Mike Sandager, Permit Coordinator
mike.sandager@clflwd.org

Forest Lake Lake Association
Jerry Grundtner, Board Member
jgrundtner@msn.com

[Remainder of page intentionally blank]

In Witness Hereof, this Agreement is executed on the date first above written.

Comfort Lake Watershed District

By: Mike Kinney
Mike Kinney, Administrator

Date: March 3, 2025

City of Forest Lake

By: _____

Blake Roberts, Mayor

Date: _____

By: _____

Attest: Jolleen Chaika, City Clerk

Date: _____

Forest Lake Lake Association

By: _____

Jerry Grundtner, Board Member

Date: _____

3/1/25

STAFF REPORT

MEETING DATE: March 10, 2025
STAFF ORIGINATOR: Kyle Young, Parks and Recreation Coordinator
AGENDA ITEM: Agreement – North Shore Circle Park Restoration

INTRODUCTION: In 2022, the City of Forest Lake needed to use a portion of North Shore Circle Park to offset stormwater requirements for the Street and Utility Reconstruction Project on North Shore Circle/Hayward. The stormwater improvements that were installed were not received very well by the nearby residents, so City staff and the Watershed discussed how this area could be approved. CLFLWD was able to secure a grant to add additional amenities to this parkland that would make the park both more appealing to the eye, provide access to the lake, and protect the shoreline along this section of Forest Lake. This grant/improvement requires that the City and CLFLWD enter into an agreement that both allows the watershed to use public property to complete these improvements and spells out maintenance responsibilities of this project.

Analysis:

Using grant dollars, CLFLWD will bear all of the costs for the water quality portion of the project. The proposed walking path and area for a bench to be installed are not grant eligible and would come at the cost of the City of Forest Lake. Long-term maintenance is also split between these two improvements, whereas CLFLWD will be responsible for the maintenance of the water quality improvements and the City would be responsible for maintenance of the walking trail and bench area and bench. Once this agreement is approved, the watershed will be letting the project and construction is planned for 2025. The City's portion of this project will be bid out as an alternate and will be brought back to City Council for review and approval.

RECOMMENDATION:

Move to approve the North Shore Circle Park Shoreline Restoration Agreement

ATTACHMENTS:

North Shore Circle Park Shoreline Restoration Agreement

AGREEMENT

North Shore Circle Park Shoreline Restoration

THIS PROPERTY USE AGREEMENT ("Agreement") is entered into between the City of Forest Lake ("City") and the Comfort Lake-Forest Lake Watershed District (CLFLWD), political subdivisions of the State of Minnesota.

RECITALS

A. The CLFLWD, in accordance with Minnesota Statutes §103B.231, has adopted a watershed management plan (WMP) that identifies projects and programs to protect and improve water resources within its boundaries, prominently including Forest Lake.

B. Pursuant to the WMP, the CLFLWD is engaging in watershed management initiatives in and around Forest Lake to improve water quality and habitat, and to provide other public water resource benefits pursuant to Minnesota Statutes chapters 103B and 103D.

C. These initiatives include performing water quality monitoring, engaging in rough fish management activities such as carp surveys and removal, and restoring native shoreline vegetation. Restoring native shoreline vegetation will filter pollutants from stormwater and snowmelt runoff into the lake, stabilize the shoreline, and improve adjacent aquatic and terrestrial habitat.

D. CLFLWD engages in adaptive watershed management, identifying and modifying initiatives for implementation on the basis of evolving knowledge and practice. Adaptive management requires ongoing and timely communication and coordination with local partners. The CLFLWD and the City have implemented successful projects through such collaboration (e.g., Target retrofit, Bixby Park, Forest Lake 3rd Lake Wetland Treatment Basin, street sweeping program) and maintain ongoing coordination by means such as inter-staff meetings, frequent staff communications through phone and email, and joint City Council-CLFLWD Board meetings.

E. To continue this collaboration, the CLFLWD and the City enter into this Agreement. The City owns property riparian to Forest Lake presently identified as 7619 North Shore Circle North (the "Property"). The purpose of this Agreement is to allow the CLFLWD to enter onto, install, and maintain improvements on the Property, including ice ridge grading, stabilizing the shoreline, installing a native vegetation shoreline buffer with trees, boulders, signage and related appurtenances (together, "the Project"). The rights conveyed to the CLFLWD hereunder provide the foundation for the CLFLWD to invest in the Project.

TERMS of CLFLWD PROPERTY USE

1. The CLFLWD may install and maintain the Project in accordance with the terms of Attachment A hereto, incorporated herein. For that purpose, the District may engage in activities on the Property that include parking vehicles; unloading, loading, staging and operating equipment; installing and maintaining exclusion fencing, erosion control practices, silt curtain, and other construction-phase protective measures; and crossing the Property for Project installation, inspection and maintenance. CLFLWD maintenance of the shoreline buffer may include mowing, mechanical and chemical weed removal, and watering. The gravel pad and path shown on Attachment A are not a part of the Project, but rather improvements that the City may choose to install. If the City does choose to do so, it will install and maintain those improvements in coordination with the CLFLWD and the terms of this Agreement. CLFLWD

will continue to be responsible for managing vegetation bordering the gravel pad and path within the shoreline buffer area, including emergent plants.

2. During the term of this Agreement, the CLFLWD will maintain municipal liability coverage with a limit of at least \$2 million. The CLFLWD will hold the City harmless and indemnify and defend it with respect to all claims, costs, liabilities and damages resulting from CLFLWD activity, and that of its representatives and contractors, under this Agreement, except to the extent that the claim, cost, liability or damage is due to the negligent or willful act or omission of the City or a party under the City's authority or control.

3. Other than affording the CLFLWD the right to occupy the Property as set forth herein, the City has no responsibility for CLFLWD activities under this Agreement. The City will cooperate with the CLFLWD to the extent cooperation as property owner is required for a permit, approval or other purpose. However, the CLFLWD will be responsible for all permit fees and application preparation costs.


4. As between the City and the CLFLWD, the CLFLWD will bear all responsibility and liability to maintain the Project and protect it against damage or loss. Notwithstanding, the City will not interfere with Project construction or maintenance under this Agreement and will take reasonable steps to avoid damage to the Project as a result of any activities in which it engages or authorizes another to engage on the Property. Neither the City, nor anyone under its authority or control, will disturb shoreline soils or vegetation; apply any chemical to the planted shoreline area; place any structure or improvement, permanently or temporarily, within the planted shoreline area; or place or dispose of any material, including waste vegetation, permanently or temporarily, within the planted shoreline area. Before the City performs or authorizes another to perform vegetation maintenance, soil disturbance or the construction or installation of an improvement adjacent to the planted shoreline area, it will give the CLFLWD due written notice, and the parties will consult to establish reasonable terms by which damage to the area will be avoided.

5. The City will not voluntarily convey a right in or encumbrance on the Property that would limit the CLFLWD's ability to exercise a right under this Agreement without giving the CLFLWD 60 days' notice of a conveyance of the fee interest in the Property or in any part thereof, and will facilitate the CLFLWD's communication with the transferee to discuss a voluntary continuation of the Agreement.

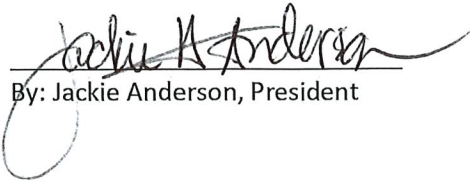
6. This Agreement is effective as of the date it is signed by the CLFLWD and the City. It is of ten years' duration and will automatically renew for subsequent five-year periods. After the initial ten year term, either party may terminate the Agreement by written notice to the other party. Termination is effective 90 days after notice.

IN WITNESS WHEREOF, the parties execute this Agreement, intending to be legally bound.

Approved for Form and Execution


charles holtman (Feb 18, 2025 18:14 CST)

CLFLWD Counsel

COMFORT LAKE-FOREST LAKE WATERSHED DISTRICT
By: Jackie Anderson, President

Date: 02/20/2025

CITY of FOREST LAKE

By: Blake Roberts, Mayor

Date:

By: Jolleen Chaika, Clerk

Date:

ATTACHMENT A – North Shore Circle Park Shoreline Restoration – Revised 01/07/2025

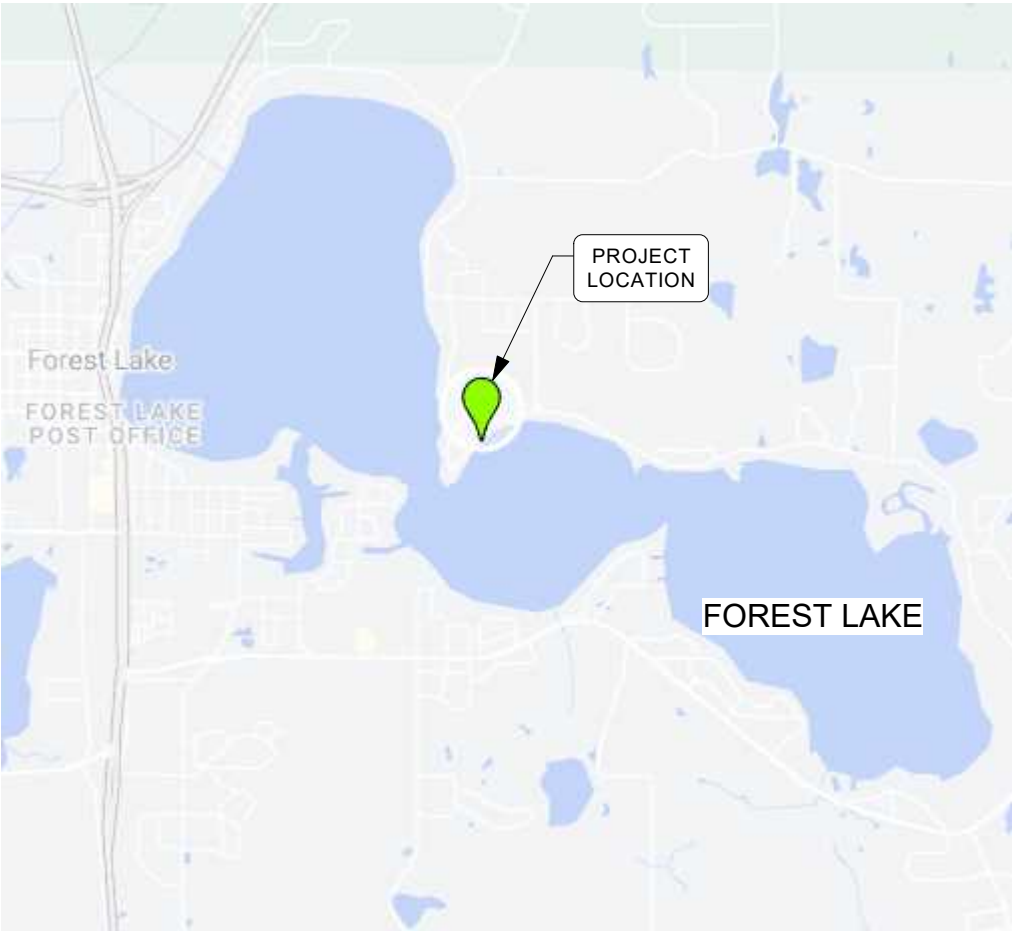
Legend

FOUND MONUMENT 1/2" IP MARKED RLS xxxxx	●	BOLLARD	⊙
SET 1/2" IRON PIPE MARKED RLS NO. xxxxx	○	FLAG POLE	⋈
CABLE TV PEDESTAL	TV	MAILBOX	MB
AIR CONDITIONER	AC	TRAFFIC SIGN	⊖
ELECTRIC MANHOLE	E	UNKNOWN MANHOLE	U
ELECTRIC METER	EM	SOIL BORING	⊕
ELECTRIC PEDESTAL	EP	SPOT ELEVATION	X 950.0
ELECTRIC TRANSFORMER	ET	TRAFFIC SIGNAL	⊙
LIGHT POLE	☆	CONIFEROUS TREE, DECIDUOUS TREE	⊙
GUY WIRE	←		
POWER POLE	⊖	FLARED END SECTION	▽
GAS MANHOLE	G	STORM MANHOLE	⊙
GAS METER	GM	FIRE DEPT. CONNECTION	⊕
TELEPHONE MANHOLE	T	HYDRANT	⊕
TELEPHONE PEDESTAL	TP	CURB STOP	⊙
SANITARY CLEANOUT	CO	WATER WELL	W
SANITARY MANHOLE	C	WATER MANHOLE	W
CATCH BASIN	⊙ or ⊕	WATER METER	WM
STORM DRAIN	⊕ or ⊙	POST INDICATOR VALVE	⊙
		WATER VALVE	⊕

	Existing	Proposed
UNDERGROUND ELECTRIC	--- ELEC ---	--- ELEC ---
UNDERGROUND CABLE TV	--- CABLE ---	--- CABLE ---
UNDERGROUND FIBER OPTIC	---	---
UNDERGROUND TELEPHONE	---	---
OVERHEAD UTILITY	---	---
UNDERGROUND GAS	--- GAS ---	--- GAS ---
SANITARY SEWER	--- SAN →	--- SAN →
STORM SEWER	--- STM →	--- STM →
DRAINTILE	--- DT ---	--- DT ---
WATERMAIN	---	---
WETLAND	---	---
WOODLAND EDGE	---	---
RETAINING WALL	---	---
FENCE	---	---
PROPERTY LINE	---	---
CONSTRUCTION LIMITS	---	---
CURB [TYPICAL]	---	---
CONTOURS	---	---
CULVERT	---	---
EROSION CONTROL LOG	---	---
SILT FENCE	---	---
BUILDING LINE	---	---

City of FOREST LAKE, MINNESOTA

North Shore Circle Park Shoreline Restoration



CONTEXT MAP

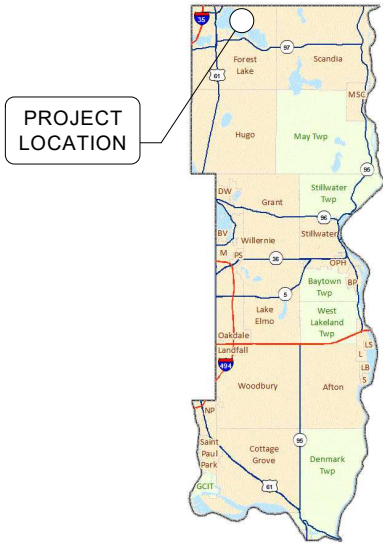


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L-1.1	CONCEPT PLAN
L-1.2	LAYOUT PLAN
L-1.3	PLANTING PLAN
L-1.4	PLANTING DIAGRAM
L-1.5	PLANT LIST: EMERGENT ZONE
L-1.6	PLANT LIST: TRANSITION ZONE
L-1.7	PLANT LIST: UPLAND ZONE
L-1.8	PLANT LIST: STORMWATER BASIN
L-3.0	SECTION A - SOIL LIFTS
L-3.1	SECTION B- COIR LOG
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L-6.0	GENERAL NOTES AND QUANTITIES
L-6.1	SEEDING AND RESTORATION NOTES
L-6.2	CHARACTER IMAGES



NOTE: THE CONTRACTOR SHALL CALL THE GOPHER STATE ONE CALL SYSTEM AT 811 BEFORE COMMENCING EXCAVATION.

plan created for:
57

COMFORT LAKE
WATERSHED DISTRICT
FOREST LAKE
Protecting Your Water Resources

44 Lake St S,
Suite A
Forest Lake
MN 55025
(651) 395-5850
www.clflwd.org

Project Address
7619 North Shore Circle
North
Forest Lake, MN 55025

Project Manager Washington Conservation District	Drawn	LT
	Reviewed	AR
	Revision	12.04.24

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 LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Lori Tella

Lori Tella
58219 01.07.25
Reg. No. Date

Project Title
North Shore Circle Park
Shoreline Restoration

Sheet Title
COVER

CAD File Name North Shore Circle_Plan 1.07.25.vwx

PLAN CREATED BY:

Washington
Conservation
District
455 Hayward Ave N
Oakdale, MN 55128
www.mnwcd.org (651) 330-8220

REVISION DATE:

10/07/24 60% Plans [CLFLWD Review]

12/02/24 90% Plans [City Review]

1/07/25 100% Final Plans [Issued for Bidding]

Date
10.07.24



1 Concept Plan
Scale: 1" = 20'-0"

FOREST LAKE


ORDINARY HIGH WATER LEVEL = 901.8 ft
CURRENT WATER LEVEL = 901.38 ft (10/14/2024)
ALL ELEVATIONS @ NGVD 29

PROJECT OVERVIEW: NORTH SHORE CIRCLE PARK
This city-owned property is located on the north-central portion of Forest Lake. The park has an existing stormwater feature and has the potential to be a shoreline and native planting demonstration. This project proposes to improve the lakeshore using bio-engineering practices such as coirlogs, live staking, and native plants. The existing shoreline is eroding and the park is looking for a longer-term solution. An ice ridge will be removed and graded to provide an even slope. A new path will provide delineated public access to the lake.


Project: ~ 2,250 SF of restoration along 100 LF of shoreline.
~ 1,000 SF of stormwater basin enhancement.



EXISTING SHORELINE



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COMFORT LAKE
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Project Address 7619 North Shore Circle North Forest Lake, MN 55025	Revision	10/07/24 [CLFLWD Review]
	Project Manager	Aidan Read CLFLWD 651-583-6590
	Drawn	LT
	Reviewed	AR

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Lori Tella
Lori Tella

Date 01.07.25
Reg. No. 58219

Project Title
North Shore Circle Park
Shoreline Restoration

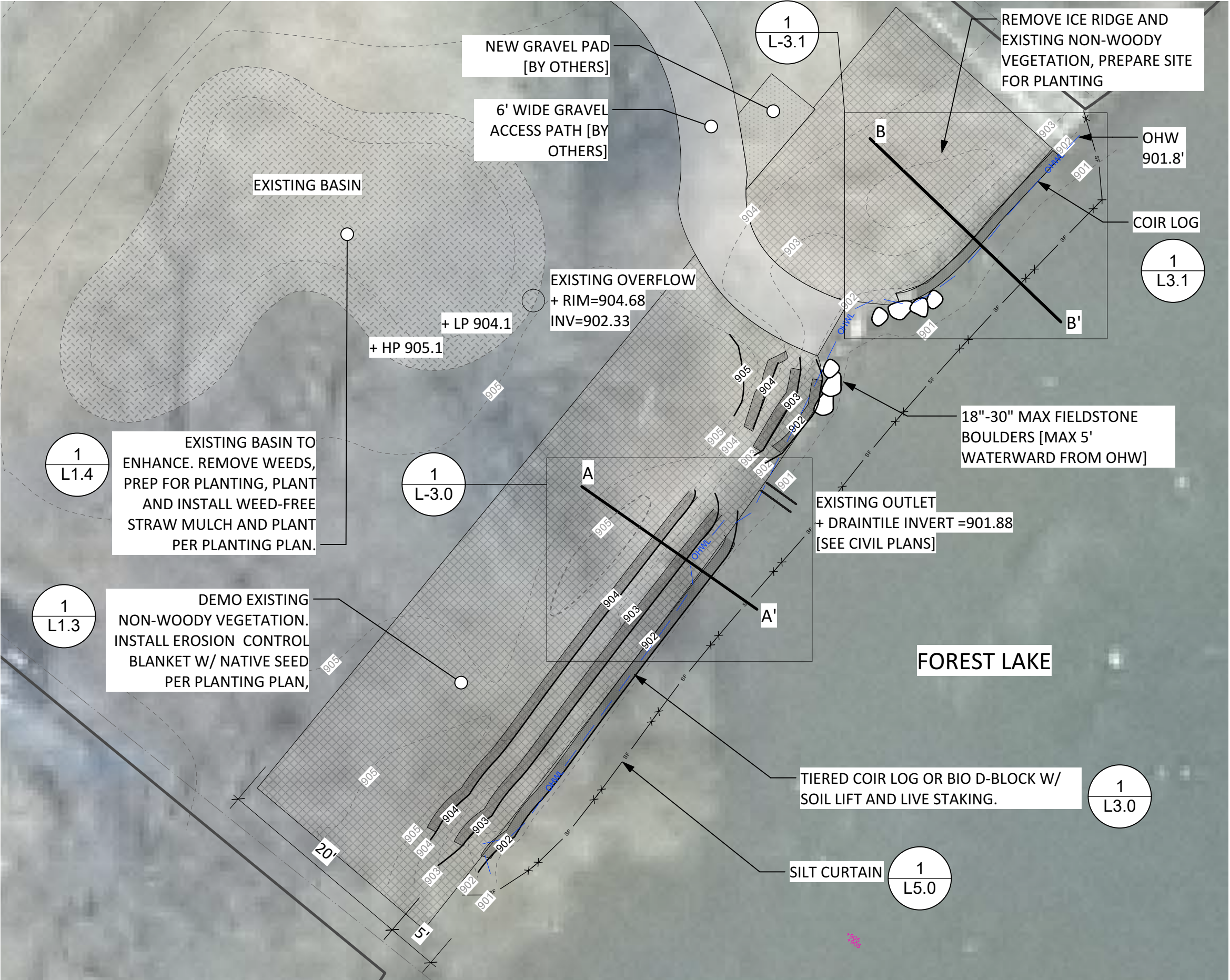
Sheet Title
CONCEPT PLAN

CAD File Name North Shore Circle_Plan 1.07.25.vwx

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of

15



General Notes

1. CONTRACTOR RESPONSIBLE FOR OBTAINING ALL PERMITS.
2. CALL BEFORE YOU DIG. IT SHALL BE CONTRACTOR'S RESPONSIBILITY TO LOCATE ANY EXISTING UTILITIES LOCATED WITHIN THE PROJECT AREAS.
3. OHW MUST BE CLEARLY MARKED PRIOR TO CONSTRUCTION. BASE INFORMATION HAS BEEN REFERENCED FROM OTHERS. IF CONDITIONS DO NOT MATCH THE PLAN NOTIFY THE WCD PRIOR TO PROCEEDING.



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Project Address 7619 North Shore Circle North Forest Lake, MN 55025	Revision	
	Project Manager Aidan Read CLFLWD 651-583-6590	10/07/24 [CLFLWD Review] 12/02/24 [City Review] 1/07/25 [Bidding]
	Drawn LT	Reviewed AR

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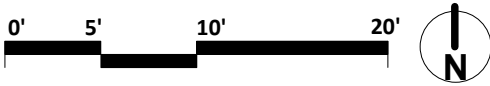
Lori Tella
Lori Tella

Date 01.07.25
Reg. No. 58219

Project Title
North Shore Circle Park
Shoreline Restoration
Sheet Title
LAYOUT PLAN
CAD File Name North Shore Circle_Plan 1.07.25.vwx

Date
10.07.24

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of
15



FOREST LAKE

ORDINARY HIGH WATER LEVEL = 901.8 ft
CURRENT WATER LEVEL = 901.38 ft
(10/14/2024)
ALL ELEVATIONS @ NGVD 29



1

Planting Plan

Scale: 1" = 20'-0"

0'

10'

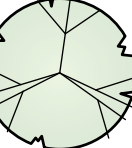
20'

40'

N

FOREST LAKE
ORDINARY HIGH WATER LEVEL = 901.8 ft
CURRENT WATER LEVEL = 901.38 ft (10/14/2024)
ALL ELEVATIONS @ NGVD 29

PLANT SCHEDULE

SYMBOL	QTY.	NAME/ SPECIES	SIZE
	3	<u>Hackberry</u> <i>Celtis occidentalis</i>	1" cal.
		<u>Swamp White Oak</u> <i>Quercus bicolor</i>	1" cal.

TOTAL TREES/ SHRUBS: 3





LIVE STAKES

	12	<u>Red-osier Dogwood</u> <i>Cornus sericea</i> <u>Silky Dogwood</u> <i>Cornus amomum</i> <u>Hazelnut</u> <i>Corylus cornuta</i>	2'-3' long
	12	<u>Bebb's Willow</u> <i>Salix bebbiana</i> <u>Pussy Willow</u> <i>Salix discolor</i> <u>Buttonbush</u> <i>Cephalanthus occidentalis</i>	2'-3' long

TOTAL LIVE STAKES: ~24

GROUNDCOVER

(See Planting Lists and Planting Diagram)


- **EMERGENT ZONE**
~ 400 SF (150 Plugs)
Native Seed [optional]
- **TRANSITION ZONE**
~ 1,400 SF (700 Plugs),
Native Seed [optional]
- **UPLAND ZONE**
~ 450 SF (200 Plugs),
Native Seed [optional]
- **BASIN ENHANCEMENT**
~ 1,000 SF (450 Plugs)
Native Seed [optional]

TOTAL PLUGS: 1,500 Plugs at 18" OC


NATIVE SEED - 3,250 SF [Optional]

(See Planting Lists for Species Recommendations)

*PLANT QUANTITIES ARE ESTIMATES. FIELD FIT PLANTINGS TO FILL IN AREAS AROUND SHRUBS. CONTRACTOR IS RESPONSIBLE FOR 90% COVERAGE WITHIN 1 YEAR OF PLANTING.



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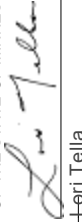
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Project Address
7619 North Shore Circle North
Forest Lake, MN 55025

Revision
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12/02/24 [City Review]
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Project Manager
Aidan Read
CLFLWD
651-583-6590

Drawn LT
Reviewed AR

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Lori Tella

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Project Title
North Shore Circle Park
Shoreline Restoration

Sheet Title
PLANTING PLAN

CAD File Name North Shore Circle_Plan 1.07.25.vwx

of

15

Bio-engineered Shoreline Restoration

SHORELINE VEGETATION

Vegetation is the key facet of shoreline restoration practices. All structural components for the various types of bio-engineering practices serve the over-arching goal of restoring vegetation to disturbed, poorly functioning shoreline. This planting concept has two plant layers.

The Grass, Sedge, Forbs, and Rushes layer forms the groundcover structural base of the planting. Species are planted as plugs with 18" maximum spacing. Choose from the species lists.

Shrubs and live stakes are placed in the spaces between individual plugs.

SHORELINE GROUNDCOVER

(See Planting Plan L1.3, Lists L1.5 - 1.7)



UPLAND ZONE

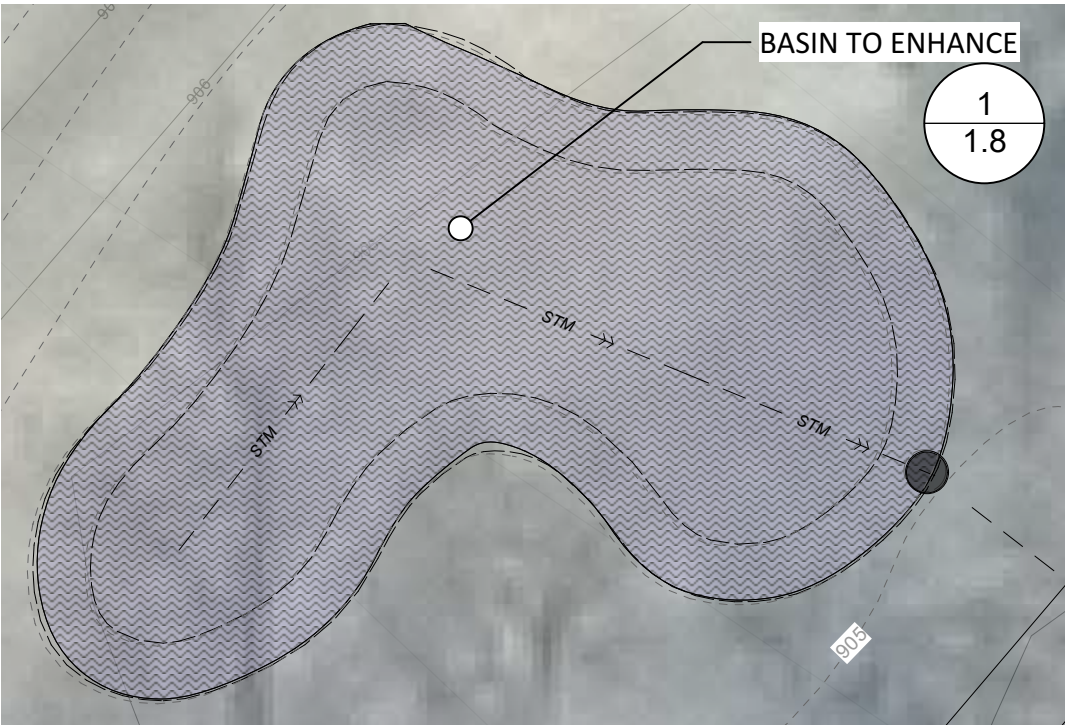


TRANSITION ZONE



EMERGENT ZONE

PROVIDE CONTINUOUS COVERAGE AT AN AVERAGE 18"- 24" SPACING. FIELD FIT AROUND TREES AND SHRUBS.



2

Basin Planting

Scale: 1" = 10'-0"

The stormwater basin has two main zones. At the base of the garden, near inlets and overflows, plants from the emergent list can be added. The edges will need to be drought tolerant. A specific stormwater basin seed mix is provided as an option, or a combination of transional and emergent seed mixes may be used.

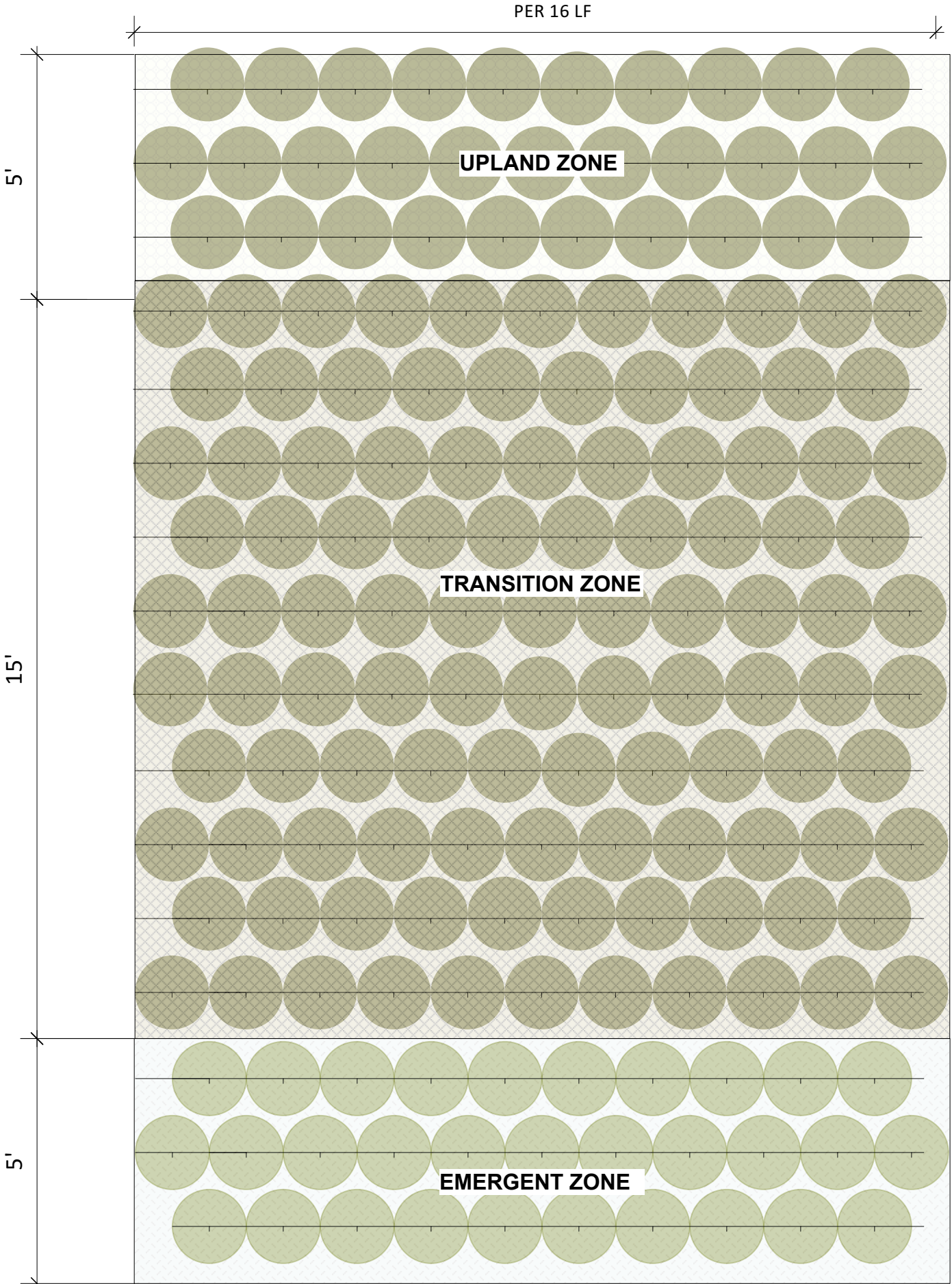
BASIN GROUNDCOVER

(See Planting Plan, L1.3 and List, L1.8



BASIN ENHANCEMENT

PROVIDE CONTINUOUS COVERAGE AT AN AVERAGE 18"- 24" SPACING. FIELD FIT AROUND TREES AND SHRUBS.



1

PLANTING DIAGRAM

Scale: 3/8" = 1'-0"



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Levi Tella
Levi Tella
Date 01.07.25
Reg. No. 58219


Project Title
North Shore Circle Park
Shoreline Restoration
Sheet Title
PLANTING DIAGRAM
CAD File Name North Shore Circle_Plan 1.07.25.wvx

	<u>SHORELINE PLANTING / EMERGENT ZONE</u> Choose (3) species min. Forbs; Choose min. (1) Sedge & (1) Grass <i>Plant size base on availability, plugs or #1 cont. recommended.</i>			
Description: 34-181 Emergent Wetland Mix				
Seeding Rate: 5 lb/acre (110.1 seeds/square foot)				
Notes: Emergent wetland restoration for use in wetland mitigation, shoreline restoration and wet stormwater ponds where emergent vegetation is desired.				
MODIFIED- No Rice-cut Grass				
Common Name	Scientific Name	% of Mix	Seeds/ft²	Total
Grasses				
American Sloughgrass	Beckmannia syzigachne	14.00%	12.9	0.700 PLS lb
American Manna Grass	Glyceria grandis	5.00%	6.4	0.250 PLS lb
Rice Cut Grass	Leersia oryzoides	6.00%	3.7	0.300 PLS lb
Sedges & Rushes				
River Bulrush	Bolboschoenus fluviatilis	15.20%	1.2	0.760 PLS lb
Bottlebrush Sedge	Carex comosa	3.60%	2.0	0.180 PLS lb
Lake Sedge	Carex lacustris	1.20%	0.2	0.060 PLS lb
Tussock Sedge	Carex stricta	0.80%	0.8	0.040 PLS lb
Needle Spikerush	Eleocharis acicularis	2.00%	2.6	0.100 PLS lb
Common Spikerush	Eleocharis palustris	2.00%	1.9	0.100 PLS lb
Torrey's Rush	Juncus torreyi	0.80%	23.5	0.040 PLS lb
Three-square Bulrush	Schoenoplectus pungens	4.60%	1.0	0.230 PLS lb
Softstem Bulrush	Schoenoplectus tabernaemontani	8.80%	5.0	0.440 PLS lb
Woolgrass	Scirpus cyperinus	1.00%	31.2	0.050 PLS lb
Forbs				
Sweet Flag	Acorus americanus	5.60%	0.7	0.280 PLS lb
Northern Water Plantain	Alisma triviale	8.00%	9.7	0.400 PLS lb
Swamp Milkweed	Asclepias incarnata	5.60%	0.5	0.280 PLS lb
Common Arrowhead	Sagittaria latifolia	6.00%	6.7	0.300 PLS lb
Giant Bur Reed	Sparganium eurycarpum	9.80%	0.1	0.490 PLS lb


EMERGENT ZONE PLANTING -
Select Species from the 34-181
Emergent Wetland Mix
[or approved equal]
~150 Plugs, per 400 SF @ 18-24" OC
Native Seed Optional

EXAMPLE PLANT SCHEDULE:
*indicates substitution

- Grasses**
20 Glyceria grandis (American Manna Grass)
- Sedges & Rushes**
20 Bottlebrush Sedge (Carex comosa)
20 Three-square Bulrush (Schoenoplectus pungens)
15 Lake Sedge (Carex lacustris)
15 Tussock Sedge (Carex stricta)
- Forbs**
20 Blue Flag Iris (Iris versicolor)*
20 Broad-leaf Arrowhead (Sagittaria latifolia)
20 Swamp Milkweed (Asclepias incarnata)



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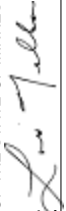
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1/07/25 [Bidding]

Project Manager
Aidan Read
CLFLWD
651-583-6590

Drawn LT
Reviewed AR

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Date 01.07.25
Reg. No. 58219

Project Title
North Shore Circle Park
Shoreline Restoration
Sheet Title
PLANT LIST: EMERGENT ZONE

CAD File Name North Shore Circle_Plan1.07.25.vwx

Date
10.07.24

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of
15

SHORELINE TRANSITION ZONE PLANTING - Choose (3) min. Forbs; Choose min. (1) Sedge and (1) Grass
MEDIUM to DRY; FULL-SUN to PART-SHADE; SANDY. Plant size base on availability, plugs or #1 cont. recommended.

Description: 34-261 Riparian South & West Mix

Seeding Rate: 31.5 lb/acre (198.8 seeds/square foot) **MODIFIED- No Rice-cut Grass**

Notes: Native riparian and floodplain plantings for wetland mitigation, ecological restoration, or general permanent cover after culvert or bridge work. Tolerates partial shade.

Common Name	Scientific Name	% of Mix	Seeds/ft ²	Total
Grasses				
American Sloughgrass	Beckmannia syzigachne	4.32%	25.0	1.360 PLS lb
Riverbank Wild Rye	Elymus riparius	1.59%	0.5	0.500 PLS lb
Virginia Wild Rye	Elymus virginicus	5.56%	2.7	1.750 PLS lb
American Manna Grass	Glyceria grandis	0.79%	6.4	0.250 PLS lb
Fowl Manna Grass	Glyceria striata	0.29%	5.3	0.090 PLS lb
Rice Cut Grass	Leersia oryzoides	0.51%	2.0	0.160 PLS lb
Fowl Bluegrass	Poa palustris	2.67%	40.1	0.840 PLS lb
Prairie Cord Grass	Spartina pectinata	0.95%	0.7	0.300 PLS lb

Sedges & Rushes

Pointed-broom Sedge	<i>Carex scoparia</i>	0.19%	1.9	0.060 PLS lb
Tussock Sedge	<i>Carex stricta</i>	0.13%	0.8	0.040 PLS lb
Brown Fox Sedge	<i>Carex vulpinoidea</i>	0.63%	7.3	0.200 PLS lb
Path Rush	<i>Juncus tenuis</i>	0.10%	11.0	0.030 PLS lb
Dark Green Bulrush	<i>Scirpus atrovirens</i>	0.38%	20.3	0.120 PLS lb
Woolgrass	<i>Scirpus cyperinus</i>	0.16%	31.2	0.050 PLS lb

Forbs

Swamp Milkweed	<i>Asclepias incarnata</i>	0.38%	0.2	0.120 PLS lb
Boneset	<i>Eupatorium perfoliatum</i>	0.10%	1.8	0.030 PLS lb
Joe Pye Weed	<i>Eutrochium maculatum</i>	0.19%	2.1	0.060 PLS lb
Sneezeweed	<i>Helenium autumnale</i>	0.16%	2.4	0.050 PLS lb
Giant Sunflower	<i>Helianthus giganteus</i>	0.22%	0.3	0.070 PLS lb
Spotted Touch-me-not	<i>Impatiens capensis</i>	0.16%	0.1	0.050 PLS lb
Great Blue Lobelia	<i>Lobelia siphilitica</i>	0.10%	5.5	0.030 PLS lb
Monkey Flower	<i>Mimulus ringens</i>	0.03%	8.4	0.010 PLS lb
Virginia Mountain Mint	<i>Pycnanthemum virginianum</i>	0.16%	4.0	0.050 PLS lb
Cutleaf Coneflower	<i>Rudbeckia laciniata</i>	0.16%	0.3	0.050 PLS lb
Giant Goldenrod	<i>Solidago gigantea</i>	0.06%	1.8	0.020 PLS lb
Blue Vervain	<i>Verbena hastata</i>	0.48%	5.1	0.150 PLS lb
Common Ironweed	<i>Vernonia fasciculata</i>	0.19%	0.5	0.060 PLS lb

Cover Crop

Oats/Winter Wheat	<i>Avena sativa</i> / <i>Triticum aestivum</i>	79.37%	11.0	25.000 PLS lb
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TRANSITION ZONE:

Select Species from the 34-261 Riparian
South & West Mix [or approved equal]

~700 Plugs/ 1,400 SF, @ 18- 24" OC
Native Seed Optional

EXAMPLE PLANT SCHEDULE:

*indicates substitution

Grasses

50	Virginia Wild Rye (<i>Elymus virginicus</i>)
50	Prairie Cordgrass (<i>Spartina pectinata</i>)
100	Fowl Bluegrass (<i>Poa palustris</i>)
100	Big Bluestem (<i>Andropogon gerardi</i>)*

Sedges & Rushes

100 Common Fox Sedge (*Carex vulpinoidea*)
100 Path Rush (*Juncus tenuis*)

Forbs

- 25 Blue Lobelia (*Lobelia siphilitica*)
- 25 Joe Pye Weed (*Eupatorium maculatum*)
- 25 Maximilian Sunflower (*Helianthus maximiliani*)*
- 25 Mountain Mint (*Pycnanthemum virginianum*)
- 25 Stiff Goldenrod (*Solidago rigida*)*
- 25 Common Ironweed (*Vernonia fasciculata*)
- 25 Sneezeweed (*Helenium autumnale*)
- 25 Cutleaf Coneflower (*Rudbeckia laciniata*)



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		1/202/24 [City Review]
		1/07/25 [Bidding]
	Project Manager	
	Aidan Read CLFLWD	
	651-583-6590	
	Drawn LT	
	Reviewed AR	

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[Signature]
Date 01.07.25
Reg. No. 58219
-eri Tella

Project Title
North Shore Circle Park
Shoreline Restoration
Sheet Title

PLANT LIST: TRANSITION ZONE

Date
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	SHORELINE UPLAND ZONE PLANTING - Choose (3) min. Forbs; Choose min. (1) Sedge and (1) Grass <i>DRY; FULL-SUN to PART-SHADE; SANDY. Plant size base on availability, plugs or #1 cont. recommended.</i>			
SHORELINE - UPLAND ZONE SEED MIX - 1,500 SF SSNS Dry Short Prairie Mix [Or Approved Equal] Seeding Rate: 10 lb/acre (64.4 seeds/square foot)				
Common Name	Scientific Name	% of Mix	Seeds/ft ²	Total
Grasses				
Sideoats Grama	Bouteloua curtipendula	32.00%	7.1	3.200 PLS lb
Blue Grama	Bouteloua gracilis	5.00%	7.3	0.500 PLS lb
Prairie Brome	Bromus kalmii	2.00%	0.6	0.200 PLS lb
Slender Wheatgrass	Elymus trachycaulus	5.00%	1.3	0.500 PLS lb
June Grass	Koeleria macrantha	1.00%	7.3	0.100 PLS lb
Little Bluestem	Schizachyrium scoparium	25.00%	13.8	2.500 PLS lb
Rough Dropseed	Sporobolus compositus	8.00%	8.8	0.800 PLS lb
Sedges & Rushes				
Bicknell's Sedge	Carex bicknellii	1.20%	0.7	0.120 PLS lb
Plains Oval Sedge	Carex brevior	0.80%	0.9	0.080 PLS lb
Forbs				
Prairie Onion	Allium stellatum	0.80%	0.3	0.080 PLS lb
Lead Plant	Amorpha canescens	2.00%	1.2	0.200 PLS lb
Common Milkweed	Asclepias syriaca	1.40%	0.2	0.140 PLS lb
Butterfly Milkweed	Asclepias tuberosa	0.80%	0.1	0.080 PLS lb
White Wild Indigo	Baptisia alba	1.00%	0.1	0.100 PLS lb
New Jersey Tea	Ceanothus americanus	0.40%	0.1	0.040 PLS lb
Partridge Pea	Chamaecrista fasciculata	4.00%	0.4	0.400 PLS lb
White Prairie Clover	Dalea candida	0.60%	0.4	0.060 PLS lb
Purple Prairie Clover	Dalea purpurea	1.60%	1.1	0.160 PLS lb
Prairie Cinquefoil	Drymocallis arguta	0.20%	1.7	0.020 PLS lb
Stiff Sunflower	Helianthus pauciflorus	0.40%	0.1	0.040 PLS lb
Round-headed Bush Clover	Lespedeza capitata	0.60%	0.2	0.060 PLS lb
Rough Blazing Star	Liatris aspera	0.40%	0.2	0.040 PLS lb
Wild Lupine	Lupinus perennis	0.40%	0.0	0.040 PLS lb
Wild Bergamot	Monarda fistulosa	0.40%	1.0	0.040 PLS lb
Wild Quinine	Parthenium integrifolium	0.40%	0.1	0.040 PLS lb
Foxglove Beardtongue	Penstemon digitalis	0.20%	1.0	0.020 PLS lb
Large-flowered Beardtongue	Penstemon grandiflorus	0.60%	0.3	0.060 PLS lb
Prairie Wild Rose	Rosa arkansana	0.80%	0.1	0.080 PLS lb
Black-eyed Susan	Rudbeckia hirta	0.60%	2.0	0.060 PLS lb
Gray Goldenrod	Solidago nemoralis	0.20%	2.2	0.020 PLS lb
Stiff Goldenrod	Solidago rigida	0.20%	0.3	0.020 PLS lb
Heath Aster	Symphyotrichum ericoides	0.20%	1.5	0.020 PLS lb
Sky Blue Aster	Symphyotrichum oolentangiense	0.40%	1.2	0.040 PLS lb
Ohio Spiderwort	Tradescantia ohiensis	0.40%	0.1	0.040 PLS lb
Hoary Vervain	Verbena stricta	0.60%	0.6	0.060 PLS lb
Heartleaf Alexanders	Zizia aptera	0.40%	0.2	0.040 PLS lb

UPLAND ZONE:
Select Species from the SSNS Dry Short
Prairie Mix [Or Approved Equal]
~750 Plugs, per 1,700 SF @ 24" OC
Native Seed Optional


EXAMPLE PLANT SCHEDULE:
*indicates substitution

Grasses/ Sedges
50 Blue Grama (Bouteloua gracilis)
50 June Grass (Koeleria macrantha)
100 Sideoats Grama (Bouteloua curtipendula)
100 Little Bluestem (Schizachyrium scoparium)
100 Prairie Dropseed (Sporobolus heterolepis)*
100 Plains Oval Sedge (Carex brevior)

Forbs
25 Prairie Onion (Allium stellatum)
25 Lead Plant (Amorpha canescens)
25 Butterfly Milkweed (Asclepias tuberosa)
25 White Prairie Clover (Dalea candida)
25 Purple Prairie Clover (Dalea purpurea)
25 Rough Blazing Star Liatris aspera
25 Wild Bergamot (Monarda fistulosa)
25 Sky Blue Aster (Symphyotrichum oolentangiense)
25 Heartleaf Alexanders (Zizia aptera)



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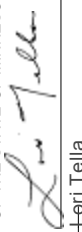
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Forest Lake, MN 55025

Revision
10/07/24 [CLFLWD Review]

Project Manager
Aidan Read
CLFLWD
651-583-6590

Drawn
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Lori Tella

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01.07.25
Reg. No. 58219

Project Title
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Shoreline Restoration
Sheet Title
PLANT LIST: UPLAND ZONE

CAD File Name
North Shore Circle_Plan1.07.25.vwx

Date
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L-1.7
of
15

BASIN PLANTING:
Select Species from the MnDOT 33-261 Stormwater South & West Mix [or approved equal]. May use a combination of Transition and Emergent Zone Plantings or Seed.


~450 Plugs/ 1,000 SF @ 18-24" OC
Native Seed Optional

EXAMPLE PLANT SCHEDULE:
*indicates substitution


Grasses
20 Big Bluestem (Andropogon gerardii)
20 Switchgrass (Panicum virgatum)
50 Prairie Dropseed (Sporobolus heterolepis)*

Sedges & Rushes
80 Common Fox Sedge (Carex vulpinoidea)
80 Soft Rush (Juncus effusus)*

Forbs
25 Canada Anemone (Anemone canadensis)
25 Swamp Milkweed (Asclepias incarnata)
25 Purple Coneflower (Echinacea purpurea)*
25 Devil's Beggartick (Bidens frondosa)
25 Flat-topped Aster (Doellingeria umbellata)
25 Sneezeweed (Helenium autumnale)
25 Blue Vervain (Verbena hastata)
25 Golden Alexanders (Zizia aurea)



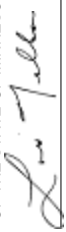
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COMFORT LAKE
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FOREST LAKE
Protecting Your Water Scenarios

Project Address 7619 North Shore Circle North Forest Lake, MN 55025	Project Manager Aidan Read CLFLWD 651-583-6590	Revision 10/07/24 [CLFLWD Review]	Date 01.07.25	Reg. No. 58219
		12/02/24 [City Review]		
Drawn LT		Reviewed AR		

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 LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.



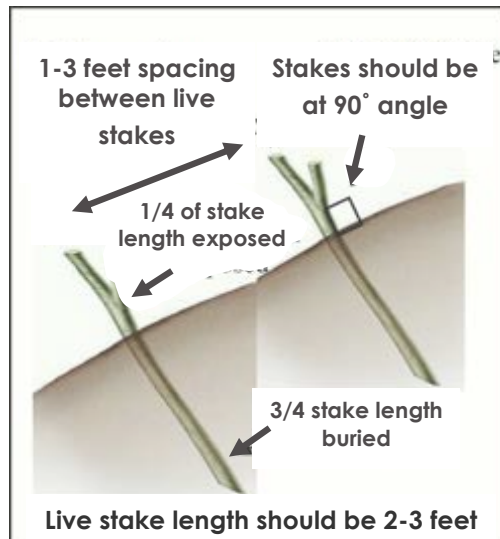
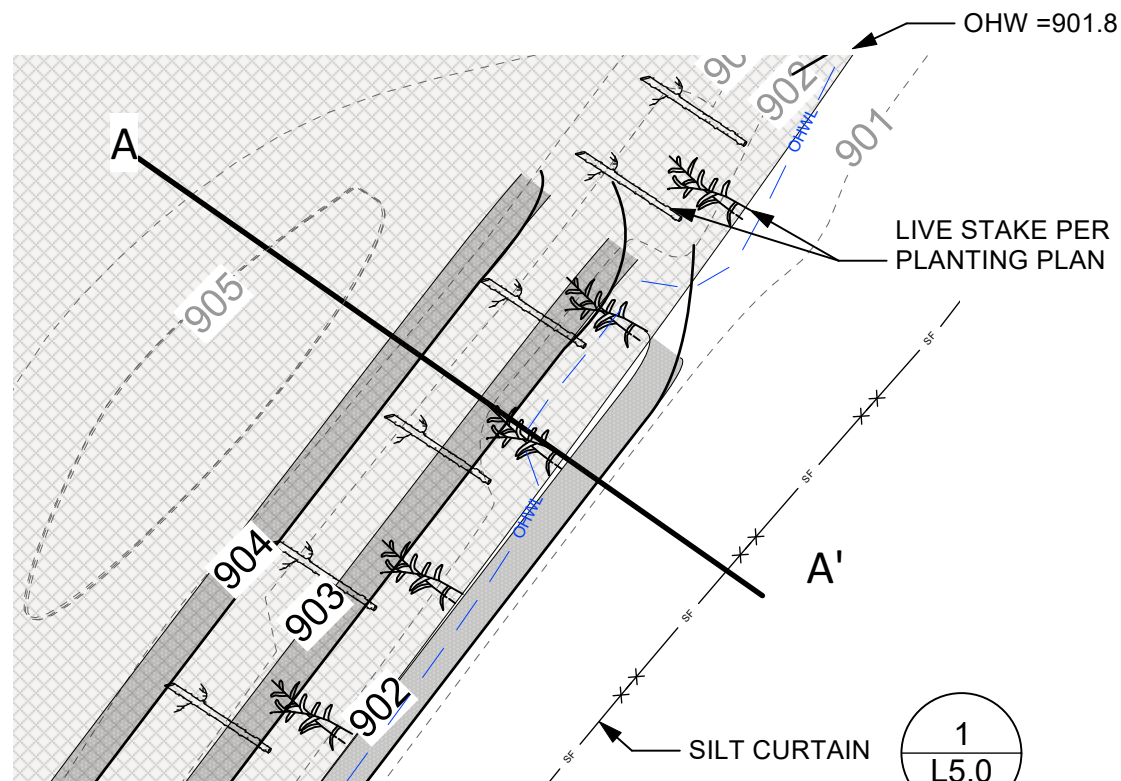
Lori Tella

Project Title
North Shore Circle Park
Shoreline Restoration
Sheet Title
PLANT LIST: BASIN

CAD File Name North Shore Circle_Plan1.07.25.vwx

Date
10.07.24

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of
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Source: Maine DEP

General Notes

1. OHW MUST BE CLEARLY MARKED PRIOR TO CONSTRUCTION.
2. INSTALL NATURAL EROSION CONTROL BLANKET (100% NATURAL FIBERS AND MATERIALS ONLY- NO PHOTO DEGRADABLE PLASTIC BIO-MESH ALLOWED). USE CATEGORY 30 OR APPROVED EQUAL. BLANKET TO BE STAKED WITH 12" WOODEN OR BIODEGRADABLE STAKES. ANCHOR THE BLANKET IN A 4" TRENCH. BACKFILL AND TAMP THE SOIL TO SECURE THE FABRIC. BROADCAST NATIVE SEED BEFORE INSTALLING.
3. INSTALL 12" COIR LOGS OR D BLOCKS IN 10-FT LONG SECTIONS. CONSTRUCTION OF VEGETATED SOIL LIFTS WITH THIS COIR BLOCK SYSTEM OR THE LIFT MAY BE MADE WITH EROSION CONTROL FABRIC. SOIL LIFT SHALL BE COMPRISED OF 70% CLEAN-WASHED SAND AND 30% PEAT MIX OR APPROVED EQUAL. SITE SOILS MAY BE USED PROVIDED THEY ARE FRIABLE AND FREE OF WEEDS AND LARGE DEBRIS.
4. PLACE COIR ROLLS OR D-BLOCK ALONG THE TOE OF THE BANK WHERE THE WATER LEVEL IS 1/2 TO 2/3 OF THE HEIGHT. BIO D-BLOCK OR COIR LOGS SHALL BE PLACED TO REDUCE SLOPE TO 2:1 (3:1 PREFERRED).
5. LIVE STAKES SHOULD BE PLACED TWO TO THREE FEET APART IN SEVERAL ROWS ALONG THE SHORELINE. STAKES SHOULD BE INSTALLED WITH POINTED END FIRST AND ON THE SAME 90 DEGREE ANGLE, SO THAT ABOUT 1/2 TO 2/3 OF THE STAKE IS IN THE SOIL. THE BIOD-BLOCK SYSTEM HAS INVISIBLE HOLES IN THE MIDDLE OF THE COIR BLOCK, THE OPEN HOLE CAN BE USED TO PLANT LIVE PLANT CUTTINGS, IF A COIR LOG IS USED, CUTTINGS MAY BE INSERTED DIRECTLY THROUGH THE EROSION CONTROL BLANKET INTO THE SOIL.
6. STRENGTHEN THE TOE OF THE SLOPE BY ADDING A LAYER OF 1.5" ANGULAR CLEAN ROCK FILLED SOIL LIFT, MIN 6" THICK, DO NOT USE GEOTEXTILE FABRIC.



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Project Address 7619 North Shore Circle North Forest Lake, MN 55025	Revision 10/07/24 (CLFLWD Review) 12/02/24 (City Review) 1/07/25 (Bidding)	Project Manager Adrian Read CLFLWD 651-583-6590	Drawn LT	Reviewed AR

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Levi Tella
Levi Tella

Date 01.07.25
Reg. No. 58219

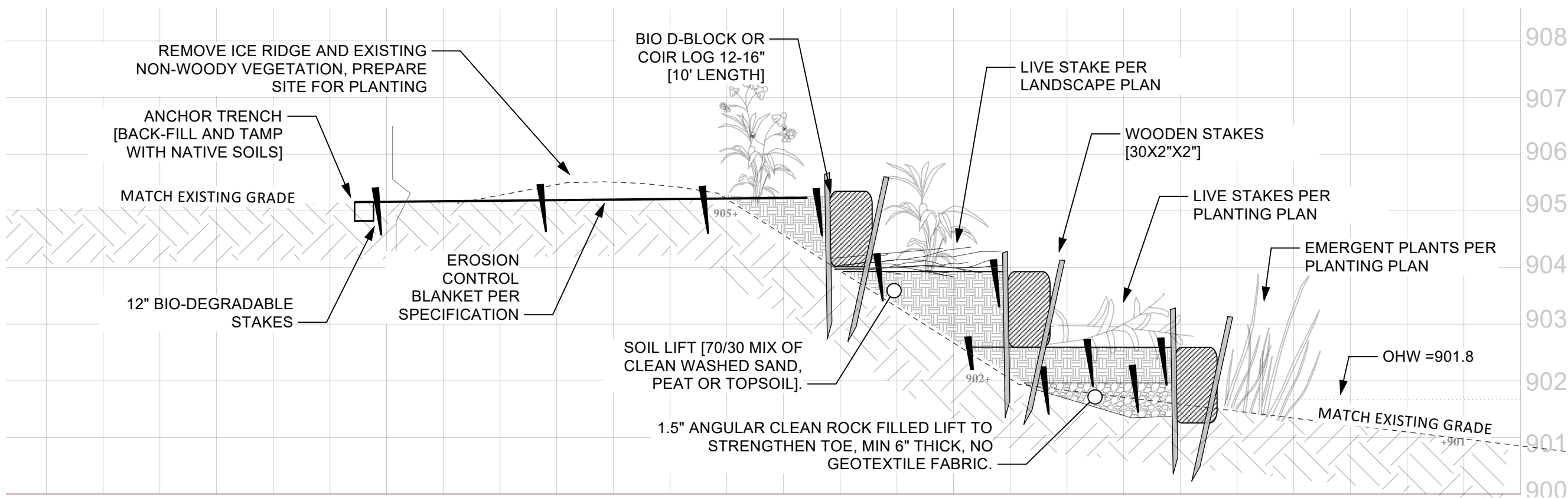
Project Title
North Shore Circle Park
Shoreline Restoration

Sheet Title
SECTION A - SOIL LIFTS

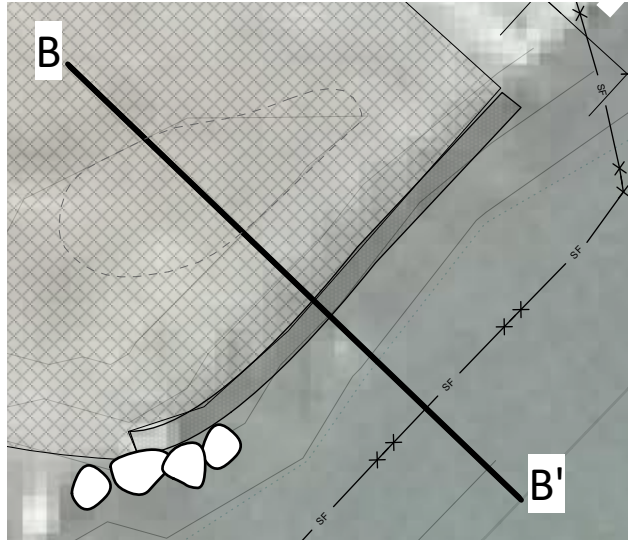
CAD File Name North Shore Circle_Plan 1.07.25.vwx

Date
10.07.24

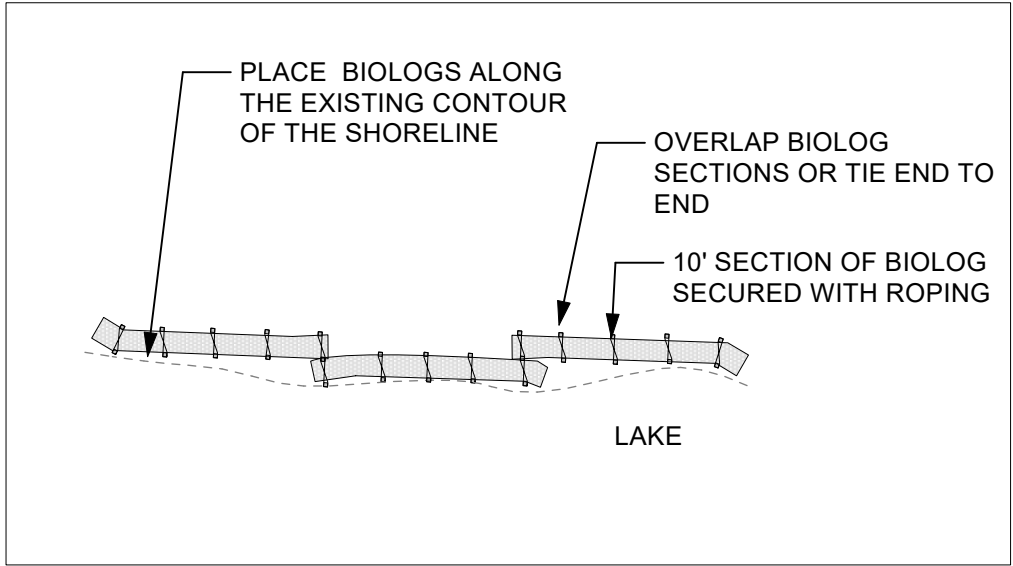
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2 SHORELINE SECTION A-A'
Scale: 1/2" = 1'-0"



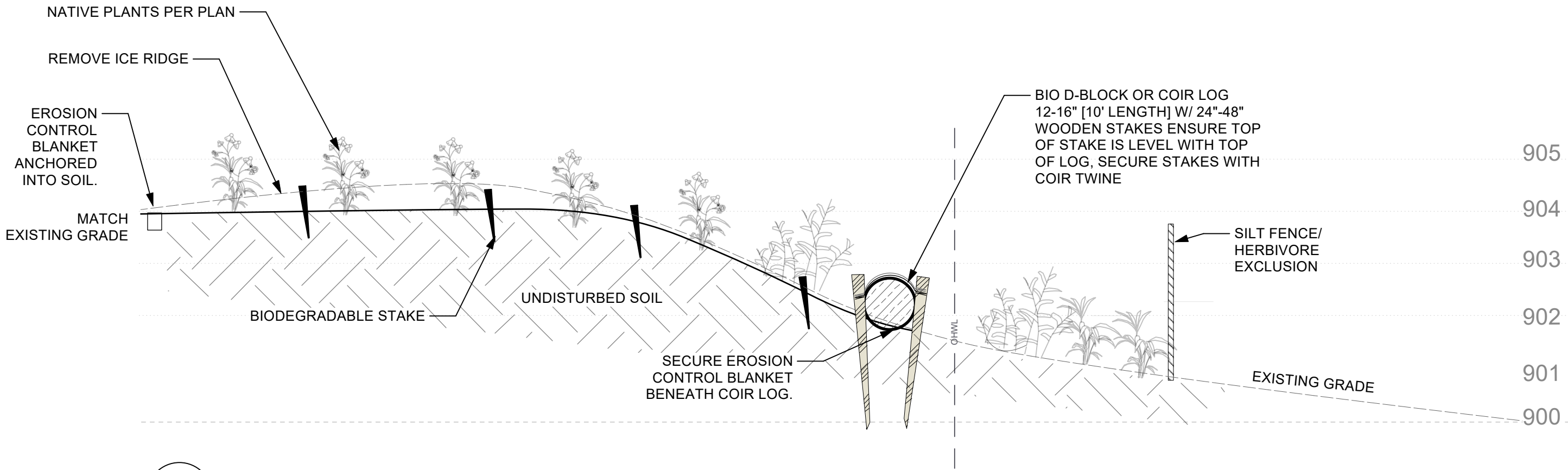
1 **Plan View**
Scale: 1/8" = 1'-0"



2 **Coir Log Layout**
Scale: 1/8" = 1'-0"

General Notes

1. OHWL MUST BE CLEARLY MARKED PRIOR TO CONSTRUCTION.
2. INSTALL NATURAL EROSION CONTROL BLANKET [100% NATURAL FIBERS AND MATERIALS ONLY- NO PHOTO DEGRADABLE PLASTIC BIO-MESH ALLOWED). USE CATEGORY 30 OR APPROVED EQUAL. BLANKET TO BE STAKED WITH 12" WOODEN OR BIODEGRADABLE STAKES. ANCHOR THE BLANKET IN A 4" TRENCH. BACKFILL AND TAMP THE SOIL TO SECURE THE FABRIC. BROADCAST NATIVE SEED BEFORE INSTALLING.
3. 12" COIR BIOLOG SHALL BE INSTALLED PER MANUFACTURE'S SPECIFICATIONS. WHEN STAKING ENSURE GOOD SOIL CONTACT THROUGHOUT THE LENGTH OF THE COIR LOG. OVERLAP EDGES OF LOG SECTIONS BY 1 FOOT TO PREVENT WATER FROM PASSING THROUGH. LACE COIR LOGS TOGETHER END TO END WITH WOVEN NYLON TWINE, 1/8 INCH IN DIAMETER TO CREATE A CONTINUOUS LENGTH. BURY BOTH ENDS OF THE COIR ROLLS 5 FEET LATERALLY INTO THE BANK.
4. PLACE COIR LOG WHERE BANK SUPPORT IS NEEDED, ON SLOPES EXCEEDING 3H:1V. WHERE POSSIBLE PLACE ALONG OHW OR WHERE WATER LEVEL IS ANTICIPATED TO BE 1/2 OF THE COIR LOG'S HIEGHT. BEFORE INSTALLING THE COIR LOG, DRIVE WOODEN STAKES WITH A DIAMETER OF 2 INCHES AND A LENGTH OF 3 FEET, 1 FOOT ON CENTER ALONG THE PLANNED ALIGNMENT OF THE COIR LOG.
5. IF DESIRED, NATIVE PLUGS MAY BE PLANTED DIRECTLY INTO THE COIR BIOLOG. AQUATIC PLANTS MAYBE PLACED IN FRONT OF THE BIOLOG.



3 **SECTION B-B'**
Scale: 1/2" = 1'-0"



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7619 North Shore Circle North Forest Lake, MN 55025	Revision		Project Manager Adlan Read CLFLWD 651-583-6590	Drawn LT	Reviewed AR
	10/07/24 [CLFLWD Review]				
	12/02/24 [City Review]				
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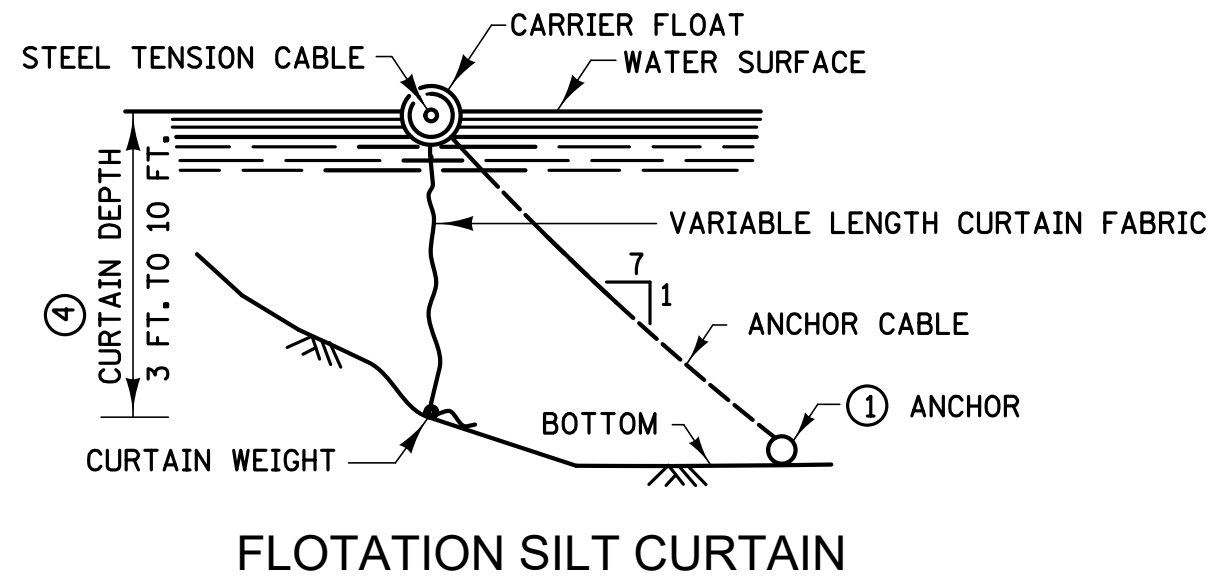
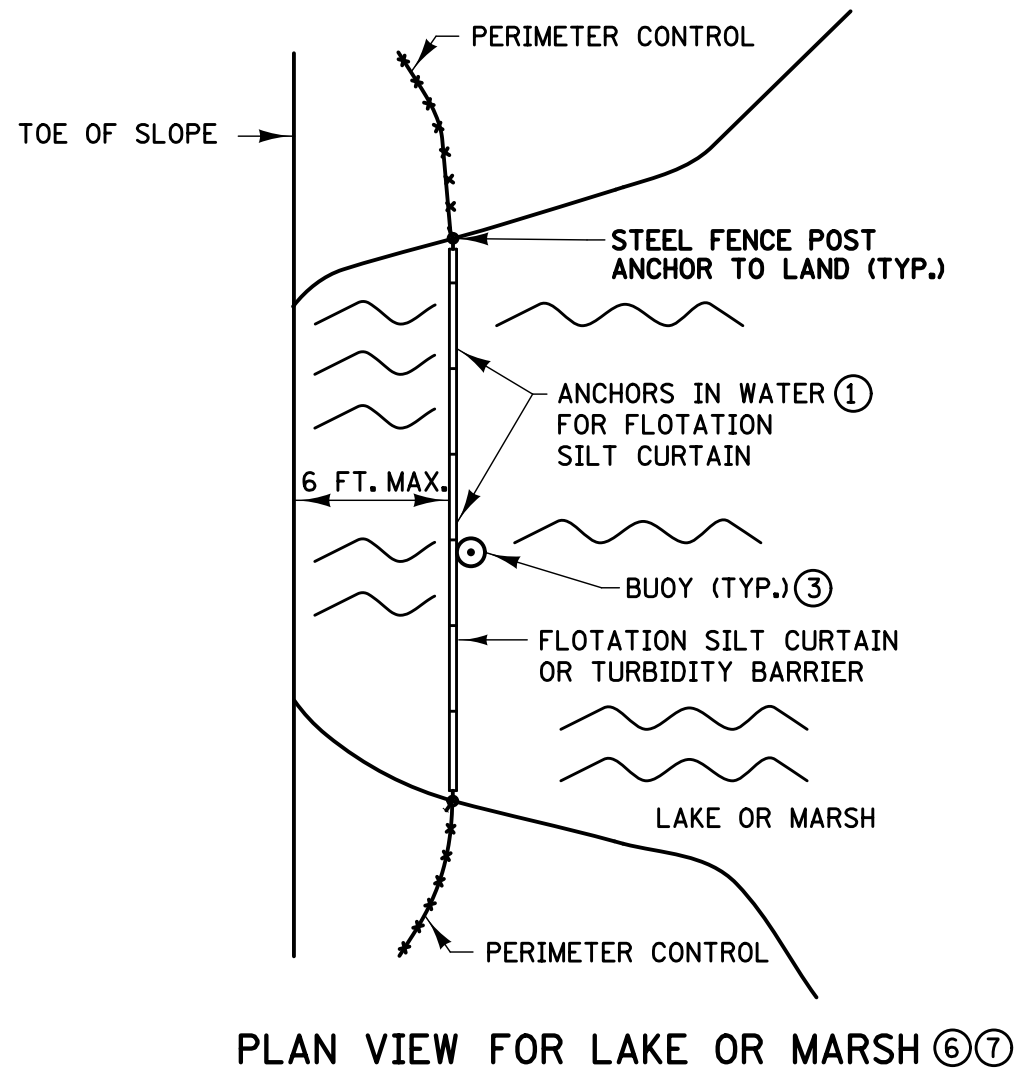
Levi Tella
Levi Tella

Date 01.07.25
Reg. No. 58219

Project Title
North Shore Circle Park
Shoreline Restoration

Sheet Title
SECTION B - COIR LOG

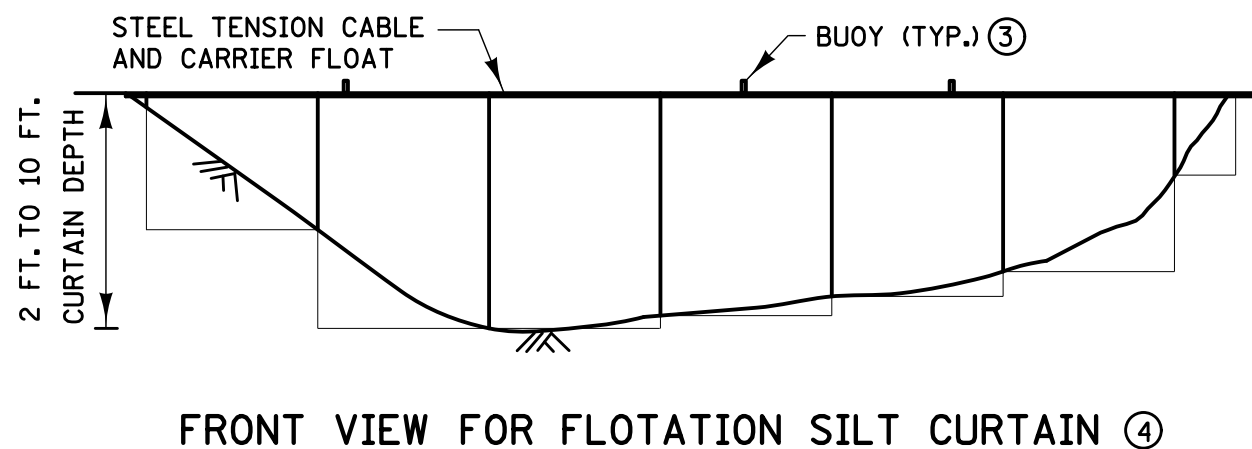
CAD File Name North Shore Circle_Plan 1.07.25.wvx



NOTES:

SEE SPECS. 2573, 3886, 3887 & 3893.

- ① FOR ANCHOR SPACING AND WEIGHT REQUIREMENTS, SEE SPEC. 2573.
- ② IN AREAS WHERE THE PLAN CALLS FOR RIPRAP AT A BRIDGE, CULVERT, OR SLOPE, A TEMPORARY ROCK BERM CONSTRUCTED FROM THE RIPRAP CAN BE USED TO PROVIDE ADDITIONAL PROTECTION. WHEN THE WORK IS COMPLETE THE RIPRAP CAN THEN BE MOVED TO THE PERMANENT LOCATION INDICATED IN THE PLANS. THE TEMPORARY ROCK BERM IS INCIDENTAL.
- ③ ON U.S. COAST GUARD OR OTHER MOTORIZED WATERWAYS, BUOYS ARE REQUIRED TO MARK THE ENDS AND SPECIAL AREAS FOR VISIBILITY. PLACE BUOYS AS REQUIRED FOR NAVIGATIONAL PURPOSES.
- ④ WATER DEPTH CAN BE 0 TO 10 FEET. THE DEPTH OF THE SILT CURTAIN VARIES.
- ⑤ MINIMUM WATER DEPTH APPLIES TO THE DEEPEST POINT ALONG THE FLOTATION SILT CURTAIN OR TURBIDITY BARRIER FOR DETERMINING APPLICABILITY OF FLOTATION SILT CURTAIN OR TURBIDITY BARRIER.
- ⑥ SILT CURTAIN SHOULD BE REMOVED WHEN THE AREA CONTRIBUTING DIRECT RUNOFF HAS BEEN TEMPORARILY OR PERMANENTLY STABILIZED. SILT CURTAIN SHOULD ALSO BE REMOVED BEFORE WINTER IF ICE UP OR ICE FLOW IS ANTICIPATED.
- ⑦ EMBED POST INTO BOTTOM A MINIMUM OF 40% OF THE WATER DEPTH (INCLUDING WAVE HEIGHT), BUT IN NO CASE SHALL EMBEDMENT BE LESS THAN 2 FEET.
- ⑧ ANCHOR FLOAT MUST BE CONNECTED SECURELY TO SLEEVE WITH A MINIMUM TENSILE STRENGTH OF 100 LBS. CONNECTION METHOD MUST ALLOW FOR SLEEVE TO MOVE FREELY ON POST.
- ⑨ PROVIDE SUFFICIENT NUMBER OF POST ANCHORS TO MAINTAIN SILT CURTAIN POSITION.



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Project Address 7619 North Shore Circle North Forest Lake, MN 55025	Revision	
	Project Manager Adrian Read CLFLWD 651-583-6590	10/07/24 [CLFLWD Review] 12/02/24 [City Review] 1/07/25 [Bidding]
	Drawn LT	Reviewed AR

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Levi Tella
Levi Tella
Date 01.07.25
Reg. No. 58219

Project Title
North Shore Circle Park
Shoreline Restoration
Sheet Title
DETAIL - SILT CURTAIN
CAD File Name North Shore Circle_Plan 1.07.25.vwx

Date
10.07.24
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GENERAL NOTES

MNDOT SPECIFICATIONS - All material and construction specifications herein reference the MNDOT Division II and Division III sections of the 2020 MNDOT Specifications Manual.

CLFLWD RULES AND STANDARDS - All work must comply with Watershed District rules and standards. Contact the CLFLWD with any clarifications on permits or rules.

DESIGNER CONTACT / INSPECTION - The Washington Conservation District (WCD) is providing design and oversight assistance for this project. Contact **Lori Tella @ (651) 315-8964** at the WCD and **Aidan Read @ (651) 583-6590 with CLFLWD** to schedule a pre-construction meeting. Coordinate inspections prior to planting, at the project completion and at the end of the implementation period.

FIELD VERIFICATION - Base information including existing contours, location of property lines, buildings and tree locations have been referenced from others. If conditions are different from those shown on the plan contact the WCD prior to proceeding. Survey has been provided for reference, but is not an official land survey. Verify location of property lines, OHW and grades before beginning construction.

PERMITS - Contractor is responsible for all permits. The WCD can assist in coordinating with DNR city upon request.

UTILITIES - It shall be contractor's responsibility to locate any existing utilities located within the project areas. Contractor is responsible for repairs of all damage that may occur to utilities during construction.

PROJECT BOUNDARIES - The Ordinary High Waterline (OHW) must be staked off and marked to keep all construction traffic, equipment, and material stockpiles out of the proposed planting area. Construction activities, including herbicide application and planting below the OHW must be approved by the DNR. No equipment or supplies to be stored on road or ROW.

SITE CLEANUP - Upon completion of the work, the contractor shall remove all excess material, debris, and equipment. Repair all damage to other work resulting from the Project.

SITE RESTORATION (vegetation) - Contractor shall repair damaged turf and open field areas within the Project area and any Staging areas. Repair of these areas shall be prepared according to MNDOT Spec 2574. Provide borrowed soil MNDOT Spec 3877 or purchased compost MNDOT Spec 3890. Native areas shall be seeded with native planting mixes specified, Turf areas shall be seeded with MNDOT seed mixture 25-131 or approved seed mix.

TREE PROTECTION AND REPLACEMENT - Protection and care for existing trees, and replacement of damaged existing trees shall be per MNDOT Spec 2572. Perform clearing and grubbing operations in a manner that will not damage or jeopardize the surrounding plant life and property. Trees damaged during construction shall be replaced at a ratio of 1:1. Verify with appropriate agency prior to removal.

EROSION AND SEDIMENT CONTROL

EROSION CONTROL REQUIREMENTS - Contractor is responsible for all on-site implementation of erosion and sediment controls in compliance with the requirements of the State of Minnesota NPDES/SDS Construction Stormwater General Permit. See the Minnesota Stormwater Manual for control methods.

TEMPORARY STABILIZATION - Stabilization of all exposed soils must be initiated immediately whenever construction has permanently or temporarily ceased for 7 calendar days, including stockpiles. Remove all erosion control measures after the work has been accepted.

EROSION CONTROL BLANKET - Erosion Control Materials must be bio-degradable natural fiber only. No photo-degradable products, polypropylene, plastic netting or mesh are allowed. Use biodegradable stakes or staples.

GRADING - Contractor responsible for grading and sloping finished grades to provide smooth and continuous slopes. Contact WCD if field adjustments are required.

RIPRAP - Riprap and filter material, if specified, must be installed in compliance with DNR rules.

GENERAL SITE WORK

TIMING - No work is to take place between 6/28 and 7/08 due to 4th of July celebration.

ESTIMATED QUANTITIES			
ITEM NO.	DESCRIPTION	UNITS	EST. QTY.
1	MOBILIZATION	LS	1
2	CLEARING	LS	1
3	GRUBBING	LS	1
4	EXCAVATION - COMMON	LS	1
5	FLOTATION SILT CURTAIN TYPE STILL WATER	LF	100
6	ROLLED EROSION PREVENTION CATEGORY 30	SY	210
7	SEDIMENT CONTROL LOG TYPE COIR/ DBLOCK	EACH	21
8	WOODEN STAKES [MIN 3' LENGTH)	EACH	210
9	TREES #10 CONT.	EACH	3
10	LIVE STAKES	EACH	24
11	PERENNIAL PLUGS	EACH	1,500
12	SEED MIXTURE SPECIAL - TRANSITION*	LB	2.5
13	SEED MIXTURE SPECIAL - SHORELINE*	LB	1
13	SEED MIXTURE SPECIAL - UPLAND*	LB	1
14	SEED MIXTURE SPECIAL - BASIN*	LB	2.5
15	CERTIFIED WEED FREE STRAW MULCH	SF	1,000
16	SOIL AMENDMENT	CY	5
17	GRAVEL, 1.5" ANGULAR CLEAN ROCK	CY	1
18	BOULDERS SPECIAL [18-30" FIELDSTONE]	EACH	10
19	TEMPORARY HERBIVORE FENCING	LF	140

*optional



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Project Address 7619 North Shore Circle North Forest Lake, MN 55025	Revision	Project Manager Aidan Read CLFLWD 651-583-6590	Date 10/07/24	Reviewed AR

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Lori Tella
Lori Tella

Date 01.07.25
Reg. No. 58219

Project Title
North Shore Circle Park
Shoreline Restoration
Sheet Title
NOTES AND QUANTITIES

CAD File Name North Shore Circle_Plan 1.07.25.vwx

SEEDING AND PLANTING

PLANTS - All plant material must be the size, genus and species listed per plan. Contact the WCD to approve any substitutions.

SEED BED PREPARATION - must be completed in compliance with MnDOT 2574. Contractor must prepare the soil surface to provide a smooth, moist, and evenly textured foundation before sowing seed and/or placing plants. Loosen the soil to a depth of 3" to ensure good seed to soil contact. Use caution and avoid operating equipment on wet soils or slopes greater than 2:1.

PLANT BED PREPARATION - Must be completed in compliance with MnDOT 2574. Contractor must scarify existing soil to break compacted areas and allow for effective infiltration of water. The Contractor must prepare the soil surface to provide a smooth, moist, and evenly textured foundation before planting.

PLANT INSTALLATION - Each specimen must have root mass gently pulled apart prior to placement in the planting bed. All plant material must be completely buried in growing media to the base of the plant as it sits in the nursery container. Roots of each plant shall be completely surrounded by soil, not mulch.

SOIL AMENDMENTS - Soil amendments such as biochar and MnDot Grade 2 compost may be applied in upland areas as based on post-construction soil conditions. Soil lift shall be comprised of 70% clean-washed sand and 30% peat mix, topsoil or approved equal. Site soils may be used provided they are friable and free of weeds and debris.

FERTILIZER - Do not apply fertilizer with native seed mixes or native planting areas.

MULCH - Mulch must be certified weed-free [MCIA or equal].

SEED ESTABLISHMENT AND EROSION CONTROL - Seeded areas with an erosion control blanket or straw mulch within 24 hours of seeding. Blanket shall be a Category 30 Erosion Control Blanket (or approved equal). No photo-degradable products, polypropylene, plastic netting or mesh are allowed. Use biodegradable stakes or staples. Straw mulch must be certified weed-free.

RESTORATION - Repair turf areas outside of the planting areas that are disturbed. Turf along paved surfaces shall be graded to allow for 1.5" below the surface of the pavement. Turf may be substituted for low-mow lawn or native seeding by coordinating with the owner.

WATER - Irrigate seeded areas regularly for a minimum of 30 days to ensure establishment of permanent vegetation.

TREES AND SHRUBS

TREE & SHRUB PLANTING - Must be completed in compliance with MnDOT 2575. Contractor must remove soil sufficient for the placement of tree and shrub material to the base of the plant as it sits in the nursery container. Sub-grade at the base of each tree and shrub shall be scarified to a depth of one (1) foot prior to proper placement of plant. The area around the base of each tree and shrub shall be removed to a width of twice (2x) the existing radius of root mass for each nursery specimen. Root mass of each specimen must be gently pulled apart prior to placement. Roots of each plant should be surrounded by soil, not mulch. Area around the base of each tree and shrub shall be backfilled with native soils to meet grade.

LIVE STAKING - Live stakes shall be living, woody plant cuttings with side branches removed and the bark intact. They shall be prepared from 1/2 inch to 2 inch diameter stock and cut into lengths that will reach sustainable soil moisture when installed, generally 2 to 5 feet long. The basal or butt ends shall be cleanly cut at an angle to facilitate easy insertion into the soil. The top shall be cut square or blunt. Pilot holes may be required depending on soil conditions. Live staking involves the insertion and tamping of these live, rootable vegetative cuttings into the ground. Spacing is every 2-3' apart on several rows.

TIMING AND PREPARATION - For best results, live stakes should be harvested and planted while the parent plant is dormant in late October until the ground is frozen, or in the spring before plants start to leaf-out. Plant within 24-48 hrs of cutting. All planting of woody vegetation shall be accomplished during the dormant season between October 1 and May 15. Installation of plant materials should begin concurrently with the earth moving operations and should be completed no later than 10 days after the slope has been prepared. When the planting is delayed beyond 10 days, the slope shall be protected from erosion by mulching with weed-free straw at the rate of 2 tons per acre or installing erosion control blankets.

HERBIVORE PROTECTION - Tree guards and/ or protection fencing are required for new trees and plantings. Fencing may be around the entire site, or installed around groups of plants.

WATER - Trees and shrubs should be watered at the time of planting and throughout the establishment period.

IMPLEMENTATION MAINTENANCE

IMPLEMENTATION PERIOD - The implementation period shall be the period of time immediately following completion of installation through the first growing season. The first growing season shall refer to the end of installation through the end of September if planted in the spring. If the area is planted in the fall the establishment period will be through the next year's growing season to September.

IMPLEMENTATION/ ESTABLISHMENT - Implementation/ Establishment period includes weeding and plant replacement for the Project throughout the implementation period to ensure healthy, growing plants. The frequency of visits shall be a minimum of three occurrences annually to ensure proper weeding and watering. If establishment responsibility is transferred to property owners following the implementation period the WCD must approve of transfer after a final inspection.

WARRANTY - Contractor shall warranty plants for a minimum of 1 year. Contractor shall ensure a minimum of 90% coverage of planting area within one year. Plants that are found to be dead, or not achieving normal growth shall be replaced at the contractor's expense. A close out inspection to verify coverage is required.

WATERING - Contractor is responsible for the following minimum watering standards immediately following the completion of planting throughout the implementation period:

1) Apply water as needed in combination with rainfall to achieve the following: a. Minimum rate: 1 inch per week. b. Maximum interval between watering: 72 hours. c. Minimum application per watering: 0.25 inch.

2) During extreme heat or drought periods, increase watering to maintain moist soil to a depth of 4 inches.

3) Maintain adequate soil moisture in the upper 12-inches of soil for a minimum of 4 weeks after planting.



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Project Address	7619 North Shore Circle North Forest Lake, MN 55025		
Project Manager	Revision		
Adrian Read CLFLWD	1007124 [CLFLWD Review]		
651-583-6590	120224 [CLV Review]		
Drawn LT	107125 [bidding]		
Reviewed AR			

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Lori Tella Date 01.07.25

Lori Tella Reg. No. 58219

Project Title	North Shore Circle Park Shoreline Restoration	RESTORATION NOTES	CAD File Name: North Shore Circle_Plan 1.07.25.vwk
Sheet Title			

Date
10.07.24

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7619 North Shore Circle North Forest Lake, MN 55025	Project Manager		Aidan Read CLFLWD 651-583-6590	Drawn LT	Reviewed AR
	Revision				
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Lori Tella
Lori Tella
Date 01.07.25
Reg. No. 58219

Project Title
North Shore Circle Park
Shoreline Restoration
Sheet Title
CHARACTER IMAGES
CAD File Name North Shore Circle_Plan 1.07.25.vrx

Date
10.07.24

L-6.2
of
15





NSCP_Agreement_City of Forest Lake_Recitals and Terms__w_Attachment

Final Audit Report

2025-02-19

Created:	2025-02-18
By:	Aidan Read (aidan.read@clflwd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAy_R3cFbSIOGF3ZI2XoQ04QWV7Rqn3hBf

"NSCP_Agreement_City of Forest Lake_Recitals and Terms__w_Attachment" History

-  Document created by Aidan Read (aidan.read@clflwd.org)
2025-02-18 - 6:55:13 PM GMT
-  Document emailed to charles holtman (holtman@smithpartners.com) for signature
2025-02-18 - 6:55:26 PM GMT
-  Email viewed by charles holtman (holtman@smithpartners.com)
2025-02-19 - 0:13:39 AM GMT
-  Document e-signed by charles holtman (holtman@smithpartners.com)
Signature Date: 2025-02-19 - 0:14:32 AM GMT - Time Source: server
-  Agreement completed.
2025-02-19 - 0:14:32 AM GMT

STAFF REPORT



MEETING DATE: March 10, 2025

STAFF ORIGINATOR: Dave Adams, Public Works Director

AGENDA ITEM: Obtaining Permanent Right-Of-Way Easement- North Shore Trail

INTRODUCTION:

The property owner at 9384 North Shore Trail currently has a failing septic tank and inquired about connecting to the City's sanitary sewer system. Public sanitary sewer is approximately 350 feet away, so is obtainable. As you are aware there are many areas along North Shore Trail where the City does not have any public ROW, and this is the case in this situation. For the property owner to connect their service, their line would need to be in ROW versus running through private property(s) which involved a need to obtain ROW from this property owner and the property owner of the parcel directly to the south of them. City offered both property owners to pay for legal draw up the agreement, engineering to provide the survey, and one dollar in exchange for the Right-Of-Way Easement.

RECOMMENDATION:

Move to approve ROW Easement Agreement with property owner of 9384 North Shore Trail and property owner Parcel ID: 1203221340051

Attachments:

Permanent Right-Of-Way Easement Agreements

PERMANENT RIGHT-OF-WAY EASEMENT

THIS EASEMENT AGREEMENT (“Easement”) is made, granted and conveyed this _____ day of _____, 2025, by and between Marissa Douglas (“Landowner”) and the City of Forest Lake, a Minnesota municipal corporation (“City”).

PROPERTY DESCRIPTION

Landowner owns real property in Washington County, Minnesota, legally described on Exhibit A (“Landowner’s Property”), attached hereto and incorporated herein by reference.

PERMANENT EASEMENT DESCRIPTION

The Landowner in consideration of the sum of One Dollar and other good and valuable consideration to it in hand paid by the City, the receipt and sufficiency of which is hereby acknowledged, does hereby grant and convey to the City, its successors and assigns, forever the following:

A permanent easement for public right-of-way, including roadway, trail, drainage and utility purposes, and all such purposes ancillary, incident or related thereto (“Permanent Easement”), under, over, across, through and upon that real property legally described on Exhibit B and likewise depicted as “Right Of Way To Be Acquired” on Exhibit C (“Permanent Easement Area”), attached hereto and incorporated herein by reference.

The Permanent Easement rights granted herein are forever and shall include, but not be limited to, the construction, maintenance, repair and replacement of any public right-of-way, sanitary sewer, storm sewer, water mains, storm water facilities, above ground and below ground drainage facilities, any utilities, telecommunication facilities, underground pipes, conduits, culverts, other utilities and mains, and all facilities and improvements ancillary, incident or related thereto, under, over, across, through and upon the Permanent Easement Area.

The Permanent Easement rights further include, but are not limited to, the right of ingress and egress over the Permanent Easement Area to access the Permanent Easement for the purposes of construction, maintenance, repair and replacement of any public right-of-way, sanitary sewer, storm sewer, water mains, storm water facilities, above ground and below ground drainage facilities any utilities, telecommunication facilities, underground pipes, conduits, culverts, other utilities, mains and all facilities and improvements ancillary, incident or related thereto.

The rights of the City also include the right of the City, its contractors, agents and servants:

- (a) To enter upon the Permanent Easement Area at all reasonable times for the purposes of construction, reconstruction, inspection, repair, replacement, grading, sloping, and restoration relating to the purposes of the Permanent Easement; and

- (b) To maintain the Permanent Easement Area, any City improvements and any public right-of-way, underground pipes, conduits, or mains, together with the right to excavate and refill ditches or trenches for the location of such pipes, conduits or mains; and
- (c) To remove from the Permanent Easement Area trees, brush, herbage, aggregate, undergrowth and other obstructions interfering with the location, construction and maintenance of the public right-of-way, utility pipes, conduits, mains and above ground and below ground drainage facilities and to deposit earthen material in and upon the Permanent Easement Area; and
- (d) To remove or otherwise dispose of all earth or other material excavated from the Permanent Easement Area as the City may deem appropriate.

The City shall not be responsible for any costs, expenses, damages, demands, obligations, penalties, attorneys' fees and/or losses resulting from any claims, actions, suits, or proceedings based upon a release or threat of release of any hazardous substances, petroleum, pollutants, and/or contaminants which may have existed on, or which relate to, the Permanent Easement Area or the Landowner's Property, prior to the date hereof.

Nothing contained herein shall be deemed a waiver by the City of any governmental immunity defenses, statutory or otherwise. Further, any and all claims brought by Landowner or its successors or assigns, shall be subject to any governmental immunity defenses of the City and the maximum liability limits provided by Minnesota Statutes, Chapter 466.

The Landowner, for itself and its successors and assigns, does hereby warrant to and covenant with the City, its successors and assigns, that it is well seized in fee of the Landowner's Property described on Exhibit A, and the Permanent Easement Area described on Exhibit B and depicted as "Right Of Way To Be Acquired" on Exhibit C, and has good right to grant and convey the Permanent Easement herein to the City.

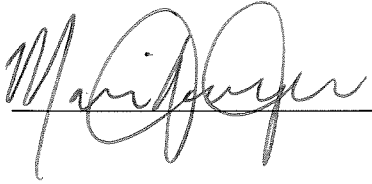
This agreement is binding upon the heirs, successors, executors, administrators and assigns of the parties hereto.

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

EXEMPT FROM STATE DEED TAX

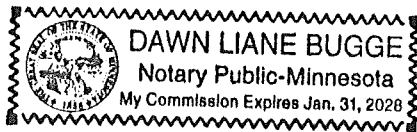
IN TESTIMONY WHEREOF, the Landowner and the City have caused this Easement to be executed as of the day and year first written.

**LANDOWNER:
MARISSA DOUGLAS**



STATE OF MINNESOTA)
)
COUNTY OF WASHINGTON) ss.

On this 24th day of February, 2025, before me a Notary Public within and for said County, personally appeared Marissa Douglas, to me personally known to be the person described in and who executed the foregoing instrument and acknowledged that she executed the same as her free act and deed.




Notary Public

CITY:
CITY OF FOREST LAKE

 Blake Roberts, Mayor

 Jolleen Chaika, City Clerk

STATE OF MINNESOTA)
)
 COUNTY OF WASHINGTON) ss.

On this ____ day of _____, 2025, before me a Notary Public within and for said County, personally appeared Mara Bain and Jolleen Chika, to me personally known, who being each by me duly sworn, each did say that they are respectively the Mayor and City Clerk of the City of Forest Lake, the municipality named in the foregoing instrument, and that the seal affixed to said instrument was signed and sealed on behalf of said municipality by authority of its City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said municipality.

 Notary Public

This Instrument Was Drafted By
And After Recording Return To:
 Amanda Johnson
 LeVander, Gillen & Miller, P.A.
 1305 Corporate Center Drive, Suite 300
 Eagan, MN 55121
 (651) 451-1831

EXHIBIT A
LEGAL DESCRIPTION OF LANDOWNER'S PROPERTY

Real property in Washington County, Minnesota, legally described as follows:

That part of the East Half of the Southwest Quarter of Section 12, Township 32 North, Range 21 West, Washington County, Minnesota described as follows:

Beginning at the northwest corner of the Southeast Quarter of the Southwest Quarter of said Section 12; thence southerly, along the west line of said East Half of the Southwest Quarter, 280.00 feet to the south line of North 280.00 feet of the Southeast Quarter of the Southwest Quarter; thence easterly, along said south line, a distance of 285.00 feet; thence northeasterly, deflecting 45 degrees 00 minutes 00 seconds to the left, a distance of 176.04 feet to the east line of the West 410 feet of said East Half of the Southwest Quarter; thence northerly, along said east line, a distance of 155.52 feet to the north line of the Southeast Quarter of the Southwest Quarter; thence northwesterly, deflecting 28 degrees 17 minutes 32 seconds to the left, a distance of 865 feet to the west line of East Half of the Southwest Quarter; thence southerly, along said west line of the East Half of the Southwest Quarter, a distance of 760 feet to the point of beginning. EXCEPT that part lying westerly of the center line of North Shore Trail (CSAH No. 2).

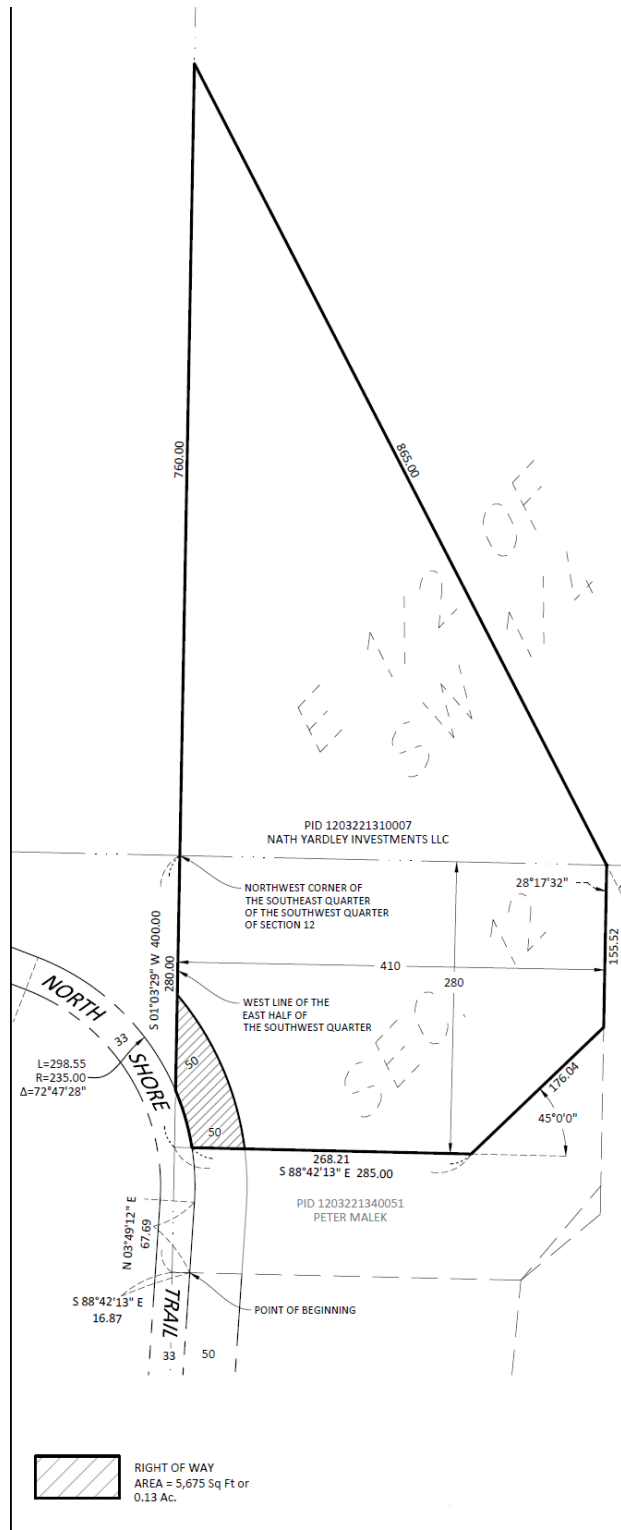
PID No.: 12-032-21-31-0007

EXHIBIT B
LEGAL DESCRIPTION OF PERMANENT EASEMENT AREA

A 50 foot wide perpetual public right of way over, under, and across the above described property, the westerly line of which is described as follows:

Commencing at the northwest corner of the Southeast Quarter of the Southwest Quarter of Section 12; thence on an assumed bearing of South 01 degree 03 minutes 29 seconds West, assumed bearing, along the West line of the East Half of the Southwest Quarter, a distance of 400.00 feet to the South line of the North 400.00 feet of said Southeast Quarter of the Southwest Quarter; thence South 88 degrees 42 minutes 13 seconds East, along said South line, a distance of 16.87 feet to the centerline of North Shore Trail and the point of beginning; thence North 03 degrees 49 minutes 12 seconds East, along said centerline, a distance of 67.69 feet; thence continuing along said centerline 298.55 feet along a tangential curve, concave to the west, having a radius of 235.00 feet and a central angle of 72 degrees 47 minutes and 28 seconds and said line thereby terminating. Said right of way is to extend by its full width from the south line to the north line of the above described property.

EXHIBIT C
DEPICTION OF PERMANENT EASEMENT AREA



PERMANENT RIGHT-OF-WAY EASEMENT

THIS EASEMENT AGREEMENT (“Easement”) is made, granted and conveyed this _____ day of _____, 2025, by and between Peter Malek, (“Landowner”) and the City of Forest Lake, a Minnesota municipal corporation (“City”).

PROPERTY DESCRIPTION

Landowner owns real property in Washington County, Minnesota, legally described on Exhibit A (“Landowners’ Property”), attached hereto and incorporated herein by reference.

PERMANENT EASEMENT DESCRIPTION

The Landowners in consideration of the sum of One Dollar and other good and valuable consideration to it in hand paid by the City, the receipt and sufficiency of which is hereby acknowledged, does hereby grant and convey to the City, its successors and assigns, forever the following:

A permanent easement for public right-of-way, including roadway, trail, drainage and utility purposes, and all such purposes ancillary, incident or related thereto (“Permanent Easement”), under, over, across, through and upon that real property legally described on Exhibit B and likewise depicted as “Right Of Way To Be Acquired” on Exhibit C (“Permanent Easement Area”), attached hereto and incorporated herein by reference.

The Permanent Easement rights granted herein are forever and shall include, but not be limited to, the construction, maintenance, repair and replacement of any public right-of-way, sanitary sewer, storm sewer, water mains, storm water facilities, above ground and below ground drainage facilities, any utilities, telecommunication facilities, underground pipes, conduits, culverts, other utilities and mains, and all facilities and improvements ancillary, incident or related thereto, under, over, across, through and upon the Permanent Easement Area.

The Permanent Easement rights further include, but are not limited to, the right of ingress and egress over the Permanent Easement Area to access the Permanent Easement for the purposes of construction, maintenance, repair and replacement of any public right-of-way, sanitary sewer, storm sewer, water mains, storm water facilities, above ground and below ground drainage facilities any utilities, telecommunication facilities, underground pipes, conduits, culverts, other utilities, mains and all facilities and improvements ancillary, incident or related thereto.

The rights of the City also include the right of the City, its contractors, agents and servants:

- (a) To enter upon the Permanent Easement Area at all reasonable times for the purposes of construction, reconstruction, inspection, repair, replacement, grading, sloping, and restoration relating to the purposes of the Permanent Easement; and

- (b) To maintain the Permanent Easement Area, any City improvements and any public right-of-way, underground pipes, conduits, or mains, together with the right to excavate and refill ditches or trenches for the location of such pipes, conduits or mains; and
- (c) To remove from the Permanent Easement Area trees, brush, herbage, aggregate, undergrowth and other obstructions interfering with the location, construction and maintenance of the public right-of-way, utility pipes, conduits, mains and above ground and below ground drainage facilities and to deposit earthen material in and upon the Permanent Easement Area; and
- (d) To remove or otherwise dispose of all earth or other material excavated from the Permanent Easement Area as the City may deem appropriate.

The City shall not be responsible for any costs, expenses, damages, demands, obligations, penalties, attorneys' fees and/or losses resulting from any claims, actions, suits, or proceedings based upon a release or threat of release of any hazardous substances, petroleum, pollutants, and/or contaminants which may have existed on, or which relate to, the Permanent Easement Area or the Landowners' Property, prior to the date hereof.

Nothing contained herein shall be deemed a waiver by the City of any governmental immunity defenses, statutory or otherwise. Further, any and all claims brought by Landowners or their successors or assigns, shall be subject to any governmental immunity defenses of the City and the maximum liability limits provided by Minnesota Statutes, Chapter 466.

The Landowner, for himself and his successors and assigns, does hereby warrant to and covenant with the City, its successors and assigns, that it is well seized in fee of the Landowners' Property described on Exhibit A, and the Permanent Easement Area described on Exhibit B and depicted as "Right Of Way To Be Acquired" on Exhibit C, and has good right to grant and convey the Permanent Easement herein to the City.

This agreement is binding upon the heirs, successors, executors, administrators and assigns of the parties hereto.

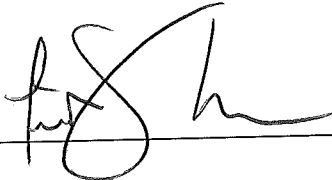
This agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.

EXEMPT FROM STATE DEED TAX

IN TESTIMONY WHEREOF, the Landowner and the City have caused this Easement to be executed as of the day and year first written.

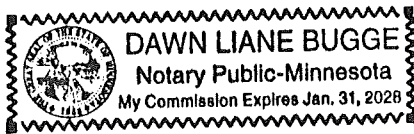
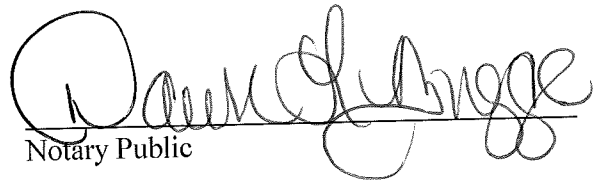
LANDOWNER:

PETER MALEK



STATE OF MINNESOTA)
)
COUNTY OF WASHINGTON) ss.

On this 16th day of October, 2024, before me a Notary Public within and for said County, personally appeared Peter Malek, to me personally known to be the person described in and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed.

Notary Public

CITY:
CITY OF FOREST LAKE

Blake Roberts, Mayor

Jolleen Chika, City Clerk

STATE OF MINNESOTA)
)
 COUNTY OF WASHINGTON) ss.

On this ____ day of _____, 2025, before me a Notary Public within and for said County, personally appeared Mara Bain and Jolleen Chika, to me personally known, who being each by me duly sworn, each did say that they are respectively the Mayor and City Clerk of the City of Forest Lake.

Notary Public

This Instrument Was Drafted By
And After Recording Return To:
 Amanda Johnson
 LeVander, Gillen & Miller, P.A.
 1305 Corporate Center Drive, Suite 300
 Eagan, MN 55121
 (651) 451-1831

EXHIBIT A
LEGAL DESCRIPTION OF LANDOWNER'S PROPERTY

Real property in Washington County, Minnesota, legally described as follows:

That part of the East Half of the Southwest Quarter of Section 12, Township 32 North, Range 21 West, Washington County, Minnesota described as follows:

Commencing at the northwest corner of the Southeast Quarter of the Southwest Quarter of said Section 12; thence southerly, along the west line of said East Half of the Southwest Quarter, 280.00 feet to the south line of the north 280.00 feet of said Southeast Quarter of the Southwest Quarter; thence easterly along said south line, a distance of 285.00 feet to a point hereinafter referred to as "Point A"; thence northeasterly, deflecting 45 degrees 00 minutes 00 seconds to the left, a distance of 176.04 feet to the east line of the west 410 feet of said East Half of the Southwest Quarter and the point of beginning of the parcel to be described; thence southwesterly to "Point A"; thence westerly, along said south line of the north 280.00 feet, to said west line of the Southeast Quarter of the Southwest Quarter; thence southerly, along said west line, to the south line of the north 400.00 feet of said Southeast Quarter of the Southwest Quarter; thence easterly, along said south line of the north 400.00 feet, a distance of 335.00 feet; thence northeasterly, deflecting 51 degrees 01 minutes 25 seconds to the left, a distance of 118.68 feet to the east line of the west 410 feet of the East Half of the Southwest Quarter; thence northerly, along said east line, to the point of beginning. Except that part lying westerly of the center line of North Shore Trail (aka C.S.A.H. No. 2).

PID No.: 12-032-21-34-005151

EXHIBIT B
LEGAL DESCRIPTION OF PERMANENT EASEMENT AREA

A 50 foot wide perpetual public right of way over, under, and across the above described property, the westerly line of which is described as follows:

Commencing at the northwest corner of the Southeast Quarter of the Southwest Quarter of Section 12; thence on an assumed bearing of South 01 degree 03 minutes 29 seconds West, assumed bearing, along the West line of the East Half of the Southwest Quarter, a distance of 400.00 feet to the South line of the North 400.00 feet of said Southeast Quarter of the Southwest Quarter; thence South 88 degrees 42 minutes 13 seconds East, along said South line, a distance of 16.87 feet to the centerline of North Shore Trail and the point of beginning; thence North 03 degrees 49 minutes 12 seconds East, along said centerline, a distance of 67.69 feet; thence continuing along said centerline 298.55 feet along a tangential curve, concave to the west, having a radius of 235.00 feet and a central angle of 72 degrees 47 minutes and 28 seconds and said line thereby terminating. Said right of way is to extend by its full width from the south line to the north line of the above described property.



STAFF REPORT

MEETING DATE: March 10, 2025

STAFF ORIGINATOR: Kyle Young, Parks and Recreation Coordinator

AGENDA ITEM: Castlewood Golf Course Proposed Fees for 2025

INTRODUCTION:

The City of Forest Lake is currently in an agreement with Foursome Golf Management Group, LLC for the management of Castlewood Golf Course. Per the agreement, the Manager shall submit a list of proposed charges and fees to the City on or before April 1 of each year of the existing contract. The City has received the proposed fees from the Manager for 2025 for consideration and Council approval.

ANALYSIS:

The Foursome Course Manager is suggesting a minimum price adjustments to help maintain software costs as well as a modest increase on higher demand programs that require more course care. Staff agrees that the increases are necessary to maintain a quality experience for users of Castlewood Golf Course

RECOMMENDATION:

Staff recommends City Council approval of the proposed 2025 Castlewood Fees. If removed from the consent agenda, staff proposes: "**Motion to approve 2025 Castlewood Fees as proposed.**"

ATTACHMENTS:

Castlewood Golf Course Fee Schedule

2025 Castlewood Fees

2025 Castlewood Fees						
Cart & 18 greens Fee	2024 w/tax	2025 w/tax	Difference			
9 Hole Cart Fee:	\$ 11.92	\$ 12.00	\$ 0.08			
18 Hole Cart Fee:	\$ 5.00	\$ 6.00	\$ 1.08	<- in addition to the 9 hole cart fee		
18 Hole Greens Fee:	\$ 5.00	\$ 7.00	\$ 2.00	<- in addition to the 9 hole greens fee		
Daily Green Fee Rates	2024 Walk w/tax	2025 Walk w/tax	Difference	2024 Ride w/tax	2025 Ride w/tax	Difference
Adult 9 Holes (online booking is \$2 off GF only)	\$ 21.68	\$ 22.00	\$ 0.32	\$ 33.60	\$ 34.00	\$ 0.40
Adult 18 Holes	\$ 27.09	\$ 29.00	\$ 1.91	\$ 44.43	\$ 47.00	\$ 2.57
Senior 9 Holes	\$ 16.26	\$ 17.00	\$ 0.74	\$ 28.18	\$ 29.00	\$ 0.82
Senior 18 Holes	\$ 21.68	\$ 24.00	\$ 2.32	\$ 39.02	\$ 42.00	\$ 2.98
Junior 9 Hole	\$ 10.84	\$ 11.00	\$ 0.16	\$ 22.76	\$ 23.00	\$ 0.24
Junior 18 Hole	\$ 16.26	\$ 18.00	\$ 1.74	\$ 33.60	\$ 36.00	\$ 2.40
Evening Rate - all play after 5:00 p.m.	\$ 15.17	\$ 15.00	\$ (0.17)	\$ 27.09	\$ 27.00	\$ (0.09)
Season Pass Rates	2024 w/tax	2025 w/tax	Difference			
Junior	\$ 346.80	\$ 368.48	\$ 21.68			
League Punch Pass	\$ 319.71	\$ 341.38	\$ 21.67			
Adult	\$ 699.02	\$ 726.11	\$ 27.09			
Adult Couple	\$ 915.77	\$ 942.86	\$ 27.09			
Senior	\$ 590.64	\$ 617.74	\$ 27.10			
Senior Couple	\$ 807.39	\$ 834.49	\$ 27.10			
Cart Pass/trail fees	\$ 373.89	\$ 400.99	\$ 27.10			
Simulator Summer Hourly Rates/F&B rates	2024 w/tax	2025 w/tax	Difference			
Per Hour (No senior rate)	\$ 27.09	\$ 27.09	\$ -			
Summer 10 Hr Punch Card	\$ 189.66	\$ 189.66	\$ -			
Summer Bday/Party Pack	\$ 125.00	\$ 125.00	\$ -			
Full Clubhouse Rental	\$ 189.66	\$ 189.66	\$ -			
Concessions	2024 w/tax	2025 w/tax	Difference			
Domestic Beer	\$ 8.67	\$ 8.67	\$ -			
Craft Beer	\$ 7.59	\$ 7.59	\$ -			
Canned Cocktails	\$ 8.67	\$ 8.67	\$ -			
			Difference			
Soda/Gatorade	\$ 3.25	\$ 3.25	\$ -			
Redbull	\$ 5.42	\$ 5.42	\$ -			
Water	\$ 2.17	\$ 2.17	\$ -			
			Difference			
Candy/Chips	\$ 2.17	\$ 2.17	\$ -			
Dot's Pretzels	\$ 3.79	\$ 3.79	\$ -			
			Difference			
Heggies Pizza 1 top.	\$ 15.17	\$ 15.17	\$ -			
Heggies Pizza 6 Pack (meatlovers)	\$ 19.51	\$ 19.51	\$ -			
Hot Dogs	\$ 4.50	Not Selling	X			

STAFF REPORT

MEETING DATE: March 10, 2025
STAFF ORIGINATOR: Dave Adams, Public Works Director
AGENDA ITEM: Airport Lighting Maintenance Agreement

INTRODUCTION:

While Public Works staff has the competence to perform many tasks related to the airport lighting around the airport, there are intricacies to the system and record-keeping that require professionals who are well versed in the airfield lighting world.

ANALYSIS:

Spelled out in the agreement that is attached, Neo Electrical Solutions proposes to perform Annual Ground Check, Semi-Annual Site Visit, Unscheduled Maintenance, and provide Emergency Services for the Forest Lake Airport.

In order to keep these costs as low as possible, Public Works will perform the following activities instead of Neo: Daily visual checks of the airport's navigational aids, repair or contact the verified technician of any Navaid issues in a timely manner, record completed repairs in the onsite facility maintenance log, visual observations in the onsite logbook, replace in-operational lamps as needed, and Issue NOTAM's as needed.

The Forest Lake Airport Commission reviewed this agreement at their March 5 meeting; they recommended City Council approval pending verification that the costs for this agreement can be submitted under the maintenance and operation (M&O) agreement that the City receives from MnDOT. Staff has confirmed that costs associated with airport lighting maintenance can be submitted as part of the M&O agreement.

RECOMMENDATION:

Staff recommends City Council **move to approve the agreement with Neo Electrical Solutions.**

Attachments:

Forest Lake 25D Airport Lighting Maintenance Agreement



2180 Jack Breault Drive
Hudson, WI 54016
Phone: 715.808.0463
Fax: 715.808.0502

PROPOSAL SUBMITTED TO Forest Lake Airport (25D)		DATE: 12/16/2024	
STREET 20500 Forest Rd N		JOB NAME 25D Maintenance	
CITY, STATE, AND ZIP CODE Forest Lake, MN 55025		Frequency CTAF 122.7	
ATTENTION Dave Adams	DATE OF SITE VISIT	PHONE 651-209- 9736	FAX #

Forest Lake 25D Airport Maintenance

Neo Electrical Solutions is proud to provide you with this quote for the maintenance of the Forest Lake, MN lighting systems.

Our technicians will inspect and repair all aspects of your visual navigational aids to ensure they are working properly. An extensive FAA operational check will also accompany each site visit to ensure proper sequence of operations. Neo Electrical Solutions will diligently follow FAA AC 150/5340-26C as well as the 6850 advisory circulars and records work and repairs. Our preventative maintenance program has set intervals based on the FAA 6700.20B.

This program has been itemized for your convenience; each area of inspection is broken out to better understand our scope of work at your airport to provide the best service possible. Our service will include a semiannual and annual inspection.

The Annual Ground Check will execute the maintenance intervals for the PAPI, REIL, Electrical Vault, Signs and Lighting System. At this time, we will verify service records, inventory parts on hand, establish and update O&M manuals, establish and update Lamp Schedules as well as provide onsite training as needed. PMI logs for each navaid will be provided and stored in the airport electrical building for reference and updated at each visit.

The Semi-Annual site visit will be scheduled midseason and will include a full inspection and will address and repair any issues (lamp outages, record keeping, voltage adjustments, spare parts list) that can be taken care of at that time. The PAPI, REIL, Electrical Vault and Runway Lighting System will also have the PMI's done at this time. Logs will be filled out and left on site for all lighted Navigational Aids. Training for airport personnel, as needed, can also accompany the semiannual site visit.

Unscheduled Maintenance includes repairs that are required and cannot be executed on the days of the semiannual or annual Ground Checks. Our intention is to minimize or eliminate this cost if able.

Emergency Services include weekend onsite work or system repairs that cannot be scheduled during regular working hours and require immediate attention. This will also include onsite incident verification if there should be an accident on your field and verification authority is required to be present to assist in the investigation.

We at Neo Electrical Solutions are here to help with technical questions regarding your airport's electrical needs. Please feel free to utilize us as a resource for your airport.

Scope of Work

- Execute Semiannual and annual Ground Check
- Execute sequence of operations check
- Establish recordkeeping onsite for REIL, PAPI, Electrical Vault and Edge Lighting
- Establish and maintain a list of recommended spare parts
- Train the airports general maintenance technicians to record work to FAA standards
- Repair system outages upon request
- Respond to incidents associated with the Visual Navigational Systems
- Execute preventative maintenance Interval on REIL, PAPI, Electrical Vault and Edge Lighting

Forest Lake, MN 25D Airfield Maintenance

ITEM NO.	ITEM	UNIT	APPROX. QUANT.	Spring	Fall	YEARLY TOTAL
				ANNUAL	SEMI ANNUAL	
	Runway 31 PAPI Semiannual/Annual PMI	EA	1	\$ 175.00	\$ 175.00	\$ 350.00
	Runway 13 PAPI Semiannual/Annual PMI	EA	1	\$ 175.00	\$ 175.00	\$ 350.00
	Runway 31 REIL Semiannual/Annual PMI	EA	1	\$ 75.00	\$ 75.00	\$ 150.00
	Runway 13 REIL Semiannual/Annual PMI	EA	1	\$ 75.00	\$ 75.00	\$ 150.00
	13/31 Edge Lighting Runway	EA	1	\$ 225.00	\$ 225.00	\$ 450.00
	Lighted Signage	EA	1	\$ 120.00	\$ 120.00	\$ 240.00
	Electrical Vault	EA	1	\$ 480.00	\$ 290.00	\$ 770.00
	Windcone	EA	1	\$ 210.00	\$ 210.00	\$ 420.00
	Rotating Beacon	EA	1	\$ 325.00	\$ 325.00	\$ 650.00
	Runway 13/31 Constant Current Regulator	EA	1	\$ 85.00	\$ 85.00	\$ 170.00
	PAPI 13/31 Constant Current Regulator	EA	1	\$ 85.00	\$ 85.00	\$ 170.00
	Unscheduled Maintenance	HR	0	As Needed	As Needed	\$ 130.00
	Emergency Services	HR	0	As Needed	As Needed	\$ 170.00
TOTAL SERVICE ANNUALY				\$ 2,030.00	\$ 1,840.00	\$ 3,870.00

Responsibilities of Airport Personnel

- Execute the daily visual checks of the airport's navigational aids
- Repair or contact the verified technician of any Navaid issues in a timely manner
- Record completed repairs in the onsite facility maintenance log (Provided by Neo)
- Log visual observations in the onsite logbook (Provided by Neo)
- Replace in-operational lamps as needed
- Issue NOTAM's as needed

Thank You,

Ben Melin

Airfield Division Manager

Office: 715-808-0463

Cell: 612-366-6776

Benm@neoelectrical.com

Cory Capra

Airport Project Manager

Office: 715-808-0463

Cell: 651-331-1067

coryc@neoelectrical.com

Exclusions and clarifications:

1. Only those items listed above are included in this proposal.
2. No Payment and Performance Bond cost included.
3. All work and materials included shall comply with the nationally recognized electrical construction standards, an official Testing Laboratory, NEC or local inspector requirement, the project's specified quality requirements, and the agreed to project schedule.
4. Member NECA
5. An airport representative will be responsible to contact the verified technician or Neo Electrical Solutions (as soon as practical) if there is an accident/incident on or within the general vicinity of the airport.
6. Proposal is valid thirty (30) days from issue date.
7. This term agreement is for 1 consecutive years.
8. After the term of this contract Neo Electrical Solutions can provide updated pricing for this service.

We propose to furnish labor in accordance with above specifications for the total dollar amount stated in this proposal. By signing this proposal, you agree to pay Neo Electrical Solutions, LLC in full for all services rendered and materials that may be on order for this project.

Billing / Payment: Billings will be done either on a monthly basis or at completion of the project. Progressive billings will be made for all labor and materials on site. Please make payment within 15 days of receiving our invoice.

Acceptance of Proposal

Authorized Signature: _____

Print Name: _____

Date of acceptance: _____

****Note:** This proposal may be withdrawn by Neo if not accepted within 30 days

STAFF REPORT



MEETING DATE: March 10, 2025

STAFF ORIGINATOR: Ken Roberts, City Planner

AGENDA ITEM: Public Hearing - Zoning Ordinance Text Amendment – Multiple-family Residential

INTRODUCTION:

James McKinnion has made application to the City to amend Zoning Code Section 153.323 (A), Multiple-Family Residential (MF) District. Subsection A reads as follows:

(A) *Purpose.* The Multiple-Family Residential (MF) District is intended to establish areas for the development of multiple dwelling structures with a maximum density of 15 units per net acre; to maintain a residential character in areas with a high density, multiple-family development; to broaden the choice of residential living styles in the city; to set limitations on housing development density; and to promote quality development by following a thorough application, review, and approval process.

The requested zoning code text amendment is to change the maximum permitted density from 15 units per net acre to 20 units per net acre.

REGULATORY FRAMEWORK AND ANALYSIS:

The City's adopted 2040 Comprehensive Plan has several land use categories that describe the intended and expected land uses of property in Forest Lake. The High Density Residential category is described as follows:

"Residential purposes include duplexes, triplexes, townhomes, apartment buildings and condominiums. It may also include open space within or adjacent to or related to a residential development. Density is intended to be 15 to 20 units per acre."

The proposed zoning ordinance text amendment would allow residential developments in the MF District to occur with a density of up to 20 units per net acre rather than the current limit of 15 units per net acre. Increasing the allowed density in the MF District would make the Zoning Code consistent with the Comprehensive Plan. The proposed zoning ordinance text amendment to make the zoning code consistent with the Comprehensive Plan is a best practice for land use and zoning management.

STAFF REPORT

The Planning Commission held a public hearing and considered the proposed zoning ordinance amendment during their meeting on February 26, 2025. At this meeting staff presented a revised version of the proposed ordinance amendment for the Commission's consideration. The change to the proposed amendment added language to clarify the City will be requiring housing in the multiple-family residential district to be developed with a density range of 15-20 units per net acre. The Planning Commission with a 4-0 vote recommended City Council approval of the proposed ordinance amendment as presented by City staff.

City Code Section 153.037 (D) indicates "the Planning Commission recommendation and City Council decision on any zoning amendment, whether text or map amendment, is a matter of legislative discretion that is not controlled by any particular standard. However, in making their recommendation and decision, the Planning Commission and City Council shall consider the following standards (for text amendments) ..."

Comprehensive Plan

- The consistency of the proposed amendment with the Comprehensive Plan.
- Whether the proposed amendment provides a more workable way to achieve the intent and purposes of this [Zoning Code] chapter and the Comprehensive Plan.

Zoning Code

- The consistency of the proposed amendment with the intent and general regulations of this [Zoning Code] chapter.
- The extent to which the proposed amendment is consistent with the overall structure and organization of this [Zoning Code] chapter.
- Whether the proposed amendment corrects an error or omission, adds clarification to existing requirements, or reflects a change in policy.
- The extent to which the proposed amendment creates nonconformities.

General Public Benefit

- That the proposed amendment will benefit the residents of the City as a whole, and not just the applicant, property owner(s), neighbors of any property under consideration, or other special interest groups, and the extent to which the proposed use would be in the public interest.
- The relative gain to the public, as compared to the hardship imposed upon the applicant.

STAFF REPORT



The proposed Zoning Ordinance amendment meets the above-listed standards and it is not in conflict with the Comprehensive Plan nor the existing Zoning Code. In addition, the proposed Zoning Ordinance amendment will ensure the density of new development in the multiple-family residential zoning district will be consistent the density listed for high density residential development in the Comprehensive Plan, will benefit the residents of the City as a whole and will not create any nonconformities. In summary, the proposed Zoning Ordinance amendment is in the public's interest.

RECOMMENDATION:

Staff recommends the City Council open the public hearing, take public comment, close the hearing, and discuss the enclosed ordinance. After all discussion has occurred, staff recommends the City Council **move to adopt Ordinance Number 749 Amending Title XV, Land Usage, Chapter 153, Section 153.073, Multiple-family Residential District, Section (A), Purpose.**

ATTACHMENTS:

1. Proposed Zoning Code Ordinance Amendment No. 749

**CITY OF FOREST LAKE
WASHINGTON COUNTY, MINNESOTA
ORDINANCE NO. 749**

**AN ORDINANCE AMENDING TITLE XV, CHAPTER 153, SECTION 153.073,
MULTIPLE-FAMILY RESIDENTIAL DISTRICT, SECTION (A), PURPOSE**

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

Section 1. Amendment. Title XV, Chapter 153, Section 153.073 (A) of the Forest Lake City Code is hereby amended as follows. The underlined text shows the proposed additions to the City Code, the ~~struck-out~~ text shows the deletions, and all other Section text shall remain unchanged.

(A) *Purpose.* The Multiple-Family Residential (MF) District is intended to establish areas for the development of multiple dwelling structures with a minimum density of 15 units per net acre and a maximum density of 15 20 units per net acre; to maintain a residential character in areas with a high density, multiple-family development; to broaden the choice of residential living styles in the city; to set limitations on housing development density; and to promote quality development by following a thorough application, review, and approval process.

Section 2. Effective Date. This Ordinance shall be in full force and effect upon its adoption and publication as provided by law.

Passed in regular session of the City Council on the 10th day of March, 2025.

CITY OF FOREST LAKE

By: _____

Blake Roberts

Its: Mayor

Attested:

By: _____

Jolleen Chaika

Its: City Clerk

(Published in the *Forest Lake Times* on March 13, 2025)


Office of Engineering

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

March 10, 2025

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

RE: North Shore Trail – Additional Design Considerations

Dear Mayor and Council:

In recap, Public Open House was held, February 18, 2025, 4:30pm-6:00pm to communicate the scope of work being proposed to the neighborhood for the North Shore Trail Project and Local Street Project in which the pavement would be rehabilitated 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 project then had an additional presentation held on the February 24, 2025, City Council meeting to discuss scope of work throughout the corridor with the anticipation additional design considerations would be brought back to the March 10th City Council meeting for final direction.

During the discussion at the February 24th City Council meeting the following discussion occurred:

- Consensus was to remove all scope of work from project on North Shore Trail from Greenway Ave to 235th Street.
- Discussed alternative scope(s) of work on North Shore Trail from 235th Street to Hwy 97, consensus was to preserve previous scope of work that included full pavement replacement.
- Bring back additional design considerations for discussion at the March 10th City Council meeting on lane widths and other related safety improvements.
- The remaining anticipated project schedule that was presented:
 - March 10, 2025 – Discuss additional design considerations at City Council meeting.
 - March 24, 2025 – Approve Plans & Specifications / Authorize Ad For Bid
 - April 17, 2025 – Bid Opening
 - April 28, 2025 – Possible Award at City Council Meeting
 - May 2025 - November 2025 - Construction

Additional Design Considerations:

Lane Widths:

- State Aid Standards
 - Reconditioning Project (reclaim, mill overlay, etc.)
 - Minimum lane width: 10'
 - Minimum shoulder width: 2' gravel
 - Bike facilities, if included, should follow the Mn Bicycle Facility Design Manual
 - New/Reconstruction Project
 - Minimum lane width: 11'
 - Minimum shoulder width: 6' gravel
 - Bike facilities, if included, should follow the Mn Bicycle Facility Design Manual
- Mn Bicycle Facility Design Manual
 - Minimum 4' paved shoulder width, 6' preferred
 - Ideally provide paved shoulders on both sides of the street
- MnDOT Paved Shoulders Info Sheet
 - Prioritize paved shoulders on both sides of the street
 - Narrow paved shoulder is better than no paved shoulder
- MnDOT Local Road Research Board Best Practices for Pedestrian and Bicycle Safety
 - Provide paved shoulders on both sides of two-way roads to discourage wrong-way riding/walking
- AASHTO Bike Guide
 - Recommends minimum 4' paved shoulder (5' if guardrail, or other vertical obstructions present)
- FHWA Bikeway Selection Guide
 - Preferred paved shoulder width for Rural Roadways based on speed limit and traffic volume is 5-8' for North Shore Trail (see chart snip end of document)
 - Allows for minimum 3' paved shoulder (5' if guardrail or other vertical obstructions present) in constrained situations
- See attached Figure – FIGR-134732-Lane Configuration Options-OPT 1-3
- See attached Figure – FIGR-134732-Lane Configuration Options-OPT 4-5

Recommendation – Shoulder Widths:

- Option 2 in the attached Figure, which is the 11' lanes with 4' shoulders option is the recommended configuration as it balances reduced lane width (but not too narrow) with increased paved shoulder width for bikes/pedestrians and does not result in an offset crown of the roadway.

Lane Striping Considerations:

- Project will include a white fog line on both sides of the roadway. A fog line on a roadway is a solid white line painted on the right edge of the road, primarily designed to help drivers stay within their lane, especially in conditions with low visibility like fog, by providing a visual reference point to guide them and prevent drifting off the road. Typically, the fog line is painted with a width of 4", however an additional design consideration with this project will propose to paint the line in a width of 6". Wider fog lines, such as 6 inches, are safer than 4-inch fog lines because they help drivers see lane boundaries and the road's alignment. The cost difference is approximately \$0.50 per lineal foot or \$25,000 from 235th Street to Hwy 97 on North Shore Trail.

Recommendation – Solid White Fog Line Striping Width:

- Recommend painting 6" solid white fog lines



Solar-Powered Speed Limit Sign Considerations:

- The last additional design consideration is to install (4) solar-powered speed limit signs along North Shore Trail from 235th to Hwy 97, two would be installed westbound, and two would be installed eastbound. One currently is installed on North Shore Trail approximately 600' east of Greenway Ave for westbound traffic. These signs use radar to detect the speed of approaching vehicles and display the speed digitally. Studies show that radar speed signs can reduce average speeds by 10–20% and they can also increase compliance with speed limits over time. Solar radar speed signs have proven to be effective in getting drivers attention, particularly distracted drivers. In discussion with Contractors, currently these signs are being bid at \$12,000 - \$15,000, thus the project impact to install four of them would be approximately \$60,000

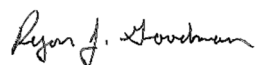
Recommendation – Solar-Powered Speed Limit Sign:

- Recommend installing (4) solar-powered speed limit signs along North Shore Trail from 235th to Hwy 97, two would be installed westbound, and two would be installed eastbound.



Also attached for reference is the draft schedule for the bond issuance. Please don't hesitate to contact me if there are any questions on the information above.

Sincerely,

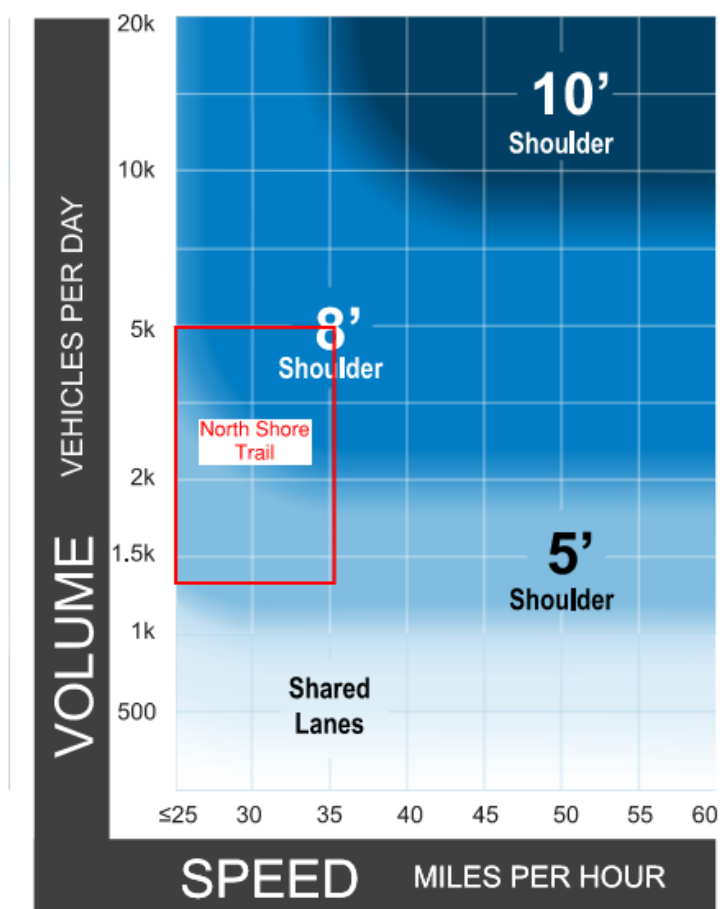


Ryan J. Goodman, P.E.
City Engineer
612-597-7140

Enclosure: FIGR-134732-Lane Configuration Options-OPT 1-3, FIGR-134732-Lane Configuration Options-OPT 4-5, Forest Lake 2025 Bond Timeline 022825

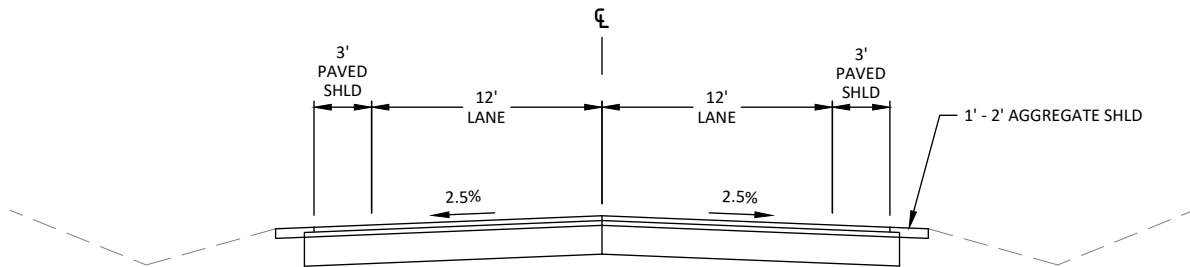
FHWA BIKEWAY SELECTION GUIDE | 4. BIKEWAY SELECTION

Figure 10: Preferred Shoulder Widths for Rural Roadways



Notes

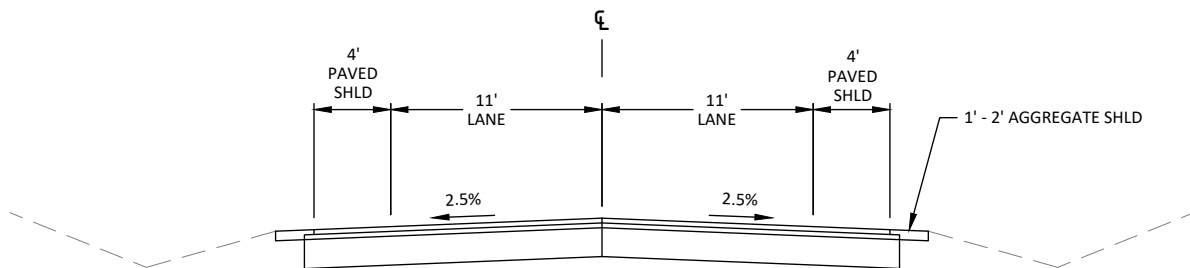
- 1 This chart assumes the project involves reconstruction or retrofit in constrained conditions. For new construction, follow recommended shoulder widths in the AASHTO Green Book.
- 2 A separated shared use pathway is a suitable alternative to providing paved shoulders.
- 3 Chart assumes operating speeds are similar to posted speeds. If they differ, use operating speed rather than posted speed.
- 4 If the percentage of heavy vehicles is greater than 5%, consider providing a wider shoulder or a separated pathway.

OPTION 1: 12' LANES, 3' PAVED SHOULDERPROS

- Existing CL and crown maintained
- Matches existing layout
- Uniform shoulder widths allow bikes/peds on either side of the road
- 12' lanes allow more space to pass bikes/peds on shoulder

CONS

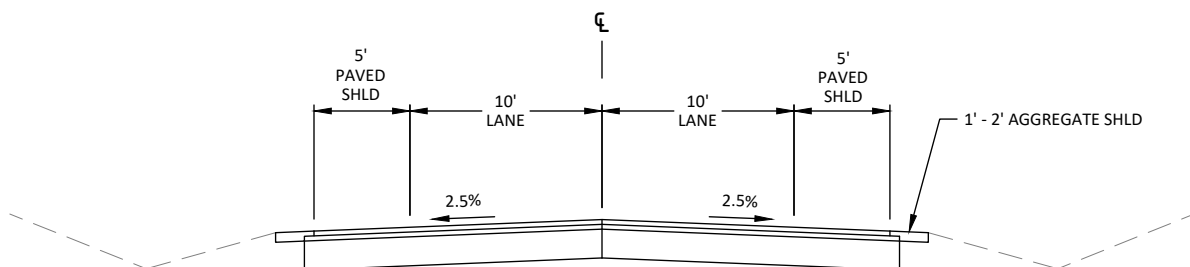
- Residents want wider shoulders or trail
- Less than minimum standard shoulder width for bikes/peds
- Vehicle speeding concerns remain with 12' lanes

OPTION 2: 11' LANES, 4' PAVED SHOULDERPROS

- Existing CL and crown maintained
- 1' wider shoulder each side for bikes/peds
- Meets minimum 4' shoulder width standards
- Uniform shoulder widths allow bikes/peds on either side of the road
- 11' lanes may slow traffic down

CONS

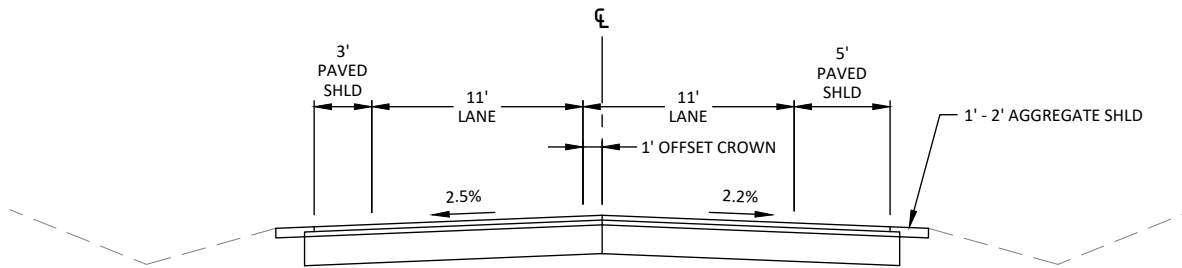
- Potential complaints with narrower lanes
- Less than preferred 5' shoulder width standards

OPTION 3: 10' LANES, 5' PAVED SHOULDERPROS

- Existing CL and crown maintained
- 2' wider shoulder each side for bikes/peds
- Meets preferred 5' shoulder width standards
- Uniform shoulder widths allow bikes/peds on either side of the road
- 10' lanes likely to slow traffic down

CONS

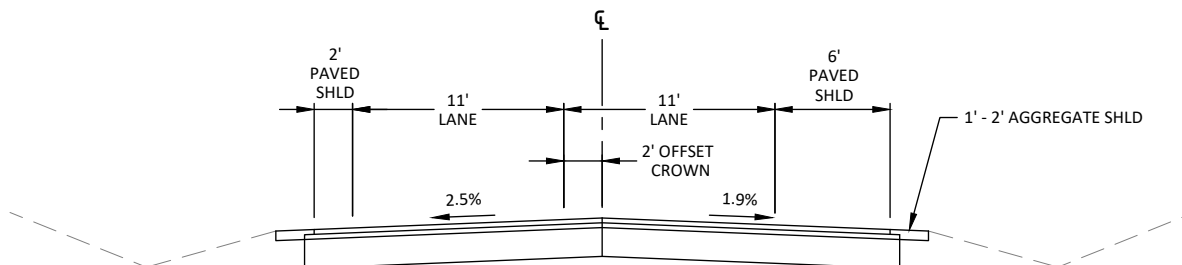
- Potential complaints with narrower lanes
- Garbage trucks, buses, delivery trucks may find the lane widths visually too narrow

OPTION 4: 11' LANES, 3'/5' PAVED SHOULDERPROS

- Shoulder widths allow bikes/peds on either side of the road
- 2' wider shoulder on one side for bikes/peds
- Meets preferred 5' shoulder width standards on one side
- 11' lanes may slow traffic down

CONS

- Additional construction costs to move material to offset the crown
- Flatter cross slope on lane with wider shoulder
- Less than minimum standard shoulder width for bikes/peds on one side
- Potential complaints with narrower lanes
- Peds will have to cross the road to access the wider shoulder
- Plowing concerns due to offset crown

OPTION 5: 11' LANES, 2'/6' PAVED SHOULDERPROS

- 3' wider shoulder on one side for bikes/peds
- Exceeds preferred 5' shoulder width standards on one side
- 11' lanes may slow traffic down

CONS

- Additional construction costs to move material to offset the crown
- Flatter cross slope on lane with wider shoulder
- Substandard shoulder width for bikes/peds on one side
- Potential complaints with narrower lanes
- Peds will have to cross the road to access the wider shoulder
- Plowing concerns due to offset crown
- Wider shoulder may invite vehicle parking on the shoulder

Bond Issuance Schedule DRAFT - February 28, 2025

General Obligation Street Reconstruction Bonds, Series 2025A

City of Forest Lake, Minnesota

Step No.	Action	Date
1	City submits March 24 public hearing notice to Forest Lake Times no later than 3 pm	March 10, 2014
2	City Council decides on final project design parameters	March 10, 2024
3	Forest Lake Times publishes notice of March 24 public hearing (no less than 10 days prior)	March 13, 2025
4	City Council approves project plans and specifications, authorizes advertisting for bids	March 24, 2025
5	City Council holds public hearing, approves Street Reconstruction Plan, and authorizes Bond process	March 24, 2025
6	Preparation of Preliminary Official Statement	April
7	Project bid opening	April 17, 2025
8	Expiration of 30-day reverse referendum period on Bond CIP	April 23, 2025
9	Credit Rating Call with S&P Global, Due Diligence Call with Ehlers	Week of April 28, 2025
10	City Council awards project to winning bidder, receives updated bond plan of finance	April 28, 2025
11	Accept Bids on General Obligation CIP Bond, Series 2025A	May 12, 2025
12	County Board awards Sale of General Obligation CIP Bonds, Series 2025A	May 12, 2025
13	Closing, Accepting and Investing Bond Proceeds (Tentative)	June 5, 2025
14	Project construction	May - November 2025

STAFF REPORT

MEETING DATE: March 10, 2025
STAFF ORIGINATOR: Dave Adams, Public Works Director
AGENDA ITEM: Lakeside Park Ice Heaving Project Approval

INTRODUCTION:

As the City Council is aware, Lakeside Park took on some terrible ice heaving over the winter that has resulted in damage to the shoreline, boulders, sod, paver path, and park lighting. Since January, PW staff has been working to get quotes for the work, necessary permits to do the work, and coordinating with LMC for possible insurance claims.

Analysis:

The assumption of staff is that these repairs are necessary and need to be completed this Spring so that the Park will be open and functioning for residents and boaters this Summer. With that said, this project was not accounted for in the 2025 budget, so all costs incurred will need a funding source.

A claim was filed with LMC for damages to the Park. While many of the repair activities were not covered, the light poles and the infrastructure to the “Your Boat Club” dock were, totaling \$23,100. The City is exploring Errors Coverage for the boulders that may see additional coverage, but as of this memo a decision has not been made.

There is one area that needs discussion and direction. The heaving along the shoreline shifted and pushed up approximately 350’ of the paver path that runs along the shoreline, and in some areas heaved on the West side of the path. With this, the paver path will need to be removed in order to regrade the park and shoreline correctly. There are two options to reinstall this path with different cost associated to each option. Option 1 would be removing and replacing the 12’ path with the salvaged pavers. This option would come at a cost of \$21/ft², or approximately \$88,000. Option 2 would be to remove the pavers and replace with a 10’ bituminous trail at a cost of \$13/ft², or approximately \$45,000. If Option 2 is chosen, stamped pavers in this 350’ stretch would be salvaged for future placement in a different location.

Options:

1. Base bid plus allowances and removing and replacing paver path.
2. Base bid plus allowances and removing and replacing with 10’ Bituminous Trail.

RECOMMENDATION:

Staff recommends: **“Motion to Approve Lakeside Park Repairs with Forest Lake Contracting to include base bid, allowances, and option #____.”**

Attachments:

Forest Lake Contracting Estimate

Proposal**FOREST LAKE CONTRACTING INC****Job Code: 25-10****Description: CITY OF FOREST LAKE- LAKESIDE PARK REPAIRS**

		Proposal					
Line No.	Pay Item No.	Description	Subtotal Description	Quantity	Unit of Measure	Unit Price	Total Price
1	[Enter Pay Item Number]	GRADE AND RESTORE SHORELINE		1.00	LS	54,000.00	54,000.00
2	[Enter Pay Item Number]	REINSTALL BOULDER RIP RAP		1.00	LS	14,000.00	14,000.00
3	[Enter Pay Item Number]	REPAIR LIGHT POLE AND CONCRETE BASE		2.00	Each	4,100.00	8,200.00
4	[Enter Pay Item Number]	REPAIR ELECTRICAL TO DOCK		1.00	Each	1,800.00	1,800.00
5	[Enter Pay Item Number]	REPAIR WATER SERVICE LINE TO DOCK		1.00	Each	2,400.00	2,400.00
15	[Enter Pay Item Number]	REPAIR FIRE SERVICE LINE TO DOCK		1.00	Each	3,200.00	3,200.00
7	[Enter Pay Item Number]	REPAIR STORM SEWER APRON GRATE		1.00	Each	1,100.00	1,100.00
14	[Enter Pay Item Number]	REPAIR 4" PERFORATED DRAIN PIPE		200.00	LF	35.00	7,000.00
9	[Enter Pay Item Number]	TURF ESTABLISHMENT		1,000.00	SY	15.00	15,000.00
10	[Enter Pay Item Number]	FLOATING SILT CURTAIN		550.00	LF	20.00	11,000.00
11	[Enter Pay Item Number]	SURVEY/STAKING		1.00	LS	2,265.00	2,265.00
		BASE BID TOTAL				Subtotal:	119,965.00
						Running Total:	119,965.00
6	[Enter Pay Item Number]	REPAIR GASOLINE LINE TO DOCK ALLOWANCE		1.00	Each	5,000.00	5,000.00
8	[Enter Pay Item Number]	REPAIR IRRIGATION SYSTEM ALLOWANCE		1.00	LS	5,000.00	5,000.00
12	[Enter Pay Item Number]	ALTERNATE A SALVAGE AND REPLACE PAVER WALKWAY		1.00	SF	21.00	21.00
13	[Enter Pay Item Number]	ALTERNATE B REMOVE PAVERS / INSTALL BIT PAVEMENT		1.00	SF	13.00	13.00

Proposal Certification

STAFF REPORT

MEETING DATE: March 10, 2025

STAFF ORIGINATOR: City Attorney Amanda Johnson

AGENDA ITEM: Proposed Lease for 8th District Congressional Office at City Hall

INTRODUCTION: The Office of Congressman Pete Stauber previously inquired about renting space for a district office in City Hall. Currently, the Congressman has office locations in Washington D.C., Brainerd, Cambridge, Chisholm and Hermantown. Congressman Stauber's office would move their Cambridge location to Forest Lake. Forest Lake is the second largest City in the district.

On March 6, 2025, John Eloranta and Ben DeLaForest from Congressman Stauber's office toured City Hall and the Shields Lake Room. Staff is proposing the Congressman use the Shields Lake Room for the satellite office. The representatives loved the space and location and believe it would be a great fit for their needs.

Ben DeLaForest would be based out of the Forest Lake satellite office. He may start out with weekly office hours one to two days a week to meet with constituents, but that could change based on scheduling and the various needs of the district. The Congressman himself may occasionally use this location for meetings as well, however, no campaigning activities may occur in the district office.

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, but there are many 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/or 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.

I also reached out the Washington County Tax Assessor's Office. City Hall is a tax-exempt building. The Tax Assessor notified me that in order to maintain our tax-exempt status, we can only enter into a lease with the Congressman for no rent or de minimis rent. At the time of this memo, the proposed rent amount is \$1.00/month. John Eloranta is working with the Admin. Office to get guidance on the amount they would approve.

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 who would better represent the issues and needs of our local community and the increased exposure of the Congressman's staff members to the City.

By choosing to provide the space to Congressman Stauber, the City is not making 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 opportunity to have a satellite office at City Hall, provided we continue to have extra space.

COUNCIL ACTION:

Consider approval of the attached lease with the following key terms:

- Start Date: March 11, 2025
- End Date: January 2, 2027
- Monthly Rent: \$1.00 (Note this may need to adjust based on the Admin. Office)
- Use of the Shields Lake space for their satellite office, no access to protected City Staff/Police Department areas.
- City provides password protected Wifi (we already have this, we just need IT to provide a password).

The lease still needs final approval from the Admin. Office. The lease is on their standard form, but they may request some minor adjustment. If the Council wants to approve the lease, I am asking you approve as follows:

Motion to approve the Lease with Congressman Stauber's office subject to minor modification as approved by the City Attorney.

ATTACHMENTS:

Proposed Lease with Congressman Stauber's Office

District Office Lease – Instructions

NO LEASE OR ATTACHMENT CAN BE SIGNED BEFORE THEY HAVE BEEN APPROVED BY THE OFFICE OF ADMINISTRATIVE COUNSEL.

The term for a District Office Lease for the 119th Congress may not commence prior to January 3, 2025.

A Member/Member-elect should endeavor to lease space through the last day of a congressional term rather than the last day of a calendar year. For the 119th Congress, leases should end on January 2, 2027, rather than December 31, 2026.

- **The Member/Member-elect is required to personally sign lease documents.**
- **Prior to either party signing a Lease, the Member/Member-elect must submit the proposed Lease, accompanied by the District Office Lease Attachment for the 119th Congress (“Attachment”), to the Office of Administrative Counsel (“Administrative Counsel”) via e-mail in PDF form (leases@mail.house.gov) or fax (202-226-0357) for review and approval.**
- If approved, Administrative Counsel will advise the parties that they can execute the lease documents. If changes are necessary, Administrative Counsel will contact the office of the Member/Member-elect. The Member/Member-elect will work with the lessor to incorporate all necessary edits to the lease documents. The parties must resubmit revised lease documents to Administrative Counsel until Administrative Counsel approves the lease documentation packet.
- After both parties have executed an approved Lease or Amendment, accompanied by the Attachment, a copy must be submitted to Administrative Counsel via e-mail in PDF form (leases@mail.house.gov) or fax (202-226-0357) for final countersignature and processing.
- Lessor must complete a U.S. House of Representatives Substitute W-9 and ACH Vendor/Miscellaneous Payment Enrollment Form to allow the House Office of Finance to initiate monthly rental payments pursuant to an approved lease. This form should be submitted along with the completed lease packet. Questions regarding the form should be directed to the Office of Finance (VendorEFT@mail.house.gov; 202-226-2277).

Instructions for completing the District Office Lease (“Lease”):

- Preamble — Insert:
 - Landlord’s name and address; and Member/Member-Elect’s name
- Section 1 — Insert:
 - Square footage of the leased office (if known)
 - Street address including city, state, and ZIP of the leased office
- Section 3 — Insert:
 - Date lease begins (must be on or after January 3, 2025)
 - Date lease ends (must be on or before January 2, 2027)
- Section 4 — Insert the amount of monthly rent. If there is no rent, insert “\$0.00”. If rent is not constant over the lease term, insert “See Section 12” and note any rent variations in Section 12.
- Section 5 — Insert the number of days’ notice required for either party to terminate the lease before the end of the term. If the lease may not terminate early, enter “N/A” in this blank.
- Section 11 — Insert the notice contact information for each lease party.
- Section 12 — Insert any additional lease provisions.

Note: Sections 1-9, other than filling in the blanks, may not be altered or deleted.

U.S. House of Representatives

Washington, D.C. 20515

District Office Lease

(Page 1 of 3 – 119th Congress)

Pursuant to 2 U.S.C.A. § 4313, and the Regulations of the Committee on House Administration (as modified from time to time by Committee Order) relating to office space in home districts,

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

(Landlord's name)

(Landlord's street address, city, state, ZIP code)

("Lessor"), and Pete Stauber, a Member/Member-elect of the U.S. House of Representatives ("Lessee"), agree as follows:

1. **Location.** Lessor shall lease to Lessee approx .168 square feet of office space located at Forest Lake City Hall 1408 Lake Street South
(Office street address)
in the city, state and ZIP code of Forest Lake, MN 55025.
(Office city, state and ZIP)
2. **Lease Amenities.** Lessee shall be entitled to receive, and Lessor shall be required to provide, the amenities as set forth in Section A of the District Office Lease Attachment ("Attachment") accompanying this Lease, or as otherwise described herein.
3. **Term.** Lessee shall have and hold the leased premises for the period beginning March 11, 2025 and ending January 2, 2027. The term of this District Office Lease ("Lease") may not exceed two (2) years and may not extend beyond January 2, 2027, which is the end of the constitutional term of the Congress to which the Member is elected.
4. **Rent.** The monthly rent shall be \$1.00, and is payable in arrears on or before the last day of each calendar month. Rent payable under this Lease shall be prorated on a daily basis for any fraction of a month of occupancy.
5. **Early Termination.** This Lease may be terminated by either party giving 30 days' prior written notice to the other party. The commencement date of such termination notice shall be the date such notice is delivered or, if mailed, the date such notice is postmarked.
6. **Payments.** During the term of this Lease, rent payments under Section 4 of this Lease shall be remitted to the Lessor by the Chief Administrative Officer of the U.S. House of Representatives (the "CAO") on behalf of the Lessee.
7. **District Office Lease Attachment for 119th Congress.** The District Office Lease Attachment attached hereto is incorporated herein by reference, and this Lease shall have no force or effect unless and until accompanied by an executed District Office Lease Attachment for the 119th Congress.
8. **Counterparts.** This Lease may be executed in any number of counterparts and by facsimile copy, each of which shall be deemed to be an original but all of which together shall be deemed to be one and the same instrument.
9. **Section Headings.** The section headings of this Lease are for convenience of reference only and shall not be deemed to limit or affect any of the provisions hereof.

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District Office Lease

(Page 2 of 3 – 119th Congress)

- 10. Modifications.** Any amendments, additions or modifications to this Lease inconsistent with Sections 1 through 9 above shall have no force or effect to the extent of such inconsistency.
- 11. Notice.** All notices required or permitted under this Lease shall be in writing sent to the addresses identified below or as otherwise designated by the parties from time to time via written notice. All such notices shall be deemed sufficiently given at the time three (3) days following the day they are postmarked in any post office or branch post office.

Notice to Landlord

All notices required to be delivered to Landlord from Lessee shall be delivered to Landlord at:

Contact Name: Jolleen Chaika, City Clerk

Address: 1408 Lake Street South

Phone: 651-209-9732

Email: jolleen.chaika@ci.forest-lake.mn.us

Notice to Lessee

All notices required to be delivered to Lessee from Landlord shall be delivered to Lessee at:

Contact Name: _____

Address: _____

Phone: _____

Email: _____

- 12. Other.** Additionally, the Lessor and the Lessee agree to the following:

Lessee will be provided with access key cards that will provide Lessee access to City Hall via the main public doors, the designated office space for the Lessee, and the adjacent break room area. The Lessee will not have key card access to any other secured areas.

Lessee may work with City Staff to schedule conference rooms as needed, provided the conference room is available.

Landlord shall provide Lessee with password protected WiFi.

[Signature page follows.]

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District Office Lease

(Page 3 of 3 – 119th Congress)

IN WITNESS WHEREOF, the parties have duly executed this District Office Lease as of the later date written below by the Lessor or the Lessee.

City of Forest LakePrint Name of Lessor/LandlordPrint Name of Lessee

By: _____

*Lessor Signature**Lessee Signature*

Title: Mayor Blake Roberts

DateDate

This District Office Lease must be accompanied with an executed District Office Lease Attachment.

District Office Lease Attachment - Instructions

The District Office Lease Attachment (“Attachment”) must accompany *every* Lease or Amendment submitted for a Member/Member-elect’s District Office.

THE OFFICE OF ADMINISTRATIVE COUNSEL MUST APPROVE ANY LEASE, AMENDMENT, OR ATTACHMENT PRIOR TO SIGNATURE.

The term of a District Office Lease or Amendment for the 119th Congress may not commence prior to January 3, 2025.

A Member/Member-elect should endeavor to lease space through the last day of a congressional term rather than the last day of a calendar year. For the 119th Congress, leases should end on January 2, 2027, not December 31, 2026.

- The Member/Member-elect is required to personally sign lease documents.
- The Lessor must complete the amenities checklist in Section A (“Lease Amenities”), including both the “required amenities” and “optional amenities” portions.
- Section B (“Additional Lease Terms”) of the Attachment SHALL NOT have any provisions deleted or changed.
- Prior to either party signing a Lease or an Amendment, the Member/Member-elect must submit the proposed Lease or Amendment, accompanied by the Attachment, to the Office of Administrative Counsel (“Administrative Counsel”) via e-mail in PDF form (leases@mail.house.gov) or fax (202-226-0357) for review and approval.
- If approved, Administrative Counsel will advise the parties that they can execute the lease documents. If changes are necessary, Administrative Counsel will contact the office of the Member/Member-elect. The Member/Member-elect will work with the lessor to incorporate all necessary edits to the lease documents. The parties must resubmit revised lease documents to Administrative Counsel until Administrative Counsel approves the lease documentation packet.
- After both parties have executed an approved Lease or the Amendment, accompanied by the Attachment, a copy must be submitted to Administrative Counsel via e-mail in PDF form (leases@mail.house.gov) or fax (202-226-0357) for final countersignature and processing.
- Lessor must complete a U.S. House of Representatives Substitute W-9 and ACH Vendor/Miscellaneous Payment Enrollment Form to allow the House Office of Finance to initiate monthly rental payments pursuant to an approved lease. This form should be submitted along with the completed lease packet. Questions regarding the form should be directed to the Office of Finance (VendorEFT@mail.house.gov; 202-226-2277).
- Lessor shall provide a copy of any assignment, estoppel certificate, notice of a bankruptcy or foreclosure, or notice of a sale or transfer of the leased premises to Administrative Counsel via e-mail in PDF form (leases@mail.house.gov).

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District Office Lease Attachment

(Page 1 of 5 – 119th Congress)

SECTION A (Lease Amenities)

Section A sets forth the amenities provided by the Lessor to be included in the Lease. Except as noted below, the amenities listed are not required for all district offices.

To be completed by the Lessor (required amenities):

☒ * **High-Speed Internet Available Within the Leased Space.**

Please list any internet providers known to provide service to the property:

☐ * **Interior Wiring CAT 5e or Better within Leased Space.**

To be completed by the Lessor (optional amenities):

- ☐ Amenities are separately listed elsewhere in the Lease.
(The below checklist can be left blank if the above box is checked.)

The Lease includes (please check and complete all that apply):

- ☐ Lockable Space for Networking Equipment.
- ☐ Telephone Service Available.
- ☒ Parking. _____ Assigned Parking Spaces
 _____ Unassigned Parking Spaces
- ☒ General Off-Street Parking on an As-Available Basis
- ☒ Utilities. Includes: All included
- ☒ Janitorial Services. Frequency: As needed
- ☒ Trash Removal. Frequency: As needed
- ☐ Carpet Cleaning. Frequency: _____
- ☐ Window Washing. ☐ Window Treatments.
- ☐ Tenant Alterations Included In Rental Rate.
- ☒ After Hours Building Access.
- ☒ Office Furnishings. Includes: Conference table and chairs
- ☐ Cable TV Accessible. If checked, Included in Rental Rate: ☐ Yes ☒ No
- ☐ Building Manager. ☐ Onsite ☐ On Call Contact Name: _____

Phone Number: _____ Email Address: _____

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District Office Lease Attachment

(Page 2 of 5 – 119th Congress)

SECTION B **(Additional Lease Terms)**

1. **Incorporated District Office Lease Attachment.** Lessor (Landlord) and Lessee (Member/Member-elect of the U.S. House of Representatives) agree that this District Office Lease Attachment (“Attachment”) is incorporated into and made part of the Lease (“Lease”) and, if applicable, District Office Lease Amendment (“Amendment”) to which it is attached.
2. **Performance.** Lessor expressly acknowledges that neither the U.S. House of Representatives (the “House”) nor its Officers are liable for the performance of the Lease. Lessor further expressly acknowledges that payments made by the Chief Administrative Officer of the House (the “CAO”) to Lessor to satisfy Lessee’s rent obligations under the Lease – which payments are made solely on behalf of Lessee in support of his/her official and representational duties as a Member of the House – shall create no legal obligation or liability on the part of the CAO or the House whatsoever. Lessee shall be solely responsible for the performance of the Lease and Lessor expressly agrees to look solely to Lessee for such performance.
3. **Modifications.** Any amendment to the Lease must be in writing and signed by the Lessor and Lessee. Lessor and Lessee also understand and acknowledge that the Administrative Counsel for the CAO (“Administrative Counsel”) must review and give approval of any amendment to the Lease prior to its execution.
4. **Compliance with House Rules and Regulations.** Lessor and Lessee understand and acknowledge that the Lease shall not be valid, and the CAO will not authorize the disbursement of funds to the Lessor, until Administrative Counsel has reviewed the Lease to determine that it complies with the Rules of the House and the Regulations of the Committee on House Administration, and approved the Lease by signing the last page of this Attachment.
5. **Payments.** The Lease is a fixed term lease with monthly installments for which payment is due in arrears on or before the end of each calendar month. In the event of a payment dispute, Lessor agrees to contact the Office of Finance, U.S. House of Representatives, at 202-225-7474 to attempt to resolve the dispute before contacting Lessee.
6. **Void Provisions.** Any provision in the Lease purporting to require the payment of a security deposit shall have no force or effect. Furthermore, any provision in the Lease purporting to vary the dollar amount of the rent specified in the Lease by any cost of living clause, operating expense clause, pro rata expense clause, escalation clause, or any other adjustment or measure during the term of the Lease shall have no force or effect.
7. **Certain Charges.** The parties agree that any charge for default, early termination or cancellation of the Lease which results from actions taken by or on behalf of the Lessee shall be the sole responsibility of the Lessee and shall not be paid by the CAO on behalf of the Lessee.
8. **Death, Resignation or Removal.** In the event Lessee dies, resigns or is removed from office during the term of the Lease, the Clerk of the House may, at his or her sole option, either: (a) terminate the Lease by giving thirty (30) days’ prior written notice to Lessor; or (b) assume the obligation of the Lease and continue to occupy the premises for a period not to exceed sixty (60) days following the certification of the election of the Lessee’s successor. In the event the Clerk elects to terminate the Lease, the commencement date of such thirty (30) day termination notice

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shall be the date such notice is delivered to the Lessor or, if mailed, the date on which such notice is postmarked.

9. **Term.** The term of the Lease may not exceed the constitutional term of the Congress to which the Lessee has been elected. The Lease may be signed by the Member-elect before taking office. Should the Member-elect not take office to serve as a Member of the 119th Congress, the Lease will be considered null and void.
10. **Early Termination.** If either Lessor or Lessee terminates the Lease under the terms of the Lease, the terminating party agrees to promptly file a copy of any termination notice with the Office of Finance, U.S. House of Representatives, Attn: Kellie Wilson, via e-mail at FCLeasePayments@mail.house.gov, and with the Administrative Counsel by e-mail at leases@mail.house.gov.
11. **Assignments.** Lessor shall provide thirty (30) days prior written notice to Lessee before assigning any of its rights, interests or obligations under the Lease, in whole or in part, by operation of law or otherwise. Lessor shall promptly file a copy of any such assignment notice with Administrative Counsel by e-mail at leases@mail.house.gov. Lessee and the House shall not be responsible for any misdirected payments resulting from Lessor's failure to file an assignment notice in accordance with this section.
12. **Sale or Transfer of Leased Premises.** Lessor shall provide thirty (30) days prior written notice to Lessee in the event (a) of any sale to a third party of any part of the leased premises, or (b) Lessor transfers or otherwise disposes of any of the leased premises, and provide documentation evidencing such sale or transfer in such notice. Lessor shall promptly file a copy of any such sale or transfer notice with Administrative Counsel by e-mail at leases@mail.house.gov.
13. **Bankruptcy and Foreclosure.** In the event (a) Lessor is placed in bankruptcy proceedings (whether voluntarily or involuntarily), (b) the leased premises is foreclosed upon, or (c) of any similar occurrence, Lessor agrees to promptly notify Lessee in writing. Lessor shall also promptly file a copy of any such notice via e-mail with the Office of Finance, U.S. House of Representatives, Attn: Kellie Wilson, via e-mail at FCLeasePayments@mail.house.gov, and with Administrative Counsel by e-mail at leases@mail.house.gov.
14. **Estoppel Certificates.** Lessee agrees to sign an estoppel certificate relating to the leased premises (usually used in instances when the Lessor is selling or refinancing the building) upon the request of the Lessor. Such an estoppel certificate shall require the review of Administrative Counsel, prior to Lessee signing the estoppel certificate. Lessor shall promptly provide a copy of any such estoppel certificate to Administrative Counsel by e-mail at leases@mail.house.gov.
15. **Maintenance of Common Areas.** Lessor agrees to maintain in good order, at its sole expense, all public and common areas of the building including, but not limited to, all sidewalks, parking areas, lobbies, elevators, escalators, entryways, exits, alleys and other like areas.
16. **Maintenance of Structural Components.** Lessor also agrees to maintain in good order, repair or replace as needed, at its sole expense, all structural and other components of the premises including, but not limited to, roofs, ceilings, walls (interior and exterior), floors, windows, doors, foundations, fixtures, and all mechanical, plumbing, electrical and air conditioning/heating

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systems or equipment (including window air conditioning units provided by the Lessor) serving the premises.

17. **Lessor Liability for Failure to Maintain.** Lessor shall be liable for any damage, either to persons or property, sustained by Lessee or any of his or her employees or guests, caused by Lessor's failure to fulfill its obligations under Sections 15 and 16.
18. **Initial Alterations.** Lessor shall make any initial alterations to the leased premises, as requested by Lessee and subject to Lessor's consent, which shall not be unreasonably withheld. The cost of such initial alterations shall be included in the annual rental rate.
19. **Federal Tort Claims Act.** Lessor agrees that the Federal Tort Claims Act, 28 U.S.C. §§ 2671-80, satisfies any and all obligations on the part of the Lessee to purchase private liability insurance. Lessee shall not be required to provide any certificates of insurance to Lessor.
20. **Limitation of Liability.** Lessor agrees that neither Lessee nor the House nor any of the House's officers or employees will indemnify or hold harmless Lessor against any liability of Lessor to any third party that may arise during or as a result of the Lease or Lessee's tenancy.
21. **Compliance with Laws.** Lessor shall be solely responsible for complying with all applicable permitting and zoning ordinances or requirements, and with all local and state building codes, safety codes and handicap accessibility codes (including the Americans with Disabilities Act), both in the common areas of the building and the leased space of the Lessee.
22. **Electronic Funds Transfer.** Lessor agrees to accept monthly rent payments by Electronic Funds Transfer and agrees to provide the Office of Finance, U.S. House of Representatives, with all banking information necessary to facilitate such payments.
23. **Refunds.** Lessor shall promptly refund to the CAO, without formal demand, any payment made to the Lessor by the CAO for any period for which rent is not owed because the Lease has ended or been terminated.
24. **Conflict.** Should any provision of this Attachment be inconsistent with any provision of the attached Lease or attached Amendment, the provisions of this Attachment shall control, and those inconsistent provisions of the Lease or the Amendment shall have no force and effect to the extent of such inconsistency.
25. **Construction.** Unless the clear meaning requires otherwise, words of feminine, masculine or neuter gender include all other genders and, wherever appropriate, words in the singular include the plural and vice versa.
26. **Fair Market Value.** The Lease or Amendment is entered into at fair market value as the result of a bona fide, arms-length, marketplace transaction. The Lessor and Lessee certify that the parties are not relatives nor have had, or continue to have, a professional or legal relationship (except as a landlord and tenant).
27. **District Certification.** The Lessee certifies that the office space that is the subject of the Lease is located within the district the Lessee was elected to represent unless otherwise authorized by Regulations of the Committee on House Administration.

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- IN WITNESS WHEREOF, the parties have duly executed this District Office Lease Attachment as of the later date written below by the Lessor or the Lessee.

From the Member's Office, who is the point of contact for questions?
Name _____ Phone _____ E-mail _____@mail.house.gov

Signed _____ Date _____
(Administrative Counsel)

Internal Revenue Code 6109, 31 U.S.C. 3322, 31 CFR 210 and the 1996 Debt Collection Improvement Act require all entities that do business with the United States Government to provide a Tax Identification Number (TIN) and Electronic Funds Transfer (EFT) information for payment. PL 93-579 protects your privacy and mandates that the information never be published or used for any other purpose than to pay you. Please complete all sections below, sign and return via the email or fax number listed.

FAX NUMBER: (202) 225-6914

ADDRESS	US HOUSE OF REPRESENTATIVES - ACCOUNTING, 3110 O'NEILL HOUSE OFFICE BUILDING, WASHINGTON DC 20515		
AGENCY IDENTIFIER	53-6002523	AGENCY LOCATION CODE 4832	TELEPHONE NUMBER (202) 226-2277

NAME AS SHOWN ON YOUR INCOME TAX RETURN	BUSINESS NAME/DISREGARDED ENTITY NAME OR DBA, IF DIFFERENT THAN NAME ON YOUR INCOME TAX RETURN
---	--

Enter the correct Tax Identification Number type
--

SOCIAL SECURITY NUMBER (SSN) EMPLOYER TAX ID NUMBER (EIN)

or

PURCHASE ORDER ADDRESS/CITY/STATE/ZIP	
---------------------------------------	--

	PO EMAIL
--	----------

FAX NUMBER

REMIT TO ADDRESS

CHECK APPROPRIATE BOX FOR FEDERAL TAX CLASSIFICATION (required)

☐ Individual/Sole Proprietor or Single Member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/Estate

Limited Liability Company. Check the tax classification: ☐ C corporation ☐ S corporation ☐ Partnership
Note. For a single-member LLC that is disregarded, check the appropriate box for the tax classification of the single-member owner.

Government Entity. Check the tax classification: ☐ Federal ☐ State ☐ Local

☐ Other Lessee will be provided with access key cards that

Exemptions (codes apply only to certain entities, not individuals):

Exempt payee code (if any)

Exemption from FATCA reporting code (if any)	
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(Applies to accounts maintained outside the U.S.)

BANK NAME	TELEPHONE NUMBER
-----------	------------------

NINE-DIGIT ROUTING TRANSIT NUMBER

DEPOSITOR ACCOUNT TITLE

DEPOSITOR ACCOUNT NUMBER

LOCKBOX NUMBER

TYPE OF ACCOUNT

CHECKING

 SAVINGS

Type of Business	<input type="radio"/> Large Business-No Socio-Economic Designations <input type="radio"/> Minority <input type="radio"/> SmBusiness <input type="radio"/> Sm-Disadv/Minority <input type="radio"/> Sm-Disadv Only <input type="radio"/> SmMin Only									
Sm-Disadvantaged Business Prog	<input type="radio"/> 8 (a) Firm <input type="radio"/> HUBZone Program <input type="radio"/> HUBZone Eligible <input type="radio"/> Emerging Small Business <input type="radio"/> Women-Owned Business									
Other Preference Programs	<input type="radio"/> Buy Indian <input type="radio"/> Directed to JWOD Non-Profit <input type="radio"/> No Preference/Not Listed <input type="radio"/> Small Business Set-Aside <input type="radio"/> Very Small Business Set-Aside									
Veteran Owned Status	<input type="radio"/> Non-Vet Owned SmBus <input type="radio"/> Other Vet Owned SmBus <input type="radio"/> Serv-Disabled Vet Other Bus <input type="radio"/> Serv-Disabled Vet Owned SB <input type="radio"/> Vet-Owned Other Bus									
Size of Business:	<input type="radio"/> (A) 50 or less <input type="radio"/> (B) 51-100 <input type="radio"/> (C) 101-250 <input type="radio"/> (D) 251-500 <input type="radio"/> (E) 501-750 <input type="radio"/> (F) 751-1,000 <input type="radio"/> (G) Over 1,000 <input type="radio"/> (M) 1 million or less <input type="radio"/> (N) 1.1-2 million <input type="radio"/> (P) 2.1-3.5 million <input type="radio"/> (R) 3.1-5 million <input type="radio"/> (S) 5.1-10 million <input type="radio"/> (T) 10.1-17 million <input type="radio"/> (Z) Over 17 million									

NAME	TITLE/POSITION
------	----------------

TELE

Instructions for Completing U.S. House of Representatives Substitute W-9 and ACH Vendor/Miscellaneous Payment Enrollment Form

Section I - Agency Information – Includes the name and address, agency identifier, agency location code and telephone number for the House of Representatives.

Section II - Payee/Company Information – Print or type the name of the payee/company and address that will receive payment, social security or taxpayer ID number, contact person name, telephone number and email of the payee/company. Print or type the purchase order and remit to addresses if different from the payee/company address. Check the appropriate boxes for federal tax classification.

Section III - Financial Institution Information – Print or type the name and address of the payee/company's financial institution who will receive the ACH payment, ACH coordinator name and telephone number, nine-digit routing transit number, depositor (payee/company) account title and account number. Check the appropriate box for type of account. Payee/Company may include a voided check with this form.

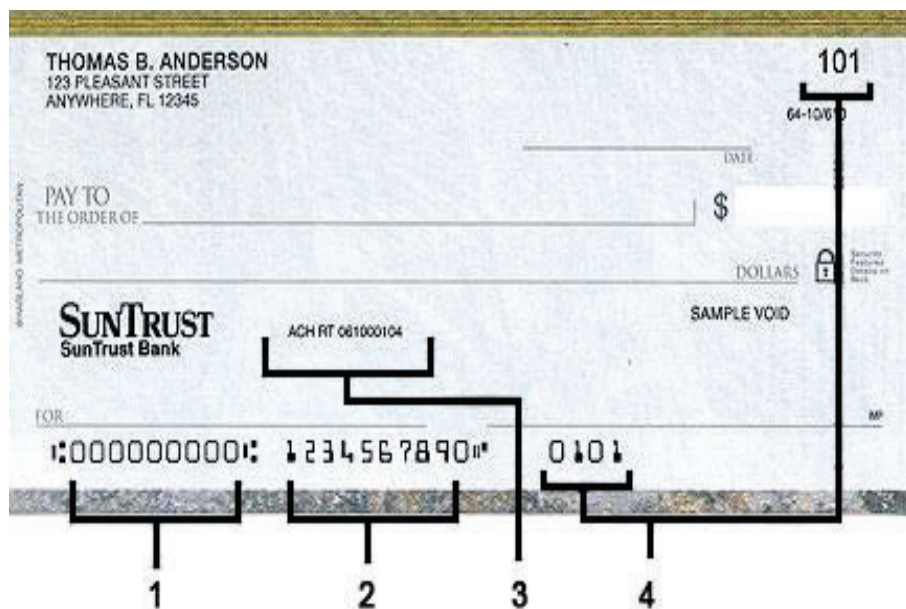
ACH Account Information Located on a Check or Deposit Ticket

FINANCIAL INSTITUTION NAME name of the financial institution to which the payments are to be directed

ROUTING TRANSIT NUMBER (RTN) financial institution's 9 digit routing transit number;
found on the bottom of a check or deposit ticket or from your Financial Institution

ACCOUNT TITLE employee's or vendor's name on the account

ACCOUNT NUMBER account number at the financial institution



1. Routing Transit Number (RTN) – nine digits located between two symbols. This number identifies the bank holding your account and check processing center.
2. Account number – this is your complete account number. Your account number can be up to 17 digits. Please include leading zeros.
3. ACH Routing Transit Number – Automated Clearing House routing number, use this number for your Routing Transit Number (RTN) if you bank with **SunTrust Bank**.
4. Check number – This information is not necessary - do not provide

Section IV - Socio-Economic Information – Check the boxes for each category, if applicable: type of business, small disadvantaged business program, HUBZone program, emerging small business, women-owned business, other preference programs, Veteran owned status and size of business. Detailed information related to Small Business programs can be found at <http://www.sba.gov/>.

Section V - Certification of Data By Payee/Company – Print or type the name, title/position and phone number of the Authorized official. The Authorized official must sign and date the form.

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

RESOLUTION NO. 03-10-25-02

**A RESOLUTION OF SUPPORT REQUESTING CONGRESSIONALLY DIRECTED SPENDING
FUNDS FOR WASHINGTON COUNTY'S
CSAH 32 PEDESTRIAN AND SAFETY IMPROVEMENT PROJECT**

WHEREAS, County State Aid Highway (CSAH) 32 in the City of Forest Lake currently has insufficient turn lanes, poorly spaced corridor access, no pedestrian facilities, and failing pavement, deficiencies which Washington County is planning to address with a reconstruction of CSAH 32 in 2027; and

WHEREAS, the intersection of CSAH 32, Centennial Drive, and City of Forest Lake-owned Forest Road has poor sight lines and has been previously identified for infrastructure improvements as part of a traffic corridor study; and

WHEREAS, the realignment of Forest Road to the west to connect with 4th Street, with pedestrian improvements and construction of a roundabout, is necessary to optimize safety, congestion, stormwater management and circulation; and

WHEREAS, the City of Forest Lake and Washington County have engaged in an extensive community engagement process including five public open houses accompanied by online surveys as part of the preliminary design effort intended to gather and consider public feedback for the proposed improvements; and

WHEREAS, community engagement efforts revealed broad public support for the realignment of Forest Road, exceeding support for less expensive alternatives, but the City of Forest Lake is unable to pursue realigning Forest Road without funding assistance; and

WHEREAS, in 2021 the United States Congress reauthorized Congressionally Directed Spending Requests, also referred to as Community Project Funding, or earmarks; and

WHEREAS, Congressionally Directed Spending requests can promote community and regional development, natural resources and environment, transportation, national defense, health, and other worthy investments in communities across the county; and

WHEREAS, the proposed CSAH 32 Improvement Project would address many goals of Congressionally Directed Spending including having broad regional support, providing water quality improvements to Clear Lake, promoting healthy lifestyle choices by increasing pedestrian facilities, and improving safety and efficiency of the transportation network for residential and commercial users.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Forest Lake supports the request of \$4 million of FY25 Congressionally Directed Spending for the CSAH 32 Pedestrian and Safety Improvement Project.

Adopted by the City Council of the City of Forest Lake, Minnesota, the 10th day of March, 2025

Blake Roberts
Mayor

ATTEST:

Jolleen Chaika
City Clerk



March 10, 2025

Wayne Sandberg
Public Works Director/ County Engineer
Washington County Public Works
11660 Myeron Road
Stillwater, MN 55082

Support for Washington County's Congressionally Directed Spending Request for the CSAH 32 Pedestrian and Safety Improvement Project

Dear Mr. Sandberg,

The City of Forest Lake is in full support of Washington County's request for Congressionally Directed Spending for the reconstruction of County State Aid Highway (CSAH) 32 Pedestrian and Safety Improvements Project within the City of Forest Lake.

CSAH 32 is an east-west collector that connects CSAH 33 to Trunk Highway 61. Today, CSAH 32 is a two-lane road with insufficient turn lanes, poorly spaced corridor access, and no pedestrian accommodations—this results in poor corridor operations. The proposed project aims to improve access on and off of CSAH 32, create additional turn lanes, improve the signal at 12th street, create a new roundabout at 4th street, provide off-road pedestrian facilities, and realign Forest Road to the west in order to connect into the new roundabout at 4th street. These improvements provide improved operations, mobility, and safety for all vehicular and pedestrian users.

In addition, the project will provide benefits to Clear Lake by including stormwater improvements to address runoff. Lastly, the most recent design is important for maintaining the best response time for public safety personnel with more direct access to the neighborhoods off of CSAH 32. As you know, every second counts in an emergency.

While the City does not have the funding available for these improvements, obtaining outside funding will allow this critical project to move forward. Several homes will need to be purchased to allow the realignment of Forest Road and Staff has worked closely with impacted owners. The timing works for all impacted owners and if the project is delayed, we may not maintain support from future homeowners.

Thank you for the opportunity to convey our support for this project and your commitment to its completion. Please do not hesitate to contact me if you have any questions.

Sincerely,

Mayor Blake Robert
City of Forest Lake, Minnesota