

AGENDA: AMENDED **CITY COUNCIL MEETING**

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

Forest Lake City Center – Council Chambers
Forest Lake, Minnesota

June 23, 2025, 7:00 PM

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve the Agenda 0:47
5. Awards and Presentations
 - a.
6. Open Forum - Citizen Petitions, Requests and Concerns
7. Consent Agenda Considerations 1:40
 - a. City Invoices
 - b. Minutes: June 9, 2025 Regular Council Meeting
 - c. Working Out-of-Class Pay: Nate Moats
 - d. Resolution 06-23-25-02 Approving Massage Therapy Licenses
 - e. Exempt Gambling Permits
 - f. LELS #326 MOU: Juneteenth and PFML
 - g. Shadow Creek Estates Utility & Street Improvements – Letter of Credit Reduction No. 1 and Acceptance of Utilities/Warranty Period
 - h. Memorial Donations Acceptance Policy
 - i. Castlewood Capital Improvement Project
 - j. Kulenkamp Capital Improvement Project
 - k. YMCA Trademark Sublicensing Agreement
 - l. Police Administrative Assistant Hiring Recommendation

8. Regular Agenda

- a. ~~—Accepting Public Works Space Needs Study—Mark Statz/Dave Adams~~
- b. ~~—Authorize Schematic Design—Mark Statz/Dave Adams~~
- c. Resolution Establishing CHIP-in Program – Mark Statz/Dave Adams 2:05
- d. ~~Plans & Specs—Veterans Memorial—Ryan Goodman~~
- e. July 28 City Council Meeting/Chamber Golf Event – Mark Statz 6:15

9. Discussion

- a. McKinley Creek Estates Concept Plan Review – Abbi Wittman 12:20
- b. Forest Lake Garage Condos Concept Plan Review – Abbi Wittman 23:16
- c. Comfort Lake-Forest Lake Watershed District Board of Managers Vacancy – Mark Statz 42:41

10. Staff Updates 45:11

- a. Administrator's Report

11. Mayor and City Council Updates 56:42

12. Adjourn

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Vendor Code	Vendor Name	Description	Amount	Check #	Check Date
	Invoice				
10236	ABRAHAMSON NURSERIES				
	25030	HANGING BASKETS QUANTITY - 83 & PETUNIA FEED QUANTITY - 2	9,002.50	117511	06/23/2025
TOTAL FOR: ABRAHAMSON NURSERIES			9,002.50		
10252	ACT UNITED				
	FORESTLAKEPDMN-100	PRESENTATION - ONLINE S-A-F-E-T-Y FOR KIDS & REMINDER BANDS & SAFETY TIPS MAGNET FOR KIDS	250.00	117512	06/23/2025
TOTAL FOR: ACT UNITED			250.00		
10073	ALL SAFE GLOBAL				
	225605	ANNUAL INSPECTION - FOREST LAKE STATION	271.81	117513	06/23/2025
TOTAL FOR: ALL SAFE GLOBAL			271.81		
10102	AMERICAN IMPORTS				
	048572	SQUAD 2115 - MOUNT AND BALANCE FOUR TIRES	750.99	117514	06/23/2025
	048581	SQUAD 2013 - CHANGE OIL & REPLACE REAR BRAKE PADS AND ROTORS. CLEAN AND LUBE CALIPER SLIDES	561.99	117514	06/23/2025
	048586	SQUAD 2115 - ALIGNMENT	83.00	117514	06/23/2025
	048646	SQUAD 2401 - CHANGE OIL & TIRE ROTATION	84.07	117514	06/23/2025
	048689	SQUAD 2012 - OIL CHANGE & TIRE ROTATION & REPLACE VALVE STEM	236.89	117514	06/23/2025
TOTAL FOR: AMERICAN IMPORTS			1,716.94		
10103	AMERICAN LEGAL PUBLISHING CORPORATI				
	43162	2025 S-21 ONLINE CODE SUPPLEMENT PAGES	175.50	117515	06/23/2025
TOTAL FOR: AMERICAN LEGAL PUBLISHING CORPORATI			175.50		
10174	ASPEN MILLS				
	354374	S. THOMAS - EB PANT PLAIN PKT CX360 POLY NAVY 34X31 ALTERATION - EXTRA TAPER ON PANT - 2" TAPER	47.70	117516	06/23/2025
TOTAL FOR: ASPEN MILLS			47.70		

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14018		BANK OF MONTREAL - BMO			

Vendor Code	Vendor Name				
Invoice	Description	Amount	Check #	Check Date	
Amazon Mark Nb3kf9	32g Ram Kit for Laptops. D.Bugge, K.Carlson and window film for cubicles	133.50	2299	06/05/2025	
Amazon Mark Ni38g3	Zip ties for hanging baskets	113.99	2299	06/05/2025	
Amazon Mark Ni4kl2	Safety Camp supplies	43.78	2299	06/05/2025	
Amazon Mktp1 N247j	Cube window coverings to deflect sunlight.	17.98	2299	06/05/2025	
Amazon Mktp1 Nb0qq	warmers for corn feed	374.49	2299	06/05/2025	
Amazon Mktp1 Nz07j	Replacement AED Pads for AED Trainers (Hands Only CPR)	487.20	2299	06/05/2025	
Amazon Mktp1 Nz4mt	Batteries	30.98	2299	06/05/2025	
Amazon Mktp1 Nz7ob	Gas shut off valve for the Senior Center.	53.36	2299	06/05/2025	
Amazon Mktp1 T44wa	Parts for 6x6 - Unit 429	64.89	2299	06/05/2025	
Amazon Reta Nz0lq3	Seat Covers for vehicles	493.48	2299	06/05/2025	
Amazon Reta Nz27g4	CORN FEED	83.51	2299	06/05/2025	
Apa	Job Posting for Planning Manager Position	320.00	2299	06/05/2025	
Association Of Min	Yearly membership for AMEN/Emergency management association	200.00	2299	06/05/2025	
Bca Training Educa	Officer Cockburn/Leadership courses/BCA training	3,170.00	2299	06/05/2025	
Bio-Tec Emergency	Squad decontamination/vomit/FL25004249	150.00	2299	06/05/2025	
City Of Stillwater	Parking Fee for Conference in Stillwater	5.00	2299	06/05/2025	
Cub Foods #1634	Supplies for SFST training.	175.72	2299	06/05/2025	
Diesels Dogs Fuel	Diesel fuel for the building generator.	528.61	2299	06/05/2025	
Discountmugs.Com	FLPD Keychains (Sales tax will be refunded once tax exempt paperwork is approved)	274.73	2299	06/05/2025	
Dominos 1989	Wellness/Staff Meeting Expenses	246.58	2299	06/05/2025	
Epson Store	New bulbs for Community Room projector	574.39	2299	06/05/2025	
Evident Inc	Evidence - Drug Test Kits	364.00	2299	06/05/2025	
Forest Lake Cycle	Annual bike maintenance at FL Cycle	200.00	2299	06/05/2025	
Fsp Breezy Point	-Reimbursement for Officer Warke lodging. Did not attend conference. Original charge was 287.76	(262.76)	2299	06/05/2025	
Guardian Supply Ll	Radio holder replacement.	47.99	2299	06/05/2025	
Hilton Garden Inn	Hotel for MN LEAP Conf	578.16	2299	06/05/2025	
Homedepot.Com	Reader Boards for Pickleball Courts	2,056.24	2299	06/05/2025	
Hunter Industries	Remote irrigation control subscription - No receipt	246.50	2299	06/05/2025	
In Marie Ridgeway	Annual Check-In for Peltier and C. Johnson	280.00	2299	06/05/2025	
Intoximeters Inc	PBT Straws	90.60	2299	06/05/2025	
Ionos Inc.	FL Safety Camp Domain Name May 2025	9.05	2299	06/05/2025	
Kwik Trip #429	Supplies for SFST training.	24.46	2299	06/05/2025	
Mailchimp	Monthly mailchimp subscription	26.50	2299	06/05/2025	
McMaster-Carr	Misc steel for shop	227.10	2299	06/05/2025	
Merlinsfab.Com	V2-Idler timer shutdown bypass devices CH2-CH3-U1-B1	1,340.00	2299	06/05/2025	
Mgm Wine Spirits O	Supplies for Standardize Field Sobriety Training class	155.11	2299	06/05/2025	
Paddle.Net Lacrm	CRM for I-Pads,	90.00	2299	06/05/2025	
Post Board Licensi	POST License for J. Glader	90.00	2299	06/05/2025	

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Invoice					
	Simplifile.Com	Recording fees	57.18	2299	06/05/2025
	Sp Hosewarehouse.C	Hydraulic hoses for Ag tractor	750.48	2299	06/05/2025
	Sq City Of Forest	Test CC charges using Square	1.00	2299	06/05/2025
	Sq Itl Patch Co	CSO & Chevron Patches	136.00	2299	06/05/2025
	Sq Minnesota Law E	Conf Registration fee	219.00	2299	06/05/2025
	Stapls765662220300	Office Supplies	62.54	2299	06/05/2025
	Stapls765740898600	Office Supplies	38.54	2299	06/05/2025
	Stapls765764280500	Office Supplies	37.00	2299	06/05/2025
	The Bitworks Incor	8 Port splitter for fire department meeting room.	60.78	2299	06/05/2025
	The Home Depot #28	Lost the receipt. Low voltage Ground lighting for US flag at Lakeside	151.09	2299	06/05/2025
	The Ups Store 5692	Water Samples - Missing receipt	95.42	2299	06/05/2025
	Tj Maxx #222	Gifts for Volunteers	52.17	2299	06/05/2025
	Usps Po 2668905056	Shipping charge to UofM for Castlewood Soil Sample - Tree Project	16.55	2299	06/05/2025
	Verizon Onepos 711	Cellular phone case for J. Chaika work phone. Verizon does not provide a specific receipt	56.23	2299	06/05/2025
	Verizon Victra Wi	Phone Case, Screen and Lens Protectors	175.09	2299	06/05/2025
	Wal-Mart #2274	CONCESSIONS	539.44	2299	06/05/2025
	Wix.Com 1175441617	investinforeslake.com domain registration	19.35	2299	06/05/2025
	Wix.Com 1178093463	Investinforeslake.com hosting service fee	348.00	2299	06/05/2025
	Wm Supercenter #22	CONCESSIONS	168.26	2299	06/05/2025
	Zayo Group,llc	March 2025 AllStream Invoice	3,911.41	2299	06/05/2025
	Zayo Group,llc	April 2025 AllStream Invoice	4,135.10	2299	06/05/2025
	Zayo Group,llc	May 2025 AllStream Invoice	4,009.83	2299	06/05/2025
TOTAL FOR: BANK OF MONTREAL - BMO			28,145.60		
14035	BATTERIES PLUS BULBS				
	P82873961	APCBN450M BACK-UPS 450VA 120V	251.80	117517	06/23/2025
TOTAL FOR: BATTERIES PLUS BULBS			251.80		
14120	BOARD OF WATER & SOIL RESOURCES				
	WETLAND BANK 2	WETLAND BANK CREDIT PURCHASE	1,009.36	117518	06/23/2025
TOTAL FOR: BOARD OF WATER & SOIL RESOURCES			1,009.36		
14128	BOLTON & MENK INC				
	0364071	CLEAR ZONE ACQUISITION PLAN	600.00	117519	06/23/2025
	0364072	RUNWAY 13/31 AND TAXIWAY A	25,000.00	117519	06/23/2025
TOTAL FOR: BOLTON & MENK INC			25,600.00		
14186	BRUCE'S FOODS INC				
	0145 06-03-25	24 PK OF WATER QUANTITY - 6	23.94	117520	06/23/2025
TOTAL FOR: BRUCE'S FOODS INC			23.94		

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	Invoice				
18059	CENTENNIAL COMMUNITY BAND				
	06-24-2025	ARTS IN THE PARK ENTERTAINMENT PAYMENT	350.00	117521	06/23/2025
TOTAL FOR: CENTENNIAL COMMUNITY BAND			350.00		
18077	CENTURY LINK				
	MAY 2025	SENIOR CENTER TELEPHONE - MAY 2025	147.06	2292	05/28/2025
TOTAL FOR: CENTURY LINK			147.06		
18266	CHARLES OLLMANN				
	07-04-2025	ARTS IN THE PARK ENTERTAINMENT PAYMENT - 4TH OF JULY	1,750.00	117522	06/23/2025
TOTAL FOR: CHARLES OLLMANN			1,750.00		
18113	CINTAS CORPORATION				
	4232358395	UNIFORM & CLOTHING - M.WELSH	77.42	117523	06/23/2025
	4233091596	UNIFORM & CLOTHING - M.WELSH	77.42	117523	06/23/2025
TOTAL FOR: CINTAS CORPORATION			154.84		
18170	COMMERCIAL PLUMBING & HEATING INC				
	WO-00102392	SENIOR CENTER - FIRE DEPT CAME AND FOUND GAS LEAK NEAR STOVE/OVEN	355.00	117524	06/23/2025
TOTAL FOR: COMMERCIAL PLUMBING & HEATING INC			355.00		
18176	COMPANION ANIMAL CONTROL				
	MAY 2025	ANIMAL CONTROL - CONTRACTUAL SERVICES MAY 2025	1,467.80	117525	06/23/2025
TOTAL FOR: COMPANION ANIMAL CONTROL			1,467.80		
18181	CONNEXUS ENERGY				
	APRIL 2025	APRIL 2025 ENERGY BILLING	2,722.53	2290	05/27/2025
TOTAL FOR: CONNEXUS ENERGY			2,722.53		
MISC-UB	DAVID & REBECCA GIBSON				
	7108760	UB refund for account: 7108760	108.88	117526	06/23/2025
		*UB refund for account: 7108760			
TOTAL FOR: DAVID & REBECCA GIBSON			108.88		
MISC-UB	DEBRA HALL				
	7110579	UB refund for account: 7110579	206.51	117527	06/23/2025
		*UB refund for account: 7110579			
TOTAL FOR: DEBRA HALL			206.51		

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22061	DELL MARKETING L.P.				
10818226532		DELL PRO 13 PLUS (PB13250) BTX BASE & DELL PRO THUNDERBOLT 4 SMART DOCK SD25TB4	1,563.05	117528	06/23/2025
10819196562		DELL PRO 13 PLUS (PB13250) XCTO BASE	1,531.31	117528	06/23/2025
TOTAL FOR: DELL MARKETING L.P.			3,094.36		
22111	DRESEL TRUCKING INC				
3378		RECYCLE CLASS-5 TON/DUMP TRUCKS 5/22 & 5/30	771.79	117529	06/23/2025
TOTAL FOR: DRESEL TRUCKING INC			771.79		
MISC-UB	DUCKHOOK PROPERTIES				
7117617		UB refund for account: 7117617	119.51	117530	06/23/2025
		*UB refund for account: 7117617			
TOTAL FOR: DUCKHOOK PROPERTIES			119.51		
26100	ECKBERG LAMMERS P.C.				
46249		DISCUSSION ON UNPAID SAC AND WAC	114.00	117531	06/23/2025
46249		GENERAL EMPLOYMENT	1,130.00	117531	06/23/2025
46249 14513-40020		GENERAL MATTERS	3,949.00	117531	06/23/2025
46249 14513-40021		CRYPTOCURRENCY KIOSK	95.00	117531	06/23/2025
46249 14513-40022		PLANNING	475.00	117531	06/23/2025
46249 14513-40024		INTERSTATE COMPANIES EXPANSION PROJECT	75.00	117531	06/23/2025
46249 14513-40033		EDA - 280 BROADWAY	875.00	117531	06/23/2025
46249 14513-40057		AIRPORT - AIRPORT RULES & REGULATIONS	1,536.00	117531	06/23/2025
46249 14513-40072		POLICE DEPARTMENT	627.00	117531	06/23/2025
46249 14513-40167		463 ACTION FOR 23620 JENSEN AVE	7,296.00	117531	06/23/2025
46249 14513-40182		CODE ENFORCEMENT	285.00	117531	06/23/2025
46249 14513-40248		JD4 GRANT	190.00	117531	06/23/2025
46249 14513-40355		463 ACTION FOR 820 17TH STREET	175.00	117531	06/23/2025
46249 14513-40356		463 ACTION FOR 21164 EVERTON AVENUE	310.00	117531	06/23/2025
46249 14513-40364		ENGINEERING	133.00	117531	06/23/2025
46249 14513-40506		KWIK TRIP PARKING LOT	575.00	117531	06/23/2025
TOTAL FOR: ECKBERG LAMMERS P.C.			17,840.00		
26013	ECM PUBLISHERS INC				
1051761		ORD NO. 756 - 2025 FEE SCHEDULE	24.00	117532	06/23/2025
1051762		RUNWAY/TAXIWAY EXTENSION BID	136.00	117532	06/23/2025
1051763		PG.1 2024 WATER REPORT	468.00	117532	06/23/2025
1051764		PG.2 2024 WATER REPORT	201.00	117532	06/23/2025
TOTAL FOR: ECM PUBLISHERS INC			829.00		

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30013	FASTENAL COMPANY				
	MNTC3238446	SAE THRU-HARD 1/2 YZ & SAE THRU-HARD 3/8 YZ	32.96	117533	06/23/2025
TOTAL FOR: FASTENAL COMPANY			32.96		
30026	FERGUSON WATERWORKS #2518				
	0548492	26 SC VLV BX TOP SECT DOM & 10 SC VLV BX TOP DOM & 16 HD SC VLV BX TOP SECT DOM	704.65	117534	06/23/2025
	0548888	5/8X3/4 T10 METER BODY - NO REG	1,227.00	117534	06/23/2025
	0548929	1 IN T10 METER P/C R900I USG PLUS TRADE SURCHARGE FEE	646.29	117534	06/23/2025
TOTAL FOR: FERGUSON WATERWORKS #2518			2,577.94		
30038	FIRE LOSS MANAGEMENT LLC				
	25-033	FIRE ALARM REVIEW - 467 W. BROADWAY - BASE PLAN REVIEW AND REVIEW DOCUMENTS	50.00	117535	06/23/2025
TOTAL FOR: FIRE LOSS MANAGEMENT LLC			50.00		
30041	FIRE SAFETY USA INC				
	202162	CHIEFS VEHICLE 3 - INSPECT AND REPAIR VEHICLE.GRILL LIGHTS INOP, REAR LIGHT BAR INOP, SIDE SCENE	1,523.50	117536	06/23/2025
	202493	CH3 VEHICLE - CHECK REAR LIGHTBAR. NO ISSUES FOUND, LIGHTBAR WORKING	175.00	117536	06/23/2025
TOTAL FOR: FIRE SAFETY USA INC			1,698.50		
30073	FOREST LAKE ACE HARDWARE				
	66080/3	HANDLE THRD 15/16X60" & BROOM ANGLE STIFF RD 56" & MARKER SHARPI FN BLK 2PK & FASTENERS	30.07	117537	06/23/2025
	66091/3	CLAMP 3/4 TO 1-3/4"SS	11.96	117537	06/23/2025
	66093/3	CLAMP 1-1/16" TO 2" SS	7.18	117537	06/23/2025
	66096/3	COUPL INSRT POLY 1X3/4" & TEE INSERT POLY 1"	5.18	117537	06/23/2025
	66116/3	THREAD TAPE 1/2X260" GRY & THREAD SEALANT 4OZ BLU	13.98	117537	06/23/2025
	66117/3	BUNGEE CORD BLK 24" & BOLT EYE W/NUT 1/4"X3"	17.52	117537	06/23/2025
	66118/3	WHEELBARROW 6CF POLY	74.99	117537	06/23/2025
	66122/3	MOUSE TRAP NO TOUCH NOVW & MIGHTY BOARD GLUE TRAP	13.98	117537	06/23/2025
TOTAL FOR: FOREST LAKE ACE HARDWARE			174.86		
30074	FOREST LAKE AREA CHAMBER OF COMMERCE				
	3984	BUSINESS RETENTION AND EXPANSION (1 OF 2)	5,000.00	117538	06/23/2025
TOTAL FOR: FOREST LAKE AREA CHAMBER OF COMMERCE			5,000.00		

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30078	FOREST LAKE AREA SCHOOL DISTRICT				
	06-24-2025	ARTS IN THE PARK ENTERTAINMENT PAYMENT	350.00	117539	06/23/2025
TOTAL FOR: FOREST LAKE AREA SCHOOL DISTRICT			350.00		
30098	FOREST LAKE PRINTING				
	22494	LAKESIDE PARK SIGNS - ARTS IN THE PARK - 30" X 40", 4/0, 24# SIHL PACIFICA II	115.00	117540	06/23/2025
TOTAL FOR: FOREST LAKE PRINTING			115.00		
34005	GALLAGHER BENEFIT SERVICES INC				
	343496	JUNE 2025 CONSULTING SERVICES	1,200.00	117541	06/23/2025
TOTAL FOR: GALLAGHER BENEFIT SERVICES INC			1,200.00		
MISC-UB	GINA FREY				
	7116973	UB refund for account: 7116973 *UB refund for account: 7116973	134.09	117542	06/23/2025
TOTAL FOR: GINA FREY			134.09		
34061	GOPHER STATE ONE-CALL				
	5050404	FTP TICKETS (523); CANCELLED TICKETS (5); TOTAL BILLABLE TICKETS (518)	699.30	117543	06/23/2025
TOTAL FOR: GOPHER STATE ONE-CALL			699.30		
38004	HACH COMPANY				
	14525374	KTO CHEMKEY, 25 PC MONO-CHLOR. AND 25 PC F&T AMMONIA	622.00	117544	06/23/2025
	14535645	SPADNS2 (ARSENIC FREE) FLUORIDE RGT, ACCUVAC,25/PK & DPD TOT CHLORINE ACCUVAC, PK/25	205.18	117544	06/23/2025
TOTAL FOR: HACH COMPANY			827.18		
38147	HARDWOOD CREEK LUMBER INC				
	13237	1 "X2"X48" HUBS 25 PER BUNDLE	182.40	117545	06/23/2025
TOTAL FOR: HARDWOOD CREEK LUMBER INC			182.40		
38032	HARDWOOD CREEK NURSERY INC				
	9875	COFFEETREE TRUE NORTH	240.00	117546	06/23/2025
TOTAL FOR: HARDWOOD CREEK NURSERY INC			240.00		
38153	HD SOD INC				
	14064	SOD - WHOLESALE DELIVERY & DELIVERY FEE	885.00	117547	06/23/2025
TOTAL FOR: HD SOD INC			885.00		

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38049	HEALTH PARTNERS				
	CLAIMS05212025	HPAI SELF INSURED CLAIMS 15657 - MAY 2025	541.57	2291	05/27/2025
TOTAL FOR: HEALTH PARTNERS			541.57		
38151	HOLMES REPAIR LLC				
	1105	LABOR TO INSTAL NEW LEAF SPRINGS IN UTV TRAILER AND REPLACE WHEEL BEARINGS & PRINGSS AND WHEEL BEARIN	686.61	117548	06/23/2025
TOTAL FOR: HOLMES REPAIR LLC			686.61		
MISC-UB	IDEAL CREDIT UNION				
	7118033	UB refund for account: 7118033 *UB refund for account: 7118033	355.82	117549	06/23/2025
TOTAL FOR: IDEAL CREDIT UNION			355.82		
42010	IMPACT				
	217684	MONTHLY PORTAL FEE	225.00	117550	06/23/2025
TOTAL FOR: IMPACT			225.00		
42036	INTERSTATE TESTING LLC				
	17405	REBUILD 2" WILKINS 720A SERIAL #: 396344 & SAFE WATER COMMISSION FILING FEE	469.00	117551	06/23/2025
TOTAL FOR: INTERSTATE TESTING LLC			469.00		
MISC-UB	JEANNE & STEVE JOHNSON				
	7112121	UB refund for account: 7112121 *UB refund for account: 7112121	158.18	117552	06/23/2025
TOTAL FOR: JEANNE & STEVE JOHNSON			158.18		
MISC-UB	JEFF ERICK				
	7116122	UB refund for account: 7116122 *UB refund for account: 7116122	160.65	117553	06/23/2025
TOTAL FOR: JEFF ERICK			160.65		
MISC-UB	JINGBO DENG				
	7111056	UB refund for account: 7111056 *UB refund for account: 7111056	177.90	117554	06/23/2025
TOTAL FOR: JINGBO DENG			177.90		
45047	JOHN DEERE & COMPANY				
	117765426	6R 130 TRACTOR	166,313.95	117555	06/23/2025
TOTAL FOR: JOHN DEERE & COMPANY			166,313.95		

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Invoice					
MISC-UB	JOSEPH COMO				
7102414		UB refund for account: 7102414	157.86	117556	06/23/2025
		*UB refund for account: 7102414			
TOTAL FOR: JOSEPH COMO			157.86		
45092	JUSTIN TAYLOR COMPANIES LLC				
7829		PULVERIZED BLACK DIRT - 3, 12 YARD LOAD PICKED UP	720.00	117557	06/23/2025
TOTAL FOR: JUSTIN TAYLOR COMPANIES LLC			720.00		
MISC-UB	KATHLEEN WRIGHT & RANDALL J POWER				
7111435		UB refund for account: 7111435	236.13	117558	06/23/2025
		*UB refund for account: 7111435			
TOTAL FOR: KATHLEEN WRIGHT & RANDALL J POWER			236.13		
MISC-UB	KEVIN FOSTER				
7115828		UB refund for account: 7115828	179.46	117559	06/23/2025
		*UB refund for account: 7115828			
TOTAL FOR: KEVIN FOSTER			179.46		
49143	KIM J CARLSON				
REIMB 2025		SUPPLIES FOR CONCESSIONS	52.37	117560	06/23/2025
TOTAL FOR: KIM J CARLSON			52.37		
49064	KODIAK POWER SYSTEMS				
KPS1802		LIFT #12 GENERATOR - REPLACE - STARTING BATTERY	919.80	117561	06/23/2025
		12VDC AND DC CHARGER			
KPS1803		FOREST LAKE CITY CENTER - GENERATOR INSPECTION (91	554.00	117561	06/23/2025
		-POINT GENERATOR INSPECTION) W SITE LOAD TRANSFER			
TOTAL FOR: KODIAK POWER SYSTEMS			1,473.80		
MISC-UB	KRISTA HOLMGREN JESSE OSTERTAG				
7110714		UB REFUND FOR ACCOUNT: 7110714	100.01	117562	06/23/2025
		*UB refund for account: 7110714			
TOTAL FOR: KRISTA HOLMGREN JESSE OSTERTAG			100.01		
53165	LAKE STATE REALTY SERVICES INC				
25036		HEADWATERS 123 PROJECT - TEAMS MEETING & 4/7/2025	2,500.00	117564	06/23/2025
		JOINT CITY COUNCIL EDA MEETING ATTENDANCE			
TOTAL FOR: LAKE STATE REALTY SERVICES INC			2,500.00		

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	Invoice				
MISC-UB	LEXY CARLSON				
	7113109	UB refund for account: 7113109	55.82	117565	06/23/2025
		*UB refund for account: 7113109			
TOTAL FOR: LEXY CARLSON			55.82		
53092	LINDE GAS & EQUIPMENT INC				
	50133303	INDUSTRIAL ACETYLENE IND HIGH PRESSURE > 100CF -	205.85	117566	06/23/2025
		RENTAL 04/20/2025 TO 05/20/2025			
TOTAL FOR: LINDE GAS & EQUIPMENT INC			205.85		
53160	LRS PORTABLES LLC				
	MP274723	MULTIPLE RENTALS FOR PARKS & CASTLEWOOD GOLF	1,075.00	117567	06/23/2025
TOTAL FOR: LRS PORTABLES LLC			1,075.00		
53166	L-Z TRUCK EQUIPMENT				
	117891	SQUAD 2406 - NEW BUILD 2024 FORD F150	3,192.60	117563	06/23/2025
TOTAL FOR: L-Z TRUCK EQUIPMENT			3,192.60		
57424	M HEALTH FAIRVIEW				
	75000549	MULTIPLE TESTS - T. CARPENTER & H. MCBRIDE & J.	1,757.16	117568	06/23/2025
		CISNEROS & N. MEDLEY			
TOTAL FOR: M HEALTH FAIRVIEW			1,757.16		
57008	MADDEN GALANTER HANSEN ATTORNEYS AT				
	MAY 2025	SERVICES RENDERED - 5/1/2025 THROUGH 5/31/2025	1,008.15	117569	06/23/2025
TOTAL FOR: MADDEN GALANTER HANSEN ATTORNEYS AT			1,008.15		
57402	MARTIN MARIETTA MATERIALS				
	45914296	MED VOLUME WEAR ASPHALT MVWE45035 (R)-BM	227.05	117570	06/23/2025
	45929158	MED VOLUME WEAR ASPHALT MVWE45035 (R)-BM	730.00	117570	06/23/2025
	45945900	MED VOLUME WEAR ASPHALT MVWE45035 (R)-BM	612.88	117570	06/23/2025
	45977661	MED VOLUME WEAR ASPHALT MVWE45035 (R)-BM	305.36	117570	06/23/2025
TOTAL FOR: MARTIN MARIETTA MATERIALS			1,875.29		

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	Invoice				
57106	MENARDS				
	58493	REPL VACUUM BRKR ARWHD	14.99	117571	06/23/2025
	58502	ZIPLOC STORAGE SLIDER GAL	5.99	117571	06/23/2025
	58522	7/16 X 1-1/2 HEX BOLT 6PC & 7/16 FLAT WASHER 7PC	7.04	117571	06/23/2025
	58568	PORTABLE LOCK BOX COMBINA	34.99	117571	06/23/2025
	58806	QS 10W40 ATV&MOTORCYCLE	21.98	117571	06/23/2025
	58862	32OZ SB BATH GRIME CLNR & MARINE GOOP & TEKS LATHE	86.80	117571	06/23/2025
		8XL/211 SHP PT & GLAD FORCE FLEX DRAWSTRNG			
	58873	L-L/4XL-L/4XL REDUCNG TEE & 1 X 3/4 90DEG FMLE	16.45	117571	06/23/2025
		ELBOW			
	59206	ACTION HOE YW	99.96	117571	06/23/2025
	59283	MOUSE TRAP PLASTIC 2PK & TC MOUSE ATTRACT GEL 1OZ	11.57	117571	06/23/2025
	59361	CEDAR LINE POST JUMBO	17.69	117571	06/23/2025
TOTAL FOR: MENARDS			317.46		
57123	METRO SALES INC				
	INV2804695	RICOH/IM 350F COPIER	94.70	117572	06/23/2025
TOTAL FOR: METRO SALES INC			94.70		
57401	METRO-INET				
	2722	USER, COMPUTER & EMAIL SUPPORT	23,201.00	117573	06/23/2025
TOTAL FOR: METRO-INET			23,201.00		
57130	METROPOLITAN COUNCIL - ENVIRONMENTA				
	APRIL 2025	APRIL 2025 SAC REPORT	12,300.75	2258	04/30/2025
TOTAL FOR: METROPOLITAN COUNCIL - ENVIRONMENTA			12,300.75		
57131	METROPOLITAN COUNCIL - ENVIRONMENTA				
	0001188519	WASTE WATER SERVICES DEF REV - JULY 2025	155,646.98	117574	06/23/2025
TOTAL FOR: METROPOLITAN COUNCIL - ENVIRONMENTA			155,646.98		
57158	MIDCONTINENT COMMUNICATIONS				
	14014890114704	AIPORT PHONE MAY 2025	176.27	2293	05/22/2025
TOTAL FOR: MIDCONTINENT COMMUNICATIONS			176.27		
57166	MIDWESTONE BANK				
	CB052025	CHARGEBACK FEE	8.00	2288	05/23/2025
	CB052025	CHARGEBACK FEE	8.00	2289	05/29/2025
TOTAL FOR: MIDWESTONE BANK			16.00		

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	Invoice				
57204	MINNESOTA DEPARTMENT OF HEALTH				
	04/01/25-06/30/25	QUARTERLY COMMUNITY WATER SUPPLY SERVICE	10,427.00	117575	06/23/2025
TOTAL FOR: MINNESOTA DEPARTMENT OF HEALTH			10,427.00		
57208	MINNESOTA DEPARTMENT OF LABOR & IND				
	APRIL 2025	SURCHARGE ALLOCATION	1,347.39	2297	05/20/2025
TOTAL FOR: MINNESOTA DEPARTMENT OF LABOR & IND			1,347.39		
57253	MINNESOTA STATE FIRE CHIEFS ASSOCIA				
	9334	MEMBERSHIP RENEWAL - COMMAND LEVEL OFFICER	60.00	117576	06/23/2025
		INDIVIDUAL MEMBERSHIP (THROUGH DECEMBER 31, 2025)			
TOTAL FOR: MINNESOTA STATE FIRE CHIEFS ASSOCIA			60.00		
57264	MINNESOTA VALLEY TESTING LABS				
	1307977	COLIFORM, MF - WATER	157.50	117577	06/23/2025
TOTAL FOR: MINNESOTA VALLEY TESTING LABS			157.50		
57279	MNSPECT LLC				
	1822350	MAY 2025 INSPECTIONS	14,930.18	117578	06/23/2025
	1822350	MAY 2025 INSPECTIONS	175.00	117578	06/23/2025
	1824590	MAY 2025 PLAN REVIEWS	51,038.17	117578	06/23/2025
TOTAL FOR: MNSPECT LLC			66,143.35		
57411	MORRIE'S FOREST LAKE CHEVROLET				
	14796	SQUAD 2107 - OIL	53.64	117579	06/23/2025
TOTAL FOR: MORRIE'S FOREST LAKE CHEVROLET			53.64		
61007	NAPA AUTO PARTS				
	259994	WHITE PAINT MARKER	3.50	117580	06/23/2025
	260055	RETURN - CORE DEPOSITS & WARRANTY'S & PURCHASED	37.29	117580	06/23/2025
		MULTIPLE CORE DEPOSITS & 18MO WTY BAT			
	260065	18MO WTY BAT & CORE DEPOSIT - QTY 6	1,006.68	117580	06/23/2025
	260133	RETURN - CORE DEPOSIT - 6 QTY & PURCHASE OF ROT T4	(141.02)	117580	06/23/2025
		15W40 1GL & BRAKE PARTS CLEANER			
	260576	-20 WINDSHIELD WASH	39.24	117580	06/23/2025
	260852	PWR STEERING FL-QUART	17.52	117580	06/23/2025
	260943	TUBE	28.82	117580	06/23/2025
TOTAL FOR: NAPA AUTO PARTS			992.03		
61066	NORTH COUNTRY CHEVROLET				
	FORESTLAKE25-101	25 CHEV TAHOE PPV-NEW SERGEANT'S VEHICLE	53,310.28	117581	06/23/2025
TOTAL FOR: NORTH COUNTRY CHEVROLET			53,310.28		

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	Invoice				
65019	OLSON'S SEWER SERVICE INC				
	106227	WORK PERFORMED ON 05/19/25 AT 308 2ND AVE SW - RESTORATION OF CONCRETE SIDEWALK & CURB REMOVED	5,841.25	117583	06/23/2025
TOTAL FOR: OLSON'S SEWER SERVICE INC			5,841.25		
65002	O'REILLY AUTO PARTS				
	1517-285362	BLADERUNNER	106.37	117582	06/23/2025
	1517-286225	HYD FITTING	9.90	117582	06/23/2025
	1517-286267	CBN AIR SNSR	74.31	117582	06/23/2025
TOTAL FOR: O'REILLY AUTO PARTS			190.58		
69142	PMA ASSET MANAGEMENT LLC				
	585605	ACCOUNT MANAGEMENT FEE 05/01/25 - 05/31/25	1,932.69	117584	06/23/2025
TOTAL FOR: PMA ASSET MANAGEMENT LLC			1,932.69		
74020	RAPID PRESS				
	81056	ARTS IN THE PARK BANNER - 2' X 20' - GROMMETS TOP AND BOTTOM & ARTS IN THE PARK SIGNS - 24 X 36 - 4/0	578.00	117585	06/23/2025
TOTAL FOR: RAPID PRESS			578.00		
74242	REDPATH AND COMPANY LLC				
	150498024	MAY 2025 SERVICES - FRACTIONAL FINANCE DIRECTOR	14,820.00	117586	06/23/2025
TOTAL FOR: REDPATH AND COMPANY LLC			14,820.00		
74096	RIVARD COMPANIES INC				
	510472	COCO BROWN MULCH & DELIVERY FEES - CWP	1,547.50	117587	06/23/2025
TOTAL FOR: RIVARD COMPANIES INC			1,547.50		
78010	SAFE-FAST INC				
	INV309507	HI-VIS MESH BACK GOATSKIN GLOVES, XL	381.60	117588	06/23/2025
TOTAL FOR: SAFE-FAST INC			381.60		
78019	SALES TAX MN DEPT REVENUE EFT				
	043025	APRIL 2025 SALES TAX	428.00	2298	05/20/2025
TOTAL FOR: SALES TAX MN DEPT REVENUE EFT			428.00		
78096	SHERWIN-WILLIAMS COMPANY				
	2479-7	ASE OIL LL ULTRADP - CUSTOM: FLAG POLES	184.44	117589	06/23/2025
TOTAL FOR: SHERWIN-WILLIAMS COMPANY			184.44		

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Invoice					
78112	SITEONE LANDSCAPE SUPPLY LLC				
154399824-001		RAIN BIRD ROTOR 8005 ADJUSTABLE STAINLESS STEEL	1,691.78	117590	06/23/2025
		ROTOR 5 IN. RISER WITH SAM CHECK VALVE			
TOTAL FOR: SITEONE LANDSCAPE SUPPLY LLC			1,691.78		
78136	SOURCEWELL				
05312025		RETIREE HEALTH INSURANCE-MAY 2025	4,496.00	2287	05/16/2025
TOTAL FOR: SOURCEWELL			4,496.00		
78176	STAPLES INC				
6033113912		TOWEL C FOLD 17900151 & FORK HD PLASTIC WHITE	183.36	117591	06/23/2025
		100PK			
6034351314		SPARKLE PICK-A-SIZE PAPER TWL	37.99	117591	06/23/2025
6034351317		SCOTT 15 MEGA PAPER TOWEL	22.45	117591	06/23/2025
TOTAL FOR: STAPLES INC			243.80		
MISC-UB	TEARINIE ARHIP				
7114381		UB refund for account: 7114381	220.21	117592	06/23/2025
		*UB refund for account: 7114381			
TOTAL FOR: TEARINIE ARHIP			220.21		
82241	TIMESAVER OFF SITE SECRETA				
30473		05/21/2025 1 HOUR	172.00	117593	06/23/2025
30474		05/12/2025 - CITY COUNCIL MEETING 1.5 HOURS	212.50	117593	06/23/2025
30475		05/19/2025 - COUNCIL WORKSHOP MEETING 2.5 HOURS	293.50	117593	06/23/2025
TOTAL FOR: TIMESAVER OFF SITE SECRETARIAL INC			678.00		
82123	TK ELEVATOR CORPORATION				
3008607375		GOLD - FULL MAINTENANCE - WITH PHONE MONITORING	657.17	117594	06/23/2025
		06/01/25 - 08/31/25			
TOTAL FOR: TK ELEVATOR CORPORATION			657.17		
86001	ULINE, INC				
193678761		DOUBLE PALM LEATHER GLOVES - XL	341.65	117595	06/23/2025
194008741		ULINE BLACK INDUSTRIAL NITRILE GLOVES -POWDER-	1,903.08	117595	06/23/2025
		FREE, 6 MIL, XL & ULINE INDUSTRIAL TRASH LINERS -			
		55-60			
TOTAL FOR: ULINE, INC			2,244.73		
88017	VERIZON WIRELESS				
6113150773		VERIZON WIRELESS APR 11 - MAY 10 2025	3,991.24	2295	05/27/2025
TOTAL FOR: VERIZON WIRELESS			3,991.24		

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	Invoice				
90149	WEST RONDEAU LAKE DRIVE LLC				
	WETLAND BANK 1	WETLAND BANK CREDIT PURCHASE	55,582.56	117596	06/23/2025
TOTAL FOR: WEST RONDEAU LAKE DRIVE LLC			55,582.56		
90148	WEST SHORE SERVICES INC				
	33571	SITE #10 - 8855 202TH ST - BEARING REPLACEMENT	1,350.00	117597	06/23/2025
		(1) SIREN - LABOR ONLY			
TOTAL FOR: WEST SHORE SERVICES INC			1,350.00		
90082	WHITE BEAR LOCKSMITH				
	35772	REMOVE BROKEN TOOTH PICKS FROM LOCKS DRILL AND	235.00	117598	06/23/2025
		REPLACE ONE MORTICE CYLINDER - KEYED TO CUSTOMER'S			
		KEY			
TOTAL FOR: WHITE BEAR LOCKSMITH			235.00		
MISC-UB	WILLIAM J MOORE				
	7101406	UB refund for account: 7101406	206.33	117599	06/23/2025
		*UB refund for account: 7101406			
TOTAL FOR: WILLIAM J MOORE			206.33		
90100	WINNICK SUPPLY INC				
	072208	EROSION CONTROL BLANKET STRAW SR1 SINGLE NET 100SQ	248.90	117600	06/23/2025
		YD 8.5' X 112.5' & EROSION CONTROL STAPLES 6" X 11			
	072463	3" 90 ELBOW PVC SCHEDULE 40 & 3" TEE PVC SCHEDULE	55.25	117600	06/23/2025
		40 & 3" COUPLING PVC SCHEDULE 40			
TOTAL FOR: WINNICK SUPPLY INC			304.15		
90142	WOODROW MCBRIDE				
	06-24-2025	ARTS IN THE PARK ENTERTAINMENT PAYMENT	515.00	117602	06/23/2025
	07-04-2025	ARTS IN THE PARK ENTERTAINMENT PAYMENT - 4TH OF	1,250.00	117601	06/23/2025
		JULY			
TOTAL FOR: WOODROW MCBRIDE			1,765.00		
94003	XCEL ENERGY				
	926762594	51-0010746167-3/CITY CENTER	4,710.44	2296	05/29/2025
TOTAL FOR: XCEL ENERGY			4,710.44		
TOTAL - ALL VENDORS			722,782.66		



City Council

Regular Meeting

~ Minutes ~

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

June 9, 2025

7:00 PM

City Center - Council Chamber

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

1. Call to Order

2. Roll Call

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

3. Pledge of Allegiance

4. Approve the Agenda (Action)

City Administrator Statz

Motion: Councilmember Erickson made a Motion to Approve the Agenda as presented.
Motion seconded by Councilmember Miller. Motion carried 4-0.

5. Awards, Recognitions, and Presentations

a) Recognition of Pat Silovich, Forest Lake American Legion Commander

Mayor Roberts congratulated Councilmember Valento on the arrival of her baby boy.

Mayor Roberts and the City Council recognized the passing of Pat Silovich, American Legion Post 225 Commander, highlighting that he was a respected veteran, community leader, and a steadfast supporter. Mayor Roberts proclaimed June 13, 2025, Pat Silovich Day. The City Council took a minute of silence.

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

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

Comments:

Susan Young, 9950 199th Street North, discussed the parking issue on the North Shore Trail. She said that the Planning Commission saw several variations of the property and worked with the owners to establish parking that was available that would allow boat access and snowmobile access. She stated that a business should not be rewarded for behavior outside of the rules. She asked how the City Council would decide who they would help with taxpayer dollars and who they would not help. She stated that the parking plan on North Shore Trail would be an issue from a safety perspective and



City Council

Regular Meeting

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encouraged individuals to park on both sides of the street. She stated she did not want the Planning Commission to be in this position in the future.

Roxanne Kahler, 20277 345th Street, Taylors Falls, stated that she had been in the same location for Arts in the Park for many different years, but this year she was moved to a different location. She stated that the new location provided was creating difficulties for her to sell her art. She requested her \$200 back from her application.

City Administrator Statz suggested addressing this issue at the next meeting.

David Swan, a Pizza Pub representative, requested additional parking along North Shore Trail to accommodate customers during the busy season.

Mayor Roberts stated the Council might have questions when this item is discussed later.

7. Consent Agenda Considerations (Action Items)

- a. City Invoices
- b. April 21, 2025 Council Workshop Minutes
- c. May 19, 2025 Council Workshop Minutes
- d. May 27, 2025 Council Regular Meeting Minutes
- e. Senior Center Facility Use Agreement – SCSU Precision Driving Center
- f. Airport Commission Recommendation – Lease Agreements
- g. Change Order #2 – North Shore Trail Improvements – Erosion Control
- h. Emergency Management Warning Siren Maintenance Agreement
- i. Encroachment Agreement – 4868 208th Street North
- j. Improvement Agreement – 4868 208th Street North
- k. Gambling Permit Applications
- l. Human Resources Manager Position Description Approval and Recruitment Authorization
- m. Eckberg Lammers Proposal to Revise Personnel Policy
- n. 4th of July Agreements
- o. Arts in the Parks Performer Agreements
- p. Seasonal Employee Hiring Approval

Motion: Councilmember Larson made a Motion to Approve the Consent Agenda Items 7.a. through 7.p. Motion seconded by Councilmember Erickson. Motion carried 4-0.

8. Regular Agenda (Action Items)

a) 2024 Audit Presentation and Acceptance – Jessica Hoard

Interim Finance Director Hoard introduced Jackie Knowles with Creative Planning (formerly BerganKDV) who presented the 2024 Audit findings. Ms. Knowles summarized the general fund budget and noted that there was a balanced budget; she explained the general fund balance and noted that the City Policy required a 50 percent fund balance. She summarized the general



City Council

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fund revenues for 2024 and how they were allocated in the past two years and reviewed the total general fund expenditure increases and noted that the largest increase was in Public Safety spending. Ms. Knowles also discussed the tax capacity, levy, and rates, noting that the total tax capacity and tax levy have increased, which leads to variance in the tax capacity rate.

City Administrator Statz asked Ms. Knowles to expand on the revenue and discuss how they show the total value of the stocks they are invested in. He said it was not actual money in the bank. Ms. Knowles answered that the government entities are required to record their investments at a fair market value, even if the City intends to hold them to maturity.

City Administrator Statz asked about the number. He said that it was important to note that they were over budget on building inspections. He said that they separately report revenues from expenditures and noted that they were over budget since they had more work in front of them. He talked about the water enterprise fund and stated that they did not sell as much water since it was not as dry. City Administrator Statz said that the operating expenses did not go down because the intrinsic cost of a gallon of water is low. He stated that the work of staff members did not increase or decrease based on the amount of water they sell. He stated that the cost was reasonable. He stated that they did not have capital funds in the water and sewer to hide the ups and downs, so they need an income to build the fund balance to afford the projects.

Councilmember Erickson asked if the operating incomes were in alignment with what they budgeted as they continue to invest in the infrastructure. City Administrator Statz answered that the funds were healthy, operating incomes that were in line with the capital plan.

Motion: Councilmember Erickson made a Motion to Accept the 2024 Audit Presentation as presented. Motion seconded by Councilmember Larson. Motion carried 4-0.

b) Consulting Contract – Classification and Compensation Study – Mark Statz

City Administrator Statz stated that they were planning to complete a Classification and Compensation Study for the staff to recheck the wages in comparison with the market. He explained that government entities typically score each job and weigh them in terms of their score against each other and the market. He explained the necessity to pay jobs equitably across genders. He stated that the result would be recommendations. The City Council can consider where they want to fall within a range on the market. He explained that this would be a phased approach, since not all contracts are up at the same time. He thanked the newly formed Labor and Management Committee, which was tasked with reviewing six proposals to provide a recommendation to the City Administrator.

Councilmember Erickson asked how often the Paid Equity Act required them to do this sort of work. City Administrator Statz answered that they are required to do a report every three years. He said that ten years was not a rule, but it was customary to complete this work.



City Council

Regular Meeting

~ Minutes ~

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

June 9, 2025

7:00 PM

City Center - Council Chamber

Mayor Roberts said it was good to have the information, since the job market was more competitive.

Motion: Councilmember Larson made a Motion to Authorize the execution of a contract for a Classification and Compensation Study with McGrath Human Resources Group at a cost not to exceed \$20,000.

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

c) 8241 North Shore Trail On-Street Parking – Abbi Wittman

Community Development Director Wittman provided an overview of the previous actions completed at 8241 North Shore Trail. She stated that Pizza Pub took over the property in 2023, and since then, the City has received complaints about parking. She reviewed the code violations in 2025 and discussed options the City could take to reduce the public safety concerns. She reviewed different parking alternatives. Community Development Director Wittman summarized different options the City could consider moving forward. She noted that there had been numerous near-traffic accident misses. She stated that the staff was favorable to the consideration because there would be public benefits if it were privately maintained parking.

Councilmember Erickson asked if they did not move forward with the change order request, if the land would need to be restored to turf. Community Development Director Wittman confirmed this information.

Councilmember Erickson asked about the probability that people would park on the turf again. Community Development Director Wittman answered that it was a possibility. She stated that there would need to be clear directions about parking in the area if the City Council did not move forward.

Councilmember Erickson asked if anything would stop people from angle-parking in the area, such as the curb and gutter. Community Development Director Wittman answered that there would not be curbs and gutters in the area. She said that the area would be striped and signed, and someone would have to park off the asphalt.

Councilmember Erickson asked if there were any watershed concerns. City Administrator Statz responded that they would likely stay under the threshold of watershed issues. He said if it were restored to turf or made parallel, they would need to clarify the parking regulations.

Councilmember Erickson asked about concerns about future landowners being responsible for snow removal. Community Development Director Wittman answered that they would record it against the property so future property owners would be responsible.

Councilmember Larson asked about concerns about public utilities. Public Works Director Adams answered that utilities were on the north side of the road. He said that there might be



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private utilities.

Erin Reber, a representative for Pizza Pub, said that the company would remove the snow from the parking spaces. She said they would prefer diagonal parking but would be satisfied with parallel parking.

Councilmember Miller asked where the employees park. Ms. Reber answered that they park in the parking lot or on the asphalt area.

Councilmember Miller asked how many employees they have at a given time. Ms. Reber answered that during the day, they have three to four employees, at night, it is six to ten employees, and during the weekend, it can be up to twenty employees.

Councilmember Miller stated that the employees take up a large number of parking spots and asked if they could park anywhere else. Ms. Reber responded that she was not aware of the information.

Councilmember Miller asked what made them decide to put the rock down where it was not allowed. Ms. Reber answered that it was the landowner's decision.

Councilmember Miller stated that the previous business would provide a shuttle service from the boat launch parking. He asked if they would consider an option like this in the future. Ms. Reber responded that they had not considered a shuttle service.

Councilmember Miller asked if they had parking issues during the week. Ms. Reber answered that they normally have issues from Thursday to Sunday.

Councilmember Miller asked if they considered purchasing land from a neighboring landowner for additional parking. Ms. Reber responded that they had not, but they would consider the option.

Mayor Roberts asked if the complaints increased after Pizza Pub opened. Community Development Director Wittman answered that the complaints came from a certain few residents. She said some residents stopped issuing complaints since there seemed to be no change.

Mayor Roberts asked if the Council was interested in moving forward with the change order.

Councilmember Erickson said that he was in favor of the change order to provide safe parking options.

Councilmember Miller said that he was not interested in moving forward with the change order, but the business could look into other options. He said that the business knew of the challenges



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when they moved into the building. He said that the North Shore Trail was a dangerous road already, so he expressed concerns about additional accidents. He thought that six parallel parking spots would not alleviate the problems. He suggested that the employees park elsewhere and stated that the City should not reward bad behavior.

Mayor Roberts asked if he was opposed regardless of whether it was a cost-share option or the design. Councilmember Miller answered that he did not like the design and did not think it should be a cost share.

City Administrator Statz asked if it was parallel parking with no City cost-share, would Councilmember Miller be opposed. Councilmember Miller responded that he was concerned about safety, and six additional spots would not alleviate the parking concerns.

Councilmember Larson agreed that it did not seem best to allow for the parallel parking.

Councilmember Miller asked if the parking lot could be redesigned. City Administrator Statz answered that there was no additional option because of the space and that there was a variance to the parking lot setback already to allow for the parking lot size.

City Administrator Statz said that the six spots would not solve the problem, but would be a step in the right direction. He thought that parallel spots would be the safest option. He said they did not want to rely on the Department of Natural Resources parking lot as a parking option, since they did not have an agreement with them. He thought that the City could construct the parking and request the businesses to consider additional parking options or shuttle services. He stated that a normal parallel parking spot is eight feet wide, but they plan to make the space wider so cars would have more room to maneuver.

Councilmember Erickson asked if there was street parking allowed on Inman Avenue and 224th Street North. David Swan responded that it was posted as no parking. He said that the previous building occupant pursued private property for parking, and they did not find options in the area.

Mayor Roberts stated that the previous building occupant used an empty field on 224th Street North for parking, which was now developed. He said that they have a major road project coming through the area to make parking options better, but he would encourage the business owner to look for additional parking options. Mayor Roberts said he was indifferent to the cost-share options.

Councilmember Larson asked how many parking spots they had in the Pizza Pub lot. David Swan answered that they had 66 spots.

Councilmember Miller asked how much City-owned property was on the north side of the road. He also asked if they could move the road a little bit while they redid the road to provide more



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room for the cars to be parked. City Administrator Statz responded that he considered that option, but there were complications, especially with watershed issues. He said if it were a reconstruction project, they might trigger watershed rules that would be cost-prohibited. He stated that the parking spots were a bit off the fog line, and the road would have a four-foot shoulder. He thought that the parallel spots would be less unsafe than initially thought. He said that the speed limit was 35 miles per hour. He stated that often the City would help the business district, and although this business was not in a certain district, the City should still consider additional ways to help the business.

Councilmember Miller said if it were downtown, they would have wide shoulders. He would not be opposed to that option, but it was not likely on this road. He said that they considered adding a lane along the road when constructing the North Shore Trail. He commented that he was not opposed to parallel parking, but did not think six spots would make that much of a difference.

Councilmember Miller suggested putting a stop sign near the parking spots.

Councilmember Erickson said that the road was well-traveled, but cars could move over. He said that the cars would be off the road, and he would not have concerns about them getting out of the car.

Mayor Roberts said that if they did not act here, the area would go back to grass, and the City would have to be more stringent on parking. He said that they were helping the situation while the project was going through the area. He thought that they were creating a safer environment than what was already there.

Motion: Mayor Roberts made a Motion to Authorize staff to do all things necessary for the City Council to formally approve on-street parking adjacent to 8241 North Shore Trail North.
Motion seconded by Councilmember Erickson.

Councilmember Miller asked if the staff would come back to the City Council for final approval. Community Development Director Wittman said that an amendment to the North Shore Trail project and any cost-share agreement would come back before the City Council.

Mayor Roberts asked if they could allow the Economic Development Authority to decide the cost-share.

Councilmember Erickson clarified that the motion would direct staff to build out the change order, which would come back before the City Council for approval. Community Development Director Wittman confirmed this information and clarified that they would reach out to the land owner with an agreement for the maintenance and cost share.

Councilmember Miller asked if it was regarding one sketch. Mayor Roberts clarified that they were considering the sketch with parallel parking.



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Community Development Director Wittman suggested taking an amended motion to clarify that information.

Amended Motion: Mayor Roberts made a Motion to Amend to authorize staff to do all things necessary for the City Council to formally approve on-street parking adjacent to 8241 North Shore Trail North in the parallel plan.

Motion seconded by Councilmember Erickson. Motion to Amend carried 3-1 (Larson voted against).

Motion as Amended carried 3-1 (Larson voted against).

9. Staff Updates

Community Development Director Wittman reviewed the changes made at the Economic Development Authority meeting to allow the commercial improvement incentive program to allow for reimbursements up to \$10,000, depending on the size of the project. She stated that they discussed favorable land sale terms for Headwaters 123, and they would move forward with exploring the sale of Headwaters 123 to multiple parties.

Public Works Director Adams said that they just finished diamond grading all the lanes on Broadway Avenue, so it will be open soon. He reviewed the local street projects and noted that they would be working on the North Shore Trail starting on Highway 97. He said that MnDOT added additional signs for the Highway 97 project, and the city of Columbus used the rubber tire roller on the Forest Lake gravel road loops after they calcium chlorinate was applied. He commented that they would continue to get complaints about Highway 97, and it would continue to be a struggle with complaints over the next couple of years.

Mayor Roberts expressed gratitude for the cooperation.

City Administrator Statz said that they completed interviews with the Finance Director. He stated that Councilmember Erickson was helping with the interviews. He commented that they were working on the Public Works building plan and would bring it for review at a future City Council meeting.

10. Mayor and City Council Updates

None.

11. Adjourn

Mayor Roberts adjourned the Regularly Scheduled Council Meeting at 8:19 p.m.



STAFF REPORT

MEETING DATE: June 9, 2025
STAFF ORIGINATOR: Mark Statz – City Administrator
AGENDA ITEM: Working out of Class Request – Nate Moats

INTRODUCTION: Recently, the AFSCME union ratified a contract for 2025 – 2027. With that contract, a Memorandum of Understanding related to “working-out-of-class” was also executed. The MOU outlines parameters for when employees may be eligible for additional compensation if they are asked to fulfill the duties of another job, when there is a vacancy at that position.

A request for working-out-of-class pay has been made by Nat Moats’ supervisor, on his behalf.

ANALYSIS: The MOU contains the following language:

“...the duties...must encompass the full range of responsibilities of the higher classification.”

The attached request from Mr. Moats’ supervisor contains a justification and analysis of Mr. Moats’ work which clearly demonstrates he is performing a “full range” of the duties of the Building Official position and is therefore, in our judgment, eligible for the working-out-of-class pay. Mr. Moats has been performing many of these duties since the departure of our Building Official in July 2024. However, the union contract did not contemplate this type of additional pay until the execution of the contract. Given the fact that the contract’s effective date is January 1, 2025, it seems appropriate to grant Mr. Moats the additional compensation, retroactively, to that date (1/1/25).

The MOU affords additional pay for working-out-of-class in the amount of 5% of the employee’s salary who is performing the work.

We are actively recruiting candidates to fill the Building Official position. Mr. Moats’ additional pay will remain in place until we have a Building Official hired and fully functioning in that role.

RECOMMENDATION: Motion to approve working-out-of-class pay for Nate Moats, retroactive to January 1, 2025 and continuing until a Building Official is onboarded and reclaims the responsibilities and duties currently being fulfilled by Mr. Moats.

ATTACHMENTS: Working-out-of-class request from Mr. Moat’s supervisor.

From: [Alan Newman](#)
To: [Mark R. Statz](#)
Subject: Nate Moats - Working out of class
Date: Thursday, May 29, 2025 4:30:53 PM
Attachments: [Work out of class MOA.pdf](#)
[image001.png](#)
[25-05-29 - MOA - Work out of Class.pdf](#)

Mark,

Attached is the Working Out of Class MOA, along with a list of the temporary job duties that Nate Moats has been performing since the resignation of the City's Building Official, Corey Murphy. I have highlighted in yellow the tasks Nate has been performing that fall under the Building Official's job description. Please accept this as my formal recommendation to temporarily increase Nate's wage by 5%, in accordance with the MOA, effective January 1, 2025 through the time that he returns to working within his class.

Thanks.

Alan



Forest Lake Fire Department

1408 Lake Street South
Forest Lake, MN 55025
651-324-2749 – Mobile
651-209-9722 - Office

- Supervise city staff and contracted personnel responsible for building, plumbing, mechanical, and fire inspection services.
 - Supervise building inspector & fire technician with City.
 - SAFEbuilt – Supervised & assisted building official, plan reviewers, building inspector, permit tech & administration to determine our needs like inspection timing
- Plan, assign, assist with, and oversee all building code administration and enforcement functions including structural, mechanical, plumbing, fire safety, and contractor regulations to ensure compliance with federal, state, and local construction regulations.
 - Created and managed entire process to use SAFEbuilt for plan review & city for inspections, permit issuing, etc... Then transformed this process to have SAFEbuilt do inspections as well, and manage the entire implementation and day to day operations.
- Perform field inspections and plan reviews to ensure that construction, alteration, and demolition activities comply with applicable codes and ordinances.
 - Although this is what I do, it is also an item that the building official does.
- Interpret and enforce city, state, and federal codes and ordinances.
 - Although this is what I do, it is also an item that the building official does.
- Assist staff, contractors, property owners, and the public with code-related questions and resolve enforcement violations.
 - Although this is what I do, it is also an item that the building official does
 - I would field all code related questions to determine if Tom was needed or not.
 - Work with homeowners to determine what is needed to resolve stop work order violations or working w/o a permit.
- Prepare and issue building, plumbing, mechanical, and fire permits for residential and commercial construction.
 - Although this is what I do, it is also an item that the building official does.
 - Created and managed entire process from city to SAFEbuilt, back to city to permit being issued. This included managing all of the other review requirements besides just the building review, i.e. grading, zoning, watershed, septic, SAC, STAC, etc...
- Maintain and oversee the City's building permit record system and building related documentation.
 - Manage all aspects of BS&A from implementation of BS&A (times 2) to creating fees, updating fees, create reports, and just recently look at what the cloud version will do for us.
- Prepare reports and recommend updates to fee schedules.
 - I took over all reporting duties from the previous building official including SAC, Surcharge, permits, inspections, SAC 3 year audit, city audit and any other special report that needed to be created and ran, etc...

- Monitor, evaluate, and enhance building related programs to protect public health and welfare. Recommend new policies or programs and revise or discontinue outdated ones based on regulatory requirements and community needs.
 - Managed the grading & GAB reviews & process with staff
 - Dealt with all things grading with contractors & staff
 - Facilitated meetings , in-person or on site with contractors and homeowners regarding grading issues.
- Maintain up-to-date knowledge of applicable laws, codes, ordinances, and industry standards through ongoing training and professional involvement.
 - Building inspectors and building officials need to do this but this past year has required me to do a deeper
- Foster positive community relations and represent the City in a professional manner when engaging with residents, contractors, and other stakeholders.
- Provide input to the Fire Chief on staffing, budgetary needs, and program development.
 - Assisted Fire Chief with fee schedule review & updates.

Other items:

- Process and procedure Writing
- All AP stuff
- Attend development team meetings to represent the building dept.
- Attend pre-construction meetings to represent the building dept.
- Manage all operations of the building department.
- Write contingency plan for building dept – in process.
- I have been doing this since August 1st, 2024.

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is made and entered into by and between the City of Forest Lake, hereinafter referred to as the "Employer" and AFSCME Council 5, hereinafter referred to as the "Union."

WHEREAS, the Employer and the Union are parties to a collective bargaining agreement effective January 1, 2025 through December 31, 2027; and

WHEREAS, the parties discussed working out of classification in negotiations.

NOW, THEREFORE, the Employer and Union agree as follows:

1. Compensation for working out of classification is provided as monetary recognition to an employee for the assumption and performance of duties normally performed by an employee of higher classification.
2. The assumption and performance of the duties of the higher classification must encompass the full range of responsibilities of the higher classification. This shall not apply to temporary assignments which are made pursuant to prior mutual agreement between the employee and his or her immediate supervisor for the purpose of providing a training opportunity to the employee, for a mutually agreed upon period of time.
3. The performance of such duties must be for an extended period of time, wherein a need exists to fulfill the duties and responsibilities of the vacant position. An extended period of time is generally considered as an assuming of duties and responsibilities that will last in excess of ten
(10) workdays.
4. Working out of classification compensation shall be allowed only after written recommendation of the department head and concurrence by the City Administrator. Recommendation and designation shall be accomplished prior to the assuming of higher classification responsibilities.
5. The employee's compensation will be increased by 5%.
6. When the temporary assignment is completed, the employee's salary will be readjusted to its previous level on the level where it would have attained, including general wage increases and step increases, if any, if the out of classification pay had not been made. The employee's date of hire and anniversary date will remain unchanged through the temporary assignment.
7. This Memorandum of Agreement represents the complete agreement between the parties relative to this matter.

Dated this _____ day of _____, 2025

FOR THE EMPLOYER:

By: _____
Its: _____


Its: _____

FOR THE UNION:


Its: S

By: _____ **\$' -/- JS**
Its: 6" c. IL &
7



STAFF REPORT

MEETING DATE: June 23, 2025

STAFF ORIGINATOR: Jolleen Chaika, Assistant City Administrator/Clerk

AGENDA ITEM: Massage Therapist Licenses

BACKGROUND:

City Code requires an application, background check, and City Council approval of all new and renewal massage therapist licenses.

ANALYSIS:

Shannon Shrub of Salon EnV, located at 1031 Lake Street South, has applied to obtain a Massage Business License.

Luciana Obermueller, a certified massage therapist, has applied for her first Massage Therapist license at Salon EnV.

Background checks were conducted by Forest Lake PD and no negative history was found related to either 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:

Approve Resolution 06-23-25-02 authorizing issuance of Massage Business License for Salon EnV and a Massage Therapist license for Luciana Obermueller effective through January 31, 2026.

ATTACHMENTS:

Resolution 06-23-25-02

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

Resolution 06-23-25-02

Approving Massage Therapist Licenses

WHEREAS, the City of Forest Lake requires all businesses wishing to offer therapeutic massage services to submit a city-approved application for a Massage Business License; and

WHEREAS, all individuals wishing to practice massage therapy within the City must also submit a city-approved application for a Massage Therapist License; and

WHEREAS, Shannon Shurb of Salon EnV, located at 1031 Lake Street South, Forest Lake, Minnesota, has applied for a Massage Business License to provide therapeutic massage services at that location; and

WHEREAS, Luciana Obermueller has applied for a Massage Therapist License to provide massage therapy services at Salon EnV; and

WHEREAS, City staff, including the Forest Lake Police Department, have reviewed both applications and the associated background materials and have determined that the applicants meet all applicable local licensing requirements;

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

The City hereby approves the issuance of a Massage Business License to Salon EnV and a Massage Therapist License to Luciana Obermueller. Both licenses shall be 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 23rd day of June, 2025.

Blake Roberts, Mayor

ATTEST:

Jolleen Chaika, Assistant City Administrator/Clerk

STAFF REPORT



MEETING DATE: June 23, 2025

STAFF ORIGINATOR: Jolleen Chaika, Assistant City Administrator

AGENDA ITEM: Exempt Gambling Permit Applications

INTRODUCTION:

Non-profit organizations must obtain City approval to obtain an exempt or excluded gambling permit for bingo or raffle events. Forest Lake Ducks Unlimited has applied to conduct a raffle at Friar's on October 11, 2205.

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:

LG220 (Exempt Gambling Permit)

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

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

Forest Lake Ducks Unlimited meets state and local requirements for local approval of the submitted excluded or exempt application.

RECOMMENDATION:

Staff recommends Council **move to approve LG220s for the Forest Lake Ducks Unlimited and authorize the Assistant City Administrator/Clerk to sign applications for remittance to the Minnesota Gambling Control Board.**

ATTACHMENTS:

LG220 – Forest Lake Ducks Unlimited

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

4/23

Page 1 of 3

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

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

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

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$1.00**; otherwise the fee is **\$150**.

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

ORGANIZATION INFORMATION

Organization Name: Forest Lake Ducks Unlimited 061

Previous Gambling Permit Number: X-82012

Minnesota Tax ID Number, if any: 263145912

Federal Employer ID Number (FEIN), if any: 411549078

Mailing Address: 26871 Gleri Oak Or

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

Name of Chief Executive Officer (CEO): Greg Dzielweczynski

CEO Daytime Phone: [REDACTED] CEO Email: [REDACTED] email address 1m less 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 QU of the following showing proof of nonprofit status:

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

☐ A current calendar year Certificate of Good standing

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

MN Secretary of State, Business Services Division
& O 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

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

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

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

If your organization falls under a parent organization, attach copies of 1201b of the following:

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted

(for raffles, list the site where the drawing will take place): Forest Lake

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

Check one:

City: Forest Lake

Zip: 55025

County: Washington

Township:

Zip:

County:

Date(s) of activity (for raffles, indicate the date of the drawing): 1-1-2020-25

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

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

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

LG220 Application for Exempt Permit

4/23
Page 2 of 3**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)**

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
<input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period (60 days for a 1st class city). <input type="checkbox"/> The application allows the Board to issue a permit after 30 days. Print City Name: _____ Signature of City Personnel: _____	<input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period. <input type="checkbox"/> The application allows the Board to issue a permit after 30 days. Print County Name: _____ Signature of County Personnel: _____
Title: _____ Date: _____ <div style="border: 1px solid black; padding: 5px; text-align: center;"> The city or county must sign before submitting application to the Gambling Control Board. </div>	TOWNSHIP (If required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information completed and submitted to the Board is true and accurate to the best of my knowledge. I acknowledge that the financial

Chief Executive Officer's Signature: Greg Dzieweczanski Date: 06-16-2025

(Signature must be dated; designee may not sign)

Print Name: Greg Dzieweczanski

REQUIREMENTS**Complete a separate application for:**

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

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

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

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

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

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

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

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

Questions?

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

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

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

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

An equal Opportunity employer

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement sets forth a mutual agreement between the City of Forest Lake (hereafter “City”) and Law Enforcement Labor Services, Inc., Local No. 326 (hereafter “Union”).

WHEREAS, the City and the Union are subject to a Labor Agreement in effect January 1, 2023 until December 31, 2025 (hereafter “Labor Agreement”) covering licensed Sergeants; and

WHEREAS, new laws have been passed in Minnesota relative to Paid Family Medical Leave and the inclusion of Juneteenth as an official state holiday during the duration of the contract; and

WHEREAS, the City and Union have agreed to the following changes to Article 14 Leave and Article 15 Holiday Pay.

NOW THEREFORE, the parties agree to the following:

1. The following changes shall be made to Article 14 -LEAVE:

14.3 In the event the Employer participates in the Minnesota Paid Family and Medical Leave program versus an alternative private plan, effective January 1, 2026, the Employer and employee will split the premiums for the Minnesota Paid Family and Medical Leave on a 50/50 basis, with the employee share payable through payroll deductions pursuant to Minn. Stat. 268B.14.

14.4 Employees may utilize accrued paid sick leave to supplement PFML not to exceed 100% of the regular wage of the employee. In the event sick leave is exhausted, employees may utilize other accrued paid leave to supplement PFML not to exceed 100% of the regular wage of the employee.

2. The following changes shall be made to ARTICLE 15- HOLIDAY PAY:

15.1 Employees shall be paid for ~~eleven (11)~~ twelve (12) holidays per calendar year on or before November 30 of each year, plus two (2) Floating Holidays. Floating holidays are determined by length of an employee's shift.

15.2 Employees on the yearly work schedule who are scheduled to work on the following holidays will receive one and one-half (1 ½) times the employee’s regular rate of pay or compensatory time for each hour worked on the listed holidays.

New Year's Day
Martin Luther King Jr.'s Birthday

Presidents' Day
 Memorial Day
Juneteenth
 Fourth of July
 Labor Day
 Columbus Day
 Veterans' Day
 Thanksgiving Day
 Christmas Eve Day
 Christmas Day

4. This Memorandum of Agreement represents the complete and total agreement between the parties regarding this matter.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Agreement to be executed this _____ day of _____, 2025

FOR THE CITY OF FOREST LAKE

FOR LELS, LOCAL NO. 326

Kevin McGrath

Date

June 4, 2025

Date

**Office of Engineering**

1408 Lake Street S.
Forest Lake, MN 55025
651.325.5066
651.464.6874 fax
www.ci.forest-lake.mn.us

June 17, 2025

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

RE: Shadow Creek Estates Utility & Street Improvements
Letter of Credit Reduction Request No. 1
Acceptance of Utilities/Warranty Period (Water, Sanitary, and Storm Sewer)

Dear Mayor and Council:

The Representatives from Elmcrest Vistas, LLC (Shadow Creek Estates) have requested a reduction in their financial surety for the site improvements that have been completed to date for the subdivision located off Goodview Ave N and just north of County Road 50.

Work completed to date on the project included installation of the watermain, sanitary sewer, storm sewer, concrete curb and gutter, and streets up to base course and a small portion of the sidewalk. Remaining work to be completed for the project includes, project punch list, correction of settlements within the base course, sidewalks, bituminous pathways, site restoration, landscaping, completion of the street including wear course, and other related work to the development.

The current Letter of Credit is for the amount of \$1,630,000. The estimated value of the remaining site work is \$312,000, which includes 125% of the estimated construction of the remaining items as required by the Development Agreement.

Punch list work was completed on the utilities May 23, 2025. Thus, per Article 10, Developer Warranties, the utilities (water, sanitary, and storm sewer) have been publicly accepted and the warranty period for the utilities began on May 23, 2025, and shall expire on May 23, 2027.

We request that the City Council consider the request to reduce the financial securities for the improvements to an amount no less than \$312,000.00 for this project and consider this memo documentation for the acceptance of the public utilities (water, sanitary, and storm sewer) along with the warranty period. Please contact me if you have any questions.

Sincerely,

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

Letter of Credit Reduction No. 1

SHADOW CREEK ESTATES UTILITY & STREET IMPROVEMENTS
CITY OF FOREST LAKE, MN
BMI PROJECT NO. 0N1.125722

6/9/2025

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
PART 1 - SANITARY SEWER					
1	MOBILIZATION		LS	\$3,500.00	
2	TRAFFIC CONTROL		LS	\$1,500.00	
3	CONNECT TO EXISTING SANITARY SEWER STRUCTURE (25' DEEP)		EA	\$15,000.00	
4	8" PVC SANITARY SEWER, SDR 35		LF	\$40.00	
5	8" PVC SANITARY SEWER, SDR 26		LF	\$85.00	
6	4' DIA. SANITARY SEWER MH, INCL R-1642 CSTG. & HDPE ADJ RINGS		VF	\$500.00	
7	8" X 4" PVC WYE, SDR-26		EA	\$600.00	
8	4" PVC SCH 40 SANITARY SEWER SERVICE, COMMON TRENCH		LF	\$24.00	
9	4" PVC SCH 40 RISER PIPE		LF	\$24.00	
10	IMPROVED PIPE FOUNDATION		LF	\$0.01	
11	CLEAN AND TELEVIEW SANITARY SEWER		LF	\$3.50	
PART 1 - SANITARY SEWER TOTAL ESTIMATED CONSTRUCTION COSTS:					
PART 2 - WATER MAIN					
12	CONNECT TO EXISTING WATER MAIN - 12"X8" WET TAP INCL 8" GV & BOX		EA	\$6,000.00	
13	8" PVC WATER MAIN, C900 DR 18, W/TRACER WIRE		LF	\$40.00	
14	6" PVC WATER MAIN, C900 DR 18, W/TRACER WIRE		LF	\$36.00	
15	4" PVC WATER MAIN, C900 DR 18, W/TRACER WIRE		LF	\$34.00	
16	8" GATE VALVE AND BOX		EA	\$4,000.00	
17	6" GATE VALVE AND BOX		EA	\$3,000.00	
18	4" GATE VALVE AND BOX		EA	\$3,000.00	
19	VALVE BOX EXTENSION		LF	\$400.00	
20	HYDRANT		EA	\$7,000.00	
21	EXTEND HYDRANT BARREL		LF	\$1,200.00	
22	DUCTILE IRON FITTINGS		LBS	\$20.00	
23	1" CORPORATION STOP INCL SADDLE		EA	\$300.00	
24	1" CURB STOP AND BOX		EA	\$550.00	
25	1" HDPE WATER SERVICE, COMMON TRENCH		LF	\$22.00	
26	4" INSULATION		SF	\$10.00	
27	IMPROVED PIPE FOUNDATION		LF	\$0.01	
PART 2 - WATER MAIN TOTAL ESTIMATED CONSTRUCTION COSTS:					
PART 3 - STORM SEWER					
28	12" RCP STORM SEWER CL 5		LF	\$65.00	
29	15" RCP STORM SEWER CL 5		LF	\$72.00	
30	18" RCP STORM SEWER CL 5		LF	\$74.00	
31	21" RCP STORM SEWER CL 3		LF	\$80.00	
32	24" RCP STORM SEWER CL 3		LF	\$90.00	
33	30" RCP STORM SEWER CL 3		LF	\$130.00	
34	15" RCP APRON		EA	\$2,500.00	
35	18" RCP APRON		EA	\$3,000.00	
36	24" RCP APRON W/TRASHGUARD		EA	\$4,500.00	
37	30" RCP APRON W/TRASHGUARD		EA	\$5,500.00	
38	2' X 3' CB, INCL CSTG AND HDPE ADJ RINGS		EA	\$2,500.00	
39	27" DIA. STORM SEWER CBBH, INCL CSTG AND HDPE ADJ RINGS		EA	\$3,000.00	
40	4' DIA. STORM SEWER CBMH, INCL CSTG AND HDPE ADJ RINGS		EA	\$3,500.00	

Letter of Credit Reduction No. 1

SHADOW CREEK ESTATES UTILITY & STREET IMPROVEMENTS
CITY OF FOREST LAKE, MN
BMI PROJECT NO. 0N1.125722

6/9/2025

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
41	4' DIA. STORM SEWER CBMH, 3' SUMP, INCL CSTG AND HDPE ADJ RINGS		EA	\$4,500.00	
42	5' DIA. STORM SEWER CBMH, INCL CSTG AND HDPE ADJ RINGS		EA	\$7,000.00	
43	4' DIA. STORM SEWER MH, INCL R-1642 CSTG AND HDPE ADJ RINGS		EA	\$6,000.00	
44	5' DIA. STORM SEWER MH, INCL R-1642 CSTG AND HDPE ADJ RINGS		EA	\$7,000.00	
45	5' DIA POND OUTLET STRUCTURE W/GRATE		EA	\$16,500.00	
46	RIPRAP, CL 3		CY	\$100.00	
47	IMPROVED PIPE FOUNDATION		LF	\$0.01	
PART 3 - STORM SEWER TOTAL ESTIMATED CONSTRUCTION COSTS:					
PART 4 - STREET IMPROVEMENTS					
48	REMOVE BIT. PAVEMENT	150	SF	\$2.00	\$300.00
49	REMOVE BIT. TRAIL	320	SF	\$1.82	\$582.40
50	REMOVE CONCRETE CURB AND GUTTER	40	LF	\$8.00	\$320.00
51	REMOVE AND REPLACE CONCRETE CURB AND GUTTER OR WALK, INCL SAW CUT	310	LF	\$60.00	\$18,600.00
52	SAW CUT BITUMINOUS PAVEMENT	220	LF	\$5.00	\$1,100.00
53	REMOVE FIELD ENTRANCE		EA	\$1,500.00	
54	REMOVE EXISTING CULVERT		EA	\$700.00	
55	SUBGRADE PREPARATION		SY	\$1.80	
56	SUBGRADE EXCAVATION (EV), INCL SELECT GRANULAR BORROW, MODIFIED BACKFILL		CY	\$29.52	
57	GEOTEXTILE FABRIC, TYPE 5, NON-WOVEN		SY	\$2.40	
58	20" SELECT GRANULAR BORROW, MODIFIED		SY	\$15.55	
59	10" CLASS 5 AGG. BASE (100% CRUSHED) - STREET		SY	\$13.35	
60	6" CLASS 5 AGG. BASE (100% CRUSHED) - TRAIL & WALK, INCL EXCAV	1700	SY	\$13.04	\$22,168.00
61	1.5" TYPE SP 9.5 WEARING COURSE MIXTURE (3,C) - FUTURE	3090	SY	\$15.00	\$46,350.00
62	2.5" TYPE SP 12.5 WEARING COURSE MIXTURE (3,C) - 2024		SY	\$16.53	
63	BITUMINOUS TRAIL - 3" TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	1080	SY	\$35.00	\$37,800.00
64	BITUMINOUS MATERIAL FOR TACK COAT - FUTURE	220	GAL	\$4.60	\$1,012.00
65	SURMOUNTABLE CONCRETE CURB & GUTTER, INCL B618 C&G		LF	\$25.36	
66	6" CONCRETE SIDEWALK	400	SY	\$89.00	\$35,600.00
67	6" CONCRETE PEDESTRIAN CURB RAMP	2	EA	\$2,000.00	\$4,000.00
68	TRUNCATED DOMES	50	SF	\$27.00	\$1,350.00
69	4" PERFORATED HDPE DRAIN TILE W/FABRIC	25	LF	\$18.00	\$450.00
70	ADJUST MANHOLE CASTING TO FINAL WEAR COURSE GRADE - FUTURE	6	EA	\$660.00	\$3,960.00
71	ADJUST GATE VALVE & BOX TO FINAL WEAR COURSE GRADE - FUTURE	2	EA	\$330.00	\$660.00
72	INLET PROTECTION	10	EA	\$150.00	\$1,500.00
73	CULVERT END PROTECTION	5	EA	\$250.00	\$1,250.00
74	DITCH CHECK - BIOLOG	40	LF	\$5.00	\$200.00
75	STREET SWEEPER WITH OPERATOR	25	HR	\$250.00	\$6,250.00
76	WATER FOR DUST CONTROL		MGAL	\$50.00	
77	REMOVE AND REPLACE SILT FENCE		LF	\$5.00	
78	MAINTAIN EXISTING EROSION CONTROL BMPS	25	HR	\$135.00	\$3,375.00
79	ROCK CONSTRUCTION ENTRANCE		EA	\$2,500.00	
80	TEMPORARY HYDRAULIC MULCH MATRIX		SY	\$0.56	
81	DISC ANCHORED MULCH W/SEED MIXTURE 22-111	1	AC	\$935.00	\$935.00
82	DISC ANCHORED MULCH W/SEED MIXTURE 25-141		AC	\$1,045.00	
83	MULCH W/SEED MIXTURE 34-171		SY	\$1.88	

Letter of Credit Reduction No. 1

SHADOW CREEK ESTATES UTILITY & STREET IMPROVEMENTS
 CITY OF FOREST LAKE, MN
 BMI PROJECT NO. 0N1.125722

6/9/2025

Item No.	Item	Estimated Quantity	Unit	Unit Price	Total Amount
84	EROSION CONTROL BLANKET CAT 10 W/SEED MIXTURE 25-141	660	SY	\$1.70	\$1,122.00
85	SIGN - STRUCTURE MARKER	1	EA	\$300.00	\$300.00
86	SIGN - STOP		EA	\$600.00	
87	SIGN - STREET NAME		EA	\$650.00	
88	SIGN - NO OUTLET		EA	\$650.00	
89	CROSSWALK MULTI COMP	150	SF	\$15.00	\$2,250.00
90	PRIVATE UTILITY CONDUIT CROSSING TRENCH		LF	\$10.00	
PART 4 - STREET IMPROVEMENTS TOTAL ESTIMATED CONSTRUCTION COSTS:					\$191,434.40
SUMMARY					
PART 1 - SANITARY SEWER TOTAL ESTIMATED CONSTRUCTION COSTS:					
PART 2 - WATER MAIN TOTAL ESTIMATED CONSTRUCTION COSTS:					
PART 3 - STORM SEWER TOTAL ESTIMATED CONSTRUCTION COSTS:					
PART 4 - STREET IMPROVEMENTS TOTAL ESTIMATED CONSTRUCTION COSTS:					\$191,434.40
TOTAL UTILITY & STREET CONTRACT CONSTRUCTION COSTS					\$191,434.40
	SITE GRADING & RESTORATION (BID ITEMS ABOVE ACCOUNT FOR OFFSET)	0.5	LS	\$10,000.00	\$5,000.00
	STREET LIGHTING		EA	\$4,000.00	
	PRIVATE UTILITIES		LS	\$40,000.00	
	MATERIAL & UTILITY TESTING	0.5	LS	\$5,000.00	\$2,500.00
	LANDSCAPING	1	LS	\$50,000.00	\$50,000.00
TOTAL PROJECT CONSTRUCTION COSTS					\$248,934.40
125% PER IMPROVEMENT AGREEMENT					\$311,168.00
LETTER OF CREDIT AMOUNT ENTERED IN IMPROVEMENT AGREEMENT					\$312,000.00

STAFF REPORT



MEETING DATE: June 23, 2025
STAFF ORIGINATOR: Kyle Young, Parks and Recreation Coordinator
AGENDA ITEM: Staff Report - Accepting Donation Policy

INTRODUCTION:

City Staff presented Accepting Donation Policy options to the Parks and Recreation Commission based on the request for more policies in the department.

ANALYSIS:

The proposed policy gives clear direction to staff when working with community members interested in memorial donations. The policy gives residents many donation opportunities at multiple price categories. City staff presented the policy to the Parks and Recreation Commission, and they have recommended the City Council approve the Accepting Donation Policy.

RECOMMENDATION:

City Council “**make a motion to approve Accepting Donation Policy**”

ATTACHMENTS:

Accepting Donation Policy



Accepting Donation Policy

I. Purpose

To establish guidelines, standards, and procedures for the installation and care of park and recreation donations (donations) whether cash or physical property. This relates to but is not limited to:

- Land
- Park benches
- Trees
- Picnic tables
- Plaques
- Bicycle racks
- Monuments/sculptures
- Drinking fountains
- Interpretive Signage
- Flags/flag poles
- Sporting equipment
- Lighting
- Cash
- Program Scholarships

*Flowers (annual or perennials), shrubs, and bushes shall not be accepted for donations.

II. General Statement

The city and the community have an interest in ensuring that donations are high quality as related to style, appearance, durability, and ease of maintenance.

III. Approval

All donations, except for tribute benches and memorial trees shall be reviewed and recommended for approval by the Parks and Recreation Commission. All donations, per state statute must be approved by the City Council.

IV. Cost:

The donor shall cover the full cost of the donation. Installation that can be done by Public Works will not come with an additional charge. Any additional costs by the city will be reviewed by the Park and Recreation Commission prior to the City Council action on the proposed donation. Donations to the city are typically tax deductible. Please consult a tax advisor.

For estimated costs, please contact the Parks and Recreation Department.

**please note that prices are subject to change until approval by City Council.*

V. Ownership:

Donations become the property of the City of Forest Lake.

VI. Installation:

The city will be the responsible party to install or oversee the installation of donations. Park Stewards, if assigned to a park where a donation is requested, may be involved regarding donation location.

VII. Maintenance:

The city will be obligated to maintain the approved donations only for the expected life cycle of the donations, after which time the City may dispose of the donated property.

VIII. Replacement:

The city shall not be responsible for the replacement of any donation if it is stolen, vandalized, damaged, or destroyed, or has exceeded its expected life cycle period.

IX. Donations:

Donations may not be decorated with portraits, ornaments, flags, figurines, or other decorations. Decorations will be removed and disposed of without notice or warning.

X. Criteria for acceptance

Donations must follow the approved park plan. If a plan does not exist, the donor must propose the placement of the donation under the following conditions:

- Provides a legitimate community wide benefit.
- Does not interfere with current or future use of the park facility.
- Does not require the relocation of other equipment or infrastructure to accommodate the donation.

XI. Trees

Tree Selection:

Tree species will depend on the park. Staff will assist in identifying a suitable tree for the desired placement area. The size will be based on the city landscaping ordinance. Placement location is at the sole discretion of city staff and is based on park use and maintenance. Preferred tree sizes are 8-12 feet tall and approximately two inches in diameter.

Tree Care:

The city shall be responsible for tree care and will replace damaged/dying donations for five years from the date of planting. Replacement may be deferred to the next growing season (mid-April to early June or the fall) at the city's sole discretion and at no cost to the donor. Trees may be replaced up to two times if stolen or damaged. Tree donation/memorial plaques are not permitted. Donors may receive a medallion and certificate suitable for framing.

Accessory Plantings:

The city will not plant or maintain flowers, bulbs, shrubs, or other accessory plantings (Planting). Plantings must be approved by city staff before setting the Plantings. If not properly maintained, the city shall remove the plantings without notice at its sole discretion.

XII. Benches

Tribute Bench

The city has sole discretion regarding placement of new benches. Bench placements shall coincide with master plans or renovation of parks.

Bench Design:

Memorial benches have a standard design. On occasion, the bench design may differ if it is a newly installed bench as a part of a park redesign or planning project.

Installation Season:

Benches and plaques are installed between April and October, weather permitting.

Bench Terms:

The guaranteed term of a tribute bench is ten years. Bench installation and maintenance will be handled by the Public Works Department staff. After ten years, the bench will no longer be guaranteed or maintained.

Plaque:

Benches may come including a tribute plaque. Plaque location, size, materials, text, and graphics shall be approved by the Forest Lake Parks and Recreation Department.

XIII. Statues, Fountains, Plazas, Observation Decks, Gardens, etc.

To the extent that projects of this nature are consistent with the park master planning processes, they may be considered on a case-by-case basis and recommended by the Parks and Recreation Commission to discuss their ideas.

All costs associated with the construction and installation of such materials will be the responsibility of the donor. The expected life cycle of donation shall be mutually agreed upon by the donor and the city in advance of the project.

STAFF REPORT



MEETING DATE: June 23, 2025

STAFF ORIGINATOR: Kyle Young, Parks and Recreation Coordinator

AGENDA ITEM: Staff Report - Castlewood Capital Improvements

INTRODUCTION:

City staff presented proposed 2025 Capital Improvement Project to the Park and Recreation Commission on improvements to the Castlewood Golf Course in 2025. Improvements include greens expansion and drainage improvements.

ANALYSIS:

2025 CIP allows for \$80,000 in improvements to the course to be funded out of the 203 Fund (Park Dedication Fund). The Parks and Recreation Commission has been presented with the project from Foursome Golf, reviewed, and recommended Council approves the Capital Improvement Project.

RECOMMENDATION:

Staff recommends that Council **move to approve Capital Improvement project at Castlewood Golf Course for \$80,000.**

ATTACHMENTS:

- Duininck Golf Quote
- Layout of Improvements



Atlanta, GA – Southeast | Delano, MN – Midwest
Building The Best Golf

To:	Foursome Golf Management, LLC	Contact:	
Address:	1615 Phalen Park Drive Saint Paul, MN 55106	Phone:	
Project Name:	Castlewood GC 2025	Bid Number:	250422
Project Location:	Forest Lake, MN	Bid Date:	4/22/2025

Line #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
	Hole #3 -250 LF 2" Drainage	1.00	LS	\$10,000.00	\$10,000.00
	Hole #5 -500 LF Of 2" Drainage	1.00	LS	\$20,000.00	\$20,000.00
	Hole #6 -Demo -Green Expansion 900 SF -200LF 2" Drainage -10" Greensmix -Seed Green (Seed Provided By Owner) -Sod Bluegrass	1.00	LS	\$50,000.00	\$50,000.00

Total Bid Price: \$80,000.00

Notes:

- Owner to locate all private utilities.

<p>ACCEPTED:</p> <p>The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED:</p> <p>Duinick Golf</p> <p>Authorized Signature: _____</p> <p>Estimator: Zack Busse 320-979-8068 Zack.Busse@duinick.com</p>
--	---

Drainage (Greens #3 & #5)

- Greens hold excessive water → turf diseases & unplayable conditions.
- Opportunity: A fall drainage project would enhance green health, reduce maintenance costs, and improve playability.



Green #6 Expansion/Reshaping

- Smallest green suffers high wear due to concentrated play.
- Opportunity: Expanding this green will distribute foot traffic, enhance aesthetics, and elevate playing conditions.



Thank you for your continued support. Foursome Golf Management in collaboration with the Parks department remains committed to delivering exceptional recreation, financial responsibility, and facility stewardship for Castlewood Golf Course. We welcome your feedback and collaboration to make Castlewood an even stronger asset to your parks system.

STAFF REPORT



MEETING DATE: June 23, 2025

STAFF ORIGINATOR: Kyle Young, Parks and Recreation Coordinator

AGENDA ITEM: Staff Report - Kulenkamp Capital Improvements

INTRODUCTION:

City Staff presented approved 2025 Kulenkamp Capital Improvement Project to the Parks and Recreation Commission. Improvements include fence improvements on the ball fields.

ANALYSIS:

The 2025 CIP allows for \$100,000 in improvements to Kulenkamp Park be funded out of the 203 Fund (Park Dedication Fund). The low bid came in at \$86,018 and Public Works will also need to complete additional "in house" amenities that could not be completed by any contractors that provided quotes. Staff presented the project overview to the Parks and Recreation Commission, and the project was recommended by the Commission for approval by the City Council.

RECOMMENDATION:

Staff recommends Council **move to approve the Capital Improvement Project at Kulenkamp Park not to exceed \$100,000.**

ATTACHMENTS:

Deutschlander Fencing LLC Estimate

ESTIMATE

Deutschlander Fencing Inc
11455 Henriette Rd
Pine City, MN 55063-5199

deutschlander11455@gmail.com
+1 (612) 390-6763
www.deutschlanderfencing.com

Bill to
Kyle
City of Forest Lake

Ship to
Kyle
City of Forest Lake

Estimate details

Estimate no.: 2886

Estimate date: 05/20/2025

Expiration date: 07/20/2025

#	Product or service	Description	Qty	Rate	Amount
1.		Kulen Kamp Park			
2.	Services	one foul line fence, 130 feet of 6ft high with poly cap and bottom rail .	1	\$4,372.00	\$4,372.00
3.	Services	Raise backstop up 6ft from original 16ft height (add \$995.00 for 5ft angled roof fence.	1	\$4,995.00	\$4,995.00
4.	Services	tear out two 6ft high fences and replace with 16ft high fence. (40ft total)	1	\$9,147.00	\$9,147.00
5.	Services	two foul line fences with poly cap 1;1nd bottom rail (480 feet)	1	\$15,952.00	\$15,952.00
6.	Services	closing in two foul line fences with backfield fence, includes poly cap and bottom rail. Includes a 12ft gate placed into foul line fence. aprox. 470 feet.	1	\$16,499.00	\$16,499.00
7.	Services	two 8ft tall by 15ft home plate and pitching mound bullpens.	1	\$3,450.00	\$3,450.00
8.	Services	one 9'x20' dug out. includes hardware for tin roof attachment and 10'x20' concrete slab.	1	\$7,576.00	\$7,576.00
9.	Services	new poly cap install for two 75' sections that are missing on existing fence	1	\$1,299.00	\$1,299.00

Total

\$63,290.00

Expiry
date

07/20/2025

Accepted date

Accepted by

STAFF REPORT



MEETING DATE: June 23, 2025
STAFF ORIGINATOR: Jolleen Chaika, Assistant City Administrator
AGENDA ITEM: YMCA Trademark Sublicensing Agreement

INTRODUCTION:

The City of Forest Lake partners with the Forest Lake YMCA to offer YMCA benefits and programming to city residents. As part of this partnership, the City shares information and promotional materials related to YMCA programs on its website and other marketing channels. To legally use the YMCA logo, a sublicensing agreement is required.

BACKGROUND:

Since the establishment of the Forest Lake YMCA—an effort supported by the City through project financing—the City has promoted YMCA programs and resident benefits. The proposed agreement formalizes the City’s ability to use the YMCA trademark in digital and printed materials. There is no cost associated with entering into this sublicensing agreement.

RECOMMENDATION:

Staff recommends Council **move to approve the YMCA Trademark Sublicensing Agreement.**

ATTACHMENTS:

YMCA Trademark Sublicensing Agreement

YMCA TRADEMARK SUB-LICENSE AGREEMENT

This Agreement ("Agreement"), dated as of _____ ("Effective Date"), is made between:

The YMCA ("YMCA")	Sub-Licensee
YMCA of the North	City of Forest Lake
Association # 3254	Business type Government
a Minnesota not-for-profit corporation	
Address: 651 Nicollet Mall, Ste. 500	Address: 1408 Lake Street South
City: Minneapolis	City: Forest Lake
State & zip: MN 55402	State & zip: MN, 55025

YMCA and Sub-Licensee together shall be referred to as the "Parties". The Parties agree as follows:

1. ACKNOWLEDGEMENT OF Y-USA'S OWNERSHIP RIGHTS

The Parties understand and acknowledge each of the following:

- A. National Council of Young Men's Christian Associations of the United States of America ("Y-USA") owns numerous trademarks and service marks, both through federal registration, and under common law for the marks "YMCA," "Y," "the Y," and "THE Y YMCA (& Design)" ("Y-USA Trademarks").
- B. YMCA is authorized to use, and sub-license, the Y-USA Trademarks and service marks only as authorized by a license agreement between Y-USA and YMCA ("Y-USA License").
- C. All rights granted in this Agreement depend on the Y-USA License, and this Agreement will automatically terminate upon termination of the Y-USA License.
- D. The Parties shall immediately stop using the Y-USA Trademarks and comply with any other directive requested by Y-USA upon notification that use of the Y-USA Trademarks is no longer authorized under the Y-USA License, exceeds the scope of this Agreement, or otherwise infringes the Y-USA Trademarks.
- E. That Y-USA, as the owner of the YMCA Trademarks, has the sole right to initiate any claims, proceedings, or actions for the infringement of, or unfair competition with, Y-USA Trademarks. The Parties agree to cooperate and assist Y-USA in the prosecution of any claims, proceedings, or actions on behalf of Y-USA if requested.

2. GRANT AND LIMITATIONS OF SUB-LICENSE

- A. Subject to the terms and conditions of this Agreement, YMCA grants to Sub-Licensee a non-exclusive, revocable, non-transferable sub-license to use the YMCA Trademarks identified in Section 2(D) (the "Licensed Mark(s)") only on, or in connection with marketing the partnership, as requested or authorized by YMCA. Sub-Licensee acknowledges that its use of the Licensed Mark(s) beyond the use

YMCA TRADEMARK SUB-LICENSE AGREEMENT

stated in this Agreement, or outside the YMCA's service area¹, without Y-USA's express written consent, shall constitute a material breach.

- B. Except as specifically authorized in Section 2(E), the grant of this Sub-License shall not in any event include the right to use the Licensed Mark(s) in any non-YMCA digital content. For the avoidance of doubt, non-YMCA digital content includes, but is not limited to, content appearing on websites, social media platforms, or mobile applications. Sub-Licensee may not use the Licensed Mark(s) as part of any domain names, business names, or in any other materials used by Sub-Licensee to market its products or services.
- C. Sub-Licensee's use of the Licensed Mark(s) shall strictly adhere to YMCA's graphic standards. Sub-Licensee shall not translate, adapt, vary, or modify the Licensed Mark(s). Sub-Licensee shall not use Licensed Mark(s) in close proximity to any third-party trademark(s) or use the Licensed Mark(s) in a manner that may cause the general public to associate Sub-Licensee's goods and/or services with YMCA or Y-USA.
- D. Sub-Licensee is authorized to use the following Licensed Mark(s):

[YMCA shall check the Licensed Mark(s) that Sub-Licensee may use]:

X YMCA®



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Other:

- E. Limited Authorization for Use of Licensed Marks in Digital Content:

Sub-Licensee is not authorized to use the Licensed Mark(s) in non-YMCA digital content.

X Sub-Licensee is authorized to use the Licensed Mark(s) in non-YMCA digital content, for a period not to exceed the term of this agreement, as part of a promotional partnership with the YMCA on the following mediums (check only those that apply):

X Websites

¹ YMCA service area is defined as the geographic area in which the YMCA provides programs and services, and has the prior right to recruit volunteer leadership, enlist members, market programs, and solicit financial support.

YMCA TRADEMARK SUB-LICENSE AGREEMENT

X Social Media Sites

X Mobile Applications

X Other: Digital newsletters; listings (Detail digital medium)

- F. Sub-Licensee agrees to immediately cease its use of the Licensed Mark(s) upon any request from YMCA and/or Y-USA, or upon termination of this Agreement. Sub-Licensee agrees to supply YMCA and/or Y-USA with samples of any use of the Licensed Mark(s) upon request.

3. TERM AND TERMINATION

- A. This Sub-License Agreement shall become effective as of the Effective Date and shall automatically terminate at the earliest date listed below:

The date that Sub-Licensee fulfills the obligations requiring the use of the LICENSED MARK(S); or

X Three (3) years from the Effective Date, except in the case of Sub-licenses subject to the ninety (90) day term pursuant to Section 2(E).

- B. This Agreement shall be terminated seven (7) days from the date that YMCA or Y-USA provides a notice of termination to Sub-Licensee.

4. LIMITATION OF LIABILITY

In no event shall YMCA or its officers, employees or members of their governing boards, or Y-USA be liable for any indirect, incidental, consequential, special, exemplary or punitive damages whatsoever in connection with claims arising under or relating to this agreement or the work, whether based upon a claim or action of contract, warranty, negligence, strict liability or any other legal theory or cause of action, even if advised of the possibility of such damages.

5. INDEMNIFICATION

Except for claims that any Licensed Mark(s) infringes a third party's intellectual property rights, Sub-Licensee agrees to indemnify and hold harmless YMCA and its officers, fellows, governing board members, employees and agents, and Y-USA, from and against all claims, actions, suits, damages, liabilities, and costs (including, without limitation, reasonable legal fees) resulting from or based upon (i) Sub-Licensee's unauthorized use of the Licensed Mark(s), or (ii) Sub-Licensee's breach of any provision of this Agreement.

YMCA TRADEMARK SUB-LICENSE AGREEMENT**6. ENTIRE AGREEMENT**

If there is any conflict between the language of this Agreement and any other contract between the Parties (either previous or subsequent to the date of this Agreement), the language and provisions of this Agreement shall govern unless, in a subsequent written agreement, the Parties specifically refer to this Agreement by its title and date and, also specifically state that the provisions of the later written agreement shall control over this Agreement.

The parties hereto have reviewed this agreement and agree to be legally bound by its terms. The parties have caused this agreement to be executed by duly authorized representatives.

Effective when signed by both parties:

City of Forest Lake

By: _____

Name: Blake Roberts

Email: _____

Title: Mayor

Date: _____

YMCA__

By: _____

Name: Mary Herbst

Email: mary.herbst@ymcamn.org

Title: Vice President of Enterprise Risk and Compliance

Date: _____

STAFF REPORT

MEETING DATE: June 23, 2025

STAFF ORIGINATOR: Richard R. Peterson, Chief of Police

AGENDA ITEM: Hiring Recommendation – Police Administrative Assistant

INTRODUCTION/BACKGROUND:

The Forest Lake Police Department currently has a qualified candidate on an eligibility list for the open position of Police Administrative Assistant. The candidate was one of over seventy applicants for the open position. The candidate completed the police administrative assistant hiring process, which included an initial interview panel with non-sworn police personnel and sworn police personnel, and then a final interview with the Captain and Chief of Police. The candidate was offered and accepted a conditional offer of employment with the Forest Lake Police Department, pending the passing of a background investigation.

Kelly Schmitt currently is employed with the Kanabec Sheriff's Office and has extensive experience working with law enforcement agencies, sheriff's offices, and court systems.

RECOMMENDATION:

Approve the hiring of Kelly Schmitt to fill the open position of police administrative assistant at Pay Grade 5 and Step 3 (\$35.12/hour) pursuant to the 2025-2027 AFSCME Local #517 Labor Agreement with 40 hours of vacation time and 40 hours of sick time on her first day of employment.

STAFF REPORT

MEETING DATE: June 23, 2025
STAFF ORIGINATOR: Mark Statz – City Administrator
AGENDA ITEM: CHIP-in

INTRODUCTION: The attached presentation will lay out a more concerted effort to address aesthetic issues around the city, rather than the current reactionary and piece-meal approach to small items.

ANALYSIS: See attached presentation and Resolution outlining the goals and policies of the Cheap High-Impact Projects (CHIP-in) program.

RECOMMENDATION: Motion to adopt Resolution 25-06-23-1 Formalizing the CHIP-in Program Aimed at Enhancing the City's Aesthetic and Building Community Pride.

ATTACHMENTS: Presentation

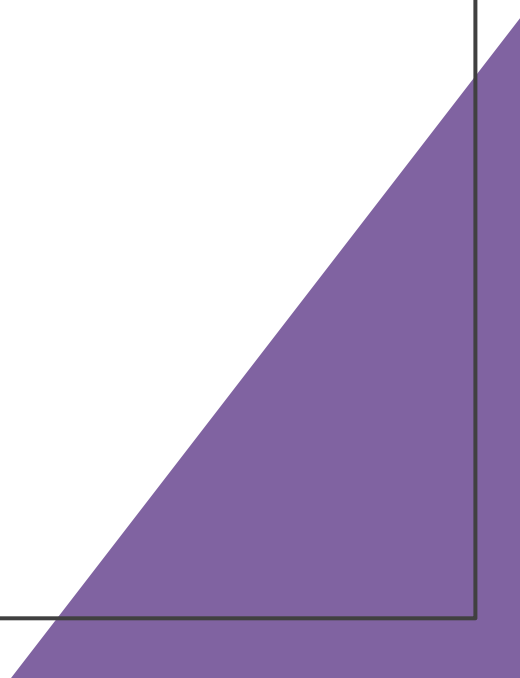
CHIP-in

CHEAP HIGH IMPACT PROJECTS

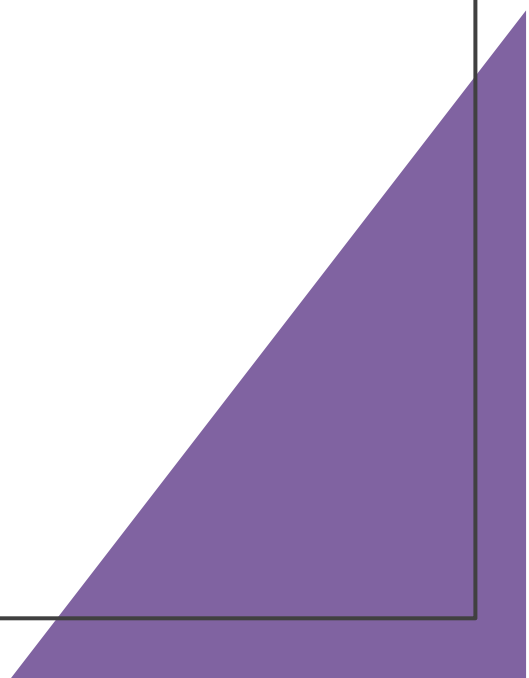


— CITY OF —
FOREST LAKE

What is CHIP-in

- A new initiative to encourage and enhance Forest Lake's aesthetics, cleanliness and civic pride
 - Focused on fast, affordable, high-visibility improvements
 - Provides an inviting streetscape for the public and business community.
 - Raises property values with curb appeal
 - Goal: Maximum impact at minimum cost and effort
- 

CHIP-in Philosophy

- Low Cost + High Impact = Smart Investment
 - Maximum 2 hours of labor
 - Maximum \$500 per task
 - Quick wins that show visible results citywide
 - Leverage relationships with other agencies
- 

Potential Projects

- **Streets & Right-of-Way**

- Spot sweeping
- Traffic control signs
 - Faded
 - Crooked
- Utility pedestal repair
- Street Lights
 - Crooked
 - Out
- Hydrant painting
- Weeds in concrete
- Manhole adjustments
- Curb and sidewalk repair

- Pothole filling
- Tree trimming
- Shouldering
- Culvert cleaning
- Catch basin repair
- Landscape shrub replacement

- **Parks & City Facilities**

- Park equipment parts replacement
- Trash clean-up
- Graffiti/vandalism
- Invasive species removal

Target Areas

- Downtown core
- High-traffic corridors
 - TH 61
 - MN Hwy 97
 - Broadway (CSAH 2)
 - 11th Ave (CSAH 32)
- School zones
- Parks and trail hubs
- Neighborhood Collector Roads

Community Engagement

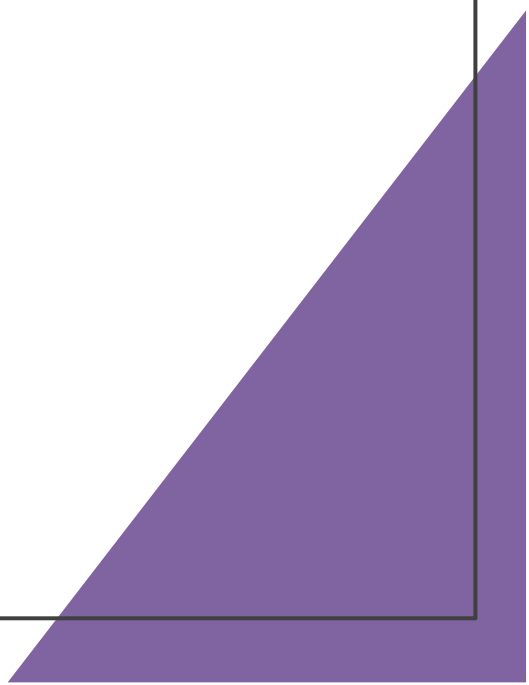
Public can nominate problem spots

Allow staff to self-identify projects

Work with other agencies to allow work in their jurisdiction

City crews prioritize and handle execution

Implementation Plan

1. Assign staff and reserve time on their schedule for CHIP-in
 2. Identify candidate projects
 3. Prioritize by visibility & impact
 4. Track outcomes and share results
- 

Budget and Other Impacts

- Existing maintenance funds & staff to be used
- Target: <\$10,000 annually
- Staff will need to deprioritize other work; impacts to be evaluated as we go
- Monthly or quarterly reporting on CHIP-in progress

Next Steps

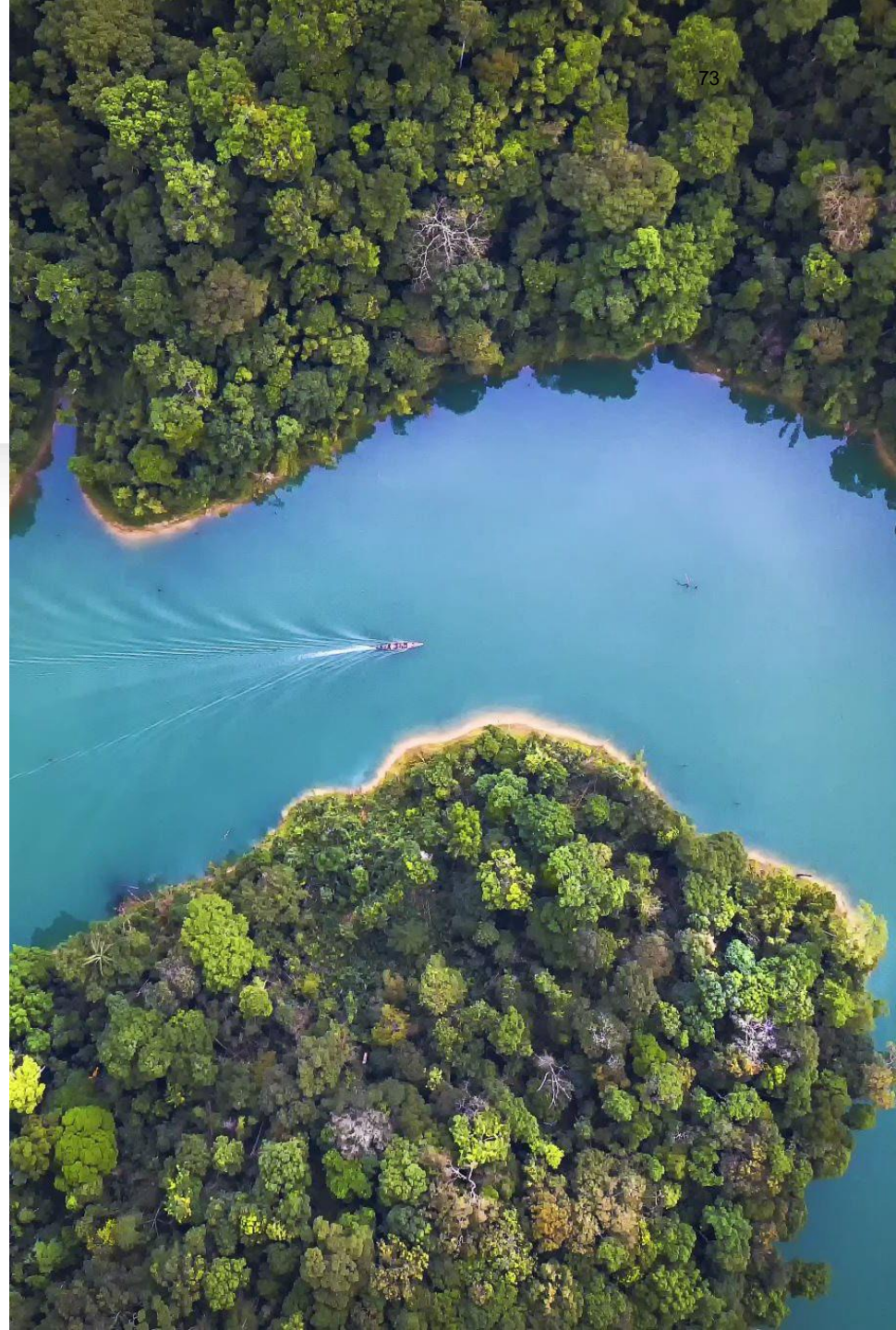
- Council Workshop: June 16
- Council Approval: June 23
- Program Coordination: Late June/Early July
- Launch CHIP-in: July 14
- Evaluate & scale
- Adjust for winter

Other Strategies for Future Consideration

- Regulation of Outside Storage
- Proactive Code Enforcement
- Fire Inspections
- Rental Code/Inspections
- Solicitor Permits
w/Background Checks
- Short Term Rental Regs
- EDA Façade Enhancement
Program

Closing

- CHIP-in: Small Effort. Big Difference.
- Let's beautify Forest Lake—one quick project at a time.



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

Resolution 06-23-25-03

**Formalizing the Cheap High-Impact Projects (CHIP-in) Program Aimed at Enhancing the
City's Aesthetic and Building Community Pride**

WHEREAS, the City's elected officials, staff and residents all take great pride in the aesthetics of their community, and

WHEREAS, the City wishes to build on that pride and further enhance the look and feel of our community, with a particular emphasis on the public realm, which includes, road rights-of-way (regardless of jurisdiction), parks, trails, municipal buildings, grounds, and other facilities, and

WHEREAS, the City hereby establishes the Cheap High-Impact Projects (CHIP-in) program, and

WHEREAS, the CHIP-in program will prioritize low-cost, high-impact projects, generally of a scope which requires less than 2 hours of labor and \$500 of cost, and

WHEREAS, the program endeavors to have various groups within the City "CHIP-in" to help, including City staff, citizens, civic groups, non-profits, volunteers, work release programs and other community partners, and

WHEREAS, the safety of all those participating in the program is of utmost importance, and

WHEREAS, the execution of this program in its most effective form will require the cooperation of agencies outside of the City's control, who own and maintain facilities within the city.

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

The Forest Lake City Council hereby directs and empowers City staff to:

- Develop or enhance current community reporting systems to enable citizens to propose projects
- Self-identify CHIP-in program projects
- Prioritize projects and complete them as their workload allows, while maintaining a high level of safety

- Work with volunteer groups, work-release groups, and other such groups to add to the resources available to the program
- Work with various agencies with jurisdictional control of rights-of-way to gain their permission for city-directed work within their rights-of-way
- Work with public and private utilities to facilitate aesthetic improvements to their infrastructure
- Report on a regular basis, the progress of the program
- Develop a plan to expand the program in future years to add enhanced maintenance protocols.

BE IT FURTHER RESOLVED, that the City of Forest Lake hereby adopts the Cheap High-Impact Projects (CHIP-in) program and directs and empowers staff to begin implementing its goals and objectives.

Adopted in the regular session of the Forest Lake City Council on the 23 day of June, 2025.

CITY OF FOREST LAKE

By: _____

Blake Roberts
Its Mayor

Attest: _____

Jolleen Chaika
City Clerk

STAFF REPORT



MEETING DATE: June 23, 2025

STAFF ORIGINATOR: Mark Statz – City Administrator

AGENDA ITEM: July 28 City Council Meeting – Conflict with Chamber Event

INTRODUCTION: The Forest Lake Chamber of Commerce, annually, hosts their marquee event: a golf tournament at Forest Hills Golf Course. This year's event is on Monday, July 28. In the past, the City Council has moved the date of their meeting to avoid conflicts with this event.

ANALYSIS: If the Council wishes to move the date of the City Council meeting to avoid conflicts with the Chamber's event, available dates would be:

- Tuesday, July 29
- Thursday, July 31

RECOMMENDATION: Motion to move the date of the July 28 City Council meeting to

ATTACHMENTS: None



Meeting Date: June 23, 2025

To: City of Forest Lake City Council

From: Abbi Jo Wittman, Community Development Director
Nathan Fuerst, AICP, Consulting Senior Planner
T.J. Hofer, Consulting Planner

Re: **McKinley Creek Estates Concept Plan Review**

60-Day Deadline: **June 29, 2025 (unless extended)**

INTRODUCTION

Applicant: Joshua Markum Builders, Inc.

Owners: Gerald and Donna Gustafson Trust

Location: PIDs 17.032.21.34.0036, 17.032.21.34.0037, 17.032.21.34.0038, 17.032.21.34.0039, 17.032.21.34.0040

Base Zoning District: Single Family

Future Land Use Designation: Low Density Residential

The City Council is asked to review the concept plan for McKinley Creek Estates. This concept plan is for a major subdivision and planned unit development in the shoreland area south and east of Clear Lake, accessed by Fondant Avenue North.

The development would include 13 single family detached lots on a site comprising five contiguous and commonly owned properties. The project would span approximately 17 acres, of which about nine are buildable due primarily to existing wetlands.

ANALYSIS

The purpose of concept plan review is to *“obtain informal review comments prior to filing a formal preliminary plat application. On the basis of the concept plan, the city shall informally advise the developer as promptly as possible of the extent to which the proposed subdivision generally conforms to city standards. Concept plan review does not convey any legal development rights to the applicant.”*

Land Use

The proposed development will consist entirely of detached single-family homes. This land use is consistent with the underlying zoning district, the Single-Family Residential District.

Consistency with Comprehensive Plan

All parcels within the concept plan are guided Low Density Residential. The proposed use of detached single-family homes appears to be consistent with the goals of the 2040 Comprehensive Plan.

The target density for land with this future land use designation is 1.5 - 4 units/acre. Though the subject property contains 16.68 gross acres, the applicant has provided approximations for the wetlands and steep slopes on the site and shows approximately 9.24 acres of net developable area. Using net developable acreage, this project would have a net density of 1.4 units per net acre. This would be below the required density established within the Comprehensive Plan.

It is possible that the number of net acres could be decreased because land is not netted out for either the required trail connection or rendered as unbuildable by the watercourse running through the southern parcel abutting Scandia Trail North. A more robust analysis of buildable and unbuildable acres must be provided by the applicant to detail conformance with the minimum net density requirement of 1.5 units per net developable acre.

Parkland Dedication

The City's Comprehensive Plan contains a Local Parks and Trails Map (figure 5-2) which identifies needs for future neighborhood parks and trail connections throughout the City. This project is not located in an area where new parks and trail connections are anticipated by the 2040 Comprehensive Plan.

New development creates a demand on the City's parks and trails. City code requires land dedication at the time of subdivision and development for the purpose of establishing parks, trails, or open spaces. The developer may fulfill this requirement with the dedication of the required parkland, a payment of cash in lieu, or a combination of land dedication and cash in lieu.

The code requires the developer/owner of developments to dedicate 10% of net developable land to the city to meet the park dedication requirement. The net developable area in this concept plan has been supplied by the Developer and is approximately 9.24 acres. Based on this acreage, the City would require a 0.9-acre park dedication.

The concept plan does not show any land proposed to be dedicated to the city. At the City Council's sole discretion, a cash contribution may be accepted in whole or in part for the required land dedication under this chapter. Staff recommend that cash-in-lieu of land dedication would be appropriate for the proposed subdivision given proximity to Clear Lake Park. This would be reviewed and approved with future requests.

Lots and Dimensional Requirements

The proposed concept appears to meet the minimum lot dimensions required for the Single-Family Residential District. Currently no proposed setback boundaries have been identified. This project must meet applicable setbacks as established for the Single Family (SF) District.

Stormwater ponds are not shown to be in separate outlots. If stormwater ponds are to be located on private lots, access details and associated easements will be necessary and must be shown on future submittals. Additionally, lots must be planned such that encroaching pond areas do not create future conflicts with private improvements.

Easements are not shown on the concept plan. 10-foot-wide drainage and utility easements along the street right-of-way and rear lot lines will be required. 5-foot-wide drainage and utility easements are required along all side lot lines.

Street Layout

The concept plan shows a new east-west street connecting to Fondant Avenue North (Fondant) ending with two cul-de-sacs on both the north and south side. The city code requires all new developments to comply with the City's Engineering Standards. Those standards limit streets that end in dead ends to 600 feet in length. The proposed street, at its longest length from the northern cul-de-sac, is over 900 feet in length.

In addition to this, Fondant currently is a nonconforming street that exceeds the 600' maximum length of a dead-end street. Since Fondant is a nonconformity, the beginning of the proposed streets is effectively the connection of Fondant to TH 97. Measuring from TH 97 the proposed southern cul-de-sac is approximately 1,681 feet and the northern cul-de-sac is approximately 1,928 feet. To allow these lengths a variance would be required.

In addition to Fondant being a nonconforming dead-end street, it also is not built to the standards of the city and must be expanded to serve as access for the proposed development. The City Engineer noted that the segment of this development and Fondant Avenue must be widened to 28' in the Engineering Memo dated May 16, 2025.

Lighting

Streetlights will be required at street and trail intersections. Light pole locations must be identified in future submittals. Lighting must be consistent with City standards.

Trails and Sidewalks

The concept plan shows a required connection to the existing trail to the east and the city park to the north via the south and east property lines of Lot 2. The City will require a 10' asphalt trail connection from the northern cul-de-sac to Clear Lake Park. This will be accomplished by installation of a new 10' asphalt trail between proposed Lots 2 and 3, and reconstruction of the existing trail found on the property at 5842 212th Street North to a 10' standard trail. The city will require that a combination of trail and drainage and utility easements are ultimately provided to ensure access through the new trail connection. Per the City's code, trail easements are 20' wide and centered on a proposed trail.

Given the nature of the existing street access and number of lots, staff are not proposing to require a sidewalk in the street to be constructed through this development.

Stormwater Drainage and Ponding

The City Engineer memo dated May 16, 2025 provides comments on stormwater management requirements.

The concept plans show stormwater ponding areas on Lots 3, 4, 5, 6, and 7 and another facility located on Lot 11, Lot 12, and an Outlot. The stormwater facilities will be required to be under drainage and utility easements over them and must be accessible for maintenance.

Multiple drainageways run through or near the property. Drainageways will need to be maintained, and improvements may be required. The Rice Creek Watershed District will determine the level of any required improvement. Drainage and utility easements should be an anticipated requirement over required drainageways and wetlands.

Landscaping and Tree Preservation

A landscaping plan will be required with a future submittal for a preliminary plat. The Code requires four trees per residential lot.

A tree inventory and tree preservation plan have not been submitted. These documents will be required with any future preliminary plat application. Tree removals will be reviewed against any applicable shoreland overlay standards along with the City's standard tree preservation requirements.

Variance

The concept plan shows street alignments that would require a variance for cul-de-sac length. In order to grant a variance, the applicant must establish a practical difficulty exists for the site. Staff are supportive of a variance, primarily on the basis that this development will make improvements that benefit emergency access and fire safety for nearby and future residents. The following statements could be considered as findings to support a variance:

- This development will provide watermain connections allowing for new fire hydrants proximate to existing homes along Clear Lake.
- This development will provide an opportunity to connect residents along Fondant Avenue to City water, and for future watermain looping.
- Existing residents along Fondant Avenue will gain safe access to Clear Lake Park through the required trail.

The applicant should provide a narrative that addresses the City's subdivision variance criteria as part of a future submittal.

Shoreland Overlay District

The parcel is located within the Shoreland Overlay District which originates from Clear Lake, a General Development lake. The Shoreland Overlay District has additional standards regarding lot dimensions, but the standards are generally less strict than the requirements of the R-1 District. The Shoreland Overlay District limits properties to 25% impervious lot coverage.

Watershed District

The Rice Creek Watershed District (RCWD) provided the following preliminary comments on this project:

- RCWD rules do not require upland buffer on the wetlands but would support some form of buffer/protection.
- Wetland 3 is missing from the plans.
- Wetland 1 appears to be impacted. A wetland replacement plan would be required.
- There could potentially be wetland impacts on Lots 9, 10, and 13 due to tight space.
- Rules C (Stormwater Management), D (Erosion & Sediment Control), F (Wetland Alteration), maybe G (Regional Conveyance Systems)

Engineering Comments

The City Engineer provided comments to the city and the applicant in a review memo dated May 16, 2025. Unless identified herein, these comments provide direction to the applicant as to who the project conforms to the Public Works/Engineering Standards or not.

DISCUSSION

The next step for this development is to incorporate non-binding feedback from the Planning Commission, City Council, and staff into the following applications.

- Preliminary Plat & Road length variance
- Final Plat




RECOMMENDATION

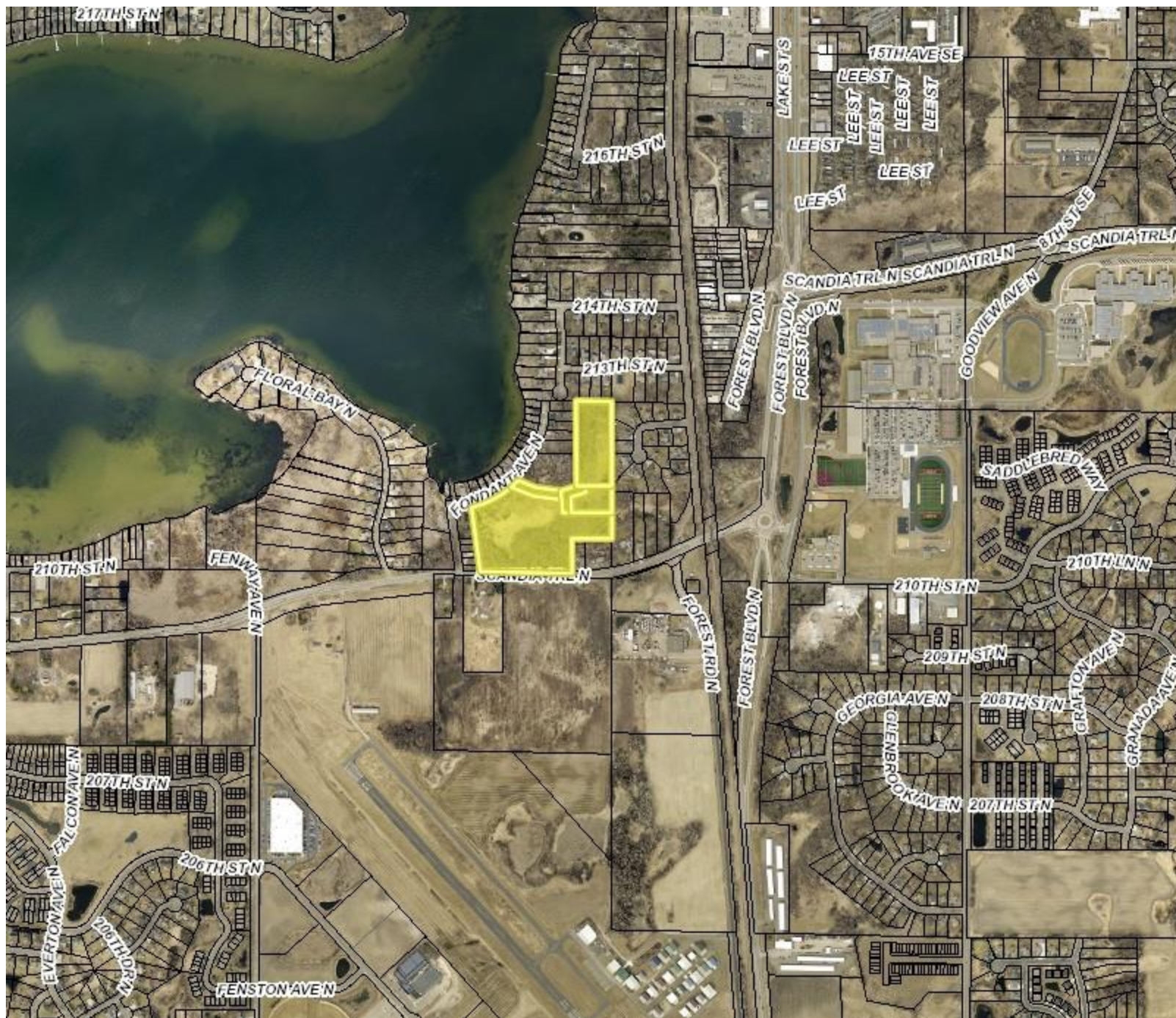
This review is advisory only, with no formal decisions to be made. The City Council should review the concept plan for the McKinley Creek Estates development and provide feedback to the developer regarding conformity with city standards, and support for the required variance.

Attachments:

1. Location Map
2. Zoning Map
3. Aerial Photo
4. Project Narrative
5. McKinley Creek Estates Concept Plan
6. Certificate of Survey

Legend

-  City Limits
-  Parcels 04/17/2025
-  Lot Lines


























0 1,053 Feet

Subject Property**Disclaimer:**

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Forest Lake is not responsible for any inaccuracies herein contained.




Legend

-  City Limits
-  Parcels 04/17/2025
-  Lot Lines
-  Shoreland Overlay
- Zoning**
 -  C - Conservancy District
 -  A - Agriculture District
 -  RR - Rural Residential District
 -  SF - Single Family Residential District
 -  MXR-1 - Mixed Residential, Single-Family
 -  MXR-2 - Mixed Residential, Single-Family
 -  MXR-3 - Mixed Residential District
 -  MF - Multiple Family District
 -  NC - Neighborhood Commercial
 -  B-1 - Broadway Business District
 -  B-2 - Highway Business District
 -  B-3 - Limited Industrial Business
 -  MU-1 - Downtown Mixed Use District
 -  MU-2 - General Mixed Use District
 -  BP - Business Park District
 -  I - Industrial District
 -  PUD - Planned Unit Development
 -  AP - Agricultural Preserve Overlay
 -  Airport Boundary

Zoning Map**Disclaimer:**

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Legend

-  City Limits
-  Parcels 04/17/2025
-  Lot Lines



0 263 Feet

Aerial Image**Disclaimer:**

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SITE PLAN NARRATIVE
McKinley Creek Estates
21145 Fondant Avenue North
Forest Lake, MN

Submitted by:
Joshua Markum Builders, Inc.

Introduction

Joshua Markum Builders, Inc. respectfully submits this Concept Development Plan for review by the City of Forest Lake. The proposed development, to be known as **McKinley Creek Estates**, is envisioned as a high-quality, single-family residential community. We are requesting City review and feedback on the concept plan in preparation for future submission of a **Preliminary Plat** and a **Variance Request** related to road length.

Project Location and Description

The site is located **south of Fondant Avenue North and north of Scandia Trail North**, encompassing five existing residential parcels within the northwest quadrant of Forest Lake. The property is currently zoned **SF – Single Family Residential District** and includes existing wetland areas.

The site is presently improved with a two-story home, detached garage, and multiple accessory structures. These existing improvements will be removed to accommodate the proposed development.

Development Program

The concept plan proposes a residential community consisting of **13 custom-designed, single-level homes**, including walkout, lookout, and slab-on-grade options. The homes are designed to meet a high standard of architectural quality and will be offered at a variety of price points.

Each home will feature:

- **12-foot interior ceilings**
- **Gourmet kitchen** with custom cabinetry and Signature Series appliances
- **Home office, guest bedroom, and 3/4 guest bath**
- **Screened porch**
- **Attached three-car garage** with overhead storage

Joshua Markum Builders, Inc.
11375 Robinson Dr. Suite #210
Coon Rapids, MN 55433

Outdoor features will include:

- **Spacious patios or decks** accessed from the dining area
- **Generous private yards**
- **Internal sidewalks and trails** that connect to nearby parks, schools, and other community amenities

Home layouts will range from **two-bedroom units with a den** to **three-bedroom units with a den**, all designed with large windows and inset screened porches to maximize natural light and curb appeal.

Architectural Design

The homes will reflect a modern and cohesive design aesthetic. Exterior materials will include:

- **LP SmartSide paneling**
- **Stone veneer accents**
- **Decorative window and door trim**
- **Dark gray or black metal soffits and fascia** for a bold, contemporary finish

The combination of durable materials and refined details will result in a visually unified and high-quality streetscape.

Zoning Considerations and Variance Request

As part of this Concept Development Plan, Joshua Markum Builders, Inc. will be submitting a **Variance Request** to allow for a **cul-de-sac road that exceeds the City's 600-foot maximum length requirement**. Justification and supporting documentation for this request will be included in the Preliminary Plat application.

Conclusion

We appreciate the opportunity to present this Concept Development Plan to the City of Forest Lake and look forward to receiving your feedback. Our goal is to create a thoughtfully planned, high-quality neighborhood that complements the surrounding community and provides lasting value to future residents.


Joshua Markum Builders, Inc.
11375 Robinson Dr. Suite #210
Coon Rapids, MN 55433

LOT AREA: 16.68 ACRES
SCANDIA TRAIL N DEDICATION: 0.88 ACRES
WETLAND + 10' BUFFER: 5.89 ACRES
STEEP SLOPES: 0.67 ACRES

1.4 LOTS PER ACRE



-

 <p>DEMARC LAND SURVEYING & ENGINEERING 701 73RD AVENUE N, BROOKLYN PARK, MN 55428 PHONE: 763.560.3093 FAX: 763.560.3522 www.DemarcInc.com</p>	<p>JOSHUA MA 21145 FONDANI AV FOREST LAKE, MINNE</p>	<p>AutoCAD SHX Text AutoCAD SHX Text JUN 21 145 FONDANI 7601 73RD AVENUE N, BROOKLYN PARK, MN 55428 PHONE: 763.560.3093 FAX: 763.560.3522 www.DemarcInc.com</p>
<p>21145 FONDANI AVENUE NORTH -FOREST LAKE, MINNESOTA</p>	<p>PLANNED UNIT DEV ZONING 13 LOTS</p>	<p>PLANNED UNIT DEVELOPMENT ZONING 13 LOTS MINNESOTA</p>

DENSITY CALCULATIONS
LOT AREA: 16.68 ACRES
SCANDIA TRAIL N DEDICATION: 0.88 ACRES
WETLAND + 10' BUFFER: 5.89 ACRES
STEEP SLOPES: 0.67 ACRES

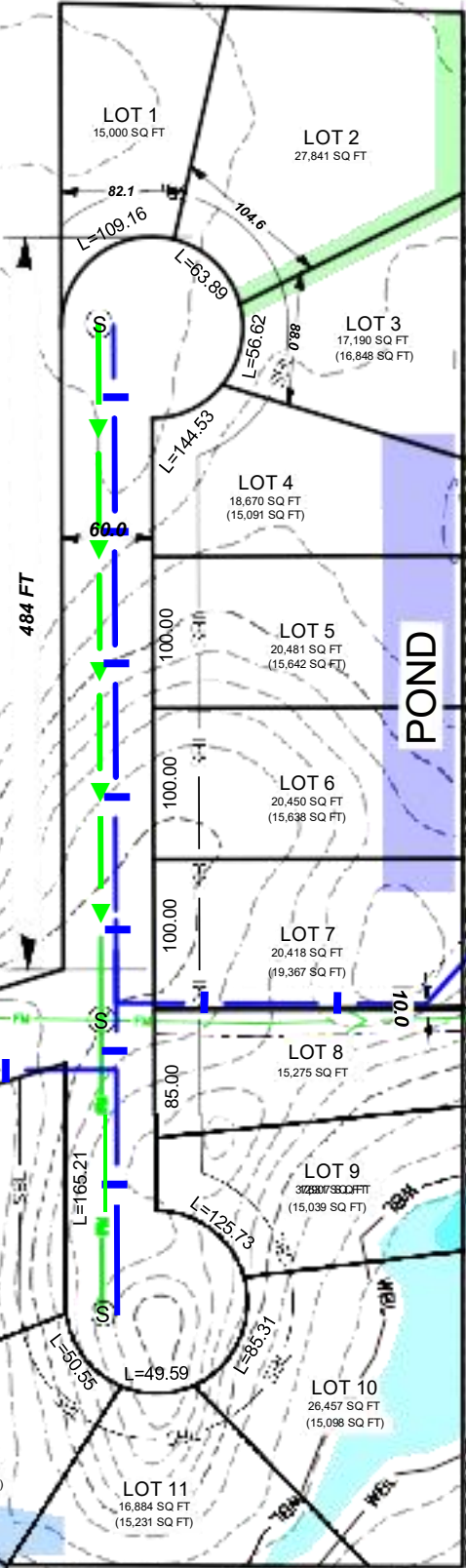
USEABLE AREA: 9.24 ACRES
PROPOSED LOTS: 19

2.0 LOTS PER ACRE

CLEAR LAKE

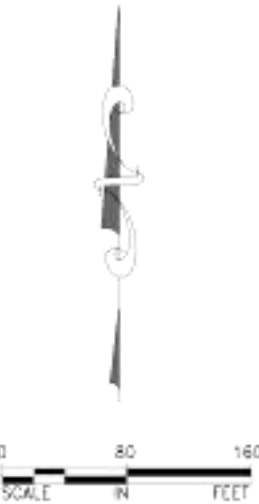
FONDANT AVENUE NORTH

SCANDIA TRAIL NORTH



① 13 LOTS PROPOSED.

- PROPOSED POND
- PROPOSED ROW DEDICATION (SCANDIA TRAIL N)
- PROPOSED TRAIL
- EXISTING WETLAND
- EXISTING WETLAND FLOW PATH
- WETLAND IMPACT
- STEEP SLOPES (>12%)
- PROPOSED LOT LINE
- PROPOSED WATERMAIN
- PROPOSED SANITARY SEWER



DEMARC
LAND SURVEYING & ENGINEERING
201 E. FONDANT AVENUE NORTH, FOREST LAKE, MN 55026
PHONE: 612-266-2005 FAX: 612-266-2522
www.demarcinc.com

JOSHUA MARKUM
21145 FONDANT AVENUE NORTH
FOREST LAKE, MINNESOTA 55026

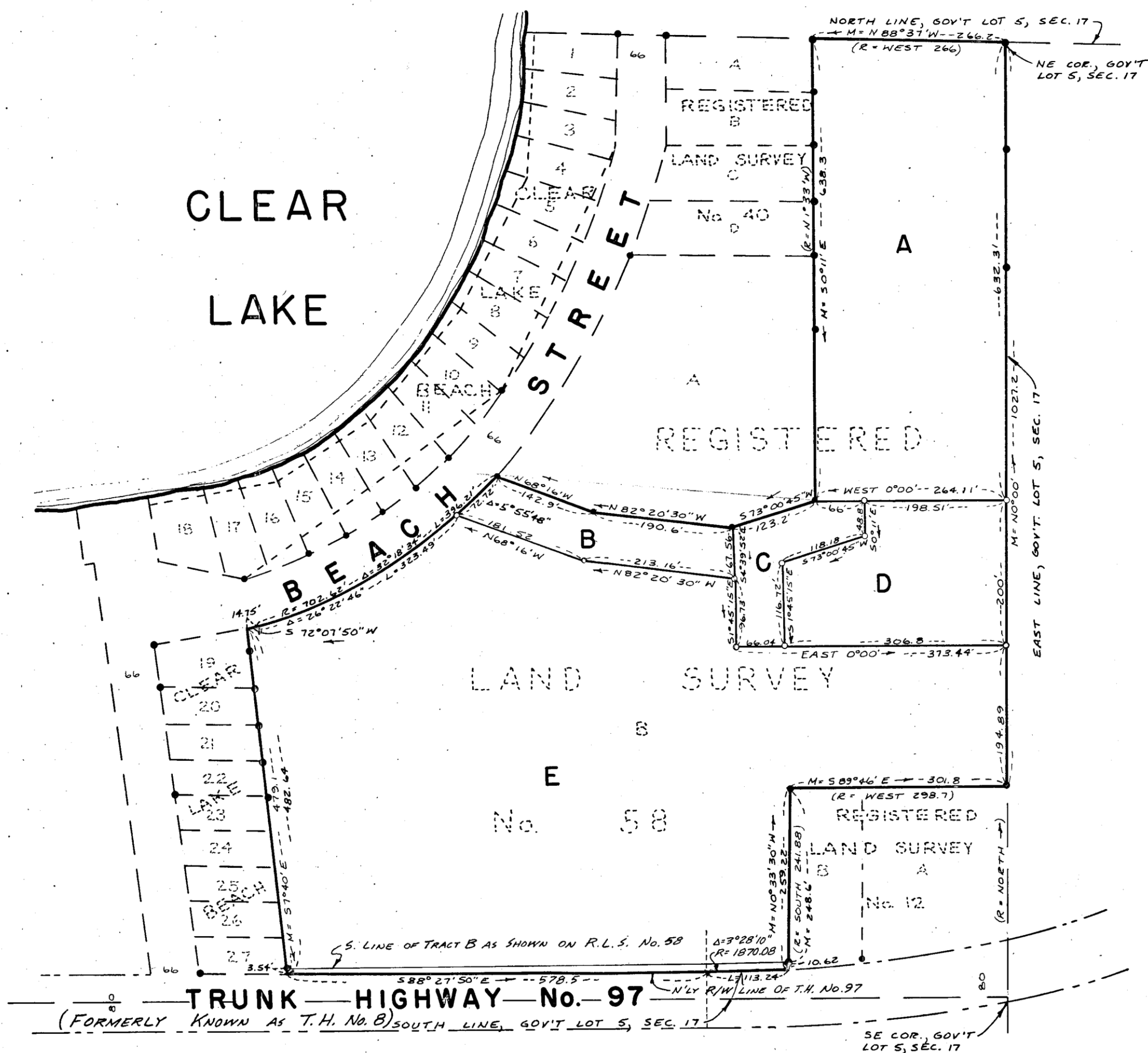
21145 FONDANT AVENUE NORTH
FOREST LAKE, MINNESOTA

PLANNED UNIT DEVELOPMENT
ZONING
13 LOTS

AutoCAD SHX Text
F:\survey\registered land survey - washington\rls 85\21145 fondant\02 Engineering - 90435\01 CAD\03 Concept Files\Concept A2.dwg

REGISTERED LAND SURVEY No. 85

SUBDIVISION OF TRACT B OF REGISTERED LAND SURVEY No. 58
FOREST LAKE TWP., WASHINGTON COUNTY, MINNESOTA



SCALE: 1 Inch = 150 feet

- INDICATES IRON MON. INP.
- INDICATES IRON MON. SET
- R INDICATES RECORDED MEASUREMENT
- M INDICATES FIELD MEASUREMENT

DON C. HULT

REGISTERED LAND SURVEYOR No. 6617
FOREST LAKE, MINNESOTA

R Eb1srER Eo LAND SURVEY No. SS

SUBDIVISION OF TRACT B OF REGISTERED. LAND SURVEY No. 58
FORIEST LAKE TWP., WASHINGTON COUNTY, MINNESOTA

I hereby certify that in accordance with the provisions of Chapter 508, Minnesota Statutes 1949, as amended I have surveyed the following tract of land in the County of Washington, State of Minnesota:

Tract B of Registered Land Survey No. 58.

I hereby certify that this plat is a correct delineation of said survey as made by me. Dated this 26th day of July, 1970

Don C. Hult
Don C. Hult, Minnesota Registered Land Surveyor
Registration No. 6617

At a meeting of the Planning Board of the Township of Forest Lake, Washington County, Minnesota, held on the 1st day of July, 1970, the annexed plat was approved and accepted.

Don C. Hult
Chairman

Don C. Hult
Secretary

At a meeting of the Town Board of the Township of Forest Lake, Washington County, Minnesota, held on the 1st day of July, 1970, the annexed plat was approved and accepted.

Don C. Hult
Town Clerk

At a meeting of the County Board of Commissioners of the County of Washington, State of Minnesota, held on the 1st day of July, 1970, the annexed plat was approved and accepted.

Don C. Hult
Board Chairman

Don C. Hult
County Auditor

Taxes payable in the year of 1970 on the lands described withml. paid thili
1970 day of July
Don C. Hult
County Treasurer
By Don C. Hult ep ty

TAXES PAID AS 'fiwISfr ENTERED
WASHnTGION COuNTi. tmm'ESOTA
Don C. Hult
T. Don C. Hult AtmttOR
BY Don C. Hult f±C-'
1YEPTJTY

30388
OFFICE OF REGISTRATION OF TITLES
WASHINGTON COUNTY, MINNESOTA
I Hereby Certify That I have carefully compared the within copy of
Registered Land Survey No. 85 Files of Registrar of Titles, County
of Washington, with the original which was filed in this office this
26th day of August, A. D. 1970 at 4:00 clock PM
and find the same to be a true and correct copy thereof.
Don C. Hult
By Don C. Hult Registrar of Titles



Date: June 23, 2025

To: City of Forest Lake City Council

From: Abbi Jo Wittman, Community Development Director
Nathan Fuerst, AICP, Consulting Senior Planner
Madison Richard, Interim City Planner

Re: Forest Lake Garage Condos – Concept Plan Review

60-Day Deadline: July 4, 2025 (unless extended)

INTRODUCTION

Applicant: Austin Hallberg on behalf of Hallberg Marine

Owners: Herrick Family Partners LTD.

Location: PID 20-032-21-13-0006

Base Zoning District: I, Industrial District

Future Land Use Designation: Industrial

The City Council is asked to review and provide comments on a concept plan for a proposed development with several light industrial uses adjacent to the Forest Lake Airport. The Applicant is looking to subdivide the 30-acre parcel into one approximately 23-acre parcel for 112 Garage Condominium units and approximately 30,000 square feet of business/office flex space, and one approximately 7-acre parcel for an approximately 10,000 square foot speculative industrial building with associated outdoor storage.

ANALYSIS

The purpose of Concept Plan review is to *“obtain informal review comments prior to filing a formal preliminary plat application. On the basis of the concept plan, the city shall informally advise the developer as promptly as possible of the extent to which the proposed subdivision generally conforms to city standards. Concept plan review does not convey any legal development rights to the applicant.”*

Land Use

The proposed development would consist of the following land uses:

- Lot 1 – Garage Condos and Flex Industrial – This proposed use is classified as an “Industrial Condominium/Multi-tenant Structure”, which is a permitted use in the Industrial zoning district. Other uses to occupy the 30,000 square feet of industrial flex space have not been identified.

- Lot 2 – Flex Industrial Building – This proposed use is not listed in the zoning code, however, this site appears to be planned as a “Contractor’s Yard” which would require a Conditional Use Permit (CUP) to be established.
- Both Lots – Outdoor Storage – both lots would have associated outdoor storage. While not listed as a permitted use in the Industrial district, Outdoor Storage can be allowed as an accessory use to other uses that are permitted. This includes Contractors Yards, among other industrial uses. The City may also approve uses not permitted by the zoning ordinance through approval of a Planned Unit Development.

Comprehensive Plan Conformance

This development site is guided by the City’s 2040 Comprehensive Plan as Industrial. The proposed land uses appear to be generally consistent with this future land use category.

Bulk Standards

The table below shows the standards required in the Industrial zoning district, with the standards proposed by the applicant for each type of use.

Standard	Required Standard	Lot 1 Garage Condos*	Lot 2 Flex Industrial Bldg
Number of Units	N/A	N/A	N/A
Lot Area	1 acre	~23 acres	~7 acres
Lot Width	150’	> 1000’	> 200’
Setback – Front	30’	30’	80’
Setback – Interior	10’	10’ & 30’	50’ & 100’
Setback – Rear	20’	> 180’	> 600’
Building Height	45’	Not specified	Not specified

* The Garage Condos use contains multiple buildings, setbacks are measured against the closest building to a property line.

Number of Structures

City Code requires a PUD for any development with a lot containing more than one principal structure. The Garage Condos lot in this development would contain 14 separate buildings.

Planned Unit Development (PUD)

The purpose of a PUD, as established in City Code Section 153.087 is to “*permit a more creative and flexible regulatory process in guiding land development as compared to the standard development regulations of this chapter. The PUD process provides a joint planning/design effort by the city and the applicants, as opposed to the city establishing limits within which applicants must perform. The intent is to provide a greater degree of creativity and flexibility and promote the health, safety, order, convenience, prosperity, and general welfare of the city and its inhabitants.*”

As part of a request to create a PUD, the applicant will need to provide the City the reasons for the proposed changes and demonstrate what the public benefits are for the City to consider relaxing current bulk or performance standards, to allow uses not permitted in the Industrial Zoning District, and to allow more than one building on a property.

Parkland Dedication

The City's Comprehensive Plan contains a Local Parks and Trails Map (figure 5-2) which identifies needs for future neighborhood parks and trail connections throughout the City. This project is not located in an area where new parks and trail connections are anticipated by the 2040 Comprehensive Plan.

City code requires land dedication at the time of subdivision and development for the purpose of establishing parks, trails, or open spaces. The developer may fulfill this requirement with the dedication of the required parkland, a payment of cash in lieu, or a combination of a land dedication and cash in lieu.

Code requires the developer/owner of this development dedicate 5% of net developable land in non-residential developments to the City to meet the Park Dedication requirement. The exact net developable area in this concept plan has not been supplied by the developer but is estimated at approximately 23 acres. Based on this acreage, the City can expect a park dedication of approximately 1.15 acres with this development. Because of the topography, land use, and guidance in the 2040 Comprehensive Plan, City staff will be recommending the City accept a cash donation in lieu of land from the developer to meet the City's park dedication requirements. The City will determine the estimated fee for fee in lieu of parkland dedication when reviewing future requests.

Access and Street Layout

The concept plan shows three access points along Forest Road North to the lots proposed in this project site. The access point on Forest Road North for the Garage Condos lot is acceptable. The two access points in the Flex Industrial lot must be consolidated into one per the City Engineer's memo. An additional emergency access point will be required for the Garage Condos Lot.

All internal roads must conform to required fire life safety and fire department access standards. A fire apparatus turning movement exhibit will be required for review in any future submittals. Additional detail is also required on the access road to the fenced in storage area along with potential wetland impacts.

Forest Road North is designated as a Major Collector Street. Right of Way dedication will be required through the subdivision process to ensure the City receives all required rights of way or easements. The City Engineering memo addresses applicable requirements including, but not limited to, the need for improvement to/upgrade of the roadway adjacent to the property.

Trails and Sidewalks

No trails are proposed as part of this project, and there are no required connections to an existing trail system in this location.

The concept plan shows the location of some sidewalks internal to the site for access to the commercial spaces. A better depiction of pedestrian walkways to and from the visitor parking area should be provided in future submittals.

Stormwater Drainage and Ponding

The concept plan shows five separate pond areas between the two lots. Stormwater ponds will remain privately owned and maintained. The City Engineer has provided initial comments on requirements for stormwater management to be shown in future submittals.

Signage

No signs are proposed on the concept plan. Any future signage must meet applicable requirements.

Landscaping

Landscaping plans do not supply a table with requirements calculated to detail compliance. The landscaping plan submitted does not provide the total required number of overstory trees, which is approximately 135 on the northern lot and 75 on the southern lot.

Architectural Controls

Based on the limited renderings and information supplied in the project narrative, it appears unlikely that this project would meet City design standards for architectural controls. Metal siding is shown as a primary material on the examples depicted in the project narrative.

Flexibility will be requested through the PUD. Consideration for relaxing the City's standards could be based on the unique nature of the land use, the nearby Forest Lake Airport accessory structures, modernization of metal finishes since the time of development and adoption of the design standards, and substantial compliance with the intent of existing requirements.

Building Code Requirements

Existing Department of Labor and Industry requirements should be considered, as they may pose a challenge for the project through redesign if not meeting applicable stormwater standards.

This project will be subject to building code standards in the City's ordinance. It is anticipated that these structures will be required to have sprinkler systems for fire prevention.

Parking

Parking has been reviewed for general code conformance, and must comply with the City's Off Street Parking standards in future submittals. The following comments are intended to provide guidance in meeting the City's standards:

- Parking Lot Location – Parking lots for each lot are positioned between the building front façade and Forest Rd. N. This does not meet City Code requirements for parking design in non-residential districts. To meet the requirement, the parking area and commercial buildings could be flipped. If not moved, the location of parking should be part of the requested PUD, and could be supported with vegetative screening proposed between the parking area and public street.
- Parking Rows – Rows of greater than 22 units should be broken up with landscaping.
- Parking Stall Minimum – The following minimums are required and appear to be met:
 - Garage Condos – 1 stall per storage/condo unit (can be enclosed or in front of garage door)
 - Flex Industrial – 1 stall for every 2000 gross sq ft of building

Lighting

A photometric plan will be required in future submittals which details compliance with City Code standards for lighting.

Wetlands

The concept plan shows the approximate edges of the delineated wetlands but does not show any proposed buffer areas around the wetlands. The concept plan shows impacts (crossing and filling) to the existing wetlands on the property. This will need to be reviewed by the watershed Technical Evaluation Panel (TEP) against standards established by the Wetland Conservation Act. prior to final approval.

Open Space

The large open space to the rear of this development will consist of stormwater ponds and wetlands. This area is to remain privately owned and maintained. Easements will be required over wetland areas along with standard drainage and utility easements.

Forest Lake Airport Zoning

This development is proposed in the zone surrounding the Forest Lake Airport, and must comply with applicable rules, including building height.

Watershed District

The Rice Creek Watershed District has provided the following comments on this project:

- A wetland delineation report was submitted in 2022 but was later withdrawn. The site does not have a valid wetland delineation.
- The proposed plan shows anticipated wetland impacts. A wetland replacement plan would be required.
- Stormwater management would be required. Applicant will need to demonstrate if infiltration is feasible.
- Rules C (Stormwater Management), D (Erosion & Sediment Control), F (Wetland Alteration)

Engineering Comments

The City Engineer provided comments to the City and the Applicant in a review memo dated May 19, 2025.

DISCUSSION

The next step for this development is to incorporate feedback from the commission and staff into the following applications:

- City Council review of Concept Plan
- Preliminary PUD and Preliminary Plat (processed concurrently)
- Final PUD and Final Plat (processed concurrently)

RECOMMENDATION




This review is advisory only, with no formal decisions to be made. The City Council should review the concept plan for the Forest Lake Garage Condominiums development and provide feedback to the developer regarding conformity with City standards and the feasibility of a Planned Unit Development (PUD).

Attachments:

1. Location Map
2. Zoning Map

3. Application
4. Project Narrative
5. Legal Description
6. Sketch Plans

Legend
























-  City Limits
-  Parcels 04/17/2025
-  Lot Lines

**Subject Property****Disclaimer:**

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Forest Lake is not responsible for any inaccuracies herein contained.

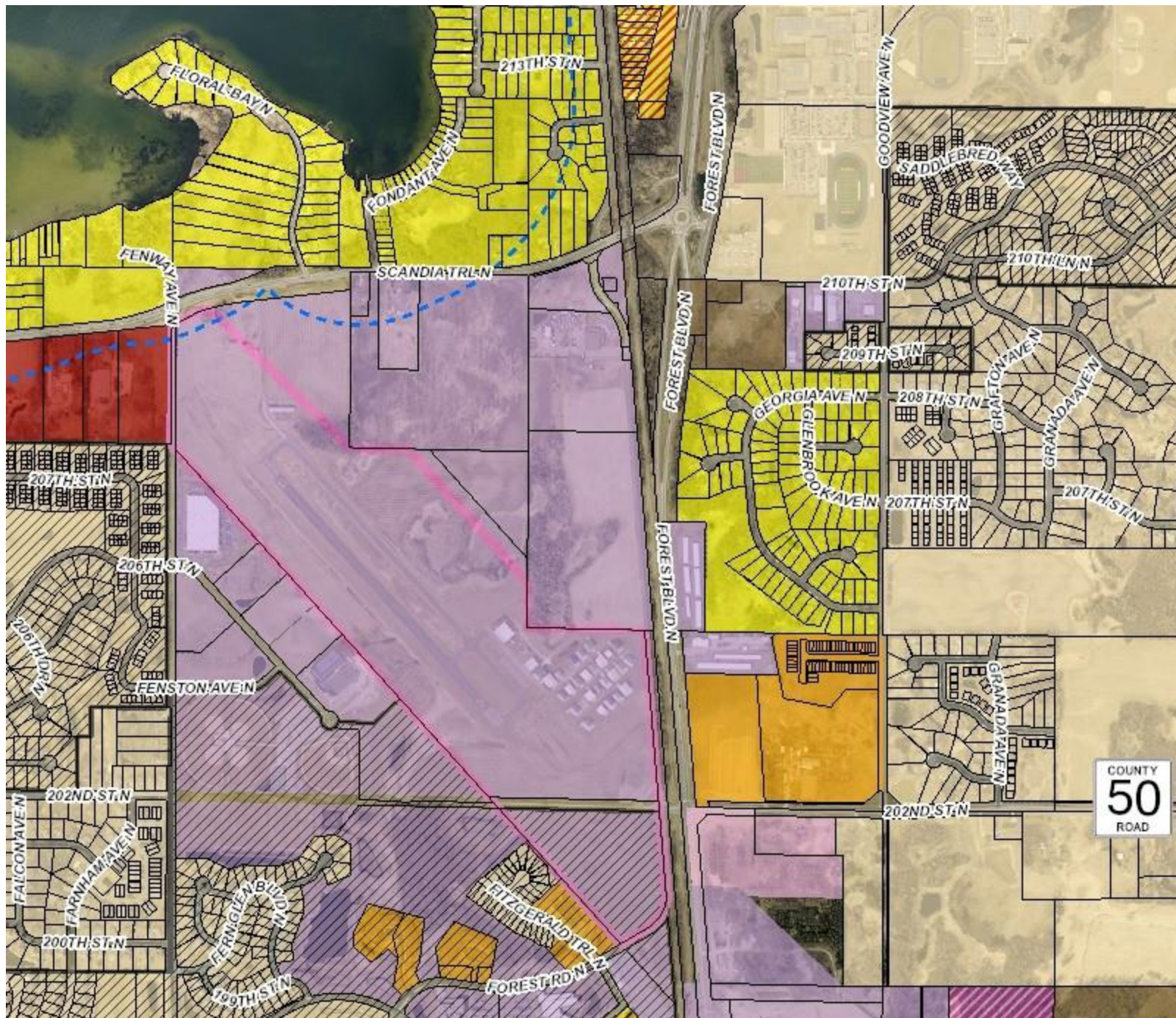
 0  1,053 Feet

Legend

-  City Limits
-  Parcels 04/17/2025
-  Lot Lines
-  Shoreland Overlay
- Zoning**
 -  C - Conservancy District
 -  A - Agriculture District
 -  RR - Rural Residential District
 -  SF - Single Family Residential District
 -  MXR-1 - Mixed Residential, Single-Family
 -  MXR-2 - Mixed Residential, Single-Family
 -  MXR-3 - Mixed Residential District
 -  MF - Multiple Family District
 -  NC - Neighborhood Commercial
 -  B-1 - Broadway Business District
 -  B-2 - Highway Business District
 -  B-3 - Limited Industrial Business
 -  MU-1 - Downtown Mixed Use District
 -  MU-2 - General Mixed Use District
 -  BP - Business Park District
 -  I - Industrial District
 -  PUD - Planned Unit Development
 -  AP - Agricultural Preserve Overlay
 -  Airport Boundary

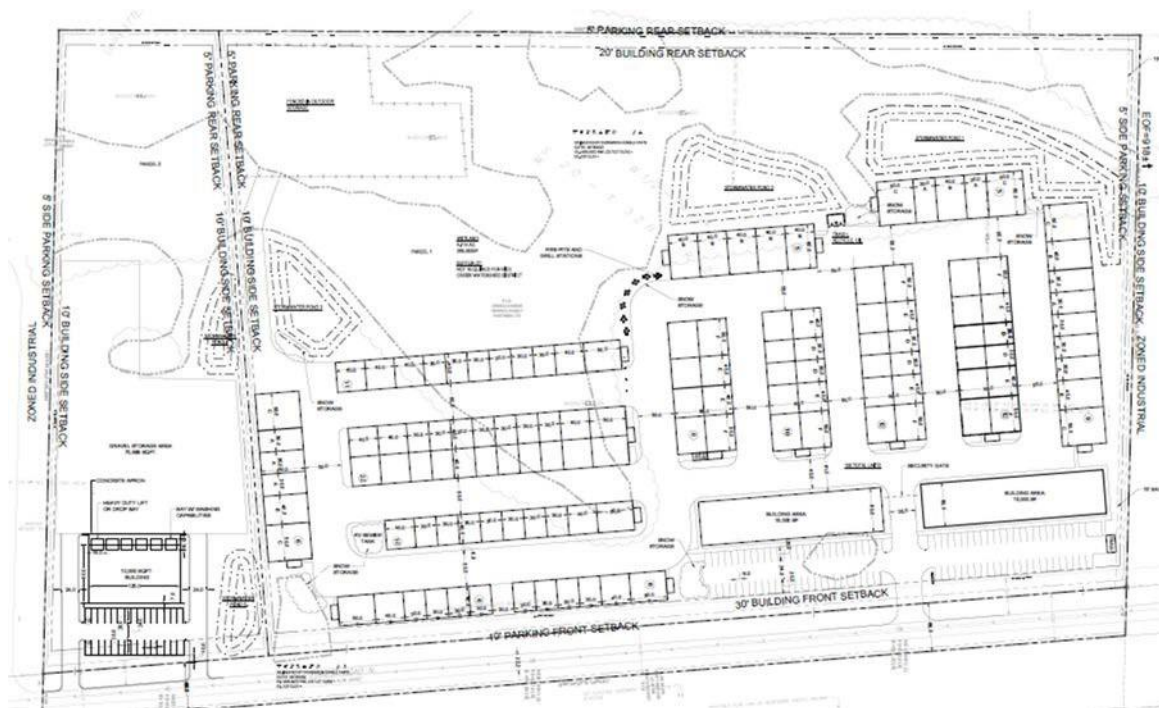
Zoning Map**Disclaimer:**

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0 1,053 Feet

Forest Blvd – Project Development Narrative



A pre-application staff meeting requested by the applicant was held on February 20, 2025, for a concept plan review of the proposed development of 30 acres of land located along Forest Blvd N., Forest Lake, MN (*parcel number 200322113006*). Full legal description of the parcel is referenced in Exhibit A.

The proposed development property is intended to be re-platted into two parcels. After re-platting, and incorporating easements and wetland delineation, the “net developable area” of the proposed project is estimated at less than +/-23 acres in total. The Preliminary & Final Plat, Subdivision, and PUD process outlines the process and re-configuration of the property, re-platting as generally described below.

- Parcel 1 (Northern Parcel) = Approximately 23+/- acres and comprised of approximately +/- 100-150 For Sale Garage Condominium units with outdoor storage uses as well as +/- 30,000 SF of for lease business/office flex space.
- Parcel 2 (Southern Parcel) = Approximately 7+/- acres and comprised of approximately 10,000 SF Flex Industrial building, containing approximately 30 parking stalls and 5 acres of outdoor storage uses
 - Roadways, utilities, ponding, etc. to be constructed with each of their own development plans.

Therefore, the proposed development, once complete, will meet the city’s current and future zoning of Industrial and developer will be seeking the outdoor storage rights through a conditional use permit for Parcel 1 as well as contractors yard and outdoor storage through a conditional user permit for Parcel 2. We believe the proposed plan is compliant with the City of Forest Lake 2040 Comprehensive Plan and the Industrial zoning guiding this proposal.

Land Use & Zoning

As the property is currently zoned as well as guided to **Industrial** zoning, we have included a few key attributes from the City of Forest Lake code about the purpose of the zoning district:

- Purpose - Multi-use commercial buildings
- Approved – Condominium multitenant buildings
- Conditional Uses – Recreational Commercial
- Conditional Uses – Outdoor Storage
- Conditional Uses – Contractors yard

Subsequent planning application requests will reflect these zoning categories and the related performance standards in more detail.

This proposed development Concept Plan, Preliminary & Final Plat, Subdivision, and PUD is wholly in-line with the essence of the purposed uses. It offers a mixture of for rent and ownership options for the residents of Forest Lake and the market as well providing a need for the for leased smaller format business/office flex space for the business community of the NE Metro. Additionally, green spaces, enhanced landscaping and thoughtful consideration for the in place wetlands results in a cohesive environments being included into the overall development design. The property is currently being used as farm fields and tax classification is agricultural.

This development will also provide continuity and connection between the completed projects to the north and the city owned airport to the south further enhancing the commercial corridor along highway 61 and Forest Blvd. N.

The proposed overall development plan results in a roughly \$25M investment into the area as well as providing an approximately 100-150 new tax ID parcels replacing a single tax basis of \$7,000 of agricultural zoning in 2024 and providing a significant tax increase for the City of Forest Lake and Washington County.

Public Utilities

- *Water, is currently installed and exists along the west side of Forest Blvd and is available at the South Property line of the 30 acre development.*
- *Sewer, is currently installed and runs the entire North/South length of the property within the Forest Blvd N. roadway.*
- *Power, there is an existing excel energy easement located along the West side of forest Blvd. that will be utilized for routing power for the development.*
- *Easements: It is our understanding, a drainage and utility easement will be required over any public utilities.*
- ***** Reference attached concept plan civil design sheets.*

Setback Requirements:

Application includes concept site plan indicating the following setbacks:

- 30' Building Front Setback
- 20' Building Rear Setback
- 10' Building Side Setback
- 10' Parking Setback

Access

The concept plan reflects access points along the East side of the parcel and off of Forest Rd as well as access to the South via the city owned roadway. Internal roads will conform to required fire life safety and fire department access standards.

ROW Dedication

Existing survey for the parcel indicates the property line extends through/over Forest Blvd N. resulting in the roadway being within the current property line. It is the applicants understanding the 66' ROW for Forest Blvd N. will need to be dedicated to the city of Forest Lake.

Parking

Parking for the garage condominium will be sufficient given each building is owned by an individual and parking can take place within each unit or outside each unit within the garage unit apron. Parking for the business/office flex and flex industrial will be per city code requirement.

Details of Proposed Development Types:

Garage Condominiums: Consists of multiple 1 story for sale garage condo buildings including a variety of sizes and layouts. Total garage condominium units are estimated +/-100-150. Constructed in phases and governed by CC&R's and managed by the HOA. Unit sizes are anticipated to range from 600sf – 3,000sf.

Business/Office Flex Space: Consisting of two buildings roughly 15,000SF each or 30,000SF in total positioned directly along Forest Blvd N providing the gateway to the site with buildings consisting of higher % of class A finished material.

Flex Industrial: The intent is for this to be a build to suit (BTS) for a company and building to their desired needs. General concept being a small format industrial flex building consisting of some front of house office build out within the building as well the rear portion of the building being high bay industrial finish space with larger roll up doors. Intended users will have the need for outdoor storage, contractor yard as well as surface parking Infront for both employees and customers.

Architecture and Site Design

All buildings are being designed to maximize the buildable land area and efficient layout of the uses while minimizing the exposure to the natural environment and wetlands while still delivering a viable project. The development is being designed to focus on the practical end user based on simplicity and minimalistic needs, as we see in the market, not a high end exclusive private development. As a result, the architectural design and quality of the buildings throughout all development will be of standards and comparable quality to other similar development in the immediate vicinity.

Exteriors: All exterior materials and building features will be designed to meet the standards for acceptable architectural elements, articulation and material transitions. Conceptual images are represented below.

Project Examples:



Preliminary Development Schedule:

Upon completion of meeting with the staff, and viability of the development being determined, the development team wishes to proceed promptly with the Concept Plan Application. The general pre-development schedule being Final Plat, Subdivision, and PUD applications being submitted Summer of 2025 with the goal of full entitlement approvals being sought by Fall 2025. Final Plat approval and building permits will be sought in 2025 in time to allow for site improvements of the area to be made in late 2025 or early 2026. Construction of the estimated project to be completed depending on phases in 12- 36 months.

EXHIBIT A
LEGAL DESCRIPTION OF THE PROPERTY

Real property in the City of Forest Lake, County of Washington, State of Minnesota, described as follows:

All that part of the W 1/2 of the NE1/4 of Section 20, Township 32 North, Range 21 West, Washington County, Minnesota, which lies Westerly of the Right-of-Way of the Northern Pacific Railway, and Southerly of the North 615.00 feet thereof;

Except the following:

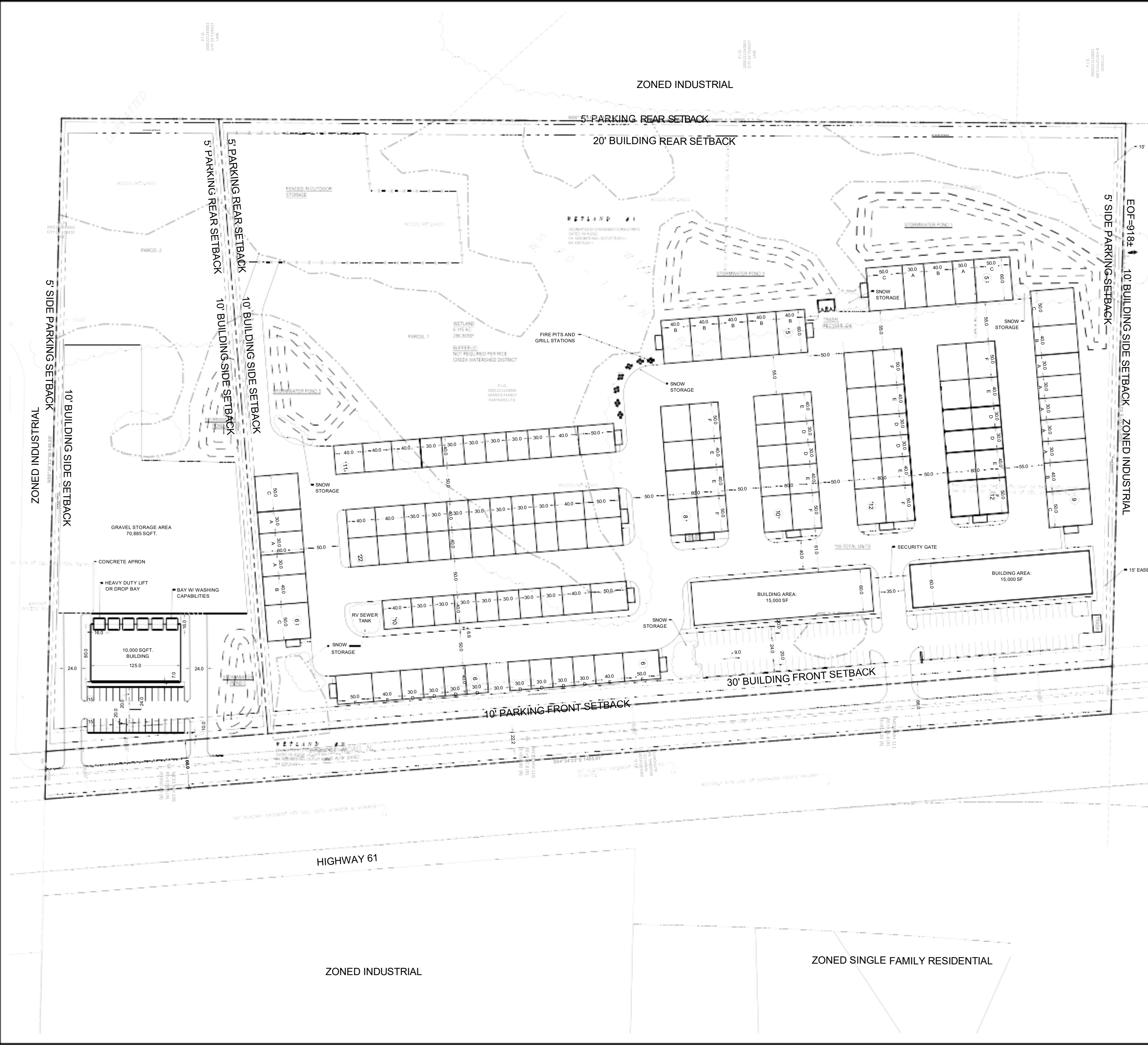
The South 544 feet of the North 1159 feet of the W 1/2 of the NE1/4 of Section 20, Township 32 North, Range 21 West, Washington County, Minnesota, which lies Westerly of the Right of Way of the Northern Pacific Railway.



TITLE SHEET

C0.0

☐ COPYRIGHT 2023 CIVIL SITE GROUP INC



- SITE LAYOUT NOTES:**
- ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT "GOPHER STATE ONE CALL" (651-454-0002 OR 800-252-1166) FOR UTILITY LOCATIONS, 48 HOURS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.
 - CONTRACTOR SHALL VERIFY LOCATIONS AND LAYOUT OF ALL SITE ELEMENTS PRIOR TO BEGINNING CONSTRUCTION, INCLUDING BUT NOT LIMITED TO, LOCATIONS OF EXISTING AND PROPOSED PROPERTY LINES, EASEMENTS, SETBACKS, UTILITIES, BUILDINGS AND PAVEMENTS. CONTRACTOR IS RESPONSIBLE FOR FINAL LOCATIONS OF ALL ELEMENTS FOR THE SITE. ANY REVISIONS REQUIRED AFTER COMMENCEMENT OF CONSTRUCTION, DUE TO LOCATIONAL ADJUSTMENTS SHALL BE CORRECTED AT NO ADDITIONAL COST TO OWNER. ADJUSTMENTS TO THE LAYOUT SHALL BE APPROVED BY THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO INSTALLATION OF MATERIALS. STAKE LAYOUT FOR APPROVAL.
 - THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS PRIOR TO CONSTRUCTION, INCLUDING A RIGHT-OF-WAY AND STREET OPENING PERMIT.
 - THE CONTRACTOR SHALL VERIFY RECOMMENDATIONS NOTED IN THE GEO TECHNICAL REPORT PRIOR TO INSTALLATION OF SITE IMPROVEMENT MATERIALS.
 - CONTRACTOR SHALL FIELD VERIFY COORDINATES AND LOCATION DIMENSIONS & ELEVATIONS OF THE BUILDING AND STAKE FOR REVIEW AND APPROVAL BY THE OWNERS REPRESENTATIVE PRIOR TO INSTALLATION OF FOOTING MATERIALS.
 - LOCATIONS OF STRUCTURES, ROADWAY PAVEMENTS, CURBS AND GUTTERS, BOLLARDS, AND WALKS ARE APPROXIMATE AND SHALL BE STAKED IN THE FIELD, PRIOR TO INSTALLATION, FOR REVIEW AND APPROVAL BY THE ENGINEER/LANDSCAPE ARCHITECT.
 - CURB DIMENSIONS SHOWN ARE TO FACE OF CURB. BUILDING DIMENSIONS ARE TO FACE OF CONCRETE FOUNDATION. LOCATION OF BUILDING IS TO BUILDING FOUNDATION AND SHALL BE AS SHOWN ON THE DRAWINGS.
 - THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS OR SAMPLES AS SPECIFIED FOR REVIEW AND APPROVAL BY THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO FABRICATION FOR ALL PREFABRICATED SITE IMPROVEMENT MATERIALS SUCH AS, BUT NOT LIMITED TO, THE FOLLOWING: FURNISHINGS, PAVEMENTS, WALLS, RAILINGS, BENCHES, FLAGPOLES, LANDING PADS FOR CURB RAMPS, AND LIGHT AND POLES. THE OWNER RESERVES THE RIGHT TO REJECT INSTALLED MATERIALS NOT PREVIOUSLY APPROVED.
 - PEDESTRIAN CURB RAMPS SHALL BE CONSTRUCTED WITH TRUNCATED DOME LANDING AREAS IN ACCORDANCE WITH A.D.A. REQUIREMENTS-SEE DETAIL.
 - CROSSWALK STRIPING SHALL BE 24" WIDE WHITE PAINTED LINE, SPACED 48" ON CENTER PERPENDICULAR TO THE FLOW OF TRAFFIC. WIDTH OF CROSSWALK SHALL BE 5' WIDE. ALL OTHER PAVEMENT MARKINGS SHALL BE WHITE IN COLOR UNLESS OTHERWISE NOTED OR REQUIRED BY ADA OR LOCAL GOVERNING BODIES.
 - SEE SITE PLAN FOR CURB AND GUTTER TYPE. TAPER BETWEEN CURB TYPES-SEE DETAIL.
 - ALL CURB RADII ARE MINIMUM 3' UNLESS OTHERWISE NOTED.
 - CONTRACTOR SHALL REFER TO FINAL PLAT FOR LOT BOUNDARIES, NUMBERS, AREAS AND DIMENSIONS PRIOR TO SITE IMPROVEMENTS.
 - FIELD VERIFY ALL EXISTING SITE CONDITIONS, DIMENSIONS.
 - PARKING IS TO BE SET PARALLEL OR PERPENDICULAR TO EXISTING BUILDING UNLESS NOTED OTHERWISE.
 - ALL PARKING LOT PAINT STRIPING TO BE WHITE, 4" WIDE TYP.
 - BITUMINOUS PAVING TO BE "LIGHT DUTY" UNLESS OTHERWISE NOTED. SEE DETAIL SHEETS FOR PAVEMENT SECTIONS.
 - ALL TREES THAT ARE TO REMAIN ARE TO BE PROTECTED FROM DAMAGE WITH A CONSTRUCTION FENCE AT THE DRIP LINE. SEE LANDSCAPE DOCUMENTS.
 - CONTRACTOR IS RESPONSIBLE TO INSTALL ANY SIDEWALK AND CURBING PER DESIGN PLAN. CONTRACTOR TO VERIFY ALL CURBS AND SIDEWALKS WILL DRAIN PROPERLY IN FIELD CONDITIONS. **CONTRACTOR MUST CONTACT THE CIVIL ENGINEER 24-HOURS PRIOR TO ANY CURB AND/OR SIDEWALK INSTALLATION TO REVIEW AND INSPECT CURB STAKES. CONTRACTOR IS RESPONSIBLE FOR ANY CURB OR SIDEWALK REPLACEMENT IF THIS PROCEDURE IS NOT FOLLOWED.**
 - FINISH GRADING FOR HARDSCAPE AREAS (IE. PARKING LOTS, CURBS, SIDEWALKS SHALL BE WITHIN 0.05 FEET. ADA AREAS MUST COMPLY WITH REQUIREMENTS ON PLANS AND ADA REGULATIONS. TOLERANCE WITHIN ADA AREAS IS 0.00 FEET DISCUSS ANY DEVIATIONS WITH ENGINEER PRIOR TO CONSTRUCTION. CONTRACTOR IS RESPONSIBLE FOR ANY CURB, SIDEWALK AND/OR PAVEMENT REPLACEMENT THAT DOES NOT MEET TOLERANCE/ADA REQUIREMENTS.

SITE PLAN LEGEND:

SPECIALTY PAVEMENT (IF APPLICABLE) - PROVIDE BID FOR THE FOLLOWING OPTIONS, INCLUDE VARIATIONS OF BASE MATERIAL AND OTHER NECESSARY COMPONENTS.
1. STAMPED & COLORED CONCRETE
2. CONCRETE PAVERS
MAKERS, COLORS, MODELS, & PATTERN TO BE INCLUDED IN SHOP DRAWING SUBMITTAL PRIOR TO CONSTRUCTION.

PERVIOUS PAVEMENT (IF APPLICABLE) - CONCRETE PAVEMENT PERVIOUS SYSTEM. INCLUDE ALL BASE MATERIAL AND APPURTENANCES AS SPECIFIED PER MANUFACTURER SPECIFICATIONS & INSTRUCTIONS.
MAKE: BELGARD, OR EQUIVARIANT
MODEL: AQUASTONE, OR EQUIVARIANT
COLOR: T.B.D. - PROVIDE SAMPLES, SHOP DRAWINGS & PRODUCT DATA REQUIRED PRIOR TO CONSTRUCTION.

LIGHT DUTY BITUMINOUS PAVEMENT (IF APPLICABLE) - SEE GEOTECHNICAL REPORT FOR AGGREGATE BASE & WEAR COURSE DEPTH, SEE DETAIL.

HEAVY DUTY BITUMINOUS PAVEMENT (IF APPLICABLE) - SEE GEOTECHNICAL REPORT FOR AGGREGATE BASE & WEAR COURSE DEPTH, SEE DETAIL.

CONCRETE PAVEMENT (IF APPLICABLE) AS SPECIFIED (PAD OR WALK) SEE GEOTECHNICAL REPORT FOR AGGREGATE BASE & CONCRETE DEPTHS, WITHIN ROW SEE CITY DETAIL, WITHIN PRIVATE PROPERTY SEE CSG DETAIL.

PROPERTY LINE

CONSTRUCTION LIMITS

CURB AND GUTTER-SEE NOTES (T.O.) TIP OUT GUTTER WHERE APPLICABLE-SEE PLAN

TRAFFIC DIRECTIONAL ARROW PAVEMENT MARKINGS

SIGN AND POST ASSEMBLY. SHOP DRAWINGS REQUIRED.
HC = ACCESSIBLE SIGN
NP = NO PARKING FIRE LANE
ST = STOP
CP = COMPACT CAR PARKING ONLY
ACCESSIBILITY ROUTE ARROW (IF APPLICABLE) DO NOT PAINT.

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FOREST ROAD NORTH
FOREST LAKE, MN 55025
SCOTT PETERSON
3423 IVY COURT, EAGAN, MN 55123

PROJECT

PROJECT NUMBER	812-415-0080-1751
DATE	08/20/2023
ISSUE	ISSUE 01
PROJECT NUMBER	812-415-0080-1751

ISSUE/SUBMITTAL SUMMARY

DATE	DESCRIPTION
08/20/2023	SKETCH PLAN SUBMITTAL

REVISION SUMMARY

DATE	DESCRIPTION
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SITE PLAN

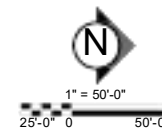
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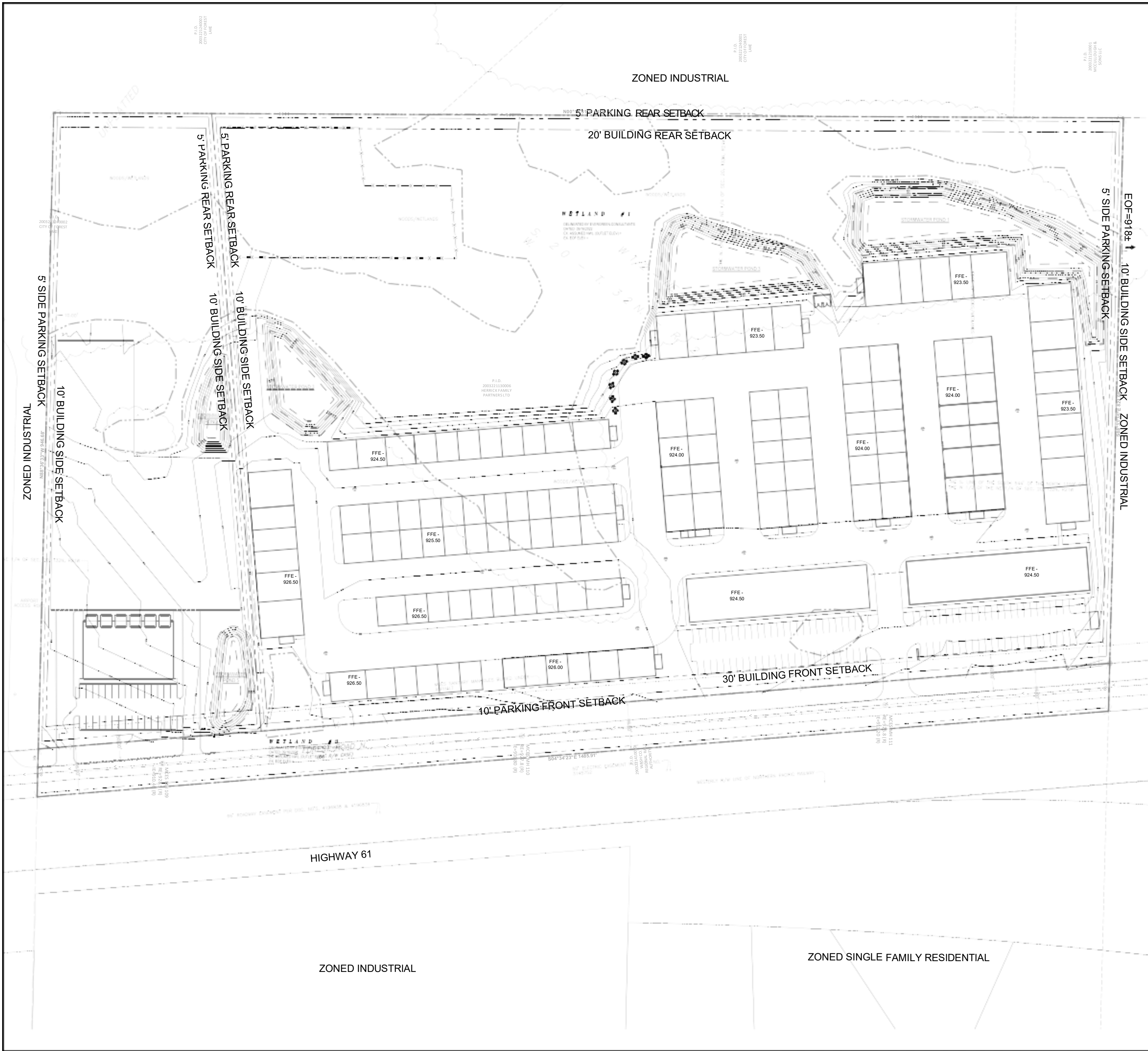
811 Know what's below. Call before you dig. 1" = 50'-0" 28'-0" 0 50'-0"

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GENERAL GRADING NOTES:

- CONTRACTOR SHALL VERIFY ALL BUILDING ELEVATIONS, (FFE, LFE, GFE), PRIOR TO CONSTRUCTION BY CROSS CHECKING WITH ARCHITECTURAL, STRUCTURAL AND CIVIL ELEVATIONS FOR EQUIVALENT "100" ELEVATIONS. THIS MUST BE DONE PRIOR TO EXCAVATION AND INSTALLATION OF ANY FOOTING MATERIALS. VERIFICATION OF THIS COORDINATION SHALL BE CONFIRMED IN WRITING BY CIVIL SURVEYOR, ARCHITECTURAL, STRUCTURAL AND CONTRACTOR PRIOR TO CONSTRUCTION.
- ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT Gopher State One Call (855-454-0002 OR 800-252-1166) FOR UTILITY LOCATIONS, 48 HOURS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.
- SEE SITE PLAN FOR HORIZONTAL LAYOUT & GENERAL GRADING NOTES.
- THE CONTRACTOR SHALL COMPLETE THE SITE GRADING CONSTRUCTION (INCLUDING BUT NOT LIMITED TO SITE PREPARATION, SOIL CORRECTION, EXCAVATION, EMBANKMENT, ETC.) IN ACCORDANCE WITH THE REQUIREMENTS OF THE OWNER'S SOILS ENGINEER. ALL SOIL TESTING SHALL BE COMPLETED BY THE OWNER'S SOILS ENGINEER. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING ALL REQUIRED SOIL TESTS AND INSPECTIONS WITH THE SOILS ENGINEER.
- ANY ELEMENTS OF AN EARTH RETENTION SYSTEM AND RELATED EXCAVATIONS THAT FALL WITHIN THE PUBLIC RIGHT OF WAY WILL REQUIRE A "RIGHT OF WAY EXCAVATION PERMIT". CONTRACTOR IS RESPONSIBLE FOR ACQUIRING THIS PERMIT PRIOR TO CONSTRUCTION IF APPLICABLE.
- GRADING AND EXCAVATION ACTIVITIES SHALL BE PERFORMED IN ACCORDANCE WITH THE NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT REQUIREMENTS & PERMIT REQUIREMENTS OF THE CITY.
- PROPOSED SPOT GRADES ARE FLOW-LINE FINISHED GRADE ELEVATIONS, UNLESS OTHERWISE NOTED.
- GRADES OF WALKS SHALL BE INSTALLED WITH 5% MAX. LONGITUDINAL SLOPE AND 1% MIN. AND 2% MAX. CROSS SLOPE, UNLESS OTHERWISE NOTED.
- PROPOSED SLOPES SHALL NOT EXCEED 3:1 UNLESS INDICATED OTHERWISE ON THE DRAWINGS. MAXIMUM SLOPES IN MAINTAINED AREAS IS 4:1.
- PROPOSED RETAINING WALLS, FREESTANDING WALLS, OR COMBINATION OF WALL TYPES GREATER THAN 4' IN HEIGHT SHALL BE DESIGNED AND ENGINEERED BY A REGISTERED RETAINING WALL ENGINEER. DESIGN DRAWINGS SHALL BE SUBMITTED FOR REVIEW AND APPROVAL PRIOR TO CONSTRUCTION.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTENANCE OF GRADE STAKES THROUGHOUT THE DURATION OF CONSTRUCTION TO ESTABLISH PROPER GRADES. THE CONTRACTOR SHALL ALSO BE RESPONSIBLE FOR A FINAL FIELD CHECK OF FINISHED GRADES ACCEPTABLE TO THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO TOPSOIL AND SODDING ACTIVITIES.
- IF EXCESS OR SHORTAGE OF SOIL MATERIAL EXISTS, THE CONTRACTOR SHALL TRANSPORT ALL EXCESS SOIL MATERIAL OFF THE SITE TO AN AREA SELECTED BY THE CONTRACTOR, OR IMPORT SUITABLE MATERIAL TO THE SITE.
- EXCAVATE TOPSOIL FROM AREAS TO BE FURTHER EXCAVATED OR REGRADED AND STOCKPILE IN AREAS DESIGNATED ON THE SITE. THE CONTRACTOR SHALL SALVAGE ENOUGH TOPSOIL FOR RESPREADING ON THE SITE AS SPECIFIED. EXCESS TOPSOIL SHALL BE PLACED IN EMBANKMENT AREAS, OUTSIDE OF BUILDING PADS, ROADWAYS AND PARKING AREAS. THE CONTRACTOR SHALL SUBCUT CUT AREAS, WHERE TURF IS TO BE ESTABLISHED, TO A DEPTH OF 6 INCHES. RESPREAD TOPSOIL IN AREAS WHERE TURF IS TO BE ESTABLISHED TO A MINIMUM DEPTH OF 6 INCHES.
- FINISHED GRADING SHALL BE COMPLETED. THE CONTRACTOR SHALL UNIFORMLY GRADE AREAS WITHIN LIMITS OF GRADING, INCLUDING ADJACENT TRANSITION AREAS. PROVIDE A SMOOTH FINISHED SURFACE WITHIN SPECIFIED TOLERANCES, WITH UNIFORM LEVELS OR SLOPES BETWEEN POINTS WHERE ELEVATIONS ARE SHOWN, OR BETWEEN SUCH POINTS AND EXISTING GRADES. AREAS THAT HAVE BEEN FINISH GRADED SHALL BE PROTECTED FROM SUBSEQUENT CONSTRUCTION OPERATIONS, TRAFFIC AND EROSION. REPAIR ALL AREAS THAT HAVE BECOME RUTTED BY TRAFFIC OR ERODED BY WATER OR HAS SETTLED BELOW THE CORRECT GRADE. ALL AREAS DISTURBED BY THE CONTRACTOR'S OPERATIONS SHALL BE RESTORED TO EQUAL OR BETTER THAN ORIGINAL CONDITION OR TO THE REQUIREMENTS OF THE NEW WORK.
- PRIOR TO PLACEMENT OF THE AGGREGATE BASE, A TEST ROLL WILL BE REQUIRED ON THE STREET AND/OR PARKING AREA SUBGRADE. THE CONTRACTOR SHALL PROVIDE A LOADED TANDEM AXLE TRUCK WITH A GROSS WEIGHT OF 25 TONS. THE TEST ROLLING SHALL BE AT THE DIRECTION OF THE SOILS ENGINEER AND SHALL BE COMPLETED IN AREAS AS DIRECTED BY THE SOILS ENGINEER. THE SOILS ENGINEER SHALL DETERMINE WHICH SECTIONS OF THE STREET OR PARKING AREA ARE UNSTABLE. CORRECTION OF THE SUBGRADE SOILS SHALL BE COMPLETED IN ACCORDANCE WITH THE REQUIREMENTS OF THE SOILS ENGINEER. NO TEST ROLL SHALL OCCUR WITHIN 10' OF ANY UNDERGROUND STORM RETENTION/DETENTION SYSTEMS.
- TOLERANCES
 - THE BUILDING SUBGRADE FINISHED SURFACE ELEVATION SHALL NOT VARY BY MORE THAN 0.30 FOOT ABOVE, OR 0.30 FOOT BELOW, THE PRESCRIBED ELEVATION AT ANY POINT WHERE MEASUREMENT IS MADE.
 - THE STREET OR PARKING AREA SUBGRADE FINISHED SURFACE ELEVATION SHALL NOT VARY BY MORE THAN 0.05 FOOT ABOVE, OR 0.10 FOOT BELOW, THE PRESCRIBED ELEVATION OF ANY POINT WHERE MEASUREMENT IS MADE.
 - AREAS WHICH ARE TO RECEIVE TOPSOIL SHALL BE GRADED TO WITHIN 0.30 FOOT ABOVE OR BELOW THE REQUIRED ELEVATION, UNLESS DIRECTED OTHERWISE BY THE ENGINEER.
 - TOPSOIL SHALL BE GRADED TO PLUS OR MINUS 1/2 INCH OF THE SPECIFIED THICKNESS.
 - FINISH GRADING FOR HARDSCAPE AREAS IE. PARKING LOTS, CURBS, SIDEWALKS SHALL BE WITHIN 0.05 FEET. ADA AREAS MUST COMPLY WITH REQUIREMENTS ON PLANS AND ADA REGULATIONS. TOLERANCE WITHIN ADA AREAS IS 0.00 FEET DISCUSS ANY DEVIATIONS WITH ENGINEER PRIOR TO CONSTRUCTION. CONTRACTOR IS RESPONSIBLE FOR ANY CURB, SIDEWALK AND/OR PAVEMENT REPLACEMENT THAT DOES NOT MEET TOLERANCE/ADA REQUIREMENTS.
- MAINTENANCE
 - THE CONTRACTOR SHALL PROTECT NEWLY GRADED AREAS FROM TRAFFIC AND EROSION, AND KEEP AREA FREE OF TRASH AND DEBRIS.
 - CONTRACTOR SHALL REPAIR AND REESTABLISH GRADES IN SETTLED, ERODED AND RUTTED AREAS TO SPECIFIED TOLERANCES, DURING THE CONSTRUCTION, IF REQUIRED, AND DURING THE WARRANTY PERIOD. ERODED AREAS WHERE TURF IS TO BE ESTABLISHED SHALL BE RESEED AND MULCHED.
 - WHERE COMPLETED COMPACTED AREAS ARE DISTURBED BY SUBSEQUENT CONSTRUCTION OPERATIONS OR ADVERSE WEATHER, CONTRACTOR SHALL SCARIFY, SURFACE, RESHAPE, AND COMPACT TO REQUIRED DENSITY PRIOR TO FURTHER CONSTRUCTION.

GRADING PLAN LEGEND:

1125	EX. 1' CONTOUR ELEVATION INTERVAL
1137	1.0' CONTOUR ELEVATION INTERVAL
41.26	SPOT GRADE ELEVATION (GUTTER/FLOW LINE UNLESS OTHERWISE NOTED)
891.00 G	SPOT GRADE ELEVATION GUTTER
891.00 TC	SPOT GRADE ELEVATION TOP OF CURB
891.00 BS/TS	SPOT GRADE ELEVATION BOTTOM OF STAIRS/TOP OF STAIRS
891.00 ME	SPOT GRADE ELEVATION MATCH EXISTING
GB	GRADE BREAK - HIGH POINTS
	CURB AND GUTTER (T.O = TIP OUT)
TO	EMERGENCY OVERFLOW
EOFF=1135.52	
---	CONSTRUCTION LIMITS



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**PRELIMINARY:
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FOREST LAKE, MN 55025
SCOTT PETERSON
3452 EYECOURT, EAGAN, MN 55123

PROJECT

OWNER

ISSUE/SUBMITTAL SUMMARY

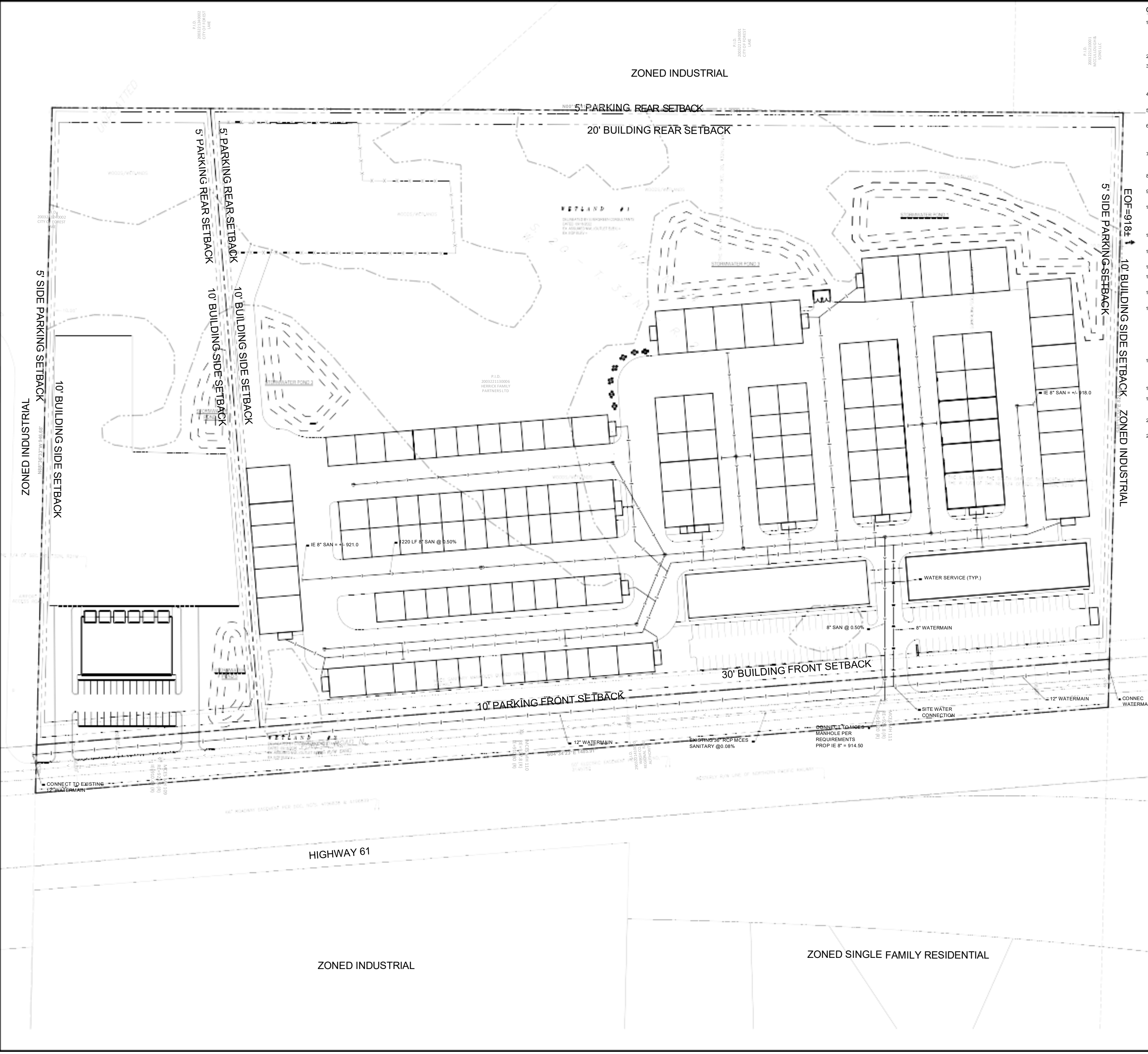
DATE	DESCRIPTION
4/23/25	SKETCH PLAN SUBMITTAL

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GRADING PLAN

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- GENERAL UTILITY NOTES:
1. ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT "GOPHER STATE ONE CALL" (651-454-0002 OR 800-252-1166) FOR UTILITY LOCATIONS. 48 HOURS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.
 2. SEE SITE PLAN FOR HORIZONTAL DIMENSIONS AND LAYOUT.
 3. CONTRACTOR SHALL FIELD VERIFY LOCATION AND ELEVATION OF EXISTING UTILITIES AND TOPOGRAPHIC FEATURES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER OF DISCREPANCIES OR VARIATIONS FROM THE PLANS.
 4. CASTINGS SHALL BE SALVAGED FROM STRUCTURE REMOVALS AND RE-USED OR PLACED AT THE DIRECTION OF THE OWNER.
 5. PIPE LENGTHS SHOWN ARE FROM CENTER TO CENTER OF STRUCTURE OR TO END OF FLARED END SECTION.
 6. UTILITIES CONNECTIONS ON THE PLAN ARE SHOWN TO WITHIN 5' OF THE BUILDING FOOTPRINT. THE CONTRACTOR IS ULTIMATELY RESPONSIBLE FOR THE FINAL CONNECTION TO BUILDING LINES. COORDINATE WITH ARCHITECTURAL AND MECHANICAL PLANS.
 7. CATCH BASINS AND MANHOLES IN PAVED AREAS SHALL BE SUMPED 0.04 FEET. ALL CATCH BASINS IN GUTTERS SHALL BE SUMPED 0.15 FEET PER DETAILS. RIM ELEVATIONS SHOWN ON THIS PLAN DO NOT REFLECT SUMPED ELEVATIONS.
 8. ALL FIRE HYDRANTS SHALL BE LOCATED 5 FEET BEHIND BACK OF CURB UNLESS OTHERWISE NOTED.
 9. HYDRANT TYPE, VALVE, AND CONNECTION SHALL BE IN ACCORDANCE WITH CITY REQUIREMENTS. HYDRANT EXTENSIONS ARE INCIDENTAL.
 10. A MINIMUM OF 6 FEET OF COVER IS REQUIRED OVER ALL WATERMAIN, UNLESS OTHERWISE NOTED. EXTRA DEPTH MAY BE REQUIRED TO MAINTAIN A MINIMUM OF 18" VERTICAL SEPARATION TO SANITARY OR STORM SEWER LINES. EXTRA DEPTH WATERMAIN IS INCIDENTAL.
 11. A MINIMUM OF 18 INCHES OF VERTICAL SEPARATION AND 10 FEET OF HORIZONTAL SEPARATION IS REQUIRED FOR ALL UTILITIES, UNLESS OTHERWISE NOTED.
 12. ALL CONNECTIONS TO EXISTING UTILITIES SHALL BE IN ACCORDANCE WITH CITY STANDARDS AND COORDINATED WITH THE CITY PRIOR TO CONSTRUCTION.
 13. CONNECTIONS TO EXISTING STRUCTURES SHALL BE CORE-DRILLED.
 14. COORDINATE LOCATIONS AND SIZES OF SERVICE CONNECTIONS WITH THE MECHANICAL DRAWINGS.
 15. COORDINATE INSTALLATION AND SCHEDULING OF THE INSTALLATION OF UTILITIES WITH ADJACENT CONTRACTORS AND CITY STAFF.
 16. ALL STREET REPAIRS AND PATCHING SHALL BE PERFORMED PER THE REQUIREMENTS OF THE CITY. ALL PAVEMENT CONNECTIONS SHALL BE SAWCUT. ALL TRAFFIC CONTROLS SHALL BE PROVIDED BY THE CONTRACTOR AND SHALL BE ESTABLISHED PER THE REQUIREMENTS OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MMUTCD) AND THE CITY. THIS SHALL INCLUDE BUT NOT BE LIMITED TO: SIGNAGE, BARRICADES, FLASHERS, AND FLAGGERS AS NEEDED. ALL PUBLIC STREETS SHALL BE OPEN TO TRAFFIC AT ALL TIMES. NO ROAD CLOSURES SHALL BE PERMITTED WITHOUT APPROVAL BY THE CITY.
 17. ALL STRUCTURES, PUBLIC AND PRIVATE, SHALL BE ADJUSTED TO PROPOSED GRADES WHERE REQUIRED. THE REQUIREMENTS OF ALL OWNERS MUST BE COMPLIED WITH. STRUCTURES BEING RESET TO PAVED AREAS MUST MEET OWNERS REQUIREMENTS FOR TRAFFIC LOADING.
 18. CONTRACTOR SHALL COORDINATE ALL WORK WITH PRIVATE UTILITY COMPANIES.
 19. CONTRACTOR SHALL COORDINATE CONNECTION OF IRRIGATION SERVICE TO UTILITIES. COORDINATE THE INSTALLATION OF IRRIGATION SLEEVES NECESSARY AS TO NOT IMPACT INSTALLATION OF UTILITIES.
 20. CONTRACTOR SHALL MAINTAIN AS-BUILT PLANS THROUGHOUT CONSTRUCTION AND SUBMIT THESE PLANS TO ENGINEER UPON COMPLETION OF WORK.
 21. FOR ALL SITES LOCATED IN CLAY SOIL AREAS, DRAIN TILE MUST BE INSTALLED AT ALL LOW POINT CATCH BASINS 25' IN EACH DIRECTION. SEE PLAN AND DETAIL. INSTALL LOW POINT DRAIN TILE PER PLANS AND GEOTECHNICAL REPORT RECOMMENDATIONS AND REQUIREMENTS.

UTILITY PLAN LEGEND:

	CATCH BASIN
	MANHOLE
	GATE VALVE AND VALVE BOX
	PROPOSED FIRE HYDRANT
	DRAIN TILE
	WATER MAIN
	SANITARY SEWER
	STORM SEWER
	FES AND RIP RAP
	TRENCH DRAIN
	CONSTRUCTION LIMITS

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**PRELIMINARY:
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PROJECT
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FOREST LAKE, MN 55025

OWNER
SCOTT PETERSON
3452 IVY COURT, EAGAN, MN 55123

ISSUE/SUBMITTAL SUMMARY	
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UTILITY PLAN

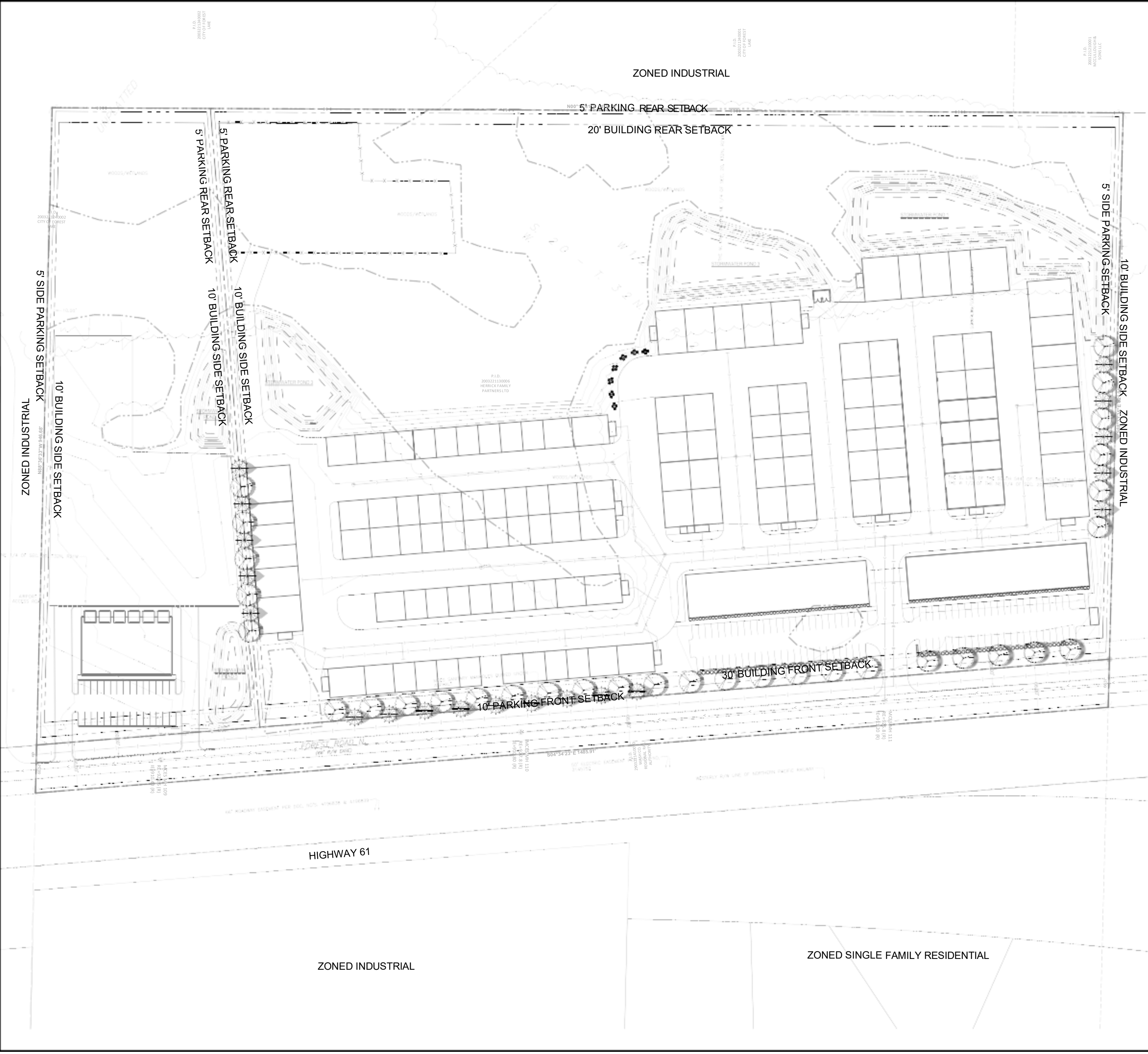
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1" = 50'-0"
25'-0" 0 50'-0"

811

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LANDSCAPE PLAN LEGEND:

PROPOSED CANOPY TREE SYMBOLS - SEE PLANT SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES

PROPOSED EVERGREEN TREE SYMBOLS - SEE PLANT SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES

PROPOSED ORNAMENTAL TREE SYMBOLS - SEE PLANT SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES

PROPOSED DECIDUOUS AND EVERGREEN SHRUB SYMBOLS - SEE PLANT SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES

PROPOSED PERENNIAL PLANT SYMBOLS - SEE PLANT SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES

EDGING - SHALL BE COMMERCIAL GRADE, 4" DEPTH ALUMINUM, BLACK OR DARK GREEN IN COLOR. INCLUDE ALL CONNECTORS, STAKES, & ALL APPURTENANCES PER MANUF. INSTALL PER MANUF. INSTRUCT/SPECS.

DECORATIVE BOULDERS (ROUNDED & BLOCK STYLE), 18"-30" DIA.

CONSTRUCTION LIMITS

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1" = 50'-0"

25'-0" 0 50'-0"

N

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LANDSCAPE PLAN

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STAFF REPORT



MEETING DATE: June 23, 2025

STAFF ORIGINATOR: Mark Statz – City Administrator

AGENDA ITEM: Comfort Lake Forest Lake Watershed District Board Vacancy

INTRODUCTION: The Comfort Lake Forest Lake Watershed District board will have a vacancy in 2026. Eligible applicants should submit their application and notify the city of their intent to apply for the vacancy.

ANALYSIS: See attached notice from Washington County.

RECOMMENDATION: Discuss watershed district board vacancy and related logistics.

ATTACHMENTS: Notice of vacancy, from Washington County



June 20, 2025

TO: Forest Lake, Scandia

The term of office for Chris Loth, with the Comfort Lake - Forest Lake Watershed District, expires on September 23, 2025.

Minnesota Statute 103D.311 requires that the County Board select watershed district managers from an aggregate list of persons nominated by the townships and municipalities that are within the watershed district. Lists from townships and municipalities must be submitted to the county board at least 60 days prior to the expiration of the term of office of a manager. The County Board shall make its appointment at least 30 days prior to the term expiration.

The county will aggregate the names of nominees from all the lists submitted by the townships and municipalities for the board's consideration. If the aggregate list of nominees contains at least three names, the county must appoint a manager from the list of township and municipality nominees. In making the appointment, the county must also consider the statutory requirement that managers be appointed to fairly represent the hydrological areas of the district.

If the aggregate list contains less than three nominee names, or if appointing a nominee from the submitted lists will not allow for fair representation of the various hydrological areas of the district, the county board may appoint any individual who resides within the watershed district and is otherwise eligible to serve.

If you wish to submit a list of nominees for consideration or wish the incumbent to be considered for reappointment, your list should be sent to me by July 25, 2025. The county's advisory board application form is available on the Washington County website.

Thank you for your assistance in filling this important watershed position.

Sincerely,

Megan Carlson
Administrative Assistant
14949 62nd Street North
Stillwater, MN 55082

Cc: County Board of Commissioners
Kevin Corbid, County Administrator
Stephanie Souter, Public Health Program Supervisor, Public Health & Environment
Mike Kinney, Watershed Administrator



ADMINISTRATION

CITY HALL

City Meetings – New Start Times Effective July 1, 2025

- EDA Meetings: **1st** Monday of each month at 5:30 PM
- City Council Meetings: 2nd & 4th Mondays **at 6:00 PM**
- City Council Workshops: 3rd Monday **at 6:00 PM**
- Planning Commission Meetings: 2nd & 4th Wednesdays **at 6:00 PM**
- Airport Commission Meetings: 1st Wednesday of every other month **at 6:00 PM**

Now Hiring!

The City of Forest Lake is hiring! Current openings:

- Human Resources Generalist
- Building Official
- Police Officer
- Assistant Community Development Director

Learn more about these positions [here](#).



Golf Cart Permits

Thirteen golf cart permits have been issued so far! Applications are submitted online and reviewed by the Assistant City Administrator and the Forest Lake Police Department. Approved permits are valid for three (3) years.

Please note:

- **Golf Carts may only be driven on City streets with speed limits of 30 MPH or less.**
- **Drivers must be at least 18 years old.**

Looking Ahead

July 4	4th of July: City Offices Closed
July 7 5:30 PM	EDA Meeting
July 9 6:00 PM	Planning Commission Meeting
July 10 6:00 PM	Airport Commission Special Meeting
July 14 6:00 PM	City Council Meeting
July 16 5:30 PM	Parks & Rec Commission Meeting
July 21 6:00 PM	City Council Workshop
July 23 6:00 PM	Planning Commission Meeting
July 28 6:00 PM	City Council Meeting

AIRPORT

Special Airport Commission Meeting

A special meeting will be held July 10 at 6:00 PM to discuss:

- 2026 Budget
- Airport Rules and Regulations
- Fuel Pricing
- Capital Projects

Airport Rules and Regulations

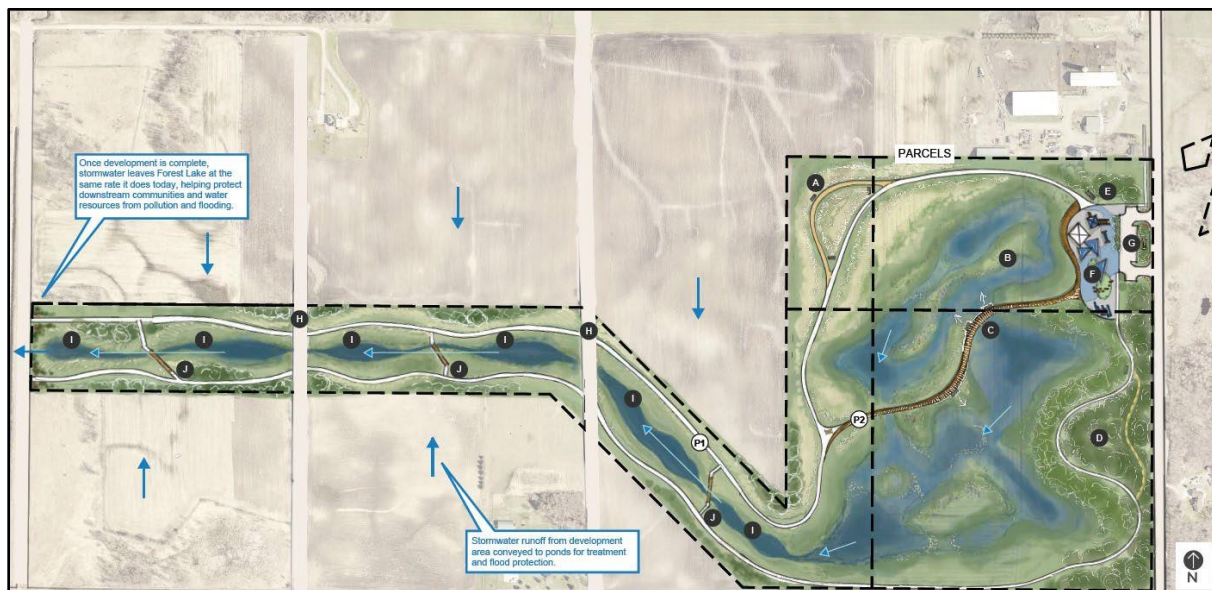
The Airport Steering Committee met on June 11 to review the draft Rules and Regulations. More information will follow as updates are made.

COMMUNITY DEVELOPMENT

Judicial Ditch 4 Stormwater Design

This State-funded project aims to acquire land and design a regional stormwater system to support current and future development while protecting downstream users.

The City Council approved the MNDNR Bonding Grant Agreement on May 27. Preliminary concepts were presented, and additional design work will follow final grant approval.



ZONING

Upcoming Public Meeting: Planning Commission: Wednesday, June 25th

Applications under review:

- Variance & Conditional Use Permit at 886 North Shore Trail

- Variance at 10200 223rd St N
- Interim Use Permit at 508 Lake Street South (first cannabis-related IUP)

Application materials are available for public review at City Hall (M–F, 8:00 AM–4:30 PM). Email: zoning@ci.forest-lake.mn.us

CODE ENFORCEMENT

Our new Code Enforcement Officer has started and is actively learning City codes and getting acquainted with the community.

ECONOMIC DEVELOPMENT

City staff have been working with Washington County CDA to learn of the CDA's future [*Repair and Renovate Loan Program*](#), a new program to help homeowners (who make up to 115% of the Area Median Income) with home improvement repairs. This is a program the CDA created as a response to cities who would like to use their [*Local Affordable Housing Aide*](#) to help property owners (who may not otherwise qualify for existing CDA programs) improve their properties. More information should be coming as summer progresses.



At the last Economic Development Authority meeting, the Commission approved an increase to the EDA's 10% contribution on exterior projects to 25-50% of the total project's cost.

Contact Abbi Wittman, Community Development Director, for more details: abbi.wittman@ci.forest-lake.mn.us.

FINANCE

BUDGET

Staff and Council have begun detailed work on the **2026 budget**. Department Heads have submitted capital requests for 2026–2035 and this was presented to the City Council on June 16. Look for more information to come at future workshops.

AUDIT



The 2024 Audit was presented to and accepted by the City Council on June 9th. The auditors expressed an unmodified opinion on the financial statements, which is the best opinion an auditor can provide. View the Annual Comprehensive Financial Report (ACFR) [here](#).

FIRE

NOW HIRING

The application window for paid-on-call firefighters remains open through July 15, 2025. We plan to hire up to four firefighters during this round, with a projected start date of October 1, 2025. Application and details [here](#).



POLICE



Held June 17, the 30th Annual Forest Lake Area Safety Camp, "Summer Fun in the Sun," was a great success! Thanks to all who worked so hard to bring this fun event back to the community again for another year!

Responsible Beverage Server Training: Train the Trainer

On **June 24**, Forest Lake officers and staff will receive "Train the Trainer" instruction from the Minnesota Safety Council. This will prepare them to provide local training on safe alcohol and THC-infused beverage service. Public-facing training will follow.



PUBLIC WORKS

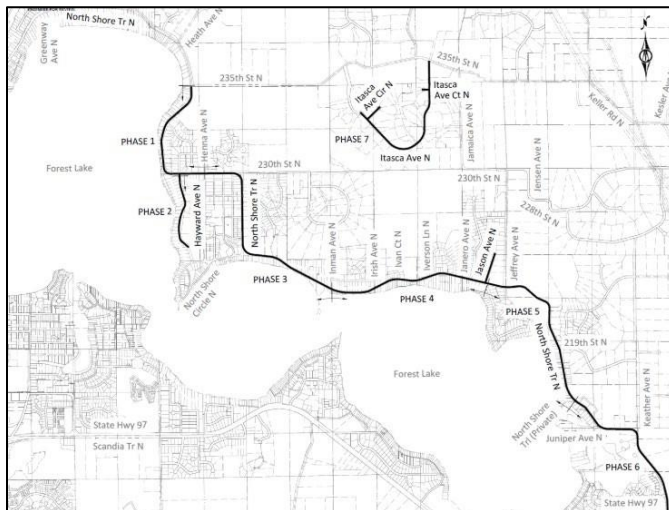
The Weed harvester deployed—cutting started June 16!



STREETS

2025 Local Street Project

The 2025 Local Street Project is underway: Irish Avenue from North Shore Trail to 224th Street, Juniper Avenue west of North Shore Trail, and Juniper Court.



North Shore Trail Project

The Contractor started work on the North Shore Trail project on June 9. The work is being completed in phases and is expected to last through October. Keep up-to-date with the project and sign up for email alerts [here](#).

Broadway Ave Construction Project Washington County's construction project on Broadway Avenue is complete! Crews dodged the frequent rain over the past week and finished striping the week of June 16.

Highway 97

MnDOT's Highway 97 reconstruction began several weeks ago. City staff have been working closely with MnDOT and the City of Columbus to reduce issues related to significant detours. Please contact MnDOT and our staff at the City with concerns. This project will span through 2026 so we are in for the long-haul!

PARKS



Arts in the Park

After June 24, we'll take a short break from Arts in the Park the week of the Fourth of July! But be sure to check out all the great festivities put on by the Forest Lake American Legion to celebrate Independence Day!

For a full list of performances, check out the city's website at: [Arts in the Park | Forest Lake, MN](#)

Fourth of July

Fourth of July festivities will begin the evening of Wednesday, July 2! City staff will be out in full force assisting the American Legion to ensure a fun, safe event for everyone!



2025 Forest Lake 4th of July Celebration

Courtesy of the Red, White & Blue!



Wednesday	Thursday	Friday <i>4th of July</i>	Saturday	Sunday
Carnival open at 5p	Carnival open at noon	Carnival open at 10a	Carnival open at noon	Carnival open at noon
KARAOKE 9p Main Bar	DJ 8p - Close Main Bar	PARADE 10a	Acoustic Music 2p - 6p Main Bar	Acoustic Music 2p - 6p Main Bar
	KARAOKE 7p - 11p Hall D	Acoustic Music 4p - 8p Main Bar	DJ 8p - Close Main Bar	DJ 8p - Close Main Bar
	SIX TO MIDNIGHT 8p Outside Stage	DJ 8p - Close Main Bar	KARAOKE 7p - 11p Hall D	BINGO 12p - 5p
	BINGO 5p - 10p	KARAOKE 7p - 11p Hall D	Theory 8p Outside Stage	 SAL Meat Raffle Drawing 5:30p
		LEGACY OF THE LOUD 8p Outside Stage	BINGO 12p - 10p	
		FIREWORKS 10pm		

UTILITIES

Hydrant Flushing is complete for the year.

South Water Tower Painting

City staff met with the contractor for a preconstruction meeting on June 17. The City will begin draining the tower on July 7 and the contractor will begin painting shortly thereafter. The project will take approximately 6-8 weeks and the tower will be offline for the duration of the project.

Stay Connected!

Don't miss important City news, events, and updates!

☐ **Sign up for our monthly email updates [here](#)** and
get the latest straight to your inbox.

☐ **Follow us on Facebook** at
facebook.com/CityofForestLake for real-time updates,
event reminders, and community highlights.

Let's stay in touch!