

Lakeland Shores City Council Meeting  
January 7, 2021, 6:30 p.m.  
Lake St. Croix Beach City Hall



- 1) Regular Council Meeting
  - Call to Order
  - Roll Call
  - Pledge of Allegiance
  - Adopt Agenda
  
- 2) Consent Agenda (Items may be pulled for discussion and/or separate action)
  - A) Approve Monthly Claims
  - B) November 12, 2020 City Council Meeting Minutes
  
- 3) Public Comments
  
- 4) Unfinished and New Business
  - A) Consideration of Resolution No. 2021-01, 2021 Fee Schedule
  - B) Consideration of Resolution No. 2021-02, 2021 Appointment List
  - C) Consideration of 2021 Meeting Calendar
  - D) Consideration of Planning Services/Land Use Applications
  
- 5) Council and Staff Reports
  - A) Staff Updates
    - i. City Clerk
  
  - B) Mayor and Council Reports
    - i. Council Member Schroeder
    - ii. Council Member Wilson (Council and Fire Department)
    - iii. Mayor Zeller
  
- 6) Adjourn

**City of Lakeland Shores**  
**Disbursement Detail - Claims to be Approved**  
**December 1 through December 31, 2020**

Checks Numbered		Description	Amount
From	To		
EFT	4146	4149 AT & T, EFTPS, MN PERA, Xcel Energy	\$ 246.50
Payroll	6834	6836 Council Payroll December 2020	\$ 491.13
Vendor Checks	6837	6847 Vendor Check Payments**	\$ 22,743.46
<b>Total Claims to Be Approved</b>			<b>\$ 23,481.09</b>

\*\*Attached Copy of Invoice for check listed below:

Check	6837	Lower St. Croix Valley Fire - 2020 debt service	Check Amounts	\$ 4,869.00
	6847	Washington County Sheriff - July-December 2020		\$ 10,729.97
	6845	Universal Services - refund of escrow		\$ 4,900.00

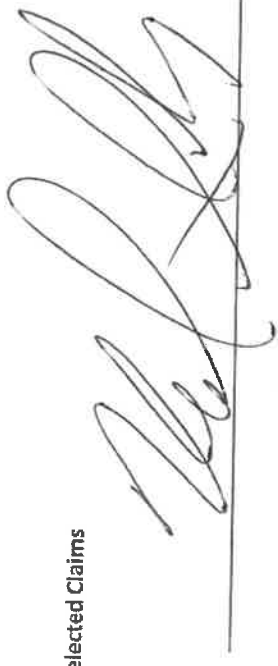
Prepared by Neil Soltis, Treasurer

Date Range : 12/1/2020 To 12/31/2020

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
12/01/2020	Lower St Croix Valley Fire District	2020 debt service levy	466	\$4,869.00	302-42201-601-	Fire Protection	\$4,869.00
12/01/2020	City of Lake St Croix Beach	Inv# January 2021 - rental City Hall & Cabinet;	467	\$125.00	100-41901-412-	General Management	\$125.00
12/01/2020	City of St Mary's Point	Recycling Services - December	468	\$496.54	100-43241-405-	Recycling	\$496.54
12/01/2020	Cowboys N Clowns	Clerk December, 2020	469	\$1,000.00	100-41425-310-	Clerk	\$1,000.00
12/01/2020	Neil Soltis	Treasurer- December, 2020	470	\$400.00	100-41510-310-	Treasurer	\$400.00
12/01/2020	Neil Soltis	reimbursement for stamp purchase	471	\$22.00	100-41510-208-	Treasurer	\$22.00
12/03/2020	AT & T Mobility (EFT)	Inv#287268193497X091 52020 Cell Phone	472	\$72.39	100-41901-321-	General Management	\$72.39
12/18/2020	Pioneer Press	Ad Reference #0071462042 & #0071462805	473	\$41.20	100-41901-354-	General Management	\$41.20
12/18/2020	Xcel Energy - EFT	Acct # 51-6971717-9 Street Lighting - 16695 N 3rd St #652184130	474	\$75.93	100-43160-381-	Street Lighting	\$75.93
12/21/2020	MN PERA - EFT	PERA - October, 2020	475	\$52.50	100-41101-121- 100-41101-173-	Mayor/Council Mayor/Council	\$26.25 \$26.25

Date Range : 12/1/2020 To 12/31/2020

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
12/21/2020	EFTPS - EFT	Medicare Tax - 4th qtr 2020	476	\$45.68	100-41101-135- 100-41101-174-	Mayor/Council Mayor/Council	\$22.84 \$22.84
12/22/2020	Stenslund Inspections	Inv - December, 2020 Bldg Prmt LS20-32	477	\$104.75	100-42408-310-	Building Inspections	\$104.75
12/22/2020	Washington County Sheriff	Inv #176375 - June - Dec 2020 Police Services	478	\$10,729.97	100-42101-405-	Police Protection	\$10,729.97
12/23/2020	Universal Services	refund of ROW permit escrow less inspection fee	479	\$4,900.00	205-49001-810-109	Refund Developer Escrow	\$4,900.00
12/24/2020	United States Postal Service	stamps - 1 roll	480	\$55.00	100-41425-208-	Clerk	\$55.00
<b>Total For Selected Claims</b>				<b>\$22,989.96</b>			<b>\$22,989.96</b>



12/27/20  
Date

Lower St Croix Valley Fire District

PO Box 234

Lakeland, MN 55043-0234

# Invoice

Date	Invoice #
12/1/2020	DebtLevy20

<b>Bill To</b>
City of Lakeland Shores c/o Treasurer P O Box 246 Lakeland, MN 55043

Item	Description	Amount
Debt Service Levy	2020 Debt Service Levy for Fire Hall Remodel/Expansion Project. See detail allocation attached.	4,869.00
<b>Total</b>		<b>\$4,869.00</b>

<b>Phone #</b>
651-436-7033

<b>E-Mail</b>
NIEDZBENN@FRONTIERNET.NET



WASHINGTON COUNTY SHERIFFS OFFICE  
 15015 62ND ST N  
 PO BOX 3801  
 STILLWATER MN 55082

<i>Invoice</i>	
Invoice Number:	183097
Account Number:	20500
Due Date	12/26/20
Amount Enclosed:	\$ _____
Federal Tax Id:41-6005919	

To: LAKELAND SHORES CITY  
 PO BOX 246  
 LAKELAND SHORES MN 55043

*Please return top portion with payment. Thank You.*

Invoice					
Date	Number	Type	Due Date	Remark	Amount
12/3/20	183097	Invoice	12/26/20	JUL-DEC 2020 POLICE SERVICES	\$10,729.97
I declare under the penalties of law that this account claim or demand, is just and correct and no part of it has been paid.  Please make check payable to <b>Washington County</b> and mail to the address above.					<b>Invoice Total</b> \$10,729.97  <b>Sales Tax</b>  <b>Balance Due</b> \$10,729.97

**Lower St. Croix Valley  
2020 Police Services  
3.0 FTE Deputies**

<b><u>WAGES</u></b>	<b><u>Units</u></b>	<b><u>Rate</u></b>	<b><u>Amount</u></b>
Regular Pay	6,656	\$35.94	\$239,184.69
Holiday	282	\$35.94	\$10,119.35
Vacation	384	\$35.94	\$13,799.12
Sick Leave	128	\$35.94	\$4,599.71
Shift Differential	3,328	\$1.00	\$3,328.00
Overtime	288	\$53.90	\$15,524.01
<b>Total Annual Wages</b>			<b>\$286,554.87</b>

<b><u>BENEFITS</u></b>			
PERA		17.70%	\$50,720.21
Medicare FICA		1.45%	\$4,155.05
Employer Liability		7.00%	\$16,742.93
Medical Insurance			\$35,821.25
Life Insurance			\$60.80
Long Term Disability			\$371.20
Flex Credits			\$2,688.00
Uniform Allowance			\$2,736.00
<b>Total Annual Benefits</b>			<b>\$113,295.43</b>

<b><u>OTHER EXPENSES</u></b>			
Cost of Clerical Support			\$13,885.91
Cost of Supervision			\$31,396.42
Radio/Gun/Taser Replacement	3	\$611.58	\$1,834.73
Body Worn Cameras	3	\$608.52	\$1,825.56
Mileage	80,000	\$0.555	\$44,400.00
<b>Total Annual Other Expenses</b>			<b>\$93,342.62</b>

<b><u>CREDITS</u></b>			
State Aid Credit			(\$50,720.21)
<b>Total Annual Credits</b>			<b>(\$50,720.21)</b>

<b>Total Annual Contract Cost</b>	<b>\$442,472.72</b>
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Afton	45.01%	\$199,156.97
Lakeland	28.01%	\$123,936.61
Lake St. Croix Beach	16.39%	\$72,521.28
St. Mary's Point	5.74%	\$25,397.93
Lakeland Shores	4.85%	\$21,459.93

**\*Percentages based on 2010 Census population data**

Percentages will be updated when 2020 Census is published



Neil Soltis <neil.soltis@gmail.com>

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**Fwd: Close Out Permits / Construction Complete**

1 message

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**City Clerk** <lakelandshores@gmail.com>  
To: Neil Soltis <neil.soltis@gmail.com>

Tue, Dec 22, 2020 at 2:46 PM

This goes along with the request for the escrow refund.

Sent from my iPhone

Begin forwarded message:

**From:** John Parotti <jparotti@sehinc.com>  
**Date:** December 22, 2020 at 12:53:02 PM CST  
**To:** City Clerk <lakelandshores@gmail.com>  
**Subject:** RE: Close Out Permits / Construction Complete

Hi Kim,

I did an inspection of the site today and restoration of the public right-of-way is complete. You can close out this permit and release any unused escrow less the amount of the inspection (estimated to be \$101).

John Parotti, PE (Lic. MN, WI)  
Associate, Sr. Professional Engineer  
Short Elliott Hendrickson Inc.

612.284.1530 direct (MN)  
715.861.4871 direct (WI)

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**From:** City Clerk <lakelandshores@gmail.com>  
**Sent:** Thursday, December 10, 2020 9:39 AM  
**To:** John D. Parotti <jparotti@sehinc.com>  
**Subject:** Fwd: Close Out Permits / Construction Complete

Hi John,



Is below something you inspect prior to describe refund?

----- Original Message -----

**Subject:** Close Out Permits / Construction Complete  
**From:** Sway Copeland <Scopeland@usi-universal.com>  
**Sent:** Wednesday, December 9, 2020, 4:29 PM  
**To:** lakelandshores@gmail.com  
**CC:** Nick Sarantos <NSarantos@usi-universal.com>

To: City of Lakeland Shores  
Permit Escrow

RE: **Permit #: ROW 2019-01**  
177 St Crix Trl S  
Lakeland, MN 55043

Hello,

Construction has been completed and we need to close out the permit.

The Permit Escrow Deposit may be sent to our Universal Services Hastings office located at 12151 120<sup>th</sup> St S., Hastings, MN 55033.

Please let me know if you have questions.

Thank you,  
Sway Copeland

**Sway Copeland | Universal Services Inc.**  
SCopeland@usi-universal.com

[www.usi-universal.com](http://www.usi-universal.com)



# Lakeland Shores City Council Meeting Minutes | 2020 November 12

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## Regular City Council Meeting

**Lakeland Shores City Council Meeting Call to Order:** Mayor Zeller opened the November 12, 2020 City Council meeting at 6:30 p.m.

**Council Present:** Mayor Brian Zeller, Council Member John Bischoff, Council Member Tim Schroeder and Council Member Tom Wilson

**Council Absent:** None

**Staff Present:** Interim City Clerk and City Treasurer, Neil Soltis

The Pledge of Allegiance was said.

**Review and Approve Meeting Agenda:** Council Member Wilson made a motion to approve the agenda, as presented. Council Member Schroeder seconded the motion. Motion carried 4-0. Agenda approved as presented.

**Review and Approve Consent Agenda** (Items may be pulled for discussion or separate action):

- A) Approve Monthly Claims
- B) August 6, 2020 City Council Meeting Minutes
- C) Canvass of Election

**Council Member Bischoff made a motion to approve the Consent Agenda as presented. Council Member Wilson seconded the motion. Motion carried 4-0. Consent Agenda approved as presented.**

### **Public Comments**

Ms. Sue Haines, 313 Quinlan Avenue, came forward and stated an attempted robbery took place at her home. She wondered if there is a problem within the City regarding burglaries and would like a copy of the police report.

Mr. Dennis Lund, 16555 1<sup>st</sup> Street, came forward and suggested the Council conduct Zoom meeting because there would be an increase in public participation.

Mr. Tim Hatten, 3<sup>rd</sup> Street, came forward and introduced himself as the new Council Member Elect.

### **Unfinished and New Business:**

**Consideration of Resolution No. 2020-09, 2021 Final Budget** – City Treasurer Soltis advised there is no change from the preliminary budget that was adopted in August. The projected expenses are approximately \$3000 great than the current year due to the transfer of dollars to the Street Improvement Fund.

**Mayor Zeller made a motion to adopt Resolution No. 2020-09, as presented. Council Member Schroeder seconded the motion. Motion carried 4-0. Resolution No. 2020-09 was approved.**

**Consideration of Resolution No. 2020-10, 2021 Final Levy** – City Treasurer Soltis advised the proposed levy is at a 3% increase. Year to date the City is doing very well and may come in under budget.

**Mayor Zeller made a motion to adopt Resolution No. 2020-10, as presented. Council Member Wilson seconded the motion. Motion carried 4-0. Resolution No. 2020-10 was approved.**

**PUBLIC HEARING, Consideration of Ordinance No. 2020-18, Interim Ordinance Placing Temporary Moratorium on Automobile Lots** – Interim City Clerk advised the Ordinance for Council consideration places a temporary moratorium on automobile lots within the City. Currently automobile lots are allowed in the general business zone with a conditional use permit. The moratorium would allow Council time to study the current ordinance and any potential effects of the land use on neighboring properties.

**Mayor Zeller moved to open the public hearing at 6:50 p.m. Council Member Bischoff seconded the motion. Motion carried 4-0. The public hearing was opened.**

Mr. Dennis Lund, 16555 1<sup>st</sup> Street, came forward and asked how long the moratorium will be in place and if it can be extended. He stated he looks forward to working on the ordinance and confirmed there are no current applications that have been submitted to the City.

**Mayor Zeller moved to close the public hearing at 6:55 p.m. Council Member Wilson seconded the motion. Motion carried 4-0. The public hearing was closed.**

**Mayor Zeller moved to approve Ordinance No. 2020-18, as presented. Council Member Schroeder seconded the motion. Motion carried 4-0. Ordinance No. 2020-18 was approved.**

**Consideration of Resolution No. 2020-11, Resolution Providing for Summary Publication of Ordinance No. 2020-18** – Interim City Clerk advised Resolution No. 2020-11 allows for a summary publication of Ordinance No. 2020-18 to be published in the City's legal newspaper.

**Consideration of Coronavirus Relief Fund, CARES Act** – City Treasurer Soltis explained the CARES Act funding and requirements for use of those funds. All unused funds must be returned to the County. There are eligible expenses that can be paid to public safety expenses.

# Lakeland Shores City Council Meeting Minutes **2020** November 12

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Mayor Zeller stated the City could use some of those funds for public safety if the City gets the proper documentation from the public safety entities.

It was the consensus of the Council to allocate CARES Act funds to public safety expenses as outlined and contingent upon documentation.

## **Council and Staff Reports:**

**City Clerk/Zoning Administrator Report** – No report was given.

## **Mayor and Council Reports:**

**Council Member Schroeder** – Council Member Schroeder congratulated Council Member Elect Hatten on the election and suggested the City be aggressive next year in terms of road projects.

**Council Member Wilson** – Council Member Wilson provided a Fire Department update regarding long range plans to include a facility maintenance schedule as the building will be paid off.

**Council Member Bischoff** – Council Member Bischoff stated he will contact the Engineer and look at the road schedule and bring forward a recommendation on road projects. He stated the medians took 40-45 hours last year for maintenance with labor being the main costs and the brush that was by the school has been taken care of.

**Mayor Zeller** – Mayor Zeller stated other communities are looking into an ordinance to control protesting in front of residential homes and asked staff to look into that.

**Adjourn:** Mayor Zeller made a motion to adjourn the meeting. Council Member Wilson seconded the motion; Motion carried 4-0. Mayor Zeller adjourned the meeting at 7:26 p.m.

City Council of Lakeland Shores

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Brian Zeller, Mayor

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Interim City Clerk

**CITY OF LAKELAND SHORES  
RESOLUTION NO. 2021-01  
2021 Permit Fee Schedule**

	<b>NON-REFUNDABLE FEE</b>	<b>REFUNDABLE DEPOSIT **</b>
Variance	\$300.00	\$800.00**
Special Use Permit	\$100.00	\$1,000.00**
Conditional Use Permit	\$300.00	\$800.00**
Minor Subdivision (3 lots or less)	\$250.00	\$1,000.00**
Major Subdivision (4 or more lots)	\$500.00	\$5,000.00**
Grading Permit	\$75.00	\$500.00**
Moving/ Relocating Structures	\$100.00 or SUP	**
Right-Of-Way Opening Fee	\$500.00	\$5,000.00**
Swimming Pool	\$150.00	\$1,500.00**
Street Vacation	\$100.00	\$1,000.00**
Temporary Health Care Dwelling Permit	\$100.00	
Temporary Health Care Dwelling Permit/Annual Renewal	\$50.00	
Dog License	\$10.00	

- **Residential Site Inspection (including Initial S.E.C.)** required for all new construction (new homes, detached garages, accessory structures) \$60.00
- **Commercial Site Inspection (including Initial S.E.C.)** required for all new construction (new buildings and accessory structures) \$90.00
- **S.E.C. (soil and erosion control)** .0006 x permit valuation for all *Building Permits* except re-roof, re-sids, window replacement, decks & interior remodels. Minimum \$150.00 new home or commercial construction, minimum \$50.00 on any other non-exempt construction.
- **Demolition Permit Fees:** Based on valuation with a minimum fee of \$100.00
- **Exterior Structures:**
  - Retaining Wall (over 4' in height): based on valuation
  - Fence (over 7' in height): based on valuation
  - Sheds (over 200 sq. feet): based on valuation
  - Swimming Pools:
    - Seasonal Swimming Pools: \$50.00  
(Seasonal residential swimming pools requiring permits (over 24" and 5000 gallons, installed entirely above grade) are allowed to be installed with a single application and approval provided that the same pool is installed in the same location each year. Once approved, the pool may be put up and taken down any number of times. A site plan is required to be approved as a part of the permit submittal, and must be kept on site for review as needed.)
    - Permanent and In-ground Swimming Pools: Based on Valuation
- **Pre-moved in single family dwelling - code compliance inspection:** \$175.00 plus travel time and mileage from municipality office (as calculated by Google maps)
- **Pre-moved in accessory structure - code compliance inspection:** \$125.00 plus travel time and mileage from municipality office (as calculated by Google maps)
- **Connection fee - Moved in structure:** \$200.00 (does not include foundation/interior remodel)
- **Manufactured home installation:** \$200.00 (does not include foundation/interior remodel) plus connection fees (if applicable)
- **Connection fee - plumbing:** \$50.00
- **Connection fee - mechanical:** \$50.00
- **Site work for manufactured, prefab, or moved in home (foundation, basement, etc.):** valuation based

#### State Surcharge Fees

**State Surcharge:** Schedule is based on the currently adopted State Surcharge Table - per MN Statute 326B.148

State Surcharge is applicable on all permits unless otherwise noted.

Water Hook Up (Deferred)	\$5,000.00	
Garbage Hauler	\$100.00/annual	
Other Permit Not S edited	\$50.00	
Tobacco License	\$50.00	
2 AM Liquor License	\$100.00	
Sunday Liquor License	\$100.00	
On-Sale Liquor License	\$1,200.00	
Off-Sale Liquor License	\$240.00	

\*\* Initial (if not specified) or Additional (over and above that specified) Deposits may be required by the City Clerk or Zoning Administrator for more complex applications after consulting with the City Attorney, City Engineer, Building Inspector and/or the City Treasurer. If the estimated deposit amount is greater than listed above, the Zoning Administrator shall seek approval of the City Council.

The refundable deposit is used to pay expenses incurred by the City related to the permit. Any excess funds remaining after the matter has been concluded shall be refunded to the applicant. No interest shall accrue on any deposit. If expenses, in excess of the refundable deposit are incurred, the applicant will be billed for the excess.

#### LAKELAND SHORES BUILDING CODE FEE SCHEDULE

Effective Date: 01/05/2017

##### Residential Fees

(for permits that are issued over-the-counter and have flat-rate fees)

*(Definition of residential: IRC-1 Single Family Dwelling: Any building that contains one dwelling unit used, intended, or designed to be built, used, rented, leased, lot, or hired out to be occupied, or occupied for living purposes. IRC-2 Two-Family Dwelling: Any building that contains two separate dwelling units with separation either horizontal or vertical on one lot used, intended, or designed to be built, used, rented, leased, lot, or hired out to be occupied, or occupied for living purposes. IRC-3- Townhouse: Definition: A single-family dwelling unit constructed in a group of two or more attached units in which each unit extends from the foundation to the roof and having open space on at least two sides of each unit. Each single-family dwelling unit shall be considered to be a separate building. Separate building service utilities shall be provided to each single-family dwelling unit when required by other chapters of the State Building Code. IRC-4 Accessory Structure: Definition: A structure not greater than 2000 sq ft in floor area, and not over two stories in height, the use of which is customarily accessory to and incidental to that of the dwelling(s) and which is located on the same lot.*

##### Maintenance Permit Fees:

- o Re-Roof: \$75.00 see handout for when building permit is required
- o Re-Side: \$75.00 see handout for when building permit is required
- o Re-Window: \$75.00 replacement of same size windows (Exception: egress windows refer to handout)
- o Re-Door (Exterior): \$75.00 replacement of same-size exterior doors
- o Garage door: \$75.00 replacement of same size doors

##### Plumbing Permit Fees:

- o New fixtures: \$80.00 (minimum) (\$10.00 per fixture after 8 fixtures)
- o Lawn Irrigation Systems: \$80.00
- o Fixture Maintenance: \$50.00 (This permit is for replacing ONE previously existing fixture or appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done. Changing vent systems, running new drain or supply lines, or replacing or installing new ductwork, pipes, or vents is not fixture maintenance. Examples include Water Softener, or Water Heater Replacement. Multiple fixtures: use new fixture fees.)

##### Mechanical Permit Fees:

- o New appliances: \$75.00 (minimum) (\$37.50 per unit/two unit minimum)
- o Gas Line (with mechanical permit): \$12.50 per gas line, \$25.00 minimum



Other Inspections and Fees

1.	Re-inspection Fee - A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made. On valuation-based building permits, this fee is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of the code, but as controlling the practice of calling for inspections before the job is ready for such inspection or re-inspection. Re-inspection fees shall also be assessed when: 1) the address of the jobsite is not posted, 2) the inspection record card is not posted or provided at the worksite, 3) the approved plans are not readily available for the Inspector, 4) full access to the site is not provided for the inspector, 5) the inspector is not met by the responsible individual (no show), 6) on residential (IRC) maintenance permits where corrections are required to be inspected, and 7) deviations from the approved plans occur without prior building official approval. Re-inspection fees are due on or before the re-inspection. Payment shall be made payable to the Municipality;	\$50.00 each
2.	Inspections outside of normal business hours (will include travel time both ways - 2 hour minimum):	\$80/hr.
3.	Inspections for which no fee is indicated, Miscellaneous and Special Services (1/2 hour minimum):	\$60/hr.
4.	Additional Plan Review required by changes, additions, or revisions to approved plans (% hour minimum)	\$75/hr.
5.	Special Investigation fee (work started without obtaining a permit) applied whether permit is issued or not	100% of permit fee
6.	Copy charge (black/white 8 % X 11) - per side	\$ .25/sheet
7.	Copy charge (black/white 11 X 17 and 8 % X 14) - per side	\$ .50/sheet
8.	Copy charge color 8 % X 11) - per side	\$1.00/sheet
9.	Copy charge (color 11 X 17 and 8 % X 14) - per side	\$2.00/sheet
10.	Replacement permit card fee - short card (8 % X 7)	\$25.00
11.	Replacement permit card fee - long card (8 % X 14)	\$40.00
12.	License Look-UP (contractor license verification)	\$5.00
13.	Lead Certification (for eligible construction) (contractor Lead Certification Verification)	\$5.00
14.	Permit Renewal within 6 mos. of expiration (no plan changes, no code changes, new permit number)	50% of original permit fee
15.	Change of Use of occupancy classification	\$100.00
16.	Pre-Final Inspection (new home or structure) - 2 hour minimum	\$80/hr.
17.	Temporary Certificate of Occupancy - Escrow (less costs to administer)	\$1,000.00
18.	Refunds:	
	Plan review (if plan review has not started)	100%
	Plan review (if plan review has started - partial)	50%
	Plan review (if plan review has been completed)	0%
	Permit fee (if work has not started) within 6 months of permit issuance by municipality	75%
	Permit fee (if work started)	0%
	tenance Permits	0%

Passed and Adopted by the City Council on this 2<sup>nd</sup> day of January, 2020.

\_\_\_\_\_  
Brian Zeller, Mayor

City Clerk

**CITY OF LAKELAND SHORES  
RESOLUTION NO. 2021-02  
2021 ANNUAL APPOINTMENTS**

WHEREAS, the City of Lakeland Shores requires active participation and consultation for the various duties and departments of running the City:

NOW, THEREFORE, BE IT RESOLVED, by the City council of Lakeland Shores, Minnesota that they appoint the following representatives and consultants as follows:

Acting Mayor:	John Bischoff
Animal Control Officer:	Kathy Pelnar
Bluff Cutting Permit	City Clerk
Building Official:	Duane Stensland
Cable Commission:	Brian Zeller
City Attorney:	Kelly & Lemmons
City Engineer:	John Parotti, SEH, Inc.
City Treasurer:	Neil Soltis
Culvert Inspector:	Tim Schroeder
Dog Licensing:	City Clerk
Emergency Management:	Brian Zeller
Fire District Audit Committee:	Tom Wilson
Elections Coordinator:	Joan Heldt
Lower St. Croix Valley Alliance:	All Council Members
LSCVFPD:	Tom Wilson/Tim Schroeder
MSCWMO Water Management:	Brian Zeller
Newsletter:	City Clerk
Official Depository:	US Bank and 4M Fund
Official Newspaper:	St. Paul Pioneer Press
Process Servicer:	WC Sheriff's Department
Recycling:	Tom Wilson
Road Commissioner:	John Bischoff
Website:	City Clerk
Weed Control/Inspector:	Brian Zeller
Yellow Ribbon Alliance LSCV:	
Zoning Administrator:	City Clerk

Passed and Adopted by the City Council on this 7<sup>th</sup> day of January, 2021.

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Brian Zeller, Mayor

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City Clerk



## **CITY COUNCIL MEETING SCHEDULE**

**All City of Lakeland Shores meetings are held on the first Thursday of the month at 6:30 p.m. at the City of Lake St. Croix Beach City Hall located at 16455 20<sup>th</sup> Street South, Lake St. Croix Beach, Minnesota, 55043**

**Thursday, January 7, 2021**

**Thursday, February 4, 2021**

**Thursday, March 4, 2021**

**Thursday, April 1, 2021**

**Thursday, May 6, 2021**

**Thursday, June 3, 2021**

**Thursday, July 1, 2021**

**Thursday, August 5, 2021**

**Thursday, September 2, 2021**

**Thursday, October 7, 2021**

**Thursday, November 4, 2021**

**Thursday, December 2, 2021**

**All meeting times are subject to change and will be posted on the City website.**



December 31, 2020

City of Lakeland Shores  
Attn: Kim Points  
Transmitted via Email

Dear Ms. Points,

Thank you for reaching out to us to request a proposal for professional planning services for the City of Lakeland Shores, Minnesota. Our firm is experienced in providing zoning and planning services to communities around the Twin Cities, and we are excited for the opportunity to support to the City with its zoning requests and land use planning applications.

We understand that the City is primarily looking for assistance with the processing and review of land use applications and may also have limited requests for general planning related services. As such, SHC understands that we will be engaged on an as-directed basis, and that such services will be dependent upon active applications and associated escrow deposits. In addition to application review, we are experienced with ordinance drafting and development, general daily planning inquiries, zoning enforcement, and associated services. If desired, we are happy to help and can provide project related estimates for budget purposes if requested.

Our standard Master Services Agreement is attached which includes our 2021 Fee Schedule that includes our hourly rates. We will assign Julia Paulsen-Mullin from our Team as the Project Manager, who is a senior planner with our firm. We propose to use this standard contract and associated billing rates to perform any work, as authorized and directed by the City Council.

If you have any questions regarding the information contained in this proposal, please do not hesitate to contact me. We look forward to discussing this proposal further with you and with the City Council.

Sincerely,

A handwritten signature in black ink that reads "Jennifer Haskamp". The signature is written in a cursive, flowing style.

Jennifer Haskamp  
President & Principal Planner  
Swanson Haskamp Consulting, LLC  
jhaskamp@swansonhaskamp.com

**Attachments:**

Master Services Agreement  
Hourly Billing Rates



## Attachment 1: Fee Schedule

(2020)

Service	Rate
Principal, Planner	\$140/Hour
Sr. Planner/ Sr. Landscape Architect	\$120/Hour
Planner	\$100/Hour
Document Preparation/Layout/Production <ul style="list-style-type: none"><li>▪ GIS Mapping</li><li>▪ Document Layout</li><li>▪ Graphics</li></ul>	\$90/Hour
Mileage rate (Standard IRS rate)	\$0.575/mile
Printing and Mailing Services	Actual Expenses