

Lakeland Shores City Council Meeting  
February 2, 2017, 6:30 p.m.  
Lakeland City Hall



*a special place to be!*

- 1) Regular Council Meeting
  - Call to Order
  - Roll Call
  - Pledge of Allegiance
  - Adopt Agenda
  - Awards Presentation
  
- 2) Consent Agenda (Items may be pulled for discussion and/or separate action)
  - A) Approve January 5, 2017 City Council Meeting Minutes
  - B) Approve Monthly Claims and Financial Reports
  - C) Resolution 2017-2-01 Signers for Lakeland Shores
  
- 3) Public Comments
  - A) Community Foundation: Bike Trail Improvement Funding - Debi Erickson
  
- 4) Agency Reports
  - A) Washington County Sheriff Report
  - B) Fire Department Report
  - C) Building Permit Report
  - D) Engineering Report
  
- 5) Unfinished and New Business
  - A) Resolution 2017-2-02 Community Foundation Bike Trail Funding
  - B) Resolution 2017-2-03 LSCV Fire Relief Association Benefit Increase
  - C) Ordinance 18 Repealing City Code Chapter 160 Subsurface Sewage Treatment System (SSTS)
  - D) Cable Commission
  - E) 2017 Street Projects Discussion
  - F) Treasurer's Agreement
  
- 6) Council and Staff Reports
  - A) Roads Commissioner Report
  - B) Treasurer Report
  - C) City Clerk/Zoning Administrator Report
  - D) Mayor and Council Reports
  
- 7) Adjourn

# Lakeland Shores City Council Meeting Minutes | 2017 January 5

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Item 2A

Regular City Council Meeting  
Lakeland City Hall

**Workshop:** 6:00 p.m. to 6:30 p.m. Fire Relief Association Benefit Increase: Assistant Fire Chief Jim Stanley and Treasurer Kevin Johnson presented the information on the Fire Relief Association Benefit Increase and answered council questions.

**Lakeland Shores City Council Meeting Call to Order:** Mayor-Elect Brian Zeller opened the January 5, 2017 City Council meeting at 6:34 p.m.

**Oath of Office: City Clerk/Administrator Sandie Thone administered the Oath of Office**

- A) Brian Zeller – Mayor (2017-2018)
- B) Tom Wilson – City Council (2017-2020)
- C) Tim Schroeder – City Council (2017-2020)
- D) Randy Kopesky – Special City Council (2017-2018)

**Roll Call:**

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

**Staff Present:** City Clerk/Zoning Administrator Sandie Thone, City Treasurer Tom Niedzwiecki, **Staff Absent:** City Engineer John Parotti, and City Attorney Dave Magnuson

**Others Present:**

The Pledge of Allegiance was said.

**Review and Approve Meeting Agenda:** Agenda Adopted.

**Review and Approve Lakeland Shores City Council Minutes:** Council Member moved to approve the December 1, 2016 City Council Meeting Minutes; Council Member Bischoff seconded; 5-0; motion carried.

**Public Comments:** None

**Washington County Sheriff's Report:** Mayor Zeller shared the sheriff's report which was relatively uneventful for the past month.

**Fire Department Report:** Council Member Wilson reported 405 runs last month; the department has been busy with bad weather runs, the department is in need of updating pagers, firefighter turn out gear is expired and the new equipment is required, new defibrillators are needed as well for the ambulances.

**Unfinished and New Business**

**Resolution 2017-1-02 Fire Relief Association Benefit Increase:** Tabled to February meeting.

**Resolution 2017-1-03 Annual Appointments for 2017:** Annual appointments were discussed and ratified and the appointment to Gateway Corridor was discussed and agreed that the city would forgo appointing a council member to the commission as the corridor does not currently impact the community. **Council Member Wilson made a motion to adopt Resolution 2017-1-03 Annual Appointments for 2017; Council Member Schroeder seconded; all ayes, motion carried; 5-0**

**Resolution 2017-1-04 Approving 2017 Fee Schedule:** City Clerk/Administrator Thone presented the updated 2017 Fee Schedule with changes proposed to the Variance Permit and Conditional Use Permit increases from \$100 to \$300 for both permits. The Escrows for each of those permits were reduced from \$1,000 to \$800 for both permitting processes. She explained since the permit work was now being performed in-house by the zoning administrator – the fees are more in-line with covering the costs to perform the service and the escrow fees were reduced as those costs are less likely to be incurred at that level. Council discussion ensued, the pre-application process was supported and general consensus for the increases/decreases in the fee schedule as proposed were supported. **Council Member Bischoff made a motion to adopt Resolution 2017-1-04 Approving 2017 Fee Schedule; Council Member Wilson seconded; all ayes, motion carried, 5-0.**

**2017 Animal Humane Society Contract:** Mayor Zeller made a motion to approve the 2017 Animal Humane Society Contract as presented; **Council Member Wilson seconded, all ayes, motion carried, 5-0.**

**Xcel Energy Street Light Conversion to LED:** City Clerk/Administrator Thone explained Xcel Energy will be in the city in February to replace the street lights with LED lights. The feedback on the LED lights has been positive and the cost and energy savings are a positive as well.

**Roads Commissioner Report:** Council Member Bischoff reported there were only a couple of snow plowing complaints and that Tri-County has been very responsive to the requests and hard at work sanding with all of the icy conditions. He explained the road work needed in the area of 4<sup>th</sup> Street and Quinnell will need to be addressed at some point in the near future. He explained the brush cutting needs situation was taken care of for the most part during the year and consensus was to hold a workshop on the brush ordinance and emergency clean-up situations in the future to further educate the community and have a plan in place for responding to concerns. He added Tri-County is willing to help in significant storm situations. Discussion ensued regarding the streets maintenance project plan for the city and City Engineer Parotti explained the conditions to date. Direction was provided to discuss the street project plans in more detail at a future workshop.

# Lakeland Shores City Council Meeting Minutes | 2017

## January 5

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**City Treasurer Report:** Treasurer Niedzwiecki reported he is waiting for a few things yet to come in for the year including MIDS funding for the city code update performed in 2016. He referred to the full page estimate for 2016 which shows a positive budget variance of \$3,400 currently. Consensus of council provided direction for the treasurer to move any favorable variance in the budget from 2016 to the Streets Improvement Fund and to move the balance in Fund 400 Disaster and Contingency into the Streets Improvement Fund.

**City Clerk/Zoning Administrator Report:** City Clerk/Zoning Administrator Thone reported any newsletter items or articles should be submitted, residents are reporting coyote sightings in the area so anyone with small pets shall be alert, a pre-application meeting is scheduled for a project 195 Lakeland Shores, and a signer resolution will be brought back in February to include the new Mayor and Acting Mayor. She explained that Lake St. Croix Beach has requested whether Lakeland and Lakeland Shores would consider collaborative efforts in the annual Spring Clean-Up event. Council directed that there were some logistical/space issues that would need to be addressed but to move forward with the meeting and report back the findings. Discussion regarding code-enforcement and code complaints ensued and direction was provided to hold a future workshop on the topic.

**City Engineer Report:** City Engineer John Parotti explained he attends the council meetings as needed checking in with both the Roads Commissioner and the Mayor requesting whether his presence is needed but is mindful that his attendance does generate an invoice for services. He referred to previous concerns raised and explained he does have copies of the brush-cutting ordinance if needed. He expressed he would like to understand the council's direction regarding the Quinnell Street project (\$30k) (with LSCB and SMP) that was put on hold last year, he explained \$70,000 is planned for 2017 in the streets plan of which \$25,000 is for crack sealing and patching. Seal coating projects have been put on hold. He explained the county has provided a trail plan to city engineers and he will forward it as soon as he receives it. He explained that the water plant does require a Class C Operator and that the Department of Health does allow some latitude during transition periods, ensuring the cities will not go without protection for the water facilities and operation.

### **Council Reports**

**Council Member Kopesky:** Council Member Kopesky recommended the City Engineer report be placed near the beginning of the agenda for future meetings. He explained the Cable Commission last met in June of 2016; Central Valley CC and LSCVCC continued the contract at that time but will need to make a decision soon to decide whether to continue the agreement which provides these four public access cable channels to the community. He agreed to bring back the information to the February meeting. He explained the Yellow Ribbon Alliance is working on the Veteran's Memorial in LSCB.

**Council Member Schroeder:** Council Member Schroeder reported he would like to set up some future workshops.

# Lakeland Shores City Council Meeting Minutes | 2017 January 5

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**Mayor Zeller:** Mayor Zeller reported he met with Treasurer Niedzwiecki regarding the budget and City Clerk/Administrator Thone regarding Lakeland Shores office accommodations keeping them completely off-site, nothing significant to report from the MSCWMO or Washington County HRA.

**Council Member Bischoff:** Council Member Bischoff expressed it would be beneficial to consider bidding out the Quinnell project this year and agreed to speak with the city engineer regarding the project and bring back a recommendation to the February meeting.

**Council Member Wilson:** Council Member Wilson had nothing special to report.

**Review and Approve Claims:** Treasurer Niedzwiecki presented the claims for the month. **Brian Zeller made a Motion to approve Resolution 2017-1-01 with the change noted for the Period of Bills and Invoices from December 2, 2016 to January 5, 2017 in the amount of \$4,542.40. Council Member Bischoff seconded; all ayes; 5-0; Resolution adopted.**

**Adjourn:** Council Member Bischoff made a motion to adjourn the meeting; Council Member Wilson seconded the motion; all ayes; motion carried. Mayor adjourned the meeting at 8:07 p.m.

City Council of Lakeland Shores

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Brian Zeller, Mayor

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Sandie Thone, City Clerk/Administrator

**RESOLUTION NO. 2017-2-01**

**CITY OF LAKELAND SHORES  
WASHINGTON COUNTY, MINNESOTA**

**A RESOLUTION APPROVING THE AUTHORIZED BANK  
SIGNERS FOR CITY OF LAKELAND SHORES**

**BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF LAKELAND SHORES** that the following City representatives are hereby designated to be the Authorized Bank Signers for the City of Lakeland Shores account effective February 2, 2017:

- |    |                    |                     |
|----|--------------------|---------------------|
| 1. | Brian Zeller       | Mayor               |
| 2. | John Bischoff      | Acting Mayor        |
| 3. | Randy Kopesky      | City Council Member |
| 4. | Thomas Niedzwiecki | Treasurer           |

Passed and adopted by the City Council for the City of Lakeland Shores this second day of February 2017.

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

ATTEST:

\_\_\_\_\_  
Sandie Thone, City Clerk/Administrator

# Lower St. Croix Valley Community Foundation

112.580.9490  
 info@scvfoundation.org  
 www.lscvf.org

An affiliate of  ST. CROIX VALLEY FOUNDATION

January 2017

## Advisory Board

Maggie Arzdorf-  
Schubbe, *Vice Chair*

Robert Craggs, *Chair*

Debi Erickson

Jeff Heegaard

Louis Jambois

Rachel Kaul

Jon Picard, *Treasurer*

Karen Riley

Lyle Sorenson

## Ex-Officio:

Jane Hetland  
Stevenson, *President*  
SCVF

The Lower St. Croix Valley Community Foundation (LSCVF) has been working on a plan to repave the trail that connects the 5 communities of Lakeland, Lake St. Croix Beach, Lakeland Shores, St. Mary's Point and Afton. Developed in the 70's, area residents of all ages use the path as a safe non-motorized alternative to the highway. The trail is a critical connection that unites our communities.

Over the years the trail has had a series of patch jobs, but has deteriorated to a point where engineering studies have concluded it needs to be completely replaced.

Three years ago the LSCVF took on the task of working with the 5 communities and the county to repave the trail in the spring of 2017. Part of the agreement is that the county will provide approximately \$350,000 and manage the construction project, but local communities and their citizens need to raise an additional \$120,000.00 to provide enhancements including upgrading the bridge over Valley Creek, benches, signage, a shelter, and dog waste receptacles.

We are thrilled by the positive response we have received to date on this project from citizens from all 5 cities, and the collaborative nature in which it is bringing us together. Indeed, we have raised well over \$60,000.00 from individuals and from some communities to help close the gap. The LSCVF is asking the City of Lakeland to contribute \$5,000.00, or more, to this important project. As you know, a portion of the trail in Lakeland lies outside of the County Right-of-Way. Some of that segment is in need of replacement, some would benefit from seal coating. Lakeland funds could logically be directed to that segment of the trail.

The ultimate long-range goal is to incorporate our trail into the broader Regional trail system; with ongoing operations, maintenance, repair and replacement support coming from Regional and state sources. In the near term, the 5 cities will be asked to provide maintenance support for the trail. The LSCVCF Board will continue to work with the County and all 5 cities to assure that maintenance support for this major public facility is provided.

We thank you for considering this request and look forward to discussing it with you at your January Council meeting.

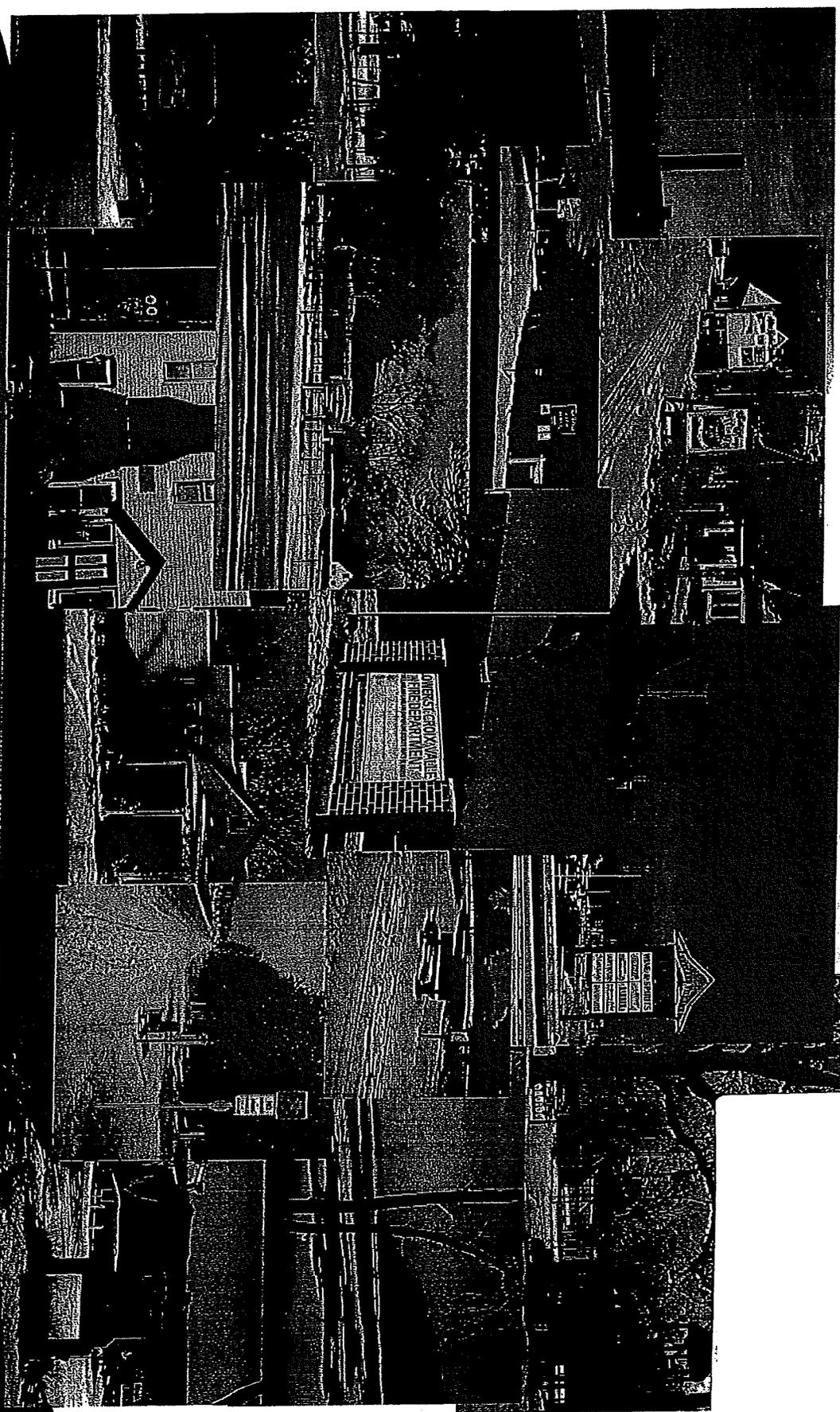
Sincerely,

  
Bob Craggs  
Board Chair



We Recycle

# The Lower St. Croix Valley Community Foundation



*Engaging communities to build the future*

# The Lower St. Croix Valley Community Foundation Board

Maggie Arzdorf-Schubbe

Robert Craggs

Deb Erickson

Jeff Hegard

Louis Jambois

Rachel Kaul

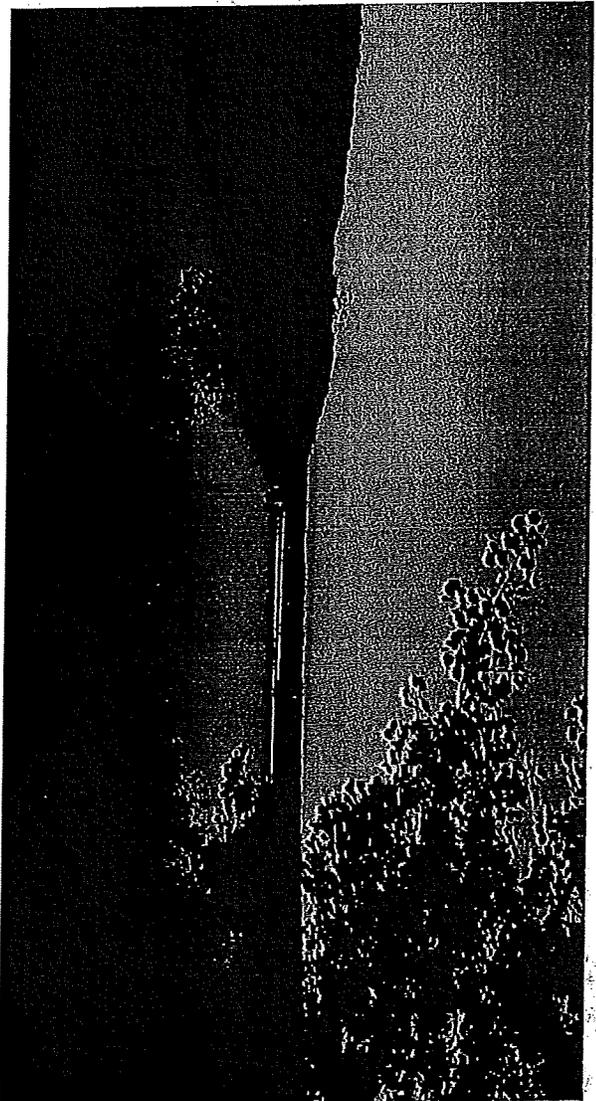
Jon Picard

Karen Riley

Lyle Sorenson

# Our Mission

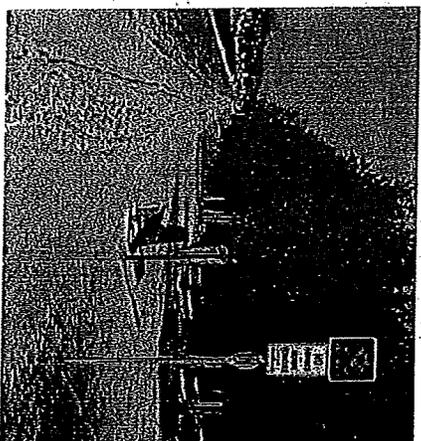
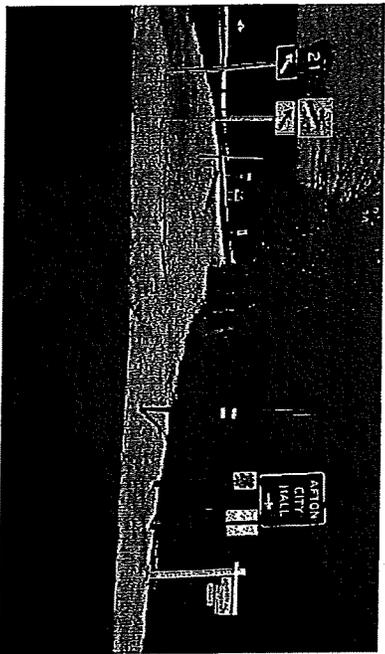
*“We believe engaging Valley citizens will improve the vitality of our communities and the health of our Valley’s natural resources and amenities for today, tomorrow and forever.”*



Engaging communities to build the future

## ***Lower St. Croix Trail Initiative***

- Multi-purpose trail -- Lakeland, Lakeland Shores, Lake St. Croix Beach, St. Mary's Point and Afton.
- Aligns with the Foundation's mission
- Trail conditions reflect need to rebuild
- Become part of the Regional Trail System



## ***Trail Advisory Committee***

- *Members: Bill Harper, David Golden, Sara Golden, Steve Larson, David Pergande, Esther Phippen, and Kristie Smith*
  - Three meetings during the months of April through June 2016
- Discussed overall Trail usage and inventory of existing trail amenities
- Identified preferred amenities
- Prioritized amenities and estimated costs in the overall context of the project

## ***Scope of Project***

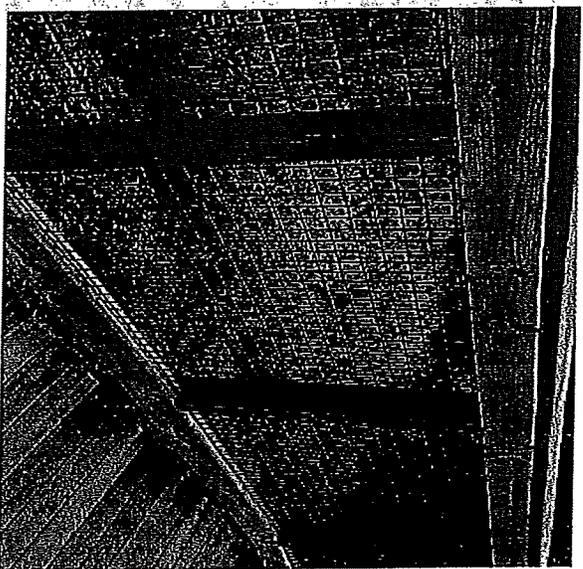
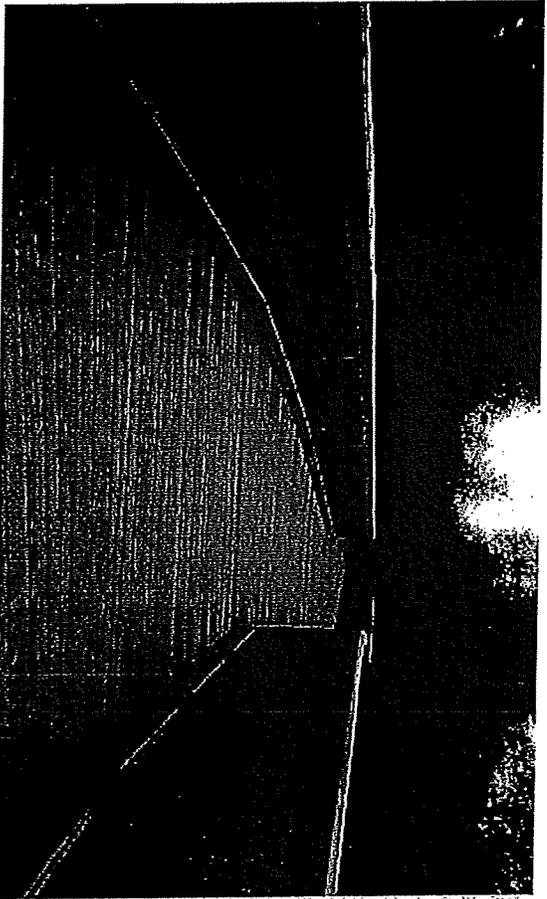
- Commissioned study to assess Trail conditions.
- Gathered support from the County and Valley communities to rebuild the Trail.
- Researched funding options and initiated fundraising.
- Formed an Advisory Committee to develop Trail vision and identify priorities.

# Trail Initiative Budget

Rebuild trail in County right-of-way	\$350,000	
Bridge railings and rebuild trail in African right-of-way	\$55,000	
Resurface trail in DOT right-of-way (Lake and) and ped. ramp	\$14,000	
	\$10,000	
	\$15,000	
	\$1,000	
Signage beginning and end of trail	\$15,000	
Engineering, legal, and fundraising expenses	\$12,000	
Contingency	\$13,000	
<b>Total Project Expenses</b>	<b>\$485,000</b>	
<b>Highest Priority</b>	<b>\$459,000</b>	

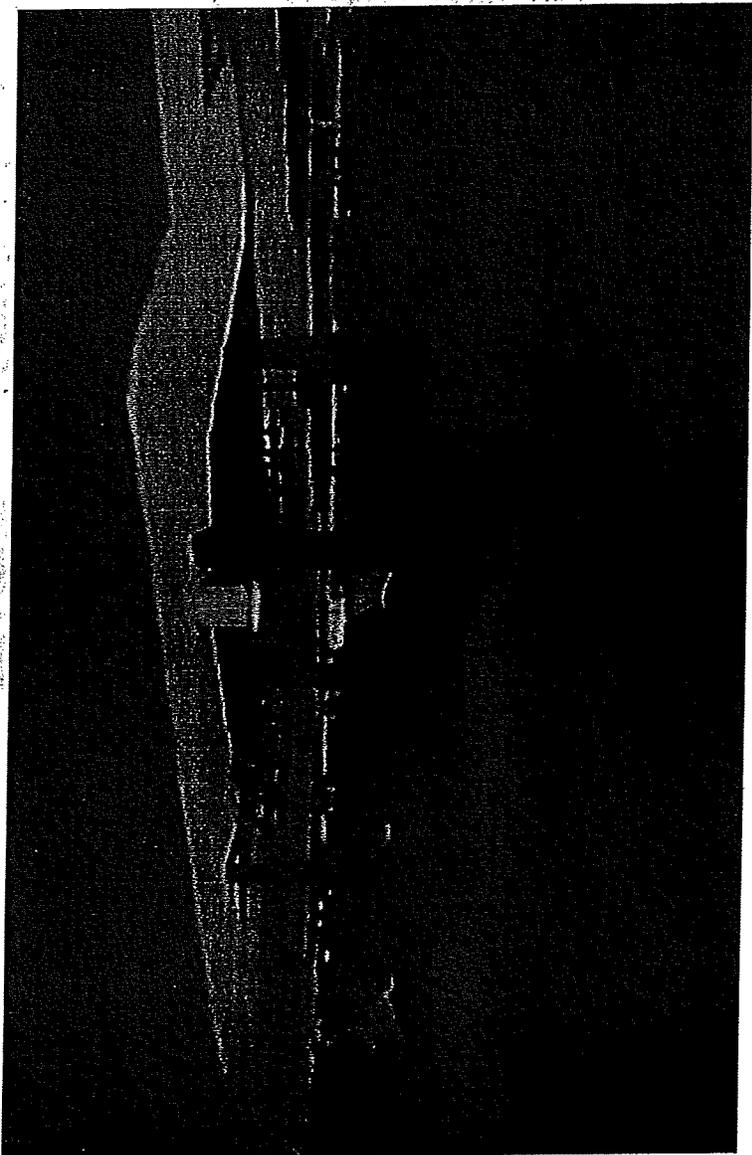
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# ***Proposed Bridge (Afton) Railings Upgrade***



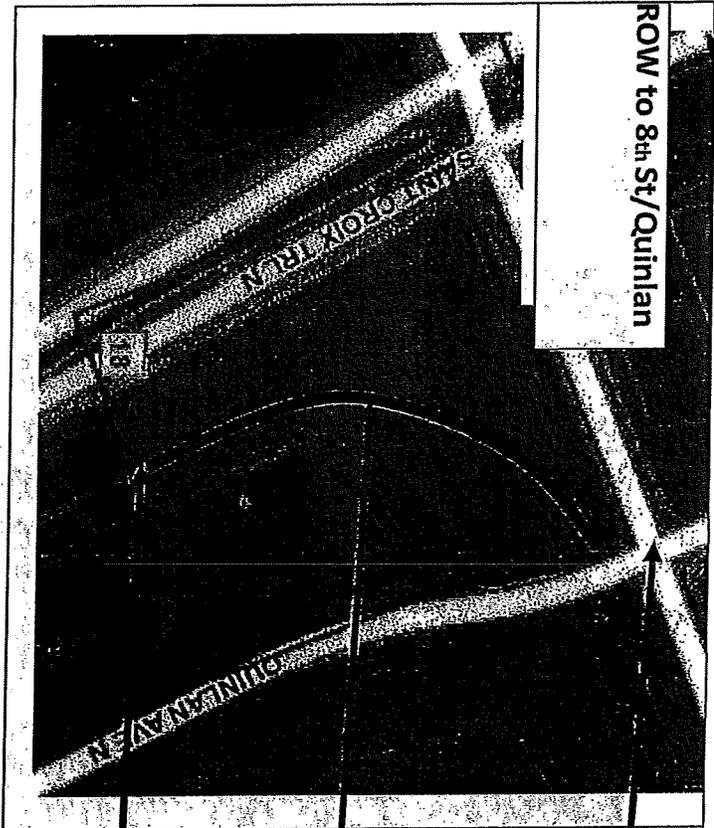
*Engaging communities to build the future*

# ***Proposed Shelter Option***



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# DOT Right-of-Way (Lakeland)



ROW to 8th St/Quinlan

Corner of 8th St and Quinlan -  
pedestrian ramps required

Lower St. Croix Trail

End County right-of-way and  
begin MnDOT right-of-way

# Status of Fundraising

Government grants	\$	15,000	\$	5,000
Foundations		15,000		
Corporations/businesses		10,000		-
Individual contributions		85,000		41,500
<b>County GIP</b>		<b>350,000</b>		<b>350,000</b>
Fundraising event		10,000		?
Other (specify)		-		-
Total Revenues	\$	485,000	\$	396,500
Funding Gap				\$88,500
Funding Gap from Highest Priority				\$62,500

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## ***What is Next?***

- Design completed by December 31
- Bid project in early spring 2017
- Construction to begin in June 2017

***Please Support the Lower St. Croix  
Trail Initiative!***



## District Run Summary

Incident Number (FD1.5)	Incident Date (FD1.3)	Fire Incident Type	Incident Street Number (FD1.10)	Incident Street Name (FD1.12)	Incident Street Type (FD1.13)	Incident Street Suffix (FD1.14)	Incident Time	Incident District/Zone	Incident Aid Given Or Received
16395	12/1/16	Unauthorized burning	3602	St. Croix	TRL	S	16:15	AFT	None
16396	12/2/16	EMS call, excluding vehicle accident with injury	15616	45th	ST	S	22:31	AFT	None
16397	12/2/16	EMS call, excluding vehicle accident with injury	750	Quixote	AVE	N	23:56	LKD	None
16398	12/3/16	Motor vehicle accident with injuries		I-94			07:29	I94	Mutual aid received
16399	12/3/16	Dispatched and cancelled en route		I-94			10:51	I94	None
16400	12/4/16	EMS call, excluding vehicle accident with injury	13115	50th	ST	S	14:18	AFT	None
16401	12/4/16	EMS call, excluding vehicle accident with injury	16595	20th	ST	S	14:57	LSB	Automatic aid received
16402	12/7/16	EMS call, excluding vehicle accident with injury	876	Quinnell	AVE	N	09:44	LKD	None
16403	12/10/16	EMS call, excluding vehicle accident with injury	13115	50th	ST	S	13:46	AFT	None
16404	12/12/16	EMS call, excluding vehicle accident with injury	13640	30th	ST	S	23:15	AFT	None
16405	12/14/16	Dispatched and cancelled en route	14107	Hudson	RD		18:09	AFT	None
16406	12/14/16	Carbon monoxide detector activation, no CO	799	Quinnell	AVE	N	22:21	LKD	None
16407	12/15/16	Motor vehicle accident with no injuries.		I-94 WB near scale			13:29	I94	None
16408	12/18/16	EMS call, excluding vehicle accident with injury	12979	2nd	ST		07:00	AFT	Mutual aid received
16409	12/19/16	EMS call, excluding vehicle accident with injury	714	Quinnell	AVE	N	00:48	LKD	None
16410	12/19/16	EMS call, excluding vehicle accident with injury	16038	1st	ST	N	08:22	LKD	None
16411	12/20/16	EMS call, excluding vehicle accident with injury	453	Quinnell	AVE	N	13:31	LKD	None

Incident Number (FD1.5)	Incident Date (FD1.3)	Fire Incident Type	Incident Street Number (FD1.10)	Incident Street Name (FD1.12)	Incident Street Type (FD1.13)	Incident Street Suffix (FD1.14)	Incident Time	Incident District/Zone	Incident Aid Given Or Received
16412	12/20/16	EMS call, excluding vehicle accident with injury	15859	Upper 34th	ST	S	23:44	AFT	None
16413	12/22/16	EMS call, excluding vehicle accident with injury	2312	Crest View	DR		11:11	HUD	Mutual aid given
16414	12/24/16	EMS call, excluding vehicle accident with injury	15581	Afton	BLVD	S	14:12	AFT	None
16415	12/24/16	EMS call, excluding vehicle accident with injury	16595	20th	ST		16:12	LSB	None
16416	12/24/16	EMS call, excluding vehicle accident with injury	635	Queenan	AVE	N	19:11	LKD	None
16417	12/25/16	Dispatched and cancelled en route	2534	Stagecoach	TRL	S	16:41	AFT	None
16418	12/26/16	Dispatched and cancelled en route	354	Minor	AVE	S	07:08	AFT	None
16419	12/26/16	EMS call, excluding vehicle accident with injury	16615	1st	ST	S	08:53	LLS	None
16420	12/28/16	Dispatched and cancelled en route	16770	4th	ST		02:06	LKD	None
16421	12/29/16	EMS call, excluding vehicle accident with injury	13883	Oakgreen	CIR		12:04	AFT	None
16422	12/30/16	Motor vehicle accident with no injuries.		Manning			16:53	AFT	None

#### Report Criteria

Incident Date (Fd1.3): Is On or After 12/1/2016  
Incident Date (Fd1.3): Is On or Before 12/31/2016

Incident Type	Count
<b>3 Rescue &amp; Emergency Medical Service Incident</b>	
EMS call, excluding vehicle accident with injury (321)	18
Motor vehicle accident with injuries (322)	1
Motor vehicle accident with no injuries. (324)	2
	<b>21</b>
<b>5 Service Call</b>	
Unauthorized burning (561)	1
	<b>1</b>
<b>6 Good Intent Call</b>	
Dispatched and cancelled en route (611)	5
	<b>5</b>
<b>7 False Alarm &amp; False Call</b>	
Carbon monoxide detector activation, no CO (746)	1
	<b>1</b>
<b>Total Incident Count:</b>	<b>28</b>

Districts	Total
AFT	13
HUD	1
I94	3
LKD	8
LLS	1
LSB	2
<b>Grand Total</b>	<b>28</b>

#### Mutual Aid

Given Incidents	
*NA	1
<b>Total</b>	<b>1</b>

Received Incidents	
*NA	3
<b>Total</b>	<b>3</b>

\*NA = St. Croix EMS or Lakeview EMS

## Lower St Croix Valley Fire Protection District

December 14, 2016

**Next Meeting Dates:** *Merry Christmas – No Committee Meeting, Board – January 11, 2016.*

**Present:** Dick Glasgow, Don James, Tom McCarthy, Jim Stanton, Sally Thompson, Gary Williams, Tom Wilson.

**Also present:** Tom Niedzwiecki, Kris Peterson, Jim Stanley.

1. **Call to Order.** Chair Jim Stanton called meeting to order at 7:05 p.m.
2. **Agenda Approval.** Chair Stanton approved Agenda with additions of Capital Expenditures under Operation Committee and Non-Profit 501 C3 under New Business.
3. **Meeting Minutes Approval.** Motion made by Gary Williams, seconded by Tom McCarthy to approve Minutes of November 9, 2016 by K. Piscatello filling in for Sally Thompson. M/C.
4. **Treasure/Accountant Report – Tom Niedzwiecki.** *Monthly Financials.* Account Tom Niedzwiecki reviewed Financial Reports November 2016 with Board. Chair Stanton approved Financial Reports November 2016 as presented. *Monthly Bills.* Motion by Gary Williams, seconded by Don James to approve checks #13403-13423 and auto payments #201612001-201612025 totaling \$28,314.90. M/C.
5. **Finance Committee – Tom Wilson.** No report.
6. **Operations Committee – Don James.** *Capital Expenditures.* Need 12 Pagers. It is not cost effective to repair. Cost \$4,079.30. Motion by Tom Wilson, seconded by Jim Stanton to approve the purchase of 12 Pagers at a cost of \$4,079.30. M/C. Also required: 6 helmets @ \$266.24 ea., 6 shields on front @ \$15.98, and 7 sets of boots @ \$272.80 totaling \$1,908.00. Also required: 2 sets of turnout gear (old ones outdated) at approximately \$2,000.00 each. Motion by Jim Stanton, seconded by Tom Wilson to purchase fire-fighting equipment out of 500 Equipment Fund not to exceed \$8,000.00. M/C. Three more people will need equipment in 2017.
7. **Ambulance Committee – Sally Thompson.** Reminder that new LED will need to be purchased in 2017.
8. **Fire Department Report – Kris Peterson.** *Monthly Run Report.* 44 Runs. Afton (21), Bayport (1), Hudson (2), I94 (4), Lakeland (8), Lakeland Shores (2), Lake St Croix Beach (5), St Mary's Point (1). *District Concerns.* None. *Officer Appointments.* Two Year Appointments: Deputy Chief 4162 – Jim Stanley, Captain 4166 – Kevin Kirby, Captain 4165 – Steve Fogarty. One Year Appointments: Lieutenant 4168 – Adam Stafne, Adm. Assistant – Megan

Kleinschmidt, Dive Team Leader – Mike Cruz, Event Coordinator - Brenda McKenzie, Maintenance Position - Kevin Wall. Motion by Tom Wilson, seconded by Jim Stanton to approve One and Two Year Appointments as presented. M/C.

9. **Old Business.** None.

10. **New Business.** Non-Profit 501 C3. Our District 501 3C didn't get renewed. Accountant Niedzwiecki to look into this. Jim Stanton to request our Attorney to resend us whatever he has from before. Gary Williams will become District Treasurer as of January 1, 2017.

11. **Adjourn.** Motion by Tom Wilson, seconded by Sally Thompson to adjourn. M/C

Respectfully yours,

Sally Thompson  
Secretary

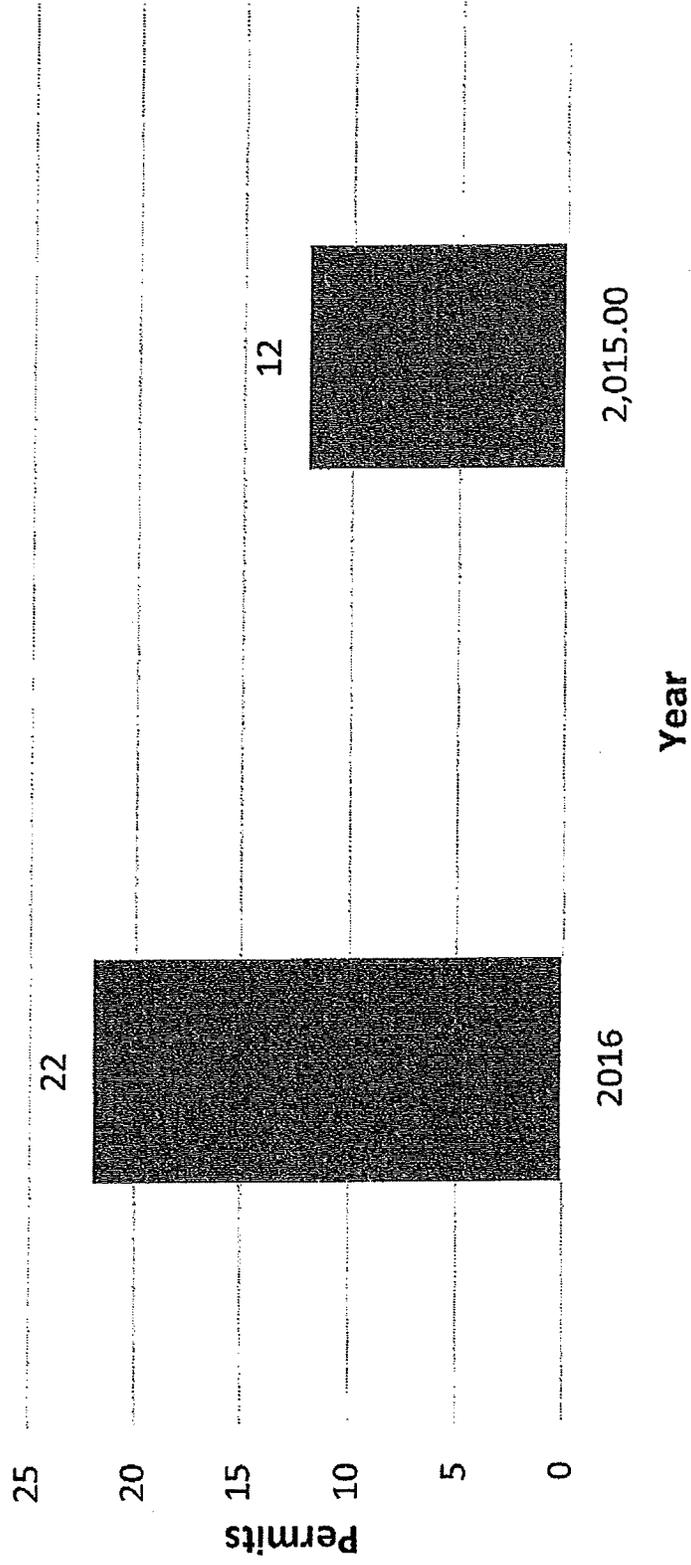


CITY OF  
PERMITS AND VALUATION

2016 Vs. 2015 Year End

RESIDENTIAL	2016		2015	
	PERMITS	VALUATION	PERMITS	VALUATION
New Single Family Homes	0	\$ -	0	\$ -
Townhouse/Twin Homes	0	\$ -	0	\$ -
House Additions	1	\$ 2,000.00	0	\$ -
House Remodels/Basement Finish	3	\$ 33,500.00	1	\$ 3,500.00
Garages	1	\$ 32,292.00	0	\$ -
Garage Additions and Remodels	0	\$ -	0	\$ -
3-Season Porches/Sun Rooms	0	\$ -	0	\$ -
Decks/Deck Figs Only	2	\$ 14,250.80	0	\$ -
Fire Damage Repair	0	\$ -	0	\$ -
Swimming Pools	0	\$ -	0	\$ -
Voided Permits	0	\$ -	0	\$ -
Demolition Permits	0	\$ -	0	\$ -
Sheds and Accessory Structures	0	\$ -	0	\$ -
Renewals	0	\$ -	0	\$ -
Move-In House/Garage	0	\$ -	0	\$ -
Mechanical Permits	4	\$ -	5	\$ 9,983.00
Plumbing Permits	1	\$ -	1	\$ 1,500.00
Maintenance Permits Issued *OTC	9	\$ -	5	\$ 22,190.00
Egress Window	0	\$ -	0	\$ -
Fence	0	\$ -	0	\$ -
Solar Energy	0	\$ -	0	\$ -
Fire Sprinkler	0	\$ -	0	\$ -
Electrical	0	\$ -	0	\$ -
Trams	0	\$ -	0	\$ -
Miscellaneous	1	\$ 500.00	0	\$ -
<b>TOTAL RESIDENTIAL</b>	<b>22</b>	<b>\$ 82,542.80</b>	<b>12</b>	<b>\$ 37,173.00</b>
<b>COMMERCIAL/INDUSTRIAL</b>				
New Buildings	0	\$ -	0	\$ -
Remodel/Additions	0	\$ -	0	\$ -
Re-Roof, Re-Window and Re-Side	0	\$ -	0	\$ -
Mechanical Permits	0	\$ -	0	\$ -
Plumbing Permits	0	\$ -	0	\$ -
Fire Sprinklers	0	\$ -	0	\$ -
Fire Alarm	0	\$ -	0	\$ -
Solar Energy	0	\$ -	0	\$ -
Electrical Permits	0	\$ -	0	\$ -
Miscellaneous	0	\$ -	0	\$ -
<b>TOTAL COMMERCIAL/INDUSTRIAL</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>
<b>PUBLIC &amp; INSTITUTIONAL (E &amp; I)</b>				
New Buildings	0	\$ -	0	\$ -
Remodel/Additions	0	\$ -	0	\$ -
Re-Roof, Re-Window and Re-Side	0	\$ -	0	\$ -
Mechanical Permits	0	\$ -	0	\$ -
Plumbing Permits	0	\$ -	0	\$ -
Fire Sprinklers	0	\$ -	0	\$ -
Fire Alarm	0	\$ -	0	\$ -
Solar Energy	0	\$ -	0	\$ -
Electrical Permits	0	\$ -	0	\$ -
Miscellaneous	0	\$ -	0	\$ -
<b>TOTAL PUBLIC &amp; INSTITUTIONAL</b>	<b>0</b>	<b>\$ -</b>	<b>0</b>	<b>\$ -</b>
<b>GRAND TOTALS</b>	<b>22</b>	<b>\$ 82,542.80</b>	<b>12</b>	<b>\$ 37,173.00</b>

# LAKELAND SHORES - PERMIT TOTALS BY YEAR

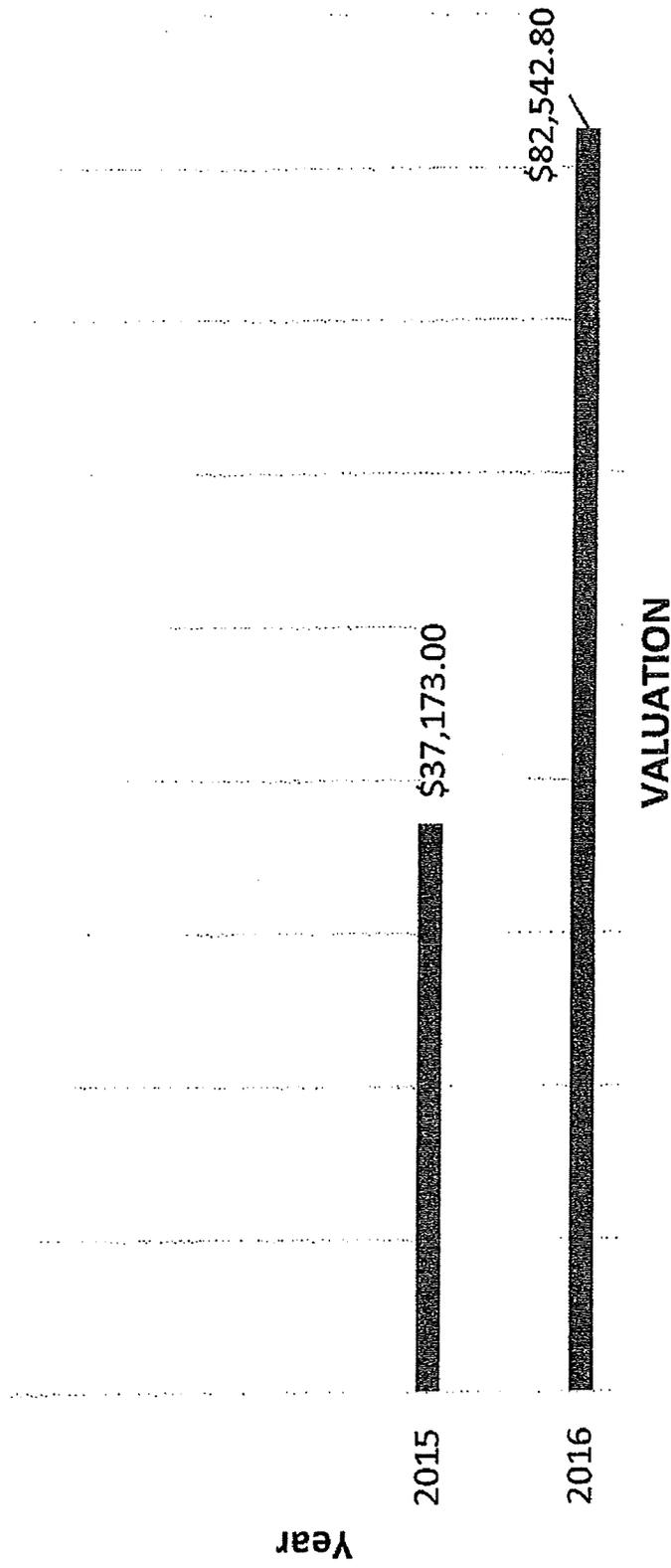


2,015.00

2016

Year

# LAKELAND SHORES - VALUATION TOTALS BY YEAR



TO: Mayor and City Council

FROM: Sandie Thone, City Clerk/Administrator

RE: Resolution 2017-2-02 Approving \$5,000 Funding for Bike Trail  
Improvements to the Lower St. Croix Valley Community Foundation

DATE: February 2, 2017

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Background

At the February 2, 2017 regular city council meeting Debi Erickson and Louis Jambois, representatives of the Lower St. Croix Valley Community Foundation, provided the council with a presentation requesting city funding for a portion of the improvements for the trail re-pavement project.

Discussion

The council shall listen to the presentation, discuss the project and ask any questions they may have of the Community Foundation representatives. If the council decides they are in support of the requesting funding of \$5,000 for bike trail improvements they shall make a motion to approve Resolution 2017-2-02 approving the trail project re-pavement funding in the amount of \$5,000.

Recommendation

Staff is requesting the City Council Approve Resolution 2017-2-02 for Bike Trail Improvements payable to the Lower St. Croix Valley Community Foundation in the amount of \$5,000. Motion/Second/Majority Vote required.

**CITY OF LAKELAND SHORES  
WASHINGTON COUNTY, MINNESOTA**

**RESOLUTION 2017-2-02  
LOWER ST. CROIX VALLEY  
COMMUNITY FOUNDATION BIKE TRAIL  
IMPROVEMENTS IN THE AMOUNT OF \$5,000**

WHEREAS, the City of Lakeland Shores is a municipality located in Washington County, MN;  
and

WHEREAS, the City of Lakeland Shores is a partner in community offerings in the greater  
county area; and

WHEREAS, the City of Lakeland Shores values the St. Croix Trail and is in full support of the  
Lower St. Croix Valley Community Foundation efforts to improve the trail; and

WHEREAS, the City of Lakeland Shores approves \$5,000 towards trail improvements.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lakeland Shores, Minnesota  
\$5,000 is approved for trail improvements payable to the Lower St. Croix Valley Community  
Foundation effective this second day of February 2017.

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Brian Zeller, Mayor

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Sandie Thone, City Clerk/Administrator

TO: Mayor and City Council

FROM: Sandie Thone, City Clerk/Administrator

RE: Resolution 2017-2-03 Lower St. Croix Valley Fire Relief Association  
Benefit Increase

DATE: February 2, 2017

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Background

At the January 5, 2017 Lakeland Shores city council workshop Lower St. Croix Valley Fire Department and Fire Relief Association representatives Jim Stanley and Kevin Johnson presented the Benefit Policy and recommended resolution language and provided the opportunity for discussion and questions to be addressed.

Discussion

Attached please find the Resolution 2017-2-03 Lower St. Croix Valley Fire Relief Association Benefit Increase in addition to the Benefit Policy (Exhibit A) along with the supporting memo provided at that presentation.

Recommendation

Staff is requesting the City Council Approve Resolution 2017-2-03 Lower St. Croix Valley Fire Relief Association Benefit Increase. Motion/Second/Majority Vote required.

**CITY OF LAKELAND SHORES  
WASHINGTON COUNTY, MINNESOTA**

**RESOLUTION 2017-2-03  
LOWER ST. CROIX VALLEY  
FIRE RELIEF ASSOCIATION BENEFIT INCREASE**

WHEREAS, the Lower St. Croix Valley Firefighters Association has approved a Benefit Policy (Exhibit A); and

WHEREAS, the Lower St. Croix Valley Firefighters Relief Association is respectively requesting the member cities of the Lower St. Croix Valley Fire Department to approve a benefit policy which reviews and recommends annual pension increases within the guidelines of the policy in order to attract and retain firefighters.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lakeland Shores, Minnesota does hereby approve the Lower St. Croix Valley Firefighters Relief Association benefit policy dated December 17, 2016, effective January 2017.

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Brian Zeller, Mayor

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Sandie Thone, City Clerk/Administrator

**Lower St Croix Valley Fire Department Relief  
Association  
PO Box 234  
Lakeland, MN 55043  
(651) 436-7033**

**Exhibit A**

**February 2014 revision #1  
December 17, 2016 revision #2**

The following policy is adopted by the LSCVFDRA Board of Directors on February 8, 2014 and presented to the Relief Association General Membership at the annual meeting held February 11, 2014. Revised December 2016.

In order to insure our fiduciary responsibility to our membership and in accordance to Minnesota State Statute the following procedure will be used when determining benefit level increases for the general membership.

- 1- Benefit levels will be reviewed annually on the following schedule, using prior year ending assets and liabilities.
  - a. January Board Meeting for review of year financials and benefit level.
  - b. Present benefit level review and recommendations at the Annual Meeting of the LSCVFDRA for approval and ratification.
  - c. Present to all 5 City Council meetings in February and March for municipal ratification of benefit level.
  
- 2- Any proposed benefit level increase will maintain a funding ratio of the Pension fund of not less than 115% funding level. Once ratified, benefit levels cannot be decreased.
  
- 3- If funding allows, benefit level increase will be a minimum of \$25/year in \$25 increments.

Lower St Croix Valley Fire Department Relief  
Association  
1560 St Croix Trail S  
Lakeland, MN 55043  
(651) 436-7033

Date: Sunday December 18, 2016

From: Lower St Croix Valley Fire Department Relief Association (LSCVFDRA) Board of Directors

To: Honorable Mayor City of Afton

Dear Honorable mayor and city council,

Please receive the following enclosures and action items:

- Request for City resolution ratifying benefit level policy
- Benefit Policy as revised and approved December 17, 2016

The Board of Directors (your residents, neighbors & firefighters) of the Lower St Croix Valley Firefighters Relief Association voted at their December 17, 2016 Board Meeting to approve a benefit level increase policy, originally implemented in February 2014.

Highlights of the changes are as follows:

- Negotiated funding ratio requirement from 105% to 115% at the request of the City of Afton
- Defined timeline of benefit review annually

**Resolution request:**

**Whereas, the Lower St Croix Valley Firefighters Association has approved a Benefit Policy and Whereas, the Lower St Croix Valley Firefighters Relief Association is respectfully requesting the member cities of the Lower St Croix Valley Fire Department to approve a benefit policy which reviews and recommends annual pension increases within the guidelines of the policy in order to attract and retain firefighters.**

**Now, therefore, be it resolved by the City Council of the City of Afton Minnesota does hereby approve the Lower St Croix Valley Firefighters Relief Association benefit policy dated December 17, 2016, effective January 2017.**

If you have any questions please feel free to contact me.

Sincerely,

Kevin R. Johnson  
Treasurer, Lower St Croix Valley Firefighters Relief Assn  
[robkev@comcast.net](mailto:robkev@comcast.net)  
C- (612) 209-2825

Encl: see above for attachment list

TO: Mayor and City Council  
FROM: Sandie Thone, City Clerk/Zoning Administrator  
RE: Ordinance 18 Repealing Chapter 153.012 City Code Pertaining to SSTS  
DATE: February 2, 2017

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BACKGROUND

On April 28, 2015 Washington County repealed Ordinance 179 and adopted Ordinance 196 Washington County Development Code, Chapter Four, Subsurface Sewage Treatment System Regulations. MN Rules, Chapter 7082.0050, Subpart 1, Paragraph B states *City and township ordinances must be adopted no more than 12 months after adoption of the county ordinance in which the city or township is located and must comply with the standards of chapter 7080 to 7083 and must be as strict as the applicable county ordinance.* On April 7, 2016 Lakeland Shores adopted Ordinance 15 repealing in its entirety Chapter 153.012 and replacing it with Washington County Ordinance 196: Subsurface Sewage Treatment System Regulations.

DISCUSSION

In November of 2016 Lakeland Shores City Council heard a presentation by Washington County Public Health Department Environmental Program Supervisor Girard Goder who oversees the contracted Septic Service Program with the city. He explained the current two-year contract was coming due. The county and its legal team advised the city to repeal the SSTS ordinance entirely and not replace it with the county ordinance to provide the county to administer the program but not have to renew the contract every two years. Ordinance 18 Repealing Chapter 153.012 City Code pertaining to Subsurface Sewage Treatment System Regulations (SSTS) in its entirety is attached. This Ordinance shall be in full force and effect from and after its adoption and publication according to law.

RECOMMENDATION

Staff is respectfully requesting the City Council approve Ordinance 18 Repealing Lakeland Shores City Code Chapter 153.012: Subsurface Sewage Treatment System Regulations in its entirety. Motion, Second and Majority vote required.

**CITY OF LAKELAND SHORES  
WASHINGTON COUNTY, MINNESOTA**

**ORDINANCE 18  
REPEALING LAKELAND SHORES CITY CODE CHAPTER 153.012:  
SUBSURFACE SEWAGE TREATMENT SYSTEM (SSTS) REGULATIONS IN ITS ENTIRETY  
THE CITY OF LAKELAND SHORES DOES ORDAIN:**

**Section 1: Repeal.** Chapter/Section 153.012 of the Lakeland Shores Code of Ordinances pertaining to Subsurface Sewage Treatment System Regulations is hereby repealed in its entirety.

**Section 2. Effective Date.** This Ordinance shall be in full force and effect from and after its adoption and publication according to law. Passed and adopted by the City Council for the City of Lakeland Shores this second day of February 2017.

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Brian Zeller, Mayor

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Sandie Thone, City Clerk/Administrator

## 5D

The question to answer is whether to continue the contract between Central valley cable (CVC) in Stillwater and the Lower St. Croix Valley Joint Cable Commission (LSCVJCCC) consisting of the cities of Afton, Lakeland, Lakeland Shore, St. Mary's Point, and Lake St. Croix Beach. The current contract expired December 31, 2016 and now operating month to month pending ratification of a new contract. The language of the contract is for CVC to provide to LSCVJCCC the four cable channels of 14, 15, 16, and 18. Channel 14 broadcasts programming made by community members, Channel 15 broadcasts Stillwater School board meetings and other Stillwater School related events. Channel 16 broadcasts local government meetings. Channel 18 broadcasts religious related programming.

These two organizations have had an operating agreement for at least 15 years, and perhaps even longer. During the entire contract period LSCVJCCC has paid CVC \$4200.00 per quarter, \$16,800.00 per year. As of January 1, 2017, CVC wants to charge LSCVJCCC a floating amount of \$1.50 per each cable television (Comcast) subscriber in the LSCVJCCC service area to be paid each quarter. The amount is floating as the number of Comcast subscribers can change. For the first quarter of 2017 the amount owed to CVC would be \$4851.00, an increase of \$651.00 per quarter.

The money LSCVJCCC pays CVC comes directly from Comcast. Outside the question of whether to continue the contract, it is important to know that the mission of the LSCVJCCC is to administer the Franchise Agreement between Comcast and LSCVJCCC. Among the many articles of the Franchise Agreement is the one that stipulates Comcast pays LSCVJCCC a 5% annual fee to use the land in the Lower St. Croix Valley cities to provide cable television services. The money from Comcast to LSCVJCCC comes from the subscriber fees paid by the customers of Comcast. No money from any of the cities of LSCVJCCC comes to the LSCVJCCC. The last 4 years Comcast on average has paid LSCVJCCC \$57,600.00. The current Franchise Agreement expires December 17, 2024.

Each quarter LSCVJCCC distributes \$300.00 to each member city that can be used to pay for a person to video record city council meetings. In addition, typically at the February cable commission meeting LSCVJCCC distributes to each member city a spend down of the cable commission checking account. The last 4 years on average the commission has distributed \$33,000.00 that is distributed based upon the number of cable subscribers each city has.

Each city's website allows anyone to watch city council meetings on demand. Each city clerk uploads council meetings to their respective city website soon after the meeting. On Channel 16, city council meetings are broadcast at a prescribed schedule with no on demand opportunity.

For the last few months member cities have polled their residents through written surveys, door to door conversations, and at community events to gauge the number of people who have cable and who watch channels 14, 15, 16, and 18. In addition on Channel 16, CVC has been broadcasting a community event calendar notice indicating the contract expiration and that soon the channels will no longer be broadcast. Several residents have written to or spoken to CVC. Recently a collection of comments was provided to each of the five cities from CVC in support of keeping the four channels. There are currently 81 cable subscribers in Lakeland Shores.

So, the exact question is should LSCVJCCC pay a yearly fee of \$19,404.00 to CVC for the four channels? Knowing that the money for paying for the four channels comes from cable subscribers and not from any of the 5 cities in the LSCVJCCC.

Another way to look at it is should Lakeland Shores city council vote to recommend to the LSCVJCCC to terminate the contract and thereby increasing the yearly distribution from LSCVJCCC to Lakeland Shores by \$1435.00 while taking away a service to cable subscribers provided by CVC that is paid for by the cable subscribers?

# AGENDA ITEM

## 5F

### TREASURER AGREEMENT

**THIS TREASURER AGREEMENT** (“Agreement”) is entered into this 62nd day of February, 2017, by and between the **City of Lakeland Shores**, a Minnesota municipal corporation (“City”) and **Thomas H. Niedzwiecki** (“Treasurer”).

### RECITALS

**WHEREAS**, City desires to retain the services of an Treasurer to perform certain duties as determined by the City Council, and

**WHEREAS**, the Treasurer is qualified and willing to accept and perform the responsibilities as Treasurer subject to the terms of this Agreement.

**NOW, THEREFORE**, City and Treasurer agree as follows:

### AGREEMENT

1. **General**. Upon the terms and conditions set forth in this Agreement, City hereby contracts with the Treasurer to perform certain duties to be mutually agreed upon by the Treasurer and the City Council.
2. **Term of Agreement**. The term of this Agreement shall be for the thirty six month period beginning 3/1/2017 and ending 3/31/2020, and may be terminated by either the City or Treasurer as provided in Paragraph 3. The Agreement may be renewed for an additional term by Agreement of the City and the Treasurer.
3. **Termination of Agreement**. This Agreement may be terminated at any time upon the mutual Agreement of the City and the Treasurer. This Agreement may be terminated by the City for any reason by providing a 90 day advance written notice to the Treasurer. In the event of any wrongful conduct by the Treasurer, the City may terminate this Agreement by written notice to the Treasurer. This Agreement may be terminated by the Treasurer for any reason by providing a 90 day advance written notice to the City.
4. **Duties**. The duties of the Treasurer shall include preparation of monthly financial reports including Claims to be Approved, monthly escrow and permit fee accounting and reports, monthly, quarterly and annual payroll taxes, benefit plan reporting, preparation of insurance applications and claims processing, Charitable Gaming accounting and reporting, on-call for accounting questions, annual budget and levy including the Street Improvement Plan, deposit and processing of all monies received, processing of all invoices including assignment of account and fund classification and preparation of check and invoice packets in “signature and mail ready form”, mailing of checks, processing of monthly payroll for staff and Council, internal control monitoring including review of physical checks for two signatures, cash flow management, fund transfers and monthly bank reconciliations.

5. **Assignment.** This Agreement is a contract for personal services and therefore this Agreement may not be transferred or assigned to another person or entity without the written approval of the City.
6. **Schedule.** The Treasurer's normal work schedule will be determined by the Treasurer following consultation with the Mayor and Council. Treasurer attendance at City Council meetings is required unless excused. Travel to and from Lakeland Shores to pick up or return documents will not be counted as time worked.
7. **Compensation and Benefits.** In consideration of the performance of the duties required by this Agreement, the Treasurer will be paid a monthly rate of \$425 for 2017, \$450 for 2018, \$475 for 2019 and \$505 for 2020. Treasurer will provide his own computer hardware, software and other office equipment, however, charges for Quickbooks Accounting Software including Payroll Service, Payroll Forms, mailing envelopes, copies of invoices and postage will be billed based on expected usage and cost. Additional time for services not covered in Paragraph 4 will require prior approval of the City Council and be billed by the Treasurer to the City at \$60 per hour during 2017 and 2018 and \$70 per hour during 2019 and 2020. The City Council may delegate the authority to approve additional services to the Mayor or other Council Member(s). Approval of additional services shall be in writing or by email to the Treasurer. The Treasurer shall provide a written record of all time spent on additional services. The Treasurer's compensation shall not be subject to FICA, PERA, and Medicare deduction. The position of Treasurer is an Independent Contractor position, and shall not be eligible for cash overtime or compensatory time in lieu of overtime. In recognition of the fact that the Treasurer is an Independent Contractor, the Treasurer shall not be eligible nor shall he receive any fringe benefits from the City. Therefore, by way of example and without limitation, the Treasurer shall not be eligible for group insurance benefits, workers' compensation, paid holidays, vacation, sick leave, severance, or city retirement benefits.
8. **Indemnification.** The City shall defend and indemnify Treasurer pursuant to Minn. Stat. 466.07 and 467.76. In addition, the City shall defend, hold harmless, and indemnify Treasurer from all torts; civil damages; penalties and fines; violation of statutes, laws, rules, and ordinances, provided the Treasurer acts only in the good faith performance of the duties of the position.
9. **General provisions.**

- a. All notices, requests and demands given to or made pursuant to this Agreement shall be in writing and personally delivered or mailed, postage prepaid, as follows:

To City:

Honorable Mayor and City Council  
City of Lakeland Shores  
PO Box 246  
Lakeland Shores, MN 55043-0246

To the Treasurer:

Mr. Thomas H. Niedzwiecki  
14317 St. Croix Trail North  
Marine On St. Croix, MN 55047

- b. **Complete Agreement.** This Agreement constitutes the entire agreement between the parties and supersedes any prior oral or written agreements between the parties. This Agreement can only be modified by written Agreement of both parties. This Agreement shall be interpreted in accordance with the laws of the State of Minnesota. If the parties disagree upon the interpretation of the Agreement, and cannot resolve their differences in good faith, the parties agree to request nonbinding mediation from the Minnesota Bureau of Mediation Services. Each party will be responsible for its own attorney's fees, and the parties will split equally any other mediation fees.
- c. **Legality.** The parties covenant and agree that the provisions contained herein are reasonable and are not known or believed to be in violation of any federal or state law or regulation. In the event a court of competent jurisdiction finds any provision contained herein to be illegal or unenforceable, such court may modify such provision to make it valid and enforceable. Such modification shall not affect the remainder of this Agreement which shall continue at all times to be valid and enforceable. No payment may be made under this Agreement in excess of the maximum amount permitted by law.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed on the day and year first above written.

**CITY OF LAKELAND SHORES**

By: \_\_\_\_\_  
Brian Zeller  
Mayor

By: \_\_\_\_\_  
Sandie Thone  
City Clerk

**TREASURER**

By: \_\_\_\_\_  
Thomas H. Niedzwiecki