CALL TO ORDER/PLEDGE:

CALL OF ROLL:

CONSIDERATION OF AGENDA:

   Additions:
   Deletions:

PUBLIC FORUM:
(No action will be taken by the Council tonight)

PUBLIC HEARINGS/PRESENTATIONS:

POLICE:
   1. Police Commission Minutes– January 10, 2018, meeting (pg. 5-7)
   2. LAPD Report – Chief Schlumbohm (handout at meeting)
   3. Radio Report – Chief Schlumbohm, Fire Chief Sellman (pgs. 8-9)

FIRE DEPARTMENT:
   1. Monthly Report (pg. 10)
   2. Fire Fighters Swearing In (pg. 11)

CONSENT AGENDA:
   2. City Council Minutes January 30, 2018 – Special Council Meeting– Work Session (pgs. 20-22)
   3. City Council Minutes January 30, 2018 – City Administrator Personnel Review (pgs. 23-24)
   4. Tobacco License Approval (pg. 25)
   5. Bills List for Approval (pgs. 26-36)
GENERAL BUSINESS ITEMS:
1. Personnel Policy (pg. 39)
2. Motor Vehicle Language in Parks (pg. 40)

PLANNING BUSINESS:
1. Meredees-Approve EAW for public comment (pgs. 41-45)
2. Chisago Lakes School District Community Center CUP (pgs. 46-65)
3. Amendment of City Code 154.053 Conditional Uses in R-1 Zone (pgs. 66)
4. Planners Update – (pg. 67)
5. Planning Commission, Update & Review - Flug/Waldoch
   a. Planning Commission Minutes February 7, 2018 (pgs. 68-73)

ENGINEERING BUSINESS:
1. Engineers Update (pgs. 74-75)
   a. 2018 Pavement Rehabilitation Projects (pg. 74)
   b. 288th Street Improvements (pg. 75)
2. Public Works Commission, Update & Review – Stenson/Flug
   a. Public Works February meeting cancelled

COMMISSION/COMMITTEE REPORTS:

CLJSTC:
1. Update & Review – Carlson/Flug- Meeting is February 20, 2018

Cable Commission:
1. Update & Review – Brink – Meeting is February 12, 2018

EDA:
1. Update & Review – Carlson/Brink – Meeting is February 13, 2018

Finance:
1. Monthly Reports – (pg. 76-78)
2. Liquor Off Sale/On Sale – (pg. 79-80)

Library:
1. Update & Review – Carlson – Meeting is February 22, 2018

Park Commission:
1. Update & Review – Brink
   a. February 5, 2018 Minutes (pgs. 81-82)
Highway 8 Task Force:
   1. Update & Review – Carlson/Stenson Verbal

DISCUSSION/MISC:

CORRESPONDENCE:

ADJOURNMENT:
**CALENDAR REVIEW/UPCOMING DATES:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 15</td>
<td>7:00 p.m.</td>
<td>City Council</td>
</tr>
<tr>
<td>February 19</td>
<td></td>
<td>Holiday, Presidents’ Day–City Hall Closed</td>
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<tr>
<td>February 20</td>
<td>4:30 p.m.</td>
<td>CLJSTC</td>
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<tr>
<td>February 22</td>
<td>7:00 p.m.</td>
<td>Library Commission</td>
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<tr>
<td>March 5</td>
<td>6:00 p.m.</td>
<td>Park Commission</td>
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<tr>
<td>March 6</td>
<td>10:00 a.m.</td>
<td>Public Works</td>
</tr>
<tr>
<td>March 7</td>
<td>6:30 p.m.</td>
<td>Planning Commission</td>
</tr>
<tr>
<td>March 12</td>
<td>4:00 p.m.</td>
<td>Cable Commission</td>
</tr>
<tr>
<td>March 13</td>
<td>7:30 a.m.</td>
<td>EDA</td>
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<tr>
<td>March 14</td>
<td>5:00 p.m.</td>
<td>Police Commission (Chisago City)</td>
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<tr>
<td>March 15</td>
<td>7:00 p.m.</td>
<td>City Council</td>
</tr>
<tr>
<td>March 19</td>
<td>4:30 p.m.</td>
<td>CLJSTC</td>
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</table>
Police Commission Meeting Minutes  
Wednesday, January 10, 2018  
Chisago City Hall  
5:00 p.m.  

Members: Commission Chair Keith Carlson, Commissioners Jeremy Dressel, Bob Gustafson, and Kevin Stenson.  

Staff: Lakes Area Police Chief Bill Schlumbohm, Lindstrom City Administrator John Olinger, and Chisago City Administrator John Pechman.  

Others: Members of the public, press, and various Lakes Area Police Department staff.  

I. **CALL TO ORDER**  
Commission Chair Keith Carlson called the meeting to order and led in the Pledge of Allegiance.  

II. **CONSIDERATION OF THE AGENDA**  
Additions: None  
Deletions: None  

Motion was made by Commissioner Gustafson and seconded by Commissioner Dressel to accept the Consideration of the Agenda with no changes. **MOTION PASSED UNANIMOUSLY.**  

III. **PUBLIC HEARINGS/PRESENTATIONS:** None.  

IV. **CONSENT AGENDA**  
2. Bills List  
3. Annual Appointments. Annual appointments for the posting newspaper, depository, attorney, and auditors. They all remain the same as 2016 and 2017.  
4. 2018 Fee Schedule. The fee schedule remains unchanged and remains the same as 2016 and 2017.  

Motion was made by Commissioner Dressel and seconded by Commissioner Carlson to approve the Minutes of November 8, 2017, the Bills List, approve the annual appointments, and the 2018 Fee Schedule as presented. **MOTION PASSED UNANIMOUSLY.**
V. BUSINESS ITEMS
1. Excess Liability Insurance Waiver. Chief Schlumbohm informed the Commission that there are liability limits for lawsuits filed in state courts. The waiver is simply an affirmative statement that the Commission does not intend to waive its statutory protections. The recommendation was to NOT waive the protections provided under Minnesota State Statutes for tort liability.

Motion was made by Commissioner Stenson and seconded by Commissioner Dressel to not waive the protections provided under Minnesota State Statutes for tort liability. MOTION PASSED UNANIMOUSLY.

2. Chisago Lakes School Contract Renewal. Commission Chair Carlson noted the contract was for a five year term and had a 60 day termination notice.

Motion was made by Commissioner Stenson and Seconded by Commissioner Gustafson to approve renewing the Chisago Lakes School Contract. MOTION PASSED UNANIMOUSLY.

3. Police Commission funding discussion. Commission Chair Carlson noted he would like discussion regarding funding formulas between the two cities. Commission Chair Carlson indicated he’d like if a smaller or different group met to generate and present ideas to each city and the Police Commission. Commissioner Gustafson noted that Chisago City has no issue with the current contract and would like to know what Lindstrom is proposing. It was discussed that Lindstrom would like discussions in the event future disparities occur and that no known disparities are presently occurring. Commissioner Gustafson noted that Chisago City would consider it a deal breaker if the contract was not 50/50 for current terms but would be open to discussion of future changes if it was warranted. Commissioner Gustafson also noted there are different ways of billing services and other similar ideas could be discussed in the aforementioned group. It was discussed the group can meet Tuesday, January 16, 2018 at Lindstrom City Hall at 6:00 p.m., it will consist of two members from each City Council (members to be determined), and can be a work session to discuss Police Commission funding in preparation for a contract renewal for the Police Commission.

Motion was made by Commissioner Stenson and seconded by Commissioner Gustafson to recommend holding a work session to discuss police commission funding in preparation for a contract renewal with the Police Commission. MOTION CARRIED UNANIMOUSLY.
VI. CORRESPONDENCE/REPORTS

1. Annual Report. Chief Schlumbohm provided the Police Commission with the 2017 Annual Report. Chief Schlumbohm highlighted some important events throughout the year and highlighted several positions within the Police Department. INFORMATION ONLY.

VII. ADJOURNMENT

Motion was made by Commissioner Stenson and seconded by Commissioner Gustafson to adjourn the meeting. MEETING ADJOURNED.
STAFF REPORT

MEETING DATE: February 15, 2018

SUBMITTED BY: Chief Schlumbohm, Chief Sellman

ITEM: Radio Report

The City of Lindstrom has a contract with Chisago County for Radios. The County owns the radio and the City pays a monthly service fee. The County recently replaced their radios, without consultation from the City. The County Board has acted to pass the more than double the monthly fee cost on to the City.

Chiefs Schlumbohm and Sellman will provide an update of the meetings they have had with the County.

ACTION TO BE CONSIDERED: Information only
County Board gets request to handle sky-rocketing public safety costs

by DENISE MARTIN

When the countywide emergency communications systems massive upgrade got underway about five years ago it was very expensive, and equipment and accesso ries haven't gotten any cheaper.

The County Board heard last week that the time to replace some network components is upon us and commissioners were also told subscriber and user fees and costs for the ARMER radios could as much as double.

On top of that expense the county needs to boost the fees to fund an account to be drawn down over the next several years, to help reimburse the county for maintaining the equipping the replacement cycle.

The vote on making all participating agencies part of the replacement fund (including the sheriff) through an access fee hike was 5-0. The fee will be $890 per radio in 2019.

The subscriber fee starting in 2019 will be $1,290 per radio, with the vote 3-2.

Commissioner Montzka and Walker opposed.

County Information Services Director Jon Eckel explained that components in the communication system see rapid advances and loss of technical support, and just like other electronic goods they become obsolete.

Replacement radio costs are around $2.2 million including all the discounts Motorola had to offer.

Eckel said the first batch of equipment distributed to county law enforcement agencies and fire fighters was made more affordable through federal and state grants. But, funding streams have dried up since the U.S. reacted to the worst terror attacks on U.S. soil in history.

There are 138 units in the system, including back-up radios for emergency needs maintained by county information services.

The county would need a hike in its levy of 1.5 percent just to cover the needed radio fee increase proposed, should the commissioners policy be to NOT assess anything to the individual departments.

To get to 75 percent of the system paid for from sources outside of the county budget the fee would need to go to $890.

To get 100 percent of county radio costs covered the fee would be $1,290 per radio.

Chisago County is now underwriting about half the radios' costs with departments contributing a per unit fee of $405. When ARMER fees were set in 2012-2013 this was at $480 and in 2016 they went to the $605.

(Lakes Area Police are not involved, the department instituted its own data network.

Also Taylors Falls Fire Dept.

won a grant allowing that city to buy its own radios and Taylors Falls fire was to contribute a "user" access fee of $385 per radio to be part of ARMER or Minnesota's allied radio matrix for emergency response.)

The motion adopted was to have the county eat the costs over the existing $605 fee.

Fee revisions won't be effective until 2019, but local government units need to budget for something like this so the County Board was asked to decide the eveil of aid quickly.

Commissioner Ben Montzka wanted his district's agencies notified of the looming huge increase and preferred to delay the actions on the agenda last week.

I think they (Wyoming and Stacy-Lent fire and Wyoming P.D.) should at least be aware of this before I vote on it," Montzka said.

Sheriff Rick Duncan affirmed he had not personally spoken to the departments. He added, "...the bottomline is the money has got to come from somewhere." Sheriff Duncan added that his personnel radio fees come out of his budget and his department will take the hit just like everybody else.

"I used direction from the Board before I go in front of the other departments, (presenting the equipment evolution) otherwise it's discuss, discuss, discuss," the sheriff remarked.

County Administrator Bruce Messelt said the radio subscriber agreement states that the fee is subject to annual adjustments.

The County Board sets direction (on fee amount) and there's a meeting typically in February, with all the users.

Messett explained this informs townships in time for March annual budget meetings.

Montzka said, "I prefer we talk first, run it by them or I'll feel like I am not doing my job.

Messelt commented he realistically expects the response from police and fire would be that they prefer the county pay all or most of the costs.

Commissioner Lora Walker declared the ability for emergency responders to communicate is "critical." She said the county should keep the agencies' fees at the $605.

She will support a county levy hike for 2019 just to cover this, if that's what it takes. The fee increase as presented "isn't affordable" and the county must demonstrate leadership, she said. "Either way this isn't paying" whether it's the local government tax dollars or the county's, she concluded.

Board Chair Commissioner George McMahon sits on the Metro Emergency Radio Services Board and commented, "All the counties are going through this right now." Radios and other law enforcement data tracking and analytic equipment are actually sophisticated computers, and "squad cars are offices now," he added.

The Board also upheld policy that the Mobile Data Terminals for North Branch and Wyoming police cars to continue to be provided by county funds. The two departments utilize about $80,000 in county aid for the MDT's, according to the public packet of supporting materials.

In addition, the sheriff budget became part of the equipment replacement fund. To fund this account the access fee is proposed to become $3,850, from $1,325. This has not been revised since 2013. The vote on the replacement account was 5-0.

Commissioner Montzka maintained that this is a major change in the county cost recouping policy, but he was willing to vote yes contingent on this being a "starting point" for negotiating.

In other business: Nancy Mergens was appointed to the Extension Committee vacancy. Frank Storm was put on the county park board for Robinson's district and Virginia Stark will have a seat on the Citizen Review Board.
**Lindstrom Fire Department**  
**Monthly Report for January 2018**

To: Lindstrom City Council  
From: Lindstrom Fire Dept.

During the month of January we 9 calls, we had an officer’s meeting for 2018, and we had our monthly meeting and drill.

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Situation</th>
<th>Hours worked</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/18</td>
<td>12299 Lindstrom Lane</td>
<td>Smell of gas/sewer gas detected</td>
<td>12</td>
</tr>
<tr>
<td>01/09/18</td>
<td>LFD</td>
<td>2018 Officer’s meeting</td>
<td>10</td>
</tr>
<tr>
<td>01/12/18</td>
<td>12207 Lake Ln. #3</td>
<td>Exterior gas leak/assisted Xcel</td>
<td>05</td>
</tr>
<tr>
<td>01/13/18</td>
<td>33091 Oasis Road</td>
<td>Mutual Aid to Center City for building fire</td>
<td>10</td>
</tr>
<tr>
<td>01/13/18</td>
<td>30140 Terryll St.</td>
<td>Snowmobile on fire</td>
<td>30</td>
</tr>
<tr>
<td>01/14/18</td>
<td>33091 Oasis Road</td>
<td>Re-kindle on shop fire</td>
<td>12</td>
</tr>
<tr>
<td>01/20/18</td>
<td>13555 Andrews Ave.</td>
<td>Vehicle fire/out on arrival</td>
<td>07</td>
</tr>
<tr>
<td>01/23/18</td>
<td>30626 Lincoln Rd.</td>
<td>Car vs. Semi/no injuries</td>
<td>04</td>
</tr>
<tr>
<td>01/26/18</td>
<td>Chisago Lake</td>
<td>Assist EMS with injuries</td>
<td>09</td>
</tr>
<tr>
<td>01/28/18</td>
<td>South Lindstrom Lake</td>
<td>Snowmobile on Fire/extinguished</td>
<td>07</td>
</tr>
</tbody>
</table>

January Drill meeting we had 21 members attend = 63 hrs.  
January Meeting we had 21 members attend = 42 hrs.  
January Truck Detail is 8 hours x 4 weeks = 32 hrs  
January Station Detail is 6 hours x 4 weeks = 24 hrs.

Total Volunteer Hours = 267 Running Total = 267

Respectfully Submitted By:

David Paehlke  
Secretary of the Lindstrom Volunteer Fire Department
STAFF REPORT

MEETING DATE: February 15, 2018

SUBMITTED BY: Administrator Olinger

ITEM: Fire Officers and new Fire Fighters Swearing in Ceremony

Fire Chief Sellman will be presenting the new officers and fire fighters to the City Council. This year we will provide a swearing in ceremony for the new fire fighters.

The officers are:

   Assistant Chief Todd Bjorkman
   Capt. Brian Dreckman
   Lt. Ian Jorgensen
   (They will not have to be sworn in.)

Swear in the new Fire Fighters

   Chris Colucci
   Brandon Hoyt
   Wardell Haywood
   David Peck

All the above have completed their Fire Fighter I and II training and are certified at those levels. They also have completed ONE year with Lindstrom Fire
I recommend that they are approved to be sworn in as Fire Fighters for Lindstrom Fire.

ACTION TO BE CONSIDERED: congratulate the new officers and swear in the new fire fighters
CALL TO ORDER/PLEDGE:

Mayor Carlson called the meeting to order at 7:00 p.m.

CALL OF ROLL:

Members Present: Mayor Keith Carlson; Council Members Curt Flug, AnnMarie Brink, Kevin Stenson, David Waldoch

Members Absent: None

Others Present: Administrator John Olinger; Attorney Soren Mattick; Deputy Clerk Melissa Glenn; Engineer Jon Herdegen; Planner Rita Trapp; Denise Martin Chicago County Press; Police Chief Bill Schumbohm; Sam Waldoch; Greg Johnson, Rose Hill Senior Living Manager; Cory Boogaard, Yellow Ribbon Community; Dean Jennisson, Chisago Lakes Schools Superintendent; Mary Kay Ripp and Gary Schumacher, Chisago Lindstrom Lake Association (CLLA), Becky Quimby, Gary Gerke, Jim Swanberg

CONSIDERATION OF AGENDA:

5. Dean Jennisson, Chisago Lakes Schools Superintendent

Deletions: None

Motion by Flug, second by Brink, to approve the agenda with the noted changes. Motion passed 5-0.

PUBLIC FORUM: Mayor Carlson called for public forum. No comments were offered.

January 18, 2018 Regular City Council Meeting Minutes
Page 1 of 8

Regular City Council Meeting Agenda –February 15, 2018
Page 12 of 82
PUBLIC HEARINGS/PRESENTATIONS:

1. Cory Boogaard-Beyond the Yellow Ribbon Community Presentation:

Cory Boogaard explained that Beyond the Yellow Ribbon Community is a network that works together to meet the needs of veterans and their families. The goal is to provide a variety of resources for service members, veterans and military families. Cory asked the Council to consider appointing one member of the Council to represent Lindstrom to assist in establishing a steering committee for this program. The commitment is one and a half hours a month.

Motion by Waldoch, second by Flug, to appoint Kevin Stenson and AnnMarie Brink (David Waldoch as backup) to represent the City of Lindstrom by participating in the Beyond the Yellow Ribbon Community Program. Motion passed 5-0.

POLICE:

1. Police Commission Minutes – The Police Commission did not meet in December; therefore, no minutes were presented.

2. Monthly Report – Police Chief Schlumbohm reviewed an annual report for 2017. The report covers the history of policing in Lindstrom and Chisago City, operations, divisions, and 2018 and beyond. The Department received 5,352 total calls for service. He also noted highlights of 2017. The Chief explained that February 20, 2018, at 5:45pm there will be a funding formula discussion with the Police Commission.

Motion by Brink, second by Flug, to appoint Kevin Stenson and Curt Flug for the Funding Committee. Motion passed 5-0.

FIRE DEPARTMENT:

1. Monthly Report – The Council reviewed the report for the month of December. The Department had two calls in December: a lift assist that was cancelled in route and a medical. The Department also held their monthly meeting and drill, and drove Santa and Mrs. Claus to the park. Total volunteer hours for December were 172. Total for 2017 is 3,168.

CONSENT AGENDA:

1. City Council Minutes December 14, 2017 – Special City Council Meeting-Work Session
2. City Council Minutes December 21, 2017 – Regular City Council Meeting
3. City Council Minutes January 4, 2018 – Special Annual City Council Meeting – Work Session

4. Bills List for Approval

   Motion by Stenson, second by Brink, to approve the Consent Agenda. Motion passed 5-0.

GENERAL BUSINESS ITEMS:

1. Request for the Lindstrom Community Center designated as a Storm Shelter – Lakeshore Terrace Manufactured Home Community has asked the City for permission to designate the City’s Community Center as their Storm Shelter. Councilmembers discussed the need for an agreement with expectations defined, the length of term, and an out clause.

   Motion by Brink, second by Stenson, to direct Attorney Mattick to draft a temporary contract with a 5 year term and a 60 day out clause authorizing Lakeshore Terrace Manufactured Home Community to designate the Lindstrom Community Center as a Storm Shelter. Motion passed 5-0.

2. Karl and Kristina Statue – Contract for Repairs – Olinger explained that the City Council previously approved repairs to the Karl and Kristina Statue. Staff found one company, Saint Paul Fabricating & Decorating, that repairs fiberglass statues. Lindstrom resident, Gary Gerke, asked if the statue can be turned 180 degrees so that Kristina is facing Sweden.

   Motion by Flug, second by Waldoch, to approve a contract with Saint Paul Fabricating & Decorating Co. to repair the Karl and Kristina Statue not to exceed the sum of $9,500. Motion passed 5-0.

3. Cross Country Ski Trail Grooming – Chisago Lakes Golf Course – Olinger informed the Council that the Park Commission and Staff have been working on providing a groomed cross-country ski trail at the Chisago Lakes Golf Course. The Park Commission will fund the grooming of the trails for one year not to exceed $3,000. The Chisago Lakes Golf Course will allow access their property for the ski season. Nathan Johnson of Anvil Co. will provide the groomer for the trail. The trail will be approximately 2 miles long. Olinger asked the Council to consider entering into a contract with the Chisago Lakes Golf Course and Anvil Co. to provide groomed cross-country ski trails at the Golf Course for the 2018 season not to exceed $3,000.

   Motion by Waldoch, second by Brink, to enter into a contract with the Chisago Lakes Golf Course and Anvil Co. to provide groomed cross-country ski trails at the Golf Course for the 2018 season not to exceed $3,000. Motion passed 5-0.
4. **Chisago Lindstrom Lake Association (CLLA)** – Mary Kay Ripp and Gary Schumacher of the Chisago Lindstrom Lake Association explained that the channel under the bridge between North Lindstrom and South Lindstrom Lakes has Eurasian Water Milfoil that needs to be treated. They have obtained signatures of all the property owners involved within 150 feet except the City’s. They also asked for any assistance in paying for the one time weed treatment that costs $466.

Motion by Waldoch, second by Brink, to approve payment of and application of the one time weed treatment in the channel between North and South Lindstrom Lakes for 2018 in the amount $466. Motion passed 5-0.

5. **Chisago Lakes Schools Superintendent – Dean Jennison** – Dean introduced himself to the Council as the new Superintendent of Chisago Lakes School District #2144. He stated he’s honored to be serving the Chisago Lakes Area as it is a great community. He noted he has been in education for 27 years. He mentioned the Community Center Addition at the Chisago Lakes High School where the School will be working with the City to complete.

**PLANNING BUSINESS:**

1. **Lindstrom City Code and Shoreland Ordinance Revisions** – Planner Rita Trapp explained to the Council that the City has been consulting with the MnDNR regarding amendments to the City’s Shoreland Ordinances. Rita noted adopting ordinances that the MnDNR approves of is important for the City otherwise they have authority over every project in the Shoreland District. Rita explained that after the Planning Commission held a public hearing of the proposed amendments at their January meeting, they recommended approval with a couple modifications of the ordinance. The most notable change is with regard to the number of mooring slips for a Planned Unit Development to allow a dock with 4 slips that are allowed 4 or fewer units in the first tier and to allow centralized docks with up to the number of mooring slips allowed in the first tier that are allowed more than 4 units in the first tier. Rita also clarified that the DNR is requiring variances so that they are noticed if the shoreland will not comply. Attorney Mattick stated he recommends approving the amended ordinance.

Motion by Flug, second by Waldoch, to approve Ordinance 20180118-01 Amending Chapter 154 zoning code pertaining to Planned Unit Developments and Shoreland Districts and Resolution 20180118-02 Amending Chapter 154 Title and Summary. Motion passed 5-0.

2. **Rose Hill Resort EAW** – Planner Trapp explained that the Environmental Assessment Worksheet (EAW) for the Rose Hill Senior Living Facility that has been submitted has been requested to be determined complete for distribution. EAW’s are required for residential developments with more than 50 units that are located in the shoreland district of communities that are outside the seven-county Twin Cities metropolitan area. The
Rose Hill Senior Living Facility development will have 87-units with two cabins on the shores of South Lindstrom Lake. Rita noted this request before Council is to determine the EAW complete for public review. She explained that any comments that are received will be considered at the regular City Council meeting in March.

**Motion by Waldoch, second by Brink, to approve Resolution 20180118-01 declaring the Environmental Assessment Worksheet (EAW) Complete for the Rose Hill Senior Living Facility. Motion passed 5-0.**

3. **Planners Update** – Planner Trapp reviewed the following projects that she has been working on over the last month: Rose Hill Senior Living Facility-EAW, Dinnerbel/Meredees-EAW, Sherman Addition-Preliminary Plat, Lindstrom Commons/Lakes Region EMS-Plat, Morning Sun Development-Concept Plan, and PUD and Shoreland Regulations Ordinance Amendments.

4. **5-Year Capital Improvement Plan** – Olinger presented the City’s revised 5-year Capital Improvement Plan that the Planning Commission is recommending. 2018 projects are North First Avenue Electric underground, 288th Street Improvements, and 306th Street sewer and water dependent on the Rose Hill Senior Living Project.

**Motion by Waldoch, second by Brink, to approve the revised 5-year Capital Improvement Plan. Motion passed 5-0.**

5. **Other Updates/Review** – Flug/Waldoch – Council Member Flug stated items from the January 3rd Planning Commission meeting have already been discussed.

**ENGINEERING BUSINESS:**

1. **Engineer’s Update** - Engineer Herdegen provided the following updates:

(a) **288th Street Bid Award, Project Approval** – Engineer Herdegen explained that on December 21st, 2017, the City opened bids for the 288th Street Improvements project. Two (2) bids were received:

- Dresel Contracting Inc. – Chisago City, MN $1,117,227.72
- Meyer Contracting, Inc. – Maple Grove, MN $1,460,618.12

Herdegen explained that the low bid and accompanying documentation was reviewed and has been confirmed to comply with the contract and the funding requirements by MSA, MnDOT, and MN Office of Civil Rights. Herdegen requested that the Council award the construction contract for the 288th Street Improvements project to the lowest bidder, Dresel Contracting, for $1,117,227.72 and to direct staff to execute the contract documents.
Motion by Waldoch, second by Brink, to award the construction contract for the 288th Street Improvements project to the lowest bidder, Dresel Contracting, for $1,117,227.72 and to direct staff to execute the contract documents. Motion passed 5-0.

(b) 288th Street “Reclaim Only” Project – Engineer Herdegen clarified that a portion of 288th Street between Lakeside Trail and Lakelawn Drive that is not included in the City’s 288th Street Improvements project or the Township’s reclamation project from last summer. Staff decided to obtain separate quotations after discussion with MnDOT. The 288th “Reclaim Only” project involves reclaiming, constructing a 2-foot paved shoulder, replacing a center-line culvert, and paving the remaining 940 feet of 288th Street. The following quotes received were:

- Dresel Contracting Inc. – Chisago City, MN $110,157.16
- North Valley, Inc. – Nowthen, MN $123,535.77

Herdegen requested that the Council award the construction contract for the 288th Street “Reclaim Only” Project to the lowest bidder, Dresel Contracting, for $110,157.16 and to direct staff to execute the contract documents.

Motion by Waldoch, second by Brink, to award the construction contract for the 288th Street “Reclaim Only” Project to the lowest bidder, Dresel Contracting, for $110,157.16 and to direct staff to execute the contract documents. Motion passed 5-0.

(c) Quality Assurance Testing – Engineer Herdegen explained quotations were obtained from qualified geotechnical firms to conduct quality assurance testing for all phases of the 288th Street Improvements project. A summary of the quotations received are below:

- Independent Testing Technology (ITT) $11,735.00
- Braun Intertec $12,596.00

Herdegen requested that the Council accept ITT’s quotation in the amount of $11,735.00 for the quality assurance testing for the 288th Street Improvements project.

Motion by Flug, second by Brink, to accept ITT’s quotation in the amount of $11,735.00 for the 288th Street Improvements project. Motion passed 5-0.

2. Public Works Committee – Update & Review – Stenson/Flug – No Report as the January Public Works meeting was cancelled.
COMMISSION/COMMITTEE REPORTS:

CLJSTC:

1. **CLJSTC Update & Review – Carlson/Flug** Council Member Flug reviewed the minutes from the December 18th meeting. Flug informed the Council that they are meeting state requirements. He also stated that an engineer was hired to give estimates on updating the sewer equipment over 10 years to 2028. The Joint Sewer Budget Committee will review the findings. Flug also explained in 7 years the mortgage will be paid.

Cable Commission:

1. **Cable Commission Update & Review – Brink** – Council Member Brink reviewed the minutes from the January 8th meeting. The installation of an easier switch to air cable was approved.

EDA:

1. **EDA Update & Review – Carlson/Brink** – Mayor Carlson reviewed the minutes from the January 9th meeting. A possible Renaissance Festival, affordable housing, and Lakes Region EMS site was discussed. He noted re-plats in Sunset Meadows and the Sherman Addition.

Finance:

1. **Monthly Report** – No Reports; The Annual Report will be provided in May.
2. **On-Sale and Off-Sale Reports** – No Reports; The Finance Department is waiting to finalize for the year.

Library:

1. **Update & Review – Mayor Carlson.** Mayor Carlson reported that security in the Library building has been addressed. He also informed the Council that the hours are increasing 10 hours a week at the Chisago Lakes Library.

Park Commission:

1. **Update & Review – Brink** – Council Member Brink reviewed the minutes from the January 8th Park Commission meeting. The Park Commission reviewed 2017 accomplishments, a winter buckthorn burn is planned for February 10th 11am-2pm, the Polka Party is on Saturday, January 27th, from 6:00 – 9:00 p.m., and the Home & Business Expo is on March 3rd & 4th.
DISCUSSION/MISC: None

CORRESPONDENCE: None

ADJOURNMENT:

Motion by Brink, second by Flug, to adjourn the meeting. Motion passed 5-0. Meeting adjourned at 9:35 p.m.

Respectfully submitted,
Melissa Glenn
Deputy Clerk
CALL TO ORDER/PLEDGE:

Mayor Carlson called the meeting to order at 2:00 p.m.

CALL OF ROLL:

**Members Present:** Mayor Keith Carlson; Council Members Curt Flug, AnnMarie Brink, Kevin Stenson, David Waldoch

**Members Absent:** None

**Others Present:** Administrator John Olinger, Deputy Clerk Melissa Glenna, City Planner Rita Trapp, Denise Martin of the Chisago County Press, Police Chief Schlumbohm, Township Residents Shannon Johnson, George Mickelson

**Growth Management:** Administrator Olinger began the discussion clarifying that the Growth Management that will be discussed is specific to the City only. He continued explaining that the City is growing more dense and has potential projects in every direction this year increasing Lindstrom’s market value. Because of this the City Staff, Planner, Engineer, and Attorney will be very busy. Olinger noted he will do his best to keep the Council informed.

Administrator Olinger reviewed the list of projects that will be undertaken in 2018, as follows:

**Chisago Lakes Community Center Addition** at the Chisago Lakes High School requires a Conditional Use Permit (CUP). The Planning Commission will review the CUP on February 7, 2018, at 6:30 pm with City Council reviewing the CUP on February 15, 2018, at 7:00 pm. The Community Center Addition will include an indoor track, activities center, gymnastics center, and manufacturing classrooms. Staff required the entrance for the parking lot for students and parent
drop-off to be placed further in on 292nd Street to prevent stacking on Olinda Trail. This is a $23 million investment in the City of Lindstrom.

**Rose Hill** is an 89 unit Assisted Living Senior Care Facility with 2 cabins for families to use when visiting. The Environmental Assessment Worksheet (EAW) was declared complete on January 18, 2018, by the City Council. On February 7, 2018, the Planning Commission will provide comments on the EAW. Comments for the EAW end February 28, 2018. Olinger noted this development has an estimated $15 million market value.

**Meredees** is a 100 unit Apartment Complex that will be 3 stories with underground parking and a parking lot by Bronson Avenue. There will also be a restaurant facing the lake. Staff is reviewing the EAW. Planner Trapp explained the EAW will be the same process as for Rose Hill. She also noted the parking will need to be addressed as to what is a reasonable amount. Olinger commented the market value estimate for this development is $15 million.

**Morning Sun** is a 50 unit Single Family Development that will have smaller lots (7,000-8,000 square feet). Planner Trapp noted at the March 7, 2018, Planning Commission meeting a Concept Plan will be reviewed. Olinger commented this project has an estimated $12 million market value.

**Enchanted Cove** will include 4 Single Family Townhomes that have been approved; However, there are 4 easements that need to be released before construction can begin. Olinger noted this is $1.2 million market value.

**Lakes Region Ambulance Service Facility** has a possible relocation site near County Road 14. There has been an issue with the other site because the land is in a trust. This facility has an estimated $1 million market value.

**Sunset Meadows** has possibly 7 to 8 Townhomes to be stand-alone across from the Evangelical Free Church. No application has been submitted yet.

**Mini-Storage** has possibly 4 units on Lake Lane. This development is approved but Staff is waiting for storm water plans to be submitted.

**Plastic Products Headquarters** is relocating to the Smith Metal Products Building. They are requesting to add a parking lot in the front of the building which requires a Conditional Use Permit (CUP). Staff has requested they provide curb and sidewalk on the side of their property that abuts Olinda Trail. This is a $750,000-$1,000,000 market value.

**Sherman Plat** is a replatting in order for the owner to build a bigger house and sell her lake house. The Planning Commission will consider this at the March 7, 2018, meeting. A $500,000 market value is estimated.
288th Street Improvements will include a trail and reclaiming the street to make the road more safe. This is $1.5 million investment.

CSAH 20 Bridge Replacement has been approved by the County and will begin by The Ridges and end at the Shores of Forest Ridge. It will be 40 feet wide. There will be a separated curb and pedestrian walkway on the west side of the Bridge. This a $2.25 million investment.

Veterans Housing will be 4-5 Townhome units on Newlander Avenue. This is part of the Lindstrom Commons plat that needs its own property identification number (PID). $1.2 million is estimated.

Downtown North 1st Avenue Electric Undergrounding is all financed and set to go.

Olinger explained there are also 45 lots remaining for building in existing developments in the City. He estimates $77 million increase in market value in Lindstrom in 2018 if all developments and projects are completed.

City Administrator’s Performance Review:
Olinger requested to keep his performance review as a closed meeting.

ADJOURNMENT:
Motion by Flug, second by Brink, to adjourn open portion of the meeting. Motion passed 5-0. Time 2:50 p.m.

Respectfully submitted,

Melissa (Missy) Glenna
Deputy Clerk
CALL TO ORDER:

Mayor Carlson called the meeting to order at 3:00 p.m.

CALL OF ROLL:

Members Present: Mayor Keith Carlson; Council Members AnnMarie Brink, Kevin Stenson, Curt Flug, Dave Waldoch

Members Absent: None

Others Present: Administrator John Olinger

BUSINESS:

1. Performance Evaluation of the City Administrator, 2018

Mayor Carlson began the evaluation by requesting if the forms provided were recommended by the Personnel Committee. Flug and Brink both agreed that the regular City Personnel form was to be used.

For each category, each member provided their score. Carlson, Brink, Flug, Waldoch, Stenson

Job Knowledge- Dave stated knowing the job is your job and an employee would be expected to know everything. Carlson commented that Olinger knew his job.

Quality of Work- Again Waldoch stated he expected quality work. Brink commented the work was of good quality.

Attendance- Flug stated Olinger seems to be out of the office a lot. Waldoch stated he expects that a person would be in the office and a five is all that he can give when it is expected.
Carlsons comments noteworthy contributions/strong area of present performance were that Olinger is very optimistic, very positive, non-threatening, good public relations and our reach exceeds our grasp as he tries to do.

Stenson commented that Olinger’s noteworthy contributions/strong area of present performance were debriefing on the Sylvan project lessons learned and applying them to the 288th project.

Carlson stated under areas requiring improvement in job performance that Olinger’s optimism sometimes overshadows realism. We all have biases, Carlson said, as does Olinger. But, sometimes Olinger makes Council Members give bad news where it may more appropriately be his role.

Flug stated areas requiring improvement in job performance were to keep personal preferences out of actions. Numbers and goals should look out for the tax payers dollars. He felt Olinger doesn’t do that all the time. Spend efficiently, facts and not emotions is the goal.

Waldoch stated Olinger should relate to Council and volunteers better. He stated Olinger should learn to teach better with those who don’t understand government. He also stated Olinger should be more involved in the Police Department Budget. Waldoch said he would like more information about what’s happening in the City.

Waldoch stated Olinger developed a very good hiring system. He complimented Olinger on the Staff.

Flug complimented Olinger on the hiring of the City Planner.

Carlson asked if Olinger had any comments. Olinger commented that the Council is working well together. He appreciates that they respect each other even if they disagree. That each Council Member has a unique contribution and that respecting each Council members contribution is important. Olinger than stated that a favorable performance evaluation, within five years of hire, is accompanied by a step within the step system. Olinger stated that he hasn’t been evaluated in 8 years and that there was one step remaining in his steps. He asked if the Council would approve a step. The Council asked several questions about the step system and the funding of it, with a consensus the Council approved of the final step for Olinger.

Respectfully submitted
City Administrator Olinger
4:00pm
## STAFF REPORT

**MEETING DATE:** February 15, 2018

**SUBMITTED BY:** Deputy Clerk/Administrative Assistant Glenna

**ITEM:** License to sell cigarettes

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LINDSTROM TOBACCO HAS CHANGED OWNERSHIP.
REQUEST APPROVAL PENDING RECEIPT OF ALL APPLICABLE DOCUMENTS AND FEES.
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**FUNCTION 43100 Street Department**

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**FUNCTION 43160 Street Lighting & Signal Light**

- **01/17/18 051223** KCEL ENERGY Lights/Traffic | $409.34 | 101-451400-188 |
- **01/17/18 051223** KCEL ENERGY Lights/Traffic | $155.98 | 101-451400-188 |
- **02/02/18 051327** KCEL ENERGY Lights/Traffic | $238.69 | 101-451400-188 |
- **02/02/18 051327** KCEL ENERGY Lights/Traffic | $824.53 | 101-451400-188 |

**FUNCTION 43160 Street Lighting & Signal Light**

- **1,506.64**

**FUNCTION 45175 Lindstrom Business Association**

- **02/02/18 051327** KCEL ENERGY DT Seasonal Elec | $20.23 | 101-45175-381 |

**FUNCTION 45175 Lindstrom Business Association**

- **20.23**

**FUNCTION 45176 Joint Cable T.V. Commission**

- **01/17/18 051217** CHISAGO LAKES CABLE COMMISSIO Midco Cable Franchise Fees Dec 17 | $2,418.51 | 101-45176-491 |

**FUNCTION 45176 Joint Cable T.V. Commission**

- **2,418.51**

**FUNCTION 45178 Lakes Area Info Center**

- **01/26/18 051321** CHISAGO LAKES SANITATION Chamber Refuse | $26.95 | 101-45178-394 |
- **02/02/18 051322** SOGARD ELECTRIC INC Chamber Lights R&M | $631.00 | 101-45178-401 |
- **02/02/18 051327** KCEL ENERGY Chem/Gas | $292.11 | 101-45178-183 |
- **02/02/18 051327** KCEL ENERGY Chem/Elec | $245.67 | 101-45178-181 |

**FUNCTION 45178 Lakes Area Info Center**

- **1,185.73**

**FUNCTION 45181 Community Center**

- **01/26/18 051233** CHISAGO LAKES ACHIEVEMENT CC Cleaning Services Dec 2017 | $143.00 | 101-45181-414 |
- **02/01/18 051292** CHISAGO LAKES SANITATION CC Refuse | $79.63 | 101-45181-384 |
- **02/01/18 051315** DRKIN CC Pest Control | $43.78 | 101-45181-401 |
- **02/01/18 051327** KCEL ENERGY CC/Gas | $388.68 | 101-45181-183 |
- **02/02/18 051327** KCEL ENERGY CC/Elec | $349.65 | 101-45181-181 |
- **02/08/18 051356** QUILL CORPORATION CC Cleaning Supplies | $45.87 | 101-45181-211 |

**FUNCTION 45181 Community Center**

- **1,050.61**

**FUNCTION 45200 General Parks**

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Regular City Council Meeting Agenda – February 15, 2018

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**FUNCTION 47000 Debt Service**

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**FUND 304 GO Equip Certificate 2015A**

$30,724.66

**FUND 402 PD Capital Projects/Equipment**

**FUNCTION 49620 Fire Dept Vehicles/Addition**

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**FUNCTION 49620 Fire Dept Vehicles/Addition**

$5,488.33

**FUND 402 PD Capital Projects/Equipment**

$5,488.33

**FUND 403 Capital Revolving Equip Fund**

**FUNCTION 41320 City Administration**

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**FUNCTION 41320 City Administration**

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**FUNCTION 45208 Lindstrom Beautif./Flowers**

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**FUNCTION 45208 Lindstrom Beautif./Flowers**

$2,800.00

**FUND 403 Capital Revolving Equip Fund**

$3,638.97

**FUND 406 Park/Improve. Commission Fund**

**FUNCTION 45200 General Parks**

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**FUNCTION 45200 General Parks**

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**FUNCTION 45231 Anderson Peninsula Property**

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**FUNCTION 45231 Anderson Peninsula Property**

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**FUND 406 Park/Improve. Commission Fund**

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**FUND 423 Capital Construction/Repairs**

**FUNCTION 41940 City Hall Building**

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**FUNCTION 41940 City Hall Building**

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**FUNCTION 41500 Street Department**

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Regular City Council Meeting Agenda –February 15, 2018
Page 30 of 82
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**FUNCTION 49400 Water System Exp.**

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**FUNCTION 49400 Water System Exp.**

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**FUNCTION 49401 Water Maint., Deprec, Debt Svc**

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$1,713.89

**FUNCTION 49450 Sewer System**

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**FUND 602 Sewer Operating Fund**

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**FUND 603 Composting Site**

**FUNCTION 49530 Composting Site**

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**FUND 603 Composting Site**

$39.82

**FUND 609 Liquefied - On Sale**

**FUNCTION**

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**FUNCTION 49750 Liquefied On-Sale**

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Regular City Council Meeting Agenda –February 15, 2018

Page 32 of 82
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FUNCTION 49750 Liquor Store On-Sale

$11,265.33

FUND 609 Liquor Store - On Sale

$33,935.49

FUNCTION 49850 Ice Arena

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FUNCTION #49850 Ice Arena $39,836.03

FUND 615 Arena Operating Fund $39,836.03

FUND 616 Arena Bond Fund

FUNCTION #49850 Ice Arena

FUND 616 Arena Bond Fund $10,758.76

FUND 630 Water Capital Reserve Fund

FUNCTION #49400 Water System Exp.

FUND 630 Water Capital Reserve Fund $95.36

FUND 631 Server Capital Reserve Fund

FUNCTION #49450 Server System

FUND 631 Server Capital Reserve Fund $95.36

FUND 652 Surface Water Management Fund

FUNCTION #45150 Storm Water Drainage Projects

FUNCTION #45150 Storm Water Drainage Projects $337.20

FUND 652 Surface Water Management Fund $437.20

Regular City Council Meeting Agenda –February 15, 2018
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### Function 49770 - Liquor Store Off-Sale

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<td>THE WATSON CO., INC</td>
<td>LL OFF Sale Tobacco</td>
<td>$18,970.85</td>
<td>699-49770-256</td>
</tr>
<tr>
<td>02/08/18</td>
<td>051362</td>
<td>VIKING COCA-COLA BOTTLING CO</td>
<td>LL OFF Sale Soda</td>
<td>$587.37</td>
<td>699-49770-254</td>
</tr>
</tbody>
</table>

**FUNCTION: 49770 Liquor Store Off-Sale**

- **FUND 699 Liquor Store - Off Sale**: $108,751.62

**FUND 872 Vet's Memorial/Comm Svc Fund**

- **FUNCTION 45000 Culture/Recreation/Tourism**
  - **02/02/18 051327 JCEL ENERGY** Vet's Mem | $129.3 | 872-45000-381 |
  - **FUNCTION 45000 Culture/Recreation/Tourism**
  - **02/08/18 051327 JCEL ENERGY** Vet's Mem | $129.3 |

**FUND 872 Vet's Memorial/Comm Svc Fund**

- **$408,076.78**
STAFF REPORT

MEETING DATE: February 15, 2018

SUBMITTED BY: City Administrator Olinger

ITEM: Mentzer Trail vacation
MEMORANDUM

To: City of Lindstrom
From: Campbell Knutson, P.A.
Date: February 15, 2018
Re: Mentzer Trail

Background

In July 2017, staff was approached by the attorney for Jim and Ruth Briggs regarding a request for the vacation of a portion of the Mentzer Trail easement which overlaps with the legal description of their property. The Briggs’ were in the process of selling the home, and the title company for the sale was requiring this vacation in order to give a title commitment. Staff anticipated that this vacation request would be approved by Council, given that the actual location of Mentzer Trail is off-center of the easement on the opposite side from the Briggs’ property, and does not run over any portion of the easement which was requested to be vacated.

Upon our engineer’s review of the request, it was discovered that the legal descriptions for both the Briggs’ property and Mentzer Trail were based off of a monument which, at some point, had been improperly moved from its old location to a new one. Because of the variations in location between the old and new locations of the monument, and subsequently the two possible locations of the Briggs property and Mentzer Trail, staff’s conclusion was that we could not recommend a vacation to Council based on the existing legal description. We offered a compromise of recommending a vacation of the easement area based on a new legal description which utilizes a different monument, the location of which is not in dispute. The Briggs’ agreed, however, the title company indicated that this would have to be accomplished through a quiet title action, rather than through simple vacation by the City, due to the existence of similar issues between the Briggs and neighboring properties.

For these reasons, the Briggs, through their attorney, have now brought a quiet title action to obtain clear title to their property (see attached documents). The City is named as an interested party. The City Engineer’s office has reviewed the legal description and survey of the Briggs’ property, and has concluded that it is what we expected. It only requests title to the small sliver of the Mentzer Trail easement, and the road does not actually run over any portion of that sliver.

Generally, in a quiet title action, an interested party would need to respond to the court filings and participate in the case in order to preserve their interest in the property. However, in this case, if the City is in favor of allowing the Briggs to obtain title to that sliver of property they have requested, we can either not-respond to the court filings and allow a default judgement or work with the Briggs to execute an agreement to that effect.

Action

Staff respectfully requests a motion approving the release of the requested portion of the Mentzer Trail easement to the Briggs and directing staff to work with the Briggs’ attorney to accomplish that in the quiet title action.
STAFF REPORT

MEETING DATE: February 15, 2018

SUBMITTED BY: City Administrator Olinger

ITEM: Personnel Policy

The City Attorney has updated the personnel policy. Two changes have minor financial implications. Section 7.6 Compensatory Time-off allows only 40 hours to be accumulated and the remainder lost. The language has been changed to follow State Statutes and any hours accumulated above 40 hours will be paid out as overtime.

A second change is in section 12E Reimbursement Amounts 1. Meals. The amounts of reimbursement were increased to recognize the changes in costs over time.

<table>
<thead>
<tr>
<th>Meal</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$11.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$12.00</td>
</tr>
<tr>
<td>Supper</td>
<td>$23.00</td>
</tr>
</tbody>
</table>

ACTION TO BE CONSIDERED: To approve the revisions to the Personnel Policy as presented or as amended
STAFF REPORT

MEETING DATE: February 15, 2018

SUBMITTED BY: City Administrator Olinger

ITEM: Motorized Vehicle Language

The Park Commission has been working on language to restrict motorized vehicles from parks. They present the following for your consideration.

Section
“Compliance Required: It shall be unlawful for any self-propelled vehicle except those maintenance vehicles authorized by the City and emergency vehicles and handicapped vehicles, including, but not limited to, motor vehicles as defined in Minnesota statutes, chapter 169, other self-propelled vehicles, motorcycles and snowmobiles, to travel within the city parks, except on established roadways.”

ACTION TO BE CONSIDERED: to approve or not approve an amendment to restrict motorized vehicles from city parks and direct the City Attorney to recommend where in the ordinance the amendment should be located.
STAFF REPORT

MEETING DATE:  February 15, 2018

SUBMITTED BY:  City Administrator Olinger

ITEM:  Northland Lindstrom Project (Meredees) EAW - Planning and Review

Please review Planner Trapps Memorandum. Staff’s recommendation is to declare the EAW complete.

ACTION TO BE CONSIDERED:  To adopt the Resolution declaring the Environmental Assessment Worksheet (EAW) Complete for the Northland Lindstrom Project.
MEMORANDUM

TO: Honorable Mayor and City Council  
FROM: Rita Trapp, City Planner  
DATE: February 7, 2018  
RE: Consideration of Request to Determine Environmental Assessment Worksheet (EAW) for Northland Lindström Complete for Distribution

Overview

Northland Real Estate Group, with the assistance of its consultants, has prepared an Environmental Assessment Worksheet (EAW) for the proposed Downtown Lindström mixed-use development of 105 apartment units, lakeside restaurant, and dock system. The proposed project is a redevelopment on South Lindström Lake that will replace an existing restaurant and two single family homes. The City, as the Responsible Governmental Unit (RGU), must determine whether the EAW is complete for distribution.

Background

Minnesota Rules, Chapter 4410 contain the requirements for environmental review in Minnesota. Part 4300, subpart 19a. C. requires an environmental assessment worksheet to be prepared for a residential development with more than 50 units when it is located in the shoreland area in a community that is outside of the seven-county Twin Cities metropolitan area. The purpose of the EAW is to determine whether an Environmental Impact Statement (EIS) is needed and to indicate how the project can be modified to lessen its environmental impacts.

According to Minnesota Rules, the City of Lindström is the Responsible Governmental Unit (RGU) and is charged with the preparation of the EAW for the project. As the RGU, the City has the responsibility for declaring the EAW complete and then distributing it to the public, designated agencies, and interested parties for review and comment. No final governmental decision may be made to grant a permit or approve the project, and construction on the project may not begin, until environmental review is completed.

The request before the City Council is to determine the EAW complete for public review. This is the first step in the review process. Upon declaration of completeness, a notice regarding the EAW will be sent to the Environmental Quality Board (EQB) for publication. The EAW will also be sent to various state, county, and local agencies and interested parties for their comments regarding the potential environmental impacts of the project. If approved for distribution, the 30-day comment period would begin on February 26, 2018, and conclude on March 28, 2018.
When the comment period ends, Northland Real Estate Group and the City will be responsible for responding to all of the comments submitted. The City will then make findings regarding the potential of the project to cause significant environmental impacts and determine whether an EIS is needed. Minnesota Rules states that the City may hold one or more public meetings to gather comments on the EAW. It is anticipated that the Planning Commission will consider the EAW at its March meeting.

Recommendation

City Staff has worked with Northland Real Estate Group and its consultants on revisions to the EAW in preparation for its distribution. Staff recommends that the City Council adopt the included Resolution declaring the Environmental Assessment Worksheet (EAW) Complete for Northland Lindström

Attachments

- Northland Lindström Environmental Assessment Worksheet (EAW) dated February 6, 2018
- Resolution declaring the Environmental Assessment Worksheet (EAW) Complete for the Northland Lindström Project
Resolution declaring the Environmental Assessment Worksheet (EAW) Complete for the Northland Lindström Project

WHEREAS, Northland Real Estate Group has proposed a mixed-use development in Downtown Lindström with 105 apartments, lakeside restaurant, and dock system on South Lindström Lake; and

WHEREAS, MN Rules 4410.4300, subpart 19a, classifies the project as a Mandatory Environmental Assessment Worksheet (EAW) Category because the project involves the development of more than 50 residential units in a shoreland district outside of the seven-county Twin Cities metropolitan area; and

WHEREAS, the City of Lindström is the Responsible Governmental Unit (RGU) for preparing the Environmental Assessment Worksheet and for determining the potential for environmental impacts of the project; and

WHEREAS, the Environmental Assessment Worksheet was prepared by Northland Real Estate Group and its consultants; and

WHEREAS, City Staff have reviewed the Environmental Assessment Worksheet and find it to be complete for distribution and publication; and

WHEREAS, the City Council held a public meeting on February 15, 2018, to consider the completeness of the Environmental Assessment Worksheet.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lindström, Minnesota, as follows:

1. **Declaration of Completeness.** The Lindström City Council declares that the Environmental Assessment Worksheet (EAW) for Northland Lindström is complete for the purposes of determining the potential of the project to result in significant environmental effects.

2. **Direction to Publish.** The Lindström City Council directs that the Environmental Assessment Worksheet (EAW) be submitted for publication by the Environmental Quality Board (EQB); and further directs that the EAW be distributed as required by Minnesota Rules for review and comment.

3. **Effective Date.** This resolution shall become effective immediately upon its passage and without publication.

Adopted by the City Council of the City of Lindström this the 15th day of February, 2018
SEAL

Attest: ____________________  ____________________
John Olinger, City Administrator  Keith V. Carlson, Mayor
STAFF REPORT

MEETING DATE: February 15, 2018

SUBMITTED BY: Administrator Olinger

ITEM: Public Hearing-Conditional Use Permits; Parking Lot over 5 stalls and Public or semi-public recreational buildings and neighborhoods or community centers, public and private educational institutions, limited to elementary, junior high and senior high schools and religious institutions such as churches, chapels, temples and synagogues;

Attached is a request by the Chisago Lakes School District to construct a Community Center with adjacent parking lot in an R-1 zone. The City Code authorizes Public and semi-public community centers in the R-1 zone as conditional uses. The City Code also requires a conditional use permit for parking lots over five stalls.

The Planning Commission held a public hearing February 7, 2018 to take public comment and to consider possible adverse effects of the proposed conditional uses. The Commission recommended approval with the conditions listed and with the findings of fact.

ACTION TO BE CONSIDERED:

To approve or not approve the conditional use permits for a community center in an R-1 zone and a parking lot over five stalls with the findings of fact as noted and any conditions recommended by the City Staff.
Planning Commission Motion approving the CUP’s for Chisago Lakes School District Community Center

Motion by Swanberg, second by Erlandson, to recommend approval of the Chisago Lakes High School Community Center Conditional Use Permit to City Council with the conditions and findings of fact as presented by staff.

Site Plan (C1.21)

1. The plans must depict and detail ADA accessible pedestrian ramps at the termination of all sidewalks and the parking lot access points.
2. There appears to be a sidewalk between the parking lot and west access driveway. Assuming this is a planned sidewalk, this north end should terminate with a pedestrian crosswalk and ADA accessible pedestrian ramp on opposing curb.
3. An ADA accessible ramp shall be installed for the ADA parking stall and access isle on the east side of the building.
4. The light posts proposed within the sidewalk on the north side of the parking lot should be move to the boulevard.
5. The light posts within the underground stormwater treatment perimeter should be relocated.
6. Identify a designated snow storage area onsite so not to reduce available parking during winter months.
7. Provide conceptual view of wall feature on west side of the building.
8. Applicant shall be responsible for ADA design and compliance.

Grading and Drainage (C1.41)

9. Clarify how the west curbline of the west access driveway connects to the existing parking lot.
10. The two existing concrete flumes discharging into the stormwater detention pond should be removed and reconstructed.

Utility Plan (C1.61)

11. The pipe between CB2 and the underground filtration system to be a 33”-diameter pipe which has a capacity of approximately 23 cubic feet per second assuming full flow. The HydroCAD model shows this pipe to convey 29 cubic feet per second in the 100-year storm event. While it’s true that storm sewers are generally designed for the 10-year storm event, as was done here, in this case there are several closed depressions that could flood sufficiently to damage cars. The design storm sewer system upstream of CB2 of the underground filtration system should ensure that no more than 9” of ponding occurs within any portion of the parking lot in the 100-year storm event to prevent flooding of vehicles. Grate capacities and inlet losses should be considered.
12. More detail on underground filtration system than is provided on Sheet C2.11 is required. At a minimum, it is recommended that the plans include:
   a. Minimum vehicle loading elevation (verify that this is achieved in southeast corner).
   b. Drainage stone top elevation.
   c. Layout of chamber header gallery at upstream end.
   d. Layout of chamber isolator rows.
13. The pipe between MH102 and MH101 to be an 18”-diameter pipe. The HydroCAD model shows this pipe to be a 15”-diameter pipe (see Primary Outlet from Pond 6P. It is recommended that the HydroCAD Model and Report be updated to comport with the plans (or vice versa).

14. The outlet from the proposed storm sewer directed to the existing pond in very close proximity to the existing pond outlet. There is a concern that this will tend to “short circuit” the existing pond and reduce its water quality treatment effectiveness. It is recommended that the outlet to the existing pond be relocated as far north as possible to maximize the flow length through the existing pond.

15. All proposed drain tile/finger drain lines shall begin with a clean out. Additional notation is need for these lines as it is unclear the intention.

Details (C2.11)

16. UGS Section (Typical) Detail shows no geotextile fabric on the bottom of the sand. It is strongly recommended that this be reconsidered given the subsoils. There is a concern that the underlying clay would migrate into the sand and clog it (and the drain tile) quickly.

17. UGS Section (Typical) Detail shows drain tile within the sand. It is recommended that cleanouts be provided on this drain tile to permit inspection and cleaning.

Lighting Plan (C1.21)

18. In general, the lighting around the building appears to be insufficient particularly along the east parking area and sidewalk. Confirm that building mounted lights will be provided and incorporate lumens into site lighting plan.

19. Confirm that no illumination greater than ½ foot candle exists at any street curb line.

General

1. All utilities that will be owned or maintained by the City of Lindström shall be constructed in accordance with the standard City Details and Specifications. Copies of the City Standards are available upon request.

2. The applicant shall be responsible to obtain and comply with all conditions of the General Construction Stormwater Permit issued with MPCA.

3. Applicant shall be responsible for payment of all costs associated with the conditional use permit application.

4. The applicant shall be responsible for recording the resolution with Chisago County. The applicant is advised that the resolution will not be released for recording until all conditions have been met.

5. Additional conditions as identified by Staff, the Planning Commission, and City Council.

This recommendation is based on the following findings of fact:

1. The proposed school and community center use are in keeping with the City's Comprehensive Plan.
2. The proposed community center addition will be a benefit to Lindström residents.

3. The proposed project will address an existing transportation congestion issue for 292nd and Olinda Trail.

4. City utilities are available and capable of handling the proposed community center addition and parking lot renovations.

5. The proposed community center addition and the construction of a parking lot with more than five spaces will not have an undue burden on the City of Lindström.

Motion passed 5-0.
CITY COUNCIL REPORT

TO: City of Lindström Mayor and City Council
FROM: Rita Trapp, Consulting Planner
DATE: February 8, 2018
SUBJECT: Conditional Use Permit
APPLICANT: Chisago Lakes School District
LOCATION: 29400 Olinda Trail (PID 15.00010.20, 15.00622.50)
MEETING DATE: February 15, 2018
ZONING: R-1 Single Family Residential

OVERVIEW
Chisago Lakes School District has submitted a conditional use permit application to allow an expansion to the community center and an expansion/reconfiguration of the site’s parking area. A conditional use permit is needed as the property is zoned R-1 Single Family Residential and schools/community centers are a conditional use. In addition, Section 154.247 (A) of the City Code requires a conditional use permit for any building permit for uses requiring five or more off-street parking or loading spaces. The proposed Chisago Lakes High School Community Center addition will be constructed to the south of the existing high school in the existing parking lot. The parking lot will be reconfigured/expanded to the west into the former tennis court area (the tennis courts were moved to the Middle School last fall). The addition’s main level will include a new gymnastics area, weight room, activities center with courts and track, community room, community education offices, locker rooms, bathrooms, and concessions. The upper level floor plan for the addition includes a walking track, fitness center and some restrooms. The community entry will be located on the east side of the building, while the student/event entry will be on the west. As noted on the building plans, there will also be some renovations within the high school associated with the project.

PLANNING COMMISSION REVIEW
The Planning Commission reviewed the conditional use permit request at their February 7, 2018 meeting. A public hearing was held but there were no comments received. After review and discussion, the Planning Commission recommended unanimously for the approval of the conditional use permit.
RECOMMENDATION
Given Staff and Planning Commission recommendations for approval, the attached resolution and conditional use permit have been prepared for your consideration.

ATTACHMENTS
- Planning Commission Report
- Chicago High School Community Center Addition Site Plan Set (removals, site plan, grading and drainage plan, erosion control, utility, details, and lighting)
- Draft Resolution approving the conditional use permit to allow an expansion to the Chisago Community Center and an expansion/reconfiguration of parking for PID No. 15.00010.20 & 15.00622.50
- Draft Conditional Use Permit
Resolution approving the conditional use permit to allow an expansion to the Chisago Community Center and an expansion/reconfiguration of parking for PID No. 15.00010.20 & 15.00622.50

WHEREAS, the applicant, Chisago Lakes School District, has submitted a conditional use permit application to allow for the expansion of the community center and an expansion and reconfiguration of the parking area, for the subject site as described in Exhibit A; and

WHEREAS, the subject site is generally located south east of the intersection of Olinda Trail and 295th Street; and

WHEREAS, the applicant is proposing to build an expansion to the existing community center as well as expand and reconfigure the parking area of the site; and

WHEREAS, the Planning Commission held a public hearing at its February 7, 2018 meeting to receive public testimony on the proposed expanded community center and expanded/reconfigured parking conditional use permit; and

WHEREAS, after its review, the Planning Commission recommended the City Council approve the conditional use permit request subject to conditions; and

WHEREAS, the City has considered the proposed project as it might affect public health, safety, or welfare and will be imposing conditions upon the approval addressing these considerations; and

WHEREAS, the City has considered the potential impacts of the conditional use being proposed, taking into consideration the relationship of the proposed use to the City’s comprehensive plan; the character of the surrounding neighborhood; the availability and capacities of the utility and roadway system serving the property; and whether the proposed use will place an undue financial burden on the City; and

WHEREAS, the City Council has studied the practicality of the request, taking into consideration the present and future development of the property and the requirements of the Zoning, Subdivision Ordinances, and other official controls.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Lindstrom, Minnesota, as follows:

1. The City Council of the City of Lindstrom does hereby approve the conditional use permit for a planned unit development in a shoreland district based on the following findings of fact:
   a. The proposed school and community center use are in keeping with the City’s Comprehensive Plan.
   b. The proposed community center addition will be a benefit to Lindström residents.
   c. The proposed project will address an existing transportation congestion issue for 292nd and Olinda Trail.
d. City utilities are available and capable of handling the proposed community center addition and parking lot renovations.

e. The proposed community center addition and the construction of a parking lot with more than five spaces will not have an undue burden on the City of Lindström.

2. The conditional use permit is hereby approved subject to the following conditions:

a. Site Plan (C1.21)

   a. The plans must depict and detail ADA accessible pedestrian ramps at the termination of all sidewalks and the parking lot access points.

   b. There appears to be a sidewalk between the parking lot and west access driveway. Assuming this is a planned sidewalk, this north end should terminate with a pedestrian crosswalk and ADA accessible pedestrian ramp on opposing curb.

   c. An ADA accessible ramp shall be installed for the ADA parking stall and access isle on the east side of the building.

   d. The light posts proposed within the sidewalk on the north side of the parking lot should be move to the boulevard.

   e. The light posts within the underground stormwater treatment perimeter should be relocated.

   f. Identify a designated snow storage area onsite so not to reduce available parking during winter months.

   g. Provide conceptual view of wall feature on west side of the building.

   h. Applicant shall be responsible for ADA design and compliance.

b. Grading and Drainage (C1.41)

   9. Clarify how the west curbline of the west access driveway connects to the existing parking lot.

   10. The two existing concrete flumes discharging into the stormwater detention pond should be removed and reconstructed.

c. Utility Plan (C1.61)

   11. The pipe between CB2 and the underground filtration system to be a 33”-diameter pipe which has a capacity of approximately 23 cubic feet per second assuming full flow. The HydroCAD model shows this pipe to convey 29 cubic feet per second in the 100-year storm event. While it’s true that storm sewers are generally designed for the 10-year storm event, as was done here, in this case there
are several closed depressions that could flood sufficiently to damage cars. The design storm sewer system upstream of CB2 of the underground filtration system should ensure that no more than 9” of ponding occurs within any portion of the parking lot in the 100-year storm event to prevent flooding of vehicles. Grate capacities and inlet losses should be considered.

12. More detail on underground filtration system than is provided on Sheet C2.11 is required. At a minimum, it is recommended that the plans include:

   i. Minimum vehicle loading elevation (verify that this is achieved in southeast corner).
   ii. Drainage stone top elevation.
   iii. Layout of chamber header gallery at upstream end.
   iv. Layout of chamber isolator rows.
   v. Layout of chamber normal rows.
   vi. Layout of chamber collection gallery at downstream end of the system.
   vii. Layout of underdrain piping.
   viii. Location and rim elevation of all inspection/maintenance ports.

13. The pipe between MH102 and MH101 to be an 18”-diameter pipe. The HydroCAD model shows this pipe to be a 15”-diameter pipe (see Primary Outlet from Pond 6P. It is recommended that the HydroCAD Model and Report be updated to comport with the plans (or vice versa).

14. The outlet from the proposed storm sewer directed to the existing pond in very close proximity to the existing pond outlet. There is a concern that this will tend to “short circuit” the existing pond and reduce its water quality treatment effectiveness. It is recommended that the outlet to the existing pond be relocated as far north as possible to maximize the flow length through the existing pond.

15. All proposed draintile/finger drain lines shall begin with a clean out. Additional notation is need for these lines as it is unclear the intention.

d. Details (C2.11)

16. UGS Section (Typical) Detail shows no geotextile fabric on the bottom of the sand. It is strongly recommended that this be reconsidered given the subsoils. There is a concern that the underlying clay would migrate into the sand and clog it (and the drain tile) quickly.

17. UGS Section (Typical) Detail shows drain tile within the sand. It is recommended that cleanouts be provided on this drain tile to permit inspection and cleaning.
e. Lighting Plan (C1.21)

18. In general, the lighting around the building appears to be insufficient particularly along the east parking area and sidewalk. Confirm that building mounted lights will be provided and incorporate lumens into site lighting plan.

19. Confirm that no illumination greater than ½ foot candle exists at any street curb line.

f. General

a. All utilities that will be owned or maintained by the City of Lindström shall be constructed in accordance with the standard City Details and Specifications.

b. The applicant shall be responsible to obtain and comply with all conditions of the General Construction Stormwater Permit issued with MPCA.

c. Applicant shall be responsible for payment of all costs associated with the conditional use permit application.

d. The applicant is advised that the Conditional Use Permit will not be recorded by the City until all conditions of the resolution have been met.

Adopted by the City Council of the City of Lindstrom this the 15th day of February, 2018.

SEAL

Attest: _______________________________ _______________________________
John Olinger, City Administrator Keith V. Carlson, Mayor
1. **PERMIT.** Subject to the terms and conditions set forth herein, the City of Lindström hereby grants a conditional use permit for the following uses:

   - School and Community Center in a R-1 Single Family Residential District
   - Parking lot of more than five spaces

2. **PROPERTY.** The permit is for the following described property ("subject property") in the City of Lindström, County of Chisago, State of Minnesota:

   PID #15.00010.20 and #15.00622.50

3. **CONDITIONS.** The permit is issued subject to the following conditions:

   A. Applicant shall maintain at least 15 spaces for community use on the east side of the expanded community center.

   B. The east student parking lot gate shall remain closed during school day morning arrival so as to minimize traffic congestion on 292nd and Olinda Trail.

   C. A snow storage area shall be provided that does not diminish the number of parking spaces available on the site in the winter.

   D. All utilities that will be owned or maintained by the City of Lindström shall be constructed in accordance with the standard City Details and Specifications.

   E. The applicant shall be responsible to obtain and comply with all conditions of the General Construction Stormwater Permit issued with MPCA.

4. **TERMINATION OF PERMIT.** The City may revoke the permit following a public hearing for violation of the terms or conditions of this permit or violation of law.
5. **LAPSE.** If within one year of the issuance of this permit the allowed use has not been completed or the use commenced, this permit shall lapse.

6. **CRIMINAL PENALTY.** Both the owner and any occupant of the subject property are responsible for compliance with this conditional use permit. Violation of the terms of this conditional use permit is a criminal misdemeanor.

Dated ________________, 20__.

**CITY OF LINDSTRÖM**

By: ____________________________
    ____________________________[print name]
    Its Mayor
(SEAL)

And ____________________________
    ____________________________[print name]
    Its City Administrator

**STATE OF MINNESOTA** )
     ( ss.
**COUNTY OF CHISAGO** )

The foregoing instrument was acknowledged before me this ____ day of _____________, 20___, by ____________________________ and by ____________________________, respectively the Mayor and City Administrator of the City of Lindström, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

______________________________
Notary Public

DRAFTED BY:
CAMPBELL KNUTSON
Professional Association
Grand oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
Telephone: (612) 452-5000
SMM
CITY OF LINDSTROM
ZONING AND LAND USE REQUEST

CONDITIONAL USE PERMIT (CUP)

Date of Application: January 10, 2018 Fee Amount: $500.00
(Please Print)

Owner’s Name: 13D#2144 Phone #: 651-213-2000

Owner’s Address: 13750 Lake Blvd

Street Location of the Property: 29400 Olinda Trail

Legal Description of the Property: See attached

Reason for Request: Community Center addition to
Chicago Lakes High School and associated site
development

Sketch of Property and Structure to be drawn on the back of this form or attached. Please indicate the following:

*Location Map
*Location on Lot
*Indicate North
*Dimensions of Site
*Proposed Setbacks
*Location and Setbacks of Existing Buildings
*Distances between Proposed Structures, and any Structure on adjacent properties
*Current Property Use and Adjacent Uses

Signature of Applicant: Wold Architects and Engineers Date: 1/10/18

Amount Paid: $500.00 Receipt #: 23830
Legal Description of Property:

(Per Warranty Deed Doc. No. 274198)

Lots 1, 2 and 3, Orchard Farms, except the following described parcel, to-wit: Commencing at the Northwest corner of Lot 1; thence South on the West line 264 feet; thence East and parallel to the North line of said Lots, 429 feet to the East line of said Lot 3; thence North on said line 264 feet to the Northeast corner of Lot 3; thence West 429 feet, being the North 264 feet of Lots 1, 2 and 3
AND
Lots 4, 5, 6, 7 and 8, Orchard Farms.

AND

(Per Sunde Land Surveying, LLC)

Lots 1, 2, 3, 4 and 5, Block 1, GOLF VIEW, according to the recorded plat thereof, Chisago County, Minnesota.

AND

(Per Warranty Deed Doc. No. 136836)

Lots Nine (9), Ten (10), Eleven (11) and Twelve (12) of Orchard Farms Addition, Chisago County, Minnesota; The East Half (1/2) of the Northeast Quarter of the Southwest Quarter (NE 1/4 of SW 1/4) of Section Four (4), Township Thirty-three (33) N., Range Twenty (20) W.; All of the Northwest Quarter of the Southeast Quarter (NW 1/4 of SE 1/4) of Section Four (4), Township Thirty-three (33) N., Range Twenty (20) W., lying westerly of the County Road except the following described parcel of land:

Commencing at the W 1/4 corner of said Sec. 4, Twp. 33 N., Range 20 W.; thence N 89°46'27" E., along the east-west quarter line of said Sec. 4, a distance of 3464.6 feet; thence S 0°13'33" E., 633.0 feet to the actual point of beginning of the land to be described; thence continuing S 0°13'33"E., 670.53 feet, more or less, to the North right-of-way line of the Twp. Road; thence N 89°47'06" East along said right-of-way, 245 feet,
more or less, to its intersection with the West right-of-way line of the County Road;
thence N'ly along said right-of-way, 670.6 feet, more or less to the intersection with a
line bearing N 89°46'27" East from the actual point of beginning; thence South 89°46'27" West, 235.64 feet, more or less, to the actual point of beginning.

Except all road and road easements.

ALSO EXCEPT

(Per Deed Doc. No. 225390)

That part of the East Half of the Northeast quarter of the Southwest Quarter of Section 4, Township 33 North, Range 20 West, Chisago County, Minnesota, described as follows:

Commencing at the southeast corner of the Northeast Quarter of the Southwest Quarter; thence North 88 degrees 13 minutes 41 seconds West, assumed bearing along the south line of the Northeast Quarter of the Southwest Quarter, a distance of 164.63 feet; thence North 1 degree 12 minutes 29 seconds East, along a line hereinafter known as "line A", a distance of 503.27 feet to the point of beginning of the parcel to be described and said "Line A" there terminating; thence North 88 degrees 47 minutes 31 seconds East, a distance of 412.27 feet; thence North 1 degree 26 minutes 55 seconds East, a distance of 216.66 feet; thence North 53 degrees 20 minutes 08 seconds East a distance of 391.09 feet; thence North 80 degrees 42 minutes 34 seconds East, a distance of 155.00 feet; thence South 1 degree 26 minutes 55 seconds West, a distance of 485.00 feet to a line that bears South 88 degrees 47 minutes 31 seconds East, from the point of beginning; thence North 88 degrees 47 minutes 31 seconds West, a distance of 47.73 feet to the point of beginning.

ALSO EXCEPT

(Per Warranty Deed Doc. No. 462459)

That part of the East Half of the Northeast Quarter of the Southwest Quarter of Section 4, Township 33 North, Range 20 West, Chisago County, Minnesota, described as follows:
Commencing at the southeast corner of the Northeast Quarter of the Southwest Quarter, thence North 88 degrees 13 minutes 41 seconds West, assumed bearing along the south line of the Northeast Quarter of the Southwest Quarter, a distance of 164.63 feet; thence North 1 degree 12 minutes 29 seconds East, a distance of 503.27 feet; thence North 88 degrees 47 minutes 31 seconds West, a distance of 412.27 feet, thence North 1 degree 26 minutes 55 seconds East, a distance of 216.66 feet to the point of beginning of the parcel to the described, thence North 53 degrees 20 minutes 08 seconds East a distance of 165.90 feet, thence North 88 degrees 47 minutes 31 seconds West a distance of 130.53 feet, more or less, to the point of intersection with a line that bears North 1 degree 26 minutes 55 seconds East from the point of beginning; thence South 1 degree 26 minutes 55 seconds West a distance of 101.85 feet to the point of beginning.

Current Property Use: Public High School and associated athletic fields
STAFF REPORT

MEETING DATE: February 15, 2018

SUBMITTED BY: Administrator Olinger

ITEM: Public Hearing-Amendment of City Code 154.053 Conditional Uses

The City of Lindstrom received a request from Captain Shawn’s Rentals to lease property from the City at the Lindstrom Beach to operate a boat rental business. The Council approved the concept and directed Staff to amend the ordinance to allow for public/private partnerships on public property. The Lindstrom Beach is located in an R-1 zone and does not currently allow commercial uses.

The Planning commission held a public hearing February 7, 2018 to consider amending the ordinance to allow for public/private partnership leases on public land in R-1 zones.

The Commission recommended the City Council approve the amendment to the City Code to allow for commercial enterprises to lease public land from the City.

This amendment will allow public/private partnerships from City owned property, as a conditional use, in an R-1 zone.

The specific language to be added is (G);

154.053 CONDITIONAL USES.

The following are conditional uses in an R-1 district.

(A) Public or semi-public recreational buildings and neighborhoods or community centers, public and private educational institutions, limited to elementary, junior high and senior high schools and religious institutions such as churches, chapels, temples and synagogues;

(B) Governmental and public utility buildings and structures necessary for the health, safety and general welfare of the community;

(C) Boathouses restricted to those not used for human habitation, not containing sanitary facilities, nor the appearance of which is not dissimilar to existing surrounding buildings and uses;

(D) Day-care home or group, provided that the facility is licensed by the state and complies with all Department of Welfare rules and regulations;

(E) Planned unit developments; and

(F) Bed and breakfast.

(G) Commercial enterprises on public land leased from the City
Development Projects

The following are development projects that planning has been involved with over the last month:

- **Rose Hill Senior Living Facility** – the Environmental Assessment Worksheet (EAW) has been distributed. The Planning Commission will consider it at their February Meeting. The 30-day comment period will end on February 28, 2018.

- **Northland Lindstrom (Meredees/Dinnerbel)** – the Environment Assessment Worksheet (EAW) has been prepared by the developer and will be considered for distribution at the February 15, 2018 City Council meeting. If approved for distribution, the Planning Commission will consider it at their March meeting. The 30-day comment period would end on March 28, 2018.

- **Chisago Lakes High School Community Center** – a CUP application was submitted for the community center expansion and parking lot reconfiguration. The City Council is considering it at its February 15, 2018 meeting.

- **Sherman Addition** – a preliminary plat has been received and is being processed for a subdivision of the property at 30230 Terryll Street. Staff is awaiting updated plans. A public hearing on the plat is anticipated to be held at the March Planning Commission Meeting. The consideration of the application has brought forth the need for further staff discussion and policy clarification regarding the use of pervious pavers.

- **Lake Region EMS Facility** – a second potential site has been identified north of Highway 8 and east of County Road 14 next to the substation. Currently the potential sites are being evaluated.

- **Morning Sun Development** – the developer has submitted a concept for replatting a portion of the development for townhomes instead of twinhomes and multi-family. The applicant is revising the concept for an anticipated presentation to the Planning Commission in March.

- **Lindstrom Commons** – a plat is being developed for the remaining property in and around City Hall to clean up remnant parcels and plat right-of-way. It is anticipated that it will be presented to the Planning Commission at their March meeting.

- **Plastic Products** – a conditional use permit has been submitted for the reconfiguration of the parking lot of the Smith Metal Products building to facilitate renovations so the site can be the headquarters for Plastic Products.

**Initiatives**  The primary focus of January has been to get systems in place to coordinate responses to development projects.
CALL TO ORDER/PLEDGE:

Chair Klun called the meeting to order at 6:30 p.m.

CALL OF ROLL:

Members Present: Chair Mike Klun; Commissioners Jim Swanberg, Kevin Backer, Orris Erlandson, Laurie Burington (Skype)

Members Absent: Greg Donovan, Judy Chartrand

Others Present: City Administrator John Olinger; Deputy Clerk Melissa Glenna; Council Liaisons Curt Flug & Dave Waldoch; City Planner Rita Trapp; Laura Detzler, Anderson-Johnson Associates; Samantha Epping, Sean Kelly, Wold Architects and Engineers; Jon Kuenstling, ICS Consulting; Greg Anklan, Chisago Lakes High School Business Services Director; Kirt and Jessica Hedquist

CONSIDERATION OF AGENDA:

Motion by Swanberg, second by Backer, to approve the agenda as presented. Motion passed 5-0.

CONSIDERATION OF MINUTES:

Motion by Backer, second by Erlandson, to approved the January 3, 2018, minutes as presented. Motion passed 5-0.

PUBLIC HEARINGS/PRESENTATIONS:

1. Motion by Swanberg, second by Backer, to open the Public Hearing for the Chisago Lakes Community Center Conditional Use Permit (CUP) at 6:35pm. Motion passed 5-0.

Planner Rita Trapp explained that the Chisago Lakes School District has submitted a conditional use permit (CUP) application to allow an expansion of the community center and reconfiguration of the site’s parking...
The parking lot will expand to the west and involves removing the tennis courts. (The tennis courts have been moved to the Middle School.) There will also be parking on the east for members of the community to access the community center during the daytime when school is in session. Rita clarified that a CUP is needed as the property is zoned R-1 Single Family Residential and schools are a conditional use. She also noted that in Section 154.247 (A) of the City Code it states a conditional use permit is required for any building permit for uses requiring five or more off-street parking or loading spaces.

Rita provided information about the addition’s two levels. The main level will include a gymnastics area, weight room, activities center with courts and track, community room, community education offices, locker rooms, bathrooms, and concessions. The upper level includes a walking track, fitness center and restrooms. Rita noted that during morning drop off there is stacking on 292nd that extends onto Olinda Trail. Because of this, the student drop-off and parking entrance has been moved to the west end of the parking area to prevent stacking issues and minimize impacts on Olinda.

No public comments were received on the project.

Motion by Backer, second by Swanberg, to close the Public Hearing at 6:45pm. Motion passed 5-0.

Motion by Swanberg, second by Erlandson, to recommend approval of the Chisago Lakes High School Community Center Conditional Use Permit to City Council with the conditions and findings of fact as presented by staff.

Site Plan (C1.21)
20. The plans must depict and detail ADA accessible pedestrian ramps at the termination of all sidewalks and the parking lot access points.
21. There appears to be a sidewalk between the parking lot and west access driveway. Assuming this is a planned sidewalk, this north end should terminate with a pedestrian crosswalk and ADA accessible pedestrian ramp on opposing curb.
22. An ADA accessible ramp shall be installed for the ADA parking stall and access isle on the east side of the building.
23. The light posts proposed within the sidewalk on the north side of the parking lot should be move to the boulevard.
24. The light posts within the underground stormwater treatment perimeter should be relocated.
25. Identify a designated snow storage area onsite so not to reduce available parking during winter months.
26. Provide conceptual view of wall feature on west side of the building.
27. Applicant shall be responsible for ADA design and compliance.

Grading and Drainage (C1.41)
28. Clarify how the west curbline of the west access driveway connects to the existing parking lot.
29. The two existing concrete flumes discharging into the stormwater detention pond should be removed and reconstructed.
Utility Plan (C1.61)
30. The pipe between CB2 and the underground filtration system to be a 33”-diameter pipe which has a capacity of approximately 23 cubic feet per second assuming full flow. The HydroCAD model shows this pipe to convey 29 cubic feet per second in the 100-year storm event. While it’s true that storm sewers are generally designed for the 10-year storm event, as was done here, in this case there are several closed depressions that could flood sufficiently to damage cars. The design storm sewer system upstream of CB2 of the underground filtration system should ensure that no more than 9” of ponding occurs within any portion of the parking lot in the 100-year storm event to prevent flooding of vehicles. Grate capacities and inlet losses should be considered.
31. More detail on underground filtration system than is provided on Sheet C2.11 is required. At a minimum, it is recommended that the plans include:
   i. Minimum vehicle loading elevation (verify that this is achieved in southeast corner).
   j. Drainage stone top elevation.
   k. Layout of chamber header gallery at upstream end.
   l. Layout of chamber isolator rows.
   m. Layout of chamber normal rows.
   n. Layout of chamber collection gallery at downstream end of the system.
   o. Layout of underdrain piping.
   p. Location and rim elevation of all inspection/maintenance ports.
32. The pipe between MH102 and MH101 to be an 18”-diameter pipe. The HydroCAD model shows this pipe to be a 15”-diameter pipe (see Primary Outlet from Pond 6P. It is recommended that the HydroCAD Model and Report be updated to comport with the plans (or vice versa).
33. The outlet from the proposed storm sewer directed to the existing pond in very close proximity to the existing pond outlet. There is a concern that this will tend to “short circuit” the existing pond and reduce its water quality treatment effectiveness. It is recommended that the outlet to the existing pond be relocated as far north as possible to maximize the flow length through the existing pond.
34. All proposed drain tile/finger drain lines shall begin with a clean out. Additional notation is need for these lines as it is unclear the intention.

Details (C2.11)
35. UGS Section (Typical) Detail shows no geotextile fabric on the bottom of the sand. It is strongly recommended that this be reconsidered given the subsoils. There is a concern that the underlying clay would migrate into the sand and clog it (and the drain tile) quickly.
36. UGS Section (Typical) Detail shows drain tile within the sand. It is recommended that cleanouts be provided on this drain tile to permit inspection and cleaning.

Lighting Plan (C1.21)
37. In general, the lighting around the building appears to be insufficient particularly along the east parking area and sidewalk. Confirm that building mounted lights will be provided and incorporate lumens into site lighting plan.
38. Confirm that no illumination greater than ½ foot candle exists at any street curb line.
General

6. All utilities that will be owned or maintained by the City of Lindström shall be constructed in accordance with the standard City Details and Specifications. Copies of the City Standards are available upon request.

7. The applicant shall be responsible to obtain and comply with all conditions of the General Construction Stormwater Permit issued with MPCA.

8. Applicant shall be responsible for payment of all costs associated with the conditional use permit application.

9. The applicant shall be responsible for recording the resolution with Chisago County. The applicant is advised that the resolution will not be released for recording until all conditions have been met.

10. Additional conditions as identified by Staff, the Planning Commission, and City Council.

This recommendation is based on the following findings of fact:

6. The proposed school and community center use are in keeping with the City’s Comprehensive Plan.

7. The proposed community center addition will be a benefit to Lindström residents.

8. The proposed project will address an existing transportation congestion issue for 292nd and Olinda Trail.

9. City utilities are available and capable of handling the proposed community center addition and parking lot renovations.

10. The proposed community center addition and the construction of a parking lot with more than five spaces will not have an undue burden on the City of Lindström.

Motion passed 5-0.

2. Motion by Swanberg, second by Backer, to open the Public Hearing for the Amendment of City Code 154.053 Conditional Uses at 6:50pm. Motion passed 5-0.

Administrator Olinger explained that the City of Lindstrom received a request from Captain Shawn’s Rentals to lease property from the City at the Lindstrom Beach to operate a boat rental business. The City Council approved the concept and directed Staff to amend the ordinance to allow for public and private partnerships on public property. The Lindstrom Beach is located in an R-1 zone and does not currently allow commercial uses. Olinger noted this amendment will allow public and private partnerships from City owned property in an R-1 zone as an interim use. Commissioner Erlandson commented that the City should ensure that the lease is properly insured to $1 or $2 million. Olinger explained that would be a condition of the lease.

Motion by Erlandson, second by Swanberg, to close the Public Hearing for the Amendment of City Code 154.053 Conditional Uses at 6:53pm. Motion passed 5-0.

Motion by Erlandson, second by Backer, to recommend approval of the Amendment of City Code 154.053 Conditional Uses (G) Commercial enterprises on public land leased from the City. Motion passed 5-0.
BUSINESS:

1. **Rose Hill Senior Living Facility EAW Comments**—Planner Rita Trapp explained that Nottingham Construction prepared an Environmental Assessment Worksheet (EAW) for the development of an 87-unit Senior Living Facility with two cabins on the shores of South Lindstrom Lake. The project will involve the redevelopment of the former Rose Hill Resort, also the construction of a street, municipal water and sewer services, and a lift station. Since the City is the Responsible Governmental Unit, the EAW has been distributed for review and comment by governmental agencies and interested individuals. Rita explained that the City Council approved the completeness of the Rose Hill Resort EAW at the January 18, 2018, City Council meeting. She noted the 30-day comment period will end February 28, 2018. Rita clarified that EAW’s are required for developments with more than 50 units. She also noted that when the comment period ends, Nottingham Construction and the City will be responsible for responding to all of the comments submitted. She requested that the Planning Commission review and provide comment on the EAW.

Commissioner Erlandson commented on the need for screening and plantings surrounding the building for privacy for the neighbors. Commissioner Backer noted the need for trees to be replaced. Council Liaison Waldoch suggested that the 11 foot retaining wall could have a terrace effect with plantings. Waldoch commented that the amount of top soil that will be removed needs to be addressed. He also noted that the project has 87 units with 83 parking stalls. With 24 hour staff, he questioned the amount parking available.

Jessica Hedquist requested additional information on the amount of environmental noise from any cooling units as her property is next to the proposed development. She also noted that her property will be facing the 11 foot retaining wall. She asked about the anticipated activity level of the two cabins by the lake also.

2. **2018 Development Updates**—Olinger reported on the following developments in the City:
   1. **Rosehill Resort**-EAW is complete, EQB 30 day comment period
   2. **Dinnerbel/Meredees**-EAW was submitted, is under Staff Review, and will be at the March Planning Commission meeting
   3. **Sunset Meadows**-Awaiting replating application
   4. **Morningsun**-Concept Plan at the March Planning Commission meeting
   5. **Lakes Region EMS Facility**-New site identified, sale pending
   6. **Enchanted Cove**-Developer to vacate easements, spring construction
   7. **Sherman Plat**-March Planning Commission meeting
   8. **Chisago Lakes High School Community Center**-February Planning Commission
   9. **CSAH 20 Bridge Replacement**-Contract approved with spring construction
10. Middle School Tennis Courts—Under Construction

11. Elms Estates relocation—awaiting proposal

12. 288th Street—reclaim and trail, ready for spring construction

13. Lindstrom Commons—Plat of city property, March Planning Commission

14. Mini Storage—Lake Lane, awaiting pond engineering, spring construction

15. Smith Metal Products—Remodeling for Plastic Products Headquarters, possible CUP for parking lot

16. Handicapped Veterans Housing—Awaiting Lindstrom Commons plat, located on the lot with Community Garden

Olinger informed the Planning Commission that there is $77 to $80 million in investments in Lindstrom this year.

3. **Short Term Rentals**—Olinger notified the Planning Commission that the current City Code does not regulate Short Term Rentals in the City. Planner Trapp explained that some cities are adding a permit with stipulations for these types of rentals. The Planning Commission did not identify a need to address it at this time.

**MISCELLANEOUS DISCUSSION:**

None.

**ADJOURNMENT:**

Motion by Backer, second by Erlandson to adjourn the meeting at 7:30 p.m. Motion passed 5-0.

Respectfully Submitted,

Melissa (Missy) Glenna
Deputy Clerk
To: Honorable Mayor and City Council Members  
From: Jon Herdegen, P.E. – City Engineer  
Date: February 8, 2018 – For the February 15th City Council Meeting  

2018 Pavement Rehabilitation Project:
The City solicited quotations for pavement rehabilitation work for the upcoming construction season. The City has budgeted $96,000 for this work and the summary of the quotes received is shown below:

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<thead>
<tr>
<th>No.</th>
<th>Roadway To</th>
<th>From</th>
<th>Area (SY)</th>
<th>Total Price</th>
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<tr>
<td>1</td>
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Fahrner Asphalt submitted the low quote in the amount of $103,115.75 or $2.87 per SY. With the quotes coming in slightly over budget, Staff is recommending that Newlander Avenue between Akerson Street and Olinda Trail be postponed until 2019 reducing the estimated cost to $89,338.95. It appears that Fahrner
measured significantly less area that Astech Corp so we are anticipating that the actual amount for micro-
surfacing work may exceed the $89,338.95 but we will monitor quantities in the field to ensure the allocated
budget is not exceeded. The Akerson Court cul-de-sac will be the next segment considered for
postponement if quantities run long.

**Action Requested:** We respectfully request the Council accept the quote provided by Fahrner Asphalt,
expect Newlander Avenue, at an estimated cost of $89,338.95 and direct staff to schedule the work for this
spring/summer.

**288th Street Improvements**
We have submitted the required documentation to MnDOT’s State Aid office and are awaiting the issuance
of the project Notice to Proceed to allow Dresel to begin work. Upon authorization from MnDOT we plan to
hold a pre-construction meeting in late February (tentatively scheduled for Feb. 21st). Dresel plans to begin
muck excavation in early March but this work will not impact the paved surface. We have also received a
wetland permit from the Army Corp of Engineers for the wetlands within the project corridor. The City was
very fortunate to receive permission to utilize the State’s wetland road credit bank so we did not have to
purchase additional wetland credits for the project.

We also planning to hold an open house on Wednesday February 21st at 7:00 pm with the MSA project team,
Dresel Contracting and City staff. The affected residents will receive a mailed notice of the meeting and are
encouraged to attend to learn more about the project.

**Action Requested:** None.
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<td>$0.00</td>
<td>$34,243.87</td>
<td>$36,503.87</td>
</tr>
<tr>
<td>304</td>
<td>GO Equip Certificate 2015A</td>
<td>$5,713.26</td>
<td>$13,000.00</td>
<td>$30,724.86</td>
<td>$-12,011.60</td>
</tr>
<tr>
<td>313</td>
<td>Improve Bonds 2009A (260,000)</td>
<td>$27,716.09</td>
<td>$20,824.00</td>
<td>$28,207.69</td>
<td>$20,332.40</td>
</tr>
<tr>
<td>314</td>
<td>Improve Bonds 2010A (680,000)</td>
<td>$160,880.98</td>
<td>$0.00</td>
<td>$46,958.68</td>
<td>$113,922.00</td>
</tr>
<tr>
<td>323</td>
<td>2012A GO Ref Bond ($2,475,000)</td>
<td>$666,984.66</td>
<td>$0.00</td>
<td>$200,317.28</td>
<td>$466,667.38</td>
</tr>
<tr>
<td>377</td>
<td>TIF District #2 (Big Scottwood)</td>
<td>$195,913.61</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$195,913.61</td>
</tr>
<tr>
<td>378</td>
<td>TIF District #3 (Anderson)</td>
<td>$3,477.74</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$3,477.74</td>
</tr>
<tr>
<td>381</td>
<td>TIF 1-6 (Nabuco)</td>
<td>$374.77</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$374.77</td>
</tr>
<tr>
<td>402</td>
<td>FD Capital Projects/Equipment</td>
<td>$199,045.55</td>
<td>$0.00</td>
<td>$6,842.97</td>
<td>$192,202.58</td>
</tr>
<tr>
<td>403</td>
<td>Capital Revolving Equip Fund</td>
<td>$97,642.91</td>
<td>$0.00</td>
<td>$4,634.39</td>
<td>$93,207.92</td>
</tr>
<tr>
<td>405</td>
<td>Park Improve. Commission Fund</td>
<td>$51,588.10</td>
<td>$0.00</td>
<td>$1,536.23</td>
<td>$50,051.87</td>
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<tr>
<td>412</td>
<td>Xcel Powerline Project (09)</td>
<td>$59,190.99</td>
<td>$0.00</td>
<td>$586.27</td>
<td>$58,604.72</td>
</tr>
<tr>
<td>413</td>
<td>288th Street Project 2017</td>
<td>$18,620.44</td>
<td>$0.00</td>
<td>$8,338.00</td>
<td>$10,082.44</td>
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<tr>
<td>420</td>
<td>Street Repairs</td>
<td>$608.98</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$608.98</td>
</tr>
<tr>
<td>421</td>
<td>Streets Maintenance</td>
<td>$58,411.41</td>
<td>$0.00</td>
<td>$180.00</td>
<td>$58,231.41</td>
</tr>
<tr>
<td>422</td>
<td>Capital Street Projects</td>
<td>$143,192.54</td>
<td>$0.00</td>
<td>$1,903.56</td>
<td>$141,288.98</td>
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<tr>
<td>423</td>
<td>Capital Construction/Repairs</td>
<td>$146,852.84</td>
<td>$6,934.74</td>
<td>$29,062.77</td>
<td>$124,724.81</td>
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<tr>
<td>428</td>
<td>Vehicle Replacement Fund</td>
<td>$193,682.18</td>
<td>$1,500.00</td>
<td>$1,492.88</td>
<td>$193,189.30</td>
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<tr>
<td>432</td>
<td>Morningside Court Project</td>
<td>$18,448.62</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$18,448.62</td>
</tr>
<tr>
<td>452</td>
<td>Building</td>
<td>$45,268.00</td>
<td>$0.00</td>
<td>$45,268.00</td>
<td>$45,268.00</td>
</tr>
<tr>
<td>453</td>
<td>Fire Dept Building</td>
<td>$58,209.85</td>
<td>$1,000.00</td>
<td>$0.00</td>
<td>$59,209.85</td>
</tr>
<tr>
<td>456</td>
<td>Highway &amp; 1st Ave Project</td>
<td>$12,446.69</td>
<td>$0.00</td>
<td>$144.29</td>
<td>$12,302.40</td>
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<tr>
<td>601</td>
<td>Water Operating Fund</td>
<td>$569,050.77</td>
<td>$37,490.61</td>
<td>$75,302.96</td>
<td>$531,238.42</td>
</tr>
<tr>
<td>602</td>
<td>Sewer Operating Fund</td>
<td>$527,374.55</td>
<td>$134,261.82</td>
<td>$104,543.17</td>
<td>$557,093.20</td>
</tr>
<tr>
<td>603</td>
<td>Composting Site</td>
<td>-6,773.84</td>
<td>$7,381.82</td>
<td>$85.36</td>
<td>$522.62</td>
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<tr>
<td>609</td>
<td>Liquor Store - On Sale</td>
<td>$58,672.10</td>
<td>$53,876.97</td>
<td>$53,236.61</td>
<td>$59,512.46</td>
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<tr>
<td>630</td>
<td>Water Capital Reserve Fund</td>
<td>$124,171.70</td>
<td>$0.00</td>
<td>$1,054.45</td>
<td>$123,117.25</td>
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<tr>
<td>631</td>
<td>Water Capital Reserve Fund</td>
<td>$53,822.58</td>
<td>$0.00</td>
<td>$455.08</td>
<td>$53,367.50</td>
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<tr>
<td>632</td>
<td>On Sale Capital Reserve Fund</td>
<td>$83,387.37</td>
<td>$0.00</td>
<td>$704.82</td>
<td>$82,682.55</td>
</tr>
<tr>
<td>633</td>
<td>Off Sale Capital Reserve Fund</td>
<td>$104,674.10</td>
<td>$0.00</td>
<td>$887.96</td>
<td>$103,786.14</td>
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<tr>
<td>651</td>
<td>Water Hookup (WAC)</td>
<td>$1,178,546.14</td>
<td>$250.00</td>
<td>$10,156.31</td>
<td>$1,188,639.83</td>
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<tr>
<td>652</td>
<td>Surface Water Management Fund</td>
<td>$29,332.23</td>
<td>$14,505.58</td>
<td>$2,702.96</td>
<td>$51,132.85</td>
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<tr>
<td>653</td>
<td>Sewer Hookup (SAC/ITCC)</td>
<td>$1,026,952.16</td>
<td>$250.00</td>
<td>$8,868.78</td>
<td>$1,035,833.38</td>
</tr>
<tr>
<td>699</td>
<td>Liquor Store - Off Sale</td>
<td>$85,143.59</td>
<td>$162,490.96</td>
<td>$164,994.02</td>
<td>$82,640.53</td>
</tr>
<tr>
<td>802</td>
<td>Community Garden</td>
<td>$1,604.04</td>
<td>$135.00</td>
<td>$0.00</td>
<td>$1,739.04</td>
</tr>
<tr>
<td>872</td>
<td>Vet's Memorial/Comm Svc Fund</td>
<td>$5,339.87</td>
<td>$0.00</td>
<td>$38.85</td>
<td>$5,301.02</td>
</tr>
<tr>
<td>874</td>
<td>Vet's Memorial Perpetual Care</td>
<td>$94,259.07</td>
<td>$0.00</td>
<td>$804.72</td>
<td>$93,454.35</td>
</tr>
</tbody>
</table>

Last Dim 10100

| Total | 7,459,926.11 | $601,139.41 | $1,053,369.28 | $7,007,696.24 | $7,459,926.11 | $601,139.41 | $1,053,369.28 | $7,007,696.24 |
## CITY OF LINDBSTROM - FINANCE REPORT

### EXP. & REV. VS AMOUNT BUDGETED - January 2018

<table>
<thead>
<tr>
<th>EXPENDITURES</th>
<th>AMOUNT BUDGETED</th>
<th>ACTUAL YTD EXPENDED</th>
<th>$ OVER (UNDER)</th>
<th>% OF BUDGET REMAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAYOR &amp; COUNCIL</td>
<td>19,681</td>
<td>79</td>
<td>(19,602)</td>
<td>99.6%</td>
</tr>
<tr>
<td>LEGAL NOTICES</td>
<td>3,400</td>
<td>0</td>
<td>(3,400)</td>
<td>100.0%</td>
</tr>
<tr>
<td>ADMINISTRATION</td>
<td>334,807</td>
<td>22,674</td>
<td>(312,133)</td>
<td>93.2%</td>
</tr>
<tr>
<td>ELECTIONS</td>
<td>4,900</td>
<td>0</td>
<td>(4,900)</td>
<td>100.0%</td>
</tr>
<tr>
<td>INTERNAL AUDITING</td>
<td>15,050</td>
<td>3,200</td>
<td>(11,850)</td>
<td>78.7%</td>
</tr>
<tr>
<td>LEGAL SERVICES</td>
<td>18,000</td>
<td>0</td>
<td>(18,000)</td>
<td>100.0%</td>
</tr>
<tr>
<td>PLANNING</td>
<td>16,700</td>
<td>53</td>
<td>(16,647)</td>
<td>99.7%</td>
</tr>
<tr>
<td>CITY HALL/CITY AUTO</td>
<td>28,113</td>
<td>258</td>
<td>(27,856)</td>
<td>90.1%</td>
</tr>
<tr>
<td>POLICE</td>
<td>731,576</td>
<td>60,960</td>
<td>(670,616)</td>
<td>91.7%</td>
</tr>
<tr>
<td>FIRE</td>
<td>153,113</td>
<td>2,273</td>
<td>(150,835)</td>
<td>98.3%</td>
</tr>
<tr>
<td>BUILDING /ZONING/ CODE ENFORCEMENT</td>
<td>40,067</td>
<td>2,738</td>
<td>(37,329)</td>
<td>93.2%</td>
</tr>
<tr>
<td>CIVIL DEFENSE</td>
<td>330</td>
<td>0</td>
<td>(330)</td>
<td>100.0%</td>
</tr>
<tr>
<td>ANIMAL CONTROL</td>
<td>75</td>
<td>0</td>
<td>(75)</td>
<td>100.0%</td>
</tr>
<tr>
<td>GENERAL ENGINEERING</td>
<td>11,400</td>
<td>0</td>
<td>(11,400)</td>
<td>100.0%</td>
</tr>
<tr>
<td>PUBLIC WORKS</td>
<td>241,745</td>
<td>13,471</td>
<td>(228,274)</td>
<td>94.4%</td>
</tr>
<tr>
<td>STREET LIGHTING</td>
<td>60,500</td>
<td>0</td>
<td>(60,500)</td>
<td>100.0%</td>
</tr>
<tr>
<td>CONTRACT FOR SERVICES</td>
<td>1,050</td>
<td>0</td>
<td>(1,050)</td>
<td>100.0%</td>
</tr>
<tr>
<td>TOURISM/MAINT STREET BEAUTIFICATION</td>
<td>26,606</td>
<td>0</td>
<td>(26,606)</td>
<td>100.0%</td>
</tr>
<tr>
<td>CABLE TV COMMISSION</td>
<td>26,250</td>
<td>2,418</td>
<td>(23,832)</td>
<td>90.8%</td>
</tr>
<tr>
<td>CHISAGO LAKES AREA INFORMATION CENTER</td>
<td>7,238</td>
<td>0</td>
<td>(7,238)</td>
<td>100.0%</td>
</tr>
<tr>
<td>COMMUNITY CENTER</td>
<td>15,291</td>
<td>0</td>
<td>(15,291)</td>
<td>100.0%</td>
</tr>
<tr>
<td>PARKS OPERATING</td>
<td>135,040</td>
<td>6,385</td>
<td>(128,655)</td>
<td>95.3%</td>
</tr>
<tr>
<td>LIBRARY</td>
<td>17,200</td>
<td>7,655</td>
<td>(9,545)</td>
<td>55.5%</td>
</tr>
<tr>
<td>TOWNSHIP TAX REIMBURSE/ CENTRAL INITIATIVE</td>
<td>9,526</td>
<td>0</td>
<td>(9,526)</td>
<td>100.0%</td>
</tr>
<tr>
<td>CEMETERY</td>
<td>35,671</td>
<td>1,701</td>
<td>(33,970)</td>
<td>95.2%</td>
</tr>
<tr>
<td>MISCELLANEOUS TRANSFERS TO EQUIP/ BUILDINGS/ PROJECTS</td>
<td>3,500</td>
<td>0</td>
<td>(3,500)</td>
<td>100.0%</td>
</tr>
<tr>
<td>UPDATING ORDINANCES</td>
<td>2,500</td>
<td>0</td>
<td>(2,500)</td>
<td>100.0%</td>
</tr>
<tr>
<td>GROWTH MANAGEMENT</td>
<td>25,000</td>
<td>0</td>
<td>(25,000)</td>
<td>100.0%</td>
</tr>
<tr>
<td>PUBLIC SAFETY - FIRE DEPARTMENT</td>
<td>77,164</td>
<td>0</td>
<td>(77,164)</td>
<td>100.0%</td>
</tr>
<tr>
<td>PUBLIC WORKS DEPARTMENT</td>
<td>528,529</td>
<td>0</td>
<td>(528,529)</td>
<td>100.0%</td>
</tr>
<tr>
<td>KJ CELEBRATION</td>
<td>3,575</td>
<td>0</td>
<td>(3,575)</td>
<td>100.0%</td>
</tr>
<tr>
<td>TECHNOLOGY</td>
<td>8,750</td>
<td>0</td>
<td>(8,750)</td>
<td>100.0%</td>
</tr>
<tr>
<td>GENERAL PARKS</td>
<td>37,500</td>
<td>0</td>
<td>(37,500)</td>
<td>100.0%</td>
</tr>
<tr>
<td>COFFEE POT LED LIGHTS</td>
<td>5,000</td>
<td>0</td>
<td>(5,000)</td>
<td>100.0%</td>
</tr>
<tr>
<td>COMPOST</td>
<td>4,200</td>
<td>0</td>
<td>(4,200)</td>
<td>100.0%</td>
</tr>
</tbody>
</table>

| Total                                      | 2,648,649       | 123,876             | (2,524,773)    | 95.3%                 |

---

**GENERAL FUND OPERATING EXPENDITURES: Payables will be coming in Jan 2018**

Nothing out of the ordinary noted.

continued
### REVENUES

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>BUDGETED</th>
<th>YTD REVENUE</th>
<th>OVER (UNDER)</th>
<th>% OF BUDGET REMAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td>TAXES</td>
<td>2,034,659</td>
<td>0</td>
<td>(2,034,659)</td>
<td>100.0%</td>
</tr>
<tr>
<td>LICENSES &amp; PERMITS</td>
<td>29,656</td>
<td>850</td>
<td>(20,800)</td>
<td>97.1%</td>
</tr>
<tr>
<td>INTERGOVERNMENTAL</td>
<td>85,980</td>
<td>0</td>
<td>(85,980)</td>
<td>100.0%</td>
</tr>
<tr>
<td>CHARGES FOR SERVICES</td>
<td>62,656</td>
<td>925</td>
<td>(51,725)</td>
<td>96.5%</td>
</tr>
<tr>
<td>MISCELLANEOUS</td>
<td>187,608</td>
<td>4,419</td>
<td>(183,189)</td>
<td>97.6%</td>
</tr>
<tr>
<td>TRANSFERS (From LL, LM &amp; Reserves)</td>
<td>246,119</td>
<td>14,203</td>
<td>(231,916)</td>
<td>94.3%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$2,648,549</strong></td>
<td><strong>$20,127</strong></td>
<td>(2,628,422)</td>
<td><strong>99.2%</strong></td>
</tr>
</tbody>
</table>

### GENERAL FUND OPERATING REVENUES:

The revenues increase as the year progresses with the payments of Ad Valorem Taxes collected and distributed by the County and the LGA we receive from the State of MN.

### ADDITIONAL FINANCE INFORMATION

**Lindstrom Bottle Shop - OFF Sale**
Balance Lindstrom Liquors Operating Cash (699) : $ 82,640
Balance Lindstrom Liquors Reserves Cash (633) : $ 103,786

**Lindstrom Muni Bar - ON Sale**
Balance Municipal Bar Operating Cash (609) : $ 59,512.46
Balance Municipal Bar Reserves Cash (632) : $82,682

**Removal of Snow on Highway 8** : Balance Remaining $44,415 as of 12/31/2018

**Salt & Sand for Streets** : Balance Remain $ 798.91 as of 12/31/2018

Note: In the 2015 budget that was approved, the budgeted dollar amounts for snow removal and salt/sand were to be transferred into a capital projects fund, so if there are budgeted dollars remaining, they will carry over into the next year. This should protect the City from an unpredictable cost relating to numerous snowfalls and removal of snow on Highway 8.
January 1, 2018

**Y-T-D REPORT FOR LINDSTROM MUNICIPAL**

### SALES:

<table>
<thead>
<tr>
<th>Item</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor</td>
<td>$12,794</td>
<td>$12,926</td>
</tr>
<tr>
<td>Beer</td>
<td>$15,875</td>
<td>$16,083</td>
</tr>
<tr>
<td>Wine</td>
<td>$206</td>
<td>$283</td>
</tr>
<tr>
<td>Beverages</td>
<td>$206</td>
<td>$190</td>
</tr>
<tr>
<td>Foodstuffs</td>
<td>$1,535</td>
<td>$1,448</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$30,637</strong></td>
<td><strong>$30,830</strong></td>
</tr>
</tbody>
</table>

### COST OF SALES:

<table>
<thead>
<tr>
<th>Item</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor</td>
<td>$2,143</td>
<td>$2,771</td>
</tr>
<tr>
<td>Beer</td>
<td>$526</td>
<td>$141</td>
</tr>
<tr>
<td>Wine</td>
<td>$72</td>
<td>$112</td>
</tr>
<tr>
<td>Drink Ingredients</td>
<td>$35</td>
<td>$38</td>
</tr>
<tr>
<td>Soda/NonAlcoh</td>
<td>$77</td>
<td>$18</td>
</tr>
<tr>
<td>Foodstuffs</td>
<td>$7</td>
<td>$0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$2,861</strong></td>
<td><strong>$3,380</strong></td>
</tr>
</tbody>
</table>

### GROSS MARGIN

- **$27,776** (90.66%)
- **$27,750** (90.61%)

### OTHER INCOME

- $3,530 (Int., Pull Tab Rent, Game Comm, NSF Coll)
- **$3,107**

### TOTAL GROSS MARGIN

- **$31,306** (Gross Margin Plus Other Income)
- **$30,957**

### OPERATING EXPENSES:

<table>
<thead>
<tr>
<th>Description</th>
<th>2018</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sal/Bene/WC</td>
<td>$8,188</td>
<td>$8,176</td>
</tr>
<tr>
<td>Overhead</td>
<td>$11,032 (Includes new Lasers/Flasche Program)</td>
<td>$7,106</td>
</tr>
<tr>
<td>Other</td>
<td>$1,168 (Includes Capital Outlay, Dram Shop Ins, Acoct)</td>
<td>$3,986</td>
</tr>
<tr>
<td><strong>TOTAL OPERATING</strong></td>
<td><strong>$21,199</strong></td>
<td><strong>$18,252</strong></td>
</tr>
</tbody>
</table>

### Operating Income

- $10,117 (Total Gross Margin Less Total Expenses)
- **$12,065** (33.02%)

**Kaffe Kanna Park**

$45,745

---

**FUND 609 OPERATING LIQUOR MUNI ACTUAL FUND CASH BALANCES**

<table>
<thead>
<tr>
<th></th>
<th>Jan-18</th>
<th>Jan-17</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INVENTORY January 2018</strong></td>
<td>$17,000</td>
<td></td>
</tr>
<tr>
<td><strong>INVENTORY January 2017</strong></td>
<td>$15,343</td>
<td></td>
</tr>
</tbody>
</table>

**FUND 632 CAPITAL FUND ON SALE LIQUOR MUNI BALANCE**

- Cash Balance = **$82,082.00**

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Regular City Council Meeting Agenda –February 15, 2018
Page 79 of 82
January 2018

Y-T-D REPORT FOR LINDSTROM LIQUORS

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>Comparison</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor</td>
<td>$47,025</td>
<td>$47,656</td>
</tr>
<tr>
<td>Beer</td>
<td>$50,536</td>
<td>$57,073</td>
</tr>
<tr>
<td>Wine</td>
<td>$21,551</td>
<td>$23,563</td>
</tr>
<tr>
<td>Misc Aloc</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Other</td>
<td>$18,825</td>
<td>$21,634 (Cigs, Food, Soda, ice, Condiments)</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$138,337</td>
<td>$149,947</td>
</tr>
</tbody>
</table>

COST OF SALES:

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>Comparison</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor</td>
<td>$0</td>
<td>$8,206</td>
</tr>
<tr>
<td>Beer</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Wine</td>
<td>$87</td>
<td>$3,427</td>
</tr>
<tr>
<td>Other</td>
<td>$140</td>
<td>$292</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$140</td>
<td>$17,925</td>
</tr>
</tbody>
</table>

GROSS MARGIN

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>Comparison</th>
</tr>
</thead>
<tbody>
<tr>
<td>$132,022</td>
<td>88.95%</td>
<td>$138,197, 99.90%</td>
</tr>
</tbody>
</table>

OTHER INCOME

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>Comparison</th>
</tr>
</thead>
<tbody>
<tr>
<td>$7,720</td>
<td>(incl: Lottery Tkt, Scratch-offs)</td>
<td>$6,069</td>
</tr>
</tbody>
</table>

TOTAL GROSS MARGIN

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>Comparison</th>
</tr>
</thead>
<tbody>
<tr>
<td>$139,741</td>
<td>(Gross Margin Plus Other Income)</td>
<td>$144,266</td>
</tr>
</tbody>
</table>

OPERATING EXPENSES:

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>Comparison</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sal/one/AWC</td>
<td>$13,814</td>
<td>$16,039</td>
</tr>
<tr>
<td>Overhead</td>
<td>$10,241</td>
<td>$11,646</td>
</tr>
<tr>
<td>Other</td>
<td>$11,318</td>
<td>$9,032 (incl: Lottery Tkt, Scratchoffs Tkt, Capital Exp.)</td>
</tr>
</tbody>
</table>

TOTAL OPERATING:

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>Comparison</th>
</tr>
</thead>
<tbody>
<tr>
<td>$35,717</td>
<td></td>
<td>$35,737</td>
</tr>
</tbody>
</table>

Operating Income

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>Comparison</th>
</tr>
</thead>
<tbody>
<tr>
<td>$108,893</td>
<td>78.72%</td>
<td>$104,025, 65.37%</td>
</tr>
</tbody>
</table>

FUND 699 OPERATING LIQUOR STORE FUND ACTUAL CASH BALANCES

<table>
<thead>
<tr>
<th></th>
<th>Jan. 18</th>
<th>Jan. 17</th>
</tr>
</thead>
<tbody>
<tr>
<td>INVENTORY Jan 2016</td>
<td>$391,527</td>
<td>$366,493</td>
</tr>
</tbody>
</table>

Doublecheck Cash Balance

- $85,144 Actual Cash Balance Year End 2017
- $3,644 Receivables at Year End 2017
- $3,544 Acquired wages at Year End 2017
- $89,651 Payables at Year End 2017
- $13,551 2018 Beginning Operating Cash
- $104,025 YTD Net Income Jan 2018 (Includes prorated expenses & revenues)
- $11,073 Less YTD Transfers
- $79,300 Balance (Diff = Prorated Expenses/Depreciation)

FUND 633 CAPITAL FUND OFF SALE LIQUOR STORE BALANCE

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>Comparison</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Balance</td>
<td>$103,786</td>
<td></td>
</tr>
</tbody>
</table>
CALL TO ORDER/PLEDGE: The meeting was called to order by Chair Johnson at 6:00 p.m.

CALL OF ROLL:

Members Present: Rusty Johnson, Pam Schultz, Shari Bachman, Ian Dudley, Clio Johnson, Matt Rein

Members Absent: John Renaker

Also Present: Administrator John Olinger, Council Liaison AnnMarie Brink, Public Works Staff Bill Straub, Council Liaison Alternate Waldoch,

CONSIDERATION OF AGENDA:

Additions/Deletions:

Motion by Schultz, second by Rein, to approve the Agenda as presented. Motion passed 6-0.

CONSIDERATION OF MINUTES:

Motion by Rein, second by Schultz, to approve the minutes of the January 8, 2018 meeting as amended. Rein changed “with” to “will” in #4 bullet and Schultz removed Bachman from missing. She attended the meeting. Bachman changed the Burr Oak planting to the Allemansrätt Park accomplishment. Motion passed 6-0.

BUSINESS:

1. Allemansrätt Park

- A winter buckthorn burn is being planned for February 10th – We must have all volunteers. Olinger was asked to bring hot dog sticks. Bachman asked to by hot dogs, ketchup and mustard.
- Awaiting the History Panels from Alyssa Auten.
- Pavilion, Bachman requested to hold a meeting this summer at Bull Lake Point to determine a location for the pavilion.
- Brad Schultz will sponsor a bench “in memory of Dave ‘Seaweed’ Snyder”. Bachman will construct and install. The bench will honor a teacher and champion of the lakes. Schultz wants to put the bench on the point at Anderson Peninsula along the Water Trail. He’d like a little celebration after.
• Bachman has been unsuccessful to contact Ken Otte who has 50 volunteers to work on Allemansrätt. Projects are thinning pines, removing downed wood, reroof wood shed, (Straub has an Eagle Scout on this project),

2. **Chisago Lakes Home & Business Show** – Dudley asked for pictures for the display. He stated he will be working on them the last week in February. Johnson had the sign-up sheet for working the booth. Bachman stated we need brochures for the water trail, Allemansrätt Park, Walking Tour, Lindstrom Parks.

3. **Motor Vehicle Ordinance**-Bachman reviewed the changes; “Compliance Required: It shall be unlawful for any self-propelled vehicle except those maintenance vehicles authorized by the City and emergency vehicles and handicapped vehicles, including, but not limited to, motor vehicles as defined in Minnesota statutes, chapter 169, other self-propelled vehicles, motorcycles, and snowmobiles, to travel within the city parks, except on established roadways, trails or other areas designated for such purpose within said park. Motion by Bachman to approve the language and send to the City Council, seconded by Schultz, motion carried 6-0.

4. **KiChiSaga Park / Karl Oskar House** – Nothing new.

5. **Student Report** – Johnson reported she has been skiing at the Golf Course.


7. **Spring Swing** – Bachman stated she would like to keep the time of the Spring Swing and the Polka Party the same, 6:00-9:00pm. Dance instruction is a half hour before the dance. Glenna to hire the band, Retro Swing sister. Find a sponsor for the Police presence.

8. Brink asked to add “No smoking in parks” discussion at the next meeting.

**OTHER DISCUSSION:**

**ADJOURNMENT:**

The meeting adjourned at 6:50 p.m.

Respectfully submitted,
John Olinger
City Administrator