

Lakeland Shores City Council Meeting
January 5, 2016, 6:00 p.m. Workshop
January 5, 2016, 6:30 p.m. Council Meeting
Lakeland City Hall



1) Regular Council Meeting

Call to Order
Roll Call
Pledge of Allegiance
Adopt Agenda

2) Oath of Office

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

3) Meeting Minutes

A) Approve December 1, 2016 Regular City Council Meeting Minutes

4) Public Comments

5) Agency Reports

A) Washington County Sheriff Report
B) Fire Department Report
C) Building Department Report

6) Unfinished and New Business

A) Resolution 2017-1-02 Fire Relief Association Benefit Increase
B) Resolution 2017-1-03 Annual Appointments for 2017
C) Resolution 2017-1-04 Approving 2017 Fee Schedule
D) 2017 Animal Humane Society Contract
E) Xcel Energy Street Light Conversion to LED

7) Council and Staff Reports/Action

A) Roads Commissioner Report
B) Treasurer Report
C) City Clerk/Zoning Administrator Report
D) Mayor and Council Reports
E) Review and Approve Claims/Resolution 2017-1-01

8) Adjourn

**AGENDA ITEM
2A**

OATH OF OFFICE

State of Minnesota)
County of Washington) ss.
City of Lakeland Shores)

I, Brian Zeller, do solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will faithfully discharge the duties of the office of Mayor for the City of Lakeland Shores in the County of Washington and the State of Minnesota to the best of my judgment and ability.

Signature

Subscribed and sworn to before me this _____ day of _____, 2017.

Signature of Notary Public _____

Sandra Thone

Date Commission Expires 1/31/2020

County of Residence Washington

**AGENDA ITEM
2B**

OATH OF OFFICE

State of Minnesota)
County of Washington) ss.
City of Lakeland Shores)

I, Tom Wilson, do solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will faithfully discharge the duties of the office of City Council for the City of Lakeland Shores in the County of Washington and the State of Minnesota to the best of my judgment and ability.

Signature

Subscribed and sworn to before me this _____ day of _____, 2017.

Signature of Notary Public _____

Sandra Thone

Date Commission Expires 1/31/2020

County of Residence Washington

**AGENDA ITEM
2C**

OATH OF OFFICE

State of Minnesota)
County of Washington) ss.
City of Lakeland Shores)

I, Tim Schroeder, do solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will faithfully discharge the duties of the office of City Council for the City of Lakeland Shores in the County of Washington and the State of Minnesota to the best of my judgment and ability.

Signature

Subscribed and sworn to before me this _____ day of _____, 2017.

Signature of Notary Public _____

Sandra Thone

Date Commission Expires 1/31/2020

County of Residence Washington

**AGENDA ITEM
2D**

OATH OF OFFICE

State of Minnesota)
County of Washington) ss.
City of Lakeland Shores)

I, Randy Kopesky, do solemnly swear or affirm that I will support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will faithfully discharge the duties of the office of City Council for the City of Lakeland Shores in the County of Washington and the State of Minnesota to the best of my judgment and ability.

Signature

Subscribed and sworn to before me this _____ day of _____, 2017.

Signature of Notary Public _____

Sandra Thone

Date Commission Expires 1/31/2020

County of Residence Washington

Regular City Council Meeting
Lakeland City Hall

Lakeland Shores City Council Meeting Call to Order: Mayor Kopesky opened the December 1, 2016 City Council meeting at 6:35 p.m.

Roll Call:

Council Present: Mayor Randy Kopesky, Council Member John Bischoff, Council Member Zoe Zhi, Council Member Elizabeth Kemling

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

Others Present: Mayor-Elect Brian Zeller, Videographer Dietrich Wilke, Council Member-Elect and Fire Department Vice Chair Tom Wilson

The Pledge of Allegiance was said.

Review and Approve Meeting Agenda: Agenda Adopted.

Review and Approve Lakeland Shores City Council Minutes: Council Member Kemling moved to approve the November 3, 2016 City Council Meeting Minutes; Council Member Bischoff seconded; 4-0; motion carried.

Review and Approve Lakeland Shores Election Canvass Board Minutes: Council Member Kemling moved to approve the November 16, 2016 Election Canvass Board Meeting Minutes; Council Member Zhi seconded; 4-0; motion carried.

Public Comments: None

Washington County Sheriff's Report: Mayor Kopesky reported on the Sheriff's report for the month which included five ICR's and no citations.

Building Permit Report: Mayor Kopesky reviewed the building report for the month of November.

Final 2017 Budget and Levy: Final Budget for 2017 of \$152,455 and 2017 Certified Levy of \$150,070. Council Member Kemling made a motion to approve Resolution 2016-12-02 adopting the Final 2017 Budget and Levy: Final Budget for 2017 of \$152,455 and 2017 Certified Levy of \$150,070, Council Member Bischoff seconded; all ayes, 4-0; motion carried.

Roads Commissioner Report: Council Member Bischoff reported the roads have been great, he has received no complaints and will be in contact with Tri-County in the near future. He explained that he will continue to pursue planning for emergency storm situations for the city to have something in place for the future.

Lakeland Shores City Council Meeting Minutes | 2016

December 1

Council Member Zhi: Council Member Zhi thanked everyone for the past four years and congratulated the mayor and incoming councilmembers. She expressed if all goes as well as it has in the past four years and taxes remain low she will be very happy.

City Treasurer Report: Mayor Kopesky and the council reviewed the Treasurer report for November in his absence – noting nothing of significance to report.

City Clerk/Zoning Administrator Report: City Clerk/Zoning Administrator Thone reported everything is ready to go for the transition in January of incoming elected officials. She thanked Council Members Elizabeth Kemling and Zoe Zhi, expressing it has been great working with them these past years. She explained she is working with a new owner of the property at 125 Lakeland Shores Road and would expect a variance to come before council in the next few months to improve the structure. She explained the escrow refund for the Hagen property work was issued and will be sent as well.

Fire Department Report: Council Member-Elect and Fire Department Vice Chair Tom Wilson reported there have been 348 runs for the year – with two months left to go in the year – on target for the year (unless it snows) – budget looks fine – 74% to budget at the end of September – he agreed to forward the Fire Relief Association comparisons to Council Member Bischoff for review.

Council Reports

Council Member Bischoff: Council Member Bischoff expressed his appreciation for the outgoing council members and commended the giving of their time and their quality service to the community.

Council Member Kemling: Council Member Kemling expressed that it has been a pleasure to serve the past 12 years, she has enjoyed her time and especially working with the current council, and she wished the newcomers well.

Mayor Kopesky: Mayor Kopesky reported they had a very successful Veteran's Recognition Dinner serving 160 people (including five World War II Veterans) which is a record and over 65 door prize donations – one of the highlights of the event was a video showing the five branches of the service with the service songs – while Veterans of the respective services saluting while their song played – a very moving event.

Mayor Kopesky expressed his appreciation for his time as Mayor the past twelve years. He specifically thanked Council Member John Bischoff for his service the past couple years expressing he has done a good job and looks forward to working with him on the future council as well. He thanked Zoe Zhi for her service the past four years and expressed her participation on the council was very nice and wished her the best. He thanked Elizabeth for her service the past twelve years and expressed how grateful he was for her guidance, leadership and role as acting mayor and wished her the best as well. In addition, he thanked Sandie Thone as city clerk and zoning administrator for a wonderful job and expressed that as a city clerk and zoning administrator she could not have done any better of a job stating 'you are the best'.

Lakeland Shores City Council Meeting Minutes | 2016 December 1

Mayor Kopesky thanked the residents who have entrusted him to perform his role as mayor for the past twelve years and expressed it has been a humbling experience. He shared he looks forward to moving to the other side of the table as a council member for the next two years to serve the community in continuing to deliver high quality service to the residents and businesses of Lakeland Shores. He congratulated the incoming council and mayor expressing he looks forward to working with them.

Review and Approve Claims: Mayor Kopesky presented the claims for the month for a total of \$15,495.74; **Council Member Kemling made a Motion to approve Resolution 2016-12-01 for the Period of Bills and Invoices from November 3, 2016 to December 1, 2016 for a total of \$15,495.74; Council Member Zhi seconded; roll call; all ayes; 4-0; Resolution adopted.**

Adjourn: Mayor Kopesky wished everyone a Merry Christmas and Happy New Year and made a motion to adjourn the meeting; Council Member Kemling seconded the motion; all ayes; motion carried. Mayor Kopesky adjourned the meeting at 7:02 p.m.

City Council of Lakeland Shores

Brian Zeller, Mayor

Sandie Thone, City Clerk/Administrator

AGENDA ITEM

6A

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

Date: Sunday December 18, 2016

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

To: Honorable Mayor City of Lakeland Shores

Dear Honorable mayor and city council,

Please receive the following enclosures and action items:

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

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

Highlights of the changes are as follows:

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

Resolution request:

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

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

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

Sincerely,

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

Encl: see above for attachment list

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

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

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

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

- 1- Benefit levels will be reviewed annually on the following schedule, using prior year ending assets and liabilities.
 - a. January Board Meeting for review of year financials and benefit level.
 - b. Present benefit level review and recommendations at the Annual Meeting of the LSCVFDRA for approval and ratification.
 - c. Present to all 5 City Council meetings in February and March for municipal ratification of benefit level.

- 2- Any proposed benefit level increase will maintain a funding ratio of the Pension fund of not less than 115% funding level. Once ratified, benefit levels cannot be decreased.

- 3- If funding allows, benefit level increase will be a minimum of \$25/year in \$25 increments.

**CITY OF LAKELAND SHORES
WASHINGTON COUNTY, MINNESOTA
RESOLUTION 2017-1-02**

**A Resolution Approving the Lower St. Croix Valley Fire Department (LSCVFD)
Relief Association Service Pension Benefit Amount**

WHEREAS the fire fighters of LSCVFD have lawfully organized as a Relief Association to administer a firefighter relief association pension fund under the laws of the State of Minnesota; and

WHEREAS the Association has a Lump Sum Pension Plan, which is a special fund that is used to provide a lump sum service pension upon the retirement of a volunteer fire fighter; and

WHEREAS this Service Pension Plan is a recruitment and retention tool for the LSCVFD; and

WHEREAS the Relief Association has audited the pension fund through the services of a qualified professional accountant and have determined that an annual service pension amount of \$3,400.00 would be supported by the fund; and

WHEREAS Minnesota Statute 424A.02 states that the relief association service pension amounts must be approved by the City Council(s); and

WHEREAS the LSCVFD Relief Association is requesting the City Council approve the 2016 benefit level of \$3,400.00 per year of service, a \$150.00 increase annually.

SO THEREFORE BE IT RESOLVED by the Lakeland Shores City Council that it hereby approves a benefit amount increase for the LSCVFD Relief Association members in the amount of \$3,400.00 per year of service, effective January 5, 2017.

Adopted by the Lakeland Shores City Council this fifth day of January 2017.

Brian Zeller, Mayor

ATTEST:

Sandie Thone, City Clerk/Administrator

AGENDA ITEM 6B

TO: Mayor and City Council
FROM: Sandie Thone, City Clerk/Administrator
RE: Resolution 2017-1-03 Annual Appointments
DATE: January 5, 2017

Background

The City of Lakeland Shores requires active partnership, participation and consultation for the various duties and departments of running a city.

Discussion

As part of the city's first of the year business, city staff and elected officials review the city's appointments and recommend deletions, additions, or changes in order to maintain a high quality of service to the city's residents and businesses. As part of Mayor Brian Zeller's first duties, he proposes the following updates inclusive in Resolution 2017-1-03 Annual Appointments. The appointment to Gateway Corridor is up for discussion. Please discuss, review the appointments and approve accordingly.

Recommendation

Staff is requesting the City Council Approve Resolution 2017-1-03 2017 Annual Appointments. Motion/Second/Majority Vote required.

**RESOLUTION 2017-01-03
APPROVING THE 2017 ANNUAL APPOINTMENTS**

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

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

Acting Mayor: John Bischoff
Animal Control Officer: Kathy Pelnar
Bluff Cutting Permit: Sandie Thone
Building Official: Scott Qualle/MNSPECT
Cable Commission: Tim Schroeder
City Attorney: David Magnuson/Magnuson Law Firm
City Engineer: John Parotti, Short Elliot Hendrickson, Inc.
City Treasurer: Tom Niedzwiecki
Culvert Inspector: John Bischoff
Dog Licensing: Sandie Thone
Emergency Management: Brian Zeller
Fire District Audit Committee: Tom Wilson
Gateway Corridor: _____
Lower St. Croix Valley Alliance: All Council Members
LSCVFPD: Tom Wilson
MSCWMO Water Management: Brian Zeller
Newsletter: Sandie Thone
Official Depository: US Bank and 4M Fund
Official Newspaper: St. Paul Pioneer Press
Process Server: Washington County Sheriff's Office
Recycling: Sandie Thone
Roads Commissioner: John Bischoff
Website: Sandie Thone
Weed Control/Inspector: Tim Schroeder
Yellow Ribbon Alliance LSCV: Randy Kopesky
Zoning Administrator: Sandie Thone

Passed and Adopted by the City Council this fifth day of January 2017.

Brian Zeller, Mayor

Sandie Thone, City Clerk/Administrator

AGENDA ITEM 6C

TO: Mayor and City Council
FROM: Sandie Thone, City Clerk/Administrator
RE: Resolution 2017-1-04 Updated 2017 City Fee Schedule
DATE: January 5, 2017

Background

The City of Lakeland Shore's City Code authorizes the city to impose fees, rates or charges for city services as necessary and relevant and within state guidelines. The fees are determined and allowed to be amended from time to time by resolution as set forth in the Master Fee Schedule.

Discussion

As part of the city's first of the year business, staff is required to review the city fee schedule and recommend deletions, additions, or changes in order to maintain a relevant set of fees that reflect the services offered by the city. In an audit of the 2016 Lakeland Shores City Fee Schedule for effectiveness staff found the following two fees to be inadequate to cover costs associated with servicing the permits:

1) Variance Permit	Current Fee: \$100 Proposed Fee: \$300	Current Escrow: \$1,000 Proposed Escrow: \$800
2) Conditional Use Permit	Current Fee: \$100 Proposed Fee: \$300	Current Escrow: \$1,000 Proposed Escrow: \$800

The above two proposed changes are included in the 2017 Lakeland Shores City Fee Schedule proposed for approval.

Recommendation

Staff is requesting the City Council Approve Resolution 2017-1-04 Updated 2017 City Fee Schedule. Motion/Second/Majority Vote required.

**RESOLUTION 2017-1-04
CITY OF LAKELAND SHORES
APPROVING THE 2017 UPDATED CITY FEE SCHEDULE**

WHEREAS, the City of Lakeland Shores and its activities as a municipality require us to set forth fees and charges for permits and services; and

WHEREAS, the City of Lakeland Shores must maintain a relevant schedule of fees and regularly audit their effectiveness; and

WHEREAS, the Legislature passed a new law regarding temporary health care dwellings allowing short term temporary structures to be built as alternative housing for mentally or physically impaired people on a relative's or caregiver's property and fees are required to be established for the temporary permits and the schedule was updated to reflect this change in September of 2016; and

WHEREAS, the City of Lakeland Shores at the first meeting of the year will review the fees for relevance and update the fee schedule accordingly; and

WHEREAS, City Staff found two separate fees; Variance and Conditional Use Permit(s) to be insufficient to cover the costs of administering and issuing the permits and have raised the fees respectively from \$100 to \$300 to cover the costs and reduced the refundable deposit from \$1000 to \$800, respectively as well.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Lakeland Shores, Minnesota the following fee schedule effective January 5, 2017:

**CITY OF LAKELAND SHORES
2017 PERMIT FEE SCHEDULE**

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

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

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

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

LAKELAND SHORES BUILDING CODE FEE SCHEDULE

Effective Date: 01/05/2017

Residential Fees

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

*(Definition of residential: **IRC-1 Single Family Dwelling:** Any building that contains one dwelling unit used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or occupied for living purposes. **IRC-2 Two-Family Dwelling:** Any building that contains two separate dwelling units with separation either horizontal or vertical on one lot used, intended, or designed to be built, used, rented, leased, let, or hired out to be occupied, or occupied for living purposes. **IRC-3 – Townhouse:** Definition: A single-family dwelling unit constructed in a group of two or more attached units in which each unit extends from the foundation to the roof and having open space on at least two sides of each unit. Each single-family dwelling unit shall be considered to be a separate building. Separate building service utilities shall be provided to each single-family dwelling unit when required by other chapters of the State Building Code. **IRC-4 Accessory Structure:** Definition: A structure not greater than 3000 ft² in floor area, and not over two stories in height, the use of which is customarily accessory to and incidental to that of the dwelling(s) and which is located on the same lot.*

Maintenance Permit Fees:

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

Plumbing Permit Fees:

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

Mechanical Permit Fees:

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

- Gas Line only permit: \$50.00
- Fire Place insert see Above (Mechanical Permits)
- Fire Place masonry Based on valuation (building permit required)
- Fixture Maintenance: \$50.00 (This permit is for replacing ONE previously existing appliance where only disconnecting and reconnecting of existing pipes or ducts is to be done. Changing vent systems, running new gas lines, or replacing or installing new ductwork, pipes, or vents is not fixture maintenance. Examples include Furnace, Boiler, A/C, or Water Heater Replacement. Multiple units: use new appliance fees.)

Moved in Structures: See Building Permit Related Fees – commercial and residential

Commercial Fees (all projects not defined as residential)

ALL Commercial permit applications require plan review, and permit fees are based on valuation (includes, re-roof, re-side, re-window, and re-door).

Plumbing and Mechanical Permit Fees: Valuation-based fee (copy of contract must be submitted with permit application)

Building Permit minimum:	\$75.00
Plumbing minimum:	\$75.00
Mechanical minimum:	\$75.00
Gas line minimum (unless included with other mechanical work):	\$50.00

Commercial Plumbing Plan Review: Plumbing Plan Review Fee Schedule

Fire Sprinkler Systems require regular building permit; fees are based on valuation
 Fire Alarm Systems require regular building permit; fees are based on valuation

Valuation Based Fees (Building Official will calculate these fees)

(Residential and Commercial building permit fees when plan review is required):

Fee Schedule Base: 1997

Value up to (and including):		For the first:	Plus	For each additional:
\$500	\$50.00	\$500		
\$2000	\$50.00	\$500	\$3.05	\$100 or fraction thereof
\$25,000	\$85.75	\$2,000	\$14.00	\$1,000 or fraction thereof
\$50,000	\$407.75	\$25,000	\$10.10	\$1,000 or fraction thereof
\$100,000	\$660.25	\$50,000	\$7.00	\$1,000 or fraction thereof
\$500,000	\$1,010.25	\$100,000	\$5.60	\$1,000 or fraction thereof
\$1,000,000	\$3,250.25	\$500,000	\$4.75	\$1,000 or fraction thereof
1,000,001 and up	\$5,620.25	\$1,00,000	\$3.80	\$1,000 or fraction thereof

*Pursuant to MN Rules Chapter 1300.0160 subpart 3, Building permit valuations shall be set by the Building Official. For determining the permit valuation, the Building Official will use the supplied valuation with a minimum value as calculated by the current Building Valuation Data Table, published each May by the Department of Labor and Industry and other data, as needed, for projects not otherwise specified.

Building Permit Related Fees – commercial and residential)

- **Plan Check/Document Evaluation fee:** 65% of the Permit Fee for Residential and Commercial Projects. All valuation-based permits require plans/documents to be submitted for review
- **Master Plan:** When submittal documents for similar plans are approved, plan review fees shall not exceed 25 percent of the normal building permit fee established and charged for the same structure. Plan review fees for the original plan review is 65% of the permit fee.
- **Review of state approved plans:** 25% of the plan review required by the adopted fee schedule (for orientation to the plans)

- **Residential Site Inspection (including initial S.E.C.)**, required for all new construction (new homes, detached garages, accessory structures) \$60.00
- **Commercial Site Inspection (including initial S.E.C.)**, required for all new construction (new buildings and accessory structures) \$90.00
- **S.E.C. (soil and erosion control)** .0006 x permit valuation for all *Building* Permits except re-roof, re-side, window replacement, decks & interior remodels. Minimum \$150.00 new home or commercial construction, minimum \$50.00 on any other non-exempt construction.
- **Demolition Permit Fees**: Based on valuation with a minimum fee of \$100.00

- **Exterior Structures**:
 - Retaining Wall (over 4' in height): based on valuation
 - Fence (over 7' in height): based on valuation
 - Sheds (over 200 sq. feet): based on valuation
 - Swimming Pools:
 - Seasonal Swimming Pools: \$50.00
(Seasonal residential swimming pools requiring permits (over 24" and 5000 gallons, installed entirely above grade) are allowed to be installed with a single application and approval provided that the same pool is installed in the same location each year. Once approved, the pool may be put up and taken down any number of times. A site plan is required to be approved as a part of the permit submittal, and must be kept on site for review as needed.)
 - Permanent and In-ground Swimming Pools: Based on Valuation
- **Pre-moved in single family dwelling – code compliance inspection**: \$175.00 plus travel time and mileage from municipality office (as calculated by Google maps)
- **Pre-moved in accessory structure – code compliance inspection**: \$125.00 plus travel time and mileage from municipality office (as calculated by Google maps)
- **Connection fee – Moved in structure**: \$200.00 (does not include foundation/interior remodel)
- **Manufactured home installation**: \$200.00 (does not include foundation/interior remodel) plus connection fees (if applicable)
- **Connection fee – plumbing**: \$50.00
- **Connection fee – mechanical**: \$50.00
- **Site work for manufactured, prefab, or moved in home (foundation, basement, etc.)**: valuation based

State Surcharge Fees

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

State Surcharge is applicable on all permits unless otherwise noted.

Other Inspections and Fees

1.	Re-inspection Fee - A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made. On valuation-based building permits, this fee is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of the code, but as controlling the practice of calling for inspections before the job is ready for such inspection or re-inspection. Re-inspection fees shall also be assessed when: 1) the address of the jobsite is not posted, 2) the inspection record card is not posted or provided at the worksite, 3) the approved plans are not readily available for the inspector, 4) full access to the site is not provided for the inspector, 5) the inspector is not met by the responsible individual (no show), 6) on residential (IRC) maintenance permits where corrections are required to be inspected, and 7) deviations from the approved plans occur without prior building official approval. Re-inspection fees are due on or before the re-inspection. Payment shall be made payable to the Municipality:	\$50.00 each
2.	Inspections outside of normal business hours (will include travel time both ways – 2 hour minimum):	\$60/hr.
3.	Inspections for which no fee is indicated, Miscellaneous and Special Services (1/2 hour minimum):	\$60/hr.
4.	Additional Plan Review required by changes, additions, or revisions to approved plans (½ hour minimum)	\$75/hr.
5.	Special Investigation fee (work started without obtaining a permit) – applied whether permit is issued or not	100% of permit fee
6.	Copy charge (black/white 8 ½ x 11) – per side	\$.25/sheet
7.	Copy charge (black/white 11 x 17 and 8 ½ x 14) – per side	\$.50/sheet
8.	Copy charge (color 8 ½ x 11) – per side	\$1.00/sheet
9.	Copy charge (color 11 x 17 and 8 ½ x 14) – per side	\$2.00/sheet
10.	Replacement permit card fee – short card (8 ½ x 7)	\$25.00
11.	Replacement permit card fee – long card (8 ½ x 14)	\$40.00
12.	License Look-Up (contractor license verification)	\$5.00
13.	Lead Certification (for eligible construction) (contractor Lead Certification Verification)	\$5.00
14.	Permit Renewal within 6 mos. of expiration (no plan changes, no code changes, new permit number)	50% of original permit fee
15.	Change of Use of occupancy classification	\$100.00
16.	Pre-Final inspection (new home or structure) – 2 hour minimum	\$60/hr.
17.	Temporary Certificate of Occupancy – Escrow (less costs to administer)	\$1,000.00
18.	Refunds:	
	Plan review (if plan review has not started)	100%
	Plan review (if plan review has started - partial)	50%
	Plan review (if plan review has been completed)	0%
	Permit fee (if work has not started) within 6 months of permit issuance by municipality	75%
	Permit fee (if work started)	0%
	Maintenance Permits	0%

Effective 01/05/2017

Brian Zeller, Mayor

Sandie Thone, City Clerk/Administrator

AGENDA ITEM 6D

10/28/2016

City of Lakeland Shores
PO Box 246
Lakeland, MN 55043

Dear Municipal Administrator,

As you know, Animal Humane Society partners with local cities to improve the lives and welfare of animals as well as the impact they have on people in our community. We look forward to continuing our partnership with you in 2017.

While we have had no significant internal policy or practice changes that will affect this relationship, we want to remind our Wisconsin partners that the stray holding period in the state has changed. It is now 4 days if the animal has a live release (adopted, returned to owner) and 7 days if euthanized. These time frames have been updated in our contract.

Two copies of your 2017 contract are enclosed. We anticipate no other changes that will impact our municipal contracts, so the language in the new agreement is consistent with the one you signed for 2017 with the exception of Wisconsin holding days. Our holding fees – which have been static for several years – will increase slightly to \$142 per animal for cats and dogs and \$43 per animal for other domestic animals.

If you have any questions, please feel free to contact me at the email or phone number below. We have simplified the process this year by already signing our part of the contract. Please sign both copies of the contract and return one of them to the Woodbury address below.

We appreciate your partnership as we seek to serve both the people and animals of our communities.

Sincerely,

Graham Brayshaw, DVM
Director of Animal Services, Animal Humane Society
gbrayshaw@animalhumanesociety.org
(763) 489-2224

Animal Humane Society
c/o Dawn Mathews, Site Manager
9785 Hudson Rd.
Woodbury, MN 55125

**Animal Humane Society
and
City of Lakeland Shores, MN**

**Letter of Understanding for Impound Housing Services
2017**

1. Animal Humane Society (AHS) agrees to provide the following services:
 - a. Housing for stray or abandoned animals that are retrieved or legally seized by your municipality's community service officer (CSO) or animal control officer (ACO), or for stray animals that are brought into the shelter by a citizen and verbal permission is given by your agency via phone for intake. Housing includes kennel space, daily cleaning, food and water.
 - b. Herd management vaccination following our standard vaccination protocols, as well as medically necessary and/or emergency care for sick or injured animals impounded during regular business hours.
 - c. Euthanasia services as deemed necessary by an AHS veterinarian. These services may be provided at the end of the legally required holding period or in the case of a medical situation that requires immediate euthanasia.
 - d. Adoption services as deemed appropriate by AHS veterinary staff. The animals will be evaluated for these services at the end of the legally required holding period.
 - e. Euthanasia services and body disposal as deemed appropriate by AHS veterinary staff. The animals will be evaluated for these services at the end of the legally required holding period.
 - f. Provide animal rabies quarantine or diagnostic service for stray felines or canines that have bitten a person.
 - g. Hold animal for the legally required stray holding period: 5 days in MN, 4 Days in WI if a live release, 7 days in WI if euthanized or until reclaimed by owner within this holding period.
 - h. AHS will follow internal policy and best practice for unclaimed animals. **The City of Lakeland Shores** may request and view AHS policies at any time.

2. AHS expectations:
 - a. AHS is not responsible for sick or injured animals that are left after hours. Outside treatment must be sought for these animals by the animal control officer or community service officer prior to leaving the animals at the AHS facility when veterinary staff members are not on duty.
 - b. AHS has the sole authority to disposition all animals that have not been reclaimed upon the expiration of the legally designated holding period.

- c. AHS will not accept feral cats seized under municipal authority by your municipality's CSO or ACO.

3. **The City of Lakeland Shores** agrees to:

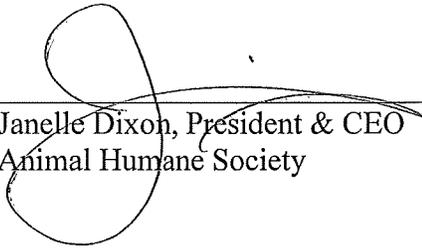
- a. Adhere to the drop off procedure set forth by AHS including animal housing at the shelter and paperwork. Drop off procedures and paperwork training for community service or animal control officers will be provided.
- b. Adhere to state laws and local ordinances that apply to the handling of stray or abandoned animals and the seizure and return of animals to their owners.
- c. Direct citizens where to take stray animals when not receiving permission for impoundment at AHS.
- d. Seek care for injured or sick animals prior to drop off in the event that it is after hours and/or AHS veterinary staff is not on duty.
- e. Pay the designated fees for each animal cared for from your municipality. AHS will charge a standard stray holding fee of \$142 per canine or feline and a \$43 fee per "other" domestic animals (rabbits, guinea pigs, birds etc.) not reclaimed by its owner. AHS will charge a \$10 administrative/processing fee to the municipality for each animal reclaimed by its owner in place of the stray holding fee. In these instances AHS will charge the owner reclaim fees. Fees for animals seized by the municipality (such as rabies quarantine) may vary due to the differing nature of their holding periods and services required.
- f. Adhere to AHS policy and best practice for unclaimed animals. **The City of Lakeland Shores** may request and view AHS policies at any time.
- g. Adhere to building access rules and ensure that the service access door is closed and locked after use in an after hours drop off.
- h. Ensure that the municipality's CSO/ACO uses his/her discretion in the field as to whether or not to impound an animal. AHS is not responsible for those decisions.
- i. Be available to members of your community to resolve their concerns related to the actions of your ACO/CSO officers and your municipality's procedures, policies and requirements.
- j. Release AHS from all liability of claims resulting from or related to providing impound housing services. **The City of Lakeland Shores** accepts responsibility for the CSO/ACO while in the course of impounding animals at AHS.

4. Administration

- a. AHS will bill the municipality at the end of each quarter on a fiscal calendar year. Billing will be mailed in the first month following the end of the quarter. Payment is expected within 30 days of receipt of billing.
- b. AHS will assign a contact person who should be contacted in the event of any problems, concerns or to receive feedback regarding the program.
- c. Any billing disputes must be raised within 10 days of receipt of billing.

This agreement is based on a one year commitment, which is renewed annually from the date your administrator signs the agreement below. The agreement can be ended at anytime by either party with a 30 day notice.

This agreement is entered into on the _____ day of _____, 2017 by



Janelle Dixon, President & CEO
Animal Humane Society

Signed on behalf of Municipal Authority

Printed Name and Title

AGENDA ITEM 6E

TO: Lakeland Shores Mayor and City Council
FROM: Sandie Thone, City Clerk/Administrator
RE: Xcel Energy LED Streetlights
DATE: January 5, 2017

Discussion

I received notice from Jake Sedlacek, Xcel Energy Community Relations and Economic Development Manager on December 19, 2016 that the LED Streetlight initiative is proceeding fairly quickly. Xcel expects to have crews in the area as early as February to convert existing streetlights to LED.

It is important for the community to know and understand the work being performed. Any feedback after the conversion is complete is welcome and can be brought directly to Xcel at xcelenergy.com. Please review the attached information for more details.

Recommendation

No action required. For informational purposes and discussion only.

Sandie Thone

From: Sedlacek, Jake <Jake.Sedlacek@xcelenergy.com>
Sent: Monday, December 19, 2016 12:33 PM
To: Sandie Thone
Subject: LED Streetlights - Lakeland
Attachments: 16-09-501_MN LED IS Update-P01.pdf; Lakeland worksheet.xlsx

Hello Sandie:

I'm writing today to let you know that our conversion to LED Streetlights has been moving quickly; crews are anticipated to be in the Lakeland Area in February. I have attached two pieces of information for you and the community. The first is an informational handout to share with the community, the second is an Excel Spreadsheet specific to your community, showing both cost savings and carbon reduction from the conversion.

We have completed streetlight conversions in Wisconsin, North Dakota and several MN communities. Feedback has been positive, with a handful of requests to adjustment fixtures, as customers get used to the new lighting. We have also fielded concerns from residents interested in adding streetlights, as the new lights do not spill over as much as existing. Residents/businesses with concerns can reach out to our outdoor lighting folks, there is a link on the flyer for them to find out more information.

With just under 70 lights, our crews will likely be in and out of the community in less than a day.

Happy Holidays, Jake.

Jake Sedlacek
Xcel Energy | Responsible By Nature
Manager, Community Relations and Economic Development
3000 Maxwell Avenue Newport, MN 55055
P: 651.458.1228 **C:** 651.214.2623 **F:** 612.329.2991
E: jake.sedlacek@xcelenergy.com

XCELENERGY.COM

Please consider the environment before printing this email.

LED Street Lighting

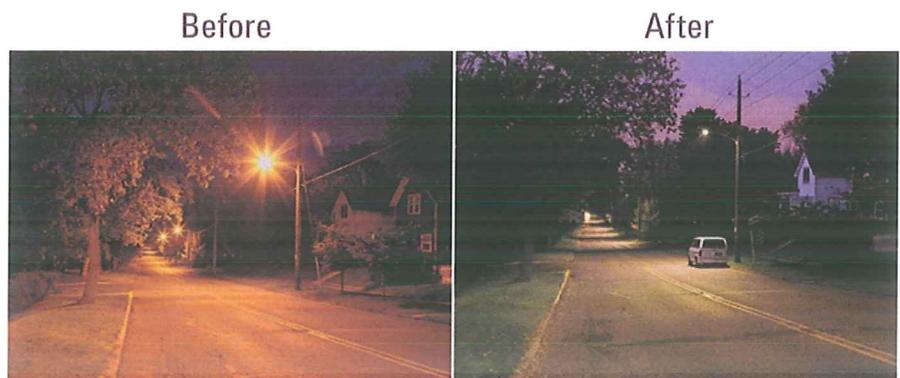
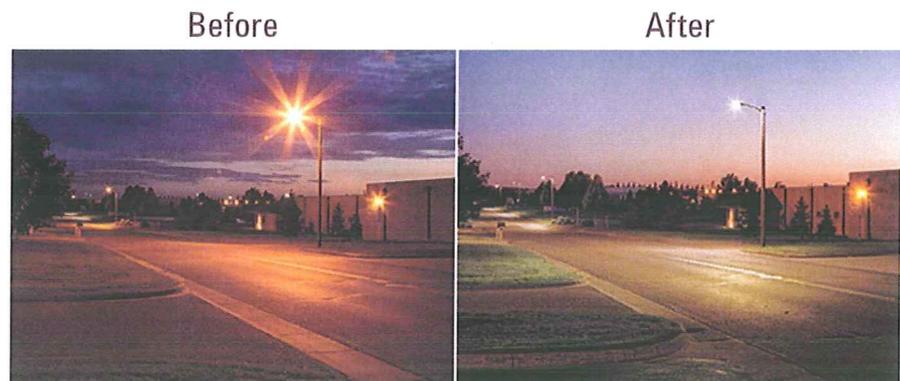
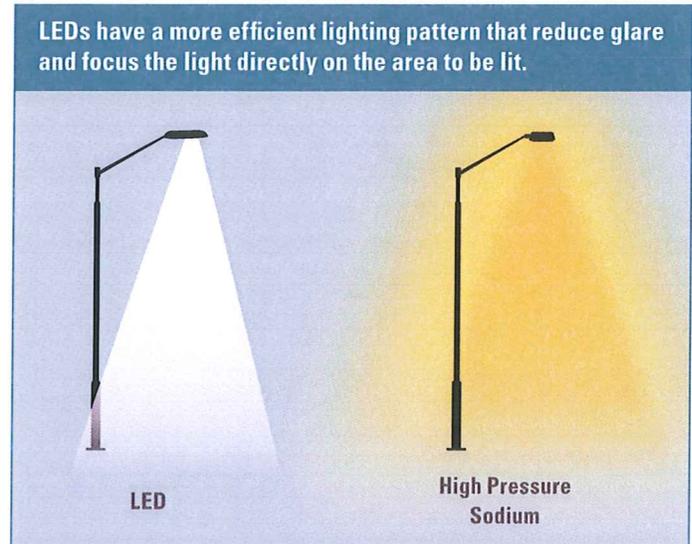
LED streetlights are durable, long-lasting and cost effective and can lead to enhanced public safety while delivering environmental advantages because they use less energy while delivering enhanced visible light. After completing pilot programs and a technical analysis of current products that meet our engineering requirements, we found mainstream LED streetlights to be of utility-grade quality and on par with the reliability standards we must maintain.

Q. Will residents notice a difference compared to the existing lights?

- A. Yes. Old residential streetlight technology such as high pressure sodium has less efficient light pattern that causes glare and light trespass. New residential LED street lighting technology has a more efficient lighting pattern that reduces glare and focuses the light directly on the area to be lit (typically corners and mid-block locations).

LEDs have better, broad spectrum lighting than traditional high pressure sodium cobra head-style streetlights which spill excessive yellowish-orange light away from the street and into neighboring yards and windows. Because existing poles are not being moved, any unlit areas between poles (corners and mid-block locations) are unchanged. However, due to the uniformity of the light from LEDs, the difference between lit and unlit areas is accentuated.

All of our LED lighting is also “Dark Sky” compliant for backlight, uplight and glare. Dark sky is a designation given to outdoor lighting fixtures that meet the International Dark Sky Association’s requirements for reducing the waste of ambient light.



Q. What is the purpose of residential street lighting?

- A. Residential street lighting is different than downtown or highway street lighting in that it's meant to provide sufficient guidance for pedestrians and vehicle traffic along residential streets by illuminating corners and mid-block locations. In a downtown area, lighting uniformity plays an important role due to the high volume of pedestrian and vehicle traffic and to enhance the visibility of buildings and storefronts. In highway lighting, particularly near interchanges, exits or roundabouts, lighting uniformity is also important.

Q. Are the new lights as bright as the old lights?

- A. Yes. The light output (lumens) of the new LEDs is equivalent to that of the old HPS lights.

Q. How will the program work?

- A. Our crews and contractors will install LED replacements for Xcel Energy-owned HPS cobrahead lights on the existing streetlight rate at the 100W, 150W, 250W and 400W equivalent levels. Xcel Energy will pay all costs associated with the retrofits, including removal and salvage of old lights and installation of the new LED fixtures. There are no costs to communities for this replacement. We will also offer LEDs for new construction projects in the same sizes.

Q. How will the new LED rate compare to current rates?

- A. Municipal customers could save four to seven percent on their average monthly streetlight bill.

Q. What services does the LED Street Lighting rate include?

- A. Our LED Street Lighting rate is a simple modification of the current streetlight rate structure with which customers are familiar.

Q. Will there be an up-front charge?

- A. No. We will be able to implement this program with no up-front charge to customers.

Q. When will the work take place?

- A. The installation of LED streetlights began in Minnesota September 2016 and will continue for 2 1/2 years.

For further information we also encourage you to visit xcelenergy.com/LEDStreetLighting.

Outdoor Lighting -Lakeland MN

Street Lighting System Service (Average Monthly Bill Impact Per Fixture)

OVERHEAD SERVICE (Average Monthly Bill)						
High Pressure Sodium		LED Equivalent		Monthly \$ Savings per fixture	Monthly Energy kWh Savings per fixture	Monthly CO2 lbs/kWh avoided
100 Watt (4,000 Lumens)	\$10.34	39 Watt (4,000 Lumens)	\$9.89	\$0.45	27.1	28.5634
150 Watt (6,000 Lumens)	\$11.46	65 Watt (6,000 Lumens)	\$10.70	\$0.76	36.8	38.7872
250 Watt (14,000 Lumens)	\$15.12	155 Watt (14,000 Lumens)	\$14.54	\$0.58	52.7	55.5458
400 Watt (25,000 Lumens)	\$19.19	246 Watt (25,000 Lumens)	\$18.50	\$0.69	81.8	86.2172
UNDERGROUND SERVICE (Average Monthly Bill)						
High Pressure Sodium		LED Equivalent		Monthly \$ Savings per fixture	Monthly Energy kWh Savings per fixture	Monthly CO2 lbs/kWh avoided
100 Watt (4,000 Lumens)	\$19.06	39 Watt (4,000 Lumens)	\$18.61	\$0.45	27.1	28.5634
150 Watt (6,000 Lumens)	\$20.17	65 Watt (6,000 Lumens)	\$19.42	\$0.75	36.8	38.7872
250 Watt (14,000 Lumens)	\$23.64	155 Watt (14,000 Lumens)	\$23.05	\$0.59	52.7	55.5458
400 Watt (25,000 Lumens)	\$27.71	246 Watt (25,000 Lumens)	\$26.72	\$0.99	81.8	86.2172
AVG. MONTHLY SAVINGS (\$, ENERGY, CARBON)						
	# OVERHEAD	# UNDERGROUND	Monthly \$ Savings	Monthly Energy kWh Savings	Monthly CO2 lbs/kWh avoided	
100 Watt HPSV → 39 Watt LED	51	1	\$23.40	1409.2	1485.2968	
150 Watt HPSV → 65 Watt LED	15	2	\$12.90	625.6	659.3824	
250 Watt HPSV → 155 Watt LED			\$0.00	0	0	
400 Watt HPSV → 246 Watt LED			\$0.00	0	0	
Total	66	3	\$36.30	2034.8	2144.6792	
Note: Carbon emissions avoided calculated using 2014 Xcel Energy Corporate Responsibility Report (lbs/kWh) for Upper Midwest generation sources (1.054 lbs/kWh)						