



AGENDA CITY COUNCIL MEETING

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

Forest Lake City Center: Council Chambers
Forest Lake, Minnesota

January 26, 2026 at 6:00 PM

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve the Agenda (Action)
5. Awards and Presentations
6. Open Forum - Citizen Petitions, Requests and Concerns: Please sign in at the front table.
The Open Forum is available for residents to express personal opinions for any item of business. Please limit your comments to three (3) minutes.
7. Consent Agenda Considerations (Action Items)*
 - a. City Invoices
 - i. General Invoices
 - ii. Airport Invoices
 - b. December 8, 2025 Regular Council Meeting Minutes
 - c. Concessions Agreement – FLAAA
 - d. 2026 Castlewood Golf Course Fees
 - e. Beltz Park Volleyball Court Addition
 - f. Position Description and Recruitment Authorization: Financial Analyst
 - g. Hiring Recommendation: Deputy Fire Chief
 - h. Hiring Process: Police Chief
 - i. City Council Liaison Assignments
 - j. Commission Appointments
 - k. Beltz Park Pedestrian Improvements – Contractor’s Request for Payment No. 4
 - l. North Shore Trail and 2025 Street Pavement Maintenance Project – Contractor Request for Payment No. 6 & Change No. 3

- m. Letter of Support - WA County CDA FY2026 Application for a U.S. EPA Brownfields Coalition Assessment Grant for Petroleum and Hazardous Substance Brownfields

*Council may remove any item from the consent agenda for specific consideration.

- 8. Regular Agenda (Action Items)
 - a. Cannabis Buffers Zoning Ordinance Text Amendment – Abbi Wittman
 - i. Public Hearing
 - ii. Ordinance 766
 - b. Forest Lake Cannabis Interim Use Permit – Abbi Wittman
 - i. Resolution 01-26-26-01
 - c. Single Family Zoning District Towers Zoning Ordinance Text Amendment – Abbi Wittman
 - i. Zoning Amendment Request Denial Resolution 01-26-26-03
 - ii. Zoning Amendment Ordinance 765
 - d. Spikes and Houles Planned Unit Development – Abbi Wittman
 - i. Zoning Amendment Ordinance 767
 - ii. Zoning Ordinance Amendment Summary Resolution 01-26-26-02
 - e. City Street Name Sign Modifications – Dave Adams
 - f. Local Options Sales Tax – Elle Larkin
 - i. Resolution 01-26-26-04
- 9. Discussion
- 10. Staff Updates
- 11. Mayor and City Council Updates
- 12. Adjourn

01/22/2026

INVOICE GL DISTRIBUTION REPORT FOR FOREST LAKE
 EXP CHECK RUN DATES 01/26/2026 - 01/26/2026
 BOTH JOURNALIZED AND UNJOURNALIZED
 PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 118842					
101-43-3100-54040	REPAIR & MAINT EQUIPMENT	A-1 TIRE SERVICE	COOPER ROADMASTER RM230 WH & SIPE 31580225 RM	1,182.22	118842
		Total For Check 118842		1,182.22	
Check 118843					
101-43-3100-53100	PROF SERVICES - OTHER	ABM EQUIPMENT & SUPPLY LLC	UNIT #215 - PERFORM ANNUAL BOOM INSPECTION & DIELECTRIC TEST	1,409.50	118843
		Total For Check 118843		1,409.50	
Check 118844					
101-42-2100-54040	REPAIR & MAINT EQUIPMENT	ADVANCED GRAPHIX INC	DECAL - KIT CUSTOM REFLECTIVE GRAPHICS COMPLETE FOR 2025 STALKER STREET DYNAMICS SPEED TRAILER	325.50	118844
		Total For Check 118844		325.50	
Check 118845					
101-42-2100-54040	REPAIR & MAINT EQUIPMENT	AMERICAN IMPORTS	SQUAD 2115 - A/C COMPRESSOR DRIVE BELT - REMOVE & REPLACE - 5.3L ENG AIR CONDITIONING COMPRESSOR BELT	707.22	118845
101-42-2100-54040	REPAIR & MAINT EQUIPMENT	AMERICAN IMPORTS	SQUAD 2507 - CHANGE OIL & TIRE ROTATION	95.18	118845
101-42-2100-54040	REPAIR & MAINT EQUIPMENT	AMERICAN IMPORTS	SQUAD 2406 - CHANGE OIL & TIRE ROTATION	52.03	118845
101-42-2100-54040	REPAIR & MAINT EQUIPMENT	AMERICAN IMPORTS	SQUAD 2218 - CHANGE OIL & TIRE ROTATION	80.20	118845
101-42-2100-54040	REPAIR & MAINT EQUIPMENT	AMERICAN IMPORTS	SQUAD 1800 - CHANGE OIL & TIRE ROTATION	94.42	118845
101-42-2100-54040	REPAIR & MAINT EQUIPMENT	AMERICAN IMPORTS	SQUAD 2011 - CHANGE OIL & TIRE ROTATION	52.03	118845
		Total For Check 118845		1,081.08	
Check 118846					
101-41-1940-54010	REPAIR & MAINT-BUILDINGS	AMERICAN PRESSURE INC	48" DOUBLE TRIGGER LANCE & API PREMIUM EZ PULL TRIGGER GUN & SWIVEL 1/4" MALE X 1/4" FEMALE 4000 PSI	646.36	118846
		Total For Check 118846		646.36	
Check 118847					
101-42-2100-53090	COMPUTER SUPPORT	AXON ENTERPRISE INC	2026 PRO LICENSE BUNDLE - EVIDENCE.COM & REDACTION LICENSES	14,774.40	118847
		Total For Check 118847		14,774.40	
Check 118848					
211-43-3135-53070-134732-001	PROFESSIONAL SERVICES	BITUMINOUS ROADWAYS INC	CONTRACTOR'S PAY REQUEST #6 - NORTH SHORE TRAIL AND 2025 STREET PAVEMENT MAINTENANCE PROJECT	155,878.18	118848
		Total For Check 118848		155,878.18	
Check 118849					
101-41-1320-53070	PROFESSIONAL SERVICES	BOLTON & MENK INC	AIRPORT MINIMUM STANDARDS	220.00	118849
101-41-1910-53050-133019-002	ENGINEERING CHARGES	BOLTON & MENK INC	2025 ANNUAL REVIEWS - DRAINAGE COMPLAINTS & GRADING PLAN REVIEWS & GRADING INSPECTIONS	1,178.50	118849
101-42-2400-53050-123484-002	ENGINEERING CHARGES	BOLTON & MENK INC	2025 ANNUAL REVIEWS - DRAINAGE COMPLAINTS & GRADING PLAN REVIEWS & GRADING INSPECTIONS	6,011.50	118849
		Total For Check 118849		7,410.00	
Check 118850					
101-46-6625-54010	REPAIR & MAINT-BUILDINGS	BRETH-ZENZEN FIRE PROTECTION LLC	SENIOR CENTER - SPRINKLER SYSTEM INSPECTION	500.00	118850
		Total For Check 118850		500.00	
Check 118851					
101-43-3100-52100	OPERATING SUPPLIES	CINTAS CORPORATION	REFILLS FOR FIRST AID KITS	103.79	118851
101-43-3180-52130	UNIFORMS & CLOTHING	CINTAS CORPORATION	UNIFORM & CLOTHING - M.WELSH	86.45	118851
101-43-3180-52130	UNIFORMS & CLOTHING	CINTAS CORPORATION	UNIFORM & CLOTHING - M.WELSH	86.45	118851
		Total For Check 118851		276.69	

Check 118852					
101-42-2200-53090	COMPUTER SUPPORT	CITY OF STILLWATER	TABLET COMMAND BILLING	<u>5,578.57</u>	118852
		Total For Check 118852		5,578.57	
Check 118853					
101-42-2100-53080	SEMINARS & TRAINING	CITY OF WOODBURY	2026 WASHINGTON COUNTY SWAT	<u>8,358.00</u>	118853
		Total For Check 118853		8,358.00	
Check 118854					
101-42-2700-53350	CONTRACT SERVICES	COMPANION ANIMAL CONTROL	ANIMAL CONTROL - CONTRACTUAL SERVICES DECEMBER 2025	<u>2,754.90</u>	118854
		Total For Check 118854		2,754.90	
Check 118855					
101-42-2200-53080	SEMINARS & TRAINING	CUSTOMIZED SAFETY TRAINING LLC	FOREST LAKE FD INITIAL EMR CLASS FOR TWO & REGISTRATIONS - TEXTBOOKS, SUPPLIES, BLS-AHA ECARDS	<u>1,200.00</u>	118855
		Total For Check 118855		1,200.00	
Check 118856					
211-43-3100-54100	GRAVEL	DRESEL TRUCKING INC	RECYCLE CLASS-5 TON/DUMP TRUCKS 12/02 & 12/16 & 01/03/26	<u>1,540.00</u>	118856
		Total For Check 118856		1,540.00	
Check 118857					
203-45-5200-53050-128559-001	PROFESSIONAL SERVICES	DUNAWAY CONSTRUCTION	BELTZ PARK PEDESTRIAN IMPROVEMENTS PROJECT	<u>10,881.71</u>	118857
		Total For Check 118857		10,881.71	
Check 118858					
101-41-1940-54270	LICENSES & PERMITS	DVS RENEWAL	2023 FORD F-150 - EXPIRES FEB 2028	21.25	118858
101-41-1940-54270	LICENSES & PERMITS	DVS RENEWAL	2018 FORD F15 - EXPIRES FEB 2028	21.25	118858
101-41-1940-54270	LICENSES & PERMITS	DVS RENEWAL	2015 CHEV EQU - EXPIRES FEB 2028	21.25	118858
101-42-2200-52100	OPERATING SUPPLIES	DVS RENEWAL	2023 FORD F350 - EXPIRES FEB 2028	21.25	118858
101-42-2200-52100	OPERATING SUPPLIES	DVS RENEWAL	2023 FORD F350 - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2020 CHEV SLV - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2002 STRG STE - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2021 PTRB 348 - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2014 FREI - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2019 FORD F250 - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2023 PJTM CARHAULER - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2001 FELL TRL - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2017 GMC SIE - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2021 CHEV SILVERADO - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2021 FELLING TRL - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2007 FREI TRL - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2017 GMC SIE - EXPIRES FEB 2026	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2019 GMC SIERRA - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2021 FORD F550 - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2021 GMC SIERRA - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2002 FELG TRL - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2020 PTRB 348 - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2019 FELLING TRAILER - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2018 PTRB TRK - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2006 FRHT FM2 - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2005 FELL TRL - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2014 FREI - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2021 FLNG TRAILER FT - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2013 FRHT SD - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2022 CHEV SILVERADO - EXPIRES FEB 2028	21.25	118858

101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2016 FRHT SD - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	1996 AMER TRL - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2008 CHEV SIL - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2022 CHEV SILVERADO - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2023 CHEV SILVERADO - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2024 CHEV SILVERADO - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2025 CHEV SILVERADO - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2025 MACK GRANITE - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2025 MACK GRANITE - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2025 MACK GRANITE - EXPIRES FEB 2028	21.25	118858
101-43-3100-54270	LICENSES & PERMITS	DVS RENEWAL	2024 GMC SIERRRA - EXPIRES FEB 2028	21.25	118858
101-43-3261-54270	LICENSES & PERMITS	DVS RENEWAL	1992 HIGH - EXPIRES FEB 2028	21.25	118858
101-45-5120-54270	LICENSES & PERMITS	DVS RENEWAL	2020 HMDE - EXPIRES FEB 2028	21.25	118858
101-45-5200-54270	LICENSES & PERMITS	DVS RENEWAL	2023 PJTM T8222 - EXPIRES FEB 2028	21.25	118858
205-43-3150-54270	LICENSES & PERMITS	DVS RENEWAL	2018 FRHT 999 - EXPIRES FEB 2028	21.25	118858
631-49-9440-54270	LICENSES & PERMITS	DVS RENEWAL	2020 CHEV SLV - EXPIRES FEB 2028	10.62	118858
631-49-9440-54270	LICENSES & PERMITS	DVS RENEWAL	2016 GMC SIE - EXPIRES FEB 2028	10.62	118858
631-49-9440-54270	LICENSES & PERMITS	DVS RENEWAL	2016 RAM RCH - EXPIRES FEB 2028	10.62	118858
631-49-9440-54270	LICENSES & PERMITS	DVS RENEWAL	2015 GMC SIE - EXPIRES FEB 2028	10.62	118858
631-49-9440-54270	LICENSES & PERMITS	DVS RENEWAL	2021 CHEV SILVERADO - EXPIRES FEB 2028	10.62	118858
631-49-9440-54270	LICENSES & PERMITS	DVS RENEWAL	2000 CHEV GM4 - EXPIRES FEB 2028	10.62	118858
631-49-9440-54270	LICENSES & PERMITS	DVS RENEWAL	2023 CSST 7.5X12 TA-ALPHA - EXPIRES FEB 2028	10.62	118858
631-49-9440-54270	LICENSES & PERMITS	DVS RENEWAL	2024 FRHT 114SD - EXPIRES FEB 2028	10.62	118858
631-49-9440-54270	LICENSES & PERMITS	DVS RENEWAL	2017 GMC SIE - EXPIRES FEB 2028	10.62	118858
631-49-9440-54270	LICENSES & PERMITS	DVS RENEWAL	2019 FORD F15 - EXPIRES FEB 2028	10.62	118858
631-49-9440-54270	LICENSES & PERMITS	DVS RENEWAL	2020 RAM PRM - EXPIRES FEB 2028	10.62	118858
631-49-9440-54270	LICENSES & PERMITS	DVS RENEWAL	1977 CHEV VAN - EXPIRES FEB 2028	21.25	118858
631-49-9440-54270	LICENSES & PERMITS	DVS RENEWAL	2023 CHEV SILVERADO MEDIU - EXPIRES FEB 2028	10.62	118858
631-49-9440-54270	LICENSES & PERMITS	DVS RENEWAL	2024 GMC SIERRA - EXPIRES FEB 2028	10.62	118858
632-49-9490-54270	LICENSES & PERMITS	DVS RENEWAL	2020 CHEV SLV - EXPIRES FEB 2028	10.63	118858
632-49-9490-54270	LICENSES & PERMITS	DVS RENEWAL	2016 GMC SIE - EXPIRES FEB 2028	10.63	118858
632-49-9490-54270	LICENSES & PERMITS	DVS RENEWAL	2016 RAM RCH - EXPIRES FEB 2028	10.63	118858
632-49-9490-54270	LICENSES & PERMITS	DVS RENEWAL	2015 GMC SIE - EXPIRES FEB 2028	10.63	118858
632-49-9490-54270	LICENSES & PERMITS	DVS RENEWAL	2021 CHEV SILVERADO - EXPIRES FEB 2028	10.63	118858
632-49-9490-54270	LICENSES & PERMITS	DVS RENEWAL	2000 CHEV GM4 - EXPIRES FEB 2028	10.63	118858
632-49-9490-54270	LICENSES & PERMITS	DVS RENEWAL	2023 CSST 7.5X12 TA-ALPHA - EXPIRES FEB 2028	10.63	118858
632-49-9490-54270	LICENSES & PERMITS	DVS RENEWAL	2024 FRHT 114SD - EXPIRES FEB 2028	10.63	118858
632-49-9490-54270	LICENSES & PERMITS	DVS RENEWAL	2017 GMC SIE - EXPIRES FEB 2028	10.63	118858
632-49-9490-54270	LICENSES & PERMITS	DVS RENEWAL	2019 FORD F15 - EXPIRES FEB 2028	10.63	118858
632-49-9490-54270	LICENSES & PERMITS	DVS RENEWAL	2020 RAM PRM - EXPIRES FEB 2028	10.63	118858
632-49-9490-54270	LICENSES & PERMITS	DVS RENEWAL	2023 CHEV SILVERADO MEDIU - EXPIRES FEB 2028	10.63	118858
632-49-9490-54270	LICENSES & PERMITS	DVS RENEWAL	2024 GMC SIERRA - EXPIRES FEB 2028	10.63	118858
		Total For Check 118858		<u>1,253.75</u>	
Check 118859					
101-42-2100-54270	LICENSES & PERMITS	DVS RENEWAL	2024 DODG DURANGO - EXPIRES JANUARY 2028	56.25	118859
		Total For Check 118859		<u>56.25</u>	
Check 118860					
101-41-1320-53070	PROFESSIONAL SERVICES	ECKBERG LAMMERS P.C.	AIRPORT - AIRPORT RULES & REGULATIONS	437.00	118860
101-41-1601-53040	LEGAL SERVICES	ECKBERG LAMMERS P.C.	GENERAL MATTERS	1,466.00	118860
101-41-1601-53040	LEGAL SERVICES	ECKBERG LAMMERS P.C.	GENERAL EMPLOYMENT	5,394.00	118860
101-41-1601-53040	LEGAL SERVICES	ECKBERG LAMMERS P.C.	EMPLOYEE HANDBOOK	50.00	118860
101-41-1910-53040	LEGAL SERVICES	ECKBERG LAMMERS P.C.	PLANNING	791.00	118860
101-42-2400-53040	LEGAL SERVICES	ECKBERG LAMMERS P.C.	CODE ENFORCEMENT	213.00	118860
205-43-3150-53040-110000-001	LEGAL SERVICES	ECKBERG LAMMERS P.C.	JD4 GRANT	76.00	118860

211-43-3135-53040-131361-001	LEGAL SERVICES	ECKBERG LAMMERS P.C.	ENGINEERING	228.00	118860
800-41-1910-53040-106081-116	LEGAL SERVICES	ECKBERG LAMMERS P.C.	PLANNING	800.00	118860
800-41-1910-53040-17THST-436	LEGAL SERVICES	ECKBERG LAMMERS P.C.	463 ACTION FOR 820 17TH STREET	80.00	118860
800-41-1910-53040-JENSEN-463	LEGAL SERVICES	ECKBERG LAMMERS P.C.	463 ACTION FOR 23620 JENSEN AVE	<u>620.00</u>	118860
		Total For Check 118860		<u>10,155.00</u>	
Check 118861					
101-41-1910-53520	PUBLISHING & ADS	ECM PUBLISHERS INC	JAN 26 PH CANNABIS BUFFERS	33.00	118861
211-43-3135-53070-80034-0002	PROFESSIONAL SERVICES	ECM PUBLISHERS INC	MEDIAN REFRESH PROJECT PHASE I	132.00	118861
800-41-1910-53520-106081-114	PUBLISHING & ADS	ECM PUBLISHERS INC	EAW NOTICE OF COMPLETION	63.00	118861
800-41-1910-53520-106081-114	PUBLISHING & ADS	ECM PUBLISHERS INC	EAW TIMM'S MARINA DOCK PROJECT	<u>45.00</u>	118861
		Total For Check 118861		<u>273.00</u>	
Check 118862					
632-00-0000-15000-2026LSP-00	CONSTRUCTION IN PROGRESS	ELECTRIC PUMP INC	LIFT STATION T8, REPLACEMENT FLYGT PUMP	<u>26,875.12</u>	118862
		Total For Check 118862		<u>26,875.12</u>	
Check 118863					
101-42-2200-52010	OFFICE SUPPLIES	FASTENAL COMPANY	1GAL JUG DEGREASER	46.81	118863
101-42-2200-52100	OPERATING SUPPLIES	FASTENAL COMPANY	D113 32OZLOOPENDMOPH	30.50	118863
101-43-3180-52100	OPERATING SUPPLIES	FASTENAL COMPANY	5/8"-11 GRADE C ZINC	<u>55.03</u>	118863
		Total For Check 118863		<u>132.34</u>	
Check 118864					
631-49-9420-52100	OPERATING SUPPLIES	FERGUSON WATERWORKS #2518	3/4 X 1/8 RUB MTR COUP GSKT & 1 X 1/8 RUB MTR COUP GSKT & 1-1/2 X 1/8 RUB DI MTR FLG GSKT	64.60	118864
631-49-9420-54350	WATER METER PURCHASES	FERGUSON WATERWORKS #2518	LF 5/8X3/4 T10 MTR P/C R900I USG	<u>4,829.67</u>	118864
		Total For Check 118864		<u>4,894.27</u>	
Check 118865					
101-42-2400-53070	FIRE PLAN REVIEW WALMART	FIRE LOSS MANAGEMENT LLC	FIRE ALARM REVIEW - WALMART - FOREST LAKE	<u>75.00</u>	118865
		Total For Check 118865		<u>75.00</u>	
Check 118866					
101-41-1940-52100	OPERATING SUPPLIES	FOREST LAKE ACE HARDWARE	FASTENERS	2.98	118866
101-41-1940-52400	TOOLS & SMALL EQUIP	FOREST LAKE ACE HARDWARE	BENT NSE PLIRS BLK/RD 8" & HK/PCK ST ASRTD 8.2" & FOLDNG HEX KY ST 3PC	55.97	118866
101-43-3100-52100	OPERATING SUPPLIES	FOREST LAKE ACE HARDWARE	AUTO THREADLOCKER 0.2OZ	<u>9.99</u>	118866
		Total For Check 118866		<u>68.94</u>	
Check 118867					
101-42-2100-54040	REPAIR & MAINT EQUIPMENT	FOREST LAKE FORD	SQUAD 2208 - CUSTOMER STATES THE CHECK ENGINE LIGHT IS ON & ENG REPLACE BANK 2 UPSTREAM OXYGEN SENSOR	416.55	118867
101-42-2100-54040	REPAIR & MAINT EQUIPMENT	FOREST LAKE FORD	SQUAD 2416 - COSTOMER STATES THAT THE VEHICLE HAS NO ELECTRICAL POWER, WILL NOT CRANK WITHOUT A JUMP	<u>69.95</u>	118867
		Total For Check 118867		<u>486.50</u>	
Check 118868					
101-41-1400-53070	PROFESSIONAL SERVICES	GALLAGHER BENEFIT SERVICES INC	JANUARY 2026 CONSULTING SERVICES	<u>1,200.00</u>	118868
		Total For Check 118868		<u>1,200.00</u>	
Check 118869					
205-43-3150-54250	RENTALS	GARY CARLSON EQUIPMENT	SIGNATURE MEGADECK MAT 7.5FTX14FT 1025#	<u>1,848.00</u>	118869
		Total For Check 118869		<u>1,848.00</u>	
Check 118870					
205-43-3150-53110	LOCATES	GOPHER STATE ONE-CALL	FTP TICKETS (172); CANCELLED TICKETS (9); CORRECTION TICKETS (1); TOTAL BILLABLE TICKETS (162)	72.90	118870
631-49-9420-53110	LOCATES	GOPHER STATE ONE-CALL	FTP TICKETS (172); CANCELLED TICKETS (9); CORRECTION TICKETS (1); TOTAL BILLABLE TICKETS (162)	72.90	118870
632-49-9450-53110	LOCATES	GOPHER STATE ONE-CALL	FTP TICKETS (172); CANCELLED TICKETS (9); CORRECTION TICKETS (1); TOTAL BILLABLE TICKETS (162)	72.90	118870

		Total For Check 118870		<u>218.70</u>	
Check 118871					
101-43-3100-54120	HWYS,STREETS/SALT FOR ROADS	GREAT LAKES SALT COMPANY	TREATED SALT - RAIL - TICKET: 196709 / TONS: 26.37 & TICKET: 196727 / TONS: 27.11	6,289.78	118871
101-43-3100-54120	HWYS,STREETS/SALT FOR ROADS	GREAT LAKES SALT COMPANY	TREATED SALT - RAIL - TICKET: 196763 / TONS: 28.84 & TICKET: 196767 / TONS: 26.57	12,990.02	118871
101-43-3100-54120	HWYS,STREETS/SALT FOR ROADS	GREAT LAKES SALT COMPANY	TREATED SALT - RAIL - TICKET: 197031 / TONS: 25.58	<u>3,008.47</u>	118871
		Total For Check 118871		<u>22,288.27</u>	
Check 118872					
631-49-9420-52160	CHEMICALS & TESTING	HAWKINS INC	150 LB CHLORINE CYLINDER BARCODE 119118 & 135868 & 106661 & 105576 & 117393 & 129426 & 135771	70.00	118872
631-49-9420-52160	CHEMICALS & TESTING	HAWKINS INC	LPC-4 & SODIUM HYDROXIDE 50% DIAPHRAGM	<u>5,002.54</u>	118872
		Total For Check 118872		<u>5,072.54</u>	
Check 118873					
101-41-1940-54010	REPAIR & MAINT-BUILDINGS	HORWITZ LLC	CITY HALL - BOILER NOT WORKING & BOILER 2 TRIPPING ON LWCO INTERMITTENTLY & REPLACE LWCO WITH ONSITE	<u>900.00</u>	118873
		Total For Check 118873		<u>900.00</u>	
Check 118874					
101-43-3100-52100	OPERATING SUPPLIES	HUGO EQUIPMENT COMPANY	POWER MAX 826OAE & ENGINE OIL 5.2OZ/6PK & GREASE GUN (PRO PACKAGED) & 33 RS RAPID SUPER CHAIN, 4.392	<u>1,548.09</u>	118874
		Total For Check 118874		<u>1,548.09</u>	
Check 118875					
205-43-3190-53070	SURFACE ADM/PROFESSIONAL SERVICES	IMPACT	MONTHLY PORTAL FEE	101.25	118875
631-49-9490-53070	SEWER ADM/PROFESSIONAL SERVICE	IMPACT	MONTHLY PORTAL FEE	101.25	118875
632-49-9490-53070	SEWER ADM/PROFESSIONAL SERVICES	IMPACT	MONTHLY PORTAL FEE	<u>22.50</u>	118875
		Total For Check 118875		<u>225.00</u>	
Check 118876					
101-43-3100-54040	REPAIR & MAINT EQUIPMENT	KATH FUEL OIL SERVICE CO	ULTRA PURE DIESEL EXHHAUST FLUID BULK & TOTAL QUARTZ 9000 FGC 5W30 BULK & CITGO A/W HYD 32 BULK	<u>1,821.71</u>	118876
		Total For Check 118876		<u>1,821.71</u>	
Check 118877					
632-49-9450-54040	REPAIR & MAINT EQUIPMENT	KODIAK POWER SOLUTIONS	LS 7T - UNIT FAILED TO START & LOST RPM SIGNAL ALARM & THE ENGINE CRANKED BUT DID NOT START	375.00	118877
632-49-9450-54040	REPAIR & MAINT EQUIPMENT	KODIAK POWER SOLUTIONS	LS 12 - COOLANT THERMOSTAT/HOSE FLANGE ASSEMBLY WITH SEALS & FLEX TECHNOLOGIES 5/8" SILICONE COOLANT	<u>726.76</u>	118877
		Total For Check 118877		<u>1,101.76</u>	
Check 118878					
401-42-2100-55500	CAP OUTLAY-VEHICLES	KUSTOM SIGNALS	SQUAD 2615 - CFG-E3 - EAGLE 3 (NEW BUILD)	<u>3,161.00</u>	118878
		Total For Check 118878		<u>3,161.00</u>	
Check 118879					
101-41-1320-53080	SEMINARS & TRAINING	LEAGUE OF MINNESOTA CITIES	2026 MCMA ANNUAL CONFERENCE - EVENT FEE: MCMA/APMP MEMBER - M. STATZ	525.00	118879
101-42-2100-53080	SEMINARS & TRAINING	LEAGUE OF MINNESOTA CITIES	PEACE OFFICER ACCREDITED TRAINING ONLINE (PATROL) - 2026	2,610.00	118879
205-43-3150-53070	PROFESSIONAL SERVICES	LEAGUE OF MINNESOTA CITIES	MN CITIES STORMWATER COALITION CONTRIBUTIONS	1,510.00	118879
205-43-3150-53070	PROFESSIONAL SERVICES	LEAGUE OF MINNESOTA CITIES	MN CITIES STORMWATER COALITION CONTRIBUTIONS	<u>810.00</u>	118879
		Total For Check 118879		<u>5,455.00</u>	
Check 118880					
101-42-2100-53080	SEMINARS & TRAINING	LEXIPOL LLC	POLICEONE ACADEMY ANNUAL RATE WITH OLL SERVICES - CONTRACT TERM 02/01/26 TO 01/31/27	<u>2,494.18</u>	118880
		Total For Check 118880		<u>2,494.18</u>	
Check 118881					
101-43-3180-52100	OPERATING SUPPLIES	LINDE GAS & EQUIPMENT INC	INDUSTRIAL ACETYLENE IND HIGH PRESSURE > 100CF - RENTAL 11/20/2025 TO 12/20/2025	<u>212.85</u>	118881
		Total For Check 118881		<u>212.85</u>	

Check 118882 101-45-5200-54250	RENTALS	LRS PORTABLES LLC Total For Check 118882	MULTIPLE RENTALS FOR PARKS	<u>150.00</u> 150.00	118882
Check 118883 101-43-3100-53060	MEDICAL	M HEALTH FAIRVIEW Total For Check 118883	MULTIPLE TESTS - D. ADAMS	<u>35.00</u> 35.00	118883
Check 118884 101-42-2200-52420 632-49-9450-54040	TURN-OUT GEAR REPAIR & MAINT EQUIPMENT	MACQUEEN EQUIPMENT LLC MACQUEEN EQUIPMENT LLC Total For Check 118884	CITRO 4 X 1 GAL WH1B CITROSQUEEZE FOUR- 1 GALLON JUGS (CASE) VACTOR 2100 PD 12Y - CUSTOMER STATES IT SOUNDS LIKE THE RODDER PUMP IS CAVITATING WHERE THE KNIFE VAL	194.80 <u>1,298.20</u> 1,493.00	118884 118884
Check 118885 101-41-1601-53040	LEGAL SERVICES	MADDEN GALANTER HANSEN ATTORNEYS AT Total For Check 118885	SERVICES RENDERED - 12/1/2025 THROUGH 12/31/2025	<u>495.00</u> 495.00	118885
Check 118886 101-43-3100-52100 101-43-3100-52100 101-45-5200-52100 101-45-5200-52100 101-45-5200-52100 101-45-5200-52100 101-45-5200-52100 101-46-6625-54010 101-46-6625-54010 631-49-9420-52100 631-49-9420-52100 631-49-9420-52100 632-49-9450-52100	OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES REPAIR & MAINT-BUILDINGS REPAIR & MAINT-BUILDINGS OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES	MENARDS MENARDS MENARDS MENARDS MENARDS MENARDS MENARDS MENARDS MENARDS MENARDS MENARDS MENARDS MENARDS	411 REFLECTIVE PLASTIC #0 & 4" REFLECTIVE PLASTIC #1 & 4" REFLECTIVE PLASTIC #7 & 4" REFLECTIVE PLAST MF-ADAPTER 3/8DR 3/8XL/4 & WHT FLUTED POLYPROPYLENE & CORD STORAGE REEL GE PAINTERS PRO & BULLS EYE 1-2-3 PRIMER & PURDY 2" XL ELITE AS BRSH & MASTER MINI FOAM 4"X3/8" PORTABLE UTILITY HEATER 2" NYLOX CUB BRUSH & PURDY 1/4"X6.5" JMINI PRT & PURDY 1/4"X4.5" JMINI PRR POST HOLE DIGGING BAR ORANGE CHAINSAW SCRENCH & SPIKED 8" WEDGE & 4LB DEADBLOW HAMMER PURDY 2.5" CLEARCUT AS & WHITE SHELF BRACKET & BRACKET SCREWS W/ANCHORS PASSING LINK 2/0 X 10 ZNC & 40MM WARDED LAM STL ADJ STRUT 13/16" X 10' GLV & 2 GALV SPLT RING HANGER 2 GALV SPLT RING HANGER & STRUT 3/8" XLO' ALLTHREAD 4PC STUB SCREWDRIVER SET & CLX 32OZ ALL PURP CLNR & 64OZ MR CLEAN MEAD&RAIN & CLOROX BLEACH 121OZ 20" COMBO PATHMAST SHOVEL & 18" COMBO PUSHER/SHOVEL	4.85 90.01 100.94 19.99 28.95 39.98 43.96 29.64 15.96 32.97 22.05 66.15 <u>33.98</u> 529.43	118886 118886 118886 118886 118886 118886 118886 118886 118886 118886 118886 118886 118886
Check 118887 101-41-1400-54040 101-42-2100-54050 101-42-2100-54050	REPAIR & MAINT EQUIPMENT REPAIR & MAINT CONTRACTS REPAIR & MAINT CONTRACTS	METRO SALES INC METRO SALES INC METRO SALES INC Total For Check 118887	RICOH/IM 350F COPIER RICOH/IM 350F COPIER RICOH/IM C3000 C4500 C6000 COLOR COPIES	44.19 44.18 <u>1,058.37</u> 1,146.74	118887 118887 118887
Check 118888 101-41-1500-53090 101-41-1500-53090	COMPUTER SUPPORT COMPUTER SUPPORT	METRO-INET METRO-INET Total For Check 118888	TICKET 208784 - ADOBE ACROBAT STANDARD LICENSE - M. BIRCHLAND & J. WAGNER USER, COMPUTER & EMAIL SUPPORT	150.00 <u>25,587.00</u> 25,737.00	118888 118888
Check 118889 632-49-9450-54410	MET COUNCIL SEWER TREATMENT	METROPOLITAN COUNCIL - ENVIRONMENTA Total For Check 118889	WASTE WATER SERVICES DEF REV - FEBRUARY 2026	<u>168,466.12</u> 168,466.12	118889
Check 118890 211-43-3135-53070-80034-0002	PROFESSIONAL SERVICES	MIDWEST WETLAND IMPROVEMENTS LLC Total For Check 118890	MEDIAN PHASE 2:01 - PHASE 2 BID PACKAGE	<u>12,271.37</u> 12,271.37	118890
Check 118891 101-43-3100-51310 631-49-9420-51310	HEALTH INSURANCE HEALTH INSURANCE	MIKE TATE MIKE TATE	MEDICARE SUPPLEMENT PREMIUMS M & C TATE MEDICARE SUPPLEMENT PREMIUMS M & C TATE	560.00 280.00	118891 118891

632-49-9450-51310	HEALTH INSURANCE	MIKE TATE Total For Check 118891	MEDICARE SUPPLEMENT PREMIUMS M & C TATE	<u>280.00</u>	118891
				1,120.00	
Check 118892					
101-41-1940-54270	LICENSES & PERMITS	MINNESOTA DEPARTMENT OF LABOR & IND Total For Check 118892	CITY HALL - PRESSURE VESSEL & BOILER	<u>75.00</u>	118892
				75.00	
Check 118893					
101-42-2200-53080	SEMINARS & TRAINING	MINNESOTA FIRE SERVICE CERTIFICATIO Total For Check 118893	FIRE OFFICER I CERTIFICATION EXAM TAKEN AT MSP 12-18-25 - T. ENGLE & J. TWEDT	<u>262.00</u>	118893
				262.00	
Check 118894					
101-42-2400-53070	PROFESSIONAL SERVICES	MNSPECT LLC	NOVEMBER 2025 PLAN REVIEWS	13,554.06	118894
101-42-2400-53070	PROFESSIONAL SERVICES	MNSPECT LLC	CREDIT MEMO FOR INVOICE 2890367 - PERMIT # PF00726/1420 LAKE ST S	(221.11)	118894
101-42-2400-53070	PROFESSIONAL SERVICES	MNSPECT LLC	NOVEMBER 2025 INSPECTIONS	11,883.97	118894
101-42-2400-53070	PROFESSIONAL SERVICES	MNSPECT LLC	DECEMBER 2025 INSPECTIONS	6,800.00	118894
101-42-2400-53070	PROFESSIONAL SERVICES	MNSPECT LLC	DECEMBER 2025 PLAN REVIEWS	<u>12,410.74</u>	118894
		Total For Check 118894		44,427.66	
Check 118895					
101-43-3100-54330	DUES & SUBSCRIPTIONS	MSSA Total For Check 118895	2026 RENEWAL MEMBERSHIP - D. ADAMS	<u>100.00</u>	118895
				100.00	
Check 118896					
101-43-3100-54040	REPAIR & MAINT EQUIPMENT	NAPA AUTO PARTS	HYD HOSE FITTINGS	36.30	118896
101-43-3100-54040	REPAIR & MAINT EQUIPMENT	NAPA AUTO PARTS Total For Check 118896	AIR BRAKE CHAMBER	<u>59.61</u>	118896
				95.91	
Check 118897					
101-46-6625-53350	CONTRACT SERVICES	NEWTRAX INC	FOREST LAKE AREA LOOP 12/03 & 12/10 & 12/17 & 12/24 & 12/31	2,168.08	118897
101-46-6625-53350	CONTRACT SERVICES	NEWTRAX INC Total For Check 118897	FOREST LAKE AREA LOOP 12/03 & 12/10 & 12/17 & 12/24 & 12/31	<u>(108.00)</u>	118897
				2,060.08	
Check 118898					
101-41-1940-52400	TOOLS & SMALL EQUIP	NORTHERN TOOL COMMERCIAL ACCOUNT	6 IN. BENT NOSE PLIERS & LONG NOSE LOCKING PLIERS 6IN L & 11 IN. 45 BENT NOSE PLIERS	28.00	118898
631-49-9420-52100	OPERATING SUPPLIES	NORTHERN TOOL COMMERCIAL ACCOUNT	SAN ANGELO BAR; LENGTH:72&QUO	75.99	118898
632-49-9450-52100	OPERATING SUPPLIES	NORTHERN TOOL COMMERCIAL ACCOUNT Total For Check 118898	SAN ANGELO BAR; LENGTH:72&QUO	<u>75.99</u>	118898
				179.98	
Check 118899					
101-43-3100-54040	REPAIR & MAINT EQUIPMENT	O'REILLY AUTO PARTS	FUEL FILTER	27.13	118899
101-43-3100-54040	REPAIR & MAINT EQUIPMENT	O'REILLY AUTO PARTS	HD AIR FLTR	142.79	118899
101-43-3180-52100	OPERATING SUPPLIES	O'REILLY AUTO PARTS Total For Check 118899	1GALANTIFREZ	<u>65.94</u>	118899
				235.86	
Check 118900					
101-43-3100-54020	REPAIR & MAINT - SUBS	OLSON'S SEWER SERVICE INC	SNOWPLOWING AT 95 EAST BROADWAY ON 12/29/25 WITH CAT & BOBCAT	1,645.88	118900
631-49-9420-54020	REPAIR & MAINT - SUBS	OLSON'S SEWER SERVICE INC	WORK PERFORMED ON 12/15/25 AT 5TH ST SE & 11TH AVE SE - ASSISTED PW IN THE EMERGENCY REPAIR OF WATER	2,498.18	118900
631-49-9420-54020	REPAIR & MAINT - SUBS	OLSON'S SEWER SERVICE INC Total For Check 118900	WORK PERFORMED ON 01/06/26 AT 967 1ST ST SE - ASSISTED PW IN THE AFTER HOURS EMERGENCY REPAIR	<u>12,040.47</u>	118900
				16,184.53	
Check 118901					
101-45-5200-52100	OPERATING SUPPLIES	PIONEER ATHLETICS Total For Check 118901	FENWAY FIELD - BATTER'S BOX TEMPLATE TRIPLE PLAY & STREAMLINER 35# DRY LINE MARKER W/3 WHLS	<u>2,767.70</u>	118901
				2,767.70	

Check 118902 101-41-1940-53350	CONTRACT SERVICES	PLUNKETT'S VARMENT GUARD Total For Check 118902	GENERAL PEST CONTROL PROGRAM	<u>113.25</u> 113.25	118902
Check 118903 101-00-0000-22400	BDE-0054	PRAIRIE HOMES LLC Total For Check 118903	BD Bond Refund	<u>8,737.50</u> 8,737.50	118903
Check 118904 101-46-6625-52100	OPERATING SUPPLIES	RAPID PRESS Total For Check 118904	SENIOR CENTER NEWSLETTER - JANUARY/FEBRUARY 2026	<u>285.00</u> 285.00	118904
Check 118905 101-41-1400-53070	PROFESSIONAL SERVICES	REDPATH AND COMPANY LLC Total For Check 118905	DECEMBER 2025 SERVICES - FRACTIONAL FINANCE DIRECTOR	<u>5,890.00</u> 5,890.00	118905
Check 118906 101-41-1910-53070-FLCODE-ENF 101-41-1910-53070-FLCODE-ENF	PROFESSIONAL SERVICES PROFESSIONAL SERVICES	RJ'S PROPERTY MAINTENANCE INC RJ'S PROPERTY MAINTENANCE INC Total For Check 118906	SNOW REMOVAL AT MULTIPLE LOCATIONS - 01/02/26 SNOW REMOVAL AT MULTIPLE LOCATIONS - 01/02/26	2,700.00 <u>2,700.00</u> 5,400.00	118906 118906
Check 118907 203-45-5120-34100	RENTALS	ROSS E KEAN Total For Check 118907	REFUND - ICE RENTAL STAFF CANCELLATION DUE TO UNSAFE ICE CONDITIONS	<u>119.22</u> 119.22	118907
Check 118908 205-43-3150-52100 205-43-3150-52100 631-49-9420-52100 631-49-9420-52130 632-49-9450-52100	OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES UNIFORMS & CLOTHING OPERATING SUPPLIES	SAFE-FAST INC SAFE-FAST INC SAFE-FAST INC SAFE-FAST INC SAFE-FAST INC Total For Check 118908	INVERTED MARKING PAINT, FL. GREEN & INVERTED MARKING PAINT, FL. BLUE FULL-BRIM TYPE II CLASS C SAFETY HELMET & PRO MUFFS FOR HARD HATS & SLOT ADAPTOR & FORESTRY SCREEN INVERTED MARKING PAINT, FL. GREEN & INVERTED MARKING PAINT, FL. BLUE FULL-BRIM TYPE II CLASS C SAFETY HELMET & PRO MUFFS FOR HARD HATS & SLOT ADAPTOR & FORESTRY SCREEN INVERTED MARKING PAINT, FL. GREEN & INVERTED MARKING PAINT, FL. BLUE	183.60 130.63 306.00 130.63 <u>183.60</u> 934.46	118908 118908 118908 118908 118908
Check 118909 101-45-5200-52100 101-45-5200-52100	OPERATING SUPPLIES OPERATING SUPPLIES	SHERWIN-WILLIAMS COMPANY SHERWIN-WILLIAMS COMPANY Total For Check 118909	M1 LATEX PT EXTENDER PI PRECAT SG EX WH & CS POLY KNIT 9 X 3/8 & PREM 2 FLX P-KNF HH & PREM 3 STF ANG SCRIP & 2 1/2 XL-DALE	9.68 <u>174.13</u> 183.81	118909 118909
Check 118910 101-41-1940-52100 101-41-1940-52100 101-41-1940-52100 101-42-2100-52010 101-42-2100-52010 101-42-2100-52010 101-42-2100-52010	OPERATING SUPPLIES OPERATING SUPPLIES OPERATING SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	STAPLES INC STAPLES INC STAPLES INC STAPLES INC STAPLES INC STAPLES INC STAPLES INC Total For Check 118910	TOWEL C FOLD 17900151 & CLOROX WIPES VALUE PK 3/75CT CWP KRT 85SH/RL CT & CWP KRT 250SH/RL BETCO PNK FOAM SKINCLNSR RY26 SBG DESKPAD 22X17 & MARKER,DE MED,BLK,12PK USBC 4 PORT USB A HUB BLK BOOK RING 1IN 16CT ASST & STAPLES HYKEN PRO BLACK AVERY 1-1/4 DIAMETER METAL RIM & STAPLES 1IN BOOK RINGS 16PK & CARABINER BDGE REEL SMOKE 10PK	253.86 102.02 104.46 21.91 15.12 256.98 <u>101.67</u> 856.02	118910 118910 118910 118910 118910 118910 118910
Check 118911 212-46-1920-52100 212-46-1920-52100	OPERATING SUPPLIES OPERATING SUPPLIES	TIMESAVER OFF SITE SECRETARIAL INC TIMESAVER OFF SITE SECRETARIAL INC Total For Check 118911	01/05/2026 - CC+ EDA MEETING 1.5 HOURS 01/05/2026 - EDA MEETING 1 HOURS	219.50 <u>178.00</u> 397.50	118911 118911
Check 118912 101-42-2100-54040	REPAIR & MAINT EQUIPMENT	TIRED IRON COLLISION CENTER INC	SQUAD 2104 - SEATS & TRACKS	154.48	118912

		Total For Check 118912		<u>154.48</u>	
Check 118913					
101-43-3100-5404	REPAIR & MAINT EQUIPMENT	TRANSWEST FORD OF MINNEAPOLIS	SENSOR, AMMONIA & MODULE, ETR INTERFACE	<u>1,687.66</u>	118913
		Total For Check 118913		<u>1,687.66</u>	
Check 118914					
205-43-3150-52400	TOOLS & SMALL EQUIP	TRI-STATE BOBCAT INC	NEW BUFFALO TURBINE MEGA DEBRIS BLOWER	4,745.00	118914
631-49-9420-52400	TOOLS & SMALL EQUIP	TRI-STATE BOBCAT INC	NEW BUFFALO TURBINE MEGA DEBRIS BLOWER	2,500.00	118914
632-49-9450-52400	TOOLS & SMALL EQUIP	TRI-STATE BOBCAT INC	NEW BUFFALO TURBINE MEGA DEBRIS BLOWER	<u>2,500.00</u>	118914
		Total For Check 118914		<u>9,745.00</u>	
Check 118915					
101-45-5200-52100	OPERATING SUPPLIES	ULINE, INC	ULINE PRECISION DISPENSER BOX WIPERS - 9 X 17" & ULINE BLACK INDUSTRIAL NITRILE GLOVES - POWDER-FREE	1,755.08	118915
631-49-9420-52100	OPERATING SUPPLIES	ULINE, INC	ULINE INDUSTRIAL TRASH LINERS - 55-60 GALLON, 2 MIL, CLEAR & ULINE DELUXE MULTI-FOLD TOWELS	915.28	118915
632-49-9450-52100	OPERATING SUPPLIES	ULINE, INC	ULINE INDUSTRIAL TRASH LINERS - 55-60 GALLON, 2 MIL, CLEAR & ULINE DELUXE MULTI-FOLD TOWELS	<u>915.28</u>	118915
		Total For Check 118915		<u>3,585.64</u>	
Check 118916					
631-49-9420-52160	CHEMICALS & TESTING	USABLUEBOOK	CL17SC TUBING KIT;PRE-ASSEMBLD HARNESS + STIR BAR (8560400)	<u>508.41</u>	118916
		Total For Check 118916		<u>508.41</u>	
Check 118917					
101-42-2100-53090	COMPUTER SUPPORT	VECTOR SOLUTIONS	VGS-GTEPMS - GUARDIAN TRACKING - 2026	<u>1,927.80</u>	118917
		Total For Check 118917		<u>1,927.80</u>	
Check 118918					
205-43-3150-54370	MISCELLANEOUS	WASHINGTON CONSERVATION DISTRICT	4TH QTR 2025 SHARED WATER RESOURCE PROGRAM	<u>875.00</u>	118918
		Total For Check 118918		<u>875.00</u>	
Check 118919					
101-42-2200-54330	DUES & SUBSCRIPTIONS	WASHINGTON COUNTY FIRE CHIEFS ASSOC	2026 MEMBERSHIP DUES	<u>50.00</u>	118919
		Total For Check 118919		<u>50.00</u>	
Check 118920					
631-49-9420-53070	PROFESSIONAL SERVICES	WATER CONSERVATION SERVICES INC	WATER LEAK LOCATE - 5TH ST. SE AND 11TH AVE. SE	<u>384.00</u>	118920
		Total For Check 118920		<u>384.00</u>	
Check 118921					
631-49-9420-54010	REPAIR & MAINT-BUILDINGS	WHITE BEAR LOCKSMITH	SERVICE WATER TREATMENT PLANT - SERVICE CALL LABOR	<u>115.00</u>	118921
		Total For Check 118921		<u>115.00</u>	
Check 118922					
631-49-9420-52100	OPERATING SUPPLIES	WINNICK SUPPLY INC	2" SCHEDULE 80 PVC PIPE & 2" 90 ELBOW PVC SCHEDULE 80	32.37	118922
631-49-9420-52100	OPERATING SUPPLIES	WINNICK SUPPLY INC	2" SCHEDULE 80 PVC PIPE	27.00	118922
631-49-9420-52100	OPERATING SUPPLIES	WINNICK SUPPLY INC	1" INSERT STIFFENER CTS 6133CTS & 1" INSERT STIFFENER PEP 6136	58.25	118922
631-49-9420-52100	OPERATING SUPPLIES	WINNICK SUPPLY INC	1" RANGER UNION OD RANGE 1.121-1.384 74758-11 & 1" X 10.5" CURB STOP W/EXTENSION RANGER X RANGER	<u>725.37</u>	118922
		Total For Check 118922		<u>842.99</u>	
Check 118923					
211-43-3135-53070-140937-000	PROFESSIONAL SERVICES	WOLD ARCHITECTS AND ENGINEERS	NEW PUBLIC WORKS FACILITY - TOTAL EARNED THROUGH 90.5% OF SCHEMATIC DESIGN	<u>118,912.15</u>	118923
		Total For Check 118923		<u>118,912.15</u>	
Check 2560					
101-00-0000-21714	FSA MEDICAL DED PAYABLE	BENEFIT EXTRAS INC	SETTLE PURCHASE	644.80	2560

		Total For Check 2560		<u>644.80</u>	
Check 2561					
101-00-0000-21714	FSA MEDICAL DED PAYABLE	BENEFIT EXTRAS INC	SETTLE PURCHASE	<u>165.53</u>	2561
		Total For Check 2561		<u>165.53</u>	
Check 2562					
101-00-0000-21714	FSA MEDICAL DED PAYABLE	BENEFIT EXTRAS INC	CLAIM REIMBURSEMENT	<u>333.41</u>	2562
		Total For Check 2562		<u>333.41</u>	
Check 2563					
101-00-0000-21713	DENTAL INSURANCE PAYABLE	HEALTH PARTNERS	HPAI SELF INSURED CLAIMS 15657 - DECEMBER 2025	<u>5,211.87</u>	2563
		Total For Check 2563		<u>5,211.87</u>	
Check 2564					
101-41-1940-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0010746167-3/CITY CENTER	<u>7,262.54</u>	2564
		Total For Check 2564		<u>7,262.54</u>	
Check 2565					
632-49-9450-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0012039653-5/4938 HEADWATERS PKWY	<u>34.82</u>	2565
		Total For Check 2565		<u>34.82</u>	
Check 2567					
101-00-0000-21713	DENTAL INSURANCE PAYABLE	HEALTH PARTNERS	HEALTH PARTNERS PREMIUM - JANUARY 2026	<u>718.87</u>	2567
		Total For Check 2567		<u>718.87</u>	
Check 2568					
101-00-0000-21713	DENTAL INSURANCE PAYABLE	HEALTH PARTNERS	HPAI SELF INSURED CLAIMS 15657 - DECEMBER 2025	<u>720.55</u>	2568
		Total For Check 2568		<u>720.55</u>	
Check 2569					
101-00-0000-21713	DENTAL INSURANCE PAYABLE	HEALTH PARTNERS	HPAI SELF INSURED CLAIMS 15657 - JANUARY 2026	<u>2,706.00</u>	2569
		Total For Check 2569		<u>2,706.00</u>	
Check 2570					
101-42-2400-53100	PROF SERVICES - OTHER	INVOICE CLOUD INC	INVOICE CLOUD PAYMENT FEES - DECEMBER 2025	29.99	2570
205-43-3190-53070	SURFACE ADM/PROFESSIONAL SERVICES	INVOICE CLOUD INC	INVOICE CLOUD PAYMENT FEES - DECEMBER 2025	89.60	2570
631-49-9490-53070	SEWER ADM/PROFESSIONAL SERVICE	INVOICE CLOUD INC	INVOICE CLOUD PAYMENT FEES - DECEMBER 2025	403.20	2570
632-49-9490-53070	PROFESSIONAL SERVICES	INVOICE CLOUD INC	INVOICE CLOUD PAYMENT FEES - DECEMBER 2025	403.20	2570
		Total For Check 2570		<u>925.99</u>	
Check 2571					
101-41-1400-54370	POSTIVE PAY MONTHLY FEE-JANUARY	MIDWESTONE BANK	POSITIVE PAY MONTHLY FEE-JANUARY	<u>75.05</u>	2571
		Total For Check 2571		<u>75.05</u>	
Check 2572					
205-43-3150-53070	PROFESSIONAL SERVICES	CHASE PAYMENTECH	SERVICE FEE PAYMENTS-JANUARY UB	31.43	2572
631-49-9440-53070	PROFESSIONAL SERVICES	CHASE PAYMENTECH	SERVICE FEE PAYMENTS-JANUARY UB	141.44	2572
632-49-9490-53070	PROFESSIONAL SERVICES	CHASE PAYMENTECH	SERVICE FEE PAYMENTS-JANUARY UB	141.44	2572
		Total For Check 2572		<u>314.31</u>	
Check 2573					
101-41-1400-53220	POSTAGE	PITNEY BOWES POSTAGE	PITNEY BOWES POSTAGE JANUARY 2026	<u>450.00</u>	2573
		Total For Check 2573		<u>450.00</u>	

Check 2574					
101-45-5200-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-8383920-1 ~ 5515 - 206TH ST -PARK WELL	272.36	2574
631-49-9420-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-5193676-8 ~ 1850 8TH ST SE & 65 3RD AVE NW WTP	5,538.34	2574
632-49-9450-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0010257805-9 ~ 20126 FERN GLEN CT N-STR	<u>19.18</u>	2574
Total For Check 2574				<u>5,829.88</u>	
Check 2575					
101-46-6625-53210	TELEPHONE	CENTURY LINK	SENIOR CENTER TELEPHONE - DECEMBER 2025	<u>147.68</u>	2575
Total For Check 2575				<u>147.68</u>	
Check 2576					
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0239647-6 ~ 1198 W BROADWAY AVE-TRAFFIC	49.90	2576
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0239656-7 ~ 795 WEST BROADWAY AVE-ELEC	39.38	2576
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0239654-5 ~ 797 WEST BROADWAY AVE-ELEC	34.33	2576
101-46-6625-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0013429969-4 ~ 767 4TH ST SW	868.76	2576
631-49-9420-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0013971904-6 ~ 6195 210TH ST N	<u>619.81</u>	2576
Total For Check 2576				<u>1,612.18</u>	
Check 2577					
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0239645-4 ~ 777 WEST BROADWAY AVE-ELEC	35.34	2577
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0239648-7 ~ 775 WEST BROADWAY AVE-ELEC	45.52	2577
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0239659-0 ~ 1493 W BROADWAY AVE-TRAFFIC	67.83	2577
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0677899-8 ~ 20010 FERN GLEN LN N-STREET	20.83	2577
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0677908-0 ~ 20066 FERN GLEN LN N-STREET	17.63	2577
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-5193665-5 ~ 49 LAKE ST N-STREET	7,074.47	2577
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-7342887-2 ~ 5295 SCANDIA TR N-TRAFFIC	33.06	2577
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0010257806-0 ~ 20187 FERN GLEN BLVD N-S	18.93	2577
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0010258367-0 ~ 20116 FERN GLEN CT N - STREET	19.92	2577
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0011646952-3 ~ 1872 FOREST BLVD	11.19	2577
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0012332089-3 ~ 204 LAKE STREET N UNIT-TRAFFIC	24.43	2577
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0013225636-0 ~ 6358 SCANDIA TRL N	14.73	2577
101-45-5200-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-5193667-7 ~ BEACH HOUSE	327.62	2577
631-49-9420-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-5193670-2 ~ 456 3RD ST NW-PUMP	1,579.39	2577
631-49-9420-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-8919722-8 ~ 208 8TH ST NW - TOWER	249.44	2577
632-49-9450-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-4372874-7 ~ 406 15TH ST SW-LIFT	371.06	2577
632-49-9450-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-9828587-1 ~ 97 BROADWAY AVE W - TRAFFIC	<u>94.56</u>	2577
Total For Check 2577				<u>10,005.95</u>	
Check 2578					
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-9753120-9 ~ 1601 11TH AVE SW-BRIDGE	66.47	2578
101-43-3160-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0013131153-7 ~ 10100 SCANDIA TRL N	28.33	2578
101-43-3180-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-5193671-3 ~ PUBLIC WORKS FACILITY	829.00	2578
101-45-5200-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-5193668-8 ~ 720 - 11TH AVE SE-ICE	100.32	2578
631-49-9420-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-5193673-5 ~ 1850 8TH ST SE - WTP	699.73	2578
632-49-9450-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0830223-8 ~ 6728 NORTH SHORE TRL N-ELEC	12.73	2578
632-49-9450-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-8829533-8 ~ 21036 KAROLINE CT N-LIFT	42.20	2578
632-49-9450-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0012384369-1 ~ 7865 SCANDIA TRL N	40.21	2578
632-49-9450-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0014003458-5 7686 NORTH SHORE CIR LIFT STATION	30.92	2578
632-49-9450-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0014224434-5 ~ 21228 KIEBLER CT N	33.57	2578
632-49-9450-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0014644299-0 ~ 9597 NORTH SHORE TRL N UNIT-LIFT STATION	<u>32.29</u>	2578
Total For Check 2578				<u>1,915.77</u>	
Check 2579					
101-41-1940-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-5193661-1 ~ GOVMNT BLDG	1,231.70	2579
101-43-3180-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-5193666-6 ~ CITY GARAGE	1,864.05	2579
101-45-5130-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-4770834-3 ~ 21640 HARROW AVE N	218.49	2579

101-45-5200-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-5193669-9 ~ 777 4TH ST SW RINK & WARMING HOUSE	272.42	2579
632-49-9450-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0239658-9 ~ LIFT STATIONS	237.04	2579
632-49-9450-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-0014133727-6 ~ 23845 GRANADA AVE N LIFT STATION	31.31	2579
		Total For Check 2579		<u>3,855.01</u>	

Fund Totals:

Fund 101 GENERAL FUND	228,720.16
Fund 203 PARK DEDICATION FUND	11,000.93
Fund 205 SURFACE WATER MANAGEMENT FUND	10,494.66
Fund 211 CAPITAL IMPROVEMENT FUND	288,961.70
Fund 212 ECONOMIC DEVELOPMENT FUND	397.50
Fund 401 CAPITAL EQUIPMENT FUND	3,161.00
Fund 631 WATER FUND	40,249.74
Fund 632 SEWER FUND	203,488.17
Fund 800 PROJECT DEVELOPMENT FUND	1,608.00
	<u><u>788,081.86</u></u>

01/22/2026

INVOICE GL DISTRIBUTION REPORT FOR FOREST LAKE
 EXP CHECK RUN DATES 01/26/2026 - 01/26/2026
 BOTH JOURNALIZED AND UNJOURNALIZED
 PAID

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Check 118849					
250-43-9810-53050-047457-023	ENGINEERING CHARGES	BOLTON & MENK INC	RUNWAY 13/31 AND TAXIWAY A	<u>2,500.00</u>	118849
		Total For Check 118849		<u>2,500.00</u>	
Check 118860					
250-43-9810-53040	LEGAL SERVICES	ECKBERG LAMMERS P.C.	AIRPORT	<u>133.00</u>	118860
		Total For Check 118860		<u>133.00</u>	
Check 2576					
250-43-9810-53810	ELECTRIC UTILITIES	XCEL ENERGY	51-9849041-6 ~ 20500 FOREST RD N U#1-AIRPORT	<u>55.94</u>	2576
		Total For Check 2576		<u>55.94</u>	
		Fund Totals:			
			Fund 250 AIRPORT FUND	2,688.94	
				<u><u>2,688.94</u></u>	



City Council

Regular Meeting

~ Minutes ~

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

Monday, December 8, 2025

6:00 PM

City Center - Council Chamber

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

1. Call to Order

2. Roll Call

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

3. Pledge of Allegiance

4. Approve the Agenda (Action)

Motion: Councilmember Erickson made a Motion to Approve the Agenda as presented. Motion seconded by Councilmember Valento. Motion carried 5-0.

5. Awards and Presentation

a. None

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

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

Comments:

Donald E. Ship, Wills Point, Texas, said he owned and operated a hangar at Forest Lake Airport. He stated that the City of Forest Lake violated the hangar owners' contract. He said the contract violation occurred between 2016 and 2020, and certain hangar owners were charged differently, which is discrimination. He recommended operating within the limits of the ground lease contracts.

Gary Lee, Columbus, stated he represented Act on Alzheimer's Lake Area. The purpose of the organization is to inform the business community about dementia and its impact on customers. He stated that his organization partnered with an organization called Family Means.

Jenny West, Community Educator at Family Means, stated that they were working on bringing services to the Washington County area. They have a memory café in Hugo and partnered with the



City Council

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~ Minutes ~

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YMCA to offer group respite for anyone diagnosed with dementia. She stated that they are working on offering dementia-friendly work-based training in Forest Lake.

Mr. Lee said that the work-based training is for businesses, organizations, and churches, so Forest Lake residents have a better understanding of how to interact with dementia patients.

Dean Lopez, City of Forest Lake, stated that when projects need to be completed, the former township of Forest Lake gets the last response to meet their needs. He provided examples of different difficulties he and his neighbors encountered and stated that he is taxed for a variety of different services that he does not receive. He said when he experiences difficulties, he talks to Forest Lake, who refers him to Hugo. Mr. Lopez stated that he didn't understand why his taxes are being raised again and he requested an explanation. He also requested that the City pay more attention to the Forest Lake residents on his street.

Mayor Roberts stated that City Administrator Statz would reach out and get more information about the concerns.

7. Consent Agenda Considerations (Action Items)

City Administrator Statz stated that since the agenda came out, they added additional items o., p., and q. He clarified that Item 0 was a consultant contract with McDonald Hopkins, but they would have an additional contract with another firm. The contract had been vetted by the League of Minnesota Cities.

- a. City Invoices
 - i) General Invoices
 - ii) Airport Invoices
- b. 2026 Regular Meeting Calendar
- c. Airport Lighting Maintenance Agreement
- d. MAPE Contract (2026-2027)
- e. IUOE Local 49 MOA – Wages
- f. AFSCME MOA – Wages
- g. Wynco Dental Clinic Final Project Acceptance & Letter of Credit Reduction/Retainage
- h. Resolution 12-08-25-01 Declaring Surplus Property/Public Works
- i. Resolution 12-08-25-02 Declaring Surplus Property/Police Department
- j. Hiring Recommendation – Deputy City Clerk
- k. Temporary Hiring Recommendation
- l. Hangar 16 Lease Transfer
- m. Century College Customized Training Agreement – Fire
- n. Gambling Permit Applications
- o. Consultant Contract with McDonald Hopkins for Cyber Security
- p. 2025 Sanitary Sewer Lining Project – Contractors' Request for Payment No. 1
- q. 2025 Crack Filling and Seal Coat Project Request No. 2 and Final



City Council

Regular Meeting

~ Minutes ~

1408 Lake Street South
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6:00 PM

City Center - Council Chamber

Motion: Councilmember Erickson made a Motion to Approve the Consent Agenda Items 7.a. through 7.q.

Motion seconded by Councilmember Larson. Motion carried 5-0.

8. Regular Agenda (Action Items)

a) Truth in Taxation - Elle Larkin

City Administrator Statz reviewed the items that Finance Director Larkin would review during The Truth in Taxation meeting.

Finance Director Larkin reviewed the Truth in Taxation meeting requirements. She summarized the budget calendar and noted that numerous residents and the City Council had made comments throughout the timeline. She explained that a levy is property tax dollars the City collects to fund essential services each year. She noted that as the population increases, the levy often increases because the service needs increase. She stated that the preliminary levy was 12.59 percent.

City Administrator Statz clarified that the yearly average home value increase was an increase in taxes on the average home.

Finance Director Larkin reviewed the proposed levy. She summarized the different services offered with the different levy options, including staff, miscellaneous expenses, and offset to the general fund contribution. She provided a summary of where the tax levy expenses go. She summarized the final property tax summary and the 2026 budget changes. She provided a sample home tax impact for different home market values. She explained the property tax refund programs, including the circuit breaker and special property tax refunds. During her presentation, the meeting experienced faulty technology and the recording device momentarily lost video and audio.

i. Public Hearing

Mayor Roberts opened the Public Hearing at 6:32 p.m.

Nadine Sederholm, asked who decides the value of the home. City Administrator Statz answered that a valuation hearing is held in April. The appraiser sets a valuation, and residents are able to confirm the valuation. He stated that they cannot change the value tonight.

Councilmember Erickson confirmed that the assessor was hired by the County.

Ms. Sederholm asked how she could get in contact with the assessor. Mayor Roberts answered that they could get in contact with City staff in the spring. They normally hold a one-on-one



City Council

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1408 Lake Street South
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meeting with the resident, a member of the City Council, and a representative from the County to discuss property valuation.

City Administrator Statz clarified that they would not be addressing this year's taxes, but she could do it for next year.

Ms. Sederholm said that their neighborhood is very diverse. They have a very old home, and newer neighboring houses have a lower home value.

Dean Lopez, 166 180th Street North, asked that the vehicle insurance be included in the budget. He asked how many City employees were driving their work vehicles home. Mayor Roberts answered that it was the Public Works Director and the Police Chief.

City Administrator Statz said he had a vehicle allowance in his contract.

Mr. Lopez asked if they hypothetically took a City vehicle home and got in an accident, what would be the liability. City Attorney Johnson answered that if a City employee was not engaged in their job, it would be a personal liability rather than a City liability. She said that the City would have immunity in this situation.

Mayor Roberts clarified that the individuals who take their vehicles home are on call 24/7 in case of emergencies.

Shavaughan Roberts, 21018 Karoline Court, stated that Mayor Roberts was working in the best interest of the City. She thanked the City Council for working with the best intentions.

John Waller, Washington County Rice Creek Watershed District Manager, said that the watershed would not raise any taxes this year. The watershed can utilize grants and other funds to help fund watershed projects, which creates a surplus.

Mayor Roberts thanked him for the service at the watershed.

Jamie Deitchman, 56 7th Street Northwest, asked about the Park Dedication Fund. He said that two years ago, there was a \$500,000 line item for park dedication. He was told it was in the ten-year plan, but he could not find this plan. He said that over the last three years, they budgeted \$1.2 million for park dedication, which was a lot of money. He stated that the population had increased by approximately 1000 people, but the budget increase was very high. He said that they were spending money so quickly. He voiced support for funds for the Police and Fire Departments. He asked where the park dedication money was going. Councilmember Erickson said that previous budgets had not funded parks, so the parks had not been maintained. He clarified that two years ago, they cut back the \$500,000 to decrease the levy. He noted that there was park equipment that was in desperate need of replacement.



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Mr. Deitchman asked where the rest of the money was going. He asked about the need for the new police positions and if crime rates had increased in Forest Lake. Chief Hanegraaf answered that they were responding to 20,000 calls a year. He stated that ten years ago, they were responding to about 14,000 calls a year. They had not added any Police Officers in the last ten years. They are currently at 27 sworn Police Officers. He explained that the calls of service, especially the mental health calls, were more complex and took more time to respond to.

Mr. Deitchman urged the City to start tightening the belt on spending. He said that all the projects were great individually, but they were nickel-and-diming residents to death.

Diane Smith, 9185 182nd Street, thanked Finance Director Larkin for her help in looking at the budget. She said that there were significant amounts in specific funds, and she asked if there were line items that City residents could look at. She expressed concerns with the Hennepin County Commissioners, who spent money on ridiculous items. She stated she would like to see line item spending so she knows how the money would specifically be spent. Finance Director Larkin answered that her contact information was on the website, and the resident can email her, and she can provide the line item information. She said she was willing to sit down and review the funds with her.

Ms. Smith suggested putting the item on the website so other residents can see it. Finance Director Larkin responded that when budget items were finalized, they would upload that information.

Councilmember Erickson said that some of the expenditures were to build up necessary funds to afford specific expenses. He said that was why they had a ten-year plan, so he suggested that residents would look at that plan to see how the funds were allocated for future expenses.

David Rovang, 21380 Fondant Avenue, addressed the levy increase. He stated that they were overpricing residents with taxes, and they would not be able to afford it. He said that his tax was at 6.4 percent, but the Washington County and ISD increases were virtually nonexistent, while the City of Forest Lake would be 13.5 percent. He expected to pay more if his property value increased, but he did not expect to pay as much as he was being proposed. He commented that an average resident was not getting an 8 percent increase in their salary, and he expressed concern because he is on a fixed income from Social Security and would only have a 3 percent increase. Mr. Rovang stated the City needed additional funds for an increase in population, but he asked where the new residents' tax funds were going because that should increase the City's income. He said he would have hoped to see an increase a little bit closer to inflation.

Mayor Roberts closed the public hearing at 7:00 p.m.

ii. Resolution 12-08-25-03 Approving the 2026 Tax Levy and Adopting the 2026 Budget

Councilmember Miller stated that everyone in the City had worked hard to do the best they could to keep their taxes in line. He said that the average for tax increases in the State of



City Council

Regular Meeting

~ Minutes ~

1408 Lake Street South
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Monday, December 8, 2025

6:00 PM

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Minnesota was 8.9%. The City Council worked to cut as much as possible to get the lowest increase possible. The City Councilmembers pay taxes and live in the City and want to make it better through park and infrastructure improvements and appropriate staffing levels. He complimented all of the City staff and City Councilmembers for their hard work to decrease the levy while still providing well-deserved services.

Mayor Roberts said that the ten-year plan called for the levy to be at 16.4%, and the City Council set the high-mark levy at 12.59%. The City Council continued to work to get the levy to 7.9%. He explained that they had infrastructure improvements that were necessary, such as a pipe replacement that was 100 years old. He said the City needs to spend money to bring more businesses and residents to the community. He thanked the City staff for their help in establishing the budget to be fiscally conservative but invest in the City.

Motion: Mayor Roberts made a Motion to Approve Resolution 12-08-25-03 Approving the 2026 Tax Levy and Adopting the 2026 Budget.

Motion seconded by Councilmember Erickson. Motion carried 5-0.

b) Certification of Delinquent Utility Accounts and Other Unpaid Fees

Finance Director Larkin provided a summary of the process for the delinquent balances and noted that per Minnesota State Statute §444.075, the City is able to assess any delinquent utility account to the following year's property tax. The City may also assess a fee in addition to the balance owed. Director Larkin stated that this process requires the City to send notices to residents about their delinquent balances. She stated that they were also able to assess any unpaid Code Fees, per Minnesota State Statute §429.101. She reviewed description of fees for the delinquent utility accounts.

i. Public Hearing

Mayor Roberts opened the Public Hearing at 7:07 p.m.

No comments.

Mayor Roberts closed the Public Hearing at 7:08 p.m.

ii. Resolution 12-08-25-04 Ordering certification of unpaid utility charges and other fees pursuant to Minnesota Statute § 444.075, subd. 3 and MN Statutes § 429.101 for the collection of payable 2026 Property Tax

Mayor Roberts asked about the process of collection. He asked if they were assessed to the properties, the collection stops. Finance Director Larkin confirmed this information and said that when staff sent out letters, they were able to see some payments received.



City Council

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6:00 PM

City Center - Council Chamber

Motion: Councilmember Erickson made a Motion to Approve Resolution 12-08-25-04 ordering the certification of unpaid utility charges and other fees pursuant to MN Statute §444.075, Subd. 3e and MN §429.101 for collection with payable 2026 property taxes.

Motion seconded by Councilmember Miller. Motion carried 5-0.

c) Elmcrest Avenue Cooperation Agreement – Abbi Wittman

Community Development Director Wittman provided a background of the cooperative agreement with four cities and two County C/EDA's to complete a corridor study for Elmcrest Avenue. She stated that they intended to come up with a universal design for the roadway that all the communities can agree on, so that it can help better guide the development along the corridor, and the communities can be eligible for potential funding in the future for the development of the roadway. She said this would enable staff to move forward with a request for proposals for the project. She noted that the Forest Lake Economic Development Authority was supportive of this agreement and that the Washington County Community Development Agency had funding available to help offset the costs.

Councilmember Erickson commented that he was in full support of this agreement.

Motion: Councilmember Larson made a Motion to Approve the Corridor Cooperative Agreement and authorize Mayor Roberts to sign it.

Motion seconded by Councilmember Valento. Motion carried 5-0.

d) Ordinance 764 – 2026 Fee Schedule – Elle Larkin

Finance Director Larkin reviewed the updated 2026 fee schedule and noted that there would be an addition of one new fee and minor clarifications throughout the schedule. Director Larkin summarized the fee schedule for Council.

Community Development Director Wittman said that the fee schedule included in the escrow deposits for development applications. She encouraged the change from a system that operated like a credit card to a debit card, so they do not accumulate debt from the developers. They would accumulate money from developers at the forefront. She noted that the fee numbers were low and she did not realize how much work it would take the City to review development applications, so she proposed increases in the escrows to be in line with peer communities and account for staff time. She said she wanted to remove applications where they should not be accepting escrows, as they were not accruing outside costs.

Finance Director Larkin said that the final portion of the fee schedule was for Public Works. They updated a few fees to be consistent and discussed the sewer, water, and stormwater rates at the October City Council Workshop. She asked if there were any questions.

Motion: Councilmember Erickson made a Motion to Approve the 2026 fee schedule, Ordinance No. 764, An Ordinance Repealing and Replacing City Code Chapter 35, Fees and Service Charges.

Motion seconded by Councilmember Miller. Motion carried 5-0.



City Council

Regular Meeting

~ Minutes ~

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

Monday, December 8, 2025

6:00 PM

City Center - Council Chamber

e) December Workshop Status – Jolleen Chaika

Assistant City Administrator Chaika suggested converting the City Council Workshop to a City Council Meeting, as December 8 was the last regularly scheduled meeting.

Mayor Roberts asked if there were any workshop items. City Administrator Statz said that they could have discussion items, but it would not be in a workshop setting.

Motion: Councilmember Valento made a Motion to Convert the December 15, 2025, Council Workshop to a City Council Meeting.

Motion seconded by Councilmember Erickson. Motion carried 5-0.

f) Let's Go Fishing Funding Request – Dave Adams

Public Works Director Adams reviewed the previous discussion with Parks and Recreation Coordinator and the Let's Go Fishing Organization. The Parks and Recreation Commission expressed support for the Let's Go Fishing Organization. He summarized the fundraising work completed with the Let's Go Fishing Organization and Parks and Recreation Coordinator Young. He stated that at the last Parks and Recreation Commission, the Let's Go Fishing President provided an update on the Chapter's progress. The Parks and Recreation Commission suggested the Parks Department could contribute up to \$10,000 to support the Chapter's first-year operating costs.

Mayor Roberts asked who Let's Go Fishing served. Public Works Director Adams answered that it was not set for specific groups of people but was for people who could not afford to go fishing or might experience difficulties, such as those with disabilities or veterans.

Mayor Roberts asked if it was common for cities to participate in funding for these organizations in other cities. Public Works Director Adams answered that other cities might help with the slip access. He did not know if the initial ask was common.

Mayor Roberts asked if the slip would be a loss to the City. Public Works Director Adams answered that it would not take a boat club slip space.

Councilmember Larson noted that the Forest Lake American Legion would likely be donating to the organization on behalf of veterans.

Motion: Councilmember Larson made a Motion to Approve a donation of \$10,000 to the Let's Go Fishing Chapter of Forest Lake.

Motion seconded by Councilmember Erickson. Motion carried 5-0.

g) Southwest Forest Lake Infrastructure Phasing Study: Headwaters Parkway Extension Option – Abbi Wittman

Community Development Director Wittman explained that the Economic Development



City Council

Regular Meeting

~ Minutes ~

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

Monday, December 8, 2025

6:00 PM

City Center - Council Chamber

Authority was awarded a Washington County Pre-development Finance Fund grant to assist with the development of a study focusing on future infrastructure in the southwest corner of the City. She stated that the study would identify the future alignment of Headwaters Parkway and establish policies related to collector roadway design in the study area. She summarized the two options of the routes on Headwaters Parkway to connect with Elmcrest Avenue and discussed the pros and cons. She reviewed the area history, including the 2006 planned unit development. She summarized wetland impacts and other design considerations. She said that the staff met with landowners and many were in favor of option two, but one property owner was less favorable of either option and suggested a third option. The staff found a challenge with the third alternative because it would push impacts onto private development later. The staff requested feedback from the City Council so they can continue moving forward.

Councilmember Erickson asked if option two divided some zoning. Community Development Director Wittman answered that in option two, future land use was affected. Everything to the south was for highway business, and to the north was single-family residential.

Councilmember Miller asked how both road options would impact potential development. Community Development Director Wittman answered that 195th Street separated the current urban service area from the future urban service area. She said that they received an application for Hidden Creek South. They had seen a concept plan on Hidden Creek South that would include the development of a specific parcel. She said that Hidden Creek South included the western parcel of the Chris Taylor Trust Property, and the preliminary plat that was just submitted before Thanksgiving showed Headwaters Parkway extending straight down. She said they needed to bend in the road for safety reasons. She stated they had ghost plan designs for other areas, but they had not been submitted.

Councilmember Miller stated that option two provided more development options. Community Development Director Wittman responded that option two would touch individual landowner properties, which would help feed the parcels into the parkway.

Mayor Roberts asked about the watershed. Mr. Waller said that they had Headwaters in the Watershed plan. He said that they might extend it beyond Branch 4 of JD4 and south towards 180th Street. He said if they were going to extend beyond the current footprint, it would be good to get the Watershed District to make an amendment, as the District is able to grant funding back to the City for new projects. The District can work with the City to access the Clean Water Fund money for improvements. He said it would be five years until they amend the plan, so they should talk with the Watershed District about the potential change.

Mayor Roberts asked about the study on Elmcrest and if they would be dead-ending a highway onto a dirt road. Community Development Director Wittman said that while they were planning the future roadway extension to Elmcrest, they did not have development plans to put in Elmcrest. She stated that as development occurred, the developers would be asked to put in the roadway. She said that the 195th was the urban service area until 2030. She said that the hope



City Council

Regular Meeting

~ Minutes ~

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

Monday, December 8, 2025

6:00 PM

City Center - Council Chamber

was that the Elmcrest Avenue study and the corridor design development would run in tandem with the City's development. She commented that Headwaters Parkway east of Fenway was funded with assistance to the City. Director Wittman said it was in the cooperative agreement to have a design standard for the roadways that the County would adopt and the State would buy into, so they could develop Elmcrest Avenue with outside sources in the future and look at the regional impact of connection to other roadways, so the road would score better on transportation plans. She said that they would look at connections for Elmcrest with Columbus.

Motion: Councilmember Erickson made a Motion to Designate option two as the preferred alignment of the future Headwaters Parkway.

Motion seconded by Councilmember Miller. Motion carried 5-0.

h) Downtown Snow and Ice Removal – Mark Statz

City Administrator Statz reviewed the previous discussion of snow and ice removal downtown, which took place during a November 2024 meeting. He said that they stood up code enforcement a bit more, so the thought was to see how compliance worked. He stated that during the last snow event, there were three or four non-compliant parties in the downtown area that they were able to address quickly.

Community Development Director Wittman said that the contractor was out within twenty-four hours of the phone call to remove the snow. However, she noted the difficulties, as City staff do not work on the weekend, and the code enforcement officer is on a quarter-time basis. She said that once a property area gets noticed during the year, they could emergency abate in the future.

City Administrator Statz said that the current proposal was to give the same service to the downtown as the other routes on the map. He reviewed the current snow removal policy.

Councilmember Erickson asked if there were business owners put on notice during the last snow event. Community Development Director Wittman responded that they could send the notice with the invoice because it is an emergency service. She did not know if the notices would be sent out next week, but they were in the process of notifying property owners at the time. She stated that the notices extend beyond downtown.

Councilmember Erickson asked if the sidewalks got cleaned with the berms. Public Works Director Adams answered that the Public Works Department cleared the berms, and the contractor was there clearing snow at the same time.

Councilmember Erickson said that the downtown was more walkable with the enhanced berm removal. He voiced appreciation for the Public Works Department to help make downtown more walkable. He said that they spend a lot of money on the corridor, and they already have the equipment in the area. He asked about the possibility of doing snow removal during larger snow events to make sure the downtown is walkable.



City Council

Regular Meeting

~ Minutes ~

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

Monday, December 8, 2025

6:00 PM

City Center - Council Chamber

Councilmember Larson said that they should not be in the habit of cleaning the full sidewalk unless the equipment was already in the area for the berm removal. He made the point that businessowners should be attending to the sidewalks in front of their businesses for their customers and Public Works Staff should not have to be responsible for it all when there are miles of road that also need attention.

Councilmember Miller asked if this would be charged back to the businesses or if the City would do it at their expense. He asked how much time it would take during an average snowfall to remove the snow downtown. Public Works Director Adams answered that it would take approximately 30 minutes to clear a pass, but there would be additional work that would have to be done by the businesses. He said it would be at the City's expense.

Councilmember Miller asked about the liability. Public Works Director Adams answered that they would have to use the snowblower and would be blowing the snow into the snow berm. He did not know about the liability. He said that the only other sidewalks they do are the Safe Route to School, a small section in front of St. Peter's Church, and blacktop trails throughout the property.

Councilmember Miller expressed concerns about the best practice. He asked if they started doing downtown snow removal, what would other business owners expect.

Councilmember Erickson clarified that they were doing all around the roundabout, including the sidewalk that was City property. He asked if they were doing the north side of Broadway. Public Works Director Adams confirmed that they were doing the trail up to the American Legion, but it was not public property.

Councilmember Valento asked about what equipment the City uses for snow removal at the roundabout. Public Works Director Adams answered that they used an Ag Tractor and either a snow blower or plow, depending on the snow. He stated that if they did additional snow removal, they would use the snow blower the entire time.

Mayor Roberts asked about how many miles of snow removal they do at each snow event. Public Works Director Adams answered that they do eleven miles of snow removal.

Mayor Roberts stated that this seemed like an easy ask to remove the snow downtown to create a more walkable downtown to better support businesses and get people downtown.

Councilmember Miller said that downtown was important. He asked if they were plowing the roads by the Gaughan Building. Mayor Roberts answered that they were clearing the roundabout in front of the Gaughan Building.

Public Works Director Adams said that some of the municipal lots the City must maintain and



City Council

Regular Meeting

~ Minutes ~

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

Monday, December 8, 2025

6:00 PM

City Center - Council Chamber

other lots are contracted out.

Councilmember Miller asked where the limit was for snow removal downtown.

Councilmember Erickson answered that the quarter highlighted was a part of the downtown study. He would suspect that there would be more mileage downtown to be cleared if it were designated as a trail.

Councilmember Valento said that the difficult part of the conversation was around the history. She stated they wanted to test out the abatement process, but in the first winter, they did not get snow. The next winter, they heard from staff that the abatement process works. She said it would be hard to include the sidewalks since the abatement process works. They were still making the downtown walkable, since property owners were shoveling.

Mayor Roberts asked if plowing it three days after the snow event would mean it was working. Councilmember Valento answered that they cannot predict exactly when it will snow. She said the whole question was whether the abatement process was working. She expressed concerns that more property owners request snow removal.

Councilmember Erickson asked how much time it takes to clean the roundabouts downtown. Public Works Director Adams answered that they were required to remove the pedestrian areas, and it would take fifteen to twenty minutes.

Councilmember Miller said that a few of the businesses were privately owned, but some of them were common-interest properties. The common interest buildings likely pay a fee that includes someone clearing the snow. He was not sure why the City would get involved with the process.

Councilmember Erickson said that there were vacant properties to the south. He said most of the properties were very well-maintained. He stated that the Public Works Department was already in the area, so they could remove some of the snow. The property owners would still have to come clean.

Councilmember Miller asked if there was a time limit for snow removal. Councilmember Erickson answered that no one on the City Council asked staff to do more than they were already doing. They would not have to remove the snow prior to when they were in the area doing the normal course of business.

Mayor Roberts asked why they were doing the American Legion. Public Works Director Adams answered that this was an old map, and they do not plow in front of the American Legion. He said if the property was vacant, as soon as they reach two inches of snow, the abatement comes out. If a property is not vacant and someone calls in a complaint, they have 48 hours for snow removal.



City Council

Regular Meeting

~ Minutes ~

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

Monday, December 8, 2025

6:00 PM

City Center - Council Chamber

Community Development Director Wittman answered that they could have a recurrence on a property. Last year was mild, and people were removing the snow. She said that they had the ability to put properties on a recurring service for abatement. She stated that if the property owner did not do it the first time, they would get a warning. After the second time, they would get on a recurrent plan.

Councilmember Miller asked if the property owners pay with the abatements or if they go to assessment. Community Development Director Wittman answered that many of them went for assessment, since the program was so new. She said that property owners who were not complying with the rules are generally not paying their bills.

Mayor Roberts said that they were taking a lot of staff time in the process.

Councilmember Miller said he understood that they were doing a quick plow, but that did not mean the owners did not need to shovel. The City staff would still need to complete the abatement process.

Councilmember Larson said if Public Works made a pass, they could make a pass. He did not think they should make it a specific practice to clean the sidewalks.

Mayor Roberts said it was common for cities to do downtown snow removal.

Motion: Mayor Roberts made a Motion to Add additional snow removal to the current snow removal map for the downtown core of the City for more walkability and to support the local businesses downtown.

Councilmember Erickson made a friendly amendment that it was the sidewalks downtown on Lake Street from Second Avenue South to North Third Avenue North.

Motion: Mayor Roberts made a Motion to Add additional snow removal to the current snow removal map for the downtown core of the City for more walkability and to support the local businesses downtown on Lake Street from Second Avenue South to North Third Avenue North.

Motion seconded by Councilmember Erickson. Motion failed 2-2-1 (Larson and Valento voted against; Miller abstained).

Mayor Roberts said he thought that the City Council was more supportive of the downtown businesses, but this action showed that was not the case.

9. Discussion

a) None.



City Council

Regular Meeting

~ Minutes ~

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

Monday, December 8, 2025

6:00 PM

City Center - Council Chamber

10. Staff Updates

Assistant City Administrator Chaika thanked Public Works Director Adams and Parks and Recreation Coordinator Young for putting up trees in the City Center Lobby to spread holiday cheer.

Community Development Director Wittman said that the Planning Commission would meet this week. They would consider zoning ordinance amendments, such as allowing cell towers in our single-family residential district. Their recommendation would come before the City Council in January. The Planning Commission would also be reinvigorating zoning ordinance amendments, starting with processes and procedures. She stated that the building inspection division was reviewing a new restaurant and a new donut shop.

Public Works Director Adams thanked the City staff for all their work putting on the Hometown Holiday.

City Administrator Statz thanked the three unions for the great bargaining table atmosphere. They had two more bargaining meetings to go.

11. Mayor and City Council Updates

Councilmember Miller said that the Holiday Tree Event was an exceptional event.

Councilmember Valento stated that the Hometown Holiday continues to grow. It was fun to see everyone playing in the snow. They went through 25 gallons of hot chocolate. She thanked the City staff for their hard work on the budget.

12. Adjourn

Motion: Councilmember Erickson made a Motion to Adjourn the Regularly Scheduled Council Meeting at 8:27p.m.

Motion seconded by Councilmember Valento. Motion carried 5-0.

STAFF REPORT



MEETING DATE: January 26, 2026
STAFF ORIGINATOR: Kyle Young, Parks and Recreation Coordinator
AGENDA ITEM: Concession Operations Agreement

INTRODUCTION:

The current agreement has expired on December 31, 2025 and FLAAA has agreed to terms for another year. This agreement is only refers to the concession stand which is located within the “quad” located at Fenway Park.

ANALYSIS:

The annual agreement clearly defines the responsibilities of each party, providing transparency and ensuring consistent expectations.

Under the agreement, FLAAA is granted exclusive rights to operate the concession stand and is responsible for paying all utilities associated with its use of the building. FLAAA owns and manages all equipment within the Fenway concession stand and is solely responsible for compliance with all applicable food safety laws and regulations.

FLAAA is responsible for all concession inventory and for staffing the concession stand during events, which may occur up to seven days per week. FLAAA makes it a priority to operate the concession stand when there are at least two games taking place within the Quad.

The Parks and Recreation Commission reviewed and recommend approval of the attached agreement.

RECOMMENDATION:

Staff recommends City Council make a “**motion to approve the City of Forest Lake Concessions Operations Agreement.**”

ATTACHMENTS:

City of Forest Lake Concessions Operations Agreement
FLAAA Concession Revenue and Expenditure Report

CITY OF FOREST LAKE CONCESSIONS OPERATIONS AGREEMENT

THIS CONCESSIONS OPERATIONS AGREEMENT (“Agreement”) is entered into this ____ day of _____, 2026 (“Effective Date”) by and between the City of Forest Lake, a Minnesota municipal corporation located at 1408 Lake Street South, Forest Lake, Minnesota 55025 (“City”) and The Forest Lake Athletic Association d/b/a Forest Lake Area Athletic Association, a Minnesota non-profit corporation, doing business at 943 9th Avenue SW, Forest Lake, Minnesota, (“Association”) (collectively called “parties”).

WHEREAS, the City is the owner of Beltz Park, Fenway Park, Kulenkamp Park, and Schilling Park, (“City Parks”), which includes athletic fields and facilities (“Athletic Facilities”); and

WHEREAS, the Association is a non-profit corporation dedicated to supporting and participating in the positive development of youth and adult recreational activities; its members are local recreational programs servicing the Forest Lake Area School District; and

WHEREAS, the Association is a significant user of the City Parks and desires to enter into an agreement to sell concessions for Association events and private events located at the Athletic Facilities and City does not object; and

WHEREAS, the purpose of this Agreement is to define the rights and obligations of the parties with respect to the sales of the concessions during the term of this Agreement.

NOW THEREFORE, for good and valuable consideration, the parties hereby agree as follows:

1. **TERM:** This agreement shall be as of the Effective Date and terminate December 31, 2026, unless otherwise terminated by either party pursuant to paragraph 21.
2. **USE:** Association reserves the option to provide concessions to its “own events” (tournaments, games, practices, special events) and City shall contact Association and provide them with the option to provide concessions to private rentals of City Athletic Facilities by all other renters.
3. **PAYMENT:** Association will be responsible for monthly Xcel Energy electric charges and quarterly utility payments (April - October) in exchange for operation of the concession stand. City will invoice FLAAA for the usage by December 1, 2026.
4. **ASSOCIATION RESPONSIBILITIES:**
 - a. Maintain concessions room and concession equipment.
 - b. Replace and repair existing equipment.
 - c. Provide City of Forest Lake with Concession Revenue and Expenditures upon request at the completion of concession season.

5. CITY RESPONSIBILITIES:

- a. Employ good faith efforts to keep the concession room in satisfactory, operable, safe condition and in compliance with City maintenance standards.
- b. Close the concessions area and restrooms starting the second week of November. This includes full winterization of all systems, shutting off heat, and completing any additional measures necessary to secure the facility for the winter season.

6. COMPLIANCE WITH LAWS: Association shall comply with all applicable park rules and regulations, City Ordinances, and State Statutes, at their sole expense. Failure to comply shall be a breach of contract and termination of contract.

7. REPAIRS, MAINTENANCE, AND CLEANUP: Association shall inform City promptly of any needed repairs or maintenance to the concession room resulting from Association use. Association shall submit a written notice to the City's Public Works Department's Parks and Recreation division to notify City of any needed repairs or maintenance. Association agrees to repair, replace or compensate the City for any damage or excessive cleanup costs at the Athletic Facilities related to use of the Athletic Facilities by Association members. Damage does not include ordinary wear and tear.

8. HOLD HARMLESS: Association agrees that it shall be solely responsible for any and all liability arising in any way, manner or form out of the utilization of the Athletic Facilities Concession for its activities and events.

9. INSURANCE: Association shall provide the City with proof of general liability insurance, with the City listed as an additional insured, of at least \$1,500,000 per occurrence, \$2,000,000 aggregate on account of bodily or personal injuries, including death, or on account of property damage arising from operating the concessions and selling consumable items.

10. TERMINATION OF AGREEMENT: Either party may terminate this Agreement upon thirty (30) days' written notice, except that City may terminate this Agreement immediately upon a breach of any of the terms of this Agreement by Association.

11. MODIFICATION OF AGREEMENT: Any modification to this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in a writing signed by each party.

12. SEVERABILITY CLAUSE: In case any provision in this Agreement shall be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby and such provision shall be ineffective only to the extent of such invalidity, illegality or unenforceability.

13. GOVERNING LAW: It is agreed that this Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Minnesota.

IN WITNESS WHEREOF, the City and the Association have caused this Agreement to be duly executed as dated above.

CITY OF FOREST LAKE

By: _____

Blake Roberts, Mayor

ATTEST: _____

Jolleen Chaika, Assistant City Administrator

FOREST LAKE ATHLETIC ASSOCIATION

By: _____

Its: _____

FLAAA Concession Profit and Loss 2025		
Supplies		
resaleable	\$15,690	(food and drink)
expensed	\$1,756	(trash bags, cleaning supplies, paper boats,cups, napkins, etc...)
Repairs		
ice machine	\$1,419	(hopefully one time expense)
plumbing	\$361	
Utilities	\$1,317	
Licenses/Memberships	\$832	(Washington County License, Concession Manager Food Certificaiton)
Employee Apparel	\$286	
State and County Sales Tax	\$3,856	
Compensation	<u>\$18,928</u>	(wages, taxes, worker's compensation)
Total Expense	\$44,445	
Sales	\$43,986	
Net	(\$459)	

STAFF REPORT



MEETING DATE: January 26, 2026
STAFF ORIGINATOR: Kyle Young, Parks and Recreation Coordinator
AGENDA ITEM: Castlewood 2026 Fees

INTRODUCTION:

Foursome Golf Management Group LLC (Foursome), the contracted manager of the City-owned Castlewood Golf Course, is preparing for the 2026 outdoor golf season. As part of this preparation, Foursome has submitted proposed fee adjustments for City review. The proposed fees support operational costs directly related to golf programming at Castlewood, including staff time, equipment and grounds maintenance, and general golf-related equipment expenses.

ANALYSIS:

Foursome is proposing a modest \$1.00 increase to daily green fees, which correspondingly impacts season pass rates. Season pass pricing is based on an estimated 30–35 rounds of golf per season.

Since assuming management of the course, Foursome has experienced a significant increase in golfer traffic. While this increase is positive, it has resulted in additional wear and tear on the course—particularly on tee boxes, which experience the highest concentration of use. To maintain course quality and playability, these areas can require increased maintenance and attention, resulting in higher associated costs.

The Parks and Recreation Commission has reviewed and recommended approval of the 2026 Castlewood Fees

RECOMMENDATION:

Staff recommends City Council make a **“motion to approve the 2026 Castlewood Fees proposed by Foursome”**

ATTACHMENT:

2026 Proposed Rates – City of FL

Daily Green Fee Rates

	Cart Fee = \$12		2026	2026
	2025	2025		
	Walk	Ride	Walk	Ride
Adult 9 Holes (online booking is \$2 off GF only)	\$ 22.00	\$ 34.00	\$ 23.00	\$ 35.00
Adult 18 Holes	\$ 29.00	\$ 47.00	\$ 30.00	\$ 48.00
Senior 9 Holes	\$ 17.00	\$ 29.00	\$ 18.00	\$ 30.00
Senior 18 Holes	\$ 24.00	\$ 42.00	\$ 25.00	\$ 43.00
Junior 9 Hole	\$ 11.00	\$ 23.00	\$ 11.00	\$ 23.00
Junior 18 Hole	\$ 18.00	\$ 36.00	\$ 18.00	\$ 36.00
Evening Rate - all play after 5:00 p.m.	\$ 15.00	\$ 27.00	\$ 16.00	\$ 28.00

Season Pass Rates

	2025		2026	
<i>Season Pass Rates do include taxes 2026</i>		w/tax		
Adult	\$ 670.00	\$ 726.11	\$ 695.00	\$ 753.21
Adult Couple (additional \$250)	\$ 870.00	\$ 942.86	\$ 945.00	\$ 1,024.14
Senior	\$ 570.00	\$ 617.74	\$ 595.00	\$ 644.83
Senior Couple (additional \$250)	\$ 770.00	\$ 834.49	\$ 845.00	\$ 915.77
Junior	\$ 340.00	\$ 368.48	\$ 365.00	\$ 395.57
League Punch Pass	\$ 315.00	\$ 341.38	NA	
Cart Pass/trail fees	\$ 370.00	\$ 400.99	\$400	\$ 433.50

Sim 2026 Summer Hourly Rates/F&B rates

Per Hour (No senior rate)	\$ 25.00
Summer Bday/Party Pack	\$ 125.00
Full Clubhouse Rental	\$ 175.00
	2026
Domestic Beer	\$ 8.00
Craft Beer	\$ 7.00
Canned Cocktails	\$ 8.00
Soda/Gatorade	\$ 3.00
Redbull	\$ 5.00
Water	\$ 2.00
Candy/Chips	\$ 2.00
Dot's Pretzels	\$ 3.50
Heggies Pizza 1 top.	\$ 14.00
Heggies Pizza 6 Pack (meatlovers)	\$ 18.00

League Happy Hour makes all beer \$5 and all canned cocktails \$6, only happy hour for league players

STAFF REPORT



MEETING DATE: January 26, 2026
TO: Parks and Recreation Commission
STAFF ORIGINATOR: Dave Adams, Public Works Director
AGENDA ITEM: Volleyball Courts at Beltz Park

INTRODUCTION:

Beltz Park previously had a volleyball court; however, it was removed during the park rehabilitation project last year because it was located in the area that was needed to construct an ADA-compliant ramp. With the rehabilitation now complete, staff have received interest in restoring a volleyball court to the park to provide residents with a popular recreational option and enhance the overall park experience.

ANALYSIS:

Staff have identified a suitable area within the park for the new courts that will not interfere with accessibility features or other amenities. An added benefit of this design is that the volleyball court can double as the seasonal ice rink during winter months, maximizing the use of park space and providing year-round recreational opportunities. Additionally, the existing rink lighting can be utilized to extend volleyball play into the evening hours, further increasing the functionality and value of the space.

The proposed courts would consist of sand surfacing, possible boundary markers, and standard volleyball posts and net. Site preparation may include minor grading and drainage improvements to ensure long-term usability.

Preliminary cost estimates for installing these new courts is \$14,163 and this project is suitable to be funded within the existing Parks Dedication Fund. Long term maintenance requirements are minimal, primarily involving periodic sand leveling and net replacement.

The Parks and Recreation Commission has reviewed and recommended approval.

RECOMMENDATION:

Staff recommends that the City Council makes a **“Motion to approve installation of the new Volleyball Courts at Beltz Park using Park Dedication Funding.”**

ATTACHMENTS:

- Proposed site map showing volleyball court location

- Preliminary cost estimate table



Preliminary Cost Estimate - Beltz Park Volleyball Court

The following table provides a preliminary cost estimate for installing a volleyball court at Beltz Park. These figures are approximate and subject to change based on final design and material selection.

Item	Estimated Cost	Notes
Site Preparation & Grading	\$0 – PW Task	Minor grading and drainage improvements
Sand Surfacing	\$6,675	Quality sand for play area
Posts, Net Systems, Boundary Kits	\$6,200	Standard volleyball equipment
Labor	\$0 – PW Task	Installation and setup
Contingency	\$1,288	Unexpected costs
Total	\$14,163	Estimated project total



STAFF REPORT

MEETING DATE: January 26, 2026

TO: Honorable Mayor Roberts and Members of the City Council

STAFF ORIGINATOR: Jolleen Chaika, Assistant City Administrator

AGENDA ITEM: Approval of Financial Analyst Job Description and Recruitment Authorization

INTRODUCTION:

Following the resignation of the previous Accounting Manager, an evaluation of the Finance Department's current and future operational needs was conducted and it was determined that the Accounting Manager role did not fully align with the City's workload, organizational structure, or increasing demand for advanced financial analysis, forecasting, and regulatory reporting.

ANALYSIS:

Attached for the Council's review and consideration is a proposed job description for a new Financial Analyst position. The proposed Financial Analyst position is designed to provide organization-wide financial analysis and strategic support, rather than direct staff supervision. The position will serve as the City's primary budget, financial, cost, rate, and forecasting analyst, supporting executive leadership, department managers, and the City Council with complex financial information needed for informed decision-making.

Key responsibilities include development and coordination of the annual City budget; preparation of multi-year financial and cash flow forecasts; analysis of revenues, expenditures, fund balances, and long-term financial trends; and preparation of required financial and regulatory reports. The position will also provide advanced accounting support, assist with year-end financial reporting and audits, support cost-of-service and rate studies, and assist with debt management and compliance activities.

In addition, the Financial Analyst will design, maintain, and enhance financial and budget systems, provide technical guidance and training to departments, and support continuous process improvements to strengthen internal controls, data accuracy, and statutory compliance. This role better reflects the City's current operational model, which emphasizes financial planning, transparency, accountability, and long-term fiscal sustainability, rather than the previous accounting manager position.

Staff conducted a classification analysis of the proposed position in accordance with the City's newly established job evaluation and reclassification practices. Based on this analysis, the position is recommended at Grade 115, with an hourly pay range of \$44.61 to \$54.28. The proposed grade is consistent with the former Accounting Manager position; therefore, approval of this position is expected to be budget-neutral.

RECOMMENDATION:

Staff recommends that the City Council approve the Financial Analyst job description as presented and authorize staff to proceed with recruitment efforts for this position, including external and internal recruitment.

ATTACHMENTS:

Financial Analyst Job Description

JOB DESCRIPTION



JOB TITLE:	Financial Analyst	
CLASSIFICATION:	Full-Time - Union	FLSA: Exempt
DEPARTMENT:	Finance	
SUPERVISOR:	Finance Director	

SUMMARY

The Financial Analyst performs advanced budgeting, accounting, financial analysis, and forecasting functions to support City leadership, department operations, and long-term financial planning. This position conducts complex financial, statistical, and operational analyses; prepares regulatory and financial reports; supports rate-setting, debt management, and cost-of-service studies; and develops financial models and reporting systems to ensure fiscal sustainability and statutory compliance.

The position serves as a key financial and analytical advisor, providing advanced financial analysis and recommendations while supporting the Finance Director in budget development, financial planning, and fiscal oversight.

ESSENTIAL DUTIES

Budget Development and Monitoring

- Develop and maintain the annual City budget preparation schedule in coordination with the Finance Director and department leadership.
- Coordinate the development of required budget model components and assumptions with Finance staff and department heads.
- Provide technical expertise in the configuration, maintenance, and enhancement of budget and financial software, including the creation or modification of budget codes and data structures.
- Provide guidance, training, and technical support to departments and executive leadership related to budget preparation, implementation, and ongoing budget control.
- Compile, balance, enter, and analyze budget data; perform statistical and financial analysis related to revenues, expenditures, cash flow, and fund balances.
- Prepare and conduct periodic budget reviews with department managers; monitor and evaluate budgets and cash flow to ensure fiscal solvency, accountability, and compliance with City policy.
- Assist in the preparation of the City's official budget and supporting documentation for review and approval by the City Council.

Accounting

- Perform complex accounting functions in support of City departments, funds, and operations.

- Maintain and support the City's chart of accounts; audit, post, and reconcile general ledger entries; review fund and account balances; and ensure proper coding in accordance with state statutes, regulatory requirements, and generally accepted accounting principles (GAAP).
- Review financial documents and claims for accuracy, completeness, and compliance with applicable laws, policies, and procedures.
- Coordinate and assist with the year-end closing process, including preparation of schedules and reconciliations.
- Support fixed asset accounting, including asset capitalization, unitization, and work order closeout, by gathering and analyzing information from multiple sources.
- Monitor accounts receivable and accounts payable activity; review financial reports to ensure accuracy, internal control, and fiscal health.

Research and Data Analysis

- Research and analyze financial, operational, and statistical data for internal and external stakeholders.
- Create, organize, and maintain financial records and datasets using database and spreadsheet tools.
- Collect, retrieve, and organize data into required reporting formats; identify discrepancies and resolve questions or issues.
- Recommend and assist in implementing corrective actions or process improvements to ensure data accuracy and reliability.

Financial Forecasting

- Prepare multi-year financial forecasts for governmental and enterprise funds, including revenue, expenditure, capital, and cash flow projections.
- Develop and maintain cash flow forecasts and assist with investment, liquidity, and fund balance planning in coordination with the Finance Director.
- Analyze trends and assumptions related to labor, capital projects, debt service, and operating costs to support long-term financial planning.

Financial and Regulatory Reporting

- Prepare complex financial and statistical reports required by City policy, state statute, and regulatory agencies.
- Assist in interpreting and applying financial reporting requirements and regulatory standards.
- Create and maintain recurring and ad hoc financial and statistical reports.
- Plan, track, and monitor reporting timelines to ensure compliance with strict statutory and regulatory deadlines.
- Review and verify financial information, including audit schedules, supporting documentation, and long-term debt records.

Rates, Cost of Service Studies, and Debt Management

- Compile and prepare data to support cost-of-service studies, rate analyses, and fee studies, as applicable.
- Maintain supporting documentation and data models to evaluate revenue requirements and customer or service classifications.

- Assist in the development and maintenance of rates, fees, and charges for City services, including enterprise fund services and miscellaneous fees.
- Support accounting and financial analysis related to new and refunding debt issuances.
- Assist in the preparation of documentation for official statements, continuing disclosure, and post-issuance compliance.
- Support cash draws, construction fund tracking, and debt service payments, as assigned.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree in Accounting, Finance or closely related field from an accredited four-year college or university

Experience: Three (3) years of professional-level experience in financial analysis, governmental accounting, budgeting, or public-sector finance.

Knowledge, Skills and Abilities:

- Knowledge of accounting principles, budgeting practices, and financial reporting requirements applicable to generally accepted accounting principles (GAAP).
- Skill in analyzing complex financial and statistical data; preparing accurate, well-organized financial reports; and using financial systems, spreadsheets, and database tools.
- Ability to work independently with minimal supervision; manage multiple priorities and deadlines; communicate effectively with department staff, leadership, and external stakeholders; maintain confidentiality; and exercise sound judgment in a public-sector environment.

PREFERRED QUALIFICATIONS

Education: Master's degree in Business, Accounting or Finance; Certified Public Accountant (CPA), Certified Management Accountant (CMA)

Experience: Five (5) or more years of governmental finance, municipal budgeting, or public-sector financial analysis experience preferred.

Knowledge, Skills and Abilities:

- Advanced knowledge of Minnesota municipal finance, including budget development, levy and Truth-in-Taxation processes, enterprise fund operations, long-term financial forecasting, and debt management.
- Strong skills in financial modeling, system configuration, process improvement, and presenting complex financial information to non-financial audiences, including elected officials.
- Demonstrated ability to anticipate financial risks and opportunities, lead cross-departmental initiatives, and support strategic decision-making in a local government setting.

PHYSICAL REQUIREMENTS:

The position requires occasional exertion of up to 30 pounds. Regular activities include sitting, speaking, hearing, and performing repetitive motions. Frequent reaching with hands and arms is required, along with occasional standing, walking, handling objects, climbing, balancing, stooping, kneeling, crouching, crawling, pushing, pulling, and lifting. Visual acuity is needed for reading, computer work, and general observation.

WORK ENVIRONMENT:

Work is typically performed in an office setting with moderate noise levels (e.g., business office, light foot traffic). Duties involve using computers and office equipment, and interacting with the public, staff, and elected officials.

The City of Forest Lake is an Equal Opportunity Employer committed to creating a diverse, equitable, and inclusive workplace. We comply with the Americans with Disabilities Act and will provide reasonable accommodations to qualified individuals with disabilities. We encourage all qualified candidates, including those from historically underrepresented groups, individuals with disabilities, and veterans, to apply.

STAFF REPORT



MEETING DATE: January 26, 2026
TO: Honorable Mayor Roberts and Members of the City Council
STAFF ORIGINATOR: Jolleen Chaika, Assistant City Administrator
AGENDA ITEM: Hiring Recommendation: Deputy Fire Chief

INTRODUCTION:

During the 2026 Budget approval process, the City Council authorized a new Deputy Fire Chief position within the Forest Lake Fire Department to support the leadership functions of the Fire Department. Following Council's approval of the position description and internal recruitment process, this hiring recommendation follows.

ANALYSIS:

The City received one application from a qualified internal candidate: Mike Swenson. Mr. Swenson has served as a dual role fire fighter, working his regular position in the Public Works Department during business hours and responding to fire calls as required. Mr. Swenson has also served as a paid on-call firefighter for 18 years, during which time he has focused on fire department leadership education and training objectives. Mr. Swenson has held the following positions within the fire department: Firefighter, Lieutenant, Captain, Assistant Chief, and currently serves as the Deputy Fire Chief.

The Joint Powers Fire Board conducted an interview of Mr. Swenson and has recommended him for the position. Following the recommendation from the Fire Board, a conditional offer of employment was extended to Mr. Swenson. The conditional offer proposes appointment as Deputy Fire Chief at Grade 140, Step 1 of the 2026 Salary Scale. As Mr. Swenson is a current employee, he will retain all leave banks and Human Resources will conduct a review of his vacation accrual rate to ensure that his rate is consistent with accrual as provided in the MAPE bargaining agreement.

If approved, a start date after February 1 is contemplated and will be confirmed with Human Resources and Mr. Swenson.

RECOMMENDATION:

Staff recommends Council move to approve the conditional offer of employment to Mike Swenson for the position of Deputy Fire Chief.

ATTACHMENTS:

None.



STAFF REPORT

MEETING DATE: January 26, 2026
STAFF ORIGINATOR: Mark Statz – City Administrator
AGENDA ITEM: Police Chief Search Process

INTRODUCTION: At the Council’s workshop on January 20, 2026, the Council reviewed a position description for the Police Chief and directed staff to shrink the re-hire schedule to have a new chief in place by the end of February.

ANALYSIS:

Job Description and Minimum/Preferred Qualifications

The attached job description and job posting, laying out both minimum and preferred qualifications, have been updated based on discussions at the City Council workshop.

Internal vs. External Candidates

An invitation was sent to all sworn personnel within the Forest Lake Police Department to meet and discuss leadership with the city’s Personnel Committee. The committee met with four individuals with interest in some level of leadership responsibilities as the department adjusts after the Chief’s retirement. We believe there are several highly qualified candidates within our department who may submit an application for the open position of Chief of Police. Therefore, our **recommendation would be to post the job for internal applicants only, at this time.**

Interview Process

It is common practice to have multiple interview panels for a position of this importance. The committee is suggesting, at a minimum, two panels be allowed to interview the candidates:

Panel 1 – Chief Law Enforcement Officers (CLEOs) from neighboring jurisdictions

This panel would be made up of CLEOs or other high-ranking members of adjacent or comparable jurisdictions. We also feel that this is the appropriate panel for our current chief to sit on. Through discussion at the City Council Workshop, the panel may include other community stakeholders, such as school officials, or members of key organizations. The panel would be made up of 3 to 5 members.

Panel 2 – Staff and Personnel Committee

The City Administrator, Assistant City Administrator and Fire Chief would represent city staff, while the two City Councilmembers from the Personnel Committee would sit on the panel on behalf of the Council.



STAFF REPORT

Each Committee will put forth their recommendations to the Personnel Committee for consideration.

Timeline

The proposed timeline would look like this:

- January 12 – Declare vacancy
- January 20 – CC Workshop on process
- January 26 – CC Meeting to adopt process and authorize posting
- January 27 – February 4 – Job is posted internally
- February 4 – Application deadline
- February 5 – 6 – Evaluation of applications
- February 9 – 13 –Interviews*
- February 18 – Personnel Committee makes recommendation on hiring
- February 23 – CC meeting to vote on hire
- February 24 – Selected candidate is awarded job, pending retirement of Chief
- April 3 – Chief Peterson’s last day
- April 3 – New Chief is sworn-in

*Both interview panels will meet host candidates on the same day, back to back.

RECOMMENDATION: Motion to approve the job description, authorize posting for the open position of Chief of Police to internal candidates only and other activities as presented.

ATTACHMENTS:

- Job Description/Job Qualifications



JOB DESCRIPTION

JOB TITLE:	Chief of Police
CLASSIFICATION:	GRADE: 150 – Union (MAPE) FLSA: Exempt
DEPARTMENT:	Police
SUPERVISOR:	City Administrator

SUMMARY

The Chief of Police is a sworn, licensed police officer that is appointed by the City Council to serve as the head of the City Police Department.

ESSENTIAL DUTIES

- Provides leadership, vision and direction for the police department.
- Responsible for the supervision of police personnel and the overall operation of police activities within the City of Forest Lake.
- Enforcement of all applicable federal, state, and local laws and regulations under the jurisdiction of the Police Department.
- Responsible for implementing policies and programs necessary for effective law enforcement services, including crime prevention, criminal apprehension, emergency response, and coordination of mutual aid.
- Overseas responsible adoption and governance of emerging technologies, and data-driven tools, to enhance public safety, operational efficiency, transparency, and community trust.
- Forwards to the City Council, recommendations on hiring and termination as required by a Statutory, Plan A, city.
- Operates as the face of the department and chief information officer for police related matters.
- Investigates or directs the investigation of complaints against personnel.
- Works closely with the Emergency Management Director on critical incident response.

OTHER DUTIES

- Plans, coordinates, supervises and evaluates police department operations to ensure that adequate services are provided to City residents and other parties of interest.
- Develop policies and procedures for the Department in order to implement directives from the City Council or City Administrator.

- Plans and implements a law enforcement program for the City in order to better carry out the policies and goals of the City Council; reviews Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.
- Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.
- Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
- Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities, or for associations with other cases.
- Supervises and coordinates the preparation and presentation of an annual budget for the Department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment.
- Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police department operations.
- Oversees training and development of Department personnel.
- Maintains Departmental discipline and the conduct and general behavior of assigned personnel. Prepares and submits periodic reports to the City Administrator regarding the Department's activities and prepares a variety of other reports as appropriate.
- Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities.
- Attend conferences, meetings and continues education regarding trends in the field; represents the City Police Department in a variety of local, county, state and other meetings.
- Cooperates with County, State and Federal law enforcement officers as appropriate where activities of the police department are involved.
- Ensure that laws and ordinances are enforced and that the public peace and safety is maintained. Directs investigation of major crime scenes.
- Performs the duties of subordinate personnel as needed.
- Analyzes and recommends improvements to equipment and facilities, as needed.
- Performs all the duties of a sworn officer, when required.
- Attends City Council and other after-hours meetings of boards and commissions as appropriate.

MINIMUM QUALIFICATIONS

- Bachelor's degree in criminal justice, public administration, emergency management or related field.
- Active Minnesota Board of Peace Officer Standards and Training (POST) certification.
- Valid Minnesota Class C or D driver's license with an excellent driving record.
- Three (3) or more years of supervisory experience or leadership experience in law enforcement.
- Five (5) or more years' experience in law enforcement.
- Demonstrated leadership abilities.
- Strong written and oral communication skills.
- Professional demeanor.

DESIRED QUALIFICATIONS

- Five (5) or more years of supervisory experience or leadership experience in law enforcement.
- Ten (10) or more years' experience in law enforcement.
- Master's degree in Police Leadership, Public Administration, or closely related field.
- Completion of senior-level management programs like the FBI National Academy, Northwestern School of Police Staff and Command or Southern Police Institute.
- Demonstrated commitment to community-oriented and problem-oriented policing.
- Experience leading technology modernization initiatives.



STAFF REPORT

MEETING DATE: January 26, 2026

TO: Honorable Mayor Roberts and Members of the City Council

STAFF ORIGINATOR: Jolleen Chaika, Assistant City Administrator

AGENDA ITEM: Council Liaison Assignments

INTRODUCTION:

The City Council appoints Councilmembers to serve as liaisons to various commissions, committees, boards, and external partner organizations. Although annual reappointment is not required in years without Council membership changes due to elections, periodic review of liaison assignments is considered a best practice to ensure alignment with Council priorities and individual interests.

ANALYSIS:

Councilmembers provided input regarding liaison assignments and indicated a preference to maintain the current structure. Accordingly, the existing liaison appointments are proposed to remain in place as follows:

Airport Commission	Mayor Roberts
Airport Guidelines Steering Committee	Councilmember Miller
Cable Commission	Councilmember Valento
Fire Board	Mayor Roberts Councilmember Larson
Economic Development Authority	Mayor Roberts Councilmember Erickson
Forest Lake Area School Board	Councilmember Miller
Parks and Recreation Commission	Councilmember Valento
Planning Commission	Councilmember Larson
Personnel Committee	Councilmember Larson Councilmember Miller
Public Works Steering Committee	Mayor Roberts Councilmember Larson
Watershed Districts	Councilmember Miller

RECOMMENDATION:

Staff recommends Council approve the above listed Council liaison assignments.

STAFF REPORT



MEETING DATE: January 26, 2026
TO: Honorable Mayor Roberts and Members of the City Council
STAFF ORIGINATOR: Jolleen Chaika, Assistant City Administrator
AGENDA ITEM: Commission Appointments

INTRODUCTION:

The City of Forest Lake encourages resident participation on City Commissions, which provide advisory input and recommendations on matters affecting community planning, economic development, and quality of life.

The Planning Commission reviews development proposals, zoning requests, subdivision applications, and long-range planning initiatives, and provides recommendations to the City Council. The Economic Development Authority (EDA) supports economic growth, business development, and redevelopment initiatives, and advises the City Council on strategies and projects related to economic vitality. The Parks and Recreation Commission provides guidance on park planning, recreation programming, facility development, and policies that enhance community recreation opportunities.

Each Commission is established pursuant to City Code. Commission terms run from February 1 through January 31. Most appointments are for three (3) years, while EDA appointments are for six (6) years. Due to upcoming term expirations, several vacancies currently exist on the EDA, Parks and Recreation Commission, and Planning Commission.

RECOMMENDATION:

Recommendations for appointment were received from Council Liaisons and Commission Chairs who interviewed Commission applicants, as well as from the Economic Development Authority (EDA) regarding the reappointment of members with existing terms. Based on these recommendations, the following individuals are recommended for Commission appointment:

COMMISSION	APPOINTEE	TERM
EDA	Jill Grindahl*	6 years (02/01/2026 – 01/31/2032)
EDA	Jenny Lorge*	6 years (02/01/2026 – 01/31/2032)
EDA	Jonathan Wright*	6 years (02/01/2026 – 01/31/2032)
Parks and Recreation Commission	Karen Morehead*	3 years (02/01/2026 – 01/31/2029)
Parks and Recreation Commission	Nikki Syring	3 years (02/01/2026 – 01/31/2029)
Planning Commission	Paul Girard*	3 years (02/01/2026 – 01/31/2029)
Planning Commission	Corey Goodwin	3 years (02/01/2026 – 01/31/2029)

*Indicates recommended reappointment



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

January 16, 2026

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

RE: Contractor's Request for Payment No. 4
Beltz Park Pedestrian Improvements Project

Dear Mayor and Council:

We recommend the council approve Contractor's Request for Payment No. 3 and pay \$10,881.71 to Dunaway Construction for the services they provided on the above referenced project. The project is substantially completed so retainage has been reduced to 1% until the project is closed out.

The contractor has completed the project and restoration has reached 70% permanent vegetative cover. The contractor is currently compiling the required documents for closeout.

Please call me at 612-597-7140 if you have any questions or concerns regarding this Contractor's payment request.

Sincerely,

A handwritten signature in black ink that reads "Ryan J. Goodman".

Ryan J. Goodman, P.E.
City Engineer

Enclosures: Contractor's Request for Payment No. 4

Contractor's Application for Payment

Owner: <u>City of Forest Lake</u>	Owner's Project No.: _____
Engineer: <u>Bolton & Menk, Inc.</u>	Engineer's Project No.: <u>24X.136886</u>
Contractor: <u>Dunaway Construction</u>	Agency's Project No.: _____
Project: <u>Beltz Park Pedestrian Improvements</u>	
Contract: _____	
Application No.: <u>4</u>	Application Date: <u>1/6/2026</u>
Application Period: From <u>9/6/2025</u> to <u>9/26/2025</u>	

1. Original Contract Price	\$	160,390.65
2. Net change by Change Orders	\$	-
3. Current Contract Price (Line 1 + Line 2)	\$	160,390.65
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	173,622.77
5. Retainage		
a. <u>1%</u> X <u>\$ 173,622.77</u> Work Completed	\$	1,736.23
b. _____ X <u>\$ -</u> Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	1,736.23
6. Amount eligible to date (Line 4 - Line 5.c)	\$	171,886.54
7. Less previous payments	\$	161,004.83
8. Amount due this application	\$	10,881.71
9. Balance to finish, including retainage (Line 3 - Line 4)	\$	(13,232.12)

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Dunaway Construction

Signature: _____ **Date:** _____

Name: _____ **Title:** _____

Recommended by Bolton & Menk, Inc.

Approved by City of Forest Lake

By: _____ **By:** _____

Name: _____ **Name:** _____

Title: _____ **Title:** _____

Date: _____ **Date:** _____

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Forest Lake	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	24X.136886
Contractor:	Dunaway Construction	Agency's Project No.:	
Project:	Beltz Park Pedestrian Improvements		
Contract:			

Application No.:	4	Application Period:	From 09/06/25 to 09/26/25	Application Date:	01/06/26
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A	B	C	D	E	F	F1		F2		G		H	I	J	K	L
						Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)	Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)					
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Contract Information		Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (I / F) (%)	Balance to Finish (F - J) (\$)	
						Quantity	Units	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)					
BASE BID																
1	MOBILIZATION	1.00	LUMP SUM	16,500.00	16,500.00	1.00	16,500.00	1.00	16,500.00	1.00	16,500.00		16,500.00	100%		-
2	TRAFFIC CONTROL	1.00	LUMP SUM	1,400.00	1,400.00	1.00	1,400.00	1.00	1,400.00	1.00	1,400.00		1,400.00	100%		-
3	GRUBBING	3.00	STUMP	300.00	900.00	3.00	900.00	3.00	900.00	3.00	900.00		900.00	100%		-
4	SAW CUT BITUMINOUS PAVEMENT	92.00	LIN FT	3.00	276.00	104.00	312.00	104.00	312.00	104.00	312.00		312.00	113%		(36.00)
5	REMOVE CURB AND GUTTER	193.00	LIN FT	6.00	1,158.00	203.00	1,218.00	203.00	1,218.00	203.00	1,218.00		1,218.00	105%		(60.00)
6	REMOVE BITUMINOUS PAVEMENT	40.00	SQ YD	10.00	400.00	34.00	340.00	34.00	340.00	34.00	340.00		340.00	85%		60.00
7	REMOVE CONCRETE WALK	2,575.00	SQ FT	1.50	3,862.50	2,575.00	3,862.50	2,575.00	3,862.50	2,575.00	3,862.50		3,862.50	100%		-
8	REMOVE DRAINAGE STRUCTURE	2.00	EACH	400.00	800.00	2.00	800.00	2.00	800.00	2.00	800.00		800.00	100%		-
9	REMOVE CASTING	1.00	EACH	250.00	250.00	1.00	250.00	1.00	250.00	1.00	250.00		250.00	100%		-
10	COMMON EXCAVATION (EV) (P)	390.00	CU YD	15.00	5,850.00	570.00	8,550.00	570.00	8,550.00	570.00	8,550.00		8,550.00	146%		(2,700.00)
11	GRANULAR EMBANKMENT (CV) (P)	100.00	CU YD	30.00	3,000.00	10.00	300.00	10.00	300.00	10.00	300.00		300.00	10%		2,700.00
12	SUBGRADE PREPARATION	2,180.00	SQ YD	1.00	2,180.00	2,180.00	2,180.00	2,180.00	2,180.00	2,180.00	2,180.00		2,180.00	100%		-
13	AGGREGATE BASE, CLASS 5 (100% CRUSHED)	590.00	TON	24.00	14,160.00	719.78	17,274.72	719.78	17,274.72	719.78	17,274.72		17,274.72	122%		(3,114.72)
14	AGGREGATE SURFACING, CLASS 2 (LIMESTONE)	60.00	TON	24.75	1,485.00	52.40	1,296.90	52.40	1,296.90	52.40	1,296.90		1,296.90	87%		188.10
15	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	40.00	TON	155.00	6,200.00	35.00	5,425.00	35.00	5,425.00	35.00	5,425.00		5,425.00	88%		775.00
16	BITUMINOUS PATCH SPECIAL	40.00	SQ YD	50.00	2,000.00	34.00	1,700.00	34.00	1,700.00	34.00	1,700.00		1,700.00	85%		300.00
17	4" HDPE PERFORATED DRAIN TILE W/FILTER SOCK	220.00	LIN FT	3.00	660.00	220.00	660.00	220.00	660.00	220.00	660.00		660.00	100%		-
18	6" PVC PERFORATED DRAIN TILE W/FILTER SOCK	85.00	LIN FT	16.00	1,360.00	73.00	1,168.00	73.00	1,168.00	73.00	1,168.00		1,168.00	86%		192.00
19	6" PVC CLEANOUT	1.00	EACH	350.00	350.00	1.00	350.00	1.00	350.00	1.00	350.00		350.00	100%		-
20	CORE DRILL CONNECT TO EXISTING STORM STRUCTURE	2.00	EACH	500.00	1,000.00	2.00	1,000.00	2.00	1,000.00	2.00	1,000.00		1,000.00	100%		-
21	CONNECT TO EXISTING STORM SEWER PIPE	5.00	EACH	500.00	2,500.00	5.00	2,500.00	5.00	2,500.00	5.00	2,500.00		2,500.00	100%		-
22	POUR INVERT IN EXISTING STRUCTURE	1.00	EACH	500.00	500.00	1.00	500.00	1.00	500.00	1.00	500.00		500.00	100%		-
23	4" DIA CBMH INCLUDING R3067 CASTING	2.00	EACH	5,500.00	11,000.00	2.00	11,000.00	2.00	11,000.00	2.00	11,000.00		11,000.00	100%		-
24	FURNISH & INSTALL CASTING (R-4370 TYPE D)	1.00	EACH	600.00	600.00	1.00	600.00	1.00	600.00	1.00	600.00		600.00	100%		-
25	CONCRETE CURB & GUTTER DESIGN SURMOUNTABLE - MOD	109.00	LIN FT	29.45	3,210.05	109.00	3,210.05	109.00	3,210.05	109.00	3,210.05		3,210.05	100%		-
26	CONCRETE CURB & GUTTER DESIGN B618	84.00	LIN FT	31.15	2,616.60	87.00	2,710.05	87.00	2,710.05	87.00	2,710.05		2,710.05	104%		(93.45)
27	6" CONCRETE WALK	5,750.00	SQ FT	7.85	45,137.50	5,619.00	44,109.15	5,619.00	44,109.15	5,619.00	44,109.15		44,109.15	98%		1,028.35
28	7" CONCRETE ENTRANCE	150.00	SF FT	9.10	1,365.00	144.00	1,310.40	144.00	1,310.40	144.00	1,310.40		1,310.40	96%		54.60
29	TRUNCATED DOMES	20.00	SQ FT	80.00	1,600.00	20.00	1,600.00	20.00	1,600.00	20.00	1,600.00		1,600.00	100%		-
30	FILTER MEDIA	25.00	CU YD	80.00	2,000.00	65.35	5,228.00	65.35	5,228.00	65.35	5,228.00		5,228.00	261%		(3,228.00)
31	BIOLOG	20.00	LIN FT	10.00	200.00	425.00	4,250.00	425.00	4,250.00	425.00	4,250.00		4,250.00	2125%		(4,050.00)
32	STORM DRAIN INLET PROTECTION	5.00	EACH	175.00	875.00	5.00	875.00	5.00	875.00	5.00	875.00		875.00	100%		-
33	STABILIZED CONSTRUCTION EXIT	1.00	EACH	1,200.00	1,200.00	-	-	-	-	-	-		-	-		1,200.00
34	TURF RESTORATION, BONDED FIBER MATRIX (BFM) W/SEED	2,220.00	SQ YD	3.00	6,660.00	2,215.00	6,645.00	3,163.00	9,489.00		9,489.00		9,489.00	142%		(2,829.00)
35	TURF RESTORATION, EROSION CONTROL BLANKET CAT 10	40.00	SQ YD	10.00	400.00	304.00	3,040.00	434.00	4,340.00		4,340.00		4,340.00	1085%		(3,940.00)
36	COMMON TOPSOIL BORROW (LV)	370.00	CU YD	40.00	14,800.00	364.00	14,560.00	364.00	14,560.00	364.00	14,560.00		14,560.00	98%		240.00
37	SIGN PANELS, TYPE C	1.50	SQ FT	450.00	675.00	1.50	675.00	1.50	675.00	1.50	675.00		675.00	100%		-
38	4" SOLID LINE WHITE MULTI COMP	370.00	LIN FT	3.00	1,110.00	343.00	1,029.00	343.00	1,029.00	343.00	1,029.00		1,029.00	93%		81.00
39	PAVEMENT MARKING SPECIAL (HANDICAP)	1.00	EACH	150.00	150.00	1.00	150.00	1.00	150.00	1.00	150.00		150.00	100%		-
BASE BID TOTAL					\$ 160,390.65		\$ 169,478.77		\$ 173,622.77	\$ -	\$ 173,622.77		108%	\$ (13,232.12)		

**Office of Engineering**

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

January 16, 2026

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

RE: Contractor's Request for Payment No. 6
 Change Order No. 3
 North Shore Trail and 2025 Street Pavement Maintenance Project

Dear Mayor and Council:

We recommend the council approve Contractor's Request for Payment No.6 and pay \$155,878.18 to Bituminous Roadways, Inc. for the services they provided on the above referenced project. The project has reached substantial completion so retainage has been reduce to 1.5% until the project is closed out.

The contractor has completed the project and 2025 punch list items. The restoration was not completed until mid-November so the project will remain open into the spring of 2026 until it attains 70% permanent coverage.

Also enclosed please find Change Order No. 3 for the project which removes Hayward Ave N from the Local Street Improvements portion of the project, resulting in a reduction of \$288,015.75 from the total project contract amount. The current total contract price, which includes Change Orders 1 and 2 is \$4,325,523.45 and will be reduced to \$4,037,507.70 with this change order.

Due to Xcel Energy's gas line replacement on Hayward Ave N that started in mid-September, there was not enough time for the contractor to complete Hayward Ave before the substantial completion date so it was decided by Public Works to remove it from the project. Hayward Ave N will be included in the 2026 Street Pavement Maintenance project.

Please call me at 612-597-7140 if you have any questions or concerns regarding this Contractor's payment request.

Sincerely,

Ryan J. Goodman, P.E.
 City Engineer

Enclosures: Contractor's Request for Payment No. 5 and Change order No. 3

The City of Forest Lake is dedicated to providing friendly and efficient city services that enhance the quality of life for those who visit, work and live in the community.

Contractor's Application for Payment

Owner: <u>City of Forest Lake</u>	Owner's Project No.: _____
Engineer: <u>Bolton & Menk, Inc.</u>	Engineer's Project No.: <u>24X.134732</u>
Contractor: <u>Bituminous Roadways, Inc.</u>	Agency's Project No.: _____
Project: <u>North Shore Trail and 2025 Street Pavement Maintenance Project</u>	
Contract: _____	
Application No.: <u>6</u>	Application Date: <u>12/12/2025</u>
Application Period: From <u>10/25/2025</u> to <u>12/12/2025</u>	

1. Original Contract Price		\$	4,196,966.95
2. Net change by Change Orders		\$	128,556.50
3. Current Contract Price (Line 1 + Line 2)		\$	4,325,523.45
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)		\$	3,871,561.67
5. Retainage			
a. <u>1.5%</u> X <u>\$ 3,871,561.67</u> Work Completed		\$	58,073.43
b. _____ X <u>\$ -</u> Stored Materials		\$	-
c. Total Retainage (Line 5.a + Line 5.b)		\$	58,073.43
6. Amount eligible to date (Line 4 - Line 5.c)		\$	3,813,488.24
7. Less previous payments		\$	3,657,610.06
8. Amount due this application		\$	155,878.18
9. Balance to finish, including retainage (Line 3 - Line 4)		\$	453,961.78

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: <u>Bituminous Roadways, Inc.</u>	
Signature: _____	Date: _____
Name: _____	Title: _____

Recommended by Bolton & Menk, Inc.	Approved by City of Forest Lake
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Forest Lake	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	24X.134732
Contractor:	Bituminous Roadways, Inc.	Agency's Project No.:	
Project:	North Shore Trail and 2025 Street Pavement Maintenance Project		
Contract:			

Application No.:	6	Application Period:	From	10/25/25	to	12/12/25	Application Date:	12/12/25
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A	B	C	D	E	F	Previous Estimate		Work Completed		I	J	K	L
						Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G)				
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)	Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)
BASE BID													
SCHEDULE 1 - NORTH SHORE TRAIL													
1	MOBILIZATION	1.00	LS	138,000.00	138,000.00	1.00	138,000.00	1.00	138,000.00		138,000.00	100%	-
2	TRAFFIC CONTROL	1.00	LS	7,500.00	7,500.00	1.00	7,500.00	1.00	7,500.00		7,500.00	100%	-
3	SALVAGE AND REINSTALL MAILBOX INCL. NEW SWING-A-	185.00	EA	100.00	18,500.00	190.00	19,000.00	190.00	19,000.00		19,000.00	103%	(500.00)
4	SALVAGE CASTING	3.00	EA	110.00	330.00	2.00	220.00	2.00	220.00		220.00	67%	110.00
5	REMOVE CASTING AND RINGS	20.00	EA	85.00	1,700.00	24.00	2,040.00	23.00	1,955.00		1,955.00	115%	(255.00)
6	REMOVE SIGN AND POST	78.00	EA	28.00	2,184.00	78.00	2,184.00	76.00	2,128.00		2,128.00	97%	56.00
7	CLEAR AND GRUB	2.00	EA	840.00	1,680.00	2.00	1,680.00	2.00	1,680.00		1,680.00	100%	-
8	REMOVE STORM PIPE - ALL TYPES AND SIZES	775.00	LF	7.75	6,006.25	687.00	5,324.25	687.00	5,324.25		5,324.25	89%	682.00
9	REMOVE SANITARY PIPE - ALL TYPES AND SIZES	155.00	LF	12.00	1,860.00	90.00	1,080.00	90.00	1,080.00		1,080.00	58%	780.00
10	REMOVE STORM STRUCTURE	1.00	EA	260.00	260.00	2.00	520.00	2.00	520.00		520.00	200%	(260.00)
11	REMOVE SANITARY STRUCTURE	1.00	EA	1,150.00	1,150.00	1.00	1,150.00	1.00	1,150.00		1,150.00	100%	-
12	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	510.00	SY	7.00	3,570.00	661.30	4,629.10	661.30	4,629.10		4,629.10	130%	(1,059.10)
13	REMOVE CONCRETE DRIVEWAY PAVEMENT	48.00	SF	8.00	384.00	20.00	160.00	20.00	160.00		160.00	42%	224.00
14	SAW CUT BITUMINOUS PAVEMENT - FULL DEPTH	1,326.00	LF	1.00	1,326.00	167.00	167.00	167.00	167.00		167.00	13%	1,159.00
15	SAW CUT CONCRETE PAVEMENT - FULL DEPTH	16.00	LF	2.00	32.00	-	-	-	-		-	-	32.00
16	MILL BITUMINOUS PAVEMENT SPECIAL 2"	850.00	SY	3.00	2,550.00	1,040.00	3,120.00	1,040.00	3,120.00		3,120.00	122%	(570.00)
17	MILL BITUMINOUS PAVEMENT 4"-6"	89,800.00	SY	1.00	89,800.00	89,800.00	89,800.00	89,800.00	89,800.00		89,800.00	100%	-
18	RECLAIM BITUMINOUS PAVEMENT - 16" DEPTH (P)	89,800.00	SY	1.25	112,250.00	89,800.00	112,250.00	89,800.00	112,250.00		112,250.00	100%	-
19	CLEAN 24" PIPE CULVERT	60.00	LF	50.00	3,000.00	-	-	-	-		-	-	3,000.00
20	COMMON EXCAVATION - SANITARY SEWER TRENCH (LV)	550.00	CY	18.50	10,175.00	386.60	7,152.10	386.60	7,152.10		7,152.10	70%	3,022.90
21	SELECT GRANULAR BACKFILL - SANITARY SEWER TRENCH	500.00	CY	27.00	13,500.00	297.40	8,029.80	297.40	8,029.80		8,029.80	59%	5,470.20
22	SUBGRADE EXCAVATION (EV)	1,140.00	CY	32.00	36,480.00	2,912.90	93,212.80	2,912.90	93,212.80		93,212.80	256%	(56,732.80)
23	GEOTEXTILE FABRIC, TYPE 5 NON-WOVEN	2,717.00	SY	2.00	5,434.00	-	-	-	-		-	-	5,434.00
24	AGGREGATE BASE, CLASS 5	1,000.00	TN	24.50	24,500.00	5,092.08	124,755.96	5,092.08	124,755.96		124,755.96	509%	(100,255.96)
25	TOLERANCE RECLAIM MATERIAL (P)	89,800.00	SY	1.25	112,250.00	89,800.00	112,250.00	89,800.00	112,250.00		112,250.00	100%	-
26	AGGREGATE SHOULDERING, CLASS 2 LIMESTONE	2,730.00	TN	30.00	81,900.00	750.00	22,500.00	1,428.66	42,859.80		42,859.80	52%	39,040.20
27	AGGREGATE SURFACING, 3/4" MINUS LIMESTONE -	20.00	TN	35.00	700.00	16.71	584.85	16.71	584.85		584.85	84%	115.15
28	AGGREGATE SURFACING, 1/2" MINUS TRAP ROCK -	20.00	TN	45.00	900.00	28.47	1,281.15	28.47	1,281.15		1,281.15	142%	(381.15)
29	AGGREGATE SURFACING, CLASS 5 - DRIVEWAY	40.00	TN	35.00	1,400.00	38.34	1,341.90	38.34	1,341.90		1,341.90	96%	58.10
30	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C) 4% AIR VOIDS	8,600.00	TN	79.00	679,400.00	8,612.00	680,348.00	8,612.00	680,348.00		680,348.00	100%	(948.00)
31	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C) 4% AIR	14,780.00	TN	76.00	1,123,280.00	12,255.50	931,418.00	12,255.50	931,418.00		931,418.00	83%	191,862.00
32	BITUMINOUS MATERIAL FOR TACK COAT	5,980.00	GAL	1.00	5,980.00	3,801.00	3,801.00	3,801.00	3,801.00		3,801.00	64%	2,179.00
33	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C) DRIVEWAY	510.00	SY	25.00	12,750.00	243.00	6,075.00	243.00	6,075.00		6,075.00	48%	6,675.00
34	BITUMINOUS PATCH SPECIAL	680.00	SY	30.00	20,400.00	1,019.40	30,582.00	1,019.40	30,582.00		30,582.00	150%	(10,182.00)
35	BITUMINOUS CURB	36.00	LF	30.00	1,080.00	410.00	12,300.00	410.00	12,300.00		12,300.00	1139%	(11,220.00)
36	CONNECT TO EXISTING STORM STRUCTURE	1.00	EA	1,150.00	1,150.00	1.00	1,150.00	1.00	1,150.00		1,150.00	100%	-
37	CONNECT TO EXISTING SANITARY SEWER PIPE	3.00	EA	3,650.00	10,950.00	7.00	25,550.00	7.00	25,550.00		25,550.00	233%	(14,600.00)
38	SANITARY SEWER POINT REPAIR	3.00	EA	8,900.00	26,700.00	3.00	26,700.00	3.00	26,700.00		26,700.00	100%	-
39	CONNECT TO EXISTING FORCE MAIN	1.00	EA	11,375.00	11,375.00	1.00	11,375.00	1.00	11,375.00		11,375.00	100%	-
40	CONNECT TO EXISTING SANITARY SEWER MANHOLE	2.00	EA	5,400.00	10,800.00	2.00	10,800.00	2.00	10,800.00		10,800.00	100%	-
41	10" PVC SDR 35 PIPE SEWER	122.00	LF	50.00	6,100.00	83.00	4,150.00	83.00	4,150.00		4,150.00	68%	1,950.00
42	6" HDPE DIRECTIONALLY DRILLED FORCE MAIN	2,900.00	LF	60.00	174,000.00	2,900.00	174,000.00	2,900.00	174,000.00		174,000.00	100%	-
43	ABANDON EXISTING FORCE MAIN	3,092.00	LF	4.25	13,141.00	-	-	-	-		-	-	13,141.00
44	DEWATERING	1.00	LS	30,000.00	30,000.00	1.00	30,000.00	1.00	30,000.00		30,000.00	100%	-
45	BYPASS PUMPING - 4T	1.00	LS	13,500.00	13,500.00	1.00	13,500.00	1.00	13,500.00		13,500.00	100%	-
46	BYPASS PUMPING - IVAN CT	1.00	LS	13,500.00	13,500.00	1.00	13,500.00	1.00	13,500.00		13,500.00	100%	-
47	CORROSION PROTECTION LINER (4' DIA)	13.00	VF	800.00	10,400.00	13.00	10,400.00	13.00	10,400.00		10,400.00	100%	-
48	2 X 3 STORM SEWER CATCH BASIN	1.00	EA	1,900.00	1,900.00	1.00	1,900.00	1.00	1,900.00		1,900.00	100%	-

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Forest Lake	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	24X.134732
Contractor:	Bituminous Roadways, Inc.	Agency's Project No.:	
Project:	North Shore Trail and 2025 Street Pavement Maintenance Project		
Contract:			

Application No.:	6	Application Period:	From	10/25/25	to	12/12/25	Application Date:	12/12/25
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A	B	C	D	E	F	F1		F2		G		H		I	J	K	L
						Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)	Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)				
Bid Item No.	Description	Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)	Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)				
49	48" DIA STORM SEWER MANHOLE	1.00	EA	3,000.00	3,000.00	1.00	3,000.00	1.00	3,000.00		3,000.00	100%	-				
50	48" DIA SANITARY SEWER MANHOLE	2.00	EA	6,500.00	13,000.00	2.00	13,000.00	2.00	13,000.00		13,000.00	100%	-				
51	15" RC PIPE, CLASS 5	204.00	LF	58.00	11,832.00	84.00	4,872.00	84.00	4,872.00		4,872.00	41%	6,960.00				
52	15" RC PIPE APRON	7.00	EA	1,600.00	11,200.00	3.00	4,800.00	3.00	4,800.00		4,800.00	43%	6,400.00				
53	18" RC PIPE, CLASS 5	367.00	LF	65.00	23,855.00	392.00	25,480.00	392.00	25,480.00		25,480.00	107%	(1,625.00)				
54	18" RC PIPE APRON	11.00	EA	1,500.00	16,500.00	15.00	22,500.00	15.00	22,500.00		22,500.00	136%	(6,000.00)				
55	24" RC PIPE, CLASS 3	180.00	LF	75.00	13,500.00	149.64	11,223.00	149.64	11,223.00		11,223.00	83%	2,277.00				
56	24" RC PIPE APRON W/TG	6.00	EA	1,900.00	11,400.00	4.00	7,600.00	4.00	7,600.00		7,600.00	67%	3,800.00				
57	36" RC PIPE, CLASS 3	52.00	LF	135.00	7,020.00	40.00	5,400.00	40.00	5,400.00		5,400.00	77%	1,620.00				
58	36" RC PIPE APRON W/TG	2.00	EA	3,850.00	7,700.00	2.00	7,700.00	2.00	7,700.00		7,700.00	100%	-				
59	IMPROVED PIPE FOUNDATION	2,400.00	LF	5.75	13,800.00	1,362.00	7,831.50	1,362.00	7,831.50		7,831.50	57%	5,968.50				
60	STRUCTURE MARKER	36.00	EA	90.00	3,240.00	35.00	3,150.00	35.00	3,150.00		3,150.00	97%	90.00				
61	ADJUST SAN OR STORM MH/CB CASTING INCLUDING HDPE	10.00	EA	800.00	8,000.00	8.00	6,400.00	10.00	8,000.00		8,000.00	100%	-				
62	ADJUST SAN CASTING INCLUDING 1 FOOT CONCRETE RISER	11.00	EA	1,100.00	12,100.00	13.00	14,300.00	12.00	13,200.00		13,200.00	109%	(1,100.00)				
63	ADJUST SAN CASTING INCLUDING 2 - 1 FOOT CONCRETE	2.00	EA	1,150.00	2,300.00	2.00	2,300.00	3.00	3,450.00		3,450.00	150%	(1,150.00)				
64	FURNISH AND INSTALL 1642-B FRAME AND COVER	20.00	EA	1,550.00	31,000.00	25.00	38,750.00	23.00	35,650.00		35,650.00	115%	(4,650.00)				
65	CONCRETE CURB AND GUTTER DESIGN B618	665.00	LF	24.00	15,960.00	665.00	15,960.00	665.00	15,960.00		15,960.00	100%	-				
66	6" CONCRETE DRIVEWAY	48.00	SF	13.00	624.00	-	-	-	-		-	-	624.00				
67	7" CONCRETE VALLEY GUTTER - HIGH EARLY	60.00	SY	125.00	7,500.00	47.50	5,937.50	47.50	5,937.50		5,937.50	79%	1,562.50				
68	SIGN PANELS, TYPE C	480.00	SF	68.50	32,880.00	495.51	33,942.44	493.76	33,822.56		33,822.56	103%	(942.56)				
69	STREET SIGN (2 BLADES) INCLUDING POST AND HARDWARE	2.00	EA	325.00	650.00	2.00	650.00	2.00	650.00		650.00	100%	-				
70	STREET SIGN (3 BLADES) INCLUDING POST AND HARDWARE	1.00	EA	425.00	425.00	2.00	850.00	2.00	850.00		850.00	200%	(425.00)				
71	CULVERT END PROTECTION	39.00	EA	160.00	6,240.00	26.00	4,160.00	26.00	4,160.00		4,160.00	67%	2,080.00				
72	STORM DRAIN INLET PROTECTION	1.00	EA	180.00	180.00	1.00	180.00	1.00	180.00		180.00	100%	-				
73	BIOLOG	1,000.00	LF	2.75	2,750.00	1,000.00	2,750.00	1,000.00	2,750.00		2,750.00	100%	-				
74	COMMON TOPSOIL BORROW (LV)	350.00	CY	45.00	15,750.00	241.00	10,845.00	231.00	10,395.00		10,395.00	66%	5,355.00				
75	SEEDING, INCL 25-131 SEED MIX, FERTILIZER, AND CAT 20	800.00	SY	3.75	3,000.00	-	-	487.00	1,826.25		1,826.25	61%	1,173.75				
76	SEEDING, INCL 35-241 SEED MIX, FERTILIZER, AND CAT 20	800.00	SY	3.95	3,160.00	30.00	118.50	197.00	778.15		778.15	25%	2,381.85				
77	STREET SWEEPER (SELF PROPELLED WITH WATER AND	50.00	HR	150.00	7,500.00	13.00	1,950.00	13.00	1,950.00		1,950.00	26%	5,550.00				
78	WATER FOR DUST CONTROL	150.00	M GAL	60.00	9,000.00	25.00	1,500.00	25.00	1,500.00		1,500.00	17%	7,500.00				
79	4" DOUBLE SOLID YELLOW LINE, MULTI COMP WR	20,869.00	LF	1.00	20,869.00	21,086.00	21,086.00	21,086.00	21,086.00		21,086.00	101%	(217.00)				
80	4" SOLID YELLOW LINE, MULTI COMP WR	2,241.00	LF	0.50	1,120.50	2,808.00	1,404.00	2,808.00	1,404.00		1,404.00	125%	(283.50)				
81	4" BROKEN YELLOW LINE, MULTI COMP WR	870.00	LF	0.50	435.00	700.00	350.00	700.00	350.00		350.00	80%	85.00				
82	6" SOLID WHITE LINE, MULTI COMP WR	49,361.00	LF	0.75	37,020.75	48,875.00	36,656.25	48,875.00	36,656.25		36,656.25	99%	364.50				
83	8" DOTTED WHITE LINE, MULTI COMP WR	247.00	LF	2.00	494.00	51.00	102.00	51.00	102.00		102.00	21%	392.00				
84	PAVEMENT MESSAGE WR	6.00	EA	150.00	900.00	7.00	1,050.00	7.00	1,050.00		1,050.00	117%	(150.00)				
85	TEMPORARY PAVEMENT MARKINGS-PAINT	24,342.00	LF	0.10	2,434.20	19,593.00	1,959.30	19,593.00	1,959.30		1,959.30	80%	474.90				
86	SOLAR POWERED DYNAMIC SPEED DISPLAY SIGN	4.00	EA	9,000.00	36,000.00	4.00	36,000.00	4.00	36,000.00		36,000.00	100%	-				
	SCHEDULE 1 - NORTH SHORE TRAIL TOTAL				3,240,066.70		3,103,239.40		3,123,924.22		3,123,924.22	96%	116,142.48				
	SCHEDULE 2 - LOCAL STREET IMPROVEMENTS																
87	MOBILIZATION	1.00	LS	45,000.00	45,000.00	0.90	40,500.00	0.90	40,500.00		40,500.00	90%	4,500.00				
88	TRAFFIC CONTROL	1.00	LS	2,500.00	2,500.00	0.90	2,250.00	0.90	2,250.00		2,250.00	90%	250.00				
89	SALVAGE AND REINSTALL MAILBOX AND SUPPORT	3.00	EA	100.00	300.00	-	-	-	-		-	-	300.00				
90	SALVAGE CASTING	18.00	EA	84.00	1,512.00	14.00	1,176.00	14.00	1,176.00		1,176.00	78%	336.00				
91	SALVAGE AND REINSTALL TOP SLAB	1.00	EA	580.00	580.00	1.00	580.00	1.00	580.00		580.00	100%	-				
92	REMOVE CASTING AND RINGS	11.00	EA	80.00	880.00	7.00	560.00	7.00	560.00		560.00	64%	320.00				
93	REMOVE SIGN AND POST	10.00	EA	28.00	280.00	7.00	196.00	8.00	224.00		224.00	80%	56.00				
94	REMOVE CATCH BASIN GRATE	1.00	EA	145.00	145.00	-	-	-	-		-	-	145.00				
95	CLEAN SUMP IN STORM SEWER STRUCTURE	4.00	EA	360.00	1,440.00	4.00	1,440.00	4.00	1,440.00		1,440.00	100%	-				

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Forest Lake	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	24X.134732
Contractor:	Bituminous Roadways, Inc.	Agency's Project No.:	
Project:	North Shore Trail and 2025 Street Pavement Maintenance Project		
Contract:			

Application No.:	6	Application Period:	From 10/25/25 to 12/12/25	Application Date:	12/12/25
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A Bid Item No.	B Description	C Item Quantity	D Units	E Unit Price (\$)	F Value of Bid Item (C X E) (\$)	G Previous Estimate		H Work Completed		I Materials Currently Stored (not in G) (\$)	J Work Completed and Materials Stored to Date (H + I) (\$)	K % of Value of Item (J / F) (%)	L Balance to Finish (F - J) (\$)
						F1 Quantity Previous Estimate	F2 Value Previous Estimate	G Estimated Quantity Incorporated in the Work	H Value of Work Completed to Date (E X G) (\$)				
96	REMOVE STORM STRUCTURE	5.00	EA	305.00	1,525.00	5.00	1,525.00	5.00	1,525.00	1,525.00	1,525.00	100%	-
97	REMOVE 1 FOOT BARREL SECTION ON STORM CATCH BASIN	1.00	EA	225.00	225.00	1.00	225.00	1.00	225.00	225.00	225.00	100%	-
98	REMOVE STORM PIPE - ALL TYPES AND SIZES	86.00	LF	5.00	430.00	-	-	-	-	-	-	-	430.00
99	REMOVE SANITARY PIPE - ALL TYPES AND SIZES	180.00	LF	6.50	1,170.00	-	-	-	-	-	-	-	1,170.00
100	REMOVE CONCRETE CURB AND GUTTER - SPOT REPAIR	1,250.00	LF	9.50	11,875.00	1,558.00	14,801.00	1,558.00	14,801.00	14,801.00	14,801.00	125%	(2,926.00)
101	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	370.00	SY	4.50	1,665.00	192.00	864.00	192.00	864.00	864.00	864.00	52%	801.00
102	SAW CUT BITUMINOUS PAVEMENT - FULL DEPTH	700.00	LF	1.00	700.00	80.00	80.00	80.00	80.00	80.00	80.00	11%	620.00
103	RECLAIM BITUMINOUS PAVEMENT - 8" DEPTH (P)	27,383.00	SY	1.00	27,383.00	22,043.00	22,043.00	22,043.00	22,043.00	22,043.00	22,043.00	80%	5,340.00
104	COMMON EXCAVATION - SANITARY SEWER TRENCH (LV)	1,270.00	CY	24.50	31,115.00	-	-	-	-	-	-	-	31,115.00
105	SELECT GRANULAR BACKFILL - SANITARY SEWER TRENCH	1,000.00	CY	23.50	23,500.00	-	-	-	-	-	-	-	23,500.00
106	SUBGRADE EXCAVATION (EV)	120.00	CY	29.50	3,540.00	58.10	1,713.95	58.10	1,713.95	1,713.95	1,713.95	48%	1,826.05
107	GEOTEXTILE FABRIC, TYPE 5 NON-WOVEN	360.00	SY	2.00	720.00	-	-	-	-	-	-	-	720.00
108	LOAD, HAUL, PLACE, COMPACT, AND TOLERANCE EXCESS	3,580.00	CY	17.00	60,860.00	2,500.00	42,500.00	2,500.00	42,500.00	42,500.00	42,500.00	70%	18,360.00
109	AGGREGATE BASE, CLASS 5	280.00	TN	22.50	6,300.00	200.00	4,500.00	200.00	4,500.00	4,500.00	4,500.00	71%	1,800.00
110	AGGREGATE SHOULDERING, CLASS 2 LIMESTONE	240.00	TN	29.00	6,960.00	-	-	15.00	435.00	435.00	435.00	6%	6,525.00
111	AGGREGATE SURFACING, 1/2" MINUS TRAP ROCK -	25.00	TN	37.00	925.00	-	-	-	-	-	-	-	925.00
112	AGGREGATE SURFACING, CLASS 5 - DRIVEWAY	25.00	TN	36.00	900.00	-	-	-	-	-	-	-	900.00
113	TOLERANCE RECLAIM MATERIAL	27,383.00	SY	1.25	34,228.75	22,043.00	27,553.75	22,043.00	27,553.75	27,553.75	27,553.75	80%	6,675.00
114	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C) 3% AIR VOIDS	2,560.00	TN	80.00	204,800.00	1,928.00	154,240.00	1,928.00	154,240.00	154,240.00	154,240.00	75%	50,560.00
115	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C) 3% AIR	3,410.00	TN	81.00	276,210.00	2,308.00	186,948.00	2,308.00	186,948.00	186,948.00	186,948.00	68%	89,262.00
116	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C) DRIVEWAY	230.00	SY	25.00	5,750.00	129.00	3,225.00	129.00	3,225.00	3,225.00	3,225.00	56%	2,525.00
117	BITUMINOUS CURB	450.00	LF	9.00	4,050.00	-	-	-	-	-	-	-	4,050.00
118	BITUMINOUS FLUME	1.00	LF	500.00	500.00	-	-	-	-	-	-	-	500.00
119	BITUMINOUS MATERIAL FOR TACK COAT	1,380.00	GAL	1.00	1,380.00	950.00	950.00	950.00	950.00	950.00	950.00	69%	430.00
120	CONNECT TO EXISTING SANITARY SEWER PIPE	1.00	EA	2,500.00	2,500.00	-	-	-	-	-	-	-	2,500.00
121	CONNECT TO EXISTING SANITARY SEWER MANHOLE -	1.00	EA	6,000.00	6,000.00	-	-	-	-	-	-	-	6,000.00
122	CONNECT TO EXISTING SANITARY SEWER SERVICE	1.00	EA	1,000.00	1,000.00	-	-	-	-	-	-	-	1,000.00
123	10X4 WYE	1.00	EA	890.00	890.00	-	-	-	-	-	-	-	890.00
124	4" SCH 40 PVC SERVICE PIPE	10.00	EA	60.00	600.00	-	-	-	-	-	-	-	600.00
125	10" PVC SDR 35 PIPE SEWER	180.00	EA	50.00	9,000.00	-	-	-	-	-	-	-	9,000.00
126	DEWATERING	1.00	LS	5,450.00	5,450.00	-	-	-	-	-	-	-	5,450.00
127	BYPASS PUMPING - HAYWARD	1.00	LS	7,000.00	7,000.00	-	-	-	-	-	-	-	7,000.00
128	CLEAN AND TELEWISE SANITARY SEWER	180.00	EA	16.00	2,880.00	-	-	-	-	-	-	-	2,880.00
129	CONNECT TO EXISTING STORM PIPE	7.00	EA	1,050.00	7,350.00	7.00	7,350.00	7.00	7,350.00	7,350.00	7,350.00	100%	-
130	CONNECT TO EXISTING STORM STRUCTURE	1.00	EA	1,150.00	1,150.00	-	-	-	-	-	-	-	1,150.00
131	CONNECT TO EXISTING 4" DRAIN TILE	3.00	EA	165.00	495.00	3.00	495.00	3.00	495.00	495.00	495.00	100%	-
132	POUR INVERT IN EXISTING STORM STRUCTURE WITH SUMP	2.00	EA	850.00	1,700.00	2.00	1,700.00	2.00	1,700.00	1,700.00	1,700.00	100%	-
133	RECONSTRUCT INVERT IN EXISTING STORM STRUCTURE	8.00	EA	740.00	5,920.00	8.00	5,920.00	8.00	5,920.00	5,920.00	5,920.00	100%	-
134	PATCH EXISTING STORM STRUCTURE	10.00	EA	250.00	2,500.00	11.00	2,750.00	11.00	2,750.00	2,750.00	2,750.00	110%	(250.00)
135	2 X 3 STORM SEWER CATCH BASIN	3.00	EA	1,850.00	5,550.00	3.00	5,550.00	3.00	5,550.00	5,550.00	5,550.00	100%	-
136	48" DIA STORM SEWER CATCH BASIN MANHOLE	2.00	EA	2,900.00	5,800.00	2.00	5,800.00	2.00	5,800.00	5,800.00	5,800.00	100%	-
137	12" RC PIPE, CLASS 5	30.00	LF	70.00	2,100.00	-	-	-	-	-	-	-	2,100.00
138	12" RC PIPE APRON	2.00	EA	3,000.00	6,000.00	-	-	-	-	-	-	-	6,000.00
139	15" RC PIPE, CLASS 5	60.00	LF	60.00	3,600.00	-	-	-	-	-	-	-	3,600.00
140	15" RC PIPE APRON	1.00	EA	4,700.00	4,700.00	-	-	-	-	-	-	-	4,700.00
141	IMPROVED PIPE FOUNDATION	1,080.00	LF	6.00	6,480.00	-	-	-	-	-	-	-	6,480.00
142	CLASS 2 RIP RAP	10.00	LF	188.00	1,880.00	-	-	-	-	-	-	-	1,880.00
143	CONCRETE CURB AND GUTTER DESIGN D412 - SPOT REPAIR	1,250.00	LF	32.00	40,000.00	1,558.00	49,856.00	1,558.00	49,856.00	49,856.00	49,856.00	125%	(9,856.00)
144	ADJUST SAN OR STORM MH/CB CASTING INCLUDING HDPE	27.00	EA	865.00	23,355.00	18.00	15,570.00	18.00	15,570.00	15,570.00	15,570.00	67%	7,785.00
145	ADJUST SAN CASTING INCLUDING 1 FOOT CONCRETE RISER	2.00	EA	1,250.00	2,500.00	3.00	3,750.00	3.00	3,750.00	3,750.00	3,750.00	150%	(1,250.00)

Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Forest Lake	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	24X.134732
Contractor:	Bituminous Roadways, Inc.	Agency's Project No.:	
Project:	North Shore Trail and 2025 Street Pavement Maintenance Project		
Contract:			

Application No.:	6	Application Period:	From 10/25/25 to 12/12/25	Application Date:	12/12/25
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A Bid Item No.	B Description	C Item Quantity	D Units	E Unit Price (\$)	F Value of Bid Item (C X E) (\$)	Previous Estimate		Work Completed		I Materials Currently Stored (not in G) (\$)	J Work Completed and Materials Stored to Date (H + I) (\$)	K % of Value of Item (J / F) (%)	L Balance to Finish (F - J) (\$)
						Quantity Previous Estimate	Value Previous Estimate	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)				
146	ADJUST SAN CASTING INCLUDING 2 - 1 FOOT CONCRETE	1.00	EA	1,350.00	1,350.00	-	-	-	-	-	-	-	1,350.00
147	FURNISH AND INSTALL 3067-V GRATE	1.00	EA	1,600.00	1,600.00	-	-	-	-	-	-	-	1,600.00
148	FURNISH AND INSTALL 1642-B FRAME AND COVER	11.00	EA	1,500.00	16,500.00	5.13	7,695.00	5.13	7,695.00	-	7,695.00	47%	8,805.00
149	SIGN PANELS, TYPE C	34.00	SF	68.50	2,329.00	12.50	856.25	12.50	856.25	-	856.25	37%	1,472.75
150	STREET SIGN (2 BLADES) INCLUDING POST AND HARDWARE	3.00	EA	325.00	975.00	3.00	975.00	3.00	975.00	-	975.00	100%	-
151	STREET SIGN (3 BLADES) INCLUDING POST AND HARDWARE	1.00	EA	425.00	425.00	1.00	425.00	1.00	425.00	-	425.00	100%	-
152	STRUCTURE MARKER	19.00	EA	85.00	1,615.00	15.00	1,275.00	15.00	1,275.00	-	1,275.00	79%	340.00
153	CULVERT END PROTECTION	3.00	EA	200.00	600.00	-	-	-	-	-	-	-	600.00
154	STORM DRAIN INLET PROTECTION	19.00	EA	200.00	3,800.00	18.00	3,600.00	18.00	3,600.00	-	3,600.00	95%	200.00
155	BIOLOG	700.00	LF	3.00	2,100.00	-	-	-	-	-	-	-	2,100.00
156	COMMON TOPSOIL BORROW (LV)	80.00	CY	47.50	3,800.00	30.00	1,425.00	30.00	1,425.00	-	1,425.00	38%	2,375.00
157	STREET SWEEPER (SELF PROPELLED WITH WATER AND	5.00	HR	150.00	750.00	-	-	-	-	-	-	-	750.00
158	WATER FOR DUST CONTROL	17.00	MGAL	60.00	1,020.00	-	-	-	-	-	-	-	1,020.00
159	SEEDING, INCL 25-131 SEED MIX, FERTILIZER, AND	850.00	SY	2.25	1,912.50	662.00	1,489.50	662.00	1,489.50	-	1,489.50	78%	423.00
160	SEEDING, INCL 25-131 SEED MIX, FERTILIZER, AND CAT 20	500.00	SY	3.75	1,875.00	-	-	-	-	-	-	-	1,875.00
161	SEEDING, INCL 35-241 SEED MIX, FERTILIZER, AND CAT 20	50.00	SY	10.00	500.00	-	-	-	-	-	-	-	500.00
	SCHEDULE 2 - LOCAL STREET IMPROVEMENTS TOTAL				956,900.25		624,352.45		624,815.45		624,815.45	65%	332,084.80
BASE BID TOTAL					\$ 4,196,966.95		\$ 3,727,591.85		\$ 3,748,739.67	\$ -	\$ 3,748,739.67	89%	\$ 448,227.28

CHANGE ORDER NO. 1 - LOCAL STREET IMPROVEMENTS

162	MOBILIZATION	1.00	LS	8,200.00	8,200.00	1.00	8,200.00	1.00	8,200.00	-	8,200.00	100%	-
163	TRAFFIC CONTROL	1.00	LS	1,900.00	1,900.00	1.00	1,900.00	1.00	1,900.00	-	1,900.00	100%	-
164	REMOVE CASTING AND RINGS	4.00	EA	80.00	320.00	4.00	320.00	4.00	320.00	-	320.00	100%	-
165	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	60.00	SY	4.50	270.00	40.00	180.00	40.00	180.00	-	180.00	67%	90.00
166	SAW CUT BITUMINOUS PAVEMENT - FULL DEPTH	18.00	LF	1.00	18.00	40.00	40.00	40.00	40.00	-	40.00	222%	(22.00)
167	RECLAIM BITUMINOUS PAVEMENT - 8" DEPTH (P)	3,450.00	SY	1.00	3,450.00	3,450.00	3,450.00	3,450.00	3,450.00	-	3,450.00	100%	-
168	LOAD, HAUL, PLACE, COMPACT, AND TOLERANCE EXCESS	380.00	CY	17.00	6,460.00	150.00	2,550.00	150.00	2,550.00	-	2,550.00	39%	3,910.00
169	AGGREGATE SHOULDERING, CLASS 2 LIMESTONE	80.00	TN	29.00	2,320.00	-	-	20.00	580.00	-	580.00	25%	1,740.00
170	AGGREGATE SURFACING, 1/2" MINUS TRAP ROCK -	10.00	TN	37.00	370.00	7.00	259.00	7.00	259.00	-	259.00	70%	111.00
171	AGGREGATE SURFACING, CLASS 5 - DRIVEWAY	15.00	TN	36.00	540.00	16.00	576.00	16.00	576.00	-	576.00	107%	(36.00)
172	TOLERANCE RECLAIM MATERIAL	3,450.00	SY	1.25	4,312.50	3,450.00	4,312.50	3,450.00	4,312.50	-	4,312.50	100%	-
173	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C) 3% AIR VOIDS	330.00	TN	80.00	26,400.00	403.00	32,240.00	403.00	32,240.00	-	32,240.00	122%	(5,840.00)
174	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C) 3% AIR	440.00	TN	81.00	35,640.00	427.00	34,587.00	427.00	34,587.00	-	34,587.00	97%	1,053.00
175	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C) DRIVEWAY	60.00	SY	25.00	1,500.00	-	-	-	-	-	-	-	1,500.00
176	BITUMINOUS CURB	1,030.00	LF	9.00	9,270.00	968.00	8,712.00	968.00	8,712.00	-	8,712.00	94%	558.00
177	BITUMINOUS MATERIAL FOR TACK COAT	180.00	GAL	1.00	180.00	140.00	140.00	140.00	140.00	-	140.00	78%	40.00
178	ADJUST SAN OR STORM MH/CB CASTING INCLUDING HDPE	3.00	EA	865.00	2,595.00	3.00	2,595.00	2.00	1,730.00	-	1,730.00	67%	865.00
179	ADJUST SAN CASTING INCLUDING 1 FOOT CONCRETE RISER	1.00	EA	1,250.00	1,250.00	2.00	2,500.00	2.00	2,500.00	-	2,500.00	200%	(1,250.00)
180	FURNISH AND INSTALL 1642-B FRAME AND COVER	4.00	EA	1,500.00	6,000.00	4.00	6,000.00	4.00	6,000.00	-	6,000.00	100%	-
181	BIOLOG	200.00	LF	3.00	600.00	100.00	300.00	100.00	300.00	-	300.00	50%	300.00
182	COMMON TOPSOIL BORROW (LV)	50.00	CY	47.50	2,375.00	15.00	712.50	15.00	712.50	-	712.50	30%	1,662.50
183	WATER FOR DUST CONTROL	2.00	MGAL	60.00	120.00	-	-	-	-	-	-	-	120.00
184	SEEDING, INCL 25-131 SEED MIX, FERTILIZER, AND	300.00	SY	2.25	675.00	-	-	148.00	333.00	-	333.00	49%	342.00
CHANGE ORDER NO. 1 TOTAL					\$ 114,765.50		\$ 109,574.00		\$ 109,622.00	\$ -	\$ 109,622.00	96%	\$ 5,143.50

CHANGE ORDER NO. 2

SCHEDULE 1 - NORTH SHORE TRAIL

185	MOBILIZATION	1.00	LS	2,500.00	2,500.00	0.90	2,250.00	1.00	2,500.00	-	2,500.00	100%	-
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Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner:	City of Forest Lake	Owner's Project No.:	
Engineer:	Bolton & Menk, Inc.	Engineer's Project No.:	24X.134732
Contractor:	Bituminous Roadways, Inc.	Agency's Project No.:	
Project:	North Shore Trail and 2025 Street Pavement Maintenance Project		
Contract:			

Application No.: 6 Application Period: From 10/25/25 to 12/12/25 Application Date: 12/12/25

A	B	C	D	E	F	F1	F2	G	H	I	J	K	L
Bid Item No.	Description	Contract Information		Previous Estimate		Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)		
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Quantity Previous Estimate	Value Previous Estimate					Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)
186	ADDITIONAL BIOLOGS	3,600.00	LF	2.75	9,900.00	3,600.00	9,900.00	3,600.00	9,900.00		9,900.00	100%	-
	SCHEDULE 1 TOTAL				12,400.00		12,150.00		12,400.00	-	12,400.00		-
SCHEDULE 2 - LOCAL STREET IMPROVEMENTS													
187	MOBILIZATION	1.00	LS	500.00	500.00	1.00	500.00	1.00	500.00		500.00	100%	-
188	ADDITIONAL BIOLOGS	300.00	LF	3.00	900.00	100.00	300.00	100.00	300.00		300.00	33%	600.00
	SCHEDULE 2 TOTAL				1,400.00		800.00		800.00	-	800.00	57%	600.00
CHANGE ORDER NO. 2 TOTAL					\$ 13,800.00		\$ 12,950.00		\$ 13,200.00	\$ -	\$ 13,200.00	96%	\$ 600.00
BASE BID + CHANGE ORDER													
PROJECT TOTAL					\$ 4,325,532.45		\$ 3,850,115.85		\$ 3,871,561.67	\$ -	\$ 3,871,561.67	90%	\$ 453,970.78

CHANGE ORDER NO. 3

PROJECT: North Shore Trail and 2025 Street Pavement Maintenance Project
BMI PROJECT NO.: 24X.134732
OWNER: City of Forest Lake **DATE:** 12/15/2025
CONTRACTOR: Bituminous Roadways, Inc.

DESCRIPTION: This Change Order removes Hayward Ave from the scope of the Local Street Improvements portion of this project.
 Contract Time: Is not changed due to this Change Order.

Item No.	Description	Estimated Quantity	Unit	Unit Price	Change in Contract Amount
CHANGE ORDER NO. 3 - LOCAL STREET IMPROVEMENTS					
1	MOBILIZATION	0.1	LS	\$45,000.00	\$ (4,500.00)
2	TRAFFIC CONTROL	0.1	LS	\$2,500.00	\$ (250.00)
3	SALVAGE AND REINSTALL MAILBOX AND SUPPORT	3	EA	\$100.00	\$ (300.00)
4	SALVAGE CASTING	1	EA	\$84.00	\$ (84.00)
5	REMOVE CASTING AND RINGS	8	EA	\$80.00	\$ (640.00)
6	REMOVE STORM PIPE - ALL TYPES AND SIZES	86	LF	\$5.00	\$ (430.00)
7	REMOVE SANITARY PIPE - ALL TYPES AND SIZES	180	LF	\$6.50	\$ (1,170.00)
8	REMOVE SIGN AND POST	4	EA	\$28.00	\$ (112.00)
9	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	180	SY	\$4.50	\$ (810.00)
10	SAW CUT BITUMINOUS PAVEMENT - FULL DEPTH	380	LF	\$1.00	\$ (380.00)
11	RECLAIM BITUMINOUS PAVEMENT - 8" DEPTH (P)	5340	SY	\$1.00	\$ (5,340.00)
12	COMMON EXCAVATION - SANITARY SEWER TRENCH (LV)	1050	CY	\$24.50	\$ (25,725.00)
13	SELECT GRANULAR BACKFILL - SANITARY SEWER TRENCH (CV)	850	CY	\$23.50	\$ (19,975.00)
14	SUBGRADE EXCAVATION (EV)	100	CY	\$29.50	\$ (2,950.00)
15	GEOTEXTILE FABRIC, TYPE 5 NON-WOVEN	300	SY	\$2.00	\$ (600.00)
16	LOAD, HAUL, PLACE, COMPACT, AND TOLERANCE EXCESS RECLAIM ON CITY GRAVEL ROADS (LV)	700	CY	\$17.00	\$ (11,900.00)
17	AGGREGATE BASE, CLASS 5	160	TN	\$22.50	\$ (3,600.00)
18	AGGREGATE SHOULDERING, CLASS 2 LIMESTONE	170	TN	\$29.00	\$ (4,930.00)
19	AGGREGATE SURFACING, 1/2" MINUS TRAP ROCK - DRIVEWAY	20	TN	\$37.00	\$ (740.00)
20	AGGREGATE SURFACING, CLASS 5 - DRIVEWAY	20	TN	\$36.00	\$ (720.00)
21	TOLERANCE RECLAIM MATERIAL	5340	SY	\$1.25	\$ (6,675.00)
22	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C) 3% AIR VOIDS	510	TN	\$80.00	\$ (40,800.00)
23	TYPE SP 12.5 WEARING COURSE MIXTURE (3,C) 3% AIR VOIDS	680	TN	\$81.00	\$ (55,080.00)
24	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C) DRIVEWAY PATCH	80	SY	\$25.00	\$ (2,000.00)
25	BITUMINOUS CURB	450	LF	\$9.00	\$ (4,050.00)
26	BITUMINOUS FLUME	1	EA	\$500.00	\$ (500.00)
27	BITUMINOUS MATERIAL FOR TACK COAT	270	GAL	\$1.00	\$ (270.00)
28	CONNECT TO EXISTING SANITARY SEWER PIPE	1	EA	\$2,500.00	\$ (2,500.00)
29	CONNECT TO EXISTING SANITARY SEWER MANHOLE - HAYWARD	1	EA	\$6,000.00	\$ (6,000.00)
30	CONNECT TO EXISTING SANITARY SEWER SERVICE	1	EA	\$1,000.00	\$ (1,000.00)
31	10X4 WYE	1	EA	\$890.00	\$ (890.00)
32	4" SCH 40 PVC SERVICE PIPE	10	LF	\$60.00	\$ (600.00)
33	10" PVC SDR 35 PIPE SEWER	180	LF	\$50.00	\$ (9,000.00)
34	BYPASS PUMPING - HAYWARD	1	LS	\$7,000.00	\$ (7,000.00)
35	DEWATERING	1	LS	\$5,450.00	\$ (5,450.00)
36	CLEAN AND TELEWISE SANITARY SEWER	180	LF	\$16.00	\$ (2,880.00)
37	CONNECT TO EXISTING STORM STRUCTURE	1	EA	\$1,150.00	\$ (1,150.00)
38	12" RC PIPE, CLASS 5	30	LF	\$70.00	\$ (2,100.00)
39	15" RC PIPE, CLASS 5	60	LF	\$60.00	\$ (3,600.00)
40	12" RC PIPE APRON	2	EA	\$3,000.00	\$ (6,000.00)
41	15" RC PIPE APRON	1	EA	\$4,700.00	\$ (4,700.00)
42	IMPROVED PIPE FOUNDATION	1080	LF	\$6.00	\$ (6,480.00)
43	CLASS 2 RIP RAP	10	CY	\$188.00	\$ (1,880.00)
44	ADJUST SAN OR STORM MH/CB CASTING INCLUDING HDPE RINGS	6	EA	\$865.00	\$ (5,190.00)
45	ADJUST SAN CASTING INCLUDING 1 FOOT CONCRETE RISER AND HDPE RINGS	2	EA	\$1,250.00	\$ (2,500.00)
46	ADJUST SAN CASTING INCLUDING 2 - 1 FOOT CONCRETE RISER AND HDPE RINGS	1	EA	\$1,350.00	\$ (1,350.00)

47	FURNISH AND INSTALL 1642-B FRAME AND COVER	8	EA	\$1,500.00	\$ (12,000.00)
48	SIGN PANELS, TYPE C	23.5	SF	\$68.50	\$ (1,609.75)
49	STRUCTURE MARKER	3	EA	\$85.00	\$ (255.00)
50	BIOLOG	700	LF	\$3.00	\$ (2,100.00)
51	STORM DRAIN INLET PROTECTION	1	EA	\$200.00	\$ (200.00)
52	CULVERT END PROTECTION	3	EA	\$200.00	\$ (600.00)
53	COMMON TOPSOIL BORROW (LV)	40	CY	\$47.50	\$ (1,900.00)
54	STREET SWEEPER (SELF PROPELLED WITH WATER AND OPERATOR)	5	HR	\$150.00	\$ (750.00)
55	WATER FOR DUST CONTROL	5	MGAL	\$60.00	\$ (300.00)
56	SEEDING, INCL 25-131 SEED MIX, FERTILIZER, AND HYDROMULCH (SFM)	500	SY	\$2.25	\$ (1,125.00)
57	SEEDING, INCL 25-131 SEED MIX, FERTILIZER, AND CAT 20 BLANKET	500	SY	\$3.75	\$ (1,875.00)
58	SEEDING, INCL 35-241 SEED MIX, FERTILIZER, AND CAT 20 BLANKET	50	SY	\$10.00	\$ (500.00)
Change Order No. 3					\$ (288,015.75)
Original Contract Amount					\$4,196,966.95
Revised Contract Amount with Previously Approved Change Orders					\$4,325,532.45
Change Order No. 3					-\$288,015.75
New Contract Amount					\$4,037,516.70

APPROVED:

Bolton & Menk, Inc.:

Name _____ Title _____ Date _____

Bituminous Roadways, Inc.:

Name _____ Title _____ Date _____

City of Forest Lake:

Name _____ Title _____ Date _____

STAFF REPORT



MEETING DATE: January 26, 2026

TO: Mayor Blake Roberts and City Council Members

STAFF ORIGINATOR: Abbi Wittman, Community Development Director

AGENDA ITEM: Letter of Support - WA County CDA FY2026 Application for a U.S. EPA Brownfields Coalition Assessment Grant for Petroleum and Hazardous Substance Brownfields

INTRODUCTION:

Washington County (County) Community Development Agency (CDA) is applying for a U.S. EPA Brownfields Coalition Assessment Grant and is seeking a Letter of Support. If awarded, this grant will continue to enable the County CDA to pay for pre-development assessment services. While this would continue to include evaluation of sites impacted by petroleum and other hazardous substances and environmental site assessments, it could also include grant funds for redevelopment planning (such as corridor reuse assessments). Enclosed is a draft Letter of Support for the Council's approval consideration.

ANALYSIS:

The City of Forest Lake (City) and its Economic Development Authority (EDA) have utilized the County's Brownfield EPA grant as well as assisted private property owners in accessing these public funds. These funds have been an important part of local economic development efforts. If awarded, this would continue to have a direct benefit to the City, property owners, and future development in our community

RECOMMENDATION:

Staff recommends that, with the approval of the Consent Agenda, the Council **moves to approve the Letter of Support for the WA County CDA FY2026 Application for a US EPA Brownfields Coalition Assessment Grant and authorizes the mayor to sign the Letter.**

ATTACHMENTS:

Letter of Support



January 26, 2026

Melissa Taphorn Director
Washington County CDA
7645 Currell Blvd.
Woodbury, Minnesota 55125

RE: Participation in the Washington County CDA's Brownfield Assessment Coalition and Support for the FY2026 Application for a U.S. EPA Brownfields Coalition Assessment Grant for Petroleum and Hazardous Substance Brownfields

Dear Ms. Taphorn:

Please accept this letter as confirmation of the City of Forest Lake's commitment to participate as a member of a "brownfields assessment coalition" being organized by the Washington County Community Development Agency (CDA) for the 33 communities that make up this County in east central Minnesota. This letter also documents our strong support for the application being submitted by the CDA for a U.S. Environmental Protection Agency (EPA) Fiscal Year 2026 Brownfields Coalition Assessment Grant funding in the amount of \$1,500,000 to be used for inventorying, assessing, and performing remediation and reuse planning (as well as coordinate public outreach activities) for select priority brownfield sites located throughout the County.

The grant, if awarded, will provide critical funding needed to support economic development initiatives in our community. If awarded the grant, at least one City staff member will serve on the Brownfields Advisory Committee that helps administer the grant, coordinate outreach efforts, participate in the site prioritization process, and make decisions regarding allocation of funding to individual sites. For sites within the City that are targeted for assessment, we will assist with securing access and coordinating involvement with the Health Department and other departments as appropriate.

We understand the CDA will serve as the lead member of the Coalition and will have primary responsibility for administering the grant and managing the project. We further understand that prior to expenditure of any grant funds, a Memorandum of Agreement will be executed between all coalition members documenting the coalition's site selection process, identifying, and establishing relationships necessary to achieve project goals, detailing the process for successful execution of the grant, the distribution of funds, and mechanisms for implementing the assessment work. We understand that many of these details are described in the grant application to be submitted with this letter.

On behalf of the City of Forest Lake, we wish you all the best in this important application for all of Washington County communities.

Sincerely,

Blake Roberts, Mayor

STAFF REPORT



MEETING DATE: January 26, 2026

TO: Forest Lake City Council

STAFF ORIGINATOR: Steven Gilmore, AICP; Assistant Community Development Director
Michael Birchland, City Planner

AGENDA ITEM: Zoning Text Amendment – Cannabis Microbusiness Proximity Standards

INTRODUCTION:

The City of Forest Lake is considering a Zoning Text Amendment (ZTA) to Chapter 153 of the City Code. The purpose of this amendment is to clarify how residential distance requirements apply to cannabis businesses operating under a State of Minnesota microbusiness license.

This amendment follows City review of a proposed cannabis retail Interim Use Permit (IUP). During that review, the City Council identified an inconsistency in the City Code.

The Council determined that the City's 250-foot separation requirement was intended to apply to higher-impact cannabis activities, such as cultivation and manufacturing. However, the current code applies the separation requirement based on the type of state license, not on the activities actually occurring on site.

As a result, the City Council tabled the IUP and directed staff to update the City Code before further consideration of the application.

ANALYSIS:

Existing Code Structure

Section 153.092(UU) of the City Code regulates cannabis businesses and includes a 250-foot separation requirement from residential zoning districts to mitigate potential land-use impacts such as odor, noise, delivery activity, and mechanical equipment.

Under the current code, the separation requirement is triggered by state license type. Because a microbusiness license may allow cultivation or manufacturing, the separation applies even when a business proposes retail-only operations with no higher-impact activities occurring on site.

Planning Commission and City Council Direction

The City Council determined that residential separation standards should be applied based on actual land-use impacts rather than license classification. Staff were directed to amend Section

153.092(UU) to regulate cannabis businesses based on on-site activities while retaining the 250-foot separation requirement for higher-impact uses.

Proposed Zoning Text Amendment

The proposed amendment updates Section 153.092(UU) to:

- Define cannabis activities, including cultivation, manufacturing, and retail sales;
- Apply the 250-foot separation requirement only to higher-impact activities;
- Retain existing performance standards related to odor control, exterior storage, and screening; and
- Improve clarity, consistency, and enforceability of the City Code.

The amendment does not expand where cannabis cultivation or manufacturing may occur and does not reduce protections for residential neighborhoods.

RECOMMENDATION:

Staff recommends approval of Ordinance No. 766, amending Section 153.092(UU) of the City Code to apply residential separation requirements for cannabis businesses based on on-site activities rather than state license type.

The proposed amendment implements City Council direction, maintains the existing 250-foot separation standard for higher-impact activities, and improves clarity and enforceability of the City's cannabis regulations without reducing protections for residential neighborhoods.

Findings of Fact

1. The City has authority to regulate land uses to protect public health, safety, and welfare.
2. The existing code applies separation standards based on license type rather than actual on-site activities
3. The City Council directed staff to amend the code so the 250-foot separation applies to higher-impact activities, such as cultivation and manufacturing
4. Ordinance No. 766 implements that direction while maintaining existing residential protections

Planning Commission Review and Recommendation

The Planning Commission held a duly noticed public hearing on January 14, 2026, regarding the proposed Zoning Text Amendment. No public comments were offered at the hearing, and no written comments were received by staff.

Following discussion regarding the intent of the separation standards, enforcement considerations, and consistency with City Council direction, the Planning Commission voted 3-1 to recommend approval of the amendment. The dissenting vote expressed concern regarding enforcement and permit revocation if activities not approved by the City were to occur. Staff

noted that activities not authorized by City approval would constitute a violation of the City Code and would be subject to enforcement in accordance with applicable City procedures.

City Council Action

Based on the Planning Commission recommendation and Staff analysis, Staff recommend that the City Council:

- 1) **Conduct a public hearing** on Ordinance No. 766 amending Title XV, Chapter 153, Section 153.092(UU) of the Forest Lake City Code to apply cannabis separation standards based on on-site activities; and
- 2) Upon closing the public hearing, discuss and make a **motion to approve, Ordinance No. 766, amending Title XV, Chapter 153, Section 153.092(UU) of the Forest Lake City Code pertaining to cannabis businesses.**

ATTACHMENTS:

1. Ordinance No. 766 – Amending Section 153.092 (UU), Pertaining to Cannabis Businesses

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

ORDINANCE NO. 766

**AN ORDINANCE AMENDING TITLE XV, CHAPTER 153, SECTION 153.092 (UU), PERTAINING TO
CANNABIS BUSINESSES**

THE CITY COUNCIL OF THE CITY OF FOREST LAKE ORDAINS AS FOLLOWS:

Section 1. Amendment. Title XV, Chapter 153, Section 153.092 STANDARDS FOR USES of the Forest Lake City Code is hereby amended as follows. The **bold and underline** text are proposed additions to the code, the ~~strikeout~~ deletes text, and all other Section text shall remain unchanged.

(UU) *Cannabis businesses.*

Definitions. Unless otherwise noted in this section, words, terms, and phrases found in the definitions of M.S. § 342.01, or as amended, apply unless otherwise noted or except where the context clearly indicates a different meaning. In addition, the following definitions apply:

CANNABIS ACTIVITIES.

INDOOR CULTIVATION. Any activity involving the indoor planting, growing, harvesting, drying, curing, grading, or trimming of cannabis plants, cannabis flower, hemp plants, or hemp plant parts.

MANUFACTURING. To compound, blend, extract, infuse, or otherwise make or prepare a cannabis product. Manufacturing includes the processes of extraction, infusion, packaging or repackaging, and labeling or relabeling of cannabis products.

OUTDOOR CULTIVATION. Any activity involving the outdoor planting, growing, harvesting, drying, curing, grading, or trimming of cannabis plants, cannabis flower, hemp plants, or hemp plant parts.

RETAIL SALES. A business with a license or endorsement authorizing the retail sale of any of the following products: immature cannabis plants and seedlings, cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products.

CANNABIS BUSINESS. Any of the following licensed as defined and identified in M.S. Ch. 342.

1. Cannabis microbusiness;
2. Cannabis mezzobusiness;
3. Cannabis cultivator;

4. Cannabis manufacturer;
5. Cannabis retailer;
6. Cannabis wholesaler;
7. Cannabis transporter;
8. Cannabis testing facility;
9. Cannabis event organizer;
10. Cannabis delivery service; and
11. Medical cannabis combination business.

(1) *Distance restrictions.*

- (c) **All Cultivation, Manufacturing, and Distribution Uses must be setback a minimum of 250 feet from a residential zoning district or residential use as measured from the cannabis business property line to the property line of the nearest residential zoning district or residential use.**

(9) *Performance standards.*

- (c) **No exterior storage is allowed, including storage of products in semis, trailers, or shipping containers that are parked outside of an enclosed building.**
- (d) **All mechanical, odor suppression equipment and trash enclosures must be screened and approved as part of a site plan approval.**

~~(10) Cultivation, manufacturing, microbusiness, mezzobusiness, transporter, wholesale (if products stored onsite). Must comply with the following additional performance standards:~~

- ~~(a) All buildings must be setback a minimum of 250 feet from a residential zoning district or residential use as measured from the cannabis business property line to the property line of the nearest residential zoning district or residential use.~~
- ~~(b) No exterior storage is allowed, including storage of products in semis, trailers, or shipping containers that are parked outside of an enclosed building.~~
- ~~(c) All mechanical, odor suppression equipment and trash enclosures must be screened and approved as part of a site plan approval.~~

(10)(11) *Low-potency hemp edibles on-site consumption.* On-site consumption of low-potency hemp edibles shall be limited to businesses with a valid on-sale liquor license.

~~(11)(12)~~ *Cannabis businesses zoning districts*. The following chart is to show where cannabis businesses are allowed within the city's zoning districts:

Section 5. Effective Date. This Ordinance shall be in full force and effect upon its adoption and publication as provided by law.

Passed in regular session of the City Council on the _____ day of _____, 2026.

CITY OF FOREST LAKE

By: _____
Blake Roberts
Its: Mayor

Attested:

By: _____
Jolleen Chaika
Its: Assistant City Administrator

(Published in the *Forest Lake Times* on _____, 2026)

STAFF REPORT



MEETING DATE: January 26, 2026

TO: City of Forest Lake - City Council

STAFF ORIGINATOR: Abbi Wittman, Community Development Director
Steven Gilmore, AICP, Assistant Community Development Director
Madison Richard, Consultant Planner

AGENDA ITEM: Forest Lake Cannabis Dispensary – Interim Use Permit

INTRODUCTION: The applicant, Budding Measured Movement, LLC, dba Forest Lake Cannabis, has requested an Interim Use Permit (IUP) to establish a cannabis retail sales use at 1467 Lake Street South (PID 17-032-21-14-0001), Suite 102.

The Planning Commission previously held a duly noticed public hearing on this request and recommended conditional approval to the City Council. The City Council reviewed the IUP on November 24, 2025, but tabled the request after identifying an inconsistency in the City Code related to how residential separation requirements are applied to cannabis businesses operating under a State of Minnesota microbusiness license.

Specifically, the City Council determined that the City’s 250-foot residential separation requirement was intended to apply to higher-impact cannabis activities, such as cultivation and manufacturing, but that the existing code applied the separation based on license type rather than on-site activities. The City Council directed staff to amend the City Code before further consideration of the IUP.

In response, staff prepared Ordinance No. 766 amending Section 153.092(UU) to regulate cannabis businesses based on activities occurring on site. That ordinance is scheduled for City Council consideration immediately prior to this IUP item. This staff report reflects the updated regulatory framework created by the ordinance amendment.

ANALYSIS:

Interim Use Permits

An Interim Use Permit (IUP) allows a use subject to conditions for a limited period of time and differs from a Conditional Use Permit in that it does not run indefinitely with the land. IUPs are commonly used for cannabis-related uses to preserve the City’s ability to adjust regulations as state law and best practices continue to evolve which is helpful for cannabis-related business where state regulations may change as the industry develops. The City may impose conditions, limit duration, or require renewal under standards in effect at the time of renewal.

Duration of Interim Use Permit

Unless otherwise specified, an IUP is valid for one year. Staff recommend approval of this IUP for a five-year term, consistent with prior cannabis retail approvals. Prior to expiration, the applicant must request an extension, at which time the City may modify conditions as appropriate.

Zoning Review and Land Use

The subject property is zoned General Mixed-Use (MU-2), which allows cannabis retail sales with an IUP. The applicant proposes a retail-only cannabis operation within an approximately 2,100-square-foot tenant space in an existing multi-tenant retail building.

The applicant is pursuing a State of Minnesota cannabis microbusiness license, which may authorize cultivation and manufacturing under state law. The applicant has stated that the proposed operation will be limited to retail sales only, with no cultivation or manufacturing occurring on site. The proposed use aligns with the intent of the City's zoning code for cannabis retail businesses.

At the time of the City Council's November 2025 review, City Code Section 153.092(UU) applied a 250-foot residential separation requirement based on state license type rather than on-site activities. Because a microbusiness license may authorize cultivation and manufacturing, the proposed use conflicted with the separation requirement despite proposing retail-only operations.

During its review, the City Council determined that the separation requirement was intended to apply to higher-impact activities, such as cultivation and manufacturing, and directed staff to amend the code accordingly. Ordinance No. 766 was prepared to regulate cannabis businesses based on activities occurring on site rather than license type and is scheduled for City Council consideration immediately prior to this IUP. Following adoption of the ordinance, the proposed retail-only use is consistent with the City's zoning standards.

Hours of Operations

The proposed hours of operation are 8:00 a.m. to 10:00 p.m. Monday through Saturday and 11:00 a.m. to 6:00 p.m. Sunday, which comply with City performance standards for cannabis retail uses.

Site Plan Review and Development Standards

The proposal involves no exterior site improvements and is classified as a minor site plan modification. The use complies with applicable separation standards, including the 500-foot buffers from other cannabis businesses, schools, childcare facilities, residential treatment facilities, and parks.

The building footprint will not change, and there are no impacts to setbacks, lot size, or accessory structure placement. Shared parking is available on site and is sufficient to serve the proposed use.

Security, Odor, and Operational Standards

A security plan was submitted and reviewed by the Police Chief, who identified no operational concerns. An odor mitigation plan has been provided, and staff recommend conditions requiring ongoing coordination to ensure odors are not detectable at the property line. No exterior storage is proposed, and all mechanical equipment will be screened as required.

Landscaping, Lighting, and Signage

No exterior landscaping or lighting changes are proposed. Any future signage will require separate review and approval and must comply with City Code and Minnesota Statutes.

Agency and Department Review Comments

City Engineer's Comments

As there are no proposed site improvements to the infrastructure supporting the plaza, City Engineer Ryan Goodman had no comments.

Fire Chief Comments

Fire Chief Newman did not have comments about the proposal.

Police Chief Comments

The City's Police Chief has reviewed the proposal in coordination with the City's law enforcement team. At this time, given the proposed security plan, staff do not have concerns with the proposal from an operational or security standpoint.

Building Department Review

Several items will be addressed through the building permit process, including obtaining a Sewer Availability Charge (SAC) determination from the Metropolitan Council, ensuring that restrooms identified as employee-only are accessible to the public, and securing all required building, plumbing, mechanical, fire, and electrical permits for any proposed remodeling

Public Works Review

Dave Adams, City Public Works Director, reviewed the proposal and had no comments.

Comfort Lake – Forest Lake Watershed Review

This property is in the Comfort Lake – Forest Lake Watershed District. The Watershed District has stated that, so long as the proposal remains without any work on the exterior of the building, Watershed rules would not be triggered.

City Attorney

The City Attorney advised that under Minnesota law, the City registers cannabis retailers, microbusinesses, and mezzobusinesses with retail endorsements, while state licensing authority remains with the Office of Cannabis Management (OCM). State license categories may authorize activities that exceed those approved locally.

If a cannabis business were to engage in activities not authorized by City approval, such activities would constitute a violation of the City Code and may be subject to enforcement action, including suspension or revocation of City registration for up to 30-days, consistent with applicable law. The City would also be required to notify OCM as appropriate, which can require reinstatement.

Because state license classifications do not necessarily reflect the specific activities approved at a particular location, the City Attorney advised that regulating cannabis businesses based on on-site activities rather than license type provides clearer zoning standards, improves local enforceability, and reduces regulatory uncertainty when applying residential separation requirements.

Findings of Fact

Interim Use Permit Request

Section 153.035 of the Forest Lake Zoning Code outlines the requirements and standards for Interim Use Permits in Forest Lake. In deciding whether to grant an Interim Use Permit, the City Council must consider the following criteria for general standards as outlined in the Zoning Code. The criteria from the zoning code are listed in **bold**, followed by staff response in *italics*.

a) The impact of the proposed use on the health, safety, and general welfare of the occupants of the surrounding lands.

The proposed use will not have a negative impact on the health, safety, or general welfare of surrounding properties.

b) Existing and anticipated traffic conditions, including parking facilities on adjacent streets and lands.

The site can accommodate the proposed retail use without adversely impacting parking or traffic conditions.

c) The effect of the proposed use on public utilities.

The proposed use will not negatively affect public utilities.

d) The effect of the proposed use on property values and scenic views in the surrounding area.

The use will be fully enclosed within an existing commercial building and will not adversely affect surrounding property values or scenic views.

e) The effect of the proposed use on the Comprehensive Plan.

The proposed use is consistent with the City's adopted 2040 Comprehensive Plan.

f) The ability of the proposed use to meet the standards of this chapter and applicable zoning district standards.

The proposed use meets the intent of the Zoning Chapter of the City Code and applicable cannabis business standards, as amended by Ordinance No. 766

g) The results of a market feasibility study, if requested by the city, when the purpose for which the conditional use is being requested relies on a business market for its success.

A market feasibility study was not requested by the City.

h) The effects of the proposed use on ground water, surface water, and air quality.

The proposed use will not adversely affect groundwater, surface water, or air quality.

i) The use is allowed as an interim use in the respective zoning district.

The proposed use is allowed with an Interim Use Permit in the MU-2 zoning district.

j) The date or event that will terminate the use can be identified with certainty.

The Interim Use Permit includes a defined expiration date of January 26, 2031, and includes provisions for termination upon expiration, suspension, or revocation of required licensing or registration, or failure to remedy material violations following notice.

k) The use will not impose additional unreasonable costs on the public.

The proposed use will not impose unreasonable costs on the public.

l) The user agrees to any conditions that the Planning Commission deems appropriate for permission of the use.

The Applicant has agreed to comply with all conditions imposed as part of the Interim Use Permit approval.

Site Plan Review Request

Section 153.038 of the Forest Lake Zoning Code establishes the standards for Site Plan Review, which are intended to promote safe, functional, and attractive development.

Because the proposed use does not include exterior building modifications or site improvements, staff find the project qualifies as a minor site plan modification under City Code. The site plan is consistent with applicable City Code requirements and may be approved administratively, contingent upon City Council approval of the Interim Use Permit.

RECOMMENDATION:

Planning Commission Review and Discussion

The Planning Commission held a duly noticed public hearing on November 12, 2025, on the proposed Interim Use Permit. No public testimony was received, and no written comments were submitted to staff. The applicant provided a written statement, which is included in the record.

During its review, the Planning Commission discussed whether the City could lawfully restrict the proposed operation to retail-only activities when a State of Minnesota cannabis microbusiness license may authorize cultivation and manufacturing. Although the applicant stated an intent to operate retail-only at this location, the Commission noted that, at the time of review, the City Code tied the 250-foot residential separation requirement to the type of state license held, rather than the activities proposed on site. The Planning Commission expressed concern regarding the City's ability to prohibit or enforce against cultivation or manufacturing if those activities were later initiated.

Planning Commission Recommendation

By a 5–1 vote, the Planning Commission recommended approval of the Interim Use Permit, concluding that the proposed retail-only cannabis operation is appropriate for the site and zoning district and meets applicable Interim Use Permit standards, subject to City Council review and final approval.

Additional Planning Commission Recommendation

In addition, the Planning Commission recommended that the City Council direct staff to review and, if appropriate, amend City Code Section 153.092(UU) to better align local zoning and licensing provisions with actual on-site cannabis activities rather than state license type.

Previous City Council Review and Subsequent Action

At its November 24, 2025 meeting, the City Council reviewed the Interim Use Permit but tabled the request after identifying the same code inconsistency discussed by the Planning Commission. The City Council directed staff to amend City Code Section 153.092(UU) to better align residential separation standards with the operational intent of retail-only cannabis uses.

Ordinance No. 766 was subsequently prepared to address this issue and is scheduled for City Council consideration prior to action on the Interim Use Permit.

Updated Staff Recommendation

Staff finds that, with the ordinance amendment in place, the proposed retail-only cannabis use is consistent with the City Code, resolves the issues that resulted in the IUP being tabled in November 2025, and meets all applicable Interim Use Permit criteria and performance standards.

Following discussion, and based on the Planning Commission recommendation, staff analysis, and adoption of Ordinance No. 766 amending Section 153.092(UU) of the City Code to apply

residential separation requirements based on on-site activities, staff recommends that the City Council **make a motion to approve Resolution 01-26-26-01 granting an Interim Use Permit to Budding Measured Movement, LLC for a retail-only cannabis operation at 1467 Lake Street South, subject to the following conditions of approval:**

1. This Interim Use Permit (IUP) authorizes retail-only cannabis operations in accordance with the City's zoning ordinance and applicable setback requirements. Cultivation, manufacturing, processing, extraction, packaging, or any other cannabis production activities allowed under a State of Minnesota Microbusiness License are prohibited on the premises as a matter of local land use approval.
2. Approval of the IUP does not eliminate the requirement for obtaining any other subsequent permits and approvals as may be required by City, watershed, county, state, or federal laws, rules, ordinances, and policies, including but not limited to cannabis retail licensing, building permits, plumbing permits, electrical permits, and sign permits.
3. The IUP is valid upon approval by the City of Forest Lake City Council and shall remain in effect until January 26, 2031. The IUP shall terminate upon expiration, suspension, or revocation of required Minnesota licensing or City registration, if sooner. The IUP shall also be terminated upon failure to remedy a material violation of the conditions of the IUP, provided the City has served reasonable notice of the default and allowed a reasonable opportunity to remedy the default.
4. The hours of operation shall be limited to within 8:00 a.m. – 10:00 p.m., Monday through Saturday and 11:00 a.m. – 6:00 p.m. on Sunday for all activities.
5. Odor mitigation shall be sufficient to ensure that no odor is detectable at the property line, in a manner consistent with City Code standards. Any HVAC or odor-control equipment shall be screened from ground-level view as approved through site plan or administrative review. Screening may include parapet walls, penthouses, or other architecturally integrated elements.
6. The applicant shall obtain all required sign permits and approvals prior to installation of any signage.
7. Any trash storage on site shall be enclosed within the building or within an enclosure consistent with City standards.
8. No construction or demolition shall occur prior to issuance of the required City and Washington County approvals and permits.
9. The applicant shall apply for, and receive, annual registration from the City prior to the retail business selling a cannabinoid or cannabis product.
10. The business shall be licensed annually by the State of Minnesota and remain in compliance with Minnesota Statutes, Minnesota Rules, and the Office of Cannabis

Management. A copy of the license shall be provided to the City prior to commencement of retail cannabis sales.




11. The retail sale of cannabis products shall comply with all applicable standards established in Title XV, Chapter 153, Section 153.096(UU) of the City Code and Title XI, Chapter 117 regarding registration of cannabis businesses.
12. The applicant shall reimburse the City for reasonable out-of-pocket expenses incurred in the issuance, amendment, and enforcement of the IUP, including but not limited to reasonable planning, engineering, and legal fees.
13. The City reserves the right to review the IUP annually for compliance and, following notice and opportunity to be heard, to impose additional or modify existing conditions placed on the use.
14. Any significant future alterations to the building or site, as determined by the City, or any change to the use of the property or building, shall require review and approval of an amended Interim Use Permit.

ATTACHMENTS:

1. Location Map
2. Buffer Maps
3. Project Narrative and Plans
4. Email from Jami White, Applicant Representative
5. Resolution 01-26-26-01

120-DAY DEADLINE: February 4, 2026

Legend









-  City Limits
-  Parcels 07/21/2025
-  Lot Lines

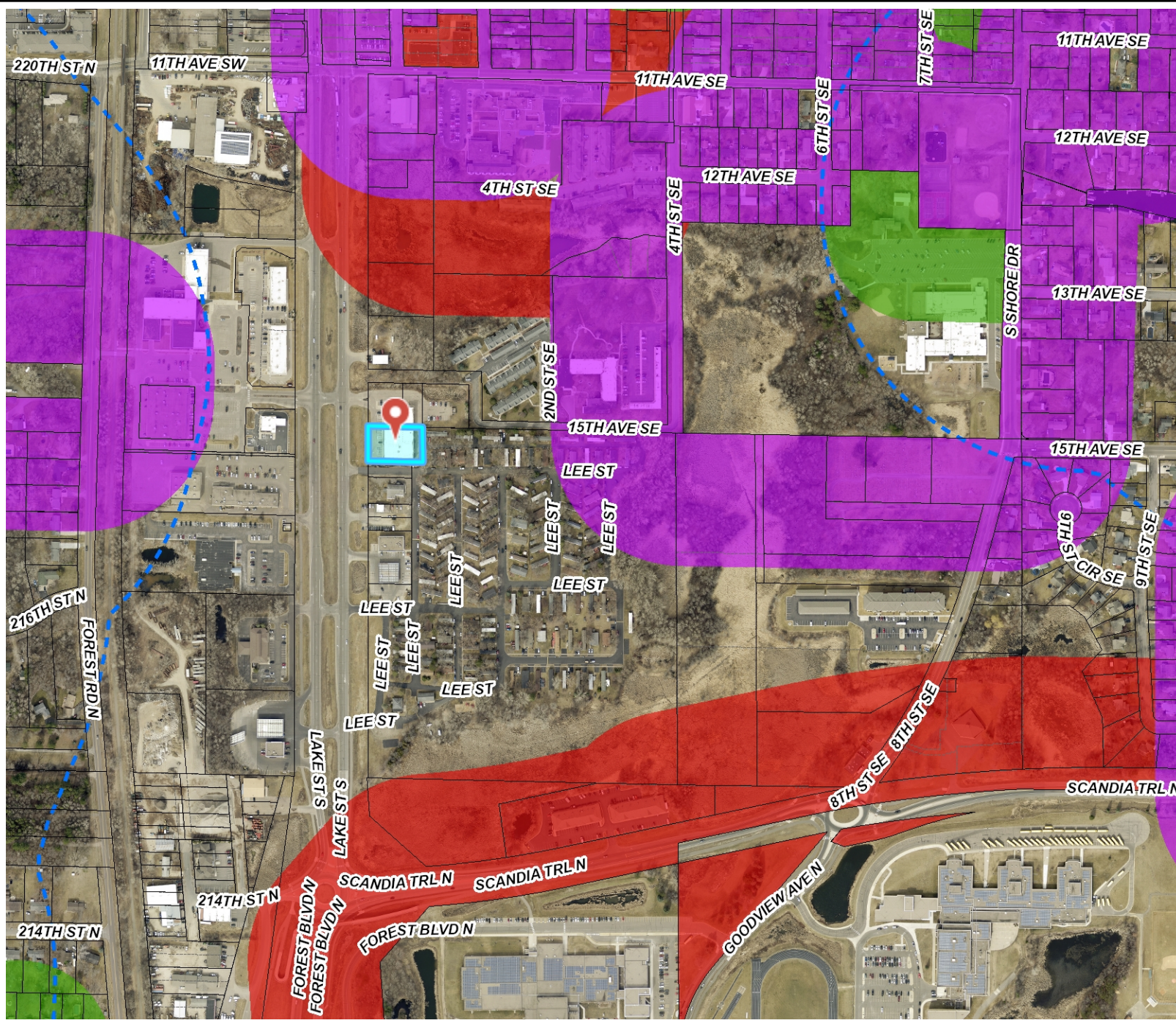


Disclaimer:

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

Legend

-  City Limits
-  Parcels 07/21/2025
-  Lot Lines
-  Shoreland Overlay
- Cannabis Buffer 500 ft**
-  Family/Child Care Facilities
-  Parks
-  Residential Treatment Facility
-  School

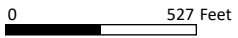


500FT Cannabis Buffer - 1467 Lake St.



Disclaimer:



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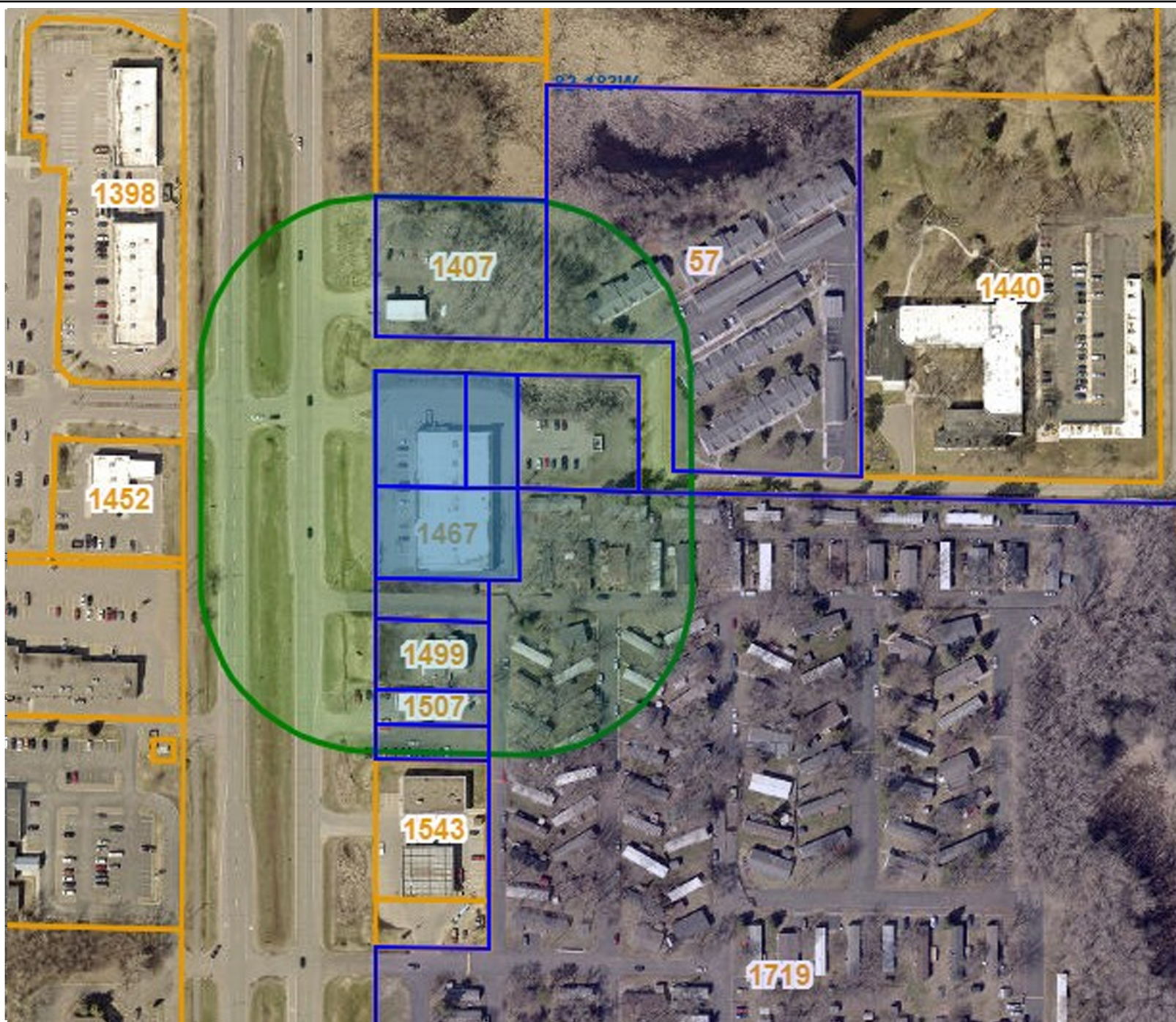


BOLTON & MENK

Real People. Real Solutions.

Legend

-  250 ft Buffer
-  Residential Uses



250-Foot Buffer Map



Disclaimer:

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

0 200 Feet



Real People. Real Solutions.

Materials Explaining the Proposed Use, Description of Business or Activity, and Proposed Number of Employees - Budding Measured Movement LLC

Response: Budding Measured Movement LLC provides the following materials to explain the company's proposed use, describe the proposed State of MN-licensed cannabis retail activities, and expound upon the proposed number of employees at the proposed location at 1467 Lake St S, Forest Lake, MN 55025.

Proposed Use and Description of Business Activity

Section 1. The proposed use and its related construction

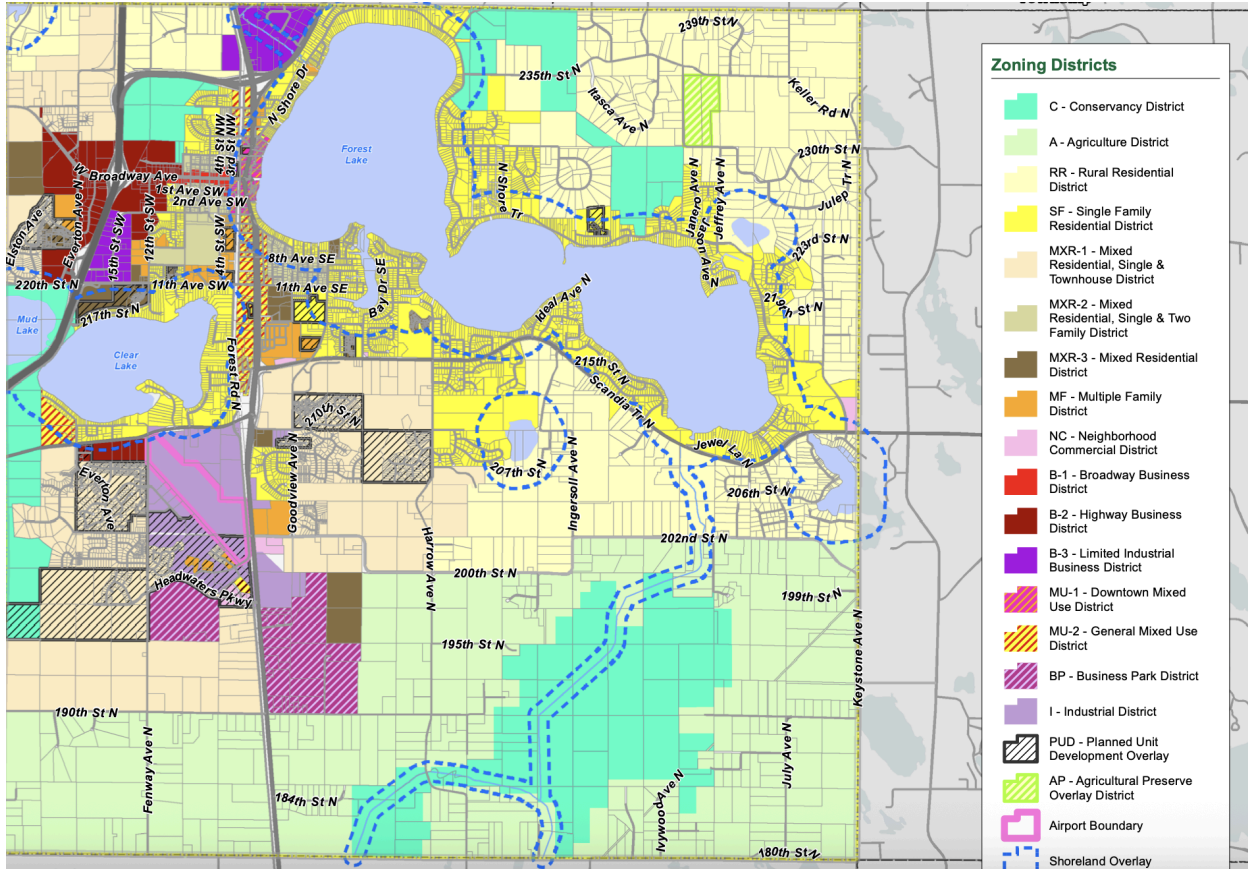
The proposed use at 1467 Lake St S, Forest Lake, MN 55025 is a State of Minnesota-licensed cannabis retail dispensary. There are no plans or intentions to undertake non-retail cannabis operations at the location at 1467 Lake St S, Forest Lake, MN 55025. To note, Budding Measured Movement LLC cannot begin licensed cannabis retail sales until the company receives local retail cannabis licensure from the City of Forest Lake, MN and passes a final comprehensive inspection from the State of Minnesota pertaining to operational security and regulatory compliance.

In the [City of Forest Lake Ordinance 744](#), all businesses requesting to undertake cannabis uses are noted to be required to submit an IUP. Henceforth, the following materials are being submitted to the City. It is worth expounding upon the fact that Budding Measured Movement LLC does not plan to change the building's envelope at 1467 Lake St S, Forest Lake, MN 55025. The company solely intends to undertake extensive State of MN-required renovations related to building security and product storage areas.

Section 2. The proposed use would be compatible with present land uses and would not tend to or actually depreciate the area in which it is proposed.

The current land use at 1467 Lake St S, Forest Lake, MN 55025 is that of a commercial strip plaza. The respective zoning classification is MU-2, per the [City of Forest Lake, MN's Official Zoning Map](#). Within the [City of Forest Lake Ordinance 744](#), MU-2 zoning allows for cannabis retail if an IUP is submitted and approved. Given the physical use case combined with pertinent municipal regulations, the proposed cannabis retail use is compatible with present land uses. Furthermore, MU-2 zoning is defined to provide an area for compact, walkable, mixed use development along key community corridors and to support high quality development and site flexibility due to the unique site conditions in these areas. Nothing in the definition of MU-2 zoning, along with the current permitted uses, which include taverns, bars, and distilleries (i.e. other age-restricted businesses that sell regulated intoxicating products) would indicate that a dispensary retail facility would tend to or actually depreciate the area in which it is proposed.

As seen on the following page, 1467 Lake St S, Forest Lake, MN 55025 is located in an area that is zoned MU-2. The only properties that are not zoned MU-2 within the immediate vicinity of 1467 Lake St S, Forest Lake, MN 55025 are zoned MXR-3 or MF. These uses are physically separated from 1467 Lake St S, Forest Lake, MN 55025 by either large dense groves of foliage, including trees and bushes, fencing, or both. Accordingly, the proposed use would be compatible with present land uses and would not depreciate the area in which it is proposed.



Current Forest Lake, MN Land Uses - [Source](#)

Section 3. The proposed use would not overburden the city's service capacity and would be accommodated with existing public services including public streets.

The location at 1467 Lake St S, Forest Lake, MN 55025 is located in a commercial strip center which has over 45 parking spots and unit-specific loading docks located in a designated area in the back of the center. Therefore, public streets would not be overburdened with respect to parking. Public roads would also not be overburdened as the business would solely receive product deliveries from State of Minnesota-approved cannabis transport businesses. Going further, the amount of products sold would not necessitate delivery via semi and given the State's regulations, outfitting a semi-truck to transport cannabis would be financially infeasible. Accordingly, incoming products would likely be delivered via transport vans; which would not overburden the city's service capacity.

Furthermore, the proposed retail dispensary use is proposed to be roughly 2,100 SF. Therefore, the utility usage for water, power, and sewer services would likely directly correlate to that of a tobacco shop of comparable size. Given the minimal proposed utility usage, the proposed use would not overburden the city's service capacity. Ultimately, the overall utility usage would likely not be significantly greater than a single-family home.

Section 4. The establishment, maintenance, or operation of this proposed use would promote and enhance the general public welfare and would not be detrimental to or endanger the public health and safety.

As previously noted, Budding Measured Movement LLC cannot begin licensed cannabis retail sales until the company receives local retail cannabis licensure from the City of Forest Lake, MN and passes a final comprehensive inspection from the State of Minnesota pertaining to operational security and regulatory compliance. This means that at minimum, six figures of security equipment including 24/7 surveillance cameras, a comprehensive alarm system, restricted-access product vaults, and more, must be installed prior to operations beginning. Given the State's extremely stringent security requirements, the proposed cannabis retail use will not not be detrimental to or endanger the public health and safety.

Going further, Budding Measured Movement LLC plans to operate a dual adult-use and medical-use retail dispensary. That means that Minnesotans who are enrolled in the State's medical cannabis program will be able to purchase the medicine that they need in a location that is more convenient for them. For local medical cannabis patients, the proposed use would undoubtedly promote and enhance the general public welfare.

Lastly, the location at 1467 Lake St S, Forest Lake, MN 55025 is located at least 500' away from: other licensed cannabis uses, schools, licensed daycares, residential treatment facilities, and any attraction within a public park that is used by minors, as measured from property-line to property-line; per the requirements of [City of Forest Lake Ordinance 744](#).

Proposed Number of Employees

With respect to proposed employees at the company's medical cannabis pharmacy, please see the following section, where the estimated number of staff and positions of onsite and offsite personnel are provided.

On-Site Staff During Business Hours

1. Dispensary Manager - 1 (one)
2. Dispensary Cashiers - 3 (three)
3. ID Check/Security Staff - 2 (two)
4. Inventory Manager - 1 (one)

Given the list above, there are proposed to be 7 (seven) employees on-site at Budding Measured Movement LLC's cannabis retail facility at 1467 Lake St S, Forest Lake, MN 55025 during operating hours. Going further, please see the proposed hours of operation for Budding Measured Movement LLC.

Mon-Sat: 08:00-21:00

Sun: 11:00-18:00

The proposed hours were chosen to best serve the community within Forest Lake, MN and the broader region. As an area with an incredibly diverse workforce comprising retail, government, education, warehousing, among others, there exists a need for business hours which allow workers with traditional 9-5 jobs, as well as shift workers, to access Budding Measured Movement LLC's cannabis retail store. Overall, the hours chosen aim to be as accommodating to the Forest Lake, MN and the broader region as possible. Notably, the hours of operation total

85. If requested by the City of Forest Lake, the company will adjust the proposed operating hours to respect the City's requests.

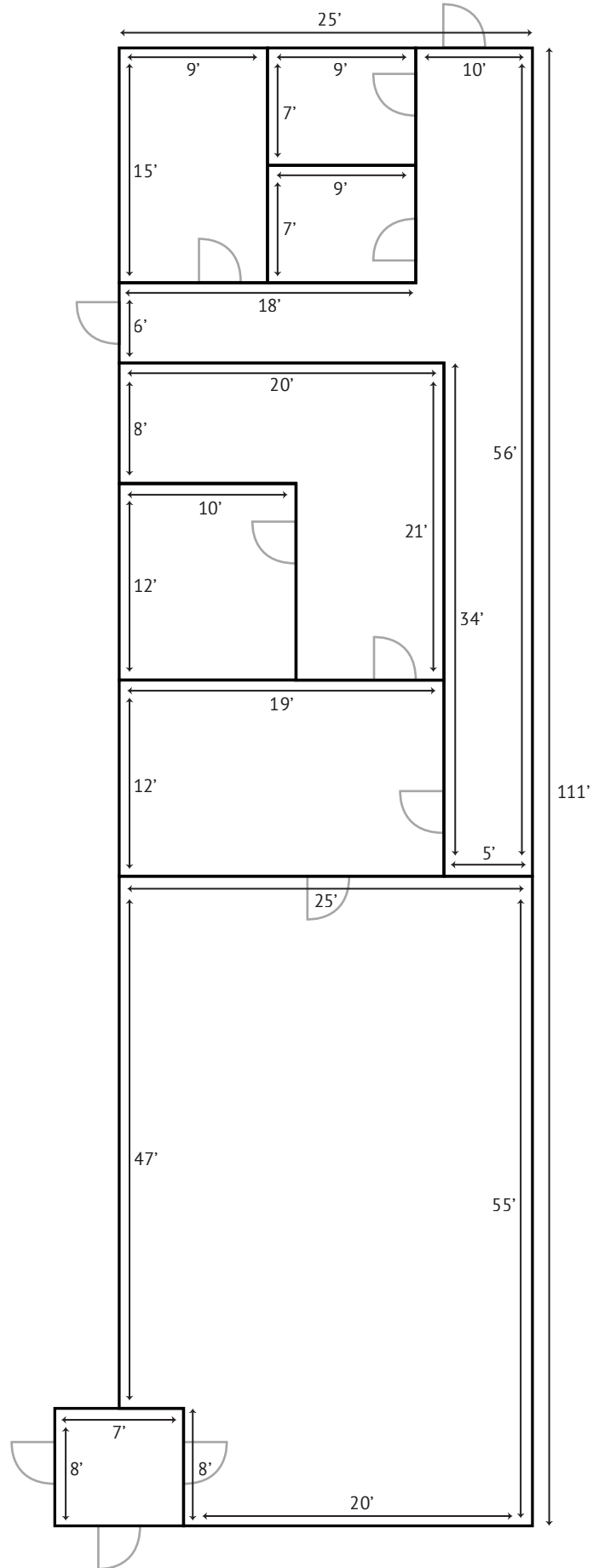
Taking into account that the company proposes to be open for 85 hours a week, there would be a need for roughly 14 full-time employees, assuming each employee works a total of 42.5 hours a week. All full-time employees will be eligible for healthcare package options; which can include dental and optical benefits. Employees will be able to choose the plan that is most appropriate for them, as Budding Measured Movement LLC realizes that employee health needs and familial situations are not one-size-fits-all.

Off-Site Staff/Personnel

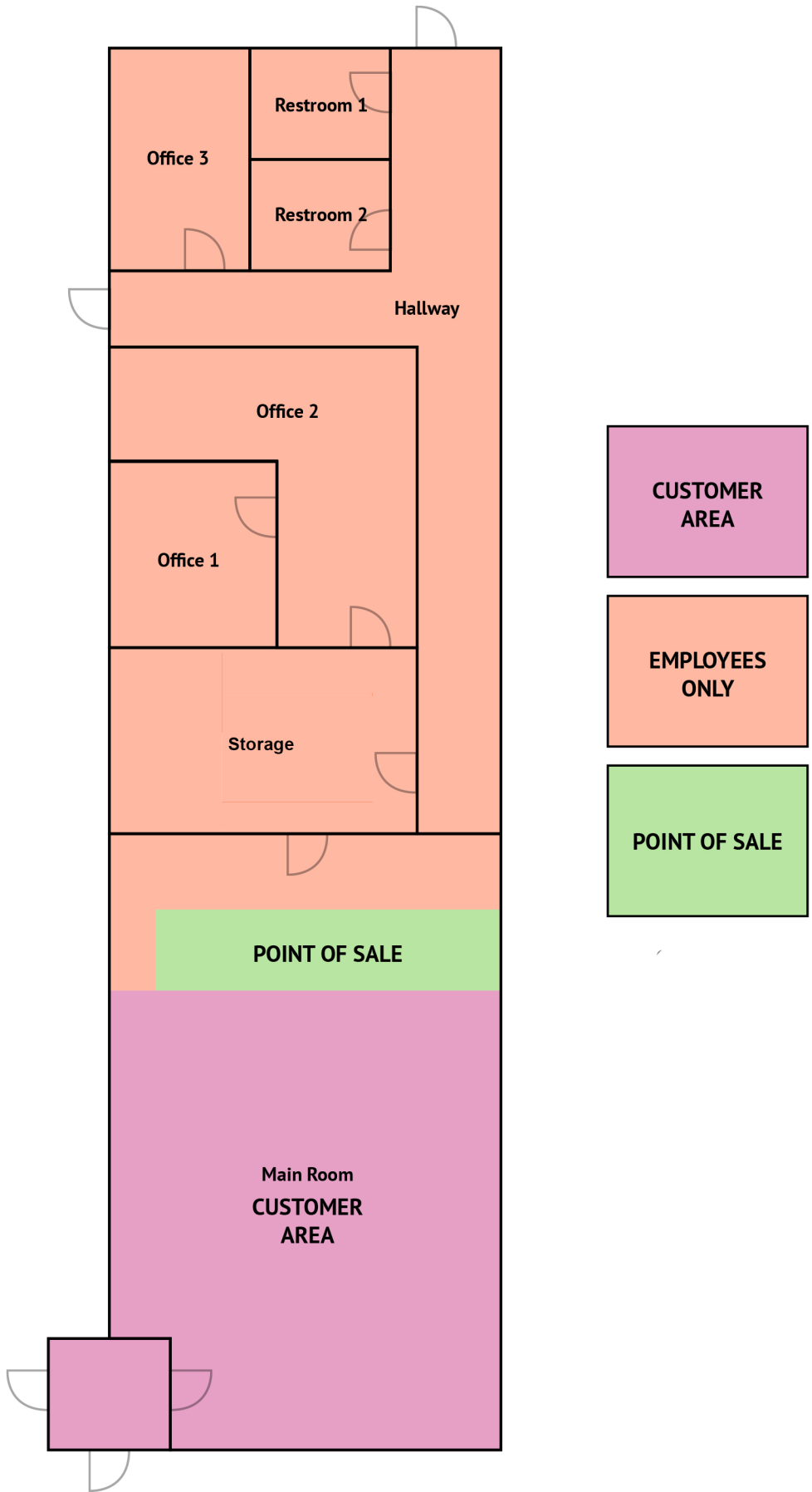
1. CPA/Accountant - 1 (one)
2. Compliance Officer/Gov't Liaison Consultant - 1 (one)
3. C-Suite/Owners - Number TBD

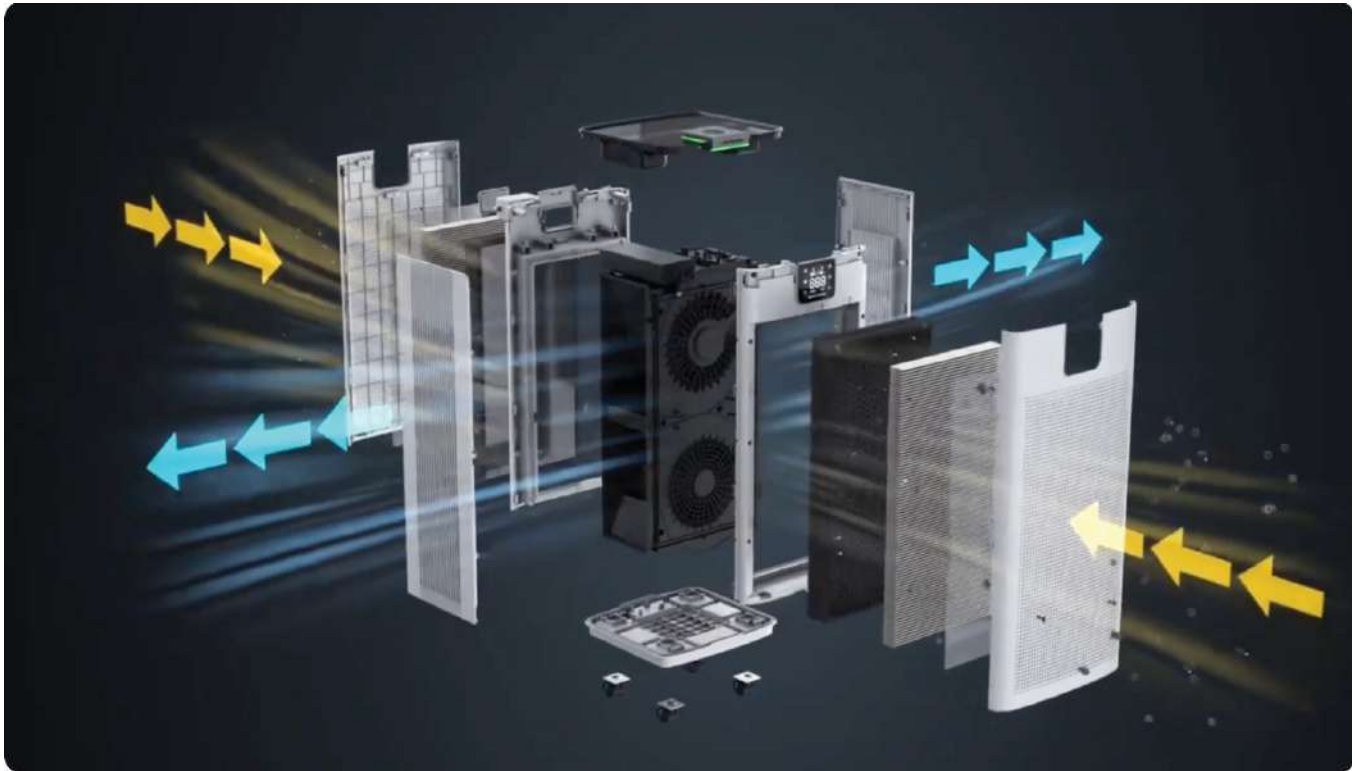
While most of the company's staff will be located on site, the CPA/Accountant and Compliance Officer will be located off-site, as the nature of their work does not require them to be on site every day. Additionally, while the number has not been directly estimated at this time, it is possible that select company C-Suite members and/or Owners may be located off-site. On a related note, while they are not direct employees of the business, security system support and technical support staff will be available to troubleshoot relevant issues that come up during operations at the licensed cannabis dispensary. Furthermore, designated repairpersons will be contracted on a case-by-case basis depending on the relevant repair issue being faced by the company. Lastly, contracted pest control services will conduct at least once-monthly pest control inspections and operations.

1467 Lake St. Forest Lake, MN 55025 - Floor Plan



1467 Lake St. Forest Lake, MN 55025 - Room Layout





Jafanda® JF888 Large Room Air Purifier

The Jafanda JF888 boasts a powerful dual True HEPA and activated carbon filtration system.

Pre-Filter: Traps larger particles like pet hair and dust.

True HEPA Filter: Eliminates microscopic allergens, viruses, and bacteria.

Activated Carbon Filter: Absorbs odors, smoke, and harmful VOCs with its 3.38 lb capacity.

3-stage filtration system effectively removes 99.97% of pollutants as small as 0.3 microns and even smaller down to 0.015 microns.

<https://www.jafanda.com/products/jafanda-jf888-air-purifier>

From: Jami White JWHITE@myappmgmt.com
Sent: Wednesday, November 12, 2025 1:00 PM
To: Steven Gilmore <Steven.Gilmore@ci.forest-lake.mn.us>
Cc: jeffrey@myappmgmt.com; Michael Birchland <michael.birchland@ci.forest-lake.mn.us>; Madison Richard <Madison.Richard@ci.forest-lake.mn.us>; Abbi Wittman <Abbi.Wittman@ci.forest-lake.mn.us>
Subject: Re: [EXTERNAL] AMENDED Forest Lake Planning Commission – Interim Use Permit Hearing Package

Hi Steven,

Thank you for taking the time to speak with me on the phone earlier and the thoughtful clarification and the amended staff report. We appreciate staff's recognition that our proposal is retail-only and aligned with the MU-2 district's intent.

For the record, we'd like to provide the following clarification and request that this be shared with the Planning Commission prior to tonight's meeting:

The applicant has been pre-approved by the State Office of Cannabis Management (OCM) for a microbusiness license, not a stand-alone retail license. We wish to kindly note for the record: because the applicant's pre-approval is for a microbusiness license type, he cannot switch to a retail license at this stage. Accordingly, we respectfully acknowledge that Staff's alternative pathway suggesting a retail license is not feasible for this applicant.

Even so, the applicant reiterates and formally commits to using only the retail functionality of his microbusiness license at this location. We therefore request the Commission recommend approval of the IUP with a strict condition that the retail component is the only permitted use of the license on site—expressly prohibiting any cultivation, manufacturing, or other non-retail activities. This targeted condition preserves the City's land-use intent while addressing the license-type nuance.

We understand the options presented in the report. Given the immutable state licensing status, **Option 2 (Retail License Alternative)** is not available to us.

We respectfully ask the Commission to recommend approval of the IUP with the **retail-only condition** described above. We are also supportive of **Option 3 (Code Review)** to better align the local code with retail-only cannabis operations where no cultivation or manufacturing is proposed.

Please let us know if you need anything further for the packet. Thank you again for your time and assistance.

CITY OF FOREST LAKE
WASHINGTON COUNTY, MINNESOTA

RESOLUTION NO. 01-26-26-01

**A RESOLUTION APPROVING AN INTERIM USE PERMIT FOR THE RETAIL OF ADULT USE
CANNABIS PRODUCTS ON THE PROPERTY LOCATED AT 1467 LAKE STREET SOUTH**

WHEREAS, FL Holdings, LLC. (“Owner”) owns the real property located at 1467 Lake Street South, located in the City of Forest Lake, Washington County, Minnesota PID No. 17-032-21-14-0001 (“Property”); and

WHEREAS, the Property is zoned as MU-2, General Mixed-Use District, which allows the retail sale of cannabis products with an Interim Use Permit; and

WHEREAS, the applicant Budding Measured Movement, LLC. (“Applicant”), submitted a complete application to the City of Forest Lake on October 7, 2025, for an interim use permit to allow for the retail of cannabis products on the Property and Forest Lake City Staff reviewed the application for the Interim Use Permit and discussed the same with the Applicant and Owner; and

WHEREAS, the Planning Commission held a duly noticed public hearing on November 12, 2025, to consider the Interim Use Permit request, at which time no public testimony was received; and

WHEREAS, the Planning Commission recommended approval of the Interim Use Permit, finding that the proposed retail-only cannabis operation is appropriate for the site and zoning district and meets applicable Interim Use Permit standards, subject to City Council review and final approval; and

WHEREAS, City staff prepared a staff report dated November 24, 2025, recommending approval of the Interim Use Permit, which was considered by the City Council at its November 24, 2025 meeting; and

WHEREAS, at the November 24, 2025 meeting, the City Council tabled the Interim Use Permit request after identifying an inconsistency in City Code Section 153.092(UU) related to the application of residential separation requirements based on state cannabis license type rather than on-site activities, and directed staff to amend the City Code prior to further consideration of the request; and

WHEREAS, following the City Council’s direction, the City adopted Ordinance No. 766 amending Section 153.092(UU) of the City Code to apply residential separation requirements based on on-site cannabis activities rather than state license type; and

WHEREAS, City staff subsequently prepared a supplemental staff report and analysis incorporating the amended zoning standards and addressing the issues identified by the City Council when the Interim Use Permit was tabled; and

WHEREAS, with the adoption of Ordinance No. 766, the proposed retail-only cannabis operation is consistent with the amended provisions of the City Code; and

WHEREAS, the City Council finds that the following findings of fact support approval of the Interim Use Permit:

1. The proposed use will not have a negative impact on the health, safety, or general welfare of surrounding properties.
2. The site can accommodate the proposed retail use without adversely impacting parking or traffic conditions.
3. The proposed use will not negatively affect public utilities.
4. The use will be fully enclosed within an existing commercial building and will not adversely affect surrounding property values or scenic views.
5. The proposed use is consistent with the City’s adopted 2040 Comprehensive Plan.
6. The proposed use meets the intent of the Zoning Chapter of the City Code and applicable cannabis business standards, as amended by Ordinance No. 766.
7. A market feasibility study was not requested by the City.
8. The proposed use will not adversely affect groundwater, surface water, or air quality.
9. The proposed use is allowed with an Interim Use Permit in the MU-2 zoning district.
10. The Interim Use Permit includes a defined expiration date of January 26, 2031, and includes provisions for termination upon expiration, suspension, or revocation of required licensing or registration, or failure to remedy material violations following notice.
11. The proposed use will not impose unreasonable costs on the public.
12. The Applicant has agreed to comply with all conditions imposed as part of the Interim Use Permit approval.

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

The City Council hereby approves Resolution No. 01-26-26-01, granting an Interim Use Permit to Budding Measured Movement, LLC to operate a retail-only cannabis business at 1467 Lake Street South, Forest Lake, Minnesota, consistent with the amended provisions of City Code Section 153.092(UU); and

The Interim Use Permit is approved subject to the following conditions of approval:

1. This Interim Use Permit (IUP) authorizes retail-only cannabis operations in accordance with the City's zoning ordinance and applicable setback requirements. Cultivation, manufacturing, processing, extraction, packaging, or any other cannabis production activities allowed under a State of Minnesota Microbusiness License are prohibited on the premises as a matter of local land use approval.
2. Approval of the IUP does not eliminate the requirement for obtaining any other subsequent permits and approvals as may be required by City, watershed, county, state, or federal laws, rules, ordinances, and policies, including but not limited to cannabis retail licensing, building permits, plumbing permits, electrical permits, and sign permits.
3. The IUP is valid upon approval by the City of Forest Lake City Council and shall remain in effect until January 26, 2031. The IUP shall terminate upon expiration, suspension, or revocation of required Minnesota licensing or City registration, if sooner. The IUP shall also be terminated upon failure to remedy a material violation of the conditions of the IUP, provided the City has served reasonable notice of the default and allowed a reasonable opportunity to remedy the default.
4. The hours of operation shall be limited to within 8:00 a.m. – 10:00 p.m., Monday through Saturday and 11:00 a.m. – 6:00 p.m. on Sunday for all activities.
5. Odor mitigation shall be sufficient to ensure that no odor is detectable at the property line, in a manner consistent with City Code standards. Any HVAC or odor-control equipment shall be screened from ground-level view as approved through site plan or administrative review. Screening may include parapet walls, penthouses, or other architecturally integrated elements.
6. The applicant shall obtain all required sign permits and approvals prior to installation of any signage.
7. Any trash storage on site shall be enclosed within the building or within an enclosure consistent with City standards.
8. No construction or demolition shall occur prior to issuance of the required City and Washington County approvals and permits.

- 9. The applicant shall apply for, and receive, annual registration from the City prior to the retail business selling a cannabinoid or cannabis product.
- 10. The business shall be licensed annually by the State of Minnesota and remain in compliance with Minnesota Statutes, Minnesota Rules, and the Office of Cannabis Management. A copy of the license shall be provided to the City prior to commencement of retail cannabis sales.
- 11. The retail sale of cannabis products shall comply with all applicable standards established in Title XV, Chapter 153, Section 153.096(UU) of the City Code and Title XI, Chapter 117 regarding registration of cannabis businesses.
- 12. The applicant shall reimburse the City for reasonable out-of-pocket expenses incurred in the issuance, amendment, and enforcement of the IUP, including but not limited to reasonable planning, engineering, and legal fees.
- 13. The City reserves the right to review the IUP annually for compliance and, following notice and opportunity to be heard, to impose additional or modify existing conditions placed on the use.
- 14. Any significant future alterations to the building or site, as determined by the City, or any change to the use of the property or building, shall require review and approval of an amended Interim Use Permit.

Adopted in the regular session of the Forest Lake City Council on the 26th day of January, 2026.

CITY OF FOREST LAKE

By: _____

Hanna Valento

Acting Mayor

Attest: _____

Jolleen Chaika

Assistant City Administrator/City Clerk

STAFF REPORT



MEETING DATE: January 26, 2026
TO: Mayor Blake Roberts and City Council Members
STAFF ORIGINATOR: Abbi Wittman, Community Development Director
AGENDA ITEM: Zoning Ordinance Amendment – Towers in Single Family Residential Zoning District

INTRODUCTION:

At the last City Council meeting, the Council heard a request from Buell Consulting to amend the Zoning Ordinance in a variety of ways to accommodate towers in the Single-Family Zoning District. While the Council was not favorable to all requests made by the applicant, the Council expressed favorability to allowing towers in this Zoning District under certain conditions. Staff has updated Ordinance No. 765 to reflect the City Council's requested changes while retaining the denial Resolution.

ANALYSIS:

The Council directed staff to modify the proposed Ordinance which would allow towers:

- On Single-Family zoned parcels of at least 10 acres in size, when guided for Public/Institutional Use on the Comprehensive Plan's Future Land Use Map; and
- Require stealth/camouflage design for these towers.

The enclosed Ordinance No. 765 reflects the Council's desires.

RECOMMENDATION:

Staff recommends the City Council **move to approve Resolution 01-26-26-03, a Resolution Denying Requested Amendments to Wireless Communication Tower Standards AND approve Ordinance No. 765, an Ordinance Amending Title XV, Chapter 153, Section 153.065, Section 153.069 and 153.092, Pertaining to Wireless Communication Towers.**

ATTACHMENTS:

Resolution No. 01-26-26-03
Ordinance No. 765

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

RESOLUTION NO. 01-26-26-03

**A RESOLUTION ADOPTING WRITTEN STATEMENT OF REASONS FOR DENIAL OF AN
APPLICANT-INITIATED ZONING ORDINANCE TEXT AMENDMENT PERTAINING TO WIRELESS
COMMUNICATION TOWERS**

WHEREAS, the City of Forest Lake received a zoning ordinance text amendment request from Buell Consulting, Inc. (“Applicant”) which would amend Title XV, Chapter 153, Sections 153.065 (Comprehensive Use Table), 153.069 (Single-Family Residential District), and 153.092 (Standards for Uses) by permitting towers in the Single-Family Residential District and establishing certain standards for towers (“tower”); and

WHEREAS, in a duly noticed public hearing held on December 10, 2025, the Planning Commission reviewed the Applicant-initiated zoning ordinance text amendment and recommended approval of allowing towers as a Conditional Use in the Single-Family Residential District while recommending denial of the Applicant’s proposed changes to performance standards; and

WHEREAS, in a duly noticed public hearing held on January 12, 2026, the City Council of Forest Lake moved to approve a modified zoning ordinance text amendment and to deny the Applicant’s Zoning Ordinance Text Amendment as submitted; and

WHEREAS, while zoning ordinance text amendments are legislative actions, the City Council adopts this written statement of reasons to clearly document the basis for its decision and to provide transparency and clarity in the legislative record, consistent with applicable Minnesota law.

NOW THEREFORE IT BE RESOLVED that the City Council of the City of Forest Lake hereby adopts the following written statements:

1. While the Applicant’s request was not prohibited by the Zoning Code, the proposed updates to the wireless communication tower regulations; including reductions to the minimum lot size requirement, modifications to setback standards, increases to maximum tower height, and elimination of minimum tower separation requirements, were determined not to be in the public’s best interest. Approval of these proposed standards would reduce established residential protections and could create unintended precedent for tower placement within residential zoning districts citywide.
2. Forest Lake Ordinance No. 765 reflects the City Council’s decision to approve a modified version of the Applicant-initiated zoning ordinance text amendment by allowing wireless

communication towers as a Conditional Use in the Single-Family Residential Zoning District while retaining existing lot size, setback, height, and separation standards.

- 3. Forest Lake Ordinance No. 765 is consistent with the Comprehensive Plan, aligns with the Zoning Code, and serves the public interest by supporting improved wireless service while maintaining established residential protections.

Adopted by the City Council of the City of Forest Lake on the _____ day of _____, 2026.

CITY OF FOREST LAKE

By: _____
Blake Roberts
Its: Mayor

Attest: _____
Jolleen Chaika
Its: Assistant City Administrator

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

ORDINANCE NO. 765

**AN ORDINANCE AMENDING TITLE XV, CHAPTER 153, SECTION 153.065, SECTION 153.069
AND 153.092, PERTAINING TO WIRELESS COMMUNICATION TOWERS**

THE CITY COUNCIL OF THE CITY OF FOREST LAKE ORDAINS AS FOLLOWS:

Section 1. Amendment. Title XV, Chapter 153, Section 153.065 COMPREHENSIVE USE TABLE of the Forest Lake City Code is hereby amended by allowing Towers – Accessory, and Towers – Permitted, through a Conditional Use Permit.

Section 2. Amendment. Title XV, Chapter 153, Section 153.069 SINGLE-FAMILY (SF) RESIDENTIAL DISTRICTS of the Forest Lake City Code is hereby amended as follows. The **bold and underline** text are proposed additions to the code, the ~~strikeout~~ deletes text, and all other Section text shall remain unchanged.

(E) Conditional uses. Subject to applicable provisions of this chapter, the following are conditional uses in the SF District (requires a conditional use permit based upon procedures set forth in and regulated by § 153.034).

2. Accessory uses.

(d) Tower, when located on a property guided Public/Institutional on the Comprehensive Plan Future Land Use Map (see § 153.092).

Section 3. Amendment. Title XV, Chapter 153, Section 153.092 STANDARDS FOR USES of the Forest Lake City Code is hereby amended as follows. The **bold and underline** text are proposed additions to the code, the ~~strikeout~~ deletes text, and all other Section text shall remain unchanged.

Towers

(2) Performance standards for all towers.

(e) The tower location shall provide the maximum amount of screening for off-site views of the facility. The city reserves the right to require creative design measures to camouflage facilities by integrating them with existing buildings and among other existing uses. Existing on-site vegetation shall be preserved to the maximum extent practicable.

(n) The tower shall be located **a minimum of** twice the tower height to any residential dwelling other than the dwelling on the parcel on which the tower is to be located or **setback** a

minimum **distance** of the tower height from any property line. However, towers must meet the setback in the zoning district they are located in if the setback is greater than the height of the tower. **For purposes of this subsection, “residential dwelling” includes the principal residential structure and any accessory structure associated with a residential dwelling.**

(5) Tower standards by districts. Towers are regulated differently depending on the zoning district in which the property is located. The following are the standards in each district:

(a) Rural residential **and Single-family residential** districts.

3. Towers shall be designed to incorporate stealth or camouflage techniques that minimize visual impacts and are compatible with the surrounding neighborhood.

Section 4. Effective Date. This Ordinance shall be in full force and effect upon its adoption and publication as provided by law.

Passed in regular session of the City Council on the 26th day of January 2026.

CITY OF FOREST LAKE

By: _____

Blake Roberts

Its: Mayor

Attested:

By: _____

Jolleen Chaika

Its: Assistant City Administrator

(Published in the *Forest Lake Times* on _____, 2026)



STAFF REPORT

MEETING DATE: January 26, 2026

TO: Mayor Blake Roberts and City Council Members

STAFF ORIGINATOR: Abbi Wittman, Community Development Director

AGENDA ITEM: Spikes and Houles Phase II Planned Unit Development Ordinance Adoption

INTRODUCTION:

At the last City Council meeting, the Council approved the Spikes and Houles Phase II Planned Unit Development (PUD). However, staff inadvertently did not include the PUD Ordinance and summary Resolution. Enclosed are the formal documents for Council adoption.

ANALYSIS:

As mentioned, the Council previously approved the PUD for Spikes and Houles. The approval grants Spikes and Houles permission to finalize their redevelopment project at 55 2nd Street SW. The enclosed Ordinance memorializes the PUD approval and formally amends the Zoning Map. The accompanying Resolution is a summary for the publication of the Ordinance.

RECOMMENDATION:

Staff recommends the City Council **move to approve Ordinance No. 767, an Ordinance Amending the City of Forest Lake Official Zoning Map, Rezoning all Property associated with Spikes and Houles from MU-1 to PUD AND approve Resolution 01-26-26-02, Authorizing Publication of a Summary of Ordinance No. 767.**

ATTACHMENTS:

Ordinance No. 767

Resolution No. 01-26-26-02

CITY OF FOREST LAKE
WASHINGTON COUNTY, MINNESOTA
ORDINANCE NO. 767

AN ORDINANCE AMENDING THE CITY OF FOREST LAKE OFFICIAL ZONING MAP, REZONING ALL PROPERTY ASSOCIATED WITH SPIKES AND HOULES FROM MU-1 (DOWNTOWN MIXED USE) TO MU-1 PUD (DOWNTOWN MIXED USE PLANNED UNIT DEVELOPMENT)

Section One. Zoning Map Amendment. The following property is hereby rezoned from MU-1, Downtown Mixed Use to MU-1 PUD, Downtown Mixed Use Planned Unit Development:

Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, Inclusive, Block 2, Northern Pacific Addition, Washington County, Minnesota

Abstract Property

and

That part of Government Lot 2 of Section 8, Township 32 North, Range 21 West, Washington County, Minnesota described as follows:

Beginning at the Northeast corner of Block 2 of the recorded plat of Northern Pacific Addition; thence Southerly along the Easterly line of said Block 2 to the intersection of a line parallel with and distant 50 feet West of, as measured at a right angle to the center line of the main track of the Burlington Northern Railroad Company; thence Northerly along said parallel line to the Easterly prolongation of the North line of said Block 2; thence Westerly, along said Easterly prolongation to the point of beginning.

Washington County, Minnesota

Abstract Property

Section Two. PUD District Regulations. Permitted uses and regulations acceptable to the PUD are hereby established as follows:

1. Principal Uses:
 - a. Principal uses on the property shall be limited to those permitted in the underlying MU-1 Zoning District for all of the property as legally described in Section One, above.
2. Accessory Uses:
 - a. Accessory uses on the property shall be limited to those permitted in the underlying MU-1 Zoning District for all of the property as legally described in

Section One, above.

3. Accessory Structures:
 - a. The maximum number of accessory structures shall be 4.
 - b. The maximum allowable total or accumulated floor area of all detached accessory structures shall be 9,100 square feet.
4. Parking Requirements:
 - a. The minimum number of parking spaces shall be a minimum of 51 stalls.
5. Landscaping Regulations:
 - a. The minimum number of overstory trees shall not be less than the perimeter of the lot divided by 60.
 - b. The minimum number of understory trees and shrubs shall not be less than 27 trees and shrubs.
6. Building Design Requirements:
 - a. Permitted major exterior materials of all walls shall include carbonate sheets and panels. Major materials must cover at least 60% of the exterior.
 - b. The commercial greenhouse is exempt from strict conformance with building design requirements established in Section 153.084(H)(1) and (2) of the Forest Lake Zoning Ordinance. The greenhouse plans dated 05-16-2025 shall be modified as determined appropriate by City staff to better meet the intent of the City's design guidelines.
7. Flexibility to other standards, as may have been approved by the City of Forest Lake with the Spikes and Houles Planned Unit Development.
8. Other Standards – Other standards including but not limited to lot dimension and building bulk standards shall be those found in the Forest Lake Zoning Ordinance not limited to standards for the underlying MU-1 Zoning District.

Section Three. Zoning Map. The zoning map of the City of Forest Lake shall be republished in the ordinary course to show the aforesaid zoning, and in the interim the Clerk shall appropriately mark the zoning map on file in the Clerk's Office for the purpose of indicating the rezoning hereinabove provided for in this ordinance, and all of the notations, references, and other information shown thereon are hereby incorporated by reference and made a part of this ordinance.

Section Four. Effective Date. This ordinance shall become effective immediately upon the approval of a Planned Unit Development for the property described in Section One, above, consistent with the standards herein.

Passed in regular session of the City Council on the 26th day of January, 2026.

CITY OF FOREST LAKE

By: _____

Its: Blake Roberts

Mayor

Attested:

By: _____

Its: Jolleen Chaika

Assistant City Administrator

This Ordinance _____ was published on the _____ day of _____,
2026.

**CITY OF FOREST LAKE
WASHINGTON COUNTY, MINNESOTA
RESOLUTION NO. 01-26-26-02**

**RESOLUTION AUTHORIZING PUBLICATION OF A SUMMARY OF
ORDINANCE 767**

WHEREAS, the Forest Lake City Council has adopted Ordinance No. 767, an ordinance that amends Chapter 153 of the Forest Lake City Code by rezoning all property at 55 2nd Street SW (PID No. 08-032-21-13-0135); 280 Broadway Avenue W (PID No. 08-032-21-12-0132), and PIDs 08-032-21-12-0133, 08-032-21-12-0134, 08-032-21-12-0136, 08-032-21-12-0137, 08-032-21-12-0138, 08-032-21-12-0139, 08-032-21-12-0140, 08-032-21-12-0141, 08-032-21-12-0142, 08-032-21-13-0148 and 08-032-21-13-0038, from MU-1, Downtown Mixed Use to MU-1 PUD, Downtown Mixed Use Planned Unit Development; and

WHEREAS, the ordinance is lengthy; and

WHEREAS, Minnesota Statutes, section 412.191, subd. 4, allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS, the City Council believes that the following summary would clearly inform the public of the intent and effect of the ordinance.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FOREST LAKE, MINNESOTA, AS FOLLOWS:

The Forest Lake City Clerk shall cause the following summary of Ordinance No. 767 to be published in the official newspaper in lieu of the entire ordinance:

Public Notice

The City Council of the City of Forest Lake has adopted Ordinance No. 767, an ordinance that amends the Zoning Ordinance by rezoning all property at:

55 2nd Street SW (PID No. 08-032-21-13-0135); 280 Broadway Avenue W (PID No. 08-032-21-12-0132), and PIDs 08-032-21-12-0133, 08-032-21-12-0134, 08-032-21-12-0136, 08-032-21-12-0137, 08-032-21-12-0138, 08-032-21-12-0139, 08-032-21-12-0140, 08-032-21-12-0141, 08-032-21-12-0142, 08-032-21-13-0148 and 08-032-21-13-0038

MU-1, Downtown Mixed Use to MU-1 PUD, Downtown Mixed Use Planned Unit Development. This ordinance creates land use standards consistent with the requested Planned Unit Development for the Spikes and Houles project proposed by GLG Forest Lake Properties, LLC., which was approved by the Forest Lake City Council on January 12, 2026. This ordinance is not in full effect until the Forest Lake City Staff approves the Lot Consolidation for the project proposed by GLG Forest Lake Properties, LLC.

The full text of Ordinance No. 767 is available for inspection at Forest Lake City Offices during regular business hours.

BE IT FURTHER RESOLVED by the City Council of the City of Forest Lake that the City Administrator keeps a copy of the ordinance at City Hall for public inspection and that a full copy of the ordinance be placed in a public location within the City.

Adopted in the regular session of the City Council on the 26th Day of January, 2026.

CITY OF FOREST LAKE

By: _____

Its: Mayor, Blake Roberts

Attested:

By: _____

Its: Assistant City Administrator, Jolleen Chaika

STAFF REPORT



MEETING DATE: January 26, 2025
TO: Honorable Mayor and City Council
STAFF ORIGINATOR: Dave Adams, Public Works Director
AGENDA ITEM: City Street Name Sign Modifications

INTRODUCTION:

At our last meeting the City Council Approved and directed staff to begin inserting the City’s logo on City street blades. During the discussion, staff mentioned to the Council that the major concern for Public Works was the increase in size of these street blades, as the logo added approximately 6” to every sign.

ANALYSIS:

Staff have conducted further review of this concern and identified an alternative approach. Currently, City street signs display the street name and designations (e.g., Ave, St, N, SW) in large lettering, with block numbers in smaller lettering. One option is to revise the design so that only the street name appears in large 6-inch lettering, while the designations and block numbers are shown in smaller lettering.

This change offers two key benefits:

1. **Sign Length Reduction:** Shortening the overall sign length by six inches would offset the additional space needed for the City logo, resulting in no net increase in size or cost—a financial wash.
2. **Consistency with County Standards:** The updated design would align with Washington County’s signage template, creating uniformity across City and County streets.

RECOMMENDATION:

Staff recommend that the City Council decide whether to update the City Street Sign lettering.

City Council **“Make a motion to continue with current street sign lettering”**

-or-

City Council **“Make a motion to update street sign lettering to 6” Main lettering and 2” designation and block numbers.”**

ATTACHMENTS:

Street Sign Blade Comparison

CURRENT

48x9



36x9



PROPOSED

42x9



30x9



STAFF REPORT



MEETING DATE: January 26, 2026
TO: Mayor Blake Roberts and City Councilors
STAFF ORIGINATOR: Elle Larkin, Finance Director
AGENDA ITEM: Local Option Sales Tax – New Public Works Facility

INTRODUCTION:

The city is in the early stages of planning for the construction of a new Public Works Facility. Initial estimates for the cost of this project are as much as \$50 Million, greatly exceeding budget placeholders used in the creation of the city's long-term financial plan, several years ago. That plan assumed traditional bonds would be used to finance the project, paid back through a combination of sewer and water revenues and general levy dollars collected through property taxes.

Given the potential cost of the facility, the city has begun exploring alternate funding methods, including the use of a Local Option Sales Tax. This is just one of several options being explored and the actions being recommended in this report do not, in any way, commit the city to implementing the tax. However, not taking these actions now, will eliminate this option if the current construction timeline remains in place.

This summary outlines the estimated financial impact of a proposed 0.5% Local Option Sales Tax (LOST) on residents of Forest Lake compared to non-residents, with an emphasis on per-resident cost and the benefit of regional cost sharing.

Under Minnesota Statutes §297A.99, a city may impose a local option sales tax only after completing a defined statutory process. Implementation requires explicit legislative authorization from the Minnesota Legislature, followed by approval by local voters through a referendum. The statute also requires that any LOST be project-specific, meaning revenues must be restricted to the financing of clearly defined capital projects that provide a public benefit.

In addition, state law requires the City to establish both a defined start date and a termination date for the tax. The tax must end when the approved project(s) are completed or when the authorized revenue cap is reached, whichever occurs first. LOST revenues cannot be used for general operating expenses and must be tracked separately to ensure compliance with statutory and voter-approved purposes.

From a financial perspective, the LOST structure shifts a portion of the project cost burden away from property taxpayers and distributes it across a broader base of users, including non-resident

visitors, commuters, and regional shoppers. This regional cost-sharing reduces the per-resident financial impact while aligning payment with usage of City amenities and infrastructure. As a result, residents contribute less on a per-household basis compared to funding the same projects solely through property taxes, while still maintaining local control, transparency, and voter oversight as required by state law.

ANALYSIS:

Below, is a summary of the estimated financial impact of a proposed 0.5% Local Option Sales Tax (LOST) on Forest Lake residents compared to non-residents, with emphasis on cost per resident and regional cost-sharing benefits.

Total Taxable Sales Subject to LOST:

- \$414.0 million (98.22% of total taxable sales)

Estimated LOST Revenue at 0.5% Rate:

- \$2.07 million annually

Resident vs. Non-Resident Share		
Category	Share of Tax	Dollar Contributions
Forest Lake Residents	46.6%	\$ 964,620.00
Non-Residents	53.4%	\$ 1,105,380.00
Total	100%	\$ 2,070,000.00

More than half (53.4%) of LOST revenue is paid by non-residents, reflecting Forest Lake's role as a regional shopping, dining, and service center.

Cost Per Resident

- Average annual cost per Forest Lake resident: \$44.86
- This amount represents the estimated individual burden if the tax had been in place in 2023.
- By comparison, property tax-based funding options (such as general obligation bonds) are paid entirely by property owners within the city and are not shared by visitors, commuters, or regional shoppers.

RECOMMENDATION:

Approve the attached resolution, authorizing the City of Forest Lake to submit a request to the Minnesota Legislature seeking authorization to impose a 0.5% Local Option Sales Tax (LOST) to support designated Public Works capital improvement projects, subject to subsequent voter approval.

ATTACHMENTS:

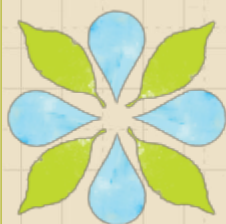
- UMN LOST Final Report
- Resolution 01-26-26-04



Local Option Sales Tax Analysis for Forest Lake, MN

ESTIMATED CONTRIBUTIONS OF RESIDENTS AND NON-RESIDENTS TO A LOCAL OPTION SALES TAX

Authored by Eric King



Forest Lake

AS GOOD AS IT SOUNDS

REPORT SPONSOR: FOREST LAKE, MINNESOTA

Local Option Sales Tax Analysis for Forest Lake

ESTIMATED CONTRIBUTIONS OF RESIDENTS AND NON-RESIDENTS TO A LOCAL OPTION SALES TAX

December 2025

Authored by Eric King, Extension Educator, University of Minnesota Extension Department of Community Development

Report Reviewers:

Kathryn Leys, University of Minnesota Extension, Department of Community Development

Sponsor:

City of Forest Lake



Table of Contents

SUMMARY of FINDINGS.....	3
BACKGROUND AND METHODOLOGY	6
TRADE AREA ANALYSIS BY MERCHANDISE CATEGORY	7
Vehicles and Parts	7
Building Materials	8
Food and Groceries	9
Furniture Stores, Electronics, and Appliances.....	10
General Merchandise Stores	11
Health and Personal Items	12
Gas/Convenience Stores	13
Apparel/Clothing.....	14
Leisure Goods, All Other Miscellaneous Retail	15
Amusement and Recreation	16
Accommodations	17
Eating/Drinking Establishments	18
Repair and Maintenance	19
Personal Services/Laundry	20
Retail (Non-Store) and Other Services	21
Construction, Manufacturing, Utilities, Wholesale Operations, Transportation, and Sales Suppressed for Business Confidentiality	22
APPENDIX A: RESEARCH ON THE EFFECTS OF A LOCAL OPTION SALES TAX	23
APPENDIX B: DEFINITIONS OF TERMS	25

SUMMARY OF FINDINGS

University of Minnesota Extension conducted a study to estimate the proportion of sales proceeds attributed to both Forest Lake residents and non-residents.

Using 2023 sales and use tax data available from the Minnesota Department of Revenue (MN Revenue), Extension estimated that non-residents account for 53.4 percent of taxable sales subject to a local option sales tax (LOST).

In 2023, total taxable sales in Forest Lake were \$421.49 million. MN Revenue analysts estimate that 98.22% of taxable sales would be subject to a LOST. With 53.4 percent of sales derived from non-resident spending, Extension estimated that Forest Lake residents spent \$192.9 million of the total \$414.0 million in taxable sales subject to a LOST.

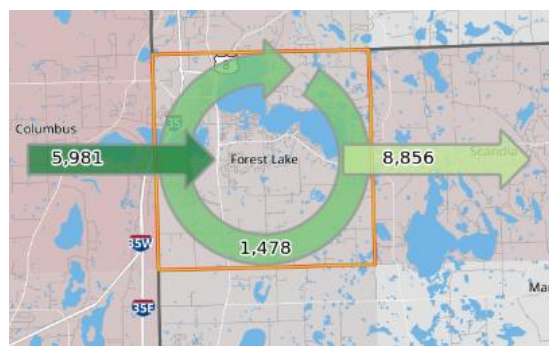
If the tax were in place in 2023, a 0.5 percent local option sales tax would have garnered \$2,070,000 million in tax proceeds according to MN Department of Revenue analysts. Forest Lake residents would have contributed \$964,620 in taxes, and non-residents would have contributed \$1,105,380 in 2023. Based on these estimates, each Forest Lake resident would have paid, on average, an additional \$44.86 in sales tax in 2023.

This report is based on a trade area analysis comparing actual taxable sales to potential sales. This is calculated by multiplying the Forest Lake population in 2023 (MN Demographic Center) by the Minnesota average per capita sales for each category, and then adjusting for the county's personal income factor. This initial analysis provided an estimate of retail and service purchases made by Forest Lake residents. For each merchandise group, the estimates for two types of purchasers—city residents and others—were calculated and adjusted considering the area economy. These adjustments were based on informed estimates and were aimed, in part, at reducing potential overestimates of the sales tax share attributable to non-residents. Assumptions and calculations are included for major retail and service categories so local decision makers can adjust totals if they have more nuanced insight.

Several factors and features of Forest Lake' economy helped frame the analysis for the different merchandise categories:

- Residents of nearby communities can easily access Forest Lake businesses. For this analysis, cross-hauling has the general effect of increasing non-resident spending as Forest Lake is a central shopping hub in the region.
- Forest Lake has less workers entering the city for employment than residents who leave for work (Figure 1). In this dynamic, commuters often shop for goods and services near where they work and those commuting into the city purchase in the city.

Figure 1: Forest Lake worker in-flow and out-flow



Inflow and outflow of wage earners.

Source: 2022 U.S. Census Bureau On-The-Map

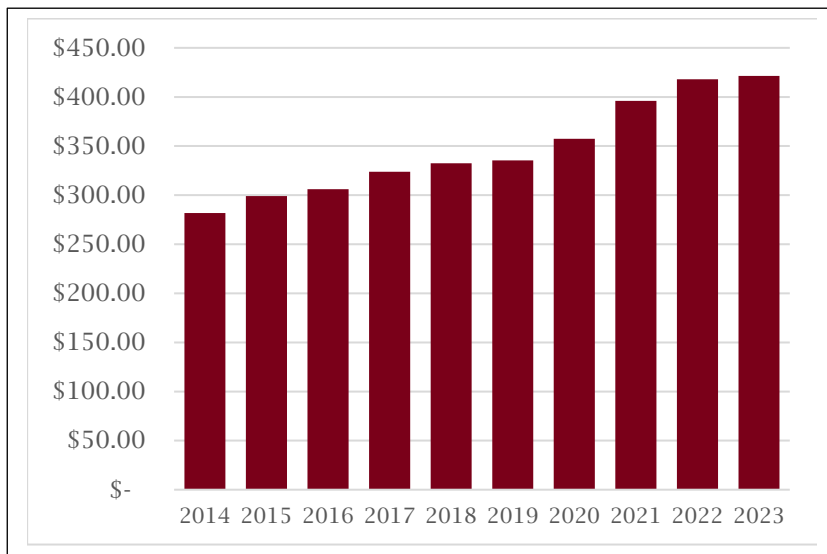
Figure 2 shows the estimated percentage of sales—across all merchandise categories—attributed to both residents and non-residents in 2023. These estimates are based on the adjusted analysis to more accurately reflect the city’s economic and consumption

circumstances. Based on these findings, Extension estimates city residents represent 46.6 percent of all taxable retail and service sales subject to the tax (\$192.9 million), and the remaining 53.4 percent (\$221.1 million) are attributed to non-residents.

Figure 2: Estimated 2023 Taxable Sales Subject to LOST

	Taxable Sales	Percent of Sales
City residents	\$192,924,000	46.6%
Non-residents	\$221,076,000	53.4%

Figure 3: Total taxable sales in Forest Lake from 2014-2023



Source: Minnesota Department of Revenue

The total taxable sales in the city rose steadily over the past decade, with a slight stagnation in sales over the 2020 pandemic (Figure 3). Total sales for 2022 were unavailable at the time of this analysis. This provides some sense of the stability and trajectory of a LOST going forward.

Extension forecasted taxable sales subject to the local tax for 2023, 2024, and 2025 using a simple

exponential smoothing forecast model that employs a moving weighted average and a 95% confidence interval to provide an upper and lower bound to the estimate (Figures 5 and 6). This model estimates total tax proceeds in 2024 to be between an upper limit of \$2,254,687 and a lower limit of \$2,054,130.

Considering the historic disruption of the pandemic and its uneven effect on business categories, this forecast is an unlikely scenario based only on past trends. National evidence shows that home-focused businesses like food, building materials, furniture, and general merchandise did well through the pandemic, whereas dining, accommodations, and amusement saw record sales decreases. The increase in sales over the previous three years further complicates any forecast, though based on historical data, movement towards the Upper Confidence Bound seems more likely than forecast.

Figure 5: Forecast for Tax Proceeds based on Past Trends 2014 to 2023

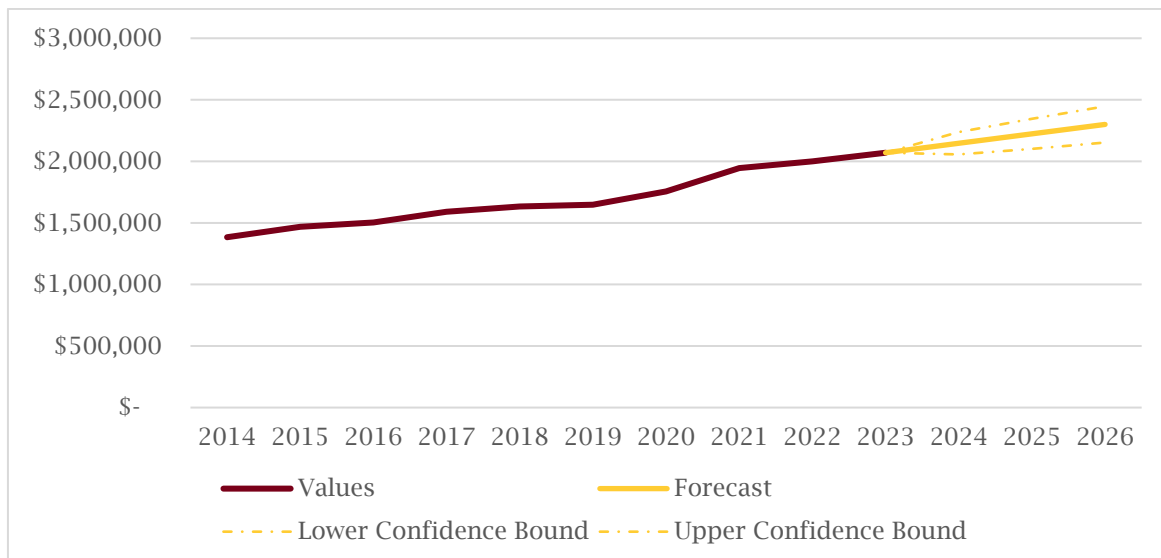


Figure 6: Forecast with Upper and Lower Bound 2024-26

	Forecast	Lower Bound	Upper Bound
2024	\$2,154,408	\$2,054,130	\$2,254,687
2025	\$2,233,070	\$2,098,093	\$2,368,048
2026	\$2,311,733	\$2,149,251	\$2,474,215

Use taxes also affect the tax proceeds from a local option sales tax. Use taxes derive from businesses purchasing products from out-of-state sources and in other Minnesota locations. Use taxes are often less consistent and more difficult to estimate accurately than sales taxes. In 2023, the city received \$619,936 in use (not sales) tax proceeds. It would have garnered \$45,921 for a LOST at the 0.5 percent rate.

Policymakers must also consider the impacts that a LOST may have on consumer purchasing behavior, particularly whether it will result in a loss of consumer purchases to other jurisdictions. Extension examined records of 11 cities that enacted a local option sales tax between 1999 and 2006 (information available on the Minnesota Department of Revenue website). Records do not indicate a major purchasing change due to the additional sales tax, and most of the jurisdictions have shown continued sales growth (see Appendix A). These communities, however, may not be comparable to Forest Lake. All communities included in this analysis are located outside the Twin Cities metro area and may retain more shoppers than communities in the metro area where one can easily switch spending from one jurisdiction to another.

BACKGROUND AND METHODOLOGY

Community economics educators at University of Minnesota Extension provide applied research and education to help community and business partners make better informed decisions. In recent years, Minnesota has adopted laws enabling local governments to enact a local option sales tax. Extension has assisted these administrations in estimating their potential tax proceeds and the portion of taxes paid by local residents.

This report estimates the proportion of tax proceeds generated by Forest Lake residents compared to non-residents. The most recently available state sales tax data (2023) from the Minnesota Department of Revenue (MN Revenue) was used.

Trade Area Analysis and Calculations

Extension conducted a trade area analysis of retail and service sales in select merchandise categories, estimating the amount of taxable sales subject to sales taxes made by both local residents and non-residents. Use tax is a much smaller portion of the total collection compared to sales tax proceeds. It is also estimated using a different formula.

Extension calculated potential sales for the city in each merchandise category and compared this calculation to actual taxable sales from the Minnesota Department of Revenue sales tax statistics for the same category. Actual sales greater than potential sales indicate the city attracts sales from outside its boundaries or has sales greater than one would expect from its residents. Extension used the difference between potential and actual sales to set reasonable estimates of spending by residents and non-residents across all categories. These estimates also helped inform adjustments for each category.

Potential sales calculations are based on average statewide spending by merchandise category and the population of the city, then adjusted by the level of income in Forest Lake. Specifically, potential sales result from city population, state per capita taxable sales, and the index of income (see sidebar and Appendix B).

The following section details the initial and adjusted trade area calculations for all merchandise categories. The sections labeled “Analysis with Adjustments” lists the final estimate of sales generated by non-residents. A rationale for adjustments and conclusions is also included.

Online sales have been left out of the estimates for this analysis as data for these types of transactions by jurisdiction are not available before a local option sales tax is enacted. After a local option sales tax is enacted, sales tax is collected for online sales for delivered purchases. Extension estimates about 10-15% of sales are made online by households. This additional revenue is not included in this analysis.

Potential sales estimate the dollar amounts for purchases made by local residents *if* local residents spend as much as the average Minnesota resident.

Potential sales are calculated by the following formula:

$$(T \div PMn) \times PO \times (YWC \div YMn) = \text{potential sales}$$

T = Total Minnesota taxable sales for a merchandise category

PMn = 2023 population of Minnesota (5,800,386)

PO = 2023 population of Forest Lake (21,502)

YWC = Per capita income of Forest Lake residents (\$84,018)

YMn = Per capita income of Minnesota residents (\$72,557)

TRADE AREA ANALYSIS BY MERCHANDISE CATEGORY

The following pages provide detailed analysis by merchandise category.

Vehicles and Parts

5.6 percent of total taxable retail and service sales

The **20 businesses** in this retail category include repair parts, snowmobiles, boats, trailers, and recreational vehicles. *Sales of cars and other on-road vehicles are not included in this category since they are subject to a different tax.*

	(\$Millions)
Actual taxable sales	\$22.21
-Potential sales	\$17.38
= \$ variance	\$4.83
= as % of potential	27.8%

Unadjusted Trade Area Analysis

Potential taxable sales to residents	\$17.38
Surplus	\$4.83
Total	\$22.21
Surplus percentage	21.7%

Analysis with Adjustments

Capture rate of Forest Lake residents	83%
Residents' \$ share	\$14.43
Non-Residents' \$ share	\$7.77
Total	\$22.21
Non-resident share per group	35.0%

Analysis for Vehicles and Parts

Vehicles and parts account for 5.6 percent of total taxable retail and service sales. This retail category includes 20 businesses selling repair parts, snowmobiles, boats, trailers, and recreational vehicles. Sales of cars and other on-road vehicles are excluded from this category because they are subject to a different tax. Actual taxable sales total \$22.21 million, compared to estimated potential sales of \$17.38 million, resulting in a positive variance of \$4.83 million. This represents a surplus of 27.8 percent relative to potential demand, indicating that sales in this category exceed expected resident spending. Extension estimates the capture rate of residents at 83 percent. Based on this capture rate, residents contribute approximately \$14.43 million in sales, while non-residents account for an estimated \$7.77 million. Total sales remain \$22.21 million, and the adjusted non-resident share is 35.0 percent. The adjusted analysis indicates that this category serves both local residents and a substantial non-resident market, functioning as a regional draw with sales levels exceeding local demand.

Building Materials

34.4 percent of total taxable retail and service sales

These **10 businesses** sell lumber, hardware, paint, wallpaper, tile, hardwood floors, roofing, fencing, ceiling fans, lawn equipment, and garden items.

	(\$Millions)
Actual taxable sales	\$136.98
Potential sales	\$37.25
= \$ variance	\$99.73
= as % of potential	267.7%

Unadjusted Trade Area Analysis

Potential sales to residents	\$37.25
Surplus	\$99.73
Total	\$136.98
Non-resident share per group	72.8%

Analysis with Adjustments

Capture rate of Forest Lake residents	85%
Residents' \$ share	\$31.51
Non-residents' \$ share	\$105.47
Total	\$136.98
Non-resident share per group	77.0%

Analysis for Building Materials

Building materials account for 34.4 percent of total taxable retail and service sales, making this the largest retail and service category by sales share. This merchandise group includes 10 businesses selling lumber, hardware, paint, wallpaper, tile, hardwood flooring, roofing materials, fencing, ceiling fans, lawn equipment, and garden items. Actual taxable sales total \$136.98 million, compared to estimated potential sales of \$37.25 million, resulting in a positive variance of \$99.73 million. This represents a surplus of 267.7 percent relative to potential demand, indicating that sales in this category far exceed expected resident spending. Extension estimates the capture rate of residents at 85 percent. Based on this capture rate, residents contribute approximately \$31.51 million in sales, while non-residents account for an estimated \$105.47 million. Sales total \$136.98 million, and the adjusted non-resident share is estimated at 77.0 percent. The adjusted analysis indicates that the building materials category functions as a strong regional destination, with sales heavily driven by non-resident demand and volumes that substantially exceed local consumption levels.

Food and Groceries

4.9 percent of total taxable retail and service sales

The **13 businesses** in this merchandise group include grocery stores, delis, bakeries, and butcher shops that sell food to be prepared at home. Liquor stores are also included in this group.

	(\$Millions)
Actual taxable sales	\$19.40
- Potential sales	\$19.93
= \$ variance	(\$0.53)
= as % of potential	-2.6%

Unadjusted Trade Area Analysis

Potential sales to residents	\$19.93
Surplus	(\$0.53)
Total	\$19.40
Non-resident share per group	-2.7%

Analysis with Adjustments

Capture rate of Forest Lake residents	68%
Residents' \$ share	\$13.58
Non-residents' \$ share	\$5.82
Total	\$19.40
Non-resident share per group	30.0%

Analysis for Food and Groceries

Food and grocery businesses account for 4.9 percent of total taxable retail and service sales. This merchandise group includes 13 businesses such as grocery stores, delis, bakeries, butcher shops, and liquor stores that sell food intended for home preparation. Actual taxable sales total \$19.40 million, compared to estimated potential sales of \$19.93 million, resulting in a sales gap of \$0.53 million. This represents a leakage of 2.6 percent relative to potential demand, indicating that local food and grocery sales closely align with resident spending levels. Extension estimates the capture rate of residents at 68 percent. Based on this capture rate, residents contribute approximately \$13.58 million in sales, while non-residents account for an estimated \$5.82 million. Total sales are \$19.40 million, and the adjusted non-resident share is 30.0 percent. The adjusted analysis indicates that this category performs near equilibrium, serving both local residents and a meaningful non-resident market without significant leakage or surplus.

Furniture Stores, Electronics, and Appliances

1.2 percent of total taxable retail and service sales*

These **17 businesses** primarily include household-type appliances, sewing machines, cameras, computers, other electronic goods, furniture, beds, carpeting, window coverings, kitchenware, and wood-burning stoves.

	(\$Millions)
Actual taxable sales	\$4.89
-Potential sales	\$21.36
= \$ variance	(\$16.46)
= as % of potential	-77.1%

Unadjusted Trade Area Analysis

Potential sales to residents	\$21.36
Surplus	(\$16.46)
Total	\$4.89
Non-resident share per group	-336.6%

Analysis with Adjustments

Capture rate of Forest Lake residents	21%
Residents' \$ share	\$4.40
Non-residents' \$ share	\$0.49
Total	\$4.89
Non-resident share per group	10.0%

Analysis for Furniture Stores, Electronics, and Appliances

Furniture stores, electronics, and appliance retailers account for 1.2 percent of total taxable retail and service sales. This merchandise group includes 17 businesses selling household appliances, electronics, computers, furniture, bedding, carpeting, window coverings, kitchenware, wood-burning stoves, and related durable household goods. Actual taxable sales total \$4.89 million, compared to estimated potential sales of \$21.36 million, resulting in a sales gap of \$16.46 million. This represents a leakage of 77.1 percent relative to potential demand, indicating that a substantial share of resident spending in this category occurs outside the local market. Extension estimates the capture rate of residents at 21 percent. Based on this capture rate, residents contribute approximately \$4.40 million in sales, while non-residents account for an estimated \$0.49 million. Total sales remain \$4.89 million, and the adjusted non-resident share is 10.0 percent. The adjusted analysis indicates that this category captures a modest portion of resident demand but continues to experience substantial leakage to other retail markets.

General Merchandise Stores

18.3 percent of total taxable retail and service sales*

The **8 businesses** in this category sell general merchandise and are unique because they have the equipment and staff needed to sell a large variety of goods from a single location. This includes department stores, superstores, dollar stores, and variety stores.

	(\$Millions)
Actual taxable sales	\$72.77
potential sales	\$36.95
= \$ variance	\$35.82
= as % of potential	96.9%

Unadjusted Trade Area Analysis

Potential sales to residents	\$36.95
Surplus	\$35.82
Total	\$72.77
Non-resident share per group	49.2%

Analysis with Adjustments

Capture rate of Forest Lake residents	85%
Residents' \$ share	\$31.29
Non-Residents' \$ share	\$41.48
Total	\$72.77
Non-resident share per group	57.0%

Analysis for General Merchandise Stores

General merchandise stores account for 18.3 percent of total taxable retail and service sales. This merchandise group includes eight businesses selling a wide range of goods from a single location, such as department stores, superstores, dollar stores, and variety stores, which are characterized by the equipment and staffing needed to support broad product assortments. Actual taxable sales total \$72.77 million, compared to estimated potential sales of \$36.95 million, resulting in a positive variance of \$35.82 million. This represents a surplus of 96.9 percent relative to potential demand, indicating that sales in this category are nearly double what would be expected based on resident spending alone. Extension estimates the capture rate of residents at 85 percent. Based on this capture rate, residents contribute approximately \$31.29 million in sales, while non-residents account for an estimated \$41.48 million. Total sales are \$72.77 million, and the adjusted non-resident share increases to 57.0 percent. The adjusted analysis indicates that general merchandise stores function as a strong regional draw, with a majority of sales supported by non-resident spending and volumes that substantially exceed local demand.

Health and Personal Items

0.7 percent of total taxable retail and service sales

Stores selling prescription drugs, food supplements, vision supplies, cosmetics, and hearing aids are among the **10 businesses** included in this merchandise group.

	(\$Millions)
Actual taxable sales	\$2.89
Potential sales	\$4.64
= \$ variance	(\$1.76)
= as % of potential	-37.8%

Unadjusted Trade Area Analysis

Potential sales to residents	\$4.64
Surplus	(\$1.76)
Total	\$2.89
Non-resident share per group	-60.8%

Analysis with Adjustments

Capture rate of Forest Lake residents	50%
Residents' \$ share	\$2.31
Non-residents' \$ share	\$0.58
Total	\$2.89
Non-resident share per group	20.0%

Analysis for Health and Personal Items

Health and personal item retailers account for 0.7 percent of total taxable retail and service sales. This merchandise group includes 10 businesses selling prescription drugs, food supplements, vision supplies, cosmetics, and hearing aids. Actual taxable sales total \$2.89 million, compared to estimated potential sales of \$4.64 million, resulting in a sales gap of \$1.76 million. This represents a leakage of 37.8 percent relative to potential demand, indicating that a notable share of resident spending in this category occurs outside the local market. Extension estimates the capture rate of residents at 50 percent. Based on this capture rate, residents contribute approximately \$2.31 million in sales, while non-residents account for an estimated \$0.58 million. Total sales remain \$2.89 million, and the adjusted non-resident share is 20.0 percent. The adjusted analysis indicates that this category serves local residents at a moderate level but continues to experience measurable leakage to other retail markets.

Gas/Convenience Stores

2.6 percent of total taxable retail and service sales

This merchandise group covers **11 businesses** selling convenience items at a store that also sells fuel.

	(\$Millions)
Actual taxable sales	\$10.18
-Potential sales	\$8.96
= \$ variance	\$1.22
= as % of potential	13.7%

Unadjusted Trade Area Analysis

Potential sales to residents	\$8.96
Surplus	\$1.22
Total	\$10.18
Non-resident share per group	12.0%

Analysis with Adjustments

Capture rate of Forest Lake residents	76%
Residents' \$ share	\$6.82
Non-residents' \$ share	\$3.36
Total	\$10.18
Non-resident share per group	33.0%

Analysis for Gas/Convenience Stores

Gas and convenience stores account for 2.6 percent of total taxable retail and service sales. This merchandise group includes 11 businesses selling convenience items at locations that also sell fuel. Actual taxable sales total \$10.18 million, compared to estimated potential sales of \$8.96 million, resulting in a positive variance of \$1.22 million. This represents a surplus of 13.7 percent relative to potential demand, indicating that sales in this category slightly exceed expected resident spending. Extension estimates the capture rate of residents at 76 percent. Based on this capture rate, residents contribute approximately \$6.82 million in sales, while non-residents account for an estimated \$3.36 million. Total sales are \$10.18 million, and the adjusted non-resident share increases to 33.0 percent. The adjusted analysis indicates that gas and convenience stores serve both local residents and a meaningful non-resident market, with sales slightly exceeding local demand.

Apparel/Clothing

0.3 percent of total taxable retail and service sales

This merchandise group includes **12 businesses** selling new clothing and accessories, jewelry, shoes, bridal items, clocks, and luggage.

	(\$Millions)
.9Actual taxable sales	\$1.36
Potential sales	\$4.82
= \$ variance	(\$3.46)
= as % of potential	-71.8%

Unadjusted Trade Area Analysis

Potential sales to residents	\$4.82
Surplus	(\$3.46)
Total	\$1.36
Non-resident share per group	-254.1%

Analysis with Adjustments

Capture rate of Forest Lake residents	24%
Residents' \$ share	\$1.16
Non-residents' \$ share	\$0.20
Total	\$1.36
Non-resident share per group	15.0%

Analysis for Apparel/Clothing

Apparel and clothing retailers account for 0.3 percent of total taxable retail and service sales. This merchandise group includes 12 businesses selling new clothing and accessories, jewelry, shoes, bridal items, clocks, and luggage. Actual taxable sales total \$1.36 million, compared to estimated potential sales of \$4.82 million, resulting in a sales gap of \$3.46 million. This represents a leakage of 71.8 percent relative to potential demand, indicating that a large share of resident spending on apparel and accessories occurs outside the local market. Extension estimates the capture rate of residents at 24 percent. Based on this capture rate, residents contribute approximately \$1.16 million in sales, while non-residents account for an estimated \$0.20 million. Total sales are \$1.36 million, and the adjusted non-resident share is 15.0 percent. The adjusted analysis indicates that this category captures less than one-quarter of resident demand and continues to experience substantial leakage to other retail markets.

Leisure Goods, All Other Miscellaneous Retail

5.5 percent of total taxable retail and service sales

40 businesses are part of this group, including florists, used merchandise stores, pet supply stores, sporting goods, books, music, hobby items, fabrics, toys, and other retailers.

	(\$Millions)
Actual taxable sales	\$21.71
Potential sales	\$18.01
= \$ variance	\$3.71
= as % of potential	20.6%

Unadjusted Trade Area Analysis

Potential sales to residents	\$18.01
Surplus	\$3.71
Total	\$21.71
Non-resident share per group	17.1%

Analysis with Adjustments

Capture rate of Forest Lake residents	71%
Residents' \$ share	\$12.81
Non-residents' \$ share	\$8.90
Total	\$21.71
Non-resident share per group	41.0%

Analysis for Miscellaneous Retail

Leisure goods and other miscellaneous retail account for 5.5 percent of total taxable retail and service sales. This merchandise group includes 40 businesses such as florists, used merchandise stores, pet supply retailers, sporting goods stores, book and music sellers, hobby shops, fabric and toy stores, and other specialty retailers. Actual taxable sales total \$21.71 million, compared to estimated potential sales of \$18.01 million, resulting in a positive variance of \$3.71 million. This represents a surplus of 20.6 percent relative to potential demand, indicating that sales in this category exceed expected resident spending. Extension estimates the capture rate of residents at 71 percent. Based on this capture rate, residents contribute approximately \$12.81 million in sales, while non-residents account for an estimated \$8.90 million. Total sales are \$21.71 million, and the adjusted non-resident share increases to 41.0 percent. The adjusted analysis indicates that this category functions as both a strong local-serving sector and a regional draw, with sales exceeding local demand and a substantial contribution from non-resident spending.

Amusement and Recreation

1.3 percent of total taxable retail and service sales*

The 9 businesses in this group include casinos, bowling lanes, water parks, amusement parks, arcades, bingo halls, golf courses, ski slopes, marinas, dance or fitness centers, recreational clubs, ice rinks, swimming pools, roller rinks, etc.

	(\$Millions)
Actual taxable sales	\$5.16
Potential sales	\$10.00
= \$ variance	(\$4.85)
= as % of potential	-48.5%

Unadjusted Trade Area Analysis

Potential sales to residents	\$10.00
Surplus	(\$4.85)
Total	\$5.16
Non-resident share per group	-94.1%

Analysis with Adjustments

Capture rate of Forest Lake residents	41%
Residents' \$ share	\$4.12
Non-residents' \$ share	\$1.03
Total	\$5.16
Non-resident share per group	20.0%

Analysis for Amusement and Recreation

Amusement and recreation businesses account for 1.3 percent of total taxable retail and service sales. This merchandise group includes nine businesses such as casinos, bowling lanes, water parks, amusement parks, arcades, bingo halls, golf courses, ski slopes, marinas, dance or fitness centers, recreational clubs, ice rinks, swimming pools, roller rinks, and similar facilities. Actual taxable sales total \$5.16 million, compared to estimated potential sales of \$10.00 million, resulting in a sales gap of \$4.85 million. This represents a leakage of 48.5 percent relative to potential demand, indicating that nearly half of resident spending on amusement and recreation occurs outside the local market. Extension estimates the capture rate of residents at 41 percent. Based on this capture rate, residents contribute approximately \$4.12 million in sales, while non-residents account for an estimated \$1.03 million. Total sales are \$5.16 million, and the adjusted non-resident share is 20.0 percent. The adjusted analysis indicates that while this category captures a moderate share of resident demand, it continues to experience substantial leakage, with a limited but notable contribution from non-resident users.

Accommodations

N/A percent of total taxable retail and service sales

These **n/a businesses** provide lodging or short-term accommodations for travelers, vacationers, and others. Included are hotels, motels, lodges, bed & breakfasts, campgrounds, fraternities, boarding houses, and dormitories.

	(\$Millions)
Actual taxable sales	\$ -
Potential sales	\$ -
= \$ variance	\$ -
= as % of potential	-%

Unadjusted Trade Area Analysis

Potential sales to residents	\$ -
Surplus	\$ -
Total	\$ -
Non-resident share per group	-%

Analysis with Adjustments

Capture rate of Forest Lake residents	-%
Residents' \$ share	\$ -
Non-residents' \$ share	\$ -
Total	\$ -
Non-resident share per group	-%

Analysis for Accommodations

Data was not available for this category.



Eating/Drinking Establishments

15.9 percent of total taxable retail and service sales

These 53 **businesses** sell food at full-service or limited-service establishments. The group includes cafeterias, bagel shops, ice cream parlors, snack bars, food service contractors, caterers, lunch wagons, and street vendors. It also includes bars, taverns, and nightclubs.

	(\$Millions)
Actual taxable sales	\$63.13
Potential sales	\$51.27
= \$ variance	\$11.86
= as % of potential	23.1%

Unadjusted Trade Area Analysis

Potential sales to residents	\$51.27
Surplus	\$11.86
Total	\$63.13
Non-resident share per group	18.8%

Analysis with Adjustments

Capture rate of Forest Lake residents	80%
Residents' \$ share	\$41.03
Non-residents' \$ share	\$22.10
Total	\$63.13
Non-resident share per group	35.0%

Analysis for Eating/Drinking Establishments

Eating and drinking establishments account for 15.9 percent of total taxable retail and service sales. This merchandise group includes 53 businesses selling food through full-service and limited-service establishments, including cafeterias, bagel shops, ice cream parlors, snack bars, food service contractors, caterers, lunch wagons, street vendors, as well as bars, taverns, and nightclubs. Actual taxable sales total \$63.13 million, compared to estimated potential sales of \$51.27 million, resulting in a positive variance of \$11.86 million. This represents a surplus of 23.1 percent relative to potential demand, indicating that sales in this category exceed what would be expected based solely on resident spending. Extension estimates the capture rate of residents at 80 percent. Based on this capture rate, residents contribute approximately \$41.03 million in sales, while non-residents account for an estimated \$22.10 million. Total sales are \$63.13 million, and the adjusted non-resident share is 35.0 percent. The adjusted analysis indicates that this category functions as both a strong local-serving sector and a regional draw, with substantial sales driven by non-resident customers in addition to high resident capture.

Repair and Maintenance

2.9 percent of total taxable retail and service sales

The **29 businesses** in this group restore machinery, equipment, and other products. The group does not include plumbing or electrical repair services but does encompass auto repair, cameras, televisions, computers, copiers, appliances, lawn mowers, specialized equipment, small engines, furniture, shoes, guns, etc.

	(\$Millions)
Actual taxable sales	\$11.52
Potential sales	\$9.87
= \$ variance	\$1.65
= as % of potential	16.7%

Unadjusted Trade Area Analysis

Potential sales to residents	\$9.87
Surplus	\$1.65
Total	\$11.52
Non-resident share per group	14.3%

Analysis with Adjustments

Capture rate of Forest Lake residents	78%
Residents' \$ share	\$7.72
Non-residents' \$ share	\$3.80
Total	\$11.52
Non-resident share per group	33.0%

Analysis for Repair and Maintenance

Repair and maintenance services account for 2.9 percent of total taxable retail and service sales. This merchandise group includes 29 businesses that restore machinery, equipment, and other products, including auto repair, cameras, televisions, computers, copiers, appliances, lawn mowers, specialized equipment, small engines, furniture, shoes, and firearms, but excludes plumbing and electrical repair services. Actual taxable sales total \$11.52 million, compared to estimated potential sales of \$9.87 million, resulting in a positive variance of \$1.65 million. This represents a surplus of 16.7 percent relative to potential demand, indicating that sales in this category exceed what would be expected based solely on resident spending. Extension estimates the capture rate of residents at 78 percent. Based on this capture rate, residents contribute approximately \$7.72 million in sales, while non-residents account for an estimated \$3.80 million. Total sales are \$11.52 million, and the adjusted non-resident share is 33.0 percent. The adjusted analysis indicates that this category serves a majority of local demand while also attracting a meaningful share of non-resident customers, positioning it as a strong regional service sector.

Personal Services/Laundry

0.8 percent of total taxable retail and service sales

The 39 **businesses** in this merchandise group include barber shops and beauty parlors, death care services, laundry and dry-cleaning services, and a wide range of other personal services, such as pet care (except veterinary), photofinishing, temporary parking, and dating services.

	(\$Millions)
Actual taxable sales	\$3.26
Potential Sales	\$5.06
= \$ variance	(\$1.80)
= as % of potential	-35.6%

Unadjusted Trade Area Analysis

Potential sales to residents	\$5.06
Surplus	(\$1.80)
Total	\$3.26
Non-resident share per group	-55.3%

Analysis with Adjustments

Capture rate of Forest Lake residents	58%
Residents' \$ share	\$2.93
Non-residents' \$ share	\$0.33
Total	\$3.26
Non-resident share per group	10.0%

Analysis for Personal Services/Laundry

Personal services and laundry account for 0.8 percent of total taxable retail and service sales. This merchandise group includes 39 businesses such as barber shops and beauty parlors, death care services, laundry and dry-cleaning establishments, and a wide range of other personal services, including pet care (excluding veterinary services), photofinishing, temporary parking, and dating services. Actual taxable sales total \$3.26 million, compared to estimated potential sales of \$5.06 million, resulting in a sales gap of \$1.80 million. This represents a leakage of 35.6 percent relative to potential demand, indicating that a portion of resident spending in this category occurs outside the local market. Extension estimates the capture rate of residents at 58 percent. Based on this capture rate, residents contribute approximately \$2.93 million in sales, while non-residents account for an estimated \$0.33 million. Total sales are \$3.26 million, and the adjusted non-resident share is 10.0 percent. The adjusted analysis indicates that this category captures a majority of local demand but continues to experience measurable leakage, with a small contribution from non-resident customers.

Retail (Non-Store) and Other Services

This section includes taxable sales attributed to North American Industrial Classification System categories 511-813 released by MN Revenue.

	(\$Millions)
Actual taxable sales	\$22.20
% of total taxable retail and service sales In Forest Lake	5.6%

Analysis with Adjustments

	(\$Millions)
Residents' \$ share	\$13.55
Non-residents' \$ share	\$8.66
Total	\$22.20
Non-resident share per group	39%

Analysis for Retail and Other Services

This group includes non-store retailers (such as direct selling operations), healthcare, waste management, rental/lease services, administrative support, and the performing arts. Some of these categories serve primarily a local market, whereas categories like 541 (professional and technical services) often serve a non-local market. This mix of business types is too diverse to run a trade area analysis for, but Extension estimated an aggregate 39 percent of these sales are to non-resident customers. The categories of sales are shown below:

CATEGORY	TAXABLE SALES	% NON-LOCAL	NON-LOCAL \$
113 AG -FORESTRY, LOGGING	\$14,000	35%	\$4,900
484 TRANSPORTATION -TRUCK	\$3,441,858	40%	\$1,376,743
531 REAL ESTATE	\$8,089	40%	\$3,236
532 RENTAL, LEASING SERVICES	\$4,524,113	40%	\$1,809,645
541 PROF,SCIENTIFIC,TECH SERV	\$3,155,979	35%	\$1,104,593
561 ADMIN, SUPPORT SERVICES	\$6,825,334	40%	\$2,730,134
611 EDUCATIONAL SERVICES	\$205,915	40%	\$82,366
621 HEALTH -AMBULATORY CARE	\$237,512	40%	\$95,005
711 PERF ART, SPECTATOR SPRTS	\$104,800	40%	\$41,920
813 RELIGIOUS,CIVIC,PROF ORGS	\$2,949,807	40%	\$1,179,923
454 RETL -NONSTORE RETAILERS	\$737,549	40%	\$295,020
TOTALS	\$22,204,956	39%	\$8,723,483

Construction, Manufacturing, Utilities, Wholesale Operations, Transportation, and Sales Suppressed for Business Confidentiality

A diverse mix of businesses fall into these non-retail categories, and a portion of sales are within a suppressed or non-disclosed subcategory. These industries and services generate \$23.83 million in taxable sales, or 5.7 percent of total taxable sales in Forest Lake. A significant portion of this amount would be subject to any new sales taxes, including a local option sales tax.

This category includes utilities that primarily serve a local market and are subject to a local option sales tax. The diversity of firm types included in this category makes it difficult to understand the customer mix of these businesses; however, Extension broke out each known subcategory with an assumption of whether customers paying the taxable sales were non-local:

Category	Taxable Sales	% non-local	\$ non-local
CONSTRUCTION	\$4,916,692	60%	\$2,950,015.20
MANUFACTURING	\$3,060,107	90%	\$2,754,096.30
WHOLESALE	\$5,222,973	80%	\$4,178,378.40
UNDESIGNATED/SUPPRESSED	\$10,626,283	50%	\$5,313,141.50
Total	\$23,826,055	64%	\$15,195,631.40

Extension estimated that, overall, 64 percent of sales are to non-residents. This analysis assumes that some subcategories, such as manufacturing sell primarily (90 percent) to non-resident customers, whereas subcategories like construction split sales between resident and non-resident customers.

Analysis with Adjustments

	(\$Millions)
Residents' \$ share	\$8.58
Non-residents \$ share	\$15.25
Total	\$23.83
Non-resident share	64%

APPENDIX A: RESEARCH ON THE EFFECTS OF A LOCAL OPTION SALES TAX

Policymakers are often concerned that enacting a local sales tax will result in a loss of consumer purchases to neighboring communities that have not adopted the tax.

The Minnesota Department of Revenue records the tax collected from a set of Minnesota jurisdictions that have had a local sales or use tax in effect for at least eight years. Most of these cities show continued sales growth. A comparison that includes 11 Minnesota cities adopting a 0.5 percent local option sales tax is offered below (refer to Figures 4, 5, 6, and 7).

Policymakers must determine the best allowable method to raise revenue from a variety of options. One option is raising property taxes, which is not directly related to a household’s current income and raises the financial burden of low-income or retired homeowners. Sales taxes raise revenues based on household expenditures, which, in Minnesota, excludes the basic necessities of food and clothing. However, since sales tax raises revenues from non-residents who shop in Forest Lake, resident contributions to tax revenues are significantly lower than a tax generated exclusively by local residents, such as a property tax. Policymakers must carefully consider these and other factors before making a decision about enacting a local sales tax.

Figure 4: Taxable retail and service sales by communities that began collecting a local option sales tax from 1999 to 2006

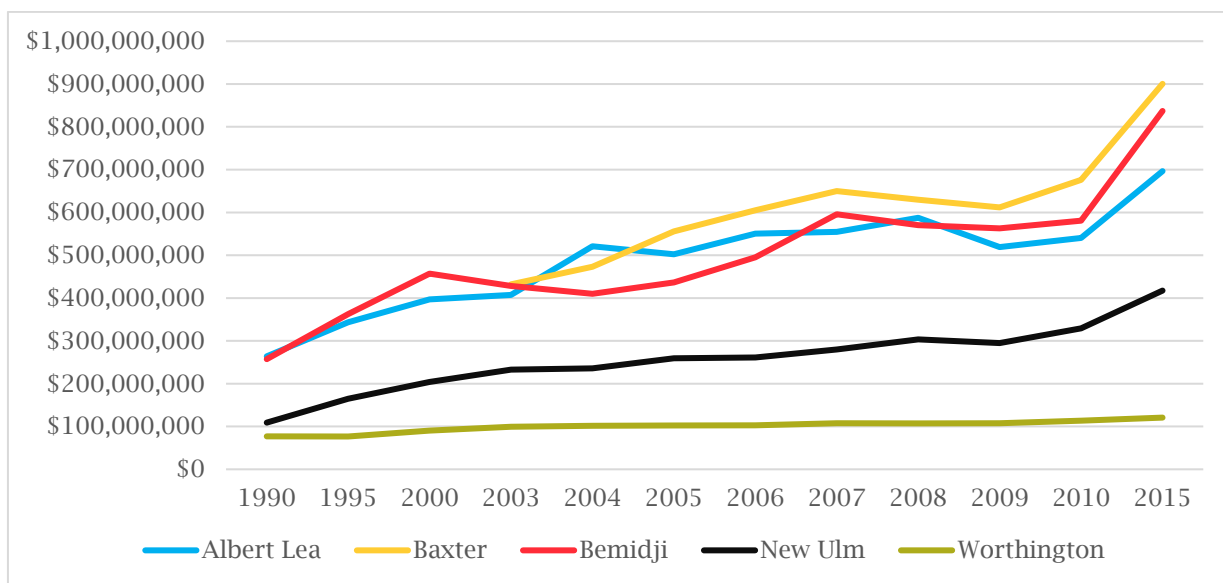


Figure 5: Data table for example communities, taxable retail and service sales (in millions)

Town Name	2015 Population	Year LOST	90	95	00	03	04	05	06	07	08	09	10	15
Albert Lea	18,356	2006	\$264	\$344	\$397	\$407	\$521	\$502	\$551	\$555	\$588	\$519	\$541	\$696
Baxter	8,065	2006				\$432	\$473	\$556	\$605	\$650	\$630	\$612	\$676	\$900
Bemidji	11,917	2005	\$257	\$362	\$457	\$428	\$410	\$437	\$495	\$596	\$570	\$563	\$581	\$837
New Ulm	13,594	1999	\$109	\$165	\$204	\$233	\$236	\$259	\$261	\$280	\$303	\$295	\$329	\$417
Worthington	11,283	2005	\$77	\$77	\$91	\$99	\$102	\$103	\$103	\$108	\$107	\$108	\$114	\$121

Figure 6: Taxable retail and service sales by communities that began collecting a local option sales tax between 2011- 2012

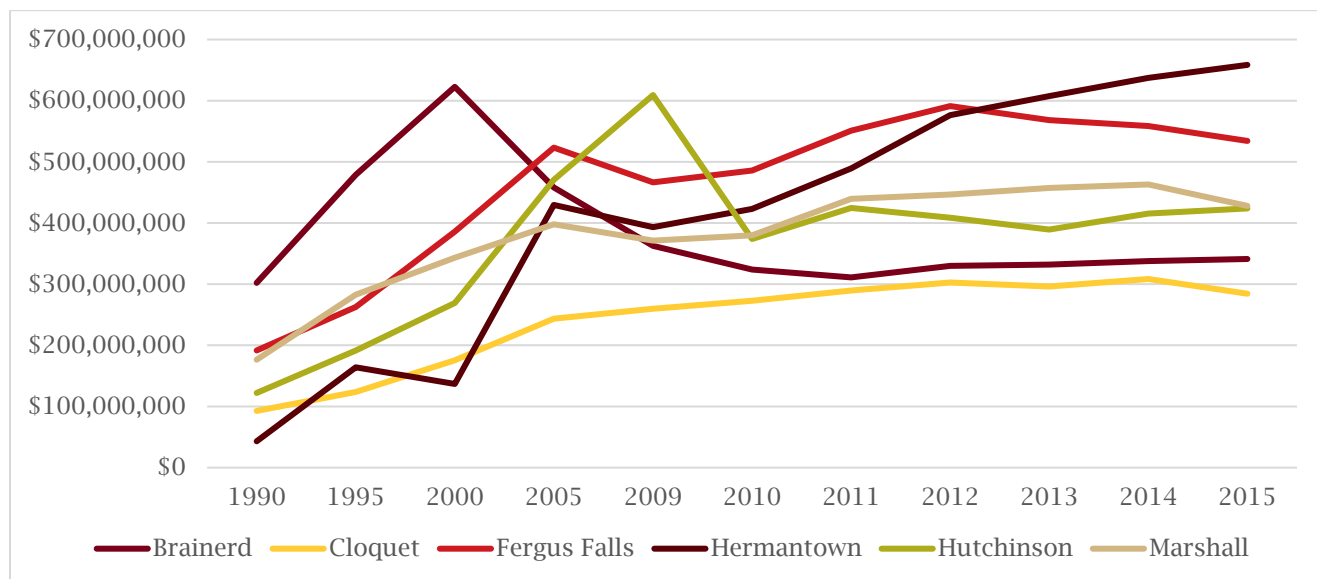


Figure 7: Data table for example communities, taxable retail and service sales (in millions)

Town Name	2015 Pop	Year LOST	90	95	00	05	09	10	11	12	13	14	15
<i>Brainerd</i>	13,178	2011	\$302	\$479	\$623	\$458	\$362	\$324	\$311	\$330	\$332	\$338	\$341
<i>Cloquet</i>	11,201	2011	\$93	\$124	\$175	\$244	\$260	\$273	\$290	\$303	\$296	\$308	\$284
<i>Fergus Falls</i>	13,471	2011	\$192	\$263	\$386	\$523	\$467	\$486	\$551	\$591	\$568	\$558	\$534
<i>Hermantown</i>	7,448	1996 - increase 2012	\$43	\$164	\$137	\$430	\$393	\$423	\$489	\$576	\$607	\$637	\$659
<i>Hutchinson</i>	13,080	2011	\$122	\$191	\$269	\$471	\$609	\$374	\$425	\$409	\$389	\$415	\$424
<i>Marshall</i>	12,735	2011	\$176	\$283	\$343	\$398	\$371	\$380	\$440	\$447	\$457	\$463	\$428

APPENDIX B: DEFINITIONS OF TERMS

Gross sales

Gross sales include taxable sales and exempt businesses with sales and use tax permits. This is the most inclusive indicator of business activity for reporting jurisdictions, but it can be misleading when used in comparisons. At times, non-taxable commodity items (e.g., gasoline) can have large price variations, creating huge swings in gross sales.

Taxable sales

Taxable sales are sales subject to sales tax. Taxable sales exclude exempt items, items sold for resale, items sold for exempt purposes, and items sold to exempt organizations. For the purpose of this study, taxable sales were the focus of the analysis. For more information on what is taxed in Minnesota, see the "Minnesota Sales and Use Tax Instruction Booklet" available at <https://www.revenue.state.mn.us/minnesota-tax-handbooks>

Taxable retail and service sales

In this study and other retail trade analyses conducted by University of Minnesota Extension, the term "taxable retail and service sales" refers to the North American Industry Classification System (NAICS) numbers of 441 to 454 (retail) and 511 to 812 (most service industries) released by the Minnesota Department of Revenue for a geographic area.

Current and constant dollar sales

Current dollar (or "nominal dollar") sales are those reported by the state. No adjustment has been made for price inflation. In general, this measure of sales is not satisfactory for comparisons over long periods of time since it does not account for changes in population, inflation, or the state's economy. Constant dollar (or "real dollar") sales reflect changes in price inflation by adjusting current dollar sales according to the Consumer Price Index (CPI). Constant dollar sales indicate the real sales level with respect to a base year. This is a more realistic method of evaluating sales over time than current dollar comparisons, but it still does not take into consideration changes in population or the state's economy.

Number of businesses

The number of sales and use tax permit holders who filed one or more tax returns for the year.

Index of income

This index provides a relative measure of income, calculated by dividing local per capita income by state per capita income. The base is 1.00. For example, a 1.20 index of income indicates that per capita income in the area is 20 percent above the state average.

Potential sales

Potential sales are an estimate of the amount of money spent on retail goods and services by residents of a city or county. It is the product of city/county population, state per capita sales, and the index of income (based on the county personal per capita income).

Actual sales

For this study, the Minnesota Department of Revenue's 2023 sales data for Forest Lake provides the actual sales numbers used.

Variance between actual and potential sales

The variance between actual and expected sales is the difference in sales from the “norm” (i.e., the amount above or below the standard established by the expected sales formula). When actual sales exceed expected sales, the study area has a “surplus” of retail sales. When actual sales fall short of expected sales, the study area has a retail sales “leakage.” Discrepancies between expected and actual sales occur for a variety of reasons. For this study, we use potential sales per merchandise group to create a first-cut estimate of residents’ purchase activities.

Cautions

Gross sales

Gross sales are a comprehensive measure of business activity, but it should be noted the numbers in this report are self-reported. Furthermore, gross sales are not audited by the state of Minnesota. It is believed that gross sales figures are generally reliable, but there is the possibility of distortions, especially in smaller cities where misreporting may have occurred.

Misclassification

Holders of sales and use tax permits select the North American Industry Classification System (NAICS) category that best fits their business. All sales reported by a business is attributed to that selected NAICS category. Regardless of who makes this classification, errors are occasionally made. Also, sometimes a business will start out as one type but evolve over time to a considerably different type. Misclassifications can distort sales among business categories, especially in smaller cities. For example, a furniture store that is classified as a general merchandise store will underreport sales in the furniture store category and over-report sales in the general merchandise category.

Suppressed data

The sales data for merchandise categories that have less than four reporting firms are not reported. This is a measure taken by most states to protect the confidentiality of sales tax permit holders. Sales for suppressed retail categories are placed into the miscellaneous retail category (NAICS 999) and included in total sales but not total sales of a typical retail trade analysis. For this report, however, all taxable sales—including NAICS 999—are part of calculating the amount of special taxes collected.

Consolidated reporting

Vendors with more than one location in Minnesota have the option of filing a separate return for each location or filing one consolidated return for all locations. The consolidated return shows sales made, tax due, and location by study area, and city/county for each business. Data for consolidated filers are combined with data for single-location filers to produce the figures in this report. Occasionally, consolidated reports may not be properly deconstructed, and all sales for a company may be reported for one town or county. Whenever misreporting is discovered, the Minnesota Department of Revenue is contacted to clarify the situation.

CITY OF FOREST LAKE WASHINGTON COUNTY, MINNESOTA

RESOLUTION NO. 01-26-26-04

**A RESOLUTION APPROVING THE SUBMISSION OF A REQUEST FOR LEGISLATIVE
AUTHORITY TO IMPOSE A LOCAL OPTION SALES TAX PURSUANT TO MINNESOTA
STATUTES, SECTION 297A.99**

WHEREAS, Minnesota Statutes, section 297A.99 authorizes a political subdivision to impose a local sales tax only upon approval by the Minnesota Legislature and subject to specific statutory requirements; and;

WHEREAS, Minnesota Statutes, section 297A.99, subdivision 2, requires a political subdivision to adopt a resolution approving the proposed tax prior to requesting legislative authority; and,

WHEREAS, Minnesota Statutes, section 297A.99, subdivision 1a, provides that local sales taxes may be used only for construction or rehabilitation of capital projects that demonstrate a clear regional benefit beyond the taxing jurisdiction; and,

WHEREAS, the City Council of the City of Forest Lake has identified the need to construct and equip a new Public Works Facility to house municipal operations which support transportation assets used by Forest Lake's regional visitors; and

WHEREAS, the City of Forest Lake Public Works Facility provides regional benefit by supporting transportation networks, utilities, emergency response coordination, and infrastructure maintenance serving residents, businesses, and visitors both within and beyond the City limits; and

WHEREAS, a Local Option Sales Tax would allow for regional cost sharing by ensuring that non-resident users contribute equitably to the funding of the Public Works Facility, thereby reducing reliance on local property taxes; and

WHEREAS, the City Council desires to seek legislative authority to impose a Local Option Sales Tax for this specific capital project in full compliance with Minnesota law.

that:

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

Section 1. Approval of Local Option Sales Tax

The City Council hereby approves submission of a request to the Minnesota Legislature for authority to impose a Local Option Sales Tax at a rate of 0.5 percent pursuant to Minnesota Statutes, section 297A.99, for the sole purpose of funding the City of Forest Lake Public Works Facility.

Section 2. Capital Project Description

Revenues generated from the Local Option Sales Tax shall be used solely for the construction, rehabilitation, and equipping of the City of Forest Lake Public Works Facility, a qualifying capital project as defined under Minnesota Statutes, section 297A.99, subdivision 2(d).

Section 3. Regional Significance

The Public Works Facility demonstrates a clear regional benefit, including support for regional transportation corridors, utilities, emergency response coordination, and infrastructure services used by persons residing and businesses located outside the City of Forest Lake, as documented in materials submitted to the Legislature.

Section 4. Estimated Project Cost and Tax Duration

The estimated total cost of the City of Forest Lake Public Works Facility is Fifty Million Dollars (\$50,000,000). The City anticipates that the Local Option Sales Tax will be imposed for a period of approximately twenty (20) years and shall expire upon full funding of the project, consistent with Minnesota Statutes, section 297A.99.

Section 5. Compliance with State Law

The City affirms that Local Option Sales Tax revenues shall be used exclusively for the Public Works Facility and in strict compliance with Minnesota Statutes, section 297A.99, including limitations on expenditures related to any required referendum.

Section 6. Authorization to Submit

The City Administrator and City Clerk are hereby authorized and directed to submit this resolution and all required supporting documentation to the Minnesota Legislature in accordance with Minnesota Statutes, section 297A.99, subdivision 2.

Adopted in the regular session of the Forest Lake City Council on the 26th day of January 2026.

CITY OF FOREST LAKE

By: _____
 Blake Roberts
 Its Mayor

Attest: _____
 Jolleen Chaika
 Assistant City Administrator/Clerk